

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

<u>esa-p Terms</u>

- 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: <u>http://esa-p.sso.esa.int</u>

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

esa	European Space Agency
	European Space Agency
ESA Corporate Authentication	
Please log In	
Username:	
Password: Login	
Change password	
	l an a-mail to inflate flame int



European Space Agency



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')

🗵 esalint https://esa-plssolesali	nt/irj/portal?NavigationTar	get=ROLES%3A%2F%2	2Fportal_content%2Fint.es	a.finref.fd_FINREF%2F
Create Invoice				
Create Invoid	ce in the second s			
Invoice Number 70000028	83 Reference	Reference Obj.	Status In Process	Total Value 0.
Close Print Preview	Refresh	k Post Save Sy	stem Info Create Memo	ry Snapshot
Overview	Header Item No	tes and Attachments	Approval Trackir	ng Invoice list
Purchase Order Number:	4200020295	Add Find		
Invoicing Party: *	D			
Supplier: *	Þ			
External Invoice Number: *				
Title: *				

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.

	nice												
	once												
vice Number 🤈	7000029160	Referen	ice Refe	rence Obj. 4000101807 Sta	tus In Process Total	Value 0,00 EUR	Supplier AST	RIUM GMBH- I	BUSINESS	S DIVISION	Invoicin	g Party AST	RIUM GMBH-
Refresh	Chec	k Post Sav	/e										
Overview	Notes and	d Attachments	Governme	ent Procurement									
chase Order Nun	mber:		Add	Find				Total Va	alue (Gros	ss)/Currency	*	0,00	D EUR
icing Party: *	10	000004288 A	STRIUM GMBH-	BUSINESS DIVISION				Balance				400,00	D
plier: *	10	000004288 <u>A</u>	STRIUM GMBH-	BUSINESS DIVISION				Total Ta	ix:			0,00	Calculate
ernal Invoice Nu	mber: *							Incident	al Costs:	:		0,00	D
e: *	T	PAINING CON	TRACT TITLE					Paymer	it Terms:		30 days	for external ve	endors
		CAINING CON										_	
		CAINING CON						Part. Ba	ink:			7	
oice Name:								Part. Ba Awaitin	ink: g approva	al Sub-status:		7	
oice Name: oicing Date: *								Part. Ba Awaitin	ink: g approva	al Sub-status:		7	
oice Name: oicing Date: * oice Recipient:		SA - European	Space A 💌		1			Part. Ba Awaitin	ink: g approva	al Sub-status:			
oice Name: oicing Date: * oice Recipient: Items	2	SA - European	Space A V		1			Part. Ba Awaiting	ınk: 9 approva	al Sub-status:			
oice Name: oicing Date: * oice Recipient: Items Ilter	2	SA - European	Space A 💌	opy Paste Duplicate Delete	I Include All			Part. Ba Awaitin	ink: g approva	al Sub-status:		<u>]</u>	
bice Name: bicing Date: * bice Recipient: tems titer Line Number	2 Include	SA - European	Space A 💌 Add Item 🖌 🖸	opy Paste Duplicate Delete Description	Include All Exclude All Product Category	Purchase Order	Item	Part. Ba Awaitin Quantity	unk:) approva Unit	al Sub-status: Price / Unit	Currency	Price Unit	Net Value
bice Name: bicing Date: * bice Recipient: tems Iter Line Number •	2 Include	CALINING CON	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc)	Include All Exclude All Product Category Z001	Purchase Order 4000101807	Item 000000023	Part. Ba Awaiting Quantity 0	unk: g approva Unit	Price / Unit 2.200,00	Currency EUR	Price Unit 100	Net Value 0,00
ice Name: icing Date: * ice Recipient: tems Iter Line Number • 1. • 2. • 3.	2 Include	Details Type Invoice Invoice	Space A 💌 Add Item 🥒 C Product ID	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Sanicas	Include All Exclude All Product Category Z001 Z001	Purchase Order 4000101807 4000101807	Item 000000023 000000024 000000025	Part. Ba Awaiting Quantity 0 0	unit %	Price / Unit 2.200,00 4.000,00	Currency EUR EUR	Price Unit 100 100	Net Value 0,00 0,00
ice Name: icing Date: * ice Recipient: terms Iter Line Number • <u>1</u> • <u>2</u> • <u>3</u> • 4	2 Include V V	SA - European Content of the second	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Incentive Fee 10%	Include All Exclude All Product Category 2001 2001 2001 2001	Purchase Order 4000101807 4000101807 4000101807	Item 000000023 000000024 000000024	Part. Ba Awaiting Quantity 0 0 0	unit % % %	Price / Unit 2.200,00 2.200,00 4.000,00	Currency EUR EUR EUR EUR	Price Unit 100 100 100	Net Value 0,00 0,00 0,00
ice Name: icing Date: * ice Recipient: tems Iter Line Number • <u>1</u> • <u>2</u> • <u>3</u> • <u>4</u> • 5	2 Include V V V	SA - European SA - European Type Invoice In	Space A 💌	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - NS2 (FFP + 10% Esc) SubSub - Services SubSub - Incentive Fee 10% SubSub - MS1 (FFP)	Z001 Z001 Z001 Z001 Z001 Z001 Z001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000025 000000027	Part. Ba Awaiting Quantity 0 0 0 100 0 0	Unit % % % %	Price / Unit 2.200,00 2.200,00 4.000,00 2.000,00	Currency EUR EUR EUR EUR EUR	Price Unit 100 100 100 100	Net Value 0,00 0,00 0,00 400,00 0,00
