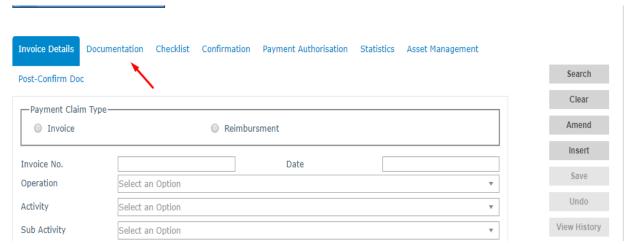
## How to Process an Invoice in the Payment Claim Menu

## **NOTE:**

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.
- 1. Move your cursor on the "Operation" Tab, and then click on "Payment Claim".



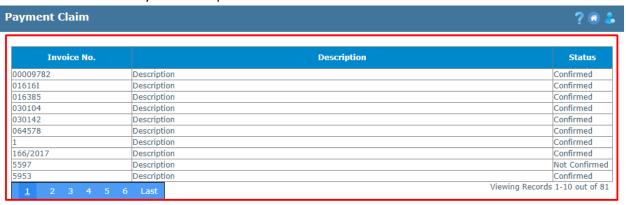
- 2. If the invoice has not yet been created, create one by using the tutorial "How to create an Invoice in the Payment Claim Menu".
- 3. Click on the "Documentation" tab.







**4.** Click on the Invoice that you wish to process.



5. Click on "Insert".





**6.** Upload the desired files by clicking on "Choose File". If more files need to be uploaded, then click on "Add Document".

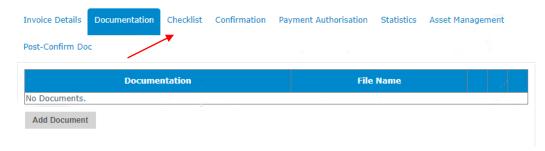


| Documentation  | File Name |             |                |      |        |
|----------------|-----------|-------------|----------------|------|--------|
| Invoice        | <b>→</b>  | Choose File | No file chosen | View | Remove |
| Other          |           | Choose File | No file chosen | View | Remove |
| Other          |           | Choose File | No file chosen | View | Remove |
| Other          |           | Choose File | No file chosen | View | Remove |
| Purchase order |           | Choose File | No file chosen | View | Remove |

7. Click on "Save".



8. Click on the "Checklist" tab.





**9.** Tick the appropriate answer (Yes or No).



Search
Clear
View History

10. Click on the "Confirmation" tab.



Search
Clear
View History

**11.** Check that the information is correct, if so, scroll down to the bottom of the page and click on "Confirm".

Confirm

-----End of Tutorial-----

## **Modification History**

Creation of Tutorial - 24/07/2017



