

# Kako učestvovati u Erasmus+ akcijama?



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# Funding and Tenders Portal (FTOP)

The screenshot shows the Funding & tender opportunities portal. At the top, there is a search bar and navigation links. A notification banner indicates a technical maintenance period. Below the search bar, there is a section titled 'Find calls for proposals and tenders' with a search input field and a 'Search' button. The main content area is divided into 'EU Programmes' and 'News'. The 'EU Programmes' section lists various funding programs such as Asylum, Migration and Integration Fund (AMIF), Digital Europe Programme (DIGITAL), Erasmus Programme (ERASMUS), and Horizon Europe (HORIZON). The 'News' section contains several articles, including 'Horizon Europe Work Programme 2023-2024 adopted, calls available online' and 'Protect your account in the Funding & Tenders Portal – Use two-factor authentication!'. The footer of the page includes copyright information and links to 'About', 'File for search', 'Helpdesk', 'Cookies', 'Legal Notice', and 'APIs'.

The Funding and Tenders Portal je jedinstveni portal za učesnike u programima finansiranja kojima upravlja Evropska Komisija. Potencijalni učesnici na ovom portalu mogu pronaći relevantne mogućnosti, pronaći projektne partnere, predati aplikaciju projekta te vidjeti prošle i tekuće projekte koje finansira EU.

# Kako započeti?

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

English | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Due to technical maintenance, Funding & tender opportunities is available between 12/12/2022 08:30:00 and 12/12/2022 09:30:00. We apologize for the inconvenience caused.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERVA)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ Programme (ERASMUS)	EU Anti-fraud Programme (EUAF)	EU External Action (RELEX)	EU4Health Programme (EU4H)
Euroatom Research and Training Programme (EURATOM)	Europe Direct (ED)	European Defence Fund (EDF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	European Parliament (EP)	European Social Fund+ (ESF)
European Solidarity Corps (ESC)	Fiscalis Programme (FISC)	Horizon Europe (HORIZON)	Information Measures for the EU Cohesion policy (IMREG)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)

### News

08 Dec, 2022  
**Horizon Europe Work Programme 2023-2024 adopted, calls available online**  
The European Commission adopted the Horizon Europe Work Programme for 2023-2024 on 8 December 2022, they are now available online. Please read the related Press...

28 Nov, 2022  
**Evaluation of the six Executive Agencies (EACEA, ERCEA, EASME, CHAFAEA, INEA, REA) - consultation of stakeholders**  
Under the Council Regulation 38/2003 the European Commission is required to carry out regular evaluations of the Agencies every three years. In this context, th...

31 Oct, 2022  
**Protect your account in the Funding & Tenders Portal – Use two-factor authentication!**  
The threats to cybersecurity increase continuously, affecting all systems managing data and information that might be interesting for intruders. The Funding & Tenders Portal is no exception. We are implementing two-factor authentication to protect your account. Please read the related Press...

All news >

### Events

**European Youth Together (EYT) 2023**  
15 Dec 2022 @ 14:00

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# Kako započeti?

The screenshot shows the 'How to participate' page on the European Commission's Funding & tender opportunities portal. The page is titled 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEIDIA)'. It features a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'HOW TO PARTICIPATE' section is highlighted and contains four numbered steps:

- 1 Find a suitable call for proposal**

The European Commission and its funding bodies publish calls for proposals on the Funding & Tenders Portal.

  - You may start your search from the home page by entering different keywords that characterize best your field of interest, and then refine the results with the help of further filters.
  - You may start your search by selecting one of the EU funding programmes listed on the home page, and then navigate via the quick links to the calls for proposals of a specific programme.
  - Calls are divided into topics, implemented by different type of actions. Select a topic to read more about the identified opportunity: the topic-related documents, guidance and other instructions are available on a topic page.
  - The site offers a search on calls for proposals and tenders of the European institutions.
- 2 Find project partners (optional)**

Read the topic conditions to assess the partnership and other eligibility requirements of a call.

To publish your **partner search request or offer**, select a topic on the Search Funding and Tenders page. Further help is available in the IT HOW TO.

Use the Partner Search offered in this site to **select an organisation based on their profile or their previous participation**.
- 3 Create an EU Login account**

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.).

[Register an EU login account](#)
- 4 Register an organisation**

The Participant Register is the Commission online tool to register and manage the data of the organisations participating in the EU programmes. It allows consistent handling of the participants' official data and avoids multiple requests to enter the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). This unique identifier of your organisation will be used as a reference by the Commission in any interactions.

# EU Login

The screenshot shows the 'EU Login' website interface. At the top, the URL is 'webgate.ec.europa.eu/au/external/register.jsp'. The page title is 'EU Login' with the tagline 'One account, many EU services'. A language dropdown menu is set to 'English (en)'. There are links for 'Create an account' and 'Login'. The main heading is 'Create an account'. A central form contains the following fields: 'First name' (Test), 'Last name' (Testyng), 'E-mail' (testtest441@gmail.com), 'Confirm e-mail' (testtest441@gmail.com), and 'E-mail language' (English (en)). A checkbox is checked, indicating agreement with the 'privacy statement'. At the bottom of the form are 'Create an account' and 'Cancel' buttons. The footer includes links for 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help', along with logos for the European Union and the European Commission.

webgate.ec.europa.eu/au/external/register.jsp

EU Login  
One account, many EU services.

English (en)

Create an account Login

## Create an account

[Help for external users](#)

**First name**  
Test

**Last name**  
Testyng

**E-mail**  
testtest441@gmail.com

**Confirm e-mail**  
testtest441@gmail.com

**E-mail language**  
English (en)

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account Cancel

About EU Login Cookies Privacy Statement Contact Help

Powered by

European Union EU Institutions EU

European Commission



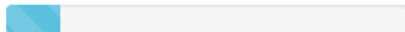
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# EU Login

⚙ Please wait...

We are securing your request. This can take up to 60 seconds.



## Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Proces registracije u toku

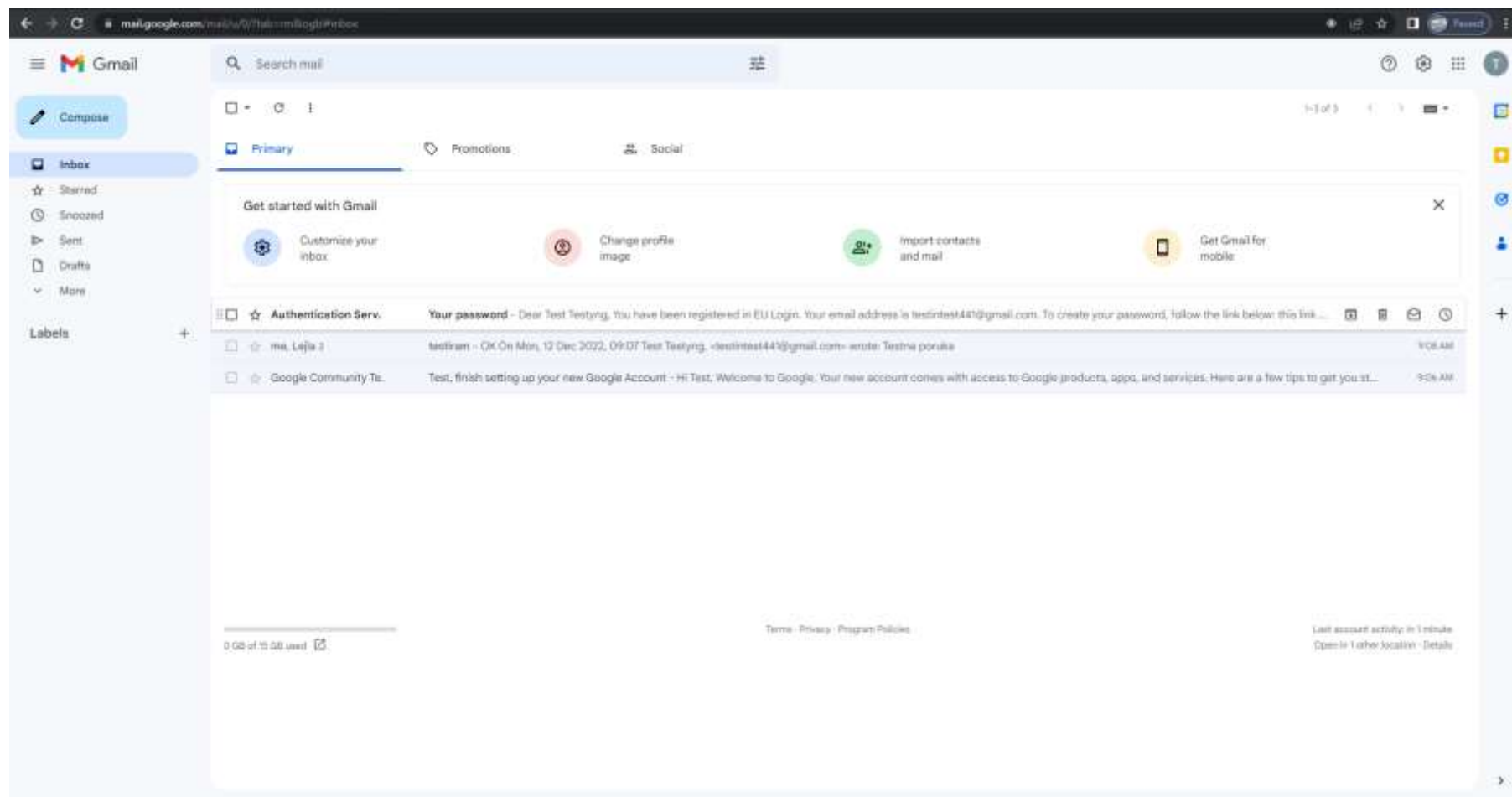
EU Login je neophodno potvrditi putem e-maila



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# EU Login



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# EU Login

## New password

Please choose your new password.

n00b1xjy  
(External)

New password

Confirm new password

**Submit**

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !#\$%&'()\*+,-./:;<=>?@[^\_`{|}~

Examples: Oh2iS#htf\$ vnbCnpPyM; mkzSUFVVI\$

[\[Generate other sample passwords\]](#)

## New password

! Your EU Login password was successfully changed.

**Proceed**

## Successful login

! You are now logged in to EU Login.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.





# PIC broj

- ▶ Participant Identification Code (PIC) je 9-cifarni broj koji služi kao jedinstveni identifikator za pravna lica koja učestvuju u evropskim programima finansiranja. PIC broj nema rok važenja i jednom registrovan važi za sve EU programe dok god oni traju.
- ▶ Organizacija prilikom registracije dobiva PIC broj koji će proći proces validacije. Nevalidirani PIC broj se može koristiti tokom procesa prijave projekata, ali mora biti validiran kad projekat dobije odobrenje za finansiranje.

