

EMSA E-ADMINISTRATION PROJECT

Guide to e-Invoicing

Legal, Finance and Facilities Corporate Services

Date: May 2023

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1. What is e-Invoicing

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 EMSA contractor, you can set up a connection 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 an EU Login.

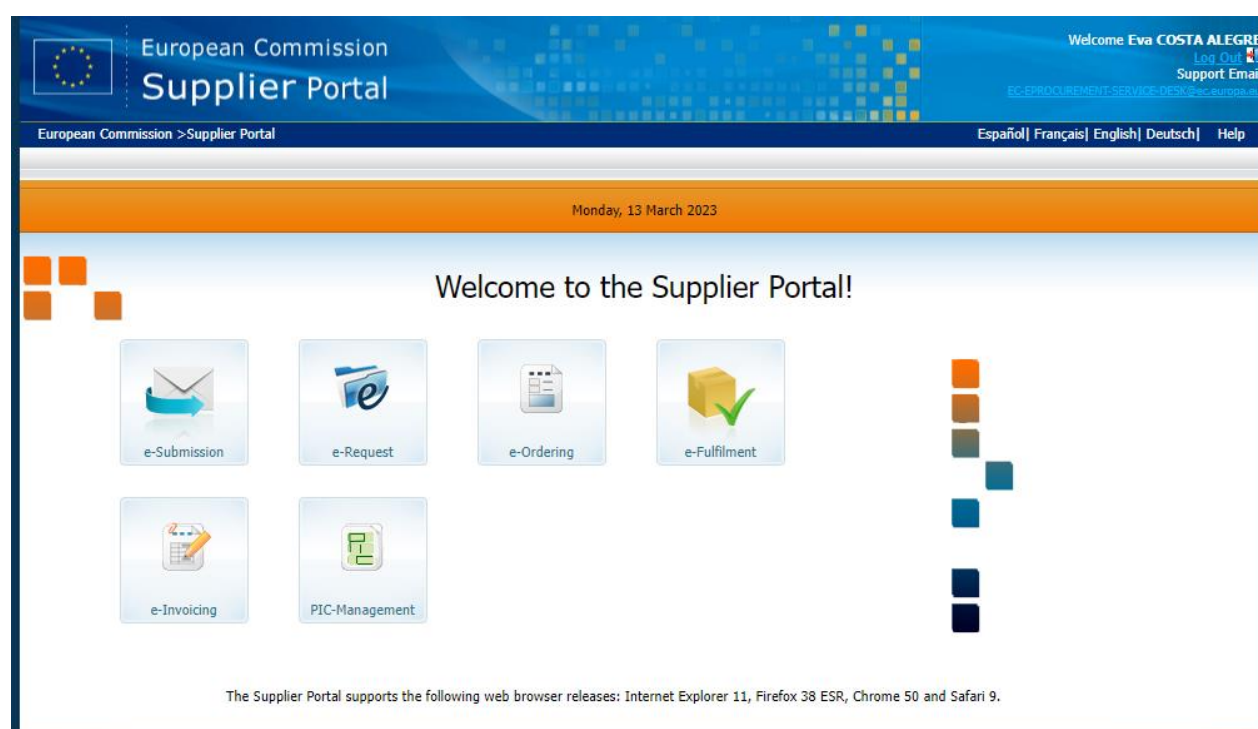
2. How to connect to e-Prior

There are three different options for connecting to EMSA:

- The supplier portal
- Third party service provider
- PEPPOL connection

3. 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., EMSA). The portal provides status updates on the invoices sent.



To connect to the supplier portal, you need to:

Complete the excel file “e-Invoicing Supplier Portal access rights” that is available under the procurement section on the EMSA website and submit to e-invoicing@emsa.europa.eu.

- Create a self-registered European Commission Authentication Service (ECAS) account on the login page: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

The activation and access request will then be configured. Once confirmed by EMSA 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 under the procurement section on the EMSA website.

4. Third party service provider

A service provider is a private VAN provider that can send electronic documents on your behalf. 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 EMSA 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.

5. OpenPeppol connection

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: [OpenPeppol member list - Peppol - Peppol](#) (no EU Login required)

For more information visit [Peppol](#) (no EU Login required)

6. Communication channel

To apply to set up E-invoicing or if you have any further questions, please contact e-invoicing@emsa.europa.eu sending all necessary information and documents.

7. 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@emsa.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 found under the procurement section on the EMSA's website.
- Service provider's legal entity name (if your connection is via a third-party service provider.)
- PEPPOL ID (if your connection is via PEPPOL.)

8. Support

For more detailed information on e-Invoicing, available connections and the connection process please see the following link (EU Login required): [I'm a Supplier - ePrior wiki - Global Site \(europa.eu\)](#)

For technical assistance please contact e-PRIOR support at EC-EPROCUREMENT-SERVICE-DESK@ec.europa.eu

You may also direct your queries to e-invoicing@emsa.europa.eu

A guide on how to acquire an EU Login account is available on EMSA's website under the Procurement section.

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