The Supplier Portal
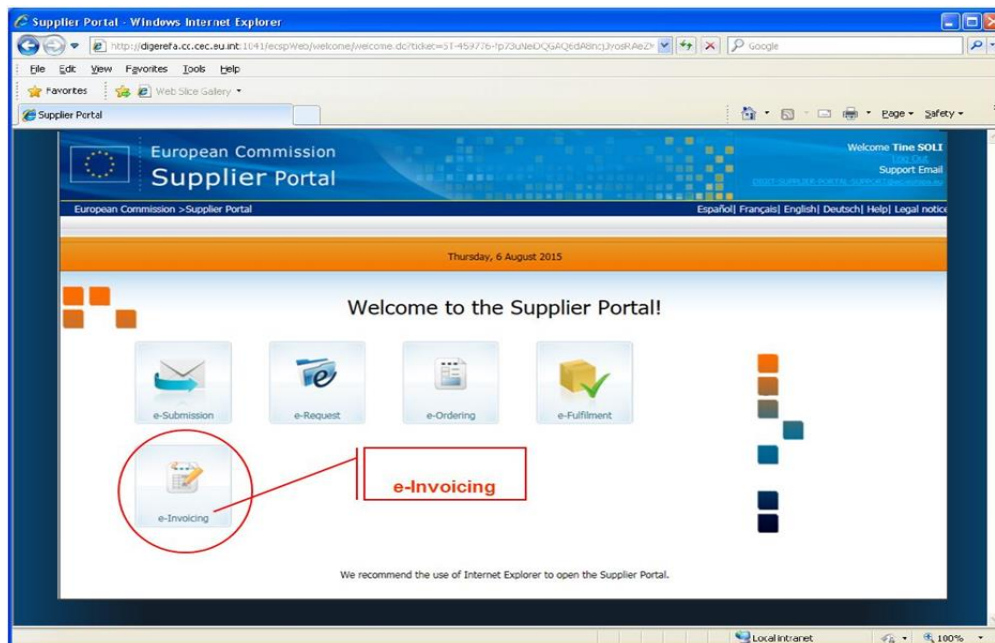## How to Send an Invoice Through the Portal

Supplier Portal e-Invoicing, which allows the authorised suppliers registered in the system to list and view all their invoices/cost claims and related documents exchanged electronically with the European Administration, and to create and send new invoices/cost claims to their customers.

Prerequisites

- You must have an EU Login account to be able to log into the e-PRIOR Supplier Portal. You can create one at https://ecas.ec.europa.eu/cas
- Send Access Rights Sheet to customer
- Microsoft Explorer version 6.x. and above.

1. THE PORTAL

- Link to supplier portal: https://webgate.ec.europa.eu/supplier_portal_toolbox/welcome/welcome.do?
- You log in with your EU Login account. If you do not have one you can get one by clicking on "Create an Account" underneath the login and lost your password buttons.
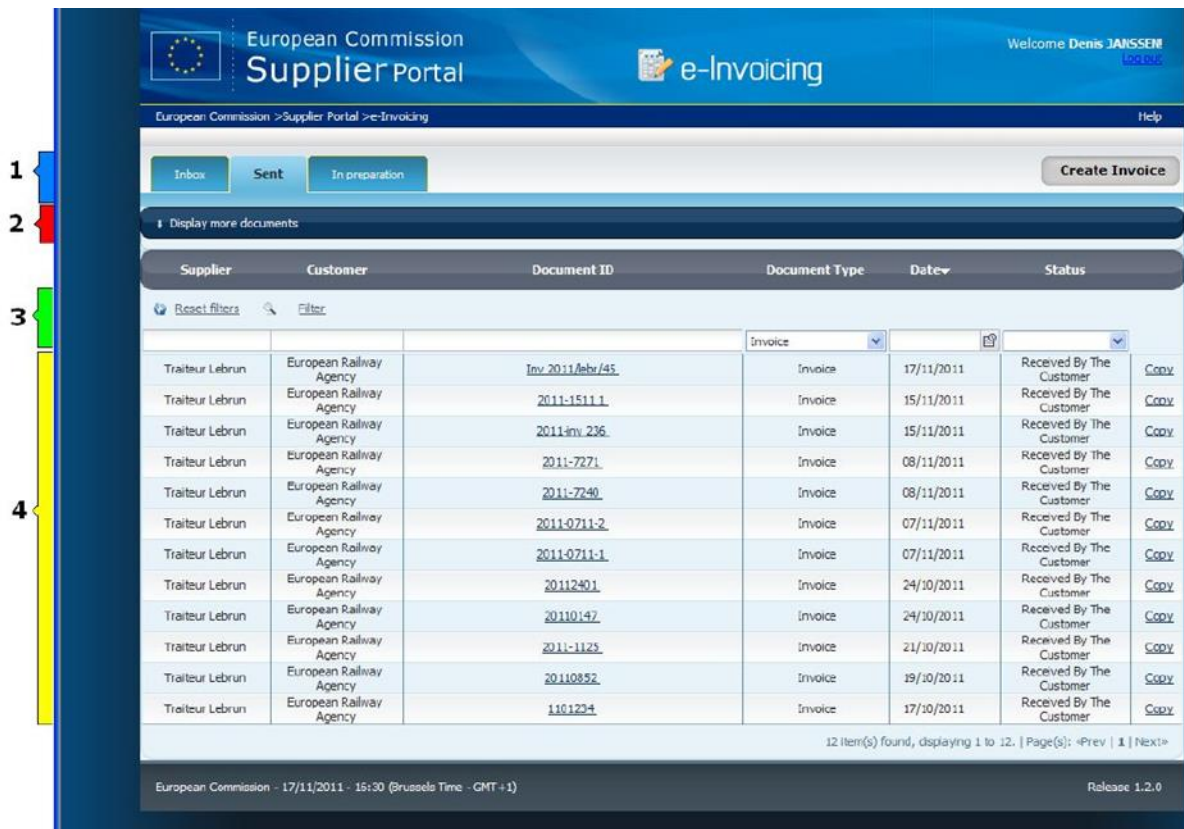
2. CREATING AN INVOICE

