

How to upload and send Closure Documents?

Contents of this guide:

1.	CREATE THE CLOSURE DOCUMENT	2
2.	ATTACHING THE CONCERNED FILE(S)	3
3.	LINKING THE CLOSURE DOCUMENT TO A SPECIFIC PROGRAMME	4
4.	Sending the Document to the Commission	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 ES	SF EFF	

User roles and permission needed

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

1. Create the Closure Document

1. Select the **CLOSURE** > **CLOSURE DOCUMENTS** menu.

	•	em for F		_	·	in the	Europe	an Com	munity 2
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Anti-Fraud	2014-2020	Utilities
						ERDF/CF	, ESF, EFF Fir	nal Payment	Application
Welcome	to the	SEC 20	07 an	nlic	ation	Final Payment Application for IPA C2, C3, C4			
Welcome	to the s	51 C20	υν αρ	piic	ation	Final Control Report and Closure Declaration			
						Transito	y Partial Clo	sure	
						FRDF/CF	ESE. FEE Pa	rtial Closure	
						Closure	documents		
								0.0	

The *List Of Documents* screen appears.

Search		
		Show?
Туре:	T	
Document Title:		
Attachment Title:		
Document Date:		
Sent Date:		
Language:	T	
Member State:	τ	
	Search Clear	
List of Documen	5	
<u>Upload a new Docu</u>	ment	

2. Select the Upload a New Document link.

The **Document Details** screen appears.

Document Detai	ils				
			(1)		
Type:	Closure letter		•		
Title:	Letter to MA on	Closure			
Document Date:	31/03/2017	9		Language:	English 🔻
Commission Registration Nº:	Ares(2017)4114	1		Local Reference:	
Comments:					
Member State:	Belgium		•		
Attachments					=
There were no results					
Title	⇒	Filename	Link	Upload Date	
					2 Save Cancel

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: In the last to EC on agreement for de-commitment Commission Registration He: Reply to audit closure clarifications requested (last admissible ACR) Comments: In the last class of the last class	
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:
 - o MS Letter to EC on agreement for de-commitment
 - MS Reply to closure letter
 - MS Reply to pre-closure Letter
 - o 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 Success	ransaction Successfully Completed!								
Document Detail									
Document is not yet sent									
Type:	EC observations letter (last	admissible ACR)							
Title:	Letter to MA on Closure								
Document Date:	Date: 31/03/2017 🖺 Language: English 🔻								
Commission Registration N°: Ares(2017)41141 Local Reference:									
Comments:									
Member State:	Belgium	•							
Attachments							=		
There were no results fo Title	ound. 🔹 👘 Filen	ame	Link		Upload Date				
Add a new Attachment									
Document Links									
There were no results fo	CCI		*		Title				
Add Link to CCI Nu	Add Link to CCI Number								

6. Click on the Add a New Attachment link

Document	°	Open		×
Title: Letter to MA on Closure Type: EC observations letter	€ ∋ ▼ ↑ 🚺 ► Th	,	:h Documents	P
Typer 20 observations retter	Organize 🔻 New folde	er	= -	0
Attachment Title: Closure letter Attachment to 2 upload Choose File	Desktop ^	Name IR_Categorisation_en.xlsx In Remote Desktop Redirected Printer Doc In Reporting instruction_FIR 2017 V10.xlsx Intert.docx Intert.	2/3/2017 2:16 PM 1 10/17/2016 8:00 AM 2 2/3/2017 2:43 PM 1	Type Micros DXPS I Micros Micros
Return to Document	File na	ame: 🗸 🖌 All F	Dpen 😽 Cance	× +

- 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.

1 results found, displaying 1 to 1	Page(s): 1	Item(s) per page: 5	how all		
Title	\Rightarrow	Filename	Link	Upload	Date 👐
Closure letter	test.docx			31/03/2017	Û
Add a new Attachment					
Document Links					Ξ.
There were no results found.					
	CCI			Title	
Add Link to CCI Number Im					

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)**.

Title: Letter to MA on Closure Type: EC observations letter (la		×
// · · · · · · · · · · · · · · · · · ·	Secure https://webgate.test.ec.europa.eu/sfc2007/frontoffice//documen	nts/pc
Document Link		
cci:	2007BE051P0001 1.1 2007CB051P0001 costas.fradc.cci	
	2007CE05UP007 2 opean Commission EMPL Multiple Objectives 53793274602	3
Return to Document	2007CE05UP0134 DG EMPL - APK - UAT March 2011 1301065419185 2007CE05UP0147 European Commission EMPL 2007 Multiple Objectives	Save Cancel

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

You are redirected to the overview screen.

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									
Туре:	MS Reply to closure	letter							
Title:	Letter to closure M								
Document Date:	19/10/2018		Langua	ade:	English				
Commission Registration Nº			-	leference:					
Comments:	Test document								
Notification Details									
Disable Automatic Noti	fication 🕜								
Comments:									
Attachments									=
1 results found, displaying 1 to 1		Item(s) per page: 5	Show all						
Letter to closure MS reply	Title			Filen IPA 1.png	ame	Link	19/10/2018	Upload Date	⇒ <u>1</u>
Add a new Attachment			FIR	IPA 1.pilg			19/10/2018		
Document Links									•
1 results found, displaying 1 to 1	Page(s): 1	Item(s) per page: 5	Show all						
2007CB16IPO118			CCI				⇒ cr1	Title	Ċ
Add Link to CCI Number							0.1		
Return to Document List								Send Official Documer	t Save Cancel
Transaction Successfully Completed! Document Details									
Type: MS Reply	to closure letter			Sent Date: 19/10/2018					
	closure MS reply		To all all						
Document Date: 19/10/20 Commission Registration N°:	18	Language: Local Reference:	English						
Comments: Test docu	iment								
Notification Details									
Disable Automatic Notification 3									
Comments:				li					
Attachments									
1 results found, displaying 1 to 1 H 4 H H	Page(s): 1 Item(s) per page: 5	Show all							
Letter to closure MS reply	Title		⇒ FIR	Fil IPA 1.ppg	ename	Link	19/10/2018	Upload Date	*
Document Links									
1 results found, displaying 1 to 1 H + H	Page(s): 1 Item(s) per page: 5	Show all	CCI				*	Title	
2007CB16IP0118							cr1	- mue	

Return to Document List