



EUROPEAN UNION

5th Call

"Grant scheme for supporting SMEs to grow and expand beyond local markets"

SAMIS MANUAL

ADVANCE PAYMENT CLAIM

(For Project Beneficiaries)



- 1. Enter SAMIS using the following link: <u>https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55</u>))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx
- **2.** Log in SAMIS following the steps below:
 - **a.** Select the English language
 - **b.** Enter your credentials (Username/Password)¹
 - c. Click on the "Login" button



¹ **NOTE:** The credentials are the same as the ones you used during the submission of the project proposal. If you do not remember your username you have to find the email you had received by the info ependyseis@mou.gr. The password won't be the same as the one written in the email, since you were requested to change it when you logged in SAMIS for the first time. If you do not remember your password click on the text "*Forgot your password*" and follow the steps:

- a. Select the English language
- **b.** Enter your username and email. **NOTE:** the email you insert has to be the same email you used when you registered to the system.
- c. Click on the "Send E-mail" button



An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.

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- 3. Once you log in SAMIS, go to the menu on the left:
 - **a.** Click on the sub-menu "*Interreg"* to expand
 - b. Select the option "Advance Payment Claim" from the list
 - **c.** In the next screen click on the icon ¹/₂ found at the upper right side of your screen.
 - **d.** From the list that appears, select the project proposal for which you wish to request an advance payment and click on its "*Project Code"* which is an active link.

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4. In the next screen, click on the active link Δ <u>Επεξεργασία/Edit</u>, found at the upper left side of your screen to enter the menu of the module «advance payment claim».

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The menu of the module «advance payment claim» consists of 4 tabs.

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Tab No.1 consists of two (2) subtabs: o 1.1 "Beneficiary General Information" and



• 1.2 "Legal Representative Information"

in which the beneficiary does not have edit rights.

In both subtabs, the content is part of the project's approved and in force Application From (AF). Click on the icon \blacksquare to expand the content of the subtabs.

!!ATTENTION!!: If the Beneficiary wishes to update/correct the content of these tabs, s/he will have to request for a modification of the AF (module "*Request for Modification*" in the "*Interreg*" menu, on the left side menu of the screen) <u>before</u> requesting for an advance payment. See <u>page 14</u> of the present manual for more information and instructions.

Tab No.2 consists of three (3) subtabs:

In **subtab No.2.1**, named "*Data for advance payment claim"*, the user <u>does not have edit rights</u>. Click on the icon is to expand the content of the subtab. In this screen the user can see the following three elements of the AF:

- MIS Code: the Code the project proposal received when entered in the Monitoring and Information System (MIS: <u>https://access.ops.gr</u>)
- Investment plan's total approved budget: the project's total budget
- **Investment plan's total approved public contribution:** the project's total public funding which is the 65% of the project's total budget (= 65% x Investment plan's total approved budget)



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In subtab No.2.2, named "*Data for advance payment claim"*, the user <u>has edit rights</u>. Click on the icon 🗉 to expand the content of the subtab or on the Edit icon 🗹 to enter the required data.

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Complaints					Beneficiary	ghgh								
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When clicking on the Edit button \square , a new window opens, in which the user has to insert the following data:

- **Beneficiary**: Select the Beneficiaries who requests for an advance payment.
- **MIS Code**: filled in automatically
- Serial Number of advance payment: should be one (1) for each PB since according to the Call document, paragraph 13.3.1, "After the signing of the grant contract, the aid recipient can receive advance up to 40% of the public assistance (grant) if s/he provides a letter of guarantee for an equivalent amount or a promisory note (for Bulgarian enterpirses) from a credit institution recognised for that purpose".
- Approved funded budget: filled in automatically
- **Beneficiary's total Public Expenditure**: filled in automatically
- Amount of previous disbursements (advance payments): filled in automatically
- *Maximum amount of approved advance payment*: filled in automatically
- **Amount of advance payment claim:** insert the requested amount for advance payment, which should be equal to or less than the 40% of the beneficiary's public assistance (≤Maximum amount of approved advance payment)
- Funding to the Beneficiary requesting advance payment is state aid: Select one of the two provided options YES/NO. In your case you should select the option YES.
- **VAT/TIN Registration Number**: Insert the Tax Identification Number of the Beneficiary (enterprise) requesting for an advance payment.
- **Tax Registration Office**: Insert the Tax Office in which the beneficiary (enterprise) is registered.
- Beneficiary's Bank: Choose from the list the name of the Bank in which the advance payment will be deposited. In case you cannot find the name of your Bank in the list, choose the option "Other" and in the field "Insert the bank name" that is activated, the user has to insert the name of the Bank.



