



Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma



EIROPAS SAVIENĪBA



Valsts izglītības
attīstības aģentūra

Erasmus+

Bagātini pieredzi, domā plašāk

Erasmus+ un Eiropas Solidaritātes korpusa platforma

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The header is dark blue with the European Commission logo on the left and 'Home', 'Register or login', and a user profile icon on the right. A left sidebar contains a menu with icons and labels: HOME, ORGANISATIONS, OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area has a welcome message, a brief description of the platform's purpose, and links to more information, support, and opportunities. At the bottom, there are two large white boxes with blue circular icons containing a megaphone. The left box is for Erasmus+ and the right box is for European Solidarity Corps, both with a 'View opportunities and start your application' link and a blue 'Opportunities' button.

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

OPPORTUNITIES

PROJECTS

SUPPORT

RESOURCES

Home

Register or login

Welcome to Erasmus+ and European Solidarity Corps page! ?

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

More information

If you need more information about Erasmus+ Programme, please visit the [programme home page](#). In case you're looking for information about European Solidarity Corps, please visit [European Youth Portal](#).

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the [website of the Agency](#).

Looking for support or have further questions?

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#) in the Support menu.

Do you need support in applying for European Solidarity Corps? Please visit ["Contact us" page](#) on European Youth Portal.

OPPORTUNITIES



Erasmus+

View opportunities and start your application

Opportunities



European Solidarity Corps

View opportunities and start your application

Opportunities

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Erasmus+ un Eiropas Solidaritātes korpusa platformā iespējams:

- ✓ reģistrēt organizāciju dalībai Erasmus+ (OID koda iegūšana)
- ✓ rediģēt savas organizācijas datus
- ✓ aizpildīt projektu pieteikuma veidlapas
- ✓ piekļūt projektu vadības un atskaišu sistēmai (projektu īstenotājiem)
- ✓ piekļūt projektu rezultātu izplatīšanas platformai
- ✓ piekļūt aktuālajiem programmas dokumentiem un EK saitēm

Kas jādara, lai iesniegtu projekta pieteikumu?

Organizācijai jāpārbauda **atbilstība programmas noteikumiem** un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)

Organizācijai jāiegūst organizācijas ID kods (OID)

Jāaizpilda un **jāiesniedz** tiešsaistes projekta **pieteikuma veidlapa**

1.solis – EU Login konta reģistrācija

EU Login ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

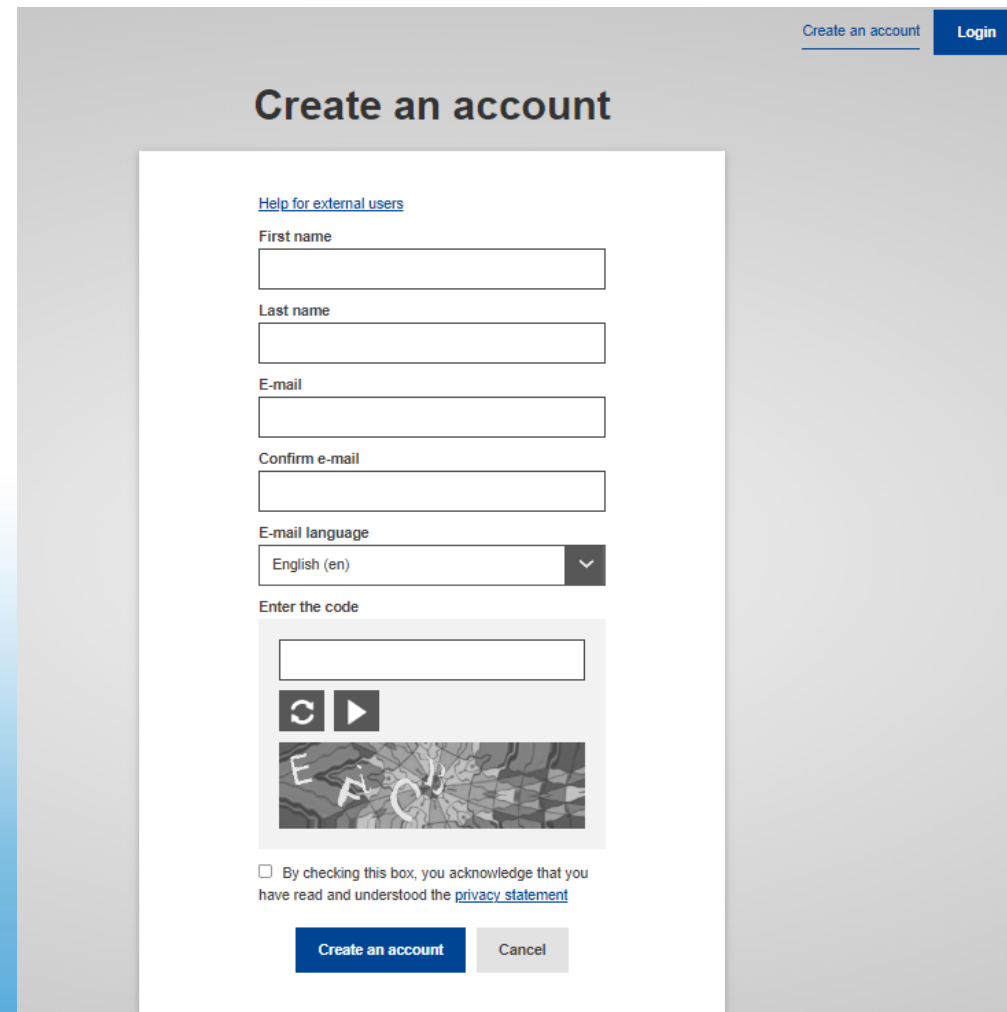
Izveidot *EU Login* kontu iespējams šeit -

