5th Call

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

SAMIS PARTICULARITIES

& PROCEDURES

SAMIS PARTICULARITIES

The LB and the PB share the same account (credentials) to access SAMIS.

The FLCs should be very careful when verifying the expenditures. They should edit and check ONLY the expenditures of the PB under examination and not to alter the data of the expenditures that have already been verified/ certified.

The system does not perform some controls defined by the Call. Thus, when requesting for an interim verification, the PBs should respect the limits set in the Call document (§13.3.2. INTERIM PAYMENTS). Likewise, the JS and the FLCs should check if these limits are respected when receiving/verifying a ToE.

Each action in SAMIS has to be concluded in order for the next one to start. For instance, in case a Project Beneficiary (PB) submits a request for an interim payment, this payment has to be completed in SAMIS, including the steps: verification of the PBs expenditures by the FLC, validation of the FLCs verification report by the JS Coordinator, data entry of the disbursement in SAMIS by the JS Coordinator, in order for the next request for payment to be created in the system.

Normally, the JS Coordinator has to enter is SAMIS – under the activity "Payment amount/Disbursement" – the data [*Number of the Payment's financial Document, Payment's Amount, Date of payment, Issuing body's VAT number (Interim Management Body)]* of the official document submitted by the Certifying Authority/Regional Development Fund that proves that the transaction of the grant amount in the PBs bank account has been completed. However, this would have caused great delays in the verification procedure, thus it was agreed that, the JS Coordinator enters in SAMIS – under the activity Payment amount/Disbursement – the data of the payment claim they submit to the Certifying Authority/Regional Development Fund. This way, the procedure is completed faster in SAMIS and the PBs may proceed to the next requests in SAMIS.

When the payment will be disbursed by the respective body to the PBs bank account, the Certifying Authority/Regional Development Fund sends to the JS the relevant document proving the completion of the transaction; and the JS forwards this document to the MOU (SAMIS helpdesk) requesting for its attachment in tab 5 of the respective action. They also send the correct data of the document *[Number of the Payment's financial Document, Date of payment]* to be inserted in SAMIS, as well as the project SAMIS code and activity's code.

Same thing applies also for the action "**Disbursement of advance payment**".

There is no internal communication or notifications sent by SAMIS to the users, thus, after the finalisation of each step/action in SAMIS, the report generated by the system has to be sent via

email signed/stamped by the respective user to the other parties (PB, JS, FLC, Unit C of the MA and the Bulgarian National Authority) in order to get informed and take action.

FOR THE FINAL 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 should be declared in SAMIS 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 in the manual "Request for Verification", paragraph "FINAL PAYMENT".

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

Respectively, the FLC that will examine and verify this request (last request of the first PB that completes his payments in the project) will also have to fill in/ sign/stamp the word document "FLC_Final Verification Report" - provided by the JS - and attach it to SAMIS when submitting his last verification report as interim.

This document "FLC_Final Verification Report" will also have to be inserted in SAMIS by the FLC that will verify the LAST VERIFICATION at project level, in order for the project to be completed.

In case that during the final verification, corrections occur that affect the previous payments as well, then a fiscal correction will take place for a partial or a total return of the public contribution of the grant.

The documents to be attached in SAMIS for each PBs last verification request are listed in ANNEX X: B. REQUIRED DOCUMENTS FOR THE LAST PAYMENT FOR EACH PB - Direct Assistance Guidelines and are included in the document **REQUIRED DOCUMENTS (for verification & payments)** found on the Programme website. The templates of the declarations that the PBs have to submit can also be found on the Programme website Declarations for Final Payment **(for PBs)**. Please note that other documents may be required as defined by the National Legislation of each country and according to the instructions given by the MA/JS.

