

Upload pre-financing request

Request for additional pre-financing payment

APPEL > Agreements > Agreements search screen

Click on '**Agreement**' in the main menu of APPEL. The '**Agreements search**' screen is shown.

Profiles

People who can upload a supplementary pre-financing request have:

- ◆ An Encoder profile.
- ◆ A Sender profile.

Request for additional pre-financing payment

1. Search for the agreement for which you wish to upload a request for additional pre-financing payment.
2. Click on your project in the search results list.
3. Click on '**Upload pre-financing request**'.
4. The window '**Upload pre-financing request**' is shown.
5. Click on the icon '**Download pre-financing template**'. The icon is represented by a page and a floppy disk.

Open and complete the request for additional pre-financing payment:

6. At the bottom of the screen a popup is shown: '**Do you want to open or save Prefinancing_2NN14_00046.rtf from webgate.ec.europa.eu?**'.
 1. Click on '**Open**'.
 2. Complete the Word document '**Request for additional pre-financing payment**'.
 3. Save and close the completed document.

Upload the request for additional pre-financing payment:

7. Click on '**Browse**' in the window '**Upload pre-financing request**'.
8. Select the template with the request for additional pre-financing payment that you completed before.
9. Click on 'Upload' to upload your request for additional pre-financing payment.

View the submitted request for additional pre-financing payment:

10. The uploaded document is shown in your list of annexes.

Remarks

- ◆ **The eRequest has to be favourable to be able to submit a request for additional pre-financing payment.**
- ◆ **You cannot request for additional pre-financing payment when the eFinal Report has been started.**
- ◆ **After the upload of the request for additional pre-financing payment, DG ECHO receives an email informing them of this request.**
- ◆ **The template for the request for additional pre-financing payment is also available on the Partner helpdesk site.**