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# Empowering SMEs 2024 Submission tool

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ERP Project Officer

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# Agenda

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



# NetSuite Registration

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## 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)

🏠 SUBMIT

**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 cooperate, etc. \*

How did you get in contact with EITM? \*

Purpose of Registration, Type \*

KIC Added Value \*

# 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)

CONTACT DETAILS

First Name \*

Middle Name

Last Name \*

Email Address \*

Company \*

Gender

Phone

Job Title \*

Country \*

Nationality \*

Purpose of Registration \*

# Register a Person

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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)

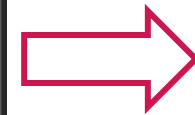
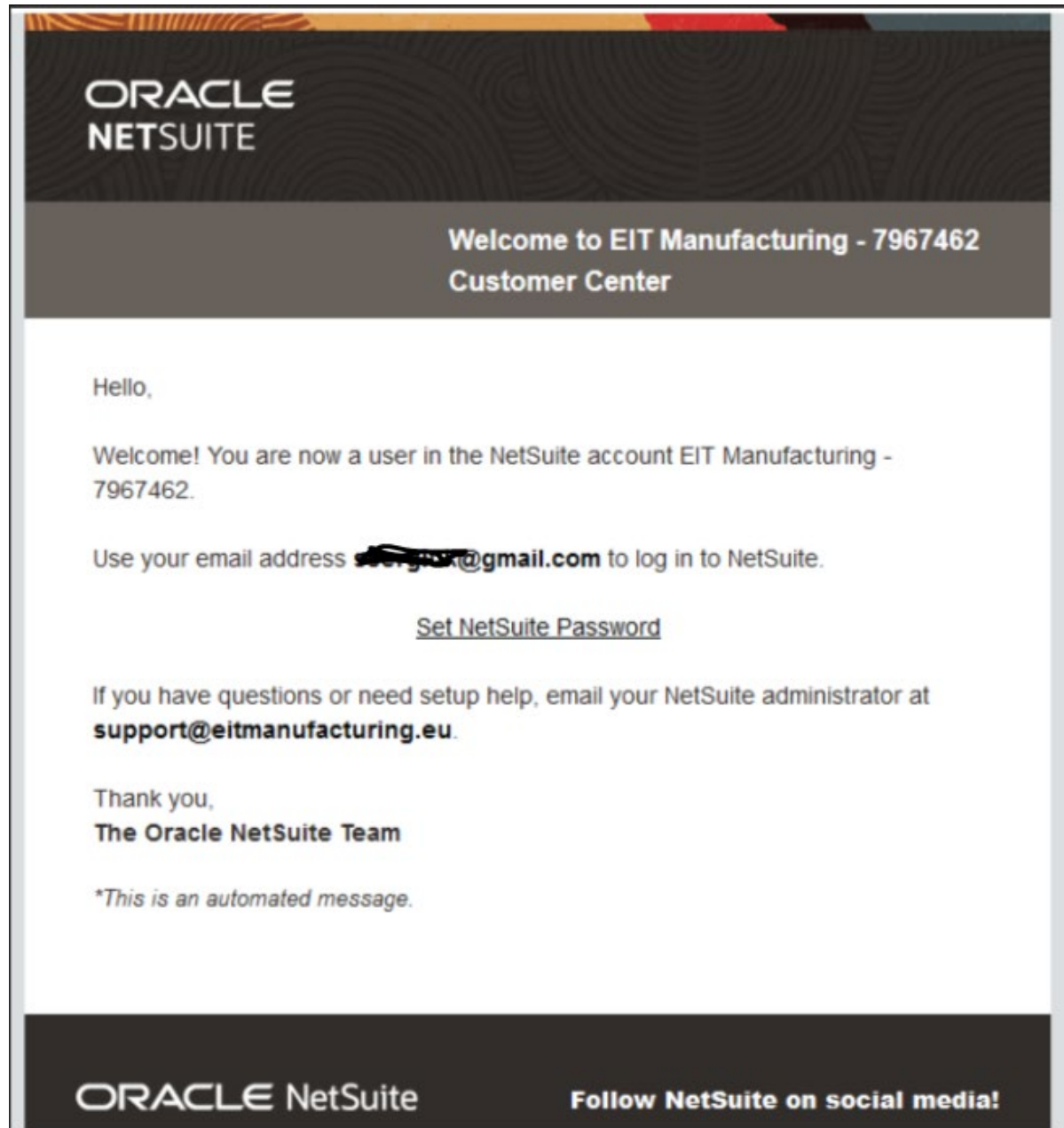
**Email Address \***

