

Partner report offline template

This document transcripts the partner report template implemented on Alpine Space JEMS version 7 and is based on the work of Interact group for Harmonised Implementation Tools (HIT).

1. Partner report identification

1.1. Partner progress report identification

Project ID number and acronym	<i>Pre-filled from AF</i>
Partner report ID	<i>Automatically generated</i>
Partner report status	<i>Automatically generated : [Draft] ↪ [Submitted] ↪ [Control ongoing] ↪ [Certified]</i>
Partner number	<i>Pre-filled from AF</i>
Name of the organisation in original language	<i>Pre-filled from AF</i>
Name of the organisation in english	<i>Pre-filled from AF</i>
Legal status	<i>Pre-filled from AF [Public]/[Private]</i>
Type of partner	<i>Pre-filled from AF : [N/A] / [Local public authority] / [Regional public authority] / [National public authority] / [Sectoral agency] / [Infrastructure and (public) service provider] / [Interest groups including NGOs] / [Higher education and research organisations] / [Education/training center and school] / [Enterprise, except SME] / [SME] / [Business support organisation] / [EGTC] / [International organisation, EEIG] / [Hospitals and medical centres] / Cross-border legal body / [Other]</i>
Partner organisation can recover VAT for project activities	<i>Pre-filled from AF</i>



Co-financing source and rate	Pre-filled from AF
Country	Pre-filled from AF
Local currency (according to InforEuro)	Pre-filled from AF
Reporting period start date	DD.MM.YYYY
Reporting period end date	DD.MM.YYYY
Reporting period	To select in a preset list : Period#, month # - #

1.2. Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

To be filled in, max. 2.000 characters

1.3. Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

To be filled in, max. 2.000 characters

1.4. Partner spending profile

Partner number	Prefilled from AF
Period target	Prefilled from AF
Current report	Prefilled from other section of the current report
Cumulative target	Prefilled from previous reports
Total reported so far	Automatically generated



Cumulative target - total report so far

Automatically generated

Total report so far / cumulative target

Automatically generated

Next report forecast

To be filled in

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the AF

To be filled in, max. 2.000 characters

1.5. Target groups

Target group # *(automatically inserted from AF)*

To be described, max. 2,000 characters

2. Work plan progress

2.1. Work package

Please describe your contribution to the activities carried out in this reporting period.

To be described, max. 2,000 characters



2.2. Activity

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.

N.B: Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

Ac Nr.	Activity title	Progress	Attachements
A #.#	<i>Pre-filled from AF</i>	<i>To be described, max. 2.000 characters</i>	<i>To upload</i>

2.3. Deliverable

Del Nr.	Deliverable title	Contribution	Attachements
D #.#.#	<i>Pre-filled from AF</i>	<i>tick for yes</i>	<i>To upload</i>

2.4. Output

Output Nr.	Output title	Contribution	Attachements
D #.#.#	<i>Pre-filled from AF</i>	<i>tick for yes</i>	<i>To upload</i>

3. List of expenditures

ID	<i>Automatically generated</i>
Sensitive data	<i>Tick for yes</i>
Public procurement	<i>Preset list imported from public procurement section</i>
Internal reference no.	<i>To be filled in</i>
Invoice no.	<i>To be filled in</i>
Invoice date	<i>DD.MM.YYYY</i>
Description	<i>To be described, max. 255 characters</i>
Comment	<i>To be described, max. 255 characters</i>
Total invoice value	<i>To be filled in</i>
VAT	<i>To be filled in</i>
Declared amount	<i>To be filled in</i>
Currency	<i>Preset list</i>
Conversion rate	<i>Automatically generated</i>
Declared amount in EUR	<i>Automatically generated</i>
Attachments	<i>To upload</i>

4. Public procurement

4.1 Contract

Report ID to which the contract is linked	<i>Automatically generated</i>
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contract name	To be filled in
Contract date	DD.MM.YYYY
Contract type	To be filled in, max. 30 characters
Contract amount	To be filled in
Currency	To select in a list
Supplier name	To be filled in, max. 30 characters
VAT number	To be described, max. 30 characters
Comment	Max. 2.000 characters

4.2. Beneficial owner(s) of the contractor

First and Last name	To be filled in
Date of birth	DD.MM.YYYY
VAT Number	Automatically generated

4.3. Subcontractor(s)

Contract name	To be filled in
Reference number	To be filled in
Contract date	DD.MM.YYYY
Contract amount	To be filled in
Currency	To select in a list
Supplier name	To be filled in, max. 30 characters



VAT number To be filled in, max. 30 characters

4.4. Attachement(s)

Attachments	To upload
GDPR attachments	To upload

5. Contributions

5.1. Subcontractor(s)

Name of organisation / Source of contribution	To be filled in	or prefilled from AF
Legal status	To be filled in	or prefilled from AF
Amount in AF	Prefilled from AF	
Previously reported	Imported from previous reports	
Current report	To be filled in	
Total reported so far	Automatically generated	
Attachments	To upload	

5.2. Subcontractor(s)

	Amount in AF	Previously reported	Current report	Total reported
Sub-total public contribution				
Sub-total private contribution				
Total				

6. Report annexes

Summary of all files attached to the report and sorted by section. At this stage, additional files can be uploaded and a description can be added to the files, if deemed relevant.

7. Report export

Report can be exported.

8. Financial overview

Partner sources of funding, financial performance, expenditures breakdown per cost categories and lump sums.

9. Partner report submission

At this stage, you need to click on “Run pre-submission check”. It allows to verify if any obligatory field has been overlooked. The pre-submission check does not replace a careful proofreading. You can then submit the partner report. It will be checked by the controller.