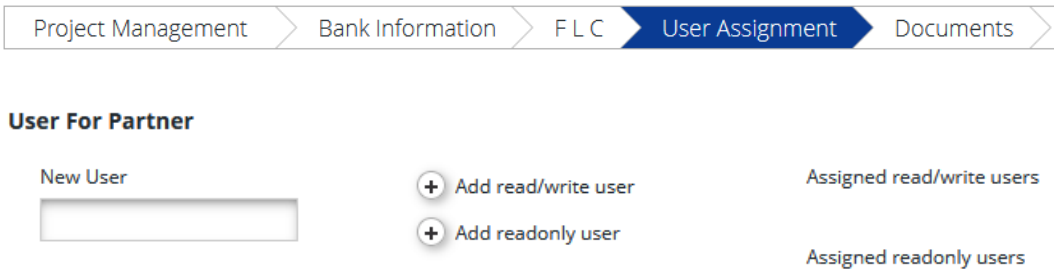
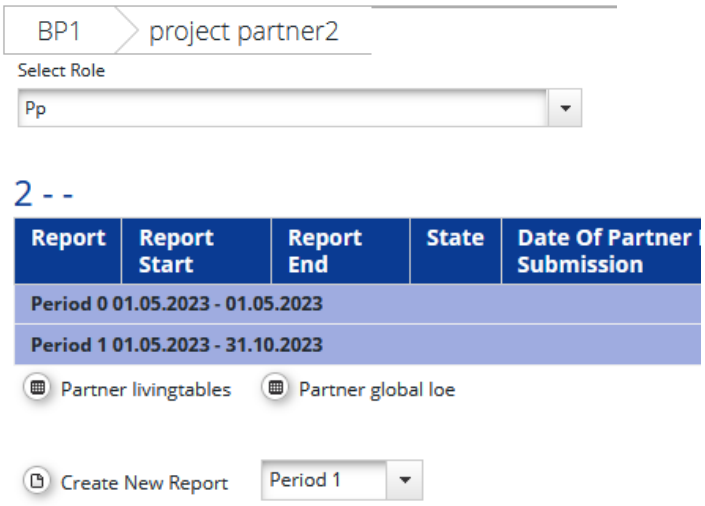
eMS partner report creation and submission

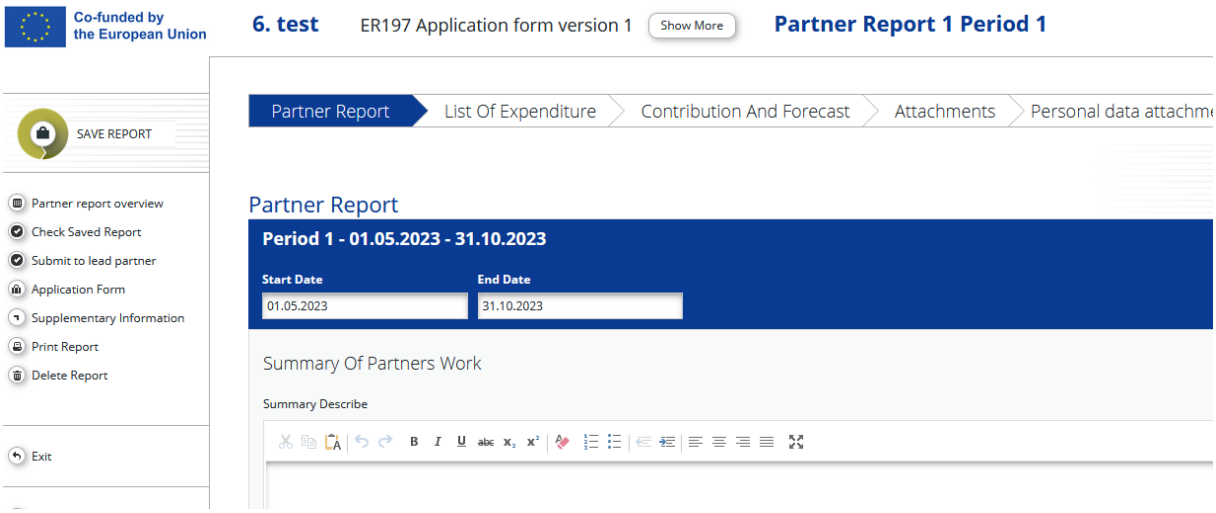
1. Lead partner has to assign read/ write right to create partner reports to partner user from Supplementary information – User assignment.



