

5th Call

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

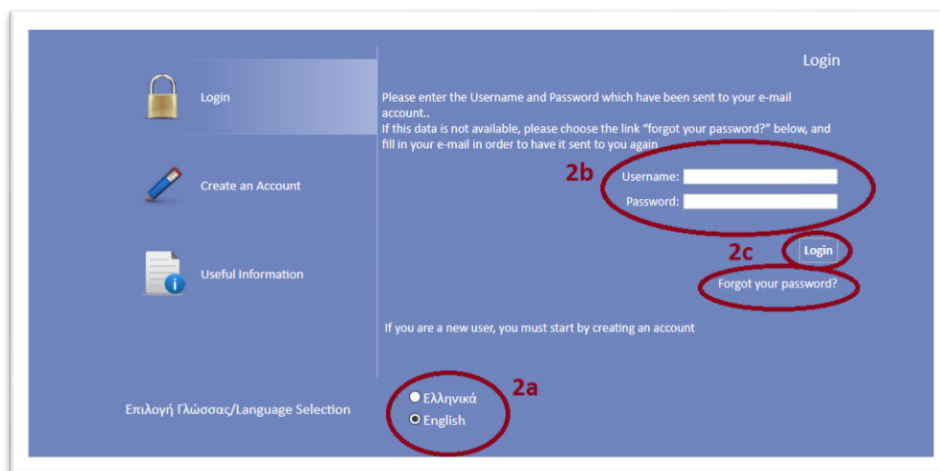
SAMIS MANUAL
Verification Report

(For First Level Controllers)

NOTE:

Before proceeding to the verification, FLCs are advised to read Paragraph 13.3.2. - INTERIM PAYMENTS of the Call document.
The FLC should keep in mind that the system does not perform all the checks that the call requires, for example the limits of the amounts for an interim verification. These limits should be respected by each PB requesting for verification and checked by the JS and the FLC.

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) ¹
 - c. Click on the "**Login**" button

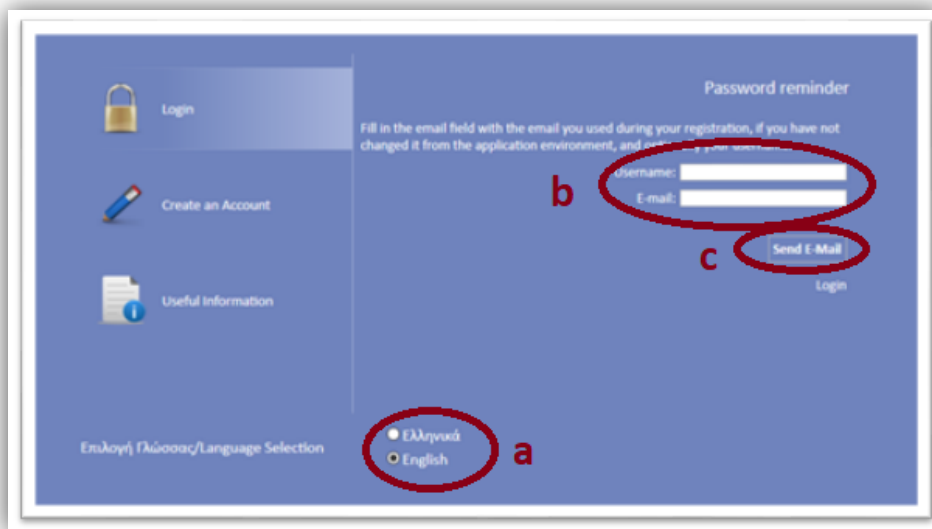


The screenshot shows the SAMIS login interface. On the left, there are navigation links: 'Login', 'Create an Account', and 'Useful Information'. At the bottom left, there is a 'Language Selection' section with radio buttons for 'Ελληνικά' (Greek) and 'English'. The main area is titled 'Login' and contains instructions: '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 the instructions 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?'. Red circles and labels are used to highlight specific elements: '2a' points to the 'English' radio button, '2b' points to the 'Username:' and 'Password:' input fields, and '2c' points to the 'Login' button and the 'Forgot your password?' link.

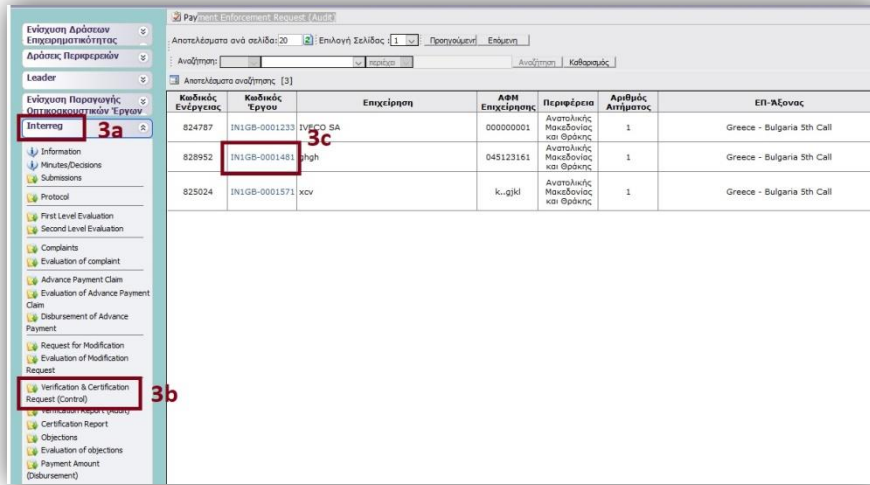
¹ NOTE: The credentials will be sent to your email. Make sure that you also check the junk/spam folder. Keep this email for future use. If in the future you do not remember your username, you have to find this email, received by the info_ependyseis@mou.gr. When logging in the system for the first time, 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

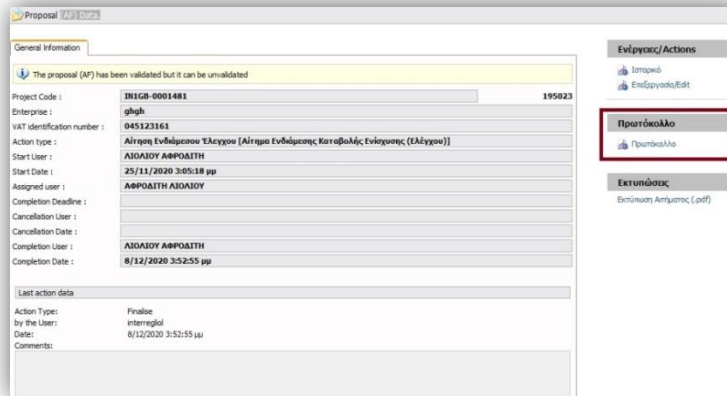
An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.



1. 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 "**Request for Verification**" from the list
 - c. In the next screen click on the "**Project Code**", which is an active link, of the project that requested for a verification.



In the next screen click on the  [Πρωτόκολλο](#) link (meaning Protocol), found on the right side menu.




A pop-up window opens in which the user has to:

(a) Add:

- the protocol number (field: "Αρ. Πρωτοκόλλου"): just add the project's code number, for example IN1GB-0001481
- the date (field: "Ημ/νία Πρωτοκόλλου") on which the user – controller received the beneficiary's request for verification via email.

(b) add any additional comments (field: "Σχόλια") if needed or leave it blank and

(c) click on the **Αποθήκευση** (meaning "save") button.

Back to the previous screen, click on the  [Επεξεργασία/Edit](#) link, found on the upper right side of your screen.

ATTENTION!!!

In the menu that appears, the FLC sees the request for verification/certification as it was submitted by the beneficiary and has no edit rights in these screens (tabs 1-10). For more information about these tabs see the manual "Request for Verification". The FLC has to go through/check the PBs request for verification and go to **step-tab No.11** and select one of the two provided options:



if s/he approves the request for verification/certification





if s/he rejects the request for verification/certification

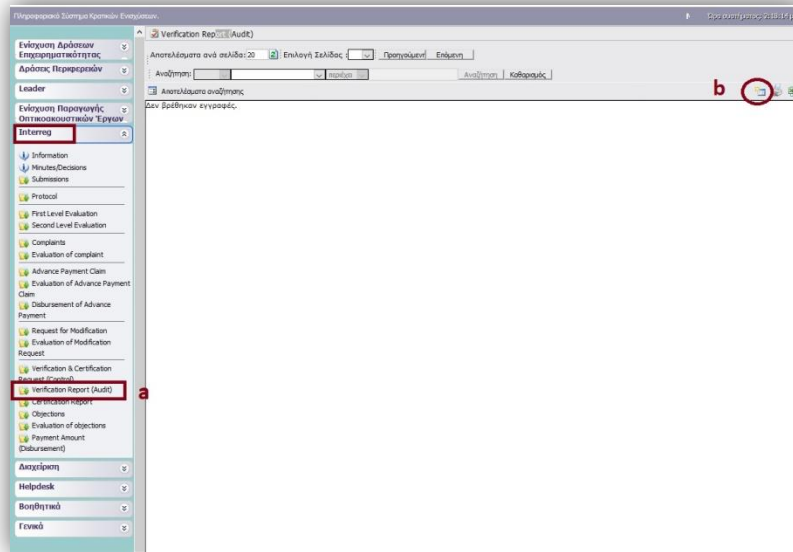
By choosing the first option, approval of the request, the next activity «Verification Report» is activated and the user may proceed to the verification of the submitted expenditures. By rejecting the request, the action is cancelled and the beneficiary has to re-submit a request for verification.



After selecting one of the two options, a pop-up window appears to confirm your selection. If you are sure about your selection click “**OK**”, otherwise click “**Cancel**” to change your selection. **NOTE:** After clicking “OK” you have **no** right to change your selection.

NOTE: In case the FLC **rejects** the PBs request for verification of his expenditures, the FLC should inform via email the Project Beneficiary under examination, the JS (Project Officer & JS Coordinator), Unit C of the MA (mee.interreg@mou.gr), the Lead Beneficiary and the Bulgarian National Authority (in case of Bulgarian PBs).

In case the FLC **approves** the PBs request for verification, s/he has to go to the Interreg menu at the left side of the screen and select the option  **Verification Report**. Click on the icon  found on the upper right corner of the screen and in the next screen click on the “Project Code” of the project, which is an active link.



Έκθεση Επαλήθευσης (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	shgh	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

The menu of the verification report appears, which consists of thirteen (13) tabs - steps and each tab - step has a number of subtabs. **NOTE:** Tabs 1-9 are the ones that the FLC checked before approving the PBs request, however, this time the FLC has edit rights in some of these screens in case corrections are required.



Tab No.1 consists of eight (8) subtabs, in which the user does not have edit rights, apart from **subtab No.8**, named **"Indicators"**. In this subtab, the user has the right to edit the data already inserted by the Beneficiary, if a modification/correction of the indicator's achieved value is required. To do so:

- click on the Edit icon
- insert the achieved value of the indicator
- click on the Update icon to save the inserted data.

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

a 

INDICATORS	
	Value
CO01 - Productive investments: Number of enterprises receiving support	<input type="text" value="2,00"/>

c  

Tab No.2 is not applicable.

In **tab No.3**, only the first two subtabs are applicable.



Both subtabs **No.3.1** and **No.3.2** are already filled in by the Beneficiary requesting for a verification, however the user has the right to edit the data inserted by the Project Beneficiary if it is not correct. When modifying any of the inserted data, the user has to state it in the "comments/ remarks" field, providing a justification for the correction/ modification made.

Specifically, in **subtab No.3.1**, named "**Investment's Implementation - Modifications**", the user has to answer and justify his/her answer to a list of questions concerning any possible modification made in the investment plan, as well as the provided information concerning the Beneficiary requesting for a verification.

In **subtab No.3.2**, named "**Investment's Implementation - Physical Object**", the following information is provided by the Beneficiary requesting for a verification:

- a. a brief description of the overall operational progress made in the implementation of the project until the submission of the present request.


b. a justified answer to a list of questions concerning the implementation of the project.

Click on the Edit button  to edit/correct the data provided by the Project Beneficiary, adding your justification in the field “comments/remarks” **without** deleting the PBs comment. Save your corrections by clicking on the Update button .

Tab No.4 is not applicable for INTERREG projects.

Tabs No.5 – No.8 have already been filled in by the Beneficiary requesting for a verification, however, the user has edit rights in case s/he wants to correct/modify the data inserted by the Beneficiary.

Tabs No.5 consists of two (2) subtabs.

Subtab No.5.1, named “**Analysis of the Investment Plan (Project) by Category of Eligible Expenditure According to the AF in Force**”, is informative. A list with all the expenditures declared by each Beneficiary in the Application Form of the project is provided. Click on the icon  to expand the table of expenditures for each Beneficiary.




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
vidggr	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

In **subtab No.5.2**, named “**Expenditures**”, the list of the expenditures included by the Beneficiary in the request for verification/certification is provided.

ATTENTION: The user-controller should check/edit **ONLY** the expenditures that concern the Project Beneficiary whose request is under examination. The name of the Beneficiary and the total amount of each expenditure are declared in the first column “Category of



expenditure” of the table in tab 5.2 (in parenthesis: “Δικαιούχος/Beneficiary ... Συνολικά/Total: ...€”).

EXPENDITURES ⓘ							
- The Beneficiary, when inserting the expenditures, should ensure that the quantitative and percentage restrictions of the Call are met - The variation per category of expenditure as well as the addition of a new category of expenditure, not provided during the submission of the proposal, requires the submission of a separate request for modification							
Category of expenditure	Measurement unit	Quantity	Description of expenditure	Unit Value	Serial Number	Technical specifications (concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.)	Investment Compatibility Documentation and Cost Reasoning Confirmation
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	Without measurement unit	1,00	hhnf	50.000,00	1	fgbgfngn	ngfmmn
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	Without measurement unit	1,00	test	60.000,00	2	test	test
1.5 - Construction/remodelling of existing buildings. (Δικαιούχος: ghgh, Συνολικό: 200.000,00 €)	Without measurement unit	1,00	test	80.000,00	3	test	test



The user can click on the icon  to expand the content of each expenditure or on the Edit icon  to modify/correct a specific inserted expenditure and its data or on the Delete icon  to 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
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							
Serial Number 1							
Technical specifications (concerns equipment, software, means of transport, exhibitions, printed material, reports/studies etc.) fgbgfn							
Investment Compatibility Documentation and Cost Reasoning Confirmation ngfmmn							

When an entry is deleted, the following pop-up window appears in which the user is asked to confirm the deletion of the entry. By clicking

on the button  (meaning **Yes**) the entry is deleted, otherwise, by clicking on the button  (meaning **No**) the entry is kept.

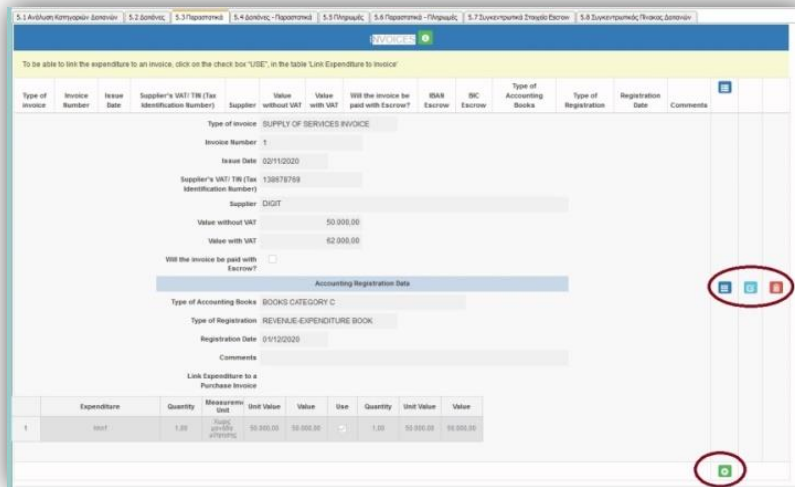


After editing an entry, the user has to click on the Update icon  to save the corrections/modifications made or on the Cancel icon  to exit the window **without** saving any modification made.





Tab No.6 consists of two (2) subtabs.


In **subtab No.6.1**, named "**Invoices**", the user sees the invoices that correspond to the expenditures declared in the previous subtab No.5.2 by the Beneficiary. An invoice may be linked to more than one expenditure.



The user can click on the icon  to expand the content of each invoice or on the Edit icon  to modify/correct a specific inserted invoice and its data or on the Delete icon  to delete an entry.

