



## How to upload and send Closure Documents?

### Contents of this guide:

<b>1. CREATE THE CLOSURE DOCUMENT</b> .....	2
<b>2. ATTACHING THE CONCERNED FILE(S)</b> .....	3
<b>3. LINKING THE CLOSURE DOCUMENT TO A SPECIFIC PROGRAMME</b> .....	4
<b>4. SENDING THE DOCUMENT TO THE COMMISSION</b> .....	5

### Purpose of this functionality

This functionality allows the Member State to upload and send Closure Documents for specific programmes to the Commission.

The functionality allows to:

- Enter the general information about the document
- Attach the concerned files
- Link this document to a specific programme or programmes

### Concerned Funds

ERDF/CF	ESF	EFF
---------	-----	-----

### User roles and permission needed

**MS Managing Authority with Update and Send permission (MSMA U + S)**

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Version 1.0 - Last revised: 18/10/2018

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)

## 1. Create the Closure Document

1. Select the CLOSURE > CLOSURE DOCUMENTS menu.



The *List Of Documents* screen appears.



2. Select the [Upload a New Document](#) link.

The *Document Details* screen appears.

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Version 1.0 - Last revised: 18/10/2018

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)

System for Fund management in the European Community 2007-2013  
Closure > Closure documents > Edit Related Documents

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud 2014-2020 Utilities

**Document Details**

Type:   
Title:   
Document Date:  Language:   
Commission Registration N°:  Local Reference:   
Comments:

**Attachments**

There were no results found.

Title	Filename	Link	Upload Date
-------	----------	------	-------------

Return to Document List

Save Cancel

3. Enter the requested information (1):

- The **TYPE of document**. The following document types are foreseen:
  - MS Letter to EC on agreement for de-commitment
  - MS Reply to closure letter
  - MS Reply to pre-closure Letter
  - Reply to Audit closure clarifications requested (last admissible ACR)
- The **TITLE** of the document.
- The **DOCUMENT DATE** (on which it was written and signed)
- The **LANGUAGE** of the document.
- The **COMMISSION REGISTRATION NO** (you can enter this number later, if it is not yet available). Documents sent via SFC2007 by the EC are not registered in ARES.
- The **MEMBER STATE** concerned.

4. Click the **Save** button to save the entered information (2).

You are redirected to the overview page.

## 2. Attaching the concerned file(s)

5. The [Add a New Attachment](#) link is available.

Transaction Successfully Completed!

**Document Details**

**Document is not yet sent**

Type: EC observations letter (last admissible ACR)  
Title:   
Document Date:  Language:   
Commission Registration N°:  Local Reference:   
Comments:   
Member State:

**Attachments**

There were no results found.

Title	Filename	Link	Upload Date
-------	----------	------	-------------

[Add a new Attachment](#)

**Document Links**

There were no results found.

CCI	Title
-----	-------

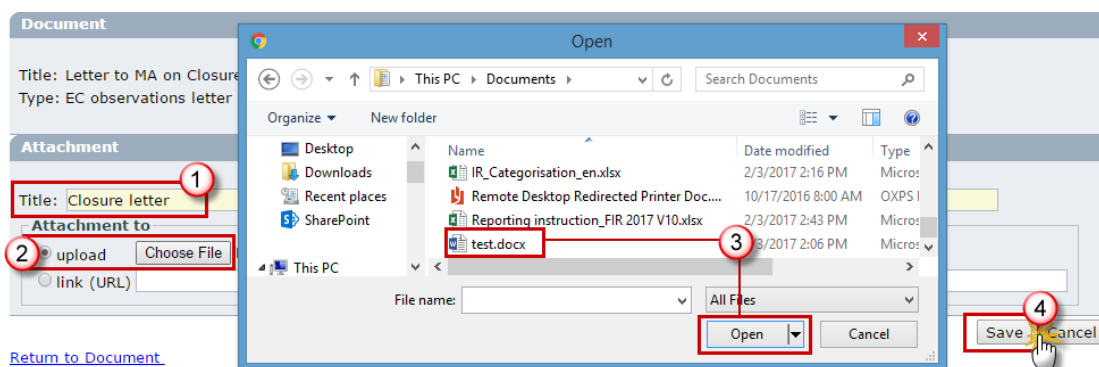
[Add Link to CCI Number](#)

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Version 1.0 - Last revised: 18/10/2018

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)

6. Click on the [Add a New Attachment](#) link



7. On the screen that appears, enter a title for the file (1).
8. Select the **BROWSE** button (2).
9. On the window that appears, search and select the file (3).
10. Click **SAVE** to save the file in SFC2007 (4).


You are redirected to the overview page.

To attach more files repeat the steps 6 - 10

### 3. Linking the Closure Document to a specific programme

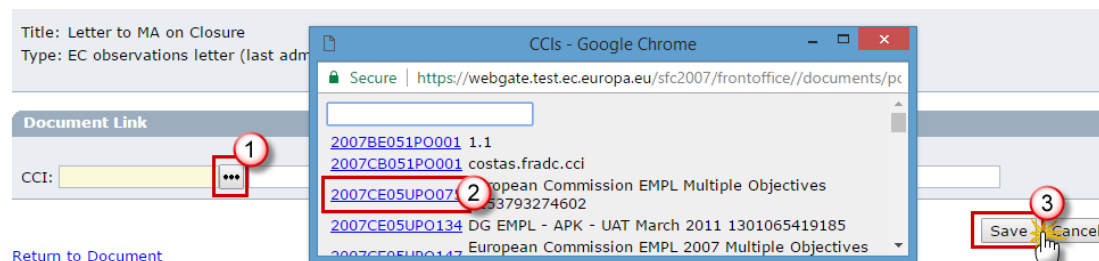
11. On the overview screen, select the [Add a Link to a CCI number](#) link.



12. On the screen that appears. Select the  button (1).

The list of existing programmes and their CCI appears.

13. Select the concerned programme by clicking on its CCI (2).



14. Click **SAVE** to save the added CCI (3).

You are redirected to the overview screen.

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

To add more concerned programmes repeat the steps 12 to 14

## 4. Sending the Document to the Commission

15. On the overview screen, select the **SEND OFFICIAL DOCUMENT** button.

The Document is sent and the sent date appears on the overview screen:

**Document Details**

Document is not yet sent

Type: MS Reply to closure letter  
Title: Letter to closure MS reply  
Document Date: 19/10/2018 Language: English  
Commission Registration N°: Local Reference:  
Comments: Test document

Notification Details  
 Disable Automatic Notification  
Comments:

**Attachments**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5  
Title Filename Link Upload Date  
Letter to closure MS reply FIR\_IPA\_1.png 19/10/2018  
Add a new Attachment

**Document Links**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5  
CC1 Title  
2007CB16IPO118 cr1  
Add Link to CCI Number

[Return to Document List](#)

**Send Official Document** Save Cancel

Transaction Successfully Completed!

**Document Details**

Type: MS Reply to closure letter Sent Date: 19/10/2018  
Title: Letter to closure MS reply  
Document Date: 19/10/2018 Language: English  
Commission Registration N°: Local Reference:  
Comments: Test document

Notification Details  
 Disable Automatic Notification  
Comments:

**Attachments**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5  
Title Filename Link Upload Date  
Letter to closure MS reply FIR\_IPA\_1.png 19/10/2018

**Document Links**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5  
CC1 Title  
2007CB16IPO118 cr1

[Return to Document List](#)

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Version 1.0 - Last revised: 18/10/2018

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)