

→ **esa-p EXTENDED GUIDE**

How to SUBMIT and APPROVE a MAC

Confirmation



esa-p Extended Guide

How to SUBMIT and APPROVE a MAC Confirmation

CHANGE LOG

REASON FOR CHANGE	VERSION	DATE	PARAGRAPH(S)
Update of the esa-p user documentation for supplier	1.0	30/09/2015	All

INTRODUCTION

The aim of this guide 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'.

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

LOGIN

The following link in the browser <https://esa-p.sso.esa.int> prompts you to the esa-p login screen.

esait.Service.Desk@esa.int'." data-bbox="67 437 356 746"/>

After login this 'Home' Screen, sub-Tab 'Welcome' is shown

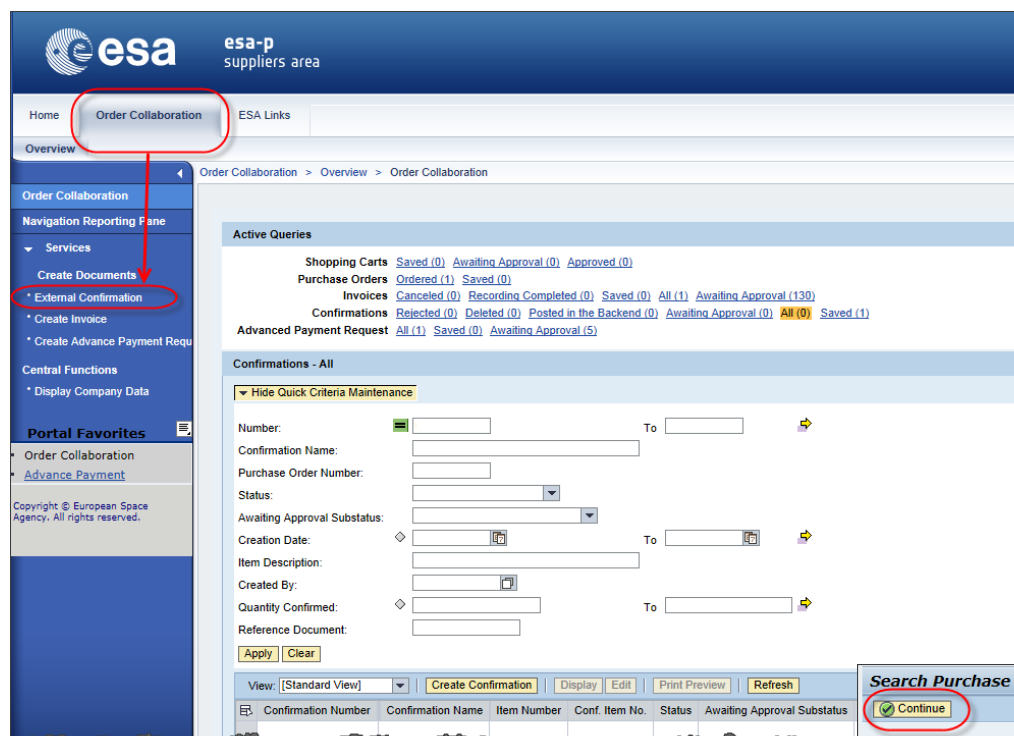


If you had forgotten your username or password contact esait.Service.Desk@esa.int

In point 2 you will navigate to the 2nd Tab labelled 'Order Collaboration' from where you can access the screens to create External Confirmations.

NAVIGATE TO 'CREATE DOCUMENTS': EXTERNAL CONFIRMATION

In order to create a new Confirmation, click on the **Order Collaboration** tab -> **External Confirmation** link:



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 documents, on the right side of the screen, through the active queries, you can view existing documents.

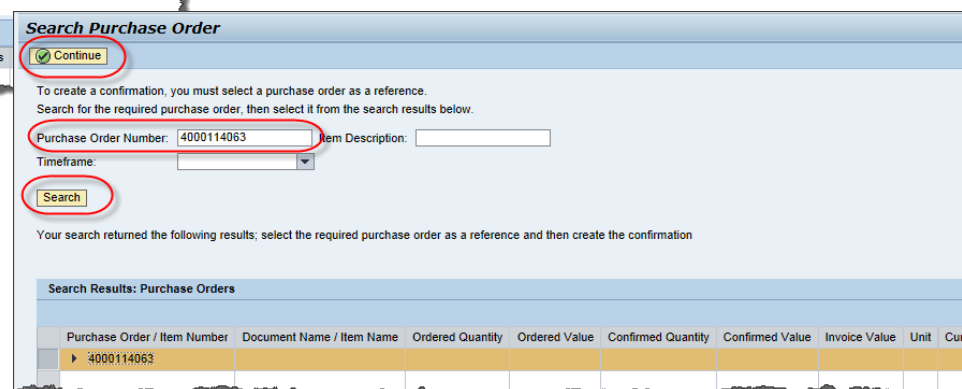
In order to create a new confirmation, click on the Create Documents - External Confirmation link.

This action opens a search window in which you have to select the purchase order or contract where you want to create the confirmation.

Click the Purchase Order Number text box and fill in the ESA purchase order or contract number.

After entering the contract number, click the **“Search”** button to start searching for milestones of your contract. Then push the **“Continue”** button.

In order to know the esa-p contract number subcontractors directly paid by ESA should contact their prime contractor.



Search Purchase Order

To create a confirmation, you must select a purchase order as a reference. Search for the required purchase order, then select it from the search results below.

Purchase Order Number: Item Description:

Timeframe:

Your search returned the following results, select the required purchase order as a reference and then create the confirmation

Search Results: Purchase Orders									
Purchase Order / Item Number	Document Name / Item Name	Ordered Quantity	Ordered Value	Confirmed Quantity	Confirmed Value	Invoice Value	Unit	Curre	
4000114063									

By clicking on the “Continue” button the “Create Confirmation” screen is shown.

In this screen the “Item Overview” section contains all the contract milestones that can be confirmed. We remind you that by ESA rules a confirmation can be issued only against one milestone so confirming more than one milestone will result in an error.

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 EA that is the typical case). As it is not possible to confirm an amount, you have to confirm in the used quantity.

In this example, we will create a partial confirmation for €100 out of the €500.000 for the milestone, but of course the nominal case is to completely confirm a milestone at once.

After entering the 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).

Create Confirmation: 6000230815

Confirm | Print Preview | Check | Close | Save

Number 6000230815 Purchase Order Number 4000114063 Status In Process Confirmed Value 100,00 EUR

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

Title: * TEST RUN 2

Confirmation Name:

Delivery Date: * 15.10.2015

Reference Document:

Awaiting approval Sub-status:

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

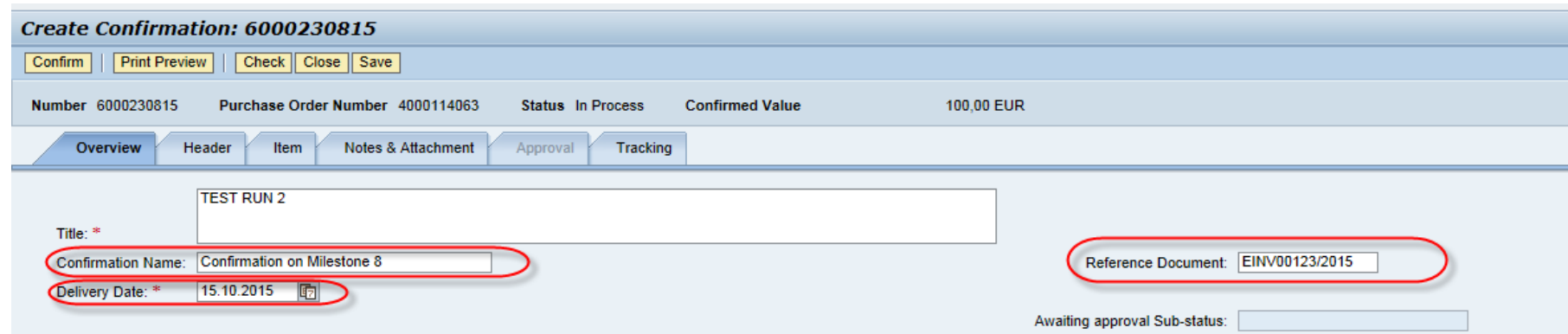
▼ Item Overview

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

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Last Delivery	Purchase Order	Item No.
1	Material		TEST	Z001	2.900,000	0,000	EA	1,00	EUR	1	18.06.2015	<input type="checkbox"/>	4000114063	0000000007
2	Material		TEST	Z001	500.000,000	100,000	EA	1,00	EUR	1	18.06.2015	<input type="checkbox"/>	4000114063	0000000008

NOTE: in case of Unit “%” you have to enter the percentage of the milestone amount that you want to confirm e.g. 100 to confirm the whole milestone.

