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Empowering SMEs 2024 Submission tool

Prachi Gangurde
ERP Project Officer

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Agenda

1. NetSuite Registration
2. Log in to Partner Area
3. Call for Proposal
4. Submission
5. Support

NetSuite Registration

Existing entities

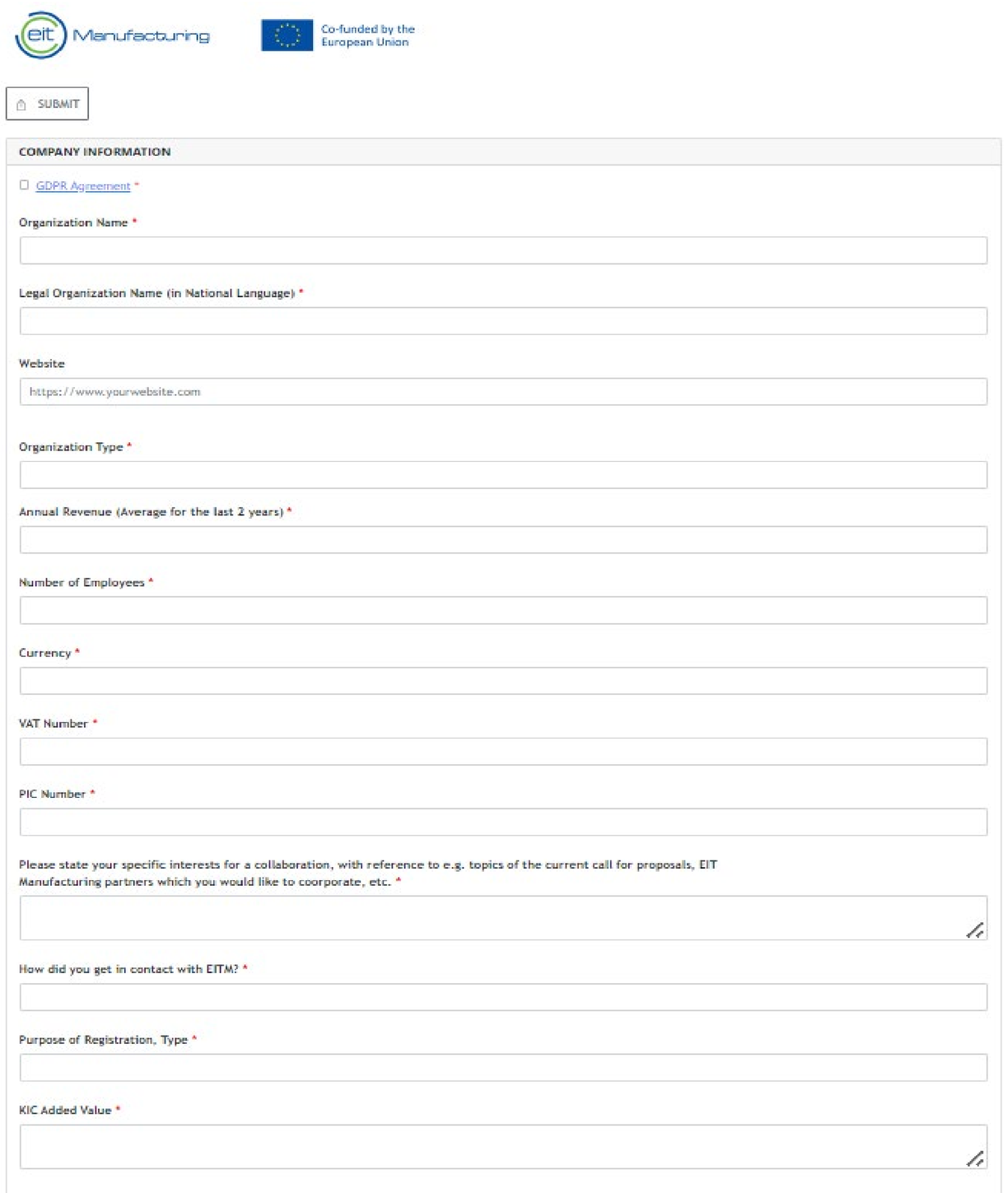
- Organisations that are already registered and have access to Plaza
- If you want to add co-editors to your proposal and they are not registered in NetSuite, they will have to apply via the contact form

New organisation registration

- Organisations that do not exist in our system and are interested to apply for Call for Proposal
- If a new organisation wants to be a part of the consortia, they need to register using the organisation form

