

# SIU Management and Monitoring System

## PROGRESS REPORT USER MANUAL – PART 1

Version 1.0 of 17 July 2018

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## INTRODUCTION

The submission of the Progress Report (called PR hereafter in the manual), 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 Progress Report 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 Progress Report.

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 Progress Report. The Manual is intended to provide guidance to LPs, Project Partners (called PPs hereafter in the manual) and First Level Controllers (called FLCs hereafter in the manual) through the whole process, from the generation of a new Progress Report to its final submission to the Managing Authority.

As already mentioned, in the frame of the Progress Report submission three type of actors will be involved, each one with a specific role and filling-in duties (see paragraph **1.3**) for additional information):

- Lead Partner (LP)
- Project Partner (PP)
- First Level Controller (FLC)

## 1) PRELIMINARY ACTIVITIES FOR THE CREATION OF THE PROGRESS REPORT

The following steps are preparatory to the creation of the Progress Report request and the creation of PP and FLC accounts on the SIU System, so it is advisable to consult each of these three steps which have to be performed by the LP in order to allow all actors to proceed according to their duties.

### 1.1) STEP 1 – ACCESS TO SIU

This step is common to each type of user who needs to access the SIU System in the frame of the Progress Report submission process.

#### 1.1.1 HOW TO ACCESS SIU

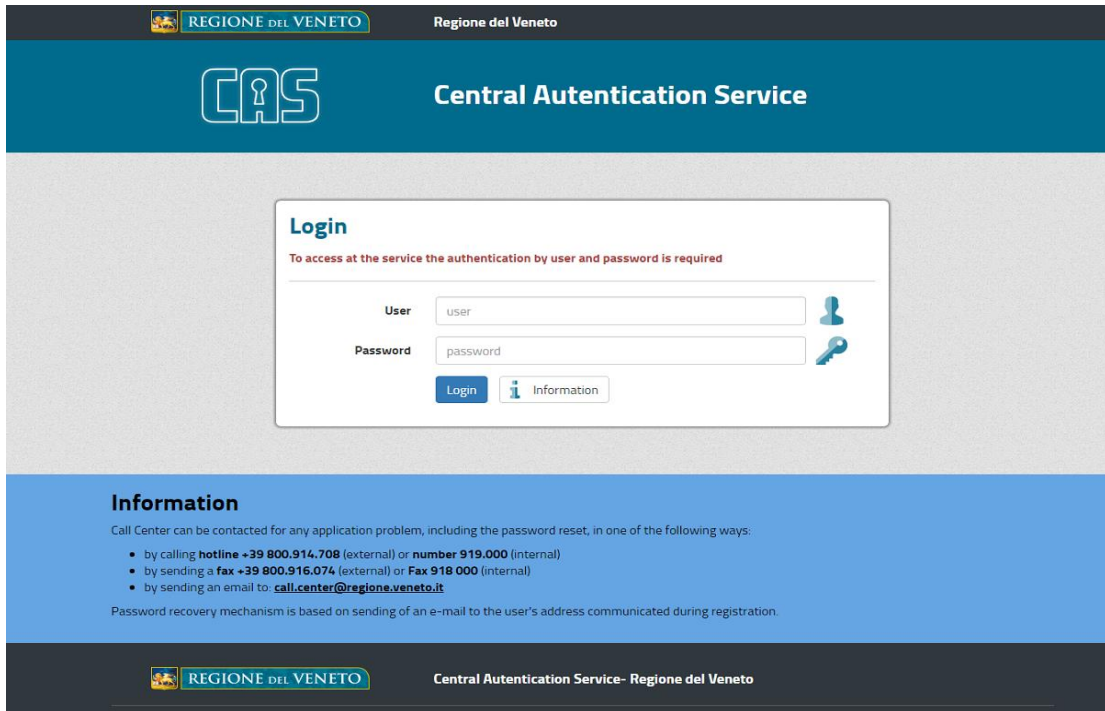
SIU is a web application accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer). It is advisable to use Chrome or Firefox.

SIU is available at the following link:

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

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

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”.



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

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 918 000** (internal)
- by sending an email to: [call.center@regione.veneto.it](mailto: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

Once the user has successfully logged in, SIU allows starting the Progress Report process.

### 1.1.2 LANGUAGE SETTINGS

**PLEASE NOTE THAT** all SIU pages and functions dedicated to “Italy-Croatia CBC Programme 2014-2020” are in English language. 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.

**SIU Veneto 2014-2020**
Logout 

[Domande di sostegno](#) [Help](#)


[INSERIMENTO NUOVA DOMANDA](#) [RICERCA DOMANDE](#) [ANNULLAMENTO DOMANDE](#)

Scadenza sessione 29:55 minuti [Estendi sessione](#)

**Benvenuto**

GIOACHINO ROSSINI - Giuseppe Verdi Fondo Europeo di Sviluppo Regionale - Programma 2014-2020

Versione 1.0.55

**SIU Veneto 2014-2020**
Logout 

[Applications](#)

[NEW REQUEST](#) [SEARCH](#) [CANCEL REQUEST](#)

Session timeout 29:57 minutes [Extend session](#)


Release 1.0.55

**Select programme**

Programme

### 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.

**SIU Veneto 2014-2020**
Logout 

[Applications](#)

[NEW REQUEST](#) [SEARCH](#) [CANCEL REQUEST](#)

Session timeout 29:52 minutes [Extend session](#)

Release 1.0.55

10047325 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 <small>In progress</small>	
Registration number	Submission date

**Sections**

Sections	
USERS	<a href="#">Update</a>
A - APPLICATION DATA	<a href="#">View</a>
B - LEAD APPLICANT DATA	<a href="#">Update</a>
C - LEGAL REPRESENTATIVE	<a href="#">Update</a>
D - PERSON IN CHARGE OF SIGNATURE	<a href="#">Update</a>
E - PARTNERS	<a href="#">Update</a>
F - PROJECT KEY DATA	<a href="#">Update</a>
I - PROJECT	<a href="#">Update</a>
H - BUDGET GENERAL INFORMATION	<a href="#">Update</a>
K - STATEMENTS	<a href="#">Update</a>
L - COMMITMENTS	<a href="#">Update</a>
M - ANNEXES	<a href="#">Update</a>
N - ERRORS	<a href="#">View</a>

[Back](#)

[AF abstract](#)
[Print draft](#)
[Check](#)
[Delete](#)

**User's Name and Surname – LP's Name and Surname**
Italy-Croatia CBC Programme 2014-2020

Please see the example below:

	User's Name and Surname	User's Role	LP of reference Name and Surname
Giuseppe Verdi - Giuseppe Verdi	Giuseppe Verdi	<b>LP</b>	Giuseppe Verdi
ANTONIO VIVALDI - Giuseppe Verdi	Antonio Vivaldi	<b>PP</b>	Giuseppe Verdi
GIOACHINO ROSSINI - Giuseppe Verdi	Gioachino Rossini	<b>FLC</b>	Giuseppe Verdi

**PLEASE NOTE THAT** no violations of the segregation of duties principle are ever allowed nor tolerated among LPs, PPs and FLCs.

#### 1.1.4 SIU STANDARD FUNCTIONS AND TOOLS

For an extended description of common functions and tools provided by the SIU System, please refer to the user's manuals provided so far:

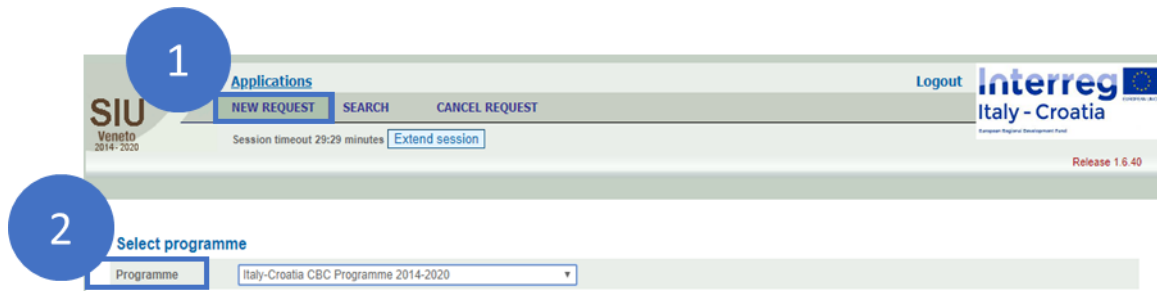
- Application Process User Manual
- Advance Payment Request User Manual

You can download the full documents here:



## 1.2) STEP 2 – CREATION/RESEARCH OF THE PROGRESS REPORT

The **LEAD PARTNER** must access the function “New request” <sup>1</sup> → “Programme” <sup>2</sup>, and then select the Programme “Italy-Croatia CBC Programme 2014-2020” under the section “Select programme”.



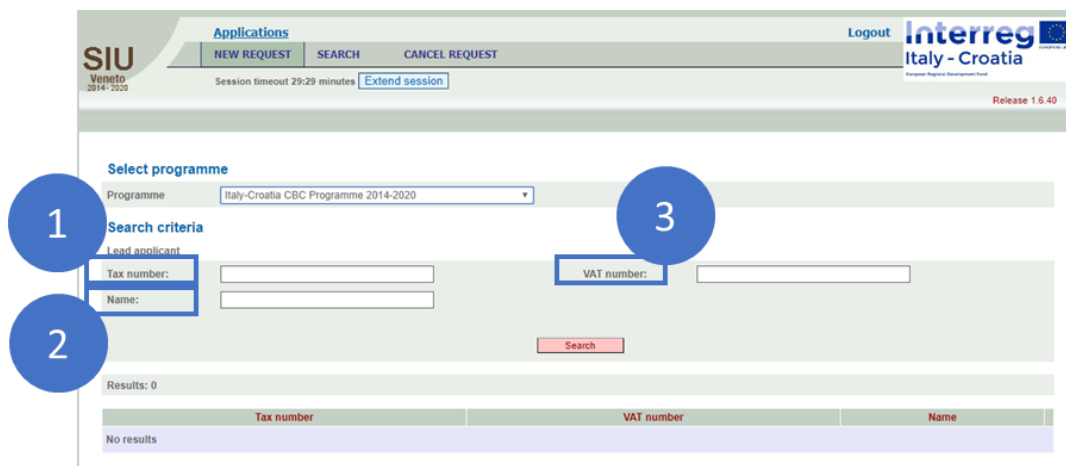
The screenshot shows the SIU Applications interface. A blue circle with the number '1' highlights the 'NEW REQUEST' button. Another blue circle with the number '2' highlights the 'Programme' dropdown menu, which is currently set to 'Italy-Croatia CBC Programme 2014-2020'. The interface also includes a 'SEARCH' button, a 'CANCEL REQUEST' button, a 'Logout' link, and a 'Session timeout 29:29 minutes' indicator.

### 1.2.1 SELECTION OF THE CONCERNED LEAD APPLICANT

As the “Programme” has been selected, the SIU system provides a search engine by which the **LEAD PARTNER** is enabled to search for the concerned LP organisation.

The **LEAD PARTNER** should be able to input, as a minimum, one of these three information (formerly provided with the Application Form):

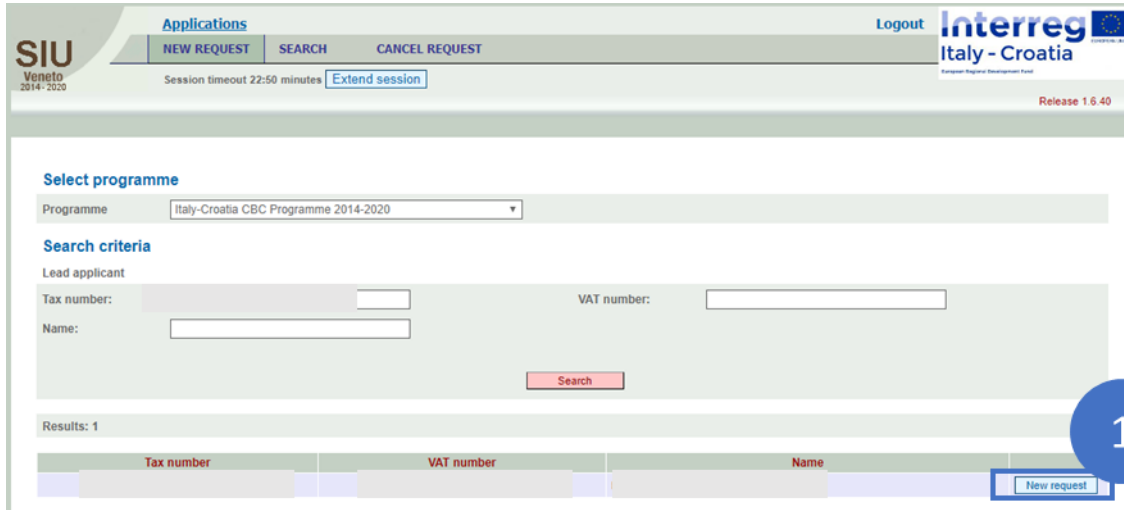
- “Tax number” <sup>1</sup> ;
- “Name” <sup>2</sup> ;
- “VAT number” <sup>3</sup> .



The screenshot shows the SIU Applications interface with the search criteria form. A blue circle with the number '1' highlights the 'Tax number' input field. A blue circle with the number '2' highlights the 'Name' input field. A blue circle with the number '3' highlights the 'VAT number' input field. The form also includes a 'Search' button and a 'Results: 0' indicator. Below the search criteria, there is a table with columns for 'Tax number', 'VAT number', and 'Name', and a row indicating 'No results'.

## TYPE OF REQUEST SELECTION

Once selected the “Italy-Croatia CBC Programme 2014-2020” and the Lead Applicant, as shown in the image below, the **LEAD PARTNER** should click on the “New request” <sup>1</sup> button:



Then the **LEAD PARTNER** must point out which type of request she/he intends to insert in the System, selecting precisely the “Progress Report” option.



### 1.2.2 LINKING THE PROGRESS REPORT TO THE RELATIVE AF

In order to link the Progress Report Request to the original or substitute Application ID of reference, the **LEAD PARTNER** has to insert the Application reference number (i.e.: Application Form ID number) and click “Continue” button to generate the Progress Report request related to the concerned project.



SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout Interreg Italy - Croatia

Session timeout 29:43 minutes [Extend session](#)

Tax number: \_\_\_\_\_ VAT number: \_\_\_\_\_

Name: \_\_\_\_\_

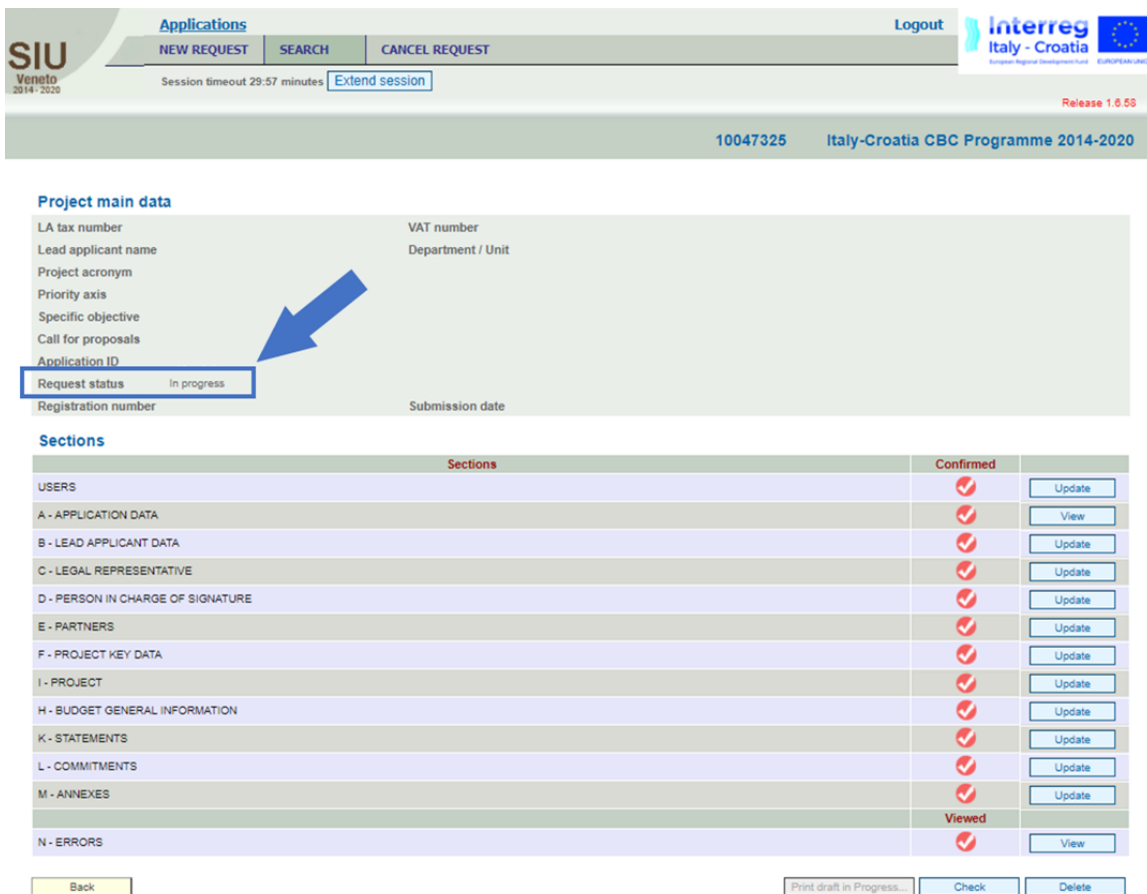
Select type of request

Type of request: Progress Report

Application reference number:

Back Continue

Then the SIU system will automatically create a new Progress Report under the status “In progress”.



SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout Interreg Italy - Croatia

Session timeout 29:57 minutes [Extend session](#)

10047325 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 \_\_\_\_\_

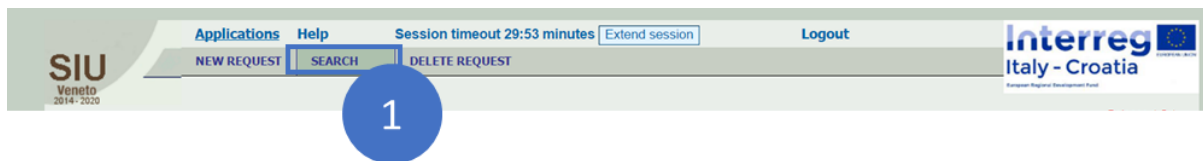
Sections

Sections	Confirmed	
USERS	✓	<a href="#">Update</a>
A - APPLICATION DATA	✓	<a href="#">View</a>
B - LEAD APPLICANT DATA	✓	<a href="#">Update</a>
C - LEGAL REPRESENTATIVE	✓	<a href="#">Update</a>
D - PERSON IN CHARGE OF SIGNATURE	✓	<a href="#">Update</a>
E - PARTNERS	✓	<a href="#">Update</a>
F - PROJECT KEY DATA	✓	<a href="#">Update</a>
I - PROJECT	✓	<a href="#">Update</a>
H - BUDGET GENERAL INFORMATION	✓	<a href="#">Update</a>
K - STATEMENTS	✓	<a href="#">Update</a>
L - COMMITMENTS	✓	<a href="#">Update</a>
M - ANNEXES	✓	<a href="#">Update</a>
N - ERRORS	Viewed	<a href="#">View</a>

Back [Print draft in Progress...](#) [Check](#) [Delete](#)

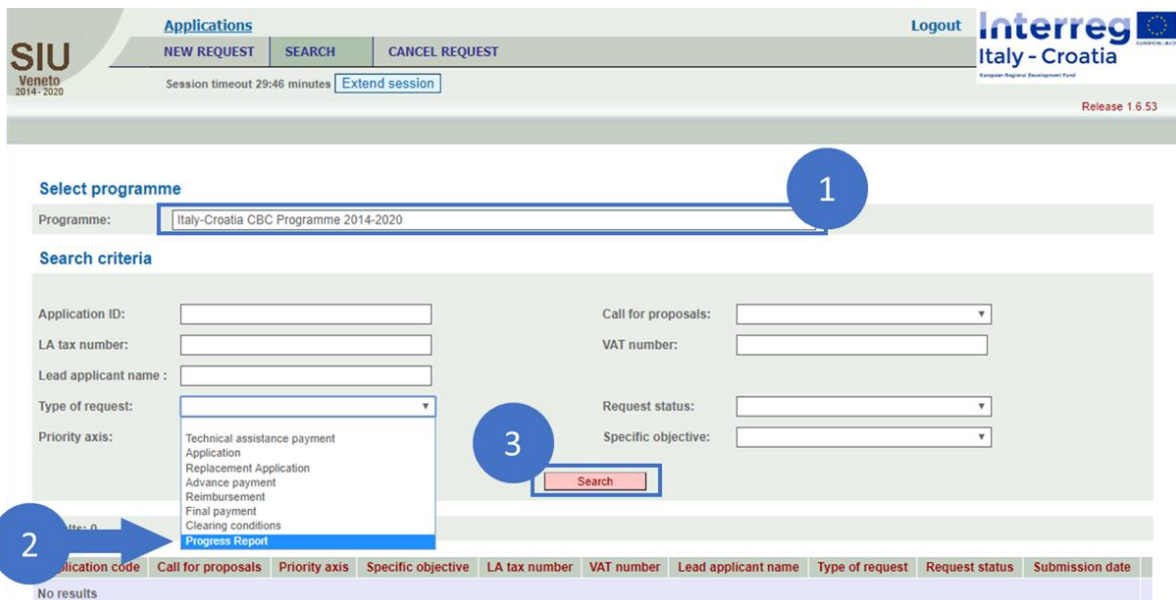
### 1.2.3 HOW TO FIND AND CONTINUE FILLING-IN AN ALREADY GENERATED PR

To research for or to continue filling-in an already generated Progress Report request, instead of the “New request” option, the users (**LEAD PARTNERS**, **PROJECT PARTNERS** and **FIRST LEVEL CONTROLLERS**) have to use the “Search” <sup>1</sup> option shown in the Header section:




To find the concerned Progress Report request the following steps have to be followed:

- 1 Select “Italy-Croatia CBC Programme 2014-2020” <sup>1</sup> ;
- 2 Select “Progress Report” in the drop-down list displayed under “Type of request” <sup>2</sup> ;
- 3 Click “Search” button <sup>3</sup> ;




- 4 Click the “Detail” button corresponding to the concerned Request 4.



**Applications**

NEW REQUEST   SEARCH   CANCEL REQUEST

Session timeout 29:38 minutes [Extend session](#)

Logout 

Release 1.6.53

**Select programme**

Programme:

**Search criteria**

Application ID:	<input type="text"/>	Call for proposals:	<input type="text"/>
LA tax number:	<input type="text"/>	VAT number:	<input type="text"/>
Lead applicant name :	<input type="text"/>		
Type of request:	<input type="text" value="Progress Report"/>	Request status:	<input type="text"/>
Priority axis:	<input type="text"/>	Specific objective:	<input type="text"/>

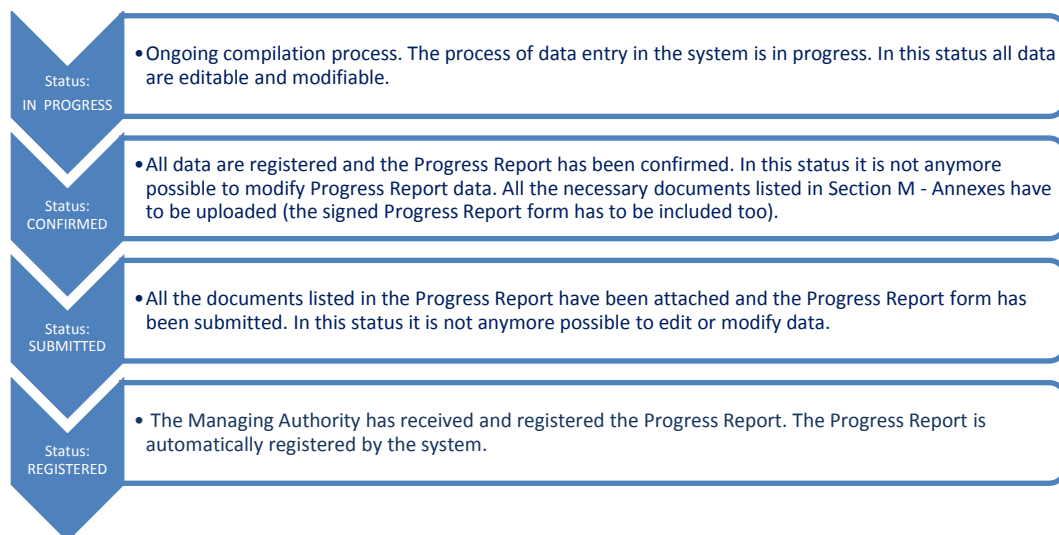
[Search](#)

Results: 8

Application code	Call for proposals	Priority axis	Specific objective	LA tax number	VAT number	Lead applicant name	Type of request	Request status	Submission date	
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>
							Progress Report	In progress		<a href="#">Detail</a>

### 1.2.4 PROGRESS REPORT STATUS

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



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

- 
- Fill-in the Progress Report request and the activities that must be performed
- Submit the Progress Report request.

### 1.3) STEP 3 – ASSIGNMENT OF ROLES AND AUTHORIZATIONS TO PPS AND FLCS

#### 1.3.1 USER TYPES AND ROLES

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

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

The segregation of duties is so disposed on the SIU System:

Reporting Process Type	Lead Partners	Project Partners	First Level Controllers
<b>1. PHYSICAL PROGRESS REPORTING</b>	Lead Partners can edit ALL SIU Sections related to Physical Progress Reporting (they are totally accountable for that)	<ul style="list-style-type: none"> <li>Project Partners: upload <b><u>ON THE SIU SYSTEM</u></b> the Activity Report</li> <li>Send proofs of performed activities out of the SIU System</li> </ul>	<i>Not Applicable</i>
<b>2. FINANCIAL PROGRESS REPORTING</b>	<p>LPs can edit ONLY SIU Sections related to Financial Reporting of competence;</p> <p>LPs can view ALL the operations that both PP and FLC perform within the SIU system</p>	<p>PPs can edit ONLY SIU Sections related to Financial Reporting of competence;</p> <p>PP can view ONLY sections related to the financial reporting activities that he/she performs</p>	<p>FLCs can edit ONLY SIU Sections related to Financial Reporting of the assigned PP;</p> <p>FLCs can view ONLY sections related to the financial reporting activities performed by the controlled PP</p>

### 1.3.2 THE PROCESS DEPUTED TO THE CREATION OF PP AND FLC ACCOUNT TYPES

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

- 1 Name
- 2 Surname
- 3 Tax Number/OIB
- 4 E-mail address



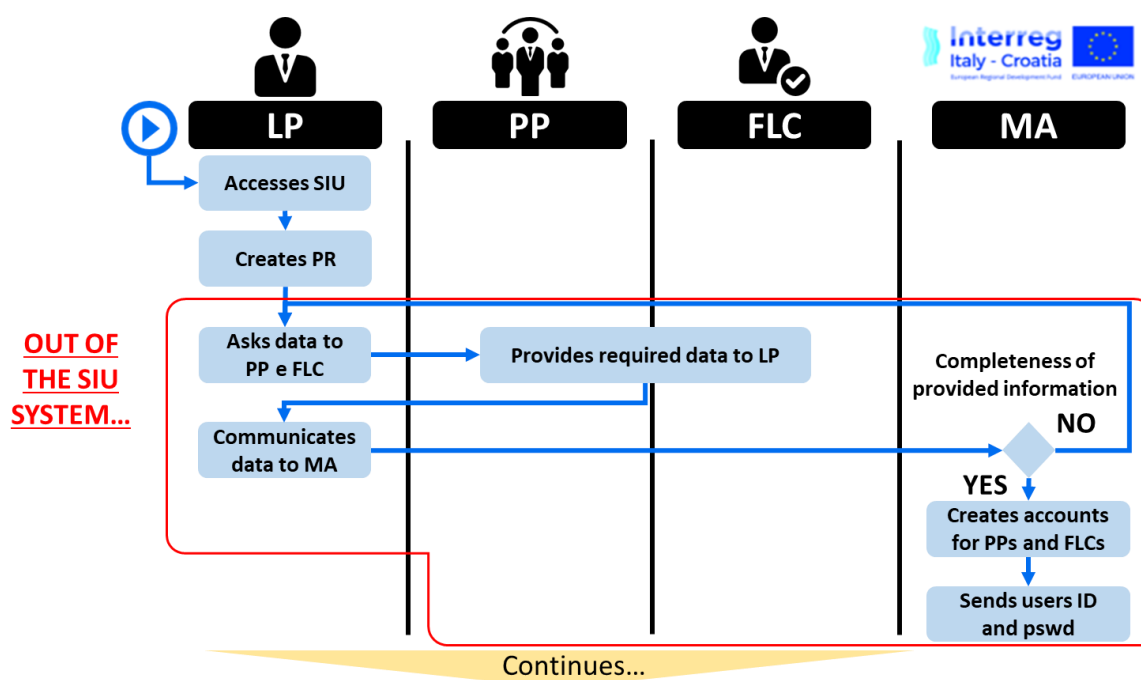
## 5 Application ID

The Agency for Regional Development of Croatia communicates to the MA all data concerning FLCs assigned to Croatian beneficiaries.

The main phases of this sub-process are as follows:

1	<p>The Lead Partner accesses the SIU System (see <b><u>STEP 2 – ACCESS TO SIU</u></b>)</p> <p><i><b>*PLEASE NOTE THAT</b> this step can be managed in parallel to the following ones, and it is not intended to stall step 3 and step 4, 5 and 6 in sequence.</i></p>
2	<p>The Lead Partner creates the progress report (see <b><u>STEP 3 – CREATION OF THE PROGRESS REPORT REQUEST</u></b>)</p> <p><i><b>*PLEASE NOTE THAT</b> this step can be managed in parallel to the following ones, and it is not intended to stall step 3 and step 4, 5 and 6 in sequence.</i></p>
3	<p>OUT OF THE SIU SYSTEM - The Lead Partner asks PPs and Italian FLCs the information:</p> <ol style="list-style-type: none"> <li>1 Name</li> <li>2 Surname</li> <li>3 Fiscal Code</li> <li>4 E-mail address</li> <li>5 Application ID</li> </ol>
4	<p>OUT OF THE SIU SYSTEM – Project Partners and Italian First Level Controllers communicate data required by the LP</p>
5	<p>OUT OF THE SIU SYSTEM – The Lead Partner communicates via formal request (e.g. certified e-mail) the information provided by PPs and Italian FLCs.</p> <p>The Agency for Regional Development of Croatia communicates to the MA all data</p>

	concerning FLCs assigned to Croatian beneficiaries.
6	The Managing Authority creates the accounts related to the PPs and FLCs required by the Lead Partner and by the Agency for Regional Development of Croatia and sends IDs and passwords to these persons.



Once the Managing Authority has successfully created SIU accounts for required persons, the accounts are automatically provided to concerned PPs and FLCs through their indicated e-mail addresses, then PPs and FLCs will be admitted to the SIU system to perform the actions needed for reporting purposes, concerning the portions of the report they are accountable for.

**PLEASE NOTE THAT** It is advisable for each of these three different subjects to focus on the portions of the manual which describe specifically the actions they must perform in the frame of Progress Report submission, accordingly to their role:

- Lead Partner's Role
- Project Partner's Role
- First Level Controller's Role

## 2) PROJECT PARTNER'S ROLE

### 2.1) OVERVIEW OF PROJECT PARTNERS ROLE

Project Partners shall:

1. Access SIU
2. Insert their expenditure, including the upload of invoices and proofs of payments;
3. Fill-in the Partner Activity Report and upload it in SIU;
4. Modify their data related to seat/name/legal representative if needed in the Section "Partner";
5. Send the proofs and supporting documents of their deliverables/outputs via e-mail to the LP;
6. Give confirmation that their part is completed by clicking the button "Submit to FLC";
7. Proceed to the necessary modifications on inserted expenditure upon request of the FLC or LP.

### 2.2) ANNEXES TO BE UPLOADED

ID documents: PP shall upload relevant ID documents for example related to a new legal representative. Please note that there is no need to upload ID documents if no changes occurred during the reporting period.

The types of attachments for the "PP annexes" are the following:

- PP Activity Report;
- Legal and administrative documents (PPs shall upload documents related for example to changes of Legal Representative, PiCoS, implementing department, etc);
- Valid identity document (e.g. identity card, passport) ID document (related to category "legal and admin doc"): PP shall upload relevant ID documents for example related to a new legal representative (**PLEASE NOTE THAT** there is no need to upload ID documents if no changes occurred during the reporting period);
- Other documents

The types of attachments for the sub-section "Public Procurement" are the following:

- Awarding administrative document or equivalent
- Contract

The types of attachments for the sub-section "Financial supporting documents" are the following:

1. Invoice
2. Other document of equivalent probative value
3. Proof of payment

### 2.3) MAIN RECOMMENDATIONS

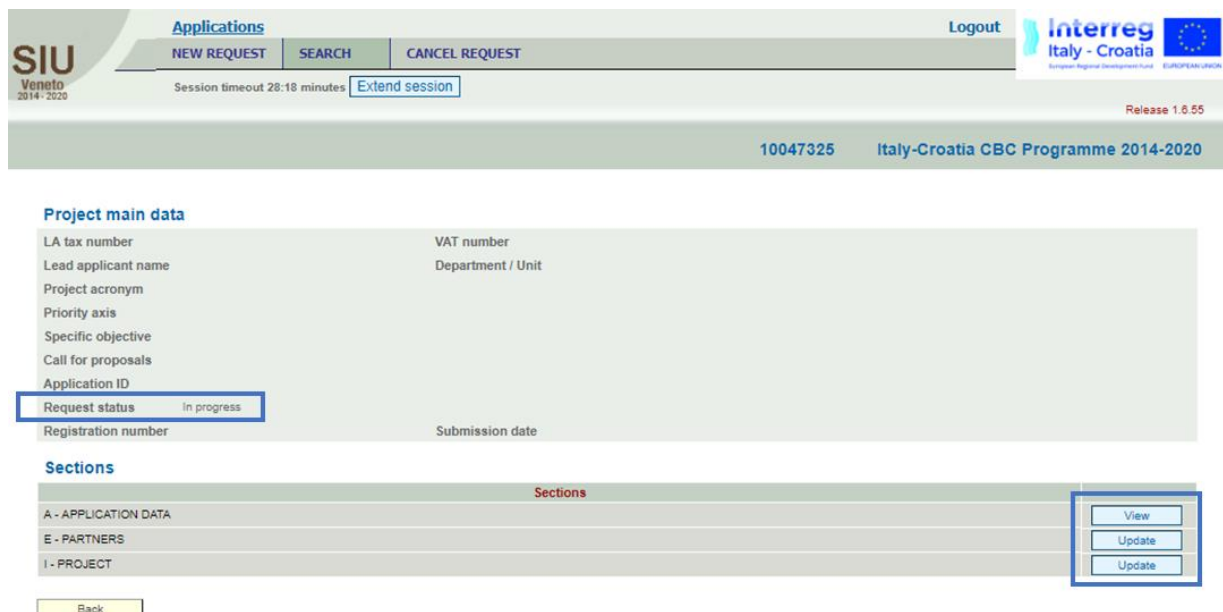
Save regularly in order not to lose data. In some case, the system will save data only once the whole section has been duly filled-in.

The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables 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).

### 2.4) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for PPs’ operational activities in the frame of the Progress Report filling-in process:



The main screen is composed of:

- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).

The heading presents some resuming data, automatically inserted by the System:

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
Registration number
Submission date

Section “**A – APPLICATION DATA**” must be viewed and confirmed by the PPs:

A	APPLICATION DATA
---	------------------

The following main Sections should be duly filled-in by clicking on the “Update” button:

Sections	Notes
E	PROJECT PARTNERS
I	PROJECT

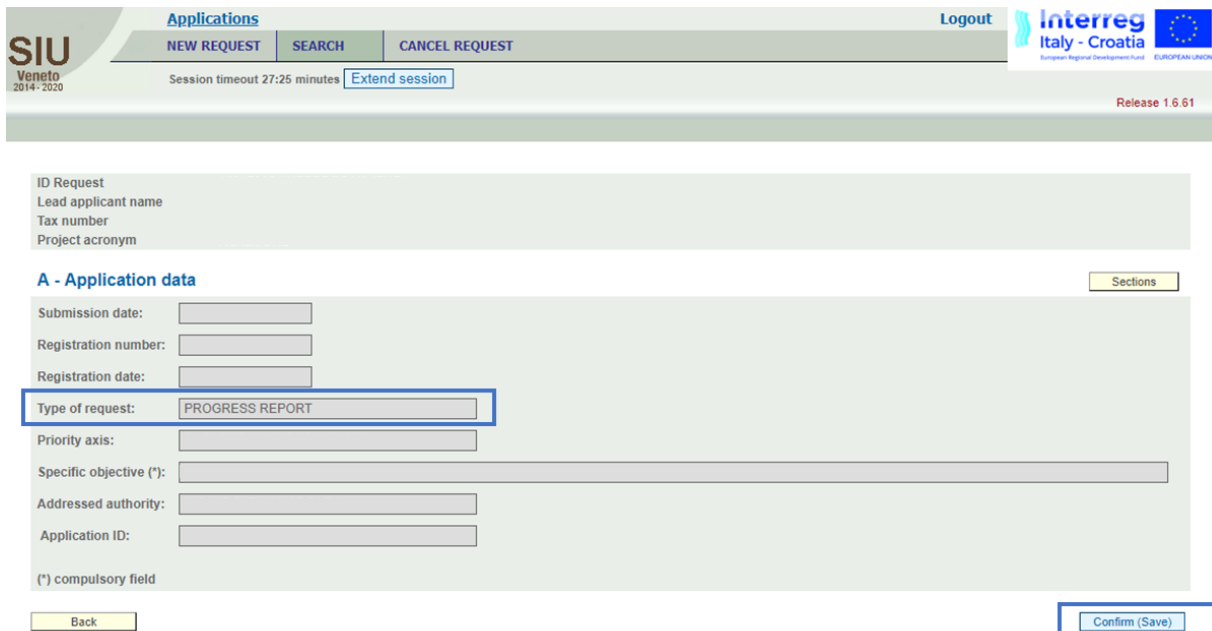
### 2.4.1 SECTION A – APPLICATION DATA

The user should access to the Section “**A – APPLICATION DATA**” to visualize the automatically filled-in information within the fields of the form.

The fields:

Submission date
Registration number
Registration date
Type of request
Priority axis
Specific objective
Addressed authority
Application ID

Are accessible in the visualization mode only.



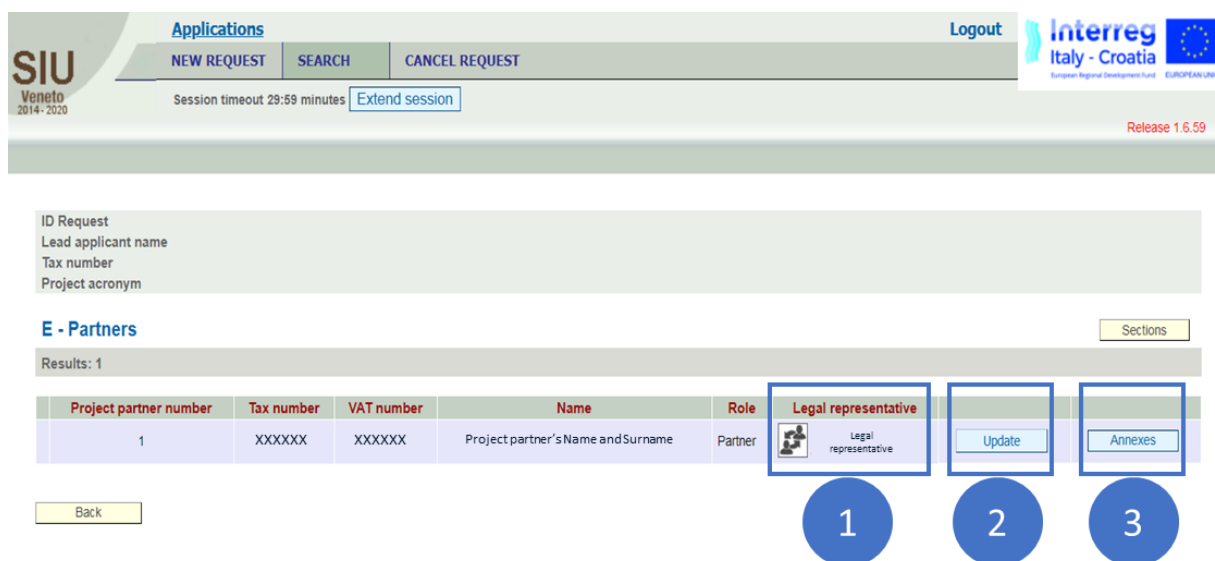
The screenshot shows the SIU Applications interface. At the top, there are navigation buttons: 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A 'Logout' button is also present. The 'Interreg Italy - Croatia' logo and 'EUROPEAN UNION' text are visible in the top right corner. Below the navigation bar, there is a session timeout warning: 'Session timeout 27:25 minutes' with an 'Extend session' button. The main content area is titled 'A - Application data' and contains several input fields: 'Submission date:', 'Registration number:', 'Registration date:', 'Type of request:' (with 'PROGRESS REPORT' selected), 'Priority axis:', 'Specific objective (\*)', 'Addressed authority:', and 'Application ID:'. A 'Back' button is located at the bottom left, and a 'Confirm (Save)' button is at the bottom right. A 'Sections' button is also visible in the top right of the form area.

**PLEASE NOTE THAT** no other actions than visualization (in case it occurs) are needed to be performed here by Project Partners.

## SECTION E – PROJECT PARTNERS

The user should access to the Section “**E – PROJECT PARTNERS**”, in order:

- To properly verify the correctness of the automatically filled-in information within the fields of the form
- To fill-in, where missing or in case of update necessities, the proper data and information required by the fields of the form



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 29:59 minutes [Extend session](#)


Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.59

ID Request  
Lead applicant name  
Tax number  
Project acronym

E - Partners Sections


Results: 1

Project partner number	Tax number	VAT number	Name	Role	Legal representative	Update	Annexes
1	XXXXXX	XXXXXX	Project partner's Name and Surname	Partner	 Legal representative	<a href="#">Update</a>	<a href="#">Annexes</a>

[Back](#)

1 2 3

As shown in the figure above, the Project Partner can:

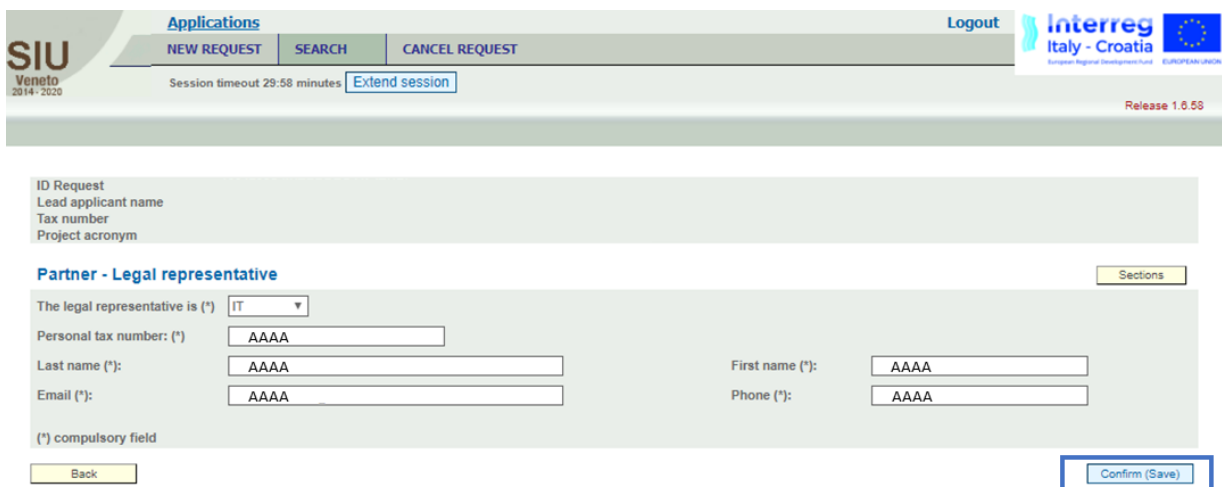
1. Enter the sub-section **1** “**PARTNER – LEGAL REPRESENTATIVE**” by clicking on the deputed icon box  to, in case of necessity, modify data related to the “Legal Representative” and save by clicking on the “Confirm (Save)” button;
2. Click on the buttons **2** “Update” to update data contained within the sub-section;
3. Enter the sub section **3** “Annexes”



## SECTION E – PROJECT PARTNERS / SUB-SECTION 1 – “PARTNER – LEGAL REPRESENTATIVE”

The user should access to the Sub-Section “**PARTNER - LEGAL REPRESENTATIVE**”, in order:

- To properly verify the correctness of the automatically filled-in information within the fields of the form;
- To fill-in, where missing or in case of update needs, the proper data and information required by the fields of the form.



The screenshot shows the SIU (Sistema di Informazione Unificato) web application interface. At the top, there is a navigation bar with 'Applications' and 'Logout' links, and buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout notice indicates 29:58 minutes remaining, with an 'Extend session' button. The SIU logo and version (2014-2020) are on the left, and the Interreg Italy - Croatia logo and European Union logo are on the right, along with the release version 'Release 1.6.59'.

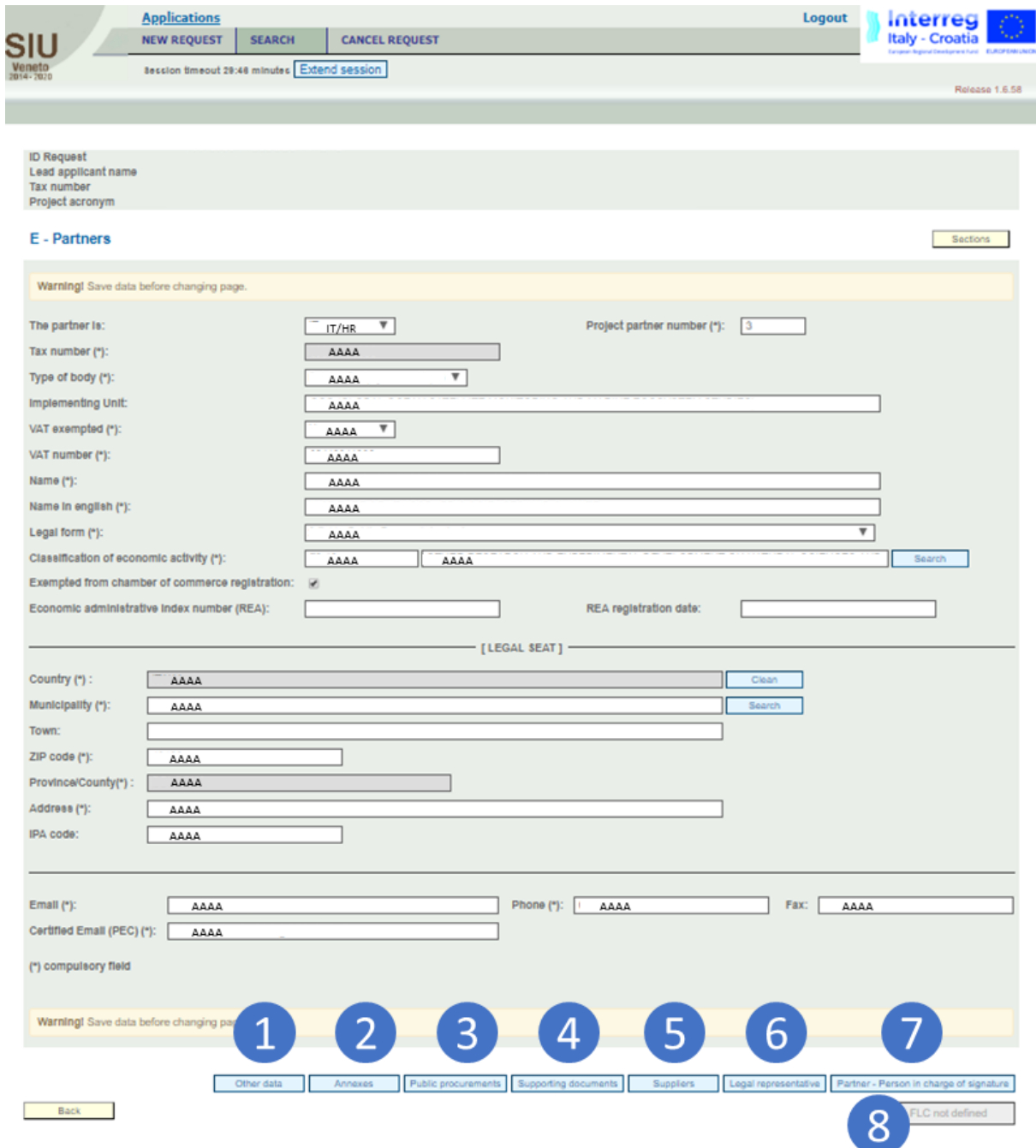
The main content area displays the 'Partner - Legal representative' form. The form includes the following fields:

- ID Request
- Lead applicant name
- Tax number
- Project acronym
- The legal representative is (\*) (dropdown menu showing 'IT')
- Personal tax number: (\*) (text input field with 'AAAA')
- Last name (\*): (text input field with 'AAAA')
- First name (\*): (text input field with 'AAAA')
- Email (\*): (text input field with 'AAAA')
- Phone (\*): (text input field with 'AAAA')

At the bottom of the form, there is a note: "(\*) compulsory field". Navigation buttons include 'Back' and 'Confirm (Save)'.

## 2.4.1.1 SECTION E – PROJECT PARTNERS / SUB-SECTION 2 – “E – PARTNERS”

By clicking on the “Update” button of the PP, the SIU system shows a detailed view of relevant data which must be filled-in per each Project Partner.



SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Logout

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Session timeout 29:48 minutes [Extend session](#)

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

**E - Partners** Sections

**Warning!** Save data before changing page.

The partner is: IT/HR Project partner number (\*): 3

Tax number (\*): AAAA

Type of body (\*): AAAA

Implementing Unit: AAAA

VAT exempted (\*): AAAA

VAT number (\*): AAAA

Name (\*): AAAA

Name in english (\*): AAAA

Legal form (\*): AAAA

Classification of economic activity (\*): AAAA AAAA Search

Exempted from chamber of commerce registration:

Economic administrative index number (REA):  REA registration date:

[ LEGAL SEAT ]

Country (\*): AAAA Clean

Municipality (\*): AAAA Search

Town:

ZIP code (\*): AAAA

Provincia/County(\*): AAAA

Address (\*): AAAA

IPA code: AAAA

Email (\*): AAAA Phone (\*): AAAA Fax: AAAA

Certified Email (PEC) (\*): AAAA

(\* compulsory field)

**Warning!** Save data before changing page.

1 2 3 4 5 6 7

Other data Annexes Public procurements Supporting documents Suppliers Legal representatives Partner - Person in charge of signature

8 FLC not defined

Back

As shown in the images above, there are **8 sub-sections** available in the lower part of the page, as follows:

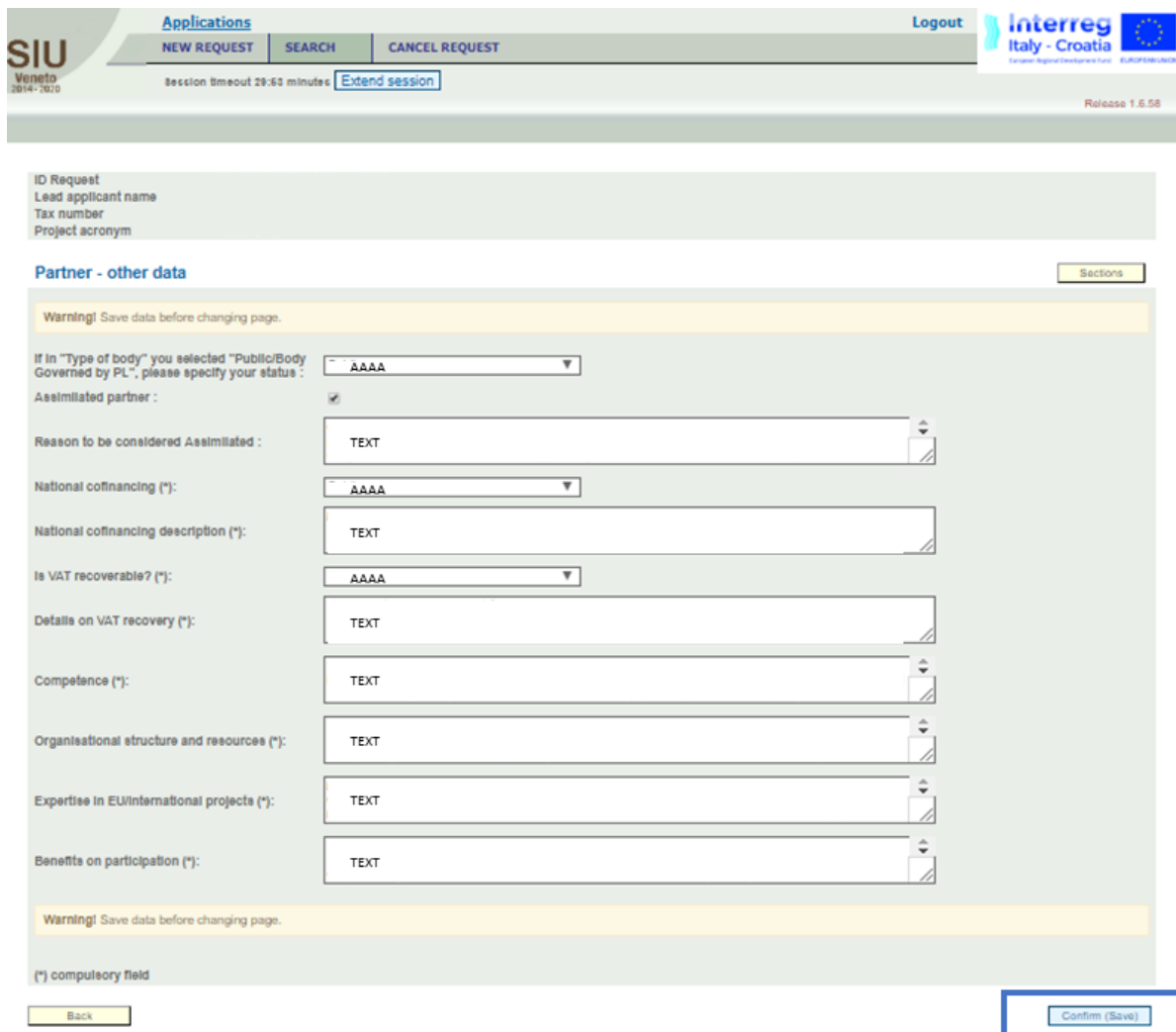
1. “Other Data”;

2. “Annexes”
3. “Public Procurements”
4. “Supporting documents”
5. “Suppliers”
6. “Legal Representative”
7. “Partner - Person in charge of signature;
8. Progress Report status and interaction button.

These sub-sections are now described in further detail below:

### 2.4.1.1.1 Other Data

Within this sub-section the SIU system shows a detailed view of other relevant data which must be filled-in / updated by each Project Partner. By clicking on the “Confirm (Save)” button the PP can save the work done.

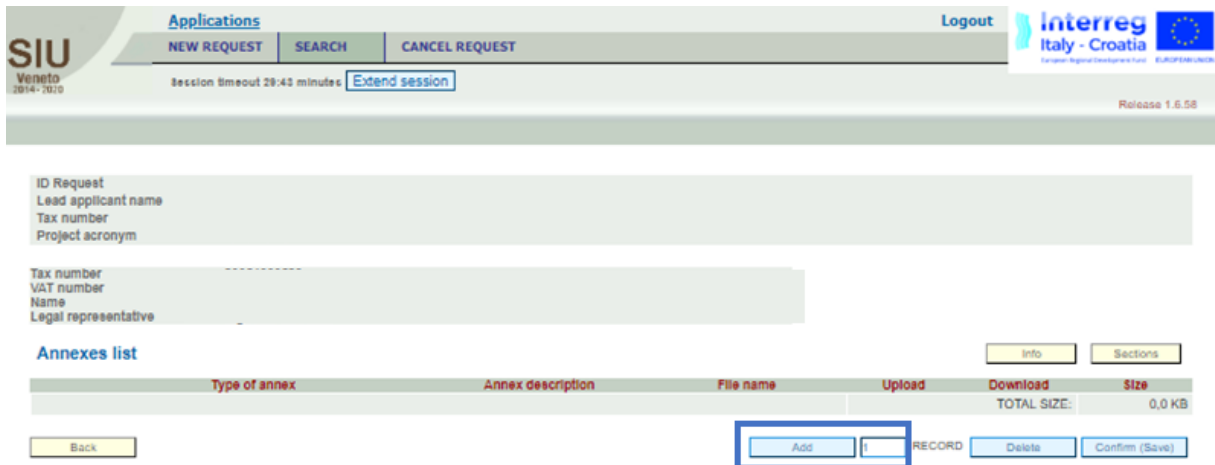


The screenshot shows the SIU system interface for the 'Partner - other data' section. At the top, there is a navigation bar with 'Applications', 'NEW REQUEST', 'SEARCH', 'CANCEL REQUEST', and 'Logout' buttons. Below this, a session timeout warning indicates 'Session timeout 29:53 minutes' with an 'Extend session' button. The main content area is titled 'Partner - other data' and contains several form fields:

- ID Request**: Lead applicant name, Tax number, Project acronym.
- Warning!**: Save data before changing page.
- Type of body**: A dropdown menu set to 'AAAA'.
- Assimilated partner**: A checked checkbox.
- Reason to be considered Assimilated**: A text input field containing 'TEXT'.
- National cofinancing (\*)**: A dropdown menu set to 'AAAA'.
- National cofinancing description (\*)**: A text input field containing 'TEXT'.
- Is VAT recoverable? (\*)**: A dropdown menu set to 'AAAA'.
- Details on VAT recovery (\*)**: A text input field containing 'TEXT'.
- Competence (\*)**: A text input field containing 'TEXT'.
- Organisational structure and resources (\*)**: A text input field containing 'TEXT'.
- Expertise in EU/International projects (\*)**: A text input field containing 'TEXT'.
- Benefits on participation (\*)**: A text input field containing 'TEXT'.
- Warning!**: Save data before changing page.
- (\*) compulsory field**: A legend for the asterisked fields.
- Buttons**: 'Back' and 'Confirm (Save)' buttons are located at the bottom of the form.

### 2.4.1.1.2 Annexes

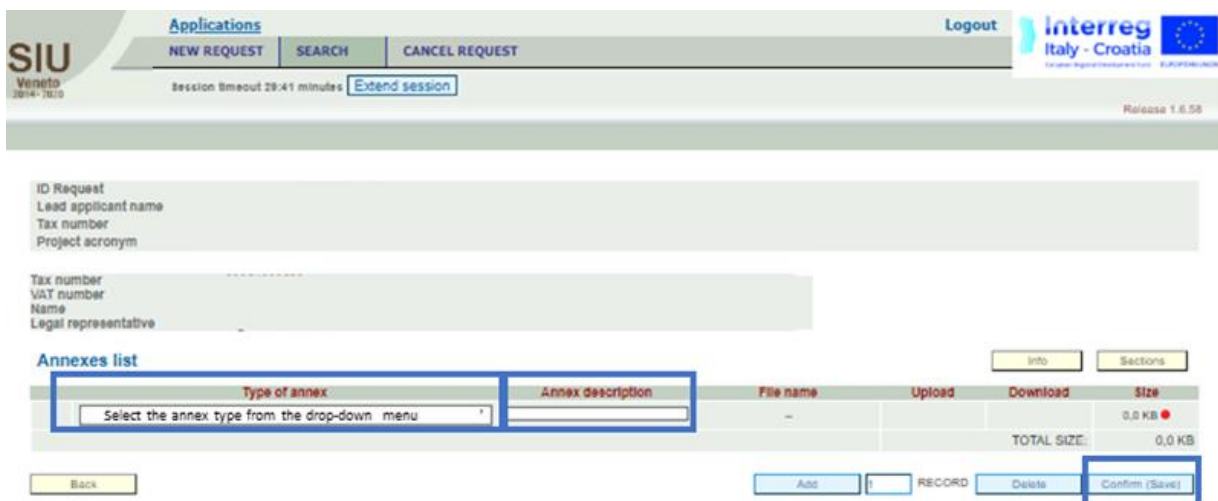
As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the “Add” button, PPs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:



The screenshot shows the SIU Applications interface. At the top, there are navigation links for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST', along with a 'Logout' button. Below this, there is a session timeout indicator and an 'Extend session' button. The main content area contains several input fields for applicant information, including 'ID Request', 'Lead applicant name', 'Tax number', and 'Project acronym'. Below these fields is the 'Annexes list' section, which features a table with columns for 'Type of annex', 'Annex description', 'File name', 'Upload', 'Download', and 'Size'. The table currently shows a total size of 0.0 KB. At the bottom of the table, there is an 'Add' button with a small input field next to it, which is highlighted with a blue box. Other buttons like 'Back', 'Delete', and 'Confirm (Save)' are also visible.

Once the “Add” button has been selected, PPs should address the actions explained below:

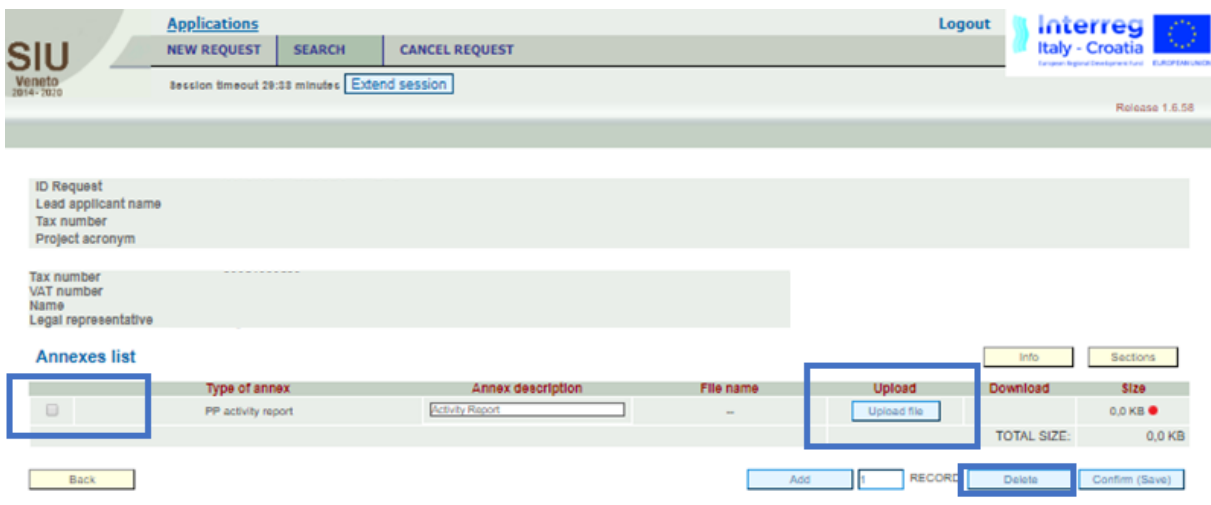
1. Add (if once again necessary) a new annex record;
2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.



This screenshot shows the same SIU Applications interface as the previous one, but with the 'Add' button selected. The 'Type of annex' field in the table is now a dropdown menu with the text 'Select the annex type from the drop-down menu'. The 'Annex description' field is also highlighted with a blue box. The 'Confirm (Save)' button at the bottom right is also highlighted with a blue box. The rest of the interface remains the same.

Having created a new annex row, PPs can now:

1. Upload a file;
2. Delete an annex row, by putting a “thick” within the outlined box on the left of the window;
3. Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 29:33 minutes [Extend session](#)

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

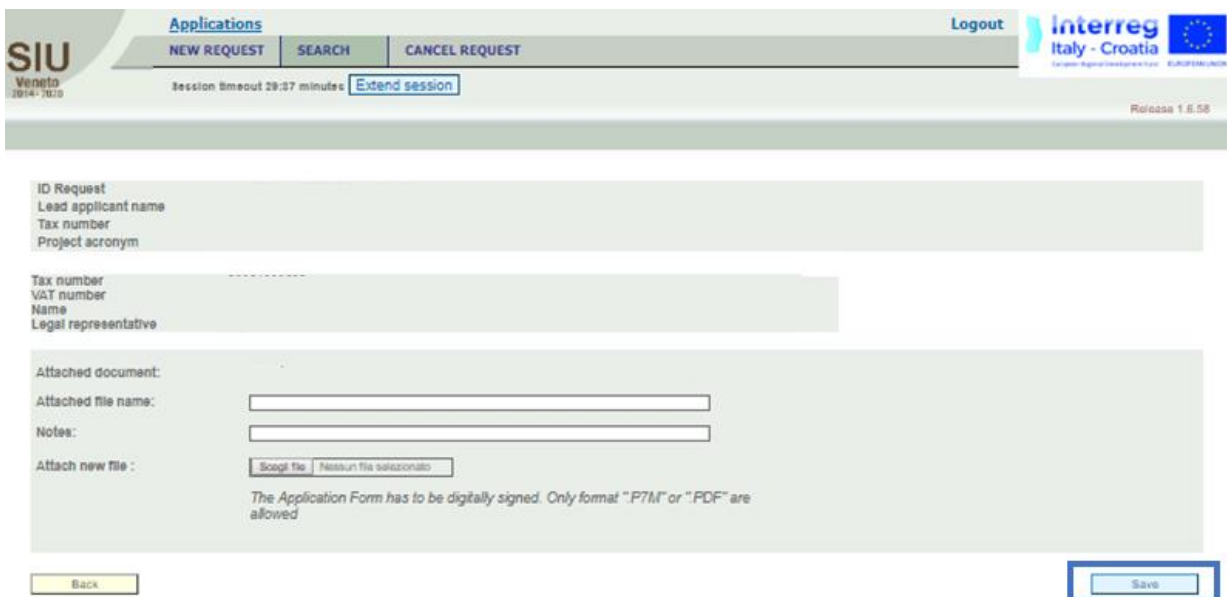
Annexes list

	Type of annex	Annex description	File name	Upload	Download	Size
<input type="checkbox"/>	PP activity report	Activity Report	--	<a href="#">Upload file</a>		0,0 KB
						TOTAL SIZE: 0,0 KB

Back

Add RECORDS Delete Confirm (Save)

By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 29:37 minutes [Extend session](#)

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

Attached document:

Attached file name:

Notes:

Attach new file : [Scogli file](#) [Nessun file selezionato](#)

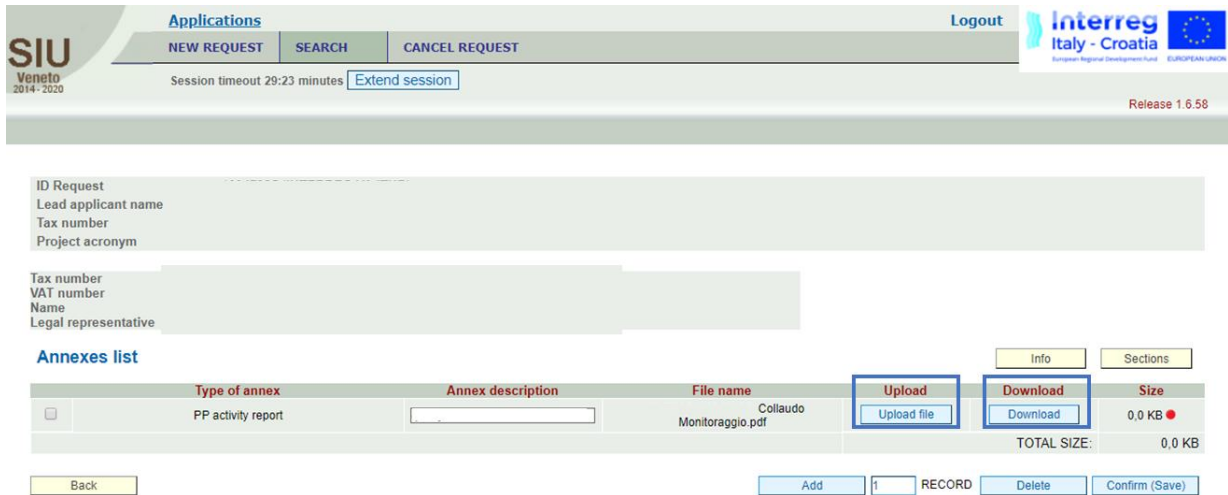
The Application Form has to be digitally signed. Only format “P7M” or “PDF” are allowed

Back

Save

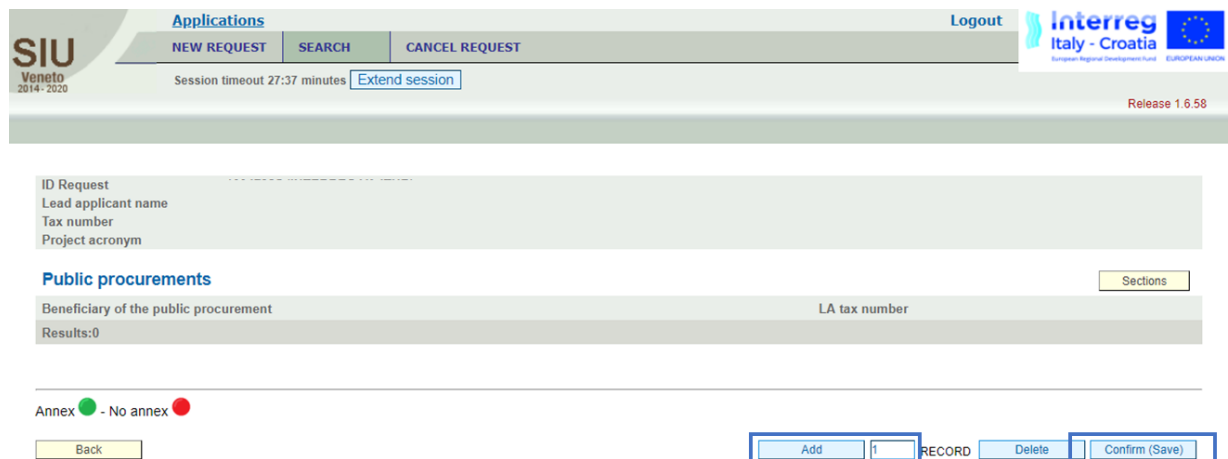
In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file



### 2.4.1.1.3 Public Procurements

The user can add Public procurements details by clicking on “Add” button



Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the “Confirm (Save)” button.


**SIU**  
Veneto  
2014 - 2020

**Applications**

NEW REQUEST   SEARCH   CANCEL REQUEST

Session timeout 29:51 minutes [Extend session](#)

Logout



ID Request  
Lead applicant name  
Tax number  
Project acronym

**Public procurements** [Sections](#)

Beneficiary of the public procurement LA tax number

Results: 1

CIG/Tender identification code	Annex
Reason for absence of CIG	▼
Contracting authority	
Object of the procedure	
Type of public procurement procedure	▼
Applicable provisions	▼
Opening bid amount	Date of publication
Amount awarded	Date of the award of the contract

Annex ● - No annex ●

[Back](#)
[Add](#) |  RECORD | [Delete](#) | [Confirm \(Save\)](#)

#### 2.4.1.1.4 Financial Supporting Documents

##### 1. Financial Supporting Documents List

**SIU**  
Veneto  
2014 - 2020

**Applications**

NEW REQUEST   SEARCH   CANCEL REQUEST

Session timeout 29:57 minutes [Extend session](#)

Logout



ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** [Sections](#)

Beneficiary LA tax number


Results: 0

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted in	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
No results												

Annex ● - No annex ●

[Back](#)
[Add](#)

By clicking on the “Add” button, PPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is then shown within the sub-section:




**Applications**

NEW REQUEST   SEARCH   CANCEL REQUEST

Session timeout 27:42 minutes [Extend session](#)

Logout



Release 1.6.50

ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** [Sections](#)

Beneficiary   Beneficiary Name   LA tax number   32082115313

Results: 4

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted in	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
12			/////		10.000,00	40,00	5.000,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
23432			/////		100,00	0,00	50,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
2345			/////		20.000,00	0,00	16.000,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: green;">●</span>
567			/////		10.000,00	0,00	8.000,00	500,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
<b>Totals:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

Annex ● - No annex ●

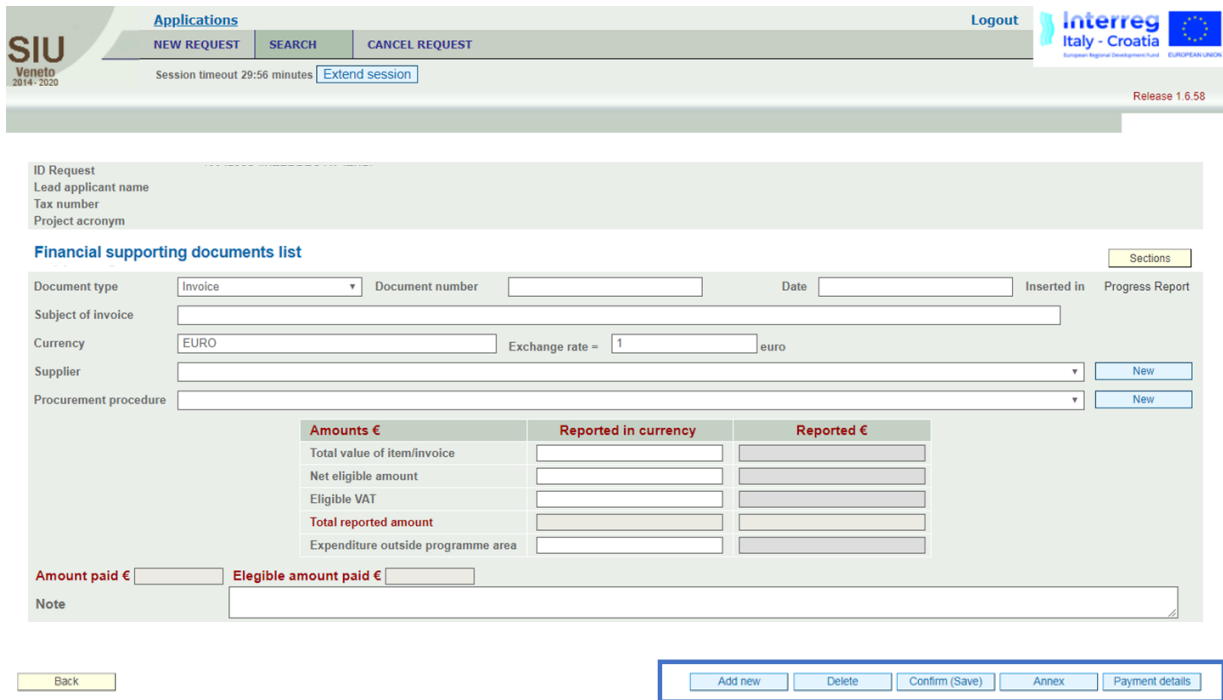
[Back](#)
[Add](#)

The view, within the “Annex” column, also reports the Annex status:

- Red signal: no annex uploaded;
- Green signal: annex uploaded successfully.



## 2. Financial Supporting Document Detail



SIU Veneto 2014-2020

Applications: NEW REQUEST, SEARCH, CANCEL REQUEST

Session timeout 29:56 minutes [Extend session](#)

Logout Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** Sections

Document type: Invoice | Document number: | Date: | Inserted in: Progress Report

Subject of invoice: |

Currency: EURO | Exchange rate = 1 euro

Supplier: | [New](#)

Procurement procedure: | [New](#)

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

Amount paid € | Eligible amount paid €

Note: |

[Back](#) [Add new](#) [Delete](#) [Confirm \(Save\)](#) [Annex](#) [Payment details](#)

This part is the first step of financial reporting.

The PP or LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box “exchange rate” the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

using the rate of the month in which the expenditure is submitted for verification to the FLC.

### 2.4.1.1.5 Suppliers

When inserting data of invoices, the System requires also data on suppliers.

If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button “New”.

The button “Suppliers” in Section “**E - PARTNERS**” will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.

### Payment details



By clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail” sub-section, PPs will enter the following view:

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted In	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
<b>Total:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice.

SIU Veneto 2014-2020
Applications
NEW REQUEST
SEARCH
CANCEL REQUEST
Logout
interreg Italy - Croatia
Release 1.6.00

Session Timeout 29:54 minutes [Extend session](#)

ID Request  
Lead applicant name  
Tax number  
Project acronym

Supporting document:  
Tax Number :  
Name:

from:  
Total amount:

**Payment details** Sections

Results: 2

<input type="checkbox"/>	Payment number	Amount paid	Method of Payment <input type="checkbox"/> Bank details	Payment date	Inserted in
<input type="checkbox"/>	2	20,00	Bank transfer	11/09/2017	Progress Report
<input type="checkbox"/>	2	20,00	Bank transfer	11/09/2017	Progress Report
		40,00			

Back
Add
RECORD
Delete
Confirm (Save)

### How to upload invoices, equivalent probative value documents or proof of payments

Back
Add new
Delete
Confirm (Save)
Annex
Payment details

By clicking on the “Annex” button, available within the above-mentioned “Supporting Document Detail” sub-section, PPs will enter the following view:

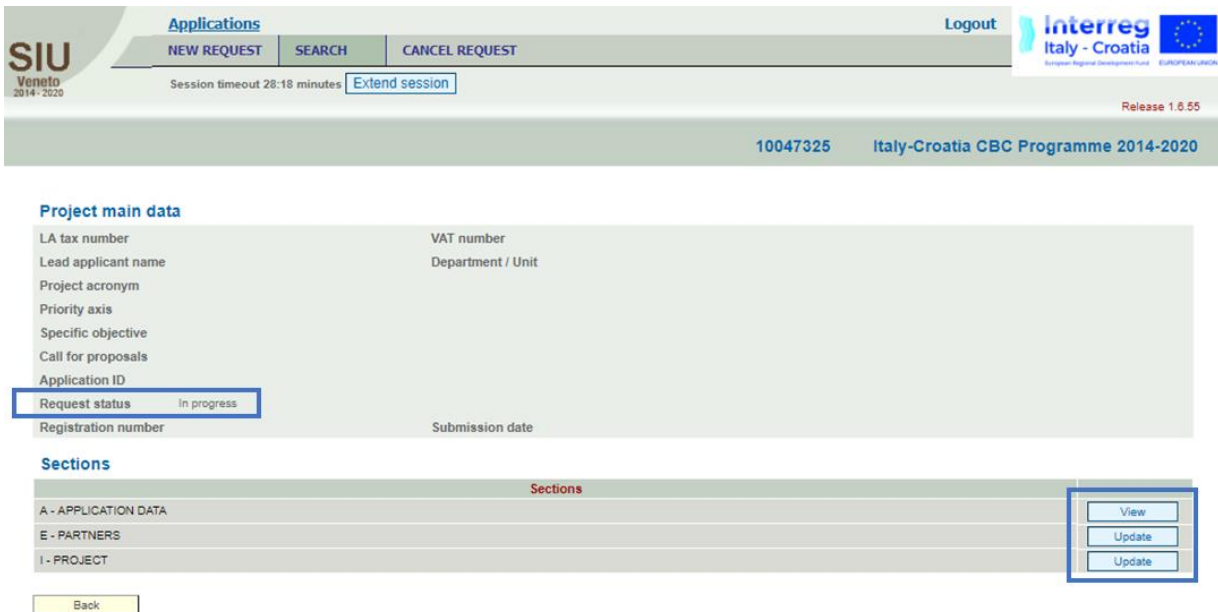
Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €			Inserted in	Detail	Payment details	Annex	
					Total	Paid	Total reported amount					
12	Payment details				10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432	Payment details				100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345	Payment details				20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567	Payment details				10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
<b>Total:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

To upload documents here the user has to click on the button “Annex” and add the concerned file. The user can choose among the following categories of annexes:

- Invoice
- Equivalent probative value document
- Proof of payment

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

To perform the association between invoices and expenditure the user will have to enter Section **"I – PROJECT"**.



The screenshot shows the SIU Applications interface. The top navigation bar includes 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST' buttons, along with a 'Logout' link and a session timeout indicator. The main content area is titled 'Project main data' and contains a form with various fields. The 'Request status' field is highlighted with a blue box and shows 'In progress'. Below this, the 'Sections' section is visible, with a table listing sections: 'A - APPLICATION DATA', 'E - PARTNERS', and 'I - PROJECT'. The 'I - PROJECT' section has an 'Update' button highlighted with a blue box.

The relevant box where associations need to be done is "Project workplan and budget", visible on the right side of the screen (PPs must click on the "Update" button).



The screenshot shows the SIU Applications interface with the 'I - Project' section selected. The 'Sections' dropdown is set to 'I - Project'. Below this, a table displays the results for the project. The table has columns for 'Code - description', 'Total AF budget', 'Total Amount reported in the current period by PP', 'Total Amount certified by FLC', 'Total Amount certified up to now (included the current period)', 'Project locations', 'Project workplan', and 'Project workplan and budget'. The 'Project workplan and budget' column has an 'Update' button highlighted with a blue box. At the bottom of the page, there are several navigation buttons: 'See workplan by WP', 'See workplan by partner', 'Budget lines overview', 'CSV Export', and 'Confirm (Save)'.

Code - description	Total AF budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Update</a>
	1.150.000,00	9.943,00	1.585,00	1.585,00			

Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on “Link” button:

**Budget lines List** Sections

Budget lines by partner:

Results:22

Code - description	Total AF budget	Total amount reported in the current report	Total amount reported up to now including current report	Total amount certified by FLC in current report	Link to partner and Activity	Financial supporting documents
1 Equipment	120.000,00	0,00	500,00	500,00	Partner + Activity	<input type="button" value="Link"/>
2 External expertise and services	4.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Link"/>
3 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	LINK
4 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
5 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
6 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
7 Office and administration	300,00	0,00	0,00	0,00	Partner + Activity	
8 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	

To perform the association, the user has to click the “Select” under the heading “Document number and Supplier” and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system:

**Association of supporting documents to Budget lines** Sections

Results:1

Document number and Supplier	Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
<input type="button" value="Select"/> XXXXX - Supplier	PP 0,00	0,00	0,00	500,00	<input type="button" value="Detail"/> <input type="button" value="Detail"/>	Progress Report
	FLC 0,00	0,00	0,00	500,00		
	PP 0,00	0,00	0,00	500,00		
	FLC 0,00	0,00	0,00	500,00		

RECORD 1

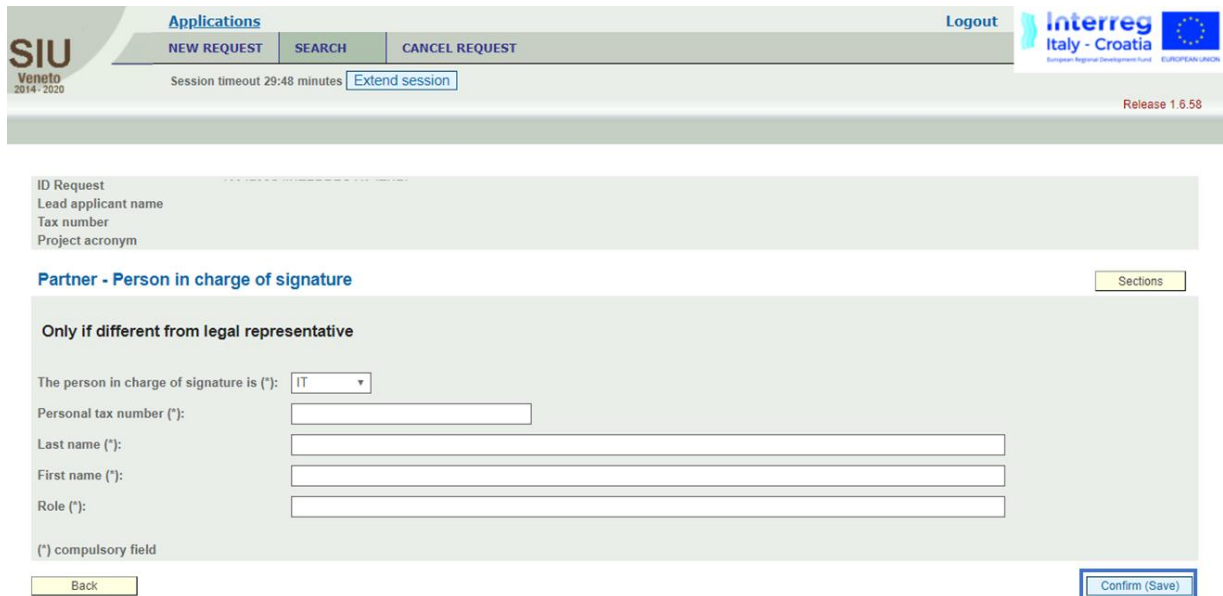
#### 2.4.1.1.6 Legal Representative

The button “Legal Representative” provides a shortcut link to consult data contained within the already illustrated **SECTION E – PROJECT PARTNERS / SUB-SECTION 1 – “PARTNER – LEGAL REPRESENTATIVE”**.

### 2.4.1.1.7 Person in Charge of Signature

This sub-section contains the information about the Partner – Person in charge of signature.

It is possible to modify the already filled-in data within the fields.



The screenshot shows the SIU Veneto 2014-2020 web application interface. At the top, there is a navigation bar with 'Applications' and 'Logout' links, and buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout of 29:48 minutes is displayed, along with an 'Extend session' button. The main content area is titled 'Partner - Person in charge of signature' and includes a 'Sections' button. Below this, there is a section for 'Only if different from legal representative' with the following fields: 'The person in charge of signature is (\*)' (dropdown menu with 'IT' selected), 'Personal tax number (\*)', 'Last name (\*)', 'First name (\*)', and 'Role (\*)'. A note indicates that fields marked with an asterisk are compulsory. At the bottom of the form, there are 'Back' and 'Confirm (Save)' buttons.

### 2.4.1.1.8 Progress Report status and interaction button

Once the work done by a Project Partner within the sections in the frame of the financial reporting process is concluded, the PP must submit to the FLC by clicking on the “Submit to FLC” button.



The screenshot shows the navigation bar of the SIU Veneto 2014-2020 web application. It includes a 'Back' button on the left and a 'Confirm (Save)' button on the right. A horizontal menu contains several buttons: 'Other data', 'Annexes', 'Public procurements', 'Supporting documents', 'Suppliers', 'Legal representative', and 'Partner - Person in charge of signature'. Below this menu, a 'Submit to FLC' button is highlighted with a red border.

Once the Progress Report portion owned by a specific PP is submitted to the related First Level Controller, it passes to a non-editable status for the PP, and the work done is officially submitted to the FLC in order to allow her / him to perform controlling duties she / he is deputed to. Simultaneously (or, however, as soon as possible), the PP must communicate

**(OUT OF THE SIU SYSTEM)** to the FLC that he can start checking its part of Progress Report.

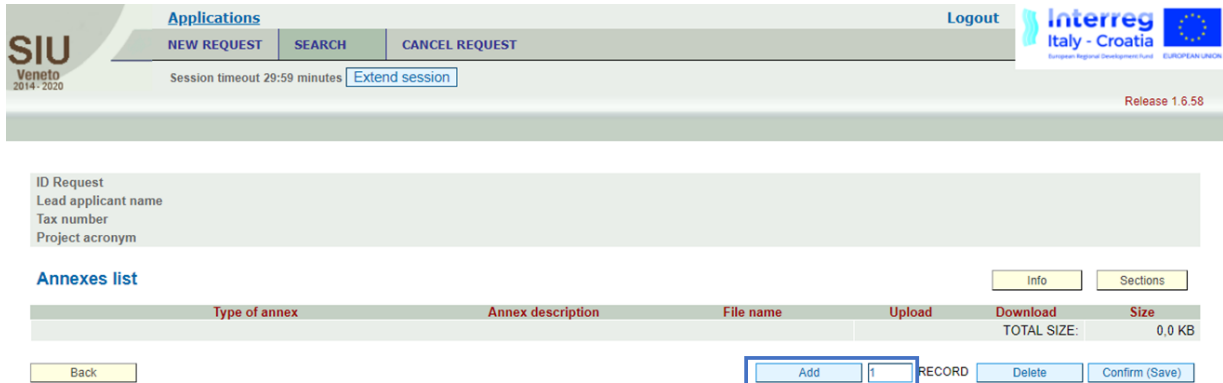
The FCL will then be able to:

- Send back to the PP the Progress Report for correction purposes;
- Send forward the Progress Report to the LP.

(see this later in further detail in **CHAPTER 3**)

### 2.4.1.2 SECTION E – PROJECT PARTNERS / SUB-SECTION 3 – “ANNEXES LIST”

Please see paragraph “[2.4.2.2.2 Annexes](#)”, previously described within the manual. As already seen, the SIU System provides shortcuts to the “Annexes list” within the main sections and sub-sections to give users an easy access to this specific section.



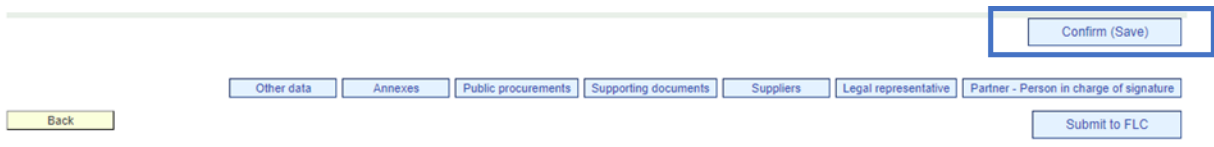
The screenshot shows the SIU system interface. At the top, there is a navigation bar with 'Applications' and 'Logout' links. Below this, there are buttons for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout notice indicates 'Session timeout 29:59 minutes' with an 'Extend session' link. The SIU logo and 'Veneto 2014-2020' are on the left, and the Interreg Italy - Croatia logo and 'European Regional Development Fund EUROPEAN UNION' are on the right. A 'Release 1.6.58' version number is also present.

Below the navigation bar, there is a list of fields: ID Request, Lead applicant name, Tax number, and Project acronym. The 'Annexes list' section is highlighted, showing a table with columns: Type of annex, Annex description, File name, Upload, Download, and Size. The table currently shows a total size of 0,0 KB. There are buttons for 'Info', 'Sections', 'Back', 'Add', 'RECORD', 'Delete', and 'Confirm (Save)'.



### 2.4.1.3 CONFIRM AND SAVE THE SECTION E – PROJECT PARTNERS

Having properly filled every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



The screenshot shows a navigation bar with several buttons: 'Back', 'Other data', 'Annexes', 'Public procurements', 'Supporting documents', 'Suppliers', 'Legal representative', 'Partner - Person in charge of signature', 'Confirm (Save)', and 'Submit to FLC'. The 'Confirm (Save)' button is highlighted with a blue border.

**PLEASE NOTE THAT** in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

## 2.4.2 SECTION I – PROJECT

The Section “**I – PROJECT**”, viewed previously in the AF procedure has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;
- PROJECT WORKPLAN AND BUDGET.

**PLEASE NOTE THAT** the sub-sections “Project location” and “Project workplan” will be accessible for PPs only in reading mode, for consultation purposes only. No action is required for what concerns WPs nor for the Activities.

As previously show within (page 33), the only sub-section the PPs must update is the “**Project Workplan and Budget**” one, with the aim of linking:

- Budget Lines;
- Sustained expenses;
- The appropriate financial supporting document inserted within the Section “**E – PARTNERS**”.



The screenshot shows the SIU Applications interface. At the top, there are navigation buttons: NEW REQUEST, SEARCH, and CANCEL REQUEST. A session timeout warning is visible: "Session timeout 29:08 minutes" with an "Extend session" button. The SIU logo and "Veneto 2014-2020" are on the left, and the Interreg Italy - Croatia logo and "Release 1.6.60" are on the right.

The main content area shows the "I - Project" section. Below the section title, there is a table with the following data:

Code - description	Total AF budget	Total Amount reported in the current period by pp	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Update</a>
	1.150.000,00	9.943,00	1.585,00	1.585,00			

Below the table, there are several navigation buttons: "Back", "See workplan by WP", "See workplan by partner", "Budget lines overview", "CSV Export", and "Confirm (Save)".

**PLEASE NOTE THAT** in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

## FIRST LEVEL CONTROLLER'S ROLE

### 2.5) OVERVIEW OF FIRST LEVEL CONTROLLERS ROLE

As a remainder, First Level Controllers must:

1. Access SIU
2. Verify PP/LP expenditure, including invoices and proofs of payments;
3. Collects all supporting documents from PP/LP via e-mail or other means;
4. Fill-in the FLC dedicated part of PP/LP expenditures in SIU;
5. Upload in SIU, in the dedicated part: signed CoVe, Control Report and FLC checklists;
6. Request to the PP via e-mail any modifications on inserted data if needed
7. Once the control is closed, clicks the button "Submit to LP"

### 2.6) ANNEXES TO BE UPLOADED

First Level Controllers will insert in SIU the following annexes ("**FLC Annexes**"):

- FLC checklist
- FLC report
- FLC CoVE
- FLC on-the spot checks

### 2.7) MAIN RECOMMENDATIONS

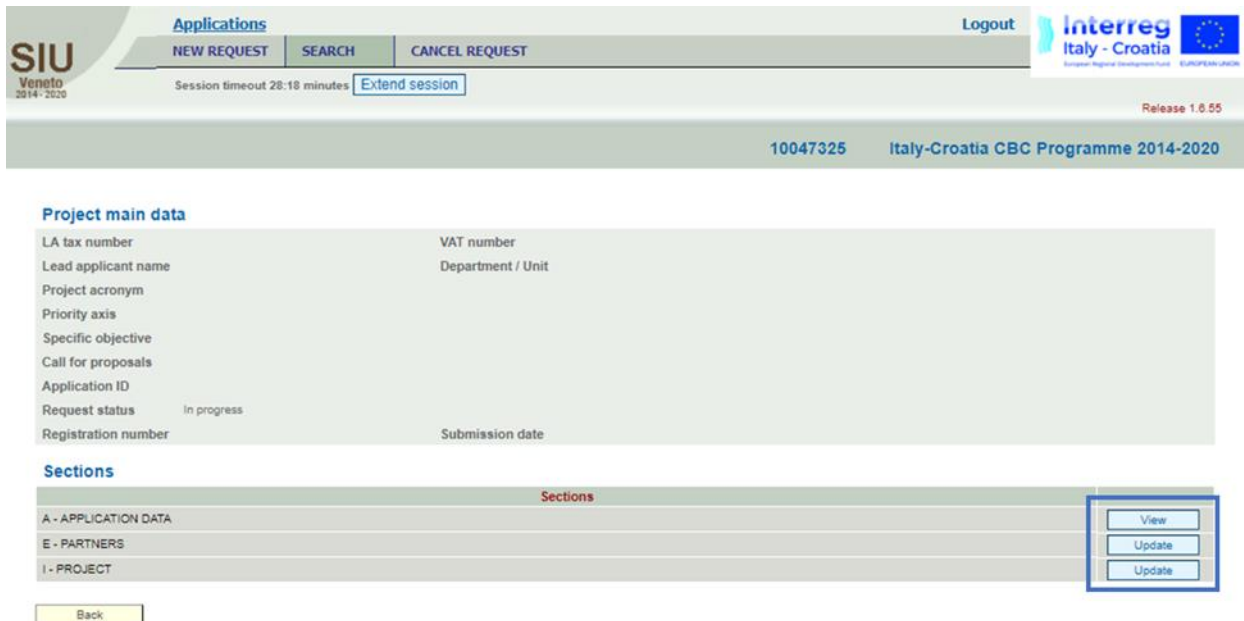
Save regularly in order not to lose data. In some cases, the system will save data only once the whole section has been duly filled-in.

