The Member State Managing Authority (MSMA) or Member State Responsible Authority (MSRA) is responsible for uploading and sending the annexes to the Operational Programme.

There are three types of documents that can be sent through the Documents section of the Programme:

**Types of Documents**

- **Integral Documents**: These documents; 'Supplementary Information', 'Report of the ex-ante evaluation' or 'Notification of Designation', are sent together with the Programme to the Commission (when the MSMA sends the programme). As a result there is one ARES number and notification to Desk officers. These documents are not visible for the Commission until the Programme is 'Sent'.

(1) Integral Documents of type 'Supplementary Information' or 'Report of the ex-ante evaluation'

(2) One ARES number as a result these documents are sent together with the programme to the Commission.

| NOTE | Integral document types should not be uploaded once the Programme has been sent to the Commission, if you want to send an Integral Document, the Commission must return the Programme for modification and the MS will need to create a new working version and upload the documents again.

The unsent Integral documents can no longer be deleted if the OP version is already sent, although they are not visible to the Commission.

- **Non-Integral Documents**: It is also possible for a MS to add annexes to the Programme as documents of type 'Other Member State Documents'. This will result in multiple ARES numbers and multiple notifications to the desk officers and can be sent at any time independently of the status of the Programme.

  - The 'Other Member State Document' type demands a manual submission. The other document types are automatically sent - together with the encoded data – when the Programme is submitted to the EC.
  
  - In order to upload and send this type of document, the authority must have the MS Managing Authority/ MS Responsible Authority role with Update and Send rights.
  
  - This type of document can be manually submitted to the EC before and/or after the submission of the Programme to the EC.

To send an 'Other Member State Document that was previously uploaded:

1. Go to the Documents section of the OP and select the unsent document from the list (either by double-clicking on the row or selecting the row and clicking the Edit button):
2. Click on the **Update & Send** link to send the document:

A document is only visible to the Commission when the **Sent Date** is visible:

**GENERAL**

Documents annexed to this programme

<table>
<thead>
<tr>
<th>Title</th>
<th>Document Type</th>
<th>Document Date</th>
<th>Commission Reference</th>
<th>Files</th>
<th>Sent Date</th>
<th>Sent By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Snapshot 2014AT05MAOP001 2.2</td>
<td>Snapshot of data before send</td>
<td>01-Dec-2014</td>
<td>Ares(2014)79415</td>
<td>1</td>
<td>01-Dec-2014</td>
<td>AT Support User</td>
</tr>
<tr>
<td>Programme Acknowledgement 2014AT05MAOP001 2.2</td>
<td>Acknowledgement of receipt</td>
<td>01-Dec-2014</td>
<td>Ares(2014)79414</td>
<td>1</td>
<td>01-Dec-2014</td>
<td>AT Support User</td>
</tr>
<tr>
<td>Other Member State document</td>
<td>Other Member State document</td>
<td>19-Dec-2014</td>
<td>Ares(2014)81752</td>
<td>1</td>
<td>19-Dec-2014</td>
<td>AT Support User</td>
</tr>
</tbody>
</table>

**Notes:**

1. Documents of type 'Other Member State Documents' are non-integral which means they can be sent at any time independently of the programme status.

2. These document types receive different ARES numbers.

3. The Commission can see this document when the Sent Date is visible.

- **Automatic Documents generated by SFC:** These documents; 'Acknowledgement of receipt' and 'Snapshot of data before sent' are generated and uploaded automatically by the SFC system when the Programme is sent to the Commission.