

**5<sup>th</sup> Call**

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

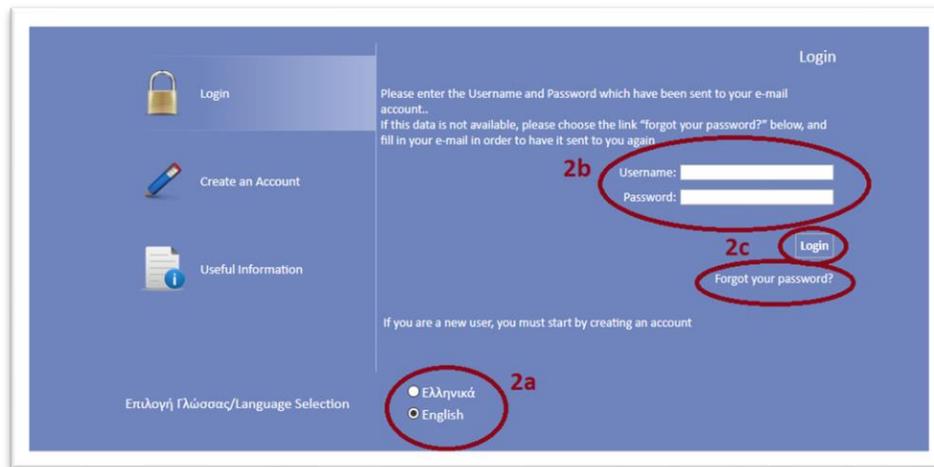
**SAMIS MANUAL**

**Validated Verification Report**

---

(For the Joint Secretariat)

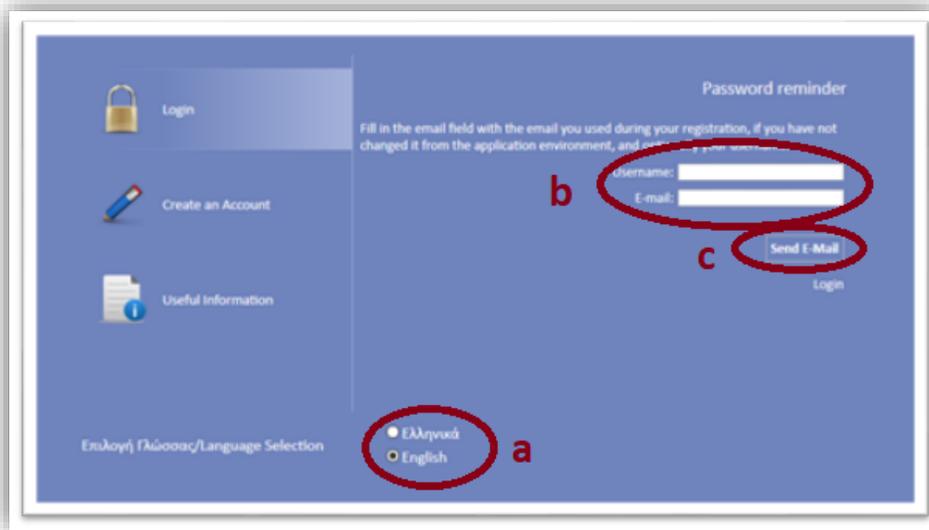
1. Enter SAMIS using the link:  
[https://www.ependyseis.gr/mis/\(S\(m31gceb15xrln1454jw11q55\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx)
2. Log in SAMIS following the steps:
  -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



**<sup>1</sup>NOTE:** The credentials will be sent to your email. Make sure that you also check the junk/spam folder. Keep this email for future use. If in the future you do not remember your username, you have to find this email, received by the [info\\_ependyseis@mou.gr](mailto:info_ependyseis@mou.gr). When logging in the system for the first time, the user is requested to change the password. Make sure that you write down the new password. If in the future you do not remember your password, click on the text **"Forgot your password"** and follow the steps:

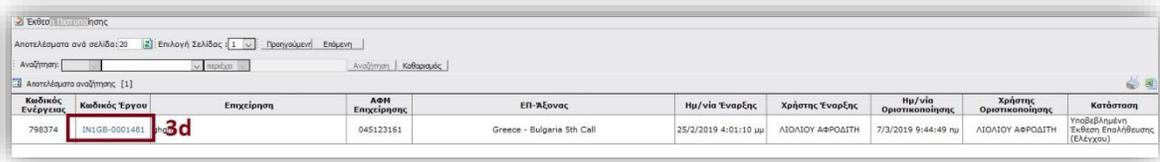
- a. Select the English language
- b. Enter your username and email. **NOTE:** the email you insert has to be the same email you used when you registered to the system.
- c. Click on the **"Send E-mail"** button

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



3. Once you log in SAMIS, go to the menu on the left:
  - a. Click on the sub-menu "**Interreg**" to expand
  - b. Select the option  [Validated Verification Report](#) from the list
  - c. Click on the icon  found on the upper right corner of the screen
  - d. in the next screen click on the Project Code of the project that is an active link.





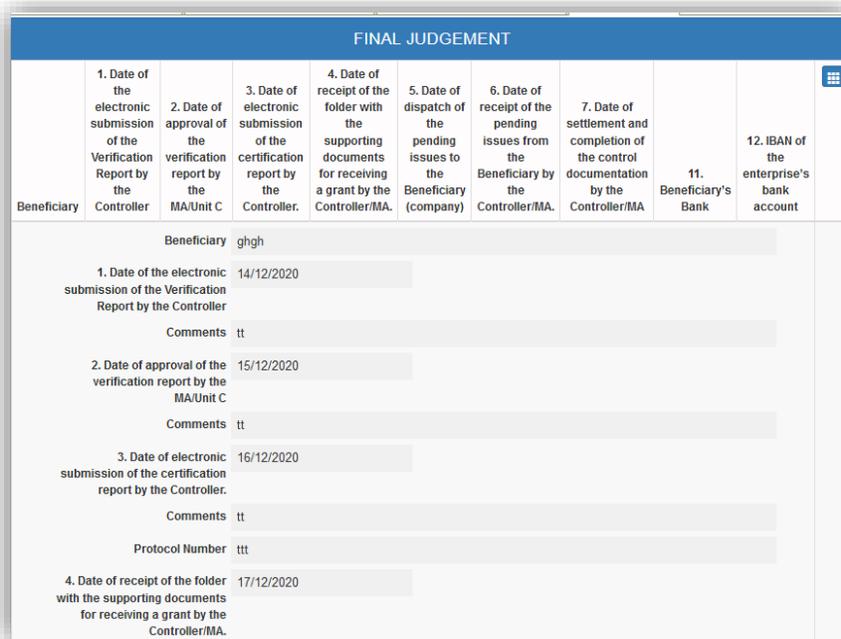
Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΗ Επιχείρησης	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
798374	798374		045123161	Greece - Bulgaria 5th Call	25/2/2019 4:01:10 μμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	7/3/2019 9:44:49 πμ	ΛΙΟΛΙΟΥ ΑΦΡΟΔΙΤΗ	Υποβλημένη Έκθεση Επαλήθευσης (Ελέγχος)

The menu of the Validated Verification Report appears that consists of 13 tabs (steps) and each tab (step) has a number of subtabs.

**Tabs from No.1 to No.10.1 are the same as the ones of the previous action "Verification Report (Audit)", thus the user has to move on to tab No.11 unless s/he has to make any correction in the previous tabs.**

**Tab No.11** consists of four (4) subtabs but only the last one is applicable.

In **subtab No.11.4**, named "**Final judgement**", the user has to click on the add new icon .



Beneficiary	1. Date of the electronic submission of the Verification Report by the Controller	2. Date of approval of the verification report by the MA/Unit C	3. Date of electronic submission of the certification report by the Controller.	4. Date of receipt of the folder with the supporting documents for receiving a grant by the Controller/MA.	5. Date of dispatch of the pending issues to the Beneficiary (company)	6. Date of receipt of the pending issues from the Beneficiary by the Controller/MA.	7. Date of settlement and completion of the control documentation by the Controller/MA	11. Beneficiary's Bank	12. IBAN of the enterprise's bank account
ghgh	14/12/2020	15/12/2020	16/12/2020	17/12/2020					

In the next screen the user has to answer to a list of questions concerning the verification/certification procedure and the amount that will be disbursed to the beneficiary:

**NOTE: DO NOT** click on the fields that should not be filled in, otherwise the system won't let you save the data inserted without filling in all activated fields.

- **Date of the electronic submission of the Verification Report by the Controller:** insert the date on which the controller submitted the verification report in SAMIS and add any additional comment if needed in the field "Comments".
- **Date of approval of the verification report by the MA/Unit € JS:** insert the date on which the JS approved the verification report in SAMIS and add any additional comment if needed in the field "Comments".
- **Date of electronic submission of the certification report by the Controller JS:** insert the date on which the FLC ~~sent via email the notification that the verification report was~~ JS submitted the validated verification report in SAMIS and add any additional comment if needed in the field "Comments".
- **Protocol Number:** insert the project's code number (IN1GB-xxxx) **NOTE:** in case the notification email received by the FLC gets a protocol number, add this number here instead of the project's code.
- **Date of receipt of the folder with the supporting documents for receiving a grant by the Controller/MA.:** insert the date on which the FLC received from the PB the request for verification and add any additional comment if needed in the field "Comments".
- **Date of dispatch of the pending issues to the Beneficiary:** insert the date on which the FLC requested from the PB any additional supporting document needed for the verification and add any additional comment if needed in the field "Comments".
- **Date of receipt of the pending issues from the Beneficiary by the Controller/MA:** insert the date on which the FLC received

- from the PB the requested clarifications and add any additional comment if needed in the field "Comments".
- **Date of settlement and completion of the control documentation by the Controller/MA:** insert the date on which the controller finalised the verification and add any additional comment if needed in the field "Comments".
  - **Disbursement Approval:** select from the list if the disbursement of the verified amount is approved or not (Yes/No) and add any additional comment if needed in the field "Comments".
  - **Amount (Flexibility Clause) from Any Penalties / Offset Corrections:** filled in automatically from tab 9.2
  - **Amount (Non-Flexibility Clause) of Penalties / Offset Corrections:** filled in automatically from tab 9.2
  - **Impairment Deposit Amount:** filled in automatically
  - **Amount for payment/refund:** filled in automatically
  - **Flexibility clause amount:** filled in automatically
  - **Non-flexibility clause amount:** filled in automatically
  - **Amount for payment/refund (ESCROW):** not applicable, leave blank or add the value zero
  - **Flexibility clause amount:** not applicable, leave blank or add the value zero
  - **Non-flexibility clause amount:** not applicable, leave blank or add the value zero
  - **Total amount for payment/refund:** filled in automatically
  - **Beneficiary's Bank:** select from the list the Name of the Bank in which the deposit will be made. If it is not included in the list select the option "Other" and insert the name of the bank in the new field that appears.
  - **IBAN of the enterprise's bank account:** insert the beneficiary's bank account in which the amount will be deposited. **NOTE:** it should be an interest free bank account for the project.
  - **Comments:** add any additional comment concerning the certification of the expenditures.

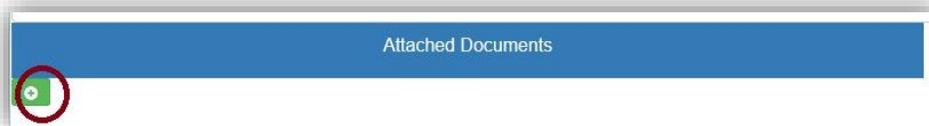
Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.

In the initial window of subtab No.11.4, the user can edit the inserted date by clicking on the Edit icon , delete the data by clicking on the Delete icon .

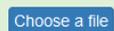
In **tab No.12** the user may find attached the beneficiary's supporting documents and the controllers verification documents. The user may download the documents by clicking on the download icon .

Attached Documents						
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File	
1	ghgh	2479	test	test		
2	ghgh	11 Επισυναπτόμενα Έγγραφα Έκθεσης Ενδιάμεσης Επαλήθευσης (Ελέγχου)	t2	gb		

In **tab No.13**, the user has to attach any document relevant to the certification of the submitted expenditures.

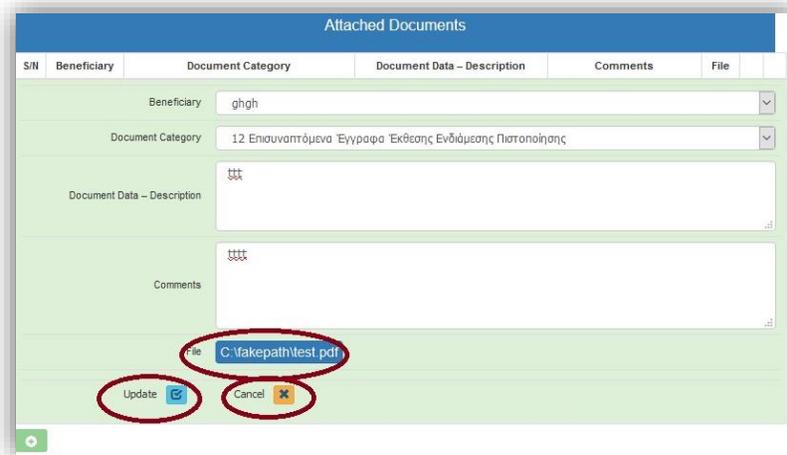


To attach a document click on the add new icon  and in the pop-up window that appears follow the steps:

- **Beneficiary:** select the beneficiary who requested for the verification
- **Document Category:** it is preselected
- **Document Data – Description:** insert a short description about the attached document
- **Comments:** add any additional document about the attached document
- Click on the  and select from your computer the document that you wish to attach. **NOTE:** Each attached document should

be in doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar format and its size should not exceed the 10 MB. The limit for all attached documents is up to 50 MB.

Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.



The screenshot shows a form titled "Attached Documents" with the following fields and values:

- Beneficiary: ghhg
- Document Category: 12 Επισυναντιόμενα Έγγραφα Έκθεσης Ενδιάμεσης Πιστοποίησης
- Document Data - Description: ttt
- Comments: tttt
- File: C:\fakepath\test.pdf

At the bottom of the form, there are two buttons: "Update" (with a blue checkmark icon) and "Cancel" (with a red X icon). Both buttons are circled in red.

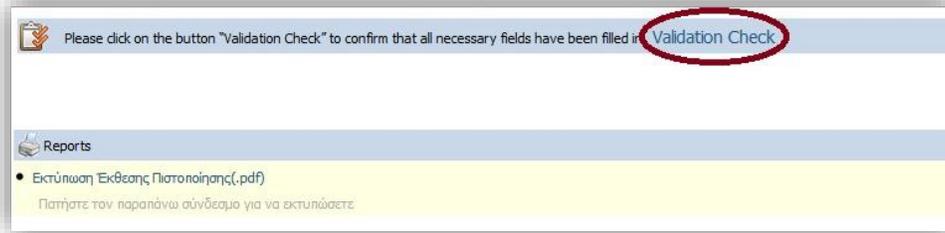
In the initial window of tab No.12, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon  and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on the Delete icon . If you wish to download an attached document, click on the download icon .



S/N	Beneficiary	Document Category	Document Data - Description	Comments	File
1	ghhg	12 Επισυναντιόμενα Έγγραφα Έκθεσης Ενδιάμεσης Πιστοποίησης	ttt	tttt	

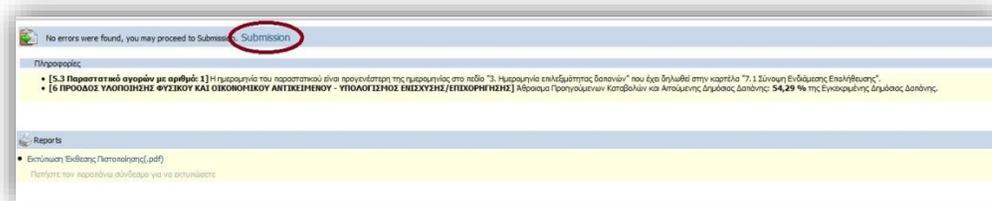
At the bottom left of the table, there is a green plus icon in a circle. At the bottom right of the table, there are three icons: a blue download icon, a blue edit icon, and a red delete icon. These three icons are circled in red.

In the **last tab No.14**, the system has to run a validation check by clicking on the active link [Validation Check](#), to confirm that all necessary fields have been filled in correctly by the user.



In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen.

Only after correcting all mistakes and the validation check comes up with the message "No errors were found, you may proceed to Submission", the "**Submission**" button will be activated and the user will be allowed to submit the report.

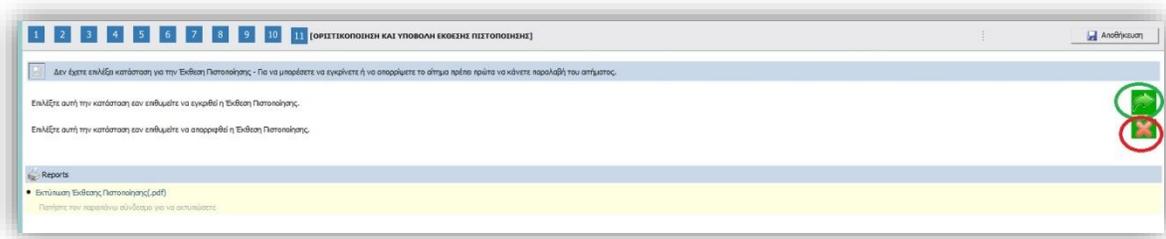


**Attention!** After the submission you won't be able to edit the inserted data.

The user may print/download the pdf of the submitted report as it is generated by SAMIS system, by clicking on the link [Εκτύπωση Έκθεσης Πιστοποίησης\(.pdf\) / Print Validation of Verification Report \(.pdf\)](#)

**ATTENTION!!!!**

After the submission the following screen appears



The user **MUST NOT** take any action in this screen. This step is carried out by the JS Coordinator.