- Beneficiary's enterprise bank account IBAN: Insert the IBAN account in which the advance payment will be deposited.
 NOTE: It should be an interest-free bank account dedicated to the project.
- **BIC/SWI:** Insert the Banks's BIC/SWI number

After inserting all the needed data, click on the Update icon 1 to save it and then on the Close icon 1 to exit this window.

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Beneficiary	ghgh 🗸	
MIS Code		
Serial Number of advance payment	1	
Approved funded budget	200.000,00	
Beneficiary's total Public Expenditure	130.000,00	
Amount of previous disbursements (advance payments)	0,00	
Maximum amount of approved advance payment	52.000,00	
Amount of advance payment claim	10.000,00	
Funding to the Beneficiary requesting advance payment is state aid	YES	
VAT/TIN Registration Number	138678769	
Tax Registration Office	1101	
Beneficiary's Bank	ATTICA BANK, ANΩNYMH TPAREZIKH ETAIPEIA	
Beneficiary's enterprise bank account IBAN	GR0000521455962554525742542	
BIC/SWIFT	ηγγηξηγξη	

#ATTENTION!!:

- Requests for advance payment cannot be submitted later than the first request for verification.
- An advance payment for one beneficiary must be completed (verified, certified, disbursed in SAMIS) before the second beneficiary of the co-operative scheme applies for his/hers request for an advance payment.



In **subtab No.2.3**, named "*Letter of guarantee/ promissory note data"*, the user <u>has edit rights</u>.

Click on the icon and a new window will appear in which the user has to enter the required information concerning the Letter of guarantee/ promissory note:

- Beneficiary: Select from the list the Beneficiary-enterprise to whom concerns the Letter of guarantee/ promissory note.
 NOTE: It should be the same Beneficiary who requests for an advance payment.
- Number: Add the number of the Letter of guarantee/ promissory note
- **Issuer:** Insert the name of the credit institution that issues the letter of guarantee/ promissory note.
- **To whom the guarantee/promissory note is issued?:** the guarantee-promissory note should be issued to the *Greek Ministry of Development and Investments/Managing Authority of European Territorial Cooperation Programmes*.
- Is it an open-term guarantee/promissory note?: Select one of the two provided options YES/NO
- **Issue Date:** Add the date on which the Letter of guarantee/ promissory note was issued.
- **Expiry Date:** Add the date on which the Letter of guarantee/ promissory note expires.

- If the beneficiary's guarantee/promissory note is <u>open-term</u>, then in the field "expiry date", add the expiry date of the programming period (31.12.2023).

- If the beneficiary's guarantee/promissory note is <u>fixed-term</u>, then in the field "expiry date", add the expiry date of the guarantee/promissory note. **NOTE:** If it expires before the investment 's completion, the PB is obligated to immediately replace it with another letter of guarantee of appropriate term.

• **Guarantee's Equivalent Amount (€):** Insert the guarantee equivalent amount issued by the credit institution.



After inserting all the needed data, click on the Update icon 2 to save it and then on the Close icon 2 to exit this window.

Beneficiary	✓	
Number		
Issuer		
To whom the guarantee/promissory note is issued?		
Is it an open-term guarantee/promissory note?	✓	
Issue Date		
Expiry Date		
Guarantee's Equivalent Amount (€)		

Click on the icon \blacksquare to expand the content of the subtab or on the Edit icon \boxdot to modify the inserted data or on the Delete icon \blacksquare if you wish to delete the entry of the inserted data.

Επιχειρηματικότητας	Οδηγός ενά	έργειος Αίτη	μα Προκατ	αβολής [Αίτησ	τη Προκαταβολής] για	α την πρόταση με κ	ó: [IN10	B-00014	81] ghgh µa	АФМ: 123456003	με κωδικό ενέργει
Δράσεις Περιφερειών			ОКАТАВС	ΟΛΗΣ] 3	4						
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Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων	2			LETTER	OF GUARAN	ITEE/ PROM	ISSORY	NOTE			
Interreg						n ordenseten i nev opresidenten o			and a second second		
Information Minutes/Description New Submission	- If the ben - If the ben note.	eficiary's (ieficiary's (guarantee guarantee	e/promissor e/promissor	/ note is open-term / note is fixed-term,	, then in the field , then in the field	"expiry date "expiry date"	", add the ', add the	expiry date expiry date	of the programm of the guarantee/	ing period. promissory
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Advance Payment Claim			Number	10245							
🚱 Request for Modification			number	12345							
Verification & Certification			Issuer	bank							
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In **tab No.3**, named "*Documents attached to the Advance Payment Claim"*, the user has to attach <u>the Letter of guarantee/</u> <u>promissory note and any other document defined in Annex X of the</u> <u>Call document</u>, in order to receive the advance payment.

In order to attach the documents click on the icon and a new window will appear in which the user has to enter the required information:

- **Beneficiary:** Select from the list the Beneficiary-enterprise that requests for an advance payment.
- **Document Category:** Select the only available option in the drop down list.
- **Document Data Description:** Insert a short description about the attached document.
- **Comments:** Add any additional comment concerning the attachment.
- File: Click on the icon Choose a file, select the file from your computer and upload it on the system. NOTE: Only the following formats of files are accepted: doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar. Each file should not exceed the limit of 10MB. The limit for all attached documents is up to 50 MB. For larger documents the user has to use a cloud database (i.e. one drive, google drive) and add the link in the comments. You are not allowed to use applications such as WeTransfer whose links have an expiration date.

After inserting all the needed data, click on the Update icon to save the inserted data or on the Cancel icon to exit this window **without** saving your data.



			A	Attached Documents			
5/N	Beneficiary	Docu	ment Category	Document Data – Description	Comments	File	
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	Doc	ument Category	7 Επισυνπτόμενα Έ	γγραφα Αίτησης Προκαταβολής			~
		Comments					
	C	Fit pdate 🕑	Choose a file				

In the initial window of tab 3, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on the Delete icon . If you wish to download an attached document, click on the download icon .

			Attached Documents		
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	hgfg	7 Επισυντιτόμενα Έγγραφα Αίτησης Προκαταβολής	htrht	trhr	

In the **last tab No.4**, the system has to run a validation check, by clicking on the Validation Check button, to confirm that all necessary fields have been filled in correctly by the user.



1 2 3 4 [OFEITIKOROIHEIH KAI YIROBANI AITHEHE IRPKATABOANE]	The second se	🖌 Αποθήκουση
To complete the action, you must press the submission button. Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in.	Vialdation Ofect	Cantrol Print Submission
Reation After the submission you won't be able to edit the inserted data.		
Reports		
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In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen.

Only after correcting all mistakes and the validation check comes up with the message "*No errors were found, you may proceed to Submission"*, the **"Submission"** button **Submission** will be activated and the user will be allowed to submit his/hers request for an advance payment.

Attention! After the submission you won't be able to edit the inserted data.

The user may print/download the pdf of the submitted report as it is generated by SAMIS system, by clicking on the link <u>Εκτύπωση</u> <u>Αιτήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)</u>.

Reports Εκτύπωση Απήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)	tention! After the sub	mission you won't be able to edit the inserted data.
Reports Εκτύπωση Απήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)	1	
Εκτύπωση Απήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)	Reports	
	Εκτύπωση Απήματος Π	Ιροκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)

The user has to print/sign/stamp the report generated by the system and send it via email (e-copy) to the First Level Controller (FLC), the Joint Secretariat (Project Officer & JS Coordinator), the email address <u>mee.interreg@mou.gr</u> (Unit C of the Managing Aiuthority), the Lead Beneficiary of the project and the Bulgarian National Authority (for Bulgarian enterprises).

!!ATTENTION!! In case the mistakes of the validation check concern tabs in which the user does not have edit rights, the user has to cancel



the advance payment claim and request for a modification of the project's AF, in order to correct/modify accordingly these fields, prior to submitting a request for an advance payment. To do so, follow the steps:

- a. Go to the initial page by clicking on the selection <u>Advance</u> <u>Payment Claim</u> of the "*Interreg*" menu, found on the left side menu.
- **b.** Select from the list the project proposal by clicking on its "Project Code" which is an active link.

	2 Advance	Payment Claim							
νίσχυση Δράσεων πιχειρηματικότητας	Αποτελέσμα	πα ανά σελίδα: 20	👔 Επιλογή 💷 ος : 1	 Προηγούμενη Επόμενη 					
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νίσχυση Παραγωγής 😸 Ιπτικοακουστικών Έργων	Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
nterreg L a	823665	IN1G8-0001481 ph	-	Greece - Bulgaria 5th Call	8/7/2020 12:10:28 µµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ			Σε οίτηση προκαταβολής
U Information	828404	IN1G8-0003910 K	5 _{IDIS}	Greece - Bulgaria 5th Call	12/11/2020 8:56:41 mu	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ			Σε οίτηση ποσκαταβολής
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Complaints Advance Payment Class 2 Request for Modification Verification & Certification axest (Aud) Objections pórozo OAEA © A 4.2.2 Micronolingin © receptive or Min Freepreso elpidesk ©									
Complaints Advance Payment Class 2 Request for Modification Verification & Certification count (Judit) Objections photos CMEA © A 4.2.2 - Micronolingin © reported or: Min Freepred elpidesk © ongfigmed ©									

c. In the next screen, click on the option Aκύρωση (meaning Cancel), found on the upper right side of the screen under the menu «actions», in order to cancel the action of requesting for an advance payment.



	Proposal (Ala Data)			
νίσχυση Δράσεων 😵				
Δράσεις Περιφερειών 💡	General Information			Evépyetec/Actions
eader s	🐺 The proposal (AF) has	n't been validated yet, you are able to cancel it.	1	EncEppyoola/Edit
ενίσχυση Παραγωγής 💡	Project Code :	IN1G8-0001481	195023	(contract
Οπτικοακουστικών Έργων	Enterprise :	ghgh		
nterreg 🎗	VAT identification number :	123456003		Εκτυπώσεις
Li Information	Action type :	Αίτημα Προκαταβολής [Αίτηση Προκαταβολής]		Εκτύπωση Απήματος
Minutes Decisions	Start User :	ΑΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ		Advance Payment Claim (.pd
New Submission	Start Date :	8/7/2020 12:10:28 pp		
My Submissions	Assigned user :	mouadmin mouadmin		
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a Advance Daument Claim	Cancellation Date :			
A Harrie Ke Payment Calin	Completion User :			
Request for Modification	Completion Date :			
Verification & Certification				
lequest (Audit)	Last action data			
g objectors	Action Type:	Started		
Δράσεις ΟΑΕΔ 😵	by the User:	mouadmin		
ΑΑ 4.2.2 - Μεταποίηση 😴 Γεωργικό σε Μη Γεωργικό)	Date: Comments:	16/11/2020 9:46:04 nµ		
Helpdesk s				
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d. In the new window that opens, the user just has to click on the button "Anoθήκευση" (meaning Save), found at the bottom right of the window, to cancel the payment claim.



 e. Finally, go to the "*Interreg*" menu, found on the left side menu of the screen and select the option <u>Request for Modification</u>.



Follow the instruction of the corresponding manual, named "SAMIS MANUAL – REQUEST FOR MODIFICATION".

	Proposal(CF) Data.		
Ενίσχυση Δράσεων 😵			
Δράσεις Περιφερειών 💡	General Information		Evépyelec/Actions
Leader s	U The proposal (AF) has t	been cancelled	
Ενίσχυση Παραγωγής 💡	Project Code :	IN1G8-0003910 200154	Εκτυπώσεις
Οπτικοακουστικών Έργων	Enterprise :	KYANIDIS	Εκτύπωση Απήματος
nterreg 2	VAT identification number :	800402598	Advarice Payment Claim (.
	Action type :	Αίτημα Προκαταβολής [Αίτηση Προκαταβολής]	
2nformation	Start User :	HTIAO90A YOLAOLA	
New Submission	Start Date :	12/11/2020 8:56:41 mµ	
My Submissions	Assigned user :	AGPOATH ATOATOY	
	Completion Deadline :		
 Complaints 	Cancellation User :	ΑΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	
the second day	Cancellation Date :	16/11/2020 11:27:14 mµ	
Advance Payment Liam	Completion User :		
Request for Modification	Completion Date :		
Verification & Certification			
equest (Audit)	Last action data		
Cobjections	Action Type:	Canoel	
Δράσεις ΟΑΕΔ 😵	by the User:	interregiol	
A 4 3 3 Merenelsen	Date:	16/11/2020 11:27:14 nµ	
Γεωργικό σε Μη Γεωργικό]	A remients:	and before recreation to the request of an advance maintent	
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