



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&h=d122eeeac74aca589364>

COMPANY INFORMATION

GDPR Agreement *

Organization Name *

Legal Organization Name (in National Language) *

Website

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 cooperate, etc. *

How did you get in contact with EITM? *

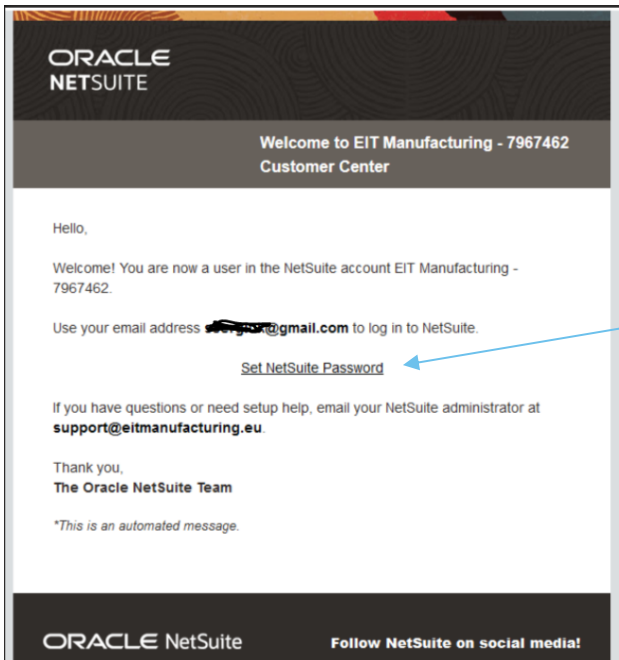
Purpose of Registration, Type *

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' 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.



Click on the link to proceed and set your new NetSuite password.

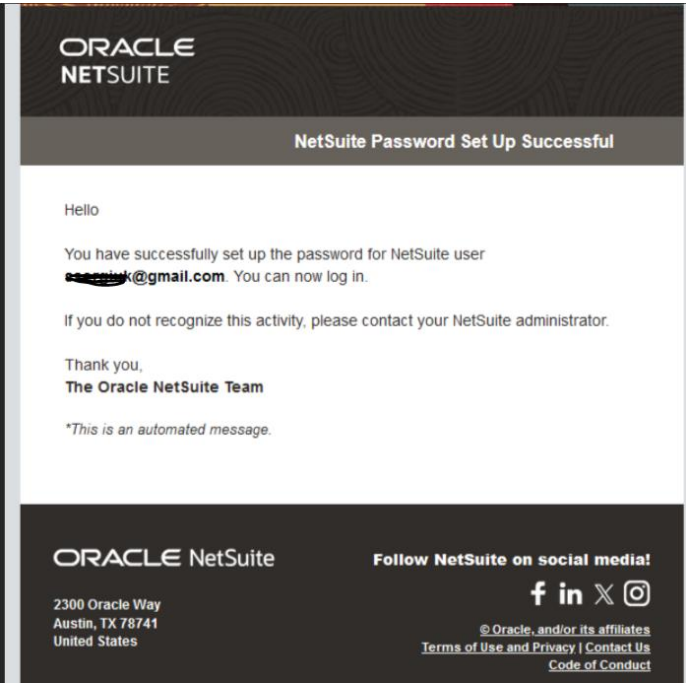
Users should click on the link in the email to be redirected to the password setting page. Here, they can securely set a password of their choice, enhancing account security.



Insert your new password and click continue. Make sure that the criteria on the right are respected.



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.

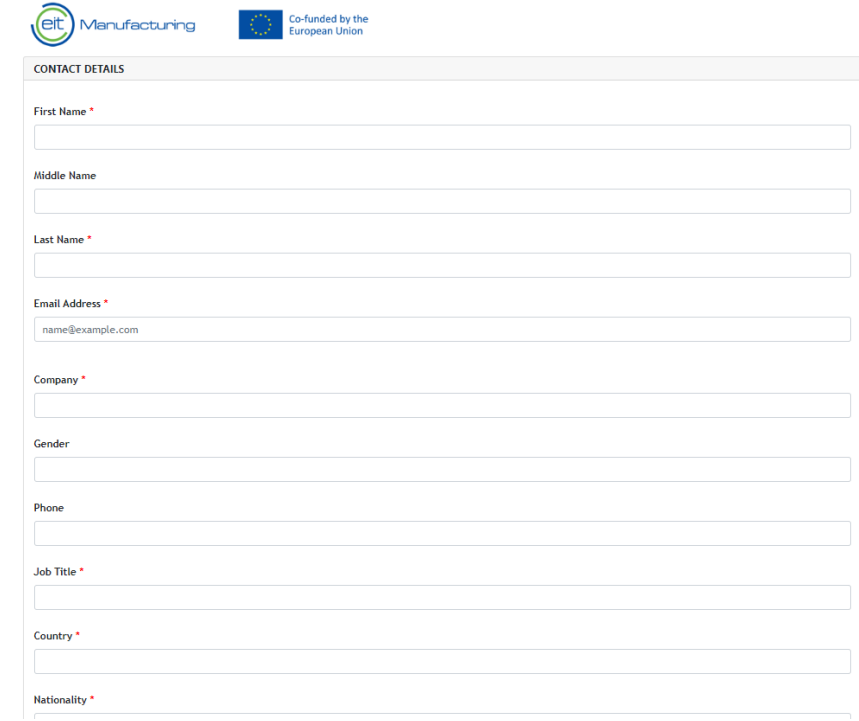


After your organization has been successfully registered, you can register a user by following the steps mentioned below for Existing Organizations.