ice Name: icing Date: * ice Recipient: tems Iter Line Number • 1 • 2 • 3 • 4 • 5 • 6	2 Include V V V	Details Type Invoice Invoice Invoice Invoice	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Incentive Fee 10% SubSub - MS2 (FFP) SubSub - MS2 (FFP)	Include All Exclude All Product Category 2001 Z001 2001 Z001 2001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000026 0000000029 0000000029	Part. Ba Awaitin Quantity 0 0 0 100 0 0 0 0 0	unit % % % % %	Price / Unit 2.200,00 2.200,00 4.000,00 4.000,00 2.000,00 2.000,00	Currency EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100	Net Value 0,00 0,00 0,00 400,00 0,00 0,00
ice Name: icing Date: * ice Recipient: tems ther 1 2 2 3 4 4 5 5 6 6 5 2	2 Include V V V V	Details Type Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Services SubSub - Incentive Fee 10% SubSub - MS1 (FFP) SubSub - MS1 (FFP)	Include All Exclude All Product Category 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000026 000000027 0000000029 0000000030	Part. Ba Awaitin Quantity 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unit 9% 9% 9% 9% 9% 9%	Price / Unit 2.200,00 2.200,00 4.000,00 2.000,00 2.000,00 2.000,00	Currency EUR EUR EUR EUR EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100	Net Value 0,00 0,00 0,00 400,00 0,00 0,00 0,000
ice Name: icing Date: * icine Recipient: tems time Number • 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8	2 Include V V V V V V	Details Type Invoice Invo	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Incentive Fee 10% SubSub - MS1 (FFP) SubSub - MS1 (FFP) SubSub - MS1 (FFP) SubSub - MS2 (FFP)	Include AII Exclude AII Product Category 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000026 000000027 000000023 000000023 000000023 000000032 00000032 00000033	Part. Ba Awaitin Quantity 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unit 9% 9% 9% 9% 9% 9%	Price / Unit 2.200,00 4.000,00 4.000,00 2.000,00 2.000,00 2.000,00 2.000,00	Currency EUR EUR EUR EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100 100 100	Net Value 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,
ice Name: icing Date: * ice Recipient: tems ter Line Number • 2 • 3 • 4 • 5 • 6 • 5 • 6 • 7 8 •	Include V V V V V V V	Details Type Invoice Invo	Space A V	Opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Services SubSub - Services SubSub - Incentive Fee 10% SubSub - MS1 (FFP) SubSub - MS2 (FFP) SubSub - MS2 (FFP) SubSub - MS2 (FFP) SubSub - MS2 (FFP)	Include All Exclude All Product Category Z001 Z001 Z001 Z001 Z001 Z001 Z001 Z001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000024 000000024 000000026 000000025 000000029 0000000030 000000032 000000033	Part. Ba Awaitin Quantity 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	nk: g approva g approva % % % % % % % % % % % %	Price / Unit 2.200,00 2.200,00 4.000,00 2.000,00 2.000,00 2.000,00 0.000 0,00	Currency EUR EUR EUR EUR EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100 100 100 0 0 0	Net Value 0,00 0,000 400,00 0,00 0,00 0,00 0,00
ice Name: icing Date: * ice Recipient: terms tter 1. 2. 3. 4. 5. 6. 7. 8. 8.	Include V V V V C I C	Details Type Invoice Invo	Space A V	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - Services SubSub - Services SubSub - Incentive Fee 10% SubSub - MS1 (FFP) SubSub - MS2 (FFP) SubSub - MS2 (FFP)	Include All Exclude All Product Category 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001 Z001 2001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000026 000000025 000000029 000000030 000000033	Part. Ba Awaitin Quantity 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	nk: g approva g approva % % % % % % % % % % % %	Price / Unit 2.200,00 2.200,00 4.000,00 2.000,00 2.000,00 2.000,00 2.000,00 0,000	Currency EUR EUR EUR EUR EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100 100 100 0 0 0	Net Value 0,00 0,000 400,00 0,00 0,00 0,00 0,00
ice Name: icing Date: * ice Recipient: tems ters 1 ine Number • 1 • 2 • 3 • 4 • 5 • 6 • 7 • 6 • 7 • 6 • 7 • 1 • 1 • 1 • 1 • 1 • 1 • 1 • 1 • 1 • 1	2 Include V V V V V	Details Type Invoice Invo	Space A V Add Item CProduct ID	opy Paste Duplicate Delete Description SubSub - MS1 (FFP + 10% Esc) SubSub - MS2 (FFP + 10% Esc) SubSub - Services SubSub - Incentive Fee 10% SubSub - Incentive Fee 10% SubSub - MS1 (FFP) SubSub - MS2 (FFP) SubSub - MS2 (FFP)	Include All Exclude All Product Category 2001 Z001 2001	Purchase Order 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807 4000101807	Item 000000023 000000024 000000026 000000027 000000029 000000023 000000033	Part. Ba Awaitin Quantity 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Unit 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9%	Price / Unit 2.200,00 2.200,00 4.000,00 2.000,00 2.000,00 2.000,00 2.000,00 0,00	Currency EUR EUR EUR EUR EUR EUR EUR EUR EUR EUR	Price Unit 100 100 100 100 100 100 100 10	Net Value 0,00 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000

FINREF | Page 3



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

Create Invoice											
Invoice Number 7000029160	Reference Re	ference Obj. 4000101807	Status In P	Process Total V	alue 0,00 EUR	Supplier ASTRIU	JM GMBH- E	BUSINESS DIV	<u>ISION</u>	Invoicing	g Party <u>ASTR</u>
Close Refresh Check F	Post Save										
Overview Notes and Att	achments Govern	ment Procurement									
Purchase Order Number:	Ad	d Find					Total Va	alue (Gross)/C	urrency: *	•	0,00
Invoicing Party: * 10000	04288 ASTRIUM GME	H- BUSINESS DIVISION	= Payee	of the invoice			Balance				0,00
Supplier: * 10000	04288 ASTRIUM GME	H- BUSINESS DIVISION	= Prime v	vendor			Total Ta	ax:			0,00
External Invoice Number: *			= Payee	Invoice numb	er		Incident	tal Costs:			0,00
Title: *							Paymer	nt Terms:		30 days f	or external ver
				e text			Part. Ba	ank:			1
Invoice Name:			= e.g. Oı	riginator Invo	ice nr, Confirm	nation nr	Awaiting	g approval Sub	o-status:		
Invoicing Date: *	1 7										
Invoice Recipient: ESA -	European Space A	•									
▼ Items											
Filter All Items (8)	Details Add Item 4	Copy Paste Duplicate De	lete Includ	e All Exclude All							
Line Number Include Ty	pe Product ID	Description	Pr	oduct Category	Purchase Order	Item	Quantity	Unit Price	e / Unit C	Currency	Price Unit
• <u>1</u> 🔽 In	voice	SubSub - MS1 (FFP + 10%	Esc) Z0	001	4000101807	000000023	0	% 2.	200,00 E	UR	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)





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

FINREF | Page 5

European Space Agency



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:





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





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

Create Confirmation History Ba	ack Forward [
Create Confirmation MAC/Confirmation number Reference contract/PO	Help
Confirmation Number: 6000000150 Purchase Order Number: 4000100152 Status: In Process Confirmed Value: 0,00 EUR 🚞 Total confirmed value	
Close Print Preview Check Confirm Save Revert System Info Create Memory Snapshot Standard esa-p buttons	Related Links _
Overview Header Item Notes & Attachment Approval Tracking Tabs with subjects related to MAC/Confirmation	
Title: * Long description of MAC/Confirmation Confirmation Name: Short description of MAC/Confirmation Delivery Date: * 04.02.2010 Im	
▼Item Overview	
Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities	filter Settings
Line Number Item Type Product ID Description Product Category Outstanding Quantity Confirm Quantity Unit Price Currency Per Delivery Date Assign Type Assign Number Last	t Delivery
• <u>1</u> Material milesonte2 Z006 4 0 % 20,00 EUR 1 27.08.2009 WBS element E/0005-01-A-00-00-00	
1 line is related to 1 milestone	
Close Print Preview Check Confirm Save Revert System Info Create Memory Snapshot	Related Links

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"

Confirmation Number:	6000031924 Purchase	e Order Number: 40001	02238 Status: In Process	Confirmed Value: 5.000,00 EUR	Ì	1	Enter total value of invo	bice,
Close Check Conf	firm Save Revert						confirmation into the qu	anti
Overview Note	es & Attachment Gover	mment Procurement					neia.	
▼ Basic Data			•					
dentification Confirmation Name:			Service and Delivery Delivery Date: *	17.11.2010			Confirmed Value: 5.000,00 EU	R
eference Document:			Bill of Lading:					
ocurement Card Number	er:		Status and Statistics					
ites			Created On:	17.11.2010 10:57:				
sting Date:	17.11.2010		Changed On:	17.11.2010 10:57:				
			Changed By:	TEST_REL09				
			Awaiting approval Sub-sta	atus:				
Item Overview							Confirm Quantity Unit	
Details Add Item ∡ C	Copy Paste Duplicate	Delete Copy All Outsta	nding Quantities					
Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity Unit	Price Currency	Per	5.000,00 EA	
• 1	Material	Milestone 1	14.240,00	5.000,00 EA	1,00 EUR	1		
aata Invoice								
reate Invoice	9010 Reference	Reference Obi 40001	17218 Status In Propers	Total Value 5 000 00 EUR	incoling TIME/SYSTEM NEOSELAND B.V.		Total Value 5.000,00 EUR	
reate Invoice	9910 Reference	Reference Obj. 400010	02238 Status In Process	Total Value 5.000,00 EUR	upplier TIME/SYSTEM NEDERLAND B.V.	Invoi	Total Value 5.000,00 EUR	
eate Invoice bice Number 7000049 se Refresh C	9910 Reference Check Post Save	Reference Obj. 40001	02238 Status In Process	Total Value 5.000,00 EUR	iupplier TIME/SYSTEM NEDERLAND B.V.	Invoi	Total Value 5.000,00 EUR	
eate Invoice oice Number 7000049 ose Refresh C Overview Notes	9910 Reference Check Post Save s and Attachments Gov	Reference Obj. 400010	02238 Status In Process	Total Value 5.000,00 EUR	upplier TIME/SYSTEM NEDERLAND B.V.	Invoi	Total Value 5.000,00 EUR	
eate Invoice ice Number 7000049 se Refresh C Overview Notes hase Order Number:	9910 Reference Check Post Save s and Attachments Gov	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR	iupplier <u>TIME/SYSTEM NEDERLAND B.V</u> Total Value (Gross)/Curre	Invoi-	Total Value 5.000,00 EUR	
eate Invoice oice Number 7000049 see Refresh C Overview Notes chase Order Number: oicing Party: *	9910 Reference Check Post Save s and Attachments Gov	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance:	Invoi-	Total Value 5.000,00 EUR	
reate Invoice oice Number 7000049 ose Refresh C Overview Notes chase Order Number: oicing Party: * splier: *	9910 Reference Check Post Save s and Attachments Gov 100000021 TIME/SYST 100000021 TIME/SYST	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax:	Invoi-	Total Value 5.000,00 EUR	
eate Invoice bice Number 7000049 bise Refresh C Overview Notes chase Order Number: bicing Party: * plier: * trnal Invoice Number: *	9910 Reference Check Post Save s and Attachments Gov 1000000021 TIME/SYST 1000000021 TIME/SYST	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs:	Invoi-	Total Value 5.000,00 EUR	
reate Invoice roice Number 700049 ose Refresh C Overview Notes chase Order Number: oicing Party: * oplier: * ernal Invoice Number: * e: *	9910 Reference Check Post Save s and Attachments Gov 1000000021 TIME/SYST 1000000021 TIME/SYST	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms:	Invoi-	Total Value 5.000,00 EUR	
eate Invoice oice Number 700049 ose Refresh C Overview Notes chase Order Number: oicing Party: * plier: * ernal Invoice Number: * tr *	9910 Reference Check Post Save s and Attachments Gov 1000000021 TIME/SYST 1000000021 TIME/SYST	Reference Obj. 400010 vernment Procurement	02238 Status In Process	Total Value 5.000,00 EUR S	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank:	Invoi-	Total Value 5.000,00 EUR	
reate Invoice roice Number 700049 ose Refresh C Overview Notes chase Order Number: oicing Party: ernal Invoice Number: e: oice Name:	9910 Reference Check Post Save s and Attachments Gov 1000000021 TIME/SYST 1000000021 TIME/SYST	Reference Obj. 400010 vernment Procurement Add Find TEM NEDERLAND B.V.	02238 Status In Process	Total Value 5.000,00 EUR S	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank: VAT Exemption Number:	Invoi-	Total Value 5.000,00 EUR	
eate Invoice oice Number 700049 ose Refresh C Overview Notes chase Order Number: oicing Party: * plier: * ernal Invoice Number: * t: * oice Name: oicing Date: *	9910 Reference Deck Post Save s and Attachments Gov 100000021 TIME/SYS1 100000021 TIME/SYS1 100000021 TIME/SYS1	Reference Obj. 400010 vernment Procurement Add Find TEM NEDERLAND B.V.	02238 Status In Process	Total Value 5.000,00 EUR S	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank: VAT Exemption Number: Awaiting approval Sub-st	Invoi-	Total Value 5.000,00 EUR	
eate Invoice oice Number 7000049 ose Refresh C Overview Notes chase Order Number: oicing Party: * oplier: * ernal Invoice Number: * er * oice Name: oice Name: oice Recipient:	9910 Reference Check Post Save s and Attachments Gov 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST 1000000021 TIME/SYST	Reference Obj. 400010 vernment Procurement Add Find TEM NEDERLAND B.V.	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank: VAT Exemption Number: Awaiting approval Sub-st	Invoi-	Total Value 5.000,00 EUR	
eate Invoice olce Number 7000049 see Refresh C Overview Notes chase Order Number: olcing Party: " plier: " arral Invoice Number: " the second the second the second social pate: " olce Name: olce Recipient: terms	9910 Reference Deck Post Save s and Attachments Gov 100000021 TIME/SYS1 100000021 TIME/SYS1 CESA - European Space A	Reference Obj. 400010 vernment Procurement Add Find TEM NEDERLAND B.V. TEM NEDERLAND B.V.	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank: VAT Exemption Number: Awaiting approval Sub-st	Invoi ncy: *	Total Value 5.000,00 EUR	
Coverview Coverview	9910 Reference Check Post Save s and Attachments Gov 100000021 TIME/SYS1 100000021 TIME/SYS1 ESA - European Space A V Details Add Item	Reference Obj. 400010 vernment Procurement Add Find TEM NEDERLAND B.V. TEM NEDERLAND B.V. TEM NEDERLAND B.V. TEM NEDERLAND B.V.	02238 Status In Process	Total Value 5.000,00 EUR	Total Value (Gross)/Curre Balance: Total Tax: Incidental Costs: Payment Terms: Part. Bank: VAT Exemption Number: Awaiting approval Sub-st	Invoi ncy: *	Total Value 5.000,00 EUR	

FINREF | Page 9



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

Check	🔽 Inv	voice cor	ntains r	no err	ors. Y	/ou can	now	post	
Edit Invoice									
Invoice Number 7000025130 External Invoice Number 6100525 P	urchase Order Number 4200021	525 Status	Saved T e	otal Value	472.901,01	EUR Supp	ier <u>SELEX</u>		Invoicin
Invoice contains no errors. You can now post									
Close Read Only Refresh Check Post Save Delete Sys	stem Info Create Memory Snapsho	t							
Overview Header Item Notes and Attachments Appro	val Tracking Invoice list								
Purchase Order Number: Add Find				Te	otal Value (G	Fross)/Currency:	*	472.901,01	EUR 🗇 Calculate
Invoicing Party: * 1000001525 D ANTENNENTECHNIK				B	alance:			0,00	ו
Supplier: * 1000001321 🗇 SELEX				Te	otal Tax:			0,0	Calculate Total Taxes
External Invoice Number: * 6100525				In	cidental Cost	ts:		0,0	ו
Title: * SPPA MAINT & OPS OF THE EO PDS				P	ayment Term	າຣ:	30 days f	or external ven	dors
				P	art. Bank:			D	
Invoice Name: 4 4200021525				v	AT Exemptio	on Number:			
Invoicing Date: * 19.02.2010									
Invoice Recipient: ESA - European Space Agency									
▼ ttems									
Filter Details Add Item / Copy Paste Du	olicate Delete Include All Ex	clude All							
Line Number Include Type Product ID Description	Product Category	Purchase Order	ltem	Quantity	Unit Price	e / Unit Currenc	y Price Unit	Net Value	Tax
Invoice MS3: payment at acceptance MS3: payment at acceptance	e of the second Z002	4200021525	0000000016	100	% 472.9	901,01 EUR	100	472.901,01	Tax exemption 0.0 % 💌
				0,000		0,00 EUR	0	0,00	-
Invoice V				0,000		0,00	0	0,00	•



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'.



oice									1	History_ B	ack Forward
Create Inv	voice										
Invoice Number 70	00001034	Referenc	e ESA284856	34 Refere	nce Obj. 4000101767	Status In Proc	cess Total Valu	Je 160.500	,00 EUR	Supplier	r <u>Vendor Holar</u>
Invoice contains no e	errors. You	can now post									
Close Refresh] [he	ck Post Sa	ave								
Overview	Notes an	d Attachments	Governm	ent Procurement							
Purchase Order Numb	ber:		Add	Find					т	lotal Value (Gro	ss)/Currency: '
Invoicing Party: *	100	000050 Ve	endor Holand S	AC					E	Balance:	
Supplier: *	100	000050 1/4	andor Holand S	A.C.					т	fotal Tax:	
External Invoice Numb		20405024							l.	ncidental Costs:	
Title: *	E34	120403034							F	Payment Terms:	
Title.	PU	TITLE - INVOICE	M5 5002						Pi	ert. Benk:	0
									V	AT Exemption Number:	
Invoice Name:	Nan	ne of paper invi	pice MS Sub2 1	00%							
Invoicing Date: *	22.1	12.2009 🔯									
Invoice Recipient:	ESA	A - European Sp	ace Agency	•							
▼ items											
Filter		▼ Details	Add Item 🖌	Copy Paste	Duplicate Delete	Include All Exclude	e All				
Line Number	Include	Туре	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency
F								0,000		0,00	
	v	Invoice		MS Sub2	Z001	4000101767	000000010	100	%	150.000,00	EUR
		Invoice 💌						0,000		0,00	EUR
•										0.00	
•		Invoice •						0,000		0,00	
•		Invoice •						0,000		0,00	
•		Invoice Invoice Invoice	•					0,000		0,00	

'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'.

ait Conf	firmat	ion											
nfirmation Nun	nber: 6000	000571	Purchase Ord	er Number: 4000	100691 Status: 5	aved Confir	med \	/alue: 4	0,00 EUR				
Read	Only Prin	Preview		firm Save Delet	Revert System I	ofo Create Nemo	ry Sna	nshot					
							iy one	pener					
Overview	Header	tem	Notes & Atta	chment Appro	val Tracking								
	QUAN	TITY UPDATE	D							1			
Title: *													
Confirmation Na	me:										Referer	ce Document:	
Delivery Date: *	13.10	2009 😰											
-													
Item Overview													
Item Overview	em 🛪 🛛 Copy	Paste D	uplicate Delete	Copy All Outst	anding Quantities								
Item Overview Details Add Ite	item Type	Paste D Product ID	uplicate Delete Description	Product Category	anding Quantities Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	A
Item Overview Details Add Ite Line Number 1	item Type Material	Paste D Product ID	Uplicate Delete Description Work contract	Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	A
Item Overview Details Add Ite Line Number 1	em ∡ Copy Item Type Material	Paste D Product ID	uplicate Delete Description Work contract	Copy All Outst Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	E
Item Overview Details Add Ite Line Number 1	m x Copy Item Type Material	Paste D Product ID	uplicate Delete Description Work contract	Copy All Outst Product Category 2001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	A
Item Overview Details Add Ite Line Number • 1	em 🖌 Copy Item Type Material	Paste D Product ID	Uplicate Delete Description Work contract	Copy All Outst. Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	Æ
Item Overview Details Add Ite Line Number • 1	item Type Material	Paste D Product ID	uplicate Delete Description Work contract	Copy All Outst Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	A
Item Overview Details Add Ite Line Number • 1	tem X Copy Item Type Material	Paste D Product ID	uplicate Delete Description Work contract	Copy All Outst Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	E
Item Overview Details Add Ite Line Number • 1	item Type Material	Paste D Product D	uplicate Delete Description Work contract	Copy All Outst: Product Category Z001	anding Quantities Outstanding Quantity 30	Confirm Quantity 20	Unit %	Price 200,00	Currency EUR	Per 100	Delivery Date 13.10.2009	Assign Type WBS element	E



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 700000584 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

