

5th Call

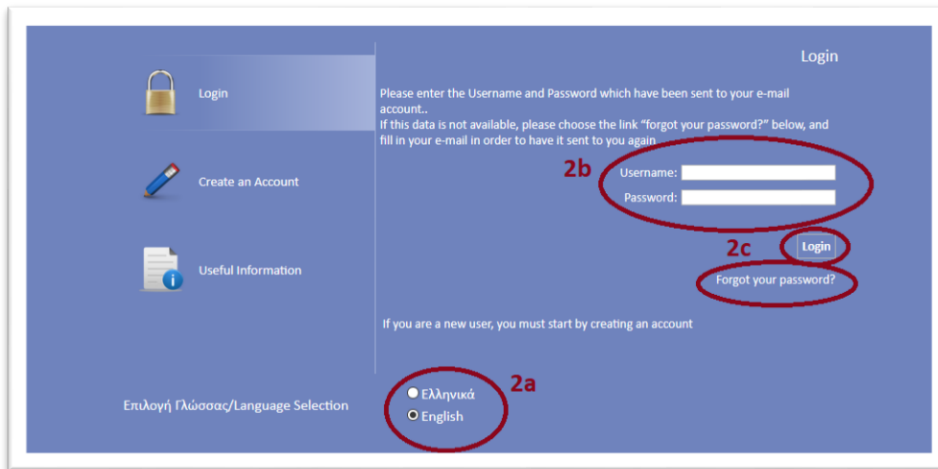
**“Grant scheme for supporting SMEs to grow
and expand beyond local markets”**

SAMIS MANUAL

**Payment amount –
Disbursement**

(For the Joint Secretariat)

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




¹ **NOTE:** The credentials will be sent to your email. Make sure that you also check the junk/spam folder. Keep this email for future use. If in the future you do not remember your username, you have to find this email, received by the info_ependyseis@mou.gr. When logging in the system for the first time, the user is requested to change the password. Make sure that you write down the new password. If in the future you do not remember your password, click on the text **"Forgot your password"** and follow the steps:

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

An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.



3. Once you log in SAMIS, go to the menu on the left:
 - a. Click on the sub-menu **"Interreg"** to expand
 - b. Select the option **"Payment Amount (Disbursement)"** from the list.
 - c. click on the icon  found at the upper right side of your screen.
 - d. select the project proposal by clicking on its **"Project Code"** which is an active link.



Αποτελέσματα ανά σελίδα: 20 | Επιλογή Σελίδας: 1 | 2 | Προηγούμενο | Επόμενο

Αναζήτηση: | Αναζήτηση | Καθαρώδες


Αποτελέσματα αναζήτησης: [1]

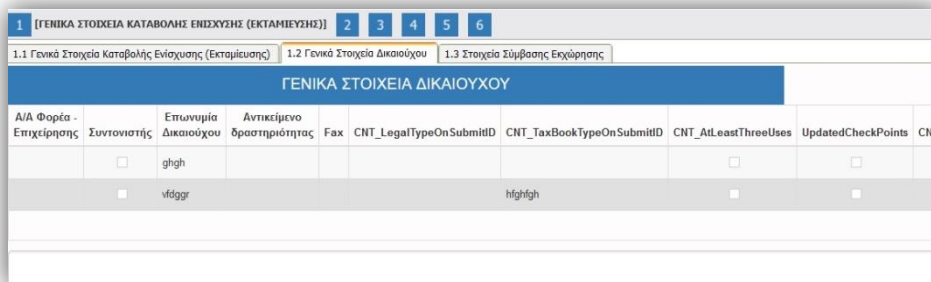
Κωδικός Ενέργειας	Κωδικός Έργου	Επιμέτρηση	ΑΦΗ Επιχείρησης	ΕΠ-Ρέζονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
798374	IN1GB-0001481	3d	045123161	Greece - Bulgaria 5th Call	28/2/2019 4:01:10 μμ	ΛΙΔΙΟΥ ΑΒΡΟΔΙΤΗ	7/3/2019 9:44:49 μμ	ΛΙΔΙΟΥ ΑΒΡΟΔΙΤΗ	Εγκριμένη Αντίστροφη Περιορισμός



The menu of the disbursement consists of six (6) tabs (steps) and each tab has a number of subtabs.

Tab No.1 consists of three (3) subtabs.

Subtab No.1.1 is informative and provides the user with the basic financial data of the disbursement.

Subtab No.1.2, named "**Beneficiary's basic data**", has already been filled in, however, the user has edit rights and can modify/correct the data if needed, by clicking on the Edit icon  (scroll to the right of the screen to find the edit icon).




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

Subtab No.1.3, is not applicable.