Then enter all information in the Overview section: **“Confirmation Name”** field, **“Reference Document”**, and **“Delivery Date”**, (the date on which the goods or services are delivered).



Create Confirmation: 6000230815

Confirm | Print Preview | Check | Close | Save

Number 6000230815 Purchase Order Number 4000114063 Status In Process Confirmed Value 100,00 EUR

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

Title: * TEST RUN 2

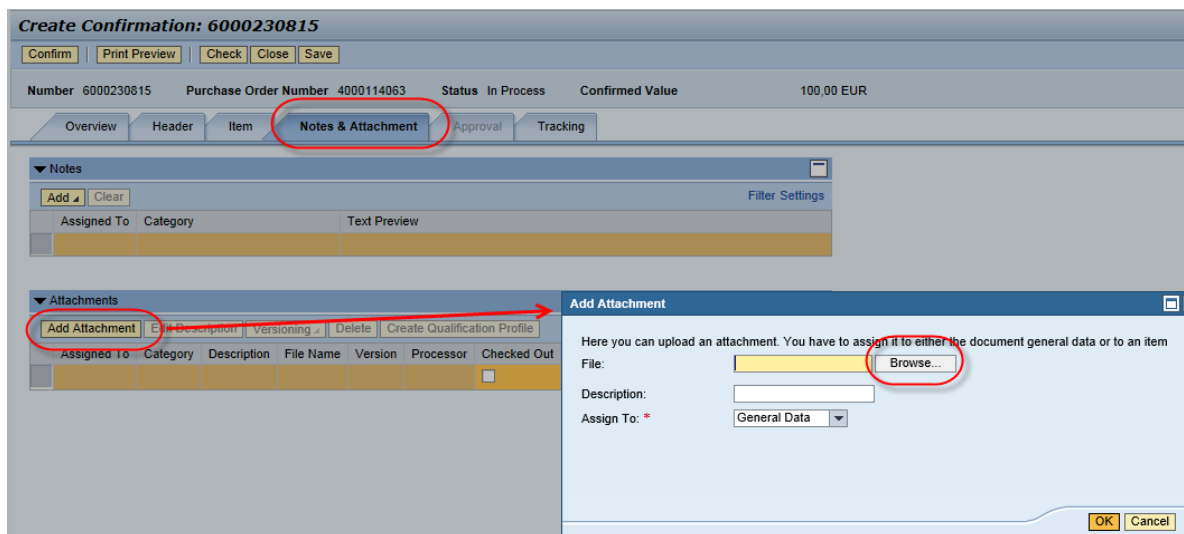
Confirmation Name: Confirmation on Milestone 8

Reference Document: EINV00123/2015

Delivery Date: * 15.10.2015

Awaiting approval Sub-status:

It is possible to add attachments to the confirmation. In order to do so, **click on the Notes & Attachment tab**. If the confirmation is in “saved” status, enter the confirmation in edit mode. Adding an attachment is not mandatory, but it is highly recommended to attach meaningful and substantial proof of Milestone Achievement (on goods delivered, service rendered) in order to bring ESA in a position to swiftly approve the Confirmation and release payment.



Create Confirmation: 6000230815

Confirm | Print Preview | Check | Close | Save

Number 6000230815 Purchase Order Number 4000114063 Status In Process Confirmed Value 100,00 EUR

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

Notes

Add | Clear | Filter Settings

Assigned To Category Text Preview

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To Category Description File Name Version Processor Checked Out

Add Attachment

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

File: Browse...

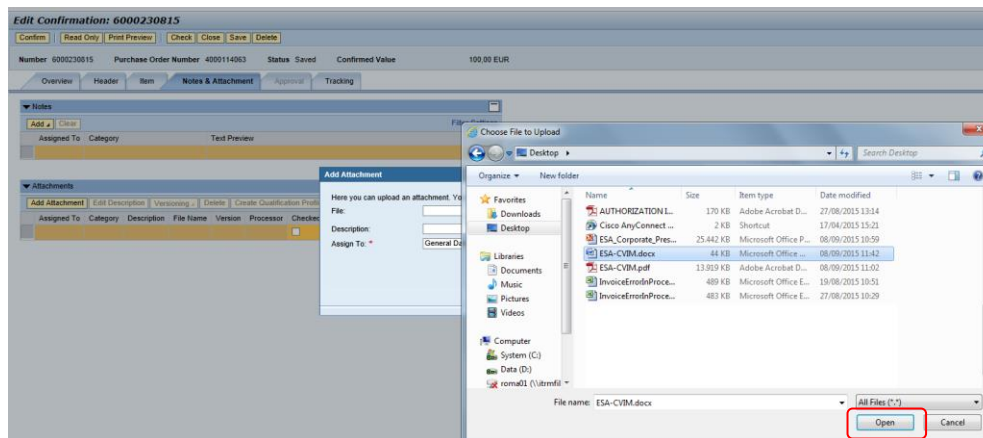
Description:

Assign To: * General Data

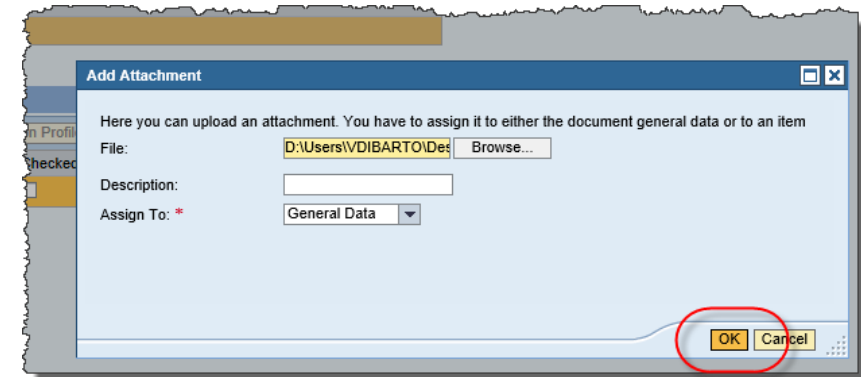
OK Cancel

To add an attachment, click on the “Add Attachment button. If the Add button is disabled , enter the confirmation in edit mode pushing the “Edit” button.

In the new window opened, click the “Browse” button to search for the local file you want to attach.

