



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
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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.

Version 1.0 - Last revised: 07/02/2013

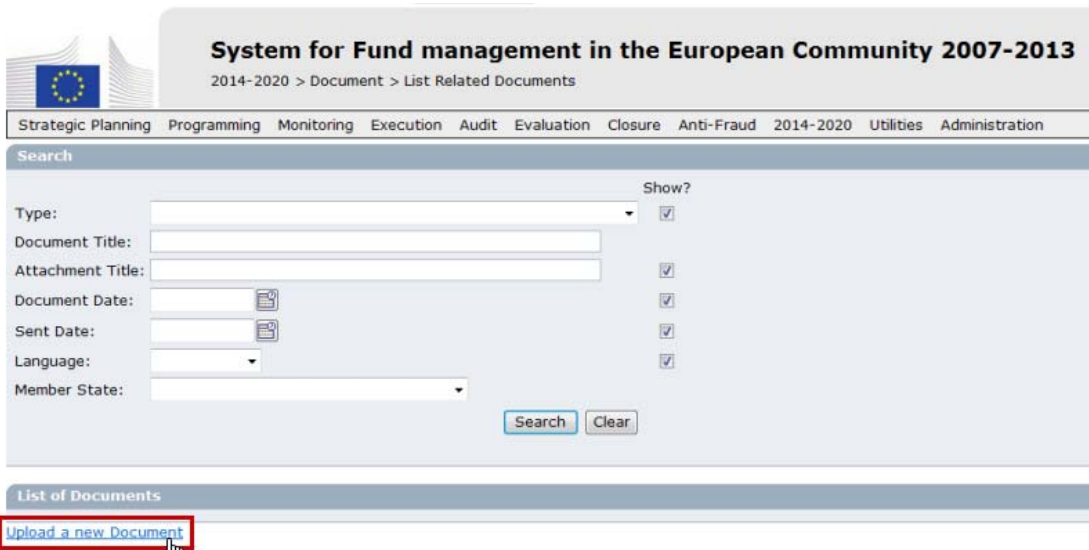
For more information on this document please contact sfc2007-info@ec.europa.eu

1. Uploading a SFC2014 Document

1.1. Adding the Document Information

Step by Step

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

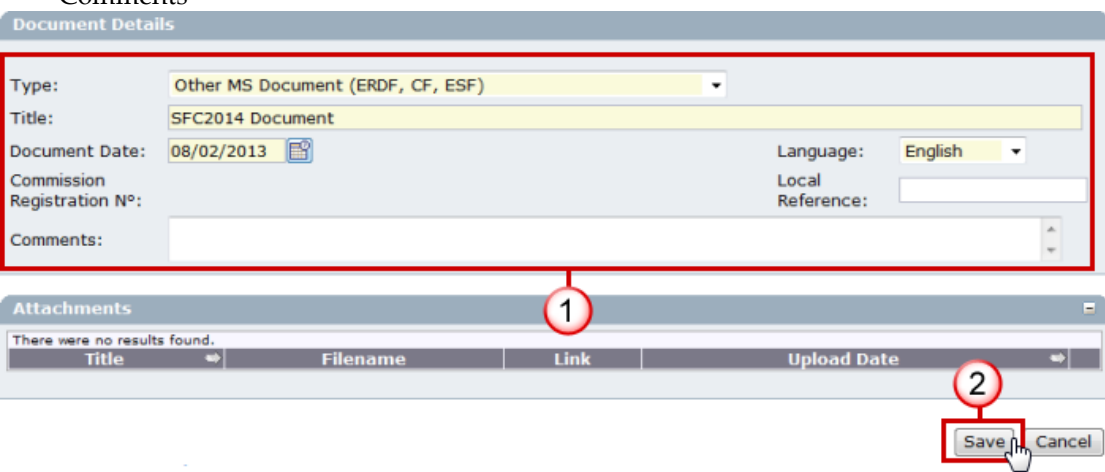


- Select the [Upload a new Document](#) link.

The **UPLOAD DOCUMENT** screen appears.

Step by Step

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



- 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:

Transaction Successfully Completed!

Document Details

Document is not yet sent

Type: Other MS Document (ERDF, CF, ESF)
Title: SFC2014 Document
Document Date: 08/02/2013 Language: English
Commission Registration N°: Local Reference:
Comments:

Attachments

There were no results found.

Title	Filename	Link	Upload Date
Add a new Attachment			

Save Cancel

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

Strategic Planning Progr

Document

Title: SFC2014 Document
Type: Other MS Document

Attachment 1

Title: My SFC2014 Docu

Attachment to

upload
 link (URL)

Return to Document

Choose File to Upload

Desktop

Organize New folder

File name: test.docx

All Files

Open Cancel

Browse...

Save Cancel

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:

Notification Details

Disable Automatic Notification ?

Comments:

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.

Transaction Successfully Completed!

Document Details

Document is not yet sent

Type: Other MS Document (ERDF, CF, ESF)
Title: SFC2014 Document
Document Date: 08/02/2013 Language: English
Commission Registration N°: Local Reference:
Comments:

Notification Details

Disable Automatic Notification
Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

Title	Filename	Link	Upload Date
My SFC2014 Document	test.docx		08/02/2013

[Add a new Attachment](#)

Send Official Document Save Cancel

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

Document Details

Type: Other MS Document (ERDF, CF, ESF) Sent Date: 08/02/2013
Title: SFC2014 Document
Document Date: 08/02/2013 Language: English
Commission Registration N°: Local Reference:
Comments: