

Concurrency management tool



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User Guide

Agenda

- Tool Objective
- Concurrence approval cycle: the Process
- Access to the tool
- New request input
- New request submission to the approval cycle
- Concurrence Amendment
- Receipt of a new Concurrence Request and Approval/Reject
- Reporting section
- Profile Details



Tool **Objective**

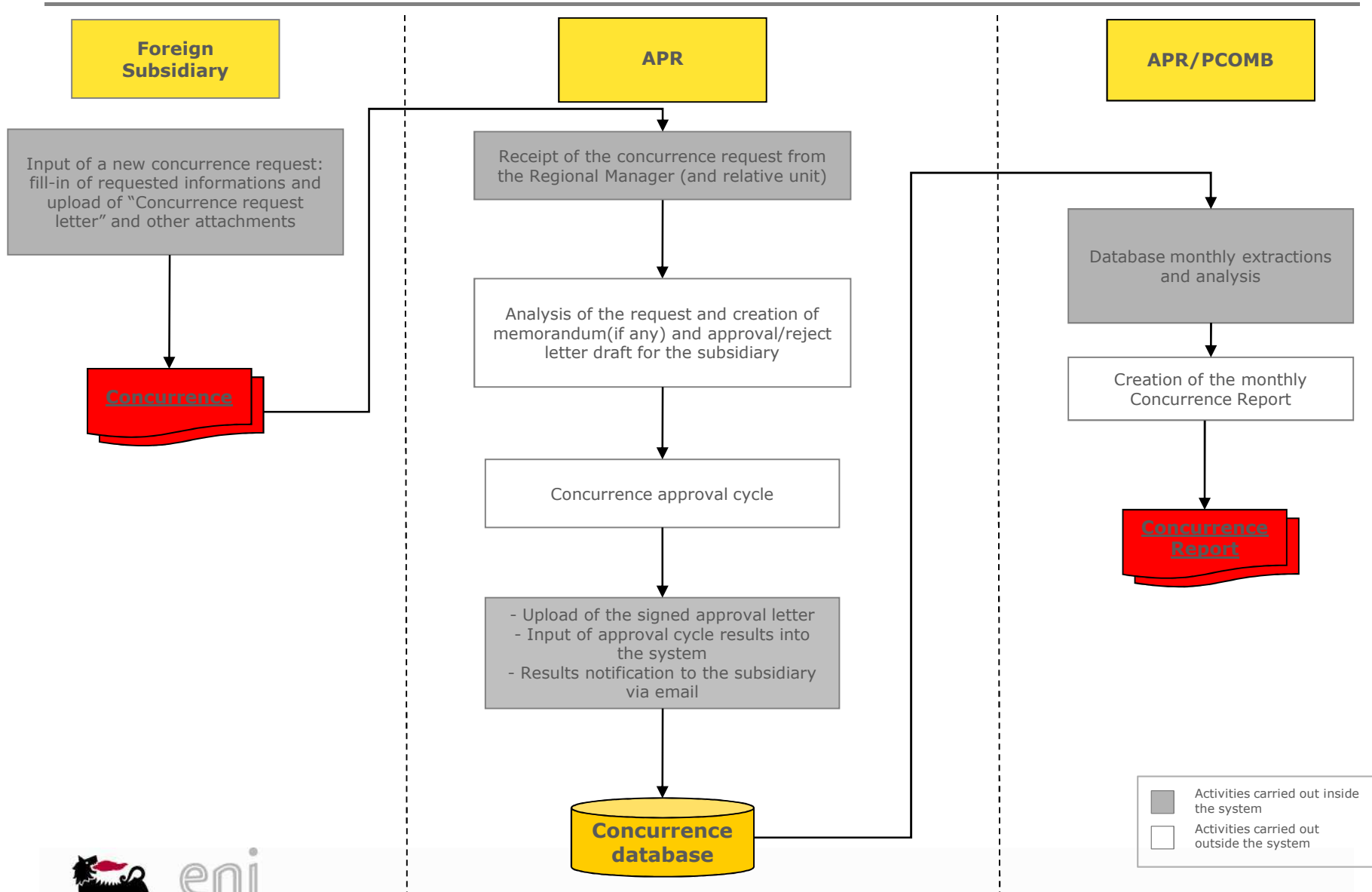
Provide to all the different profiles involved in the process, a unique and user friendly tool, in order to:

