



Interreg



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NEXT MED

Annex A to JEMS User Manual: **Indicative location and list of supporting documents required for management verifications as set in Chapter 6 of the Project Implementation Manual and Chapter 3 of JEMS User Manual**

Version 1.0, published 2025/12/16

WHERE TO UPLOAD SUPPORTING DOCUMENTS

Please follow the color codes below when uploading supporting documents justifying the declared cost and/or implemented activities:

Supporting documents should be uploaded in section List of expenditure.

Dashboard / Applications / BS500 / Partner report R.1

Partner report R.1

LP1

Status Certified [View controller work](#)

[Report identification](#)
[Work plan progress](#)
[Public procurements](#)
List of expenditures
[Contributions](#)
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List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

TAKE NOTE!
In this section, the costs related to procurements must be linked to Public Procurements section. However, the costs related to direct procurements shall NOT be linked to Public Procurements section!

Direct procurement means:
-any procurement up to the threshold of 2 500 EUR - for Partners from Georgia, Republic of Moldova, Türkiye, Ukraine and from Romania (in case of Romanian Partners which are not contracting authorities / entities according to EU law);
-direct procurement as defined in the national law - for Partners in Bulgaria, Greece and Romania, which are contracting authorities / entities according to EU law.

Items highlighted in yellow were edited during last reopening of the partner report.

ID	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R.1.1	50 2.346,96	0,00	2.346,96	BGN	1.9558	1.200,00	 ADVANCE...
R.1.2	30 4.530,90	755,10	4.530,90	BGN	1.9558	2.316,65	 INVOICE...

Supporting documents related to Public Procurement should be uploaded in section Public procurements.

Partner report R.1

LP1

Status Certified [View controller work](#)

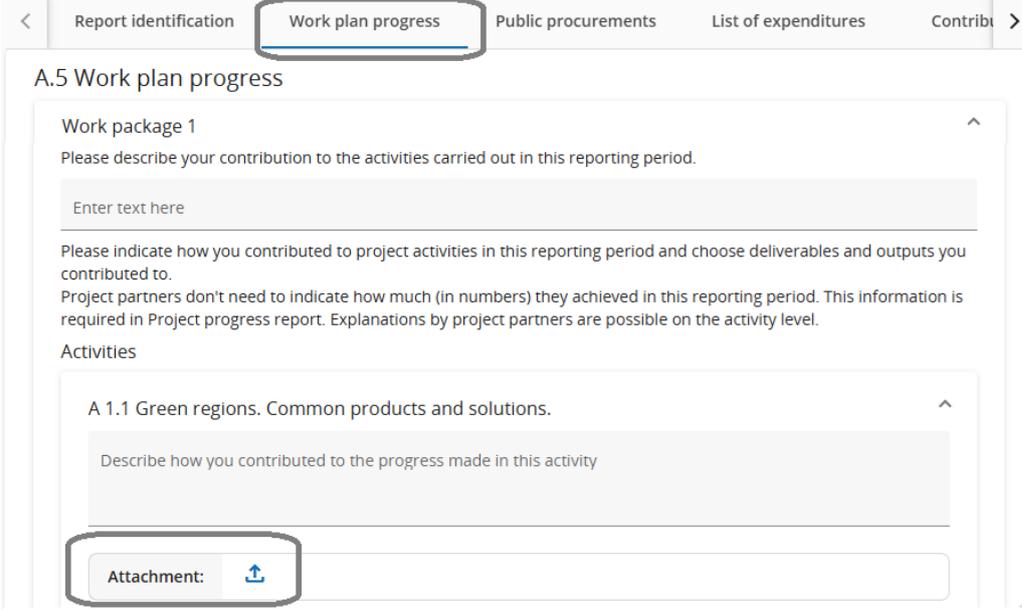
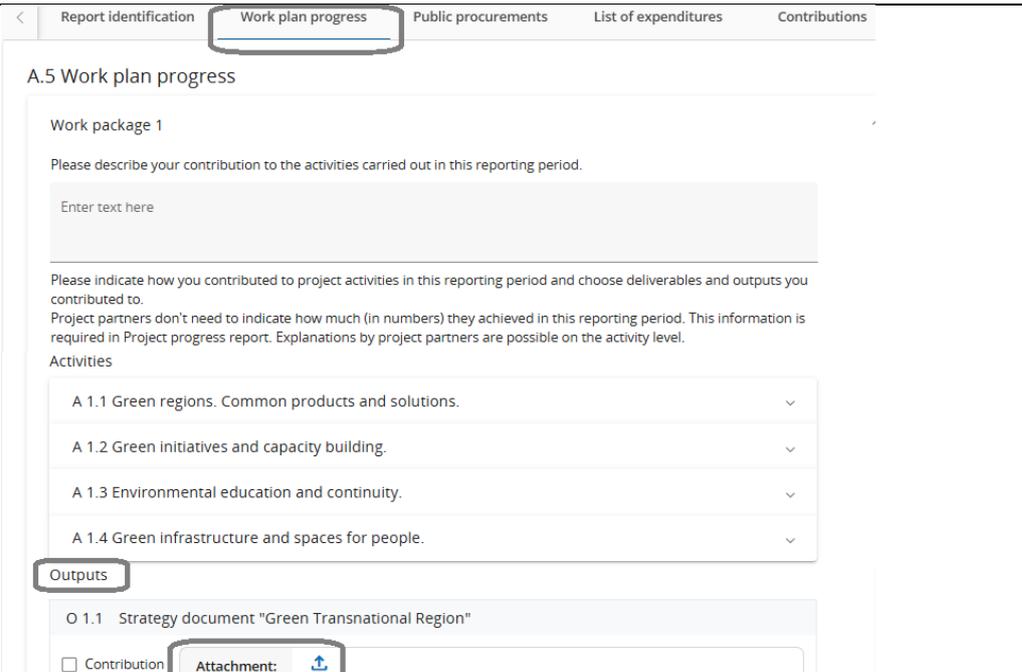
[Report identification](#)
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Public procurements
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Public procurements