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- ✓ Veidojot *EU Login* kontu organizācijas reģistrēšanai, vēlams izmantot organizācijas e-pasta adresi.
- ✓ Veidojot *EU Login* kontu pieteikuma aizpildīšanai (vēlāk – projektu īstenošanai) - privāto/darba e-pasta adresi.

EU Login lietotāja vadlīnijas –

<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service>.



The screenshot shows the 'Create an account' page of the EU Login system. At the top right, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. Below it, there is a link for 'Help for external users'. The form includes input fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown menu for 'E-mail language' currently set to 'English (en)'. Below these fields is a section for 'Enter the code' with a text input box and a CAPTCHA image. At the bottom, there is a checkbox for acknowledging the 'privacy statement' and two buttons: 'Create an account' and 'Cancel'.

2.solis – organizācijas reģistrācija (1)

Atceries!

- ✓ **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- ✓ Pirms reģistrēšanas, **pārliecinies** vai organizācija jau nav iepriekš reģistrēta.
- ✓ Iegūt OID kodu nepieciešams **visām organizācijām**, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.
- ✓ Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi **PIC kodu**, tad OID kods ir piešķirts automātiski un **nav jāizveido jauns** (OID kodu atradīsiet Erasmus+ platformas sadaļā «Organisations»).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti dati par organizāciju.

Vadlīnijas organizāciju reģistrācijai –

<https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>.

Erasmus+

Organizācijas reģistrācija (2)

Erasmus+ un Eiropas Solidaritātes korpusa platformā

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The header is dark blue with the European Commission logo on the left and a 'Home' link with a close icon on the right. A 'Register or login' link with a user icon is in the top right corner. A left sidebar contains a menu with 'HOME', 'ORGANISATIONS', 'OPPORTUNITIES', 'PROJECTS', 'SUPPORT', and 'RESOURCES'. The main content area has a welcome message, a brief description of the platform, and links to 'More information', 'Looking for support or have further questions?', and 'OPPORTUNITIES'. At the bottom, there are two large buttons: 'Erasmus+' and 'European Solidarity Corps', both labeled 'View opportunities and start your application' and 'Opportunities'.

Annotations on the screenshot:

- A blue arrow points from the text **Sadaļa «Organisations»** to the 'ORGANISATIONS' menu item in the sidebar.
- A blue arrow points from the text **Pieslēgšanās izmantojot EU Login** to the 'Register or login' link in the top right header.