The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables 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).

## 2.8) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for First Level Controllers' operational activities and control purposes in the frame of the Progress Report filling-in process:



The main screen is composed of:

- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).

The heading presents some resuming data, automatically inserted by the System once the corresponding field is completed in the relevant Section:

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
Registration number
Submission date

Section “**A – APPLICATION DATA**” must be viewed and confirmed by the user:

A	APPLICATION DATA
---	------------------

The following Sections should be duly filled-in by clicking on the “Update” button:

Sections	Notes
E	PROJECT PARTNERS
I	PROJECT

### 3.4.1 SECTION A – APPLICATION DATA

The user should access to the Section “**A – APPLICATION DATA**” to properly verify the correctness of the automatically filled-in information within the fields of the form.

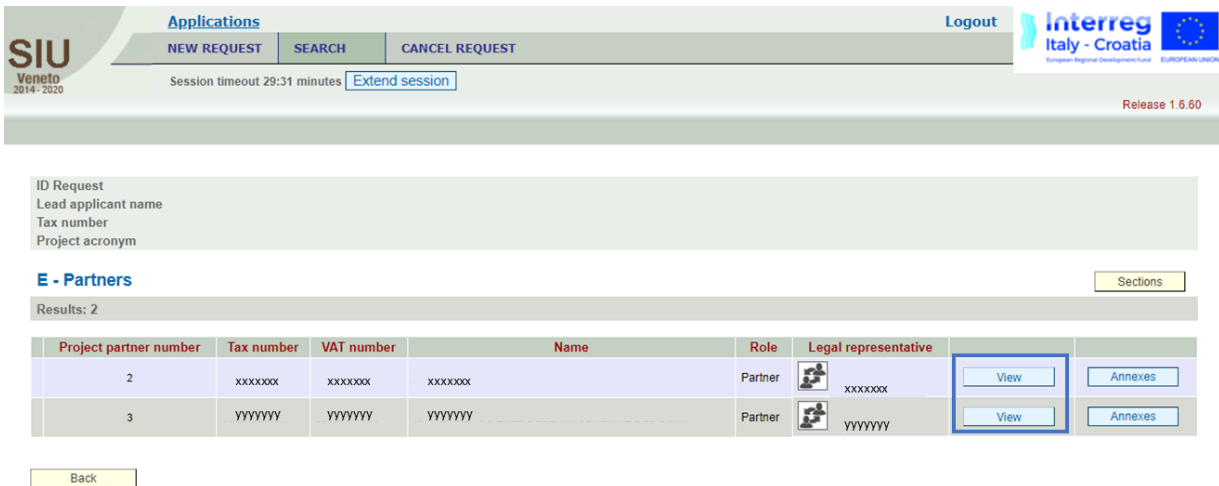
The fields, accessible in the visualization mode only, are shown below:

Submission date
Registration number
Registration date
Type of request
Priority axis
Specific objective
Addressed authority
Application ID

**PLEASE NOTE THAT** no other actions than visualization (in case it occurs) are needed to be performed here by First Level Controllers.

### 3.4.2 SECTION E – PROJECT PARTNERS

The FLC should access to the Section **“E – PROJECT PARTNERS”** to view and analyse the financial reporting activity performed by the PP (see page 30 for further details).



SIU Veneto 2014 - 2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 29:31 minutes [Extend session](#)



Interreg Italy - Croatia Business Regional Development Fund EUROPEAN UNION

Release 1.6.60

ID Request  
Lead applicant name  
Tax number  
Project acronym

**E - Partners** Sections

Results: 2

Project partner number	Tax number	VAT number	Name	Role	Legal representative	
2	xxxxxxx	xxxxxxx	xxxxxxx	Partner	 xxxxxxx	<a href="#">View</a> <a href="#">Annexes</a>
3	yyyyyyy	yyyyyyy	yyyyyyy	Partner	 yyyyyyy	<a href="#">View</a> <a href="#">Annexes</a>

[Back](#)

By clicking on the “View” button per each PP associated to a specific FCL, the SIU system shows:

1. A detailed view of relevant PP’s data in visualization mode only;
2. A set of available actions to perform.



ID Request  
Lead applicant name  
Tax number  
Project acronym

**E - Partners** Sections

Warning! Save data before changing page.

The partner is:

Tax number (\*):

Type of body (\*):

Implementing Unit:

VAT exempted (\*):

VAT number (\*):

Name (\*):

Name in english (\*):

Legal form (\*):

Classification of economic activity (\*):

Exempted from chamber of commerce registration:

[ LEGAL SEAT ]

Country (\*):

Municipality (\*):

Town:

ZIP code (\*):

Province/County(\*):

Address (\*):

Email (\*):

(\*) compulsory field

Warning! Save data before changing page.

Back
Other data
Expenditure of Partners
FLC Annexes
Annexes
Public procurements
Financial supporting documents
Suppliers
Legal representative

1
2

Return to PP
Submit to LP

As shown in the image above, the section presents the buttons:

Button	Description
Other Data	This button allows the FLC to access in visualization mode data related to the PP.
Expenditure of Partner	This button allows the FLC to access a recap view showing a resume of all the expenditures reported by the PP.
FLC Annexes	This button allows the FLC to upload the annexes required in the frame of the performing of its controlling duties.
Annexes	This button allows the FLC to download the financial supporting documents inserted in SIU by the PP in the frame of the financial reporting process.
Public Procurements	This button allows the FLC to access in visualization mode data related to Public Procurements as indicated by the PP.
Financial Supporting Documents	This button allows the FLC to download the extended detail of financial supporting documents inserted in SIU by the PP in the frame of the financial reporting process.
Suppliers	This button allows the FLC to download the extended detail of suppliers inserted by the PP.
Legal Representatives	This button allows the FLC to access in visualization mode data related to the Legal Representative as indicated by the PP.

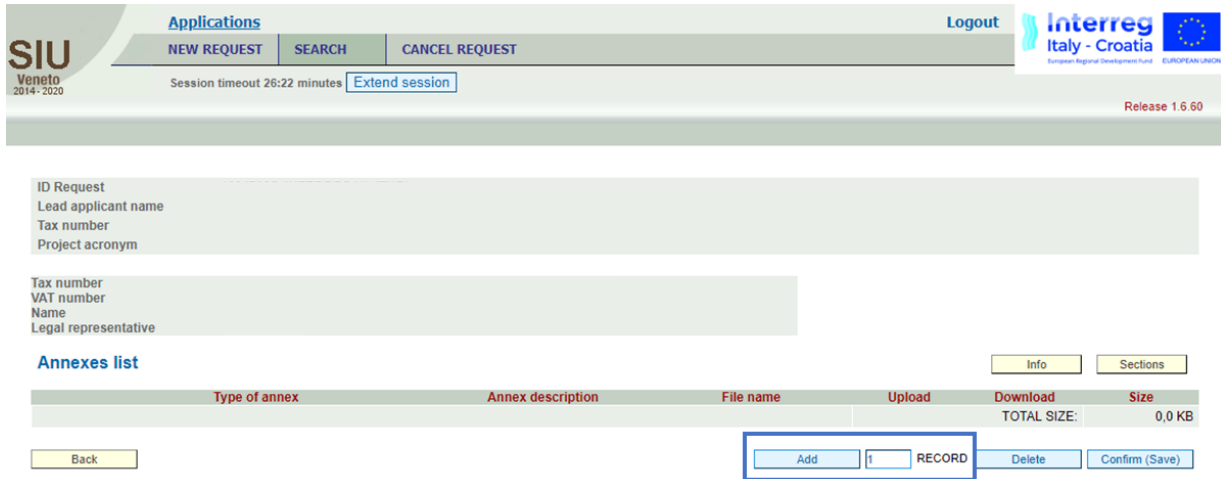
The only actions required to FLCs are for buttons:

1. FLC Annexes
2. Return to PP / Submit to LP

**PLEASE NOTE THAT** in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

## FLC Annexes

As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the “Add” button, FLCs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 26:22 minutes [Extend session](#)

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.60

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

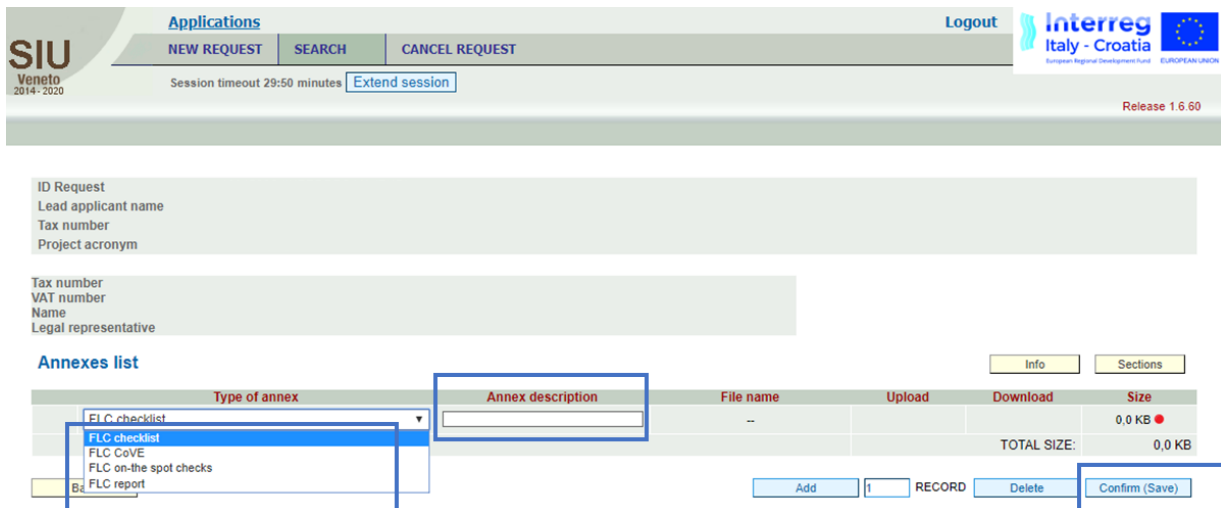
Annexes list

Type of annex	Annex description	File name	Upload	Download	Size
TOTAL SIZE:					0,0 KB

Back Add 1 RECORD Delete Confirm (Save)

There are four types of “FLC Annexes” to be uploaded on SIU by FLCs:

1. FLC checklist
2. FLC CoVe
3. FLC on-the spot checks
4. FLC report



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST Logout

Session timeout 29:50 minutes [Extend session](#)

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.60

ID Request  
Lead applicant name  
Tax number  
Project acronym

Tax number  
VAT number  
Name  
Legal representative

Annexes list

Type of annex	Annex description	File name	Upload	Download	Size
FLC checklist		--			0,0 KB
TOTAL SIZE:					0,0 KB

Back Add 1 RECORD Delete Confirm (Save)

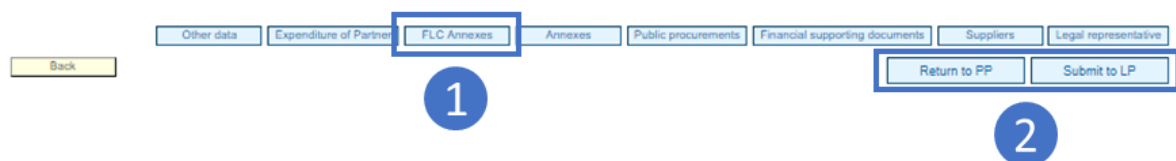
Once the “Add” button has been selected, FLCs should address the actions explained below:

1. Add (if once again necessary) a new annex record;
2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.

### Progress Report Status and Interaction Button

Once the work done by a First Level Controller within the sections in the frame of the financial reporting process is concluded, the FLC must:

1. Submit to the LP by clicking on the “Submit to LP” button, in case all the financial reporting duties have been correctly performed by the PP;
2. Send back to the PP by clicking on the “Return to PP” button in case corrections by the PP are needed.



Once the FLC has performed its checks, she/he has two choices:

- To return the Report to the PP as corrections are needed;
- To submit the Report to the LP as the Report is correct and the checks performed are concluded.

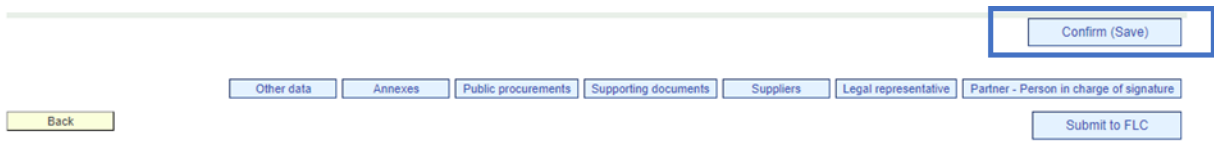
When the Report is submitted to the related PP or to the LP, it passes to a non-editable status for the FLC, and the work done in terms of controlling activities is officially submitted to the PP or to the LP.

Whatever choice is made by the FLC, he/she shall communicate (**OUT OF THE SIU SYSTEM**) to the concerned PP that corrections need to be made in the Report or that he has concluded its checks on the relevant parts of the Progress Report.

PPs or the LP will then be able to work on the Progress Report in an editable mode.

## CONFIRM AND SAVE THE SECTION E – PROJECT PARTNERS

Having properly filled every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



The screenshot shows a navigation bar with several buttons: 'Back', 'Other data', 'Annexes', 'Public procurements', 'Supporting documents', 'Suppliers', 'Legal representative', and 'Partner - Person in charge of signature'. The 'Confirm (Save)' button is highlighted with a blue border, and a 'Submit to FLC' button is visible below it.

**PLEASE NOTE THAT** in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

### 3.4.3 SECTION I – PROJECT

The Section “**I – PROJECT**”, has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;
- PROJECT WORKPLAN AND BUDGET.



The screenshot shows the SIU Veneto 2014-2020 web application interface. At the top, there are navigation links for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST', along with a 'Logout' button and a session timeout indicator. The main content area displays the 'I - Project' section with a table of budget data. The table has the following structure:

Code - description	Total AF budget	Total Amount reported in the current period by pp	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Update</a>
	1.150.000,00	9.943,00	1.585,00	1.585,00			

Below the table, there are several navigation buttons: 'Back', 'See workplan by WP', 'See workplan by partner', 'Budget lines overview', 'CSV Export', and 'Confirm (Save)'.

The sub-section “Project location” and “Project workplan” will be accessible in reading mode, for consultation purposes only.

Once selected the “Project workplan and budget” button, the SIU System will show the following view:

ID Request  
 Lead applicant name  
 Tax number  
 Project acronym  
 Code: \_\_\_\_\_ Description:  
 Total amount: \_\_\_\_\_ ERDF amount:  
 ERDF cofinancing rate (%): \_\_\_\_\_

**Budget lines List** Sections  
 Budget lines by partner: All   
 Results:42

Code - description	Total AF budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Link to partner and Activity	Financial supporting documents
1 Equipment	240.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
2 Equipment	4.850,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
3 External expertise and services	15.000,00	123,00	135,00	135,00	Partner + Activity	<input type="button" value="Check"/>
4 External expertise and services	6.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
5 External expertise and services	3.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
6 External expertise and services	3.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
7 External expertise and services	3.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
8 External expertise and services	52.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>
9 External expertise and services	42.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Check"/>

CHECK

By clicking on the “Check” buttons on the right part of the view, the FLC will be able to enter the following view:

**Association of supporting documents to Budget lines** Sections  
 Results:1

Document number and Supplier	Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
<input type="button" value="Select"/> XXXXX - Supplier	PP 0,00	0,00	0,00	500,00		Progress Report
	FLC 0,00	0,00	0,00	500,00		
	PP 0,00	0,00	0,00	500,00		
	FLC 0,00	0,00	0,00	500,00		

RECORD 1

As shown above, the FLC will be able to check and verify (and in case correct) the adequacy of the association performed by the PP among:

- Financial Supporting Documents inserted;
- Expenditures reported;
- WP;
- Activity.

To properly verify the adequacy of the financial supporting and probative documents inserted by the PP related to the amount and the allocation of reported expenditures, the FLC will eventually use the tools provided by the SIU System within the Section “**E – PARTNERS**” (please see page 44 for full details).

Once controlling activities are performed and concluded by the FLC, “all FLC Annexes” must be uploaded in SIU (please see page 46 for full details).