SAMIS PROCEDURE

1. **Request for Modification**

   - This action in performed in SAMIS by the Lead Beneficiary (LB) of each project, following the instructions of the manual "Request for Modification".
   - The consent of the project consortium is required (PBs consent letters/emails have to be attached in SAMIS).
   - Only two major requests for modifications are allowed per year for each project. The modification requests concern the whole project (both PBs) and not each PB individually.
   - The JS/MA/MC's approval – depending on the type of modifications requested – is required before the verification of any expenditure affected by a modification.
   - All annexes of the investment plan that are altered by the requested modifications should also be also updated & attached in the system.
   - Before the submission of any request for verification, the PBs have to make sure that the Application Form in force in the system is updated with any possible modification required and approved by the JS/MA/MC; otherwise the verification request will be rejected.
   - Before submitting the request for modification in SAMIS, the LB sends via email the draft SAMIS report signed to the JS/PO for check. **THIS DOES NOT APPLY FOR MAJOR MODIFICATIONS THAT REQUIRE A RE-EVALUATION OF THE PROPOSAL!!!**
   - After submitting the request for modification in SAMIS, the LB has to sign/stamp the report generated by SAMIS and send it to the JS via email (e-copy).

2. **Evaluation of Modification Request**

   - This action is performed in SAMIS by the JS following the instructions of the manual "Evaluation of Modification Request".
   - Depending on the kind of modifications requested by the LB the approval of the JS/MA/MC is required and should be attached in SAMIS.
   - After submitting the evaluation report in SAMIS, the JS should inform via email the LB about the evaluation's result.

MIS: After the approval of the new AF, the JS – Project Officer should enter the MIS system and insert/submit the new AF which should also be approved by the JS Coordinator. This action should be done only in case the modifications of the SAMIS-AF affect the data of the MIS-AF, since not all SAMIS data is inserted in the MIS (simplified AF).

3. Advance Payment Claim

- This action is performed in SAMIS by each Project Beneficiary separately (one claim per PB) and prior to any request for verification is submitted at project level, following the instruction of the manual "Advance Payment Claim".
- Each PB has the right to request for an advance payment only once and for an amount up to 40% of his budget's total public funding.
- An advance payment for one PB must be completed (evaluated and disbursed) before the second PB of the co-operative scheme applies for his request for an advance payment.
- If the PB wishes to update/correct the data in the AF, s/he will have to request for a modification of the AF <u>before</u> requesting for an advance payment.
- After submitting the request for advance payment The documents to be attached in SAMIS for the advance payment are listed in ANNEX X: A. REQUIRED DOCUMENTS FOR ADVANCE AND INTERIM VERIFICATION REQUESTS- Direct Assistance Guidelines and are included in the document **REQUIRED DOCUMENTS (for verification & payments)** found on the Programme website. The templates of the declarations that the PBs have to submit can also be found on the Programme website <u>Declaration for Advance & Interim Payment</u> **(for PBs).** Please note that other documents may be required as defined by the National Legislation of each country and according to the instructions given by the MA/JS.
- in SAMIS, the PB has to print/sign/stamp the report generated by the system and send it via email to the FLC, the JS (Project Officer & JS Coordinator), Unit C of the MA (mee.interreg@mou.gr), the LB of the project (in case of PBs) and the Bulgarian National Authority (e-mrrb@mrrb.government.bg) for BG-PBs.

4. Evaluation of Advance Payment Claim

- This action is performed in SAMIS by the First Level Controller (FLC), following the instructions of the manual "Evaluation of Advance Payment Claim", upon receiving a notification email from the PB that a request for advance payment has been submitted in SAMIS.
- The FLC has the right to request the PB - via email - for additional information/ clarifications or for missing documents <u>prior</u> to submitting his evaluation report in SAMIS. Any additional document sent by the PB has to be attached in SAMIS by the FLC, as well as the correspondence (emails exchanged) between the FLC and the PB.
- The FLC has the right to reject the PBs request for an advance payment if the submitted documents are not correct or if the data in the AF in force are not the ones declared by the beneficiary.

