E-INVOICING USING THE SUPPLIER PORTAL

Guide for Suppliers

Legal, Finance and Facilities Corporate Services
Date: May 2023

Table of Contents

1. LOG-IN 3
2. Supplier Portal 3
3. Creating New Invoice Entry 5
4. Invoice Creation Wizard 6
5. Errors and Warnings 14
6. Creating a New Credit Note 15
7. Navigation in the Mailbox 16
8. Invoice Details 17

LOG-IN

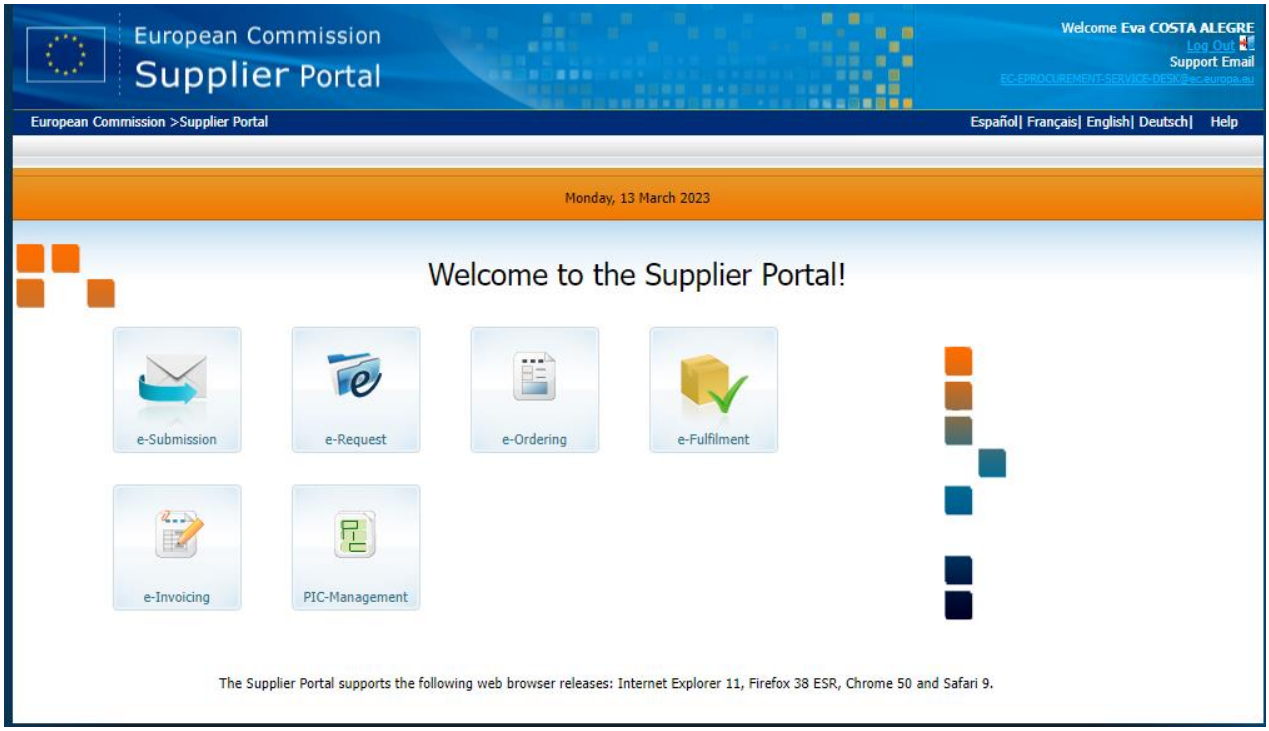
Log-in should be done using and EU LOGIN identifier and password. This EU LOGIN id and access rights must be requested before trying to connect to the supplier portal. The procedure is explained in the document “Guide on e-Invoicing” as well as in the “EU Login Tutorial” that is available under the procurement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

Supplier Portal

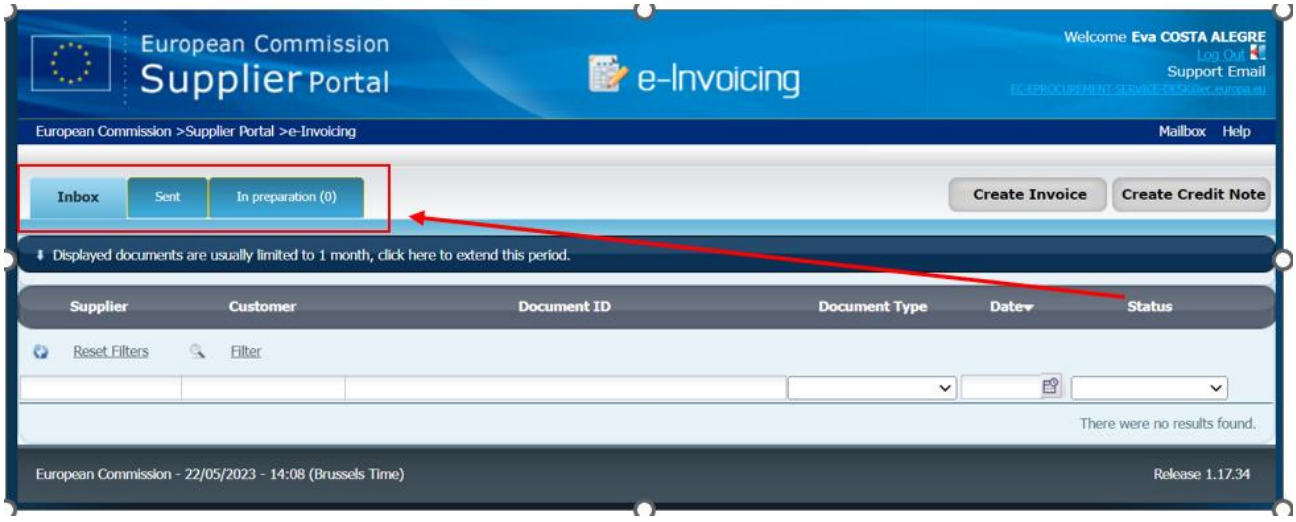
Open your Internet browser and type in https://webgate.ec.europa.eu/supplier_portal_toolbox **(1)**.

