

## STEP-BY-STEP GUIDE FOR BENEFICIARIES – ‘HOW TO LAUNCH A MANUAL PAYMENT REQUEST?’


There are 4 scenarios possible:

- Scenario 1: the EFU (Budgetary Responsible) launches and approves the project initial payment (*this is done automatically after the project’s approval!*);
- Scenario 2: the EFU (Budgetary Responsible) launches and approves an intermediary payment (*this is done automatically in case the beneficiary has submitted a financial report in AMBIS and in case the Project Manager has added the ‘reported amounts’ in process 5 (‘control’!)*);
- Scenario 3: the EFU (Budgetary Responsible) launches a manual payment request;
- Scenario 4: as a beneficiary, you are launching a manual payment request.


Attention 1: The present guide focuses solely on the 4th scenario!

Attention 2: launching a manual payment request will only be possible after a project has been officially approved in process 4 (i.e. proposal analyzation & selection by the EFU)!

1. In the Dashboards section of your AMBIS account, go to ‘Projects Overview For Beneficiaries’. Then look for the project in question for which you want to launch a manual payment request.



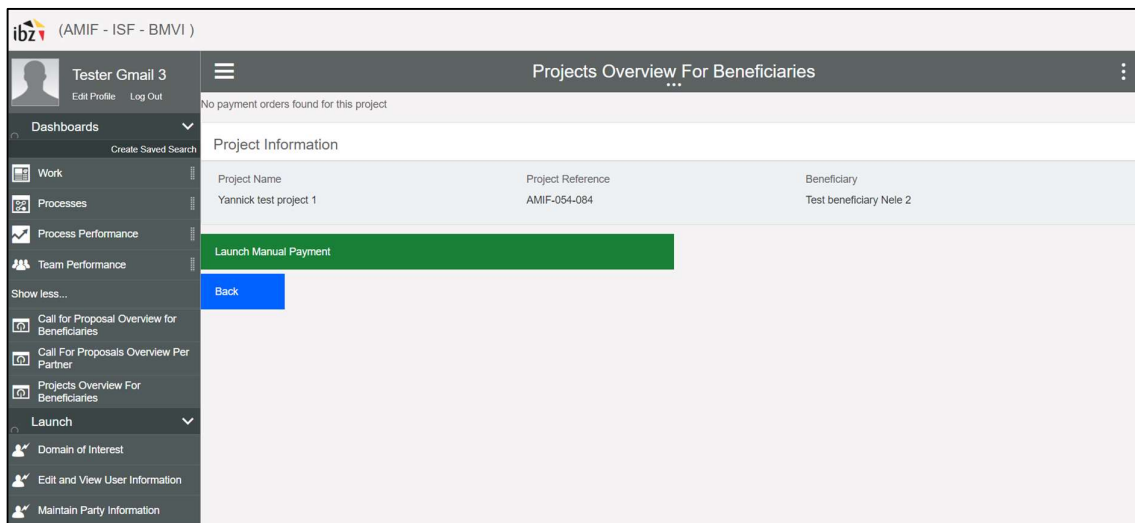
AMIF-050	AMIF-050-069	magda 1	Approved (Confirmed)	Test beneficiary Nele 2	300,000.00	200,000.00	[Home] [List] [Refresh] [Print]
AMIF-050	AMIF-050-070	magda 2	Approved (Confirmed)	Test beneficiary Nele 2	360,064.00	200,000.00	[Home] [List] [Refresh] [Print]
AMIF-050	AMIF-050-071	magda 3	Approved (Confirmed)	Test beneficiary Nele 2	311,912.00	200,000.00	[Home] [List] [Refresh] [Print]
AMIF-050	AMIF-050-072	Test project Yannick 2	Approved (Confirmed)	Test beneficiary Nele 2	503,895.10	377,821.32	[Home] [List] [Refresh] [Print]
AMIF-054	AMIF-054-080	Integratie magda 1	Approved (Confirmed)	Test beneficiary Nele 2	212,540.00	100,000.00	[Home] [List] [Refresh] [Print]
AMIF-054	AMIF-054-081	Integratie magda 2	Approved (Confirmed)	Test beneficiary Nele 2	165,760.00	100,000.00	[Home] [List] [Refresh] [Print]
AMIF-054	AMIF-054-083	Integratie magda 3	Approved (Confirmed)	Test beneficiary Nele 2	139,320.00	100,000.00	[Home] [List] [Refresh] [Print]
AMIF-054	AMIF-054-084	Yannick test project 1	Approved (Confirmed)	Test beneficiary Nele 2	133,333.34	100,000.00	[Home] [List] [Refresh] [Print]

When you have found the project in question, click on the 2<sup>nd</sup> blue button  from the left, titled ‘View Payment Orders’.

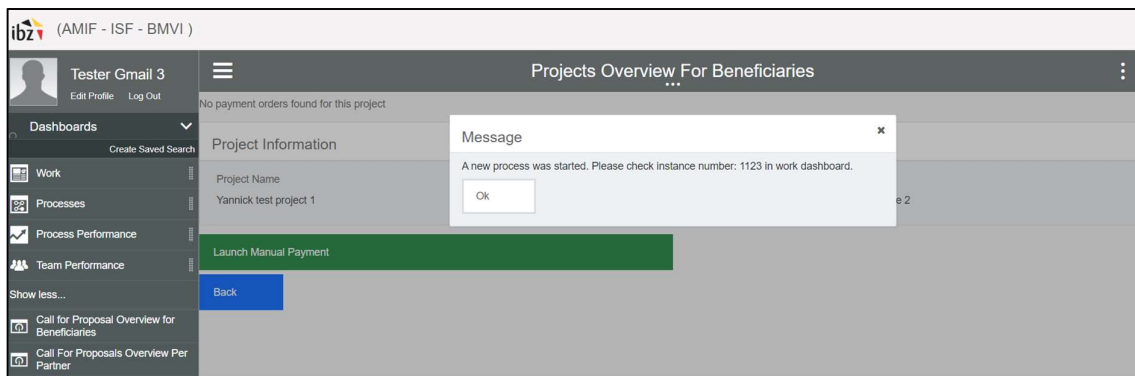


AMIF-054	AMIF-054-084	Yannick test project 1	Approved (Confirmed)	Test beneficiary Nele 2	133,333.34	100,000.00	[Home] [List] [Refresh] [Print]
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After clicking on ‘View Payment Orders’, you will see the following screen:

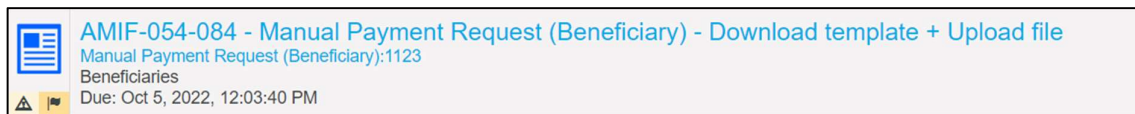


In order to launch a 'manual payment request', click on the green button '[Launch Manual Payment](#)'. You will then see the following pop-up message:

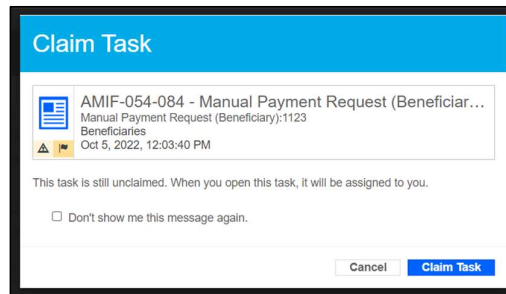


After clicking on 'OK', go back to your Workflow' and look for the task in question. It might be useful to note down the instance number.

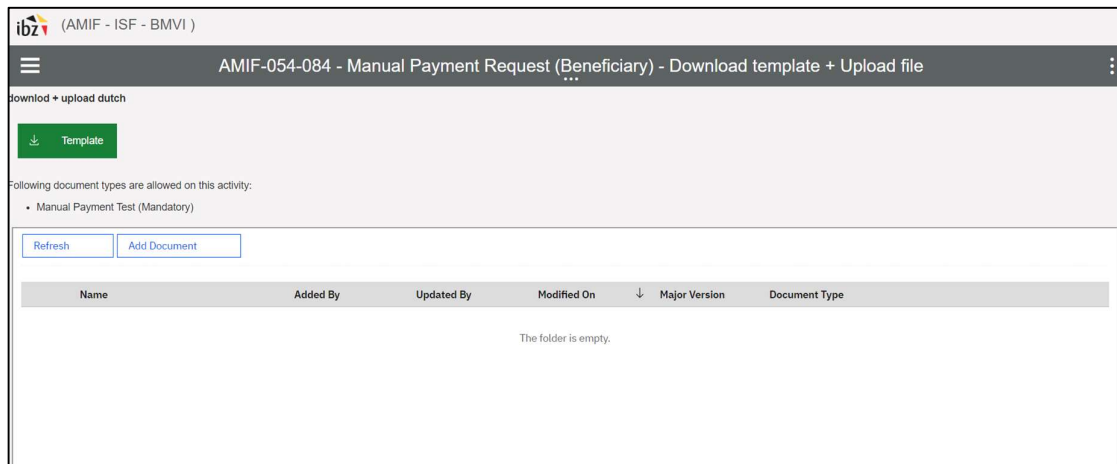
**2. In your AMBIS account, a new task named 'Manual Payment Request (Beneficiary) – Download template + Upload file' will have appeared in the 'Work' overview.**



Select this task by clicking on it. The following message will appear:



Click on 'Claim task'. This task will now be assigned to you. You will be redirected to a new screen, which looks as follows:



In this step, you can download the manual payment template via the green button ['Template'](#) (see example below).



Federale Overheidsdienst Binnenlandse Zaken  
 Cel EU Fondsen  
 Service Public Fédéral Intérieur  
 Cellule Fonds européens

Aanvraag voor een bijkomend voorschot volgens artikel 11§1 van het MB houdende toekenning van een toelage in het kader van het Fonds voor asiel, migratie en integratie / Fonds voor interne veiligheid / Instrument voor financiële steun voor grensbeheer en visumbeleid

Demande d'une avance supplémentaire conformément à l'article 11§1 de l'AM portant octroi d'une subvention dans le cadre du Fonds asile, migration et intégration / du Fonds pour la sécurité intérieure / de l'Instrument de soutien financier à la gestion des frontières et à la politique des visas

Projectreferentie / Référence du projet : \_\_\_\_\_

Titel van het project / Titre du projet : \_\_\_\_\_

<p>Aanvraag tot bijkomend voorschot van _____ €</p> <p>volgens de modaliteiten beschreven in art. 11 van het MB met betrekking tot bovenstaande projectreferentie.</p> <p>De aanvrager bevestigt hierbij dat in de afgelopen rapportageperiode(s) minstens 60% van de reeds ter beschikking gestelde voorschotten voor het bovenvermelde project werden opgebruikt, en dat de nodige bewijsstukken werden bijgevoegd aan deze aanvraag.</p>	<p>Demande d'une avance supplémentaire de _____ €</p> <p>conformément aux modalités décrites à l'art. 11 de l'AM concernant le projet ci-dessus.</p> <p>Le demandeur confirme que, au cours de la (des) période(s) de rapportage précédente(s), au moins 60 % des avances déjà accordées au projet susmentionné, ont été utilisées, et que les pièces justificatives relatif à cette demande ont été jointes en annexe.</p>
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Motivering van de aanvraag<sup>1</sup>

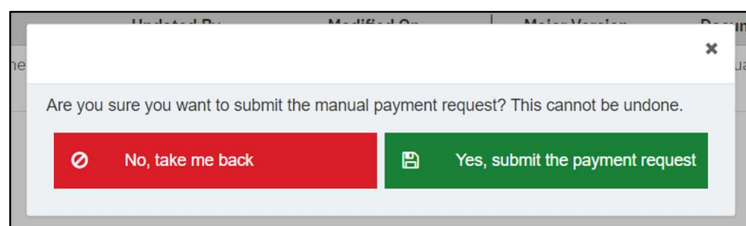
Justification de la demande<sup>2</sup>

After filling out the document, you will then be required to upload the filled-in template and a proof to support the demand for a manual payment.

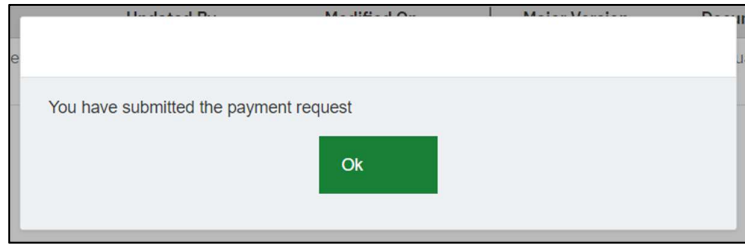
You can then choose to either 'Submit' or 'Cancel' the task.



When clicking on 'Submit', you will see the following message:



After clicking on 'Yes, submit the payment request', you will see the following pop-up message:



After clicking on ['OK'](#), your current screen will close and you will be redirected to the main AMBIS screen.

- 3. The remainder of the process will take place on the level of the EFU. In due course, you will be informed about the outcome of your manual payment request, both via e-mail and in the 'Payments Overview' via the Dashboards section of your AMBIS account.**