



eni e-Business services

Employee Manual Corporate Gifts



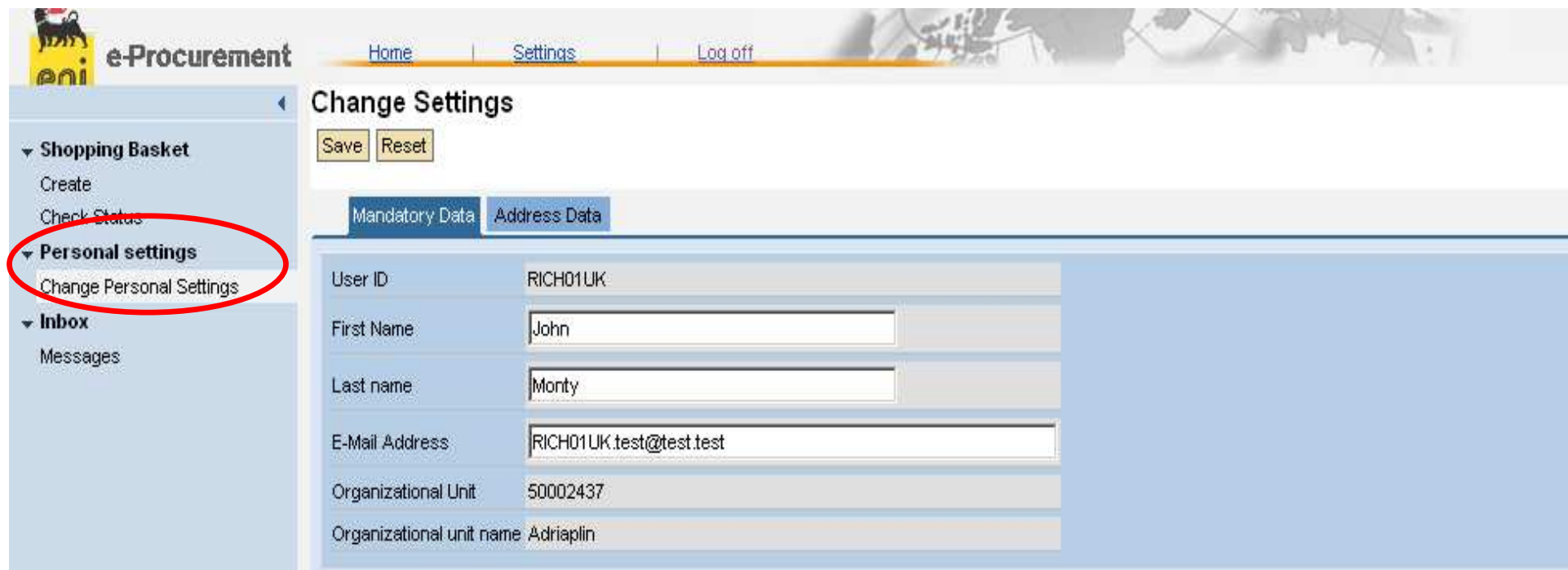
Summary

■ Modify personal settings	Pag.33
■ Create Shopping Basket	Pag.34
■ Default settings for items – ship To address Details	Pag.04
■ Select item from e-catalogue	Pag.07
■ Check Shopping Basket	Pag.09
■ Visualize Shopping Basket details	Pag.13
■ Name of Shopping Basket	Pag.27
■ Process Shopping Basket – Order Shopping Basket	Pag.28

Summary

- Create Shopping Basket for copy Pag.36
- Hold Shopping - Save Shopping Basket Pag.37
- Process Shopping Basket - Hold Shopping Basket Pag.38
- Check Status Pag.42
- Shopping Basket details – approval workflow Pag.45
- Elaboration of a partially rejected shopping basket Pag.53
- Exit e-procurement Pag.53

Modify personal settings



The screenshot shows the 'e-Procurement' interface. The top navigation bar includes 'Home', 'Settings', and 'Log off'. The left sidebar contains 'Shopping Basket', 'Personal settings' (highlighted with a red circle), and 'Inbox'. Under 'Personal settings', 'Change Personal Settings' is listed. The main content area is titled 'Change Settings' and has 'Save' and 'Reset' buttons. Below these are two tabs: 'Mandatory Data' (selected) and 'Address Data'. The form contains the following fields:

Field	Value
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

e-Procurement Home Settings Log off

Change Settings Save Reset

Shopping Basket
Create
Check Status

Personal settings
Change Personal Settings

Index
Messages

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

e-Procurement Home Settings Log off

Change Settings

Save Reset

Personal settings
Change Personal Settings

Address Data

Academic title		
Title	Mr.	
Building	Pal.C	Room Number 2323
Floor	3° piano	
Internal mail		
Telephone Number	02520	Extension 43025
Fax Number		Extension
Date Format	DD.MM.YYYY	
Decimal Notation	1,234,567.89	

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

- ☐ Push **Save** to confirm changes
- ☐ Push **Reset** to return to the initial data

