→ esa-p EXTENDED GUIDE

How to SUBMIT and APPROVE a MAC Confirmation

esa-p Extended Guide

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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.

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:
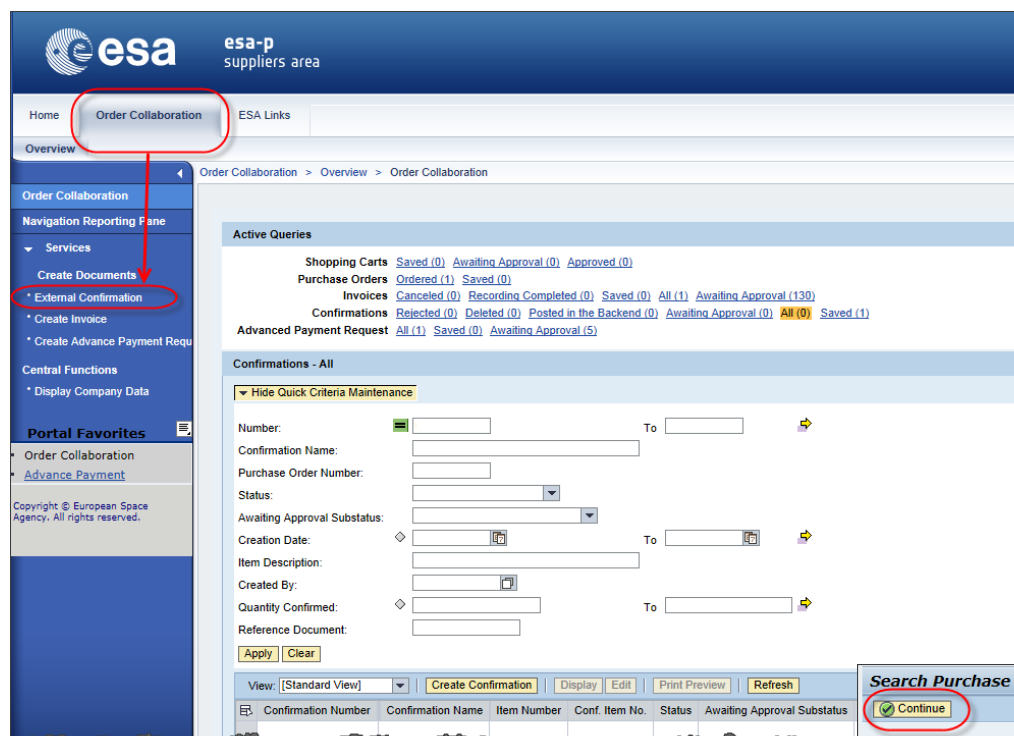
In the Order Collaboration section, you can create new confirmations and documents and view existing documents.
In the menu on the left side, you can create new documents, on the right side of the screen, through the active queries, you can view existing documents.
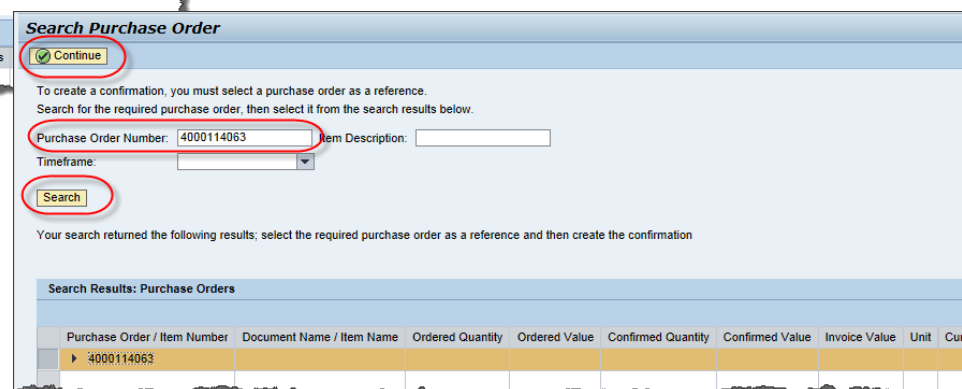
In order to create a new confirmation, click on the Create Documents - External Confirmation link.

