How to Re-Process a Rejected Invoice

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. Click on the invoice that you wish to re-process.

Invoice No.	Description	Status
00009782	Description	Confirmed
01616I	Description	Confirmed
016385	Description	Confirmed
030104	Description	Confirmed
030142	Description	Confirmed
064578	Description	Confirmed
1	Description	Confirmed
166/2017	Description	Confirmed
5597	Description	Not Confirmed
5953	Description	Confirmed

1 2 3 4 5 6 Last   Viewing Records 1-10 out of 81

3. Click on "Amend".

4. Change details where necessary.

5. Click on "Save".

6. Click on the "Documentation" tab.

7. Click on "Amend".

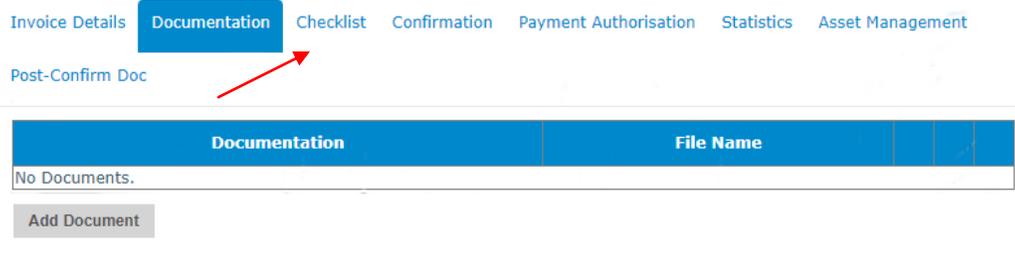**8.** Delete and/or Upload new documents where necessary.
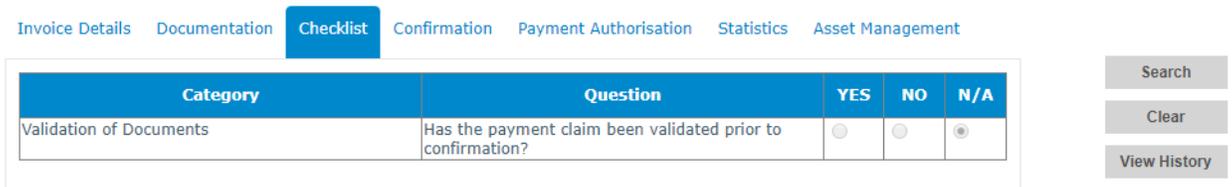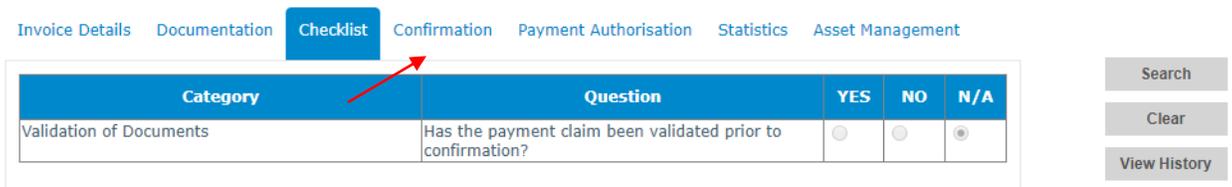
9. Click on "Save".

10. Click on the "Checklist" tab.

11. Tick the appropriate answer (Yes or No).

12. Click on the "Confirmation" tab.

13. 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