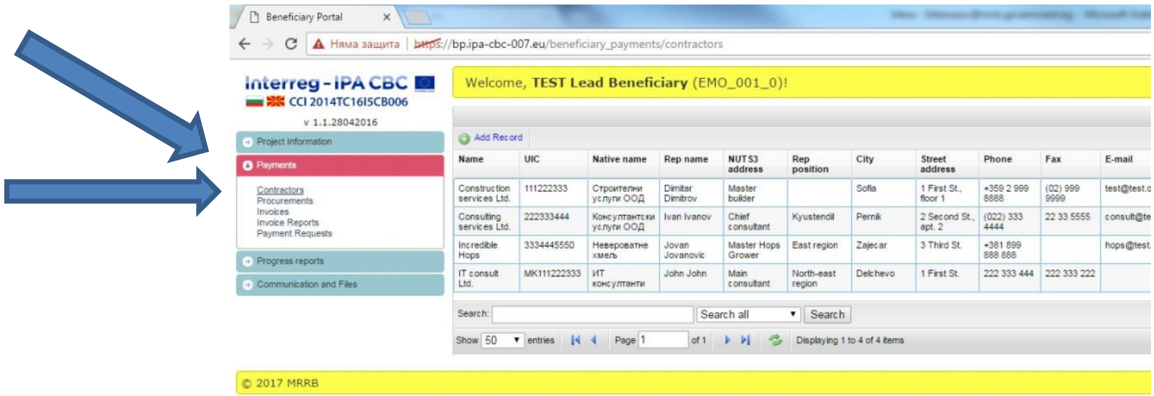
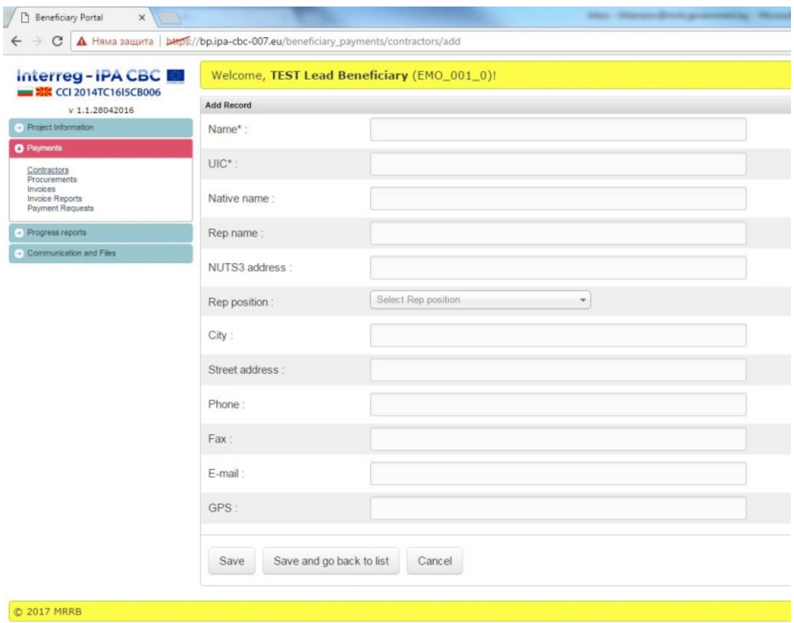
# Detailed description on adding Annex 5 in the Beneficiaries Portal

## 1. Preparation of Contractors (table List of contracts from Annex 5):

- Login in BP.
- Select menu: Payments.

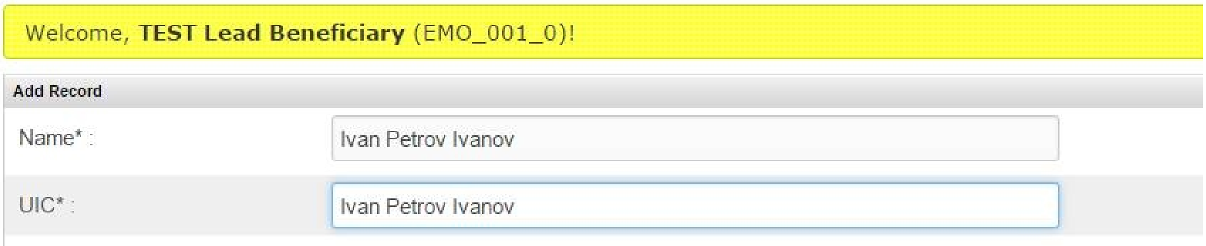



- Select submenu: Contractors.
- Press Add Record button in the upper left side of the working area .
- Start filling the form.



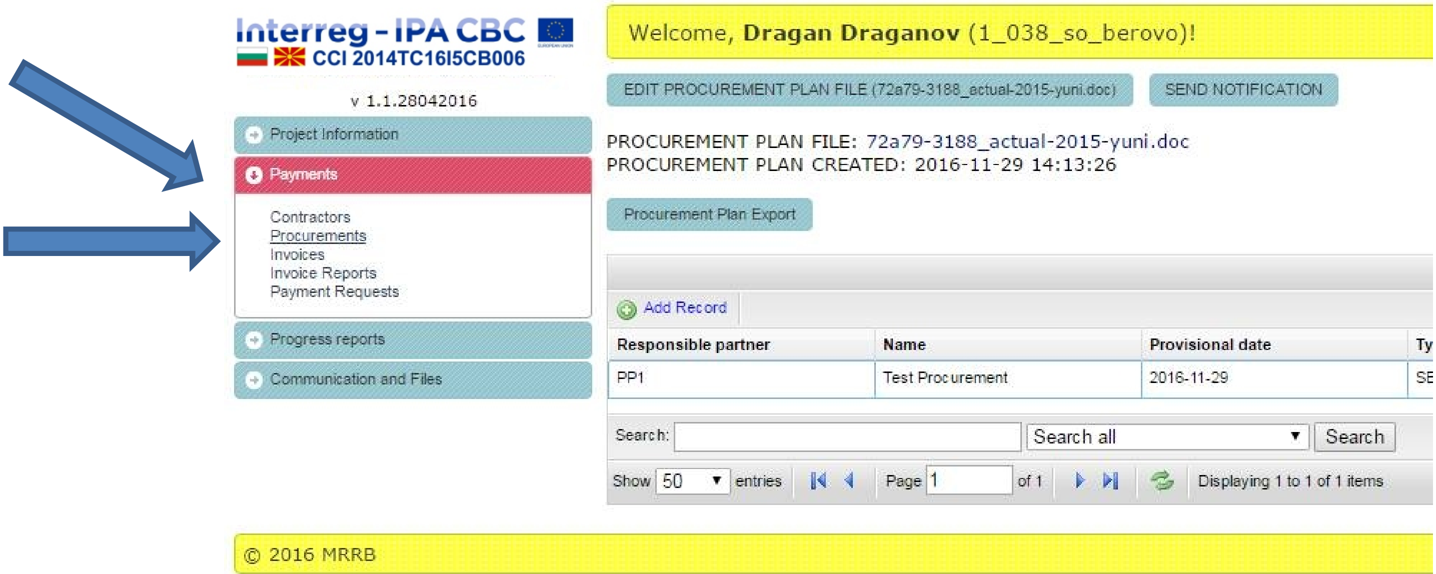

- The first 2 fields are mandatory;

- In case of physical person DO NOT use personal identification code but the name again instead:



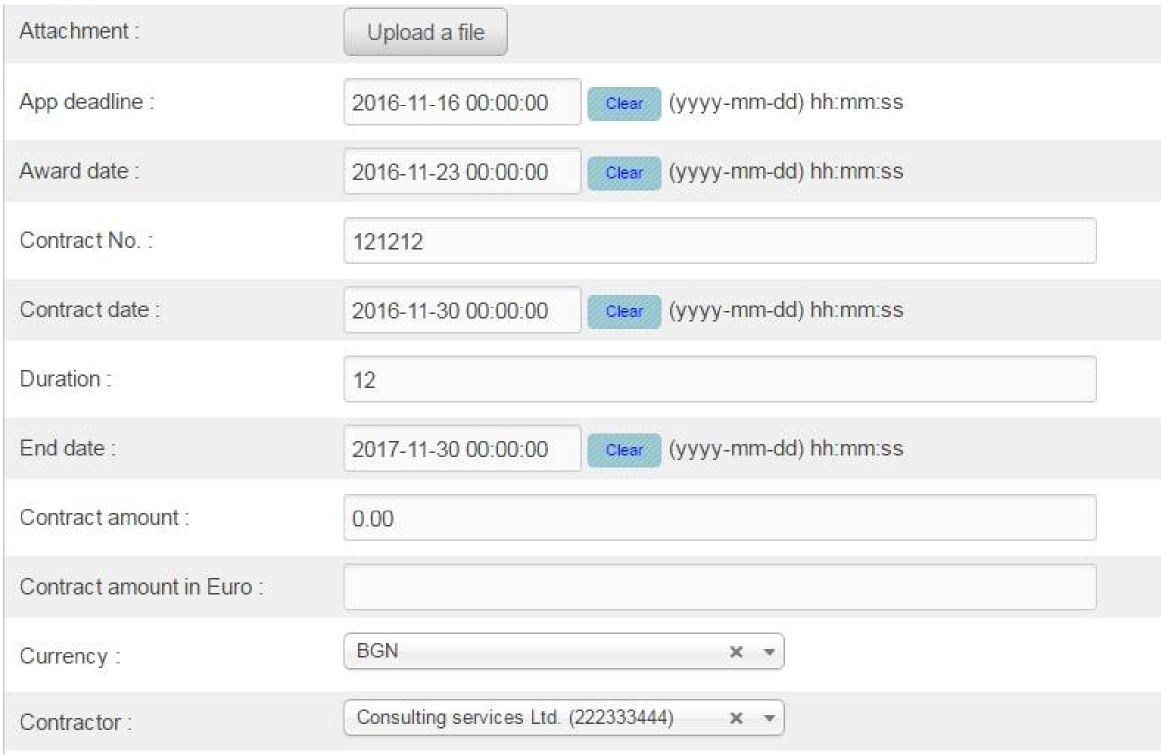

## 2. Preparation of tenders

- Login in BP
- Select menu: Payments

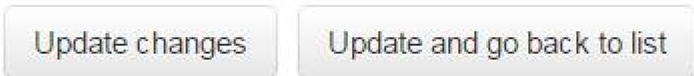



- Select submenu: Procurement
- Press Edit record to enter the procedure under which a contract was signed.
- Add Record button in the upper left side of the working area .

- Start filling the respective fields.
- Upload zip/rar archive with following elements:
  - Tender dossier;
  - Award procedure (Evaluation/Negotiation reports, etc.);
  - Contract.




- Choose respective Contractor from the drop-down list
- Update the updated version of the Procurement item




## 3. Adding of Invoices

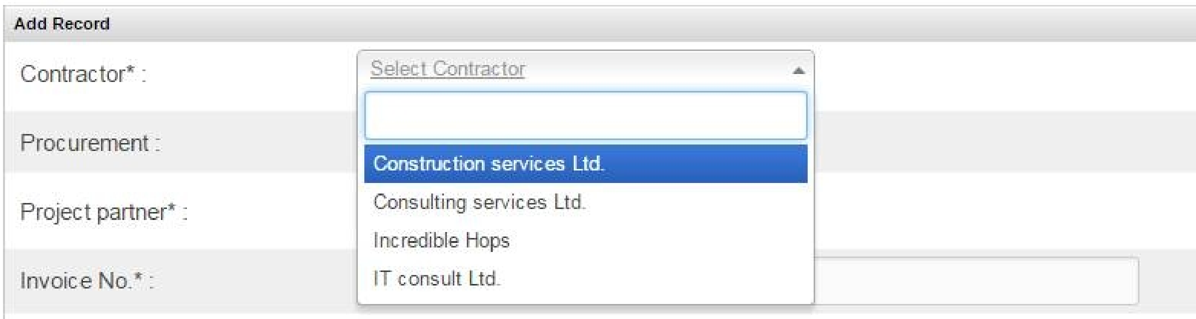
- Preparation of invoices for upload: prepare zip/rar archive with the scanned invoice and any proof documents required in Part 7.9. Financial and accounting documentation of the project of PIM (p.50 to p.57)

***For invoices under tender procedure only add the respective Acceptance protocols/Participants Listets/etc. not the whole tender procedure documentation***

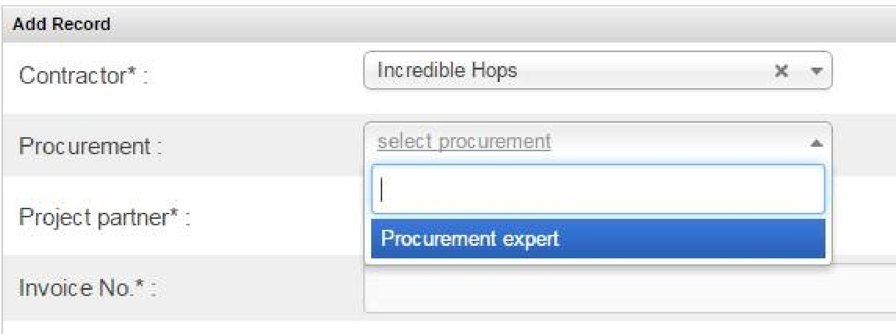
- Login in BP
- Select menu: Payments and submenu Invoices


- Press Add Record button in the upper left side of the working area 

- Choose respective Contractor from the drop-down list



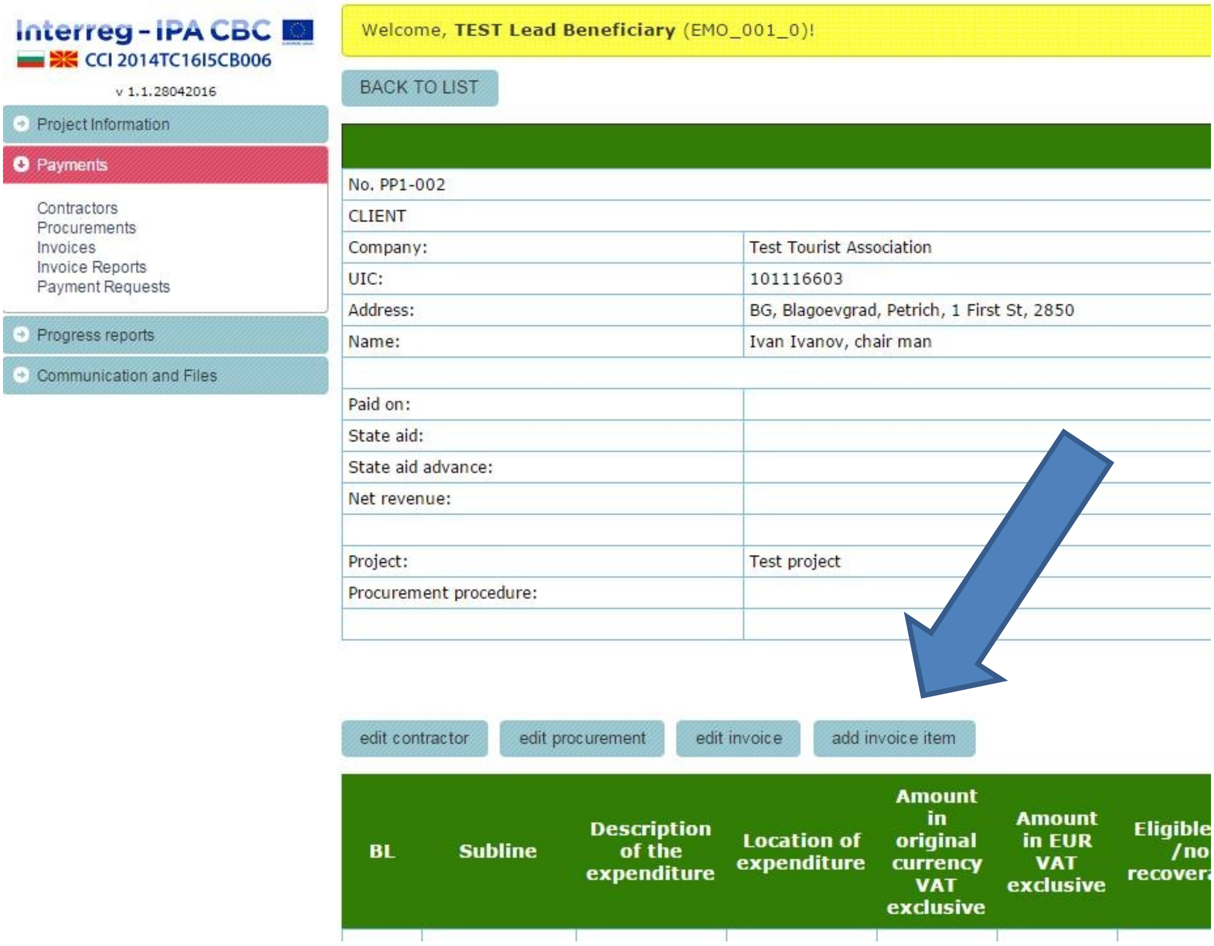

- Procurement field will become active if the selected contractor was contracted under specific Tender procedure




- Select the partner (if a lead partner is filling the report).
- Fill in fields: Invoice No.*; Issued on; Paid on* (this is the date of the actual payment).
- Fields State aid, State aid advance shall be filled according to Part 5 of PIM. Field Net revenue shall be completed in regards to point 2 of Part 7.6. Eligibility of expenditure in PIM. If any of the 3 fields is NOT applicable please fill in 0.
- Upload the prepared archive.
- Save the invoice.

## 4. Adding of Invoice items

- Enter the invoice in View mode by pressing .
- Start adding invoice items by pressing add invoice item button.



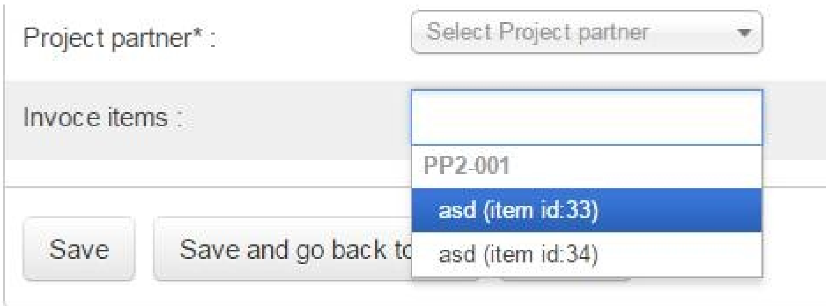

- DO NOT select anything for field  Invoce report.
- Select the respective budget line for the expenditure from the drop down list
- Select the respective subline.
- Fill in the description as per the invoice.
- Fill in the amount in the respective currency.
- Fill in field Eligible VAT* in regards to Part 7.6. Eligibility of expenditure in PIM. If this is not applicable fill in 0.00.
- Fill in filed Own financing as per the subsidy contract (the amount of the expenditure which was co-financed by the partner)
- Select the place of the expenditure.

- Save the invoice item.

## 5. Generating Invoice Report

- Enter the invoice Reports section in Payments menu.
- Press Add Record button in the upper left side of the working area 

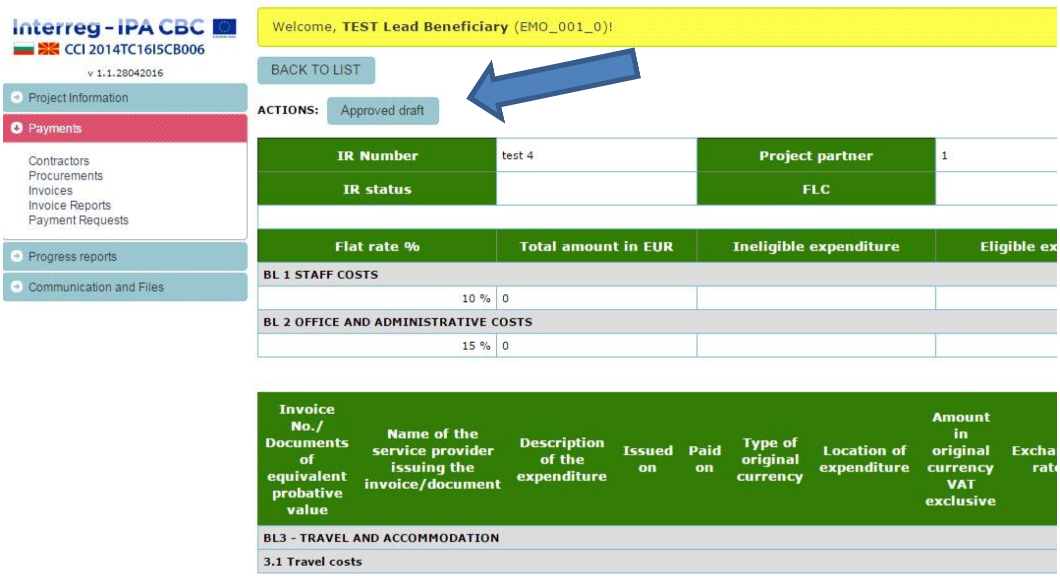
- DO NOT select anything for field Payment request.
- Fill in the number of the Invoice report.
- Fill in the starting date of the reporting period.
- Fill in the end date of the reporting period.
- Select the respective project partner (only if you are Lead partner)
- Left mouse click in filed Invoice items to get a drop down menu from all available Invoices and invoice items which can be included into the report



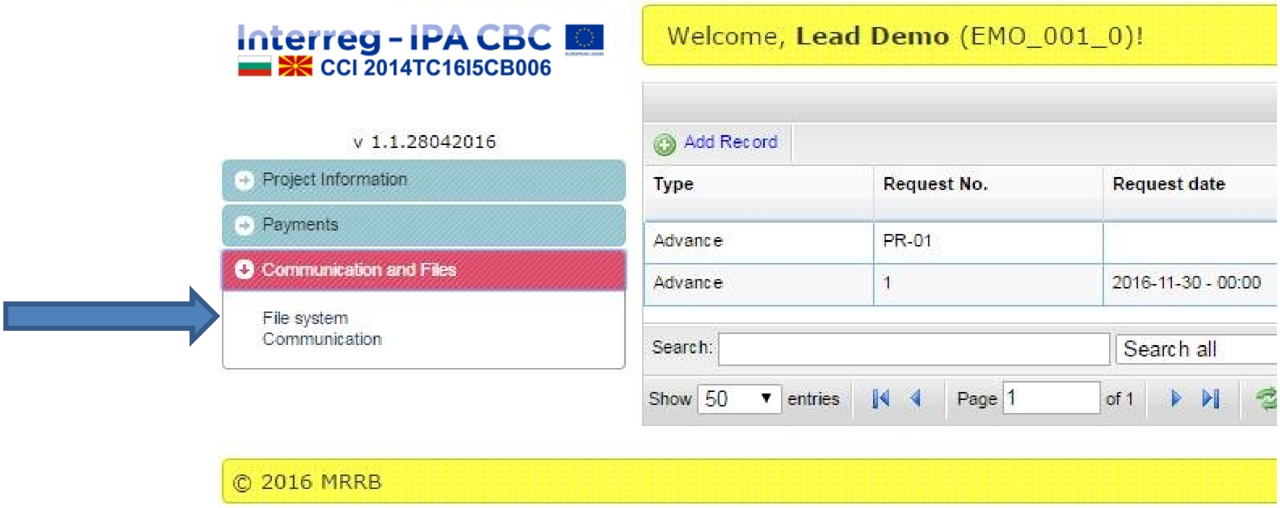

- Start adding invoice items by pressing left mouse button.
- Save the report.