Create Shopping Basket

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

e-Procurement Home Settings Log off

Shop

1 Message

Please fill the delivery address and the cost assignment

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 No Account Assignment Values Exist [Display Details](#)

[Extended Details](#)

Add Items

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

Search in Individual Catalogs:

[Omaqqistica Esaurimento Scorte](#) [Omaqqistica Estero Mag.Conto Deposito Eni Spa](#)

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
Total Value (Net) :					0.00	

Create Shopping Basket

The screenshot shows the 'e-Procurement' interface. The left sidebar contains a 'Shopping Basket' section with 'Create' and 'Check Status' options. The main content area is titled 'Shop' and includes a message bar, 'Default Settings for Items', 'Add Items', and 'Items in Shopping Cart' sections. 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 empty, and the total value is 0.00.

Shop

1 Message

Please fill the delivery address and the cost assignment.

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 No Account Assignment Values Exist [Display Details](#)

[Extended Details](#)

Add Items

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

Search in Individual Catalogs:

[Omaggistica Esaurimento Scorte](#) [Omaggistica Estero Mag. Conto Deposito Eni Spa](#)

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
Total Value (Net) :					0.00	

The Shopping Basket appears empty.



Default settings for items - Modify Ship To Address

Home | Settings | Log off

Shop

1 Message

Please fill the delivery address and the cost assignment

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 No Account Assignment Values Exist [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

Postal Code / City

Click on **Display Details** besides **SHIP-To Address:**

The user has to insert :

"Name", "Other Name", "c/o",
"Telephone", " Building",
"Floor/room", "Street/house
number", "Postal Code/City",
"Country" and " Region".

Important: Every shopping
cart must have ONLY ONE
delivery adress



Default settings for items

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

The screenshot shows the 'Shop' section of the ENI e-Procurement system. On the left is a navigation menu with 'Shopping Basket', 'Personal settings', and 'Inbox'. The main content area is titled 'Default Settings for Items' and contains a message about delivery address and cost assignment. Below this, there are links for 'Display Details' and 'Extended Details'. A red rectangle highlights the 'Cost Assignment' section, which includes a table for 'Account Assignment Overview' and buttons for 'Cost Distribution', 'Copy to Clipboard', 'Insert from Clipboard', and 'Delete Clipboard'. The 'Cost Assignment' section also includes a red circle around the 'Display Details' link.

Shop

1 Message
Please fill the delivery address and the cost assignment

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 No Account Assignment Values Exist [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					

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

Add Items

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

Search in Individual Catalogs:

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

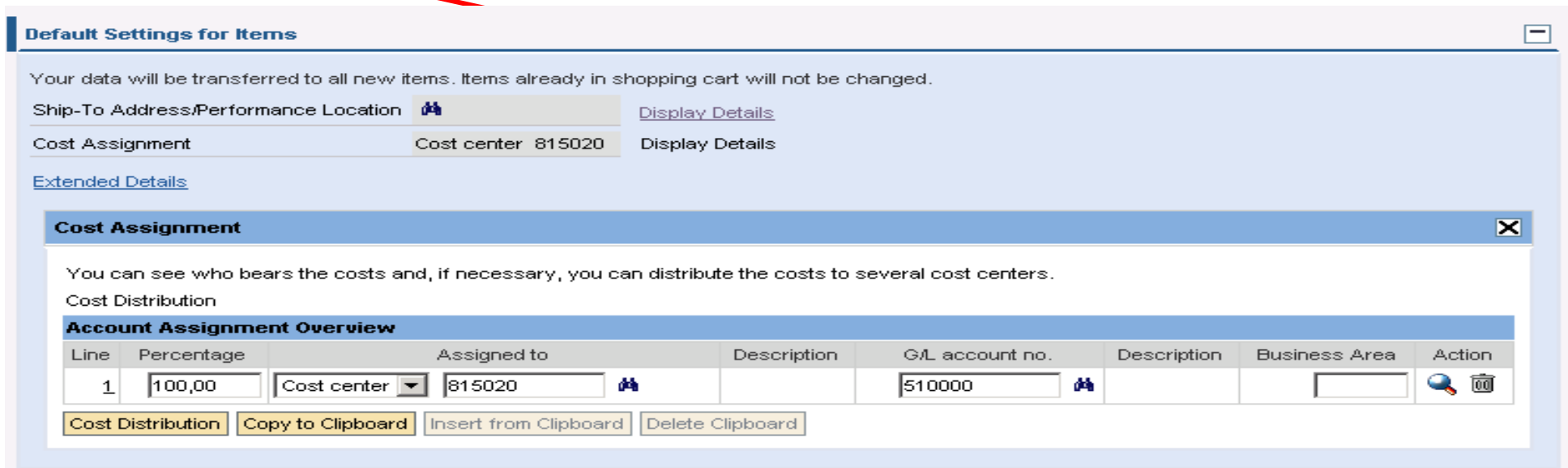
It's possible to modify the **default settings for items** only as long as the shopping basket is empty, this means before selecting products from the e-catalogue.

