

# How to Submit and Approve an Invoice

## Purpose

The aim of this work instruction is to provide a step-by-step procedure on how to create, submit and approve an invoice in esa-p.

## Content

- esa-p Login and basic navigation
- How to create an invoice
- How to complete all mandatory data
- How to partially invoice a milestone and use the Incidental Cost field
- How to add Notes or Attachments to an invoice
- How to check the invoice for correct and complete data
- How to submit an invoice for approval
- How to print an invoice as a subcontractor
- How to approve an invoice as an upper-tier supplier
- How to check the status of your invoice
- What to do when your invoice was rejected

For a short version on how to submit invoices (and confirmations), please also refer to the **Job Aid 'How to submit a MAC or Invoice in 6 steps'** which is available when accessing the Help section in esa-p.

## Access

Enter esa-p via:

1. <https://esa-p.sso.esa.int>
2. or by navigation through the industry portal:  
[http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G\\_0.html](http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G_0.html)



## Procedure

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



### ESA Login

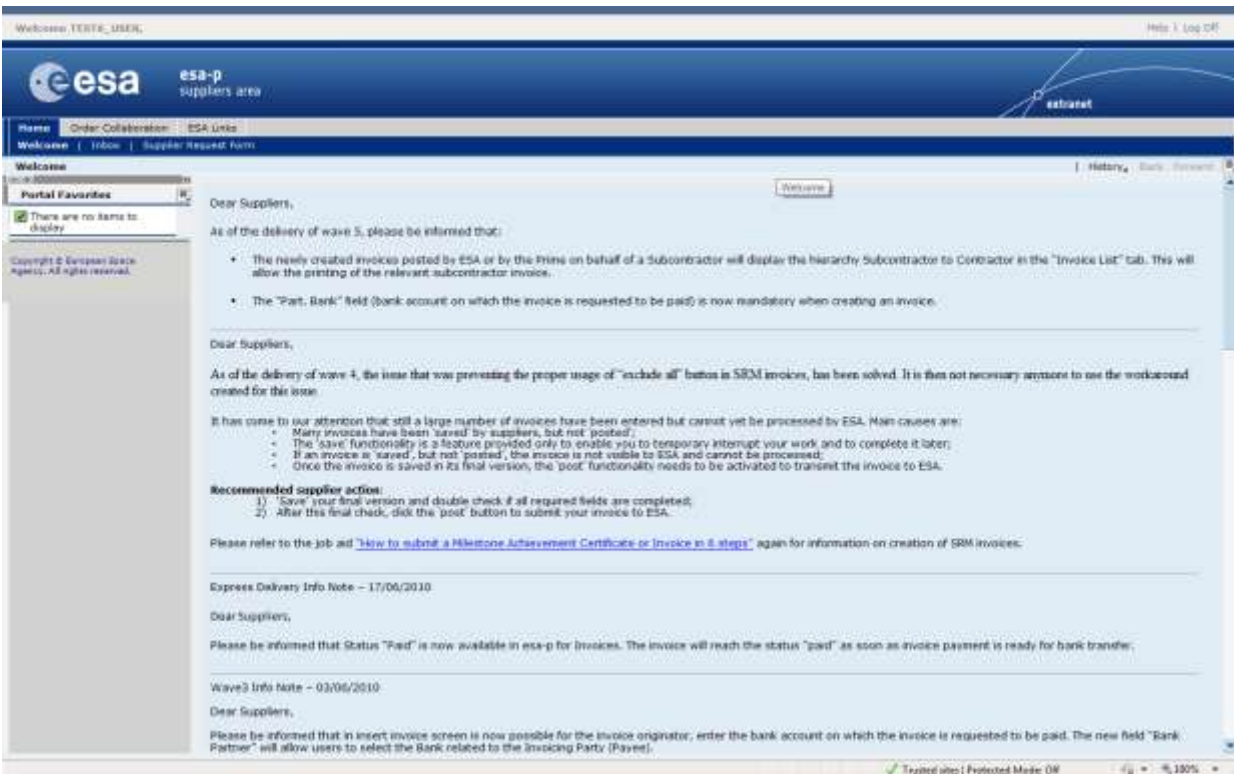
- 2 Enter your existing Username and Password and click the Login button  to access esa-p.



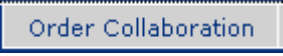
In case you should encounter difficulties with the login or to request a user ID, please contact [IDHelp@esa.int](mailto:IDHelp@esa.int)



### Welcome - SAP NetWeaver Portal -



The screenshot shows the ESA suppliers area portal. The top navigation bar includes 'Home', 'Order Collaboration', and 'ESA Links'. The main content area is titled 'Welcome' and contains several sections of text and notices. A 'Portal Favorites' section on the left indicates 'There are no items to display'. The main text includes a 'Dear Suppliers' greeting, followed by announcements regarding invoice delivery waves (wave 5 and wave 4), and a 'Recommended supplier action' section with numbered steps. A 'Please refer to the job aid' link is provided for more information. The bottom of the page shows a status bar with 'Trusted site | Protected Mode Off' and a zoom level of 100%.

- 3 This is the initial screen you see after you log in to esa-p. 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 tab. 



## Oder Collaboration - SAP NetWeaver Portal –

The screenshot shows the SAP NetWeaver Portal interface for Order Collaboration. The top navigation bar includes the 'esa' logo and 'esa-p suppliers area'. The main content area is divided into a left sidebar and a main workspace. The sidebar contains a 'Detailed Navigation' menu with 'Order Collaboration' selected, and a 'Services' section with options like 'Create Documents' (External Confirmation, Invoice) and 'Central Functions' (Display Company Data). The main workspace shows 'Active Queries' for Shopping Carts, Purchase Orders, Confirmations, and Invoices. Below this is a 'Shopping Carts - Saved' section with a 'Hide Quick Criteria Maintenance' button and a form for entering search criteria.

This is a close-up of the navigation menu. The 'Order Collaboration' section is highlighted. Under 'Detailed Navigation', 'Order Collaboration' is selected. Under 'Services', there is a checkbox. Below that, 'Create Documents' includes links for 'External Confirmation' and 'Invoice'. 'Central Functions' includes a link for 'Display Company Data'.

- 4 In the Order Collaboration section, you can create new documents and view existing documents. In the services menu on the left side, you can create confirmations and invoices. On the right side of the screen, you can view existing documents by activating one of the predefined active queries. You can specify your search query for documents by entering additional criteria in the Quick Criteria Maintenance section [Show Quick Criteria Maintenance](#).

In order to create new documents, go to the Services → Create Documents → click on

Invoice link label [Invoice](#). A new screen, Create Invoice/ Credit Memo, will open as shown below.



## Invoice - SAP NetWeaver Portal -

Invoice

### Create Invoice / Credit Memo

[Start](#) [Close](#)

Select the document you want to create

Invoice Document
<b>Invoice</b>
Subsequent Debit
Credit Memo
Subsequent Credit

- 5 Select Invoice [Invoice](#) and click Start link label [Start](#). The Create Invoice screen will open in a new window.

Invoice - SAP NetWeaver Portal

### Create Invoice

Invoice Number: 7000001171   Reference   Reference Obj.   Status: In Process   Total Value: 0.00

[Close](#) [Refresh](#) [Check](#) [Post](#) [Save](#)

**Overview** | Notes and Attachments | Government Procurement

Purchase Order Number:  [Add](#) [Find](#)

Invoicing Party: \*

Supplier: \*

External Invoice Number: \*

Title: \*

Invoice Name:

Invoicing Date: \*


Invoice Recipient:

▼ Items

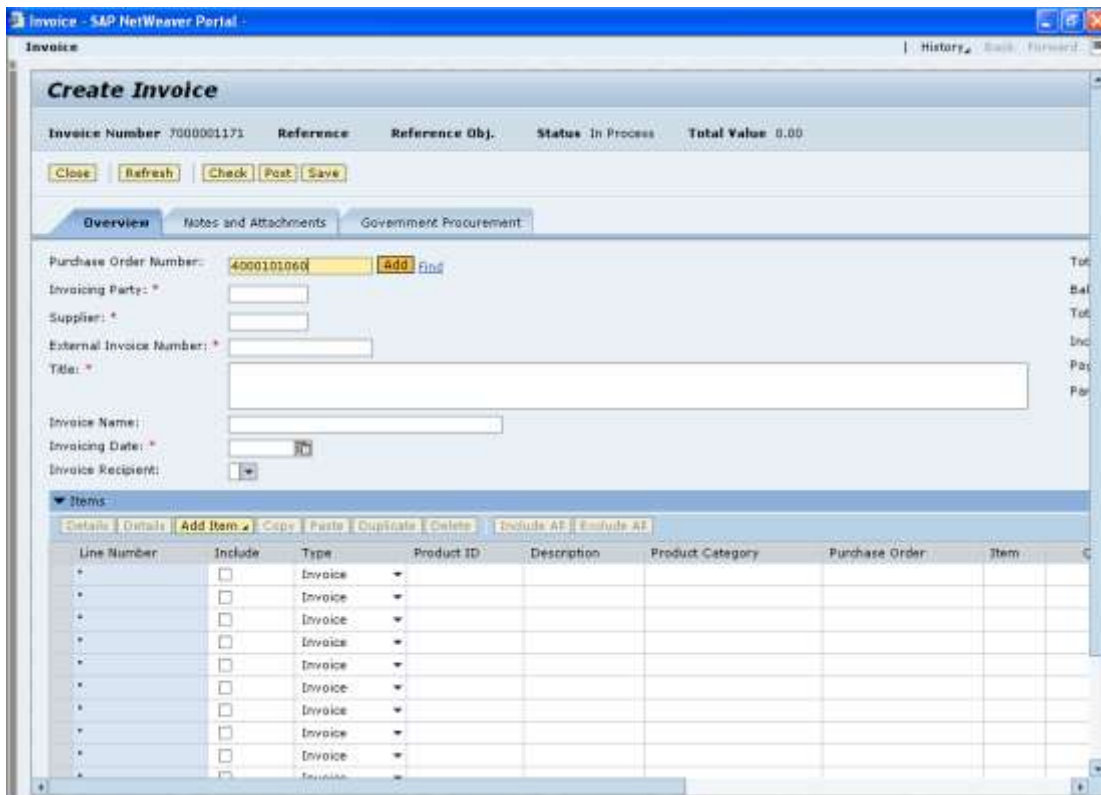
Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					

In the create Invoice screen you will can enter all necessary information in order to


complete and submit your invoice for approval. First, you need to link this new invoice to a contract (or purchase order).

 ESA uses only purchase order (technical) esa-p objects. This means that for both the items that are referred to as purchase order and contracts, the esa-p terminology 'purchase order' is used. As a rule of thumb to differentiate between the two objects purchase orders and contracts you can look at the 10-digit Identification Number: Purchase Orders start with 5\* while Contracts start with 4\*.

- 6 To link this invoice to a contract (or purchase order), enter the (child) contract number into the Purchase Order Number: text box .



Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					
*	<input type="checkbox"/>	Invoice					

 Contracts and Purchase Orders which were created before 2010 and which were migrated will inherit their old number. You can find your migrated contract in esa-p by replacing the first letter 'C' by 42000 and adding the last five digits of your old contract number.

Example: **C** 12345 → **42000** 12345


In case you as a subcontractor do not know your esa-p contract number, please contact the prime contractor.

- 7 Click Add link label **Add** create the link to the contract and inherit all open items

(milestones) into the create invoice screen. An 'open' milestone in this case means, that it is still open for invoicing (in this example, 6 line items). In addition, the contract title and Prime supplier code are automatically populated in the relevant fields.

The screenshot shows the 'Create Invoice' screen in the SAP NetWeaver Portal. The window title is 'Invoice - SAP NetWeaver Portal'. The main header displays the following information: Invoice Number: 7000001171, Reference: Reference Obj. 4000101060, Status: In Process, Total Value: 0.00 EUR, and Supplier: ASTRIUM GM. Below the header are buttons for 'Close', 'Refresh', 'Check', 'Post', and 'Save'. The 'Overview' tab is selected, showing fields for 'Purchase Order Number', 'Invoicing Party' (1000004288 ASTRIUM GMRH: BUSINESS DIV SPACE TR), 'Supplier' (1000004288 ASTRIUM GMRH: BUSINESS DIV SPACE TR), 'External Invoice Number', 'Title' (SUPPLIER TRAINING CONTRACT), 'Invoice Name', 'Invoicing Date', and 'Invoice Recipient' (ESA - European Space A...). Below these fields is a table of items with columns for Line Number, Include, Type, Product ID, Description, Product Category, Purchase Order, Item, Quantity, and Unit. The table contains 6 items, all of which are 'Invoice' type and have a quantity of 1.0000000000.

