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Interreg Beneficiary's Manual SL2021 - Public Procurement

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Introduction

Public Procurement is a module of the SL2021 application that allows for the collection of data on public procurements in the framework of the implemented project and the contracts concluded with Contractors and Subcontractors under these public procurements.

This functionality applies to procurements based on the Public Procurement Law as well as other applicable laws.

The functionality does not apply to proceedings documented in the Competitiveness Database.

If you are obliged to apply the Public Procurement Law and the value of procurements and calls for proposals is equal to or exceeds the threshold of PLN 130,000.00 net (pursuant to Article 2(1) of the Public Procurement Law (Journal of Laws 2023, item 1605, as amended, the PPL)), you will use this functionality to provide information on all tenders regardless of the mode of their announcement (open tender, negotiations without a call for proposals, sole-source procurement, etc.).

Using this module, you will also provide information on public procurements awarded on the basis of laws other than the PPL and procurements below the EU threshold.

The information should be entered into the module immediately after the award of the contract and conclusion of the contract with the Contractor and, at the latest, by the date of submission of the partial payment claim, in which the expenditure related to the procurements concerned is accounted for. If the procurements is performed with the participation of subcontractors, information in the scope of subcontracting should also be recorded as soon as such information is received.

In the manual, the terms: SL2021, system, application will be used alternatively.

The action menu, referred to later in the manual, is represented in the application by an icon:



1. Access to public procurement from the Project Domain

The “Public procurement” module is available for projects with the status “Contract signed”, “Completed” and “Contract terminated”.

You can navigate to the public procurement screen in two ways:

- 1) From the **List of projects**, expand the action menu located on the bar with the number of the selected project, and select **Public procurement**.

The screenshot shows a project details page for the project ID "STHB.01.01-IZ.00-0002/24". The table below contains the following information:

Title Training for FLC in STHB	Applicant Wnioskodawca Testowy Interreg
Eligible expenditure 96 480,00	Co-financing 77 184,00
Status 📄 Contract signed	Date of the last modification 2024-03-01 16:32:47

An action menu is expanded from the top right of the project card, listing the following options:

- Project details
- Project settlement** (highlighted with a red box)
- Payment claims
- Payment schedule
- Personnel base
- Public procurements** (highlighted with a red box)
- Correspondence

Navigating to public procurement from the project list

- 2) On the ***Project information*** screen, expand the ***Project implementation*** menu and then select the ***Public procurement*** item from the list.

The screenshot shows the 'Project information' screen. At the top right, there are three blue navigation buttons: 'BLOCKS OF DATA', 'PROJECT MANAGEMENT', and 'PROJECT IMPLEMENTATION'. The 'PROJECT IMPLEMENTATION' button is highlighted with a red box. Below it, a dropdown menu is open, listing several options: 'Project details', 'Project settlement', 'Payment claims', 'Payment schedule', 'Personnel base', and 'Public procurements'. The 'Project settlement' and 'Public procurements' options are also highlighted with red boxes. On the left side of the screen, there is a table with project data.

Project data	
Project title	Training for FLC in STHB
Total expenditure	96 480,00
Eligible expenditure	96 480,00
Co-financing	77 184,00
UE Co-financing	77 184,00

Navigating to public procurements from project information

Selecting ***Public procurement*** will redirect you to the list of procurements in the project.

2. Public procurement

2.1. Procurements list

After navigating to the ***Public procurement*** module, the system will display a list of procurements in a given project including basic information about the procurement: number of announcement of the procurement, name of the contracting authority, type of procurement, its status, value, date of creation and date of announcement.

Projects Time until the end of the session: 29:54

Projects list > Procurements list

STHB.04.01-IZ.00-0003/23

Project title
WOD2021 webinar test project

Beneficiary name
MI6

ID
Other number - 007

Project status: Contract signed

Change request status: Submitted for approval

Procurements list PUBLIC PROCUREMENTS MANAGEMENT | PROJECT IMPLEMENTATION

Number of results: 1

Search for a public procurement Items per page: 10

Filtering and sorting panel

TEST/STHB/MI6

Public procurement name TEST/STHB/2024	
Contracting authority name MI6	Type of procurement Dostawy
Status In preparation	Contract value 12 135 435,00
Creation date 2024-07-05 10:15:12	Announcement date 2024-07-01

Procurements list

From the procurements list you have the option of exporting the procurement to PDF, deleting the procurement, as well as navigating to its view or editing. To that end, select the action menu shown in the bar with the procurement number. You will then expand the list where, depending on the status of the procurement, you will see the aforementioned functions.

Moreover, you can create a new procurement from the list of procurements as well as transfer multiple selected procurements from the list, which is described in detail hereinafter in this manual.

The procurements displayed in the list can be sorted accordingly (with the additional option of specifying an ascending or descending order) and filtered according to specific criteria. When filtering, you must first indicate the field you want to filter from the drop-down list, then specify the condition (e.g. equal, contains, larger, smaller) and indicate the value by which you want to search.

The screenshot shows a 'Filtering and sorting panel' with a dark header. Below the header, there are two main sections: 'Selected filters' and 'Selected sorting'.
In the 'Selected filters' section, there is a dropdown menu for 'Select a field' with 'Creation date' selected. To its right is a dropdown for 'Condition' with 'Equal' selected. Further right is a text input field for 'Value' containing '2024-07-05'. A red 'DELETE' button is located to the right of the value field. Below these elements are three buttons: a blue 'SEARCH' button, a white 'ADD FILTER' button, and a white 'CLEAR FILTERS' button.
In the 'Selected sorting' section, there is a dropdown menu for 'Sort by' with 'Creation date' selected. To its right is a toggle switch for 'Descending' which is currently turned on. A white 'CLEAR SORT' button is located to the right of the toggle.

Window with the filtering panel

Notice! In case of text fields, the search is case-insensitive.

Moreover, you have an option of filtering the procurements in the list by several fields or by several separate conditions for a single field. To that end, the first condition must be fully completed and then the **Add filter** button should be added that will appear after all the fields for the previous condition have been completed.

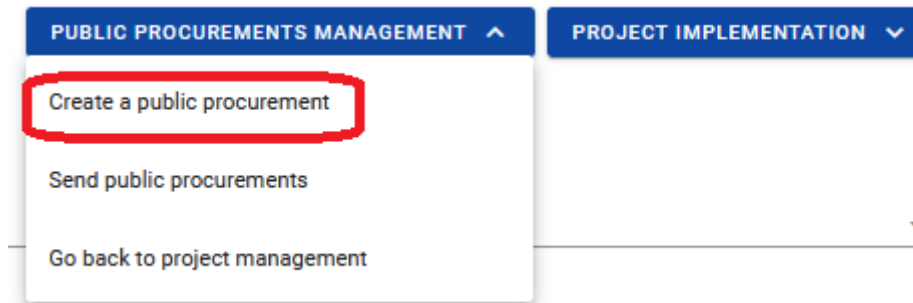
In case of resignation from filtering by an added field, you can remove it by selecting the **Delete** button next to the specific condition.

In addition, you can also delete any items added in the filter by clicking the **Clear Filters** button.

If you have indicated all the fields by which you want to filter the list of procurements in the filter panel, select the **Search** button which is activated when all the fields for condition one have been completed. Consequently the system will display procurements in the list that comply with the restricting conditions provided.

2.2. Creating public procurements

The creation of a public procurement is available for projects from the status "Contract signed". To start creating a public procurement, select the **Public procurements management** menu, located in the procurements list above the filter and sort panel, and subsequently select **Create a public procurement**.



Adding a new public procurement

The system will display a blank template to be filled in:

PUBLIC PROCUREMENT DETAILS

Information on public procurement ^

Public procurement name _____

Number of the contract notice _____

Type of procurement ▼ Procedure ▼

Announcement date _____

Contracting authority ▼ Contracting authority name _____

Contracting authority identifier ▼ Contracting authority identifier number _____

Contract value _____ The contract exceeds EU thresholds

Notes

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SAVE **CANCEL**

New procurement template

The procurement template contains the following fields to be filled in:

- **Number of the contract notice** - a text field used to enter a unique announcement number in a relevant publication within the framework of the project (e.g. Public Procurement Bulletin for Polish beneficiaries), and in the case of procurements above the EU threshold in the Official Journal of the European Union. In other cases, enter the case reference number included the report of proceedings, following the usual format. The number of characters allowed in the field is 500 (mandatory field);
- **Type of procurement** - a single-choice list to specify the type of procurement (mandatory field);
- **Contract award mode** - a single-choice list to specify the contract award mode (mandatory field);
- **Announcement date** - date-type field for entering or selecting from the calendar the date on which the public procurement was announced (mandatory field);
- **Contracting Authority** - a single-choice list to specify the Contracting Authority (mandatory field). There are selectable items for this field:
 - "Beneficiary" - if the user represents the Lead Partner,
 - "Implementer" - if the user represents a Project Partner,
 - "Grantee" - if the project is designated as a grant project (SPF projects)

Notice! Do not record information on procurements carried out by beneficiaries of small projects, this option should not be selected!

- "Other entity"

Notice! Do not choose this option! For each procurement registered in the system, the Contracting Authority should be either the Beneficiary or the Implementer!

- **Contracting Authority name** - field for entering the data on the name of the contracting authority (mandatory field). The way of its completing depends on the value selected in the **Contracting Authority** field:
 - For the "Beneficiary" value the field is automatically completed with the data of the Lead Partner,
 - For the "Implementer" value, the field is automatically completed with the data of the entity the user represents,
 - For the "Other entity" value, this is a text field to be completed manually. The number of characters allowed in the field is 255;
- **Contracting Authority's ID type** - a field for entering the Contracting Authority's ID data (mandatory field), completed depending on the value selected in the **Contracting Authority** field:
 - For the "Beneficiary" value the field is automatically completed with the data of the Lead Partner,
 - For the "Implementer" value, the field is automatically completed with the data of the Partner indicated in the **Contracting Authority name** field,
 - For the "Other entity" entity, this is a list of single-choice list of the following values: NIP, PESEL, Foreign number;
- **Contracting Authority's ID Number** - a field for entering the Contracting Authority's ID data (mandatory field), completed depending on the value selected in the **Contracting Authority** field:
 - For the "Beneficiary" value the field is automatically completed with the data of the Lead Partner,
 - For the "Implementer" value, the field is automatically completed with the data of the Partner indicated in the **Contracting Authority name** field,
 - For the "Other entity" value, the following rules apply:
 - For the "NIP" value - a field limited to 10 numeric characters,
 - For the "PESEL" value - a field limited to 11 numeric characters,

- For the “Foreign number” value - a text field with a limit of 25 characters;
- **Procurement value** - numeric field used to determine the estimated value of the procurement concerned (mandatory field). The value of the procurement must be provided in the currency in which the procurement was announced.
- **Does the procurement exceed the EU thresholds** - a Yes/No field indicating whether the value of the procurement exceeds the EU thresholds as defined in Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement. **By default, the box is ticked** (mandatory field).
- **Notes** - a text field for entering additional information/remarks on the procurement entered. In this field, provide at least the information on the currency in which the procurement was announced. If you represent a non-Polish entity, describe here the mode of contract awarding in accordance with the national law. The number of characters allowed in the field is 3000.

In addition, you should attach electronic versions of the documents to the information concerning the procurement so that your procedure can be verified. Electronic versions of documents should be created separately for each type of document, i.e. separately the ToR, separately the questions to the ToR, etc. The creation of a single file (e.g. a scan) covering different types of documents should be avoided. Attached files should be clearly and clearly described (e.g. procurement announcement, change of announcement, ToR), this will definitely facilitate the work of the Controller. Only documents grouped in this way should be attached to the procurement information.

Partners from Poland should attach electronic versions of the following documents to the procurement information:

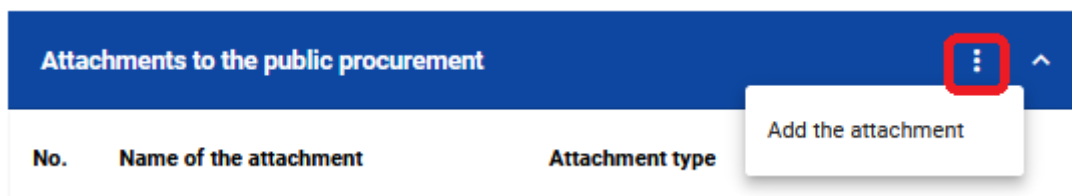
- the procurement announcement and the notice of amendment to the announcement (if any)
- specification of contract terms included annexes, amendments to the specification (if any) and questions to the specification including answers

- report of the procedure
- selection of the most advantageous offer

You can always agree on details of the method to forward the above documents with the competent Controller (using the Correspondence module within the system). Contact the Controller especially if you are unable to submit the aforementioned documents in electronic form (e.g. due to poor quality or weight of the files). It will then be necessary to agree on the form in which you will provide these documents for inspection.

