EUROPEAN COMMISSION
DIRECTORATE-GENERAL
INFORMATICS
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DIGIT

e-Invoicing on the e-PRIOR Supplier Portal

User Manual (full functionality)

Version 1.40

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a. Document history

Version	**Date**	**Comment**	**Updated/New Sections**
1.40	15/12/2011	Updated manual describing full functionality of version 1.2.0	Wherever appropriate
1.20	25/08/2011	Update covering the October 2011 release 1.0.1 of the e-Invoicing module.	Wherever appropriate
1.10	28/06/2011	Adding section for invoice creation + Various updates	All sections

b. Table of Contents

c. List of figures

d. Glossary

(Commercial) Invoice
In the context of this document, “(commercial) invoice” refers to an electronic document that:
- is created and sent with the *e-Invoicing module*, and
- replaces the traditional invoice in paper format.
An invoice can be created by any user representing a *supplier* whose legal type in the customer’s back office is one of the following:
- PRLB, or
- PULB
Note that only users with the appropriate role (“Create and send”) are allowed to send final invoices to the *customer*.

Cost claim
In the context of this document, “cost claim” refers to an electronic document that:
- is created and sent with the *e-Invoicing module*, and
- replaces the traditional cost claim in paper format.
A cost claim can be created by any user representing a *supplier* whose legal type in the customer’s back office is one of the following:
-NAPE
- PRLB, or
- PULB
Note that only users with the appropriate role (“Create and send”) are allowed to send final cost claims to the *customer*.

Credit Note
In the context of this document, Credit Notes are electronic documents exchanged between *suppliers* and *customers* using <u>exclusively</u> the *e-PRIOR web services*. The *e-Invoicing module* does not allow for the creation of credit notes.
Suppliers exchanging credit notes using the e-PRIOR web services will see the exchanged credit notes in the e-Invoicing module.

Customer
Any entity (DG, Unit…) belonging to the *European Administration* and configured in the e-PRIOR environment.

e-Invoicing module
Application module accessible on the *e-PRIOR Supplier Portal* and allowing *suppliers* who have are not implemented the *e-PRIOR web services* to exchange invoicing documents with their *customer*(s).
Suppliers who are exchanging their invoicing documents

	using web services can also use the e-Invoicing module, but only as a viewer for all exchanged documents.
e-PRIOR Supplier Portal	A Web portal developed by DIGIT in addition to the *e-PRIOR web services* for allowing *suppliers* of the *European Administration* to list and access all documents exchanged between them and their *customers* through the e-PRIOR platform. In defined cases when a supplier has not implemented the *e-PRIOR web services*, the portal becomes the only option for creating and sending the following e-procurement documents to the customer: proposals, formal offers, invoices/cost claims and soon orders).
e-PRIOR web services	Software system that can be used by *suppliers* and *customers* and is designed to support machine-to-machine document exchanges over the e-PRIOR platform.
European Administration	The term "European Administration" used across this manual stands for the European Commission and any of its Executive Agencies.
Supplier	Any natural or legal person or public entity or consortium of such persons and/or bodies offering to supply products or services to a *customer* belonging to the *European Administration*.

e. List of related documents

[1] "e-Invoicing Connection Kit" for experts, available within a .zip file (*e-invoicing_connection_kit.zip*) on the Supplier Portal pages on EUROPA (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm).

[2] "e-PRIOR Supplier Portal Overview", available on the Supplier Portal pages on EUROPA (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm)

[3] "e-PRIOR Interface Control Document (e-Invoicing and e-Ordering project)", available on CIRCABC at the following address: https://circabc.europa.eu/w/browse/38bcc2c1-ccf6-4644-a965-cda03a552c54

1. INTRODUCTION

1.1. Purpose of this document

This manual describes the **e-Invoicing module** available on the **e-PRIOR Supplier Portal** at the following address:

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

The **e-Invoicing module** and its host application, the **e-PRIOR Supplier Portal**, are part of the **e-Procurement solutions** currently being developed at DIGIT under the ISA (*Interoperability Solutions for European Public Administrations*) programme. For a general introduction on **DIGIT's e-Procurement solution** and the **e-PRIOR Supplier Portal**, please refer to chapters 1 to 3 of the document "e-PRIOR Supplier Portal Overview" ([2] in section *e.* above).

1.2. Target audience for this document

The **e-Invoicing module** will be used by 2 main groups of users:

1. Suppliers authorised by their customer(s) to use the full application functionality, including the creation and sending of invoices. In practice, this is the group of users for whom invoicing through the e-PRIOR web services is not implemented (for instance because their number of invoices does not justify an implementation of the web services). Typically most suppliers in this group will be Experts invoicing the European Administration for services provided. The final decision to authorise access to the full e-invoicing functionality always belongs to the customer.
   This manual is targeted at this group of users.
2. Suppliers authorised by their customer(s) to use the application only as a viewer for existing invoices only. The actual creation and sending/receiving of invoices is done by machine-to-machine transactions thanks to the e-PRIOR web services.
   Another manual will be available on the Supplier Portal pages on Europa for this group of users.

1.3. About the name of the application

The full name of the application described in this document is **e-PRIOR Supplier Portal e-Invoicing**. Across this document, it is also referred simply as **e-Invoicing**, the **e-Invoicing module** or the **e-Invoicing module on the e-PRIOR Supplier Portal**.

1.4. Version of e-Invoicing covered by this document

This manual describes **version 1.2.0** of the **e-Invoicing** module put in production in November 2011.

1.5. What's new in this document

Most sections of the document have been updated to match release 1.2.0 of the application.

1.6. Where to find this document?

This document (*um_sp_e-invoicing_full.pdf*) is available for download on the e-PRIOR Supplier Portal pages on the Europa website (http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm).

2. E-INVOICING PRESENTATION

2.1. The e-PRIOR e-Invoicing system

Supplier Portal e-Invoicing is essentially a mailbox allowing Suppliers to **view** all invoices/cost claims and related documents sent to and received from the European Administration. For users authorised to do so, the e-Invoicing module also allows to **create** invoices and cost claims, and to **send** them to customers.

Supplier Portal e-Invoicing is the supplier part of the e-PRIOR e-Invoicing system that can be represented as follows:

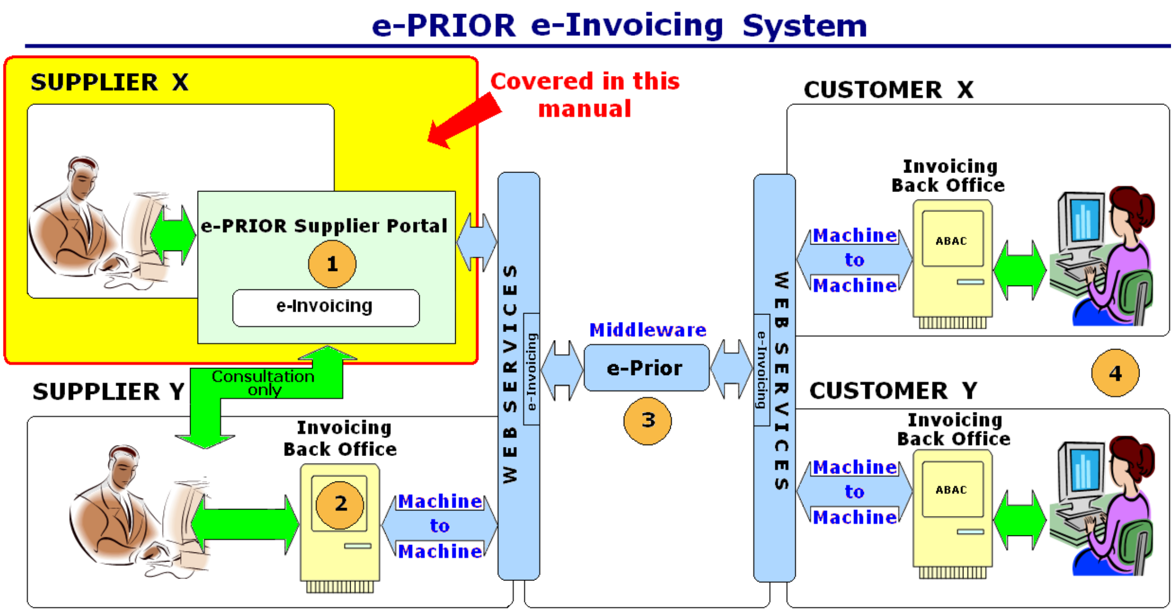


Figure 1 – The e-PRIOR e-Invoicing system

As shown in the figure above, the e-Invoicing system is composed of the following parts:

1. **Supplier Portal e-Invoicing**, which allows the authorised suppliers registered in the system to list and view all their invoices/cost claims and related documents exchanged electronically with the European Administration, and to create and send new invoices/cost claims to their customers.

   This module is the subject matter of this document.

   > In the above Figure, note that:
   >
   > Supplier X is using Supplier Portal e-Invoicing exclusively to view and send invoices/cost claims.
   >
   > Supplier Y has implemented e-Invoicing through the e-PRIOR web services, and therefore only gets a consultation access to the e-Invoicing module.

2. The **Supplier's back office**. When connected with the European Administration through the e-PRIOR web services, suppliers can cover the full electronic invoicing cycle by implementing and using machine-to-machine operations.
   Upon request, these suppliers (See **SUPPLIER Y** in the preceding figure) can be

authorised by their customer(s) to use e-Invoicing Supplier Portal as a viewer only for all their e-invoicing documents.
Details on this component are NOT provided in this manual.

3. The **e-PRIOR platform**, which offers a series of web services and a communication channel enabling machine-to-machine exchange of e-procurement messages and documents between suppliers and the European Administration.
   Details on this component are NOT provided in this manual.
4. The **invoicing back office(s) of the customer** (European Administration), used by officials to process invoices and cost claims received from their suppliers.
   Details on this component are NOT provided in this manual.

2.2. Supplier Portal e-Invoicing

As explained above, **e-Invoicing module** is first a mailbox for all the e-invoicing documents exchanged between suppliers of the European Administration and their customer(s).

Additionally, the possibility to create and send invoices or cost claims from the e-PRIOR Supplier Portal is offered to those suppliers who do not have the technical resources to develop their own connectors to the e-PRIOR web services. For those suppliers, the e-Invoicing module is a full replacement of the web services solution.

> **Note**: The decision to allow a supplier to send invoices through the web portal is taken on a case by case basis by the customer(s).

Suppliers with full access to the e-Invoicing module have the following options for processing invoices, cost claims and related documents:

- View all invoices, cost claims and credit notes[1] that have been exchanged with their customer(s).
- Create invoices/cost claims and their related attachment files, using the **Create Invoice** functionality (see section 5).
- Send invoices/cost claims and their related attachment files, using the **Create Invoice** functionality (see section 5).

2.2.1. User roles

As a user of the e-Invoicing module, you may have one of the following 3 roles in the application:

1. **Read only**. Users with this role can read all e-invoicing documents existing in the application, but cannot create or send any invoice or cost claim.
2. **Create only**. In addition to read rights for all e-invoicing documents existing between you and your customer, you can also create, edit and save draft invoices/cost claims, but cannot send “final” documents to the customer.

[1] Credit notes can only be exchanged with e-PRIOR through web services. Suppliers only using the e-Invoicing module of the Supplier Portal will not see any electronic credit notes in their mailbox.

3. **Create and send**. This role gives access to all the functionalities of the e-Invoicing module. If attached to this role, you can read, edit, create, save and send and archive all invoicing documents.

One of these roles is assigned to each e-Invoicing user by the European Administration.

2.2.2. e-Invoicing documents

The e-Invoicing module can provide easy access to the following types of documents:

- **invoices/cost claims** (document type: "**Invoice**") sent by the supplier to his customer(s).
- **Attachments** (document type: "**Related document**") linked to specific invoices/cost claims. Related documents are available as attachments in a variety of formats.
- **Credit notes** (document type: "**Credit Note**") sent exclusively via web services.

2.2.3. Statuses of the e-Invoicing documents

All documents viewed in Supplier Portal e-Invoicing have one of the following statuses:

1. **Received by the Customer** – The document created by the supplier has been correctly sent through e-PRIOR and reached the customer's back office.
2. **Accepted** – The document has been accepted for processing in the customer's back office.
3. **Processed** – The document is ready for payment in the customer's back office.
4. **Rejected** – The document has been rejected by the customer's back office
5. **Sent by the Customer** – The document created by the customer has been correctly received in Supplier Portal e-Invoicing.
6. **Non existing** – This status is unused in the current version of the module.

A word on Response information:

The processing and exchange of documents through the e-PRIOR platform may generate a number of system messages. These messages provide additional information about the state of documents in the system. Here is the list of possible messages:

- The document has been successfully processed,
- The document has been rejected,
- The same document ID has already been used,
- The document could not be processed because of a business rule violation,
- The document could not be processed because it refers to an unknown document,
- The document could not be processed because it refers to a document in an incompatible state,
- The document has been cancelled.

In e-Invoicing, such messages may display in 2 different places:

1. In a tooltip when placing the cursor over the status of an invoice in the **Inbox** and **Sent** views of the mailbox.

2. In the **Response** column of any Invoice/Cost Claim details window.

2.2.4. Notification to users

The e-Invoicing module sends notification to configured users (in the mailbox specified in the access request Excel sheet sent by the supplier – see [1] in *section e*) in the following cases:

- Whenever a new document is received in the e-Invoicing mailbox for the supplier you represent;
- Whenever the status of a document changes in the e-Invoicing module.

3. LOGGING IN

3.1. Prerequisite

You must have an ECAS account to be able to log into the e-PRIOR Supplier Portal. If it is not the case, please go to Chapter *4. Obtaining the Required Access Rights* of the document “e-PRIOR Supplier Portal Overview” ([2] in section *e.* above).

3.2. Sending an access rights request to the European Administration

With your ECAS ID, you will be able to access the e-PRIOR Supplier Portal home page, but by default you will not be authorised to view data in the e-Invoicing module.

> **Note**: All instructions and forms required to send an access request are available in the **Connection Kit for e-Invoicing on the Supplier Portal** on the following page of the DIGIT website: http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm

As a supplier of goods or services to the European Administration and party to a framework contract, you can be requested by your customer(s) to use the e-Invoicing module on the e-PRIOR Supplier Portal. To set up access to e-Invoicing, follow the procedure described in the connection kit available on Europa:
http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm.

The following details must be provided in the provided XLS sheet for each person for whom access is requested:

- First name
- Last name
- E-mail (professional address)
- ECAS login ID
- Contractor (selectable drop-down list)
- User role (selectable drop-down list)

> **Note**: In column M (‘**Role**’) of the request for access rights (XLS sheet), please select either:
> - “**read only**” if the user only needs read-only access to the e-Invoicing module (i.e. the user will not be able to create, edit, save or send any new e-invoicing document), or
> - ”**create only**” if the user needs to create/accept/reject/save but not send documents in the e-Invoicing module.
> - ”**create and send**” if the user needs to create, accept, reject, save or send documents in the e-Invoicing module.

3.3. Log into Supplier Portal e-Invoicing

1. In your browser, select your Supplier Portal favourite link or type the following address: https://webgate.ec.europa.eu/supplier_portal.

Note:	The **e-Invoicing** module on the Supplier Portal has been tested on Microsoft Internet Explorer (IE) version 6.x. DIGIT recommends using **IE version 6.x or above**. Support to users of previous IE releases, Firefox or other web browsers is not foreseen at this stage.

The following window displays:

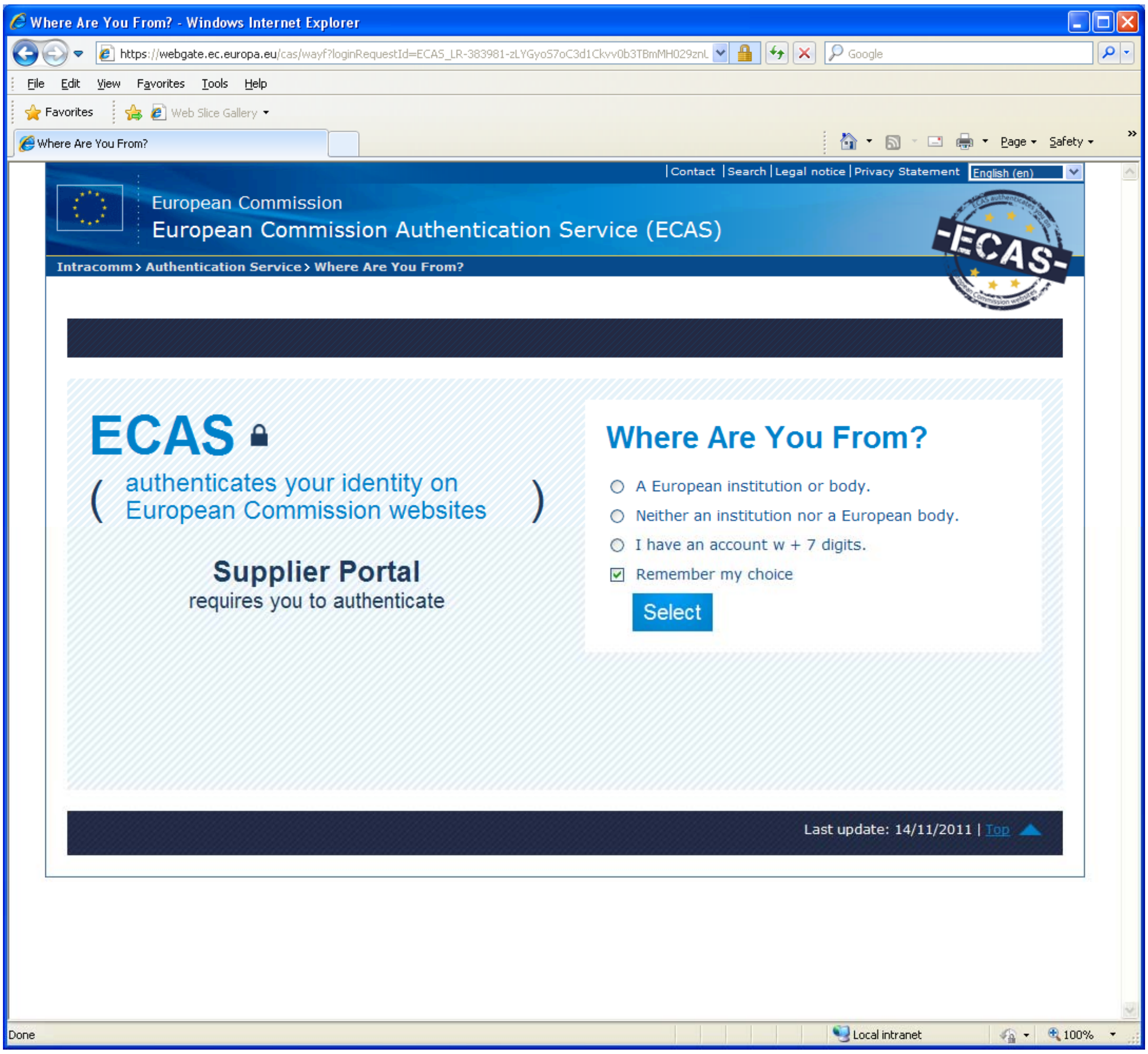


Figure 2 – Supplier Portal - ECAS Login

2. Click **Neither an institution nor a European body** and then the **Select** button. If you already have an ECAS account, fill in the **Username** and **ECAS password** fields and click **Submit**. (be sure to select the "External" domain).
If it is not the case, please go to Chapter *4. Obtaining the Required Access Rights* of the document “e-PRIOR Supplier Portal Overview” ([2] in section *e.* above).

3. After ECAS successfully authenticates you, the Supplier Portal welcome screen displays.

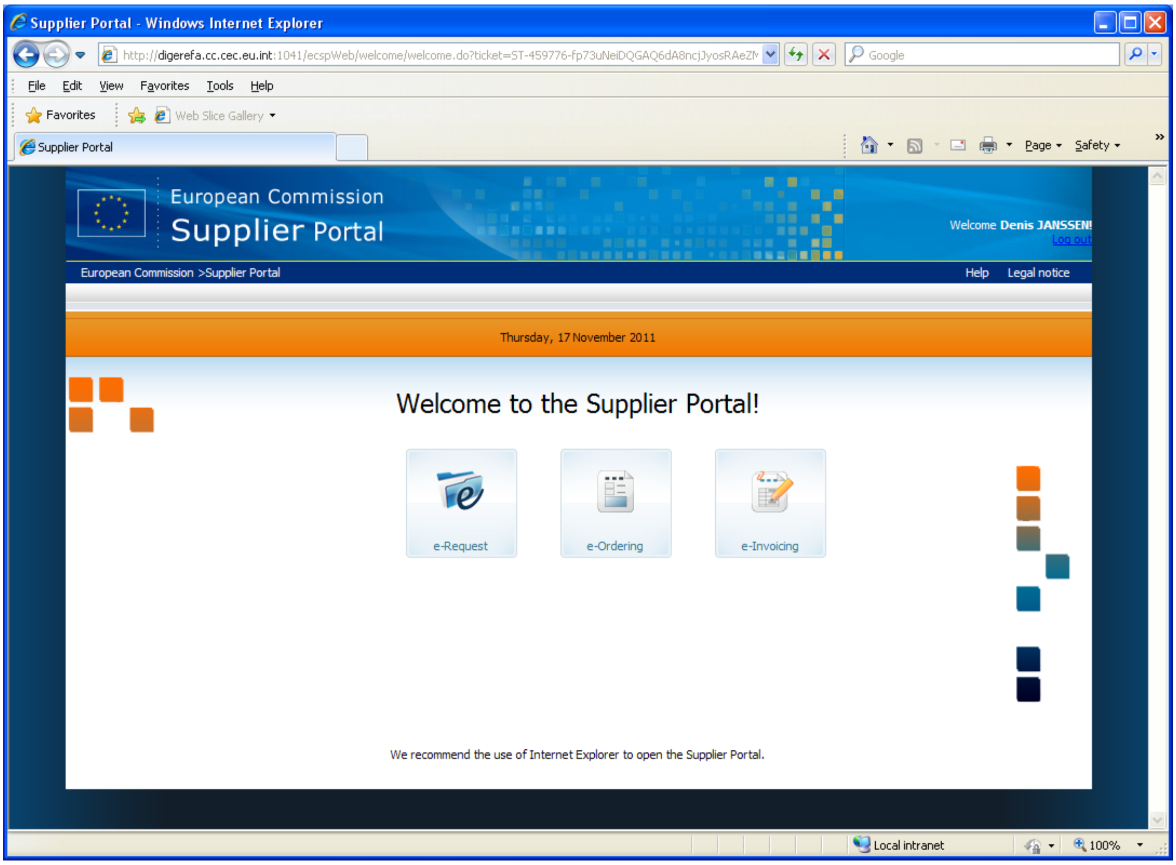


Figure 3 – Supplier Portal welcome screen

4. In the Supplier Portal welcome screen, click the e-Invoicing icon to launch the corresponding module.

3.3.1. Problems to log in to the e-Invoicing module

If you cannot log in to the e-Invoicing module, first check the following:

1. Make sure that you have been officially designated by your hierarchy to act as supplier representative in the e-Invoicing module, and that an access rights request has been sent for you to the customer.
2. Check that you are registered in ECAS, that you have a valid username/password combination, and that your account credentials are have been defined in ECAS for the **External** domain. You can view the details of your existing ECAS account by ticking the box "**View my ECAS account details after logging me in**" in the ECAS login screen.
3. In ECAS, make sure to select the domain "External" when logging in.

4. E-INVOICING GRAPHICAL USER INTERFACE

This chapter introduces the graphical user interface of the e-Invoicing module.

4.1. Generic Supplier Portal banner and footer

All screens of the e-Invoicing module share the same banner and footer.

4.1.1. Supplier Portal banner

The Supplier Portal banner is described in chapter 6 of the document "*e-PRIOR Supplier Portal Overview*" ([2] in *section e.* above).

4.1.2. Supplier Portal footer

The bottom of the e-Invoicing screens displays the following information:

- Current Brussels date and time
- The version number of the current e-Invoicing module release.

4.2. e-Invoicing mailbox

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

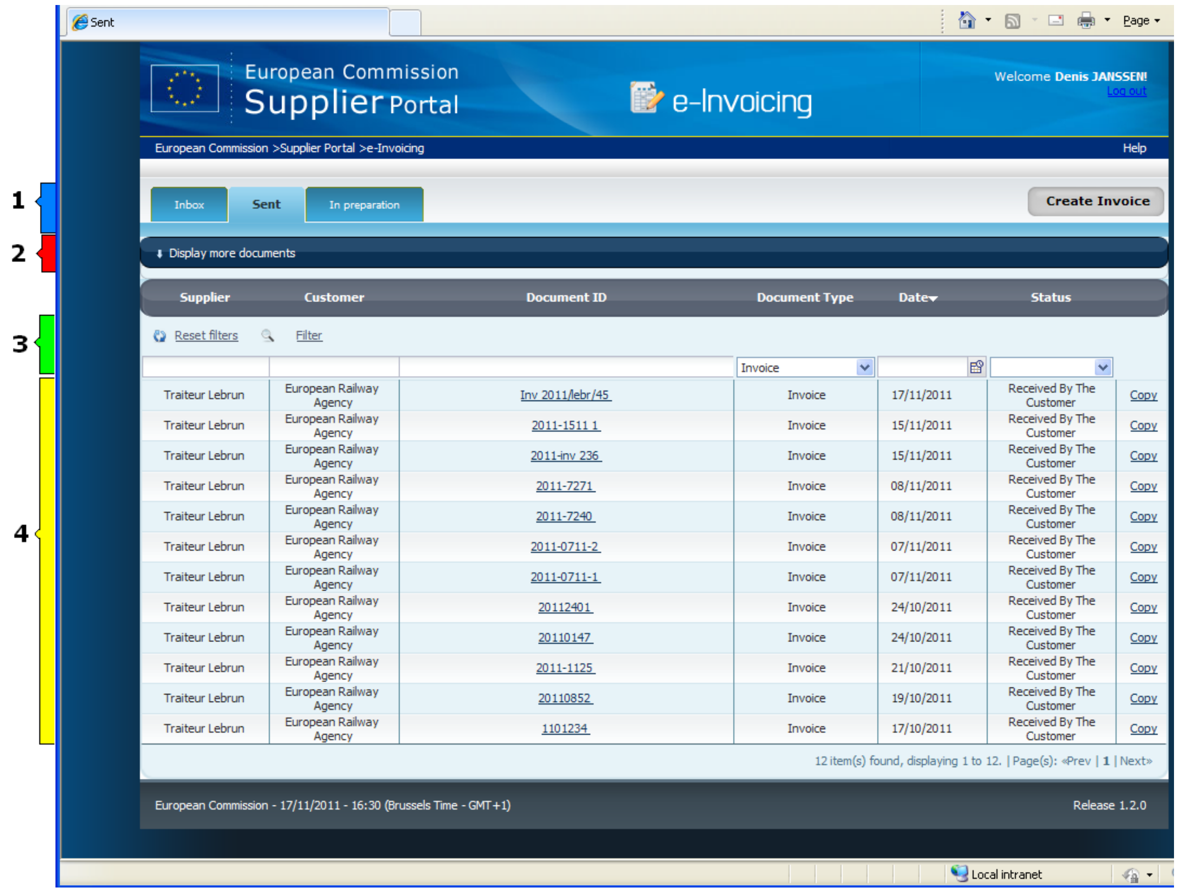


Figure 4 – e-Invoicing mailbox (Sent view)

4.2.1. e-Invoicing Mailbox tabs and corresponding views

Number 1 in Figure 4 above displays tabs that give access to 3 different mailbox views:

1. The **Inbox** view
2. The **In preparation** view
3. The **Sent** view

4.2.1.1. Inbox view

The **Inbox** view shows all the documents (for the e-Invoicing process) received through e-PRIOR from the European Administration's back office(s).

