



E-business Cloud services

Gift registry



Dear User,

the following handbook shows how to use the Gift registry.

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

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1 - Introduction



In accordance with the provisions of Annex C “Gifts and Hospitality” of the MSG Anti-Corruption policy, any gifts provided by the Company (Eni S.p.A. and its Subsidiaries) to third parties must be recorded in the **Outgoing Gifts Registry**.

“Outgoing gifts” refers to:

- Institutional gifts: catalog-listed, customized items with intrinsic economic value, made available to top management and distributed to third parties during institutional events;
- Ad hoc gifts: items related to specific projects or celebratory events, with a particular focus on customization, not included in the catalog, and characterized by the need for specially tailored gifting.

2 - Access

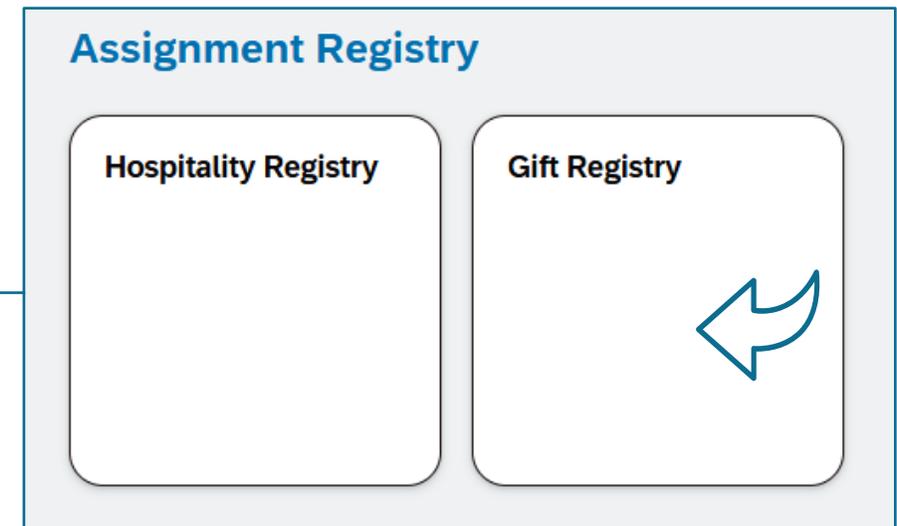


The Gifts Register allows users with the role of requester to record, search, and export gift assignments. Users with the role of viewer, on the other hand, are not allowed to create new entries or modify existing ones.

To access this section, access to eBusiness portal <https://ebusiness.eni.com/index.php/en/>, click on Services, click on Assignment Register > Gift Registry.

The screenshot shows the eBusiness portal interface. At the top, there is a cookie consent banner. Below it, the 'eni eBusiness' logo is visible on the left, and navigation links for 'Services', 'Assistance', and 'English' are on the right. A dropdown menu is open under 'Services', listing various services. The 'Assignment Registry' option at the bottom of the menu is highlighted with a blue box. A blue line connects this box to the 'Assignment Registry' diagram on the right.

- All services
- Amortization Management Scogat
- Centralized Services
- Certification of Goods and Services
- eContest
- Intercompany
- Orders Portal for Eni Plenitude
- Procure to Pay
- Procurement & Contract Management
- Purchasing
- Tool Concurrence
- Assignment Registry**



3 – Filters, columns and list export



Upon accessing the application, the page is divided into two sections: the upper part contains search filters, while the lower part displays the list of events.

Some filters are text fields, while others require selecting the desired option from a dropdown menu.

For text filters, there is no distinction between uppercase and lowercase letters, and partial words can be used (the system filters the string within the records). For example, entering the word "Meeting" in the Event/Beneficiary field will return all records containing the word "Meeting."

To search for all entered items, click the "Start" button or press the "Enter" key on the keyboard.

