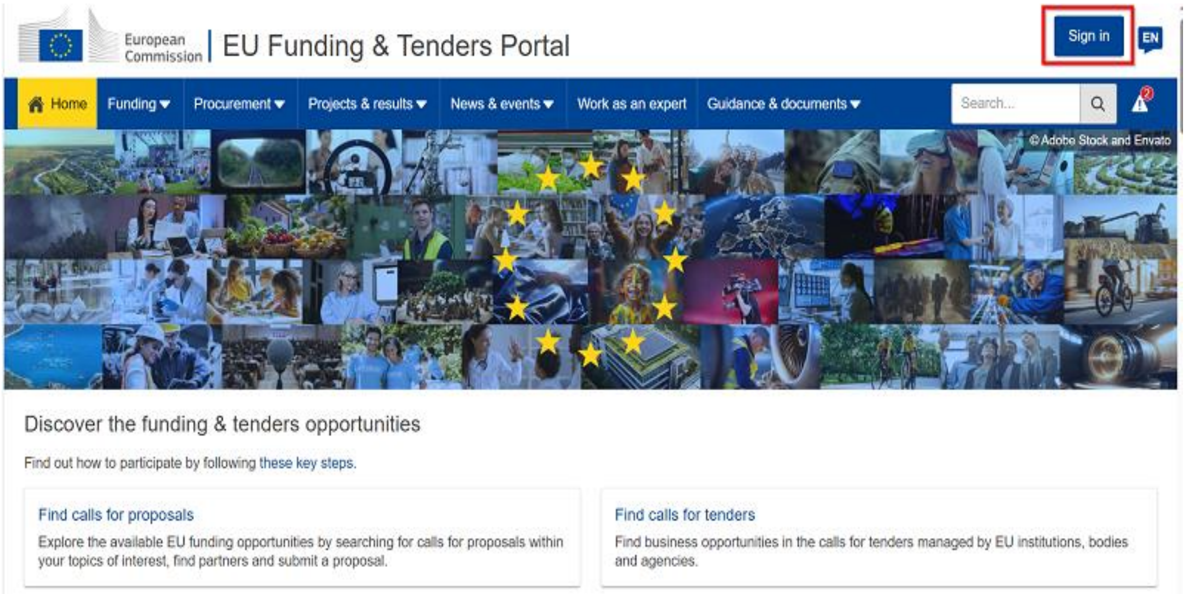
EU LOGIN ACCOUNT

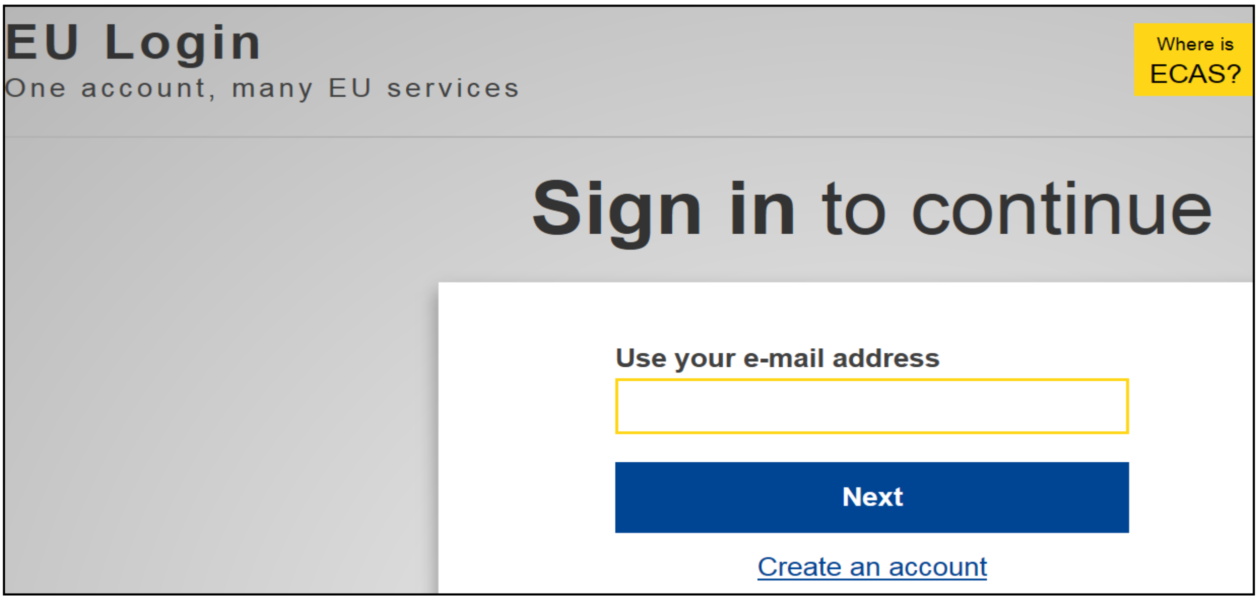
Log in should be done using an EU LOGIN identifier and password. This EU LOGIN id and access rights must be requested before trying to connect to the F&T Portal.

