

5th Call

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

SAMIS MANUAL

**Evaluation of Advance
Payment Claim**

(For First Level Controllers)


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) ¹
 - c. Click on the **"Login"** button

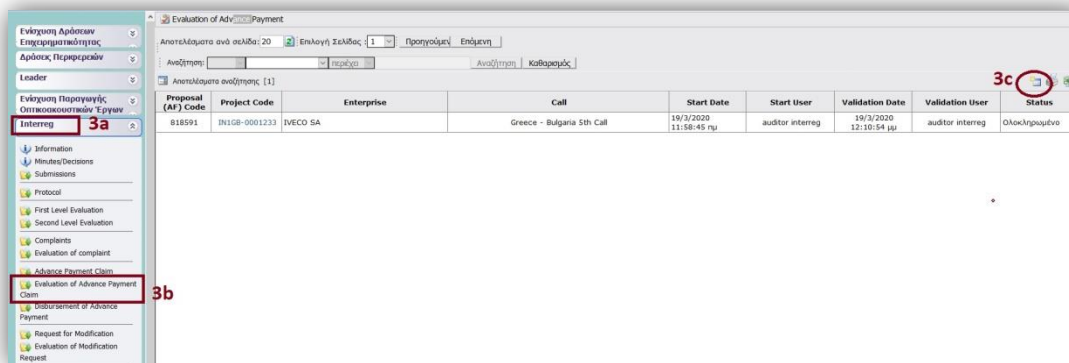
¹ **NOTE:** The credentials will be sent to your email. Make sure that you also check the junk/spam folder. Keep the email for future use. If in the future you do not remember your username, you have to find this email, received by the info_ependyseis@mou.gr. When logging in the system for the first time, the user is requested to change the password. Make sure that you write down the new password. If in the future 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 **"Evaluation of Advance Payment Claim"** from the list.
 - c. click on the icon  , found at the upper right side of your screen.
 - d. select the project proposal by clicking on its **"Project Code"** which is an active link.








Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
831469	IN1GB-0001481	high 3d	045123161	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	4/1/2021 9:25:59 πμ	ΛΙΟΛΙΟΥ ΑΦΡΩΔΙΤΗ	4/1/2021 9:32:16 πμ	ΛΙΟΛΙΟΥ ΑΦΡΩΔΙΤΗ	Υποβλημένη Αίτηση Προκαταβολής

The module «evaluation of an advance payment claim» consists of seven (7) tabs (steps) and each tab has a number of subtabs.

Tab No.1 consists of two (2) subtabs which are informative, including basic information about the beneficiaries (**subtab No.1.1**) and their legal representatives (**subtab No.1.2**).

Tab No.2 consists of three (3) subtabs. **Subtab No.2.1** is informative, whereas subtabs **No.2.2** and **No.2.3** are the main content of the module «advance payment claim» and have already been filled in by the beneficiary requesting for an advance payment. However, the user has edit rights in these two subtabs in case corrections are needed. By clicking on the Edit icon  the user can modify/correct the data provided by the beneficiary when submitting the advance payment claim. Click on the Update icon  to save the modifications made or on the Cancel icon  to exit the window **without** saving your modifications. For more information about these tabs check the manual "Advance Payment Claim".

In subtab No.2.2, named "**Data for advance payment claim**", check if the following fields are filled in following the instructions given to the PBs:

- **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”.

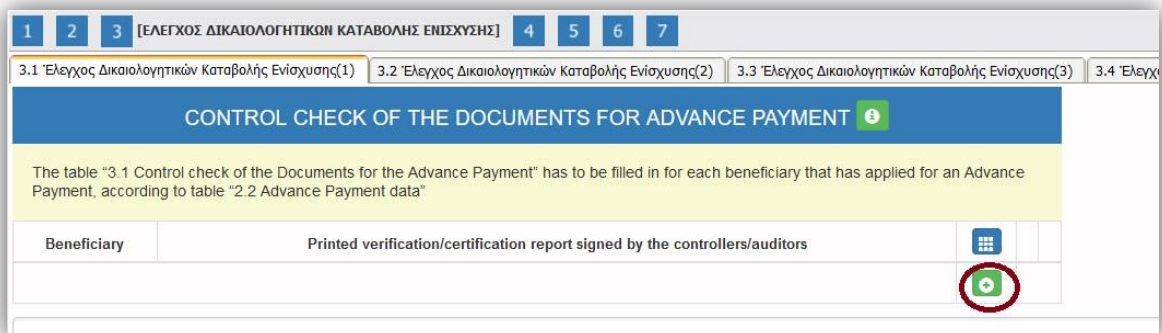
- **Amount of advance payment claim:** should be equal to or less than the 40% of the beneficiary’s public assistance (\leq Maximum amount of approved advance payment)
- **Funding to the Beneficiary requesting advance payment is state aid:** the correct selection is **YES**.
- **VAT/TIN Registration Number:** Tax Identification Number of the Beneficiary (enterprise) requesting for an advance payment.
- **Tax Registration Office:** 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:** Bank’s BIC/SWI number

