



eProcurement tool and Funding & Tenders portal

**DIGIT.B.1 & REFORM.A.1 - eProcurement Service
Management**

13/07/2021

During the info session, please

- Mute your microphone
- There'll be a Q&A session after each topic and one at the end of the presentation.



After this webinar, we will publish on the [Funding & Tenders Portal eProcurement wiki](#) dedicated to eProcurement:

- The presentation;
- The FAQ.



Welcome message and introduction by Mr.
Giuseppe Menchi, Head of Unit
REFORM.A.1

Introduction

- The eProcurement tool
- Progressive rollout
- Timeframe of the implementation

Agenda

- What is the Funding & Tenders portal?
- Search for procurement procedures
- Organisation data
- Manage roles & permissions
- Submit tenders electronically

15' break

- Sign contracts and tender documents
- Upload deliverables
- Initiate amendments
- Manage invoices
- Notifications

5 Q&A session

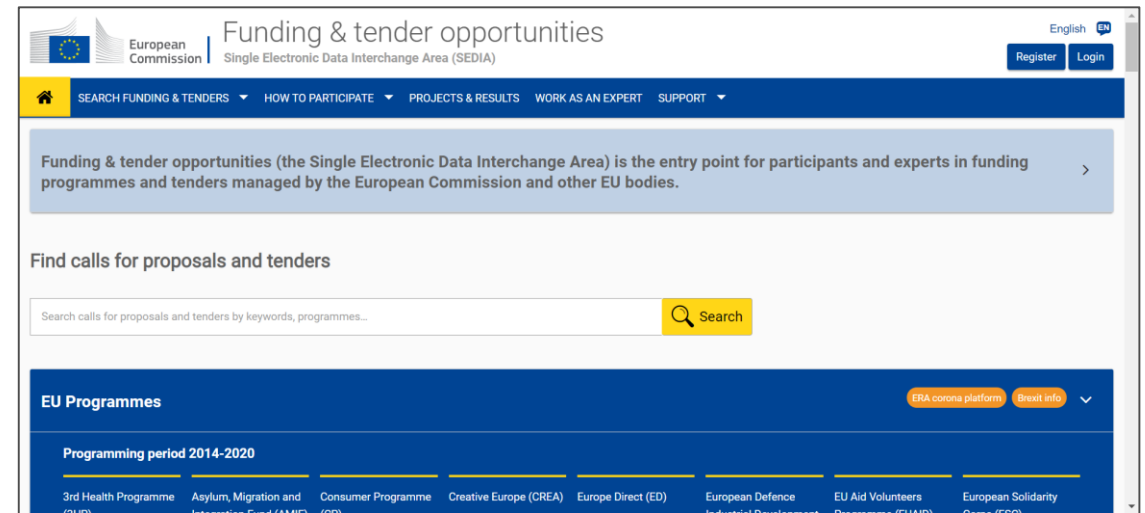
What is the **Funding & Tenders portal**?

Funding & Tender opportunities portal

This portal is becoming the single entry point for the economic operators when communicating with all DGs of the European Commission, and other EU bodies & institutions.

As a Single Electronic Data Interchange Area (SEDIA), it will allow the full electronic processing of grants & procurement.

For procurement, some additional framework contracts (FWC) have been migrated and added in this corporate solution: the SRSS FWC.



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Benefits & innovations

End-to-end & corporate

- Support full business processes
- Harmonized processes



User centricity

- Notifications pertinent to each specific user



Digitisation, security

- Paperless workflow
- Electronic signatures
- Once-only principle
- Automatic generation of data, documents, contracts
- Automatic business rules checks & validation



One-stop shop

- Single portal for all exchanges
- More and more procedure types managed
- One portal to manage your invitations, submissions, contracts, and invoices



Transparency

- Visibility of progress through real time data and workflow



Access the portal & your data

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

The screenshot shows the top section of the portal. On the left, there is the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. On the right, there is a language selector set to 'English EN' and two buttons: 'Register' and 'Login', which are enclosed in a red rectangular box. Below the header is a dark blue navigation bar with a home icon and menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area has a white background with the heading 'Find calls for proposals and tenders'. It includes a search input field with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. To the right of the search bar are three buttons: 'ERA corona platform', 'Brexit info', and 'Report fraud'. Below the search bar is a dark blue section titled 'EU Programmes'. On the right side, there is a 'News' section with two articles: one dated '29 Dec, 2020' titled 'Finding Calls for Tenders on the Funding and Tenders Portal' and another dated '18 Dec, 2020' titled 'DIGIT Support for eGrants and eProcurement external users are moving together'.

- At the very first connection, registration is needed to work on the portal
- Next times, login with your EU Login account.

As a result, you receive access to the **Manage My Area** section where you find **your data**.

Access the portal & your data

Manage my area is a customized access that depends on your EU login, linked to your organisation & your role(s)

The screenshot displays the European Commission's 'Funding & tender opportunities' portal. The top navigation bar includes the European Commission logo, the title 'Funding & tender opportunities', and the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. A user profile box in the top right corner shows 'Welcome Mar' and a language selector set to 'EN'. The main navigation menu includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'Manage my area' sidebar is highlighted with a red box and contains the following items: 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area features a search bar for 'Find calls for proposals and tenders' and a 'Search' button. Below the search bar is a section titled 'EU Programmes' with a grid of program categories: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Customs Control Equipment Instrument (CCEI); Citizens, Equality, Rights and Values Programme (CERV); Creative Europe (CREA); Customs Programme (CUST); Digital Europe; Europe Direct (ED); European Parliament; European Solidarity; Erasmus+ Programme; and European Social Fund +.

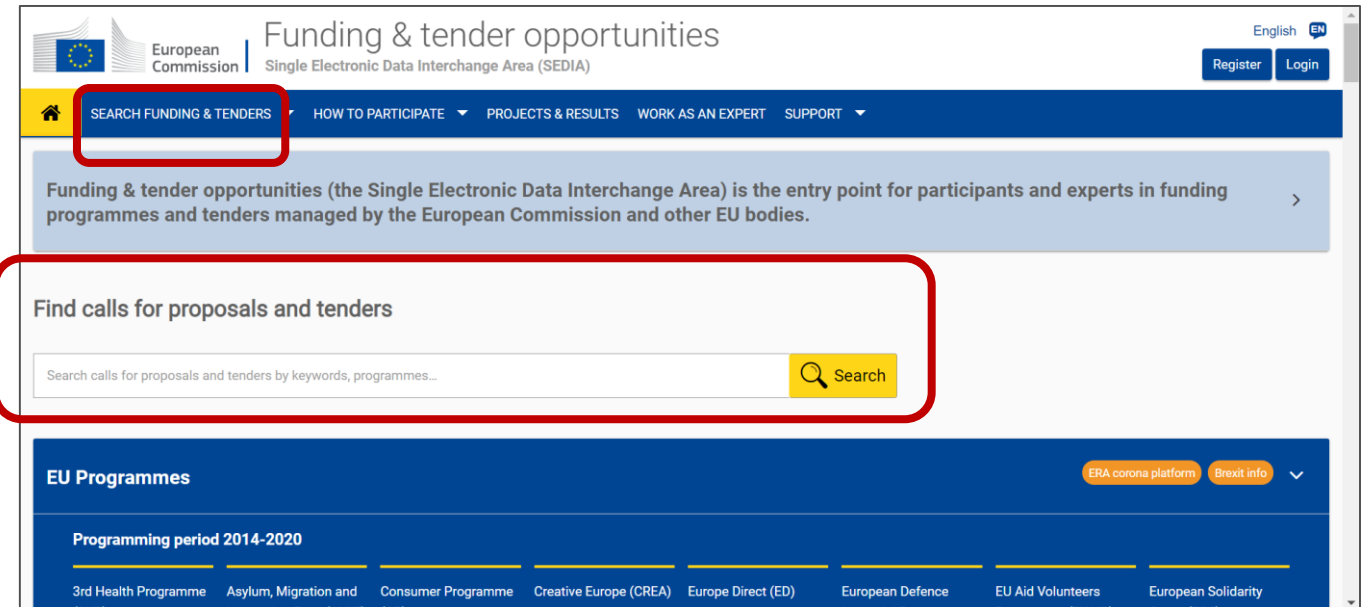
Search for procurement procedures

Search for procurement procedures

You can perform a search from the homepage and access the results without logging in (anonymous access).

The portal offers

- Publicly available information;
- A **powerful search functionality** providing easy access to funding and tender opportunities;
- Advertisement for those opportunities.



European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN Register Login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

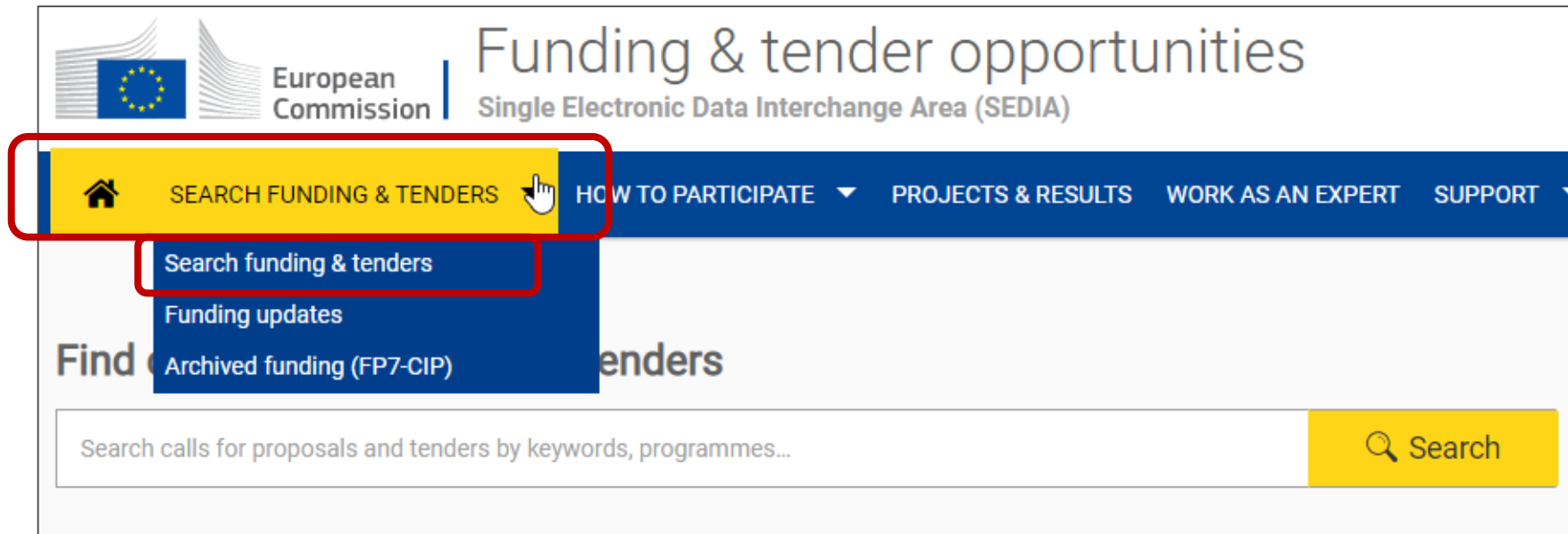
EU Programmes ERA corona platform Brexit info

Programming period 2014-2020

3rd Health Programme Asylum, Migration and Integration Fund (AMIF) Consumer Programme Creative Europe (CREA) Europe Direct (ED) European Defence Industrial Development Programme (EDIDP) EU Aid Volunteers Initiative (EAVI) European Solidarity Corps (ESC)

Search for procurement procedures

Advanced search



The screenshot shows the top navigation bar of the European Commission website. The page title is "Funding & tender opportunities" with the subtitle "Single Electronic Data Interchange Area (SEDIA)". The navigation bar includes a home icon, "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". A red box highlights the "SEARCH FUNDING & TENDERS" menu item, which has a dropdown menu open showing "Search funding & tenders", "Funding updates", and "Archived funding (FP7-CIP)". Below the navigation bar is a search input field with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a yellow "Search" button.

1. Click on **SEARCH FUNDING & TENDERS**
2. Select **Search funding & tenders**

Search for procurement procedures

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

monitoring

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission (5) Closed

Programming period

Select a Programme period... x v

Filter by Programme / Programme group

Select a Programme...

Funding and tenders (5)

[Need help?](#) Sort by: Submission status v

Tender Open call for tenders – Training session – **Monitoring** task
DIGIT/2020/MONITORING/Training

Open for submission

Procedure type	Open procedure	Contract type	Services
Publication date	27 January 2020	Deadline date	30 March 2030 12:00

Tender Maintenance, support and development of security and **monitoring** systems at the JRC in Seville
JRC/SVQ/2018/R.1/0095/RC

Open for submission

Procedure type	Restricted	Contract type	Services
Publication date	25 October 2018	Deadline date	26 November 2018 23:59

Tender Results Oriented **Monitoring** (ROM) Systems for External aid Interventions Financed by the European Union - Neighbourhood Region
NEAR/2021/EA-DR/0020

Search for procurement procedures

1

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

English EN | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

monitoring

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission (5) Closed

Programming period

Select a Programme period...

Filter by Programme / Programme group

Select a Programme...

Filter by call

Select a Call...

CPV code (Tenders Only)

Select a CPV code...

Places of delivery or performance (Tenders Only)

Funding and tenders (5)

Need help? | Sort by: Submission status

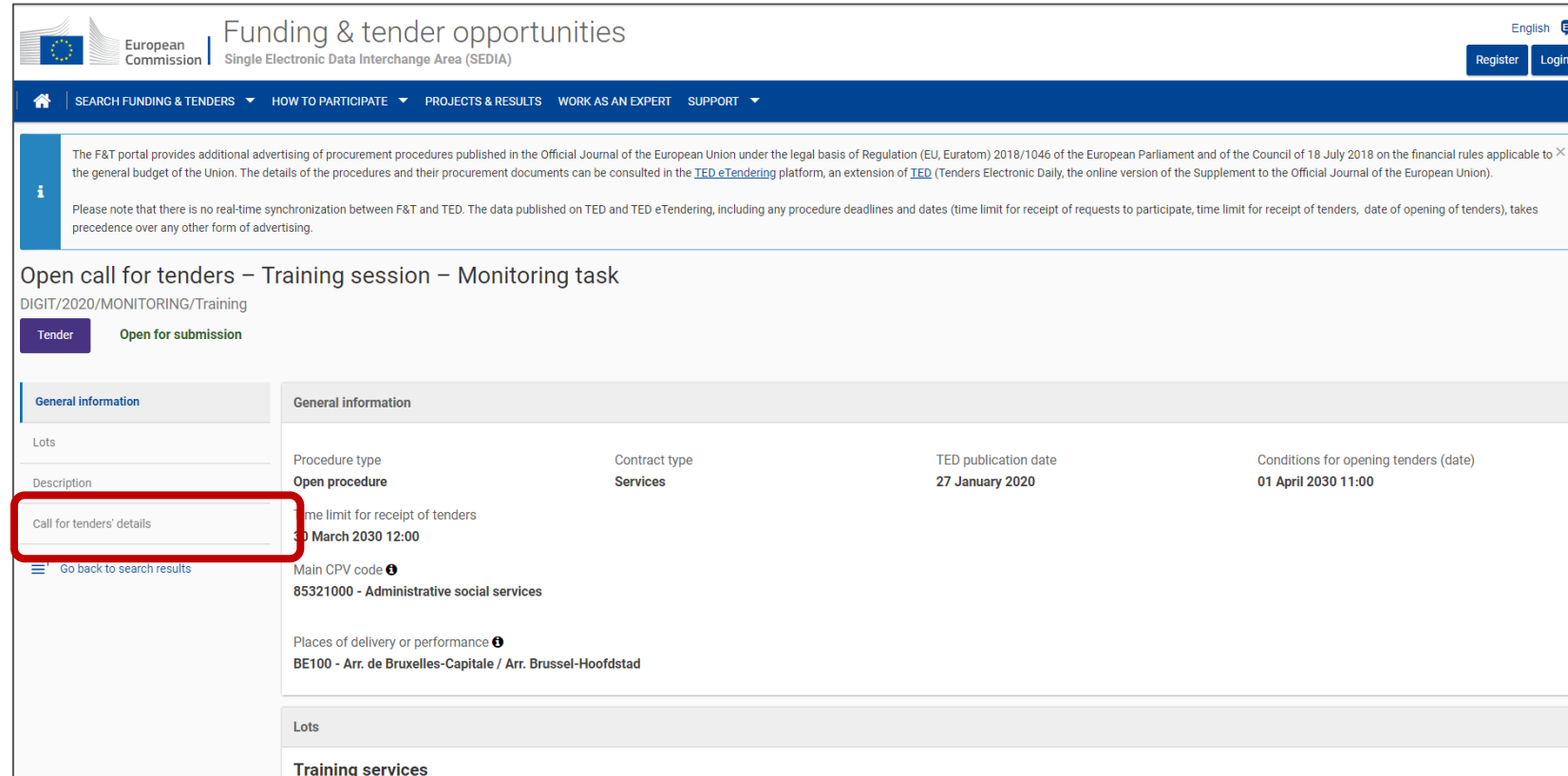
Tender	Open call for tenders – Training session – Monitoring task
Open for submission	BIT/2020/MONITORING/Training
Procedure type	Open procedure
Publication date	27 January 2020
Contract type	Services
Deadline date	30 March 2030 12:00

Tender	Maintenance, support and development of security and monitoring systems at the JRC in Seville
Open for submission	JRC/SVQ/2018/R.1/0095/RC
Procedure type	Restricted
Publication date	25 October 2018
Contract type	Services
Deadline date	26 November 2018 23:59

Tender	Results Oriented Monitoring (ROM) Systems for External aid Interventions Financed by the European Union - Neighbourhood Region
Open for submission	NEAR/2021/EA-RP/0020
Procedure type	Restricted
Publication date	10 February 2021
Contract type	Services
Deadline date	19 March 2021 16:00

Tender	Results Oriented Monitoring (ROM) Systems for External aid Interventions Financed by the European Union - Neighbourhood Region
Open for submission	NEAR/2021/EA-RP/0020
Procedure type	Restricted
Publication date	10 February 2021
Contract type	Services
Deadline date	19 March 2021 16:00

Search for procurement procedures



The screenshot shows the European Commission's 'Funding & tender opportunities' portal. The page title is 'Open call for tenders – Training session – Monitoring task' with the reference number 'DIGIT/2020/MONITORING/Training'. A red box highlights the 'Call for tenders' details section, which includes the following information:

General information	Contract type	TED publication date	Conditions for opening tenders (date)
Procedure type Open procedure	Services	27 January 2020	01 April 2030 11:00
Time limit for receipt of tenders 30 March 2030 12:00			
Main CPV code 85321000 - Administrative social services			
Places of delivery or performance BE100 - Arr. de Bruxelles-Capitale / Arr. Brussel-Hoofdstad			

Additional details visible in the 'Call for tenders' section include 'Lots' and 'Training services'. A red number '3' is overlaid on the left side of the screenshot, pointing to the highlighted details.

Search for procurement procedures


The screenshot shows a procurement procedure page with the following sections:

- General information**
- Places of delivery or performance**: BE100 - Arr. de Bruxelles-Capitale / Arr. Brussel-Hoofdstad
- Description**
- Call for tenders' details** (highlighted with a red box and a large red number '4')
 - Go back to search results
 - Visit Ted - eTendering to see all details about this call for tender's:
 - [See all details](#)
- Training services**
 - BE100 - Arr. de Bruxelles-Capitale / Arr. Brussel-Hoofdstad
 - Description of lot 1
- Documentation Services**
 - BE100 - Arr. de Bruxelles-Capitale / Arr. Brussel-Hoofdstad
 - Description of lot 2
- Support services**
 - BE100 - Arr. de Bruxelles-Capitale / Arr. Brussel-Hoofdstad
 - Description lot 3
- Description**


This call for tenders is prepared for the training sessions to show the Monitoring task in Compass

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Search for procurement procedures

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 **Ted**·eTendering Test
Calls for tenders from the European institutions

English (en) ▾

Europa > TED home > eTendering home > Call for tenders' main page > Data

TED TED SIMAP TED eNotices **TED eTendering**

Search

My account
Log in

Call for tenders
Search for calls for tenders
Search for a document

Call for tenders' details

Title:	Open call for tenders - Training session - Monitoring task		
Contracting authority:	European Commission, DG Informatics (DIGIT)		
TED publication date:	27/01/2020	Status:	Open
Time limit for receipt of tenders:	30/03/2030		

Data Document Library Questions & answers

Submit a tender

Actions
Submit a tender
Help
Help on this page

Information

Tender reference number	DIGIT/2020/MONITORING/Training
Title	Open call for tenders - Training session - Monitoring task
Description	This call for tenders is prepared for the training sessions to show the Monitoring task in Compass
Contract type	Services

Management of the data of your organisation

PIC

LEAR

Self-management

Data of your organisation

The screenshot shows the 'Funding & tender opportunities' portal. The 'Participant register' link is highlighted with a red box and a large red number '1'. The page features a grid of EU Programmes and a sidebar with news and useful links.

EU Programmes					
Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)
European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)
Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

News

- 29 Dec, 2020
Finding Calls for Tenders on the Funding and Tenders Portal
The EuropeAid website has been phased-out for Calls for Tenders but not for Calls for Proposals. External partners are invited to transition to the Funding and ...
- 18 Dec, 2020
DIGIT Support for eGrants and eProcurement external users are moving together
Within the context of the Synergies and Efficiencies Initiative, the DIGIT Support teams for eProcurement and for eGrants (GMSS) are now joining their forces un...
- 18 Dec, 2020
Attention: Phishing attempts through the contact functionality of the F&T Portal
Several Funding & Tenders Portal users reported to us that they received emails through the contact form of the F&T Portal ("Contact LEAR", "Contact Pro...

Useful links

- Calls for tenders on Ted
- Overview of all EU funding opportunities
- Access to publications and data on OpenAire

Data of your organisation

The screenshot shows the 'Participant Register' page on the European Commission's 'Funding & tender opportunities' portal. The page includes a navigation bar with 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A language selector in the top right corner is set to 'English' and contains 'Register' and 'Login' buttons, which are circled in red and labeled with a large red '2'. Below the navigation bar, an information banner states: 'The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.' The main content area is titled 'Participant Register' and includes a 'Need help?' button. A paragraph explains that organisations need to be registered and have a 9-digit Participant Identification Code (PIC). Below this, there are two sections: 'Is your organisation already registered? PIC search' with a 'Search a PIC' button, and 'Register your organisation' which contains a 'Register your organisation' button circled in red and labeled with a large red '3'. The 'Register your organisation' section also includes instructions on how to register and a link to the Online Manual.

Data of your organisation

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Marie-

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | My Organisation(s) | Need help?

Results: 19

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Cle PROC	922427224	987654321	Declared	Actions
SEDIARPROC	922373292	12345692	Declared	Actions
PROC TEST	922511032	1458963254	Sleeping	Actions
TestingSP.	922511226	123456789	Validated	Actions

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the user manual.

