



E-business Services

Gift 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.

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Gift 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 should be recorded in the **Outbound Gifts Register**. "Gifts" means :

- institutional gifts, custom objects in the catalog, with intrinsic economic value available to the top management distributed to third parties in institutional events
- gift *ad hoc* 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- access



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

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

The screenshot shows the 'enieBusiness' web application interface. The top navigation bar includes 'Home', 'Editing', 'Conto Deposito', 'Omaggistica Promozionale', 'Omaggistica TOP', 'Registri Assegnazioni', 'Catalogo', 'Impostazioni Utente', and 'Inbox'. The main content area is titled 'Lista dei messaggi' and contains a warning message: 'Devono essere registrati in questa sezione gli omaggi ad hoc ed istituzionali effettuati da Eni SpA e Società Controllate a favore di terzi. Non devono essere inseriti in questa sezione le ospitalità (biglietteria, pranzi/cene etc.) effettuati da Eni SpA e Società Controllate a favore di terzi che andranno invece registrate nella sezione ospitalità.' Below this is the 'Parametri di selezione' section with various search filters: 'Cerca', 'Svuota filtri', 'ID Evento', 'Ruolo Beneficiario', 'Evento o Nome/Cognome Beneficiario', 'Unità Mittente', 'Valore Unitario da' (0,00 a 0,00), 'Pubblico Ufficiale' (dropdown), 'Società (Gruppo ENI) Mittente', 'Data Distribuzione da' (calendar), 'Ente Beneficiario', 'Descrizione Omaggio', 'Stato Evento' (dropdown), 'Paese Ente Beneficiario', 'Tipologia Evento' (dropdown), and 'Mostra anche Cancellati' (checkbox). The bottom section is 'Registro Omaggi', showing a table with columns: ID, Ev... Be..., PU... U..., Ente Be..., Pa... Be..., Ru... Be..., Un... Mi..., So... Mi..., No..., M..., De... O..., Ad..., Ti... Ev..., Val..., Val... Un..., Qu..., Data Dis..., St... Ev... The table is currently empty, with the message 'La tabella non contiene inserimenti.' and a pagination bar showing 'Pagina 0 di 0'.

Gift 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 displays the 'enieBusiness' web application interface. At the top left is the logo and name 'enieBusiness'. On the top right, there are links for 'Help', 'eBusiness', and 'Esegui logoff'. Below the header is a navigation bar with 'Home' and several menu items: 'Editing', 'Conto Deposito', 'Omaggistica Promozionale', 'Omaggistica TOP', 'Registri Assegnazioni' (highlighted), 'Catalogo', 'Impostazioni Utente', and 'Inbox'. A left sidebar shows 'Navigazione dettagliata' with a tree view containing 'Omaggi ad hoc/istituzionali' and 'Registro Ospitalità'. The main content area is titled 'Lista dei messaggi' and contains a warning message: 'Devono essere registrati in questa sezione gli omaggi ad hoc ed istituzionali effettuati da Eni SpA e Società Controllate a favore di terzi. Non devono essere inseriti in questa sezione le ospitalità (biglietteria, pranzi/cene etc.) effettuati da Eni SpA e Società Controllate a favore di terzi che andranno invece registrate nella sezione ospitalità.' Below this is the 'Parametri di selezione' section, which includes a search bar with 'Cerca' and 'Svuota filtri' buttons. The search filters are arranged in a grid:

ID Evento	<input type="text"/>	Ruolo Beneficiario	<input type="text"/>	Valore Unitario da	<input type="text" value="0,00"/> a <input type="text" value="0,00"/>
Evento o Nome/Cognome Beneficiario	<input type="text"/>	Unità Mittente	<input type="text"/>	Data Distribuzione da	<input type="text"/> a <input type="text"/>
Pubblico Ufficiale	<input type="text" value="v"/>	Società (Gruppo ENI) Mittente	<input type="text"/>	Stato Evento	<input type="text" value="v"/>
Ente Beneficiario	<input type="text"/>	Descrizione Omaggio	<input type="text"/>	Mostra anche Cancellati	<input type="checkbox"/>
Paese Ente Beneficiario	<input type="text"/>	Tipologia Evento	<input type="text" value="v"/>		

Gift registry – result of research - 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 row 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

Esempio 1 :
ricerca beneficiari con *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

Esempio 2 :
ricerca beneficiari con Paul

Gift registry – results of research - download



To export the research results click on download.

The system opens an excel file with a .csv extension that will 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...
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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 Va	Quantity	Distributi	Status
2	18	Paul Smith	DEF	Italia	Manager	UNIT B	Eni Spa	Mark Joh	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	

Gift 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, the organizer, costs and dates.

Righe visibili: 20 ▼ su 0 ▼

Inserimento nuovo Evento/Beneficiario

Beneficiario Persona fisica, Società o Ente che ha ricevuto l'Omaggio	Mittente Società/Ente del Gruppo ENI che ha effettuato l'offerta o fornito l'Omaggio	Omaggio Descrizione dell'Omaggio	Informazioni Generali
Evento o Persona Fisica <input type="text"/>	Unità <input type="text"/>	Descrizione <input type="text"/>	Data Distribuzione <input type="text"/>
Pubblico Ufficiale <input type="checkbox"/>	Società <input type="text"/>	Ad Hoc <input type="checkbox"/>	
Ente <input type="text"/>	Nome e Cognome <input type="text"/>	Tipologia Evento <input type="text" value="▼"/>	
Paese Ente <input type="text" value="▼"/>	Mail Autorizzatore <input type="text"/>	Valuta <input type="text" value="▼"/>	
Ruolo <input type="text"/>		Valore Unitario <input type="text" value="0,00"/>	
		Quantità <input type="text" value="0,00"/>	

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.

Gift 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