The user can attach multiple files to each contract.

To add an attachment, go to the Attachments block of the contract and select the **Add Attachment** function.



Adding an attachment to a procurement

Attaching and detaching of attachments is described in detail in the “Attachments” chapter.

To save the data, select the **Save** button. The system will verify the correctness of the data. If the data is correct and all mandatory fields have been completed, the system will display a message confirming the entry.



The image shows a screenshot of a software interface. At the top, there is a dark blue horizontal bar with the word "Information" in white text. Below this bar, the text "Data has been saved" is displayed in a standard black font. In the bottom right corner of the message area, there is a small blue button with the text "OK" in white. A thin horizontal line is positioned below the message box.

Message confirming data saving

On the other hand, if the procurement does not meet the accuracy rules, the system will return you to the editable procurement card, where the fields that have not been filled in correctly will be highlighted in red with the relevant messages.

Information on public procurement ^	
Public procurement name	
Required	
Number of the contract notice	
Required	
Type of procurement	Procedure
Required	Required
Announcement date	
Required	
Contracting authority	Contracting authority name
Required	Required
Contracting authority identifier	Contracting authority identifier number
Required	Required
Contract value	<input checked="" type="checkbox"/> The contract exceeds EU thresholds
Required	

Example of validation messages

You have the option of cancelling the creation of a new procurement, thereby abandoning its saving. To that end, select the **Cancel** button. The system will display a message warning of data loss after leaving the procurement form.

Warning

The entered data have not been saved and will be lost. Do you want to continue?

YES

NO

Data loss warning message

Once you have confirmed that you wish to leave the template, the system will redirect you to the ***Procurement List***.

2.3. Preview of public procurements

You have a possibility to preview the details of each registered procurement.

To that end, from the list of procurements select the action menu visible on the bar with the procurement number and then select the **Procurement Preview** item. The system will redirect you to the procurement preview screen.

In the **Procurement Details** tab, you have the opportunity to verify your procurement information. In addition to the fields completed when the procurement is created, the system displays additional fields:

- **Status** - a field showing the status of the procurement,
- **Sending date** - a field showing the date of sending the procurement,
- **Deleting date** - a field showing the date of procurement deleting date,
- **Withdrawal date** - a field showing the date of procurement withdrawal.

In the **Procurement Information** section, in addition to procurement details, the system also displays audit data containing the following information:

- Who created the public procurement,
- Date of public procurement creation,
- Who modified the public procurement,
- Date of public procurement modification.

The last item in the tab above is **Attachments**. The tile displays information about the files linked to the selected procurement. They are presented as a list with the following columns:

- Order number,
- Attachment name,
- Attachment type.

Next to each attachment there is a three dot icon containing a drop-down menu. Once selected, the available actions for the attachment are displayed, including the **Download Attachment** function, which allows the file to be downloaded to a local drive.

The second tab, **Contracts with Contractors** shows a list of contracts with Contractors' added to the public procurement - details of this tab are described in the chapter List of Contracts with Contractors".

2.4. Editing a public procurement

You can edit a procurement with the status of "In preparation" or "Withdrawn" with the exception of the fields automatically completed by the system. There are two ways to move to editing of the procurement:

- 1) To that end, from the **List of public procurements** select the action menu visible next to the Number of contract notice and then select the **Edit Public procurement** item.

TEST/STHB/MI6	
Public procurement name TEST/STHB/2024	
Contracting authority name MI6	Type of procurement Dostawy
Status In preparation	Contract value 12 135 435,00
Creation date 2024-07-05 10:15:12	Announcement date 2024-07-01

Navigating to public procurement editing from the list of public procurements

- 2) From the public procurement preview, from the **Information on Public procurement** tab, expand the **Public procurement management** menu and then select **Edit Public procurement**.

The screenshot shows a web interface for 'Preview public procurement'. At the top, there are two tabs: 'PUBLIC PROCUREMENT MANAGEMENT' (with an upward arrow) and 'PROJECT IMPLEMENTATION' (with a downward arrow). Below these, there are two sub-tabs: 'PUBLIC PROCUREMENT DETAILS' (active) and 'CONTRACTS'. A blue header bar reads 'Information on public procurement'. Below this, there are two rows of information:

Public procurement name TEST/STHB/2024	
Number of the contract notice TEST/STHB/MI6	Status In preparation

A dropdown menu is open from the 'PUBLIC PROCUREMENT MANAGEMENT' tab, listing the following options:

- Edit public procurement (highlighted with a red circle)
- Submit your public procurement
- Export to PDF file
- Go back to public procurement list
- Go back to project management

Navigating to public procurement editing from public procurement details

Selecting the **Edit public procurement** function will redirect you to the editing window by default:

Public procurement edition

PROJECT IMPLEMENTATION ▾

PUBLIC PROCUREMENT DETAILS CONTRACTS

Information on public procurement ▲

Public procurement name

TEST/STHB/2024

Number of the contract notice

TEST/STHB/MI6

Status

In preparation ▾

Type of procurement

Dostawy ▾

Procedure

Dialog konkurencyjny ▾

Announcement date

2024-07-01

Date of submission

Cancellation date

Date of withdrawal

Contracting authority

Beneficiary ▾

Contracting authority name

MI6

Contracting authority identifier

Numer zagraniczny ▾

Contracting authority identifier number

007

Contract value

12135435,00

The contract exceeds EU thresholds

Notes

SAVE

CANCEL

Contract editing window

Notice! When editing a public procurement, the other tabs are blocked until the data entered is saved or cancelled.

The following fields are available for editing:

- Number of contract notice,
- Type of procurement,
- Contract award mode,
- Date of announcement,
- Contracting Authority,
- Name of contracting authority,
- Type of contracting authority identifier (where “Other entity” is selected in the “Contracting Authority” field),
- Contracting Authority ID number (where “Other entity” is selected in the “Contracting Authority” field),
- Public procurement value,
- Whether a public procurement exceeds the EU thresholds,
- Notes.

You have the option of deleting or attaching the attachments. Attaching and detaching of files to public procurements described in detail in the “Attachments” chapter.

To save the changes, select the **Save** button. The system verifies the business rules and, if they are met, a message “*Data has been saved*” will be displayed on the screen and the public procurement will be updated.

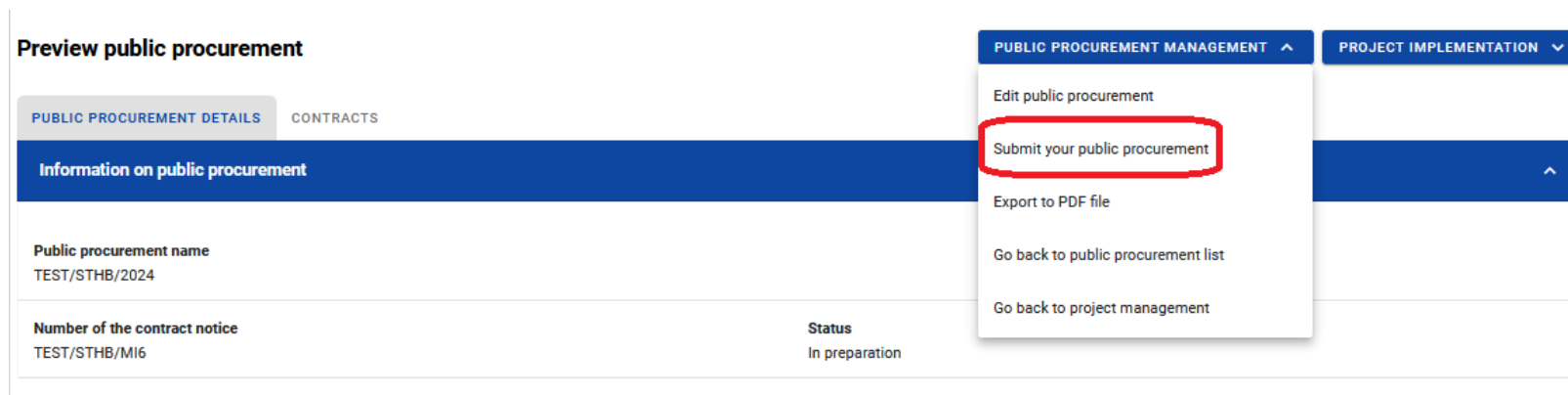
On the other hand, if the public procurement does not meet the validation rules, the system will return you to the editable public procurement card, where the fields that have not been filled in correctly will be highlighted in red with the relevant messages.

You also have the option to cancel public procurement modification. To that end, select the **Cancel** button. The system will display a message warning of data loss after leaving the public procurement editing form. Once you have confirmed that you wish to leave the template, the system will redirect you to the Public procurement card preview.

2.5. Sending public procurements

2.5.1. Sending contracts from the contract list level

You can send several public procurements to the institutions at the same time (the contracts will be available to your Controller and the Joint Secretariat). To that end, select the **Public procurement management** menu located above the contract filter and sort list panel, and then select the **Send contracts** function.



Sending a contract

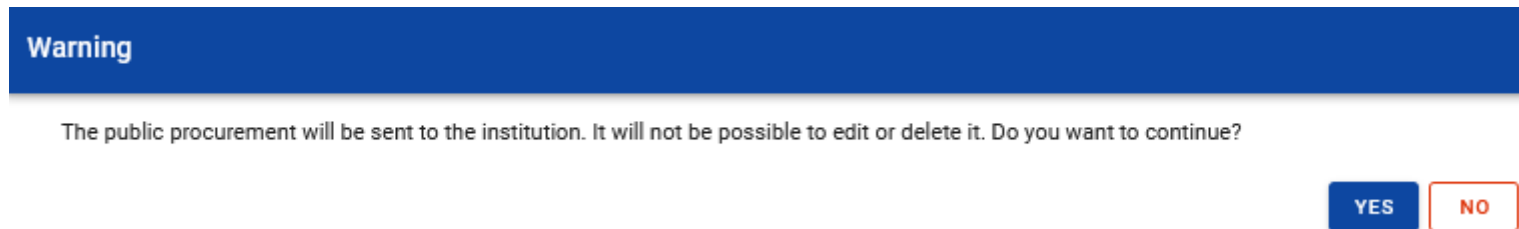
The system will display a list of public procurements with a status "In preparation" or "Withdrawn" that can be sent to the institution.

You can select all items on the displayed page by ticking the **Select all items on page** checkbox. You can also select individual items by ticking the checkbox next to a specific Number of contract notice.

Once you have selected the contracts you wish to send to the institution, select the **Send** button. The system will display a warning message that uploaded contracts have been blocked for editing and deletion.

You can confirm that you wish to send the contracts by selecting the **YES** button or cancel the process by selecting the **NO** button.

Once confirmed, the system will display a message positively concluding the process, while cancelling the process will result in a return to the contract list.



Contract sending warning message



Message confirming sending of contracts

Sending public procurements results in:

- Blocking the possibility of contract editing;

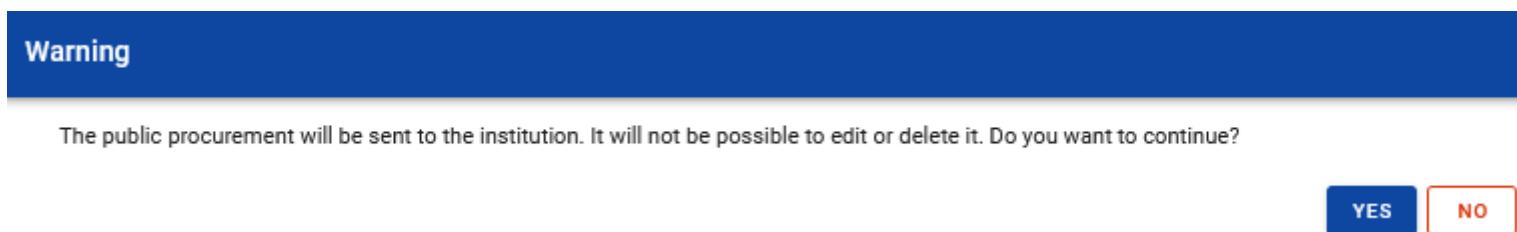
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the **Upload Date** field with the current system date;
- Unblocking a possibility of adding a contract with a Contractor to the public procurement.

If you wish to cancel the submission of contracts, the **Cancel** button should be selected. As a result, the system will return to the contract list.

2.5.2. Sending contracts from the contract preview level

You can submit contracts with the status "In preparation" or "Withdrawn" from the contract preview level. To that end, select the **Public procurement management** menu, displayed at the top of the screen after selecting the **Contract details** tab. Then select the **Send contract** function.

