

5th Call

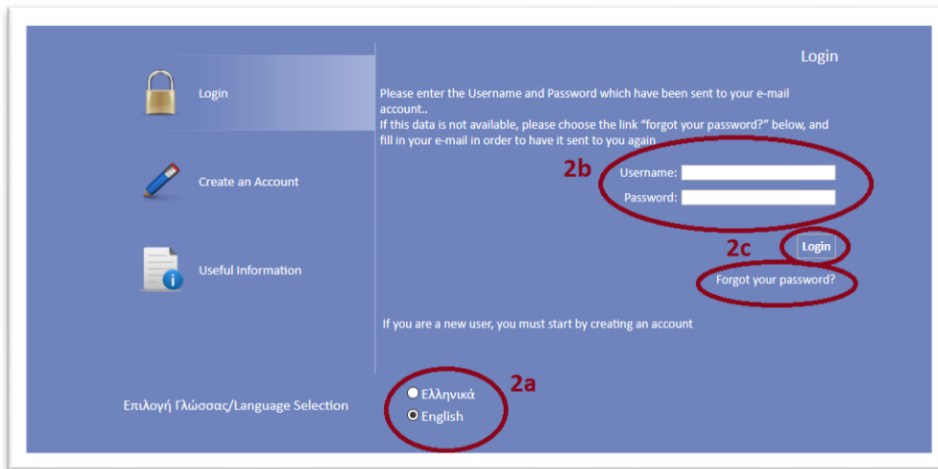
**“Grant scheme for supporting SMEs to grow
and expand beyond local markets”**

SAMIS MANUAL

**Disbursement of
Advance Payment**

(For the Joint Secretariat)

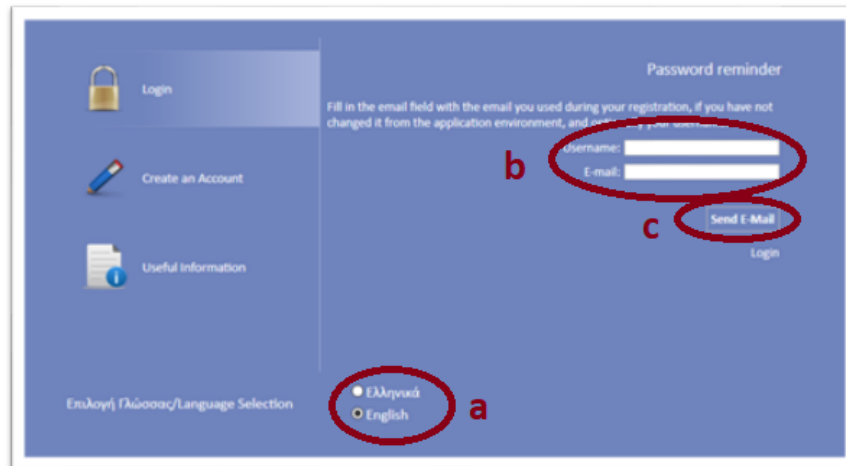
1. Enter SAMIS using the following link:
[https://www.ependyseis.gr/mis/\(S\(m31gceb15xrln1454jw11q55\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx)
2. Log in SAMIS following the steps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