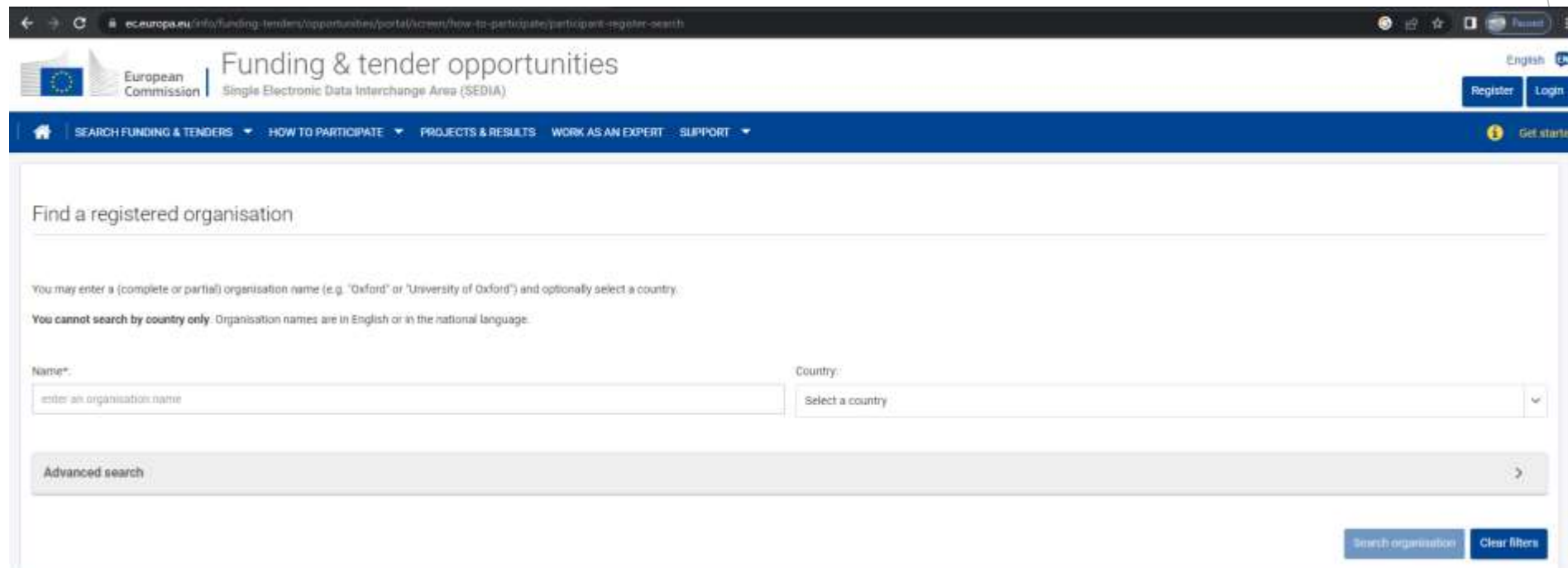


# PIC broj i registracija organizacije

The screenshot shows the home page of the European Commission's 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. Navigation tabs include 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A search bar is present with a 'Search' button. A 'News' section shows a date of '12 Dec, 2022'. There are also buttons for 'Register', 'Login', and 'Get started'.

The screenshot shows the 'Participant Register' page. It explains that organizations need to be registered and have a 9-digit Participant Identification Code (PIC) to participate in calls for proposals or tenders with eSubmission. The page is divided into two main sections: 'Is your organisation already registered? PIC search' and 'Register your organisation'. The 'PIC search' section includes a text input field and a 'Search a PIC' button. The 'Register your organisation' section includes a text input field and a 'Register your organisation' button. A 'Need help?' button is located in the top right corner.

# PIC broj i registracija organizacije



The screenshot shows the 'Funding & tender opportunities' page on the European Commission website. The page title is 'Funding & tender opportunities' and it is part of the 'Single Electronic Data Interchange Area (SEPIA)'. The page includes a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Find a registered organisation' and contains a search form. The form has two input fields: 'Name\*' and 'Country:'. The 'Name\*' field has a placeholder text 'enter an organisation name'. The 'Country:' field has a dropdown menu with the text 'Select a country'. Below the search form is an 'Advanced search' button. At the bottom right of the form area are two buttons: 'Search organisation' and 'Clear filters'.

Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country.  
You cannot search by country only. Organisation names are in English or in the national language.

Name\*

Country:

Advanced search

# PIC broj i registracija organizacije

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDA)

Welcome Test Testyng (tt00bzy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Personal Profile | My Organisation(s) | My Formal Notification(s)

### Participant's Register

1 Identification | 2 Organizational Status | 3 Legal Information | 4 Authorized Users | 5 Summary | 6 Success

Identification

**Welcome to the Participant Register**

The Registration wizard will guide you through the registration process.

- Please have the relevant documents at hand, to make sure you fill in everything correctly.
- Registration will take 5-10 minutes. The system will automatically save your information if in case you need to close the wizard. Your data will be restored the next time when you re-enter the page.
- Your/organisation PIC number will be displayed at the end, when registration is completed. PIC: Participant Identification Code.

OK

not applicable

Review the Part 1

Next

# PIC broj i registracija organizacije

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEIDIA) | Welcome Test Testyng (r00bixy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get started | Need help?

## Participant's Register

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

### Identification

Legal name *	<input type="text" value="Orange Leaves"/>	255
Registration country *	<input type="text" value="Bosnia and Herzegovina"/>	14
Registration number *	<input type="text" value="ID broj (li broj iz sudskog registra)"/>	14
VAT number *	<input type="text" value="Poreski broj"/>	8
Website *	<input type="text" value="Web stranica, facebook, instagram - "/>	40

not applicable

The website address you entered is not in a valid format.

Save Review the Form Next

# PIC broj i registracija organizacije

The screenshot displays the 'Existing organisation(s)' section of the Participant Register. It lists five organizations with their respective PIC numbers, VAT numbers, registration numbers, and addresses. Each entry includes a 'Status' indicator and a 'Use this PIC' button.

Existing organisation(s)	PIC	VAT number	Registration number	Address	Status	Action
ORANGE BELGIUM	953488407	BE0456810810	456010810	AVENUE DU BOURGET 3 1140 Belgium	Validated	Use this PIC
Orange House Partnership vzw	954400946	not applicable	BE 0811.575.046	Kampendael 83 1653 Belgium	Decided	Use this PIC
ORANGE ROMANIA SA	954893445	RO90101005	J401017804321996	BULEVARDUL LASCAR CATARGIU 51-S3 SECTOR 1 010665 Romania	Validated	Use this PIC
ORANGE SA	999908901	FR89380129856	380129866	111 QUAI DU PRESIDENT ROOSEVELT 92130 France	Validated	Use this PIC
ORANGE FRANCE	999926150	FR56426706097	738796087	Avenue Nelson Mandela 1 94745	Validated	Use this PIC

Navigation buttons at the bottom: Previous, Continue registration, Previous, Next.



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# PIC broj i registracija organizacije

The screenshot shows the 'Organisation Data' form on the European Commission's portal. The form fields are as follows:

Field	Value
Legal name	Orange Leaves
Business name	O Leaves
Address	Antuna Hangača 2
Postal code	71000
P. O. box	P. O. box
City	Sarajevo
Registration country	Bosnia and Herzegovina
Phone	+38761234567
Fax	Fax
Website	
Official language	Bosnian

At the bottom of the form, there is a 'Save' button and a timestamp: 'Saved at: 09:39:22 12/12/2022'. There are also 'Previous' and 'Next' buttons.

# PIC broj i registracija organizacije

The screenshot displays the 'Legal Information' form on the European Commission's portal. The form includes the following fields and options:

- Legal entity status:**  a natural person,  a legal person
- Legal form:** A dropdown menu is open, showing a list of legal forms in Bosnian/Croatian/Serbian, including: AKCIONARSKI DRUSTVO, DIONICKO DRUSTVO, DJELATNOST VJERSKIH ORGANIZACIJA, DRUSTVO NEGRANICENE SOLIDARNE ODGOVORNOSTI, DRUSTVO S ORGANICENOM ODGOVORNOSCU, FONDACIJE / ZAKLADE, KOMANDITNO DRUSTVO, KOMORA, KONZORCIJUM, NEPROFITNA KOMPANIJA, OBITACKO DRUSTVO, PRIVATNA USTANOVA, PRIVATNE VISOKOSKOLSKE USTANOVE, UDRUZENJA GRADJANA, UNKNOWN, and ZAJEDNICKA ADVOKATSKA KANCELARIJA.
- VAT number:** (Empty field)
- Legal register:** (Empty field)
- Registration number:** (Empty field)
- Registration date:** (Empty field)
- Legal entity type:** (Empty field)
- Legal entity qualification:** (Empty field)
- SME Self-Declaration:**  Yes,  No
- Is it a civil society organisation:**  Yes,  No
- International organisation:**  Yes,  No

At the bottom of the form, there is a 'Save' button, a timestamp 'Saved at: 09:42:41 12/12/2022', a 'Review the Form' button, and 'Previous' and 'Next' navigation buttons.



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# PIC broj i registracija organizacije

The screenshot shows the 'Legal Information' section of the registration form on the European Commission's portal. The form includes the following fields and options:

- Legal entity status:  a natural person,  a legal person
- Legal form: UNKNOWN
- VAT number: [empty field]
- Legal register: Ministarstvo pri kojem je izvršena registracija organizacije
- Registration number: 214526
- Registration date: 20/08/2020
- Legal entity type:  private entity,  public body
- Legal entity qualification:  non-profit,  for profit
- SME Self-Declaration:  Yes,  No
- Is it a civil society organisation:  Yes,  No
- International organisation:  Yes,  No
- International Organisation of European interest for H2020 (IOEIH2020):  Yes,  No
- International Organisation of European interest:  Yes,  No

At the bottom of the form, there is a 'Save' button and a timestamp: 'Saved at: 09:42:41 12/12/2022'. Navigation buttons 'Previous' and 'Next' are also visible.

# PIC broj i registracija organizacije

The screenshot shows the 'Funding & tender opportunities' portal on the 'ec.europa.eu' website. The user is logged in as 'Test Testyng (n00b1xjy)'. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left sidebar contains 'My Person Profile', 'My Organisation(s)', and 'My Formal Notification(s)'. The main content area displays a registration form with the following fields and options:

- Legal entity qualification:  non-profit  for profit
- SME Self-Declaration:  Yes  No
- is it a civil society organisation:  Yes  No
- international organisation:  Yes  No
- International Organisation of European interest for Horizon (OEI-H2020):  Yes  No
- International Organisation of European interest for Digital Europe (OEI-Digital Europe):  Yes  No
- International European Research Organisation for Horizon Europe (IERO-Horizon Europe):  Yes  No
- Research organisation:  Yes  No
- Secondary/higher education establishment:  Yes  No

Below these fields is a section for the 'Gender equality plan' with a 'Change GEP' button. At the bottom of the form, there is a 'Save' button and a timestamp 'Saved at: 09:42:41 12/12/2022'. Navigation buttons 'Previous' and 'Next' are also visible.



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# PIC broj i registracija organizacije

Gender equality plan (GEP)

Do you have a gender equality plan? \*

Yes  No

Gender equality plan (GEP)

Do you have a gender equality plan? \*

Yes  No

Please provide answers to all the questions below. This is an obligation for all types of legal entities.

Please note that for public bodies, research organisations and higher and secondary education institutions from Member States and Associated Countries, having a Gender Equality Plan is an eligibility criterion, meaning that without it, an organisation in one of these categories will not be allowed to participate in a Horizon Europe funded project (applicable to calls with deadlines in 2022 and beyond).

This is a self-assessment and you are not required at this stage to upload your Gender Equality Plan document. The declaration will be considered an official statement and by selecting 'Yes' you are formally confirming that your organisation has a Gender Equality Plan and that this document is signed by senior management and available on your organisation's public website.

Failure to provide the Gender Equality Plan (when requested), may lead to exclusion from the list of successful applicants, or - in case of signed grant agreement - may lead to grant termination and/or recovery of accounts (see).

Does your GEP fulfil the following four minimum process-related building blocks?

