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## e-Business Service eCatalogue

Employee's manual

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Dear User,

this manual explains the use of Purchasing service through electronic catalog and online transaction as Employee.

We kindly suggest you take few minutes to read it in order to take full advantage of the Service and to pay attention to the specificities in the pages of Highlights & Warning.

For the workflow, see the Service Portal.



# Summary

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# Summary

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# Modify personal settings

The screenshot displays the 'Change Settings' interface in the ENI e-Procurement system. The left sidebar contains a menu with 'Personal settings' highlighted in a red box, and a sub-link 'Change Personal Settings'. The main content area features two tabs: 'Mandatory Data' (selected) and 'Address Data'. The form contains the following fields:

User ID	RICH01UK
First Name	John
Last name	Monty
E-Mail Address	RICH01UK.test@test.test
Organizational Unit	50002437
Organizational unit name	Adriaplin

Buttons for 'Save' and 'Reset' are located at the top of the form area.

The user also has the possibility to change some parameters of his User ID (e-mail address, phone number, ..).

Proceed in the following manner:

- Select under the menu *Personal Settings* the voice *Change Personal Settings*
- Choose one of the folders (***Mandatory Data*** or ***Address Data***).

# Modify personal settings

eni e-Procurement

Home | Settings | Log off

## Change Settings

Save Reset

Shopping Basket

Personal settings

**Change Personal Settings**

Inbox

Mandatory Data Address Data

User ID	RICH01UK
First Name	John
Last name	Monty
E-Mail Address	RICH01UK.test@test.test
Organizational Unit	50002437
Organizational unit name	Adriaplin

The first folder *Mandatory Data* allows to change data such as your name, surname and e-mail address. These three data are compulsory!

- Push  to confirm changes
- Push  to return to the initial data

# Modify personal settings

ENI e-Procurement

Home | Settings | Log off

**Change Settings**

Save Reset

Mandatory Data Address Data

Academic title

Title

Building  Room Number

Floor

Internal mail

Telephone Number  Extension

Fax Number  Extension

Date Format

Decimal Notation

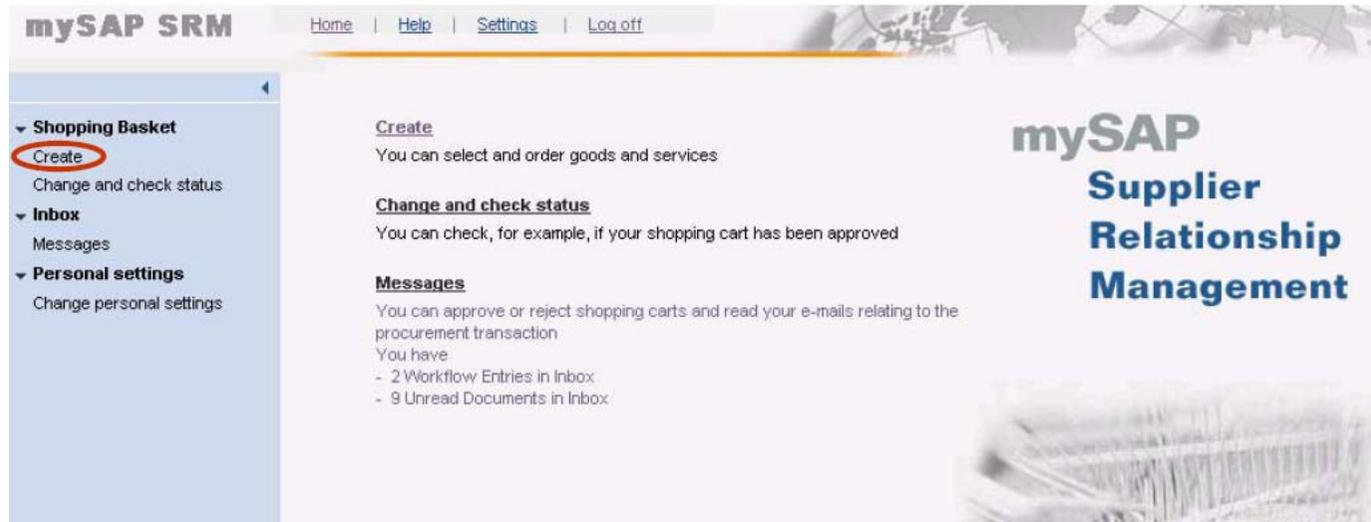
Inside the folder *Address Data* it is possible to change some parameters associated to the User ID which are not compulsory.

- Push  to confirm changes
- Push  to return to the initial data

# Create Shopping Basket

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To create a shopping basket select **Create** from the menu



# Create Shopping Basket

The screenshot shows the 'mySAP SRM' interface with a navigation menu on the left and a main content area. The main content area is titled 'Shop' and contains three sections: 'Default Settings for Items', 'Add Items', and 'Items in Shopping Cart'. The 'Items in Shopping Cart' section is highlighted with a red box and contains a table with columns: 'Good / Service', 'Description', 'Category', 'Required on', 'Quantity', 'Price / Limit', and 'Action'. The table is currently empty, and the 'Total Value (Net)' is displayed as '0,00'. A red dotted arrow points from the text below to the 'Items in Shopping Cart' section.

mySAP SRM Home | Help | Settings | Log off

**Shop**

**Shopping Basket**  
Create  
Change and check status

**Inbox**  
Messages

**Personal settings**  
Change personal settings

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location [Display Details](#)

Cost Assignment Cost center 015020 [Display Details](#)

[Extended Details](#)

**Add Items**

You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

- [Old Purchase Orders and Templates](#)
- [Catalogo ENI](#)
- [MySap.com Marketplace](#)

**Items in Shopping Cart**

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
					<b>Total Value (Net) :</b>	<b>0,00</b>

The Shopping Basket appears empty.



# Default settings for items

Before selecting products, only in case of purchase for another destination and/or cost center than the default (option available for some users), it is necessary to push to click under Default Settings for Items on Display Details and change it.

The screenshot shows the mySAP SRM interface. At the top, there are navigation links: Home, Help, Settings, and Log off. The main header is 'Shop'. On the left, there is a sidebar with sections: Shopping Basket (Create, Change and check status), Inbox (Messages), and Personal settings (Change personal settings). The main content area is titled 'Default Settings for Items' (circled in red). Below this title, a message states: 'Your data will be transferred to all new items. Items already in shopping cart will not be changed.' There are two rows of settings: 'Ship-To Address/Performance Location' with a 'Display Details' button (circled in red), and 'Cost Assignment' with 'Cost center 815028' and a 'Display Details' button (circled in red). Below these is a link for 'Extended Details'. The bottom section is titled 'Add Items' and contains the text: 'You can add items to the shopping cart using the following methods: Search in Individual Catalogs:'. There are three links: 'Old Purchase Orders and Templates', 'Catalogo ENI', and 'MySap.com Marketplace'.



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# Default settings for items

**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be change

Ship-To Address/Performance Location  [Display Details](#)

Cost Assignment Cost center 815020 [Display Details](#)

[Extended Details](#)

**Ship-To Address/Performance Location**

If the items are to be delivered to another address, enter this new address here.

Name  

Other Name

c/o

Telephone Number

Fax

E-Mail Address

Building

Floor / Room

Street/House Number

Click on *Display Details* besides *SHIP-To Address* and insert the data.



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# Default settings for items

Click *Display details* besides the voice *Cost Assignment*.

The screenshot shows the ENI e-Procurement 'Shop' interface. A navigation bar at the top includes 'Home', 'Settings', and 'Log off'. A left sidebar contains 'Shopping Basket' (Create, Check Status), 'Personal settings' (Change Personal Settings), and 'Inbox'. The main content area is titled 'Shop' and features a message: 'Please fill the delivery address and the cost assignment'. Below this is the 'Default Settings for Items' section, which includes a note about data transfer and a table for 'Cost Assignment'. The 'Cost Assignment' table has a red box around the 'Cost Assignment' label and the text 'No Account Assignment Values Exist', and a red circle around the 'Display Details' link. Below the table is an 'Account Assignment Overview' table with columns for Line, Percentage, Assigned to, Description, G/L account no., Description, Business Area, and Action. The first row shows '1' for Line, '100,00' for Percentage, and 'Cost center' for Assigned to. At the bottom, there is an 'Add Items' section with instructions on how to add items to the shopping cart.

Line	Percentage	Assigned to	Description	G/L account no.	Description	Business Area	Action
1	100,00	Cost center					

The *Account Assignment Overview* appears, allows to modify the default cost center .

The *G/L account* number, uniquely associated to the product category, must not be modified.



## Default settings for items

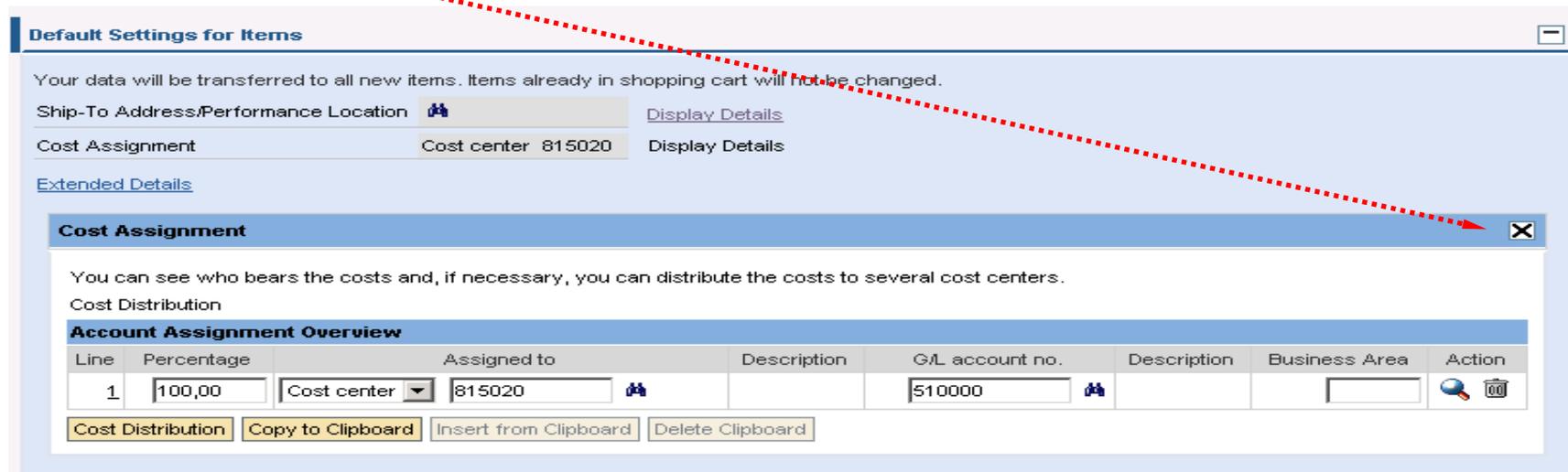
It's possible to modify the *default settings for items* only as long as the shopping basket is empty, this means before selecting products from the e-catalogue.

After having verified the following data:

- Ship to Address
- Cost Assignment

It is possible to proceed with selecting products from the e-catalogue.

Select  to close the detail view of Default settings.



**Default Settings for Items**

Your data will be transferred to all new items. Items already in shopping cart will not be changed.

Ship-To Address/Performance Location  [Display Details](#)

Cost Assignment Cost center 815020 [Display Details](#)

[Extended Details](#)

**Cost Assignment** 

You can see who bears the costs and, if necessary, you can distribute the costs to several cost centers.

Cost Distribution

**Account Assignment Overview**

Line	Percentage	Assigned to	Description	G/L account no.	Description	Business Area	Action
1	100,00	Cost center  815020		510000 			 

[Cost Distribution](#) [Copy to Clipboard](#) [Insert from Clipboard](#) [Delete Clipboard](#)



## Select items from e-catalogue

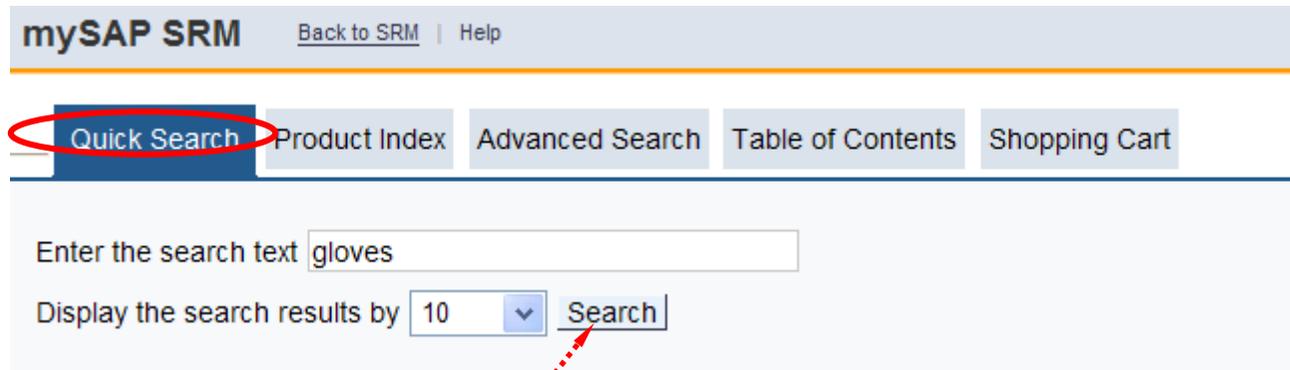
The screenshot shows the mySAP SRM Shop interface. At the top, there is a navigation bar with links for Home, Help, Settings, and Log off. The main content area is titled 'Shop' and is divided into several sections. On the left, there is a sidebar with a 'Shopping Basket' section containing a 'Create' link (circled in red) and a 'Change and check status' link. Below this are 'Inbox' and 'Personal settings' sections. The main content area has a 'Default Settings for Items' section with a note: 'Your data will be transferred to all new items. Items already in shopping cart will not be changed.' Below this are two rows of settings: 'Ship-To Address/Performance Location' with a 'Display Details' link, and 'Cost Assignment' with 'Cost center 815020' and a 'Display Details' link. An 'Extended Details' link is also present. The 'Add Items' section follows, with a note: 'You can add items to the shopping cart using the following methods:'. Under 'Search in Individual Catalogs:', there are two links: 'Old Purchase Orders and Templates' and 'Catalogo ENI' (circled in red). A 'MySap.com Marketplace' link is also visible.

To select Products to be inserted into the Shopping Basket select the link of the catalogue of interest.



## Select items from e-catalogue

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mySAP SRM [Back to SRM](#) | [Help](#)

**Quick Search** Product Index Advanced Search Table of Contents Shopping Cart

Enter the search text

Display the search results by

Different folders are displayed on top of the catalogue home page. The default folder opened on entry is **Quick search**, it allows a search text to be inserted.