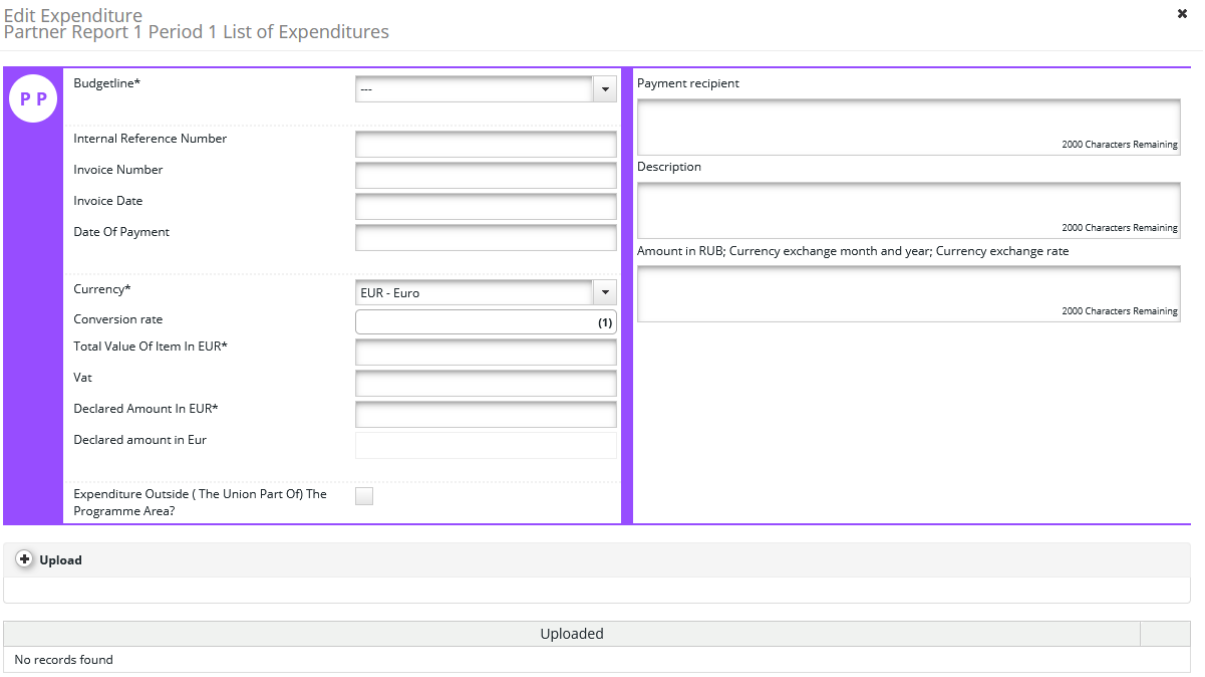
2. Partner / Lead partner with user role ‘Pp’ can create new partner report



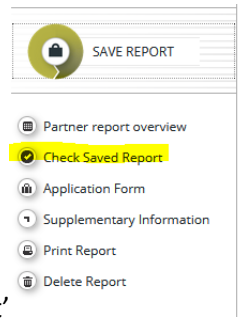
3. Fill in partner report narrative part and financial part



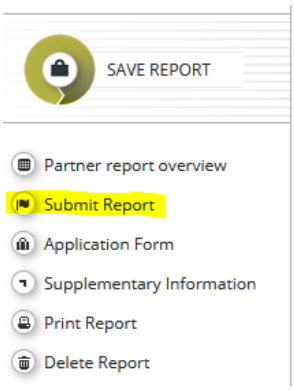
4. Insert invoices for reimbursement with supporting documents from the List of expenditure – Add real cost



5. Add attachments / Personal data attachments.



6. Submit report by clicking ‘Check Saved Report’ – ‘Submit Report’



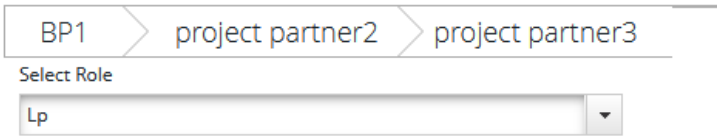
7. Financial controller will check submitted report/ costs and can ask explanations or to upload additional documents. At the end, controller will issue a certificate.
8. Partner report with certified costs will appear to eMS reporting dashboard with status ‘Report Flc certified’