The system will display a message warning that you are blocked from editing and deleting the contract once it has been submitted. You can confirm that you wish to send the contracts by selecting the **YES** button or cancel the process by selecting the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling the process will result in a return to the contract detail list.



Contract sending warning message

Information

The public procurement has been sent to the institution

OK

Message confirming sending of contracts

Sending public procurements results in:

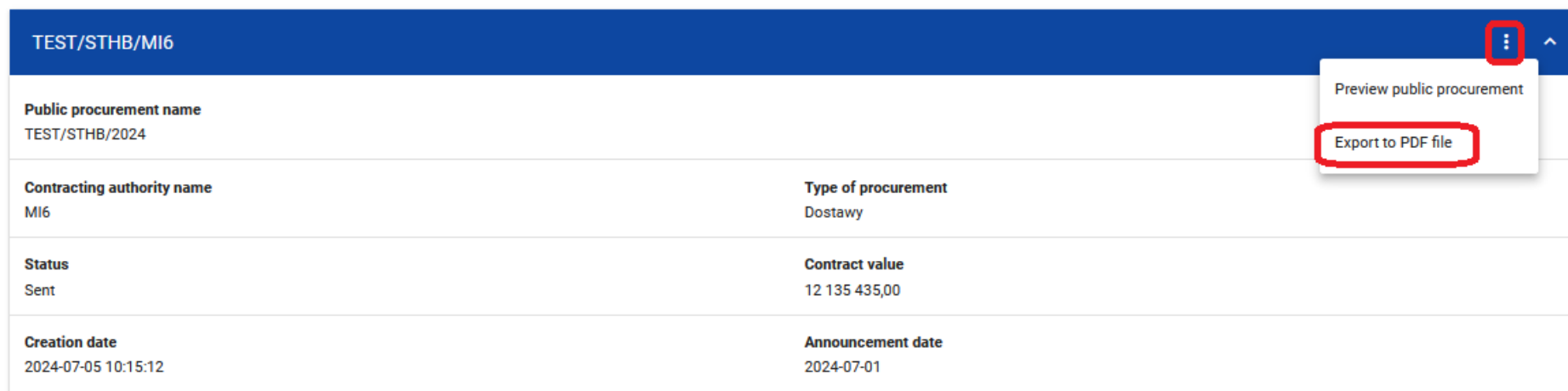
- Blocking the possibility of contract editing;
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the **Upload Date** field with the current system date;
- Unblocking a possibility of adding a contract with a Contractor to a public procurement.

2.6. Exporting a public procurement to PDF

You can export your public procurement data to a PDF file regardless of its status.

This is possible in two ways:

- 1) From the **List of contracts**, from the action menu visible next to the Number of contract notice and then select the **Export to PDF** function.



The screenshot shows a public procurement details page. At the top, there is a blue header with the text 'TEST/STHB/MI6'. Below the header, there is a table with the following data:

Public procurement name TEST/STHB/2024	
Contracting authority name MI6	Type of procurement Dostawy
Status Sent	Contract value 12 135 435,00
Creation date 2024-07-05 10:15:12	Announcement date 2024-07-01

An action menu is open in the top right corner, showing two options: 'Preview public procurement' and 'Export to PDF file'. The 'Export to PDF file' option is highlighted with a red box. The menu icon (three vertical dots) is also highlighted with a red box.

Navigating to contract export to PDF from the list of contracts

- 2) In the contract preview, from the **Contract Details** tab, expand the **Public procurement management** menu and then select **Export to PDF function**.

Preview public procurement

PUBLIC PROCUREMENT MANAGEMENT ^

PROJECT IMPLEMENTATION v

Information on public procurement

Public procurement name
TEST/STHB/2024

Number of the contract notice
TEST/STHB/MI6

Status
In preparation

Export to PDF file

Navigating to contract export to PDF from contract details

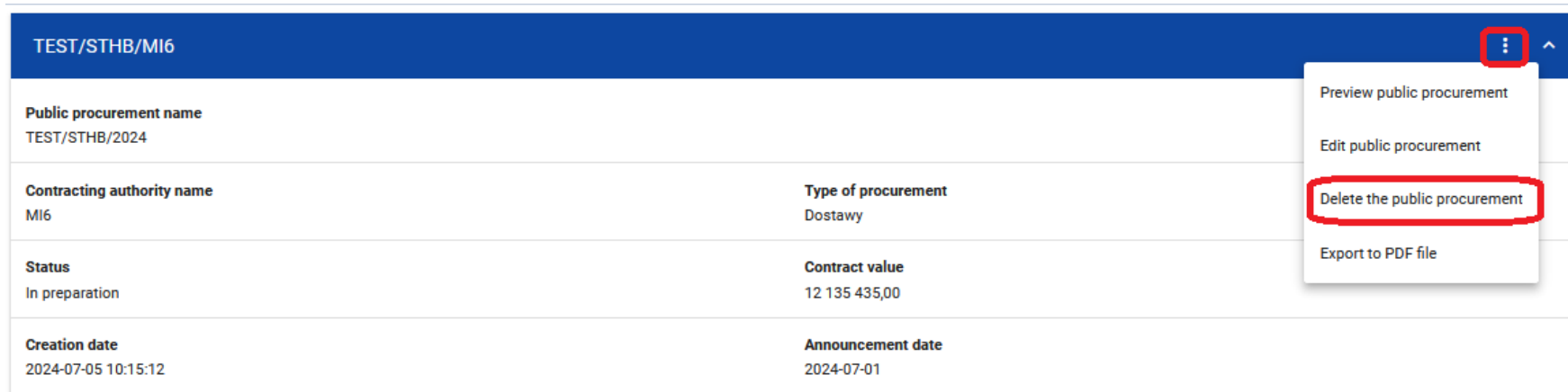
The system will start downloading of a file that contains the following contract information:

- Project number,
- Name of Beneficiary,
- Project Title,
- Information on the contract,
- Information on contracts with Contractors,
- Attachments to the contract.

2.7. Deleting a public procurement

To delete a contract with the status "In preparation" or "Withdrawn", in the action menu visible next to the contract number, select the **Delete contract** function.

TEST/STHB/MI6	
Public procurement name TEST/STHB/2024	
Contracting authority name MI6	Type of procurement Dostawy
Status In preparation	Contract value 12 135 435,00
Creation date 2024-07-05 10:15:12	Announcement date 2024-07-01



Delete contract function

The system will display a warning message. You can confirm that you wish to delete the contract by selecting the **YES** button or cancel the process with the **NO** button. Once the deleting is confirmed, the system will display a message positively concluding the process, while cancelling the process will result in a return to the contract list.

Warning

Are you sure you want to delete the public procurement?

YES

NO

Contract deleting warning message

Information

The public procurement has been deleted

OK

Message confirming deleting of the contract

Notice! It is not possible to delete a public procurement with an added contract.

If you select the **Delete Contract** function in a contract with an assigned contract, the system will display a message stating "Contract information has been entered for this public procurement. To enable deleting of a contract, the contract data assigned to this public procurement must first be deleted."

3. Contracts with Contractors

3.1. List of contracts with the Contractor

In the contract details preview, after navigating to the **Contracts with Contractors** tab, the system displays a list of contracts for the public procurement concerned. For each item, the list presents basic information, which includes: contract number, name of the Contractor, information whether the public procurement includes contracts with Subcontractors, status, contract value, creation date and signature date.

Preview public procurement PROJECT IMPLEMENTATION SEND CONTRACTS CREATE CONTRACT

Contract notice number: TEST/STHB/M16

PUBLIC PROCUREMENT DETAILS **CONTRACTS**

Number of results: 1

Search for a contract Items per page: 10

Filtering and sorting panel

STHB/01/2024/TEST	
Name of Contractor Absence	
Subcontracts Absence	
Status In preparation	Contract value 1 225,00
Creation date 2024-07-05 10:49:54	Date of signing 2024-07-03

List of contracts with the Contractors

From the list of contracts you have the option of exporting the contract to PDF, deleting the contract, as well as navigating to its preview or editing. To that end, navigate to the contract and select the action menu shown next to its number. The application will then display a list where the functions listed above are available.

Moreover, you can create a new contract with the Contractor from the level of list of contracts as well as transfer selected contracts from the list, which is described in detail in the chapters below.

The contracts displayed in the list can be sorted accordingly (with the additional option of specifying an ascending or descending order) and filtered according to the specific criteria. When filtering, you must first indicate the field you want to filter from the drop-down list, then specify the condition (e.g. equal, contains, larger, smaller) and indicate the value by which you want to search.

Window with the filtering panel

Notice! In case of text fields, the search is case-insensitive.

Moreover, you have an option of filtering the contracts in the list by several fields or by several separate conditions for a single field. To that end, complete the first condition fully and then select the **Add Filter** button that will appear once all the fields for the previous condition have been completed. In case of resignation from filtering by an added field, you can remove it by selecting the **Delete** button next to the specific condition. In addition, you can also delete any items added in the filter by clicking the **Clear Filters** button.

If you have indicated all the fields by which you want to filter the list of contracts in the filter panel, select the **Search** button which is activated when all the fields for condition one have been completed. After its selection, the system will display contracts in the list that comply with the conditions provided.

3.2. Creating a contract with the Contractor

3.2.1. Entering contract information

The system allows contracts with Contractors to be created within a public procurement that has had a status of “Sent” at least once (except for cancelled contracts). To start creating a contract, select the **Add contract** function, located at the top of the screen after navigating to the **Contracts with Contractors** tab. The system will display a blank template to fill in, with the **Save**, **Cancel** buttons appearing at the bottom of the screen. A newly created contract assumes the status “In preparation” until you submit or delete it.

The template of a contract with the Contractor contains the following fields to be filled in:

- **Contract number** - a text field used to enter a contract (agreement) number unique within the project. The number of characters allowed in the field is 250 (mandatory field);
- **Contract value** - a numerical field used to indicate the gross amount of remuneration of the contractor(s) for a given contract (agreement) (mandatory field). The amount should be stated in the currency in which the contract with the contractor was concluded;
- **Signing date** - date-type field for entering or selecting from the calendar the date on which the public procurement was announced (mandatory field);
- **Notes** - a text field for entering additional information/remarks on the contract with the Contractor entered. Provide the following information in this field:
 - currency in which the contract with the contractor was concluded,
 - period for which the contract has been concluded,
 - whether annexes to the contract have been concluded,

- whether the contract with the Contractor has already been audited.
- The number of characters allowed in the field is 3000 (optional field);

Creating a contract with a contractors PROJECT IMPLEMENTATION ▾

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

Contract information ^

Contract number _____

Contract value _____ Date of signing _____

Notes

_____ 0 / 3000

Attachments to the contract ⋮ ^

No.	Name of the attachment	Attachment type
No data available		

New contract template

Notice! You can enter a maximum of 500 contracts with a Contractor within a single contract.

In addition, you can link attachments to the contract. To that end, select the action menu next to the **Contract Attachments** tile header. The system will then display a list where the **Add Attachment** function will be available. Attaching and detaching of attachments is described in detail in the “Attachments” chapter. For each contract with the contractor, attach the signed contract and its attachments, as well as annexes concluded, if any.

Once the data has been entered, select the **Save** function to save it. The system will verify whether the data has met the validations. If they are met, the system will display a message stating “*Data has been saved*” and the contract with the Contractor will be saved.

On the other hand, if the contract does not meet the validation rules, the system will withdraw the User to the editable contract card, where the fields that have not been filled in correctly will be highlighted in red, including the relevant messages.

Creating a contract with a contractors PROJECT IMPLEMENTATION ▾

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

Contract information ^

Contract number
Required

Contract value
Required

Date of signing
Required

Notes

0 / 3000

Field requirement messages

You can cancel the creation of a new contract at any time, thereby resigning from both its sending and its saving. To that end, select the **Cancel** button. The system will display a message warning of data loss after leaving the contract form. Once you have confirmed that you wish to leave the template, the system will withdraw you back to the Contract List.

3.2.2. Entering information on Contractors

Once the contract has been created, you can enter the data on the Contractors. To that end, navigate to the **Contractors** tab and select the **Add Contractor** function at the top of the screen. The system will display a pop-up window with a template for entering information about the new Contractor.

The screenshot shows a web interface for managing contracts. The main page is titled "Preview a contract with a contractors" and includes a "PROJECT IMPLEMENT" button. The contract number is "STHB/01/2024/TEST". There are tabs for "CONTRACT DETAILS", "CONTRACTORS", and "SUBCONTRACTS". The "CONTRACTORS" tab is active. Below the tabs, it says "Number of results: 0". There is a search bar for contractors and a "Filtering" button. A modal window titled "Adding a Contractor" is open, showing a form with the following fields:

- Name of Contractor**: A text input field with a red underline and the word "Required" below it.
- Country**: A dropdown menu with "Polska" selected.
- Identifier type**: A dropdown menu.
- Identification number**: A text input field.

At the bottom right of the modal, there are two buttons: "SAVE" (blue) and "CANCEL" (red outline).

Window for adding a Contractor to a contract

The template contains the following fields to be filled in:

- **Contractor 's name** - a text field used to enter the name of the Contractor of the contract (agreement). The number of characters allowed in the field is 250 (mandatory field);
- **Country** - a single-choice field to specify the origination of the Contractor's country (mandatory field);
- **Identifier type** - a single-choice field to specify the type of the type of procurementor's identifier (mandatory field);
- **Identification number** - an alphanumeric field for entering the Contractor's identification number (mandatory field).

Once the data has been entered, select the **Save** function to save it. The system will verify the compliance of the data entered with the system validations. If they are compliant, the application will display a message stating "*Data has been saved*", while the data on the Contractor will be saved. After this message, you will be redirected to the list of Contractors (**Contractors** tab).

You can also resign from adding a Contractor. To that end, select the **Cancel** button. The system will display a message warning that data may be lost after leaving the form stating "*The data entered has not been saved and will be lost. Do you want to continue?*". Once you have confirmed that you wish to leave the template, the system will redirect you to the list of Contractors (**Contractors** tab).

3.3. Preview of a contract with the Contractor

To view details of the contract with the Contractor, select the **Contract preview** function from the actions menu. The system will redirect you to the contract preview screen.

In the **Contract details** tab, you can verify the contract information. In addition to the fields completed when the contract is created, the system will display additional fields:

- **Status** - a field showing the status of the contract,
- **Sending date** - a field showing the date of sending the contract to the institution,
- **Date of termination** - a field representing the date on which the institution terminated the contract,
- **Withdrawal date** - a field showing the date of contract withdrawal by the institution.

In the **Contract Information** tile, in addition to contract details, the system also displays audit data containing the following information:

- Who created the contract with the Contractor,
- Date of creating the contract with the Contractor,
- Who modified the contract with the Contractor,
- Date of modification of the contract with the Contractor.

The last item in the tab above is **Attachments**. The tile displays information about the files linked to the selected contract. They are presented as a list with the following columns:

- No.,

- Attachment name,
- Type.

Next to each attachment, there is an action menu with a **Download Attachment** function that allows the file to be downloaded to a local drive.

The **Contractors** tab, on the other hand, presents a list of Contractors for a given contract. Information about each Contractor is presented in the form of a tile with the following information:

- Contractor's name,
- Contractor's country,
- Contractor's identifier type,
- Contractor's identification number.

Preview a contract with a contractors

PROJECT IMPLEMENTATION ▾ ADD CONTRACTOR

Contract No.: STHB/01/2024/TEST

CONTRACT DETAILS **CONTRACTORS** SUBCONTRACTS

Number of results: 1

Search Contractor

Items per page:
10 ▾

Filtering and sorting panel ▾

STHB Test Contractor

Country	Identifier type	Identification number
Polska	Other number	SE1234

Contractors tab

From the Contractors list, you can edit or delete information about the Contractor. To that end, select one of the functions you wish to perform from the action menu within the tile of the Contractor concerned. The individual functions are described in dedicated sections of the manual.

The third and last tab, **Contracts with Subcontractors** shows a list of the Contractors' contracts with Subcontractors added to the public procurement - details of this tab are described in the chapter "List of Contracts with Subcontractors".

3.4. Preview of a contract with the Contractor

3.4.1. Editing contract information

You can edit most of the attributes in a created contract with a status of "In preparation" or "Withdrawn" (excluding attributes completed automatically by the system). There are two ways to move to editing of a contract with the Contractor:

- 1) From the **Contracts List**, select the action menu located next to the contract number, and then select **Edit Contract** from the list of items.

Preview public procurement

PROJECT IMPLEMENTATION **SEND CONTRACTS** **CREATE CONTRACT**

Contract notice number: TEST/STHB/MI6

PUBLIC PROCUREMENT DETAILS **CONTRACTS**

Number of results: 1

Search for a contract

Items per page:
10

Filtering and sorting panel

STHB/01/2024/TEST		⋮	^
Name of Contractor	STHB Test Contractor		
Subcontracts	Absence		
Status	Contract value		
In preparation	1 225,00		
Creation date	Date of signing		
2024-07-05 10:49:54	2024-07-03		

Contract preview

Edit contract

Remove the contract

Export to PDF file

Navigating to contract editing from the list of contracts with Contractors

- 2) From the contract preview, from the **Contract Details** tab, expand the **Public procurement management** menu and then select the **Edit Contract** item from the list.

The screenshot shows a web interface for contract management. At the top, there is a breadcrumb trail: "Projects list > Procurements list > Preview public procurement > Contract preview". Below this, the page title is "Preview a contract with a contractors". On the right, there are two tabs: "PROJECT IMPLEMENTATION" (active) and "CONTRACT MANAGEMENT". Under "CONTRACT MANAGEMENT", a dropdown menu is open, listing several options: "Edit contract" (highlighted with a red box), "Submit contract", "Export to PDF file", "Go back to public procurement", "Go back to public procurement list", and "Go back to project management". The main content area shows "Contract notice number: TEST/STHB/MI6" and three tabs: "CONTRACT DETAILS" (active), "CONTRACTORS", and "SUBCONTRACTS". Below the tabs is a "Contract information" section with a table of contract details.

Contract number	Status
STHB/01/2024/TEST	In preparation

Contract value
1 225,00

Date of signing	Date of submission
2024-07-03	Absence

Navigating to contract editing from contract details

Selecting the **Edit contract** function will redirect you to the contract editing window by default:

The following fields are available for editing:

- Contract number,

- Contract value,
- Date of signing,
- Comments.

Editing a contract with a contractors

PROJECT IMPLEMENTATION ▾

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS CONTRACTORS SUBCONTRACTS

Contract information ^

Contract number STHB/01/2024/TEST	Status In preparation ▾
Contract value 1225,00	
Date of signing 2024-07-03	Date of submission
Termination date	Date of withdrawal
Notes TEST Contract	

13 / 3000

Window of editing a contract with the Contractor

Notice! Upon editing a contract, the other tabs are blocked until the data entered is saved or cancelled.

In each contract modified, you can delete or link attachments - attaching and detaching files is described in detail in the chapter "Attachments".

Once the data has been modified, select the **Save** function to save it. The system will verify the system validations and, if they are met, a message "*Data has been saved*" will be displayed on the screen and the contract will be updated.

On the other hand, if the contract does not meet the business rules, the system will withdraw you to the editable card of contract with the Contractor, where the fields that have not met the validation will be highlighted in red with the relevant messages.

You also have the option to cancel contract modification. To that end, select the **Cancel** button. The system will display a message warning of data loss after leaving the contract form. Once you have confirmed that you wish to leave the template, the system will redirect you to the contract with the Contractor card preview screen.

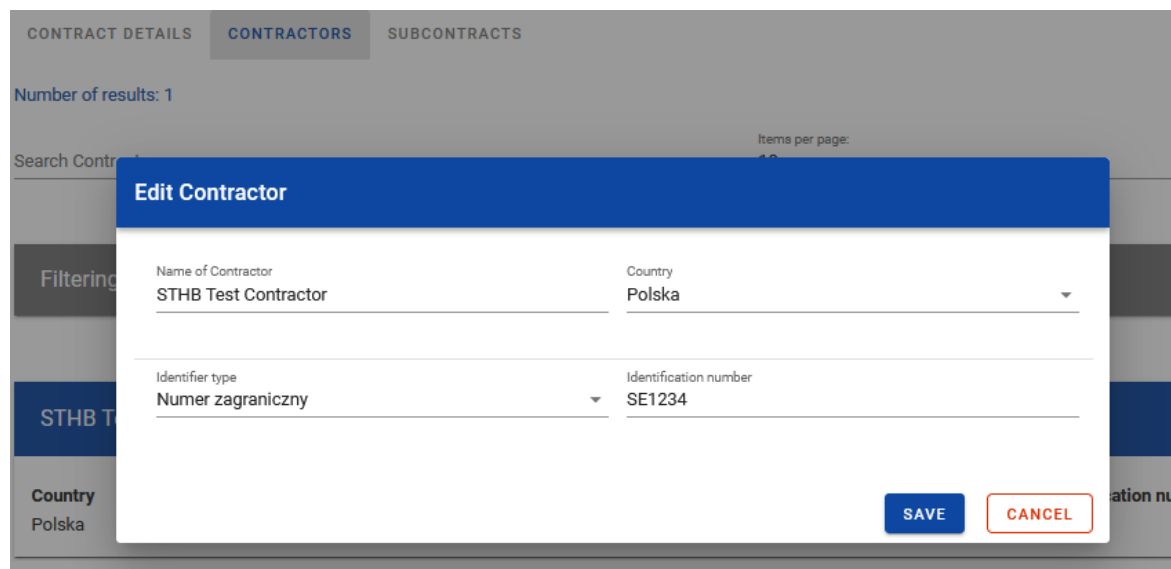
3.4.2. Editing information on the Contractors

You can edit all information about the Contractors when the contract with the Contractor has a status "In preparation" or "Withdrawn". To start editing, navigate to the **Contractors** tab and then select the **Edit Contractor** function from the action menu next to the Contractor's name.



Navigating to Contractor's editing

Selecting the ***Edit Contractor*** item will navigate you to a pop-up window allowing to make changes to the Contractor's details.



Contractor's data editing window

The following fields are available for editing:

- Contractor's name,
- Country,
- Type of identifier,
- Identification number.

Once the data has been modified, select the **Save** function to save it. The system will verify the system validations. If they are compliant, the application will display a message stating "*Data has been saved*" and the data on the Contractor will be saved. The application will then navigate you to the list of Contractors (**Contractors** tab).

You may resign from updating Contractor's data. To that end, select the **Cancel** function. The system will display a message warning that data may be lost after leaving the form stating "*The data entered has not been saved and will be lost. Do you want to continue?*". Once you have confirmed that you wish to leave the template, the system will redirect you to the list of Contractors (**Contractors** tab).

3.5. Sending a contract with the Contractor

3.5.1. Sending contracts from the contract list level

Contracts can only be sent as part of a contract with the “Sent” status. You can send several public procurements to the institutions at the same time (to your Controller and to the Joint Secretariat). To that end, select the **Send contracts** function located at the top of the screen in the **Contracts with Contractors** tab. The system will display a list of contracts with Contractors that have a status “In preparation” or “Withdrawn”.

[Projects list](#) > [Procurements list](#) > [Preview public procurement](#)

Preview public procurement


PROJECT IMPLEMENTATION  **SEND CONTRACTS** CREATE CONTRACT

Contract notice number: TEST/STHB/MI6


PUBLIC PROCUREMENT DETAILS **CONTRACTS**

Number of results: 1

Search for a contract

Items per page: 10 

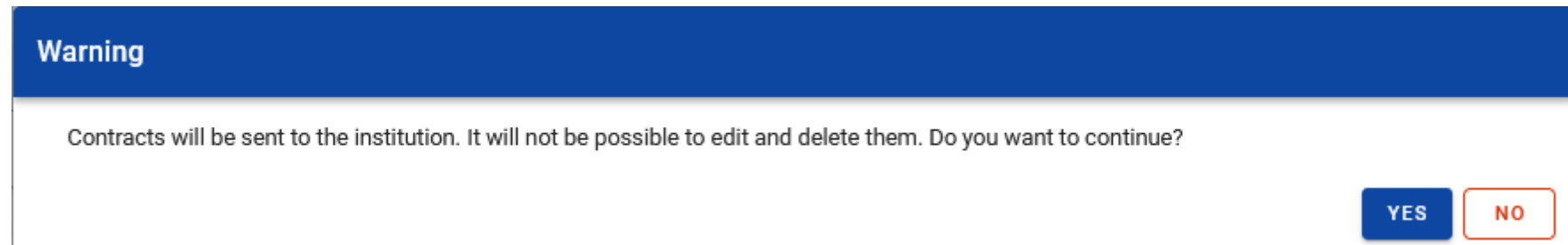
Filtering and sorting panel 

STHB/01/2024/TEST 	
Name of Contractor STHB Test Contractor	
Subcontracts Absence	
Status In preparation	Contract value 1 225,00
Creation date 2024-07-05 10:49:54	Date of signing 2024-07-03

The “Send contracts from the contract list level” button

You can tick all items on the displayed page via the **Select all items on page** checkbox or select individual items by ticking the checkbox next to the specific contract number. Once the contracts you wish to send to the institution have been selected, select the **Send** button.

