

Electronic submission system -users' guide

EIT Manufacturing

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eitmanufacturing.eu



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Registration

We have 2 types of registrations to get access to NetSuite.

1. **New Organization registration** – Organizations that do not exist in our current system (Who do not have access to Plaza as well) must fill in the [New Org](#) form to start their registration process. Once the organization is registered, they can register additional users using the Contact form mentioned below.
2. **Existing organizations registration**– Organizations that were already registered in our previous ERP (Plaza) are migrated to NetSuite. However, users of the organizations must fill in the [Contact Form](#) to register users in NetSuite. This enables the addition of co-editors to your proposals, ensuring collaborative engagement.

New Organization Registration

New Organizations that are not currently registered in our system and are interested in applying for Call for Proposal can initiate the registration process by filling out the online form:

<https://7967462.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2533&deploy=1&compid=7967462&ns-at=AAEJ7tMQciw1l2f-z-3r0zMrsEPIdGRHmg8fsIFp7jgrLthVisk>



COMPANY INFORMATION

GDPR Agreement *

Organization Name *

Legal Organization Name (in National Language) *

Website
https://www.yourwebsite.com

Organization Type *

Annual Revenue (Average for the last 2 years) *

Number of Employees *

Currency *

VAT Number *

PIC Number *

Please state your specific interests for a collaboration, with reference to e.g. topics of the current call for proposals, EIT Manufacturing partners which you would like to coorporate, etc. *