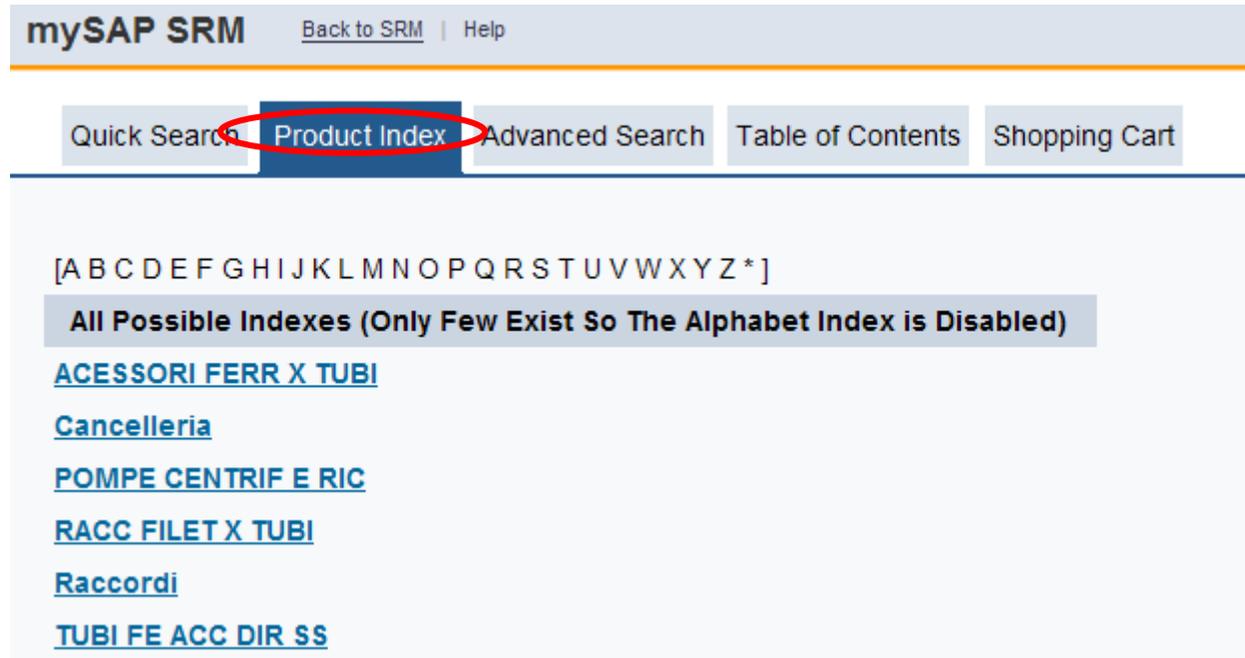
To find an article in the catalogue:

- ❑ Enter a search word, for example *'gloves'*
- ❑ Click on **Search**. Remember that the search will be made on the basis of the description and product code.



## Select items from e-catalogue

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The screenshot shows the mySAP SRM interface. At the top, there is a navigation bar with the text "mySAP SRM" and links for "Back to SRM" and "Help". Below this, a horizontal menu contains five items: "Quick Search", "Product Index", "Advanced Search", "Table of Contents", and "Shopping Cart". The "Product Index" item is highlighted with a red oval. Below the menu, the main content area displays the text "[A B C D E F G H I J K L M N O P Q R S T U V W X Y Z \*]" and a message: "All Possible Indexes (Only Few Exist So The Alphabet Index is Disabled)". Below this message, several product categories are listed in blue, underlined text: "ACESSORI FERR X TUBI", "Cancelleria", "POMPE CENTRIF E RIC", "RACC FILET X TUBI", "Raccordi", and "TUBI FE ACC DIR SS".

Selecting the *Product Index* appears a serie of product categories in alphabetic order. Selecting the group of interest (for example Abrasive Discs)all articles belonging to the group will be diplayed.



# Select items from e-catalogue

mySAP SRM [Back to SRM](#) | [Help](#)

Quick Search Product Index **Advanced Search** Table of Contents Shopping Cart

or [Select a category from the entire product index.](#)

Search For

**Current Search Results: 0**  
[Results](#)

Fornitore  
Description  
Price  
Currency  
UOM  
Giorni di Consegna  
Conf. Min.  
Prezzo Unit.  
Codice Materiale Enipower  
Codice Fornitore Enipower  
Contratto Aperto Enipower

Moving on to Advanced Search it's possible to refine the search filtering the products through data.

Proceed for example in the following way:

- Select a commodity class by clicking on **Find** after entering the required class
- Apply the filter criteria by selecting the parameters of interest from the drop-down menu



# Select items from e-catalogue

[Quick Search](#)
[Product Index](#)
[Advanced Search](#)
[Table of Contents](#)
[Shopping Cart](#)


Enter the search text

Display the search results by  [Search](#)

Select a Category to expand your search:  or go to [Advanced Search](#) for more options.

*Click a column title to refine your search.*

**Displayed Items: 1-5 of 5 Items**   **Selected Items:**

[Compare](#) | [Add to Cart](#) | [Add to Favorites](#) | [Clear All Selected](#)

Display without images    Display with images

<a href="#">Select All</a> <a href="#">Clear</a>	Quantity	Category	<u>Fornitore</u>	<u>Description</u>
<input type="checkbox"/>	<input type="text"/>	TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 12" 8,38MM A106 GRB SMUS ENI0350</a>
<input type="checkbox"/>	<input type="text"/>	RACC FILET X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">MANICOTTO NPT S.3000 A105 Gr.B DN 1-1/2"</a>
<input type="checkbox"/>	<input type="text"/>	ACESSORI FERR X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">CONN MASCH DOPPIA OGIVA CMC6M4NS316</a>
<input type="checkbox"/>	<input type="text"/>	POMPE CENTRIF E RIC	AUGUSTO CASTAGNETTI SPA	<a href="#">POMPA KSB HGC 5/10</a>
<input type="checkbox"/>	<input type="text"/>	TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 6" 5,16MM A106 GRB SMUS ENI0350</a>

**Displayed Items: 1-5 of 5 Items**

[Compare](#) | [Add to Cart](#) | [Add to Favorites](#) | [Clear All Selected](#)

After having applicated one of the search modalities the catalogue diplays the requested articles. The view of the results displays a predefined number of articles which can be changed by the user (for example from 10 to 20, 50 o 100): if the results of the search exceeds the number of items to be displayed on the view appears a button *Next* to select to see the following page.



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# Select items from e-catalogue

Quick Search Product Index Advanced Search Table of Contents Shopping Cart REQUISITE TECHNOLOGY™

Enter the search text |

Display the search results by 10

Select a Category to expand your search:  or go to [Advanced Search](#) for more options.

*Click a column title to refine your search.*

**Displayed Items: 1-5 of 5 Items Selected Items: 2**

Display without images  Display with images

Select All	Clear	Quantity	Category	Fornitore	Description	Price	Currency	UOM	Giorni di Consegna	Conf. Min.
<input checked="" type="checkbox"/>		1	TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 12" 8.38MM A106 GRB SMUS ENI0350</a>	5,00 €	EUR	MTR	45	1
<input checked="" type="checkbox"/>		1	RACC FILET X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">MANICOTTO NPT S.3000 A105 Gr.B DN 1-1/2"</a>	5,00 €	EUR	PCE	45	1
<input type="checkbox"/>			ACESSORI FERR X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">CONN MASCH DOPPIA OGIVA CMC6M4NS316</a>	5,00 €	EUR	PCE	45	1
<input type="checkbox"/>			POMPE CENTRIF E RIC	AUGUSTO CASTAGNETTI SPA	<a href="#">POMPA KSB HGC 5/10</a>	5,00 €	EUR	PCE	30	1
<input type="checkbox"/>			TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 6" 5.16MM A106 GRB SMUS ENI0350</a>	5,10 €	EUR	MTR	15	1

**Displayed Items: 1-5 of 5 Items**

To compare some articles it is necessary:

- To tick the articles in the *Select All* column on the extreme left
- Push the button Compare



erui

## Select items from e-catalogue

View item comparison

Item Compare		
Category	RACC FILET X TUBI	TUBI FE ACC DIR SS
Fornitore	AUGUSTO CASTAGNETTI SPA	AUGUSTO CASTAGNETTI SPA
Description	MANICOTTO NPT S.3000 A105 Gr.B DN 1-1/2"	TUBO SS 12" 8,38MM A106 GRB SMUS ENI0350
Price	5,00 €	5,00 €
Currency	EUR	EUR
UOM	PCE	MTR
Long Description	MANICOTTO NPT S.3000 A105 Gr.B DN 1-1/2"	TUBO SS 12" 8,38MM A106 GRB SMUS ENI0350
Conf. Min.	1	1
Prezzo Unit.	1	1
Codice Materiale Enipower	33600000169	33600000000
Codice Fornitore Enipower	156288	156288
Contratto Aperto Enipower	5300000080	5300000080
Gruppo Merci Enipower	MT_336	MT_336
Quantity	<input type="text" value="1"/> <a href="#">Add to Cart</a>	<input type="text" value="1"/> <a href="#">Add to Cart</a>

Push the Return to Search button to exit the comparisonview



# Select items from e-catalogue

Quick Search Product Index Advanced Search Table of Contents Shopping Cart REQUISITE TECHNOLOGY™

Enter the search text

Display the search results by  Search

Select a Category to expand your search:  or go to [Advanced Search](#) for more options.

*Click a column title to refine your search.*

**Displayed Items: 1-5 of 5 Items Selected Items: 2**

[Compare](#) [Add to Cart](#) [Add to Favorites](#) [Clear All Selected](#)

Display without images  Display with images

Select All Clear	Quantity	Category	✓ Fornitore	Description	Price	Currency	UOM	Giorni di Consegna	Conf. Min.
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 12" 8.38MM A106 GRB SMUS ENIO350</a>	5,00 €	EUR	MTR	45	1
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	RACC FILET X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">MANICOTTO NPT S.3000 A105 Gr.B DN 1-1/2"</a>	5,00 €	EUR	PCE	45	1
<input type="checkbox"/>	<input type="text"/>	ACESSORI FERR X TUBI	AUGUSTO CASTAGNETTI SPA	<a href="#">CONN MASCH DOPPIA OGIVA CMC6M4NS316</a>	5,00 €	EUR	PCE	45	1
<input type="checkbox"/>	<input type="text"/>	POMPE CENTRIF E RIC	AUGUSTO CASTAGNETTI SPA	<a href="#">POMPA KSB HGC 5/10</a>	5,00 €	EUR	PCE	30	1
<input type="checkbox"/>	<input type="text"/>	TUBI FE ACC DIR SS	AUGUSTO CASTAGNETTI SPA	<a href="#">TUBO SS 6" 5.16MM A106 GRB SMUS ENIO350</a>	5,10 €	EUR	MTR	15	1

**Displayed Items: 1-5 of 5 Items**

[Compare](#) [Add to Cart](#) [Add to Favorites](#) [Clear All Selected](#)

Once decided which article the user intends to insert into his Shopping Basket it's necessary to:

- To tick the articles in the *Select All* column on the extreme left
- Push the Add to Cart button to transfer the selected articles into the shopping cart of the catalogue (if the quantity has not been entered the data will be transerred qith quantity '1').



# Select items from e-catalogue

Quick Search | Product Index | Advanced Search | Table of Contents | **Shopping Cart** REQUISITE TECHNOLOGY™

My Shopping Cart

Qty	Fornitore	Description	Price	Currency	UOM	Giorni di Consegna	Conf. Min.	Prezzo Unit.	Codice Materiale Enipower	Codice Fornitore Enipower	Gruppo Merci Enipower	Total
1	 AUGUSTO CASTAGNETTI SPA	TUBO SS 12" 8,38MM A106 GRB SMUS ENI0350	5,00	€EUR	MTR	45	1	1	33600000000	156288	MT_336	5,00 €
1	 AUGUSTO CASTAGNETTI SPA	MANICOTTO NPT S.3000 A105 Gr.B DN 1- 1/2"	5,00	€EUR	PCE	45	1	1	33600000169	156288	MT_336	5,00 €
<b>Total:</b>											10,00 €	

[Continue shopping](#) | [Order Items](#)

□ Once transferred the selected products into the shopping basket of the catalogue it is still possible to modify the quantity for every item. To save the new quantity push the Update Quantities button.

□ To transfer the goods into the e-procurement shopping basket (and to exit the e-catalogue area) push the button Order Items

□ It is possible to continue the research of other articles inside the catalogue push Continue Shopping



# Data transfer to Shopping Basket

The items have been transferred to the shopping basket. It is possible to view the name of the Shopping Basket , the positions it contains and the total value

**Items in Shopping Cart**

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity		Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	  
<b>Total Value (Net) :</b>						<b>40,50 EUR</b>	

**Additional Specifications**

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart:

Notes for Approval:

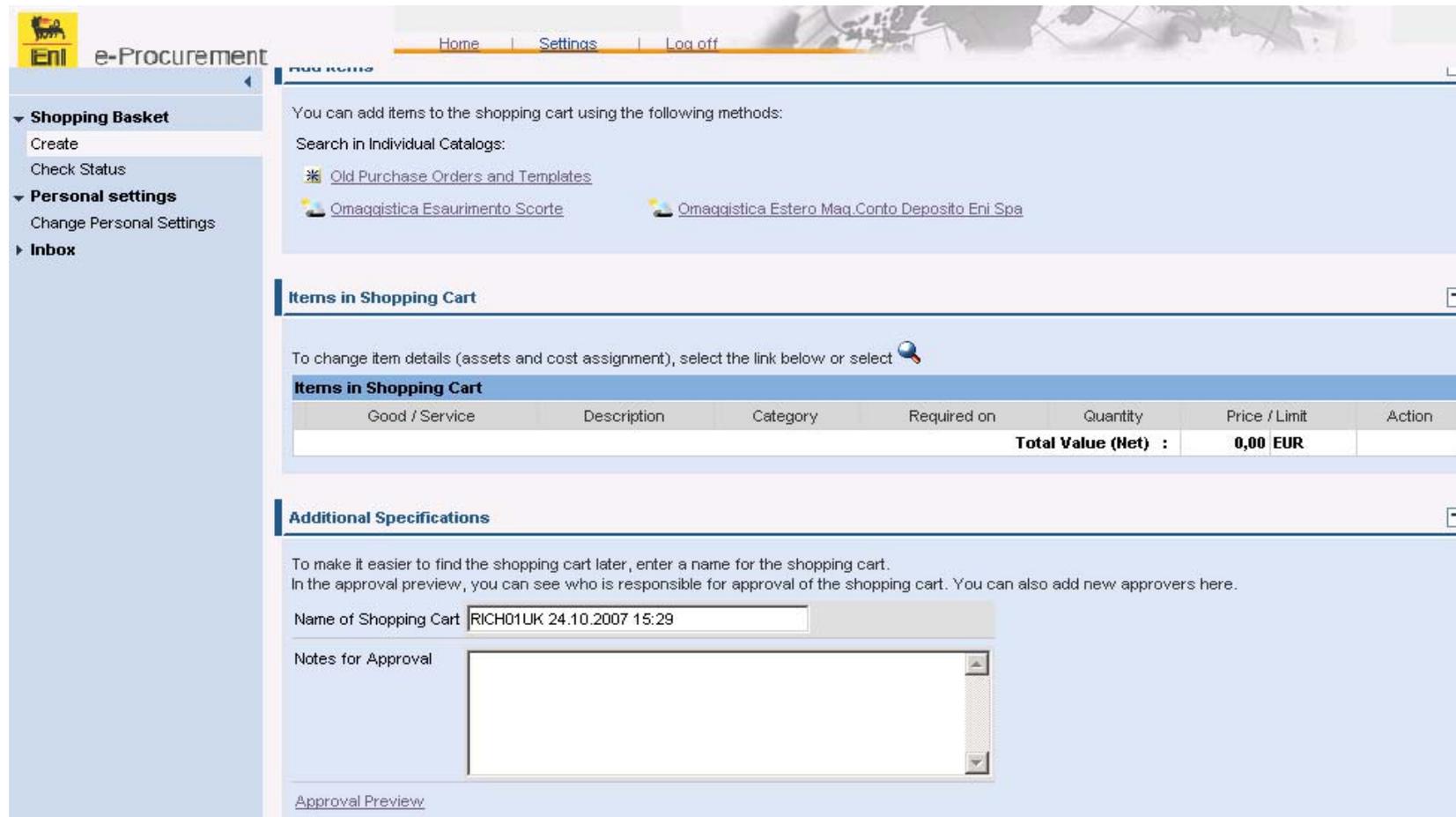
[Approval Preview](#)



CEU

# Check Shopping Basket

Check shopping basket before going on selecting

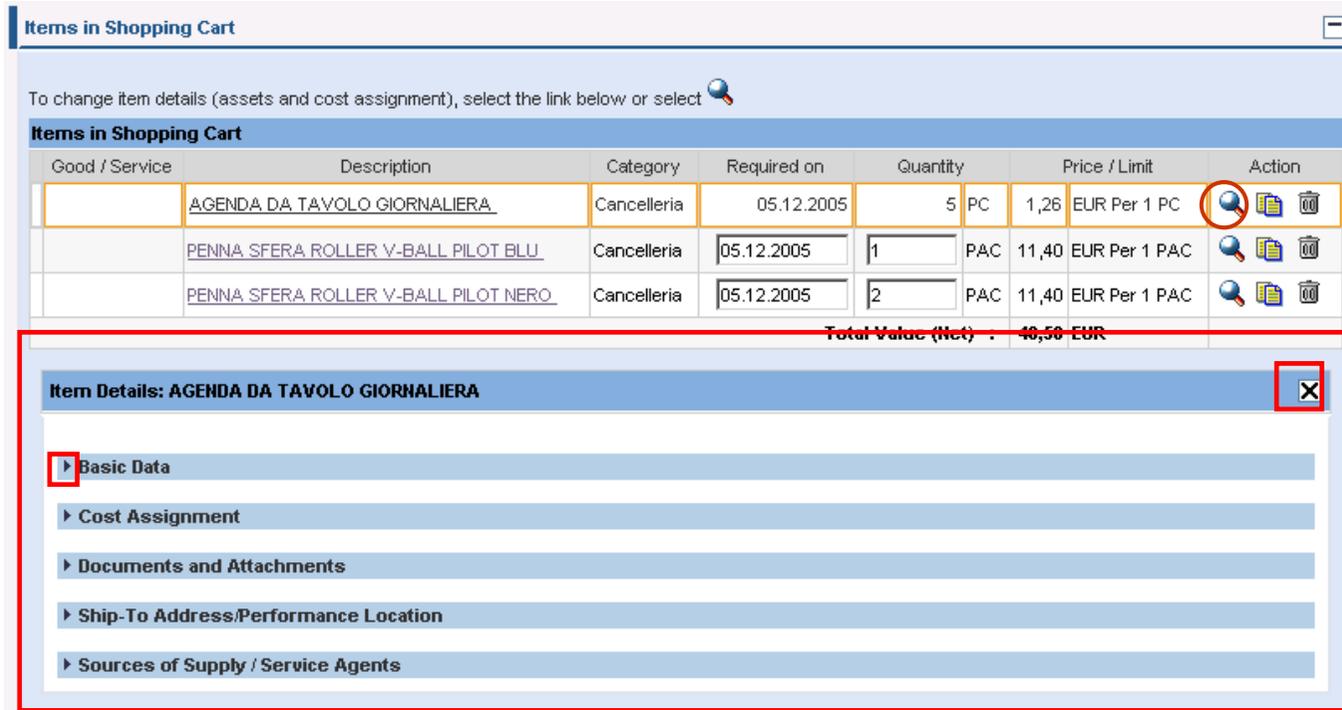


The screenshot shows the ENI e-Procurement interface. At the top, there are navigation links for Home, Settings, and Log off. The left sidebar contains a menu with "Shopping Basket" (sub-items: Create, Check Status), "Personal settings" (sub-item: Change Personal Settings), and "Inbox". The main content area is titled "Shopping Basket" and includes a search section for "Individual Catalogs" with links to "Old Purchase Orders and Templates" and "Omaggistica Esaurimento Scorte". Below this is the "Items in Shopping Cart" section, which contains a table with columns for "Good / Service", "Description", "Category", "Required on", "Quantity", "Price / Limit", and "Action". The table is currently empty, with a "Total Value (Net) : 0,00 EUR" displayed at the bottom. The "Additional Specifications" section below the table contains instructions on naming the shopping cart and a text input field with the value "RICH01UK 24.10.2007 15:29". There is also a "Notes for Approval" text area and an "Approval Preview" link.



# View item details

To view further details of a position it's necessary to click the lens icon  corresponding to the position.



The screenshot shows a web application interface for a shopping cart. At the top, there's a header "Items in Shopping Cart" with a minus sign icon. Below it, a message says "To change item details (assets and cost assignment), select the link below or select ".

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5	PC 1,26 EUR Per 1 PC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1	PAC 11,40 EUR Per 1 PAC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2	PAC 11,40 EUR Per 1 PAC	  

Total Value (Net) : 40,50 EUR

**Item Details: AGENDA DA TAVOLO GIORNALIERA** 

-  Basic Data
-  Cost Assignment
-  Documents and Attachments
-  Ship-To Address/Performance Location
-  Sources of Supply / Service Agents

For every position exit a variety of folders which can be opened one by one to be viewed. It's enough to click the button  to open the different folders and view their contents (or close the folder  ).

Push the button  to close the area related to the position and to return to the general information on the shopping basket.



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## View item details - *Basic Data*

The first folder called Basic Data contains information about some important data imported from the e-catalogue. Those which can be modified are signed in white (quantity, date of delivery, destination).

### Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select 

#### Items in Shopping Cart

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5 PC	1,26 EUR Per 1 PC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	<input type="text" value="05.12.2005"/>	<input type="text" value="1"/> PAC	11,40 EUR Per 1 PAC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	<input type="text" value="05.12.2005"/>	<input type="text" value="2"/> PAC	11,40 EUR Per 1 PAC	  
<b>Total Value (Net) : 40,50 EUR</b>						

#### Item Details: AGENDA DA TAVOLO GIORNALIERA

**Basic Data**

You can change basic data. Changes are accepted automatically.

