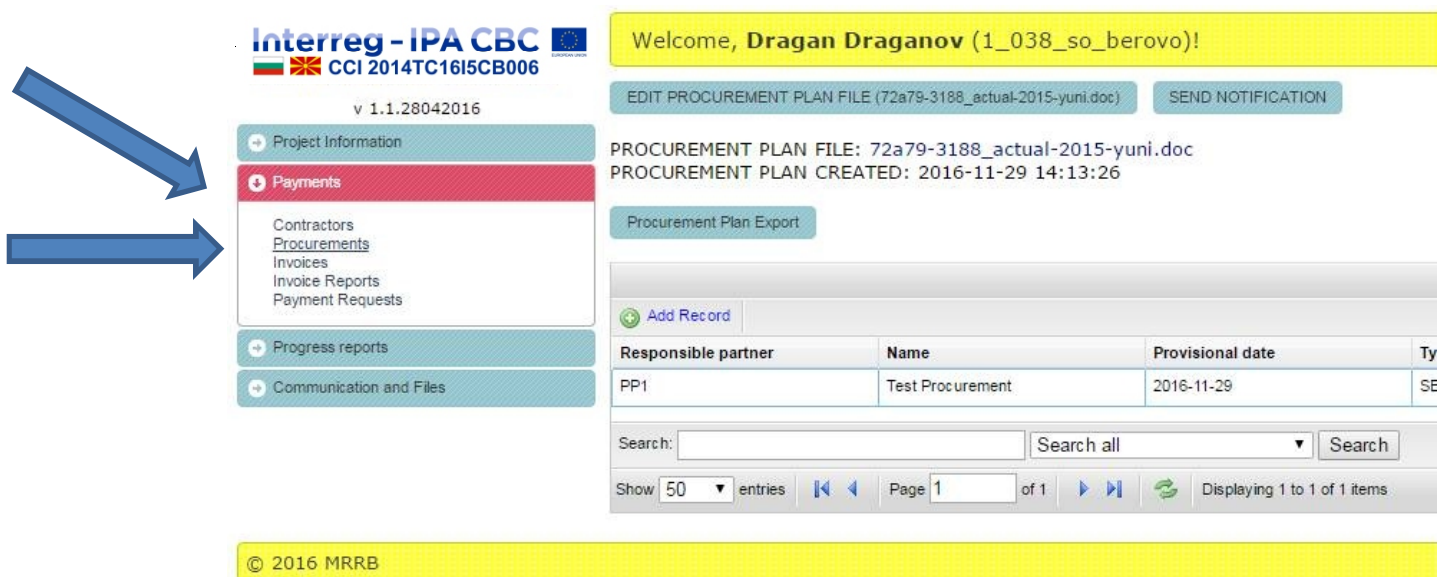


Detailed description of part 3.3 Procurement plan from PIM with the use of Beneficiaries Portal

1. Preparation of Procurement Items:

- Login in BP
- Select menu: Payments



Interreg - IPA CBC CCI 2014TC1615CB006 v 1.1.28042016

Welcome, **Dragan Draganov** (1_038_so_berovo)!

EDIT PROCUREMENT PLAN FILE (72a79-3188_actual-2015-yuni.doc) SEND NOTIFICATION

PROCUREMENT PLAN FILE: 72a79-3188_actual-2015-yuni.doc
PROCUREMENT PLAN CREATED: 2016-11-29 14:13:26

Procurement Plan Export

Add Record

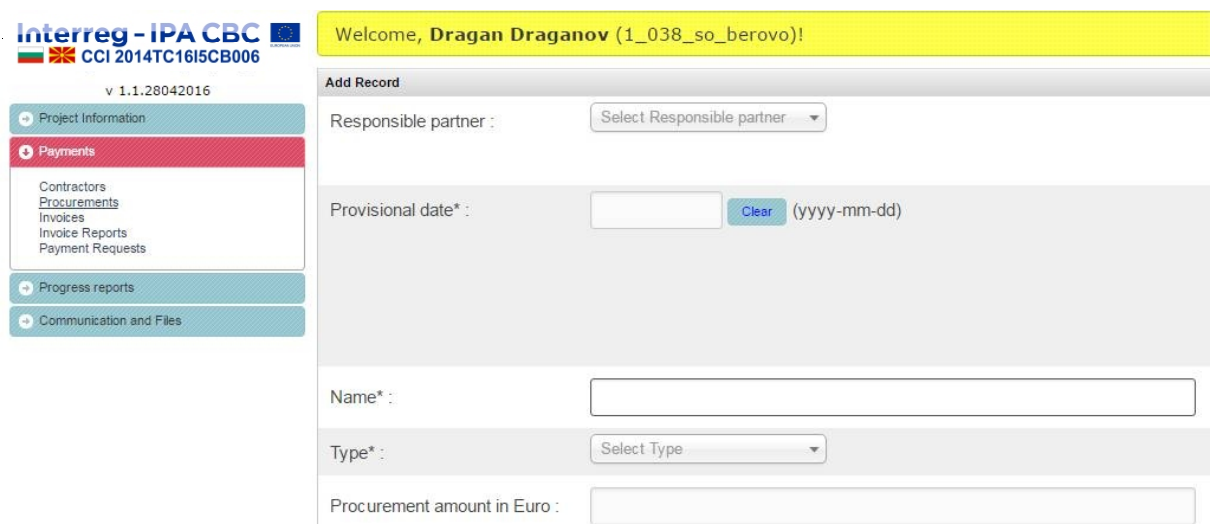
Responsible partner	Name	Provisional date	Ty
PP1	Test Procurement	2016-11-29	SE

Search: Search all

Show 50 entries Page 1 of 1 Displaying 1 to 1 of 1 items

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- Select submenu: Procurement
- Press Add Record button in the upper left side of the working area
- Start filling the form



Interreg - IPA CBC CCI 2014TC1615CB006 v 1.1.28042016

Welcome, **Dragan Draganov** (1_038_so_berovo)!