How did you get in contact with EITM? *

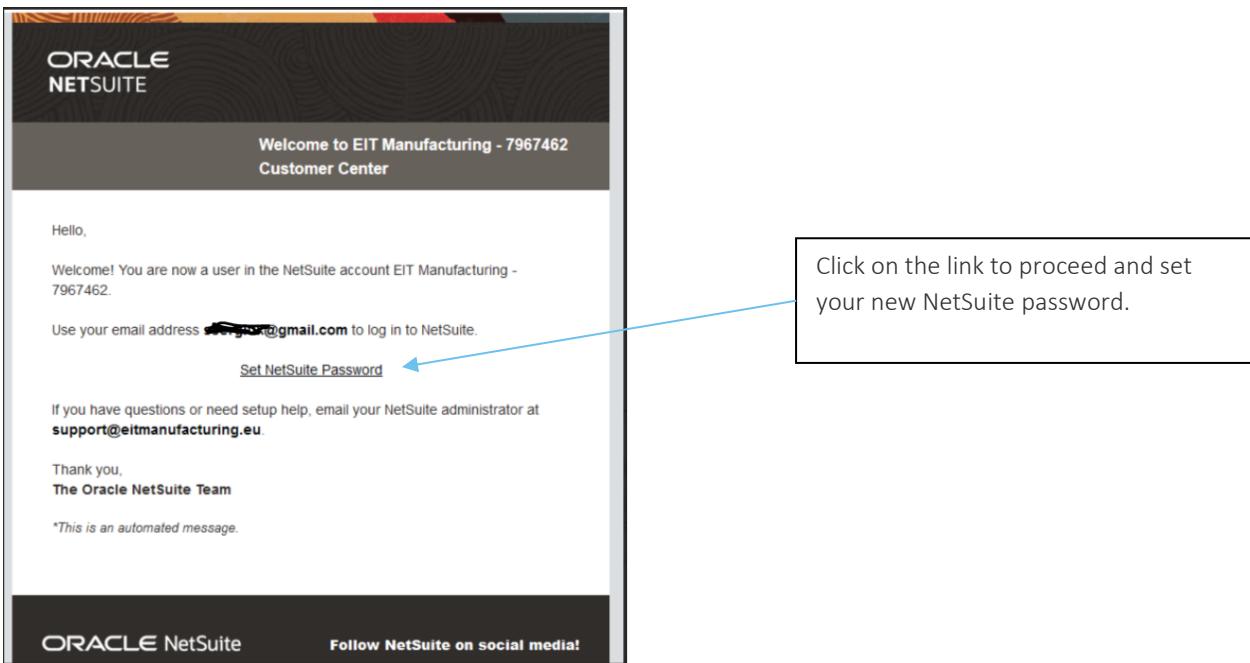
Purpose of Registration, Type *

KIC Added Value *

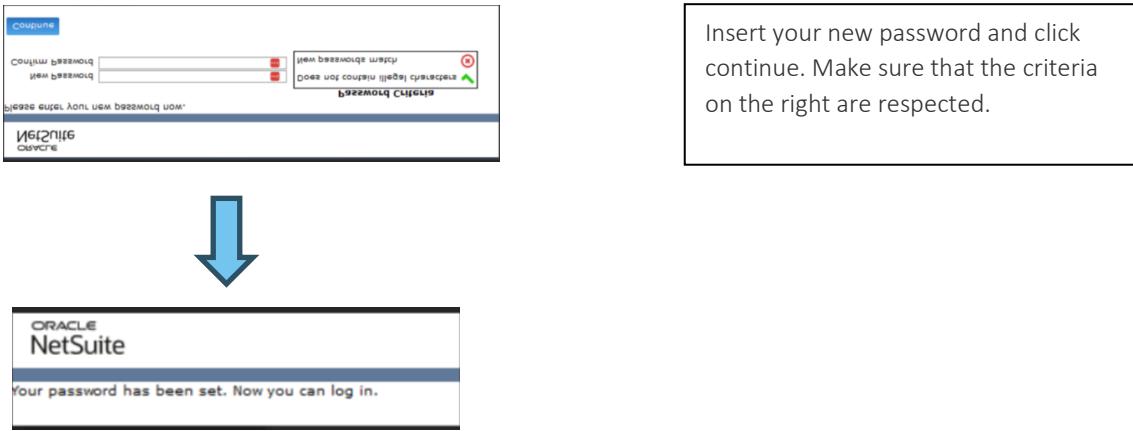
Fill in every mandatory field in the form and click submit button.

In the 'Purpose of Registration' field, selecting the value 'Call for Proposal SME' ensures that the organization's intention is clearly communicated, facilitating the registration review process.

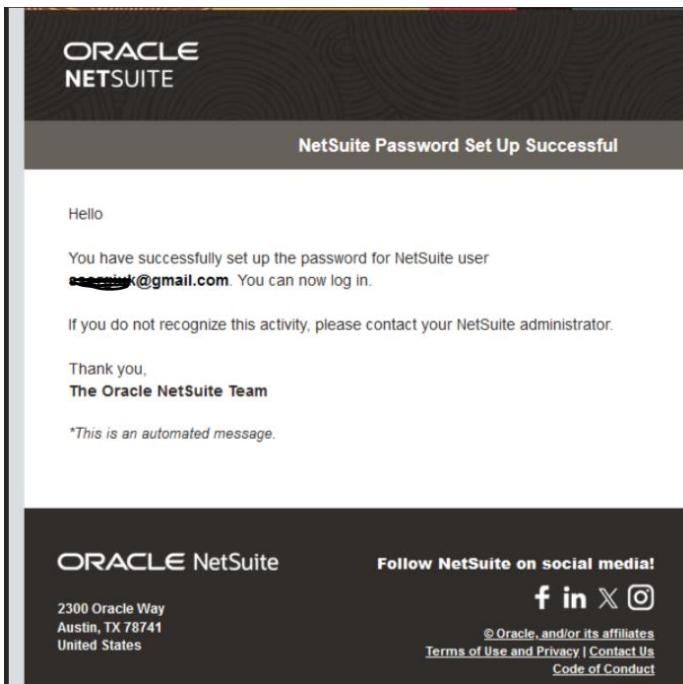
After submission, the application undergoes verification by EIT Manufacturing's team to ensure authenticity. Once verified, an email will be sent to the organization contact to finalize the registration process with a link to set the password. This email works as a security measure to ensure that only authorized individuals can access the account.



Users should click on the link in the email to be redirected to the password setting page. Here, they can securely set a password of their choice, enhancing account security.



After successfully setting the password, a confirmation email will be sent to the user, indicating that the registration process is complete, and they can now access the Partner Area.



After your organization has been successfully registered, you can register a user by following the steps mentioned below for Existing Organizations.

