

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 enter an outsourcing contract in Synergie CTE

In the framework of the Interreg MED Programme, the reporting procedure is done through the on line monitoring system of the Programme, Synergie CTE.

In regards to the financial reporting process, partners' contacts will have access to the system in order to enter expenditure, as well as to follow their treatment by the Lead Partner (LP), the First Level Controller (FLCer), the Managing Authority/Joint Secretariat and their reimbursement.

For more information, please refer to the Factsheet of the Programme Manual « Reporting procedure ».

Background (What, Why, Who, When)

The present guide covers the starting point of the financial reporting process and should be used when starting entering the expenditure in the system in order to allow their further validation by the FLCer.

All partners, including the Lead Partner, during the project implementation have to enter their expenditure on Synergie CTE and, when relevant, they have to previously create an outsourcing contract on Synergie CTE in order to link expenditure to it.

This requirement concerns all type of partners, regardless of whether they are governed by public or private law.

Errors related to public procurements are among the most frequent in Interreg projects. For this reason, public procurements, and in general outsourcing contracts, must receive special attention on the side of controllers.

The detail of the **outsourcing contracts over EUR 500** has to be entered in Synergie CTE by the partner. In order to ease the certification process procurements below €500 have to be controlled by the FLCer but is not necessary to include them in the system.

For further information, please see the Factsheet of the Programme Manual « Public Procurement ».

Kindly be reminded that contracts should be entered in the system before entering the expenditure related to them.

In that sense it's highly recommended to enter the outsourcing contracts on a regular basis as for the related expenditure and at least at the end of each implementation period (specified in Article 5.1 of the Subsidy Contract signed between the Lead Partner and the Managing Authority of the Interreg MED Programme).

After entering the outsourcing contracts, partners have to link each concerned expenditure to it. For more information, please refer to the Synergie guide « How to enter an expenditure in Synergie CTE ». Kindly note that the outsourcing contract information has to be entered once during project's life and that expenditure can be linked to it at any time.

In the case of partners with several access codes to the system, it would be recommended not to enter outsourcing contracts information at the same time using different accounts in order to avoid any loss of information.

How

The reporting has to be done for each outsourcing contract over EUR 500. One selection procedure corresponds to one outsourcing contract.

▲ Before entering contract information, gather all the relevant information from your legal service in order to be accurate regarding the procedure followed and all the related information. In case of doubt contact your National Authority.

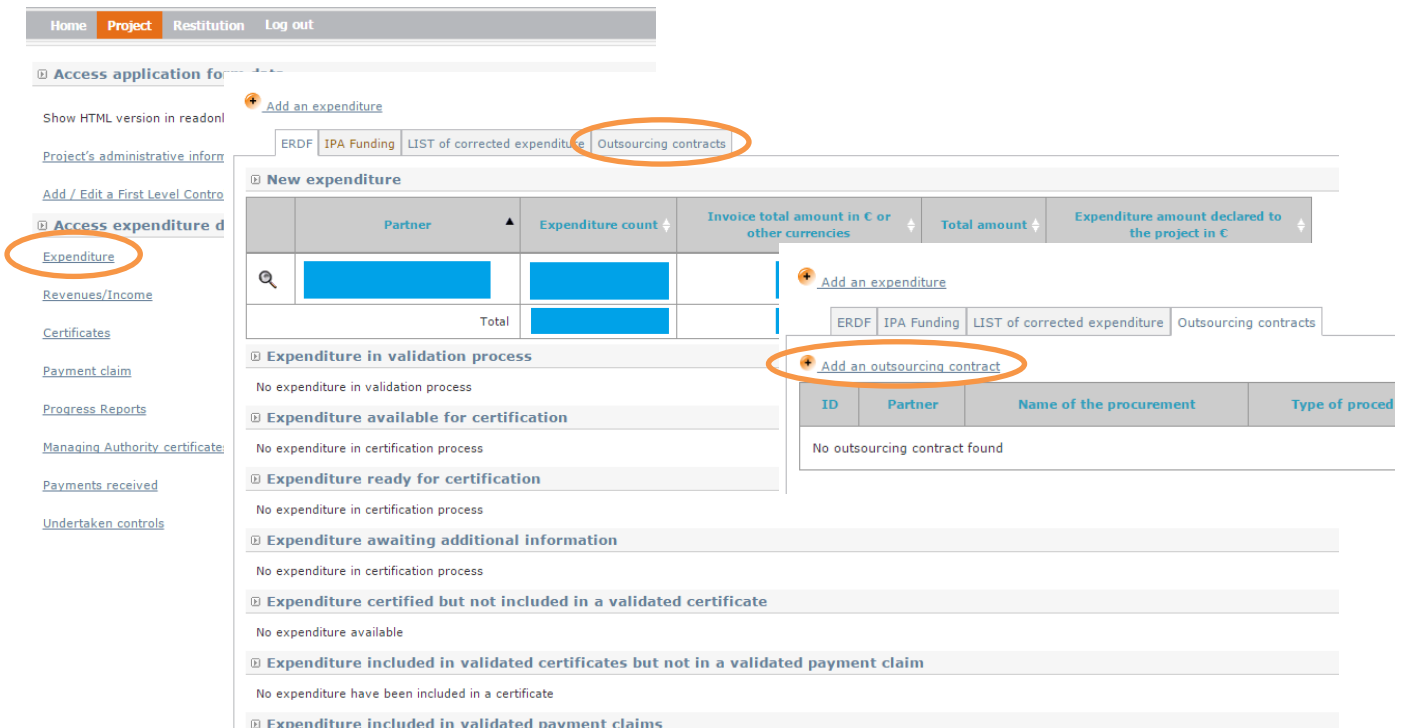
Step # 1. Open an expenditure form

1. Access to Synergie CTE with your login information and go the home page of your approved project (🔍).

At the homepage of your approved project, three different subdivisions appears:

- ★ **Access application form data** → allows you to access to the last version of the Application Form and to the administrative information & contractual documents.
- ★ **Access expenditure data** → allows you to access to the different elements that compose the reporting procedure (financial and technical).
- ★ **Financial monitoring** → allows you to access to different financial tables filled in automatically by the system based on the last updated data entered by the project partner.

2. In order to enter a new contract, click on **Expenditure** in the second subdivision. In the new page that appears click on **Add an outsourcing contract** and a form will appear.



The screenshot shows the Synergie CTE interface. At the top, there is a navigation bar with 'Home', 'Project', 'Restitution', and 'Log out'. Below this, there are several menu items: 'Access application form', 'Project's administrative information', 'Add / Edit a First Level Control', 'Access expenditure data', 'Revenues/Income', 'Certificates', 'Payment claim', 'Progress Reports', 'Managing Authority certificate', 'Payments received', and 'Undertaken controls'. The 'Access expenditure data' menu is expanded, showing 'Expenditure' (circled in orange), 'Revenues/Income', 'Certificates', 'Payment claim', 'Progress Reports', 'Managing Authority certificate', 'Payments received', and 'Undertaken controls'. The 'Expenditure' menu item is highlighted. Below the menu, there is a table with columns: 'Partner', 'Expenditure count', 'Invoice total amount in € or other currencies', 'Total amount', and 'Expenditure amount declared to the project in €'. The table is currently empty. To the right of the table, there is a button 'Add an expenditure' (circled in orange). Below the table, there is a section 'Expenditure in validation process' with a sub-section 'Expenditure available for certification' (circled in orange) and a button 'Add an outsourcing contract' (circled in orange). Below this, there is a table with columns: 'ID', 'Partner', 'Name of the procurement', and 'Type of procedure'. The table is currently empty and contains the text 'No outsourcing contract found'.

Note: The Lead Partner can access to expenditure data for all partners. Whereas project's partners can see only the status of their own outsourcing contracts.

Step # 2. Enter outsourcing contract information in the form

Important information, READ BEFORE STARTING:

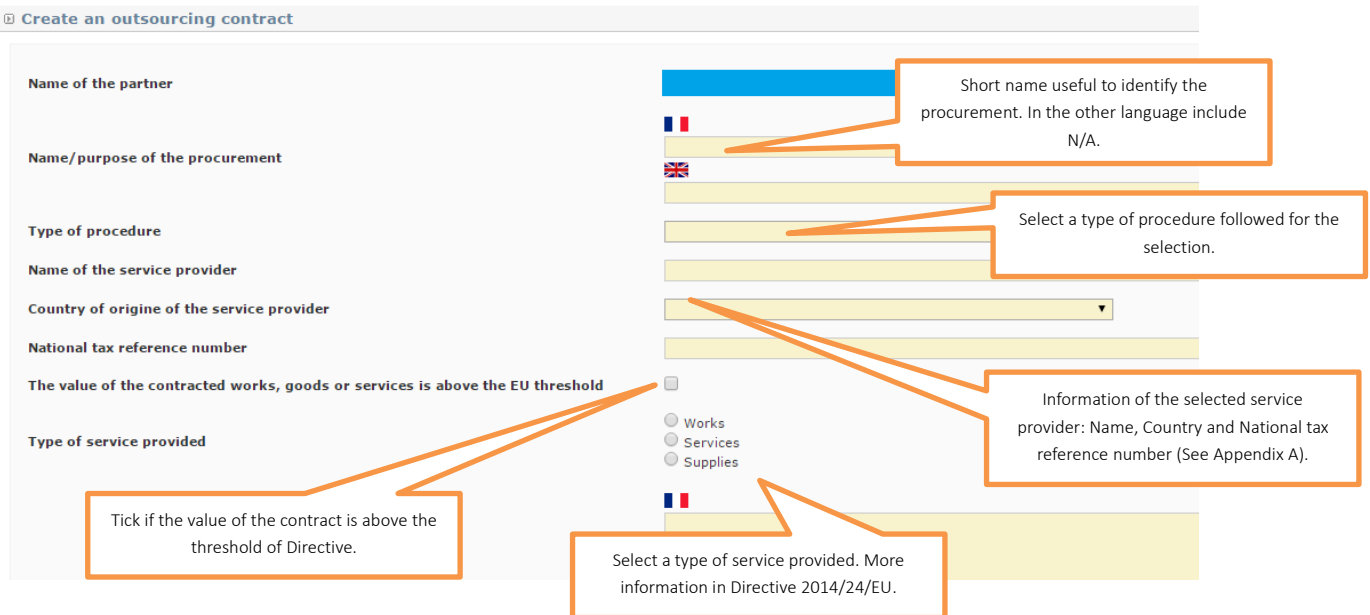
- Yellow boxes must be filled in. If they are kept empty, you might have problems to save the information. If you decide to fill in the information only in one language (English or French), kindly include N/A in the other language.
- No upload of procurement documents on Synergie CTE is foreseen. Therefore, proving document and any other relevant document should be transferred by project partners to their FLCer by other means (e.g. normal post or e-mail).

Before starting entering outsourcing contracts in Synergie CTE, kindly gather all the relevant documents needed to fill in the form, including selection document, final contracts, etc.

The actions detailed here after can be executed as long as your outsourcing contract has not been linked to a certified expenditure included by your FLC in a validated FLC certificate. In consequence, you have the possibility to modify an outsourcing contract in the system as far as it is not linked to a certified expenditure included by your FLC in a FLC certificate.

If you need to modify a contract already attached to a certified expenditure, kindly contact the JS as soon as possible.

Fill in the outsourcing contract form as detailed here below.



Create an outsourcing contract

Name of the partner [Yellow box]

Name/purpose of the procurement [Yellow box]

Type of procedure [Yellow box]

Name of the service provider [Yellow box]

Country of origine of the service provider [Yellow box]

National tax reference number [Yellow box]

The value of the contracted works, goods or services is above the EU threshold

Type of service provided [Yellow box]

Works
Services
Supplies

Short name useful to identify the procurement. In the other language include N/A.

Select a type of procedure followed for the selection.

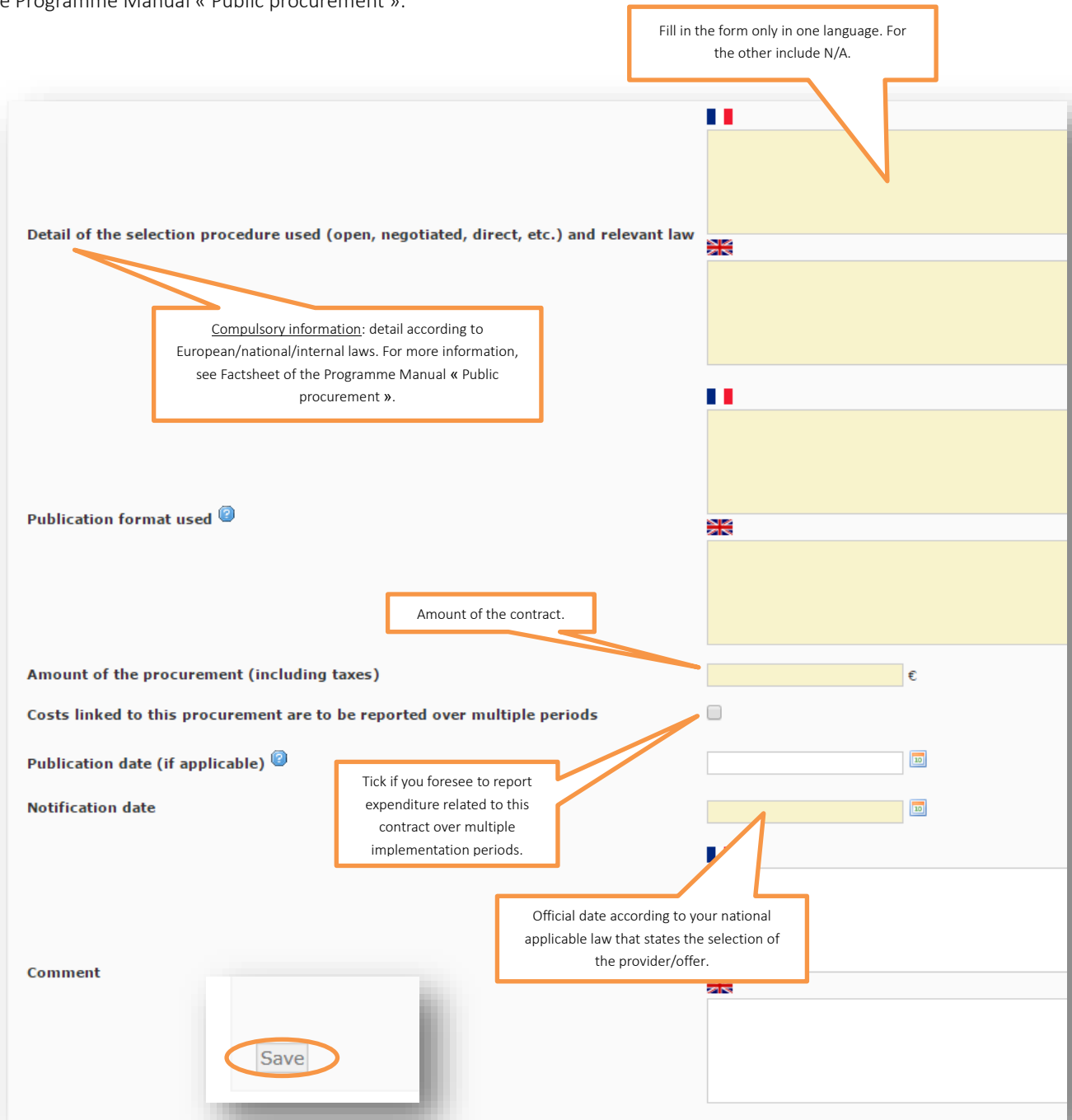
Information of the selected service provider: Name, Country and National tax reference number (See Appendix A).

Tick if the value of the contract is above the threshold of Directive.

Select a type of service provided. More information in Directive 2014/24/EU.

▲ Type of procedure: Select the selection procedure used among the ones proposed in the drop-down simplified typologies list: Direct contracting; Request for three offers (according to Programme recommendation); Restricted/negotiated/simplified procedure; Open procedure; In-house companies and cooperation agreements between

public bodies (according to national legislation). More detailed about the selection procedure should be included in the comment box « Details of the selection procedure followed and applicable rule ». For more information, see Factsheet of the Programme Manual « Public procurement ».



The form contains the following fields and callouts:

- Detail of the selection procedure used (open, negotiated, direct, etc.) and relevant law**: A large text area with a callout box stating: "Compulsory information: detail according to European/national/internal laws. For more information, see Factsheet of the Programme Manual « Public procurement »." To the right, there are two rows of yellow input boxes, each with a flag icon (France and UK).
- Publication format used**: A dropdown menu with a help icon.
- Amount of the procurement (including taxes)**: A text input field with a callout box: "Amount of the contract." followed by a "€" symbol.
- Costs linked to this procurement are to be reported over multiple periods**: A checkbox.
- Publication date (if applicable)**: A date input field with a callout box: "Tick if you foresee to report expenditure related to this contract over multiple implementation periods." and a calendar icon.
- Notification date**: A date input field with a callout box: "Official date according to your national applicable law that states the selection of the provider/offer." and a calendar icon.
- Comment**: A large text area with a "Save" button circled in orange.

At the top right, a callout box states: "Fill in the form only in one language. For the other include N/A."


Finally, include a comment explaining the nature of the expenditure related to the work plan of the project. If relevant, you can include the activity/ies to which the contract is linked or if the contract concerns other projects or activities of the partner structure (for example in the case of framework contracts), as well as any additional information requested by your FLCer.

Save the information by clicking on **Save**.

▲ If some information is missing, a red error message will appear next to the missing information and the outsourcing contract will not be saved until the problem is solved.

▲ Staff contracts should not be entered as outsourcing contracts.

Step # 3. Verify outsourcing contracts' information (and modify if needed)

You are warmly invited to verify the information entered. In order to access to the detail of the outsourcing contracts click on  .

ID	Partner	Name of the procurement	Type of procedure	Name of the service provider	Amount of the procurement (including taxes)	Amount allocated to the procurement		
5			Open procedure		111,600.00 €	0.00 €		
6			Open procedure			0.00 €		
7			Restricted/negotiated/simplified procedure		25,447.87 €	0.00 €		
8			Open procedure		43,436.62 €	0.00 €		

Filter

Click here to modify the contract.

Click here to remove the contract. It would be not possible to remove a contract if it is already linked to an expenditure.

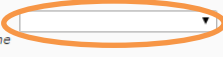
▲ Kindly be reminded that contracts should be entered in the system before entering the expenditure related to them, in order to be able to make the link between both when entering the expenditure.

Step # 4. Link each expenditure to the relevant outsourcing contract

In the case of expenditure linked to an **outsourcing contract**, in the expenditure form, choose from the the drop-down menu the contract to which the expenditure is related.

For more information, please check the Synergie CTE guide « How to enter an expenditure in Synergie CTE ».

Outsourcing contract to which the expenditure is related
 Choose from the list a contract if the expense is linked to an outsourcing contract of more than € 500. Outsourcing contracts must be entered in the "outsourcing contracts" tab. If the expenditure is not linked to an outsourcing contract (for example, staff costs), no further action should be taken.



More information...

→ **Link to other documents, factsheets and Synergie CTE procedures**

- ❖ Factsheet of the Programme Manual « Control, audits and verifications »
- ❖ Factsheet of the Programme Manual « Eligibility of expenditure »
- ❖ Factsheet of the Programme Manual « Reporting procedure »
- ❖ Synergie CTE guide « How to enter an expenditure in Synergie CTE »
- ❖ Synergie CTE guide « How to validate expenditure in Synergie CTE as Lead Partner »
- ❖ Synergie CTE guide « certification »