## LEAD PARTNER'S ROLE

### 2.9) OVERVIEW OF LEAD PARTNERS ROLE

As a remainder, Lead Partners must:

1. Access SIU
2. Create the Progress Report
3. Communicate to the MA the different roles of PPs and Italian FLCs
4. Fill-in the PR parts on activity progress/outputs/results/achievements of the project as a whole
5. Perform the checks and correct mistakes of the PR in SIU
6. Upload in SIU the PR annexes in the appropriate sections
7. Confirm the Progress report in SIU for JS verification
8. Manage the clarifications (if needed) with JS, PPs and FLCs
9. Once the PR is validated by JS, submit the PR via SIU

### 2.10) ANNEXES TO BE UPLOADED

The types of attachments for the "LP annexes" are the following:

- LP Activity Report
- Legal and administrative documents
- Partnership Agreement
- Valid identity document (e.g. identity card, passport)
- Other documents

The types of attachments for the sub-section "WP Activities List" are the following:

- Supporting documents for deliverables
- Supporting documents for outputs
- Communication supporting documents
- Other documents

The types of attachments for the sub-section "Infrastructure details" are the following:

- Infrastructure supporting documents (proof of ownership, picture, others if needed)
- *Other documents*

The types of attachments for the sub-section "Annexes" are the following:

- Progress Report
- Progress Report abstract



## 2.11) MAIN RECOMMENDATIONS

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

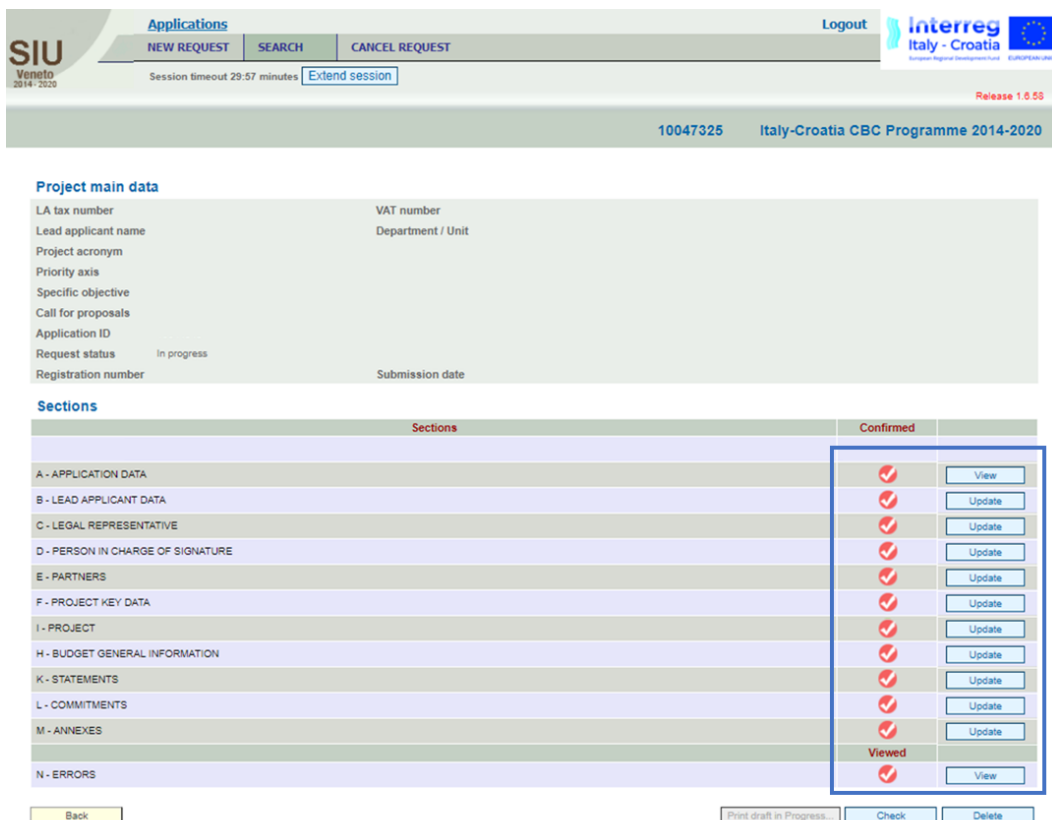
The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables that ask only for visualization must also be viewed and confirmed with the button “Confirm”.

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).

It is recommended to copy-paste text from an off-line document into the related field in SIU in order to speed up the filling in procedure.

## 2.12) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for Lead Partners’ operational activities and control purposes over the SIU System in the frame of the Progress Report submission process.



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

The main screen is composed of:

- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).

The heading presents some resuming data, automatically inserted by the System once the corresponding field is completed in the relevant Section:

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
Registration number
Submission date

Section "**A – APPLICATION DATA**" must be viewed and confirmed by the user:

A	APPLICATION DATA
---	------------------

The following Sections should be duly filled-in by clicking on the “Update” button:

Sections	Notes
B	LEAD APPLICANT DATA
C	LEGAL REPRESENTATIVE
D	PERSON IN CHARGE OF SIGNATURE
E	PROJECT PARTNERS
F	PROJECT KEY DATA
I	PROJECT
H	BUDGET GENERAL INFORMATION
K	STATEMENTS
L	COMMITMENTS
M	ANNEXES

Section “**N – ERRORS**” does not require any additional data to be entered into the system by the Lead Partner in addition to what is already inserted in the previous sections.

N	ERRORS
---	--------

Errors can be detected by clicking on the button “View”. Section “**N – ERRORS**” is helpful to regularly check if the proposal has been correctly inserted or some parts are missing or need revision/an additional check by the Lead Partner.

#### 4.4.1 SECTION A – APPLICATION DATA

The user should access to the Section “**A – APPLICATION DATA**” to properly verify the correctness of the automatically filled-in information within the fields of the form and to confirm data.

The fields:

Submission date
Registration number
Registration date
Type of request
Priority axis
Specific objective
Addressed authority
Application ID

Are accessible in the visualization mode only, and the user is requested to confirm data by clicking the “Confirm (Save)” button.

ID Request  
Lead applicant name  
Tax number  
Project acronym

**A - Application data**

[Sections](#)

Submission date:

Registration number:

Registration date:

Type of request:

Priority axis:

Specific objective (\*):

Addressed authority:

Application ID:

(\*) compulsory field

[Back](#)

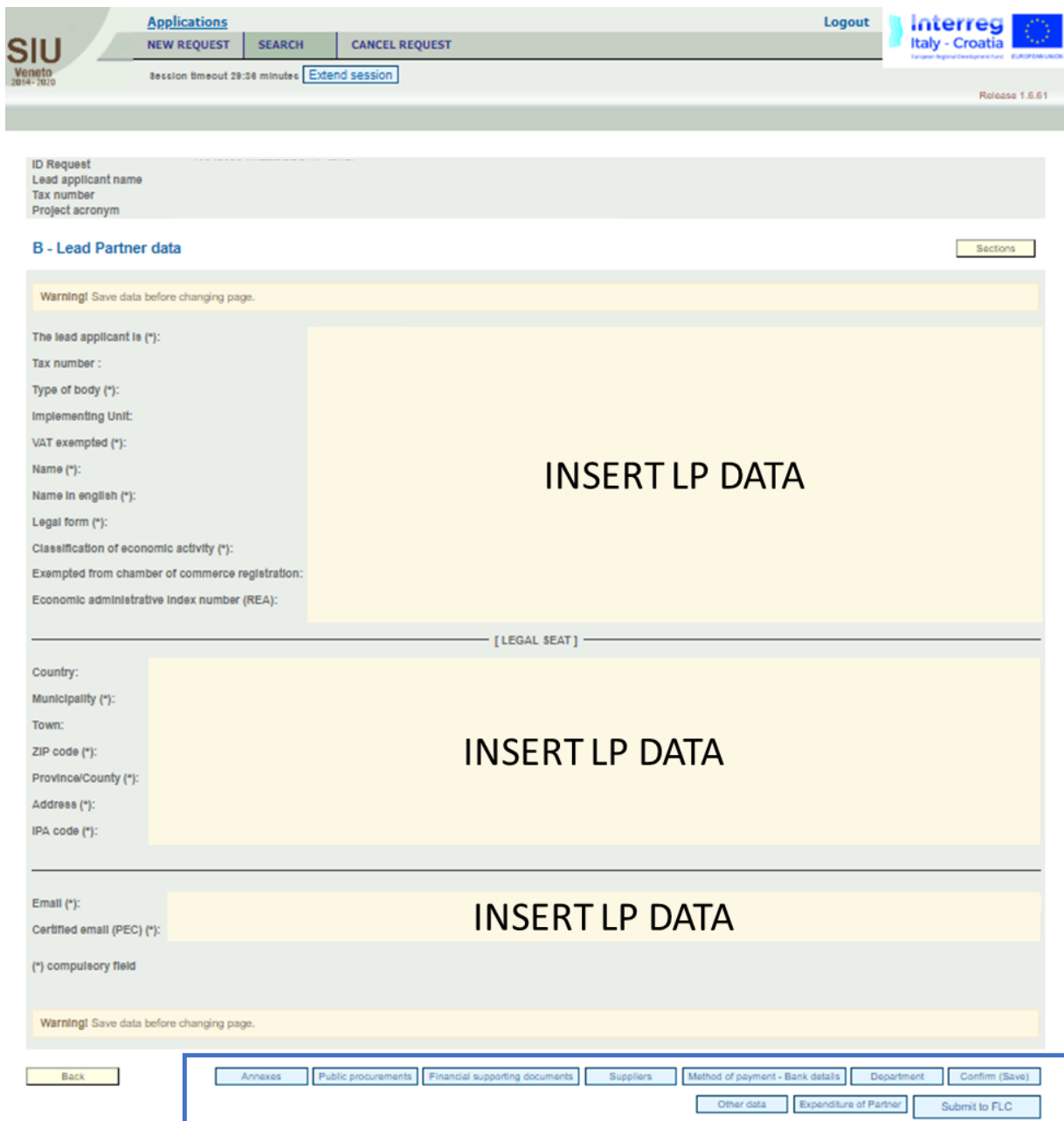
[Confirm \(Save\)](#)

**PLEASE NOTE THAT** in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

#### 4.4.2 SECTION B – LEAD PARTNER DATA

The Lead Partner should access to the Section “**B – LEAD PARTNER DATA**”, in order to:

- properly verify the correctness of the automatically filled-in information within the fields of the form
- fill-in, where missing, the proper data and information required by the fields of the form
- fill-in, in case of update necessities, the proper data and information for each field of the form



**SIU**  
Veneto  
2014 - 2020

Applications  
NEW REQUEST SEARCH CANCEL REQUEST

Logout

Session timeout 29:38 minutes [Extend session](#)

Interreg Italy - Croatia  
European Regional Development Fund

Release 1.6.61

ID Request  
Lead applicant name  
Tax number  
Project acronym

**B - Lead Partner data** Sections

**Warning!** Save data before changing page.

The lead applicant is (\*):  
Tax number :  
Type of body (\*):  
Implementing Unit:  
VAT exempted (\*):  
Name (\*):  
Name in english (\*):  
Legal form (\*):  
Classification of economic activity (\*):  
Exempted from chamber of commerce registration:  
Economic administrative index number (REA):

[ LEGAL SEAT ]

Country:  
Municipality (\*):  
Town:  
ZIP code (\*):  
Province/County (\*):  
Address (\*):  
IPA code (\*):

Email (\*):  
Certified email (PEC) (\*):

(\* compulsory field

**Warning!** Save data before changing page.

Back

Annexes Public procurements Financial supporting documents Suppliers Method of payment - Bank details Department Confirm (Save)

Other data Expenditure of Partner Submit to FLC

Having filled-in or verified every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.

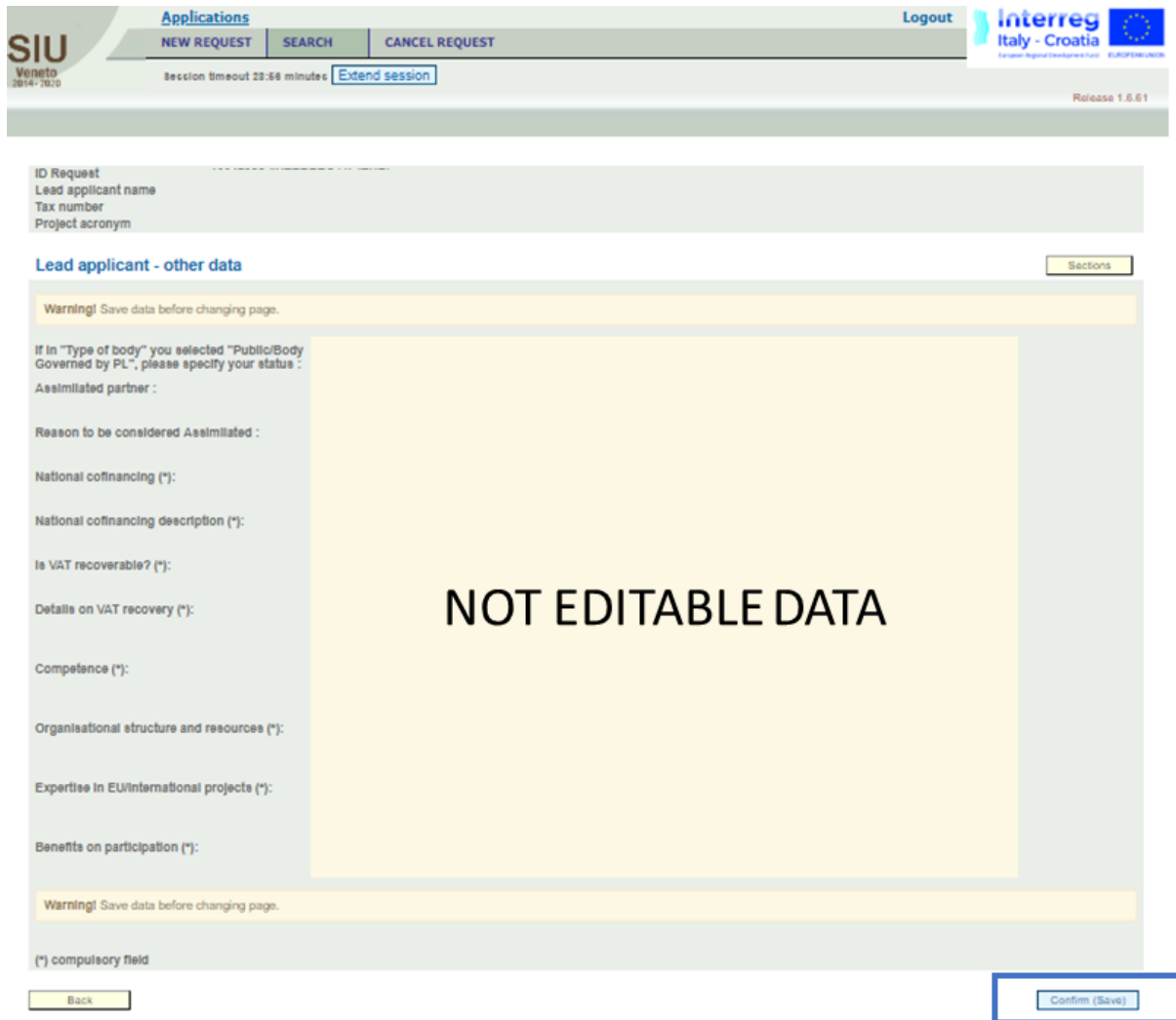
As shown in the image above, the section presents the buttons:

- “Annexes”
- “Public Procurements”
- “Financial Supporting Documents”
- “Suppliers”
- “Method of payment – Bank details”
- “Department”
- “Other Data”
- “Expenditure of Partner”

These sub-sections are now described in further detail within the following paragraphs.

#### 4.4.2.1 OTHER DATA

Within this sub-section the SIU system shows a view of other relevant data, in a visualization mode only, which must be confirmed by clicking on the “Confirm (Save)” button.



SIU Veneto 2014-2020

Applications

NEW REQUEST SEARCH CANCEL REQUEST

Logout

Session timeout 23:58 minutes [Extend session](#)

Interreg Italy - Croatia European Regional Development Fund EUROPEAN UNION

Release 1.6.61

ID Request  
Lead applicant name  
Tax number  
Project acronym

Lead applicant - other data Sections

Warning! Save data before changing page.

If in "Type of body" you selected "Public/Body Governed by PL", please specify your status :

Asimilated partner :

Reason to be considered Assimilated :

National cofinancing (\*):

National cofinancing description (\*):

Is VAT recoverable? (\*):

Details on VAT recovery (\*):

Competence (\*):

Organisaional structure and resources (\*):

Expertise in EU/International projects (\*):

Benefits on participation (\*):

Warning! Save data before changing page.

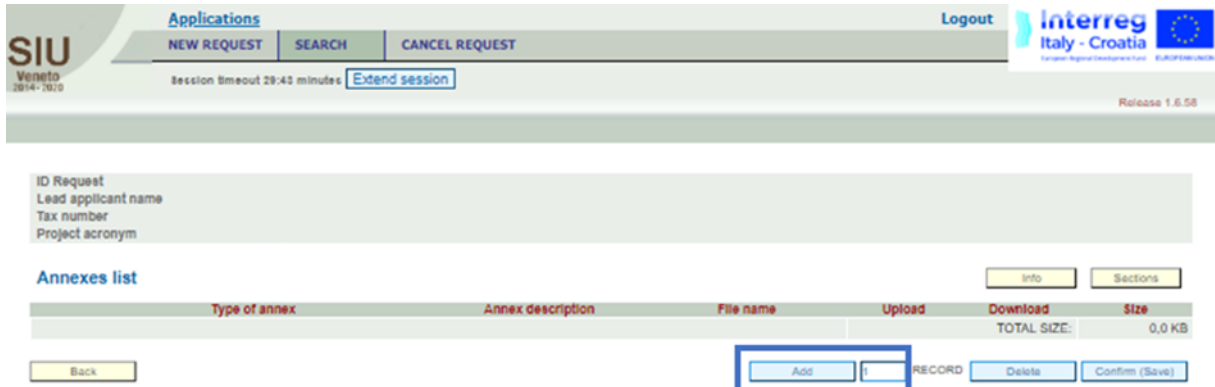
(\*): compulsory field

Back Confirm (Save)



#### 4.4.2.2 ANNEXES

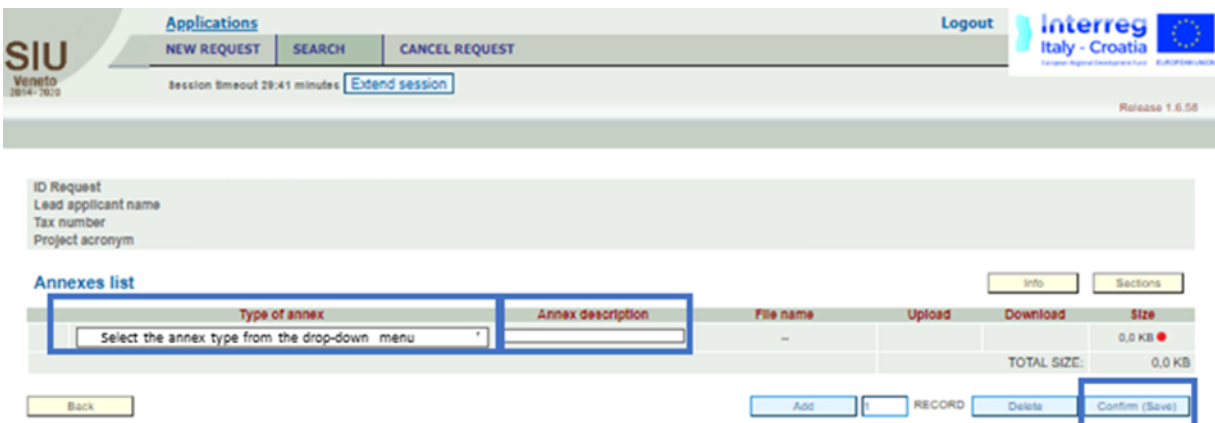
As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the “Add” button, LPs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:



The screenshot shows the SIU Applications interface. At the top, there are navigation links for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST', along with a 'Logout' button. Below this, there is a session timeout indicator and an 'Extend session' button. The main content area is divided into two sections: 'ID Request' and 'Annexes list'. The 'ID Request' section contains fields for 'Lead applicant name', 'Tax number', and 'Project acronym'. The 'Annexes list' section features a table with columns for 'Type of annex', 'Annex description', 'File name', 'Upload', 'Download', and 'Size'. The table currently shows a total size of 0.0 KB. Below the table, there is an 'Add' button, a field for the number of records to add (currently '1'), and buttons for 'Delete' and 'Confirm (Save)'.

Once the “Add” button has been selected, LPs should address the actions explained below:

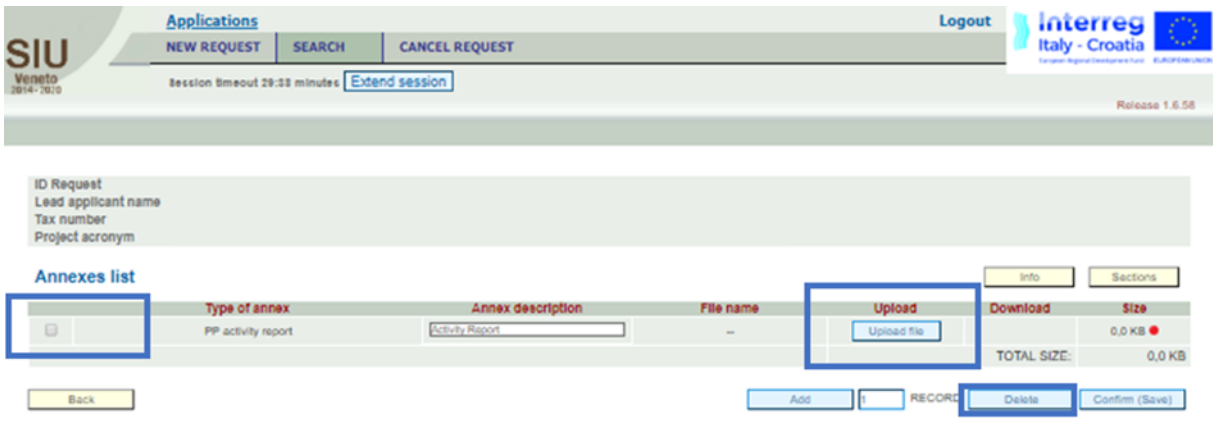
5. Add (if once again necessary) a new annex record;
6. Select the type of the annex to upload from the drop-down menu;
7. Insert the annex description;
8. Confirm the work done.



The screenshot shows the SIU Applications interface after the 'Add' button has been clicked. The 'Annexes list' table now has a single row with a dropdown menu for 'Type of annex' (containing the text 'Select the annex type from the drop-down menu'), an empty 'Annex description' field, and a hyphen in the 'File name' column. The 'TOTAL SIZE' is still 0.0 KB. The 'Add' button is now disabled, and the 'Confirm (Save)' button is highlighted.

Having created a new annex row, LPs can now:

4. Upload a file;
5. Delete an annex row, by putting a “thick” within the outlined box on the left of the window;
6. Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).



The screenshot shows the SIU Applications interface. At the top, there are navigation buttons: 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. Below these, there is a session timeout indicator and an 'Extend session' button. The main content area is titled 'Annexes list' and contains a table with the following columns: 'Type of annex', 'Annex description', 'File name', 'Upload', 'Download', and 'Size'. The first row in the table has a checkbox in the 'Type of annex' column, 'PP activity report' in 'Type of annex', 'Activity Report' in 'Annex description', and '-' in 'File name'. The 'Upload' column for this row contains an 'Upload file' button. The 'Download' column contains a 'Download' button, and the 'Size' column contains '0,0 KB'. Below the table, there are buttons for 'Back', 'Add', 'RECORD', 'Delete', and 'Confirm (Save)'. The 'Delete' button is highlighted with a blue box.


By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



The screenshot shows the SIU Applications interface for the 'Attached document' form. It includes fields for 'Attached file name:', 'Notes:', and 'Attach new file:'. Below these fields, there is a note: 'The Application Form has to be digitally signed. Only format "P7M" or "PDF" are allowed'. At the bottom of the form, there is a 'Back' button on the left and a 'Save' button on the right, which is highlighted with a blue box.

In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file


Applications
Logout

NEW REQUEST
SEARCH
CANCEL REQUEST

Session timeout 29:23 minutes [Extend session](#)
Release 1.6.58

ID Request  
 Lead applicant name  
 Tax number  
 Project acronym

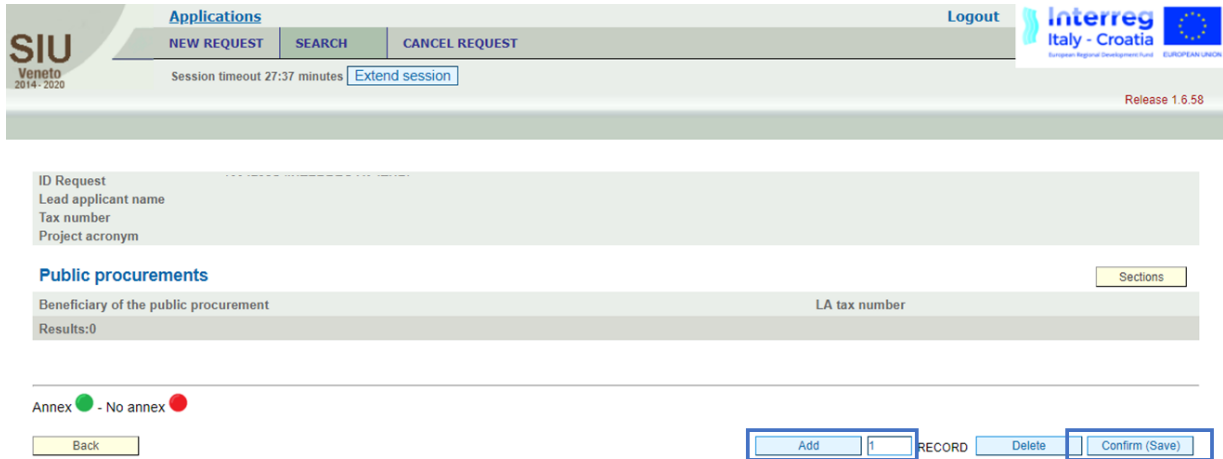
**Annexes list** Info Sections

Type of annex	Annex description	File name	Upload	Download	Size
<input type="checkbox"/>	PP activity report	Collaudo Monitoraggio.pdf	<a href="#">Upload file</a>	<a href="#">Download</a>	0,0 KB
TOTAL SIZE:					0,0 KB

Back
Add
f
RECORD
Delete
Confirm (Save)

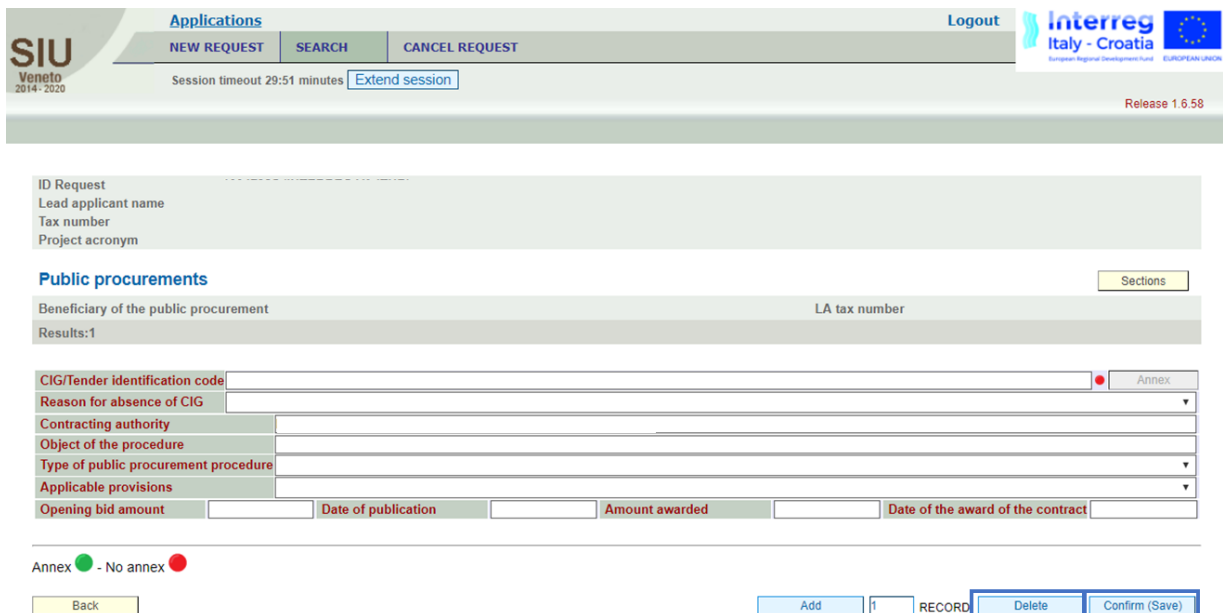
#### 4.4.2.3 PUBLIC PROCUREMENTS

The user can add **Public procurements** details by clicking on “Add” button



The screenshot shows the SIU application interface. At the top, there is a navigation bar with 'Applications' and 'Logout' options. Below this, there are tabs for 'NEW REQUEST', 'SEARCH', and 'CANCEL REQUEST'. A session timeout of 27:37 minutes is displayed, along with an 'Extend session' link. The main content area is titled 'Public procurements' and includes a 'Sections' button. Below this, there is a table with the following columns: 'Beneficiary of the public procurement' and 'LA tax number'. The table currently shows 'Results:0'. At the bottom of the page, there is a status indicator 'Annex' with a green dot and 'No annex' with a red dot. A 'Back' button is on the left, and a row of buttons including 'Add', 'RECORD', 'Delete', and 'Confirm (Save)' is on the right.

Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the “Confirm (Save)” button.



The screenshot shows the SIU application interface with the 'Public procurements' section. The table now shows 'Results:1'. The table has the following columns: 'CIG/Tender identification code', 'Reason for absence of CIG', 'Contracting authority', 'Object of the procedure', 'Type of public procurement procedure', 'Applicable provisions', 'Opening bid amount', 'Date of publication', 'Amount awarded', and 'Date of the award of the contract'. The 'Reason for absence of CIG' column has a dropdown menu. Below the table, there is a status indicator 'Annex' with a green dot and 'No annex' with a red dot. A 'Back' button is on the left, and a row of buttons including 'Add', 'RECORD', 'Delete', and 'Confirm (Save)' is on the right.

#### 4.4.2.4 FINANCIAL SUPPORTING DOCUMENTS

### 1. Financial Supporting Documents List



ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** Sections


Beneficiary LA tax number

Results: 0

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted in	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
No results												

Annex ● - No annex ●

By clicking on the “Add” button, LPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is then shown within the sub-section:



ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** Sections

Beneficiary Beneficiary Name LA tax number 32082115313

Results: 4

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted in	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
12			////		10.000,00	40,00	5.000,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
23432			////		100,00	0,00	50,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
2345			////		20.000,00	0,00	16.000,00	0,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: green;">●</span>
567			////		10.000,00	0,00	8.000,00	500,00	Progress Report	<a href="#">Detail</a>	<a href="#">Payment details</a>	<a href="#">Annex</a> <span style="color: red;">●</span>
<b>Totals:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

Annex ● - No annex ●

The view, within the “Annex” column, also reports the Annex status:

- Red signal: no annex uploaded;
- Green signal: annex uploaded successfully.

## Financial Supporting Document Detail


**SIU**  
Veneto  
2014 - 2020

**Applications**

NEW REQUEST   SEARCH   CANCEL REQUEST

Session timeout 29:56 minutes [Extend session](#)

Logout



Release 1.6.58

ID Request  
Lead applicant name  
Tax number  
Project acronym

**Financial supporting documents list** Sections

Document type:  Document number:  Date:  Inserted in:

Subject of invoice:

Currency:  Exchange rate =  euro

Supplier:  New

Procurement procedure:  New

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

Amount paid €  Eligible amount paid €

Note:

Back

Add new
Delete
Confirm (Save)
Annex
Payment details

This part is the first step of financial reporting.

The LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box “exchange rate” the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)

using the rate of the month in which the expenditure is submitted for verification to the FLC.

#### 4.4.2.5 SUPPLIERS

When inserting data of invoices, the System requires also data on suppliers.

If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button “New”.

The button “Suppliers” in Section “**B – LEAD PARTNER DATA**” will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.

## Payment details

By clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail” sub-section, LPs will enter the following view:

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted In	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	<input type="button" value="Detail"/>	<input type="button" value="Payment details"/>	<input type="button" value="Annex"/>
<b>Total:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice.

**SIU**  
Veneto  
2014 - 2020

Applications

[NEW REQUEST](#) | [SEARCH](#) | [CANCEL REQUEST](#)

Session Timeout 29:54 minutes [Extend session](#)

Logout

**interreg Italy - Croatia**  
European Regional Development Fund

Release 1.6.00

---

ID Request

Lead applicant name

Tax number

Project acronym

Supporting document:

Tax Number : \_\_\_\_\_ from: \_\_\_\_\_

Name: \_\_\_\_\_ Total amount: \_\_\_\_\_

**Payment details**

Results: 2

<input type="checkbox"/>	Payment number	Amount paid	Method of Payment <input type="checkbox"/> Bank details	Payment date	Inserted In
<input type="checkbox"/>	<input type="text" value="2"/>	<input type="text" value="20,00"/>	<input type="text" value="Bank transfer"/>	<input type="text" value="11/09/2017"/>	Progress Report
<input type="checkbox"/>	<input type="text" value="2"/>	<input type="text" value="20,00"/>	<input type="text" value="Bank transfer"/>	<input type="text" value="11/09/2017"/>	Progress Report
		<b>40,00</b>			



## How to upload invoices, equivalent probative value documents or proof of payments



By clicking on the “Annex” button, available within the above-mentioned “Supporting Document Detail” sub-section, LPs will enter the following view:

Number	Description	Date	Supplier	CIG/Tender identification code	Amounts €				Inserted in	Detail	Payment details	Annex
					Total	Paid	Total reported amount	Amount certified by FLC				
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex ●
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex ●
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex ●
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex ●
<b>Total:</b>					<b>40.100,00</b>	<b>40,00</b>	<b>29.050,00</b>	<b>500,00</b>				

To upload documents here the Lead Partner has to click on the button “Annex” and add the concerned file. The user can choose among the following categories of annexes:

- Invoice
- Equivalent probative value document
- Proof of payment

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

To perform the association between invoices and expenditure the LP will have to enter Section “**I – PROJECT**”.

**SIU Veneto 2014-2020** | **Applications** | NEW REQUEST | SEARCH | CANCEL REQUEST | Logout | **Interreg Italy - Croatia** | Release 1.6.55  
 Session timeout 28:18 minutes | [Extend session](#) | 10047325 | 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	
<b>Request status</b> <span style="border: 1px solid black; padding: 2px;">In progress</span>	
Registration number	Submission date

**Sections**

Sections	
A - APPLICATION DATA	<a href="#">View</a>
E - PARTNERS	<a href="#">Update</a>
I - PROJECT	<a href="#">Update</a>

[Back](#)

The relevant box were associations need to be done is “Project workplan and budget”, visible on the right side of the screen (LPs must click on the “Update” button).

**SIU Veneto 2014-2020** | **Applications** | NEW REQUEST | SEARCH | CANCEL REQUEST | Logout | **Interreg Italy - Croatia** | Release 1.6.60  
 Session timeout 29:08 minutes | [Extend session](#)

ID Request  
Lead applicant name  
Tax number  
Project acronym

**I - Project**

Results: 1

Code - description	Total AF budget	Total Amount reported in the current period by pp	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1.150.000,00	9.943,00	1.585,00	1.585,00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Update</a>
	1.150.000,00	9.943,00	1.585,00	1.585,00			

[Back](#) | [See workplan by WP](#) | [See workplan by partner](#) | [Budget lines overview](#) | [CSV Export](#) | [Confirm \(Save\)](#)

Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on “Link” button:

### Budget lines List

Sections

Budget lines by partner:

Results:22

Code - description	Total AF budget	Total amount reported in the current report	Total amount reported up to now including current report	Total amount certified by FLC in current report	Link to partner and Activity	Financial supporting documents
1 Equipment	120.000,00	0,00	500,00	500,00	Partner + Activity	<input type="button" value="Link"/>
2 External expertise and services	4.000,00	0,00	0,00	0,00	Partner + Activity	<input type="button" value="Link"/>
3 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	<b>LINK</b>
4 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
5 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
6 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
7 Office and administration	300,00	0,00	0,00	0,00	Partner + Activity	
8 Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	

To perform the association, the user has to click the “Select” under the heading “Document number and Supplier” and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system:

### Association of supporting documents to Budget lines

Sections

Results:1

Document number and Supplier	Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
<input type="button" value="Select"/> XXXXX - Supplier	PP 0,00	0,00	0,00	500,00		Progress Report
	FLC 0,00	0,00	0,00	500,00		
	PP 0,00	0,00	0,00	500,00		
	FLC 0,00	0,00	0,00	500,00		

RECORD 1

**(\*) The outlined row within the section above is deputed to the association of Financial Supporting Documents to Budget Lines for PPs as well as for the LP, for what concerns its own expenditures.**

#### 4.4.2.6 EXPENDITURE OF PARTNERS

By clicking on the “Expenditure of Partners” button, the Lead Partner will access a recap view showing an overall resume of the total amount of Project Partners’ expenditures, declined as follows:

**Expenditure declared and certified by budget line**

Budget line	Total amount declared	Total amount certified	Total amount deducted	Certified in % of Declared
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
<b>Total expenditure</b>	<b>8.000,00 €</b>	<b>860,00 €</b>	<b>8.060,00 €</b>	<b>10,68%</b>
<b>Net revenues</b>	<b>0,00 €</b>	<b>0,00 €</b>	<b>0,00 €</b>	<b>0%</b>
<b>Total eligible expenditure</b>	<b>8.000,00 €</b>	<b>860,00 €</b>	<b>8.060,00 €</b>	<b>10,68%</b>

Back

- Total Amount Declared: total amount declared by PPs;
- Total Amount Certified: total amount certified by FLCs;
- Total Amount Deducted: where applicable, the negative difference between the former two values;
- Certified in % of Declared = Total Amount Certified / Total Amount Declared.

## FOR INFORMATION AND SUPPORT

For information concerning the use of SIU for drafting or submission of an application, please contact the IT-HR Joint Secretariat at the following number: +39 041 2793120 or send an e-mail to [IT-HR.SIUsupport@regione.veneto.it](mailto:IT-HR.SIUsupport@regione.veneto.it).

Italy – Croatia CBC Programme Joint Secretariat

c/o Veneto Region, Organisational Unit MA of Italy – Croatia CBC Programme

Dorsoduro 3494/a – 30123 Venice, Italy