

Individual Consultant Self-Service Portal (UNICEF Consultant Portal)



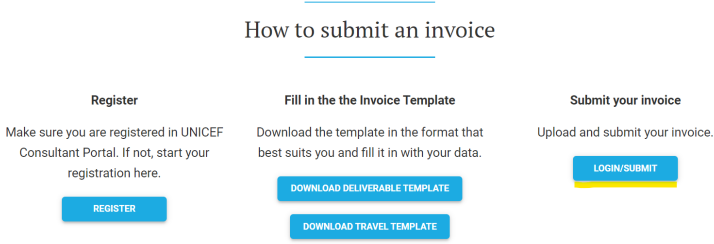
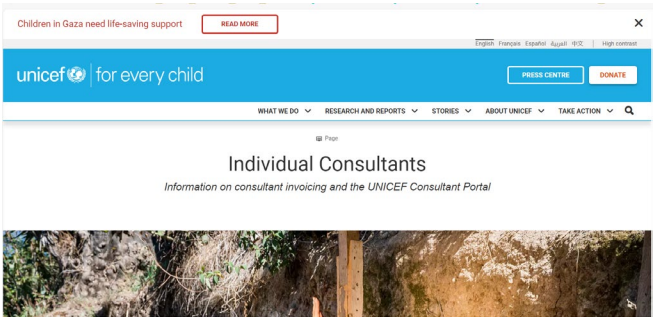
Step 0 / Sign-in to the UNICEF Consultant Portal

Action 1 (see below): Go to [Individual Consultants | UNICEF](#)

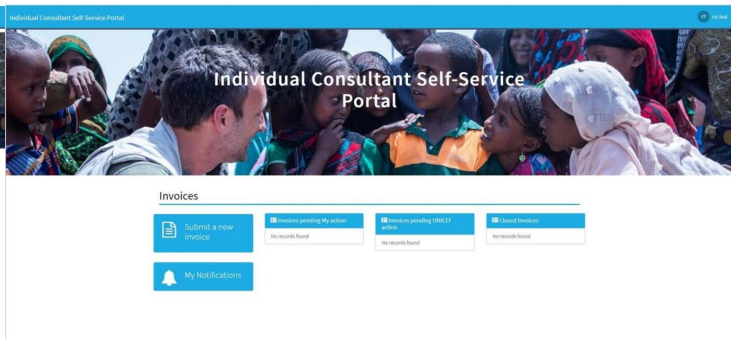
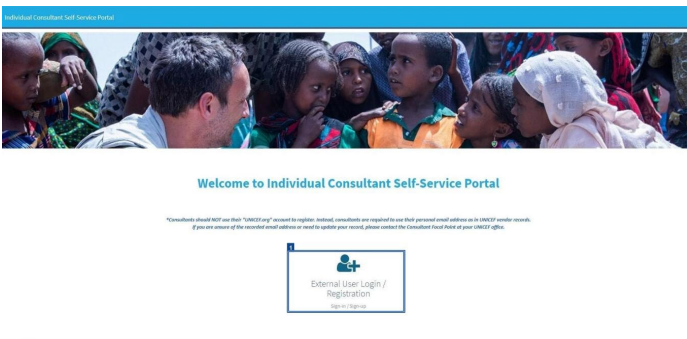
Action 2 (see below): Scroll down to “How to submit an invoice” section and click on the **Login/Submit** button at “Submit your invoice”.

Action 3: Sign-in using previously registered private email address as per UNICEF vendor record.

Action 1: [Individual Consultants | UNICEF](#)

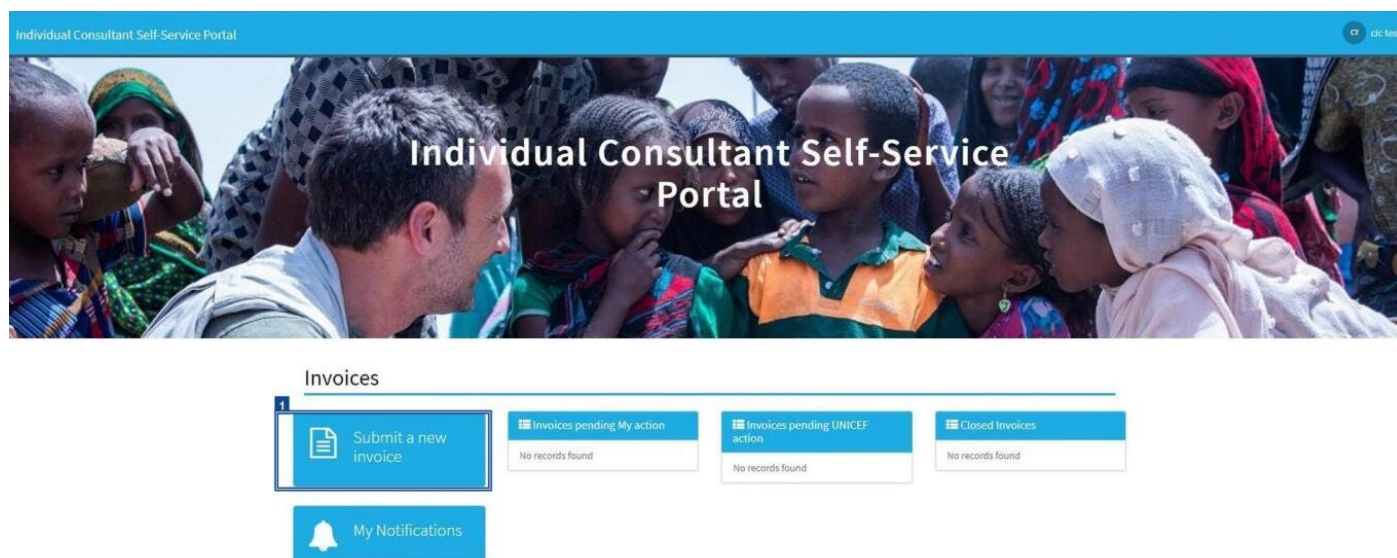


Action 2: [UNICEF Consultant Portal](#)



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Step 1 / Action 1: "Submit a new invoice": In this widget you can submit your consultancy invoices related to deliverables and travel for payment. For invoice submission, you need to have a registered vendor record at UNICEF.



Step 2 / Action 1: Lists for submitted invoices. (Note: a **CIC00xxxxx** case number is assigned to each of your invoice submission. This reference is used in communication.)

Action 2: "Invoices pending My action": Invoices that were **returned** to you for action will be visible in this list. You will receive notification when the invoice has been returned to you. After you have made the necessary action (information or new/updated attachment added) the invoice will be removed from this list and will appear under the "Invoices pending UNICEF action" list.

Action 3: "Invoices pending UNICEF action": Invoices submitted to UNICEF will appear in this section. You may see the following status of the invoices: - **Ready:** Invoice has just been submitted. - **Work in progress:** UNICEF agent has started working on the case. - **Awaiting approval:** The invoice is under approval of your contract manager. - **Suspended:** The submitted invoice/case required further action from your local office/contract manager/technical support. You may find further information on the suspended case by entering the invoice record.

Action 4: "Closed Invoices ": This view shows all closed invoices with different status: - **Closed Complete:** invoice has been processed for payment. - **Closed Incomplete:** invoice has been rejected. You can find the reason for the rejection by entering the invoice record. -- **Cancelled:** - you may request cancellation of the invoice when the invoice is still in Ready state. - Cancelled status is also visible if the invoice attachment has been updated and the process will be continued under a new **CIC00xxxxx** case number.

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Invoices

1

2 Submit a new invoice

3 Invoices pending My action
No records found

4 Invoices pending UNICEF action
No records found

5 Closed Invoices
No records found

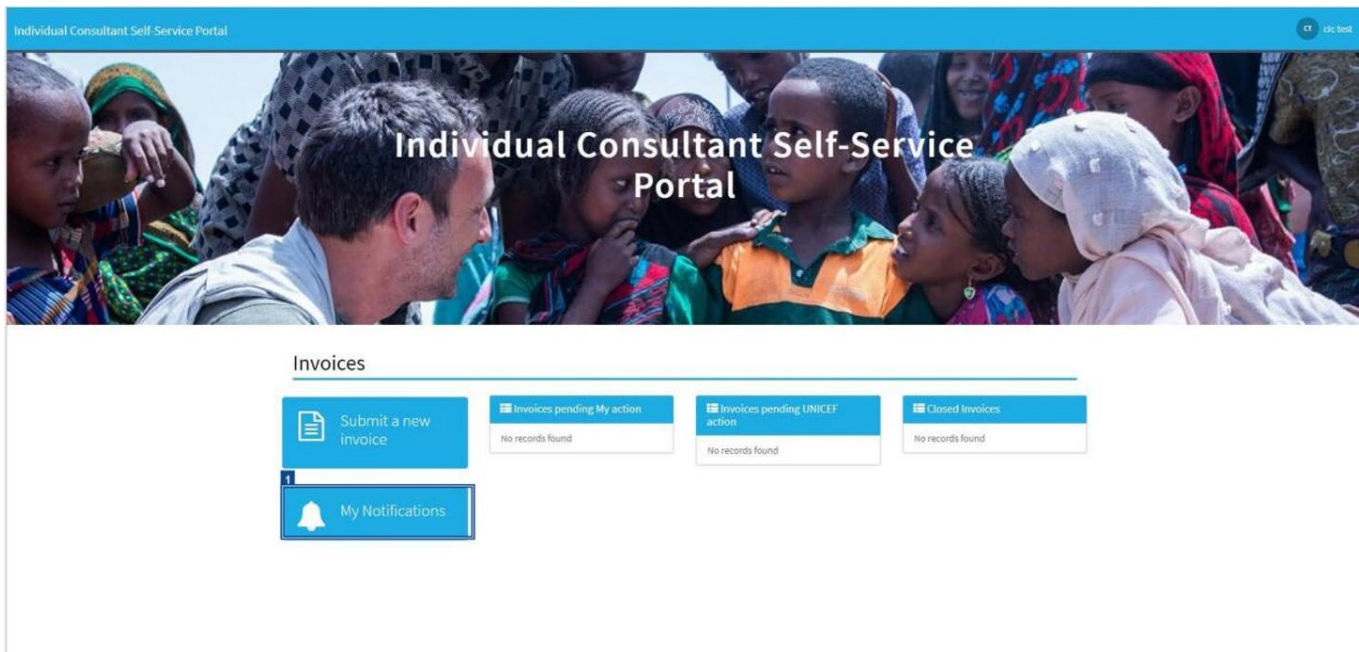
6 My Notifications

Invoices pending UNICEF action

CIC0013192
Ready • 0043370530 • Invoice No. 1

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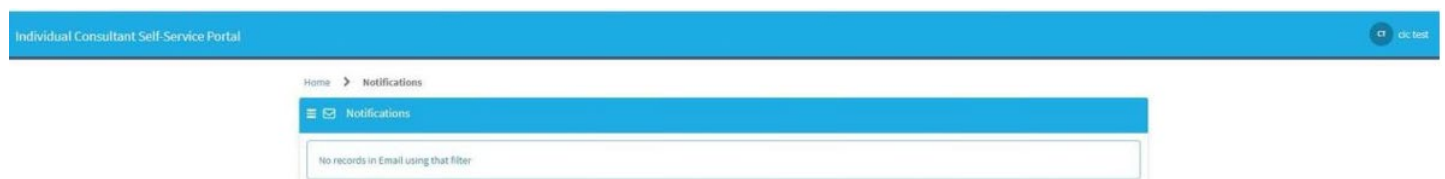
Step 3 / Action 1: "My Notifications": Notifications received in your email are also visible in the "My Notification" section.



Step Notes:

Notifications are received for the following actions:

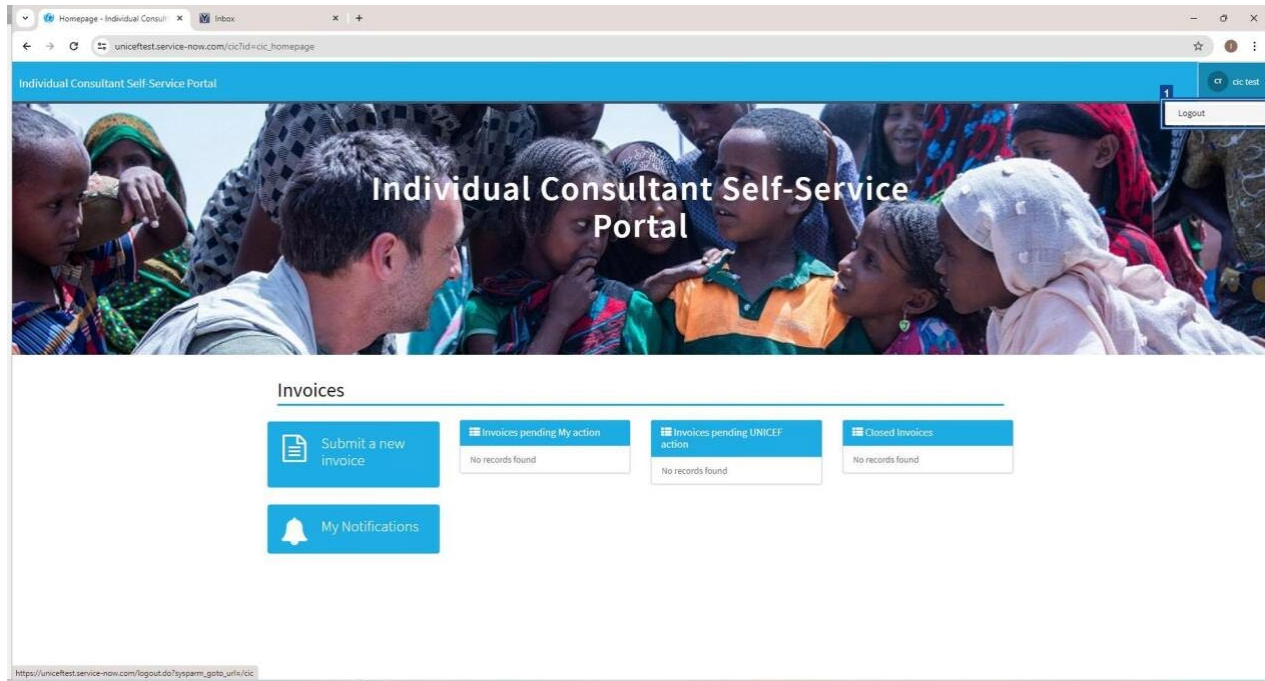
- Upon invoice submission.
- Case returned to you for further confirmation/update.
- Case suspended due to action required from the local office or due to technical reasons.
- Case closure.



The notification will be listed in this section and accessible by clicking the line item. Returning to the homepage click on "Home".

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Step 4 / Action 1: When you finish the work in the portal, please click on your user icon and on "Logout".



Step Notes:

Please make sure that you properly log out from the portal by using the Logout function. - for security measurement.