



E-INVOICING USING THE SUPPLIER PORTAL

A Guide for Suppliers



LOG-IN

Log-in should be done using an 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 document "ACCESS TO E-INVOICING", part of the "B. how to access to e-invoicing". For more information contact the Council of the European Union e-invoicing coordinator: invoices@consilium.europa.eu

In your browser, type the following address:

https://webgate.ec.europa.eu/supplier_portal/welcome/welcome.do

For Google Chrome:

https://webgate.ec.europa.eu/supplier_portal_toolbox/welcome/welcome.do

Note: It is recommended using Internet Explorer IE version 6.x or above. Other web browsers have been tested, but the layout of the Supplier Portal might be different.

EU Login
One account, many EU services

Where is ECAS?

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Fill in your e-mail address and click on

Next



E-INVOICING USING THE SUPPLIER PORTAL

A Guide for Suppliers

EU Login
One account, many EU services

supplier_portal requires you to authenticate

Sign in to continue

Welcome

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

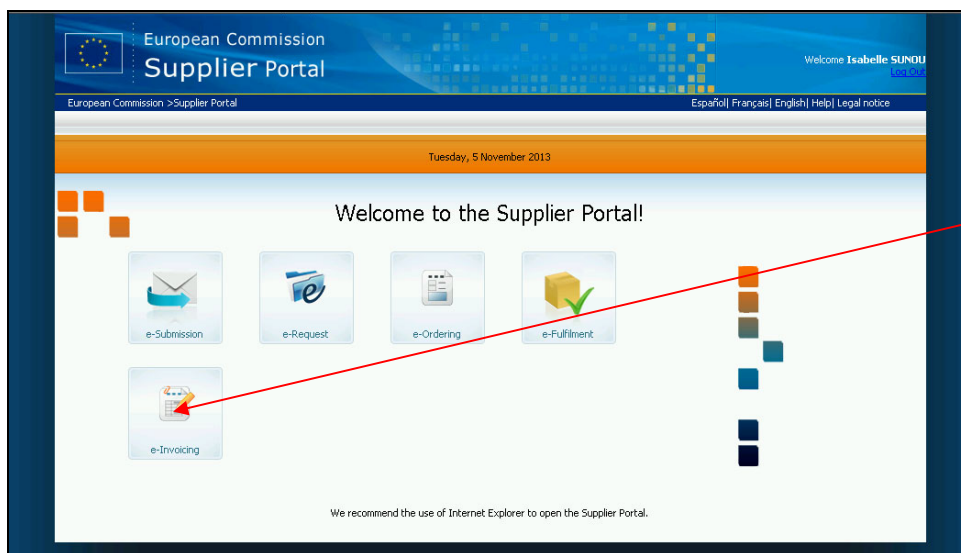
Choose your verification method

Password

Sign in

Fill in your password and click on

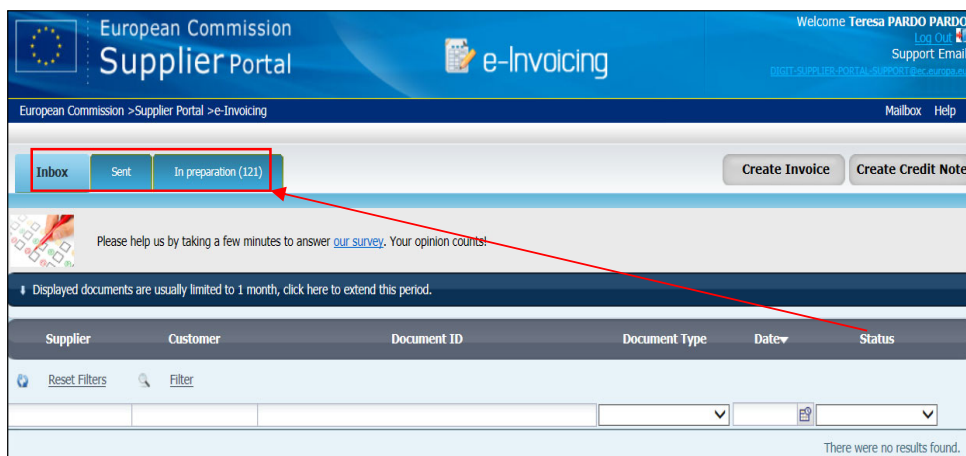
You will then be connected to the Supplier Portal welcome screen.



Select the e-invoicing icon

E-INVOICING MAILBOX

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

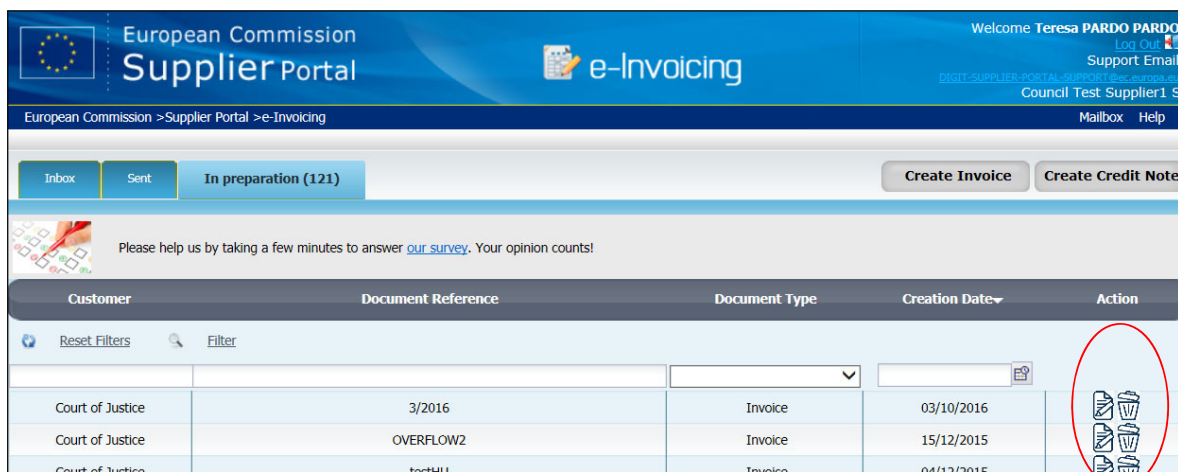


There are three tabs in the mailbox:

1. Inbox
2. Sent
3. In preparation

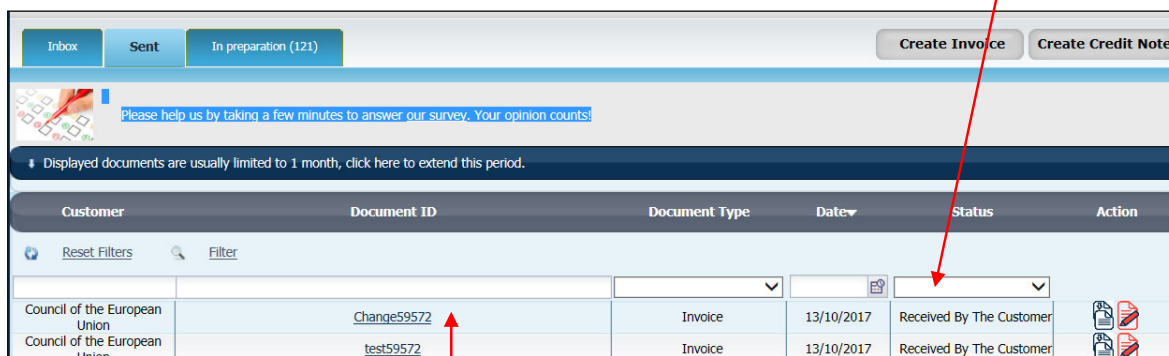
Inbox view - The "Inbox" view shows all the documents (for the e-Invoicing process) received through e-PRIOR from the Council's back office. In the current version of the application, it is not foreseen that the Council would send any document to your inbox.





In preparation view - The "In preparation" view shows all the e-invoicing documents that have been created but not yet sent to the Council. In other words, this view shows all your "draft" documents. All these documents can still be edited.



In the **"Action" column** you can select an invoice for editing or deleting.

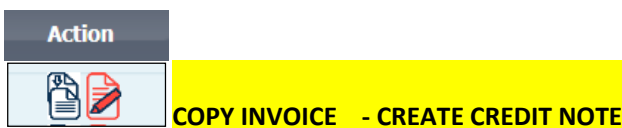
Sent view - The "Sent" view is the default mailbox view when entering the application. It shows all the e-Invoice documents sent through e-PRIOR. The status of the invoice is visible - e.g. "Received by the Customer"



Customer	Document ID	Document Type	Date	Status	Action
Council of the European Union	Change59572	Invoice	13/10/2017	Received By The Customer	 
Council of the European Union	test59572	Invoice	13/10/2017	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 :

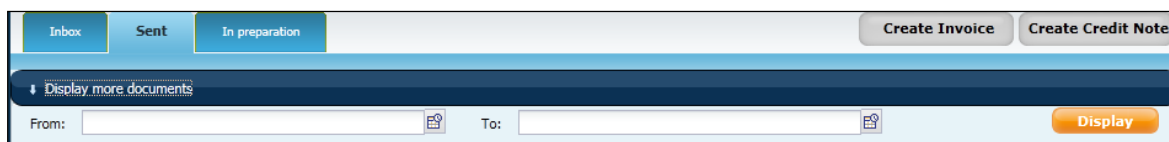


The Copy icon next to any invoice allows you to start creating a new invoice with many fields prefilled with the data from the copied invoice.

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

↓ 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



And click on **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 A 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, ...).

Supplier	Customer	Document ID	Document Type	Date	Status	Action
Council Test Supplier1 SP	Council of the European Union	20130812-0115	Invoice	12/08/2013	Received By The Customer	

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 Customer | 3. Invoice Form | 4. Confirmation

Supplier Company Details

Select the supplier who will create the invoice: Council Test Supplier1 SP

Company name*:

Street:

Postal Code, City:

County / State, Country: List of possible countries

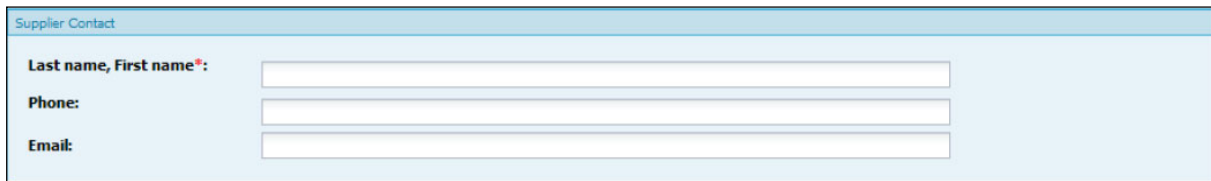
Company Id*: EANCOUNCILTEST1

VAT:

These are YOUR Company's details

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:

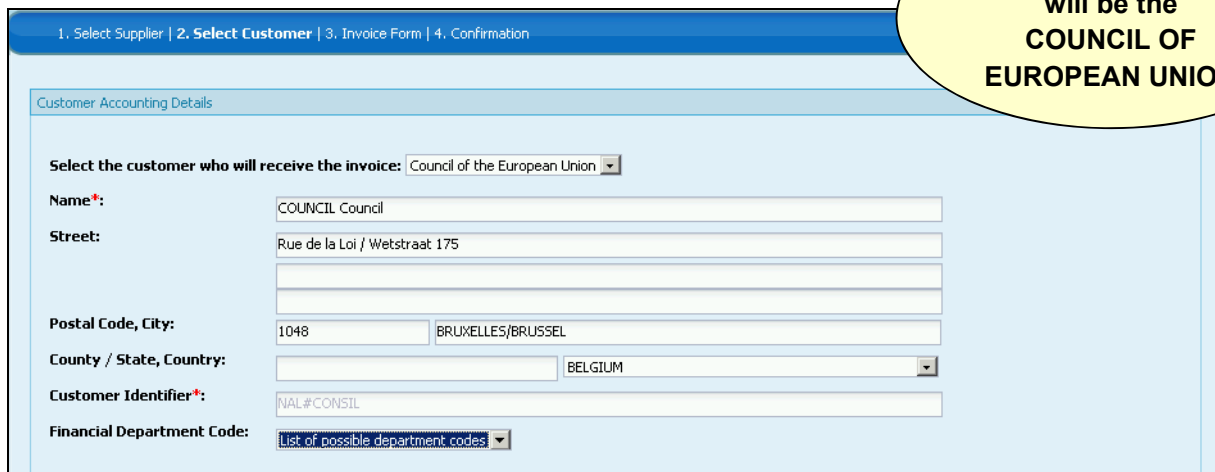
Email:

Click on

Next

STEP 2 - Select the Customer

Select the Customer from the drop down list



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

Customer Accounting Details

Select the customer who will receive the invoice: Council of the European Union ▼

Name*: COUNCIL Council

Street: Rue de la Loi / Wetstraat 175

Postal Code, City: 1048 BRUXELLES/BRUSSEL

Country / State, Country: BELGIUM ▼

Customer Identifier*: NAL#CONSIL

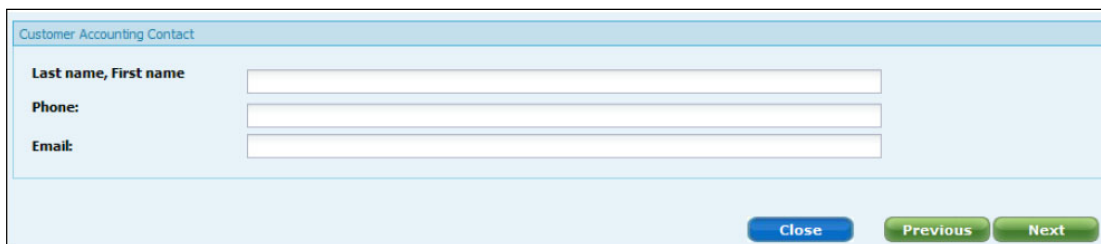
Financial Department Code: List of possible department codes ▼

The **CUSTOMER**
will be the
**COUNCIL OF
EUROPEAN UNION**

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

Financial department code - This field is not used by the Council.

Add the contact information of the customer (optional).



Customer Accounting Contact

Last name, First name:

Phone:

Email:


Close Previous Next

Click on

Next

STEP 3 - Select Receipt Advices

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

Receipt Advices								
Contract Nr	Financial Department Code	IBAN	Amount	Receipt Advice Reference	Issue Date	From	To	PO/SC/OF
Reset Filter Filter  The system groups the legal commitments by type of contracts. You are advised to keep this grouping. Your selection will only be retained and the invoice lines generated after you click the Next button.								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

0 result(s) found

[Close](#) [Previous](#) [Next](#)

It is not necessary to fill in this part for invoices directed to the Council of the European Union.

Click on



STEP 4a - Complete the Invoice Details

INVOICE TYPE - Select "Commercial Invoice"

Invoice Type

Type*: List of possible invoices ▼

- List of possible invoices
- Commercial invoice
- Cost claim

INVOICE DETAILS

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

Invoice Type

Type*: Commercial invoice ▼

Invoice Details

Invoice nr.*, Date*: 31/10/2017

Invoice Period (from-to):

Currency*: Euro ▼

Payment means*: Payment to bank account ▼

IBAN*, BIC/SWIFT:

Payment Delay

☐ Payment Due Date

☒ Payment Terms

Payment Reference (Bank Transfer):

Contract nr.:

VAT receipt number:

Clauses and / or notes:

Attachments Add

No attachments

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
There were no results found.										

Add Line

Invoice Totals


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

Close Previous Next

Total amounts will automatically be updated

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. Our system takes invoice number as default. For Belgium suppliers, insert payment reference.
	Payment delay	Due date or payment terms
	Contract Number	The contract number if any.
	VAT receipt nr	For suppliers from PT , your NIF number, the "FATURA-RECIBO" number and date.
	Comments	Free text
	Attachments	Use the ADD button to attach supporting documents. Please notice, it's not necessary to add your paper version invoice

Add attachments

 Add attachments

Only XLS, PDF and TIFF attachments are supported

File Name:

Attachment Type:

File Name:

Attachment Type:

File Name:

Attachment Type:

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).

Previously attached files can be removed by using the corresponding

REMOVE button


Attachments

additional info.pdf

Add Remove

General advice: DO NOT ATTACH THE INVOICE PRINTED USING YOUR OWN INVOICING SYSTEM.


The official invoice is the electronic one, and its readable version in .pdf will be generated by the e-Invoicing system itself. Adding your own version of the invoice could lead to confusion. Inconsistently specified critical invoice elements as invoice number, VAT number and invoice amount might cause invoice rejection.

Do not send invoice supporting documents by the post, but (scan them) and attach them to the e-Invoice in the e-Invoicing portal.

Please add invoice detail lines

STEP 4b - Complete the Invoice Line Details

Use the **ADD LINE** button to create/add additional lines.



Add Line

Line #01 Details

Item Name*:

Description:

Order Reference*, Date:

Order Line, Supplier
Item Ref:

Quantity*: piece (default)

Unit Price*: EUR

Delivery Date:

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

Discount Reason:

VAT Category*, VAT Rate*: Exempt from tax 0 %

VAT Exemption Reason*:

Comments:

Line totals

	Excl VAT		VAT		Total	
Item	0.0000	EUR	0.0000	EUR	0.0000	EUR
Discount	0.0000	EUR	0.0000	EUR	0.0000	EUR
Total	0.0000	EUR	0.0000	EUR	0.0000	EUR

Close Line Save Line

MANDATORY	Item name	Short description of goods or service supplied
	Order reference	Number of the related Purchase Order (10 digit number starting with 32 or 33 - for example: 3200020325)
	Quantity	Quantity of items supplied
	Unit Price	Enter the unit price or if a total amount is to be invoiced enter this amount here and a 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 , that you can find in our PO form (see page 19)
	Description	Free text - additional information on the goods or services supplied, which allow our services to verify your invoices (you can add supporting documents as delivery notes, purchase order, etc.)
OPTIONAL	Delivery 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:

Invoice Lines										
Line ID	Item Name	Order Reference	Order Line	Quantity (Unit)	Unit Price	Total Amount exd discount and exd VAT	Discount (excl. VAT)	VAT Amount	Total Amount incl discount and incl VAT	
01	01	3200000001		1	100	100.0000	0.0000	0.0000	100.0000	Action

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

[Add Line](#)

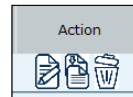
Invoice Totals

Total Amount incl discount and excl VAT	100.0000	EUR
VAT 0.00 %	0.0000	EUR
Total Amount incl discount and incl VAT	100.0000	EUR

[Close](#)
[Previous](#)
[Next](#)

Invoice Lines					
Quantity (Unit)	Unit Price	Total Amount excl discount and excl VAT	Discount (excl. VAT)	VAT Amount	Total Amount incl discount and incl VAT
3.00	12.0000	36.0000	0.0000	0.0000	36.0000

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.

Supplier Company Details [\[edit \]](#)

Company name*:

Street:

Postal Code, City:

County / State, Country:

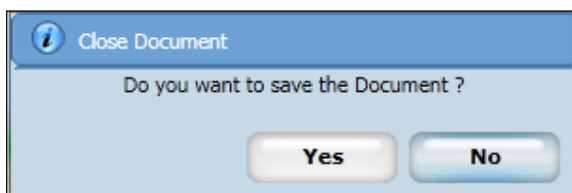
Company Id*:

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	

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 :



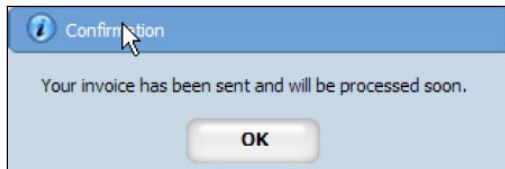
It is only possible to save if there is an invoice number entered (see sub-screen 'invoice detail').

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 the COUNCIL 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. 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.

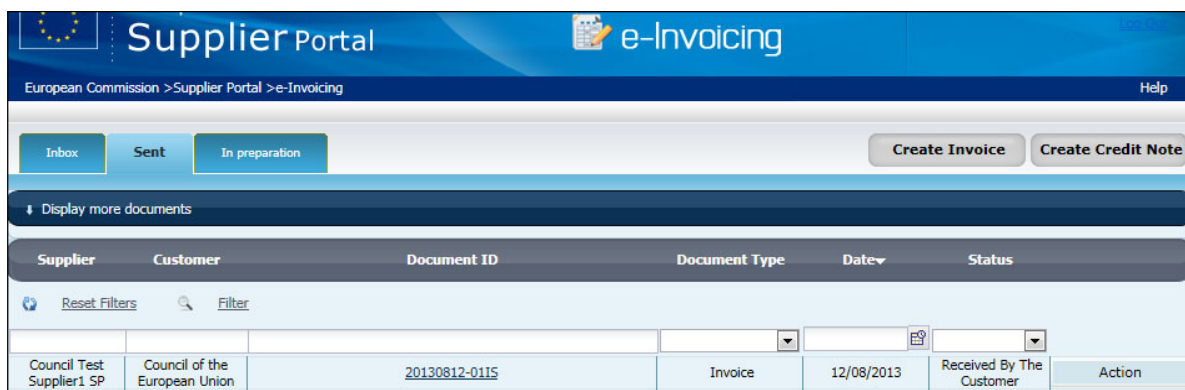
WHERE AN INVOICE HAS BEEN SAVED BUT CAN NOT BE SUCESSFULLY SENT, E-PRIOR WILL CONTINUE TO SHOW IT IN THE "IN PREPARATION" MAILBOX TAB.

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.



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.



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 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:

Inbox

Sent

In preparation

Create Invoice

Display more documents

Supplier	Customer	Document ID	Document Type	Date▼	Status
<div><div>Reset filters</div><div>Filter</div></div>					
Traiteur Lebrun	European Railway Agency	INVOICE 6241	Invoice	09/12/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	INVOICE 5797	Invoice	02/12/2011	Received By The Customer
Traiteur Lebrun	European Railway Agency	Reminder-11173048-11/11/2011	Invoice	14/11/2011	Received By The Customer

3 item(s) found, displaying 1 to 3. | Page(s): <Prev | 1 | Next>

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).



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

Copy **Credit Note**

Invoice

Document ID: test59572  

Status: Invoiced **Date:** 13/10/2017

Attachments Add

No attachments

Close Send

Related document

Document ID	Date	
test59572-ATT01	13/10/2017	


1 item(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**? Open Save Cancel x

(see annex 1).

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



ANNEX 1 - PDF of Invoice Details

INVOICE									
Invoice issue date	Registration date	Invoice number	Invoice period	Customer's assigned account ID	Tax point date				
15/04/2019	15/04/2019	2019-CI-765-4321	Start date: End date:						
Customer		Customer contact		Supplier		Supplier contact			
Name: COUNCIL Council of the European Union		Madame F. Antasia Tel: +32-2-281-0000 Email: F.Antasia@consilium.europa.eu		LEF ID: EANCOUNCILF1 Name: PALMTREE Trading company		Hugo Weizenkeim Email: Hugo.Weizenkeim@palmtree-trading.com			
Address: Department code: COUNCIL Rue de la Loi / Wetstraat 175 1048 Bruxelles / Brussel BELGIUM				Address: Sunset avenue 1147 - Silver building 1234 AEX Sun City BAHAMAS					
Endpoint ID: CONSIL				Endpoint ID: EANCOUNCILF1 VAT: 4321-CD-654321 Party Legal Entity: EANCOUNCILF1					
Currency information				Payee party		Payee party contact			
Document currency: EUR Tax currency: EUR Currency of payment:				Name: COUNCIL Council of the European Union					
Contractual information									
Framework contract reference:									
Framework contract date:									
Specific Contract/Order reference: 3200054321									
Invoice lines									
Lines description									
Line ID	Description	Actual delivery date	Order line	Quantity	Unit price	Amount			
1	01 production of brochures following order of February 2019 Note: delivery contained some 25 supplementary items not invoiced			120.00 piece	4,10 EUR	492,00 EUR			
2	02 freight cost			1.00 piece	57,00 EUR	57,00 EUR			
Clauses and / or notes:				Invoice totals					
				Total line amount 549,00 EUR					
				Total charge amount 0,00 EUR					
				Total allowance amount 0,00 EUR					
				Tax exclusive amount 549,00 EUR					
				Total tax amount 0,00 EUR					
				Tax inclusive amount 549,00 EUR					
				Payable rounding amount					
				Prepaid amount 0,00 EUR					
				Total amount due 549,00 EUR					
Payment information									
Payment due date	Means of payment	Channel of payment	Account number	Credit account	Seller's bank	Payment instruction	Payment note	Sort code	
	Payment to bank account	IBAN	XX99 8765 4321		BANKXXXCOD99	CI-765-4321			
Accounting cost:									
Terms of payment: within 30 days:									
Tax exchange rate source currency:									
Tax exchange rate target currency:									
Tax exchange rate date:									
Tax exchange rate:									
Delivery information									
Delivery terms:									
Delivery special terms:									
Delivery location:									
Actual delivery date:									
Additional document information									
Tax subtotals at document level									
Tax type	Tax category	Tax rate	Tax exemption reason	Taxable amount	Tax amount				
VAT	Zero rated goods	0.00%		549,00 EUR	0,00 EUR				
Additional line information									
Tax subtotals at line level									
Line ID	Tax type	Tax category	Tax rate	Taxable amount	Tax amount				
1	VAT	Zero rated goods	0.00%	492,00 EUR	0,00 EUR				
2	VAT	Zero rated goods	0.00%	57,00 EUR	0,00 EUR				
Tax classified category at line level									
Tax type	Tax category	Tax rate	Tax exemption reason						
VAT	Zero rated goods	0.00%							



For Belgium:

Exonération directe de la TVA - article 42 par 3.3 du code TVA
BTW-vrijstelling ingevolge Artikel 42 bij 3.3 van de BTW-code

For other countries: "VAT exemption-European Union - Article 151 of Directive 2006/112/EC"