



e-Business Service eCatalogue

Manager's manual

Dear User,

this manual explains the use of Purchasing service through electronic catalog and online transaction as Manager.
We kindly suggest you take few minutes to read it in order to take full advantage of the Service.

For the workflow, see the Service Portal.



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Overview

- ❑ The approver logs on the Portal Service to process the shopping baskets created by the requesters.

- ❑ Every shopping basket has to be approved.

- ❑ The system creates an approval message and, through a workflow, sends it in the approver Inbox.

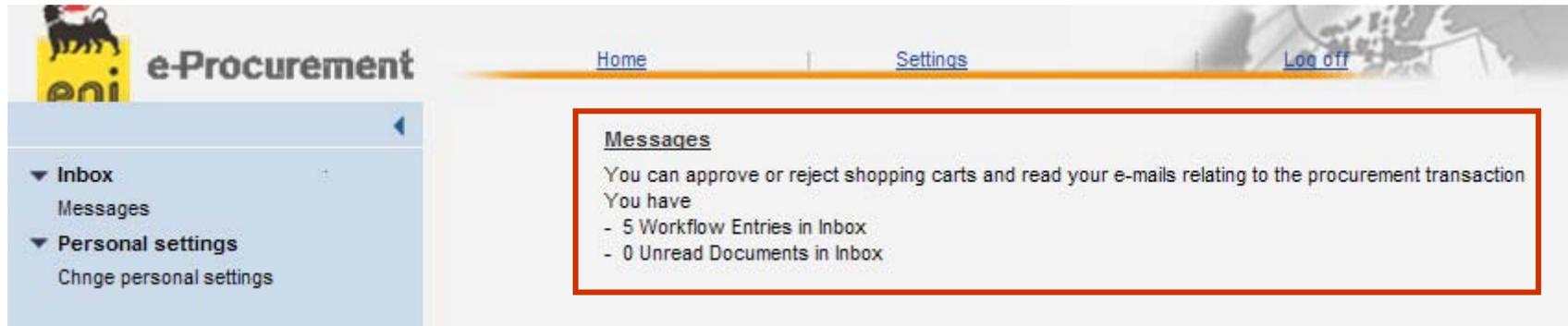
- ❑ The Inbox contains Shopping Baskets to approve (completely or partially)

- ❑ In the case of partial approval, the shopping basket goes back to the requester that can:
 - accept rejected items;
 - change the shopping basket

In the first case the purchase order is created automatically, in the second case the shopping basket is sent again to the approver for validation.



First page



On the first page there are listed system messages.

Modify personal settings

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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 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

Shopping Basket

Personal settings

Change Personal Settings

Inbox

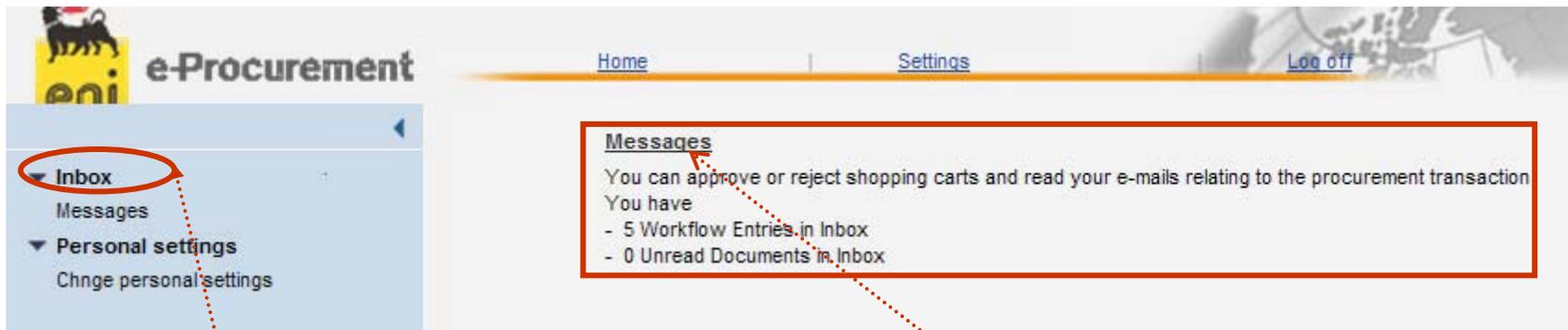
Inside the folder *Address Data* it is possible to change some parameters associated to the User ID which are not compulsory.

Push to confirm changes

Push to return to the initial data



Check Inbox



Select **Messages** from the menu in the left side of the page or in the central section of the first page (visible only if there are some messages).