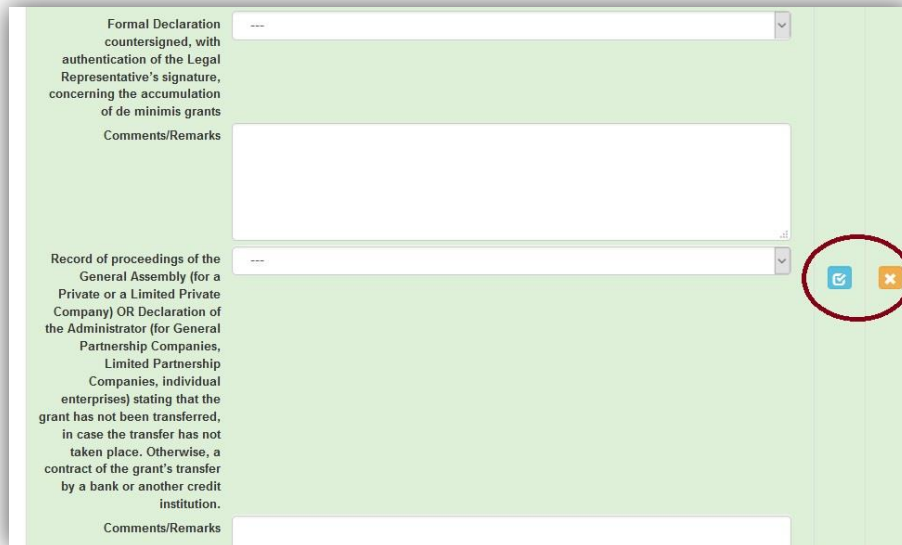
In **subtab No.2.3**, named **“Letter of guarantee/ promissory note data”**, check if the following fields are filled in following the instructions given to the PBs:

- **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.

Tab No.3 consists of five (5) subtabs but only the first one is applicable for Interreg. **Subtab No.3.1**, named "**Control check of the documents for advance payment**", is the main menu of the evaluation of the advance payment claim. The user has to click on the add new icon  and in the next window that appears s/he has to provide a justified answer to a list of questions.










For question No.1 **"Printed verification/certification report signed by the controllers/auditors"**: select the answer "not required" and add the comment: no verification/certification has been carried out prior to the payment claim.

For question No.21 **"Formal Declaration countersigned, with the authentication of the Legal Representative's signature, concerning a non-pending procedure for the execution of an earlier recovery decision"**: select the answer "not required".

For the rest of the documents that have to be checked by the controller please refer to the ANNEX X of the Call document "Direct Assistance Guidelines".

Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.


In the initial window of subtab No.3.1, click on the Update icon  if you wish to edit/modify the inserted data, on the Delete icon  if you

wish to delete your entry, or on the expand icon  to fully see the content of the table.

Comments/Remarks	bfbfb			
Formal Declaration countersigned, with authentication of the Legal Representative's signature, concerning the accumulation of de minimis grants	YES			
Comments/Remarks	ffbfgb			
Record of proceedings of the General Assembly (for a Private or a Limited Private Company) OR Declaration of the Administrator (for General Partnership Companies, Limited Partnership Companies, individual enterprises) stating that the grant has not been transferred, in case the transfer has not taken place. Otherwise, a contract of the grant's transfer by a bank or	YES			






Tab No.4 consists only of one subtab named "**Controller's justification**". The user has to click on the add new icon  and in the next window that appears s/he has to provide a justified answer to a list of questions.