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

TAKE NOTE!
All supporting documents related to procurements shall be uploaded in this section. Also, the information on contractors and contracts shall be filled in the relevant fields of this section, irrespective of the value of the procurement.

Created in	Last changed	Contract no. / Contract name	Type of procurement...	Contract Date	Contract Type (Add...	Contract Amount	Currency	Supplier Name
R.1		No. 176 - Preparation of a conceptual...	Direct award		Services			
R.1		No.407 - Preparation of a technical project	Direct award		Services			
R.1		No.452 - Conducting a media campaign...	Direct award		Services			
R.1		No. 465 - Translation services	Direct award		Services			
R.1		No. 425 - Information and advertising...	Direct award		Services			
R.1		No. 395 - Consultancy services in the field ...	Direct award - civil contract		Services			

<p>Supporting documents for Narrative Part should be uploaded in section Work plan progress Activities</p>	
<p>Work plan progress Outputs</p>	



Supporting documents related to Public Procurement should be uploaded in section **Public procurements**.

Partner report R.1

LP1 [redacted]

Status Certified [View controller work](#)

< Report identification Work plan progress **Public procurements** List of expenditures Contributions Report annexes >

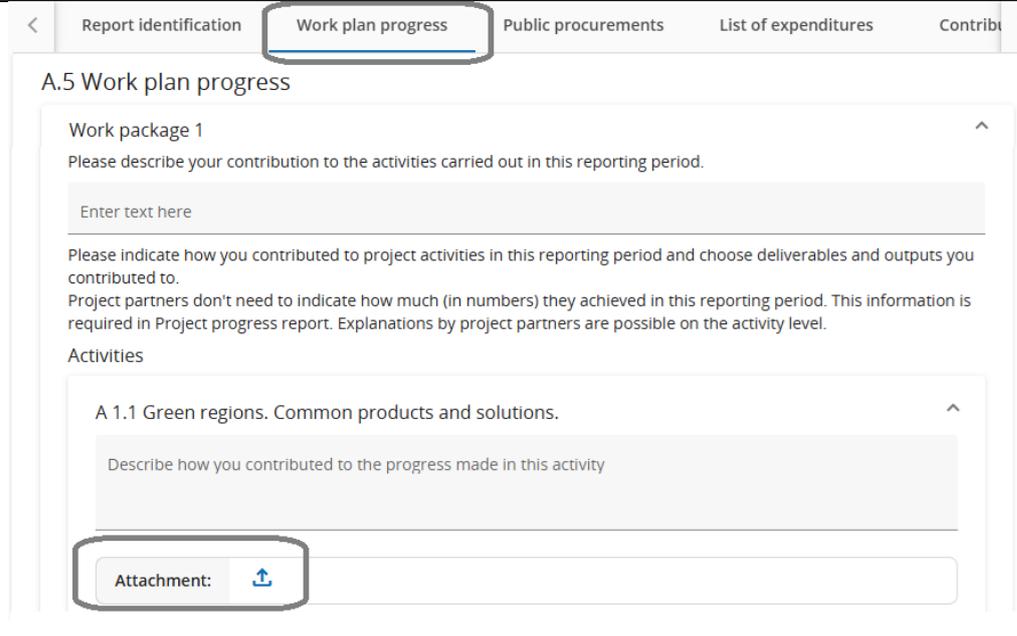
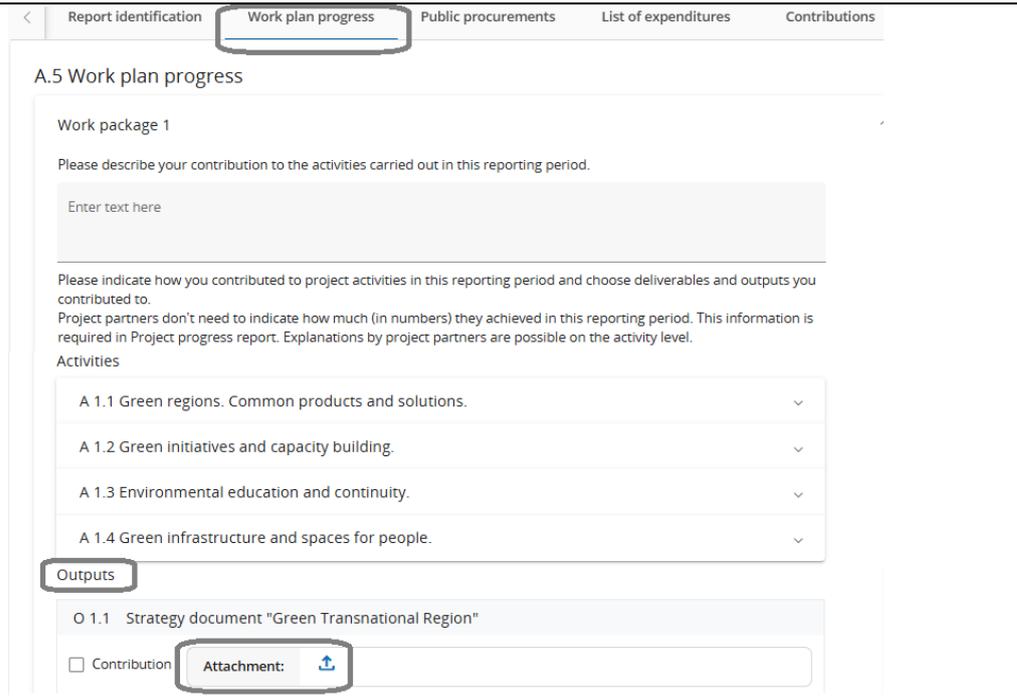
Public procurements

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TAKE NOTE!

All supporting documents related to procurements shall be uploaded in this section. Also, the information on contractors and contracts shall be filled in in the relevant fields of this section, irrespective of the value of the procurement.