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	0000000007	1.0000000000	EA
2	<input checked="" type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	Z001	4000101060	0000000008	0	EA
3	<input checked="" type="checkbox"/>	Invoice		Sub - MS1b (FFP)	Z001	4000101060	0000000023	0	EA
4	<input checked="" type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	Z001	4000101060	0000000024	0	EA
5	<input checked="" type="checkbox"/>	Invoice		Sub - Services	Z001	4000101060	0000000029	0	EA
6	<input checked="" type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	Z001	4000101060	0000000030	0	EA
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	

 Please note that by default the system populates both the Supplier and the Invoicing Party fields with the identification code of the prime contractor. Therefore, in cases where the payee is NOT the prime contractor, the invoicing party needs to be changed to reflect the supplier code of the real payee (subcontractor direct).

**8** In this fictitious example, a directly paid subcontractor is creating an invoice against a firm fixed price (FFP) milestone. In order to change the payee from the prime to the directly paid subcontractor, click the Invoicing Party: \* text box 1000004288 and change the prime vendor code 1000004288 to the supplier code of the subcontractor supplier code 1000006749.

Invoice - SAP NetWeaver Portal

Invoice

**Create Invoice**

Invoice Number 7000001171    Reference    Reference Obj. 4000101060    Status In Process    Total Value 0.00 EUR    Supplier [ASTRUM GM](#)

**Overview**    Notes and Attachments    Government Procurement

Purchase Order Number:

Invoicing Party: \*  [ASTRUM GMBH - BUSINESS DIV SPACE TR](#)    Tot

Supplier: \*  [ASTRUM GMBH - BUSINESS DIV SPACE TR](#)    Bal

External Invoice Number: \*

Title: \*     Tot

Invoice Name:

Invoicing Date: \*      Inc

Invoice Recipient:     Pa

**Items**

Filter                                    

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	0000000007	1,000.00	EA
2	<input checked="" type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	Z001	4000101060	0000000008	0	EA
3	<input checked="" type="checkbox"/>	Invoice		Sub - MS1b (FFP)	Z001	4000101060	0000000023	0	EA
4	<input checked="" type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	Z001	4000101060	0000000024	0	EA
5	<input checked="" type="checkbox"/>	Invoice		Sub - Services	Z001	4000101060	0000000029	0	EA
6	<input checked="" type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	Z001	4000101060	0000000030	1	EA
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	



Please note that your old 4-letter vendor code has been replaced in esa-p by a 10-digit business partner number starting with 1\*. Please see the FAQ for suppliers for more information on how to find your new esa-p vendor code.

- By pressing "Enter" on your keyboard, esa-p will validate the entered vendor code and derive the correct invoicing party (in this example Quinetic Ltd).

Invoice - SAP NetWeaver Portal

**Create Invoice**

Invoice Number: 7000001171    Reference:    Reference Obj.: 4000101060    Status: In Process    Total Value: 0.00 EUR    Supplier: ASTRIUM GM

Close    Refresh    Check    Post    Save

Overview    Notes and Attachments    Government Procurement

Purchase Order Number:

Invoicing Party: \* 1000004288 ASTRIUM GMBH - BUSINESS DIV SPACE TR

Supplier: \* 1000004288 ASTRIUM GMBH - BUSINESS DIV SPACE TR

External Invoice Number: \*

Title: \* SUPPLIER TRAINING CONTRACT

Invoice Name:

Invoicing Date: \*

Invoice Recipient: ESA - European Space A... ▼

▼ Items

Filter     Details    Details    Add Items    Copy    Paste    Duplicate    Delete    Include All    Exclude All

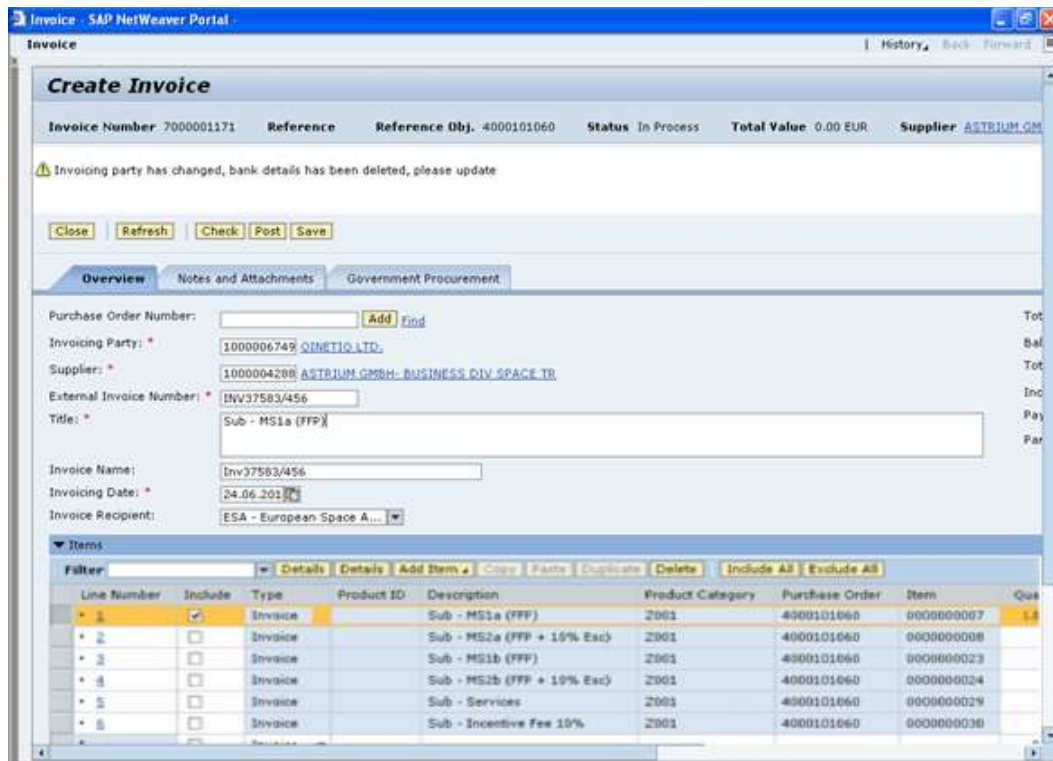
Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
* 1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	0000000007	1,000.00	Ex
* 2	<input checked="" type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	Z001	4000101060	0000000008	0	Ex
* 3	<input checked="" type="checkbox"/>	Invoice		Sub - MS1b (FFP)	Z001	4000101060	0000000023	0	Ex
* 4	<input checked="" type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	Z001	4000101060	0000000024	0	Ex
* 5	<input checked="" type="checkbox"/>	Invoice		Sub - Services	Z001	4000101060	0000000029	0	Ex
* 6	<input checked="" type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	Z001	4000101060	0000000030	1	Ex
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	



Please note the yellow warning message 'Invoicing party has changed, with the bank details having been deleted, so please update it. How to update the bank details is described at a later point in this work instruction.

- It is technically NOT possible to invoice against multiple milestones. Therefore, the next step is to click the Exclude all button  and Include  only the line item (milestone) that should be invoiced.



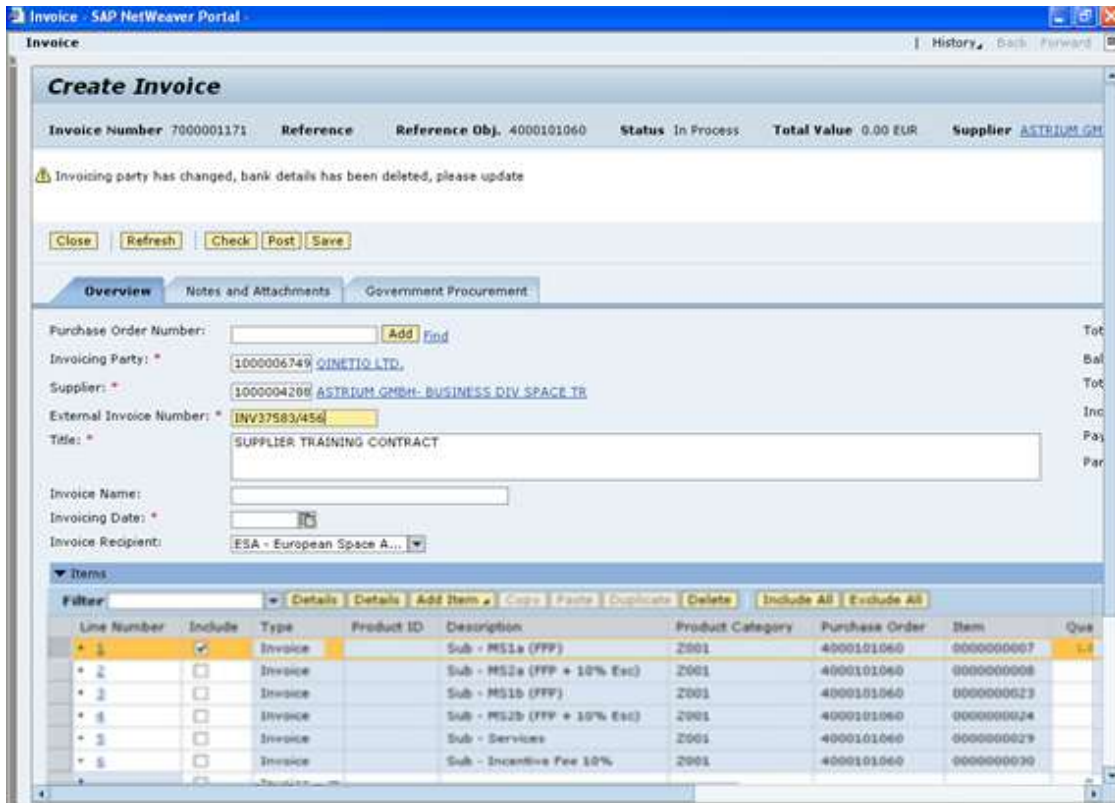


Please note that it is possible to submit an invoice before creating a MAC/ Confirmation. In this example, milestone #7 of contract #4000101060 already is partially confirmed (1,000 EA). An existing confirmed amount will appear in the quantity column of the item overview section when creating a new invoice. In this example, you will create an invoice for 1,000.00 EUR against milestone 'Sub - MS1a (FFP)'.



### Invoice - SAP NetWeaver Portal -

- Click External Invoice Number: \* text box  
 External Invoice Number: \*  and enter the reference number of your invoice. This field is a free-text field, so any value can be entered.




- 12 Click Invoice Name: text box  
 Invoice Name:  and enter a name  
 for this invoice.

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Qty
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	0000000007	1.0
2	<input type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	Z001	4000101060	0000000008	
3	<input type="checkbox"/>	Invoice		Sub - MS1b (FFP)	Z001	4000101060	0000000023	
4	<input type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	Z001	4000101060	0000000024	
5	<input type="checkbox"/>	Invoice		Sub - Services	Z001	4000101060	0000000029	
6	<input type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	Z001	4000101060	0000000030	



Although not mandatory, it is **strongly** recommended to enter an invoice name (and match it with the Confirmation name). You may decide to either copy the external invoice number reference again, or the confirmation number, or to copy and paste the milestone description into the invoice name field. To do this, select the description text of the line item and press CTRL+C on your keyboard. Then click on the Invoice Name text field and press CTRL+V on your keyboard.

**13** Enter the invoicing date in the format DD.MM.YYYY into the Invoicing Date: \* text box. Alternatively, you can open a calendar and select the correct date by clicking on this icon:  next to the invoicing date text box.

**14** Select the invoicing date from the calendar.

Invoice - SAP NetWeaver Portal

Invoice

**Create Invoice**

Invoice Number: 7000001171    Reference:    Reference Obj.: 4000101060    Status: In Process    Total Value: 0.00 EUR    Supplier: ASTRIUM\_GM

⚠ Invoicing party has changed, bank details has been deleted, please update

Close   Refresh   Check   Post   Save

Overview   Notes and Attachments   Government Procurement

Purchase Order Number:  Add End

Invoicing Party: \* 1000006749 QINETIQ LTD.

Supplier: \* 1000004288 ASTRIUM\_GMBH\_BUSINESS\_OIV\_SPACE\_TE

External Invoice Number: \* INV37583/456

Title: \* SUPPLIER TRAINING CONTRACT

Invoice Name: Inv37583/456

Invoicing Date: \* 24.06.2018

Invoice Recipient: ESA - European Space A...

▼ Items

Filter:  Details Details Add Item Copy Paste Duplicate Delete Include All Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity
1	<input checked="" type="checkbox"/>	Invoice	Sub - MS1a (FFP)		Z001	4000101060	0000000007	1,192,70
2	<input checked="" type="checkbox"/>	Invoice	Sub - MS2a (FFP + 10% Exc)		Z001	4000101060	0000000008	0
3	<input checked="" type="checkbox"/>	Invoice	Sub - MS1b (FFP)		Z001	4000101060	0000000023	0
4	<input checked="" type="checkbox"/>	Invoice	Sub - MS2b (FFP + 10% Exc)		Z001	4000101060	0000000024	0
5	<input checked="" type="checkbox"/>	Invoice	Sub - Services		Z001	4000101060	0000000029	0
6	<input checked="" type="checkbox"/>	Invoice	Sub - Incentive Fee 10%		Z001	4000101060	0000000030	1



Please note that the Title field of the invoice has inherited the free text title of the contract. As an invoice should be created against only one milestone (line item) of a contract (or purchase order), it is recommended to copy the milestone description text into the invoice title field.

- Copy the milestone description by selecting the Description category text of the milestone you want to invoice, in this example Line number 1, Sub - MS1a (FFP) and press CTRL+C on your keyboard.

16 Click into the invoice Title: \* text box

SUPPLIER TRAINING CONTRACT

and paste the copied milestone description into this field by pressing CTRL+V on your keyboard.

Invoice - SAP NetWeaver Portal

**Create Invoice**

Invoice Number: 7000001171    Reference:    Reference Obj.: 4000101060    Status: In Process    Total Value: 0.00 EUR    Supplier: ASTRIUM GMBH

Invoicing party has changed, bank details has been deleted, please update

Close   Refresh   Check   Post   Save

Overview   Notes and Attachments   Government Procurement

Purchase Order Number:    Add   Find

Invoicing Party: \*    1000006749 QINETIQ LTD.

Supplier: \*    1000004268 ASTRIUM GMBH - BUSINESS DIV SPACE TR

External Invoice Number: \*    Inv37583/456

Title: \*    Sub - MS1a (FFP)

Invoice Name:    Inv37583/456

Invoicing Date: \*    24.06.2013

Invoice Recipient:    ESA - European Space A...

▼ Items

Filter:    Details   Details   Add Item   Copy   Paste   Duplicate   Delete   Include All   Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	2001	4000101060	0000000007	1,399.31	EA
2	<input checked="" type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	2001	4000101060	0000000008	0	EA
3	<input checked="" type="checkbox"/>	Invoice		Sub - MS1b (FFP)	2001	4000101060	0000000023	0	EA
4	<input checked="" type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	2001	4000101060	0000000024	0	EA
5	<input checked="" type="checkbox"/>	Invoice		Sub - Services	2001	4000101060	0000000029	0	EA
6	<input checked="" type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	2001	4000101060	0000000030	1	EA



### Invoice - SAP NetWeaver Portal -

17 Drag the scroll bar to the right to view the remaining milestone data



Invoice - SAP NetWeaver Portal

Invoice

Status: In Process    Total Value: 0.00 EUR    Supplier: ASTRIUM\_GMBH\_BUSINESS\_OIV\_SPACE\_TB    Invoicing Party: QMETIQ LTD.

Total Value (Gross)/Currency: \*    0.00 EUR    [Calculate Total Value](#)

Balance:    1,000.00

Total Tax:    0.00    [Calculate Total Taxes](#)    [View Tax Details](#)

Incidental Costs:    0.00

Payment Terms:    30 days for external vendors

Part. Bank:   

[Include All](#)    [Exclude All](#)    Filter Settings

Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
	4000101060	0000000007	1,000.00	EA		EUR	1	1,000.00	Germany Input tax 7,0% deferred
	4000101060	0000000008	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000023	0	EA			1	0.00	Germany Input tax 7,0% deferred
	4000101060	0000000024	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000029	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000030	1	EA			1	375.00	Tax exemption 0.0 %
			0.000		0.00	EUR	0	0.00	
			0.000		0.00		0	0.00	
			0.000		0.00		0	0.00	
			0.000		0.00		0	0.00	



In this example, the 1,000 EA (= 1,000 EUR) of the total milestone value of 1,750 EUR has been confirmed. This data is inherited into the create invoice screen. Bear in mind though that if the invoice amount is higher than the total confirmed value of the milestone, the invoice will not be approved and hence not paid (invoice amount > confirmation amount = NO PAYMENT).

- 18** Click Calculate Total Value link label [Calculate Total Value](#). The total invoice value of 1,000.00 EUR is calculated.

Invoice - SAP NetWeaver Portal

Invoice

Status: In Process    Total Value: 0.00 EUR    Supplier: ASTRIUM GHRH- BUSINESS DIV SPACE TR    Invoicing Party: QOMETIQ LTD.

Total Value (Gross)/Currency: \* 0.00 EUR [Calculate Total Value](#)

Balance: 1,000.00

Total Tax: 0.00 [Calculate Total Taxes](#) [View Tax Details](#)

Incidental Costs: 0.00

Payment Terms: 30 days for external vendors

Part. Bank:

Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
	4000101060	0000000007	1,000.00	EA		EUR	1	1,000.00	Germany Input tax 7,0% deferred
	4000101060	0000000008	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000023	0	EA			1	0.00	Germany Input tax 7,0% deferred
	4000101060	0000000024	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000029	0	EA			1	0.00	Tax exemption 0.0 %
	4000101060	0000000030	1	EA			1	375.00	Tax exemption 0.0 %
			0.000		0.00	EUR	0	0.00	
			0.000		0.00		0	0.00	
			0.000		0.00		0	0.00	
			0.000		0.00		0	0.00	

- 19 Now you can continue to include the taxes to calculate the total gross invoice amount. Click Calculate Total Taxes link label [Calculate Total Taxes](#). As expected, the Balance field shows a delta amount of 70EUR reflecting the 7% tax.

Invoice - SAP NetWeaver Portal

Invoice

Status: In Process    Total Value: 1,000.00 EUR    Supplier: ASTERUM GMBH - BUSINESS DIV. SPACE TX    Invoicing Party: QINETIQ LTD.

Total Value (Gross)/Currency: \* 1,000.00 EUR [Calculate Total Value](#)

Balance: 70.00

Total Tax: 70.00 [Calculate Total Taxes](#) [View Tax Details](#)

Incidental Costs: 0.00

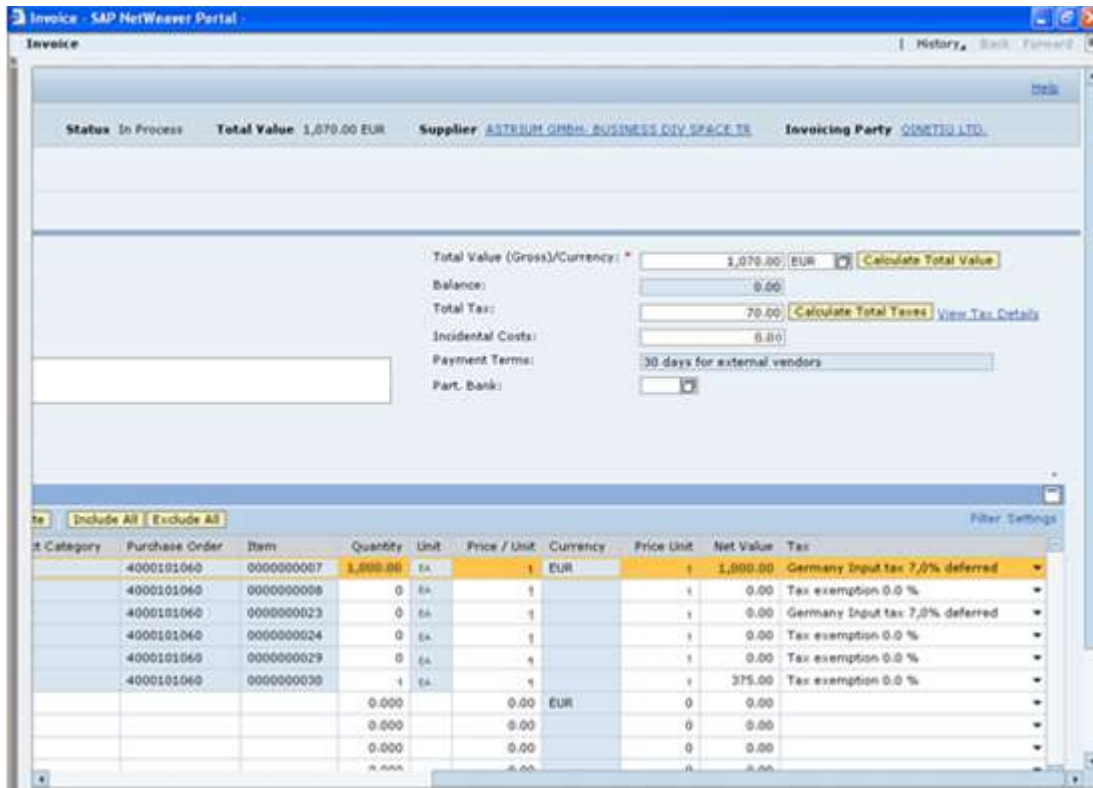
Payment Terms: 30 days for external vendors


Part. Bank:

#	Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
		4000101060	0000000007	1,000.00	EA		EUR		1,000.00	Germany Input tax 7,0% deferred
		4000101060	0000000008	0	EA				0.00	Tax exemption 0.0 %
		4000101060	0000000023	0	EA				0.00	Germany Input tax 7,0% deferred
		4000101060	0000000024	0	EA				0.00	Tax exemption 0.0 %
		4000101060	0000000029	0	EA				0.00	Tax exemption 0.0 %
		4000101060	0000000030	1	EA				375.00	Tax exemption 0.0 %
				0.000		0.00	EUR		0	0.00
				0.000		0.00			0	0.00
				0.000		0.00			0	0.00
				0.000		0.00			0	0.00
				0.000		0.00			0	0.00

20 Click Calculate Total Value link label [Calculate Total Value](#) again. Check that the Balance field value is zero.






**21** After performing the steps to calculate the correct total (gross) invoice value, the next step is to provide the bank details to enable payment of the invoice. Click Part. Bank: text box . A new screen will pop up where you can select your company's bank details.



### Invoice - SAP NetWeaver Portal -

**22** Click control  to select the correct line.




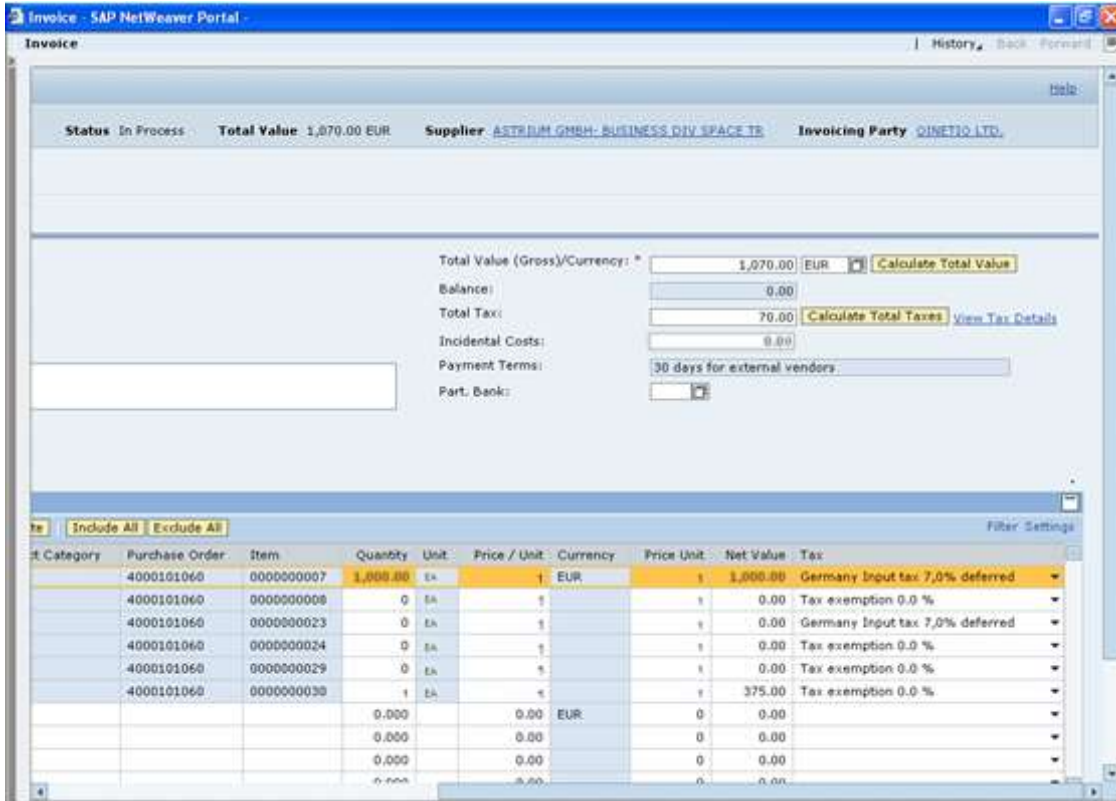
What to do in case the displayed bank details are incomplete or outdated:

Due to security reasons, please submit your requests to create, update or remove a bank account to ESA-Finance Department off-line by using the fax form to update

the company information which can be downloaded on the Industry Portal:

[http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G\\_0.html](http://www.esa.int/SPECIALS/Industry/SEMYF4DKP6G_0.html)

**23** Click OK link label  to populate the bank detail field in the invoice.



The screenshot shows the SAP NetWeaver Portal Invoice interface. At the top, it displays 'Invoice - SAP NetWeaver Portal' and navigation buttons. The main header shows 'Status: In Process', 'Total Value: 1,070.00 EUR', 'Supplier: ASTRUM GMRH-BUSINESS DIV SPACE TB', and 'Invoicing Party: QINETIQ LTD.'. Below this, there are input fields for 'Total Value (Gross)/Currency' (1,070.00 EUR), 'Balance' (0.00), 'Total Tax' (70.00), 'Incidental Costs' (0.00), 'Payment Terms' (30 days for external vendors), and 'Part. Bank'. A table below lists items with columns for Category, Purchase Order, Item, Quantity, Unit, Price / Unit, Currency, Price Unit, Net Value, and Tax. The first row shows a quantity of 1,000.00 EA at a price of 1.00 EUR, resulting in a net value of 1,000.00 EUR. Other rows show zero quantities for various items.



