



EUROPEAN UNION

5th Call

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

SAMIS MANUAL

Request for Verification

(For Project Beneficiaries)



NOTE:

Before requesting for verification in SAMIS, PBs should first:

- **1. Read Paragraph 13.3.2. INTERIM PAYMENTS of the Call document.**
- 2. Make sure that the AF in SAMIS is updated with all modifications approved by the Programme inserted in the system.
 - Enter SAMIS using the following link: <u>https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55</u>))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx
 - 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 <u>info ependyseis@mou.gr</u>. The password won't be the same as the one written in the email, since you were requested to change it once 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 as the 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.



- 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 "Request for Verification" from the list
 - **c.** In the next screen:
 - If your project appears in the list, click on its Project Code which is an active link and on the next screen click on the Δ Επεξεργασία/Edit link, found on the upper right side of your screen
 - ii. if your project does not appear in the list, you have to click on the icon a found at the upper right side of your screen (c).
 - **d.** From the list that appears, select the project proposal for which you wish to request a verification /certification



request and click on its "*Project Code"* which is an active link.



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Arguest Representic +	Kultuic Evipyras	Kadmic Tayro		Energelipsymp	Addit Employment		Th Balances	Hp/vis Tunplay;	Xpierre: Traplec	Hp/vis Opertoeseringmp;	Radorney, Communication	Kenierweg
darreg t	798274	IN1-GB-0001481	d d		0451221061	Grann	Bulgeria Sth Call	25/2/2019 4-01-10 pix	ABSADDY ABPOARTH	7/3/2018 8-44-49 rg	ABDABOY ABPOSITH	Evezappéve Aimpe Teoreneines
- Manufacture	827407	IN1G8-0013894	AAISTON		999627106	Grant	Bulgerie 3th Cell	19/10/2020 9-34-00	ASSAUCY ABPOLICH	18/10/2020 11-08-04	ADDADDY ABPOSITH	Exception
Minutes/Decisions	827411	INLE8-0012894	NAGOUNARD		129290476	Grania	Bulgeria Sth Call	14/10/2020 13-09-22	ASSAULT ABPOLITH	19/10/2020 11:56:33	ADAIDY ABPOLITH	Evelopping
New Submasses Wy Submasses	827548	19108-0012913	METEORA		811207079	Grania	Bulgeria Sh Call	21/10/2020 12:13:63	ASSAUCH ABPOARTH	25/16/2020 3-18-19 39	ADDAUDY ABPOLITH	Exception
Consients												
Advance Paument Claim												

- In the next screen, the user can:
 - **a.** see the SAMIS and MIS codes of the project proposal
 - **b.** select whether s/he requests for an interim or final request for payment
 - **c.** check if there is another verification/certification control in progress. <u>If that's the case, the system won't let the user submit the request.</u>¹
 - **d.** click on the Continue button to create the request and enter its content.



Code: 0	4a	
ere are no ongoing audit requests for the selected pr	ject - al options are available 4C	
ect the type of the new audit request:		
Request for Interim Payment		

¹ **!!ATTENTION!!:** Requests for verification and grant payments <u>cannot</u> be submitted simultaneously by both Beneficiaries participating in the project. The action must be completed for one beneficiary of the cooperative scheme before the second one submits his/hers request for verification. Same thing applies for interim and final requests for payments submitted by the same Beneficiary. A beneficiary cannot request for a final payment if an interim payment for him is not completed yet. For more information concerning Interim and Final payments please refer to paragraphs 13.3.2 and 13.3.3 of the Call document.

FINAL REQUEST FOR VERIFICATION: In SAMIS, only <u>one</u> request for final verification can be submitted at <u>project level</u>, final request made for both PBs; all other – prior requests submitted in SAMIS should be declared as interim. The PB that finishes his verifications first has to submit in SAMIS his <u>personal</u> final request for verification as an <u>interim</u> one.



INTERIM PAYMENT

The action of an interim verification request consists of eleven (11) steps-tabs and each step has its own subtabs.

Tab No.1, consists of eight (8) subtabs which are part of the project's Application Form (AF) in force.

No action is required by the user for subtabs No.1.1 – No.1.7. However, in **subtab No.1.8**, named "*Indicators*", the user has to add the achieved value of the indicator by the time s/he requests for a verification. To do so, s/he has to:

- a. click on the Edit icon 🥝
- **b.** insert the achieved value of the indicator
- **c.** click on the Update icon \blacksquare to save the inserted data.

	INDICATORS	
	Value	
CO01 - Productive investments: Number of enterprises receiving support	2,00	a
INDICATORS		×

#ATTENTION

The user does not have any edit right in subtabs No.1.1 – No.1.7. If s/he wants to correct/modify their content, s/he has to cancel this action and request for a modification of the Application Form. To do so, follow the steps:



- a. Go to the initial page by clicking on the selection "Request for Verification" 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 $\Delta \underline{A} \underline{K} \underline{U} \underline{\rho} \underline{\omega} \underline{\sigma} \underline{\eta}$ (**meaning Cancel**), found on the upper right side of the screen, in order to cancel the request for verification.

	Proposal (Up Root			
νίσχυση Δράστων πιχειρηματικότητας				
ράσεις Περιφερειών 🔫	General Information			Evépyezc/Actions
eader a	🔱 The proposal (AP) has	Enclapyada,Edt		
νίσχυση Παραγωγής ε	Project Code :	INIG8-0001481	195023	Automot
πτικοακουστικών Έργων	Enterprise :	ghgh		
nterreg 👘	VAT identification number :	123456003		Εκτυπώσεις
	Action type :	Αίτημα Προκατοβολής (Αίτηση Προκαταβολής)		Εκτύπωση Απήματος
Minutes Pacinose	Start User :	ΑΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ		Advance Payment Claim (.pd
New Submission	Start Date :	8/7/2020 12:10:28 µµ		
My Submissions	Assigned user :	mouadmin mouadmin		
	Completion Deadline :			
Complaints	Cancellation User :			
Advance Payment Claim	Cancellation Date :			
Request for Modification	Completion Date :			
Verification & Certification				
equest (Audit)	Last action data	Last action data		
o Objections	Action Type:	Started		
φάσας ΟΛΕΔ 😨	by the User:	mouadmin		
Α 4.2.2 - Μεταποίηση 💡 Γεωργικό σε Μη Γεωργικό)	Comments:	and a fragments are seen after		
ielpdesk a				
οηθητικά 😵				
cound .				

d. In the pop-up window that appears, the user has to click on the button "Anoθήκευση" (meaning Save), to cancel the verification request.



Σχόλια					
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Επισυναπτόμμενο α	ρχείο				
browse No Ti	e selected.				
斗 🗌 Na yive and	στολή ενημερωτικ	ού email για την εν	εργειά σος;		
Στον χρήστη σ	τον οποίο έχει γίνει	ι ανάθεση			
Να σταλεί στον	διαχειριστή της εν	έργειας			
Σε όλους τους	κρήστες του συστή	ματος που εμπλέκα	ονται στην συγκεκρι	μένη ενέργεια.	
				4	

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".

	Proposal (F) Data.			
Ενίσχυση Δράσεων Επιχειρηματικότητας	s			
Δράστος Περκρερεκών	General Information			Evépytec/Actions
eader	The proposal (AF) has	been cancelled		
νίσχυση Παραγωγής	* Project Code :	IN1G8-0003910	200154	Εκτυπώσεις
πτικοακουστικών Έργων	Enterprise :	KYANIDIS		Εκτύπωση Απήματος
nterreg	2 VAT identification number :	800402598		Advance Payment Claim (
	Action type :	Αίτημα Προκαταβολής [Αίτηση Προκαταβολής]		
Information	Start User :	ΑΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ		
New Submission	Start Date :	12/11/2020 8:56:41 mp		
My Submissions	Assigned user :	AGPOAITH AIGAIGY		
	Completion Deadline :			
Complaints	Cancellation User :	ΑΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ		
Advance Downest China	Cancellation Date :	16/11/2020 11:27:14 np		
g Adraite Paynerit Gain	Completion User :			
Request for Modification	2 Completion Date :			
Verification & Certification				
equest (Audit)	Last action data			
Objections	Action Type:	Cancel		
Δράσεις ΟΑΕΔ	by the User:	interregiol		
A 4.2.2 - Micronologi	Date:	16/11/2020 11:27:14 nµ		
Γεωργικό σε Μη Γεωργικό	A project modification is rec	pared before proceeding to the request of an advance payment		
ielpdesk	8	na na kalina na kalina na kalina da kalina da seria da se		
οηθητικά	¥.			
รงหน้				

Tab No.2 is not applicable for the Project Beneficiaries.

In **tab No.3** the user has to fill in only the first two (2) subtabs.



In subtab No.3.1, named "Investment's Implementation -

Modifications", the user has to click on the "Add new" icon and in the pop-up window that appears s/he has to answer and justify his/her answer to a list of questions concerning any possible modifications made in the investment plan, as well as the provided information concerning the Beneficiary requesting for a verification.

In the field "*Beneficiary*", select which one of the two Beneficiaries participating in the project requests for a verification.

NOTE: The Beneficiary is obliged to provide a relevant justification for the fields in which s/he has selected the option "NO" as an answer. The inserted data should concern <u>only</u> the beneficiary who requests for a verification.

				\frown		
			LEMENTATION - MODIF			
The Beneficiary is	s obliged to pro	vide a relevant justification f	or the fields in which s/he has sele	cted the "NO" option.		
1. A Beneficiary	re the Beneficia	ry's name and distinctive tit as i	le identical to those mentioned in n force?	the approved AF, Comments	Remarks	

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



Representative the same person with the one ntioned in the approved AF, as in force? Comments/Remarks		
	[5] Beneficiary's Project Manager	
. Is the Beneficiary's Project nager the same person with the one mentioned in the approved AF, as in force?	an.	
Comments/Remarks		
2. Is the Beneficiary's Coordination and communication Manager the same person with the one ntioned in the approved AF, as in force?		

In subtab No.3.2, named "Investment's Implementation -

Physical Object", the user has to click on the "Add new" icon on a pop-up window appears, in which:

- **a.** in the field "*Beneficiary*", the user has to select which one of the two Beneficiaries participating in the project requests for a verification.
- **b.** The user has to provide a brief description of the overall operational progress made in the implementation of the project until the submission of the present request for verification.
- **c.** The user has to provide a justified answer to a list of questions concerning the implementation of the project.

NOTE: The Beneficiary is obliged to provide a relevant justification for the fields in which s/he has selected the "NO" option as an answer. The inserted data should concern <u>only</u> the beneficiary who requests for a verification.



3.1 Υλοποίηση	της Επένδυσης(1) 3.2 Υλοποίηση της Επένδυσης(2) 3.3 Υλοποίηση της Επένδυσης(3) 3.4 Υλοποίηση της Επένδυσης(4)	3.5 Ενότητες Εργασίας	3.6 Παραδοτέα
	INVESTMENT'S IMPLEMENTATION - PHYSICAL OBJEC		
The Benefic	ary is obliged to provide a relevant justification for the fields in which s/he has selected the "NO" option.		
Beneficiary	1. Brief description of the overall operational progress made in the implementation, until the submission of the pre- request.	esent 🔳	

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.