ATTENTION!!! The user-controller should check/edit **ONLY** the invoices that concern the Project Beneficiary whose request is under examination and **NOT** to alter the entries that belong to the other project beneficiary.

After editing an entry, the user has to click on the Update icon  to save the corrections/modifications made or on the Cancel icon  to exit the window **without** saving any modification made.

Subtab No.6.2, named "**Expenditures – Invoices**", is informative. A table of the expenditures included by the beneficiary in the request for verification is provided, with their linked invoices. Click on the icon  to expand the table of each expenditure.

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. (Διακοσµός φηφ, Έσοδα: 200.000,00 €)			
Description	test	1,00	200.000,00	200.000,00
Quantity		1,00		
Unit Price			50.000,00	
Value				50.000,00

CB_PurchaseVouchers

Αρ. Ταµείου	Όνομα Προμηθευτή	Ποσότητα	Τιμή Μονάδας	Εσοδα Αξία
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. (Διακοσµός φηφ, Έσοδα: 200.000,00 €)	test	1,00	200.000,00	200.000,00
1.5 - Construction/remodelling of existing buildings. (Διακοσµός φηφ, Έσοδα: 200.000,00 €)	test	1,00	60.000,00	60.000,00

750.000,00 €


Tabs No.7 consists of two (2) subtabs.

In **subtab No.7.1**, named "**Payments**", the user sees the payments made by the Beneficiary, which are linked to the invoices of subtab No.6.1. A payment may be linked to more than one invoices.

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 DEPOSIT IN SUPPLIER'S ACCOUNT									
	Number of Payment Invoice	1							
	Payment Date	04/12/2020							
	Bank / Invoice Issuer	ΑΝΘΑ ΤΡΑΠΕΖΑ Α.Ε.							
	Payment Amount	136.400							
Accounting Registration Data									
	Type of Accounting Books	LEDGER (CATEGORY C)							
	Type of Registration	OFFSETTING							
	Registration Date	04/12/2020							
	Comments	1 payment both invoices							
Link Payment Voucher to Purchase Voucher									
Purchase Voucher	Number	Issue Date	Supplier Name	Value	Use	Value			
1	ΤΡΩΓΑΦΙΟ ΔΑΡΩΝΗΣ ΥΠΗΡΕΣΙΩΝ	02/11/2020	DIGIT	62.000,00	<input checked="" type="checkbox"/>	62.000,00			
2	ΤΡΩΓΑΦΙΟ	01/12/2020	test2	74.400,00	<input checked="" type="checkbox"/>	74.400,00			

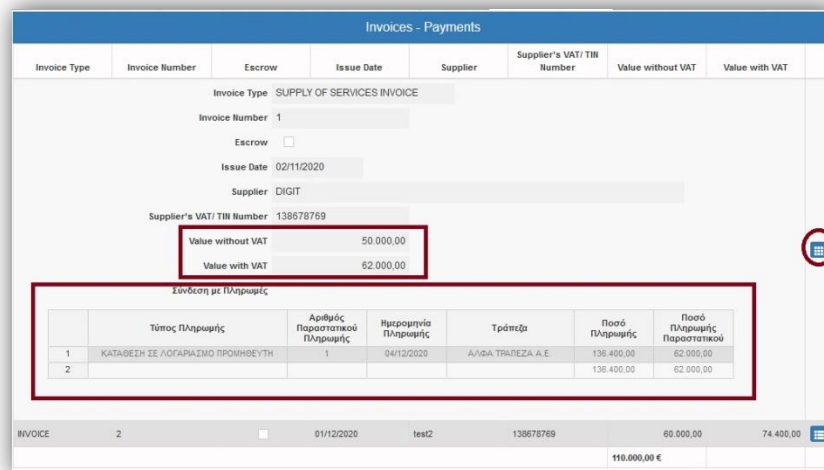
The user can click on the icon  to expand the content of each invoice or on the Edit icon  to modify/correct a specific inserted invoice and its data or on the Delete icon  to delete an entry.

ATTENTION!!!: The user-controller should check/edit **ONLY** the payments that concern the Project Beneficiary whose request is under

examination and **NOT** to alter the entries that belong to the other project beneficiary.

After editing an entry, the user has to click on the Update icon  to save the corrections/modifications made or on the Cancel icon  to exit the window **without** saving any modification made.

Subtab No.7.2., named “**Invoices – Payments**”, is informative and provides the user with the tables of the payments made by the Beneficiary and the invoices to which these payments are linked. Click on the icon  to expand the table of each payment.



The screenshot shows the 'Invoices - Payments' interface. It includes a header with the title 'Invoices - Payments' and a table with columns: Invoice Type, Invoice Number, Escrow, Issue Date, Supplier, Supplier's VAT/ TIN Number, Value without VAT, and Value with VAT. Below the header, there are input fields for Invoice Type (SUPPLY OF SERVICES INVOICE), Invoice Number (1), Escrow (checkbox), Issue Date (02/11/2020), Supplier (DIGIT), and Supplier's VAT/ TIN Number (138678769). A red box highlights the 'Value without VAT' (50,000.00) and 'Value with VAT' (62,000.00) fields. Below this, there is a table titled 'Σύνδεση με Πληρωμές' (Link with Payments) with columns: Τύπος Πληρωμής, Αριθμός Παραστατικού Πληρωμής, Ημερομηνία Πληρωμής, Τράπεζα, Ποσό Πληρωμής, and Ποσό Πληρωμής Παραστατικού. The table contains two rows of data. At the bottom, there is a summary row with columns: INVOICE, Invoice Number, Escrow, Issue Date, Supplier, Supplier's VAT/ TIN Number, Value without VAT, and Value with VAT, followed by a total value of 110,000.00 €.

