

**5<sup>th</sup> Call**

**“Grant scheme for supporting SMEs to grow  
and expand beyond local markets”**

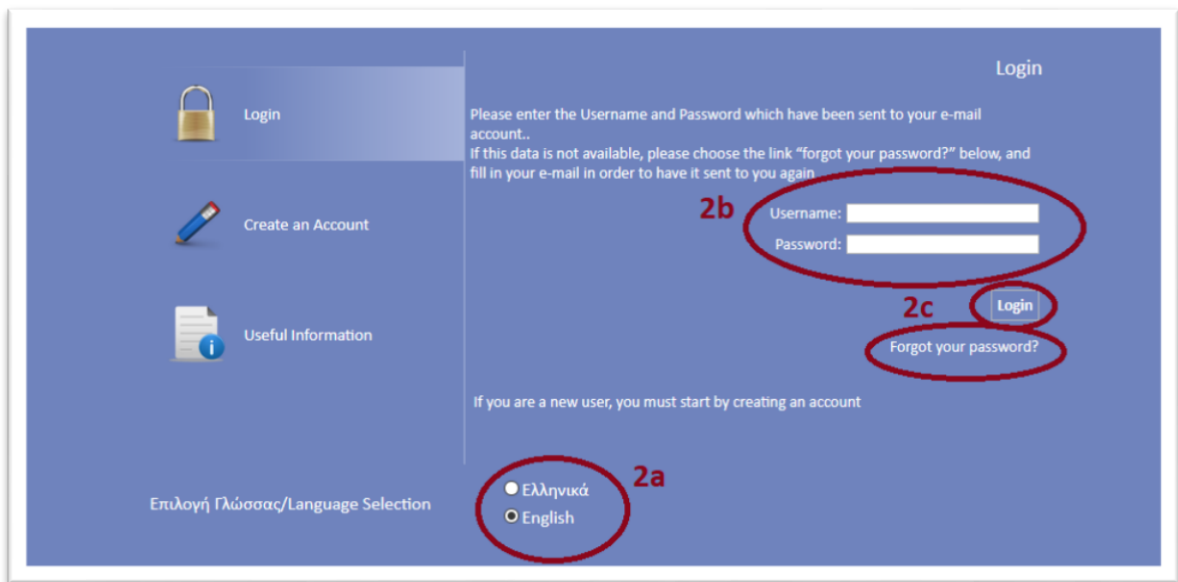
**SAMIS MANUAL**

**ADVANCE PAYMENT CLAIM**

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**(For Project Beneficiaries)**

1. Enter SAMIS using the following link:  
[https://www.ependyseis.gr/mis/\(S\(m31gceb15xrln1454jw11q55\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55))/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) <sup>1</sup>
  - c. Click on the "**Login**" button



