Electronic (e-)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

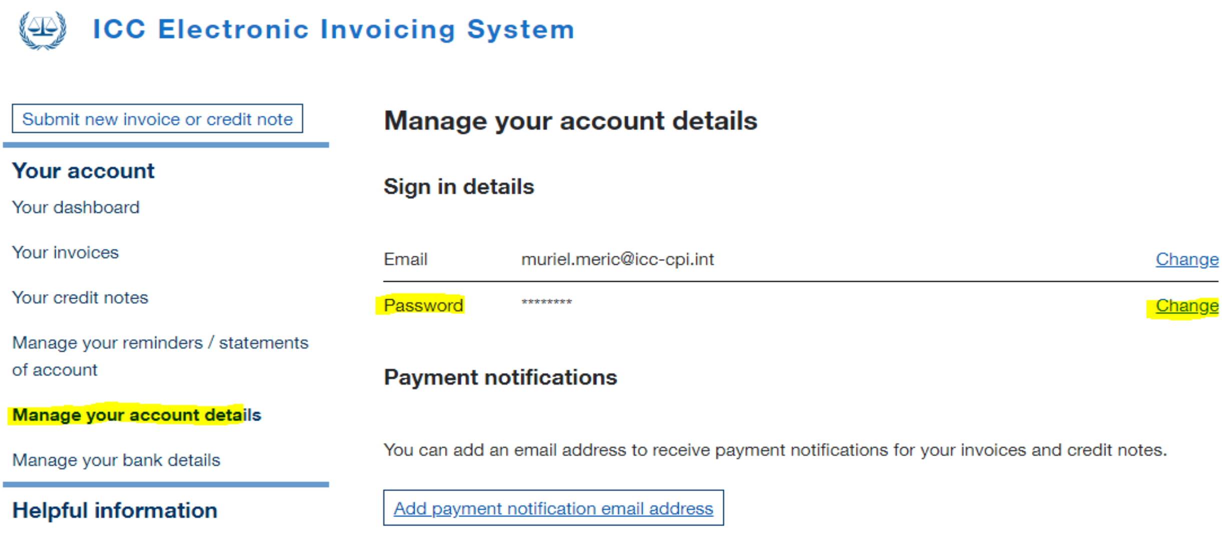
The extranet site can be accessed at https://eservices.icc-cpi.int/

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:

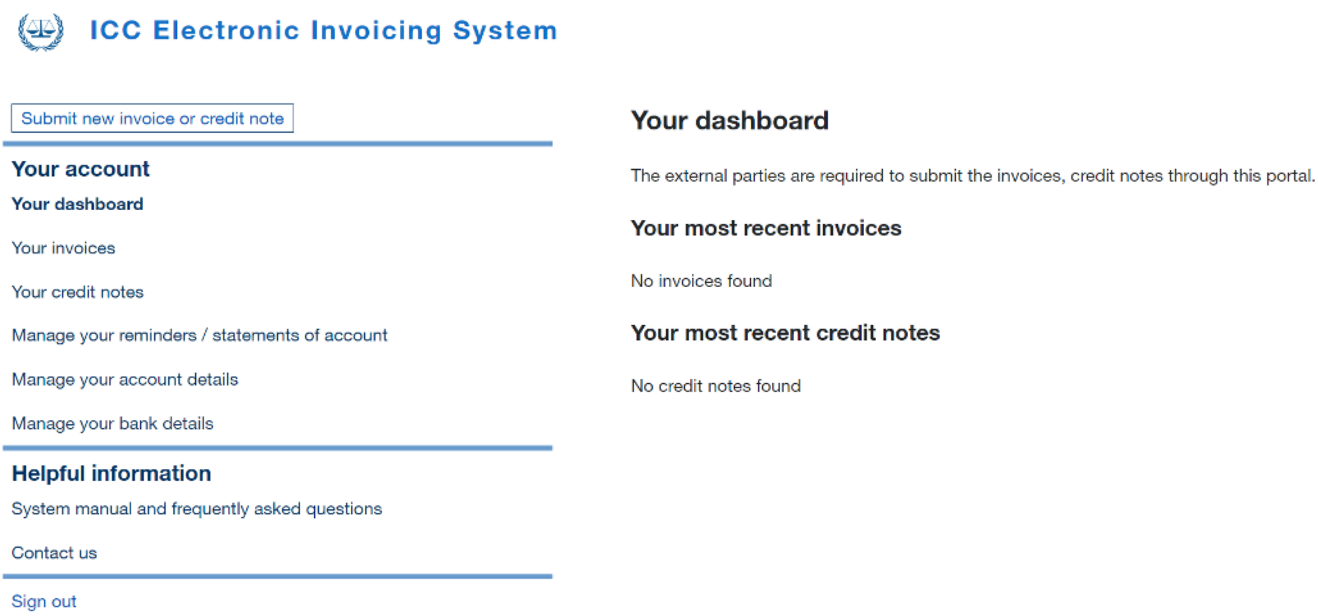
Username: e-mail address of the person uploading the invoice or credit note

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



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 Invoices and/or Credit Notes.

Click on "**Submit new invoice or credit note**"

Below form will be displayed. The vendor details (Name and Number) are automatically populated.

Below screen will appear and you need to decide if the document you are submitting is related to language services (translation, transcription, interpretation) or not as by default, it is not a language service.

Vendor Name *

X

Vendor Number *

9999

Have you provided any language related services? *

- ○ Yes
- ◉ No

Type of Document *

- ◉ Invoice
- ○ Credit Note

Invoice Date

dd / mm / yyyy

Invoice Number *

Description *

Total Amount *

0.00

Currency *

Purchase Order *

Email *

Attach File *

Choose File No file chosen

One file only.

64 MB limit.

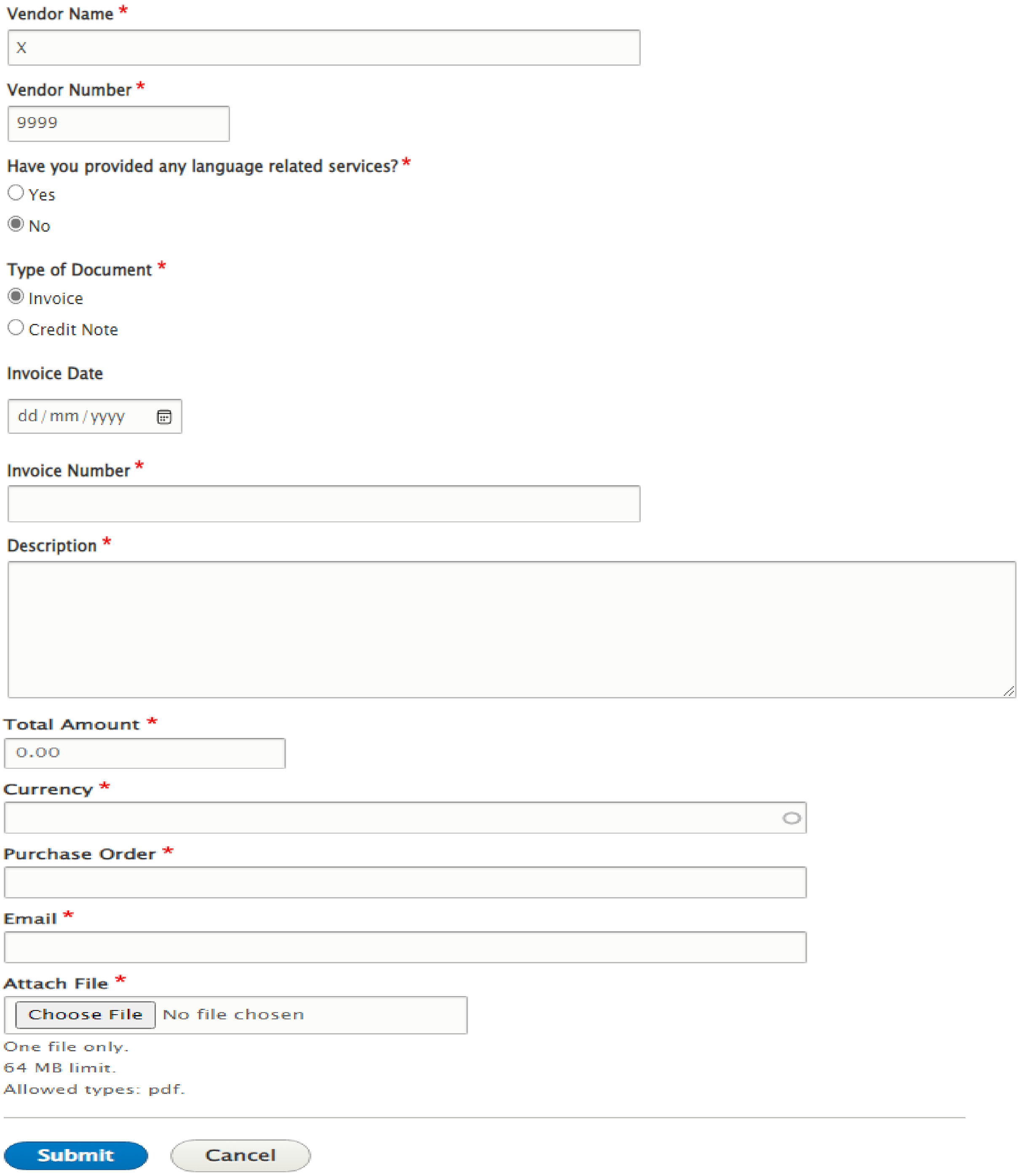
Allowed types: pdf.

Submit Cancel

i. Non-language related services

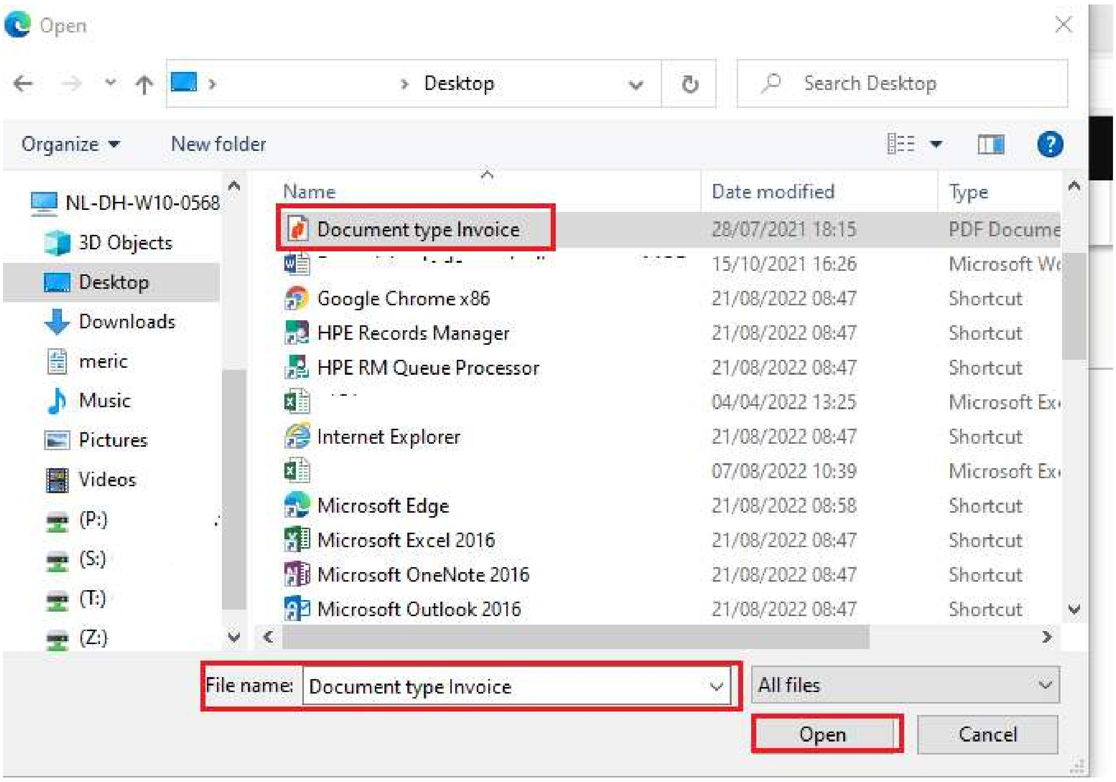
If you are ***not*** offering language services (translation/transcription/interpretation), select "No".
Then, enter all the other required information.

Click either on "**Invoice**" or "**Credit Note**", depending on the type of document


Vendor Name *
X
Vendor Number *
9999
Have you provided any language related services? *
Yes
No
Type of Document *
Invoice
Credit Note
Invoice Date
dd / mm / yyyy
Invoice Number *
Description *
Total Amount *
0.00
Currency *
Purchase Order *
Email *
Attach File *
Choose File No file chosen
One file only.
64 MB limit.
Allowed types: pdf.
Submit Cancel

Vendor must attach an electronic version of the Invoice/Credit Note in **PDF format only** (file size should be up to 64MB). 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 “**Choose File** ” and then on “**Open**”.



The document will be uploaded by clicking “Choose File”→select the file → ”Open”

If attached document is incorrect, click on “Remove”

Example of form filled out attaching an invoice for non-language related

Vendor Name *

evendor

Vendor Number *

9999

Have you provided any language related services? *

○ Yes

◉ No

Type of Document *

◉ Invoice

○ Credit Note

Invoice Date

21/08/2022

Invoice Number *

12345

Description *

Subscription Jul22

Total Amount *

10

Currency *

eur

Purchase Order *

4526111

Email *

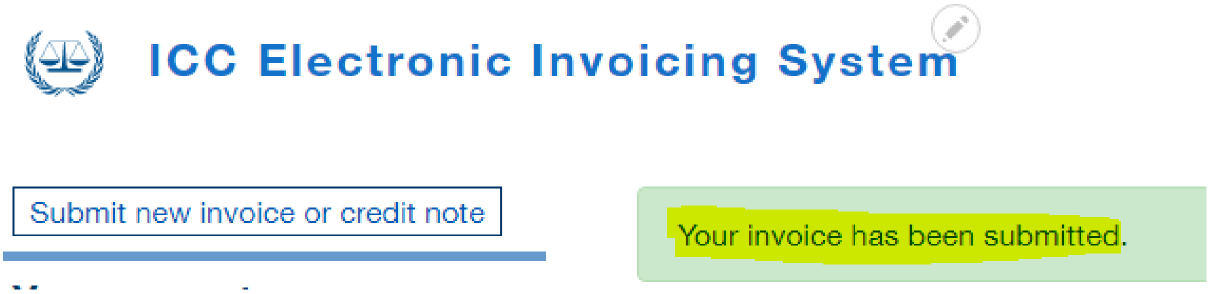
evendor@icc-cpi.int

Attach File *

Document type Invoice_1.pdf Remove

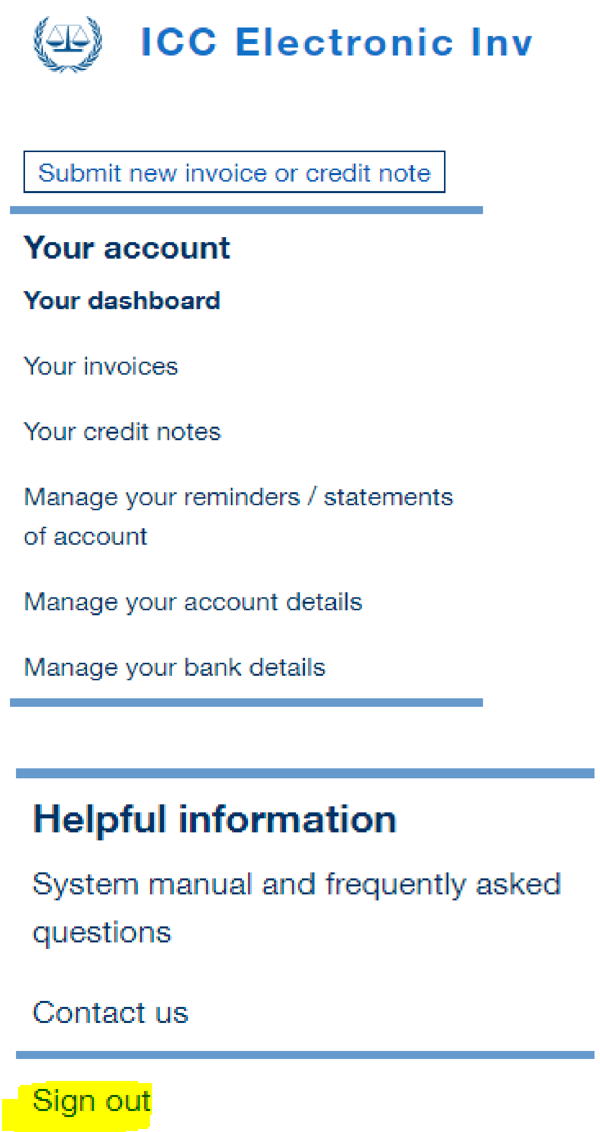
Submit Cancel

Click on "**Submit**". A message "Your invoice has been submitted" appears.



You are directed to the home page. From here, you can repeat the same procedure of filling out a new form for every single document to be submitted.

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



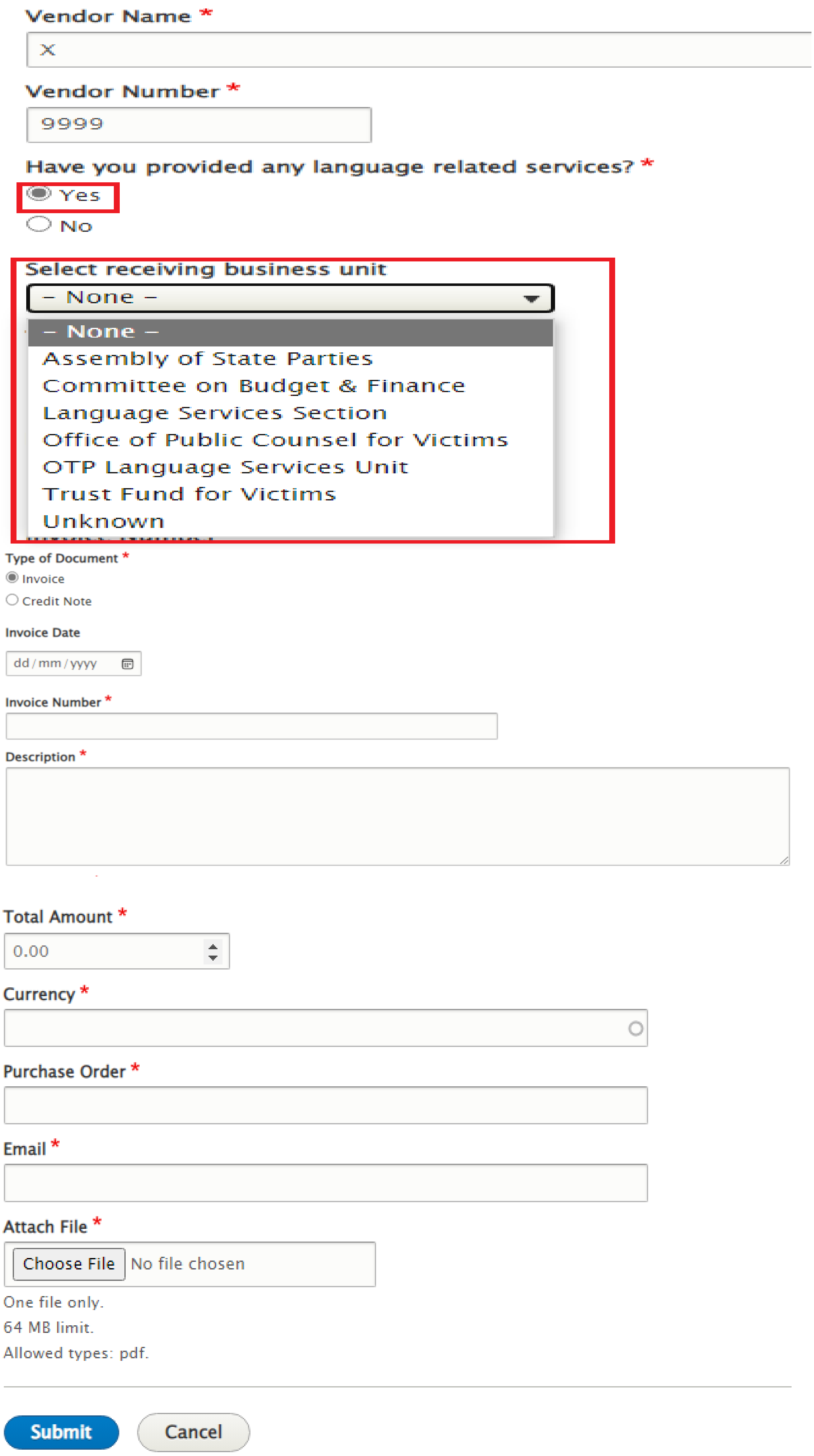
Signing out will bring you to the below page

ii. Language related services (translation, transcription, interpretation)

If you are offering language services select “Yes”.

Then, enter all the other required information including the selected receiving business Unit.

Follow the same steps as in i.


Vendor Name *
X
Vendor Number *
9999
Have you provided any language related services? *
Yes
No
Select receiving business unit
– None –
– None –
Assembly of State Parties
Committee on Budget & Finance
Language Services Section
Office of Public Counsel for Victims
OTP Language Services Unit
Trust Fund for Victims
Unknown
Type of Document *
Invoice
Credit Note
Invoice Date
dd/mm/yyyy
Invoice Number *
Description *
Total Amount *
0.00
Currency *
Purchase Order *
Email *
Attach File *
Choose File No file chosen
One file only.
64 MB limit.
Allowed types: pdf.
Submit
Cancel

Example of form filled out attaching an invoice for language related services
(translation/transcription/interpretation)

Vendor Name *

evendor

Vendor Number *

9999

Have you provided any language related services? *

(•) Yes

( ) No

Select receiving business unit

Committee on Budget & Finance

Type of Document *

(•) Invoice

( ) Credit Note

Invoice Date

21/08/2022

Invoice Number *

12345

Description *

Subscription Jul22

Total Amount *

10

Currency *

eur

Purchase Order *

4526111

Email *

evendor@icc-cpi.int

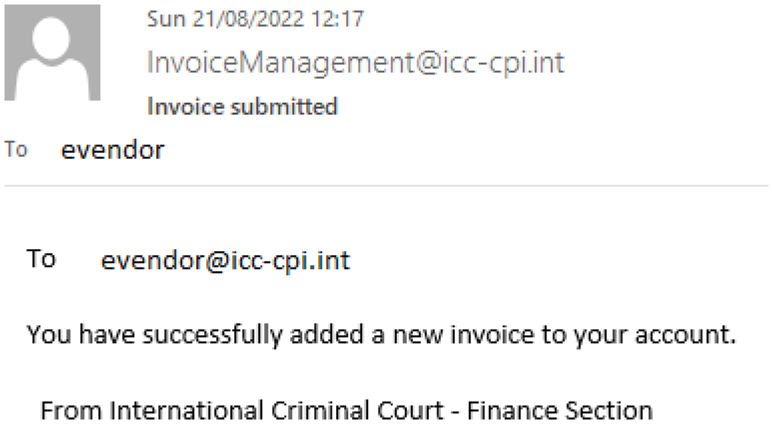
Attach File *

Document type Invoice_1.pdf Remove

Submit Cancel

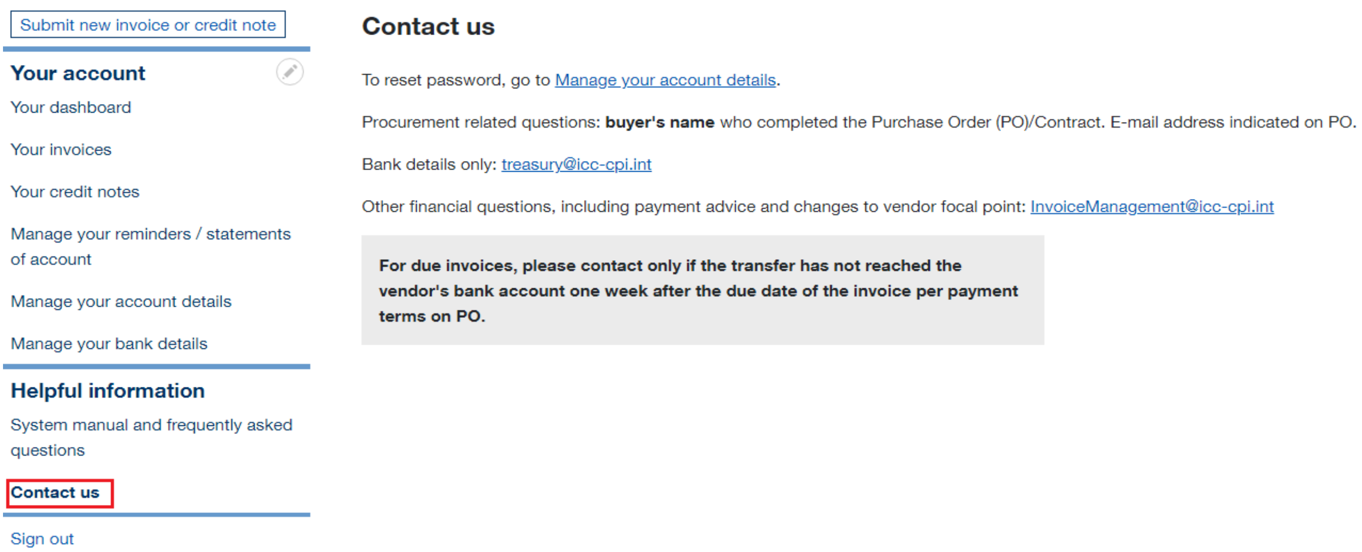
2. Notifications

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:



3. Issues

In case of any issues, please send an e-mail with a screenshot , to the e-mail address stated under “Contact us->InvoiceManagement@icc-cpi.int and we will contact you to resolve it.



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Nb:

- Options to submit “Reminders” and “Statements” and are not available yet.
- Do not submit a new form for the same invoice as it will generate a duplicate document.