



e-Business Services

Gift Registry and Hospitality Registry

Version 11/2016

eni.com

Dear User,

the following handbook shows you how to use of Gift registry
and Hospitality registry.

We suggest to spend some times reading the following pages
for a better and simpler use of the service.



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Gift Registry and Hospitality Registry: introduction

In compliance with the provisions of the Annex C "Gifts and Hospitality" to the MSG Anti-Corruption:

- Gifts made by the Company (Eni SpA and Subsidiaries) to third parties must be recorded in the Outbound Gifts Register. "Gifts" means:
 - promotional gifts, custom objects in the catalogue, usually of low cost (gadgets), suitable at events that contribute to disseminate and promote Eni's image and logo (trade fairs, conventions, team building events, workshops or similar events) that are offered to third-parties / participating personnel;
 - institutional gifts, custom objects in the catalog, with intrinsic economic value available to the top management distributed to third parties in institutional events;
 - gift for specific projects or celebratory events, objects with a particular focus on customization, not included in the catalog are characterized by the need to gifts *ad hoc*;



Gift Registry and Hospitality Registry: introduction

In compliance with the provisions of the Annex C "Gifts and Hospitality" to the MSG Anti-Corruption:

- Hospitality made by the Company (Eni spa and Eni Subsidiaries) in favour of third parties must be recorded in the **Outbound Hospitality Register**.
- Hospitality made by the Company (Eni spa and Eni Subsidiaries) in favour of third parties are the expenses related to travel, hotel accommodation, lunch or evening meals, tickets or invitations to cultural events, the theatre or sports events offered by Eni to third parties, including Public Officials.

NOTE: Hospitality made by individual Eni employees in favour of third parties (or entertainment expenses) must not be recorded in the Outbound Hospitality Register

For any further details on the Outbound Gift and Hospitality Registers is possible to consult the Annex C to the Anti-Corruption MSG on Nemo's



Gift Registry

The gift registry allows user to record, search and export the assignment of gifts.

To open this registry, click on **Assignment Registry > Gift-promotional/institutional**.



Gift Registry: Search

Search Events

ID Event	<input type="text"/>	Beneficiary Role	<input type="text"/>	Unit Value from	<input type="text" value="0,00"/>	to	<input type="text" value="0,00"/>
Event/Beneficiary	<input type="text"/>	Sender Name	<input type="text"/>	Distribution Date from	<input type="text"/>	to	<input type="text"/>
Official	<input type="button" value="v"/>	Sender Organization	<input type="text"/>	Event Status	<input type="button" value="v"/>		
Organization Beneficiary	<input type="text"/>	Description Gift	<input type="text"/>	Show also Deleted	<input type="checkbox"/>		
Country for Entity	<input type="text"/>	Event Type	<input type="button" value="v"/>				

- In the section '**Search Events**' it's possible to set the search filters.
- The research is case insensitive (there isn't differences between uppercase and downcase characters) and uses partial key (search the string inside the records).
-e.g. If you insert the string 'Rossi' in the field **Event/Beneficiary**, the research returns all records that contain the word Rossi (without differences between uppercase and downcase characters)
- To run the search, click on the button 'Search'; to clean all filters click on 'Clear filter'.

Deleted Event: normally results don't include the deleted events; to show also deleted events, insert a flag into '**Show also Deleted**'.



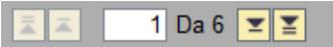
Gift Registry

Result of search – Navigation and sort

The results of research are shown in the area 'Registry':

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name	Sender Organization	Client	Mail Client	Gift Description	Event Type	Currency	Unitary Value	Quantity	Distribution Date	Event Status
17	John Smith		ABC	Italia	Manager	UNIT A	Eni spa	Paul Brown	paul.brown@eni.com	Pen	Institutional	EUR	1,00	50,00	30.09.2015	Draft

- The number of result pages are shown at the end of the list, in the left side.

 To switch to next page click on  ; to switch to the last page click on  .

- To sort in ascending or descending order, in accordance to the content of a particular field (e.g. Event or Beneficiary), click on the arrows near the label of the field.

Event or Beneficiary 

-  Ascending order
-  Descending order



Gift Registry

Result of research – Application of filter

- To filter the results in accordance to the content of one or more fields (e.g. Event or Beneficiary), write the value (or just a string with the symbol *) in the rown below the column label and click on the button 'Enter' of the keyboard

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name
	smith					
<input type="checkbox"/>	19	Paul Anderson	ABC	Italia	Manager	UNIT C
<input type="checkbox"/>	18	Paul Smith	DEF			

Example no.1: research of beneficiaries that contain the world 'smith'

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name
	smith					
<input type="checkbox"/>	18	Paul Smith	DEF	Italia	Manager	
<input type="checkbox"/>	17	John Smith	ABC	Italia	Manager	

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name
	Paul Smith					
<input type="checkbox"/>	19	Paul Anderson	ABC	Italia	Manager	UNIT C
<input type="checkbox"/>	18	Paul Smith	DEF			

Example no.2: research of beneficiary 'Paul B'

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name
	Paul Smith					
<input type="checkbox"/>	18	Paul Smith	DEF	Italia	Manager	

- To clean filters, delete the value in the rown and click on the button 'Enter' of the keyboard.



Gift Registry

Result of research – Export

- To export the result of research, click on the button 'Download'.

Search Events

Search

ID Event Beneficiary Role

Event/Beneficiary Sender Name Unit Value from to

Official Sender Organization Distribution Date from to

Organization Beneficiary Description Gift Event Status

Country for Entity Event Type Show also Deleted

Gift Register

Row visible: 20 on 2

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name	Sender Organization	Client	Mail Client	Gift Description	Event Type
18	Paul Smith		DEF	Italia	Manager	UNIT B	Eni Spa	Mark Johnson	mark.johnson@eni.com	Bag	Instituti

1 of 1

Do you want to open or save event_register_20151102_163952.csv (495 bytes) from test-ebusiness.eni.it?

event_register_20151102_163952.csv - Microsoft Excel

Recipient or Event	Public Off	Recipient	Country	Entity	Person Role	Sender	Sender In	Client	Mail Client	Gift Descr	Event Typ	Currency	Unitary Value	Quantity	Distributi	Status
18 Paul Smith		DEF	Italia	Manager	UNIT B	Eni Spa	Mark John	mark.john	mark.john	Bag	Instituti	EUR	20	5	#####	Draft
17 John Smith		ABC	Italia	Manager	UNIT A	Eni spa	Paul Brow	paul.brow	paul.brow	Pen	Instituti	EUR	1	50	#####	Draft