2a

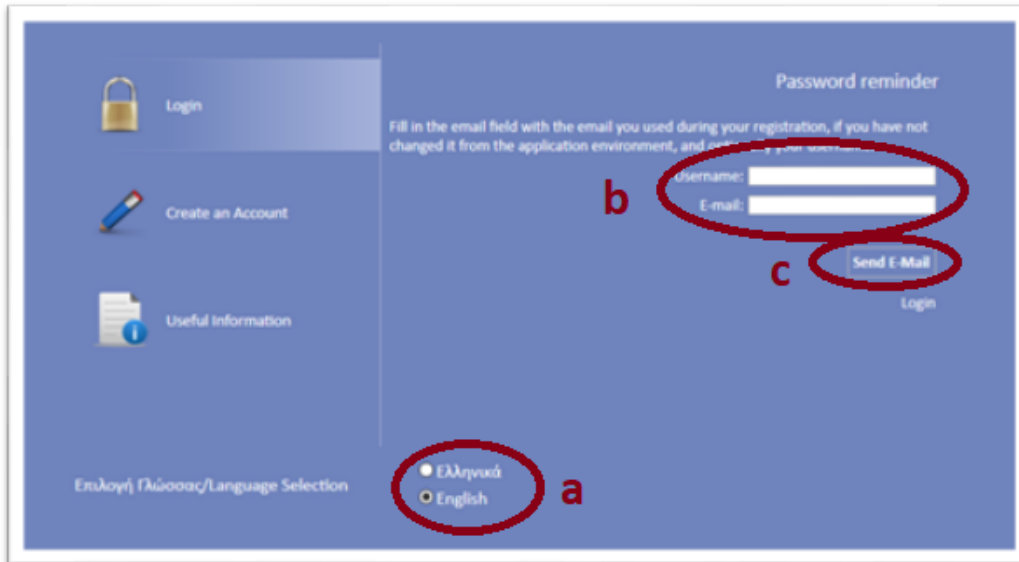
2b


2c

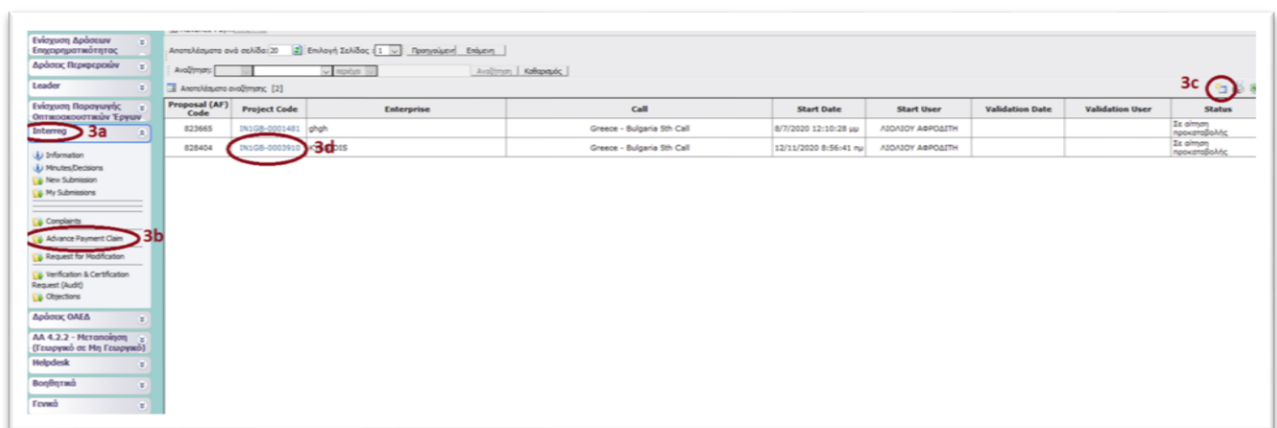
<sup>1</sup> **NOTE:** The credentials are the same as the ones you used during the submission of the project proposal. If you do not remember your username you have to find the email you had received by the [info\\_ependyseis@mou.gr](mailto:info_ependyseis@mou.gr). The password won't be the same as 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

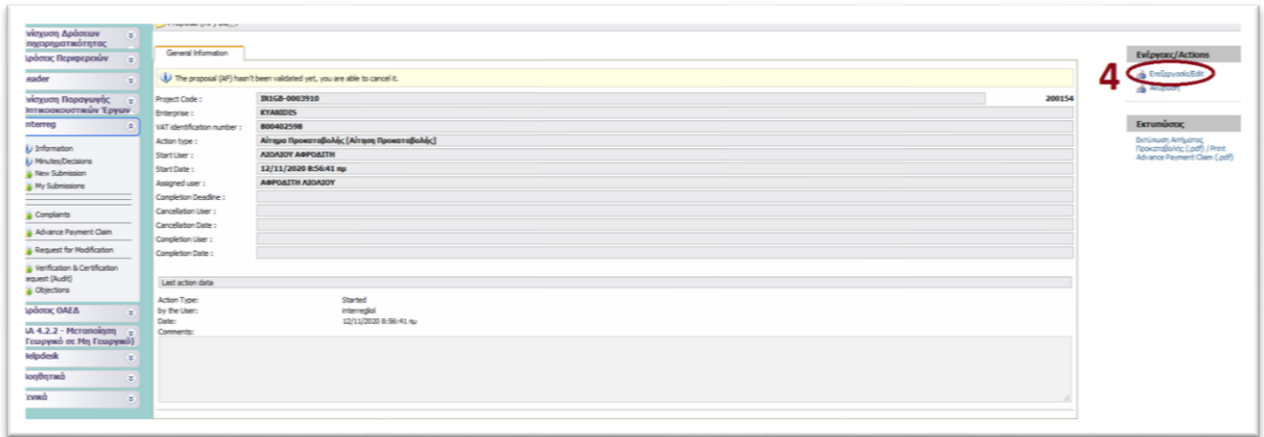
An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.



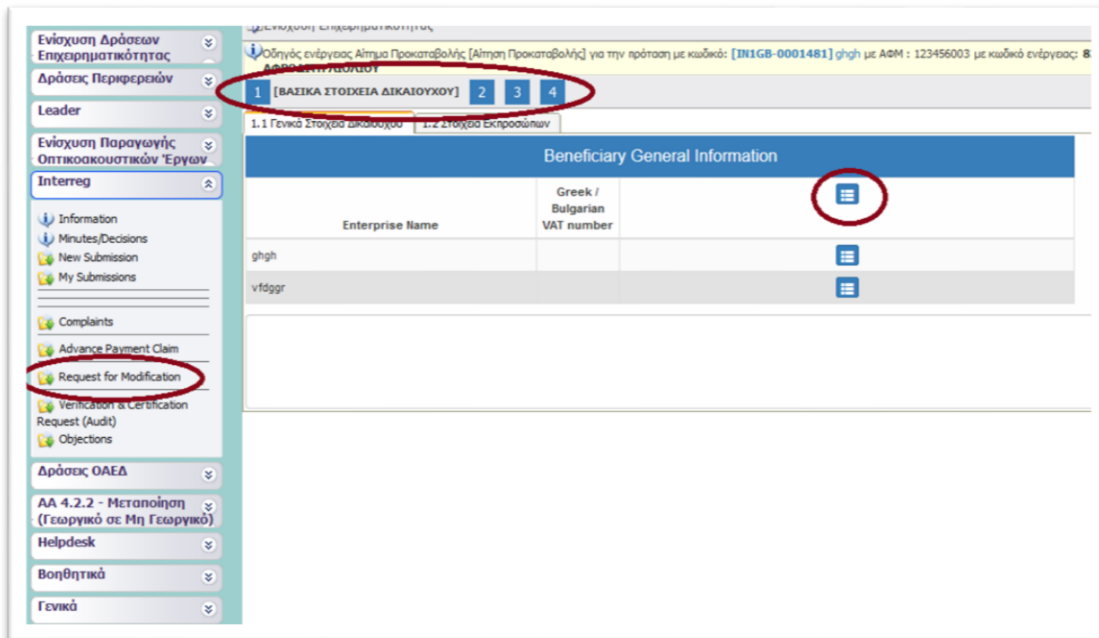
3. Once you log in SAMIS, go to the menu on the left:
  - a. Click on the sub-menu "**Interreg**" to expand
  - b. Select the option "**Advance Payment Claim**" from the list
  - c. In the next screen click on the icon  found at the upper right side of your screen.
  - d. From the list that appears,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



4. In the next screen, click on the active link  [Επεξεργασία/Edit](#) , found at the upper left side of your screen to enter the menu of the module «advance payment claim».



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




**Tab No.1** consists of two (2) subtabs:

- **1.1 "Beneficiary General Information"** and


○ **1.2 "Legal Representative Information"**

in which the beneficiary does not have edit rights.

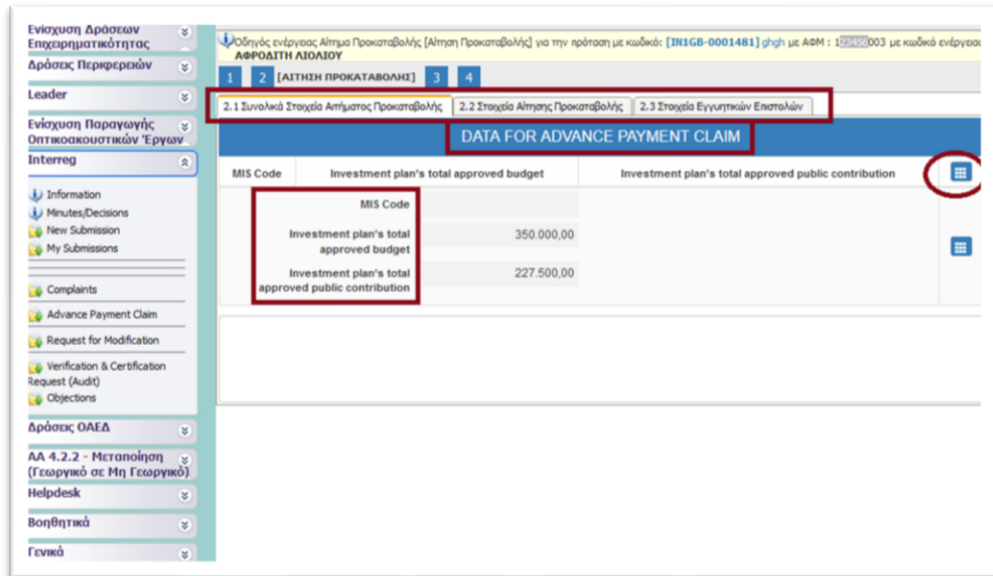
In both subtabs, the content is part of the project's approved and in force Application Form (AF). Click on the icon  to expand the content of the subtabs.