Invoice Type	Invoice Number	Escrow	Issue Date	Supplier	Supplier's VAT/ TIN Number	Value without VAT	Value with VAT
SUPPLY OF SERVICES INVOICE	1	<input type="checkbox"/>	02/11/2020	DIGIT	138678769	50,000.00	62,000.00
Σύνδεση με Πληρωμές							
Τύπος Πληρωμής	Αριθμός Παραστατικού Πληρωμής	Ημερομηνία Πληρωμής	Τράπεζα	Ποσό Πληρωμής	Ποσό Πληρωμής Παραστατικού		
1	ΚΑΤΑΒΕΣΗ 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 €	


Tabs No.8 consists of three (3) subtabs.

Subtab No.8.1 is not applicable.

Subtab No.8.2 is informative, the user can see per project beneficiary the table with all financial data inserted in requests for verification. The blue columns include the budget per category of expenditure according to the application form in force and the green ones the budget per category of expenditure according to the invoices inserted in the system.

Check of expenditures according to the AF in force								
Category of Expenditure	Κατηγορίες Ενδρυμάτων				Προϋπολογισμός Βάσει Παραστατικών			
	Προϋπολογισμός Βάσει Ένταξης		Percentage of Public Expenditure (%)	Public Expenditure (€)	Προϋπολογισμός Βάσει Παραστατικών		Percentage of Public Expenditure (%)	Public Expenditure (€)
	Total amount (€)	Eligible amount (€)			Total amount (€)	Eligible amount (€)		
	ghgh							
1.5 - Construction/remodeling of existing buildings.	200.000,00	200.000,00	65,00	130.000,00	110.000,00	110.000,00	65,00	71.500,00
	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).	150.000,00	150.000,00	65,00	97.500,00	0,00	0,00	65,00	0,00
	Συνολικός Προϋπολογισμός							
	350.000,00 €	350.000,00 €		227.500,00 €	110.000,00 €	110.000,00 €		71.500,00 €



In **subtab No.8.3**, named **"Remarks & comments on the investment's physical & financial object"**, the controller has to add hers/his comments/remarks concerning the implementation of the investment's physical and financial object, based on the data declared by the beneficiary in the request for verification and hers/his judgement/control.

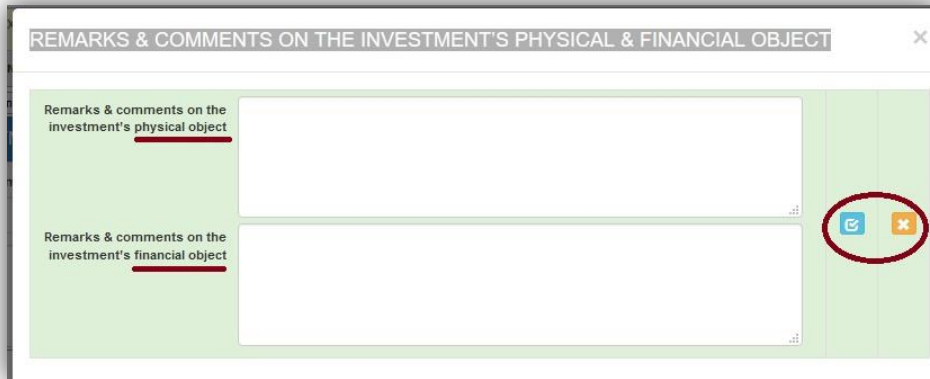
To do so, the user has to click on the Add new icon  and in the pop-up window that appears, s/he has to add hers/his comments in the two fields.




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

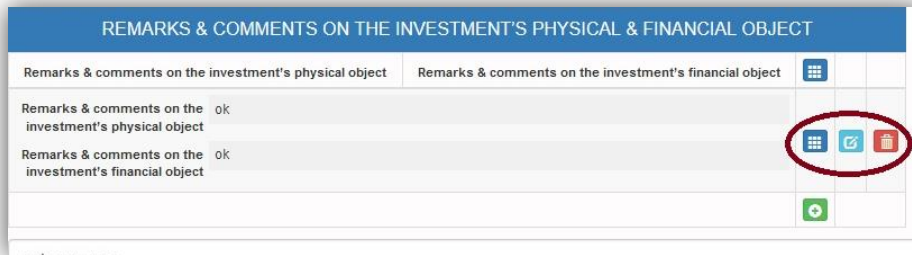
Remarks & comments on the investment's physical object	Remarks & comments on the investment's financial object





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.8.3**, click on the icon  to expand the content of the subtab or on the Edit icon  to modify the inserted comments or the Delete icon  if you wish to delete the entry.



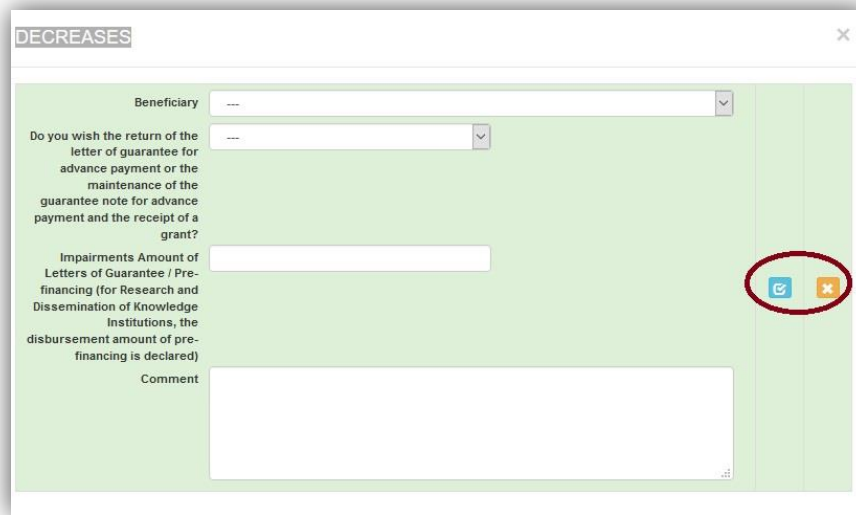
Tab No.9 consists of four (4) subtabs.