Existing organizations

Organizations that were registered in our previous ERP (Plaza) can fill out the below online form to register users. If you want to have co-editors for your Proposal, fill out the below form to register them as a contact:

<https://7967462.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2528&deploy=1&compid=7967462&ns-at=AAEJ7tMQeCadF-cgpvZ-7arYQSHji-pOzChdbttmLp7v2Mz4r7M>



CONTACT DETAILS

First Name *

Middle Name

Last Name *

Email Address *

Company *

Gender

Phone

Job Title *

Country *

Nationality *

Fill in every mandatory field in the form and click submit button.

In the field 'Company', please start by typing 3 characters to initiate the dropdown prompt, then find your company name and click on the name to select.

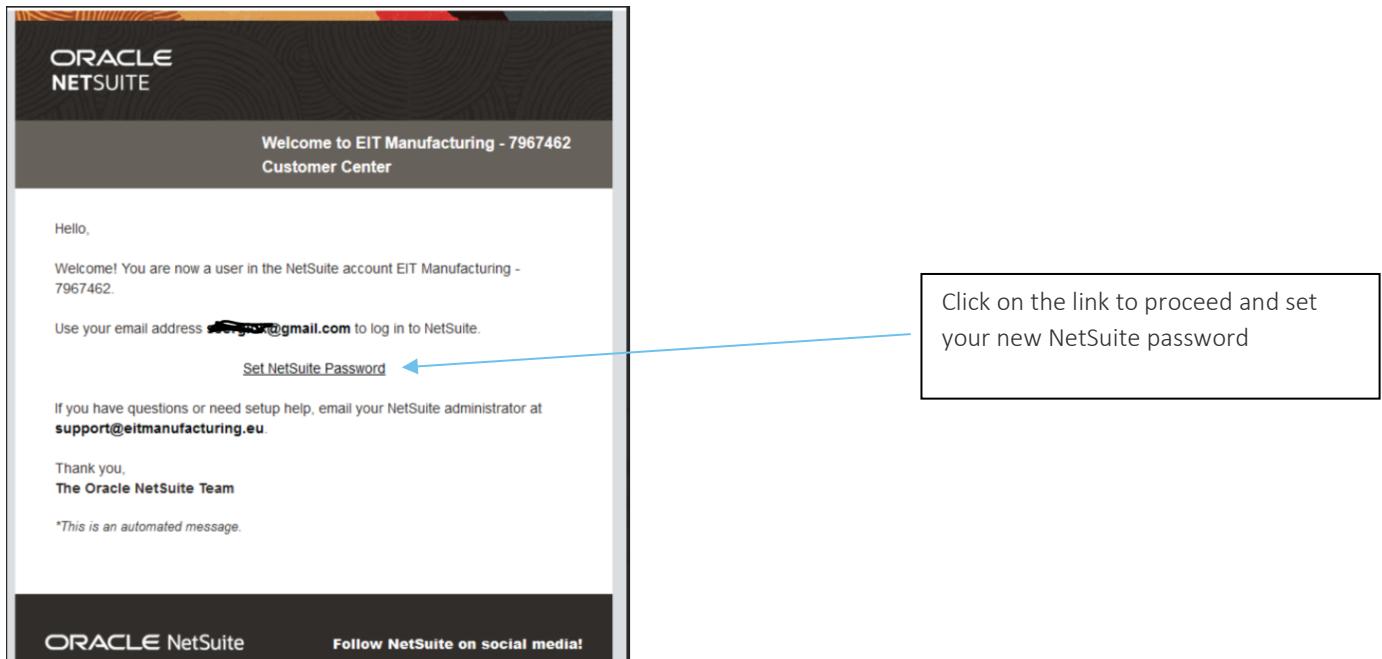
Email Address *

Company *

- test
- test1
- test2
- test3
- test4
- Test Inc
- test5
- Test submission

Once the form is submitted, the application will be checked internally by the EITM Team.

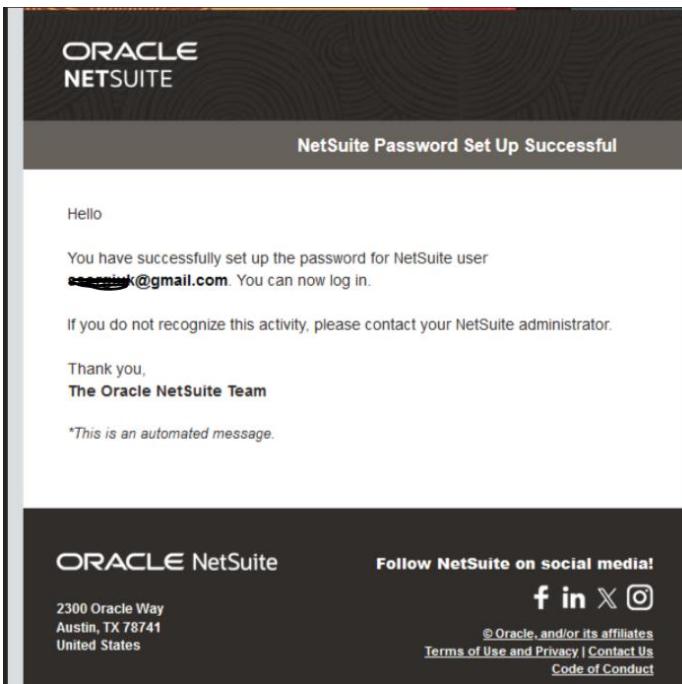
Once verified, an email will be sent to the registered user to finalize the registration process with a link to set the password. This email serves as a security measure to ensure that only authorized individuals can access the account.



Users should click on the link in the email to be redirected to the password setting page. Here, they can securely set a password of their choice, enhancing account security.

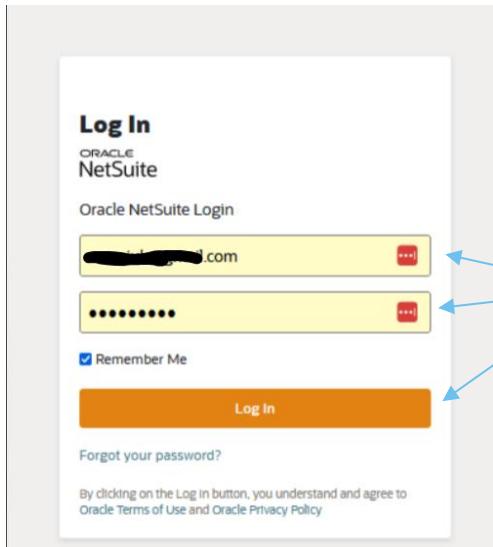


After successfully setting the password, a confirmation email will be sent to the user, indicating that the registration process is complete, and they can now access the Partner Area.



Log in to Partner Area

After having registered, you can log in by accessing this link: <https://7967462.app.netsuite.com/>



The screenshot shows the Oracle NetSuite Login page. It features a header with the "Log In" button and the "ORACLE NetSuite" logo. Below the header is the "Oracle NetSuite Login" section. It contains two yellow input fields for "Email" and "Password", each with a red "Forgot" link at the end. A "Remember Me" checkbox is present below the password field. At the bottom is an orange "Log In" button. Below the "Log In" button is a small note: "By clicking on the Log in button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy". To the right of the screenshot is a callout box with the instruction: "Insert your login (email), password and click on login." Three blue arrows point from the text in the callout box to the respective "Email" and "Password" input fields and the "Log In" button.

Insert your login (email), password and click on login.

Once you click login you will be redirected to the main page of your organization.

Partner Area Home Page

The screenshot shows the Partner Area Home Page with a red border around the main content area. The page is divided into several sections:

- Portlet:** A sidebar on the left containing "Customer Details" and "Proposals" links.
- Centre:** A large section titled "Customer Centre - Home Links" with links for Billing, Orders, and Support.
- Dashboard:** A section titled "Quick View" showing various metrics like Outstanding Balance, Outstanding Orders, Open Cases, and Open Estimates.

Navigation to the CFP Program

Within the Home Dashboard, partners can easily navigate to the CFP Programs section by selecting the appropriate menu options:

Proposals > CFP Programs > CFP Programs (Running, Upcoming).

The screenshot shows the navigation path from the Home dashboard to the CFP Programs section:

- The "Customer Details" and "Proposals" links are visible in the top-left corner.
- The "CFP Programs" link is highlighted in red, indicating the current section.
- A callout box highlights the path: "Proposals > CFP Programs > CFP Programs (Running, Upcoming)."
- The "Customer Centre - Home Links" and "Quick View" sections are also visible on the dashboard.

CFP Program

The Program oversees partners' ability to create or submit proposals, ensuring alignment with program objectives and timelines.

The screenshot shows a user interface for managing CFP programs. At the top, there's a navigation bar with 'Customer Details' and 'Proposals'. Below it, a section titled 'CFP Programs (Running, Upcoming): Results' displays a table with columns: AREA, CFP PROGRAM NAME, CFP START DATE, PROJECT END DATE, STATUS, and TOTAL. One row is visible for 'Innovation' under 'CFP Empowering SME's 2024' with a start date of 19/08/2024 and end date of 31/12/2025, labeled 'Running'. An 'APPLY' button is located at the bottom right of the table. A callout box with the text 'Click to create a CFP application.' points to this button.

Applying for a CFP is a straightforward process, with users simply needing to click on the Apply button within the designated program interface.

Users should cross check the CFP Program name and Area and click the Apply button for their respective Program they are interested in.

Call for Proposals Form

The CFP form is composed of 2 main parts:

Body part (Highlighted in Red): Always visible on the form, it contains general information about the Program (CFP) and essential details about the proposal (such as ID and the status).

Subtabs (Highlighted in Blue): Also known as criteria, these contain all the fields required for the CFP. Users can navigate through them by clicking on specific subtab titles

The screenshot shows a 'Call For Proposals' form. At the top, there's a 'Save' button. Below it, a 'Program Information' section is highlighted with a red border. This section includes fields for 'CFP PROGRAM' (set to 'CFP Empowering SME's 2024'), 'PROGRAM START' (19/08/2024), 'PROGRAM END' (11/11/2024), 'PROJECT MIN DATE' (01/04/2025), 'PROJECT MAX DATE' (31/12/2025), and 'STATUS' (Draft). Below this, a 'General Project Info' subtab is highlighted with a blue border. It contains fields for 'TITLE (NAME OF THE SOLUTION)', 'COMPANY NAME', 'COMPANY WEBSITE', 'PREFERRED PERIOD', 'PROJECT START DATE', and 'PROJECT END DATE'. To the right of these fields are dropdown menus for 'APPLICATION CATEGORY', 'TECHNOLOGY KEYWORD', 'AREA' (set to 'Innovation'), and 'SEGMENT' (set to 'Develop').

The applicant can fill in the information on the form, save the progress, and come back to edit and continue the application anytime. Ensure that you click the Save button before leaving the page so that the information filled in is not lost.

To know more about the fields, click on the field name to open the help text.

How to add an SME

Step 1: Click on the Contact Information tab

Step 2: Locate the table with the column name “Organizations” and click on the down arrow

Step 3: Click on List button

The screenshot shows the 'Contact Information' tab selected in the top navigation bar. Below it is a table with columns: CUSTOMER*, CONTACT*, SME ROLE*, PARTNER DESCRIPTION*, and SME STATUS*. The 'Organizations' column has a dropdown arrow icon. A blue arrow points from the text 'Step 2: Locate the table with the column name “Organizations” and click on the down arrow' to this icon. A box labeled '1' is over the 'Organizations' column header. A box labeled '2' is over the dropdown arrow. A box labeled '3' is over the 'List' button in the toolbar.

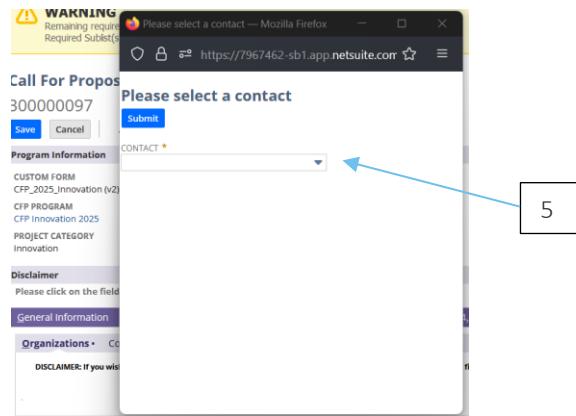
Step 4: Find your organization in the list or use the search option and select it.

Note that only the organizations that are already registered will be displayed here. To add a new organization that is not on this list, kindly use the below link to register the organization.

<https://7967462.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2533&deploy=1&compid=7967462&ns-at=AAEJ7tMQciw1I2f-z-3rOzMrsEPIdGRHmg8fsIFp7jgrLthVisk>

The screenshot shows a modal dialog box for selecting an organization. It has a search bar at the top with the text 'IC_test Subsidiary 1'. Below the search bar is a list of organizations. A blue arrow points from the text 'Step 4: Find your organization in the list or use the search option and select it.' to the search bar. A box labeled '4' is over the list of organizations.

Step 5: A new window will appear – in the list of contacts please select the main contact person for this organization and click submit.



Step 6: Once the organization and contact are selected you will see it in the table. When the information is completed click add to submit your organization.

- No duplicates are allowed in this table meaning that you will be able to add your organization only once.

SME Organizations	Contacts	CFP - End User		
CUSTOMER *	CONTACT *	SME ROLE *	PARTNER DESCRIPTION *	SME STATUS *
Baleine	1050 Baleine : UAT Contact	Coordinator	Test description	External project partner
<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Remove"/>		Coordinator		External project partner

A blue arrow points from the number '6' to the 'Add' button in the row toolbar.

How to remove added Organization:

In case you wish to remove the selected organization, click on the name of the organization and click Remove button. The line will be deleted.

ENTITY *	CONTACT *	CONTACT FIRST NAME
1 Test1	Tl_1 Tl_Test1 : TEST SUB SUBSID	

The 'Remove' button is highlighted with a blue box.

How to add co-editors (contact)

Step 1: Click on Contact Information tab

Step 2: Locate Contact List

The screenshot shows the 'Contact Information' tab selected (highlighted by a blue arrow labeled 1). Below it, the 'CONTACT' dropdown menu is open, showing 'List' and 'Search' options (highlighted by a blue arrow labeled 2).

Step 3: Locate the table with the column name "Contact"

Step 4: Under Contact, click on the down arrow list and click on List to open the list of contacts.

The screenshot shows the 'Contact Information' tab selected (highlighted by a blue arrow labeled 4). The 'CONTACT' dropdown menu is open, with 'List' selected (highlighted by a blue arrow).

Step 5: Select a contact from the list and you will see that other fields such as Email are filled in.

The screenshot shows a list of contacts. One contact, 'G - New -' with the phone number '211 2342 3345453', is selected and highlighted with a blue background. Other contacts listed include '725 Naajyah Soobratty', '777 Hermione G', and 'Achim Wagner'. The 'CONTACT INFORMATION' tab is selected at the top.

Step 6: Click Add

If you wish to add a contact for an organization, but this contact is not registered yet: it should use this form to register a user:

<https://7967462.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2528&deploy=1&compid=7967462&ns-at=AAEJ7tMQeCadF-cgpvZ-7arYQSHji-pOzChdbttmLp7v2Mz4r7M>

How to remove added Contact:

If the applicant wishes to delete the selected contact, they can do so by clicking on the name of the selected contact, then click the 'Remove' button.

The screenshot shows a software interface with a top navigation bar containing tabs: General Information, Contact information, Excellence, and Impact. The Contact information tab is selected. Below the tabs is a breadcrumb navigation: Organizations • Contacts. A modal dialog box titled 'CONTACT*' is open, showing a single input field with the value '211 2342 3345453'. At the bottom of the dialog are four buttons: a blue 'OK' button, a grey 'Cancel' button, a grey '+ Insert' button, and a grey 'Remove' button. There is also a small '+ Add Row' link at the bottom left of the dialog.

How to add End User:

Step 1: Click on Contact Information tab

Step 2: Navigate to CFP – End User

The screenshot shows a software interface with a top navigation bar containing tabs: General Information, Contact information, Excellence, Impact, Revenue Forecast, Implementation, Budget, and Strategic Fit. The Contact information tab is selected. Below the tabs is a breadcrumb navigation: SME Organizations • Contacts • CFP - End User. A modal dialog box titled 'LETTER OF COMMITMENT FROM END-USER' is open, showing a file input field with the placeholder 'Choose File | No file chosen'. A blue arrow points from the text 'Step 2: Navigate to CFP – End User' to the 'CFP - End User' tab in the breadcrumb. A white box labeled '1' is over the file input field. Another white box labeled '2' is over the 'Add' button at the bottom left of the dialog. At the bottom right of the dialog is a 'Save' button.

Step 3: Complete the information in the table and click Add.

Note: Adding an End User is not mandatory in this proposal.

How to add KPIs

KPIs are automatically added for this Call For Proposal. No input from the user is required.

The screenshot shows a software interface with a table for selecting KPIs. The table has columns: CODE #, TITLE, DESCRIPTION, and EXPLANATION. One row is visible, corresponding to KPI EITR02.4, which is described as 'Innovations launched on the market with revenue >10k'. The EXPLANATION column contains a detailed description of the KPI. At the bottom of the table are four buttons: a blue 'OK' button, a grey 'Cancel' button, a grey '+ Insert' button, and a grey 'Remove' button.

How to remove a KPI from selection:

KPIs are automatically added for this Call For Proposal. No input from the user is required.

How to add deliverables/milestones/outputs:

Deliverables are automatically added for this Call For Proposal. No input from the user is required.

KEY DELIVERABLES NAME	CODE	DESCRIPTION*	EXPECTED DATE*
Final Performance report	DEL03	Final Performance report	31/12/2025
Interim Performance report	DEL02	Interim Performance report	30/09/2025
Kick off package	DEL01	Kick off package	30/04/2025

How to add Budget

Step 1: Once you save the Proposal, Navigate to the Budget Subtab.

The screenshot shows the 'Budget' subtab of a proposal management system. At the top, there are tabs for General Information, Contact information, Excellence, Impact, Revenue Forecast, Implementation, Budget, Strategic Fit, and Email logs. The 'Budget' tab is selected. Below the tabs, there is a summary table with three rows: Total Eligible cost (End User + SME), Requested EIT contribution to eligible costs (End User + SME), and Co-funding % (End User). A blue arrow labeled '1' points to the 'Edit' link in the first row of the summary table. Another blue arrow labeled '2' points to the 'Edit' link in the second row of the summary table. The main table below lists budget details for two entries: 'SME Budget' and 'End user Budget'. Each entry has columns for Link, IS COPIED, NAME*, BUDGET YEAR, PHASE, NAME, ORGANIZATION, TOTAL COST, EIT FUNDING, CO-FUNDING, and FUNDING RATE.

Step 2: Click on the Edit Link. (A new window will popup)

The screenshot shows the 'Edit' modal window for a budget entry. At the top, there are buttons for Save, Delete, and Go Back. The window is divided into sections: Primary Information and Co-funding details. In the Primary Information section, fields include ID (2042), BUDGET YEAR (2025), ORGANIZATION (Baleine), RESPONSIBLE PERSON (1050 Baleine : UAT Contact), and FTE (1). In the Co-funding details section, fields include NATIONAL FUNDING, OTHER EU FUNDING, LOCAL FUNDING, and PARTNER OWN RESOURCES (2.000.00). The Funding section provides a breakdown of costs: EIT FUNDING (37.250.00), CO-FUNDING (2.000.00), INDIRECT COSTS (7.750.00), FUNDING RATE (94.9%), and TOTAL COST (39.250.00). Below these sections is a table for included indirect costs, showing rows for Personnel costs, Subcontracting costs, Purchase costs- Travel and subsistence, Purchase costs- Equipment, and Purchase costs- Equipment, with corresponding costs of 30.000.00, 500.00, and 20.000.00 respectively.

Step 3: Fill in the details in the fields.

Organization – Select the organization from the dropdown.

In the co-funding details, the user can enter value for Partner Own Resources. Based on this input, the value of the field co-funding (in the right column under Funding heading) will be auto-calculated and filled.

Co-Funding details		Funding
NATIONAL FUNDING		EIT FUNDING 37,250.00
OTHER EU FUNDING		CO-FUNDING 2,000.00
LOCAL FUNDING		INDIRECT COSTS 7,750.00
PARTNER OWN RESOURCES	2,000.00	FUNDING RATE 94.9%
		TOTAL COST 39,250.00

At the bottom of the page you will find the table for adding Budget Categories

INCLUDED INDIRECT COST	BUDGET CATEGORY	COST	COMMENTARY
Yes	Personnel cost	30,000.00	
	Subcontracting costs	500.00	
Yes	Purchase costs- Travel and subsistence		
Yes	Purchase costs- Equipment	20,000.00	
Yes	Purchase costs- Equipment	750.00	
	Indirect costs		

The applicant can add cost, and a comment for budget categories. Once the information is completed for the line, click the Ok button.

