

# Signature of the Contract



## Framework Contracts

- 6. Signature of the Contract
  - 6.1 Nomination of Legal Signatory – LSIGN
  - 6.2 Nomination of Project Legal Signatory – PLSIGN
  - 6.3 Signing the Specific Contract

## 6. Signature of the Contract

As soon as the availability of the experts is confirmed, the Specific Contract is made available to the Contractor for signature. The Contractor **always signs the Specific Contract first**.



Please note that if any modifications to the Specific Contract are required **before signature**, please address the request for change by **e-mail to the Contracting Authority**, who can either *accept* or *reject* the requested change(s).



### **Important Note:**

- The **Notification Letters** for the awarding are sent to the Contractors following the approval of the Specific Contract by the Authorising Officer. The Contractors receive a notification by e-mail and via the Funding & Tenders Portal, inviting them to view the notification letter in the Portal.
- The **Validity of the Offer** of the **best tenderer** is *automatically extended for 14 calendar days*, to allow for the signing of the Specific Contract. The Validity of the Offer extension for the signature of the Specific Contract **starts after the approval of the Specific Contract by the Authorising Officer**, when the Notification Letters are sent out to the Contractors.

### 6.1 Nomination of Legal Signatory – LSIGN

LSIGNs are nominated for an organisation by the LEAR or an Account Administrator (AccAd). Subsequently, they can be assigned to a particular project by a Coordinator Contact (CoCo or PCoCo) as PLSIGNs. An organisation can have an unlimited number of LSIGNs.

Role and Level	Permissions (user rights)	Can Nominate or Revoke	Is Nominated or Revoked By
<b>LSIGN</b> (Legal Signatory)  <i>Organisation-level</i>	<ul style="list-style-type: none"><li>• Can be as many LSIGNs as required per organisation.</li></ul>	<ul style="list-style-type: none"><li>• LSIGNs cannot nominate or revoke any roles.</li></ul>	<ul style="list-style-type: none"><li>• First appointed by the LEAR of the organisation, LSIGNs become PLSIGNs once nominated for a particular project by a Coordinator Contact (CoCo or PCoCo) of the project.</li><li>• LSIGNs can only be revoked by the LEAR of the organisation.</li></ul>

For more information on *roles and permissions*, please view [User Roles and Permissions](#).

### 6.2 Nomination of Project Legal Signatory – PLSIGN

The PLSIGN is a person who has the right to sign contracts and amendments on behalf of the organisation. An organisation can have one or more PLSIGNs per project.

Once appointed by the LEAR of the organisation as LSIGNs, PLSIGNs are nominated for a particular project by a Coordinator Contact (CoCo or PCoCo) of the project.

PLSIGNs can only be revoked by the Coordinator Contact (CoCo or PCoCo) of the project.

PLSIGNs have the same permissions as the Coordinator Contacts (CoCos and PCoCos) for contract information (view and edit), but they cannot assign or revoke any roles.

Role and Level	Permissions (user rights)	Can Nominate or Revoke	Is Nominated or Revoked By
<b>PLSIGN</b> (Project Legal Signatory)  <i>Project-level</i>	<ul style="list-style-type: none"> <li>Can be as many PLSIGNS as required per project.</li> <li>Signs contracts and amendments for a particular project on behalf of an organisation.</li> <li>PLSIGNS have the same view and edit permissions as the Coordinator Contacts (CoCos or PCoCos)</li> </ul>	<ul style="list-style-type: none"> <li>PLSIGNS cannot nominate or revoke any roles.</li> </ul>	<ul style="list-style-type: none"> <li>Once appointed by the LEAR of the organisation as LSIGNs, PLSIGNS are nominated for a particular project by a Coordinator Contact (CoCo or PCoCo) of the project.</li> <li>PLSIGNS can only be revoked by the Coordinator Contact (CoCo or PCoCo) of the project.</li> </ul>

For more information on *roles and permissions*, please view [User Roles and Permissions](#).

## 6.3 Signing the Specific Contract

To view and sign the **Specific Contract**:

- In **My Contract(s)** (1) on the Funding & Tenders Portal, search for the Contract (2), click on the **"Action"** button (3) of the relevant Contract, and then select the **"Manage Contract"** option (4) in the drop-down list.

The screenshot shows the 'My Contract(s)' page on the European Commission's Funding & tender opportunities portal. The left sidebar contains a menu with 'My Contract(s)' highlighted and marked with a red circle 1. The main content area shows a table of contracts. At the top right, there is a search bar with the contract ID '300008240' entered, marked with a red circle 2. The table has columns: TITLE, Contract FWK, Contract ID, and Actions. The first row is 'Planned Contract' with Contract FWK '310000001' and Contract ID '300008240'. The 'Actions' column for this row has a dropdown menu open, showing 'Contract Consortium' and 'Manage Contract'. The 'Action' button is marked with a red circle 3, and the 'Manage Contract' option in the dropdown is marked with a red circle 4.

- On the Contract's **"General Information"** page, expand the **Contract** and **Process** panels by clicking on the down arrows to view the *contract details* and *current status*.