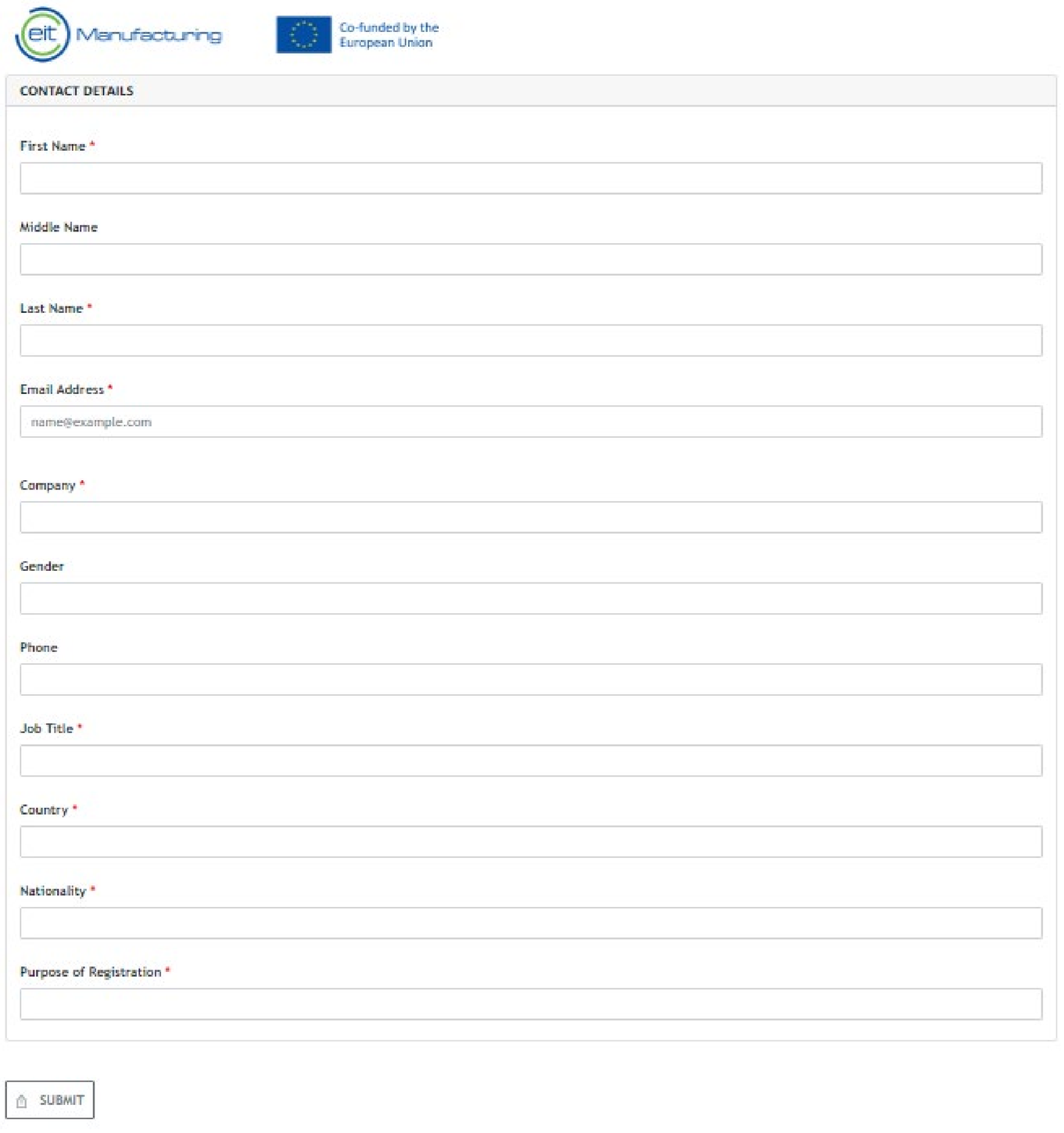
New Organisation Registration (EOI)

- Interested Organisations need to fill this online form and click Submit.
- In the field ‘Purpose of Registration’, please select the value ‘Call For Proposal SME’
- Submit > Verification by EITM > Email to complete registration (Slide 7)



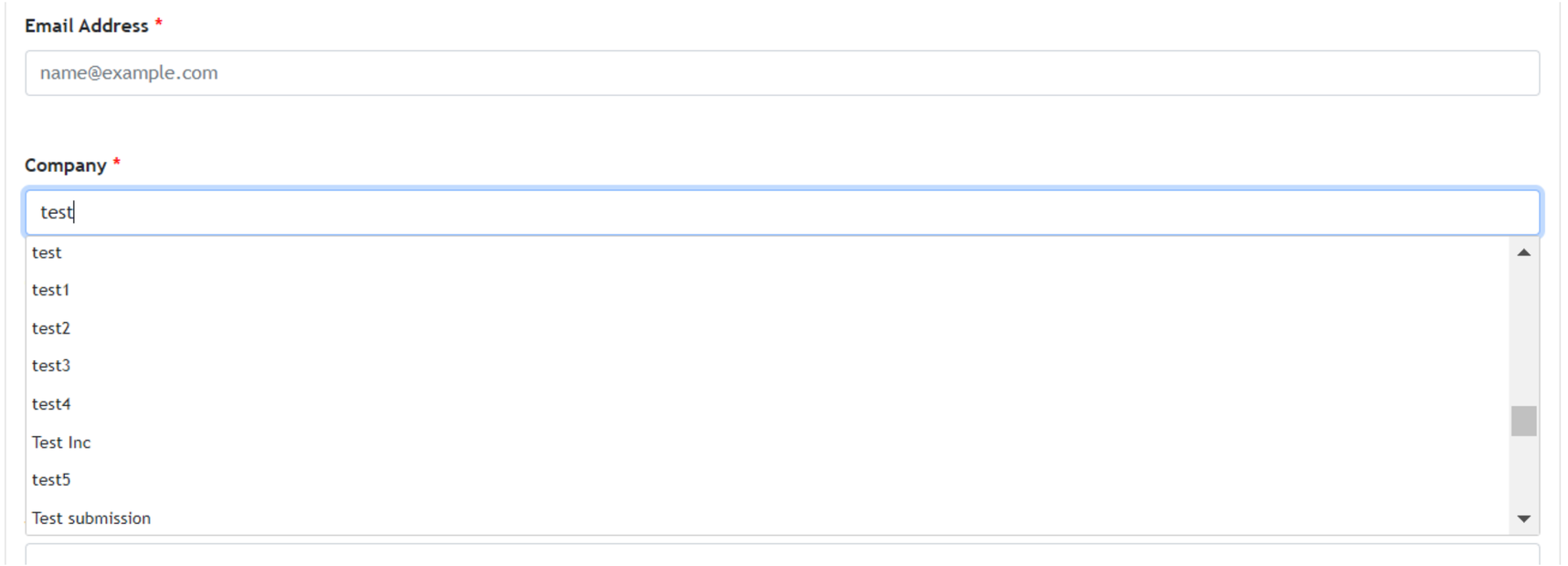
Register a Person

- Organisations can register additional contacts using this online Contact Form
- Once verified, you will receive an email to complete NetSuite registration (Slide 7)