CONTINUE REGISTRATION

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Data of your organisation

For you to be able to participate in reopening of competitions leading to a specific contract [via the portal](#), several actions have been achieved:



1. Your organisation has been registered by one of your colleagues;
2. Your **legal representative** has been formally appointed (**LEAR = Legal Entity Appointed Representative**) and identified in the system as well. He is the main administrative contact between your organisation and the EU;



3. The legal validation of the data of your organization has been executed and the LEAR nomination has been validated by the EU (before the signature of any contracts);
4. Your framework contract has been amended;
5. Your framework contract has been added in this new solution and the primary coordinator contact has been defined.

Manage roles & permissions

Organisation roles

Invitation roles

Contract roles

Most ones are managed by your organisation. All access rights are linked to the user's EU Login account.

Manage roles and permissions

2 types of roles:

- **Defined at the level of the organisation**
 - Are managed by your legal representative and their backups.
 - Are linked to the whole organisation and its data.
- **Defined at the level of the Invitation, Submission and Contract**
 - Are managed by the coordinator contacts for the contracts and invitations to participate: call by call, and contract by contract
 - The primary coordinator is defined in the draft submission following the invitation, and then transferred to the contract when the organisation is invited to sign.

Manage roles and permissions

Organisation roles

1. Legal Entity Appointed Representative (LEAR)

- Can nominate/revoke backups: **account administrators (AccAds)**
- May delegate tasks to **AccAds**, but the LEAR keeps the full responsibility.

AccAds & the LEAR can:

- View organisation data and manage legal and financial information of the organisation;
- Notify the EU of changes in legal data/status;
- View the lists of contracts of their organisation but they need to request access to see the details.

Manage roles and permissions

Organisation roles

At the organisation level, the LEAR and account administrator(s) need to nominate/revoke colleagues

- Authorised to sign: **LSIGN** (Legal Signatory).
- Authorised to send invoices: **AccMa** (Accounting Manager).

Organisation roles – LSIGN

2. Legal signatories

Unlimited number

They can:

- View the organisation data and permissions given;
- View the lists of contracts & invitations;
- Have no right as long as not assigned to a framework contract and a specific contract by a coordinator contact.

Organisation roles – AccMa










3. Accounting managers

Unlimited number.

They can:

- View the organisation data and permissions given;
- View the lists of contracts & invitations;
- Have no right as long as not assigned to a framework contract by a coordinator contact.

Organisation roles & data

Role	Read organisation data	Edit organisation data	Assign/revoke in own organisation
	✓	✓	  
	✓	✓	 
	✓		
	✓		

Organisation roles

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Sarah I

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

Procurement

My Submission(s)

My Formal Notification(s)

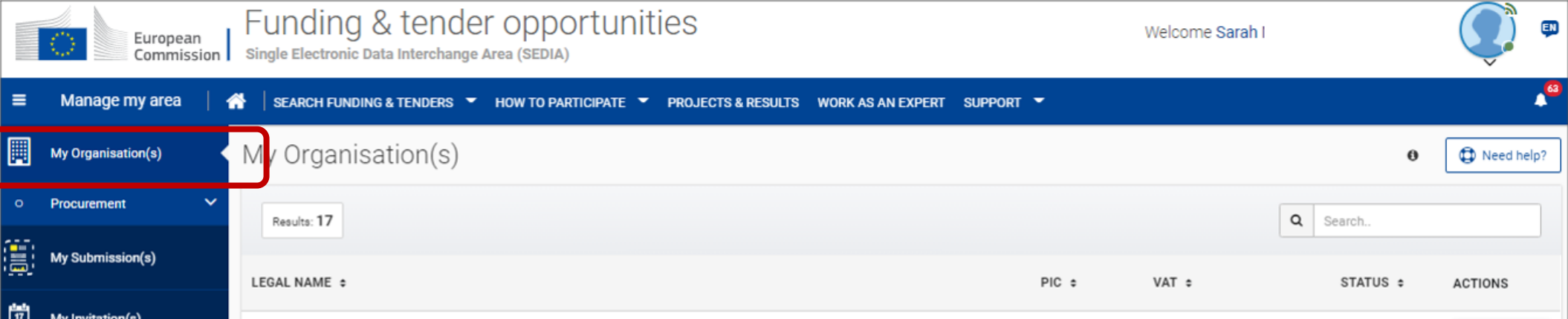
Results: 2

Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
EUROPEAN	9 7	BE0835035188	Validated	Actions
NANOTECHNC	986	BE0810218531	Validated	Actions

10

Organisation roles



The screenshot shows the 'Funding & tender opportunities' portal. The 'My Organisation(s)' menu item is highlighted with a red box. Below it, a table lists organisations with columns for 'LEGAL NAME', 'PIC', 'VAT', 'STATUS', and 'ACTIONS'. The 'ACTIONS' column for one organisation is expanded, showing options: 'View Organisation', 'Modify Organisation', 'Edit Organisation Roles', and 'View Partner Search Profile'. A large red number '4' is overlaid on the 'ACTIONS' dropdown menu.

According to your rights, via the **Actions** menu, you can:

- View the organisation data
- Modify the organisation data
- Edit the organisation roles or view roles
- Contact the organisation
- Request to view contracts...

Contract roles

1. The PCoCo

- At the level of the framework contract (FWC): one user is nominated as the **main contact point** between the consortium / organisation and the contracting authority. (So far FWC are not electronically signed in the portal. They are manually configured or migrated).
- At the level of the specific contract (SC), the PCoCo is the person who was defined as the **contact person, in the tender**, when responding to the call.

There is only one **Primary Coordinator Contact** per contract (FWC or SC).



During the rollout of the solution for DG REFORM, you were asked to provide the name of the primary coordinator contact.

Contract roles

2. Coordinator contacts

You can have an unlimited number of additional **Coordinator Contact (CoCo)** at every level (FWC & SC).

They are assigned by the PCoCo and other CoCo's.

Your PCoCo can start to assign coordinator contacts for your framework contract!

Contract roles

Coordinator Contact (PCoCo & CoCo's)

They can:

- Add/remove additional **coordinator contacts**;
- **Assign PLSIGNs** to their **contracts** (from the pool of users defined at the organisation level);
- **Assign contract accounting managers** in their organisation to their contracts (from the pool of users defined at the organisation level).



You cannot revoke PCoCo. Contact the support in case replacement is needed.

Contract roles

All coordinator contacts (PCoCos and CoCos) can:

- For the received, acknowledged, accepted invitations, view and manage the roles for the different parties (consortium leader, consortium members);
- Upon reception of an invitation (reopening of competition), and reception of a mail, submit a tender.

Contract roles

Organisation roles



Legal Entity Appointed Representative



Account Administrator



Accounting manager



Legal Signatory

Contract / Project roles



Primary Coordinator Contact



Coordinator Contact



Accounting manager assigned to a contract



Legal Signatory assigned to a project/contract

Contract roles – PLSIGN, CAccMa

3. Legal Signatories assigned per contract

- Same permissions as the Coordinator Contacts for contract information: view and edit.
- Right to sign contracts and amendments, managed through the Funding & Tenders portal, on behalf of the organisation.
- Must be defined for each specific contract.

4. Accounting managers assigned per contract

Contract accounting managers have the right to prepare and submit invoices, managed through the Funding & Tenders portal, on behalf of the organisation.

Can be defined at the framework contract level only.

Contract roles

The screenshot shows the 'Funding & tender opportunities' portal. The left sidebar contains a menu with 'My Contract(s)' highlighted by a red box and the number 1. The main content area displays a table of contracts. The 'CONTRACT ID' column is highlighted by a red box and the number 2. The 'Action' button in the 'ACTIONS' column is highlighted by a red box and the number 3. The table contains one row with the following data:

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
138778/DH/SER/Multi - SIEA 2018 - LOT 2	310000011		7	Action Manage Consortium

Contract roles

The screenshot shows a web application interface with a dark blue header and a left sidebar. The header contains navigation links: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The sidebar lists various user areas: 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area is titled 'My Contract(s)' and displays a table with 3 results. The table has columns for 'TITLE', 'CONTRACT ID', 'LOT', 'LINKED CONTRACT COUNT', and 'ACTIONS'. The 'ACTIONS' column for the first row is expanded, showing a dropdown menu with options: 'Manage Contract', 'Manage Consortium', and 'Manage Invoices'. A red box highlights this dropdown menu.

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
/138778/DH/SER/Multi - SIEA 2018 - LOT 2	310000011		7	Action
/138778/DH/SER/Multi - SIEA 2018 - LOT 2	300006511			Action
/138778/DH/SER/Multi - SIEA 2018 - LOT 2	300006508			
/138778/DH/SER/Multi - SIEA 2018 - LOT 2	300006401			

Contract roles

The screenshot displays a web application interface for managing contracts. The top navigation bar includes 'Manage my area' and several menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows '2615' alerts.

The left sidebar contains a navigation menu with the following items: 'My Organisation(s)', 'Grants', 'My Project(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', and 'My Formal Notification(s)'. The 'My Contract(s)' item is currently selected.

The main content area shows the details of a contract. At the top, a red box highlights the text 'My Contract: '138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET''. Below this, there are tabs for 'Details' and 'Consortium', with 'Consortium' being the active tab. A red box highlights the 'Contract Number: 310000011' field. Other fields include 'Request Number: SIEA-2018' and 'Lot:'. Below these fields, a table lists the consortium members:

Role	Organisation	Action
CONSORTIUM LEADER	Organisation - PL [redacted]	4 EDIT ROLES >
CONSORTIUM MEMBER	Organisation - IN [redacted]	EDIT ROLES >
CONSORTIUM MEMBER	Organisation - IM [redacted]	EDIT ROLES >

The '4' is a large red number placed next to the 'EDIT ROLES' button for the Consortium Leader.

Contract roles

Results: 64

Search..

ROLE	NAME	EMAIL	USERNAME	TEAM	ACTIONS
Coordinator Contact	Alir	al ar et	br		
Coordinator Contact	UN	di fo	w		
Coordinator Contact	Pri	pr	yi		
Coordinator Contact	Ga	ge a.	g		
Coordinator Contact	Adi	ac .e	h		
Coordinator Contact	Pa	pi ro	si		
Coordinator Contact	Rai	ra et	gl		

Go back Add roles Enable Lear Access Disable Lear Access

5

Organisation: T
PIC: 9
BE - 1030 BRUXELLES

Contract roles

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | 2615

My Organisation(s)
Grants
My Project(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)
My Formal Notification(s)

Roles for the organisation:

PI

Please enter the contact name and details

6

Role * Please choose

First Name * Please choose

Last Name * Please choose

Email * Please choose

* required field

Ok Cancel

Organisation: PLA

PIC: 999

EL - 1

LOUISE RI

Contract roles

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | 2615

My Organisation(s)

Grants

My Project(s)

Procurement

My Submission(s)

My Contract(s)

My Invitation(s)

My Formal Notification(s)

My Task(s)

Roles for the organisation:

PI

Please enter the contact name and details

Role * Project Financial Signatory

7

8

Ok Cancel

* required field

Organisation: PL/

PIC: 99

EL- LOUISE

Roles - invitation Level

1. Primary Coordinator Contact (PCoCo)

When responding to a public procurement procedure or when responding to an invitation, the person who is drafting the tender needs to define a contact point. Upon submission, this contact person becomes the **Primary Coordinator contact** for the submission.

The PCoCo of the submission will receive

1. The notification with the outcome of evaluation and awarding letter.
2. The request to sign the contract.

At the contract signature, he/she will be considered as the PCoCo of the specific contract.

Roles - invitation Level

2. CoCo's

At the level of the invitation (and related submissions), another CoCo or the PCoCo can define additional coordinator contacts.

In that case, the newly appointed CoCo:

- Receives an 'allocation of role' notification;
- Receives the invitation to participate that was previously sent to all the other CoCo's and the PCoCo of the FWC;
- Gets the invitations in the **My Invitations** section and can acknowledge and submit.

Roles - invitation Level

- In the **Action** menu, click on **Manage Roles**

The screenshot shows the European Commission's 'Funding & tender opportunities' portal. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The left sidebar contains 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Project(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', and 'My Invitation(s)'. The 'My Invitation(s)' menu item is highlighted with a red box and a red '1'. The main content area shows 'My Invitation(s)' with '531 items found'. A search bar contains 'SRSS' and a 'Sort by' dropdown. A table of invitations is displayed, with the first row highlighted. The 'Action' menu for this row is open, showing options: 'Accepted', 'View Willingness', 'Manage Roles', and 'Start New Submission'. The 'Manage Roles' option is highlighted with a red box and a red '2'. The 'Action' menu is also highlighted with a red box.

Procedure reference number	Deadline	Status
SRSS-2018-13067	23/07/2021 14:15:45 UTC+02:00	Accepted

Procedure type and step: **Specific contract under framework contract**
Procedure title: **provide eLearning pills**
Participant: **CONSULTING & ADV**
Time limit to express willingness: **09/07/2021 14:15:45 UTC+02:00**

Roles - invitation Level

The screenshot shows the 'My Invitation Consortium' page in the European Commission's SEDIA system. The page header includes the European Commission logo and the text 'Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)'. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main content area displays the following information:

- Invitation Number: 338025
- Procedure Ref: SRSS-2018-13067
- Invitation Status: ACCEPTED

A table below shows the role assignment:

Role	Organisation	Actions
MAIN TENDERER	Organisation - ICONSULTING & ADV	3 EDIT ROLES >

Roles - invitation Level

The screenshot shows the 'Funding & tender opportunities' page in the SEDIA system. The user is logged in as 'Mari'. The main content area is titled 'Roles for the organisation:' and shows details for 'Test organisation'. A table lists the roles, with one role highlighted: 'Primary Coordinator Contact' for 'Marie'. The 'Add roles' button is circled in red and labeled with a large red '4'. The 'Go back' button is also visible.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Mari

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | Procurement | My Submission(s) | My Contract(s) | My Invitation(s) | My Formal Notification(s) | My Task(s)

Roles for the organisation:

Test organisation

Results: 1

Search..

ROLE	NAME	EMAIL	USERNAME	TEAM	ACTIONS
Primary Coordinator Contact	Marie	r c e	ia		

Go back | Add roles

Organisation: Test organisation
PIC: 922549250
BE - 1000 Bruxelles
Rue test 5

Roles - invitation Level

The screenshot shows the 'Funding & tender opportunities' portal for the European Commission. The user is logged in as 'Marie'. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The left sidebar contains 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', and 'My Formal Notification(s)'. The main content area is titled 'Roles for the organisation:' and shows details for 'Test organisation'. A form prompts the user to 'Please enter the contact name and details'. The 'Role' dropdown menu is open, showing 'Please choose' and 'Coordinator Contact', with 'Coordinator Contact' selected. Below the dropdown are input fields for 'First Name', 'Last Name', and 'Email'. A red box highlights the 'Role' dropdown. At the bottom of the form are 'Ok' and 'Cancel' buttons. A blue box on the right displays the organisation's details: 'Organisation: Test organisation', 'PIC: 922549250', and 'BE - 1000 Bruxelles Rue test 5'. A notification badge with '73' is visible in the top right corner.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Marie

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

Procurement

My Submission(s)

My Contract(s)

My Invitation(s)

My Formal Notification(s)

Roles for the organisation:

Test organisation

Please enter the contact name and details

Role: Please choose (selected: Coordinator Contact)

First Name: [input field]

Last Name: [input field]

Email: [input field]

* required field

Ok Cancel

Organisation: Test organisation

PIC: 922549250

BE - 1000 Bruxelles Rue test 5

Submit tenders electronically

For **Reopening of competition**, submission starts from an invitation.

Invitation reception

- Emails received by the PCoCo and Coco's of the selected framework contracts.
- Invitation mails available in the **Notifications** area in the portal.

The invitation to participate is available for the CoCo's & PCoCo's in the **My invitations** section in the portal.

Acknowledge invitation

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome UNKNOWN UNKNOWN (w0501061)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | **My Invitation(s)** | Need help?

Procurement | 3 items found | SIEA-2018-10561 | Sort By

Received | Action

Acknowledge

Manage Roles

1

Procedure reference number SIEA-2018-10561	Deadline 22/04/2021 17:28:21 UTC+02:00
Procedure type and step Specific contract under framework contract	Procedure title Test with Oana
Participant Si	Time limit to express willingness 09/04/2021 17:28:21 UTC+02:00

- Log in to the portal.
- Go to the **My Invitations** section.
- In the **Action** menu of the procedure, click on **Acknowledge**.

Procedure details

ACC European Commission eSubmission

Welcome UNKNOWN UNKNOWN

Tendering data

Title: Anamaria 11062021
Description: srv

Procedure

Procedure reference number: SRSS-2018-12557
Procurement type: Services
Payment modality: Global Price
Invitation mode: Competition
Deadline: 26/06/2021 10:14:09 UTC+02:00
9 days left until closure

Procedure type: Specific contract under framework contract
Procedure domain: Consultancy (Advisory services)
Awarding method: Best price-quality ratio
Time limit to express willingness: 12/06/2021 10:14:09 UTC+02:00
Language(s): English

Show more

e-Submission service

On 16/06/2021 at 11:27:49 you have expressed your willingness to make a submission for the procedure SRSS-2018-12557

The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way.

Make sure that you read the [System Requirements](#) before you start, and that you submit on time.

Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Data Protection Notice](#)

The tendering data are displayed: time limit to express willingness and time limit to submit.

Click the **Show more** button to access:

- The request for service,
- The communication and visibility document.

Procedure details

Procedure

Procedure reference number: SRSS-2018-9911

Procurement type: Services

Payment modality: Global Price

Invitation mode: Competition

Deadline: 27/03/2021 17:36:37 UTC+01:00

11 days left until closure

Subcontracting allowed: Yes

Duration: 5 Day(s)

Procedure type: Specific contract under framework contract

Procedure domain: Consultancy (Advisory services)

Awarding method: Best price-quality ratio

Time limit to express willingness: 13/03/2021 17:36:37 UTC+01:00

Language(s): English

Maximum budget: 1000 €

Indicative start date: 22/04/2021

Framework contract

Procedure reference number: SRSS-2018

Title: SRSS-2018

Document list

Communication & visibility	Create Date: 2021/03/12 16:14:40		Download
Request for Service	Create Date: 2021/03/12 16:13:42		Download

Show less **3**

Express Willingness

- Indicate with **Yes** or **No** if you want to participate in the request.
- Click on **Express Willingness** to submit your response.

(If you select **No**, a comment is mandatory.)

Title: Anamaria 11062021
Description: srv

Procedure

Procedure reference number: SRSS-2018-12557
Procurement type: Services
Payment modality: Global Price
Invitation mode: Competition
Deadline: 26/06/2021 10:14:09 UTC+02:00
9 days left until closure

Procedure type: Specific contract under framework contract
Procedure domain: Consultancy (Advisory services)
Awarding method: Best price-quality ratio
Time limit to express willingness: 12/06/2021 10:14:09 UTC+02:00
Language(s): English

Show more

e-Submission service

Do you want to participate in this request? Yes No

Comment

Express Willingness



In the case you have expressed willingness to participate and the procedure is cancelled,

- A cancellation notice is sent per mail and is available in the portal
- The invitation status is set to 'cancelled'.

eSubmission service preliminary

Procedure

📄 Procedure reference number: SRSS-2018-12557	📄 Procedure type: Specific contract under framework contract
📄 Procurement type: Services	🏛️ Procedure domain: Consultancy (Advisory services)
💰 Payment modality: Global Price	📄 Awarding method: Best price-quality ratio
📄 Invitation mode: Competition	🕒 Time limit to express willingness: 12/06/2021 10:14:09 UTC+02:00
🕒 Deadline: 26/06/2021 10:14:09 UTC+02:00	🗣️ Language(s): English

🕒 9 days left until closure

Show more

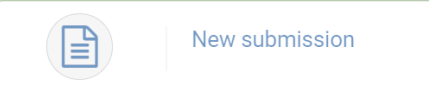
e-Submission service

On 15/06/2021 at 15:11:53 you have expressed your willingness to make a submission for the procedure SRSS-2018-12557

The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way.

- Make sure that you read the **System Requirements** before you start, and that you submit on time.

Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**



eSubmission-FO: 2.10.0.22 2021-06-14 16:35
eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30

eSubmission service preliminary

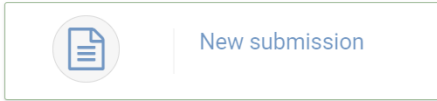
SYSTEM REQUIREMENTS

Supported Browsers	The application was tested with the latest versions of following browsers: Microsoft Edge, Chrome, Firefox, Safari. The application is responsive
Multilingualism	Multilingualism is supported (23 languages).
Character Set Encoding	UTF-8.
Supported file types	Other documents:jpe, ppt, pdf, xlsx, xml, pptx, doc, jpeg, bmp, pps, rtf, txt, gif, p7m, msg, tiff, docx, xls, jpg, png Financial offer:pdf, xlsx, xls Technical offer:pdf Curriculum Vitae:pdf
Name of an attachment	The filename of an attached document should be less than 50 characters The following 12 characters are not allowed in the filename: <>:\ / * ? * %
Size of an attachment	The size of an attached document should be less than 50 MB
Maximum number of file attached to a submission	The total number of documents attached to the whole submission should be less than 200.
Encryption	The system features an encryption mechanism based on an asymmetric key for the submission.

For more information about the submission process please read the [Quick guide](#).

Make sure that you read the **System Requirements** before you start, and that you submit on time.

Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**



New submission

Procedure type: Specific contract under framework contract
Procedure domain: Consultancy (Advisory services)
Awarding method: Best price-quality ratio
Time limit to express willingness: 12/06/2021 10:14:09 UTC+02:00
Language(s): English

557

procedures electronically in a structured and secure way.

eSubmission-FO: 2.10.0.22 2021-06-14 16:35
eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30

Start submission

- Read and accept the Terms and Conditions.
- Click on **New submission** to start your submission.

The screenshot displays the 'e-Submission service' interface. At the top, under 'Procedure', various details are listed: Procedure reference number (SRSS-2018-12557), Procurement type (Services), Payment modality (Global Price), Invitation mode (Competition), Deadline (26/06/2021 10:14:09 UTC+02:00), Procedure type (Specific contract under framework contract), Procedure domain (Consultancy (Advisory services)), Awarding method (Best price-quality ratio), Time limit to express willingness (12/06/2021 10:14:09 UTC+02:00), and Language(s) (English). A green circle with the number '9' indicates '9 days left until closure'. A 'Show more' button is visible below these details.

The main section, 'e-Submission service', contains a message: 'On 15/06/2021 at 15:11:53 you have expressed your willingness to make a submission for the procedure SRSS-2018-12557'. Below this, it states: 'The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way. Make sure that you read the [System Requirements](#) before you start, and that you submit on time.'

