



E-business Services

Hospitality Registry



Dear User,

the following handbook shows 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.

Table of contents



Hospitality Registry: introduction	pag.	4
Hospitality Registry - access	pag.	5
Hospitality Registry – search (download – filter)	pag.	6
Hospitality Registry – add event	pag.	9
Hospitality Registry – guess data	pag.	10
Hospitality Registry – attachments	pag.	11
Hospitality Registry – edit event in draft	pag.	12

Hospitality Registry : introduction



In accordance with the provisions of Annex C “Gifts and Hospitality” of the Anti-Corruption MSG hospitality provided by the Company (Eni spa and Subsidiaries) to third parties should be recorded in the **Outbound Hospitality Registry** according to the “General Principles” governed by the aforementioned document. Hospitality provided by the Company (Eni spa and Subsidiaries) to third parties is the expense related to transportation, overnight stays in hotels, lunches or dinners, tickets or invitations to cultural, theatrical or sporting events offered by the Company to third parties, including public officials.

Hospitality Registry - access



The hospitality registry allows user to record, search and export the hospitality offered to third parties

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

The screenshot shows the enieBusiness web application interface. At the top left is the enieBusiness logo. On the right, there are links for Help, eBusiness, and Esegui logoff. Below the logo is a navigation menu with items: Home, Editing, Conto Deposito, Omaggistica Promozionale, Omaggistica TOP, **Registri Assegnazioni**, Catalogo, Impostazioni Utente, and Inbox. A sidebar on the left shows 'Navigazione dettagliata' with a dropdown menu containing 'Omaggi ad hoc/istituzionali' and 'Registro Ospitalità'. The main content area is titled 'Parametri di selezione' and contains several search filters: ID Evento, Evento, Tipologia Evento, Coinvolgimento unità COMP anti-corruption, Luogo, Data Inizio Evento da, Data Fine Evento da, Invitato, Pubblico Ufficiale, and Società Eni Organizzatrice. Below the filters is a yellow bar for 'Registro Ospitalità' with a search icon. Underneath, there are controls for 'Righe visibili: 20 su 0', '+ Aggiungi Evento', 'Scarica Excel', and 'Conferma selezione'. A table header is visible with columns: I..., E..., T..., C..., L..., D..., D..., P..., N..., I..., S..., P..., U..., M., T..., V..., C..., D..., S..., and Allegati. The table body is empty, with a message 'La tabella non contiene inserimenti.'

Hospitality Registry - search



In the "Selection parameters" section you can set the various search filters.

There is no difference between uppercase and lowercase characters and you can use the partial word (the system filters the string within the records). For example, if you enter the string 'Rossi' in the Event/Beneficiary field, it returns all the records that contain the word Rossi.

To search for all the items entered, click on the «Search» button.

The deleted items can be displayed by inserting the flag in «Also show deleted»

The screenshot shows the enieBusiness web application interface. At the top left is the enieBusiness logo. On the top right, there are links for Help, eBusiness, and Eseguire logoff. Below the logo is a navigation menu with items like Home, Editing, Conto Deposito, Omaggistica Promozionale, Omaggistica TOP, Registri Assegnazioni (highlighted), Catalogo, Impostazioni Utente, and Inbox. A sidebar on the left shows 'Navigazione dettagliata' with options for Omaggi ad hoc/istituzionali and Registro Ospitalità (highlighted). The main content area is titled 'Parametri di selezione' and contains several search filters: ID Evento, Data Inizio Evento da, Trattamenti, Evento, Data Fine Evento da, Invitato, Tipologia Evento, Coinvolgimento unità COMP anti-corruption, Pubblico Ufficiale, Luogo, and Società Eni Organizzatrice. Below the filters is a section for 'Registro Ospitalità' with options for 'Righe visibili' (20), 'su' (0), 'Aggiungi Evento', 'Scarica Excel', and 'Conferma selezione'. At the bottom, there is a table header with columns: I..., E..., T..., C..., L..., D..., D..., P..., N..., I..., S..., P..., U..., M..., T..., V..., C..., D..., S..., and Allegati. The table content is empty, with the message 'La tabella non contiene inserimenti.'

Hospitality Registry – search with filter



To filter the search results you can do it based on the content of one or more fields (for example Event or Beneficiary), write the value (or simply a string with the "*" symbol) in the line under the column label and press enter.

To clear the filters delete the value in the cell.

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			

1 of 1

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	

1 of 1

Example 1 :
with *smith*

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			

1 of 1

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	

1 of 1

Example 2 :
with Paul Smith

Hospitality Registry – results of research - download



To export the research results click on "Download".

The system opens an excel file with a .csv extension that must be changed to .xls when saving to keep the changes made.

Righe visibili: 20 su 0 [+ Aggiungi Evento](#) [Scarica Excel](#) Conferma selezione

ID ...	Ev... Be...	Pu... U...	Ente Be...	Pa... Be...	Ru... Be...	Un... Mi...	So... Mi...	No...	M...	De... O...	Ad...	Ti... Ev...	Val...	V
--------	----------------	---------------	---------------	----------------	----------------	----------------	----------------	-------	------	---------------	-------	----------------	--------	---

event_register_20151102_163952.csv - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells

B1 Recipient or Event

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		Recipient	Public Off	Recipient	Country E	Person Ro	Sender	Sender In:	Client	Mail Clie	Gift Descr	Event Typ	Currency	Unitary Ve	Quantity	Distributi	Status
2	18	Paul Smith	DEF	Italia	Manager	UNIT B	Eni Spa	Mark John	mark.john	Bag	Institutor	EUR	20	5	#####	Draft	
3	17	John Smith	ABC	Italia	Manager	UNIT A	Eni spa	Paul Brow	paul.brow	Pen	Institutor	EUR	1	50	#####	Draft	

Hospitality Registry - add event



Click on "Add Event", the cells to fill out develop at the bottom.