My Organisation(s)

Grants

My Proposal(s)

My Project(s)

Procurement

My Submission(s)

My Contract(s)

My Invitation(s)

My Formal Notification(s)

My Expert Area

## General Information

+ Launch new interaction with the EU

**Contract**

Contract Nr.: 300008240  
 Request Number: 2003047  
 Lot: SIEA2018\_Lot1  
 Leader:  
 HQ Entity in Charge: DEVCO/R/04  
 EU Delegation in charge:  
 Total Amount: 77850  
 Payment modality: GPR

**Process**

**Contract Signature - LAP-300008240**

**Planned Contract**  
 Process Reference: LAP-300008240

INVITED CONFIRMED SIGNED

Tasks Documents Communications

Sign Contract - 25 Nov 2019 - PENDING

- Click on the forward arrow of the **Sign Contract** task (1) to expand the panel to *download and view the Contract* in **Documents** (2), and/or if you have the required role and permissions (**PLSIGN**), you will also view the options (3) to *sign or decline* the Contract, or *signal incorrect data* to the Contracting Authority.

My Organisation(s)

Grants

My Proposal(s)

My Project(s)

Procurement

My Submission(s)

My Contract(s)

My Invitation(s)

My Formal Notification(s)

My Expert Area

**Contract Signature - LAP-300008240**

**Planned Contract**  
 Process Reference: LAP-300008240

INVITED CONFIRMED SIGNED

Tasks Documents Communications

Sign Contract - 25 Nov 2019 - PENDING

The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature ...

**The contract details are available for your consultation:**

Documents

Please select one of the options below:

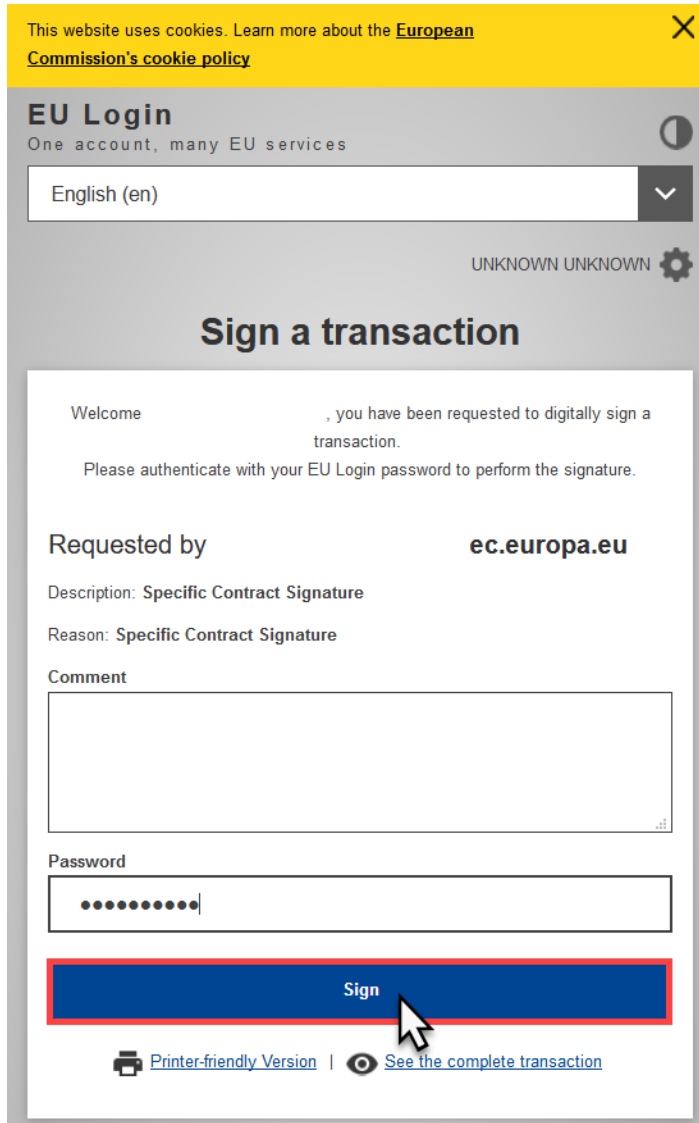
Sign Decline Incorrect data

 If the sign options are not displayed, please view [User Roles and Permissions](#) for more information on how to assign the PLSIGN role, which is ***required to sign the Contract***.

 **Reminder:** Only the user with a **PLSIGN** role for the project can **sign the Contract**.

**If you are not able to sign the Contract**, please make sure that you first have the [PLSIGN role for the project](#).

- Click on the **"Sign"** button (3) *once you have viewed and checked the Contract document and details*. A pop-up window will be displayed, requesting you to *confirm that you agree with the contract agreement*.
- *Once confirmed*, you will be redirected automatically to the **EU Login** eSignature page, where you will be requested to enter a comment (*optional*) and your password.



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**EU Login**  
One account, many EU services

English (en)

UNKNOWN UNKNOWN

## Sign a transaction

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

Requested by **ec.europa.eu**



Description: **Specific Contract Signature**

Reason: **Specific Contract Signature**

Comment

Password

**Sign**

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

- Click on the **"Sign"** button when you have entered your password *to confirm the signature of the Contract*.

A confirmation message is displayed to confirm the signature of the Contract, and you will be redirected back to the **Contract** page, where the *status will be updated* in the **Process** panel.

## General Information

[+ Launch new interaction with the EU](#)

## Contract ?

## Process

## Contract Signature - LAP-30000



## Planned Contract

Process Reference: LAP-30000



INVITED



CONFIRMED



SIGNED



Tasks



Documents



Communications

Sign Contract - 25 Nov 2019 - COMPLETED



When the contract is signed, the system commits the funds, and the pre-financing payment is sent once the Authorising Officer has approved the release of funds. The request by the Contractor for the pre-financing payment is **no longer required**, and the implementation of the contract can begin from the agreed *effective starting date*.

[Expert Availability](#)  
[Manage Deliverables](#)