

5th Call

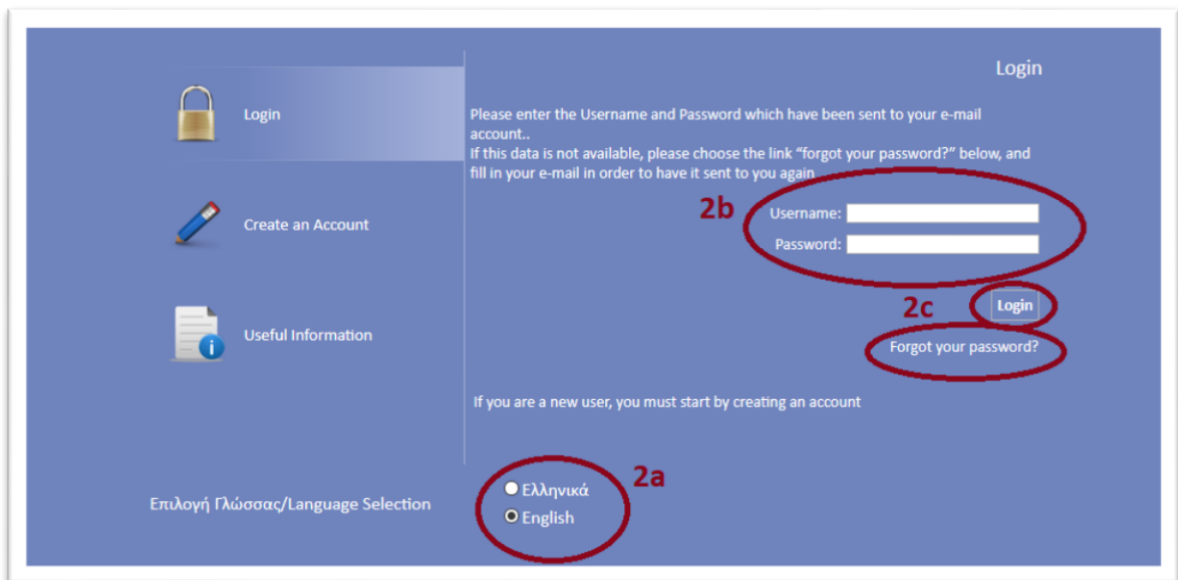
**“Grant scheme for supporting SMEs to grow
and expand beyond local markets”**

SAMIS MANUAL

REQUEST FOR MODIFICATION

(for Project Beneficiaries)

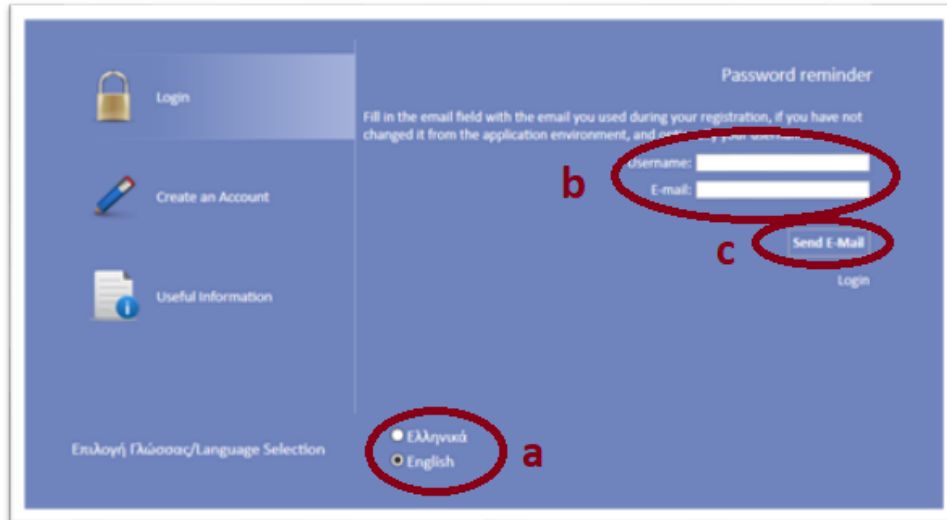
1. Enter SAMIS using the following link:
[https://www.ependyseis.gr/mis/\(S\(m31gceb15xrln1454jw11q55\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx)
2. Log in SAMIS following the steps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




