How to Create a Record in the Procurement Menu

***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.

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1. Move your cursor on the "Operation" Tab, and then click on "Procurement".

2. Click on "Insert".
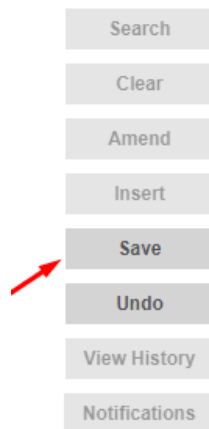

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3. Fill in necessary details.

Note: *Activity box will become available once an Operation is chosen, and Sub Activity box will become available once an Activity is chosen.*

4. Click on "Save".

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

Modification History

Creation of Tutorial – 18/07/2017