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.

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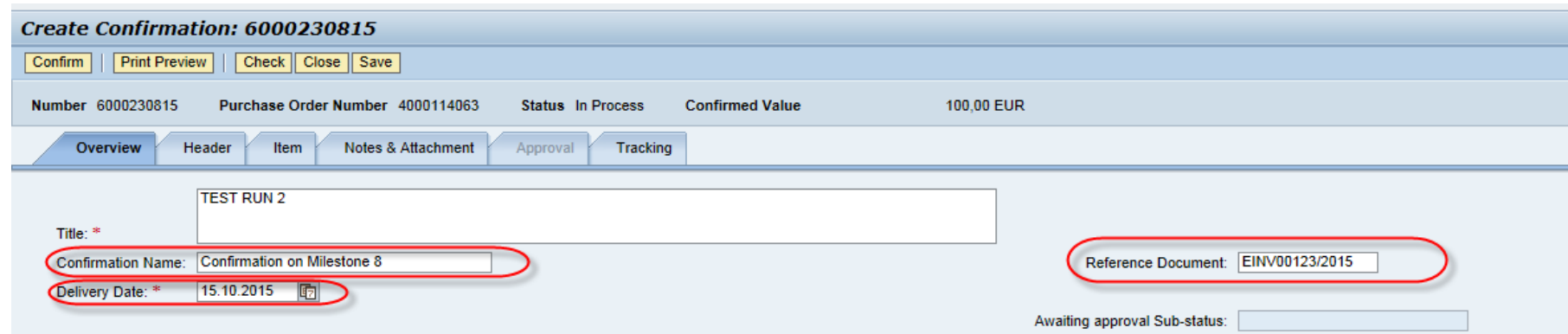
After entering the confirmed quantity, press the "Enter" key on the keyboard to reflect the corresponding value (the system will calculate the confirmed value in the top navigation bar).

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).

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.