Subtab No.9.1 includes two tables and is **filled in only in case the beneficiary requesting for a verification/certification has received an advance payment for the project.** The first table named "*Guarantee/promissory notes information*" is informative and provides the user with the data of the guarantee/promissory note submitted by the Beneficiary. Click on the icon  to expand the content of the table.

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

In the second table named "*Decreases*", the user has to click on the Add new icon  and in the pop-up window that appears, s/he has to answer to a list of questions:

- **Beneficiary:** Select from the list the Beneficiary for whom the guarantee/promissory note is issued. It should be the same beneficiary that requests for a verification.
- **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 one of the provided answers (Not required/ Remain/ Return) according to the case. The advance payment must be returned to the Programme with the first verification according to the Call document.
- **Impairments Amount of Letters of Guarantee / Pre-financing:** insert the amount of the advance payment in euros that was received by the beneficiary and will be returned to the programme.
- **Comment:** add any additional comment/remark concerning the decreases of the beneficiary requesting for a verification.




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

Subtab No.9.2, named "Any Penalties / Offsetting Corrections", has to be filled in by the First Level Controller and concerns any corrective actions that affect the final amount that the beneficiary 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 the add new icon .

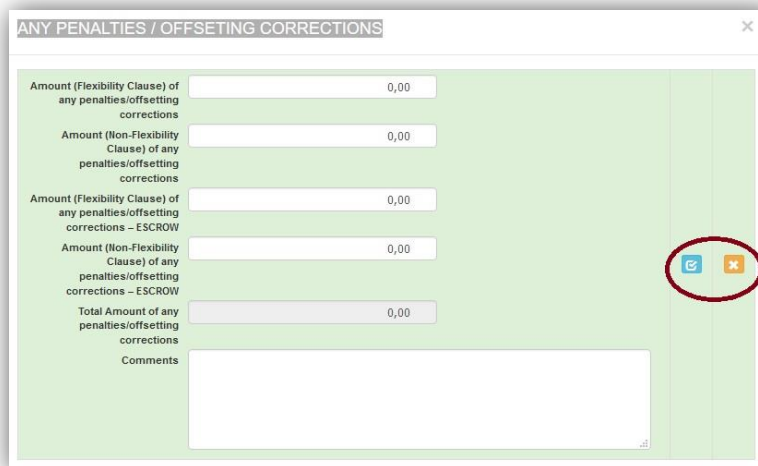
ANY PENALTIES / OFFSETING CORRECTIONS					
Amount (Flexibility Clause) of any penalties/offsetting corrections	Amount (Non-Flexibility Clause) of any penalties/offsetting corrections	Amount (Flexibility Clause) of any penalties/offsetting corrections – ESCROW	Amount (Non-Flexibility Clause) of any penalties/offsetting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



In the pop-up window that appears the user has to insert the requested information:


- **Amount (Flexibility Clause) of any penalties/offsetting corrections:** leave it blank or insert the value zero "0"
- **Amount (Non-Flexibility Clause) of any penalties/offsetting corrections:** insert in euros the total amount of the corrections performed
- **Amount (Flexibility Clause) of any penalties/offsetting corrections – ESCROW:** leave it blank or insert the value zero "0"
- **Amount (Non-Flexibility Clause) of any penalties/offsetting corrections – ESCROW:** leave it blank or insert the value zero "0"
- **Total Amount of any penalties/offsetting corrections:** filled in automatically
- **Comments:** insert a justification for the applied corrections

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




ANY PENALTIES / OFFSETING CORRECTIONS

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


In **subtab No.9.3**, named "**Aid / Grant Calculation**", an informative financial table is provided, concerning the whole investment plan/project. Click on the icon  to expand the content of the table.

AID / GRANT CALCULATION		
Total 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

Subtab 9.4 is not applicable.

Tab No.10 named "**Summary of interim verification**", is the main part of the verification report. The user has to click on the Add new icon  and in the pop-up window that appears s/he has to answer to a list of questions concerning the verification of the under control expenditures and supporting documents.

In case the verification is **administrative**, the controller has to leave blank the questions concerning the "on the spot" verification by adding the comment N/A (not applicable) in the text box of each question.

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. If you activate these fields by mistake, you have to close this window by clicking on the cancel icon  and re-enter all the data of this tab from the beginning.

- In question No.2 - **Date of approval for funding**: add the date on which the project was approved by the Monitoring Committee of the Programme (12/07/2020 – 43rd MC written procedure for all projects apart from project IN1GB-0038502 that was approved on 27/10/2020 – 48th MC written procedure after complaint evaluation by the Complaint Committee)

- In question No.3 - ***Date of expenditures' eligibility***: add the date of the eligibility of expenditures (**21/12/2018 which is the date on which the call was published**)
- In question No.5 - ***Date of submission / receipt by the Beneficiary of the physical folder with the implemented expenditures and their required supporting documents***: add the date on which the request for verification was submitted by the PB in SAMIS
- In question No.6 - ***Dispatch date of pending verification data by the Controller/MA***: add the date on which the FLC requested by the PB for clarifications (if required) via email, otherwise leave it blank (if it is not applicable in your case, do not click in the field and activate it)
- In question No.7 - ***Receipt date of pending verification data by the Controller/MA***: add the date on which the FLC received the requested clarifications by the PB (if required) via email, otherwise leave it blank (if it is not applicable in your case, do not click in the field and activate it)
- In question No.8 - ***Settlement and completion date of the verification of the Beneficiary's Physical & Financial Object***: add the date on which the FLC examined the clarifications sent by the PB and concluded the verification
- In question No.13 - ***Is the verification positive?***: the FLC has to select one of the two options YES/NO. If you choose the option NO, this means that the verification leads to a rejection – the total amount of expenditures declared by the PB is not verified/certified. If you choose the option YES, this means that the whole OR part of the amount of expenditures declared by the PB has been verified/certified positively and the verification can be concluded, with or without any financial correction.

SUMMARY OF THE INTERIM VERIFICATION				
Beneficiary	1. Type of Verification	Comments/Remarks	2. Date of approval for funding	Comments/Remarks
Beneficiary ghh				
	1. Type of Verification	Administrative		
	Comments/Remarks			
	2. Date of approval for funding	01/12/2020		
	Comments/Remarks			
	3. Date of expenditures' eligibility	01/12/2020		
	Comments/Remarks			
	4. Has the enterprise complied with the terms of the Call?	YES		
	Comments/Remarks			
	5. Date of submission / receipt by the Beneficiary of the physical folder with the implemented expenditures and their required supporting	04/12/2020		

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

Comments/Remarks



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



Comments/Remarks




13. Is the verification positive?

Comments/Remarks

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

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 **tab No.10**, click on the icon  to expand the content of the subtab or on the Edit icon  to modify the inserted comments or the Delete icon  if you wish to delete the entry.

10. Dispatch date of the supporting documents after the on the spot verification
 Comments/Remarks na

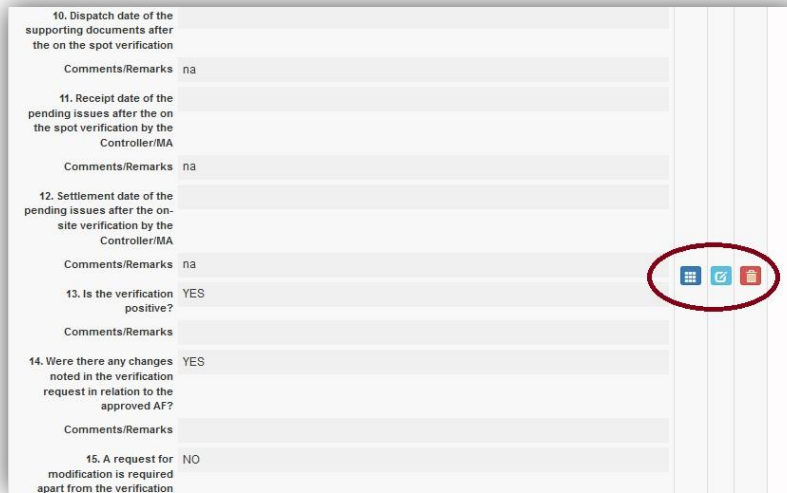
11. Receipt date of the pending issues after the on the spot verification by the Controller/MA
 Comments/Remarks na

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

13. Is the verification positive? YES
 Comments/Remarks



14. Were there any changes noted in the verification request in relation to the approved AF? YES
 Comments/Remarks

15. A request for modification is required apart from the verification NO



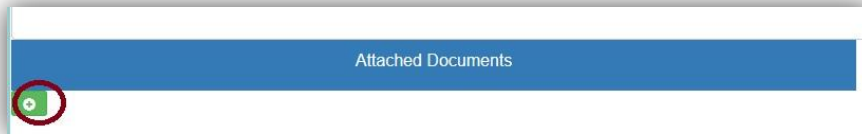
In **tab No.11**, named **"Attached documents"**, the user may find attached all the supporting documents the beneficiary submitted for verification as they are listed in Annex X of the Call document. The user may download the documents by clicking on the download icon




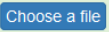
Attached Documents					
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File
1	ghgh	10 Επισυναπτόμενα Έγγραφα Αίτησης Ενδίαμεισης Καταβολής Ενίσχυσης (Ελέγχου)	test	test	 



In **tab No.12**, the controller has to attach any document relevant to the verification.

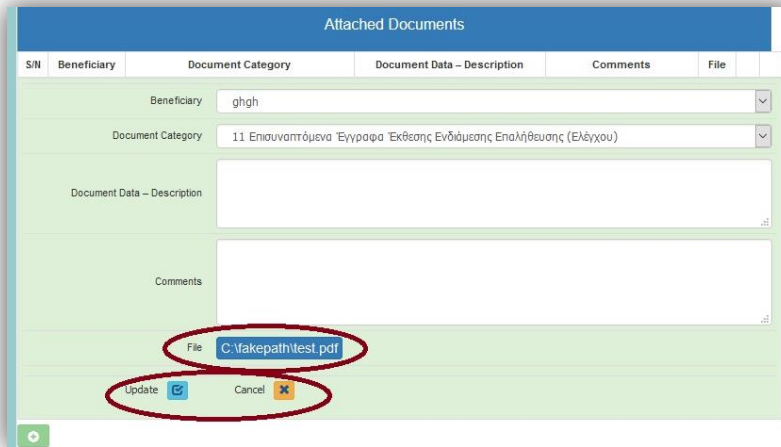
NOTE: In case the controller requested via email from the Project Beneficiary clarifications concerning the declared expenditures, the correspondence between the controller and the beneficiary should be attached in this step, as well as any additional supporting document sent by the beneficiary as clarification/justification.







