

Italy - Croatia CBC Programme 2014-2020

SIU Management and Monitoring System

User Manual – "Application for Reimbursement" and "Final Reimbursement"

Version 1.3 of 23/04/2021





FROM SHARED RESOURCES

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INTRODUCTION

The submission of the Application for Reimbursement (called AfR hereafter in the manual) and the Final Reimbursement (FR), in the frame of Italy-Croatia CBC Programme through the SIU Management and Monitoring System, is fully digitized. For a complete de-materialization of the submission process it is suggested to use whenever possible the **digital signature**; if not, the Lead Partner (called LP hereafter in the manual) shall nevertheless register all data into SIU and the System will then generate the AfR Request Form that needs to be printed, signed and uploaded on the system. Likewise, all prescribed annexes must be uploaded (as electronic documents or scanned paper documents) in the system before the submission of the AfR.

This Manual contains key technical information on the operation and use of the system, aiming to support the users during the filling-in and submission process of the AfR. The Manual is intended to provide guidance to the LP through the whole process, from the generation of a new AfR to its final submission to the Managing Authority.

1) ACCESS to SIU

1.1) **STEP 1 – ACCESS TO SIU**

1.1.1 HOW TO ACCESS SIU

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. SIU is available at the following link: <u>https://siu.regione.veneto.it/DomandePRU</u>

Users can also access SIU from the website of the Interreg V A Italy-Croatia Programme, on the following page <u>http://www.italy-croatia.eu/call-proposal/how-apply</u>

The user can log in SIU by inserting user ID and password in the System access page (see following preview). User ID must be typed in the specific box "User". Once the User has successfully logged in, SIU allows starting the AfR and FR processes.

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FROM SHARED RESOURCES

REGIONE DEL	VENETO	Regione del Veneto
	5	Central Autentication Service
	Login To access at the service	the authentication by user and password is required
	User Password	user & A password 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Information Call Center can be contacted for a	any application problem,	Including the password reset, in one of the following ways:
 by calling hotline +39 800. by sending a fax +39 800.3 by sending an email to: call Password recovery mechanism is 	914.708 (external) or nu 916.074 (external) or Fa I.center@regione.venet s based on sending of ar	imber 919.000 (internal) 9 18 000 (internal) e.it i.e-mail to the user's address communicated during registration.
	VENETO	Central Autentication Service- Regione del Veneto

1.1.2 LANGUAGE SETTINGS

PLEASE NOTE THAT all SIU pages and functions dedicated to "Italy-Croatia CBC Programme 2014-2020" are in <u>English language</u>. However, depending on the browser settings, in some cases a first general mask shown in Italian language may ask to select on the specific Programme to deal with. In this case, once selected "Italy-Croatia CBC Programme 2014- 2020" and clicked the "Search" button, SIU pages will be automatically displayed in English.

	Domande di sostegno Help	Logout
SIU /	INSERIMENTO NUOVA DOMANDA RICERCA DOMANDE ANNULLAMENTO DOMANDE	1
eneto 14-2020	Scadenza sessione 29:55 minuti Estendi sessione	Cores and the second se
		Versione 1.6
Benvenuto		
GIOACHINO ROSSI	SINI - Giuseppe Verdi	Fondo Europeo di Sviluppo Regionale - Programma 2014-2020
	Applications	Logout
	Applications NEW REQUEST SEARCH CANCEL REQUEST	Logout Italy - Croatia
IU neto 1-7220	Applications NEW REQUEST SEARCH CANCEL REQUEST Session timeout 28:57 minutes Extend session	Logout Italy - Croatia
IU neto 1-2020	Applications NEW REQUEST SEARCH CANCEL REQUEST Session timeout 28:57 minutes Extend session	Logout Dinterreg Italy - Croatia Italy - Release 1.6
SIU eneto 14-2520	Applications NEW REQUEST SEARCH CANCEL REQUEST Session Bimeout 28:57 minutes Extend session	Logout Dictorreg Italy - Croatia Italy - Croatia Eventyeorement
SIU Prieto 4 - 2020	Applications NEW REQUEST SEARCH CANCEL REQUEST Session timeout 28:57 minutes Extend session	Logout Disterres Italy - Croatia Italy - Croatia Release 1.0
Select progra	Applications NEW REQUEST SEARCH CANCEL REQUEST Session timeout 20:57 minutes Extend session	Logout District Contraction Co



1.1.3 ACCOUNT AND USER REFERENCES

SIU tracks user's name and surname (Account reference) over each section in the lower-left part of the screen.

seleziona prograi	nma opera	ativo						
Programma operativo:	Fondo Euro	beo di Svilupp	o Regionale - Program	nma 2014-2020		•		
Criteri di <u>r</u> icerca								
D domanda:					Bando:			V
Codice fiscale:					Partita IVA:			
Ragione sociale:								
ipo domanda:					Stato Domanda:			T
Azione:			•					
					Cerca			
Risultati della ricerca: 0								
Codice demonde	Dende	A	Contine French	Dentife IV/A	Decision essible	The state and state	State Demande	Dete anno stariana
Lodice domanda	Bando	Azione	Codice fiscale	Partita IVA	Ragione sociale	Tipo domanda	Stato Domanda	Data presentazione
ista vuota								

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1.2) STEP 2 – CREATION/RESEARCH OF THE AFR

The <u>LP</u> must access the function "New request" \bigcirc -> "Programme" \bigcirc , and then select the Programme "Italy-Croatia CBC Programme 2014-2020" under the section "Select programme".

1	Applications	Logout	Interreg
SIU -	NEW REQUEST SEARCH CANCEL REQUEST		Italy - Croatia
2014-2020	Session timeout 29:29 minutes Extend session		Release 1.6.40
			Release 1.6.40
2 Salast program			
Select program			

1.2.1 SELECTION OF THE CONCERNED LP

As the "Programme" has been selected, the SIU system provides a search engine by which the **<u>LP</u>** is enabled to search for the concerned organization.



The **<u>LP</u>** should be able to input ONLY one of these three information (formerly provided with the Application Form):

- "Tax number" 1;
- "Name" **2**;
- "VAT number" 3

Applications NEW REQUEST SEARCH CANCEL REC	Logout	Italy - Croatia
Venetor 2014-2020 Session timeout 29:29 minutes Extend session		Release 1.6.40
Select programme Programme Italy-Croatia CBC Programme 2014-2020 Search criteria Lead apolicant Tax number: Name:	VAT number:	
2	Search	
Results: 0		
Tax number	VAT number	Name
NO 1850115		

5

The <u>LP</u> must point out which type of request she/he intends to insert in the System, selecting precisely the "Reimbursement" option.

The LA will select the request type "Final Reimbursement" when should submit the last reimbursement request.

U	NEW REQUEST SEARCH CANCEL REC	UEST VALUTAZIONE		Italy - Croatia
eto 2020	Session timeout 29:52 minutes Extend Session			Relea
Tax number: Name:	80007580279 REGIONE DEL VENETO	VAT number:	02392630279	
Select type o	frequest			
Type of request:	Reimbursement			
Back				Continue

1.2.2 LINKING THE AFR TO THE RELATIVE AF

In order to link the AfR or the FR Request to the original or substitute Application ID of reference, the <u>LP</u> has to insert the Application reference number (i.e.: Application Form ID number) and click "Continue" button to generate the AfR or FR request related to the concerned project.



	Applications		VALUTAZIONE		Logout
eto 2020	Session timeout 29:53 minute	Extend session	THEOLATIONE		Engene Register Destationer Aus
Tax number: Name:	80007580279 REGIONE DEL VENETO		VAT number:	02392630279	
Select type o	f request				
Type of request: Application refere	Reimbursemen	t v			
Back					Continue
Claudio Guglielmini - I	REGIONE VENETO				Italy-Croatia CBC Programme 2014-2020

Then the SIU system will automatically create a new AfR under the status "In progress".

2) SECTIONS TO BE FILLED-IN

User should complete the sections below indicated in the screenshot

Sections		
Sections		
A - APPLICATION DATA	Vie	W
B - LEAD PARTNER DATA	Vie	W
C - LEGAL REPRESENTATIVE	Vie	W
D - PERSON IN CHARGE OF SIGNATURE	Vie	W
E - PARTNERS	Vie	W

Section A needs just to be viewed and confirmed.

Section B needs to be filled-in only for the part related to the "Method of payment – Bank account details" and then to be confirmed.

Section C needs to be confirmed. If any change of Legal representative occurred after the submission of the progress Report, the change has to be inserted here.

Section D needs to be confirmed. If any change of Person in charge of signature occurred after the submission of the progress Report, the change has to be inserted here.

Section E needs to be filled-on only for the part related to the "Method of payment – Bank account details" and then to be confirmed.

<u>If the LP needs to change its contact data displayed in Section B, he can do the change entering</u> <u>Section E – LP. The data will be saved also in the corresponding fields in Section B</u>.



I - PROJECT	View
K - STATEMENTS	View
L - COMMITMENTS	View
M - ANNEXES	View
N - ERRORS	View

Section I needs just to be viewed and confirmed. Section K needs to be confirmed.

Section L needs to be confirmed.

Section M needs to be filled-in, inserting the needed annexes.

Section N needs to be checked after clicking on the button "check", once the AfR has been completed and viewed.

R - REIMBURSEMENT REQUESTED			View
N - ERRORS			View
Back	Print draft	Check	Delete

Section R needs to be checked to verify that the Reimbursement requested by the Project is coherent with the relevant Progress Report submitted and the Advance payment received by the Project Partners. The advance received is compensated by the amount of eligible expenditure certified by each PP as indicated in Factsheet 6 p.10. Once the LP checks it, the Section needs to be confirmed.

	Pr	oject pa	rtner	Role Numb	Country er of PP/LP	Budget	Certified amount for Progress Report nr.1	Certified amount for Progress Report nr.2	Certified amount for Progress Report nr.3	Certified amount for Progress Report nr.4	Certified amount for Progress Report nr.5	Certified amount fo Progress Report nr.(Tota rofeligibl ci b b	I amount e expenditure ertified ly FLC
				LP	IT	513.845,00 €	11.330,43 €	0,00€	0,00 €	0,00€	0,00€	0,00	E	11.330,43 €
				PP01	IT	391.425,00 €	14.517,13€	0,00€	0,00€	0,00€	0,00€	0,00	E	14.517,13€
				PP02	IT	296.390,00 €	15.395,91€	0,00€	0,00€	0,00€	0,00€	0,00	E	15.395,91 €
				PP03	IT	375.252,50 €	0,00€	0,00 €	0,00€	0,00€	0,00€	0,00	E	0,00 €
				PP04	IT	247.440,00 €	0,00 €	0,00 €	0,00 €	0,00€	0,00€	0,00	E	0,00 €
				PP05	HR	267.600,00€	783,79€	0,00 €	0,00€	0,00€	0,00€	0,00	E	783,79€
				PP06	HR	259.305,00 €	19.175,89€	0,00 €	0,00 €	0,00€	0,00€	0,00	E	19.175,89 €
				PP07	HR	259.995,00 €	12.386,67 €	0,00 €	0,00€	0,00€	0,00€	0,00	E	12.386,67 €
				PP08	HR	281.453,00 €	31.508,78 €	0,00 €	0,00€	0,00€	0,00€	0,00	E	31.508,78 €
				PP09	HR	349.525,00 €	0,00 €	0,00 €	0,00 €	0,00€	0,00€	0,00	E	0,00 €
					Total	3.242.230,50€	105.098,60€	0,00€	0,00€	0,00€	0,00€	0,00	E	105.098,60€
Role/ Number	Country of	Type of	Total amount of eligible expenditure	ERDF	Italian FDR	Other contribution	Advance payr ERDF shar	ment A	dvance payme Italian FDR	nt Amou ER	Int of Am DF Itali	ount of A an FDR	mount of ERDF	Amount of Italian FDR to be
	1172	body	certified by FLC		requested	certified	paid by M/	A si	hare paid by M	A certi	ady al ified ce	ready rtified re	imbursed	reimbursed
LP	т	Public	certified by FLC 11.330,43 €	9.630,86€	1.699,57 €	certified 0,00 €	paid by M/ 43.6	A si 876,82€	hare paid by M 7.707.	A certi	ady ai ified ce 0,00€	ready rtified re 0,00€	imbursed 9.630,86 €	reimbursed 1.699,57 €
LP PP01	п	Public Public	certified by FLC 11.330,43 € 14.517,13 €	9.630,86 € 12.339,56 €	1.699,57 € 2.177,57 €	certified 0,00 € 0,00 €	paid by M/ 43.6 33.2	A si 976,82 € 271,12 €	hare paid by M 7.707, 5.871.	A certi 67€ 37€	ady ai fied ce 0,00 € 0,00 €	ready rtified re 0,00 € 0,00 €	12.339,56 €	reimbursed 1.699,57 € 2.177,57 €
LP PP01 PP02	п	Public Public Public	certified by FLC 11.330,43 € 14.517,13 € 15.395,91 €	0.630,86 € 12.339,56 € 13.086,52 €	1.699,57 € 2.177,57 € 2.309,39 €	certified 0,00 € 0,00 € 0,00 €	paid by M/ 43.6 33.2 25.1	A si 876,82 € 271,12 € 193,15 €	hare paid by M 7.707, 5.871, 4.445,	A certi 67 € 37 € 85 €	acy al fied ce 0,00 € 0,00 € 0,00 €	ready rtified re 0,00 € 0,00 € 0,00 €	0.630,86 € 12.339,56 € 13.086,52 €	reimbursed 1.699,57 € 2.177,57 € 2.309,39 €
LP PP01 PP02 PP03	п п п	Public Public Public Public	certified by FLC 11.330,43 € 14.517,13 € 15.395,91 € 0,00 €	0.630.86€ 12.339,56€ 13.086,52€ 0,00€	1.699,57 € 2.177,57 € 2.309,39 € 0,00 €	certified 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	paid by M/ 43.6 33.2 25.1 31.8	A si 376,82 € 271,12 € 193,15 € 3986,46 €	hare paid by M 7.707, 5.871, 4.445, 5.628,	A certi 67 € 37 € 85 € 78 €	ady ali fied ce 0,00 € 0,00 € 0,00 € 0,00 €	ready rtified re 0,00 € 0,00 € 0,00 €	9.630,86 € 12.339,56 € 13.086,52 € 0,00 €	reimbursed 1.699,57 € 2.177,57 € 2.309,39 € 0,00 €
LP PP01 PP02 PP03 PP04	п п п п	Public Public Public Public Public	certified by FLC 11.330,43 € 14.517,13 € 15.395,91 € 0,00 € 0,00 €	0,630,86 € 12,339,56 € 13,086,52 € 0,00 € 0,00 €	1.699,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 €	certified 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	paid by M/ 43.0 25. 31.8 21.0	A sl 576,82 € 271,12 € 193,15 € 398,48 € 332,40 €	hare paid by M 7.707. 5.871. 4.445. 5.628. 3.711.	A certi 67 € 37 € 85 € 78 € 60 €	ady ali fied ce 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	ready rtified re 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	9.630,86 € 12.339,56 € 13.086,52 € 0,00 € 0,00 €	reimbursed 1.699,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 €
LP PP01 PP02 PP03 PP04 PP05	IT IT IT IT HR	Public Public Public Public Public Public	certified by FLC 11.330,43 € 14.517,13 € 15.395,91 € 0,00 € 0,00 € 783,79 €	9.630,86 € 12.339,56 € 13.088,52 € 0,00 € 0,00 € 868,22 €	1.699,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 € 0,00 €	certified 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 117,57 €	paid by M/ 43.6 33.2 25. 31.8 21.0 22.7	A sl 576,82 € 271,12 € 193,15 € 396,46 € 032,40 € 746,00 €	hare paid by M 7.707. 5.871. 4.445. 5.828. 3.711. 0.	A certi 67 € 37 € 85 € 78 € 60 € 00 €	ady ai fied ce 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 €	ready rtified re 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	9.630,86 € 12.339,56 € 13.086,52 € 0,00 € 0,00 € 666,22 €	reimbursed 1.899,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 € 0,00 €