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.
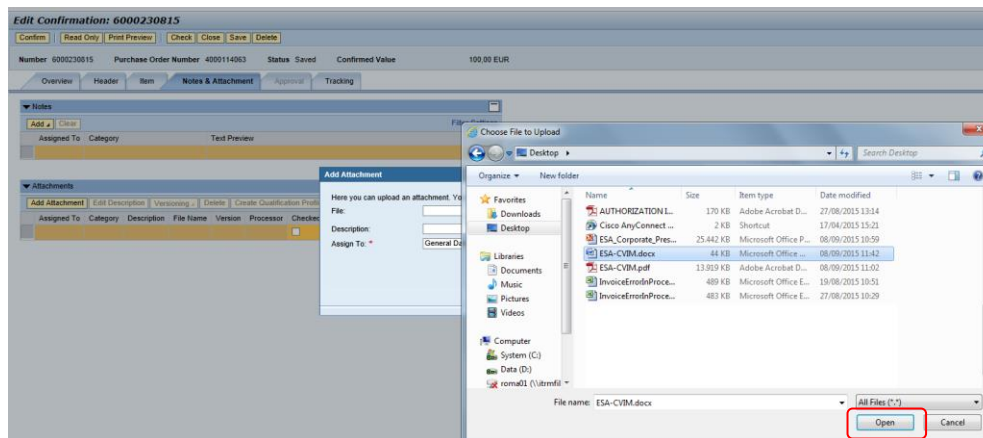
Select the document you want to attach and click Open button and then "OK".
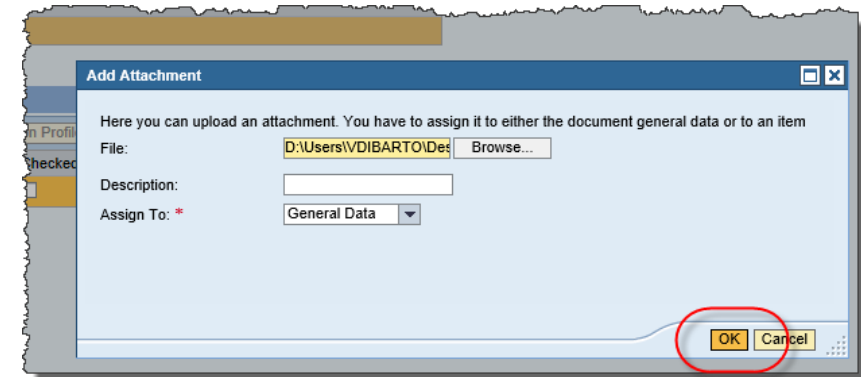
You can also add a description for the attachment in the "Description" textbox. Note that if this field is left blank, the filename will be used.
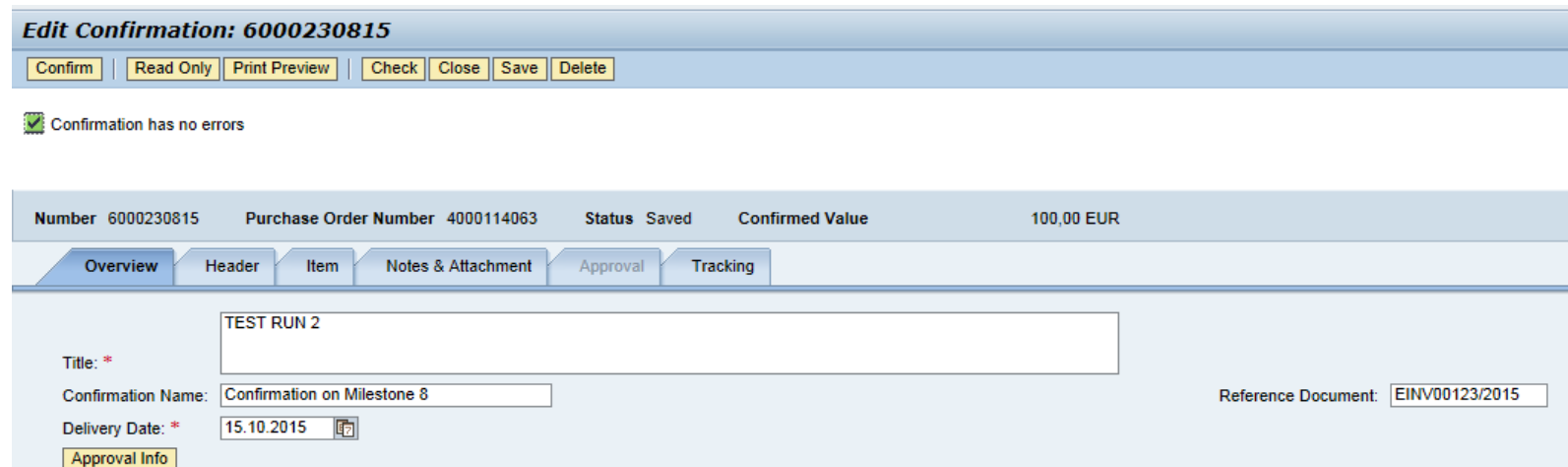
The document is attached in the confirmation. You can also ad a note in the "Notes" section clicking on the "Add" button.
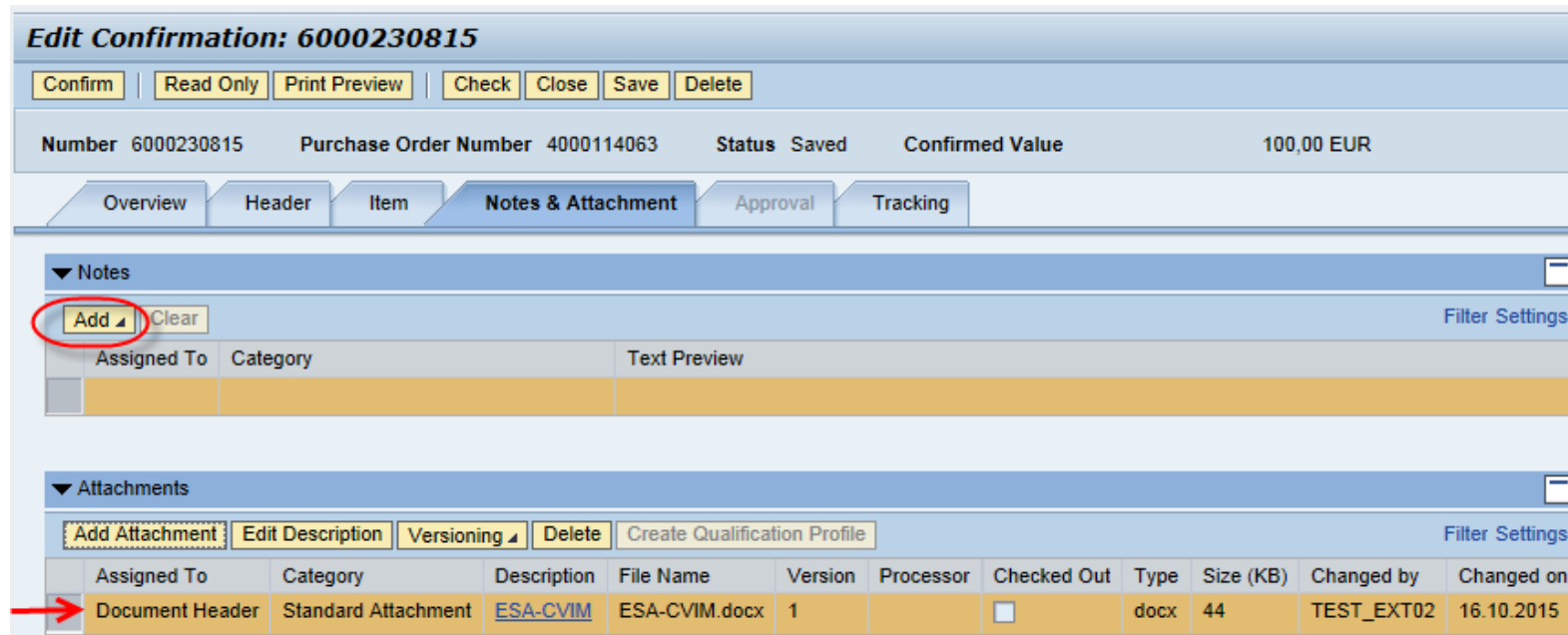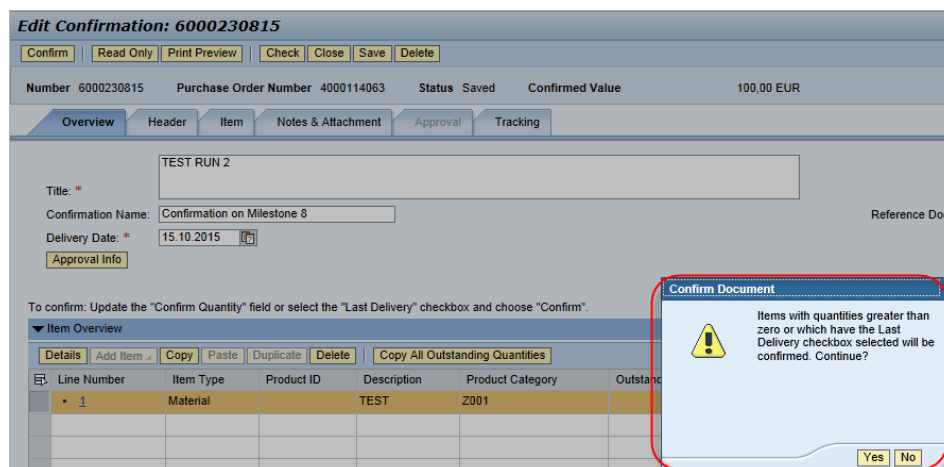
Please click Check button Check .

