How to submit a Milestone Achievement Certificate or Invoice in 6 steps

This is a Quick Guide how to submit an Invoice and, as a self-standing document, a Milestone Achievement Certificate (Confirmation) in a few steps.

For more detailed information on how to execute this process, please refer to the work instructions, where a step-by-step instruction is provided on how to issue these objects. If you still have questions please refer to the FAQ's for suppliers where the most Frequently Asked Questions are provided with answers and screenshots, if applicable.

## Jargon Busting – esa-p Terms

esa-p Terms

- **Milestone Achievement Certificate (MAC) = External Confirmation**. This object reflects the achievement of a milestone (or a part of it) .

- **Purchase Order** – In esa-p both ESA contracts and ESA Purchase Orders are equally referred to as "Purchase Orders

- **Order Collaboration** – When accessing the esa-p portal there are 3 main tabs available. The order collaboration tab contains the hyperlinks to create MAC/Confirmations and Invoices.

Log in

First thing to do:

- Login on the new esa-p system by opening the following URL: http://esa-p.sso.esa.int

   In the new esa-p portal you can still use the same user and password you were currently using in EFIS

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# How to submit a Milestone Achievement Certificate or Invoice in 6 steps
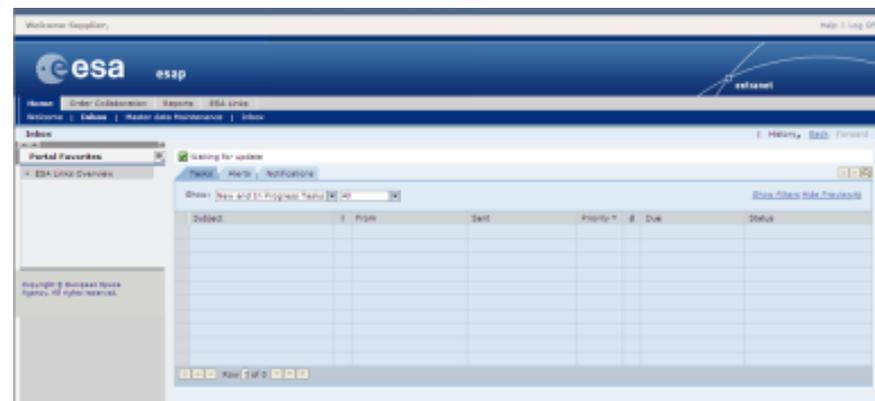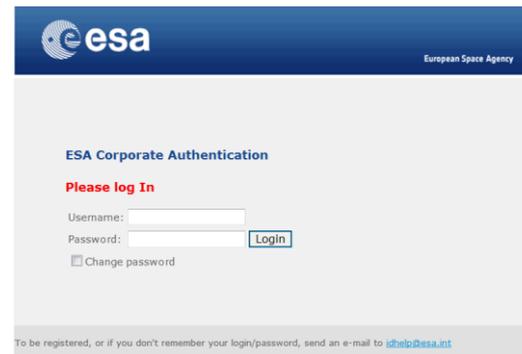
1. Navigate to: Create MAC or Invoice

When accessing the 'Order Collaboration' tab you will have the possibility to create the objects 'External Confirmation' (=MAC/Confirmation) and 'Invoice'.

When clicking one of these links a separate screen will open where you can enter your data.

2. Enter Purchase Order Number (+ click 'Add')
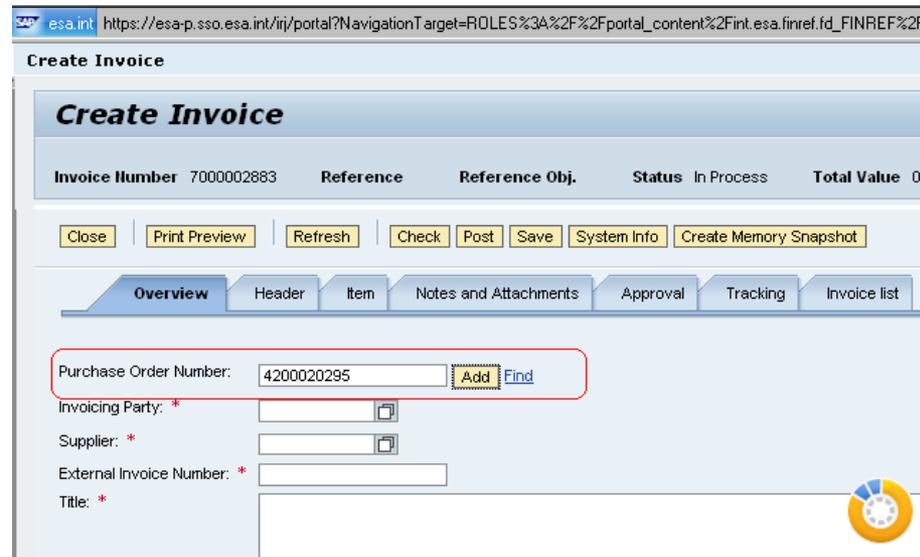
Why click 'Add' button?
Click Add to inherit all open milestones from the contract and to link the invoice to the contract.

If you don't know the Purchase Order Nbr:
Query it via Find link

For ongoing ESA contracts (issued before 2010):
The old contract number is inherited in the new nbr:
if the ongoing contract number was cXXXXX (=c+5digits), then your new esa-p contract number is 42000XXXXX (10 digits, starting with 42000).-
Example: c12345 became 4200012345

3. Select the Milestone within the PO against which the MAC or Invoice shall be created

By default, all open milestones are included when creating an invoice. To select only one line, click 'Exclude All' button and include only the line item which you want to post the invoice against.
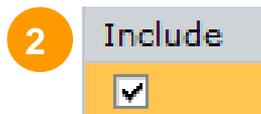
1 Exclude All

2 Include ✔

Create Invoice

Invoice Number 7000029160   **Reference**   Reference Obj. 4000101807   **Status** In Process   **Total Value** 0,00 EUR   **Supplier** ASTRIUM GMBH- BUSINESS DIVISION   **Invoicing Party** ASTRIUM GMBH- BUSIN

Close | Refresh | Check | Post | Save

Overview | Notes and Attachments | Government Procurement

Purchase Order Number: [ ] Add Find
Invoicing Party: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION
Supplier: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION
External Invoice Number: * [ ]
Title: * TRAINING CONTRACT TITLE

Invoice Name: [ ]
Invoicing Date: * [ ]
Invoice Recipient: ESA - European Space A...

Total Value (Gross)/Currency: * 0,00 EUR Cal
Balance: 400,00
Total Tax: 0,00 Calculate Total
Incidental Costs: 0,00
Payment Terms: 30 days for external vendors
Part. Bank: [ ]
Awaiting approval Sub-status: [ ]

▼ Items
Filter [ ] Details | Add Item | Copy | Paste | Duplicate | Delete | Include All | **Exclude All**

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
• 1	☑	Invoice		SubSub - MS1 (FFP + 10% Esc)	Z001	4000101807	0000000023	0	%	2.200,00	EUR	100	0,00	Tax
• 2	☑	Invoice		SubSub - MS2 (FFP + 10% Esc)	Z001	4000101807	0000000024	0	%	2.200,00	EUR	100	0,00	Tax
• 3	☑	Invoice		SubSub - Services	Z001	4000101807	0000000026	0	%	4.000,00	EUR	100	0,00	Tax
• 4	☑	Invoice		SubSub - Incentive Fee 10%	Z001	4000101807	0000000027	100	%	400,00	EUR	100	400,00	Tax
• 5	☑	Invoice		SubSub - MS1 (FFP)	Z001	4000101807	0000000029	0	%	2.000,00	EUR	100	0,00	Tax
• 6	☑	Invoice		SubSub - MS2 (FFP)	Z001	4000101807	0000000030	0	%	2.000,00	EUR	100	0,00	Tax
• 7	☑	Invoice		SubSub - MS1 (FFP)	Z001	4000101807	0000000032	0	%	2.000,00	EUR	100	0,00	Tax
• 8	☑	Invoice		SubSub - MS2 (FFP)	Z001	4000101807	0000000033	0	%	2.000,00	EUR	100	0,00	Tax
•	☐	Invoice						0,000		0,00	EUR	0	0,00	
•	☐	Invoice						0,000		0,00		0	0,00	

Total Value
Tax
Total Value (

Close | Refresh | Check | Post | Save

4. FOR INVOICE (part 1): Complete mandatory fields marked with an asterisk / highlighted in red

Create Invoice

Invoice Number 7000029160 **Reference** **Reference Obj.** 4000101807 **Status** In Process **Total Value** 0,00 EUR **Supplier** ASTRIUM GMBH- BUSINESS DIVISION **Invoicing Party** ASTR

Close | Refresh | Check | Post | Save

Overview | Notes and Attachments | Government Procurement

Purchase Order Number: [ ] Add Find

Invoicing Party: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION = **Payee of the invoice**

Supplier: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION = **Prime vendor**

External Invoice Number: * [ ] = **Payee Invoice number**

Title: * [ ] = **Invoice text**

Invoice Name: [ ] = **e.g. Originator Invoice nr, Confirmation nr**

Invoicing Date: * [ ]

Invoice Recipient: ESA - European Space A...

Total Value (Gross)/Currency: * [0,00]
Balance: 0,00
Total Tax: 0,00
Incidental Costs: 0,00
Payment Terms: 30 days for external ver
Part. Bank: [ ]
Awaiting approval Sub-status: [ ]

▼ Items

Filter All Items (8) | Details | Add Item | Copy | Paste | Duplicate | Delete | Include All | Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit
1	✔	Invoice		SubSub - MS1 (FFP + 10% Esc)	Z001	4000101807	0000000023	0	%	2.200,00	EUR	100

Attention:
The fields "Supplier" (=Prime Contractor) AND "Invoicing Party" (Payee of the invoice) are always automatically defaulted to the Prime. This is correct when the invoice is payable to the Prime. For invoices against a Milestone of a sub-contractor to be paid directly by ESA to this sub-contractor, this default setting is by default wrong and has to be changed to the correct payee of the invoice (click 'CHECK' button to see the correct Invoicing Party # in the error message).

Title Field usage: It is recommended to also copy the Description of the milestone (line number) into the invoice title field.

Invoice Name: Although not mandatory, it is strongly recommended to enter an identifier for this invoice (e.g. Payee invoice nr or Confirmation nr)

4. FOR INVOICE (part 2a): Enter invoice amount

This is a workaround. ESA is working on the defect to **enter invoice amount also as a value**

	1	Enter quantity (*)		3	Calculate Total Taxes
	2	Select Tax code (if applicable)		4	Calculate Total Value

(*) If 'Unit' is **%:** enter quantity as percentage amount of total milestone value to calculate the correct net invoice value

If 'Unit' is **EA**: directly enter the net invoice value into the 'Quantity' field (see also page 9)

4. FOR INVOICE (part 2b): Enter invoice amount (% of milestone)

In case you need to invoice a partial amount which is not precisely attainable by entering a % quantity amount (max. 3 digits!), please see the following example:

Net invoice amount = EUR 992	Total MS = EUR 2.000
Gross invoice amount = EUR 1.165,60	

1 Enter % quantity which comes closest to the desired net invoice value (round down)

2 Calculate total value

3 Enter the delta of desired net value and calculated net value into Incidental Costs field

4 Calculate total value again

IF REQUIRED _

Add tax amount (see next slide)

4. FOR INVOICE (part 2c): Enter invoice amount (% of milestone)

Example continued: include 17,5% tax

Net invoice amount = EUR 992   Total MS = EUR 2.000

Gross invoice amount = EUR 1.165,60

1 Enter % quantity which comes closest to the desired net invoice value

2 Calculate total value

3 Enter the delta of desired net value and calculated net value into Incidental Costs field

4 Calculate total value again

IF REQUIRED

5 Select tax from drop list

6 Calculate total taxes

7 Calculate total value

4. FOR MAC: Complete mandatory fields marked with an asterisk

Tip 'Reference Document':

Into the non-mandatory 'Reference Document' field you can enter additional information which will be displayed to the approver in the inbox (examples: Invoice #; Contract# + contract line item#; Supplier; Project; etc.)

4. Invoicing/ Confirming of milestone with Unit of Measure "EA"

Create Confirmation

Confirmation Number: 6000031924   Purchase Order Number: 4000102238   Status: In Process   **Confirmed Value: 5.000,00 EUR**

Close | Check | Confirm | Save | Revert

Overview | Notes & Attachment | Government Procurement

▼ Basic Data

Identification
Confirmation Name:
Reference Document:
Procurement Card Number:

Dates
Posting Date: 17.11.2010

Service and Delivery
Delivery Date: * 17.11.2010
Bill of Lading:

Status and Statistics
Created On: 17.11.2010 10:57:
Changed On: 17.11.2010 10:57:
Changed By: TEST_REL09

Awaiting approval Sub-status:

▼ Item Overview
Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per
1	Material	Milestone 1	14.240,00	5.000,00	EA	1,00	EUR	1

1 Enter total value of invoice/ confirmation into the quantity field.

Confirmed Value: 5.000,00 EUR

Confirm Quantity	Unit
5.000,00	EA

Create Invoice

Invoice Number 7000049910   Reference   Reference Obj. 4000102238   Status In Process   **Total Value 5.000,00 EUR**   Supplier TIME/SYSTEM NEDERLAND B.V.   Invoi

Close | Refresh | Check | Post | Save

Overview | Notes and Attachments | Government Procurement

Purchase Order Number: Add Find
Invoicing Party: * 1000000021 TIME/SYSTEM NEDERLAND B.V.
Supplier: * 1000000021 TIME/SYSTEM NEDERLAND B.V.
External Invoice Number: *
Title: *
Invoice Name:
Invoicing Date: *
Invoice Recipient: ESA - European Space A...

Total Value (Gross)/Currency: *
Balance:
Total Tax:
Incidental Costs:
Payment Terms: 30
Part. Bank:
VAT Exemption Number:
Awaiting approval Sub-status:

▼ Items
Filter All Items (1) | Details | Add Item | Copy | Paste | Duplicate | Delete | Include All | Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Net Value
1	✓	Invoice		Milestone 1	Z037	4000102238	0000000003	5.000,00	EA	1,00	EUR	5.000,00

Total Value 5.000,00 EUR

Quantity	Unit
5.000,00	EA

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5. Check the Confirmation or Invoice for missing data or errors

Check

☑ Invoice contains no errors. You can now post

Edit Invoice

| Invoice Number | 7000025130 | External Invoice Number | 6100525 | Purchase Order Number | 4200021525 | Status | Saved | Total Value | 472.901,01 EUR | Supplier | SELEX | Invoicin |

☑ Invoice contains no errors. You can now post

Close | Read Only | Refresh | Check | Post | Save | Delete | System Info | Create Memory Snapshot

Overview | Header | Item | Notes and Attachments | Approval | Tracking | Invoice list

Purchase Order Number: [ ] Add Find

Invoicing Party: * [1000001525] ANTENNENTECHNIK

Supplier: * [1000001321] SELEX

External Invoice Number: * [6100525]

Title: * [SPPA MAINT & OPS OF THE EO PDS]

Invoice Name: [4 4200021525]

Invoicing Date: * [19.02.2010]

Invoice Recipient: [ESA - European Space Agency ▼]

Total Value (Gross)/Currency: * [472.901,01] [EUR] Calculate

Balance: [0,00]

Total Tax: [0,00] Calculate Total Taxes

Incidental Costs: [0,00]

Payment Terms: [30 days for external vendors]

Part. Bank: [ ]

VAT Exemption Number: [ ]

▼ Items

Filter [▼] Details | Add Item ▲ | Copy | Paste | Duplicate | Delete | Include All | Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
• 1	☑	Invoice		MS3: payment at acceptance of the second	Z002	4200021525	0000000016	100	%	472.901,01	EUR	100	472.901,01	Tax exemption 0.0 % ▼
•	☐	Invoice ▼						0,000		0,00	EUR	0	0,00	▼
•	☐	Invoice ▼						0,000		0,00		0	0,00	▼

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6. Submit the Confirmation or Invoice for approval

'Post' the Invoice

To submit an invoice for approval, click the POST button. After clicking 'Refresh' the status of the invoice will change from 'In Process' to 'Awaiting Approval'.

'Confirm' the MAC/Confirmation

To submit a MAC/ Confirmation for approval, click the CONFIRM button. After clicking 'Refresh' the status of the confirmation will change from 'In Process' to 'Awaiting Approval'.

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Why my invoice is with status " To be Corrected manually"

The invoices become with status "To be corrected manually" when the button "Post" is pressed and the invoice contains still errors. The invoice is not sent for approval and following warning message is displayed on the invoice:

☑ Invoice 7000000584 created but not forwarded to Accounting

The reasons why invoices in ESA-p are with status "To be corrected manually" are following:
1. Mandatory Data (highlighted in page 6) not entered as requested
2. Invalid items are selected via the Include check box (e.g. items not to be invoiced)
3. In the Header of the invoice Requester and Good Recipient fields are invalid
4. Accounting Information is duplicated
5. Incorrect data entry Procedure
6. Incorrect tax information entered for Incidental Costs

For a detailed description of the above 6 points and the solution to overcome this blocking point for invoicing please refer to the **Job Aid: Invoices to be corrected**

published on the Industry Portal:
http://esa.int/SPECIALS/Industry/SEMYF4DKP6G_0.html

Points 3 & 4 can only be fixed by ESA Finance.

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