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&h=2506f2b89f106e074770>

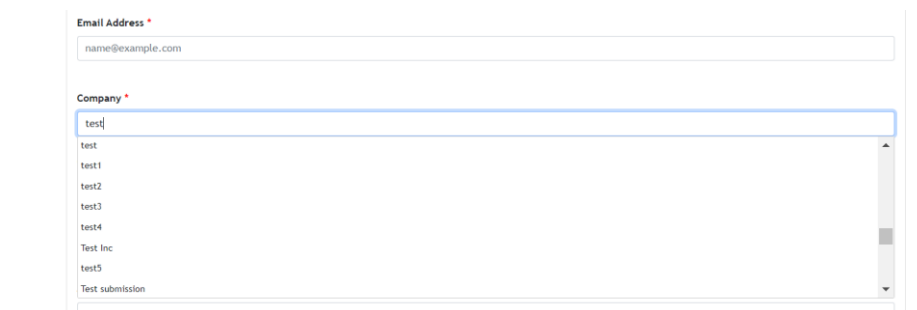


The form is titled "CONTACT DETAILS" and includes the following fields:

- First Name *
- Middle Name
- Last Name *
- Email Address * (with placeholder text: name@example.com)
- 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.

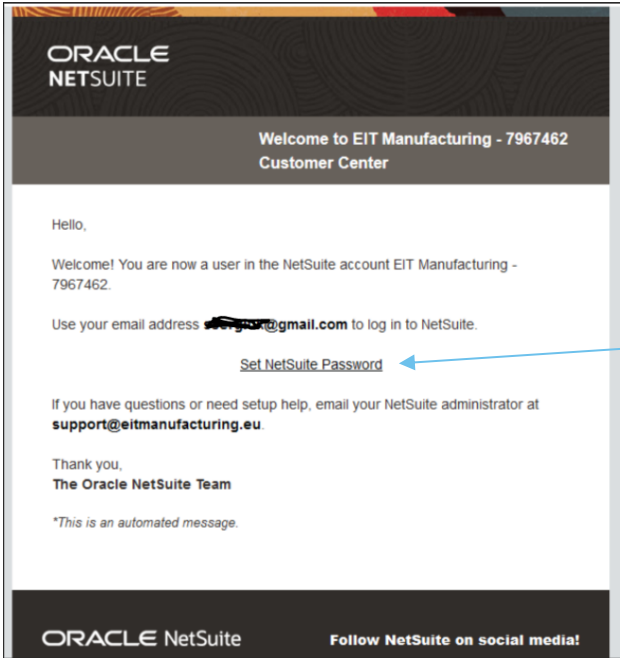


This close-up shows the "Email Address" field with the value "name@example.com" and the "Company" field. The "Company" field has a dropdown menu open, displaying a list of suggestions:

- test|
- 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.

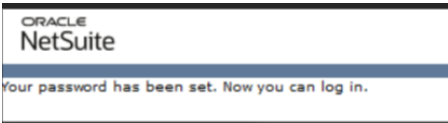


Click on the link to proceed and set your new NetSuite password

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.



Insert your new password and click continue. Make sure that the criteria on the right are respected



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.

ORACLE
NETSUITE

NetSuite Password Set Up Successful

Hello

You have successfully set up the password for NetSuite user
*******@gmail.com**. You can now log in.

If you do not recognize this activity, please contact your NetSuite administrator.

Thank you,
The Oracle NetSuite Team

**This is an automated message.*

ORACLE NetSuite

2300 Oracle Way
Austin, TX 78741
United States

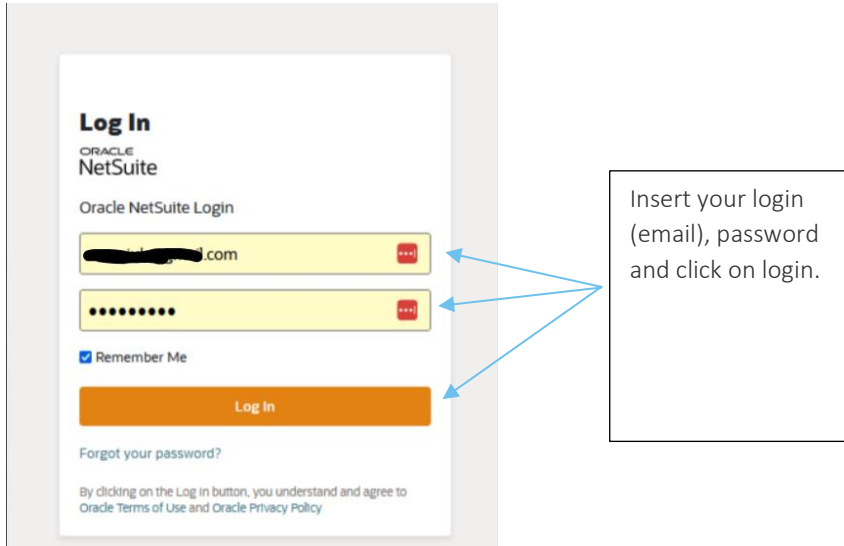
Follow NetSuite on social media!



© Oracle, and/or its affiliates
[Terms of Use and Privacy](#) | [Contact Us](#)
[Code of Conduct](#)

Log in to Partner Area

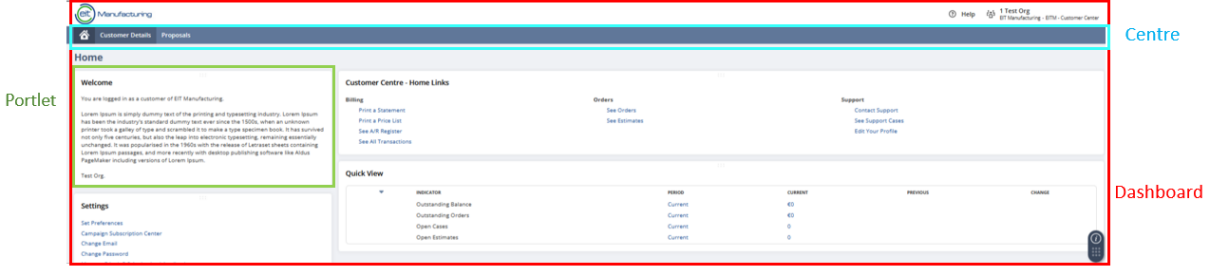
After having registered, you can log in by accessing this link: <https://7967462.app.netsuite.com/>



The image shows a screenshot of the Oracle NetSuite login interface. At the top, it says "Log In" and "ORACLE NetSuite". Below that, it says "Oracle NetSuite Login". There are two input fields: the first is for the email address, showing a redacted email ending in ".com"; the second is for the password, shown as a series of dots. Below the password field is a checkbox labeled "Remember Me" which is checked. At the bottom of the form is an orange "Log In" button. Below the button, there is a link "Forgot your password?" and a disclaimer: "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 form is a white callout box with a black border containing the text: "Insert your login (email), password and click on login." Three blue arrows point from this callout box to the email field, the password field, and the "Log In" button.

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

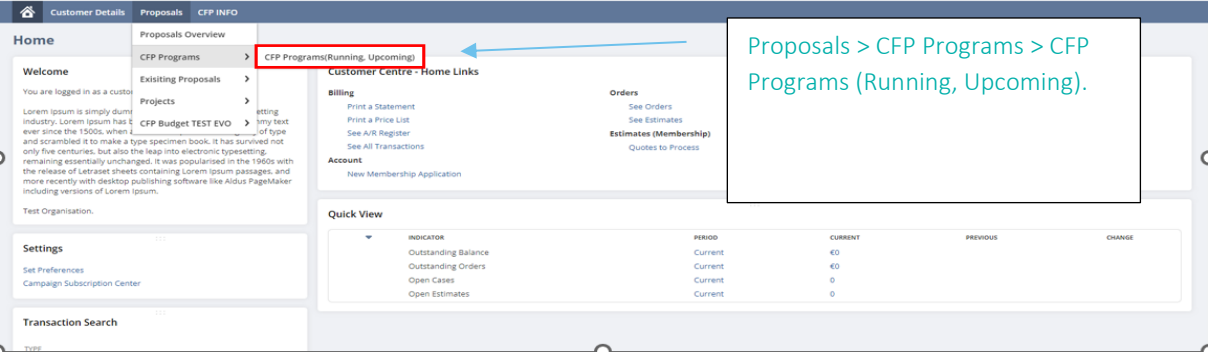
Partner Area Home Page



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).



CFP Program

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

Click to create a CFP application.

AREA	CFP PROGRAM NAME *	CFP START DATE	PROJECT END DATE	STATUS	APPLY		
Innovation	CFP Empowering SME's 2024	17/09/2024	31/12/2025	Pending			
Innovation	CFP Innovate Together 2024	02/10/2024	06/12/2024	01/05/2025	31/10/2026	Running	

TOTAL: 2

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.

Body part

Subtabs

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.