In your browser, type the following address: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

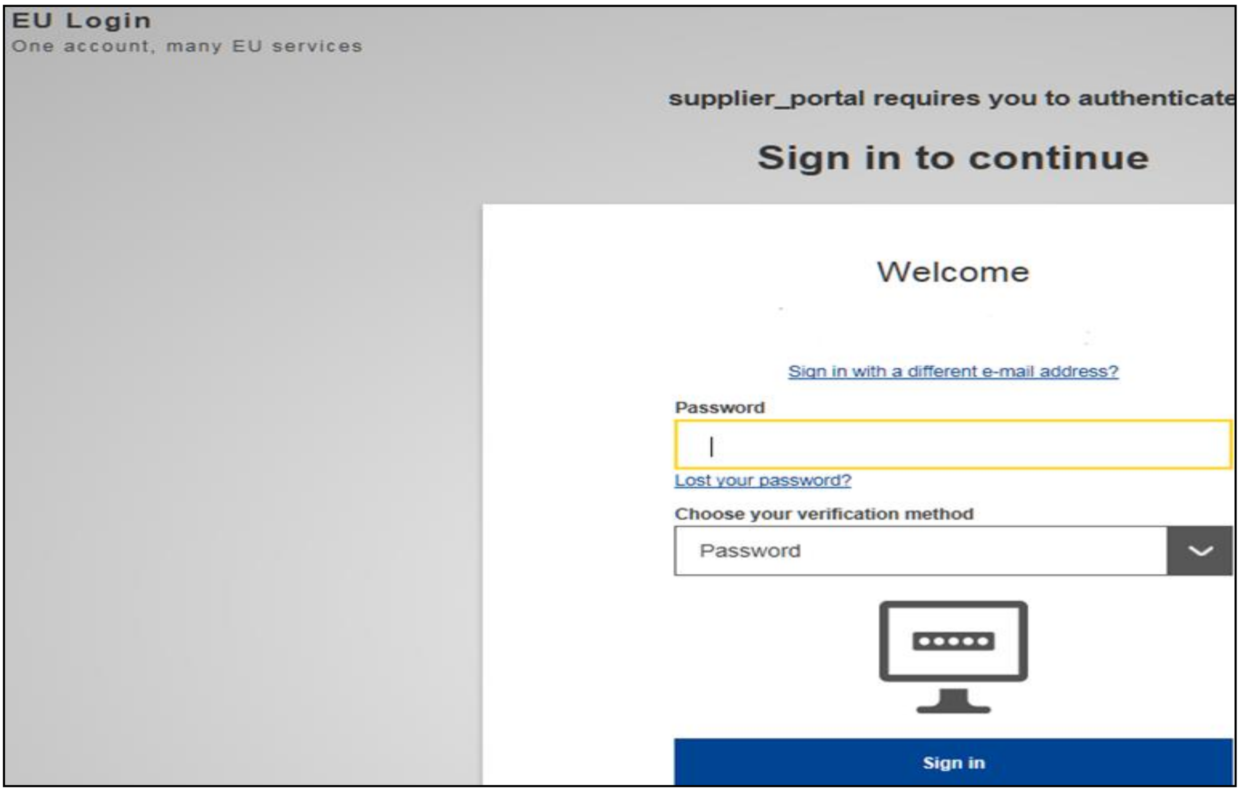
Click on the **Sign in** button located at the top right of your screen:



You will be redirected to the EU Login page. Sign in with your credentials.



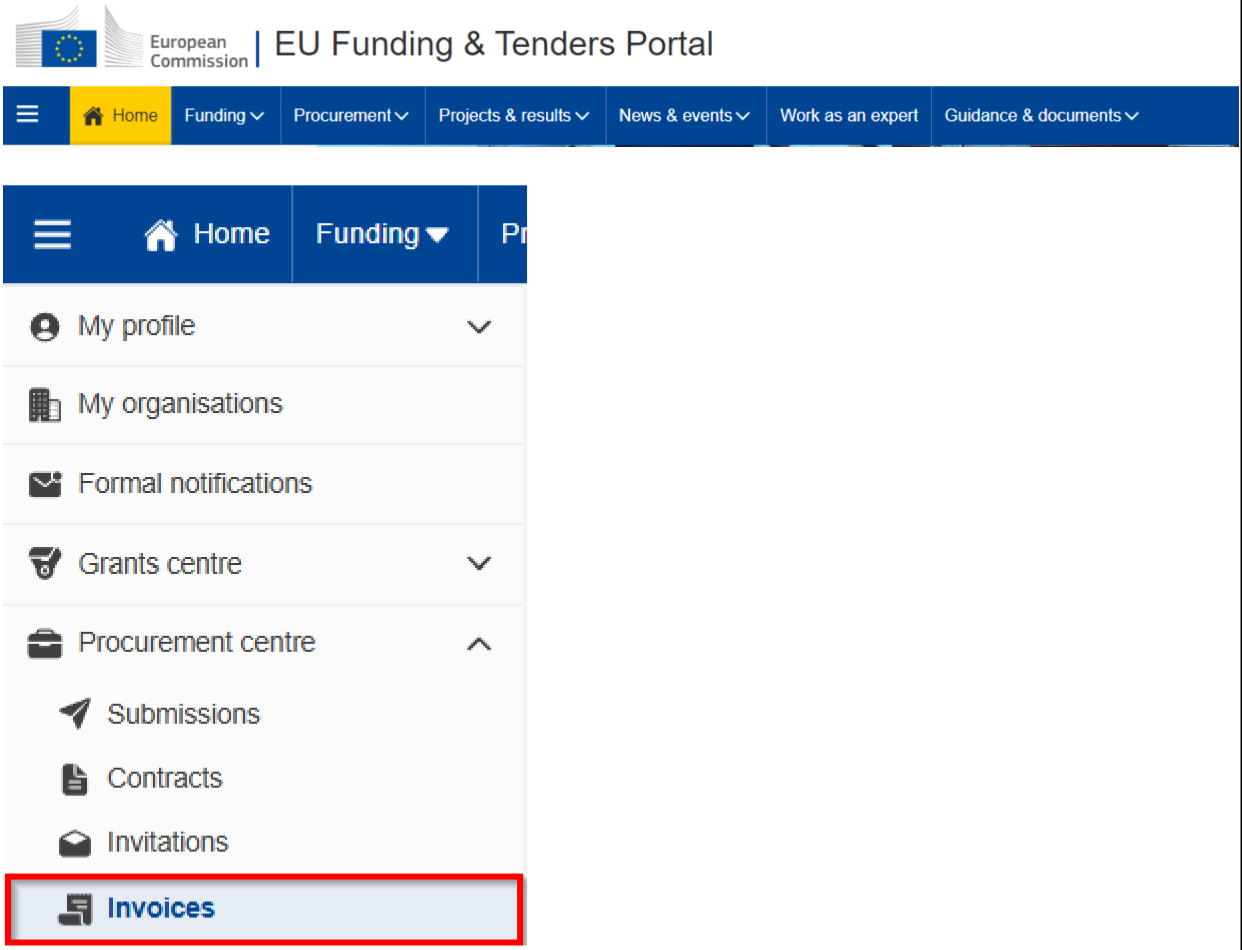
Fill in your e-mail address and click on 



Enter your password, choose your verification method, and click on 

CREATE INVOICE

<table>
<tr>
<td>1</td>
<td>
Open **Invoices** from the left-pane under Procurement centre.

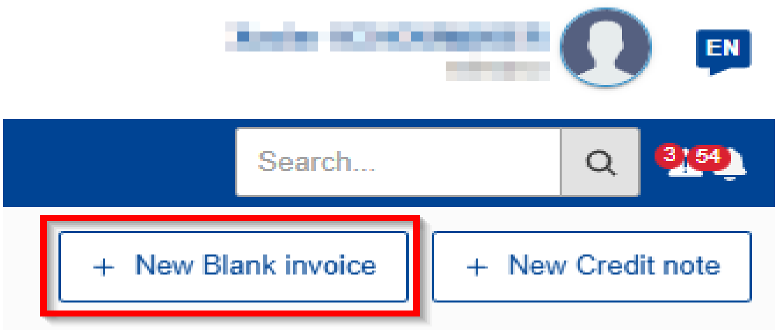


If Procurement Centre and the Invoices tab do not appear, use this link to create your first invoice: https://ec.europa.eu/info/funding-tenders/opportunities/portal/remote-invoices/blank-invoice.

Once an invoice has been created via this link, the **Invoices** tab will automatically appear on the left-side.
</td>
</tr>
</table>

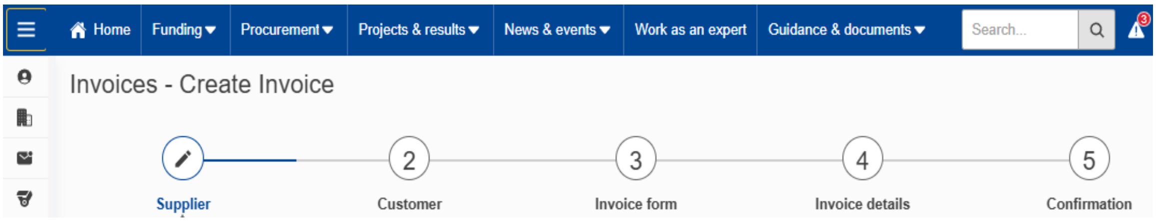
Create blank invoice

To enter a new invoice, click on + New Blank Invoice



During the preparation of the invoice, a progress bar appears at the top of the screen.

2 This line shows all the steps of the invoice creation process, indicating the step you are currently in:

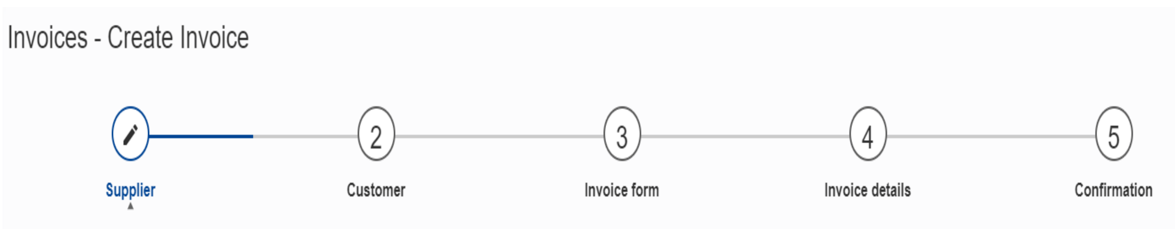


Additionally, this progress bar enables you to quickly access any step or revisit a previous step at any time.

At any stage during the preparation of the invoice and after its submission, a

button is available to close the invoice and return to the list of invoices.