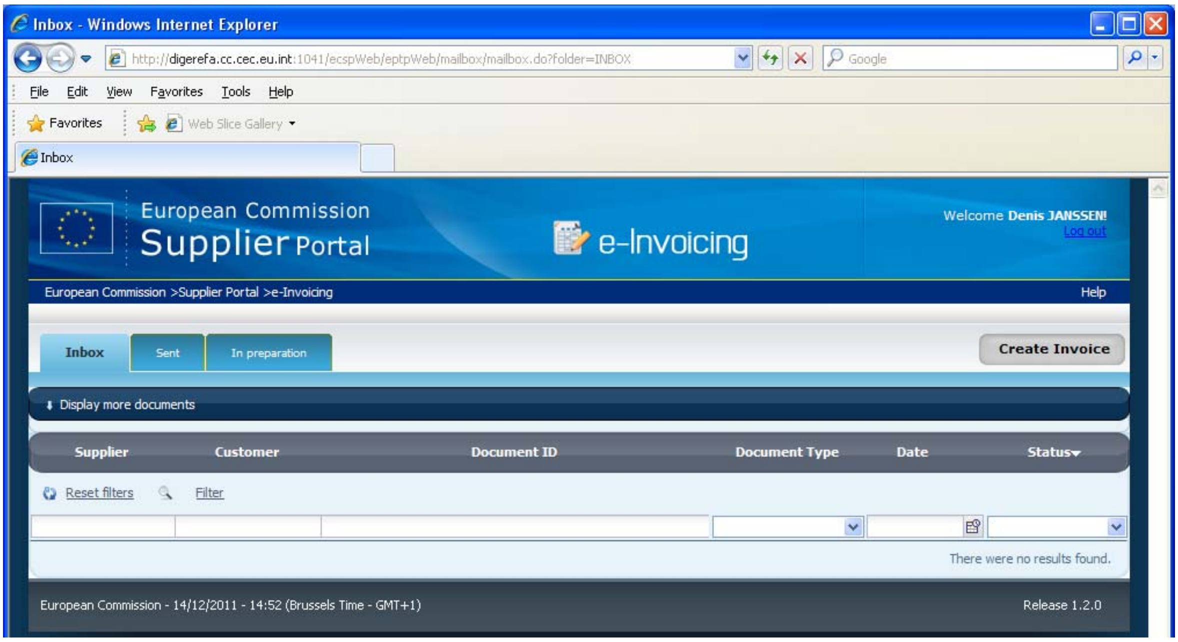


Figure 5 – Mailbox (Inbox view)

In the **Inbox** view, documents can be of the following type:

- Related document

4.2.1.2. "In preparation" view

The **In preparation** view shows all the e-invoicing documents that have been created by the supplier, but have not yet been sent to the customer's back office(s). In other words, this view shows all the "draft" documents being prepared by the supplier.

In the **In preparation** view, documents can be of the following type:

- Invoice or Cost Claim

> **Note**: Since all invoices/cost claims in this view are not yet final (until they are effectively sent to the customer by a user), you are still able to edit or delete them (see Figure below).

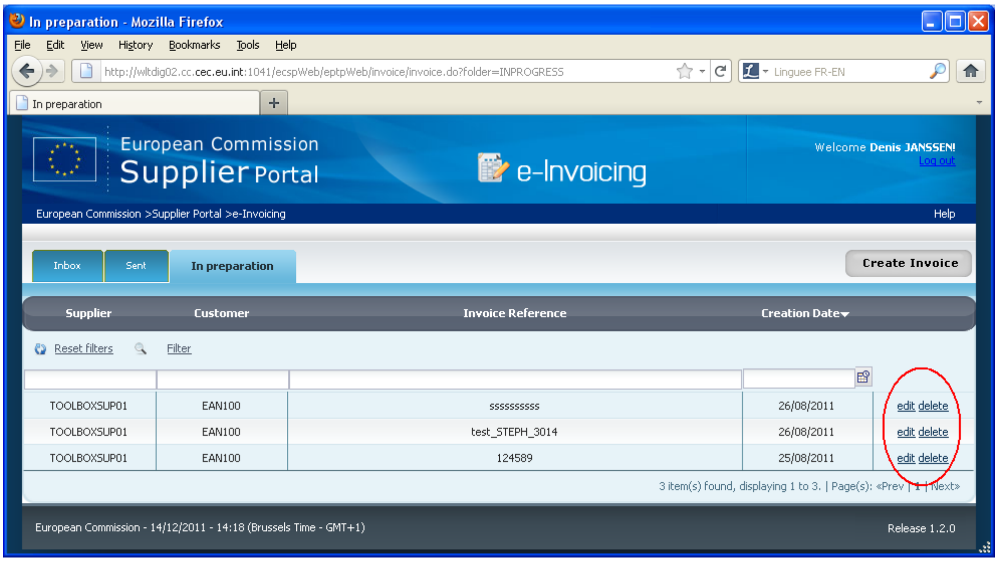


Figure 6 – Mailbox (In preparation view)

4.2.1.3. Sent view

The **Sent** view is the default mailbox view when entering the application. It shows all the documents (for the e-Invoicing process) sent through e-PRIOR from the supplier's back office(s), or from the e-Invoicing module of the e-PRIOR Supplier Portal.

In the **Sent** view, documents can be of the following types:

- **Invoice** (either commercial invoice or cost claim)
- **Credit note** (see note below)

Note:	As already explained in this document, you will not see any credit note in the mailbox since you are not using the web services of e-PRIOR: credit notes can only be exchanged through web services.

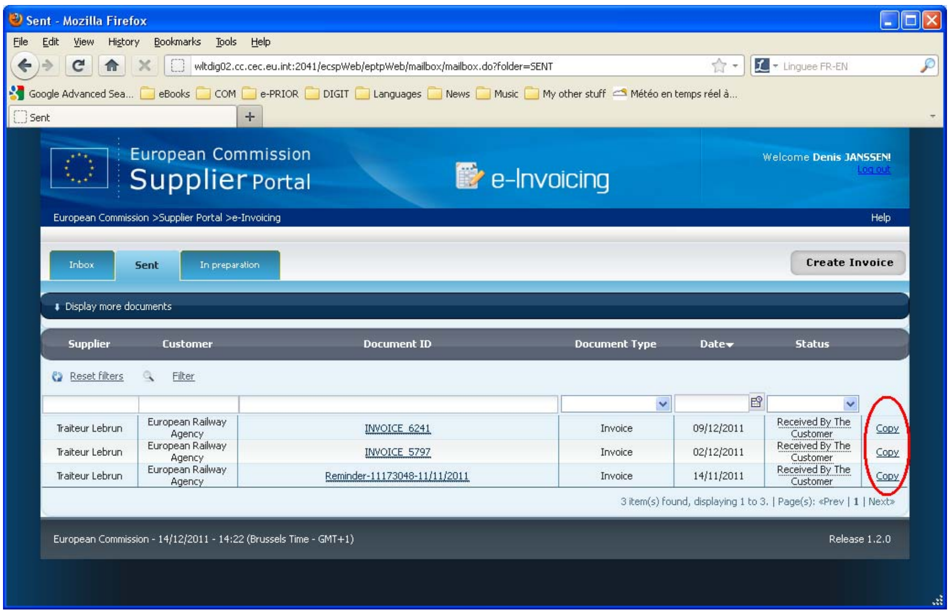


Figure 7 – Mailbox (Sent view)

In the **Sent** view of the mailbox:

- clicking on any existing link in the **Document ID** column will open the invoice/cost claims details form (see *section 4.3*);
- the **Copy** link next to any invoice/cost claim allows you to start creating a new invoice/cost claim with many fields prefilled with the data from the invoice selected for copy.

4.2.2. Document Date selection area

Number 2 in Figure 4 above shows the area of the screen allowing users to select a specific time period and view only those documents whose creation date falls within the selected start and end dates.

When you open the e-Invoicing mailbox, this area is collapsed (only the header bar is visible) by default.

Figure 8 – Collapsed Date selection area

> **<u>Note</u>**: Whenever you enter the mailbox (in both the **Inbox** and the **Sent** views), the application selects automatically all the documents created in the last 30 days which have not been archived.

If you want to display documents covering another time period, click on the down arrow at the left to display the date fields as shown below.

Figure 9 – Date selection area details

> **<u>Note</u>**: Clicking on the **Display** button without entering any date in the **From** and **To** fields automatically sets the active time period to 1 year (i.e. the maximum allowed by the application).

Enter the dates of your choice in the **From** and **To** fields (or click on the calendar icons next to the fields to select the dates in a pop-up calendar).

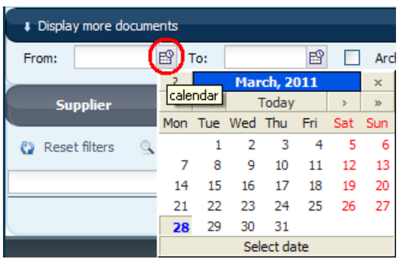


Figure 10 – Pop-up calendar

When the start and/or end dates are entered, click the **Display** button to refresh the list of displayed documents according to your date selection.

Note 1: By default, archived documents are not shown. If you want to display archived documents, check the **Archived?** box at the left of the **Display** button.

Note 2: The e-Invoicing mailbox can display documents up to <u>maximum 1 year old</u>. If you enter a date older than one year in the **From** or **To** fields, the application displays an error message.

4.2.3. Filter area

In all mailbox views, a filter area (number 3 in Figure 4 above) allows you to search for specific data and restrict the number of displayed documents.

By default, no filter is active in the mailbox: all the documents whose creation date falls within the selected time period (see *section 4.2.2*) are displayed.

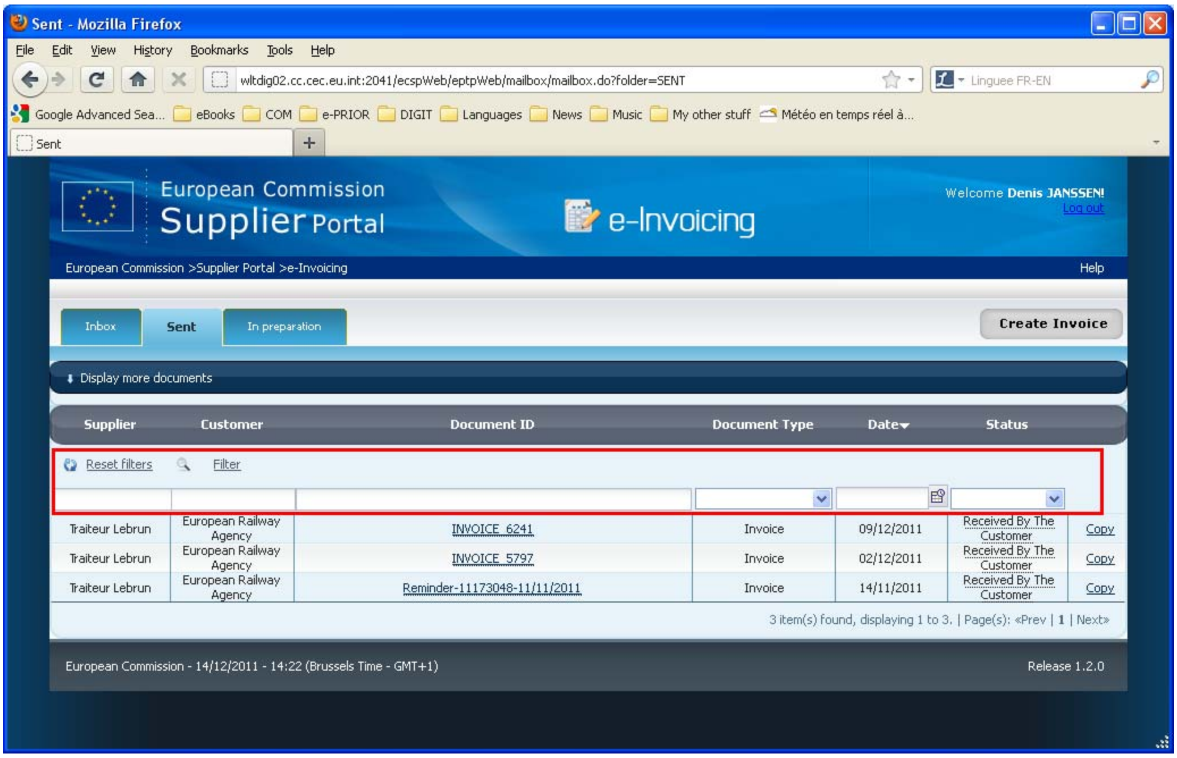


Figure 11 – Filter area

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.

> **Note**: To activate the currently defined filter, you can also simply press **Enter**: the result is the same as when you click the **Filter** button.

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.

4.2.4. Document list

The list of documents (number 4 in Figure 4 above) shows the list of all invoices or cost claims corresponding to active display criteria (see *section 4.2.4.1*) and to the selected mailbox tab page (see *section 4.2.1*).

Clicking any **Document ID** opens the detailed view of the corresponding invoice or cost claim document (see *section 4.3*).

