

*This document, so-called Synergie guide, has been prepared by the Joint Secretariat of the Interreg MED Programme, aiming to facilitate the use of the on line monitoring tool of the Programme, Synergie CTE, during project implementation. It describes the steps to follow for the actions that must be carried out in the system as well as recommendations and complementary information useful for the partner. It should be used as a support to the Programme Manual.*

## How to upload a document in Synergie CTE

During the programming period 2014/2020, some of the document composing the project audit trail would be stocked in the on line monitoring tool of the Interreg MED Programme, according to article EU Regulation. Nonetheless in case of on-the-spot visits or second level audits the original documentation shall be kept available by the concerned structure according to the Programme Audit trail and the rules stated in the programme contractual documents.

### Background (What, Why, Who, When)

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The present guide covers the process to upload any PDF document in Synergie CTE.

**All actors of the Programme, partners, Lead Partners, national authorities, Managing Authority, Certifying Authority, would use this functionally according to the rules and procedures established by the Programme.**

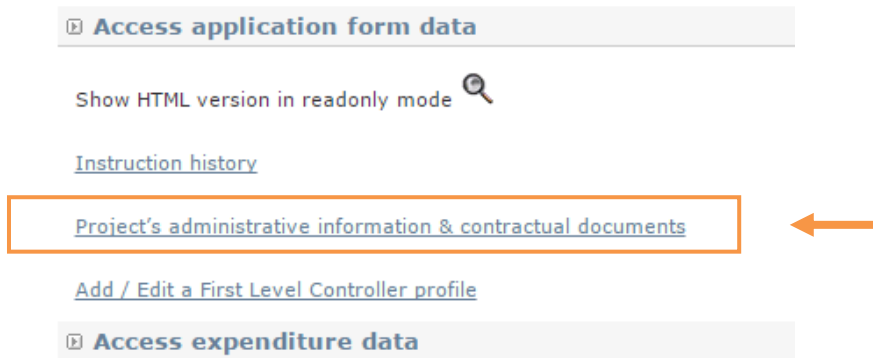
The upload of the document has to be done at project level.

It is highly recommended to verify the quality of the document, the possibility to correctly read the content, check stamps and signatures etc.; and that the technical requirements are respected (size and format) before starting the upload.

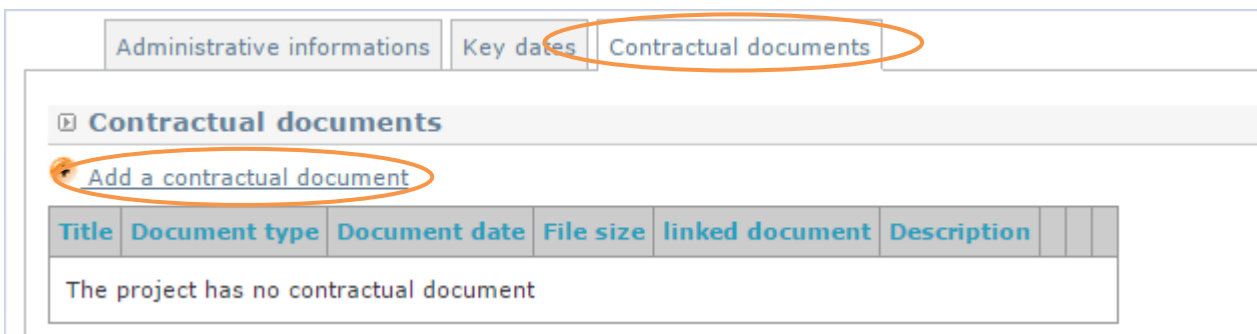
*Due to a dysfunctionality of the system, Lead Partners cannot upload any document. If needed, contact you Project Officer at the JS in order to do it. The problem would be solved in the following version of the system.*

## How

On the top of the home page of your project, click on **Project's administrative information & contractual documents**. A new page appears.



Go to tab contractual documents and Click on **Add a contractual document**. A new page appears.



Enter the requested information related to the file you want to upload and click on **Choisissez un fichier**.

▲ **Document file size:** The allowed file size of each document is limited to **8 Megabytes for file**. If any document file size exceeds the allowed limit, the system will display an error message during uploading and will not execute the upload.

▲ Make sure that the scanned version of the document is readable and that all uploaded files can be opened and printed without any problems!

**Add a new contractual document**

**Title**

Write the name of the document.

**Document type**

**Document date**

**Linked document (max. : 8M)**

**Description**

Include the procedure and the implementation period to whom the document is refer. In the other language include N/A.

Select the file to upload from the File Upload window. Click on **Save** in order to upload the file.

The list of uploaded files will appear on the top of the uploading page.

Administrative informations | Key dates | **Contractual documents**

**Contractual documents**

[Add a contractual document](#)

Title	Document type	Document date	File size	linked document	Description			
	Partner declaration_Lead Partner	2015-09-01	0.08 Mo		-			

Click here to see the document.
Click here to modify the document's information.
Click here to remove document. Depending on the type of documents they cannot be removed. In that case upload the corrected one again.

**Post-upload verification.** Once you upload your files, check their quality - download them to check whether the files have been uploaded successfully. If it is not the case, make the necessary corrections and upload it again. When possible, remove the outdated versions.