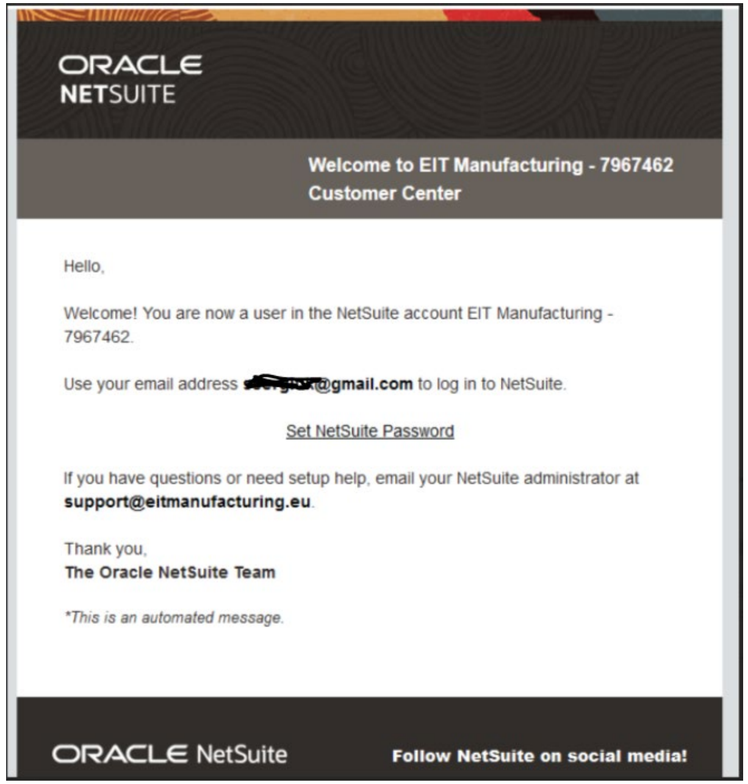


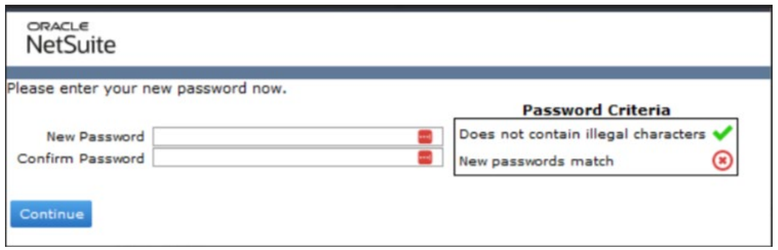
Register a Person

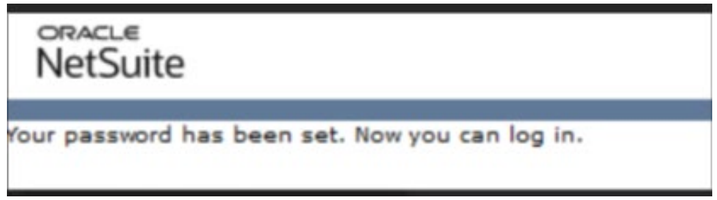
In the field ‘Company’, start by typing 3 characters to find your company name.
If its not available, please register using the New Organisation form (EOI)

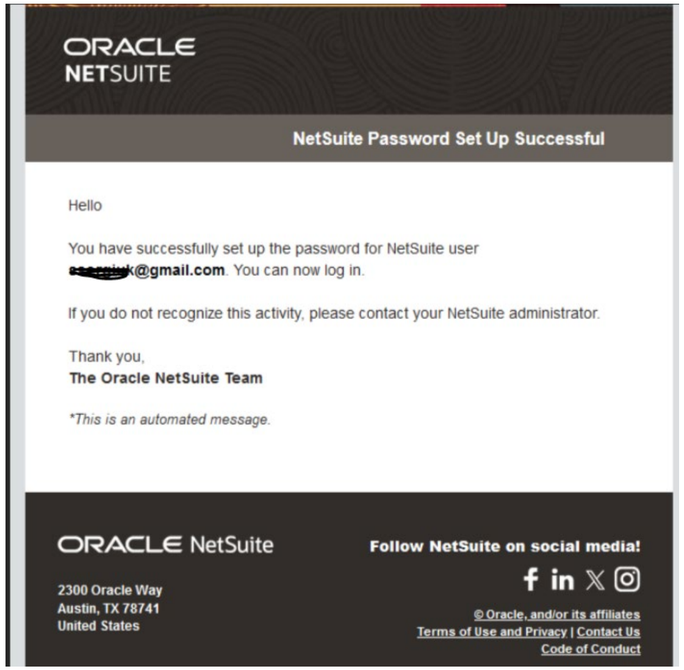


Complete NetSuite Registration





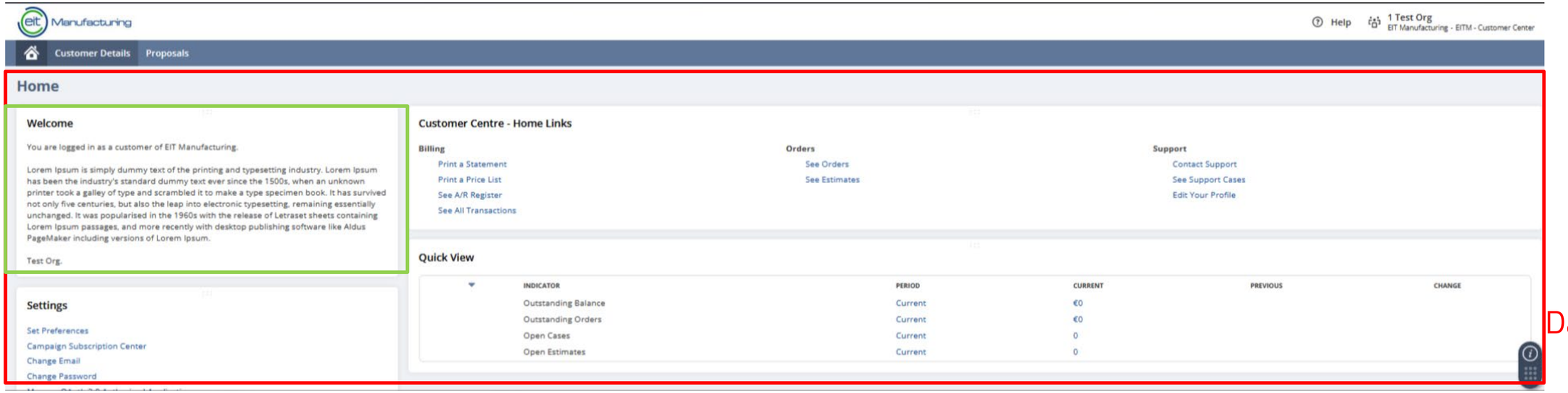




Please note that the 'Set NetSuite Password' link will expire in 24hrs.
We recommend to complete the registration as soon as you receive this email.