INVESTMENT'S IMPLE	MENTATION – PHYSICAL OBJECT	>
Beneficiary		
1. Brief description of the overall operational progress made in the implementation, until the submission of the present request.		
2. The physical object implemented is according to		
the one approved as in force?		
3. Have all the required	*	
approval of small-scale works, etc.) been issued for the implementation of the investment's activities?		
Comments/Remarks		
4. Is the equipment supplied		

Step-tab No.4 is not applicable for INTERREG projects.

Step-tab No.5 consists of two (2) subtabs.

Subtab No.5.1, named "*Analysis of the Investment Plan* (*Project*) *by Category of Eligible Expenditure According to the AF in Force*", is informative. The user can see for each Beneficiary the list of all the expenditures declared in the Application Form of the project. Click on the icon is to expand the table of expenditures for each Beneficiary.



ACCORDING TO THE AF IN FORCE							
Beneficiary	Eligible Expenditure Category	Aid intensity (%)	Eligible amount (€)	Non- eligible amount (€)	Amount of VAT (€)	Public Expenditure (€)	
ghgh	1.5 - Construction/remodelling of existing buildings.	65,00	200.000,00	0,00	4.800	130.000,00	
vfdggr	2.5 - Transport vehicles and equipment (e.g. transport dollies, pallet jacks, fork lifts, non-floor damaging rollers, protective equipment for the transport staff, fire extinguishers, equipment necessary for the transport of danaperous materials, etc.)	65,00	150.000,00	0,00	3.600	97.500,00	

In **subtab No.5.2**, named "*Expenditures*", the user has to click on the Add new icon on and a new pop-up window appears.

Make sure that you read the instruction given in the information section of the window. If you cannot see the text, click on the Information icon \bigcirc to expand the text.

NOTE: The PB should edit ONLY his/hers expenditures and **should <u>NOT</u>** modify any of the expenditures that appear in the list and concern the other Beneficiary.

- The Benefi	ciary, when insert	ing the exp	enditures, shoul	d ensure	that the q	uantitative and percentage restriction	ons of the Call are met	of the
proposal, rec	quires the submis	sion of a se	eparate request	for modif	fication	Technical specifications	Investment	
Category of	Measurement unit	Quantity	Description of	Unit Value	Serial Number	(concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.)	Compatibility Documentation and Cost Reasoning Confirmation	

In the pop-up window, the user has to select from a list each expenditure s/he wants to include in his/hers request for verification, and provide some data concerning this expenditure:

- **Category of expenditure:** select from the list. Make sure that you select only expenditures that concern the Beneficiary requesting for a verification.
- **Measurement unit:** select from a list the measurement unit that corresponds to the selected category of expenditure.



- **Quantity:** add the quantity of the acquired units.
- **Description of expenditure:** provide a short description of the selected expenditure (type, use, price, purpose etc.)
- Unit Value: insert value/price per unit in €
- Serial Number: insert the serial number of the selected expenditure
- Technical specifications (concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.): provide a short description of the technical specs of the acquired asset
- Investment Compatibility Documentation and Cost Reasoning Confirmation: This field is not obligatory to be filled in by the Beneficiary.

Click on the Update icon 🖆 to save the inserted data or on the Cancel

icon to exit the window **without** saving your data. Repeat the same procedure for each expenditure you wish to include in the request for verification.

EXPENDITURES		×
Category of expenditure		
Measurement unit	Without measurement unit	
Quantity		
Description of expenditure		
Unit Value		
Serial Number		
Technical specifications {concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.}		
Investment Compatibility Documentation and Cost Reasoning Confirmation		

In the initial window of **subtab No.5.2**, click on the icon \blacksquare to expand the content of the subtab or on the Edit icon \blacksquare to modify the inserted



expenditure and its data or the Delete icon $\widehat{\blacksquare}$ if you wish to delete the entry.

NOTE: The PB should edit/delete <u>ONLY</u> his/hers expenditures and **should NOT** modify any of the expenditures that appear in the list and concern the other Project Beneficiary.

				EXF	PENDITU			
- The Benefi - The variation proposal, rec	ciary, when insert on per category o quires the submis	ing the ex if expendit sion of a s	penditures, shou ure as well as th eparate request	id ensur e additio t for mod	re that the q in of a new o lification	uantitative and percentage re alegory of expenditure, not p	strictions of the Cali are rovided during the subm	met ission of the
Category of expenditure	Measurement unit	Quantity	Description of expenditure	Unit Value	Serial Number	Technical specifications (concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.)	Investment Compatibility Documentation and Cost Reasoning Confirmation	
Catego	ry of expenditure	1.5 - Co	instruction/remo	delling o	f existing bu	ildings (Δικαιούχος ghgh, Συ	талко́: 200.000,00 €)	
	Measurement uni	Without	measurement u	nit				
	Quantity	6					1,00	
Descriptio	on of expenditure	hhnf						
	Unit Value						50.000,00	0
	Serial Number	1						
Techni (con software, m exhibitions, re	ical specification cerns equipment eans of transport printed material ports/studies etc.	fgbgfng	n					\smile
Investm	ent Compatibility entation and Cos	nginmm	n					

When you delete an entry the following pop-up window appears in which you are asked to confirm the deletion of the entry. If you are sure, click on the button \bowtie (meaning **Yes**) to delete the entry, otherwise click on the button \bowtie (meaning **No**) to keep the entry.

Επιβεβαίωση	×
Επιθυμείτε Διαγραφή;	
	Natox

Step-tab No.6 consists of two (2) subtabs.



In **subtab No.6.1**, named "*Invoices*", the user has to insert the invoices and link them to the expenditures s/he entered in subtab

No.5.2. Click on the Add new icon **O** and a new pop-up window appears.

NOTE: The PB should edit ONLY his/hers invoices and **should NOT** modify any of the invoices that appear in the list and concern the other Project Beneficiary.

