

5th Call:

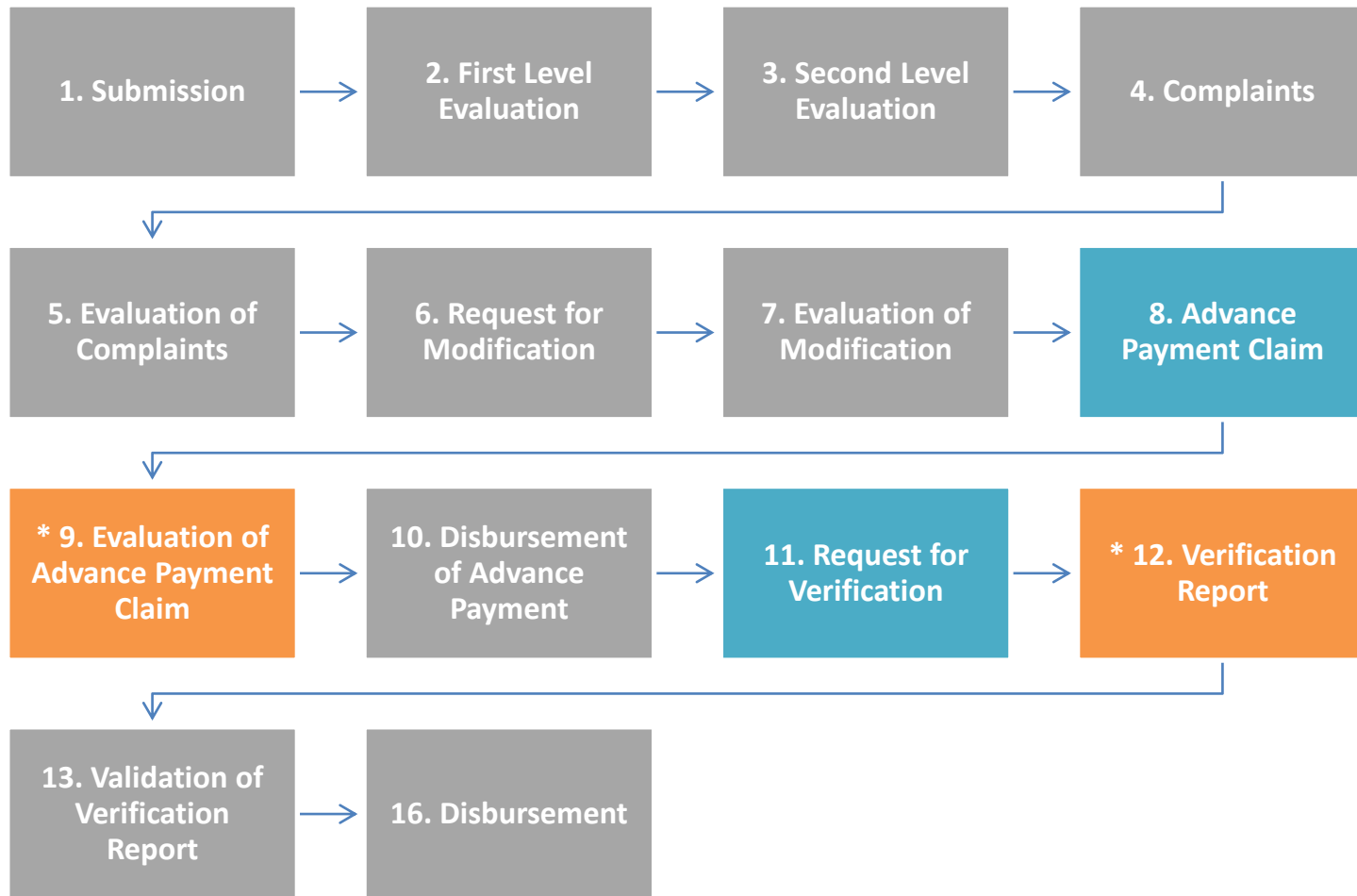
**«Grant scheme for supporting SMEs to grow
and expand beyond local markets»**

SAMIS presentation for First Level Controllers

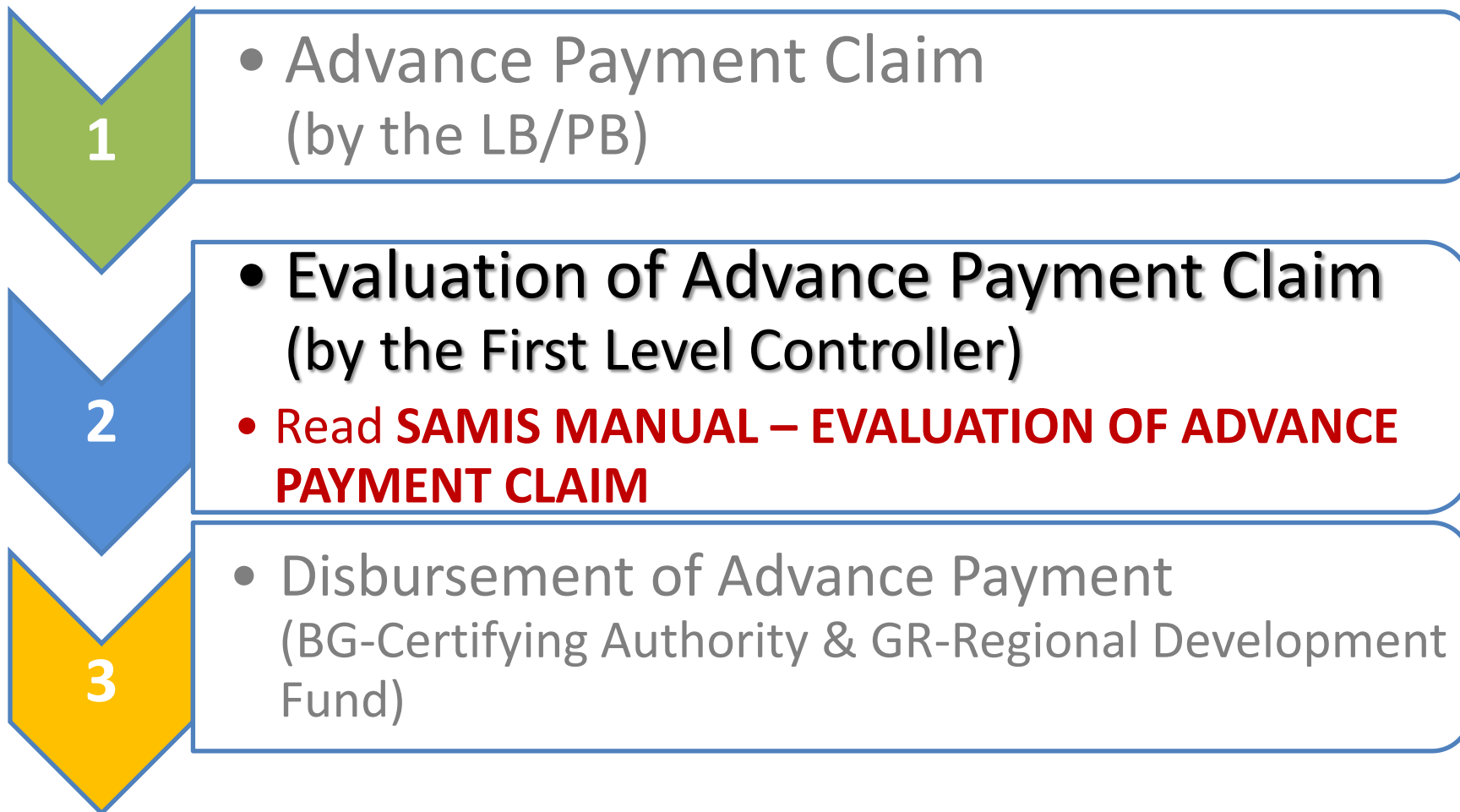
September 2021

SAMIS: Modules or Actions

* In orange the activities to be carried out by the FLCs



Advance Payment



Advance Payment – Call info

- ❑ § 13.3.1 of the Direct Assistance Guidelines (check for latest version)
- ❑ **up to 40% of the public assistance** (grant) for each PB
- ❑ letter of guarantee for an equivalent amount or a promissory note (for BG enterprises) from a credit institution recognized for that purpose
 - No template provided by the JS/MA
 - Issued to: Greek Ministry of Development and Investments/Managing Authority of European Territorial Cooperation Programmes
 - term of validity of an indefinite or a fixed expiration date (**past** the closing date for the investment's completion)*