After having verified the following data:

- Cost Assignment
- Ship to Address


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

Select  to close the detailview 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](#)



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 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](#)

Before selecting products from the e-catalogue 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 besides the voice which data you want to change.

The data inserted which are different from the default will be associated to every single item selected from the e-catalogue.

Select items from e-catalogue

eni e-Procurement

Home | Settings | Log off

Shop

1 Message

Please fill the delivery address and the cost assignment

Default Settings for Items

Add Items

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

Search in Individual Catalogs:

- Old Purchase Orders and Templates
- Omaggistica Esaurimento Scorte
- Omaggistica Estero Mag. Conto Deposito Eni Spa**

Items in Shopping Cart

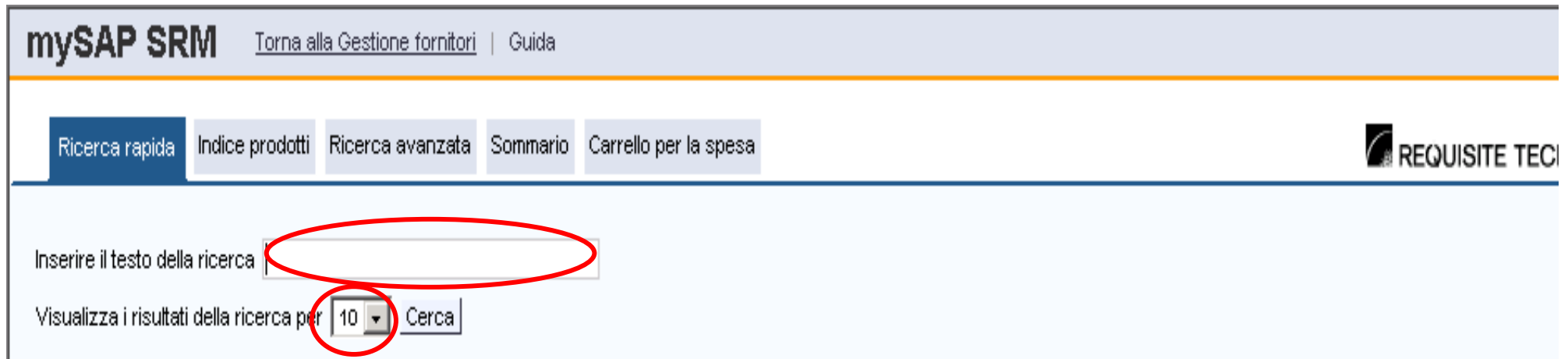
To change item details (assets and cost assignment), select the link below or select

Items in Shopping Cart

Good / Service	Description	Category	Required on	Quantity	Price / Limit	Action
----------------	-------------	----------	-------------	----------	---------------	--------

To select Products to be inserted into the Shopping Basket select the link of the catalogue of interest (*Omaggistica Estero* or others indicated).

Select items from e-catalogue



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

mySAP SRM

[Torna alla Gestione fornitori](#) | [Guida](#)

Ricerca rapida

Indice Prodotti

Ricerca avanzata

Sommario

Carrello per la Spesa

[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 *]

Tutti gli indici possibili (numero ridotto di indici esistenti, indice alfabetico disattivato)

[Articoli regalo](#)

[Articoli regalo 2007](#)

[Gadgets 2007](#)

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 [Torna alla Gestione fornitori](#) | [Guida](#)

[Ricerca rapida](#) **[Indice Prodotti](#)** [Ricerca avanzata](#) [Sommaro](#) [Carrello per la Spesa](#)

[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 *]

Tutti gli indici possibili (numero ridotto di indici esistenti, indice alfabetico disattivato)

[Articoli regalo](#)

[Articoli regalo 2007](#)

[Gadgets 2007](#)

Moving on to Advanced Search it's possible to refine the search filtering the products through data such as suppliers code, suppliers name, description of the article , price, etc. 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

Ricerca rapida Indice Prodotti Ricerca avanzata Sommario Carrello per la Spesa

Inserire il testo della ricerca

Visualizza i risultati della ricerca per Cerca

Selezionare una categoria per estendere la ricerca: oppure vedere [Ricerca avanzata](#) per ulteriori opzioni.

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata.

Articoli: 1-3 di 3 Articoli nella categoria Articoli regalo Selected Items: 2

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☒ Visualizza senza immagini ☐ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore ▲▼	Cod. Produttore ▲▼	Fornitore ▲▼	Cod. Fornitore ▲▼	Descriz ▲▼
<input checked="" type="checkbox"/>		<input type="text" value="2"/>	Articoli regalo	--	--	EniServizi	8960	Agenda Eni 2007 da tav
<input checked="" type="checkbox"/>		<input type="text" value="2"/>	Articoli regalo	--	--	EniServizi	8959	Agenda Eni 2007 tasca
<input type="checkbox"/>		<input type="text"/>	Articoli regalo	--	--	EniServizi	8958	Biglietto augurale Eni 20

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):



Select items from e-catalogue

To view details of a specific article it is necessary to select it under **Description** .