A checkbox is checked, indicating 'Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Data Protection Notice](#)'. Below this, a button labeled 'New submission' with a document icon is highlighted by a red rounded rectangle. To the left of this rectangle, the numbers '6' and '7' are stacked vertically in a large, bold, red font.

At the bottom of the interface, there is a footer with the following text: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Select the contact person

Click the icon to define the contact person for this tender specifically.

The screenshot shows the eSubmission portal interface. At the top, there is a navigation bar with the ACC European Commission logo and the text 'eSubmission'. The user is logged in as 'UNKNOWN UNKNOWN'. The main content area displays a progress bar with four steps: 1. Parties, 2. Tender data, 3. Submission report, and 4. Submit. The 'Parties' step is currently active. Below the progress bar, there is a section titled 'Identification of the participant'. Underneath, there is a table for 'Sole submission' with columns for Name, Identifier, and Contact person. The table contains one entry: 'ERMOT CONSULTING' with identifier 'PIC 94'. The 'Contact person' field is marked with a red asterisk and is highlighted by a red box with the number 8. Below the table, there is a warning message: 'Contact Person related to the identified parties are missing. Please complete the missing data to be able to proceed. Note that fields with a red asterisk are mandatory at this stage.' At the bottom of the page, there is a footer with version information: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Select the contact person

- Indicate the contact person
- Double check the email address!
- Click **Done**.

No EU Login account for the contact person?

The system creates a temporary EU Login account & sends a message requesting to complete the EU Login registration. (**No reference to the procedure** in this email.)

< Back Next >

PRICewaterhouseCOOPERS EU SERVICES EESV - 933966829

Identification

Name *

Identifier *

PIC

Contact Person

Philippe

Tushar

[Selected]

First name *

Amail

Last name *

Email address *

This contact person will be used by Contracting Authority for all communications related to your submission, including the notification of the outcome of the procedure. It is your responsibility to provide a valid e-mail address and to check it regularly.

Cancel Done

Select the contact person

The screenshot shows a web application interface for selecting a contact person. The interface is divided into several sections:

- Procedure Sidebar:** Contains a home icon, the title "Procedure", and details for "Procedure reference number" (SRSS-2018-9911), "Deadline" (27/03/2021 17:36:37 UTC+01:00), and "11 days left until closure". It also shows "Submission ID: 300022474" and "Last saved: 16/03/2021 12:19:51 UTC+01:00".
- Progress Bar:** A horizontal line with four steps: 1. Parties, 2. Tender data, 3. Submission report, and 4. Submit. Step 1 is currently active.
- Identification of the participant:** A section with a header "Identification of the participant" and a sub-section "Sole submission". It contains a form with fields for "Name" and "Identifier". The "Identifier" field is filled with "PIC" and has a dropdown menu with options "Main participant" and "Private company".
- Navigation:** A "Next >" button is highlighted with a red box, and a large red "11" is overlaid on the screen.
- Footer:** A green notification box at the bottom right says "SUCCESS Your data have been successfully saved." and a version number "version 2.9.3.27- 2021-02-22 19:23" is displayed at the bottom center.

Upload tender data

- Encode the **total amount** of your tender.
- Click **Save**.

The screenshot displays the ACC European Commission eSubmission interface. At the top, the logo and 'eSubmission' text are visible, along with a user greeting 'Welcome UNKNOWN UNKNOWN'. A progress bar shows four steps: 1. Parties (completed), 2. Tender data (highlighted with a red box), 3. Submission report, and 4. Submit. Below the progress bar, a 'Tender Data' section contains an information message: 'Your submission is still in status draft. Nothing is submitted to the contracting authority until you have clicked the Submit button at the end of the submission process.' Underneath, the 'Add your submission' section features a 'Total amount' input field with the value '12' (highlighted with a red box) and a 'Save' button. The 'Attachments' section below includes a note to read 'System Requirements' and a file upload area with a list of 'Other documents' including 'Financial offer*', 'Technical offer*', and 'Curriculum Vitae'.

Upload tender data

Add your submission:

- Select the attachment type (Technical offer...). The selected type gets a blue background.
- Drag & drop your file or click on **Choose file.**
- * = mandatory documents.

The screenshot shows the 'Submission documents' page in the eSubmission-FO system. The page is titled 'Attachments' and includes a 'Save' button at the top left. A large red number '13' is displayed in the center of the attachment area. Below the number, there is a 'Drop files here to attach them' instruction and a 'Choose file' button. To the right, a dropdown menu is open, showing three options: 'Financial offer*', 'Technical offer*', and 'Curriculum vitae'. The 'Financial offer*' option is highlighted with a blue background and is circled in red. Below the attachment area, there are two error messages in red boxes: 'Your submission does not contain all mandatory document(s)' and 'Please confirm if your tender complies with the minimum requirements or not.' The second error message includes a confirmation prompt: 'The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents' with radio buttons for 'Yes' and 'No'. At the bottom of the page, there are 'Back' and 'Next >' navigation buttons. The footer contains the text: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Upload tender data

You view the document attached and the file type.

Once you've attached all mandatory document, the first blocking warning disappears.

You now need to confirm that the tender complies with the minimum requirements.

The screenshot displays a web interface for uploading tender data. At the top, a message reads: "Please carefully read the System Requirements before uploading." Below this is a large box labeled "Technical offer" with the instruction "Drop files here to attach them" and a "Choose file" button. To the right, a sidebar lists document types: "Other documents", "Financial offer*", "Technical offer*" (highlighted in blue), and "Curriculum Vitae". Below the upload area is a table listing the uploaded file:

File	Size	Date
technical offer.pdf	143.90 KB	Jun 15, 2021

Below the table, a confirmation step is highlighted with a red box. It contains the text: "The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents" followed by radio buttons for "Yes" and "No". Below this is a red error message box with a white 'x' icon and the text: "Please confirm if your tender complies with the minimum requirements or not." At the bottom of the interface are "Back" and "Next" navigation buttons. A large red number "14" is overlaid on the left side of the confirmation area.

14

eSubmission-FO: 2.10.0.22 2021-06-14 16:35
eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30

Upload tender data

In case you tick no, an explanation is mandatory.


Attachments

Please carefully read the **System Requirements** before uploading.

Other documents

Drop files here to attach them

or



Choose file

Other documents

- Financial offer*
- Technical offer*
- Curriculum Vitae

The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents

Yes No

Please note that the contract may not be awarded to a tenderer whose tender does not comply with the minimum requirements specified in the procurement documents. Use the field below to explain why you do not confirm the compliance of your tender. *

x You must explain why you do not confirm the compliance of your tender.

< Back Next >

eSubmission-FO: 2.10.0.22 2021-06-14 16:35
eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30

Upload tender data

Click Next>

The screenshot displays a tender submission interface. On the left, a sidebar shows 'Submission documents' with a count of 2. The main area includes a 'Total amount' field with the value '102' and a unit of 'Euro (ex: 1,234.56)'. Below this is a 'Save' button. The 'Attachments' section contains a warning to read 'System Requirements' and a file upload area with a 'Choose file' button. A list of document types is shown on the right: 'Other documents', 'Financial offer*', 'Technical offer*', and 'Curriculum Vitae'. At the bottom, there is a confirmation statement: 'The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents' with radio buttons for 'Yes' (selected) and 'No'. A red box highlights the 'Next >' button, and the number '15' is overlaid in red. The footer contains version information: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Upload tender data

In the left pane, you see the number of documents that are currently part of your submission.

Click on **'Submission documents'** to find their names, types and sizes.

The screenshot displays the ACC eSubmission portal. The left sidebar contains the following information:

- Procedure reference number: SRSS-2018-12557
- Deadline: 26/06/2021 10:14:09 UTC+02:00
- 9 days left until closure
- Submission ID: 300024974
- Last saved: 16/06/2021 10:43:04 UTC+02:00
- Submission documents: 3

The main content area shows a progress bar with four steps: Parties (completed), Tender data (completed), Submission report (pending), and Submit (pending). Below the progress bar is a 'Review your submission' section with the following text:

Please review here the submission report. This report is generated by the system and contains the list of documents that you are about to submit. If there are no more changes to be done, click on 'Next' to continue. The submission report will be automatically added to the submission and the tenderer does not need to sign it and upload it again. You can download it below for your own records.

A warning message states: This submission report is not a proof of submission. You have not submitted yet.

At the bottom, a preview of a 'SUBMISSION REPORT' document is shown, featuring the European Commission logo and the text: EUROPEAN COMMISSION DIRECTORATE-GENERAL FOR STRUCTURAL REFORM SUPPORT.

Upload tender data

The submission report is included in the tender bundle submitted.

The screenshot displays the ACC European Commission eSubmission interface. On the left, a sidebar shows the procedure details: Procedure reference number SRSS-2018-12557, Deadline 26/06/2021 10:14:09 UTC+02:00, and 9 days left until closure. Below this, the Submission ID is 300024974, last saved on 16/06/2021 10:43:04 UTC+02:00, and there are 3 submission documents. The main content area shows a modal window titled 'Files attached to this submission'. It lists three files: 'Financial offer' (Financial OFFER-.pdf, 81.52 KB, Jun 16, 2021), 'Technical offer' (Technical offer.pdf, 81.52 KB, Jun 16, 2021), and 'Submission Report' (SubmissionReport_300024974.pdf, 60.65 KB, Jun 16, 2021). The bottom of the interface shows 'SUBMISSION REPORT' and 'Powered by eUI 7.15.2'.

Files attached to this submission		
Submission files		
Financial offer	Financial OFFER-.pdf	Jun 16, 2021 81.52 KB
Technical offer	Technical offer.pdf	Jun 16, 2021 81.52 KB
Submission Report		
	SubmissionReport_300024974.pdf	Jun 16, 2021 60.65 KB

Upload tender data

ACC European Commission eSubmission

Welcome UNKNOWN UNKNOWN

Procedure

Procedure reference number

SRSS-2018-12557

Deadline

26/06/2021 10:14:09 UTC+02:00

9 days left until closure

Submission ID: 300024974
Last saved: 16/06/2021 10:43:04 UTC+02:00

Submission documents 3

Review your submission

Please review here the submission report. This report is generated by the system and contains the list of documents that you are about to submit. If there are no more changes to be done, click on 'Next' to continue. The submission report will be automatically added to the submission and the tenderer does not need to sign it and upload it again. You can download it below for your own records.

This submission report is not a proof of submission. You have not submitted yet.

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR STRUCTURAL REFORM
SUPPORT

SUBMISSION REPORT

- Generated automatically
- Downloadable for consultation



16

Preview the submission report

9 days left until closure

Submission ID: 300024974
Last saved: 16/06/2021 10:43:04 UTC+02:00

Submission documents 3

If there are no more changes to be done, click on 'Next' to continue.
The submission report will be automatically added to the submission and the tenderer does not need to sign it and upload it again. You can download it below for your own records.

This submission report is not a proof of submission. You have not submitted yet.

Page 1 of 2

specified in the procurement documents

Submission report details

Created by: UNKNOWN UNKNOWN digit-opsys-delta@ec.europa.eu
Created on (2): 16/06/2021 10:43:20 UTC+02:00

(1) Cryptographic method used: Secure Hash Algorithm SHA-512

(2) This is local date and time when the submission was consolidated and not the date and time on which it was received by the Contracting authority. Only the submission receipt, containing the official date and time of receipt of the submission (timestamp) and sent by eSubmission to the email address linked to the EU login account of the person who submitted the tender or the request to participate constitutes proof of compliance with the time-limit for receipt of submissions.

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Submit to the contracting authority

The screenshot displays the ACC eSubmission web interface. At the top, the ACC logo and 'eSubmission' text are visible on the left, and a user greeting 'Welcome UNKNOWN UNKNOWN' with a profile icon is on the right. A navigation bar contains icons for mail, phone, help, and refresh.

The main content area features a progress bar with four steps: 'Parties', 'Tender data', 'Submission report', and 'Submit'. The first three steps are marked with green checkmarks, while the 'Submit' step is marked with a pencil icon and a red notification dot. Below the progress bar, a 'Submit' section contains the following text:

Submit

You are ready to submit to the Contracting Authority.
Click on the button 'Submit' to start the submission. Once you confirm, you will no more be able to view, modify or to download the submission.
After the submission, you will see a message informing you of the result of the submission process.

A red box highlights the 'Submit' button, and a large red '18' is overlaid on the button. To the left of the button is a '< Back' link.

On the left sidebar, under 'Procedure', the 'Procedure reference number' is 'SRSS-2018-12557'. The 'Deadline' is '26/06/2021 10:14:09 UTC+02:00', with '9 days left until closure'. The 'Submission ID' is '300024974', and it was 'Last saved: 16/06/2021 10:43:04 UTC+02:00'. A 'Submission documents' button shows '3' items.

At the bottom of the page, the footer contains the following text:

eSubmission-FO: 2.10.0.22 2021-06-14 16:35
eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30

Submit to the contracting authority

Confirm the sending of the submission to the contracting authority by clicking on **Yes**.

The screenshot displays the ACC European Commission eSubmission web interface. At the top, the logo and 'eSubmission' text are visible, along with a user greeting 'Welcome UNKNOWN UNKNOWN'. A progress bar shows four steps: 'Parties', 'Tender data', 'Submission report', and 'Submit'. The 'Submit' step is currently active. A modal dialog box titled 'INFORMATION' is centered on the screen, containing the following text: 'Your submission is about to be sent to the Contracting Authority. Once you confirm, you will no more be able to modify this submission. Do you want to continue?'. A red square highlights the 'Yes' button in the dialog. To the right of the dialog, the number '19' is written in large red font. The left sidebar contains details for 'Procedure reference number' (SRSS-2018-12557), 'Deadline' (26/06/2021 10:14:09 UTC+02:00), '9 days left until closure', 'Submission ID: 300024974', and 'Last saved: 16/06/2021 10:43:04 UTC+02:00'. At the bottom, there are version numbers: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Submission sent

The message includes links to the Funding & Tenders portal

The screenshot displays the ACC eSubmission interface. At the top, the ACC logo and 'eSubmission' text are visible, along with a user greeting 'Welcome UNKNOWN UNKNOWN' and a language selector 'EN'. A navigation bar contains icons for home, mail, phone, help, and user profile. The main content area features a progress bar with four steps: 'Parties', 'Tender data', 'Submission report', and 'Submit'. Below the progress bar, a 'Submit' section contains a confirmation message: 'Your Submission with ID 300024974 has been sent to the Contracting Authority on 16/06/2021 11:00:00 UTC+02:00'. A red box highlights the date and time. Below this, a smaller red box highlights the text 'Display your submissions'. The left sidebar shows 'Procedure' details: 'Procedure reference number SRSS-2018-12557', 'Deadline 26/06/2021 10:14:09 UTC+02:00', and '9 days left until closure'. It also shows 'Submission ID: 300024974' and 'Last saved: 16/06/2021 11:00:01 UTC+02:00'. At the bottom, a footer contains version information: 'eSubmission-FO: 2.10.0.22 2021-06-14 16:35' and 'eSubmission-FO-UI: 2.10.0.11A 2021-06-15 12:30'.

Submission sent

The screenshot displays the 'Funding & tender opportunities' portal. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The left sidebar contains navigation options: 'My Organisation(s)', 'Grants', 'My Project(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', and 'My Invitation(s)'. The 'My Invitation(s)' menu item is highlighted with a red box. The main content area shows a search bar and a list of 5122 items found. Two items are visible in the list:

Procedure reference number	Deadline	Status	Action	Submissions
SRSS-2018-12557 Specific contract under framework contract Anamaria 11062021	26/06/2021 10:14:09 UTC+02:00	Accepted	Action	1 submission(s) >
AUDIT-2018-12562 Specific contract under framework contract Mona test 11062021	26/06/2021 10:14:09 UTC+02:00	Received	Action	

The '1 submission(s) >' link in the first row is also highlighted with a red box. The 'My Invitation(s)' menu item in the sidebar is also highlighted with a red box.

Submission sent

The screenshot displays the 'Funding & tender opportunities' page on the SEDIA platform. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The left sidebar shows navigation options: Manage my area, My Organisation(s), Grants, My Project(s), Procurement, My Submission(s), My Contract(s), My Invitation(s), and My Formal Notification(s). The main content area is titled 'My Invitation(s)' and shows 5122 items found. A search bar and a 'Sort by' dropdown are present. The main details for a specific invitation are as follows:

Procedure reference number SRSS-2018-12557	Deadline 26/06/2021 10:14:09 UTC+02:00	Accepted	Action ⚙️	1 submission(s) ▾
Procedure type and step Specific contract under framework contract	Procedure title Anamaria 11062021			
Participant ██████████	Time limit to express willingness 12/06/2021 10:14:09 UTC+02:00			

Below the details is a table with a red border highlighting the submission status:

Submission ID	Date of last action	Status	Action
300024974	16/06/2021 11:00:21 UTC+02:00	Submitted	Action ⚙️

The bottom of the page shows the start of another table with columns for Procedure reference number, Deadline, and Action.

View submission receipt

The screenshot displays the 'My Invitation(s)' section of a procurement portal. The left sidebar contains navigation options: My Organisation(s), Grants, My Project(s), Procurement, My Submission(s), My Contract(s), My Invitation(s) (highlighted), My Formal Notification(s), and My Task(s). The main content area shows a list of invitations. The first invitation is for procedure reference number SRSS-2018-12557, titled 'Anamaria 11062021', with a deadline of 26/06/2021 10:14:09 UTC+02:00 and a status of 'Accepted'. The second invitation is for procedure reference number AUDIT-2018-12562, titled 'Mona test 11062021', with a deadline of 25/06/2021 15:27:08 UTC+02:00 and a status of 'Submitted'. A red box highlights the 'Action' menu for the 'Submitted' submission, which includes options for 'Copy', 'View Receipt', and 'Withdraw'. A red '1' is placed next to the 'View Receipt' option.

Submission ID	Date of last action	Status	Action
300024974	16/06/2021 11:00:21 UTC+02:00	Submitted	Action

View submission receipt

Document download

Dear user, the requested document **SubmissionReceipt_300024974** is being prepared for download.
Once the download is completed you may close this window by clicking on the close button.

CLOSE

© European Commission 2021 - Documents download module - Version 3.0.4-SNAPSHOT - Build 20210420-1527

SubmissionReceipt....pdf ^

2

View submission receipt

Submission Receipt

1 / 2 | 100% + | [] []



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR STRUCTURAL REFORM SUPPORT

SUBMISSION RECEIPT
(generated by the back-office system)

Submission ID : 300024974
Procedure Reference Number : SRSS-2018-12557

Submission receipt ID: pKuLPMI4NgCtzhz
Received on: 16/06/2021 at 11:00:00 UTC+02:00
Deadline: 26/06/2021 at 10:14:09 UTC+02:00
Participant(s):
Submitted by (ECAS ID): UNKNOWN UNKNOWN (w0501059)
Contracting authority: European Commission, Directorate-general for Structural Reform Support

Documents included in the submission

Submission report:

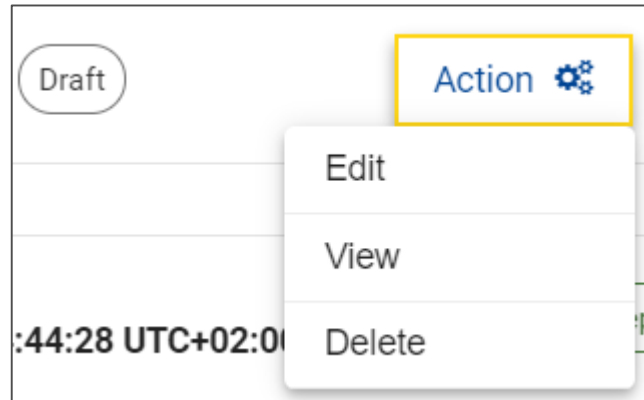
Document Type	Name	Document fingerprint*
Submission Report	SubmissionReport_300024974.pdf	Rb8uP15YzbIWB9pTikThQWVdkXP 1wYUYQvHwAwTOL64AcWQ8wTIGO h6LCdTOI3vvGZAqgkvs1FNx6Vv/s3 w==

Tender documents included by the participant:

Resume draft / Delete

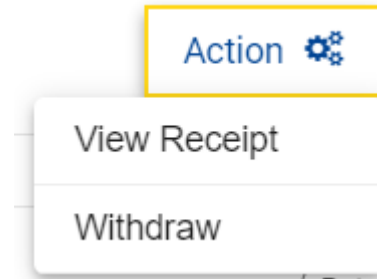
The list of actions available depends on the status of your tender and the status of the invitation

Draft tender:



Withdraw tender

Submitted tenders:



- You can withdraw your submission until the time limit for receipt.
- You will get a notification and a withdrawal receipt.

15' break

Sign contract & tender documents electronically









When the contract is ready, you receive:

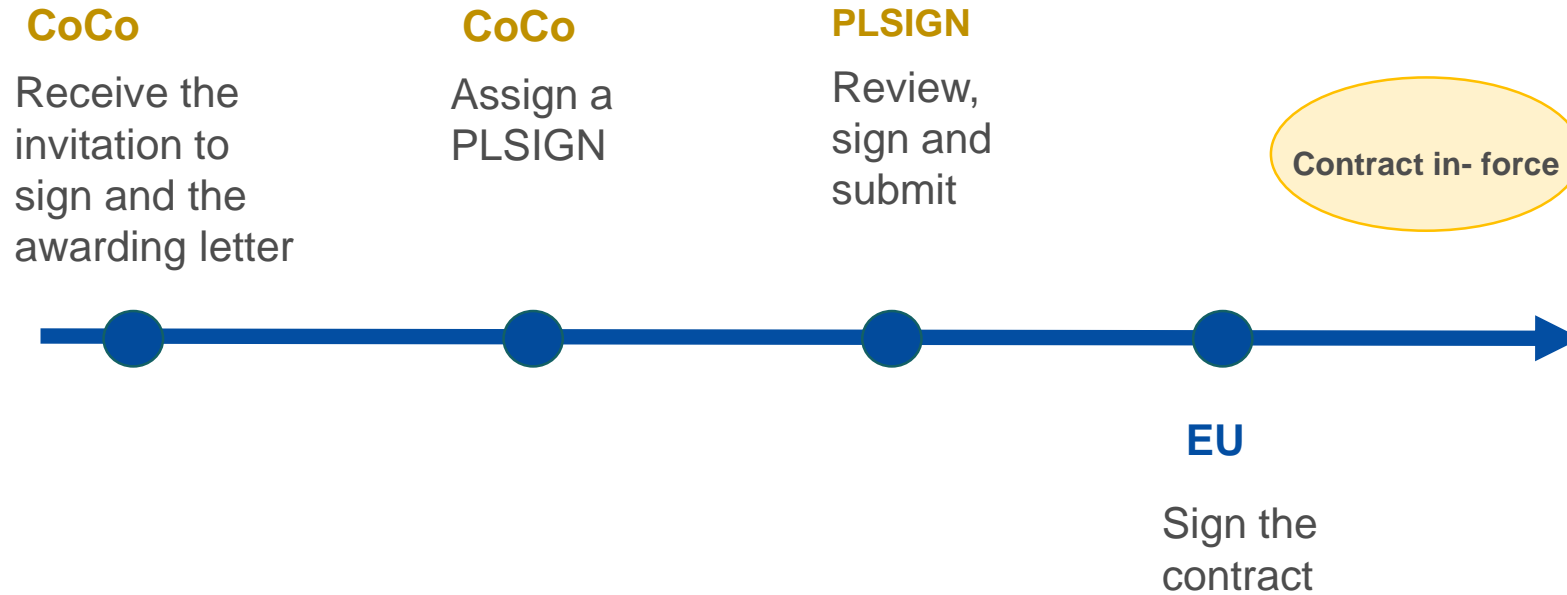
- The notification with the awarding letter;
- The notification inviting you to check and sign the contract in case you're the best tenderer.