Advance Payment – Call Info

- ❑ Advance Payment Claim submitted **before** the 1st request for verification
- ❑ Advance payment is balanced out in the interim payment or the final payment of the project, if there is no interim payment.
- ❑ Submit on paper the required supporting documentation - ***Annex IX "REQUIRED DOCUMENTS FOR GRANT PAYMENTS"*** of the Call document
- ❑ The advance shall be covered by the costs paid by PB in connection with the project implementation; advance is justified by paid invoices or accounting documents of equivalent probative value within 3 years from the date of payment of the advance, and no later than 31 December, 2023.

SAMIS : Login link

Login

Please enter the Username and Password which have been sent to your e-mail account..
If this data is not available, please choose the link "forgot your password?" below, and fill in your e-mail in order to have it sent to you again

b Username:
Password:

c Login
Forgot your password?

If you are a new user, you must start by creating an account

a ● Ελληνικά
○ English

Επιλογή Γλώσσας/Language Selection

- a. Select EN language
- b. Enter your credentials
- c. Log in

SAMIS : Forgot your password

Language Selection

Ελληνικά English **a**

Password reminder

Fill in the email field with the email you used during your registration, if you have not changed it from the application environment, and confirm your account.

username: **b**

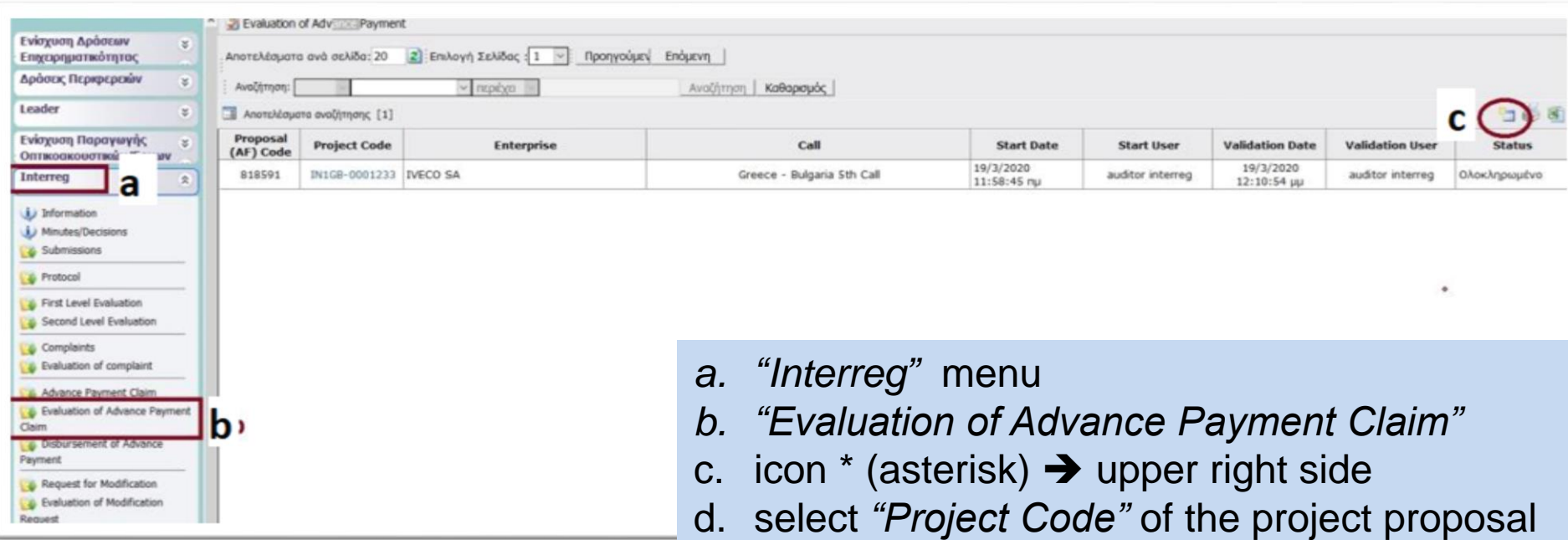
E-mail:

c Send E-Mail

Login

- **“Forgot your password”**
- Select **EN** language
- Enter username & email.
- **“Send E-mail”**

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM



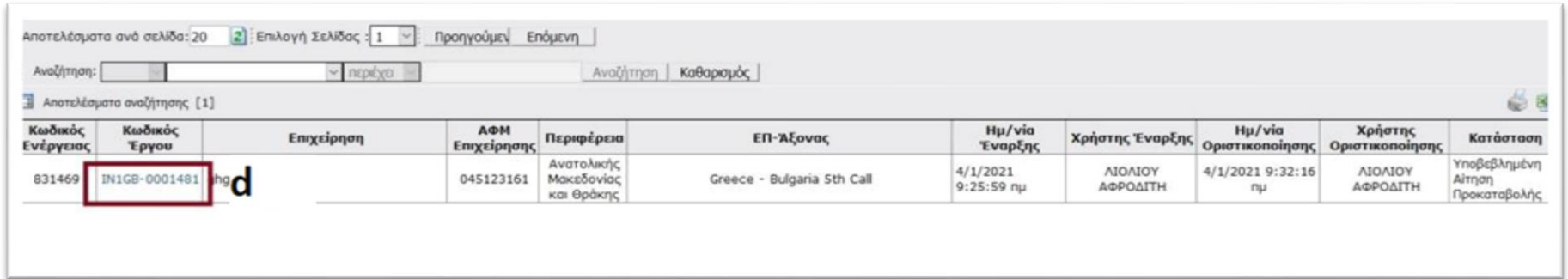
a points to the "Interreg" menu item in the left sidebar.

b points to the "Evaluation of Advance Payment Claim" menu item in the left sidebar.

c points to an asterisk icon in the upper right corner of the table area.

Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
818591	IN1GB-0001233	IVECO SA	Greece - Bulgaria 5th Call	19/3/2020 11:58:45 πμ	auditor interreg	19/3/2020 12:10:54 μμ	auditor interreg	Ολοκληρωμένο

- a. "Interreg" menu
- b. "Evaluation of Advance Payment Claim"
- c. icon * (asterisk) → upper right side
- d. select "Project Code" of the project proposal






Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
831469	IN1GB-0001481	hg	045123161	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	4/1/2021 9:25:59 πμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	4/1/2021 9:32:16 πμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	Υποβλημένη Αίτηση Προκαταβολής

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

- **Evaluation of an advance payment claim** consists of seven (7) tabs/steps and each one has a number of subtabs.
- **Tab No.1** informative
- **Tab No.2**
 - **No.2.1** informative
 - **No.2.2 & No.2.3** = main content of “advance payment claim”, already filled in by the PB, FLC has edit rights if corrections, a justification must be provided.

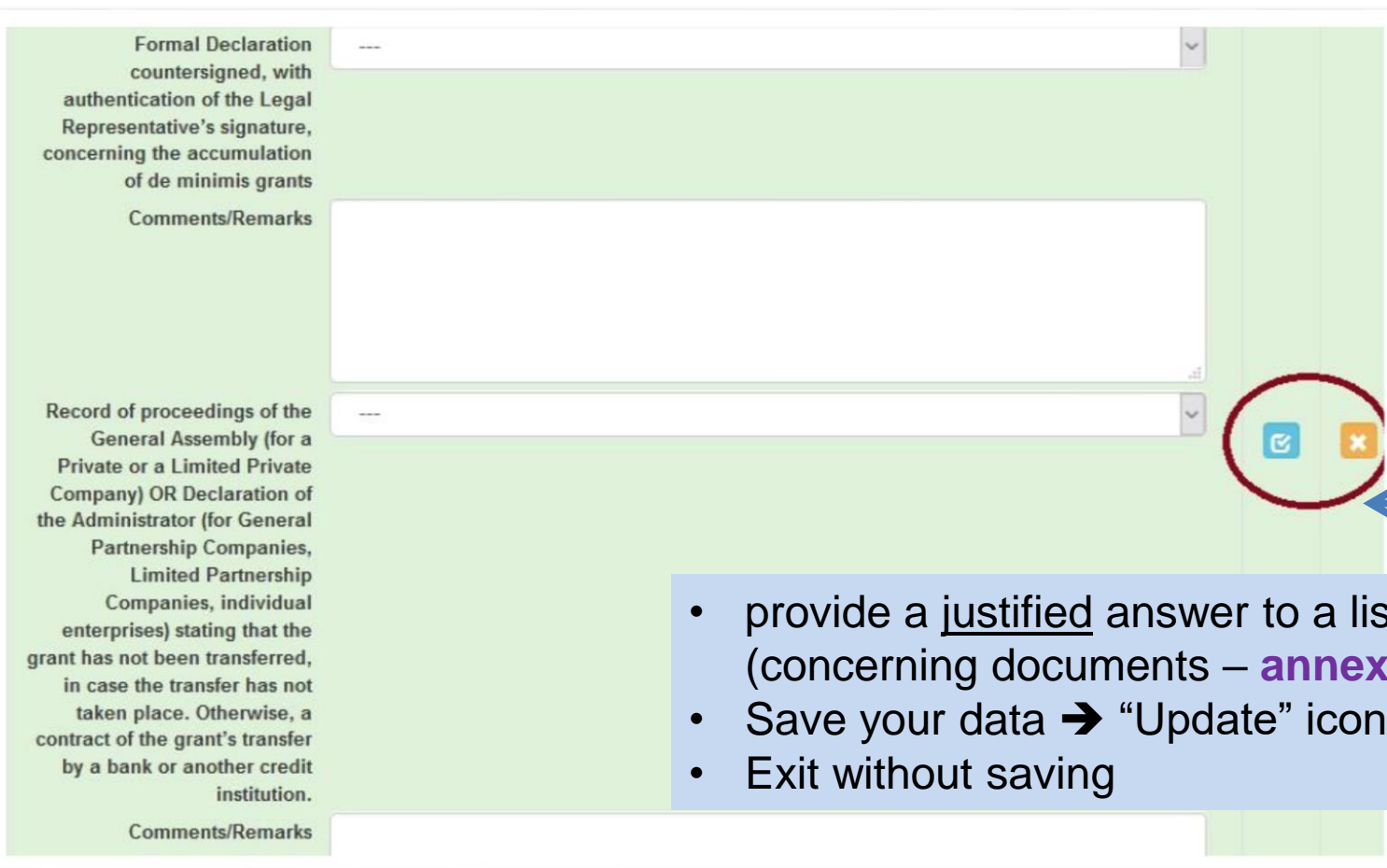
SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

- **Tab No.3 – only No.3.1 “Control check of the documents for advance payment” is applicable**

1	2	3 [ΕΛΕΓΧΟΣ ΔΙΚΑΙΟΛΟΓΗΤΙΚΩΝ ΚΑΤΑΒΟΛΗΣ ΕΝΙΣΧΥΣΗΣ]	4	5	6	7	
3.1 Έλεγχος Δικαιολογητικών Καταβολής Ενίσχυσης(1)		3.2 Έλεγχος Δικαιολογητικών Καταβολής Ενίσχυσης(2)		3.3 Έλεγχος Δικαιολογητικών Καταβολής Ενίσχυσης(3)			
CONTROL CHECK OF THE DOCUMENTS FOR ADVANCE PAYMENT 							
The table "3.1 Control check of the Documents for the Advance Payment" has to be filled in for each beneficiary that has applied for an Advance Payment, according to table "2.2 Advance Payment data"							
Beneficiary	Printed verification/certification report signed by the controllers/auditors						
							

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

3.1 “Control check of the documents for advance payment”



Formal Declaration countersigned, with authentication of the Legal Representative's signature, concerning the accumulation of de minimis grants

Comments/Remarks

Record of proceedings of the General Assembly (for a Private or a Limited Private Company) OR Declaration of the Administrator (for General Partnership Companies, Limited Partnership Companies, individual enterprises) stating that the grant has not been transferred, in case the transfer has not taken place. Otherwise, a contract of the grant's transfer by a bank or another credit institution.

Comments/Remarks

- provide a justified answer to a list of questions (concerning documents – **annex IX of the Call**)
- Save your data → “Update” icon
- Exit without saving

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

3.1 “Control check of the documents for advance payment”

structure will be declared				
Comments/Remarks	bfbfb			
Formal Declaration countersigned, with authentication of the Legal Representative’s signature, concerning the accumulation of de minimis grants	YES			
Comments/Remarks	ffbfgb			
Record of proceedings of the General Assembly (for a Private or a Limited Private Company) OR Declaration of the Administrator (for General Partnership Companies, Limited Partnership Companies, individual enterprises) stating that the grant has not been transferred, in case the transfer has not taken place. Otherwise, a contract of the grant’s transfer by a bank or	YES			



Expand content
 Edit
 Delete entry

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

Tab 4.1 “Controller’s justification”

4.1 Τεκμηρίωση Ελεγκτή

CONTROLLER'S JUSTIFICATION ⓘ										
The table '4.1 Controller's Justification' should be filled in for each beneficiary that has requested an advance payment according to table '2.2 Data for Advance Payment Claim'										
Beneficiary	Request acceptance & disbursement approval	Justification for the acceptance of the disbursement request & disbursement approval	Amount of advance payment disbursement	Justification for the advance payment disbursement	Date of dispatch informing the beneficiary about the pending issues	Justification for the date of informing the beneficiary about the pending issues	Date of reception about the pending issues (by the beneficiary)	Justification for the reception of information about the pending issues	Controller's comments	





Justification for the advance payment disbursement

Date of dispatch informing the beneficiary about the pending issues: 04/01/2021

Justification for the date of informing the beneficiary about the pending issues



Date of reception about the pending issues (by the beneficiary): 04/01/2021

Justification for the reception of information about the

- Click on icon 
- provide a **justified** answer to a list of questions
- Save your data → 
- Edit/Delete your data →  / 

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

Tab No.5 - “Attached Documents” → **PB’s** supporting documents for advance payment.