Created in	Last changed	Contract no. / Contract name	Type of procurement...	Contract Date	Contract Type (Add...	Contract Amount	Currency	Supplier Name
R.1	[redacted]	No. 176 - Preparation of a conceptual...	Direct award	[redacted]	Services	[redacted]		
R.1	[redacted]	No.407 - Preparation of a technical project	Direct award	[redacted]	Services	[redacted]		
R.1	[redacted]	No.452 - Conducting a media campaign...	Direct award	[redacted]	Services	[redacted]		
R.1	[redacted]	No. 465 - Translation services	Direct award	[redacted]	Services	[redacted]		
R.1	[redacted]	No. 425 - Information and advertising...	Direct award	[redacted]	Services	[redacted]		
R.1	[redacted]	No. 395 - Consultancy services in the field ...	Direct award - civil contract	[redacted]	Services	[redacted]		

<p>Supporting documents for Narrative Part should be uploaded in section Work plan progress</p> <p>Activities</p>	
<p>Work plan progress</p> <p>Outputs</p>	

Supporting documents requested in Counterclaims should be uploaded in section (Partner) **Report annexes**

[Progress](#)
[Public procurements](#)
[List of expenditures](#)
[Contributions](#)
Report annexes
[Report export](#)

Report annexes

Sensitive data is hidden to non-privileged users

Partner report R.2

- Work plan progress
- List of expenditures
- Public procurements (i)
- Contributions

File name	Location	Upload date	User	File size	Actions
Untitled.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	124.7 kB	Download Delete
Outp.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	63.9 kB	Download Delete
activ.png	Partner Rep...	02/10/2025 11:34 AM	[Redacted]	79.5 kB	Download Delete

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Upload file

Indicative list of supporting documents required for management verifications¹

COST CATEGORY - STAFF	
REAL COSTS	
In folder Report annexes in (ZIP file)	<ul style="list-style-type: none"> List of the Staff (see template List of staff - Annex of the PIM) Copy of the contracts of the project staff, e.g., an employment contract or any other equivalent legal agreement that identifies the employment relationship with the LP/partners organisation. In case the person is hired for the project the contract should include the role of the staff person within the project, the monthly working time, the starting and end date, and the real monthly salary costs (gross salary and employer's social charges) have to be clearly specified. For the internal staff assigned to the project, copy of the appointment act, including the role within the project, the duration of the assignment and the amount (percentage or number of time units) of the working time devoted to the project (if working partly for the project). The eligibility period of the related expense starts from the date indicated in the accompanying documents such as appointment act. Addendum to the first appointment must be uploaded. Any relevant document, other than the contract, identifying the yearly/monthly working time and number of holidays per employee such as Terms of References, national laws or internal regulations concerning the LP/PP organization's personnel policy. Any relevant document, other than the contract, identifying the real monthly/daily/hourly costs (gross salary and employer's social charges) for the employee, or other accounting documents where the employment costs are clearly detectable. Other documentation useful to justify the expense (e.g. activity reports, studies or other products of the staff involved).

¹ The controller may ask for additional documents in accordance with national legislation and/or as he/she sees fit.

Note that clear reference to the project (e.g project ID in Jems) has to be seen in relevant documents (e.g invoices, contract, reports, agendas, lists of participants, materials published, documents elaborated for events, etc)!

Also, please note that double funding will be checked when checking the accounting.

	<ul style="list-style-type: none"> In the event the social security charges or any other contract-related costs are paid cumulatively by the organization - and therefore an individual proof of payment is unavailable - the cumulative proof of payment must be accompanied by a document of the organization accounting office, allowing for the reconciliation of the payments with each employee
<p>In the corresponding List of Expenditure entry (ZIP file)</p>	<ul style="list-style-type: none"> Pay slips: copies of pay slips of each month concerned have to be provided, in order to check the reliability of the gross salary sheet and the amounts reported. Proofs of payment: any kind of official document issued by the bank or accounting office of the organization, proving that the organization bank has settled the payment of all the relevant costs (net salary to the employee, social charges payment to the State, etc.) and indicating amount, reason and date, accompanied by a bank statement and/or receipt certifying the actual and final financial disbursement and the date of receipt. Timesheet (see template 3-TS in PIM): required only for the staff members employed by the LP/Partner organisations working partly on the project or on a flexible percentage. The timesheet must cover 100% of the employee's working time (including the working time related to the project and to other activities). For staff 100% devoted to the project, the same template can be used in case the partners need to fill it as a tool for internal control, or in order to report overtime. Entire numbers should be indicated, not decimals. Each timesheet has to be stamped and signed by the concerned person and by the Project Manager/Manager in charge. Monthly timesheet, certified by the Project Manager/Manager in charge, showing at least: project code, name of the employee, qualification, hours worked on the project, detailed description of the activities carried out, month of reference, signature of the employee, project CUP (only for Italian organisations), acronyms of other NEXT MED projects to which the employee is assigned, if the case.

COST CATEGORY - EQUIPMENT	
REAL COST	
In the Procurement Section	<ul style="list-style-type: none"> - Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, supply contract, etc. - Proof of delivery and, if applicable, putting into operation; - Proof that the EU visibility rules have been respected (photos); - Photos of the equipment purchased - etc.
In the corresponding List of Expenditure entry (ZIP file)	<ul style="list-style-type: none"> - Invoice from the supplier - with clear reference to the project (e.g., project ID in Jems, project acronym); - Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date;

COST CATEGORY - EXTERNAL EXPERTISE AND SERVICES	
REAL COSTS	
<p>In the Procurement Section</p>	<ul style="list-style-type: none"> - Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, service contract, etc.; - Proof of delivery of the services, accepted/ approved by the partner; - Proof that the EU visibility rules have been respected (photos); - In case of events, meetings, all related documents and pictures; - etc.
<p>In the corresponding List of Expenditure entry (ZIP file)</p>	<ul style="list-style-type: none"> - Invoice from the service provider - with clear reference to the project (e.g., project ID in Jems, project acronym); - Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date; Any material published (on paper or by electronic means);

COST CATEGORY - INFRASTRUCTURE AND WORKS	
REAL COSTS	
In the Procurement Section	<ul style="list-style-type: none"> - Documents related to the procurement procedures, including the technical specifications, proof of publication, all the tenders, evaluation documents, notifications sent to tenderers, works contract, etc.; - Feasibility study (for projects under the second calls for proposals²), building permit and any other execution details, technical documentation, approved architectural and engineering drawings, consents, approvals, authorizations and agreements, following the issue of the building permit, etc. as requested by the national laws of the respective country; - Order for commencement of works; - Document on intermediate/final reception of the works; - Proof of completion of works, such as acceptance certificates, protocols confirming that the works have been done properly (e.g., according to the contract); Works Report / Situation - Official document issued by the works contractor, specifying the actual works carried out and the related costs, and containing a clear reference to the project (e.g., project ID in Jems, project acronym); - Proof of delivery (in case of a purchased equipment linked to the works) and putting into operation; - Proof that the EU visibility rules have been respected (e.g., photos of the works in different stages, photos of the panels); - etc.
In the corresponding List of Expenditure entry (ZIP file)	<ul style="list-style-type: none"> - Invoice(s) - with clear reference to the project (e.g., project ID in Jems, project acronym); - Proof of payment - any kind of official document issued by bank or the accounting department of the organisation, proving that the bank of the organisation has settled the payment of the relevant bill, indicating amount, reason and date;

COST CATEGORY - ADMINISTRATIVE

FLAT RATE COSTS (15% of staff costs)

- No justifying/supporting documents proving the expenditures incurred under Cost Category *Administrative costs* have to be uploaded on JEMS.

COST CATEGORY - TRAVEL AND ACCOMMODATION

FLAT RATE COSTS (15% of staff costs)

- Documents of participation in at least one project mission to be uploaded in Annexes.