Add Record

Responsible partner :

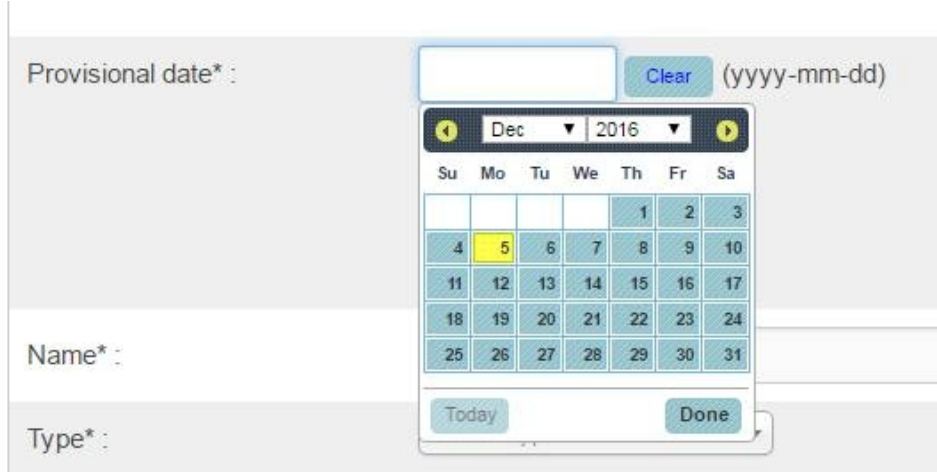
Provisional date* : (yyyy-mm-dd)

Name* :

Type* :

Procurement amount in Euro :

- Choose responsible partner from the drop-down list
- Select the appropriate date when you expect to announce the tender:



Provisional date* : (yyyy-mm-dd)

Dec 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Done

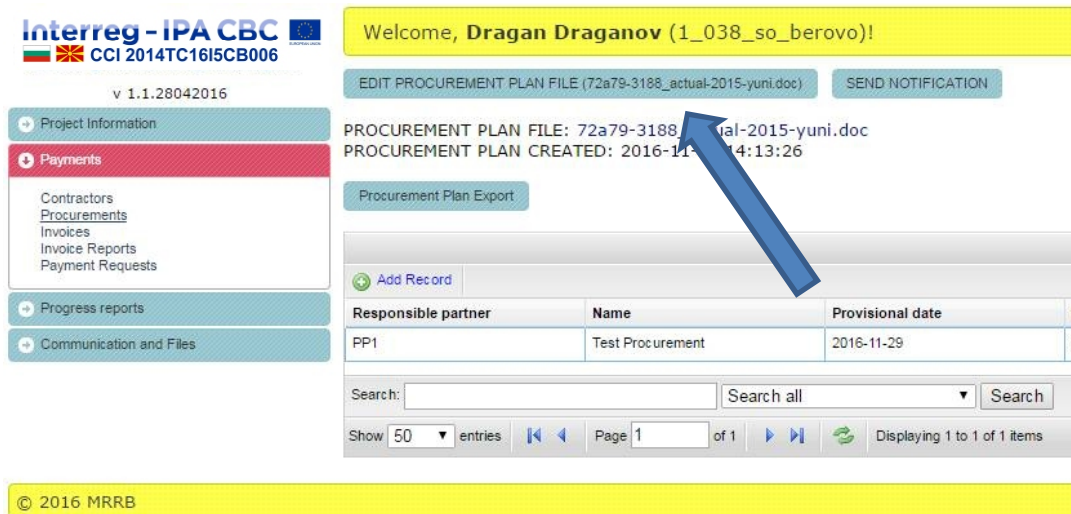
Name* :

Type* :

- Fill in the Name of the procedure
- Select the type of the procedure. Use the option OTHER for the procurements under thresholds.
- Fill in the Note filed at the end of the form.
- Save the initial version of the Procurement item

2. Draft and approval from JS

- Save the version of the procurement plan by pressing Approve Draft button.
- Generate a draft procurement template by pressing or use Annex 2.Project procurement plan.
- Sign and stamp the document.
- Upload the document into the system by using the Upload button in the top left side of the working area



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v 1.1.28042016

Project Information

Payments

Contractors

Procurements

Invoices

Invoice Reports

Payment Requests

Progress reports

Communication and Files

Welcome, **Dragan Draganov** (1_038_so_berovo)!

EDIT PROCUREMENT PLAN FILE (72a79-3188_actual-2015-yuni.doc) SEND NOTIFICATION

PROCUREMENT PLAN FILE: 72a79-3188_actual-2015-yuni.doc

PROCUREMENT PLAN CREATED: 2016-11-14 14:13:26

Procurement Plan Export

Add Record

Responsible partner	Name	Provisional date
PP1	Test Procurement	2016-11-29

Search: Search all Search

Show 50 entries Page 1 of 1 Displaying 1 to 1 of 1 items

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3. Submitting

- Once all details are cleared you can go back submenu: Procurement
- Only when all information is checked and the appropriate file is loaded press

SEND NOTIFICATION