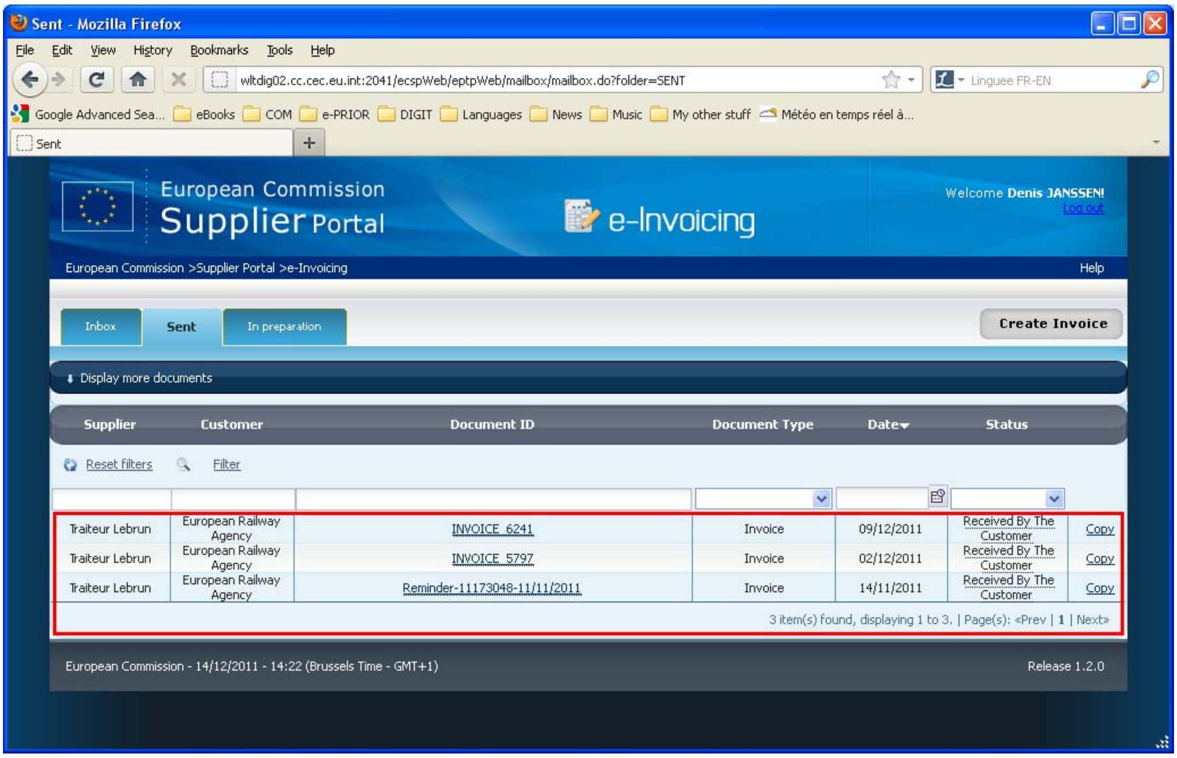


Figure 12 – Document list

4.2.4.1. Active display criteria

The documents displayed in the document list of the mailbox views depend on:

- the active view (**Inbox** or **Sent** or **In preparation**);
- the time period defined in the Document Date selection area (see *section 4.2.2*). According to the case, the document list displays:
  - By default, documents up to 30 days prior to the current date,

- Documents up to 1 year prior to the current date if you click the **Display** button without specifying any dates in the **From:** or **To:** fields, or
- Documents with a creation date comprised within the period specified in the **From:** and/or **To:** fields of the Document Date selection area;

- the filter defined in the Filter area (see *section 4.2.3*). By default, no filter is set: all documents are displayed.

> **Note**: The document list will display archived documents only if the **Archived?** checkbox is selected in the Document Date selection area.

4.2.4.2. Navigation in the document list

If there are too many documents to fit in one single screen, you can browse through the next or previous documents by using the **Prev**, **Next** or (screen) number link(s) at the bottom right of the document list. These are only enabled when necessary (i.e. when there are more than 15 lines to display in the current screen).

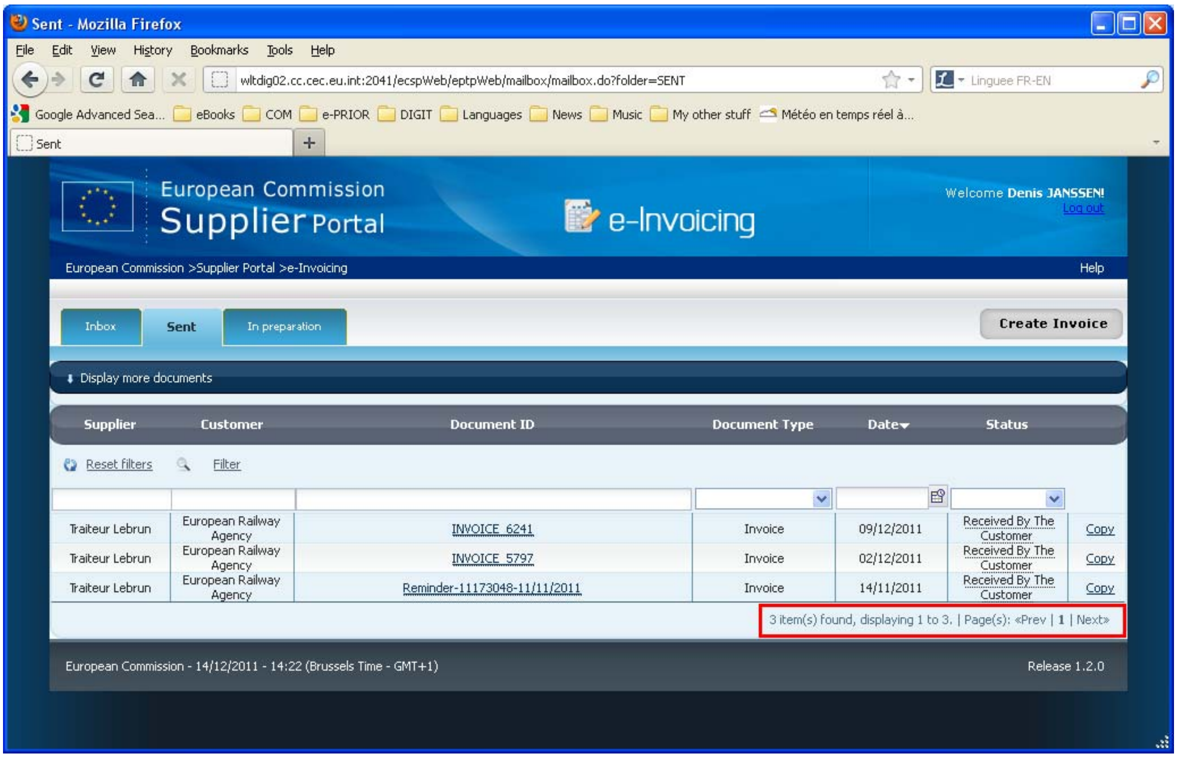


Figure 13 – Number of matches and screen-to-screen list navigation

4.2.4.3. Document sort order

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.

Figure 14 – Column headers with sort order indication

4.3. Invoice details

A invoice or cost claim details form displays anytime you click on a document ID in the list of documents (see section 4.2.4). The document details form differs according to the type of the document displayed (invoice, cost claim or related document), although documents are always structured as shown in the Figure 15 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).

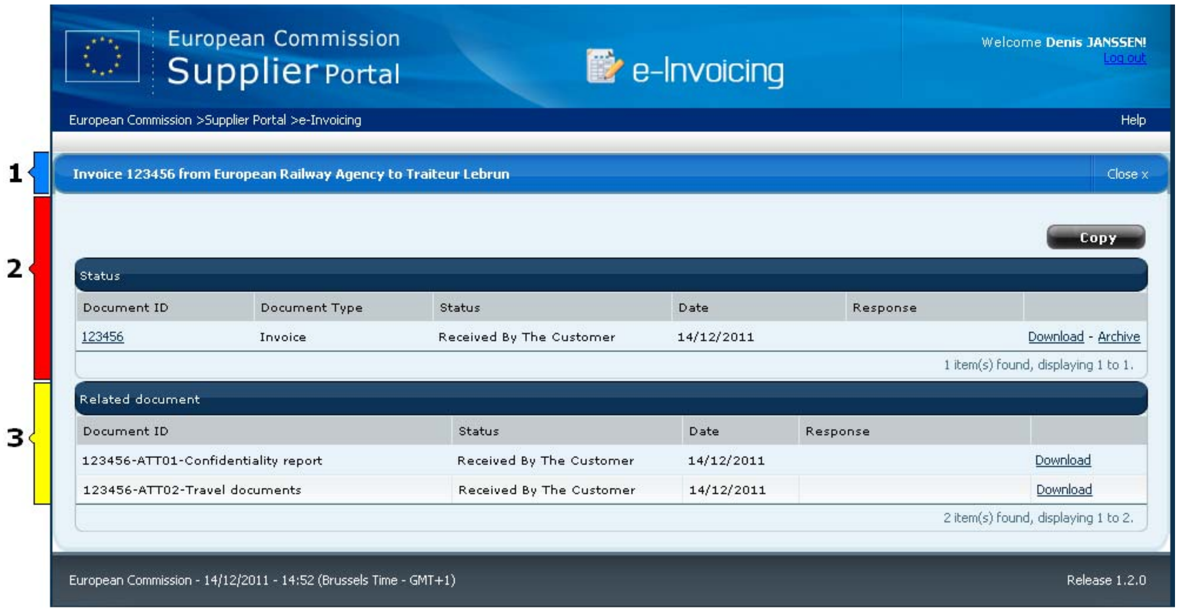


Figure 15 – Example of Invoice Document details

4.3.1. 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.

Figure 16 – Title bar

4.3.2. Status area & available actions

Besides providing the main identification details of a document (Document ID, Document Type, Status, Date and Response), this area also allows authorised users to perform actions on the active document.

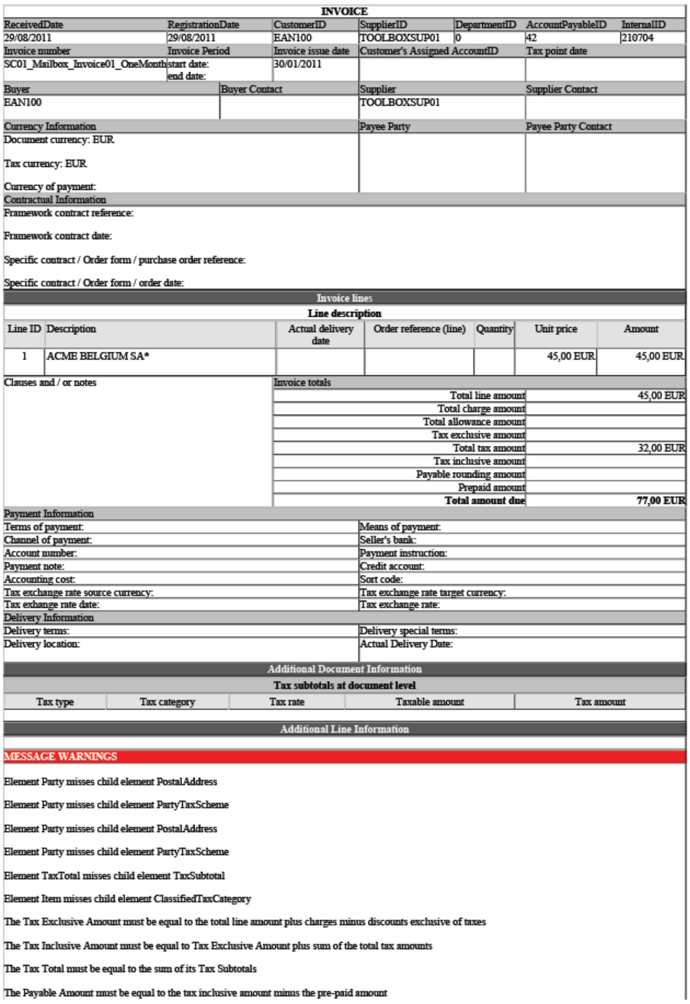
Figure 17 – Status area & available actions

> **Note**: The Response column displays system messages automatically generated by e-PRIOR when processing the document. These messages are for information only.

The links circled in red in the above Figure display:

Copy button — This button allows you to start creating a new invoice/cost claim based on the document that is currently displayed.

Document ID link — Clicking the ID link of any invoice/cost claim listed in the **Status** area opens a PDF version of the document in a separate window.



INVOICE

ReceivedDate	RegistrationDate	CustomerID	SupplierID	DepartmentID	AccountPayableID	InternalID
29/08/2011	29/08/2011	EAN100	TOOLBOXSUP01	0	42	210704

Invoice number	Invoice Period	Invoice issue date	Customer's Assigned AccountID	Tax point date
SC01_Mailbox_Invoice01_OneMonth	start date: end date:	30/01/2011		

Buyer	Buyer Contact	Supplier	Supplier Contact
EAN100		TOOLBOXSUP01	

Currency Information	Payee Party	Payee Party Contact
Document currency: EUR Tax currency: EUR Currency of payment:		

Contractual Information

Framework contract reference:

Framework contract date:

Specific contract / Order form / purchase order reference:

Specific contract / Order form / order date:

Invoice lines

Line description

Line ID	Description	Actual delivery date	Order reference (line)	Quantity	Unit price	Amount
1	ACME BELGIUM SA*				45,00 EUR	45,00 EUR

Clauses and / or notes

Invoice totals	
Total line amount	45,00 EUR
Total charge amount	
Total allowance amount	
Tax exclusive amount	
Total tax amount	32,00 EUR
Tax inclusive amount	
Payable rounding amount	
Prepaid amount	
Total amount due	**77,00 EUR**

Payment Information	
Terms of payment:	Means of payment:
Channel of payment:	Seller's bank:
Account number:	Payment instruction:
Payment note:	Credit account:
Accounting cost:	Sort code:
Tax exchange rate source currency:	Tax exchange rate target currency:
Tax exhange 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	Taxable amount	Tax amount

Additional Line Information

MESSAGE WARNINGS

Element Party misses child element PostalAddress

Element Party misses child element PartyTaxScheme

Element Party misses child element PostalAddress

Element Party misses child element PartyTaxScheme

Element TaxTotal misses child element TaxSubtotal

Element Item misses child element ClassifiedTaxCategory

The Tax Exclusive Amount must be equal to the total line amount plus charges minus discounts exclusive of taxes

The Tax Inclusive Amount must be equal to Tax Exclusive Amount plus sum of the total tax amounts

The Tax Total must be equal to the sum of its Tax Subtotals

The Payable Amount must be equal to the tax inclusive amount minus the pre-paid amount

Figure 18 – Example of PDF view of an invoice

Download Clicking the **Download** link next to any invoice/cost claim listed in this area allows you to save an XML version of the document locally.

