

### 5<sup>th</sup> Call:

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

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# SAMIS presentation for First Level Controllers (5<sup>th</sup> Call projects ONLY)

September 2022

# Who has SAMIS accounts (BG)?

- **2nd level evaluation (JAT)**

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- **Controllers:**

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# Who has SAMIS accounts (BG)?

- **VIEW ONLY RIGHTS (ALL SCREENS)**
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## SAMIS - ACCOUNTS

- Requests to obtain access to SAMIS are sent via email from the NA to the JS (JS Coordinator & [cpapageorgopoulou@mou.gr](mailto:cpapageorgopoulou@mou.gr)).
- The **name**, the **email** and the **role** (i.e. FLCer) of the user should be declared in the request. Different roles can access different actions with different rights in SAMIS.
- Login credentials are sent directly to the applicant-user, to the email address declared in the request (check also junk folder for an email received by [info@ependyseis.gr](mailto:info@ependyseis.gr))
- **Save email with credentials** → username does not change

## SAMIS - ACCOUNTS

- 1<sup>st</sup> time log in: you will be asked to change your password. Make sure you **save/remember** the new password.
- **After three (3) wrong login attempts → account gets blocked →** send email to JS ([cpapageorgopoulou@mou.gr](mailto:cpapageorgopoulou@mou.gr)) with username & email address declared in SAMIS to unblock your account.
- Forgot your password? → **Password Reset** → you need your username & email address declared in SAMIS
- For SAMIS technical problems **all HELPDESKS are submitted to the JS** (email to [cpapageorgopoulou@mou.gr](mailto:cpapageorgopoulou@mou.gr)).

# SAMIS: Login link



Login



Password Reset



Create an Account



Useful Information

Επιλογή Γλώσσας/Language Selection

- Ελληνικά
- English

**a**



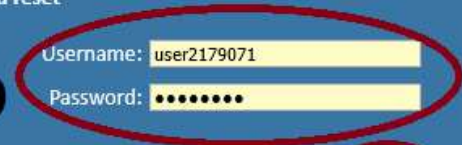
Login

To log in, enter your Username and Password. If you do not remember your Password, you can reset it via the option? "Password reset"

**b**

Username: user2179071

Password: ●●●●●●



Login

**c**



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

- a. Select EN language**
- b. Enter your credentials**
- c. Login**

# SAMIS : Password Reset

The screenshot shows the SAMIS Password Reset page. On the left, there is a navigation menu with four options: Login, Password Reset (circled in red with annotation 'a'), Create an Account, and Useful Information. At the bottom left, there is a language selection section with 'Ελληνικά' (Greek) selected (circled in red with annotation 'b') and 'English' as an option. The main content area is titled 'Reset Password' and contains the following instructions:

**Instructions:**  
**1st Step:** Fill in the Username, Email and push the button «Continue»  
 The Confirmation Code will be sent to the Email you just have filled in.  
**2nd Step:** Fill in the Confirmation Code, New Password and push the button «Continue»

**New Password rules**

- Not be the same as the previous password,
- Only Latin characters are allowed.
- Must be 8 to 12 characters long,
- At least 1 lower case and 1 upper case letter,
- At least 1 number and 1 special character,
- No blank spaces allowed.

At the bottom right, there is a form with three input fields: 'Username:', 'Email:', and 'New Password:'. The 'Username:' and 'Email:' fields are grouped together with a red box and annotation 'c'. The 'Confirmation Code:' field is circled in red with annotation 'e'. The 'New Password:' field is circled in red with annotation 'f'. Below the form are two buttons: 'Start over' (circled in red with annotation 'd') and 'Continue' (circled in red with annotation 'd').

- Menu < Password Reset
- Select EN language
- Enter Username & email
- Click “Continue” → a confirmation code will be sent to your email
- Enter the confirmation code in SAMIS
- Enter the NEW password: 8-12 Latin characters long, have at least 1 uppercase letter, 1 number & 1 special character, NO blank spaces; DO NOT use of old password (READ instructions that appear)
- “Start over” if the procedure failed.

## 5TH CALL

### GUIDELINES - CALL DOCUMENT

Direct Assistance Guidelines final 06 05 (NEW 20.05.2022 with track changes)

### SAMIS MANUALS

- SAMIS Particularities & procedures (for JS) (NEW 20.12.2021)
- SEMINAR PRESENTATION SAMIS FOR FLCs (for FLC)
- SEMINAR PRESENTATION SAMIS FOR PBs (for PBs)
- SEMINAR PRESENTATIONS FOR BG-PBs (for BG-PBs)

### MODIFICATIONS

- Request for Modification MANUAL (for PBs)
- Evaluation of Modification MANUAL (for JS)

### ADVANCE PAYMENT

- Advance Payment Claim MANUAL v1 (for PBs)
- Evaluation of Advance Payment Claim MANUAL v1 (for FLC)
- Disbursement of Advance Payment MANUAL v1 (for JS)

### VERIFICATIONS

- Request for verification MANUAL v1 (for PBs)
- Verification Report MANUAL v2 (for FLC) **NEW 17.2.2020**
- Validated Verification Report MANUAL v1 (for JS Coordinator)
- Payment amount - Disbursement MANUAL v1 (for JS Coordinator)
- **REQUIRED DOCUMENTS** (for verification & payments)
  - Declaration for Advance & Interim Payment (for PBs)
  - Declarations for Final Payment (for PBs)
  - Request for Verification Annex 8.3 b T1 GR BENEFICIARIES (for GR PBs)
  - Procedure/request for verification BG BENEFICIARIES (for BG-PBs) - new link added - for

technical problems contact the Bulgarian NA [na-gr-bg@mrrb.government.bg](mailto:na-gr-bg@mrrb.government.bg)

### FINAL VERIFICATION

- Final Verification Request v1 (for PB)
- Final Verification Report v1 (for FLC)

### PROGRESS REPORT

- 5th Call Progress report Guidelines.04.2021 final (for PB)
- Progress Report 5th Call revised 2 (for PB) (NEW 27.10.2021)

# 5<sup>th</sup> CALL MANUALS

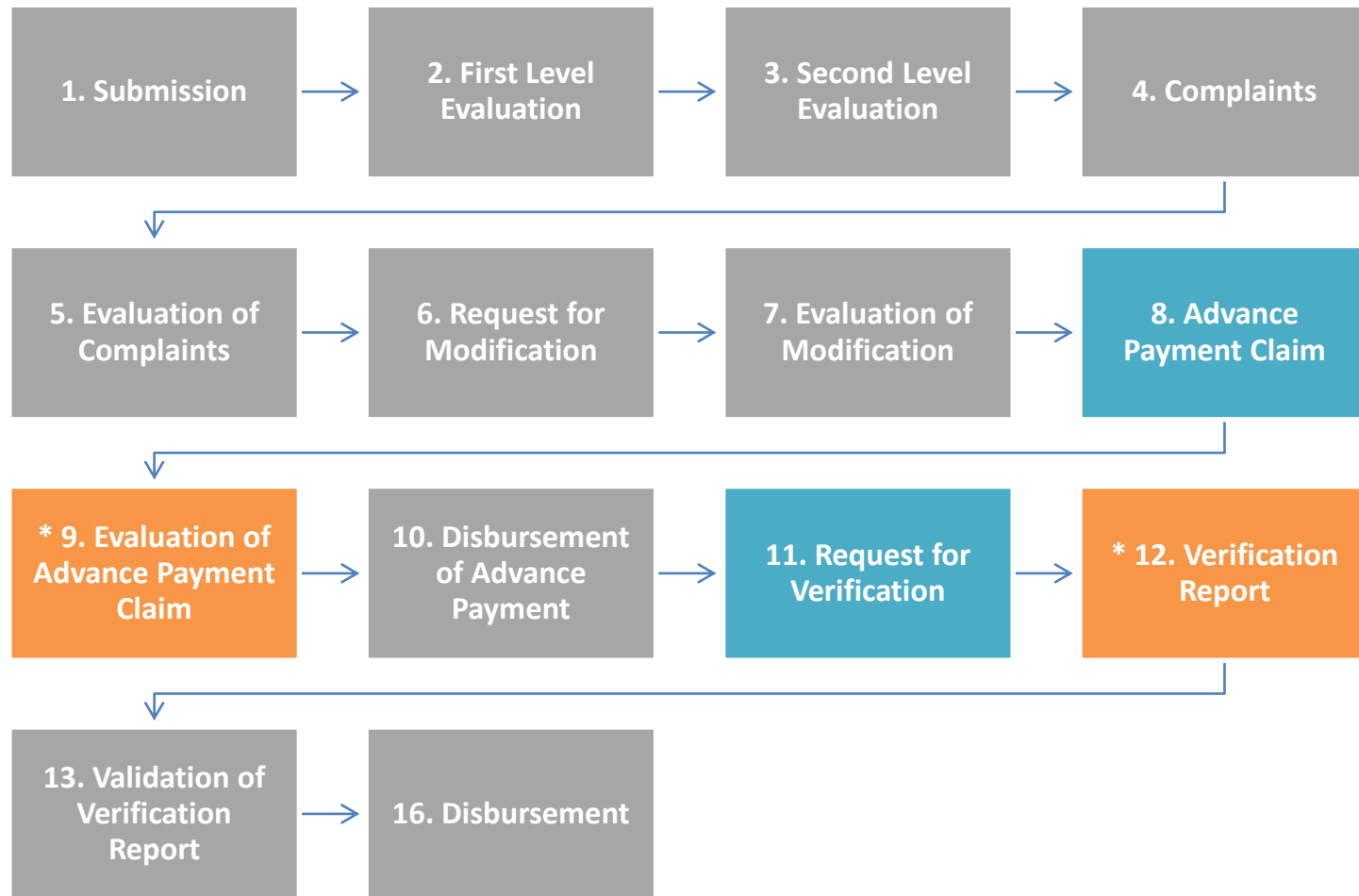
## Programme website:

- [http://www.greece-bulgaria.eu/com/17\\_Documents-for-project-implementation](http://www.greece-bulgaria.eu/com/17_Documents-for-project-implementation)

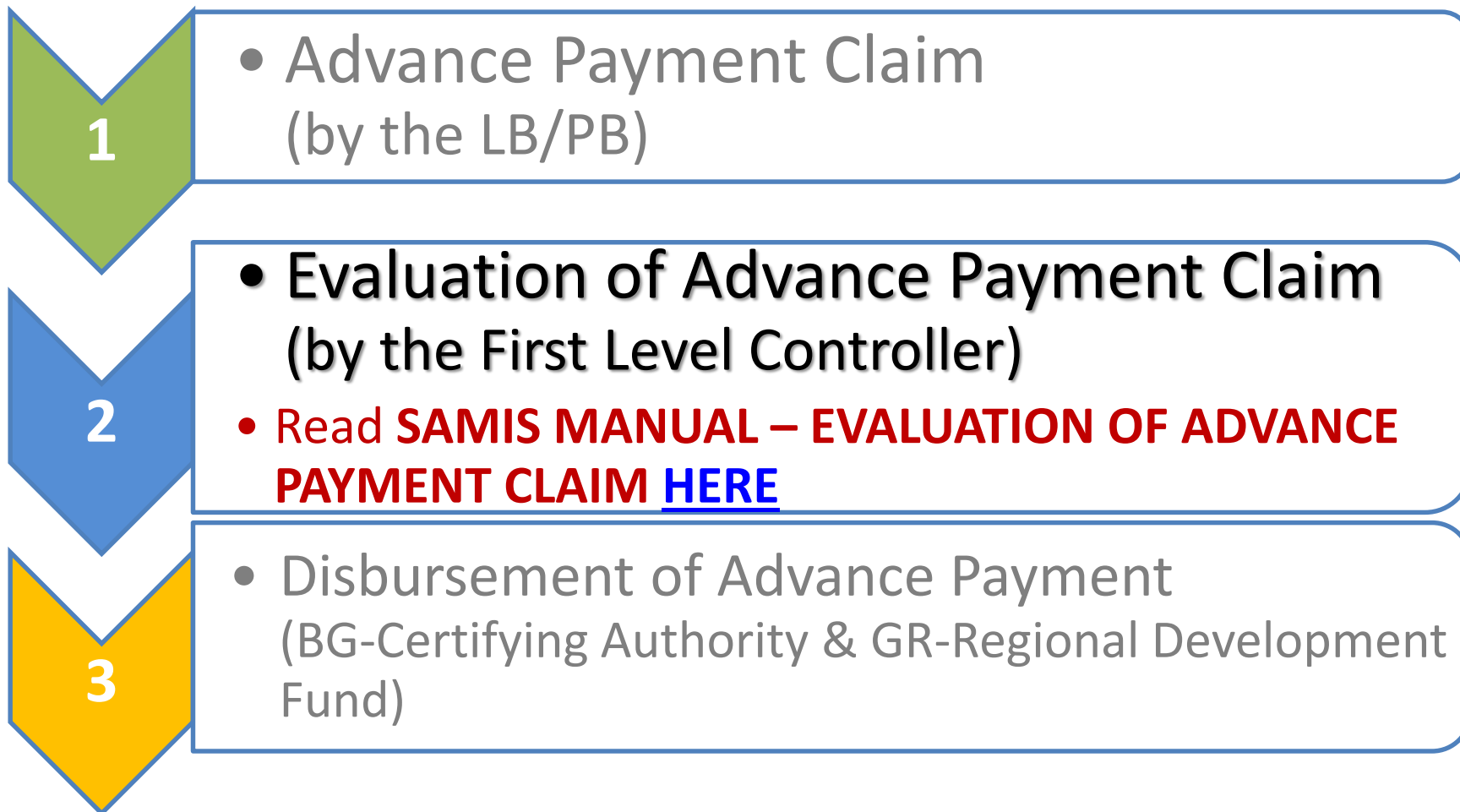


# SAMIS: Modules or Actions

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



# Advance Payment



## Advance Payment – Call info

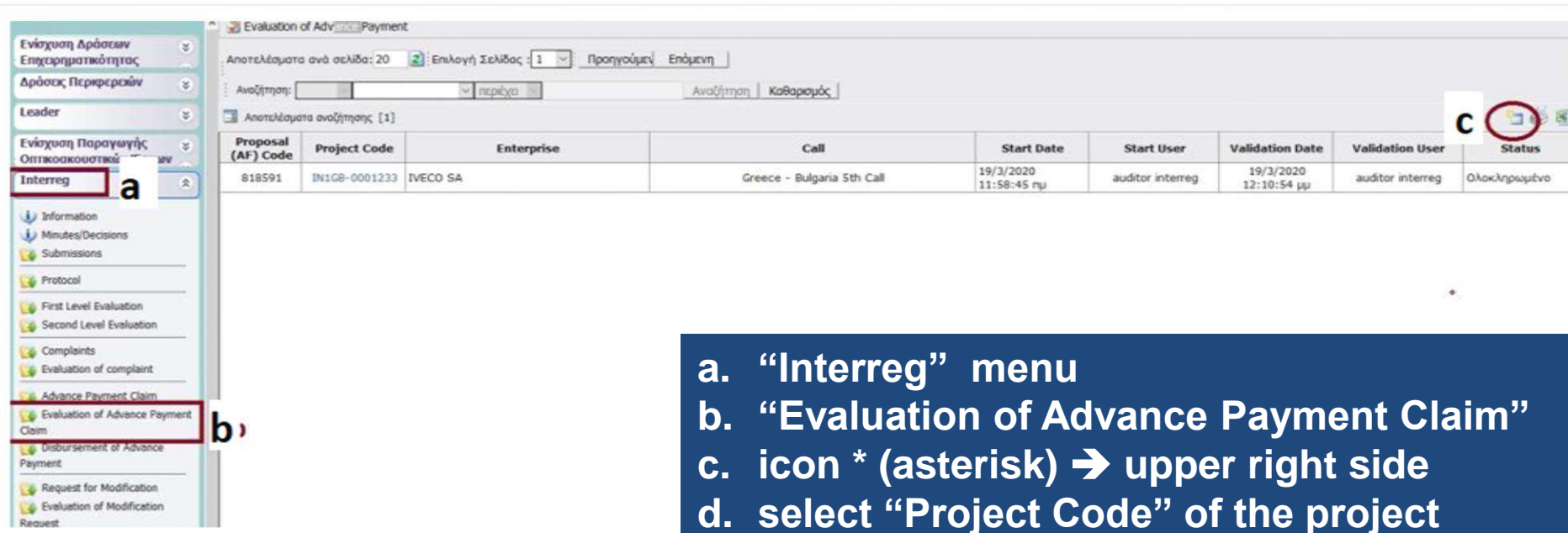
- ❑ § 13.3.1 of the Direct Assistance Guidelines (check for [latest version](#))
- ❑ **up to 40% of the public assistance** (grant) for each PB
- ❑ letter of guarantee for an equivalent amount OR a promissory note (for BG enterprises) from a credit institution recognized for that purpose
  - No template 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)\*

**\* If the fixed-term guarantee expires before the completion of the investment (e.g. project extension) then the beneficiary is obligated to immediately replace it with another letter of guarantee of appropriate term.**

## Advance Payment – Call Info

- ❑ Advance Payment Claim submitted **after** the signing of the grant contract and **before** the 1st request for verification
- ❑ Advance payment is balanced out in the **first payment** the PB receives, whether this is an interim or a final payment.
- ❑ Required supporting documentation - ***Annex X “REQUIRED DOCUMENTS FOR ADVANCE-INTERIM VERIFICATION REQUESTS AND FOR THE LAST PAYMENT”*** of the Call document → **uploaded on SAMIS by the PB (action: Advance Payment Claim)**
- ❑ The advance shall be covered by the costs paid by PB in connection with the project implementation; may be justified by paid invoices or accounting documents of equivalent probative value within 3 years from the date of the advance payment, and no later than 31 December, 2023.

# SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

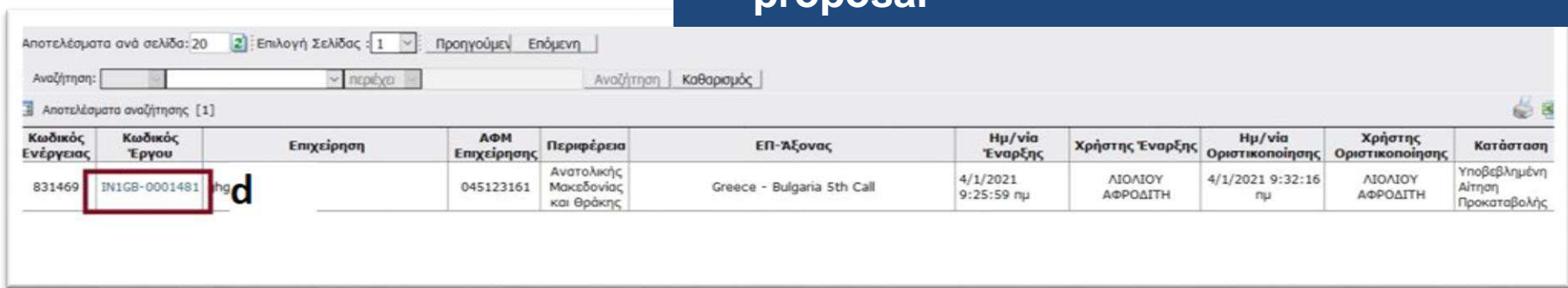


The screenshot shows the SAMIS interface for 'Evaluation of Advance Payment'. On the left, a navigation menu is visible with 'Interreg' highlighted (a) and 'Evaluation of Advance Payment Claim' highlighted (b). The main area displays a table of proposals with the following data:

| Proposal (AF) Code | Project Code  | Enterprise | Call                       | Start Date            | Start User       | Validation Date       | Validation User  | Status       |
|--------------------|---------------|------------|----------------------------|-----------------------|------------------|-----------------------|------------------|--------------|
| 018591             | 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 |

An asterisk icon (c) is circled in the upper right corner of the table area.

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



This is a close-up of the table from the previous screenshot. The 'Project Code' 'IN1GB-0001481' is highlighted with a red box (d).

| 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 (*PB & legal representatives info*)
- **Tab No.2**
  - **No.2.1** informative (*Project's total budget and grant*)
  - **No.2.2 & No.2.3** = main content of “advance payment claim”, already filled in by the PB, FLC has edit rights if corrections are needed. (*advance payment claim data & guarantee/promissory note data*)

## 2.2 - Advance payment claim data

| DATA FOR ADVANCE PAYMENT CLAIM                                     |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
|--------------------------------------------------------------------|----------|----------------------------------|------------------------|----------------------------------------|-----------------------------------------------------|--------------------------------------------|---------------------------------|--------------------------------------------------------------------|-----------------------------|-------------------------|--------------------|--------------------------------------------|-----------|
| Beneficiary                                                        | MIS Code | Serial Number of advance payment | Approved funded budget | Beneficiary's total Public Expenditure | Amount of previous disbursements (advance payments) | Maximum amount of approved advance payment | Amount of advance payment claim | Funding to the Beneficiary requesting advance payment is state aid | VAT/TIN Registration Number | Tax Registration Office | Beneficiary's Bank | Beneficiary's enterprise bank account IBAN | BIC/SWIFT |
| Beneficiary                                                        |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| MIS Code                                                           |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Serial Number of advance payment                                   |          |                                  |                        |                                        | 1                                                   |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Approved funded budget                                             |          |                                  |                        |                                        | 299.999,96                                          |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Beneficiary's total Public Expenditure                             |          |                                  |                        |                                        | 194.999,97                                          |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Amount of previous disbursements (advance payments)                |          |                                  |                        |                                        | 0,00                                                |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Maximum amount of approved advance payment                         |          |                                  |                        |                                        | 77.999,99                                           |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Amount of advance payment claim                                    |          |                                  |                        |                                        | 77.999,99                                           |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Funding to the Beneficiary requesting advance payment is state aid |          |                                  |                        |                                        | YES                                                 |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| VAT/TIN Registration Number                                        |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Tax Registration Office                                            |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Beneficiary's Bank                                                 |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Insert the bank name                                               |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| Beneficiary's enterprise bank account IBAN                         |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |
| BIC/SWIFT                                                          |          |                                  |                        |                                        |                                                     |                                            |                                 |                                                                    |                             |                         |                    |                                            |           |

## 2.3 - Letter of guarantee/promissory note data

### LETTER OF GUARANTEE/ PROMISSORY NOTE DATA

- If the beneficiary's guarantee/promissory note is open-term, then in the field "expiry date", add the expiry date of the programming period.
- If the beneficiary's guarantee/promissory note is fixed-term, then in the field "expiry date", add the expiry date of the guarantee/promissory note.




| Beneficiary                                      | Number                                                                                                           | Issuer | To whom the guarantee/promissory note is issued? | Is it an open-term guarantee/promissory note? | Issue Date | Expiry Date | Guarantee's Equivalent Amount (€) |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------|-----------------------------------------------|------------|-------------|-----------------------------------|
| Beneficiary                                      | <input type="text"/>                                                                                             |        |                                                  |                                               |            |             |                                   |
| Number                                           | <input type="text"/>                                                                                             |        |                                                  |                                               |            |             |                                   |
| Issuer                                           | <input type="text"/>                                                                                             |        |                                                  |                                               |            |             |                                   |
| To whom the guarantee/promissory note is issued? | Greek Ministry of Development and Investments, Managing Authority of European Territorial Cooperation Programmes |        |                                                  |                                               |            |             |                                   |
| Is it an open-term guarantee/promissory note?    | NO                                                                                                               |        |                                                  |                                               |            |             |                                   |
| Issue Date                                       | 17/09/2021                                                                                                       |        |                                                  |                                               |            |             |                                   |
| Expiry Date                                      | 31/12/2023                                                                                                       |        |                                                  |                                               |            |             |                                   |
| Guarantee's Equivalent Amount (€)                | 77.999,99                                                                                                        |        |                                                  |                                               |            |             |                                   |





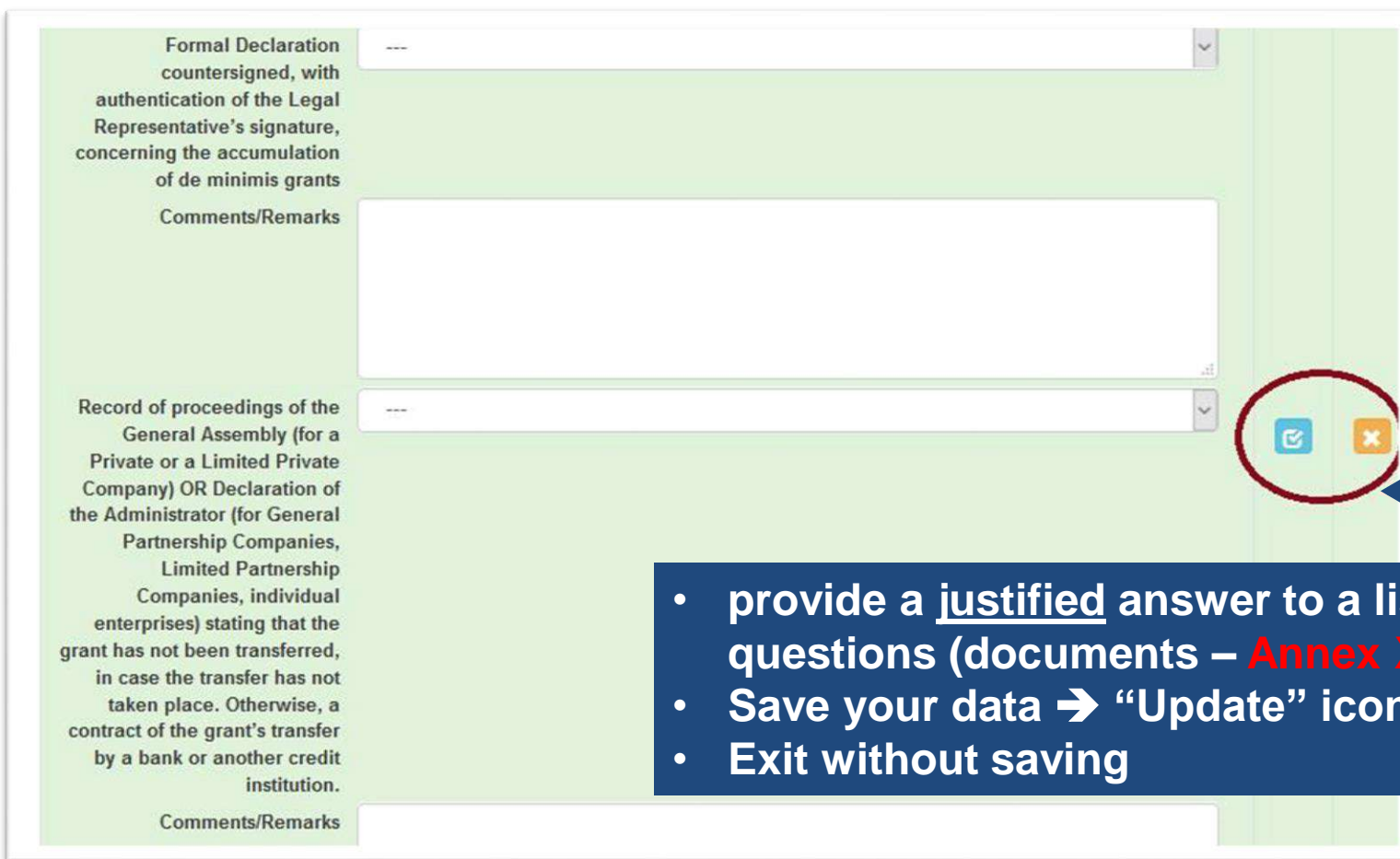
# SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