The system will display a message asking you to confirm that you wish to send contracts. You can confirm that you wish to send the message by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling the process will redirect you to the list of contracts (**Contracts with Contractors** tab).

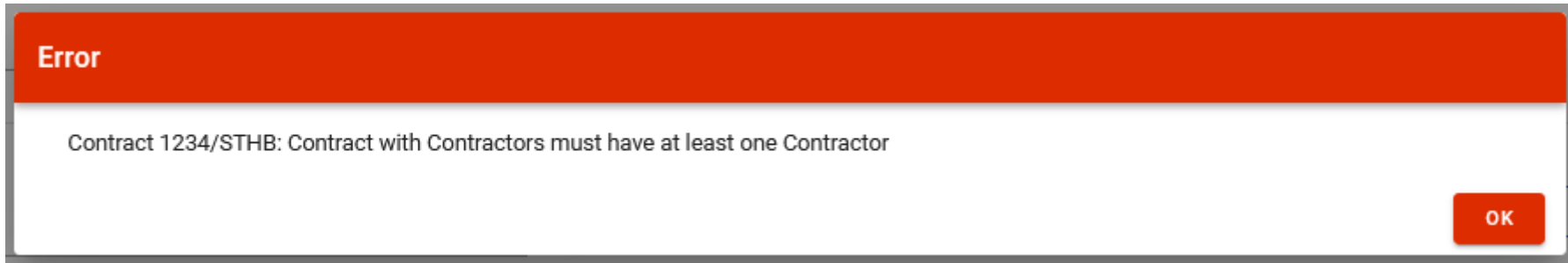


Contract sending warning message



Message confirming sending of contracts

If one of the selected contracts does not have Contractors added, the system blocks its sending and displays a pop-up error message with the list. Accordingly, the system indicates contracts where no Contractor has been added and, at the same time, contracts which have not been sent.



Validation failure message

Sending a contract with the Contractor results in:

- Blocking a possibility of contract editing;
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the **Sending Date** field with the current system date.

If you wish to resign from sending of contracts, the **Cancel** button should be selected. The system will redirect you to the list of contracts (**Contracts with Contractors** tab).

3.5.2. Sending a contract from the contract preview level

You can send a contract with a status “In preparation” / “Withdrawn” (in a contract with the status “Sent”) to an institution from its preview level. To that end, select the **Send contract** item from the **Public procurement management** menu.

The system will display a message asking you to confirm that you wish to send a contract. You can confirm that you wish to send the contract by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling the process will redirect you to the card containing details of the contract with the Contractor.

Preview a contract with a contractors

Contract notice number: TEST/STHB/MI6

PROJECT IMPLEMENTATION ▾ CONTRACT MANAGEMENT ▲

CONTRACT DETAILS CONTRACTORS SUBCONTRACTS

Contract information

Contract number 1234/STHB	Status In preparation
Contract value 223 344,00	
Date of signing 2024-07-04	Date of submission Absence
Termination date Absence	Date of withdrawal Absence
Notes test	
Audit data ▾	

- Edit contract
- Submit contract**
- Export to PDF file
- Go back to public procurement
- Go back to public procurement list
- Go back to project management

Sending a contract from the contract details level

Warning

Contracts will be sent to the institution. It will not be possible to edit and delete them. Do you want to continue?

YES **NO**

Contract sending warning message

Information

Contracts have been restored

OK

Message confirming sending of the contract

If the contract does not have any Contractors added, the System, after selecting the **Send Contract** button, will display an error message blocking the submission of the contract.

Error

Contract with Contractors must have at least one Contractor

OK

Validation failure message

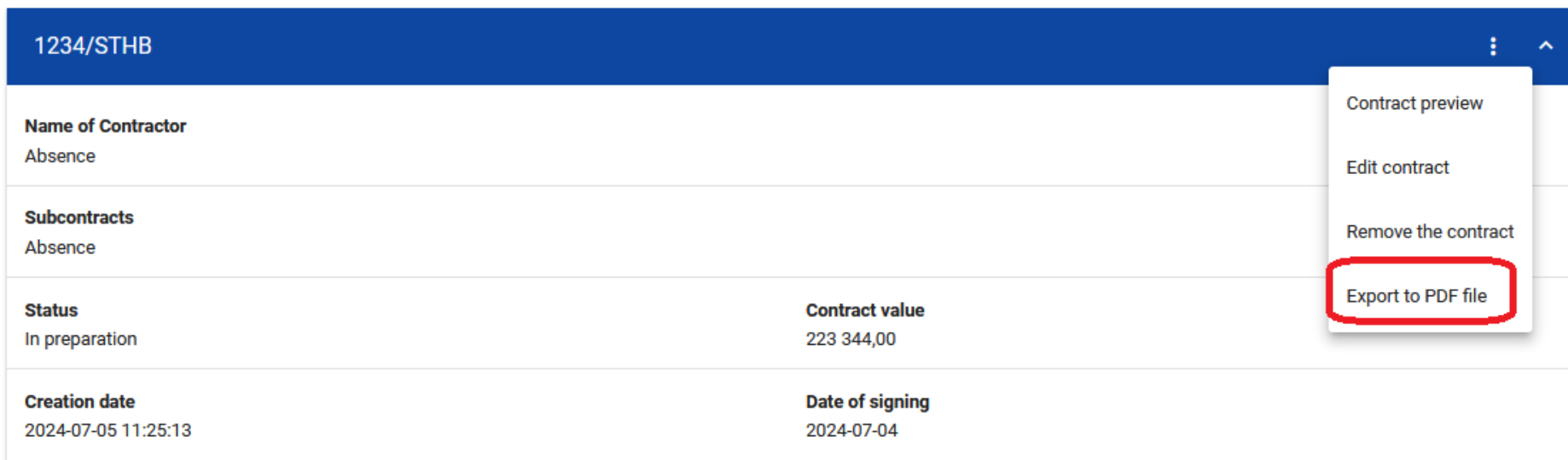
Sending a contract with the Contractor results in:

- Blocking a possibility of contract editing;
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the ***Sending Date*** field with the current system date.

3.6. Exporting the Contract with the Contractor to PDF

You can export the data of the contract with the Contractor to a PDF file regardless of its status. This is possible in two ways:

- 1) From the **List of contracts**, from the action menu visible next to the contract number select the **Export to PDF** item.



The screenshot shows a contract details page for contract number 1234/STHB. The page has a blue header with the contract number and a vertical ellipsis menu icon. The main content area is a table with the following data:

Name of Contractor Absence	
Subcontracts Absence	
Status In preparation	Contract value 223 344,00
Creation date 2024-07-05 11:25:13	Date of signing 2024-07-04

An action menu is open on the right side of the page, listing the following options: Contract preview, Edit contract, Remove the contract, and Export to PDF file. The 'Export to PDF file' option is highlighted with a red rectangle.

Navigating to contract export to PDF from the list of contracts

- 2) From the contract preview in the **Contract Details** tab of the **Public procurement management** menu, select **Export to PDF**.

Preview a contract with a contractors

PROJECT IMPLEMENTATION ▾

CONTRACT MANAGEMENT ▲

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

CONTRACTORS

SUBCONTRACTS

Contract information

Contract number

1234/STHB

Status

In preparation

Contract value

223 344,00

Date of signing

2024-07-04

Date of submission

Absence

Edit contract

Submit contract

Export to PDF file

Go back to public procurement

Go back to public procurement list

Go back to project management

Navigating to contract export to PDF from contract details

After selecting **Export to PDF**, the system will start downloading the file, which will contain the following contract information:

- Project number,
- Name of Beneficiary,
- Project Title,
- Information on the contract,
- Information on the contracts with the Contractor,
- Information on the Contractors,

- Information on contracts with the Subcontractors,
- Annexes to the contract with the Contractors.

3.7. Deleting a contract with the Contractor

To delete a contract with the “In preparation” or “Withdrawn” status, find it in the list of contracts and then select the **Delete Contract** function from the action menu next to the contract number.

1234/STHB	
Name of Contractor	Absence
Subcontracts	Absence
Status	In preparation
Contract value	223 344,00
Creation date	2024-07-05 11:25:13
Date of signing	2024-07-04

- Contract preview
- Edit contract
- Remove the contract**
- Export to PDF file

Delete contract function

The system will display a message asking you to confirm the action. You can confirm that you wish to delete the contract by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling of the process will redirect you to the list of contracts (**Contracts with Contractors** tab).

Warning

Are you sure you want to delete contract?

YES

NO

Contract deleting warning message

Information

The contract has been deleted

OK

Message confirming deleting of the contract

Notice! A contract with the Contractor cannot be deleted if it has a contract with the Subcontractor added.

If you select the **Delete Contract** function in a contract with an assigned contract with the Subcontractor, the system will display a message stating *"Information of the Contract with the Contractor has been entered for this contract. To enable deleting of the contract with the Contractor, the data on the contract with the Subcontractor assigned to this contract must first be deleted."*

4. Relationships with Subcontractors

4.1. List of contracts with the Subcontractor

In the preview of Contract with the Contractors details, after navigating to the ***Contracts with Subcontractors*** tab, the system displays a list of the contracts with Subcontractors linked with the specific contract with the Contractors. For each item, the list presents basic information, which includes: contract number, name of the Contractor, name of the Subcontractor, status, contract value, creation date and signature date.

Preview a contract with a contractors

PROJECT IMPLEMENTATION ▾

SEND CONTRACTS

CREATE CONTRACT

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

CONTRACTORS

SUBCONTRACTS

Number of results: 1

Look for a subcontract

Items per page:

10

Filtering and sorting panel ▾

SUB1/STHB/2024

Name of Contractor

STHB Test Contractor

Name of Subcontractor

Absence

Status

In preparation

Contract value

12.455,00

Creation date

2024-07-05 11:35:51

Date of signing

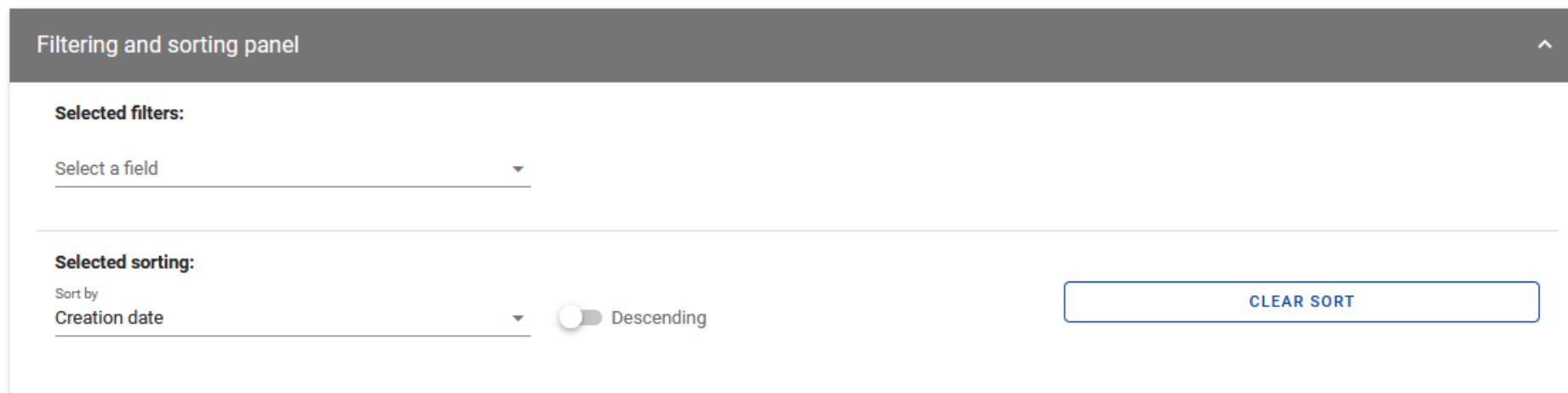
2024-07-04

List of contracts with Subcontractors

From the list of contracts with Subcontractors you have the option of exporting the contract to PDF, deleting the contract, as well as navigating to its preview or editing. To that end, you should select the relevant function from the action menu next to the number of the contract in question. The list will then be displayed where the functions listed above are available.

Moreover, you can create a new contract with a Subcontractor from the list of contracts as well as send selected contracts from the list, which is described in detail in the following chapters.

The contracts displayed in the list can be sorted accordingly (with the additional option of specifying an ascending or descending order) and filtered according to the specific criteria. When filtering, you must first indicate the field you want to filter from the drop-down list, then specify the condition (e.g. equal, contains, larger, smaller) and indicate the value by which you want to search.



