Workinstruction How to Submit and Approve a MAC/Confirmation



## 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.<u>https://esa-p.sso.esa.int</u>

2.or by navigation through the industry supplier portal: http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G\_O.html



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# Procedure

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

#### ESA Login

esa
European Space Agency
ESA Corporate Authentication
Please log In
Username:
Password: Login
Change password
To be registered, or if you don't remember your login/password, send an e-mail to idhelp@esa.int
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

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- **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

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	Welcome to ess-p, the portal for ESA and industry, integrating ESA co Eas-p provides a single entry point where: Contractual and invoicing data are handled together, providin Other ESA applications essential to industry, such as EMITS, ( Additional reference pages can be bookmarked as links to fase ESA will gradually complement the services to industry accessible via o procursment) To learn all about the use of esa-p, please use the Help link on the top	porate databases and systems. i the up to date contract status and related invoicing activity, as well as associated reporting; an be accessed through links, to facilitate industry's access; litate industry's navigation through ESA knowledge of relevance to each user. sa-p with further possibilities in the future (e.g. maintenunce of vendor and bidder master data, e- right corner.

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.

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MAC/Confirmation

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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.

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## External Confirmation - SAP NetWeaver Portal -

Search Purchase Order	Help
Start Close	
To create a confirmation, you need to select a purchase order as a reference Proceed as follows: search for the required purchase order, then select it from the search results below	
Purchase Order Number: Item Description: Timeframe:	
Search	

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

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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 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 -**

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## 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).

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## **External Confirmation - SAP NetWeaver Portal -**

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## **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.

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#### **External Confirmation - SAP NetWeaver Portal -**

13. 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

Workinstruction How to Submit and Approve a MAC/Confirmation



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## **External Confirmation - SAP NetWeaver Portal -**

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

Add Attachment

Workinstruction How to Submit and Approve a MAC/Confirmation



## **External Confirmation - SAP NetWeaver Portal -**

Add Attachment	
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**15.** Click the Browse button to search for the local file you want to attach. Browse... **Choose file** 

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Work Instruction - Print Friendly Workinstruction How to Submit and Approve a MAC/Confirmation



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

## **External Confirmation - SAP NetWeaver Portal -**

ment. You have to assign it to either the document general data or to an item
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- **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  $\bigcirc$ K.

Workinstruction How to Submit and Approve a MAC/Confirmation



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## **External Confirmation - SAP NetWeaver Portal -**

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

Workinstruction How to Submit and Approve a MAC/Confirmation



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## **External Confirmation - SAP NetWeaver Portal -**

**20.** Please click Check button Check.

To check the confirmation for errors and calculate the final confirmed amount (visible in the top row), click the Check button Check. 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).

Workinstruction How to Submit and Approve a MAC/Confirmation



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## **External Confirmation - SAP NetWeaver Portal -**

**21.** Click the Confirm button **Confirm** 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'.

Workinstruction How to Submit and Approve a MAC/Confirmation



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## **External Confirmation - SAP NetWeaver Portal -**

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

Workinstruction How to Submit and Approve a MAC/Confirmation



## Personal Object Work List

Active Queries							
Shopping Carts	Saved (0)	Awaiting Apr	oroval (0) - A	oproved (0)			
Purchase Orders	Saved (0)	Ordered (1)					
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🗟 Shopping Cart	Number	Shopping Ca	art Name	Status	Item Name	Configurable Item Number	Procur

- **23.** Next, you will look up the confirmation you have just created. First, click the All (O) link label<u>All (0)</u> to view confirmations regardless of the status they might have.
- 24. Click Confirmation Number text box 6000001082 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.

Workinstruction How to Submit and Approve a MAC/Confirmation



## Personal Object Work List

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**25.** Scroll down to the bottom of the screen.

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

Workinstruction How to Submit and Approve a MAC/Confirmation



**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.

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Workinstruction How to Submit and Approve a MAC/Confirmation



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Copyright © European Space Agency. All rights reserved.						

D

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.

Workinstruction How to Submit and Approve a MAC/Confirmation



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Workinstruction How to Submit and Approve a MAC/Confirmation



## Welcome - European Space Agency - esa-p

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**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.

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Workinstruction How to Submit and Approve a MAC/Confirmation

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	Approve Confirmation Number 6000000900 from ALENIAL7		ALENIA17,	May 28, 201	0 Normal	
	Row 1 of 17					
	Approve Confirmation Number 6000000874 from A You are responsible for approval of Confirmation (goods receipt or service entry) ". You can switch to Confirmation to check the document and then reject it. Supplier Document Number: Entered by: ALENIA17 Entered by: ALENIA17 Entered on: 27.05.2010 Gross Amount 1.00 Currency: GBP	appr	IA17 rove or		You i View	can ai <u>All Ta</u>

## Inbox - European Space Agency - esa-p

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

Workinstruction How to Submit and Approve a MAC/Confirmation



#### Inbox - European Space Agency - esa-p -

New and in Progress (asks (10/16) * (All			1	Create rase	Riner	L'EINCEA CE	No. Tradistricky
Subject	11	From	Sent	Priority #	0	Due	Status
Approve Confirmation Number 6000000372 from ALENIA17(0)		ALENIA17,	May 27, 2010	Normal			New
Approve Confirmation Number 6600001091 from ALENIA17(g		ALENIA17,	Jun 11, 2010	Normal			New
Approve Invoice number 7000001081 pp		ALENIA17,	Jun 4, 2010	Normal			New
Approve Confirmation Number 6000000712 from ALENIA4192		Oppenheimer, 1.	Jun 1, 2010	Normal			New
Approve Confirmation Number 6000000921 from ALENIA1793		ALENIA17,	May 31, 2010	Normal			New
Approve Confirmation Number 6000000355 from ALENIA17(9)		ALENIA17,	May 27, 2010	Normal			New
Approve Confirmation Number 6600001116 from ALENIA17(2)		ALENIA17,	Today	Normal	3		New
Approve Confirmation Number 6000001069 from ALENIA17m		Gersol Ortega, Juan José	Jun 9, 2010	Normal			New
Approve Confirmation Number 6000000915 from ALENIA1710		ALENIA17,	May 31, 2010	Normal			New
Approve Confirmation Number 6600000874 from ALEALA3.7.6		ALENIA17,	May 27, 2010	Normal			New
pprove Confirmation Number 6000000874 from ALE us are responsible for approval of Confirmation aods receipt or service entry) ". us can switch to Confirmation to check the document and then ap sect it.	NIA prov	17 e or					
upplier Document Number: stered By: ALENIA17 stered On: 27.05.2010 ross Amount: 1.00 urrency: GBP oods Receint Slin:							

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 Refresh

Workinstruction How to Submit and Approve a MAC/Confirmation



come   Tobox   Supplier Request form					T Hi	story, Back Form
THE REAL AND A DECIDENT					11.440	
Show: New and In Progress Tasks (18 / 18) + All			Ĩ	Create Tas	Show Fits	ers Hide Preview(7)
Subject	1	From	Sent	Priority	Refresh	
Approve Confirmation Number 6000000672 from ALENIA17 ED		ALENIA17,	May 27, 2010	Normal	Display C	onnection Status
Approve Confirmation Number 6000001091 from ALENIA17 gp		ALENIA17,	Jun 11, 2010	Normal		New
Approve Invoice number 7000003081 gg		ALENIA17,	Jun 4, 2010	Normal		New
Approve Confirmation Number 600000212 from ALENIA41 20		Oppenheimer, I.	Jun 1, 2010	Normal		New
Apprave Confirmation Number 6000000921 from ALENIA1733		ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000000859 from ALENIA1799		ALENIA17,	May 27, 2010	Normal		New
Approve Confirmation Number 6000001116 from ALENIA1783		ALENIA17,	Today	Normal	э	New
Approve Confirmation Number 6000001069 from ALENIA17 81		Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Confirmation Number 6000000915 from ALENIA17(5)		ALENIA17,	May 31, 2010	Normal		New
Approve Confirmation Number 6000006874 from ALENIALT 3		ALENIA17,	May 27, 2010	Normal		New
Row 1 of 18 - 1 7						

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

Workinstruction How to Submit and Approve a MAC/Confirmation



ne Order Collaboration ESA Links come   Tobox   Supplier Request Form								
5 <b>0</b>						1	Historya	Back Furm
Tasks (18/18) Alerts   Notifications								1115
Show: New and In Progress Tasks (18/18) + All	12			1	Create Task	Show	o Filters Hid	Preview [3]
Subject		1	From	Sent *	Priority	14	Due	Status
Abstrack Conferentiation biordian Approximation Priori, ALEXIA	100		ALENIA17.	Today	Normal	3		New
Approve Confirmation Number 6000001091 from ALENIA	1721		ALENIA17,	Jun 11, 2010	Normal			New
Approve Confirmation Number 6000001069 from ALENIA	17:51		Gersol Ortega, Juan José	Jun 9, 2010	Normal			New
Approve Invoice number 7000001001 10			ALENIA17,	Jun 4, 2010	Normal			New
Approve Confirmation Number 6000000712 from ALENIA	41.23		Oppenheimer, I.	Jun 1, 2010	Normal			New
Approve Confirmation Number 6000000921 from ALENIA	17.29		ALENIA17,	May 31, 2010	Normal			New
Approve Confirmation Number 6000000917 from ALENIA	17:53		ALENIA17,	May 31, 2010	Normal			New
Approve Confirmation Number 6600000915 from ALENIA	17.22		ALENIAI7,	May 31, 2010	Normal			New
Approve Confirmation Number 6000000900 from ALENIA	1781		ALENIA17,	May 28, 2010	Normal			New
Approve Confirmation Number 6000000899 from ALENIA	17.81		ALENIA17,	May 28, 2010	Normal	з		New
Row 1 of 15 7 2 5								
answer Confirmation Munches 6000001116 for			2					



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 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.

Workinstruction How to Submit and Approve a MAC/Confirmation





**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 -**

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prove Reject	Close	Print Preview	Save							
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**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 -

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ove Reject Close Pr					

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

Workinstruction How to Submit and Approve a MAC/Confirmation



## 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	t Close	Print Preview	Save						
Overview	Header	Item No	otes & Attachment	Approval Trac	king				
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Title: *									
Confirmation Na	me: sadfsfas	4		]					
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Approval Info									
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Details Add It	em 🛛 Copy	Paste Duplic	ate Delete Cop	y All Outstanding Qua	ntities				
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• 1	Material		Sub - MS1a (FFP)	Z001		1.000,00	EA	1	EUR
Approve Reject		Drint Draviaw	Save						

**39.** In the Approval Info button you can find the approval workflow tab and the related document tab

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Workinstruction How to Submit and Approve a MAC/Confirmation



infination Number. 600000	01116 Purchase Orde	r Number: 4000101060	Status: Awa	iting Approval	Confirmed Value: 1,000.00 E
r rejection, please insert a rea	ason in the "Header Approv	al Note" field			
prove Reject Close	Print Preview Save				
Overview Header	Item Notes & Attachr	ment Approval Tr	acking		
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acument Number: 7000001171 atus: Awaiting Approval avoicing Party: 1000000000	MS Title: MSUBLEVEL1 Substatus: Awaiting Appro Supplier Name: PRIME	val by ESA Reference	Contract 40001010	060 <b>Reference</b>	ltem: 000000019
acument Number: 7000001171 Latus: Awaiting Approval Livoicing Party: 1000000000 Workflow log Related	MS Title: MSUBLEVEL1 Substatus: Awaiting Appro- Supplier Name: PRIME	val by ESA Reference I	Contract 40001010	060 Reference	• Item: 0000000019
acument Number: 7000001171 Latus: Awaiting Approval Livoicing Party: 1000000000 Workflow log Related Company Name	MS Title: MSUBLEVEL1 Substatus: Awaiting Appro- Supplier Name: PRIME	val by ESA Reference I	Contract 40001010	060 Reference	• Item: 0000000019
woicing Party: 1000001171 woicing Party: 100000000 Workflow log Related Company Name SUB	MS Title: MSUBLEVEL1 Substatus: Awaiting Appro- Supplier Name: PRIME Documents Company Code 100000023	Received On	Contract 40001010 Processed On 24.01.2011 12	060 Reference	• Item: 0000000019
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Acument Number: 7000001171 atus: Awaiting Approval woicing Party: 1000000000 Workflow log Related Company Name SUB PRIME ESA	MS Title: MSUBLEVEL1 Substatus: Awaiting Appro- Supplier Name: PRIME Documents Company Code 1000000023 1000000000 2	Received On 24.01.2011 12:21:41 24.01.2011 12:21:41 24.01.2011 12:41:41	Contract 40001010 Processed On 24.01.2011 12 24.01.2011 12	060 Reference	• Item: 000000019

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

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Workinstruction How to Submit and Approve a MAC/Confirmation



rejection, please insert a reason in the "Header Approval Note" field           overview         Print Preview         Save           Overview         Header         Item         Notes & Attachment         Approval         Tracking           Information         Item         Notes & Attachment         Approval         Tracking           splay         Getails         Item         No tes & Attachment         Approval         Tracking           splay         Getails         Item         No tes & Attachment         Approval         Reference Contract 4000101060         Reference Item: 000000019           supplier Name:         Substatus: Awaiting Approval by ESA         Reference Contract 4000101060         Reference Item: 0000000019           orkflow log         Related Documents         Reference Contract 4000101060         Reference Item: 0000000019           orkflow log         Related Documents         Substatus:         Substatus         Substatus           forvoice         7000050103         0,01         EUR         Awaiting Approval         Mariting Approval by Vendor           Invoice         700005014         0,01         EUR         Awaiting Approval         Awaiting Approval by Vendor           Invoice         700005014         0,01         EUR         Awaiting Approval         Awaiting Approval by Vendor  <		000001110		mber. 400010100	Status: Awaiting Ap	proval <b>Confirmed value:</b> 1,000.00
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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	anal Information Splay detail cument Number: 7000 Itus: Awaiting Approval rooicing Party: 1000000 Workflow log Re Document Type Tuypine	Is 0001171 MS Title Substat 0000 Supplier lated Documents Document Num 2000050103	: MSUBLEVEL1 ss: Awaiting Approval by Name: PRIME ber Gross	ESA Referen Amount Currend	e Contract 4000101060 Re	eference Item: 0000000019 Substatus
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**41.** The Related documents shows you which invoices have been invoiced against the item and which invoices are related to the item.

Workinstruction How to Submit and Approve a MAC/Confirmation



## Confirmation Item - SAP NetWeaver Portal -

ofirmation Num	ber: 6000001116	Purchase	Order Number: 400010	1060 Status: Awaitin	Approval Confirmed Ve	lue: 1,000.00 EUR	
oprove Reject	Close Print	Preview	e				
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OVERTICH	neduci Ite	notes a p	waterine - Appendix	Indexing			-
Details   Add Item	Copy   Paste	Duplicate De	lete I Copy All Outstan	dino Quantities			
Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Un
+ 1	Material		Sub + MS1a (FFP)	2001	1	1.000.00	ĒA
Details for S	elected Item I	1					
Item Data							
Basic Data							-
dentification	121.001.00						
tem Type:	Material						
reduct ID:	5						
		and the second sec					

## 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.

Workinstruction How to Submit and Approve a MAC/Confirmation

		and a state state at	400010101000	atus: ne	reiting Appro	val Conta	timed a	ralue: 1,00	0.00 EUR	
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Assigned To	Category	Description	file Name	Version	Processor	Checked Out	Туре	Size (KB)	Changed By	9
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You may now add another attachment, or edit the description of the existing attachment. The latter is shown in the next steps.

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cesa

FINREF

Workinstruction How to Submit and Approve a MAC/Confirmation

isplay Con	nfirmation (Ap	proval Mode)								
nfirmation Numl	ber: 6000001116 Pu	rchase Order Number:	4000101060 94	latus: Ax	iaiting Appro	ival Confi	rmed V	alue: 1,00	0.00 EUR	
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Workinstruction How to Submit and Approve a MAC/Confirmation



#### **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.

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Cesa

FINREF

Workinstruction How to Submit and Approve a MAC/Confirmation



## Confirmation Notes & Attachments - SAP NetWeaver Portal -

Edit Description	
Old Description: New Description: *	Milestone Achievement
	OK Cancel

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

## Confirmation Notes & Attachments - SAP NetWeaver Portal -

irmation Number: 5000001115 Purchase Order Number: 4000101050 Status: Awaking Approval Confirmed Value: 1,000.00  rove Reject Close Print Preview Save Overview Header Dem Notes & Attachment Tracking ote:	EUR
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**46.** In the tracking tab, you can view the documents that are related to this confirmation.

To go there, click on the Tracking button Tracking

**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 Print Preview

## **File Download**

File Download 🛛 🔀
Do you want to open or save this file?
Name: Confirmation.pdf Type: Adobe Acrobat Document, 19.4 KB From: ru2v2srm.finref.esa.int Open Save Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

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

Workinstruction How to Submit and Approve a MAC/Confirmation



# **Milestone Achievment Certificate**

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	MAC Title:	TEST_4	09				
	Certification: I hereby cer above definition. Deficient such requirement obtained	tify to have ies, if any,	performed a positive check tha from the said requirements have	t the accompli been listed a	ishment of th nd have eithe	is milestone co r been correcte Currency C	nforms to the ed or a waiver of ode: EUR
	Milestone ID M	filestone ype	Milestone Title	Quantity	Unit of measure	Delivery date	Milestone amount
		(ind )	and the second statement of th		1000		

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

Workinstruction How to Submit and Approve a MAC/Confirmation



# Milestone Achievment Certificate

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Delivery address: ASTRIUM LIMITED GUNNELS WOOD ROAD SGI 2AS STEVENAGE GB Attached documents:
Delivery address: ASTRIUM LIMITED GUNNELS WOOD ROAD SGI 2AS STEVENAGE GB Attached documents:
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SGI 2AS STEVENAGE GB Attached documents:
GB Attached documents:
Attached documents:
SAP - Run Date: 14/02/2011 12:27:55 ESA

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

Workinstruction How to Submit and Approve a

MAC/Confirmation



#### **Milestone Achievment Certificate** 📩 Acrobat Document in Settings\dt700\Local Settings\Temporary Internet Files\Content.Outlook\E02HDX0Q\FASP\_ATC\_B4C000000047349\_v3.doc \_ 6 X File Edit Vaw Document Tools Window Help 🚔 🌒 • 🖏 🐁 🐳 1 /1 🔊 🔊 75% • 🖽 🚼 🗠 I. 8 Created by: TEST\_REL10 at 09:12:2010 Changed by: TEST\_REL06 at 19:01/2011 MAC status: Avaning Approval MAC Sub-status: VEN Status Date: 09:12:2010 Cesa Milestone Achievement Certificate TEST\_409 Contractor number: 1000004093 SubContractor number: 1000000020 Contractor name: ASTRIUM LIMITED SubContractor name: TIMEWISE DESIGN DIT. LTD Confirmation number: 6000001116 Contract number: 4000101060 MAC Title: TEST\_409 Certification: I hereby settify to have performed a positive check that the accomplathment of this milecture confirms to the above definition. Deficiencies, if any, from the indocements have been listed and have either been certered or a waiver of mach requirement obtained. Currency Code: EUR Milestone ID Milectone Milestone Title Vait of Delivery Milestone Quantity Type measure date smount 1 01 001 001 SingleCC-MultipleWBS star 100.00 09/12/2010 1.000.00 Milettone EA 100.00 Confirmed value: ASTRIUM LIMITED Delivery address: GUNNELS WOOD ROAD 5G1 2AS STEVENAGE GB Attached documents:

**51.** Click the Close button  $\bowtie$  to return to the confirmation in esa-p.

Workinstruction How to Submit and Approve a MAC/Confirmation



## **Confirmation Details - SAP NetWeaver Portal -**

bisplay Co	onfirmat	tion (Ap	proval Mode	.)							
onfirmation Nu	amber: 600000	01116 Pu	rchase Order Numb	er: 4000101060	Status: A	waiting App	oval Conf	irmed	Value: 1,0	00.00 EUR	
Approve Rejec	t Close	Print Preview	Save								
Overview	Header	Item N	otes & Attachment	Approval	acking						
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pprove   Rejec	t Close	Print Preview	Save								

**52.** By clicking on the Approve button Approve, 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.

	rtormea suc	cessfully						
ofirmation Nu	mber: 5000001116	Purchase Order Numbers	4000101060 Status	Awaiting Approva	Confir	med Value: 1,0	00.00 EUR.	
ost Center Conb	proller could not be ca	lculated bythe system. In this cas	e, agent could be added i	manually,				
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**53.** Click the Close button Close to exit this screen.

Workinstruction How to Submit and Approve a MAC/Confirmation



## Inbox - European Space Agency - esa-p

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Show: New and In Progress Tasks (18/18) 💌 All			1	Create Task	Shav	Eiters Hid	e Previeweg	
Subject	1	From	Sent *	Priority	8	Due	Status	
Approve Confirmation Number 6000001116 from ALENLA17m		ALENIA17,	Today	Normal			New	
Approve Confirmation Number 6000001091 from ALENIA17(g)		ALENIA17,	Jun 11, 2010	Normal			New	
Approve Confirmation Number 6000801069 from ALENIA17(5)		Gersol Ortega, Juan José	Jun 9, 2010	Normal			New	
Approve Invoice number 7000001881 rg		ALENIA17,	Jun 4, 2010	Normal			New	
Approve Confirmation Number 6009600712 from ALENIA41(5)		Oppenheimer, I.	Jun 1, 2010	Normal			New	
Approve Confirmation Number 6000000921 from ALENIA1783		ALENIA17.	May 31, 2010	Normal			New	
Approve Confirmation Number 6008600917 from ALENIAL7(0)		ALENIA17,	May 31, 2010	Normal			New	
Approve Confirmation Number 6000000915 from ALENIA17m		ALENIA17.	May 31, 2010	Normal			New	
Approve Confirmation Number 60088009900 from ALENIA1793		ALENIA17,	May 28, 2018	Normal			New	
Approve Confirmation Number 6008000899 from ALENIA17(5)		ALENIA17,	May 28, 2018	Normal	3		New	
Approve Confirmation Number 6000001116 from ALE	NIA	17						
You are reconcible for approval of Confirmation								
(goods receipt or service entry) 'Sub - MS1a (FFP)'.								
You can switch to Confirmation to check the document and then ap	prov	e or						
reject it.	a							
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

Workinstruction How to Submit and Approve a MAC/Confirmation



## Personal Object Work List

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Active Queries							
Shopping Carts	Saved (7) A	waiting Approval (0)	Approved (0	Σ			
Purchase Orders	Ordered (0)	Saved (0)					
Confirmations	Deleted (0)	Awaiting Approval (0)	Saved (0)	<u>All (157)</u>	Approved (183)	<u>Rejected (10</u>	1
Invoices	Awaiting Appro	val (0) Recording C	ompleted (0)	Saved (0)	<u>All (132)</u> <u>C</u>	anceled (3)	
Shopping Carts - S	aved						
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Shopping Cart Num	ber:	♦				то	
Shopping Cart Nam	e:	♦					
Item Name:		♦					
Created On:		€				То	5
Status:		Saved					
Bought on Behalf:		$\checkmark$					
Procurement Action	Classification:		-				
Contractual Classifi	cation:	-					
Reference Contract	:	♦					
Action Item Referer	nce Number:	♦					
Procurement Type:						-	
Initiating Service:		♦		D			
Contract Establishm	ient:	•					
AC Document Numb	ber:	♦					
Contracts/Purchase	Officer:	Image: A state of the state					-

- **55.** First, click the All (157) link label <u>All (157)</u> 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.

Workinstruction How to Submit and Approve a MAC/Confirmation



Welcome ALENIAUI,					1	Help I Le	9 Off
esa	esa-p suppliers area			_	extranet		
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**57.** Click Confirmation Number text box and fill in the number of the confirmation that you want to look up.

Workinstruction How to Submit and Approve a MAC/Confirmation



# 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	aintenance	
Number:	♦ 6000001116 To ➡	
Confirmation Name	♦	
Purchase Order Nur	per: •	
Status:		
Timeframe:		
Created On:	\land 🔽 то 🗔 🔶	
Product Description	♦	
Product Category:	$\diamond$ $\Box$	
Including Product C	egory Hierarchy:	
Supplier Product Nu	ber:	
Delivery Note:	♦	
Supplier:	$\diamond$	
Goods Recipient:	$\diamond$	
Location:	$\diamond$	
Company:		_

**58.** Scroll down to the bottom of the screen.

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

Workinstruction How to Submit and Approve a MAC/Confirmation



Welcome ALENIADI,					He	e i Log Off
@esa	<b>esa-p</b> suppliers area			1	extranet	
Home Order Collaboration	ESA Links			8 W.		
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CO TEST Folder Supplier     Co Test Suppliers     etar.0	Apply View (Standard View)	Create Confirmation ]	Onplay   Eat	Print Provines	Refresh	
ESA Walking     Order Collaboration	Confirmation Number	Confirmation Name Sub - MS1a (FFP)	Item Number	Conf. Item No.	Status Awaiting Approval	Referenc
apyright © European Space upency. All rights reserved.						

**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.

Workinstruction How to Submit and Approve a MAC/Confirmation



**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.

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Workinstruction How to Submit and Approve a MAC/Confirmation



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62. Click the number of the confirmation to open it 6000001116.

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## **Display Confirmation - SAP NetWeaver Portal -**

**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).

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# **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.

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# Display Confirmation - SAP NetWeaver Portal -

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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.

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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:	Ф то 🖻							
Confirmation Name								
Purchase Order Nur	nber: •							
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				
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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

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