As a contractor, you **always sign the specific contract first.**

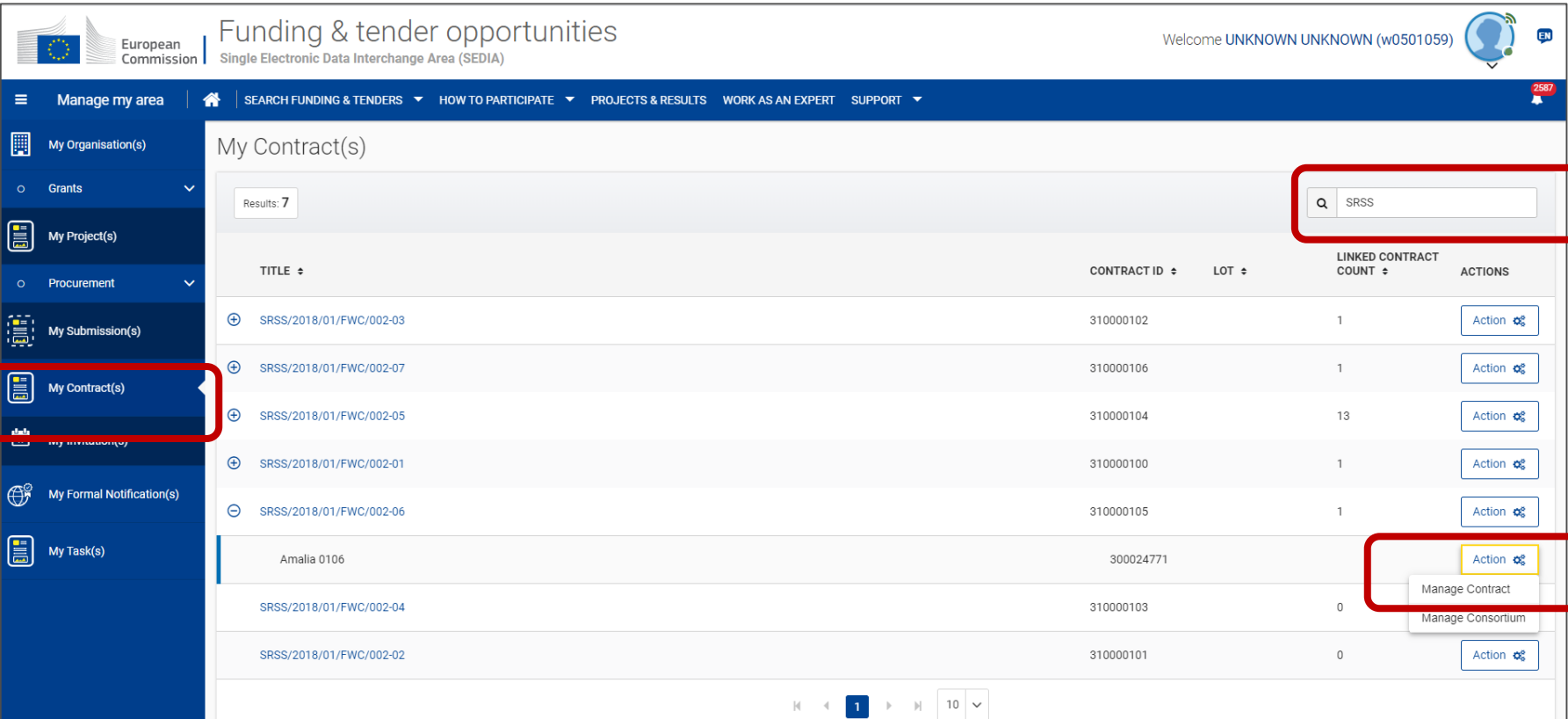
Sign the contract

Role	Read , write, save	Submit tenders to EU	Sign contract	From a pool of users defined by the LEAR, assign/revoke access to a contract	Send invoices
 	✓	✓		 	
			✓	Defined at the level of the FWC & SC	
				Defined at the level of the FWC (& SC)	✓

Sign the contract



Sign the contract



The screenshot displays the 'Funding & tender opportunities' portal. The left sidebar contains a navigation menu with 'My Contract(s)' highlighted by a red box and the number '1'. The main content area shows a search bar with 'SRSS' entered, also highlighted by a red box and the number '2'. Below the search bar is a table of contracts. The table has columns for 'TITLE', 'CONTRACT ID', 'LOT', 'LINKED CONTRACT COUNT', and 'ACTIONS'. The 'ACTIONS' column contains 'Action' buttons. One 'Action' button is highlighted by a red box and the number '3', which has opened a dropdown menu with options: 'Action', 'Manage Contract', and 'Manage Consortium'. The table data is as follows:

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
SRSS/2018/01/FWC/002-03	310000102		1	Action
SRSS/2018/01/FWC/002-07	310000106		1	Action
SRSS/2018/01/FWC/002-05	310000104		13	Action
SRSS/2018/01/FWC/002-01	310000100		1	Action
SRSS/2018/01/FWC/002-06	310000105		1	Action
Amalia 0106	300024771			Action
SRSS/2018/01/FWC/002-04	310000103		0	Action
SRSS/2018/01/FWC/002-02	310000101		0	Action

Sign the contract

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main navigation bar contains links for 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 2655 alerts. The main content area is titled 'General Information' and features a '+ Launch new interaction with the EU' button. Below this, there are three rows of information:

- Row 1: 'Contract' label with a help icon and a dropdown arrow.
- Row 2: 'Process' label with a dropdown arrow.
- Row 3: 'Contract Signature - LAP-300024484' with a refresh icon, a help icon, an 'Indicative Start Date: 13/06/2021' label, and a green 'Status: ACTIVE' button.

Red boxes highlight the 'Contract' and 'Process' labels, and the dropdown arrows in the first two rows.

Sign the contract

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main navigation bar contains links for 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell shows 2655 alerts. The page title is 'General Information' with a button to '+ Launch new interaction with the EU'. The 'Contract' section is highlighted with a red border and contains the following details:

Contract Nr. :	300024484
Request Number :	2011803
Lot :	
Leader :	P [REDACTED]
HQ Entity in Charge :	NEAR/D
EU Delegation in charge :	
Total Amount :	98
Payment modality :	GPR

The 'Process' section shows a single entry: 'Contract Signature - LAP-300024484'. It includes a refresh icon, an information icon, an 'Indicative Start Date: 13/06/2021', and a green 'Status: ACTIVE' button.

Sign the contract

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. The user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main navigation bar contains 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A sidebar on the left shows various icons for navigation. The main content area is titled 'General Information' and features a '+ Launch new interaction with the EU' button. Below this, there are two sections: 'Contract' and 'Process'. The 'Process' section lists a 'Contract Signature - LAP-300024484' with a refresh icon and a help icon. To the right of this entry, it shows 'Indicative Start Date: 13/06/2021' and a green button labeled 'Status: ACTIVE'. A red box highlights the vertical bar on the left of the contract entry, and another red box highlights the 'Status: ACTIVE' button. A callout box at the bottom left, titled 'Status of the processes', lists 'Active' and 'Completed' with a checkmark icon.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome UNKNOWN UNKNOWN (w0501059)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General Information

+ Launch new interaction with the EU

Contract

Process

Contract Signature - LAP-300024484

Indicative Start Date: 13/06/2021

Status: ACTIVE

Status of the processes

- Active
- Completed.

Sign the contract

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A user is logged in as 'UNKNOWN UNKNOWN (w0501059)'. The main navigation bar contains links for 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 2655 alerts.

The main content area is titled 'General Information' and features a '+ Launch new interaction with the EU' button. Below this, there are two sections: 'Contract' and 'Process'. The 'Process' section contains a card for 'Contract Signature - LAP-300024484'. This card includes a refresh icon, a help icon, a large red number '4' next to a dropdown menu (highlighted with a red box), an 'Indicative Start Date: 13/06/2021', and a green 'Status: ACTIVE' button.

Sign the contract

General Information

Contract

Process

Contract Signature - LAP-300024484

Indicative Start Date: 13/06/2021

Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

MANE 20052021
Process Reference: LAP-300024484

Tasks Documents History

Sign Contract - 16 Jun 2021

Status: PENDING

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Sign the contract

The screenshot displays a web application interface for managing a contract signature process. The main heading is "General Information". Below it, the "Contract" section shows "Contract Signature - LAP-300024484" with an "Indicative Start Date: 13/06/2021" and a "Status: ACTIVE" badge. A progress bar indicates the stages: INVITED (with a red location pin icon), CONFIRMED (with a green checkmark icon), and SIGNED (with a circle containing the number 3). A warning message on the left states: "If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above". Below the progress bar, the "Tasks" tab is active, showing a task "Sign Contract - 16 Jun 2021" with a "Status: PENDING" badge. The footer contains copyright information: "© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs".

Sign the contract

The screenshot displays a web application interface for managing a contract. The top navigation bar includes links for 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'General Information' and features a 'Contract Signature - LAP-300024484' process. A progress bar indicates the stages: INVITED, CONFIRMED, and SIGNED. A task 'Sign Contract - 1 Jun 2021' is listed under the 'Tasks' tab, with a status of 'PENDING'. A red box highlights the 'Tasks' tab and the task entry. Another red box with the number '5' is located on the right side of the task list. A notification box at the top left of the process area states: 'If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above'. The footer contains copyright information: '© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.

Sign the contract

The screenshot displays a user interface for contract signing. At the top, a progress bar shows three stages: 'INVITED' (with a red location pin icon), 'CONFIRMED' (with a green checkmark icon), and 'SIGNED' (with a circled '3' icon). A notification box at the top left contains a warning icon and the text: "If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above". Below the progress bar, the user's organization is identified as "My Organisation(s)". The main content area shows a task titled "Sign Contract - 16 Jun 2021" with a status of "PENDING". A large notification box below the task contains a warning icon and the text: "The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken." Below this, it states "The contract details are available for your consultation:" and lists a "Documents" section. A red box highlights a right-pointing arrow button in the "Documents" section. At the bottom right, there are three buttons: "Sign", "Decline", and "Incorrect Data".

6

Sign the contract

My Organization

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

INVITED CONFIRMED SIGNED 3

Mane 20052021
Process Reference: LAP-300024484

Tasks Documents History

Sign Contract - 16 Jun 2021 Status: PENDING

The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken.

The contract details are available for your consultation:

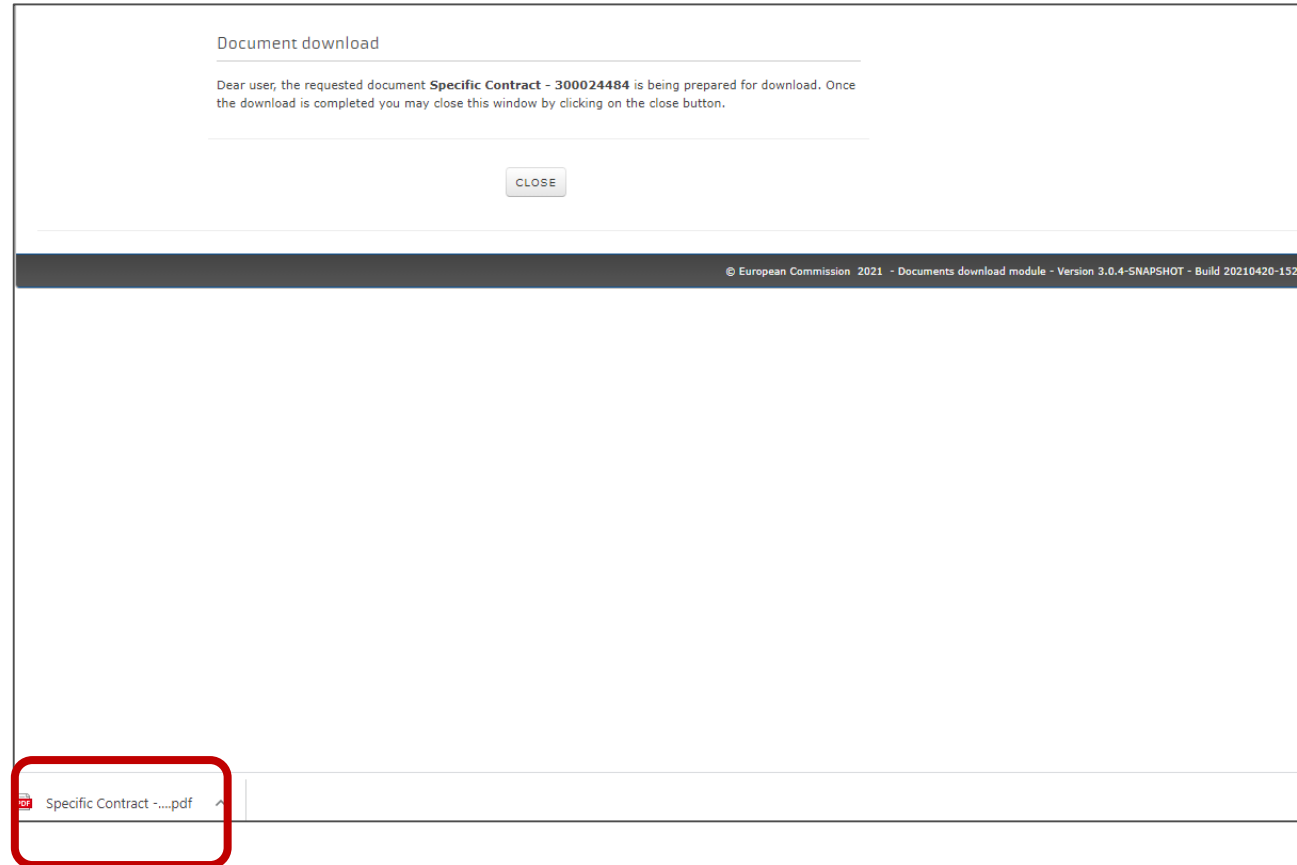
Documents

Specific Contract 7

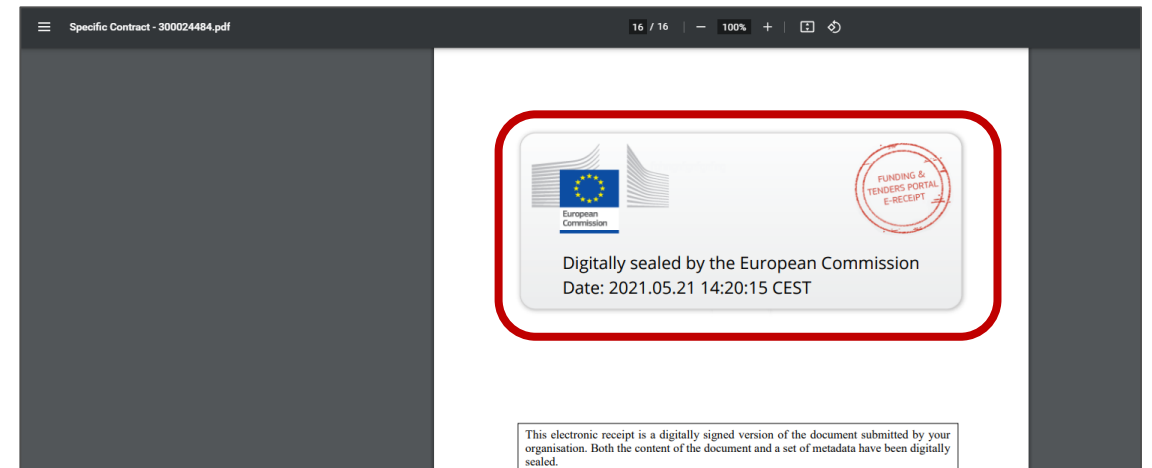
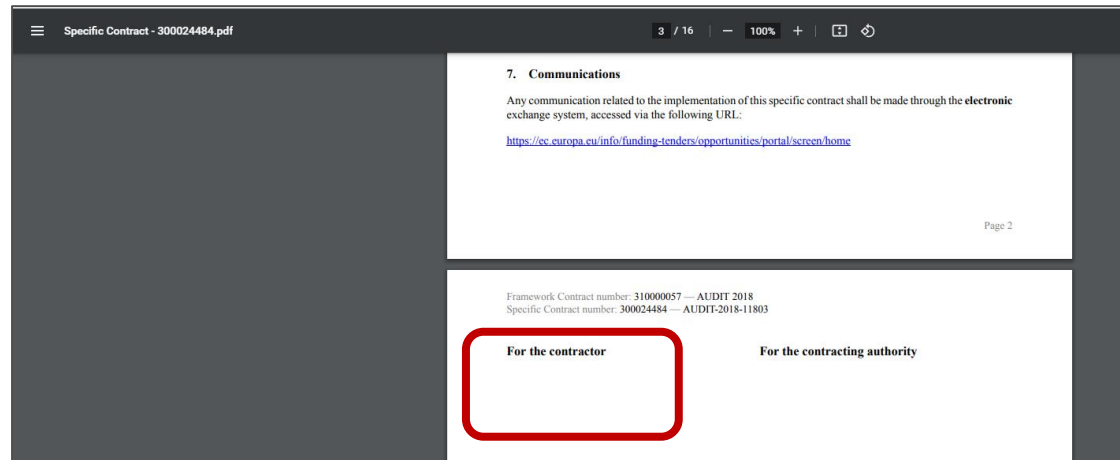
Please select one of the options below:

Sign
Decline
Incorrect Data

Sign the contract



Sign the contract



Sign the contract

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

INVITED CONFIRMED SIGNED 3

Mane 20052021
Process Reference: LAP-300024484

Tasks Documents History

Sign Contract - 16 Jun 2021 Status: PENDING

The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken.

The contract details are available for your consultation:

Documents

Specific Contract

Please select one of the options below:

8

Sign
Decline
Incorrect Data

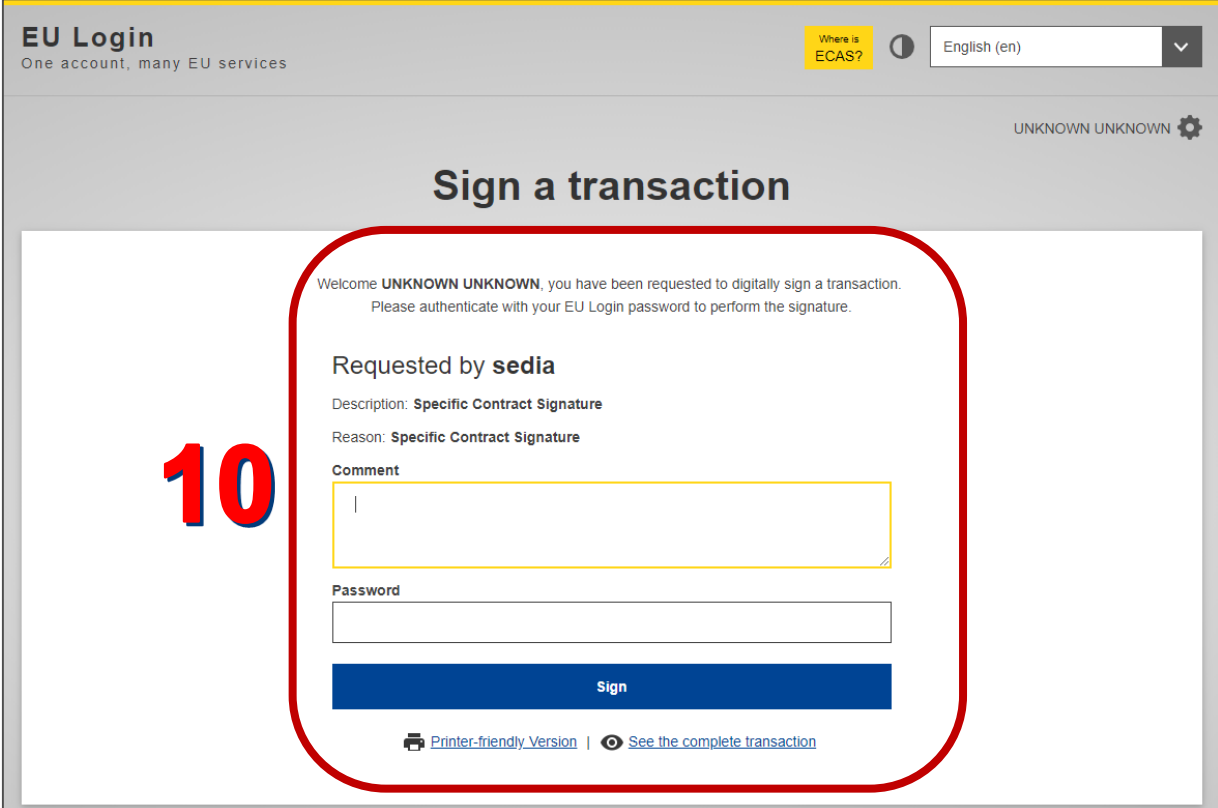
Sign the contract

The screenshot shows a web application interface for contract management. At the top, a progress bar indicates the stages: INVITED, CONFIRMED, and SIGNED (3). A notification box states: "If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above". The main content area displays "Mane 20052021" and "Process Reference: LAP-300024484". A task titled "Sign Contract - 16 Jun 2021" is shown with a status of "PENDING". A modal dialog box titled "Sign contract" is open, containing the text "Please confirm that you agree with the contract agreement" and two buttons: "Confirm" (highlighted with a red circle) and "Cancel". A large red number "9" is overlaid on the "Confirm" button. The background interface includes a sidebar with navigation icons, a "Documents" section with a "Specific Contract" document, and a bottom section with "Sign", "Decline", and "Incorrect Data" buttons.

Sign the contract

You are redirected to the **EU Login eSignature page**.

- You can add a comment;
- You have to enter your password & click on **Sign**.



EU Login
One account, many EU services

Where is ECAS? English (en)

UNKNOWN UNKNOWN

Sign a transaction

Welcome **UNKNOWN UNKNOWN**, you have been requested to digitally sign a transaction.
Please authenticate with your EU Login password to perform the signature.

