

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.

The screenshot shows the Beneficiaries Portal interface. The left sidebar contains a menu with 'Payments' selected. The main area displays a table of contractors with columns: Name, UIC, Native name, Rep name, NUTS3 address, Rep position, City, Street address, Phone, Fax, and E-mail. The table contains four rows of contractor data. An 'Add Record' button is visible in the top left of the table area. Two blue arrows point to the 'Payments' menu item and the 'Add Record' button.

Name	UIC	Native name	Rep name	NUTS3 address	Rep position	City	Street address	Phone	Fax	E-mail
Construction services Ltd.	111222333	Строителни услуги ООД	Dimitar Dimitrov	Master builder		Sofia	1 First St., floor 1	+359 2 999 8888	(02) 999 9999	test@test.c
Consulting services Ltd.	222333444	Консултантски услуги ООД	Ivan Ivanov	Chief consultant		Kyustendil	2 Second St., apt. 2	(022) 333 4444	22 33 5555	consult@te
Incredible Hops	333444555	Невероятна хмелъ	Jovan Jovanovic	Master Hops Grower		East region	Zajecar	+381 899 888 888		hops@test.
IT consult Ltd.	MK111222333	ИТ консултанти	John John	Main consultant		North-east region	Delchevo	222 333 444	222 333 222	

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

The screenshot shows the 'Add Record' form in the Beneficiaries Portal. The form contains the following fields: Name* (mandatory), UIC* (mandatory), Native name, Rep name, NUTS3 address, Rep position (dropdown menu), City, Street address, Phone, Fax, E-mail, and GPS. At the bottom of the form are 'Save', 'Save and go back to list', and 'Cancel' buttons.

- The first 2 fields are mandatory;

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

Welcome, **TEST Lead Beneficiary** (EMO_001_0)!

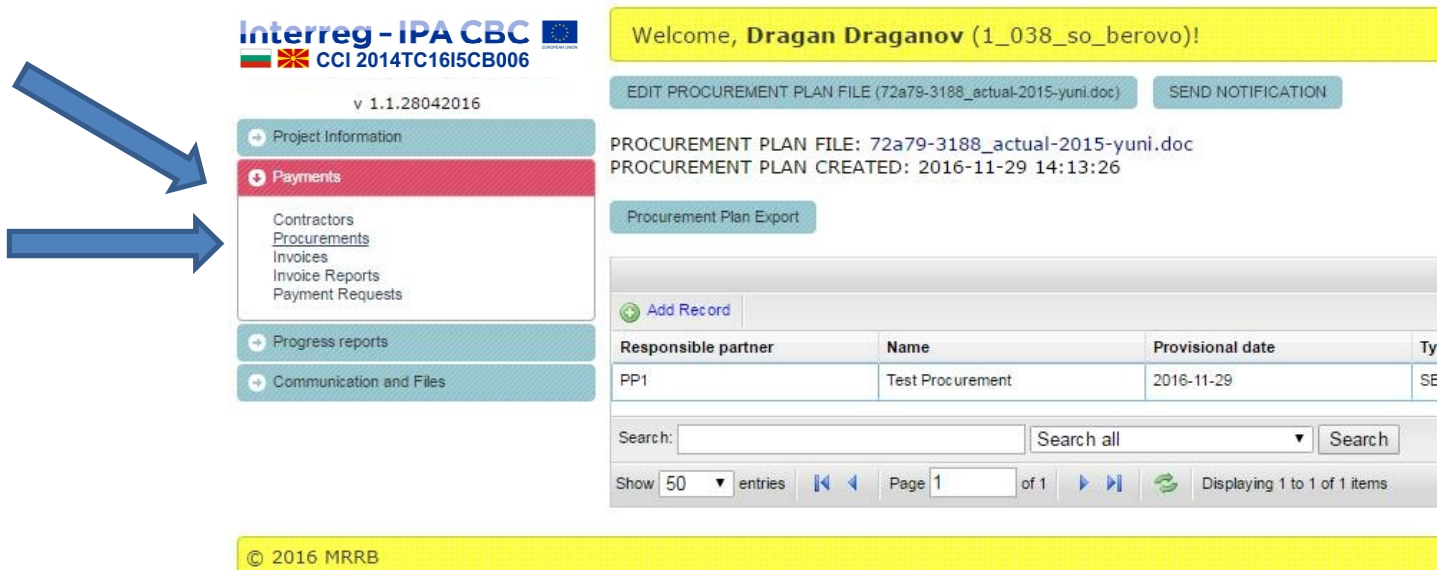
Add Record

Name* :

UIC* :

2. Preparation of tenders

- Login in BP
- Select menu: Payments



Interreg - IPA CBC CCI 2014TC16I5CB006

v 1.1.28042016

Welcome, **Dragan Draganov** (1_038_so_berovo)!

EDIT PROCUREMENT PLAN FILE (72a79-3188_actual-2015-yuni.doc) SEND NOTIFICATION

PROCUREMENT PLAN FILE: 72a79-3188_actual-2015-yuni.doc
PROCUREMENT PLAN CREATED: 2016-11-29 14:13:26

Procurement Plan Export



Add Record

Responsible partner	Name	Provisional date	Ty
PP1	Test Procurement	2016-11-29	SE

Search: Search all

Show 50 entries Page 1 of 1 Displaying 1 to 1 of 1 items

© 2016 MRRB

- 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:
 - o Tender dossier;
 - o Award procedure (Evaluation/Negotiation reports, etc.);
 - o Contract.

Attachment :	<input type="button" value="Upload a file"/>	
App deadline :	<input type="text" value="2016-11-16 00:00:00"/>	<input type="button" value="Clear"/> (yyyy-mm-dd) hh:mm:ss
Award date :	<input type="text" value="2016-11-23 00:00:00"/>	<input type="button" value="Clear"/> (yyyy-mm-dd) hh:mm:ss
Contract No. :	<input type="text" value="121212"/>	
Contract date :	<input type="text" value="2016-11-30 00:00:00"/>	<input type="button" value="Clear"/> (yyyy-mm-dd) hh:mm:ss
Duration :	<input type="text" value="12"/>	
End date :	<input type="text" value="2017-11-30 00:00:00"/>	<input type="button" value="Clear"/> (yyyy-mm-dd) hh:mm:ss
Contract amount :	<input type="text" value="0.00"/>	
Contract amount in Euro :	<input type="text"/>	
Currency :	<input type="text" value="BGN"/>	<input type="button" value="x"/> ▾
Contractor :	<input type="text" value="Consulting services Ltd. (222333444)"/>	<input type="button" value="x"/> ▾

- 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 Lists/etc. not the whole tender procedure documentation

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


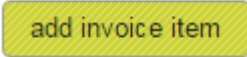
- Press Add Record button in the upper left side of the working area
- Choose respective Contractor from the drop-down list



- 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  button.




The screenshot shows the 'TEST Lead Beneficiary' interface. On the left is a navigation menu with 'Payments' selected. The main area displays a form for 'No. PP1-002' with fields for CLIENT, Company, UIC, Address, Name, Paid on, State aid, State aid advance, Net revenue, Project, and Procurement procedure. A blue arrow points to the 'add invoice item' button at the bottom of the form. Below the form is a table header for invoice items.

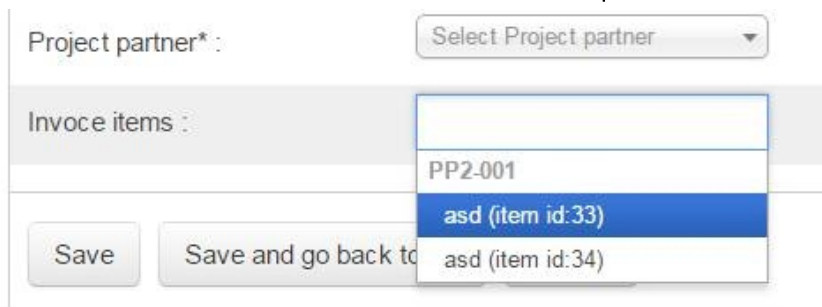
BL	Subline	Description of the expenditure	Location of expenditure	Amount in original currency VAT exclusive	Amount in EUR VAT exclusive	Eligible /no recover
----	---------	--------------------------------	-------------------------	---	-----------------------------	----------------------

- DO NOT select anything for field Invoice 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 field 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