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 Confirm **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'.

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.

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.
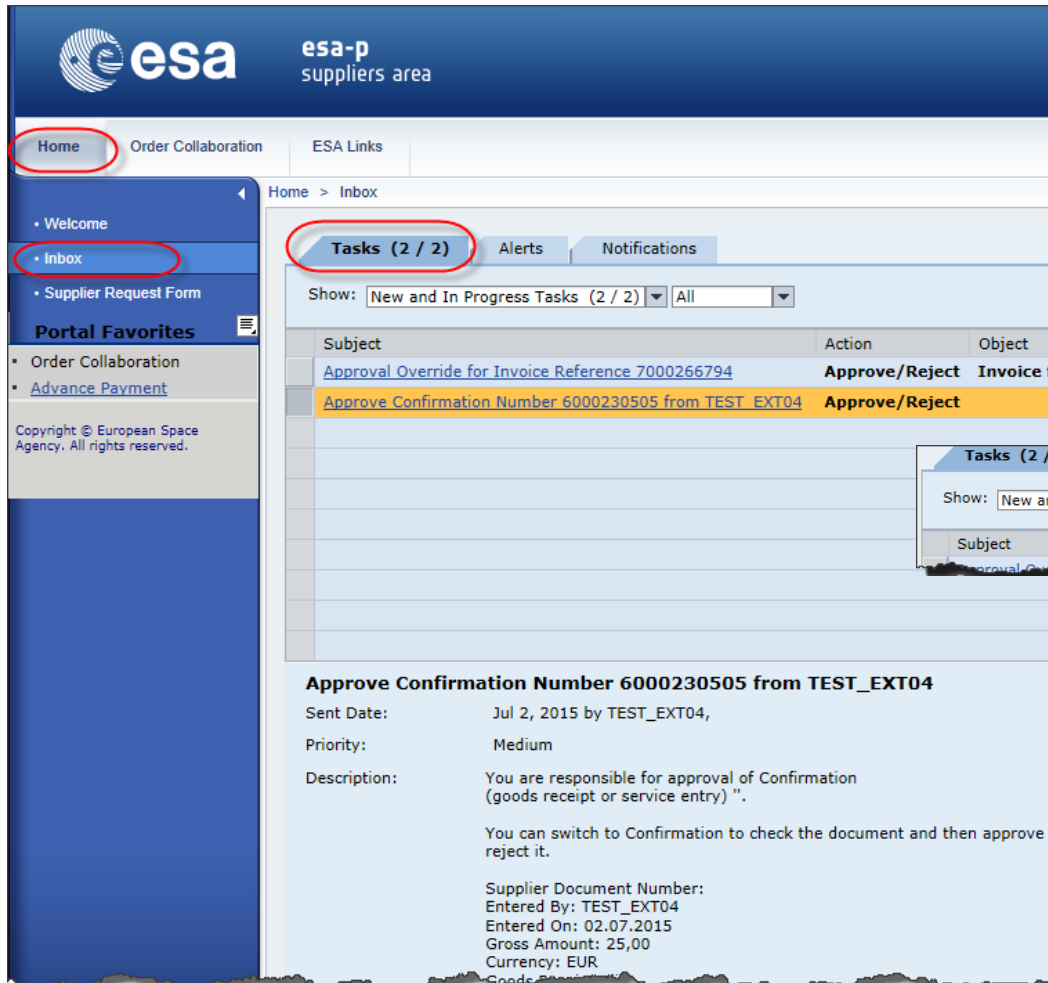
HOW TO APPROVE A CONFIRMATION AS AN UPPER-TIER SUPPLIER

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.

