



# 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 website<sup>1</sup>;
- 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.

<sup>2</sup> Please refer to MITA guidelines on password security codes:

<http://mitasupport.gov.mt/en/emailtechnical/Pages/How-do-I-change-my-domain-password.aspx>

## How to access MSIS

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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<sup>2</sup>. Once changed, click 'Change Password'.



**Login**

Username

Password

[Forgot Password?](#)



Asylum, Migration and Integration Fund 2014 – 2020  
Internal Security Fund 2014 – 2020  
This system is financed by the European Union  
Co-financing rate: 100% EU Funds: Technical Assistance  
Sustainable Management of Internal Security and Migration Flows



Please change your password in order to continue

**Change Password**

Current Password

New Password

Confirm New Password

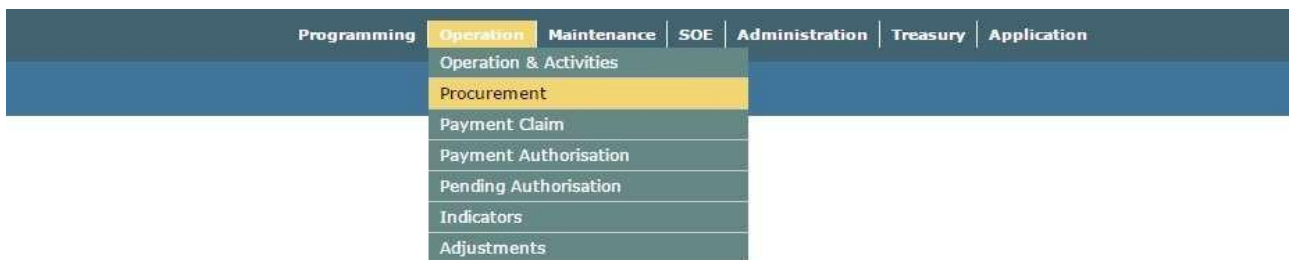
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<sup>2</sup> Please refer to MITA guidelines on password security codes:  
<http://mitasupport.gov.mt/en/emailtechnical/Pages/How-do-I-change-my-domain-password.aspx>

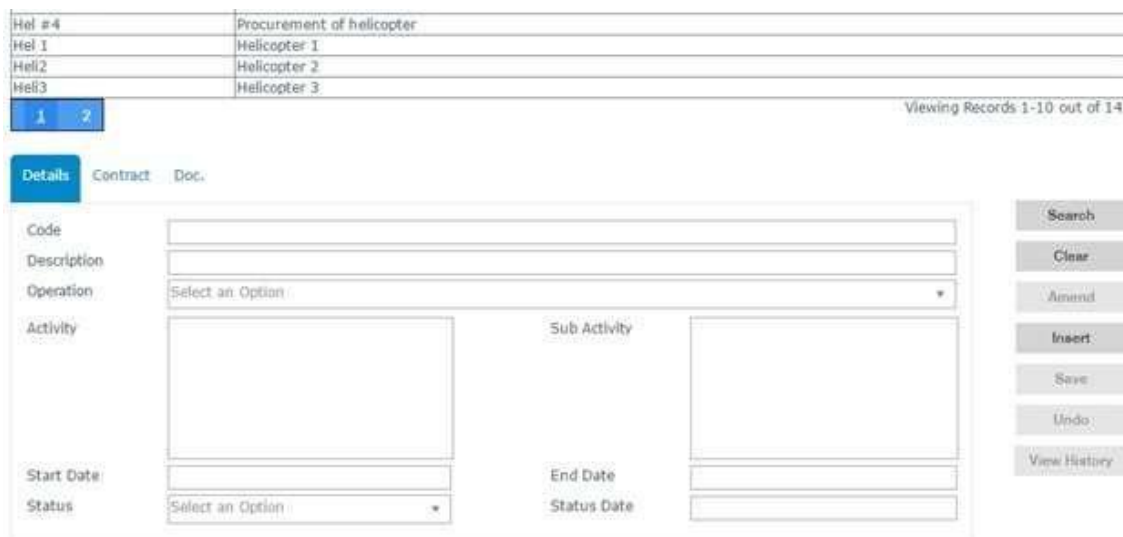
## How to create a new contract for works/supplies/services on MSIS

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<sup>3</sup>' 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.



The image shows a table with the following data:

Hel #4	Procurement of helicopter
Hel 1	Helicopter 1
Hel2	Helicopter 2
Hel3	Helicopter 3

Below the table is a pagination control with '1' and '2' buttons, and the text 'Viewing Records 1-10 out of 14'. Below the table is a 'Details' form with the following fields:

- Code:
- Description:
- Operation: Select an Option (dropdown)
- Activity:
- Sub Activity:
- Start Date:
- End Date:
- Status: Select an Option (dropdown)
- Status Date:

On the right side of the form are several buttons: Search, Clear, Amend, Insert, Save, Undo, and View History.

<sup>3</sup> 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.

- 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.

The screenshot shows a web-based form with the following fields and values:

Code	CT0540		
Description	Procurement of helicopter		
Operation	Hel 4 - Procurement of helicopter		
Activity	<input checked="" type="checkbox"/> D - Equipment	Sub Activity	<input checked="" type="checkbox"/> D - Equipment
Start Date	30/06/2015	End Date	31/07/2017
Status	Contracted	Status Date	27/05/2016

Version : 1 Created by Bernardette Borg (corp/borgb021) on 27/05/2016 12:22:25

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<sup>4</sup> 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:

<sup>4</sup> It is important that these code structures are followed to avoid withdrawal of payment claim due to non-compliance.

Budget Component	Reference Code
Staff Costs	SAL/AMIF1.01/01
Travel and Subsistence	TRVFS/AMIF1.01/01
Travel	TRVF/AMIF1.01/01
Subsistence	TRVS/AMIF1.01/01
Equipment	EQM/AMIF1.01/01
Real Estate	RLE/AMIF1.01/01
Consumables, Supplies & General Services	CON/AMIF1.01/01
Subcontracting	SUB/AMIF1.01/01
Costs deriving directly from EU Requirements	PUB/AMIF1.01/01
Expert Fees	EXP/AMIF1.01/01
Specific expenses in relation to target groups	SPE/AMIF1.01/01
Indirect Costs	IND/AMIF1.01/01

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'.

The screenshot shows a procurement system interface. At the top, there is a table with three rows: Hel1 (Helicopter 1), Hel2 (Helicopter 2), and Hel3 (Helicopter 3). Below this table is a pagination control showing '1' and '2' in blue boxes, and the text 'Viewing Records 1-10 out of 14'. Below the table, there are three tabs: 'Details', 'Contract' (which is selected and highlighted in blue), and 'Doc.'. Below the tabs is a detailed view of a record with two columns: 'Reference' and 'Description'. The table is currently empty. To the right of the table is a vertical stack of buttons: Search, Clear, Amend, Insert, Save, Undo, and View History. At the bottom left of the detailed view, there is a pagination control showing '1' in a blue box and the text 'Viewing Records 1-1 out of 1'.

- 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'.

Details		Guarantee	
Reference	CT0540	Reference Date	26/05/2016
Description	Purchase of Helicopter		
Sub Activity	D - Equipment <span style="float: right;">x ▾</span>		
Start Date	30/06/2015	End Date	31/07/2017
Entities	None <span style="float: right;">x ▾</span>		
Status	On-going <span style="float: right;">x ▾</span>	Status Date	01/07/2016
Credit Term	30		
Prefinancing Amt.	0	Retention %	0
Remarks			
Payment Claim Type			
<input type="radio"/> Direct Payment <input type="radio"/> Reimbursement <input checked="" type="radio"/> Set at invoice			

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<sup>5</sup> / 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.

The screenshot displays a web application interface for managing guarantees. It consists of several components:

- Table 1:** A table with columns 'Reference' and 'Description'. The first row contains 'CT0540' and 'Purchase of Helicopter'. Below the table is a '1' button and the text 'Viewing Records 1-1 out of 1'.
- Buttons:** A vertical sidebar on the right contains buttons for 'Search', 'Clear', 'Amend', 'Insert', 'Save', 'Undo', and 'View History'. The 'Save' button is highlighted in blue.
- Table 2:** A table with columns 'Reference', 'Guarantee Type', 'Guarantee Date', and 'Carried Out'. The first row contains '012345', 'Perf Guar', '14 Jun 2016', and 'true'. Below the table is a '1' button and the text 'Viewing Records 1-1 out of 1'.
- Form:** A 'Guarantee' button is located below the first table. Below it is a detailed form for editing a record:
  - Reference: 012345
  - Guarantee Type: Perf Guar - Performance Guarantee
  - Amount: 66893
  - Date: 14/06/2016
  - Carried Out:
  - Comments: (empty text area)
- Footer:** A blue bar at the bottom contains the text 'Version: 2' and 'Amended by Bernanette Borg (corp)borgb021 on 01/07/2016 10:05:12'.

<sup>5</sup> 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.

- 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.

CT24.06	Purchase of Air Stretcher
CTSAL001	Contract of Saviour
Hel #4	Procurement of helicopter
Hel 1	Helicopter 1
Heli2	Helicopter 2

Viewing Records 1-10 out of 27

Details Contract **Doc.**

File Name	Document Title	Document Type	Date

1

Title: Contract

Description: Contract held with Augusta Westland

Document Type: Contract

Content Type: application/pdf

Document Date: 26/05/2016

**Choose File** No file chosen

View Document

Search

Clear

Amend

Insert

Save

Undo

View History

Notifications



## How to create a new invoice

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

Procurement		Programming	Operation	Maintenance	SOE	Administration	Treasury	Application	
		Operation & Activities							
		Procurement							
		Payment Claim							
		Payment Authorisation							
		Pending Authorisation							
Code				Description					
001	Testing vat eligi								
01	open centre			Indicators					
126	sfdfgrsfgrfref			Adjustments					

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

Payment Claim		
Invoice No.	Description	Status
0000001	test	Confirmed
123	Advert for recruitment of staff.	Not Confirmed
1234	Heli3	Confirmed
12345	fgrgrtrtg	Confirmed
1260	rttrtrtrtr	Confirmed
643	Full payment of Aeroplane	Confirmed
666	AFM aero	Confirmed
AW1365	Purchase of Helicopter	Confirmed
INV PC 1	INV PC 1	Confirmed

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.

Invoice Details
Doc.
Checklist
Payment Authorisation
Asset Management
Confirmation

Payment Claim Type  
 Direct Payment      Reimbursement

Invoice No.	<input type="text" value="123"/>	Date	<input type="text" value="25/05/2016"/>
Operation	<input style="width: 100%;" type="text" value="Hel 4 - Procurement of helicopter"/>		
Activity	<input style="width: 100%;" type="text" value="D - Equipment"/>		
Sub Activity	<input style="width: 100%;" type="text" value="D - Equipment"/>		
Unit of measure	<input style="width: 100%;" type="text" value="Select an Option"/>		
Value	<input style="width: 50%;" type="text"/>	Rate	<input style="width: 50%;" type="text"/>
Invoice Type	<input style="width: 100%;" type="text" value="Equipment"/>		
Procurement Type	<input style="width: 100%;" type="text" value="DO - Direct Order"/>		
Contract	<input style="width: 100%;" type="text" value="CT0540 - Purchase of Helicopter"/>		
Description	<input style="width: 100%;" type="text" value="Procurement of a helicopter"/>		
Entity	<input style="width: 100%;" type="text" value="Select an Option"/>		
Bank Account	<input style="width: 100%;" type="text" value="Select an Option"/>		
Remarks	<input style="width: 100%; height: 40px;"/>		
Private co-finance payable	<input type="checkbox"/>		