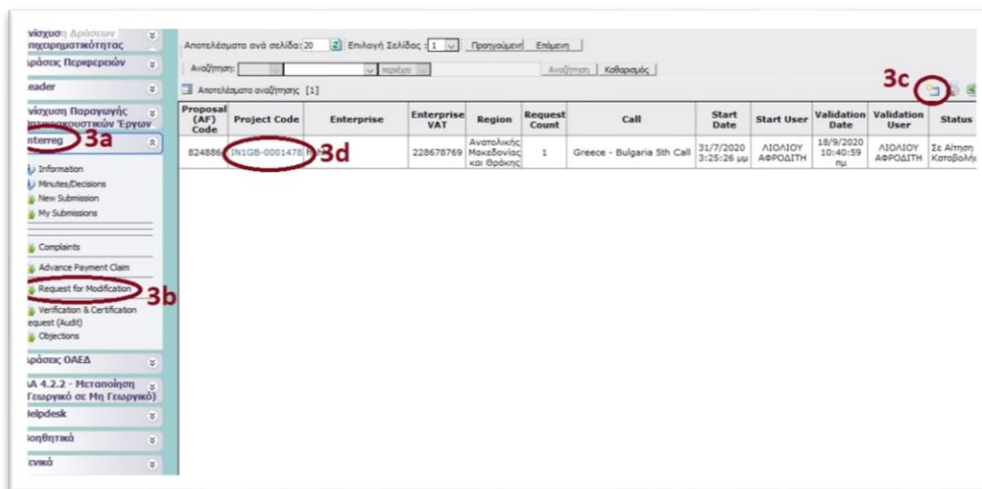
¹ **NOTE:** The credentials are the same as the ones you used during the submission of the project proposal. If you do not remember your username you have to find the email you had received by the info_ependyseis@mou.gr. The password won't be the same as the one written in the email, since you were requested to change it when 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 email you used when you registered to the system.
- c. Click on the **"Send E-mail"** button

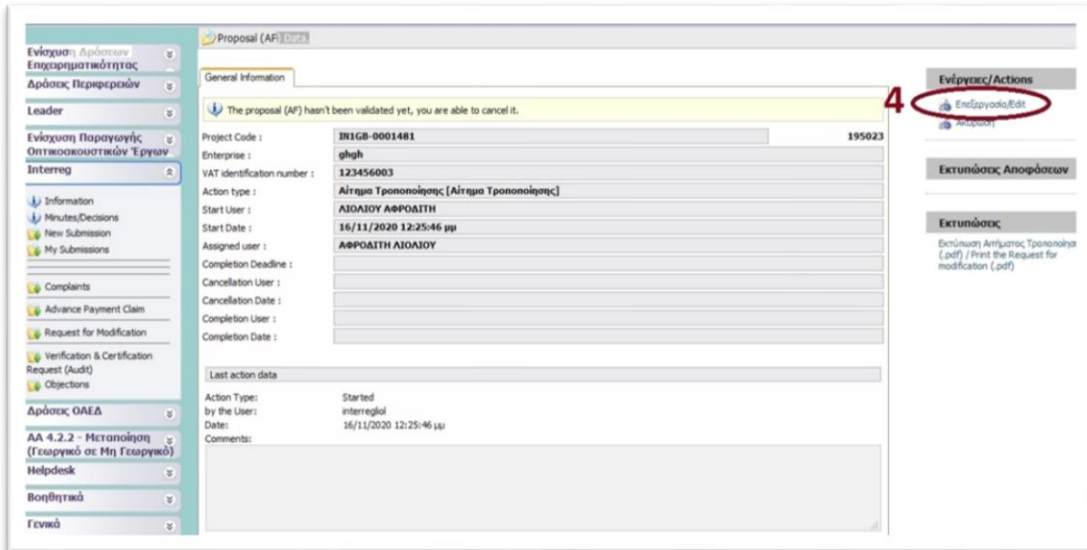
An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.





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 **"Request for Modification"** from the list
 - c. In the next screen click on the icon  , found at the upper right side of your screen.
 - d. Select from the list the project proposal you wish to modify and click on its **"Project Code"** which is an active link.