The screenshot shows a 'Filtering and sorting panel' with a dark header. Below the header, there are two sections: 'Selected filters:' and 'Selected sorting:'. The 'Selected filters:' section contains a dropdown menu with the text 'Select a field'. The 'Selected sorting:' section contains a dropdown menu with the text 'Sort by' and 'Creation date', a toggle switch labeled 'Descending', and a button labeled 'CLEAR SORT'.

Window with the filtering panel

Notice! In case of text fields, the search is case-insensitive.

Moreover, you can filter the contracts in the list by several fields or by several separate conditions for a single field. To that end, complete the first condition and then select the **Add Filter** button that will appear once all the fields for the previous condition have been completed. If you resign from filtering by an added field, you can remove it by selecting the **Delete** button next to the specific condition. In addition, you can delete any items you have added in the filter by clicking the **Clear Filters** button.

If you have indicated all the fields by which you want to filter the list of contracts in the filter panel, select the **Search** button which is activated when all the fields for condition one have been completed. The system will display contracts in the list that comply with the restricting conditions provided.

4.2. Creating a contract with the Subcontractor

4.2.1. Entering information on the contract with the Subcontractor

The system enables the creation of contracts with Subcontractors as part of the contract with the Contractor that has a status of "Sent". To start creating a contract, select the **Add contract** function, located at the top of the screen after navigating to the **Contracts with Subcontractors** tab. The system will display a blank template to fill in, with the **Save, Cancel** buttons appearing at the bottom of the screen. A newly created contract assumes the status "In preparation" until you submit or delete it.

Create a contract with Subcontractors

PROJECT IMPLEMENTATION ▾

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

Contract information	
Contract number	
Name of Contractor	
Contract value	Date of signing
Notes	
0 / 3000	

Template of the new contract with the Subcontractor

Notice! You can enter a maximum of 500 contracts of the Contractor with Subcontractors within a single Contractor.

The template of the Contract with the Subcontractor contains the following fields to be filled in:

- **Contract number** - a text field used to enter the unique number of the contract (agreement) of the Contractor with the Subcontractor. The number of characters allowed in the field is 250 (mandatory field);
- **Contractor's name** - a single-choice field for selecting the Contractor with whom the contract is concluded (mandatory field);
- **Contract value** - a numerical field used to indicate the gross amount of remuneration of the contractor / subcontractors for a given contract (agreement) (mandatory field). The amount should be stated in the currency in which the contract with the subcontractor was concluded;
- **Signing date** - date-type field for entering or selecting from the calendar the date on which the public procurement was announced (mandatory field);
- **Notes** - a text field for entering additional information/remarks on the contract with the Subcontractor entered. In this field, provide at least information on the currency in which the contract with the subcontractor was concluded. The number of characters allowed in the field is 3000 (optional field);

In addition, you can link attachments to the contract. To that end, select the action menu next to the **Contract Attachments** tile header. The system will then display a list where the **Add Attachment** function will be available. Attaching and detaching of attachments is described in detail in the "Attachments" chapter. As a minimum, attach the contractor's contract with the subcontractor to the subcontractor contract information.

Notice! Adding attachments to the Contractor's contract with the Subcontractor is not mandatory.

Once the data has been entered, select the **Save** function to save it. The system will verify whether the data meets the validations. If they are met the system will display a message stating *"Data has been saved"* and the contract with the Subcontractor will be saved.

On the other hand, if the contract does not meet the system validations, the system will return the User to the editable contract card, where the fields that have not met the validation are highlighted in red with the relevant messages.

CONTRACT DETAILS

Contract information ^

Contract number
Required

Name of Contractor ▼
Required

Contract value **Date of signing**
Required Required

Notes

Field requirement messages

You can also cancel the contract creation process. To that end, select the **Cancel** button. The system will display a warning stating that “*The data entered has not been saved and will be lost. Do you want to continue?*”. Once you have confirmed that you wish to leave the template, the system will redirect you to the list of contracts with Subcontractors (**Contracts with Subcontractors** tab).

4.2.2. Entering information on Subcontractors

Once the contract of the Contractor with Subcontractor has been created, you can enter the data on the Subcontractors. To that end, navigate to the **Subcontractors** tab and select the **Add Subcontractor** function at the top of the screen. The system will display a pop-up window with a template for entering information about the new Subcontractor.

Subcontract number SUB1/STHB/2024

CONTRACT DETAILS SUBCONTRACTORS

Number of results: 0

Search Subcontractors

Items per page: 10

Filtering

No data available

Adding Subcontractor

Name of Subcontractor

Country Polska

Identifier type

Identification number

SAVE CANCEL

Window for adding a Subcontractor to a the contract

The template contains the following fields to be filled in:

- **Subcontractor 's name** - a text field used to enter the name of the Subcontractor of the contract (agreement). The number of characters allowed in the field is 250 (mandatory field);
- **Country** - a single-choice field to specify the origination of the Subcontractor's country (mandatory field);

- **Identifier type** - a single-choice field to enter the data on the type of the Subcontractor's identifier (mandatory field);
- **Identification number** - an alphanumeric field for entering the Subcontractor's identification number (mandatory field).

Once the data has been entered select the **Save** function to save it. The system will verify the compliance of the data entered with the system validations. If they are compliant, the application will display a message stating "*Data has been saved*", while the data on the Subcontractors will be saved. After this message, you will be redirected to the list of Subcontractors (**Subcontractors** tab). You can also resign from adding a Subcontractor. To that end, select the **Cancel** button. The system will display a message warning that data may be lost after leaving the form stating "*The data entered has not been saved and will be lost. Do you want to continue?*". Once you have confirmed that you wish to leave the template, the system will redirect you to the list of Subcontractors (**Subcontractors** tab).

4.3. Preview of a contract with the Subcontractor

To view details of the contract with the Subcontractor, select the **Contract preview** function from the actions menu. The system will redirect you to the contract preview screen.

In the **Contract details** tab, you can verify the contract information. In addition to the fields completed when the contract is created, the system will display additional fields:

- **Status** - a field showing the status of the Contractor's contract with the Subcontractor,
- **Sending date** - a field showing the date of sending the Contractor's contract with the Subcontractor to the institution,
- **Date of termination** - a field representing the date on which the institution terminated the Contractor's contract with the Subcontractor,
- **Withdrawal date** - a field showing the date of withdrawal of the Contractor's contract with the Subcontractor by the institution.

In the **Contract Information** section, in addition to contract details, the system also displays audit data containing the following information:

- Who created the contract with the Subcontractor,
- Date of creating the Contractor's contract with the Subcontractor,
- Who modified the Contractor's contract with the Subcontractor,
- Date of modification of the Contractor's contract with the Subcontractor.

The last item in the tab above is **Attachments**. The tile displays information about the files linked to the selected contract. They are presented as a list with the following columns:

- No.,
- Attachment name,
- Type.

Next to each attachment, there is an action menu with a **Download Attachment** function that allows the file to be downloaded to a local drive.

The **Subcontractors** tab, on the other hand, presents a list of Subcontractors for a given contract. Information about each Subcontractors is presented in the form of a tile with the following information:

- Subcontractor's name,
- Subcontractor's country,
- Subcontractor's identifier type,
- Subcontractor's identification number.

From the list of Subcontractors, you can edit or delete information about the Subcontractor. To that end, select one of the functions you wish to perform from the action menu within the tile of the Subcontractor concerned. The individual functions are described in dedicated sections of the manual.

4.4. Editing a contract with the Subcontractor

4.4.1. Editing contract information

You can edit most of the attributes in the created contract with a status "In preparation" or "Withdrawn" (excluding attributes completed automatically by the system). There are two ways to navigate to editing of a contract with the Subcontractor:

- 1) From the **List of contracts with the Subcontractors**, select the action menu located next to the contract number, and then select **Edit Contract** from the list of items.

SUB1/STHB/2024	
Name of Contractor STHB Test Contractor	
Name of Subcontractor SUBcontractor STHB	
Status In preparation	Contract value 12 455,00
Creation date 2024-07-05 11:35:51	Date of signing 2024-07-04

Navigating to contract editing from the list of contracts with Subcontractor

- 2) From the preview of the contract with the Subcontractor, from the **Contract Details** tab, expand the **Public procurement management** menu and then select the **Edit Contract** item from the list.

Preview contract with subcontractors

PROJECT IMPLEMENTATION ▾ CONTRACT MANAGEMENT ▲

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS SUBCONTRACTORS

Contract information

Contract number	Status
SUB1/STHB/2024	In preparation
Name of Contractor STHB Test Contractor	
Contract value 12 455,00	

- Edit contract
- Submit contract
- Export to PDF file
- Go back to contract with Contractor
- Go back to public procurement list
- Go back to project management

Navigating to contract editing from details of the contract with Subcontractor

Selecting the **Edit contract** item will redirect you to the contract editing window:

Editing the contract with subcontractors

PROJECT IMPLEMENTATION ▾

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS SUBCONTRACTORS

Contract information	
Contract number SUB1/STHB/2024	Status In preparation
Name of Contractor STHB Test Contractor	
Contract value 12455,00	
public-procurement-date-singing 2024-07-04	Date of submission
Termination date	Date of withdrawal
Notes	

Window of editing a contract with the Subcontractor

Notice! Upon editing a contract, the other tabs are blocked until the data entered is saved or cancelled.

The following fields are available for editing:

- Contract number,
- Contractor's name,
- Contract value,
- Date of signing,
- Notes.

In each contract modified, you can delete or link attachments - attaching and detaching files is described in detail in the chapter "Attachments".

Once the data has been modified select the **Save** function to save it. The system will verify the system validations and, if they are met, a message "*Data has been saved*" will be displayed on the screen and the contract will be updated.

On the other hand, if the contract does not meet the business rules, the system will return you to the editable card of the Contractor's contract with the Subcontractor, where the fields that have not been met the validation will be highlighted in red with the relevant messages.

You also have the option to cancel contract modification. To that end, select the **Cancel** button. The system will display a message warning of data loss after leaving the form. Once you have confirmed that you wish to leave the template, the system will redirect you to the preview screen of the Contractor's contract with the Subcontractor.

4.4.2. Editing information on the Subcontractors

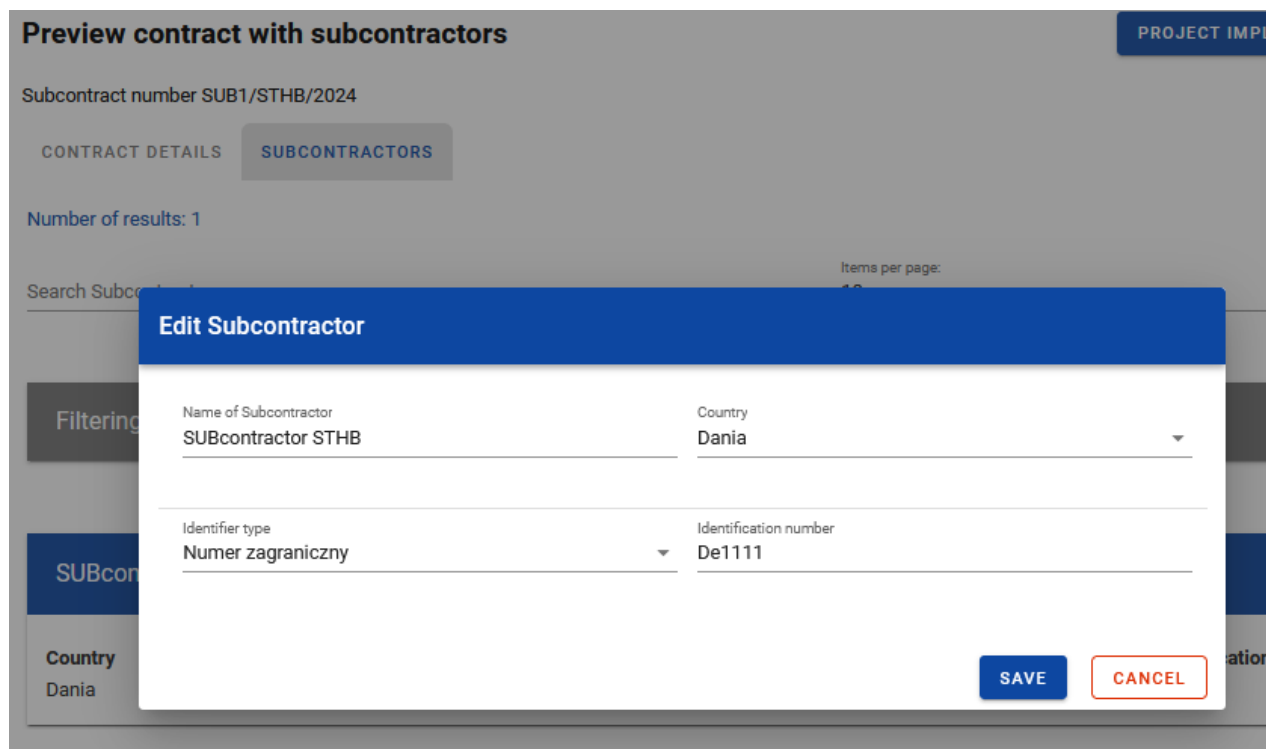
You can edit all information about the Subcontractors when the Contractor's contract with the Subcontractor has a status "In preparation" or "Withdrawn". To start editing navigate to the **Subcontractors** tab and then select the **Edit Subcontractor** function from the action menu next to the Subcontractor's name.