Articoli: 1-3 di 3 Articoli nella categoria Articoli regalo Selected Items: 2

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☒ Visualizza senza immagini ☐ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore ▲▼	Cod. Produttore ▲▼	Fornitore ▲▼	Cod. Fornitore ▲▼	Descrizione ▲▼	Prezzo ▲▼	Currency ▲▼	UOM ▲▼
<input checked="" type="checkbox"/>		2	Articoli regalo	--	--	EniServizi	8960	Agenda Eni 2007 da tavolo	1,00 €	EUR	PCE
<input checked="" type="checkbox"/>		2	Articoli regalo	--	--	EniServizi	8959	Agenda Eni 2007 tascabile	1,00 €	EUR	PCE
<input type="checkbox"/>			Articoli regalo	--	--	EniServizi	8958	Biglietto augurale Eni 2006	1,00 €	EUR	PCE

[Precedente](#)

Dettagli articolo

Album Bugatti in pelle con lastra in argento

Categoria	Gadgets in esaurimento
Fornitore	EniServizi S.p.A.
Descrizione	Album Bugatti in pelle con lastra in argento
Prezzo	0,01 €
Currency	EUR
UOM	PCE
Descrizione estesa	Album Bugatti in pelle con lastra in argento – senza personalizzazione
Conf. Min.	1
Prezzo Unit.	1
Prezzi in base al volume	

Quantità [Aggiungi al carrello](#)



Click on **Return** to Search to exit the detail view.



Select items from e-catalogue

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata.

Articoli: 1-10 di 16 Articoli nella categoria **Gadgets in esaurimento** Selected Items: 2 [Successivo](#)

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☐ Visualizza senza immagini ☒ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore	Cod. Produttore	Fornitore	Cod. Fornitore	Descrizione
				▲▼	▲▼	▲▼	▲▼	▲▼
<input checked="" type="checkbox"/>		1	Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Album Bugatti in pelle con lastra in argento
<input checked="" type="checkbox"/>		1	Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Penna Roller in metallo nero
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Set composto da penna a sfera e stilografica
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Portadocumenti Cerruti in pelle nero

To compare some articles it is necessary:

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







Select items from e-catalogue

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata.

Articoli: 1-10 di 16 Articoli nella categoria **Gadgets in esaurimento** Selected Items: 2 [Successivo](#)

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☐ Visualizza senza immagini ☒ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore	Cod. Produttore	Fornitore	Cod. Fornitore	Descrizione
				▲▼	▲▼	▲▼	▲▼	▲▼
<input checked="" type="checkbox"/>		1	Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Album Bugatti in pelle con lastra in argento
<input checked="" type="checkbox"/>		1	Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Penna Roller in metallo nero
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Set composto da penna a sfera e stilografica
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Portadocumenti Cerruti in pelle nero

To compare some articles it is necessary:

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



Select items from e-catalogue

View item comparison

mysap SRM [Torna alla Gestione fornitori](#)

REQU

Precedente

Confronto articoli		
Categoria	Gadgets in esaurimento	Gadgets in esaurimento
Produttore	--	--
Fornitore	EniServizi S.p.A.	EniServizi S.p.A.
Cod. Fornitore	--	--
Descrizione	Album Bugatti in pelle con lastra in argento	Penna Roller in metallo nero
Prezzo	0,01 €	0,01 €
Currency	EUR	EUR
UOM	PCE	PCE
Descrizione estesa	Album Bugatti in pelle con lastra in argento – senza personalizzazione	Penna Roller in metallo con corpo laccato lucido nero e finiture satinat. Refill di colore r Personalizzazione: logo Eni
Quantità	1 Aggiungi al carrello	1 Aggiungi al carrello

Push the **Return to Search** button to exit the comparisonview



Select items from e-catalogue



Ticking off **Display with images** it is possible to add the column containing illustrations of the single products.

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata.


Articoli: 1-10 di 16 Articoli nella categoria **Gadgets in esaurimento** Selected Items: 1 [Successivo](#)


[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☐ Visualizza senza immagini ☒ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore	Cod. Produttore	Fornitore	Cod. Fornitore	Descrizione	Prezzo	Currency	UOM
				▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
<input checked="" type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Album Bugatti in pelle con lastra in argento	0,01 €	EUR	PCE
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Penna Roller in metallo nero	0,01 €	EUR	PCE
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Set composto da penna a sfera e stilografica	0,01 €	EUR	PCE
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Portadocumenti Cerruti in pelle nero	0,01 €	EUR	PCE
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Portamonete in pelle – colori assortiti	0,01 €	EUR	PCE
<input type="checkbox"/>			Gadgets in esaurimento	--	--	 EniServizi S.p.A.	--	Borsa tela nera con tracolla	0,01 €	EUR	PCE

Select items from e-catalogue

mySAP SRM [Torna alla Gestione fornitori](#) | [Guida](#) 

[Ricerca rapida](#) [Indice Prodotti](#) [Ricerca avanzata](#) [Sommario](#) [Carrello per la Spesa](#) 

Inserire il testo della ricerca

Visualizza i risultati della ricerca per [Cerca](#)

Selezionare una categoria per estendere la ricerca: oppure vedere [Ricerca avanzata](#) per ulteriori opzioni.

