

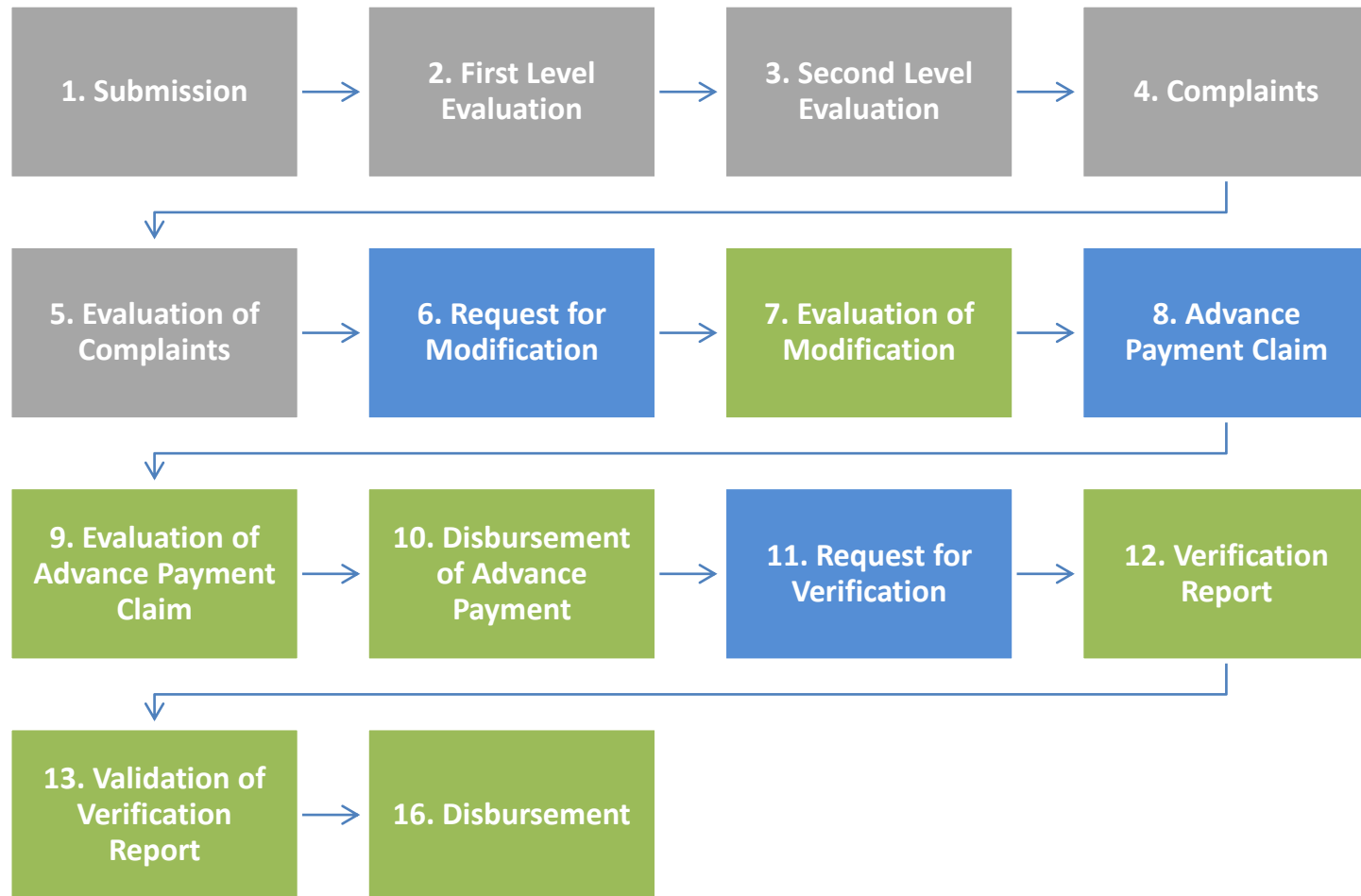
5th Call:

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

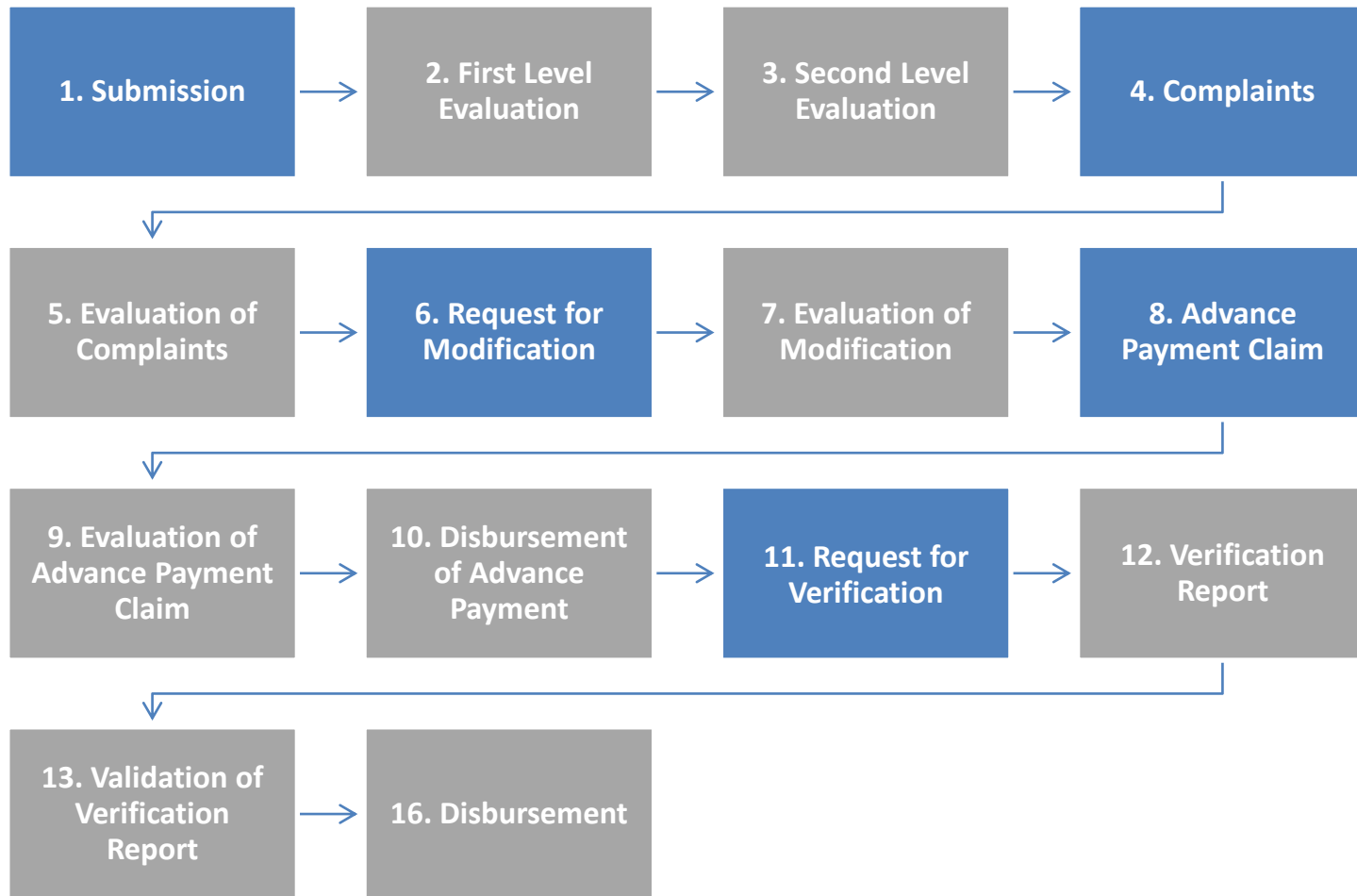
SAMIS presentation

March 2021

SAMIS: Modules or Actions



What PBs can see / edit on SAMIS ?



Prerequisites

- Creation of the Application Form in the MIS (ops.gr)
→ ongoing process
- Under establishment enterprises: Acquisition of Tax Identification Number (TIN) → insert in SAMIS through the module request for modification

Module: Modifications

1

- Request for modification (by the LB with PBs consent)

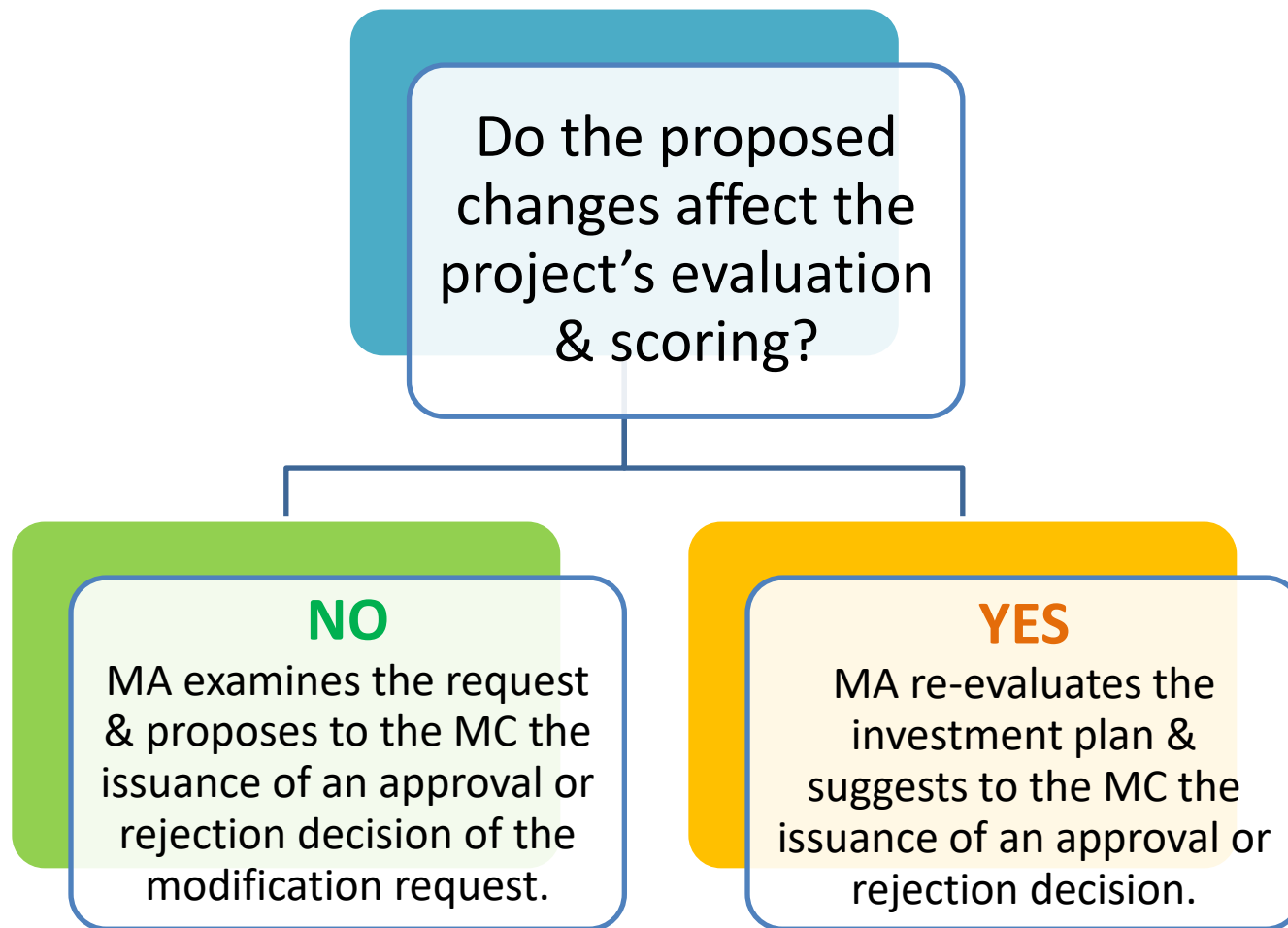
2

- Evaluation of modification request (by the JS/MA/MC)

Modifications

- ❑ Nature & objectives of the investment plan are not altered, terms & conditions of the Call remain intact
- ❑ Requests for modifications may be submitted after the first 6 months from the start date of the investment plan → **Exception: force majeure**
- ❑ Prior approval is needed to proceed with the implementation & payment of modified actions
- ❑ **§14 of the Direct Assistance Guidelines**

Modifications (affecting the Grant Contract)



