

→ **esa-p EXTENDED GUIDE**

**How to SUBMIT and APPROVE an Advance
Payment Request**



esa-p Extended Guide

How to SUBMIT and APPROVE an Advance Payment Request

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

In this guide you will learn how to create, submit and approve an Advance Payment Request (APR) related to a Contract or Purchase Order (PO).

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 'APR'.

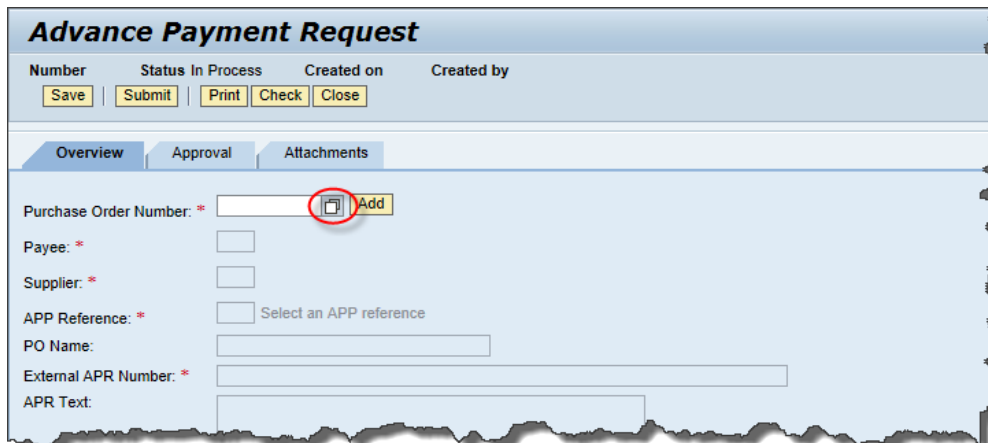
NAVIGATE TO 'CREATE DOCUMENTS': ADVANCE PAYMENT REQUEST

In order to create a new APR, click on the **Order Collaboration** tab -> **Create Advance Payment Request** link:



The Advanced Payment Request is created in esa-p against a contract where the Advance Payment Plant (APP item) has been inserted.

The Advance Payment Request (APR) document can be created by ESA and industry.

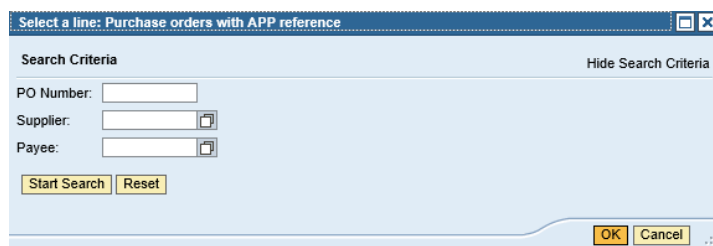


The screenshot shows the 'Advance Payment Request' form. At the top, there are tabs for 'Overview', 'Approval', and 'Attachments'. Below the tabs, there are fields for 'Purchase Order Number', 'Payee', 'Supplier', 'APP Reference', 'PO Name', 'External APR Number', and 'APR Text'. The 'Purchase Order Number' field has a search icon and an 'Add' button next to it, which is circled in red. There are also buttons for 'Save', 'Submit', 'Print', 'Check', and 'Close' at the top of the form.

A new window it is opened where all the fields requested for the APR creation are shown.

Please note that the screen for the creation of an APR is similar to the creation of an invoice. In fact most of the fields have the same meaning also used for the invoice.

The first mandatory step to create an APR is to select the corresponding PO. Click on the Purchase Order Number search help button to open a new window where you can search for the PO.



Select a line: Purchase orders with APP reference

Search Criteria

PO Number:

Supplier:

Payee:

Start Search Reset

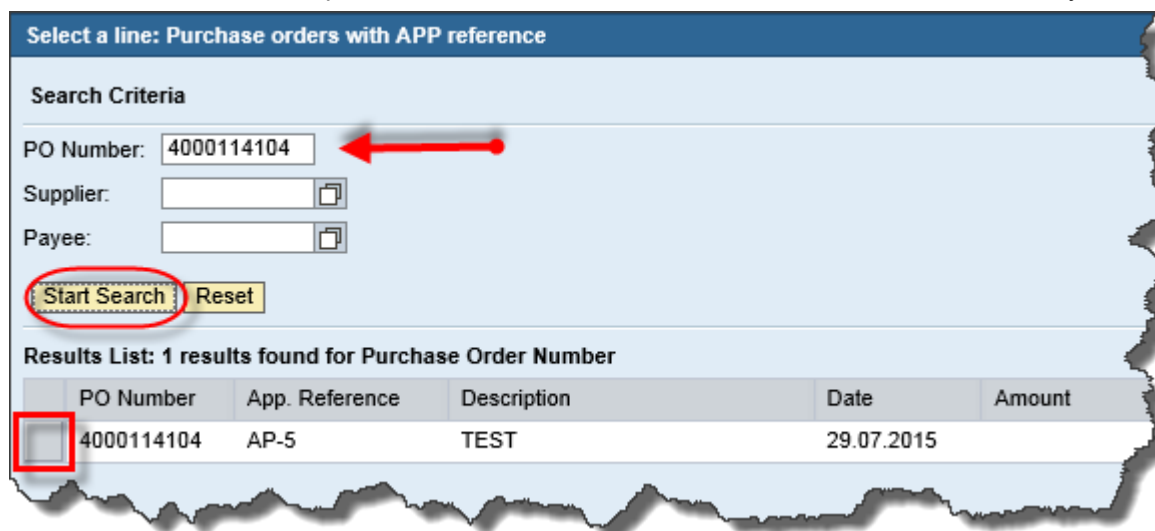
OK Cancel

The search help box is shown. The search box allows you to search the Contract by PO Number, Supplier or Payee.

