

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

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

**SAMIS MANUAL**

**Request for Verification**

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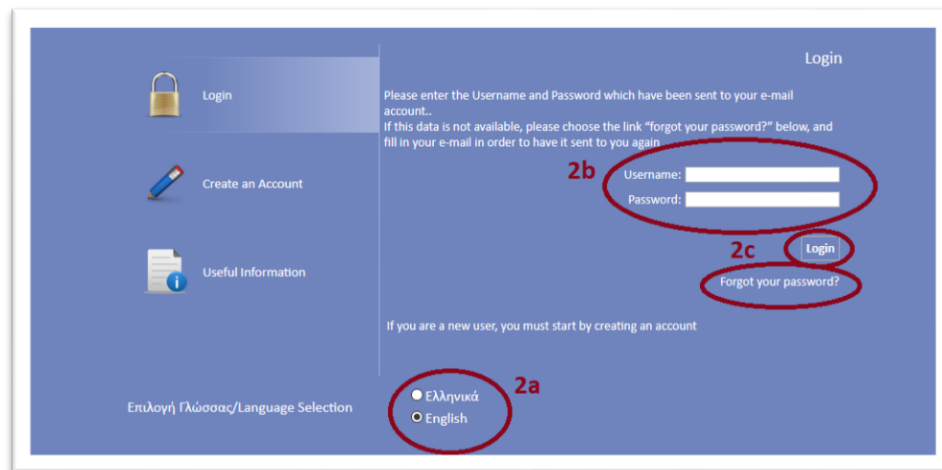
**(For Project Beneficiaries)**

**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:  
[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)
- Log in SAMIS following the steps below:
  - a. Select the English language
  - b. Enter your credentials (Username/Password) <sup>1</sup>
  - c. Click on the "**Login**" button





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

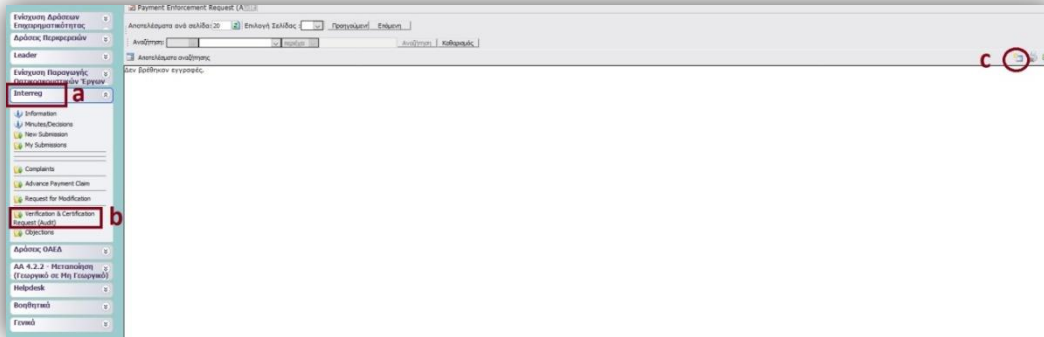
- a. Select the English language
- b. Enter your username and email. **NOTE:** the email you insert has to be the same as the email you used when you registered to the system.
- c. Click on the **"Send E-mail"** button

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.

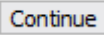


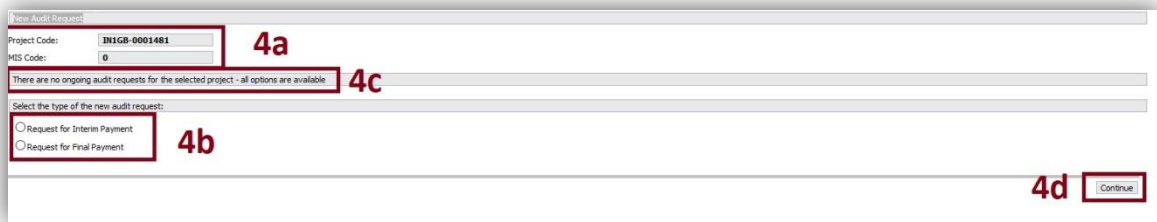
- Once you log in SAMIS, go to the menu on the left:
  - a. Click on the sub-menu **"Interreg"** to expand
  - b. Select the option **"Request for Verification"** from the list
  - c. In the next screen:
    - i. If your project appears in the list, click on its Project Code which is an active link and on the next screen click on the  [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  , 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.



Κωδικός Έργου	Επιχειρησιακό Πρόγραμμα	Αριθμ. Επιχειρησιακού	ΕΠ Μέτρος	Ημερ/ώρα Έναρξης	Αρμόδιος Υπηρεσίας	Ημερ/ώρα Σφραγισμοποίησης	Κατάσταση
788274	26128-2021041	ΑΔ27070	Greece - Bulgaria 5th Call	26/12/2019 4:05:18 pm	ΑΝΔΡΩΤΗ ΑΡΧΟΓΕΩΤΗ	27/12/2019 9:44:49 pm	Επιχειρησιακό
827457	26128-2021041	ΑΔ27070	Greece - Bulgaria 5th Call	18/10/2020 9:26:40	ΑΝΔΡΩΤΗ ΑΡΧΟΓΕΩΤΗ	18/10/2020 11:08:34	Επιχειρησιακό
827451	26128-2021041	ΑΔ27070	Greece - Bulgaria 5th Call	14/10/2020 11:09:23	ΑΝΔΡΩΤΗ ΑΡΧΟΓΕΩΤΗ	18/10/2020 11:06:33	Επιχειρησιακό
827442	26128-2021041	ΑΔ27070	Greece - Bulgaria 5th Call	01/10/2020 12:13:03	ΑΝΔΡΩΤΗ ΑΡΧΟΓΕΩΤΗ	12/10/2020 1:15:19 pm	Επιχειρησιακό

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



Project Code: **INIGB-0001481** **4a**

MIS Code: **0** **4c**

There are no ongoing audit requests for the selected project - all options are available **4c**

Select the type of the new audit request:

Request for Interim Payment **4b**

Request for Final Payment

**4d**

<sup>1</sup> **!!ATTENTION!!:** *Requests for verification and grant payments cannot be submitted simultaneously by both Beneficiaries participating in the project. The action must be completed for one beneficiary of the co-operative 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 **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 PB that finishes his verifications first has to submit in SAMIS his personal final request for verification as an interim one.