**Company \***

  
test  
test1  
test2  
test3  
test4  
Test Inc  
test5  
Test submission

# Complete NetSuite Registration



ORACLE NetSuite

Please enter your new password now.

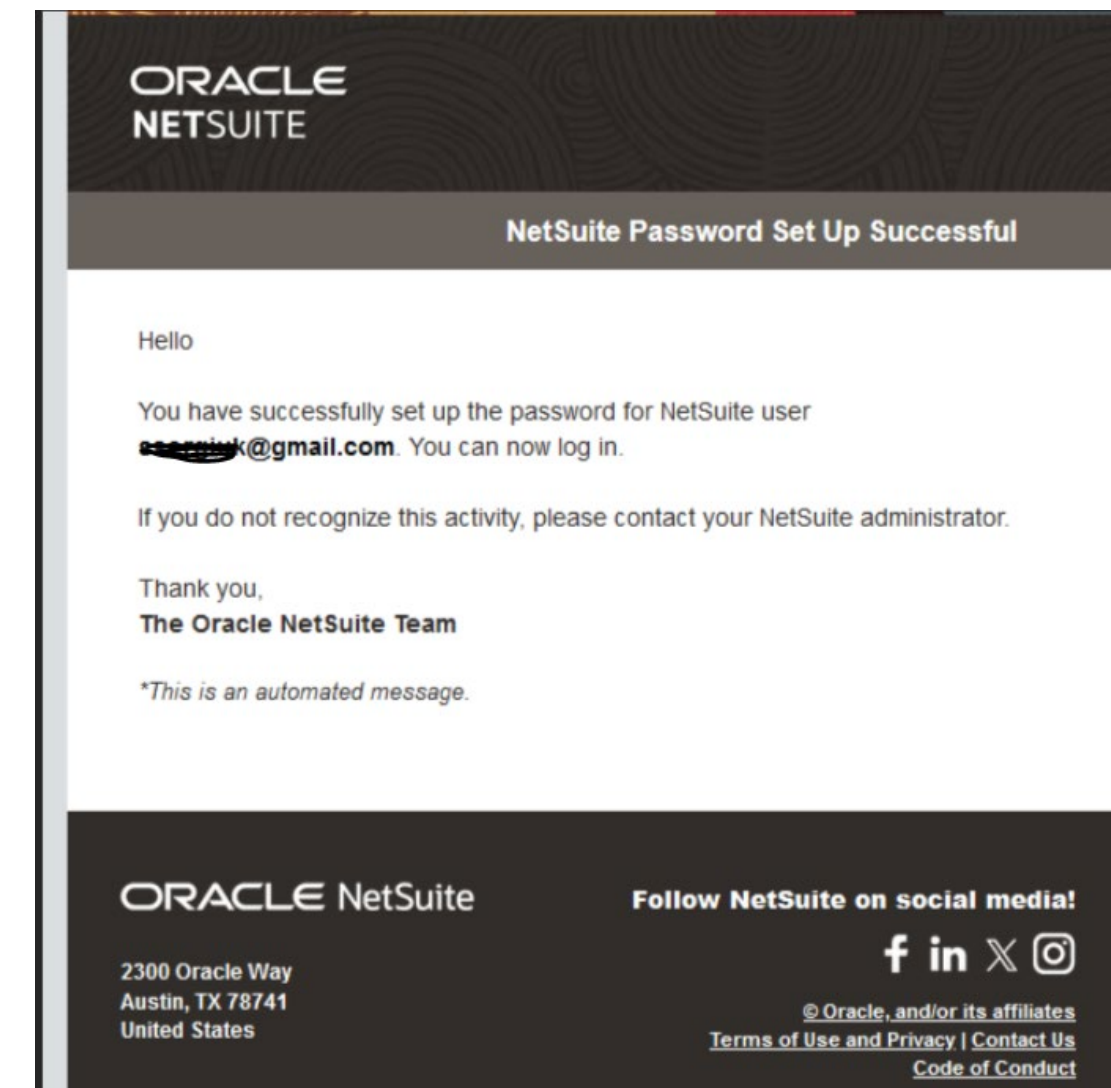
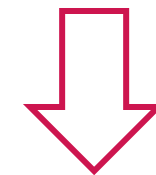
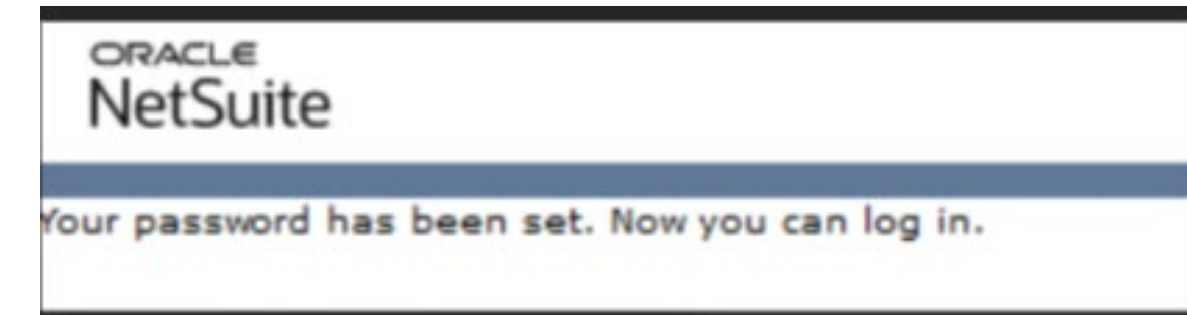
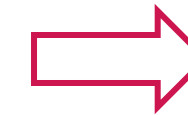
New Password

Confirm Password

**Password Criteria**

- Does not contain illegal characters
- New passwords match

Continue



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](#)

**Home**

**Welcome**

You are logged in as a customer of EIT Manufacturing.

Customer Centre - Home Links

**Billing**

- Print a Statement
- Print a Price List
- See A/R Register
- See All Transactions

**Orders**

- See Orders
- See Estimates

**Support**

- Contact Support
- See Support Cases
- Edit Your Profile

**Quick View**

INDICATOR	PERIOD	CURRENT	PREVIOUS	CHANGE
Outstanding Balance	Current	€0		
Outstanding Orders	Current	€0		
Open Cases	Current	0		
Open Estimates	Current	0		

**Settings**

- Set Preferences
- Campaign Subscription Center
- Change Email
- Change Password

Portlet

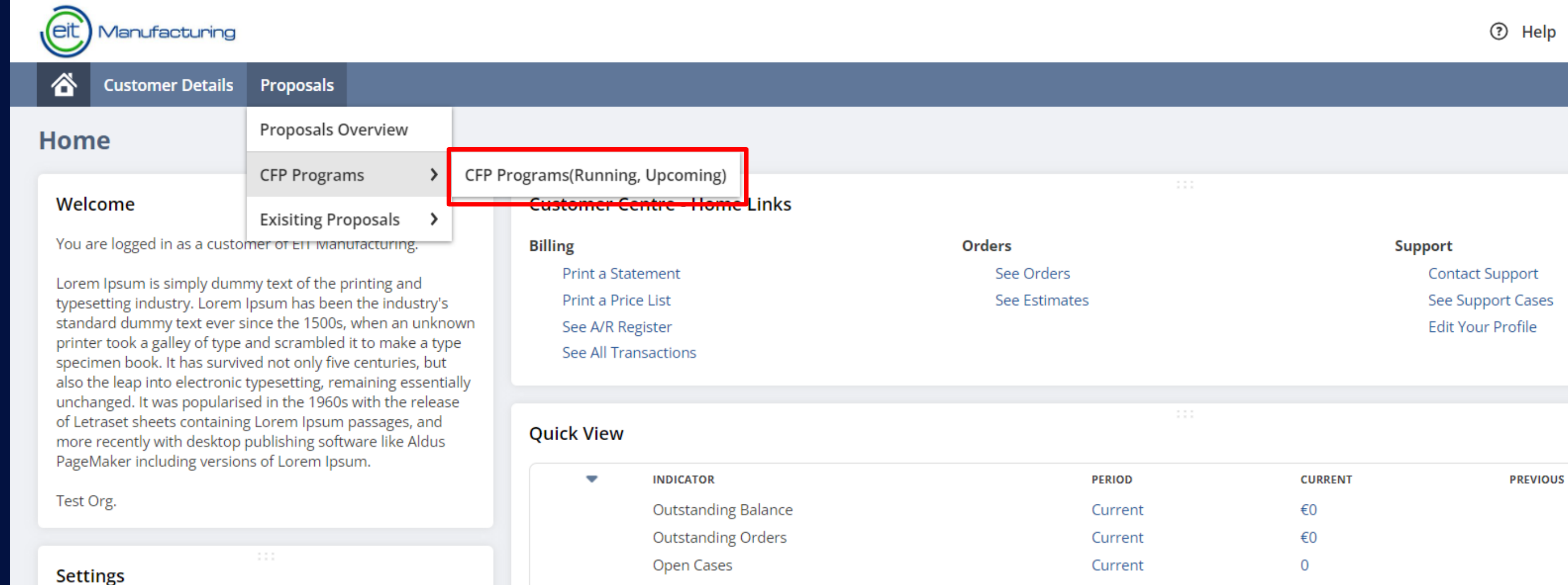
Dashboard





# Navigation to CFP Program

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



**eit Manufacturing** ? Help

[Home](#) [Customer Details](#) [Proposals](#)

- Proposals Overview
- CFP Programs** > **CFP Programs(Running, Upcoming)**
- Existing Proposals >

**Home**

**Welcome**  
You are logged in as a customer of eit manufacturing.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Test Org.

**Settings**

**Customer Centre - Home Links**

- Billing**
  - [Print a Statement](#)
  - [Print a Price List](#)
  - [See A/R Register](#)
  - [See All Transactions](#)
- Orders**
  - [See Orders](#)
  - [See Estimates](#)
- Support**
  - [Contact Support](#)
  - [See Support Cases](#)
  - [Edit Your Profile](#)

**Quick View**

INDICATOR	PERIOD	CURRENT	PREVIOUS
Outstanding Balance	Current	€0	
Outstanding Orders	Current	€0	
Open Cases	Current	0	



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# CFP Program

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

Help 1050 Baleine  
EIT Manufacturing - EITM - Customer Center

Customer Details Proposals

### CFP Programs (Running, Upcoming): Results

Learn about NetSuite Analytics Warehouse

+ FILTERS

TOTAL: 1

AREA	CFP PROGRAM NAME ▲	CFP START DATE	CFP END DATE	PROJECT START DATE	PROJECT END DATE	STATUS	APPLY
Innovation	CFP Empowering SME's 2024	19/08/2024	11/11/2024	01/04/2025	31/12/2025	Running	

# 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.

The screenshot displays the 'Call For Proposals' form interface. At the top, there are logos for 'eit Manufacturing' and 'Co-funded by the European Union'. On the right, there is a 'Help' icon and user information for '1050 Baleine' at 'EIT Manufacturing - EITM - Customer Center'. A navigation bar contains 'Customer Details' and 'Proposals'. The main heading is 'Call For Proposals' with a 'Save' button. The 'Program Information' subtab is highlighted with a red border and contains the following fields:

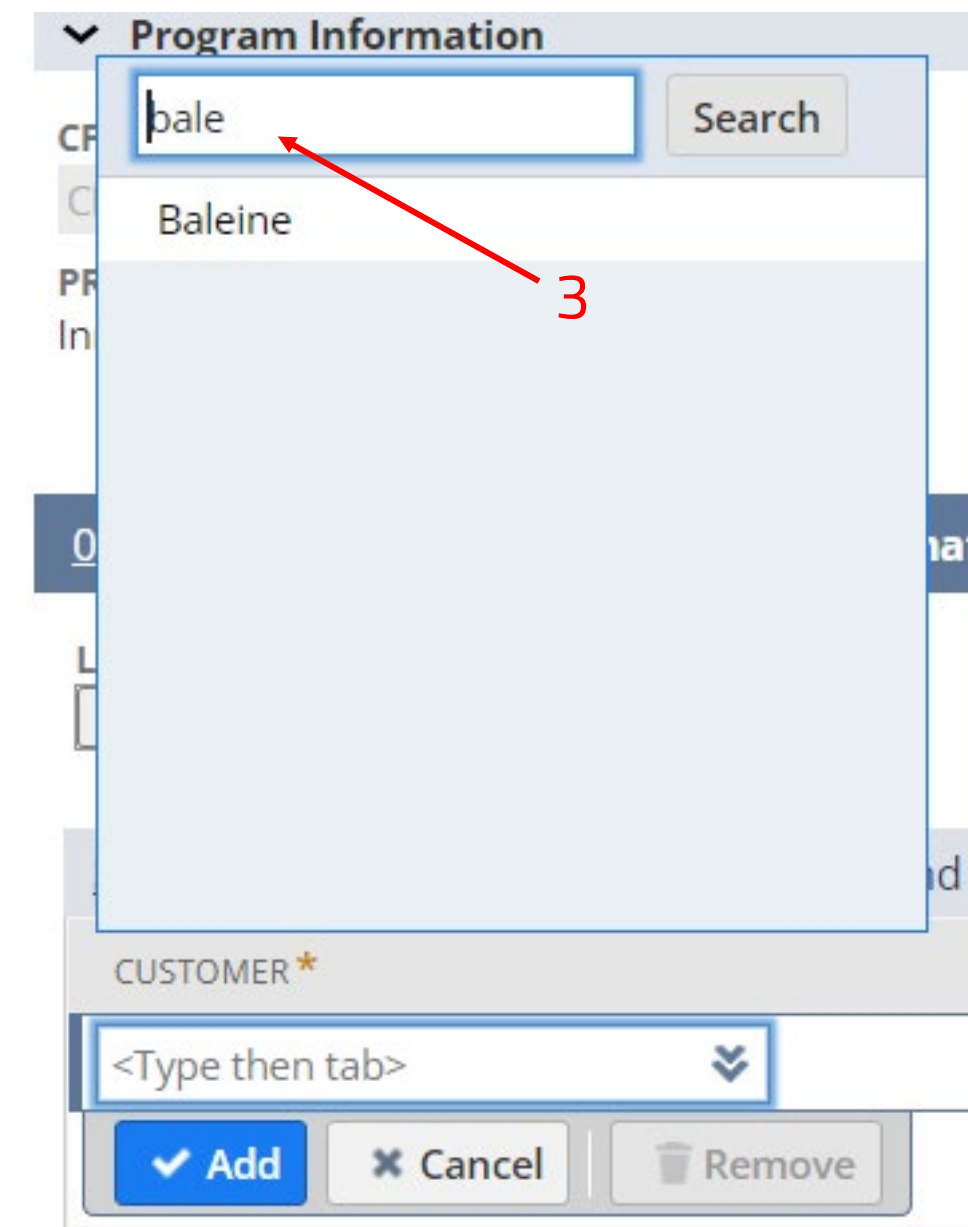
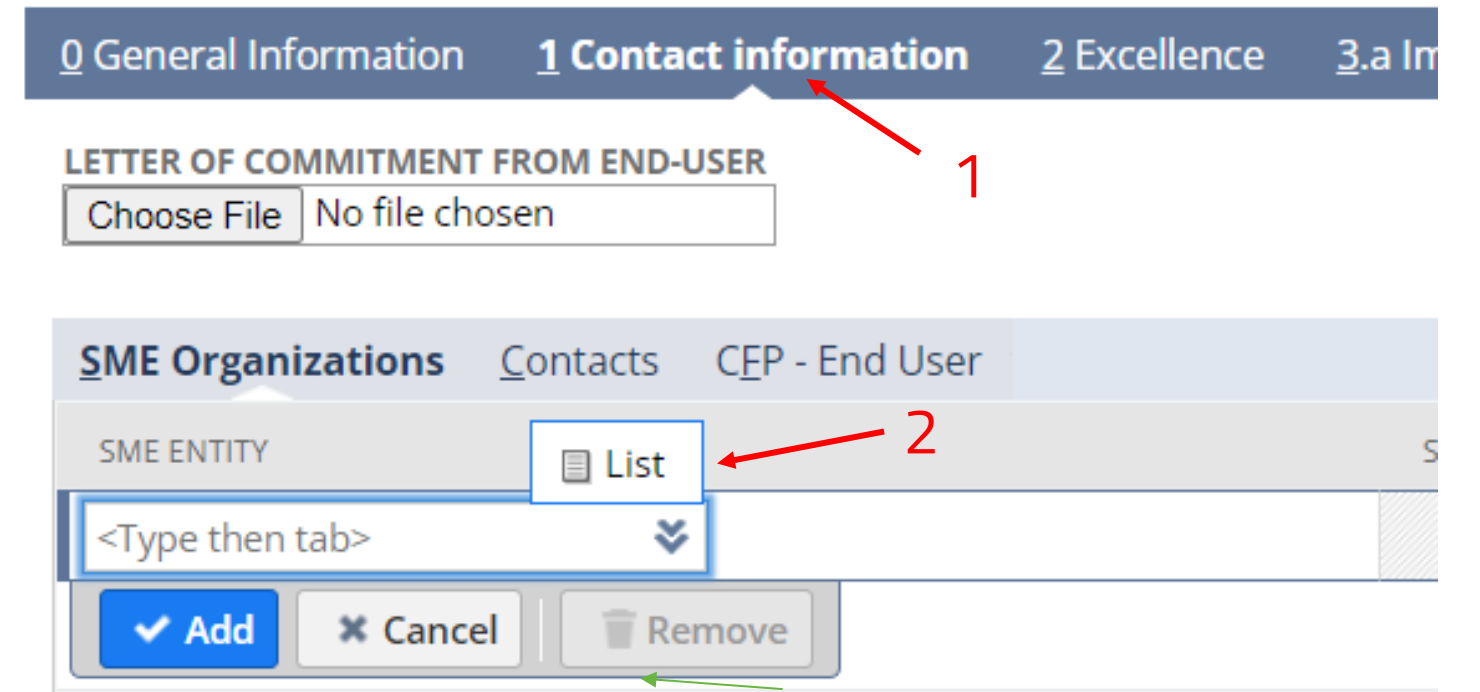
<b>CFP PROGRAM *</b> CFP Empowering SME's 2024	<b>PROGRAM START</b> 19/08/2024	<b>PROJECT MIN DATE</b> 01/04/2025
<b>PROJECT CATEGORY</b> Innovation	<b>PROGRAM END</b> 11/11/2024	<b>PROJECT MAX DATE</b> 31/12/2025
		<b>STATUS</b> Draft

Below this, a subtab navigation bar includes: '0 General Information', '1 Contact information', '2 Excellence', '3.a Impact', '3.b Revenue Forecast', '4.a Implementation', '4.b Budget', and '5 Strategic Fit'. The 'General Project Info' subtab is highlighted with a green border and contains the following fields:

<b>TITLE (NAME OF THE SOLUTION) *</b> <input type="text"/>	<b>APPLICATION CATEGORY *</b> <Type then tab>
<b>COMPANY NAME *</b> <input type="text"/>	<b>TECHNOLOGY KEYWORD *</b> <Type then tab>
<b>COMPANY WEBSITE *</b> <input type="text"/>	<b>AREA *</b> Innovation
<b>PREFERRED PERIOD *</b> <input type="text"/>	<b>SEGMENT</b> Develop
<b>PROJECT START DATE</b> <input type="text"/>	<b>PROJECT END DATE</b> <input type="text"/>

# How to Add Organisation

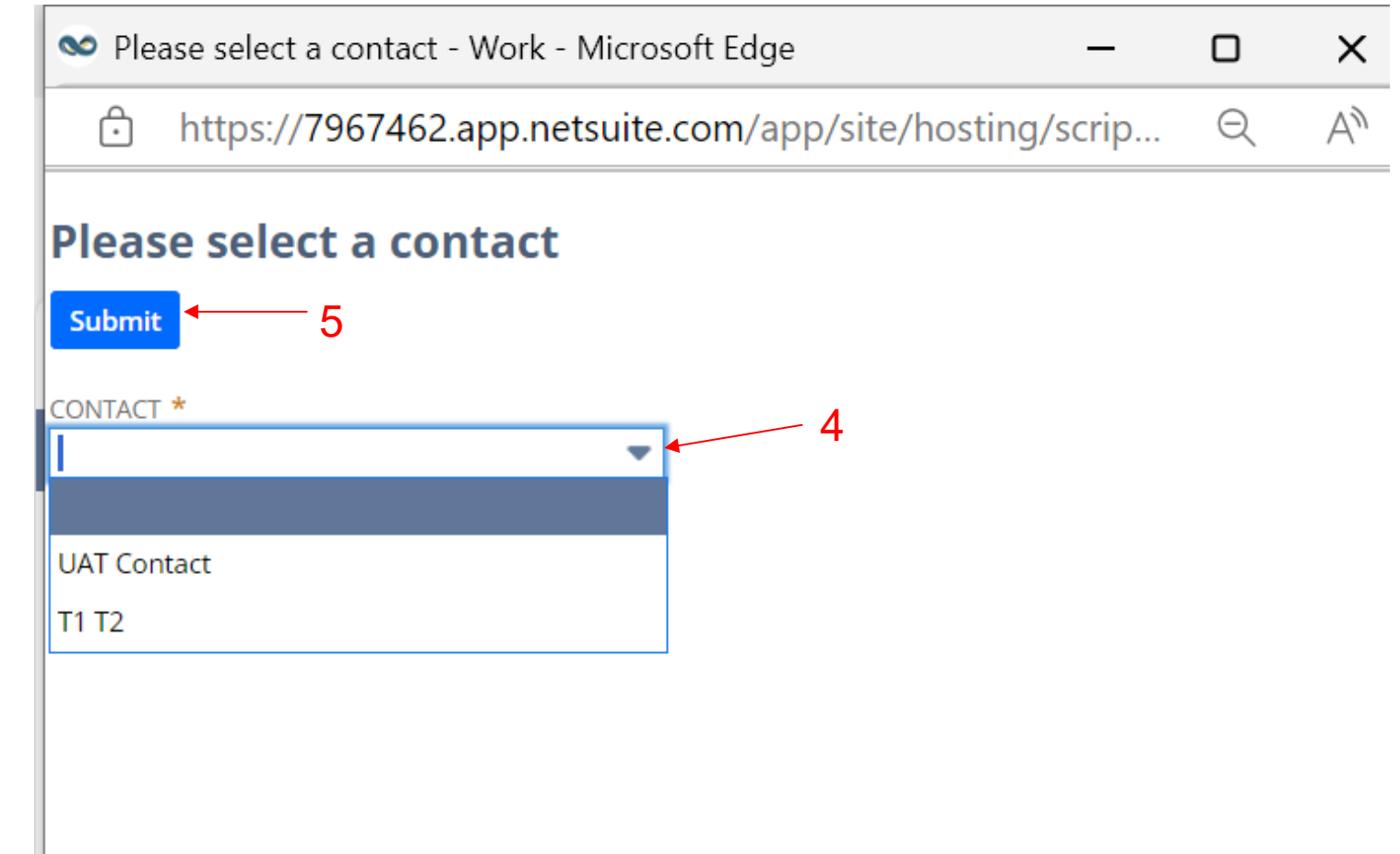
1. Navigate to the subtab – Contact Information
2. Under SME Organisations, click on the down arrow > Click List
3. It will display the list of registered organisations. Use the Search bar to look for the entity you wish to add.
4. Click on the name of the entity