Step 4: Click Save

How to add Revenue Forecast:

Step 1: Navigate to tab 3.b Revenue Forecast

LINE TYPE	2025	2026
Unit sold	10	40
Expected Revenue	100	400

Step 2: Enter value for Unit Price

Step 3: Enter values of Unit Sold for the year 2025,2026,2027,2028, 2029. The Expected revenue for each year will be calculated automatically based on the Unit price and unit sold.

Revenue Share Calculation:

Step 1 : Navigate to tab 5. Strategic fit.

Step 2: Check the box : “Are you interest in an Equity Shares Agreement? (Preferred mechanism available only for start-ups)”

Step 3: Input the value for the % of revenue shared (Minimum 5%)

The values in the table will update automatically

Values A: Values in this row are copied from the tab 3.b revenue forecast.

Values B: are calculated based on the % of the revenue forecast inserted in step 3.

Revenue Sharing				
<input type="checkbox"/> ARE YOU INTEREST IN AN EQUITY SHARES AGREEMENT? (PREFERRED MECHANISM AVAILABLE ONLY FOR START-UPS)				
% OF REVENUES SHARED WITH EIT MANUFACTURING AS FINANCIAL SUSTAINABILITY (MIN 5%)				
Revenue from tab 3.b Revenue forecast		2026	2027	A
Revenues shared with EIT Manufacturing as Financial Sustainability (€)		0.00	0.00	0.00
Total				B

How to add Keywords

Step 1: Navigate to the General Information subtab.

The screenshot shows a project application form with several sections:

- General Information** tab is active.
- General Project Info** section contains fields for **AREA** (Innovation), **SEGMENT** (Develop), **ACTIVITY TITLE**, **ACTIVITY ACRONYM**, and **APPLICATION CATEGORY**.
- Project Information** section contains fields for **TOPIC**, **SUB-AREA**, **ACTIVITY WEBSITE (IF APPLICABLE)**, **GENDER EQUALITY PLAN**, **ABSTRACT**, **IS YOUR PROPOSAL ETHICS COMPLIANT AS DEFINED BY 1**, and **ETHICS COMPLIANCES ISSUE**.
- A callout box highlights the **SELECTED PRE-DEFINED KEYWORD** input field, which contains the placeholder **<Type then tab>**. The callout has four numbered steps:
 - Step 1: An arrow points to the **List** icon in the input field.
 - Step 2: An arrow points to the **Add** button in the toolbar below the input field.
 - Step 3: An arrow points to the **List** button in the toolbar below the input field.
 - Step 4: An arrow points to the **4** button in the bottom right corner of the callout box.

Step 2 : Locate the Pre-defined keywords. Click on the Arrow icon.

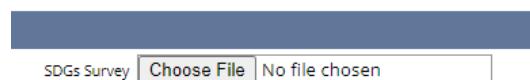
Step 3: Click on List to open the list of pre-defined keywords.

Step 4: Click the Add button to add the keyword once you have selected the keyword.

How to upload documents

For all file upload fields,

1. To add a document, Click on Choose file button. It will open a pop-window to select a file from your computer.



2. To change the document that is selected and to upload a new one, click the 'Choose File' button to open the pop-up window to select a different file.

Submission

Partners can input information, save progress, and resume later while creating a proposal, fostering flexibility and convenience in the proposal development process. The "Submit" button becomes active once all required fields are fully completed and saved, signaling readiness for proposal submission. Upon submission, the proposal is locked and marked for evaluation. All designated contacts added in the CFP application receive an email notification confirming the successful submission of the form, providing transparency and acknowledgment of the submission status.

Support

In the event of any issues or inquiries during the application process, partners can use the provided form to submit queries and seek assistance from EIT Manufacturing's IT support team.

https://share-eu1.hsforms.com/1hxfoMSwVRtKUtGuk_o1ljQfigq6



eit Manufacturing



Co-funded by the
European Union

NetSuite Support

First name *

Last name *

Company name *

Email *
Please indicate your email it will be used for exchanges with EIT Manufacturing support team

Subject *

Detailed Information *
Please indicate as much details as you can this will allow a rapid process of your request.

File upload
 No file chosen

Disclaimer :
Please check your Spam-Box if you did not receive any notification after the submission of the ticket.