Requested by **sedia**

Description: **Specific Contract Signature**

Reason: **Specific Contract Signature**

Comment

Password

Sign

[Printer-friendly Version](#) | [See the complete transaction](#)

10

Sign the contract

Contract Signature - LAP-300022509

Indicative Start Date: 20/04/2023

Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

1 INVITED

CONFIRMED

SIGNED

Anitha Test 1703202101
Process Reference: LAP-300022509

Tasks Documents History



Sign Contract - 03 May 2021

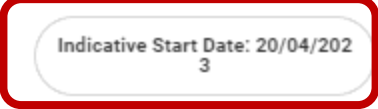
Status: WAITING




- The process has reached the **Signed** step.
- The task status is waiting.

Sign the contract

Contract Signature - LAP-300022509  

Indicative Start Date: 20/04/2023  Status: ACTIVE

 If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

1 INVITED — CONFIRMED — SIGNED

Anitha Test 1703202101
Process Reference: LAP-300022509

Tasks Documents History

Status: WAITING >

You see the indicative start date of the contract.

Click the refresh button  if after receiving a notification or performing an action, the step in the timeline does not evolve

Sign the contract

Contract Signature - LAP-300025229

Indicative Start Date: 08/07/2021

Status: ACTIVE

Process Reference: Marie-2906, LAP-300025229

Tasks | Documents | History

Task description:	Title:	Task created on:	Task Completed on:	Status:	Completed by:
Specific Contract	Sign Contract		05 Jul 2021	COMPLETED	

- The contracting authority is notified.
- The **process** is still **Active**.

Sign the contract

General Information

Contract

Process

Contract Signature - LAP-300025229

Indicative Start Date: 08/07/2021

Status: ACTIVE


If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

Marie-2906
Process Reference: LAP-300025229

Tasks Documents **History**

Ex. Specific Contract

Task description:	Title:	Task created on:	Task Completed on:	Status:	Completed by:
Specific Contract	Sign Contract		05 Jul 2021	COMPLETED	

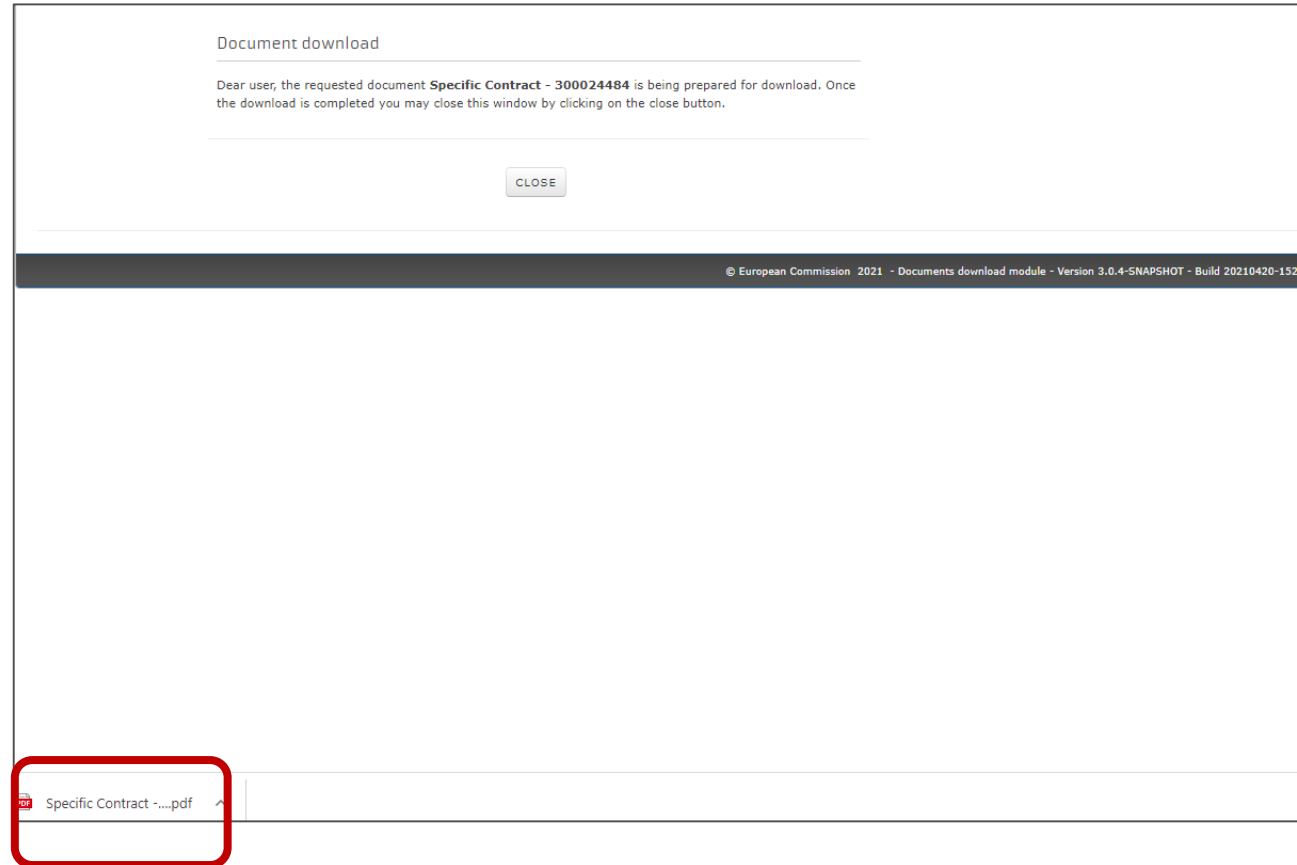


- In the **History** tab, you find the task.
- Its status is **'Completed'**.

Sign the contract

The screenshot displays a web application interface for contract management. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'General Information' and features a 'Contract' dropdown menu. Below this, there are two process entries: 'Continuous Reporting - DLV-300025229' and 'Contract Signature - LAP-300025229'. The 'Contract Signature' process is highlighted with a green bar and shows a status of 'ACTIVE'. A timeline below the process shows three stages: 'INVITED', 'CONFIRMED', and 'SIGNED'. A red box highlights the 'Documents' tab and a 'Download document' button. A notification box states: 'If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above'.

Sign the contract



Sign the contract

Specific Contract - 300024771 (1).pdf 3 / 8 100%

8.4 NON-DISCLOSURE OF INFORMATION


Applicable when specifically set out in the Request for Services (Annex I): For the purposes of this specific contract the contractor agrees that all the information and documents concerning this contract, received in the course of the preparation of the tender from any source, shall not be disclosed, either directly or indirectly, by the contractor, his/her staff, subcontractors or any third party liaising with the contractor, to any third party, without the prior written agreement of the contracting authority. The same provision shall apply to any information or document received, gathered or produced during the performance of the contract. This provision shall also continue to apply for a period of five years after the final payment of the contract is made or a longer period if so instructed by the contracting authority, unless the contracting authority agrees in writing to release the contractor from this obligation earlier.

ANNEXES

Annex I: Request for service/Technical annex
Annex II: Contractor's specific tender of 1 June 2021
Annex III: Communication and Visibility Plan

For the contractor <small>Amalia PAPACHRISTOPOULOU with ECAS id papacam signed in the Participate Portal on 02/06/2021 at 17:05:42 (transaction id SigId=32919141YQULN4R4LQ4494372899764949W3C2A7C5D464CZ8Y9EU) BId1TR0uSR0u8wexCPw7gJasLUDzgfFor568QDO-F50d0rMB61CK2MBE2J1AC-c51088B0631NUN3yV1N172z9p4eC6Z wE582uRf8gD1V7YGV404u445Q2Q2MwVETZGRGMv4L4up8W) Timestamp by third party at 2021.06.02 18:06:02 CEST</small>	For the contracting authority
---	--------------------------------------

Contract in-force

Manage my area |  | SEARCH FUNDING & TENDERS ▼ | HOW TO PARTICIPATE ▼ | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT ▼

My Notification(s)

Inbox | Preferences

Results: 122

<input type="checkbox"/>	DATE ▼	SOURCE ↕	SUBJECT ↕
<input type="checkbox"/>	06-07-2021 13:22:33	Participant Portal Contract Management System	Your contract: - 300025229; Start continuous reporting
<input type="checkbox"/>	06-07-2021 13:07:35	Participant Portal Contract Management System	Your contract: - 300025227; Start continuous reporting
<input type="checkbox"/>	06-07-2021 13:00:13	Participant Portal Contract Management System	Your Contract: Marie-2906 - has been fully signed and is now in-force
<input type="checkbox"/>	06-07-2021 12:53:38	Participant Portal Contract Management System	Your Contract: Marie08-03062021 - has been fully signed and is now in-force

Sign the contract

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General Information

+ Launch new interaction with the EU

Contract

Process

Processes | Documents

Continuous Reporting - DLV-300025229 Status: ACTIVE

Contract Signature - LAP-300025229 Start Date: 06/07/2021 Status: COMPLETED

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

INVITED | CONFIRMED | SIGNED

Marie-2906
Process Reference: LAP-300025229

Tasks | Documents | History

Specific Contract Download document: [Download Icon]

Sign the contract

Specific Contract - 300025229.pdf 3 / 8 100%

Page 2

Specific Contract number: 300025229

Applicable when specifically set out in the Request for Services (Annex I): For the purposes of this specific contract, the contractor is required to sign a non-disclosure agreement.

8.4 NON-DISCLOSURE OF INFORMATION

Applicable when specifically set out in the Request for Services (Annex I): For the purposes of this specific contract the contractor agrees that all the information and documents concerning this contract, received in the course of the preparation of the tender from any source, shall not be disclosed, either directly or indirectly, by the contractor, his/her staff, subcontractors or any third party liaising with the contractor, to any third party, without the prior written agreement of the contracting authority. The same provision shall apply to any information or document received, gathered or produced during the performance of the contract. This provision shall also continue to apply for a period of five years after the final payment of the contract is made or a longer period if so instructed by the contracting authority, unless the contracting authority agrees in writing to release the contractor from this obligation earlier.

ANNEXES

Annex I: Request for service/Technical annex
Annex II: Contractor's specific tender of 29 June 2021
Annex III: Communication and Visibility Plan

For the contractor	For the contracting authority
UNKNOWN UNKNOWN with ECAS id w0501059 signed in the Participant Portal on 05/07/2021 at 13:38:15 transaction id SigId-7315-aMPhuIQMkgGQEPFZBAUgPUDPnuQkcpLbXozcuQcgnmISAvPv6zhuTPTmVbiquaRkHt4dG2dx70Vn0wkwWf05Vnmbf0C4QD5AM5e44zQzTETTYDfncXC7LteSRVb1WAgbBfRfBSEwP6S35VUEFrFFVYVW7BgLLZUCgPFWEPfMDjklTimestamp by third party at 2021.07.06 16:38:23 CEST	Signed by [redacted] with ECAS id [redacted] in authorized representative on 06/07/2021 12:59:51 transaction id SigId-17868-8rgTQjRe1oY8qAzy1c037AHHM8Hq7d5gSM3R7zj48881xVCN7H7bJgTogYVpQzpm1EgPXi1aF50Vnmbf0C4QD5AM5e44zQzTETTYDfncXC7LteSRVb1WAgbBfRfBSEwP6S35VUEFrFFVYVW7BgLLZUCgPFWEPfMDjklTimestamp by third party at 2021.07.06 12:59:53 CEST

Decline the contract

If you don't want to fulfil the contract, click on **Decline**.

The screenshot displays the SEDIA portal interface for contract management. At the top, a progress bar shows three stages: 'INVITED' (with a red location pin icon), 'CONFIRMED' (with a green checkmark icon), and 'SIGNED' (with a circled '3' icon). Below this, a notification box contains the text: "If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above".

The main content area shows contract details for "i Mane 20052021" with "Process Reference: LAP-300024484". A navigation bar includes "Tasks", "Documents", and "History". A task titled "Sign Contract - 16 Jun 2021" is shown with a "Status: PENDING" label. A warning message states: "The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken."

Below the warning, it says "The contract details are available for your consultation:" followed by a "Documents" section containing a "Specific Contract" document icon. At the bottom, a prompt asks "Please select one of the options below:" with three buttons: "Sign", "Decline" (highlighted with a red box), and "Incorrect Data".

Decline the contract

That will definitely cancel the contract.

- Tick the reason why you are declining.
- Add a comment for the contracting authority.
- Click on **Proceed**.

The screenshot displays the SEDIA portal interface. A modal dialog box titled "Confirm Decline contract" is centered on the screen. The dialog contains the following text: "WARNING! you are about to Decline the Specific Contract proposed by the Contracting Authority, if you proceed the contract will be definitively cancelled. Please provide a reason why you are declining then click 'Proceed' or 'Cancel' if you do not wish to decline". Below this text are two radio button options: "The contract data is not correct" and "Other reason, please explain below". A text input field labeled "Comments" is positioned below the radio buttons. At the bottom of the dialog, there are two buttons: "Proceed" (highlighted with a red box) and "Cancel". The background of the portal shows a "Sign Contract" page with a "Status: PENDING" indicator and a "Sign" button. The footer of the portal includes copyright information for the European Commission and links for "About", "Free text search", "IT Helpdesk", "Cookies", "Legal Notice", and "APIs".

Request data to be corrected

If you detect some incorrect data, click the **Incorrect data** button to inform you cannot sign the contract as such.

My Organization

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

INVITED CONFIRMED SIGNED 3

i Mane 20052021
Process Reference: LAP-300024484

Tasks Documents History

Sign Contract - 16 Jun 2021 Status: PENDING

The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken.

The contract details are available for your consultation:

Documents

Specific Contract

Please select one of the options below:

Sign
Decline
Incorrect Data

Request data to be corrected

That sends back the contract to the contracting authority with a reviewing request.

- Tick the reason why you are sending back the contract.
- Provide details about the incorrect data in the comment field.
- Click on **Proceed**.

My Organisation(s)

Sign Contract - 08 Apr 2021

Status: PENDING

The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature. Please note that the contract has to be signed first by the contractor and then finally by the Contracting authority. The contract has to be signed before the expiration of the validity. After deadline, the Contracting Authority may decide on the actions to be taken.

Provide details concerning incorrect data in the Contract

You have indicated that the date in the contract is incorrect, please clarify what needs to be corrected, this will help the Contracting Authority when reviewing the contract data:

The contract data is not correct

Other reason, please explain below

Comments *

Proceed **Cancel**

Sign

Decline

Incorrect Data

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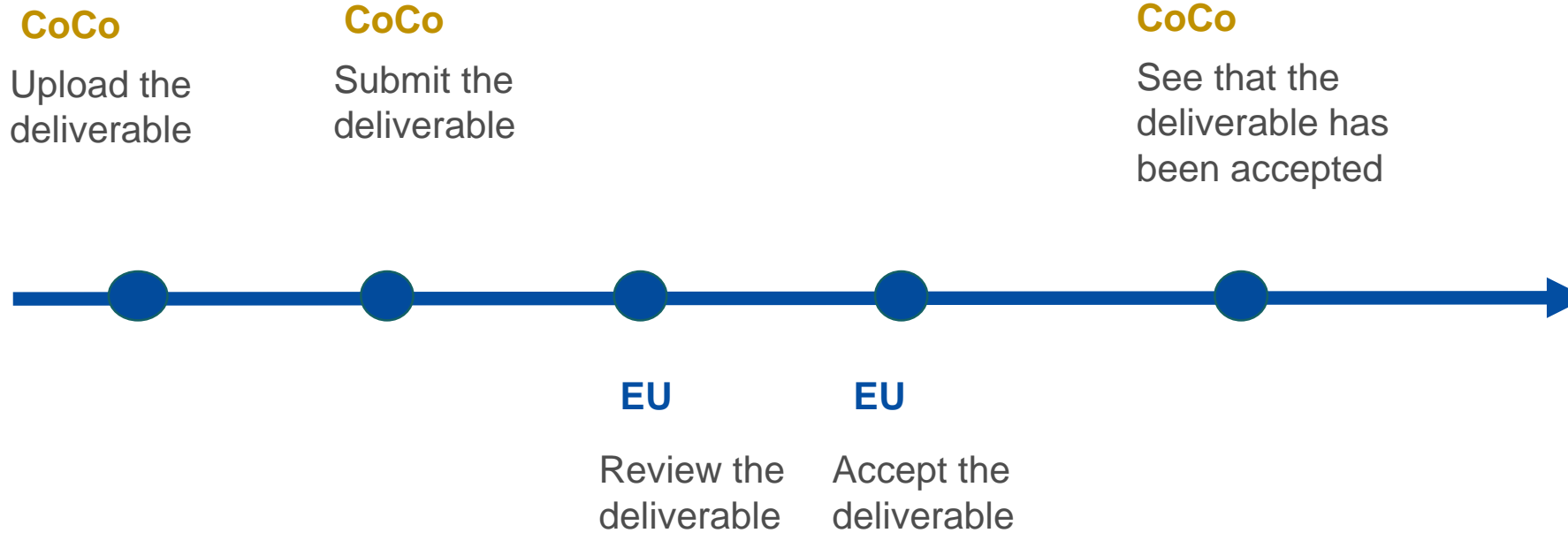
Send deliverables electronically

Contractual deliverables are defined by the EU during the preparation of the request for service.

The contractor / consortium leader has to upload the requested deliverables, by the defined due dates.

If any were defined, they are then an integral part of the execution of the contract.

Send deliverables



Send deliverables

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile
My Organisation(s)
Procurement
My Submission(s)
1 My Contract(s)
My Formal Notification(s)

My Contract(s)

Results: 1

Search.. **2**

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
SRSS/2018/01/FWC/002-05	310000104		2	Actions
Marie-2906	300025229			Action
Marie08-03062021	300025227			Manage Contract Manage Consortium

10

3

Send deliverables

Expand the Reporting Process.

The screenshot shows the 'Manage my area' dashboard. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 12 alerts. A blue button in the top right corner says '+ Launch new interaction with the EU'. The main content area is titled 'General Information' (highlighted with a red box). Below this is a 'Contract' dropdown menu. The 'Process' section has two tabs: 'Processes' (selected) and 'Documents'. A table lists two processes:

Process Name	Refresh	Help	Dropdown	Status
Continuous Reporting - DLV-300025 229			(highlighted with a red box)	Status: ACTIVE
Contract Signature - LAP-30002522 9				Start Date: 06/07/2021 Status: COMPLETED

A large red number '4' is overlaid on the table, specifically pointing to the dropdown arrow of the first process.

Send deliverables

The screenshot displays the 'General Information' page for a contract. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 118 alerts. The main content area is titled 'General Information' and features a '+ Launch new interaction with the EU' button. Below this is a 'Contract' dropdown menu. The 'Process' section is active, showing 'Processes' and 'Documents' tabs. The current process is 'Continuous Reporting - DLV-300025229' with a status of 'ACTIVE'. A progress bar shows the process is 'STARTED' (indicated by a red location pin icon) and has 2 steps remaining to 'COMPLETED'. A warning message states: 'If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above'. Below the progress bar, the process reference is 'Marie-2906' and 'Process Reference: DLV-300025229'. The 'Tasks' tab is highlighted with a red box. Below the tasks section, a 'Continuous Reporting - 07 Jul 2021' entry is shown with a 'PENDING' status and a right arrow button, also highlighted with a red box. A large red number '5' is overlaid on the bottom right of the screenshot.

Send deliverables

General Information + Launch new interaction with the EU

Contract ?

Process

Processes Documents

Continuous Reporting - DLV-300025 229 Refresh ? Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

STARTED COMPLETED

Marie-2906
Process Reference: DLV-300025229

Tasks Documents History

Continuous Reporting - 07 Jul 2021 Status: PENDING

To manage Your deliverable, please click on "Manage Deliverable(s)". By Clicking on "Manage Deliverable(s)" you will be able to both view and upload your Deliverables to the EU

Manage Deliverables

6

Send deliverables



Deliverable status

- Pending
- **Uploaded:** not yet sent
- **Submitted:** Received by the contracting authority. (The task remains orange as an operation is pending: approval by the contracting authority);
- **Accepted** by the contracting authority.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025229 | Contract title: Marie-2906

Navigation: Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Pending

7

Send deliverables

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025229 | Contract title: Marie-2906

Navigation

- ✓ Deliverable Submission

Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Pending

Language: English | Type: Progress report

Description: script / plan

Within 2 Day(s) from the project end date (08/07/2021)

Deliverable

Deliverable (Last updated)

Add Comment

Optionally add a comment

8

Send deliverables

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025229 | Contract title: Marie-2906

Navigation < Deliverable Submission

Description
script / plan

Within 2 Day(s) from the project end date
(08/07/2021)

Deliverable

Deliverable
Last updated

Actions

Add Comment

When	Who	Comment
Add Item		

Comment

Comment about deliverable for contract XXX25229

Cancel Save

Send deliverables

The screenshot shows a web application interface for 'Deliverable Submission'. At the top, it displays 'Contract number: 300025229' and 'Contract title: Marie-2906'. A navigation sidebar on the left includes a 'Deliverable Submission' link with a green checkmark. The main content area is titled 'Deliverable Submission' and contains a table with the following data:

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Pending

Below the table, there are fields for 'Language' (English) and 'Type' (Progress report). A description field contains 'script / plan' and a note: 'Within 2 Day(s) from the project end date (08/07/2021)'. A 'Deliverable' section shows a list of items with an 'Actions' dropdown menu highlighted by a red box. Below this is a comment table:

When	Who	Comment
2021-07-06	Marie-	Here is my comment
2021-07-07	Tester Testing	Comment about deliverable for contract XXX25229

The footer contains copyright information: '© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.

9

Send deliverables

In the **Actions** menu, click on **Upload**.