The cells to fill out are related to the event/dates, the organizer and guests, costs, anti-corruption unit involvement (in any) and "Framework Note". "Framework Note" can be provided for specific Hospitalities that take place on a recurring basis and with the same characteristics and types of guests. Select "no" in the drop-down menu if the hospitality is not within the scope of a "Framework Note".

ID ...	Ev... Be...	Pu... U...	Ente Be...	Pa... Be...	Ru... Be...	Un... Mi...	So... Mi...	No...	M...	De... O...	Ad...	Ti... Ev...	Val...	V...
--------	----------------	---------------	---------------	----------------	----------------	----------------	----------------	-------	------	---------------	-------	----------------	--------	------

Inserimento nuovo Evento

Salva come bozza | Salva come definitivo | Scegli il file | Nessun file scelto | Esegui upload | Download Allegati | Cancella Allegati | Chiudi senza salvare

Evento		Costi	
Nome	<input type="text"/>	Numero Invitati	<input type="text" value="0"/> Elenco Invitati
Tipologia	<input type="text"/>	Società Eni Organizzatrice	<input type="text"/>
Coinvolgimento unità COMP anti-corruption	<input type="text"/>	Persona Eni Organizzatrice	<input type="text"/>
Luogo	<input type="text"/>	Unità Eni Organizzatrice	<input type="text"/>
Data Inizio	<input type="text"/>	Mail Autorizzatore	<input type="text"/>
Data Fine	<input type="text"/>	Trattamenti di Ospitalità Erogati	<input type="text"/>
		Valuta	<input type="text" value="EUR"/>
		Valore Complessivo	<input type="text" value="0,00"/>
		Tipo Destinazione	<input type="text"/>
		Destinazione	<input type="text"/>
		Ospitalità ai sensi di Nota Quadro?	<input type="text"/>
		Indicare i dettagli della Nota Quadro	<input type="text"/>

Hospitality Registry - add event – guest data



In the event cell enter the name of the company or person, in the type the reason for the meeting for example: renewal of agreements, signing of contracts, definition of procedures etc.

In the guest number cell, enter the number of guests only and then click on the guest list icon. The system creates rows based on the number entered. In the case of more than 10 people, to avoid errors, you can enter n.1 and specify the data relating to a list to attach.

When all the guest cells have been filled in, click save and a blue square will appear at the bottom right. Click on the blue square and fill in the cell for the type of hospitality and the cost spent. Click save and close and repeat for each guest.

If you attach the list by inserting a single row, insert the total cost.

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"/>	PRICE
Jo	Black	ABC	Italia	Manager	<input type="checkbox"/>	PRICE

Add New Event - Guests list - Costs

Save and Close Save Close

Participant + Cost

Treatment	Currency	Value	
	EUR	0,00	

Hospitality Registry - add event - attachments



At the end of the entry click save and close and the system will return to the home screen.

Now you can attach the necessary documents from MSG Anticorruption Gift and Hospitality : Appendix 2, email/framework note sharing with COMP anti-corruption Unit and the guest list.

Select choose file and the system opens the computer resources, after selecting click perform upload, repeat for each file to attach.

Inserimento nuovo Evento

Salva come bozza | Salva come definitivo | Scegli il file | Nessun file scelto | Esegui upload | Download Allegati | Cancella Allegati | Chiudi senza salvare

Evento		Costi	
Nome	<input type="text"/>	Numero Invitati	<input type="text" value="0"/> Elenco Invitati
Tipologia	<input type="text"/>	Società Eni Organizzatrice	<input type="text"/>
Coinvolgimento unità COMP anti-corruption	<input type="text"/>	Persona Eni Organizzatrice	<input type="text"/>
Luogo	<input type="text"/>	Unità Eni Organizzatrice	<input type="text"/>
Data Inizio	<input type="text"/>	Mail Autorizzatore	<input type="text"/>
Data Fine	<input type="text"/>	Trattamenti di Ospitalità Erogati	<input type="text"/>
		Valuta	EUR <input type="text"/>
		Valore Complessivo	0,00
		Tipo Destinazione	<input type="text"/>
		Destinazione	<input type="text"/>
		Ospitalità ai sensi di Nota Quadro?	<input type="text"/>
		Indicare i dettagli della Nota Quadro	<input type="text"/>

Fill in each cell with the requested information.

Upon completion, if the data entered is definitive, select "save as definitive" and the item will be saved without the possibility of modifying it.

You can request to cancel it by writing an email to ebusiness with the valid reason also the ID number.

Upon cancellation you can proceed with the insertion of a new event.

If you are not sure of the data or do not have all the information, select "save as draft" and you can modify it.

"Close without saving" when you do not want to proceed.

Hospitality Registry – edit event in draft



Only events in 'draft' status can be modified and/or deleted, in fact they will have two icons at the end of the column: pencil and bin.

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	 

1 of 1

By clicking on the pencil icon the event reopens, always at the bottom of the page, and you can complete or modify it, then you can proceed with the final saving or save it as a draft.

By clicking on the bin icon the event is deleted.



THANK YOU
