

USER MANUAL FOR BENEFICIARY PORTAL

Version 3 - March 2017

CONTENTS

I	Work processes and User tasks	4
II	Account management	5
	1. Creation of Lead partner account	5
	2. Creation of sub-users	6
III	Communication	7
	1. Reading messages	7
	2. Sending messages	8
	3. Uploading files	8
IV	Preparation and submission of Project Procurement Plan	9
	1. Preparation of Project Procurement Plan	9
	2. Creating a draft of Project procurement plan	10
	3. Submission of the Project procurement plan draft to JS	11
V	Entering information for contractors and payments	12
	1. Entering data for contractors	12
	2. Entering data for tenders	13
	3. Entering data for invoices	14
VI	First level control – request and reporting	16
	1. Preparation of Invoice reports	16
	2. Preparation and submission of a Request for FLC	16
VII	Preparation and submission of Requests for payment	19
	1. Preparation of Requests for advance payment	19
	2. Preparation of Requests for interim/final payment	20
	3. Formal check of Requests for payment	23
	4. Submission of Requests for payment	24
VIII	Reporting:	25
	1. Recording of Project Progress	25
IX	Contract modifications	27
	1. Preparation of Request for contract modification	27
	2. Changing the Application form/budget	29
	3. Submission of Request for modification to the MA	30

LIST OF ABBREVIATIONS

A	Action
AF	Application form
BP	Beneficiaries electronic exchange portal/ Beneficiary portal
CMS	Content Management System
DG TCM	Directorate General “Territorial Cooperation Management”
FLC	First Level Control
IS	Information System
ISP	Internet Service Provider
JMC	Joint Monitoring Committee
MIS	Management Information System
MRDPW	Ministry of Regional Development and Public Works
MVC	Model-View-Controller
PIM	Project Implementation Manual
PPR	Project Progress Report
WP	Work process

I Work processes and User tasks

The Beneficiary Portal is available at the following address: <http://bp.ipa-cbc-007.eu>.

The BP supports all work processes of the Beneficiaries, related to interaction with the Programme authorities. The processes are split into tasks, assigned to different (groups of) users.

- Account management:
 - Creation of Lead partner account;
 - Creation of sub-users.
- General communication:
 - Reading messages;
 - Sending messages;
 - Uploading files.
- Financial reporting, FLC and payments:
 - Task: Recording of Invoices by project partners;
 - Task: Generation of Invoice reports and Requests for payment.
- Reporting:
 - Task: Recording of Progress by Indicator.
- Contracting and changes:
 - Task: Request for modifications in the AF/ contract;
 - Task: Upload of a contract or addendum.

II Account management

1. Creation of Lead partner account

In order to access the Beneficiary Portal, each partner has to receive its account and password. The accounts of Lead partners are generated by the System administrator and provided via e-mail to the official e-mail of the Lead partner, according to the description of the partner in the Application form, part of the Subsidy contract.

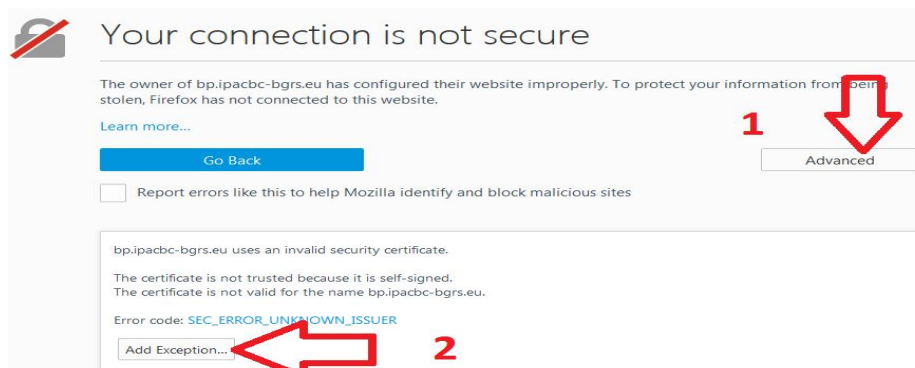
Note: The change of the e-mail of the official representative of the Lead partner is considered an administrative change and could be done by sending a notification letter to the Joint Secretariat.

How to log in the Beneficiary Portal - Step by Step guide:

1. Beneficiary portal is accessible through the Programme website: <http://www.ipa-cbc-007.eu/>



2. After you press the button for access, you will receive a **security warning message**, which you should **accept**:



3. You will access the **log in menu**, where you should **enter your account and password**:

2. Creation of sub-users

Lead partners have the right to create accounts for the Beneficiary portal to other project partner/s, which is recommended to be done at the start of the project implementation.

Note: Due to the fact that the reporting and communication with Programme authorities will be carried out through the Beneficiary portal, in case a Lead partner decides not to create such accounts for the remaining partner/s, the Lead partner should enter all requested information for other partner/s .

How to create sub-users - Step by Step guide:

1. Lead partner logs in the beneficiary portal.
2. Select **Project beneficiaries** form the menu.

[+ Add beneficiary](#)

Username	Name	E-mail	Organization	Last login	Is active	Actions
1_0025_so_berovo	0025 SO Berovo	so.berovo@t-home.mk	PP1: Municipality of Sofia	15.02.2016 16:36:36		
1_0025_nevena_kostova		nevena.kostova@gateway.bg	PP2: Municipality of Piro	02.02.2016 13:48:14		

3. Select **Add beneficiary**.

4. **Fill in the form and Save.** The username is created from the email preceded by the call number and project number. In the creation process, you should use the official e-mail, included in the Application form and part of the Subsidy contract.

Note: Only one **active** partner account per partner is allowed. If you need to add a new sub-user for a given partner **block** the existing one (**do not delete**) and then add the new one.








III Communication

Messages are used as a main communication tool for sending of general information to the Programme authorities, such as: notifications and official letters, invitations for project events, communication with experts, requests for publication of the Programme website, etc.



1. Reading messages

Step by Step guide:

1. Select submenu Communication, option My messages.
2. Select a message to read and the icon in the right column.

Category: -- choose --		Project: -- choose --		Filter	
Subject	Date Created	Date Updated	Total Messages	Participants	Actions
MIS Messages					
MIS MESSAGES	Invoices	09.02.2016 11:18:05	09.02.2016 11:18:05	veni, awga1, awga2, awga3, awga4	
Just testing...	General Discussions	09.02.2016 11:48:59	09.02.2016 11:48:59	veni, flc1, jmc1, awgh1	
asdasdasd	Invoices FLC verification	10.02.2016 12:06:09	10.02.2016 12:06:09	veni, 1_0025_so_berovo, 1_0028_so_berovo, jmc1	
Start negotiations	Contracting negotiations	15.02.2016 15:45:57	15.02.2016 15:45:57	admin, flc1	
CB005.1..006 My Test Project					
Invoices & FLC	Invoices FLC verification	09.02.2016 11:16:17	10.02.2016 10:28:50	veni, 1_0025_so_berovo, 1_0025_nevena_kostova	
Beneficiary Test	Contracting negotiations Requests for changes	10.02.2016 11:29:19	10.02.2016 11:29:19	1_0025_so_berovo, 1_0025_nevena_kostova, veni	
Start of negotiations	Contracting negotiations	15.02.2016 15:46:33	15.02.2016 15:46:33	admin, 1_0025_so_berovo	

3. Read the message.


Welcome, **System Administrator** (admin)!


