



EUROPEAN UNION

5th Call

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

SAMIS MANUAL

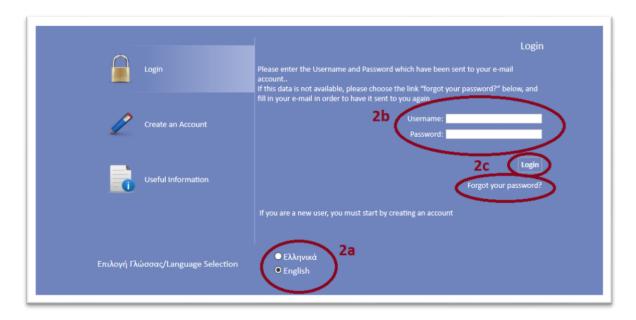
EVALUATION OF MODIFICATION REQUEST

(For the evaluator – JS officers)

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



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



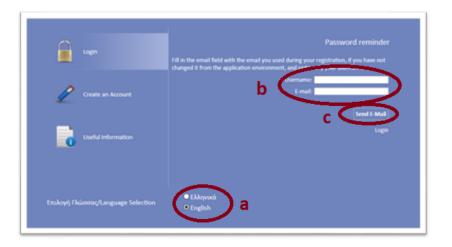
¹ **NOTE:** The credentials were sent to your email address by the email account <u>info ependyseis@mou.gr</u>. You are advised to keep this email for future use, since the username will not change. Once you login for the first time to SAMIS, you will be requested to change your password. Make sure that you remember and save your credentials.

If later on 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 one used for your registration to the system. The one to which your initial credentials were sent.
- 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 "Request for a Modification" from the list.
 - **c.** A list will appear with all the submitted requests for modification(s) under the Status: "Υποβεβλημένο Αίτημα Τροποποίησης" (meaning submitted request for modification)
 - **d.** To select a specific request for modification, click on the "*Project Code"*, which is an active link.

νίσχυση Δράσεων ε πιχειρηματικότητας	Αποτελέσι	ματα ανά σελίδα:	20 😰 Επιλογή Σ	ελίδος :1 🗸	Προηγούμε	r Enóµev	n_]					
οράσεις Περιφερειών 💡	Αναξήτησε	ля П	w neg	with and a		Avo	[/]					
eader 🕫	🖪 Αποτελά	έσματα αναζήτησης	[3]									68
νίσχυση Παραγωγής 💡	Proposal (AF) Code	Project Code	Enterprise	Enterprise VAT	Region	Request	Call	Start Date	Start User	Validation Date	Validation User	Status
Information	824819	IN1G8-0001259	iname	567567	Ανατολικής Μακεδονίας και Θράκης		Greece - Bulgaria Sth Call	30/7/2020 11:20:17 nµ	test test	30/7/2020 11:21:12 nµ	test test	Σε Αίτηση Καταβολής
Minutes/Decisions	824886	IN1G8-0001478	hhhh	228678769	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call	31/7/2020 3:25:26 µµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	18/9/2020 10:40:59 nµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	Σε Αίτηση Καταβολής
Protocol	828550	IN1GB-0001481] d	123456003	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria Sth Call	16/11/2020 1:35:33 µµ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	16/11/2020 2:02:05 μμ	ADP OT	Υποβεβλημένα Αίτημα Τροποποίησης
First Level Evaluation Second Level Evaluation Complaints												
Evaluation of complaint												
Advance Payment Claim Evaluation of Advance Payment aim Disbursement of Advance												
Advance Payment Claim Evaluation of Advance Payment aim Disbursement of Advance syment	b											



4. In the next screen, click on the active link $\Delta E_{nε} \xi_{εργaσia/Edit}$, found at the upper left side of your screen.