## 6. Submission of Invoice Report and FLC request

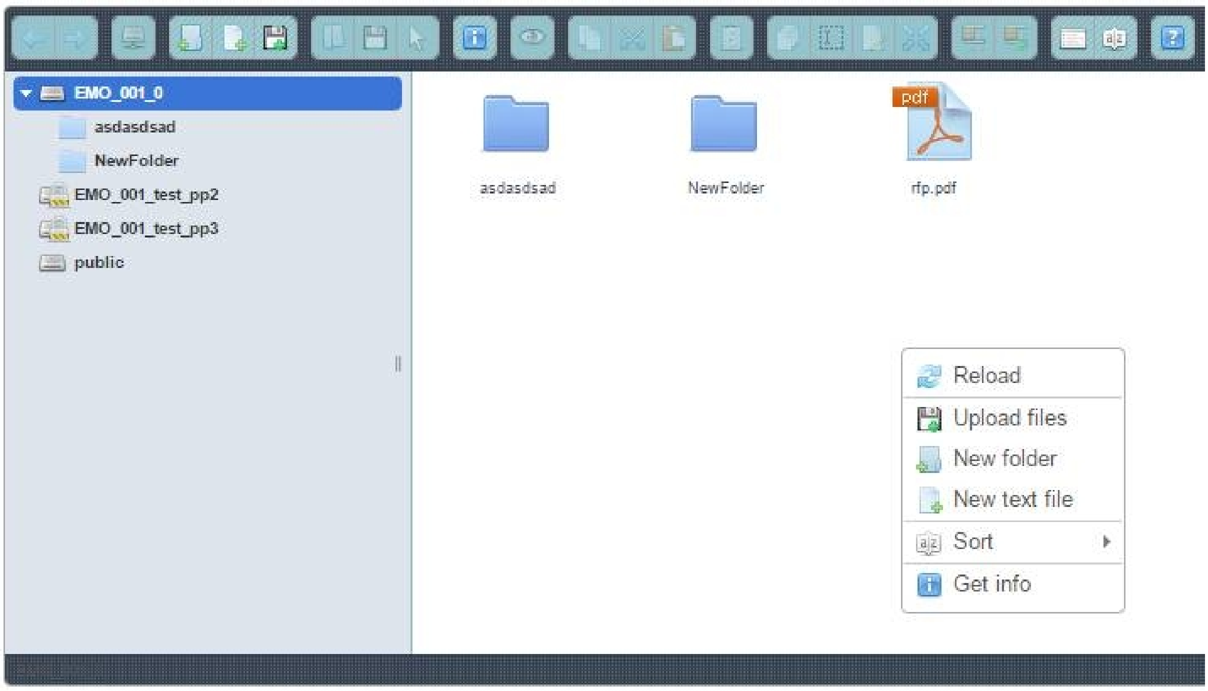
- Enter the invoice Report in View mode by pressing  .
- Change the status of the invoice report to Approved draft:



- Submit the report by pressing button Submitted .
- Upload the signed and scanned Annex 4 Request for First Level Control into the file system.




- 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 “FLC” and check the check box in front of “Brankica Ristovska (brankicar) and (DesislavaP)”

- Select category "FLC verification" by clicking the checkbox
- Fill in subject of the message, i.e. "FLC verification" etc.
- Fill in body of the message, i.e. "FLC request under project xxxxx:"
- Select the archive file uploaded previously by pressing "Browse…" button browse..
- Press send button.

***DO NOT delete the files already sent***