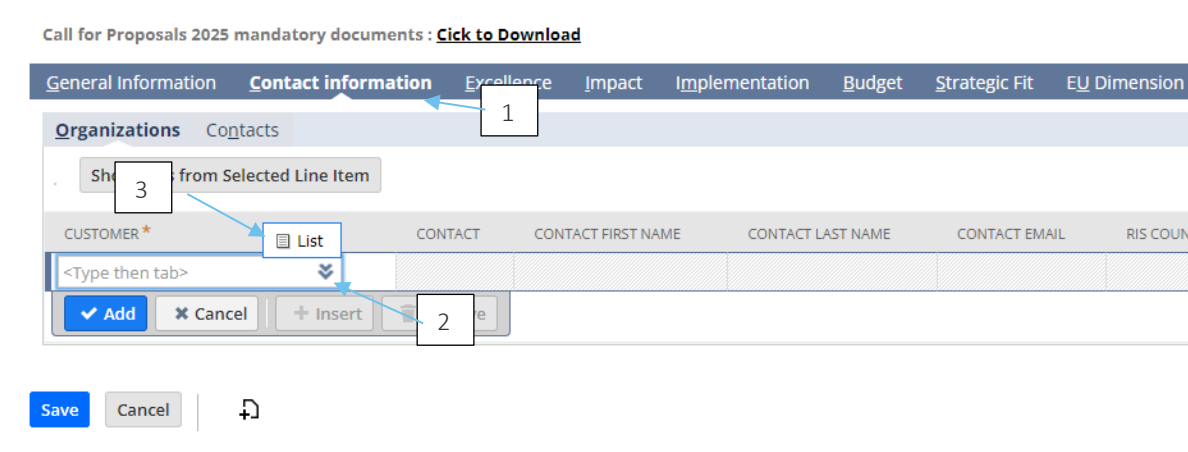
To know more about the fields, click on the field name to open the help text.

How to add an Organization

Step 1: Click on the Contact Information tab

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

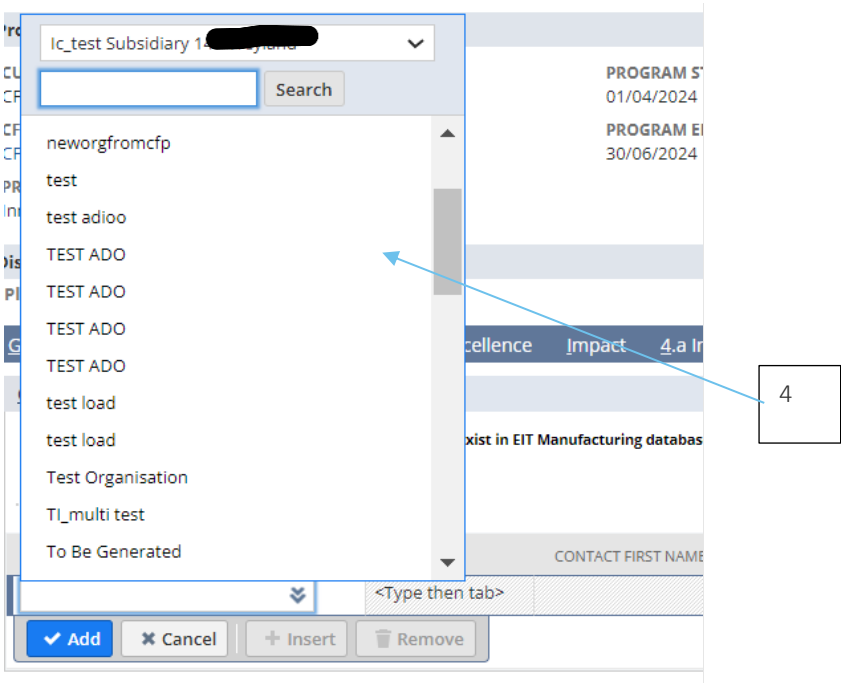
Step 3: Click on List button



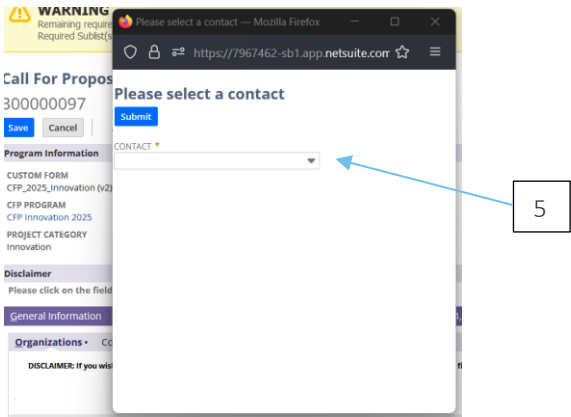
Step 4: Find your organization in the list or use the search option and select it.

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&h=d122eeeac74aca589364>

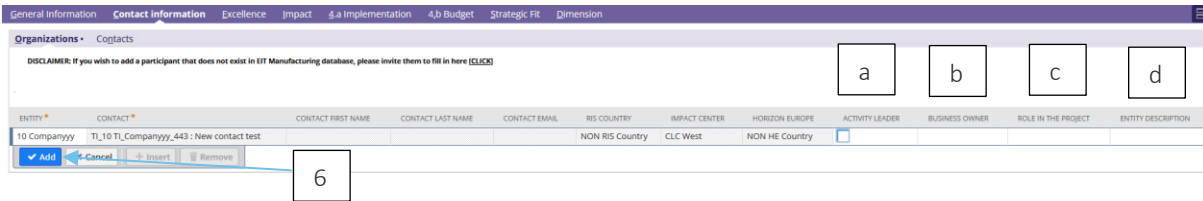


Step 5: A new window will appear – in the list of contacts please select the main contact person for this organization and click submit.



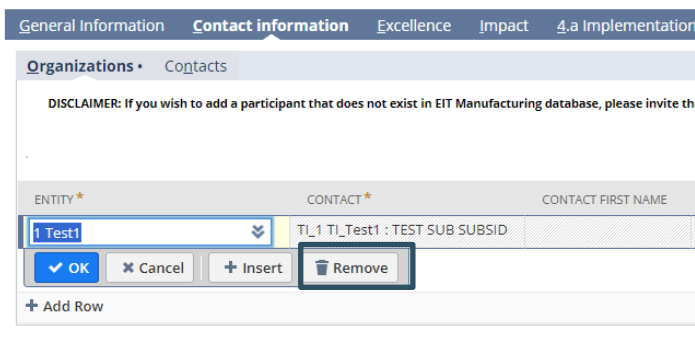
Step 6: Once the organization and contact are selected you will see it in the table. You are also able to indicate if the organization you selected is the Activity Leader(a), or a Business Owner(b), add the Role of the organization(c) in the project and the organization's description(d). When the information is completed click add to submit your organization.

- It is possible to add multiple organizations to the consortia.
- No duplicates are allowed in this table meaning that you will be able to add your organization only once.
- Only one Activity Leader is allowed per proposal.



How to remove added Organization:

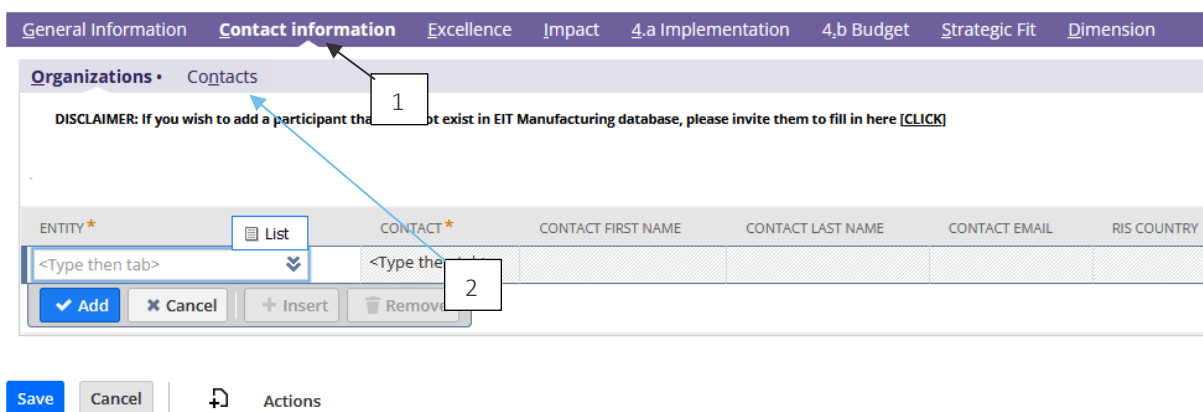
In case you wish to remove the selected organization, click on the name of the organization and click Remove button. The line will be deleted.



How to add co-editors (contact)

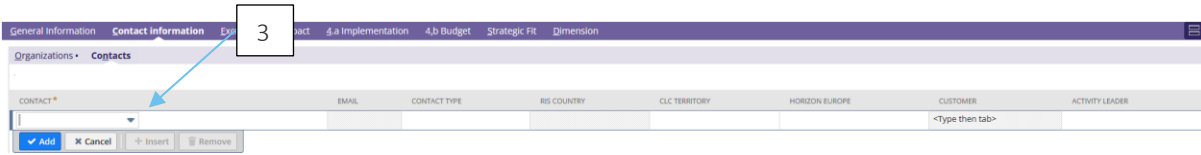
Step 1: Click on Contact Information tab

Step 2: Locate Contact List

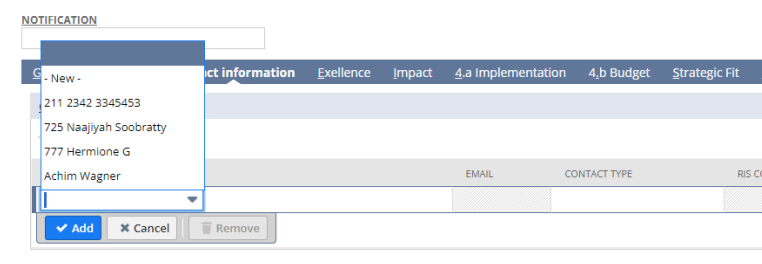


Step 3: Locate the table with the column name "Contact"

Step 3: Under Contact, click on the dropdown list to open the list of contacts.