	Proposal (AF) Direl			
Ενίσχυση Δράστων Επιχειρηματικότητας				
Δράσεις Περκρερειών 💡	General Information		4	Evépyezec/Actions
leader 😵	The proposal (AF) has	't been validated yet, you are able to cancel it.	40	EncEzpyadia/Edit
νίσχυση Παραγωγής 😵	Project Code :	IN1GB-0001481	195023	50 surbrast
Οπτικοσκουστικών Έργων	Enterprise :	ghgh		
nterreg 🌸	VAT identification number :	123456003		Εκτυπώσεις Αποφάσεων
i) Information	Action type :	Αίτημα Τροποποίησης [Αίτημα Τροποποίησης]		
Minutes/Decisions	Start User :	ΑΙΟΑΙΟΥ ΑΦΡΟΔΙΤΗ		
New Submission	Start Date :	16/11/2020 12:25:46 µµ		Εκτυπώσεις
My Submissions	Assigned user :	ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ		Εκτύπωση Απήματος Tpononoir (.pdf) / Print the Request for
	Completion Deadline :			modification (.pdf)
🖕 Complaints	Cancellation User :			
🖕 Advance Payment Claim	Cancellation Date : Completion User :			
Request for Modification	Completion Date :			
Verification & Certification				
lequest (Audit)	Last action data			
Objections	Action Type:	Started		
Δράσεις ΟΑΕΔ 😵	by the User:	interregiol		
AA 4.2.2 - Meranoinan 🔬	Date: Comments:	16/11/2020 12:25:46 μμ		
(Γεωργικό σε Μη Γεωργικό)	contraction of			
Helpdesk 😵				
Βοηθητικά 😵				
EVIKÅ (*				

In this activity the user/evaluator has view only rights to the request for modification submitted by the project beneficiaries. In **tab 1** named "*Modification(s) category*", the evaluator can see the categories of the AF and a short description, for which the applicant submitted a modification request. <u>Tabs No.2 – No.10</u> constiture the project's Application Form (AF) in which you may find the modified fields marked in yellow.

Enterprise Name	vfdggr	
tive Business Name - Brand	vfdggr	
rprise Establishment Date	13/09/2020	
	LIMITED LIABILITY COMPANY	
business type	LIMITED LIABILITY COMPANY	
Greek / Bulgarian VAT	120042125	
ax Registration Office (Bulgaria)	hfghfgh	
Of Accounting Books	Other	
or Accounting books	Outer	
ary Economic Activity	jhjjh	
Enterprise Size	Medium	
Is This An Offshore	NO	

In **tab 11**, the user/evaluator has to select one of the two options:



- Approve the request for modification by clicking on the icon
- Reject the request for modification by clicking on the icon 🔛

In the pop-up window that appears, click "OK" to finalise your decision or "Cancel" to modify it.

Attention! After you finalise your decision by clicking "OK", you won't be able to change it.

Δεν έχετε επιλέξει κατάσταση για την έγκριση ή απόρριψη του αιτήματος τροποποίησης Επιλέξτε αυτή την κατάσταση εαν επιθυμείτε να εγκριθεί το αίτημα τροποποίησης. / Approve Επιλέξτε αυτή την κατάσταση εαν επιθυμείτε να απορριφθεί το αίτημα τροποποίησης. / Reject	
Reports	
Εκτύπωση Απήματος Τροποποίησης (.pdf) / Print the Request for modification (.pdf) Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε	

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

If the evaluator **rejects** the modification request, the latest AF in force continues to be valid.

If the evaluator **approves** the modification request, s/he has to move on to the next module named **Evaluation of Modification Request** that can be found under the "**Interreg**" menu, on the right side of the screen.

In the next screen, in order to activate the project proposal, you have to click on the icon \exists , found at the upper right side of your screen.

From the list that appears, select the project proposal whose request for modification you want to evaluate by clicking on its "*Project Code"* which is an active link.



Ενίσχυση Δράσεων Επιχειρηματικότητας	*	Αποτελέσι	ματα ανά σελίδα:	20 😰 Επιλογή Σε	λίδας : 1 🔍	Προηγούμεν	Επόμενη							
Δράσεις Περιφερειών	*	Αναζήτησ	1:	✓ nzpi	έχα		Avoğ	ήτηση Κα	οθαρισμός					_
Leader	*	🖪 Αποτελέ	αματα αναζήτησης	[2]									C (3)5
Ενίσχυση Παραγωγής Οπτικοακουστικών Έργω		Proposal (AF) Code	Project Code	Enterprise	Enterprise VAT	Region	Request		Call	Start Date	Start User	Validation Date	Validation User	Statu
interreg a	*		IN1GB-0001259]d	567567	Ανατολικής Μακεδονίας και Θράκης	1	Greece	- Bulgaria Sth Call	3/8/2020 9:11:28 пµ	auditor	17/9/2020 11:59:03	mouadmin mouadmin	Σε Αίτησ Καταβολ
 Information Minutes/Decisions Submissions 		826219	IN1GB-0001478	hhhh	228678769	Ανατολικής Μακεδονίας και Θράκης	1	Greece	- Bulgaria 5th Call	22/9/2020 11:58:31 nµ	auditor interreg	15/10/2020 9:42:11 πμ	auditor interreg	Σε Αίτησ Καταβολ
Protocol														
First Level Evaluation Second Level Evaluation														
	_													
 Complaints Evaluation of complaint 														
Complaints Evaluation of complaint Advance Payment Claim Evaluation of Advance Paym Jaim Disbursement of Advance ayment	ment													
Evaluation of complaint Advance Payment Claim Evaluation of Advance Paym laim Disbursement of Advance ayment Request for Modification Evaluation of Modification	_													
Evaluation of complaint Advance Payment Claim Evaluation of Advance Paym Disbursement of Advance ayment Request for Modification Evaluation of Modification tequest Verification & Certification lequest (Aut)] b													
Evaluation of complaint Advance Payment Claim Evaluation of Advance Paymant Disbursement of Advance Payment Postorsement of Advance Advance Request for Modification Evaluation of Modification lequest Verification & Certification	_													

In the new window the evaluator has access with <u>edit rights</u> to the submitted modification request. This means that s/he can correct the fields of the AF that the applicant modified and/or insert additional corrections/ modificiations.

Tabs No.2 – No.9 constitute the AF of the project. For detailed instructions on each field of the AF, please refer to the submission manual "*SAMIS User manual EN*" that can be found in the section "*Information*" of the "*Interreg*" menu, at the righ side menu of the screen.

The content of each tab appears 3 times:

- The first one is according to the AF in force, prior to the PBs request for modification (*According to the Application Form in force*)
- The second one is the AF according to the modifications requested by the PB (According to the modified AF)
- The third one is the final one that can be modified by the JS, according to the approved modifications by the JS/MA/MC *(According to the evaluation of the modified AF).*

In order to modify it, the user has to click on the Edit icon \square .



5.1 Στοιχεία Ει	ιένδυσης	5.2 Τόπος Υλοποί	ησης			
		Investmen	t Plan Identity [According to the	e Application Form(AF) in force]		
Title	T	itle in English	Type Of Investment	Implementation Duration (In Months)		
bfgbgbgb	ffgbfg	b	New Construction		12	=
		In	vestment Plan Identity [Accord	ing to the modified AF1		
		In	vestment Plan Identity [Accord	ing to the modified AF]		
Title	T	In itle in English	vestment Plan Identity [Accord	ing to the modified AF]		
	T ffgbfg	itle in English			12	
		itle in English	Type Of Investment New Construction		12	
Title bfgbgbgb Title	ffgbfg	itle in English	Type Of Investment New Construction	Implementation Duration (In Months)	12	

After inserting all the modifications in the system, the user has to click

on the Update icon 2 to save the changes or the Cancel icon 2 to exit the window without saving the changes. In some cases, the evaluator has also the right to delete an entry by clicking on the Delete

icon 💼 .

Title	bfgbgbgb	
Title in English	ffgbfgb	6
Type Of Investment	New Construction	
Implementation Duration (In		12



Beneficiary	Street Name & Adress	Zip Code	Telephone	Fax	e-mail	=	-
ghgh	999	12584	2102369458		info@interreg.gr		
vfdggr	gkgkldm	2700	x000X	XXXXX	in fo@gmail.com		

If the evaluator does not have any objection to the PBs request and approves all the requested modifications, then s/he does not have to edit any field of the AF. The one submitted by the PB **(According to the modified AF)** will be concidered by the system as the new version of the AF.

Tab No.10 and its subtabs, are the same as the ones of the *Evaluation* module (evaluation of the project proposal). In case the modifications requested by the PBs are of great significance and affect the initial evaluation of the project, the project proposal should be reevaluated. <u>See subtab No.11.1 below for more information</u>. If the modifications requested do not affect the project's initial evaluation, no action should be taken in tab No.10.

For detailed instructions on each field of the Evaluation, please refer to the "Evaluation Manual_EN" that can be found in the section "*Information*" of the "*Interreg*" menu, at the righ side menu of the screen.

Tab No.11 is the main part of the evaluation of the requested modifications and it consists of three (3) subtabs.