Modifications

Beneficiary Withdrawal

Before Grant Contract

Proposal's rejection

After Grant Contract

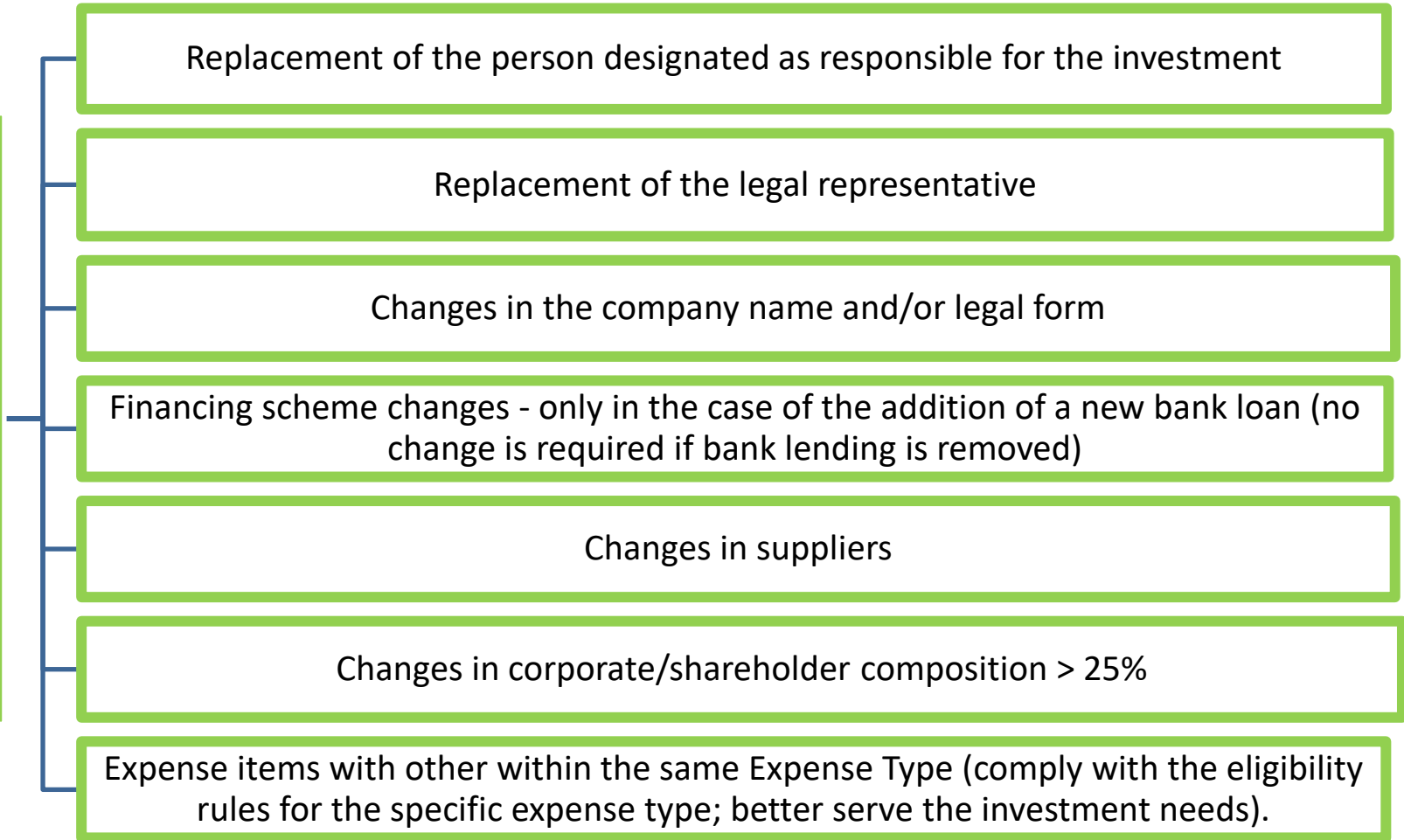
Justified reason = **force majeure circumstance** (bankruptcy or proven impossibility to implement)

Resubmission of the proposal (amended or not) with new partner – **only once**

Re-evaluation
scoring \geq initial \rightarrow funded

Modifications

MINOR CHANGES



Modifications

CHANGES REVIEWED BY THE MA

Expenditure/deliverables **NOT** affecting nature & objectives of investment plan and Call's terms & conditions

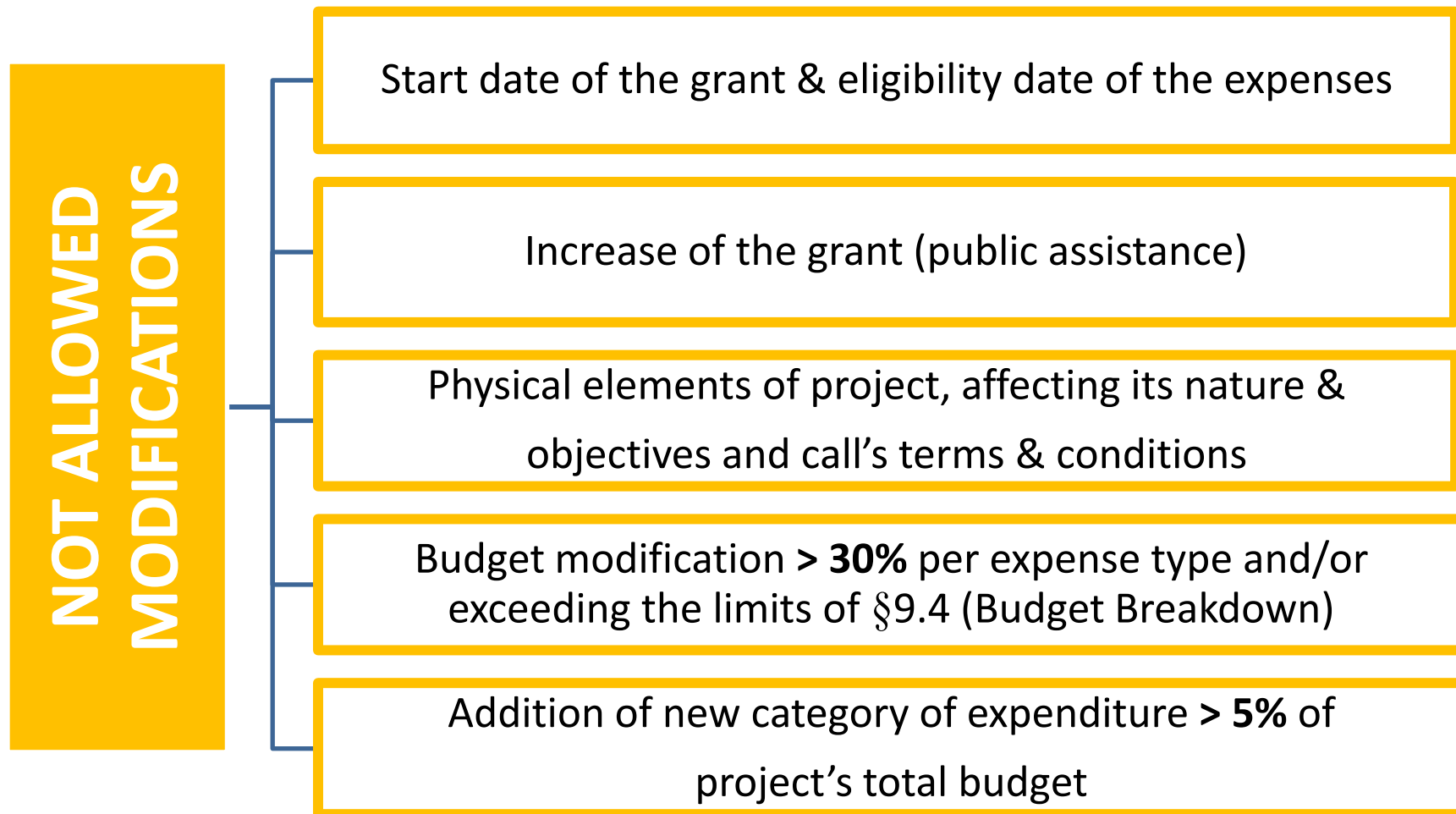
Budget modifications \leq **30%** in any given type of expense, without violating the budget breakdown limits (§9.4)

Addition of new type of expense \leq **5%** of project's total budget

Extension of the completion deadline of the investment plan

Change of investment's location **NOT** affecting investment plan / Call's terms & conditions, necessary supporting documents

Modifications

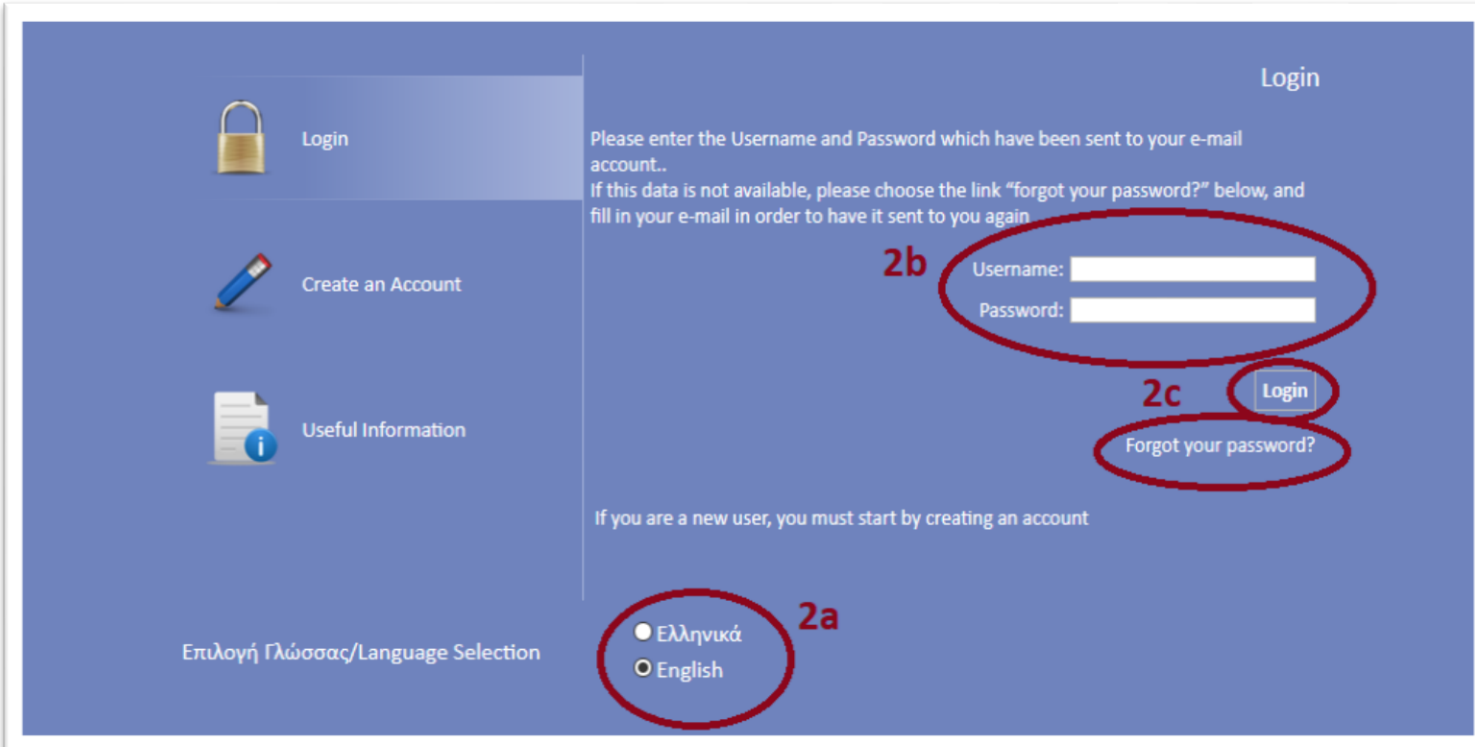


SAMIS: Modifications

- ❑ A request for modification may include minor & major changes together
- ❑ Modifications are not permitted for disbursed expenditures
- ❑ There is no possibility of deleting an expenditure in SAMIS, only adding the value zero to it is possible
- ❑ Quantitative and percentage controls are performed by the system (min-max budget, max declared expenditure in AF in force, etc.)
- ❑ Quantitative and percentage checks are **NOT** performed by the system, such as modifications per category of expenditure > 30% of the total budget, addition of a new category of expenditure > 5% of the total budget, which was not foreseen when submitting the proposal
- ❑ The evaluation of the request may lead to a re-evaluation of the investment plan

SAMIS: REQUEST FOR MODIFICATION

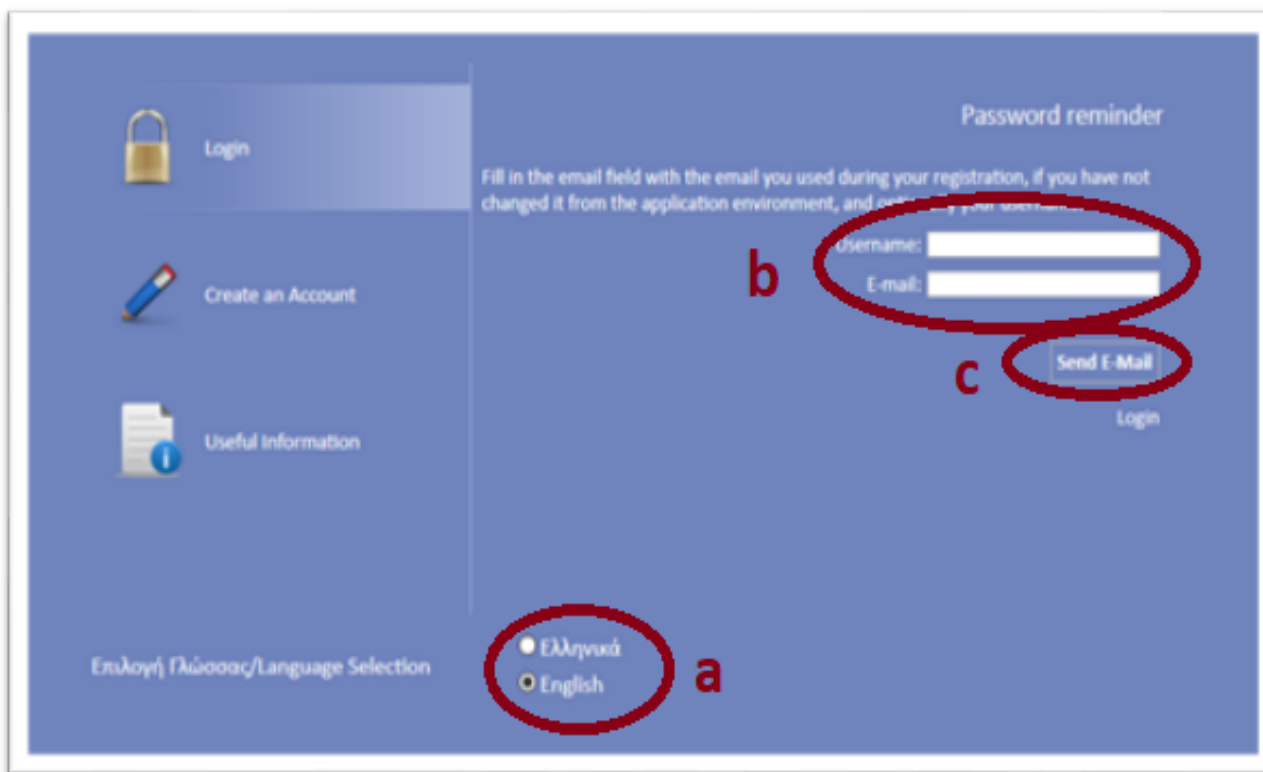
➤ Login to the system using your credentials



The screenshot shows the SAMIS login interface. On the left, there are three main options: 'Login' (with a padlock icon), 'Create an Account' (with a pencil icon), and 'Useful Information' (with a document icon). At the bottom left, there is a 'Language Selection' section with radio buttons for 'Ελληνικά' (Greek) and 'English'. The main content area is titled 'Login' and contains the following text: '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'. Below this text are two input fields: 'Username:' and 'Password:'. To the right of these fields is a 'Login' button. Below the 'Login' button is a link that says 'Forgot your password?'. At the bottom of the page, there is a note: 'If you are a new user, you must start by creating an account'. Red circles and labels are used to highlight specific elements: '2a' points to the 'Ελληνικά' radio button, '2b' points to the 'Username:' and 'Password:' input fields, and '2c' points to the 'Login' button and the 'Forgot your password?' link.