LP PP01 PP02 PP03 PP04 PP05 PP06	IT IT IT IT HR HR	Public Public Public Public Public Public	certified by FLC 11.330,43 € 14.517,13 € 15.395,91 € 0,00 € 0,00 € 783,79 € 19.175,89 €	9.630,86 € 12.339,56 € 13.086,52 € 0,00 € 0,00 € 686,22 € 16.299,50 €	1.699,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 € 0,00 € 0,00 €	certified 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 2,876,39 €	paid by M/ 43.6 33.2 25. 31.8 21.0 22.7 22.0	A sl 376,82 € 271,12 € 193,15 € 396,46 € 032,40 € 746,00 € 040,92 €	hare paid by M 7.707, 5.871, 4.445, 5.628, 3.711, 0, 0, 0,	A affe certi 87 € 37 € 85 € 78 € 80 € 00 € 00 €	ady all fied ce 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	ready rtified re 0,00 € 0.00 € 0,00 € 0.00 € 0,00 € 0.00 € 0,00 € 0.00 € 0,00 € 0.00 € 0,00 € 0.00 €	0.830,88 € 12.339,58 € 13.088,52 € 0.00 € 0.00 € 868,22 € 16.299,50 €	reimbursed 1.699,57 € 2.177,57 € 2.309,39 € 0,00 € 0,00 € 0,00 €
LP PP01 PP02 PP03 PP04 PP05 PP06 PP07	IT IT IT IT HR HR HR	Public Public Public Public Public Public Public	Certified by FLC 11.330,43 € 14.517,13 € 15.395,91 € 0,00 € 0,00 € 783,79 € 19.175,89 € 12.388,87 €	0.630,88 € 12.339,56 € 13.086,52 € 0.00 € 0.00 € 866,22 € 16.299,50 € 10.528,86 €	1.699.57 € 2.177.57 € 2.309.39 € 0.00 € 0.00 € 0.00 € 0.00 €	certified 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 117.57 € 2.876.39 € 1.858.01 €	paid by M/ 43.6 33.2 25.7 31.8 21.0 22.7 22.0 22.0 22.0	A SI 376,82 € 271,12 € 193,15 € 396,46 € 332,40 € 746,00 € 1940,92 € 1999,57 €	hare paid by M 7.707, 5.871, 4.445, 5.628, 3.711, 0, 0, 0, 0,	A alle certi 37 € 37 € 85 € 78 € 60 € 00 € 00 € 00 €	a0y all fied ce 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	ready phified re 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	0.02 € 0.630,86 € 12.339,56 € 13.086,52 € 0,00 € 0,00 € 066,22 € 16.299,50 € 10.528,68 €	reimbursed 1.699.57 € 2.177.57 € 2.309.39 € 0.00 € 0.00 € 0.00 € 0.00 €
LP PP01 PP02 PP03 PP04 PP05 PP06 PP07 PP08	IT IT IT IT HR HR HR HR	Public Public Public Public Public Public Public Public Public	certified by FLC 11.330.43 € 14.517.13 € 15.3095.01 € 0.00 € 0.00 € 783.79 € 19.175.80 € 12.388.67 € 31.508.78 €	9.620.88 € 12.339.56 € 13.086.52 € 0.00 € 606.22 € 16.299.50 € 10.528.86 € 28.782.46 €	1.699.57 € 2.177.57 € 2.309.39 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 €	certified 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 117,57 € 2.876,39 € 1.858,01 € 4.728,32 €	paid by M/ 43.3 25. 31.3 21.0 22.0 22.0 22.0 22.0 22.0 22.0 22.0	A sl 376,82 € 271,12 € 193,15 € 396,46 € 332,40 € 746,00 € 040,92 € 099,57 € 223,50 €	hare paid by M 7.707 5.871 4.445 5.628 3.711 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	A alle certi 37 € 37 € 85 € 78 € 60 € 00 € 00 € 00 € 00 €	ady all fied ce 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	ready prified re 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	0.02 0.630,86 € 12.339,56 € 13.086,52 € 0,00 € 0,00 € 066,22 € 16.299,50 € 10.528,66 € 28.782,46 €	reimbursed 1.699.57 € 2.177.57 € 2.309.39 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 €
LP PP01 PP02 PP03 PP04 PP05 PP06 PP07 PP08 PP09	IT IT IT IT HR HR HR HR HR HR	Public Public Public Public Public Public Public Public Public Public	Certified by FLC 11.330.43 € 14.517.13 € 15.355.91 € 0.00 € 763.79 € 19.175.89 € 12.388.67 € 31.508.78 € 0.00 €	0.630,86 € 12.339,56 € 13.086,52 € 0.00 € 0.00 € 16.299,50 € 10.528,86 € 20.762,46 €	1.099,57 € 2.177,57 € 2.309,39 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 €	certified 0.00 € 0.00 € 0.00 € 0.00 € 117.57 € 2.876.39 € 1.858.01 € 4.722.32 € 0.00 €	paid by M/ 43.0 25.7 31.8 21.0 22.0 22.0 22.0 22.0 22.0 22.0 22.0	A SI 376,82 € 271,12 € 193,15 € 396,48 € 332,40 € 748,00 € 404,92 € 099,57 € 223,50 € 709,82 €	hare paid by M 7.707 5.871, 4.445 5.628 3.711, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,	A alle certi 67 € 37 € 55 € 78 € 60 € 00 € 00 € 00 € 00 € 00 € 00 €	ady all fied ce 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	ready rtified re 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 € 0,00 €	0.830,88 € 12.339,58 € 13.088,52 € 0,00 € 868,22 € 16.299,50 € 10.528,88 € 28.782,48 € 0,00 €	reimbursed 1.609,57 € 2.177,57 € 2.309,39 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 € 0.00 €

At the top of the image, PPs can find the certified amounts in the different Progress Reports and in the last column, the sum of the eligible expenditures certified by FLC in the Progress Reports. The second part of the image reports in the last two columns the amounts of ERDF and Italian FDR to be reimbursed. The amount is calculated as the difference between the total amounts requested indicated and the amounts already certified.



3) APPLICATION FOR REIMBURSEMENT STATUS

During the generation and submission phase, the Report will take different status (see the figure below):



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In the following paragraphs of the Manual, the functioning of the System is outlined, and it is also explained how to:

- Fill-in the AfR or the FR request and the activities that must be performed
- Submit the AfR or the FR request.

4) ANNEXES TO BE UPLOADED

The types of attachments for the "Section K -Annexes" are the following:

- Person in charge of Signature (document attesting the power of signature of the signatory);
- Valid identity document (e.g. identity card, passport) if the signature of the AfR or the FR is not electronic;
- Application for Reimbursement form;

The Application for Reimbursement can be downloaded in a .pdf file format. Once downloaded, the Legal Representative or, if applicable, the Person in Charge of Signature must sign the AfR or the FR. In case of hand-written signature, the ID of the signatory person shall be uploaded.

For further details, please refer to the digital signature Manual.



5) MAIN RECOMMENDATIONS

Save regularly in order not to lose data. In some cases, the system will save data only once the whole section has been duly filled-in.

The AfR and the FR are composed by a set of Sections that must be filled-in to enable the submission. The Sections that ask only for visualization must also be viewed and confirmed with the button "Confirm".

The message "Done" appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed "Save" button).

6) FOR INFORMATION AND SUPPORT

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