Tab No.2 consists of five (5) subtabs, from which only **subtab No.2.5 is applicable**, named "Final Judgement". This subtab has already

been filled in but the user has edit rights in case of a correction is needed.

Tab No.3 is the main menu of the disbursement activity and it consists of two (2) tables.



In the first table, named "**Data for the order for the grant payment**", the user has to click on the Add new icon .




DATA FOR THE ORDER FOR THE GRANT PAYMENT					
Beneficiary	Description	Number of the Payment's financial Document	Payment's Amount	Date of payment	Issuing body's VAT number (Interim Management Body)
Beneficiary	KOPRIVLEN				
Description	INTERIM PAYMENT				
Number of the Payment's financial Document	2				
Payment's Amount	180.673,22				
Date of payment	01/06/2021				
Issuing body's VAT number (Interim Management Body)	138678769				

In the new window that appears, the user has to answer to a list of questions:

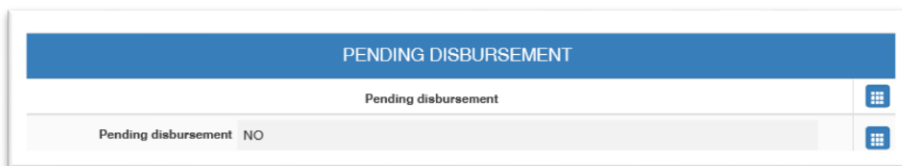
- **Beneficiary:** select from the list the beneficiary whom the disbursement concerns
- **Description:** select from the list what type of payment the disbursement concerns (interim or final)
- **Number of the Payment's financial Document:** insert the number of the financial document concerning the payment
- **Payment's Amount:** insert in euros the amount to be paid
- **Date of payment:** insert the date on which the payment took place
- **Issuing body's VAT number (Interim Management Body):** insert the VAT (Tax Identification Number) of the issuing body






Click on the 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.3, the user can edit the inserted data by clicking on the Edit icon , delete the data by clicking on the Delete icon  and/or add a new ordet for payment by clicking on the add new icon .

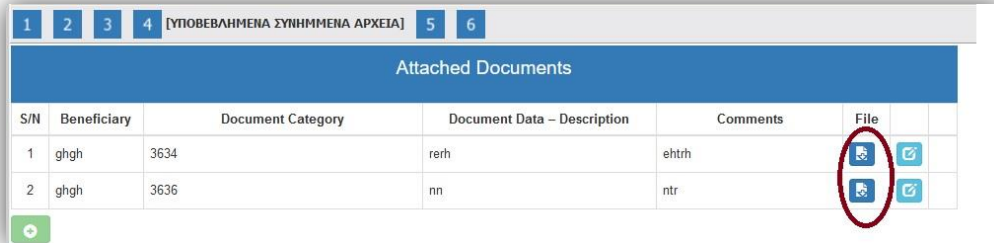
In the second table of tab No.3, named "**Pending Disbursement**", the user has to click on the add new icon and in the new window that appears, s/he has to answer whether the disbursement is pending, by selecting one of the two provided answers Yes/No.







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

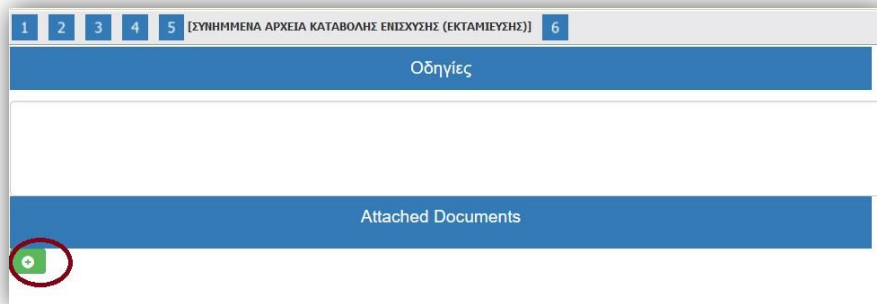
In the initial window of tab No.3, the user can edit the inserted data by clicking on the Edit icon .


In **tab No.4**, named "**Attached documents**", the user can find attached, the verification documents concerning the PB's request, the FLC's verification and the JS's validation. To download an attached document, the user has to click on the download icon .



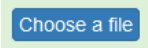
S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	ghgh	3634	rerh	eltrh	 
2	ghgh	3636	nn	ntr	 



In **tab No.5**, also named "**Attached Documents**", the user can attach any document relevant to the disbursement, such as the document sent by the Certifying Authority (for BG PBs) or the Regional Development Fund (for GR PBs), proving that the transaction – disbursement of the advance payment to the PBs bank account has been completed

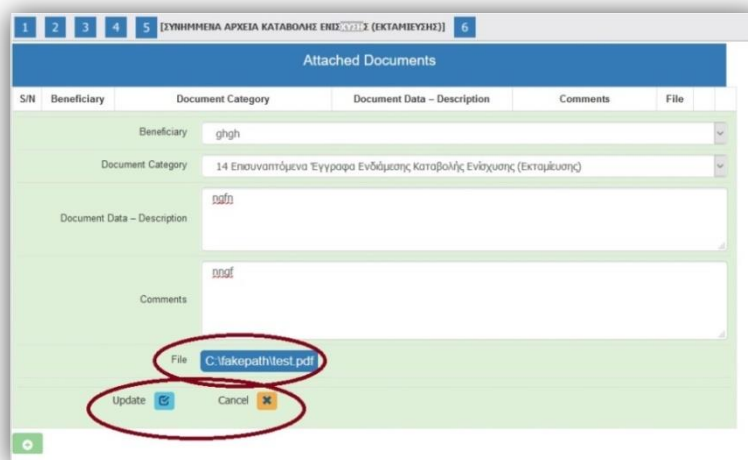






To attach a document click on the add new icon  and in the pop-up window that appears follow the steps:

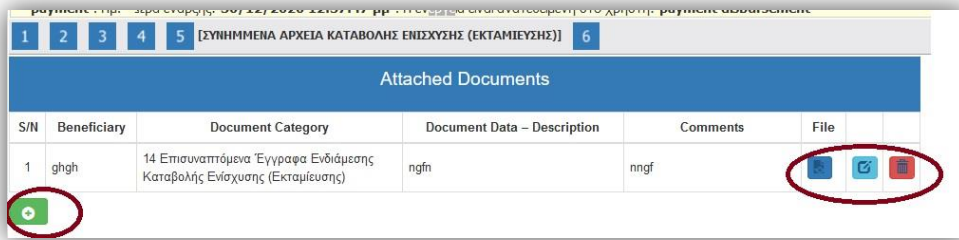
- **Beneficiary:** select the beneficiary whom the disbursement concerns
- **Document Category:** it is preselected
- **Document Data – Description:** insert a short description about the attached document

- **Comments:** add any additional comment/explanation concerning the attached document
- Click on the  button and select from your computer the document that you wish to attach. **NOTE:** Each attached document should be in doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar format and its size should not exceed the 10 MB. The limit for all attached documents is up to 50 MB.

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

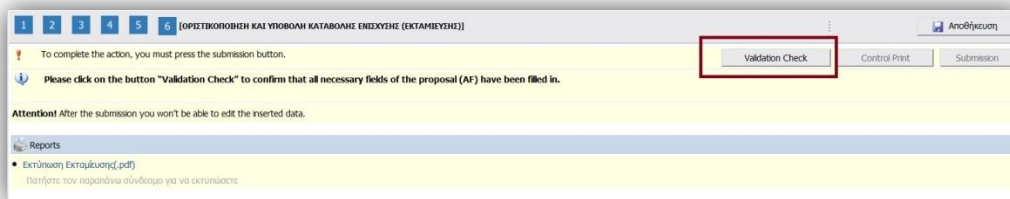


In the initial window of tab No.5, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon  and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on the Delete icon . If you wish to download an attached document, click on the download icon .

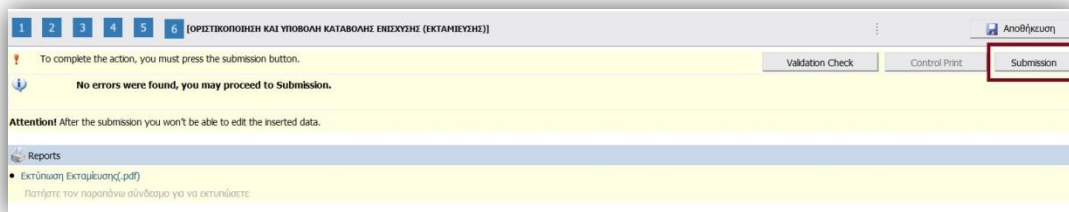


S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	ghgh	14 Επισυναπτόμενα Έγγραφα Ενδιάμεσης Καταβολής Ενίσχυσης (Εκταμίευσης)	ngfn	ngnf	[Icons]

In the **last tab No.6**, the system has to run a validation check, by clicking on the **Validation Check** button, to confirm that all necessary fields have been filled in correctly by the user.



In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen. Only after correcting all mistakes and the validation check comes up with the message *"No errors were found, you may proceed to Submission"*, the **Submission** button will be activated and the user will be allowed to submit the report.



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

The user may print/download the pdf of the submitted report as it is generated by SAMIS system, by clicking on the link [Εκτύπωση Εκταμίευσης\(.pdf\) / Payment Report \(.pdf\)](#) and inform the PB that the disbursement has been completed in order to carry on to the next request for verification in SAMIS.