European Maritime Safety Agency

# E-INVOICING USING THE SUPPLIER PORTAL

# **Guide for Suppliers**

Legal, Finance and Facilities Corporate Services Date: May 2023





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# LOG-IN

Log-in should be done using and EU LOGIN identifier and password. This EU LOGIN id and access rights must be requested before trying to connect to the supplier portal. The procedure is explained in the document "Guide on e-Invoicing" as well as in the "EU Login Tutorial" that is available under the procurement section on the EMSA website. For more information you can also contact the EMSA's e-Invoicing coordinator on the following e-mail address: <u>e-invoicing@emsa.europa.eu</u>.

# Supplier Portal

Open your Internet browser and type in <a href="https://webgate.ec.europa.eu/supplier\_portal\_toolbox">https://webgate.ec.europa.eu/supplier\_portal\_toolbox</a> (1).

Enter your ECAS username and password (2), select the domain of your institution (3) and click on

The Supplier Portal home page is displayed.



After logging in, the default e-Invoicing page is the Sent view of the mailbox:

	upplier Portal	📴 e-Invo	bicing		ome Eva COSTA ALEGRI Log Out Support Emai
European Commissio	n >Supplier Portal >e-Invoicing				Mailbox Help
Inbox	ent In preparation (0)		(	Create Invoice	Create Credit Note
Displayed docume	nts are usually limited to 1 month, did	there to extend this period.			
Displayed docume	nts are usually limited to 1 month, click	there to extend this period. Document ID	Document Type	Date <del>v</del>	Status
			Document Type	Date <del>v</del>	Status
Supplier	Customer		Document Type	Date <del>v</del>	Status
Supplier	Customer			ß	



There are three tabs in the mailbox:

Inbox view - The "Inbox" view shows all the documents (for the e-Invoicing process) received

through e-PRIOR from the EMSA's back office. However, in the current version of the application, it is not

foreseen that EMSA would send any document to your inbox.

In preparation view - The "In preparation" view shows all the e-invoicing documents that have been

created but not yet sent to EMSA. In other words, this view shows all your "draft" documents.

All these documents can still be edited or deleted.

European Co Supplie	r Portal 📴 e	-Invoicing		e Teresa PARDO PARDO Support Emai Council Test Supplier1 \$ Mailbox Help
European commission > Supplier Portar	>e-involang			маньох неф
Inbox Sent In prep	aration (121)		Create Invoice	Create Credit Note
Customer	Document Reference	Document Type	Creation Date+	Action
🖏 <u>Reset Filters</u> 🔍 <u>Filter</u>				$\cap$
		×	E	
Court of Justice	3/2016	Invoice	03/10/2016	
Court of Justice	OVERFLOW2	Invoice	15/12/2015	
Court of Justice	testHI	Invoice	04/12/2015	

**Sent view** - The "Sent" view is the default mailbox view when entering the application. It shows all the e-Invoice documents sent through e-PRIOR. The status of the invoice is visible - e.g. "Received by the Customer"

Inbox Sent	In preparation (121)		0	Create Invoice	Create Credit Note
0	elp us by taking a few minutes to answer <u>our survey</u> . Your opinion co are usually limited to 1 month, click here to extend this period.	unts			
Customer	Document ID	Document Type	Date▼	Status	Action
Reset Filters	C Filter	<b>~</b>	E	, <b>,</b>	~
Council of the European Union	Change59572	Invoice	13/10/2017	Received By The Custor	ner 🗳 🌶

To view the document click on the "Document ID" column. Clicking on the Action button gives you access to the actions that may be done on the invoice:



COPY INVOICE - CREATE CREDIT NOTE

The Copy icon next to any invoice allows you to start creating a new invoice with many fields prefilled with the data from the copied invoice.

In the Sent view the invoices from the last 30 days will automatically be displayed. To search for documents for a specific period, expand the field "Display more documents", enter the relevant dates for your search and click on

## Display

Displayed documents are usually limited to 1 month, click here to extend this period.

