

FACTSHEET

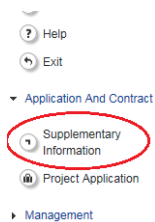
Supplementary Information in eMS - Guidance for lead partners

07 2016

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 go to the application form and 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.

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

Project Management

<p>Project Manager</p> <p>Partners <input type="text" value="-"/></p> <p>Title Mr</p> <p>Name <input type="text"/> Last Name <input type="text"/></p> <p>E-mail Address <input type="text"/> Telephone <input type="text"/></p>	<p>Financial Manager Of The Project</p> <p>Partners <input type="text" value="-"/></p> <p>Title Mr</p> <p>Name <input type="text"/> Last Name <input type="text"/></p> <p>E-mail Address <input type="text"/> Telephone <input type="text"/></p>
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B. Bank information

In this section details on 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 inform immediately 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

<p>Bank Information Of The Lead Partner</p> <p>Name Of The Bank <input type="text"/></p> <p>E-mail Address <input type="text"/> Telephone <input type="text"/></p> <p>Country (NUTS 0) GERMANY (DE)</p> <p>Name Of Other Region From All Regions <input type="checkbox"/></p> <p>Region (NUTS 2) Thüringen (DEG0)</p> <p>Nuts3 Saale-Holzland-Kreis (DEG0)</p> <p>Street <input type="text"/> Hausnum. <input type="text"/></p> <p>Postal Cod. <input type="text"/> City <input type="text"/></p>	<p>Bank Data</p> <p>Account Number <input type="text"/> Iban <input type="text"/></p> <p>Swift <input type="text"/> Nat Bank Code <input type="text"/></p> <p>Internal Reference <input type="text"/> Holder Of The Account <input type="text"/></p>
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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

Contact

Title
Mr

Name ? Lastname ? E-mail Address ? Telephone ?

Institution
Name ?

Address

Country (NUTS 0)
POLAND (PL)

Name Of Other Region
From All Regions

Region (NUTS 2)
Łódzkie (PL11)

Nuts3
Miasto Łódź (PL113)

Street ? HouseNumber ?

Postal Code ? City ?

D. User assignment

In this section the lead partner can assign one or more users per project partner 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 write 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 any time.

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

Title
Mr

Name Last name

e-mail address Telephone

Name of the institution where documents are stored

Country (NUTS 0)
GERMANY (DE)

Name of other region
From all regions

Region (NUTS 2)
Thüringen (DEG0)

Street HouseNumber

Postal code City

Website

Documents for

Title
Mr

Name Last name

e-mail address Telephone

Name of the institution where documents are stored

Country (NUTS 0)
GERMANY (DE)

Name of other region
From all regions

Region (NUTS 2)
Thüringen (DEG0)

Street

Postal code City


Website

F. Partnership Agreement

In this section information on 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

 **Upload**

Filename ↕	Filetype ↕	Date ↕	User ↕	Options
No records found				

Partnership Agreement

Partnership Agreement Signed	<input type="checkbox"/>
Partnership Agreement Signature Date	<input type="text"/>
Partnership Agreement Comment	<input type="text"/> <small>255 Characters Remaining</small>

 Save