Please bear in mind that if the unit of measure in the contract/ purchase order is 'EA' (instead of '%'), then the process to determine the invoice value is slightly different.

If the field 'Unit' is 'EA', then the total net value of the invoice can directly be entered in the field 'Quantity'. In the screenshot below the invoice quantity = the total net value of the invoice = 1.000,00 EUR.

Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value
1.000,00	EA	1,00	EUR	1	1.000,00





## Invoice - SAP NetWeaver Portal -

24 Drag the scroll bar to the left.

Invoice - SAP NetWeaver Portal

Invoice

**Create Invoice**

Invoice Number: 7000001171    Reference: INV37583/456    Reference Obj.: 4000101060    Status: In Process    Total Value: 1,070.00 EUR    Supp

Close    Refresh    Check    Post    Save

Overview    Notes and Attachments    Government Procurement

Purchase Order Number:  Add Find

Invoicing Party: \* 1000006749 QINETIQ LTD.

Supplier: \* 1000004280 ASTERUM QMSH- BUSINESS DIV SPACE TE

External Invoice Number: \* INV37583/456

Title: \* SUB - MS1A (FFP)

Invoice Name: Inv37583/456

Invoicing Date: \* 24.06.2011

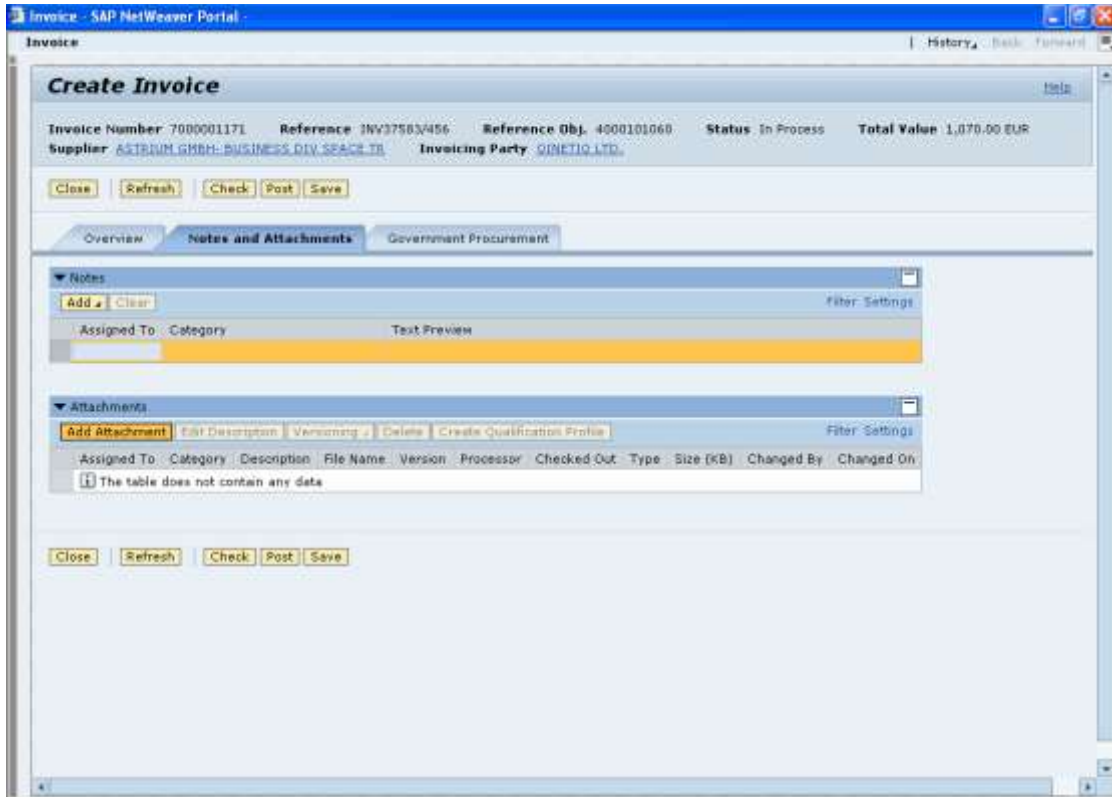
Invoice Recipient: ESA - European Space A...

▼ Items

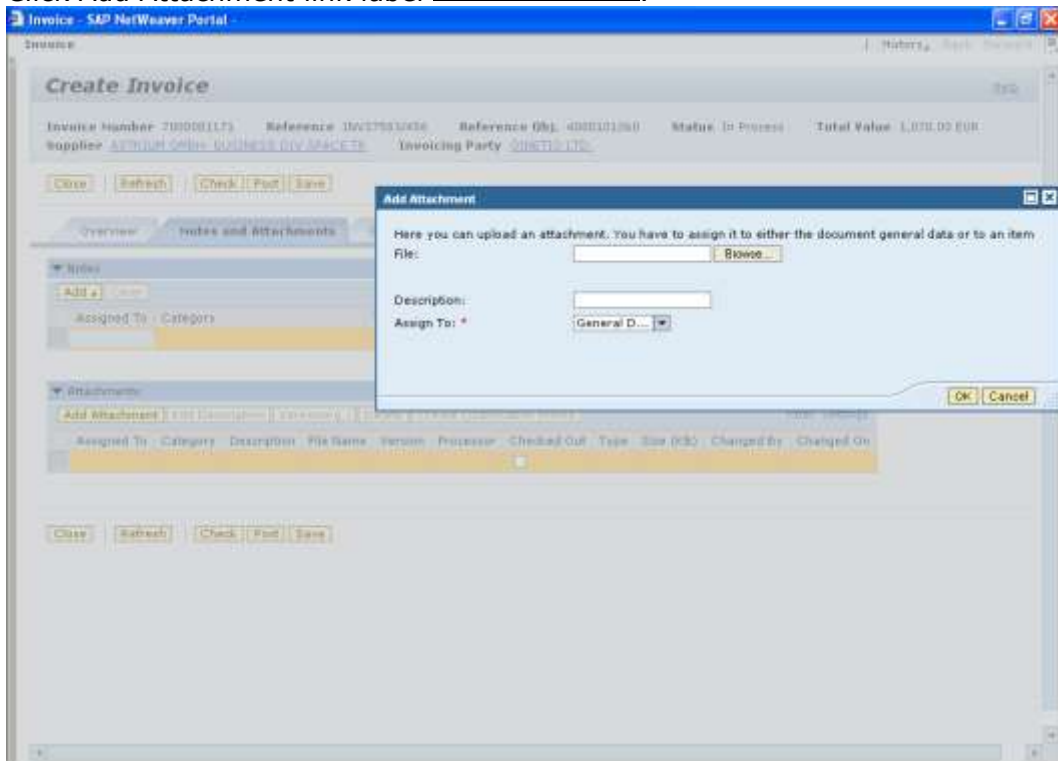
Filter  Details Details Add Item Copy Paste Duplicate Delete Include All Exclude All

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	2001	4000101060	0000000007	1,000.00	EA
2	<input type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	2001	4000101060	0000000008	0	EA
3	<input type="checkbox"/>	Invoice		Sub - MS1b (FFP)	2001	4000101060	0000000023	0	EA
4	<input type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	2001	4000101060	0000000024	0	EA
5	<input type="checkbox"/>	Invoice		Sub - Services	2001	4000101060	0000000029	0	EA
6	<input type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	2001	4000101060	0000000030	1	EA
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	
	<input type="checkbox"/>	Invoice						0.000	

25 Click Notes and Attachments label Notes and Attachments.




26 Click Add Attachment link label **Add Attachment**.



27 Click File: text box   to to search for the file to attach (e.g. scanned invoice).



**Choose file**

28 Click Invoice.pdf list item  Invoice.pdf .

29 Click Open button .



**Invoice - SAP NetWeaver Portal -**

30 Click Description: text box to enter a description of the attachment.

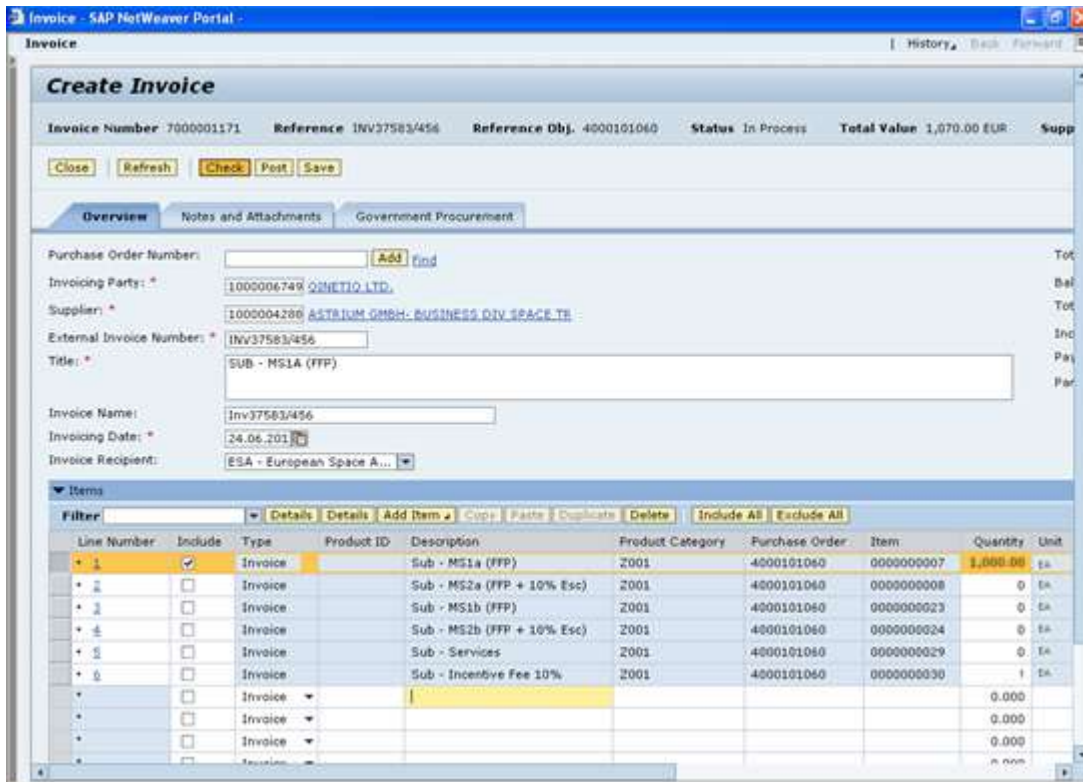


31 Click OK link label .

32 Click Overview label .



- 33 Click Check link label to verify the entered data and check if the invoice is complete and contains no errors.



34

In case the invoice contains no errors, you will receive a green message to Inform you that you can now post the invoice. Click Post link label **Post** to submit the invoice for approval.



Invoice - SAP NetWeaver Portal

Invoice

**Create Invoice**

Invoice Number: 7000001171    Reference: INV37583/456    Reference Obj.: 4000101060    Status: In Process    Total Value: 1,070.00 EUR    Supp

Invoice contains no errors. You can now post.

[Close](#)   [Refresh](#)   [Check](#)   [Post](#)   [Save](#)

**Overview**   Notes and Attachments   Government Procurement

Purchase Order Number:  [Add](#) [Find](#)

Invoicing Party: \*  [QINETIQ LTD.](#)

Supplier: \*  [ASTRIUM GMBH- BUSINESS DIV SPACE TR](#)

External Invoice Number: \*

Title: \*

Invoice Name:

Invoicing Date: \*

Invoice Recipient:

**Items**

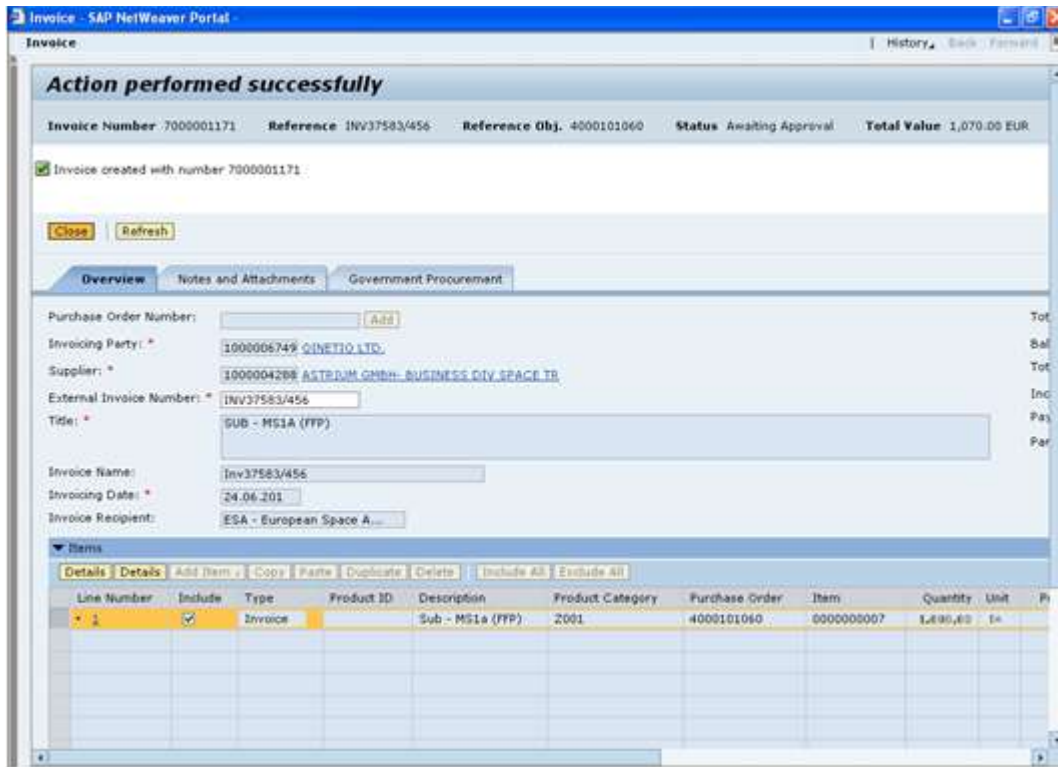
Filter:    [Details](#)   [Details](#)   [Add Item](#)   [Copy](#)   [Paste](#)   [Duplicate](#)   [Delete](#)   [Include All](#)   [Exclude All](#)

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	2001	4000101060	0000000007	1,000.00	EA
2	<input type="checkbox"/>	Invoice		Sub - MS2a (FFP + 10% Esc)	2001	4000101060	0000000008	0	EA
3	<input type="checkbox"/>	Invoice		Sub - MS1b (FFP)	2001	4000101060	0000000023	0	EA
4	<input type="checkbox"/>	Invoice		Sub - MS2b (FFP + 10% Esc)	2001	4000101060	0000000024	0	EA
5	<input type="checkbox"/>	Invoice		Sub - Services	2001	4000101060	0000000029	0	EA
6	<input type="checkbox"/>	Invoice		Sub - Incentive Fee 10%	2001	4000101060	0000000030	1	EA



After posting the invoice, you will receive a message to inform you that the invoice has been created. The status will change from 'In Process' to 'Awaiting Approval' and your upper-tier supplier will be notified. In case you are creating the invoice as a prime vendor, the appropriate person within the agency will get a notification.

**35** Click Close link label [Close](#) to return to the Order Collaboration screen.



Now that you have submitted the invoice for approval, the next steps will describe how to locate the invoice by using the predefined active queries in the Order Collaboration tab.



### Order Collaboration - European Space Agency - esa-p -

- 36** Go to the Invoices queries and click on All (26) link label [All \(26\)](#) to start the query for invoices of all statuses.
- 37** To specify your search open the Quick Criteria Maintenance and enter the Invoice Number into the Invoice Number (Internal) text box .

- 38 Drag the scroll bar down and click the Apply button **Apply** to start the query. The invoice list will display the result(s).


The screenshot shows the ESA-p suppliers area interface. The top navigation bar includes 'Home', 'Order Collaboration', and 'ESA Links'. The main content area is titled 'Order Collaboration' and contains a search filter form with various fields and an 'Apply' button. Below the form is a table of invoices.

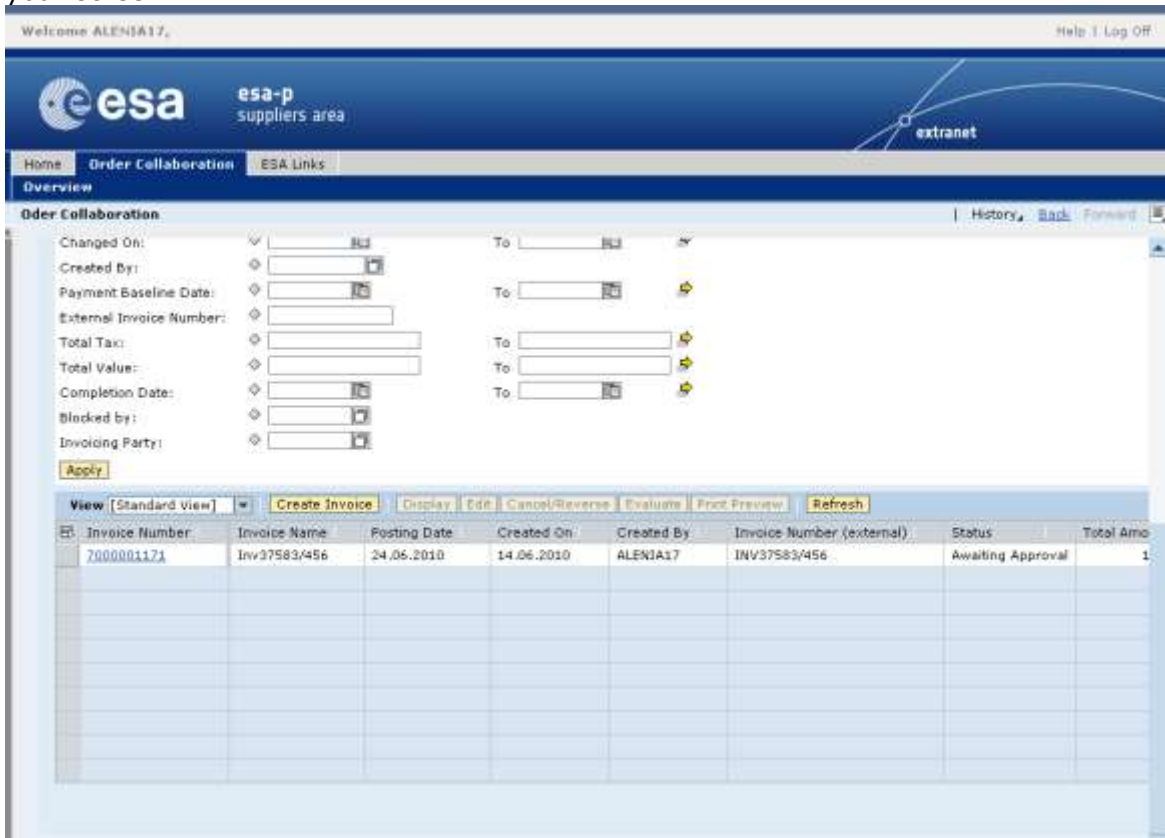
**Search Filter Form:**

- Changed On: [Dropdown] To [Dropdown]
- Created By: [Dropdown]
- Payment Baseline Date: [Dropdown] To [Dropdown]
- External Invoice Number: [Text]
- Total Tax: [Text] To [Text]
- Total Value: [Text] To [Text]
- Completion Date: [Dropdown] To [Dropdown]
- Blocked by: [Dropdown]
- Invoicing Party: [Dropdown]
- Apply**

**Table:**

Invoice Number	Invoice Name	Posting Date	Created On	Created By	Invoice Number (external)
2000001171	Inv37583/456	24.06.2010	14.06.2010	ALENIA17	INV37583/456

- 39 Click button  to hide the detailed navigation menu on the left hand side and enlarge your screen.



Invoice Number	Invoice Name	Posting Date	Created On	Created By	Invoice Number (external)	Status	Total Amount
<a href="#">7000001171</a>	Inv37583/456	24.06.2010	14.06.2010	ALENIA17	INV37583/456	Awaiting Approval	1



### Order Collaboration - European Space Agency - esa-p -

- 40 Click 7000001171 link label [7000001171](#) to display the invoice details in a new screen.



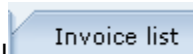
In the display invoice screen you will notice that your invoice now contains several new tabs: Header, Item, Tracking and Invoice List tabs appear now.



## Display Invoice - SAP NetWeaver Portal -

41

In order to print the invoice click on the Invoice list label



**Display Invoice**

Invoice Number: 7000001171    External Invoice Number: INV37583/456    Purchase Order Number: 4000101060    Status: Awaiting Approval  
 Total Value: 1,070.00 EUR    Supplier: ASTRIUM GMBH: BUSINESS DIV SPACE TD    Invoicing Party: QINETIQ LTD.

Close    Refresh    Related Links

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

IV Number: 7000001171    Contract: 4000101060  
 Milestone ID: 1.01.001.001 Sub - MS1a (FFF)  
 MPP: 1.01.001.MPP.FFF Sub [Qinetiq]

Supplier: 1000004288 ASTRIUM GMBH: BU    Invoicing Party: 1000006749 QINETIQ LTD.    Invoicing date: 24.06.2010  
 Invoice Name: Inv37583/456    Created by: ALENIA17    Creation Date: 14.06.2010  
 Payment Baseline Date:    Posting date FI: 14.06.2010

Payment Date:    Update Table    **Print Supplier Invoice Form**

Level	From	To	Net Amount	Val	Tax Amount	Total	Currency	Payed at	Payment Text	External IV Number
001	QINETIQ LTD.	TIMEWISE DESIGN INT. LTD.	1,000.00	ZE	70.00	1,070.00	EUR			INV37583/456

Close    Refresh    Related Links



Please note that during the approval workflow of the invoice, certain fields can be edited (e.g. external invoice number, tax amount, total value). Therefore, any upper-tier supplier will be able to print an "outgoing" invoice and an "incoming" invoice from the Invoice List tab. In above example, only one outgoing invoice is displayed (From subcontractor Qinetiq Ltd to upper tier subcontractor Timewise Ltd). The Prime (Astrium) is indicated as Supplier on the header of the invoice.



## Display Invoice - SAP NetWeaver Portal -

42

Click Print Supplier Invoice Form link label **Print Supplier Invoice Form**. In case you have more than one line, please select the line of the invoice you wish to print first.



## File Download

43

Click Open button





## Supplier Invoice Form



SupplierInvoiceForm.  
pdf

This document contains all the relevant information for suppliers to be submitted to ESA

44



Click Print button to print the invoice and return to the display invoice screen.



Please note that the below screenshot illustrates an example of what a Prime supplier will view in his Invoice tab (unrelated to the example of this document):

Level	From	To	Net Amount	Vat	Tax Amount	Total	Currency	Payment Tax	External IV Number
001	TIMEWISE DESIGN INT. LTD.	QINETIQ LTD.	1.600,00	ZD	304,00	1.904,00	EUR		EXT 234782842
002	QINETIQ LTD.	ASTRIUM GMBH- BUSINESS DIVISION	1.600,00	ZD	304,00	1.904,00	EUR		EXT 234782842
003	ASTRIUM GMBH- BUSINESS DIVISION	ESA	1.600,00	ZD	304,00	1.904,00	EUR		EXT 234782842



## Welcome - European Space Agency - esa-p -

45

Click Home tab control **Home**.



In the previous steps you have learnt how to:

Create an invoice

Complete all mandatory data

Partially invoice a milestone and use the Incidental Cost field

Add Notes or Attachments to an invoice

Check the invoice for correct and complete data

Submit an invoice for approval  
Print an invoice as a subcontractor

In the next steps, you will learn how to:  
Approve an invoice as an upper-tier contractor  
Check the status of your invoice



### Welcome - European Space Agency - esa-p -

**46** 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' to disposition an invoice (or confirmation) sent by a lower tier for approval.



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

**47** The inbox 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 tab Alerts is not used in esa-p. Click label of column **Sent** in order to chronologically sort the work items in your inbox, most recent on top.



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

**48** Click label **Approve Invoice number 7000001171** to open invoice number 7000001171 which is awaiting your approval.



Although it is possible to approve a task directly from the inbox (scroll to bottom of the screen), it is strongly recommended to open the document and view the contents before making the decision. Moreover, in order to view or add attachments to your approval (or rejection) and to change the external invoice number, tax code field and print the invoice form, it is always required to access the document via the hyperlink.




### Invoice Details - SAP NetWeaver Portal -

**49** Click External Invoice Number: \* text box  to enter your company's invoice number reference.




### Invoice Details - SAP NetWeaver Portal -

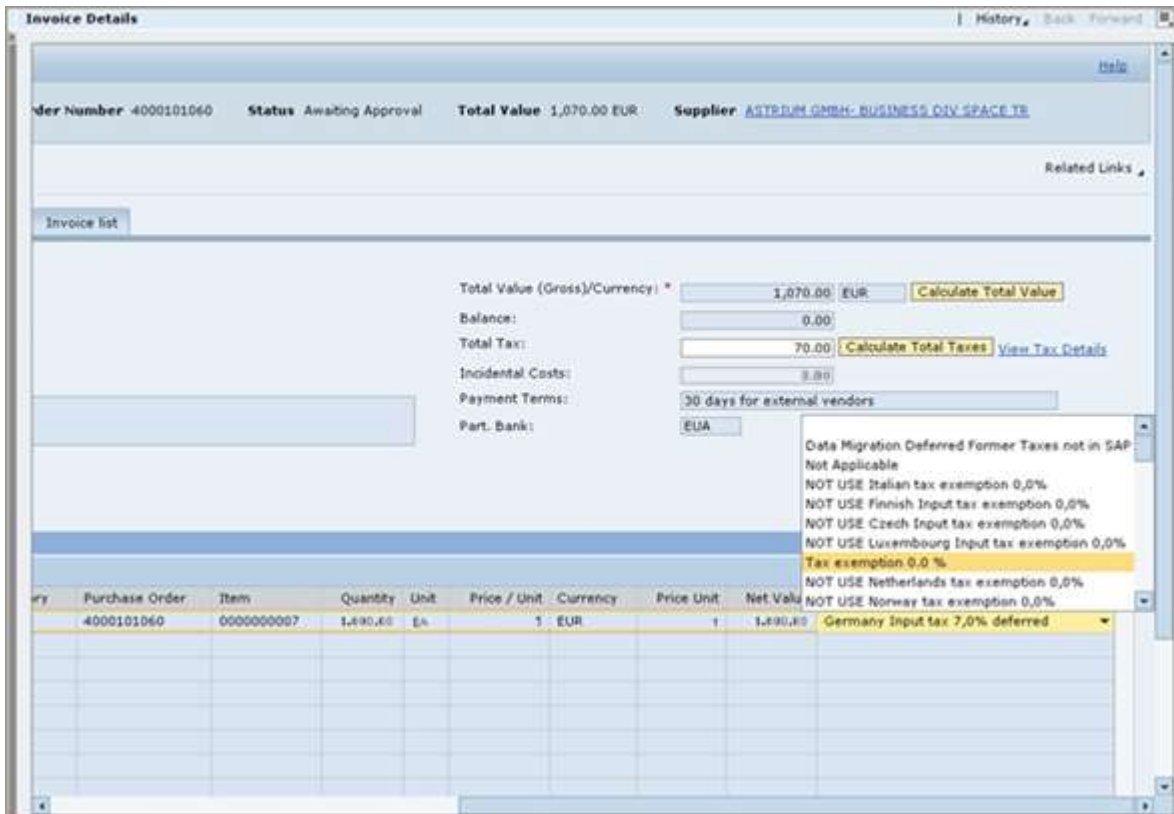
**50** Drag the scroll bar to the right .



## Invoice Details - SAP NetWeaver Portal -

**51** Click icon  in the Tax column to change the tax code and indicate that you (as Prime) are tax exempted.

**52** Click control **Tax exemption 0.0 %**.



The screenshot shows the 'Invoice Details' page in SAP NetWeaver Portal. At the top, it displays 'Order Number: 4000101060', 'Status: Awaiting Approval', 'Total Value: 1,070.00 EUR', and 'Supplier: ASTROUM GMBH - BUSINESS DIV SPACE TR'. Below this, there are several input fields for tax calculations:

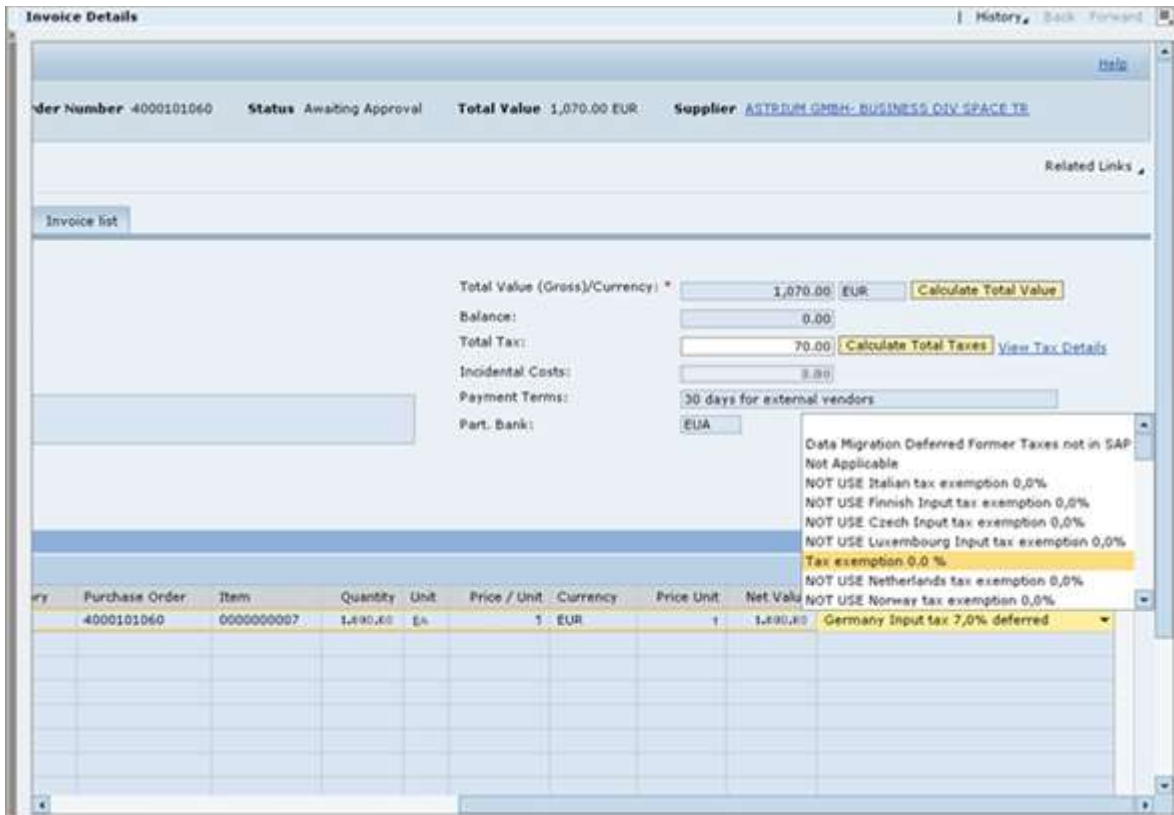
- Total Value (Gross)/Currency: 1,070.00 EUR (with a 'Calculate Total Value' button)
- Balance: 0.00
- Total Tax: 70.00 (with a 'Calculate Total Taxes' button and a 'View Tax Details' link)
- Incidental Costs: 3.00
- Payment Terms: 30 days for external vendors
- Part. Bank: EUA

A dropdown menu is open, showing various tax exemption options. The option 'Tax exemption 0.0 %' is highlighted in yellow. Other options include 'Data Migration Deferred Former Taxes not in SAP Not Applicable', 'NOT USE Italian tax exemption 0,0%', 'NOT USE Finnish Input tax exemption 0,0%', 'NOT USE Czech Input tax exemption 0,0%', 'NOT USE Luxembourg Input tax exemption 0,0%', 'NOT USE Netherlands tax exemption 0,0%', 'NOT USE Norway tax exemption 0,0%', and 'Germany Input tax 7,0% deferred'.

Qty	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value
	4000101060	0000000007	1,490,00	EA	1	EUR	1	1,490,00

**53** Click Calculate Total Taxes link label **Calculate Total Taxes**. The total calculated tax will be zero. The Balance field will show a discrepancy of 70EUR and needs to be set to zero.

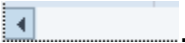




**54** Click Calculate Total Value link label **Calculate Total Value** to recalculate the total gross invoice value. The Balance field will be updated to show zero discrepancy.



**Invoice Details - SAP NetWeaver Portal -**

**55** Drag the scroll bar to the left .

**Invoice Details** | history | back | forward

### Display Invoice (Approval mode)

Invoice Number: 7000001171    External Invoice Number: PESA4635-232    Purchase Order Number: 4000101060    Status: Awaiting Approval    Tot

Invoicing Party: [QINETIQ LTD.](#)

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

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

[Approve](#)   [Reject](#)

Purchase Order Number:  [Add](#)   Tot

Invoicing Party: \*    Bal

Supplier: \*    Tot

External Invoice Number: \*    Inc

Title: \*    Pay

Invoice Name:    Par

Invoicing Date: \*    Par

Invoice Recipient:    Par

[Approval Info](#)

**Items**

[Details](#)   [Add Item](#)   [Copy](#)   [Paste](#)   [Duplicate](#)   [Delete](#)   [Include All](#)   [Exclude All](#)

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	U
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	000000007	1,490,60	14

**56** Click Invoice list label [Invoice list](#).

**Invoice Details** | History | Back | Forward

### Display Invoice (Approval mode)

**Invoice Number:** 7000001171    **External Invoice Number:** PESAA635-232    **Purchase Order Number:** 4000101060    **Status:** Awaiting Approval  
**Total Value:** 1,000.00 EUR    **Supplier:** ASTRIUM GMBH - BUSINESS DIV SPACE TR    **Invoicing Party:** QINETIQ LTD.

Related Links

**IV Number:** 7000001171    **Contract:** 4000101060  
**Milestone ID:** 1.01.001.001 Sub - MS1a (FFP)  
**MPP:** 1.01.001 MPP FFP Sub [Qinetiq]

**Supplier:** 1000004200 ASTRIUM GMBH - BU    **Invoicing Party:** 1000006749 QINETIQ LTD.    **Invoicing date:** 24.06.2010  
**Invoice Name:** Inv37563/456    **Created by:** ALENIA17    **Creation Date:** 14.06.2010  
**Payment Baseline Date:**    **Posting date FI:** 14.06.2010

**Payment Date:**        

**Payment Text:**

Level	From	To	Net Amount	Vat	Tax Amount	Total	Currency	Payed at	Payment Text	External IV Number
001	QINETIQ LTD.	ASTRIUM GMBH	1.000,00	WS	0,00	1.000,00	EUR			PESAA635-232

Related Links

**57** Click Print Supplier Invoice Form link label .



**File Download**

**58** Click Open button .



**Supplier Invoice Form**

# Invoice

# esa-p

ORIGINAL ELECTRONIC INVOICE  
PRINTED ON: 10.03.2011

From:  
1000003923 QINETIC LTD.  
75 HAMPSTEAD ROAD  
NW1 2PL LONDON  
GB  
Vat No.:

To:  
1000007970 ASTRIUM GMBH  
AVENUE DU GENERAL EISENHOWER  
31037 BP 1228 TOULOUSE  
FR  
Vat No.:

Payee Invoice No: 100AW1157-00 ESA Registration Number: 7000001171 Originator Ref.: PESA463S-232 VAT Exemption No.: Invoice Status: Deleted	Invoice Date: 12.02.2010 Issue Date: 28.12.2009 ESA Registration Date: 28.12.2009 Net Amount: 1.000,00 Tax Amount: 0,00 VAT Code: NOT USE France tax exemption 0,0% Total Amount: 1.000,00 Currency: EUR
Parent Contract: 4200021363 Contract: 4200043009 GALILEO IOV PHASE/SYSTEM SUPPORT ACTIVIT MPP: 1.02.02.001 FFP: ATP - FFP PAYMENT PLAN FOR ACCREDIT Milestone: 0000000001 4: Successful Completion of S-PCDR	
Payee: 1000003923 LOGICA UK LTD 75 HAMPSTEAD ROAD NW1 2PL LONDON GB Payee VAT No: Reference Details:	Name on Account: Bank: Bank Code: Account No: IBAN Code: SWIFT:

This document contains all the relevant information for suppliers to be submitted to ESA.