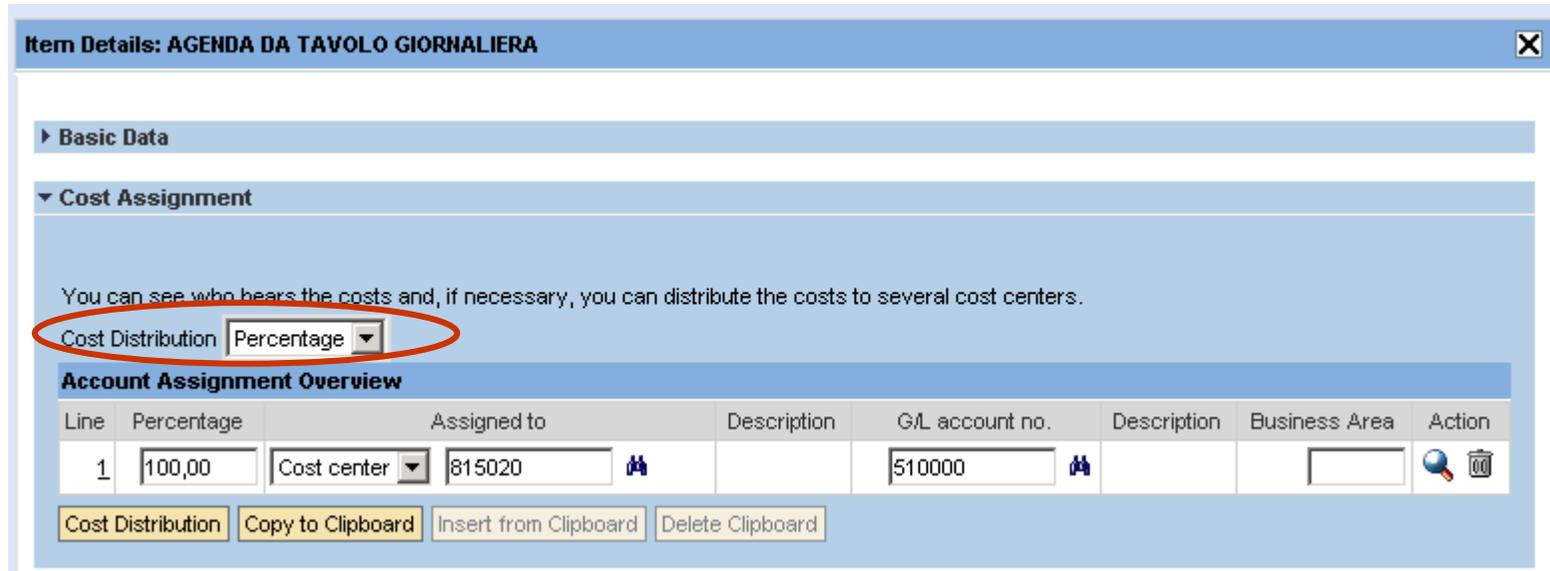
Description	AGENDA DA TAVOLO GIORNALIERA
Product Category	Cancelleria
Company Code	<input type="text" value="1403"/>
Location	<input type="text"/>
Purchasing Group	Gruppo acq. Saipem 07000
Order Quantity	<input type="text" value="5"/> Piece
Price	1,26 Euro (EMU currency as of 01.01.99) Per 1 Piece
Required on	<input type="text" value="05.12.2005"/>



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## View item details – *Cost Assignment*

The second folder treats with cost assignment data.



**Item Details: AGENDA DA TAVOLO GIORNALIERA**

Basic Data

Cost Assignment

You can see who bears the costs and, if necessary, you can distribute the costs to several cost centers.

Cost Distribution Percentage

**Account Assignment Overview**

Line	Percentage	Assigned to	Description	G/L account no.	Description	Business Area	Action
1	100,00	Cost center 815020		510000			 

Cost Distribution Copy to Clipboard Insert from Clipboard Delete Clipboard

To modify the cost center associated in default:

Select the spyglass to choose the right *cost center* from the appearing list.

The *G/L account* no. Or general account, is directly associated to the merceological class linked to the item: must not be modified by the user.



## View item details – *Documents and Attachments*

Item Details: AGENDA DA TAVOLO GIORNALIERA

Basic Data

Cost Assignment

**Documents and Attachments**

**Texts**

Vendor Text

AGENDA DA TAVOLO GIORNALIERA PER ANNO IN CORSO 2XXX  
COLORI ASSORTITI ORDINE MINIMO - PREZZO PER ORDINE MINIMO DI 1  
CONFEZIONE DA 1  
PEZZO

**Attachments**

No Attachments Available

You can upload a document from your PC:

Description

Path Sfoglia...

Add

The third folder *Documents and Attachments* displays a window containing the 'Vendor Text' containing the product description.



## Name of Shopping Basket

### Additional Specifications [-]

To make it easier to find the shopping cart later, enter a name for the shopping cart.  
In the approval preview, you can see who is responsible for approval of the shopping cart. You can also add new approvers here.

Name of Shopping Cart

Notes for Approval

[Approval Preview](#)

Every shopping basket is assigned a default name created in the following manner:  
*UserID + Date of creation + Hour of creation shopping basket.*  
The user has the possibility to personalize this name inserting the name he wants to assign.



# Process Shopping Basket – Order Shopping Basket

### Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity		Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	
<b>Total Value (Net) :</b>						<b>40,50 EUR</b>	

### Additional Specifications

After having composed your shopping basket and checked it, the user can order or hold the cart in order to complete it in another moment.

An automatic message of approval request will be sent to the assigned approver.

In case there's no approval to be given the purchase order will be directly sent to the supplier/s through e-mail.



## Process Shopping Basket - Name of Shopping Basket

Action performed successfully

Shopping Cart Created with Name/Number: **SAY07000 30.11.2005 16:47 / 1000002789**

 **3 Items in Shopping Cart**

Goods/Services	Description	Quantity	Category	Required on	Value
	AGENDA DA TAVOLO GIORNALIERA	5 Piece	Cancelleria	05.12.2005	6,30 EUR
	PENNA SFERA ROLLER V-BALL PILOT BLU	1 Pack	Cancelleria	05.12.2005	11,40 EUR
	PENNA SFERA ROLLER V-BALL PILOT NERO	2 Pack	Cancelleria	05.12.2005	22,80 EUR
<b>Total Value (Net) :</b>					<b>40,50 EUR</b>

You can now print the shopping cart or display additional information, using the Check Status function

You can display whether the shopping cart has been approved or whether a purchase order has already been created

[Check Status](#)

[Create New Shopping Cart](#)

[Back to Start Page](#)

After having ordered the shopping basket a message appears to confirm the positive execution of the request. The shopping basket is registered with its name and a registration number.





# Hold Shopping Basket - Save Shopping Basket

### Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select

Good / Service	Description	Category	Required on	Quantity		Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	
<b>Total Value (Net) :</b>						<b>40,50 EUR</b>	

### Additional Specifications

After having composed his shopping basket the user can hold , refresh and check it.

In order to save the Shopping Basket select

Before doing this operation it is possible to effect a control through the following pushbuttons:

saves the changes effected;

allows to control if all inserted data are correct and in case gives an error message indicating which data must be changed.



# Process Shopping Basket - Hold Shopping Basket

**Items in Shopping Cart** -

To change item details (assets and cost assignment), select the link below or select 

**Items in Shopping Cart**

Good / Service	Description	Category	Required on	Quantity		Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	  
<b>Total Value (Net) :</b>						<b>40,50 EUR</b>	

**Additional Specifications** □

Order **Hold** Refresh Check

After having created the shopping basket the user can save his shopping basket pushing **Hold**

The shopping basket will be saved to be modified and completed in another moment.

This operation is advisable in case the user is logged more or less one hour because the connection to e-procurement gets closed automatically after 60 min. and unsaved data will be lost.



# View Shopping Basket



The screenshot displays the mySAP SRM user interface. At the top, there is a navigation bar with links for Home, Help, Settings, and Log off. On the left side, a vertical menu is visible with the following items: Shopping Basket (expanded), Create, Change and check status (circled in red), Inbox (expanded), Messages, Personal settings (expanded), and Change personal settings. The main content area on the right contains three sections: **Create** (You can select and order goods and services), **Change and check status** (You can check, for example, if your shopping cart has been approved), and **Messages** (You can approve or reject shopping carts and read your e-mails relating to the procurement transaction). The Messages section lists: You have - 4 Workflow Entries in Inbox and - 9 Unread Documents in Inbox. On the right side of the main content area, there is a large graphic with the text 'mySAP Supplier Relationship Management' and an image of a stack of goods.

