Migration and Security Information System (MSIS)
User Manual for Beneficiaries

December 2019– version 2

Prior to using MSIS:

- Please, make sure that you have filled in the MSIS application form to be granted access rights to the online database according to your respective role in the project, i.e., either to manage, view or edit documentation. This application form can be downloaded from the FPD website¹;

- Once you have been granted the correct access rights, you can proceed with inserting the claim for payment, by following the steps indicated in this manual.

- N.B. The fields related with ‘Operation’ and ‘Activities/Sub Activities’ will be already been created by your assigned RA desk officer with information on your project.

How to access MSIS

1. Prior to accessing MSIS, please click on the URL https://msis.gov.mt/Login.aspx and insert the username and password provided to you by the Responsible Authority and click ‘Submit’. Another window will show up to change the password. Once changed, click ‘Change Password’.

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How to create a new contract for works/supplies/services on MSIS

Prior to uploading a Contract, the Procurement of the item/s in question has to be inserted in the system:

1. Move the cursor to ‘Operation’, then click on ‘Procurement’ in the drop down menu.

2. The relevant records with respect to your project will appear. Once a procurement is inserted, it will always be listed in the records table, as per below.

In cases of Resettlement and Relocation projects, indirect costs and specific expenses in relation to target group the sections of procurement and contract levels can be skipped and the beneficiary can therefore proceed to insert the invoice/claim details at payment claim level without selecting the contract.
3. Click on ‘Insert’ and fill in the requested details on the procurement procedure that have been applied. Certain fields such as ‘Activity’ and ‘Sub-Activity’ will automatically appear once the ‘Operation’ is selected from the drop down menu. However you need to tick the checkbox, showing in the ‘Activity’ and ‘Sub-Activity’ field, in order to activate them. No fields will show if not inputted at ‘Activity’ level.

A reference number has to be inserted under the heading ‘Code’, which should reflect the reference number of either the DOC tender document or Departmental tender document or any procurement reference code that already exists in the beneficiary’s system, as applicable. In case the procurement has no reference code such as in the case of request for quotations the code should follow the below instructions:

A reference to the **budget component** ex: Staff Costs: SAL/
A reference to the **project number** ex: AMIF1.01/
A **sequential number** for each claim for payment falling under the same budget category ex: 01

Below is a list of reference codes allocated to each budget component. Kindly note that the highlighted parts have to be amended as per previous instructions:

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*It is important that these code structures are followed to avoid withdrawal of payment claim due to non-compliance.*
<table>
<thead>
<tr>
<th>Budget Component</th>
<th>Reference Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Costs</td>
<td>SAL/AMIF1.01/01</td>
</tr>
<tr>
<td>Travel and Subsistence</td>
<td>TRVFS/AMIF1.01/01</td>
</tr>
<tr>
<td>Travel</td>
<td>TRVF/AMIF1.01/01</td>
</tr>
<tr>
<td>Subsistence</td>
<td>TRVS/AMIF1.01/01</td>
</tr>
<tr>
<td>Equipment</td>
<td>EQM/AMIF1.01/01</td>
</tr>
<tr>
<td>Real Estate</td>
<td>RLE/AMIF1.01/01</td>
</tr>
<tr>
<td>Consumables, Supplies &amp; General Services</td>
<td>CON/AMIF1.01/01</td>
</tr>
<tr>
<td>Subcontracting</td>
<td>SUB/AMIF1.01/01</td>
</tr>
<tr>
<td>Costs deriving directly from EU Requirements</td>
<td>PUB/AMIF1.01/01</td>
</tr>
<tr>
<td>Expert Fees</td>
<td>EXP/AMIF1.01/01</td>
</tr>
<tr>
<td>Specific expenses in relation to target groups</td>
<td>SPE/AMIF1.01/01</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>IND/AMIF1.01/01</td>
</tr>
</tbody>
</table>

With respect to the start date of the procurement, one should insert the date of publication of either the tender / request for quotation.

In case of salaries, the start and end date should reflect the duration of the project unless an effective date is inserted in the assignment letter.

IMPORTANT: Do not leave any empty fields. Once all fields are inserted click on ‘Save’ and proceed to the next step, i.e. inserting the contract.

4. Select the procurement that you have just inserted and click on ‘Contract’.
5. Fill in the contract details as indicated in the caption below. If you are unsure whether payment should be a reimbursement or direct payment you may wish to select ‘Set at Invoice’ under ‘Payment Claim Type’ in order to select the type of payment when inserting the Claim for payment on the system. However, it is highly recommended that you do so in order to avoid any potential issues that may rise when inserting the Claim for payment on MSIS. Once you have filled in all fields click on ‘Save’.