SUBcontractor STHB			
Country	Identifier type	Identification number	
Dania	Other number	De1111	<div style="border: 1px solid red; padding: 2px;">Edit Subcontractor</div> <div>Remove Subcontractor</div>

Navigating to Subcontractors' editing

Selecting the **Edit Subcontractor** item will navigate you to a pop-up window allowing to make changes to the Subcontractor's data.



Subcontractor's data editing window

The following fields are available for editing:

- Subcontractor's name,
- Country,
- Type of identifier,
- Identification number.

Once the data has been modified, select the **Save** function to save it. The system will verify the system validations. If they are compliant, the application will display a message stating "*Data has been saved*" and the data on the Subcontractors will be saved. The application will then navigate you to the list of Subcontractors (**Subcontractors** tab).

You may resign from updating the Subcontractor's data. To that end, select the **Cancel** function. The system will display a message warning that data may be lost after leaving the form stating "*The data entered has not been saved and will be lost. Do you want to continue?*". Once you have confirmed that you wish to leave the template, the system will return you to the list of Subcontractors (**Subcontractors** tab).

4.5. Sending the Contractor's contract with Subcontractors

4.5.1. Sending contracts from the contract list level

You can send several contracts with Subcontractors to an institution at the same time (in a contract with the Contractor with a “Sent” status). To that end, select the **Send contracts** function located at the top of the screen in the **Contracts with Subcontractors** tab. The system will display a list of contracts with Subcontractors that have a status “In preparation” or “Withdrawn”.

Preview a contract with a contractors

PROJECT IMPLEMENTATION ▾

SEND CONTRACTS

CREATE CONTRACT

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

CONTRACTORS

SUBCONTRACTS

Number of results: 1

Look for a subcontract

Items per page:
10

Filtering and sorting panel ▾

SUB1/STHB/2024

Name of Contractor

STHB Test Contractor

Name of Subcontractor

SUBcontractor STHB

Status

In preparation

Contract value

12 455,00

Creation date

2024-07-05 11:35:51

Date of signing

2024-07-04

The "Send contracts from the contract list level" button

You can tick all items on the displayed page via the **Select all items on page** checkbox or select individual items by ticking the checkbox next to the specific contract number. Once the contracts you wish to send to the institution have been selected, select the **Send** button.

The system will display a message asking you to confirm that you wish to send contracts. You can confirm that you wish to send the message by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling of the process will redirect you to the list of contracts (**Contracts with Subcontractors** tab).

Warning

Subcontracts will be sent to the institution. It will not be possible to edit and delete them. Do you want to continue?

YES

NO

Contract sending warning message

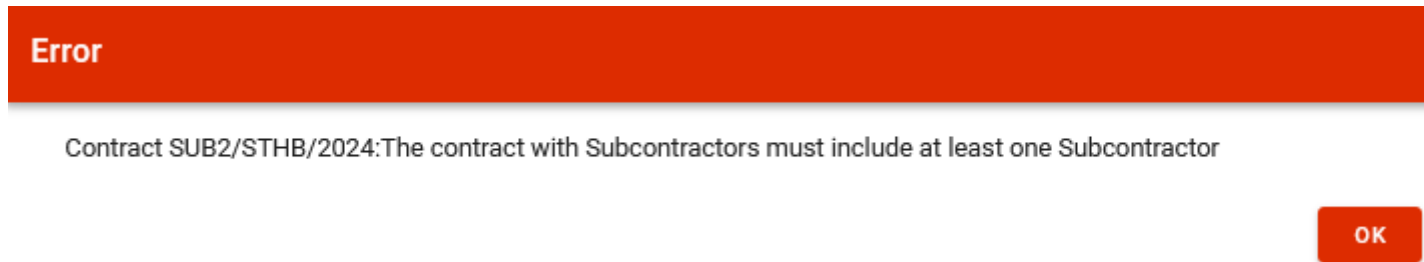
Information

Subcontracts have been sent to the institution

OK

Message confirming sending of contracts

If one of the selected contracts does not have Subcontractors added, the system blocks its sending and displays a pop-up error message with the list. Accordingly, the system indicates contracts where no Subcontractor has been added and, at the same time, contracts which have not been sent.



Validation failure message

Sending a Contractor's contract with the Subcontractor results in:

- Blocking a possibility of contract editing;
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the ***Sending Date*** field with the current system date.

If you wish to resign from sending of contracts, the ***Cancel*** button should be selected. The system will redirect you to the list of contracts (***Contracts with Subcontractors*** tab).

4.5.2. Sending a contract from the contract preview level

You can send a contract with a status “In preparation” / “Withdrawn” (in a contract with the status “Sent”) to an institution from its preview level. To that end, select the **Sent contract** item from the **Public procurement management** menu. The system will display a message asking you to confirm that you wish to send a contract. You can confirm that you wish to send the contract by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively concluding the process, while cancelling the process will redirect you to the card containing details of the Contractor's contract with the Subcontractor.

Preview contract with subcontractors

Contract notice number: TEST/STHB/MI6

The screenshot shows a web interface for previewing a contract. At the top right, there are two blue buttons: 'PROJECT IMPLEMENTATION' with a downward arrow and 'CONTRACT MANAGEMENT' with an upward arrow. Below these, the contract notice number 'TEST/STHB/MI6' is displayed. There are two tabs: 'CONTRACT DETAILS' (active) and 'SUBCONTRACTORS'. A blue header bar contains the text 'Contract information'. Below this, a table displays contract details:

Contract number	Status
SUB2/STHB/2024	In preparation
Name of Contractor STHB Test Contractor	
Contract value 1 112 233,00	

On the right side, a dropdown menu is open, listing several actions: 'Edit contract', 'Submit contract' (highlighted with a red circle), 'Export to PDF file', 'Go back to contract with Contractor', 'Go back to public procurement list', and 'Go back to project management'.

Sending a contract from the contract details level

Warning

Subcontracts will be sent to the institution. It will not be possible to edit and delete them. Do you want to continue?

YES

NO

Contract sending warning message

Information

Subcontracts have been sent to the institution

OK

Message confirming sending of the contract

If the contract does not have any Subcontractors added, the System, after selecting the **Send Contract** button, will display an error message blocking the submission of the contract.

Error

The contract with Subcontractors must include at least one Subcontractor

OK

Validation failure message

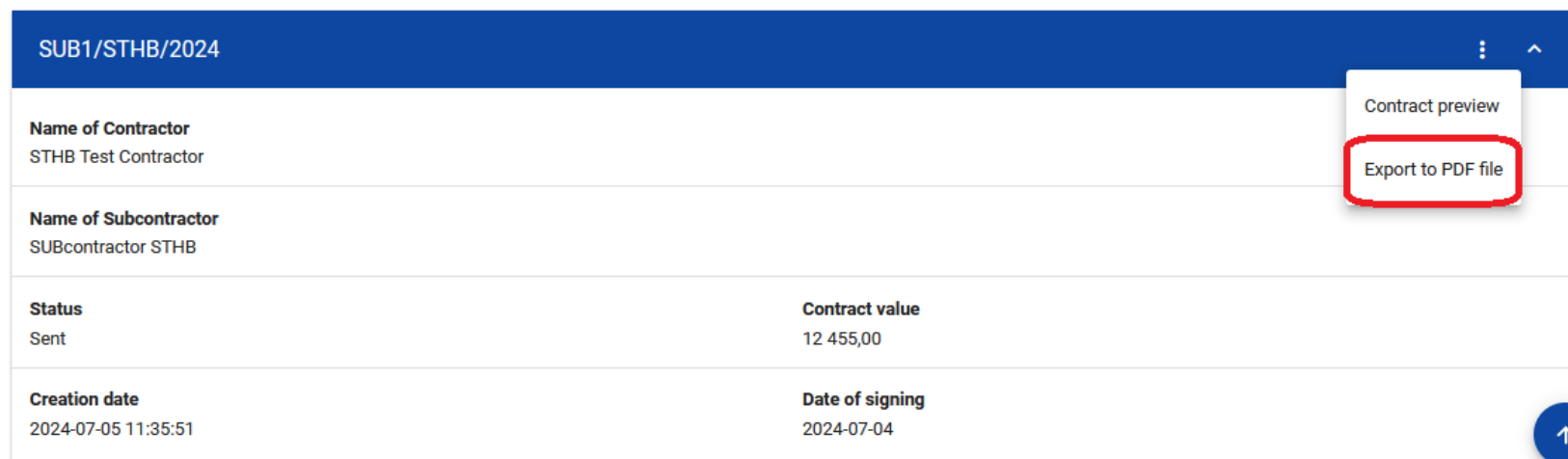
Sending a Contractor's contract with the Subcontractor results in:

- Blocking a possibility of contract editing;
- Change in the contract status from "In preparation" / "Withdrawn" to "Sent";
- Automatic completion of the ***Sending Date*** field with the current system date.

4.6. Exporting the Contractor's contract with the Subcontractors to PDF

You can export the data of the Contractor's contract with the Subcontractor to a PDF file regardless of its status. This is possible in two ways:

- 1) From the **List of contracts with Subcontractors**, from the action menu visible next to the contract number select the **Export to PDF** item.



Navigating to contract export to PDF from the list of contracts

- 2) From the preview of the contract with the Subcontractors in the **Contract Details** tab of the **Public procurement management** menu, select **Export to PDF**

Preview contract with subcontractors

PROJECT IMPLEMENTATION ▾

CONTRACT MANAGEMENT ▲

Contract notice number: TEST/STHB/MI6

CONTRACT DETAILS

SUBCONTRACTORS

Contract information

Contract number

SUB1/STHB/2024

Status

Sent

Name of Contractor

STHB Test Contractor

Export to PDF file

Go back to contract with Contractor

Go back to public procurement list

Go back to project management

Navigating to contract export to PDF from details of the contract with Subcontractors

After selecting **the Export to PDF** item, the system will start downloading the file, which will contain the following contract information:

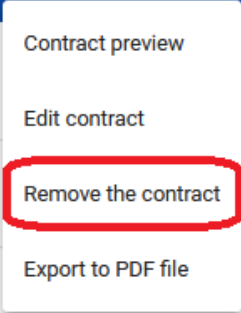
- Project number,
- Name of Beneficiary,
- Project Title,
- Information on the contract,
- Information on the contracts with the Contractor,
- Information on the contracts with the Subcontractors,

- Information on the Subcontractors,
- Attachments to the Contractor's contract with the Subcontractors.

4.7. Sending the Contractor's contract with Subcontractors

To delete the Contractor's contract with the Subcontractors with the “In preparation” or “Withdrawn” status, find it in the list of contracts and then select the **Remove Contract** function from the action menu next to the contract number.

SUB2/STHB/2024	
Name of Contractor STHB Test Contractor	
Name of Subcontractor Absence	
Status In preparation	Contract value 1 112 233,00
Creation date 2024-07-05 11:46:51	Date of signing 2024-07-02



Remove contract function

The system will display a message asking you to confirm the action. You can confirm that you wish to remove the contract by selecting the **YES** button or cancel the process with the **NO** button. Once confirmed, the system will display a message positively

concluding the process, while cancelling of the process will redirect you to the list of contracts (***Contracts with Subcontractors*** tab).

Warning

Are you sure you want to delete subcontract?

YES

NO

Contract with Subcontractors deleting warning message

Information

The subcontract has been deleted

OK

Message confirming deleting of the contract of with Subcontractors

5. Attachments

When creating or editing a public procurement/contract, you can link various files to it as attachments. To that end, navigate to the "Attachments to the Contract" or "Attachments to the public procurement" tile and select the **Add Attachment** function from the action menu next to the section header.

After selecting the **Add Attachment** function, the application will display the **Attachments** window, enabling:

- 1) Linking a file that already exists in the system (the **Documentation** tab);
- 2) Adding and linking a new file from the local drive that is not yet entered in the system (the **Local Disk** tab).

Notice! In both public procurements and contracts, the *Documentation* tab is displayed by default.

Added attachments are presented within the public procurement/contract in a separate "Attachments to public procurement" or "Attachments to contract" tile, in the form of a list with the following columns:

- No.,
- Attachment name,
- Type.