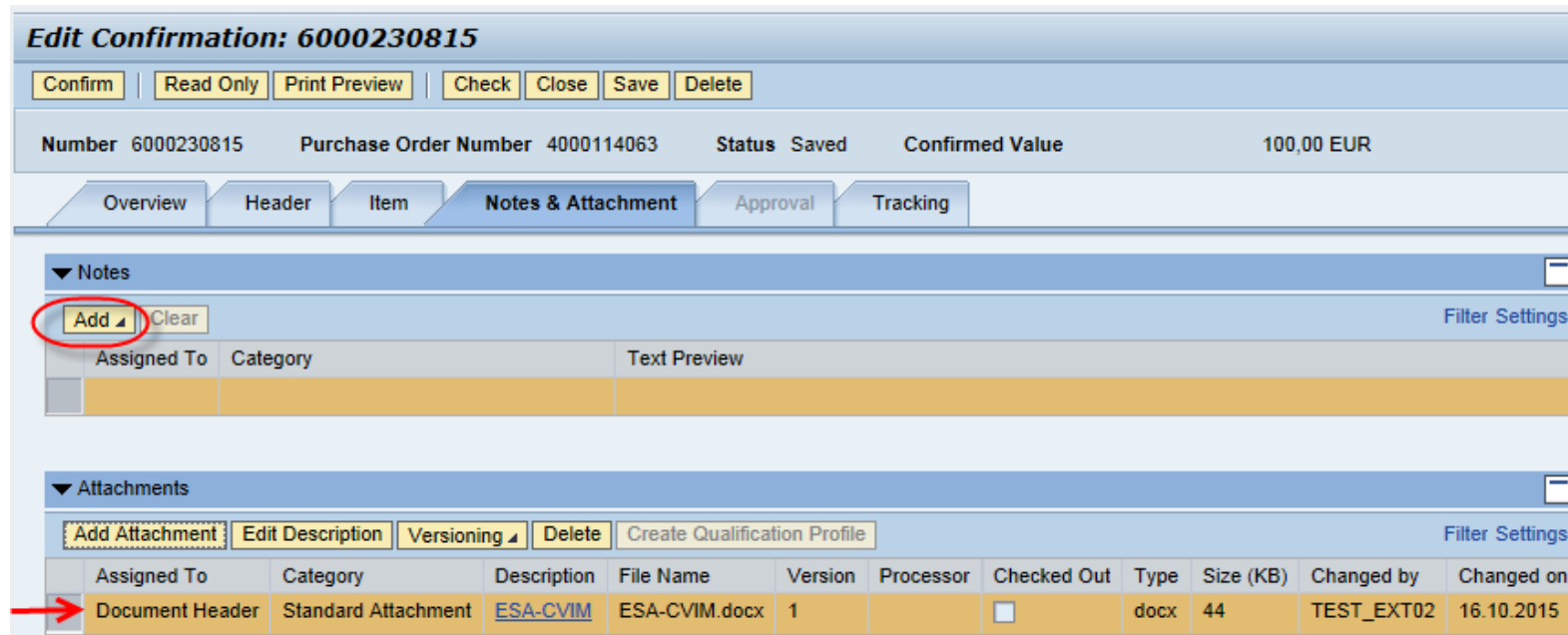


Select the document you want to attach and click Open button and then "OK".



You can also add a description for the attachment in the "Description" textbox. Note that if this field is left blank, the filename will be used.

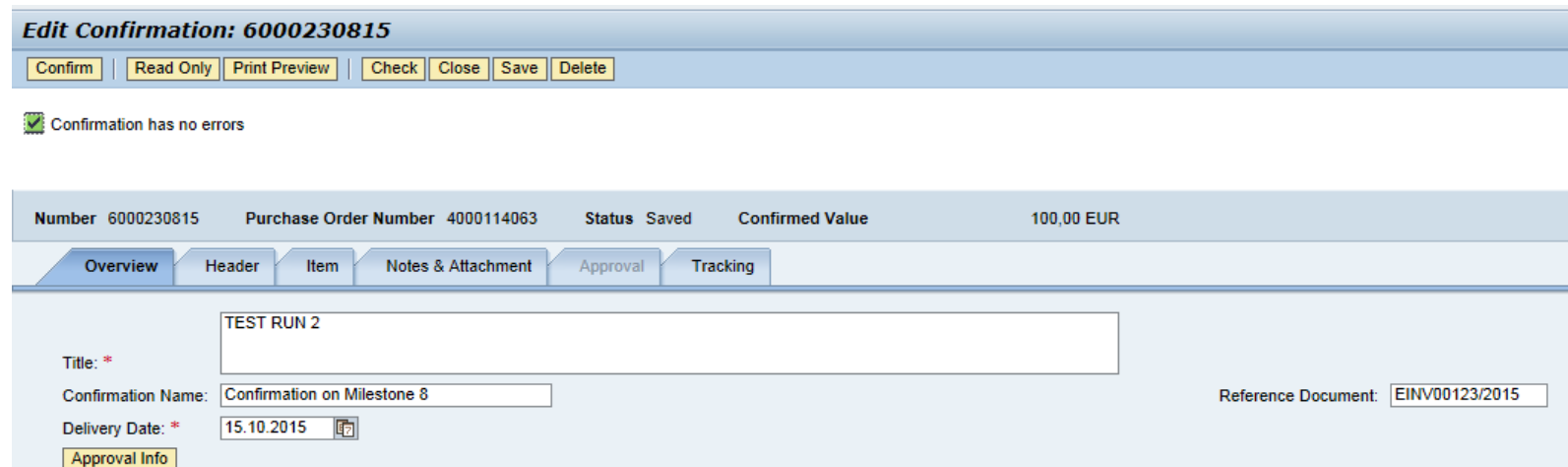
The document is attached in the confirmation. You can also add a note in the "Notes" section clicking on the "Add" button.




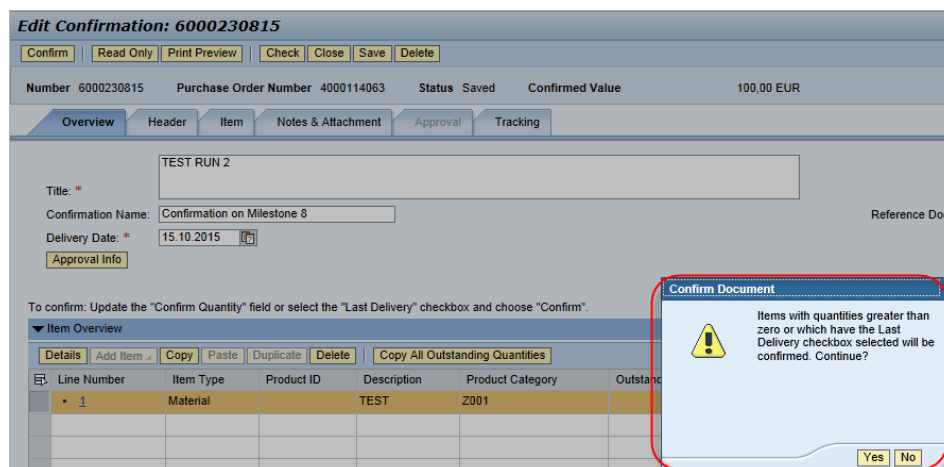
Please click Check button .

This action checks the confirmation for errors and calculates the final confirmed amount (visible in the header). If there are errors, they will be displayed on the top of the screen. 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 fix the error before posting the document.

As example this situation occurs when a mandatory field (indicated with the red * asterisk) is missing.



Click the Confirm button  to submit the confirmation and to trigger the approval workflow.



By clicking this button, a pop-up appears informing that Items with quantities greater than zero or which have the Last Delivery checkbox selected will be confirmed. Click 'Yes' to proceed.

The approval workflow starts and 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'.

Display Confirmation: 6000230815

Show my Tasks | Edit | Print Preview | Close

☒ Delivery date has been updated
☒ Posting date has been updated
☒ Confirmation 6000230815 posted

Number 6000230815 Purchase Order Number 4000114063 **Status Awaiting Approval** Confirmed Value

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

Title: * TEST RUN 2

Confirmation Name: Confirmation on Milestone 8

Delivery Date: * 15.10.2015

Approval Info

▼ Item Overview

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

Line Number	Item Type	Product ID	Description	Product Category	Outstanding
1	Material		TEST	7001	500

Click the Close button **Close** to close the confirmation and return to the Order Collaboration.

Next, you will look up the confirmation you have just created.

First, click the All link label to view confirmations regardless of the status they might have.

Click Confirmation Number text box fill in the confirmation number that you want to look up. If this box is not visible, you have to click on the Show Quick Criteria Maintenance button to display the search criteria.