Partner Area Home Page

To access the Partner Area, click here



Portlet

Dashboard

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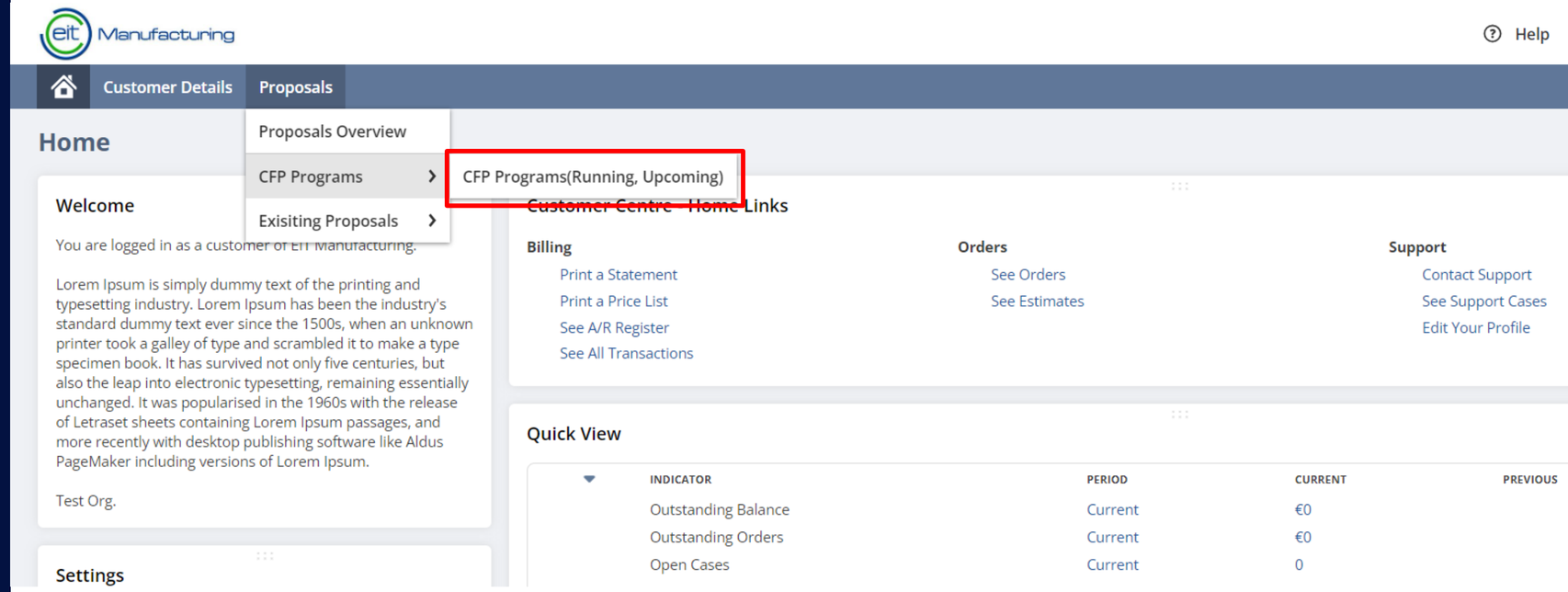
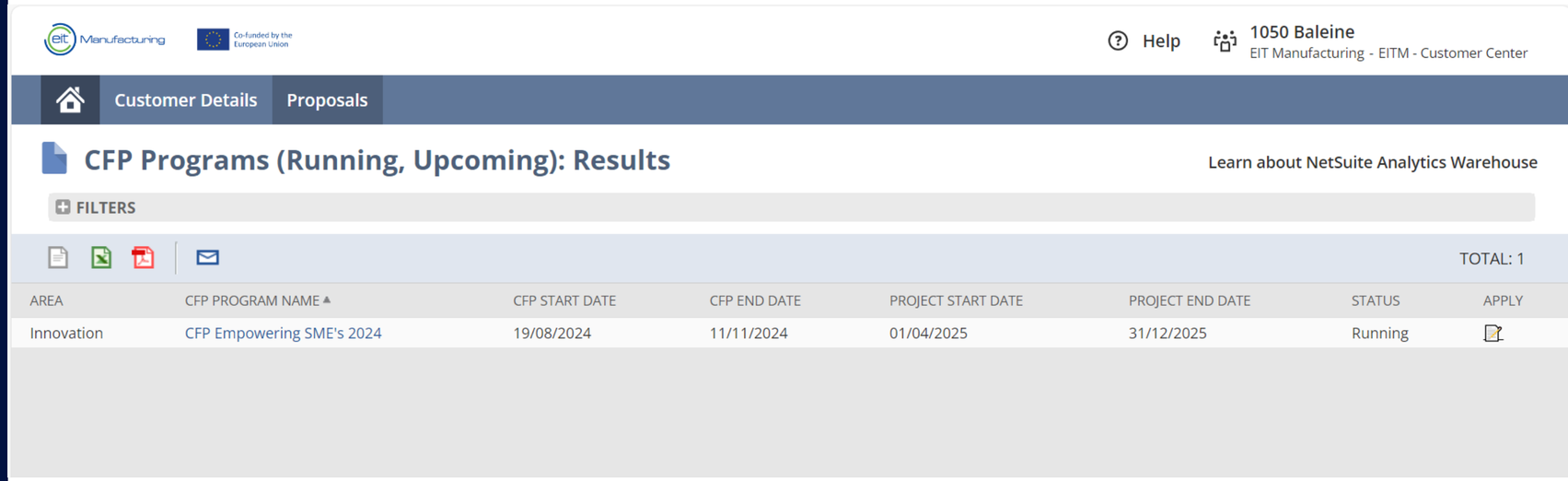
Navigation to CFP Program

Home Dashboard :
Proposals > CFP Programs > CFP Programs(Running,Upcoming)