SAMIS: REQUEST FOR MODIFICATION

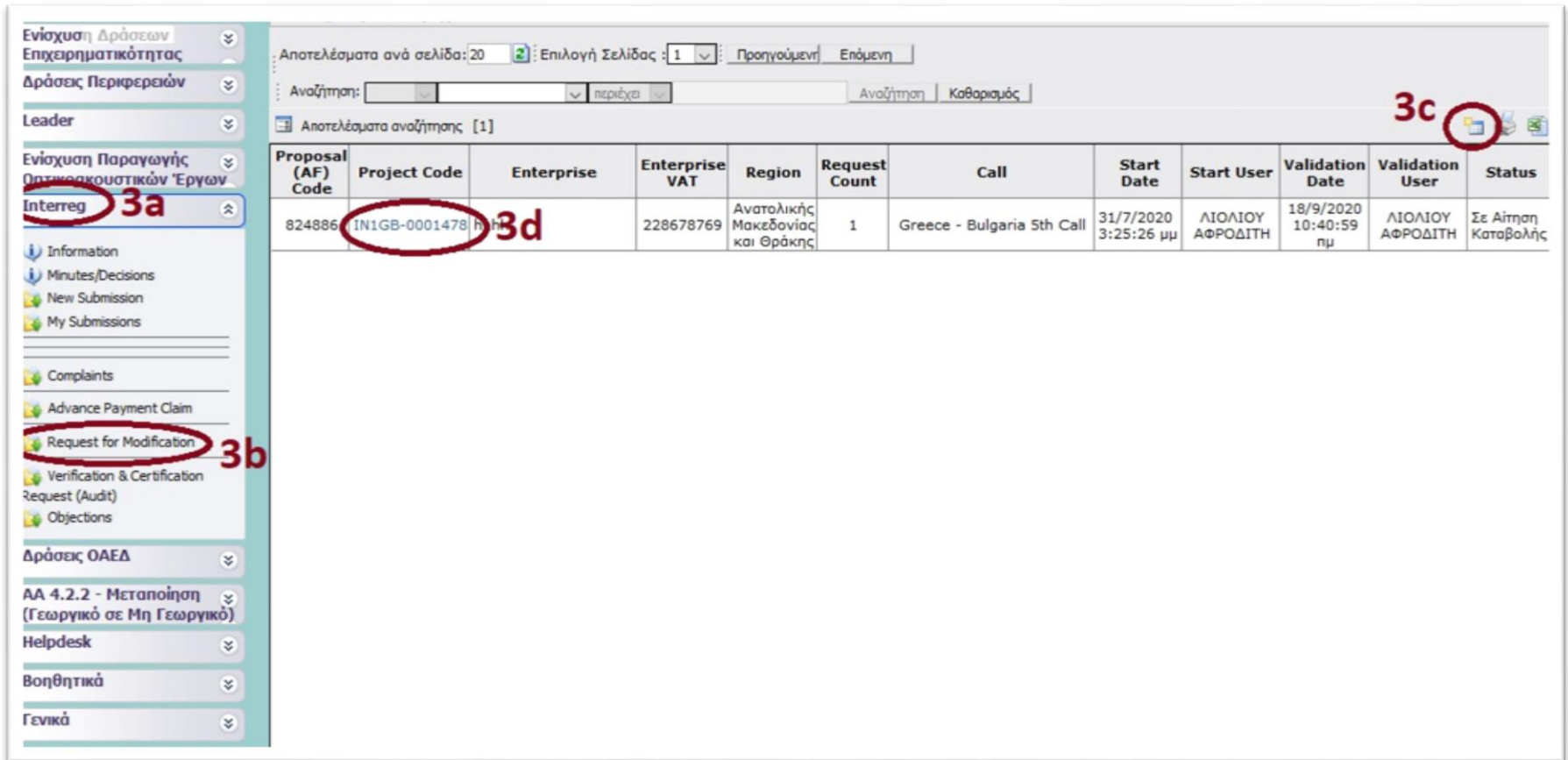
➤ Password reminder



The screenshot shows the SAMIS Password reminder page. On the left, there are three menu items: 'Login' (with a padlock icon), 'Create an Account' (with a pencil icon), and 'Useful Information' (with a document icon). Below these is a 'Language Selection' section with radio buttons for 'Ελληνικά' (Greek) and 'English'. The main content area is titled 'Password reminder' and contains the text: 'Fill in the email field with the email you used during your registration, if you have not changed it from the application environment, and press the Send E-Mail button.' Below this text are two input fields: 'Username:' and 'E-mail:'. A 'Send E-Mail' button is located below the 'E-mail' field. A 'Login' link is at the bottom right. Three red circles with letters 'a', 'b', and 'c' are used as annotations: 'a' circles the language selection, 'b' circles the 'Username:' and 'E-mail:' input fields, and 'c' circles the 'Send E-Mail' button.

SAMIS: REQUEST FOR MODIFICATION

➤ Menu > Interreg > Request for Modification



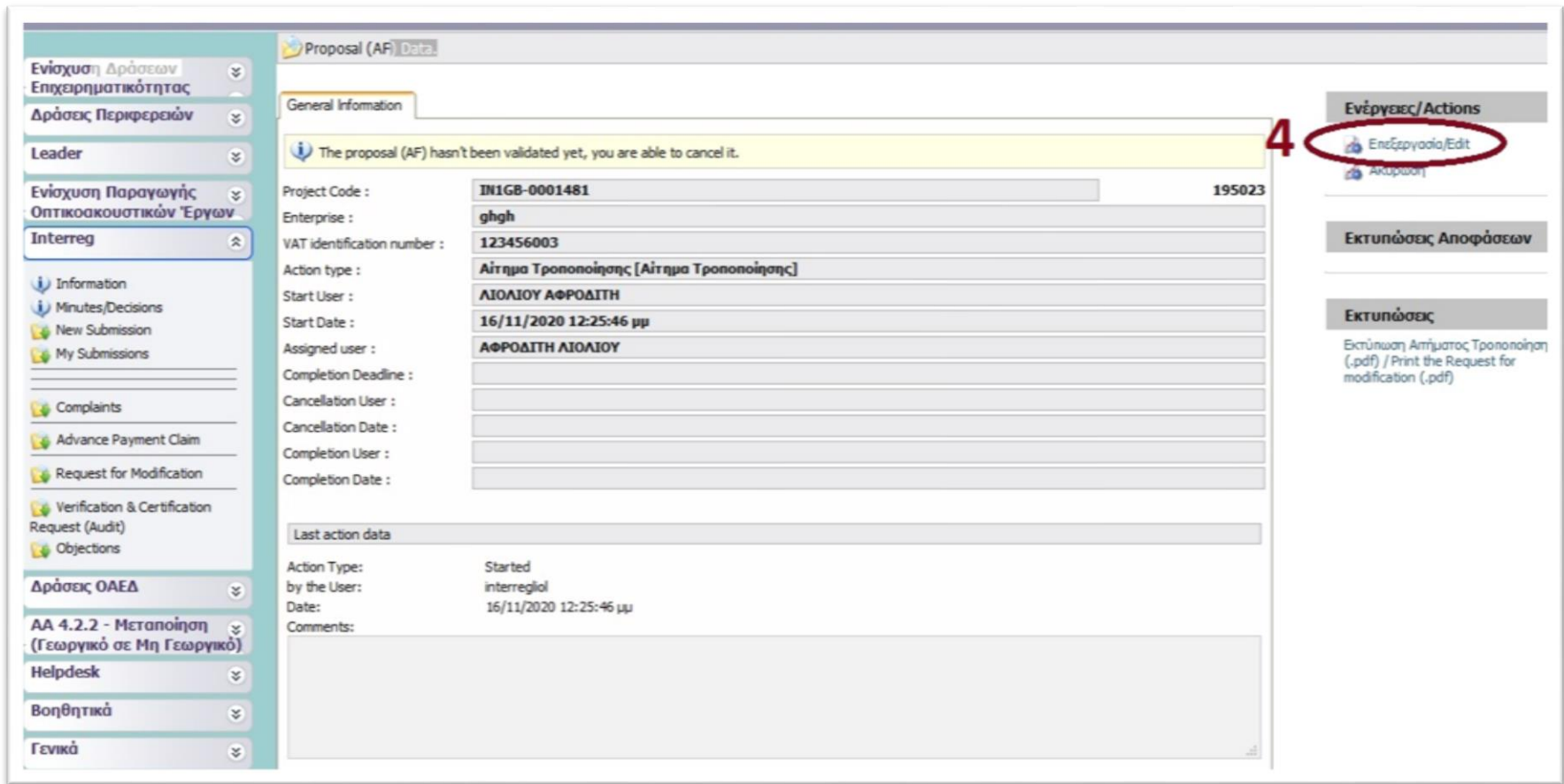
Αποτελέσματα ανά σελίδα: 20 | Επιλογή Σελίδας: 1 | Προηγούμενη | Επόμενη

Αναζήτηση: [] περιέχει [] Αναζήτηση Καθαρισμός

Αποτελέσματα αναζήτησης [1]

Proposal (AF) Code	Project Code	Enterprise	Enterprise VAT	Region	Request Count	Call	Start Date	Start User	Validation Date	Validation User	Status
824886	IN1GB-0001478	3d	228678769	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call	31/7/2020 3:25:26 μμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	18/9/2020 10:40:59 πμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	Σε Αίτηση Καταβολής

SAMIS: REQUEST FOR MODIFICATION



Proposal (AF) Data

General Information

The proposal (AF) hasn't been validated yet, you are able to cancel it.

Project Code : **IN1GB-0001481** **195023**

Enterprise : **ghgh**

VAT identification number : **123456003**

Action type : **Αίτημα Τροποποίησης [Αίτημα Τροποποίησης]**

Start User : **ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ**

Start Date : **16/11/2020 12:25:46 μμ**

Assigned user : **ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ**

Completion Deadline :

Cancellation User :

Cancellation Date :

Completion User :

Completion Date :

Last action data

Action Type: Started
by the User: interregliol
Date: 16/11/2020 12:25:46 μμ
Comments:

Ενέργειες/Actions

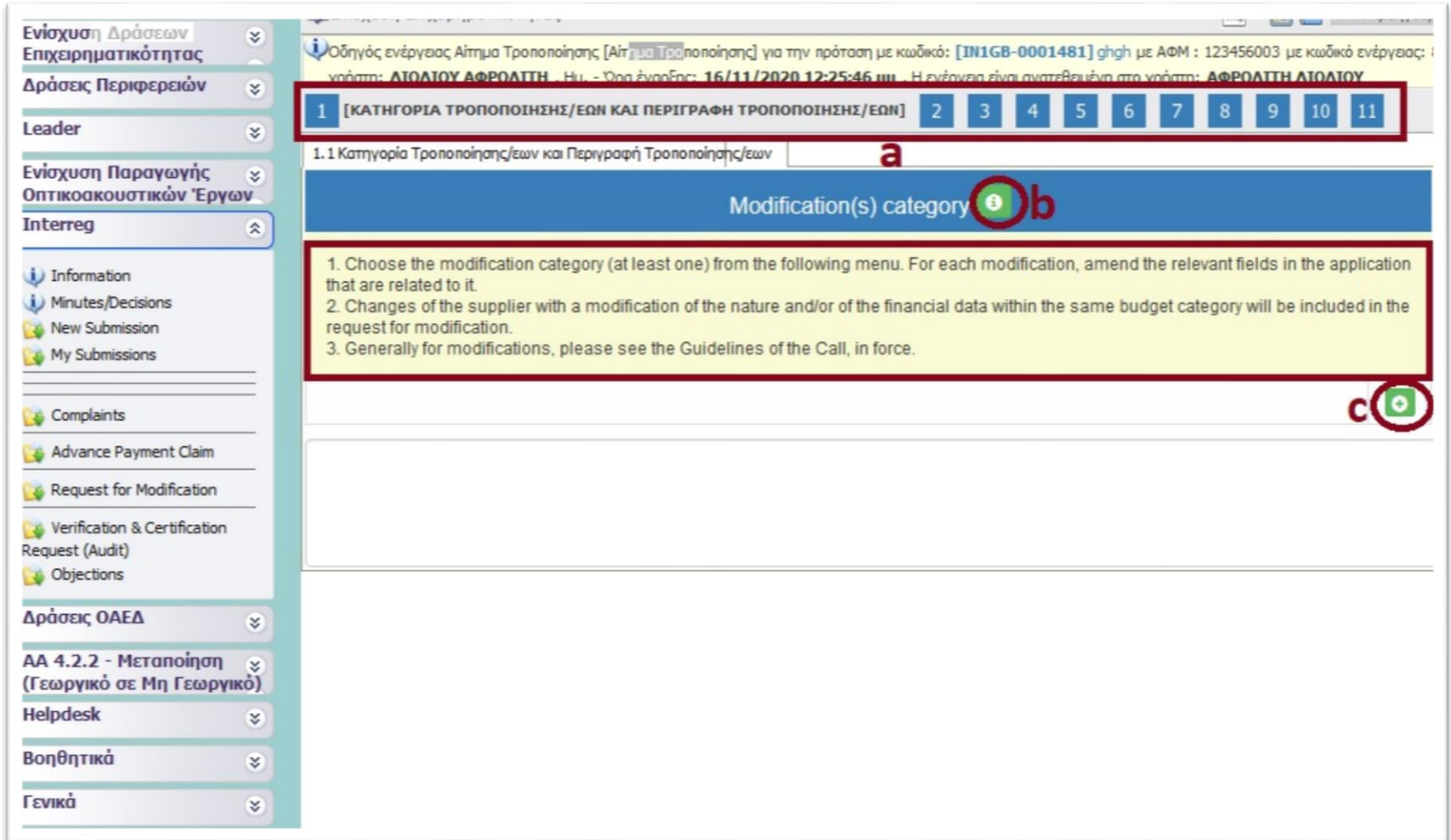
Επεξεργασία/Edit
Ακύρωση

Εκτυπώσεις Αποφάσεων

Εκτυπώσεις

Εκτύπωση Αιτήματος Τροποποίηση (.pdf) / Print the Request for modification (.pdf)