**!!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) **before** requesting for an advance payment. See page 14 of the present manual for more information and instructions.

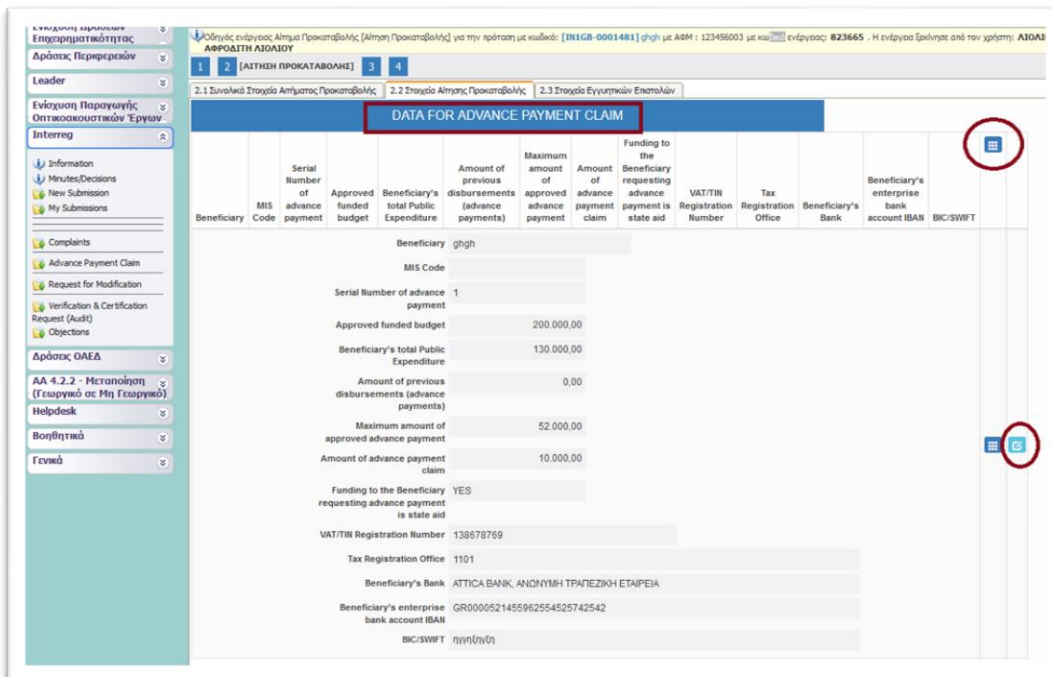
**Tab No.2** consists of three (3) subtabs:

In **subtab No.2.1**, named **"Data for advance payment claim"**, the user does not have edit rights. Click on the icon  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: <https://access.ops.gr>)
- **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)