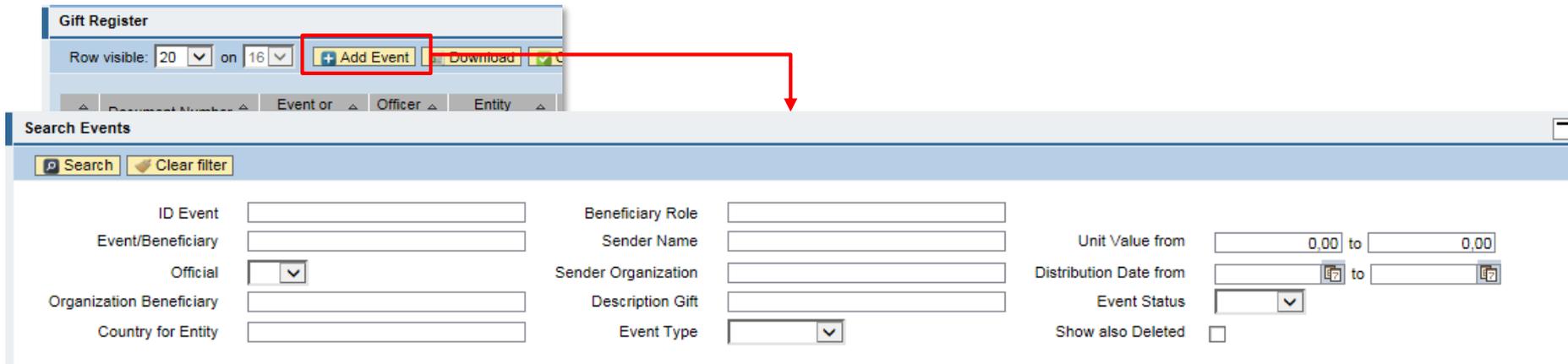


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Gift Registry

Creation New Event

To create a new event, select the button 'Add Event':



The screenshot shows the 'Gift Register' interface. At the top, there is a table with columns for 'Document Number', 'Event or', 'Officer', and 'Entity'. The 'Add Event' button is highlighted with a red box. A red arrow points from this button to the 'Search Events' form below. The 'Search Events' form contains the following fields:

- ID Event:
- Event/Beneficiary:
- Official:
- Organization Beneficiary:
- Country for Entity:
- Beneficiary Role:
- Sender Name:
- Sender Organization:
- Description Gift:
- Event Type:
- Unit Value from: to
- Distribution Date from: to
- Event Status:
- Show also Deleted:

Fill in every field of the form. All fields are mandatory for the final confirmation of the event. When each field has been filled in, it's possible to:

1. Cancel the operation pressing button 'Close'.
2. Confirm the event with the button 'Save as definitive': in this case, once confirmed the event, it won't be changeable or deleteable by the employee. For the deletion of events already confirmed, please visit the section 'Deletion of event'.
3. To save a draft of the event, click on the button 'Save as draft': in this case, the draft will be available in the list of result in order to be edited, deleted or confirmed later.



Gift Registry

Change draft of events

Just events in status 'Draft' can be changed and/or deleted. This events are in the list of results and they are marked by the status 'Draft'.

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name	Sender Organization	Client	Mail Client	Gift Description	Event Type	Currency	Unitary Value	Quantity	Distribution Date	Event Status	
<input type="checkbox"/>	20	George Smith	DEF	Italia	Manager	UNIT C	Eni Spa	Mark Anderson	mark.anderson@eni.com	Trolley	Institutional	EUR	15,00	2,00	24.09.2015	Draft	 
<input type="checkbox"/>	18	Paul Smith	DEF	Italia	Manager	UNIT B	Eni Spa	Mark Johnson	mark.johnson@eni.com	Bag	Institutional	EUR	20,00	5,00	01.10.2015	Draft	 
<input type="checkbox"/>	17	John Smith	ABC	Italia	Manager	UNIT A	Eni spa	Paul Brown	paul.brown@eni.com	Pen	Institutional	EUR	1,00	50,00	30.09.2015	Draft	 

To delete an event in status 'Draft', click on the icon 

To change the event in status 'Draft', click on the icon 

To confirm an event in status 'Draft', there are two options:

1. Click on the icon  and then on the button 'Save as definitive'
2. Select the event to confirm, and click on 'Confirm selection'.



Gift Registry

Deletion of Event

- The deletion of an event in status **SAVED** must be requested to the workgroup **AM e-Business**, with the authorization of the unit manager and with the specification of a valid justification. Workgroup **AM e-Business** will proceed to the deletion of the event, taking note of:
 - the justification of the deletion
 - the incident ID opened by the request of the user.

Document Number	Event or Beneficiary	Officer Public	Entity Beneficiary	Entity Country	Beneficiary Role	Sender Name	Sender Organization	Client	Mail Client	Gift Description	Event Type	Currency	Unitary Value	Quantity	Distribution Date	Event Status	RdS	Delete Motivation
20	George Smith		DEF	Italia	Manager	UNIT C	Eni Spa	Mark Anderson	mark.anderson@eni.com	Trolley	Institutional	EUR	15,00	2,00	24.09.2015	Deleted	IM000001472985	Wrong Beneficiary

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- GdL **AM e-Business** deleted the event above, inserting such as '**RdS**' the incident ID (**IM000001472985**) and such as '**Delete Motivation**' the justification of the user that required the deletion (**Wrong Beneficiary**).



Hospitality Registry

The Hospitality Registry allows to insert, research and export records about all events of hospitality organized by the unit, management or society.

To open this registry, click on the entry **Assignment Registry > Hospitality Registry**.

The screenshot displays the e-Procurement system interface. On the left, a navigation menu shows 'Assignment Registry' expanded, with 'Hospitality Registry' highlighted in a red box. The main content area is titled 'Search Events' and contains a search form with fields for ID Event, Event, Type, ACLSU (dropdown), Place, Start Date from, End Date from, Guest, Official (dropdown), and Company/Entity Organiser. Below the search form is the 'Hospitality register' section, which includes a table with columns: Document Number, Event, Event Type, ACLSU, Place, Start Event Date, End Event Date, Officer Public, Guests Number, and Guests. The table is currently empty, with a message stating 'The table does not contain any entries'. Navigation controls for the table are visible at the bottom, showing '0 of 0' entries.

Hospitality Registry: Search

Search Events

ID Event	<input type="text"/>	Start Date from	<input type="text"/>	to	<input type="text"/>	Treatments Hospitality Delivered	<input type="text"/>
Event	<input type="text"/>	End Date from	<input type="text"/>	to	<input type="text"/>	Cost from	<input type="text" value="0,00"/> to <input type="text" value="0,00"/>
Type	<input type="text"/>	Guest	<input type="text"/>				
ACLSU	<input type="text"/>	Official	<input type="text"/>				
Place	<input type="text"/>	Company/Entity Organiser	<input type="text"/>				
						Event Status	<input type="text"/>
						Show also Deleted	<input type="checkbox"/>

- In the section '**Search Events**' it's possible to set the filter of research.
- The research is case insensitive (there isn't differences between uppercase and downcase characters) and uses partial key (search the string inside the records).
 - E.g. Insert such filter 'Meeting' in the field **Event**, the research returns all records that contain the word meeting (without differences between uppercase and downcase characters)
- To run the search, click on the button 'Search'; to clean all filters click on 'Clear filter'.

Deleted Event: normally results don't include the deleted events; to show also deleted events, insert a flag into '**Show also Deleted**'.



Hospitality Registry

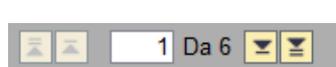
Result of research – Navigation and sort

The result of the research are shown in the area Hospitality Registry:



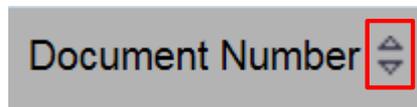
The screenshot shows a web application interface titled "Hospitality register". At the top, there are navigation buttons: "Add Event", "Download", and "Confirm selection". Below this is a table with the following columns: Document Number, Event, Event Type, ACLSU, Place, Start Event Date, End Event Date, Officer Public, Guests Number, Guests, Company/Entity Organizer, Person/Unit, Client, Mail Client, Treatments Hospitality Delivered, Currency, Cost, Destination Cost, and Event Status. The first row of data is: 19, Meeting, Meeting, Yes, Rome, 15.10.2015, 16.10.2015, Yes, 2, [Avatar], Eni Spa, UNIT A, Will Smith, will.smith@eni.com, Hotel, EUR, 200,00, CDC 1234, Draft. At the bottom left of the table, there are navigation icons and the text "1 of 1".

- The number of result pages are shown at the end of the list, in the left side.



To switch to next page click on  ; to switch to the last page click on .

- To sort in ascending or descending order, in accordance to the content of a particular field (e.g. Event or Beneficiary), click on the arrows near the label of the field.



Ascending order

Descending order



Hospitality Registry

Results of research – Application Filter

- To filter the results in accordance to the content of one or more fields (e.g. Place), write the value (or just a piece with the symbol *) in the row below the column label and click on the button 'Enter' of the keyboard.

	Document Number	Event	Event Type	ACLSU	Place	Start Event Date
					Milano	
	14	Meeting	Meeting	Yes	Milano	09.07.2015
	13	Meeting	Meeting	Yes	Roma	15.07.2015
<input type="checkbox"/>	10	Meeting	Meeting	Yes	Genova	24.03.2015
	7	Meeting	Meeting	Yes	Milano	23.03.2015
	6	Meeting	Meeting	Yes	Milano	24.03.2015

1 of 1

Example: Research the event in 'Milano'

	Document Number	Event	Event Type	ACLSU	Place	Start Event Date	End Event Date
					Milano		
	14	Meeting	Meeting	Yes	Milano	09.07.2015	15.07.2015
	7	Meeting	Meeting	Yes	Milano	23.03.2015	24.03.2015
	6	Meeting	Meeting	Yes	Milano	24.03.2015	24.03.2015

1 of 1

- To clean filters, delete the value in the row and click on the button 'Enter' of the keyboard.



Hospitality Registry

Result of research – Application of filter

To export the result of research, click on the button 'Download'.

Search Events

Search Clear filter

ID Event: Start Date from: to Treatments Hospitality Delivered: catering

Event: Meeting End Date from: to Cost from: 0,00 to 0,00

Type: Guest: Destination Cost:

ACLSU: yes Official: Event Status:

Place: Company/Entity Organiser: Show also Deleted:

Hospitality register

Row visible: 20 on 5 Add Event Download Confirm selection

Document Number	Event	Event Type	ACLSU	Place	Start Event Date	End Event Date	Officer Public	Guests Number	Guests	Company/Entity Organizer	Person/Unit	Client	Mail Client	T Hospi
				Milano										
14	Meeting	Meeting	Yes	Milano	09.07.2015	15.07.2015	Yes	2		eni	UNITB	Mario Rossi	mario.rossi@eni.com	
7	Meeting	Meeting	Yes	Milano	23.03.2015	24.03.2015	Yes	2		Support Functions	UNITB	Mario Rossi	Mario.Rossi@eni.com	
6	Meeting	Meeting	Yes	Milano	24.03.2015	24.03.2015	Yes	1		Support Functions	UNITB	Giovanni Noli	giovanni.noli@eni.com	

Do you want to open or save **hospitality_register_20151102_180311.csv** (3,33 KB) from **test-ebusiness.eni.it**? Open Save Cancel

hospitality_register_20151102_180311.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Event	type	ACLSU	Place	Start Date	End Date	Public Off	Guests Nu	First name	Last name	Entity Affi	Country	Ei Role	Treatmen	Currency	Value	Public Off	Company, Person/Ur	Client		
2	10	Meeting	Meeting	Yes	Genova	#####	#####		2	Giovanni	Verdi	DBG	Roma	Manager	Albergo	EUR	500		Support Fi	UNIDD	Giovan
3	10	Meeting	Meeting	Yes	Genova	#####	#####		2	Giovanni	Verdi	DBG	Roma	Manager	Taxi	EUR	200		Support Fi	UNIDD	Giovan
4	10	Meeting	Meeting	Yes	Genova	#####	#####		2	Laura	Rossi	DBG	Roma	Manager	Taxi	EUR	200		Support Fi	UNIDD	Giovan



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Hospitality Registry

Creation New Event

To create a new event, use the button 'Add Event'

The screenshot displays the 'Hospitality register' interface. At the top, there is a toolbar with buttons for '+ Add Event', 'Download', and 'Confirm selection'. A red box highlights the '+ Add Event' button, and a red arrow points from it to the 'Add New Event' form below. The form has a title bar with 'Save as draft', 'Save as definitive', and 'Close' buttons. The form fields are organized into three columns:

- Event:** Name, Type, ACLSU (checkbox), Place, Start Date, End Date.
- Guests:** Guests Number (with a '0' in a box and a 'Guests List' button), Company/Entity Organizer, Person/Unit, Client, Mail Client, Treatments Hospitality Delivered.
- Cost:** Currency (set to EUR), Value (set to 0,00), Destination Type, Destination.

Fill in every field of the form.

When each field has been filled in, it's possible to:

1. Cancel the operation pressing button 'Close'
2. Confirm the event with the button 'Save as definitive': in this case, once confirmed the event, it won't be changeable or deletable by the employee. For the deletion of events already confirmed, please visit the section 'Deletion of event'.
3. To save a draft of the event, click on the button 'Save as draft': in this case, the draft will be available in the list of result in order to be edited, deleted or confirmed later.



Hospitality Registry

Creation New Event

Add New Event

Save as draft Save as definitive Close

Event						Cost	
Name	Meeting	Guests Number	2 x			Currency	EUR
Type	Meeting	Company/Entity Organizer				Value	0,00
ACLSU	<input checked="" type="checkbox"/>	Person/Unit				Destination Type	
Place	Milano	Client				Destination	
Start Date	20.10.2015	Mail Client					
End Date	21.10.2015	Treatments Hospitality Delivered					

Add New Event - Guests List

Save and Close Save Close

Guests Number 2

First name	Last name	Entity Affiliation	Country Entity	Role	Public Officer
					<input type="checkbox"/>
					<input type="checkbox"/>

In the field 'Guests Number', insert the number of guests of the event and click on the button Guests List. Another mask allows you to insert the information about guests. Once completed, click on 'Save'.



Hospitality Registry

Creation New Event

Add New Event - Guests List

Save and Close Save Close

Guests Number

First name	Last name	Entity Affiliation	Country Entity	Role	Public Officer	
Bill	White	ABC	Italia	Manager	<input checked="" type="checkbox"/>	 
Jo	Black	ABC	Italia	Manager	<input type="checkbox"/>	 

Add New Event - Guests list - Costs

Save and Close Save Close

Participant 

Treatment	Currency	Value	
	EUR	0,00	

If you click on the icon  , a new mask with some details about treatments will open. It's necessary to specify the 'Treatment' and the related 'Value' for each guest.

To add more treatment for the same guest, click on the button '+ Cost'. To delete it, click on the icon .

NOTE: The total values of the treatments (sum of the treatments specified for every guest) must be equal or smaller than the total value of the event specified in the first mask (slide 17). If this condition is not satisfied, an error message will be displayed.



Hospitality Registry

Change draft of events

Just drafts can be edit and/or delete. This events are included in the list of results and are mark by the status 'Draft'.

Hospitality register

Row visible: 20 on 1 [Add Event](#) [Download](#) [Confirm selection](#)

Document Number	Event	Event Type	ACLSU	Place	Start Event Date	End Event Date	Officer Public	Guests Number	Guests	Company/Entity Organizer	Person/Unit	Client	Mail Client	Treatments Hospitality Delivered	Currency	Cost	Destination Cost	Event Status	
19	Meeting	Meeting	Yes	Rome	15.10.2015	16.10.2015	Yes	2		Eni Spa	UNIT A	Will Smith	will.smith@eni.com	Hotel	EUR	200,00	CDC 1234	Draft	

1 of 1

To delete an event in status 'Draft', click on the icon

To change the event in status 'Draft', click on the icon

To confirm an event in status 'Draft', it will be two options:

1. Click on the icon and on the button 'Save as definitive'
2. Select the event to confirm and click on 'Confirm selection'.



Hospitality Registry

Deletion of event

- The deletion of an event in status **SAVED** must be asked to the GdL AM e-Business, with the authorization of the unit manager and insert a valid justification. GdL AM e-Business will be proceed to the deletion of the event, taking note of:
 - the justification of the deletion
 - the incident ID opened by the request of the user.

Hospitality register

Row visible: 20 on 1 [Add Event](#) [Download](#) Confirm selection

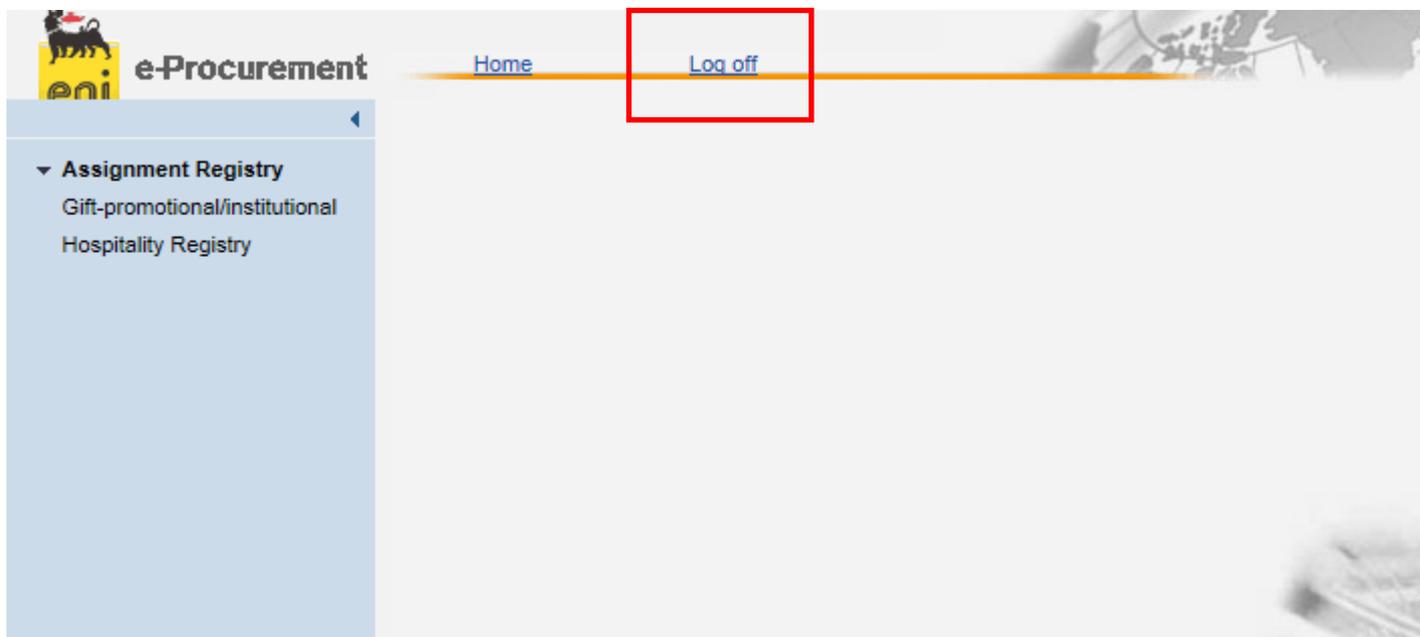
Document Number	Event	Event Type	ACLSU	Place	Start Event Date	End Event Date	Officer Public	Guests Number	Guests	Company/Entity Organizer	Person/Unit	Client	Mail Client	Treatments Hospitality Delivered	Currency	Cost	Destination Cost	Event Status	RdS	Delete Motivation
19	Meeting	Meeting	Yes	Rome	15.10.2015	16.10.2015	Yes	2		Eni Spa	UNIT A	Will Smith	will.smith@eni.com	Hotel	EUR	200,00	CDC 1234	Deleted	12345	Wrong value

1 of 1

- GdL AM e-Business deleted the event above, inserting such as 'RdS' the incident ID (12345) and such as 'Wrong value' the justification of the user that required the deletion (Wrong Value).



Exit from e-Procurement Service



To exit from the e-Procurement Service, it's necessary to:

- Click on the button 
- Don't click on the button 



Useful information

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

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



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