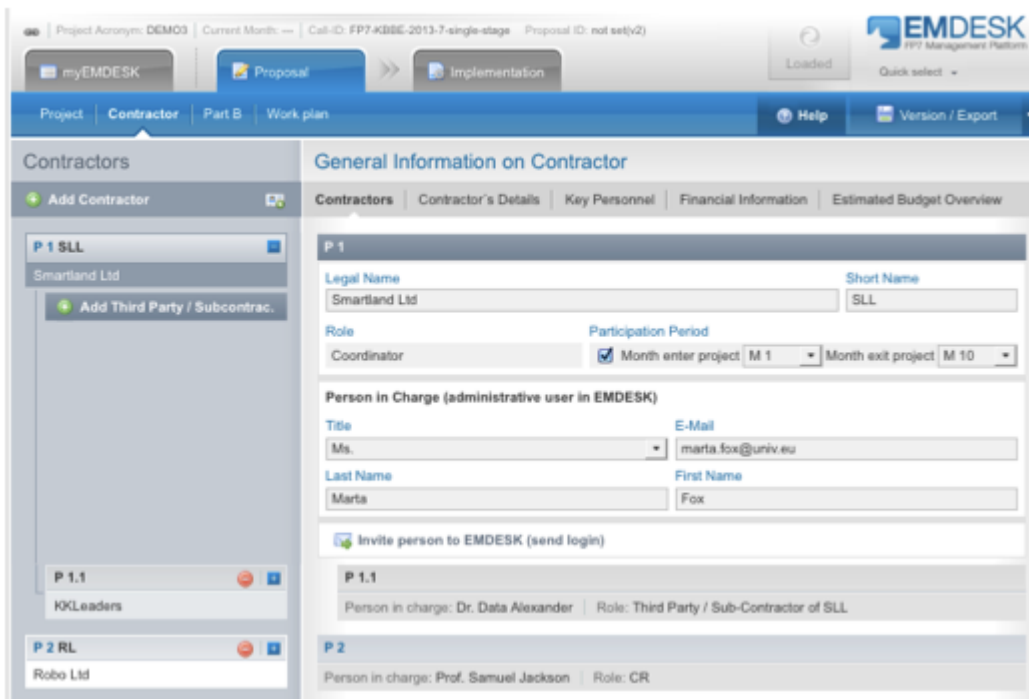


Create Contractors and Manage Contractors List

You can set up the Contractor list and add contractors at: **Proposal > Contractor > Contractors** during the Proposal stage or **DoW > Contractor > Contractors** at the Implementation stage.



The first Contractor shown in the participant list is the official Project Coordinator by default. The first Contractor is created during the project registration and cannot be removed.



Create a Contractor

1. To create a new Contractor, click on **Add Contractor** from the left side panel. Please note that the newly added Contractor will always appear at the end of the list.
2. Please specify the *Legal Name*, *Short Name*, *Role of the Contractor* and set the *Participation Period* for the contractor in the project.
3. Each Contractor is required to list the person responsible for EMDESK. Please provide the contact details of the **Person in Charge** by filling out the person's *Title*, *Email*, *Last* and *First Name*.
4. Finally, click on the **Invite person to EMDESK (send login)** below to invite the person to join the project. You will then be forwarded to **myEMDESK > Project Settings > User Accounts**.

Copy an existing Contractor from another Project

EMDESK gives you the option to add an existing Contractor to your new project. To copy this contractor from one of your other projects, simply click on the  button next to the *Add Contractor* button on the left side panel under **Proposal > Contractor > Contractors** or **DoW > Contractor > Contractors**. A new dialog box will appear asking you to select the *Project* and *Contractor* that you would like to copy to the current project. Click  to load the Contractor.

Please note that all General Information, Key Personnel and Financial Information on the Contractor will be copied to the current project.

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