Afterwards it will be possible to select again the held shopping basket and view the history of all shopping baskets created by the user selecting *Change and check status*.



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# View Shopping Basket

In the section *Shopping Cart Status* it is possible to insert search criteria to limit the number of shopping baskets to be displayed.

**Shopping Cart Status**

**Find Shopping Cart**

Item Description	Name of Shopping Cart	Timeframe	Status
<input type="text"/>	<input type="text"/>	Last 7 Days <input type="button" value="v"/>	All <input type="button" value="v"/>
<input type="button" value="Start"/> <a href="#">Extended Search</a>			

Select *Extended Search* to amplify the modalities for the research:

**Shopping Cart Status**

**Find Shopping Cart**

Item Description	Name of Shopping Cart	Timeframe	Status
<input type="text"/>	<input type="text"/>	Last 7 Days <input type="button" value="v"/>	All <input type="button" value="v"/>
Role	Number of Shopping Cart	Product Category	Bought on Behalf of
<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>
Including Completed Shopping Carts			
<input type="checkbox"/>			
<input type="button" value="Start"/> <a href="#">Simple Search</a>			



# Modify Shopping Basket and check status

## Shopping Cart Status

**Find Shopping Cart**

Item Description <input type="text"/>	Name of Shopping Cart <input type="text"/>	Timeframe Last 7 Days ▾	Status All ▾
Role <input type="text"/>	Number of Shopping Cart <input type="text"/>	Product Category <input type="text"/>	Bought on Behalf of <input type="checkbox"/>
Including Completed Shopping Carts <input type="checkbox"/>			
<input type="button" value="Start"/> <a href="#">Simple Search</a>			

**Timeframe**

Last 7 Days ▾

- Today
- Last 7 Days
- Last 30 Days
- Last 90 Days
- Last Year

**Status**

All ▾

- All
- Approved
- Held
- Awaiting Approval
- In Your Inbox
- Rejected
- Contains Errors
- My Personal Templates
- Public Templates (created centrally)
- My Favorites (single items)
- Open for Confirmation

- tick off Including Completed Shoppin Carts to view also concluded carts.
- Push  to launch search.



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## Modify Shopping Basket and check status

At the end of the search appears a list of all shopping baskets corresponding to the inserted search criteria.

Search Result: 9 Shopping Cart						
	Number	Name of Shopping Cart	Created on	Total Val.	Status	Action
▶	1000002790	<a href="#">SAY07000 30.11.2005 18:40</a>	30.11.2005	40,50 EUR	Held	 
▶	1000002789	<a href="#">SAY07000 30.11.2005 16:47</a>	30.11.2005	40,50 EUR	Awaiting Approval	 
▶	1000002767	<a href="#">#test127.11.2005 13:06-0000000545</a>	27.11.2005	13,80 EUR	Approved	 
▶	1000002746	<a href="#">#SAY07000 25.11.2005 08:40-0000000544</a>	25.11.2005	2,09 EUR	Approved	 
▶	1000002713	<a href="#">SAY07000 24.11.2005 14:01</a>	24.11.2005	0,00 EUR	In Your Inbox	 

The different status of a shopping basket can have are:

- Held: shopping basket saved.
- Awaiting Approval: shopping basket sent to the approver.
- Approved: shopping basket approved which has generated a purchase order.
- In your Inbox: shopping basket not approved, to be elaborated

Employees can continue to elaborate a shopping basket **until it is not approved** : it is for example possible to delete single positions or even an entire shopping basket.

Employees can also check the status of single positions contained in a shopping basket.



# Modify Shopping Basket (held)

Search Result: 9 Shopping Cart						
	Number	Name of Shopping Cart	Created on	Total Val.	Status	Action
▶	1000002790	<a href="#">SAY07000 30.11.2005 18:40</a>	30.11.2005	40,50 EUR	Held	 
▶	1000002789	<a href="#">SAY07000 30.11.2005 16:47</a>	30.11.2005	40,50 EUR	Awaiting Approval	 
▶	1000002767	<a href="#">#test127.11.2005 13:06-00000000545</a>	27.11.2005	13,80 EUR	Approved	 
▶	1000002746	<a href="#">#SAY07000 25.11.2005 08:40-00000000544</a>	25.11.2005	2,09 EUR	Approved	 
▶	1000002713	<a href="#">SAY07000 24.11.2005 14:01</a>	24.11.2005	0,00 EUR	In Your Inbox	 

The status of a saved shopping basket is Held.

Click the lens icon to check the state of the shopping basket and to modify it, the litterbox to delete it.

# Modify Shopping Basket (held)

Selecting the lens icon the following view appears :

**Check Status** [Back to Status](#)

---

**Items in Shopping Cart** [-]

[Display Changes](#)

To change item details (assets and cost assignment), select the link below or select 

**Items in Shopping Cart**

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5 PC	1,26 EUR Per 1 PC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1 PAC	11,40 EUR Per 1 PAC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2 PAC	11,40 EUR Per 1 PAC	
<b>Total Value (Net) :</b>					<b>40,50 EUR</b>	

---

**Additional Specifications** [-]

Name of Shopping Cart SAY07000 30.11.2005 18:40

Notes for Approval

[Approval Preview](#)

**Change**

Selecting the detail of a saved shopping basket it is possible after having clicked **Change** :  
To vary quantities, dates of delivery, ship to address, purchase order texts of the different positions already inserted in the shopping basket or to insert new products from the e-catalogue.

Afterwards push the button

**Order**



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# Shopping Basket details

Under Additional Specifications it is possible to view for every shopping basket the approval workflow of the document and the name of the approver are visualizable under Approval Preview

### Items in Shopping Cart

[Display Changes](#)

To change item details (assets and cost assignment), select the link below or select 

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
	<a href="#">AGENDA DA TAVOLO GIORNALIERA</a>	Cancelleria	05.12.2005	5 PC	1,26 EUR Per 1 PC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT BLU</a>	Cancelleria	05.12.2005	1 PAC	11,40 EUR Per 1 PAC	
	<a href="#">PENNA SFERA ROLLER V-BALL PILOT NERO</a>	Cancelleria	05.12.2005	2 PAC	11,40 EUR Per 1 PAC	
<b>Total Value (Net) :</b>					<b>40,50 EUR</b>	

### Additional Specifications

Name of Shopping Cart

Notes for Approval

[Approval Preview](#)



# Shopping Basket details

If the shopping basket results to be approved the window shows a green shopping cart with the name of the approver and its workflow.

▼ Approval

Workflow started

In approval since 30.11.2005 18:37:09  
Saipem 7000 Cancelleria Approve

Display as Graphic  
 Display as Table

▼ Approval

Workflow started

Item Approved by  
Saipem 7000 Cancelleria Approve  
On 25.11.2005 11:54:25

Result: Approved

Display as Graphic  
 Display as Table

If the shopping basket still results to be awaiting approval the window displays the name of the approver and the shopping basket is blue



# Shopping Basket details

The screenshot shows a folder titled "Follow-on Documents" containing a vertical sequence of three document entries, each with an icon and a title:

- Shopping Cart 1000002690/1 Follow-on Document Created**  
Created on 23.11.2005  
3 PC 4,14 EUR
- Purchase Order 536/1 Ordered**  
Created on 23.11.2005 BBP\_200  
3 PC 4,14 EUR
- Confirmation 328/1 Approved**  
Created on 23.11.2005 BBP\_200  
2 PC 2,76 EUR

The folder Follow-on Documents shows all documents generated on the shopping basket. In this folder, after the approval appears the purchase order number, the registration number of the related confirmation end in the end the invoice generated on the specifica position of the shopping basket.



