










Arranging quotes

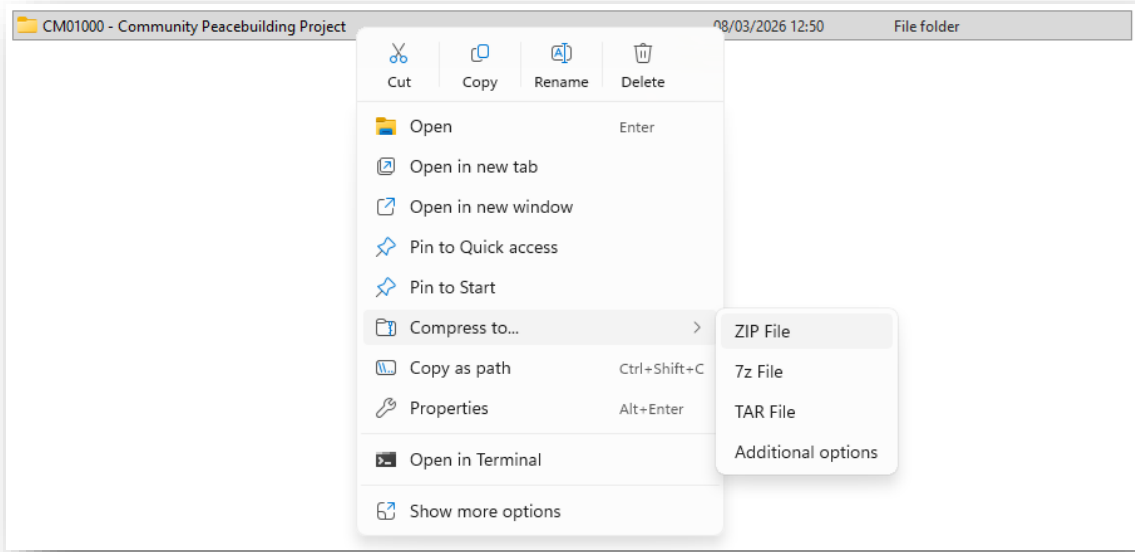
- Label the quotes to match each of the costs within your budget template

 Facilitator Costs - Q1 - Supplier Name	08/03/2026 12:54	Adobe Acrobat Document
 Facilitator Costs - Q2 - Supplier Name	08/03/2026 12:55	Adobe Acrobat Document
 Facilitator Costs - Q3 - Supplier Name	08/03/2026 12:55	Adobe Acrobat Document

- Put your quotes into folders that match each of the costs within your budget template

 Accomodation costs	08/03/2026 12:50	File folder
 Bus hire	08/03/2026 12:49	File folder
 Equipment costs	08/03/2026 12:50	File folder
 Event costs	08/03/2026 12:49	File folder
 Facilitators	08/03/2026 12:48	File folder
 Lunch costs	08/03/2026 12:49	File folder
 Venue hire	08/03/2026 12:49	File folder

- Upload all your Annex documents as one folder onto JEMS:



- Create a folder on your desktop in the name of your project – CM001000 – Community Peacebuilding Project in this example
- Right click on the folder
- Compress to ‘ZIP file’
- Upload the ‘Zip folder’ onto JEMS under the ‘Application Annex’ section.

This really saves time – on uploading individual or separate documents