1 - Business partner 1 - BP1

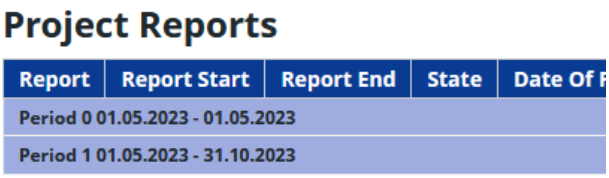
Report	Report Start	Report End	State
Period 0 01.05.2023 - 01.05.2023			
Period 1 01.05.2023 - 31.10.2023			
Report 1.1	01.05.2023	31.10.2023	Report F Lc Certified

eMS progress report creation and submission

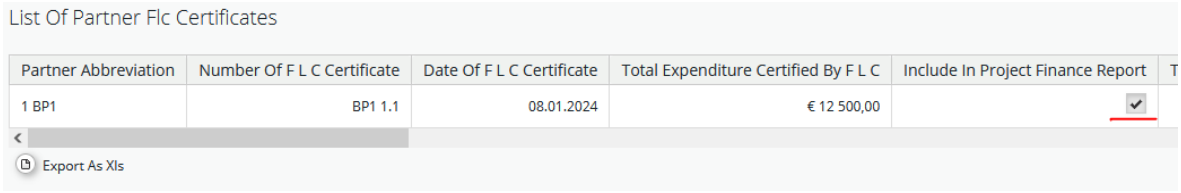
1. Lead partner must select role ‘Lp’



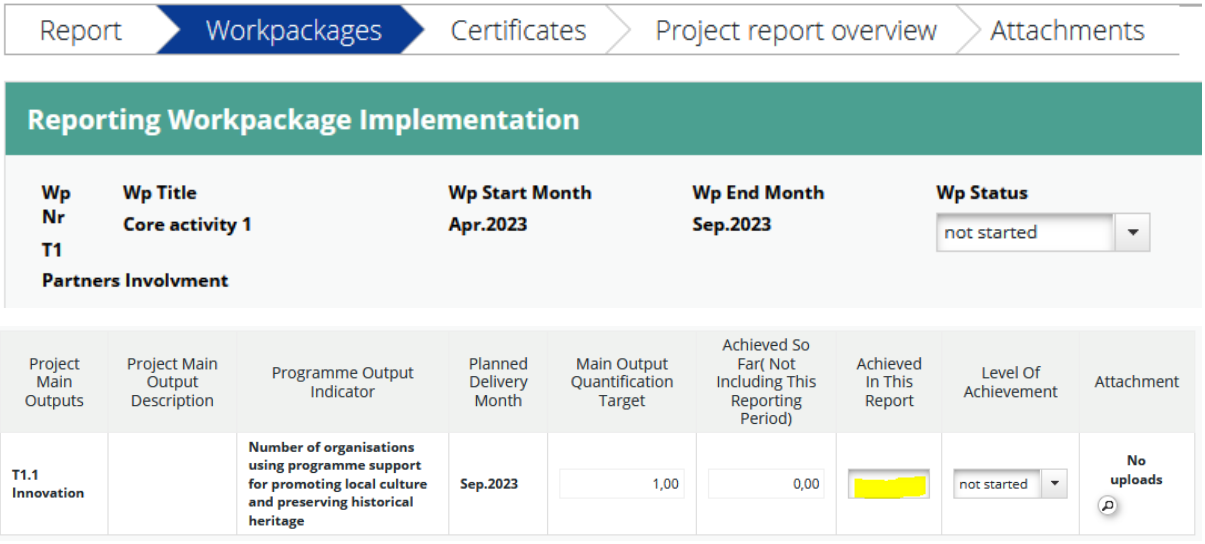
2. Choose create report for period 1:



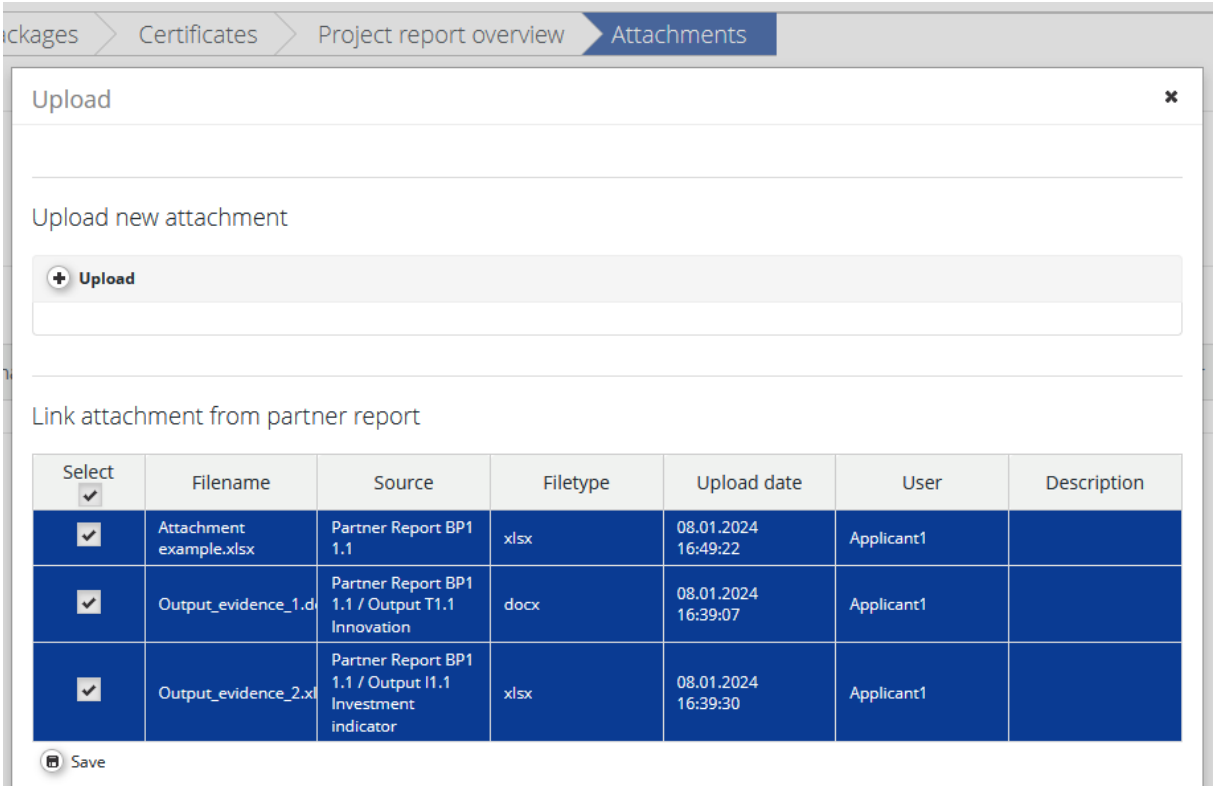
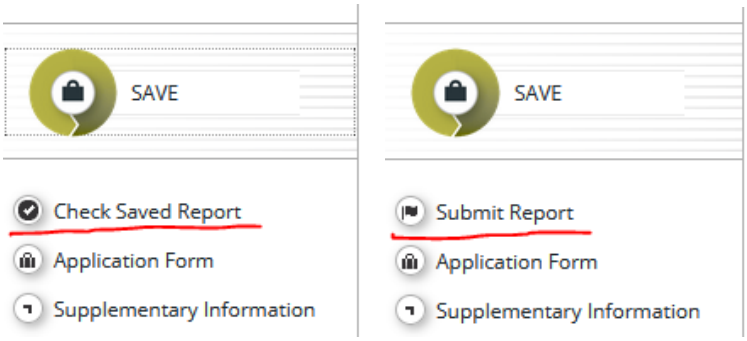
3. Include all certified partner report costs with progress report by ticking them from the list:



4. Fill in progress report. Insert achieved outputs from the workpackages tab:



5. Relevant attachments can be linked from the included partner reports by choosing Attachments – Upload – mark attachments – Save:



6. To submit progress report: Check saved report – Submit report: