

# The Supplier Portal

## How to Send an Invoice Through the Portal

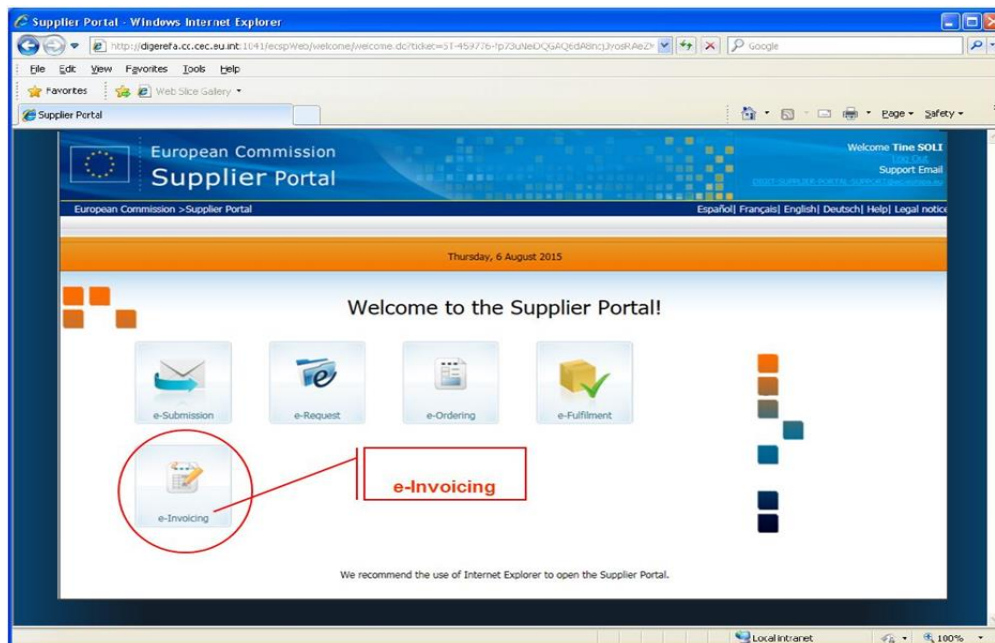
**Supplier Portal e-Invoicing**, which allows the authorised suppliers registered in the system to list and view all their invoices/cost claims and related documents exchanged electronically with the European Administration, and to create and send new invoices/cost claims to their customers.

