

MANAGEMENT AND MONITORING SYSTEM – SIU

Focus on Progress Report

Version updated on 28 September 2020

REPORTING PROCESS

Focus on the SIU System



- 1 Accreditation to the SIU System - Assignment of Roles and Authorizations to PPs and FLCs
- 2 Access to the SIU System
- 3 Advance Payment
- 4 Filling-in Progress Report Information
- 5 Submission to FLC/LP
- 6 Progress Report Confirmation and Final Submission
- 7 Application for Reimbursement

Accreditation to the SIU System

Assignment of roles and authorizations

The SIU system allows the **segregation of roles and duties** among the different actors involved throughout the reporting process:

User Type	Roles	Financial Reporting	Physical Reporting
LEAD PARTNERS	<p>Lead Partners (LPs) are:</p> <ul style="list-style-type: none"> Accountable for the portion of financial reporting of their own competence; Totally accountable for the physical reporting of project performances by collecting the contribution of each PP; In charge to check, confirm and finally submit the Progress Report. 	X	X
PROJECT PARTNERS	<p>Project Partners (PPs) must be authorised by the MA to access the SIU System in order to:</p> <ul style="list-style-type: none"> Carry-out the reporting duties concerning the activities of their own competence in terms of financial expenditures Uploading the Activity Report 	X	
FIRST LEVEL CONTROLLERS	<p>First Level Controllers (FLCs) must be assigned to each Project Partner/the Lead Partner to carry out the certification of related expenditures.</p>	X	

Accreditation to the SIU System

LP Role

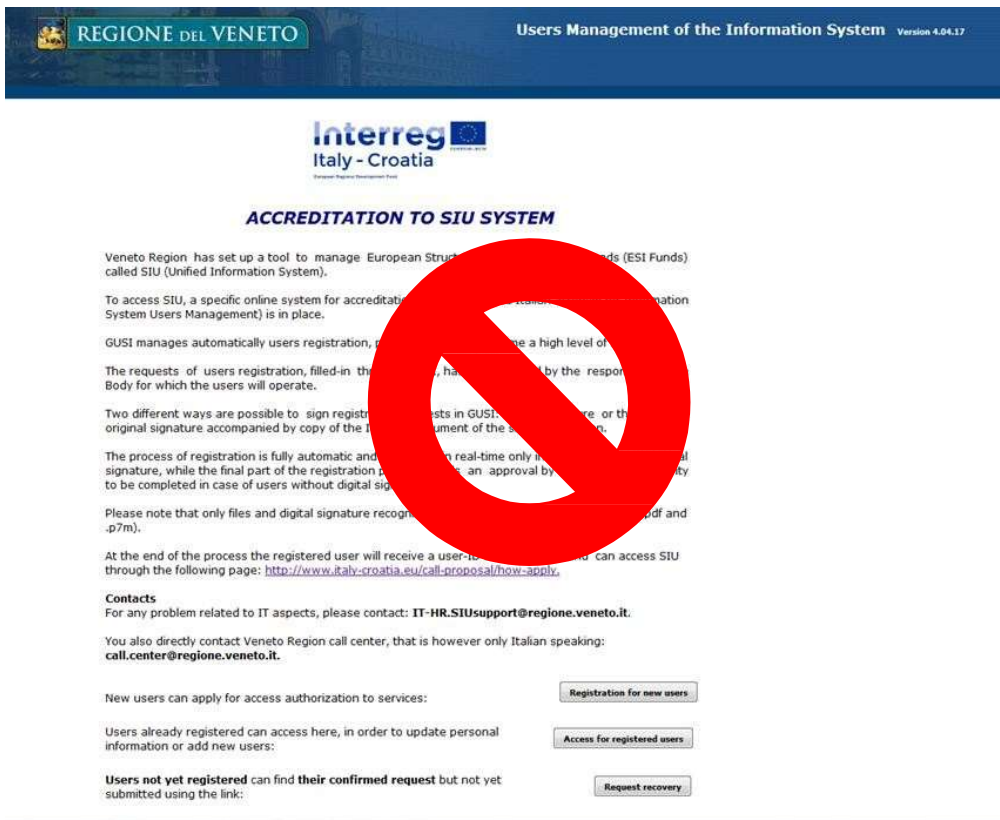
To access SIU for reporting purposes **as LPs** you do not need to ask for a new username and password

BUT

- ✓ You shall access the System using the **same username and password** used when submitting the **AF** (aquired within the GUSI platform);
- ✓ If, for any reason due to a change in the Organisation, you need to change it contact us via e-mail to: it-hr.Siusupport@regione.veneto.it;
- ✓ If you do not remember your password and you need to reset it, send a specific request to the following e-mail address: call.center@regione.veneto.it

Accreditation to the SIU System PP/FLC ROLE

PLEASE NOTE that **they should not use** either the **GUSI Platform** nor the login section of the **Programme website**



REGIONE DEL VENETO Users Management of the Information System Version 4.04.17

Interreg Italy - Croatia

ACCREDITATION TO SIU SYSTEM

Veneto Region has set up a tool to manage European Structural Funds (ESI Funds) called SIU (Unified Information System).

To access SIU, a specific online system for accreditation to the SIU System Users Management) is in place.

