



E-business Cloud services

Hospitality registry



Dear User,

the following handbook shows how to use the Hospitality 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 hospitality provided by the company (Eni S.p.A. and its Subsidiaries) to third parties must be recorded in the **Outgoing Hospitality Registry**, in line with the “General Principles” set out in the mentioned regulatory instrument;
- Hospitality provided by the company (Eni S.p.A. and its Subsidiaries) to third parties includes expenses related to transportation, hotel accommodation, lunches or dinners, tickets or invitations to cultural, theatrical, or sporting events offered by the company to third parties, including public officials.

2 - Access

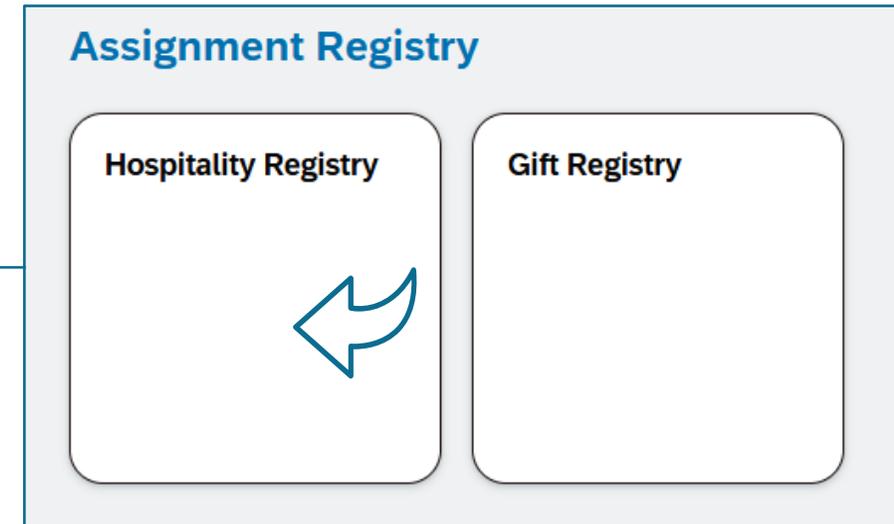


The Hospitality Registry allows users with the role of requester to record, search, and export hospitality events. Users with the role of viewer, on the other hand, are not allowed to create new events or modify existing ones.

To access this section, access to eBusiness portal <https://ebusiness.eni.com/index.php/en/>, click on Services click on Assignment Registry > Hospitality 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. The 'Services' dropdown menu is open, displaying a list of services. The 'Assignment Registry' option is highlighted with a blue box. A blue arrow points from this box to a larger 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 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 'Hospitality Registry' application interface. At the top, there is a yellow header with the ENI logo and the text 'Hospitality Registry'. Below the header, there are several search filters arranged in a grid. The filters include: ID Event, Event, Type, Involvement of anti-corruption CO..., Place, Start Date, End Date, Guest, Official, Eni Company Organizer, Treatments Hospitality Delivered, Cost from, Cost to, Cost Destination, Event Status, and Show also Deleted. A 'Go' button is located at the bottom right of the filter section. Below the filters, there is a table titled 'Hospitalities' with columns: Document Number, Event, Event Type, Involvement of anti-corrup..., Place, Start Event Date, End Event Date, and Public Of. The table contains four rows of data, each with a checkbox in the first column and a right arrow in the last column. At the top right of the table, there are buttons for '+ Add Event', 'Confirm Selection', and a settings icon.

	Document Number	Event	Event Type	Involvement of anti-corrup...	Place	Start Event Date	End Event Date	Public Of	
<input type="checkbox"/>	2100000045	EBus meet...	Cena	No	Roma	09.06.2025	09.06.2025		>
<input type="checkbox"/>	2100000046	Pernottam...	Hotel	No	Milano	09.06.2025	10.06.2025		>
	2100000047	Pranzo	Pranzo di lavoro	No	Roma	09.06.2025	09.06.2025	No	>
	2100000048	INCONTR...	DEFINIZIONE PUNTI 1 2	Yes	MILANO	13.06.2025	14.06.2025	Yes	>

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 'Hospitality Registry' interface. At the top, there is a navigation bar with the Eni logo and 'Hospitality Registry' dropdown. Below this is a filter panel with various input fields: ID Event, Event (with 'meeting' entered), Type, Involvement of anti-corruption CO..., Place, Start Date (with 'e.g. 22/12/2025 - 31/12/2...' and a calendar icon), End Date (with 'e.g. 22/12/2025 - 31/12/2...' and a calendar icon), Guest, Official, Eni Company Organizer, Treatments Hospitality Delivered, Cost from, Cost to, Cost Destination, and Event Status. A 'Show also Deleted' checkbox is present and unchecked. A 'Go' button is at the bottom right of the filter panel. A callout box points to a pin icon below the 'Show also Deleted' checkbox, stating: 'Icon to keep the filter panel visible while vertically scrolling through the event list'. Below the filter panel is a table titled 'Hospitalities' with columns: Document Number, Event, Event Type, Involvement of anti-corrup..., Place, Start Event Date, and End Event Date. The table contains one row with the following data: Document Number: 2100000045, Event: EBus meeting, Event Type: Cena, Involvement of anti-corrup...: No, Place: Roma, Start Event Date: 09.06.2025, End Event Date: 09.06.2025. Above the table are buttons for '+ Add Event', 'Confirm Selection', and a settings icon.