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

The Supplier Portal home page is displayed.



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

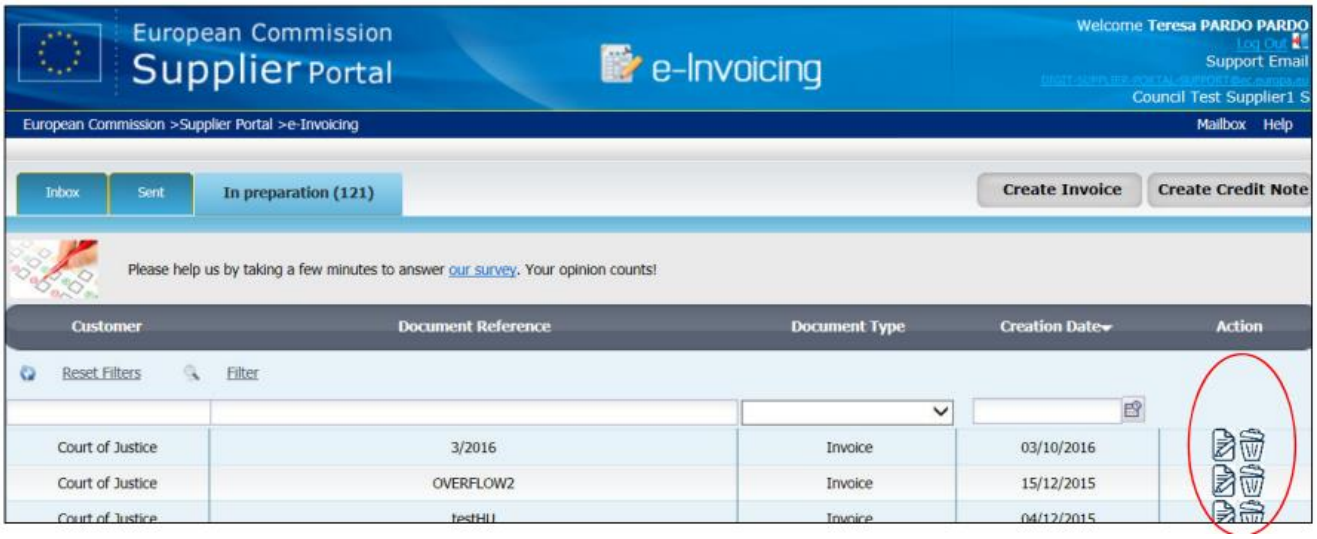


There are three tabs in the mailbox:

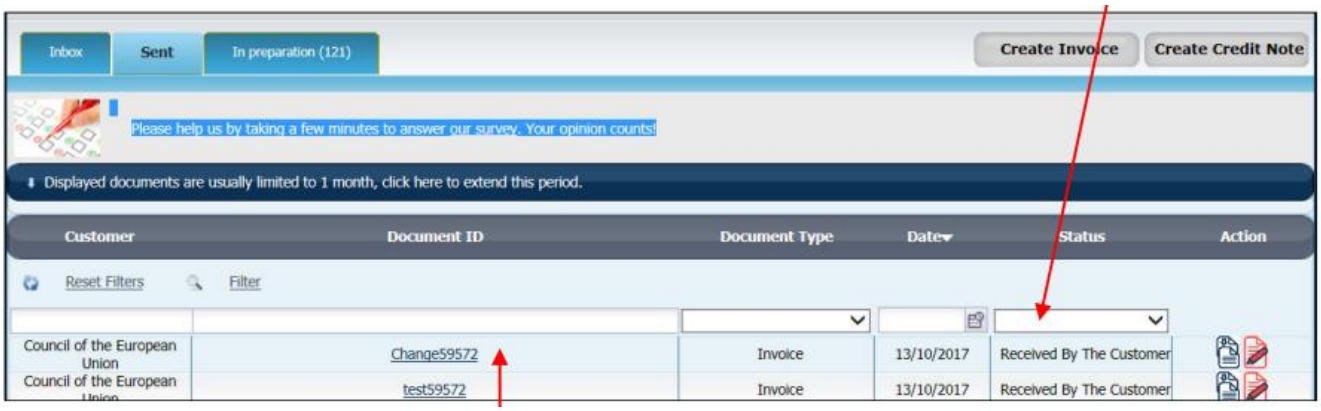
Inbox view - The "Inbox" view shows all the documents (for the e-Invoicing process) received through e-PRIOR from the EMSA's back office. However, in the current version of the application, it is not foreseen that EMSA would send any document to your inbox.