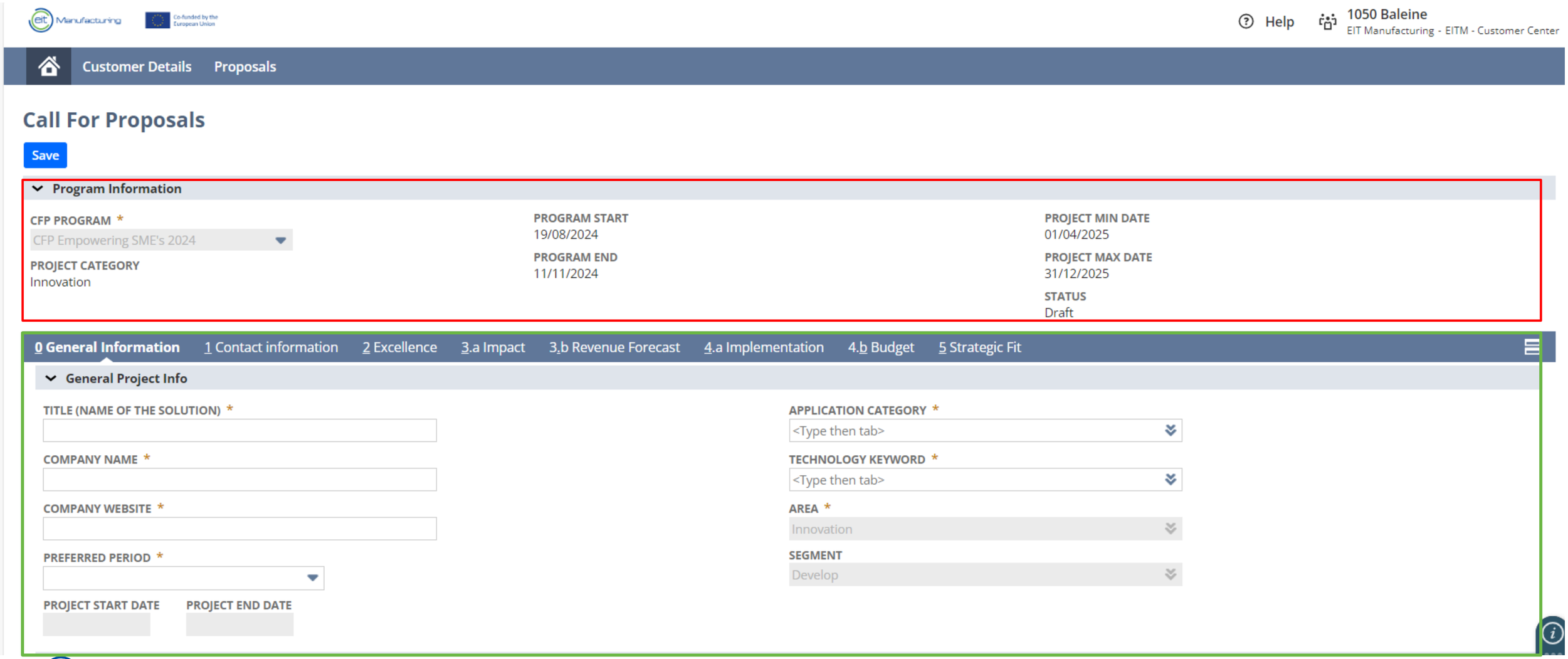
CFP Program

The Program oversees the partner's ability to create or submit proposals, considering the proposal's timeline



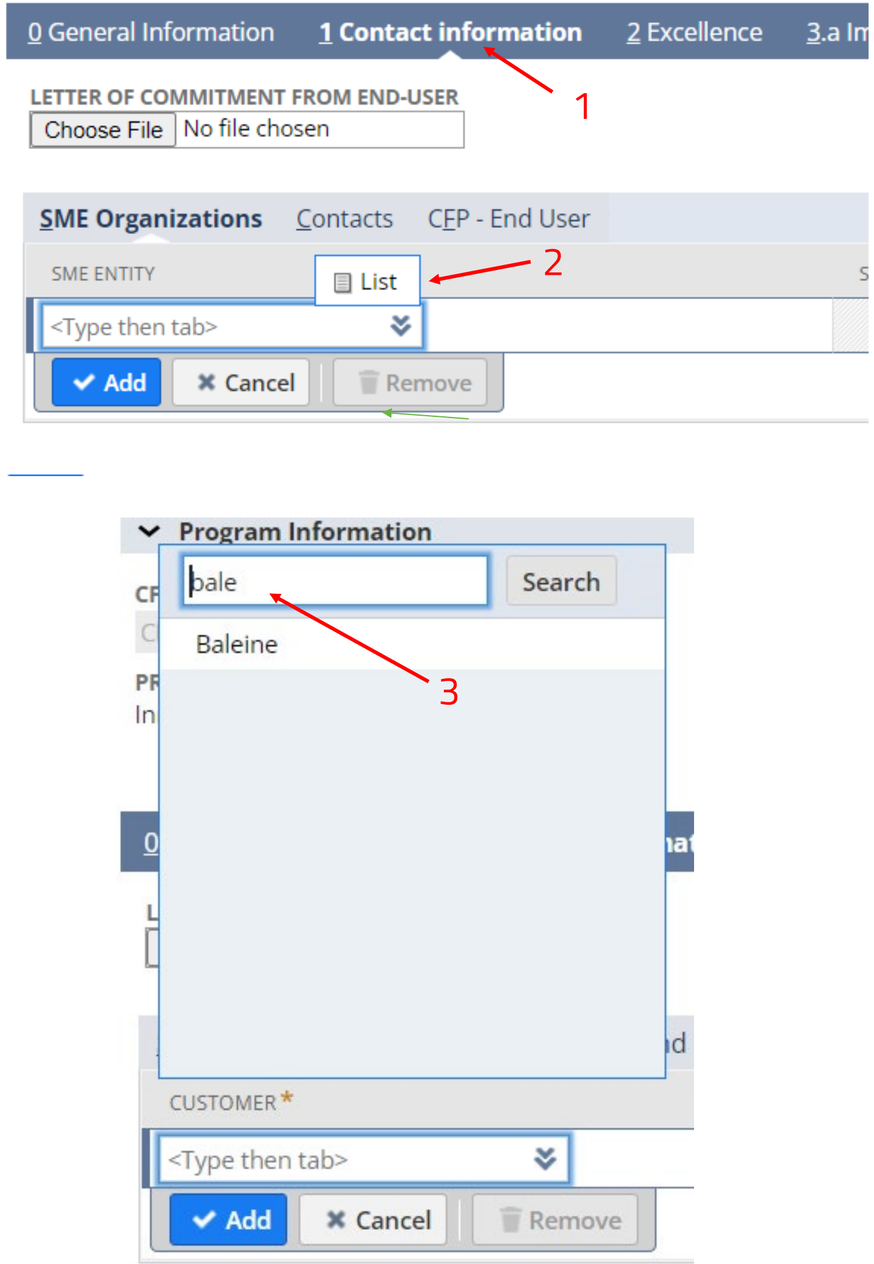
CFP Form

Body part: 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: Also known as criteria, these contain all the fields required for the CFP. Users can navigate through them by clicking on specific subtab titles.