- Standardize the concurrence request process worldwide in accordance to the third attachment of the Procurement MSG.
- Track the process and its results
- Provide to the management an effective tool in order to monitor and analyze the requests received and processed



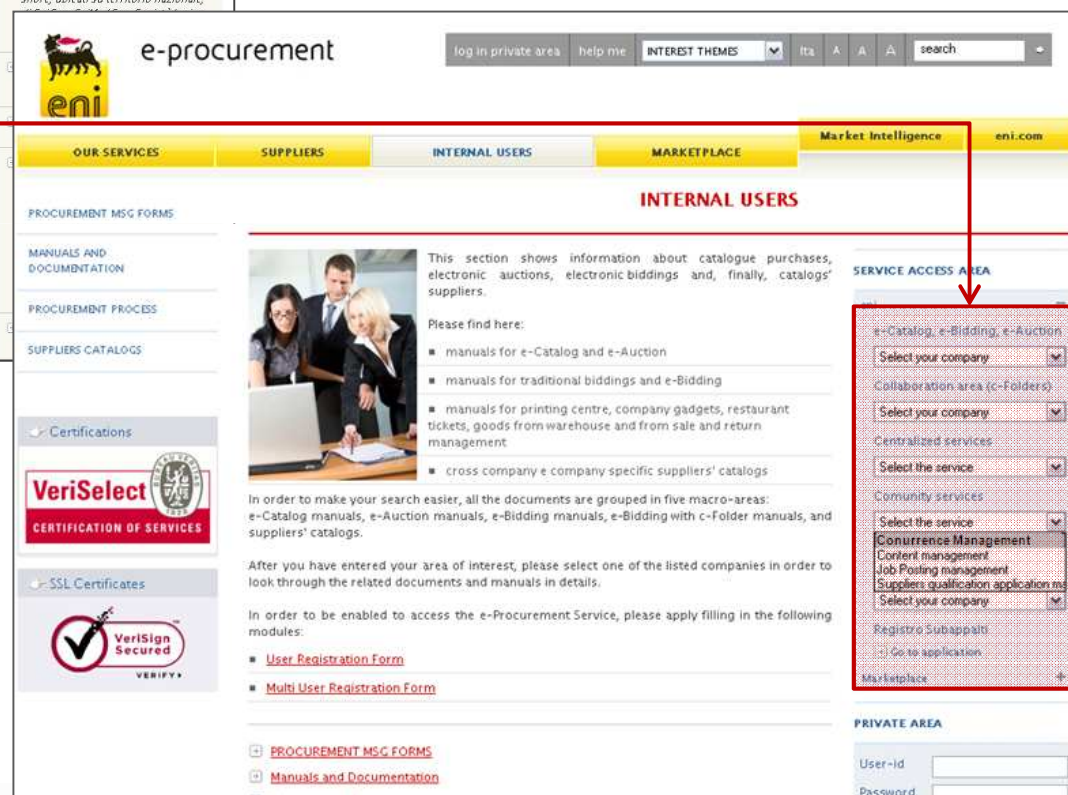
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Concurrence approval cycle: the Process





- The tool is available through the e-procurement website: <https://eprocurement.eni.it/>
- From the main page select : "Internal Users"
- In the right side menu select "Service access area" and then "eni"



- Open the drop down menu "Community Services" and select "Concurrence Management"
- Access the tool inserting User id and Password received during the registration phase.

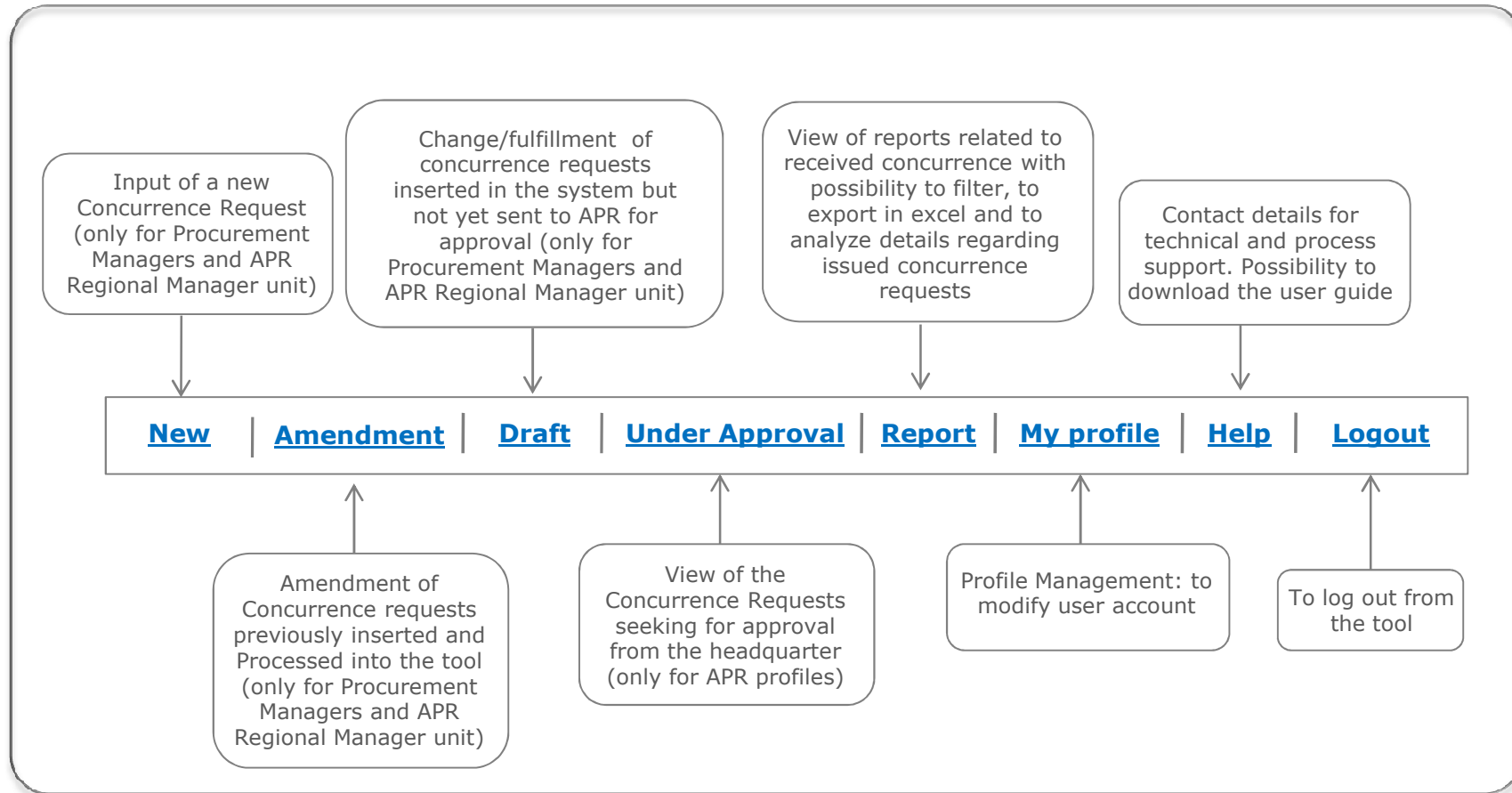


Access to the tool

Main Menù

(2/2)

Using the menu in the upper part of the home page, the user can access to some specific features:



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Input of a new concurrence request

The insertion of a new concurrence request can be done accessing the dedicated area of the tool selecting the "new" key:



Each concurrence request include one or more lines; each line corresponds to a specific tender package for which the approval is requested.

The tool allows the management of **multi-line concurrences**, for this purpose the concurrence request input follows two main steps:

1. Insertion of **header data**: common among all the concurrence lines of the same concurrence request
2. Insertion of **concurrence line details** for each tender package



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Input of a new concurrence request

Header data

(1/2)

New | Draft | Under Approval | Report | My profile | Help | Logout

Header

Geographic Area: Europe, Australasia and Americas | Country: Select an item | eni Subsidiaries/Foreign Affiliates

Concurrence Endorsed by (Managing Director) | Concurrence Endorsed by (Procurement Manager)

Overall scope of work

Concurrence Request Letter

Document attachment will be possible only after Header saving

Store Header Draft

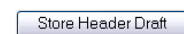
Header includes the following mandatory information:

- **Foreign subsidiary** requesting concurrence (and its country or geographical area)
- **Foreign subsidiary endorsers** (Managing Director and Procurement Manager)
- **Overall scope of work:** for multi-line concurrence it is the general scope of work of the request (in case of single-line requests it represents the scope of work of the single tender package)
- **Concurrence request letter:** to attach the "Concurrence request letter" or the "Contract Strategy" signed by Managing Director and Procurement Manager.

Once data insertion is concluded it's possible to save the header data clicking on the button "**store header draft**"



Documents attachment will be allowed only after header data saving

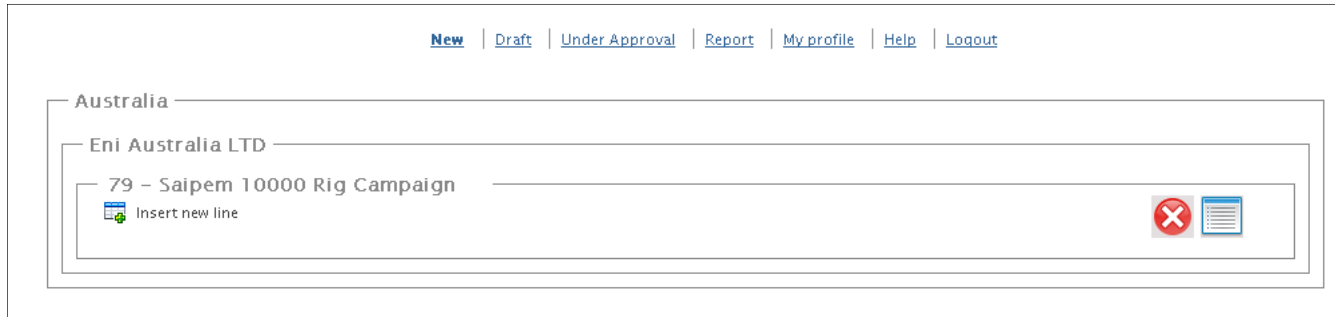


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Input of a new concurrence request




Header data

(2/2)



Once the header data insertion is concluded, it's possible to view or to change these data entering the "Draft" area. The concurrence request is present and subject to changes from the time of it's creation to it's submission for approval.

In this phase it's possible:

- to cancel header data permanently 
- to change data previously inserted into the header 
- to insert a new concurrence line  Insert new line



Concurrence issuance is possible only for requests including at least one concurrence line



Input of a new concurrence request Line insertion

(1/2)

177 - Eni Australia BV (Drilling Campaign)

Line Scope of Work *

Strategy *

Requisition n. *

Contract Type *

Project

Suppliers *

Proposal Contractor / Supplier List HQ Qualification Status Local Qualification Status

Compliance *

Compliance with regulations on transactions involving interests of directors and statutory auditors and transactions with related parties

Belong to the reference's list

Due Diligence Card Compliance

Main Commodity Code - Description *

Comments

Click here to select the merchandise category, i.e. products and services object of this application

Additional Documents

Document attachment will be possible only after Header saving

Store Line Draft Save Line

Each **concurrence line** requires the insertion of the following informations:


- **Line scope of work:** in case of concurrence with one line it represents the overall scope of work
- **Strategy and Contract type:** the selection is done using a drop-down menu
- **Requisition Number e Project** (not mandatory)
- **Suppliers:** name of involved suppliers and relative headquarter/local qualification status
- **Fulfilment of Compliance requests:** flag Y/N
- **Main Commodity Code:** selection from the eni commodity tree of the main commodity code for the concurrence request line
- **Comments:** not mandatory
- **Additional Documents:** if any, it's possible to attach additional documents to support the informations related to the specific concurrence line. The insertion of these documents is allowed only after concurrence line saving.



Input of a new concurrence request

Line insertion

(2/2)



The screenshot shows a web interface for uploading documents. It features a large rectangular box with a thin border. Inside this box, at the top left, is the text "Additional Documents". Below this text is a red button with the white text "Upload a file". Underneath the button, there is a line of small text: "max size 8MB - Allowed extensions: doc, zip, pdf, ppt, xls, docx, xlsx". At the bottom right of the main box, there are two light blue buttons with rounded corners: "Store Line Draft" and "Save Line".