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.

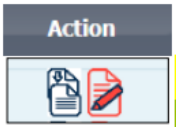
All these documents can still be edited or deleted.



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"



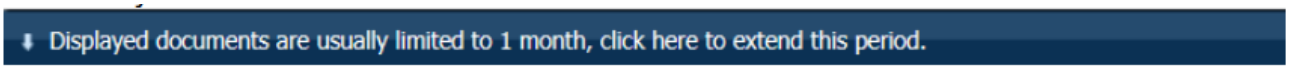
To view the document click on the "Document ID" column. Clicking on the Action button gives you access to the actions that may be done on the invoice:



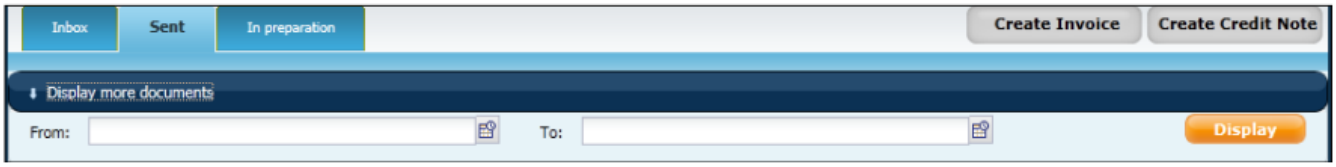
COPY INVOICE - CREATE CREDIT NOTE

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



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

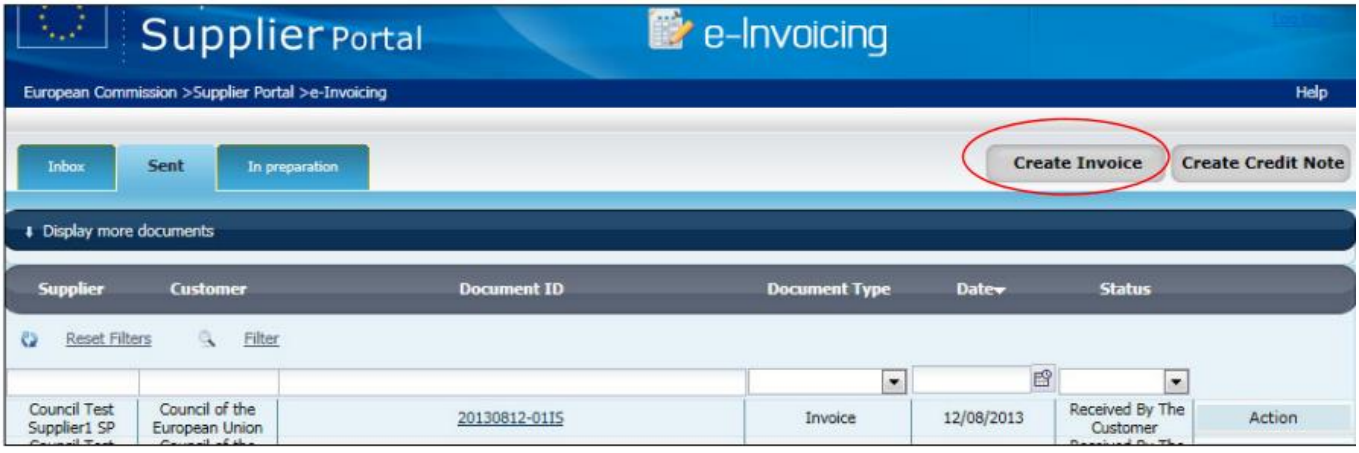


The e-Invoicing mailbox can display documents up to a maximum of 1 year old. Other search and filter options exist in the inbox. These are explained in the section "NAVIGATION".

Creating New Invoice Entry

IMPORTANT: Once you have started using the portal, do not send paper invoices or credit notes anymore

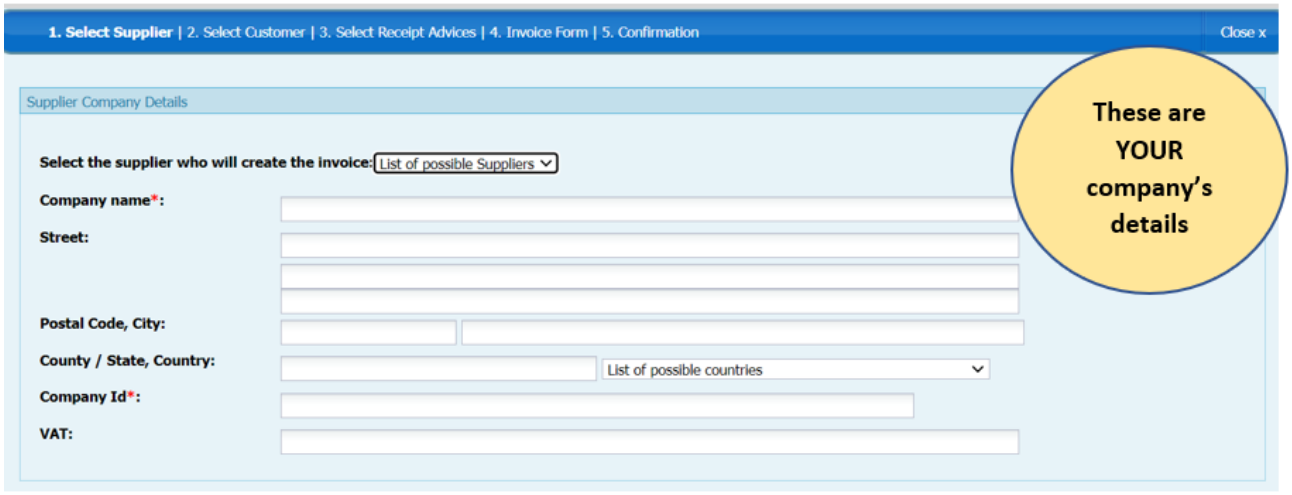
To enter a new invoice, click on the **CREATE INVOICE** button in any of the Mailbox Tabs. If you have already created an invoice for this customer, you will save time by selecting **COPY INVOICE** from this previously created invoice. In doing this a number of fields will automatically be completed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



Invoice Creation Wizard

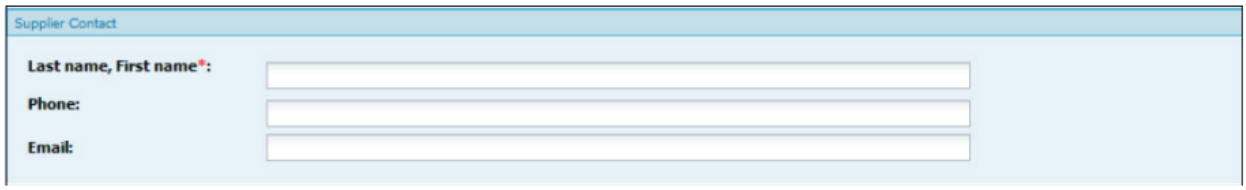
STEP 1 - Supplier Company detail

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.



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

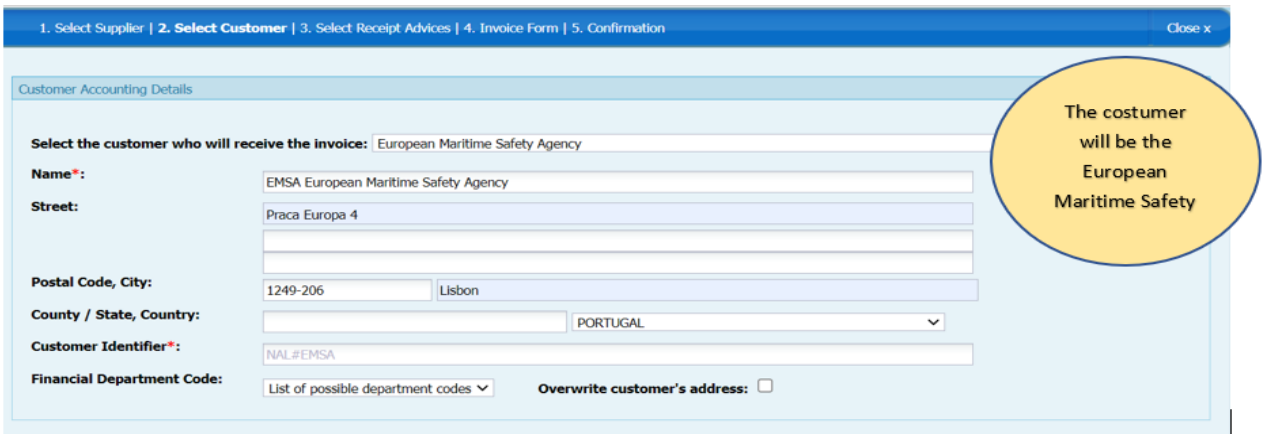
In the SUPPLIER CONTACT field you should enter details about the contact person dealing with this invoice