Organizācijas reģistrācija (3)

The screenshot displays the Erasmus+ and European Solidarity Corps portal. On the left, a sidebar menu includes 'HOME', 'ORGANISATIONS', 'Search for an Organisation', 'Register my Organisation', 'My Organisations', 'OPPORTUNITIES', 'APPLICATIONS', 'PROJECTS', 'SUPPORT', 'RESOURCES', and 'CONFIGURATION'. A blue arrow points to the 'Search for an Organisation' option. The main content area is titled 'Search for an Organisation' and includes a search bar with the placeholder text 'please enter a legal name, business name, hyperlink, PIC or an OID'. A blue arrow points to the search bar. Below the search bar, the 'Search results' section shows 'No organisation searched'. A blue arrow points to the 'REGISTER YOUR ORGANISATION' section, which contains a button labeled '+ Register a new Organisation'. A blue arrow points to this button. Below the registration button, there are three cards: 'ORGANISATIONS' (with a building icon and a 'My Organisations' button), 'Erasmus+' (with a megaphone icon and an 'Opportunities' button), and 'European Solidarity Corps' (with a megaphone icon and an 'Opportunities' button').

1. Pārlicinies vai organizācija jau nav reģistrēta

2. Sāc reģistrāciju

Organizācijas reģistrācija (4)

Home

Welcome
Vīneta Straume

Register My Organisation

✖ Your form is not complete, please check the red marks on the content menu.

Submit

Content Menu

- ✖ Organisation data
- ✖ Legal address
- ✖ Organisation Contact Person
- ✖ Users

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy policy](#).

PIC ⓘ #####

Legal Name (Original Language) ⓘ * Legal name

Legal name (English) ⓘ Business name

Legal status ⓘ ☐ International organisation

* ⓘ ☐ a natural person ☐ a legal person

ⓘ ☐ sme

Official language * ⓘ Select an option

Establishment/registration country * ⓘ Select an option

Region ⓘ Select an option

Legal form * ⓘ Select an option

VAT number * ⓘ VAT number

☐ VAT number not applicable

Jāizpilda visas sadaļas

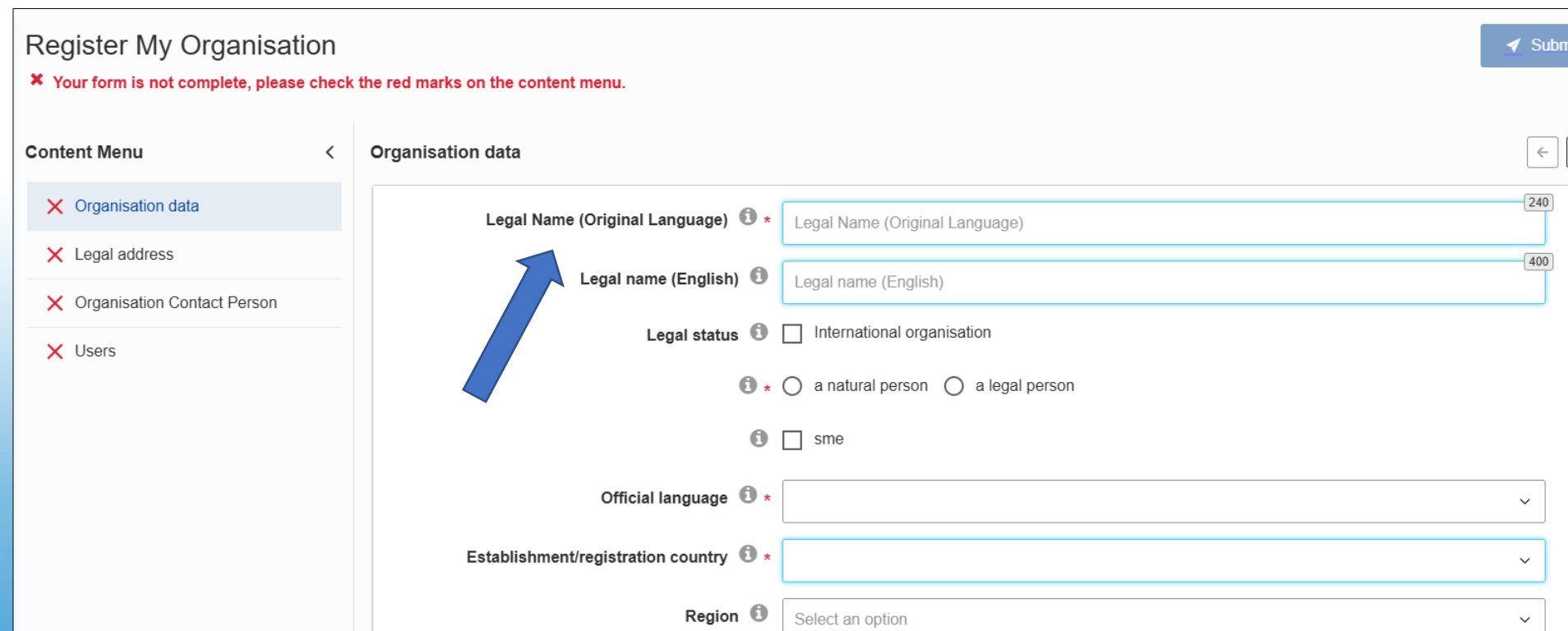
Kad visa nepieciešamā informācija ir ievadīta, poga «Submit» kļūs aktīva.

Nospiežot «Submit» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Organizācijas reģistrācija (5)

Legal name (original language) – organizācijas oficiālais reģistrētais nosaukums (ja attiecas, ar garumzīmēm un mīkstinājuma zīmēm).

Legal name (English) – organizācijas nosaukums angļu valodā (nav obligāti aizpildāms lauks).



Register My Organisation

✖ Your form is not complete, please check the red marks on the content menu.

Content Menu < Organisation data

- ✖ Organisation data
- ✖ Legal address
- ✖ Organisation Contact Person
- ✖ Users

Legal Name (Original Language) ⓘ * Legal Name (Original Language) 240

Legal name (English) ⓘ Legal name (English) 400

Legal status ⓘ ☐ International organisation

ⓘ * ☐ a natural person ☐ a legal person

ⓘ ☐ sme

Official language ⓘ *

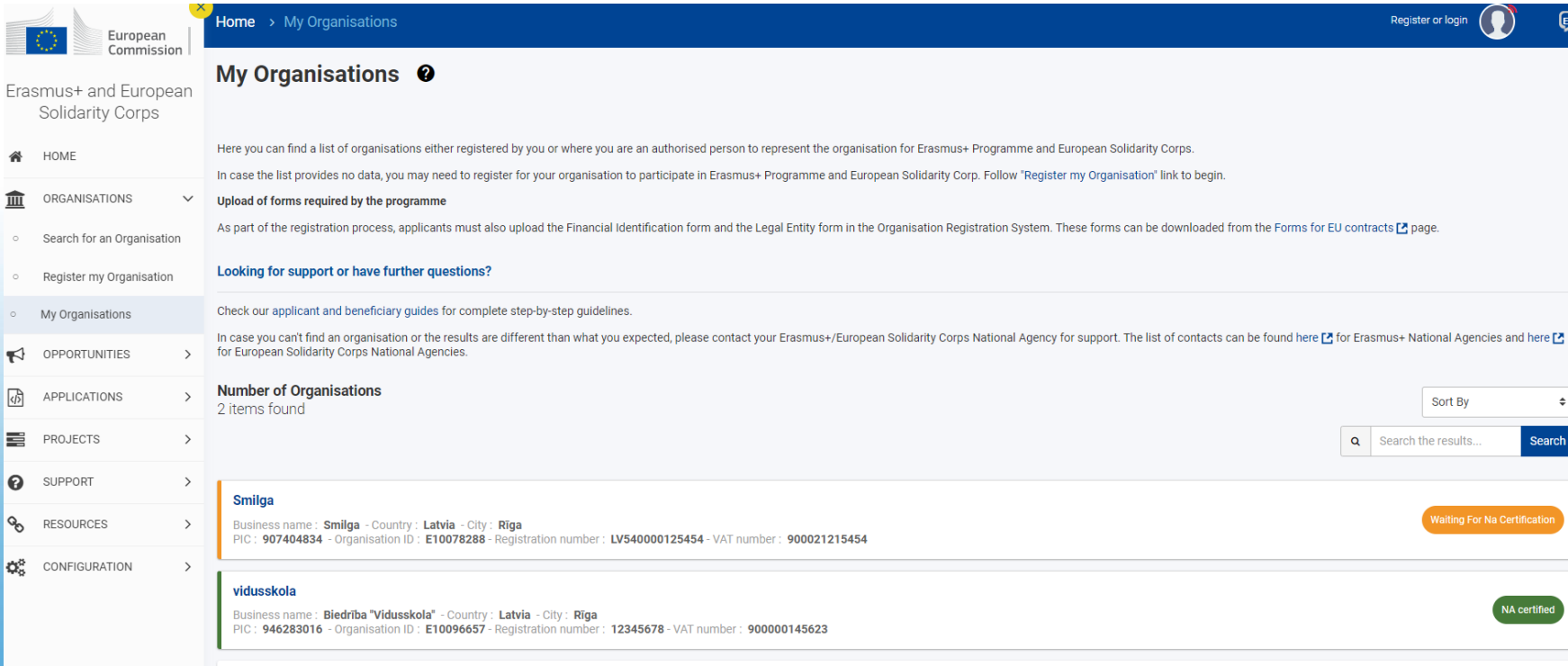
Establishment/registration country ⓘ *

Region ⓘ Select an option

Organizācijas reģistrācija (6)

Pēc reģistrācijas organizāciju atradīsiet sadaļā «*My Organisations*», kur iespējams:

- ✓ atjaunināt informāciju par reģistrēto organizāciju,
- ✓ pievienot papildu kontaktpersonas,
- ✓ pievienot dokumentus.



The screenshot displays the 'My Organisations' page within the European Commission's Erasmus+ and European Solidarity Corps portal. The left sidebar contains a navigation menu with options: HOME, ORGANISATIONS (selected), OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and CONFIGURATION. The main content area is titled 'My Organisations' and provides instructions on how to find and manage organizations. It includes a section for 'Upload of forms required by the programme' and a 'Looking for support or have further questions?' section. Below this, a table lists the registered organizations:

Organization Name	Business Name	Country	City	PIC	Organisation ID	Registration Number	VAT Number	Status
Smilga	Smilga	Latvia	Rīga	907404834	E10078288	LV540000125454	900021215454	Waiting For Na Certification
vidusskola	Biedrība "Vidusskola"	Latvia	Rīga	946283016	E10096657	12345678	900000145623	NA certified

Dokumentu pievienošana

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- **Identifikācijas veidlapa** (*Identification form*) - lejuplādējama https://commission.europa.eu/publications/business-partners-legal-entities-and-bank-accounts_en;
- Projektiem virs 60 000 EUR - **finanšu kapacitāti apliecinoši dokumenti** – pēdējā noslēgtā gada peļņas zaudējumu aprēķins un balance.

Edit My Organisation

Organisation ID : E10078288
Legal name : Smilga

Business name : Smilga
PIC : 907404834
VAT number : 900021215454

Legal form : BIEDRIBA
Establishment/registration country : Latvia

Last modification date : 10/11/2022 12:27:46 (Brussels time)
Last modified by : Jakobi Linda

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (12)
- ✓ Accreditations (0)
- ✓ Documents (1)

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and platform](#). You can find more information here [Privacy Statement](#).

PIC 907404834

Legal name * Smilga

Business name Smilga

Legal status ☐ International organisation
☒ a natural person ☒ a legal person
☒ private entity ☐ public body

Organisation Registration Service | version 1.2.8 - 12/05/2022 | [Privacy statement](#)

Augšuplādēt šeit

Dokumentu pievienošana

Identifikācijas veidlapa:

 **IDENTIFICATION FORM
PUBLIC LAW BODY**

PROACT STATEMENT: This form is a template and should not be used for official purposes. It is intended for use by public law bodies only. It is not a legal document and should not be used for legal purposes. It is intended for use by public law bodies only. It is not a legal document and should not be used for legal purposes.

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

PUBLIC LAW BODY DETAILS National identification and its foundation in EU or FR if existing

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 confirmed by the official legal act establishing the entity (a law, a decree, etc.).

Official name

Abbreviation

Address of Head office

Address

Postal code City

P.O. BOX Country

E-mail

PUBLIC LAW BODY IDENTIFIER

Main registration number
Registration number in the national register of companies. Settable with corresponding denominations by country.

Secondary registration number (if existing)

Place of Main registration Issuing Country

Date of Main registration

VAT number

BANKING DETAILS Enter the first bank data and not the data of the intermediary bank

Account name
This does not refer to the type of account. The account name usually is the name of the account holder. However, the account holder may choose to give a different name to the bank account.

IBAN/Bank account number
IBAN (the IBAN code (International Bank Account Number) if exists in the country where your bank is established)

Bank name

BIK/SWIFT code Branch code
Only applicable for BIC (BIC code) for SWIFT (BIC code) and for BIC (BIC code) for SWIFT (BIC code). Does not apply for other countries.

Remark - Payment reference

1/2

Address of the bank branch

Address

Postal code City

P.O. BOX Country

Account holder's data

Account holder's name
Legal owner of the bank account

To complete if the address declared to the bank is different to the head office address

Address

Postal code City

P.O. BOX Country

AUTHORISED REPRESENTATIVE'S SIGNATURE AND STAMP

Date

BANK REPRESENTATIVE'S SIGNATURE AND BANK'S STAMP

Date

Please complete and sign this form and attach copies of official supporting documents (Resolution, law, regulation) of companies, official gazette, VAT registration, etc.)

It is preferable to attach copy of IDENTIFY bank statement with bank statement, the stamp of the bank and the signature of the bank's representative are not required. Please note that the bank statement has to confirm all the information stated above under ACCOUNT NUMBER, BANKING ACCOUNT NUMBER and SWIFT NUMBER.

ISO CODE	MAIN REGISTRATION NUMBER	ISO CODE	MAIN REGISTRATION NUMBER
AT	Unternehmensnummer (U.N.) Zustandshinweisnummer (Z.H.N.) Ordnungsnummer	BE	Numéro d'entreprise - Numéro d'entreprise - Identifikationsnummer
BE	Numéro d'entreprise - Numéro d'entreprise - Identifikationsnummer	BG	Идентификационен код (ИДК) (Identification Code (IC))
BG	Идентификационен код (ИДК) (Identification Code (IC))	CY	Αριθμός Τυπογραφικής Μηχανής, Μηχανισμός
CY	Αριθμός Τυπογραφικής Μηχανής, Μηχανισμός	CZ	Identifikační číslo (ICS)
CZ	Identifikační číslo (ICS)	DE	Handelsregister Gewerkschaftsregister (Nummer de l'Etat) Vereinsregister (Nummer des Vereins) Nummer der Partnerschaft (Partnerschaftsnummer)
DE	Handelsregister Gewerkschaftsregister (Nummer de l'Etat) Vereinsregister (Nummer des Vereins) Nummer der Partnerschaft (Partnerschaftsnummer)	DK	Det centrale virksomhedsregister (CVR-nummer)
DK	Det centrale virksomhedsregister (CVR-nummer)	EE	Registriid
EE	Registriid	ES	NIF/Número
ES	NIF/Número	FI	Yhtiön julkaisutunnus (J.T.) Rekisteri- ja organisaattonumero (O-nummer) Business Identity Code (BIC-IC)
FI	Yhtiön julkaisutunnus (J.T.) Rekisteri- ja organisaattonumero (O-nummer) Business Identity Code (BIC-IC)	FR	Numéro de déclaration au Registre de Commerce et de Société (RCS) Numéro d'identification des entreprises (NIE)
FR	Numéro de déclaration au Registre de Commerce et de Société (RCS) Numéro d'identification des entreprises (NIE)	GB	Company number
GB	Company number	GR	ΑΡΧΗΜΕ Τ.Α.Ε (Τονικό Εμπόριο Μηχανισμός) Αριθμός Τ.Α.Ε (Αριθμός Αριθμός (Α.Α.))
GR	ΑΡΧΗΜΕ Τ.Α.Ε (Τονικό Εμπόριο Μηχανισμός) Αριθμός Τ.Α.Ε (Αριθμός Αριθμός (Α.Α.))	HR	Matični broj (matični broj) Matični broj (matični broj) Matični broj (matični broj)
HR	Matični broj (matični broj) Matični broj (matični broj) Matični broj (matični broj)	IE	Company number
IE	Company number	IT	Registro delle Imprese (REA)
IT	Registro delle Imprese (REA)	LT	Asociacijos kodas
LT	Asociacijos kodas	LU	Registre de commerce et de sociétés RCS Numéro d'identification Handelsregisternummer
LU	Registre de commerce et de sociétés RCS Numéro d'identification Handelsregisternummer	LX	Vereinsregister (Vereinsnummer)
LX	Vereinsregister (Vereinsnummer)	MT	Registrazion number Registrazion number (Identification number)
MT	Registrazion number Registrazion number (Identification number)	NL	Kamer van Koophandel (K.V.K. nummer) Ondernemers
NL	Kamer van Koophandel (K.V.K. nummer) Ondernemers	PL	REGON
PL	REGON	PT	Numéro de identificação de pessoa colectiva (NIPC)
PT	Numéro de identificação de pessoa colectiva (NIPC)	RO	Număr de ordine în registrul comerțului Număr de ordine în registrul comerțului
RO	Număr de ordine în registrul comerțului Număr de ordine în registrul comerțului	SE	Organisationsnummer
SE	Organisationsnummer	SI	Matična številka
SI	Matična številka	SK	Identifikačné číslo (ICS)
SK	Identifikačné číslo (ICS)		

2/2

- ✓ Iesniedzot projekta pieteikumu, Nacionālā aģentūra «sertificēs» Jūsu organizācijas OID kodu, pamatojoties uz sniegto informāciju veidlapā un reģistrējot organizāciju.
- ✓ Ja mainījušies organizācijas dati – veidlapa jāatjauno!

Biežāk uzdotie jautājumi	Atbilde
Organizācija nav atrodama sadaļā «My organisations»	○ Jāpārlicinās, ka Erasmus+ platformai pieslēdzāties ar to EU login kontu (e-pasta adresi) ar kuru organizācija tika reģistrēta. ○ Jāpārlicinās, ka esat pievienots kā organizācijas «user» (kontaktpersona pie OID koda).
Organizācija jau ir reģistrēta, bet nezinu kā tai piekļūt (kurš no kolēģiem to ir reģistrējis)	Jāsazinās ar Erasmus+ programmas departamentu.
Organizācija ir reģistrēta, bet nav iespējams atjaunot paroli (nav piekļuve e-pastam ar kuru organizācija tika reģistrēta)	Jāsazinās ar Erasmus+ programmas departamentu.
Organizācijai reģistrēti vairāki OID kodi	Jāsazinās ar Erasmus+ programmas departamentu. Organizācijas ietvaros jāvienojas, kurš OID kods turpmāk tiks izmantos. Izveidotos OID kodus nav iespējams izdzēst.

PIC kods	OID kods
907404834 (9 cipari)	E10078288 (E un 8 cipari)
Tiek izmantots iesniedzot tiešās administrēšanas projektus	Tiek izmantots iesniedzot netiešās administrēšanas projektus
Projektus iesniedz Eiropas Komisijas izpildaģentūrā (EACEA)	Projektus iesniedz savas valsts Nacionālajā aģentūrā
https://www.eacea.ec.europa.eu/grants/how-get-grant_en	https://webgate.ec.europa.eu/erasmus-esc/index/
Organizācijai var būt gan PIC kods, gan OID kods	

Papildu informācija

Erasmus+ programmas vadlīnijas (PART C - Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana)):

https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

EU Login konta izveidošanas saite:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>.

Vadlīnijas EU Login izveidošanai:

<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+--+European+Commission+Authentication+Service> .

Organizācijas reģistrēšana (OID koda iegūšana):

<https://webgate.ec.europa.eu/erasmus-esc/home/organisations/register-my-organisation>.

Vadlīnijas organizāciju reģistrācijai (OID koda iegūšanai):

<https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>.