Archive The **Archive** link display only to users that can send documents (more on roles in *section 2.2.1)*. The **Archive** link keeps displaying after a document has been archived.

Archiving a document removes it from the default document list (Inbox or Sent tab) in the e-Invoicing module. Once archived, a document cannot be "un"-archived (i.e. its archive flag cannot be removed through the e-Invoicing module).

4.3.3. Related documents area

This area only displays when additional documents have been attached to the invoice/cost claim displayed in the **Status** area.

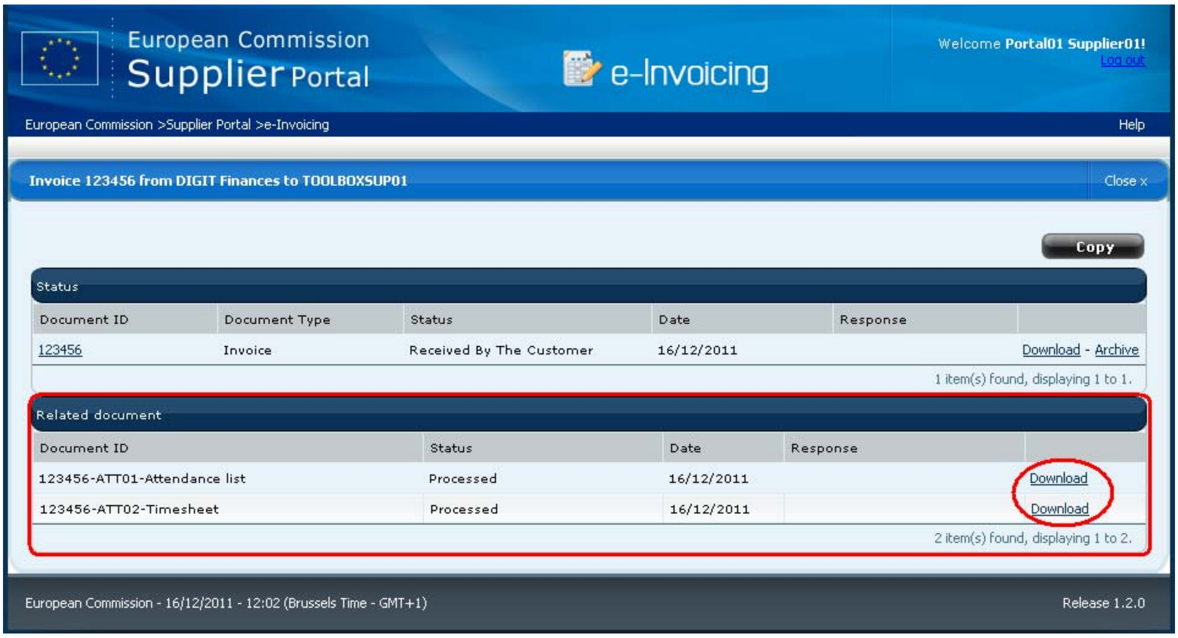


Figure 19 – Related document area

The document listed in the **Related document** area can be of the following type:

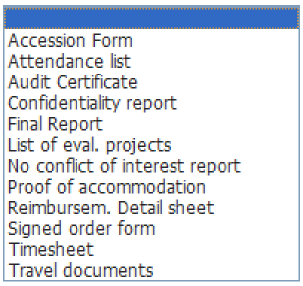


Figure 20 – Types of related document

You can **Download** locally any document listed in the **Related document** area. Documents are downloaded in whatever document format is supported by the e-PRIOR platform.

> **Note**: The Response column displays system messages automatically generated by e-PRIOR when processing the document. These messages are for information only.

5. CREATING A NEW INVOICE OR COST CLAIM

This section applies to the creation of both an invoice or a cost claim document.

Note: Unless otherwise mentioned, all instructions provided in this section for the creation of an invoice also apply to the creation of a cost claim document.

5.1. Invoice creation overview

The creation of an invoice in the e-Invoicing module is restricted to authorised users and is achieved by filling in all the required data in several application forms called the "invoice creation wizard".

5.1.1. The invoice creation wizard

The "invoice creation wizard" consists of the following 4 application forms used to fill in all invoice details:

1. **Select Supplier** – To enter all supplier-related information.
2. **Select Customer** – To enter all customer-related information.
3. **Invoice Form** – Used to add all the data concerning:
   - The general invoice information: invoice number, invoicing period, etc.
   - The invoice line(s): quantities, price, discount, VAT, etc.
4. **Confirmation** – Shows all the data entered in the previous wizard forms and displays a **Send** button allowing SAS users to send the finalised invoice to the customer.

5.1.1.1. Entering the invoice creation wizard

Select any of the following ways to access the invoice creation wizard to start the input of a new invoice:

- from any of the mailbox tab pages, click the **Create Invoice** button at the upper right of the screen to start the input of a new invoice from scratch;

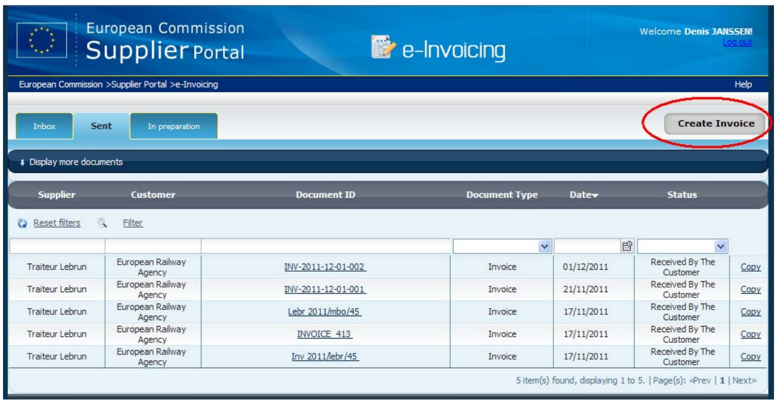


Figure 21 – Entering the invoice creation wizard (Create Invoice button)

- in the **Sent** mailbox tab page, click the **Copy** link next to any invoice line. A number of fields of the new invoice will be prefilled with data from the selected invoice.

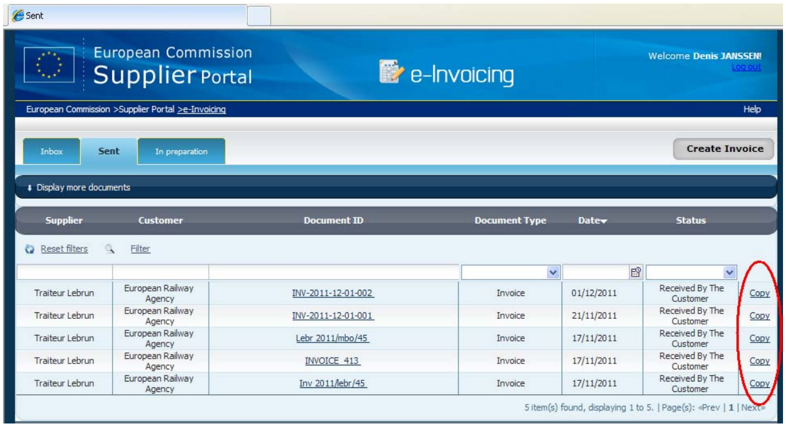


Figure 22 – Entering the invoice creation wizard (Copy link)

- in the detailed form of any sent invoice, click the **Copy** button in the upper left part of the screen detailed form of any sent invoice. A number of fields of the new invoice will be prefilled with data from the selected invoice.

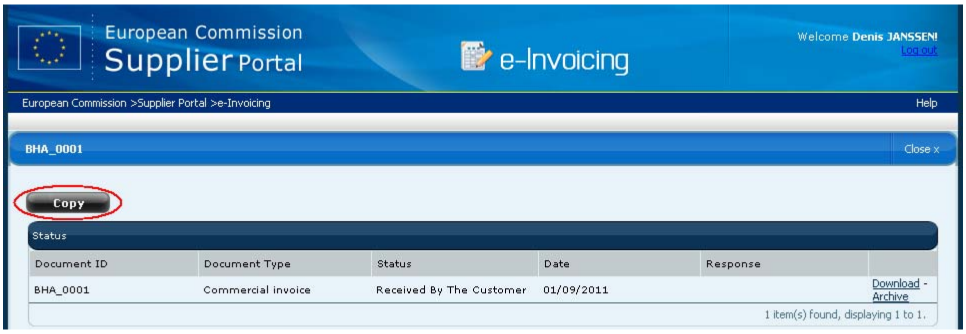


Figure 23 – Entering the invoice creation wizard (Copy button)

5.1.1.2. Navigating in the invoice creation wizard

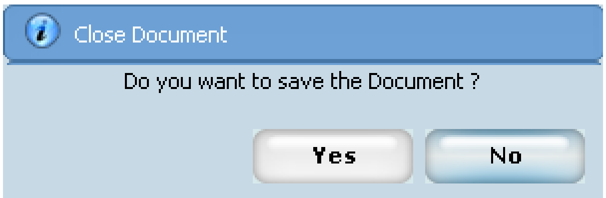
After entering the invoice creation wizard, the first screen that displays (**Select Supplier**) allows you to fill in the required supplier data. As shown in the next figure, the name of the current wizard form or step displays in bold in the title bar.

Figure 24 – Wizard Screen Title

Note that this title bar is not clickable and does not allow you to navigate to another wizard screen (it is not a breadcrumb): instead, you should use the **Previous** and/or **Next** button at the bottom right of the screen (see next figure).

Figure 25 – Invoice creation wizard buttons

- If you click the **Close** button, a dialog box asks you if you want to save the data you entered in the wizard.



- Answering **No** brings you back to the mailbox and you will lose any unsaved data you have entered.
- Answering **Yes** saves all entered invoice data.

- If you click the **Save** button, all the data previously entered for the current invoice is saved.

Note:	A draft invoice cannot be saved until you have entered an invoice number (**Invoice #**) in the **Invoice Form** of the wizard.

- If you click the **Send** button, the data entered in all the invoice fields is validated by the system. If validation is successful, the invoice is saved and sent to the customer. The wizard is closed and you are brought back to the e-Invoicing mailbox: this concludes the invoice creation (for further details on data validation, see section 6).

5.1.1.3. What can users do in the invoice creation wizard?

The e-Invoicing module allows authorised users to create, edit, and send invoices to the customer(s). In the e-Invoicing module:

- only users with the appropriate role (‘Create only” and “Create and send”) can create and save invoices;
- only users with the appropriate role (“Create and send”) can finalise the invoice creation process by sending the latest “draft” (“in preparation”) version of the invoice to the customer. Documents correctly sent to the customer(s) – see section 6– cannot be edited or deleted any more and are displayed in the **Sent** tab page of the mailbox..

5.2. Invoice creation methods

The e-Invoicing module provides 2 different invoice creation methods, which are explained in the following 2 subsections.

5.2.1. Invoice creation from scratch (Create Invoice button)

Clicking on the **Create Invoice** button in the upper right corner of the mailbox opens the invoice creation wizard with a "blank" invoice.

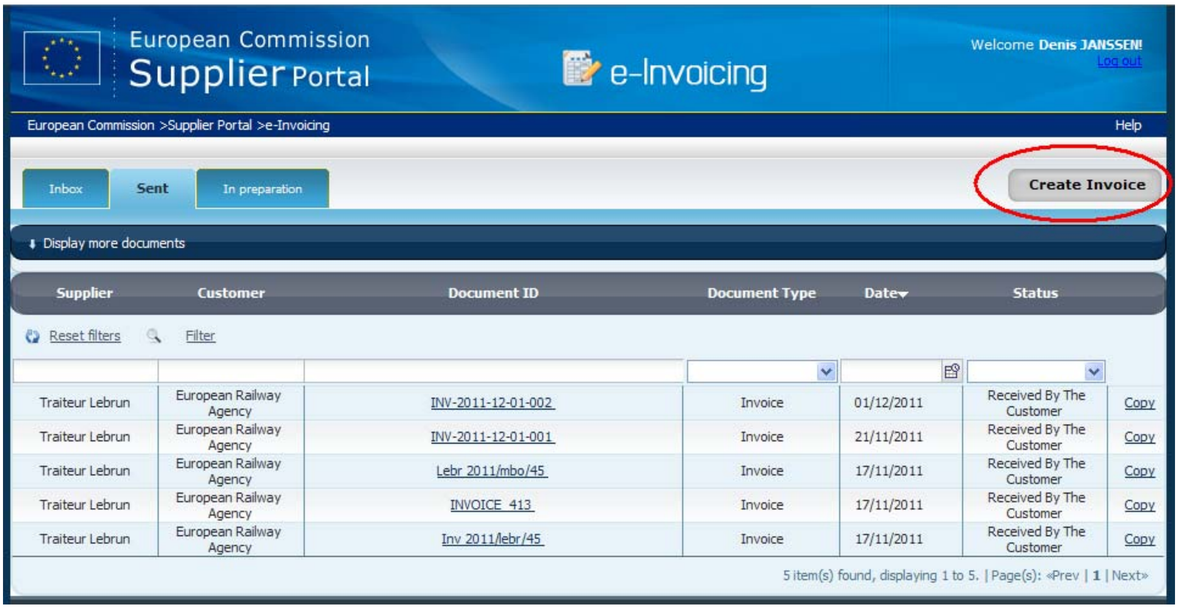


Figure 26 – Create Invoice button

Notes:	Users who are not assigned either the "Create only" role or the "Create and send" role do not see the **Create Invoice** button at the top right of the mailbox screens, and therefore cannot create new invoices. When creating an invoice from scratch, a number of fields in the first wizard form (**Select Supplier**) are still prefilled automatically with data related to the connected user and his or her Company.

5.2.2. Invoice creation based on an existing invoice

You can create a new invoice based on the data contained in another invoice that has already been sent to the customer.

After clicking the **Copy** link or button (see section 5.1.1.1), the invoice creation wizard opens as usual, but many fields will be prefilled with the data originating from the "source" invoice.

5.3. Things to know before using the invoice creation wizard

Before reviewing the data entry screens of the invoice creation wizard, please make sure to read this section, which contains remarks that are valid for all invoice creation screens.

1. **Mandatory fields** – All fields that need to contain data in order for the invoice to be valid and sent to the customer have a label ending with a red asterisk. Make sure all mandatory fields are filled in before clicking the **Send** button in the **Confirmation** screen (fourth screen of the invoice creation wizard).
2. **Prefilled fields –**

   At invoice level:

   A number of fields may be prefilled with existing data coming either:

   - from an existing invoice that the user decided to “copy”, or
   - from existing identification data stored in the system’s databases (legal entity, bank account information, contact names, ECAS account information, etc.).

   Also note that a prefilled field may or may not be editable, depending on the case.

   At invoice line level:

   As a rule, when creating a new invoice line and when a previous line already exists for the invoice, a number of fields are prefilled with data from the previous invoice line, if it exists. See section 5.4.4 for details.
3. **Decimal places and rounding of numeric fields** – In the e-Invoicing module, invoice totals and calculations are rounded at the **4^{th} decimal**.

Note:	All numbers entered at the Line Detail level are stored exactly as entered (with any number of decimals). If you type more than 4 decimals, however, amounts are rounded at the 4^{th} decimal for calculating the line and invoice totals.

4. **Currency selection** – Only one currency can be selected per invoice. Multi-currency invoices are not authorised by the system.
5. **Data validation** – All fields on the 4 wizard screens are validated by the application after you click the **Send** button in the **Confirmation** screen. If validation is not successful, the invoice is not sent, the application brings you back to the first wizard screen, and all detected errors are listed at the bottom of the wizard screens. For further details on data validation, see section 6.
6. **Date fields** – In all the invoice creation wizard screens, you can fill in or edit the date fields as follows:

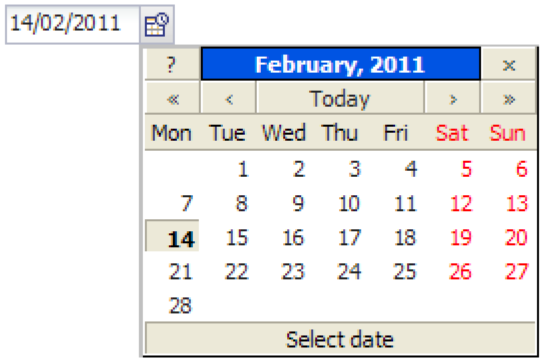


Figure 27 – Filling in a date field in the pop-up calendar

- By typing the date in the field (in the format dd/mm/yyyy);
- By clicking the calendar icon and selecting the date in the pop-up calendar
- By double-clicking in the field to enter today's date

5.4. Invoice creation procedures

5.4.1. Step 1 – Selecting the Supplier

This first wizard screen (**Select Supplier**) allows you to enter all the required supplier data for the invoice. Once a supplier is selected in the drop-down list box of the **Supplier Company Details** area; many of the form's fields are prefilled with data either stored in the system or – if you selected to base the new invoice on an existing one – in the copied invoice.

5.4.1.1. Supplier Company Details

In this area, start by selecting the appropriate supplier (consortium) in the drop-down list box.

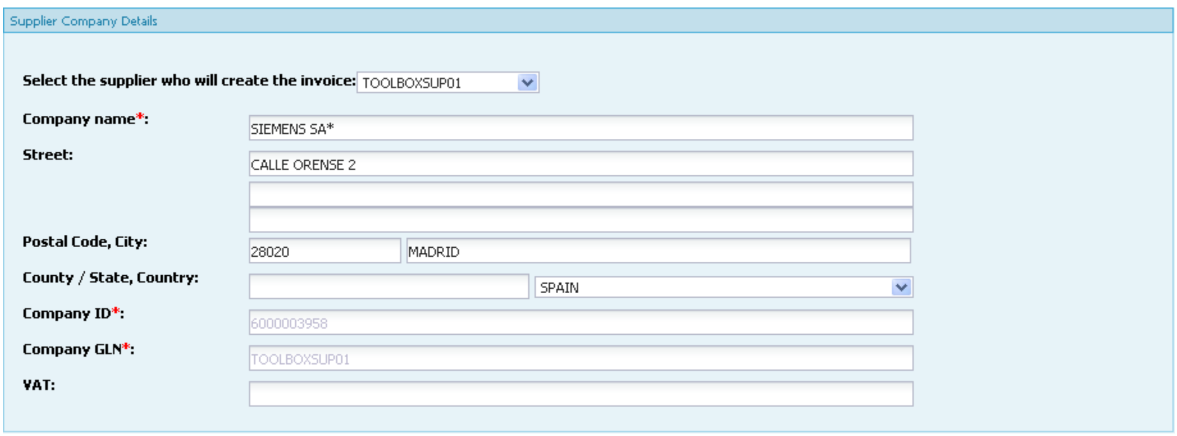


Figure 28 – Supplier Company Details (Create Invoice)

5.4.1.1.1 Comments on selected fields

Field name	Mandatory?	Prefilled?	Editable?	Comment
Select the supplier who…	✓	✓		This dropdown list box may contain one choice or several if your company belongs to several consortia.
Company name	✓	✓	✓	The field is editable and prefilled depending on the supplier selected in the drop-down list box.
Company ID	✓	✓	✗	The field is read-only and prefilled depending on the supplier selected in the drop-down list box.
Company GLN	✓	✓	✗	The field is read-only and prefilled depending on the supplier selected in the drop-down list box.
VAT	✓	✓	✓	The field is editable and prefilled depending on the supplier selected in the drop-down list box.

5.4.1.2. Supplier Contact

This area contains details about the supplier contact person.

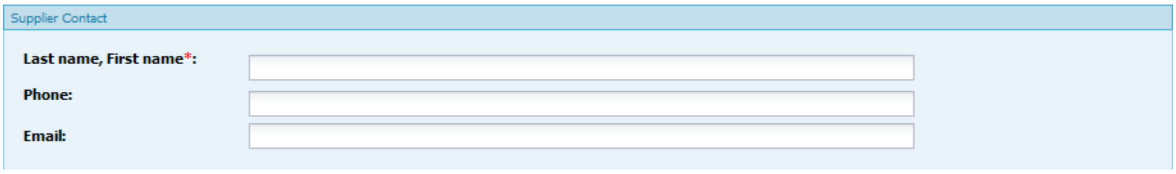


Figure 29 – Supplier Contact (Create Invoice)

Field name	Mandatory?	Prefilled?	Editable?	Comment
Last name, First name	✓	✓	✓	Contains prefilled but editable data.

5.4.1.3. Payment Information

This area allows you to define how you want the invoice to be paid.

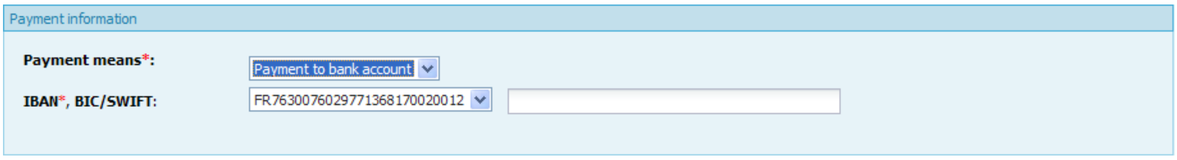


Figure 30 – Payment Information (Create Invoice)

5.4.1.3.1 Comments on selected fields

Field name	Mandatory?	Prefilled?	Editable?	Comment
Payment means	✓	✗		The default in the drop-down list box is **Payment to bank account**. The other 2 options are **Bank card** or **In cash**.
IBAN	ⓘ	✗	ⓘ	Mandatory selection in a drop-down list box if the selected payment means is **Payment to bank account** and if the data is available in the System. The field is empty and not editable if you select another payment means.
BIC/SWIFT	✗	✗	ⓘ	Editable if the selected payment means is **Payment to bank account**. The field is empty and not editable if you select another payment means.

5.4.2. Step 2 – Selecting the Customer

This second wizard screen (**Select Customer**) allows you to enter all the required customer data for the invoice. Once a customer is selected in the drop-down list box of the **Customer Accounting Details** area, the other fields may be prefilled with data either stored in the system or – if you selected to base the new invoice on an existing one – in the copied invoice.

5.4.2.1. Customer Accounting Details

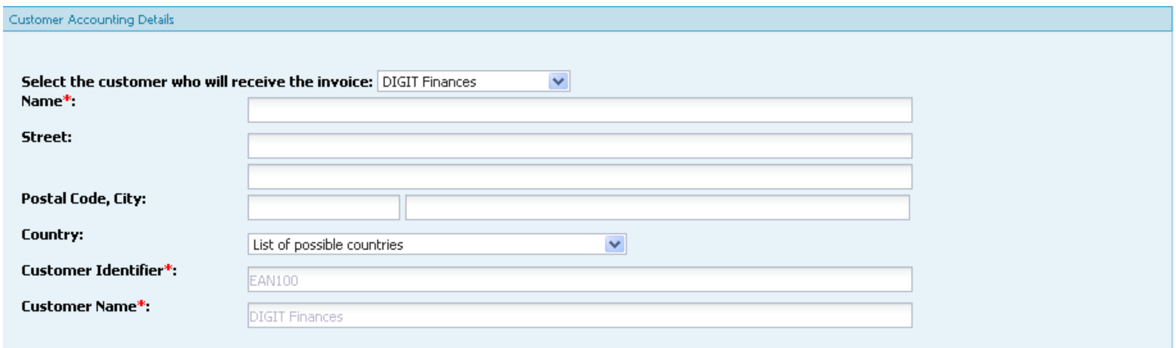


Figure 31 – Customer Accounting Details (Create Invoice)

The content of the **Customer Identifier** field is prefilled depending on the option selected in the first drop-down list box.

5.4.2.1.1 Comments on selected fields

Field name	Mandatory?	Prefilled?	Editable?	Comment
Select the customer…	✓	✓	▼	If the supplier is linked to only one customer, the application does not leave the choice of the customer and the option selected by default is the only possible choice.
Name	✓	✓	✓	Prefilled depending on selected customer, but editable.
Country	✓	✓	▼	If not prefilled, select a country in the list.
Customer Identifier	✓	✓	✗	Prefilled depending on selected customer.
Customer Name	✓	✓	✗	Prefilled depending on selected customer.

5.4.2.2. Customer Accounting Contact

This area is used to enter the contact information of the customer.

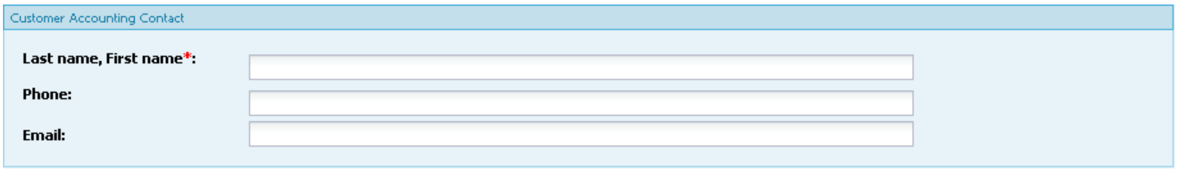


Figure 32 – Customer Accounting Contact (Create Invoice)

Field name	Mandatory?	Prefilled?	Editable?	Comment
Last name, First name	✓	✓	✓	May contain prefilled but editable data.

5.4.3. Step 3 – Filling in the Invoice Form

This third wizard screen (**Invoice Form**) allows you to enter all the details of the invoice.

5.4.3.1. Invoice Type

This is the area where you select if you want to create either a commercial invoice or a cost claim.