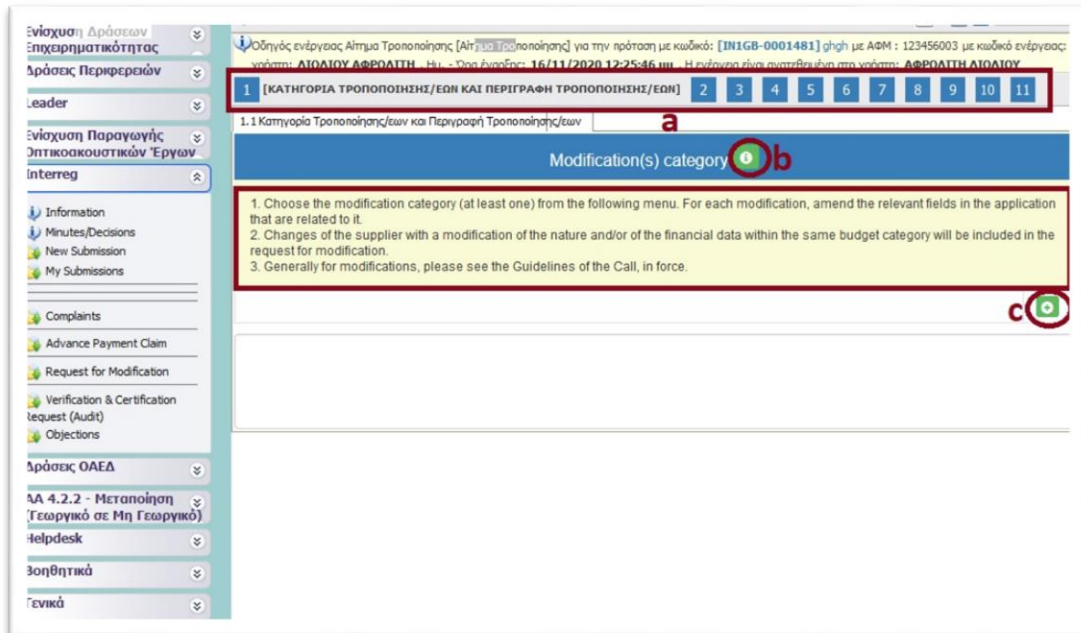
4. In the next screen, click on the active link  [Επεξεργασία/Edit](#) , found at the upper left side of your screen.





The action “Request for Modification” consists of 11 tabs and each one of them has subtubs (a).

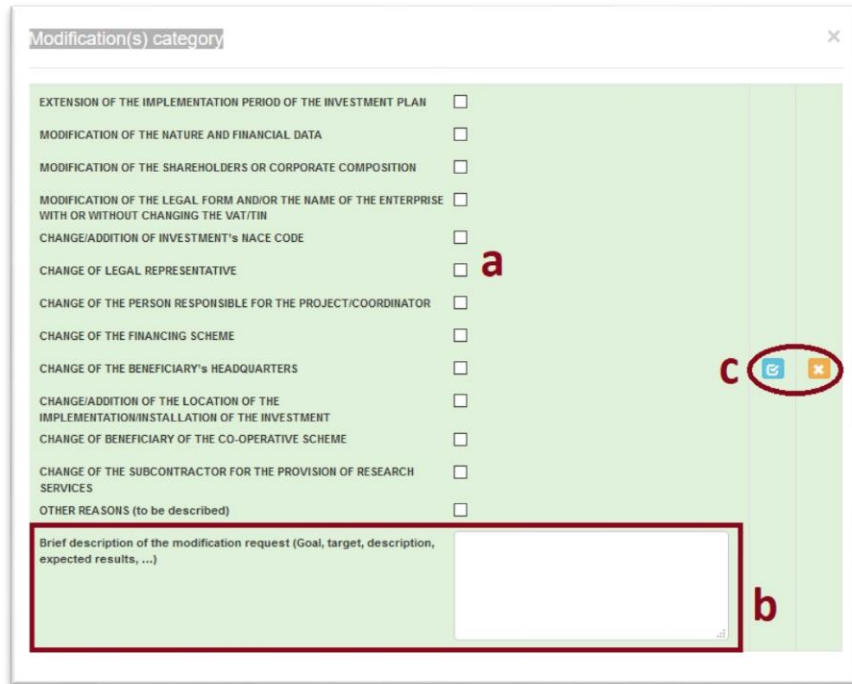
In **tab No.1** named “**Modification(s) category**”, the user has to select from a list at least one option (category modification) / reason for requesting a modification. Make sure that you read the instruction given in the information section. If you cannot see the text, click on the Information icon  to expand the text (b). To see the list of the provided options of modification’s category, click on the icon  (c).

NOTE: The request for modification is submitted by the LB to the JS and the written consent of both PBs is required. The user is advised to read the Paragraph 14. GRANT MODIFICATIONS of the Call document and consult the Joint Secretariat, before submitting a request for a modification.



