



Release note

eProcurement
eContracting

The new release introduces the following improvements:

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LEAR/Account Administrators access to all contracts/invitations

The [Legal Entity Appointed Representative \(LEAR\)](#) and his/her back-ups (Account Administrators) have now access to all (Framework/Specific/Direct) contracts and invitations of their organisation in the F&T Portal.

Framework Contract Primary Coordinator Contact (PCoCo)

To facilitate the use of F&T Portal for newly signed framework contracts (FWCs), the contractor’s Legal Entity Appointed Representative (LEAR) will be automatically assigned the role of FWC [Primary Coordinator Contact \(PCoCo\)](#)¹ when the use of F&T Portal is first activated². The LEAR or his/her back-ups (Account Administrators) can then decide to appoint another person as FWC PCoCo (see below).

Replacing the Primary Coordinator Contact (PCoCo)

The [Primary Coordinator Contact \(PCoCo\)](#) for a (Framework/Specific/Direct) contract or for an invitation can be now replaced in the F&T Portal directly (there is no longer need to contact the F&T support team).

Who can replace the PCoCo?

The LEAR, an Account Administrator or the current PCoCo for the contract/invitation. Coordinator Contacts (CoCo) for an invitation can replace the PCoCo for the invitation.

¹ If the contractor is a consortium, the PCoCo role will be assigned to the LEAR of the consortium’s leader.

² FWCs for which the use of F&T Portal has already been activated are not affected – the existing PCoCo roles will not be revoked and reassigned to the LEAR.

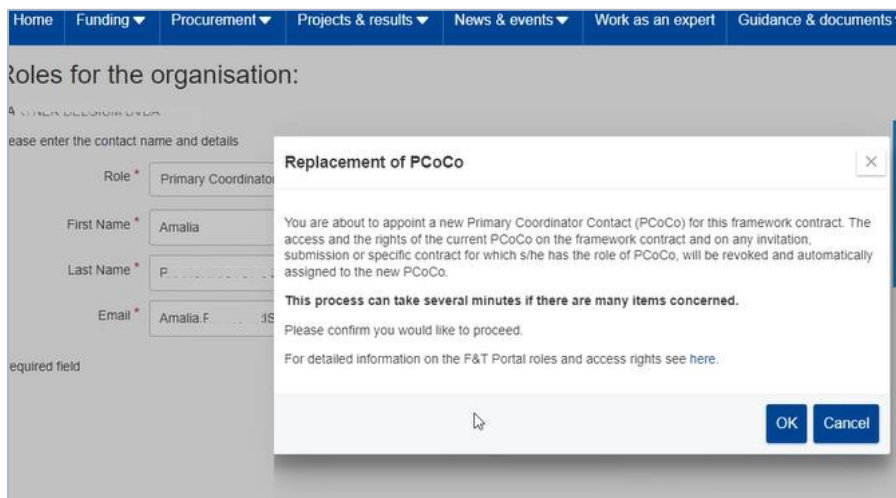
How can the PCoCo be replaced?

Go to *My Contracts* or *My Invitations*, find your contract/invitation, click on *Actions* → *Manage Consortium*³/*Manage Roles*⁴ → *Edit roles* → *Add roles* → *Primary Coordinator Contact*. See guidance [how to add roles at contract level or at invitation level](#) in the F&T Portal eProcurement wiki.

What are the consequences?

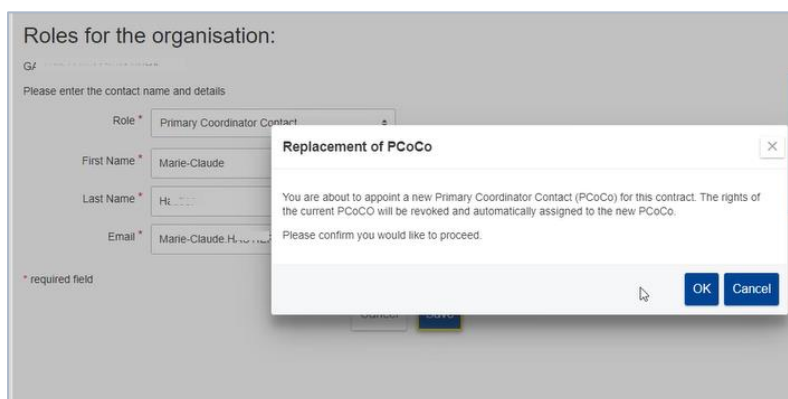
When a new **FWC PCoCo** is appointed, the previous FWC PCoCo loses the access and rights not only on the FWC but also on any invitation, submission or specific contract for which s/he has the role of PCoCo at the moment of the replacement (any Coordinator Contacts (CoCos) roles remain intact). These rights are automatically assigned to the new FWC PCoCo.

The person appointing the new FWC PCoCo is informed of the consequences and asked to confirm the replacement.



When a new **PCoCo** is appointed **for a specific/direct contract or for an invitation**, the role and rights of the previous PCoCo are revoked and immediately assigned to the new PCoCo.

The person appointing the new PCoCo is informed of the consequences and asked to confirm the replacement.



Who is notified about the PCoCo replacement?

F&T Portal sends automatic notifications to the new PCoCo, the previous PCoCo and all CoCo on the contract/invitation whose PCoCo has been replaced.

³ To replace the PCoCo for a contract.

⁴ To replace the PCoCo for an invitation.