

Purpose

The aim of this work instruction is to provide a step-by-step procedure to create and approve a Milestone Achievement Certificate (MAC) referred to in esa-p as 'Confirmation' or 'Goods Receipt'.

Content

- esa-p Login and basic navigation
- How to create a MAC/ Confirmation
- How to complete all mandatory data
- How to add Notes or Attachments to a MAC/ Confirmation
- How to check the MAC/ Confirmation for correct and complete data
- How to submit the MAC/ Confirmation for approval
- How to print the Milestone Achievement Certificate
- How to approve the MAC/ Confirmation, submitted by a Sub, as the Prime
- How to check the status of your MAC/ Confirmation
- What to do in case of rejection of your MAC/ Confirmation

Access

Enter esa-p via:

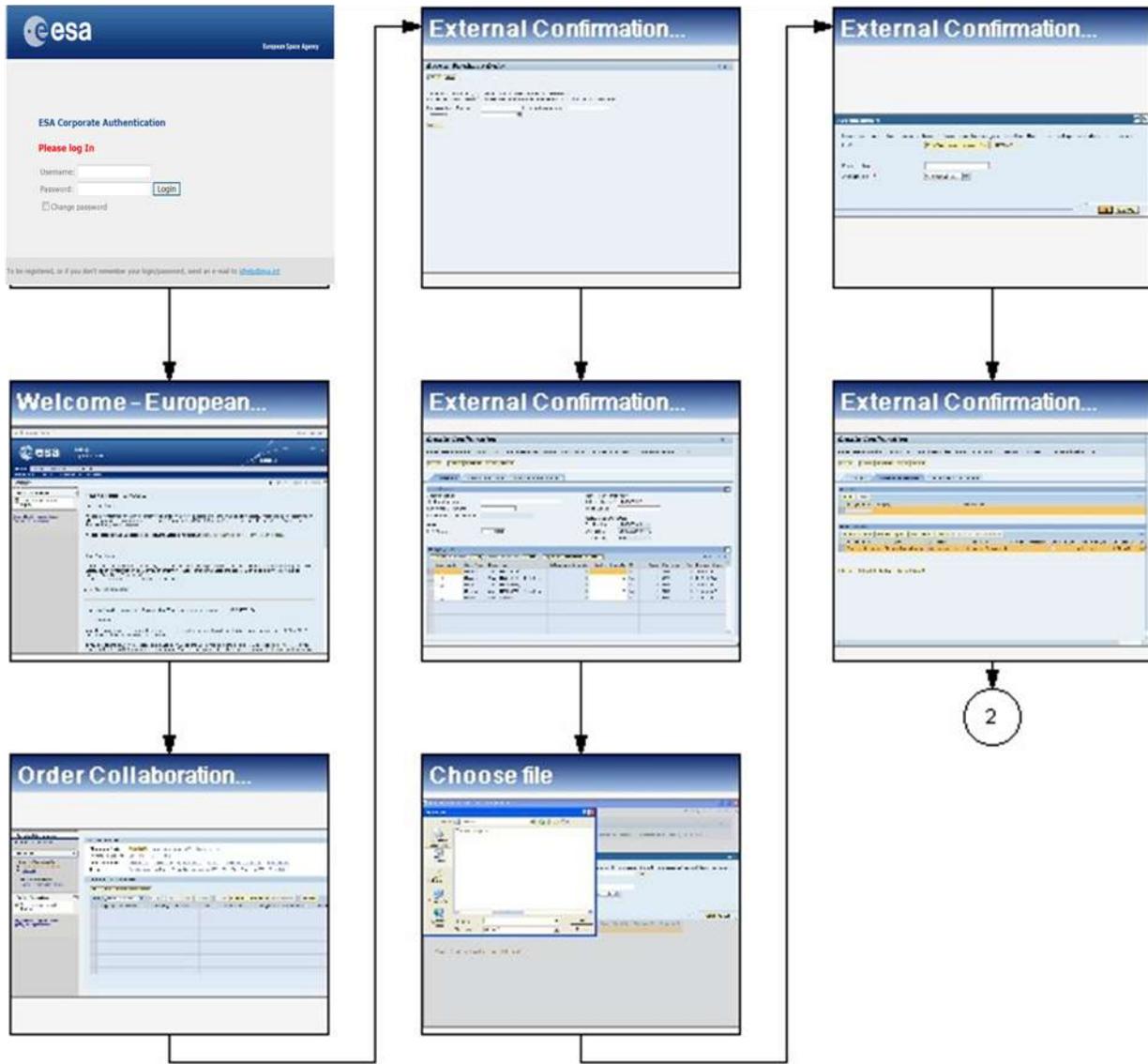
1. <https://esa-p.sso.esa.int>

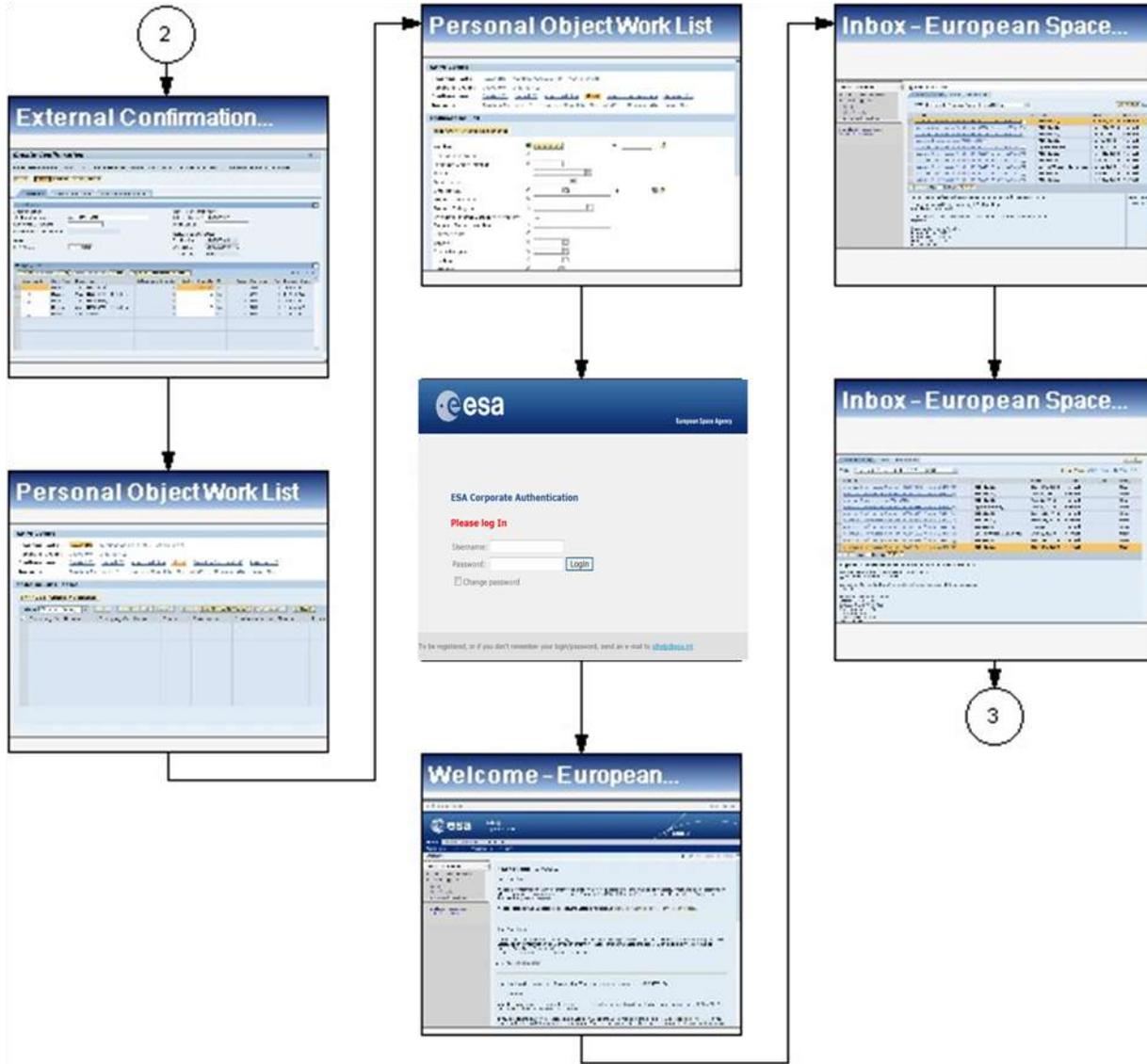
2. or by navigation through the industry supplier portal:

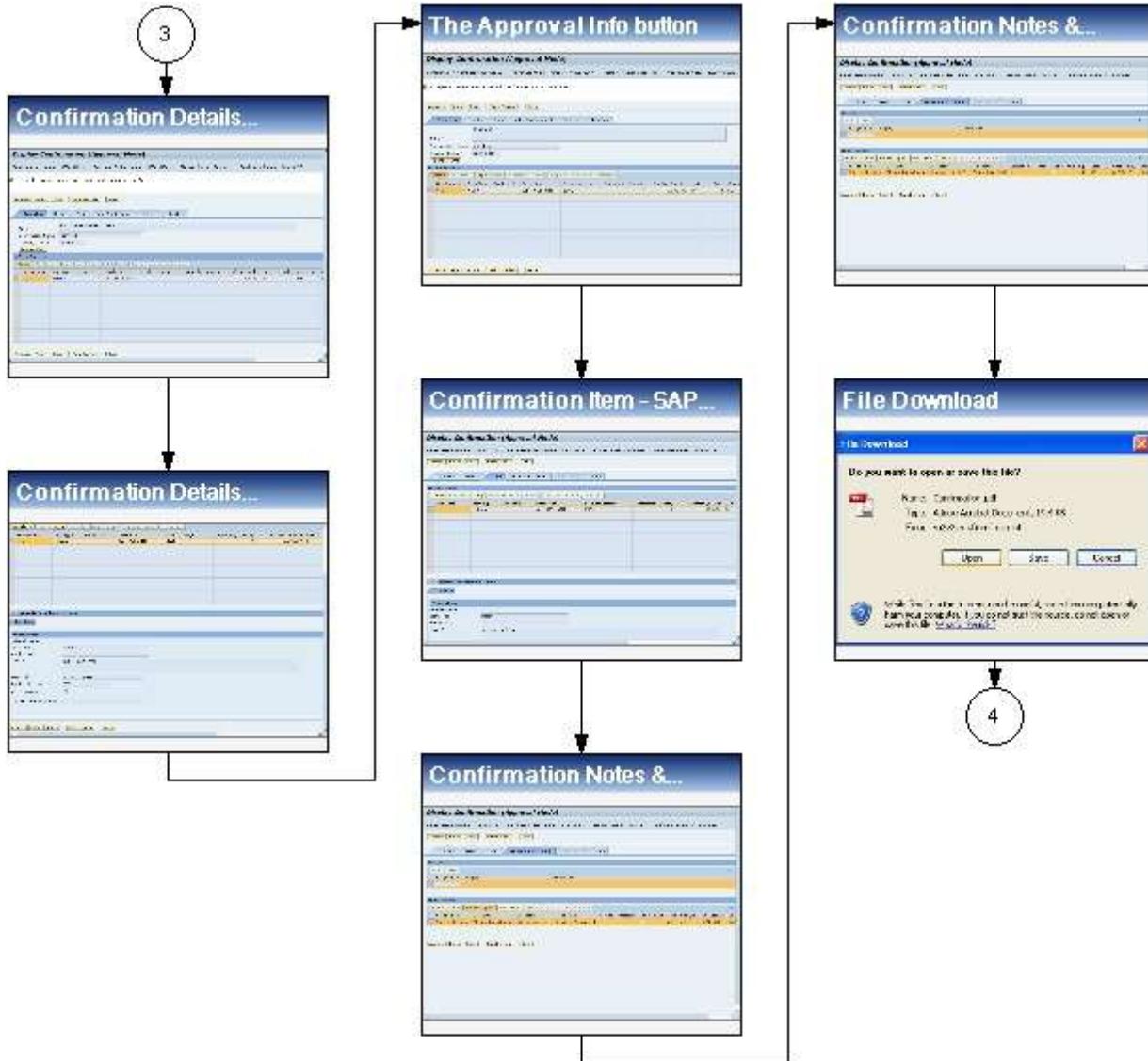
http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G_O.html

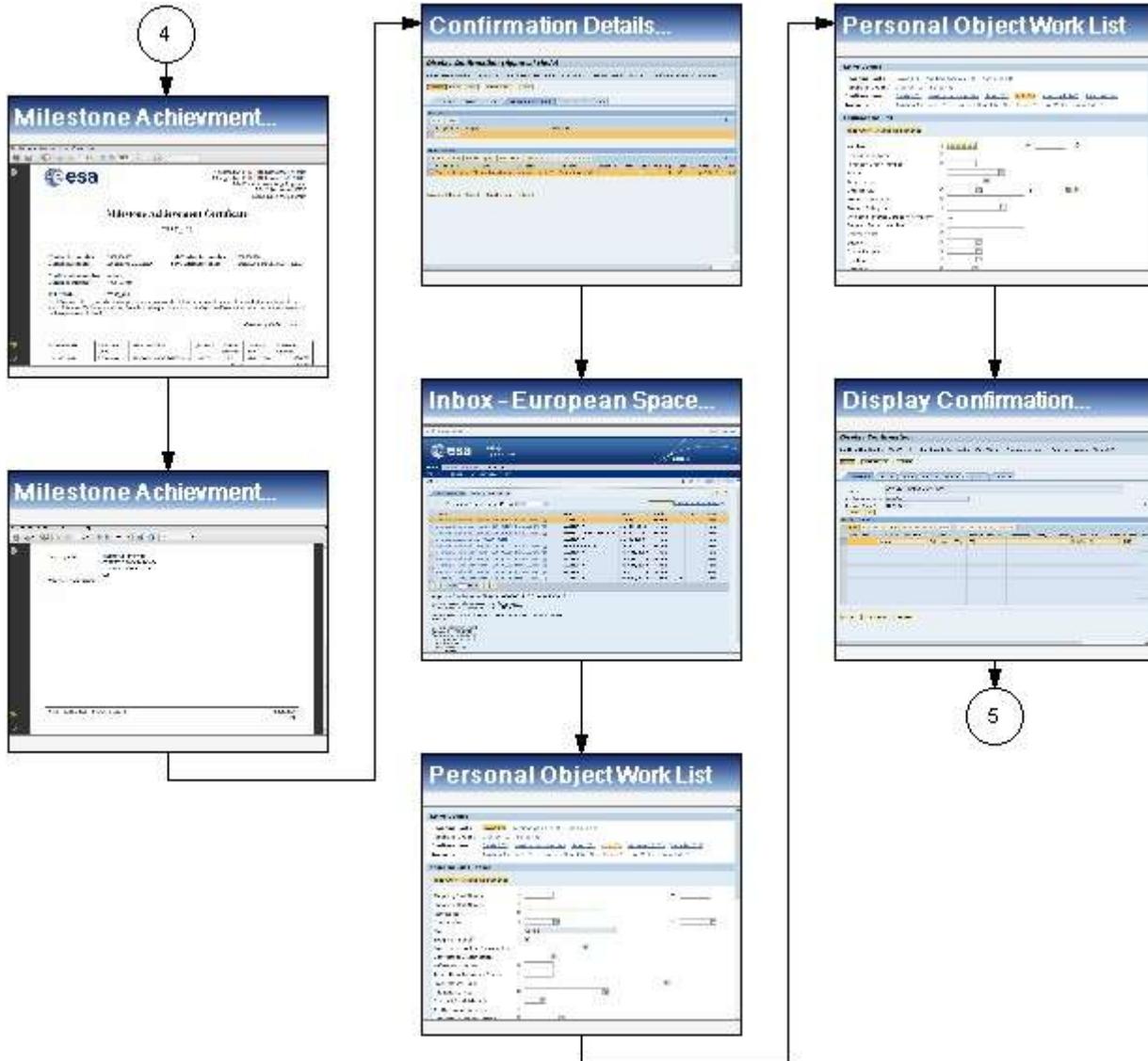


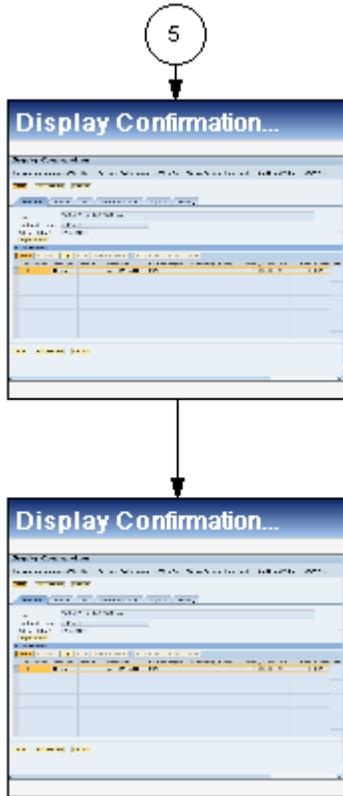
Screen Flow











Procedure

1. Start esa-p by navigation via the ESA Industry Portal or URL:
<https://esa-p.sso.esa.int>.

ESA Login

idthelp@esa.int'." data-bbox="121 317 830 694"/>

2. First, log in to the system. Click the Username: text box and fill in your existing username.

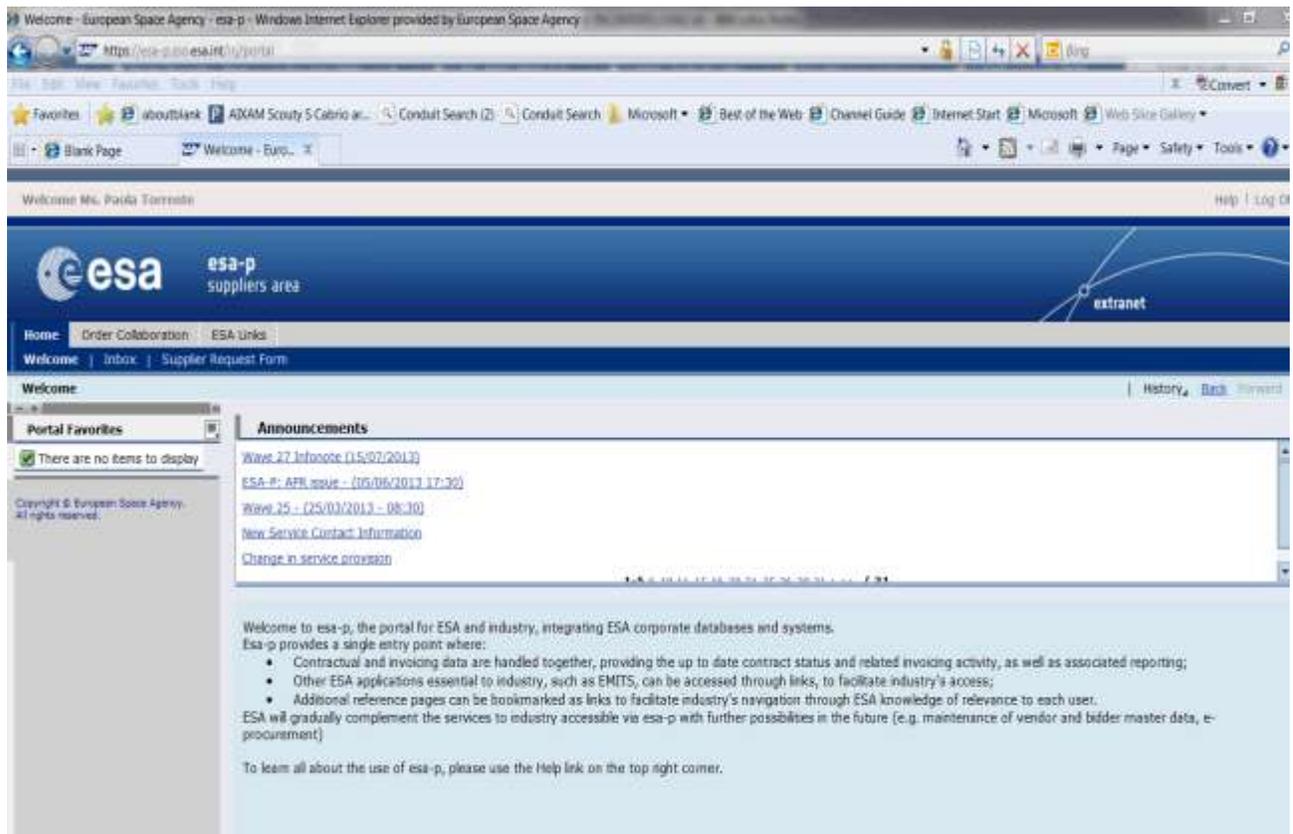


In this demo you will learn about how a MAC / Confirmation can be processed.

3. Next, click the Password: text box and fill in your password.

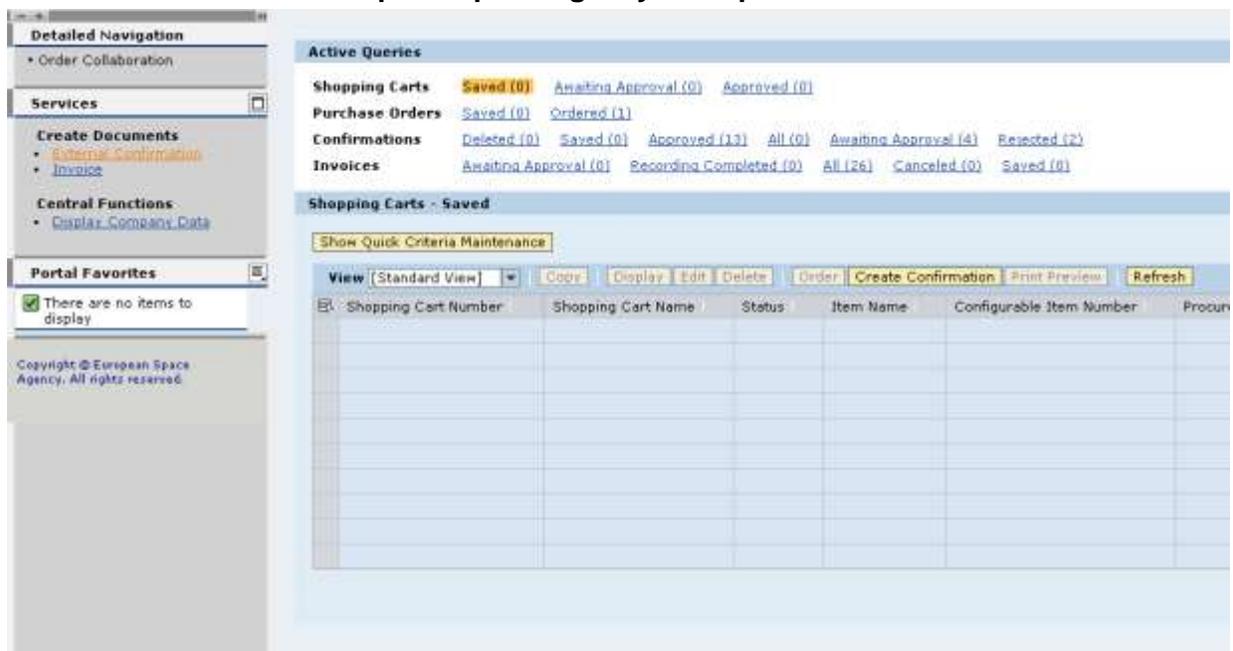
4. After filling in your login information, click the Login button .

Welcome - European Space Agency - esa-p



5. This is the initial screen you see after you log in. In the welcome section you will find announcements to suppliers containing the latest info notes on procedures and temporary workaround procedures for blocking issues. In order to create documents, click on the Order Collaboration link .

Order Collaboration - European Space Agency - esa-p



The screenshot displays the Order Collaboration interface. On the left, there is a 'Detailed Navigation' menu with sections for 'Order Collaboration', 'Services', 'Create Documents' (containing 'External Confirmation' and 'Invoice'), 'Central Functions' (containing 'Display Company Data'), and 'Portal Favorites'. Below the navigation is a status message: 'There are no items to display'. The main content area is titled 'Active Queries' and shows counts for 'Shopping Carts', 'Purchase Orders', 'Confirmations', and 'Invoices'. Below this is a section for 'Shopping Carts - Saved' with a 'Show Quick Criteria Maintenance' button. A table header is visible with columns: 'Shopping Cart Number', 'Shopping Cart Name', 'Status', 'Item Name', 'Configurable Item Number', and 'Procurement'. The table body is currently empty.

6. In the Order Collaboration section, you can create new confirmations and documents and view existing documents. In the menu on the left side, you can create new confirmations and invoices, on the right side of the screen you can view existing documents. In order to create a new confirmation, click on the Create Documents - External Confirmation link [External Confirmation](#).

External Confirmation - SAP NetWeaver Portal -



7. Before starting to create the actual confirmation, you have to select for which purchase order or contract you want to create it. In order to fill this, click the Purchase Order Number: text box and fill in the ESA purchase order or contract number.



Contracts and purchase orders awarded before 2010 which were migrated will inherit the old number. You can find your migrated contract in esa-p by replacing the first letter 'C' by 42000 and adding the last 5 digits of your old contract number:

C 12345 à **42000** 12345

In case you as a subcontractor do not know esa-p contract number, please contact the prime contractor. ESA uses only purchase order (technical) esa-p

objects. This means that for both the items that are referred to as purchase orders and contracts you use purchase order numbers.

8. After entering the contract number, click Search **Search** to start searching for invoiceable milestones of your contract.
9. Click Start **Start** to create a new MAC/Confirmation against one single item. Please avoid the selection of multiple milestones (line items) of a contract.



The electronic submission of MAC's (and invoices) is only mandatory for ESA contracts, not for regular purchase orders.

Old numbering: P 123456

New numbering: 55000 123456

External Confirmation - SAP NetWeaver Portal -

Create Confirmation

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: In Process Confirmed Value: 0.00 EUR

Buttons: Close, Check, Confirm, Save, Revert

Tabs: Overview, Notes & Attachment, Government Procurement

Basic Data

Identification
 Confirmation Name:
 Reference Document:
 Procurement Card Number:

Service and Delivery
 Delivery Date: 14.06.2011
 Bill of Lading:

Dates
 Posting Date: 14.06.2011

Status and Statistics
 Created On: 14.06.2010 09:31
 Changed On: 14.06.2010 09:31
 Changed By: ALENIA17

Item Overview

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	Sub - MS1a (FFP)	1	0	EA	1	EUR	1	14.06.2010
2	Material	Sub - MS2a (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
3	Material	Sub - MS1b (FFP)	1	0	EA	1	EUR	1	14.06.2010
4	Material	Sub - MS2b (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
5	Material	Sub - Services	1	0	EA	1	EUR	1	14.06.2010

Copyright @ European Space Agency

10. Please Enter confirmation value



This is the screen in which the confirmation is actually created. Please see the example below.

First enter all mandatory information in the Basic Data section:

1. In the Confirmation Name field, fill the name of the milestone that you are confirming. The easiest is to copy (Ctrl+C) and paste (Ctrl+V) the description of the milestone in the list. You can also create the same name for both the confirmation and the invoice in order to be able to quickly find the matching invoice when checking the tracking tab in the purchase order/ contract.
2. In the Reference Document field, fill your supplier invoice number.
3. In the Delivery Date, fill the date on which the goods or services are delivered.

Now you can continue to enter the quantity you want to confirm in the Confirm Quantity field. The unit which is used for confirming is visible to the right of this field (in this example, the unit is Each EA)). As it is not possible to confirm an amount of Euro's, you have to confirm in the used quantity.

In this example, we will create a confirmation for €1000 out of the €1750 for the milestone. This is an example of a partial confirmation, but of course it is also possible to completely confirm a milestone at once.

11. After entering the right confirmed quantity, press the "Enter"-key on the keyboard to reflect the corresponding value (the system will calculate the confirmed value in the top navigation bar).

External Confirmation - SAP NetWeaver Portal -

External Confirmation | History | Back | Forward

Create Confirmation Help

Confirmation Number: 6000031927 Purchase Order Number: 4000102238 Status: In Process Confirmed Value: 1,000,00 EUR

Close | Check | Confirm | Save | Revert

Overview | Notes & Attachment | Government Procurement

Basic Data

Identification
 Confirmation Name:
 Reference Document: INVOICE700000321
 Procurement Card Number:

Service and Delivery
 Delivery Date: 17.11.2010
 Bill of Lading: 4000102238

Dates
 Posting Date: 17.11.2010

Status and Statistics
 Created On: 17.11.2010 13:09:
 Changed On: 17.11.2010 13:09:
 Changed By: TEST_REL09
 Awaiting approval Sub-status:

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities | Filter Settings

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	Milestone 1	14.240,00	1.000,00	EA	1,00	EUR	1	17.11.2010

Close | Check | Confirm | Save | Revert

12. Please Enter Quantity



Please bear in mind that if the unit of measure in the contract/ purchase order is 'EA' and not 'o', then the process to create a confirmation is slightly different.

If the field 'Unit' is 'EA', then the total value of the confirmation can directly be entered in the field 'Confirm Quantity'. In the screenshot below the confirm quantity = the confirmed value = 1,000 EUR.

External Confirmation - SAP NetWeaver Portal -

Create Confirmation

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: In Process Confirmed Value: 1,000.00 EUR

Buttons: Close, Check, Confirm, Save, Revert

Tabs: Overview, Notes & Attachment, Government Procurement

Basic Data

Identification
 Confirmation Name: Sub - MS1a (FFP)
 Reference Document:
 Procurement Card Number:

Service and Delivery
 Delivery Date: 14.06.2010
 Bill of Lading:

Dates
 Posting Date: 14.06.2010

Status and Statistics
 Created On: 14.06.2010 09:31
 Changed On: 14.06.2010 09:31
 Changed By: ALENIA17

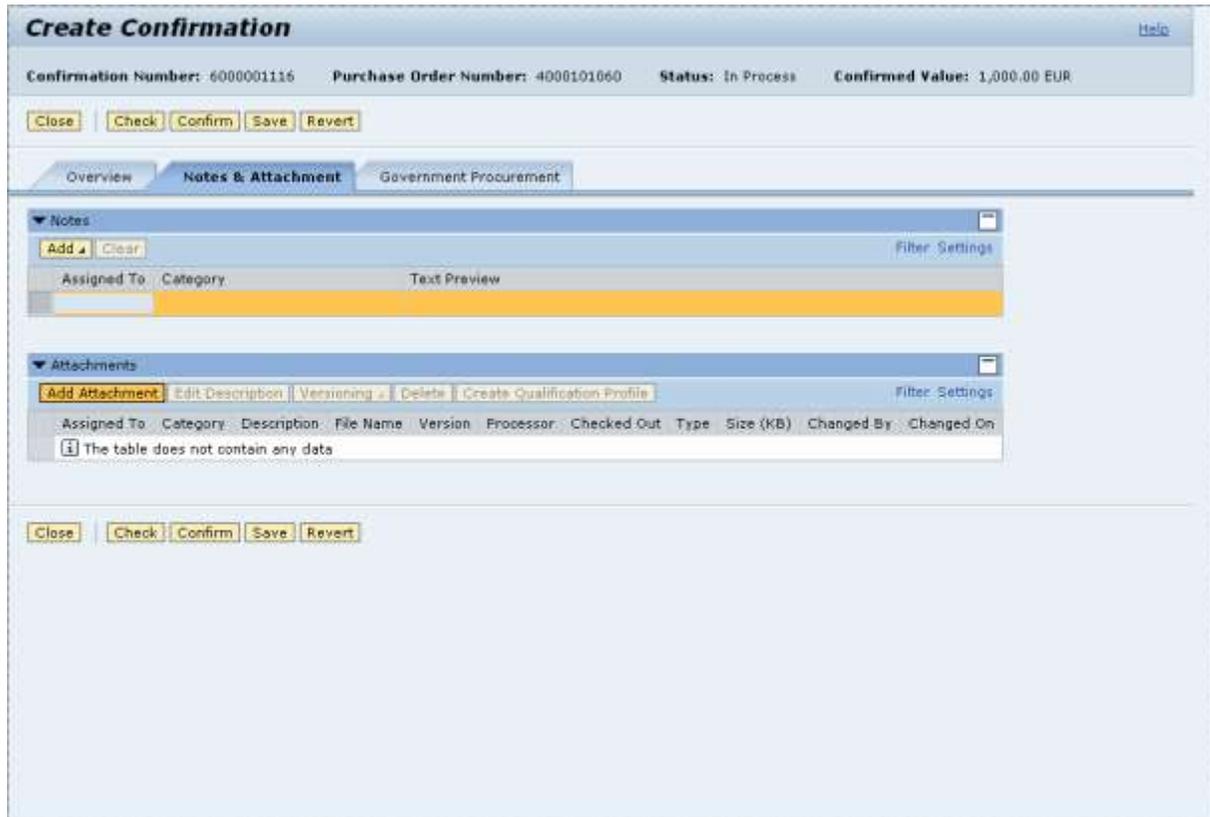
Item Overview

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	Sub - MS1a (FFP)	1	1,000,00	EA	1	EUR	1	14.06.2010
2	Material	Sub - MS2a (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
3	Material	Sub - MS1b (FFP)	1	0	EA	1	EUR	1	14.06.2010
4	Material	Sub - MS2b (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
5	Material	Sub - Services	1	0	EA	1	EUR	1	14.06.2010

- It is possible to add attachments to the confirmation. In order to do so, click on the Notes & Attachment tab. Adding an attachment is not mandatory, but as common practice please add interim study reports, time sheets, etc. as proof that the milestone has been achieved.

Notes & Attachment

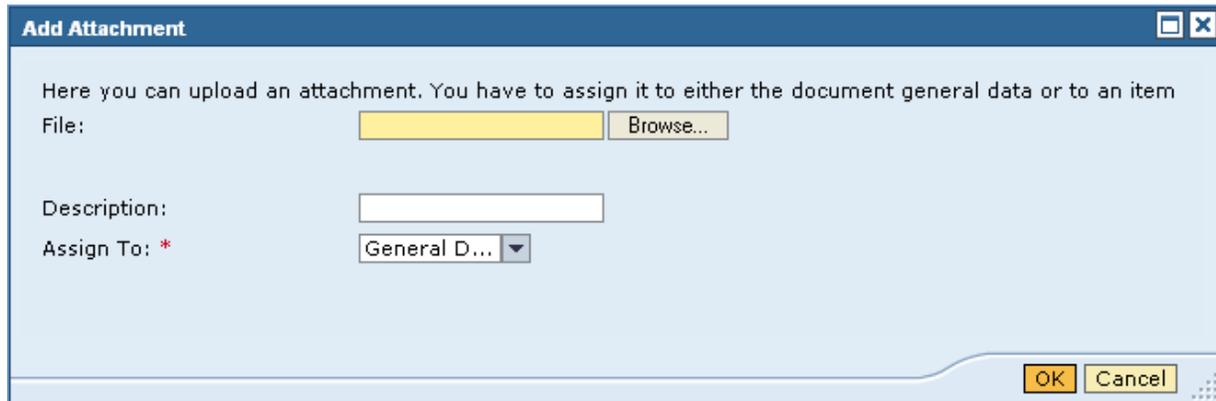
External Confirmation - SAP NetWeaver Portal -



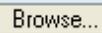
14. To add an attachment, click on the Add Attachment button



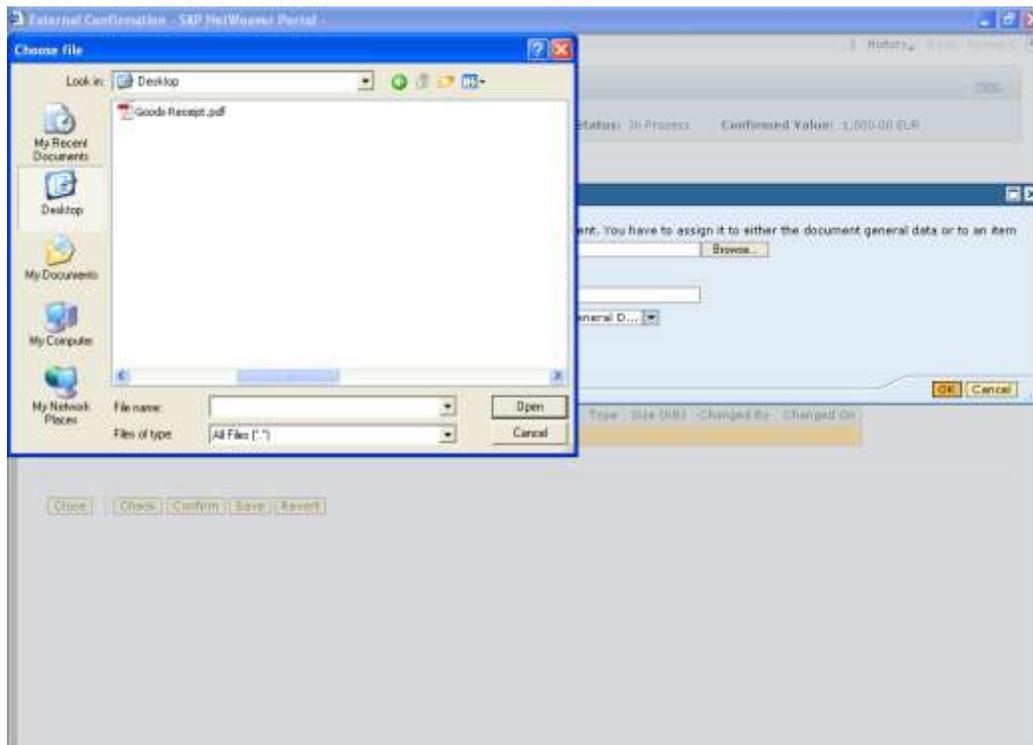
External Confirmation - SAP NetWeaver Portal -



15. Click the Browse button to search for the local file you want to attach.

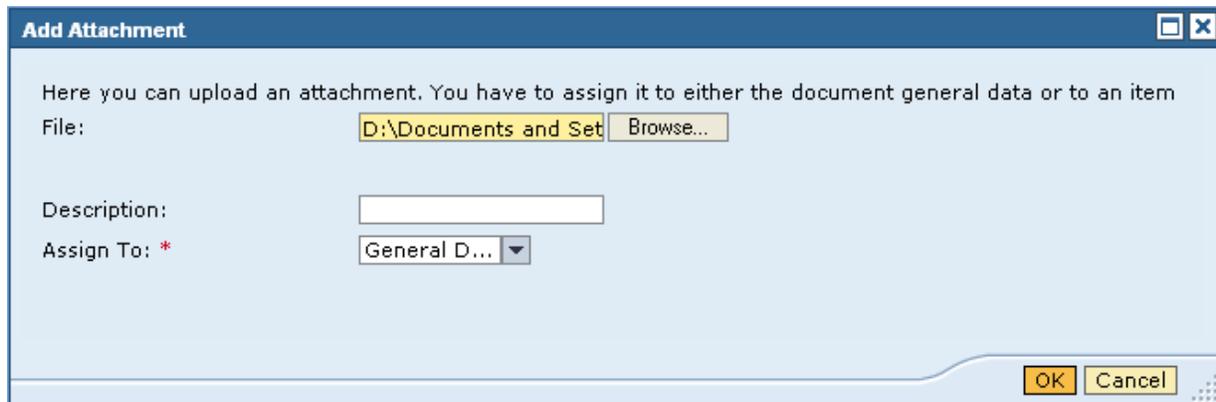


Choose file



16. Select the document you want to attach and click Open button.

External Confirmation - SAP NetWeaver Portal -



Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File:

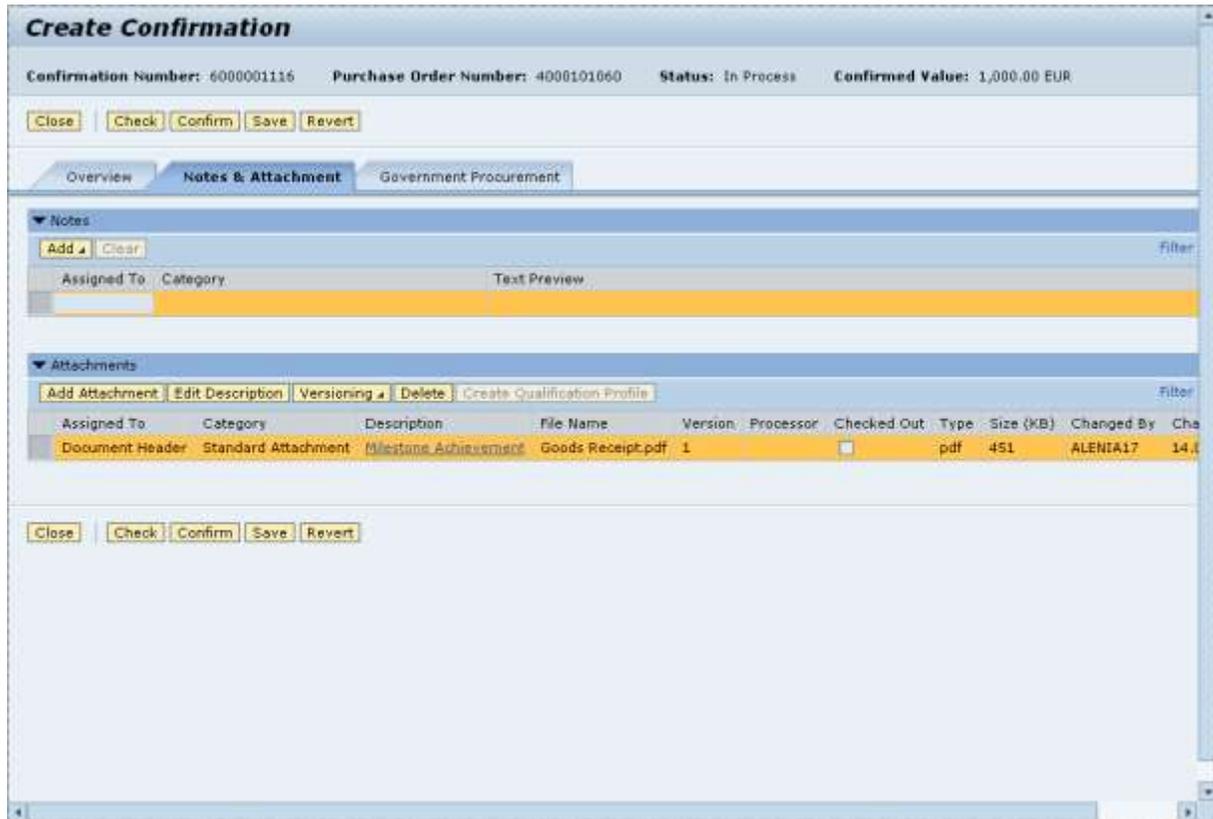
Description:

Assign To: *

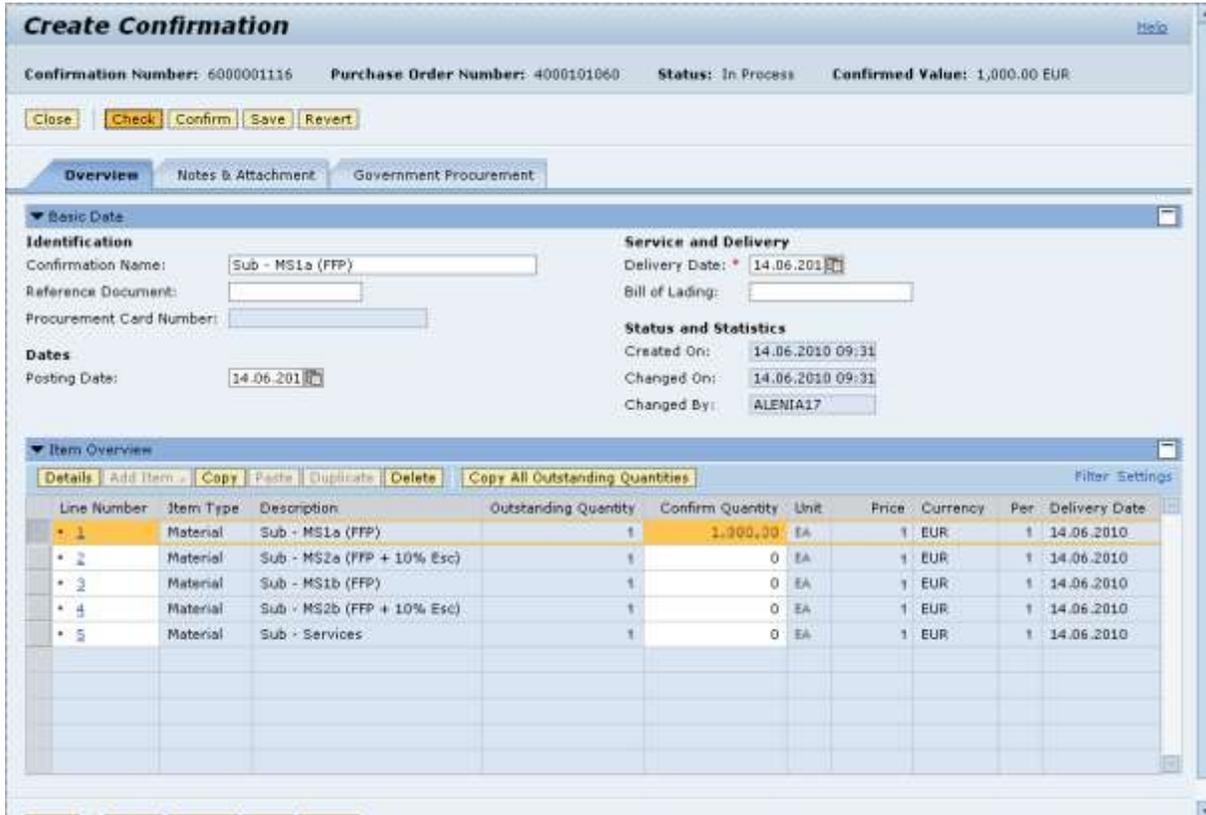
17. Click the Description: text box and fill in a description for the attachment. Note that if this field is left blank, the filename will be used.

18. Click on the OK button .

External Confirmation - SAP NetWeaver Portal -



19. Now the attachment is visible in the table. Next, click on the Overview tab **Overview**.

External Confirmation - SAP NetWeaver Portal -


Create Confirmation

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: In Process Confirmed Value: 1,000.00 EUR

Buttons: Close, Check, Confirm, Save, Revert

Tabs: Overview, Notes & Attachment, Government Procurement

Basic Data

Identification
Confirmation Name: Sub - MS1a (FFP)
Reference Document:
Procurement Card Number:

Service and Delivery
Delivery Date: 14.06.2010
Bill of Lading:

Dates
Posting Date: 14.06.2010

Status and Statistics
Created On: 14.06.2010 09:31
Changed On: 14.06.2010 09:31
Changed By: ALENIA17

Item Overview

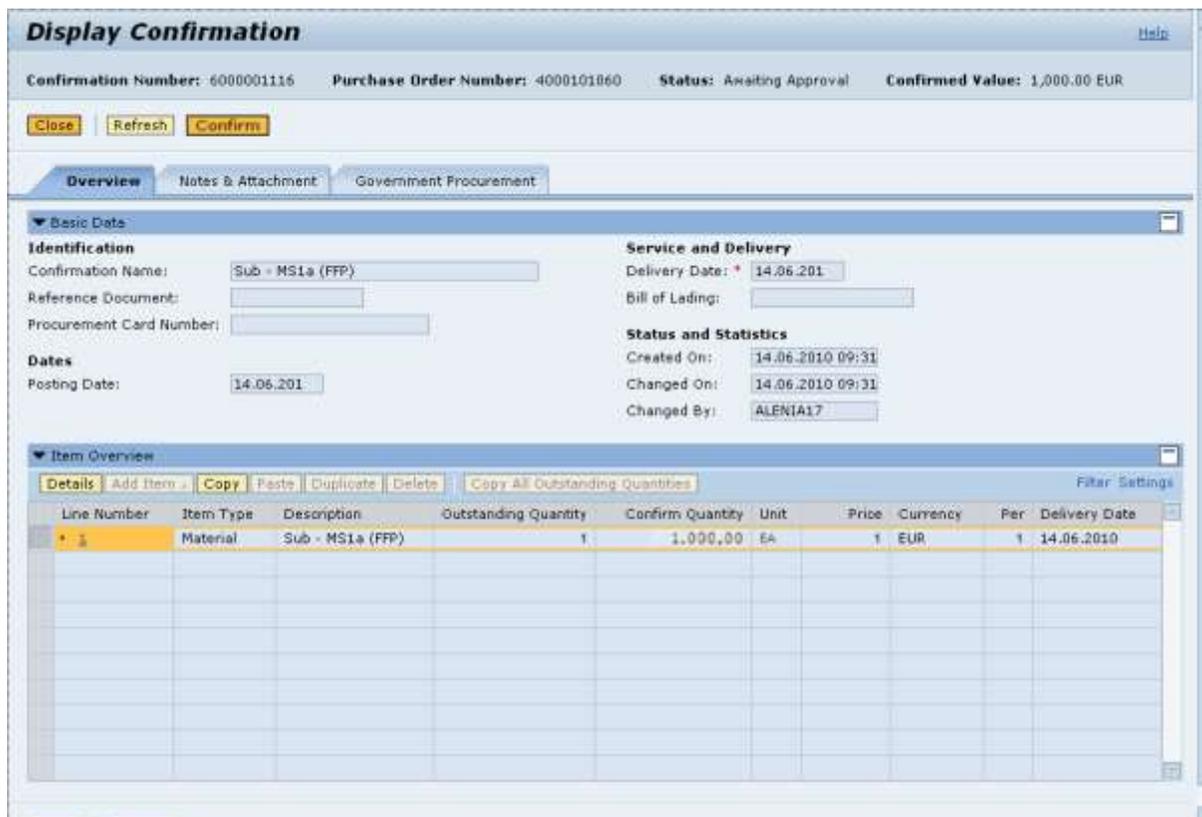
Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	Sub - MS1a (FFP)	1	1,000.00	EA	1	EUR	1	14.06.2010
2	Material	Sub - MS2a (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
3	Material	Sub - MS1b (FFP)	1	0	EA	1	EUR	1	14.06.2010
4	Material	Sub - MS2b (FFP + 10% Esc)	1	0	EA	1	EUR	1	14.06.2010
5	Material	Sub - Services	1	0	EA	1	EUR	1	14.06.2010

20. Please click Check button .



To check the confirmation for errors and calculate the final confirmed amount (visible in the top row), click the Check button . If there are any errors, they will be displayed in the top. Messages with a green icon are just for information, messages with a yellow icon are warnings (but do not block you from continuing) and messages with a red icon are blocking error messages: if you receive a message with a red icon, you need to resolve this error before you can continue. A situation in which you might experience this is when you forgot to fill a mandatory field (indicated with the red * character).

External Confirmation - SAP NetWeaver Portal -

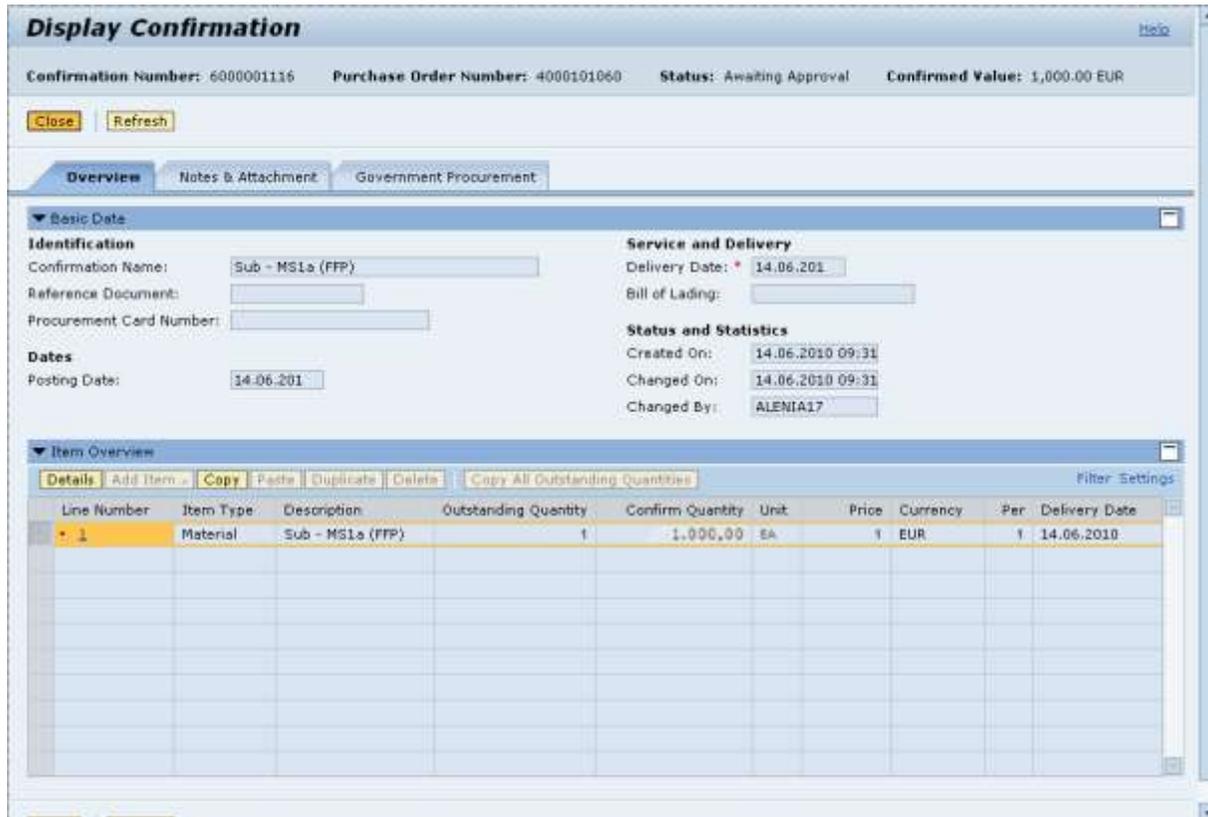


21. Click the Confirm button to issue the confirmation and to trigger the approval workflow.



By clicking this button, your upper-tier will be notified. In case you are a Prime Vendor, the appropriate person within the Agency will get a notification. The status of the confirmation changes to 'Awaiting Approval'.

External Confirmation - SAP NetWeaver Portal -



22. Click the Close button **Close** to close the confirmation and return to the Personal Object Worklist.

Personal Object Work List

Active Queries

Shopping Carts [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Confirmations [Deleted \(0\)](#) [Saved \(0\)](#) [Approved \(13\)](#) [All \(0\)](#) [Awaiting Approval \(4\)](#) [Rejected \(2\)](#)

Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [All \(26\)](#) [Canceled \(0\)](#) [Saved \(0\)](#)

Shopping Carts - Saved

Show Quick Criteria Maintenance

View [Standard View] | Copy | Display | Edit | Delete | Order | Create Confirmation | Print Preview | Refresh

Shopping Cart Number	Shopping Cart Name	Status	Item Name	Configurable Item Number	Procur

- 23. Next, you will look up the confirmation you have just created. First, click the All (0) link label [All \(0\)](#) to view confirmations regardless of the status they might have.
- 24. Click Confirmation Number text box fill in the confirmation number that you want to look up. If this box is not visible, you have to click on the Show Quick Criteria Maintenance button to display the search criteria.

Personal Object Work List

Active Queries

Shopping Carts [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Confirmations [Deleted \(0\)](#) [Saved \(0\)](#) [Approved \(13\)](#) **All (0)** [Awaiting Approval \(4\)](#) [Rejected \(2\)](#)

Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [All \(26\)](#) [Canceled \(0\)](#) [Saved \(0\)](#)

Confirmations - All

[Hide Quick Criteria Maintenance](#)

Number: To

Confirmation Name:

Purchase Order Number:

Status:

Timeframe:

Created On: To

Product Description:

Product Category:

Including Product Category Hierarchy:

Supplier Product Number:

Delivery Note:

Supplier:

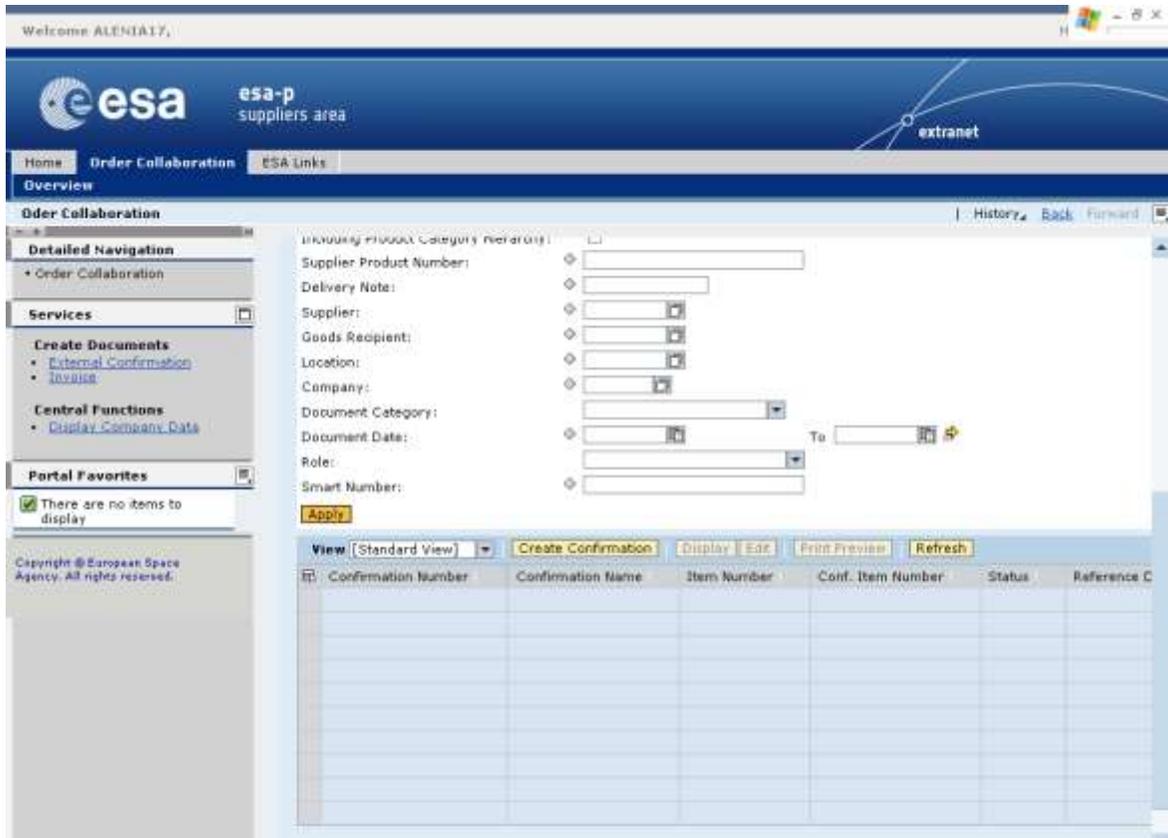
Goods Recipient:

Location:

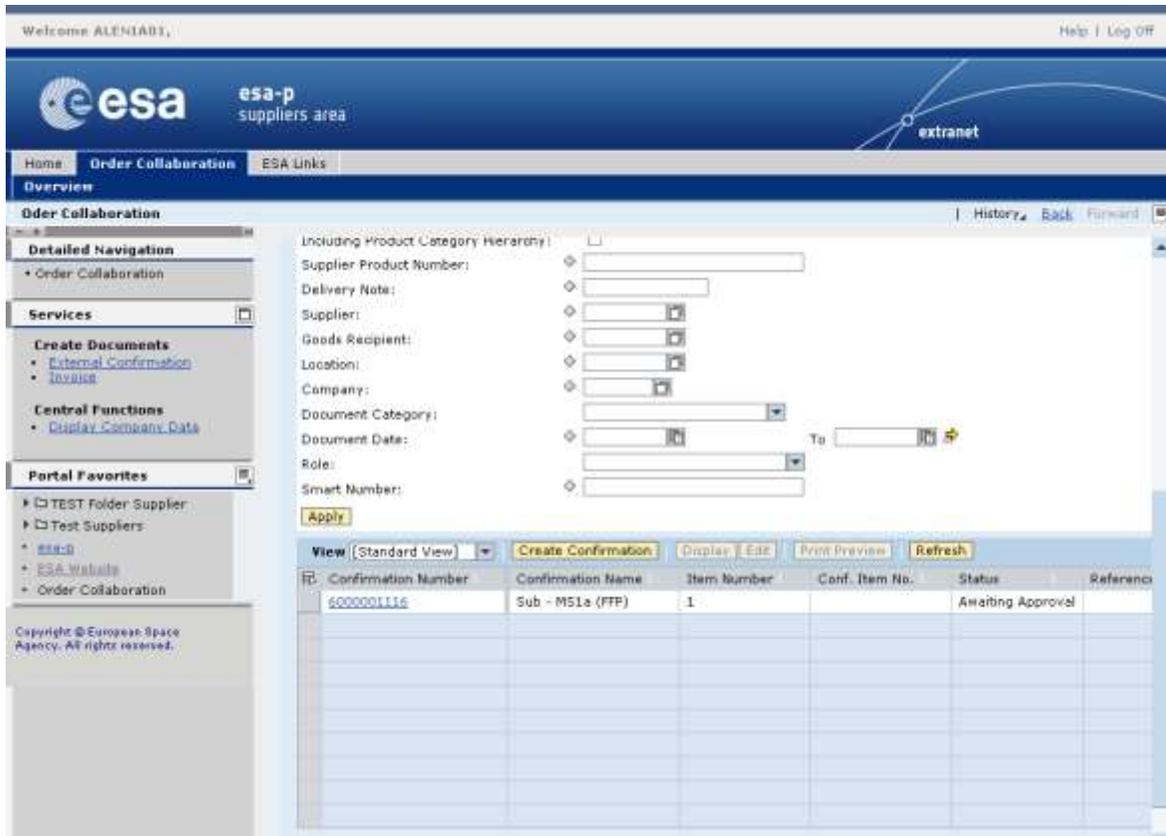
Company:

25. Scroll down to the bottom of the screen.

26. Click the Apply button  to search for the specified search criteria.



27. Now the list of confirmations corresponding to the search criteria is displayed. You can open the displayed confirmations by clicking on the corresponding number in the list.



The screenshot shows the 'esa-p suppliers area' interface. The main content area is titled 'Order Collaboration' and contains a form for creating a confirmation. The form includes fields for 'Supplier Product Number', 'Delivery Note', 'Supplier', 'Goods Recipient', 'Location', 'Company', 'Document Category', 'Document Date', 'Role', and 'Smart Number'. Below the form is an 'Apply' button. A table below the form displays the following data:

Confirmation Number	Confirmation Name	Item Number	Conf. Item No.	Status	Reference
6000001116	Sub - M51a (FFP)	1		Awaiting Approval	



In the previous steps, you have learnt how to:

- create a MAC/ Confirmation
- complete all mandatory data
- add Notes or Attachments to a MAC/ Confirmation
- check the MAC/ Confirmation for correct and complete data
- submit the MAC/ Confirmation for approval

In the next steps, you will learn how to approve a confirmation as an upper-tier supplier.

ESA Login

idthelp@esa.int'." data-bbox="120 203 886 596"/>

ESA Corporate Authentication

Please log In

Username:

Password:

Change password

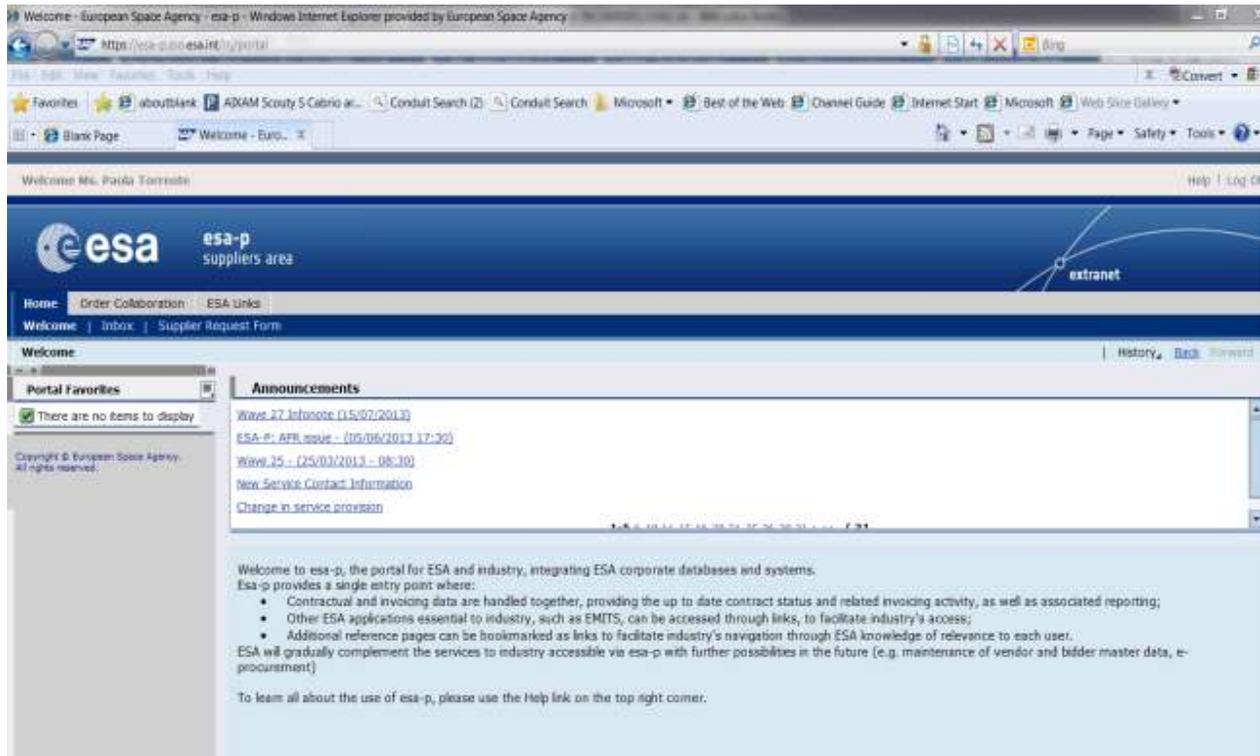
To be registered, or if you don't remember your login/password, send an e-mail to idthelp@esa.int

28. First, log in to the system. Click the Username: text box and fill in your username.

29. Next, click the Password: text box and fill in your password.

30. After filling in your login information, click the Login button .

Welcome - European Space Agency - esa-p

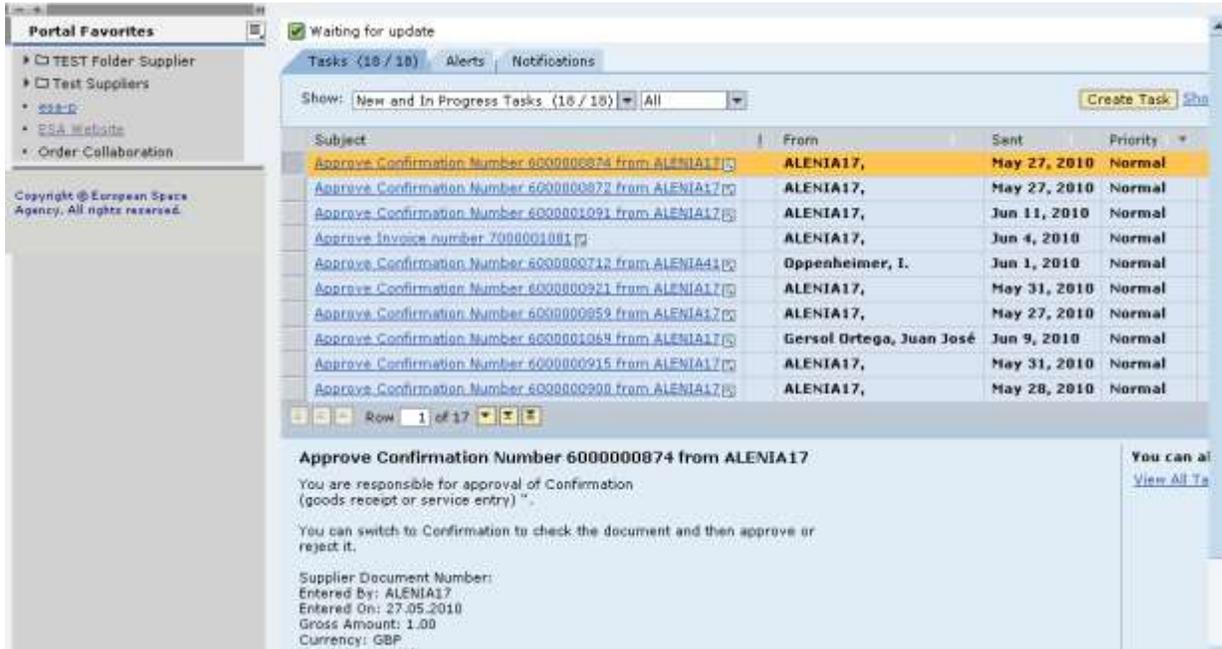


31. To view items you have received for approval, click on the Inbox tab control .



All users of the upper-tier vendor will receive in their inbox the 'Task' of dispositioning a MAC/ Confirmation (or invoice) sent by a lower-tier for approval.

Inbox - European Space Agency - esa-p



The screenshot displays the ESA-P inbox interface. On the left is a 'Portal Favorites' sidebar with links to 'TEST Folder Supplier', 'Test Suppliers', 'ESAP', 'ESA Website', and 'Order Collaboration'. The main area shows a 'Waiting for update' status and tabs for 'Tasks (18 / 18)', 'Alerts', and 'Notifications'. A 'Show:' dropdown is set to 'New and In Progress Tasks (18 / 18)' and a 'Create Task' button is visible. Below this is a table of tasks:

Subject	From	Sent	Priority
Approve Confirmation Number 6000000874 from ALENIA17	ALENIA17,	May 27, 2010	Normal
Approve Confirmation Number 6000000872 from ALENIA17	ALENIA17,	May 27, 2010	Normal
Approve Confirmation Number 6000001091 from ALENIA17	ALENIA17,	Jun 11, 2010	Normal
Approve Invoice number 7000001001	ALENIA17,	Jun 4, 2010	Normal
Approve Confirmation Number 6000000712 from ALENIA41	Oppenheimer, I.	Jun 1, 2010	Normal
Approve Confirmation Number 6000000921 from ALENIA17	ALENIA17,	May 31, 2010	Normal
Approve Confirmation Number 6000000959 from ALENIA17	ALENIA17,	May 27, 2010	Normal
Approve Confirmation Number 6000001069 from ALENIA17	Gersol Ortega, Juan José	Jun 9, 2010	Normal
Approve Confirmation Number 6000000915 from ALENIA17	ALENIA17,	May 31, 2010	Normal
Approve Confirmation Number 6000000900 from ALENIA17	ALENIA17,	May 28, 2010	Normal

Below the table, the first task is expanded to show details:

Approve Confirmation Number 6000000874 from ALENIA17

You are responsible for approval of Confirmation (goods receipt or service entry) "

You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: ALENIA17
Entered On: 27.05.2010
Gross Amount: 1.00
Currency: GBP

On the right side of the expanded view, there is a 'You can also' section with a 'View All Tasks' link.

32. Click on the right arrow button  in the menu navigation panel to enlarge the screen.

Inbox - European Space Agency - esa-p -


The screenshot shows a web-based inbox interface with the following elements:

- Navigation tabs: **Tasks (18 / 18)**, Alerts, Notifications.
- Filtering: "Show: New and In Progress Tasks (18 / 18)" and "All" dropdown.
- Buttons: "Create Task", "Show Filters", "Hide Preview".
- Table of tasks:

Subject	From	Sent	Priority	Due	Status
Approve Confirmation Number 6000000872 from ALENIA17	ALENIA17,	May 27, 2010	Normal		New
Approve Confirmation Number 6000001091 from ALENIA17	ALENIA17,	Jun 11, 2010	Normal		New
Approve Invoice number 7000001091	ALENIA17,	Jun 4, 2010	Normal		New
Approve Confirmation Number 6000000712 from ALENIA41	Oppenheimer, I.	Jun 1, 2010	Normal		New
Approve Confirmation Number 6000000921 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000859 from ALENIA17	ALENIA17,	May 27, 2010	Normal		New
Approve Confirmation Number 6000001116 from ALENIA17	ALENIA17,	Today	Normal	3	New
Approve Confirmation Number 6000001069 from ALENIA17	Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Confirmation Number 6000000915 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000874 from ALENIA17	ALENIA17,	May 27, 2010	Normal		New

Row 1 of 18

Approve Confirmation Number 6000000874 from ALENIA17

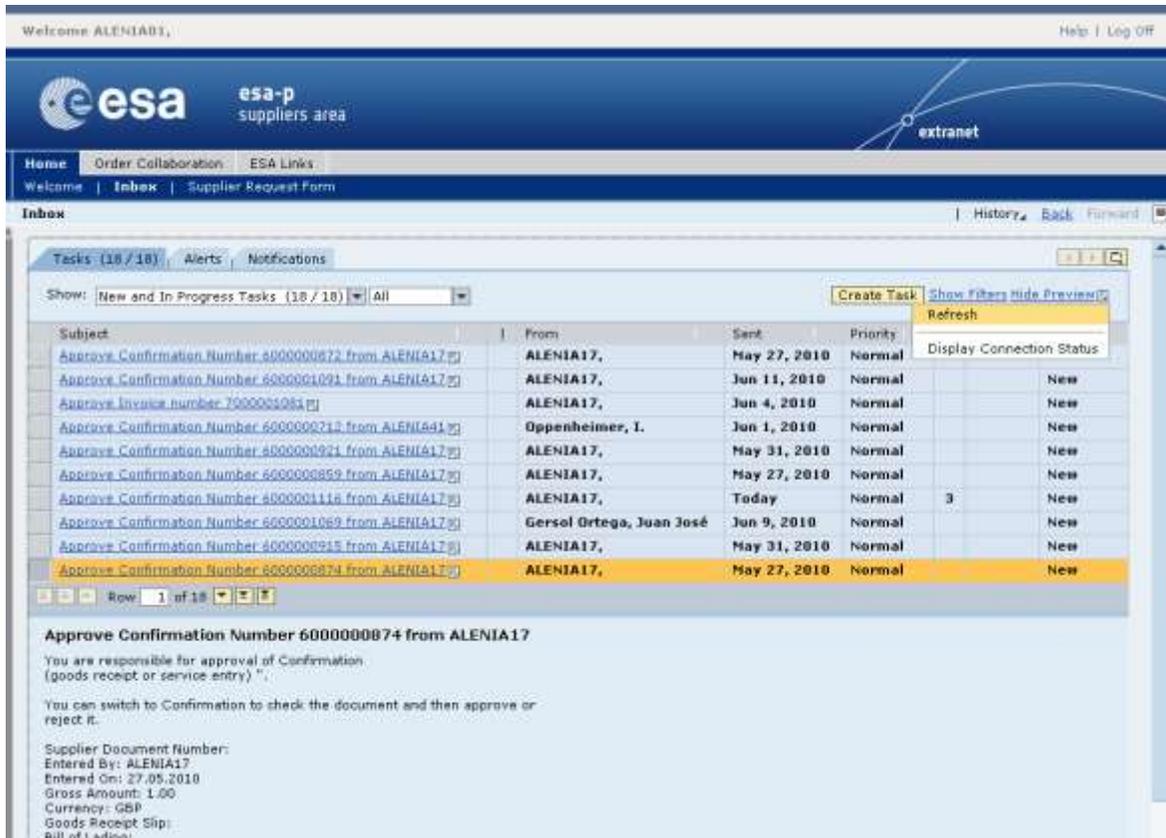
You are responsible for approval of Confirmation (goods receipt or service entry) ".

You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: ALENIA17
Entered On: 27.05.2010
Gross Amount: 1.00
Currency: GBP
Goods Receipt Slip:
Bill of Lading:

33. This screen contains all items you have received for approval (Tasks tab). A different tab contains notifications. These are messages you receive when a document you have posted has been finally approved or rejected. The latest information might not be displayed in this screen. To have the latest information, you need to refresh the screen first. Click the square button next to the Hide Preview link [Hide Preview](#) to display a menu. (The tab 'Alerts' is not used in esa-p)

34. Click Refresh menu item .



Welcome ALENIA17, Help | Log Off

esa esa-p suppliers area extranet

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox | History | Back | Forward

Tasks (18 / 18) | Alerts | Notifications

Show: **New and In Progress Tasks (18 / 18)** | All

[Create Task](#) | [Show Filters](#) | [Hide Preview](#)

Subject	From	Sent	Priority	Refresh	Display Connection Status
Approve Confirmation Number 6000000672 from ALENIA17	ALENIA17,	May 27, 2010	Normal		
Approve Confirmation Number 6000001091 from ALENIA17	ALENIA17,	Jun 11, 2010	Normal		New
Approve Invoice number 7000005264	ALENIA17,	Jun 4, 2010	Normal		New
Approve Confirmation Number 6000002712 from ALENIA17	Oppenheimer, I,	Jun 1, 2010	Normal		New
Approve Confirmation Number 6000000921 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000859 from ALENIA17	ALENIA17,	May 27, 2010	Normal		New
Approve Confirmation Number 6000001116 from ALENIA17	ALENIA17,	Today	Normal	3	New
Approve Confirmation Number 6000001069 from ALENIA17	Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Confirmation Number 6000000915 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000874 from ALENIA17	ALENIA17,	May 27, 2010	Normal		New

Row 1 of 18

Approve Confirmation Number 6000000874 from ALENIA17

You are responsible for approval of Confirmation (goods receipt or service entry) "

You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: ALENIA17
Entered On: 27.05.2010
Gross Amount: 1.00
Currency: GBP
Goods Receipt Slip:
Bill of Lading:

35. To sort the items in your inbox based on the date you have received them, click on the Sent label **Sent**.

Welcome ALENIA17 | Help | Log Off

esa esa-p suppliers area

extranet

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox | History | Back | Forward

Tasks (18 / 18) | Alerts | Notifications

Show: New and In Progress Tasks (18 / 18) | All | Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
Approve Confirmation Number 6000001116 from ALENIA17	ALENIA17,	Today	Normal	3	New
Approve Confirmation Number 6000001091 from ALENIA17	ALENIA17,	Jun 11, 2010	Normal		New
Approve Confirmation Number 6000001069 from ALENIA17	Gersal Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Invoice number 7000001051	ALENIA17,	Jun 4, 2010	Normal		New
Approve Confirmation Number 6000000712 from ALENIA41	Oppenheimer, I.	Jun 1, 2010	Normal		New
Approve Confirmation Number 6000000921 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000917 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000915 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000900 from ALENIA17	ALENIA17,	May 28, 2010	Normal		New
Approve Confirmation Number 6000000899 from ALENIA17	ALENIA17,	May 28, 2010	Normal	3	New

Row 1 of 18

Approve Confirmation Number 6000001116 from ALENIA17

You are responsible for approval of Confirmation (goods receipt or service entry) 'Sub - MSLs (FFP)'.
You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: ALENIA17
Entered On: 14.06.2010
Gross Amount: 1,000.00
Currency: EUR
Goods Receipt Slip:
Bill of Lading:



It is not possible to delete entries from your inbox. However, you can postpone the task of approving to a later point in time. This can be done by clicking on the 'RESUBMIT' button

Subject

Approve Confirmation Number 6000001091 from ALENIA17

Approve Confirmation Number 6000001069 from ALENIA17 **Resubmit**

of the respective work item. By resubmitting, the workitem will disappear from your task list and only reappear at the date that you specified to be resubmitted.



You can search for a particular object in your inbox by using 'Show Filters'

[Show Filters](#) [Hide Preview](#)

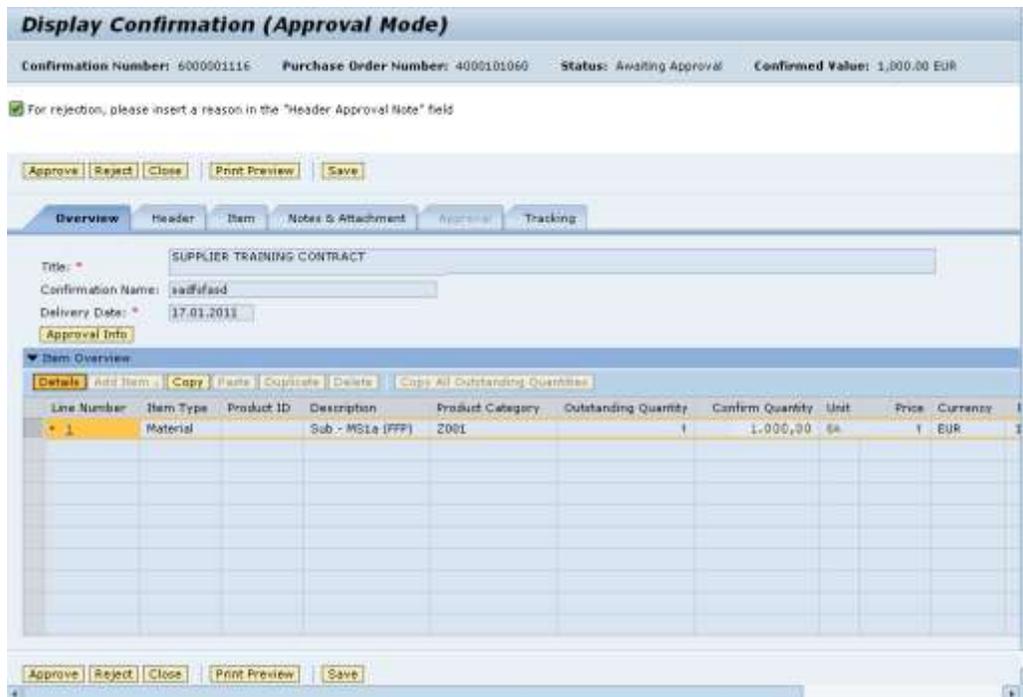
Add a confirmation number in the field Text and click apply.



36. Click on the task you would like to carry out, in this example we will approve the confirmation with the number 6000001116

[Approve Confirmation Number 6000001116 from ALENIA17](#). Note that it is technically possible to approve or reject objects directly from the inbox (scroll down to the bottom), but it is preferable to view the contents of the object before making the decision. Moreover, in order to view or add attachments to your approval (or rejection) it is always required to access the document via the hyperlink.

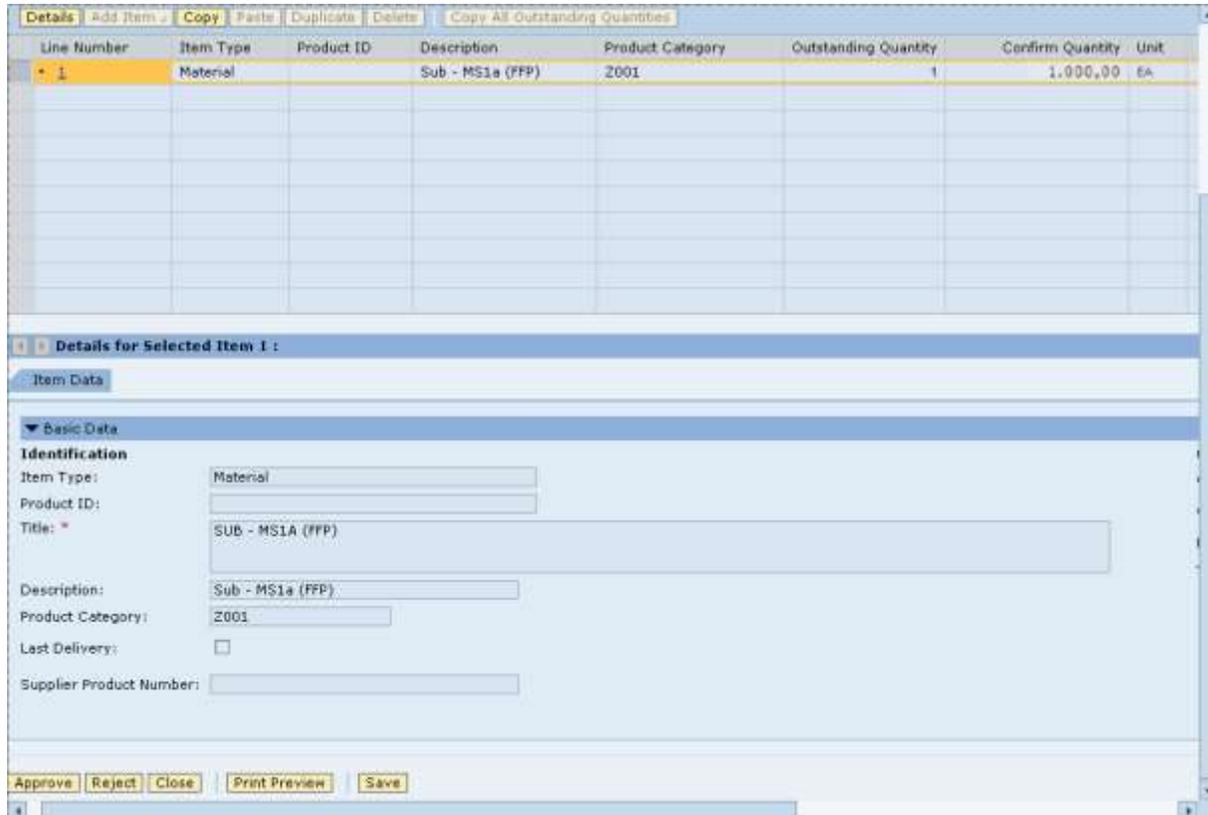
Confirmation Details - SAP NetWeaver Portal -



Copyright @ European Space Agency

37. This screen displays the confirmation as it was sent to you for approval. Click the details link label **Details** to view the details of the line in this confirmation.