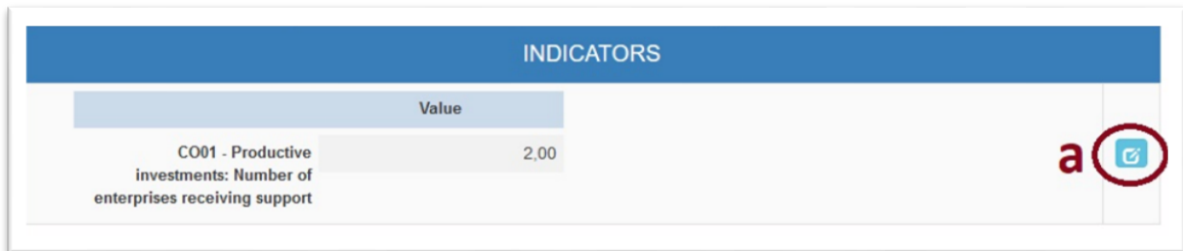
## INTERIM PAYMENT

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.

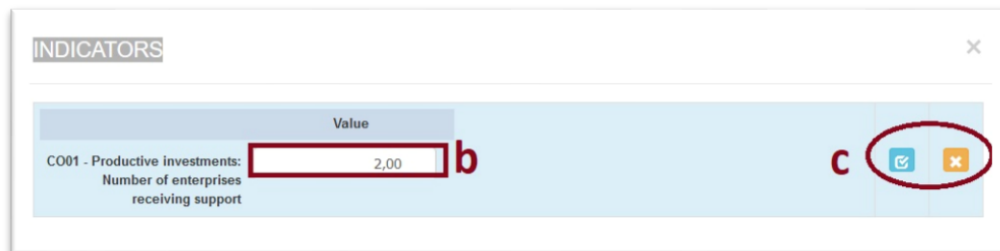
No action is required by the user for subtabs No.1.1 – No.1.7. However, in **subtab No.1.8**, named "**Indicators**", the user has to add the achieved value of the indicator by the time s/he requests for a verification. To do so, s/he has to:

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



INDICATORS	
	Value
CO01 - Productive investments: Number of enterprises receiving support	2.00

The edit icon (a blue square with a white pencil) is circled in red and labeled 'a'.




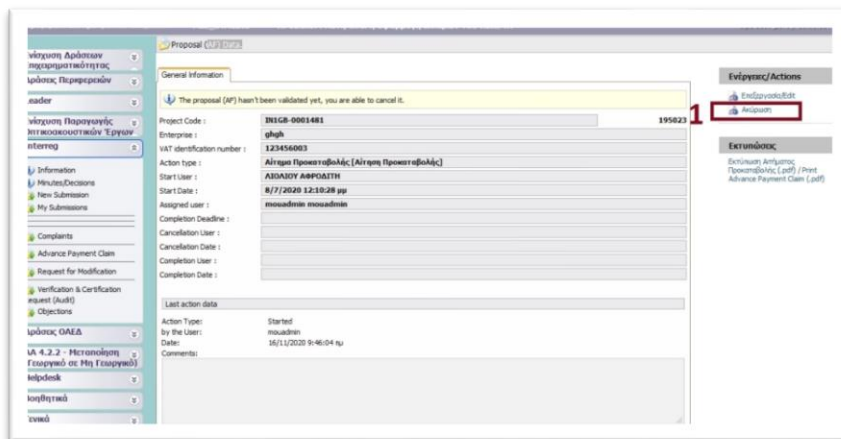
INDICATORS	
	Value
CO01 - Productive investments: Number of enterprises receiving support	<input type="text" value="2.00"/>

The value field '2.00' is highlighted with a red box and labeled 'b'. The update icon (a blue square with a white checkmark) is circled in red and labeled 'c'.

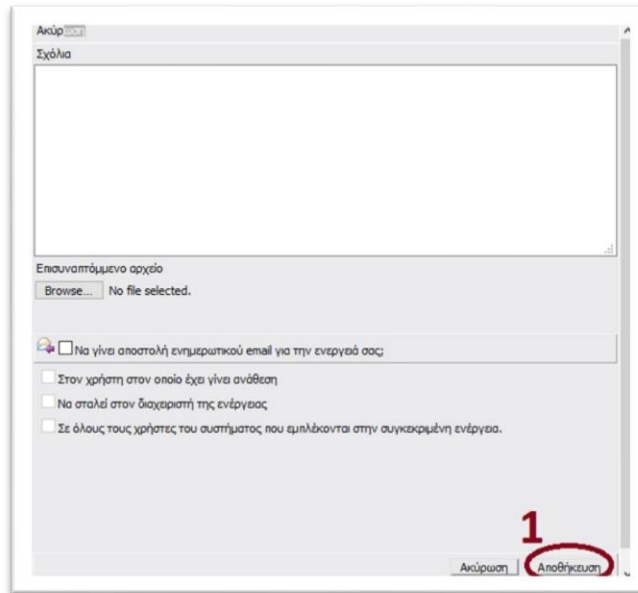
### !!ATTENTION!!

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:

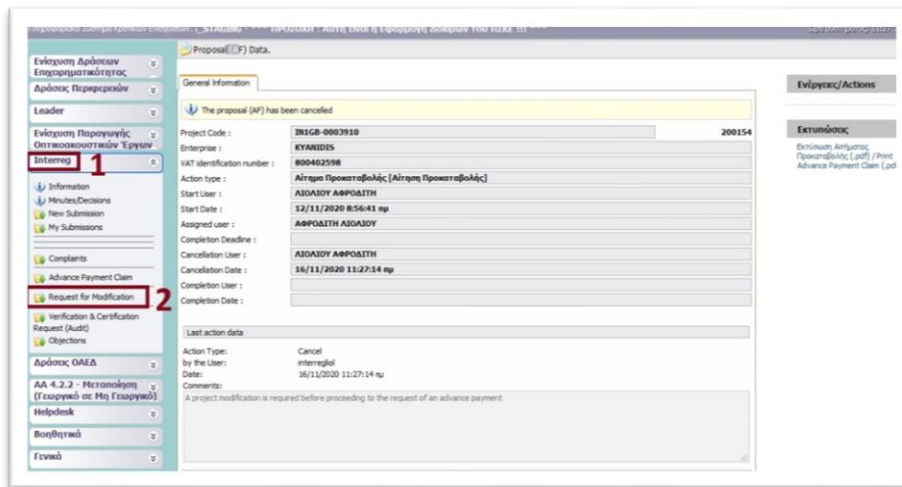
- a. Go to the initial page by clicking on the selection **"Request for Verification"** of the **"Interreg"** menu, found on the left side menu.
- b. Select from the list the project proposal by clicking on its "Project Code" which is an active link.
- c. In the next screen, click on the option  **Ακύρωση** (meaning **Cancel**), found on the upper right side of the screen, in order to cancel the request for verification.



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




- 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”.



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

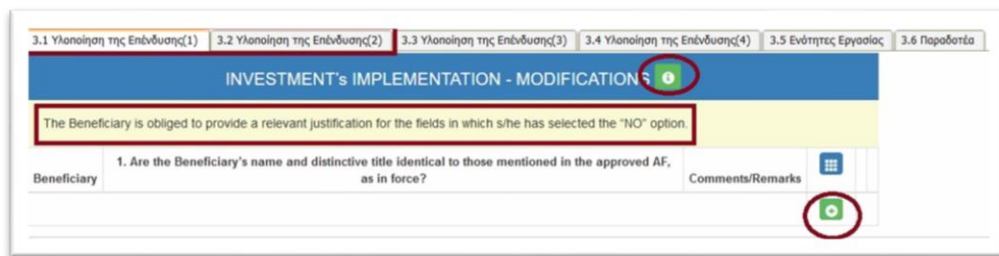
In **tab No.3** the user has to fill in only the first two (2) subtabs.





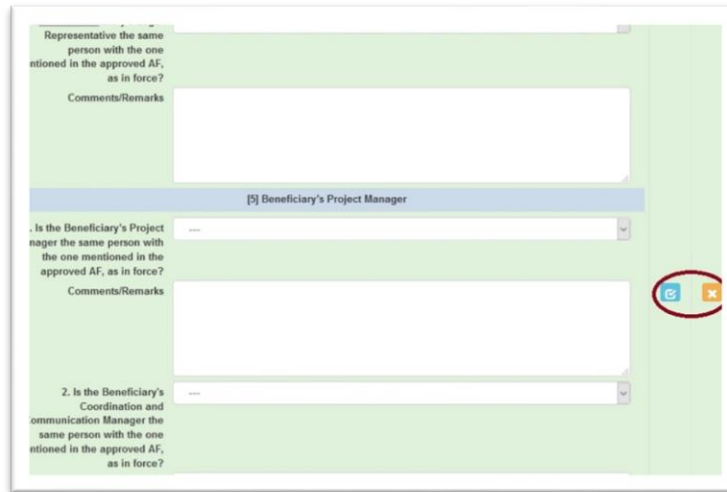
In **subtab No.3.1**, named "**Investment's Implementation - Modifications**", the user has to click on the "Add new" icon  and in the pop-up window that appears s/he has to answer and justify his/her answer to a list of questions concerning any possible modifications made in the investment plan, as 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 only the beneficiary who requests for a verification.



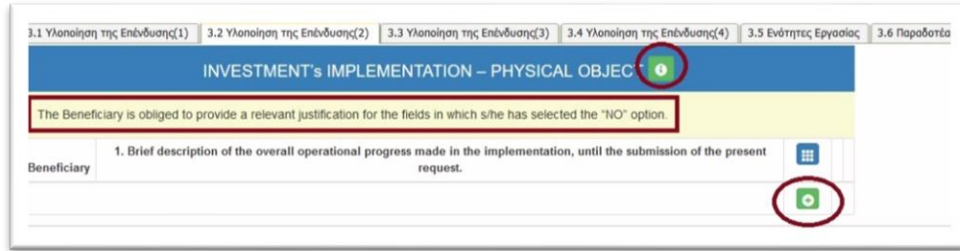
Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.





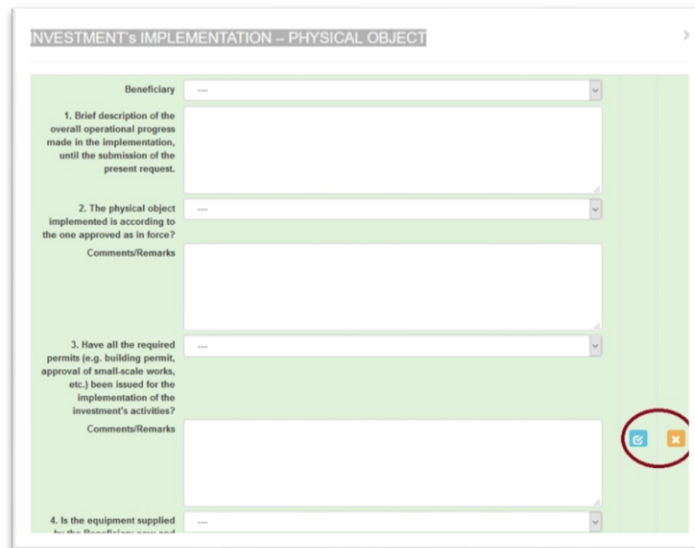
In **subtab No.3.2**, named "**Investment's Implementation – Physical Object**", the user has to click on the "Add new" icon  and a pop-up window appears, in which:

- 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 only the beneficiary who requests for a verification.




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





**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  to expand the table of expenditures for each Beneficiary.

ANALYSIS OF THE INVESTMENT PLAN (PROJECT) BY CATEGORY OF ELIGIBLE EXPENDITURE 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
vdggr	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 dangerous 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  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  to expand the text.



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

EXPENDITURES 						
<p>- The Beneficiary, when inserting the expenditures, should ensure that the quantitative and percentage restrictions of the Call are met</p> <p>- The variation per category of expenditure as well as the addition of a new category of expenditure, not provided during the submission of the proposal, requires the submission of a separate request for modification</p>						
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
						 



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.





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

expenditure and its data or the Delete icon  if you wish to delete the entry.

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

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
Category of expenditure	1.5 - Construction/remodelling of existing buildings (Δικαιούχος: gphg, Συνολικό: 200.000,00 €)						
Measurement unit	Without measurement unit						
Quantity		1,00					
Description of expenditure	hghf						
Unit Value				50.000,00			
Serial Number	1						
Technical specifications (concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.)	fgbghgn						
Investment Compatibility Documentation and Cost Reasoning Confirmation	ngtrmnn						



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  (meaning **Yes**) to delete the entry, otherwise click on the button  (meaning **No**) to keep the entry.

Επιβεβαίωση ×


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Επιθυμείτε Διαγραφή;

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**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  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.



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

- **Type of invoice:** select from 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 **NOT** be selected (checked) since payments with Escrow are not applicable 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. **NOTE:** 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!



**INVOICES**

Type of invoice: SUPPLY OF SERVICES INVOICE

Invoice Number: 1


Issue Date: 02/11/2020

Supplier's VAT/ TIN (Tax Identification Number): 138678769

Supplier: DIGIT

Value without VAT: 50.000,00

Value with VAT: 62.000,00

Will the invoice be paid with Escrow?  

IBAN Escrow:

BIC Escrow:

Accounting Registration Data

Type of Accounting Books: BOOKS CATEGORY C



Type of Registration: REVENUE-EXPENDITURE BOOK





Registration Date: 01/12/2020

Comments:

Link Expenditure to a Purchase Invoice

	Expenditure	Quantity	Measurem Unit	Unit Value	Value	Use	Quantity	Unit Value	Value
1	hbnf	1,00	Χρησ ποσότητας υπηρεσιών	50.000,00	50.000,00	<input checked="" type="checkbox"/>	1,00	50.000,00	50.000,00

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.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 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 to link the expenditure to an invoice, click on the check box "USE" in the table "Link Expenditure to Invoice"


Type of invoice	Invoice Number	Issue Date	Supplier's VAT TIN (Tax Identification Number)	Supplier	Value without VAT	Value with VAT	Will the invoice be paid with Euroset?	IBAN Euroset	BIC Euroset	Type of Accounting Books	Type of Registration	Registration Date	Comments
Type of invoice: SUPPLY OF SERVICES INVOICE													
Invoice Number: 1													
Issue Date: 02/11/2020													
Supplier's VAT TIN (Tax Identification Number): 136878769													
Supplier: DKGIT													
Value without VAT: 50.000,00													
Value with VAT: 62.000,00													
Will the invoice be paid with Euroset? <input type="checkbox"/>													
Accounting Registration Data													
Type of Accounting Books: BOOKS CATEGORY C													
Type of Registration: REVENUE-EXPENDITURE BOOK													
Registration Date: 05/12/2020													
Comments:													
Link Expenditure to a Purchase Invoice													
Expenditure	Quantity	Measurement	Unit Value	Value	Use	Quantity	Unit Value	Value					
1	1,00	Public (Private) Services	50.000,00	50.000,00	<input checked="" type="checkbox"/>	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 **Ναι** (meaning **Yes**) to delete the entry, otherwise click on the button **Όχι** (meaning **No**) to keep the entry.

Επιβεβαίωση

Επιθυμείτε Διαγραφή;

**Ναι** **Όχι**

**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  to expand the table of each expenditure.

Expenditures – Invoice

In red are the values of the invoices that do not cover the presented expenditures. In green colour are the values of the invoices that are exceeding the expenditures.

Category of Expenditure	Description	Quantity	Unit Price	Value
Category of Expenditure	1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)			
Description	hhrf			
Quantity		1,00		
Unit Price			50.000,00	
Value				50.000,00

CID\_PurchaseVouchers


Αρ. Τιμολογίου	Όνομα Προμηθευτή	Ποσότητα	Τιμή Μονάδας	Συνολική Αξία
1	DIGIT	1	50.000,00	50.000,00
2				50.000,00

invoice linked to the expenditure

1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	test	1,00	200.000,00	200.000,00
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	test	1,00	60.000,00	60.000,00

310.000,00 €

**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 ONLY his/hers payments and **should NOT** modify any of the payments that appear in the list and concern the other Project Beneficiary.

PAYMENTS

The issue date of the payment documents must be equal to or later than the projects submission date


Payment Type	Number of Payment Invoice	Payment Date	Bank / Invoice Issuer	Bank Name	Payment Amount	Type of Accounting Books	Type of Registration	Registration Date	Comments

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. **NOTE:** 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".





**!!NOTE:** 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.

**PAYMENTS** 

The issue date of the payment documents must be equal to or later than the projects submission date

Payment Type	Number of Payment Invoice	Payment Date	Bank / Invoice Issuer	Bank Name	Payment Amount	Type of Accounting Books	Type of Registration	Registration Date	Comments
Payment Type DEPOSIT IN SUPPLIER'S ACCOUNT									
	Number of Payment Invoice	1							
	Payment Date	04/12/2020							
	Bank / Invoice Issuer	Α/ΦΑ ΤΡΑΠΕΖΑ Α.Ε.							
	Payment Amount	136.400							
Accounting Registration Data									
	Type of Accounting Books	LEDGER (CATEGORY C)							
	Type of Registration	OFFSETTING							
	Registration Date	04/12/2020							
	Comments	1 payment both invoices							
Link Payment Voucher to Purchase Voucher									
Purchase Voucher	Number	Issue Date	Supplier Name	Value	Use	Value			
1	ΤΜΟΛΟΓΙΟ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ	1	02/11/2020	DIGIT	<input checked="" type="checkbox"/>	62.000,00			
2	ΤΜΟΛΟΓΙΟ	2	01/12/2020	test2	<input checked="" type="checkbox"/>	74.400,00			

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.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 ONLY his/hers payments and **should NOT** modify any of the payments that appear in the list and concern the other Project Beneficiary.

PAYMENTS 0

The issue date of the payment documents must be equal to or later than the project's submission date


Payment Type	Number of Payment Invoice	Payment Date	Bank / Invoice Issuer	Bank Name	Payment Amount	Type of Accounting Books	Type of Registration	Registration Date	Comments
Payment Type DEPOSIT IN SUPPLIERS ACCOUNT									
Number of Payment Invoice 1									
Payment Date 04/12/2020									
Bank / Invoice Issuer A/DA TPATIEZA A.E.									
Payment Amount 135.400									
Accounting Registration Data									
Type of Accounting Books LEDGER (CATEGORY C)									
Type of Registration OFFSETTING									
Registration Date 04/12/2020									
Comments 1 payment both invoices									
Link Payment Voucher to Purchase Voucher									
Purchase Voucher	Number	Issue Date	Supplier Name	Value	Use	Value			
1	ΤΜΟΛΟΓΙΟ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ	02/11/2020	DIGIT	62.000,00	<input checked="" type="checkbox"/>	62.000,00			
2	ΤΜΟΛΟΓΙΟ	01/12/2020	tesID	74.400,00	<input checked="" type="checkbox"/>	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 **Ναι** (meaning **Yes**) to delete the entry, otherwise click on the button **Όχι** (meaning **No**) to keep the entry.

Επιβεβαίωση

Επιθυμείτε Διαγραφή;

**Ναι** **Όχι**

**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  to expand the table of each payment.

Invoice Type	Invoice Number	Escrow	Issue Date	Supplier	Supplier's VAT/TIN Number	Value without VAT	Value with VAT
Invoice Type SUPPLY OF SERVICES INVOICE							
Invoice Number 1							
Escrow <input type="checkbox"/>							
Issue Date 02/11/2020							
Supplier DIGIT							
Supplier's VAT/TIN Number 138678769							
						Value without VAT	50.000,00
						Value with VAT	62.000,00
Σύνδεση με Πληρωμές							
	Τύπος Πληρωμής	Αριθμός Παραστατικού Πληρωμής	Ημερομηνία Πληρωμής	Τράπεζα	Ποσό Πληρωμής	Ποσό Πληρωμής Παραστατικού	
1	ΚΑΤΑΒΕΣΗ ΣΕ ΛΟΓΑΡΙΑΣΜΟ ΠΡΟΜΗΘΕΥΤΗ	1	04/12/2020	Α/ΓΔΑ ΤΡΑΠΕΖΑ Α.Ε	136.400,00	62.000,00	
2					136.400,00	62.000,00	
INVOICE	2	<input type="checkbox"/>	01/12/2020	test2	138678769	60.000,00	74.400,00
						110.000,00 €	

**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 columns 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.

Check of expenditures according to the AF in force								
Category of Expenditure	Κατηγορίες Ενεργειών				Προϋπολογισμός Βάσει Παραστατικών			
	Προϋπολογισμός Βάσει Ένταξης		Percentage of Public Expenditure (%)	Public Expenditure (€)	Προϋπολογισμός Βάσει Παραστατικών		Percentage of Public Expenditure (%)	Public Expenditure (€)
	Total amount (€)	Eligible amount (€)			Total amount (€)	Eligible amount (€)		
1.5 - Construction/remodeling of existing buildings.	200.000,00	200.000,00	65,00	130.000,00	110.000,00	110.000,00	65,00	71.500,00
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 dangerous materials, etc).	150.000,00	150.000,00	65,00	97.500,00	0,00	0,00	65,00	0,00
	Συνολικός Προϋπολογισμός				Συνολικός Προϋπολογισμός			
	350.000,00 €	350.000,00 €		227.500,00 €	110.000,00 €	110.000,00 €		71.500,00 €