Contract number: 300025229 Contract title: Marie-2906

Navigation

- Deliverable Submission

Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Pending

Language: English Type: Progress report

Description: script / plan

Within 2 Day(s) from the project end date (08/07/2021)

Deliverable

Deliverable Last updated

When Who Comment

2021-07-06	Marie-	Here is my comment
------------	--------	--------------------

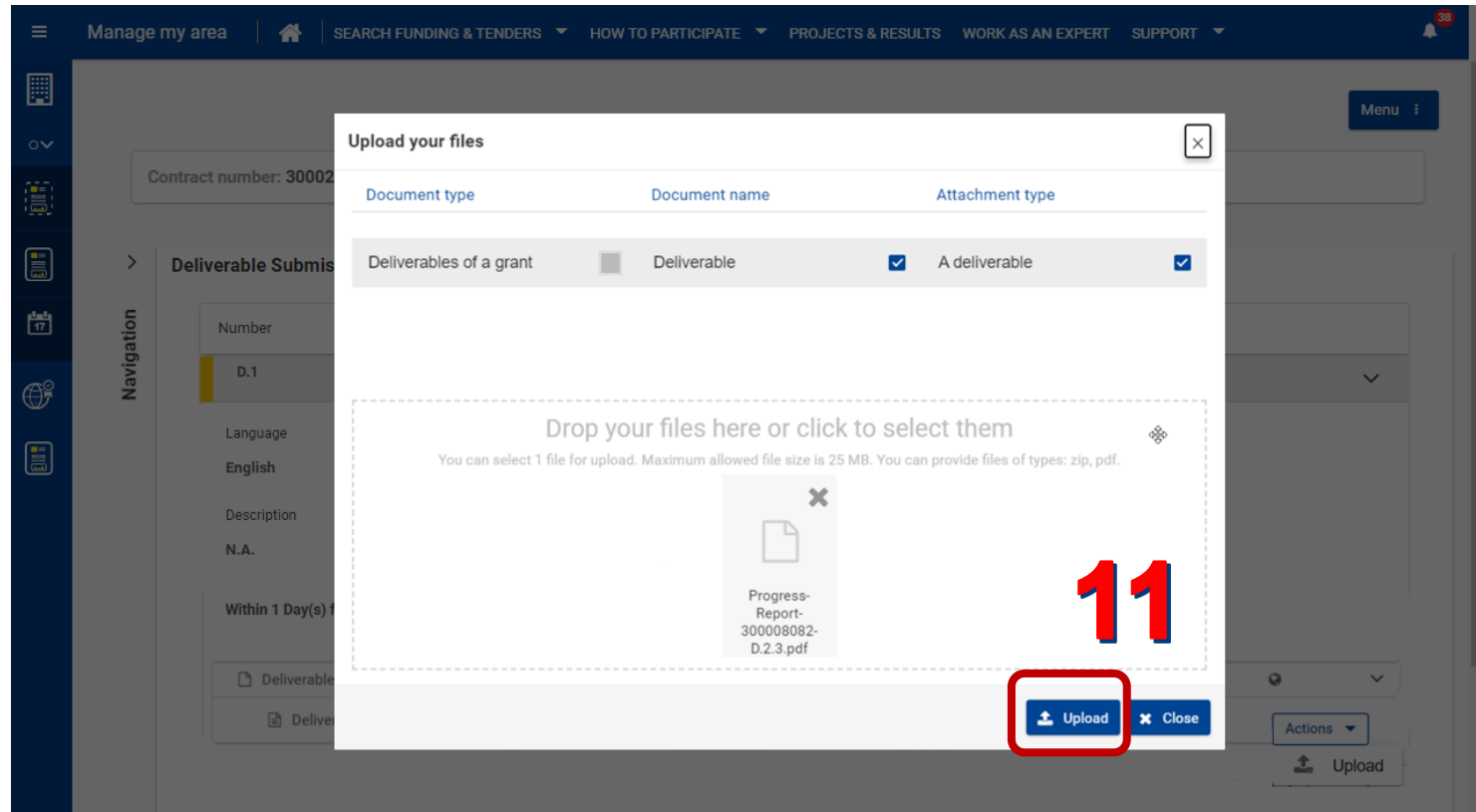
Actions

Upload

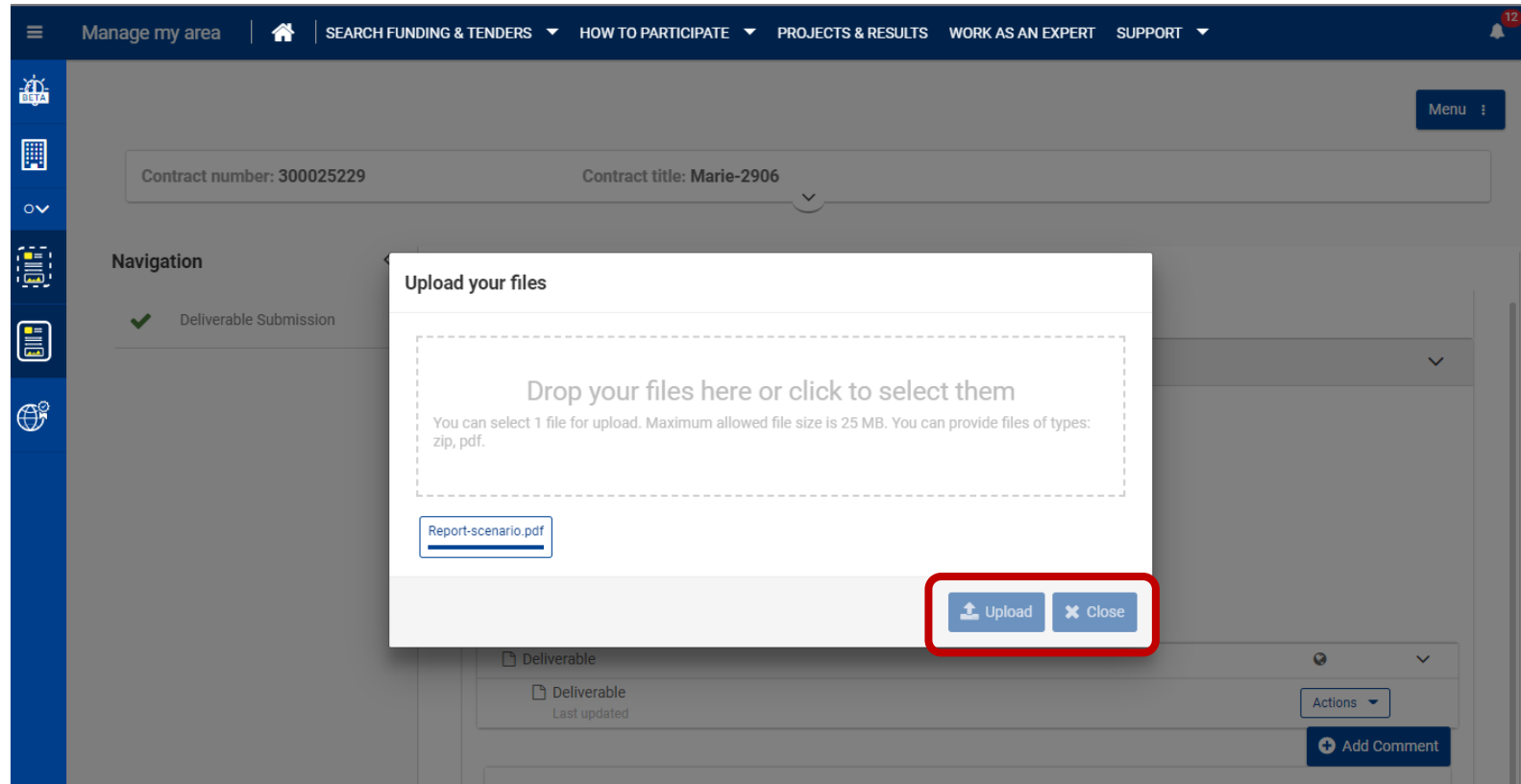
10

Send deliverables

- Drag and drop the file
- Click the **Upload** button.



Send deliverables



Send deliverables

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025229 | Contract title: Marie-2906

Navigation

- ✓ Deliverable Submission

Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Uploaded

Send deliverables

Once ready, click on **Submit** to request the contracting authority's approval.

Contract number: 300025229 Contract title: Marie-2906

Navigation

- ✓ Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Uploaded

Language: English Type: Progress report

Description: script / plan

Within 2 Day(s) from the project end date (08/07/2021)

Report-scenario (EN)
Last updated 07/07/2021

Actions: Delete, Download

12



Documents not submitted yet can be downloaded or deleted.

Send deliverables

The screenshot shows a web application interface for managing deliverables. At the top, there is a navigation bar with options like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below this, the contract details are displayed: 'Contract number: 300025229' and 'Contract title: Marie-2906'. The main content area is titled 'Deliverable Submission' and contains a table with columns for 'Number', 'Deliverable', 'Due Date', 'Submission date', and 'Status'. A 'Submit' button is visible in the top right corner of the main area. A 'Confirm submit' dialog box is overlaid on the screen, asking 'After submitting you cannot change the comments and attachment are you sure you want to submit?'. The 'Yes' button in the dialog is highlighted with a red box. A large red '13' is overlaid on the right side of the dialog. Below the dialog, there is a section for a specific deliverable: 'script / plan' with a due date of 'Within 2 Day(s) from the project end date (08/07/2021)'. It lists a deliverable 'Deliverable (Deliverables of a grant) reform.a.1(2021)688408' created on 07/07/2021, and a 'Report-scenario' last updated on 07/07/2021. There are 'Actions' and 'Add Comment' buttons at the bottom right of this section.

Send deliverables

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025229 | Contract title: Marie-2906

Navigation

- Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	2021-07-07	Submitted

Submitted documents can be downloaded.

Send deliverables

Manage my area | | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | 15

Contract number: 300025229 | Contract title: Marie-2906

Navigation

- Deliverable Submission

Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	2021-07-07	Accepted

Review requested



The contracting authority can request you to review the deliverable. CoCo's will receive a notification: **'Deliverable Revision needed'**.

The screenshot shows a web application interface with a dark blue header and a vertical sidebar on the left. The header contains navigation links: 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon with '117' is in the top right. A button '+ Launch new interaction with the EU' is also present. The main content area is titled 'Process' and has two tabs: 'Processes' and 'Documents'. Below the tabs is a list of processes:

Process Name	Refresh	Info	Action	Start Date	Status
Continuous Reporting - DLV-300025229					Status: ACTIVE
Contract Signature - LAP-300025229				Start Date: 06/07/2021	Status: COMPLETED

The dropdown arrow for the 'Contract Signature - LAP-300025229' process is highlighted with a red box.

Review requested

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General Information

+ Launch new interaction with the EU

Contract

Process

Processes | Documents

Continuous Reporting - DLV-300025227 Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

STARTED ————— COMPLETED

Marie08-03062021
Process Reference: DLV-300025227

Tasks | Documents | History

Continuous Reporting - 08 Jul 2021 Status: PENDING >

Review requested

Continuous Reporting - DLV-300025229 ↻ ? Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

STARTED ————— 2 COMPLETED

Marie-2906
Process Reference: DLV-300025229

Tasks Documents History

Continuous Reporting - 07 Jul 2021 Status: PENDING ▼

To manage Your deliverable, please click on "Manage Deliverable(s)". By Clicking on "Manage Deliverable(s)" you will be able to both view and upload your Deliverables to the EU

[Manage Deliverables](#)

Review requested

A request review icon is displayed next to the deliverable. Its status is reset to pending. It remains orange or turns red if due date is past.

The screenshot shows a web interface for managing funding and tenders. At the top, there is a navigation bar with options like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below this, the contract details are displayed: 'Contract number: 300025229' and 'Contract title: Marie-2906'. The main content area is divided into a 'Navigation' sidebar and a 'Deliverable Submission' table. The 'Deliverable Submission' table has columns for 'Number', 'Deliverable', 'Due Date', 'Submission date', and 'Status'. A single row is shown with 'D.1' as the number, 'Progress report' as the deliverable, and '2021-07-10' as the due date. The status is 'Pending', and a red box highlights this status along with a circular refresh icon. Another red box highlights a right-pointing arrow icon. A large red number '1' is placed above the refresh icon.

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-10	-	Pending

Review requested

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025227 | Contract title: Marie08-03062021

Navigation: Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-08	-	Pending

Language: English | Type: Progress report

Description: provide scenario and details used during the recording

Within 2 Day(s) from the project start date (06/07/2021)

Deliverable list:

- Deliverable (Last updated) [Actions]
- Progress report - prep note (Last updated) [Actions]

When | Who | Comment

[Add Comment]

Review requested

Contract number: 300025227 Contract title: Marie08-03062021

Navigation < **Deliverable Submission**

✓ Deliverable Submission

English Progress report

Description
provide scenario and details used during the recording

Within 2 Day(s) from the project start date (06/07/2021)

Deliverable

- Deliverable
Last updated Actions
- Progress report - prep note
Last updated Actions

+ Add Comment

When	Who	Comment
2021-07-06	Marie-Claude	Here is my comment
2021-07-08	Marie-Claude	Revision is needed. Part 1 of the report needs to be further developed.
2021-07-08	Marie-Claude	Revision is needed. Part 1 of the report needs to be further developed.

2

Review requested

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Contract number: 300025227 | Contract title: Marie08-03062021

Navigation: Deliverable Submission

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-08	-	Pending

Language: English | Type: Progress report

Description: provide scenario and details used during the recording

Within 2 Day(s) from the project start date (06/07/2021)

Deliverable

- Deliverable (Last updated)
- Progress report - prep note (Last updated)

Actions: Upload, Add Comment

When | Who | Comment

Review requested

The screenshot shows a web application interface for managing deliverable submissions. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon with '20' is in the top right. The main content area displays 'Contract number: 300025227' and 'Contract title: Marie08-03062021'. A left sidebar contains a 'Navigation' menu with 'Deliverable Submission' selected. The main table, titled 'Deliverable Submission', has the following data:

Number	Deliverable	Due Date	Submission date	Status
D.1	Progress report	2021-07-08	-	Uploaded

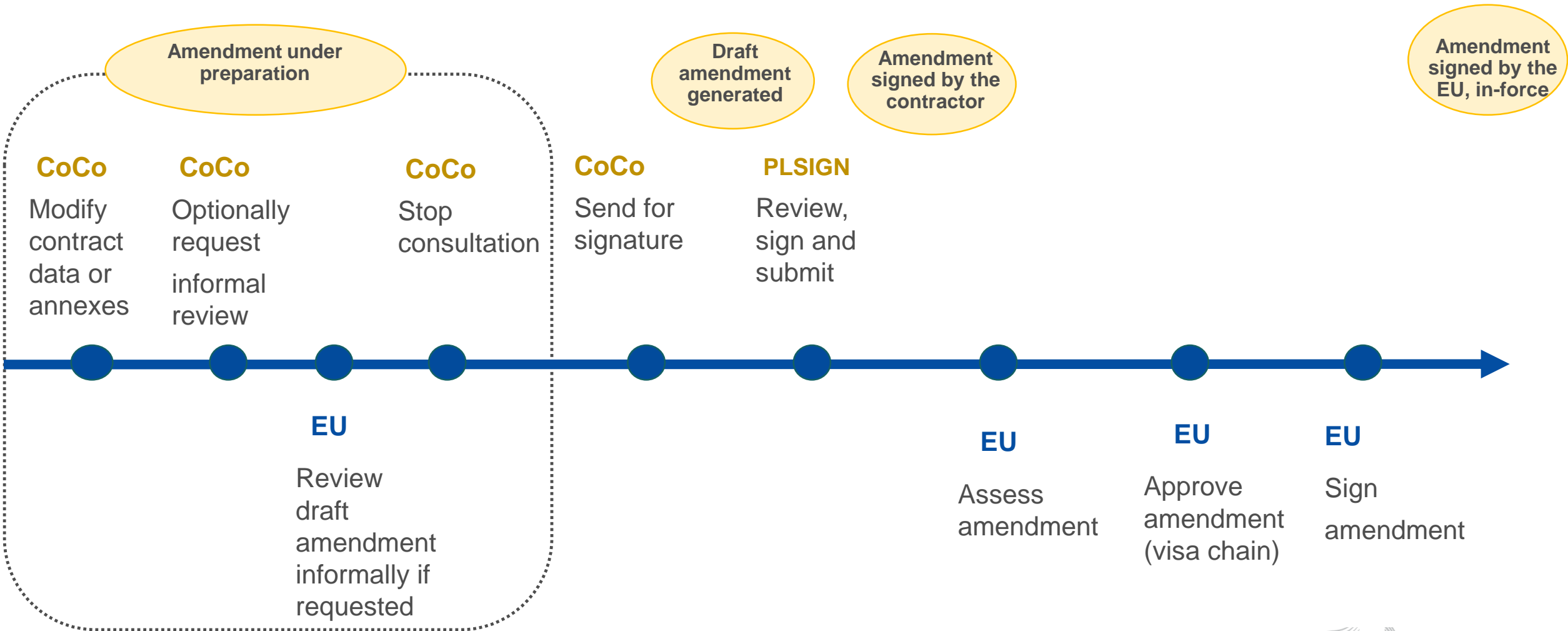
The 'Uploaded' status and the refresh icon in the 'Status' column of the first row are highlighted with a red box.

Initiate contract amendment

Amendments can be initiated by any parties of the contract.

- **AMDE = Amendment Initiated by EU**
- **AMDC = Amendment Initiated by a single economic operator or consortium leader.**

Amendment by the contractor



Initiate contract amendment

The screenshot shows the 'My Contract(s)' page in a web application. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification badge with the number '12' is in the top right. The main content area has a search bar and a table of contracts. The table has columns for 'TITLE', 'CONTRACT ID', 'LOT', 'LINKED CONTRACT COUNT', and 'ACTIONS'. The first row is expanded, showing a dropdown menu with options: 'Action', 'Manage Contract', and 'Manage Consortium'. A red box highlights the 'Manage Contract' option, and a large red number '1' is placed next to it. A red box also highlights the 'Actions' button in the first row of the table. The left sidebar contains several icons, with the 'Contracts' icon highlighted by a red box.

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
SRSS/2018/01/FWC/002-05	310000104		2	Actions
Marie-2906	300025229			Action Manage Contract Manage Consortium
Marie08-03062021	300025227			

Initiate contract amendment

The screenshot shows a web interface for managing contracts. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'General Information' and features a 'Contract' dropdown menu. Below this is a 'Process' section with tabs for 'Processes' and 'Documents'. The 'Processes' tab is active, displaying a list of processes:

Process Name	Refresh	Help	Start Date	Status
Continuous Reporting - DLV-300025229				ACTIVE
Contract Signature - LAP-300025229			06/07/2021	COMPLETED

A red box highlights a button '+ Launch new interaction with the EU' in the top right corner. A callout box with a signature icon and the text 'The initiator signs the amendment first.' points to the 'Contract' dropdown menu. A large red number '2' is positioned to the right of the callout box.

Initiate contract amendment

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General

Contract

Process

Co

Co

Launch new interaction with the EU

i Please be patient when Launching an Amendment as the process can take several minutes to generate your amendment request, you should wait for the onscreen confirmation before proceeding, if this takes too long please contact the Helpdesk.

Choose one of the options below

Request for an addendum

Request for an administrative order

For both cases,note that is strongly recommended to limit the number of the draft amendment requests. Once the amendment is signed by the parties, eventual ongoing draft amendment requests shall be updated by the system in order to reflect the modifications resulting from the signed amendment.

Cancel **OK**

3

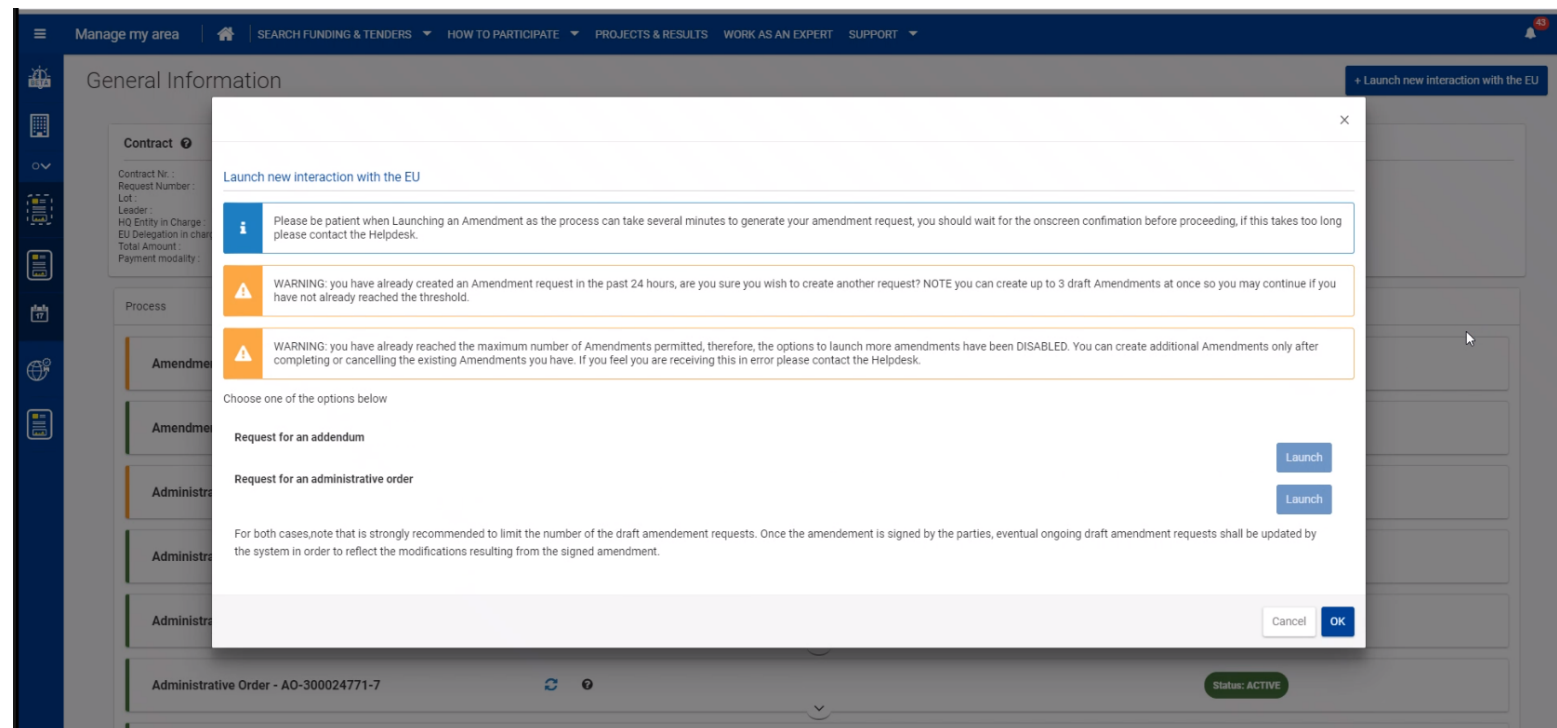
Launch

Launch

Initiate contract amendment

Maximum 3 draft amendments at the same time (whoever the initiator is and whatever the type).

Only one can be sent at a time.



Initiate contract amendment

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General Information

+ Launch new interaction with the EU

Contract

Process

Processes | Documents

Amendment - AMD-300025229-2	Refresh	Help	4	Dropdown	Status: ACTIVE	
Continuous Reporting - DLV-300025229	Refresh	Help			Status: ACTIVE	
Contract Signature - LAP-300025229	Refresh	Help			Start Date: 06/07/2021	Status: COMPLETED

Initiate contract amendment

The screenshot shows a web interface for managing contract amendments. At the top, there is a navigation bar with options like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'General Information' and includes a 'Contract' dropdown menu and a '+ Launch new interaction with the EU' button. Below this, there is a 'Process' section with tabs for 'Processes' and 'Documents'. The current process is 'Amendment - AMD-300025229-2', which is in an 'ACTIVE' status. A progress bar shows four stages: 1. LAUNCHED (with a red location pin icon), 2. PREPARED, 3. SUBMITTED, and 4. DECISION. A warning message is displayed: 'If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above'. Below the progress bar, the process is identified as 'Marie-2906' with a reference number 'AMD-300025229-2'. At the bottom, there is a 'Tasks' section with a task 'Prepare Amendment - 08 Jul 2021' in a 'PENDING' status. A large red number '5' and a red-bordered button with a right-pointing arrow are overlaid on the bottom right of the screenshot.