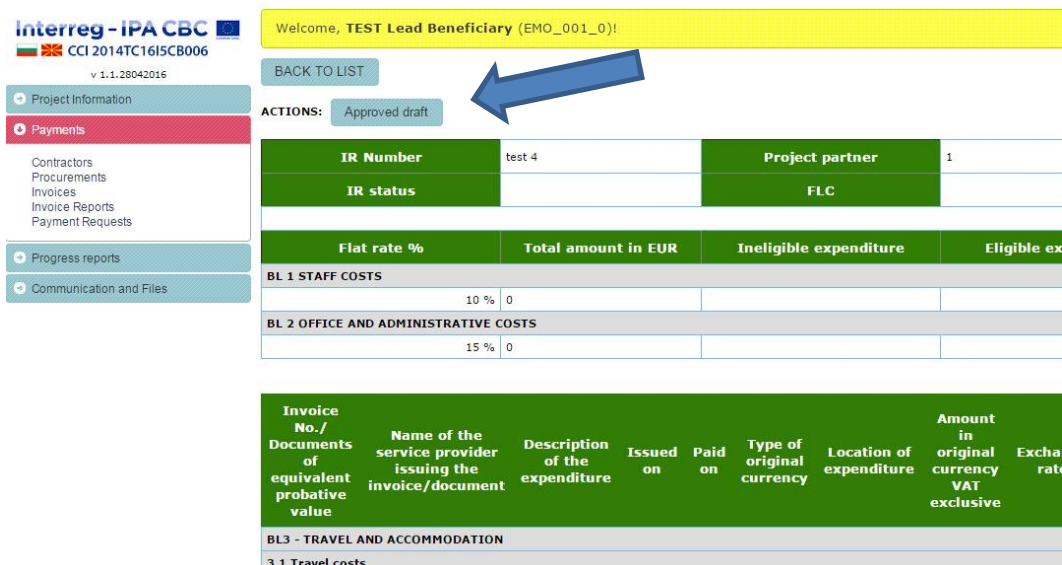
Project partner* :

Invoice items :

- 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:




Welcome, TEST Lead Beneficiary (EMO_001_0)!

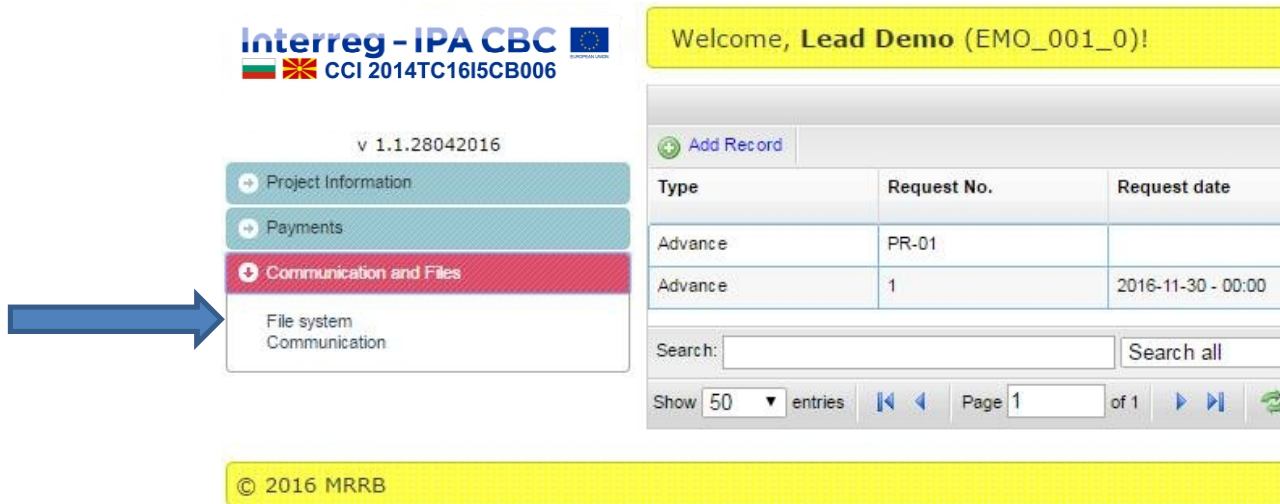
BACK TO LIST

ACTIONS:

IR Number	test 4	Project partner	1
IR status		FLC	
Flat rate %		Total amount in EUR	Ineligible expenditure
BL 1 STAFF COSTS			
	10 %	0	
BL 2 OFFICE AND ADMINISTRATIVE COSTS			
	15 %	0	

Invoice No./ Documents of equivalent probative value	Name of the service provider issuing the invoice/document	Description of the expenditure	Issued on	Paid on	Type of original currency	Location of expenditure	Amount in original currency VAT exclusive	Exchange rate
BL3 - TRAVEL AND ACCOMMODATION								
3.1 Travel costs								

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



Interreg - IPA CBC CCI 2014TC16I5CB006

v 1.1.28042016

- Project Information
- Payments
- Communication and Files**
 - File system
 - Communication

Welcome, Lead Demo (EMO_001_0)!

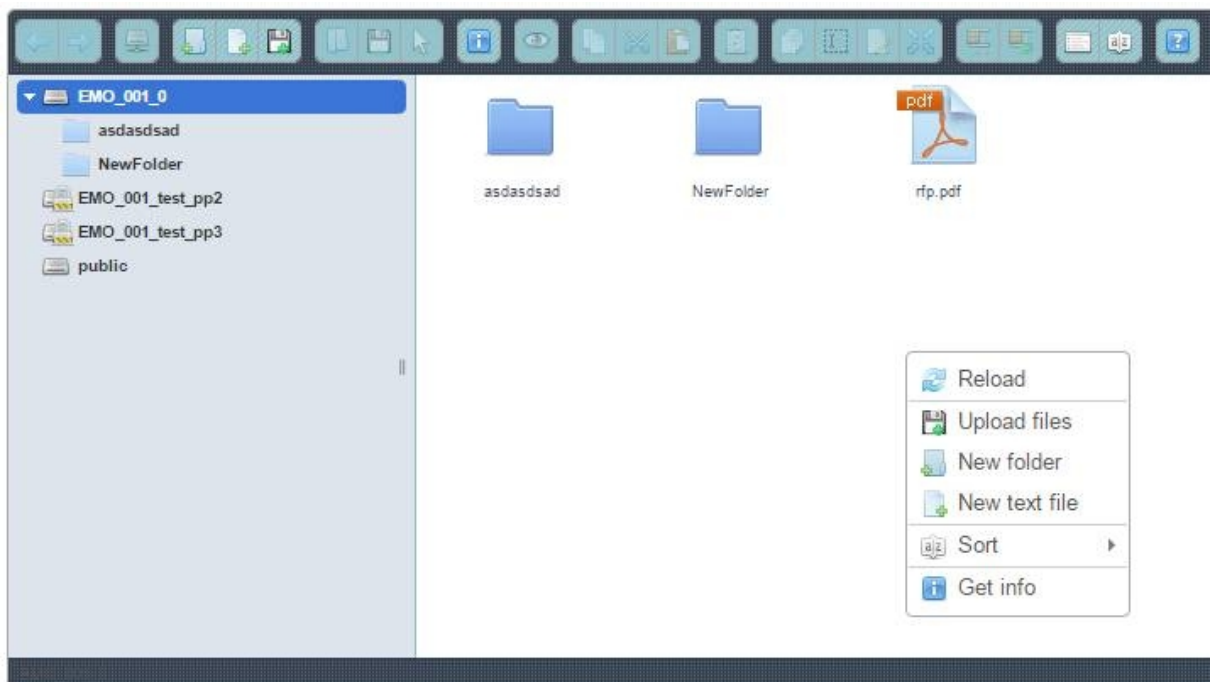
Type	Request No.	Request date
Advance	PR-01	
Advance	1	2016-11-30 - 00:00

Search: Search all

Show 50 entries Page 1 of 1

© 2016 MRRB

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


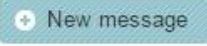



EMO_001_0

- asdasdsad
- NewFolder
- EMO_001_test_pp2
- EMO_001_test_pp3
- public

asdasdsad NewFolder rfp.pdf

- Reload
- Upload files
- New folder
- New text file
- Sort
- Get info

- Drag and drop the file or use “Select files to upload” button to upload the file
- Go to Message section by pressing button  in the upper right side of the navigation panel
- Press  button
 - Select group “FLC” and check the check box in front of “Brankica Ristovska (brankicar) and (DesislavaP)”

 CCI 2014TC16I5CB006	BENEFICIARIES PORTAL MANUAL	
	Detailed instructions on adding Annex 5 in the Beneficiaries Portal	
	Version: 1 / November 2016	Page 8 of 8

- 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 xxxx:”
- Select the archive file uploaded previously by pressing “Browse...” button
- Press send button.

DO NOT delete the files already sent