

MT+ How to add organisations for KA1 and KA3 projects

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In Mobility Tool+ the project participating organisations are managed in the Organisations tab. Organisations already entered in the web application forms are created automatically when projects are initially sent to Mobility Tool+. Other participating organisations (namely receiving organisations not mentioned in the initial electronic application forms) will need to be created in Mobility Tool+.

This page explains how to add organisations for KA1 and KA3 projects.




Take note

To allow the users to add organisations to a project in Mobility Tool+, the project has to be in status Processing or Follow-Up.

Steps

1. Open the organisations list

Within your project, open the **Organisations** tab.



European Commission

Mobility tool

FR01 Agence Erasmus+ France / Education Formation

TEST

Project 2019-1-PL01-KA105-050664 processing

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Organisations

+ Create

Search in 2 records

selection

export

bulk operations

	OID	Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Country	City	Contacts
<input type="radio"/>	E10199318	✓	Beneficiary		050664-ORG-00001	Stowarzyszenie Morena	Poland	Gdansk	2
<input type="radio"/>	E10048245	✗	Cobeneficiary		050664-ORG-00002	Centre Régional Information Jeunesse Poitou-Charentes Maison de l'Europe de la Vienne	France	POITIERS	2

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2. Click "+Create" button

The organisations list opens and displays all already registered organisations for your project.

Project 2019-1-PL01-KA105-050664

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Organisations

+ Create

Search in 2 records

selection

export

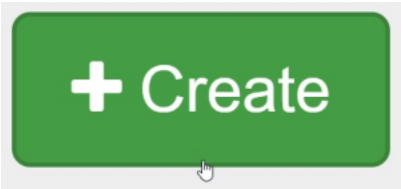
bulk operations

	OID	Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Country	City	Contacts
<input type="radio"/>	E 10199318	<input checked="" type="checkbox"/>	Beneficiary		050664-ORG-00001	Stowarzyszenie Morena	Poland	Gdansk	<div>?</div>
<input type="radio"/>	E 10048245	<input checked="" type="checkbox"/>	Cobeneficiary		050664-ORG-00002	Centre Régional Information Jeunesse Poitou-Charentes Maison de l'Europe de la Vienne	France	POITIERS	<div>?</div>

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To add a new participating organisation, click the **+Create** button.



3. The organisation details window

The organisation details window will open. It consists of two parts: **Organisation Details** and **Address and contact information**.

Organisation Details

values cannot be saved

OID Organisation

Non-OID Organisation

OID

Check OID

value required

Organisation ID

050664-ORG-00003

Legal Name

Business Name

Full legal name (National L

National ID (if applicable)

VAT

Type of Organisation

Public Body

Address and contact information

Legal Address

Country

Region

City

P.O. Box

Post Code

CEDEX

Email

Website

Telephone 1

Telephone 2

Fax

Organisation Comments

Cancel

values cannot be saved

4. OID and Non-OID organisations

Depending on the key action, you may see the **OID Organisation** and **Non-OID Organisation selector** on top of the organisation details window.

For key actions that display the selector, first select whether the organisation you want to add is one with an OID or without an OID. **OID Organisation** is selected by default.

OID Organisation

Non-OID Organisation

Mandatory fields in the form are indicated by the orange **value required** box.

The **Organisation ID** field is prefilled, but can be changed manually. The only condition is that it cannot be the same for different organisations within the same project.

Note: This is not the OID coming from the Organisation Registration system, but the auto-generated Organisation ID in Mobility Tool+.

OID

value required

Check OID

Organisation ID

050664-ORG-00005

Number of employees below 250?

4.1. Adding OID organisations

OID Organisation is selected by default. Enter the OID for the organisation in the **OID** field and click on the **Check OID** button.

Organisation Details

Save

OID Organisation

Non-OID Organisation

OID

E99863488

Check OID

Organisation ID

050664-ORG-00003

Number of employees below 250?

If the OID is correct, all the organisation information will be automatically filled in in the form. The greyed out fields are read-only, as the data is taken over from the Organisation Registration system.

The remaining fields can be modified, if necessary.

Organisation Details

[×](#)[Save](#)

[OID Organisation](#) [Non-OID Organisation](#)

OID

E99863488

[Check OID](#)

Organisation ID

050664-ORG-00003

Number of employees below 250?

No

Legal Name

UNIwersytet Łódzki

Business Name

Full legal name (National Language)

UNIwersytet Łódzki

National ID (if applicable)

P0000012873300000055

Acronym

Department

VAT

PL7240003243

Depending on the action type, different check boxes are displayed such as **Public Body** or **Non-profit**. Check the appropriate one(s) for the organisation you are adding..

Here are two examples:

Public Body	Non-profit	Is your organisation: a public body at regional/national level; an association of regions; a European Grouping of Territorial Cooperation; or a profit-making body active in Corporate Social Responsibility?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Body	Non-profit
<input type="checkbox"/>	<input type="checkbox"/>

Note: If the organisation is already added to the project, an error message under the OID field will be displayed after the OID is checked. You will not be able to add this organisation again.

OID

E10048245

Check OID

OID must be unique within a Project

Organisation ID

050664-ORG-00005

Number of employees below 250?

No

Save

Save the organisation details by clicking the **Save** button.

Organisation Details

Save

OID Organisation

Non-OID Organisation

OID

E99863488

Check OID

Organisation ID

050664-ORG-00003

Number of employees below 250?

No

Legal Name

UNIWERSYTET LODZKI

The organisation is now displayed in the list of organisations, highlighted in yellow. In the **Contacts** column you will notice the number set to 0, meaning no [contacts](#) have yet been added for the organisation.

Project 2019-1-PL01-KA105-050664									
		Details	Organisations	Contacts	Mobilities	Mobility Import - Export	Budget	Reports	
Organisations									
Search in 3 records									
selection export bulk operations									
	OID	Beneficiary	Role	Organisation ID	Legal Name	Country	City	Contacts	
	E10199318	✓	Beneficiary	050664-ORG-00001	Stowarzyszenie Morena	Poland	Gdansk	2	
	E10048245	✗	Cobeneficiary	050664-ORG-00002	Centre Régional Information Jeunesse Poitou-Charentes Maison de l'Europe de la Vienne	France	POITIERS	2	
	E99863488	✗	Partner	050664-ORG-00003	UNIWERSYTET LODZKI	Poland	LODZ	0	
10 25 50 100									
1									

4.2. Adding Non-OID organisations

If a Non-OID organisation has to be added to the project, click the **Non-OID organisation** button.

OID Organisation

Non-OID Organisation

The window will close and the organisation details window will open. The screen consists of two parts: The **Organisation Details** and the **Address and contact information**.

All mandatory fields are marked with the orange **value required** box.

Take note of the **Type of Organisation** drop-down. Select here the appropriate organisation type.

Organisation Details

values cannot be saved

OID Organisation

Non-Old Organisation

Organisation ID

050664-ORG-00005

Number of employees below 250?

Legal Name

value required

Business Name

value required

Full legal name (National Language)

National ID (if applicable)

Acronym

VAT

Type of Organisation

value required

Public Body

Non-profit

Address and contact information

Legal Address

value required

Country

value required

Region

City

value required

P.O. Box

Post Code

CEDEX

Email

Website

Telephone 1

Telephone 2

Fax

value required

Organisation Comments

Enter all mandatory details in the form, in both sections: the **Organisation details** and **Address and Contact information**.

Once all information is entered, click the **Save** button.

Organisation Details



Save

OID Organisation

Non-OID Organisation

Organisation ID

050664-ORG-00004

Number of employees below 250?

Legal Name

Organisation 123

Business Name

Organisation 123

The window will close and the organisation will be displayed in the list of organisations, highlighted in yellow. In the **Contacts** column, visible if added to your [list view](#), you will notice the number set to 0, meaning no [contacts](#) have been added yet for the organisation.

Project 2019-1-PL01-KA105-050664 processing

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Organisations + Create

Search in 4 records

selection

export

bulk operations

	OID	Beneficiary	Role	Organisation ID	Legal Name	Country	City	Contacts	
<input type="radio"/>	E10199318	✓	Beneficiary	050664-ORG-00001	Stowarzyszenie Morena	Poland	Gdansk	2	
<input type="radio"/>	E10048245	✗	Cobeneficiary	050664-ORG-00002	Centre Régional Information Jeunesse Poitou-Charentes Maison de l'Europe de la Vienne	France	POITIERS	2	
<input checked="" type="radio"/>		✗	Partner	050664-ORG-00004	Organisation 123	Belgium	Antwerpen	0	
<input type="radio"/>	E99863488	✗	Partner	050664-ORG-00003	UNIWIERSYTET LODZKI	Poland	LODZ	0	

10 25 50 100

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5. View organisation details and quick access to contacts

- 1. You can view all organisation details via the **View icon** next to it in the list of organisations.
- 2. At the bottom of the **Organisation Details** window you now have a new section available: **Contacts**. Here you will find a summary of how many contacts are added for this organisation and the quick link **Go to Contacts tab**, bringing you to the [contacts](#) page for this specific organisation.

Project 2019-1-PL01-KA105-050664
processing

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Organisations

Search in 3 records

selectionexport

OID	Beneficiary
E10199318	✓
E10048245	✗
	✗

102550100

Address and contact information

Legal Address

Street 100

Country

Belgium

Region

Prov. Antwerpen

City

Antwerpen

P.O. Box

Post Code

CEDEX

2000

Email

org@organisation123.be

Website

Telephone 1

Telephone 2

Fax

+32 123456789

Organisation Comments

Contacts

This organisation has 0 contacts. [Go to Contacts tab.](#)

+ Create

view

Country

Poland

France

Belgium

POITIERS

Antwerpen

view

1

Related articles

- [ESC MT+ Manage organisations](#)
- [MT+ "Co-Beneficiary" organisation for KA101/KA104](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [MT+ How to manage organisations for KA2 projects](#)
- [MT+ KA203 Invited organisation from enterprise](#)
- [MT+ Manage Organisation ID](#)
- [MT+ Update OID or confirm changed organisation details](#)
- [MT+ Use of Organisations in Mobilities and Complementary Activities \(KA135/KA125\)](#)