

MINISTERU GĦALL-AFFARIJJIET EWROPEJ U  
L-UGWALJANZA

SEGRETARJAT PARLAMENTARI GĦALL-FONDI  
EWROPEJ U ID-DJALOGU SOCJALI

*Id-Diviżjoni għall-Fondi u Programmi*



MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND  
EQUALITY

PARLIAMENTARY SECRETARIAT FOR EU  
FUNDS AND SOCIAL DIALOGUE

*Funds and Programmes Division*

13<sup>th</sup> August 2018

RA Circular No. 08/2018

### **Direct Payments to Suppliers by beneficiaries for AMIF/ISF 2014 – 2020 programming period**

Dear Beneficiaries,

In line with Chapter 4 of the Manual of Procedures, for Asylum, Migration and Integration Fund and Internal Security Fund, beneficiaries implementing projects under the respective funds can make a claim for direct payment. The following procedure is to be followed in such instances:

- The project beneficiary has to submit a request in writing to the Responsible Authority (RA) (addressing the RA's desk officer) to raise a Local Purchase Order (LPO) in favour of the particular supplier / service provider for the requested amount. Since these costs will be incurred from an EU funded project, it is important to specify the name of the project, its reference number and the name of the fund.
- In order for the RA officer to process the request to raise LPO, all relevant documentation in soft copy should be uploaded at Procurement level on the online database, MSIS, in connection with the type of procurement undertaken such as the quotations received or the awarded tender (in line with the Public Procurement Regulations' thresholds). The beneficiary should then send a notification to the RA informing the desk officer that LPO is requested making reference to the documents uploaded online. The beneficiary should then also forward to the RA/Treasury the original Financial Identification Form of the supplier / service provider.
- The RA's desk officer will then send a soft copy of the respective documentation to the Director Corporate Services (DCS). A soft copy of the LPO is forwarded to the beneficiary once this is issued by DCS. The beneficiary will then forward the LPO to the supplier/service provider.

#### Payment Process

Once the service is rendered or completed, the supplier / service provider will then issue the invoice to the beneficiary. The beneficiary should then follow the MSIS User Manual for Beneficiaries on the type of documents to be uploaded for payment to be effected by Treasury and as per Circular 7/2018.

Regards,

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Director General

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