

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
 FR
 EN
 Contract Name
 FR
 EN

Contract Amount
€ 0,00

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

Procurement Procedure Used
 FR
 EN

Name Of Unique Identifier Of The Contractor
 FR
 EN

Comment
 FR
 2000 Characters Remaining
 EN
 2000 Characters Remaining

Comment 2
 FR
 2000 Characters Remaining
 EN
 2000 Characters Remaining

Invoices

| Show more | Total declared in partnerrepo | 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 | Filertype | 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

| | | |
|--|------------|---------|
| Budget Line | --- | Des... |
| Work Package | --- | Des... |
| Procurement | --- | Part... |
| Internal Reference Number | --- | |
| Invoice Number | --- | |
| 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

| 1 - 1 of 1 | | | | | | | | | | |
|------------|---------------------------------|---|-----------------------|-------------------------|-----------------------------|----------------------------------|------------------------|-------------------|---|--------------------------------|
| Show more | Total declared in partnerreport | Date of declaration to ffc (first submission) | Total approved by ffc | Date of ffc certificate | Link to the ffc certificate | Total included in project report | Date of project report | Total paid so far | Date of payment (final payment if paid in installments) | Total value of the procurement |
| (P) | € 1 000.00 | 30.04.2018 | € 0.00 | | | € 0.00 | | € 0.00 | | € 10 000.00 |
| | | | | | | | | | | |

[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 will 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

| 1 - 1 Of 1 | | | | | |
|--|--|---|--------------|---|------------|
| 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.