

# ECDC E-ADMINISTRATION PROJECT

RESOURCE MANAGEMENT AND COORDINATION

## Guide to e-Invoicing

29 June 2018

E-Invoicing is a module of e-PRIOR, which is a platform developed by the European Commission. Suppliers can use e-Invoicing to send electronic invoices, credit notes and other documents to their contracting authorities for payment. The e-PRIOR platform then sends the documents to the back office of the respective contracting authority, where they are validated internally and processed.

E-PRIOR also updates the supplier on the status of the documents sent via the appropriate web services, depending on the type of connection used.

As an ECDC contractor, you can set up a connection in order to send your invoices to us electronically.

**Note:** Any valid framework contract that does not allow for the electronic exchange of documents must be amended prior to the configuration of e-Invoicing. Furthermore, most of the links set out in this document will require you to have an EU Login. You can create one free of charge here: <https://ecas.ec.europa.eu/cas/eim/external/help.cgi>

### How to connect to e-PRIOR

There are three options for connecting to ECDC: the supplier portal; a service provider or OpenPEPPOL.

The following summarises each of the possible connections and steps for joining the process.

#### Supplier portal

The supplier portal is a web portal used by suppliers for e-procurement activities such as the submission of offers to tenders and, in this case, electronic invoices to contracting authorities (e.g. ECDC). The portal provides status updates on the invoices sent. To connect to the supplier portal:

- Complete the [e-invoicing\_supplier\_portal\_access\_rights.xlsx] file and submit it to: [e-invoicing@ecdc.europa.eu](mailto:e-invoicing@ecdc.europa.eu).
- The activation and access request will then be configured.
- Once confirmed by ECDC, you will be able to start using the portal. To access the portal click [here](#) (EU Login required).

An instruction guide on how to use the portal is available on ECDC's [website](#) (see 'Useful links' on the 'Procurement and grants' page.)

#### Service provider

A service provider is a private VAN provider that can send electronic documents on your behalf, usually for a fee. Several service providers are already compliant and integrated with e-PRIOR and if a supplier wishes, it is therefore possible to connect through one of these providers. Some service providers are even already connected to PEPPOL. To take advantage of this option:

- Liaise with a third party that can send your invoices through e-PRIOR on your behalf. You can consult a list of service providers that are already connected to e-PRIOR by clicking [here](#) (EU Login required). If you already have a service provider, you will need to check whether they have a connection to e-PRIOR. If not, the IT teams of both parties will need to coordinate in order to set up the connection.
- Consult ECDC to obtain its unique identifier.
- You will then be able to start sending invoices to the service provider and these will be forwarded to e-PRIOR.

## OpenPEPPOL

OpenPEPPOL is a pan-European instrument designed to facilitate electronic procurement (eProcurement) at European level. You can join OpenPEPPOL and send your invoices through the network by:

- developing your own access point (this option involves administrative costs and membership fees);
- becoming a PEPPOL authority (this option involves administrative costs and membership fees);
- using a service provider that is already on the network: for the list of members see: <http://peppol.eu/who-is-who/openpeppol-member-list-2/> (no EU Login required).

For more information, visit <http://peppol.eu>. (no EU Login required).

## Communication channel

To apply to set up E-invoicing or if you have further questions, please contact [e-invoicing@ecdc.europa.eu](mailto:e-invoicing@ecdc.europa.eu), sending all necessary information and documents.

## Documents to be signed and dated after being awarded a tender

After being awarded a tender, depending on the choice made, the following documents must be sent to [e-invoicing@ecdc.europa.eu](mailto:e-invoicing@ecdc.europa.eu):

- E-invoicing supplier portal access rights (if your connection is via a supplier portal.) In the case of a joint tender, the leader must complete the file. The file can be downloaded from ECDC's [website](#) ('Useful links' on the 'Procurement and grants' page).
- Service provider's legal entity name (if your connection is via a third party service provider.)
- PEPPOL ID (if your connection is via PEPPOL.)

## Additional information

If communication via electronic data interchange is prevented due to factors beyond the control of one party and cannot be restored within an appropriate period, an alternative messaging form may be used, as specified in Article II.5.1 of the General Conditions of the draft contract, until communication via electronic data interchange has been restored.

## Support

For more detailed information on e-Invoicing, available connections and the connection process please see the following link (EU Login required): <https://webgate.ec.europa.eu/fpfis/wikis/display/ePRIOR/I%27m+a+Supplier>.

For technical assistance please contact e-PRIOR support at [digit-eprior-support@ec.europa.eu](mailto:digit-eprior-support@ec.europa.eu).

You may also direct your queries to [e-invoicing@ecdc.europa.eu](mailto:e-invoicing@ecdc.europa.eu).

A guide on how to acquire an EU Login account is available on ECDC's [website](#) ('Useful links' on the 'Procurement and grants' page).