Initiate contract amendment

The screenshot displays a user interface for managing contract amendments. At the top, there are tabs for 'Processes' and 'Documents'. The main content area shows an 'Amendment - AMD-300025229-2' with a status of 'ACTIVE'. A progress bar indicates the current stage is 'LAUNCHED', with subsequent stages being 'PREPARED', 'SUBMITTED', and 'DECISION'. Below this, a task titled 'Prepare Amendment - 08 Jul 2021' is shown with a 'Status: PENDING' label. An information box provides instructions on how to prepare the amendment. At the bottom, a 'Prepare' button is highlighted with a red box and a large red number '6', indicating the next step in the process. A 'Cancel' button is also visible below it.

Initiate contract amendment

The screenshot displays a web application interface for contract management. At the top, there is a navigation bar with options: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 23 alerts. Below the navigation bar, a search bar contains 'Contract number: 300025229' and 'Contract title: Marie-2906'. A 'Menu' button is visible in the top right corner.

The main content area is divided into two sections. On the left is a 'Navigation' sidebar, which is highlighted with a red rounded rectangle. It contains a list of menu items, each with a green checkmark: Summary, Amendment, General Info, Contract Data, Contractors, Deliverables, Financial Information, and Documents. On the right is the 'Summary' section, which displays contract details in a table format.

Summary			
Contract number	300025229	Contract title	Marie-2906
Operational Initiating Agent	Marie-4		
Responsible Service	REFORM/B/01	Procedure reference number	SRSS-2018-12984
		Leader	INTERN
Duration	2	Contract type	Specific contract
		Payment modality	Global Price
Important dates			
Entry into force	2021-07-06	Indicative Start Date	08/07/2021

Initiate contract amendment

Contract number: 300025229 Contract title: Marie-2906

Navigation

- ✓ Summary
- ✓ Amendment
- ✓ General Info
- ✓ Contract Data
- ✓ Contractors
- ✓ Deliverables
- ✓ Financial Information
- ✓ Documents

Summary

Amendment reference: AMD-300025229-2 Amendment type: Consortium Requested

Amendment number: -

Budget information

Maximum contract value: € 500

Implemented under framework contract

Framework contract number	Lot
310000104	1
Entry into force	Expiry Date
2020-06-15	15/06/2024
Procedure reference number	
SRSS-2018	

Save Cancel Complete

Initiate contract amendment

Contract number: 300025229 Contract title: Marie-2906

Menu

Navigation

- Summary
- Amendment**
- General Info
- Contract Data
- Contractors
- Deliverables
- Financial Information
- Documents

Amendment

Automatic

Business reference	Description
<input type="checkbox"/> AT2	Implementation period
<input type="checkbox"/> AT3	Starting date

Manual

Business reference	Description
<input type="checkbox"/> AT4	Maximum value of the contract

Save Cancel Complete

Initiate contract amendment

The screenshot shows a web interface for contract management. At the top, the contract number is 300025229 and the title is Marie-2906. A navigation sidebar on the left lists various sections, with 'General Info' highlighted. The main content area is titled 'General Info' and contains several fields: 'Contract number' (300025229), 'Contract title' (Marie-2906), 'Description' (Provide eLearning), 'Start Date' (06/07/2021), 'Duration' (30), and 'Duration unit' (Day(s)). A red box highlights the 'General Info' section in the sidebar and the 'Provide eLearning' section in the main content area. A red arrow points from the 'General Info' sidebar item to the 'Provide eLearning' section. At the bottom right, there are three buttons: 'Save', 'Cancel', and 'Complete'. A red box highlights the 'Save' button. A large red number '8' is placed over the 'Contract number' field, and a large red number '9' is placed over the 'Save' button.

Contract number: 300025229 Contract title: Marie-2906

8

Navigation

- Summary
- Amendment
- General Info**
- Contract Details
- Contractors
- Deliverables
- Financial Information
- Documents

General Info

Contract number: 300025229 Contract title: Marie-2906

Description: Provide eLearning

Start Date: 06/07/2021 Duration: 30 Duration unit: Day(s)

Framework contract: LAP-310000104

Benefiting Zone

9

Save Cancel Complete

Initiate contract amendment

Contract number: 300025229 Contract title: Marie-2906

Navigation

- ✓ Summary
- ✓ Amendment
- ✓ General Info
- ✓ Contract Data
- ✓ Contractors
- ✓ Deliverables
- ✓ Financial Information
- ✓ Documents

Amendment

Automatic

Business reference	Description
<input checked="" type="checkbox"/> AT2	Implementation period
<input type="checkbox"/> AT3	Starting date

Manual

Business reference	Description
<input checked="" type="checkbox"/> AT4	Maximum value of the contract

Save Cancel Complete

Initiate contract amendment

The screenshot displays a web interface for contract management. At the top, the contract number is 300025229 and the title is Marie-2906. A navigation sidebar on the left lists several sections: Summary, Amendment, General Info, Contract Data, Contractors, Deliverables, Financial Information, and Documents. The 'Financial Information' section is currently active and highlighted with a red box. An arrow points from this box to the main content area. The main content area, also outlined in red, contains the following fields:

- Maximum contract value: € 500
- First pre-financing amount: -
- First pre-financing %: 0
- Include Financial Guarantee:

At the bottom right of the interface, there are three buttons: 'Save', 'Cancel', and 'Complete'.

Initiate contract amendment

Contract number: 300025229 Contract title: Marie-2906

Navigation

- Summary
- Amendment
- General Info
- Contract Data
- Contractors
- Deliverables
- Financial Information
- Documents**

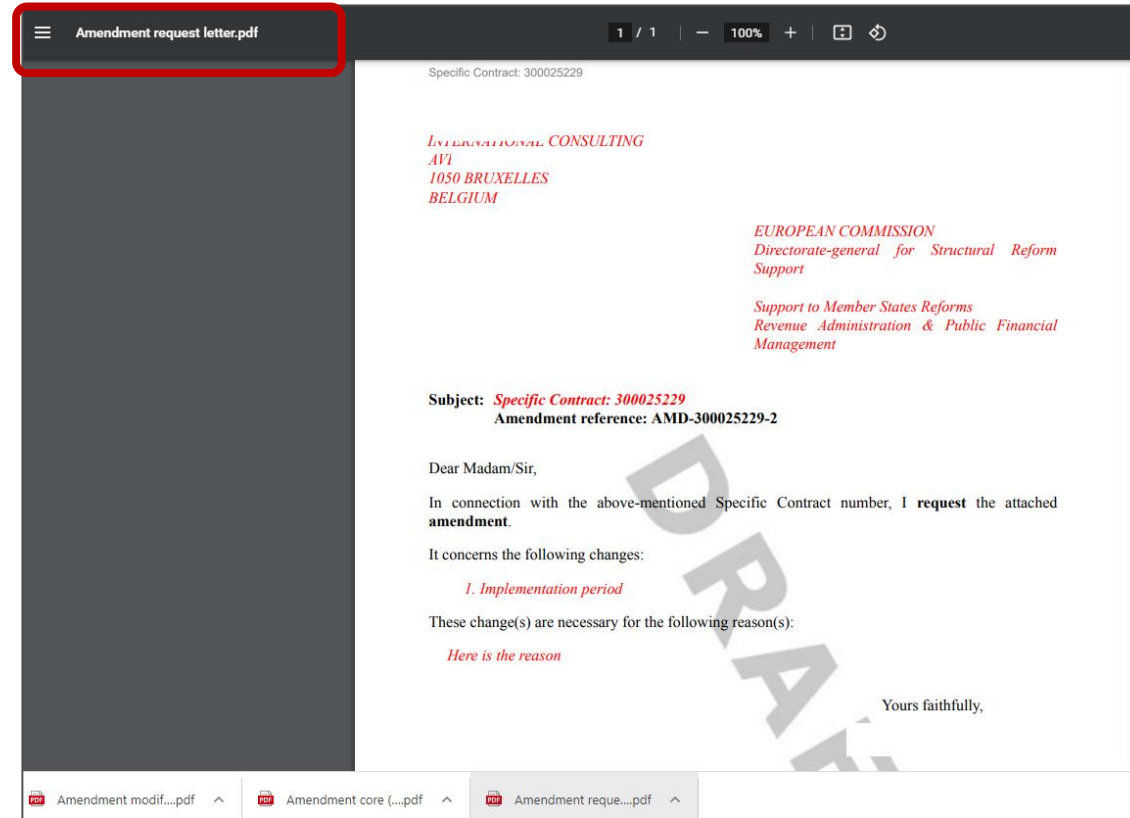
Documents

Amendment reform.a.1(2021)691148	Created 08/07/2021	Actions
Amendment core	Last updated	Actions
Amendment request letter	Last updated	Preview
Amendment modifications matrix	Last updated	

Save Cancel Complete

10

Initiate contract amendment



Initiate contract amendment

Amendment core (1).pdf

1 / 1 | 90% + | [Print] [Share]

Framework Contract number : 310000104 --- SRSS-2018
Specific Contract number : 300025229 --- 2012984

 **EUROPEAN COMMISSION**
Directorate-general for Structural Reform Support
Support to Member States Reforms
Revenue Administration & Public Financial Management

ADDENDUM No AMD-300025229-2 TO SPECIFIC SERVICE CONTRACT NO 300025229

The European Union, represented by the European Commission, B-1049 Brussels, Belgium
(‘the contracting authority’),

of the one part,

and

CONSULTING(), established in AVENUE L.
000 1050 BRUXELLES Country GEN Belgium , official registration number: , VAT
number: .

(“the contractor”) of the other part,

have agreed to amend the contract as follows:

1. Implementation period

The implementation period set out in article 3 of the specific contract is changed to 30 days.

All other terms and conditions of the specific contract remain unchanged. This addendum shall form an integral part of the specific contract and it shall enter into force on the later date of signature by the parties.

For the contractor **For the contracting authority**

Amendment modif...pdf ^ Amendment core (...pdf ^ Amendment requ...pdf ^

Initiate contract amendment

Amendment modifications matrix.pdf

1 / 1 | - 100% + | [] []

Amendment: AMD-300025229-2
List of Modifications

Field modified	Former value	New value
Implementation Period	2 days	30 days

Annexes Modified:

DRAFT

Amendment modif...pdf ^ | Amendment core (...pdf ^ | Amendment requ...pdf ^

Initiate contract amendment

Contract number: 300025229 Contract title: Marie-2906

Navigation

- ✓ Summary
- ✓ Amendment
- ✓ General Info
- ✓ Contract Data
- ✓ Contractors
- ✓ Deliverables
- ✓ Financial Information
- ✓ Documents

Amendment

Amendment reference: AMD-300025229-3 Amendment type: Consortium Requested

Amendment justification

Automatic

Business reference	Description
<input checked="" type="checkbox"/> AT2	Implementation period
<input checked="" type="checkbox"/> AT3	Starting date

Manual

Save Cancel **Complete**

11

Initiate contract amendment

The screenshot shows a web interface for managing contract amendments. At the top, there is a navigation bar with options like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon shows 23 alerts. The main content area is titled 'General Information' and includes a search bar for 'Contract'. Below this, there are tabs for 'Processes' and 'Documents'. The selected 'Processes' tab shows a list of processes. The first process is 'Amendment - AMD-300025229-2', which is 'Status: ACTIVE'. A progress bar below the process name shows four stages: 'LAUNCHED', 'PREPARED', 'SUBMITTED', and 'DECISION'. The 'PREPARED' stage is highlighted with a red square and a green checkmark. A warning message on the left states: 'If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above'. Below the progress bar, there is a section for 'Marie-2906' with 'Process Reference: AMD-300025229-2'. At the bottom, there are tabs for 'Tasks', 'Documents', and 'History'. The 'Tasks' tab shows a task 'Contract Amendment Review - 08 Jul 2021' with a 'Status: PENDING' label.

Request informal Review

My Person Profile

Amendment - AMD-300025229-2 Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED PREPARED SUBMITTED DECISION

Marie-2906
Process Reference: AMD-300025229-2

Tasks Documents History

Contract Amendment Review - 08 Jul 2021 Status: PENDING

Contract Amendment Review. To Continue further preparation or to re-edit the Amendment click "Prepare". If you wish for the Contracting Authority/EU to informally, review the amendment click "Informal Review". Alternatively if you have reviewed the Amendment you can proceed to the Signature step

To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments Prepare

If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU Request Informal Review


Proceed to signature Proceed To Signature


Cancel

1

Request informal Review

The screenshot shows a software interface for 'Contract Amendment Review'. At the top, it displays 'Marie-2906' and 'Process Reference: AMD-300025229-2'. Below this are tabs for 'Tasks', 'Documents', and 'History'. A main section shows 'Contract Amendment Review - 08 Jul 2021' with a 'Status: PENDING' indicator. A warning message states: 'Contract Amendment Review. To Continue further preparation or to re-edit the Amendment click "Prepare". If you wish for the Contracting Authority/EU to informally, review the amendment click "Informal Review". Alternatively if you have reviewed the Amendment you can proceed to the Signature step'. A modal dialog box titled 'Request Informal Review by EU?' is open, containing the text: 'Please note that the Informal Review is just to aid and advise you in the preparation of your amendment it is not an Assessment and as such does not guarantee that the Assessment (After Signature) is shortened a full and complete assesment will still be required. Click 'No' if you wish to abandon the Informal Review'. The dialog has 'No' and 'Yes' buttons, with the 'Yes' button highlighted by a red box and a large red number '2' next to it. In the background, there are buttons for 'Prepare', 'Request Informal Review', 'Proceed To Signature', and 'Cancel'. A sidebar on the left contains various icons.

 You can no longer work on a draft amendment once you sent it for informal review.

 Only one amendment can be sent at a time.

Revoke EU consultation

General Information + Launch new interaction with the EU

Contract ⓘ

Process

Processes Documents

Amendment - AMD-300025229-2 ↻ ⓘ Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED PREPARED SUBMITTED DECISION

Marie-2906
Process Reference: AMD-300025229-2

Tasks Documents History

Under Informal Review - 08 Jul 2021 Status: PENDING

Currently under Consultation/Review by the Contracting Authority/EU. Your Contract Amendment is being Informally Reviewed by the Contracting Authority/EU. You may take back control of your Amendment by clicking on "Revoke Informal Review"

To revoke consultation with the EU click on Revoke button.

1 Revoke EU Consultation

Revoke EU consultation

The screenshot displays a software interface with a sidebar on the left and a main content area. The main content area shows a process titled "Amendment - AMD-300025229-2" with a status of "ACTIVE". A progress bar indicates four stages: LAUNCHED, PREPARED, SUBMITTED, and DECISION. A dialog box is open in the center, titled "Revoke Informal Review by EU?". The dialog contains the following text:

WARNING: The EU is currently working on your Amendment. If you 'Revoke' the changes made to your amendment by the EU will be removed. Your amendment will be as it was prior to the Informal Review request.

NOTE: you can of course view any modifications by the EU that were saved in Amendment History.

Click 'NO' if you wish to wait for the EU to finish the review

At the bottom of the dialog, there are two buttons: "No" (orange) and "Yes" (blue). A large red number "2" is overlaid on the "Yes" button, and a red square highlights the "Yes" button.

Proceed to signature

Amendment - AMD-300025229-2 Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED PREPARED SUBMITTED 3 DECISION 4

Marie-2906
Process Reference: AMD-300025229-2

Tasks Documents History

Contract Amendment Review - 08 Jul 2021 Status: PENDING

Contract Amendment Review. To Continue further preparation Amendment you can proceed to the Signature step

You can discard the suggested changes or take them into account.

To continue preparing or to re-edit the Amendment click on Prepare

If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU

Proceed to signature

Prepare
Request Informal Review
Proceed To Signature
Cancel

1

Sign amendment

Amendment - AMD-300025229-2 Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED PREPARED SUBMITTED DECISION

Marie-2906
Process Reference: AMD-300025229-2

Tasks Documents History

Ready For Signature - 08 Jul 2021 Status: PENDING

Contract Amendment Signature. To go back and make further Edits to the Amendment click on "Go Back to Preparation" or Click on "Sign and Submit" to submit the Amendment to the EU

Documents

To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments Sign Amendment

If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU Back to Preparation

1



PLSign can also send it back to the coordinator contact for correction.

Sign amendment

Amendment - AMD-300025229-2

Status: ACTIVE

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED PREPARED SUBMITTED DECISION

Marie-2906
Process Reference: AMD-300025229-2

Tasks Documents

Sign contract

Please confirm that you agree with the contract agreement

2 Confirm Cancel

Ready For Signature - 08 Jul 2021

Contract Amendment Signature. To go

Documents

To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments

To continue preparing or to re-edit the Amendment click on Prepare. By Clicking on Amendments you will be able to make amendments

If you wish to have the Contracting Authority Informally Review the Amendment click on Consult EU. By Clicking on Consultation you will be able to consult the EU

Sign Amendment

Back to Preparation

Sign amendment

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

General Information

+ Launch new interaction with the EU

Contract

Process

Processes | Documents

Amendment - AMD-300025229-2

If after performing an action or receiving a notification concerning your process but you do not see any changes please click on the refresh icon above

LAUNCHED | PREPARED | SUBM

Marie-2906
Process Reference: AMD-300025229-2

Tasks | Documents | History

Awaiting Decision - 08 Jul 2021

Status: PENDING

Awaiting Decision. Your Amendment has been submitted to the Contracting Authority, you will be informed of their decision shortly. In the meantime you will only have a limited duration with which to withdraw the amendment via this portal.

Cancel

The contracting authority can also:

- Reject the amendment. You'll receive a rejection notification (letter) including comments and potentially, suggestions for modifications.
- Request additional information (with a letter providing explanations).

Sign amendment

The screenshot shows a web application interface with a dark blue header and a vertical sidebar on the left. The header contains navigation links: "Manage my area", "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". A notification bell icon with "123" is in the top right. The main content area is titled "General Information" and includes a "Contract" section with a "Process" sub-section. The "Process" section has tabs for "Processes" and "Documents". Two amendment entries are listed:

Amendment ID	Refresh Icon	Help Icon	Status
Amendment - AMD-300025227-3	🔄	?	Status: COMPLETED
Amendment - AMD-300025229-2	🔄	?	Status: ACTIVE

A callout box with a hand icon and a checkmark contains the text: "If one is signed while another one is pending, the update is reflected in the pending one. Once signed and in force, the process is marked as completed." A red box highlights the "Status: COMPLETED" label for the first amendment.

Initiate contract amendment

My Notification(s) ⓘ

Inbox | Preferences

Results: 136 Q Search..

<input type="checkbox"/>	DATE ▾	SOURCE ⇅	SUBJECT ⇅	PRIORITY ⇅
<input type="checkbox"/>	08-07-2021 17:50:00	Participant Portal Contract Management System	Your Amendment: 300025227 - ; Amendment request evaluated - decision by Commission	HIGH
<input type="checkbox"/>	08-07-2021 17:21:36	Participant Portal Contract Management System	Your Amendment: 300025227 - ; Amendment request signed and submitted to the Commission by the Contractor	HIGH

Initiate contract amendment

The screenshot displays the 'My General Information' page. At the top, there is a navigation bar with links: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification bell icon with '26' is in the top right. Below the navigation bar, the page title 'My General Information' is shown, along with a button '+ Launch new interaction with the EU'. The main content area features a 'Contract' dropdown menu. Below it, a 'Process' section contains two tabs: 'Processes' and 'Documents'. The 'Documents' tab is highlighted with a red box. Underneath, there are two document entries, each with a 'Download document:' link and a download icon. The first entry is 'Amendment: AMD-300025227-3' with the sub-label 'Amendment', and the second is 'Contract Signature: LAP-300025227' with the sub-label 'Specific Contract'. A red box highlights the first document entry.

Initiate contract amendment

Amendment - AMD-300025227-3 (1).pdf

CONSULTING(I), established in AVENUE 9A
000 1050 BRUXELLES : BE Country GEN Belgium , official registration number: , VAT
number:

("the contractor") of the other part,

have agreed to amend the contract as follows:

1. Implementation period

The implementation period set out in article 3 of the specific contract is changed to 18 days.

All other terms and conditions of the specific contract remain unchanged. This addendum shall form an integral part of the specific contract and it shall enter into force on the later date of signature by the parties.

For the contractor

For the contracting authority

Signed by Mamata Ballram MANE with ECAS id mamaman as an authorised representative on 08-07-2021 17:47:50 (transaction id SigId-Q65VAncbHWqHUpG41RmZ59N 2hu62aUfMa- My6NkUC4pV8uAgj0Hw0Hq1L5D oW02tbaeWk886Gu0w1TQ0jm).

Signed by Mamata Ballram MANE with ECAS id mamaman as an authorised representative on 08-07-2021 17:47:50 (transaction id SigId-18516-bWHD8AZ7FjjeInZIZ01V3vSDQC6KurLnEQK29vRb7zmk q7dDq2AK1KqjCO8FxfVt2fWvDq2c7QL5rm- yns0F97T1Hq2QVE1t5um0-WjBh40XkTtBbQLG4u8QMEcHUJ3wW5 65y78YkQ8A8ey2K1ggc5wfbz0rjyW5tRk0u0rmeE3m5Gm00GZa B) 2021.07.08 17:47:52 CEST

Digitally sealed by the European Commission
Date: 2021.07.08 15:45:11 CEST

This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

Send invoices electronically

To send invoices based on specific contracts existing in the portal, you will use the **Funding & Tenders portal**.

Electronic invoicing

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)
My Formal Notification(s)
My Task(s)

My Contract(s)

Results: 3

Search..

	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET	310000011		7	Action
Marie 01 - Provision of training	300022564		0	Action
Marie 05 - 14042021	300023443		0	Action

10

Electronic invoicing

Open the **Action** menu next to the specific contract & select **Manage invoices**.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)
My Formal Notification(s)
My Task(s)

My Contract(s)

Results: 3

Search..

TITLE	CONTRACT ID	LOT	LINKED CONTRACT COUNT	ACTIONS
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET	310000011		7	Action
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET	300006511			Action
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET	300006508			Manage Contract Manage Consortium
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 PLANET	300006401			Manage Invoices

Electronic invoicing

The screenshot displays the 'eInvoicing' interface. On the left is a sidebar with navigation options: 'Manage my area', 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area shows a table of invoices with columns for 'INVOICE REFERENCE', 'INVOICE DATE', 'SUPPLIER', 'INVOICE TYPE', 'STATUS', 'LAST UPDATED', and 'ACTIONS'. A red box highlights the '+ New Invoice' button in the top right corner, with a large red number '5' next to it. Another red box highlights the 'Edit invoice' option in the 'ACTIONS' dropdown menu for the 'MC Invoice 02' row.