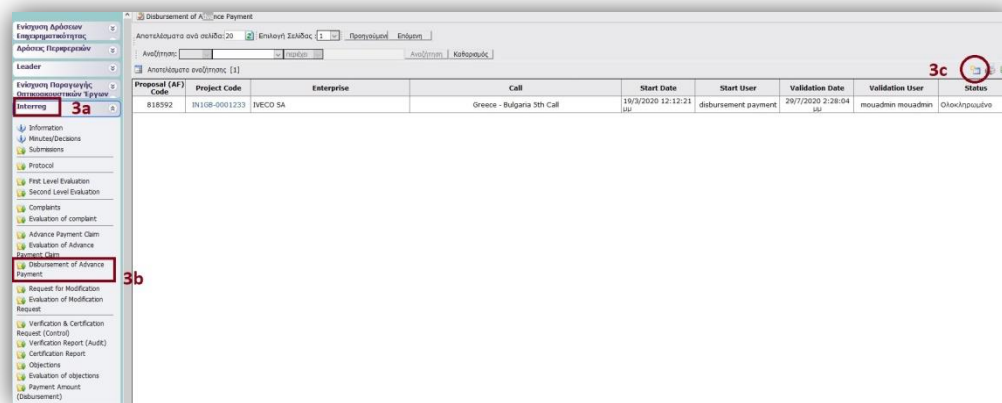
¹ **NOTE:** The credentials will be sent to your email. Make sure that you also check the junk/spam folder. Keep this email for future use. If in the future you do not remember your username, you have to find this email, received by the info_ependyseis@mou.gr. When logging in the system for the first 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 **"Disbursement of Advance Payment"** 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	Χρήσιμος Έναρξης	Ημ/νία Οριστικοποίησης	Χρήσιμος Οριστικοποίησης	Κατάσταση
831470	IN1GB-0001481	3d	045123161	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	4/1/2021 9:40:53 πμ	auditor interreg	4/1/2021 10:23:10 πμ	auditor interreg	Εγκριθείσα Αίτηση Προκαταβολής

The module «disbursement of an advance payment» 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 some the basic information of 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. The user has edit rights only in the last **subtab No.2.3**, named **“Letter of guarantee/ promissory note data”**, in case corrections are needed. By clicking on the Edit icon  the user can modify/correct the data provided by the beneficiary when submitting an advance payment claim.



1 2 [ΑΙΤΗΣΗ ΠΡΟΚΑΤΑΒΟΛΗΣ] 3 4 5 6 7


2.1 Συνολικά Στοιχεία Αιτήματος Προκαταβολής 2.2 Στοιχεία Αίτησης Προκαταβολής 2.3 Στοιχεία Εγγυητικών Επιστολών

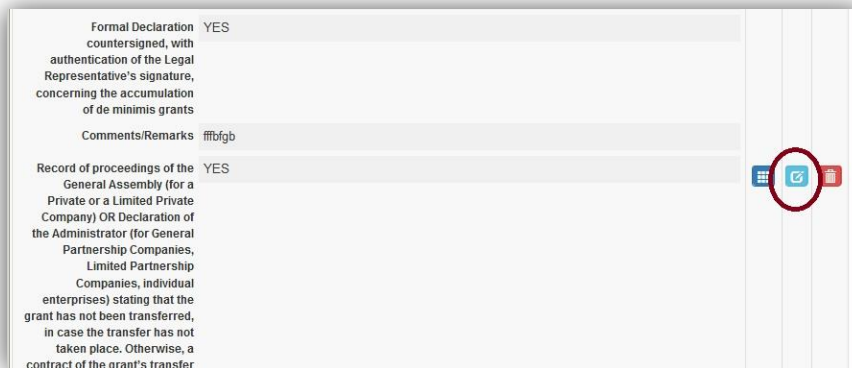
LETTER OF GUARANTEE/ PROMISSORY NOTE DATA

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

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 (€)
Beneficiary	1	test	ma	YES	01/01/2021	21/10/2021	37.500,00

After making all necessary modifications, click on the Update icon  to save the modifications made or on the Cancel icon  to exit the window **without** saving your modifications.



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 module «evaluation of the advance payment claim» and it has already been filled in by the controller, however, the user has edit rights in case corrections are needed. Click on the Edit icon  to modify/correct the data.






The screenshot shows a form with the following content:


Formal Declaration countersigned, with authentication of the Legal Representative's signature, concerning the accumulation of de minimis grants	YES
Comments/Remarks	ffbfjgb
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	YES

On the right side of the form, there are three icons: a grid icon, an edit icon (circled in red), and a delete icon.

After making all necessary modifications, click on the Update icon  to save the modifications made or on the Cancel icon  to exit the window **without** saving your modifications.

Tab No.4 consists only of one subtab named "**Controller's justification**" and has already been filled in by the controller, however, the user has edit rights in case corrections are needed. Click on the Edit icon  to modify/correct the data.

