

eMS Guidance

Creating procurements

in the “Procurements Above the Thresholds” section and link them to an invoice.

1. Summary

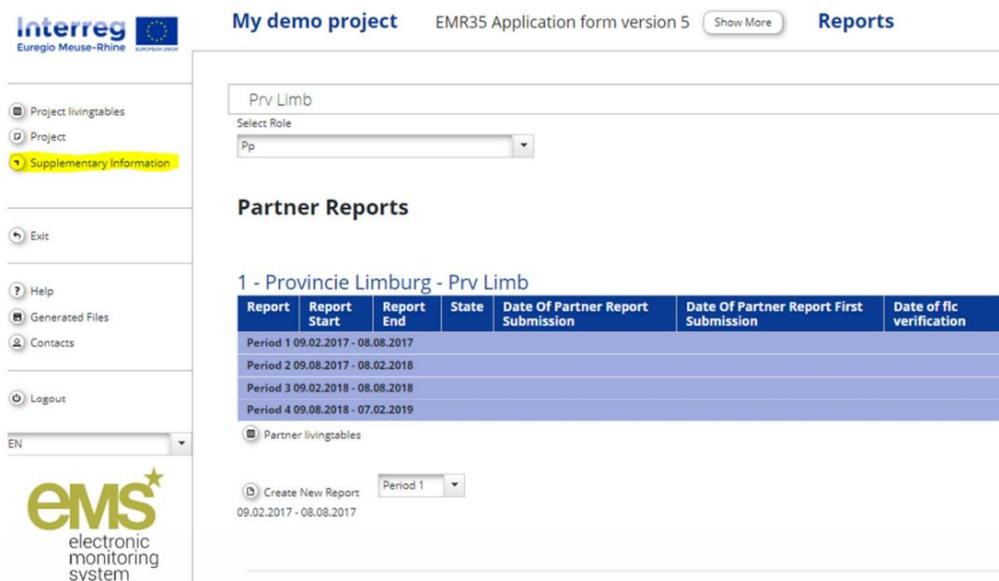
This quick reference guide is intended to help applicants to create procurements in the eMS and link them to invoices in a Partner Progress Report.

Partners have to use this “Procurements Above the Thresholds” section as soon as there is more than one invoice to be linked to a procurement.

We strongly recommend to make use of this section for all procurement procedures in which the partner receive more than one offer.

2. Creating a “Procurement Above the Thresholds” via the “Supplementary Information”

Procurements can be created in the eMS via the "Supplementary Information" section. To do this, you have to click on the button "**Supplementary Information**" within your project.

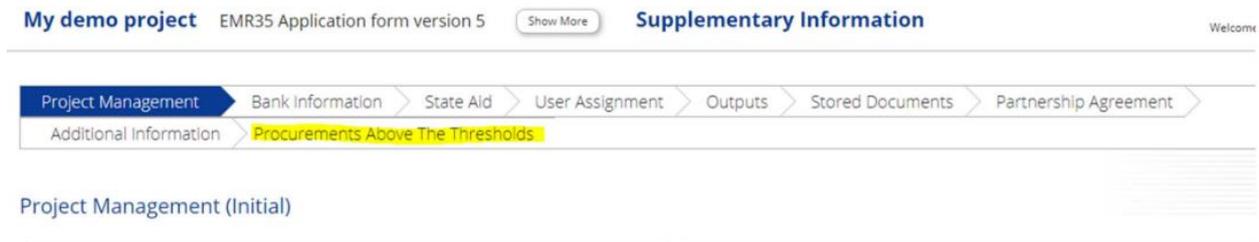


The screenshot shows the eMS interface for a project named "My demo project". The "Supplementary Information" section is highlighted in the left sidebar. The main content area shows the project name "Prv Limb" and a "Select Role" dropdown menu with "Pp" selected. Below this, there is a "Partner Reports" section for "1 - Provincie Limburg - Prv Limb". A table lists four reporting periods:

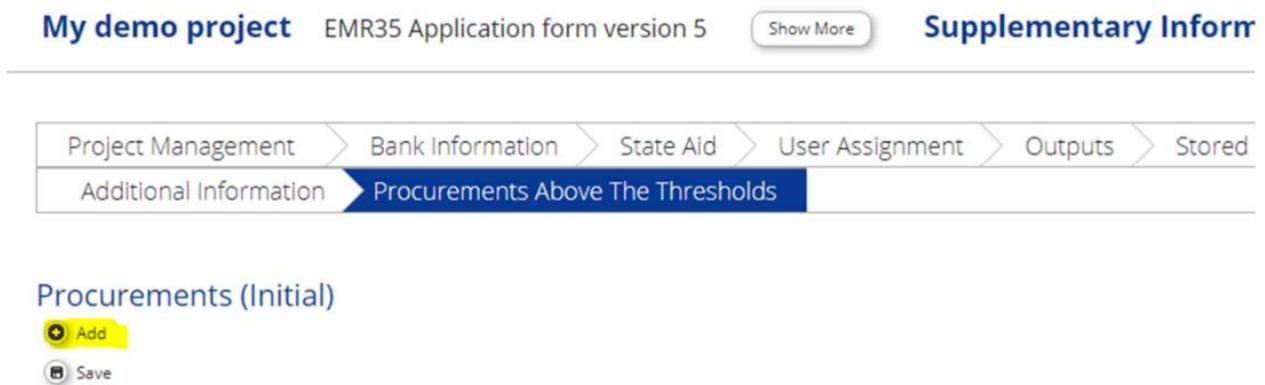
Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fic verification
Period 1	09.02.2017	08.08.2017				
Period 2	09.08.2017	08.02.2018				
Period 3	09.02.2018	08.08.2018				
Period 4	09.08.2018	07.02.2019				

Below the table, there is a "Partner livingtables" section with a "Create New Report" button and a dropdown menu for "Period 1" (09.02.2017 - 08.08.2017).

Once you have been redirected to the "Supplementary Information", click on the "Procurements Above The Thresholds" tab.



The procurements can be created within this tab. A procurement must always refer to a specific partner and a specific contract. To create a new procurement, click on the "add" button.



Subsequently, a new procurement is created. This procurement have to be assigned by a dropdown selection to a Partner of the project.

Procurements (Initial)



Thereafter, details of the contract type, contract name, contract amount, etc. are entered in the form. Please notice that the contract name is to be filled in the 4 languages.

Procurement Partner
1 - Prv Limb - Provincie Limburg

Contract Type

Cost Reimbursement Contracts

Cost Reimbursement Contracts

Cost Reimbursement Contracts

Cost Reimbursement Contracts

Contract Name

Test Contract

Test Contract

Test Contract

Test Contract

Your Contract amount is to be filled **without VAT**.

Contract Amount € 10.000,00

Eligible Expenditure Incurred And Paid Based On Contract € 5.000,00

Procurement Procedure Used

Standard Agreements

Standard Agreements

Standard Agreements

Standard Agreements

Name Of Unique Identifier Of The Contractor

City of Maastricht

City of Maastricht

City of Maastricht

City of Maastricht

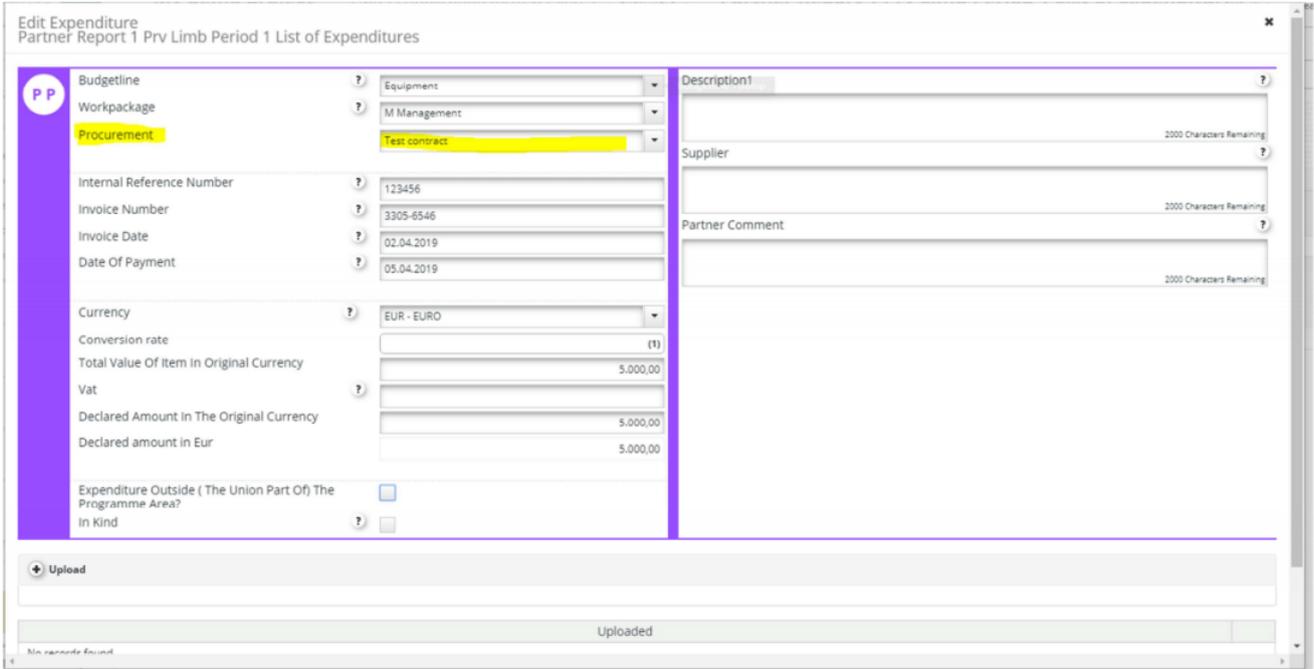
*In case of a **joint procurement** where the total amount is split between several partners, each partner have to create its own procurement in this section. In that case, the contract amount to be filled in is the total amount of the joint procurement. The amount paid by the concerned partner can be inserted as a complementary information in the "Comment" field.*

Finally, the information entered must be confirmed in the form with the "Save" button.

