



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:

The screenshot shows the login interface for the ICC Electronic Invoicing System. At the top left is the ICC logo, followed by the text "ICC Electronic Invoicing System". Below this is a "Sign in" heading. There are two links: "Sign in" and "Reset password". The "Sign in" link is highlighted. Below the links are two input fields: "Username *" and "Password *". The "Username *" field has a placeholder text "Enter your ICC Electronic Invoicing System username." and the "Password *" field has a placeholder text "Enter the password that accompanies your username." At the bottom is a blue "Sign in" button.

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.



[ICC] RESTRICTED



ICC Electronic Invoicing System

[Submit new invoice or credit note](#)

Your account

Your dashboard

Your invoices

Your credit notes

Manage your reminders / statements
of account

Manage your account details

Manage your bank details

Helpful information

Manage your account details

Sign in details

Email [muriel.meric@icc-cpi.int](#) [Change](#)

Password [*****](#) [Change](#)

Payment notifications

You can add an email address to receive payment notifications for your invoices and credit notes.

[Add payment notification email address](#)

b. Features

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



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Helpful information

System manual and frequently asked questions

Contact us

[Sign out](#)

Your dashboard

The external parties are required to submit the invoices, credit notes through this portal.

Your most recent invoices

No invoices found

Your most recent credit notes

No credit notes found

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”**



ICC Electronic Invoicing System

[Submit new invoice or credit note](#)

[Your dashboard](#)



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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 *

No file chosen

One file only.

64 MB limit.

Allowed types: pdf.



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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

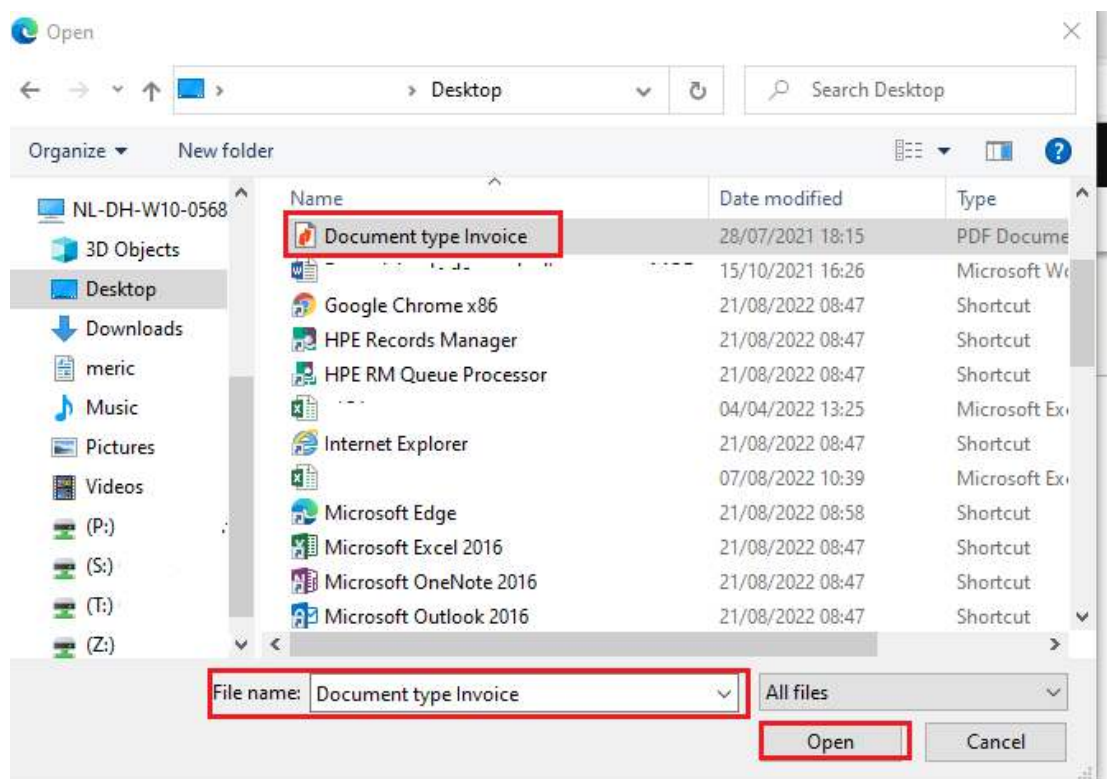
Vendor Name *	X
Vendor Number *	9999
Have you provided any language related services? *	☐ Yes ☒ No
Type of Document *	☒ Invoice ☐ Credit Note
Invoice Date	dd/mm/yyyy
Invoice Number *	
Description *	
Total Amount *	0.00
Currency *	
Purchase Order *	
Email *	
Attach File *	Choose File No file chosen One 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.



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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”**

Attach File *



Document type Invoice_0.pdf

Remove



[ICC] RESTRICTED

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



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



ICC Electronic Invoicing System



[Submit new invoice or credit note](#)

Your invoice has been submitted.

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**”.



ICC Electronic Inv

[Submit new invoice or credit note](#)

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Helpful information

[System manual and frequently asked
questions](#)

[Contact us](#)

[Sign out](#)



[ICC] RESTRICTED

Signing out will bring you to the below page



ICC Electronic Invoicing System

Sign in

[Sign in](#)

[Reset password](#)

Username *

Enter your ICC Electronic Invoicing System username.

Password *

Enter the password that accompanies your username.

Sign in



[ICC] RESTRICTED

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**



[ICC] RESTRICTED

**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

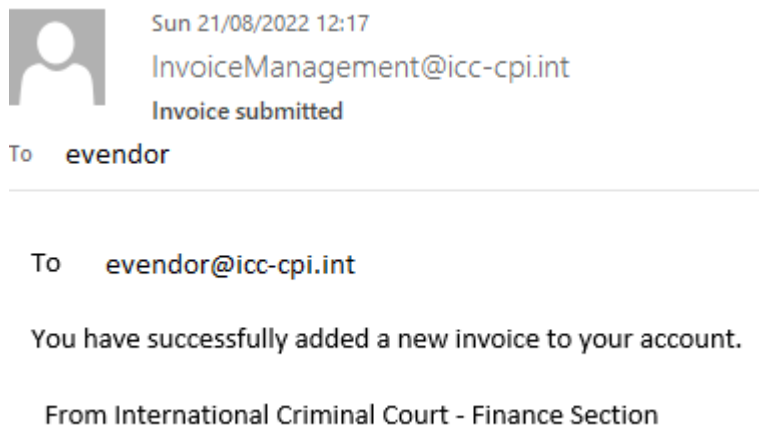
Cancel



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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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To reset password, go to [Manage your account details](#).

Procurement related questions: **buyer's name** who completed the Purchase Order (PO)/Contract. E-mail address indicated on PO.

Bank details only: treasury@icc-cpi.int

Other financial questions, including payment advice and changes to vendor focal point: InvoiceManagement@icc-cpi.int

For due invoices, please contact only if the transfer has not reached the vendor's bank account one week after the due date of the invoice per payment terms on PO.

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.