For the purpose of this guide, the search by PO Number is used.

The PO Number is the number of the contract against which the APR is made.

Enter the PO Number and push the “Start Search” button: the list of available Advance Payment Plan (APP) items for the PO is shown:



Select a line: Purchase orders with APP reference

Search Criteria

PO Number: 4000114104

Supplier:

Payee:

Start Search Reset

Results List: 1 results found for Purchase Order Number

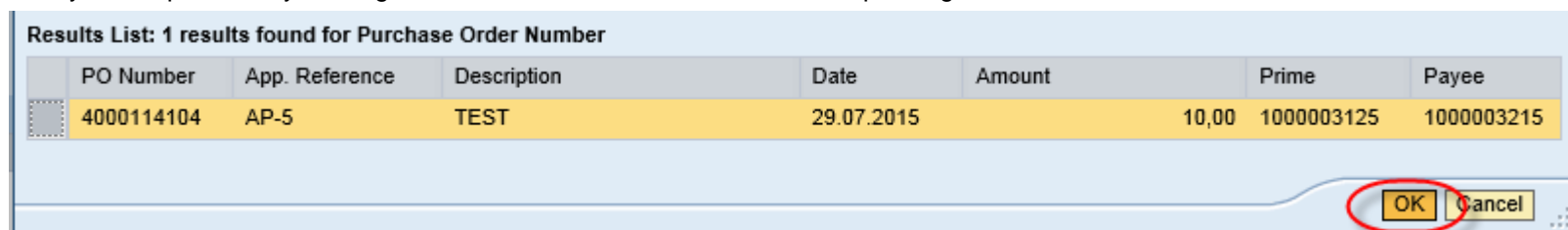
PO Number	App. Reference	Description	Date	Amount
4000114104	AP-5	TEST	29.07.2015	

The items visible in this box depend by the user visibility:

- ESA users will be able to see all APP items related to the Contract/PO
- Prime will be able to see all APP items related to Contract/PO line items within their consortium
- Subcontractor will be able to see all APP items related to Contract/PO line items for which they are indicated as suppliers.

Select the Advance Payment Plan item.

Now you can proceed by clicking on the APP item to use for the APR and pushing the OK button.



Results List: 1 results found for Purchase Order Number

PO Number	App. Reference	Description	Date	Amount	Prime	Payee
4000114104	AP-5	TEST	29.07.2015	10,00	1000003125	1000003215

OK Cancel

Complete the APR Creation screen as per the required information.

Please note that some of the fields have been automatically populated with the information retrieved from the APP item selected in the previous step.

Advance Payment Request PO Number 4000114104

Number 8100021400 Status In Process Created on 13.10.2015 12:27:19 Created by TEST_EXT02

[Save](#) [Submit](#) [Print](#) [Check](#) [Close](#)

Overview **Approval** **Attachments**

Purchase Order Number: * 4000114104 [Add](#)

Payee: * 1000003215 SPACE ITALIA SPA

Supplier: * 1000003125 SPACE ESPANA

APP Reference: * AP-5 TEST 29.07.2015

PO Name: TEST

External APR Number: *

APR Text:

APR Issue Date: *

APP Date: 29.07.2015

APP Description: TEST

Total Value (Gross)/Currency: * 10,00 EUR

Net Value: 10,00

Total Tax: 0,00 [Calculate](#)

Original Tax Amount: 0,00

Part. Bank: *

VAT Exemption Number:

Awaiting approval sub-status: Not started

Payment Baseline Date:

FI Posting Date:

Clearing Document Date:

Created on: 13.10.2015 12:27:19

Created by: TEST_EXT02

APR Line	PO Item	Item Description	APP Amount	Tax	Tax Amount	Currency	Rebooking
1	0000000015	TEST	10,00	Tax exemption 0.0 %	0,00	EUR	<input type="checkbox"/>

In the following steps you will see how to populate the remaining mandatory fields not automatically populated from the APP item.

Click on the External APR Number text box.

The External APR Number should be filled with the external reference to the Advance Payment coming from the Supplier.

It is inserted manually during the creation of the APR.

External APR Number: * EXT ADV22345566

Click on the APR Issue Date text box.

