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".

	EUROPEAN MA	RITIME AN	ID FISHERIE	S FUND 2014	-2020	1
Programming	Operation Maintenance SOE	Administration Tre	easury Application	Verification and Audit	Data on Participants	Accounts
	Operation & Activities					
	Covenant					
	Procurement					
	Payment Claim	9				
	Payment Authorisation					
	Indicators					
	Adjustments					
	Irregularity					

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

Payment Claim			? 🖲
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 Confirm
5953	Description		Confirmed
<u>1</u> 2 3 4 5	6 Last		Viewing Records 1-10 out of



Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



1

3. Click on "Amend".



- 4. Change details where necessary.
- 5. Click on "Save".





Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



Invoice Details	Documentation Checklist Confirmation Payment Authorisation Statistics Asset Management	
Post-Confirm Doc		Search
-Payment Claim	Type	Clear
 Invoice 	Reimbursment	Amend
Touris No.		Insert
Invoice No.	Select an Ontion	Save
Activity	Felect an Option	Undo
		View History
SUD ACTIVITY	Select an Option 🔹	VIG W 1113101

6. Click on the "Documentation" tab.

7. Click on "Amend".

Search
Clear
Amend
Insort
moore
Save

8. Delete and/or Upload new documents where necessary.

Invoice Details Documentation	n Checklist Confirmation	Payment Authorisation Statisti	cs Asset Managemer	nt
Post-Confirm Doc				
Documentation	File Name			
Invoice	Invoice 064578.pdf	Choose File No file chosen	View Re	emove
Other		Choose File No file chosen	View Re	move
Other		Choose File No file chosen	View Re	emove
Other		Choose File No file chosen	View Re	emove
Purchase order		Choose File No file chosen	View	move

Add Document



Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



3

9. Click on "Save".



10. Click on the "Checklist" tab.

Invoice Details	Documentation	Checklist	Confirmation	Payment Authorisation	Statistics	Asset Manag	ement
Post-Confirm Do	oc	*					
	Documer	ntation		File	Name		1
No Documents.	Documei	ntation		File	Name		-10

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

Invoice Details	Documentation	Checklist	Confirmation	Payment Authorisation	Statistics	Asset Ma	anageme	ent	
	Category			Question		VES	NO	N/A	Search
Validation of Doc	uments		Has the pa	ayment claim been validat	ed prior to				Clear
			confirmati	on?					View Histo

12. Click on the "Confirmation" tab.

Category Question YES NO N/A Validation of Documents Has the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to Image: Comparison of the payment claim been validated prior to	nvoice Details Documentation	Checklist	Confirmation Payment Authorisation Statistics	Asset Ma	nageme	ent
Validation of Documents Has the payment claim been validated prior to	Catagory		Question	VEC	NO	N/A
	Validation of Documents		Has the payment claim been validated prior to			N/A ()



Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



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



Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds



Investing in sustainable fisheries and aquaculture