INVOICE REFERENCE	INVOICE DATE	SUPPLIER	INVOICE TYPE	STATUS	LAST UPDATED	ACTIONS
ABAC Email Test 1	11-06-2021	PLANET S.A	Commercial Invoice	Submitted	11-06-2021 09:33:18	Actions
MC Invoice 02	10-06-2021	PLANET S.A	Commercial Invoice	Draft	10-06-2021 16:24:04	Actions
Email123	10-06-2021	PLANET S.A	Commercial Invoice	Submitted	10-06-2021 11:15:00	Edit invoice, Duplicate invoice, Delete
35654635777777	04-06-2021	PLANET S.A	Commercial Invoice	Submitted	04-06-2021 15:00:00	

Electronic invoicing

- At the top, the progress line enables you to quickly access the step that you need.
- At the bottom of the page, you find a **Next** button to move to the next step.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

eInvoicing - Create Invoice

Progress line: 1. Supplier (highlighted), 2. Customer, 3. Invoice form, 4. Invoice details, 5. Confirmation

Supplier

Supplier

Address

Postal code

City

Country

Electronic Address for invoicing

VAT

SUPPLIER CONTACT PERSON

Name *

Phone

Email

Navigation: Back to Invoices, Save, Next (highlighted)

Electronic invoicing

The **supplier** section will be automatically filled in and cannot be edited.

- Indicate the **contact person**, on your side, for this invoice.
- Click on **Next**.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

eInvoicing - Create Invoice

Supplier 2 Customer 3 Invoice form 4 Invoice details 5 Confirmation

Supplier

Supplier P_

Address LO VER

Postal code 1

City ATHENS

Country Greece

Electronic Address for invoicing

VAT

SUPPLIER CONTACT PERSON

Name * LAST NAME first name...

Phone

Email

Back to Invoices Save

7 Next

Electronic invoicing

The **customer** section will be automatically filled in and cannot be edited.

- Click on **Next**.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

eInvoicing - Create Invoice

1 Supplier | 2 Customer | 3 Invoice form | 4 Invoice details | 5 Confirmation

Customer

Customer: NEAR
Address: Rue de la Loi 200
Postal code: 1049
City: Bruxelles
Country: Belgium
Electronic Address for eInvoicing: EU/CE/NEAR

CUSTOMER CONTACT PERSON

Name: G
Phone:
Email:

Back to Invoices | Save | Previous | Next

Electronic invoicing

At the **Invoice form** step, You have to encode the invoice number, invoice date, invoicing currency & payment means.

You may indicate the start and end date of the invoicing period and other details.

Some fields are pre-filled and cannot be edited.

eInvoicing - Create Invoice

1 Supplier — 2 Customer — **3 Invoice form** — 4 Invoice details — 5 Confirmation

Invoice form

Invoice number * €

Please complete this field

Invoice date * € 03/06/2021

Invoice period from € dd/mm/yyyy

Invoice period to € dd/mm/yyyy

Invoicing currency * € Euro **9**

Payment means * € Payment to bank account

IBAN € L

BIC/SWIFT

Payment delay Payment due date Payment terms

Payment due date € dd/mm/yyyy

Payment terms €

Payment reference €

Electronic invoicing

At the **Invoice form** step,
You can upload
documents: receipt
advices, delivery notes...

Drag and drop the file.

File Name	ACTIONS
RA.pdf	Delete
RA03.pdf	Delete
RA02.pdf	Delete

Drag and drop files to upload

Choose Files No file chosen

Back to Invoices Save Previous Next

10

Electronic invoicing

At the **Invoice details** step, add as many lines as you need.

- Click on **New invoice line**.

eInvoicing - Create Invoice

1 Supplier — 2 Customer — 3 Invoice form — **4 Invoice details** — 5 Confirmation

Invoice details

11 + New invoice line

Line ID	Item name	Quantity (unit)	Total amount (excl. discount and VAT)	VAT amount	Total amount (incl. discount and VAT)	ACTIONS
					Total amount (incl discount without VAT)	0,00 €
					Total amount (incl discount and VAT)	0,00 €

[← Back to Invoices](#) [Save](#) [Previous](#) [Next](#)

Electronic invoicing

In the invoice line, at the bottom, you find a recap table and the line total amount calculated by the system.

- Click on **Save line**.
- Click on **Next**.

The line remains editable by clicking on its name.

The screenshot displays the 'eInvoicing - Create Invoice' interface. The left sidebar shows 'Invoice details' with a table containing one line item: '1 Service provision by XXX'. The main area contains various fields for invoice creation, including 'Unit measure', 'VAT category', 'VAT rate', 'Order reference', 'Discount (excluding VAT)', 'Percent discount', 'Fixed amount discount', 'Discount reason', 'Note', 'Order line', 'Supplier item reference', and 'VAT exemption reason'. At the bottom, a recap table is visible, and the 'Save Line' button is highlighted with a red box and the number '12'.

	Excl VAT	VAT	Total
Item	345,00 €	34,50 €	379,50 €
Discount	0,00 €	0,00 €	0,00 €
Total	1 035,00 €	103,50 €	1 138,50 €

Electronic invoicing

At the **confirmation** step, the details filled in in all the different steps are displayed.

- Click on **Edit xxx** to edit some details.
- Click on **Submit** to send the invoice to the CA.
- Pay attention not to have concurrent editions of the same draft invoice.

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

eInvoicing - Create Invoice

1 Supplier — 2 Customer — 3 Invoice form — 4 Invoice details — 5 Confirmation

Confirmation

SUPPLIER

Supplier ⓘ P [redacted]

Edit supplier

ATTACHMENT ⓘ

File Name ⓘ ACTIONS

RA.pdf

RA03.pdf

RA02.pdf

INVOICE DETAILS

Line ID ⓘ	Item name ⓘ	Quantity (unit) ⓘ	Total amount (excl. discount and VAT) ⓘ	VAT amount ⓘ	Total amount (incl. discount and VAT) ⓘ
1	Service provision by XXX	3	1 138,50 €	103,50 €	1 138,50 €

Total amount (incl. discount without VAT) 1 035,00 €

Total amount (incl. discount and VAT) 1 138,50 €

Back to Invoices Save Edit invoice form Submit

13

Electronic invoicing

Back into the list of invoices you manage, find your **draft** and **submitted** invoices. The invoice has been generated in PDF format.

eInvoicing

[+ New invoice](#)

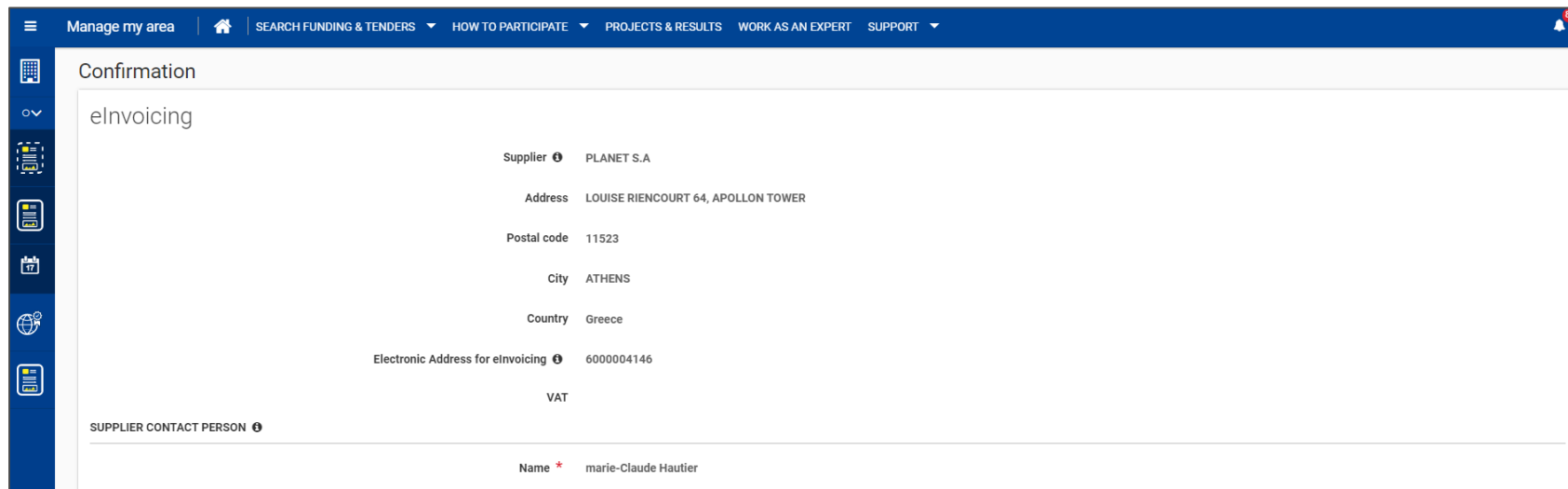
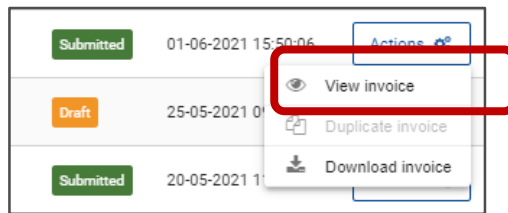
INVOICE REFERENCE	INVOICE DATE	SUPPLIER	INVOICE TYPE	STATUS	LAST UPDATED	ACTIONS
MC Invoice 02	03-06-2021	PL	Commercial Invoice	Draft	04-06-2021 14:07:06	Actions
MC-Invoice01	03-06-2021	P	Commercial Invoice	Submitted	04-06-2021 14:05:00	Actions

1 10

- View invoice
- Duplicate invoice
- Download invoice

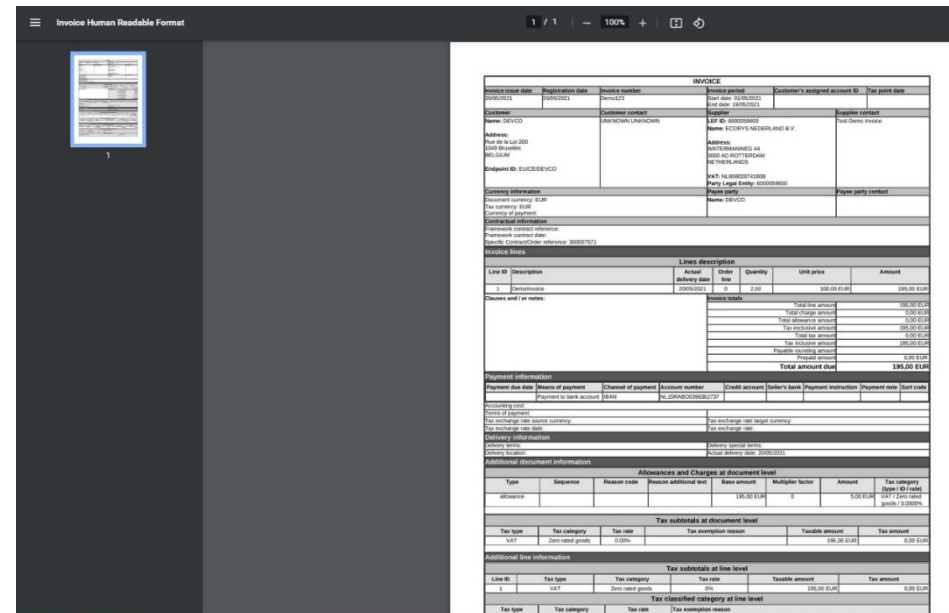
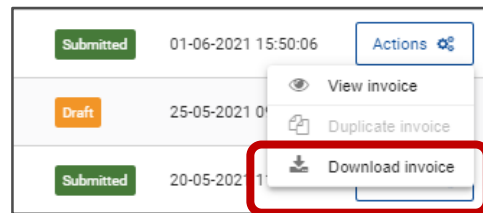
Electronic invoicing

View the invoice.



Electronic invoicing

Download the invoice in PDF format



Notifications

An automated notification facility is integrated in the portal.

Notifications are added to the portal and then sent per mail as well.

Notifications



Click on the bell icon to get an overview of all your latest unread notifications;

Notifications are sent by different services (eSubmission, procedure manager...)

My notifications

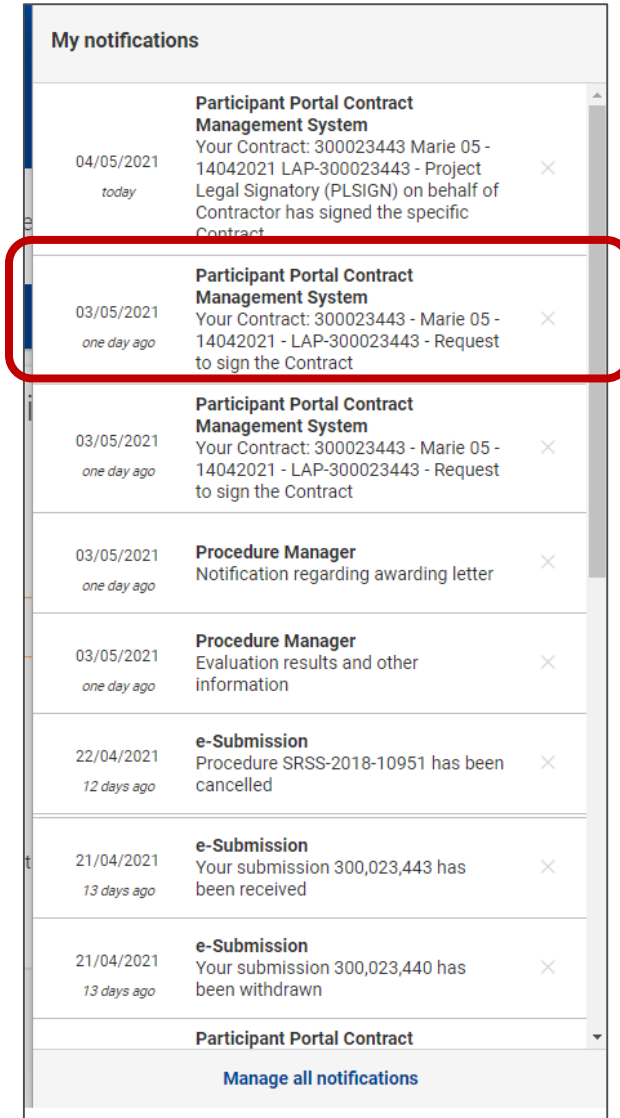
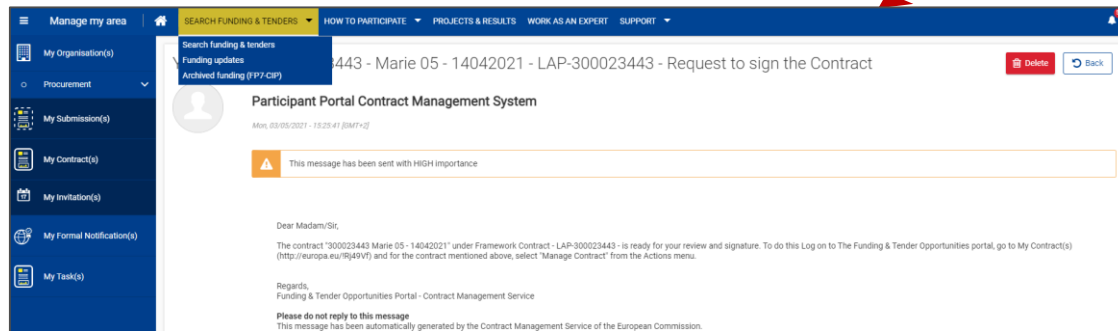
04/05/2021 <i>today</i>	Participant Portal Contract Management System Your Contract: 300023443 Marie 05 - 14042021 LAP-300023443 - Project Legal Signatory (PLSIGN) on behalf of Contractor has signed the specific Contract	×
03/05/2021 <i>one day ago</i>	Participant Portal Contract Management System Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	×
03/05/2021 <i>one day ago</i>	Participant Portal Contract Management System Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	×
03/05/2021 <i>one day ago</i>	Procedure Manager Notification regarding awarding letter	×
03/05/2021 <i>one day ago</i>	Procedure Manager Evaluation results and other information	×
22/04/2021 <i>12 days ago</i>	e-Submission Procedure SRSS-2018-10951 has been cancelled	×
21/04/2021 <i>13 days ago</i>	e-Submission Your submission 300,023,443 has been received	×
21/04/2021 <i>13 days ago</i>	e-Submission Your submission 300,023,440 has been withdrawn	×

Participant Portal Contract

[Manage all notifications](#)

Notifications

Click on a notification to access its contents.



Notifications

My notifications

04/05/2021 <i>today</i>	Participant Portal Contract Management System Your Contract: 300023443 Marie 05 - 14042021 LAP-300023443 - Project Legal Signatory (PLSIGN) on behalf of Contractor has signed the specific Contract	×
03/05/2021 <i>one day ago</i>	Participant Portal Contract Management System Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	×
03/05/2021 <i>one day ago</i>	Participant Portal Contract Management System Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	×
03/05/2021 <i>one day ago</i>	Procedure Manager Notification regarding awarding letter	×
03/05/2021 <i>one day ago</i>	Procedure Manager Evaluation results and other information	×
22/04/2021 <i>12 days ago</i>	e-Submission Procedure SRSS-2018-10951 has been cancelled	×
21/04/2021 <i>13 days ago</i>	e-Submission Your submission 300,023,443 has been received	×
21/04/2021 <i>13 days ago</i>	e-Submission Your submission 300,023,440 has been withdrawn	×
92	Participant Portal Contract	▼
Manage all notifications		

Click on **Manage all notifications** at the bottom of the list to get into the **My Notification(s)** section or open the section via the navigation menu on the left of your screen.

Notifications

My Notification(s) ⓘ

Inbox Preferences

Results: 69

<input type="checkbox"/>	DATE ↓	SOURCE ↓	SUBJECT ↓	PRIORITY ↓
<input type="checkbox"/>	04-05-2021 11:29:32	Participant Portal Contract Management System	Your Contract: 300023443 Marie 05 - 14042021 LAP-300023443 - Project Legal Signatory (PLSIGN) on behalf of Contractor has signed the specific Contract	HIGH
<input type="checkbox"/>	03-05-2021 16:22:05	Funding & Tenders Portal	INFO: Allocation of role of Project Legal Signatory for Marie 05 - 14042021 (300023443) in organisation <905974278 - IBF INTERNATIONAL CONSULTING>	HIGH
<input type="checkbox"/>	03-05-2021 15:55:48	Participant Portal Contract Management System	Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	HIGH
<input type="checkbox"/>	03-05-2021 15:25:41	Participant Portal Contract Management System	Your Contract: 300023443 - Marie 05 - 14042021 - LAP-300023443 - Request to sign the Contract	HIGH
<input type="checkbox"/>	03-05-2021 15:24:32	Procedure Manager	Notification regarding awarding letter	HIGH
<input type="checkbox"/>	03-05-2021 15:24:27	Procedure Manager	Evaluation results and other information	HIGH
<input type="checkbox"/>	22-04-2021 16:45:24	e-Submission	Procedure SRSS-2018-10951 has been cancelled	HIGH
<input type="checkbox"/>	21-04-2021 16:26:22	e-Submission	Your submission 300,023,441 has been received	HIGH
<input type="checkbox"/>	21-04-2021 16:13:27	e-Submission	Your submission 300,023,443 has been received	HIGH
<input type="checkbox"/>	21-04-2021 16:10:05	e-Submission	Your submission 300,023,440 has been withdrawn	HIGH

⏪ < 1 2 3 > ⏩ 10 ▾

Delete Selected **Mark Selected Read** Mark All Read Mark Selected Unread

Via the **inbox**, you can access your notifications details & manage them.

Notifications

My Notification(s)

Inbox **Preferences**

Notification e-mails are sent to the e-mail address of your Portal (EU Login) account.

Here you can set the frequency of e-mail notifications, depending on the priority of the notification. Independently of your choice, all your notifications are available under "My notifications" after login to the portal.

Notifications addressed directly to me (To):

High Immediately
 Daily

Normal Immediately
 Daily
 Weekly
 Never

Notifications for which I am in copy (CC):

Immediately
 Daily
 Weekly
 Never

Weekly: every Friday 23:30hrs a single email containing all the received notifications for that week will be sent to your registered email address.

Via the **Preferences** tab, define the rhythm at which you wish to receive the notifications

Notifications

Subject: Your organisation has been invited to participate in procedure SRSS-2018-XXXX

Dear Sir/Madam,

We invite you to participate in Procedure SRSS-2018-12218. Please logon to the [F&T Portal > My Invitations](#) to find the invitation. We would be grateful if you could kindly accept or reject the invitation before **02/06/2021 15:42:30 UTC+02:00**.

Procedure reference number: SRSS-2018-12218

Procedure title: Amalia 0106

Invited on: 01/06/2021 15:42:32 UTC+02:00

Deadline: 16/06/2021 15:42:30 UTC+02:00

Participant: E. [REDACTED] NG

Coordinating contact: Philippe [REDACTED]

Market Procedure: SRSS-2018


With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support (+32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Funding & Tenders Portal > My Notifications > Preferences

Notifications

Subject: Your submission xxx has been received

 Your submission 300024813 has been received

Dear Sir/Madam,

We would like to inform you that we received your submission for procedure SRSS-2018-12333. A Submission Receipt has been generated; please click [here](#) to download it. You can also find your Submission Receipt in the [F&T Portal](#).

Submission Receipt ID: Z1OcWCSaXvNINKdx

Submission ID: 300024813

Submitted by: UNKNOWN UNKNOWN (w0501059)

Submission received on: 04/06/2021 16:34:20 UTC+02:00

Procedure reference number: SRSS-2018-12333

Procedure title: Marie-CL-04062021

Coordinating contact: Marie- [REDACTED]

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

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If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Funding & Tenders Portal > My Notifications > Preferences

Notifications

Notification regarding awarding letter

The screenshot shows a web interface for notifications. At the top, there is a navigation bar with the following items: 'area', a home icon, 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Notification regarding awarding letter' and includes a 'Delete' button and a refresh icon. The sender is identified as 'Procedure Manager' with a timestamp of 'Mon, 03/05/2021 - 15:24:32 [GMT+2]'. A prominent orange banner states: 'This message has been sent with HIGH importance'. The body of the notification reads: 'EU Notification Dear Sir/Madam, We would like to inform you that you have received a notification for the procedure with reference SRSS-2018-10814. An awarding letter has been generated, please click [here](#) to download it. Submission ID: 300023443 Notification received on: 03/05/2021 15:24:32 UTC+02:00 Procedure reference number: SRSS-2018-10814 With kind regards, EU Single Electronic Data Interchange Area - F&T Portal team This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support (+32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

Documentation & contact

[Contact form](#)

Mail to ec-funding-tender-service-desk@ec.europa.eu

If urgent: +32 2 299 22 22

[FAQ and support section on the Funding & Tenders portal](#)

Documentation & contact

Funding & Tenders Portal eProcurement wiki dedicated to eProcurement

- Roles at the level of the organization
- Roles per contract/project
- Respond to a request for service
- Sign the contract
- My invitations

+ Quick guide when submitting



Questions & Answers



Thank you



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