



Invoice Management System

Manual for ICC's vendors / suppliers to upload Invoices and Credit notes to the International Criminal Court (ICC)

1. Invoice Management Extranet site

a. Access to the ICC's extranet site

The extranet site can be accessed at <http://eservices.icc-cpi.int/vendors>. This is the place where Vendors / suppliers submit their Invoices and/or Credit Notes to the ICC.

When accessing the URL, the logon screen, will popup:

Windows Security

Connecting to eservices.icc-cpi.int.

User name

Password

Domain: ICC

Remember my credentials

OK Cancel

Username is: `icc-cpi\` followed by vendor number which is found on the Purchase Order.

This vendor number is the code assigned by the ICC to each vendor / supplier.

Password: it will be provided for each vendor. It is strongly advisable to change the default password immediately after the first logon.



ICC Elec

Invoices & Credit Notes

- Submit New Invoices or Credit Notes
- My Submitted Invoices
- My Submitted Credit Notes

Documents

- Bank details
- Manual to upload Invoices and/or Credit Notes
- Frequently asked financial questions
- Change Password**
- Contact us



b. Features

Once logged on into the site, the welcome screen will be displayed:

Invoices and Credit Notes

From this screen, Vendors are able to submit only Invoices and/or Credit Notes. Click on **Submit New Invoices or Credit Notes**. Options to submit “Reminders” and “Statements” are not available yet.

Do not submit a new form for the same invoice as it will generate a duplicate document.

Below form will be displayed. The vendor details (Name and Number) are automatically populated. Click either on “Invoice” or “Credit Note”, depending on the type of document.

**Cour
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Internationale**
International
Criminal
Court

INVOICE/CREDIT NOTE SUBMISSION

Vendor Name: Vendor ABC

Vendor Number: 60

Type of document:
 Invoice
 Credit Note



Then, enter all the other required information. **Email** field is uploaded automatically with the information ICC has in its records. If this e-mail address is not valid, it should be overwritten

Cour
Pénale
Internationale

International
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Court

INVOICE/CREDIT NOTE SUBMISSION

Vendor Name: Vendor ABC

Vendor Number: 60

Type of document:
 Invoice
 Credit Note

Invoice Date: *

Invoice Number: *

Description: *

Total Amount (including VAT, if applicable): *

Currency: *

Purchase Order: *

Email: AccountsRecABC@ABC.nl

Attach file (only pdf format accepted): Click here to attach a file *

Submit Cancel

Version: 1.0.0.622

Vendor must attach an electronic version of the Invoice/Credit Note in **PDF format only** (file size should be up to 5Mb). We advise optimizing the size of the PDF document not to exceed the maximum allowed. Select the document you would like to attach by clicking on “**Browse**” and then on “**Attach**”.

Attach File

Select a file, and then click Attach to upload it.

Browse...

Attach Cancel

The document will be uploaded. By clicking on this menu will be displayed showing the available options if required.



Example of form filled out attaching an invoice

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INVOICE/CREDIT NOTE SUBMISSION

Vendor Name:

Vendor Number:

Type of document: Invoice
 Credit Note

Invoice Date:

Invoice Number:

Description:

Total Amount (including VAT, if applicable):

Currency:

Purchase Order:

Email:

Attach file (only pdf format accepted): Inv. 123 - Vendor ABC.PDF
46.42 KB

Version: 1.0.0.622

Click on “**Submit**” button. Below message appears:

Thank You for submitting the form. Confirmation email has been sent to the email address provided in the form.



By clicking on “OK” you are directed to the home page. From here, you can repeat the same procedure of filling out a form for every single document to be submitted.

If no more documents need to be uploaded, **Sign out**.



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Change Password

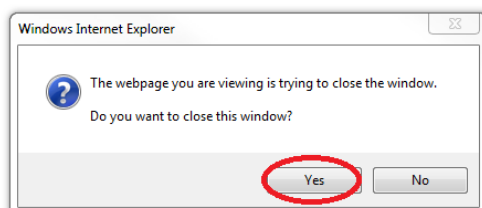
Contact us

Sign out

Recent

Please close the browser to complete sign out.

GO BACK TO SITE



2. Notifications

A notification/acknowledgement of the document(s) submitted to ICC is sent to the vendor by e-mail to the **Email** address entered in the form. Example email:

Subject: Invoice has been received

Body:

Dear *[Vendor's name]*,

Thank you for submitting Invoice: *[Invoice number]*.

It will be processed within the payment terms of the Purchase Order with the ICC.

Kind regards,

Disbursements Unit - International Criminal Court

3. Technical issues

In case of technical issues, please send an e-mail with a screenshot of the technical issue, if any, to the e-mail address stated under “Contact us->Technical questions about this portal” and we will contact you to resolve it.