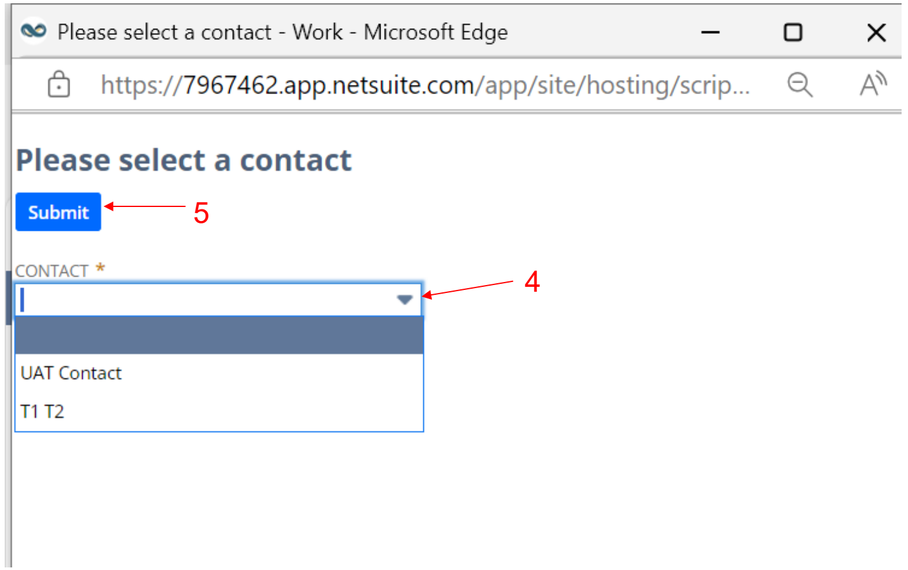
How to Add Organisation

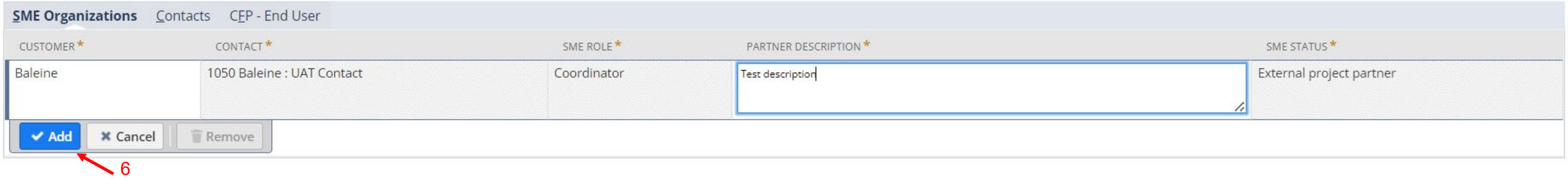
1. Navigate to the subtab – Contact Information
2. Under SME Organisations, click on the down arrow > Click List
3. It will display the list of registered organisations. Use the Search bar to look for the entity you wish to add.
4. Click on the name of the entity



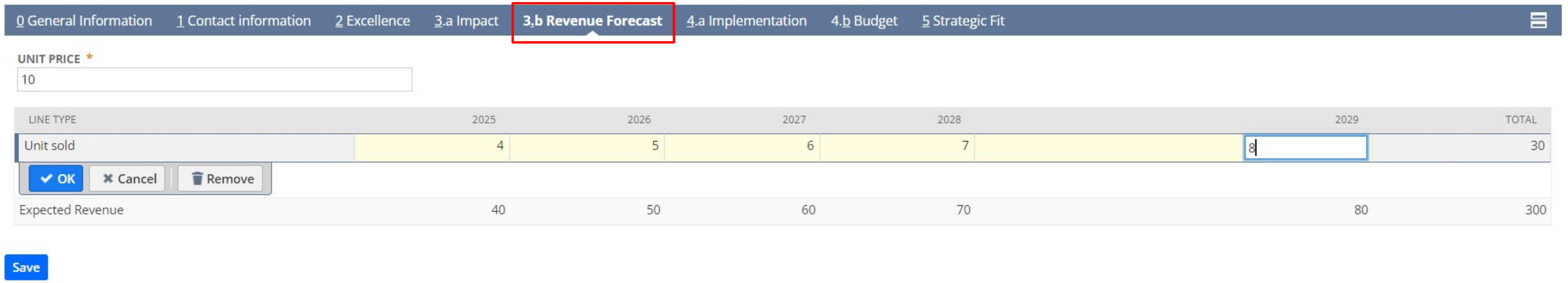
How to Add Organisation

4. A pop-up window will open with a list of contacts belonging to that organisation. Click on the name to select the contact
5. Click Submit
6. Enter the Partner Description and click Add





