

FACTSHEET

Supplementary information in eMS - Guidance for lead partners

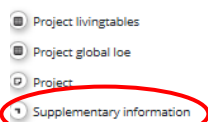
05 | 2019

In accordance with the programme implementation manual chapter A.1.3 within 3 months after the entry into force of the subsidy contract, the LP has to complete the section “Supplementary information” in the eMS which is a pre-condition for the reimbursement of funds.

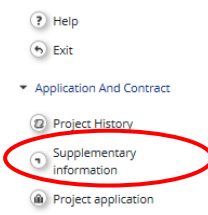
The following guidance provides the main steps to be followed for filling in the required data.

For opening the supplementary information section there are 2 options:

- in the reporting overview, select “Supplementary Information” from the menu on the left (only for projects in status “contracted”)



- in the project application form, select „Application and Contract / Supplementary Information” from the menu on the left



The supplementary information comprises the following sections to be filled in:

- Project management
- Bank information
- Controllers
- User assignment
- Location of documents
- Partnership agreement

As soon as all the required information is completed, please inform your JS project and finance managers accordingly.

If at a later stage the supplementary information needs to be changed/updated, please ensure to inform the JS.

A. Project management

In this section information on the project management team is required. Please provide names and contact data of the project manager, finance manager and communication manager.

Once the initial information is accepted by the JS, the status will change to “Project Management (Accepted)” and data is blocked for modification. In case the data needs to be updated, the lead partner (LP) can request an unlocking by clicking on “Request unlock for current section” or “Request unlock for all section”.

Project Management > Bank Information > Controller > User Assignment > Documents > Partnership Agreement

Project Management (Initial)

Project Manager		Financial Manager Of The Project	
Partners		Partners	
Title		Title	
Mr		Mr	
Name		Name	
E-mail Address		E-mail Address	
Telephone		Telephone	
Name Of The Institution		Name Of The Institution	
Country (NUTS 0)		Country (NUTS 0)	
POLAND (PL)		POLAND (PL)	
Name of other region		Name of other region	
From all regions		From all regions	
Region (NUTS 2)		Region (NUTS 2)	
Łódzkie (PL11)		Łódzkie (PL11)	
Sub-region (NUTS 3)		Sub-region (NUTS 3)	
Miasto Łódź (PL113)		Miasto Łódź (PL113)	
Street		Street	
House number		House number	
Postal Code		Postal Code	
City		City	

Communication Manager Of The Project

B. Bank information

In this section details of the bank account of the lead partner are required for the reimbursement of the ERDF amount. In case of changes of bank data during project implementation, please immediately inform the JS.

Please provide information on the bank as well as the bank account data. In case the lead partner institution requires an internal reference number for an easier identification of the transferred amounts, please include the respective information.

Confirmation documents can be uploaded.

Project Management > Bank Information > Controller > User Assignment > Documents > Partnership Agreement

Bank Information (Initial)

Name Of The Bank	Account Number	Iban	Swift	Valid from	Valid until	View
				Not accepted yet	Present	

Bank Information Of The Lead Partner (Valid from: Not accepted yet - Valid until: Present)

Name Of The Bank			
E-mail Address	Telephone		
Country (NUTS 0)	Street	House number	
POLAND (PL)			
Name of other region	Postal Code	City	
From all regions			
Region (NUTS 2)			
Lódzkie (PL11)			
Sub-region (NUTS 3)			
Miasto Lódz (PL113)			

Bank Data

Account Number	Iban
Swift	Nat Bank Code
Internal Reference	Holder Of The Account

☒ Check Iban And Swift

Uploads

Filename	Filetype	Date	User	Comment	Options
No records found.					

Once the initial information is accepted by the JS, the status will change to “Bank Information (Accepted)” and data is blocked for modification. In case the data needs to be updated, the lead partner can request an unlocking by clicking on “Request unlock for current section” or “Request unlock for all section”.

C. Controllers

For each project partner the name and contact data of the national controller have to be included.

Please note, that for partners from countries with a decentralized control system it is finally up to the national control assigning body to decide, who will be the authorised controller.

Project Management > Bank Information > Controller > User Assignment > Documents > Partnership Agreement

Controller of [redacted] (Initial)

Contact

Title			
Mr			
Name	Lastname	E-mail Address	Telephone

Institution

Name

Address

Country (NUTS 0)	Street	House number
AUSTRIA (AT)		
Name of other region	Postal Code	City
From all regions		
Region (NUTS 2)		
Niederösterreich (AT12)		
Sub-region (NUTS 3)		
Wiener Umland/Nordteil (AT126)		

Once the initial information is accepted by the JS, the status will change to “Controller of xxx (Accepted)” and data is blocked for modification. In case the data needs to be updated, the lead partner can request an unlocking by clicking on “Request unlock for current section” or “Request unlock for all section”.

D. User assignment

In this section the lead partner can assign lead partner users and project partner users with read/write or read only access.

Lead partner co-worker users have almost the same rights as the main lead partner. They have, e.g. access to the project report section and the supplementary information user assignment section.

One or more users per project partner can be assigned by inserting the user name in the field “new user” and then clicking on “+ Add”. These users will then have read access to the application form and read/write respectively read only access to their partner report.

Please note that each user has to first register in the eMS and then provide the lead partner with the user name in order to be assigned.

Not valid users can be removed by the lead partner at any time.

Project Management
Bank Information
Controller
User Assignment
Documents
Partnership Agreement

User management

Leadpartner user
Main leadpartner:
New User

Assigned read/write users
js-test
Assigned readonly users

Project partners

User For Partner Technical University of Applied Sciences Wildau
New User

+ Add read/write user
+ Add readonly user

Assigned read/write users
Assigned readonly users

- Remove selected read/write user
- Remove selected readonly user

User For Partner Joint Spatial Planning Department Berlin Brandenburg
New User

+ Add read/write user
+ Add readonly user


Assigned read/write users
Assigned readonly users

- Remove selected read/write user
- Remove selected readonly user

E. Documents

In this section information on the location of documents has to be provided for all project partners. The information on the location of documents for associated partners does not need to be provided and should be left blank.

Project Management > Bank Information > Controller > User Assignment > Documents > Partnership Agreement

Documents For  (Initial)

Title

Mr

Name

Last Name

E-mail Address

Telephone

Name Of The Institution Where Documents Are Stored

Country (NUTS 0)

POLAND (PL)

Name of other region

From all regions

Region (NUTS 2)


Łódźskie (PL11)

Sub-region (NUTS 3)

Miasto Łódź (PL113)

Comment

2000 Characters Remaining

Documents For  (Initial)

Title

Mr

Name

Last Name

E-mail Address

Telephone

Name Of The Institution Where Documents Are Stored

Country (NUTS 0)

POLAND (PL)

Name of other region

From all regions

Region (NUTS 2)

Łódźskie (PL11)

Sub-region (NUTS 3)

Miasto Łódź (PL113)

Comment

2000 Characters Remaining

Once the initial information is accepted by the JS, the status will change to “Documents For xxx (Accepted)” and data is blocked for modification. In case the data needs to be updated, the lead partner can request an unlocking by clicking on “Request unlock for current section” or “Request unlock for all section”.

F. Partnership Agreement

In this section information on the signature of the partnership agreement by all project partners has to be provided. The partnership agreement and its annex 3 (bank account information of all partners) should also be uploaded.

Project Management > Bank Information > Controller > User Assignment > Documents > Partnership Agreement

Uploads (Initial)

Upload

Filename

Filetype

Date

User

Options

No records found

Partnership Agreement

Partnership Agreement Signed

Partnership Agreement Signature Date

Partnership Agreement Comment

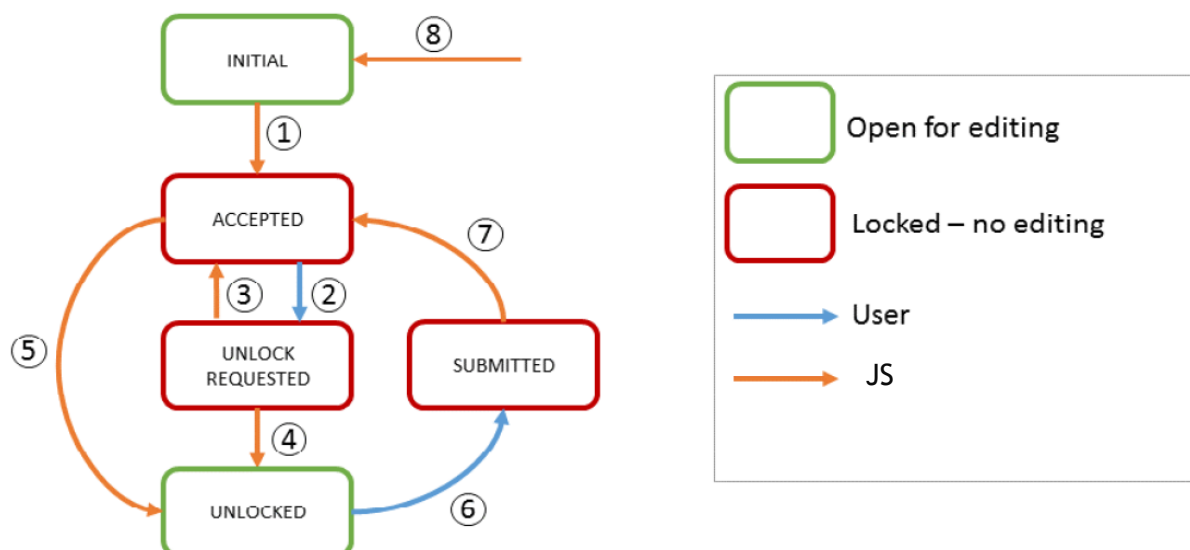
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Save

Once the initial information is accepted by the JS, the status will change to “Uploads (Accepted)” and data is blocked for modification. In case the data needs to be updated, the lead partner can request an unlocking by clicking on “Request unlock for current section” or “Request unlock for all section”.

G. Workflow of supplementary information locking / unlocking

Workflow of supplementary information locking / unlocking



The graphic shows the work flow of the different possible stages data in the supplementary information can have and indicates when information is open for editing or locked.