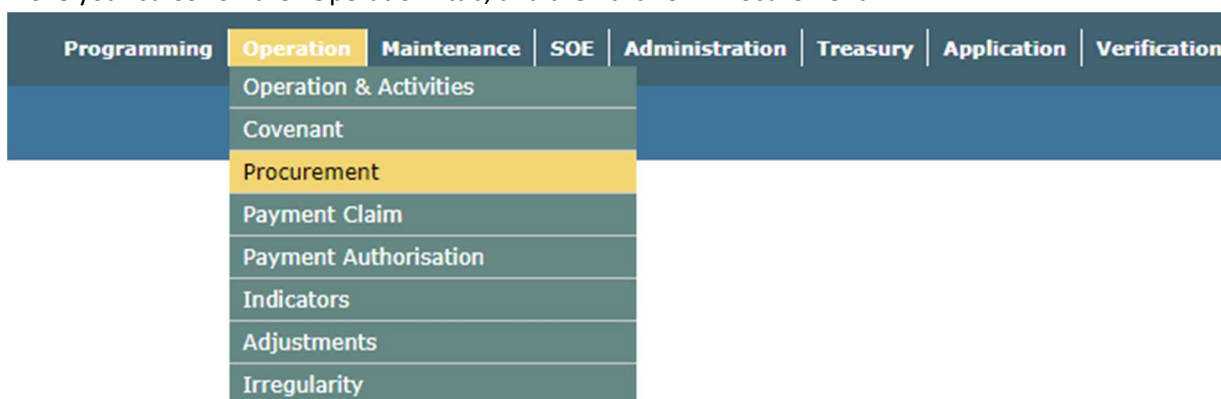


How to Create a Contract

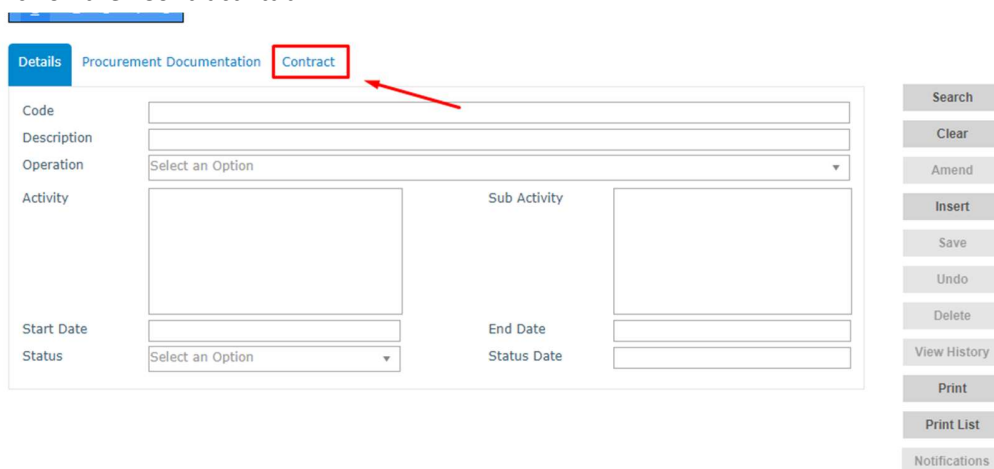
NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the “Operation” tab, and then click on “Procurement” .



2. Click on the “Contract” tab.



3. Click on "Insert".



4. Fill in the necessary details of the contract that you want to create.

[Details](#) | [Guarantee](#) | [Statistics](#) | [Contract Documentation](#)

Reference	<input type="text"/>	Reference Date	<input type="text"/>
Description	<input type="text"/>		
Sub Activity	Select an Option ▼		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Entities	Select an Option ▼		
Status	Select an Option ▼	Status Date	<input type="text"/>
Credit Term	<input type="text"/>		
Prefinancing Amount	<input type="text"/>	Retention Percentage	<input type="text"/>
Remarks	<input type="text"/>		

Payment Claim Type
 Direct Payment Reimbursement Set at invoice

Financial Plan

Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan

Eligible Gozo	<input type="text"/>	Vat Eligible Gozo	<input type="text"/>	Total Eligible Gozo	<input type="text"/>
Not Eligible Gozo	<input type="text"/>	Vat Not Eligible Gozo	<input type="text"/>	Total Not Eligible Gozo	<input type="text"/>
					<input type="text"/>



5. Click on "Save".



6. Click on the "Guarantee" Tab whilst staying in the "Contract" Section.

A screenshot of a web form interface. At the top, there are four tabs: 'Details' (blue), 'Guarantee' (highlighted with a red box and a red arrow), 'Statistics', and 'Contract Documentation'. Below the tabs, the form is organized into several sections. The first section has 'Reference' and 'Reference Date' fields. The second section has a 'Description' field. The third section has a 'Sub Activity' dropdown menu with 'Select an Option' as the selected value. The fourth section has 'Start Date' and 'End Date' fields. The fifth section has 'Entities' and a dropdown menu with 'Select an Option'. The sixth section has 'Status' (dropdown with 'Select an Option'), 'Status Date', and a text field. The seventh section has 'Credit Term' and a text field. The eighth section has 'Prefinancing' and a text field. The ninth section has 'Retention' and a text field.

7. Click on "Insert".



8. Fill in the necessary details.

Details **Guarantee** Statistics Contract Documentation

Reference	Guarantee Type	Guarantee Date	Carried Out

1

Gaurantee Ref

Gaurantee Type

Gaurantee Amount Date

Carried Out

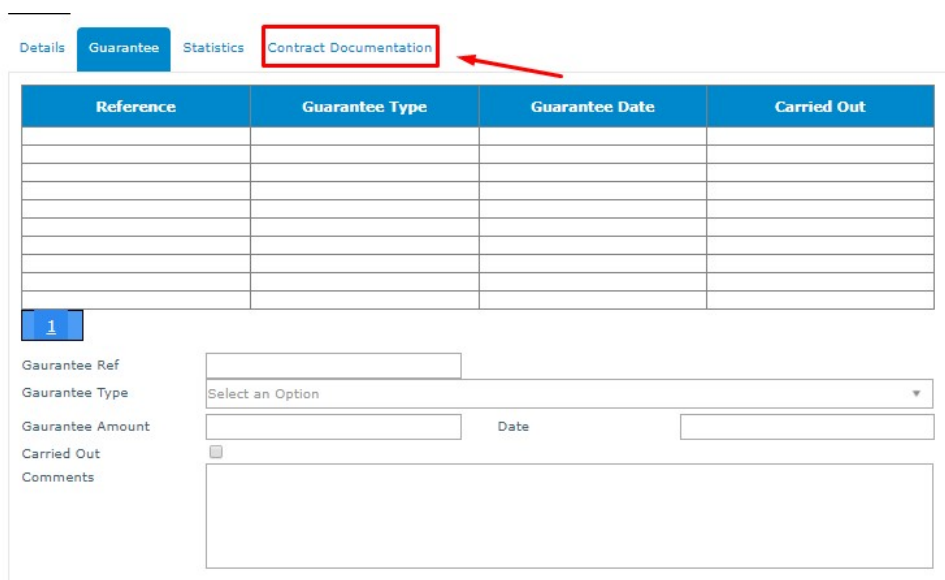
Comments



9. Click on "Save".



10. Click on the "Contract Documentation" Tab whilst staying in the "Contract" Section.



11. Click on "Insert".



12. Fill in the necessary details, and if applicable, attach the necessary file.

A form for creating a document. It has a blue tab labeled '1' at the top left. The form contains the following fields and controls:

- Title: A text input field.
- Description: A larger text input field.
- Document Type: A dropdown menu with the text 'Select an Option' and a downward arrow.
- Content Type: A dropdown menu with the text 'Select an Option' and a downward arrow.
- Document Date: A text input field.
- Choose File: A button next to the text 'No file chosen'.
- View Document: A button at the bottom.

The entire form area is enclosed in a red rectangular border.

13. Click on “Save”.



-----End of Tutorial-----

Modification History

Creation of Tutorial – 17/07/2017

