



What's new?

Legal Signatory for Procurement..... 1
Contract Legal Signatory 2

In 2023 the signature process in the F&T Portal was simplified to facilitate the signing of contracts by small and medium-sized enterprises (SME). The change consisted in allowing all persons having the LSIGN role (authorisation given by the organisation’s LEAR or Account Administrator in the F&T Portal) to access and sign all contracts and contract amendments to which their organisation is a contracting party (leader of the consortium, if the contractor is a consortium). The notifications were sent to all LSIGNs of the organisation, including those who were not involved in any procurement contract of the organisation but only in grants.

To allow organisations involved both in grants and procurement to organise better their contracts’ signing process in the F&T Portal, we have introduced the role of **Legal Signatory for Procurement (Procurement LSIGN)** role. In addition, organisations will be now able to indicate which LSIGN should be notified and sign a specific contract or all the specific contracts under a framework contract.

Legal Signatory for Procurement

The LEAR or an Account Administrator of an organisation involved in both grants and procurement can now assign the role **Legal Signatory for Procurement** to persons signing only procurement contracts on behalf of the organisation. The role “Legal Signatory” allows a person to sign only grant agreements on behalf of the organisation.

Roles for the organisation:

SA

Please enter the contact name and details

Role * Please choose

First Name * Please choose

Last Name * Account Administrator
Accounting Manager
Financial Signatory
Legal Signatory
Legal Signatory for Procurement

Email *

* required field

Cancel Save

If an organisation is involved in at least one procurement contract but is not involved in any grants project, the LEAR/Account Administrator will see only the **Legal Signatory for**

Procurement role in the list of F&T Portal roles when adding a new legal signatory role (the role *Legal Signatory* will not be shown as it concerns only grants).

Persons having the role **Legal Signatory for Procurement (Procurement LSIGN)**:

- have automatically access to all contracts (framework, specific and direct contracts) to which their organisation is a contracting party (leader of the consortium if the contractor is a consortium).
- are authorised to sign contracts and contract amendments on behalf of their organisation (if the organisation is the consortium leader when the contractor is a consortium) except for contracts for which a Contract Legal Signatory (CLSIGN) has been assigned.
- receive the notifications related to the signature of contracts and contract amendments except for contracts for which a Contract Legal Signatory (CLSIGN) has been assigned.

⚡ All users previously assigned the LSIGN role and not indicated as LSIGN on a grants project will be automatically assigned the Procurement LSIGN role – no need for the LEAR/Account Administrators to update the existing LSIGN roles.

Contract Legal Signatory

If an organisation has many Procurement LSIGNs and would like to restrict the signature of a specific/direct contract or all the specific contracts under a framework contract to one or more Procurement LSIGNs, the latter should be assigned the role of **Contract Legal Signatory (CLSIGN)**.

The role can be assigned by any Procurement LSIGN and can be limited to a framework contract or a specific/direct contract:

- The CLSIGNs assigned to a **framework contract** will be the only Procurement LSIGNs authorised to sign any new specific contract and specific contract amendment under this framework contract except for the specific contracts for which a different CLSIGN has been assigned.
- The CLSIGNs assigned to a **specific contract** will be the only Procurement LSIGNs authorised to sign the contract and its amendments even if there is a CLSIGN for the framework contract.
- The CLSIGNs assigned to a **direct contract** will be the only Procurement LSIGNs authorised to sign the contract and its amendments.

Notifications related to the signature of contracts/amendments for which there is at least one CLSIGN are sent only to the CLSIGNs.

The other Procurement LSIGNs who are not CLSIGN can still access the contract, including all specific contracts under the FWC, and assign/revoke the CLSIGN role for a framework/specific/direct contract.