Attached Documents					
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ghgh	7 Επισυνπτόμενα Έγγραφα Αίτησης Προκαταβολής	vmg	hnhgk	 

Download (Callout box pointing to the download icon)

Tab No.6 - “Attached Documents” → **FLC’s** supporting documents

1 2 3 4 5 6 [ΣΥΝΗΜΜΕΝΑ ΑΡΧΕΙΑ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ] 7

Documents attached to the evaluation of the Advance Payment Claim

Attached Documents

Add (Callout box pointing to the green plus icon)

SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

Tab No.6 - “Attached Documents” → **FLC’s** supporting documents

Attached Documents

S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
	Beneficiary: <input type="text" value="ghgh"/>	Document Category: <input type="text" value="8 Επισυναπτόμενα Έγγραφα Αξιολόγησης Προκαταβολής"/>	Document Data – Description: <input type="text"/>	Comments: <input type="text"/>	File: <input type="button" value="Choose a file"/>
	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>			

- Select PB
- Description of the doc
- Comments
- Choose file
- Save → Update
- Cancel

- ATTACHMENTS:**
- Additional requested clarifications
 - Additional documents sent by PB
 - Correspondence with PB (emails)

- Download
- Edit
- Delete

Attached Documents

S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	vfdggr	8 Επισυναπτόμενα Έγγραφα Αξιολόγησης Προκαταβολής	bdfb	gnof	<input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Add new (Repeat)



SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

Tab No. 7 - Validation Check & Submission



1 2 3 4 5 6 7 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ]

To complete the action, you must press the submission button.

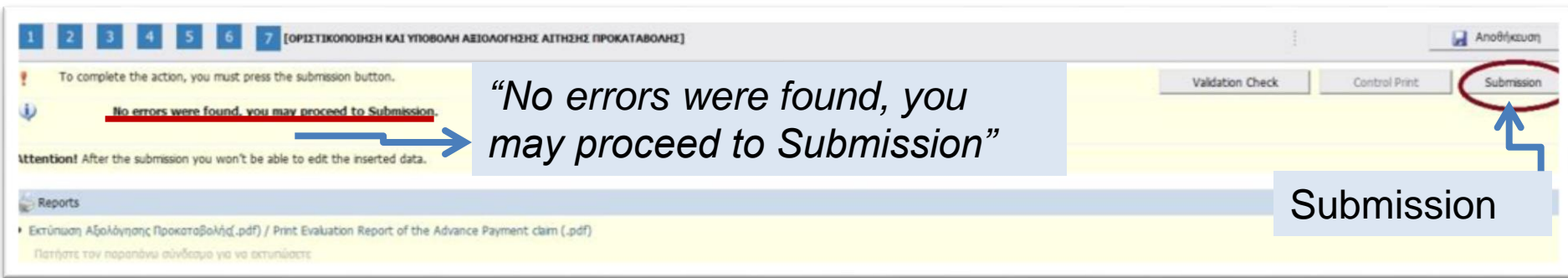
Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in.

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

Reports
Εκτύπωση Αξιολόγησης Προκαταβολής(.pdf) / Print Evaluation Report of the Advance Payment claim (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

Validation Check Control Print Submission

Validation check



1 2 3 4 5 6 7 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ]

To complete the action, you must press the submission button.

No errors were found, you may proceed to Submission.

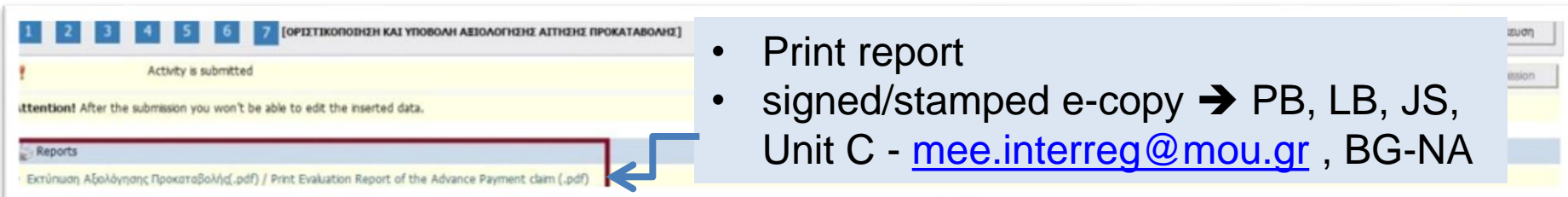
Attention! After the submission you won't be able to edit the inserted data.

Reports
Εκτύπωση Αξιολόγησης Προκαταβολής(.pdf) / Print Evaluation Report of the Advance Payment claim (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

Validation Check Control Print Submission

Submission

"No errors were found, you may proceed to Submission"



1 2 3 4 5 6 7 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΞΙΟΛΟΓΗΣΗΣ ΑΙΤΗΣΗΣ ΠΡΟΚΑΤΑΒΟΛΗΣ]

Activity is submitted

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

Reports
Εκτύπωση Αξιολόγησης Προκαταβολής(.pdf) / Print Evaluation Report of the Advance Payment claim (.pdf)

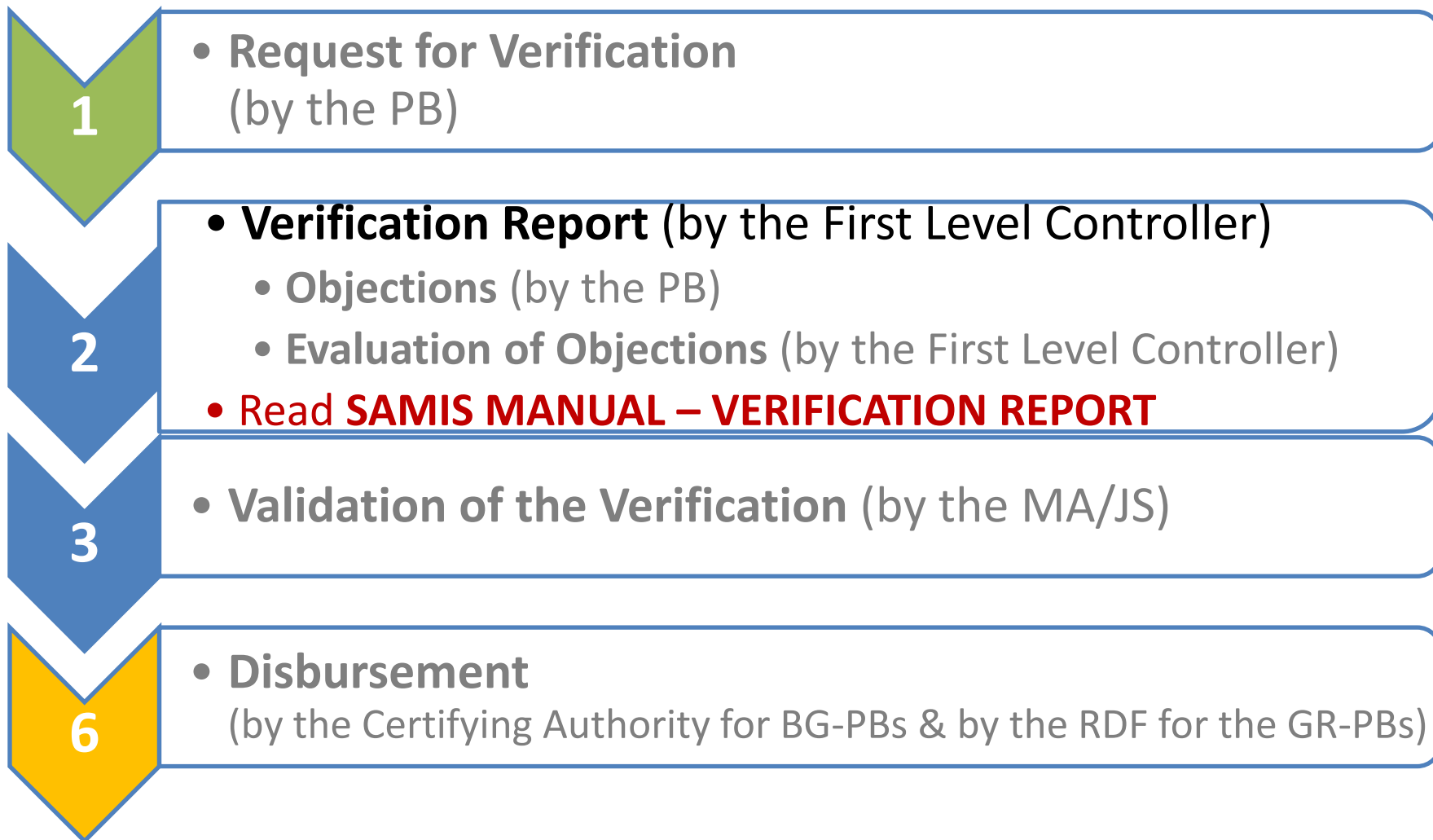
- Print report
- signed/stamped e-copy → PB, LB, JS, Unit C - mee.interreg@mou.gr , BG-NA

SAMIS: Advance Payment

- ❑ Requests for advance payment **cannot** be submitted later than the first request for verification.
- ❑ The FLC will receive by the PB a notification email with the report “Advance Payment Claim” generated by SAMIS attached (signed/stamped by the PB)
- ❑ The FLC has to enter in SAMIS and evaluate the PB’s request.
- ❑ If additional clarifications are required, the FLC may request them from the PB by email. The correspondence as well as any additional documents sent by the PB, should be attached to SAMIS by the FLC (Tab No.6).
- ❑ An e-copy of the evaluation report generated by the system has to be sent signed/stamped to the PB, LB, JS; mee.interreg@mou.gr , Bulgarian NA for BG-PBs

❖ **Read SAMIS MANUAL – EVALUATION OF ADVANCE PAYMENT CLAIM**

Module: Verification



Verification – Call info

- §13 of the [Direct Assistance Guidelines](#)
- § 13.3.2 Each PB may submit:
 - ❖ **Min (1) request** for verification/payment, at the closure of the project implementation to verify all his paid out expenditures, OR
 - ❖ **Max (4) requests** for verification/payment according to the following cases:

In case the PB requests for an **advance payment**:

1. **advance payment** \leq 40% of PBs public assistance (grant)
2. **interim** verification \geq 50% of PBs public assistance (grant)
3. **interim** verification \geq 75% of PBs public assistance (grant)
4. **last** verification at the **closure** of the project.

Verification – Call info

In case the Project Beneficiary does not request for an advance payment

1. **interim** verification $\geq 30\%$ and $\leq 50\%$ of PBs public assistance (grant)
2. **interim** verification $\geq 50\%$ of PBs public assistance (grant)
3. **interim** verification $\geq 75\%$ of PBs public assistance (grant)
4. **last** verification at the **closure** of the project.

NOTE: the system does NOT perform control checks for these limits!!! The FLCs should check if the PB respects them.

Verification - Call info

After the first payment(Interim or final),the advance letter of guarantee is returned to the beneficiary.

Please note that

- For technical reasons in SAMIS all requests for verifications submitted by both project beneficiaries are considered “interim”. The last request for verification submitted in SAMIS **at project level** is the final one.
- Each request for verification must be concluded in SAMIS, including reimbursement of the payment amount for the next one to start

Verification – Call info

- ❑ All originals must be **stamped** with the following statement:
*«Cooperation Programme Greece-Bulgaria 2014-2020 /
(project code and acronym of the project)»*.
- ❑ All project's supporting documentation must be kept for a period of at least ten (10) years after the last payment of the public grant has been received, and no less than the limitation period of the State's claim for repayment of sums unduly paid.
- ❑ Payment of the assistance is made in installments. Each installment corresponds to a specific percentage of the total approved grant.
- ❑ **Supporting documents** for the payment of a grant installment :
Annex IX "REQUIRED DOCUMENTS FOR GRANT PAYMENTS"

Verification – Call info

- ❑ The **final payment** is made to the aid recipient after
 - (a) an on-site verification of the completion of the investment, and
 - (b) issuance of a Certificate of Completion of the investment.
- ❑ In cases where an **advance payment** has been made, in order not to exceed the aid intensity, grant payments and eligible expenses are valued (calculated) at the time the aid was granted (based on the official discount rate in force at the time the aid was granted). This calculation is made **before** the final installment -payment.

SAMIS: VERIFICATION REPORT

Payment Enforcement Request (Audit)

Αποτελέσματα ανά σελίδα: 20 | Επιλογή Σελίδας: 1 | Προηγούμενη | Επόμενη

Αναζήτηση: [] περιόχου [] | Αναζήτηση | Καθαρισμός []

Αποτελέσματα αναζήτησης [3]

Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	Αριθμός Αιτήματος	ΕΠ-Άξονας
824787	IN1GB-0001233	IN A	000000001	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call
828952	IN1GB-0001481	IN B	045123161	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call
825024	IN1GB-0001571	κxv	κ..gjkd	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call

a Interreg

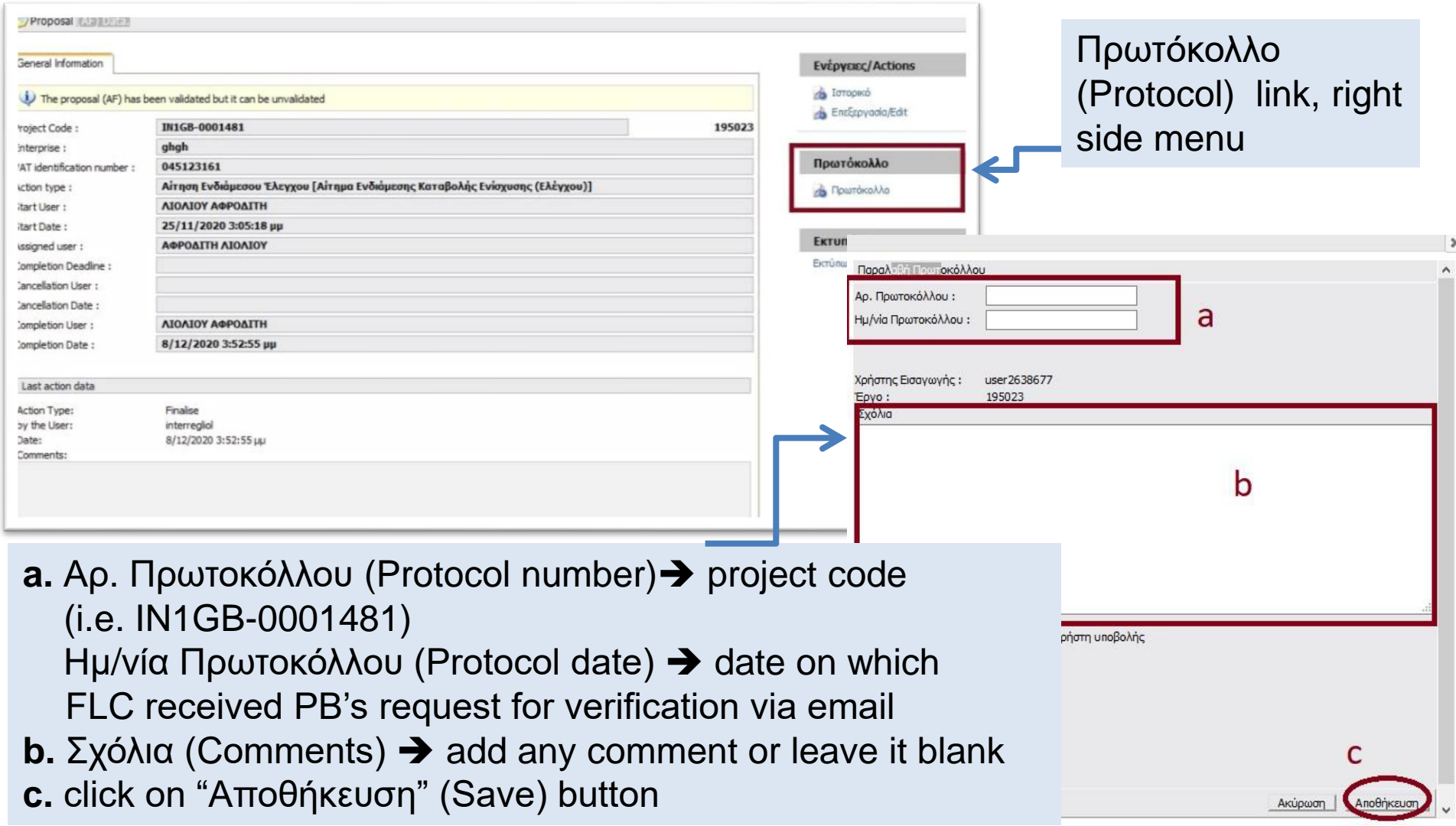
b Verification & Certification Request (Control)

c IN1GB-0001481

- Log in SAMIS
- “Interreg” menu
- “Request for Verification”
- “Project Code” (active link)

SAMIS: VERIFICATION REPORT

Πρωτόκολλο (Protocol) link, right side menu



a. Αρ. Πρωτοκόλλου (Protocol number) → project code (i.e. IN1GB-0001481)
 Ημ/νία Πρωτοκόλλου (Protocol date) → date on which FLC received PB's request for verification via email

b. Σχόλια (Comments) → add any comment or leave it blank

c. click on “Αποθήκευση” (Save) button

SAMIS: VERIFICATION REPORT

Επεξεργασία/Edit

The proposal (AF) has been validated but it can be unvalidated

Project Code :	INIGB-0001481
Enterprise :	ghgh
VAT identification number :	045123161
Action type :	Αίτηση Ενδόμενου Έλεγχου [Αίτημα ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ
Start User :	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ
Start Date :	25/11/2020 3:05:18 μμ
Assigned user :	ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ
Completion Deadline :	
Cancellation User :	
Cancellation Date :	
Completion User :	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ
Completion Date :	8/12/2020 3:52:55 μμ

Last action data

Action Type:	Παραλαβή Φυσ. Φακέλου
by the User:	user2638677
Date:	18/12/2020 2:05:44 μμ
Comments:	

Ενέργειες/Actions

- Επεξεργασία/Edit
- Πρωτόκολλο
- Εκτυπώσεις

Enter the menu of PBs Request → go through/ check the PBs request for verification

Tab No.11– select:

approve PB's request for verification

reject PB's request for verification

OK to confirm selection or Cancel.

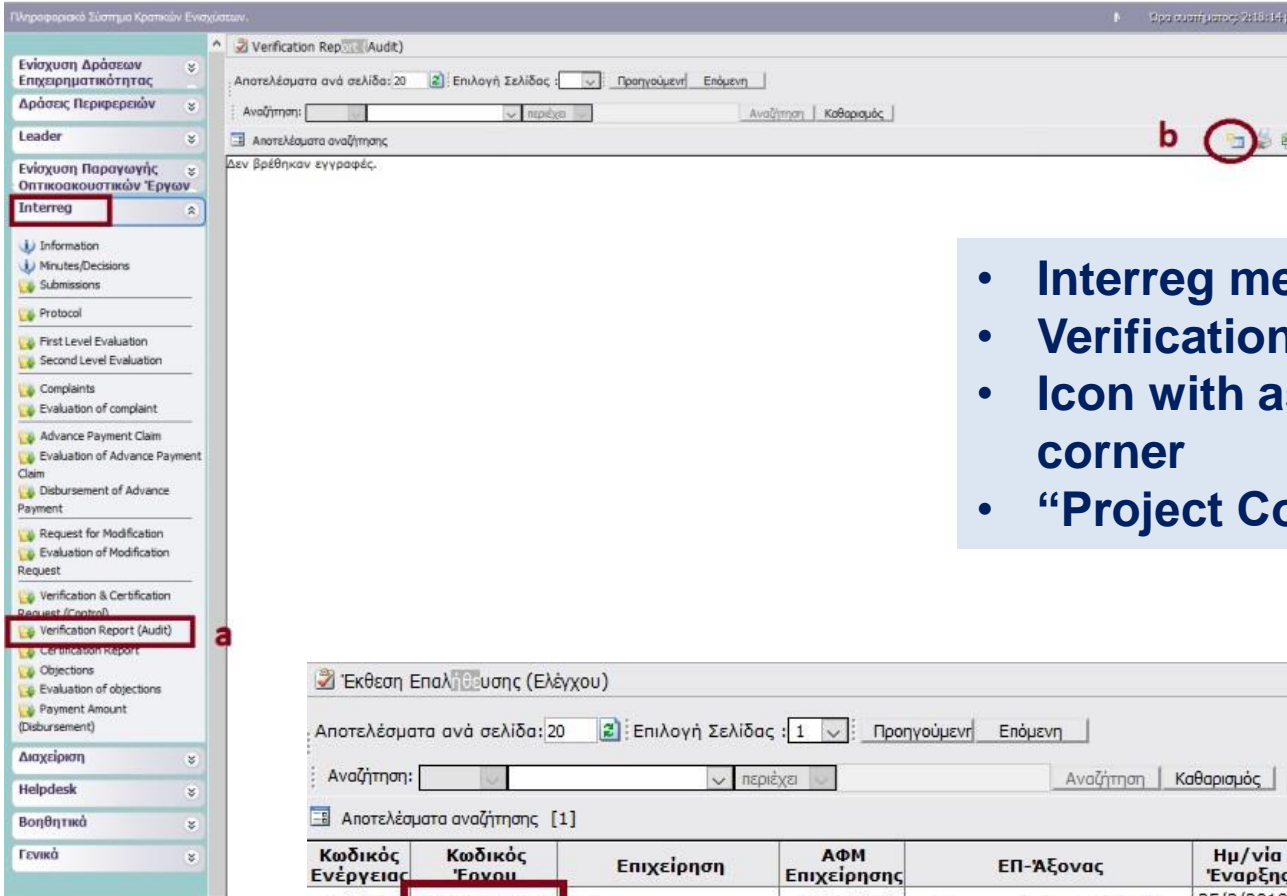
In case of **rejection**, inform PB via email with MA/JS/LB/BG NA in copy.

Επιλέξτε αυτή την κατάσταση εάν εθελείτε να εγκρίθεί η ενέργεια.

Επιλέξτε αυτή την κατάσταση εάν εθελείτε να απορριφθεί η ενέργεια.

OK Cancel

SAMIS: VERIFICATION REPORT



The screenshot shows the SAMIS web application interface. On the left, a navigation menu is visible with the 'Interreg' menu item highlighted in red. Below it, the 'Verification Report (Audit)' menu item is also highlighted in red. The main content area displays the 'Verification Report (Audit)' page, which includes search filters and a table of search results. The table has the following columns: Κωδικός Ενέργειας, Κωδικός Έργου, Επιχείρηση, ΑΦΜ Επιχείρησης, ΕΠ-Άξονας, Ημ/νία Έναρξης, Χρήστης Έναρξης, Ημ/νία Οριστικοποίησης, Χρήστης Οριστικοποίησης, and Κατάσταση. The first row of data is highlighted in red, showing the project code IN1GB-0001481.

- Interreg menu
- Verification Report
- Icon with asterisk, upper right corner
- “Project Code” of the project

SAMIS: VERIFICATION REPORT

- Verification report menu consists of **13 tabs – steps**, each one has a number of subtabs
- **Tabs 1-9** → the ones checked before approving PBs request, but with edit rights in case corrections are required
- **Tab No.1** → 8 subtabs without edit rights, apart from **1.8- “Indicators”** → modify/correct value of achieved indicator if required
- **Tab No.2** not applicable.
- **Tab No.3** → **3.1 - “Investment’s Implementation - Modifications”** & **3.2 - “Investment’s Implementation – Physical Object”**, applicable & filled in by PB → FLC has edit rights for corrections, if needed (justification required)

SAMIS: VERIFICATION REPORT

- **Tab No.4** not applicable
- **Tabs No.5 – No.7** filled in by PB requesting for a verification (screens of verification request)
 - Tab 5 → Expenditures declared
 - Tab 6 → Invoices (linked to expenditures)
 - Tab 7 → Payments (linked to invoices)
- FLC has edit rights in these screens in case corrections are needed (justification mandatory)
- For more information on these screens → [Request for verification MANUAL](#) (for PBs)


SAMIS: VERIFICATION REPORT

ATTENTION:

The FLC should check/edit **ONLY** the data that concern the PB whose request is under examination.

PBs name & the total amount of each expenditure are declared in the first column “Category of expenditure” of the table in tab 5.2.

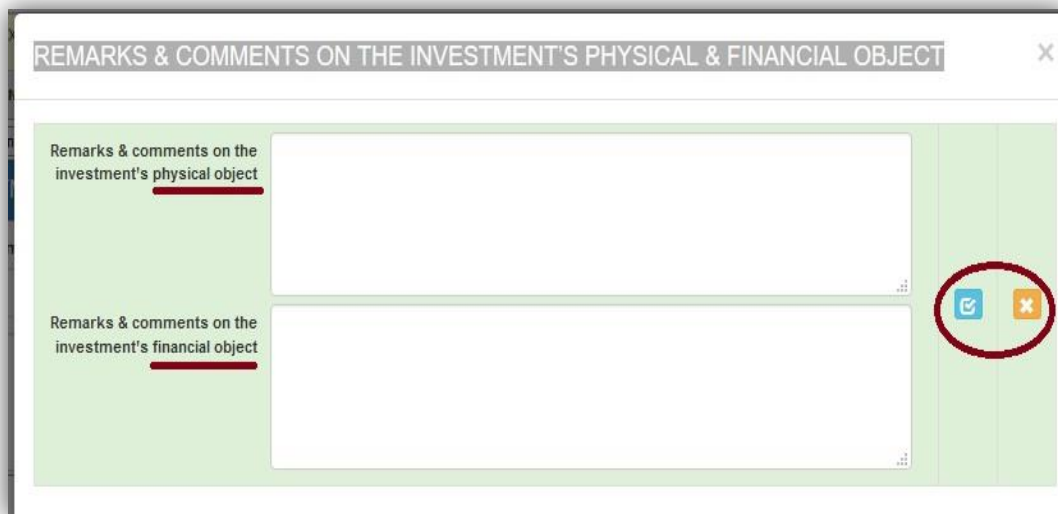


EXPENDITURES 							
- The Beneficiary, when inserting the expenditures, should ensure that the quantitative and percentage restrictions of the Call are met - The variation per category of expenditure as well as the addition of a new category of expenditure, not provided during the submission of the proposal, requires the submission of a separate request for modification							
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
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh. Συνολικό: 200.000,00 €)	Without measurement unit	1,00	hhnf	50.000,00	1	fgbgfngn	ngfnmmn
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh. Συνολικό: 200.000,00 €)	Without measurement unit	1,00	test	60.000,00	2	test	test
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh. Συνολικό: 200.000,00 €)	Without measurement unit	1,00	test	80.000,00	3	test	test

SAMIS: VERIFICATION REPORT

Tab No.8 consists of 3 subtabs:

- **No.8.1** not applicable
- **No.8.2** informative



No.8.3 - “Remarks & comments on the investment’s physical & financial object”

➔ FLC has to add comments/remarks concerning the implementation of the project’s physical & financial object, based on data declared by PB & FLCs judgment/verification

SAMIS: VERIFICATION REPORT

Tab No.9 consists of 4 subtabs

- **No.9.1** → 2 tables filled in only in case the PB requesting for a verification has received an advance payment
 - “Guarantee/promissory notes information” informative
 - “Decreases”

- Click on “+” icon
- Provide justified answers to a list of questions
- Save data → Update button

DECREASES

Beneficiary ---

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? ---

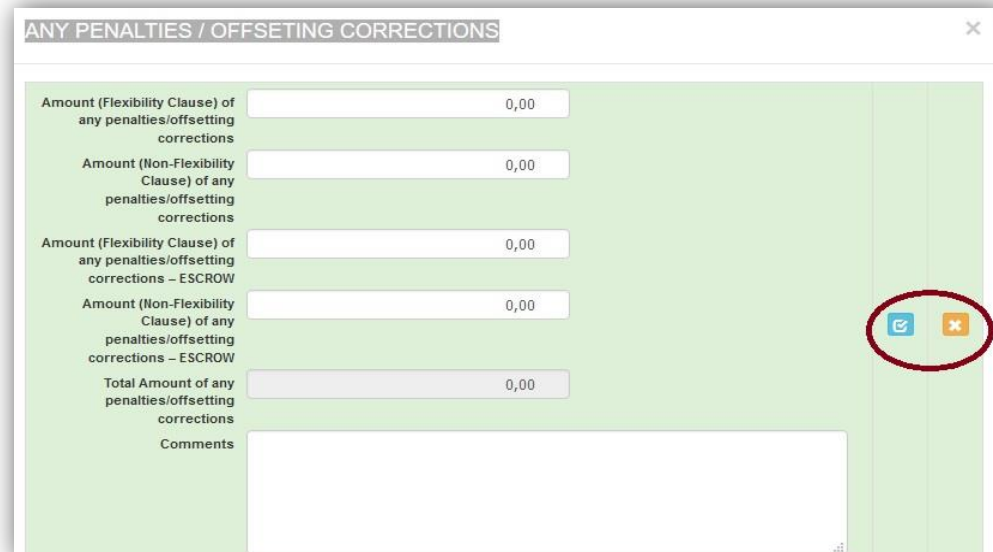
Impairments Amount of Letters of Guarantee / Pre-financing (for Research and Dissemination of Knowledge Institutions, the disbursement amount of pre-financing is declared) [input field]

Comment [text area]

SAMIS: VERIFICATION REPORT

No.9.2 - “Any Penalties / Offsetting Corrections” → to be filled in by the FLC , it concerns any financial corrections imposed that affect the final amount that the PB will receive (e.g. penalties according to the rules of the Call, corrections due to ineligible expenses that were found during the current verification or after the disbursement of previous payments that should be returned to the Programme)

- Click on “+” icon
- Insert amount of financial corrections (field: *Amount (Flexibility Clause) of any penalties/offsetting corrections*)
- Justify the correction performed (field: Comments)
- Save data → Update button



ANY PENALTIES / OFFSETING CORRECTIONS	
Amount (Flexibility Clause) of any penalties/offsetting corrections	0,00
Amount (Non-Flexibility Clause) of any penalties/offsetting corrections	0,00
Amount (Flexibility Clause) of any penalties/offsetting corrections – ESCROW	0,00
Amount (Non-Flexibility Clause) of any penalties/offsetting corrections – ESCROW	0,00
Total Amount of any penalties/offsetting corrections	0,00
Comments	

SAMIS: VERIFICATION REPORT

No.9.3 - “Aid / Grant Calculation” → informative

No.9.4 → not applicable

Tab No.10 - “Summary of interim verification” → main part of the verification report

- Click on the “+” icon
- Provide a justified answer to a list of questions **NOTE:** If the verification is administrative → leave blank and do not activate questions concerning “on the spot” verification
- Save data → Update icon

The screenshot displays a form with four sections, each with a question, a dropdown menu, and a text area for comments/remarks. A blue arrow points from the instructions to the first section. A red circle highlights a blue plus icon and an orange close icon on the right side of the form.