### 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?](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.

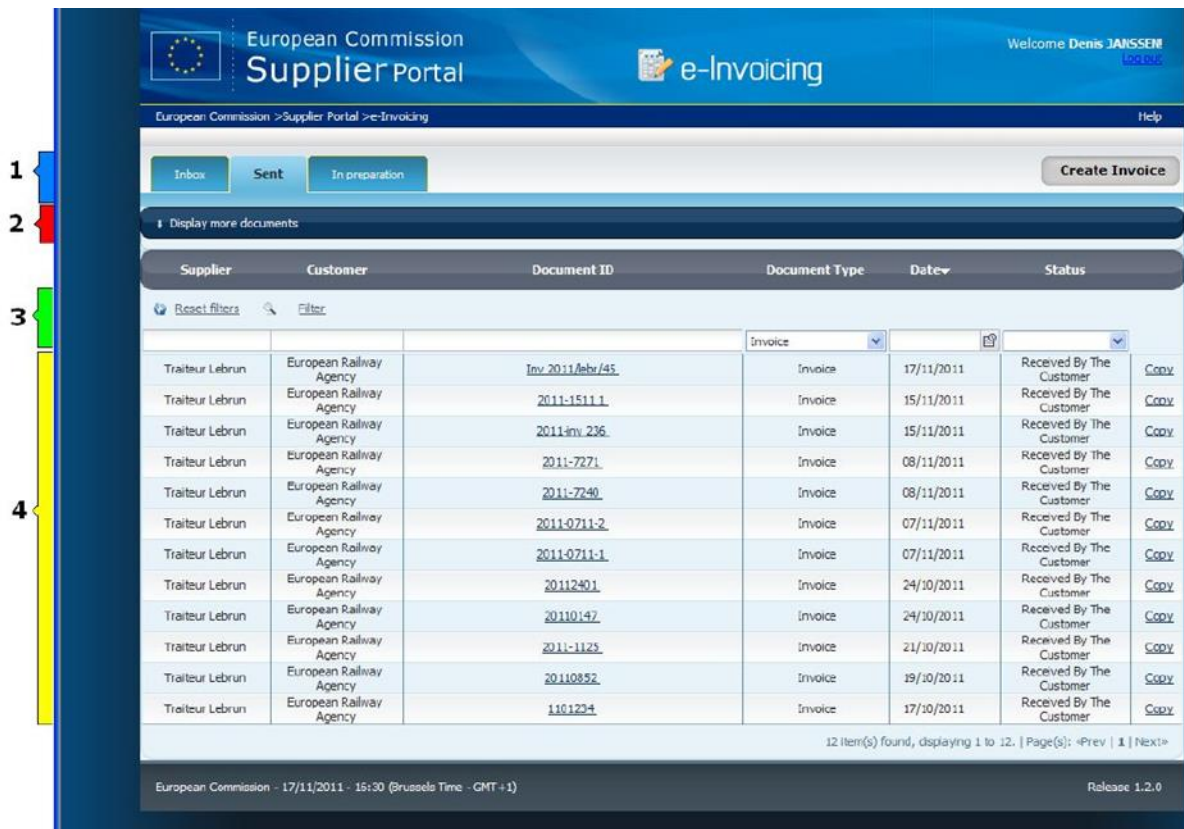


## 2. CREATING AN INVOICE

### 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:



European Commission Supplier Portal e-Invoicing

Welcome Denis JANSEN

European Commission > Supplier Portal > e-Invoicing

Inbox Sent In preparation Create Invoice

Display more documents

Supplier	Customer	Document ID	Document Type	Date	Status
Traiteur Lebrun	European Railway Agency	Inv 2011Aebi/45	Invoice	17/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-1511.1	Invoice	15/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-Inv. 236	Invoice	15/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-7271	Invoice	08/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-7240	Invoice	08/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-0711-2	Invoice	07/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-0711-1	Invoice	07/11/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	20112401	Invoice	24/10/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	20110147	Invoice	24/10/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	2011-1125	Invoice	21/10/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	20110852	Invoice	19/10/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	1101234	Invoice	17/10/2011	Received By The Customer

12 Item(s) found, displaying 1 to 12. | Page(s): <Prev | 1 | Next>

European Commission - 17/11/2011 - 15:30 (Brussels Time - GMT +1) Release 1.2.0

- 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:

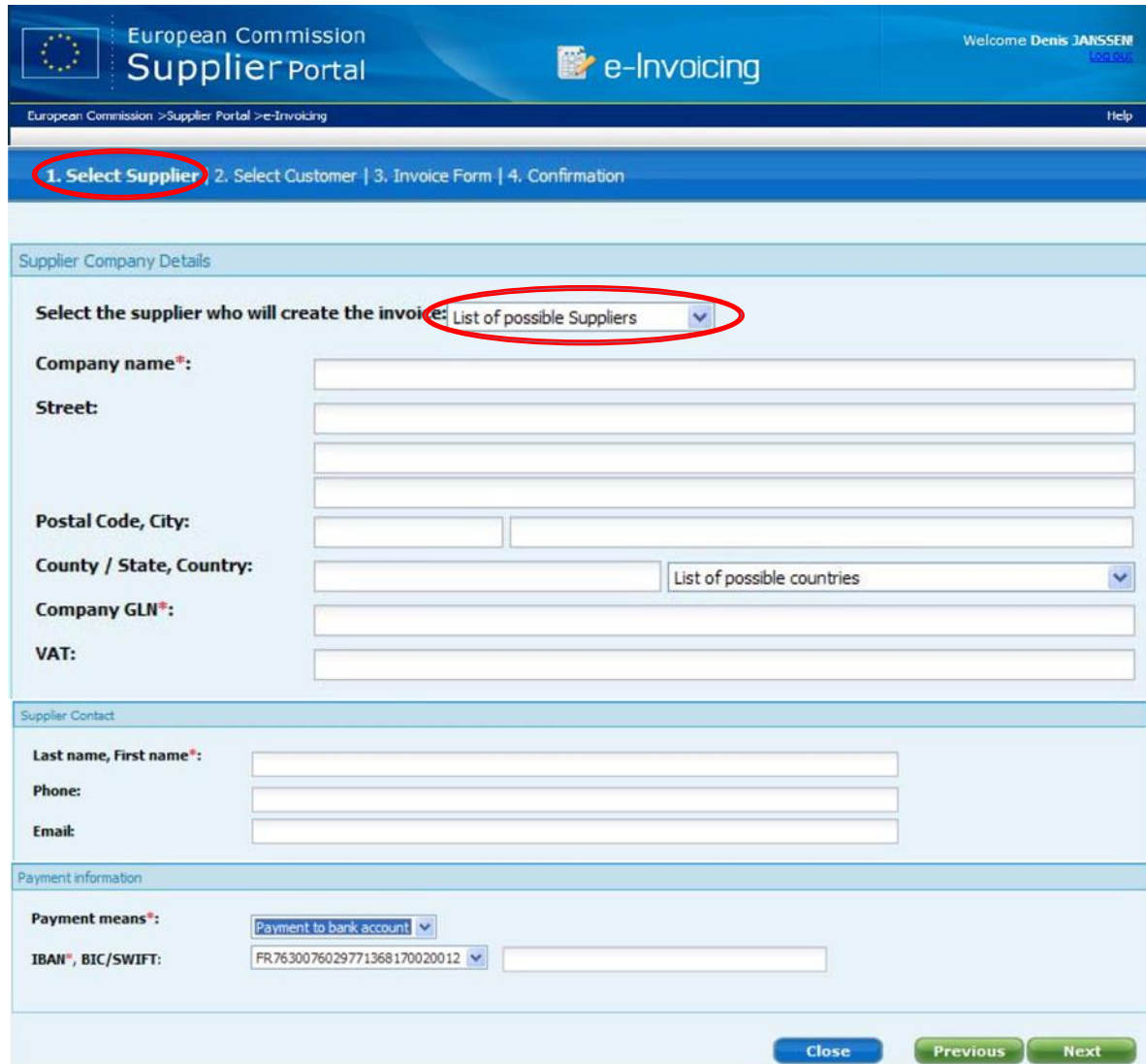
1. Click on "Create Invoice" (Upper right corner) button on Default Page
2. Click on "Copy" link from any invoice on the "Sent" tab to create a new invoice with information of the invoice you clicked.

## 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



European Commission  
Supplier Portal

Welcome Denis JANSSEN  
Logout

European Commission > Supplier Portal > e-Invoicing Help

1. Select Supplier | 2. Select Customer | 3. Invoice Form | 4. Confirmation

Supplier Company Details

Select the supplier who will create the invoice: List of possible Suppliers

Company name\*:

Street:

Postal Code, City:

County / State, Country: List of possible countries

Company GLN\*:

VAT:

Supplier Contact

Last name, First name\*:

Phone:

Email:

Payment information

Payment means\*: Payment to bank account

IBAN\*, BIC/SWIFT: FR7630076029771368170020012

Close Previous Next

#### A. Supplier Company Details

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

#### B. Supplier Contact

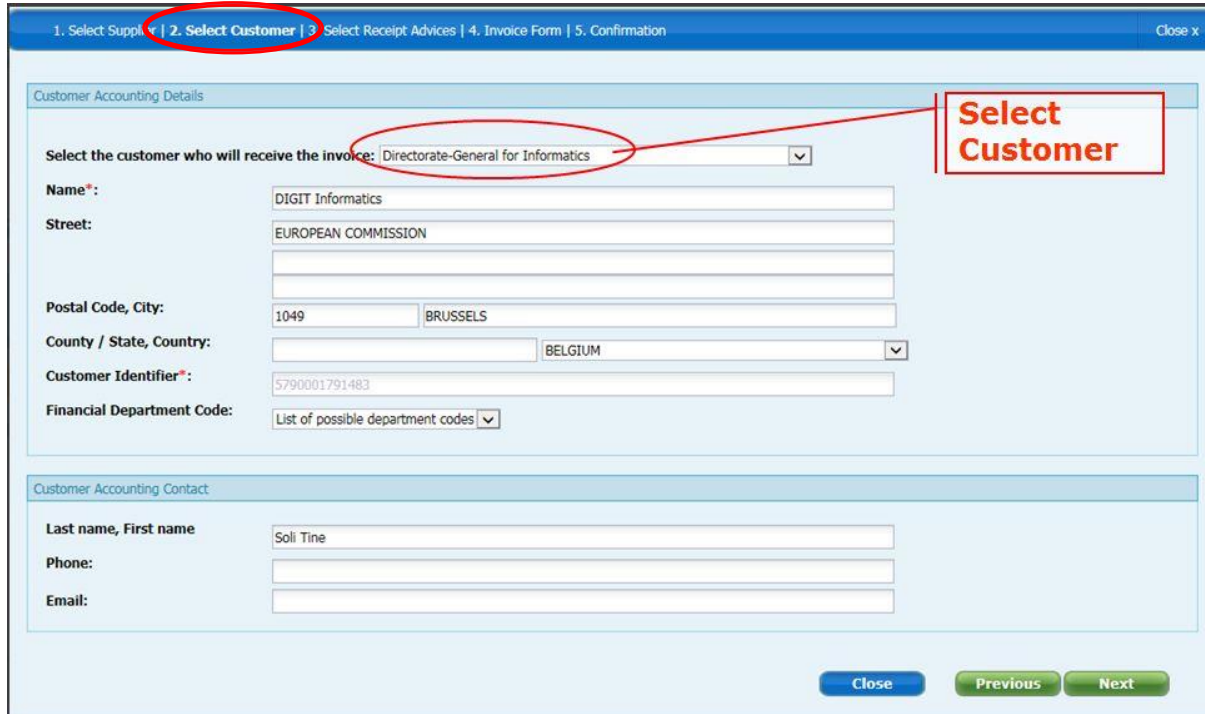
This area contains details about the supplier contact person.

#### 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).



1. Select Supplier | 2. Select Customer | 3. Select Receipt Advices | 4. Invoice Form | 5. Confirmation

Close x

Customer Accounting Details

Select the customer who will receive the invoice: Directorate-General for Informatics

Name\*: DIGIT Informatics

Street: EUROPEAN COMMISSION

Postal Code, City: 1049 BRUSSELS

County / State, Country: BELGIUM

Customer Identifier\*: 5790001791483

Financial Department Code: List of possible department codes

Customer Accounting Contact

Last name, First name: Soli Tine

Phone:

Email:

Close Previous Next

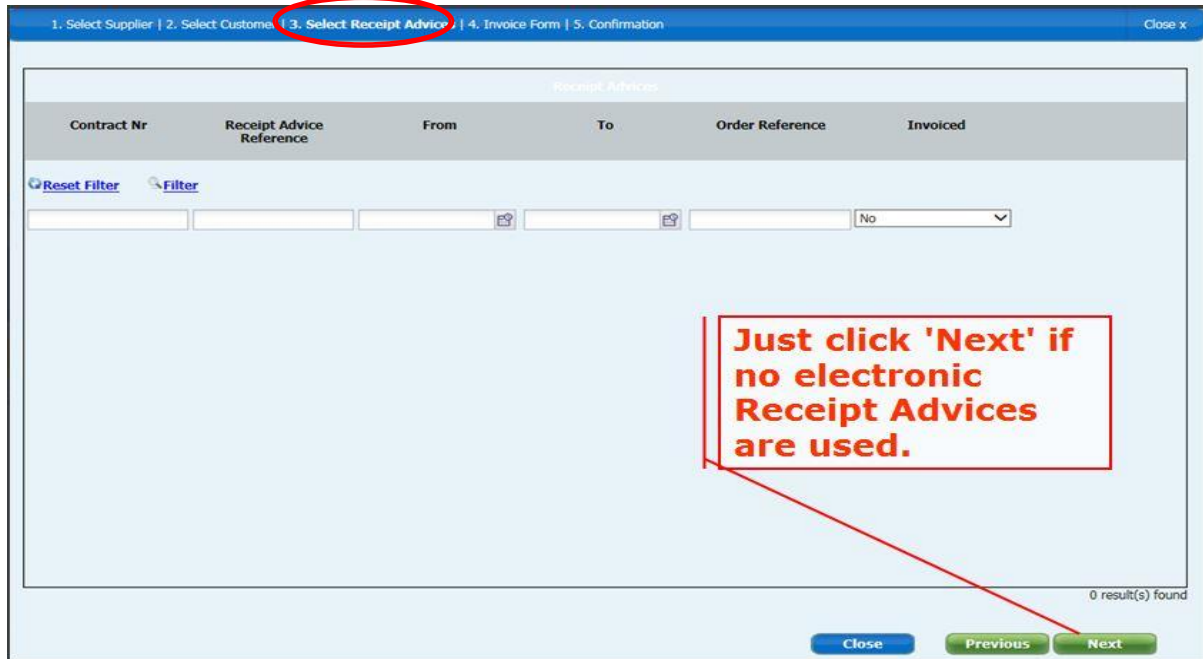
### D. Customer Accounting Details

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



1. Select Supplier | 2. Select Customer | **3. Select Receipt Advice** | 4. Invoice Form | 5. Confirmation

Receipt Advices

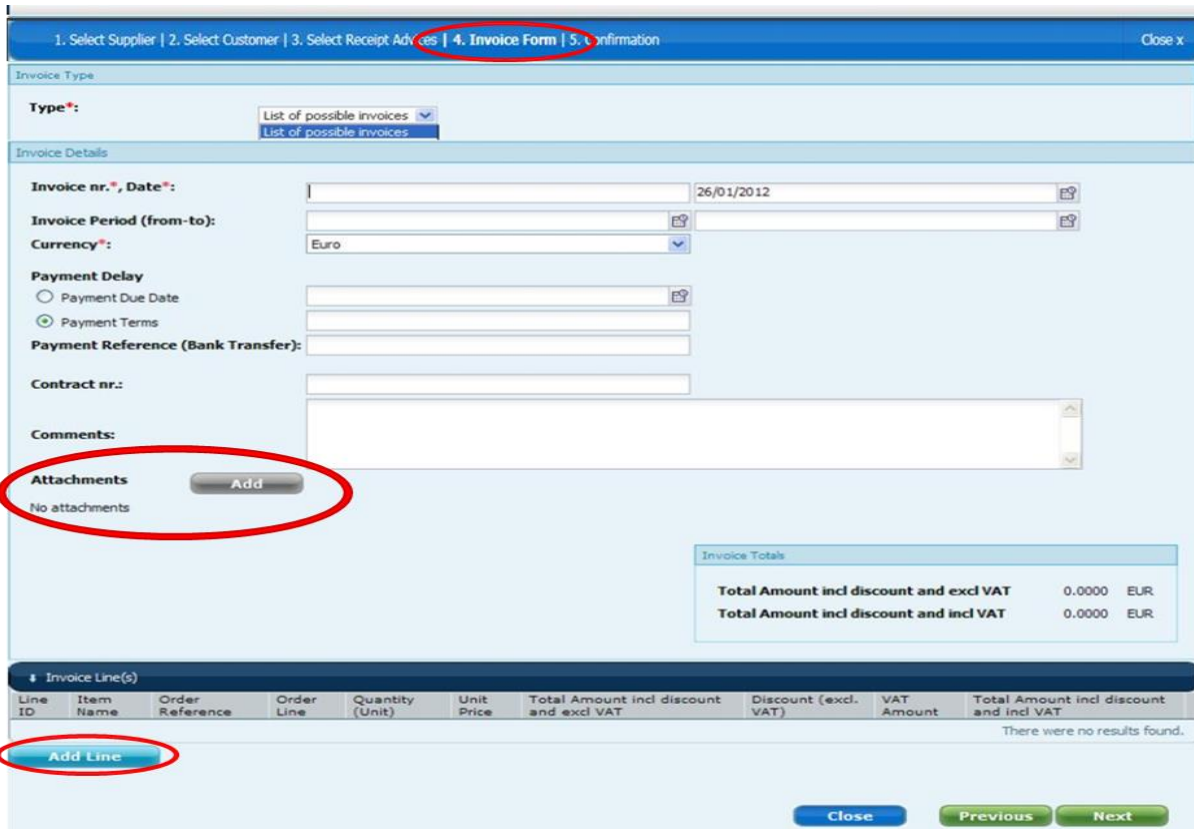
Contract Nr	Receipt Advice Reference	From	To	Order Reference	Invoiced
					No

0 result(s) found

Close Previous **Next**

## 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.



1. Select Supplier | 2. Select Customer | 3. Select Receipt Advices | **4. Invoice Form** | 5. Confirmation

Invoice Type

Type\*: List of possible invoices

Invoice Details

Invoice nr.\*, Date\*: 26/01/2012

Invoice Period (from-to):

Currency\*: Euro

Payment Delay

Payment Reference (Bank Transfer):

Contract nr.:

Comments:

**Attachments** Add

No attachments

Invoice Totals

Total Amount incl discount and excl VAT	0.0000	EUR
Total Amount incl discount and incl VAT	0.0000	EUR

# Invoice Line(s)

Line ID	Item Name	Order Reference	Order Line	Quantity (Unit)	Unit Price	Total Amount incl discount and excl VAT	Discount (excl. VAT)	VAT Amount	Total Amount incl discount and incl VAT
There were no results found.									

**Add Line**

Close Previous Next

### 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.

Line #01 Details

**Item Name\*:**

**Description:**

**Order Reference\*, Date:**

**Order Line, Supplier Item Ref:**

**Unit Price\*:**  EUR

**Quantity\*:**

**Delivery Date:**

**Discount (excl. VAT):**  
 In Percent  %  
 Fixed Amount  EUR

**Discount Reason:**

**VAT Category\*, VAT Rate\*:**   %

**VAT Exemption Reason\*:**

**Comments:**

Totals

	Excl VAT	VAT	Total
<b>Item</b>	0.0000 EUR	0.0000 EUR	0.0000 EUR
<b>Discount</b>	0.0000 EUR	0.0000 EUR	0.0000 EUR
<b>Total</b>	0.0000 EUR	0.0000 EUR	0.0000 EUR



## 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.

1. Select Supplier | 2. Select Customer | 3. Select Receipt Advices | 4. Invoice Form | **5. Confirmation**
Close x

**Supplier Company Details** [ edit ]

**Company name\*:** SOCIETE D'EXPLOITATION DES ETABLISSEMENTS LEBRUN SARL\*AU PIED DE COCHON J P LEBRUN TR

**Street:** RUE KOENIG 27

**Postal Code, City:** 59136 WAVRIN

**County / State, Country:** FRANCE

**Company Id\*:** FR31338412992

**VAT:** FR31338412992

**Supplier Contact** [ edit ]

**Last name, First name\*:** SOLI Tine

**Phone:** 86655

**Email:** Tine.SOLI@ext.ec.europa.eu

**Customer Accounting Details** [ edit ]

**Name\*:** DIGIT Informatics

**VAT receipt number:**

**Clauses and / or notes:**

**Attachments**  
No attachments

Invoice Lines										
Line ID	Item Name	Order Reference	Order Line	Quantity (Unit)	Unit Price	Total Amount excl discount and excl VAT	Discount (excl. VAT)	VAT Amount	Total Amount incl discount and incl VAT	
01	Housing	2015-456		5	100	500.0000	0.0000	0.0000	500.0000	view
02	Travel expenses	2015-456		1	525	525.0000	0.0000	0.0000	525.0000	view

2 item(s) found, displaying 1 to 2.

Invoice Totals		
Total Amount incl discount and excl VAT	1025.0000	EUR
VAT 0.00 %	0.0000	EUR
Total Amount incl discount and incl VAT	1025.0000	EUR

Send invoice

Close
Save
Previous
Send

## 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](mailto: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](mailto: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](mailto:E-Invoicing@ecdc.europa.eu).