59



Drag to

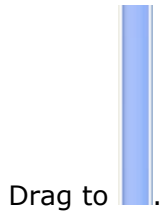
60

Click Zoom Out button




SupplierInvoiceForm[2].pdf - Adobe Reader

61



62

Click Close button .



**Invoice Details - SAP NetWeaver Portal -**

63

Click Notes and Attachments label [Notes and Attachments](#).

64

Click Overview label [Overview](#).



**Invoice Details - SAP NetWeaver Portal -**

65

Click Approve link label [Approve](#) to approve the document and send it to the next approver. The Approve and Reject buttons will disappear as you already performed this action. In this example, as you are the Prime approving, the work item will now go to the inbox of the responsible person within the Agency to await approval by ESA.

**Display Invoice (Approval mode)**

Invoice Number: 7000001171    External Invoice Number: INV37583/456    Purchase Order Number: 4000101060    Status: Awaiting Approval    Tot

Invoicing Party: [QINETIO LTD.](#)

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

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

[Approve](#) [Reject](#)

Purchase Order Number:  [Add](#)

Invoicing Party: \*  [QINETIO LTD.](#)

Supplier: \*  [ASTRILUM GMBH- BUSINESS DIV SPACE TR](#)

External Invoice Number: \*

Title: \*

Invoice Name:

Invoicing Date: \*

Invoice Recipient:

**Approval Info**

▼ Items

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Include All](#) [Exclude All](#)

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Pr
1	<input checked="" type="checkbox"/>	Invoice		Sub - MS1a (FFP)	Z001	4000101060	0000000007	1,490,00	EA	

- 66 Click in the Approval Info button **Approval Info** in order to check status of the Approval loop and the documents related to the item. In this example, approval by Prime has just happened and now the invoice is awaiting approval by ESA.

The screenshot shows the 'Display Invoice (Approval mode)' window. At the top, it displays invoice details: Invoice Number 7000001171, External Invoice Number INV37583/456, Purchase Order Number 4000101060, and Status Awaiting Approval. Below this are buttons for Edit, Close, and Print Preview. A navigation bar includes Overview, Header, Item, Notes and Attachments, Approval, Tracking, and Invoice list. A 'Purchase Order Number' field with an 'Add' button is also present. The 'Additional Information' section shows Document Number 7000001171, MS Title MSUBLEVEL1, Status Awaiting Approval, Substatus Awaiting Approval by ESA, Reference Contract 4000101060, Reference Item 000000019, Invoicing Party 1000000000, and Supplier Name PRIME. The 'Workflow log' section contains a table with the following data:

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

- 67 Click in the tab Related documents **Related Documents** in order to check the status of the Approval loop and the documents related to the item. In this example, you can see the Confirmations and Invoices related to this item.

**Display Invoice (Approval mode)**

Invoice Number 7000001171 External Invoice Number INV37583/456 Purchase Order Number 4000101060 Status Awaiting Approval

Invoicing Party QINETIQ LTD.

Edit Close Print Preview

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number:  Add

**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
Confirmation	6000032142	0,01	EUR	Posted in the Backend	
Confirmation	6000032211	0,02	EUR	Posted in the Backend	
Cancellation	6000032280	0,02	EUR	Posted in the Backend	Awaiting Approval by ESA
Confirmation	6000032380	106,00	EUR	Posted in the Backend	Awaiting Approval by ESA
Confirmation	6000032350	0,01	EUR	Awaiting Approval	Awaiting Approval by Vendor


OK

68 Click Ok link label **OK**.

69 Click Close link label **Close**.



**Inbox - European Space Agency - esa-p -**

70 Click button  to hide the left hand menu structure and enlarge the screen.

Welcome ALENIA17, Help | Log Off

---



**esa-p**  
suppliers area



---

Home | Order Collaboration | ESA Links
Welcome | **Inbox** | Supplier Request Form

---

**Inbox** History | **Task** | 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
<a href="#">Approve Invoice number 7000001171</a>	ALENIA17,	Yesterday	Normal		New
<a href="#">Approve Confirmation Number 6000001091 from ALENIA17</a>	ALENIA17,	Jun 11, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000001069 from ALENIA17</a>	Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
<a href="#">Approve Invoice number 7000001081</a>	ALENIA17,	Jun 4, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000712 from ALENIA17</a>	Oppenheimer, I.	Jun 1, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000503 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000517 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000515 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000500 from ALENIA17</a>	ALENIA17,	May 28, 2010	Normal		New
<a href="#">Approve Confirmation Number 6000000429 from ALENIA17</a>	ALENIA17,	May 28, 2010	Normal	3	New

---

Row 1 of 18 | ⏪ ⏩ ⏴ ⏵

**Approve Invoice number 7000001171**

New approval request assigned to you for following document data:

Supplier code: 100004288  
 Document reference: 7000001171  
 Amount: 1,750.00 EUR  
 Purchase order: 4000101060  
 Milestone ID: L.01.001.001 Sub - MSLa (FFP)  
 MFP: L.01.001 MFP-FFP Sub [QinetiQ]

[Approve](#)
[Reject](#)
[Details](#)
[Print Preview](#)
[Resubmit](#)
[Assign To Me](#)

**71** Click the main menu icon left of the Hide Preview link label [Hide Preview](#).



Welcome ALENIA17, Help | Log Off

---

**esa** esa-p suppliers area extranet

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Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form History | Back | Forward

---

**Inbox**

Tasks (18 / 18) | Alerts | Notifications Create Task | Show Filters | Hide Preview | Refresh

Show: New and In Progress Tasks (18 / 18) | All Display Connection Status

Subject	From	Sent	Priority	
<a href="#">Approve Invoice number 7000001171</a>	ALENIA17	Yesterday	Normal	
<a href="#">Approve Confirmation Number 400001091 from ALENIA17</a>	ALENIA17	Jun 11, 2010	Normal	New
<a href="#">Approve Confirmation Number 400001062 from ALENIA17</a>	Gersol Ortega, Juan José	Jun 9, 2010	Normal	New
<a href="#">Approve Invoice number 700001091</a>	ALENIA17	Jun 4, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000712 from ALENIA17</a>	Oppenheimer, I.	Jun 1, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000971 from ALENIA17</a>	ALENIA17	May 31, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000917 from ALENIA17</a>	ALENIA17	May 31, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000915 from ALENIA17</a>	ALENIA17	May 31, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000909 from ALENIA17</a>	ALENIA17	May 28, 2010	Normal	New
<a href="#">Approve Confirmation Number 400000889 from ALENIA17</a>	ALENIA17	May 28, 2010	Normal	3 New

Row 1 of 18

**Approve Invoice number 7000001171**

New approval request assigned to you for following document data:  
 Supplier code: 100004289  
 Document reference: 7000001171  
 Amount: 1,750.00 EUR  
 Purchase order: 4000101060  
 Milestone ID: 1.01.001.001 Sub - NS1a (PPP)  
 NFP: 1.01.001 NFP FFP Sub [Qinetiq]

[Approve](#) | [Reject](#) | [Details](#) | [Print Preview](#) | [Resubmit](#) | [Assign To Me](#)



Please note that even though you have just performed the action of approving invoice 7000001171, the Task might still be in your inbox. In this case, you need to refresh the content of your inbox to reflect the latest status.

**72** Click Refresh menu item Refresh to update the information in your

inbox. As you can see below, the task to approve invoice 700001171 has disappeared from your New and In Progress Tasks list.

Welcome ALENIA01, Help | Log Off

---

**esa** esa-p suppliers area extranet

---

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

---

**Inbox** History | Back | Forward

Tasks (27 / 17) | Alerts | Notifications [+] [Q]

Show: **New and In Progress Tasks (17 / 17)** | All Create Task Show filters Hide Preview

Subject	From	Sent	Priority	#	Due	Status
<a href="#">Approve Confirmation Number 6000001091 from ALENIA17</a>	ALENIA17,	Jun 11, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000001503 from ALENIA17</a>	Gersol Ortego, Juan José	Jun 9, 2010	Normal			New
<a href="#">Approve Invoice number 700001171</a>	ALENIA17,	Jun 4, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000717 from ALENIA17</a>	Oppenheimer, I.	Jun 1, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000921 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000917 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000915 from ALENIA17</a>	ALENIA17,	May 31, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000900 from ALENIA17</a>	ALENIA17,	May 28, 2010	Normal			New
<a href="#">Approve Confirmation Number 6000000899 from ALENIA17</a>	ALENIA17,	May 28, 2010	Normal	3		New
<a href="#">Approve Confirmation Number 6000000898 from ALENIA17</a>	ALENIA17,	May 28, 2010	Normal			New

Row 1 of 17

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**Approve Confirmation Number 6000001091 from ALENIA17**

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

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

Supplier Document Number:  
 Entered By: ALENIA17  
 Entered On: 11.06.2010  
 Gross Amount: 0.45  
 Currency: GBP  
 Goods Receipt Slip:  
 Bill of Lading:

**73** Click Show: combo box **New and In Progress Tasks (17 / 17)** to select another list of work items.

The screenshot shows the ESA suppliers area interface. At the top, there is a navigation bar with 'Home', 'Order Collaboration', and 'ESA Links'. Below this is an 'Inbox' section with a 'Tasks (17 / 17)' dropdown menu. The dropdown menu is open, showing 'New and In Progress Tasks (17 / 17)' selected. Below the dropdown is a table of tasks. The first row is highlighted in yellow and is the selected task. Below the table, there is a detailed view of the selected task, 'Approve Confirmation Number 6000001091 from ALENIA17'.

Subject	From	Sent	Priority	Due	Status
<b>Approve Confirmation Number 6000001091 from ALENIA17</b>	<b>ALENIA17</b>	<b>Jun 11, 2010</b>	<b>Normal</b>		<b>New</b>
Approve Confirmation Number 6000001062 from ALENIA17	Gersol Ortega, Juan José	Jun 9, 2010	Normal		New
Approve Invoice number 2000001081	ALENIA17	Jun 4, 2010	Normal		New
Approve Confirmation Number 6000000717 from ALENIA17	Oppenheimer, I.	Jun 1, 2010	Normal		New
Approve Confirmation Number 6000000924 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
Approve Confirmation Number 6000000898 from ALENIA17	ALENIA17	May 28, 2010	Normal		New

**Approve Confirmation Number 6000001091 from ALENIA17**

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

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


Supplier Document Number:  
 Entered By: ALENIA17  
 Entered On: 11.06.2010  
 Gross Amount: 0.45  
 Currency: GBP  
 Goods Receipt Slip:  
 Bill of Lading:

- 74 Click Completed Tasks list item **Completed Tasks**. The task to approve invoice number 7000001171 has moved to your Completed Tasks list.

The screenshot shows the 'esa-p suppliers area' interface. The 'Inbox' section is active, displaying a list of tasks. The first task, 'Approve Invoice number 7000001171', is highlighted in yellow. Below the list, a detailed view of this task is shown, including document data and approval details.

Subject	Sent	Due	Status
<a href="#">Approve Invoice number 7000001171</a>	Jun 14, 2010 2:55 PM		Completed
<a href="#">Approval process workflow for invoices entered by suppliers</a>	Jun 14, 2010 2:55 PM		Completed
<a href="#">Approve Confirmation Number 6000501116 from ALENIA17</a>	Jun 14, 2010 11:43 AM		Completed
<a href="#">Approve Invoice number 7000001160</a>	Jun 12, 2010 10:17 AM		Completed
<a href="#">Approval Override for Invoice Reference 7000001160</a>	Jun 11, 2010 10:06 AM		Completed
<a href="#">Approve Confirmation Number 6000501092 from ALENIA17</a>	Jun 11, 2010 10:20 AM		Completed
<a href="#">Approve Confirmation Number 6000501082 from ALENIA17</a>	Jun 10, 2010 2:08 PM		Completed
<a href="#">Approve Confirmation Number 6000501072 from ALENIA17</a>	Jun 9, 2010 10:50 AM		Completed
<a href="#">Approve Invoice number 7000001080</a>	Jun 4, 2010 6:34 PM		Completed
<a href="#">Approve Invoice number 7000001071</a>	May 31, 2010 11:21 AM		Completed

**Approve Invoice number 7000001171**  
 New approval request assigned to you for following document data:  
 Supplier code: 100004208  
 Document reference: 7000001171  
 Amount: 1,750.00 EUR  
 Purchase order: 400001060  
 Milestone ID: 1.01.001.001 Sub - MS1a (FFP)  
 MFP: 1.01.001 MFP FFP Sub [Qinetiq]

 In the previous steps, you have learnt how to approve and modify an invoice as a Prime. In the next steps, you will learn how to check the status of your invoice.

- 75 Click Order Collaboration tab control **Order Collaboration**.




## Oder Collaboration - SAP NetWeaver Portal -

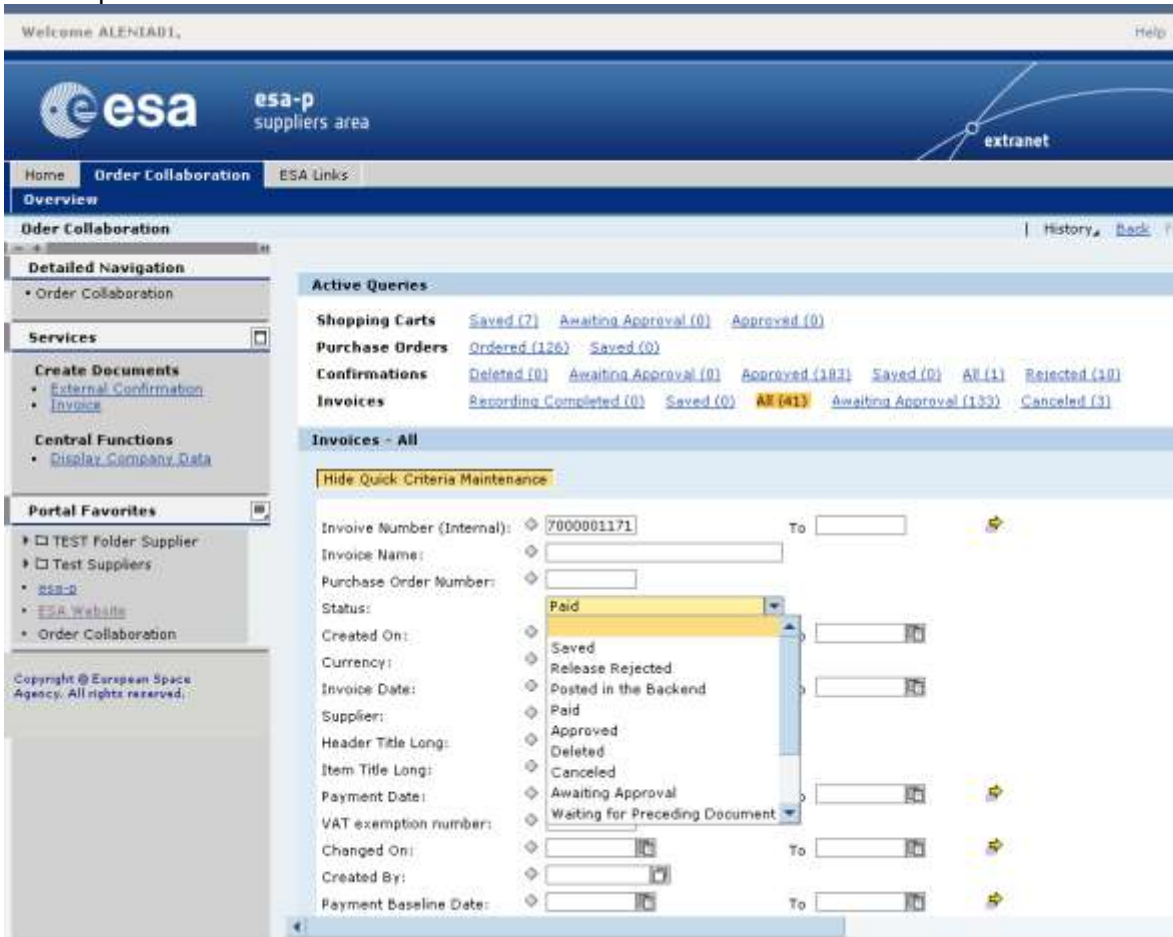
- 76** Click All (41) link label [All \(41\)](#) to view all invoices, regardless of the status they might have.

The screenshot displays the SAP NetWeaver Portal interface for 'Order Collaboration'. The page is titled 'Welcome ALENSADI' and includes a navigation menu with 'Home', 'Order Collaboration', and 'ESA Links'. The 'Order Collaboration' section is active, showing a sidebar with 'Detailed Navigation', 'Services', 'Create Documents', 'Central Functions', and 'Portal Favorites'. The main content area is titled 'Active Queries' and lists various query categories: 'Shopping Carts', 'Purchase Orders', 'Confirmations', and 'Invoices'. The 'Invoices' category is expanded, showing a list of links for different statuses: 'Pending/Completed (0)', 'Saved (0)', 'All (41)', 'Awaiting Approval (133)', and 'Canceled (7)'. Below this, the 'Invoices - All' section is visible, featuring a 'Hide Quick Criteria Maintenance' button and a list of filter criteria for invoices, including 'Invoice Number (Internal)', 'Invoice Name', 'Purchase Order Number', 'Status', 'Created On', 'Currency', 'Invoice Date', 'Supplier', 'Header Title Long', 'Item Title Long', 'Payment Date', 'VAT exemption number', 'Changed On', 'Created By', and 'Payment Baseline Date'. Each criterion has a search input field and a 'To' field for date ranges.

- 77 Click Invoice Number (Internal) text box  in the Quick Criteria Maintenance section (you might need to open this section first) and enter the 10-digit esa-p invoice number starting with 7\*.

The screenshot displays the ESA-p suppliers area web interface. At the top, there is a navigation bar with 'Home', 'Order Collaboration', and 'ESA Links'. Below this is a sidebar with 'Detailed Navigation' and 'Services' sections. The main content area is titled 'Invoices - All' and includes a 'Hide Quick Criteria Maintenance' button. The 'Quick Criteria Maintenance' section contains various search criteria for invoices, including 'Invoice Number (Internal)', 'Invoice Name', 'Purchase Order Number', 'Status', 'Created On', 'Currency', 'Invoice Date', 'Supplier', 'Header Title Long', 'Item Title Long', 'Payment Date', 'VAT exemption number', 'Changed On', 'Created By', and 'Payment Baseline Date'. Each criterion has a search input field and a 'To' field. The 'Status' dropdown is currently set to 'Paid'. The 'Invoice Number (Internal)' field contains the value '7000001171'.

- 78** Delete any additional search criteria before activating the query. In case you don't know the status of your invoice, leave the Status criteria blank. Click Status: text box  to open the menu of available criteria values.



The screenshot shows the ESA suppliers area interface. At the top, there is a navigation bar with 'Home', 'Order Collaboration', and 'ESA Links'. Below this is a sidebar with 'Detailed Navigation' and 'Services' sections. The main content area is titled 'Active Queries' and displays a summary of various query types: Shopping Carts, Purchase Orders, Confirmations, and Invoices. The 'Invoices' section is highlighted, showing counts for 'Recording Completed (0)', 'Saved (0)', 'AF (41)', 'Awaiting Approval (133)', and 'Canceled (3)'. Below this, the 'Invoices - All' section is visible, featuring a search criteria form. The 'Status' dropdown menu is open, showing options like 'Paid', 'Saved', 'Release Rejected', 'Posted in the Backend', 'Awaiting Approval', and 'Waiting for Preceding Document'. The 'Invoice Number (Internal)' field is populated with '7000001171'.

79 Click list item .

Welcome ALENIA01,

**esa** **esa-p** suppliers area **extranet**

Home **Order Collaboration** ESA Links

Overview

**Order Collaboration** | History

**Detailed Navigation**

- Order Collaboration

**Services**

**Create Documents**

- External Confirmation
- Invoice

**Central Functions**

- Display Company Data

**Portal Favorites**

- TEST Folder Supplier
- Test Suppliers
  - esa-p
  - ESA Website
  - Order Collaboration

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**Active Queries**

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

**Purchase Orders** [Ordered \(126\)](#) [Saved \(0\)](#)

**Confirmations** [Deleted \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(183\)](#) [Saved \(0\)](#) [All \(1\)](#) [Rejected \(10\)](#)

**Invoices** [Recording Completed \(0\)](#) [Saved \(0\)](#) **All (41)** [Awaiting Approval \(133\)](#) [Canceled \(3\)](#)

**Invoices - All**

**Hide Quick Criteria Maintenance**

Involve Number (Internal):  To

Invoice Name:

Purchase Order Number:

Status:

Created On:  To

Currency:

Invoice Date:  To

Supplier:

Header Title Long:

Item Title Long:

Payment Date:  To

VAT exemption number:

Changed On:  To

Created By:

Payment Baseline Date:  To



- 80** Drag the scroll bar down and click the Apply button **Apply** to activate the search according to the specified criteria. The list of invoices corresponding to the search criteria is displayed.

The screenshot shows the ESA suppliers area interface. The top navigation bar includes 'Home', 'Order Collaboration', and 'ESA Links'. The main content area is titled 'Order Collaboration' and contains a search form with various criteria: VAT exemption number, Changed On, Created By, Payment baseline Date, External Invoice Number, Total Tax, Total Value, Completion Date, Blocked by, and Invoicing Party. Each criterion has a dropdown menu and a 'To' field. An 'Apply' button is located below the search form. Below the search form, there is a table of invoices with the following data:

Invoice Number	Invoice Name	Posting Date	Created On	Created By	Invoice Number (external)
2000001171	Inv37503/456	24.06.2010	14.06.2010	ALENIA17	PESA4635-232

- 81** Click button to hide the Detailed Navigation menu on the left hand side and enlarge the screen. As you can see below, the status of the invoice is still Awaiting Approval.



## Order Collaboration - SAP NetWeaver Portal -

82 Click Refresh button **Refresh** to update the invoice list.

The screenshot displays the SAP NetWeaver Portal interface for Order Collaboration. The page title is "Order Collaboration" and the user is logged in as "ALEN1A01". The interface includes a navigation bar with "Home" and "Order Collaboration" links. Below the navigation bar, there is a section for "Order Collaboration" with various filters and search criteria. A table below the filters shows the invoice list. The table has columns for Invoice Number, Invoice Name, Posting Date, Created On, Created By, Invoice Number (external), Status, and Total Amount. The first row shows an invoice with the number 2605001171, name Div37581456, posting date 24.06.2010, created on 14.06.2010, created by ALEN1A17, external invoice number PESA4635-232, status Approved, and total amount 1,000.01. A "Refresh" button is visible in the top right corner of the table area.


Invoice Number	Invoice Name	Posting Date	Created On	Created By	Invoice Number (external)	Status	Total Amount
2605001171	Div37581456	24.06.2010	14.06.2010	ALEN1A17	PESA4635-232	Approved	1,000.01




After final approval by the Payable Administrator of the Agency, the status of the invoice has changed to Approved. Please note that no more action is required after this status.

83 Click Refresh button **Refresh**.

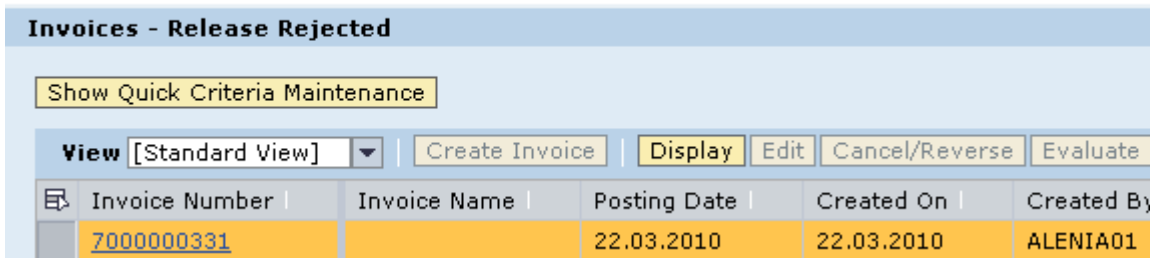


 The status Posted in the Backend indicates that the invoice has been replicated to the backend Financial system and is ready for payment.

84 What to do when your invoice was rejected:

 In case your invoice was rejected, you will receive a notification via esa-p. The status will be 'Release Rejected' and a new invoice needs to be created.

**Invoices**      [All \(74\)](#)   [Saved \(0\)](#)   [Awaiting Approval \(0\)](#)   [Approved \(0\)](#)   **Release Rejected (0)**



For details and a rejection justification please check the Notes and Attachments tab of the invoice.

You have now learnt how to:

- Create an invoice
- Complete all mandatory data
- Partially invoice a milestone and use the Incidental Cost field
- Add Notes or Attachments to an invoice
- Check the invoice for correct and complete data
- Submit an invoice for approval
- Print an invoice as a subcontractor
- Approve an invoice as an upper-tier supplier
- Check the status of your invoice
- What to do when your invoice was rejected

For further information, please regularly check the Home → Welcome section in esa-p for regular communication to suppliers containing workaround procedures for known errors and links to further training materials.