In the window that appears:

- a.** select at least one category of modification from the list. If the user selects the option "OTHER REASONS" from the list, a description of the requested modification should be provided.
- b.** insert a brief description and justification of the modifications requested (Goal, target, description, expected results, ...).
- c.** click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.




Modification(s) category

EXTENSION OF THE IMPLEMENTATION PERIOD OF THE INVESTMENT PLAN	<input type="checkbox"/>
MODIFICATION OF THE NATURE AND FINANCIAL DATA	<input type="checkbox"/>
MODIFICATION OF THE SHAREHOLDERS OR CORPORATE COMPOSITION	<input type="checkbox"/>
MODIFICATION OF THE LEGAL FORM AND/OR THE NAME OF THE ENTERPRISE WITH OR WITHOUT CHANGING THE VAT/TIN	<input type="checkbox"/>
CHANGE/ADDITION OF INVESTMENT'S NACE CODE	<input type="checkbox"/>
CHANGE OF LEGAL REPRESENTATIVE	<input type="checkbox"/>
CHANGE OF THE PERSON RESPONSIBLE FOR THE PROJECT/COORDINATOR	<input type="checkbox"/>
CHANGE OF THE FINANCING SCHEME	<input type="checkbox"/>
CHANGE OF THE BENEFICIARY'S HEADQUARTERS	<input type="checkbox"/>
CHANGE/ADDITION OF THE LOCATION OF THE IMPLEMENTATION/INSTALLATION OF THE INVESTMENT	<input type="checkbox"/>
CHANGE OF BENEFICIARY OF THE CO-OPERATIVE SCHEME	<input type="checkbox"/>
CHANGE OF THE SUBCONTRACTOR FOR THE PROVISION OF RESEARCH SERVICES	<input type="checkbox"/>
OTHER REASONS (to be described)	<input type="checkbox"/>

Brief description of the modification request (Goal, target, description, expected results, ...)

The content of the **tabs No.2 – No.10** are the same as the ones of the latest Application Form (AF) in force.


For detailed instructions of 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 right side of your screen.

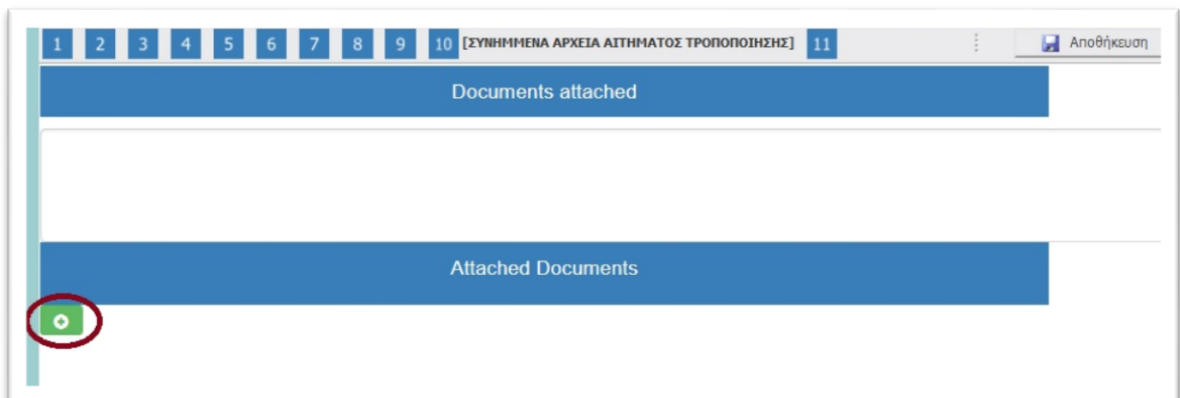
For each category of modification selected in the previous step, the user has to amend the relevant fields in the application form that are related to it and click on the Update icon  in order to save the changes made. The modified fields are automatically marked in yellow by the system.

Enterprise Name	vfdggr
Active Business Name - Brand	vfdggr
Enterprise Establishment Date	13/09/2020
Business Type	LIMITED LIABILITY COMPANY
Greek / Bulgarian VAT number	120042125
Tax Registration Office (Bulgaria)	hfgfhgh
Type Of Accounting Books	Other
Primary Economic Activity	jhjjh
Enterprise Size	Medium
Is This An Offshore Enterprise?	No

In **tab 10** named "**Documents Attached**", the user has to attach any documents required to justify his/her request for modification.

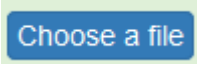


All annexes of the investment plan that are altered by the requested modifications, should also be also updated & attached to the request for the modification.

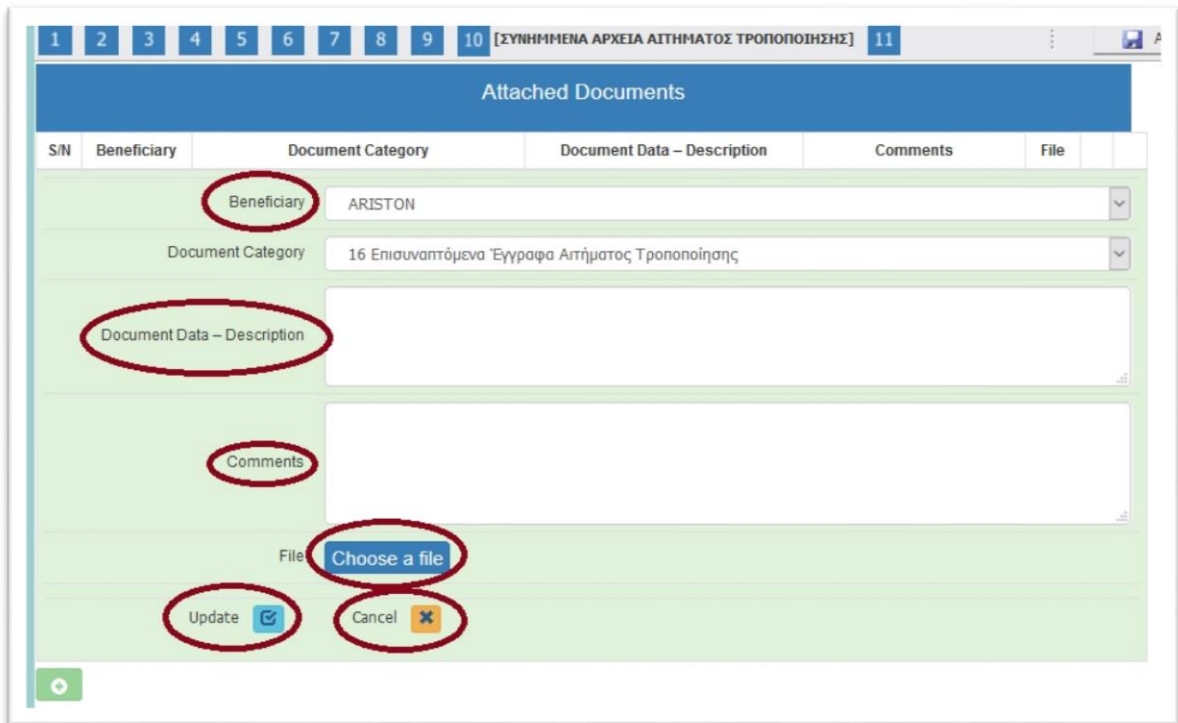
To do so click on the add new .





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



- **Beneficiary:** Select one of the two PBs participating in the project and whom the attached document concerns. In case the document concerns both PBs, select the LB.
- **Document Category:** preselected field



- **Document Data – Description:** Insert a short description about the attached document.
- **Comments:** Add any additional comment concerning the attachment.
- **File:** Click on the icon , 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.
- 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 **without** saving your data.

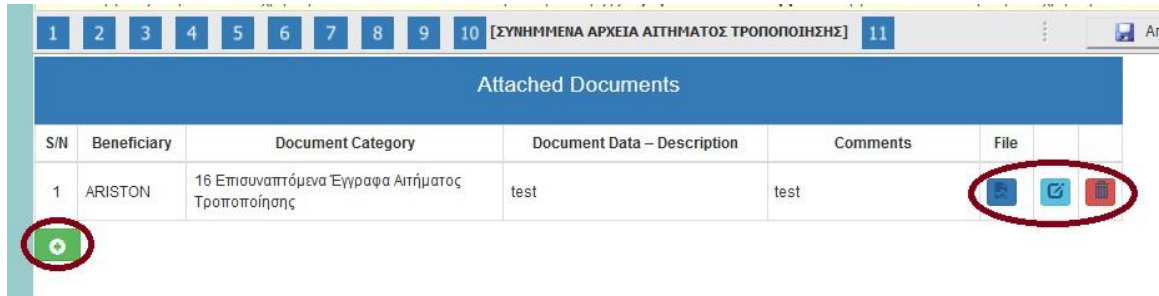





S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
	Beneficiary: ARISTON	Document Category: 16 Επισυναπτόμενα Έγγραφα Αιτήματος Τροποποίησης	Document Data – Description: [Empty]	Comments: [Empty]	File: Choose a file

Update  Cancel 

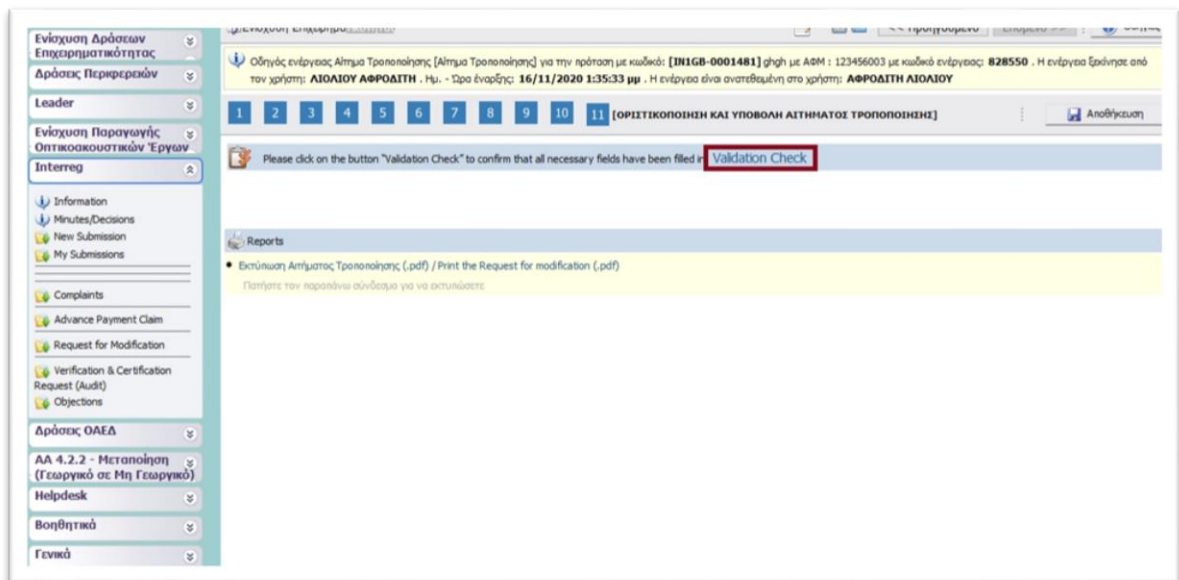
In the initial window of tab No.10, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon  and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on

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



S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ARISTON	16 Επισυναπτόμενα Έγγραφα Αιτήματος Τροποποίησης	test	test	  

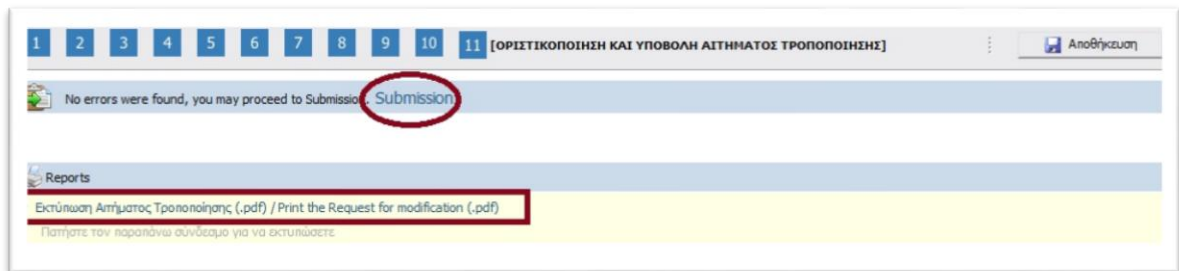
In **tab 11**, the system has to run a validation check, by clicking on the acrite link [Validation Check](#), to confirm that all necessary fields have been filled in correctly by the user.



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 the mistakes and the validation check comes up with the message *"No errors were found, you may proceed to Submission"*, the [Submission](#) link will be activated and the user will be allowed to submit his/hers request for modification.

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 modification(s) as it is generated by SAMIS system, by clicking on the link [Εκτύπωση Αιτήματος Τροποποίησης \(.pdf\) / Print the Request for modification \(.pdf\)](#)



The LB has to sign/stamp the report generated by SAMIS and send it to the JS (e-copy). The JS will inform the LB about the result of the evaluation of the submitted request for modification by the JS/MA/MC.