The screenshot shows the 'Gift Registry' application interface. At the top, there is a navigation bar with the ENI logo and 'Gift Registry' text. Below this is a search filter section with various input fields and dropdown menus. The filters include: ID Event, Event/Beneficiary, Official (dropdown), Organization Beneficiary, Country for Entity, Beneficiary Role, Sender Unit, Sender Organization, Gift Description, Event Type (dropdown), Unit Value from, Unit Value to, Distribution Date (calendar icon), Event Status (dropdown), and Show also Deleted (checkbox). A 'Go' button is located at the bottom right of the filter section. Below the filters is a table titled 'Gifts' with columns: Document Number, Event or B..., Public Officer, Entity Beneficiary, Entity Country, Beneficiary Role, Sender Unit, and Sender Orga. The table contains five rows of data. At the bottom right of the table, there are buttons for '+ Add Event', 'Confirm Selection', and a settings icon.

| Document Number | Event or B... | Public Officer | Entity Beneficiary | Entity Country | Beneficiary Role | Sender Unit | Sender Orga |
|-----------------|---------------|----------------|--------------------|----------------|------------------|-------------|-----------------|
| 110000023 | Premiazione | No | Fornitore 1 | Italy | Consulente | ENI TEST | ENI 1 > |
| 110000024 | Cerimonia | No | Fornitore 2 | Italy | Manager | Eni 2 | Eni NE > |
| 110000025 | Meeting | No | Fornitore 3 | Italy | Partner | LUCE | ENI > |
| 110000026 | Evento 2025 | No | Test | Austria | Ciente | ENI LUCE | ENI > |
| 110000027 | CENA AZI... | Yes | ENI | Italy | IMPIEGATO | EN01APR | ENI SUPPORT F > |

3 – Filters, columns and list export



You can further refine your search by adding additional filters and pressing "Start" or "Enter."

To remove filters and return to the initial view, delete the values entered in the cells (for selection menus, there is always an empty option available).

Deleted events can be viewed by activating the "Show also Deleted" flag.

The screenshot shows the 'Gift Registry' application interface. At the top, there is a yellow header with the 'eni' logo and 'Gift Registry' text. Below the header, there is a search bar and several navigation icons. The main area is divided into a filter panel and a table of gifts.

Filter Panel:

- ID Event: [Empty text input]
- Event/Beneficiary: [Dropdown menu with 'meeting' selected]
- Official: [Empty text input]
- Organization Beneficiary: [Empty text input]
- Country for Entity: [Empty text input]
- Beneficiary Role: [Empty text input]
- Sender Unit: [Empty text input]
- Sender Organization: [Empty text input]
- Gift Description: [Empty text input]
- Event Type: [Dropdown menu]
- Unit Value from: [Empty text input]
- Unit Value to: [Empty text input]
- Distribution Date: [Text input with 'e.g. 22/12/2025 - 31/12/2...' and a calendar icon]
- Event Status: [Dropdown menu]
- Show also Deleted: [Checkbox]
- Go: [Button]

Table of Gifts:

| | Document Number | Event or Benefi... | Public Officer | Entity Beneficiary | Entity Country | Beneficiary Role | Sender Unit | Sender | |
|--|-----------------|--------------------|----------------|--------------------|----------------|------------------|-------------|--------|---|
| | 1100000025 | Meeting | No | Fornitore 3 | Italy | Partner | LUCE | | > |
| | | | | | | | | | |
| | | | | | | | | | |

Buttons: + Add Event, Confirm Selection, Settings, Export

Annotation: Icon to keep the filter panel visible while vertically scrolling through the event list

3 – Filters, columns and list export



Scroll sideways to view all columns in the event list; "Document Number" and "Event or Beneficiary" are fixed.

You can change the order of the columns by selecting the corresponding header and dragging it with the cursor.

Additionally, you can hide or re-display specific columns by clicking the gear icon and toggling the respective flags.

The screenshot shows the ENI Gift Registry interface. A 'Fields' dialog box is open, allowing users to select which columns to display in the list. The dialog has a search bar and a 'Show Selected' button. The list of fields includes:

- Field (19/19)
- Document Id
- Recipient or Event
- Public Officer
- Recipient Description
- Country for Entity
- Person Role
- Sender Unit
- Sender Institution
- Name Surname
- Authorizer Mail
- Gift Description
- Ad Hoc
- Event Type
- Unit Value
- Quantity

The background interface shows a search and filter section with fields for ID Event, Event/Beneficiary, Sender Unit, Sender Organization, Distribution Date, and Event Status. Below this is a table of gifts with columns for Document Number, Event or Beneficiary, and Name Surname. A gear icon in the bottom right of the table area is highlighted, indicating the location of the 'Fields' dialog.