SAMIS: REQUEST FOR MODIFICATION



Οδηγός ενέργειας Αίτημα Τροποποίησης [Αίτημα Τροποποίησης] για την πρόταση με κωδικό: [IN1GB-0001481] gghh με ΑΦΜ : 123456003 με κωδικό ενέργειας: 1
 γράμμα: ΑΙΟΛΑΙΟΥ ΑΦΡΟΛΑΤΗ Ημ. - Ώρα έναρξης: 16/11/2020 12:25:46 μμ. Η ενέργεια είναι ανατεθειμένη στο γράμμα: ΑΦΡΟΛΑΤΗ ΑΙΟΛΑΙΟΥ

1 [ΚΑΤΗΓΟΡΙΑ ΤΡΟΠΟΠΟΙΗΣΗΣ/ΕΩΝ ΚΑΙ ΠΕΡΙΓΡΑΦΗ ΤΡΟΠΟΠΟΙΗΣΗΣ/ΕΩΝ] 2 3 4 5 6 7 8 9 10 11

1.1 Κατηγορία Τροποποίησης/εων και Περιγραφή Τροποποίησης/εων **a**

Modification(s) category **b**



1. Choose the modification category (at least one) from the following menu. For each modification, amend the relevant fields in the application that are related to it.
 2. Changes of the supplier with a modification of the nature and/or of the financial data within the same budget category will be included in the request for modification.
 3. Generally for modifications, please see the Guidelines of the Call, in force.

c

SAMIS: REQUEST FOR MODIFICATION

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

a




c  

b

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

SAMIS: REQUEST FOR MODIFICATION

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



SAMIS: REQUEST FOR MODIFICATION

The screenshot shows a web interface for 'Attached Documents' with a table header and several input fields. Red circles highlight the following elements:




- Beneficiary: ARISTON
- Document Category: 16 Επισυναπτόμενα Έγγραφα Αιτήματος Τροποποίησης
- Document Data – Description: (Empty text area)
- Comments: (Empty text area)
- File: Choose a file button
- Update button (with checkmark icon)
- Cancel button (with X icon)


!!ATTENTION!!
Attach any annex submitted during the implementation phase that is affected/ altered by the requested modification.

SAMIS: REQUEST FOR MODIFICATION

1 2 3 4 5 6 7 8 9 10 [ΣΥΝΗΜΜΕΝΑ ΑΡΧΕΙΑ ΑΙΤΗΜΑΤΟΣ ΤΡΟΠΟΠΟΙΗΣΗΣ] 11

Attached Documents

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



SAMIS: REQUEST FOR MODIFICATION

- Ενίσχυση Δράσεων Επιχειρηματικότητας
- Δράσεις Περιφερειών
- Leader
- Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων
- Interreg
- Information
- Minutes/Decisions
- New Submission
- My Submissions
- Complaints
- Advance Payment Claim
- Request for Modification
- Verification & Certification Request (Audit)
- Objections
- Δράσεις ΟΑΕΔ
- ΑΑ 4.2.2 - Μεταποίηση (Γεωργικό σε Μη Γεωργικό)
- Helpdesk
- Βοηθητικά
- Γενικά

Ενίσχυση Επιχειρηματικότητας << Προηγούμενο Επόμενο >> Οδηγίες

Οδηγός ενέργειας Αίτημα Τροποποίησης [Αίτημα Τροποποίησης] για την πρόταση με κωδικό: **[IN1GB-0001481]** ghgh με ΑΦΜ : 123456003 με κωδικό ενέργειας: **828550** . Η ενέργεια ξεκίνησε από τον χρήστη: **ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ** . Ημ. - Ώρα έναρξης: **16/11/2020 1:35:33 μμ** . Η ενέργεια είναι αναστεθειμένη στο χρήστη: **ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ**

1 2 3 4 5 6 7 8 9 10 11 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΙΤΗΜΑΤΟΣ ΤΡΟΠΟΠΟΙΗΣΗΣ] Αποθήκευση

Please click on the button "Validation Check" to confirm that all necessary fields have been filled in **Validation Check**

Reports

- Εκτύπωση Αιτήματος Τροποποίησης (.pdf) / Print the Request for modification (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

1 2 3 4 5 6 7 8 9 10 11 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΑΙΤΗΜΑΤΟΣ ΤΡΟΠΟΠΟΙΗΣΗΣ] Αποθήκευση

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

Reports

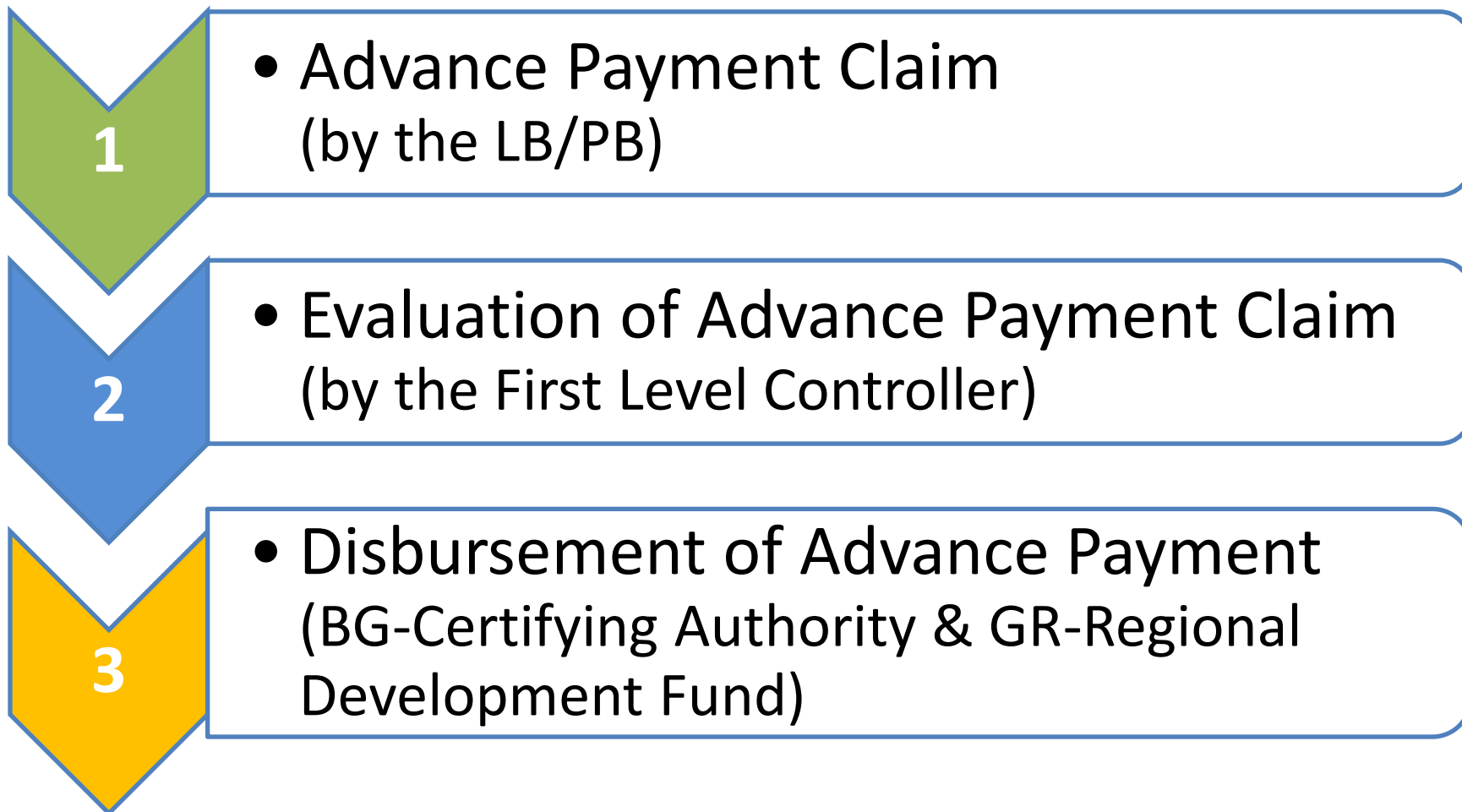
- Εκτύπωση Αιτήματος Τροποποίησης (.pdf) / Print the Request for modification (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

SAMIS: REQUEST FOR MODIFICATION

- ❑ The request for modification is submitted by the LB to the JS and the written consent of both PBs is required.
- ❑ Request for modification to update the AF data of under establishment companies → insert their data: TIN number, location etc.
- ❑ All annexes & legal forms of the investment plan that are altered by the requested modifications, should also be also updated & attached to the request.
- ❑ Print/sign/stamp the report generated by SAMIS and send it to the JS (e-copy). The JS/PO will inform you on the result of the evaluation of your request by the JS/MA/MC and will send you the new version of the AF.

❖ Read **SAMIS MANUAL - REQUEST FOR MODIFICATION**

Module: Advance Payment



Advance Payment

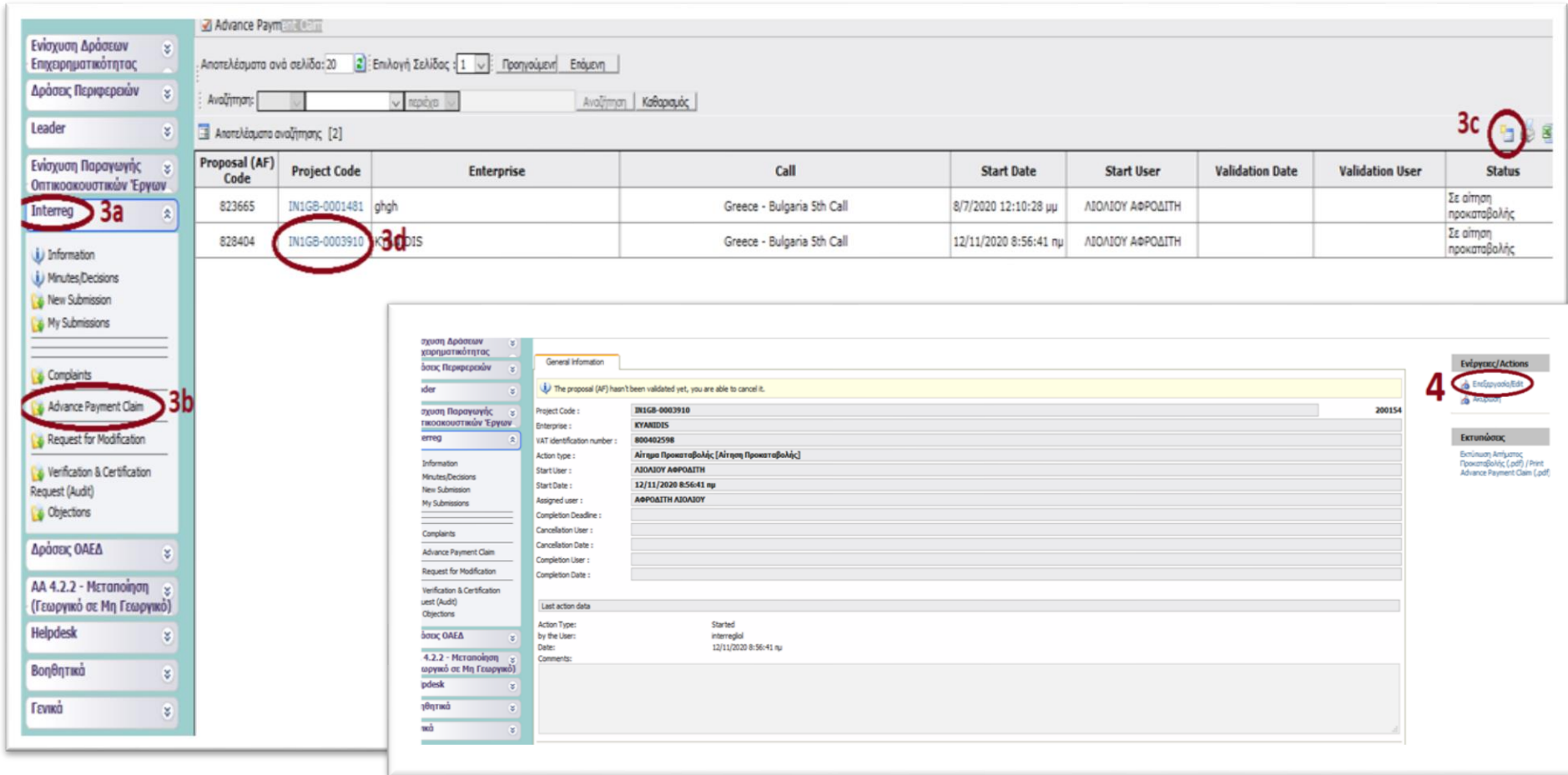
- ❑ § 13.3.1 of the [Direct Assistance Guidelines](#)
- ❑ **up to 40% of the public assistance** (grant)
- ❑ letter of guarantee for an equivalent amount or a promissory note (for BG enterprises) from a credit institution recognized for that purpose
 - No template provided by the JS/MA
 - Issued to: 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

- ❑ 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; 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: Advance Payment Claim

➤ Menu > Interreg > Advance Payment Claim



The screenshot displays the SAMIS web application interface. On the left, a navigation menu is visible with several options. The 'Advance Payment Claim' option is highlighted with a red circle and labeled '3b'. At the top right of the main content area, there is a red circle with the number '3c' next to a small icon. Below the navigation menu, a table lists several 'Advance Payment Claims'. The second row of the table is highlighted with a red circle and labeled '3d'. The table has the following columns: Proposal (AF) Code, Project Code, Enterprise, Call, Start Date, Start User, Validation Date, Validation User, and Status.

Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
823665	IN1GB-0001481	ghgh	Greece - Bulgaria 5th Call	8/7/2020 12:10:28 μμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ			Σε αίτηση προκαταβολής
828404	IN1GB-0003910	KYANIDIS	Greece - Bulgaria 5th Call	12/11/2020 8:56:41 ημ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ			Σε αίτηση προκαταβολής

Below the table, there is a detailed view of the 'Advance Payment Claim' for project IN1GB-0003910. This view includes a 'General Information' tab with the following details:

- Project Code: IN1GB-0003910
- Enterprise: KYANIDIS
- VAT identification number: 800402598
- Action type: Αίτημα Προκαταβολής (Αίτηση Προκαταβολής)
- Start User: ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ
- Start Date: 12/11/2020 8:56:41 ημ
- Assigned user: ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ

On the right side of the detailed view, there is a section for 'Ενέργειες/Actions' with a red circle and the number '4' next to the 'Επιβεβαιώσει' (Confirm) button. Below this, there is a section for 'Εκτύπωση' (Print) with a button for 'Print Advance Payment Claim (.pdf)'. At the bottom of the detailed view, there is a section for 'Last action data' showing the action type, user, date, and comments.

SAMIS: Advance Payment Claim

Ενίσχυση Επιχειρηματικότητας

Οδηγός ενέργειας Αίτημα Προκαταβολής [Αίτηση Προκαταβολής] για την πρόταση με κωδικό: [IN1GB-0001481] ghgh με ΑΦΜ : 123456003 με κωδικό ενέργειας: 82

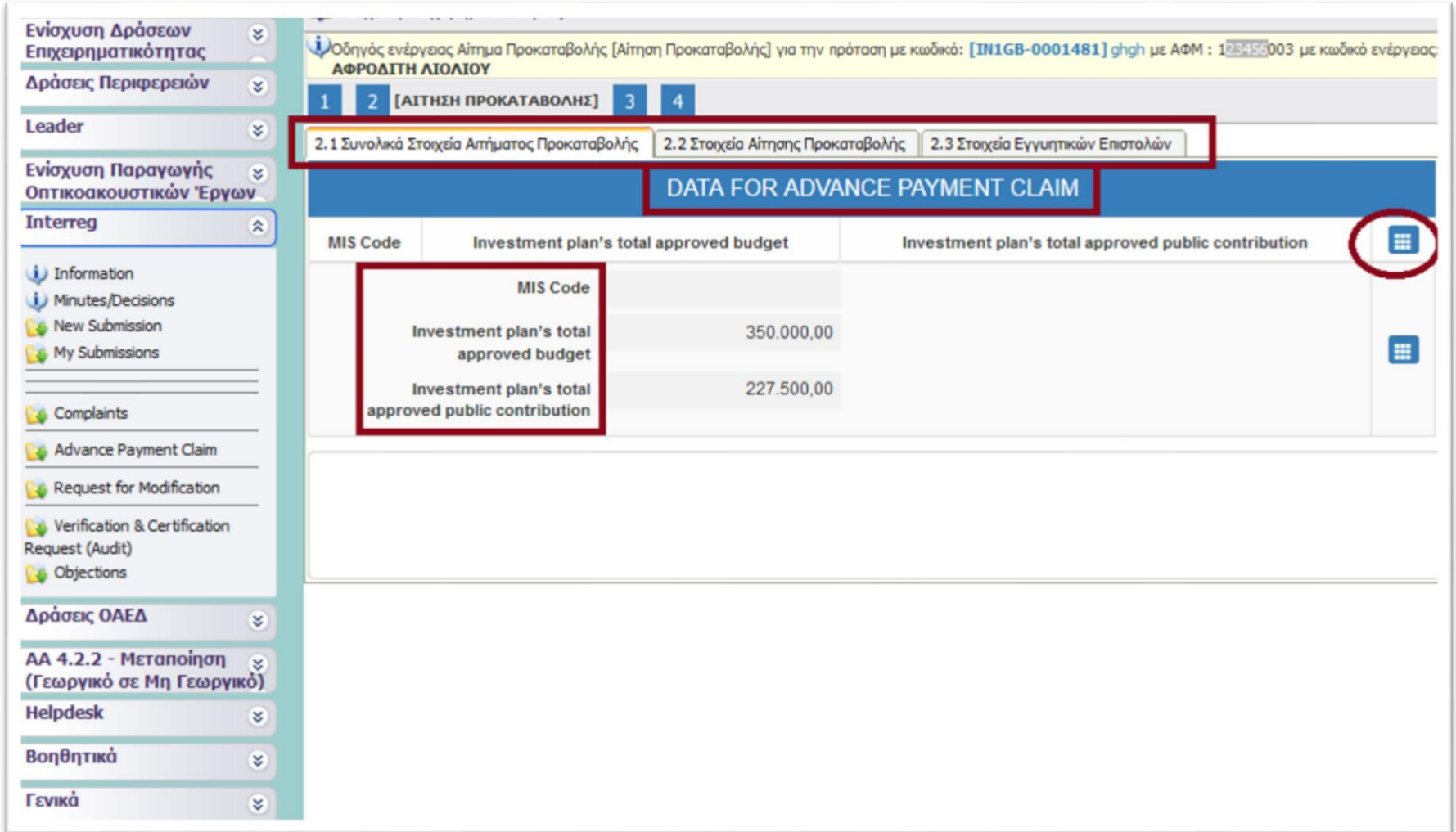
1 [ΒΑΣΙΚΑ ΣΤΟΙΧΕΙΑ ΔΙΚΑΙΟΥΧΟΥ] 2 3 4

1.1 Γενικά Στοιχεία Δικαιούχου 1.2 Στοιχεία Εκπροσώπων

Beneficiary General Information		
Enterprise Name	Greek / Bulgarian VAT number	
ghgh		
vfdggr		

!!ATTENTION!!
If the Beneficiary wishes to update/correct the content of these tabs, s/he will have to request for a modification of the AF before requesting for an advance payment.

SAMIS: Advance Payment Claim



Οδηγός ενέργειας Αίτημα Προκαταβολής [Αίτηση Προκαταβολής] για την πρόταση με κωδικό: [IN1GB-0001481] ghgh με ΑΦΜ : 123456003 με κωδικό ενέργειας: ΑΦΡΟΔΙΤΗ ΛΙΟΛΙΟΥ

1 2 [ΑΙΤΗΣΗ ΠΡΟΚΑΤΑΒΟΛΗΣ] 3 4

2.1 Συνολικά Στοιχεία Αιτήματος Προκαταβολής 2.2 Στοιχεία Αίτησης Προκαταβολής 2.3 Στοιχεία Εγγυητικών Επιστολών

DATA FOR ADVANCE PAYMENT CLAIM

MIS Code	Investment plan's total approved budget	Investment plan's total approved public contribution
MIS Code		
Investment plan's total approved budget	350.000,00	
Investment plan's total approved public contribution	227.500,00	

SAMIS: Advance Payment Claim

➤ 2.2 - Data for advance payment claim

DATA FOR ADVANCE PAYMENT CLAIM ✕

Beneficiary	ghgh	▼
MIS Code		
Serial Number of advance payment	1	
Approved funded budget	200.000,00	
Beneficiary's total Public Expenditure	130.000,00	
Amount of previous disbursements (advance payments)	0,00	
Maximum amount of approved advance payment	52.000,00	
Amount of advance payment claim	10.000,00	
Funding to the Beneficiary requesting advance payment is state aid	YES	▼
VAT/TIN Registration Number	138678769	
Tax Registration Office	1101	
Beneficiary's Bank	ΑΤΤΙΚΑ ΒΑΝΚ, ΑΝΩΝΥΜΗ ΤΡΑΠΕΖΙΚΗ ΕΤΑΙΡΕΙΑ	▼ filter
Beneficiary's enterprise bank account IBAN	GR0000521455962554525742542	
BIC/SWIFT	ηγγηξηγζη	



SAMIS: Advance Payment Claim

➤ 2.3 - Letter of guarantee/ promissory note data

Beneficiary	<input type="text"/>
Number	<input type="text"/>
Issuer	<input type="text"/>
To whom the guarantee/promissory note is issued?	<input type="text"/>
Is it an open-term guarantee/promissory note?	<input type="text"/>
Issue Date	<input type="text"/>
Expiry Date	<input type="text"/>
Guarantee's Equivalent Amount (€)	<input type="text"/>

NOTE!

To whom the guarantee/promissory note is issued?: *Greek Ministry of Development and Investments/ Managing Authority of European Territorial Cooperation Programmes*

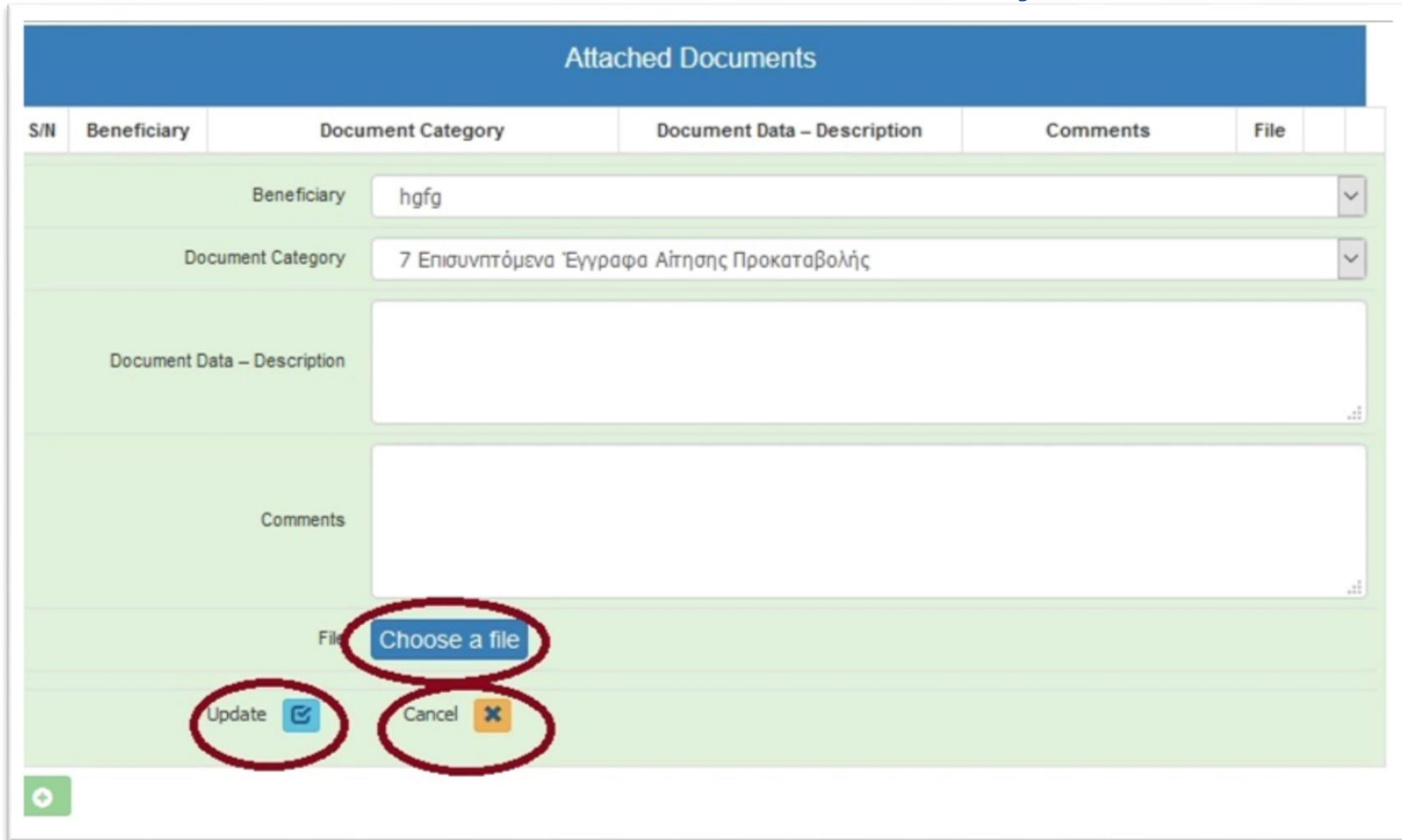
Expiry Date:

- **open-term:** expiry date of the programming period (31.12.2023)
- **fixed-term:** expiry date of the guarantee/ promissory note*



** If it expires before the investment 's completion, PB is obligated to immediately replace it with another letter of guarantee of appropriate term.*

SAMIS: Advance Payment Claim

➤ 3 - Documents attached to the Advance Payment Claim



S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
	Beneficiary hgfg	Document Category 7 Επισυνπτόμενα Έγγραφα Αίτησης Προκαταβολής	Document Data - Description	Comments	File Choose a file

Update  

SAMIS: Advance Payment Claim

➤ 4 – Validation/Submission

1 2 3 4 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ 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 Αιτήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

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

Reports

- Εκτύπωση Αιτήματος Προκαταβολής (.pdf) / Print Advance Payment Claim (.pdf)

