



EUROPEAN UNION

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: <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 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 <u>info ependyseis@mou.gr</u>. 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 ¹/_a, 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.

	^	2 Evaluation	of Advanter Paymer	nt						
Ενίσχυση Δράσεων Επιχειρηματικότητας	×	Αποτελέσματ	ο ανά σελίδα: 20	👔 Επιλογή Σελίδας : 🚺 👻 Προηγι	ούμεν Επόμενη					
Δράσεις Περιφερειών	×	Ανοζήτηση: [- περιέχει	Αναζήτηση Καθαρισμός					
Leader	¥	🛄 Αποτελέσμα	ιτα αναζήτησης [1]							3c
Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων	¥	Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
Interreg 3a	*	818591	IN1GB-0001233	IVECO SA	Greece - Bulgaria 5th Call	19/3/2020 11:58:45 nµ	auditor interreg	19/3/2020 12:10:54 µµ	auditor interreg	Ολοκληρωμένο
Johnstein Gesinnen Minuter Useriannen	- - -	3b								

3



Αποτελέσματ	α ανά σελίδα: 20 👔 Ε	πιλογή Σελίδας : 🚺 🔄	Προηγούμεν Ει	τόμενη						
Αναζήτηση: [2	περιέχει		Αναζήτηση	Καθαρισμός					
Αποτελέσμ	ιτα αναζήτησης [1]									4
Κωδικός νέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάστασ
831469	N1GB-0001481 hgh 3	d	045123161	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	4/1/2021 9:25:59 nµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	4/1/2021 9:32:16 nµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	Υποβεβλημέν Αίτηση Προκαταβολή

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 if the user can modify/correct the data provided by the beneficiary when submitting the advance payment claim. Click on the Update icon it to save the modifications made or on the Cancel icon it 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

enterpirses) 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 (≤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. <u>NOTE:</u> 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 <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.

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 of and in the next window that appears s/he has to provide a justified answer to a list of questions.

ελεγχος Δικαιολογητικών κα	ταβολής Ενίσχυσης(1)	3.2 Έλεγχος Δικαιολογητικών Καταβολής Ενίσχυσης(2)	3.3 Έλεγχος Δικαιολογητικών Καταβολής Ενίσχυσης(3)	3.4
со	NTROL CHECK	OF THE DOCUMENTS FOR ADVAN	CE PAYMENT 🧕	
he table "3.1 Control che	k of the Documents fo	or the Advance Payment" has to be filled in for each	beneficiary that has applied for an Advance	
		at data"	beneficially that has applied for all ratation	
ayment, according to tabl	e "2.2 Advance Payme	ent data		
ayment, according to tabl	e "2.2 Advance Payme Printed v	erification/certification report signed by the control	lers/auditors	





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 checked by the controller please refer to the ANNEX X of the Call document "Direct Assistance Guidelines".

Click on the Update icon Click on the inserted data or on the Cancel

icon 📕 to exit the window <u>without</u> saving your data.

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



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

structure will be declared		
Comments/Remarks	lbfb	
Formal Declaration countersigned, with authentication of the Legal Representative's signature, concerning the accumulation	ËS	
of de minimis grants		
Comments/Remarks	lbfgb	
Record of proceedings of the	ES	
Private or a Limited Private		
Company) OR Declaration of		
Partnership Companies.		
Limited Partnership		
Companies, individual		
enterprises) stating that the		
grant has not been		
transfer has not taken place.		
Otherwise, a contract of the		
grant's transfer by a bank or		

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

.1 Γεκμηριωσ	ση ελεγκτη									
			CONTR	OLLER'S J	USTIFIC					
The table ' for Advanc	4.1 Controller's e Payment Claii	Justification' sh m'	ould be filled in	for each benefi	ciary that has	requested an	advance payr	ment according	g to table '2.2	Data
	Request acceptance &	Justification for the acceptance of the disbursement request &	Amount of advance payment	Justification for the advance payment	Date of dispatch informing the beneficiary about the pending	Justification for the date of informing the beneficiary about the pending	Date of reception about the pending issues (by the	Justification for the reception of information about the pending	Controller's	



Justification for the advance payment disbursement		
Date of dispatch informing the beneficiary about the pending	04/01/2021	
issues Justification for the date of informing the beneficiary about the pending issues		
Date of reception about the	04/01/2021	
Justification for the reception of information about the		
pending issues		

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 <a>Imstead to save the inserted data or on the Cancel icon <a>Imstead to exit the window <a>Imstead saving your data.

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

	ση Ελεγκτή										
				CONTR	OLLER'S JI	JSTIFICA	ΤΙΟΝ 🚺				
The table ³ for Advanc	4.1 Controller's e Payment Clai	Justificatio m'	n' sho	ould be filled in fe	or each benefici	ary that has i	requested an a	idvance paym	ent according t	to table '2.2 D	ata
Beneficiary	Request acceptance & disbursement approval	Justifica for the acceptal of the disburser request disburser approv	tion e nce ment t & ment al	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	
	E	leneficiary	vfdg	gr							
Request acceptance & disbursement approval		YES	3								
	Justificat	tion for the	bbn								
	accepta	ince of the									
	disbursemen	it approval									
An	nount of advanc dist	e payment oursement			37.500						
Ju	stification for th	e advance	ndg								
Date	payment usu	orming the	04/0	1/2021						1	
ben	eficiary about th	ne pending	0470	112021							
		Issues									
infori	Justification for ming the benefic the pend	the date of clary about ing issues	bgb								
C	Date of reception	about the	04/0	1/2021							
	pending issu b	ues (by the eneficiary)									
Jus	tification for the	reception	ffbfn								
	of information pend	about the ing issues									

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

The Cooperation Programme INTERREG V-A "Greece-Bulgaria 2014-2020" is co-funded by the European Regional Development Fund (ERDF) and national funds of the countries participating in it.

10



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	ghgh	7 Επισυνπτόμενα Έγγραφα Αίτησης Προκαταβολής	vmg	hmhgk					

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

1 2 3 4	5 6 [ΣΥΝΗΜΜΕΝΑ ΑΡΧΕΙΑ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ] 7
	Documents attached to the evaluation of the Advance Payment Claim
	Attached Documents
\smile	

To attach a document click on the add new icon $\begin{tabular}{ll} \end{tabular}$ 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 destription about the attached document



- **Comments:** add any additional comment/explanation concerning the attached document
- Click on the Choose a file 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 <a>Imstead to save the inserted data or on the Cancel icon <a>Imstead to exit the window <a>Imstead saving your data.

1 2	3 4	4 5 6 [x	YNHMMENA APXEIA AEIOA	ΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ] 7				
Attached Documents								
S/N Be	neficiary	Docu	ment Category	Document Data – Description	Comments	File		
		Beneficiary	ghgh			~		
	Doc	cument Category	8 Επισυναπτόμενα Έγγρ	οαφα Αξιολόγησης Προκαταβολής		~		
D	ocument Da	ata – Description						
		Comments						
	C	File Jpdate 🕑	Choose a file					
•								

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 2. If you wish to delete an entry, click



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

		A	ttached Documents		
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	vfdggr	8 Επισυναπτόμενα Έγγραφα Αξιολόγησης Προκαταβολής	bdfb	gngf	

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.

1 2 3 4 5 6 7 [OPIXTIKOROIH2H KAI YROBOAH AEJOAOFH2HX AITH2H2 RIPOKATABOAH2]		🛃 Αποθήκευση
To complete the action, you must press the submission button.	Validation Check Control	Print Submission
Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in.		
tention! After the submission you won't be able to edit the inserted data.		
Reports		
Ertünwam Alpolognan; Προκαταβολής("pdf) / Print Evaluation Report of the Advance Payment claim ("pdf) Πατήστε τον πορεπάνω ούνδουμο για να ακτυπιώσετε		

Only after correcting all mistakes and the validation check comes up with the message "*No errors were found, you may proceed to*

Submission", the button will be activated and the user will be allowed to submit his/hers report.

1 2 3 4 5 6 7 [OPIETIKONODHEH KAL YILOBOAH AELOAOFHEHE AITHEHE IIPOKATABOAHE]		🛃 Αποθήκευση
To complete the action, you must press the submission button.	Validation Check Control Print	Submission
No errors were found, you may proceed to Submission.		\sim
ttention! After the submission you won't be able to edit the inserted data.		
Reports		
Ercinuum Aξολόγησης Προκαταβολής(φά?) / Print Evaluation Report of the Advance Payment claim (φά?) Πατήστε τον ποραπόνω αύνδισμο για να εκτυπύσετε		



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>Αξιολόγησης Προκαταβολής(.pdf) / Print Evaluation Report of the Advance Payment claim (.pdf)</u>.

1 2 3 4 5 6 7 [OPIZTIKONOBIEJ KAJ YIDOBOAN AEJOAONEJEZ ATINEJEZ INPOKATABOANE]	Į.	🛃 Αποθήκευση
Activity is submitted		Submission
Attention! After the submission you won't be able to edit the inserted data.		
Reports		
Erruhuuon Abpoloynon; Npoxara@oling(_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 (<u>mee.interreg@mou.gr</u>), the Lead Beneficiary of the project and the Buglarian NA in case of a Bulgarian PB.