Payment Claim Financial Plan
 

Eligible	<input type="text" value="6,689,358.00"/>	Vat Eligible	<input type="text" value="0.00"/>	Total Eligible	<input type="text" value="6,689,358.00"/>
Not Eligible	<input type="text" value="0.00"/>	Vat Not Eligible	<input type="text" value="1,204,084.44"/>	Total Not Eligible	<input type="text" value="1,204,084.44"/>
				Total	<input type="text" value="7,893,442.44"/>

Invoice Financial Plan
 

Eligible	<input type="text" value="6,689,358.00"/>	Vat Eligible	<input type="text" value="0.00"/>	Total Eligible	<input type="text" value="6,689,358.00"/>
Not Eligible	<input type="text" value="0.00"/>	Vat Not Eligible	<input type="text" value="1,204,084.44"/>	Total Not Eligible	<input type="text" value="1,204,084.44"/>
				Total	<input type="text" value="7,893,442.44"/>

Gozo Contribution Financial Plan
 

Eligible	<input type="text" value="0.00"/>	VAT Eligible	<input type="text" value="0.00"/>	Total Eligible	<input type="text" value="0.00"/>
Non Eligible	<input type="text" value="0.00"/>	VAT Non Eligible	<input type="text" value="0.00"/>	Total Non Eligible	<input type="text" value="0.00"/>
				Total	<input type="text" value="0.00"/>

Search

Clear

Amend

Insert

Save

Undo

View History

Notifications

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.

- 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.

Invoice No.	Description	Status
0000001	test	Confirmed
0Test 2	0Test 2	Confirmed
0Test 3	0Test3	Confirmed
123	Advert for recruitment of staff	Confirmed
1234	Heli3	Confirmed
12345	rgrgrtg	Confirmed
1260	rtrtrtrtr	Confirmed
643	Full payment of Aeroplane	Confirmed
666	AFM aero	Confirmed
91/2015	Invoice	Confirmed

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Invoice Confirmed

Invoice Details **Doc.** Checklist Payment Authorisation Asset Management Confirmation

Type	File Name	Choose File	No file chosen	View
Performance Guarantee	ProjectTransactionsReport_EBF 12.02.xlsx	Choose File	No file chosen	View

- Search
- Clear
- Amend
- Insert
- Save
- Undo
- View History

- 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.

**Payment Claim**

Invoice No.	Description	Status
0000001	test	Confirmed
0Test 2	0Test 2	Confirmed
0Test 3	0Test3	Confirmed
123	Advert for recruitment of staff	Confirmed
1234	Hel3	Confirmed
12345	rggrtg	Confirmed
1260	rttrtrtrtr	Confirmed
643	Full payment of Aeroplane	Confirmed
666	AFM aero	Confirmed
91/2015	Invoice	Confirmed

1 2 3 4 Viewing Records 1-10 out of 39

**Invoice Confirmed**

Invoice Details Doc. **Checklist** Payment Authorisation Asset Management Confirmation

Category	Question	YES	NO	N/A
Delivery of Product Service	Test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivery of Product Service	PL Question test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Confirmation_Beneficiary	YES	NO	N/A
1 PL : Amount on the invoice is arithmetically correct	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the publicity related to the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a copy of the advert been submitted?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 LM : Line item on the invoice is eligible	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Search
- Clear
- Amend
- Insert
- Save
- Undo
- View History

6. Upon completion of the checklist, the project leader shall proceed to the heading 'Confirmation' and click 'Confirm', as indicated below.

Invoice Not Confirmed

Invoice Details Doc. Checklist Payment Authorisation Asset Management **Confirmation**

1 of 1 Find | Next

### Invoice Details

**Invoice Not Confirmed**

Invoice No.	SHIP01
Date	01 July 2016
Invoice Type	Equipment
Operation	AMIF.2016.1 - Procurement of vessel
Activity	D - Equipment
Sub Activity	D - Equipment
Procurement Type	Direct Order
Contract	CT01/2016 - SHIP
Description	SHIP
Entity	0123456789 abcdefghij
Address	abcdefghijklmnoabcdefghijklmnoabcdefghijklmnoabcdefghijklmno
Bank Account	MT234567890123456789012345678901
Remarks	
Private co-finance payable	No
Payment Claim Type	Direct Payment