APR Issue Date: * 13.10.2015

APP Date:

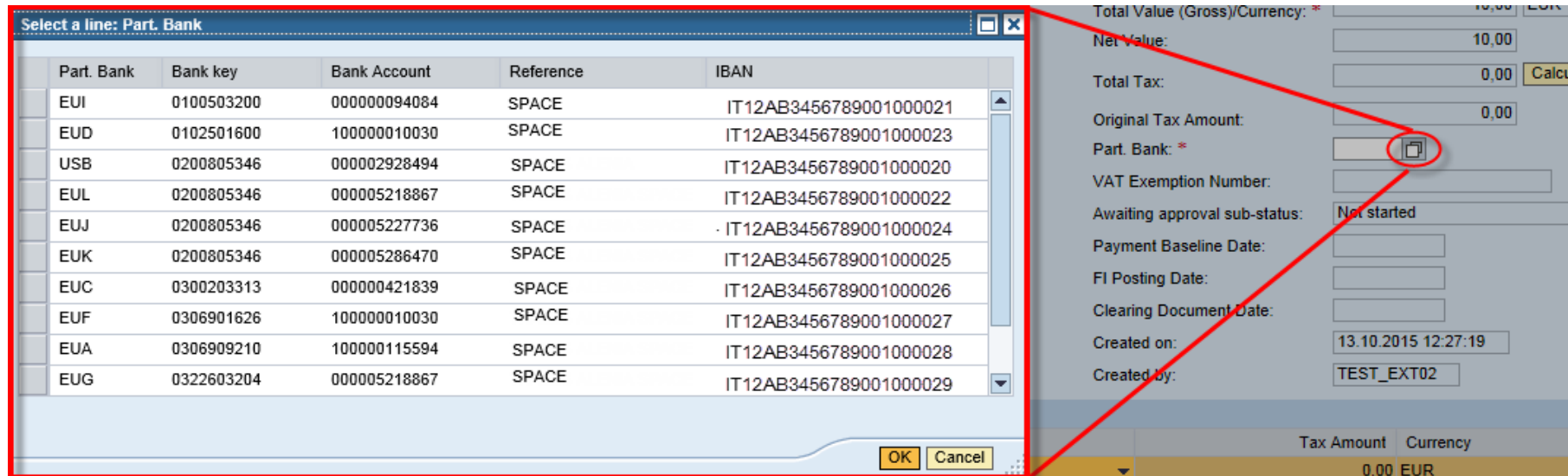
APP Description:

APR Line	PO Item	Item Description	APP Amount	Tax	Tax Amount	Currency	Rebooking
1	0000000015	TEST	10,00	Tax exemption 0.0 %	0,00	EUR	<input type="checkbox"/>

The APR issue date has to be filled with the date when the APR is issued by the Industry. It is entered by Industry in the APR document (electronic or paper document).

Click on the search button to look up for the Part. Bank.

The available bank accounts for the Payee are listed.



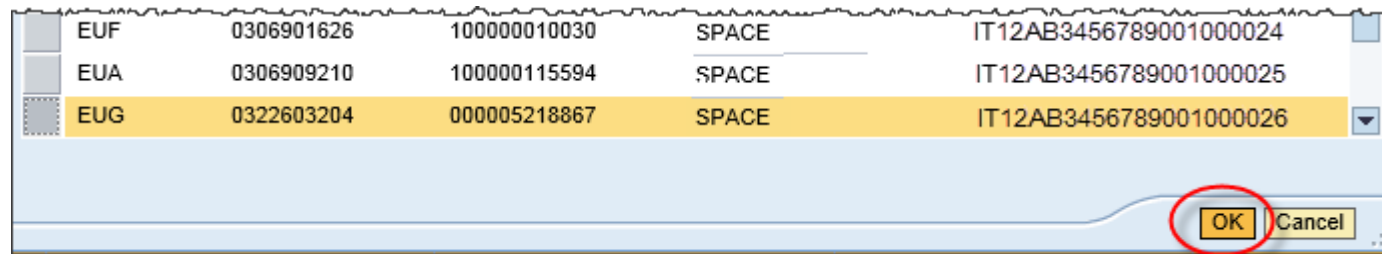
Part. Bank	Bank key	Bank Account	Reference	IBAN
EUI	0100503200	000000094084	SPACE	IT12AB3456789001000021
EUD	0102501600	100000010030	SPACE	IT12AB3456789001000023
USB	0200805346	000002928494	SPACE	IT12AB3456789001000020
EUL	0200805346	000005218867	SPACE	IT12AB3456789001000022
EUJ	0200805346	000005227736	SPACE	IT12AB3456789001000024
EUK	0200805346	000005286470	SPACE	IT12AB3456789001000025
EUC	0300203313	000000421839	SPACE	IT12AB3456789001000026
EUJ	0306901626	100000010030	SPACE	IT12AB3456789001000027
EUA	0306909210	100000115594	SPACE	IT12AB3456789001000028
EUG	0322603204	000005218867	SPACE	IT12AB3456789001000029

OK Cancel

Total Value (Gross)/Currency: 10,00 EUR
 Net Value: 10,00
 Total Tax: 0,00
 Original Tax Amount: 0,00
 Part. Bank: *
 VAT Exemption Number:
 Awaiting approval sub-status: Not started
 Payment Baseline Date:
 FI Posting Date:
 Clearing Document Date:
 Created on: 13.10.2015 12:27:19
 Created by: TEST_EXT02
 Tax Amount Currency
 0,00 EUR

In order to enable the payment of the APR, the "Part. Bank" field has to be filled in with the bank code of the Payee.

Click on the bank account item to select it:



EUF	0306901626	100000010030	SPACE	IT12AB3456789001000024
EUA	0306909210	100000115594	SPACE	IT12AB3456789001000025
EUG	0322603204	000005218867	SPACE	IT12AB3456789001000026

OK Cancel

Now you have populated all the mandatory fields requested to create an APR. Other relevant fields of the APR are the following:

1	'Number' ('APR Number') identifies the APR in esa-p. It is automatically generated during the creation of the APR.
2	'Payment Baseline Date' is automatically set by the system to the date when the APR is submitted to ESA for approval by the Prime. Its value can be overwritten by ESA Payable administrator.
3	'FI Posting Date' is automatically set by the system to the date when the APR is approved by ESA and the APR reaches the status "Posted in Backend".
4	'Clearing Document Date' is the payment date of the Advance Payment.
5	'Net Value' is the total amount of the APR excluding Tax. It is automatically calculated as sum total of the APP items belonging to the APR.
6	'Total Value (Gross)' is the total amount of the APR including Tax. It is calculated as ['Net Value'] + ['Total Tax'].
7	'APR Text' is the textual description of the APR entered by the user (it has the same characteristics as the invoice title).
8	'APP Reference' contains the relevant information of the Advance Payment Plan item associated to the APR. In this field are concatenated the 'APP Reference' From the contract line item, the 'APP Description' and the 'APP Date'.
9	'PO Item' is the milestone against which the APR is created.
10	'APP Amount' is the amount for the APP item. It is defined during the APP creation.
11	'Item Description' is the description of the milestone associated to the APP.

Advance Payment Request PO Numt

Number 8100021403 Status In Process Created on 14.10.2015 11:02:13 Created by TEST_EXT02

1 Save Submit Print Check Close

Overview Approval Attachments

Purchase Order Number: * 4000114104

Payee: * 1000003215 SPACE ITALIA SPA

Supplier: * 1000003125 SPACE ESPANA

APP Reference: * AP-5 TEST 29.07.2015 8

PO Name: TEST

External APR Number: * EXT ADV22345566

APR Text: 7

APR Issue Date: * 13.10.2015

APP Date: 29.07.2015

APP Description: TEST

Total Value (Gross)/Currency: * 10,00 EUR 6

Net Value: 10,00 5

Total Tax: 0,00 Calculate

Original Tax Amount: 0,00

Part. Bank: * EUG

VAT Exemption Number:

Awaiting approval sub-status: Not started

2 Payment Baseline Date:

3 FI Posting Date:

4 Clearing Document Date:

Created on: 14.10.2015 11:02:13

Created by: TEST_EXT02

Items	APR Line	PO Item 9	Item Description 11	10 APP Amount	Tax	Tax Amount	Currency	Rebooking
1	0000000015	TEST	10,00	Tax exemption 0.0 %	0,00	EUR	<input type="checkbox"/>	

Click on the **CHECK** button to verify that there are no errors and then on the **SUBMIT** button to submit the APR for approval.




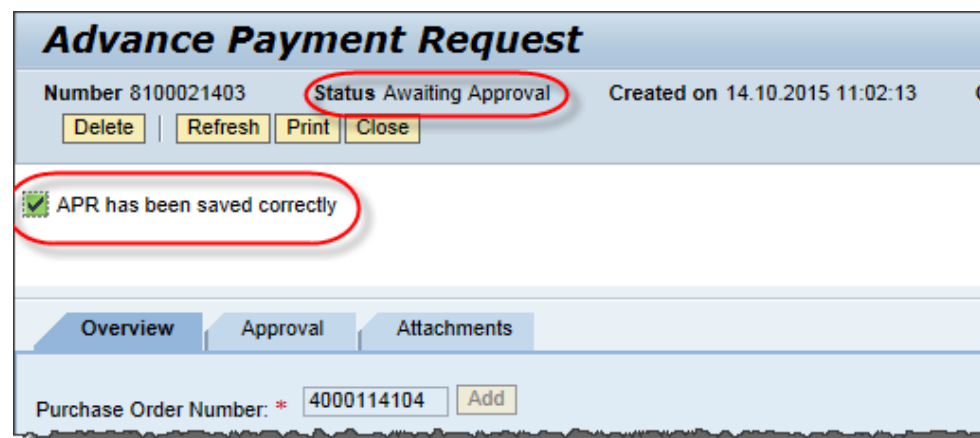
Advance Payment Request

Number 8100021403 Status In Process Created on 14.10.2015 11:02:13 Created by TEST_EXT02

After submitting the APR a confirmation message will be displayed informing that the APR has been saved correctly.

The status of the APR will change from 'In Process' to 'Awaiting Approval'.

Now the APR is created and you can close this window clicking on the .



Advance Payment Request

Number 8100021403 Status Awaiting Approval Created on 14.10.2015 11:02:13 C

|

☒ APR has been saved correctly

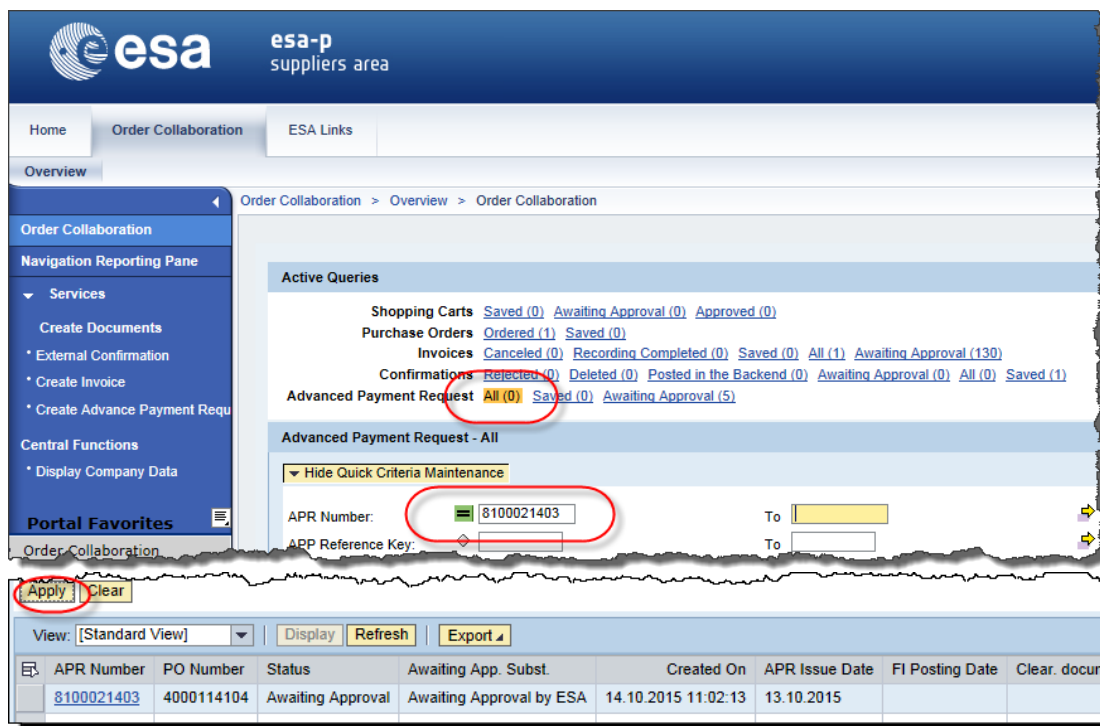
Overview Approval Attachments

Purchase Order Number: * 4000114104

The possible statuses for an APR are:

Esa-p status	Description
In Process	Document is in process of being created
Saved	A draft status: document can be re-opened for editing/completion. ATTENTION: A Saved document is NOT submitted = will never reach ESA.
Awaiting Approval	Approval workflow has started, document is now in inbox of upper level for approval. Upon Prime approval: document is submitted to/received by ESA.
Approved	Status after approval by ESA
Posted in the backend	APR approved by ESA.
Paid	Final Status set when the APR has been paid. This is not done in real time, but via a custom batch program that runs daily.
Error in process	It may appear due to replication issues. After this has been fixed the APR will get the status 'Posted in the Backend'.
Release Rejected	Document was reject by an upper-tier within the Industry consortium or within ESA

Now that the APR has been submitted for approval, the next steps will describe you how to locate the APR by using the predefined active queries available in the Order Collaboration Tab.



APR Number	PO Number	Status	Awaiting App. Subst.	Created On	APR Issue Date	FI Posting Date	Clear. docum
8100021403	4000114104	Awaiting Approval	Awaiting Approval by ESA	14.10.2015 11:02:13	13.10.2015		

Go to the row that contains the 'Advance Payment Request' queries and click on the 'All' link, enter one or more criteria (e.g. the APR number) and push the “Apply” button.

The content of the output list is refreshed.
The new APR is shown in the list as 'Awaiting Approval by ESA.'

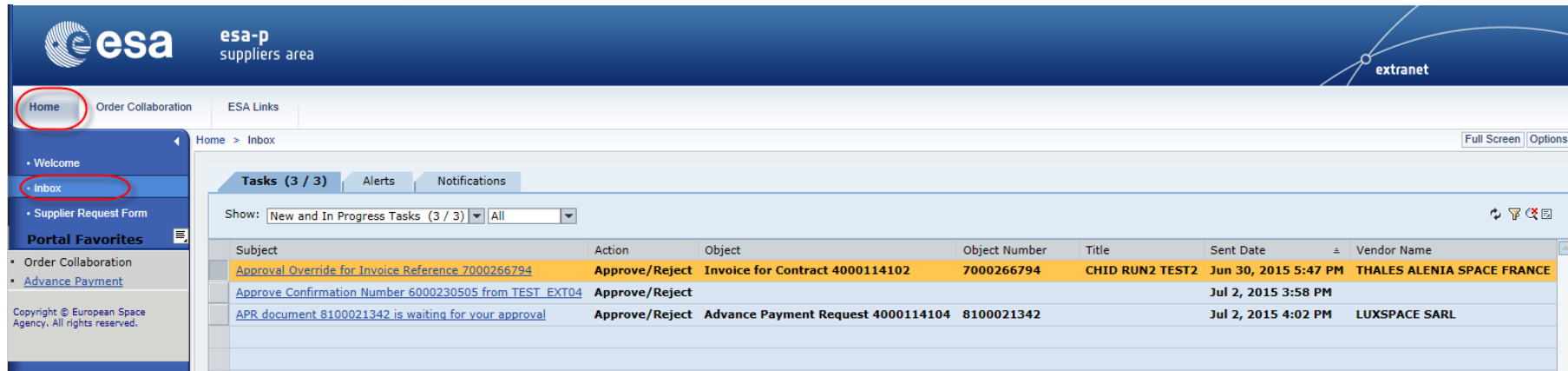
The 'Awaiting App. Subst.' is the sub status of the workflows. Possible values are:

Esa-p status	Description	Esa-p sub status for document 'Awaiting Approval'	
Awaiting Approval	Approval workflow has started, document is now in inbox of upper level for approval.Upon Prime approval: document is submitted to/received by ESA.	Awaiting approval by Vendor	Document is under approval within consortium = awaiting approval by upper-tier supplier/Prime
		Awaiting approval by ESA	Document is under approval by ESA
		Workflow Errors	Approval workflow has resulted in a technical error

HOW TO APPROVE THE ADVANCE PAYMENT REQUEST

In the previous steps you have seen how to create the APR as Supplier. In the following steps you will see how to approve an APR submitted by a lower tier subcontractor directly paid by ESA.

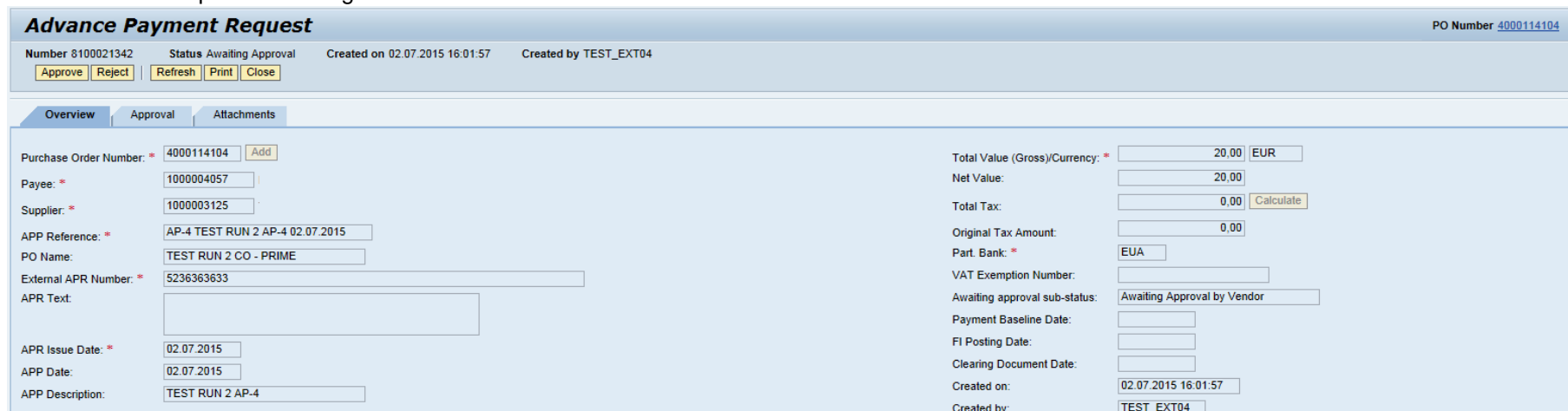
Click on the Inbox tab control to show the items that you have received for approval:



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	Approve/Reject				Jul 2, 2015 3:58 PM	
APR document 8100021342 is waiting for your approval	Approve/Reject	Advance Payment Request 4000114104	8100021342		Jul 2, 2015 4:02 PM	LUXSPACE SARL

If approval task for the APR is currently pending in your tasks list. Click on the link to open it.

A new window is opened showing the Overview tab contains all the relevant information of the APR.



Advance Payment Request PO Number 4000114104

Number 8100021342 Status: Awaiting Approval Created on 02.07.2015 16:01:57 Created by TEST_EXT04

Approve Reject Refresh Print Close

Overview Approval Attachments

Purchase Order Number: * 4000114104 Add

Payee: * 1000004057

Supplier: * 1000003125

APP Reference: * AP-4 TEST RUN 2 AP-4 02.07.2015

PO Name: TEST RUN 2 CO - PRIME

External APR Number: * 5236363633

APR Text:

APR Issue Date: * 02.07.2015

APP Date: 02.07.2015

APP Description: TEST RUN 2 AP-4

Total Value (Gross)/Currency: * 20.00 EUR

Net Value: 20.00

Total Tax: 0.00 Calculate

Original Tax Amount: 0.00

Part. Bank: * EUA

VAT Exemption Number:

Awaiting approval sub-status: Awaiting Approval by Vendor

Payment Baseline Date:

FI Posting Date:

Clearing Document Date:

Created on: 02.07.2015 16:01:57

Created by: TEST_EXT04

Click on the Approval tab to check information on the approval flow. Here you can see the current approver (the Prime in this case) and when the approval task reached his inbox (Received on). You can also see who the next approver is.

The 'Approval Notes' is a field where comments can be added at approval time.

Advance Payment Request

PO Number [4000114104](#)

Number 8100021342 Status Awaiting Approval Created on 02.07.2015 16:01:57 Created by TEST_EXT04

[Approve](#)
[Reject](#)
[Refresh](#)
[Print](#)
[Close](#)

Overview **Approval** Attachments

Approval Notes

Add note

Advance Payment Request Approval Process

Level	Processor Determination	Received On	Processed On	Company ID	Processor	Company Name
001	ETALES20, ETALES07, ETALES14, ETALES17, ETALES26, ETALES04, ETAL...	02.07.2015 16:02:27		1000003125	Approval Process - Prime	SPACE ..
002	Payable Administrator - ESTEC			2	Approval Process - Pay...	ESA

Click on the Attachments tab to Add/Edit or delete attachments. Only APR authors and current approvers are allowed to these actions.

Allowed document type: *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, *.text.