GUSI manages automatically users registration, ensuring a high level of security.

The requests of users registration, filled-in the SIU system, have to be approved by the responsible Body for which the users will operate.

Two different ways are possible to sign registration requests in GUSI: by digital signature or the original signature accompanied by copy of the document of the signature.

The process of registration is fully automatic and available in real-time only in case of digital signature, while the final part of the registration process requires an approval by the responsible Body.

Please note that only files and digital signature recognition (pdf and .p7m).

At the end of the process the registered user will receive a user ID and password and can access SIU through the following page: <http://www.italy-croatia.eu/call-proposal/how-apply>.

Contacts
For any problem related to IT aspects, please contact: IT-HR.SIUsupport@regione.veneto.it.

You also directly contact Veneto Region call center, that is however only Italian speaking: call.center@regione.veneto.it.

New users can apply for access authorization to services:

Users already registered can access here, in order to update personal information or add new users:

Users not yet registered can find their confirmed request but not yet submitted using the link:



Interreg Italy - Croatia

European Regional Development Fund EUROPEAN UNION

Enter the terms you wish to search for...
Search In: -Any- Search

LOGIN

Home About IT-HR News & Events Documents Programme Bodies Jobs & Tenders Call for Proposals Projects Evaluation Contacts

Create new account Log In Request new password

Username *

Enter your Interreg Italy-Croatia username.

Password *

Enter the password that accompanies your username.

Log in

Privacy Site Map

Accreditation to the SIU System PP and FLC Roles

The **MA** is in charge of the assignment of proper roles to PPs and FLCs.



OUT OF THE SIU SYSTEM...

The LP must communicate to the MA, via formal request (addressed to italia.croazia@pec.regione.veneto.it), the following information related to **ALL** the relevant PPs and FLCs:

1. **Project acronym and Application ID**
2. **Name of the Project Partner**
3. **Role of the USER (PP or FLC)**
4. **Name of the person to be authorized**
5. **Surname of the person to be authorized**
6. **Tax number (OIB for HR beneficiaries)**
7. **E-mail address of the person**

PLEASE NOTE: In order to better manage the data, the USERS' information are to be sent also via e-mail to:

it-hr.Siusupport@regione.veneto.it by filling in a **dedicated .xls form** that will be soon provided by the JS

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Access to the SIU System Links and Browser Advices

SIU is available at the following link:

<http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITR>

REGIONE DEL VENETO Regione del Veneto

CAS Central Autentication Service

Login
To access at the service the authentication by user and password is required

User: user
Password: password

Login Information

Information
Call Center can be contacted for any application problem, including the password reset, in one of the following ways:

- by calling **hotline +39 800.914.708** (external) or **number 919.000** (internal)
- by sending a **fax +39 800.916.074** (external) or **Fax 919 000** (internal)
- by sending an email to: **call.center@regione.veneto.it**

Password recovery mechanism is based on sending of an e-mail to the user's address communicated during registration.

REGIONE DEL VENETO Central Autentication Service- Regione del Veneto

SIU is a web application accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer).

It is advisable to use Chrome or Firefox.