11. Receipt date of the pending issues after the on the spot verification by the Controller/MA
Comments/Remarks

12. Settlement date of the pending issues after the on-site verification by the Controller/MA
Comments/Remarks

13. Is the verification positive?
Comments/Remarks

14. Were there any changes noted in the verification request in relation to the

SAMIS: VERIFICATION REPORT

Tab No.11 - “Attached documents” → supporting documents submitted **by the PB**



Attached Documents					
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ghgh	10 Επισυναπτόμενα Έγγραφα Αίτησης Ενδιάμεσης Καταβολής Ενίσχυσης (Ελέγχου)	test	test	

Download

Tab No.12 - “Attached documents” → **FLC’s** supporting documents

ATTACHMENTS:

- Correspondence (emails) with PB requesting for clarifications
- additional documents /clarifications sent by the PB

Attached Documents					
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
	ghgh	11 Επισυναπτόμενα Έγγραφα Έκθεσης Ενδιάμεσης Επαλήθευσης (Ελέγχου)			C:\fakepath\test.pdf
					Update  Cancel 

SAMIS: VERIFICATION REPORT

Tab No.13 – Validation Check & Submission * **ATTENTION**



To complete the action, you must press the submission button.

Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in.

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

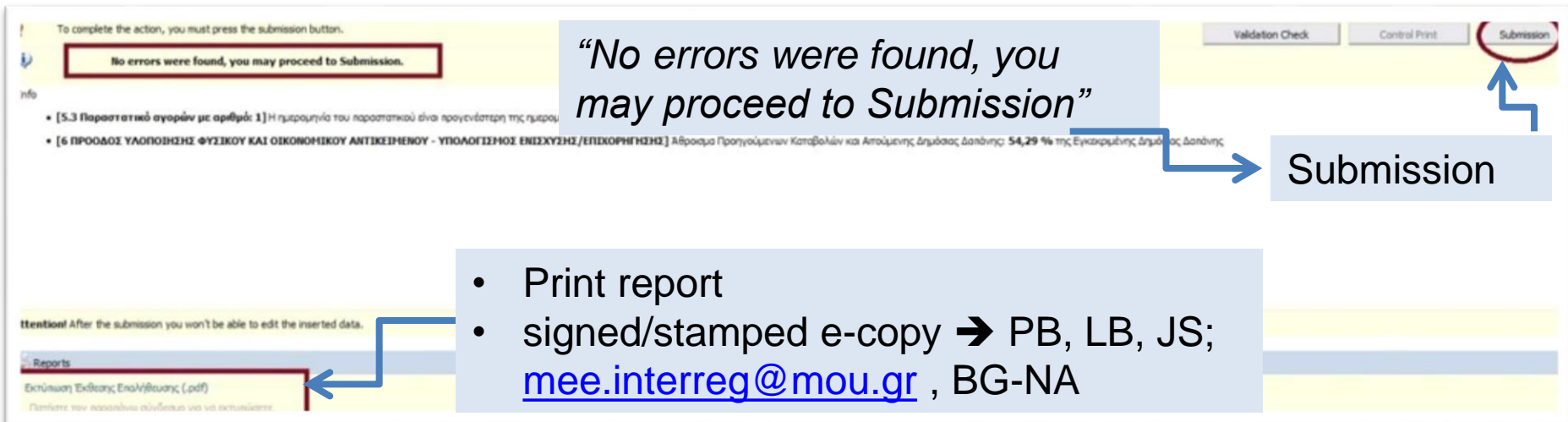
Reports

- Εκτύπωση Έκθεσης Επολήτευσης (.pdf)

Πατήστε τον παρακάτω σύνδεσμο για να εκτυπώσετε

Validation Check Control Print Submission

Validation check



To complete the action, you must press the submission button.

No errors were found, you may proceed to Submission.

info

- [5.3 Παραστατικό αγοράς με αριθμό: 1] Η ημερομηνία του παραστατικού είναι προγενέστερη της ημερομηνίας...
- [6 ΠΡΟΫΠΟΛΟΓΙΣΜΟΣ ΦΥΣΙΚΟΥ ΚΑΙ ΟΙΚΟΝΟΜΙΚΟΥ ΑΝΤΙΚΕΙΜΕΝΟΥ - ΥΠΟΛΟΓΙΣΜΟΣ ΕΠΙΣΧΥΣΗΣ/ΕΠΙΧΟΡΗΓΗΣΗΣ] Αθροισμα Προηγούμενων Καταβολών και Απούμενης Δόσης: 54,29 % της Εγκριμένου Δόσης Δαπάνης

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

Reports

- Εκτύπωση Έκθεσης Επολήτευσης (.pdf)

Πατήστε τον παρακάτω σύνδεσμο για να εκτυπώσετε

Validation Check Control Print Submission

"No errors were found, you may proceed to Submission"

Submission

- Print report
- signed/stamped e-copy → PB, LB, JS; mee.interreg@mou.gr , BG-NA

SAMIS: VERIFICATION REPORT

* **ATTENTION:**

- 1. Before** submitting the verification report on SAMIS, the FLC must send via email the **draft report** generated by the system, signed, to: PB, LB, JS, mee.interreg@mou.gr and BG-NA (for BG BPs) informing the PB that s/he has the right to submit an **objection** to the result of the verification within the deadline defined by each PBs National Management & Control System (MCS).

SAMIS: VERIFICATION REPORT

2. PB has to submit his/hers **objection** along with all **supporting documents** justifying his/hers request, within the set deadline, via email to the controller. The supporting documents of the objection may be in the PBs national language.
3. The controller, after receiving the beneficiary's objection, has to evaluate it, perform any correction needed in SAMIS system, **attach** (in Tab 12) the correspondence with the PB and any additional document **BEFORE** submitting the final verification report.

SAMIS: VERIFICATION REPORT

4. After submission → to print/sign/ stamp the final submitted verification report, as it is generated by the system, and send it via email to: the PB, the LB (in case of a PB), the JS (Project Officer and JS Coordinator), Unit C of the MA (mee.interreg@mou.gr) and the Bulgarian NA (in case of Bulgarian PBs).

SAMIS: Request for Verification

- ❑ Requests for verification are submitted separately per PB in SAMIS and they cannot be submitted simultaneously by both PBs participating in the project. The action must be completed for one PB of the co-operative scheme before the second one submits his/hers request for verification and grant payment.
- ❑ When entering the costs, PBs should ensure that the quantitative and percentage restrictions of the Call are met.
- ❑ Budget increase/decrease per category of expenditures, as well as the addition of a new category of expenditure, not foreseen during the submission of the proposal, require the submission of a request for modification.

❖ **Read SAMIS MANUAL –Verification Report**

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 in SAMIS should be declared as interim.
- PB that finishes his verifications first, enters his request as interim and attaches filled in/signed/stamped the word document “Final Request for Verification” - provided by the JS, along with all extra required documents for the closure of his verifications.

FINAL VERIFICATION

- 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 “Final Verification Report” - provided by the JS - and attach it to SAMIS when submitting his last verification report (as interim).
- This verification report will have to also be uploaded in SAMIS by the FLC that will verify the **LAST VERIFICATION** at project level, in order for the project to be completed.

FINAL VERIFICATION

- final verification of the project → same procedure as for an interim with some additional tabs to be filled in:
- **Tab No.3** → additional sub-tabs **No.3.3** and **No.3.4** → already filled in by the PB / FLC has edit rights in case corrections are needed (justification required)
- **Tab No.10** → additional sub-tab **No.10.2** - “*Final judgment on completion*”, to be filled in by the FLC → provide a justified answer to a list of questions concerning the project’s completion
- **NOTE:** The FLC that performs the last verification of the project, has to attach in Tab No.12 the final report of the FLC that made the last verification for the other PB.

FINAL VERIFICATION

NOTE: The FLC that performs the last verification of the project, **BEFORE** submitting his report, has to attach in Tab No.12 the final report of the FLC that made the last verification for the other PB.

Thank you for your attention

For further information, please contact:

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