- Public GEP: the GEP is a formal document published on the institution's website and signed by the top management?  Yes  No
- Dedicated resources: commitment of resources and gender expertise to implement it?  Yes  No
- Data collection and monitoring: sex/gender disaggregated data on personnel and students and annual reporting based on indicators?  Yes  No
- Training: Awareness raising trainings on gender equality and unconscious gender biases for staff and decision makers?  Yes  No

Recommended areas to be covered and addressed (as concrete measures and targets).

Content-wise, which of the following recommended thematic areas does your Gender Equality Plan address (using concrete measures and targets)?



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# PIC broj i registracija organizacije

The screenshot shows the 'Participant's Register' page on the European Commission's website. The page is titled 'Participant's Register' and features a progress bar with six steps: 1. Identification (completed), 2. Organisation Data (completed), 3. Legal Information (completed), 4. Authorised Users (current step, marked with a red location pin), 5. Summary, and 6. Success. Below the progress bar, the 'Authorised Users' section displays the following information:

First name:	Test
Last name:	Testyng
E-mail:	testintest441@gmail.com

Below the table, there is a warning message: 'It is highly recommended to add an authorised user to access to your organisation (back-up function).' and a button labeled '+ Authorised user'.

The page also includes a navigation menu on the left with options like 'My Person Profile', 'My Organisation(s)', and 'My Formal Notification(s)'. At the bottom, there is a 'Save' button and a timestamp 'Saved at: 09:48:22 13/12/2022'. Navigation buttons 'Previous' and 'Next' are also visible.



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# PIC broj i registracija organizacije

The screenshot shows the 'Participant's Register' page on the European Commission's website. The page is titled 'Participant's Register' and features a progress bar with six steps: Identification, Organisation Data, Legal information, Authorised Users, Summary, and Success. The 'Summary' step is currently active, indicated by a red location pin icon. Below the progress bar, the 'Summary' section is displayed, showing the following information:

- Legal name: Orange Leaves
- Registration country: Bosnia and Herzegovina
- Registration number: 214520
- VAT number:
- Website:

The page also includes a sidebar with navigation options: 'Manage my area', 'My Person Profile', 'My Organisation(s)', and 'My Formal Notification(s)'. At the bottom of the page, there is a 'Save' button, a timestamp 'Saved at: 00:48:22 12/12/2022', and buttons for 'Previous', 'Print', and 'Submit'.

# PIC broj i registracija organizacije

The screenshot shows the 'Funding & tender opportunities' portal on the 'ec.europa.eu' domain. The user is logged in as 'Test Testyng (n00blxy)'. A progress bar at the top indicates the registration process is complete, with steps: Identification, Organisation Data, Legal Information, Authorised Users, Summary, and Success. The 'Success' step is highlighted with a red location pin icon. Below the progress bar, a green checkmark icon and the text 'Registration completed' are displayed. The main message states: 'You have successfully registered in the Participant Register. Your PIC number is: 884108150'. Below this, a note explains that registration only covers basic legal entity data and provides instructions on how to update data or contact the Validation Service. A 'Continue to update' button is visible at the bottom of the success message area. The footer of the page includes copyright information for the European Commission and links to various services.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEIDIA) | Welcome Test Testyng (n00blxy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get started

My Person Profile | My Organisation(s) | My Formal Notification(s)

Identification | Organisation Data | Legal Information | Authorised Users | Summary | Success

Success

Registration completed

You have successfully registered in the Participant Register. Your PIC number is:  
**884108150**

Please note that registration in the Participant Register only covers the basic legal entity data. You may be asked for further information if you apply for EU funding or tenders with specific eligibility conditions (e.g. SME validation, control of ownership, etc). Please consult the Funding & Tenders Portal Online Manual for information on data updates, document upload, and contacting the Validation Service.

- Update your organisation data
- Upload the documents needed to validate your organisation when indicated /required
- Read/send messages from/to the Validation Services

To update your data please click on 'Continue to update' or log-in into Funding and Tenders Portal (My Area/My Organisation/Modify organisation).

Continue to update

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# Validacija PIC broja

- ▶ Za proces validacije PIC broja neophodno je na FTOP podići dokumente na osnovu kojih će se moći evaluirati podaci koje ste unijeli tokom registracije.
- ▶ Služba za validaciju će vas kontaktirati putem poruka na sistemu i e-maila (unesenog prilikom kreiranja EU Login-a i ovlaštenih korisnika)
- ▶ Tražene dokumente je potrebno skenirati i spasiti u PDF formatu.
- ▶ Proces može potrajati neko vrijeme.



# Validacija PIC broja



## LEGAL ENTITY

PRIVACY STATEMENT: [http://ec.europa.eu/efwd/efwd/efwd\\_en\\_public\\_law\\_bodies\\_statement\\_en.pdf](http://ec.europa.eu/efwd/efwd/efwd_en_public_law_bodies_statement_en.pdf)  
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form:

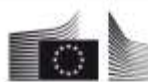
### PUBLIC LAW BODY <sup>①</sup>

OFFICIAL NAME <sup>②</sup>	<input type="text"/>		
ABBREVIATION	<input type="text"/>		
MAIN REGISTRATION NUMBER <sup>③</sup>	<input type="text"/>		
SECONDARY REGISTRATION NUMBER (if applicable)	<input type="text"/>		
PLACE OF MAIN REGISTRATION	CITY <input type="text"/>	COUNTRY <input type="text"/>	
DATE OF MAIN REGISTRATION	DD <input type="text"/>	MM <input type="text"/>	YYYY <input type="text"/>
VAT NUMBER	<input type="text"/>		
OFFICIAL ADDRESS	<input type="text"/>		
POSTCODE	P.O. BOX <input type="text"/>	CITY <input type="text"/>	
COUNTRY	PHONE		<input type="text"/>
E-MAIL	<input type="text"/>		