Advance Payment Request

PO Number [4000114104](#)

Number 8100021342 Status Awaiting Approval Created on 02.07.2015 16:01:57 Created by TEST_EXT04

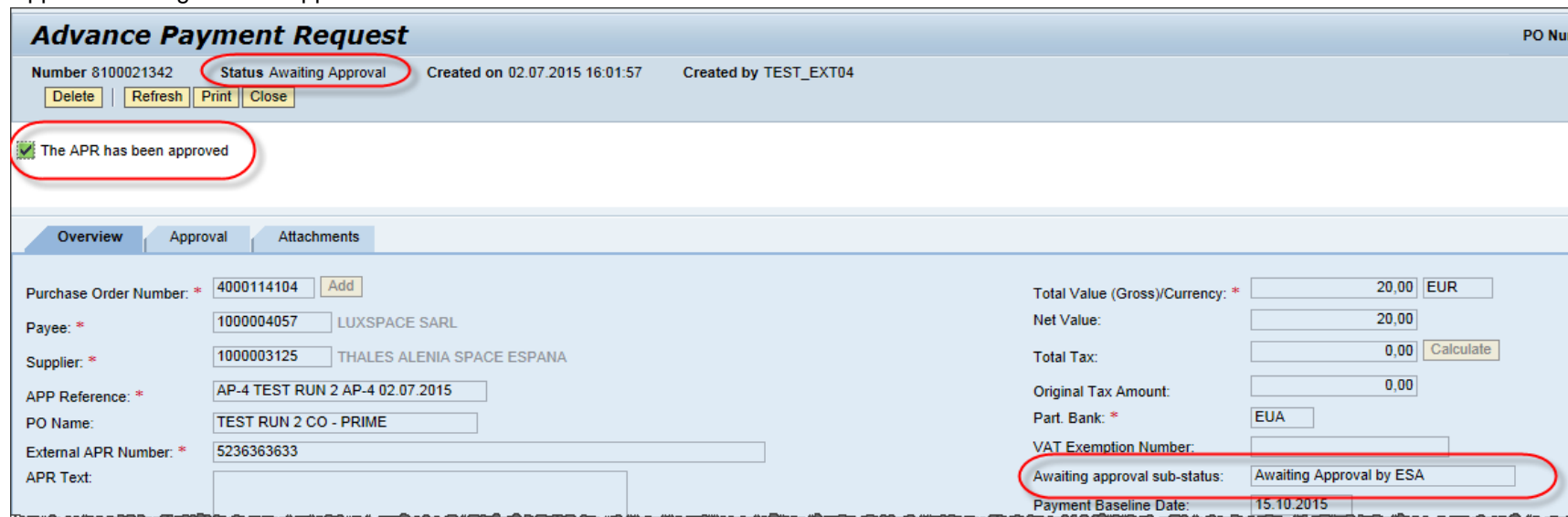
[Approve](#)
[Reject](#)
[Refresh](#)
[Print](#)
[Close](#)

Overview Approval **Attachments**

[Add Attachment](#)
[Edit Description](#)
[Delete](#)

Assigned To	Category	Description	File Name	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	APR	1320925111086.doc	doc	000000157184	TEST_EXT02	00:00:00

Now you can proceed with the approval of the APR clicking on the Approve button. In this case Prime has approved, APR Status remains Awaiting Approval waiting for ESA approval.



Advance Payment Request PO Num

Number 8100021342 **Status Awaiting Approval** Created on 02.07.2015 16:01:57 Created by TEST_EXT04

Delete Refresh Print Close

☒ The APR has been approved

Overview Approval Attachments

Purchase Order Number: * 4000114104 Add

Payee: * 1000004057 LUXSPACE SARL

Supplier: * 1000003125 THALES ALENIA SPACE ESPANA

APP Reference: * AP-4 TEST RUN 2 AP-4 02.07.2015

PO Name: TEST RUN 2 CO - PRIME

External APR Number: * 5236363633

APR Text:

Total Value (Gross)/Currency: * 20,00 EUR

Net Value: 20,00

Total Tax: 0,00 Calculate

Original Tax Amount: 0,00

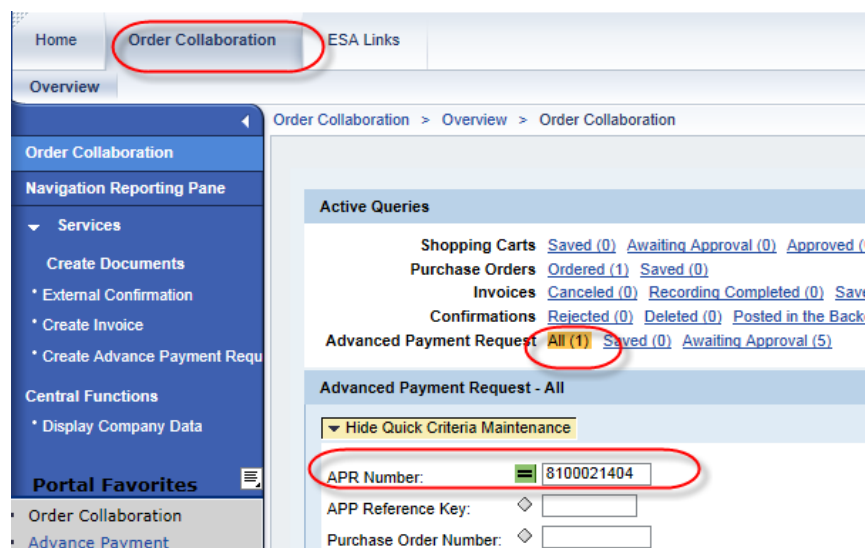
Part. Bank: * EUA

VAT Exemption Number:

Awaiting approval sub-status: Awaiting Approval by ESA

Payment Baseline Date: 15.10.2015

Click  to close the window.