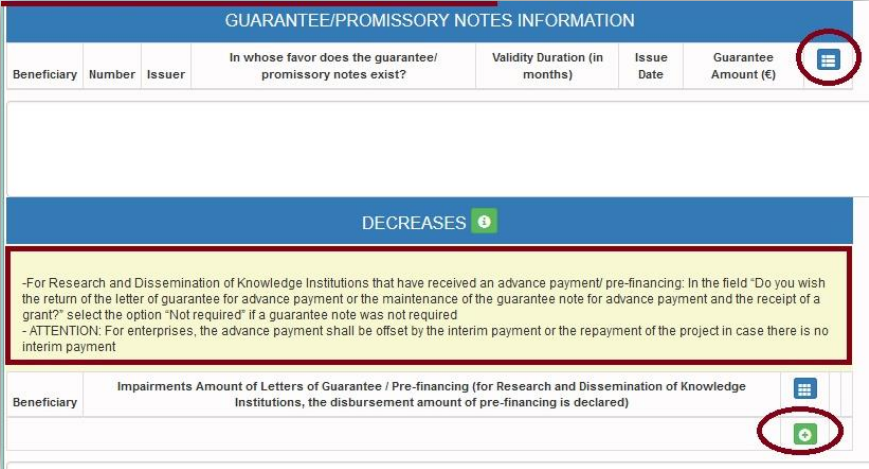
**Tab No.9** consists of four (4) subtabs and they **are filled in only in case the beneficiary requesting for an interim verification has**

**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 .



GUARANTEE/PROMISSORY NOTES INFORMATION						
Beneficiary	Number	Issuer	In whose favor does the guarantee/ promissory notes exist?	Validity Duration (in months)	Issue Date	Guarantee Amount (€)

DECREASES 	
-For Research and Dissemination of Knowledge Institutions that have received an advance payment/ pre-financing: In the field "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 the option "Not required" if a guarantee note was not required - ATTENTION: For enterprises, the advance payment shall be offset by the interim payment or the repayment of the project in case there is no interim payment	
Beneficiary	Impairments Amount of Letters of Guarantee / Pre-financing (for Research and Dissemination of Knowledge Institutions, the disbursement amount of pre-financing is declared)

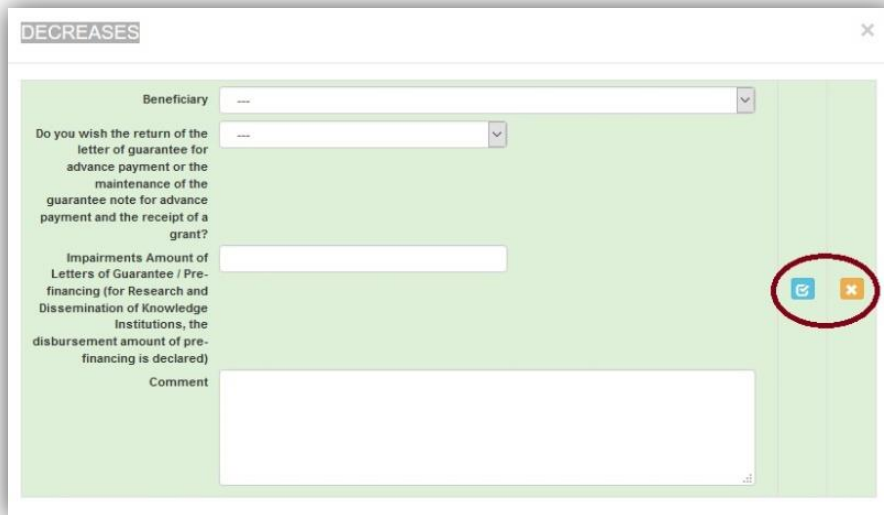
In the pop-up window that appears, the user has to insert the following data:



- **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 / Pre-financing:** 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  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.


In **subtab No.9.2**, named **“Any Penalties / Offsetting Corrections”**, **the user (PB) should NOT take any action.** 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).

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  to expand the content of the table.

AID / GRANT CALCULATION		
Total Budget	Granted Budget	Public Financing
<b>Current Financing Scheme</b>		
	Total Budget	350.000,00
	Granted Budget	350.000,00
	Public Financing	227.500,00
<b>Advance Payment</b>		
	Total Amount of Letters of Guarantee	0,00
	Amount of Previous Decreases of Letters Guarantee	0,00
	Balance of Guarantee Notes	0,00
	Balance of Advance Payment	0,00
<b>Any Previous Certifications</b>		
	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 attach any supporting document (invoices) required for the verification, as well as the documents listed in annex X of the Call document. **In addition, the PB should attach the accounting statements/entries that correspond to the expenditures that are submitted for verification.**

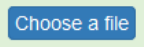
Instruction 



Please attach any supporting document (invoice) required for the verification/certification (audit) request. Any 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. If you reach this limit, then send the rest of the documents to the controller electronically (i.e. using WeTransfer).





Attached Documents






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 who requests for a verification
- **Document Category:** it is preselected
- **Document Data – Description:** insert a short description 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  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.

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

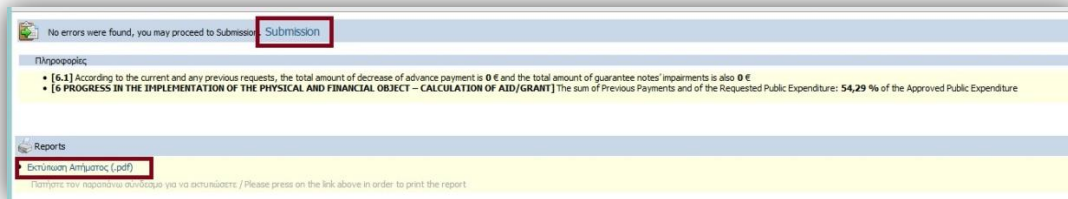
S/ID	Beneficiary	Document Category	Document Data - Description	Comments	File
1	ghgh	10 Επισημασθέντα Έγγραφα Αίτησης Ενδιάμεσης Καταβολής Ενίσχυσης (Ελέγχου)	test	test	  

In the **last tab No.11**, the system has to run a validation check, by clicking on the [Validation Check](#) link, 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 Submit"*, the **"Submission"** link will be activated and the user will be allowed to submit his/hers request for a verification.



**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 [Εκτύπωση Αιτήματος \(.pdf\)/ Print Request for Verification.](#)

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 ([mee.interreg@mou.gr](mailto:mee.interreg@mou.gr)) and the Bulgarian National Authority (for Bulgarian PBs).

## **FINAL REQUEST FOR VERIFICATION:**

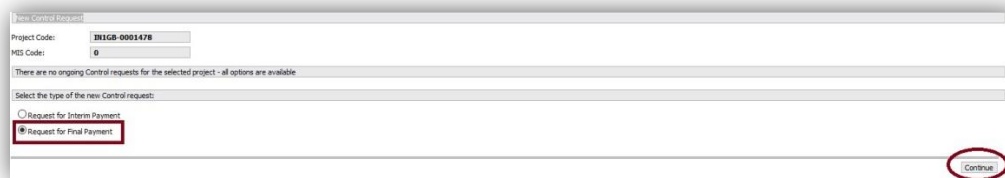
In SAMIS, only one request for final verification can be submitted at project level, final request made for both PBs; all other – prior requests submitted in SAMIS should be declared as interim. The procedure followed in the system is the same as the one for a request for an interim verification with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

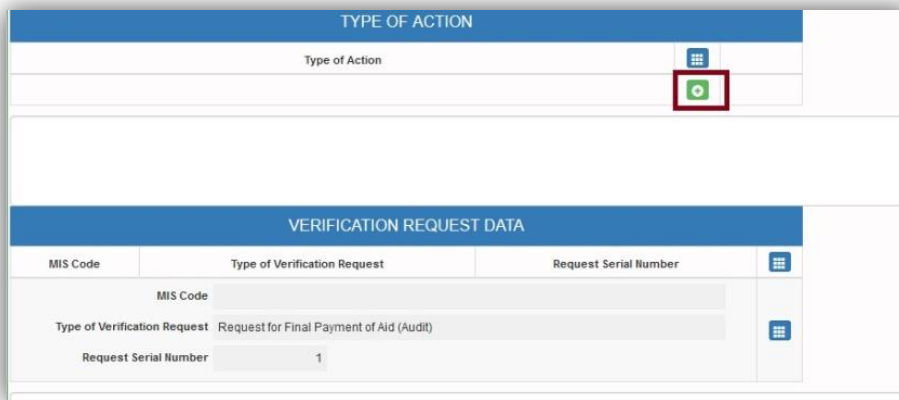



The screenshot shows a web form titled "New Control Request". It contains the following fields and options:

- Project Code:
- MIS Code:
- Message: "There are no ongoing Control requests for the selected project - all options are available."
- Section: "Select the type of the new Control request:"
- Options:
  - Request for Interim Payment
  - Request for Final Payment
- Buttons: "Continue" (circled in red)

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  and in the pop-up window that appears, s/he has to select one of the three provided options: completion, decommitment, withdrawal, according to the case that applies. For the closure of a project the option “completion” should be selected.




TYPE OF ACTION		
Type of Action		

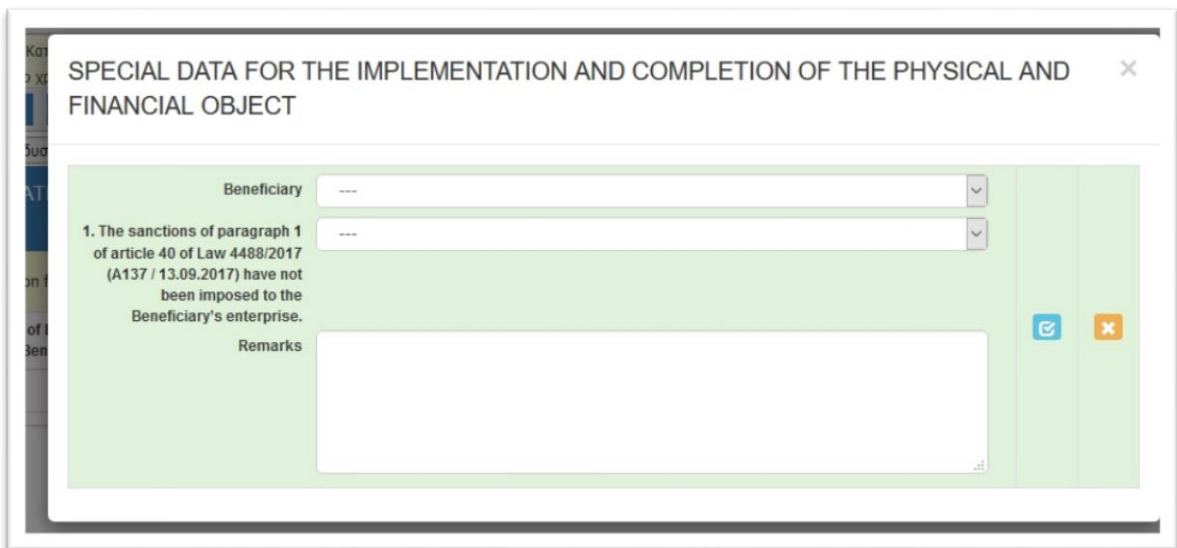
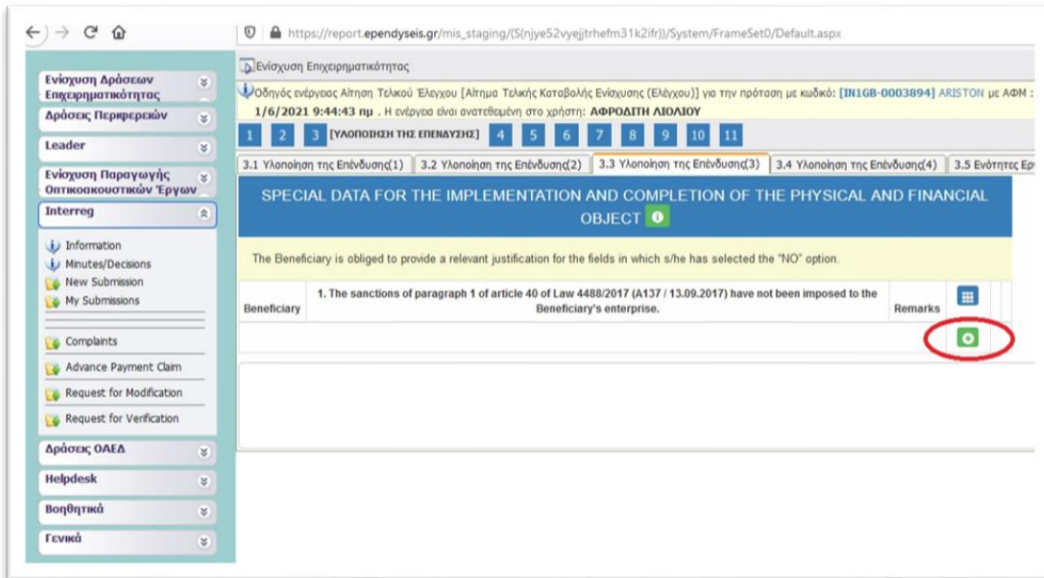
  



VERIFICATION REQUEST DATA		
MIS Code	Type of Verification Request	Request Serial Number
MIS Code		
Type of Verification Request	Request for Final Payment of Aid (Audit)	
Request Serial Number		1

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  and in the pop-up window s/he has to fill in the following fields:

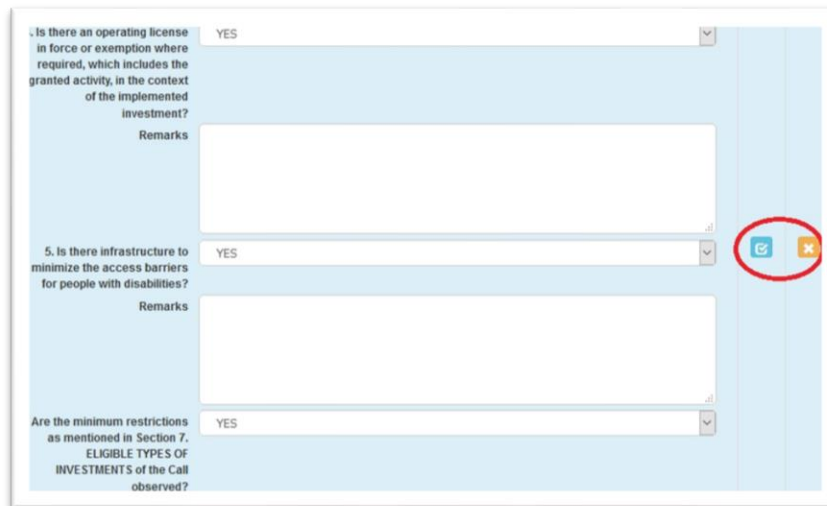
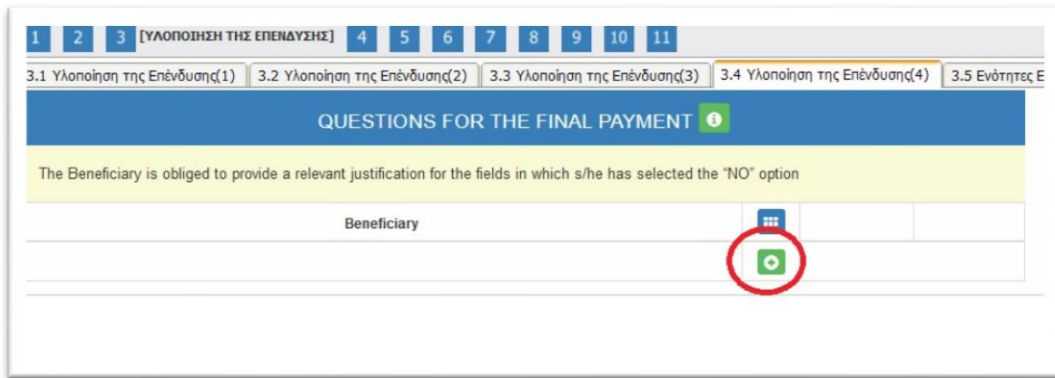
- **Beneficiary:** select from the list
- **The sanctions of paragraph 1 of article 40 of Law 4488/2017 (A137 / 13.09.2017) have not been imposed to the Beneficiary’s enterprise.:** select from the list one of the option (Yes/No)
- **Remarks:** add any additional remark if needed





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








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

**QUESTIONS FOR THE FINAL PAYMENT** 1

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 submitted in electronic format within the time period specified in the Call.	YES	
Remarks		
2. Is the project complete and operational and does it meet the objectives of the programme?	YES	
Remarks		
3. Is the implemented and certified Financial Object within the limits specified in the Call?	YES	
Remarks		
4. Is there an operating license in force or exemption where required, which includes the granted activity, in the context of the implemented investment?	YES	
Remarks		
5. Is there infrastructure to minimize the access barriers for people with disabilities?	YES	
Remarks		

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