- After the submission of the report in the system, the FLC has to print/sign/stamp the report generated by the system and sends it via email (e-copy) to the PB, the JS (Project Officer & JS Coordinator), Unit C of the MA (mee.interreg@mou.gr), the LB and the Bulgarian NA (e-mrrb@mrrb.government.bg) for BG-PBs.

5. Disbursement of Advance Payment

- This action is performed in SAMIS by the JS Coordinator, following the instructions of the manual "Disbursement of Advance Payment"
- The JS Coordinator has to attach the document of the payment claim sent to the Certifying Authority (for BG PBs) or the Regional Development Fund (for GR PBs), requesting for the disbursement of the advance payment to the PBs bank account.
- The JS has to inform via email the PB concerned that the action has been completed in SAMIS in order for the PBs to proceed to next actions in the system.
- **MIS:**
    - When receiving the notification email by the FLC that the advance payment has been verified, the JS – Project Officer has to enter the MIS system and create and verify a Table of Expenditures with the advance payment amount. (one step action)
    - The JS – Project Officer should attach in MIS:
        - the PBs request for advance payment generated by SAMIS signed/stamped by the PB;
        - the verification report "Evaluation of advance payment claim" (signed/stamped by the FLC) as it is generated by SAMIS;
        - the "validated verification report" as it is generated by SAMIS (submitted by the JS Coordinator);
        - the official document with the PB's bank account.
        ATTENTION:
        - For advance payments, when inserting the ToE in MIS, the JS-Project Officer should **select/check** the respective field stating that this ToE concerns advance payment.
        - The JS – Project Officer acting as FLC – should insert is SAMIS the total public amount (ERDF & national funds) that was verified by the FLC. In case financial corrections were applied, these should also be inserted in the respective field of MIS.
        - The JS – Project Officer **does not submit but forwards** the ToE to the JS Coordinator for approval.
    - **For BG beneficiaries:**
        - The JS Coordinator sends to the Certifying Authority an official letter submitting a request for the transfer of the public funds (ERDF & national contribution) to the BG beneficiary. Precondition to transfer

the Bulgarian National Contribution, is the confirmation by the National Authority of Bulgaria of the credit inthe relevant bank account.

- The Certifying Authority sends the document to the General Accounting Office for the payment of the PB. The document is also sent to the JS.
- When the payment is made by the General Accounting Office to the Bulgarian PB, the Certifying Authority sends the proof document to the JS.
- The JS forwards this proof document to the MOU (SAMIS helpdesk), along with the project and action code number, in order to attach it tab No.6 of SAMIS, under the corresponding action. The JS also sends the correct data [*Number of the Payment's financial Document, Date of payment*] to be inserted in tab No.5 of SAMIS.
- The JS Coordinator enters MIS and in the ToE: he fills in the field that concerns the payment, attaches the payment's proof document and approves the ToE in MIS. Afterwards, the approved ToE may be included in a Payment Claim.

  o **For GR beneficiaries:**
  - The JS Coordinator sends to the Regional Development Fund an official letter submitting a request for the transfer of the public funds (ERDF & national contribution) to the GR beneficiary.
  - The GR beneficiary has to send to the Regional Development Fund the folder with all required documentation in order to receive the grant.
  - When the payment is made by the Regional Development Fund to the Greek PB, the Regional Development Fund sends the proof document to the JS.
  - The JS forwards this proof document to the MOU (SAMIS helpdesk), along with the project and action code number, in order to attach it tab No.6 of SAMIS, under the corresponding action. The JS also sends the correct data [*Number of the Payment's financial Document, Date of payment*] to be inserted in tab No.5 of SAMIS.
  - The JS Coordinator enters MIS and in the ToE: he fills in the field that concerns the payment, attaches the payment's proof document and approves the ToE in MIS. Afterwards, the approved ToE may be included in a Payment Claim.