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.
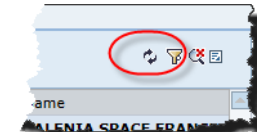
Click Refresh menu item.
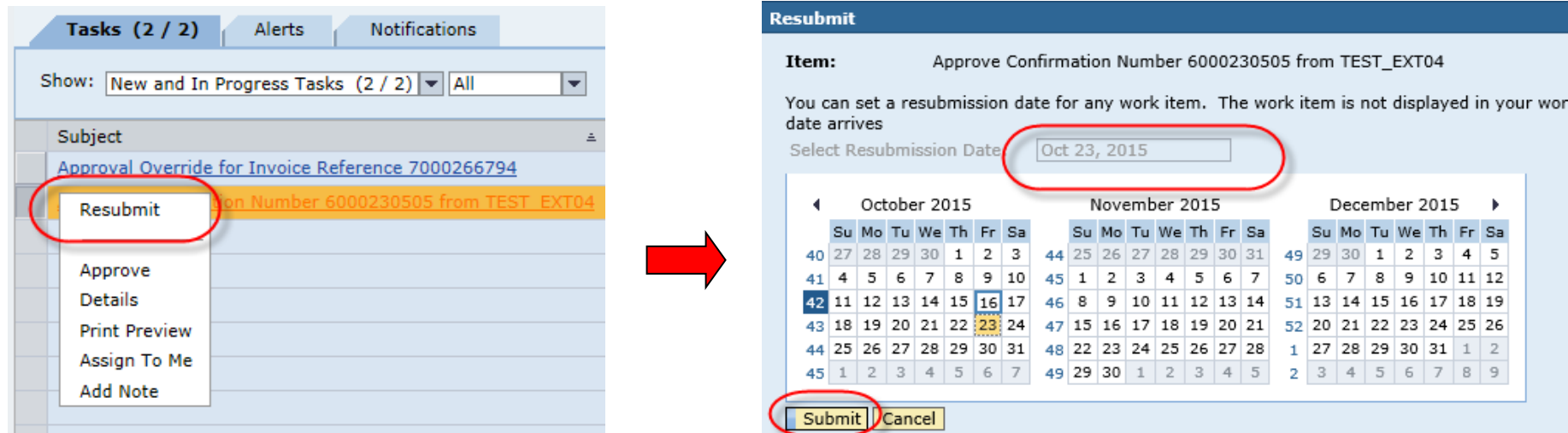
It is not possible to delete entries from your inbox.

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.

You can find the task among the Tasks for Resubmission:
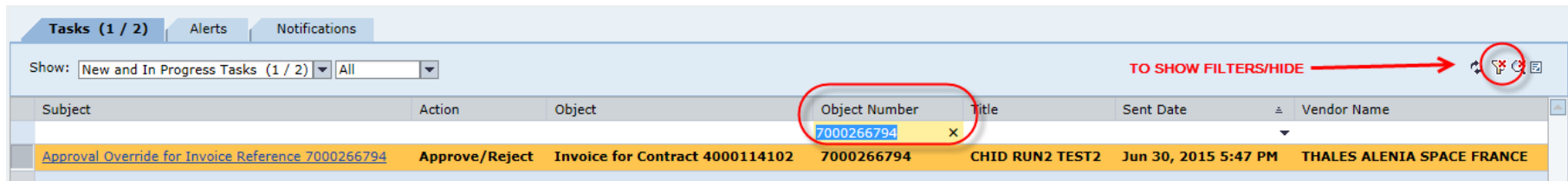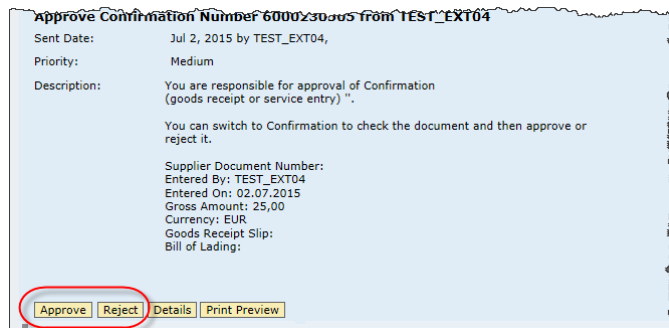
You can end the resubmission pushing the END RESUBMISSION option in the right click menu of the corresponding work item.

