How to Upload a SFC2014 Document?

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Purpose of this functionality

This functionality allows the concerned users to upload and send an electronic document related to SFC2014 in the system.

Regulation source

n/a

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD	SOLID

User roles and permission needed

MS Managing Authority (**MSMA**), MS Responsible Authority (**MSRA**) and MS Authority (**MSA**) with Update (**u**) and Send (**s**) roles.

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.

1. Uploading a SFC2014 Document

1.1. Adding the Document Information

Step by Step

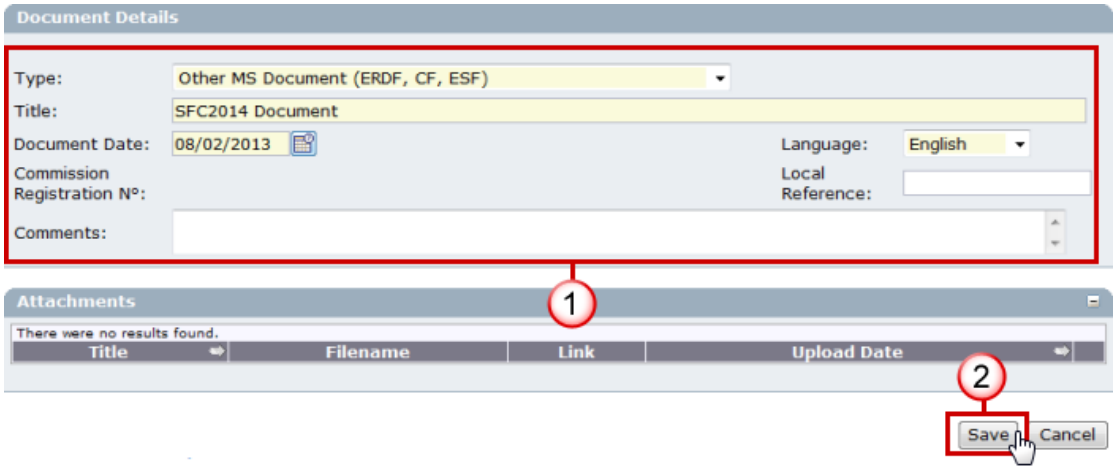
1. Go to the **SFC2014-2020** -> **DOCUMENTS** menu. The **SEARCH PANE** appears:

2. Select the **Upload a new Document** link.

The **UPLOAD DOCUMENT** screen appears.

Step by Step

3. Enter the requested information **(1)** (fields marked in yellow are obligatory):
   - Type*
   - Title*
   - Document Date*
   - Language (select from list)*
   - Local Reference
   - Comments

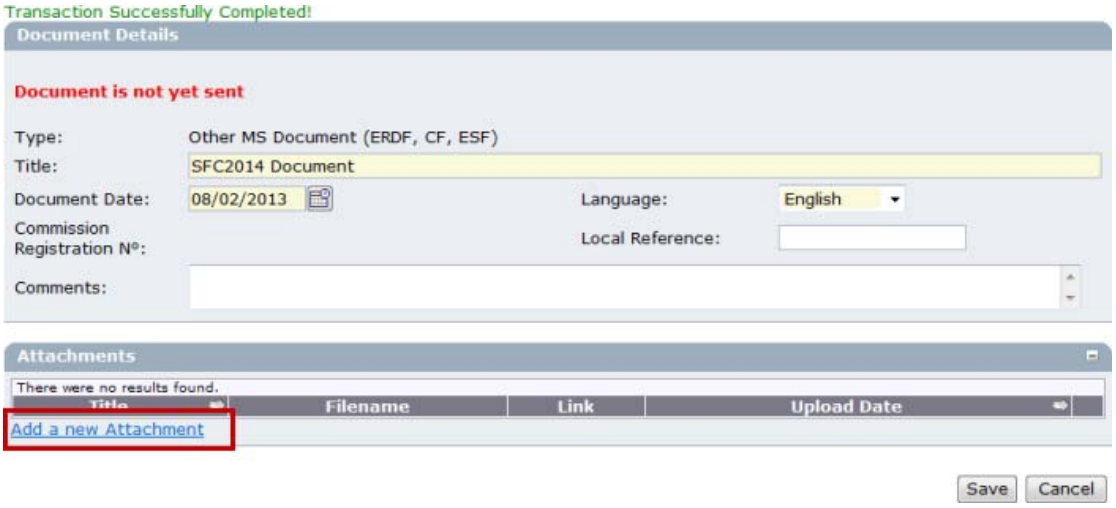


4. Click on **SAVE** **(2)** to save the information.

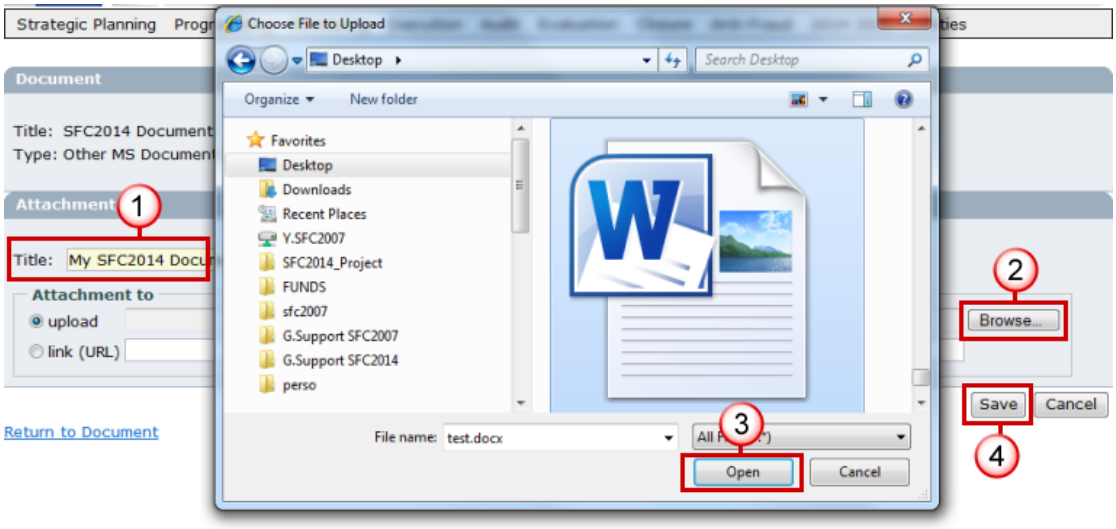
1.2. Adding the Attachment

Step by Step

5. After saving the document information the **Add a new Attachment** link is displayed. Click on it:



6. Enter the **TITLE** **(1)**, select the **BROWSE** button **(2)**, select the file and click **OPEN** **(3)**



7. Click on **SAVE** **(4)** to save the attachment.

REMARK	Repeat the steps to add as many attachments as necessary (no limitation).

Step by Step

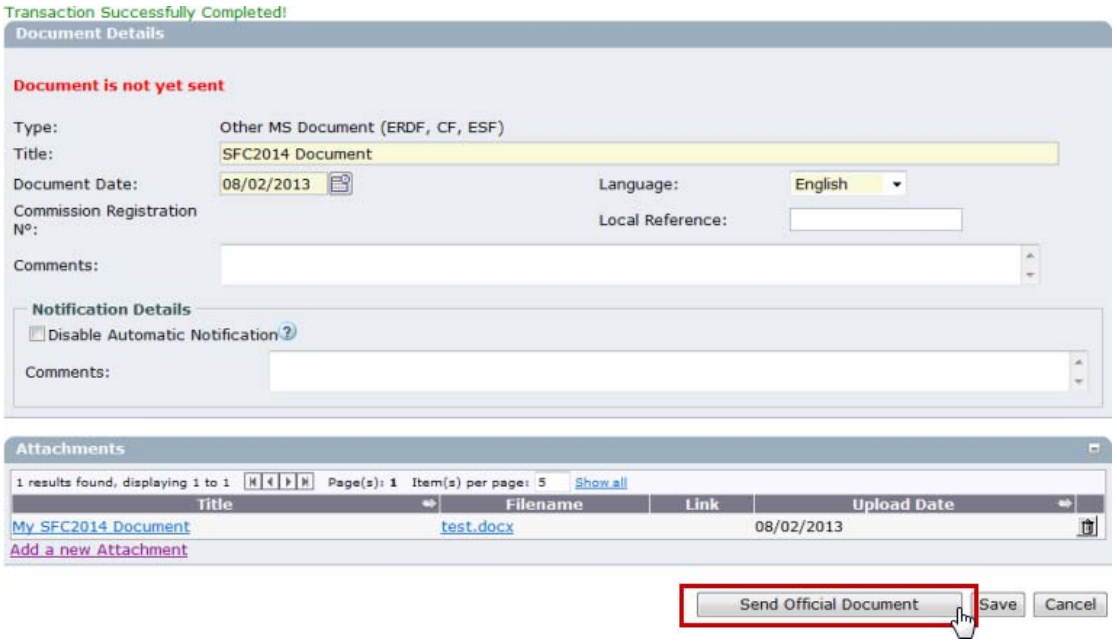
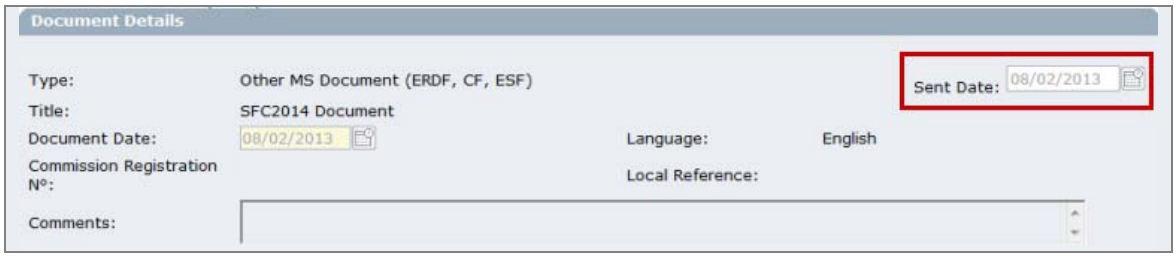
8. You can disable automatic notifications by selecting the **DISABLE AUTOMATIC NOTIFICATION** check box:

1.3. Send the SFC2014 Document

Once the document has at least 1 attachment the **SEND OFFICIAL DOCUMENT** button is displayed.

Step by Step

9. Click on the **SEND OFFICIAL DOCUMENT** button to send the document.



The document has been sent when there is a date in the **SENT DATE** box: