ONLINE REPORTING FORM

PROCEDURE TO RECORD A PAYMENT CLAIM

http://olf.nweurope.eu

This step by step procedure will help you submit your project payment claim to the INTERREG IVB NWE Programme via the new online platform hosted at http://olf.nweurope.eu. It replaces the Excel template used so far.

Step 1 is needed for the first online claim only. All others steps need to be followed each time you submit a claim.

Your project's finance officer at the JTS remains at your disposal if you have any queries.

Pre-requisites

Internet Explorer v.8 or v.9 or Mozilla Firefox

Glossary

ERDF   European Regional Development Funds
FLC: First Level Control(ler)
JTS: Joint Technical Secretariat
LP: Lead Partner
OLF: Online Form
PC: Payment Claim
PP: Project Partner
TEC: Total Eligible Costs
VoE: Verification of Expenditure sheet

Step by step

1/ First activation of login/password

The person in charge of the financial claim at LP level will receive an email from noreply@olf.nweurope.eu with a link to the online form. Activating the link will automatically generate an email with a password.

The login is the email address of the user.

Once the LP accesses the OLF, the email addresses of the PPs and their FLCs will have to be checked and validated in the "Show Users" section. By default, the OLF suggests the email addresses entered in the Application Form.

Once email addresses are validated, the LP will have to 'enable' each user by ticking the box next to their name and clicking the "enable selected" button (picture A). Each selected user will then receive an automatic message asking them to activate a link. They will then receive a password.

> *Beware that if the email address is wrong, the system will not be able to contact you and send you the link to generate your password.*
>
> *Each function (i.e. PP / PP FLC / LP / LP FLC) can only receive 1 login and 1 password.*
> *If 2 people work on the same claim, they need to share the same login and password.*
>
> *Please save your access details: the login and password are valid throughout the project's lifetime.*

Dashboard Update Contact Details   **Project: OLF Ticket to Kyoto**   ▼catalin@nweurope.eu

☐	Partner Name	E-mail	Status
☐	OLF Ticket to Kyoto LP	catalin@nweurope.eu	Enabled
	Active Sessions	**IP Address**	
	10/07/2012 15:13 vdpp5stesxzunvrmb3isvvm0	92.103.150.214	Close session
☐	OLF Ticket to Kyoto Flc LP	sophieflclp@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto P2	sophie@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto Flc P2	jccf4@hotmail.com	Enabled
☐	OLF Ticket to Kyoto P3	JeanChristophe2@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto Flc P3	sofdelpierre@gmail.com	Enabled
☐	OLF Ticket to Kyoto P4	catalin2@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto Flc P4	sophie3@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto P5	sophie2@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto Flc P5	sophie5@nweurope.eu	Enabled

Enable selected   Disable selected

Picture A

2/ Open the current payment claim

Once the user has logged in, the OLF opens on the "dashboard" (picture B). This home page displays 3 things: the project users, the progress overview and a link to the contact details (upper left, picture B).

Picture B

In progress overview (picture B), click "open" next to the current claim. Select the PP you represent (picture C).

Picture C

3/ Fill in and submit the payment claim

In picture D you will see a table similar to the one in the payment claim templates used so far by the NWE Programme.

At the level of PP
Each PP enters the claimed amounts (TEC figures) per budget line in the column "**amount requested by PP**" and the 6-month forecast column (see picture D).

Payment Claim No. 8 - Partner 9 - nv De Scheepvaart

April 2013   Country: BE   Reference dates From [____] To [____]   Grant rate: 17.10 %   Can recover VAT: yes

PP → PP FLC → LP → LP FLC → JTS

Partner budget and forecast

Budget line	Previously claimed	Current claim	Total claimed	Previous forecast	6 month forecast	Amount requested by PP	Amount certified by partners' FLC	Amount approved by LP	Amount certified by LPs' FLC	Amount approved by the JTS
1. Partner Staff	105,090.57	0.00	105,090.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. External Experts & Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Travel & Accommodation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Meetings & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Publicity	0.00	0.00	0.00	12,825.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Equipment	0.00	0.00	0.00	17,100.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Investment total	2,704,378.10	0.00	2,704,378.10	85,500.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Audit costs/First level control	5,040.10	0.00	5,040.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Administration Costs	655.15	0.00	655.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total eligible costs	2,815,163.92	0.00	2,815,163.92	115,425.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Revenues	4,239.80	0.00	4,239.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Eligible Costs	2,810,924.12	0.00	2,810,924.12	115,425.00	0.00	0.00	0.00	0.00	0.00	0.00

Investments

No	Title	Previously claimed	Current claim	Total claim	6 month forecast	Amount requested by PP	Amount certified by partners' FLC	Amount approved by LP	Amount certified by LPs' FLC	Amount approved by the JTS
4	Albert Canal: purchase and installation of the pumping installation / water power plant.	2,704,378.10	0.00	2,704,378.10	0.00	0.00	0.00	0.00	0.00	0.00
Total		2,704,378.10	0.00	2,704,378.10	0.00	0.00	0.00	0.00	0.00	0.00

Picture D

*Before filling in the table with figures, **remember…***

***Reference dates** From [____] To [____] are compulsory fields!*

Each PP must include comments on the forecast (below the section where expenditure is included). Filling in this section is compulsory (tab partner comments in picture E).

Contact Details of the person responsible for this Payment Claim

Name of Contact Person	
Institution	
E-mail	
Fax Number	
Phone Number	

Date and partner's signature

The information and documentation in this report and its attachment give a fair and correct description of the present implementation status of the project

Date   Signature
Name and position

Summary	Partner comments	Partner FLC declarations	LP declarations	LP FLC declarations	Supporting documents

EXPENDITURE FORECAST FOR THE NEXT 6 MONTHS

[Save] [Revert] [Submit]

Back to payment claim overview

Picture E

As support for the amounts claimed, the PP attaches the verification sheets of expenditure in the supporting documents section (tab "supporting documents" picture E).

> *The **SUBMIT** button will not be available if mandatory fields are left blank. Fill them in to allow activation.*

Once a PP finalizes the claimed amounts, the forecast and the comments, he/she needs to
1. Save the data (click "save")
2. Print the claim (click the "pdf" button in the payment claim overview or directly in the partner claim)
3. Sign the printed claim (on the front page)
4. Scan the signed claim and upload it (tab "supporting documents").
5. **Submit** the claim to the next level: PP FLC. Click the "submit" button.

> *The '**SAVE'** button saves the data. A user may start on a claim, save and pick it up at a later stage. The '**SAVE'** button will not send the PC to the next step.*
>
> *The '**SUBMIT**' button must be clicked in order to send the payment claim to the next user (PP -> PP FLC -> LP -> LP FLC).*

After submission, an automatic message is sent to PP and PP FLC confirming the PC submission.

At the level of PP FLC
The PP FLC must validate or correct the figures in the column "**amount certified by partner's FLC"**.
- To validate the figures submitted by the PP, the PP FLC must fill in the partner FLC declaration.
- To correct the figures submitted by the PP, the PP FLC must type in the corrected figures directly in the form. The correction must be reflected in the VoE (download the VoE under supporting documents, indicate the accepted amount in the dedicated column, save and upload the VoE under supporting documents). Then fill in the partner FLC declaration.

Once a PP FLC agrees with the amounts claimed, the VoEs and the FLC declaration, he/she needs to
1. Save the data (click "save")
2. Print the claim (click the "pdf" button)
3. Sign the printed claim (in the controller's declaration section)
4. Scan the signed claim and upload it (tab "supporting documents").
5. **Submit** the claim to the next level: LP. Click the "submit" button.

After submission, an automatic message is sent to the PP FLC and LP.

At the level of LP

The LP must declare its own expenditure as well as validate all PP expenditure.

For all PP expenditure, the LP must validate or correct the figures in the column "**amount approved by LP**". The LP does not have to wait for all PPs to clear all steps before working on the claim. The LP can start working on any PP claim once the documents are submitted.

