


Contract Signature

Contract Signature


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4.2 Contract Signature

As soon as the availability of the experts is confirmed (for Specific Contracts), or as soon as the Contract is approved by the Contracting Authority, the Contract is made available to the Contractor for signature. The Contractor **always signs the Contract first**.



Please note that if any modifications to the Contract are required **before signature**, please address the request for change by **e-mail to the Contracting Authority** (or use the **"Incorrect Data"** function - see below when signing the Contract), who can either *accept* or *reject* the requested change(s).



Important Note for Specific Contracts under Framework Contracts:

- 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 an 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.

4.2.1 Nomination of Legal Signatory – LSIGN

Legal Signatories (LSIGN and Procurement LSIGN) are nominated for an organisation by the LEAR or an Account Administrator:

- **LSIGN** for Grants;
- **Procurement LSIGN** for Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements

Legal Signatories have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level >> Also see **Contract Legal Signatory (CLSIGN)** below.

An organisation can have an unlimited number of Legal Signatories.



To view or edit organisation-level roles, please view **View or Edit Organisation Roles**.

Role and Level	Permissions (user rights)	Can Nominate or Revoke	Is Nominated or Revoked By
Legal Signatory (LSIGN and Procurement LSIGN) <i>Organisation and Project-level</i>	<ul style="list-style-type: none">• Can be as many LSIGNs as required per organisation.	<ul style="list-style-type: none">• LSIGNs can only nominate or revoke CLSIGN roles.	<ul style="list-style-type: none">• First appointed by the LEAR or Account Administrator of the organisation, LSIGNs can also be CLSIGNs for a particular project or contract if nominated by a LSIGN of the organisation.• LSIGNs can only be revoked by the LEAR or Account Administrator of the organisation.

For more information on *roles and permissions*, please view **Overview of User Roles and Permissions**.

4.2.2 Nomination of Contract Legal Signatory – CLSIGN

As introduced in the previous section, **Legal Signatories** (LSIGN and Procurement LSIGN) are nominated for an organisation by the LEAR or an Account Administrator:


- **LSIGN** for Grants;
- **Procurement LSIGN** for Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements

Legal Signatories have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level.

An organisation can have an unlimited number of Legal Signatories.

For Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements:

- If the organisation would need to restrict the signatory role for contracts and amendments, the **Procurement LSIGN can nominate a CLSIGN to the contract** (project-level). The LEAR or Account Administrator of the organisation would therefore first need to **appoint the Procurement LSIGN role to a user of the organisation beforehand** (organisation-level).
- If CLSIGN(s) are nominated for a contract, Procurement LSIGN(s) will no longer be able to sign the contract (and amendments – if relevant).
- If no CLSIGN(s) are nominated for a contract, then all Procurement LSIGNs for the organisation will receive notifications for the contract (and amendments – if relevant).
- Only and any Procurement LSIGN of an organisation can nominate or revoke the CLSIGN user role.

 To view, nominate or edit project-level roles (CoCo/CLSIGN), please view [Manage Project Roles \(CoCo, CLSIGN\)](#).

CLSIGNS 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
CLSIGN (Contract Legal Signatory) <i>Project-level</i>	<ul style="list-style-type: none">• Can be as many CLSIGNS as required per project.• Signs contracts and amendments for a particular project on behalf of an organisation.• CLSIGNS have the same view and edit permissions as the Coordinator Contacts (CoCos or PCoCos)	<ul style="list-style-type: none">• CLSIGNS cannot nominate or revoke any roles.	<ul style="list-style-type: none">• Once appointed by the LEAR or Account Administrator of the organisation as Procurement LSIGNs, CLSIGNS can be nominated for a particular contract by a Procurement LSIGN of the organisation.• CLSIGNS can only be revoked by a Procurement LSIGN of the organisation.

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

4.2.3 Signing the Contract

To view and sign the 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.

Manage my area

- My Organisation(s)
- Grants
- My Proposal(s)
- My Project(s)
- Procurement
- My Submission(s)
- My Contract(s) 1**
- My Invitation(s)
- My Formal Notification(s)
- My Expert Area

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select programme

My Contract(s)

Results: 1

300008240 2

TITLE	Contract FWK	Contract ID	Actions
Planned Contract	310000001	300008240	<p>Action 3</p> <p>Contract Consortium</p> <p>Manage Contract 4</p>

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- 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 (**LSIGN/Procurement LSIGN/CLSIGN**), you will also view the options (3) to *sign* or *decline* the Contract, or *signal incorrect data* to the Contracting Authority.

The screenshot displays the 'Contract Signature' interface for contract LAP-300008240. On the left is a navigation menu with options like 'My Organisation(s)', 'Grants', 'My Proposal(s)', 'My Project(s)', 'Procurement', 'My Submission(s)', 'My Contract(s)', 'My Invitation(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area shows a progress bar with stages: INVITED, CONFIRMED, and SIGNED (3). Below this is a 'Tasks' tab with a task 'Sign Contract - 25 Nov 2019 - PENDING'. A red arrow points from the task (1) to the 'Documents' section (2), which contains a document titled 'The awarding process being validated, the awarding letter and contract are now available on the SEDIA portal for signature ...'. Below the document, a section titled 'The contract details are available for your consultation:' shows a 'Documents' list. At the bottom, a section titled 'Please select one of the options below:' contains three buttons: 'Sign' (3), 'Decline', and 'Incorrect data'.

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

Reminder: Only the user with a **LSIGN/Procurement LSIGN** role, or **CLSIGN** role for the project or contract, **can sign the Contract**.
If you are not able to sign the Contract, please first make sure that you have either the **LSIGN/Procurement LSIGN role, or CLSIGN role** for the project or contract.

- 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 (if relevant) is sent once the Authorising Officer has approved the release of funds. If a pre-financing, 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*.

[Evaluation and Awarding a Contract](#)
[Contract Deliverables](#)