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata.

Articoli: 1-10 di 16 Articoli nella categoria Gadgets in esaurimento **Selected Items: 1** [Successivo](#)

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☒ Visualizza senza immagini ☐ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore	Cod. Produttore	Fornitore	Cod. Fornitore	Descrizione	Prezzo	Currency	UOM
<input checked="" type="checkbox"/>		<input type="text" value="2"/>	Gadgets in esaurimento	--	--	EniServizi S.p.A.	--	Album Bugatti in pelle con lastra in argento	0,01	€ EUR	PCE

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 transferred with quantity '1').



Select items from e-catalogue

Selezionare il titolo di una colonna per eseguire una ricerca dettagliata

Articoli: 1-3 di 3 Articoli nella categoria Articoli regalo Selected Items: 2

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

☒ Visualizza senza immagini ☐ Visualizza con immagini

Seleziona tutto	Cancella	Quantità	Categoria	Produttore ▲▼	Cod. Produttore ▲▼	Fornitore ▲▼	Cod. Fornitore ▲▼	Descrizione ▲▼	Prezzo ▲▼	Currency ▲▼	UOM ▲▼
<input checked="" type="checkbox"/>		1	Articoli regalo	--	--	EniServizi	8960	Agenda Eni 2007 da tavolo	1,00 €	EUR	PCE
<input checked="" type="checkbox"/>		1	Articoli regalo	--	--	EniServizi	8959	Agenda Eni 2007 tascabile	1,00 €	EUR	PCE
<input type="checkbox"/>			Articoli regalo	--	--	EniServizi	8958	Biglietto augurale Eni 2006	1,00 €	EUR	PCE

Articoli: 1-3 di 3 Articoli nella categoria Articoli regalo

[Confronta](#) [Aggiungi al carrello](#) [Aggiungi a Preferiti](#) [Clear All Selected](#)

- ❑ 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](#)



Default settings for items


ATTENtION: 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).












Data transfer to Shopping Basket

The items have been transferred to the shopping basket. It is possible to view the name of the, 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 

Items in Shopping Cart

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

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](#)




eni

Check Shopping Basket

Check shopping before going on selecting

Check

 e-Procurement

Home | Settings | Log off

Shopping Basket
Create
Check Status


Personal settings
Change Personal Settings


Inbox


Items in Shopping Cart

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


Search in Individual Catalogs:

 [Old Purchase Orders and Templates](#)

 [Omaggistica Esaurimento Scorte](#)

 [Omaggistica Estero Mag.Conto Deposito Eni Spa](#)

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
Total Value (Net) :					0,00	EUR

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](#)


View item details


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

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
	AGENDA DA TAVOLO GIORNALIERA	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	PENNA SFERA ROLLER V-BALL PILOT BLU	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	PENNA SFERA ROLLER V-BALL PILOT NERO	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.




eni










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
	AGENDA DA TAVOLO GIORNALIERA	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	PENNA SFERA ROLLER V-BALL PILOT BLU	Cancelleria	<input type="text" value="05.12.2005"/>	<input type="text" value="1"/>	PAC	11,40 EUR Per 1 PAC	  
	PENNA SFERA ROLLER V-BALL PILOT NERO	Cancelleria	<input type="text" value="05.12.2005"/>	<input type="text" value="2"/>	PAC	11,40 EUR Per 1 PAC	  
Total Value (Net) :						40,50 EUR	

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	<input type="text" value="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"/>



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


Sfoggia...

Add


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












View item details


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


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
	AGENDA DA TAVOLO GIORNALIERA	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	PENNA SFERA ROLLER V-BALL PILOT BLU	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	PENNA SFERA ROLLER V-BALL PILOT NERO	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.



eni

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 

Items in Shopping Cart

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

Additional Specifications

Order

Hold

Refresh

Check

After having composed your shopping basket the user can order o 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
Total Value (Net) :					40,50 EUR

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](#)

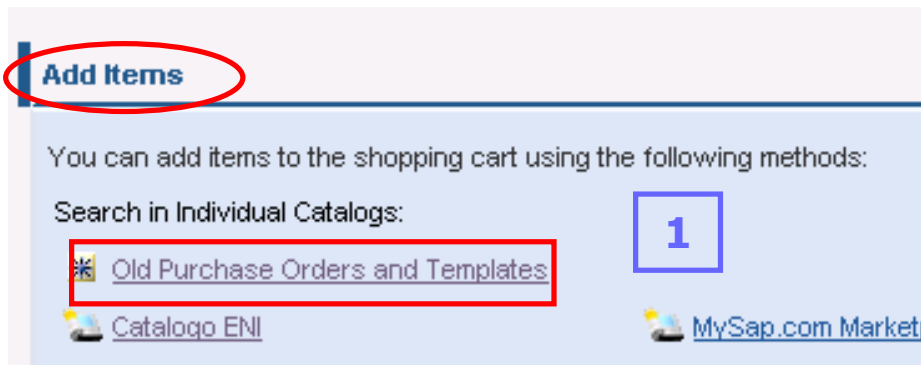
[Create New Shopping Cart](#)

[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 it's name and a registration number.



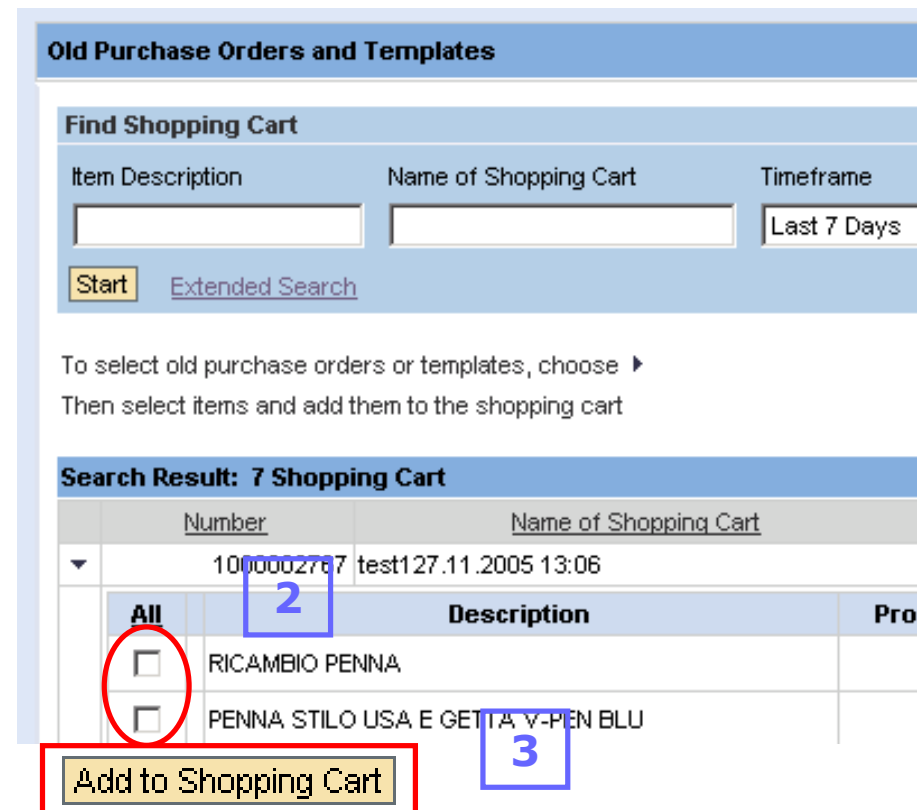
Create Shopping Basket for copy



The employee can create a shopping basket selecting the articles from a shopping basket created in the past*.

Proceed in the following manner:

1. Clic on [Old purchase orders and Templates.](#): shopping baskets and orders previously created will appear.
2. select items to be copied
3. Select the button [Add to Shopping Cart](#) to add the articles to the new shopping basket.



Old Purchase Orders and Templates

Find Shopping Cart

Item Description: Name of Shopping Cart: Timeframe:

[Extended Search](#)

To select old purchase orders or templates, choose ▶
Then select items and add them to the shopping cart

Search Result: 7 Shopping Cart

	Number	Name of Shopping Cart	Created on	Total Val.	Status	
▼	1000002767	test127.11.2005 13:06	27.11.2005	13,80 EUR	Approved	
All		Description	Prod. Name	Quantity	Net value	Status
<input type="checkbox"/>		RICAMBIO PENNA		2 Piece	1,42 EUR	Rejected
<input type="checkbox"/>		PENNA STILO USA E GETTA V-PEN BLU		10 Piece	13,80 EUR	Completely Confirmed


[Add to Shopping Cart](#)

* **ATTENTION:** the articles selected maintain the dati (for example Cost Assignment or Ship To Address) referring to the shopping basket from which they have been copied.