With respect to contracts which do not have a reference number, kindly insert the same reference code as inserted at ‘Procurement’ level.
With respect to the start date, one should insert the date of contract or in the absence of a contract, the date of the notification of award/email or the LPO (in case of Public Entities).

In case of salaries, the reference date should be the date of the assignment letter / date of contract in case of persons specifically recruited for the project, while the start and end date should reflect the duration of the assignment letter / duration of employment contract.

6. In cases where guarantees have to be uploaded, click on ‘Guarantee’ and fill in the details as requested. Tick the box next to ‘Carried out’ prior to saving.

\[5\] If reference to an effective date is made in the assignment letter then the start date should be the effective date of the assignment letter.
7. The contract, notification email, guarantees, tender evaluation report, winning bid (abstracts from it), application of returnee for AVRR; are to be uploaded under the heading 'Doc.' which should be followed with the name, type, date and description of the document. It is important to click on the existing contract (as shown in blue below) prior to inserting the document. Click ‘Insert’ to include the respective details and choose file to upload the document. Click ‘Save’ once all fields are completed.
How to create a new invoice

1. Move the cursor on ‘Operation’ and click on ‘Payment Claim’ from the drop down menu.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Testing vat align</td>
<td>01</td>
<td>open centre</td>
</tr>
<tr>
<td>125</td>
<td>defdsdfsdfref</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The relevant records will appear. If no claims have been inserted by your data group, no list will show up.

The following stages are to be completed by the Project Leader, or his/her assistant. Please note however that confirmation of ‘Payment by Beneficiary’ should always be made by the Project Leader.

3. Click on ‘Insert’ and fill in the requested details. At this stage, you have to select whether the claim for payment will be reimbursed or paid directly to the supplier, which will only be activated once the sub activity cell is filled in. Do not forget to select the proper ‘entity’ to be paid and automatically the bank account number should feature.

Please note that suppliers who have never been paid through EU funds, should have their Financial Identification Form filled in and submitted to the Treasury prior to processing the payment. In case of suppliers who have already benefitted from EU funds, they should submit, by email to the RA, the bank details so that it is confirmed that the same bank details apply.
Click ‘Save’ when all cells are completely filled in.

Under the payment claim financial plan, kindly insert the amount being claimed in the invoice / claim for reimbursement. The same amount should also be inserted in the invoice financial plan. The Gozo contribution should always be left empty.

In case the cost of the project is apportioned, the percentage being paid by the Beneficiary should be inserted as a non-eligible cost.
4. Click on the highlighted invoice and upload the invoice/claim for reimbursement and any other supporting documentation as per Annex 1 to this Manual under the heading ‘Doc.’ Please make sure to insert all the requested details prior to saving. Click ‘Save’ once completed.

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>D00001</td>
<td>Test</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D00002</td>
<td>D Test 2</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D00003</td>
<td>D Test 3</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D0338</td>
<td>Request for recruitment of staff</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D0439</td>
<td>Program</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D1260</td>
<td>Aircraft</td>
<td>Confirmed</td>
</tr>
<tr>
<td>D1433</td>
<td>Full payment of Aircraft</td>
<td>Confirmed</td>
</tr>
<tr>
<td>K556</td>
<td>APH etc</td>
<td>Confirmed</td>
</tr>
<tr>
<td>F012015</td>
<td>Invoice</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

5. In order to proceed with certifying the claim, a checklist has to be completed by the project leader. This checklist corresponds to the invoice that was inserted on the system. Click insert to answer the questions to confirm that the payment is correct. All answers have to be ‘YES’ for the invoice to be processed. Click ‘Save’ once completed.
6. Upon completion of the checklist, the project leader shall proceed to the heading ‘Confirmation’ and click ‘Confirm’, as indicated below.
## Invoice Details

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>SHIP1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>01 July 2018</td>
</tr>
<tr>
<td>Invoice Type</td>
<td>Equipment</td>
</tr>
<tr>
<td>Operation</td>
<td>ANFE 2016.1 - Procurement of vessel</td>
</tr>
<tr>
<td>Activity</td>
<td>D - Receipt</td>
</tr>
<tr>
<td>Sub Activity</td>
<td>E - Equipment</td>
</tr>
<tr>
<td>Procurement Type</td>
<td>Direct Order</td>
</tr>
<tr>
<td>Contract</td>
<td>GTO/2018 - SHIP</td>
</tr>
<tr>
<td>Description</td>
<td>81231459789320abcde</td>
</tr>
<tr>
<td>Address</td>
<td>abcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdeghiabcdehi</td>
</tr>
<tr>
<td>Bank Account</td>
<td>MT21158769012345678001234567800</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>Private co-financing payable</td>
<td>No</td>
</tr>
<tr>
<td>Payment Claim Type</td>
<td>Direct Payment</td>
</tr>
</tbody>
</table>

### Co-Financing

<table>
<thead>
<tr>
<th>Source</th>
<th>Eligible</th>
<th>Aid Intensity</th>
<th>Total Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>218,000.00</td>
<td>0.00</td>
<td>218,000.00</td>
</tr>
<tr>
<td>RMI</td>
<td>200,000.00</td>
<td></td>
<td>200,000.00</td>
</tr>
<tr>
<td>MT</td>
<td>625,000.00</td>
<td></td>
<td>625,000.00</td>
</tr>
<tr>
<td>Private</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Financial Plan

#### Extraordinary Financial Plan

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligible</th>
<th>VAT Eligible</th>
<th>VAT Non-Eligible</th>
<th>Total Eligible</th>
<th>Total Non-Eligible</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Non-Eval</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Invoice Checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensuring that the Project Leader carried out the required checks</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Invoice Documentation

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Filename</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Printed on: 01/07/2016

Confirm
7. Once the invoice has been confirmed by the Project Leader, the Beneficiary will then have to click on the heading ‘Payment Authorisation’ from the drop down menu under ‘Operation’.

8. Select ‘Confirmation_Beneficiary’ from the drop down menu next to ‘Certification Role’ and click ‘Search’ to review any pending invoices. Once the invoices will be selected, a checklist will come up which also needs to be completed by the Beneficiary prior to confirming payment.
9. Select the invoice and answer the relevant checklist related to the type of payment being processed. Click ‘Confirm’ once all questions are ticked.

The claim has now been completely certified by the beneficiary and therefore no further adjustments can be carried out at beneficiary level.

The claim will now be forwarded to the Responsible Authority to be reviewed accordingly.
ANNEX I — LIST OF SUPPORTING DOCUMENTS TO BE UPLOADED ON MSIS

STAFF COSTS

At Procurement level

➢ Copy of employment contract (if employed specifically on the project)
➢ Copy of selection report, in case employee is selected specifically for the project
➢ Assignment letter (if employee is assigned on the project)

At Payment Claim level

➢ Timesheets (signed by both the employee and the project leader. In case of the project leader’s salary, this has to be countersigned by his/her superior).
➢ Declaration of NI
➢ Reimbursement letter

TRAVEL

At Procurement level

➢ Approval to travel by Head of Department / Organisation
➢ Invitation to training/activity/event

➢ In case of reimbursement, please also upload:
  Initial request for quotations
  3 quotations
  Evaluation sheet

➢ In case of direct order, please also upload:
  Approval for direct order from Head of Department (for Public Entities) / 1 single bid (for NGOs/ International Organisations)

At Payment Claim level

➢ Invoice from travel agency
➢ Boarding passes
➢ Itinerary / e-ticket
➢ Agenda of training/event (in cases where travel relates to the attendance of a seminar/training)
➢ Fiscal receipt / proof of payment, if applicable
➢ Reimbursement letter, if applicable
**Subsistence Allowance**

**At Procurement Level**
- Boarding passes
- Approval to travel by Head of Department / Organisation

**At Payment Claim level**
- Statement of expenditure (breakdown of the subsistence allowance signed by the person receiving the allowance)
- Copy of the Funds Transfer Report
- GA27 – signed by Director Corporate Services and Permanent Secretary (for Public Entities)
- Copy of Debit Advice from CBM – for public entities
- Certified true copy of any receipts (taxi/bus)
- Signed declaration by the person receiving the per diem
- Travel report
- Reimbursement letter, if applicable

**Equipment**

**At Procurement Level**
- Evaluation Report
- Direct order approval by Head of Department (for public entities) / 1 single quote (in case of NGOs)
- Declaration by independent technical expert confirming compliance with the requested specifications
- Declaration on the acquisition of equipment by the Project Leader
- Performance guarantee / or retention guarantee
- Contract or notification of award

**At Payment Claim level**
- Calculation of depreciation costs, as applicable
- Provisional acceptance, as applicable
- Invoice (certified correct)
- Proof of payment, if applicable
- Inventory report
- Reimbursement letter, if applicable
**REAL ESTATE**

**At Procurement Level**

- Declaration by the beneficiary and technical expert on the property’s compliance with technical properties and it’s duration of contract
- Certification obtained from an independent qualified valuer
- Contract / order to start works
- Performance guarantee / or retention guarantee

**At Payment Claim Level**

- Calculation of apportionment, if applicable
- Bill of Quantities
- Certified measured works
- Provision Acceptance, as applicable
- Invoice (certified correct)
- Proof of payment, if applicable
- Reimbursement letter, if applicable

**CONSUMABLES, SUPPLIES & GENERAL SERVICES**

**At Procurement Level**

- Minimum three quotations / 1 single bid in case of NGOs
- Evaluation report
- Letter to successful bid

**At Payment Claim Level**

- Invoice (certified correct)
- Proof of payment, if applicable
- Reimbursement Letter, if applicable

**SUBCONTRACTING**

Delivery of training by subcontracted tutor

**At Procurement Level**

- Contract – in cases were procurement exceeds € 5,000
- Confirmation email / letter agreed between both parties – in cases were procurement is below € 5,000
- Quotations
- Evaluation report
At Payment Claim Level

➢ Timesheets endorsed by the Project Leader and the trainer
➢ Attendance sheets endorsed by the participants and the trainer
➢ Invoice (certified correct)
➢ Proof of payment, if applicable
➢ Reimbursement Letter, if applicable

Delivery of a Conference

At Procurement Level

➢ 3 quotations for venue / food items and request for quotations
➢ In case of direct order, direct order approval by Head of Department (for public entities) and 1 single quote (as for NGOs)
➢ Contract / Confirmation email sent to winning bid
➢ Evaluation report, if applicable

At Payment Claim Level

➢ Confirmation email of actual number of participants 24 hours prior to event
➢ Attendance sheets
➢ Agenda of event
➢ Invoice (certified correct)
➢ Proof of payment, if applicable
➢ Reimbursement Letter, if applicable

Delivery of a Product / Service

At Procurement Level

➢ 3 quotations and request for quotations
➢ In case of direct order, direct order approval by Head of Department (for public entities) and 1 single quote (as for NGOs)
➢ Evaluation Report, if applicable
➢ Notification email to winning bid / contract

At Payment Claim Level

➢ Invoice (certified correct)
➢ Proof of payment, if applicable
➢ Reimbursement Letter, if applicable
COSTS DERIVING DIRECTLY FROM EU REQUIREMENTS

At Procurement Level

➢ Request for quotations sent to all bidders
➢ 3 quotations / direct order approval from Head of Department for public entities /
   1 single quote in case of direct order by NGOs
➢ Evaluation report
➢ Letter to selected and non-selected bidders
➢ Booking order

At Payment Claim Level

➢ Invoices
➢ Proof of payment
➢ Reimbursement letter, if applicable

EXPERT FEES

At Procurement Level

➢ Proof of transparency in the selection of the company / individual (eg. 3 quotations and
   request for quotations)
➢ In case of direct order, direct order approval by Head of Department (for public entities) and
   1 single quote (as for NGOs)
➢ Evaluation report
➢ Contract / letters of offer / letter of acceptance

At Payment Claim Level

➢ Timesheet
➢ Invoice / payslips
➢ Proof of payment
SPECIFIC EXPENSES IN RELATION TO THIRD COUNTRY NATIONALS

AVR-R

At Procurement Level

➢ Application form
➢ Flights itinerary and boarding passes

At Payment Claim Level

➢ Invoice of service fees
➢ Transaction reports for all fees / Bank statement
➢ Bank Transfer
➢ Invoice of reintegration grant
➢ Declaration of receipt of reintegration assistance
➢ Cash allowance declaration and receipt
➢ Cash withdrawal form
➢ Passport photos receipt
➢ Travel document expenses
➢ Statement of expenses
➢ Reimbursement letter

FORCED RETURN

At Procurement Level

➢ Declaration from immigration inspector on the deportation of returnee
➢ Copy of the returnee's passport
➢ Removal order
➢ Quotations of flight

At Payment Claim Level

➢ Invoice and proof of payments
➢ Reimbursement letter
INDIRECT COSTS

At Procurement Level
- Project Transaction Report

At Payment Claim Level
- Reimbursement letter