

Manage My Contracts

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Please note that even though there may be common steps in the procedure, the instructions below are **specific to contracting procedures for Specific Contracts under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020 and EOM 2021**.

>> For information on **Public Procurement Procedures** (open/restricted/negotiated procedured, in *direct management*), please view the dedicated online documentation on the **Funding & Tenders Portal eProcurement wiki**.

4. Manage My Contracts

- 4.1 Evaluation and Awarding a Contract
 - 4.1.1 Award Notification
 - 4.1.2 Expert Availability
- 4.2 Contract Signature
 - 4.2.1 Nomination of Legal Signatory – LSIGN
 - 4.2.2 Nomination of Contract Legal Signatory – CLSIGN
 - 4.2.3 Signing the Contract
- 4.4 Contract Deliverables
 - 4.4.1 Define Contract Deliverables
 - 4.4.2 Effective Start Date of the Contract
 - 4.4.3 Upload or Revise Contractual Deliverables
 - 4.4.4 Approval of Contractual Deliverables
 - 4.4.5 Amending Contractual Deliverables
- 4.5 Contract Amendments
 - 4.5.1 Introduction to Amendments Initiated by the Contractor - Consortium
 - 4.5.1.1 Choice of Contractor Initiated versus the European Commission Initiated Process
 - 4.5.1.2 The Amendment Workflow
 - 4.5.1.3 Amendments for increase in Maximum Value of the Contract
 - 4.5.1.4 Amending Contractual Deliverables
 - 4.5.2 Launch the Amendment
 - 4.5.2.1 How to launch the request for an Amendment
 - 4.5.2.2 Choice of Type of Amendment (Administrative Order or Addendum)
 - 4.5.3 Prepare the Amendment
 - 4.5.3.1 Compose the Draft Amendment
 - 4.5.3.2 Modify the Draft Amendment
 - 4.5.3.3 Request Informal Review
 - 4.5.3.5 Withdraw the Amendment - Cancel the Amendment
 - 4.5.4 Sign and Submit the Amendment - Contractor
 - 4.5.5 Awaiting Decision
 - 4.5.6 Additional Information Request

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