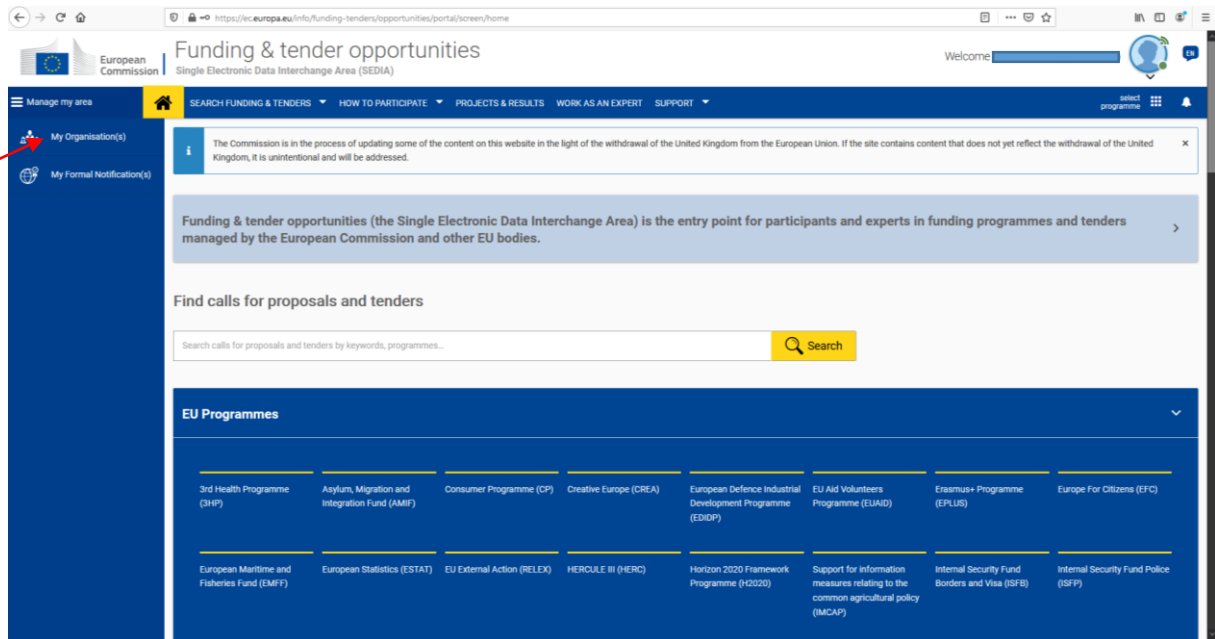


Wie lade ich Dokumente im Funding & tender Portal hoch?

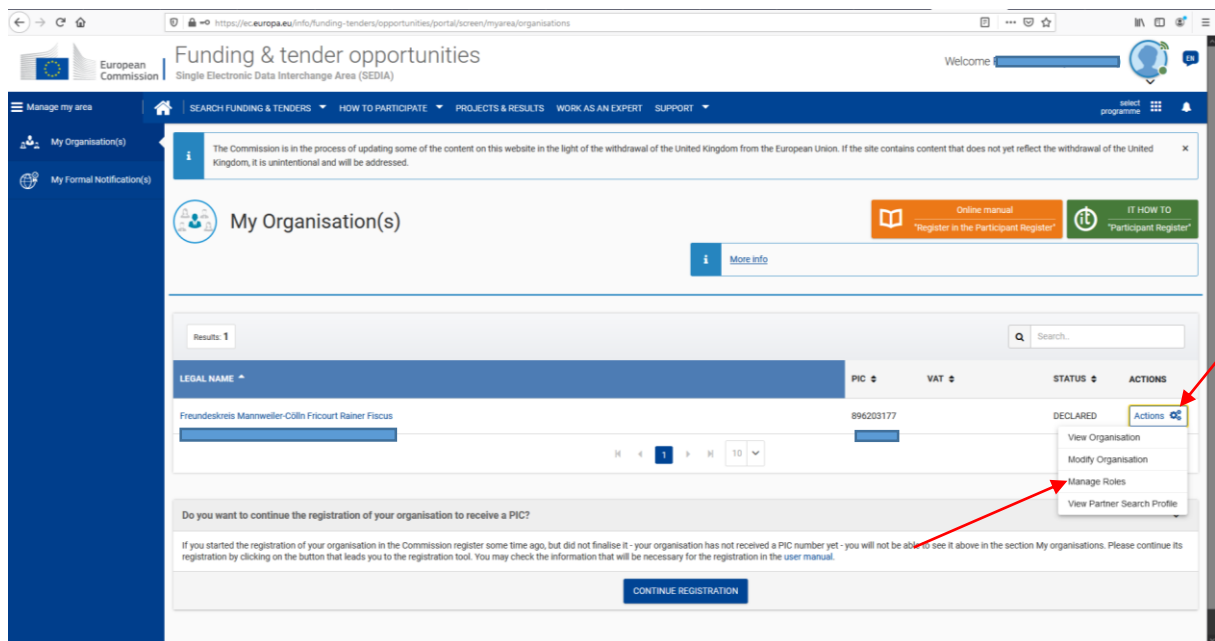
Schritt 1: Funding & tender opportunities aufrufen und sich einloggen:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Schritt 2: „My Organisation“ anklicken.



Schritt 3: „Actions“ anklicken und dann „modify organisation“



Schritt 4: „Dokuments“ anklicken.

The screenshot shows the 'Organisation data' form in the Research & innovation Funding & Tenders Portal. The left sidebar contains a menu with the following items: Activity log, Organisation, LEAR, Bank Accounts, Programme specific information, SME, Financial capacity, Messages, Documents, and Submit changes. A red arrow points to the 'Documents' link. The main content area is titled 'Organisation data' and contains the following fields:

- Legal name *
- Business name
- Legal status: a natural person a legal person, private entity public body, non-profit for profit, NGO
- Official language *
- Establishment/Registration country *
- Legal form *
- VAT number *
- Registration number
- Registration date
- Registration authority

Schritt 5: klicken Sie „Add document“ an und wählen Sie das entsprechende Dokument sowie die dazugehörige Beschreibung aus. „Find out more on how to submit a document“ könnte für Sie ebenfalls hilfreich sein.

The screenshot shows the 'SME Self-Declaration' and 'Documents' sections in the Research & innovation Funding & Tenders Portal. The left sidebar contains a menu with the following items: Activity log, Organisation, LEAR, Bank Accounts, Programme specific information, SME, Financial capacity, Messages, Documents, and Submit changes. The main content area is titled 'SME Self-Declaration' and contains the following sections:

- SME Self-Declaration**: A section for declaring the SME status. It includes a 'Start SME self assessment' button and a declaration form with radio buttons for 'SME' and 'Non SME', and a date field for 'Registration date dd-MM-yyyy'.
- Financial capacity**: A section for providing additional financial information. It includes a link to 'Find out more'.
- Messages**: A section for reading and sending messages to the EC ValidationServices. It includes a 'New message' button.
- Documents**: A section for reading and uploading documents. It includes a link to 'Find out more on how to submit a document' and an 'Add document' button. A red arrow points to the 'Add document' button.