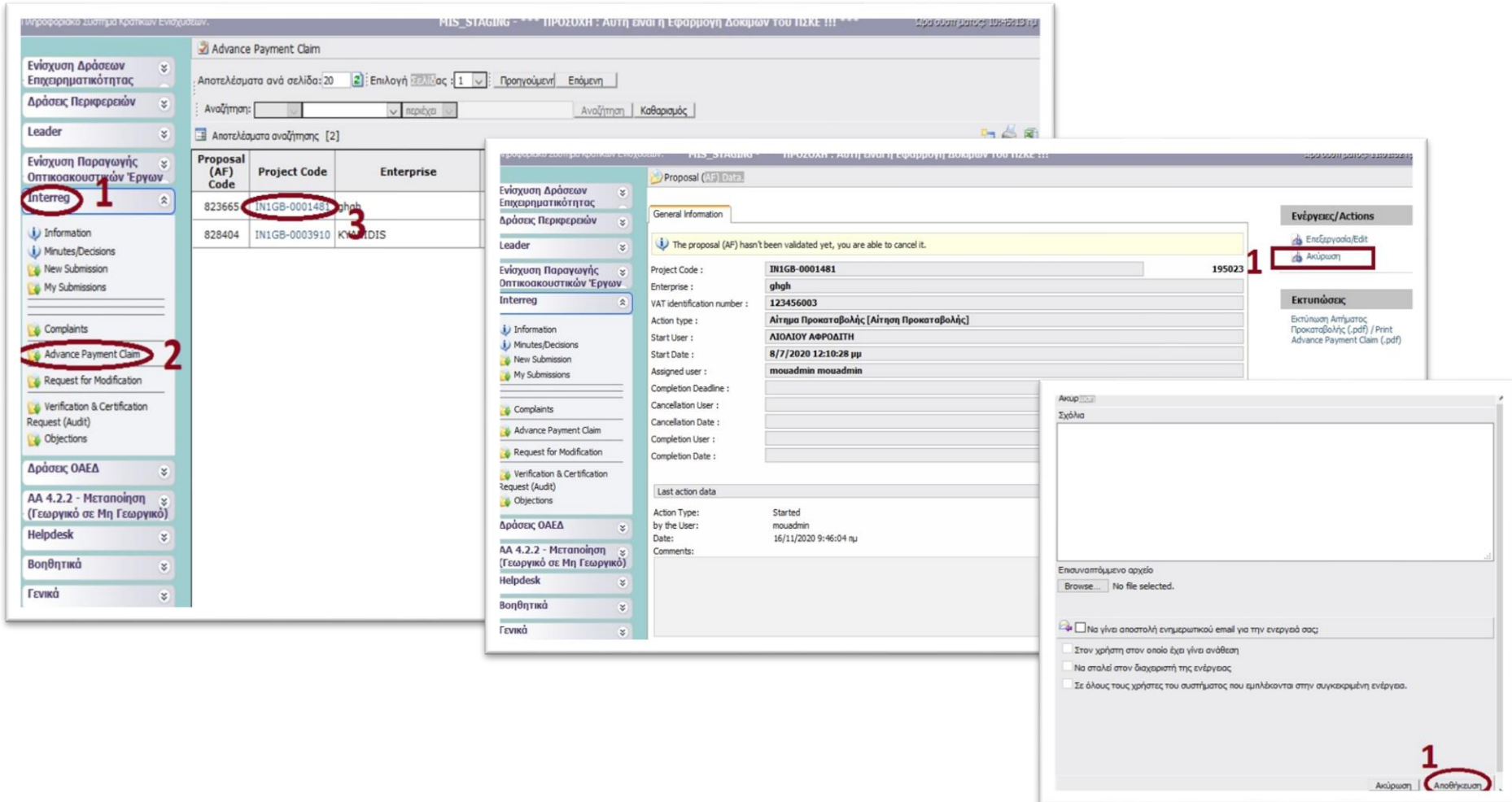
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

NOTE!

- After the submission you won't be able to edit the inserted data.
- In case the mistakes of the validation check concern tabs in which the user does not have edit rights, the user has to **cancel** the advance payment claim and request for a modification of the project's AF, in order to correct/modify accordingly these fields, prior to submitting a request for an advance payment.

SAMIS: Advance Payment Claim

➤ Cancel action



The screenshot displays the SAMIS web application interface for managing advance payment claims. The main window is titled "Advance Payment Claim" and shows a table of proposals. The table has columns for "Proposal (AF) Code", "Project Code", and "Enterprise".

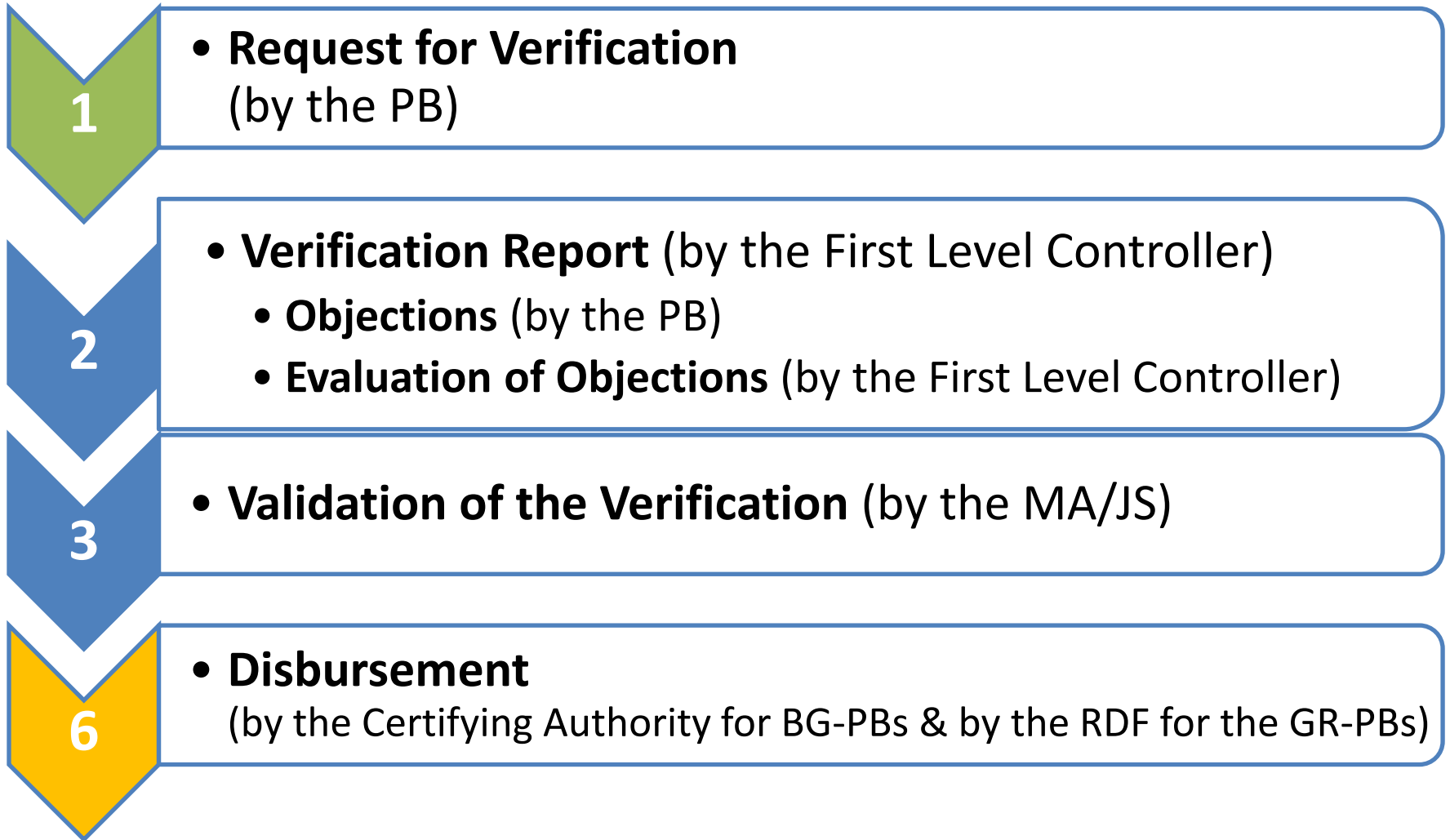
Proposal (AF) Code	Project Code	Enterprise
823665	IN1GB-0001481	ghgh
828404	IN1GB-0003910	ΚΥΠΡΟΙΣ

Number 1 points to the "Interreg" option in the left sidebar. Number 2 points to the "Advance Payment Claim" option in the left sidebar. Number 3 points to the "ghgh" enterprise name in the table. A yellow warning message states: "The proposal (AF) hasn't been validated yet, you are able to cancel it." In the "Actions" section, the "Ακύρωση" (Cancel) button is highlighted with a red box and number 1. A dialog box at the bottom right is titled "Ακύρωση" and contains a "Σχόλια" (Comments) field and a "Browse" button for attaching a file. The "Ακύρωση" button in the dialog is also highlighted with a red box and number 1.

SAMIS: Advance Payment Claim

- ❑ Requests for advance payment **cannot** be submitted later than the first request for verification.
 - ❑ An advance payment for one PB must be **completed** before the second beneficiary of the co-operative scheme applies for his/hers request for an advance payment.
 - ❑ Print/sign/stamp the report generated by SAMIS and send an e-copy to the LB; the Joint Secretariat (Project Officer and JS Coordinator); the controller (FLC) and mee.interreg@mou.gr (Unit C of the MA)
 - ❑ The request will be evaluated by the FLC via SAMIS. An e-copy of the evaluation report will be sent signed/stamped to the PB, LB, JS; mee.interreg@mou.gr
 - ❑ The CA/RDF will make the payment. The JS will insert the data in SAMIS (Disbursement of Advance Payment) and inform the PB.
- ❖ **Read SAMIS MANUAL - ADVANCE PAYMENT CLAIM**

Module: Verification



Verification

- ❑ §13 of the [Direct Assistance Guidelines](#)
- ❑ **Interim payment** may be paid after (a) submission of a Verification Request via SAMIS and (b) certification of the physical & financial content of the investment, which ultimately specifies the amount of total eligible investment expenses up to the time of the Request and the corresponding public assistance (grant).
- ❑ An **interim payment** can amount up to 50% of the approved public assistance (grant) at PB level. After the interim payment, the advance letter of guarantee is returned to the PB.
- ❑ Expenditure documentation always accompanied by paid-for invoices or accounting documents according to national laws.

Verification

- ❑ 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.

Verification

- ❑ The **final installment** is paid after the completion and final approval of all investment items.
- ❑ Installment **payments** are made by the Certifying Authority directly to each BG-PBs and by the RDF to each GR-PBs via an interest-free project dedicated bank account, declared in SAMIS and depending on the availability of funds
- ❑ **Supporting documents** for the payment of a grant installment : **Annex IX "REQUIRED DOCUMENTS FOR GRANT PAYMENTS"**

Verification

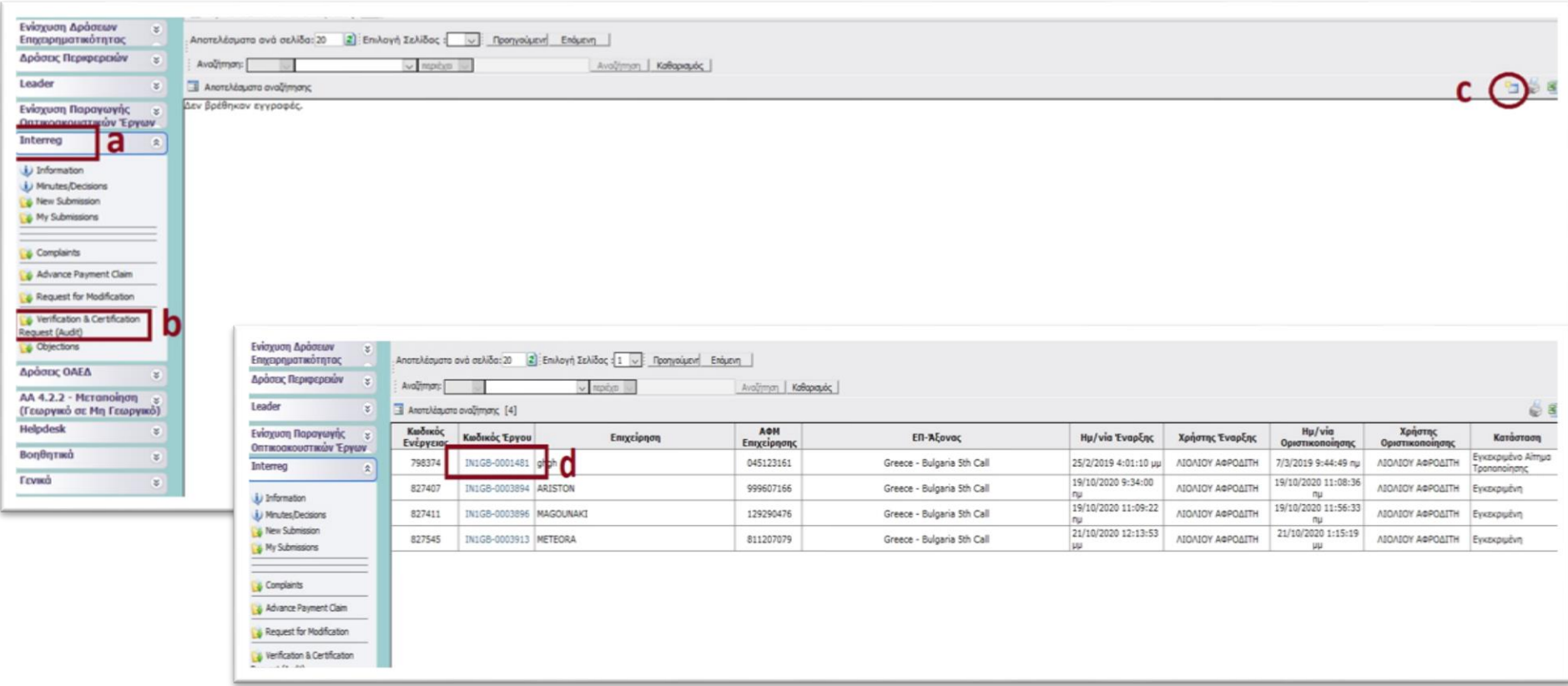
- ❑ The **final payment** is made to the aid recipient after (a) an on-site verification of the completion of the investment, and (b) issuance of a Certificate of Completion of the investment.
- ❑ In cases where an **advance payment** has been made, in order not to exceed the aid intensity, grant payments 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: Request for Verification

- ❑ Requests for verification are submitted separately per PB 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