- **Attachments insertion:** in the box "Additional Documents" is possible to attach additional files in addition to header documents already uploaded. It's possible to upload only one file and its size can't exceed 8 Mb. In case a user wants to upload more than one file, it's necessary to upload a zip-file. Attachments insertion is possible only after saving the relative concurrence line.
- **Draft save:** In any time it's possible to save a draft of the concurrence line using the bottom "Store Line Draft"
- **Final save:** it's possible only after inserting all of the mandatory informations





Input of a new concurrence request Submission

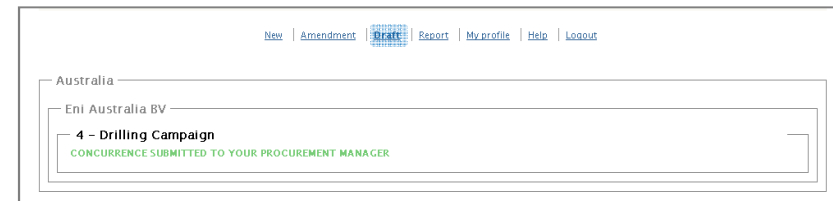
(1/2)

Once all the concurrence lines have been inserted and the related attachments have been uploaded, it is possible to proceed with the final save and the submit to APR for approval.

Please note that the tool allow the request submission only if:

- The totality of mandatory fields have been filled in
- At list the "Concurrence Request Letter" have been attached to the header (it' is possible to upload this document, entering in edit mode in the header, using the "edit" key 

Only if the above mentioned conditions are satisfied the "submit" key will appear 






Concurrence requests can be sent to the Head-Quarter for approval only from the subsidiary Procurement Manager. Therefore in case the request is inserted from one of his collaborator an intermediate step will be required: the collaborator submit the request to the procurement manager seeking for approval.

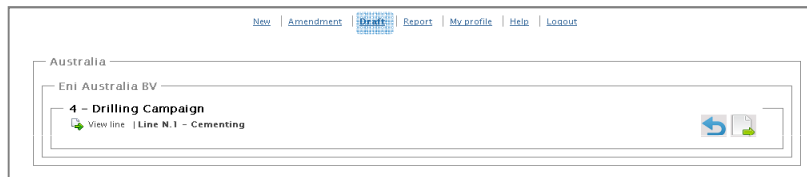


Input of a new concurrence request Submission

(2/2)

The procurement will receive an e-mail notification of the request insertion and will access the tool in order to view request details ( View line) in the “draft” section and decide if:

- Submit the request to the Headquarter in case everything is ok 
- Unsubmit the request, sending it back to his collaborator in case correction or integration are requested (the concurrence will then come back to a draft status in collaborator profile) 



After the submission the concurrence will be delivered to the Regional Manager (passing to “under approval” status), and any changes will not be allowed.



In case of mistakes/incompleteness identified after the submission, however it’s possible to request to the Regional Manager (or his unit) the “unsubmit” (the unsubmit of a concurrence request will be possible only in case that none of the concurrence lines have been processed). The request will then come back to “draft” status and will be possible to modify it, before proceeding with a new submission.



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Concurrence **Amendment**

The concurrence amendment can be done by accessing the dedicated section of the tool using the “Amendment” tab in the main menu.



It's important to point out that the amendment is referred to the single concurrence line (tender package)

It's only possible to create amendment of already processed (approved/rejected) concurrence lines

An amendment will correspond to a new record into the concurrence register; therefore an amendment won't modify or overwrite the previous concurrence revision that will remain available and un-changed in the database hence in the reporting area.

The concurrence amendment process can be structured into three phases:

1. **Search and selection** of the concurrence line to amend by mean of the “filter panel”
2. **Fill in and modification of concurrence data**, and indication of the reason for amendment
3. **Submission for approval** to the HeadQuarter



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Search and selection of the concurrence line to amend

Accessing to the "Amendment" section is possible to look for past concurrence requests to amend:

[New](#) | [Amendment](#) | [Draft](#) | [Under Approval](#) | [Report](#) | [My profile](#) | [Help](#) | [Logout](#)

Amendment

Filters

Concurrency ID: Country:

eni Subs./Aff.:

Status: Requisition Number: Final Approver: Value: Scope of Work: Main commodity code:

Start approval date: End approval date:

Results

ID	Line n°	Country	Subsidiary	Req.Num.	Scope of Work	Iss. date	App. date	view	Create Amendment
1	1 rev.1	Australia	Eni Australia BV	123	linea 1.1	11/10/2011	16/10/2011	view	Create Amendment
1	2 rev.1	Australia	Eni Australia BV	876	linea 1.2	11/10/2011	23/10/2011	view	Create Amendment

This section allows the search for past concurrence through a set of filter

The result area shows the detail of concurrence belonging to the specific profile, satisfying parameters set into the filters section

Once the concurrence has been found, the amendment can be created by click into the tab "Create Amendment". A new window will be opened with details of the previous concurrence version, allowing editing of each field. This revision will be available in the "draft" section awaiting for the submission for approval.



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Fill in and Modification of concurrence Amendment data

After the creation of the amendment all the fields will be filled in with data of the previous concurrence revision.

In the **Concurrence History** previous versions of the same concurrence are displayed

The **Value** section includes three fields:

- **Previous Concurrence Value:** previous revision concurrence value
- **Concurrence Amendment Value:** must be filled in with the value increase/decrease, if any (by default the value is zero)
- **New Concurrence Value:** it is the sum between the other two values.

All the other box of the concurrence can be modified.

The **Additional Document** box will contain the documents related to the specific tender package.

Amendment Request Letter: before the submission for approval it is mandatory to upload into this section the request letter signed by Managing Director and Procurement Manager.

The **Amendment Comments** section must be filled in with the amendment reasons.



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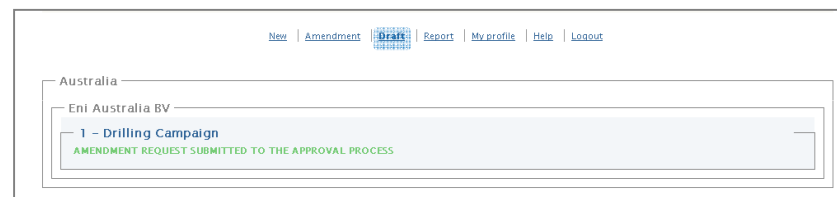
Amendment **Submission for Approval**

Once completed the filling in and the upload of documentation is possible to save the amendment. It will be available and editable in the "draft" section until the submission for approval.

As said for new request for concurrence, the submission to APR can be done only from the Procurement Manager of the Subsidiary.

In case the request has been inserted from one of his colleagues the system will impose an intermediate approval step:

- Submission to the Procurement Manager for approval (image 1)
- Procurement manager check (potential unsubmit) and submission to APR for final approval (image 2)



After the Procurement Manager submission, the amendment request will be sent to the Regional Manager and won't be possible to modify it. In case of mistakes identified after the submission however it's possible to request the un-submission to the Regional Manager or to his unit (see details in slide 13)

Receipt of a new **Concurrence Request** from **APR**



The Regional Manager (and his unit) receive an e-mail notification of the concurrence request submitted from a subsidiary.

Concurrence details can be viewed by accessing the tool, in the “Under Approval” area.

The “Under Approval” area shows a list of all the concurrence requests belonging to the Regional Manager, waiting to be processed.

Each line of the concurrence request **will be processed individually** and **the approval process will be managed offline**.

By clicking “View line details” the Regional Manager (or a person of his unit, delegated by him) can view the detail of the concurrence line, download the related attachments in order to proceed with the approval process (offline)



APR Approval of a new Concurrency Request

83 - Australia - Eni Australia BV - Endorsed by Bianchi - Rossi

Geographic Area: **Europe, Australasia and Americas** Country: **Australia** Company: **Eni Australia BV**
 Concurrency Endorsed by: **Bianchi** Concurrency Endorsed by: **Rossi**

Concurrency Request Letter
 Concurrency Request Letter File: [Download File](#)

Line n. 1
 Concurrency Scope of Work: **Commissioning**
 Strategy: **Single Source**
 Acquisition n.: **1076456** Contract Type: **Purchase Order** Project: **KIT2a**

Value
 Commitment Value (USD): **6,000,000,00**

Suppliers
 Proposed Contractor: **Mulliner** Supplier's List: **Qualified** HQ Qualification Status: **Qualified** Local Qualification Status: **Qualified**

Compliance
 Compliance with regulations on transactions involving interests of director and subsidiary & affiliated transactions with related parties: **Yes** Linking to the reference list: **No**

Main Commodity Code - Description: **2104844 - AND PUMPING SERVICE WITH PRODUCTS AND EQUIPMENT SUPPLIED** Comments:

Additional Documents

Attachments
 Approval letter
 Upload a file
 Max size: 10MB - Allowed extensions: doc, xlsx, pdf, ppt, pptx, docx, xlsx

Memorandum
 Upload a file
 Max size: 10MB - Allowed extensions: doc, xlsx, pdf, ppt, pptx, docx, xlsx

Approval
 Final approver: **Select an item** Final approval date:

Once the approval process has been completed, the Regional Manager (or a person from his unit) proceed with:

The upload of the following documents:

- Signed approval letter (mandatory)
- Memorandum (if available)

The fill-in of the following information:

- Final approver of the request
- Approval date
- Approval process result: "Approved" or "Rejected"

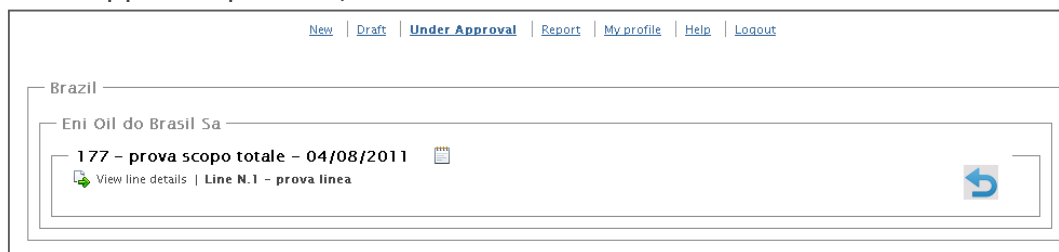


In case of imputation errors, detected only after the concurrence approval/reject, it is possible to change the information inserted, by mean of the "edit" function, available in the "report" area of the tool.



Unsubmit or Edit of a concurrence request

- Unsubmit of a Concurrence request in “under approval” status: this function can be useful in case of mistaken requests sent to the approval process, that therefore needs to be modified



This feature can be selected in the “Under Approval” area, by clicking the “unsubmit” key on the right side of the concurrence that need to be modified; after the “unsubmit” the request will be visible again under the “Draft” section of the sender subsidiary profile. Therefore the Procurement Manager will be allowed to correct information/attachments and submit again the request.

Please note that the system only allow unsubmit of complete requests, hence won't be possible to unlock concurrences having lines in approved/rejected status.

- Amendment of information/attachments inserted by the regional manager unit, during the approval/reject phase: to correct wrong information inserted in the tool

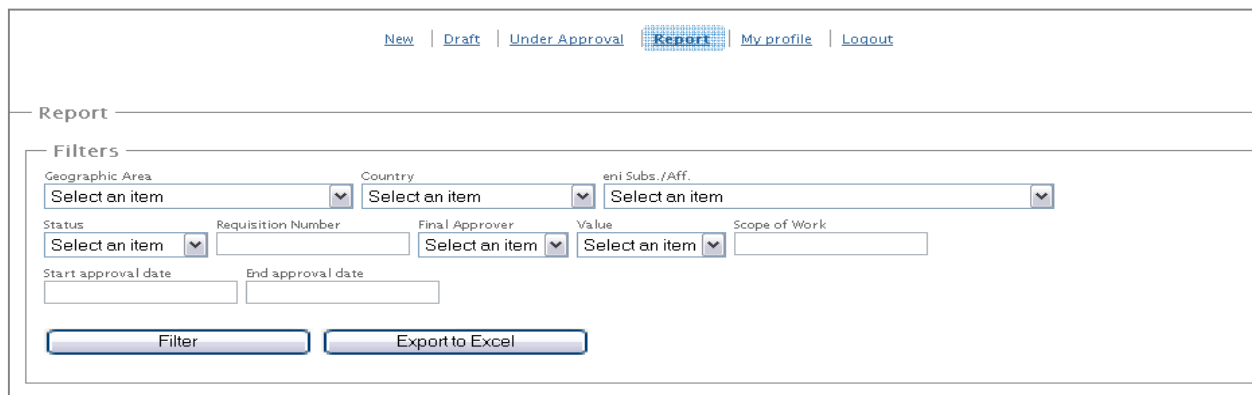
Country	Subsidiary	Req. Num.	Overall Scope of Work	Scope of Work	Value	Status	Iss. date	App. date	
Australia	Eni Australia BV	1078456	Saipem 10000 Drilling Campaign	Cementing	6.000.000,00 \$	Approved	20/07/2011	21/07/2011	view edit

The “edit” function is available in the report area by clicking the “edit” key beside the name of the concurrence to modify.



