How to Search for an 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).

1. Move your cursor on the “Operation” tab, and then click on “Payment Claim”.
2. Scroll down until the following screen is visible, and then enter the details of the invoice that you want to search for, where applicable. (There is no need to fill all fields)
3. Click on the “Search” button.

*E.g.* In this case, a search for the invoice by Invoice No. was conducted.

Note: You can also search solely by other fields such as “Operation”, “Activity”, and “Procurement Type” not just by Invoice No. The user can input any data he/she has at hand.

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