

# Partner Report Technical Subproject data MIS 2021-2027 User Guide

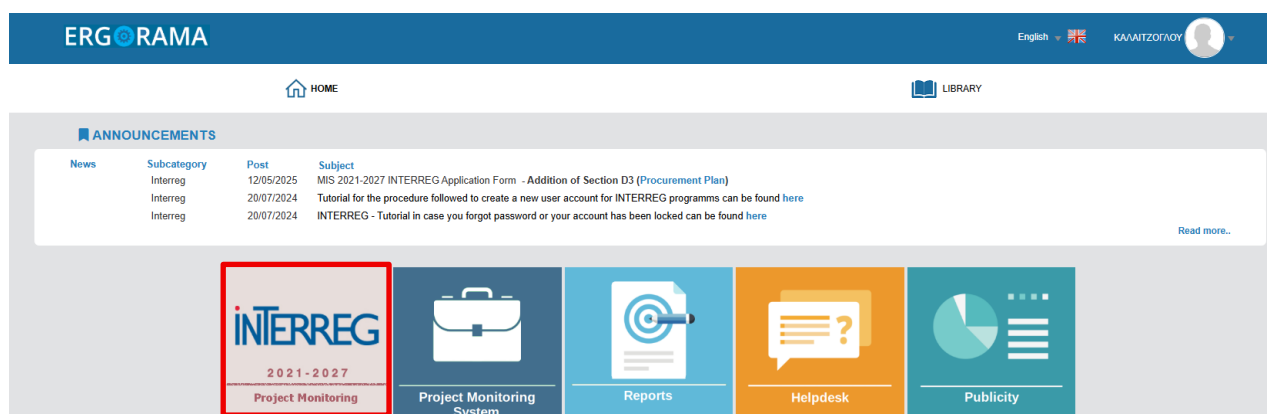
MANAGING AUTHORITY "INTERREG 2021-2027"

# Introduction

This guide is intended to inform

- the users of organizations that act as Beneficiary how register Contract & location data in the Partner report and
- the Managing Authorities/Joint Secretariats (MA/JS) officers about the steps following this registration.

Procurement plan can be found selecting **INTERREG 2021 2027 MIS |Menu| Monitoring | 4.2 Partner Report**



## 1. Abbreviations

MIS: Monitoring Information System

PaR: Partner Report /

Sub-project Data

MA: Managing Authority "Interreg 2021 2027"

JS: Joint Secretariat

ADA: Unique Upload Identifier (in Greece)

MCS: Management and Control System

BEN: Beneficiary

BO: Beneficial Owners

PP: Procurement Plan

## Περιεχόμενα

Introduction .....	2
1. Abbreviations .....	2
2. Partner Report.....	4
2.1. Actions by the Beneficiary .....	4
View.....	4
Tracking .....	9
Upload the contracts.....	13
2.2. Actions by the Managing Authority (MA) .....	13
Tracking by JS/MA.....	14

## 2. Partner Report

### 2.1. Actions by the Beneficiary

The **Partner Report (PaR)** is created and finalized automatically by the MIS, retrieving information from the **Application Form** at the Beneficiary level, following the issuance of the **Project Approval Decision** and the signing of the **Partnership Agreement**.

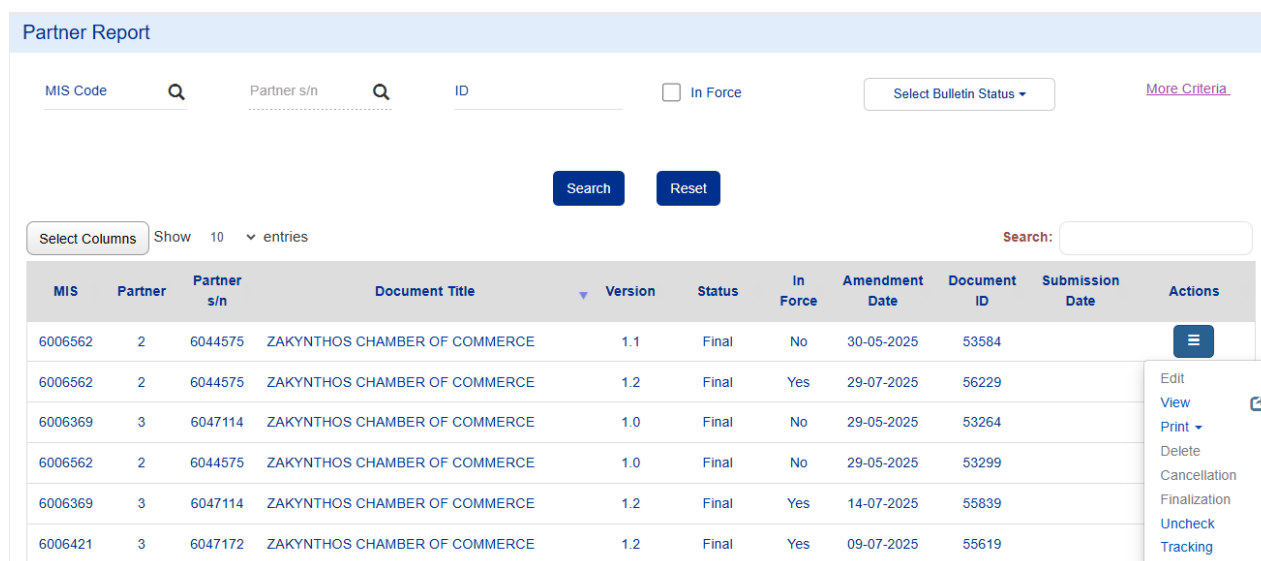
Under the path **Menu | Monitoring | 4.2 Partner Report**, all information for already created PaR's is listed. Using the appropriate search criteria, the user may locate and for a PaR make one of the following actions:

1. View
2. Print
3. Tracking

**Note:** The user is not allowed to create or submit a new PaR or a new version. Initial PaR's or new versions are created **automatically** only upon the approval of the initial or revised Application Form.

## View

To view a Partner Report- after searching it in the system, please select **View**.



The screenshot shows the 'Partner Report' interface. At the top, there are search fields for 'MIS Code', 'Partner s/n', and 'ID', along with an 'In Force' checkbox and a 'Select Bulletin Status' dropdown. Below these are 'Search' and 'Reset' buttons. A 'Select Columns' dropdown and 'Show 10 entries' are also visible. The main part of the interface is a table with the following columns: MIS, Partner, Partner s/n, Document Title, Version, Status, In Force, Amendment Date, Document ID, Submission Date, and Actions. The table contains six rows of data, all for 'ZAKYNTHOS CHAMBER OF COMMERCE'. The 'Actions' column for each row has a menu icon. A dropdown menu is open for the first row, showing options: Edit, View, Print, Delete, Cancellation, Finalization, Uncheck, and Tracking.

MIS	Partner	Partner s/n	Document Title	Version	Status	In Force	Amendment Date	Document ID	Submission Date	Actions
6006562	2	6044575	ZAKYNTHOS CHAMBER OF COMMERCE	1.1	Final	No	30-05-2025	53584		[Menu]
6006562	2	6044575	ZAKYNTHOS CHAMBER OF COMMERCE	1.2	Final	Yes	29-07-2025	56229		[Menu]
6006369	3	6047114	ZAKYNTHOS CHAMBER OF COMMERCE	1.0	Final	No	29-05-2025	53264		[Menu]
6006562	2	6044575	ZAKYNTHOS CHAMBER OF COMMERCE	1.0	Final	No	29-05-2025	53299		[Menu]
6006369	3	6047114	ZAKYNTHOS CHAMBER OF COMMERCE	1.2	Final	Yes	14-07-2025	55839		[Menu]
6006421	3	6047172	ZAKYNTHOS CHAMBER OF COMMERCE	1.2	Final	Yes	09-07-2025	55619		[Menu]

The Partner Report form is returned by MIS, which is composed of seven sections, as displayed below.

Partner Report - View

Save Validation Print Previous Page

A. B. C. D. Additional Information

Project: 6006562 (Approved) Beneficiary 2 (6044575) Version: 1.1 (Final) ID: 53584

- A. Partner Identity
- B. Information on Contractors and other entities
- C. Physical Object/ Location
- D. Financial Plan
- Additional Information
- Attachments (0)
- History

Comments from Beneficiary:

Comments from MA:

## Section A. Partner Identity

**Section A** includes general information about the project, which is retrieved from the Application Form currently in force. To display all available information, select **More Information**.

A. Partner Identity

**Partner General Data** [More information](#)

Project	6006562 - Maintaining And Revitalizing Knowledge And Traditional Occupations	Approved
Beneficiary	2 - ZAKYNTHOS CHAMBER OF COMMERCE	
Organization	5040670 ZAKYNTHOS CHAMBER OF COMMERCE	

**More Information**

Programme	632	Project AFM	GRITA.3.ΕΤΠΑ
Call	4190 - 1st CALL FOR PROPOSALS OF COMMON PROJECTS PROGRAMME INTERREG VI-A GREECE_ITALY 2021-2027/STAGE B		
Monitoring Body	1100104 MANAGING AUTHORITY "INTERREG 2021 - 2027"		
Subproject type	5015 -		
Applicable Procedure			
VAT non eligible	No		
State Aid	<input type="checkbox"/>	Segmented	<input type="checkbox"/>
		Critical Subproject	<input checked="" type="checkbox"/>

**Legal Commitment/Authorisation details:**

### Legal Commitment/Authorisation details

Version Category

Partner title

Assignment procedure

The subproject concerned/includes

Start of eligibility  Subproject End Date

Special Issues

**Note:** All partners under Interreg have been classified as critical. Additionally, the fields related to Legal Commitment/Authorization details (procurement procedure, "The project concerns", and "Special issues"), as well as Institution Details, do not apply to Interreg programs.

### Section B. Information on Contractors and other entities

This section displays the **Contractors** table. In the initial PaR, only the partner organization is pre-filled in this table. As contracts with contractors are signed, this table will be updated by the Partner's user through the **Tracking** action.

B. Information on Contractors and other entities

**Contractors** Add

Show 10 entries Search:

Relation to the subproject	TIN/VAT	Name	Contract ID (ADAM)	Υπογραφή Σύμβασης	No.	Approval by MA	Amount	Actions
Beneficiary	097771346	ΕΠΙΜΕΛΗΤΗΡΙΟ ΖΑΚΥΝΘΟΥ	<input type="text"/>				177.478,40	<span>Edit</span> <span>Delete</span> <span>Print</span>

To display more information for an entry, please select **Edit** (the orange button).

Add / Edit Tax Information x

Country \*  Greece Οδηγίες Συμπλήρωσης Αναδόχων ⓘ

TIN  Tax Office 9111, ZAKYNTHOY Updating Data from TAXIS

Name \*

Type of Entity \*  Listed

Address \*  Postal Code  City \*

---

No.  Contract Registration Check

Relation to the subproject \*  Contract ID (ADAM):  Σύμβαση από ΚΗΜΔΗΣ

Date of signature of the contract \*  Total Contractor's Amount: \*

Comments

### Section C. Physical Object/ Location

Section C. Physical Object/Location, which includes the fields "Technical Description," "Work Packages," and "Geographical Location," is automatically filled in with the information entered in the Application Form.

C. Physical Object/ Location

Technical Description

The M.A.R.K.A.T.O. Project is a cross-border initiative that aims to preserve and revitalize traditional heritage professions across Greece and Italy, focusing on regions rich in cultural history, such as Achaia, Zakynthos, and Metsovo in Greece, and Puglia, Basilicata, Matera, and Bisceglie in Italy. Led by a consortium of regional chambers, municipalities, and cultural organizations, the project unites partners with expertise in cultural preservation, tourism, and digital innovation. M.A.R.K.A.T.O. is tailored to the unique needs of the Greece-Italy region, addressing the threats posed by globalization, urbanization, and shifts in consumer preferences, which collectively risk marginalizing artisans and craftsmen who embody the region's cultural heritage. M.A.R.K.A.T.O.'s primary innovation lies in integrating digital solutions with heritage preservation by establishing a Joint Digital Marketplace and a Digital Archive. These platforms will provide artisans and small businesses with access to broader

Work Packages

Show 10 entries

Search:

s/n	Phase Description/WP	Deliverables	No.	Start Date	End Date	Total Public Expenditure	Actions
1	Management 2 Project Management Plan	Project Management Plan	1,11, 16,2	27	27	826,80	
1	Management 3 Project Meetings and Coordination	Project Meetings and Coordination	1,11, 12,1	27	27	12.158,00	
1	Management 4 Project Reports (Monitoring and Reporting)	Project Reports (Monitoring and Reporting)	1,11, 16,1	27	27	2.872,60	
2	Communication & Dissemination 1 Project Identity & Communication Action Plan	Project Identity & Communication Action Plan	1,11, 16,1	27	27	2.650,00	

The Location refers to the location of the implementation of the sub-project by the specific beneficiary.

## Location

Add

Show 10 entries

Search:

Level	Code	Location	NUTS	Percentage	Actions
County	31	Ηπείρου - Ιωαννίνων -	EL543	33,33	
County	34	Ιονίων Νήσων - Ζακύνθου -	EL621	33,33	
County	40	Δυτικής Ελλάδας - Αχαΐας -	EL632	33,33	
Total				100,00	

## Section D. Financial Plan

Section D “Financial Plan” has been filled in with information from the Application Form.

### D. Financial Plan

#### Real Cost Allocation

Add

Search:

Expenditure Category	Total Public Expenditure	Eligible Public Expenditure	Non-eligible Public Expenditure	Comments	Actions
2 Staff Cost (Real cost)	40.530,00	40.530,00	0,00		
8 Travel and Accomodation (Real cost)	8.280,00	8.280,00	0,00		
10 External Expertise and Services (Real cost)	127.016,60	127.016,60	0,00		
<b>Total</b>	<b>€175.826,60</b>	<b>€175.826,60</b>	<b>€0,00</b>		

#### Cost Allocation Based on Simplified Cost

Add

Search:

Expenditure Category	Percentage	Measurement Unit	Unit Cost	Total Number of Units	Eligible Number of Units	Total public expenditure	Eligible Public Cost	Actions
3 Γενικά Έξοδα (κατ' αποκοπή κόστος) % επί των Δαπανών προσωπικού (πραγματικό κόστος)	6					1.651,80	1.651,80	

Total Public Expenditure	177.478,.	Eligible Public Expenditure	177.478,.	Total VAT Amount	0,00
Private Contribution	0,00	Non Eligible	0,00		
Total Cost	177.478,.	Non-aided budget	0,00		

MA instructions on the supporting documents required for the submission of BPC

## Simplified Cost

For the Simplified Cost table to appear in the PaR, a cost category of type "B. Costs Based on Simplified Cost Options" must first be declared in the Application Form.

### A. Flat-Rate costs

A table is displayed, pre-filled with the percentages per cost category from the Application Form, including the fields Total Public Expenditure and Eligible Public Expenditure.

#### Cost Allocation Based on Simplified Cost

Add

Search:

Expenditure Category	Percentage	Measurement Unit	Unit Cost	Total Number of Units	Eligible Number of Units	Total public expenditure	Eligible Public Cost	Actions
3   Β.26 Γενικά Έξοδα (κατ' αποκοπή κόστος) % επί των Δαπανών προσωπικού	6					1.651,80	1.651,80	

### B. Real cost allocation

Expenditure Category	Total Public Expenditure	Eligible Public Expenditure	Non-eligible Public Expenditure	Comments	Actions
2   A.25 Staff Cost (Real cost)	40.530,00	40.530,00	0,00		
8   A.31 Travel and Accomodation (Real cost)	8.280,00	8.280,00	0,00		
10   A.33 External Expertise and Services (Real cost)	127.016,60	127.016,60	0,00		
<b>Total</b>	<b>€175.826,60</b>	<b>€175.826,60</b>	<b>€0,00</b>		

A table is displayed, pre-filled with the corresponding data per **unit cost** from the Application Form, including the fields **Total Public Expenditure** and **Eligible Public Expenditure**.

*The same applies for Lump Sum expenditure.*

### Στοιχεία για διασύνδεση με e-ΠΔΕ

PIP Code	PIP code type	Non active PIP payment	MIS Update on Contract	Connection Result (after Approval)
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## Tracking

After the **Subsidy Contract is signed** and before submitting the expenditure incurred, the **Beneficiary** must update MIS with the **location** where the specific part of the project is implemented. Following signature of each contract, the Beneficiary is also required to update the MIS with the **contract details**. These actions are carried out as follows:

- To register the contract details, the user selects **Add** in **Section B: Contractor and Other Entities**,

**B. Information on Contractors and other entities**

**Contractors** Add

Show 10 entries Search:

Relation to the subproject	TIN/VAT	Name	Contract ID (ADAM)	Υπογραφή Σύμβασης	No.	Approval by MA	Amount	Actions
Beneficiary	097771346	ΕΠΙΜΕΛΗΤΗΡΙΟ ΖΑΚΥΝΘΟΥ	<input type="text"/>				177.478,40	

In the pop-up window that appears, the user should fill in the respective fields.

Add / Edit Tax Information x

Οδηγίες Συμπλήρωσης Αναδόχων i

Country \*

TIN  Tax Office Updating Data from TAXIS

Name \*

Type of Entity \*   Listed

Address \*  Postal Code  City \*

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No.   Contract Registration Check

Relation to the subproject \*  Contract ID (ADAM):  Σύμβαση από ΚΗΜΔΗΣ

Date of signature of the contract \*   Total Contractor's Amount: \*   
Invalid Date format

Comments

**Country:** Select the contractor's country.

**TIN (Tax Identification Number):** Enter the TIN. TINs outside Greece begin with two alphabetical characters indicating the country of issue. Example: CY0123456789

**Name/Business Name:** Enter the full name or business name.

**Entity Type:** Select either *Natural Person* or *Legal Entity*.

**Address, Postal Code, City:** Enter the address details.

**Contract Serial Number:** Enter the contract serial number as recorded in the AF (Section D3).

**Contract registration Check:** The entry is checked by the Managing Authority (MA) for accuracy.

**Contract ADA (Unique Publication ID):** Enter the ADA for public contracts with Greek contractors.

**Date of Initial Contract Signing:** Enter the date of the original contract.

**Relation to Subproject:** Select from the available options (*Contractor, Beneficiary, Final Recipient, Subcontractor*).

**Amount (Total Public Expenditure):** Enter the contract value.

In the case of a Contractor with a Greek TIN, once the TIN is entered, the system automatically fills in all other fields. If the user notices that the information is not up to date, they can update it by selecting "Data from TAXIS", as shown in the screenshot below.

In the case of a foreign contractor (Country ≠ Greece), the fields are pre-filled only if there is a previous entry in the system. Otherwise, the user must manually enter the contractor's details.

By selecting **Accept**, registration of the Contractor is finalized. The procedure is repeated as many times as the contractors.

### Beneficial Owners of the Contractors

For the **Beneficial Owners of the contractor**, the user must perform the following:

- Enter the relevant information in the MIS
- Attach a certificate from the Central Register of Beneficial Owners under Attachments → Add → Document Category: "Beneficial Ownership Information"

If a contractor is not subject to mandatory registration in the Central Register of Beneficial Owners, the option "No file attachment" is available for justification purposes.

Access to the beneficial owner details is provided via the blue button shown in the screenshot below. This setup separates the editing of beneficial ownership data (via the blue button) from the contractor details (via the orange button). The blue button is enabled only when the conditions outlined in Annex 1 are met.

Relation to the subproject	TIN/VAT	Name	Contract ID (ADAM)	Υπογραφή Σύμβασης	Approval by MA	No.	Amount	Actions
Beneficiary	K62106002A	TERRE DES HOMMES MISSION IN ALBANIA					260.000,00	
Total							260.000,00	

Showing 1 to 1 of 1 entries

www.interreg.gr

**Initial registration:** Clicking the blue button “Beneficial Owners”, the following screen appears:

Add / Edit of Beneficial Owners

Contractor: TEST CONTRACTOR Filling Instructions ⓘ

Contractor's TIN/VAT: GE0123456789 Date of Last Update

**Beneficial Owners** Add

TIN/VAT	Surname	Name	Date of Birth	Ownership Percentage	Type of right	Type of control	Date of Change	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	eg: 30-12-200 <input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	eg: 30-12-200 <input type="text"/>	<input type="text"/>

Add Owner

By clicking the "Add" button:

a) If the contractor's VAT is Greek, the following confirmation message appears: "A request will be made to retrieve data from the Central Register of Beneficial Owners. For data protection purposes, all requests are logged. This action is allowed exclusively for contractors' TIN numbers. Do you wish to continue?" Upon confirmation, a request is sent to the Central Register of Beneficial Owners (CRBO), and the table is automatically populated with the retrieved data. The information is for viewing only and cannot be edited.

Add / Edit of Beneficial Owners

Contractor: ΤΑΧΕΙΑ ΘΕΡΑΠΕΙΑ ΑΣΤΙΚΗ ΜΗ ΚΕΡΔΟΣΚΟΠΙΚΗ ΕΤΑΙΡΕΙΑ Filling Instructions ⓘ

Contractor's TIN/VAT: 997392769 Date of Last Update: 29/06/2023

**Beneficial Owners** Add

TIN/VAT	Surname	Name	Date of Birth	Ownership Percentage	Type of right	Type of control	Date of Change	Actions
106310575	*****	*****	*****	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	29-06-2023 <input type="text"/>	<input type="text"/>

Add Owner

The user should then select **Add Owner**, to finalize the registration.

For natural persons/ individuals, the full details appear in a pop-up window when the orange button is selected. In the example below, some sample values are shown as they are retrieved and pre-filled from the Central Register of Beneficial Owners (CRBO):

✕
**Πραγματικός Δικαιούχος**

<b>ΑΦΜ ΦΠ *</b>	<input type="text" value="062694047"/>
<b>Επώνυμο *</b>	<input type="text" value="*****"/>
<b>Όνομα *</b>	<input type="text" value="*****"/>
<b>Ημέρ/νία Γέννησης *</b>	<input type="text" value="*****"/>
<b>Χώρα Φορολογικής έδρας</b>	<input type="text"/>
<b>Ιδιότητες</b>	<input type="text"/>
<b>Ποσοστό Ιδιοκτησίας</b>	<input type="text" value="98,00%"/>
<b>Ποσοστό Ψήφου</b>	<input type="text"/>
<b>Είδος Τίτλου</b>	<input type="text"/>
<b>Είδος Μέλους (βασική ιδιότητα)</b>	<input type="text"/>
<b>Είδος Μέλους (περαιτέρω ιδιότητες)</b>	<input type="text"/>
<b>Έλεγχος εταιρίας με άλλα μέσα</b>	<input type="text" value=""/>
<b>Είδος Δικαιώματος</b>	<input type="text" value="Επιλέξτε"/>
<b>Είδος Ελέγχου</b>	<input type="text" value="Επιλέξτε"/>
<b>Ημερομηνία μεταβολής *</b>	<input type="text" value="06-11-2024"/>
<b>Σχόλια</b>	<input type="text"/>

Κλείσιμο

To fill in the location of the project implementation, select **Add** in the table. The Search icon next to the geographic area code displays the available options for region, regional unit, or municipality, exactly as they were initially defined in the Application Form currently in force.



*The total coverage of the location should be always 100,00.*

The user should select **Save**, to save the changes made.

## Upload the contracts

The user should attach the contract files, with the registered information highlighted, using the **Contact** action.

## 2.2. Actions by the Managing Authority (MA)

## Tracking by JS/MA

To read the registered data of the Partner report, the JS/MA user fills in the appropriate criteria, executes Search and selects action [View].

To certify the registered contractors' data, the JS/MA user fills in the appropriate criteria, executes Search and selects action [Tracking].

In section B the user selects the orange box and certifies that the data has been registered in accordance with the attached documentation, selecting the check box «Contract Registration Checked».

9. Information on Contractors and other entities

Contractors

Show 10 entries Search:  Add

Relation to the subproject	TIN/VAT	Name	Contract ID (ADAM)	Υπογραφή Σύμβασης	No.	Approval by MA	Amount	Actions
Beneficiary	998813310	ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021-2027	<input type="text"/>				1.166.000,00	<span style="color: orange;">☑</span> <span style="color: blue;">🔍</span> <span style="color: red;">✖</span>
Contractor	103027162	ΚΗΛΑΚΟΥ, ΛΟΥΚΙΑ ΠΑΝΤΕ/Η/Ε	<input type="text"/>					<span style="color: orange;">☑</span> <span style="color: blue;">🔍</span> <span style="color: red;">✖</span>

Add / Edit Tax Information ✕

Country \*   Οδηγίες Συμπλήρωσης Αναδόχων ⓘ

TIN  Tax Office  Updating Data from TAXIS

Name \*

Type of Entity \*  Listed

Address \*  Postal Code  City \*

---

No.  Contract Registration Check

Contract ID (ADAM):  Στοιχεία Σύμβασης από ΚΗΜΔΗΣ ⓘ

Relation to the subproject \*  Date of signature of the contract  Total Contractor's Amount: \*

Comments

Accept Close