- Finally, the JS – Project Officer informs the PB that s/he has received the advance payment.

6. **Request for Verification**

- This action is performed in SAMIS by each PB separately, following the instructions of the manual "Request for Verification".
- Requests for verification cannot be submitted simultaneously by both PBs. The action must be completed (verified, validated and disbursed in SAMIS) for one PB before the second one submits his request for verification.
- The AF in force should be updated with all modifications approved by the JS/MA/MC and all the data concerning the enterprise and the legal representatives should be the ones that apply. If that's not the case, the PB has to request for a modification of the AF and update it **before** requesting for any payment; otherwise, the request will be rejected by the FLC.
- When entering his data (expenditures, invoices, payments) each PB should edit **ONLY** his/hers expenditures and should **NOT** modify any of the data that appear in the list and concern the other PB and/or expenses that have already been verified/certified.
- Invoices may be linked to more than one expenditure and vice versa. Respectively, payments may be linked to more than one invoice and vice versa. However, each invoice (purchase or payment) should be entered only once in the system.
- The PB should attach to his request for payment the documents listed in ANNEX X: A. REQUIRED DOCUMENTS FOR ADVANCE AND INTERIM VERIFICATION REQUESTS- Direct Assistance Guidelines and are included in the document **REQUIRED DOCUMENTS (for verification & payments)** found on the Programme website. The templates of the declarations that the PBs have to submit can also be found on the Programme website. Declaration for Advance & Interim Payment **(for PBs).**
- In addition, the PB should attach the accounting statements/entries that correspond to the expenditures that are submitted for verification.
- The limit for all attached documents is up to 50 MB and 10 MB for each attachment. For larger documents the user has to use a cloud database (i.e. ne drive, Google drive) and add the link in SAMIS as a comment. You are not allowed to use applications such as WeTransfer that the links have an expiration date.
- After the submission of the request in SAMIS, the PB has to sign/stamp the report as it is generated by the system and send it via email to: the LB (in case of PBs), the JS (Project Officer and JS Coordinator), the FLC, to Unit C of the MA (mee.interreg@mou.gr) and the Bulgarian NA (e-mrrb@mrrb.government.bg) for BG-PBs.
- The limit as displayed in Par 9.4 of the Direct Assistance Guidelines for Personnel expenses (up to 15% of the Investment budget) will be checked for the duration of the investment.
- The limit for the request for verification will be checked during each relevant submission and not after any corrections imposed by the FLC.

7. Verification Report (Audit)

- This action is performed in SAMIS by the FLC, following the instructions of the manual "Verification Report".
- During the verification of expenditures, the FLC has the right to request via email the PBs for additional information/documents/clarifications. Any additional document sent by the PB has to be attached in SAMIS by the FLC, as well as the correspondence (emails exchanged) between the FLC and the PB.
- Before finalising the verification report in SAMIS, the FLC has to send via email the draft (under submission) verification report, generated by the system, to the concerned PB informing him about the verification result.
- The PB has the right to object to the result of the verification by replying to the FLCs email and by sending additional documents justifying his objection. The duration of the objections phase, as well as all the relevant timelines regarding the verification procedure, is defined in the national Management and Control System of each PB/country.
- After the objections' time passes, the FLC has to enter SAMIS and finalise the verification, modifying if needed the initially entered data and by attaching in the system the correspondence (emails exchanged) between him and the PB, as well as any additional document sent by the PB.
- After submitting the verification report in SAMIS, the FLC has to print/sign/stamp the report as it is generated by the system, and send it via email to: the PB concerned, the LB of the project, the JS (Project Officer and JS Coordinator), Unit C of the MA (mee.interreg@mou.gr) and the Bulgarian NA (e-mrrb@mrrb.government.bg) for BG-PBs.

8. **Validated Verification Report**

- This action is performed in SAMIS by the JS Coordinator, following the instructions of the manual "Validated Verification Report". Through this action the JS checks and approves the verification report submitted by the FLC.
- **MIS:**
  - o Afterwards, the Project Officers have to enter the MIS system and create and verify a Table of Expenditures with the amount (public contribution) to be paid by the Certifying Authority for BG-PBs and the Regional Development Fund for GR-PBs. (one step action)
  - o The JS – Project Officer should attach to the ToE"
    - the request for verification as it is submitted by the PB (report generated by SAMIS signed/stamped by the PB);
    - the verification report (signed/stamped by the FLC);
    - the validated verification report as they are generated by SAMIS;
    - the official document with the PB's bank account.

ATTENTION:

- The JS – Project Officer acting as FLC – should insert is SAMIS the total public amount (ERDF & national funds) that was verified by the FLC. In case financial corrections were applied, these should also be inserted in the respective field of MIS.
- The JS – Project Officer **does not submit but forwards** the ToE to the JS Coordinator for approval.

o **For BG beneficiaries:**

- The JS Coordinator sends to the Certifying Authority an official letter submitting a request for the transfer of the public funds (ERDF & national contribution) to the BG beneficiary. Precondition to transfer the Bulgarian National Contribution, is the confirmation by the National Authority of Bulgaria of the credit in the relevant bank account.
- The Certifying Authority sends the document to the General Accounting Office for the payment of the PB. The document is also sent to the JS.
- When the payment is made by the General Accounting Office to the Bulgarian PB, the Certifying Authority sends the proof document to the JS.
- The JS Coordinator enters MIS and in the ToE: he fills in the field that concerns the payment, attaches the payment's proof document and approves the ToE in MIS. Afterwards, the approved ToE may be included in a Payment Claim.
- The JS forwards this proof document to the MOU (SAMIS helpdesk), along with the project and action code number, in order to attach it tab No.6 of SAMIS, under the corresponding action. The JS also sends the correct data [*Number of the Payment's financial Document, Date of payment]* to be inserted in tab No.5 of SAMIS.

o **For GR beneficiaries:**

- The JS Coordinator sends to the Regional Development Fund an official letter submitting a request for the transfer of the public funds (ERDF & national contribution) to the GR beneficiary.
- The GR beneficiary has to send to the Regional Development Fund the folder with all required documentation in order to receive the grant.
- When the payment is made by the Regional Development Fund to the Greek PB, the Regional Development Fund sends the proof document to the JS.
- The JS Coordinator enters MIS and in the ToE: he fills in the field that concerns the payment, attaches the payment's proof document and approves the ToE in MIS. Afterwards, the approved ToE may be included in a Payment Claim.

- The JS forwards this proof document to the MOU (SAMIS helpdesk), along with the project and action code number, in order to attach it tab No.6 of SAMIS, under the corresponding action. The JS also sends the correct data [*Number of the Payment's financial Document, Date of payment*] to be inserted in tab No.5 of SAMIS.
- Finally, the JS – Project Officer informs the PB that s/he has received the grant.

9. Payment Amount (Disbursement)

- This action is performed in SAMIS by the JS Coordinator, following the instructions of the manual "Payment Amount (Disbursement)".
- The JS Coordinator has to attach the document sent to the Certifying Authority (for BG PBs) or the Regional Development Fund (for GR PBs), requesting for the payment of the grant to the PBs bank account.
- The JS Coordinator has to inform via email the PB concerned that the action has been completed in SAMIS in order for the PBs to proceed to next actions in the system.
- When the payment is completed by the Certifying Authority/Regional Development Fund, the official document proving the completion of the transaction will be sent by the respective body to the JS.
- The JS has to forward this document to the MOU (helpdesk), along with the project and action code number, in order to attach it in tab No.4 of SAMIS, under the corresponding action. The JS will also send the correct data [*Number of the Payment's financial Document, Date of payment*] of the document to be inserted in tab No.3 of SAMIS.