To be able Type of invoice	to link the exp Invoice Number	enditure to a Issue Date	in invoice, click on the check bo Supplier's VAT/ TIN (Tax Identification Number)	x "USE", in th Supplier	value Value without VAT	vpenditure to I Value with VAT	Will the invoice be paid with Escrow?	IBAN Escrow	BIC	Type of Accounting Books	Type of Registration	Registration Date	Comments	
			(Color personnelle, Color (Color de Color de C				300 XX 121 XX 124 XX 124 XX		1000 524400				(0

In the pop-up window, the user has to insert the required information:

- **Type of invoice:** select form the list the type of the invoice
- **Invoice Number:** insert the number of the invoice
- **Issue Date:** insert the date on which the invoice was issued
- **Supplier's VAT/ TIN:** insert the supplier's Tax Identification Number
- **Supplier:** insert the supplier's name
- Value without VAT: insert in euros the invoice's value without VAT. NOTE: The value of the invoice without VAT should be equal or greater than the total selected expenditure to which the invoice is linked.
- Value with VAT: insert in euros the invoice's value with VAT included
- Will the invoice be paid with Escrow?: NOTE: this field should <u>NOT</u> be selected (checked) since payments with Escrow <u>are not applicable</u> for this Call.
- **Type of Accounting Books:** select from the list. If the user chooses the option "Other", s/he has to clarify his answer in the field "Comments".



- **Type of Registration:** select from the list. If the user selects the option "Other", s/he has to clarify his answer in the field "Comments".
- **Registration Date:** insert the date on which the invoice was registered to the accounting books.
- **Comments:** add any additional information concerning the specific invoice inserted in the system.
- Link Expenditure to a Purchase Invoice: The user has to link the invoice to the expenditures s/he inserted in the previous subtab. In order to do so, s/he has to tick the corresponding expenditures from the list that appears at the end of the pop-up window. <u>NOTE</u>: In case the unit value in the document is not the same as the value of the expenditure, it (this value) should be indicated in the corresponding field "Unit Value".

NOTE: In case the inserted invoice is linked to more than one expenditure, the user has to select from the list all the expenditures to which the invoice is linked. Respectively, in case an expenditure is paid with more than one invoice, in the system this expenditure should be linked to all invoices with which it is paid. However, each invoice should be inserted only once in the system!



Type of invoice	SUPPLY OF SERV	/ICES INVOICE							
Invoice Number	1								
Issue Date	4								
Suppliar's VAT/ TW /Tay	120570750								
Identification Number)	1300/0/09								
Supplier	DIGIT								
Value without VAT	50	.000,00							
Value with VAT	62	.000,00							
Will the invoice be paid with Escrow?	Ø -								
IBAN Escrow									
BIC Escrow									
		Accounting R	egistration D	ata				(6
Type of Accounting Books	BOOKS CATEGO	RY C			~			,	Ľ
Type of Registration	REVENUE-EXPEN	DITURE BOOK	~						
Registration Date	01/12/2020								
Comments									
Link Expenditure to a Purchase Invoice									
		Measureme		Malua	Hee	Oursetitu	Unit Malue	Mahua	

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

In the initial window of **subtab No.6.1**, click on the icon 🗉 to expand the content of the subtab or on the Edit icon 🗹 to modify a specific inserted invoice or the Delete icon 💼 if you wish to delete the entry. To add a new invoice, click on the Add new icon 💿 and repeat the above steps.

NOTE: The PB should edit/delete <u>ONLY</u> his/hers invoices and <u>should</u> **NOT** modify any of the invoices that appear in the list and concern the other Project Beneficiary.



								INVOIO	CES 0							
in he shi	ie to link the e	mandhira	to an involce, click on i	he check ho	TISE IN THE	able 1 ink 5	Visandi	ure to inunice'	16							_
ype of	Invoice	Issue	Supplier's VAT/ TIN	(Tax	Value	Value Value	e 1	Vill the invoice	be IBA	N BIC	Type of Accounting	Type of	Registration	Commente		
intoise	mannum	Lieve	And the second second	The star	and waters	or or place			arr Laur	Lacion	DOORE	negratiation	Lane	Commence		
				type of any	NCE SUPPLY	OF SERVIC	CO II W	UNCE								
				Invoice lium	ber 1											
				Issue (ute 02/11/20	20										
			Supplie	fication Num	Tax 1385787 Her)	69										
				Supp	ter DIGIT											
			v	alue without	/AT	3	50.000,0	00								
				Value with	6AT	1	32.000.0	00								
			Will the inv	bice be paid v Escre	with and a										_	-
						Aco	ounting	Registration D	iata -						6	
			Type of A	ccounting Bo	NA BOOKS	ATEGORY	с								6	
			Тур	e of Registra	ion REVENI	E-EXPEND	TURE	BOOK								
				legistration (late 01/12/20	20										
				Comme	nts											
			Link	Expenditure Purchase Inve	to a rice											
	Expe	nditure	Quantity	Measurems Unit	Unit Value	Value	Use	Quantity	Unit Value	Value						
1	3	tinit.	1,00	Xupc yovoda ycranotic	60.000,00	50.000,00		1,00	50.000.00	50.000,00						
															-	

When you delete an entry the following pop-up window appears in which you are asked to confirm the deletion of the entry. If you are sure, click on the button \bowtie (meaning **Yes**) to delete the entry, otherwise click on the button \bowtie (meaning **No**) to keep the entry.

Επιβεβαίωση	×
Επιθυμείτε Διαγραφή;	
	Nation

Subtab No.6.2, named "*Expenditures – Invoices*", is informative. The table of the expenditures included in the request for verification with their linked invoices is provided. Click on the icon is to expand the table of each expenditure.



Category of Expenditure	Description	1	Quantity		Unit Price	Value
	Category of Expenditure	1.5 - Construction/rem €)	odelling of existing	buildings. (Δικαιούχ	ος: ghgh, Συνολικό: 200.000,00	
	Description	hhnf				
	Quantity				1,00	
	Unit Price				50.000,00	
	Value				50.000,00	C
	CID_PurchaseVouchers					(🗖
Αρ. Τιμολογίου	Όνομα Προμηθευτή	Ποσότητα	Τιμή Μονάδας	Συνολική Αξία	invoice lin	ed to the
1 1	DIGIT	1	\$0.000,00	50.000,00		
2				50.000,00	expenditur	re
Construction/remodeling of						_
2	(6797)			50.000,00	expenditu	e
Construction/remodelling of						

Step-tab No.7 consists of two (2) subtabs.

In **subtab No.7.1**, named "*Payments*", the user has to insert the payments s/he has made and link them to the invoices inserted in subtab No.6.1. To do so, click on the add new icon 🙆.

NOTE: The PB should edit <u>ONLY</u> his/hers payments and **should NOT** modify any of the payments that appear in the list and concern the other Project Beneficiary.

ne issue (date of the payment docu	ments must t	e equal to or later t	than the pro	ject's submissi	on date			
Payment	Number of Payment	Payment	Bank / Invoice	Bank	Payment	Type of Accounting	Type of	Registration	Comments
Type	Invoice	Date	Issuer	Name	Amount	Books	Registration	Date	

In the pop-up window that appears the user has to insert the required information:

• Payment Type: Select from the list.



- **Number of Payment Invoice:** insert the number of the payment invoice
- **Payment Date:** Insert the date on which the invoice was paid
- **Bank / Invoice Issuer:** select from the list. If the name of the Bank is not included in the list, select the option "Other" and in the new field "Bank Name" that appears, insert the name of the Bank Issuer.
- **Payment Amount:** Insert the amount of the payment which should be linked to at least one of the purchase invoices inserted in subtab No.6.1. Also, the Payment Amount must be equal to or greater than the total amount of the selected purchase invoices. (see NOTE below)
- **Type of Accounting Books:** Select from the list. If the user selects the option "Other", s/he has to clarify his/hers answer in the field "Comments".
- **Type of Registration:** Select from the list. If the user selects the option "Other", s/he has to clarify his/hers answer in the field "Comments".
- **Registration Date:** Insert the date on which the payment invoice was registered to the accounting books.
- **Comments:** add any additional comment relevant to the specific payment.
- Link Payment Voucher to Purchase Voucher: The user has to link the payment to the invoices inserted in subtab No.6.1. In order to do so, s/he has to tick the corresponding invoices from the list that appears at the end of the pop-up window. <u>NOTE</u>: In case the net value of a document is not the same as the value of the expenditure, it (this value) should be indicated in the corresponding field "Value".

<u>IINOTE</u>: In case the payment is linked to more than one invoice, the user has to select from the list all invoices to which the payment is linked.



Payment	Number of	Payment	Bank / Invoice	Bank	Payment	Type of Accounting	Type of	Registration			
Туре	Payment Invoice	Date	Issuer	Name	Amount	Books	Registration	Date	Comments	_	
	1	Payment Type	DEPOSIT IN S	UPPLIER'	S ACCOUNT						
	Number of Pay	ment Invoice	1								
		Payment Date	04/12/2020								
	Bank / I	nvoice Issuer	ΑΛΦΑ ΤΡΑΠΕΙ	AAE.							
	Payr	ment Amount		13	6.400						
				Account	ing Registratio	o Data					
	Turns of Asso	unting Rooks		ECOPYO	1						
	Type of Acco	unting books	LEDGER (CA	EGORTO	1					-	
	Туре о	f Registration	OFFSETTING								
	Reg	istration Date	04/12/2020							~	29
		Comments	1 payment bo	th invoices							
	Link Payme Purcl	nt Voucher to hase Voucher						-	_		
	Purchase Vouche	er 1	lumber Issu	e Date	S	upplier Name	Value	Use	Value		
1 TI	ΜΟΛΟΓΙΟ ΠΑΡΟΧΗΣ ΥΠ	ΗΡΕΣΙΩΝ	1 02/1	1/2020		DIGIT	62.000,00	62	2.000,00		
2	ТМО∧огю		2 01/1	2/2020		test2	74.400,00	2 74	4.400,00		

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

In the initial window of **subtab No.7.1** click on the icon 🗉 to expand the content of the subtab or on the Edit icon 🗹 to modify a specific inserted payment or the Delete icon 💼 if you wish to delete the entry. To add a new payment, click on the Add new icon 💿 and repeat the above steps.

NOTE: The PB should edit/delete <u>ONLY</u> his/hers payments and <u>should</u> **NOT** modify any of the payments that appear in the list and concern the other Project Beneficiary.

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Payment Type	Number of Payment Invoice	Payment Date	Bank / Invo Issuer	ice Ban Nam	k Payment e Amount	Type of Accounting Books	Type of Registration	Registration Date	Comments		
		Payment Type	DEPOSIT	N SUPPLIE	ER'S ACCOUNT						
	Number of Pa	yment Invoice	1								
		Payment Date	04/12/202)							
	Bank /	Invoice Issuer	ΑΛΦΑ ΤΡΑΙ	IEZA A.E.							
	Pay	ment Amount			136.400						
				Acco	unting Registrati	on Data					
	Type of Acc	ounting Books	LEDGER (CATEGOR	(C)			1			
	Time	of Registration	OFESETTI	uc						-	-
	iype (oi negistration	04/10/000	10							6
	ке	gistration bate	04/12/2021							-	
		Comments	1 payment	both invoid	285						
	Link Payme Purc	ent Voucher to chase Voucher									
	Purchase Vouch	er I	umber Is	sue Date		Supplier Name	Value	Use	Value		
1 TI	ИОЛОГІО ПАРОХНЕ УТ	ΤΗΡΕΣΙΩΝ	1 0	2/11/2020		DIGIT	62.000,00	S 62	000,000		
2	τιμολογίο		2 0	1/12/2020		test2	74.400,00	2 74	.400,00		

When you delete an entry the following pop-up window appears in which you are asked to confirm the deletion of the entry. If you are sure, click on the button \bowtie (meaning **Yes**) to delete the entry, otherwise click on the button \bowtie (meaning **No**) to keep the entry.

Επιβεβαίωση	×
Επιθυμείτε Διαγραφή;	

Subtab No.7.2, named "*Invoices – Payments*", is informative and provides the tables of the payments made by the PB and the invoices to which they are linked. Click on the icon is to expand the table of each payment.

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		-					-			
Invoice Type	Invoice Number	Escrow	Issue [Date 5	Supplier N	er's VAT/ TIN lumber	Value w	rithout VAT	Value with V	AT
		Invoice Type	UPPLY OF SERVICI	ES INVOICE						
	In	voice Number 1								
		Escrow								
		Issue Date 0	2/11/2020							
		Supplier [IGIT							
	Supplier's VA	T/ TIN Number 1	38678769							
				_						
	Volu	e without VAT	5	0.000.00						1
	Valu	e without VAT	5	2 000 00						(
	Valu- V	e without VAT	6	0.000,00						(
	Valu V Σύνδεση	e without VAT falue with VAT με Πληρωμές	6	0.000,00 2.000,00						(
	Valu Σύνδεση Τύπος Πληρω	e without VAT falue with VAT με Πληρωμές ιμής	5 Αριθμός Παραστατικού Πληρωμής	0.000,00 2.000,00 Ημερομηνία Πληρωμής	Τράπεζα	r NA	Ίοσό Ιρωμής	Ποσό Πληρωμή Παραστατικ	Ìς κού	(
1	Υαίν Σύνδεση Τύπος Πληρω ΚΑΤΑΘΕΞΗ ΣΕ ΛΟΓΑΡΙΑΣΙΜ	e without VAT falue with VAT με Πληρωμές ιμής Ο ΠΡΟΜΗΘΕΥΤΗ	5 Αριθμός Παραστατικού Πληρωμής 1	0.000,00 2.000,00 Ημερομηνία Πληρωμής 04/12/2020	Τράπεζα ΑΛΦΑ ΤΡΑΠΕΖΑ Α.	E. 136	Ιοσό ιρωμής	Ποσό Πληρωμή Παραστατικ 62.000,00	Ìς κού	(
1 2	ναίυ Σύνδεση Τύπος Πληρω ΚΑΤΑΘΕΞΗ ΣΕ ΛΟΓΑΡΙΑΣΜ	e without VAT falue with VAT με Πληρωμές μής ο προμηθεντη	5 Αριθμός Παραστατικού Πληρωμής 1	0.000,00 2.000,00 Ημερομηνία Πληρωμής 04/12/2020	Τράπεξα Αλιφά ΤΡΑΠΕΖΑ Α.	E. 136	Ίοσό Ίρωμής 1.400,00	Ποσό Πληρυρή Παραστατι 62.000,00 62.000,00	hs koù 0	(
1 2	ναίν Σύνδεση Τύπος Γίληρω ΚΑΤΑΘΕΞΗ ΣΕ ΛΟΓΑΡΙΑΞΙΜ	e without VAT Alue with VAT με Πληρωμές μιής Ο ΠΡΟΜΗΘΕΥΤΗ	5 Αριθμός Παραστατικού Πληρωμής 1	0.000,00 2.000,00 Ημερομηνία Πληρωμής 04/12/2020	Τράπεζα Αλφά ΤΡΑΠΕΖΑ Α	E 136	Ιοσό]Ρωμής 1.400,00	Ποσό Πληρωμή Παραστατικ 62.000,00 62.000,00	hs koŭ D	(

Step-tab No.8 consists of two (2) subtabs.

Subtab No.8.1 is not applicable.

Subtab No.8.2 is informative and provides the user with a table including all financial data inserted in the request for verification. The blue colums indicate the budget per category of expenditure according to the application form in force and the green ones the budget per category of expenditure according to the invoices inserted in the system.

		Beerland an and	κατηγορίες ενεργε	JUDY		n and an a second second second	(
	Προσπολογισμος Βασει Ενταξής				Προυπολογισμος Βασει Παραστατικων			
Category of Expenditure	Total amount (€)	Eligible amount (€)	Percentage of Public Expenditure (%)	Public Expenditure (€)	Total amount (€)	Eligible amount (€)	Percentage of Public Expenditure (%)	Public Expenditure (€)
			ghgh					
1.5 - Construction/remodelling of existing buildings.	200.000,00	200.000,00	65,00	130.000,00	110.000,00	110.000,00	65,00	71.500,0
			vfdggr					
2.5 - Transport vehicles and equipment (e.g. transport dolles, pallet jacks, fork lifts, non-floor damsging rollers, protective equipment for the transport staff, fire extinguishers, equipment necessary for the transport of dangerous materials, etc).	150.000,00	150.000,00	65,00	97.500,00	0,00	0,00	65,00	0,0
		1	Ευνολικός Προϋπολο	γισμός				
	350.000.00 €	350.000.00 €		227 500 00 €	110 000 00 F	110 000 00 F		71,500.00

Tab No.9 consists of four (4) subtabs and they are filled in only in case the beneficiary requesting for an interim verification has



received an advance payment for the project. If you haven't requested for/received an advance payment, move on to tab No.10.

Subtab No.9.1, named "**Decreases**", consists of two tables. In the first table the user may see the "Guarantee/Promissory Notes Information", as it was inserted during the action Advance Payment Claim.

In the second table "Decreases", the beneficiary has to insert the amount of the advance payment he received, in order to be deducted from the total amount s/he requests for interim payment.

Click on the add new icon 💽.

Beneficiary	Number	Issuer	In whose favor does the guarantee/ promissory notes exist?	Validity Duration (in months)	Issue Date	Guarantee Amount (€)
			DECREASES	6		
-For Rese the return grant?* se - ATTENTI interim pa	arch and [of the lette lect the op ON: For er yment	Disseminati r of guarant tion "Not re- iterprises, tl	on of Knowledge Institutions that have receive ee for advance payment or the maintenance (quired" if a guarantee note was not required he advance payment shall be offset by the intr	ed an advance payment/ pr of the guarantee note for ac erim payment or the repayr	e-financing: dvance paym nent of the p	In the field "Do you wish ent and the receipt of a roject in case there is no
	Ima	airments A	mount of Letters of Guarantee / Pre-financing	g (for Research and Disser	nination of K	nowledge

In the pop-up window that appears, the user has to insert the following data:

- **Beneficiary:** select from the list the beneficiary that requests for an interim payment and who has received an advance payment.
- Do you wish the return of the letter of guarantee for advance payment or the maintenance of the guarantee note for advance payment and the receipt of a grant?:



select one of the provided answers (Remain/Return/Not required), according to your case.

- Impairments Amount of Letters of Guarantee / Prefinancing: Insert in euros the amount received as advance payment and will be returned to the Programme.
- **Comment:** add any additional comment

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

In **subtab No.9.2**, named **"Any Penalties / Offsetting Corrections"**, <u>the user (PB) should NOT take any action</u>. It concerns the controller and it is about corrective actions that affect the final amount that the beneficiary will receive (e.g. penalties according to the rules of the Call, corrections due to ineligible expenses that were found after the disbursement of previous payments and should be corrected during the check of the current request for payment etc).

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In **subtab No.9.3**, named "*Aid / Grant Calculation*", an informative financial table is provided, concerning the whole investment plan/project. Click on the icon is to expand the content of the table.

Total Budget	Granted Budget	Public Financing
	Current Financing Scheme	
	Total Budget	350.000,00
	Granted Budget	350.000,00
	Public Financing	227.500,00
	Advance Payment	
	Total Amount of Letters of Guarantee	0,00
Amount of Pres	vious Decreases of Letters Guarantee	0,00
	Balance of Guarantee Notes	0,00
	Balance of Advance Payment	0,00
	Any Previous Certifications	
	Certified Total Budget	0,00
	Certified Total Budget (Escrow)	0.00

Subtab 9.4 is not applicable.

In **tab No.10**, named "*Attached Documents*", the user has to <u>attach</u> any supporting document (invoices) required for the verification, as well as the documents listed in annex X of the Call document. <u>In</u> addition, the PB should attach the accounting statements/ entries that correspond to the expenditures that are submitted for verification.





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

- **Beneficiary:** select the beneficiary who requests for a verification
- **Document Category:** it is preselected
- Document Data Description: insert a short destription about the attached document (is it a payment invoice, a purchase invoice, which expenditures does it concern etc.)
- **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 should 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.





In the initial window of tab No.10, 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 $\fbox{}$. If you wish to download an attached document, click on the download icon .



In the **last tab No.11**, the system has to run a validation check, by clicking on the <u>Validation Check</u> link, to confirm that all necessary fields have been filled in correctly by the user.

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Please click on the button "Validation Check" to confirm that all necessary fields have t	een filled in Val	idation Check	
			1
Reports			
r Reports ລ່ານັກພວກ, Απήματος (.pdf)			

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 Submit",* the **"Submission"** link will be activated and the user will be allowed to sumbit his/hers request for a verification.

No errors were found, you may proceed to S	ubmission Submission
Πληροφορίες	
[6.1] According to the current and any prev [6 PROGRESS IN THE IMPLEMENTATION	ious requests, the total amount of decrease of advance payment is 0 E and the total amount of guarantee notes' inpairments is also 0 E 1 OF THE PHYSICAL AND FINANCIAL OBJECT – CALCULATION OF AID/GRANT] The sum of Previous Payments and of the Requested Public Expenditure: 54,29 % of the Approved Public Expenditure
Reports	

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

The user may print/download the pdf of the submitted request for a verification as it is generated by SAMIS system, by clicking on the link <u>Εκτύπωση Αιτήματος (.pdf)/ Print Request for Verification.</u>

The user has to sign/stamp the printed report and send it via email to the following recipients: the Lead Beneficiary of the project (in case of a PB), the Joint Secretariat (Project Officer and JS Coordinator), the controller (FLC), Unit C of the MA (<u>mee.interreg@mou.gr</u>) and the Bulgarian National Authority (for Bulgarian PBs).



FINAL REQUEST FOR VERIFICATION:

In SAMIS, only one request for final verification can be submitted at project level, final request made for both PBs; all other – prior requests submitted in SAMIS should be declared as interim. The procedure followed in the system is the same as the one for a request for an interim verification with some differences that are described below.

The PB that finishes his verifications first, has to submit in SAMIS his personal final request for verification as an interim one. In addition, s/he will have to fill in/sign/stamp the word document "*Final Request for Verification*" - provided by the JS and attach it to SAMIS when submitting his last request for verification, along with all extra required documents for the closure of his verifications.

FINAL PAYMENT

(In the case of a project completion, decommitment or withdrawal.)