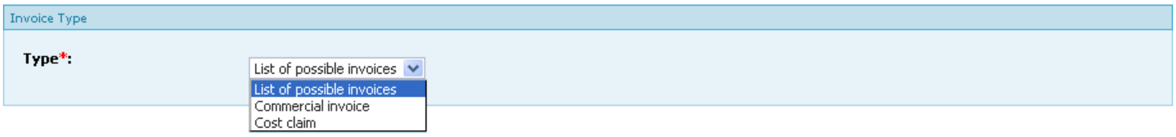


Figure 33 – Invoice Type selection

Commercial invoices can be created only by suppliers whose legal entity as defined by the customer must correspond to one of the following options:

- PRLB
- PULB

Cost claims will typically be created by experts asking for the reimbursement of their expenses. To be able to do so, the supplier's legal entity as defined by the customer must correspond to one of the following options:

- NAPE
- PRLB
- PULB

5.4.3.2. Invoice Details

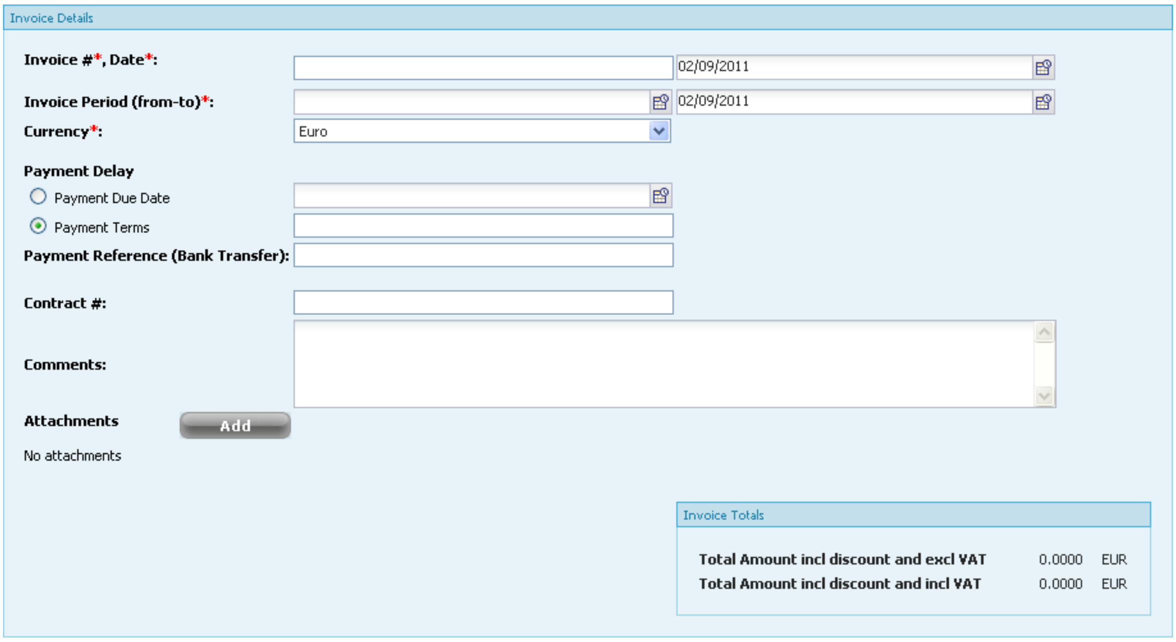


Figure 34 – Invoice Details (Create Invoice)

5.4.3.2.1 Comments on selected fields

Field name	Mandatory?	Prefilled?	Editable?	Comment
Invoice #	✓	✗	✓	The invoice ID or number must be unique for the current supplier. The uniqueness is checked when sending the invoice.
Invoice Date	✓	i	✓	By default, the field contains the date of the day the invoice was first created in the system. See the general remark on date fields in *section 5.3 (point 6)*.
Invoice Period (from-to)	✗	✗	✓	The invoice period is not mandatory. However, if you specify one date in either of the fields (from-to), you must enter a second date in the other corresponding field. If you fail to enter 2 dates (from-to), you will get an error when sending the invoice or cost claim. See the general remark on date fields in *section 5.3 (point 6)*.
Currency	✓	✓		Euro is the option selected by default when creating an invoice from scratch, or the field is prefilled with the currency used in the "copied" invoice.

The currency selected here will be used in all currency fields of the current invoice.

Field name	Mandatory?	Prefilled?	Editable?	Comment

> **Note**: Remember that multi-currency invoices are not possible in the e-Invoicing module.

Field name	Mandatory?	Prefilled?	Editable?	Comment
Payment delay	✗	✗	✓	You can define either a **Payment Due Date** or the **Payment Terms**. When you click on one of these options, any value previously entered for the other option is blanked from the field. Field data is prefilled when creating an invoice by copying an existing one.
Payment Reference (Bank Transfer)	✗	✗	ⓘ➔	The field is editable only if you specified **Payment to bank account** in the first wizard screen. Use this field to specify the communication (structured or not) to be used by the customer for the bank transfer.
Contract #	✗	ⓘ➔	✓	The reference of the related framework contract (or of another contract if no framework contract exists). Field data is prefilled when creating an invoice by copying an existing one.
Attachments	✗	✗	ⓘ➔	By clicking the **Add** button, you can access the **Add attachments** dialog to add an attachment to the invoice.

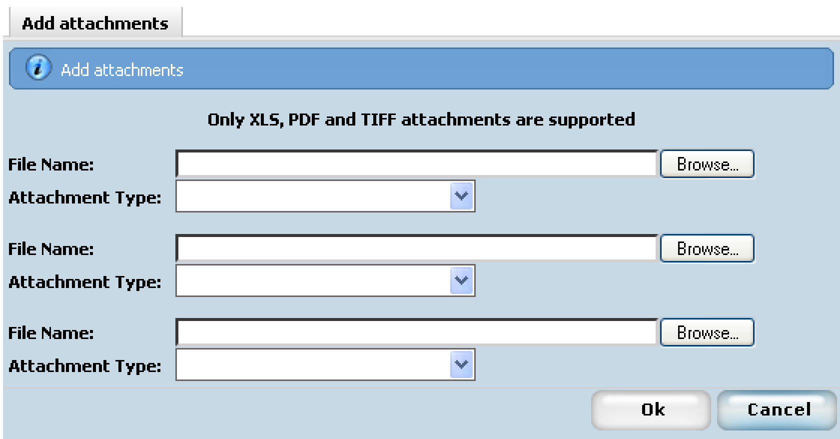
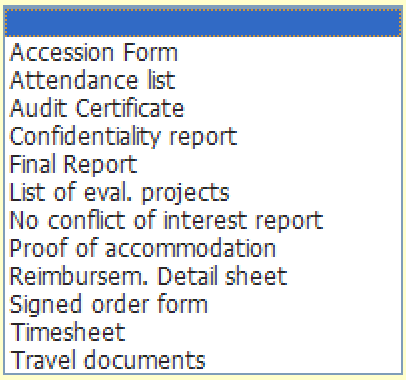


Figure 35 – Add attachment dialog

> Note: You can attach files having the following format: **PDF**, **TIFF** and **XLS**. Trying to attach a file with another format will trigger an error message.
> For each attached file, you may optionally select any of the following

types:



Also note that you can add a maximum of 20 attachments per invoice, with a size limit of 5 MB per attachment.

Previously attached files can be removed by clicking the corresponding **Remove** button.

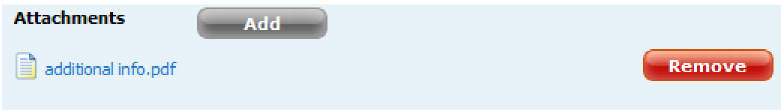
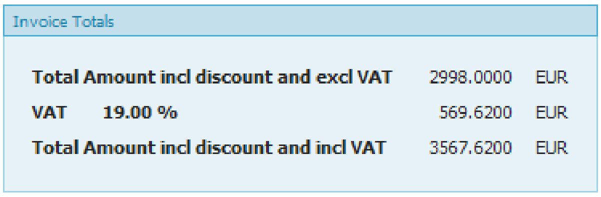


Figure 36 – Remove attachment

Invoice Totals area

This read-only area shows the invoice totals calculated from the existing invoice lines (see next section).



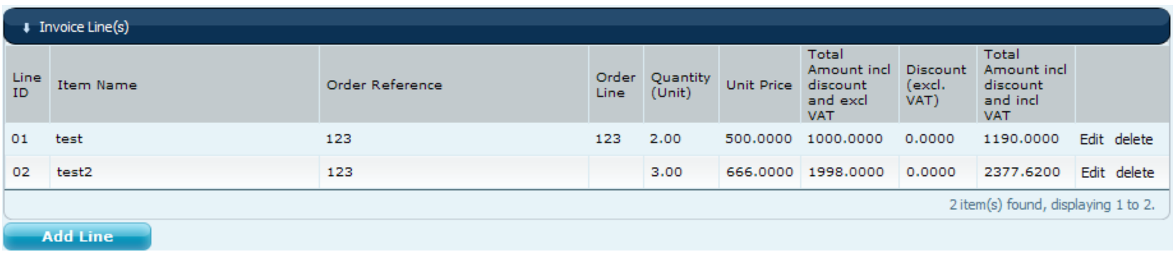
Invoice Totals

Total Amount incl discount and excl VAT	2998.0000	EUR
VAT 19.00 %	569.6200	EUR
Total Amount incl discount and incl VAT	3567.6200	EUR

Figure 37 – Invoice Totals

5.4.4. Step 4 – Filling in the Invoice Line

The application allows you to add, remove or edit invoice lines. The application displays a summary of the existing lines in a table format.



Invoice Line(s)

Line ID	Item Name	Order Reference	Order Line	Quantity (Unit)	Unit Price	Total Amount incl discount and excl VAT	Discount (excl. VAT)	Total Amount incl discount and incl VAT	
01	test	123	123	2.00	500.0000	1000.0000	0.0000	1190.0000	Edit delete
02	test2	123		3.00	666.0000	1998.0000	0.0000	2377.6200	Edit delete

2 item(s) found, displaying 1 to 2.

Add Line

Figure 38 – Invoice Lines summary table

From this table you can edit or delete any existing line by clicking on the appropriate link at the far right of the table. None of the information is editable directly in the summary table.

When you click the **Add Line** button to create a new line, the application adds a **Line Details** data entry area below the summary table.

5.4.4.1. Line Details

5.4.4.1.1 Input of the first detail line of the invoice

When you fill in the first line of the invoice (no invoice lines are yet displayed in the summary table), the application opens an empty **Line #01 Details** area.

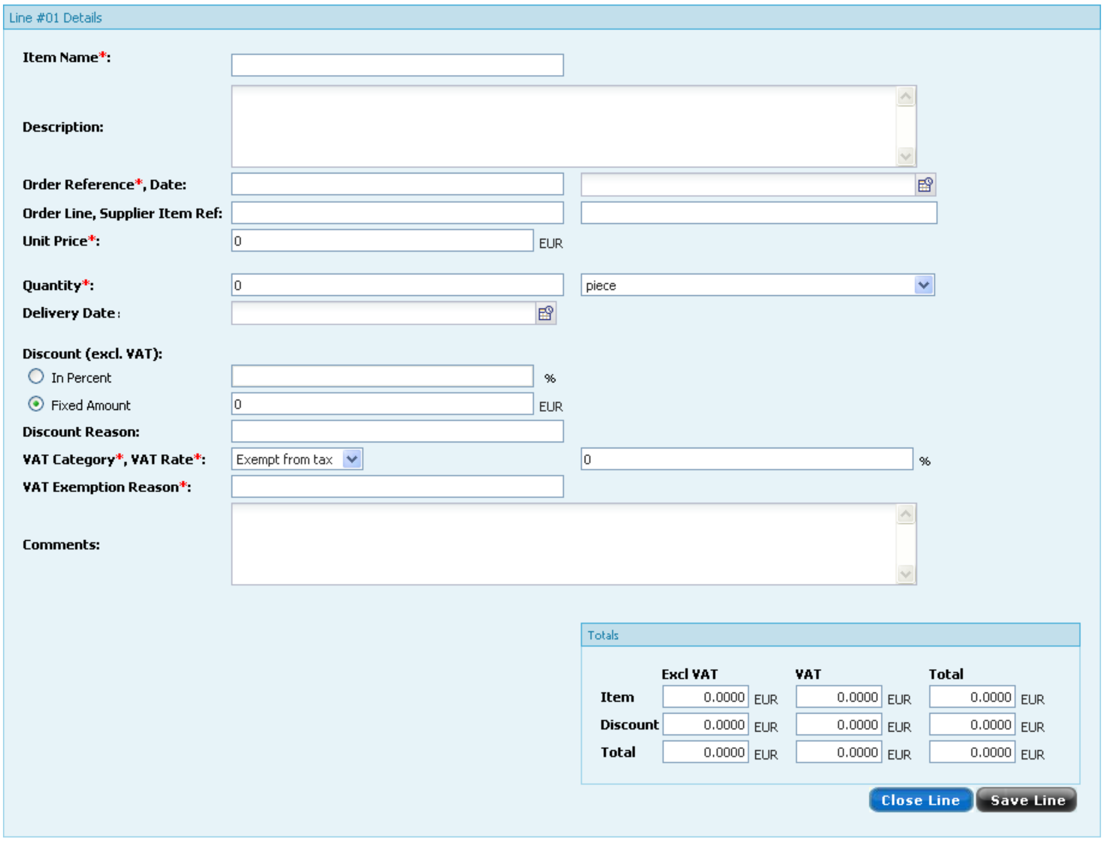


Figure 39 – First Invoice Line Details (Create Invoice)

Comments on selected fields

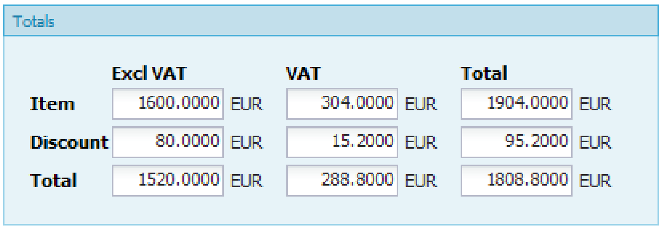
Note:	All numbers entered at the Line Detail level are stored exactly as entered (with any number of decimals). If you type more than 4 decimals, however, the system rounds the amounts at the 4th decimal when calculating the line and invoice totals, although numbers are still stored exactly as entered.

Field name	Mandatory?	Prefilled?	Editable?	Comment
Line #xx Details				The line number displayed in the area title is automatically computed by the application. "#xx" is set to "#01" for the fist line of the invoice, and the number is automatically

Field name	Mandatory?	Prefilled?	Editable?	Comment
				incremented by 1 each time you add a new line to the invoice.
Item Name	✓	✓	✓	The field is prefilled when creating an invoice from an existing one.
Order Reference	✓	✓	✓	The field is editable but prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
Order Date	✗	✓	✓	The field is editable but prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
Unit Price	✓	✓	✓	The field is editable but prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
Quantity	✓	✓		The **Quantity** is composed of 2 fields: one for entering the actual quantity, and one **Unit** dropdown list box presenting the e-PRIOR UnitCode list. The unit default value is “**piece**”, or the value selected in the previous detail line (if it exists), or the existing value in the copied invoice.
Discount Reason	ℹ	✓	✓	Field input is mandatory if the Discount Percent or Fixed Amount contains a value different from 0. The field is prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
Discount (excl. VAT)	✗	✓	ℹ	You can choose to fill in a **Discount Percentage** or a **Discount Fixed Amount**. If you fill in one field and then choose to change the discount type, the application blanks the data entered for the other discount type. The field is prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
VAT Category	✓	✓	✓	The VAT Category dropdown is populated based on the e-PRIOR code list TaxCategoryID. The available options are **Exempt from tax**, **Standard rate** or **Zero rated goods**, and the default option is **Exempt from tax**. The field is prefilled with data from the copied invoice, or from the previous invoice line (if it exists).

VAT Rate	✓	✓	✓	The default rate is 0.00, corresponding to the option **Exempt from tax** in the **VAT Category** field. The field is prefilled with data from the copied invoice, or from the previous invoice line (if it exists).
VAT Exemption Reason	ℹ→	✓	✓	The field is mandatory only when **VAT Category** is **Exempt from tax**. The field is prefilled with data from the copied invoice, or from the previous invoice line (if it exists).

The read-only **Totals** area is automatically computed from the data you entered at the line level.


Totals

	Excl VAT	VAT	Total
Item	1600.0000 EUR	304.0000 EUR	1904.0000 EUR
Discount	80.0000 EUR	15.2000 EUR	95.2000 EUR
Total	1520.0000 EUR	288.8000 EUR	1808.8000 EUR

Figure 40 – Totals at line levels

5.4.4.1.2 B. Input of additional invoice line(s)

When one or several invoice lines already exist (are displayed in the summary table), the **Line #xx Details** area that opens when you click the **Add line** button contains a number of fields prefilled with data from the previous invoice line number.

The following fields are prefilled from the previous line:

- **Order Reference**,
- **Order Date**,
- **Delivery Date**,
- **Unit** drop-down list box on the quantity line,
- All tax related fields

> **Note**: Although prefilled, all the above fields remain editable in the new invoice line.

5.4.5. Step 5 – Confirming the Invoice Data Entry

When you have finished entering all the required Invoice details in the 3 first screens of the wizard, navigate to the next (and last) wizard screen (**Confirmation**) to review all entered data.

In this form, you can open a line by clicking on **View** next to it in the **Invoice Line(s)** table.

All fields in the **Confirmation** screen are read-only. If you notice data that needs to be changed or that is missing, go back to the previous wizard screens for edition.

The **Send** button on the **Confirmation** wizard form allows SAS users to finalise the input of an invoice and send it to the customer (See next *section 6*).

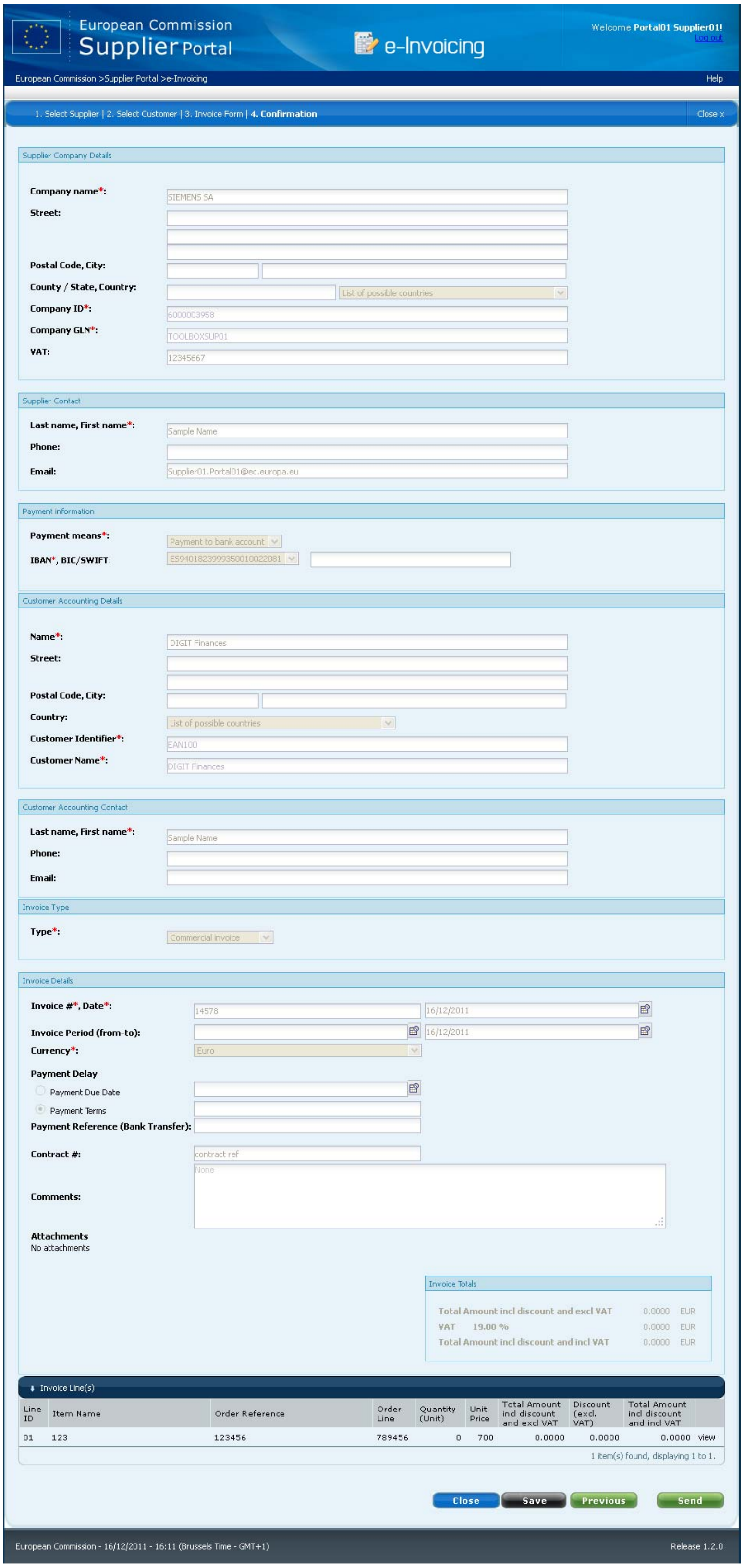


Figure 41 – Invoice creation wizard (Step 5: Confirmation)

6. SENDING THE INVOICE TO THE CUSTOMER (DATA VALIDATION)

6.1. Sending the invoice to the customer back office

When you are satisfied with the content of the invoice data in the **Confirmation** form, click on the **Send** button.

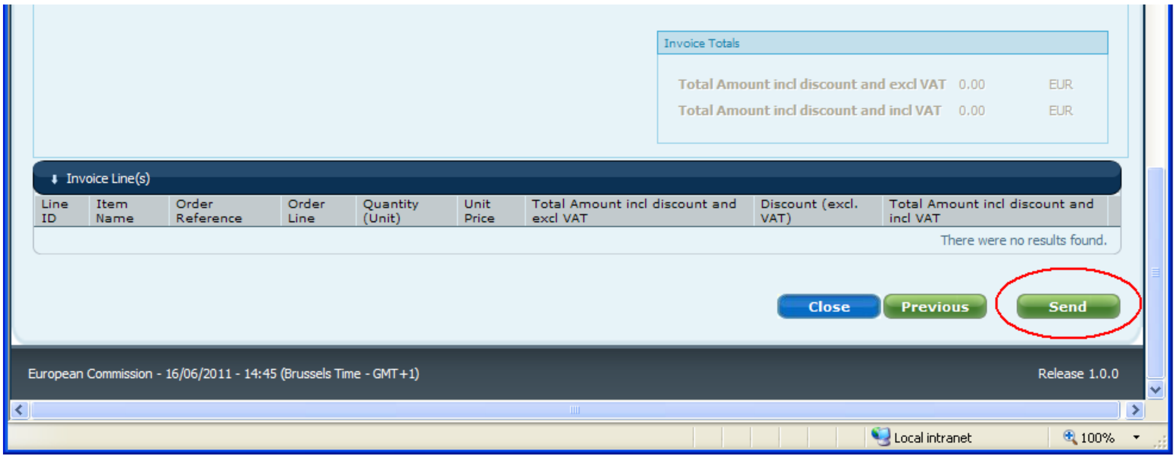


Figure 42 – Send button (Step 5: Confirmation)

The sending of an invoice is initiated by clicking the **Send** button in the **Confirmation** wizard screen. The system then executes a validation process on all fields of the invoice (see next section). The invoice is effectively sent to the customer only if no blocking problems have been detected by the data validation.

> **Note**: Sending an invoice is reserved to users with the role "Create and send".

6.2. Data validation

The application first ensures with e-PRIOR that the invoice ID is unique. If it is not the case, an error message is displayed. If the invoice ID is unique, the data validation continues.

Prior to sending a document, the system performs a data validation based on e-PRIOR's business rules: in case of problems, the e-Invoicing module recognizes 2 types of errors:

1. Error messages
   Generated by a blocking business rule violation, an error message invalidates the invoice and stops the sending.

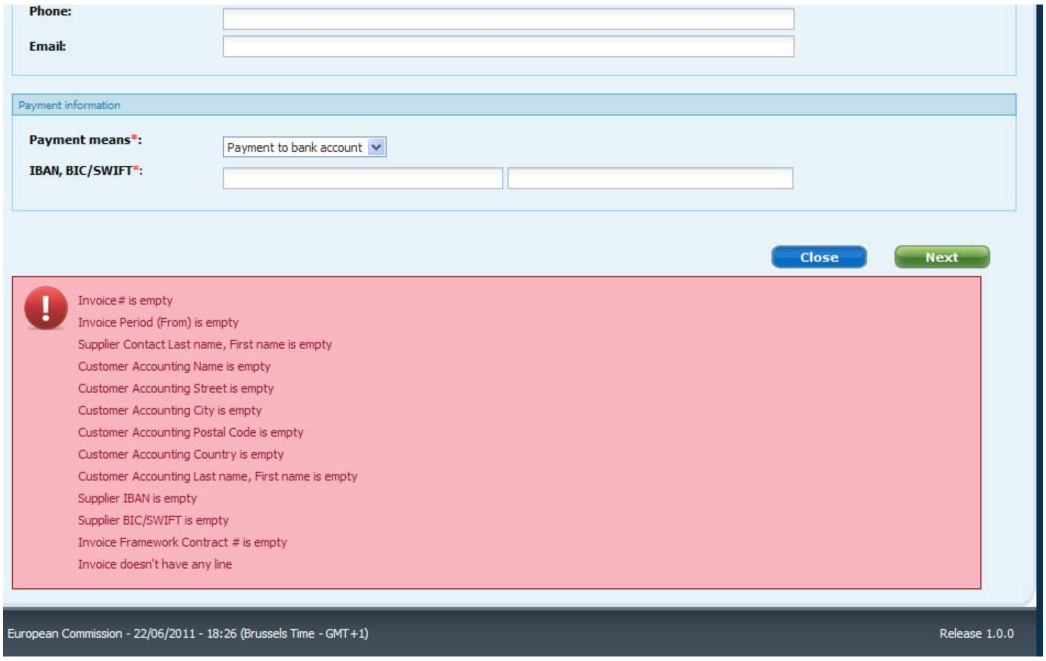


Figure 43 – Validation Error Messages

2. Warning messages
   Generated by a non blocking business rule violation, a warning shows an inconsistency in the invoice data. Warnings do not block the sending of an invoice. If found, warnings are not displayed in the application, but they are added at the end of the invoice when you open it as PDF (see *section 4.3.2*).

After the unsuccessful sending of an invoice, all detected errors are displayed in the wizard screens (as shown in the previous figure). All the data previously entered in any of the wizard screens is still available for edition.

To navigate to a field containing invalid data, you can either:

- click on the error message itself in the wizard form: the application brings you to the form where the error was detected and the field containing invalid data displays with a red border, or;
- use the **Next** or **Previous** buttons to go to the form that contains the validation error. All invalid fields display with a red border.

Notes:	1) In a number of cases, the system will mark a group of fields as invalid (bordered in red) instead of marking the exact invalid field. This happens any time the validation logic cannot resolve precisely in which exact field the error is located. 2) The error messages remain unchanged in the wizard screens until you click again the **Send** button and another validation pass is executed.

6.2.1. Result of the Successful Sending of an Invoice

When the sending of an invoice is successful, the application exits the **Confirmation** wizard screen and brings you back to the e-Invoicing mailbox screen.

6.2.2. Result of the Failure to Send an Invoice

When the sending of the invoice is not successful, the application exists the **Confirmation** screen and brings you back to the first wizard screen, showing you all validation error messages and allowing you to correct the data in any of wizard screens.

7. EDITING AN EXISTING DRAFT ("IN PREPARATION") INVOICE

The e-Invoicing module allows users with the roles "Create only" or "Create and send" to finalise the input of or edit any unsent invoice listed in the **In preparation** mailbox tab page.

> **Note**: The e-Invoicing module impedes 2 users to edit the same invoice data concurrently. If the system detects that the invoice you are starting to edit is already being open for edition by another user, it informs you by displaying in a message box and blocks all your save operations.

7.1. Entering the invoice creation wizard to edit/finalise an invoice

Click the **Edit** link next to any existing draft invoice in the **In preparation** tab page of the e-Invoicing mailbox.

8. OBTAINING E-INVOICING SUPPORT

In case of business or technical issue with *e-Invoicing* (bug, down time, question, etc.), the European Administration has set up dedicated support teams that can be contacted by e-Invoicing users.

1. The Commission Central Helpdesk should be contacted by email (ec-central-helpdesk@ec.europa.eu) or –for urgent issues– by phone (+32 2 29 58 181) for application issues such as:
   - questions on how to use the e-Invoicing module;
   - functional problems or errors;
   - improvement suggestions and change requests.
2. For questions on the process of establishing a specific invoice, contact the specific European Institution that is responsible for the concerned Framework Contract

3. For questions relating to a framework contract itself (such as consumption, competition, renewal, duration and execution etc.), contact the specific European Institution that is responsible for this Framework Contract

For more detailed instructions on how to connect to the e-Invoicing module, please refer to the **Connection Kit for e-Invoicing on the Supplier Portal**, available on Europa at the following address:

http://ec.europa.eu/dgs/informatics/supplier_portal/documentation/documentation_en.htm

THE END