Report section: **filters**

The "report" section allow detailed view and excel extractions of all the information inserted in the tool for Concurrence request in "Under Approval" ,"Approved" or "Rejected" status.



By mean of the **filters** section is possible to search for a specific concurrence request, filtering one or more of the below listed parameters:

-Geographic Area, Country e Subsidiary

-Present concurrence Status

-Requisition Number

-Final Approver: it is the theoretical final approver (on the base of the amount and the Geographical Area) for concurrence in status "Under Approval", and the actual one (the one the signed the letter) for concurrence in "Approved" or "Rejected" status

-Value: value range of the concurrence line (5-50; 50-100;>100 M\$)

-Scope of work: typing a key word, the tool will search for it in the database returning the concurrences containing the word in the scope of work

-Start e End Approval date: it filter the concurrences approved during the time range selected.



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Report: results analysis

- The menu “toggle header columns” allows the selection of the columns which the user wants to view in the synthesis report below: columns highlight in blue are already viewed, columns highlighted in black can be viewed clicking on them
- It’s possible to sort the columns by increasing or decreasing values clicking on the column header in the “Results” box
- To view the details related to a single concurrence line in the list and to download its attachments it’s necessary to click on the “View” bottom on the roght side of the page

Toggle header columns

Country
 Subsidiary
 Req. NUM.
 Overall Scope of Work
 Scope of Work
 Value
 Status
 Iss. date
 App. date
 Approver

Results

SELECT concurrence.*, concurrence_detail.* FROM concurrence INNER JOIN concurrence_detail ON concurrence.ID = concurrence_detail.id_concurrence where concurrence.i_status >= 8 and concurrence.t_geo_area = 'Europe, Australasia and Americas' and concurrence.t_country = 'Australia' order by concurrence_detail.id_concurrence desc, concurrence_detail.ID
 Sort multiple columns simultaneously by holding down the shift key and clicking another column header

Country	Subsidiary	Req. NUM.	Overall Scope of Work	Scope of Work	Value	Status	Iss. date	App. date	
Australia	Eni Australia BV	1078456	Saipem 10000 Drilling Campaign	Cementing	6.000.000,00 \$	Under Approval	20/07/2011	-	view
Australia	Eni Australia BV	10908778	Saipem 10000 Drilling Campaign	SAIPEM 10000 Rig c/w ROV & Communications	60.000.000,00 \$	Under Approval	20/07/2011	-	view

- To view all the informations related to the selected concurrence it’s possible to export all data in an excel format, using the bottom “Export to excel”



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The profiles enabled to access the tool are the following:

1. Procurement Manager
2. APR Regional Managers
3. APR Regional Manager Unit
4. SVP Upstream procurement activities
5. EVP Procurement activities

Each profile is enabled to do some specific actions depending on its role in the concurrence management process

Profile details

(2/2)

All the profiles are enabled to enter the report section with limited visibility to the concurrence requests subjected to their evaluation:

- Own Foreign subsidiaries for **Procurement Managers**
- Own Geographical Area for **Regional Manager** and **their units**
- Global view for **Procurement EVP, Upstream Procurement SVP** and **Reporting**

A detailed list of actions allowed to each profile is reported in the following table:

	Procurement Manager	Procurement Manager Unit	Regional Manager	Regional Manager Unit	EVP & Upstream SVP	Reporting
Insertion of a new concurrence request	X	X		X		
Concurrence Amendment	X	X		X		
Issuance for approval of a concurrence request	X			X		
Unlock concurrence request			X	X		
Approval/Reject			X	X		
Changes on concurrence requests already in the tool			X	X		
Reporting analysis	X	X	X	X	X	X