- **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) |   |                                                                                       |  |
| <b>CONTROL CHECK OF THE DOCUMENTS FOR ADVANCE PAYMENT</b>                                                           |                                                                              |                                                    |   |                                                    |   |                                                                                       |  |
| 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 (documents – **Annex X 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 →  / 

**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                                   |
|----------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Beneficiary <input type="text"/> | Request acceptance & disbursement approval | Request for advance payment has been submitted in SAMIS.                             | 77.999,99                              |                                                    | 28/01/2022                                                          | Certificates, Declaration for lack of double funding and additional documents, supporting construction works- the Conceptual design, Technical project, detailed design and 3D design are not attached in section 9 of Submissions. | 31/01/2022                                                      | Due to difficulty in establishing the type of certificate that should be provided under this point, Beneficiary has contacted their project officer for further clarification. | The supporting documents were uploaded on Google Drive. |

- Missing docs should be requested by the FLC and attached in SAMIS
- Also attach correspondence between FLC-PB

- The Google Drive Link should be added
- Better to have all docs in SAMIS
- NO WeTransfer!

# SAMIS : EVALUATION OF ADVANCE PAYMENT CLAIM

Tab No.5 - “Attached Documents” → **PB’s** supporting documents for advance payment – **Annex X** of Call doc.

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

**Download**

Tab No.6 - “Attached Documents” → **FLC’s** supporting documents / correspondence with PB in case clarifications/missing docs were requested and any additional supporting document sent by the PB

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

Documents attached to the evaluation of the Advance Payment Claim

**Add**

Attached Documents

# 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 between FLC and 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                        | gngf     | <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.

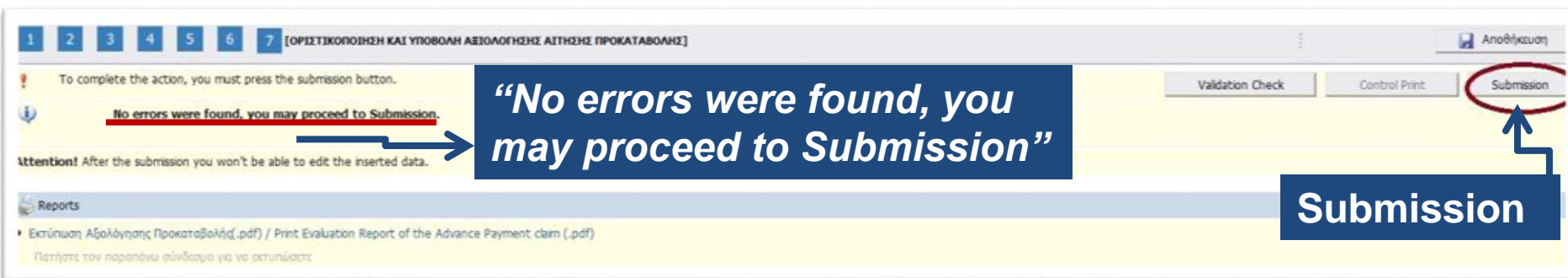
Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in.

**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.

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

**Submission**

**Submission**

Validation Check Control Print Submission

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



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)

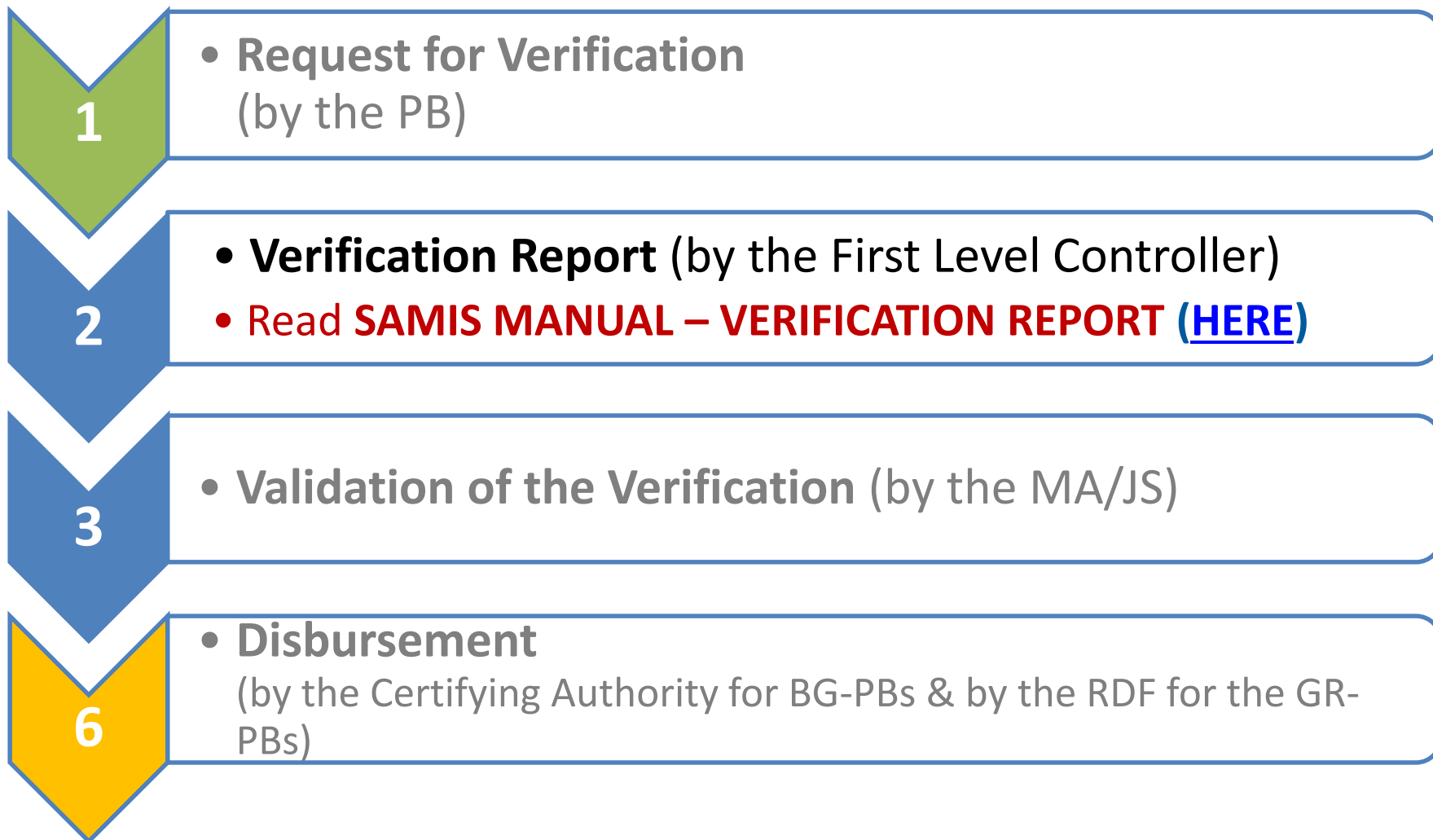
- Print report
- signed/stamped e-copy → PB, LB, JS (PO & Coordinator), Unit C - [mee.interreg@mou.gr](mailto:mee.interreg@mou.gr), BG-NA