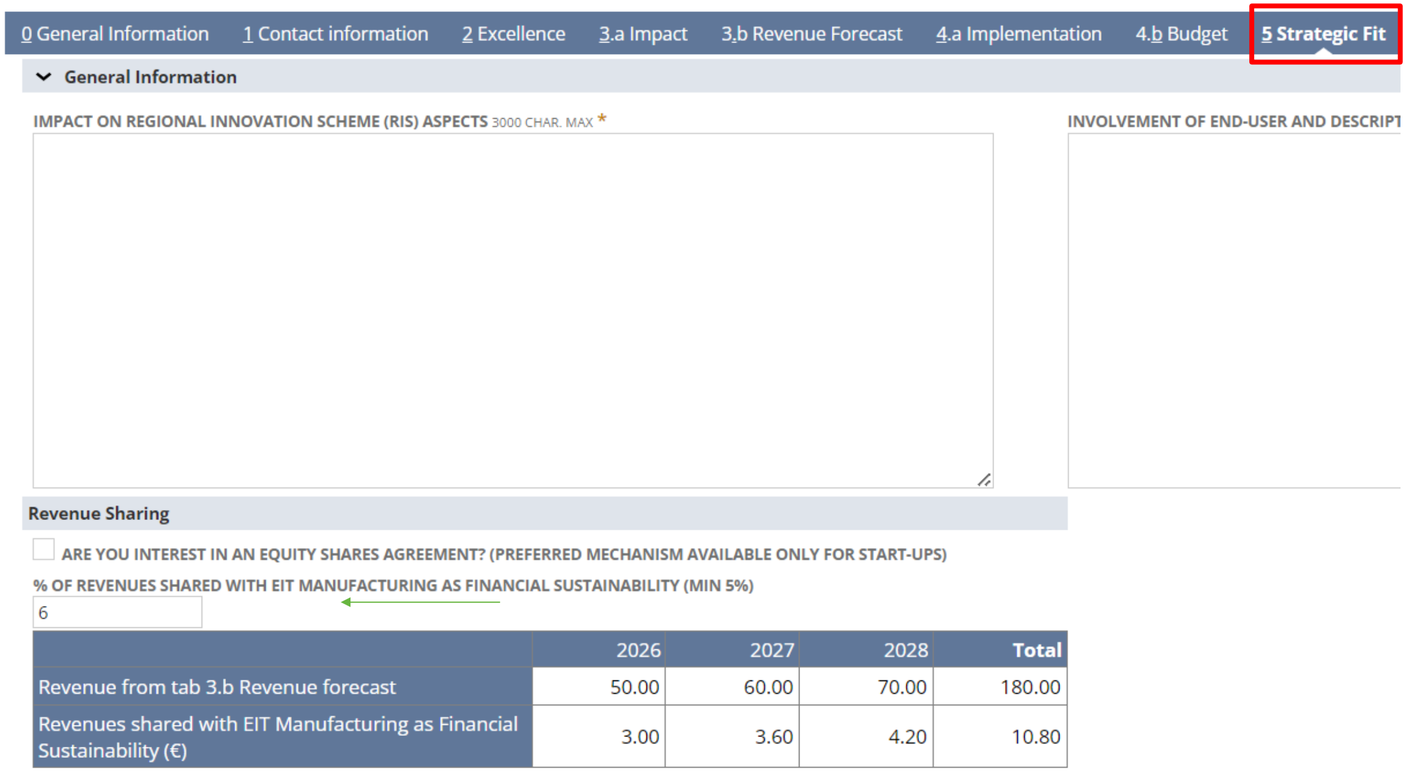
How to add Revenue Forecast



1. Navigate to the subtab 3.b Revenue Forecast
2. Enter the Unit Price
3. Enter value of Unit Sold for each year. Click Ok
4. The expected revenue is auto-calculated based on the unit price and unit sold

Revenue Sharing

1. Navigate to the subtab 5. Strategic Fit
2. The expected revenue for the years 2026,2027,2028 are copied from the subtab 3.b Revenue Forecast
3. Enter the value for "% of revenue shared with EIT Manufacturing as Financial Sustainability (min 5%)
4. Based on the value in step 3, the Revenue shared for each year is auto-calculated

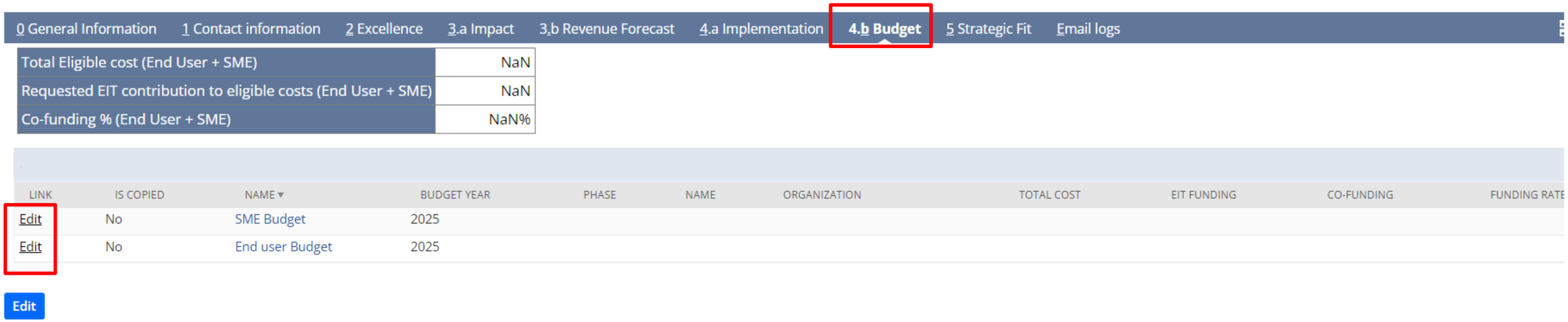


	2026	2027	2028	Total
Revenue from tab 3.b Revenue forecast	50.00	60.00	70.00	180.00
Revenues shared with EIT Manufacturing as Financial Sustainability (€)	3.00	3.60	4.20	10.80