3 – Filters, columns and list export



To export the search results, click the "Download Excel" icon; the downloaded file does not reflect any changes made to the columns in the event list.

Gift Registry

Search filters:

- ID Event:
- Event/Beneficiary:
- Official:
- Organization Beneficiary:
- Country for Entity:
- Beneficiary Role:
- Sender Unit:
- Sender Organization:
- Gift Description:
- Event Type:
- Unit Value from:
- Unit Value to:
- Distribution Date: e.g. 22/12/2025 – 31/12/2...
- Event Status:
- Show also Deleted:

Gifts

Actions: + Add Event, Confirm Selection, Download (Excel icon), Settings

| Document Number | Event or B... | Public Officer | Entity Beneficiary | Entity Country | Beneficiary Role | Sender Unit | Sender Orga |
|-----------------|---------------|----------------|--------------------|----------------|------------------|-------------|-----------------|
| 110000023 | Premiazione | No | Fornitore 1 | Italy | Consulente | ENI TEST | ENI 1 > |
| 110000024 | Cerimonia | No | Fornitore 2 | Italy | Manager | Eni 2 | Eni NE > |
| 110000025 | Meeting | No | Fornitore 3 | Italy | Partner | LUCE | ENI > |
| 110000026 | Evento 2025 | No | Test | Austria | Cliente | ENI LUCE | ENI > |
| 110000027 | CENA AZI... | Yes | ENI | Italy | IMPIEGATO | EN01APR | ENI SUPPORT F > |

| A | B | C | D | E | F | G | H | I |
|-----------------|----------------------|----------------|--------------------|----------------|------------------|-------------|-------------|--------------------|
| Document Number | Event or Beneficiary | Public Officer | Entity Beneficiary | Entity Country | Beneficiary Role | Sender Unit | Sender Orga | Name Surname |
| 110000023 | Premiazione | No | Fornitore 1 | Italy | Consulente | ENI TEST | ENI 1 | Alessandro Bianchi |
| 110000024 | Cerimonia | No | Fornitore 2 | Italy | Manager | Eni 2 | Eni NEW | Laura Gialli |
| 110000025 | Meeting | No | Fornitore 3 | Italy | Partner | LUCE | ENI | Giacomo Giacometti |
| 110000026 | Evento 2025 | No | Test | Austria | Cliente | ENI LUCE | ENI | Claudio Bianchi |
| 110000027 | CENA AZIENDALE | Yes | ENI | Italy | IMPIEGATO | EN01APR | ENI SUPPORT | MARIO ROSSI |

4 – Add event



Click "Add Event" to proceed with the entry of a new gift; this will take you to the corresponding section.

Scroll down and fill in all the required information regarding the recipient, the sender, the gift, and the distribution date.

The screenshot shows the 'New Event' form in the ENI Gift Registry system. The form is titled 'New Event' and has a yellow header bar with the ENI logo and 'Gift Registry' dropdown. The form is divided into sections: 'Beneficiary', 'Sender', 'Gift', and 'General Information'. The 'Beneficiary' section is currently active and contains the following fields:

- Event/Person: * (Text input: Business lunch)
- Officer: (Checkbox:)
- Entity: * (Text input: Firm 1)
- Entity Country: * (Dropdown menu: United States)
- Role: * (Text input: Supplier)

The 'SENDER' section is also visible and contains the following fields:

- Unit: * (Text input: ENI USA)
- Company: * (Text input: ENI)
- Name Surname: * (Text input: John Black)
- Authorizer Mail: * (Text input: John.black@eni.com)

At the top right of the form, there are three buttons: 'Save as definitive', 'Save as Draft', and 'Cancel'.

4 – Add event



Upon completion, if the entered data is final, select "Save as definitive" and the event will be saved without the possibility of further modifications.

If necessary, you can request deletion from eBusiness via email, providing a valid reason and the event ID number. After the deletion, you will be able to enter a new event.

The screenshot shows the 'New Event' form in the eni Gift Registry application. The form is titled 'New Event' and has tabs for 'Beneficiary', 'Sender', 'Gift', and 'General Information'. The 'Gift' tab is active. A 'Confirm Selection' dialog box is overlaid on the form, asking 'The Events can not be modified later. Continue with save?' with 'Ok' and 'Cancel' buttons. The 'Save as definitive' button is highlighted with a red box, and a red arrow points from it to the dialog box. The form fields include: Description: ENI USB Flash Drive; Currency: USD; Type: Institutional; Quantity: 10; Distribution Date: 16.06.2025.

5 – Edit event



If you are unsure about the entered data or if all the necessary information is not yet available, select "Save as Draft"; this way, the event remains editable later.

Alternatively, click "Cancel" or use the arrow icon in the top left corner to exit and discard the changes.

The screenshot shows the 'New Event' form in the ENI Gift Registry system. The form is titled 'New Event' and has a yellow header bar with the ENI logo and 'Gift Registry' text. In the top right corner of the header, there are icons for search, refresh, notifications, and user profile. Below the header, there are three buttons: 'Save as definitive', 'Save as Draft', and 'Cancel'. The 'Save as Draft' button is highlighted with a red box. The form is divided into four tabs: 'Beneficiary', 'Sender', 'Gift', and 'General Information'. The 'Beneficiary' tab is selected. The form contains several input fields: 'Event/Person:*' with the value 'Business lunch', 'Officer:' with an unchecked checkbox, 'Entity:*' with the value 'Firm 1', 'Entity Country:*' with a dropdown menu showing 'United States', and 'Role:*' with the value 'Supplier'. Below these fields, there is a section titled 'SENDER' with the following input fields: 'Unit:*' with the value 'ENI USA', 'Company:*' with the value 'ENI', 'Name Surname:*' with the value 'John Black', and 'Authorizer Mail:*' with the value 'John.black@eni.com'. The 'Authorizer Mail' field is highlighted with a green background.

5 – Edit event



To edit (and then save again as a draft or final) or delete events in draft status, re-enter them by clicking the detail arrow and then selecting "Edit" or "Delete."

| | | | | | | | | | |
|--------------------------|-----------|---------------|----|--------|---------------|----------|---------|-----|---|
| <input type="checkbox"/> | 110000028 | Business L... | No | Firm 1 | United States | Supplier | ENI USA | ENI | > |
|--------------------------|-----------|---------------|----|--------|---------------|----------|---------|-----|---|

eni Gift Registry

Display Event

110000028

Status: Draft

[Edit](#) [Delete](#)

Beneficiary | Sender | Gift | General Information

From the summary list of entered events, you can also save as definitive multiple events at once by activating the respective flags in the first column and clicking "Confirm Selection."

| Gifts | | | | | | | | | + Add Event | Confirm Selection | ⌵ | ⚙ |
|-------------------------------------|-----------------|---------------|----------------|--------------------|----------------|------------------|-------------|---------------|-------------|-------------------|---|---|
| | Document Number | Event or B... | Public Officer | Entity Beneficiary | Entity Country | Beneficiary Role | Sender Unit | Sender Orga | | | | |
| | 110000023 | Premiazione | No | Fornitore 1 | Italy | Consulente | ENI TEST | ENI 1 | | | | > |
| | 110000024 | Cerimonia | No | Fornitore 2 | Italy | Manager | Eni 2 | Eni NE | | | | > |
| | 110000025 | Meeting | No | Fornitore 3 | Italy | Partner | LUCE | ENI | | | | > |
| | 110000026 | Evento 2025 | No | Test | Austria | Cliente | ENI LUCE | ENI | | | | > |
| | 110000027 | CENA AZI... | Yes | ENI | Italy | IMPIEGATO | EN01APR | ENI SUPPORT F | | | | > |
| <input checked="" type="checkbox"/> | 110000028 | Business L... | No | Firm 1 | United States | Supplier | ENI USA | ENI | | | | > |
| <input checked="" type="checkbox"/> | 110000029 | Business d... | No | Firm 2 | United Kingdom | Supplier | ENI UK | ENI | | | | > |



Thank you