Click on

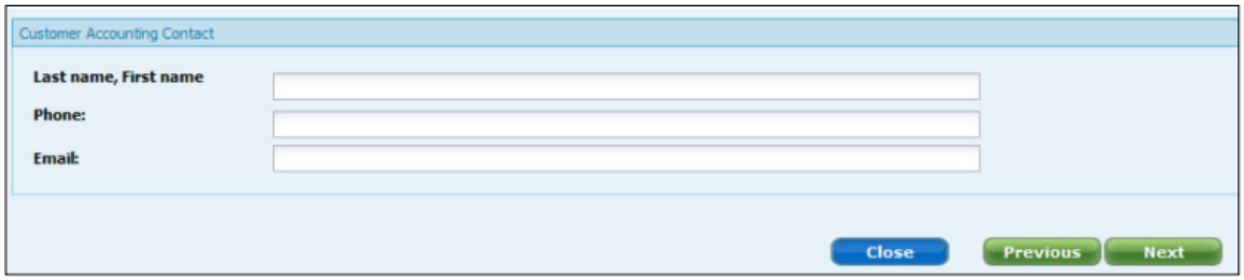
STEP 2 - Select the Customer

Select the Customer from the drop-down list



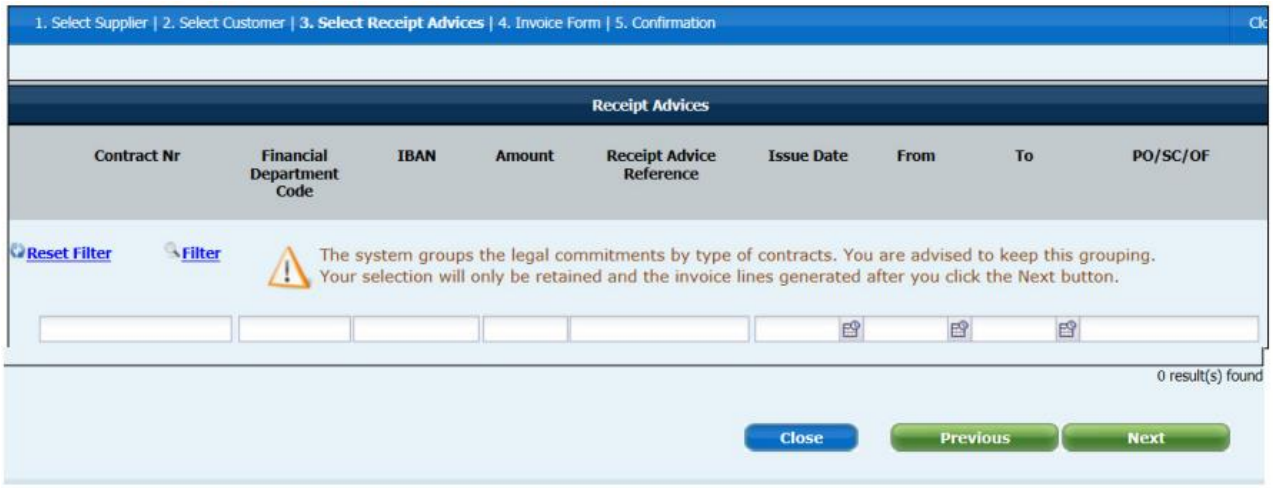
Customer identifier - This is the identification number of EMSA in e-PRIOR and is automatically filled in by the application.

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



Click on Next

STEP 3 - Select Receipt Advice

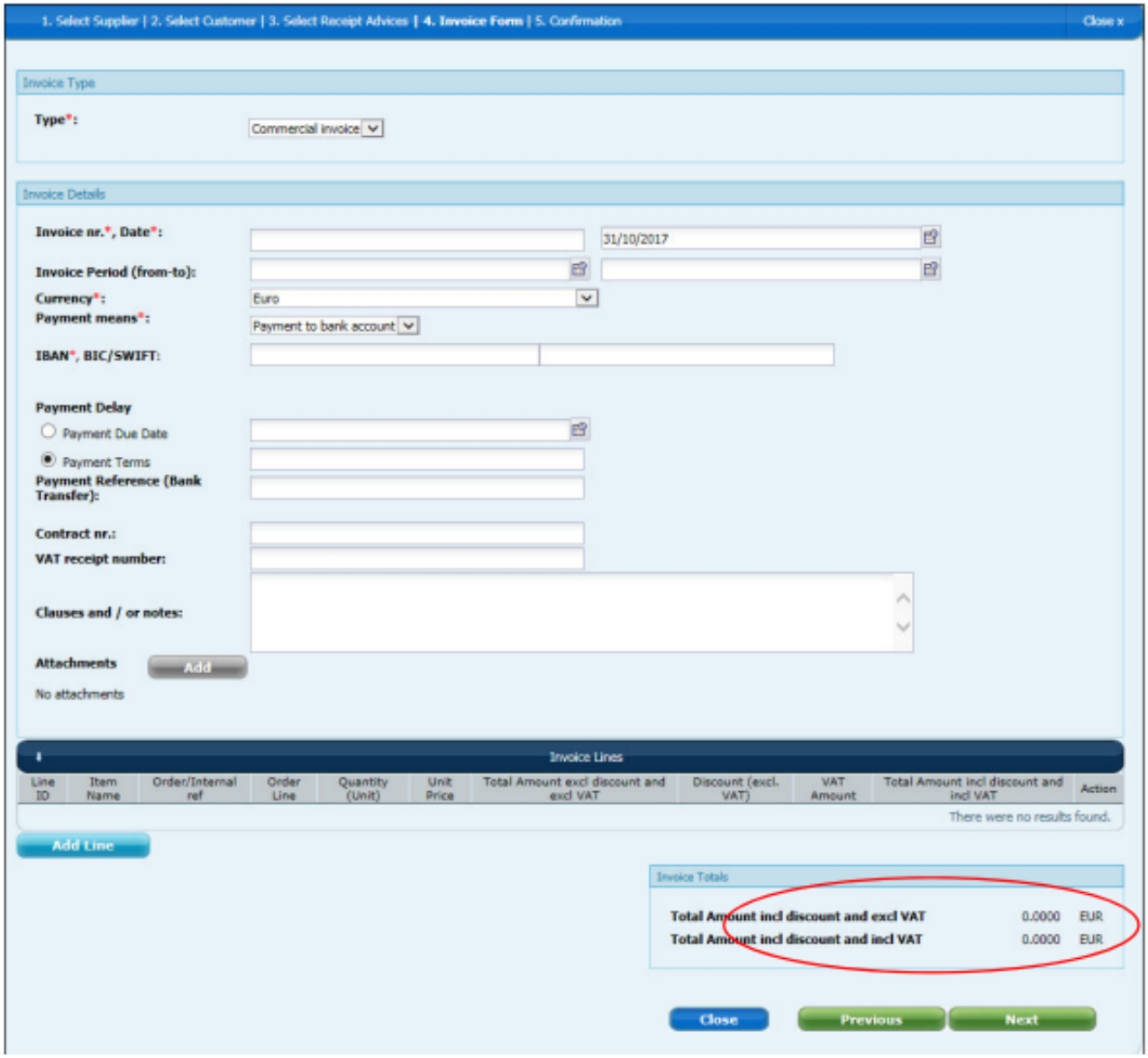


It is not necessary to fill in this part for invoices directed to the European Maritime Safety Agency.

Click on Next

STEP 4a – Complete the invoice details

INVOICE TYPE - Select "Commercial Invoice"

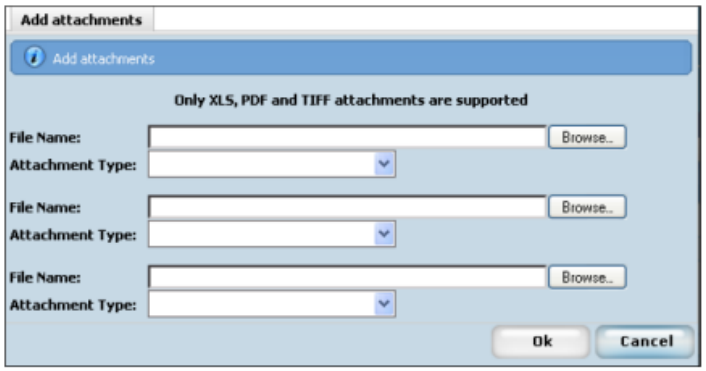


Total amounts will automatically be updated

Mandatory & Optional Fields

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

OPTIONAL	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
	Contract Number	The contract number if any
	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.

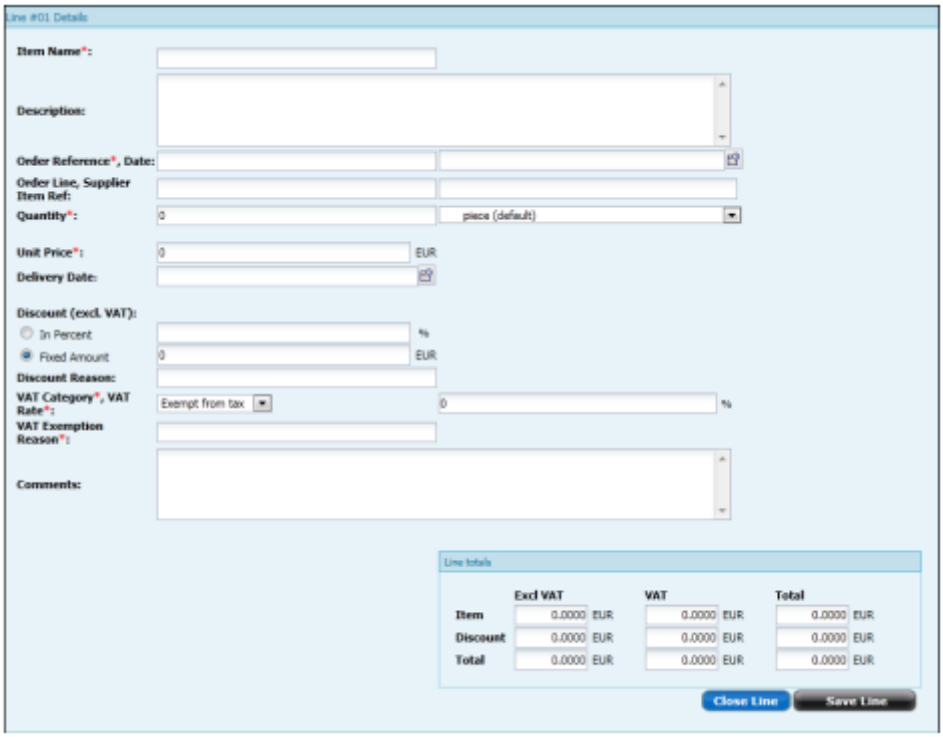


Files with the following format may be attached: pdf, tiff, tif, xls, xlsx, doc, rtf, ppt, pps, xml, txt, bmp, gif, jpg, peg, png, msg, docx, pptx, jpeg, jpe.

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

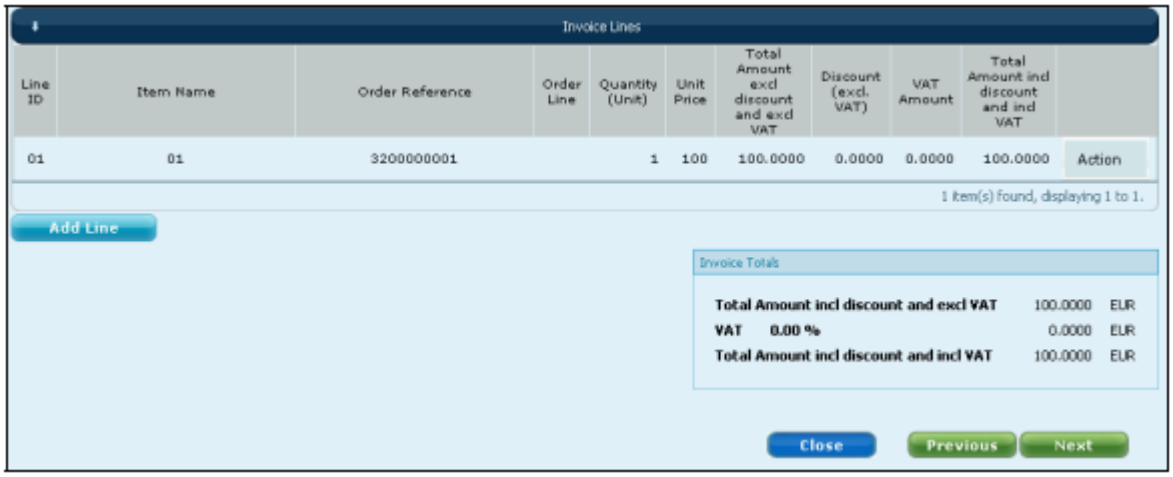


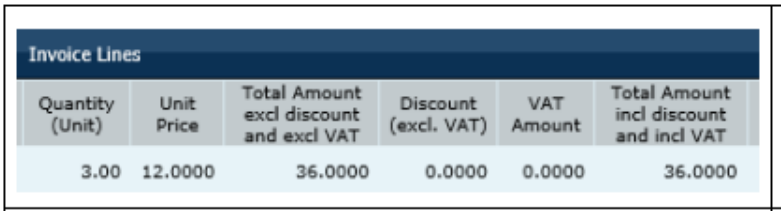
MANDATORY	Item Name	Short description of goods or services supplied
	Order Reference	Number of the related Purchase Order / Contract
	Quantity	Quantity of items supplied
	Unit Price	Enter the unit price or if the total amount is to be invoiced enter this amount here and quantity of 1
	VAT Category	Select 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

OPTIONAL	**D**elivery Date	Date on which the goods or services were supplied
	Discount	If appropriate either the percentage discount or fixed amount
	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:





Please pay attention to the total amount field. An unexpected ZERO amount might be result of improper 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.**
- 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**

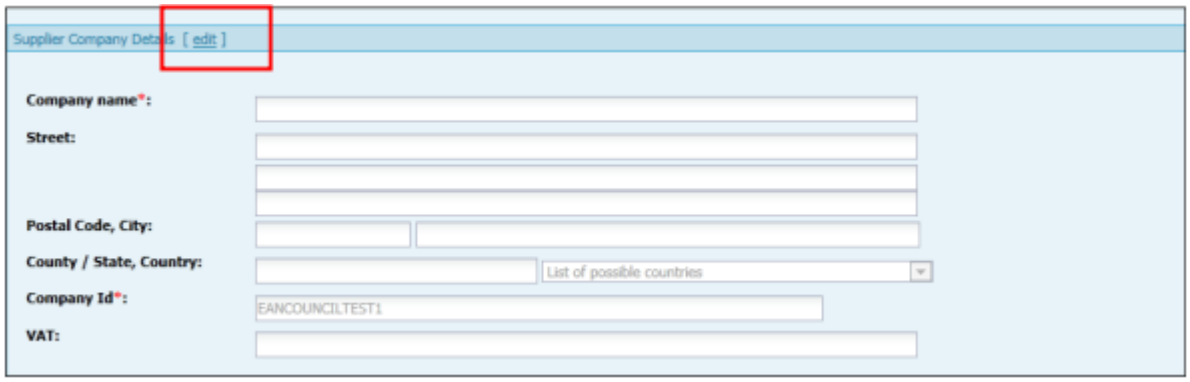
When all lines have been completed click on

to go to the last step 'confirmation'.

STEP 5 - Confirm the Invoice Data Entry

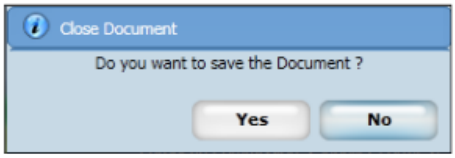
The whole invoice is displayed.

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



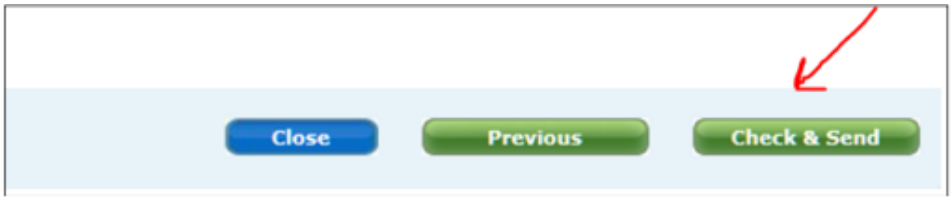
You can review the data entered in a line by clicking on VIEW in the Invoice Lines table (at the bottom of the screen.

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):

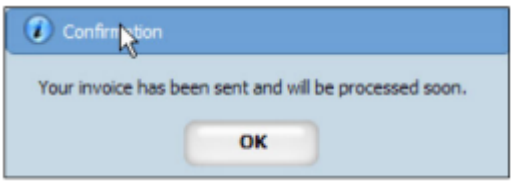


It is only possible to save if there is an invoice number entered (see sub-screen 'invoice detail').

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



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:



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.

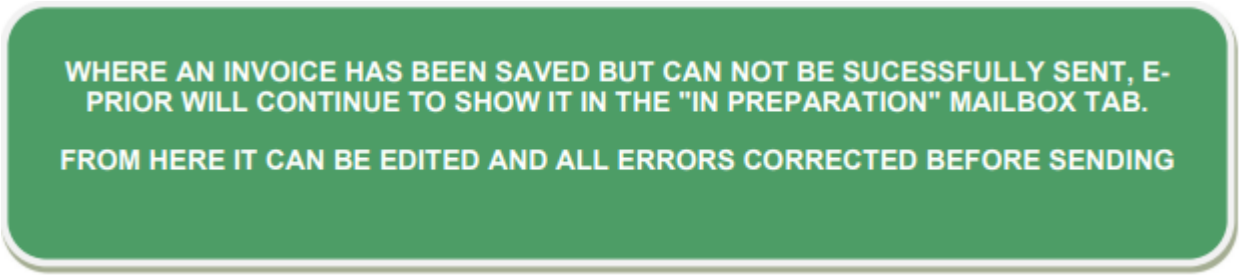
Error message will appear at the bottom of the screen:

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

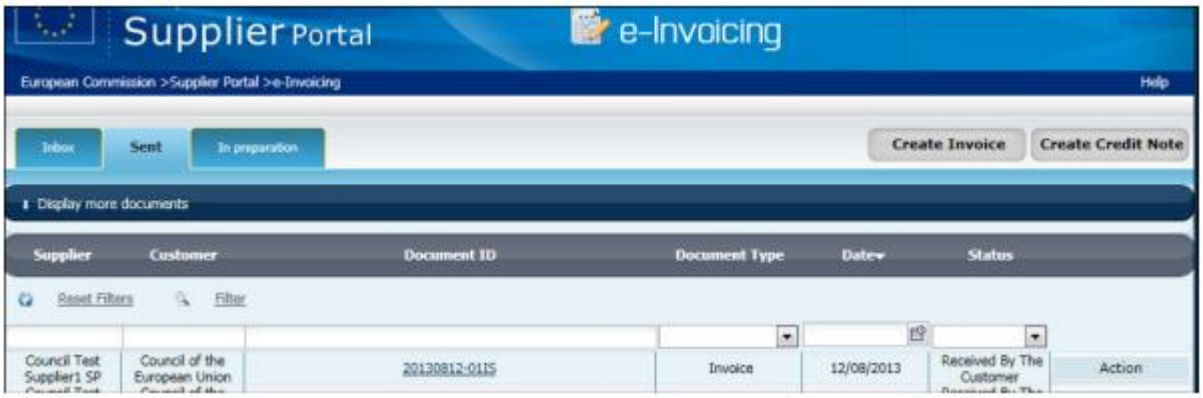
2. 2. Use the **NEXT & PREVIOUS** buttons to go to the form that contains the validation error. Again, the field to be corrected will have a red border.

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.



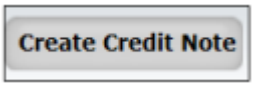
Creating a New Credit Note

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



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.

- 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.

FILTERS

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

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/YYYY) 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.

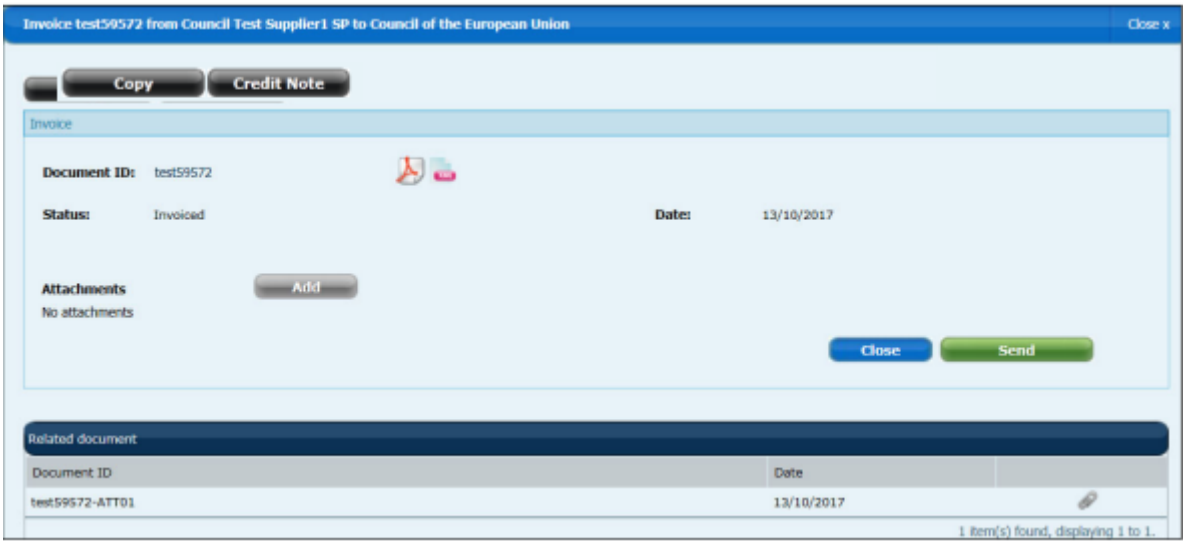
The **Reset filters** option at the top left of the filter area blanks all active filters in the active screen and refreshes the list of displayed documents.

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).



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.

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:

RELATED DOCUMENTS - This field will only be displayed when additional documents have been attached to the invoice.

European Maritime Safety Agency
Praça Europa 4
1249-206 Lisbon, Portugal
Tel +351 21 1209 200
Fax +351 21 1209 210
emsa.europa.eu