**Co-Financing**

Public Eligible	€118.000000	Aid Intensity	0.00
EU	€88.500000	Funding Gap	100.00
MT	€29.500000		
Private	€0.000000		

**Financial Plan**

Eligible	€100.00	VAT Eligible	€0.00	Total Eligible	€100.00
Non-Eligible	€0.00	VAT Non-Eligible	€18.00	Total Non-Eligible	€18.00
				<b>Total</b>	<b>€118.00</b>

**Gozo Contribution Financial Plan**

Eligible	€0.00	VAT Eligible	€0.00	Total Eligible	€0.00
Non-Eligible	€0.00	VAT Non-Eligible	€0.00	Total Non-Eligible	€0.00
				<b>Total</b>	<b>€0.00</b>

**Invoice Checklist**

Category	Question	Yes	No	N/A
Ensuring that the Project Leader carried out the required checks	Question test 1			x

**Invoice Documentation**

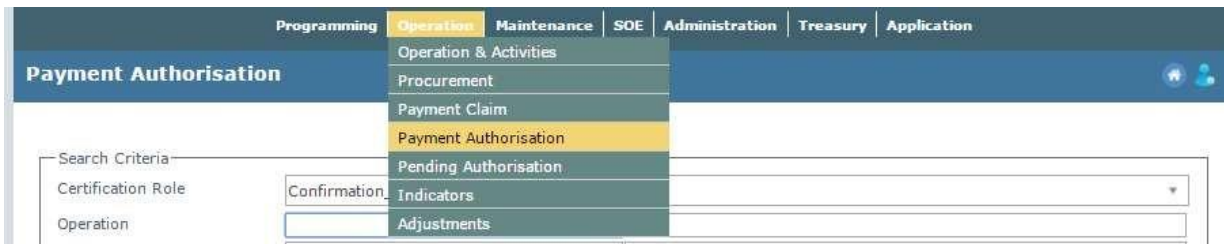
Document Type	Filename	Date
Equipment		

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**Confirm**

- Search
- Clear
- Amend
- Insert
- Save
- Undo
- View History

- 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*'.



- 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.

**Payment Authorisation**

Search Criteria

Certification Role: Confirmation\_Beneficiary

Operation: <Select Certification Role>

Contract: <Select Certification Role>

Invoice: Confirmation\_Beneficiary

Entity: Confirmation\_Responsible Authority

Operation Code	Activity Code	Sub Activity Code	Contract Reference	Invoice Number	Invoice Date	Eligible	Not Eligible	Total

1

Checklist Documents

Category	Question	YES	NO	N/A
No records.				

Amend

Save

Undo

Clear

Print

Confirm

- Select the invoice and answer the relevant checklist related to the type of payment being processed. Click 'Confirm' once all questions are ticked.

**Payment Authorisation**

Search Criteria

Certification Role: Confirmation\_Beneficiary

Operation:

Contract:

Invoice:

Entity:

Operation Code	Activity Code	Sub Activity Code	Contract Reference	Invoice Number	Invoice Date	Eligible	Not Eligible	Total
AMIF.2016.1	D	D	TTR011	TTR011	10/06/2016	10.00	1.80	11.80
AMIF.2016.1	D	D	TTR013	TTR013	10/06/2016	10.00	1.80	11.80
Hel 1	G	Test01	Test0000001	0000001	30/05/2016	1000.00	180.00	1180.00

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**Checklist** Documents

Category	Question	YES	NO	N/A
Validation of Documents	Is the publicity related to the project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validation of Documents	1 PL : Amount on the invoice is arithmetically correct	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivery of Product Service	Has a copy of the advert been submitted?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring that the Project Leader carried out the required checks	Do you confirm that the insertion made is correct?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raising the Commitment	3 LM : Line item on the invoice is eligible	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 its 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 where procurement exceeds € 5,000
- Confirmation email / letter agreed between both parties – in cases where 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