



REPUBLIKA HRVATSKA
Ministarstvo regionalnoga razvoja i fondova Europske unije

VODIČ ZA PRIJAVU TROŠKOVA U IMIS SUSTAV ZA HRVATSKE PROJEKTNE PARTNERE

Program suradnje Interreg V-A Mađarska - Hrvatska 2014.-2020.

VERZIJA 2.0

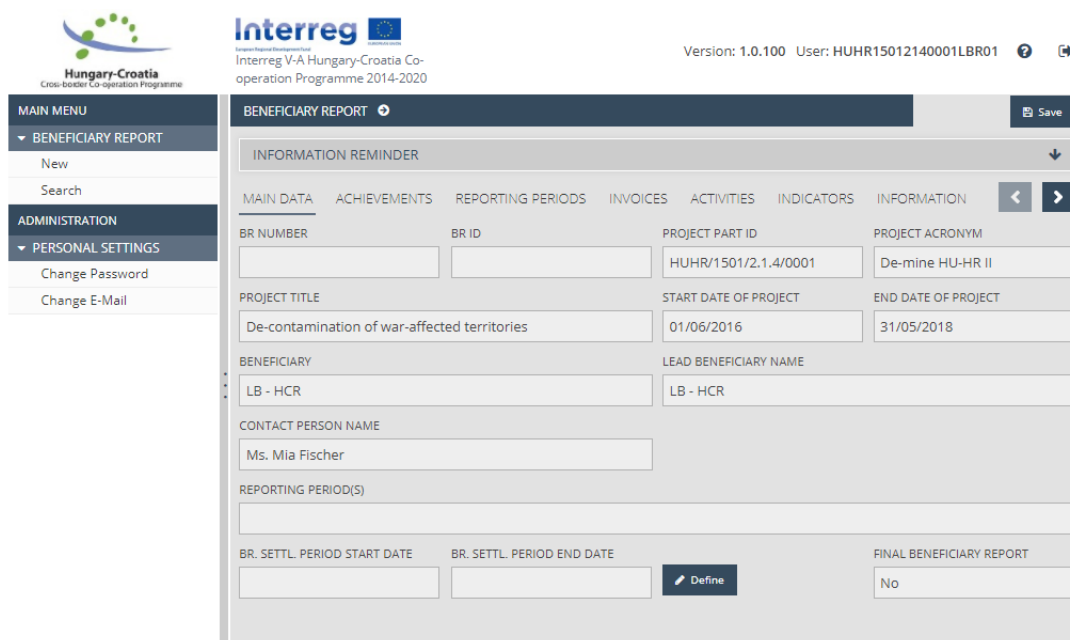
Kolovoz 2019.



1. KAKO PRILOŽITI OPĆU DOKUMENTACIJU U IMIS SUSTAVU

Pod **General Documents** podrazumijeva se sva popratna dokumentacija koja se odnosi na sve navedene troškovne kategorije kao npr. popratni dopis, potvrda Porezne uprave, Izjava o PDV-u, pravilnik o radu i/ili slične dokumente, računovodstvene evidencije i sl. Također, partner je dužan u IMIS-u priložiti dopis prema Kontrolnom tijelu u kojem navodi ime projekta i Programa u sklopu kojeg pravda troškove, kao i broj izvještajnog razdoblja.

Koristeći strelice  u desnom kutu INFORMATION REMINDER prozora odaberite tab DOCUMENTS.



The screenshot displays the 'BENEFICIARY REPORT' interface. On the left is a navigation menu with 'MAIN MENU', 'BENEFICIARY REPORT' (expanded to show 'New' and 'Search'), 'ADMINISTRATION', and 'PERSONAL SETTINGS' (expanded to show 'Change Password' and 'Change E-Mail'). The main area shows the 'INFORMATION REMINDER' tab selected. The form fields are as follows:

BR NUMBER	BR ID	PROJECT PART ID	PROJECT ACRONYM
<input type="text"/>	<input type="text"/>	HUHR/1501/2.1.4/0001	De-mine HU-HR II
PROJECT TITLE	START DATE OF PROJECT	END DATE OF PROJECT	
De-contamination of war-affected territories	01/06/2016	31/05/2018	
BENEFICIARY	LEAD BENEFICIARY NAME		
LB - HCR	LB - HCR		
CONTACT PERSON NAME	<input type="text" value="Ms. Mia Fischer"/>		
REPORTING PERIOD(S)	<input type="text"/>		
BR. SETTL. PERIOD START DATE	BR. SETTL. PERIOD END DATE	FINAL BENEFICIARY REPORT	
<input type="text"/>	<input type="text"/>	No	

Kliknete na DOCUMENTS.

Kliknete na New, otvoriti će Vam se novi prozor.

- MAIN MENU
- ▼ BENEFICIARY REPORT
 - New
 - Search
- ADMINISTRATION
- ▼ PERSONAL SETTINGS
 - Change Password
 - Change E-Mail

BENEFICIARY REPORT
 Save

INFORMATION REMINDER

FINANCIAL PROGRESS
BUDGET COST
REVENUES
SOURCES OF FUNDING
DOCUMENTS

DOCUMENT ID

TYPE

SUBJECT

PREPARED BY (USER NAME)

SENT BY (PARTNER ID)

SENT BY (PARTNER NAME)

DATE OF PREPARATION FROM

DATE OF PREPARATION TO

METHOD OF SUBMISSION

Search
 Clear search terms

RESULTS FOR:

View
 New
 Modify
 Delete

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SI
2.101	2018/000-004-1875	Attachment	Work and permit	HUHR15012140001LBR01		
2.100	2018/000-004-1873	Attachment	Revenue	HUHR15012140001LBR01		
2.099	2018/000-004-1871	Attachment	Outcome	HUHR15012140001LBR01		
2.098	2018/000-004-1869	Attachment	Information and publicity	HUHR15012140001LBR01		
2.097	2018/000-004-1867	Attachment	Indicator	HUHR15012140001LBR01		
2.096	2018/000-004-1865	Attachment	Activity	HUHR15012140001LBR01		
2.095	2018/000-004-1863	Attachment	Invoice	HUHR15012140001LBR01		

Page: 1 / 1
Total: 7
Hit on page: 10

Pod METHOD OF SUBMISSION iz padajućeg izbornika odaberite Electronic.

Pod SUBJECT upišite General Documents.

Kliknite u gornjem lijevom kutu Save.

The screenshot shows the Interreg web application interface. At the top, the logo for 'Interreg' is visible, along with the text 'Hungary-4 Cross-Border Co-operation' and 'Interregional Development Fund'. The user's session information is displayed as 'Version: 1.0.100 User: HUHR15012140001LBR01'. A modal window titled 'DOCUMENT DATASHEET' is open, containing a form with the following fields:

- FOLDER:** programmes/prog_2/projectparts/prjpart_19/prjbrs/prjbr_253
- METHOD OF SUBMISSION:** Electronic
- DOCUMENT ID:** (empty)
- DATE OF PREPARATION:** 14/03/2018
- TYPE:** (empty)
- SUBJECT:** General Documents
- PREPARED BY (USER ID):** HUHR15012140001LBR01
- PREPARED BY (USER NAME):** Mr. uuuu sadasda
- SENT BY (PARTNER ID):** (empty)
- SENT BY (PARTNER NAME):** (empty)

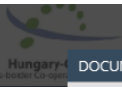
Below the form is a table listing documents:

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SI
2.101	2018/000-004-1875	Attachment	Work and permit	HUHR15012140001LBR01		
2.100	2018/000-004-1873	Attachment	Revenue	HUHR15012140001LBR01		
2.099	2018/000-004-1871	Attachment	Outcome	HUHR15012140001LBR01		
2.098	2018/000-004-1869	Attachment	Information and publicity	HUHR15012140001LBR01		
2.097	2018/000-004-1867	Attachment	Indicator	HUHR15012140001LBR01		
2.096	2018/000-004-1865	Attachment	Activity	HUHR15012140001LBR01		
2.095	2018/000-004-1863	Attachment	invoice	HUHR15012140001LBR01		

At the bottom of the table, there is a pagination control showing 'Page: 1 / 1' and 'Total: 7'. A 'Hit on page: 10' indicator is also present.

Kliknite Upload i dodajte generalnu dokumentaciju u ZIP fileu.¹

¹ Možete priložiti 2 ili više ZIP-a ukoliko s jednim premašujete max dozvoljenu veličinu datoteke



- MAIN MENU
- BENEFICIARY
- ADMINISTRATION
- PERSONAL SETTING

DOCUMENT DATASHEET

Save Cancel

MAIN DATA FILES

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Clear search terms

RESULTS FOR:

Download Upload Delete Reorder

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE CREATED
28_239.docx	DOCX	ZAHTEJ ZA OBNAVLANJE CERTIFIKATA U PODRUČJU JAVNE NABAVE čl.6.docx	1	14/0

View New Modify Delete

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)
2.102	2018/000-004-1876		General Documents	HUHR15012140001LBR01	
2.101	2018/000-004-1875	Attachment	Work and permit	HUHR15012140001LBR01	
2.100	2018/000-004-1873	Attachment	Revenue	HUHR15012140001LBR01	
2.099	2018/000-004-1871	Attachment	Outcome	HUHR15012140001LBR01	
2.098	2018/000-004-1869	Attachment	Information and publicity	HUHR15012140001LBR01	
2.097	2018/000-004-1867	Attachment	Indicator	HUHR15012140001LBR01	
2.096	2018/000-004-1865	Attachment	Activity	HUHR15012140001LBR01	
2.095	2018/000-004-1863	Attachment	Invoice	HUHR15012140001LBR01	

2. KAKO PRILOŽITI DOKUMENTACIJU ZA PRIJAVLJENE TROŠKOVE

Koristeći strelice ↻ u desnom kutu INFORMATION REMINDER prozora odaberite tab INVOICES.

Hungary-Croatia
Cross-border Co-operation Programme

Interreg
Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

Version: 1.0.100 User: HUHR15012140001LBR01

BENEFICIARY REPORT Save

INFORMATION REMINDER

MAIN DATA ACHIEVEMENTS REPORTING PERIODS **INVOICES** ACTIVITIES INDICATORS INFORMATION

BUDGET HEADING BUDGET LINE BUDGET ITEM INVOICE NUMBER

SUPPLIER NAME

Search Clear search terms

RESULTS FOR:

View New Modify Delete Add invoice

BUDGET HEADING	BUDGET LINE	BUDGET ITEM	INVOICE NUMBER	SUPPLIER NAME	DESCRIPTION	PERFORMANCE DATE	ORIGI

Page: 1 / 1 Total: 0 Hit on page: 10

BUDGET LINE	AMOUNT IN EUR
1. Preparation costs	0,00
2. Staff costs	0,00
3. Office and administrative expenditure	0,00

Nakon što unesete sve potrebne informacije o trošku odaberite tab DOCUMENTS.

Izaberite (poplavite) INVOICE i kliknete Modify.

Nakon što unesete sve potrebne informacije o trošku odaberite tab DOCUMENTS.

Izaberite (poplavite) SUPPORTING DOCUMENTS i kliknete Modify.

The screenshot shows the 'INVOICE' window with the 'DOCUMENTS' tab selected. The window has a title bar with 'INVOICE' and a close button. Below the title bar are 'Save' and 'Cancel' buttons. The main area has three tabs: 'GENERAL DATA', 'NOTICE FOR COMPLETION', and 'DOCUMENTS'. The 'DOCUMENTS' tab contains several input fields: 'DOCUMENT ID', 'SUBJECT', 'PREPARED BY (USER NAME)', 'SENT BY (PARTNER ID)', 'SENT BY (PARTNER NAME)', 'DATE OF PREPARATION FROM', 'DATE OF PREPARATION TO', and 'METHOD OF SUBMISSION'. There are also 'Search' and 'Clear search terms' buttons. Below the input fields is a 'RESULTS FOR:' section with 'View' and 'Modify' buttons. A table lists the documents:

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SENT
1	2017/000-003-5011	Attachment	Invoice	TesztVLBR01		
1	2017/000-003-5013	Attachment	Proof of payment	TesztVLBR01		
1	2017/000-003-5015	Attachment	Proof of fulfilment	TesztVLBR01		
1	2017/000-003-5017	Attachment	Contract	TesztVLBR01		
1	2017/000-003-5019	Attachment	Tenders	TesztVLBR01		

Odaberite tab FILES.

Kliknite Upload te izaberete ZIP file.

The screenshot shows the 'DOCUMENT DATASHEET' window with the 'FILES' tab selected. The window has a title bar with 'DOCUMENT DATASHEET' and a close button. Below the title bar are 'Save' and 'Cancel' buttons. The main area has two tabs: 'MAIN DATA' and 'FILES'. The 'FILES' tab contains several input fields: 'FILE NAME (ID)', 'TYPE', 'ORIGINAL FILE NAME', and 'SEQUENCE NUMBER'. There are also 'Search' and 'Clear search terms' buttons. Below the input fields is a 'RESULTS FOR:' section with 'Download', 'Upload', 'Delete', and 'Reorder' buttons. A table lists the files:

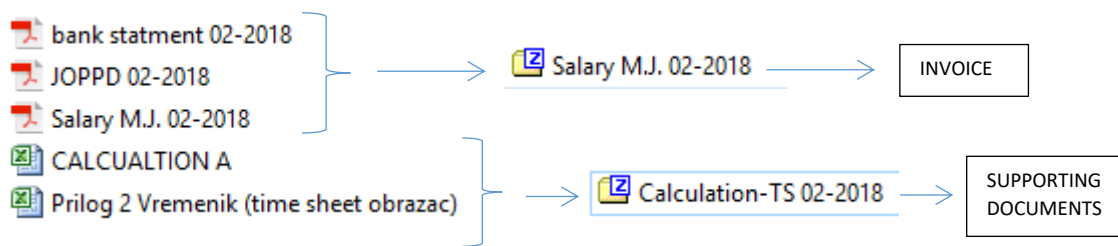
FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
18_189.docx	DOCX	Teszt IMIs.docx	1	29/11/2017 16:50:23

Napravite dvije mape ZIP file-a, naziva *invoice* i *supporting documents*, za svaki prijavljeni trošak te u njih priložite dokumentaciju na sljedeći način:

TROŠKOVI OSOBLJA --> INVOICE – dokazi o izvršenom plaćanju (platna lista, bankovni izvod i JOPPD A i B stranica + potvrda zaprimanja JOPPD-a u sustavu)

TROŠKOVI OSOBLJA --> SUPPORTING DOCUMENTS – dokazi o obavljenoj aktivnosti (timesheet, kalkulacijski izračun)

Primjer:



TROŠKOVI PUTOVANJA --> INVOICE – dokazi o izvršenom plaćanju (pravilno ispunjen i potpisan putni nalog i putni obračun, dokazi o nastalim troškovima putovanja, izvještaj sa službenog puta, dokaz o isplati / dokaz o povratu sredstava zaposleniku, ugovor o radu ako nije dostavljen unutar kategorije Troškova osoblja), kod upotrebe automobila institucije, izračun kilometraže s Izjavom o prijeđenoj kilometraži / car log)

TROŠKOVI PUTOVANJA --> SUPPORTING DOCUMENTS – dokazi o obavljenoj aktivnosti (agenda, potpisna lista, fotografije, zapisnici i sl.)

TROŠKOVI VANJSKIH STRUČNJAKA I USLUGA --> INVOICE – dokazi o izvršenom plaćanju (ugovor o djelu, autorski ugovor, studentski ugovor, ugovor o pružanju usluga, kompletna dokumentacija nabave, obračun doprinosa sukladno vrsti ugovora, račun ili dokument jednake vrijednosti, dokaz o isplati)

TROŠKOVI VANJSKIH STRUČNJAKA I USLUGA --> SUPPORTING DOCUMENTS – dokazi o obavljenoj aktivnosti (izvještaj, studije i sl.)

TROŠKOVI OPREME --> INVOICE – dokazi o izvršenom plaćanju (kompletna dokumentacija javne nabave, ugovor ukoliko postoji, račun i/ili narudžbenica, dokaz o dostavi i instalaciji opreme, dokaz o isplati, inventurna lista)

TROŠKOVI OPREME --> SUPPORTING DOCUMENTS – dokazi o obavljenoj aktivnosti (fotodokumentacija s jasno vidljivim serijskim brojem ili broje proizvoda, logom programa, otpremnica i sl.)

TROŠKOVI INFRASTRUKTURE I OPREME --> INVOICE – dokazi o izvršenom plaćanju (pravni dokumenti o vlasništvu, potrebne dozvole, kompletna dokumentacija javne nabave, ugovor o radovima, račun – privremene / okončane situacije, narudžbenice, dokaz o isplati, izjava neovisnog revizora o otkupnoj cijeni zemljišta, ZKI)

TROŠKOVI INFRASTRUKTURE I OPREME --> SUPPORTING DOCUMENTS – dokazi o obavljenoj aktivnosti (fotografije koje dokumentiraju tijekom izvođenja radova, izvješće nadzora)

3. KAKO PRILOŽITI DOKUMENTACIJU ZA NADOPUNU IZVJEŠĆA

Kada prilažete dokumentaciju koju Vas je Vaš kontrolor zatražio putem Zahtjeva za dostavu dodatne dokumentacije to ćete napraviti tako da pod trošak za koji je potrebna nadopuna dokumentacije priložite (Upload) dokumentaciju u ZIP file-u pod Other.

Izaberete SUBJECT da je Other te ga označite (poplavite) i kliknite Modify. To ćete učiniti da pomaknete vrpcu za skrolanje (prikazano plavom strelicom) prema dolje dok Vam se ne pojavi Other.

The screenshot shows the 'INVOICE' window with the 'DOCUMENTS' tab selected. It contains a table with the following data:

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SENT
1	2017/000-003-5011	Attachment	Invoice	TesztVLBR01		
1	2017/000-003-5013	Attachment	Proof of payment	TesztVLBR01		
1	2017/000-003-5015	Attachment	Proof of fulfilment	TesztVLBR01		
1	2017/000-003-5017	Attachment	Contract	TesztVLBR01		
1	2017/000-003-5019	Attachment	Tenders	TesztVLBR01		

A blue arrow points to the scroll bar on the right side of the table, indicating the need to scroll down to find the 'Other' subject.

Odaberete tab FILES te kliknite Upload i dodajte potrebnu dokumentaciju u ZIP file-u.

The screenshot shows the 'DOCUMENT DATASHEET' window with the 'FILES' tab selected. It contains a table with the following data:

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
18_189.docx	DOCX	Teszt IMLs.docx	1	29/11/2017 16:50:23

The 'Upload' button is highlighted in red, indicating the next step in the process.