SAMIS: Request for Verification

➤ Menu > Interreg > Request for Verification

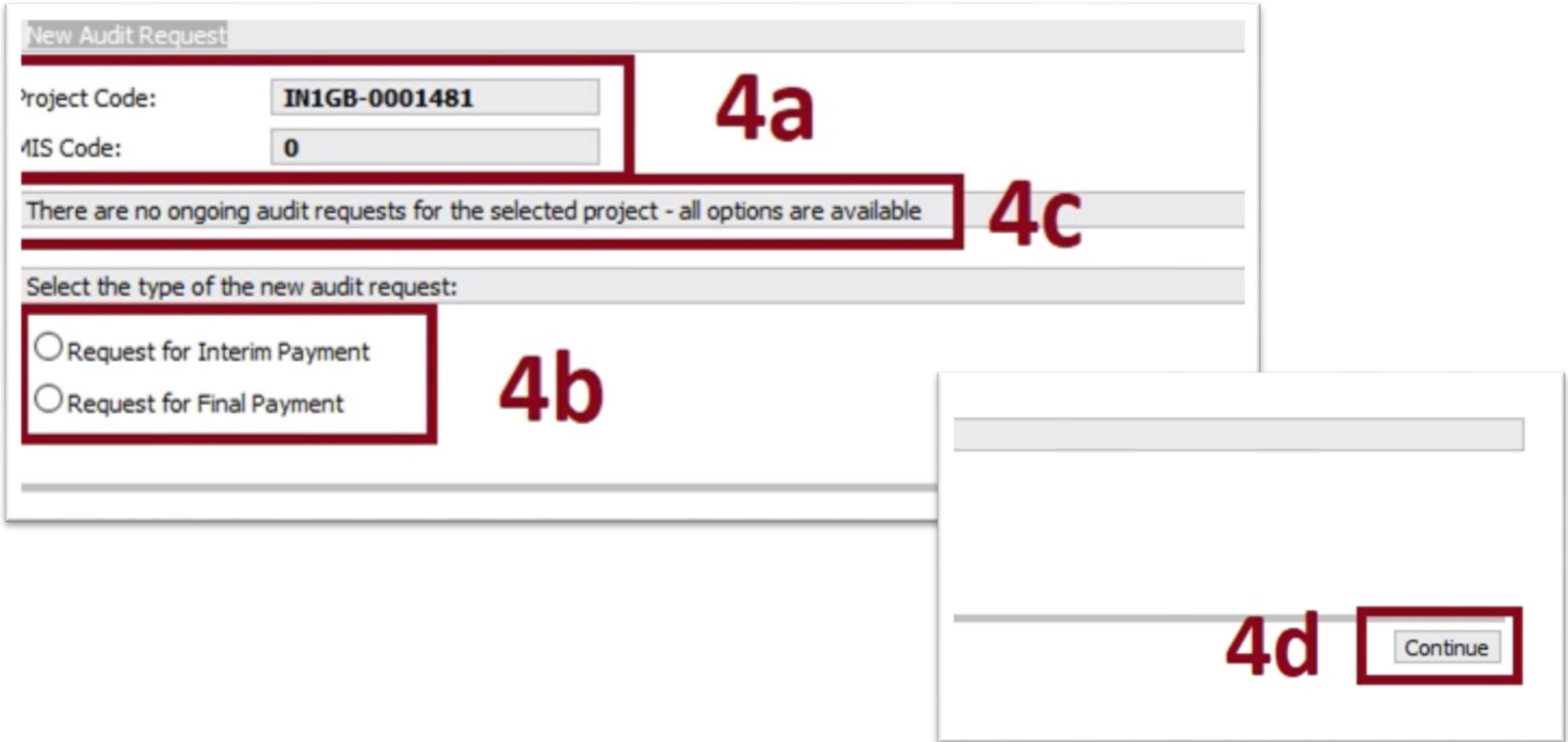


The screenshot shows the SAMIS web application interface. On the left, there is a navigation menu with several categories. The 'Επίσημοι Έργων' (Official Works) category is expanded, and the 'Interreg' sub-menu is selected, indicated by a red box and the letter 'a'. Within the 'Interreg' sub-menu, the 'Verification & Certification Request (Audit)' option is highlighted with a red box and the letter 'b'. The main content area displays a table of project submissions. The table has the following columns: Κωδικός Ενέργειας (Activity Code), Κωδικός Έργου (Project Code), Επιχείρηση (Company), ΑΦΜ Επιχείρησης (VAT Number), ΕΠ-Άξονας (Axis), Ημ/νία Έναρξης (Start Date), Χρήσιμος Έναρξης (Start Date), Ημ/νία Οριστικοποίησης (Finalization Date), Χρήσιμος Οριστικοποίησης (Finalization Date), and Κατάσταση (Status). The first row of the table is highlighted with a red box and the letter 'd', showing the project with code IN1GB-0001481.

Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήσιμος Έναρξης	Ημ/νία Οριστικοποίησης	Χρήσιμος Οριστικοποίησης	Κατάσταση
798374	IN1GB-0001481	gish	045123161	Greece - Bulgaria 5th Call	25/2/2019 4:01:10 μμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	7/3/2019 9:44:49 πμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	Εγκριμένο Άλιπτα Τροποποίησης
827407	IN1GB-0003894	ARISTON	999607166	Greece - Bulgaria 5th Call	19/10/2020 9:34:00 πμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	19/10/2020 11:08:36 πμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	Εγκριμένη
827411	IN1GB-0003896	MAGOUNAKI	129290476	Greece - Bulgaria 5th Call	19/10/2020 11:09:22 πμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	19/10/2020 11:56:33 πμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	Εγκριμένη
827545	IN1GB-0003913	METEORA	811207079	Greece - Bulgaria 5th Call	21/10/2020 12:13:53 μμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	21/10/2020 1:15:19 μμ	ΛΙΘΙΟΥ ΑΦΡΟΔΙΤΗ	Εγκριμένη

SAMIS: Request for Verification

➤ Request for Interim OR Final Payment





The screenshot shows the 'New Audit Request' form in the SAMIS system. The form is divided into several sections, with red boxes and labels highlighting specific areas:

- 4a:** A red box highlights the 'Project Code' field containing 'IN1GB-0001481' and the 'MIS Code' field containing '0'.
- 4c:** A red box highlights the message: 'There are no ongoing audit requests for the selected project - all options are available'.
- 4b:** A red box highlights the radio button options under the heading 'Select the type of the new audit request:'. The options are 'Request for Interim Payment' and 'Request for Final Payment'.
- 4d:** A red box highlights the 'Continue' button at the bottom right of the form.

SAMIS: Request for Verification

➤ Interim Payment Request / 1.8 - Indicators

1.1 Στοιχεία Αιτήματος Επαλήθευσης	1.2 Γενικά Στοιχεία Δικαιούχου	1.3 Στοιχεία Εκπροσώπων	1.4 Στοιχεία Εταιρών/Μετόχων	1.5 Κ.Α.Δ. Δικαιούχου/Επένδυσι
INDICATORS				
Value				
CO01 - Productive investments: Number of enterprises receiving support		2,00	a 	

INDICATORS				×
Value				
CO01 - Productive investments: Number of enterprises receiving support	2,00	b	c  	

SAMIS: Request for Verification

➤ Tabs 1.1 – 1.7

NOTE!

The user **does not** have any edit right in tabs No.1.1 – No.1.7




If s/he wants to correct/modify their content, s/he has to **cancel** the current action and request for a modification of the AF.

(the steps of this action are described in slide 34)

!! NO ACTION IS REQUIRED in tab No.2, move on to tab No.3!!

SAMIS: Request for Verification

➤ 3.1- Investment's Implementation - Modifications


3.1 Υλοποίηση της Επένδυσης(1)	3.2 Υλοποίηση της Επένδυσης(2)	3.3 Υλοποίηση της Επένδυσης(3)	3.4 Υλοποίηση της Επένδυσης(4)	3.5 Ενότητες Εργασίας	3.6 Παραδοτέα
INVESTMENT'S IMPLEMENTATION - MODIFICATIONS 					
The Beneficiary is obliged to provide a relevant justification for the fields in which s/he has selected the "NO" option.					
Beneficiary	1. Are the Beneficiary's name and distinctive title identical to those mentioned in the approved AF, as in force?			Comments/Remarks	
					

[5] Beneficiary's Project Manager

1. Is the Beneficiary's Project Manager the same person with the one mentioned in the approved AF, as in force?

Comments/Remarks

2. Is the Beneficiary's Coordination and Communication Manager the same person with the one mentioned in the approved AF, as in force?



NOTE: For minor modifications PB fills in NO to the questions of Tab 3.1 and submits to JS the necessary supporting documents for the consideration of the specific modifications.

SAMIS: Request for Verification

➤ 3.2 - Investment's Implementation – Physical Object

The screenshot shows the SAMIS web application interface. At the top, there is a navigation bar with tabs numbered 1 to 8. Tab 3, labeled '[ΥΛΟΠΟΙΗΣΗ ΤΗΣ ΕΠΕΝΔΥΣΗΣ]', is selected. Below the navigation bar, there are sub-tabs for 3.1 to 3.6. The main content area is titled 'INVESTMENT'S IMPLEMENTATION – PHYSICAL OBJECT' and contains a yellow box with the text: 'The Beneficiary is obliged to provide a relevant justification for the fields in which s/he has selected the "NO" option.' Below this, there is a form section for 'Beneficiary' with the question: '1. Brief description of the overall operational progress made in the implementation, until the submission of the present request.' To the right of this question are icons for a grid and a green plus sign. Below this, there is a green box with the question: '3. Have all the required permits (e.g. building permit, approval of small-scale works, etc.) been issued for the implementation of the investment's activities?' and a text area for 'Comments/Remarks'. To the right of the text area are icons for a blue envelope and an orange 'X'.

SAMIS: Request for Verification

- Tab 4 → **Not applicable**
- 5.1 - Analysis of the Investment Plan (Project) by Category of Eligible Expenditure According to the AF in Force → **informative**

ANALYSIS OF THE INVESTMENT PLAN (PROJECT) BY CATEGORY OF ELIGIBLE EXPENDITURE ACCORDING TO THE AF IN FORCE						
Beneficiary	Eligible Expenditure Category	Aid intensity (%)	Eligible amount (€)	Non-eligible amount (€)	Amount of VAT (€)	Public Expenditure (€)
ghgh	1.5 - Construction/remodelling of existing buildings.	65,00	200.000,00	0,00	4.800	130.000,00
vfdggr	2.5 - Transport vehicles and equipment (e.g. transport dollies, pallet jacks, fork lifts, non-floor damaging rollers, protective equipment for the transport staff, fire extinguishers, equipment necessary for the transport of dangerous materials, etc).	65,00	150.000,00	0,00	3.600	97.500,00



SAMIS: Request for Verification

➤ 5.2 - Expenditures

EXPENDITURES 0

- 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

+

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






SAMIS: Request for Verification

➤ **Edit / Delete an entry**

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
Category of expenditure 1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)							
Measurement unit		Without measurement unit					
Quantity		1,00					
Description of expenditure		hhnf					
Unit Value		50.000,00					

Επιβεβαίωση ×

Επιθυμείτε Διαγραφή;

Ναι
Όχι

SAMIS: Request for Verification

➤ 6.1 - Invoices

NOTE: If the inserted invoice is linked to more than one expenditure, select from the list all the expenditures to which the invoice is linked. Respectively, if an expenditure is paid with more than one invoice, in the system this expenditure should be linked to all invoices with which it is paid. However, each invoice should be inserted only once in the system!

Type of invoice: SUPPLY OF SERVICES INVOICE

Invoice Number: 1

Issue Date: 02/11/2020

Supplier's VAT/ TIN (Tax Identification Number): 138678769

Supplier: DIGIT

Value without VAT: 50.000,00

Value with VAT: 62.000,00

Will the invoice be paid with Escrow? ✓

IBAN Escrow:

BIC Escrow:

Accounting Registration Data

Type of Accounting Books: BOOKS CATEGORY C

Type of Registration: REVENUE-EXPENDITURE BOOK

Registration Date: 01/12/2020

Comments:

Link Expenditure to a Purchase Invoice

Expenditure	Quantity	Measurem Unit	Unit Value	Value	Use	Quantity	Unit Value	Value	
1	hhnf	1,00	Χωρίς μονάδα μέτρησης	50.000,00	50.000,00	<input checked="" type="checkbox"/>	1,00	50.000,00	50.000,00

NOTE: If the unit value in the document is not the same as the value of the expenditure, this value should be indicated in the corresponding field "Unit Value".



SAMIS: Request for Verification

➤ 6.1 - Invoices

INVOICES 0

To be able to link the expenditure to an invoice, click on the check box "USE", in the table 'Link Expenditure to Invoice'

Type of invoice	Invoice Number	Issue Date	Supplier's VAT/ TIN (Tax Identification Number)	Supplier	Value without VAT	Value with VAT	Will the invoice be paid with Escrow?	IBAN Escrow	BIC Escrow	Type of Accounting Books	Type of Registration	Registration Date	Comments
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Type of invoice: SUPPLY OF SERVICES INVOICE</p> <p>Invoice Number: 1</p> <p>Issue Date: 02/11/2020</p> <p>Supplier's VAT/ TIN (Tax Identification Number): 138678769</p> <p>Supplier: DIGIT</p> <p>Value without VAT: 50.000,00</p> <p>Value with VAT: 62.000,00</p> <p>Will the invoice be paid with Escrow? <input type="checkbox"/></p> </div>													
Accounting Registration Data													
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Type of Accounting Books: BOOKS CATEGORY C</p> <p>Type of Registration: REVENUE-EXPENDITURE BOOK</p> <p>Registration Date: 01/12/2020</p> <p>Comments:</p> </div>													
Link Expenditure to a Purchase Invoice													
Expenditure	Quantity	Measurement Unit	Unit Value	Value	Use	Quantity	Unit Value	Value					
1	hmf	1,00	Χωρίς μονάδα μέτρησης	50.000,00	50.000,00	<input checked="" type="checkbox"/>	1,00	50.000,00	50.000,00				

Επιβεβαίωση ✕


Επιθυμείτε Διαγραφή;

Ναι
Όχι

SAMIS: Request for Verification


➤ 6.2 - Expenditures – Invoices → informative



5.1 Ανάλυση Κατηγοριών Δαπανών 5.2 Δαπάνες 5.3 Παραστατικά 5.4 Δαπάνες - Παραστατικά 5.5 Πληρωμές 5.6 Παραστατικά - Πληρωμές 5.7 Συγκεντρωτικά Στοιχεία Escrow 5.8 Συγκεντρωτικός Πίνακας

Expenditures – Invoice 

In red are the values of the invoices that do not cover the presented expenditures. In green colour are the values of the invoices that are exceeding the expenditures.