2.1. Opening a new invoice

Once logged in the portal, the default page shows the "Sent" tab where you can see all your invoices sent through the portal.
The numbered sections below showcase:

1- The tabs "Inbox" (for documents received by your customers), "Sent" (invoices and credit notes sent to your customers) and "In Preparation" (Where you will find your invoices & credit notes saved drafts).
2- The area where you can filter the documents to be displayed by time-period.
3- Allows you to search specific data and restrict number of displayed documents
4- Lists all invoices or credit notes corresponding to the display criteria.
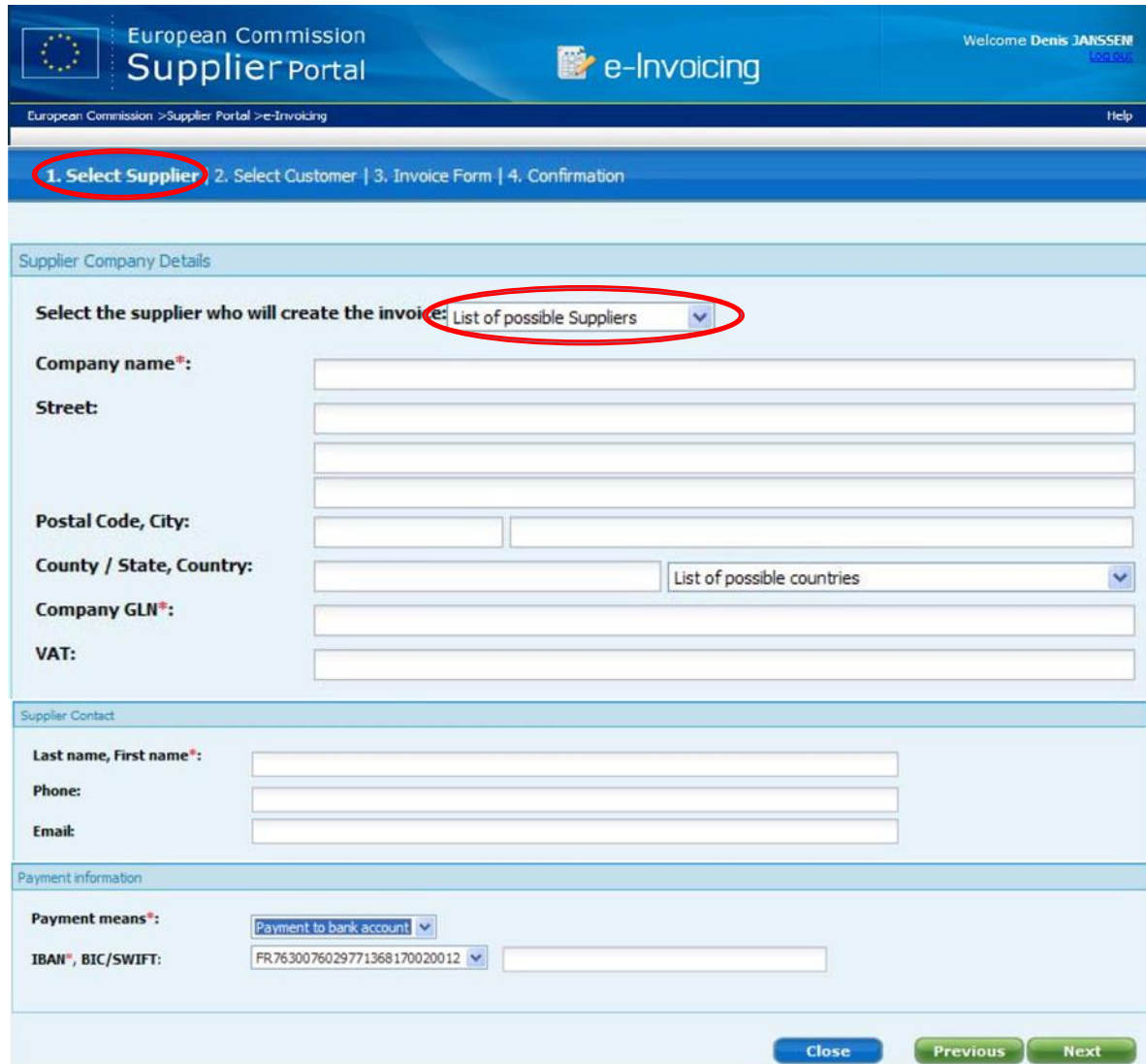