# SAMIS: Advance Payment

- ❑ Requests for advance payment **cannot** be submitted later than the first request for verification.
- ❑ The FLC will receive from the PB a notification email with the report “Advance Payment Claim” generated by SAMIS attached (signed/stamped)
- ❑ The FLC has to evaluate the PB’s request in SAMIS. **Annex X – documents must be attached in SAMIS (PB). Declarations:** templates provided by the Programme / - [Declaration for Advance & Interim Payment \(for PBs\)](#)
- ❑ 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 (Coordinator & PO; Unit C-[mee.interreg@mou.gr](mailto:mee.interreg@mou.gr), BG-NA for BG-PBs).
- ❖ **Read SAMIS MANUAL – EVALUATION OF ADVANCE PAYMENT CLAIM**  
[http://www.greece-bulgaria.eu/gallery/Files/Calls%20for%20Proposals/Call%205/2\\_-FLC\\_Evaluation-of-Advance-Payment-Claim\\_MANUAL\\_v1.pdf](http://www.greece-bulgaria.eu/gallery/Files/Calls%20for%20Proposals/Call%205/2_-FLC_Evaluation-of-Advance-Payment-Claim_MANUAL_v1.pdf)

# 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**  $\leq$  (up to) **40%** of PBs public assistance (grant)
2. **interim verification**  $\geq$  (at least) **50%** of PBs public assistance
3. **interim verification**  $\geq$  (at least) **75%** of PBs public assistance
4. **final 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  $\geq$  (at least) 30% and (up to)  $\leq$  50% of PBs public assistance (grant)**
  2. **interim verification  $\geq$  (at least) 50% of PBs public assistance**
  3. **interim verification  $\geq$  (at least) 75% of PBs public assistance**
  4. **final 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.**
  - The above percentages are calculated at PB level**
  - Public assistance = grant = 65% of PB's total budget**

## Example (1/2)

PB with total budget 100.000€ → grant (public assistance) = 65.000€

A. The calculation for verifications according to the public assistance (65.000€)

|              | 4 verifications  | 3 verifications  | 2 verifications  | 1 verifications  |
|--------------|------------------|------------------|------------------|------------------|
| ≥30% & ≤ 50% | 19.500,00        |                  |                  |                  |
| ≥ 50%        | 13.000,00        | 32.500,00        |                  |                  |
| ≥ 75%        | 16.250,00        | 16.250,00        | 32.500,00        |                  |
| at closure   | 16.250,00        | 16.250,00        | 32.500,00        | 65.000,00        |
| <b>TOTAL</b> | <b>65.000,00</b> | <b>65.000,00</b> | <b>65.000,00</b> | <b>65.000,00</b> |

## Example (2/2)

B. The calculation for verifications according to the total budget (100.000€)

|              | 4 verifications   | 3 verifications   | 2 verifications   | 1 verifications   |
|--------------|-------------------|-------------------|-------------------|-------------------|
| ≥30% & ≤ 50% | 30.000,00         |                   |                   |                   |
| ≥ 50%        | 20.000,00         | 50.000,00         |                   |                   |
| ≥ 75%        | 25.000,00         | 25.000,00         | 50.000,00         |                   |
| at closure   | 25.000,00         | 25.000,00         | 50.000,00         | 100.000,00        |
| <b>TOTAL</b> | <b>100.000,00</b> | <b>100.000,00</b> | <b>100.000,00</b> | <b>100.000,00</b> |

If the PB submits a request without respecting the above limits, the FLC has to reject the request for verification.

## Verification - Call info

*In case of advance payment:* 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
- FLCs should perform verification only to the projects assigned to them (NA list project / FLCer)

## 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.
- ❑ Supporting documents for the payment of a grant installment:  
**Annex X “REQUIRED DOCUMENTS FOR ADVANCE-INTERIM VERIFICATION REQUESTS AND FOR THE LAST PAYMENT”**
- ❑ **Declarations:** templates provided by the Programme
  - [Declaration for Advance & Interim Payment](#) (for PBs)
  - [Declarations for Final Payment](#) (for PBs)

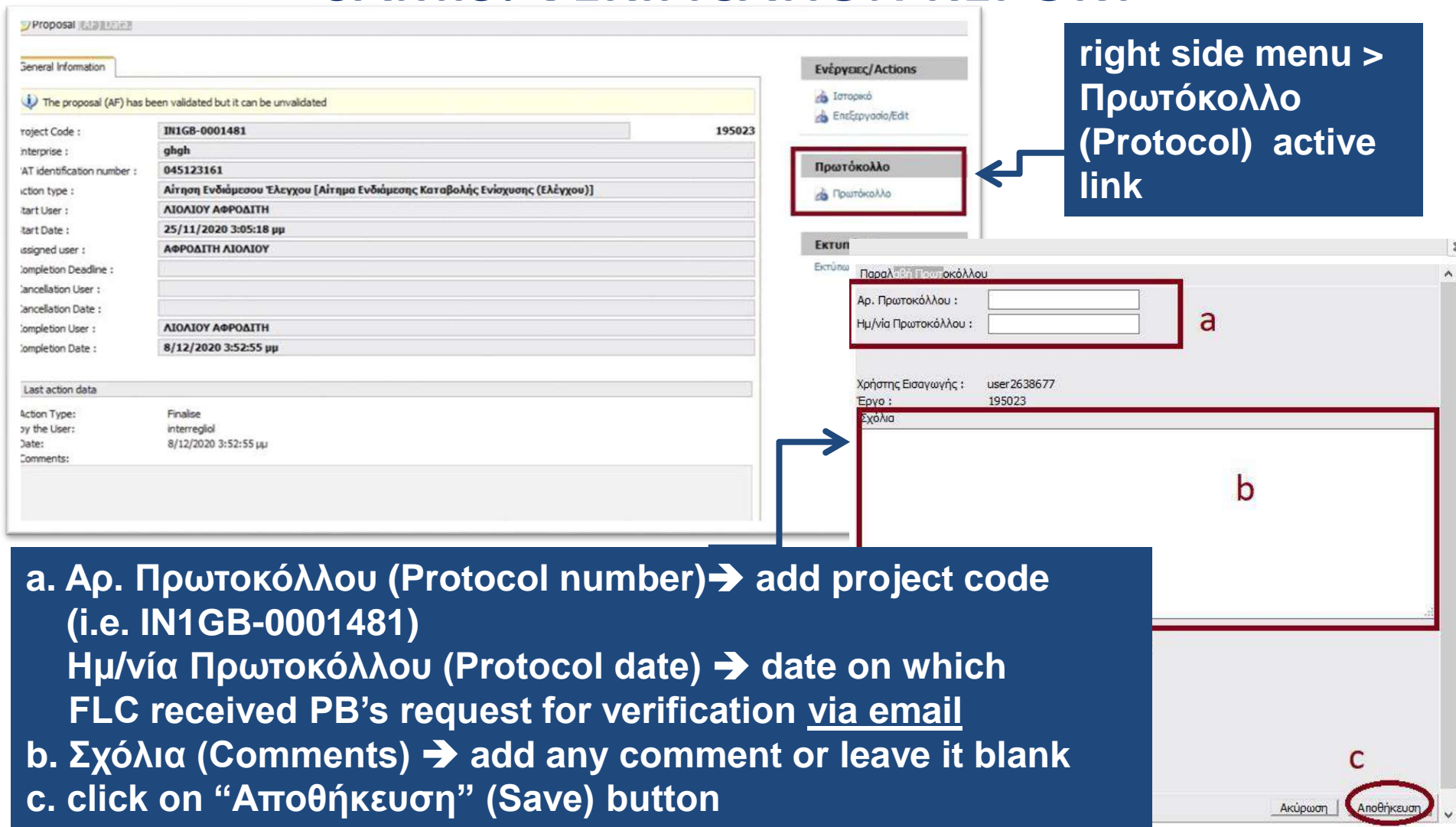


## Verification – Call info

- ❑ 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



**right side menu > Πρωτόκολλο (Protocol) active link**

**a. Αρ. Πρωτοκόλλου (Protocol number) → add 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 : **IN1GB-0001481**

Enterprise : **ghgh**

VAT identification number : **045123161**

Action type : **Αίτηση Ενδιάμεσου Έλεγχου [Αίτημα Ε**

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**

- Επιτοκιά
- Επεξεργασία/Edit**

**Πρωτόκολλο**

- Πρωτόκολλο

**Εκτυπώσεις**

- Εκτύπωση Αιτήματος (.pdf)

**Enter the menu of PBs Request → go through/ check the PBs request for verification, check limits & attachments!**

**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 αν επιθυμείτε να εγκριθεί η ενέργεια.

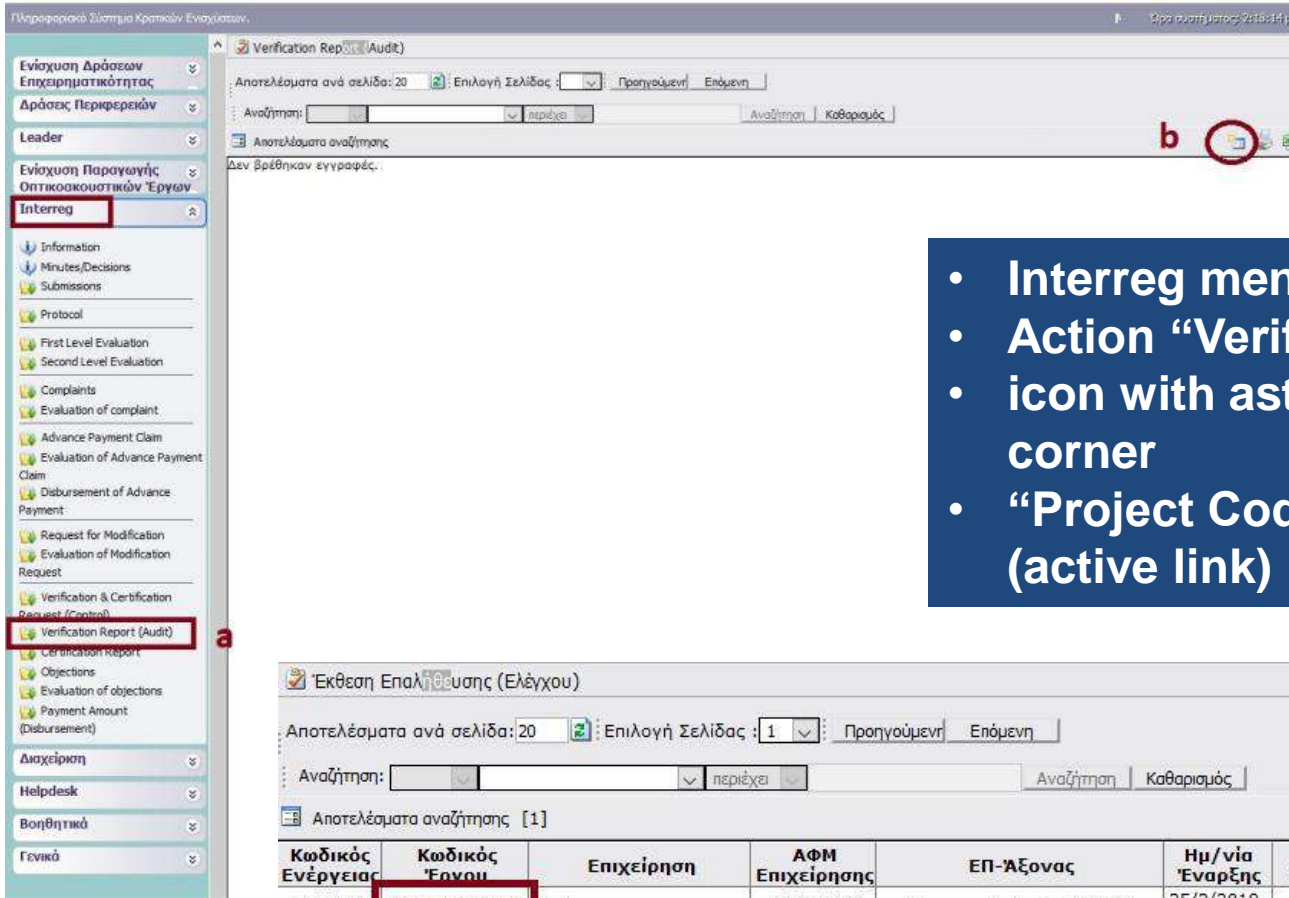
Επιλέξτε αυτή την κατάσταση αν επιθυμείτε να απορριφθεί η ενέργεια.

Reports

- Εκτύπωση Αιτήματος (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε. / Please press on the link above in order to print the report.

# SAMIS: VERIFICATION REPORT



Πληροφοριακό Σύστημα Κρατικών Ενισχυμάτων

Verification Rep... (Audit)

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

Αναζήτηση: | περιέχει | Αναζήτηση | Καθαρισμός

Αποτελέσματα αναζήτησης

Δεν βρέθηκαν έγγραφα.

**Interreg**

- Information
- Minutes/Decisions
- Submissions
- Protocol
- First Level Evaluation
- Second Level Evaluation
- Complaints
- Evaluation of complaint
- Advance Payment Claim
- Evaluation of Advance Payment Claim
- Disbursement of Advance Payment
- Request for Modification
- Evaluation of Modification Request
- Verification & Certification Request (Certifia)
- Verification Report (Audit)**
- Certification Report
- Objections
- Evaluation of objections
- Payment Amount (Disbursement)

Διαχείριση

Helpdesk

Βοηθητικά

Γενικά

Έκθεση Επαληθεύσεως (Ελέγχου)

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

Αναζήτηση: | περιέχει | Αναζήτηση | Καθαρισμός

Αποτελέσματα αναζήτησης [1]

| Κωδικός Ενέργειας | Κωδικός Έργου | Επιχείρηση | ΑΦΜ Επιχείρησης | ΕΠ-Άξονας                  | Ημ/νία Έναρξης       | Χρήστης Έναρξης  | Ημ/νία Οριστικοποίησης | Χρήστης Οριστικοποίησης | Κατάσταση            |
|-------------------|---------------|------------|-----------------|----------------------------|----------------------|------------------|------------------------|-------------------------|----------------------|
| 798374            | IN1GB-0001481 | ghgh       | 045123161       | Greece - Bulgaria 5th Call | 25/2/2019 4:01:10 μμ | ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ | 7/3/2019 9:44:49 πμ    | ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ        | Διαθέσιμο για Έλεγχο |

- Interreg menu
- Action “Verification Report”
- icon with asterisk, upper right corner
- “Project Code” of the project (active link)

## SAMIS: VERIFICATION REPORT

- Verification report menu consists of **13 tabs – steps**, each one has a number of subtabs
- **Tabs 1-9** → checked before approving PBs request, but with edit rights in case corrections are needed (justification required)
- **Tab No.1** → 8 subtabs without edit rights, apart from **1.8- “Indicators”** → modify/correct value of achieved indicator if required → **target value achieved at the closure of the project!**
- **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 v1 \(for PBs\)](#)

# 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<br>- 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. <u>(Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)</u>                                                                                                                                                                                                                                                             | Without measurement unit | 1,00     | hhnf                       | 50.000,00  | 1             | fgbgfngn                                                                                                                         | ngfnmmn                                                                |
| 1.5 - Construction/remodelling of existing buildings. <u>(Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)</u>                                                                                                                                                                                                                                                             | Without measurement unit | 1,00     | test                       | 60.000,00  | 2             | test                                                                                                                             | test                                                                   |
| 1.5 - Construction/remodelling of existing buildings. <u>(Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)</u>                                                                                                                                                                                                                                                             | 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

REMARKS & COMMENTS ON THE INVESTMENT'S PHYSICAL & FINANCIAL OBJECT

Remarks & comments on the investment's physical object

Remarks & comments on the investment's financial object

**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?

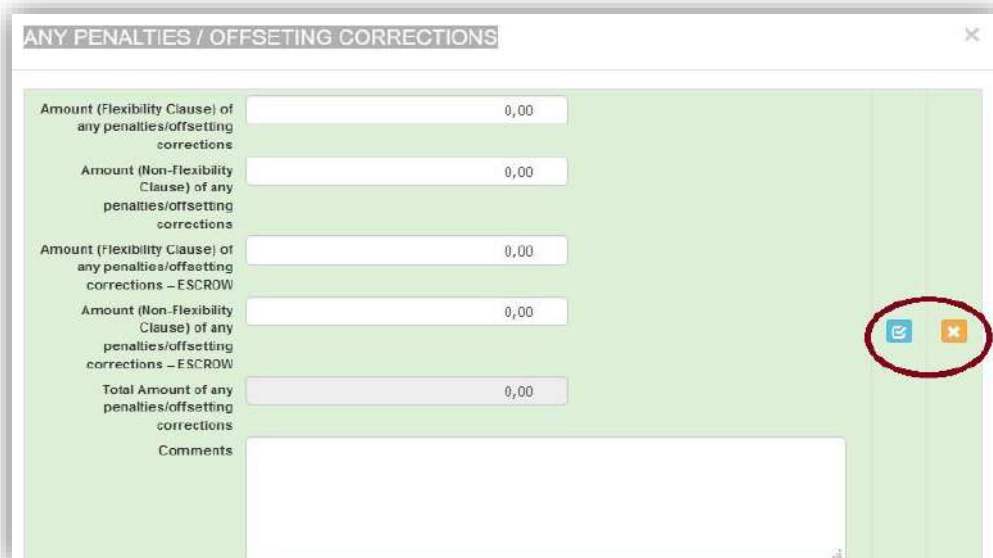
Impairments: Amount of Letters of Guarantee / Pre-financing (for Research and Dissemination of Knowledge Institutions, the disbursement amount of pre-financing is declared)

Comment

# 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 (Non-Flexibility Clause) of any penalties/offsetting corrections*]
- Justify the correction performed (field: *Comments*)
- Save data → Update button



| ANY PENALTIES / OFFSETTING 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 - “Grant calculation by beneficiary” → informative**



**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 (DO NOT click in their fields)
- Save data → Update icon

The screenshot displays a web-based form for a verification report. It contains four main sections, each with a question number, a text input field, and a 'Comments/Remarks' area. Question 11 asks for the receipt date of pending issues after on-spot verification. Question 12 asks for the settlement date of pending issues after on-site verification. Question 13 asks if the verification is positive. Question 14 asks if there were any changes noted in the verification request. On the right side of the form, there is a vertical toolbar with a blue '+' icon circled in red, and a yellow 'X' icon. A blue arrow points from the text box to the '+' icon.

## SAMIS: VERIFICATION REPORT

Tab No.11 - “Attached documents” → supporting documents submitted **by the PB** → **Annex X list of docs & Declarations (given templates)**



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

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

### ATTACHMENTS:

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

| S/N | Beneficiary | Document Category                                                   | Document Data – Description | Comments | File                 |
|-----|-------------|---------------------------------------------------------------------|-----------------------------|----------|----------------------|
|     | ghgh        | 11. Επισυναπτόμενα Έγγραφα Έκθεσης Ενδιάμεσης Επαλήθευσης (Ελέγχου) |                             |          | C:\fakepath\1es1.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.

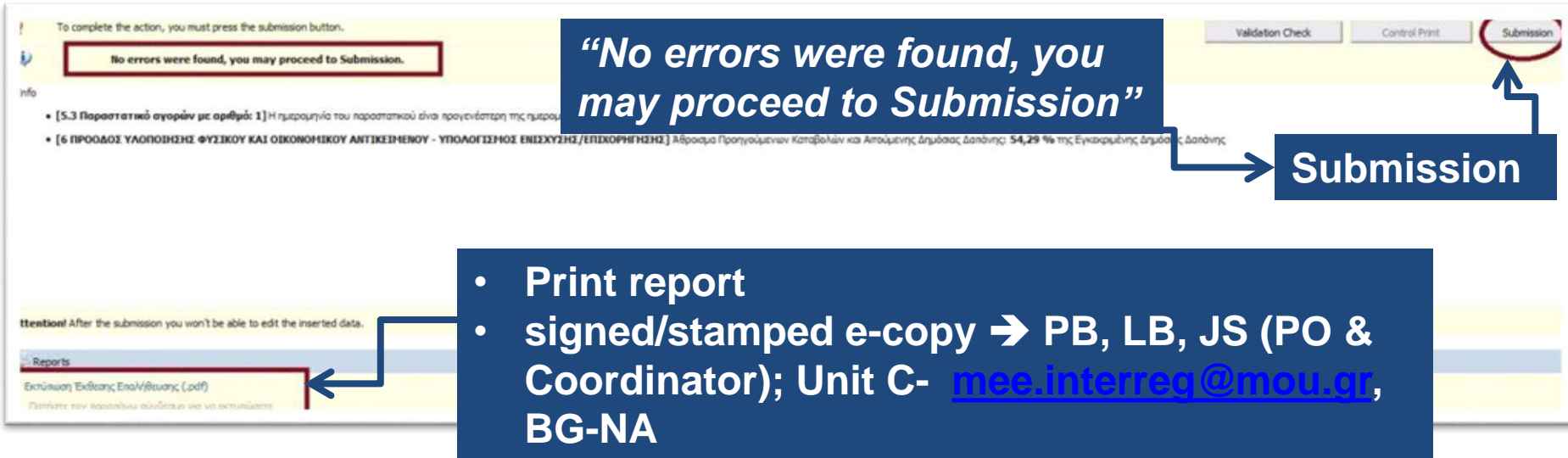
**Attention!** After the submission you won't be able to edit the inserted data.

Reports

- Εκτύπωση Έκθεσης Επαλήθευσης (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

**Validation check**



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

**No errors were found, you may proceed to Submission.**

**"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 ΠΡΟΒΛΑΣΤΕΣ ΥΛΟΠΟΙΗΣΗΣ ΦΥΣΙΚΟΥ ΚΑΙ ΟΙΚΟΝΟΜΙΚΟΥ ΑΝΤΙΚΕΙΜΕΝΟΥ - ΥΠΟΛΟΓΙΣΜΟΣ ΕΝΙΣΧΥΣΗΣ/ΕΠΙΧΟΡΗΓΗΣΗΣ] Αθροισμα Προηγούμενων Καταβολών και Απομεινής Δόσης: 54,29 % της Εγκριμένης Δόσης Δράσης

**Submission**

**Print report**

**signed/stamped e-copy → PB, LB, JS (PO & Coordinator); Unit C- [mee.interreg@mou.gr](mailto:mee.interreg@mou.gr), BG-NA**

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

Reports

- Εκτύπωση Έκθεσης Επαλήθευσης (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

# 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 (PO & Coordinator), Unit C-MA [mee.interreg@mou.gr](mailto:mee.interreg@mou.gr) or BG-NA (for BG-BPs) [na-gr-bg@mrrb.government.bg](mailto:na-gr-bg@mrrb.government.bg), informing the PB that he has the right to submit an **objection/appeal** to the result of the verification within the deadline defined by each PBs National Management & Control System (MCS) – **5 working days**

## SAMIS: VERIFICATION REPORT

2. PB has to submit his **objection/appeal** along with all **supporting documents** justifying his request, within the set deadline (**5working days**), via email to the controller & BG-NA ([e-mrrb@mrrb.government.bg](mailto:e-mrrb@mrrb.government.bg)) for BG-PBs OR Unit C - MA ([mee.interreg@mou.gr](mailto:mee.interreg@mou.gr)) for GR-PBs. The supporting documents of the objection may be in the PBs national language.
3. **GR-PBs**: The controller, after receiving the PB'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 verification report.



## SAMIS: VERIFICATION REPORT

**BG-PBs:** The controller finalises/submits the verification report in SAMIS with any (provisional) financial corrections applied due to identified irregularities; prints/signs/ stamps the submitted verification report, as it is generated by the system, and sends it via email to: PB, LB, JS (PO & Coordinator), BG-NA ([na-gr-bg@mrrb.government.bg](mailto:na-gr-bg@mrrb.government.bg)).

**In case of appeal by the PB:** NA examines the appeal together with the irregularity signal and the supporting documentation; within the set deadlines according to the national procedures [stipulated in Annex 8.1 –“Description of the First Level Control System in Greece and Bulgaria” (**max 3 months**)].

## SAMIS: VERIFICATION REPORT

The current verification procedure is considered as finalized and the existence of an appeal to the proposed financial correction does not block the next requests for verifications in SAMIS.

In case the appeal is partially or totally approved, the affected amount will be balanced (returned to the PB or the Programme) in the next verification report of the PB, **as long as the BG-PB has the right to request for another verification in SAMIS**; meaning that if the PB has more expenditures to submit for verification in the system and has not reached four (4) which is the maximum number of verification requests set by the Call.

## SAMIS: VERIFICATION REPORT

In case the BG-PB does not have any more expenditures to submit for verification and has reached his maximum (4) requests for verification in SAMIS, there is no possibility to insert in the system the result of any pending appeal.

**For this reason, for the BG-PBs, any appeal must be examined by the NA and concluded while the last – final for the BG-PB verification report is still “open” in SAMIS.**

In that case, the FLC has to wait (**max 3 months**) for the NA’s decision on any appeal submitted by the BG-PB, **before** submitting his final verification report.

# SAMIS: VERIFICATION REPORT

Since the time period for finalising the examination of an appeal for the **BG-PBs** is much longer (**max 3 months**) than the examination of an objection for the **GR-PBs** (**max 10 days** = 5 for submission of objection by the PB and 5 for final verification report by the FLC), **it is advised, on a per case basis according to each project's status and pending appeals for the BG-PB, to let the BG-PBs submit the final – last verification report at project level.**

- ❖ **Read SAMIS MANUAL –Verification Report:** [http://www.greece-bulgaria.eu/gallery/Files/Library/Documents%20for%20Project%20implementation/Verification-Report MANUAL 01 03 2022.pdf](http://www.greece-bulgaria.eu/gallery/Files/Library/Documents%20for%20Project%20implementation/Verification-Report%20MANUAL%2001%2003%202022.pdf)

## 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 Verification Request v1 \(for PB\)](#), along with all extra required documents for the closure of his verifications according to **ANNEX X of the Call**.  
(**templates for closure declarations:-** [Declarations for Final Payment \(for PBs\)](#))

## 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 v1 \(for FLC\)](#) - 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.**

## DOCUMENTS – ANNEX X

- **Check/ensure that all required documents of ANNEX X** are attached in SAMIS by the PB when requesting for a payment (SAMIS action: Request for verification)
- If some documents are missing, request them from the PB and attach them in SAMIS as clarifications (SAMIS action: Verification Report); also attach the correspondence with the PBs
- If the documents are sent using online tools, add the link
  - NOT RECOMMENDED, the documents MUST exist in the system (SAMIS)
  - **DO NOT** use WeTransfer – links expire too soon (use GoogleDrive, OneDrive and in general cloud platforms with no expiration date)
- Check the dates of the documents' issuance.