Home **Order Collaboration** ESA Links

Overview

Order Collaboration > Overview > Order Collaboration

Active Queries

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

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

Invoices [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#)

Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Back \(0\)](#)

Advanced Payment Request [All \(1\)](#) [Saved \(0\)](#) [Awaiting Approval \(5\)](#)

Advanced Payment Request - All

Hide Quick Criteria Maintenance

APR Number: 8100021404

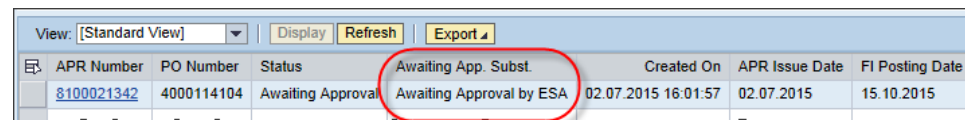
APP Reference Key:

Purchase Order Number:

To locate the APR previously approved you can use the predefined active queries available in the Order Collaboration Tab.

Go to the row that contains the 'Advance Payment Request' queries and click on the 'All' link, enter one or more criteria (e.g. the APR number) and push the "Apply" button.

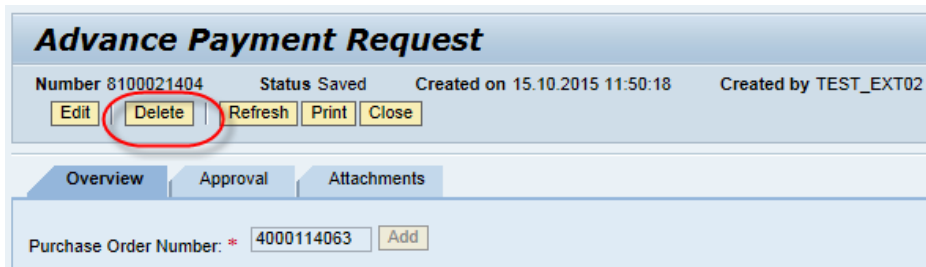
The APR has now the sub status 'Awaiting Approval by ESA' and it is available in the inbox of the esa-p Payable Administrators for the approval.



APR Number	PO Number	Status	Awaiting App. Subst.	Created On	APR Issue Date	FI Posting Date
8100021342	4000114104	Awaiting Approval	Awaiting Approval by ESA	02.07.2015 16:01:57	02.07.2015	15.10.2015

HOW TO DELETE THE ADVANCE PAYMENT REQUEST

An APR can be deleted using the button in the APR main screen.



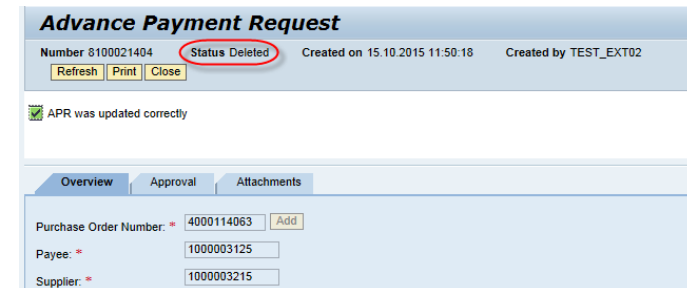
Advance Payment Request

Number 8100021404 Status Saved Created on 15.10.2015 11:50:18 Created by TEST_EXT02

[Edit](#) [Delete](#) [Refresh](#) [Print](#) [Close](#)

Overview Approval Attachments

Purchase Order Number: * 4000114063 [Add](#)

Advance Payment Request

Number 8100021404 Status Deleted Created on 15.10.2015 11:50:18 Created by TEST_EXT02

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

✓ APR was updated correctly

Overview Approval Attachments

Purchase Order Number: * 4000114063 [Add](#)

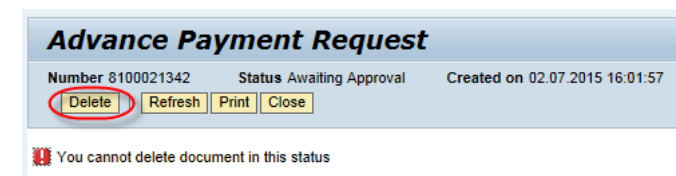
Payee: * 1000003125

Supplier: * 1000003215

Once the APR has been deleted the related amount is released for the contract.

The deletion of the APR is allowed under the following conditions:

- APR in status 'Saved' or 'Release Rejected' can be deleted by ESA (Payable Administrators) and Industry (APR author and co-author)
- APR in status 'Error in process' can be deleted only by ESA Payable Administrators
- APR in status 'Awaiting Approval' cannot be deleted (they need to be rejected first)
- APR in status 'Paid' cannot be deleted
- APR in status 'Posted in the Backend' can be deleted only by ESA Payable Administrators.



Advance Payment Request

Number 8100021342 Status Awaiting Approval Created on 02.07.2015 16:01:57

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

✗ You cannot delete document in this status