# Elaboration of a partially rejected shopping basket

1000002713	SAYD7000 24.11.2005 14:01	24.11.2005	0,00 EUR	In Your Inbox		
Description	Prod. Name	Quantity	Net value	Status	Action	
DORSI A SPIRALE TONDI BIANCO DM 6 MM		1 Pack	1,73 EUR	Rejected		

If the approver refuses some items of the shopping basket, the status of the shopping basket is *In your inbox* and the status of the refused position is *Rejected*.

The requester will receive in his internal e-mail box a message concerning the partial rejection. This implies a new elaboration of the shopping basket.



## Elaboration of a partially rejected shopping basket

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Select **Messages** from the menu in the left side of the page or in the central section of the first page.

The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for 'Shopping Basket', 'Inbox', and 'Personal settings'. The 'Inbox' section is expanded, and 'Messages' is highlighted with a red box. The main content area contains three sections: 'Create', 'Change and check status', and 'Messages'. The 'Messages' section is highlighted with a red box and contains the following text:

Messages  
You can approve or reject shopping carts and read your e-mails relating to the procurement transaction  
You have

- 4 Workflow Entries in Inbox
- 9 Unread Documents in Inbox

# Elaboration of a partially rejected shopping basket

**Approval**

Approval Messages

Here you can approve/reject shopping carts, confirmations of goods receipts, and so on.  
Select 'Edit' to display details

Substitute

Approval: 5 Entries

Description	Received on	Action
<u>Partially authorized shopping basket approval</u>	30.11.2005	    
<u>Goods receipt approval or rejection</u>	29.11.2005	    
<u>Goods receipt approval or rejection</u>	29.11.2005	    
<u>Mancata approvazione shopping basket</u>	24.11.2005	    
<u>Approvazione o rifiuto proposta entrata merce</u>	24.11.2005	    

- ❑ Choose the folder *Approval*.
- ❑ Click on the workitem description or on its lens to visualize items contained.



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# Elaboration of a partially rejected shopping basket

**Check Shopping Cart** [Back to Approval](#)

Items in Shopping Cart [-]

[Display Changes](#)

To change item details (assets and cost assignment), select the link below or select 

Status	Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
Rejected		<a href="#">GOMMA BIANCA PICCOLA PER MATITA</a>	Cancelleria	05.12.2005	5 PAC	1,21 EUR Per 1 PAC	 
Approved		<a href="#">RICAMBIO PENNA</a>	Cancelleria	05.12.2005	10 PC	0,71 EUR Per 1 PC	 
Total Value (Net) :						7,10 EUR	

Additional Specifications [-]

Name of Shopping Cart: SAY07000 30.11.2005 20:28

Notes for Approval:

Approval Preview

**Accept Changes** | Change

To confirm changes made by the approver and not to buy items rejected by the approver, push the button **Accept Changes**.

The system generates an order containing only the items approved by the manager. Purchase orders are immediately sent to vendors.



# Elaboration of a partially rejected shopping basket

Items in Shopping Cart [-]

[Display Changes](#)

To change item details (assets and cost assignment), select the link below or select 

Items in Shopping Cart

Status	Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
Rejected		<a href="#">GOMMA BIANCA PICCOLA PER MATITA</a>	Cancelleria	05.12.2005	5 PAC	1,21 EUR Per 1 PAC	 
Approved		<a href="#">RICAMBIO PENNA</a>	Cancelleria	05.12.2005	10 PC	0,71 EUR Per 1 PC	 
Total Value (Net) :						7,10 EUR	

Additional Specifications [-]

Name of Shopping Cart SAYD7000 30.11.2005 20:28

Notes for Approval

[Approval Preview](#)

To elaborate again already approved items:

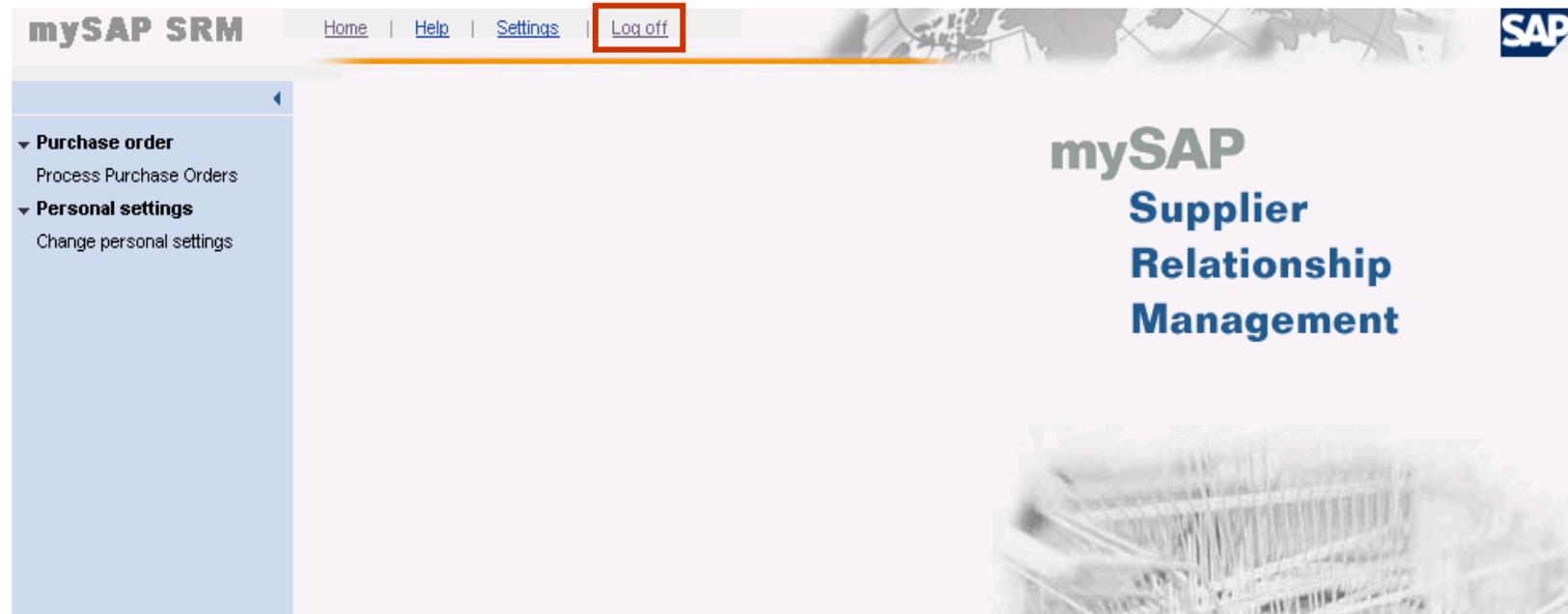
- press the botton **Change**
- modify data for the approved positions
- delete rejected positions Attention: it is a compulsory action!
- push the botton **Transfer changes**

The shopping basket returns to the approver.



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# Exit e-Procurement



To exit e-Procurement it is necessary to:

- Push the button 
- Do not close pushing  !!



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## HIGHLIGHTS & WARNINGS

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- ✓ Every time a Shopping Basket which is held or in the status Awaiting Approval will be modified to add other products it is necessary to select again Default settings for items and to modify the data (the data related to the Ship to Address must be the same for every item selected).
- ✓ Every shopping cart must have ONLY ONE delivery address.
- ✓ The *G/L account* number, uniquely associated to the product category, must not be modified.
- ✓ You can change the Shopping Basket as long as these do not appear to have been approved. You may check the status of the positions in the shopping cart.



## Useful informations

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For information and support please call the e-Business Service's Contact Center available both by telephone and via e- mail.

Please find our support contact details and working times on the Service portal.



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