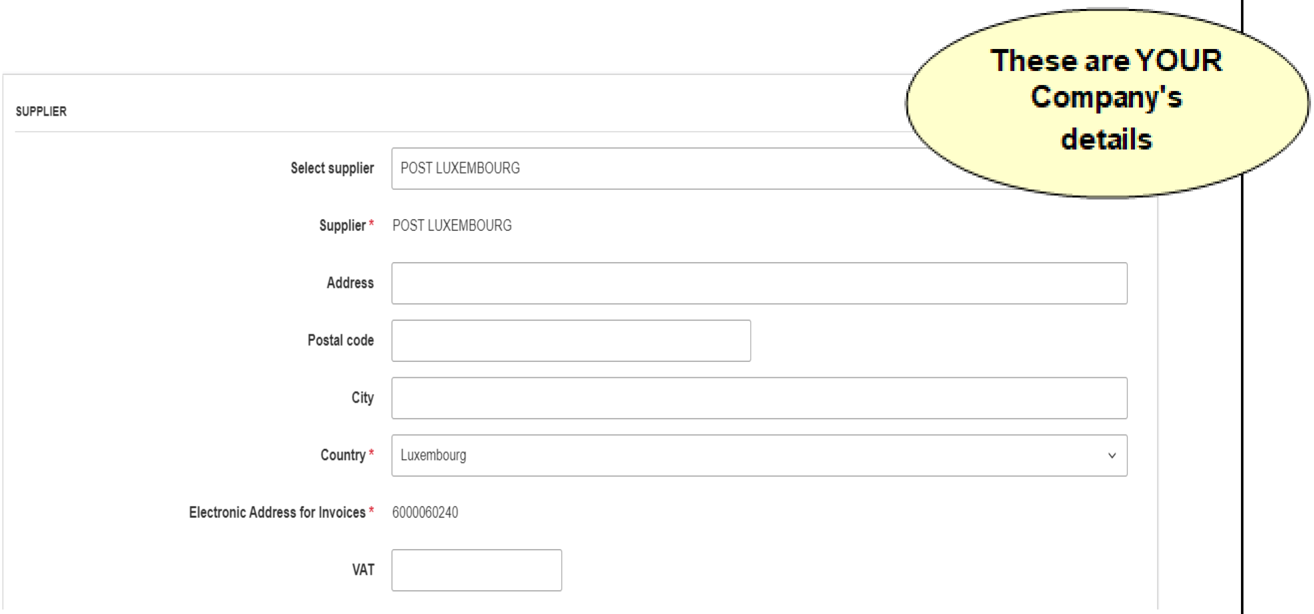
3



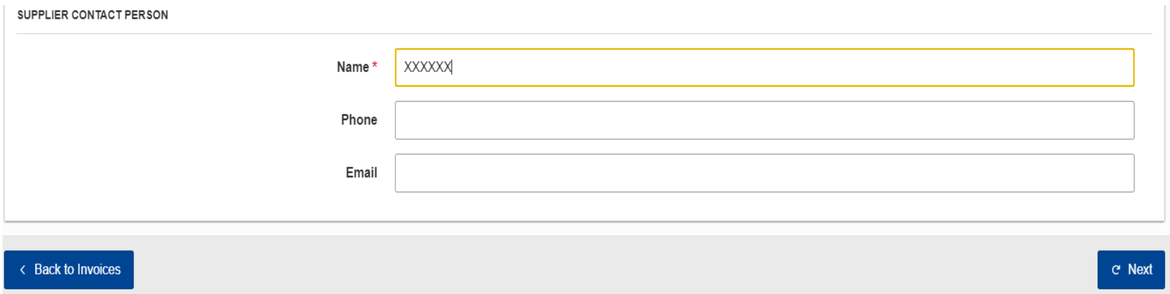
In the SUPPLIER area, enter your data in the same way you fill in in our financial documents.

As shown below, the **Supplier** name, **Electronic Address for Invoices** and the **Country** are mandatory fields filled-in automatically upon the selection of the supplier.

Address, Postal code, City and the Supplier contact person name are required too.

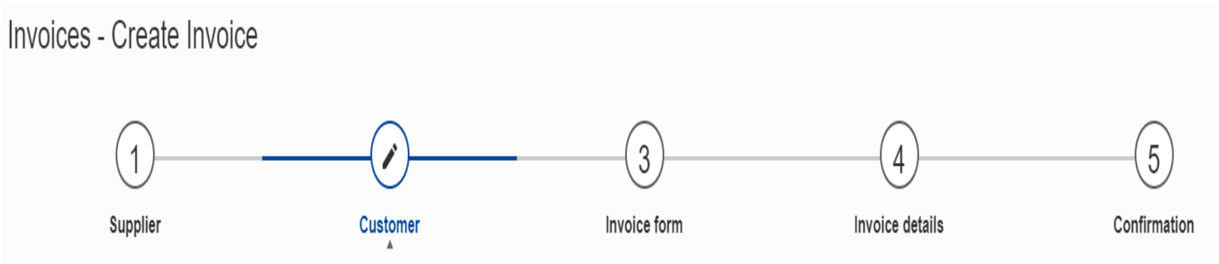


In the **SUPPLIER CONTACT PERSON field**, you should enter details about the contact person dealing with this invoice.

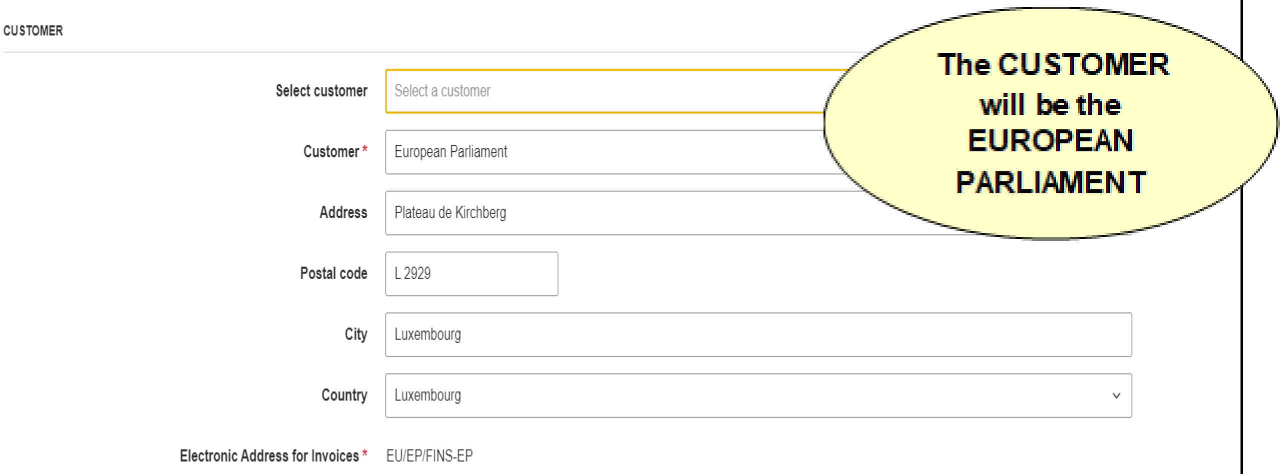


Once done, click  in the bottom right of the screen.

4



Once reaching the Customer step, select **EUROPEAN PARLIAMENT** from the **Select customer** dropdown list. The fields will be filled in automatically.

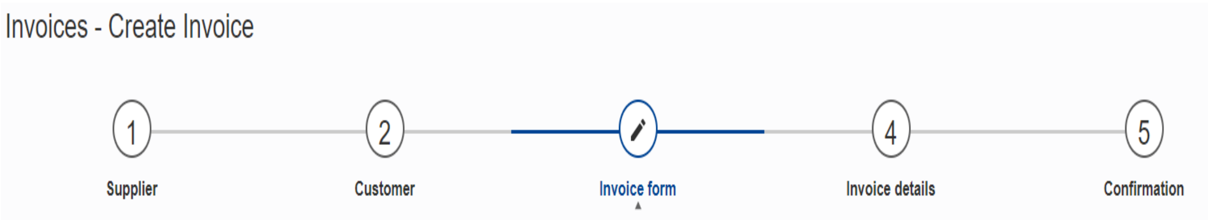


The information in the **Customer contact person** below is not compulsory and can be entered if necessary:

Once done, click 

in the bottom right of the screen.

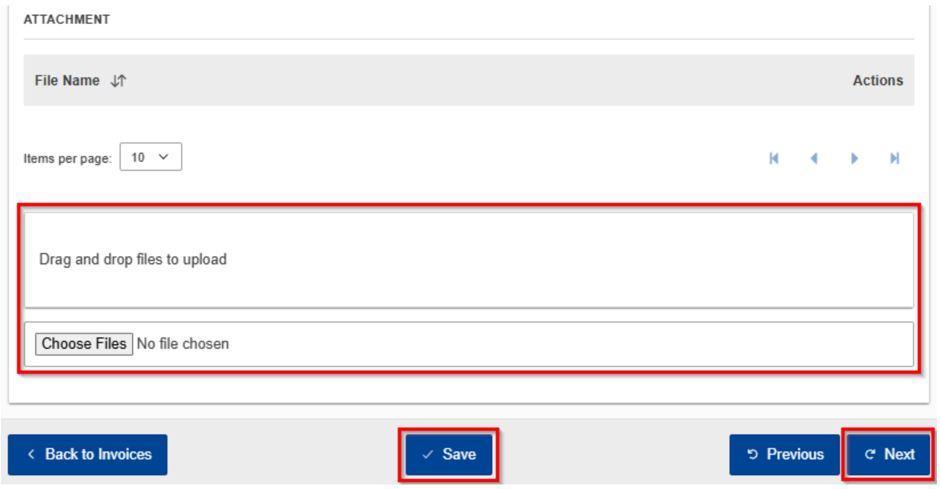
5



Enter required information at the **Invoice form** step.

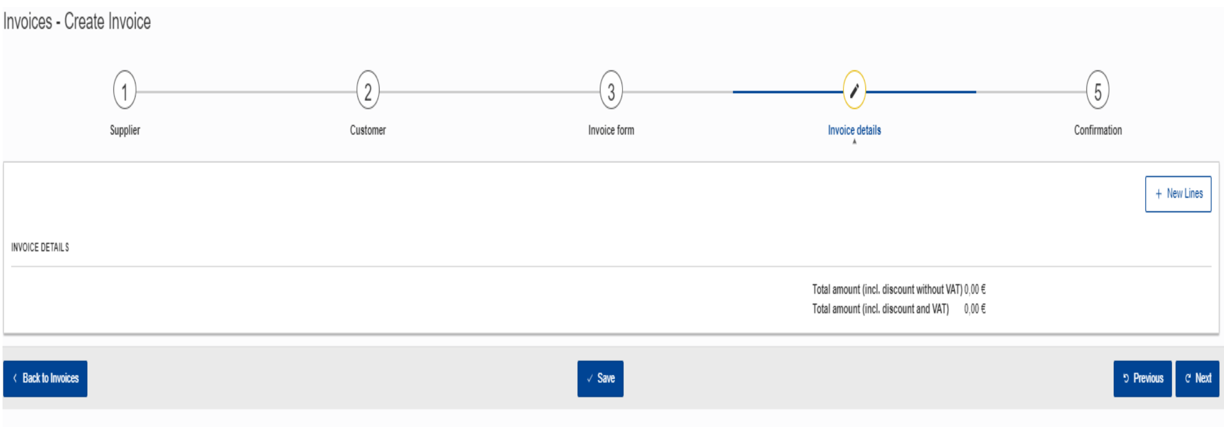
MANDATORY	**Invoice Number**	**Your Invoice reference number**
	Invoice Date	**Date of the Invoice**
	Invoicing Currency	**The currency of invoice**
	Payment means	**Payment to bank account (automatically)**
	IBAN, Bank Account	**Bank details**
	Contract reference / Purchase Order Number	**Your contract reference or Purchase order number if any**

You can also upload supporting documents. You can **Drag and drop** the files or **Choose Files** from your computer. 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.



To finish working on this later, you can click **Save** to save the progress on the invoice so far. Click **Next** when you are done and it will save what you entered automatically (same goes if you press **Previous** to go to the previous step).

6

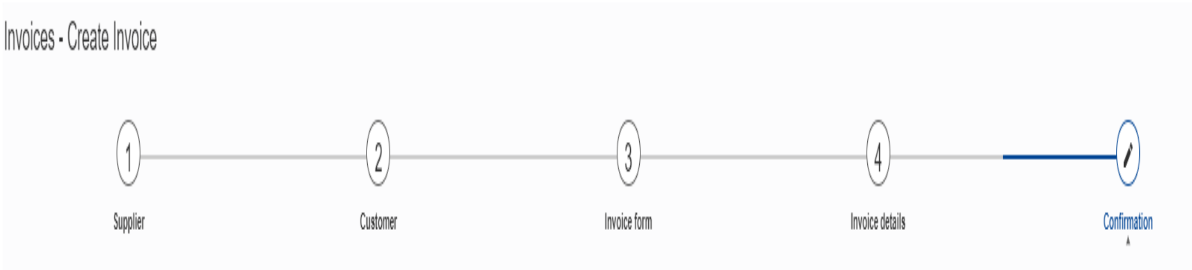


From the **Invoice details** page, click on **+ New Lines.**

MANDATORY	**Item name**	**Short description of goods or service supplied**
	Description	**Free text - additional information on the goods or services supplied, which allow our services to verify your invoices**
	Unit Price	**Enter the unit price, or if invoicing a total amount, enter the total here and set the quantity to 1**
	Quantity	**Quantity of items supplied**
	Unit measure	**Select a unit of measure**
	VAT Category	**Select the relevant entry**
	VAT Exemption Reason	**If the invoice falls under VAT exemption, enter the exemption reason, that you can find in our PO form**
	VAT rate	**If VAT is to be included in the invoice, indicate the rate here**

If the reason is the same for all the lines, tick the box **Duplicate VAT exemption reason to all** other Invoice Lines.

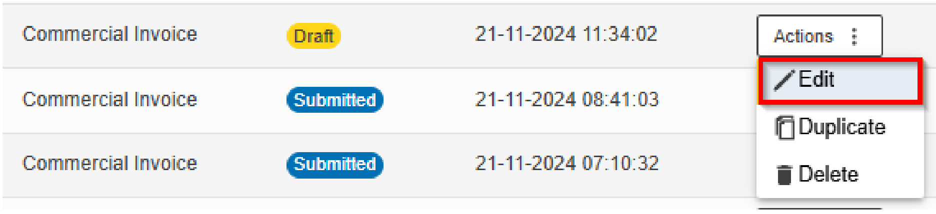
Once the required information is entered, click on **Save Line** and then on **Next**. In each invoice line, at the bottom, you will find a recap table and the line total amount calculated by the system.



At the **confirmation** step, all details entered in the previous steps show. Check & edit if necessary. For each section, you will find an **Edit** button.

As long as the invoice has not been submitted, you can edit it.

Open **Invoices** from the left-pane under Procurement centre. From the list of invoices, identify the draft one. Click on the **Actions** menu and then **Edit** from that line.



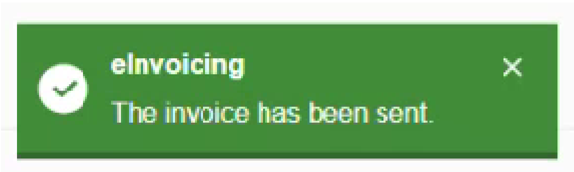
You are able to save and close the invoice at any time.

7

Once checked, if everything is correct, click 

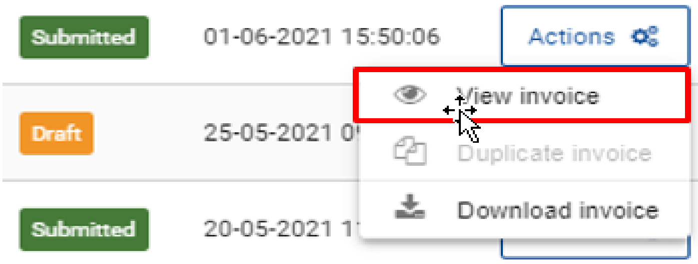
at the bottom of the page.

A confirmation that the invoice has been sent appears:



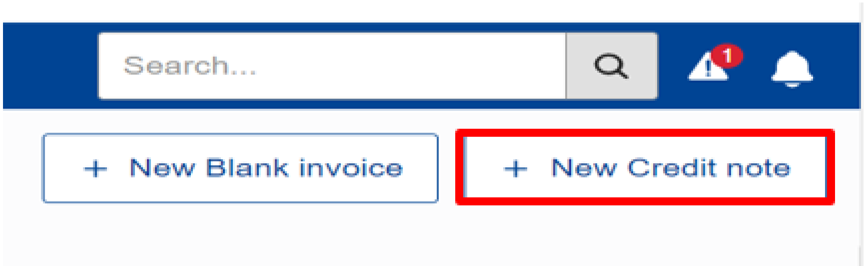
In the Invoices page, by clicking on the Actions button next to the submitted invoice you can **View**, **Download** and **Duplicate** the invoice.

"Click on **View Invoice** to display all its details on the screen in the Funding and Tenders portal. The status of the invoice (e.g., Submitted, Received by the Customer, Fully Cleared) will also be visible.



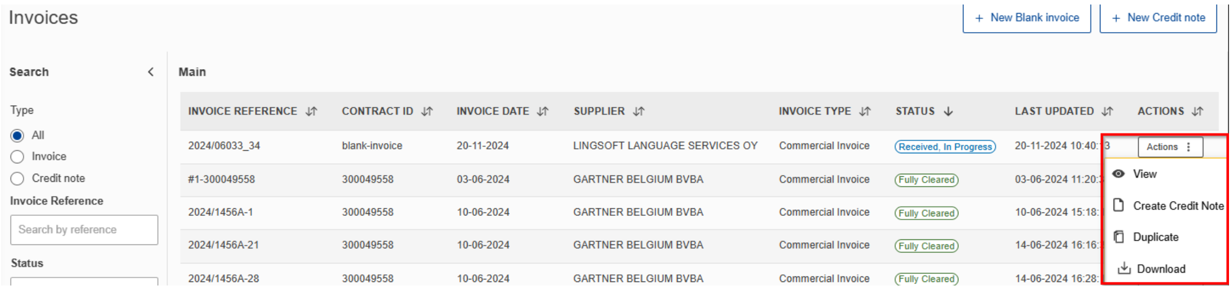
CREATE CREDIT NOTE

You may start creating a credit note from scratch, by clicking **+ New Credit note**



The creation of credit notes is very similar to the creation of invoices.

You may also create a credit note for an already entered invoice



If you click on **Duplicate** or **Create Credit Note**, it will create an invoice or credit note with the exact same details of the invoice you entered.

This can help to create a credit note based on the information entered for your invoice, so you do not have to enter everything again.

You can then modify those fields where necessary.