[Home](#)
[Messages](#)
[My Profile](#)
[Logout](#)

Participants: **JMC Member** (jmc1), **Veni System Administrator** (veni), **System Administrator** (admin), **FLC1 demo** (flc1), (tester), **AWGA One** (awga1), **AWGA Two** (awga2), **AWGA Three** (awga3), **AWGA Four** (awga4), **AWGH One** (awgh1), (awgs1), **CBC1 Demo** (cbc1), **Finance Dept. Demo** (fd1)

I LOVE SPAM
:)
jmc1 (04.02.2016 15:43:39)

asdasdasd
asdasdasdasdasd
veni (04.02.2016 15:43:56)

TEST FILE SEND
asdasdasdasdasd
HELLOWORLD.txt
veni (04.02.2016 16:24:26)

Opening **HELLOWORLD.txt**
You have chosen to open:
 **HELLOWORLD.txt**
which is: plain text document (18 bytes)
from: http://obol.gateway.bg
Would you like to save this file?
[Cancel](#) [Save File](#)

Reply
Subject

Body

2. Sending messages

Step by Step guide:

1. Select submenu Communication, option My messages.
2. Select New message (to system users) or New message to beneficiaries.
3. Select recipients by user group for system users and by project for Beneficiaries.
4. Fill-in the message. File may be attached from the File system folders.

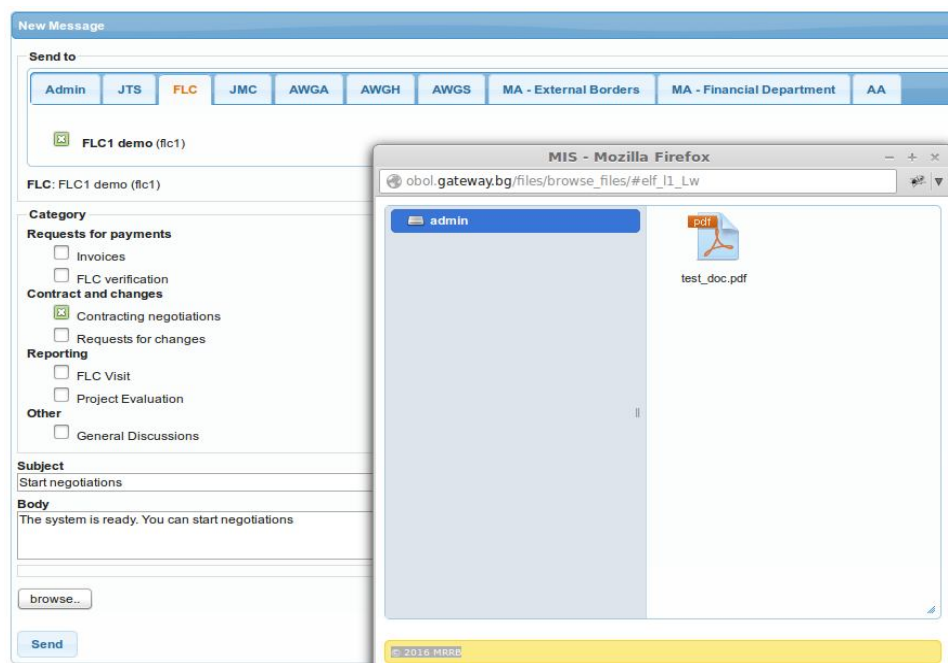
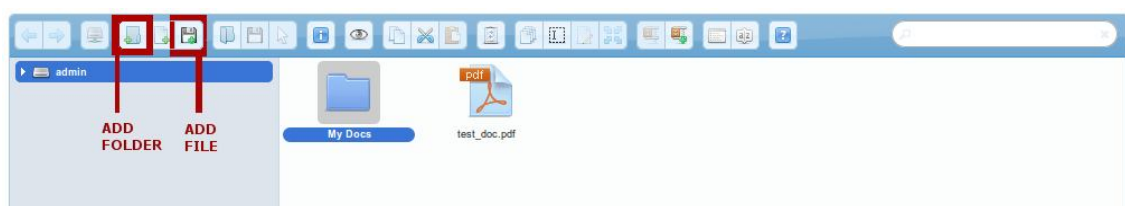
Note: Answers to already received messages could be sent by using the “Reply” and “Forward” buttons at the bottom of each message.

3. Uploading files

Electronic files, with no limitations of their size, could be attached to messages and sent via the Beneficiary Portal. Before sending them, they should be uploaded in the File manager section. Once send the files should not be moved or renamed as the system is attaching the link and not the files to the message.

Step by Step guide:

1. Select submenu File System. A File manager opens.
2. Select a folder or create a new folder.
3. Upload a file and send the message.



IV Preparation and submission of Project Procurement Plan

The Lead partner / project partners have an obligation to prepare a Project Procurement plan. The plan for all partners (aggregated) should be submitted to the JS only by the Lead partner, within 10 days after the Subsidy Contract enters into force.

1. Preparation of Project Procurement Plan

Each partner should include in the Procurement plan all expenditures, envisaged under budget lines 3, 4, 5 and 6 of its budget. Most of the expenditures should be grouped in tender procedures (according to PRAG). Part of the expenditures, like budget sublines 3.1 and 3.2, expenditures below the minimal threshold for single tender, etc., which could be done without tender procedures, should be included as expenses not to be procured (others).

Step by Step guide:

1. Login in BP and select menu “Payments”, submenu “Procurement”.

The screenshot shows the Interreg-IPA CBC Beneficiary portal. The left sidebar contains a menu with 'Payments' selected, which includes sub-items: Contractors, Procurements, Invoices, Invoice Reports, and Payment Requests. The main area displays a welcome message for 'Dragan Draganov' and a table of Procurement Plans. The table has columns: Responsible partner, Name, Provisional date, and Type. One record is visible: PP1, Test Procurement, 2016-11-29, SE. Below the table is a search bar and pagination controls showing 1 of 1 items.

2. Press Add Record button in the upper left side of the working area
3. Start filling the form

The screenshot shows the 'Add Record' form in the Interreg-IPA CBC Beneficiary portal. The form includes the following fields: 'Responsible partner' (a dropdown menu), 'Provisional date*' (a date input field with a 'Clear' button and a '(yyyy-mm-dd)' placeholder), 'Name*' (a text input field), 'Type*' (a dropdown menu), and 'Procurement amount in Euro' (a text input field).

4. Choose responsible partner from the drop-down list and proceed with entering information for the first envisaged tender procedure (or expense not to be procured).

5. Select the appropriate date when you expect to announce the tender/ make the expenditure:

Provisional date* : Clear (yyyy-mm-dd)

Dec 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today Done

Name* :

Type* :

6. Fill in the Name of the procedure

7. Select the type of the procedure. Use the option OTHER for the procurements under thresholds.

8. Fill in the Note filed at the end of the form, as: information for names and amounts of lots, amount with VAT (for Bulgarian partners), etc.

9. Save the initial version of the Procurement item (tender procedure or expense not to be procured) and go back to list to add more items, until you plan all expenditures under budget lines 3, 4, 5 and 6.

Save

Save and go back to list

2. Creating a draft of Project procurement plan

The Lead partner has the obligation to review the procurement plans of all partners and to prepare an aggregated draft for submission to the JS.

Step by Step guide:

1. Save the draft version of the procurement plan by pressing Approve Draft button. This action will lock all procurement for further editing for project partners and only the Lead partner could add some changes.

2. Generate a draft procurement template by pressing [Procurement Plan Export](#) or use the Annex 2. Project procurement plan from PIM (by entering all information to the MS Word file manually). In both cases you should receive a file, containing all tender procedures and expenses not to be procured.

3. Print, sign and stamp the document.

4. Upload the document into the system by using the Upload button in the top left side of the working area.

Interreg - IPA CBC
TEST: Programmes, managed by Bulgaria
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
PP1	Test Procurement	2016-11-29

Search: Search all Search

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

© 2016 MRRB

3. Submission of the Project procurement plan draft to JS

All procedures described above are preparatory. When the Lead partner completes them, it should proceed with the official submission of the plan to JS.

Step by Step guide:


1. Once all details are cleared and the Lead partner is satisfied with the draft of Project procurement plan, you can go back to submenu "Procurement".
2. Check one last time if all information is correct and the appropriate file is uploaded, and press the button: **SEND NOTIFICATION**.

Note: This operation will lock the plan for further editing. Changes could be done only after it has been unlocked by the JS.

V Entering information for contractors and payments

1. Entering data for contractors

1. Login in BP and select menu “Payments”, submenu “Contractors”.



Interreg - IPA CBC
CCI 2014TC1615CB006
v 1.1.28042016

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

Add Record

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	Pernik	2 Second St., apt. 2	(022) 333 4444	22 33 5555	consult@te
Incredible Hops	333444555	Невероятна хмел	Jovan Jovanovic	Master Hops Grower	East region	Zajecar	3 Third St.	+381 899 888 888		hops@test.
IT consult Ltd.	MK111222333	ИТ консултанти	John John	Main consultant	North-east region	Delchevo	1 First St.	222 333 444	222 333 222	

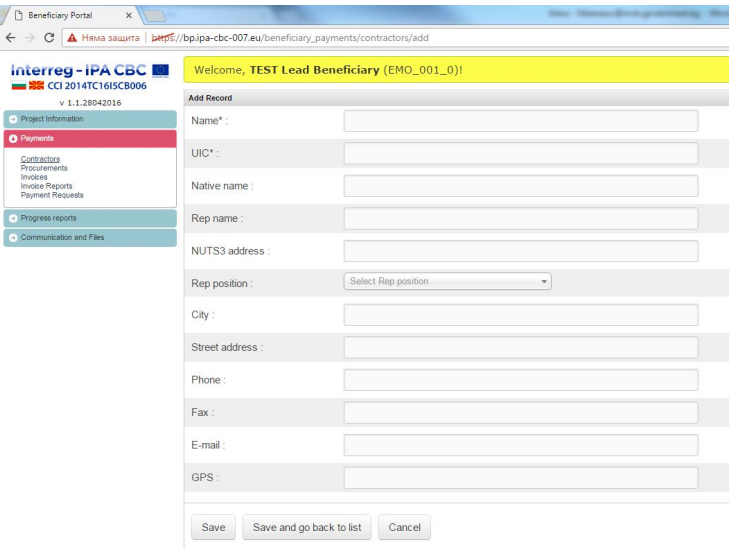
Search: Search all

Show 50 entries Page 1 of 1 Displaying 1 to 4 of 4 items

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



3. Start filling the form. The first 2 fields are mandatory:



Beneficiary Portal

interreg - IPA CBC
CCI 2014TC1615CB006
v 1.1.28042016

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

Add Record

Name* :

UIC* :

Native name :

Rep name :

NUTS3 address :

Rep position :

City :

Street address :

Phone :

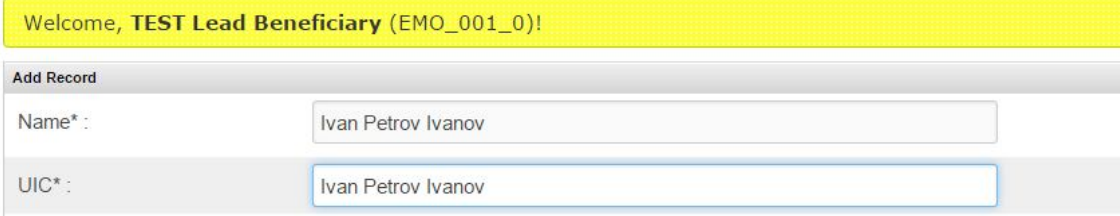
Fax :

E-mail :

GPS :

© 2017 MRRB

4. 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

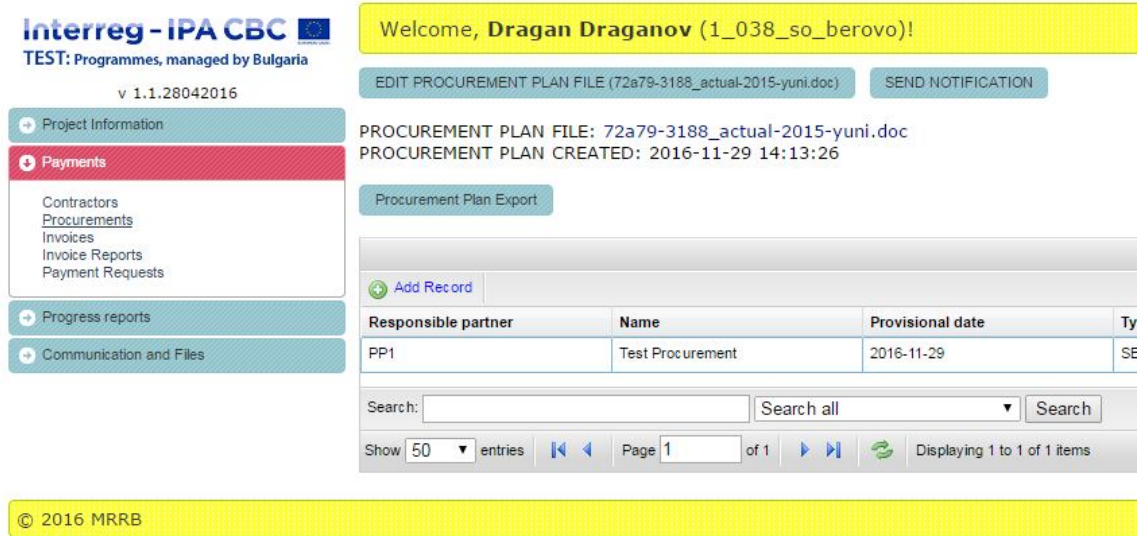
Name* :

UIC* :

5. Save the contractor data (for company or physical person) and go back to list to add more items, until you include all contractors/physical person, which were paid under budget lines 3, 4, 5 and 6 of the project (including expenditures for business trips of project team members).

2. Entering data for tenders

1. Login in BP and select menu “Payments”, submenu “Procurement”.
2. Press  Edit record to enter the procedure under which a contract was signed.
3. Add Record button in the upper left side of the working area .




Interreg - IPA CBC
TEST: Programmes, managed by Bulgaria
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



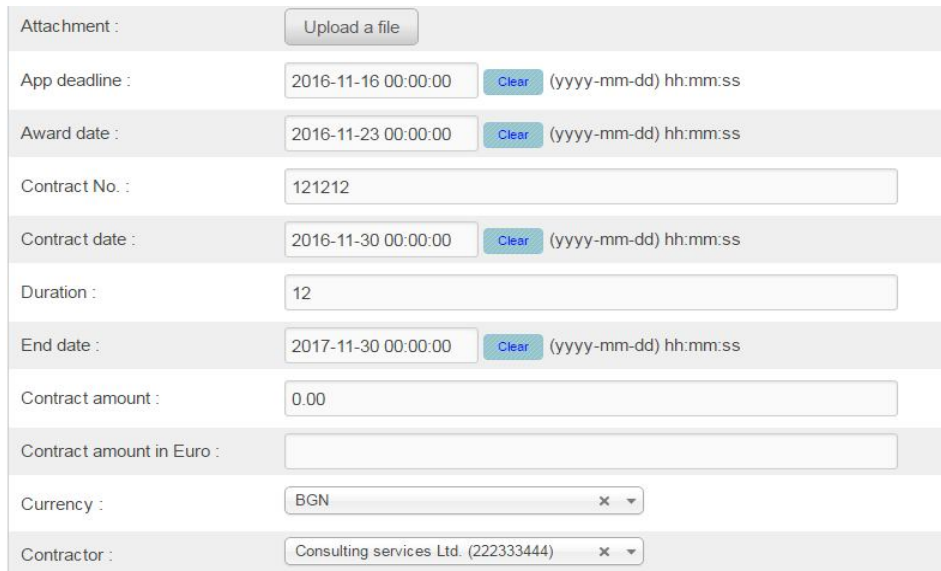
Responsible partner	Name	Provisional date	Ty
PP1	Test Procurement	2016-11-29	SE

Search: Search all

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

© 2016 MRRB

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



Attachment :

App deadline : (yyyy-mm-dd) hh:mm:ss

Award date : (yyyy-mm-dd) hh:mm:ss

Contract No. :

Contract date : (yyyy-mm-dd) hh:mm:ss

Duration :

End date : (yyyy-mm-dd) hh:mm:ss

Contract amount :

Contract amount in Euro :

Currency :

Contractor :

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



3. Entering data for invoices

Each partner has the responsibility to record invoice data in the Beneficiary Portal. It is best that the information is entered timely (right after the respecting documents are received).

Step by Step guide:

1. 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

Note: For invoices under tender procedure only add the respective Acceptance protocols/Participants Lists/etc. not the whole tender procedure documentation.

2. Login in BP and select menu “Payments” and submenu “Invoices”:

Contractor	Procurement	Project partner	Invoice No.	Issued on	Paid on
Construction services Ltd.		PP1	PP1-002		
Incredible Hops		PP2	PP2-001	2016-06-01	2016-06-02

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


4. Choose respective Contractor from the drop-down list:

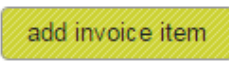
Note: Procurement field will become active if the selected contractor was contracted under specific Tender procedure.

5. Select the partner (if a Lead partner is filling the report).

6. Fill in fields: Invoice No.*; Issued on; Paid on* (this is the date of the actual payment).

7. Fields “State aid”, “State aid advance” shall be filled according to Part 5 of PIM. Field “Net revenue” shall be completed in regards to Part 7.6. Eligibility of expenditure in PIM. If any of the 3 fields is NOT applicable please fill in 0.

8. Upload the prepared archive.
9. Save the invoice.
10. Enter the invoice in View mode by pressing .

11. Start adding invoice items by pressing  button.



Interreg - IPA CBC
CCI 2014TC1615CB006
v 1.1.28042016

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

BACK TO LIST

Payments

- Contractors
- Procurements
- Invoices
- Invoice Reports
- Payment Requests

Progress reports

Communication and Files

No. PP1-002

CLIENT

Company: Test Tourist Association

UIC: 101116603

Address: BG, Blagoevgrad, Petrich, 1 First St, 2850

Name: Ivan Ivanov, chair man

Paid on:

State aid:

State aid advance:

Net revenue:

Project: Test project

Procurement procedure:

edit contractor edit procurement edit invoice add invoice item

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

12. DO NOT select anything for field "Invoice report".
13. Select the respective budget line for the expenditure from the drop down list.
14. Select the respective subline.
15. Fill in the description as per the invoice.
16. Fill in the amount in the respective currency.
17. 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.
18. Fill in field Own financing as per the subsidy contract (the amount of the expenditure which was co-financed by the partner)
19. Select the place of the expenditure.
20. Save the invoice item.

VI First level control – request and reporting

1. Preparation of Invoice reports

Invoice reports serve for providing information to the FLC, and should be generated by each partner, willing to request verification of expenditures.

If the project partner has entered the information for its expenditures and invoices timely, the preparation of the Invoice report could take only several minutes.

Note: A partner, which does not want to claim any expenditure for the respective reporting period, does not have to prepare an Invoice report.

Step by Step guide:

1. Enter the invoice Reports section in Payments menu.

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

Note: DO NOT select anything for field Payment request.

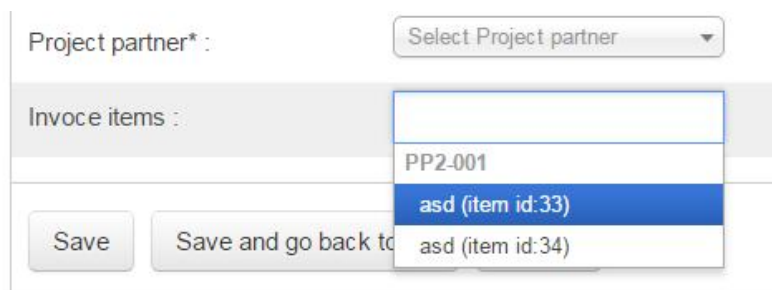
3. Fill in the number of the Invoice report.

4. Fill in the starting date of the reporting period.

5. Fill in the end date of the reporting period.

6. Select the respective project partner (only if you are Lead partner)

7. Left mouse click in field Invoice items to get a drop down menu from all available Invoices and invoice items which can be included into the report:



The screenshot shows a web form for creating an invoice report. It includes a 'Project partner*' field with a dropdown menu currently showing 'Select Project partner'. Below it is the 'Invoice items' field, which has a dropdown menu open, displaying a list of items: 'PP2-001', 'asd (item id:33)', and 'asd (item id:34)'. The 'asd (item id:33)' item is highlighted. At the bottom of the form, there are two buttons: 'Save' and 'Save and go back to...'. The 'Save and go back to...' button is partially obscured by the dropdown menu.

8. Start adding invoice items by pressing left mouse button.

9. Save the report.

2. Preparation and submission of a Request for FLC

The Request for FLC, together with Invoice Report, Financial report, List of contracts (scanned originals, signed by the legal representative of the PP/LP) should be sent to the respective FLC within the deadline specified in the subsidy contract.

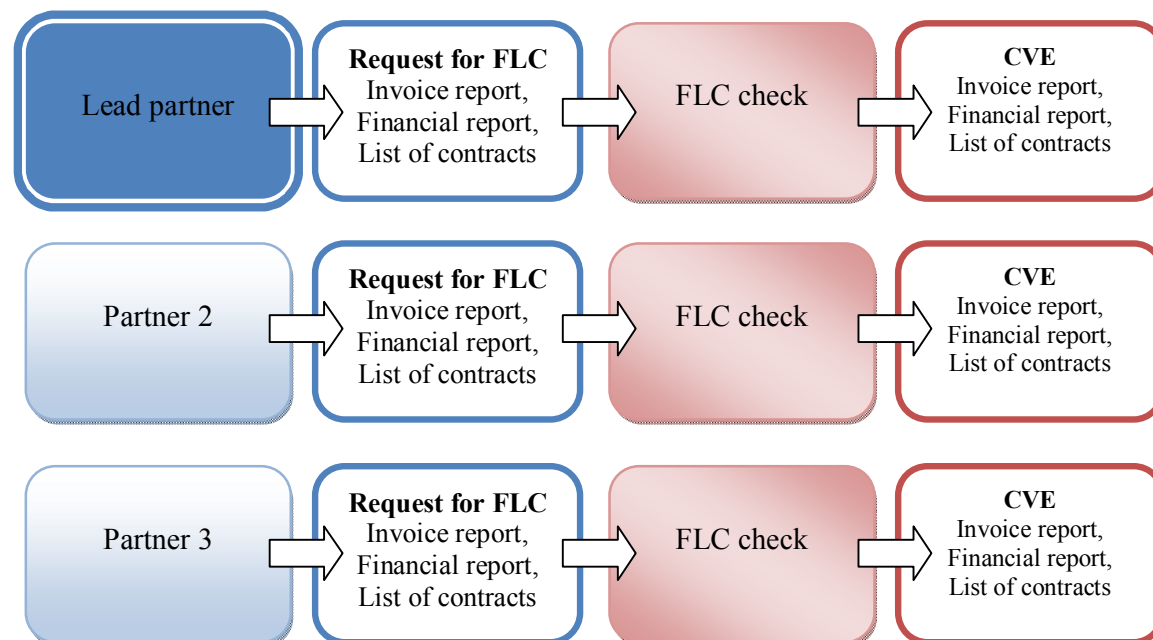
During the preparation of the request, each partner should check if all supporting documents (scanned hardcopies) are attached to the respective invoice items (payment documents).

First level controller performs a complete check of the reported expenditures on the basis of the invoices and accounting documents and verifies them. The controller also verifies the delivery of the products and services (if applicable).

If in the process of validation there is shortage in the documents submitted or necessity of presenting additional documents, the controller sends a request to the beneficiary to present the necessary documents within a period of 3 days. The requests for additional information and the relevant answers should be submitted via the beneficiary portal.


The work of the controller is completed with the submission of Certificate for Validation of Expenditures (CVE) to the project partner (via BP), accompanied by completed Invoice Report (FLC section), with attached Financial report and the List of contracts (Annex 5 to PIM), issued by the project partner.

The process of First level control is carried out for each partner separately, and can be summarized as follows:



Note: A partner, which does not want to claim any expenditure for the respective reporting period, does not have to prepare an Invoice report and should not request verification.

Step by Step guide:

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

Interreg-IPA CBC
CCI 2014TC1615CB006
v 1.1.28042016


Welcome, TEST Lead Beneficiary (EMO_001_0)!

BACK TO LIST

ACTIONS: Approved draft

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								

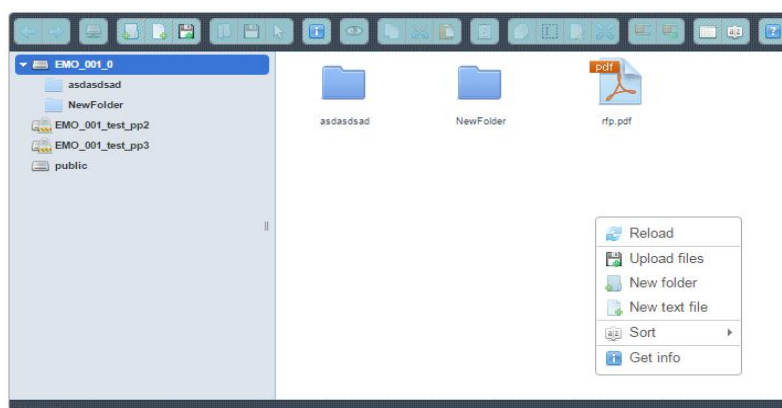
3. Submit the report by pressing button .

4. Upload the signed and scanned Annex 4 Request for FLC into the file system.



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

6. Drag and drop the file or use “Select files to upload” button to upload the file.



7. Go to Message section by pressing button **Messages** in the upper right side of the navigation panel.

8. Press **+ New message** button.

9. Select group “FLC” and check the check box in front.

10. Select category “FLC verification” by clicking the checkbox.

11. Fill in subject of the message, i.e. “FLC verification” etc.

12. Fill in body of the message, i.e. “FLC request under project xxxxx”

13. Select the archive file uploaded previously by pressing **browse..** button.

14. Press send button.

IMPORTANT: When finalizing with step 14. “Sending the FLC request” and when all of the abovementioned steps are correctly completed – the invoice report should be with status “locked”. The date of sending the FLC request is considered an initiation of the FLC procedure, but only if all of the above is correctly submitted.

Note: DO NOT delete the files already sent, because this will remove them as attachments to all previous messages.

VII Preparation and submission of Requests for payment

1. Preparation of Requests for advance payment

The Lead Partner has the obligation to prepare and submit to the Managing Authority a Request for advance payment. The amount of advance payment is up to 20% of the EU and the Bulgarian national co-financing, as part of the Subsidy Contract. For soft projects, the MA transfers it in one instalment and for investment projects, MA transfers advance payment in two instalments, i.e. 10% of the total amount of the Contract after it enters into force and the rest 10% of the total amount of the Subsidy Contract after one of the project partners awarded a sub-contract for investment activity.

The LP must send a request for advance payment to the MA no later than 45 days after the Subsidy contract enters into force.

Step by Step guide:

1. Login in BP and select menu “Payments”, submenu “Payment Request”:

Interreg - IPA CBC
CCI 2014TC16I5CB006
v 1.1.28042016

Welcome, **Demo Lead Beneficiary** (EM)

Payments

- Contractors
- Procurements
- Invoices
- Invoice Reports
- Payment Requests

Progress reports

Communication and Files

Add Record

Type	Request No.	Request
Advance	1	2016-11-2
Advance	test 1	
Advance	test 2	

Search:

Show 50 entries Page 1 of 1

2. Press Add Record button in the upper left side of the working area
3. Start filling the form.
4. Choose type of the payment: Advance.

Add Record

Type* :

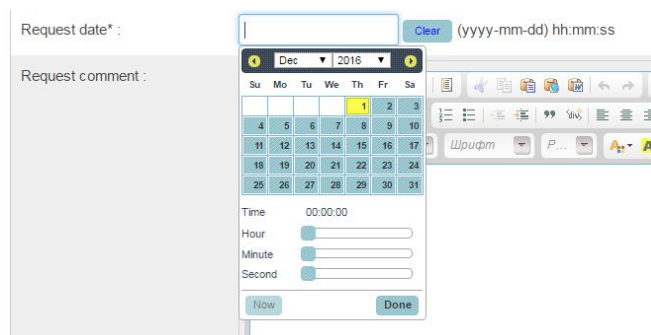
Request No.* :

Select Type

- Advance
- Final
- Interim

5. Fill in the Request No. Type 1 in the respective field.

6. Select the appropriate date (same date as mentioned in the printed document Annex 6 Request for payment.doc):



7. Fill in the comments section, i.e. “Request for advance payment for project No xxxxxx”.

8. Fill 0.00 in the field Request for verification.

9. Fill the appropriate amount in the field “Requested for payment” (same amount as mentioned in the printed document Annex 6 Request for payment.doc).

10. 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

11. Upload the archive in the “Requested attachment” section.

12. Save the initial version of the Request by pressing buttons.

Note: DO NOT PRESS SUBMIT BUTTON AT THIS STAGE!

2. Preparation of Requests for interim/final payment

Only the Lead partner has the right to prepare requests for payment and to submit them to the MA. All partners are obliged to submit to the Lead partner information for the validated expenditures for each reporting period. These documents include: Certificate for Validation of expenditures, accompanied by completed Invoice Report, with attached Financial report and the List of contracts, as well as declarations for VAT status (only for Bulgarian partners) and lack of double financing and revenue.

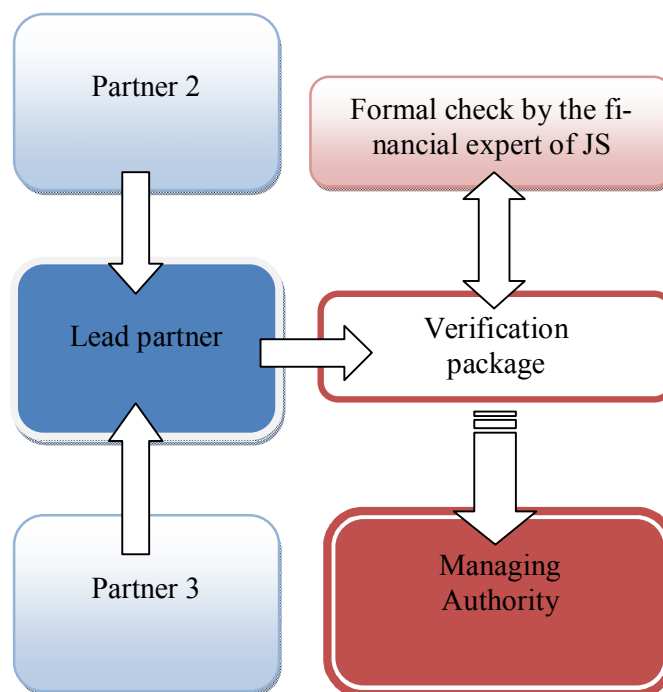
The amount of the Request for payment is calculated automatically and is equal to the sum of the verified amounts of all Certificates for Validation of Expenditures, provided by all project partners, minus the own co-financing (if applicable).

In 5 working days of receiving the documents from the partners, the LP fills in the electronic fields of the Request for payment and sends the whole verification package via the BP to the JS financial officer for performing of formal check. The verification package includes:

- Certificate(s) for Validation of the Expenditure;
- Copy of the First Level Control Designation Certificate(s) – only for Macedonian partners;
- Project partners’ Invoice Reports with the attached financial report and list of contracts;
- Financial Identification Form for the LP (bank account details);
- Declaration VAT status – only for Bulgarian partners;
- Declarations for lack of double funding and revenue of the project by each of the partners who reports expenditures. The Declaration has to be included in the respective request for payment;
- Appeal Declaration (against the FLC validation certificate, if applicable).

Upon confirmation of the financial officer, the Lead partner can submit the Request to MA – Financial Management and Control Department.


The process can be summarized as follows:



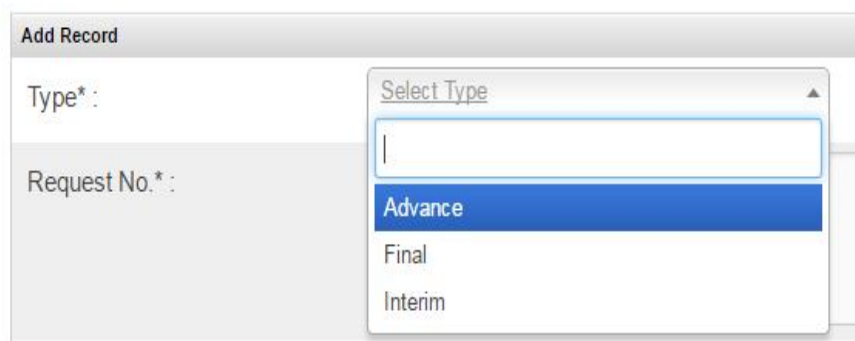
Step by Step guide:

1. Login in BP and select menu “Payments”, submenu “Payment Request”:

The screenshot shows the Interreg-IPA CBC Beneficiary portal interface. On the left, there is a sidebar menu with options: Project Information, Payments (highlighted), Progress reports, and Communication and Files. Under the Payments menu, there are sub-options: Contractors, Procurements, Invoices, Invoice Reports, and Payment Requests. The main area displays a welcome message for the 'Demo Lead Beneficiary (EM)'. Below this, there is a table with columns: Type, Request No., and Request. The table contains three rows of data: Advance (Request No. 1, Request 2016-11-2), Advance (Request No. test 1, Request), and Advance (Request No. test 2, Request). At the top of the table area is an 'Add Record' button. Below the table, there is a search bar and a pagination control showing 'Page 1 of 1'.

2. Press Add Record button in the upper left side of the working area .
3. Start filling the form.

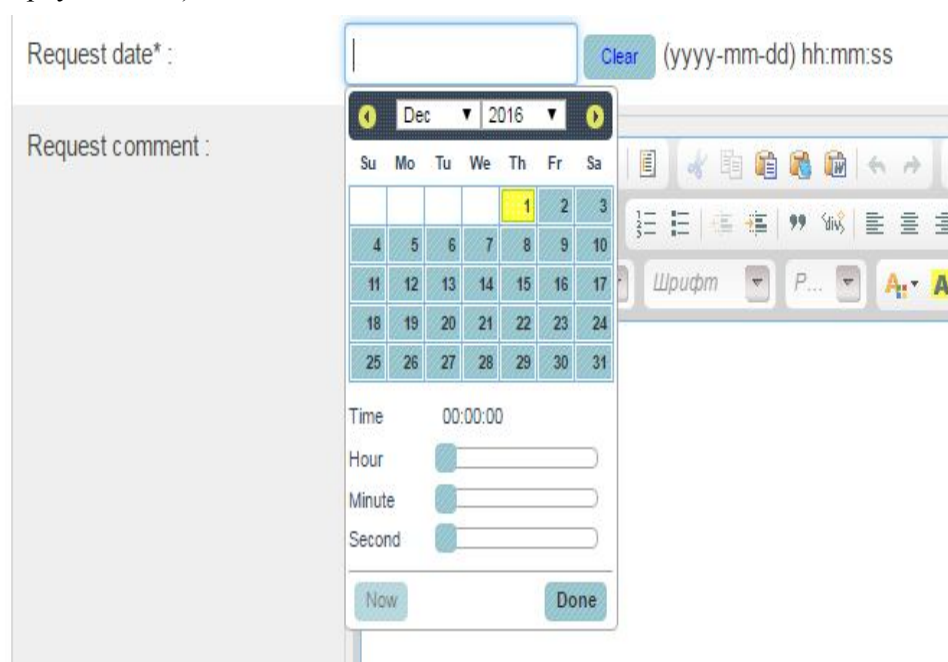
4. Choose type of the payment: Interim or Final.



The screenshot shows a web form titled "Add Record". It has two input fields: "Type*" and "Request No.*". The "Type*" dropdown menu is open, showing three options: "Advance" (highlighted in blue), "Final", and "Interim".

5. Fill in the Request No. in the respective field.

6. Select the appropriate date (same date as mentioned in the printed document Annex 6 Request for payment.doc):



The screenshot shows the "Request date*" field with a date picker calendar open. The calendar is for December 2016. The date "1" is selected. Below the calendar, there are fields for "Time", "Hour", "Minute", and "Second", all set to "00:00:00". There are "Now" and "Done" buttons at the bottom of the date picker. To the right of the date picker, there is a "Clear" button and a text field for the date format "(yyyy-mm-dd) hh:mm:ss".

7. Fill in the comments section, i.e. "Request for interim/final payment for project No xxxxxx".

8. Fill in the field "Request for verification" with the sum the amounts of all partners, as per the Requests for FLC for the respective reporting period.

9. Fill the appropriate amount in the field "Requested for payment" with the sum of the amounts of all partners, as per the Invoice reports you plan to attach.

10. On your desktop or respective working folder make archive file (zip or rar) from Annex 6 Request for payment.doc and all documents of the verification package.

11. Upload the archive in the "Requested attachment" section.

12. Chose all completed Invoice reports, that will be attached to the request

12. Save the initial version of the Request by pressing buttons.

Note: DO NOT PRESS SUBMIT BUTTON AT THIS STAGE!

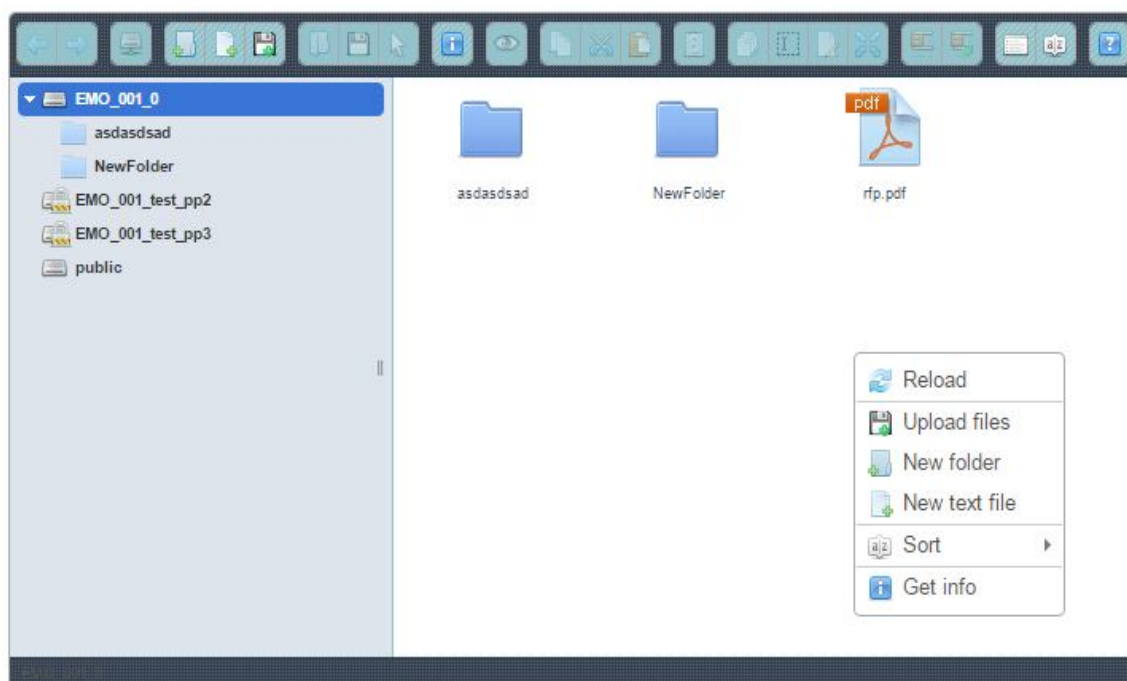
3. Formal check of Requests for payment

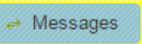
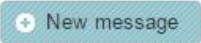
Step by Step guide:

1. Upload the archive file created in previous step (Request for payment and all documents of the verification package) to the File system:



2. Right click anywhere in the working area and select Upload file from the pop up menu:



3. Drag and drop the file or use “Select files to upload” button to upload the file.
4. Go to Message section by pressing button  in the upper right side of the navigation panel.
5. Press  button.

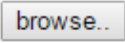
6. Select group “JS financial expert” and check the check box name of the expert:



7. Select category “Request for payment” by clicking the checkbox.

8. Fill in subject of the message, i.e. “Request for payment No. xxx” etc.

9. Fill in body of the message, i.e. “Preliminary check of Request for payment under project xxxxx”.

10. Select the archive file uploaded previously by pressing “Browse...” button .


11. Press button .

4. Submission of Requests for payment

Step by Step guide:

1. All communication between you and the financial expert will be recorded in the created message thread.

2. Once all details are cleared you can go back submenu “Payment Request”.

3. Choose “View” mode for the respective Request for payment by pressing  icon at the end of the row.

4. OPTIONAL: Make the requested changes if needed.

5. OPTIONAL: Upload new archive file (zip or rar) from Annex 6 Request for payment.doc and all documents of the verification package.

6. Press button .

VIII Reporting:

1. Recording of Project Progress

The Lead partner shall report electronically the progress of the project implementation on quarterly basis (three-month period) with the exception of the last reporting period, which may be shorter/longer. The report is filled in only for the progress within the respective quarter. Cumulative reports are stored for review by the JS experts.

The Lead partner has to submit the PPR to the JS through the Beneficiary portal within the deadline specified in the subsidy contract.


Note: The MA will reimburse the requested funds only in case the PPR for the respective reporting period is approved by the JS.

Preparation of Project Progress Report in BP:

1. Select menu: Progress Reports:

The screenshot shows the Interreg-IPA CBC Beneficiary portal interface. On the left, a sidebar menu includes 'Project Information', 'Payments', 'Progress reports' (highlighted), 'List progress reports', and 'Communication and Files'. The main area displays a welcome message for 'TEST Lead Beneficiary (EMO_001_0)!' and an 'Add Record' button. Below this is a table with columns: 'Payment request', 'Number', 'Start date', and 'End date'. The table contains several rows, including 'IR-01', 'TEST1', 'TEST 2', 'test 3', 'test 4', and two rows with placeholder text 'adsfasdf' and dates '2016-11-01' to '2016-11-29' and '2016-11-30'. At the bottom, there is a search bar and pagination controls showing 'Page 1 of 1'.

Payment request	Number	Start date	End date
	IR-01		
	TEST1		
	TEST 2		
	test 3		
	test 4		
	adsfasdf	2016-11-01	2016-11-29
	asdfsdfasdf	2016-11-01	2016-11-30

2. Select submenu: List Progress Reports.
3. Press Add Record button in the upper left side of the working area .
4. Start filling the form.
5. Fill in Start date and End date by selecting the date from the calendar:

The screenshot shows the 'Progress report' form in the Interreg-IPA CBC Beneficiary portal. The form includes a 'Start date' field set to '2017-01-31'. Below this is a calendar for January 2017, with the date '31' highlighted. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. To the right of the calendar, there is a text area with some partially visible text: 'ned tourist', 'ponsible is', 'e second p', 'hird path res', 'in Union. D', 'thematic trails from May to the end of June 2016. Report', and 'Petrich, his chair person Grigor Dremjiev'.

6. Fill in all the respective fields.

7. Save the initial version of the PPR by pressing buttons

Save

DO NOT PRESS “SUBMIT” BUTTON AT THIS STAGE!

Drafting, printing and submitting of PPR

1. Edit the prepared progress report in View mode:

Report saved		
Modified	Modified by	Actions
30.01.2017 14:50:00	TEST Lead Beneficiary (EMO_001_0)	 

2. Export the PPR in PDF format by pressing EXPORT button

EXPORT

3. Print, sign and scan back the PPR.

4. Prepare archive file with all the required proofs for activities execution as per the requirements of PIM.

5. Drag and drop the file or use “Select files to upload” button to upload the file.

6. Go to Message section by pressing button

Messages

7. Edit the Project Progress Report in Edit mode:

Report saved		
Modified	Modified by	Actions
30.01.2017 14:50:00	TEST Lead Beneficiary (EMO_001_0)	 

8. Upload the prepared archive file with the signed PPR and respective proof documents:

Attachments

browse..

9. Enter the PPR in View mode and check if all is completed.

ATTACHMENT

Draft Submitted

10. Press button

Submitted

IX Contract modifications

Only the Lead Partner may initiate a change in the Subsidy contract by sending respective request for modification to the Managing Authority or notification to the Joint Secretariat.

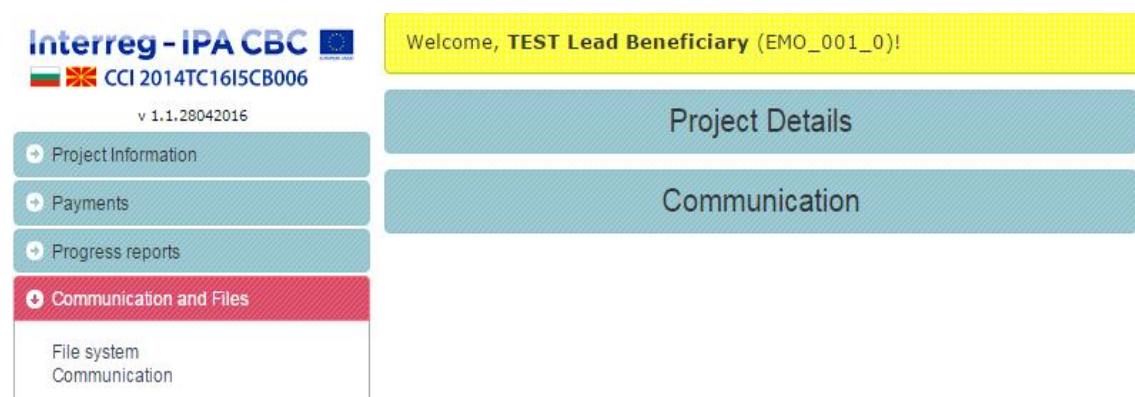
In case of modifications of the approved project which will not affect the project's objectives and outputs and will not jeopardize the successful completion of the project, as well as for administrative changes, the Lead partner should prepare a **Notification letter** in free form, explaining the proposed modification and justification. The letter is to be sent via the BP, Messages to the Head of JS.

All other requests for changes require submission of Request for contract modification and its attachments as required in the Programme Implementation Manual to the MA, again via the BP.

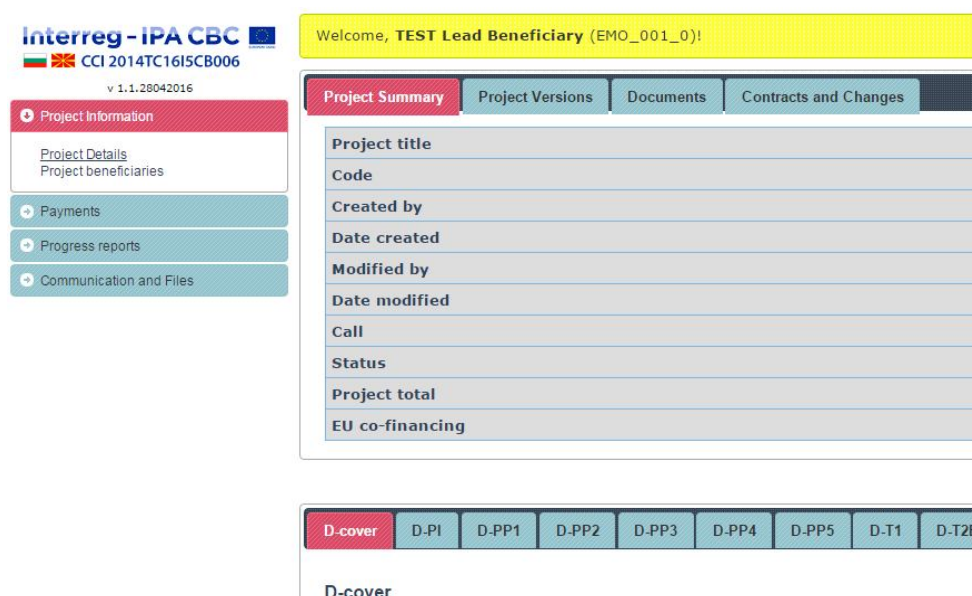
1. Preparation of Request for contract modification

Step by Step:

1. Enter the project version section of the portal. This section contains information about all changes in the application form, both approved and not approved. You access this section by selecting "Project details" from Home page:



or by choosing "Project details" from "Project information" in the left menu:



2. You need the application form to be saved as separate version/subversion in order to prepare the modification request.
3. Press button “Edit” in section “Changes View/Edit” of the respective version:

Changes View/Edit	View/Edit/Delete
<input type="button" value="View"/> <input type="button" value="Edit"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>

3. Start filling the form. The version of the form for which you are preparing the modification request is presented in the top field of the form.

Edit Record

Version : 0.2

Type of modification :

4. Select the type of the modification by pressing left mouse button in the field. You can select more than one type of modification.

Edit Record

Version : 1.0

Type of modification :

Modification concerning partnership ✕

Modification concerning project content

Budget change

Extension of project implementation period

5. Fill in all required fields of the form:

- Description;
- Reasons;
- Improvement;
- Risk and benefit.

5. Upload one archive file with all required documents by pressing the Upload button and selecting the file from your computer:

App prop array mod file :

6. Save the modification request by pressing one of the buttons in the lower end of the form:

2. Changing the Application form/budget

Step by Step guide:

1. Select the **Project versions** tab for a chosen project (**view project**).
2. Select the Edit button of the active version:

Version	Created by	Date created	Modified by	Date modified	Read new file	View	Edit	Delete	Set Active
2.1	veni	2016-02-08 01:32:55	veni	2016-02-09 13:56:27	<input type="button" value="Read new file"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	-	<input checked="" type="radio"/>

3. Propose changes to the application form by placing the mouse in a chosen field. All fields that are editable are marked with a **green triangle** in the upper right corner. After changing a field press Enter.

All fields that are computed are marked with a **red triangle** in the upper right corner.

CB007.1-999 v2.1

Cover	Project Identification	PP1 (LP)	PP2	PP3	PP4	PP5	T1-PPs	T2-B(PP1)	T2-B(PP2)	T2-B(PP3)	T2-B(PP4)
T2-B(PP5)	TABLE 2 - TOTAL	TABLE 3 - SUMMARY	TABLE 4 - PP BL	TABLE 5 - SOURCES							

PP3

Project partner 3

1. Identity	
1.1.Contact information	
Organization (In English):	Lomsko pivo Test Test
Organization (In native language)	Пивоварна Ломско пиво
Type of organization:	Business support structure
Country:	BG
District / NUTS III	Sofia
Town:	Sofia
Address:	dfghjkl;
Postal Code:	10002

BL3 - TRAVEL AND ACCOMMODATION	Unit	Expenditures in the eligible area			Expenditures outside the eligible area			TOTAL
		Units	Unit rate	Total	Units	Unit rate	Total	
3.1 Travel costs				15521			360	15881
djf	KM	200.00	1.80	360	200.00	1.80	360	720
sdf	1	20.00	6.00	120	0.00	0.00	0	120
erh	2	54.00	12.00	648	0.00	0.00	0	648
dggf	1	50.00	63.00	3150	0.00	0.00	0	3150
rte	4	52.00	23.00	1196	0.00	0.00	0	1196
dfhug	4	52.00	65.00	3380	0.00	0.00	0	3380
eriyu	2	15.00	17.00	255	0.00	0.00	0	255
euty	7	26.00	65.00	1690	0.00	0.00	0	1690

4. If the edited version is created by the active user he can **Save** (the current version), **Save subversion** (new), **Save version** (new) or return **Back to the project** without saving.

3. Submission of Request for modification to the MA

Step by Step guide:

1. Check out if the modification request is filled by pressing View button in section “Changes View/Edit” of the respective version:

I. Type of contract modification	
Modification concerning partnership, Extension of project implementation period	v1.2
II. Description and justification of request for project modification	
Description of modification requested	The Subsidy Contract determines the rights and obligations of the Lead Partner and the Managing Authority. The approved Application Form and the Partnership Agreement signed between the Project Partners are integral part of the Subsidy Contract. The Subsidy Contract explicitly provides information concerning project implementation period. During the project lifecycle, due to the certain reasons, some modifications/changes might be necessary concerning the project implementation bases and conditions, defined in the Subsidy Contract.
What are the reasons for the modification request?	Only the Lead Partner may initiate a change by sending respective request for modification to the Managing Authority or notification to the Joint Secretariat. The Request for contract modification must be accompanied by the required supporting documents listed below.
How will the contract modification improve the current project status?	The Request for modification of the Subsidy Contract can be submitted to the MA at least 30 days before the addendum is intended to enter into force. This will give the MA the sufficient time for launching the procedures for JMC approval of the Request for modification. Additionally, the LP should strive to submit the any Request for contract modification at least 60 days before expiration of the project implementation period. Otherwise the request may be rejected.
What are the risks and benefits for the project of the proposed modification?	Amendment of partnership by replacing the partner with another partner / taking over of the partner's activities by the other partners within the investment projects, in which the investment object is ownership / lease of the withdrawn partner, is not allowed.

2. Press **Approved draft** at the end of the row with the version in order to lock the application form and the request template from further changes. A new button will appear in the Action section.

3. Press “Submit button” at the end of respective version of the application form.

Version	Created by	Date created	Modified by	Date modified	Date Submitted	Changes	Read new file	View	Edit	Delete	Set Active	diff orig	diff	sub v diff	Status	Actions
1.0	1_100_0	2017-01-17 09:47:33	1_100_0	2017-01-17 09:47:33		View Edit	Read new file	View Edit	Delete	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-		Approved draft	Submitted
0.0	adminmrb	2017-01-13 09:51:07	adminmrb	2017-01-13 09:51:07	2017-01-16 09:45:41	View Edit	Read new file	View Edit	Delete	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	-	Confirmed	