## Fill in the dates from xx/xx/xxxx to xx/xx/xxxx

Inbox	Sent	In preparation			Create	Invoice	Create Credit Note
	re documents					_	
From:			E ·	To:	E		Display

The e-Invoicing mailbox can display documents up to a maximum of 1 year old. Other search and filter options exist in the inbox. These are explained in the section "NAVIGATION".

# **Creating New Invoice Entry**



To enter a new invoice, click on the **CREATE INVOICE** button in any of the Mailbox Tabs. If you have already created an invoice for this customer, you will save time by selecting **COPY INVOICE** from this previously created invoice. In doing this a number of fields will automatically be completed in the new invoice, copied from the existing record (address, VAT, ...).

4.4	Supplier Po	rtal	📴 e-Invoicing			<u>Trop Connec</u>
European Comr	nission >Supplier Portal >e-Invoic	ing				Help
Inbox I Display more	Sent In preparation			Crea	te Invoice Cre	ate Credit Note
Supplier	Customer	Document ID	Document Type	Date <del>+</del>	Status	
C Reset Filt	ers 🔍 <u>Filter</u>					
				E		
Council Test Supplier1 SP	Council of the European Union	20130812-0115	Invoice	12/08/2013	Received By The Customer	Action

# Invoice Creation Wizard

## **STEP 1 - Supplier Company detail**

In the **SUPPLIER COMPANY DETAILS** area, enter your data in the same way you fill in in our financial documents (LEF & BAF). If you are copying an existing invoice, this data will be copied from the invoice. Mandatory fields are marked by an asterisk. Your address and your VAT number are required too.

1. Select Supplier   2. Select Custo	mer   3. Select Receipt Advices   4. Invoice Form   5. Confirmation	Close x
Supplier Company Details Select the supplier who will creat Company name*: Street:	e the invoice: List of possible Suppliers >>	These are YOUR company's details
Postal Code, City: County / State, Country: Company Id*: VAT:	List of possible countries	

Company id - This is your identification number in e-PRIOR and should automatically be filled in by the application

In the SUPPLIER CONTACT field you should enter details about the contact person dealing with this invoice

Supplier Contact	
Last name, First name*: Phone:	
Email:	

Click on Next

#### **STEP 2 - Select the Customer**

Select the Customer from the drop-down list

1. Select Supplier   2. Select Custo	1. Select Supplier   2. Select Customer   3. Select Receipt Advices   4. Invoice Form   5. Confirmation				
Customer Accounting Details					The costumer
Select the customer who will rec	eive the invoice: Europea	n Maritime Safety Age	ency		will be the European
Name": Street:	EMSA European Maritime S Praca Europa 4	EMSA European Maritime Safety Agency Praca Europa 4			
Postal Code, City: County / State, Country:	1249-206	Lisbon	PORTUGAL	~	
Customer Identifier*:	NAL#EMSA		PURIUGAL	•	
Financial Department Code:	List of possible department	t codes 🗸 🛛 Ov	erwrite customer's address: 🗌		

**Customer identifier** - This is the identification number of EMSA in e-PRIOR and is automatically filled in by the application.

Financial department code - This field is not used by EMSA.

Customer Accounting Contact		
Last name, First name Phone: Email:		
	Close	Previous Next

Click on Next

## **STEP 3 - Select Receipt Advice**

Receipt Advices							
PO/SC/OF	То	From	Issue Date	Receipt Advice Reference	Amount	Financial IBAN Department Code	Contract Nr
uping. 1.	o keep this gro the Next butto	are advised t fter you click	of contracts. You lines generated a	mmitments by type ned and the invoice	ps the legal cor ill only be retain	The system group Your selection wil	et Filter SFilter

It is not necessary to fill in this part for invoices directed to the European Maritime Safety Agency.

Click on Next

## STEP 4a – Complete the invoice details

INVOICE TYPE - Select "Commercial Invoice"

Invoice Type	
Туре*:	List of possible invoices List of possible invoices Commercial invoice Cost claim



1. Select Supplier   2. Select Custon	ver   3. Select Re	ceipt Advices	4. Invo	ice Form   5. Confirm	ition						Close ×
Invoice Type											
Type*:	Commercial inv	voice 🔽									
Invoice Details											
Invoice nr.*, Date*:					31/10/2017			E	9		
Invoice Period (from-to):				67				E	3		
Currency*:	Euro			~	1						
Payment means*:	Payment to bar	nk account 💌	•								
IBAN*, BIC/SWIFT:											
Payment Delay				-							
Payment Due Date				ee							
Payment Terms											
Payment Reference (Bank Transfer):											
Contract nr.:											
VAT receipt number:											
								~			
Clauses and / or notes:								~			
Attachments Add											
No attachments	,										
1				Invoice	lines						
Line Item Order/Internal ID Name ref	Order	Quantity (Unit)	Unit Price	Total Amount excl o excl VA	liscount and	Discount (excl. VAT)	VAT Amount	Total An	incl disco	int and A	Action
		1							There were r	to results fo	und.
Add Line											
					100	voice Totals					
								100			
						Total Amount inclo Total Amount inclo					BUR
							interest and			0.0000 0	-
					1	Close	Pre	vious	N	art	

## Total amounts will automatically be updated

## Mandatory & Optional Fields

	Invoice Number	Your invoice reference number		
RY	Invoice Date	Date of the invoice (automatically day date)		
MANDATORY	Currency	Select		
M	Payment means	Payment to bank account (automatically)		
	IBAN, BIC / SWIFT	Bank Details		

	Invoice Period	Period covered by the Goods or Services			
	Payment Reference	Communication to appear on the bank transfer.			
	Payment Delay	Due date or payment terms			
ONAL	Contract Number	The contract number if any			
OPTIONAL	VAT Recipient Number	The VAT receipt no is an optional field however for EMSA invoices it is mandatory to indicate EMSA's VAT no 507 685 326 on all invoices!!!			
	Comments	Free text			
	Attachments	Use the ADD button to attach any supporting documents you might have.			

Add attachments		Files with t format may
Add attachment	;	attached:
	Only XLS, PDF and TIFF attachments are supported	xls, xlsx, d pps, xml, t
File Name:	Browse	jpg, peg, p
Attachment Type:	×	docx, pptx
File Name:	Browse.	
Attachment Type:	×	
File Name:	Browse	There are
Attachment Type:	▼	of 20 attac
	Ok Cancel	invoice an of 5 MB pe
		attachmen

Files with the following format may be attached: pdf, tiff, tif, xls, xlsx, doc, rtf, ppt, pps, xml, txt, bmp, gif, jpg, peg, png, msg, docx, pptx, jpeg, jpe.

There are a maximum of 20 attachments per invoice and a size limit of 5 MB per attachment (the maximum size will be soon increased to 20 Mb).

## **REMOVE** button option



## STEP 4b - Complete the Invoice Line Details

# Add Line



	Item Name	Short description of goods or services supplied
	Order Reference	Number of the related Purchase Order / Contract
	Quantity	Quantity of items supplied
оку	Unit Price	Enter the unit price or if the total amount is to be invoiced enter this amount here and quantity of 1
MANDATORY	VAT Category	Select the relevant entry. Most goods and services will be exempt from VAT
	VAT Rate	If VAT is to be included in the invoice, indicate the rate here
	VAT Exemption Reason	If the invoice falls under VAT exemption enter the exemption reason here
	Description	Free text – additional information on the goods or services supplied, which can support us in verification of your invoices

	Delivery Date	Date on which the goods or services were supplied
DNAL	Discount	If appropriate either the percentage discount or fixed amount
OPTIONAL	Discount Reason	Where appropriate the basis for the discount
	Comments	Free text

Click "SAVE LINE" when all the necessary data has been input.

Once entered the details will be summarised in the table and the total amount updated:

			Invo	ice 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 ind discount and ind VAT		
01	01	3200000001 1 1			100	100.0000	0.0000	0.0000	100.0000	Acti	ion
	1 item(s) found, displaying 1 to 1.										
_^	dd Line					roice Totals					
					Drive and the second se	roice Lotais					
						Total Amount		nt and exe		.0000	EUR
						VAT 0.00 %				.0000	EUR
	Total Amount incl discount and incl VAT 100.0000 ELR										
	Close Previous Next										

Invoice Line	s					Please pay attention to the total amount field. An
Quantity (Unit)	Unit Price	Total Amount excl discount and excl VAT	Discount (excl. VAT)	VAT Amount	Total Amount incl discount and incl VAT	unexpected ZERO amount might be result of improper
3.00	12.0000	36.0000	0.0000	0.0000	36.0000	use of the fields quantity, unit price or discount.

At the end of the line, you have the "Action" button

You have the possibility to:

- Edit: modify the information of the invoice line
- Copy: copy the invoice line: all information will be copied to a new line, **except the quantity, unit price** and discounts.

Action

• Delete: delete the line.

To add another invoice detail, you may copy one of the previous line or click on the button





Certain information will automatically be filled in based on the first invoice line (Order reference, Order date, delivery Date, Unit...). **THESE FIELDS CAN BE OVERWRITTEN** 

When all lines have been completed click on Next to go to the last step 'confirmation'.

### STEP 5 - Confirm the Invoice Data Entry

The whole invoice is displayed.

All fields in the Confirmation screen are read-only. It is however possible to modify the different fields by clicking on the **EDIT** button.

Supplier Company Details [ <u>edit</u> ]	
Company name*:	
Street:	
Postal Code, City:	
County / State, Country:	List of possible countries
Company Id*:	EANCOUNCILTEST1
VAT:	

You can review the data entered in a line by clicking on VIEW in the Invoice Lines table (at the bottom of the screen.

•	Invoice Lines									
Line ID	Item Name	Order/Internal ref	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	Action
01	Goods	3200015346		1.00	100.0000	100.0000	0.0000	0.0000	100.0000	٩

If you close the document without sending, you will have the choice to save it (it will be in the 'in preparation folder' or not):

Close Document							
Do you want to save the Document ?							
	Yes	No					

It is only possible to save if there is an invoice number entered (see sub-screen 'invoice detail').

Once complete the invoice can be sent to the Council. Please check your invoice total amount before press: "Check & Send":

		Ĺ
Close	Previous	Check & Send

Once the Check & Send button has been clicked the system will perform a validation check on all fields of the invoice. If no blocking problems are identified, it will be sent directly to EMSA's IT system. If the invoice has been successfully sent you will receive the following message:

n sent and will be processed soon.
ок

The status will also be updated in the mailbox screen.

# Errors and Warnings

During the validation checks e-PRIOR will issue both Error Messages and Warning Messages.

**ERROR MESSAGES** - These are issued when the validation check identifies a business rule violation (e.g. a missing mandatory field or an incompatible format). These messages block the invoice, and the errors must be corrected before the invoice can be sent.

Error message will appear at the bottom of the screen:



There are two ways to correct an error:

- 1. Click on the error message the application will take you directly to the field in error (displayed with a red border); or
- 2. 2. Use the **NEXT & PREVIOUS** buttons to go to the form that contains the validation error. Again, the field to be corrected will have a red border.

**WARNING MESSAGES** - These are also issued following the validation check but will not prevent the invoice being sent. Warnings highlight inconsistencies in invoice data and where optional fields are missing.

WHERE AN INVOICE HAS BEEN SAVED BUT CAN NOT BE SUCESSFULLY SENT, E-PRIOR WILL CONTINUE TO SHOW IT IN THE "IN PREPARATION" MAILBOX TAB.

FROM HERE IT CAN BE EDITED AND ALL ERRORS CORRECTED BEFORE SENDING

# Creating a New Credit Note

The creation of credit notes is very similar to the creation of invoice. You may start creating a credit note from scratch, by clicking the 'create credit note' button

	Supplier Portal		📓 e-Invoicing			
European Com	ission >Supplier Portal >e-Invoicing					Help
Inbox	Sent In preparation			Crea	te Invoice	Create Credit Note
I Display more	documents					
Supplier	Customer	Document ID	Document Type	Date <del>v</del>	Status	
Ca Report Filt	ni 🔍 <u>Elter</u>					
				19		
Council Test Supplier1 SP	Council of the European Union	20130812-0115	Invoice	12/08/2013	Received By Th Customer	Action

If you have already created a credit note for this customer, you will save time by selecting COPY from this previously created credit note. In doing this a number of fields will automatically be completed in the new credit note, copied from the existing record (address, VAT, ...).

You may also create a credit note for an already entered invoice - by selecting the 'create credit note' option when clicking on the Action button near the invoice in the 'sent' tab.





Guanta	Credit	Nata
Create	Credit	Note

- by clicking on the "credit note" button

BY DEFAULT, THE CREDIT NOTE WILL BE FOR THE COMPLETE INVOICE. IF YOU WANT A PARTIAL CREDIT NOTE, PLEASE ADAPT AND/OR DELETE LINES.

Please don't forget to also include the Purchase Order / Contract number in credit notes.

# Navigation in the Mailbox

As explained in Section 2, it is possible to apply filters and to perform searches for previously sent documents.

### SORTING

By default, documents in both views are sorted on the Date column in descending order. You can change the sort order according to your needs by clicking on any of the column headers. An arrow displayed next to the column header indicates which column is active as sort criteria. An ascending arrow indicates an ascending sort order; a descending arrow is used for a descending sort order. Clicking on a sorted column alternates the sort order, from descending to ascending or vice versa.

Supplier	Customer	Document ID	Document Type+	Date	Status	

## FILTERS

The Sent Inbox view has filters that can be activated to facilitate a search:

trbox	Sent In proparation				Create In	voice
Display more di	ocuments -					
Supplier	Customer	Document ID	Document Type	Date <del>v</del>	Status	
Reset fikers	G Elter					
	I I		~	EP	~	
Trakeur Lebrun	European Railway Agency	2M/OECE_6241	Invoice	09/12/2011	Received By The Customer	Se
	European Ralway	INVOICE 5797	Invoice	02/12/2011	Received By The Customer	Se
Traiteur Lebrun	Agency			14/11/2011	Received By The	Se

All columns are filterable:

- Text columns accept any alphanumeric search string. The filter you type is automatically enclosed between wildcard characters ("\*") and is case insensitive.
- For date columns, the full date (in the format DD/MM/YYY) can be manually entered or selected in the available calendar pop-up.
- To filter on the **Document Type** or **Status** columns, you must select an option in the corresponding drop-down lists.

When you have defined your filtering criteria, click Filter at the top left of the filter area.

The list of displayed documents is refreshed.

The **Reset filters** option at the top left of the filter area blanks all active filters in the active screen and refreshes the list of displayed documents.

# **Invoice Details**

By double clicking on an item in the "Sent" tab it is possible to display the invoice/credit note document.

Documents are always structured in sections as shown below:

- 1. Title bar
- 2. "Status" area
- 3. "Related documents" area (lists all documents referring to the invoice/cost claim displayed in the 'Status' area, ordered by document type).

Invoice test59572 from Council Tes	t Supplier1 SP to Council of the European Unior	•		Close x
	dit Note			
Invoice				
Document ID: test59572	۵۵ 🛃			
Status: Invoiced		Date:	13/10/2017	
Attachments No attachments	Add		Close )	Send
Related document				
Document ID			Date	
test59572-ATT01			13/10/2017	Ð
			1.80	m(s) found, displaying 1 to 1

**TITLE BAR** - The title bar of a detailed document form shows the ID of the active document, the name of the supplier and the name of the customer. It also contains a **Close** option to exit the document details form.

Invoice test59572 from Council Test Supplier1 SP to Council of the European Union Close x

**STATUS AREA** - This gives the stage of the invoice and gives the user the possibility to Download, Archive, or Copy the invoice.

By clicking on the you can open the Invoice in pdf in a separate window:

Do you want to open or save test59572.pdf (40.8 KB) from webgate.acceptance.ec.europa.eu?
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**RELATED DOCUMENTS** - This field will only be displayed when additional documents have been attached to the invoice.

## **European Maritime Safety Agency**

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