- To validate the figures submitted by the PP FLC, the LP must fill in the section LP declaration and click "save".
- To correct the figures submitted by the PP FLC, the LP must type in the corrected figures directly in the form. The correction must be reflected in the VoE (download the VoE under supporting documents, indicate the accepted amount in the dedicated column, save and upload the VoE under supporting documents). Corrections should also be commented on in the LP comments section (picture E).

Once the LP agrees with the amounts claimed by a PP, he/she needs to **submit** the claim to the next level: LP FLC. After submission, an automatic message is sent to LP and LP FLC. The latter must then validate or correct the figures in the column "**amount certified by LP FLC**".

For LP expenditure, the approach is exactly the same as PP expenditure (LP = PP1). But, there is no need to fill in the column 'Amount requested by PP'. The LP should directly fill in amounts in the column 'Amount approved by LP'.

At the level of LP FLC

The LP FLC must validate or correct the figures in the column "**amount certified by LP FLC**" for the LP and all PPs.

For the LP expenditure:
- To validate the figures submitted by the LP, the LP FLC must fill in the LP FLC declaration.
- To correct the figures submitted by the LP, the LP FLC must directly type in the corrected figures. The correction must be reflected in the VoE (download the VoE under supporting documents, indicate the accepted amount in the dedicated column, save and upload the VoE under supporting documents). Then fill in the partner FLC declaration for PP1.

Once the LP FLC agrees with the amount claimed by the LP, the VoEs and the FLC declaration, he/she needs to
1. Save the data (click "save")
2. Print the claim (click the "pdf" button)
3. Sign the printed claim (in the controller's declaration section)
4. Scan the signed claim and upload it (tab "supporting documents").
5. **Submit** the claim. Click the "submit" button.

For PP expenditure:
- To validate the PP figures submitted by the LP, the LP FLC must fill in the LP FLC declaration.
- To correct the PP figures submitted by the LP, the LP FLC must type in the corrected figures directly in the form. The correction must be reflected in the VoE (download the VoE under supporting documents, indicate the accepted amount in the dedicated column, save and upload the VoE under supporting documents). Then fill in LP FLC declaration.

Once the LP FLC agrees with the claimed amount, the VoEs and the FLC declaration, he/she needs to
6. Save the data (click "save")
7. Go to the payment claim overview.
8. Print the consolidated claim (click the "pdf" button)
9. Sign the printed claim (in the LP FLC declaration section)
10. Scan the signed claim and upload it (tab "supporting documents", under the LP area).
11. **Submit** the claim to the next level: JTS. Click the "submit" button.

> *The '**REVERT**' button allows a user to go back one step, i.e. : the PP FLC is not satisfied with the submitted claim and ask the PP to revise the VoE because of the poor presentation.*

After submission, an automatic message is sent to the LP FLC and JTS. **Except the signed consolidated claim**, it is no longer necessary to submit any hard copy. Nevertheless, remember to send your JTS officers the FLC certificates, the partnership agreement and any other necessary document, if applicable.

The JTS can now start assessing the project's claim as long as the progress report has been submitted in parallel via email/post.

For you information: the online form for the Progress Report is foreseen for the October 2013 reporting.

Additional information

4/ Colour code

Please note that the following order needs to be respected:

⇨ PP ⇨ PP FLC ⇨ LP ⇨ LP FLC

The user can always see at which stage he/she currently is. The arrows change colour from **red** (nothing done) to **dark orange** (saved but not submitted) to **green** (when submitted to the next level). Once all steps have been taken (including the final validation by the LP FLC), all arrows are green up to the JTS.

5/ Supporting documents

Upload on the OLF:

We require the following documents to be uploaded:

- the verification sheets (revised when corrections take place) of each PP in Excel format

- the signed individual payment claims in PDF format

- the signed consolidated claim in PDF format

You may also upload the FLC checklists. Because of space constraints, no other documents are allowed (payslips, timesheets, invoices, tender procedures, deliverables, etc. should be submitted to the FLC and LP in another way).

<table>
<tr><td></td><td>1. All partners are asked to use the same format to name and save their individual claim and verification sheets:

PCnumber_partnerNumber_date.pdf

PCnumber_partnerNumber_date.xls

2. due to the limited space on the server, the system will need regular removal of annexes. Make sure you keep a copy.</td></tr>
</table>

Download from the OLF:

Supporting documents can be downloaded by clicking on them. There is also a "download all" button.

6/ Financial management

If a partner does not submit any expenditure, the PP fills in the reference dates and other compulsory fields (e.g. with N/A) and then clicks "submit". PP informs the LP that there will be no expenditure included in this claim, so that the LP can process it.

If the LP has to exclude a PP (e.g. important errors, delayed submission, etc.), then the LP should "correct" the PP claim to zero and submit it.

7/ Access rights

If a **user works on several projects**, he/she will be able to visualise all the projects he is involved in. The login and password will be the same for all projects.

The LP can **enable** or **disable** any user (see picture A) and has access to the whole payment claim while the other users (PPs and FLCs) will only access their respective part of the OLF.

PPs are also able to **enable/disable** their own FLCs in order to give them access to the Partners' online claim form. Once enabled, the FLCs will receive an email with an activation link to receive their passwords (see picture A).
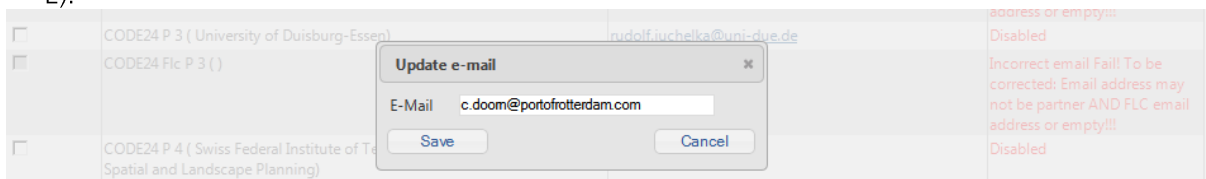
☐	Partner Name	E-mail	Status
☐	OLF Ticket to Kyoto LP (STIB)	catalin@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto Flc LP (sophieflclp@nweurope.eu)	sophieflclp@nweurope.eu	Enabled
☐	OLF Ticket to Kyoto P2 (moBiel GmbH)	sophie@nweurope.eu	Disabled

Picture F

8/ Access Modifications

It is possible to change the PP/FLC password and/or email addresses in the system.

1. To change the email address while keeping the same password, just update the email address in the users section (see picture A). Select the email, modify it and save it (see picture E).

☐	CODE24 P 3 (University of Duisburg-Essen)	rudolf.iuchelka@uni-due.de	Disabled
☐	CODE24 Flc P 3 ( )		Incorrect email Fail! To be corrected: Email address may not be partner AND FLC email address or empty!!!
☐	CODE24 P 4 (Swiss Federal Institute of Te Spatial and Landscape Planning)		Disabled

Update e-mail ✕

E-Mail c.doom@portofrotterdam.com

Save   Cancel

Picture E

2. To change a user's password, the user clicks on his/her email address in the top right corner of the screen (always available) and selects "Change password" (see picture F). You will receive an automatic message asking you to activate the link to receive your new password.

Picture F

3. To change both the password and the email address, first deactivate the user, then change the email address and finally reactivate the user. He/she will then receive an activation message and a new password in a second message.

4. If the password is lost, go to the start page (http://olf.nweurope.eu) and select password forgotten and provide your email address.

8/ OLF other functionalities

There is a section called "**Update Contact Details**" where the project management team is described. It can be found at the top left corner (next to 'Dashboard') and can only be edited by the LP. Please update it whenever necessary. In the section "**Update Contact Details**", the partners can update the contact details of their organisation.

Last points

This platform has been developed with the idea of better transparency of information for all the project participants and a more automated consolidation of the financial information at Project and Programme levels. It is an important step in the direction of the e-government principle of the European Commission.

We invested several months of development and testing in this platform and we hope it will ease the reporting of project expenditure. As with any new product, some improvements may be necessary. Therefore, we are counting on you to help improve the tool by flagging up any flaws/bugs or improvements that you deem necessary.

In case of query/problem, don't hesitate to contact your Finance Officer