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

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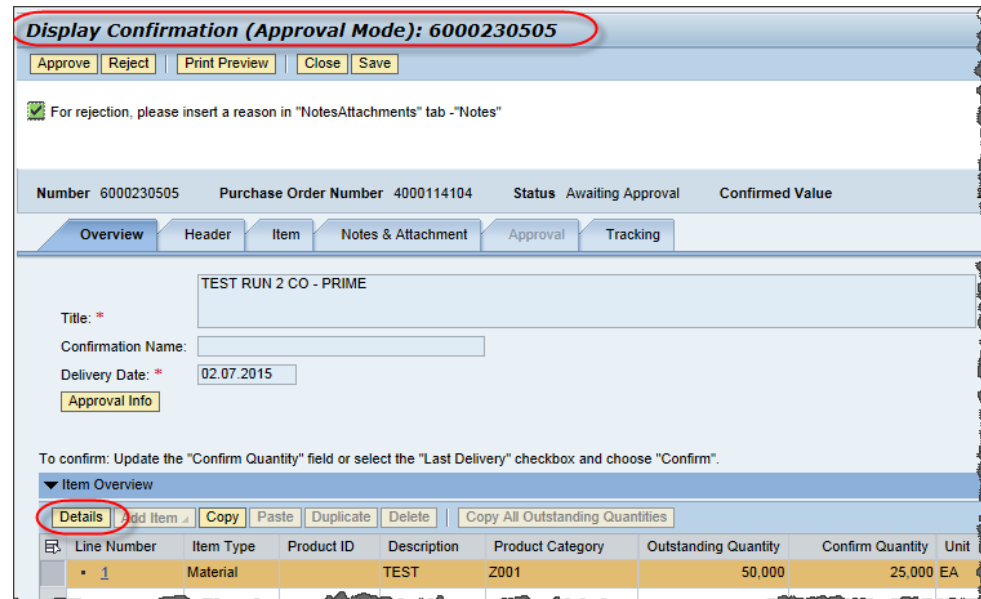
The details are now displayed you can view the right part of the screen for more information.

The Approval Info button

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

The Workflow log shows the current approval status.

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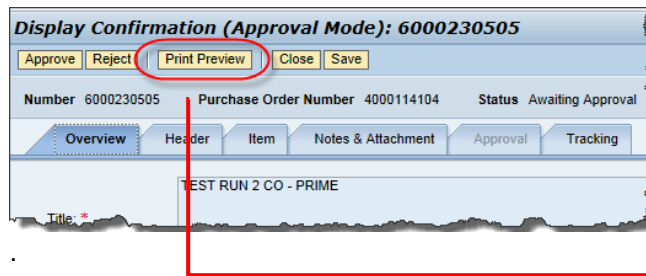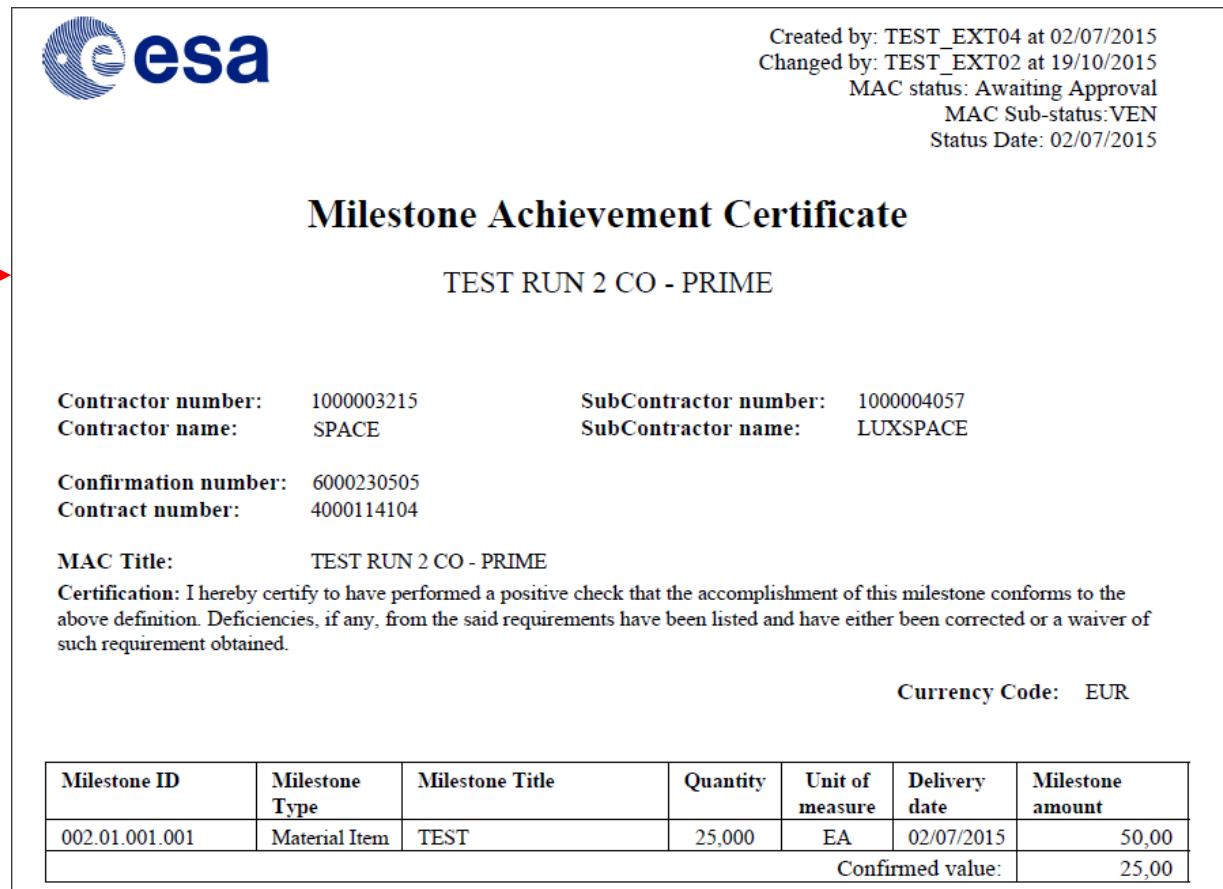