Załączniki do zamówienia			⋮ ^
Lp.	Nazwa załącznika	Typ	
1	Załącznik nr. 1.docx	Aneks do umowy - treść	⋮
2	załącznik 11.docx	Harmonogram płatności	⋮

List of public procurement attachments

5.1. Linking the file existing in the system to a public procurement/contract

Selecting the ***Documentation*** tab results in displaying a list of files that have already been added to the project. The list is presented by columns:

- File name,
- Attachment name,
- Attachment type,
- Abbreviation,
- Size.

Attachments

DOCUMENTATION

LOCAL DISK

Filtering and sorting panel
▼

	File name	Name of the attachment	Attachment type	Link	File size
<input type="checkbox"/>	STHB.04.01-IZ.00-0003/23-00-3-01_wop_32062_signed.xml.xades	STHB.04.01-IZ.00-0003/23-00-3-01_wop_32062_signed.xml.xades	The document signed electronically	EF8F763479C97AEEF8F0861E5AB77FF7	15485
<input type="checkbox"/>	STHB.04.01-IZ.00-0003/23-00-4-01-R00_wop_32059_signed.xml.xades	STHB.04.01-IZ.00-0003/23-00-4-01-R00_wop_32059_signed.xml.xades	The document signed electronically	05A79EFDDCBEF5B8915DE2E6608AC9FF	15065
<input type="checkbox"/>	Knowledge Fair Agenda as 17 01 2024 (2).pdf	test2	The payment claim verification	FDA7C1A448918F605C82EAAF037A01	392462
<input type="checkbox"/>	03_Eligibility of expenditure_Matrix of costs.pdf	test	The payment claim verification	8205402167C1C8BC023FED18D9FF59	416095
<input type="checkbox"/>	STHB.04.01-IZ.00-0003/23-00-2-01_wop_31362_signed.xml.xades	STHB.04.01-IZ.00-0003/23-00-2-01_wop_31362_signed.xml.xades	The document signed electronically	E332954B5BC409CD5ABEFD33A03CFD28	15397

Attachments window - Documentation tab

You have the option of sorting (with the additional option of specifying the ascending or descending order) and filtering the list of displayed files by specific criteria. When filtering, you must first indicate the field you want to filter from the drop-down list, then specify the condition (e.g. equal, contains, larger, smaller) and indicate the value by which you want to search.

Notice! In case of text fields, the search will take place on a case-insensitive basis.

Moreover, you can filter the list of attachments by several fields or by several separate conditions for a single field. To that end, complete the first condition and then select the **Add Filter** button that will appear once all the fields for the previous condition have been completed. If you resign from filtering by an added field, you can remove the filter by selecting the **Delete** button next to the specific condition. In addition, you can also delete any items added in the filter by clicking the **Clear Filters** button.

If you have indicated all the fields by which you want to filter the list of attachments in the filter panel, select the **Search** button which is activated when all the fields for condition one have been completed. The system will display files in the list that comply with the restricting conditions provided.

The screenshot shows a 'Filtering and sorting panel' with a dark header bar containing the title and an upward arrow. Below the header, there are two sections: 'Selected filters:' and 'Selected sorting:'. The 'Selected filters:' section contains a dropdown menu with the placeholder text 'Select a field'. The 'Selected sorting:' section contains a dropdown menu with the placeholder text 'Sort by', a toggle switch labeled 'Descending' which is currently turned off, and a blue button labeled 'CLEAR SORT'.

Filtering attachments

From the list of files displayed, the system allows you to select the attachments to be linked to the public procurement/contract. To that end, in the first column of the list, tick the checkbox next to those attachments that are to be added to the public

procurement/contract. Subsequently, select the **Save** button in the bottom right-hand corner of the window. The system will link the selected files and create links to the public procurement/contract for them.

You can resign from adding attachments to your public procurement/contract at any time. To that end, select the **Cancel** button in the bottom right-hand corner of the displayed window. The system will close the **Attachments** window, and the data entered will be lost.

5.2. Linking a new file from the local disk to a public procurement/contract

To add a new file to a public procurement/contract that is not present in the System within a project, navigate to the **Local Disk** tab.

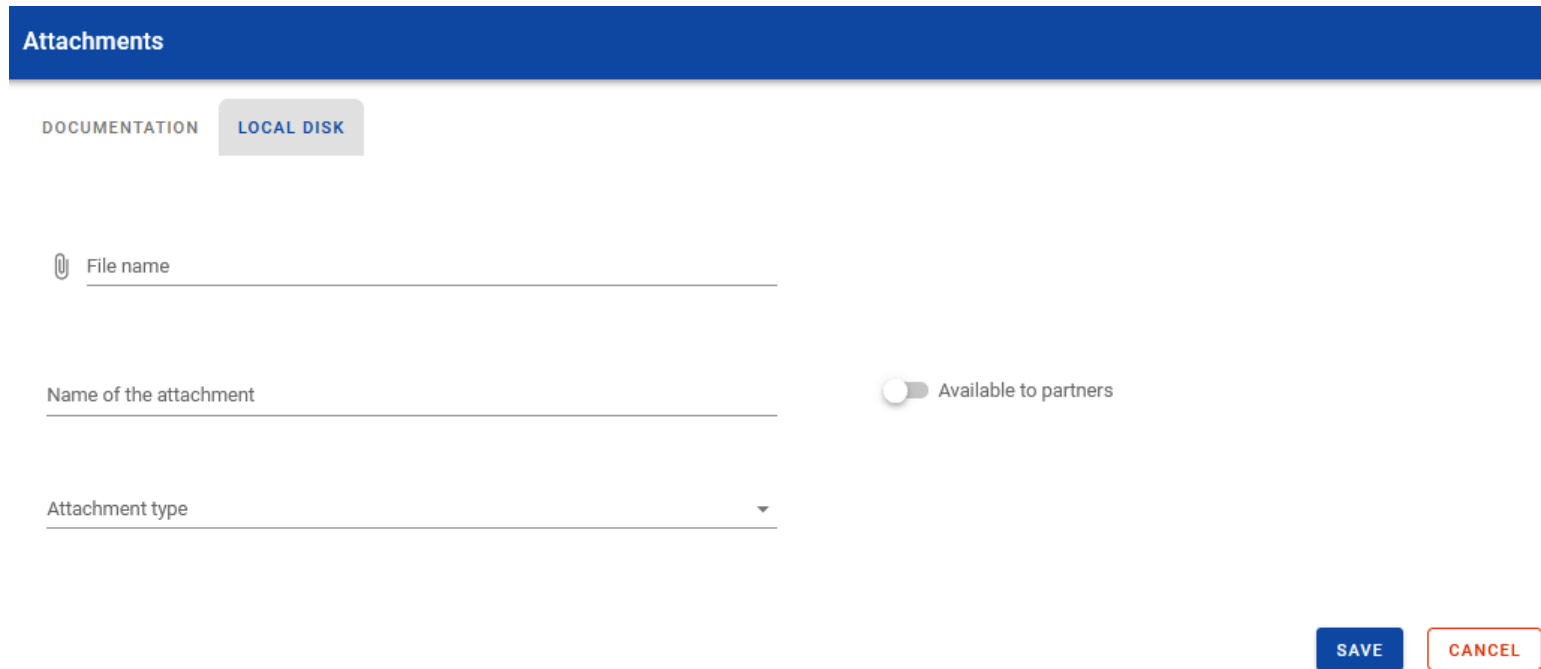
When adding a new file, you should complete the following attributes of the attachment:

- Attachment name,
- Attachment type,
- Shared with implementers - values Yes/No, field only present in projects with more than one implementer. The box is marked "No" by default. If the attachment should also be visible to the project partners, the "Yes" value should be selected.

Moreover, select a file from the disk, whereby:

- The file can have xml, pdf, jpg, jpeg, png, xls, xlsx, doc, docx, xades, pades format;
- The addition of executable files is not permitted;
- The maximum size of a single file must not exceed 50Mb.

After adding the attachment, select the **Save** button in the bottom right-hand corner of the window. The system will add the new file to the list of attachments, link the files to the public procurement/contract and create links to the public procurement/contract for it.



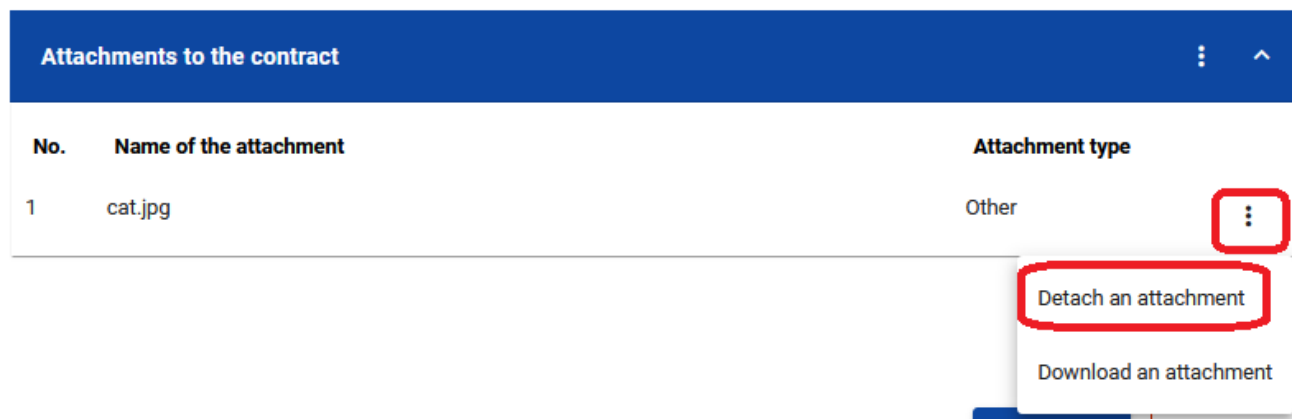
The screenshot shows a web interface for adding attachments. At the top is a blue header with the text "Attachments". Below this are two tabs: "DOCUMENTATION" and "LOCAL DISK", with "LOCAL DISK" being the active tab. The main area contains three input fields: "File name" (with a paperclip icon), "Name of the attachment", and "Attachment type" (with a dropdown arrow). To the right of the "Name of the attachment" field is a toggle switch labeled "Available to partners". At the bottom right of the form area are two buttons: a blue "SAVE" button and a red-outlined "CANCEL" button.

Attachments window - local drive tab

You can resign from adding attachments to your public procurement/contract at any time. To that end, select the **Cancel** button in the bottom right-hand corner of the displayed window. The system will close the **Attachments** window, and the data entered will be lost.

5.3. Detaching the attachment from the public procurement/contract

When the public procurement/contract has the status "In preparation"/"Withdrawn" and has attachments linked to it, you can detach them. To that end, navigate to the "Attachments to the Contract" or "Attachments to the public procurement" tile and select the **Add Attachment** function from the action menu next to the relevant attachment.



Detach the attachment function

When the function is selected, the System will display the message "Are you sure you want to detach the attachment from the contract?" or in the case of a public procurement contact "Are you sure you want to untie the attachment from the public procurement contact?". You can confirm that you wish to detach the attachment by selecting the **YES** button or cancel the process with the **NO** button.

Once the detachment has been confirmed, the System will display a message positively concluding the process with "The attachment has been detached from the contract" or, in the case of a public procurement, "The attachment has been detached from the public procurement".

Cancelling the process will return to editing of the contract or the public procurement.

Warning

Are you sure you want to detach the attachment from the contract?

YES

NO

Message confirming detachment of an attachment from the public procurement

Information

The attachment has been detached from the contract

OK

Message concerning the detachment of the attachment from the public procurement

Notice! An attachment that is detached from the public procurement/contract is not automatically deleted from the System. Only the link of such an attachment with the public procurement/contract is deleted.

6. Withdrawal and cancellation of public procurements, contracts with Contractors and Contractors' contracts with Subcontractors

Once a public procurement, contract with the Contractor or Contractors' contract with the Subcontractor has been sent, changes may need to be introduced to this data, e.g. as a result of errors discovered or as a result of the Controller's inspection of the contract.

To that end, contact the relevant Controller, provide the number of the public procurement, contract with the Contractor or Contractors' contract with the Subcontractor that should be withdrawn to your level for data editing.

Once withdrawn, the public procurement, contract with the Contractor or Contractors' contract with the Subcontractor concerned will assume the status "Withdrawn" and you will be able to correct the data and resubmit it.

In the event of the cancellation of a tender procedure, the relevant Controller should be contacted and the number of the contract to be cancelled should be provided.

Once the contract has been cancelled, it will assume the status "Cancelled". It will not be possible to edit the data in such contract.