

Detailed description of part 7.3 Submission of Request for payment from PIM with the use of Beneficiaries Portal

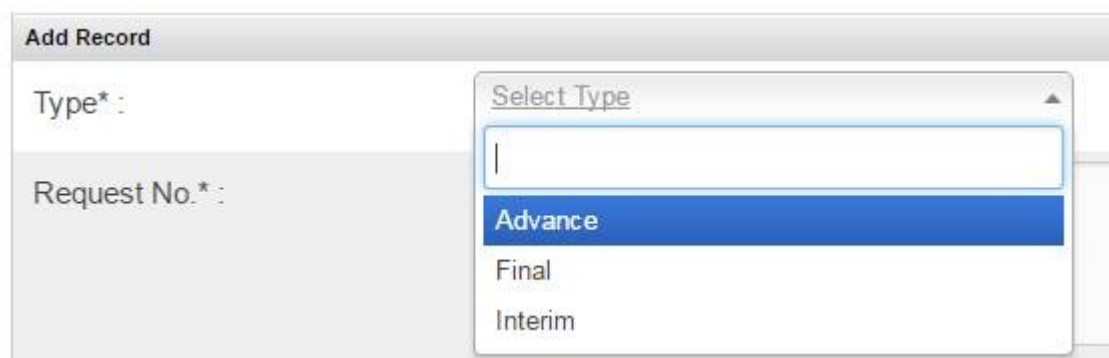
1. Preparation of Request for Payment for Advance payment:

- Login in BP
- Select menu: Payments



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- Select submenu: Payment Request
- Press Add Record button in the upper left side of the working area
- Start filling the form
- Choose type of the payment: Advance



- Fill in the Request No. Type 1 in the respective field
- Select the appropriate date (same date as mention in the printed document Annex 6 Request for payment.doc):

Request date*: Clear (yyyy-mm-dd) hh:mm:ss

Request comment:

Time: 00:00:00

Hour:

Minute:

Second:

Now Done

- Fill in the comments section, i.e. "Request for advance payment for project No xxxxxx"
- Fill 0.00 in the field Request for verification
- Fill the appropriate amount in the field "Requested for payment" (same amount as mention in the printed document Annex 6 Request for payment.doc)
- On your desktop or respective working folder make archive file (zip or rar) from Annex 6 Request for payment.doc and Annex 1 Financial Identification Form.pdf
- Upload the archive in the "Requested attachment" section
- Save the initial version of the Request by pressing buttons

Save

Save and go back to list

DO NOT PRESS SUBMIT BUTTON AT THIS STAGE!

2. Draft and approval from JS

- Upload the archive file created in previous step to the File system

v 1.1.28042016

Project Information

Payments

Communication and Files

File system
Communication

Welcome, Lead Demo (EMO_001_0)!

+ Add Record

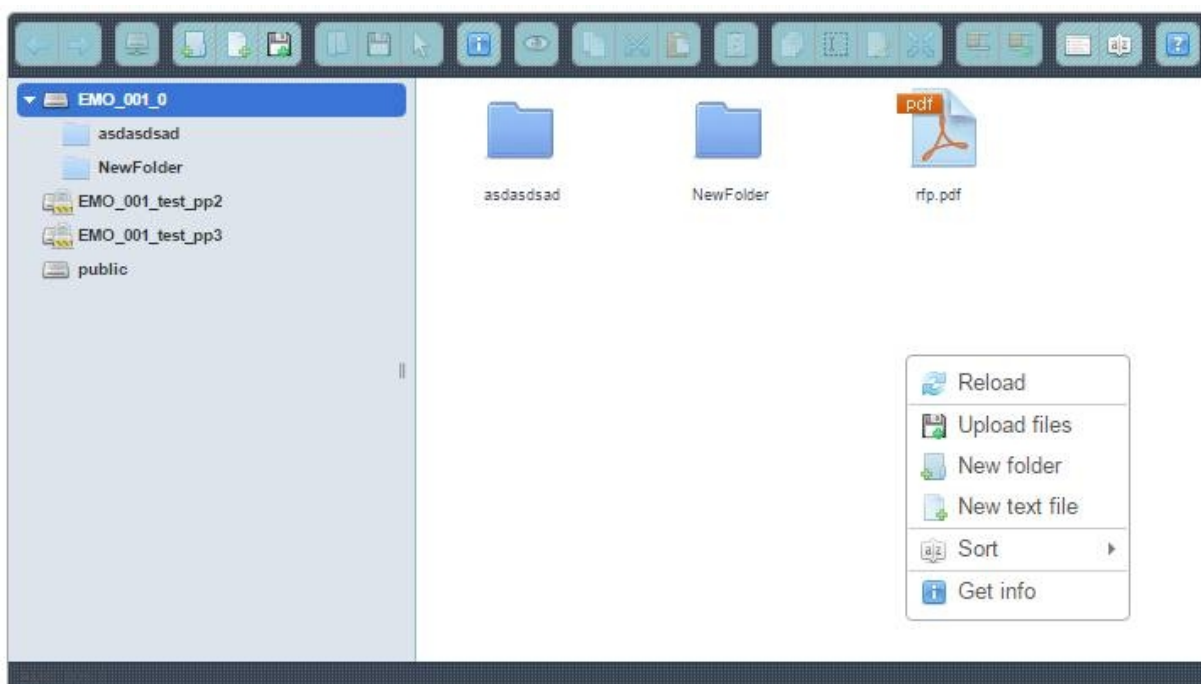
Type	Request No.	Request date
Advance	PR-01	
Advance	1	2016-11-30 - 00:00

Search: Search all

Show 50 entries Page 1 of 1

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- Right click anywhere in the working area and select Upload file from the pop up menu




- Drag and drop the file or use “Select files to upload” button to upload the file
- Go to Message section by pressing button **Messages** in the upper right side of the navigation panel
- Press **+ New message** button
- Select group “JS financial expert” and check the check box in front of “RSlavovska”




- Select category “Request for payment” by clicking the checkbox
- Fill in subject of the message, i.e. “Request for advance” etc.
- Fill in body of the message, i.e. “Preliminary check of Request for advance payment under project xxxxx:”
- Select the archive file uploaded previously by pressing “Browse...” button **browse..**
- Press send button **Send**

3. Submitting

- All communication between you and the financial expert will be recorded in the created message thread
- Once all details are cleared you can go back submenu: Payment Request

 CCI 2014TC16I5CB006	BENEFICIARIES PORTAL MANUAL	
	Request for payment (Advance)	
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- Choose “View” mode for the respective Request for payment by pressing  icon at the end of the row
- OPTIONAL: Make the requested changes if needed
- OPTIONAL: Upload new archive file (zip or rar) from Annex 6 Request for payment.doc and Annex 1 Financial Identification Form.pdf
- Press 