To view the attachments, click on the Notes & Attachment tab. In approval mode it is possible to add other attachments.

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.

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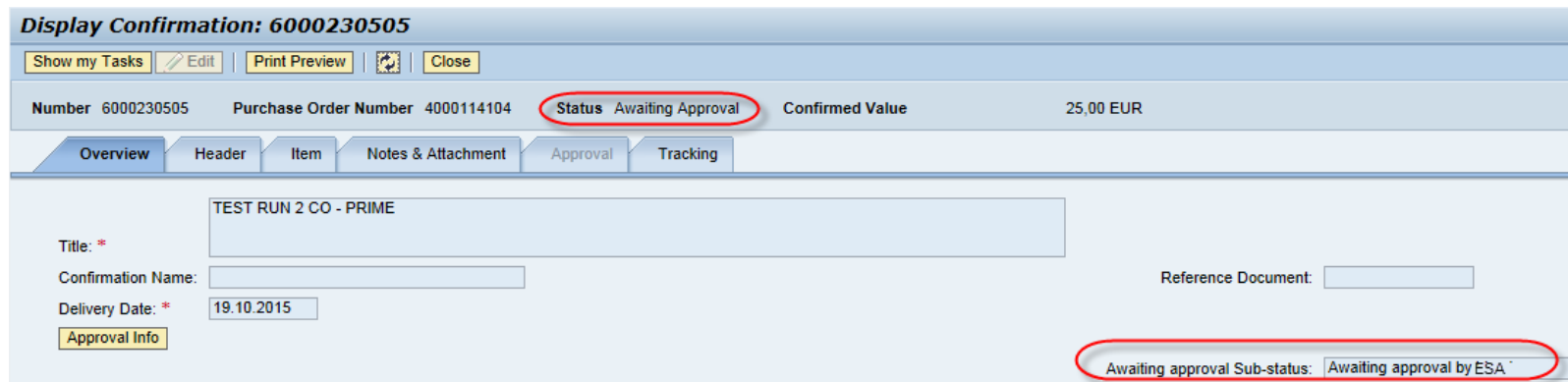
After approving the confirmation, the system will inform you that the action has been performed successfully. As mentioned before, the yellow warning messages do not block the processing of the document. After approval by the prime supplier, the confirmation status is still awaiting approval, as it is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

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'.

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 happens, 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.