DATE	STAMP
<input type="text"/>	<input type="text"/>
SIGNATURE OF AUTHORIZED REPRESENTATIVE	<input type="text"/>
<input type="text"/>	<input type="text"/>

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTERS) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

<sup>①</sup> Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is con-



## FINANCIAL IDENTIFICATION

PRIVACY STATEMENT: [http://ec.europa.eu/efwd/efwd/efwd\\_en\\_public\\_law\\_bodies\\_statement\\_en.pdf](http://ec.europa.eu/efwd/efwd/efwd_en_public_law_bodies_statement_en.pdf)  
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

### BANKING DETAILS <sup>①</sup>

ACCOUNT NAME <sup>②</sup>	<input type="text"/>		
IBAN/ACCOUNT NUMBER <sup>③</sup>	<input type="text"/>		
CURRENCY	<input type="text"/>		
BIC/SWIFT CODE	BRANCH CODE <sup>④</sup>	<input type="text"/>	
BANK NAME	<input type="text"/>		
ADDRESS OF BANK BRANCH			
STREET & NUMBER	<input type="text"/>		
TOWN/CITY	POSTCODE	<input type="text"/>	
COUNTRY	<input type="text"/>		

### ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK

ACCOUNT HOLDER	<input type="text"/>		
STREET & NUMBER	<input type="text"/>		
TOWN/CITY	POSTCODE	<input type="text"/>	
COUNTRY	<input type="text"/>		

REMARK	<input type="text"/>
--------	----------------------

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE <sup>⑤</sup>	DATE ( obligatory )
<input type="text"/>	<input type="text"/>
	SIGNATURE OF ACCOUNT HOLDER ( obligatory )
	<input type="text"/>

- <sup>①</sup> Enter the final bank data and not the data of the intermediary bank.
- <sup>②</sup> This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- <sup>③</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.
- <sup>④</sup> Only applicable for LT (AAA code), for LU/NL (BBB code) and for CZ (Branch code). Does not apply for other countries.
- <sup>⑤</sup> It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME', with an attached statement.



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# Moja organizacija

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SE DIA) | Welcome Test Testyng (n00b0jy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

Results: 1

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Orange Leaves	884108150		Declared	Actions

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the user manual.

CONTINUE REGISTRATION

# Moja organizacija

The screenshot shows the 'My Organisation' page for 'Orange Leaves' (PIC 884108150) on the eEurope.eu platform. The page is titled 'Orange Leaves' and 'PIC 884108150'. It features a navigation menu with options like 'Organisation Data', 'Legal Information', 'Authorised users / LEAR', 'Bank Accounts', 'Financial capacity', 'Messages', 'Documents', and 'SME'. An 'Edit Organisation Data' button is visible. The main content area displays the following information:

Legal name	Orange Leaves
Business name	O Leaves
Address	Antuna Hargija 2
Postal code	71000
P.O. box	
City	Sanjevo
Registration country	Bosnia and Herzegovina
Phone	+38761234567
Fax	
Website	
Official language	Bosnian



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# Moja organizacija

The screenshot shows the 'My Organisation' profile page for 'Orange Leaves' (PIC 884108150) on the European Commission's Funding & tender opportunities portal. The page is divided into several tabs: Organisation Data, Legal Information (selected), Authorised users / LEAR, Bank Accounts, Financial capacity, Messages, Documents, and SME. The 'Legal Information' tab displays the following details:

Legal entity status	a legal person
Legal form	UNKNOWN
VAT number	
Legal register	Ministarstvo pri kojem je izvršena registracija organizacije
Registration number	214526
Registration date	20/08/2020
Legal entity type	private entity
Legal entity qualification	non-profit
Non-governmental organisation (NGO)	Yes
Is it a civil society organisation	No
International organisation	No

At the bottom of the page, there is a footer with the text: © 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs



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# Moja organizacija

The screenshot shows the 'Funding & tender opportunities' portal for the organization 'Orange Leaves' (PIC 884108150). The user is logged in as 'Test Testyng (n00bixy)'. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The left sidebar contains 'My Person Profile', 'My Organisation(s)', and 'My Formal Notification(s)'. The main content area is titled 'Orange Leaves' and includes a 'Need help?' button. Below the title are tabs for 'Organisation Data', 'Legal Information', 'Authorised users / LEAR', 'Bank Accounts', 'Financial capacity', 'Messages', 'Documents', and 'SME'. A 'Manage roles' button is visible. The 'Authorised Users' section contains a table with the following data:

First name	Last name	Role	E-mail
Test	Testyng	Self Registrant	testrtest441@gmail.com

The 'LEAR' section contains the following text:

Once validation of the declared data for your organisation has started (but not before) your organisation must nominate a Legal Entity Appointed Representative (Legal Entity Appointed Representative, LEAR). At that time an 'Add LEAR' button will become available and you will be able to provide the LEAR data, create the documents to be printed, signed and scanned and to electronically submit them, together with other supporting documents, for verification. You will need to keep the original signed documents at your premises in case of future audits or controls.

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# Moja organizacija

The screenshot displays the 'Funding & tender opportunities' portal for 'Orange Leaves' (PIC 884108150). The user is logged in as 'Test Testyng (n00b0xjy)'. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The left sidebar contains 'My Person Profile', 'My Organisation(s)', and 'My Formal Notification(s)'. The main content area shows a progress bar with four steps: 1. Bank Account (active), 2. Account Holder's Details, 3. Upload documents, and 4. Confirm/Submit. Below the progress bar, the 'Bank Account' section contains a warning: 'Account number (IBAN or national account number), account name and bank name must clearly appear on the supporting document you will provide later in the process and must correspond. Please note that you should always use the IBAN if this is available.' There are two input fields: 'Bank account registered in' and 'Account Name'.



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# Moja organizacija

The screenshot shows the 'Funding & tender opportunities' portal for 'Orange Leaves' (PIC 884108150). The 'Financial capacity' tab is active, displaying instructions on providing financial information. A table with columns for 'Closing date', 'Status', and 'Actions' is visible but empty.

Orange Leaves  
PIC 884108150

Organisation Data | Legal information | Authorised users / LEAR | Bank Accounts | **Financial capacity** | Messages | Documents | SME

You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available here.

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. Find out more.

Closing date	Status	Actions
--------------	--------	---------

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# Moja organizacija

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Test Testyng (n00blxjy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | My Organisation(s) | My Formal Notification(s)

## Orange Leaves

PIC 884108150

Need help?

Organisation Data | Legal Information | Authorised users / LEAR | Bank Accounts | Financial capacity | Messages | Documents | SME

New message

Messages

Exchange messages with the Central Validation Service.

Subject	Message	Context	Date	Actions

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# Moja organizacija

The screenshot shows the 'My Organisation' page for 'Orange Leaves' (PIC 884108150) in the SEDIA system. The page is titled 'Orange Leaves' and 'PIC 884108150'. It features a navigation menu with options: Organisation Data, Legal Information, Authorised users / LEAR, Bank Accounts, Financial capacity, Messages, Documents, and SME. The 'Documents' tab is active, showing a section for 'Documents (0)'. Below this, there is an important notice: 'IMPORTANT! To protect your ID documents, upload them under the correct file type: "identity document (ID)". The maximum allowed size per file is 6MB. The documents are uploaded immediately after you have clicked the "Submit for processing" button.' There is a '+ Add new document' button and a table with columns: Document type, Upload date, Status, and Actions. The footer of the page includes copyright information: '© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.



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# Moja organizacija

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDA) | Welcome Test Testyng (n00bixjy)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get started

### My Notification(s)

Inbox | Preferences

Results: 1

<input type="checkbox"/>	DATE	SOURCE	SUBJECT	PRIORITY
<input type="checkbox"/>	12-12-2022 12:34:46	PDM-URF Calls	PIC 884108150 ** Your registration in the E.C. Participant Register	HIGH

1 | 10

Delete Selected | Mark Selected Read | Mark All Read | Mark Selected Unread

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# Moja organizacija

The screenshot shows the 'Funding & tender opportunities' portal. The main content area displays a confirmation message for a registration in the E.C. Participant Register. The message is titled 'PIC 884108150 \*\* Your registration in the E.C. Participant Register' and is dated 'Mon, 12/10/2023 - 12:34:49 (GMT+0)'. An orange warning box indicates 'This message has been sent with HIGH importance'. The body of the email reads: 'Dear participant, Thank you for having registered Orange Leaves in the Funding & Tenders Portal. The Participant Identification Code (PIC) for the legal entity you have registered is 884108150 and you can start using it in 10 minutes time in the proposal submission systems. You will find below a summary of your registration. In case of incorrect data you can still edit your data by logging in the Funding & Tenders Portal. You will be contacted at a later stage during the validation process on how to proceed further. Kind regards,'. The footer of the page contains copyright information: '© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs'.



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# Pomoć!

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEIDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | **SUPPORT**

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

- Support overview
- Guidance & Manuals
- FAQ
- Helpdesk & Support Services
- Support videos

European Commission | Funding & tender opportunities  
Online Manual

My Area -> Grant management tools

### Online Manual

- Grants
  - Applying for funding
    - Find a call
    - Find partners
    - Name of organisation
    - Submit a proposal
  - Evaluation & Grant signature
    - Administrative and legal aspects
    - Submission of proposal
    - Grant agreement
    - Grant signature
  - Grant management
    - Designing a grant
    - Monitoring
    - Receipt & payment requests
    - Operational & technical
    - Disbursement & expenditure
    - Communicating your project
    - Advancement of EU funding
    - Check audit, review & compliance
  - Working as an expert
    - Grant Agreement
    - Contracting & payment
    - Grant rules & rules
- Procurement
- Public
- Personal information
- Working as an expert
- Help

Print

Personal information

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEIDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | **SUPPORT**

### Support overview

- Support overview
- Guidance & Manuals
- FAQs
- Helpdesk & Support Services
- Support videos

### Popular support topics

Grants	Tenders
Online manual	EU Login
FAQ	How to change the EU Login account
FAQ	What is a LEAR (Legal Entity Approve LEAR's rights and tasks?)
FAQ	How to assign PLSIGN?
FAQ	How do I fill in my bank account as a...

# Pomoć!

The screenshot shows the 'Participant Register — Register your organisation' page in the 'Funding & tender opportunities Online Manual'. The page features a navigation menu on the left, a search bar at the top right, and a central content area with a process flow diagram and a 'HOW TO' button. Below the diagram, there is a text box with instructions and a list of requirements for successful registration.

European Commission | Funding & tender opportunities | Online Manual

Search

Online Manual

## Participant Register — Register your organisation

Registration of your organisation

Validation of your organisation

LEAR appointment

Financial capacity assessment

Data updates

Bank account registration

Complaints about validation

HOW TO

### Participant Register — Register your organisation

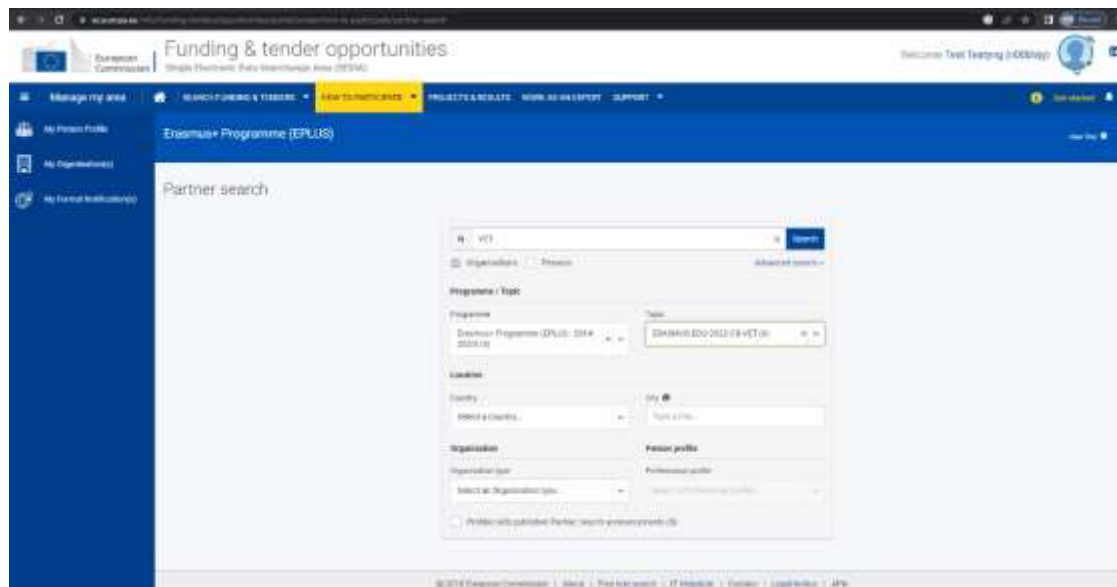
If you want to submit a proposal, your organisation needs to be registered in the Portal Participant Register and have a 9-digit Participant Identification Code (PIC).

If your **proposal** is **successful**, you will receive a notification and be asked to:

- provide supporting documents to confirm the administrative and legal information declared during the registration (legal entity validation)
- appoint a Legal Entity Appointed Representative (LEAR appointment)
- provide supporting documents to verify the financial capacity of your organisation (financial capacity assessment, if applicable)
- validate the bank account for payments (bank account validation, only for coordinators).

# Kako naći koordinatora i partnere?

- ▶ Već postojeći kontakti, saradnici ili mreže iz zemalja koje mogu biti aplikanti/partneri prema pravilima CB VET poziva;
- ▶ Putem alata **Partner search** dostupnog na FTOP portalu:



# Kako naći koordinatora i partnere?

- Pregledom već odobrenih projekata iz prethodnih poziva i njihovih učesnika

The screenshot shows the 'Capacity Building in the field of Vocational Education and Training (VET)' project details. The title bar includes 'ERASMUS+ ONLINE', 'NEW OPPORTUNITIES', 'PROJECTS & RESULTS', 'HOW TO APPLY', and 'HELP'. The main heading is 'Capacity Building in the field of Vocational Education and Training (VET)' with the topic ID 'ERASMUS+EU-0002-CB-VET'. The 'General information' section includes: 'Topic action: CB-VET', 'Programme: Erasmus+ Provisions (ERASMUS)', 'Multi-programme part: ERASMUS-2022', 'Call: Capacity building in the field of Vocational Education and Training (VET) (ERASMUS+EU-2022-CB-VET)', 'Work programme year: ERASMUS-2022', 'Type of action: ERASMUS-L3 ERASMUS Lump Sum Grants', and 'Type of ERGA: ERASMUS Lump Sum Grant (ERASMUS-AC-L3)'. The 'Call details' section shows 'Deadline model: single-stage' and 'Opening date: 23 November 2021'. The 'Deadline date' is '27 March 2021 17:00:00 Brussels time'. A 'View details' button is visible at the bottom left.

The screenshot shows the 'Funding & tender opportunities' page. The title bar includes 'ERASMUS+ ONLINE', 'NEW OPPORTUNITIES', 'PROJECTS & RESULTS', 'HOW TO APPLY', and 'HELP'. The main heading is 'Funding & tender opportunities' with the topic ID 'ERASMUS+EU-0002-CB-VET'. The 'Projects funded under this topic' section shows a list of projects with columns for 'Project ID', 'Project title', 'Start date', 'End date', and 'Status'. The first project is 'Capacity building in the field of Vocational Education and Training (VET) (ERASMUS+EU-2022-CB-VET)' with a start date of '2021-11-23' and an end date of '2021-11-23'. The status is 'Closed'. The page also includes a search bar and a 'View details' button.

No activity available

Keywords:

No keywords available

Participants

- ACTION SYNERGY SA - ACTION SYNERGY SA(943337811) - COORDINATOR
- ETARIEA EREYNAS, EKPADEYTHS, KANOTOMIAS KAI ANAPTYXHS THS PERIFERIAS BOROYI AIGAIY AE - COMPANY FOR RESEARCH, EDUCATION, INNOVATION AND DEVELOPMENT OF THE NORTH AEGEAN REGION S.A. - ELORES S.A.(929887636) - BENEFICIARY
- RAS FOUNDATION - ITALY PLEASURE AND CULTURE S.R.L. IMPRESA SOCIALE - (904428664) - BENEFICIARY
- CÁMARA OFICIAL DE COMERCIO INDUSTRIA SERVICIOS Y NAVEGACIÓN DE SEVILLA - OCCEV(917300640) - BENEFICIARY
- PLATFORME DES FEMMES DE LA CASAMANCE POUR LA PAIX - (936982822) - BENEFICIARY
- UNIVERSITE ASSANE SECK DE ZIGUINCHOR - UASZ(826149308) - BENEFICIARY
- ASSOCIAÇÃO DOS AMIGOS DA NATUREZA - AAN(814190545) - BENEFICIARY
- UNIVERSIDADE DE CÁDO VERDE - UN-CVM(81875648) - BENEFICIARY
- IBERPEO COMMUNITY EMPOWERMENT PROGRAM - IBERPEO COMMUNITY EMPOWERMENT PROGRAM(817664441) - BENEFICIARY

HVALA NA PAŽNJI



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