After making all necessary modifications, click on the Update icon  to save the modifications made or on the Cancel icon  to exit the window **without** saving your modifications.

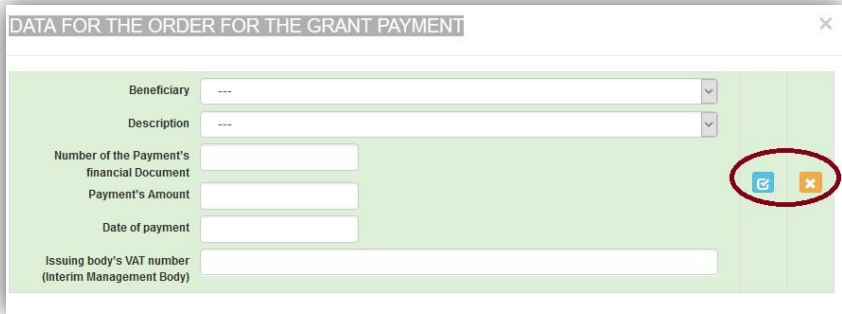
In **tab No.5**, named "**Data for the order for the grant payment**", the user has to click on the add new icon .



In the new window that appears, the user has to insert the requested data concerning the order for the advance payment disbursement:



- **Beneficiary:** select from the list the beneficiary whom the disbursement of the advance payment concerns

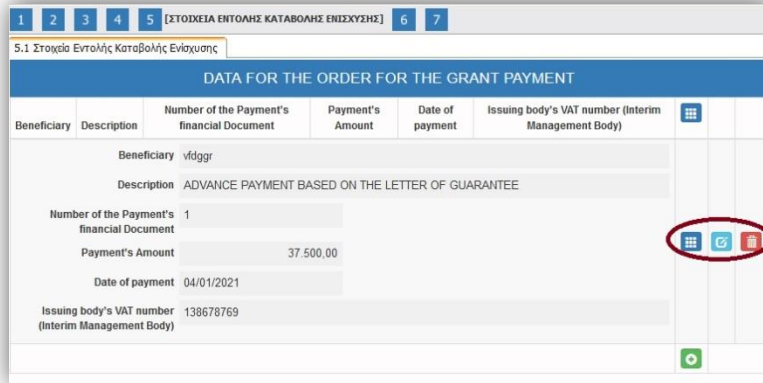
- **Description:** select from the list what kind of payment the disbursement concerns (Advance payment based on the letter of guarantee)
- **Number of the Payment's financial Document:** insert the number of the document for the payment
- **Payment's Amount:** insert in euros the amount of the payment
- **Date of payment:** insert the date on which the payment is made
- **Issuing body's VAT number (Interim Management Body):** insert the VAT Number of the issuing body

NOTE: for the fields "Number of the Payment's financial Document" and "Date of payment" the JS has to insert the data referring to the document (payment claim) the JS sends to the Certifying Authority/Regional Development Fund requesting for the payment of the PBs advance.



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

In the initial window of tab No. 5, the user can click on the Edit icon  to edit the inserted data or on the Delete icon  to delete the entry.



Beneficiary	Description	Number of the Payment's financial Document	Payment's Amount	Date of payment	Issuing body's VAT number (Interim Management Body)
Beneficiary vfdggr	Description ADVANCE PAYMENT BASED ON THE LETTER OF GUARANTEE	Number of the Payment's financial Document 1	Payment's Amount 37.500,00	Date of payment 04/01/2021	Issuing body's VAT number (Interim Management Body) 138678769

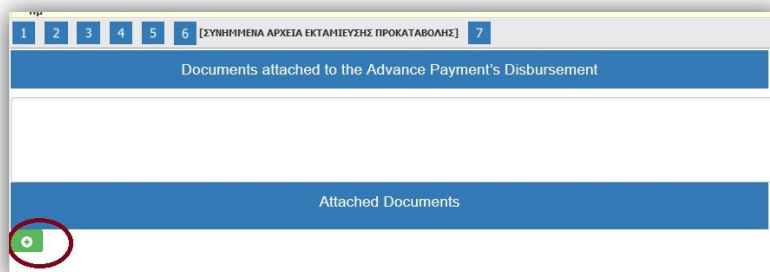
In **tab No.6**, named "**Attached Documents**", the user can attach any document relevant to the disbursement of the advance payment.


NOTE: the JS should attach the document (payment claim) that was sent to the Certifying Authority/Regional Development Fund requesting for the payment of the PBs advance.

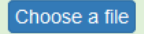
When the advance payment will be disbursed by the respective body, the JS will send the relevant document proving that the transaction has been completed, along with the project's/action's code number, to the MOU requesting to be attached in tab No.6 of the respective action. The JS will also send the correct data of the document

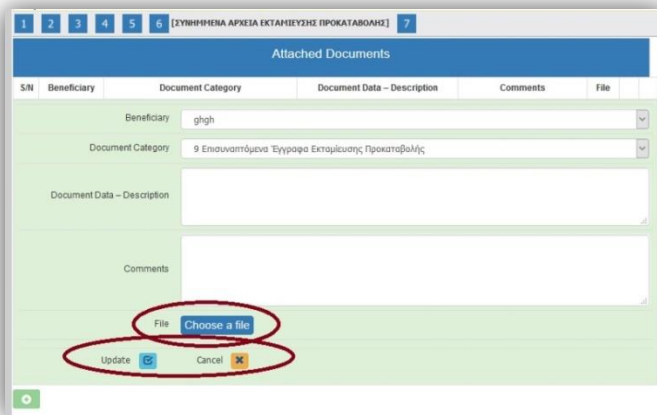
- Number of the Payment's financial Document
- Date of payment



to be added in tab No.5 of SAMIS.

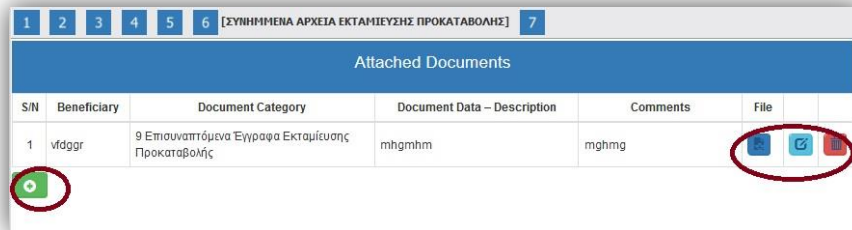






To attach a document click on the add new icon  and in the pop-up window that appears follow the steps:





- **Beneficiary:** select the beneficiary whom the disbursement concerns
- **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.

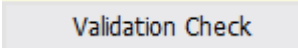


Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.



S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	vidggr	9 Επισυναπτόμενα Έγγραφα Εκταμίευσης Προκαταβολής	mhgmm	mghmg	   

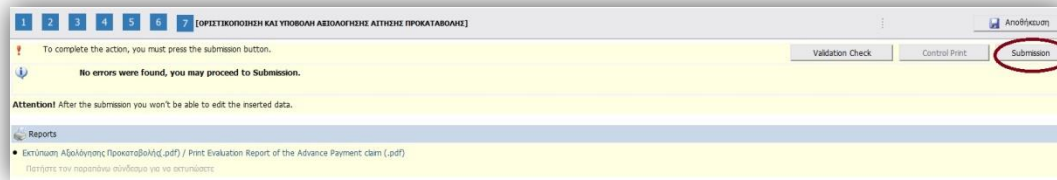
In the initial window of tab No.6, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon  and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on the Delete icon . If you wish to download an attached document, click on the download icon .

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

 button will be activated and the user will be allowed to submit the 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 Εκταμίευσης Προκαταβολής\(.pdf\) / Print Disbursement of the Advance Payment Report \(.pdf\)](#).



The user has to print the report generated by the system and send it via email (e-copy) to the Project Beneficiary in order to inform him that the procedure is completed in the system and to proceed to next actions/payment requests. Also, the JS has to send to the PB the official document that they receive from the Certifying Authority/ Regional Development Funds proving that the transaction has been completed.