1
2
3
4 [ΤΕΚΜΗΡΙΩΣΗ ΕΛΕΓΚΤΗ]
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6
7

4.1 Τεκμηρίωση Ελεγκτή

CONTROLLER'S JUSTIFICATION 

The table '4.1 Controller's Justification' should be filled in for each beneficiary that has requested an advance payment according to table '2.2 Data for Advance Payment Claim'


Beneficiary	Request acceptance & disbursement approval	Justification for the acceptance of the disbursement request & disbursement approval	Amount of advance payment disbursement	Justification for the advance payment disbursement	Date of dispatch informing the beneficiary about the pending issues	Justification for the date of informing the beneficiary about the pending issues	Date of reception about the pending issues (by the beneficiary)	Justification for the reception of information about the pending issues	Controller's comments








Justification for the advance payment disbursement	<input type="text"/>	
Date of dispatch informing the beneficiary about the pending issues	<input type="text" value="04/01/2021"/>	
Justification for the date of informing the beneficiary about the pending issues	<input type="text"/>	 
Date of reception about the pending issues (by the beneficiary)	<input type="text" value="04/01/2021"/>	
Justification for the reception of information about the pending issues	<input type="text"/>	

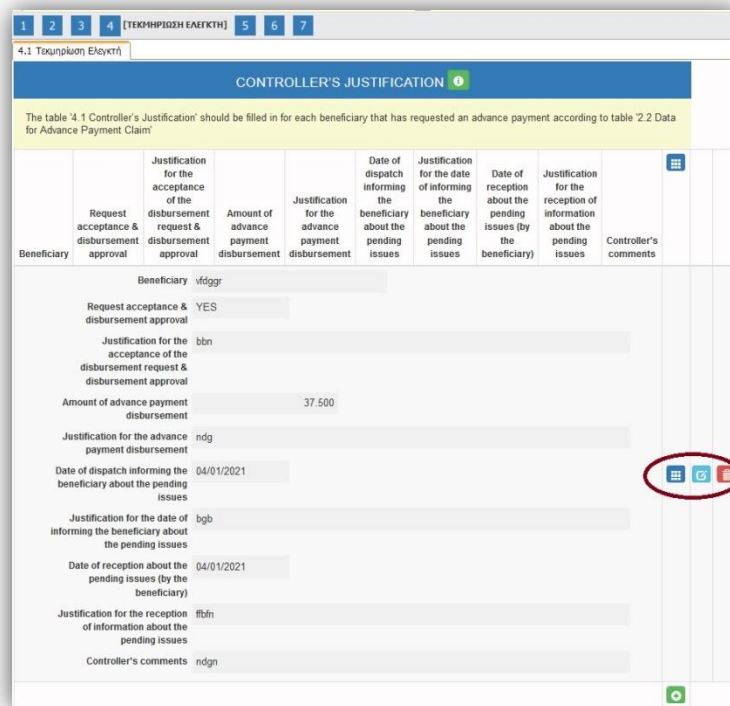
The FLC has the right to request via email the PB for additional information/clarifications or for missing documents. Any additional document sent by the PB has to be attached in SAMIS by the FLC, as well as the correspondence (emails exchanged saved as 1 pdf file) between the FLC and the PB. This correspondence is also recorded in SAMIS, in tab No. 4 through the fields:

- ***Date of dispatch informing the beneficiary about the pending issues***: add the date on which the FLC sent the email to the PB requesting for clarifications
- ***Justification for the date of informing the beneficiary about the pending issues***: name/describe the clarifications requested by the FLC
- ***Date of reception about the pending issues (by the beneficiary)***: add the date on which the PB sent the email to the FLC with the requested clarifications
- ***Justification for the reception of information about the pending issues***: name/describe the clarifications submitted by the PB

NOTE: In case no clarifications were requested the user should **NOT** click and activate these fields otherwise the system won't let him/her save his entries without providing an answer to these fields. In that case, the user has to click on the cancel icon  and re-enter all data in the tab.


Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.

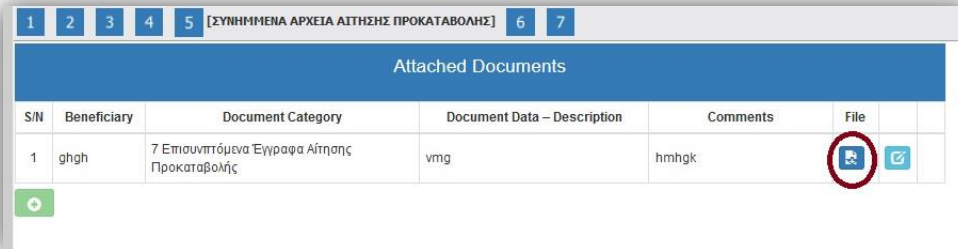
In the initial window of tab No.4, click on the Update icon  if you wish to edit/modify the inserted data, on the Delete icon  if you wish to delete your entry, or on the expand icon  to fully see the content of the table.




Beneficiary	Request acceptance & disbursement approval	Justification for the acceptance of the disbursement request & disbursement approval	Amount of advance payment disbursement	Justification for the advance payment disbursement	Date of dispatch informing the beneficiary about the pending issues	Justification for the date of informing the beneficiary about the pending issues	Date of reception about the pending issues (by the beneficiary)	Justification for the reception of information about the pending issues	Controller's comments
vfdggr	YES	bbn	37.500	ndg	04/01/2021	lgb	04/01/2021	ftfn	ndgn

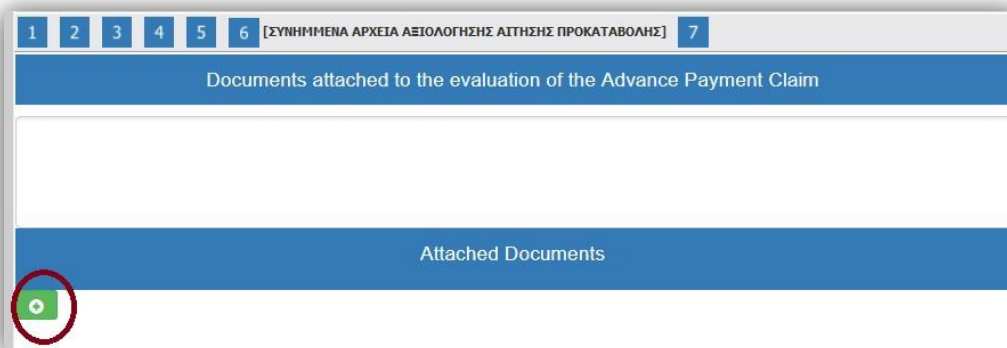
In **tab No.5**, named **"Attached Documents"**, are the beneficiary's supporting documents attached to his request for advance payment. If


you wish to download an attached document, click on the download icon .



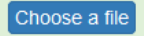
S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	ghgh	7 Επισυνπτόμενα Έγγραφα Αίτησης Προκαταβολής	vmg	hmgk	



In **tab No.6**, also named “**Attached Documents**”, the FLC can attach any document relevant to the evaluation of the advance payment, such as any additional documents sent by the PB as a clarification upon the FLCs request, as well as the correspondence (emails exchanged) between the FLC and the PB.

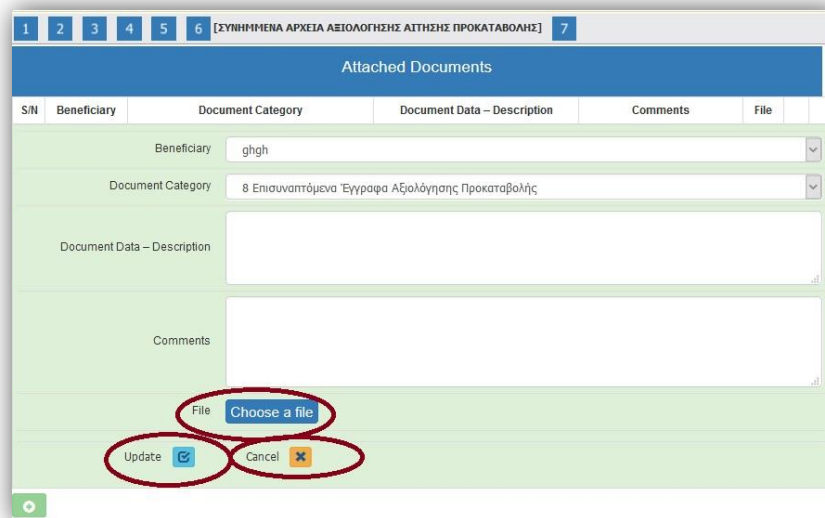




To attach a document click on the add new icon  and in the pop-up window that appears follow the steps:



- **Beneficiary:** select the beneficiary whose request for an advance payment is evaluated
- **Document Category:** it is preselected
- **Document Data – Description:** insert a short description about the attached document

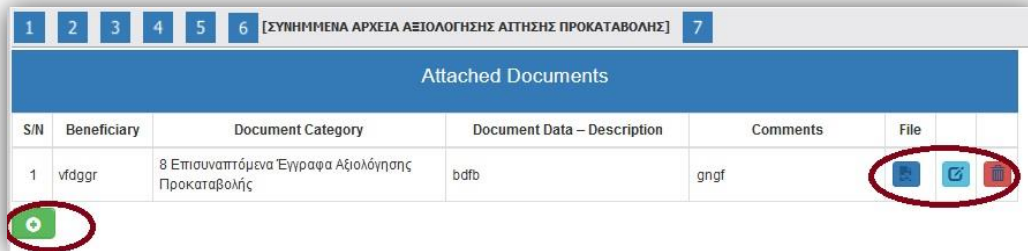
- **Comments:** add any additional comment/explanation concerning the attached document
- Click on the  button and select from your computer the document that you wish to attach. **NOTE:** Each attached document should be in doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar format and its size should not exceed the 10 MB. 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.




Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.



In the initial window of tab No.6, you will see the list of the attached documents. If you wish to attach more documents, click on the Add new 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

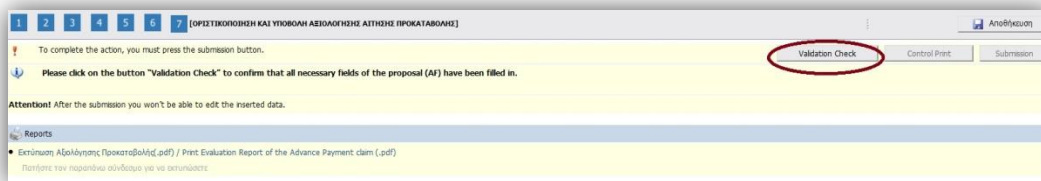
on the Delete icon  . If you wish to download an attached document, click on the download icon .



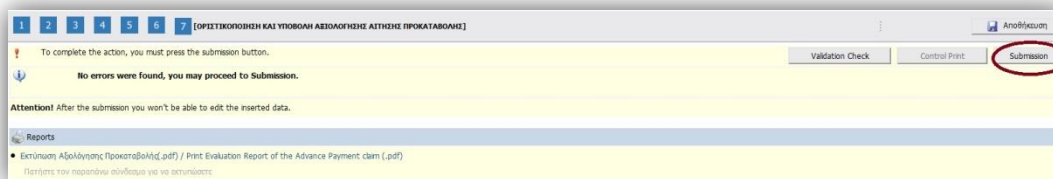
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	vfdggr	8 Επισημασμένα Έγγραφα Αξιολόγησης Προκαταβολής	bdfb	gngr	  

In the **last tab No.7**, 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.

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

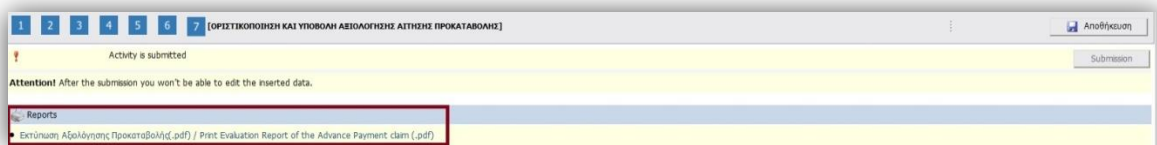


Only after correcting all mistakes and the validation check comes up with the message *"No errors were found, you may proceed to Submission"*, the **Submission** button will be activated and the user will be allowed to submit his/hers report.



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 Αξιολόγησης Προκαταβολής\(.pdf\) / Print Evaluation Report of the Advance Payment claim \(.pdf\)](#).



The user (FLC) has to print/sign/stamp the report generated by the system and send it via email (e-copy) to the Project Beneficiary, the Joint Secretariat (Project Officer & JS Coordinator), Unit C of the Managing Authority (mee.interreg@mou.gr), the Lead Beneficiary of the project and the Buglarian NA in case of a Bulgarian PB.