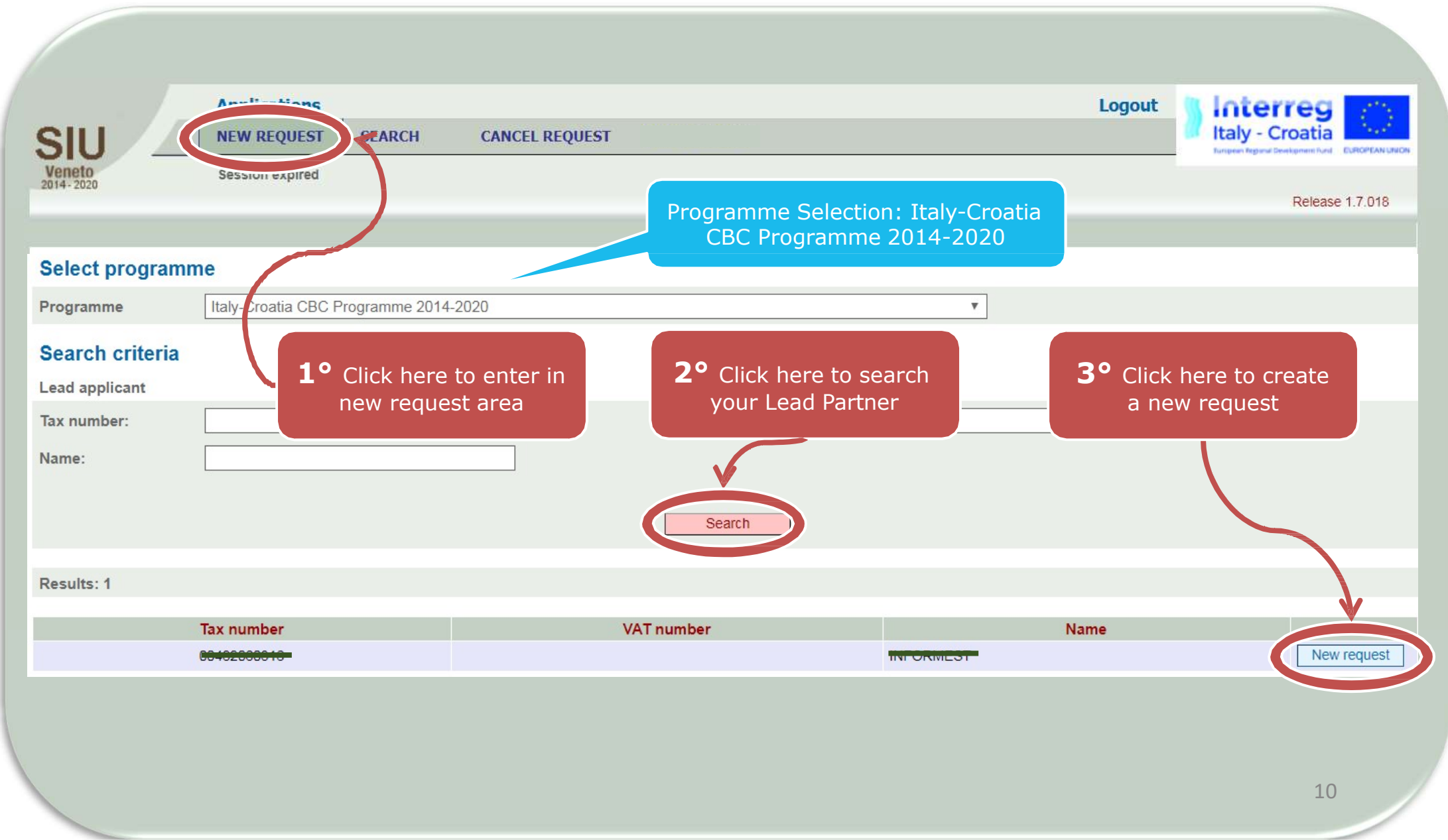
REPORTING PROCESS

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Advance Payment Research the Lead Applicant



SIU Veneto 2014-2020
Logout
Interreg Italy - Croatia

Applications: **NEW REQUEST** SEARCH CANCEL REQUEST

Session expired

Programme Selection: Italy-Croatia CBC Programme 2014-2020

Release 1.7.018

Select programme
 Programme: Italy-Croatia CBC Programme 2014-2020

Search criteria
 Lead applicant
 Tax number:
 Name:

1° Click here to enter in new request area (points to NEW REQUEST button)

2° Click here to search your Lead Partner (points to Search button)

3° Click here to create a new request (points to New request button in results table)

Results: 1

Tax number	VAT number	Name
06402000010		INFORMEST

New request

Advance Payment

Create an Advance payment request

Tax number: ~~00402000010~~ VAT number:
Name: ~~INFORMEST~~

Select type of request

Type of request:

Back

- Application
- Application
- Advance payment
- Reimbursement
- Final payment
- Clearing conditions
- Progress Report

Continue

4°

5°

Click here to select the type of request

Tax number: ~~00402000010~~ VAT number:
Name: ~~INFORMEST~~

Select type of request

Type of request: Advance payment

Application reference number:

Back

Continue

Here you should insert the Application Form ID (Request ID)

Advance Payment

Advance Payment Home page

Sections

- A - APPLICATION DATA
- B - LEAD PARTNER DATA
- C - LEGAL REPRESENTATIVE
- D - PERSON IN CHARGE OF SIGNATURE
- E - PROJECT PARTNERS
- L - COMMITMENTS
- K - STATEMENTS
- M - ANNEXES
- R - ADVANCE PAYMENT REQUESTED
- N - ERRORS

Here you can find the same sections filled in Application Form. You can confirm or update them

Sections

In B Lead Partner Data and in E- Project partner, you can:

- find the subsection «Method of Payment – Bank Details» and «Financial Guarantee»
- Indicate the partners who want request the Advance payment

Confirmed	View
✓	View
✓	View
✓	View
✓	View
✓	View
✓	View
✓	View
✗	View
✗	View
✗	View
Viewed	View
✓	View

Print draft Delete

In «R – Advance Payment» section, you can find the summary data for the advance payment

R - Advance payment requested

Results: 7

Project partner	Role/Number	Budget	ERDF amount	FDR amount	Advance payment
PRIMORSKO-GORANSKA ŽUPANIJA	LP	244.310,00 €	207.663,50 €	0,00 €	20.766,35 €
TURISTIČKA ZAJEDNICA KVARNERA	PP1	115.930,00 €	98.540,50 €	0,00 €	9.854,05 €
GALERIJA UMJETNINA	PP2	124.165,00 €	105.540,25 €	0,00 €	10.554,02 €
FONDAZIONE-PINO PASCALI, MUSEO D'ARTE CONTEMPORANEA	PP3	145.375,00 €	123.568,75 €	21.806,25 €	14.537,49 €
AGENZIA PUGLIAPROMOZIONE	PP4	123.215,00 €	104.732,75 €	18.482,25 €	12.321,49 €
UNIVERSITA CA' FOSCARI VENEZIA	PP5	139.485,00 €	118.562,25 €	20.922,75 €	13.948,49 €
REGIONE DEL VENETO	PP6	113.880,00 €	96.798,00 €	17.082,00 €	11.388,00 €
Total		1.006.360,00 €	855.406,00 €	78.293,25 €	93.369,89 €

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PROGRESS REPORT

Progress Report Research


 Applications: **NEW REQUEST** | **SEARCH** | **Research Area** | Logout
 Session timeout 25:46 minutes [Extend session](#)

The MA will create all the Progress Reports

Select programme

Programme:

Search criteria

Request ID:
 LA tax number:
 Lead applicant name:
 Type of request:
 Priority axis:
 Call for proposals:
 VAT number:
 Request status:
 Specific objective:

Two ways to select requestes

Clicking "search" button, the system will show the PR requests linked to the project

B) Fill a **filter combo** to view, for example, all PRs in progress

Search

Request id	Call for proposals	Priority axis	Specific objective	LA tax number	VAT number	Lead applicant name	Type of request	Request status	Submission date	
10120421	2017 Standard+	4	4.1	XXXXXXXXXX	XXXXXXXXXX	CA' FOSCARI UNIVERSITY OF VENICE	Progress Report N. 1	In progress		Detail
10123882	2017 Standard+	3	3.1	XXXXXXXXXX	XXXXXXXXXX	APULIAN PUBLIC THEATRE - REGIONAL CULTURE				Detail
10132582	2017 Standard+	2	2.2	XXXXXXXXXX	XXXXXXXXXX					Detail
10135201	2017 Standard+	2	2.2	XXXXXXXXXX	XXXXXXXXXX		Report N. 1	In progress		Detail
10167020	Technical Assistance Projects	5	5.1&5.2	XXXXXXXXXX	XXXXXXXXXX	VENETO REGION	Progress Report N. 1	In progress		Detail
10167192	2017 Standard+	1	1.1	XXXXXXXXXX	XXXXXXXXXX	REGIONAL UNION OF THE CHAMBERS OF COMMERCE OF VENETO REGION	Progress Report N. 2	In progress		Detail
10167269	2017 Standard+	2	2.1	XXXXXXXXXX	XXXXXXXXXX	IRENA - ISTRIAN REGIONAL ENERGY AGENCY L.T.D.	Progress Report N. 2	In progress		Detail

Result Area

Detail of single request



PROGRESS REPORT

PR Home Page

Project main data

10120421

Italy-Croatia CBC Programme 2014-2020

Project main data

LA tax number	000072021	VAT number	
Lead applicant name	XXXXXXXXXXXXXXXXXXXX	Department / Unit	
Project acronym	ECOMOBILITY		
Priority axis	4 - Maritime transport		
Specific objective	4.1 - Improve the quality, safety and environmental sustainability of marine and coastal transport services and nodes by promoting multimodality in the Programme area		
Call for proposals	2014-2020		
Application ID	10043082		
Request status			
Registration number			

Sections

Sections	
A - APPLICATION DATA	View
B - LEAD PARTNER DATA	Update
C - LEGAL REPRESENTATIVE	Update
D - PERSON IN CHARGE OF SIGNATURE	Update
E - PARTNERS	Update
F - PROJECT KEY DATA	Update
H - BUDGET GENERAL INFORMATION	Update
I - PROJECT	Update
K - STATEMENTS	Update
M - ANNEXES	Update
N - ERRORS	View

[Back](#)

[Print draft](#)
[Abstract](#)
[Check](#)
[Delete](#)

PROGRESS REPORT

A – Application data

ID Request: 10120421 (INTERREG VA ITHR)
 Lead applicant name: CA' FOSCARI UNIVERSITY OF VENICE
 Tax number: 00007720274
 Project acronym: ECOMOBILITY

You can always come back to the PR Home Page



A - Application data

Submission date:
 Registration number:
 Registration date:
 Type of request: PROGRESS REPORT N. 1
 Priority axis: 4 - MARITIME TRANSPORT
 Specific objective (*): 4.1 - IMPROVE THE QUALITY, SAFETY AND ENVIRONMENTAL SUSTAINABILITY OF MARINE AND COASTALITY I
 Addressed authority: P.O. PIANI DI SVILUPPO DELL'ECONOMIA MONTA
 Application ID: 10043082

Automatic filling after the presentation

Automatic filling from Application Form

You have always to confirm the section



Back

(*) compulsory field

PROGRESS REPORT

B – Lead Partner data (1)

ID Request 10120421 (INTERREG VA ITHR)
 Lead applicant name CA' FOSCARI UNIVERSITY OF VENICE
 Tax number ~~0007700274~~
 Project acronym ECOMOBILITY

Automatic filling from Application Form

B - Lead Partner data

Two colors, two meanings

Sections

Warning! Save data before changing page.

The lead applicant is (*):

IT

Gray fields cannot be modified

Tax number :

~~0007700274~~

Type of body (*):

Public / Body governed by p

Implementing Unit:

DEPARTMENT OF ENVIRONMENTAL SCIENCES, INFORMATICS AND STATISTICS

VAT exempted (*):

No

White fields are editable

VAT number (*):

~~0014000274~~

Name (*):

UNIVERSITA' CA' FOSCARI VENEZIA

Name in english (*):

CA' FOSCARI UNIVERSITY OF VENICE

Legal form (*):

~~06-08 Public University~~

Classification of economic activity (*):

~~05-12~~ TERTIARY EDUCATION

Exempted from chamber of commerce registration:

Economic administrative index number (REA):

REA registration date:

[Legal Seat]

[Contact]

PROGRESS REPORT

B – Lead Partner data (2)

The Lead Partner fill in only its own financial documents

The most important button to add the financial supporting documents

In the sub-section FLC Annexes, the signed reports should be uploaded in the Annexes section

In the sub-section FLC Report, the FLC report and COVE will be created automatically by FLCs.

PROGRESS REPORT

Financial supporting document

Financial supporting documents list

Supplier: All

Inserted in: All

Beneficiary: UNIVERSITA' CA' FO

Annex: No annex

Buttons:

Here, you can add a new Financial supporting document



Financial supporting document detail

Document type: Invoice

Document number: []

Date: []

Currency: EURO

Supplier: []

Procurement procedure: []

Amounts €	Reported in currency	Reported €
Total value of item/invoice	[]	[]
Net eligible amount	[]	[]
Eligible VAT	[]	[]
Total reported amount	[]	[]
Expenditure outside programme area	[]	[]

Amount paid € [] Eligible amount paid € []

Note: []

Buttons:

You can fill in the document type, the number, the date and the currency

It's possible to select an existing supplier or procurement procedure



You can fill in the total amount of financial document, the net eligible amount on the project and the eligible VAT

It's possible also to add new suppliers and new procurement procedures



PROGRESS REPORT

Financial supporting document

000000: Operation completed successfully!

ID Request 10120421 (INTERREG VA ITHR)
 Lead applicant name CA' FOSCARI UNIVERSITY OF VENICE
 Tax number 80007720271
 Project acronym ECOMOBILITY

Financial supporting document detail

Document type Document number Date Inserted in Progress Report N.

Subject of invoice

Currency Exchange rate =

Supplier

Procurement procedure

Amounts €	Reported in currency	
Total value of item/invoice	<input type="text" value="1000,00"/>	
Net eligible amount	<input type="text" value="500,00"/>	<input type="text" value="500,00"/>
Eligible VAT	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>
Total reported amount	<input type="text" value="500,00"/>	<input type="text" value="500,00"/>
Expenditure outside programme area	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>

Amount paid € Eligible amount paid €

Note

Add a new financial supporting document

After the confirm click, you can find a new button panel

Fill in payment details

Upload financial supporting documents

PROGRESS REPORT

Payment details

ID Request 10120421 (INTERREG VA ITHR)
Lead applicant name
Tax number
Project acronym

Document type:
Document number :
Supplier:
Total AF Invoice:
Net eligible amount :
Amount paid €:

Subject of invoice: **Subjet**
Date: 01/01/2019
Personal tax:
Eligible am:
Certified by:
Reported by:

Payment details Sections

Results:0

Payment number	Amount paid (€)	Method of Payment - Bank details	Payment date	Inserted in
No results				

| 1 RECORD

You can fill in the payment number and date, the method of payment and the amount paid

You can add a new payment detail

In general, the sum of payment details should correspond with the total of financial supporting document

In this way, the net eligible amount is fully reportable

PROGRESS REPORT

Eligible amount paid

ID Request: 10120421 (INTERREG VA ITHR)
 Lead applicant name: CA' FOSCARI UNIVERSITY OF VENICE
 Tax number: 00007720274
 Project acronym: ECOMOBILITY

Financial supporting document detail

Document type: Invoice | Document number: 1 | Inset in: Progress Report N. 1

Subject of invoice: SUBJET | Currency: EURO | Supplier: UNIVERSITA' CA' FOSCARI VENEZIA

Amounts €	Reported in currency	Rep
Total value of item/invoice	1000,00	
Net eligible amount	500,00	
Eligible VAT	0,00	
Total reported amount	500,00	
Expenditure outside programme area	0,00	

Amount paid € 800,00 | Eligible amount paid € 400,00

Note:

Back | Add new | Delete | Confirm (Save) | Budget lines | Annex | Payment details

The system calculates the eligible amount paid using the same proportion between the net eligible amount and the total amount of the financial document

The system reports the total amount paid

Example:

Total amount :	1.000
Net eligible amount:	500
Total amount paid:	800
Eligible amount paid	400

PROGRESS REPORT

Financial supporting document

The filters help you in looking for a specific document

Financial supporting documents list Sections

Supplier: ▼

Inserted in: ▼

Beneficiary: UNIVERSITA' CA' FOSCARI VENEZIA LA tax number: 80007720271

Results: 2

Number	Description	Date	Supplier	CIG/Identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
1	Invoice	01/01/2019	UNIVERSITA' CA' FOSCARI VENEZIA		1.000,00	1.000,00	500,00	0,00	Progress Report N. 1	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
2	Invoice	02/01/2019	UNIVERSITA' CA' FOSCARI VENEZIA		2.000,00	2.000,00	1.600,00	0,00	Progress Report N. 1	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
Totale:					3.000,00	3.000,00	2.100,00	0,00				

In the list of supporting documents, you can find the synthetic information about the filled financial documents

It's an important guide to check the total amount, total payments and total net eligible amounts of each financial document

PROGRESS REPORT

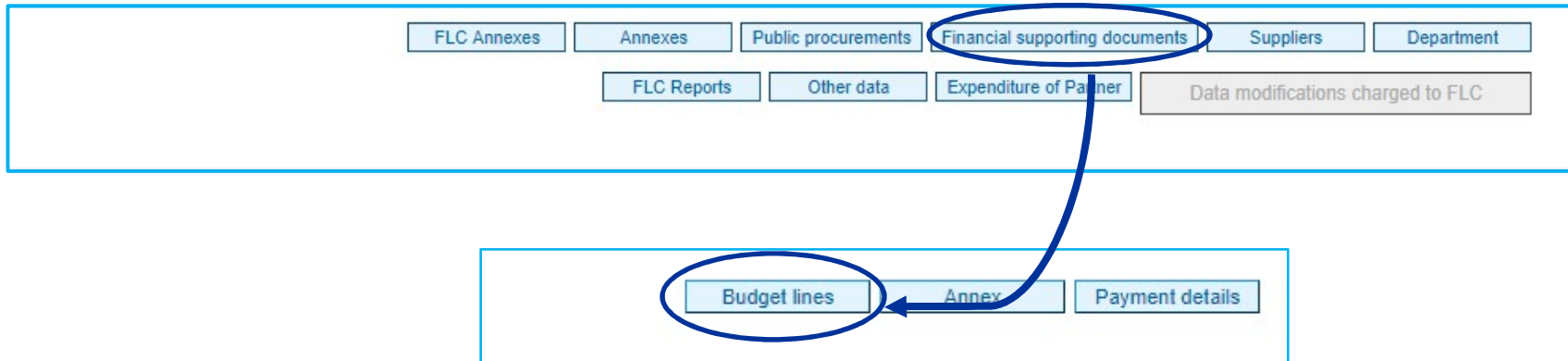
How to link invoices or equivalent docs to the project (budget line and wp)

Two procedure to link invoices or equivalent docs to expenditure:

1 – B Lead partner / E Partner – FINANCIAL SUPPORTING DOCUMENTS – BUDGET LINES

NEW PROCEDURE:

- BUDGET LINES BUTTON inside the sub-section **financial supporting document** in the page of **DETAIL**



PROGRESS REPORT

Association of supporting document

	Code - description	Link to partner and Activity	Total AF budget		Total Amount in the current period	Total Amount certified up to now (included the current period)
H001 - CALL FOR PROPOSALS						
1	Staff	5.2 - Realization of promotional ICT tools REGIONE DEL VENETO	1.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
2	Staff	1.1 - Start-up activities REGIONE DEL VENETO	2.000,00	Reported by PP Certified by FLC	0,00 0,00	1.977,14 1.977,14
3	Staff	3.1 - Mapping heritage, knowledge and services REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	1.840,29 1.840,29
4	Staff	5.1 - Development of a relational community and brand identity REGIONE DEL VENETO	3.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
5	Staff	4.9 - Cross-border Archeological labs REGIONE DEL VENETO	2.500,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
6	Staff	4.8 - Realization of thematic paths REGIONE DEL VENETO	2.500,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
7	Staff	4.4 - Start up Archeological Park MAB Po Delta: San Basilio REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
8	Staff	4.3 - Start up Archeological Park MAB Po Delta: Adria REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
9	Staff	3.4 - Establishment of a permanent center of scientific excellence REGIONE DEL VENETO	5.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
10	Staff	3.3 - Building of the subject's network, establishment of the Districts and management plans. REGIONE DEL VENETO	2.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
11	Staff	3.2 - Development of the identity cultural paths REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	749,21 685,96
12	Staff	2.4 - Digital activities REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00
13	Staff	2.3 - Public events REGIONE DEL VENETO	4.000,00	Reported by PP Certified by FLC	0,00 0,00	0,00 0,00

Write the amount that you want report in this specific budget line

PROGRESS REPORT

I - Project

2 METHOD - I PROJECT- "PROJECT WORKPLAN AND BUDGET"

ID Request
 Lead applicant name
 Tax number
 Project acronym

Amount reported by Partner **in the current period**

Amount certified by FLC **in the current period**

Total amount certified by FLC

I - Project

Sections

Results:1

Code - description	Total AF budget	Total Amount reported in the current period by PPs	Total Amount certified by FLCs	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	861.435,70	0,00	0,00	0,00	View	View	Update
	861.435,70	0,00	0,00	0,00			

Back

[See workplan by WP](#)

[See workplan by partner](#)

[Budget lines overview](#)

[Confirm \(Save\)](#)

Here you can view the budget line list and link the financial reporting documents to the budget lines

PROGRESS REPORT

How to link invoices or equivalent docs to expenditure (budget line/wp)

Budget lines List

Filter area

Sections

Budget lines by partner: All

Activities: All

Code - description : All

Results:49

Here you can link the budget line to the financial supporting document

You can go to the last row in the table

		Code - description	Total AF budget	Total Amount reported in the current period by PPs	Total Amount certified by FLCs	Total Amount certified up to now (included the current period)	Link to partner and Activity	Financial supporting documents
<input type="checkbox"/>	1	- External expertise and services	9.600,00	0,00	0,00	0,00	REGIONE MARCHE 1.2 - Day to day project management, coordination and internal commun	Link
	2	- Office and administration	570,00	0,00	0,00	0,00	REGIONE MARCHE 1.2 - Day to day project management, coordination and internal commun	Link
	3	- Staff	3.800,00				REGIONE MARCHE Day to day project management, coordination and internal commun	Link
	4	- External expertise and services	8.380,00				REGIONE MARCHE steering and monitoring of the project implementation	Link
	5	- Office and administration	380,00				REGIONE MARCHE steering and monitoring of the project implementation	Link
	6	- Staff	2.400,00				REGIONE MARCHE steering and monitoring of the project implementation	Link
	7						REGIONE MARCHE	Link

Bottom

Where there isn't the link button, it means that the reported amount is automatic (e.g. O&A cost correspond with the 15% of the staff cost)

PROGRESS REPORT

Association of supporting documents

Select the financial supporting document for linking to the budget line



The maximum amount of the financial document that you can report

The amount already reported in other budget lines

The remaining available amount that you can report in this budget line

Association of supporting documents to Budget lines Sections

Results:0

Document number and Supplier		Eligible amount paid	Amount reported in other budget lines, WP or PR	Remaining available amount related to the supporting document	Amount reported	Detail	Inserted in
<input type="button" value="Select"/>	PP	0,00	0,00	0,00	<input type="text"/>	 	Progress Report N. 2
	FLC	0,00	0,00	0,00			
	PP		0,00	0,00	0,00		
	FLC		0,00	0,00	0,00		

RECORD₁

Write the amount that you want report in this specific budget line

PROGRESS REPORT

Public procurements and suppliers

ID Request
 Lead applicant name
 Tax number
 Project acronym

Public procurements

Sections

Beneficiary of the public procurement **UNIVERSITA' CA' FOSCARI VENEZIA** LA tax number **80007720271**

Results: 1

CIG/Tender identification code	<input type="text"/>	Annex
Reason for absence of CIG	<input type="text"/>	
Contracting authority	UNIVERSITA' CA' FOSCARI VENEZIA	
Object of the procedure	<input type="text"/>	
Type of public procurement procedure	<input type="text"/>	
Applicable provisions	<input type="text"/>	
Opening bid amount	Date of publication	Amount awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of the award of the contract <input type="text"/>		

Annex ● - No annex ●

Back
Add
1 RECORD
Delete
Confirm (Save)

You can fill basic information about an eventual public procurement procedure

You can fill basic information about the supplier

Personal tax number	<input type="text"/>	VAT number	<input type="text"/>	Name	<input type="text"/>	Italian supplier	Yes ▼	Inserted in	Progress Report N. 1
Legal form									Search

Suppliers

PROGRESS REPORT

The other sections

You can update the Legal Representative data

You can eventually fill in the data of the person in charge of signature, if different from LR

C - LEGAL REPRESENTATIVE

Update

D - PERSON IN CHARGE OF SIGNATURE

Update

F - PROJECT KEY DATA

Update

H - BUDGET GENERAL INFORMATION

Update

I - PROJECT

Update

Here, you update important information on the progress activities

Project workplan

Update

Programme output indicator

Target groups

You can eventually update the flag of "evidence of net revenue"

REPORTING PROCESS

Focus on the SIU System



- 1 Accreditation to the SIU System - Assignment of Roles and Authorizations to PPs and FLCs
- 2 Access to the SIU System
- 3 Advance Payment
- 4 Filling-in Progress Report
- 5 Submission to FLC/LP
- 6 Progress Report Confirmation and Final Submission
- 7 Application for Reimbursement

PROGRESS REPORT

PP and FLC home page

The project partners and FLCs view only three sections

Italy-Croatia CBC Programme 2014-2020

Project main data

LA tax number		VAT number
Lead applicant name		Department / Unit
Project acronym		
Priority axis		
Specific objective		
Call for proposals		
Application ID		
Request status	In progress	
Registration number		Submission date

- Each project partner can:
1. view the application data (sec. A)
 2. update the PP profile and the legal representative data (sec. A)

3. Fill in the sub section "financial supporting documents" and upload the files (sec. E)

Sections

Sections								
A - APPLICATION DATA	FLC Annexes	Annexes	Public procurements	Financial supporting documents	Suppliers	Department	Confirm (Save)	View
E - PARTNERS				Other data	Expenditure of Partner	Data modifications charged to LP		Update
I - PROJECT								Update

4. Link the financial supporting documents to the budget lines

Back

REPORTING PROCESS

Focus on the SIU System



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PROGRESS REPORT

Confirmation and submission

The button panel's view for the LP or the PP

Here Lead Partner or PP can submit to its own FLC

The button panel's view for the FLC

Here FLC can return to PP/LP or can submit to LP

The button panel's view for LP once the FLC have submitted to LP

Here LP can exclude a PP or return the PR to FLC

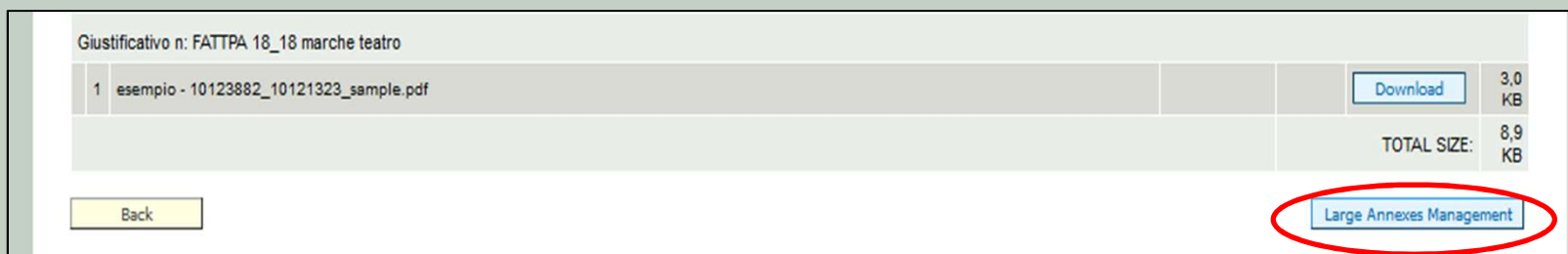
The button panel's view for LP once the FLC submit to LP

Here LP can include again the PP

Finally you can check and confirm the Progress Report. An automatic email will send to the Progress Report addressee

PROGRESS REPORT LARGE ANNEXES

For communication outputs, such as multimedia documents i.e. high quality videos and photos (with no limitation to the file extension. LP may upload files as i.e.: .AVI.JPEG, zip compressing more files into one, etc.), with a size beyond 5MB, users have to click the "Large Annexes Management" button from the M-ANNEXES section:



Giustificativo n: FATTPA 18_18 marche teatro

1	esempio - 10123882_10121323_sample.pdf	Download	3,0 KB
TOTAL SIZE:			8,9 KB

[Back](#)
[Large Annexes Management](#)

This button gives access to a new section where it is possible to upload multimedia files exceeding the 5Mb limit, which will be saved in a new repository, accessible only by SIU. The Users can also download and delete the uploaded files.



Attachment Management - SIU

v. 1.0.2
Uploaded files of request: 123 | User: longino-guglielmini | Permission: Read/Write

File name	Size	Upload date	
Variazioni_amministrative_territoriali_dal_01011991.xls	536,0 KB	07/11/2019 15:00:09	Download Delete

[Do an upload ->](#)

REPORTING PROCESS

Focus on the SIU System



- 1 Accreditation to the SIU System - Assignment of Roles and Authorizations to PPs and FLCs
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Reimbursement

Create a new request

Click here to select the type of request

Tax number: 00482060316
Name: INFORMEST

VAT number:

Select type of request

Type of request:

Back

Application
Replacement Application
Reimbursement
Clearing conditions
Progress Report

Continue

Tax number: 00482060316
Name: INFORMEST

VAT number:

Select type of request

Type of request:

Reimbursement

Application reference number:

Back

Here you should insert the Application Form ID
(Request ID)

Continue

Reimbursement

Application for reimbursement

Sections

Sections	Actions
A - APPLICATION DATA	View
B - LEAD PARTNER DATA	View
C - LEGAL REPRESENTATIVE	View
D - PERSON IN CHARGE OF SIGNATURE	View
E - PARTNERS	View
I - PROJECT	View
K - STATEMENTS	View
L - COMMITMENTS	View
M - ANNEXES	View
R - REIMBURSEMENT REQUESTED	View
N - ERRORS	View

Here you can find the same sections filled in Application Form. You can confirm or update them.

In B Lead Partner Data and in E - Project partner, you can find the sub sections "Method of payment - Bank details" and "financial guarantee".

Click here to view a summary data Reimbursement Requested

Project partner	Role/ Number	Country of PP/LP (IT HR)	Total amount of eligible expenditure certified by FLC	ERDF requested	Other public contribution certified	Italian FDR requested	Advance payment ERDF share paid by MA	Advance payment Italian FDR share paid by MA	Amount of ERDF to be reimbursed	Amount of Italian FDR to be reimbursed
[REDACTED]	LP	HR	5.093,55 €	4.329,51 €	764,04 €	0,00 €	15.849,93 €	0,00 €	0,00 €	0,00 €
[REDACTED]	PP01	IT	16.112,86 €	13.695,93 €	2.416,93 €	2.416,93 €	14.024,96 €	2.474,99 €	0,00 €	0,00 €
[REDACTED]	PP02	HR	5.978,39 €	5.081,63 €	896,76 €	0,00 €	14.024,96 €	0,00 €	0,00 €	0,00 €
[REDACTED]	PP03	HR	4.679,98 €	3.977,98 €	702,00 €	0,00 €	14.024,96 €	0,00 €	0,00 €	0,00 €
[REDACTED]	PP04	HR	15.312,09 €	13.015,27 €	2.296,82 €	0,00 €	14.024,96 €	0,00 €	0,00 €	0,00 €
[REDACTED]	PP05	IT	2.000,00 €	1.700,00 €	300,00 €	300,00 €	14.024,96 €	2.474,99 €	0,00 €	0,00 €
[REDACTED]	PP06	IT	2.000,00 €	1.700,00 €	300,00 €	300,00 €	14.024,96 €	2.474,99 €	0,00 €	0,00 €
Total €			51.176,87	43.500,32	7.676,55	3.016,93	99.999,69	7.424,97	0,00	0,00

THANK YOU FOR YOUR ATTENTION!