Shopping basket approval



To view Shopping Basket Details , push the description or the icon 

To approve immediately and completely the shopping basket, push the icon  .

Shopping Basket partial approval

Items in Shopping Cart

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

Approved	Rejected	Good / Service	Description	Category	Required on	Quantity	Price / Limit	Cost Assignment	Action
<input checked="" type="radio"/>	<input type="radio"/>		Cancelleria 1		26.02.2011	10 ST	4,00 EUR Per 1 ST	Cost Center BR100	 
<input type="radio"/>	<input checked="" type="radio"/>		Cancelleria 6		26.02.2011	10 ST	7,00 EUR Per 1 ST	Cost Center BR100	 
Total Value (Net) :							110,00 EUR		

Additional Specifications

Name of Shopping Cart RICH01 24.02.2011 15:39

Notes for Approval

Approval Preview

To approve an item, tick in the Approved field

To reject an item, tick in the Rejected field.

After that push

The system creates a reject message in the requester Inbox. The requester has to change the Shopping Basket and to send again for approval.



Shopping basket details

Items in Shopping Cart

To change item details (assets and cost assignment), select the link below or select  [Display C...](#)

Items in Shopping Cart

Approved	Rejected	Good / Service	Description	Category	Required on	Quantity	Price / Limit	Cost Assignment	Action
<input checked="" type="radio"/>	<input type="radio"/>		Cancelleria 1		26.02.2011	10 ST	4,00 EUR Per 1 ST	Cost Center BR100	 
<input type="radio"/>	<input checked="" type="radio"/>		Cancelleria 6		26.02.2011	10 ST	7,00 EUR Per 1 ST	Cost Center BR100	 
Total Value (Net) :							110,00 EUR		

Additional Specifications

Name of Shopping Cart: RICH01 24.02.2011 15:39

Notes for Approval

[Approval Preview](#)

To view Shopping Basket Details , push the icon



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Shopping basket details

Every folder contains item data.

Click  to open window and  to close window.

Items in Shopping Cart

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

Items in Shopping Cart

Approved	Rejected	Good / Service	Description	Category	Required on	Quantity	Price / Limit	Cost Assignment	Action
<input checked="" type="radio"/>	<input type="radio"/>		Cancelleria 1		26.02.2011	10 ST	4,00 EUR Per 1 ST	Cost Center BR100	 
<input type="radio"/>	<input checked="" type="radio"/>		Cancelleria 6		26.02.2011	10 ST	7,00 EUR Per 1 ST	Cost Center BR100	 
Total Value (Net) :							40,00	EUR	

Item Details: Cancelleria 1

Basic Data

Cost Assignment

Collapse Area

Account Assignment Overview

Line	Percentage	Assigned to	Description	G/L account no.	Description	Business Area	Action
1	100,00	Cost Center BR100		611114			 

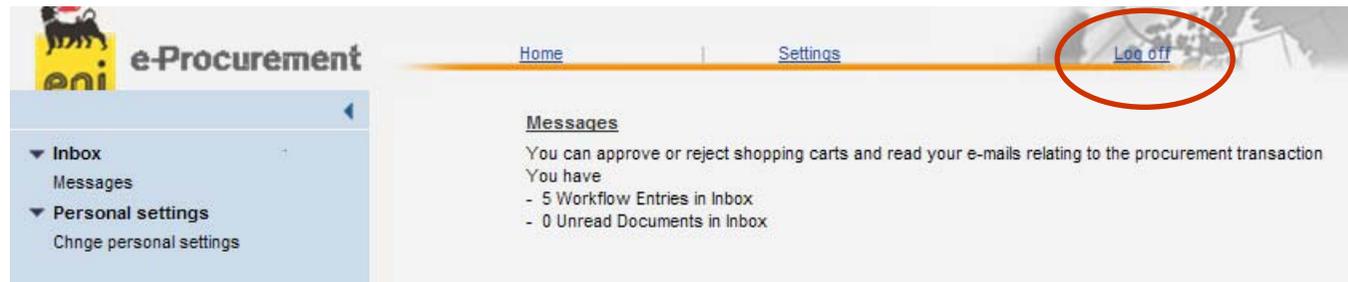
Documents and Attachments

Ship-To Address/Performance Location



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Exit e-Procurement



To exit e-Procurement it is necessary to:

- Push the button 
- Do not close pushing  !!



Useful informations

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.



Copyright e trademark

The contents of this manual is for informational purposes only and for private consultation.

It 'may not be reproduced for commercial purposes.

For Copyright and Trademark see the Service Portal.