# 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



CUSTOMER *	CONTACT *	SME ROLE *	PARTNER DESCRIPTION *	SME STATUS *
Baleine	1050 Baleine : UAT Contact	Coordinator	<input type="text" value="Test description"/>	External project partner

✓ Add ← 6    ✕ Cancel    Remove

# How to add Revenue Forecast

0 General Information 1 Contact information 2 Excellence 3.a Impact **3.b Revenue Forecast** 4.a Implementation 4.b Budget 5 Strategic Fit

UNIT PRICE \*  
10

LINE TYPE	2025	2026	2027	2028	2029	TOTAL
Unit sold	4	5	6	7	8	30
Expected Revenue	40	50	60	70	80	300

OK Cancel Remove

Save

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

0 General Information 1 Contact information 2 Excellence 3.a Impact 3.b Revenue Forecast 4.a Implementation 4.b Budget 5 Strategic Fit

General Information

IMPACT ON REGIONAL INNOVATION SCHEME (RIS) ASPECTS 3000 CHAR. MAX \*

INVOLVEMENT OF END-USER AND DESCRIP1

Revenue Sharing

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%)

6

	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

0 General Information 1 Contact information 2 Excellence 3.a Impact 3.b Revenue Forecast 4.a Implementation **4.b Budget** 5 Strategic Fit Email logs

Total Eligible cost (End User + SME)	NaN
Requested EIT contribution to eligible costs (End User + SME)	NaN
Co-funding % (End User + SME)	NaN%

LINK	IS COPIED	NAME ▼	BUDGET YEAR	PHASE	NAME	ORGANIZATION	TOTAL COST	EIT FUNDING	CO-FUNDING	FUNDING RATE
<a href="#">Edit</a>	No	SME Budget	2025							
<a href="#">Edit</a>	No	End user Budget	2025							

[Edit](#)



- 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'

The screenshot shows a web form titled "SME Budget" with the following sections:

- Primary Information:**
  - ID: 2070
  - BUDGET YEAR: 2025
  - ORGANIZATION: Baleine
  - RESPONSIBLE PERSON: 1050 Baleine : UAT Contact
  - FTE: 1
- Co-Funding details:**
  - NATIONAL FUNDING: [Empty field]
  - OTHER EU FUNDING: [Empty field]
  - LOCAL FUNDING: [Empty field]
  - PARTNER OWN RESOURCES: 2,000.00
- Funding:**
  - EIT FUNDING
  - CO-FUNDING
  - INDIRECT COSTS
  - FUNDING RATE
  - TOTAL COST
- Budget Category List:**
  - CFP - Budget Sub Lists ( )

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

**Co-Funding details**

NATIONAL FUNDING

OTHER EU FUNDING

LOCAL FUNDING

PARTNER OWN RESOURCES

**Funding**

EIT FUNDING  
3,500.00

CO-FUNDING  
2,000.00

INDIRECT COSTS  
1,000.00

FUNDING RATE  
63.64%

TOTAL COST  
5,500.00

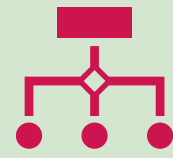
**Budget Category List**

CFP - Budget Sub Lists ()

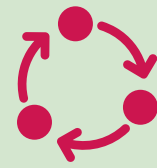
INCLUDED INDIRECT COST	BUDGET CATEGORY	COST	COMMENTARY
Yes	Personnel cost	3,000.00	
	Subcontracting costs	500.00	
Yes	Purchase costs- Travel and subsistence		
Yes	Purchase costs- Equipment		
Yes	Purchase costs- Other goods, works and services	1,000.00	

# Submission

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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**



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## 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.