To create a new invoice, you can:

1. Click on "Create Invoice" (Upper right corner) button on Default Page
2. Click on "Copy" link from any invoice on the "Sent" tab to create a new invoice with information of the invoice you clicked.

2.2 Filling-in your invoice

The invoice creation has 4 steps in four different screens. In the first screen, "Select Supplier" you will select your organisation.

2.2.1 Select the Supplier

In this section, as shown in the figure below, you will fill your company details

A. Supplier Company Details

In this area, start by selecting the appropriate supplier (consortium) in the drop-down list box.

B. Supplier Contact

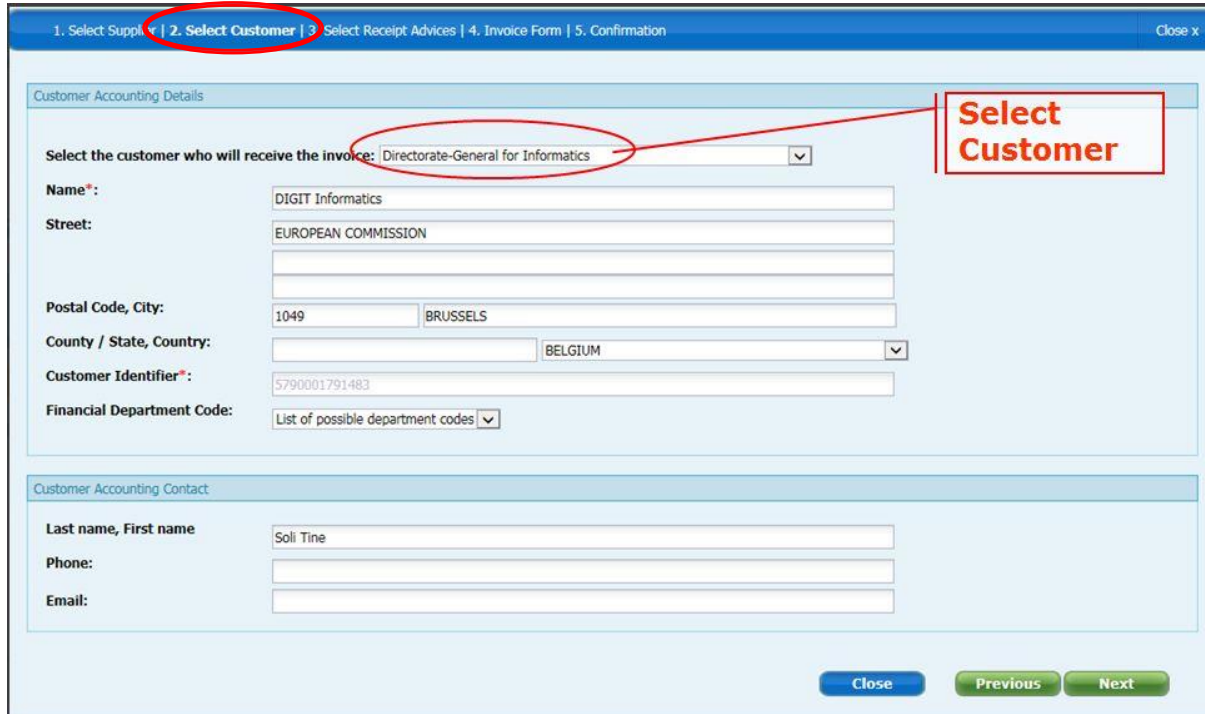This area contains details about the supplier contact person.

C. Payment Information

This area allows you to define how you want the invoice to be paid.

2.2.2 Select Customer

In this screen (i.e. Select Customer) you input the information about your customer (e.g. ECDC).
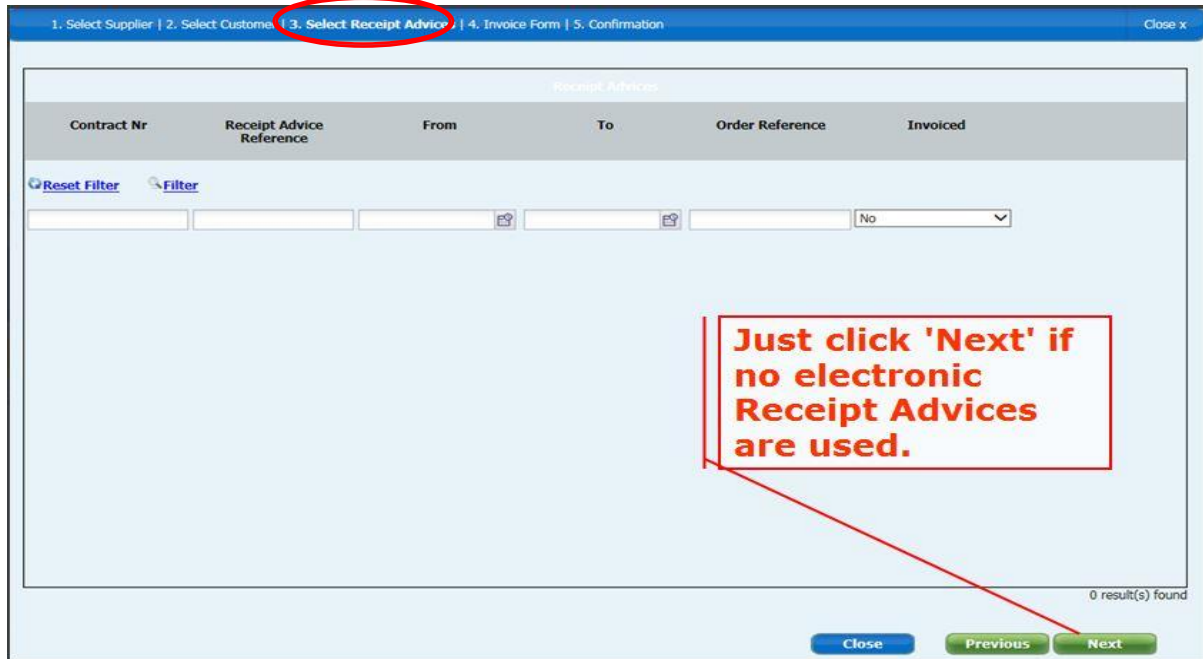

D. Customer Accounting Details

The content of the **Customer Identifier** field is prefilled depending on the option selected in the first drop-down list box.

E. Customer Accounting Contact

This area is used to enter the contact information of the customer

Select **Receipt advices**
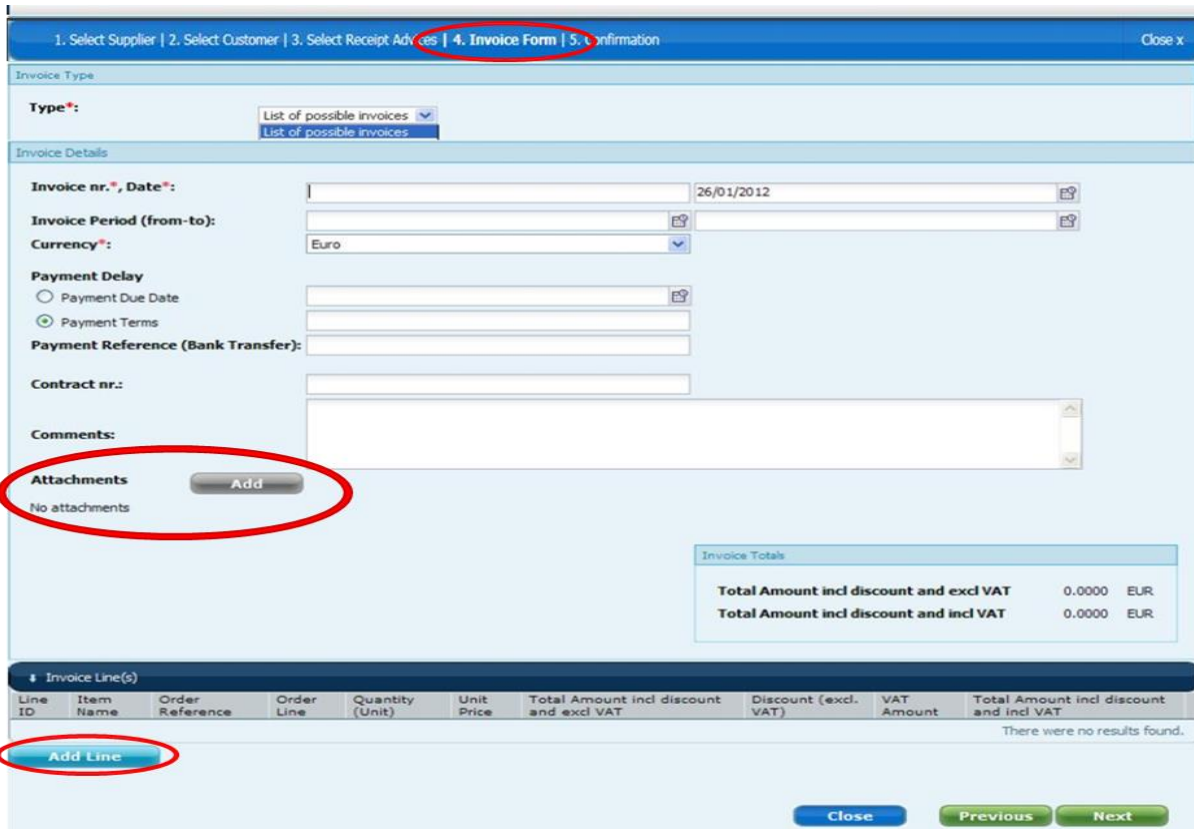
2.2.3 Invoice Form

In this screen (i.e. Invoice Form), you input the information about the invoice in question you are going to send.

2.2.3.1. Invoice Type

This is the area where you select if you want to create either a commercial invoice or a cost claim.

2.2.3.2. Invoice Details

Attachments: You can attach files having the following format: PDF, TIFF and XLS. Trying to attach a file with another format will trigger an error message. Also, note that you can add a maximum of 20 attachments per invoice, with a size limit of 5 MB per attachment.

2.2.3.3. Filling in the Invoice Line

The application allows **you** to add, remove or edit invoice lines. The application displays a summary of the existing lines in a table format, including the VAT Amount.

2.2.3.1. Line Details

When you fill in the first line of the invoice (no invoice lines are yet displayed in the summary table), the application opens an empty **Line #01 Details** area.

2.2.4 Confirming the Invoice Data Entry

When you have finished entering all the required Invoice details in the three first screens of the wizard, navigate to the next (and last) wizard screen (**Confirmation**) to review all entered data. All fields in the **Confirmation** screen are read-only. If you notice data that needs to be changed or that is missing, it is possible to edit the entered information via the "Edit" link appearing on each blue panel which will send the user back to the corresponding tab. Once you are happy with all the details, you can click "Send" or "Save" to send your invoice, or save it as a draft.

E-INVOICING SUPPORT

In case of business or technical issue with *e-Invoicing* (bug, down time, question, etc.), the

European Administration has set up dedicated support teams that can be contacted by e- Invoicing users.

1. The Commission Central Helpdesk should be contacted by email (ec-centralhelpdesk@ ec.europa.eu) or – for urgent issues– by phone (+32 2 29 58 181) for application issues such as:

• Questions on how to use the e-Invoicing module;

• Functional problems or errors;

• Improvement suggestions and change requests.

2. For questions on the process of establishing a specific invoice, contact ECDC at E-Invoicing@ecdc.europa.eu.

3. For questions relating to a framework contract itself (such as consumption,

competition, renewal, duration and execution etc.), contact ECDC at E-Invoicing@ecdc.europa.eu.