In **subtab 11.1,** named "*Evaluation of Modification*", the evaluator has to answer to a list of questions and justify his/hers response. Make sure that you read the instructions given in the information section. If you cannot see the text, click on the Information icon **o** to expand

the text. More specific, the information concerns **<u>question 7</u>** of the list. If in this question the evaluator's answer is "**NO**", meaning that



the suggested modifications constitute a deviation from the terms and conditions that were the object of the evaluation and the investment plan may become non-eligible, then the user has to re-evaluate the project proposal by filling in the content of tab No.10 (subtabs No. 10.1, 10.2 and 10.3) accordingly.

1 Αξιολόγηση Τροποποίησης		ή 11.3 Τελική Κρίση από JATION OF THE M)		
TTENTION				7		
ATTENTION: f in point 7 'The suggested hat the investment plan be modified accordingly						
1. H	as the request of the Be	neficiary been properly	submitted?		Remarks	

To access the list of the questions, click on the add new icon Reply to each question by selecting one of the provided options (yes / no / not required) and <u>add a comment/remark justifying your answer</u>.

After inserting all the needed data, click on the Update icon 🧧 to

save the inserted data or on the Cancle icon ¹⁴ to exit the window without saving your data.



3. Date of the update of the		
Beneficiary for any pending		
issues regarding the		
modification request		
4. Date of receiving any		
bending issues regarding the		
modification request by the Beneficiary		
5. The suggested	 ~	
modification(s) is/are according to the eligibility		
rules as set by the Call?		
Remarks		
Kennarka		
6. The suggested		_
modification (s) serve the	 🖆 🗾	
nitial goals of the investment		
and preserve its integrated		
character		
Remarks		

In the initial window of subtab No.11.1, click on the icon \blacksquare to expand its content and view your answers or on the Edit icon \blacksquare if you wish to modify your answers.

the object of the evaluation, so 10.2 and 10.3 must be
Remarks 🔳

In **subtab No.11.2**, named "*Evaluator's Judgement*", the user has to answer to a list of questions and justify his/hers response. The questions concern the evaluator's judgement on the category of the modifications requested by the PB, thus the evaluator has to select one of the provided options (yes, no , n/a) according to the category of modifications selected by the PB in tab.1 and based on the fields of the AF in which any change was made.





To access the list of the questions, click on the add new icon Reply to each question by selecting one of the provided options (yes , no, n/a) and <u>add a comment/remark justifying your answer</u>. After inserting all the needed data, click on the Update icon inserted data or on the Cancel icon to exit the window <u>without</u> saving your data.

7. Evaluator's Judgment for the modification category 'change of the person responsible for the project/coordinator'	N/A S	
Justification		
8. Evaluator's Judgment for the modification category 'change of the financing scheme' Justification	N/A	
9. Evaluator's Judgment for	N/A	- -

In the initial window of subtab No.11.2, click on the icon \blacksquare to expand its content and view your answers or on the Edit icon \blacksquare if you wish to modify your answers.





Subtab No.11.3, named "*Final Judgement*" <u>should be filled in only</u> in the case that the approval of the Programme's Monitoring Committee is required for the requested modifications.

11.1 Αξιολόγηση Τροποποίησης 11.2 Τεκμηρίωση Ελεγκτη 11.3 Τελική Κρίση από Επιτροπή FINAL JUDGEMENT	
Table 11.3 is completed only in the case of actions that according to the Call, the requests for modification should be a Committee.	issessed by a
1. Do the suggested modification(s) serve the initial goals of the investment and preserve its integrated character?	Justification

In that case, the user has to answer to a list of Yes/No questions and justify his/hers response. To access the list of the questions, click on

the icon

Reply to each question by selecting one of the provided options (yes , no, n/a) and <u>add a comment/remark justifying your answer</u>. After inserting all the needed data, click on the Update icon
to save the inserted data or on the Cancel icon to exit the window <u>without</u> saving your data.



0 Interesting any second	
2. Is/are the suggested odification(s) according to	 ~
e eligibility rules as set by	
the Call?	
the Call?	
Justification	
3. The suggested	 ~
modification/s do not	
constitute a deviation from	
terms and conditions that	
were the object of the	\sim
evaluation, so that the	
investment plan is non-	
eligible?	
Justification	
Justification	
	al and a second s
4. Final Decision of the	
nitoring Committee on the	 ~
modification request	
Justification	

In the initial window of subtab No.11.3, click on the icon \blacksquare to expand its content and view your answers or on the Edit icon \blacksquare if you wish to modify your answers.

In **tab No.12**, name "*Attached documents*", the evaluator has access to the documents submitted by the PB (attached to the request for modification), justifying his/hers request for modification. Click in

the icon 🔝 to download the attached document.

		A	ttached Documents		
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ghgh	16 Επισυναπτόμενα Έγγραφα Απήματος Τροποποίησης	geg	gregrgr	



In **tab No.13**, named "*Documents Attached*", the user may attach any document related to the evaluation of the PBs request for modification, such as the approval of the JS/MA/MC. To do so, the user

has to click on the Add New File icon 🙆.

1 2 3 4 5 6 7 8 9 10 11 12 13 [EYNHMMENA APXEIA] 14
Documents Attached
Attached Documents

In the next window that appears, the user has to:

- **a. Beneficiary**: Select one of the two PBs participating in the project and whom the attached document concern. In case the document concerns both PBs, select the LB.
- **b. Document Category**: preselected field
- **c. Document Data Description:** Insert a short description about the attached document.
- **d. Comments:** Add any additional comment concerning the attachment.
- e. File: Click on the icon Choose a file, select the file from your computer and upload it on the system. NOTE: Only the following formats of files are accepted: doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar. Each file should not exceed the limit of 10MB.

to save the inserted data or on the Cancel icon ¹⁴ to exit the window **without** saving your data.



			A	ttached Documents		
S/N	Beneficiary	Docu	ment Category	Document Data – Description	Comments	File
	а	Beneficiary	ghgh			
	Docu	ument Category	17 Επισυναπτόμενα	Έγγραφα Αξιολόγησης Αιτήματος Τροι	ποποίησης	`
	Document Dat	ta – Description	ata	С		
		Comments	tefr	d		
	(u	File	C:\fakepath\test.pdf	e f		

In the initial window of tab No.13, 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 .

		At	tached Documents		
s/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ghgh	17 Επισυναπτόμενα Έγγραφα Αξιολόγησης Αιτήματος Τροποποίησης	gfg	refr	

In the **last tab No.14**, 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.



Please Cli	ck on the button	alidation Check	to confirm that	all necessar	y heids have beer	n filled in. Validation Check
Reports						
Reports	Adverse Arriver	- Toossosoinere	adf. / Print the	Accasemen	t Deport of the re	equest for modification (.pdf)

In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen.

	4 5 6			ields have been	[OPIETIKONOIHEH KAI YNOBOAH AEIOAOFHEHE AITHMATOE TPONONOIHEHE] liled in. Validation Check
					iformation, check for mistakes and omissions and try again.
• [10.3] You m	ust answer YES to all q	uestions of tab 10.1	to approve the p	roposal	
	riterion [7] Must have	a positive answer i	order to approv	e the proposal	
Reports					
ατύπωση Αξιολόγη	ισης Απήματος Τροποπ	οίησης(.pdf) / Print 1	he Assessment R	eport of the req	uest for modification (.pdf)

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**" link will appear and the user will be allowed to sumbit his/hers evaluation report for the requested modification.

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

The user may print/download the pdf of the evaluation report of the modification request as it is generated by SAMIS system, by clicking on the link <u>Ektunuon Aξιολόγησης Αιτήματος Τροποποίησης(.pdf)</u> / Print the Assessment Report of the request for modification (.pdf)



1 2 3 4	567	8 9 10 1	1 12 13	14 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΜΑΤΟΣ ΤΡΟΠΟΠΟΙΗΣΗΣ]
No errors were found, yo	u may proceed to Su	ubmission, Submission		
Reports				
Εκτύπωση Αξιολόγησης Αιτήμα	τος Τροποποίησης(.;	pdf) / Print the Assessment	Report of the requ	est for modification (.pdf)
Πατήστε τον παραπάνω σύνδα				

After the submission of the evaluation report a new window appears, in which the user has to:

- Approve the modification by clicking on the icon
- Reject the modification by clicking on the icon

ιπλέξτε αυτή την	εκλέξα κατάσταση γα την Αξολληγαη του Αντίματος Τροιοποίησης ν κατάσταση και κοθωμάτι να εγορθεί τα άπημα τροιοποίησης. <mark>/ Αρχιτικα</mark>	
Reports		
	loyners, Amburon, Tooronniyms; [pd] / Print the Assessment Report of the request for modification (pdf)	

In the pop-up window that appears, click "OK" to finalise your decision or "Cancel" to modify it.

Attention! After you finalise your decision by clicking "OK", you won't be able to change it.

Send the final AF as it is formed after the evaluation of the modification request to the LB/PB.