Category of Expenditure	Description	Quantity	Unit Price	Value	
Category of Expenditure	1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)				
Description	hhhf				
Quantity		1,00			
Unit Price			50.000,00		
Value				50.000,00	
CID_PurchaseVouchers					
	Αρ. Τιμολογίου	Όνομα Προμηθευτή	Ποσότητα	Τιμή Μονάδας	Συνολική Αξία
1	1	DIGIT	1	50.000,00	50.000,00
2					50.000,00

invoice linked to the expenditure 

1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	test	1,00	200.000,00	200.000,00	
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	test	1,00	60.000,00	60.000,00	
				310.000,00 €	

SAMIS: Request for Verification

➤ 7.1 - Payments

NOTE: If the payment is linked to more than one invoice, the user has to select from the list all invoices to which the payment is linked.

Payment Type: DEPOSIT IN SUPPLIER'S ACCOUNT ✓

Number of Payment Invoice: 1 ✓

Payment Date: 04/12/2020 ✓

Bank / Invoice Issuer: ΑΛΦΑ ΤΡΑΠΕΖΑ Α.Ε. ✓ filter

Payment Amount: 800.000 ✓

Accounting Registration Data

Type of Accounting Books: LEDGER (CATEGORY C) ✓

Type of Registration: CASH REGISTER ✓

Registration Date: 04/12/2020 ✓

Comments: test ✓

Link Payment Voucher to Purchase Voucher


	Purchase Voucher	Number	Issue Date	Supplier Name	Value	Use	Value
1	ΤΙΜΟΛΟΓΙΟ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ	1	02/11/2020	DIGIT	322.400,00	<input checked="" type="checkbox"/>	322.400,00
2	ΤΙΜΟΛΟΓΙΟ	2	01/12/2020	test2	186.000,00	<input checked="" type="checkbox"/>	186.000,00

NOTE: If the net value of a document is not the same as the value of the purchase voucher, it (this value) should be indicated in the corresponding field "Value".






SAMIS: Request for Verification


➤ 7.1 - Payments

PAYMENTS 

The issue date of the payment documents must be equal to or later than the project's submission date

Payment Type	Number of Payment Invoice	Payment Date	Bank / Invoice Issuer	Bank Name	Payment Amount	Type of Accounting Books	Type of Registration	Registration Date	Comments	
Payment Type BANK CHECK TO THE SUPPLIER										
Number of Payment Invoice: 1										
Payment Date: 04/12/2020										
Bank / Invoice Issuer: ΑΛΦΑ ΤΡΑΠΕΖΑ Α.Ε.										
Payment Amount: 500.000										
Accounting Registration Data										
Type of Accounting Books: LEDGER (CATEGORY C)										
Type of Registration: SECURITIES										
Registration Date: 04/12/2020										
Comments: test										
Link Payment Voucher to Purchase Voucher										
	Purchase Voucher	Number	Issue Date	Supplier Name	Value	Use	Value			
1	ΤΙΜΟΛΟΓΙΟ ΠΑΡΟΧΗΣ ΥΠΗΡΕΣΙΩΝ	1	02/11/2020	DIGIT	322.400,00	<input checked="" type="checkbox"/>	322.400,00			
		2	01/12/2020	test2	186.000,00	<input type="checkbox"/>	0,00			



Επιβεβαίωση ✕

Επιθυμείτε Διαγραφή;

Ναι
Όχι

SAMIS: Request for Verification

➤ 7.2- Invoices – Payments → informative

Invoices - Payments							
Invoice Type	Invoice Number	Escrow	Issue Date	Supplier	Supplier's VAT/ TIN Number	Value without VAT	Value with VAT
Invoice Type	SUPPLY OF SERVICES INVOICE						
Invoice Number	1						
Escrow	<input type="checkbox"/>						
Issue Date	02/11/2020						
Supplier	DIGIT						
Supplier's VAT/ TIN Number	138678769						
Value without VAT							50.000,00
Value with VAT							62.000,00
Σύνδεση με Πληρωμές							
	Τύπος Πληρωμής	Αριθμός Παραστατικού Πληρωμής	Ημερομηνία Πληρωμής	Τράπεζα	Ποσό Πληρωμής	Ποσό Πληρωμής Παραστατικού	
1	ΚΑΤΑΘΕΣΗ ΣΕ ΛΟΓΑΡΙΑΣΜΟ ΠΡΟΜΗΘΕΥΤΗ	1	04/12/2020	ΑΛΦΑ ΤΡΑΠΕΖΑ Α.Ε.	136.400,00	62.000,00	
2					136.400,00	62.000,00	
INVOICE	2	<input type="checkbox"/>	01/12/2020	test2	138678769	60.000,00	74.400,00
						110.000,00 €	



SAMIS: Request for Verification

- **8.1 – Not applicable**
- **8.2 → informative**

Check of expenditures according to the AF in force

Κατηγορίες Ενεργειών

Προϋπολογισμός Βάσει Ένταξης

Category of Expenditure




Total amount (€)	Eligible amount (€)	Percentage of Public Expenditure (%)	Public Expenditure (€)
ghgh			
200.000,00	200.000,00	65,00	130.000,00
vfdggr			
150.000,00	150.000,00	65,00	97.500,00
Συνολικός Προϋπολογισμός			
350.000,00 €	350.000,00 €		227.500,00 €

Προϋπολογισμός Βάσει Παραστατικών

Total amount (€)	Eligible amount (€)	Percentage of Public Expenditure (%)	Public Expenditure (€)
110.000,00	110.000,00	65,00	71.500,00
0,00	0,00	65,00	0,00
110.000,00 €	110.000,00 €		71.500,00 €

SAMIS: Request for Verification

➤ 9.1– Decreases

GUARANTEE/PROMISSORY NOTES INFORMATION							
Beneficiary	Number	Issuer	In whose favor does the guarantee/ promissory notes exist?	Validity Duration (in months)	Issue Date	Guarantee Amount (€)	
DECREASES 							
<p>-For Research and Dissemination of Knowledge Institutions that have received an advance payment/ pre-financing: In the field "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?" select the option "Not required" if a guarantee note was not required - ATTENTION: For enterprises, the advance payment shall be offset by the interim payment or the repayment of the project in case there is no interim payment</p>							
Beneficiary	Impairments Amount of Letters of Guarantee / Pre-financing (for Research and Dissemination of Knowledge Institutions, the disbursement amount of pre-financing is declared)						

SAMIS: Request for Verification

➤ 9.1– Decreases



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: Request for Verification

- 9.2 – Any Penalties / Offsetting Corrections → **NO ACTION IS REQUIRED, move on to tab 6.3!!**
- 9.3 – *Aid / Grant Calculation* → **informative**
- 9.4 – **Not applicable**

AID / GRANT CALCULATION		
Budget	Granted Budget	Public Financing
Current Financing Scheme		
Total Budget		350.000,00
Granted Budget		350.000,00
Public Financing		227.500,00
Advance Payment		
Total Amount of Letters of Guarantee		0,00
Amount of Previous Decreases of Letters Guarantee		0,00
Balance of Guarantee Notes		0,00
Balance of Advance Payment		0,00
Any Previous Certifications		
Certified Total Budget		0,00
Certified Total Budget (Escrow)		0,00

SAMIS: Request for Verification

➤ 10 – Attached documents




Attach:

- Any document relevant to the expenditures submitted for verification (Invoices)
- Documents of annex IX of Call

Attached Documents

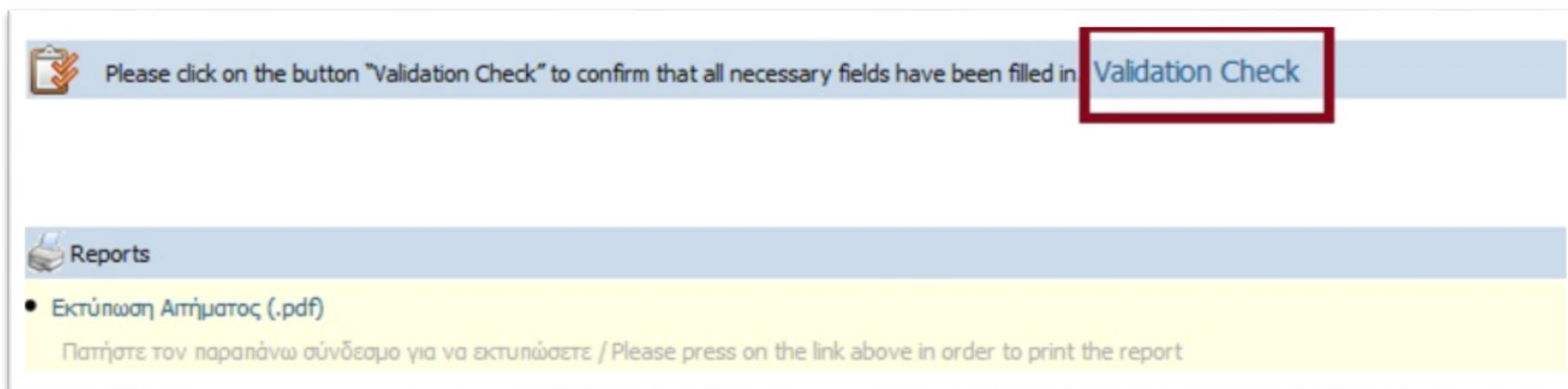
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
	Beneficiary	ghgh			
	Document Category	10 Επισυναπτόμενα Έγγραφα Αίτησης Ενδιάμεσης Καταβολής Ενίσχυσης (Ελέγχου)			
	Document Data – Description	test			
	Comments	test			
	File	C:\fakepath\test.pdf			
	Update	Cancel			


Attached Documents


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

SAMIS: Request for Verification

➤ 11 – Validation Check / Submission

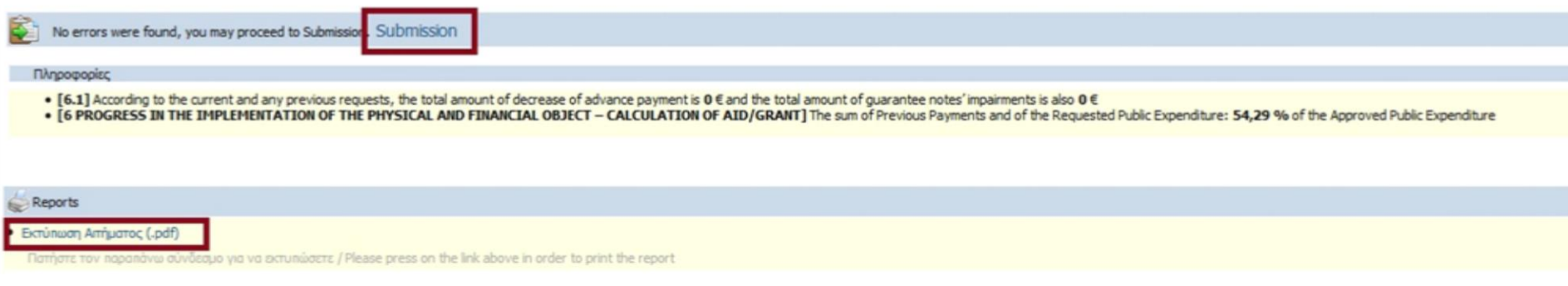



 Please click on the button "Validation Check" to confirm that all necessary fields have been filled in [Validation Check](#)

 Reports

- Εκτύπωση Αιτήματος (.pdf)


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



 No errors were found, you may proceed to Submission. [Submission](#)

Πληροφορίες

- [6.1] According to the current and any previous requests, the total amount of decrease of advance payment is 0 € and the total amount of guarantee notes' impairments is also 0 €
- [6 PROGRESS IN THE IMPLEMENTATION OF THE PHYSICAL AND FINANCIAL OBJECT – CALCULATION OF AID/GRANT] The sum of Previous Payments and of the Requested Public Expenditure: 54,29 % of the Approved Public Expenditure

 Reports

- Εκτύπωση Αιτήματος (.pdf)

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

SAMIS: Request for Verification

➤ Final Payment Request

Project Code:

MIS Code:

There are no ongoing Control requests for the selected project - all options are available



Select the type of the new Control request:

Request for Interim Payment

Request for Final Payment

NOTE:
Select the option final payment request when this is the final request made for both PBs.
Final at project level.

TYPE OF ACTION			
Type of Action			
			

VERIFICATION			
MIS Code	Type of Verification Request	Request Serial Number	
MIS Code			
Type of Verification Request	Request for Final Payment of Aid (Audit)		
Request Serial Number		1	

Type of Action:

- Completion
- Decommitment
- Withdrawal

SAMIS: Request for Verification

- ❑ A beneficiary's verification request must be completed before the second beneficiary of the co-operative scheme applies for his/hers request for verification.
- ❑ Print/sign/stamp the report generated by SAMIS and send an e-copy to the LB, the FLC, the JS (PO & JS coordinator) & Unit C of the MA (mee.interreg@mou.gr)
- ❑ The request will be evaluated by the controller (FLC) via SAMIS. The temporary verification report will be sent (e-copy signed/stamped) to the PB & LB.

❖ **Read SAMIS MANUAL – Request for Verification**

SAMIS: Objections (on the verification)

- ❑ The PB has the right to submit an objection to the results of the FLC's temporary verification report, within the deadline defined by each PBs National Management & Control System (MCS).
- ❑ The objection and any supporting document are submitted via email to the FLC in the PBs national language.
- ❑ The objection will be evaluated by the FLC and the **final verification report** as is generated by the SAMIS will be sent to the PB, LB, JS (PO & Coordinator) & Unit C of the MA (mee.interreg@mou.gr)

Thank you for your attention

For further information, please contact:

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