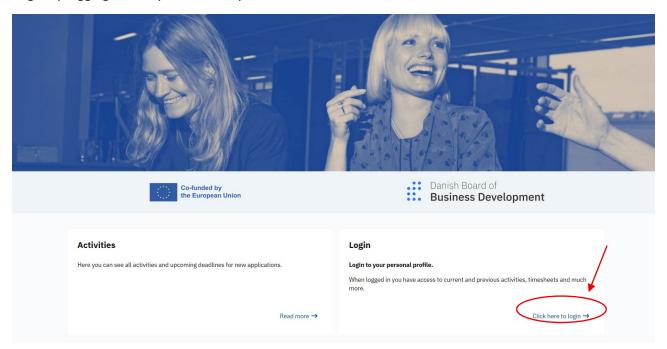
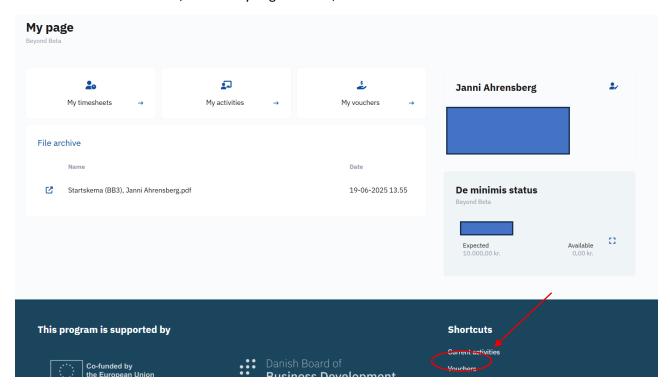


System guide for the Voucher Process

Begin by logging in at beyondbeta.ehsys.dk.



At the bottom of the screen, on the 'My Page' section, click on 'Vouchers'.





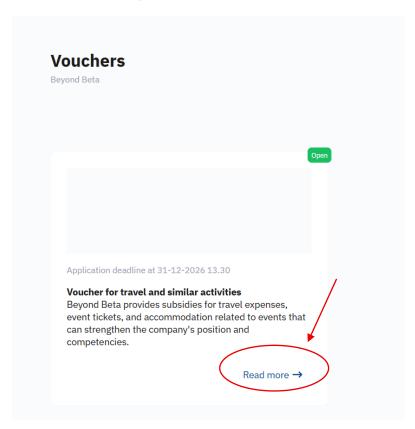




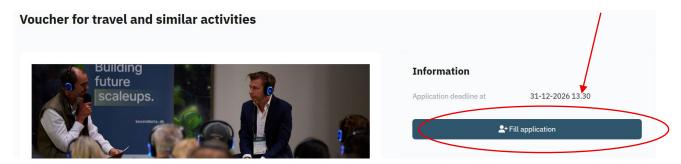


Click on the voucher you wish to apply for.





Next, click on 'Fill Application'.



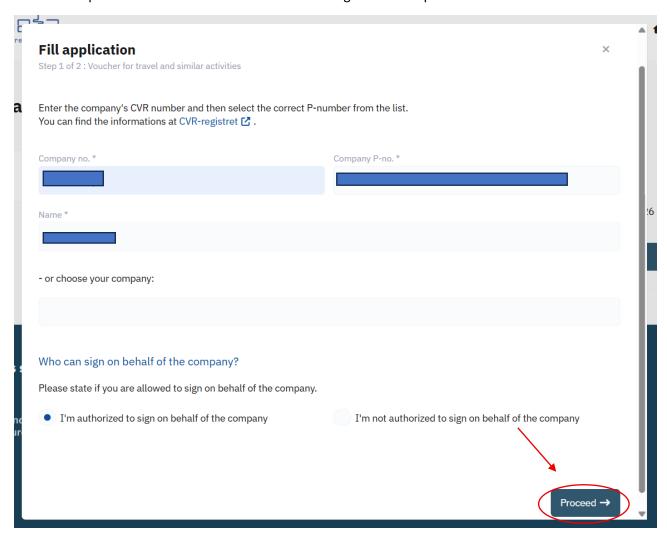








Fill in the required information as shown in the following screen dumps.

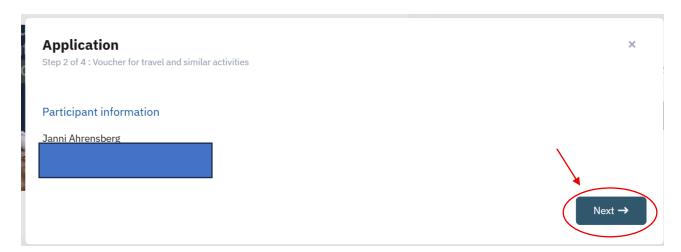














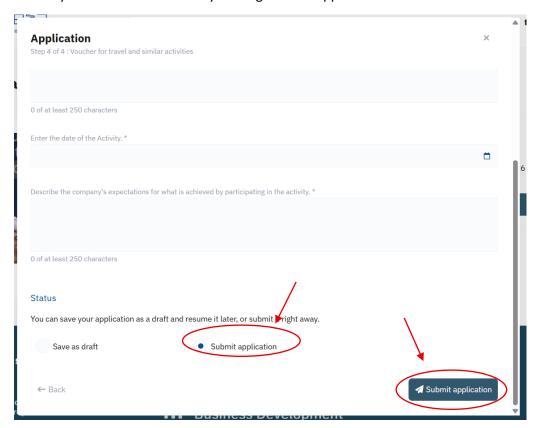






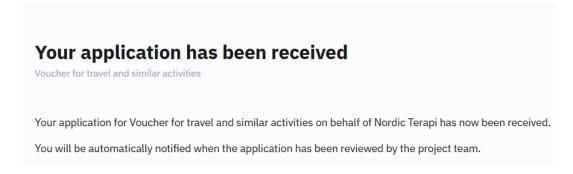


Now complete your application and remember to check the box 'Submit Application' if you are ready to finalize your submission. Finish by clicking 'Submit Application'.



Beyond Beta has now received your application. You only need to wait for a decision.





Once your application has been approved, you will receive an email containing a link to documents that must be signed. Once this is completed, you are ready to create your first task description.



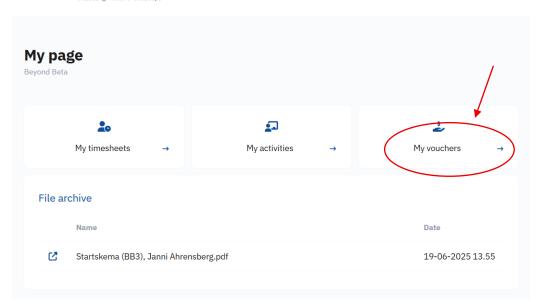




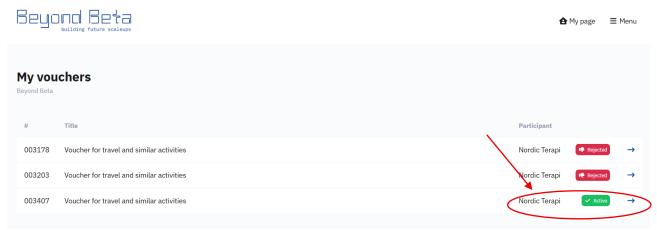


Log in at beyondbeta.ehsys.dk and select 'My Vouchers'.





Select the active task.



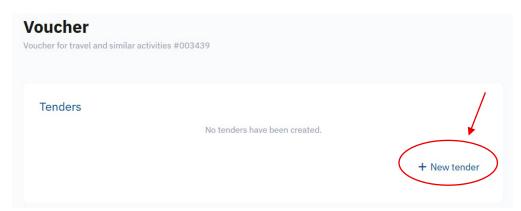








Now create a task description for each purchase you intend to make. If you wish to purchase transportation, accommodation, and event tickets, you must create a separate task description for each of the three purchases.



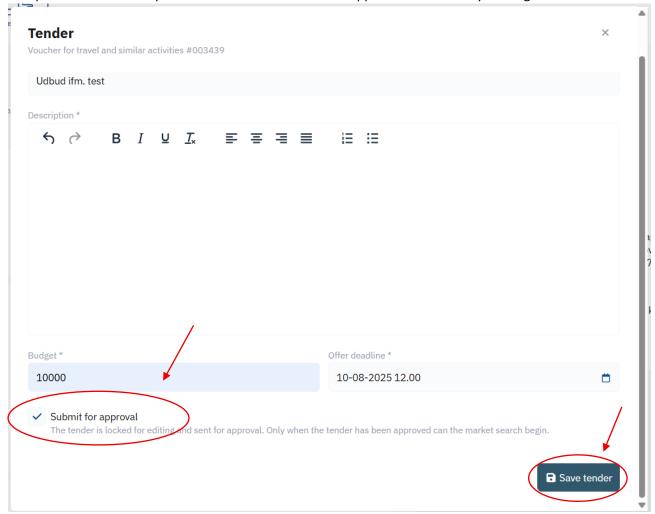








Complete the task description. Check the box 'Submit for approval' and finish by clicking 'Save Tender'.



Once you have created your task descriptions, you must wait for approval. You will receive this confirmation by email.



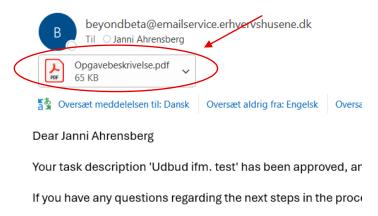






Your approval email includes your task description as a PDF attachment. Within this document, you will find a link for uploading the offers you have collected. The PDF file is also available in your file archive at beyondbeta.ehsys.dk.

Your task description has been approved



You will find the link at the bottom of the PDF file.

Additional information Budget 10.000,00 kr. Contact Janni Ahrensberg

Beyond Beta will sent a confirmation to the contactperson you attach when you upload the offer.



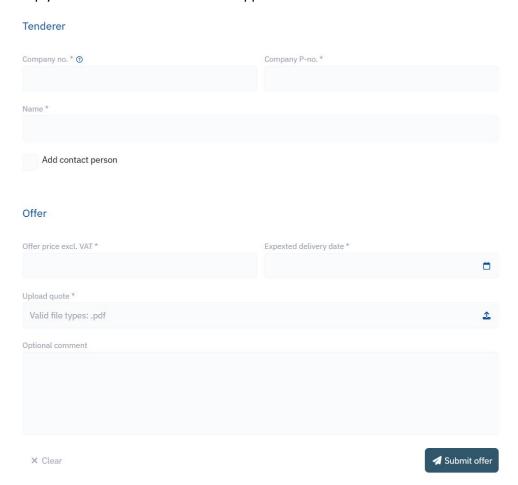




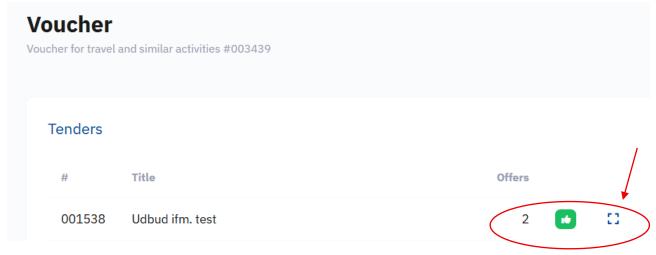




Now fill in the required fields and upload the offers you have collected. If you need to upload multiple offers, simply use the link more than once. Supplier information can be found at CVR.dk.



Once you have uploaded the collected offers, you are ready to select the offer you wish to proceed with. This is done by clicking on the task description. Please note that it is only possible to select a supplier once the 'Offer Deadline' has passed.



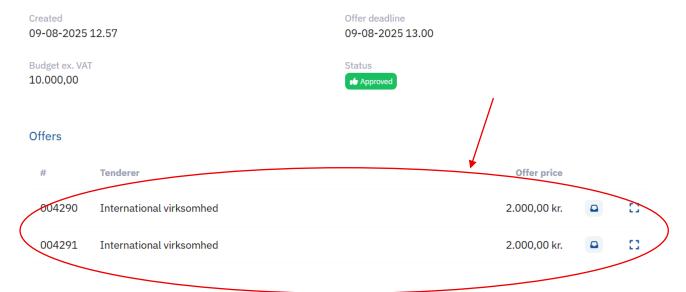




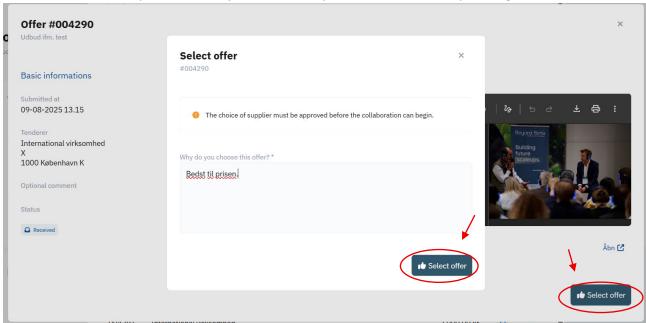




Click on the desired offer.



Click 'Select Offer' and provide a brief justification for your selection. Finish by clicking 'Select Offer'.



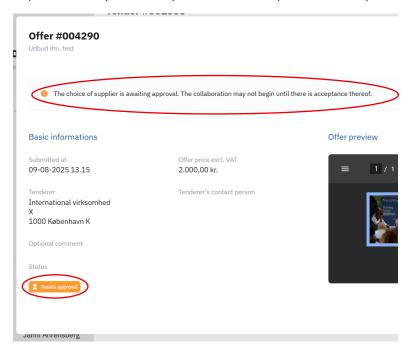








You must now wait for approval of the selected offer. This confirmation will be sent to you by email. It is very important that you do not proceed with the purchase until you have received this approval.



Once you have received this email, you may proceed with the purchase.

Your supplier selection has been approved



Your selection of International virksomhed as the supplier for the task 'Udbud ifm. test' has been approved.

You may now begin collaboration with the selected supplier.

Submitting Expenses

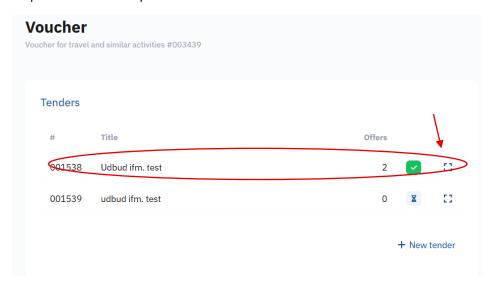




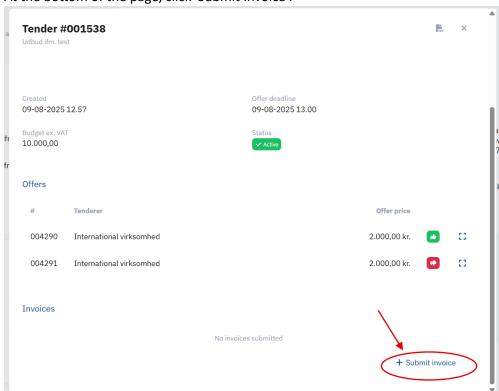




Once you have made your purchase, it is time to upload your payment documents. This is done under the respective task description.



At the bottom of the page, click 'Submit Invoice'.



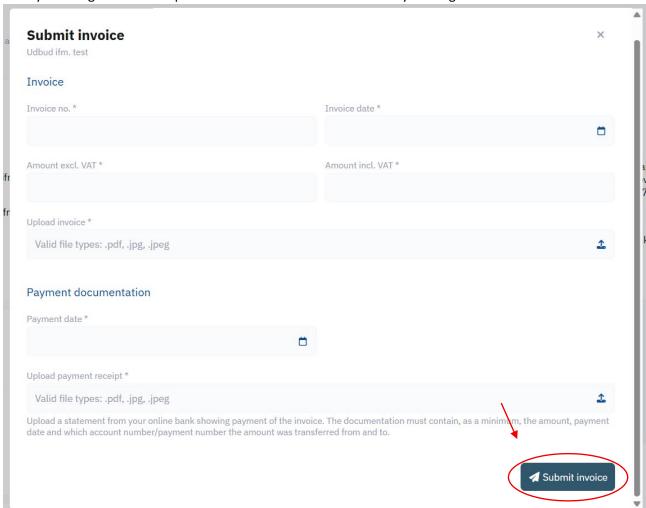








Now fill in the required information and upload both the invoice and the payment documentation from your online bank. Please note that the payment documentation must consist of an extended transaction overview, clearly showing both the recipient and the sender account. Finish by clicking 'Submit Invoice'.



If everything is in order, you will receive your grant within a maximum of two weeks. Please note that processing times may be longer during holidays and similar periods.