	Document Number	Event	Event Type	Involvement of anti-corrup...	Place	Start Event Date	End Event Date	
<input type="checkbox"/>	2100000045	EBus meeting	Cena	No	Roma	09.06.2025	09.06.2025	>

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.

eni Hospitality Registry

Hospitality Registry

ID Event: Event: Type: Involvement of anti-corruption CO... Place: Start Date:

End Date: Guest: Official: Eni Company Organizer: Treatments Hospitality Delivered: Cost from:

Cost to: Cost Destination: Event Status: Show also Deleted:

Hospitalities + Add Event Confirm Selection Download Excel Settings

	Document Number	Event	Event Type	Involvement of anti-corrup...	Place	Start Event Date	End Event Date	Public Of	
<input type="checkbox"/>	2100000045	EBus meet...	Cena	No	Roma	09.06.2025	09.06.2025		>
<input type="checkbox"/>	2100000046	Pernottam...	Hotel	No	Milano	09.06.2025	10.06.2025		>
	2100000047	Pranzo	Pranzo di lavoro	No	Roma	09.06.2025	09.06.2025	No	>
	2100000048	INCONTR...	DEFINIZIONE PUNTI 1 2	Yes	MILANO	13.06.2025	14.06.2025	Yes	>

	A	B	C	D	E	F	G	H	I
1	Document Number	Event	Event Type	Involvement of anti-corruption COM	Place	Start Event Date	End Event Date	Public Office	Guests Number
2	2100000045	EBus meeting	Cena	No	Roma	09/06/2025	09/06/2025		
3	2100000046	Pernottamento	Hotel	No	Milano	09/06/2025	10/06/2025		
4	2100000047	Pranzo	Pranzo di lavoro	No	Roma	09/06/2025	09/06/2025	No	
5	2100000047	Pranzo	Pranzo di lavoro	No	Roma	09/06/2025	09/06/2025	No	
6	2100000048	INCONTRO DEF CONTRA	DEFINIZIONE PUNTI 1 2	Yes	MILANO	13/06/2025	14/06/2025	Yes	
7									

4 – Add event



Click "Add Event" to proceed with the entry of a new hospitality event; this will take you to the relevant section.

Scroll down and fill in the required information regarding the event and costs.

Once the "Event" and "Cost" sections are completed, click "Save as Draft" to perform an initial intermediate save.

The screenshot shows the 'New Event' form in the Hospitality Registry system. The form is divided into sections: Event, COST, and GUESTS. The Event section includes fields for 'Eni Organizing Unit', 'Authorizer Mail' (example@example.com), and 'Treatments Hospitality Delivered'. The COST section includes 'Currency', 'Value' (123456789012345,67), 'Destination Type', 'Destination', 'Hospitality pursuant to Framework Note?', and 'Indicate the details of the framework note'. The GUESTS section is currently empty. At the bottom, there is a table header with columns: First Name, Last Name, Entity, Country, Role, Public Officer, and Total Costs. A warning message at the bottom left reads 'Please Save as Draft before adding guests'. The top right of the form has buttons for 'Save as definitive', 'Save as Draft', and 'Cancel'.

Through the selection menu, you must also declare the possible presence of the Anti-Corruption Unit and the "Framework Note." The latter may be required for specific hospitality events that occur on a recurring basis with the same characteristics and types of recipients. Select "No" if this does not apply.

5 – Guest list



At this point, re-enter the event in edit mode to complete the guest information and add attachments.

To do this, click "Add" and enter all the required data for each guest, then click "OK."

It is important to check that the number of added guests matches the number declared in the "Guests Number" field.

As long as the event remains in draft status, you can modify the entered information for each guest using the pencil icon or delete the entire row using the trash icon.

The screenshot displays the 'Edit Event' interface for event ID 2100000050. A modal window titled 'Add Guest' is open, allowing the user to input guest details. The modal fields are: First Name (Jim), Last Name (Blue), Entity (Supplier 1), Country (USA), and Role (Supplier). The background interface shows event details such as Currency (EUR), Destination (Test), and a table of guests. The table has columns for checkboxes, First Name, Last Name, Entity, Public Officer, and Total Costs. A row is visible with First Name 'Chris', Last Name 'Red', Entity 'Supplier 1', Public Officer 'No', and Total Costs '500.00 EUR'. There are also 'Add' and 'Delete' buttons in the bottom right of the table area.

5 – Guest list



For each guest, the corresponding costs must be declared by clicking the dedicated detail icon and then selecting "Add"; fill in the required information in the pop-up window and click "OK."

Costs can also be modified or deleted using the respective icons.

It is important to ensure that the total sum of all declared costs does not exceed the value entered in the "Value" field.

In cases where there are more than 10 guests, to avoid errors, you can enter "1" in the "Guests Number" field and specify the corresponding details in an attached list. In this case, by entering a single row, the total cost must be declared directly.

The screenshot displays a user interface for managing guest costs. A central pop-up window titled "Add Cost" is open, allowing the user to input details for a new cost entry. The fields in the dialog are: Treatment (set to "Hotel"), Currency (set to "EUR"), and Value (set to "500"). Below the dialog is a table listing guests and their associated costs. The table has columns for First Name, Last Name, Entity, Country, Role, Public Officer, and Total Costs. Two rows are visible: one for "Chris Red" with a total cost of 500.00 EUR, and one for "Jim Blue" with a total cost of 0.00 EUR. A detail icon (a square with a plus sign) is located next to the "Jim Blue" row, and a blue arrow points from this icon to the "Add Cost" dialog. Another blue arrow points from the "Add" button in the dialog to the "Add" button in the table's row actions.

	First Name	Last Name	Entity	Country	Role	Public Officer	Total Costs	
<input type="checkbox"/>	Chris	Red	Supplier 1	USA	Supplier	No	500.00 EUR	  
<input type="checkbox"/>	Jim	Blue	Supplier 1	USA	Supplier	No	0.00 EUR	  

6 – Attachments



In the Attachments section, you can add the necessary documents from MSG Anticorruption Gift and Hospitality, such as Appendix 2, the sharing with the COMP Anti-Corruption Unit (where applicable), the Framework Note (if required), and the guest list. Select "Upload," then click "Browse" to search for and upload the file from your computer resources.

Enter the description and any notes, then click "Execute" to proceed with the upload; this process must be repeated for each file you wish to add.

Using the respective icons, you can download the attachment, edit its description and notes, or delete it.

The screenshot shows a software interface with a modal dialog box titled "Upload Document". The modal contains the following fields and buttons:

- File:** A text input field containing "All B r03 - Dichiarazione presa ..." and a "Browse..." button.
- Description:** A text input field containing "Appendix 2".
- Notes:** A text area containing "xxx".
- Buttons:** "Execute" and "Cancel".

The background interface shows a table with the following columns: Event, Cost, Guests, Attachments, Public Officer, Total Costs, and Notes. The "Attachments" section is active, showing a table with columns: First Name, Last Name, Entity, File, and Description. The "Documents" section shows a table with columns: File, Description, and Notes. The "Upload" button is highlighted with a blue arrow pointing to the "Notes" field in the modal dialog.

7 – Final save



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.

2100000050
Status: Draft

Save as definitive **Save as Draft** **Cancel**

Confirm Selection
The Events can not be modified later. Continue with save?
Ok **Cancel**

Name: Reunion
Place: Hotel
Start Event Date: 16.06.2025
End Event Date: 17.06.2025
Guests Number: 2
Eni Company Organizer: ENI 123
Eni Person Organizer: Alex Green
Eni Organizing Unit: Test
Authorizer Mail: alex.green@eni.com
Treatments Hospitality Delivered: Accommodation
Involvement of anti-corruption COMP unit: No

8 – 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 'Edit Event' form in the Hospitality Registry system. The form is titled 'Edit Event' and displays the event ID '2100000050' with a status of 'Draft'. The form is divided into several sections: 'Event', 'Cost', 'Guests', and 'Attachments'. The 'Event' section contains the following fields:

Field	Value
Name:	Reunion
Type:	Partner meeting
Involvement of anti-corruption COMP unit:	No
Place:	Hotel
Start Event Date:	16.06.2025
End Event Date:	17.06.2025
Guests Number:	2
Eni Company Organizer:	ENI 123
Eni Person Organizer:	Alex Green
Eni Organizing Unit:	Test
Authorizer Mail:	alex.green@eni.com
Treatments Hospitality Delivered:	Accommodation

8 – 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"/>	2100000050	Reunion	Partner meeting	No	Hotel	16.06.2025	17.06.2025	>
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Display Event

2100000050 ✎ Edit 🗑 Delete

Status: Draft

Event Cost Guests Attachments

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."

Hospitalities								+ Add Event	📁 Confirm Selection	🗑 ⚙
	Document Number	Event		Involvement of anti-corrup...	Place	Start Event Date	End Event Date	Public Officer		
<input type="checkbox"/>	2100000045	EBus meeting		No	Roma	09.06.2025	09.06.2025		>	
<input checked="" type="checkbox"/>	2100000046	Pernottamento		No	Milano	09.06.2025	10.06.2025		>	
<input type="checkbox"/>	2100000047	Pranzo		No	Roma	09.06.2025	09.06.2025	No	>	
<input type="checkbox"/>	2100000048	INCONTRO DEF C...	1 2	Yes	MILANO	13.06.2025	14.06.2025	Yes	>	
<input checked="" type="checkbox"/>	2100000050	Reunion		No	Hotel	16.06.2025	17.06.2025	No	>	



Thank you