Hold Shopping Basket - Save 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
	AGENDA DA TAVOLO GIORNALIERA	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	PENNA SFERA ROLLER V-BALL PILOT BLU	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	PENNA SFERA ROLLER V-BALL PILOT NERO	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	  
Total Value (Net) :						40,50 EUR	

Additional Specifications



Order Hold Refresh Check

Hold

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

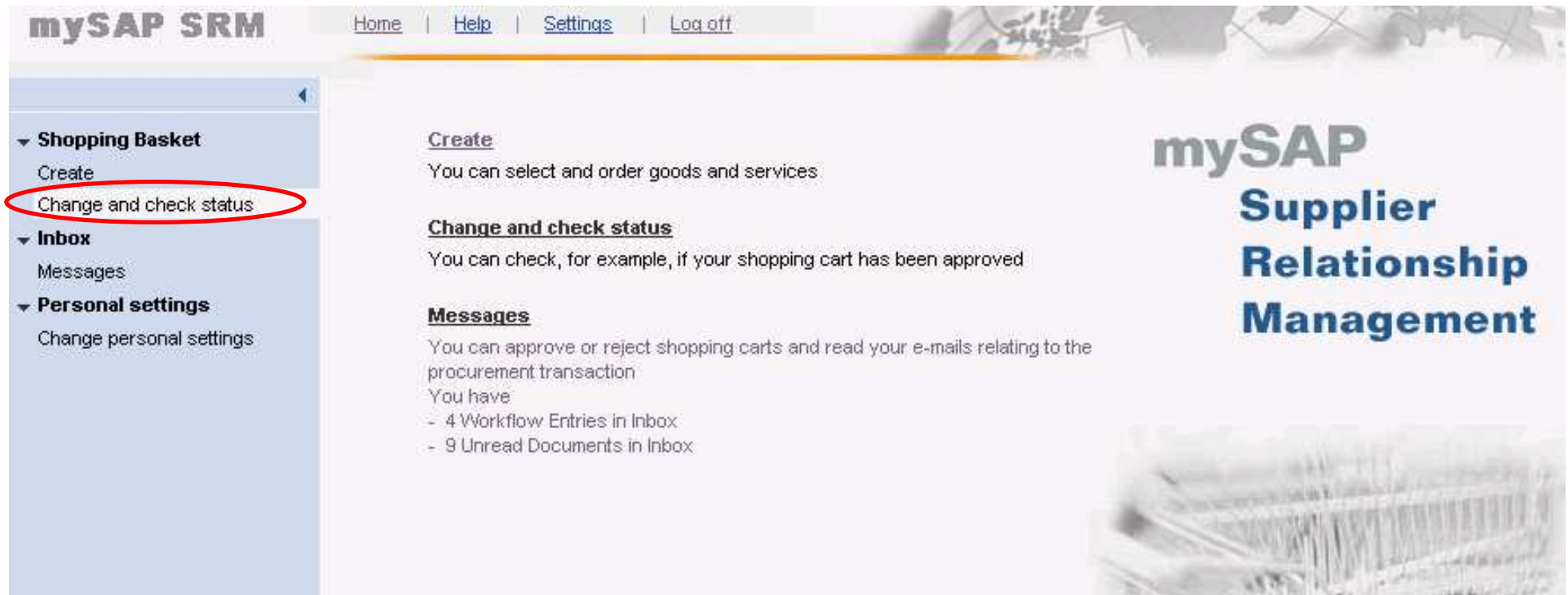
❑ In order to save the Shopping Basket select

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.




Modify Shopping Basket - view












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***.

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
	AGENDA DA TAVOLO GIORNALIERA	Cancelleria	05.12.2005	5	PC	1,26 EUR Per 1 PC	  
	PENNA SFERA ROLLER V-BALL PILOT BLU	Cancelleria	05.12.2005	1	PAC	11,40 EUR Per 1 PAC	  
	PENNA SFERA ROLLER V-BALL PILOT NERO	Cancelleria	05.12.2005	2	PAC	11,40 EUR Per 1 PAC	  
Total Value (Net) :						40,50 EUR	

Additional Specifications

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

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.

Modify Shopping Basket - view

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 ▾	All ▾
<input type="button" value="Start"/> Extended Search			

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 ▾	All ▾
Role	Number of Shopping Cart	Product Category	Bought on Behalf of
<input type="text" value=""/>	<input type="text"/>	<input type="text" value=""/>	<input type="checkbox"/>
Including Completed Shopping Carts			
<input type="checkbox"/>			
<input type="button" value="Start"/> Simple Search			

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"/> Simple Search			

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.



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	<u>SAY07000 30.11.2005 18:40</u>	30.11.2005	40,50 EUR	Held	 
▶	1000002789	<u>SAY07000 30.11.2005 16:47</u>	30.11.2005	40,50 EUR	Awaiting Approval	 
▶	1000002767	<u>#test127.11.2005 13:06-00000000545</u>	27.11.2005	13,80 EUR	Approved	 
▶	1000002746	<u>#SAY07000 25.11.2005 08:40-00000000544</u>	25.11.2005	2,09 EUR	Approved	 
▶	1000002713	<u>SAY07000 24.11.2005 14:01</u>	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	<u>SAY07000 30.11.2005 18:40</u>	30.11.2005	40,50 EUR	Held	 
▶	1000002789	<u>SAY07000 30.11.2005 16:47</u>	30.11.2005	40,50 EUR	Awaiting Approval	 
▶	1000002767	<u>#test127.11.2005 13:06-00000000545</u>	27.11.2005	13,80 EUR	Approved	 
▶	1000002746	<u>#SAY07000 25.11.2005 08:40-00000000544</u>	25.11.2005	2,09 EUR	Approved	 
▶	1000002713	<u>SAY07000 24.11.2005 14:01</u>	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 