Confirmation Details - SAP NetWeaver Portal -



38. The details are now displayed, you can view the right part of the screen for more information.

The Approval Info button

Display Confirmation (Approval Mode)

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Awaiting Approval Confirmed Value: 1,000.00 EUR

For rejection, please insert a reason in the "Header Approval Note" field

Approve Reject Close Print Preview Save

Overview Header Item Notes & Attachment Approval Tracking

Additional Information

Display details

Document Number: 7000001171 MS Title: MSUBLEVEL1
Status: Awaiting Approval Substatus: Awaiting Approval by ESA Reference Contract: 4000101060 Reference Item: 0000000019
Invoicing Party: 1000000000 Supplier Name: PRIME

Workflow log Related Documents

Company Name	Company Code	Received On	Processed On
SUB	1000000023	24.01.2011 12:21:42	24.01.2011 12
PRIME	1000000000	24.01.2011 12:21:41	24.01.2011 12
ESA	2	24.01.2011 12:41:41	

OK

Approve Reject Close Print Preview Save

40. The Workflow log shows the approval workflow to the entire industry and ESA Staff.

The Approval Info button

Display Confirmation (Approval Mode)

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Awaiting Approval Confirmed Value: 1,000.00 EUR

For rejection, please insert a reason in the "Header Approval Note" field

Approve Reject Close Print Preview Save

Overview Header Item Notes & Attachment **Approval** Tracking

Additional Information

Display details

Document Number: 7000001171 MS Title: MSUBLEVEL1
Status: Awaiting Approval Substatus: Awaiting Approval by ESA Reference Contract: 4000101060 Reference Item: 0000000019
Invoicing Party: 1000000000 Supplier Name: PRIME

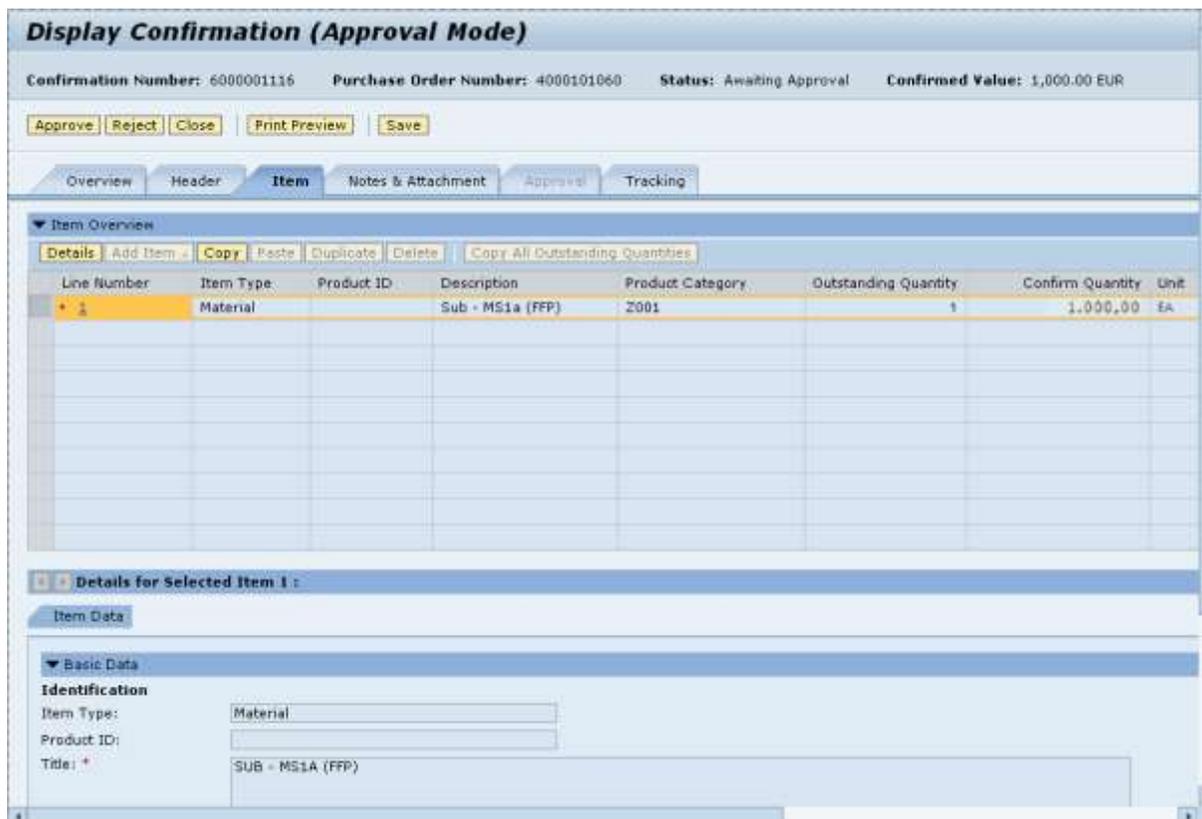
Workflow log Related Documents

Document Type	Document Number	Gross Amount	Currency	Status	Substatus
Invoice	7000050103	0,01	EUR	Saved	
Invoice	7000050104	0,01	EUR	Awaiting Approval	
Invoice	7000050114	0,01	EUR	Awaiting Approval	Awaiting Approval by Vendor
Invoice	7000050184	0,01	EUR	Release Rejected	
Invoice	7000050185	0,01	EUR	Awaiting Approval	Awaiting Approval by Vendor

Approve Reject Close Print Preview Save OK

41. The Related documents shows you which invoices have been invoiced against the item and which invoices are related to the item.

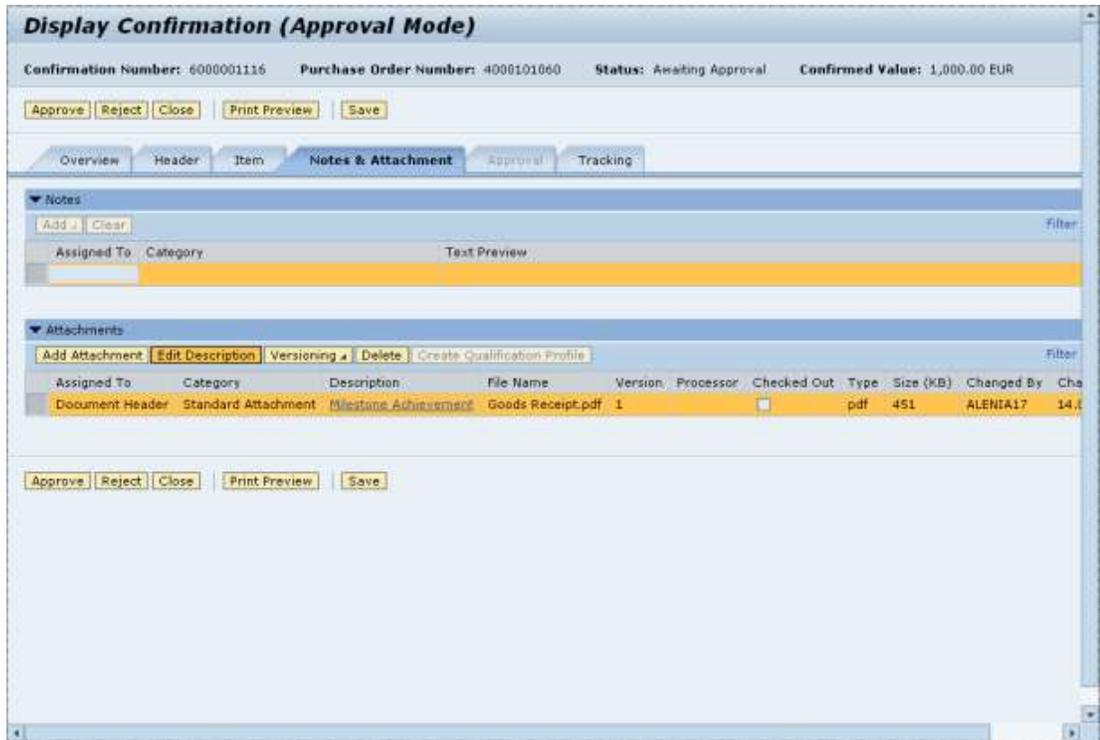
Confirmation Item - SAP NetWeaver Portal -



42. To view the attachments for this confirmation, click on the Notes & Attachment tab **Notes & Attachment** (visible at the top of the screen). You may now add another attachment, or edit the description of the existing attachment. The latter is shown in the next steps.



You may now add another attachment, or edit the description of the existing attachment. The latter is shown in the next steps.



Display Confirmation (Approval Mode)

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Awaiting Approval Confirmed Value: 1,000.00 EUR

Approve Reject Close Print Preview Save

Overview Header Item **Notes & Attachment** Approval Tracking

▼ Notes

Add Clear Filter

Assigned To	Category	Text Preview
-------------	----------	--------------

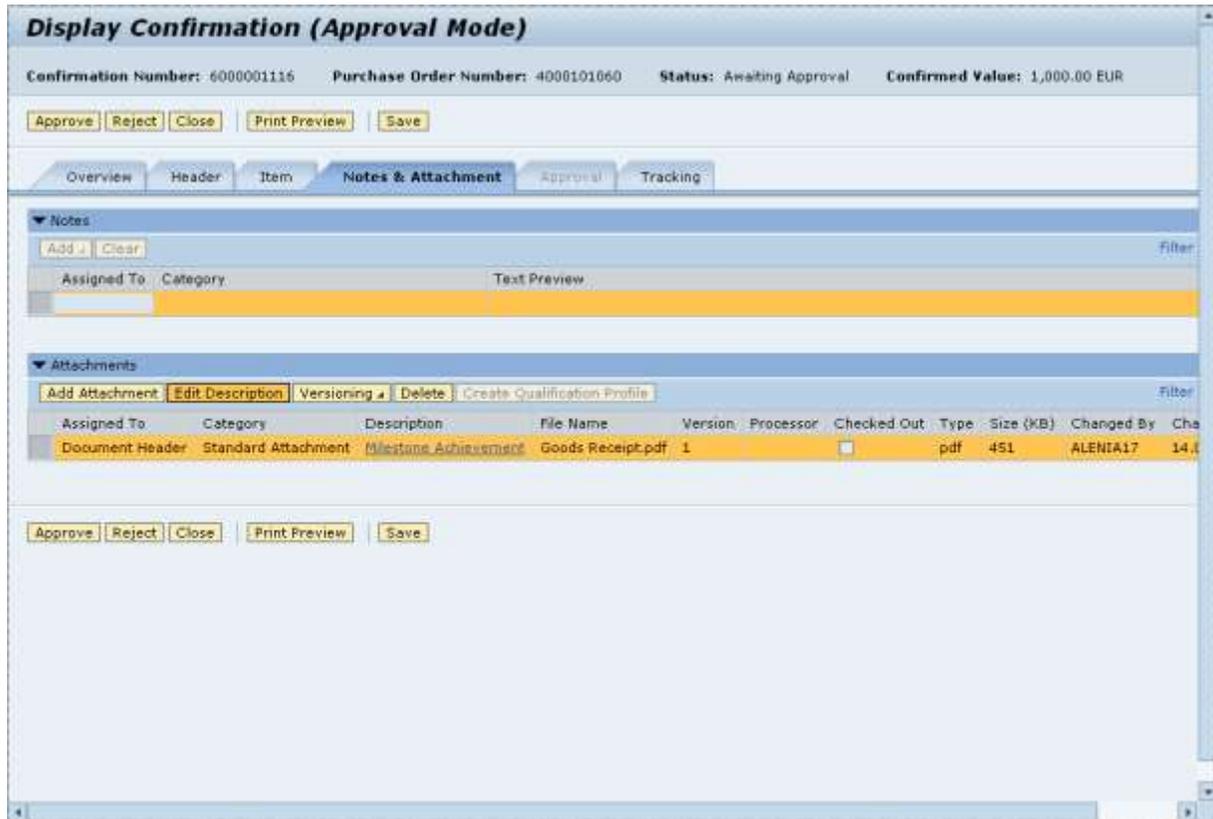
▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Cha
Document Header	Standard Attachment	Milestone Achievement	Goods Receipt.pdf	1		<input type="checkbox"/>	pdf	451	ALENIA17	14.1

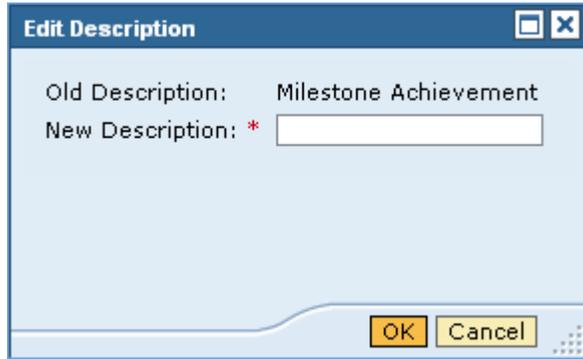
Approve Reject Close Print Preview Save

Confirmation Notes & Attachments - SAP NetWeaver Portal -



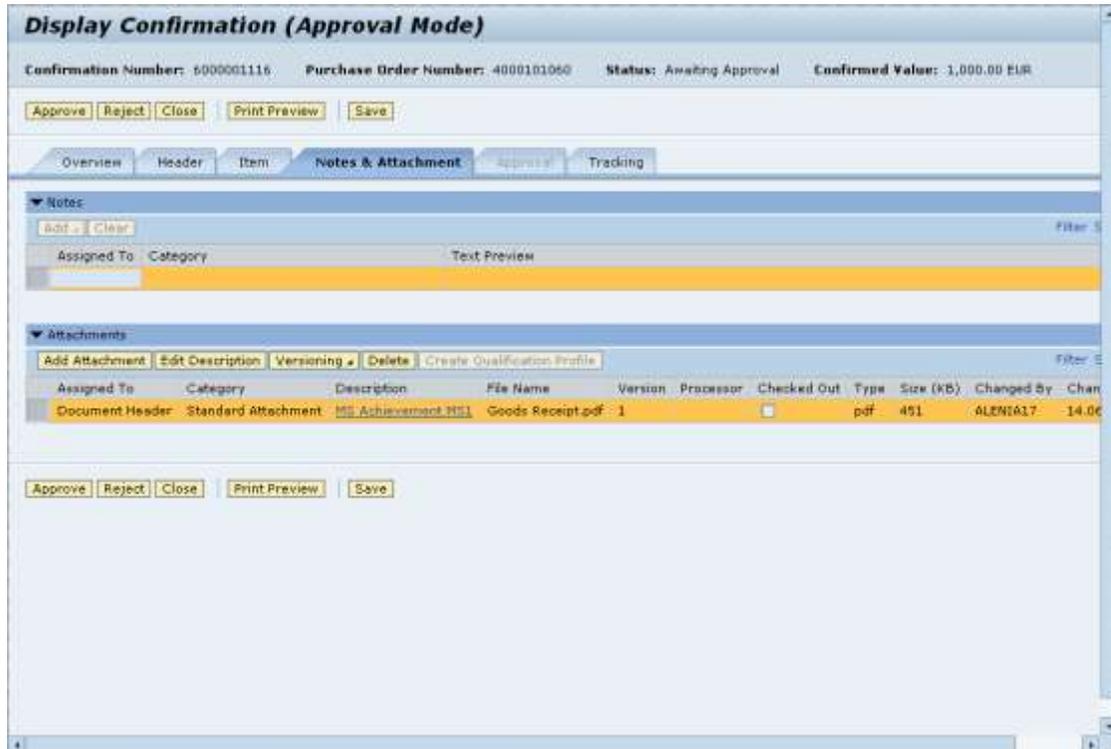
43. It is possible to edit the description of an attachment. In order to do this, click on the Edit Description button **Edit Description**.

Confirmation Notes & Attachments - SAP NetWeaver Portal -

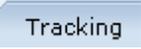


- 44. Click New Description: * text box and fill in the new description.
- 45. After filling the new description, click the OK button .

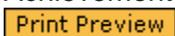
Confirmation Notes & Attachments - SAP NetWeaver Portal -



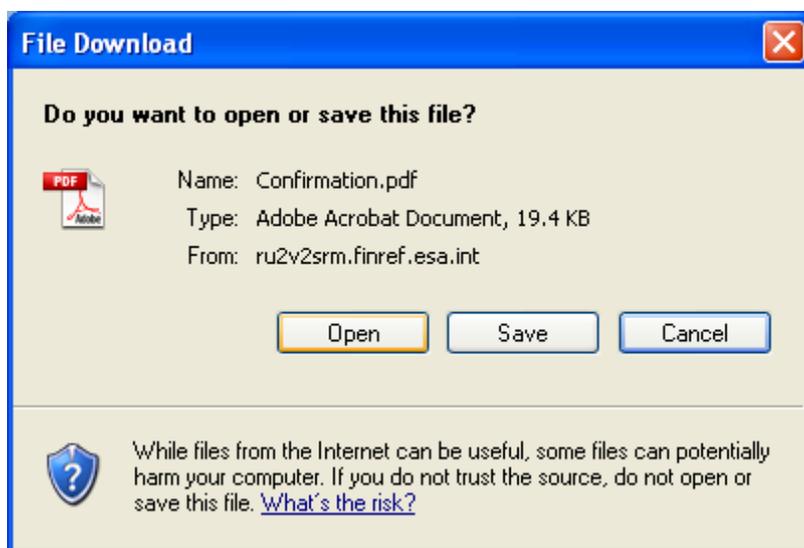
46. In the tracking tab, you can view the documents that are related to this confirmation.

To go there, click on the Tracking button .

47. It is possible to print the confirmation and thereby generate the Milestone Achievement Certificate. In order to do that, click on the Print Preview link label

.

File Download



48. The confirmation is now presented in PDF format. Click the Open button  to open it.

Milestone Achievement Certificate



Created by: TEST_REL10 at 09/12/2010
Changed by: TEST_REL06 at 19/01/2011
MAC status: Awaiting Approval
MAC Sub-status: VEN
Status Date: 09/12/2010

Milestone Achievement Certificate

TEST_409

Contractor number: 1000004092 **SubContractor number:** 1000000020
Contractor name: ASTRIUM LIMITED **SubContractor name:** TIMEWISE DESIGN INT. LTD.

Confirmation number: 6000001116
Contract number: 4000101060

MAC Title: TEST_409

Certification: I hereby certify to have performed a positive check that the accomplishment of this milestone conforms to the above definition. Deficiencies, if any, from the said requirements have been listed and have either been corrected or a waiver of such requirement obtained.

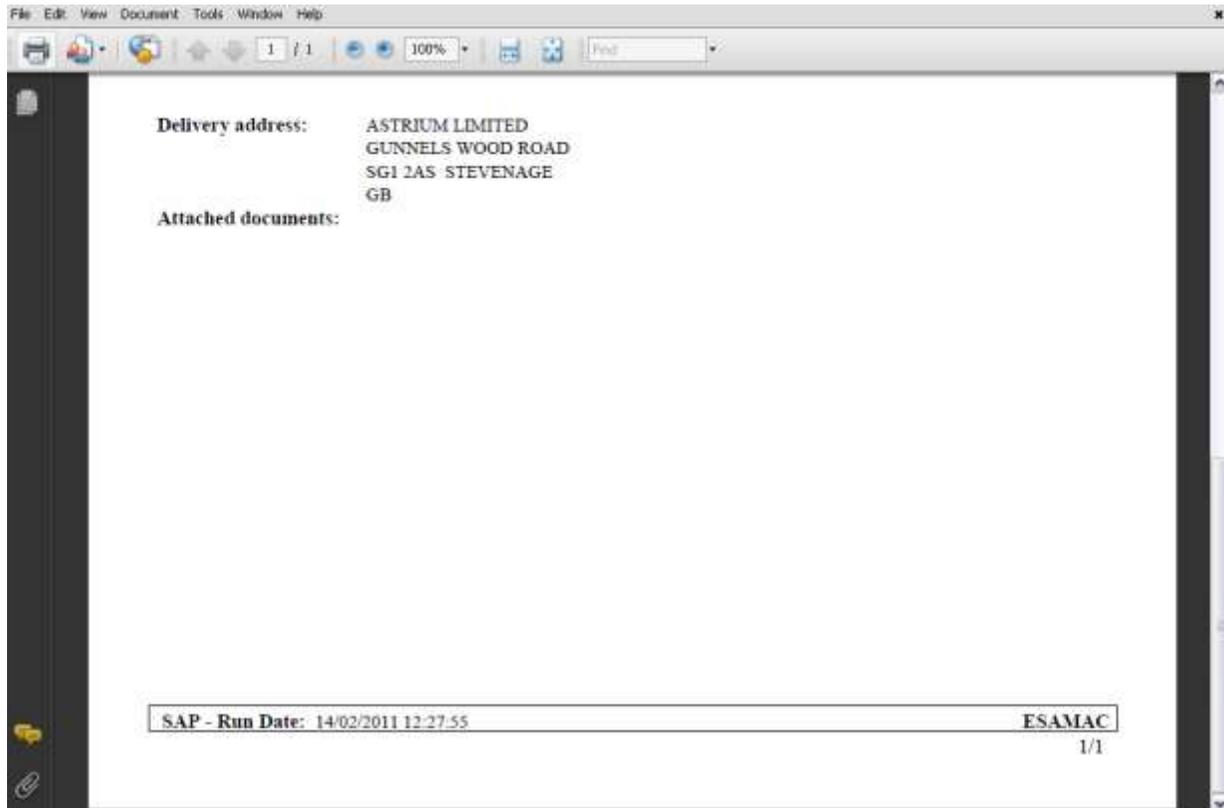
Currency Code: EUR

Milestone ID	Milestone Type	Milestone Title	Quantity	Unit of measure	Delivery date	Milestone amount
1.01.001.001	Milestone	SingleCC-MultipleWBS stat	100.00	EA	09/12/2010	1,000.00

Confirmed value: 100.00

49. Scroll down to see the remainder of the document.

Milestone Achievement Certificate

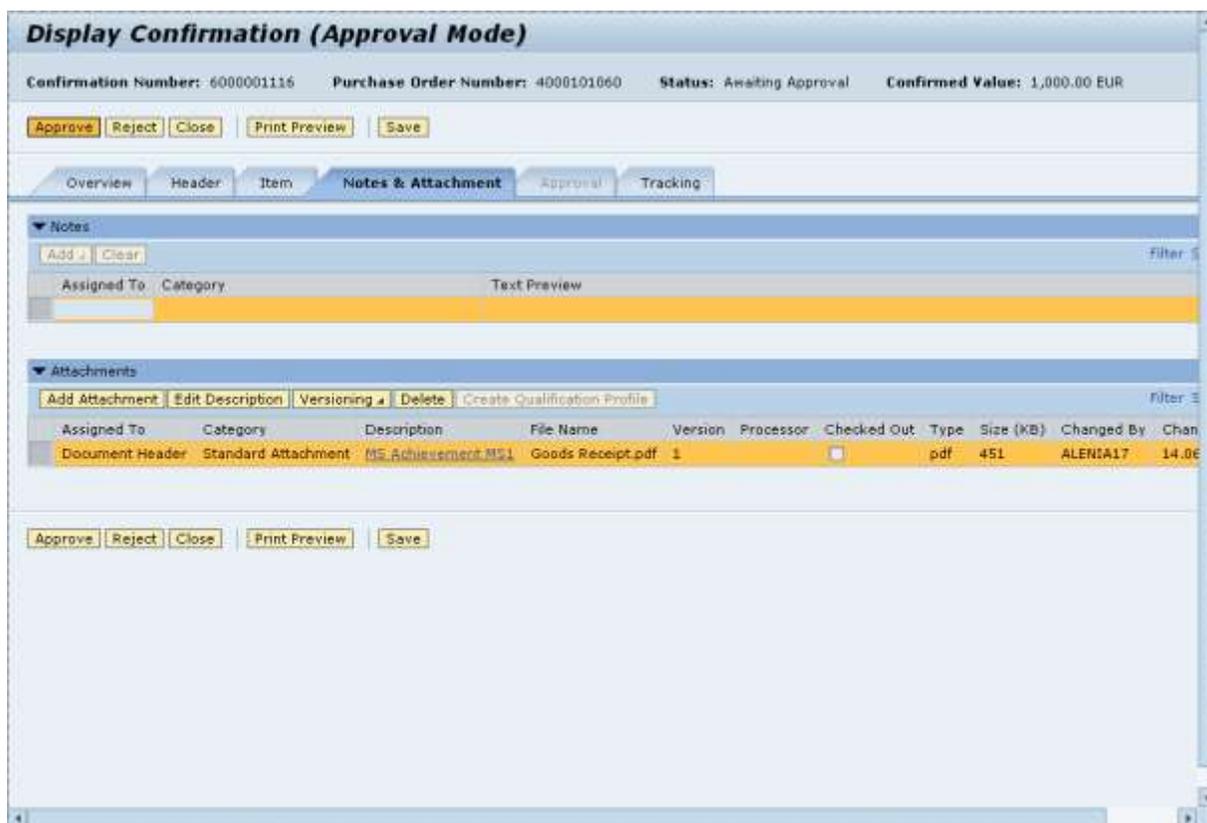


50. Scroll down to see the remainder of the document.

Milestone Achievement Certificate



51. Click the Close button  to return to the confirmation in esa-p.

Confirmation Details - SAP NetWeaver Portal -


Display Confirmation (Approval Mode)

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Awaiting Approval Confirmed Value: 1,000.00 EUR

Approve Reject Close Print Preview Save

Overview Header Item **Notes & Attachment** Approval Tracking

▼ Notes

Add Clear Filter

Assigned To	Category	Text Preview	

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile Filter

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Chan
Document Header	Standard Attachment	MS_Achievement_MS1	Goods Receipt.pdf	1		<input type="checkbox"/>	pdf	451	ALENTA17	14.06

Approve Reject Close Print Preview Save

52. By clicking on the Approve button , you will approve the confirmation.



Please note that it is not possible to approve any document (confirmation or invoice) partially.

It is also possible to reject the confirmation, reasons for rejecting are for example that a confirmation is prematurely posted and not yet ready to be confirmed, or if the confirmed amount is too high. Note that if an approver rejects the confirmation, this is final. The consequence of a rejection is that a new confirmation has to be created. Therefore, if you as upper-tier need to reject a confirmation, please attach a justification for the rejection (e.g. as a word document) to the esa-p confirmation.

Copyright © European Space Agency

After approving the confirmation, the system will inform you that the action has been performed successfully. As mentioned before, the yellow warning messages do not block the processing of the document. After approval by the prime supplier, the confirmation status is still awaiting approval, as it is now awaiting approval by the agency.



53. Click the Close button  to exit this screen.

Inbox - European Space Agency - esa-p

Welcome ALENIA01, Help | Log Off

esa-p
suppliers area

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox History | Back | Forward

Tasks: (18 / 18) Alerts Notifications

Show: **New and In Progress Tasks (18 / 18)** All Create Task Show Filters Hide Preview

Subject	From	Sent	Priority	Due	Status
Approve Confirmation Number 6000001116 from ALENIA17	ALENIA17,	Today	Normal		New
Approve Confirmation Number 6000001091 from ALENIA17	ALENIA17,	Jun 11, 2010	Normal		New
Approve Confirmation Number 6000001069 from ALENIA17	Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Invoice number 7000001081	ALENIA17,	Jun 4, 2010	Normal		New
Approve Confirmation Number 6000000712 from ALENIA41	Oppenheimer, I.	Jun 1, 2010	Normal		New
Approve Confirmation Number 6000000921 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000917 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000915 from ALENIA17	ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000900 from ALENIA17	ALENIA17,	May 28, 2010	Normal		New
Approve Confirmation Number 6000000899 from ALENIA17	ALENIA17,	May 28, 2010	Normal	3	New

Row 1 of 18

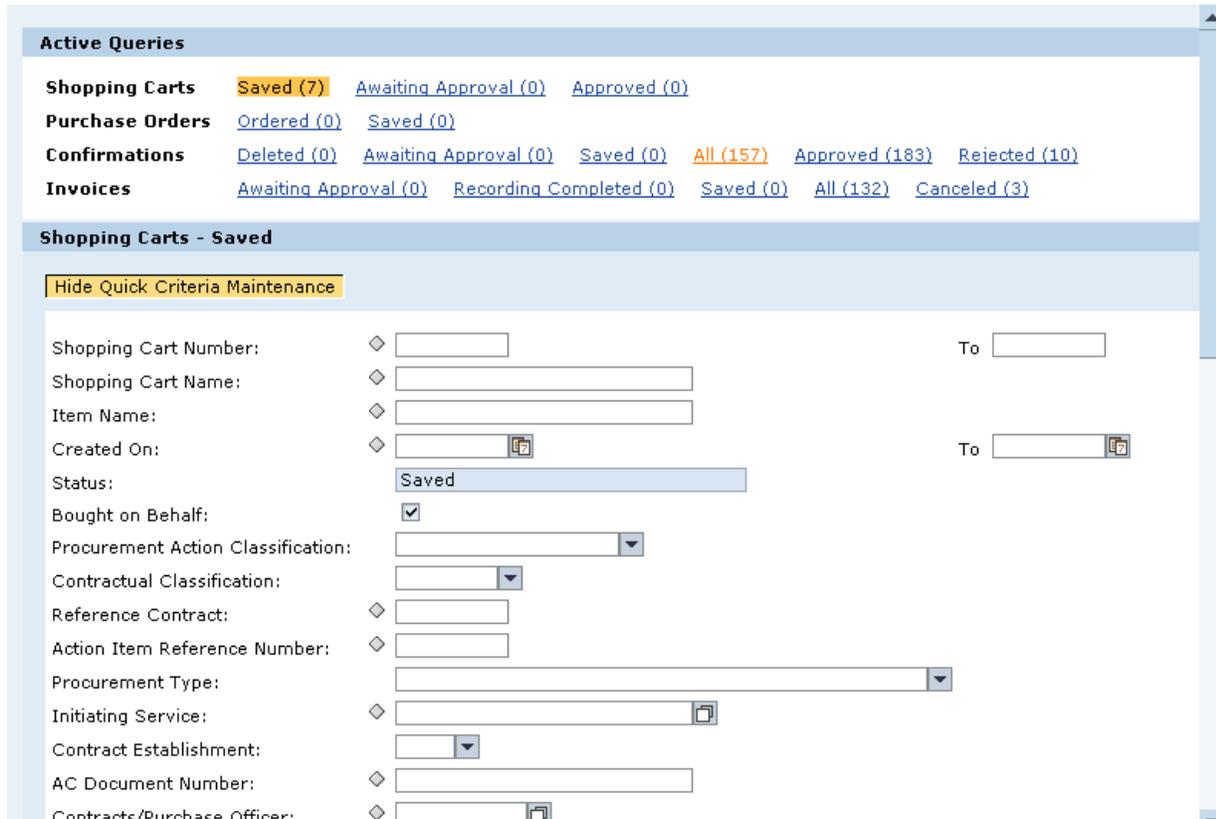
Approve Confirmation Number 6000001116 from ALENIA17

You are responsible for approval of Confirmation (goods receipt or service entry) 'Sub - MS1a (FFP)'.
You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: ALENIA17
Entered On: 14.06.2010
Gross Amount: 1,000.00
Currency: EUR
Goods Receipt Slip:
Bill of Lading:

54. Next, you will look up the confirmation you have just approved. Click Order Collaboration tab control **Order Collaboration** .

Personal Object Work List



Active Queries

Shopping Carts [Saved \(7\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Ordered \(0\)](#) [Saved \(0\)](#)

Confirmations [Deleted \(0\)](#) [Awaiting Approval \(0\)](#) [Saved \(0\)](#) [All \(157\)](#) [Approved \(183\)](#) [Rejected \(10\)](#)

Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) [All \(132\)](#) [Canceled \(3\)](#)

Shopping Carts - Saved

[Hide Quick Criteria Maintenance](#)

Shopping Cart Number: To

Shopping Cart Name:

Item Name:

Created On: To

Status:

Bought on Behalf:

Procurement Action Classification:

Contractual Classification:

Reference Contract:

Action Item Reference Number:

Procurement Type:

Initiating Service:

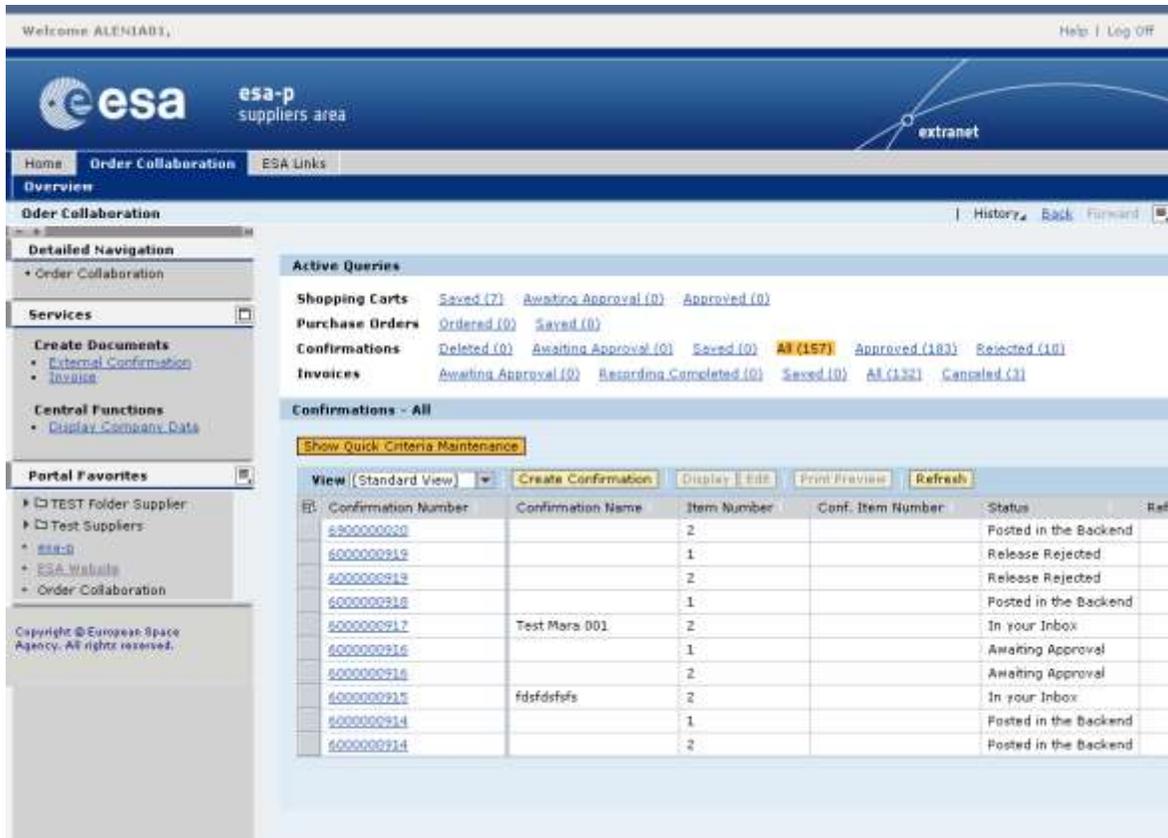
Contract Establishment:

AC Document Number:

Contracts/Purchase Officer:

55. First, click the All (157) link label [All \(157\)](#) to view confirmations regardless of the status they might have.

56. Secondly, click the Show Quick Criteria Maintenance button [Show Quick Criteria Maintenance](#) to display search criteria fields.



57. Click Confirmation Number text box and fill in the number of the confirmation that you want to look up.

Personal Object Work List

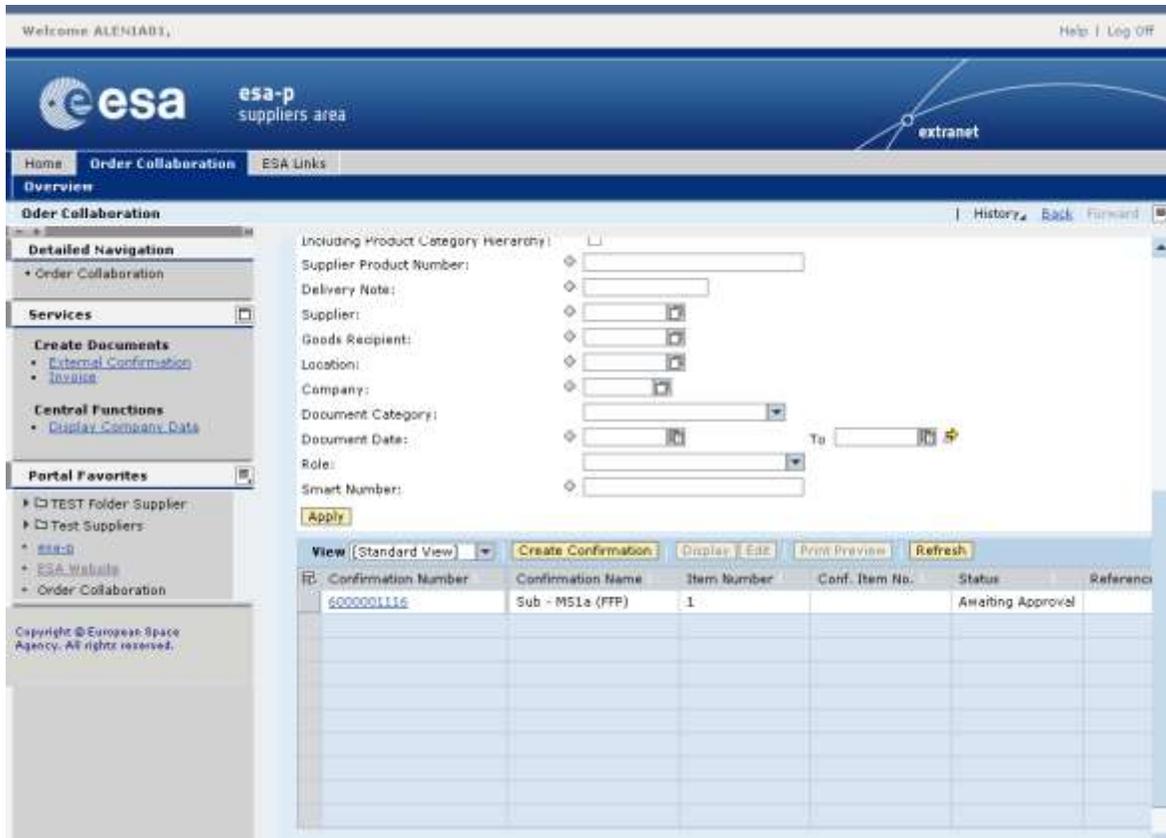
Active Queries
Shopping Carts [Saved \(7\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)
Purchase Orders [Ordered \(0\)](#) [Saved \(0\)](#)
Confirmations [Deleted \(0\)](#) [Awaiting Approval \(0\)](#) [Saved \(0\)](#) **All (184)** [Approved \(183\)](#) [Rejected \(10\)](#)
Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) [All \(132\)](#) [Canceled \(3\)](#)

Confirmations - All
[Hide Quick Criteria Maintenance](#)

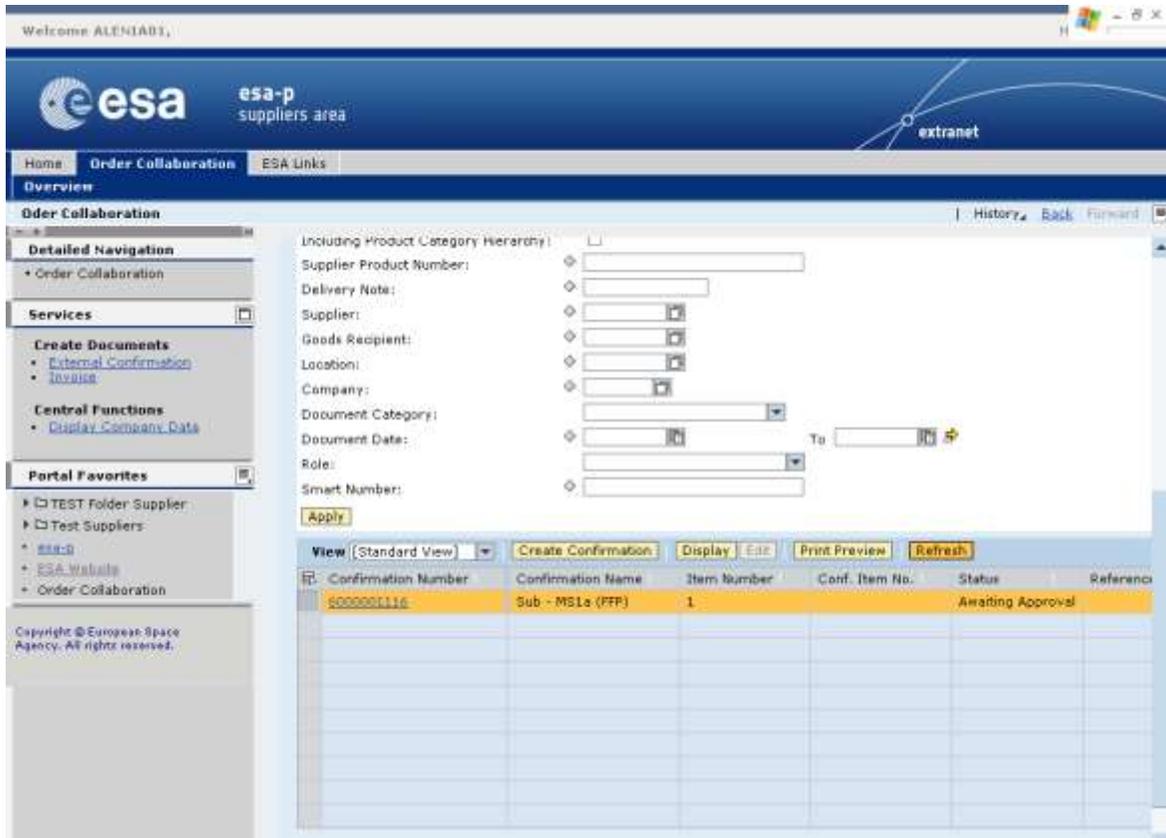
Number:	<input type="text" value="6000001116"/>	To	<input type="text"/>	
Confirmation Name:	<input type="text"/>			
Purchase Order Number:	<input type="text"/>			
Status:	<input type="text"/>			
Timeframe:	<input type="text"/>			
Created On:	<input type="text"/>	To	<input type="text"/>	
Product Description:	<input type="text"/>			
Product Category:	<input type="text"/>			
Including Product Category Hierarchy:	<input type="checkbox"/>			
Supplier Product Number:	<input type="text"/>			
Delivery Note:	<input type="text"/>			
Supplier:	<input type="text"/>			
Goods Recipient:	<input type="text"/>			
Location:	<input type="text"/>			
Company:	<input type="text"/>			

58. Scroll down to the bottom of the screen.

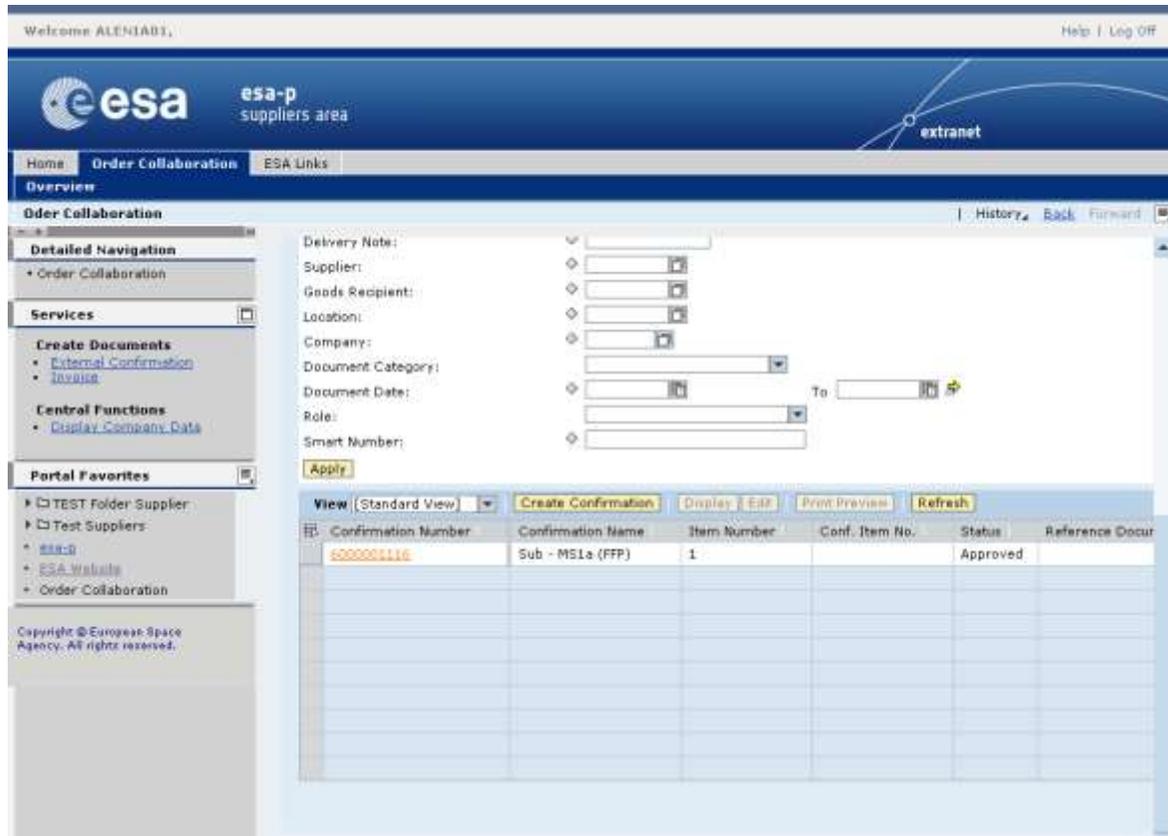
59. Click the Apply button **Apply** to apply the search criteria.



- 60.** Click the square on the left of the confirmation in the results list to select the confirmation. After selecting a document in this way, new direct actions become available, such as in this case Print Preview.



61. The status label might not show the actual up to date status of the confirmation. Click the Refresh button **Refresh** to retrieve up to date information. After final approval by the agency, the status will change to approved.



62. Click the number of the confirmation to open it [6000001116](#).

Display Confirmation - SAP NetWeaver Portal -

Display Confirmation

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Approved Confirmed Value: 1,000.00 EUR

Buttons: Close, Print Preview, Refresh

Tabs: Overview, Header, Item, Notes & Attachment, Approval, Tracking

Title: * SUPPLIER TRAINING CONTRACT

Confirmation Name: sadfsasd

Delivery Date: * 17.01.2011

Approval Info

Item Overview

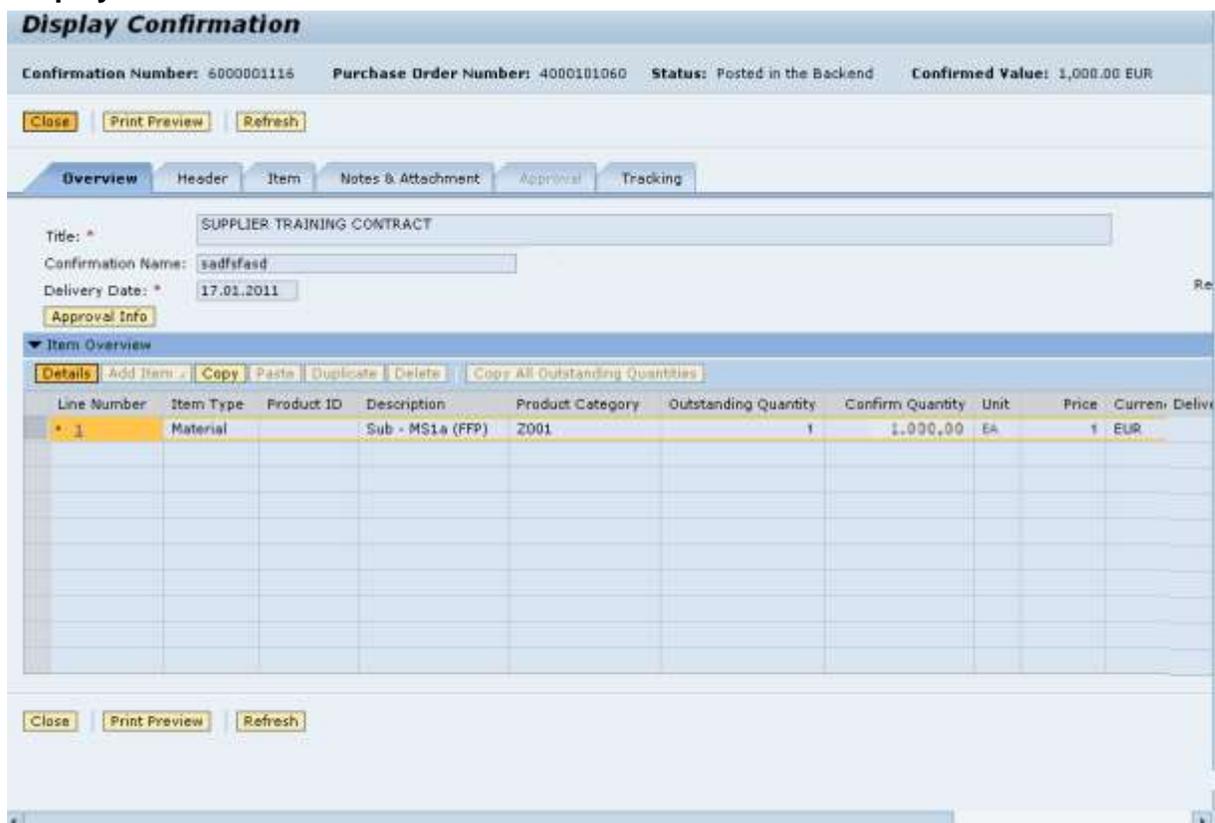
Buttons: Details, Add Item, Copy, Paste, Duplicate, Delete, Copy All Outstanding Quantities

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Curren	Deliv
1	Material	Sub - MS1a (FFP)		Z001	1	1,000.00	EA	1	EUR	

Buttons: Close, Print Preview, Refresh

63. The confirmation is now displayed with status approved. This status is an intermediary status and only lasts as long as it takes for the system to save the approved document in the backend system. Once this is done, the status changes to Posted in the backend (see next step).

Display Confirmation - SAP NetWeaver Portal -



- 64.** Once the status of the confirmation is posted in the backend **Status: Posted in the Backend**, the costs at the agency are accrued and the approved invoice (in case it exists) will be ready to be paid.
 IMPORTANT: In general, payment of an invoice will not be done unless a corresponding confirmation with the status posted in backend exists against the same milestone and covering the invoiced amount.

Display Confirmation - SAP NetWeaver Portal -

Display Confirmation

Confirmation Number: 6000001116 Purchase Order Number: 4000101060 Status: Posted in the Backend Confirmed Value: 1,000.00 EUR

[Close](#) [Print Preview](#) [Refresh](#)

Overview Header Item Notes & Attachment Approval Tracking

Title: * SUPPLIER TRAINING CONTRACT

Confirmation Name: sadfsasd

Delivery Date: * 17.01.2011

[Approval Info](#)

▼ Item Overview

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Copy All Outstanding Quantities](#)

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Curren	Deliv
* 1	Material		Sub - MS1a (FFP)	Z001	1	1,000,00	EA	1	EUR	

[Close](#) [Print Preview](#) [Refresh](#)

65. Click Close link label [Close](#).



What to do in case your document was rejected:

It may happen, that the upper-tier vendor or the Agency rejects the confirmation.

Possible reasons are prematurely posting, the confirmed amount is too high, or a missing proof of milestone achievement. In this case, you will receive a notification of the rejection in your inbox. You can then do the following:

1. Find the rejected confirmation by using the query 'Rejected' in the 'Order Collaboration' area.

Active Queries

Shopping Carts [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Confirmations [Deleted \(0\)](#) [Saved \(0\)](#) [Approved \(13\)](#) [All \(1\)](#) **Rejected (1)** [Awaiting Approval \(1\)](#)

Invoices [All \(1\)](#) [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) [Canceled \(0\)](#)

Confirmations - Rejected

[Hide Quick Criteria Maintenance](#)

Number: To

Confirmation Name:

Purchase Order Number:

Status: [Release Rejected](#)

2. Check the Notes & Attachments tab for any rejection notification
3. If required, edit the document by selecting the line and clicking on the Edit button.

View	[Standard View]	Create Confirmation	Display	Edit	Print Preview	Refresh
	Confirmation Number	Confirmation Name	Item Number	Conf. Item No.	Status	
	6000001210	Sub - MS1b (FFP)	1		Release Rejected	

4. After correcting the confirmation (e.g. attaching proof of milestone achievement or changing the confirmation quantity) you can submit it for approval again by clicking on the Confirm button [Confirm](#) in the confirmation screen.

You have now learnt how to:

- Create a MAC/ Confirmation
- Complete all mandatory data
- Add Notes or Attachments to a MAC/ Confirmation
- Check the MAC/ Confirmation for correct and complete data
- Submit the MAC/ Confirmation for approval
- Print the Milestone Achievement Certificate
- Approve the MAC/ Confirmation as the Prime supplier
- Check the status of your MAC/ Confirmation
- What to do in case of rejection of your MAC/ Confirmation