## DOCUMENTS – ANNEX X

- **NOTE 1:**

**ANNEX X**: REQUIRED DOCUMENTS FOR ADVANCE-INTERIM VERIFICATION REQUESTS AND FOR THE LAST PAYMENT

- A. REQUIRED DOCUMENTS FOR **ADVANCE AND INTERIM** VERIFICATION REQUESTS
- B. REQUIRED DOCUMENTS FOR THE **LAST PAYMENT FOR EACH PB** **(in addition to A. → A+B)**

- **NOTE 2:**

- Templates for declarations for **Advance & Interim Payment**
  - **Declaration for Advance & Interim Payment** (for PBs)
- Templates for declarations for **Final Payment**
  - **Declarations for Final Payment** (for PBs)

## COMPLIANCE WITH I&P RULES

- the [Programme's I&P guide](#) applies for ALL projects, including 5<sup>th</sup> Call projects.
- **minimum requirement:** info sign with the project (or programme) logo installed at the PBs facilities. Template provided on the Programme website: [Billboard/Info sign template](#). Send it to the JS for check/ approval before producing/ installing it. Min. Dimensions: A3 (297 x 420 mm); Material: durable, weatherproof & waterproof; **NOT PAPER**
- **Vehicles/equipment:** marked with durable stickers of the project (or programme) logo; appropriate size compared to the size of the marking object. If installed in one (same) location (office, site) → install an info sign instead of marking every single equipment with a sticker.  
**Vehicles:** stickers covering at least 30% of clear surface (sides & back)
- **Websites:** accessible to people with disabilities and other Programme requirements mentioned in the Guide.

# Example: FINANCIAL CORRECTIONS IN SAMIS

**PB - 1st request for verification – total amount to be verified = 10.000€ (public = 6.500€)**

- FLC – 1st verification report – **deducts 2.000€ (public grant) as financial corrections**
  - **Submits** the verification report in SAMIS, **deducting the amount of 2.000€** (public grant) in tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS → Field: Amount (Non-Flexibility Clause) of any penalties/offsetting corrections
  - The FLC sends the report (signed/stamped) to the PB, NA, JS informing them about the financial corrections applied. Thus the PB will receive  $6.500-2.000=4.500€$
  - The NA informs the PB that s/he can appeal. The results of the appeal will be inserted in SAMIS during the 2nd verification report.
- **1st case:** The appeal is **rejected**, thus the amount is deducted and there is **no action** needed to correct the 1st verification report.
- **2nd case:** The appeal is **rejected** and **further financial corrections are applied**, thus apart from the 2.000€, 1.000€ (public grant) more should be deducted. This will be done with the 2nd verification report.
- **3rd case:** The appeal is **approved** and the **deducted amount of 2.000€ (or part of it – public grant) should be returned to the PB**. This will be done with the 2nd verification report.

**PB – 2<sup>nd</sup> request for verification – total amount to be verified = 12.000€ (public = 7.800€)**

- FLC – 2<sup>nd</sup> verification report – **no findings, verifies the whole amount 7.800€ (public grant) and... (from 1<sup>st</sup> verification per case)**
- **1<sup>st</sup> case:** The verification report is carried out normally and submitted in SAMIS. The PB will receive the whole amount 7.800€ (public grant)
- **2<sup>nd</sup> case:** **1.000€ (public grant) must be returned to the Programme** due to the appeal result (1<sup>st</sup> verification). In tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS → Field: Amount (Non-Flexibility Clause) of any penalties/offsetting corrections, the FLC adds the amount **1.000€ (public grant)**. Thus the PB will receive 7.800-1.000=6.800€.

*(Informative table of tab 9.3)*

| Payable Amounts                      |           |
|--------------------------------------|-----------|
| Request's Payable Amount             | 7.800,00  |
| Request's Payable Amount (Euroco)    | 0,00      |
| Amount of Previous Payments          | 6.500,00  |
| Amount of Advance Payment's Decision | 0,00      |
| Offsets                              | -1.000,00 |
| Final Amount for Payment             | 6.800,00  |
| Final Amount for Payment (Euroco)    | 0,00      |
| Final Amount for Payment             | 6.800,00  |

- **3rd case: 2.000€ (public grant) must be returned to the PB** due to the appeal result (1st verification). In tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS → Field: Amount (Non-Flexibility Clause) of any penalties/offsetting corrections, the FLC adds the amount **-2.000€** (public grant). Thus the PB will receive 7.800+2.000=9.800€.

(Informative table of tab 9.3)

| Payable Amounts                      |           |
|--------------------------------------|-----------|
| Request's Payable Amount             | 7.800,00  |
| Request's Payable Amount (Escrow)    | 0,00      |
| Amount of Previous Payments          | 6.600,00  |
| Amount of Advance Payment's Decrease | 0,00      |
| Offsets                              | -2.000,00 |
| Final Amount for Payment             | 9.800,00  |
| Final Amount for Payment (Escrow)    | 0,00      |
| Final Amount for Payment             | 9.800,00  |

The FLC explains any financial deduction performed (budget line, invoice number, amount to be deducted and reason why) in the following fields:

- **8.3 - REMARKS & COMMENTS ON THE INVESTMENT'S PHYSICAL & FINANCIAL OBJECT** > Field: Remarks & comments on the investment's financial object
- **9.2 - ANY PENALTIES / OFFSETING CORRECTIONS** > Field: Comments

Also, the FLC attaches in tab 13 any needed document (i.e. PB clarifications, NA appeal decision) justifying the financial corrections applied after the examination of the appeal.

## In case during the 2<sup>nd</sup> verification the FLC applies corrections

PB – 2<sup>nd</sup> request for verification – total amount to be verified = 12.000€ (public = 7.800€)

- FLC – 2<sup>nd</sup> verification report – **deducts 1.000€ (public grant) as financial corrections**
- **1<sup>st</sup> case:** Submits the verification report in SAMIS, deducting the amount of **1.000€** (public grant) in tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS > Field: Amount (Non-Flexibility Clause) of any penalties/offsetting corrections. The PB will receive 7.800-1.000=6.800€

(Informative table of tab 9.3)

| Payable Amounts                      |           |
|--------------------------------------|-----------|
| Request's Payable Amount             | 7.800,00  |
| Request's Payable Amount (Escrow)    | 0,00      |
| Amount of Previous Payments          | 6.500,00  |
| Amount of Advance Payment's Decrease | 0,00      |
| Offsets                              | -2.000,00 |
| Final Amount for Payment             | 5.800,00  |
| Final Amount for Payment (Escrow)    | 0,00      |
| Final Amount for Payment             | 5.800,00  |

- **2<sup>nd</sup> case:** 1.000€ (public grant) must be returned to the Programme due to the appeal result (1<sup>st</sup> verification) & 1.000€ (public grant) must be deducted due to current 2<sup>nd</sup> verification; in total 2.000€ must be deducted. In tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS → Field: Amount (Non-Flexibility Clause) of any penalties/offsetting corrections, the FLC adds the amount **2.000€** (public grant). Thus the PB will receive  $7.800 - 2.000 = 5.800€$ .

(Informative table of tab 9.3)

| Payable Amounts                      |           |
|--------------------------------------|-----------|
| Request's Payable Amount             | 7.800,00  |
| Request's Payable Amount (Escrow)    | 0,00      |
| Amount of Previous Payments          | 6.500,00  |
| Amount of Advance Payment's Decrease | 0,00      |
| Offsets                              | -2.000,00 |
| Final Amount for Payment             | 5.800,00  |
| Final Amount for Payment (Escrow)    | 0,00      |
| Final Amount for Payment             | 5.800,00  |

- **3<sup>rd</sup> case:** 2.000€ (public grant) must be returned to the PB due to the appeal result (1<sup>st</sup> verification) & 1.000€ (public grant) must be deducted due to current verification; in total  $-2.000+1.000=-1.000$ € will be returned to the PB. In tab 9.2 - ANY PENALTIES / OFFSETING CORRECTIONS → Field: Amount (Non-Flexibility Clause) of any penalties/ offsetting corrections, the FLC adds the amount **-1.000€** (public grant). Thus the PB will receive  $7.800+1.000=8.800$ €.

(Informative table of tab 9.3)

| Payable Amounts                      |           |
|--------------------------------------|-----------|
| Request's Payable Amount             | 7.800,00  |
| Request's Payable Amount (Escrow)    | 0,00      |
| Amount of Previous Payments          | 6.800,00  |
| Amount of Advance Payment's Decrease | 0,00      |
| Offsets                              | -1.000,00 |
| Final Amount for Payment             | 8.800,00  |
| Final Amount for Payment (Escrow)    | 0,00      |
| Final Amount for Payment             | 8.800,00  |

Remember that:

- when we return money to the PB we insert a **negative** amount in tab.9.2
- when we return money to the Programme and/or deduct ineligible amount, we insert a **positive** amount in tab.9.2



# Thank you for your attention

## For further information, please contact:

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