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

Additional Specifications

Name of Shopping Cart SAY07000 30.11.2005 18:40

Notes for Approval

[Approval Preview](#)

Change

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




Shopping Basket details – approval workflow




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 

Items in Shopping Cart

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

Additional Specifications

Name of Shopping Cart SAY07000 30.11.2005 16:47

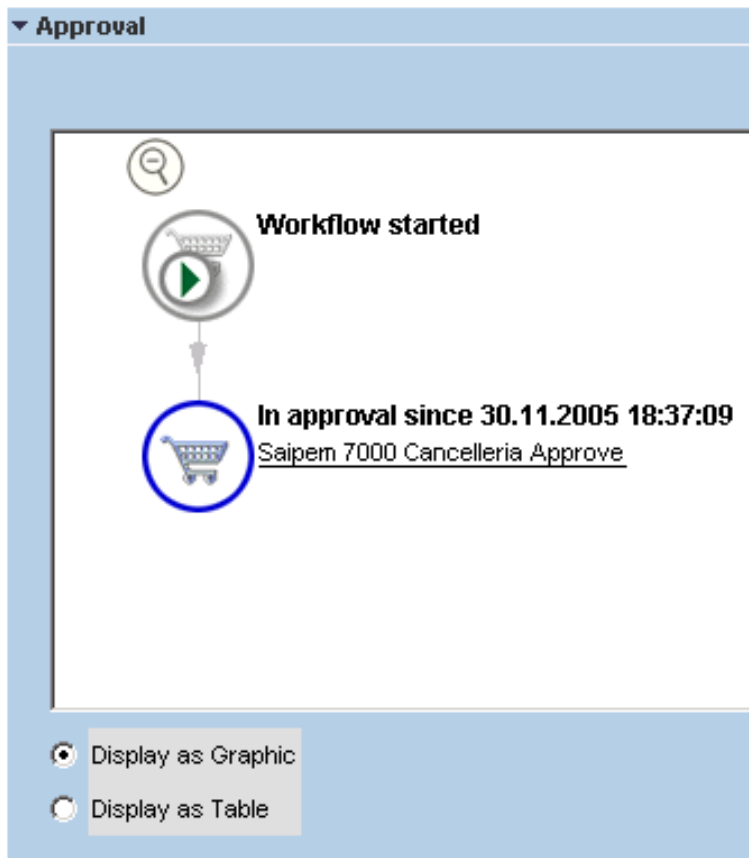
Notes for Approval

[Approval Preview](#)

Change

Shopping Basket details - Single item details - Approval

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



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 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 specific 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

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

▼ Shopping Basket

- Create
- Change and check status

▼ Inbox

- Messages

▼ Personal settings

- Change personal settings

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

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.


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		GOMMA BIANCA PICCOLA PER MATITA	Cancelleria	05.12.2005	5 PAC	1,21 EUR Per 1 PAC	 
Approved		RICAMBIO PENNA	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		GOMMA BIANCA PICCOLA PER MATITA	Cancelleria	05.12.2005	5 PAC	1,21 EUR Per 1 PAC	 
Approved		RICAMBIO PENNA	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 elaborate again already approved items:

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

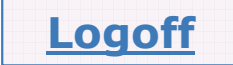

The shopping basket returns to the approver.



Exit e-Procurement



To exit e-Procurement it is necessary to:

- ☐ Push the button 
- ☐ Do not close pushing  !!

Informazioni utili

For information and support please contact the eni e-Business services **Contact Center** available via e-mail and by phone.

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



Copyright e trademark

- I contenuti di questo manuale sono intesi per finalità unicamente informativa e per la consultazione privata. E' vietata la riproduzione per finalità commerciali.
- I contenuti delle pagine del portale e-Procurement sono Copyright Eni S.p.A. 2001 - 2008 o dei rispettivi proprietari. Tutti i diritti riservati.
- Il marchio Eni, "Cane a sei zampe", è un marchio registrato da Eni S.p.A.
- SAP, SAP-Logo, mySAP.com, R/3 e gli altri prodotti SAP sono marchi o marchi registrati di SAP AG.
- MarketSet e Enterprise Buyer sono marchi di proprietà congiunta di SAP AG e Commerce One Inc.
- Microsoft®, WINDOWS®, NT®, Excel®, Access®, Word®, PowerPoint®, Internet Explorer® sono marchi registrati di Microsoft Corp.
- ORACLE® è un marchio registrato di ORACLE Corp.
- Acrobat® Reader® e Adobe PDF sono marchi registrati di Adobe Systems Inc.
- HTML, XML, XHTML sono marchi registrati di W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.
- JAVA® e JAVASCRIPT® sono marchi registrati di Sun Microsystems Inc.
- UNSPSC® è un marchio registrato di Uniform Code Council Inc.
- Gli altri marchi e prodotti sono marchi delle rispettive case produttrici.