Step 4: Select a contact from the list and you will see that other fields such as Email are filled in.



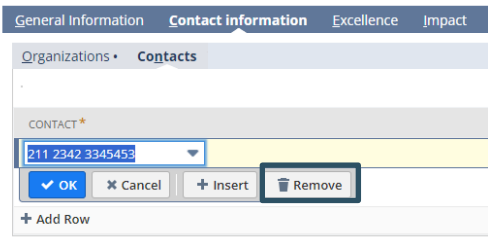
Step 5: Click Add

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

<https://7967462.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2528&deploy=1&compid=7967462&h=2506f2b89f106e074770>

How to remove added Contact:

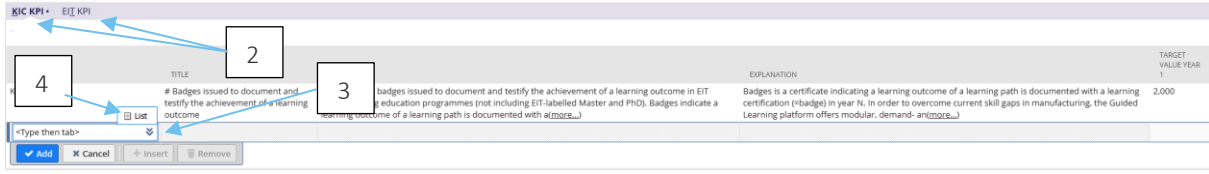
If the applicant wishes to delete the selected contact, they can do so by clicking on the name of the selected contact, then click the 'Remove' button.



How to add KPIs

Step 1: Locate the KPIs table in the Impact subtab.

Step 2: Locate the table with the column name "Code" and click on the down arrow

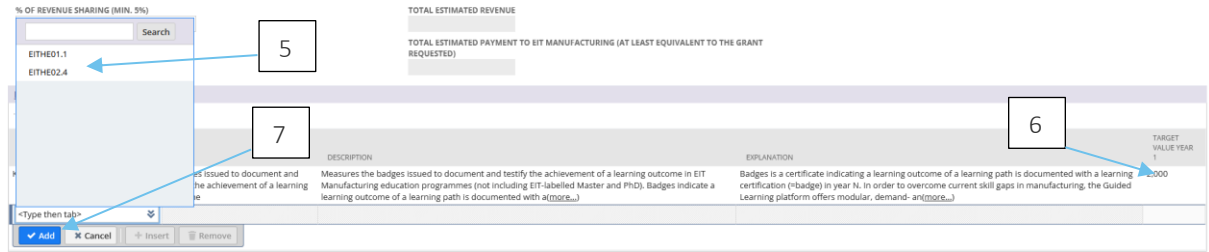


Step 4: Click on the List button.

Step 5: Select an available KPI from the list.

Step 6: Add value to the column "2025", 2026

Step 7: Click the add button



The information about the title, description and explanation are automatically added, you can go through it to better understand the KPI.

How to remove a KPI from selection:

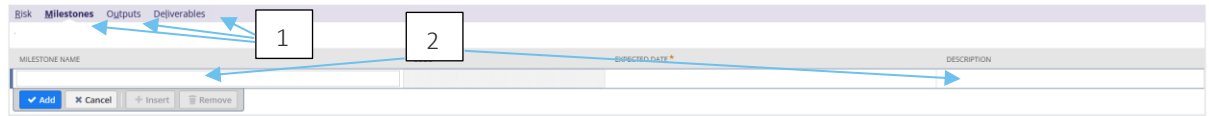
Click on the name of the KPI to select the line. Then click on the 'Remove' button to delete.

How to add deliverables

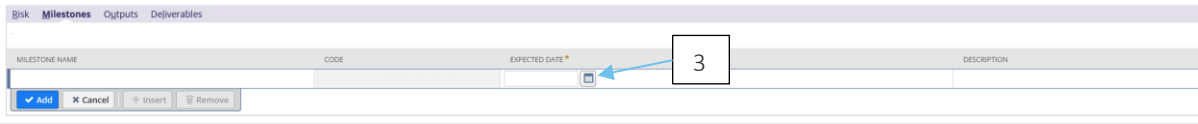
In the call for proposals, deliverables

Step 1: Navigate to Implementation tab. Locate the Deliverables.

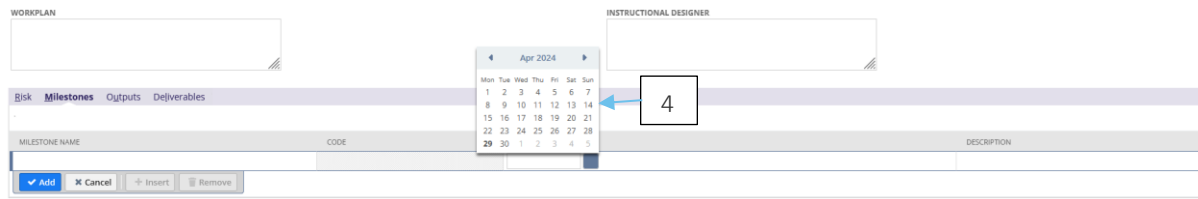
Step 2: Add the Title and the Description by clicking on the fields.



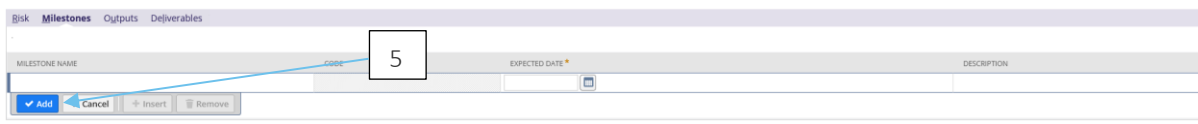
Step 3: To add the expected date, hover your mouse over the field and a small calendar will be displayed, by clicking on it a calendar will popup



Step 4 select the date in the calendar.



Step 5 click add button

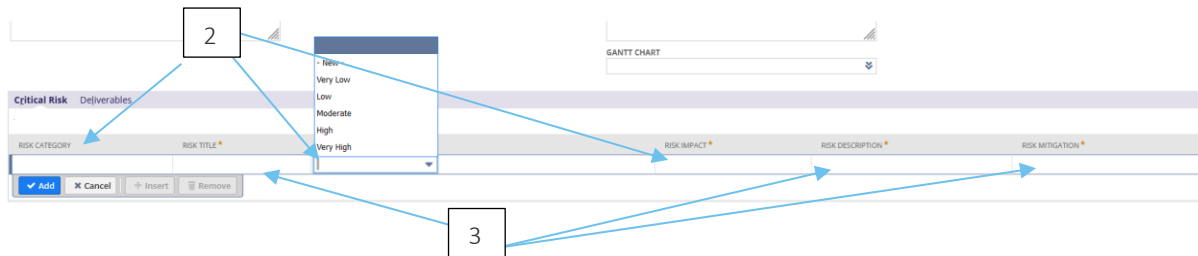


How to add Critical Risk

Step 1: Locate the Critical Risk table.

Step 2: Fill in the list fields – to fill in the list fields click on the field and a small list will be displayed. Click on the Item to be added.

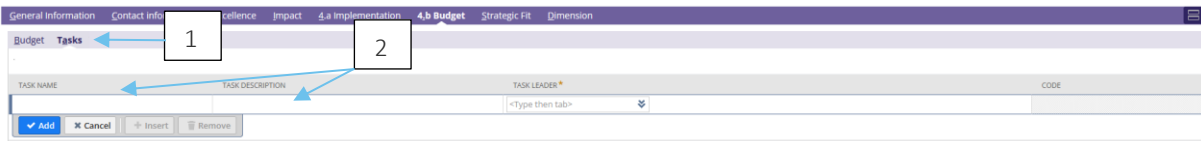
Step 3: Fill in Text fields – to fill in the text fields click on the field and input text.



How to add Task

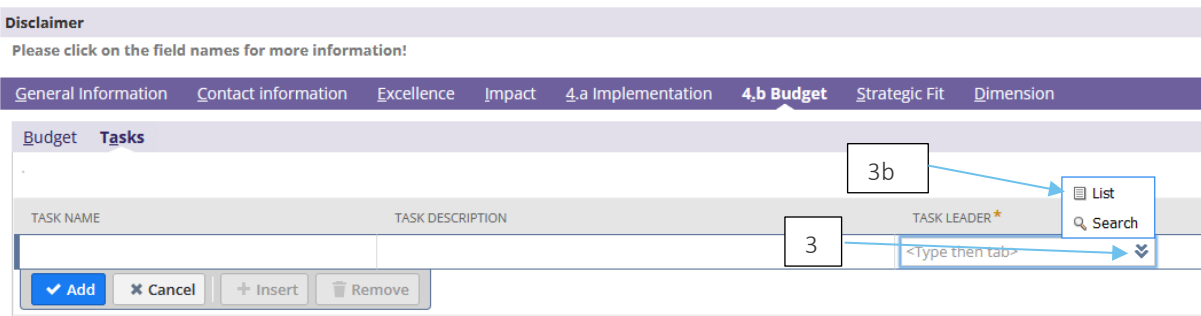
Step 1: Locate the Task table.

Step 2: Fill in Text fields – to fill in the text fields click on the field and input text.



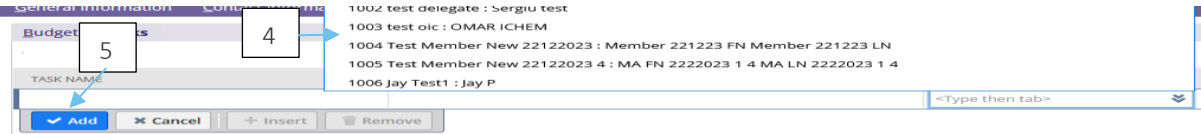
Step 3: To add a task Leader, Locate the column with the column name “Task Leader” and click on the down arrow

Step 3b: Click on the List button.



Step 4: Select the contact from the list (It should be a contact selected in the Contact Information subtab)

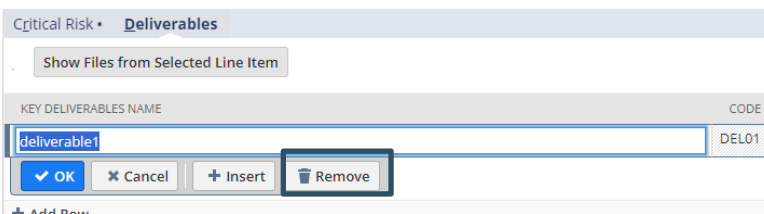
Step 5 Click the add button.



How to remove Deliverables/Risks

The process of deleting milestones, deliverables, tasks, output or risks is the same.

Locate the tab and click on the name of the line you wish to delete. The row is highlighted. You can click on the ‘Remove’ button.



How to add Budget

Step 1: Navigate to the Budget Subtab and click on Budget (Next to Tasks)

The screenshot shows a navigation menu with tabs: General Information, Project information, Excellence, Impact, 4.a Implementation, **4.b Budget**, Strategic Fit, and Dimension. A box labeled '1' points to the '4.b Budget' tab. Below the menu, there are two sub-tabs: 'Tasks' and 'Budget'. A box labeled '2' points to the 'Budget' sub-tab. Under the 'Budget' sub-tab, there is a button labeled 'New CFP Budget' and a table with columns: NAME, SCRIPT ID, BUDGET YEAR, TASK NAME, PHASE, ORGANIZATION, ORGANIZATION NAME, and INDIRECT COSTS. The table contains the text 'No records to show.'

Step 2: Click on New CFP Budget button.

The screenshot shows the 'CFP Budget' form. At the top, there are buttons for 'Save', 'Cancel', and 'Go Back'. The form is divided into several sections: 'Primary Information' with fields for NAME, BUDGET YEAR (set to 2024), ORGANIZATION, RESPONSIBLE PERSON, CFP TASK, and FTE; 'Co-Funding details' with fields for NATIONAL FUNDING, OTHER EU FUNDING, LOCAL FUNDING, and PARTNER OWN RESOURCES; and 'Funding' with fields for CO-FUNDING, EIT FUNDING, INDIRECT COSTS, FUNDING RATE, and TOTAL COST. At the bottom, there is a table with columns: INCLUDED INDIRECT COST, BUDGET CATEGORY, BUDGET SUBCATEGORY, and COST. Below the table are buttons for 'Add', 'Cancel', 'Insert', and 'Remove'. At the very bottom, there are buttons for 'Save', 'Cancel', and 'Go Back'.

Step 3: Fill in the details in the fields.

Organization – Select the organization from the dropdown.

CFP Task – Click on the down arrow and click on the List to open the list of tasks created in the previous steps

RESPONSIBLE PERSON
 <Type then tab>

CFP TASK *
 <Type then tab>

FTE
 List

Funding

In the co-funding details, the user can enter value for National Funding, Other EU Funding, Local Funding, 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	5,000.00	CO-FUNDING
OTHER EU FUNDING	0.00	8,000.00
LOCAL FUNDING	3,000.00	EIT FUNDING
PARTNER OWN RESOURCES	0.00	INDIRECT COSTS
		0.00
		FUNDING RATE
		TOTAL COST
		0.00
INCLUDED INDIRECT COST	BUDGET CATEGORY	BUDGET SUBCATEGORY

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

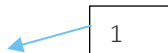
5,000.00		8,000.00	
OTHER EU FUNDING		EIT FUNDING	
0.00		INDIRECT COSTS	
LOCAL FUNDING		0.00	
3,000.00		FUNDING RATE	
PARTNER OWN RESOURCES		TOTAL COST	
0.00		0.00	
INCLUDED INDIRECT COST	BUDGET CATEGORY	BUDGET SUBCATEGORY	COST COMMENTARY

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

Step 4: Click Save

How to add Keywords

Step 1: Navigate to the General Information subtab.



General Information Contact information Excellence Impact 4.a Implementation 4.b Budget Strategic Fit Dimension

General Project Info

AREA
Innovation

SEGMENT
Develop

ACTIVITY TITLE

ACTIVITY ACRONYM

APPLICATION CATEGORY

Project Information

TOPIC

SUB-AREA

ACTIVITY WEBSITE (IF APPLICABLE)

ABSTRACT

GENDER EQUALITY PLAN

IS YOUR PROPOSAL ETHICS COMPLIANT AS DEFINED BY 1

ETHICS COMPLIANCES ISSUE

SELECTED PRE-DEFINED KEYWORD: List

<Type then tab>

✓ Add ✕ Cancel + Insert Remove

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.

SDGs Survey No file chosen

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

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.