

Annex1: New Supplementary Information tab “procurements”

Please note this feature was implemented on the 18.12.2018 and effects all new procurements and all active procurement contracts at that date.

Procurement contracts are presented in the tab Procurements on the page “Supplementary Information” (left side of the page). All procurements for the partnership over €5,000 must be listed here by each partner with the relevant information as per in Guidance Note 6b. Each partner will be able to see, add and edit procurements their own procurements, supporting it with all information required, including information on expenditure incurred and paid based on the contract. The LP will be able to see, add and edit procurements for all partners. Each procurement must be given a unique name as once it is added to eMS as it will show in the expenditure lines of the relevant partner in a drop-down list form. When building the claim, the partner will need to select the procurement the expenditure line corresponds to.

This is a big simplification for FLCs and partners and Lead Partners. With this feature procurement documentation doesn't have to be uploaded multiple times with every invoice but once in the Supplementary Information and can be accessed each time the invoice is linked to the procurement.

Please read the following three sections carefully:

- 1. What to do for new procurements**
- 2. What do to for procurements where the contract has finalised**
- 3. What to do for procurements which were carried out before 18.12.2018 but there are costs still to be claimed**

[1.- What to do for new procurements](#)

You will need to create a new procurement by clicking (+) button.

Procurements can be saved only if they have a name. The name is used as a link between the Lines of Expenditure and this section and therefore is a required element.

For each procurement the following data should be provided/stored, including uploading supporting files for each procurement:

Procurement 1

1 - LP - Lear Partner

Remove

Procurement Partner
1 - LP - Lear Partner

Contract Type

Contract Name

Contract Amount
€ 0,00

Eligible Expenditure Incurred And Paid Based On Contract
€ 0,00

Procurement Procedure Used

Name Of Unique Identifier Of The Contractor

Comment

Comment 2

Invoices

Show more	Total declared in partnerrepa	Date of declaration to fic (first submission)	Total approved by fic	Date of fic certificate	Link to the fic certificate	Total Included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement	Remaining amount
No records found.											
	€ 0,00		€ 0,00			€ 0,00		€ 0,00		€ 0,00	€ 0,00

Export

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					

Once a procurement is created in the procurement tab, it will be available in the list of expenditures of relevant partner and can be linked to an invoice in a partner report. Once such a link is created, all invoices related to a procurement are listed in the table.


Edit Expenditure
 Partner Report 1 Period 1 List of Expenditures

PP	Budget Line	---	Desi
	Work Package	---	
	Procurement	---	Desi
	Internal Reference Number	Procurement 1	
	Invoice Number		Part
	Invoice Date		
	Date Of Payment		
	Currency	EUR - EURO	
	Conversion rate	(1)	
	Total Value Of Item In Original Currency		
VAT			
Declared Amount In Original Currency			

Please note only procurements of the partner in question will be listed in this field of the Expenditure Lines. The field/column appears automatically once there is any procurement saved for the partner in question.

Once a report with invoice(s) linked to a procurement is submitted to the FLC the will appear in the table under relevant procurement.

Invoices

Show more	Total declared in partners report	Date of declaration to fic (first submission)	Total approved by fic	Date of fic certificate	Link to the fic certificate	Total included in project report	Date of project report	Total paid so far	Date of payment (final payment if paid in instalments)	Total value of the procurement
	€ 1 000.00 € 1 000.00	30.04.2018	€ 0.00			€ 0.00		€ 0.00		€ 10 000.00

1 - 1 Of 1

Export

Upload

Filename	Filetype	Date	User	Comment	Actions
No records found					

Download all (including List of Expenditure attachments)

Add

Save

It can be easily accessed by clicking on magnifying glass in the first column. The magnifying glass with redirect you to the List of Expenditure of the partner report in question.

Similarly, a user can access the procurement details from the Expenditure Lines by clicking magnifying glass there.

List Of Expenditures

Report Number	Item Id	Budget Line	WP	Procurement	Int Ref No
1.1	3.1	Travel and accomodation	M Management	Procurement 1	

1 - 1 Of 1
 Export Save Columns Columns
 Return

[Download all attachments](#)

2.- What do to for procurements where the contract has finalised

There is nothing you need to do. Contracts which were closed before 18.12.2018 and all the expenditure was declared before then does not need any further action.

3.- What to do for procurements which were carried out before 18.12.2018 but there are costs still to be claimed

You will need to register the active procurements in the same way as the point 1: *What to do for new procurements*. The only difference is you will need to fill the boxes below in the following way:

- **Eligible Expenditure Incurred and Paid Based on Contract:** enter the amount which was already included in submitted reports to the FLC.
- **Comment:** add a comment indicating the procurement was carried out before 18.12.2018. Also include the expenditure was declared by submitting the partner report to the FLC before this date.