In case the project beneficiary wants to submit a request for a final verification, s/he has to select the option "Request for Final Payment" in the initial screen of the menu (seen below) and click on "Continue". **NOTE:** Select the option final payment request when this is the final request made for both PBs, <u>final at project level.</u>

	90		
roject Code:	IN1GB-0001478		
IS Code:	0		
here are no ongo	ng Control requests for the selected project - all options are available		
Select the type of ORequest for Ir	the new Control request:		
Request for Fi	al Payment		
			-
			Contr

The content of this action (tabs and subtabs) is the same as the content of the action request for an interim payment.



The only difference is that in **subtab 1.1**, named "Type of Action",

the user has to click on the add new icon \bigcirc and in the pop-up window that appears, s/he has to select one of the three provided options: <u>completion</u>, decommitment, withdrawal, according to the case that applies. For the closure of a project the option "completion" should be selected.

	Type of Action		
	VERIFICATION REQ	UEST DATA	
MIS Code	VERIFICATION REQ	UEST DATA Request Serial Number	

For the next tabs/subtabs, follow the steps described above for an interim payment. The only difference is that the user also has to fill in two extra subtabs No.3.3 and No.3.4.

In **subtab No.3.3**, named "*Special data for the implementation and completion of the physical and financial object*", the user has to click on the add new icon on the pop-up window s/he has to fill in the following fields:

- **Beneficiary:** select from the list
- The sanctions of paragraph 1 of article 40 of Law 4488/2017 (A137 / 13.09.2017) have not been imposed to the Beneficiary's enterprise.: select from the list one of the option (Yes/No)
- **Remarks:** add any additional remark if needed



	Ενίσχυση Ε	πιχειρηματικότητας				
Ενίσχυση Δράσεων 😵 Επιχειρηματικότητας	Οδηγός ενέρ	γείος Αίτηση Τελικού	ύ Έλεγχου (Αίτημα Τελικής Καταβολή	ς Ενίσχυσης (Ελέγχου)] για την πρότ	αση με κωδικό: [ΙΝ1GB-0003894] /	RISTON HE AOM
Δράσεις Περιφερεκών 🛞	1/6/2021	9:44:43 nµ . H ενά	τργεια είναι ανατεθειμένη στο χρήστη:	ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ		
Leader 😵	1 2 .	I TAOUOTHTH LH	IZ ENENAYZHZJ 4 5 6	7 8 9 10 11		
Ενίσχυση Παραγωγής 💡	3.1 Υλοποίηση	της Επένδυσης(1)	3.2 Υλοποίηση της Επένδυσης(2)	3.3 Υλοποίηση της Επένδυσης(3)	3.4 Υλοποίηση της Επένδυσης(4)	3.5 Evóτητες E
Οπτικοακουστικών Έργων	SPECIA	L DATA FOR	THE IMPLEMENTATION	AND COMPLETION OF T	HE PHYSICAL AND FINA	NCIAL
interreg 🌸			c	BJECT 🚺		
Information Minutes/Decisions New Submission	The Benefic	iary is obliged to pr	rovide a relevant justification for the	fields in which s/he has selected th	ne "NO" option.	
Wy Submissions	Beneficiary	1. The sanctions of	f paragraph 1 of article 40 of Law 44 Beneficiar	88/2017 (A137 / 13.09.2017) have n y's enterprise.	ot been imposed to the Remarks	
😝 Complaints					(
🍑 Advance Payment Claim						
😝 Request for Modification						
😝 Request for Verification						
Δράσεις ΟΑΕΔ 😵						
Helpdesk (8)						
Βοηθητικά 😵						
Frankh						

	Beneficiary	 ~		
1. The san	ctions of paragraph 1	 ~		
(A137	13.09.2017) have not			
Bei	neficiary's enterprise.			
	Remarks		-	

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



In **subtab No.3.4,** named "*Questions for the final payment*", the user has to click on the add new icon and in the pop-up window, s/he has to provide a justified answer to a list of questions concerning the completion of the project implementation and the final payment.

1 2 3 [УЛОПОІНЕН ТНЕ	E ΕΠΕΝΔΥΣΗΣ] 4 5 6 7 8 9 10 11
3.1 Υλοποίηση της Επένδυσης(1)	3.2 Υλοποίηση της Επένδυσης(2) 3.3 Υλοποίηση της Επένδυσης(3) 3.4 Υλοποίηση της Επένδυσης(4) 3.5 Ενότητες Ε
	QUESTIONS FOR THE FINAL PAYMENT
The Beneficiary is obliged to pro	wide a relevant justification for the fields in which s/he has selected the "NO" option
	Beneficiary
	\sim

. Is there an operating license	YES	~
in force or exemption where		
required, which includes the		
granted activity, in the context		
investment?		
Demerke		
Kemarks		
5. Is there infrastructure to	YES	
for people with disabilities?		\smile
Remarks		
Are the minimum restrictions	YES	~
as mentioned in Section 7.		
ELIGIBLE TYPES OF		
INVESTMENTS of the Call		
observed?		

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



The Beneficiary is obliged to provide a relevant justification for the fields in which s/he has selected the "NO" option				
	Beneficiary			
Beneficiary	ARISTON			
1. The request for Final Verification-Certification was	YES			
submitted in electronic format				
vithin the time period specified in the Call.				
Remarks				
2. Is the project complete and	YES			
operational and does it meet				
the objectives of the programme?				
Remarks				
3. Is the implemented and	YES			
ertified Financial Object within				
the limits specified in the Call?				
Remarks				
4. Is there an operating license	YES			
in force or exemption where				
required, which includes the				
granted activity, in the context				
investment?				
Remarks				
5. Is there infrastructure to	YES	(📰 🕜 盾		
minimize the access barriers		E		
for people with disabilities?				

In the initial window of subtab No.3.3 click on the edit icon \square to edit your answers or on the delete icon \square to delete the whole table.

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