Show more	Total declared in partnerreport	Date of declaration to fic (first submission)	Total approved by fic	Date of fic certificate	Link to the fic certificate	Total includ in proj rep
No records found.						
	€ 0,00		€ 0,00			€ 1
0 - 0 OF 0						
Export						
Upload						
Filter name		Filetype		Date		
No records found						
Download all (including List of Expenditure attachments)						
Add						
Save						

3. Assigning an Invoice to a Procurement

Once a procurement has been created in a project, it can be assigned to an invoice in a Partner Progress Report. In the pop-up window of an invoice, a further drop-down menu is now available, where the current invoice can be assigned to a procurement that is assigned to the current project.



The screenshot shows the 'Edit Expenditure' window for 'Partner Report 1 Prv Limb Period 1 List of Expenditures'. The 'Procurement' dropdown menu is highlighted in yellow, showing 'Test contract' as the selected option. Other fields include Budgetline (Equipment), Workpackage (M Management), Internal Reference Number (123456), Invoice Number (3305-6546), Invoice Date (02.04.2019), Date Of Payment (05.04.2019), Currency (EUR - EURO), and Total Value Of Item In Original Currency (5,000.00).

After this invoice has been saved, it also appears in the List of Expenditure and displays the selected procurement.

My demo project EMR35 Application form version 5 [Show More](#) **Partner Report 1 Prv Limb Period 1 List of Expenditu**

Partner Report > **List Of Expenditure** > Contribution And Forecast > Attachments > Personal data attachments

List Of Expenditure

1 - 1 Of 1

Options	Report Number	Item Id	Budget Line	Wp	Procurement	Int Ref No	Inv No	Inv Date
- Delete	Prv Limb 1.1	5.1	Equipment	M Management	Test contract	123456	3305-6546	02.04.2019

1 - 1 Of 1

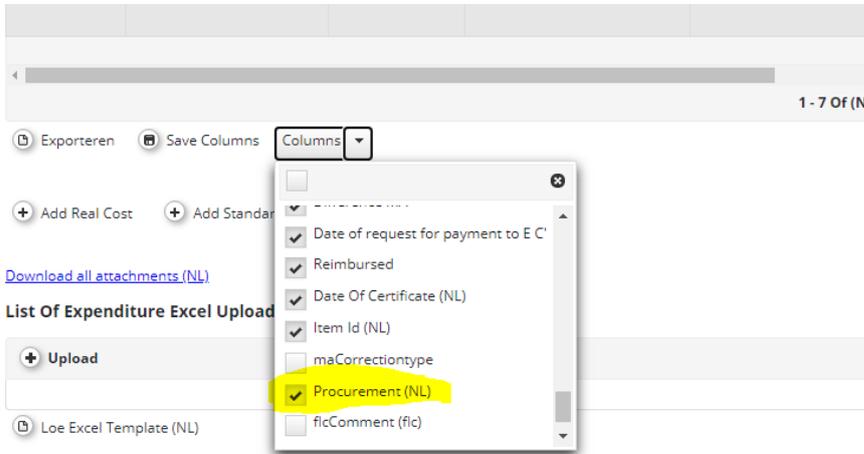
[Upload](#)

[Export](#) [Save Columns](#) Columns

[Add Real Cost](#) [Add Standard Scales Of Unit Cost](#)

[Download all attachments](#)

If you can't see the procurement properly in your cost line, check if the "Procurement" column has been correctly ticked in the "Columns" drop-down list at the end of your list of expenditure (see illustration below).



4. Overview of all submitted procurements

Within the "Supplementary Information" under the menu item "Procurements Above The Thresholds" there is a detailed overview below the recorded procurements, which shows which procurement amounts have already been submitted in Invoices.

Project Management > Bank Information > FLC > State Aid > User Assignment > Outputs > Codes > Stored Documents >

Partnership Agreement > Additional Information > **Procurements Above The Thresholds**

1209 Characters Remaining

1209 Characters Remaining

Invoices

1 - 1 Of 1

Show more	Total declared in partnerreport	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
	€ 5.000,00	24.04.2019	€ 5.000,00	24.04.2019							
	€ 5.000,00		€ 5.000,00			€ 0,00		€ 0,00		€ 10.000,00	€ 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