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. For larger documents the user has to use a cloud database (i.e. one drive, google drive) and add the link in the comments. You are not allowed to use applications such as WeTransfer that the links have an expiration date.

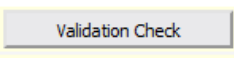
Click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.



In the initial window of 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	ghgh	11 Επισυναπτόμενα Έγγραφα Έκθεσης Ενδιάμεσης Επαλήθευσης (Ελέγχου)	t2	gb	  

In the **last tab No.13**, the system has to run a validation check to confirm that all necessary fields have been filled in correctly by the user. Click on the  button found on the right side of the screen.



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 verification 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 Επαλήθευσης \(.pdf\) / Print Verification Report \(.pdf\)](#).

***ATTENTION:**

Before submitting the verification report on SAMIS the controller has to send via email the **draft report** as it generated by the system, signed, to the following recipients:

- the Project Beneficiary whom the verification concerns,
- the Lead Beneficiary of the project (in case the verification concerns the PB),
- the Joint Secretariat (Project Officer and JS Coordinator),
- Unit C of the Managing Authority (mee.interreg@mou.gr) and
- the Bulgarian National Authority in case of Bulgarian PB (na-gr-bg@mrrb.government.bg)

informing the PB that s/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**).

The **Greek beneficiary** has to submit the objection along with all supporting documents, within 5 working days, via email to the controller and Unit C of the MA (mee.interreg@mou.gr). The

Bulgarian beneficiary has to submit the appeal along with all supporting documents, within 5 working days, to the Bulgarian NA (e-mrrb@mrrb.government.bg). The supporting documents of the objection/appeal may be in the PBs national language.

NOTE:

For Greek PBs: The controller, after receiving the beneficiary's objection, has to evaluate it, perform any correction/modification needed in SAMIS and finalise his/hers verification report in the system. In case of an objection, the controller has to edit/modify accordingly any field of the verification that is altered after the objections' examination and attach in step-tab 12 of the system the correspondence between him/her and the beneficiary as well as any document exchanged among them, **BEFORE** submitting the final verification report in step-tab 13 of the system.

The FLC has to print/sign/ stamp the final submitted verification report, as it is generated by the system, and send it via email to the following recipients: the Project Beneficiary whom the verification concerns, the Lead Beneficiary of the project (in case of a PB), the Joint Secretariat (Project Officer and JS Coordinator), Unit C of the MA: (mee.interreg@mou.gr).

For Bulgarian PBs: The controller finalises/submits the verification report in SAMIS with any (provisional) financial corrections applied due to identified irregularities. The FLC has to print/sign/ stamp the submitted verification report, as it is generated by the system, and send it via email to the following recipients: the Project Beneficiary whom the verification concerns, the Lead Beneficiary of the project (in case of a PB), the Joint Secretariat (Project Officer and JS Coordinator), Unit C of the MA (mee.interreg@mou.gr) and the Bulgarian NA (na-gr-bg@mrrb.government.bg).

The NA examines the appeal of the BG-PB, (if any) together with the irregularity signal (if any) 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**)]. The current verification procedure is considered as finalized and the existence of an appeal to the proposed financial correction does not block the next application/s 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.

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.

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.

FOR THE FINAL VERIFICATION:

In SAMIS, only one final verification report can be submitted **at project level**, meaning the final verification made for both PBs; all other – prior verifications performed in SAMIS should be declared as interim. The procedure followed in SAMIS is the same as the one for an interim verification with some differences that are described below.


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

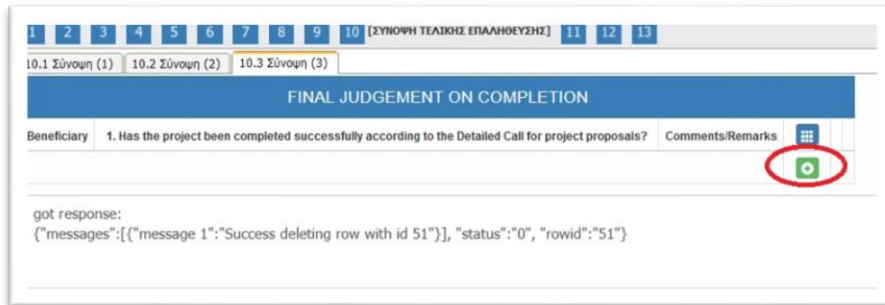
Respectively, the FLC that will examine and verify this request (last request of the first PB that completes his payments in the project) will also have to fill in/ sign/stamp the word document "**Final Verification Report**" - provided by the JS - and attach it to SAMIS when submitting his last verification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



This document document "**Final Verification Report**" will also have to be attached in SAMIS by the FLC that will perform the LAST VERIFICATION at project level, in order for the project to be completed.

FINAL VERIFICATION

For the final verification of the project the procedure is the same with some additional tabs to be filled in. The content of these additional tabs will be included in the document "Final Verification Report" as well.

1. In **tab No.3**, two more sub-tabs – **No.3.3** and **No.3.4** – are activated. These sub-tabs have already been filled in by the PB, however the user has edit rights in case corrections are needed, justifying the reason for this edit/correction in the field "Comments/Remarks".
2. In **tab No.10**, the user has to fill in the sub-tabs **No.10.1** and **No.10.3**. Sub-tab **No.10.1**, named "**Summary of the final verification**", is the same as the one the user has to fill in during an interim verification/payment. In sub-tab **No.10.2**, named "**Final judgment on completion**", the user has to click on the add new icon  and in the pop-up window that appears s/he has to provide a justified answer to a list of questions concerning the completion of the project.



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