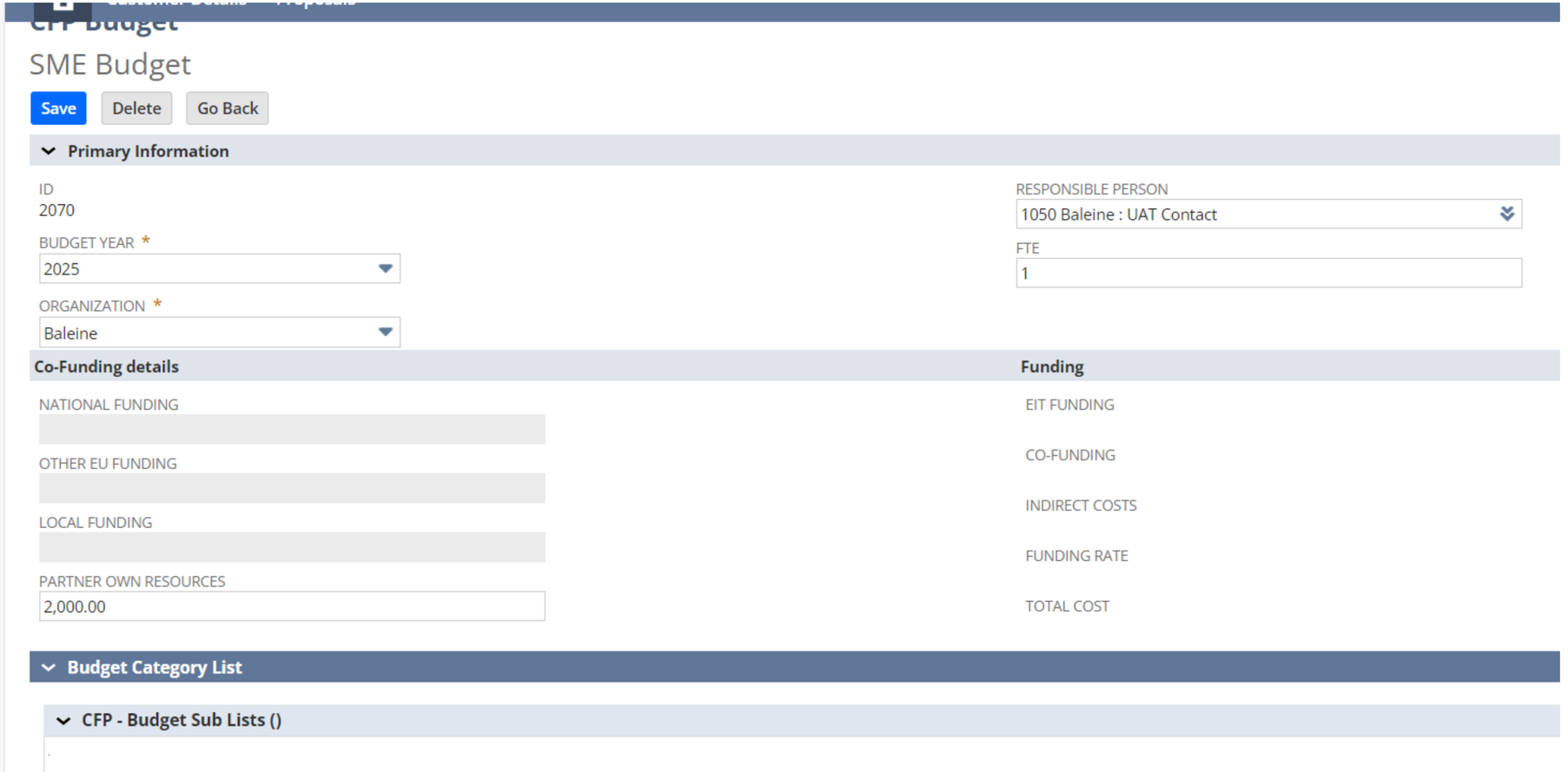
Budget

Note: You need to save the proposal to access the budget

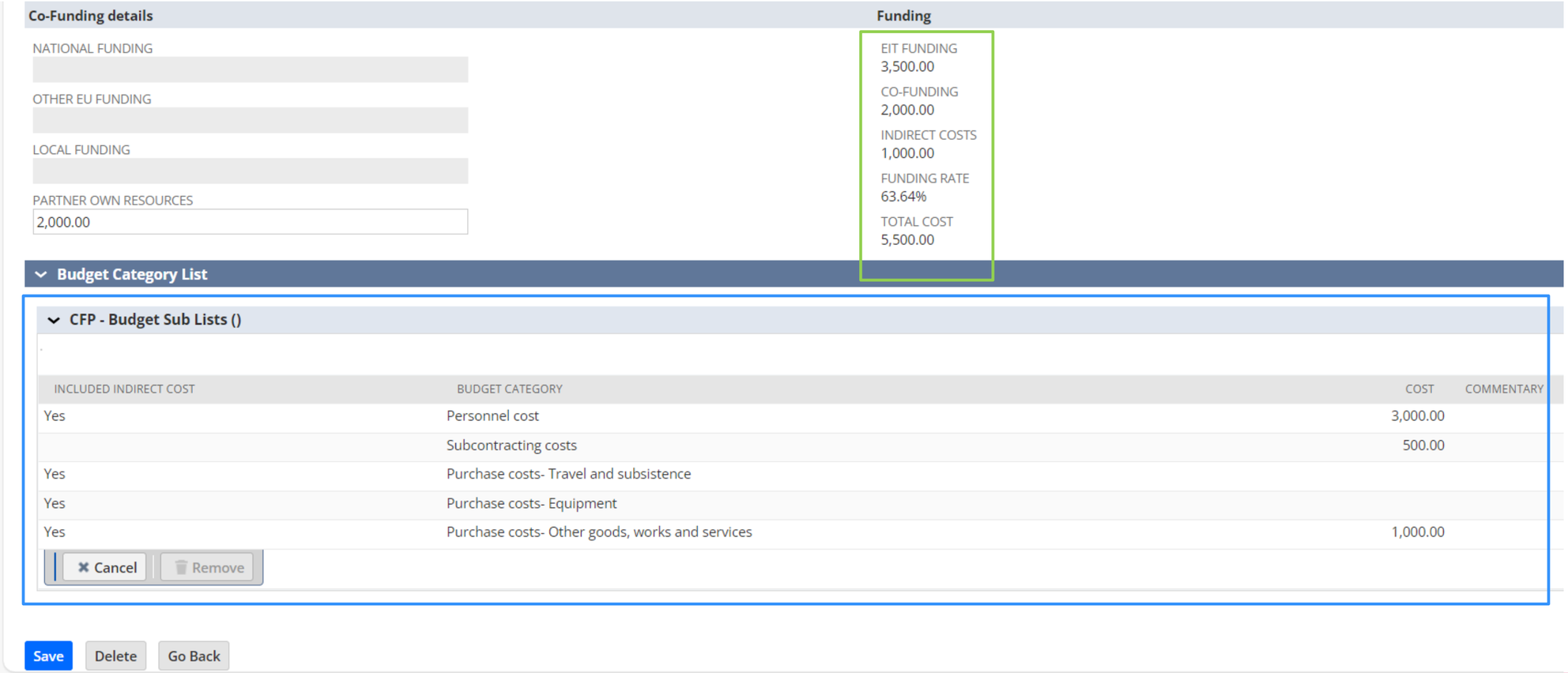
1. Navigate to the 4.b Budget Subtab
2. To add budget for SME, click on the Edit button on the first row
3. To add budget for End User, click on the Edit button on the second row



- On the budget page, select the organisation, responsible person should be a contact that is a part of the consortia.
- In the co-funding details, enter the value for ‘Partner Own Resources’



-Enter the cost for budget categories (highlighted in blue)
-Click Save
-On saving, the value of funding will be auto-calculated (highlighted in green)



Submission

Once a proposal is created, partners can input information, save progress, and resume later.

The "Submit" button becomes active once the proposal is fully completed and saved.

Upon submission, the proposal is locked and marked for evaluation.

All contacts added in the CFP application will receive an email notification about successful submission of the form

Support

- In case of any issues during the application, fill out the form to submit your query
- **Online form**