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

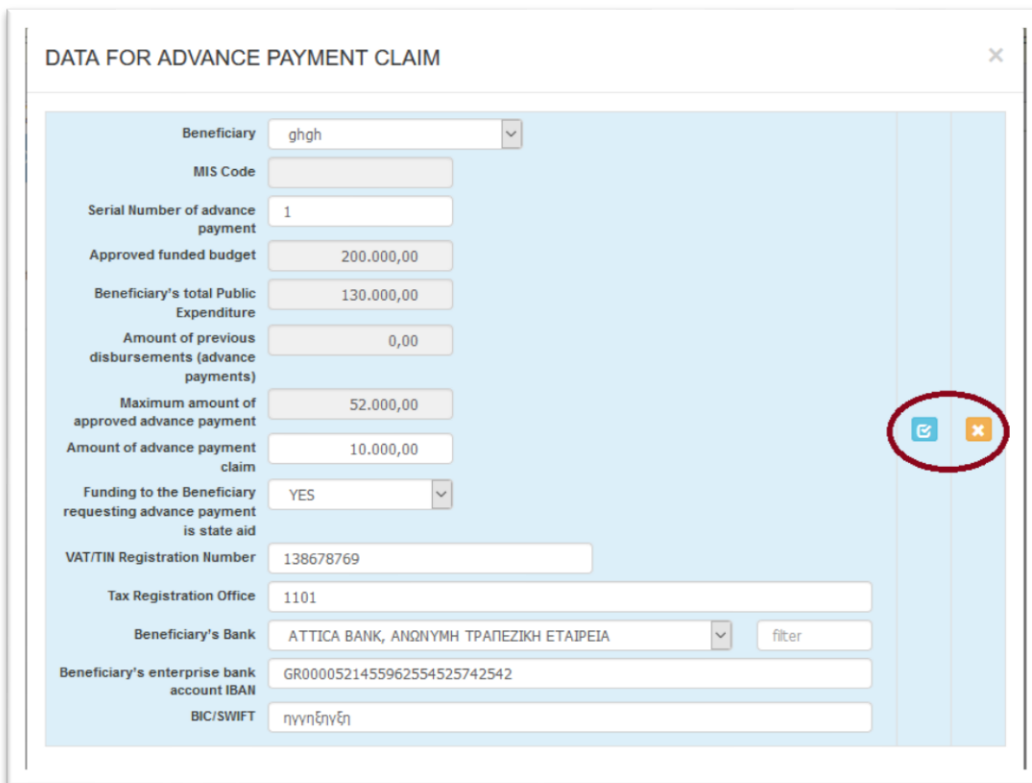


When clicking on the Edit button , a new window opens, in which the user has to insert the following data:

- **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 enterprises) 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 ( $\leq$ 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  to save it and then on the Close icon  to exit this window.



**DATA FOR ADVANCE PAYMENT CLAIM**


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, ΑΝΩΝΥΜΗ ΤΡΑΠΕΖΙΚΗ ΕΤΑΙΡΕΙΑ
Beneficiary's enterprise bank account IBAN	GR0000521455962554525742542
BIC/SWIFT	αγγηξινξη

**!!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.

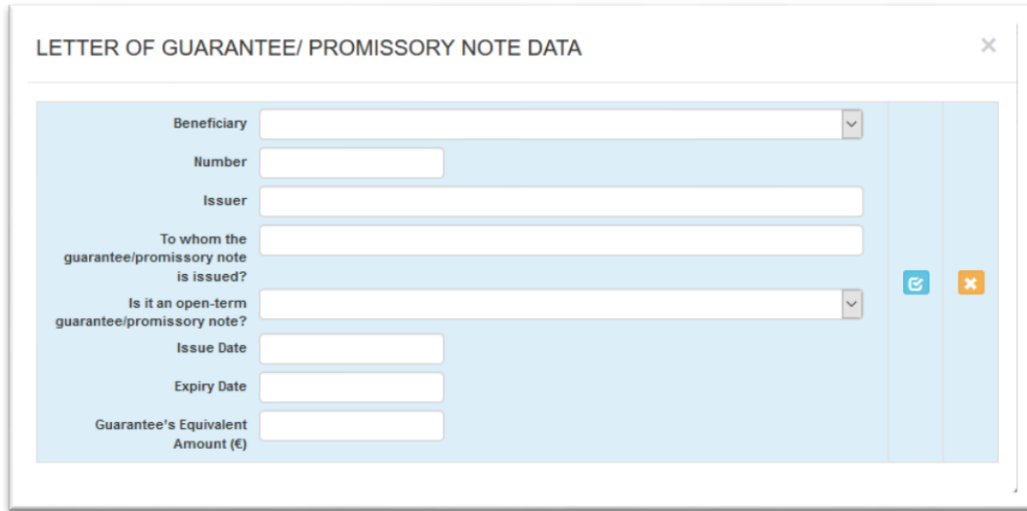





In **subtab No.2.3**, named "**Letter of guarantee/ promissory note data**", the user has edit rights.

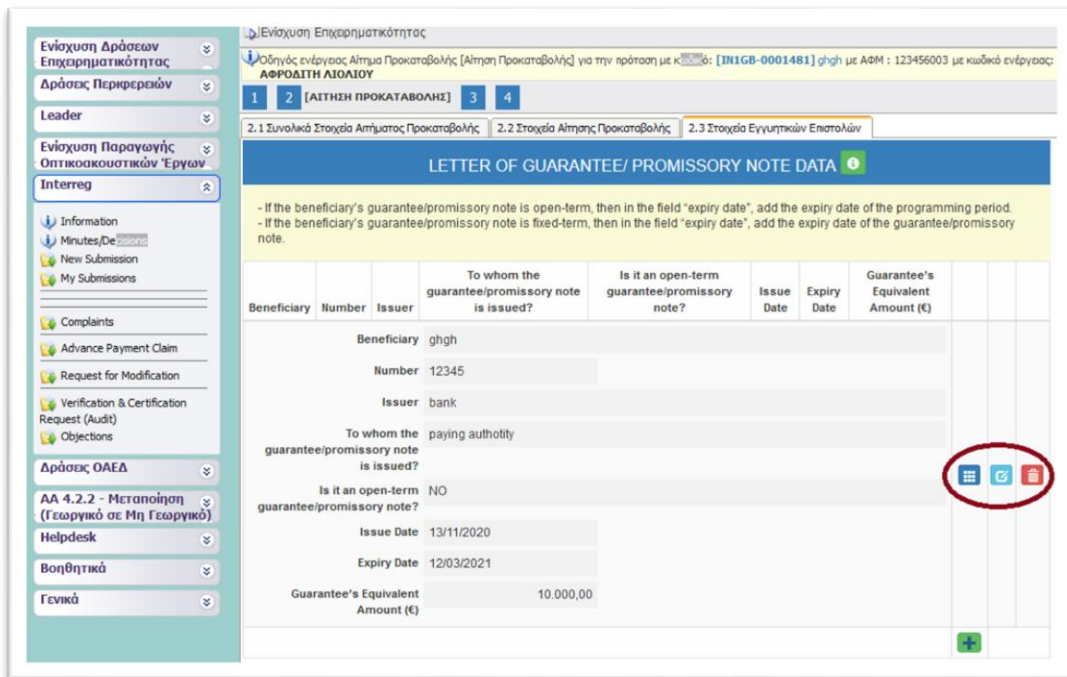
Click on the icon  and a new window will appear in which the user has to enter the required information concerning the Letter of guarantee/ promissory note:

- **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 open-term, 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 fixed-term, 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  to save it and then on the Close icon  to exit this window.




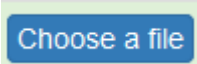
Click on the icon  to expand the content of the subtab or on the Edit icon  to modify the inserted data or on the Delete icon  if you wish to delete the entry of the inserted data.





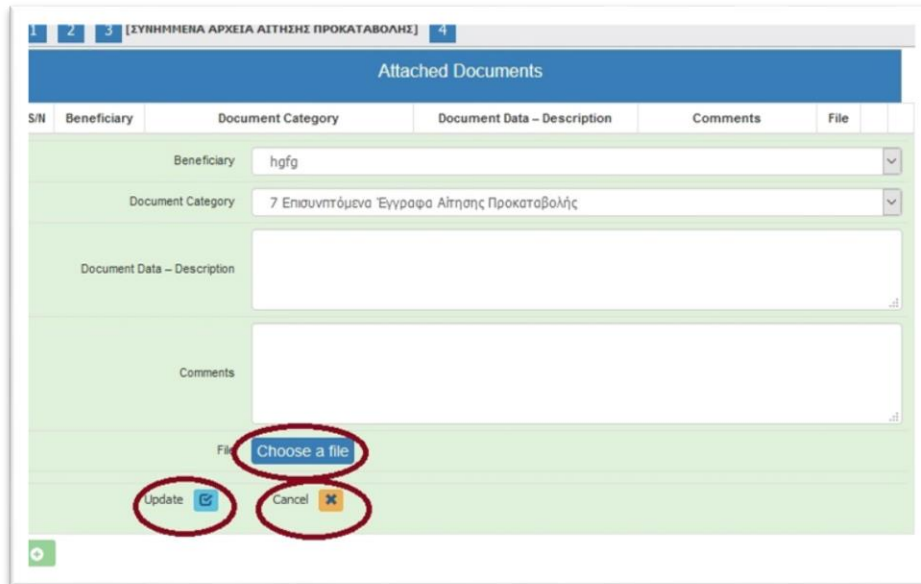
Beneficiary	Number	Issuer	To whom the guarantee/promissory note is issued?	Is it an open-term guarantee/promissory note?	Issue Date	Expiry Date	Guarantee's Equivalent Amount (€)
ghgh	12345	bank	paying authority	NO	13/11/2020	12/03/2021	10.000,00





In **tab No.3**, named "**Documents attached to the Advance Payment Claim**", the user has to attach the Letter of guarantee/ promissory note and any other document defined in Annex X of the Call document, in order to receive the advance payment.

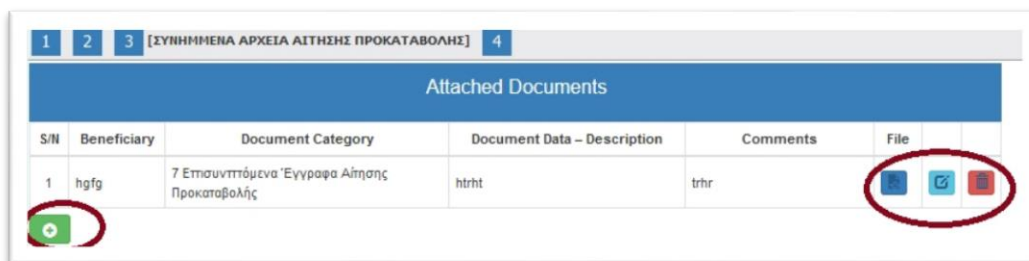
In order to attach the documents click on the icon  and a new window will appear in which the user has to enter the required information:




- **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 , 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.

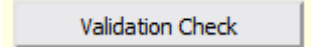
After inserting all the needed data, click on the Update icon  to save the inserted data or on the Cancel icon  to exit this window **without** saving your data.



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 .

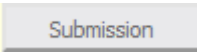


S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	hgfg	7 Επισυνπτόμενα Έγγραφα Αίτησης Προκαταβολής	htrht	trhr	  

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

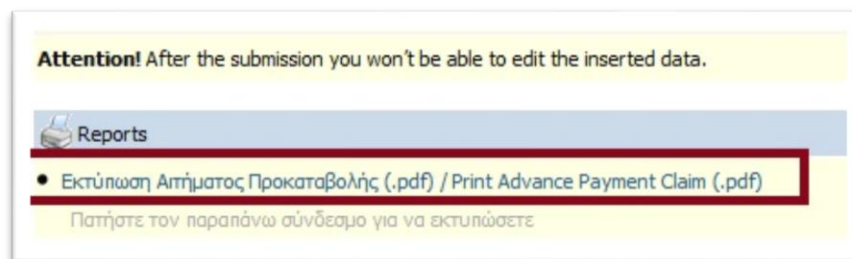


In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen.

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  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 [Εκτύπωση Αιτήματος Προκαταβολής \(.pdf\) / Print Advance Payment Claim \(.pdf\)](#).

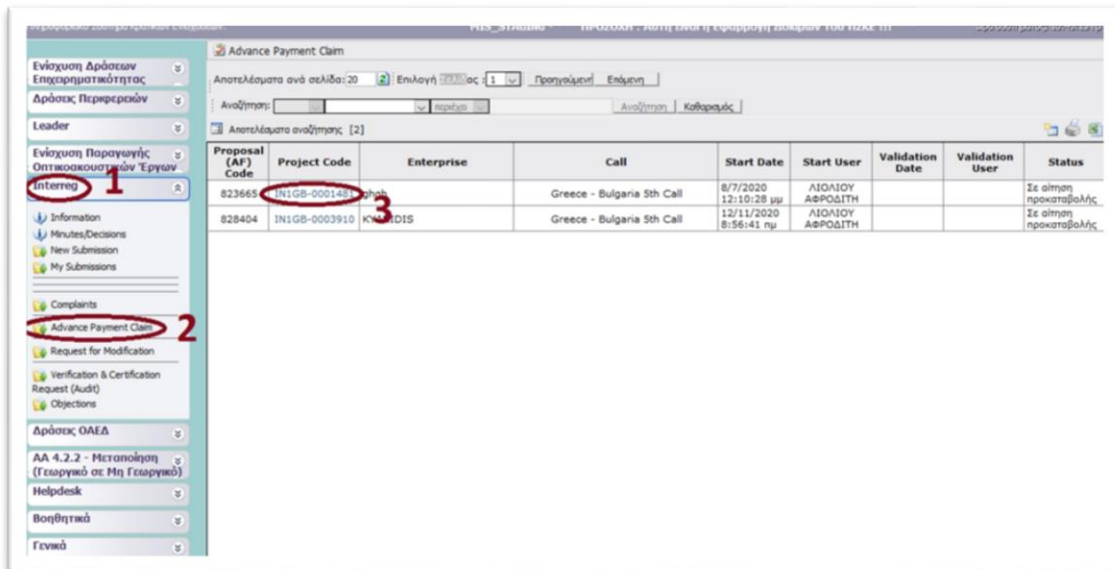



The user has to print/sign/stamp the report generated by the system and send it via email (e-copy) to the First Level Controller (FLC), the Joint Secretariat (Project Officer & JS Coordinator), the email address [mee.interreg@mou.gr](mailto:mee.interreg@mou.gr) (Unit C of the Managing Authority), the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

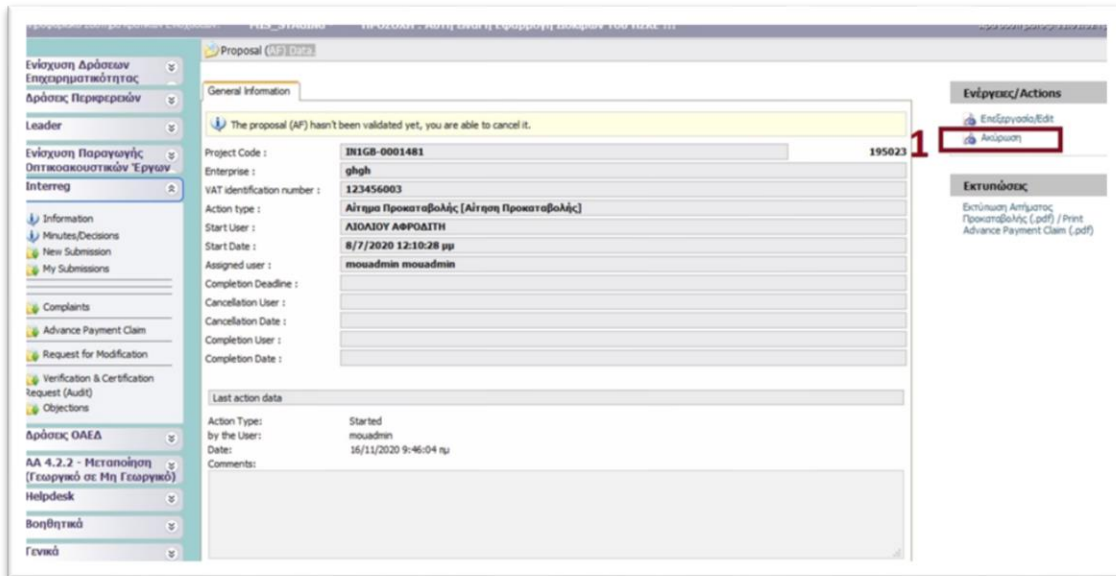
**!!ATTENTION!!** In case the mistakes of the validation check concern tabs in which the user does not have edit rights, the user has to cancel

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:

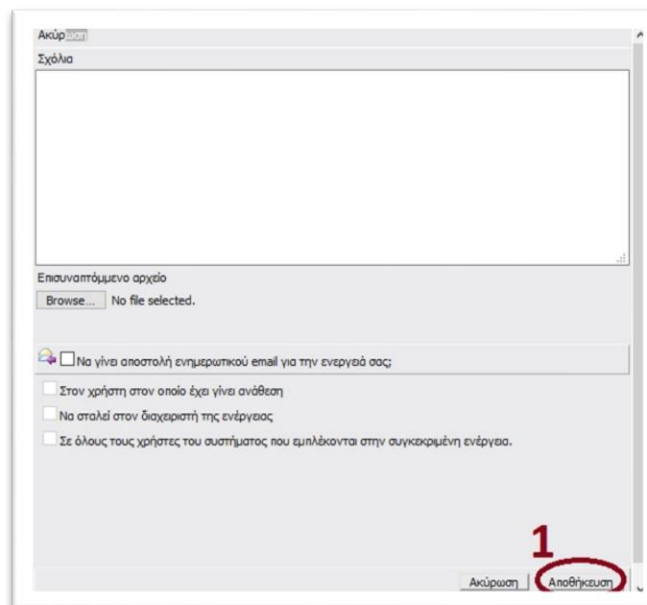
- a. Go to the initial page by clicking on the selection  [Advance Payment Claim](#) of the "**Interreg**" menu, found on the left side menu.
- b. Select from the list the project proposal by clicking on its "Project Code" which is an active link.




- c. In the next screen, click on the option  [Ακύρωση](#) (**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.



- d. In the new window that opens, the user just has to click on the button "**Αποθήκευση**" (*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  [Request for Modification](#).

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

