

# MDF Timeline

**Activity Matrix** to be used for Planning, Executing and Claiming correctly the MDF activities

	H2		H1						H2						H1						H2	
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Activity Planning	Pre-planning		H1 Deadline: April 15						Pre-planning						H1 Deadline: April 15							
			Pre-planning						H2 Deadline: Oct 15						Pre-planning						H2 Deadline: Oct 15	
Activity Execution			H1 Deadline: April 30												H1 Deadline: April 30							
	2H Execution								H2 Deadline: Oct 31												2H Execution	
Activity Claiming			H1 Deadline: June 15												H1 Deadline: June 15							
	H2 Deadline: Dec 15								H2 Deadline: Dec 15												H2 Deadline: Dec 15	



- Activities to be planned, executed and claimed until the mentioned deadlines  
Plan & Execute correctly in order to Claim correctly
- **Planning** deadline is on the **15<sup>th</sup> of last month of the fiscal Half**
- **Execution** of activities must be done **during the fiscal Half** when activity is in Approved status
- **Claims** can be submitted during the fiscal Half and **up to 45 days after the end of the respective fiscal Half.**

# Planning guidelines

Activity Matrix to be used for Planning correctly the MDF activities

	H2		H1						H2						H1						H2			
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Activity Planning	Pre-planning		H1 Deadline: April 15												Pre-planning		H1 Deadline: April 15							
								Pre-planning		H2 Deadline: Oct 15												Pre-planning		H2 Deadline: Oct 15



- Consult with your HPE Contact before planning an activity to make sure that it meets the [MDF Terms](#) and [Activity Matrix](#) conditions
- The execution of activity must match with activity type planned in MDF Tool
- Activities can be executed only after being approved in MDF Tool (when in status **Activity Approved**)
- During Planning Period: If the activity is not planned correctly reject or update it in MDF Tool
- **Submit your MDF activities** (including ones in “Saved Not Submitted”) **until the Half Planning Deadline**

# Execution guidelines

**Activity Matrix** to be used for Executing correctly the MDF activities

	H2		H1						H2						H1				H2		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Activity Execution			H1 Deadline: April 30												H1 Deadline: April 30						
									H2 Deadline: Oct 31												



- Activities can be executed only after being approved in MDF Tool (when in status **Activity Approved**)  
Execution to happen only during the execution period (**Execution Deadline: last day of fiscal Half**)  
**H1 funded activities can be executed only during H1 period**  
**H2 funded activities can be executed only during H2 period**
- Collect the Proof of Cost (PoC) & Proof of Execution (PoE) as requested by HPE (PoC & PoE requirements available in Activity Matrix)
- Once execution is complete, claim immediately if PoC & PoE are available

# Claiming guidelines

**Activity Matrix** to be used for Claiming correctly the MDF activities

	H2		H1						H2						H1						H2	
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Activity Claiming</b>			H1 Deadline: June 15												H1 Deadline: June 15							
									H2 Deadline: Dec 15													



- Documents required for claiming: Proof of Cost (PoC) & Proof of Execution (PoE)
- Claims can be submitted up to 3 times. If the 3rd is rejected the claim will expire (money will be lost)
- Claim amount must be covered by PoC's (without VAT)**
- In case of an incomplete claim, recalling and resubmission are required
- The claiming pack (PoC & PoP/E) can be no larger than 20 MB per file
- In case of multiple documents (>5 documents) archiving them is required
- Claim your MDF activities until Claiming Deadline (up to 45 days after the end of the respective fiscal Half)**
- Do not** claim in the very last day before the deadline (the faster the better)

## ★ Payment

- HPE invoice instructions to be reviewed. If no instructions received, case to be raised on [Partner Ready Portal](#)
- Bank details can be added/updated via Vendor Setup template found on [Partner Ready Portal-Market Development Funds](#).