Home | Order Collaboration | ESA Links

Overview

Order Collaboration > Overview > Order Collaboration

Navigation Reporting Pane

Services

Create Documents

* External Confirmation

* Create Invoice

* Create Advance Payment Request

Central Functions

* Display Company Data

Portal Favorites

Active Queries

Shopping Carts Saved (0) Awaiting Approval (0) Approved (0)

Purchase Orders Ordered (1) Saved (0)

Invoices Canceled (0) Recording Completed (0) Saved (0) All (1) Awaiting Approval (130)

Confirmations Rejected (0) Deleted (0) Posted in the Backend (0) Awaiting Approval (0) **All (0)** Saved (1)

Advanced Payment Request All (1) Saved (0) Awaiting Approval (5)

Confirmations - All

▼ Hide Quick Criteria Maintenance

Number: 6000230815 To

Confirmation Name:

Scroll down to the bottom of the screen. Click the Apply button to execute the search for the specified criteria. Now the list of confirmations corresponding to the search criteria is displayed. You can open the displayed confirmations by clicking on the Confirmation number in the list.

Quantity Confirmed: 10

Reference Document:

Apply | Clear

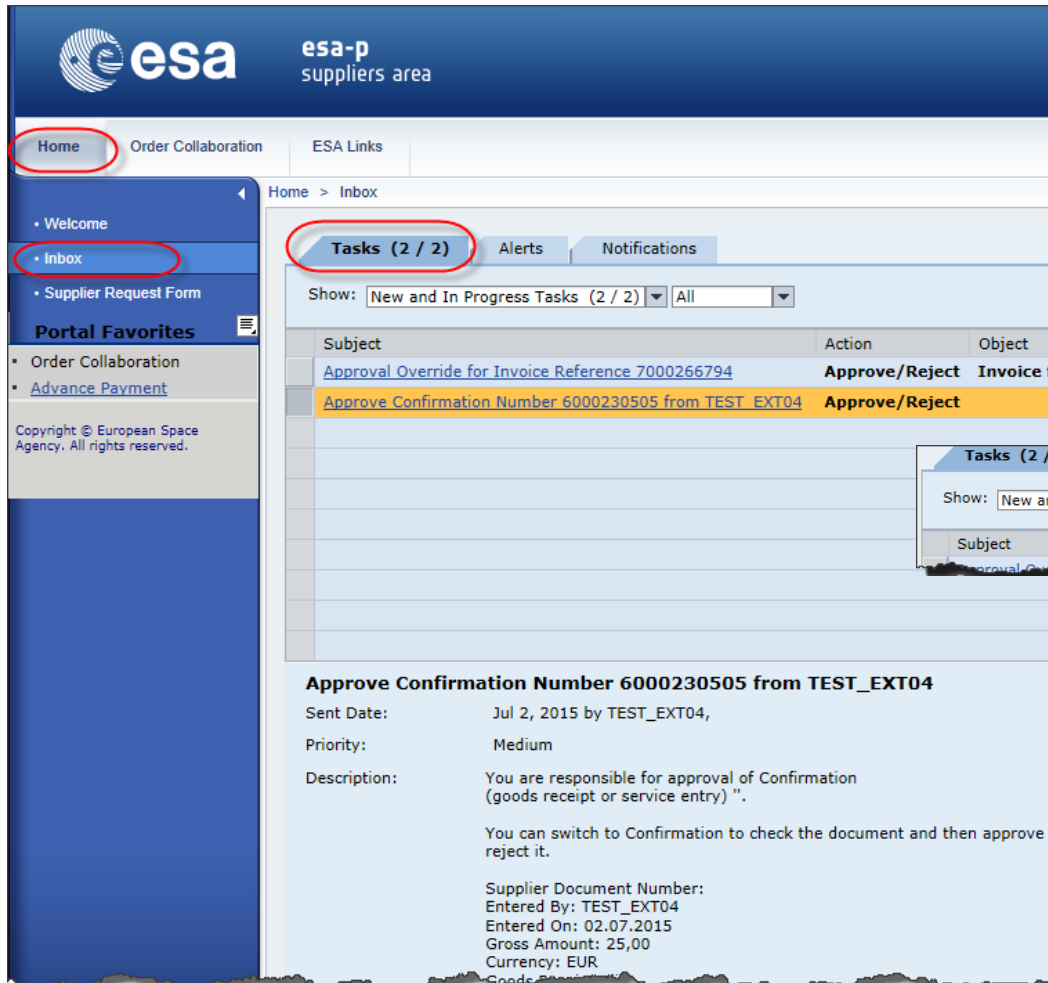
View: [Standard View] | Create Confirmation | Display | Edit | Print Preview | Refresh | Export

Confirmation Number	Confirmation Name	Item Number	Conf. Item No.	Status	Awaiting Approval Substatus	Reference Document	Product Des
6000230815	Confirmation on Milestone 8	1		Awaiting Approval	Awaiting approval by Vendor	EINV00123/2015	TEST

HOW TO APPROVE A CONFIRMATION AS AN UPPER-TIER SUPPLIER

First, log in to the system. To view items you have received for approval, click on the Inbox tab.

All users of the upper-tier vendor will receive in their inbox the 'Task' to Approve/Reject a Confirmation posted by a subcontractor directly paid by ESA.



esa-p suppliers area

Home | Order Collaboration | ESA Links

Home > Inbox

Tasks (2 / 2) | Alerts | Notifications

Show: New and In Progress Tasks (2 / 2) | All

Subject	Action	Object
Approval Override for Invoice Reference 7000266794	Approve/Reject	Invoice f
Approve Confirmation Number 6000230505 from TEST_EXT04	Approve/Reject	

Approve Confirmation Number 6000230505 from TEST_EXT04

Sent Date: Jul 2, 2015 by TEST_EXT04,

Priority: Medium

Description: You are responsible for approval of Confirmation (goods receipt or service entry) ".
You can switch to Confirmation to check the document and then approve reject it.

Supplier Document Number:
Entered By: TEST_EXT04
Entered On: 02.07.2015
Gross Amount: 25,00
Currency: EUR

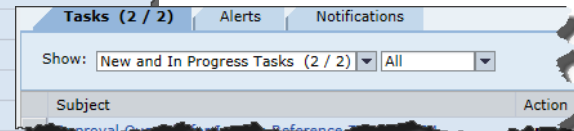
The **Tasks** tab contains all items you have received for approval.

The **Notifications** 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.

This screen might not be updated, to have the latest information you need to refresh the screen first.

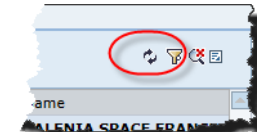
Click Refresh menu item.



Tasks (2 / 2) | Alerts | Notifications

Show: New and In Progress Tasks (2 / 2) | All

Subject	Action
Approval Override for Invoice Reference 7000266794	Approve/Reject

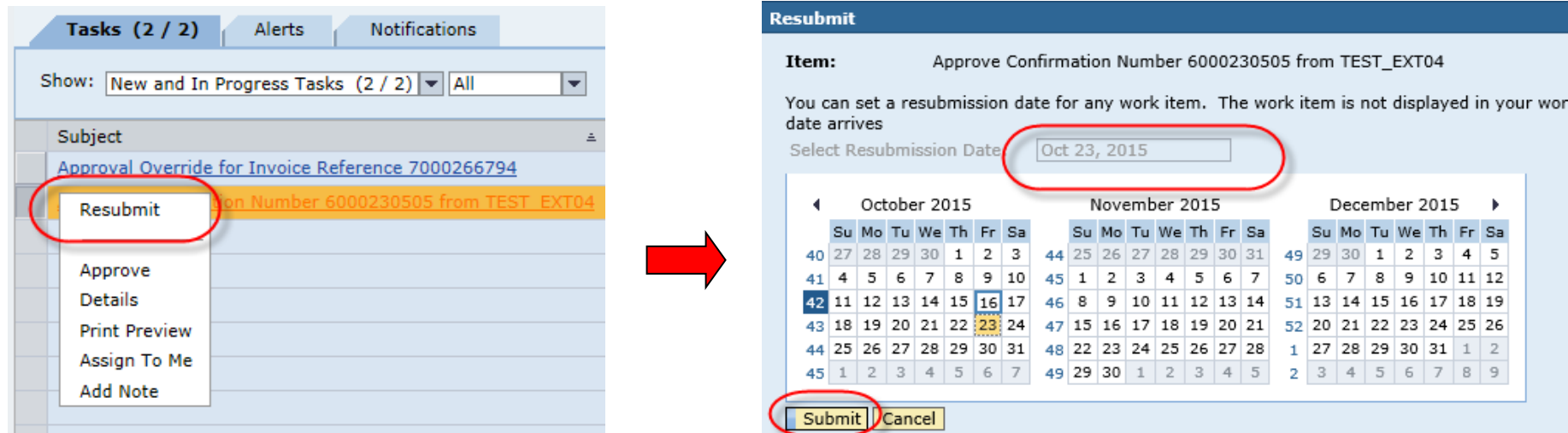


Refresh button icon circled in red.

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' option in the right click menu of the respective work item.

By resubmitting, the workitem will disappear from your task list and reappears at the chosen resubmission date.



Tasks (2 / 2) Alerts Notifications

Show: **New and In Progress Tasks (2 / 2)** All

Subject

[Approval Override for Invoice Reference 7000266794](#)

Resubmit

Approve

Details

Print Preview

Assign To Me

Add Note

Resubmit

Item: Approve Confirmation Number 6000230505 from TEST_EXT04

You can set a resubmission date for any work item. The work item is not displayed in your work date arrives

Select Resubmission Date: **Oct 23, 2015**

October 2015 November 2015 December 2015

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

40 27 28 29 30 1 2 3 44 25 26 27 28 29 30 31 49 29 30 1 2 3 4 5

41 4 5 6 7 8 9 10 45 1 2 3 4 5 6 7 50 6 7 8 9 10 11 12

42 11 12 13 14 15 16 17 46 8 9 10 11 12 13 14 51 13 14 15 16 17 18 19

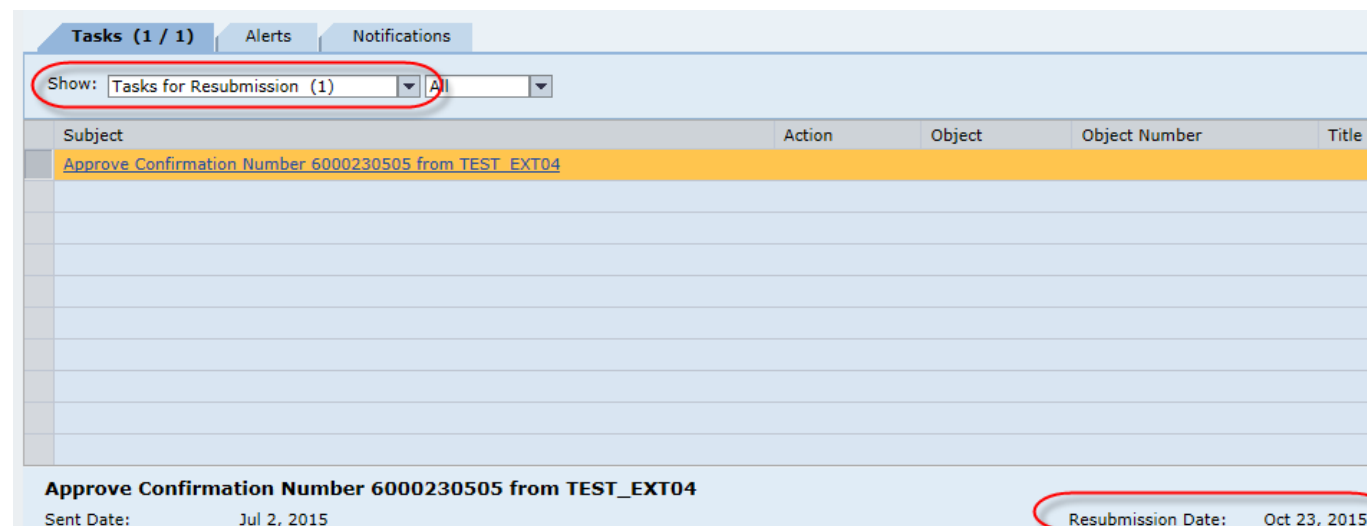
43 18 19 20 21 22 23 24 47 15 16 17 18 19 20 21 52 20 21 22 23 24 25 26

44 25 26 27 28 29 30 31 48 22 23 24 25 26 27 28 1 27 28 29 30 31 1 2

45 1 2 3 4 5 6 7 49 29 30 1 2 3 4 5 2 3 4 5 6 7 8 9

Submit Cancel

You can find the task among the Tasks for Resubmission:



Tasks (1 / 1) Alerts Notifications

Show: **Tasks for Resubmission (1)** All

Subject Action Object Object Number Title

[Approve Confirmation Number 6000230505 from TEST_EXT04](#)

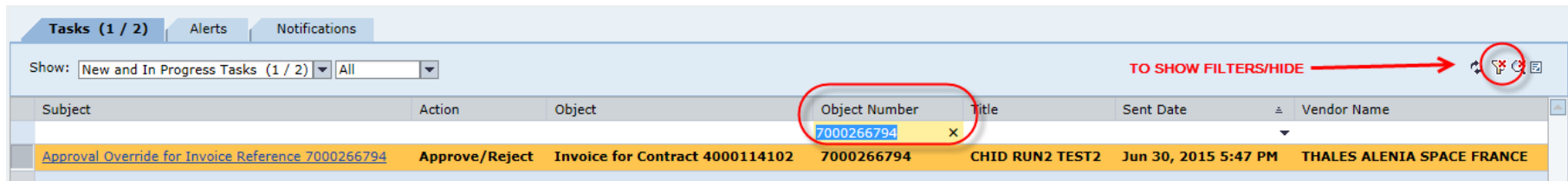
Approve Confirmation Number 6000230505 from TEST_EXT04

Sent Date: Jul 2, 2015

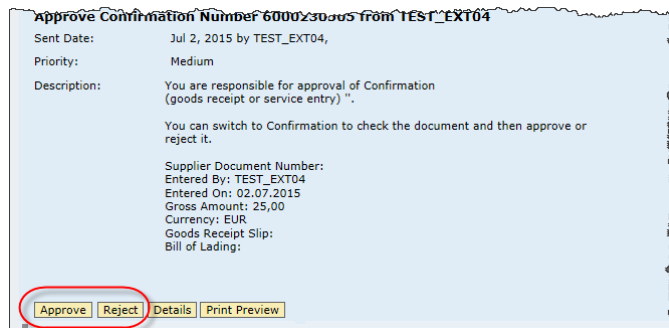
Resubmission Date: **Oct 23, 2015**

You can end the resubmission pushing the END RESUBMISSION option in the right click menu of the corresponding work item.

You can search for a particular object in your inbox by using 'Show Filters' and fill one of the search criteria text box:



Subject	Action	Object	Object Number	Title	Sent Date	Vendor Name
Approval Override for Invoice Reference 7000266794	Approve/Reject	Invoice for Contract 4000114102	7000266794	CHID RUN2 TEST2	Jun 30, 2015 5:47 PM	THALES ALENIA SPACE FRANCE



Approve Confirmation Number 6000230505 from TEST_EXT04

Sent Date: Jul 2, 2015 by TEST_EXT04,
Priority: Medium
Description: You are responsible for approval of Confirmation (goods receipt or service entry) ".
You can switch to Confirmation to check the document and then approve or reject it.
Supplier Document Number:
Entered By: TEST_EXT04
Entered On: 02.07.2015
Gross Amount: 25,00
Currency: EUR
Goods Receipt Slip:
Bill of Lading:

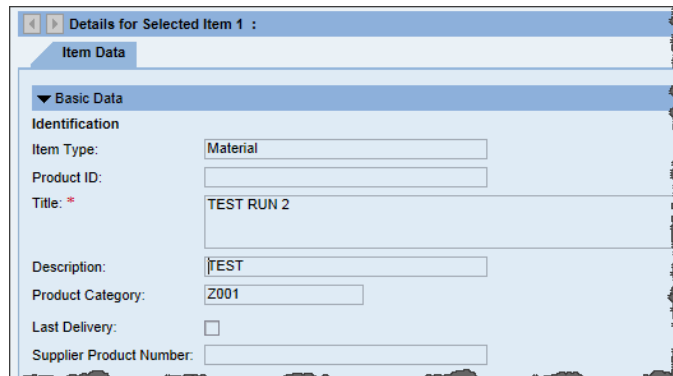
[Approve](#) [Reject](#) [Details](#) [Print Preview](#)

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.

Click on the task you would like to carry out,

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



Details for Selected Item 1 :

Item Data

Basic Data

Identification

Item Type: Material

Product ID:

Title: * TEST RUN 2

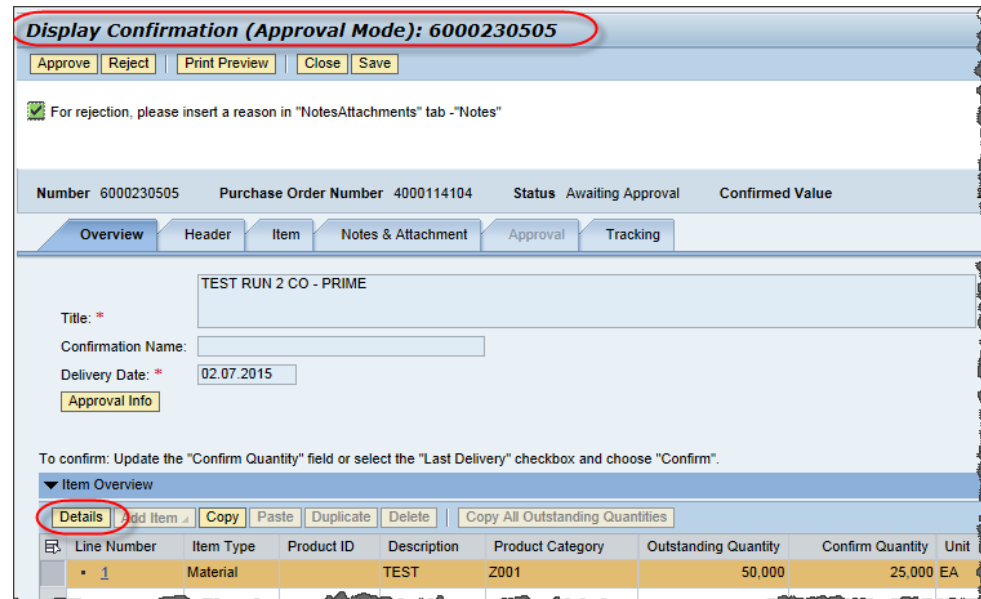
Description: TEST

Product Category: Z001

Last Delivery: ☐

Supplier Product Number:

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



Display Confirmation (Approval Mode): 6000230505

[Approve](#) [Reject](#) [Print Preview](#) [Close](#) [Save](#)

☒ For rejection, please insert a reason in "NotesAttachments" tab -"Notes"

Number 6000230505 Purchase Order Number 4000114104 Status Awaiting Approval Confirmed Value

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

Title: * TEST RUN 2 CO - PRIME

Confirmation Name:

Delivery Date: * 02.07.2015

[Approval Info](#)

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

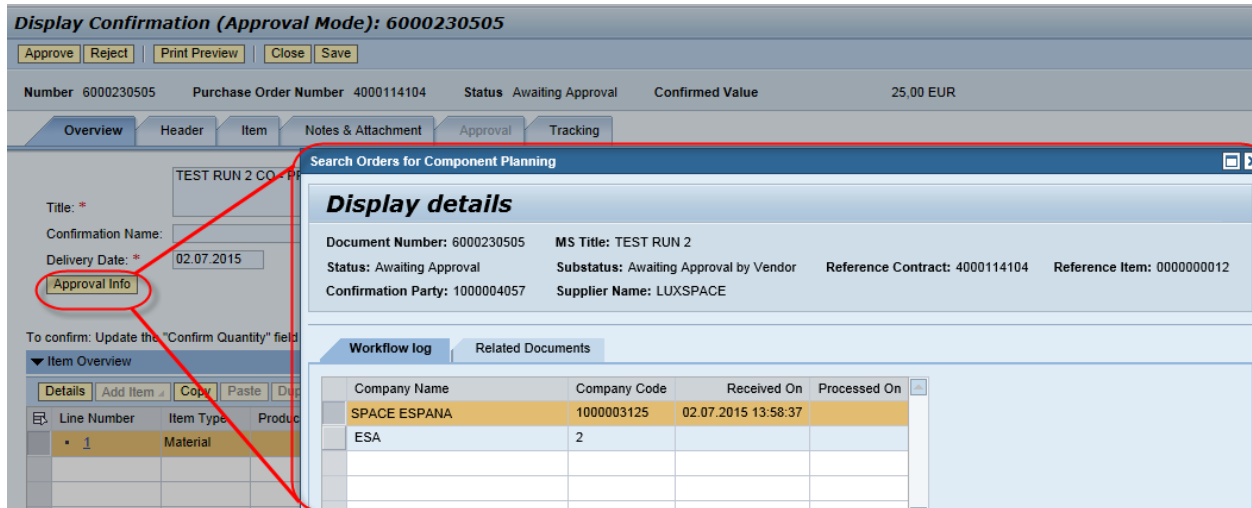
Item Overview

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

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit
1	Material		TEST	Z001	50,000	25,000	EA

The Approval Info button

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



Display Confirmation (Approval Mode): 6000230505

Approve Reject Print Preview Close Save

Number 6000230505 Purchase Order Number 4000114104 Status Awaiting Approval Confirmed Value 25,00 EUR

Overview Header Item Notes & Attachment Approval Tracking

TEST RUN 2 CO-PL

Title: *

Confirmation Name:

Delivery Date: * 02.07.2015

Approval Info

To confirm: Update the "Confirm Quantity" field

Item Overview

Details Add Item Copy Paste Duplicate

Line Number	Item Type	Product
1	Material	

Search Orders for Component Planning

Display details

Document Number: 6000230505 MS Title: TEST RUN 2

Status: Awaiting Approval Substatus: Awaiting Approval by Vendor Reference Contract: 4000114104 Reference Item: 0000000012

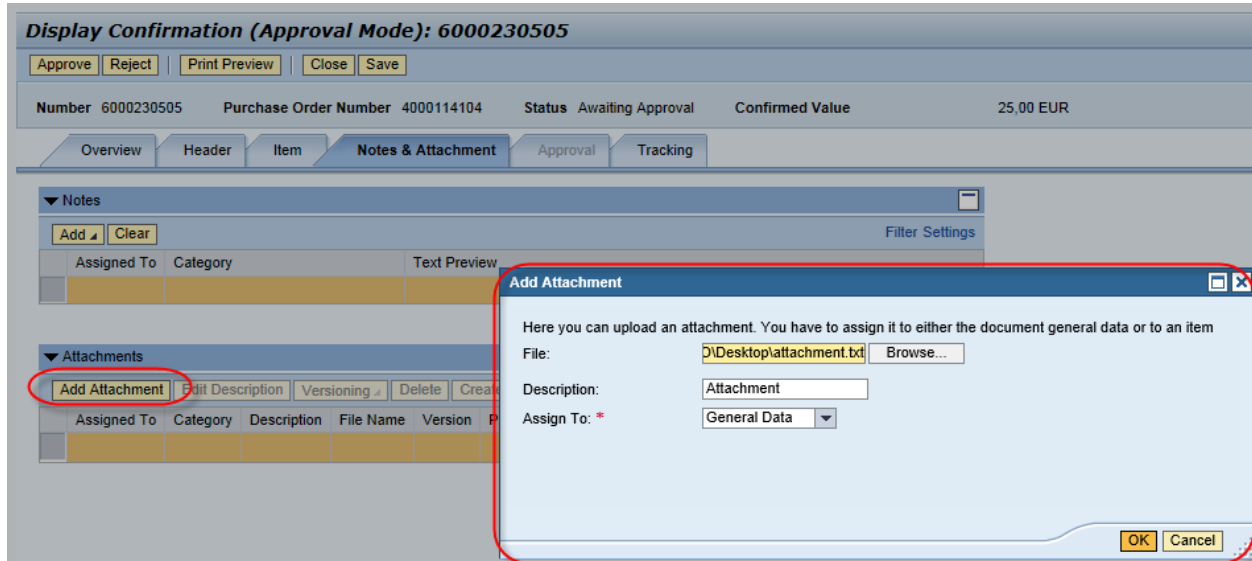
Confirmation Party: 1000004057 Supplier Name: LUXSPACE

Workflow log Related Documents

Company Name	Company Code	Received On	Processed On
SPACE ESPANA	1000003125	02.07.2015 13:58:37	
ESA	2		

The Workflow log shows the current approval status.

The "Related Documents" tab shows you which invoices have been invoiced against the item.



Display Confirmation (Approval Mode): 6000230505

Approve Reject Print Preview Close Save

Number 6000230505 Purchase Order Number 4000114104 Status Awaiting Approval Confirmed Value 25,00 EUR

Overview Header Item Notes & Attachment Approval Tracking

Notes

Add Clear Filter Settings

Assigned To Category Text Preview

Attachments

Add Attachment Edit Description Versioning Delete Create

Assigned To Category Description File Name Version

Add Attachment

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

File: D:\Desktop\attachment.txt Browse...

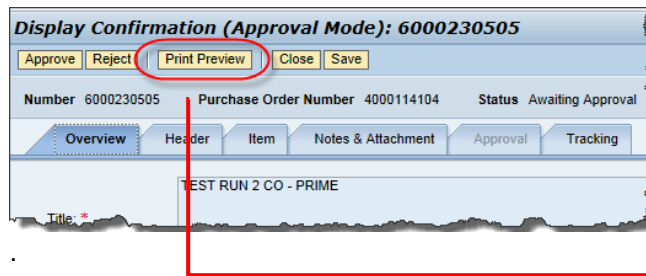
Description: Attachment

Assign To: * General Data

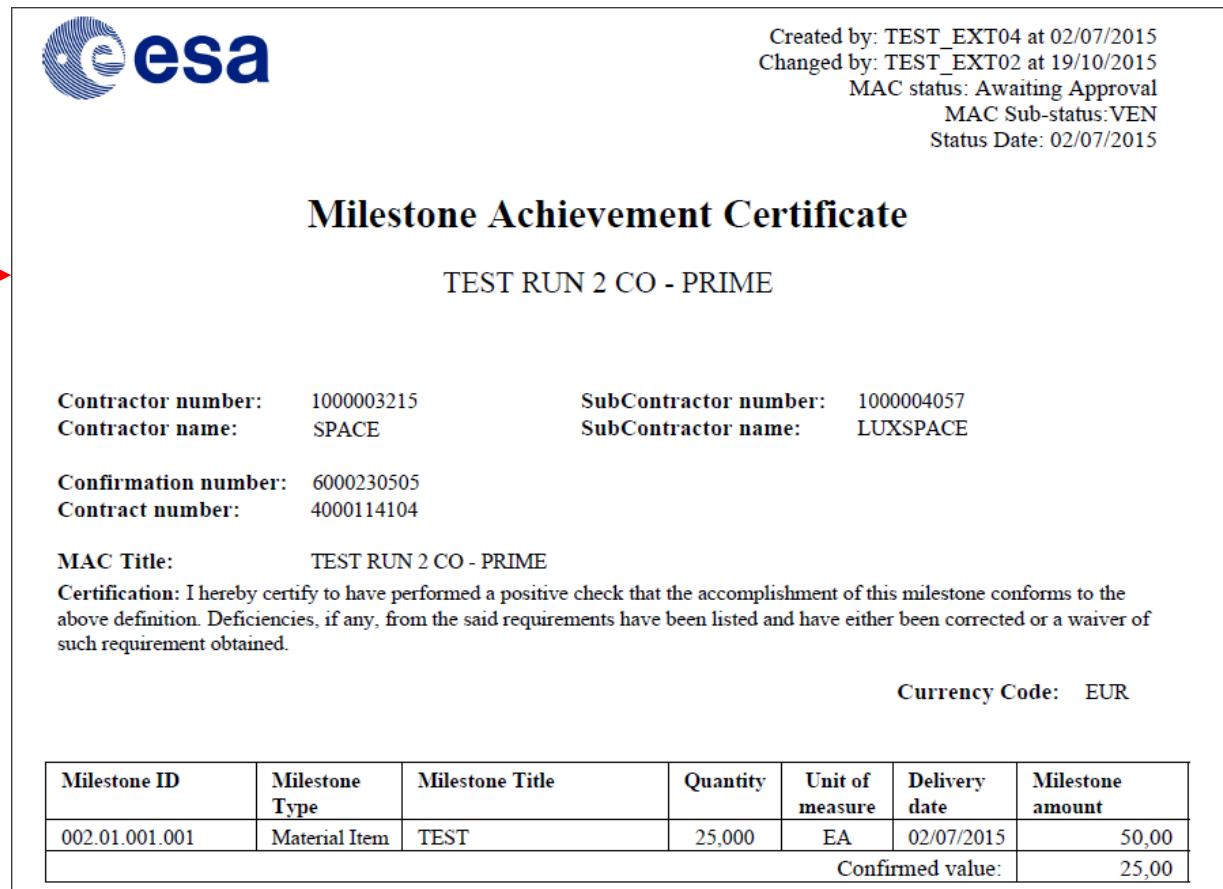
OK Cancel

To view the attachments, click on the Notes & Attachment tab. In approval mode it is possible to add other attachments.

The system allows to print the confirmation in a PDF format generating the Milestone Achievement Certificate form. In order to do that, click on the Print Preview link label.



The confirmation is now presented in PDF format. You can print the Milestone Achievement Certificate or save it locally.



Created by: TEST_EXT04 at 02/07/2015
 Changed by: TEST_EXT02 at 19/10/2015
 MAC status: Awaiting Approval
 MAC Sub-status: VEN
 Status Date: 02/07/2015

Milestone Achievement Certificate

TEST RUN 2 CO - PRIME

Contractor number: 1000003215 **SubContractor number:** 1000004057
Contractor name: SPACE **SubContractor name:** LUXSPACE

Confirmation number: 6000230505
Contract number: 4000114104

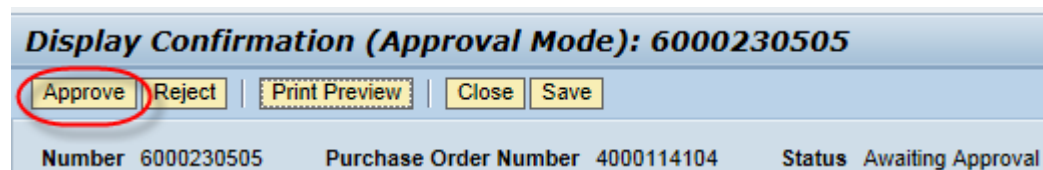
MAC Title: TEST RUN 2 CO - PRIME

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

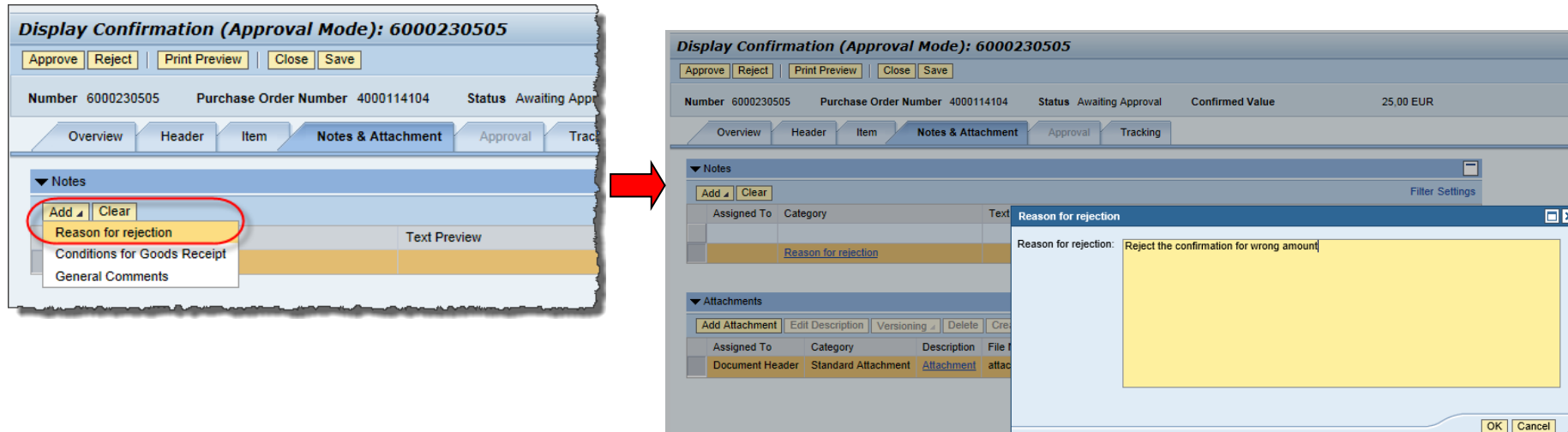
Currency Code: EUR

Milestone ID	Milestone Type	Milestone Title	Quantity	Unit of measure	Delivery date	Milestone amount
002.01.001.001	Material Item	TEST	25,000	EA	02/07/2015	50,00
Confirmed value:						25,00

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



It is also possible to reject the confirmation but in this case it is mandatory to include a note of type “Reason for rejection”. Common reasons for rejection are for example: confirmation is prematurely posted and not yet ready to be confirmed; the confirmed amount too high or missing attachments. Note that if an approver rejects the confirmation, the confirmation can be edited by the author and resubmitted.



Display Confirmation (Approval Mode): 6000230505

Approve Reject Print Preview Close Save

Number 6000230505 Purchase Order Number 4000114104 Status Awaiting Approval Confirmed Value 25.00 EUR

Overview Header Item Notes & Attachment Approval Tracking

Notes

Add Clear

Reason for rejection

Conditions for Goods Receipt

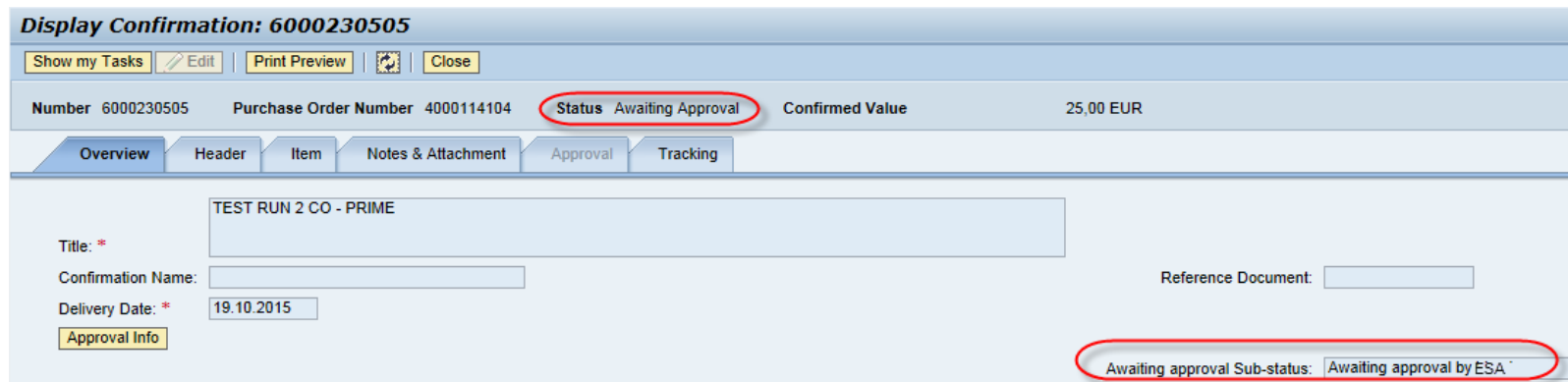
General Comments

Text Preview

Reason for rejection: Reject the confirmation for wrong amount

OK Cancel

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 but the sub-status changes into “Awaiting approval by ESA”.



Display Confirmation: 6000230505

Show my Tasks Edit Print Preview Close

Number 6000230505 Purchase Order Number 4000114104 Status Awaiting Approval Confirmed Value 25,00 EUR

Overview Header Item Notes & Attachment Approval Tracking

Title: * TEST RUN 2 CO - PRIME

Confirmation Name:

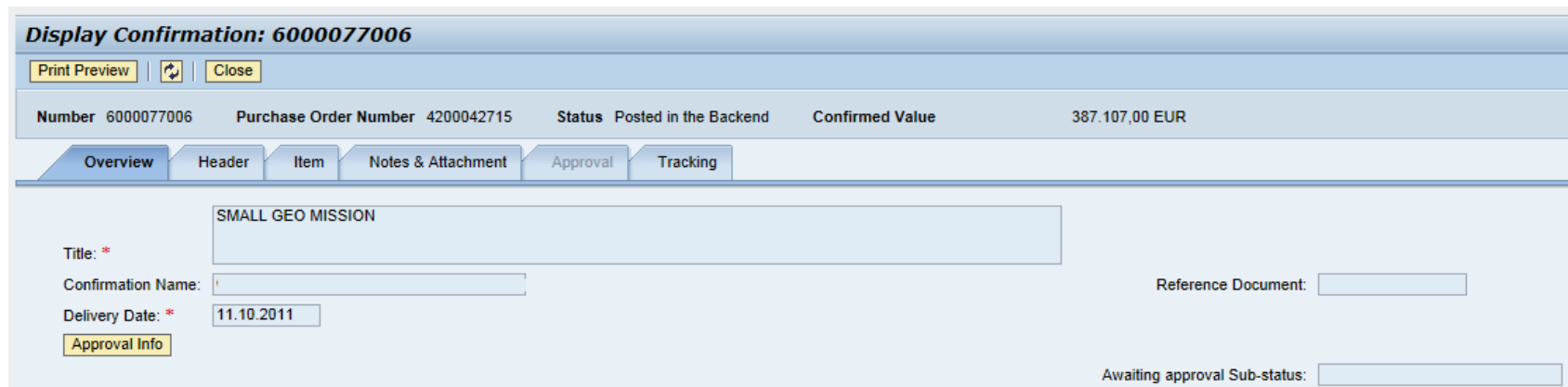
Delivery Date: * 19.10.2015

Approval Info


Reference Document:

Awaiting approval Sub-status: Awaiting approval by ESA

After the final approval by the agency, the status will change to 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'.



Display Confirmation: 6000077006

Print Preview |  | Close

Number	6000077006	Purchase Order Number	4200042715	Status	Posted in the Backend	Confirmed Value	387.107,00 EUR
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
Overview | Header | Item | Notes & Attachment | **Approval** | Tracking

Title: *

Confirmation Name:

Delivery Date: *

Reference Document:

Approval Info 

Awaiting approval Sub-status:

Once the status of the confirmation is posted in the backend the approved invoice (in case it exists) will be ready to be paid.

IMPORTANT: The 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.

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.
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.
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 in the confirmation screen.