esa-p EXTENDED GUIDE

How to SUBMIT and APPROVE an Invoice

esa-p Extended Guide

How to SUBMIT and APPROVE an Invoice

CHANGE LOG

REASON FOR CHANGE	VERSION	DATE	PARAGRAPH(S)
Update of the esa-p user documentation for supplier	1.0	30/09/2015	All
Corrections on the Invoice statuses table	1.1	12/12/2016	Pag. 12

INTRODUCTION

In this guide you will learn how to create, submit and approve an Invoice related to a Contract or Purchase Order (PO).
For a short version on how to submit invoices (and confirmations), 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 Invoices.

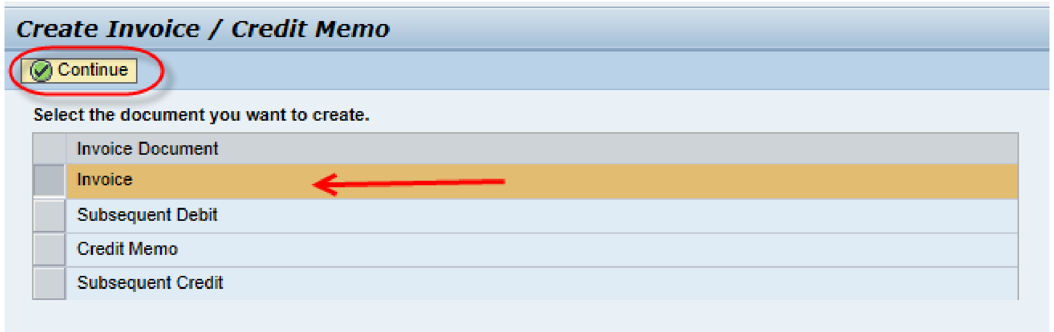
NAVIGATE TO 'CREATE DOCUMENTS': INVOICE

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

In the Order Collaboration section, you can create new invoices view existing documents.
In the menu on the left side, you can create new invoice, on the right side of the screen you can view existing documents.

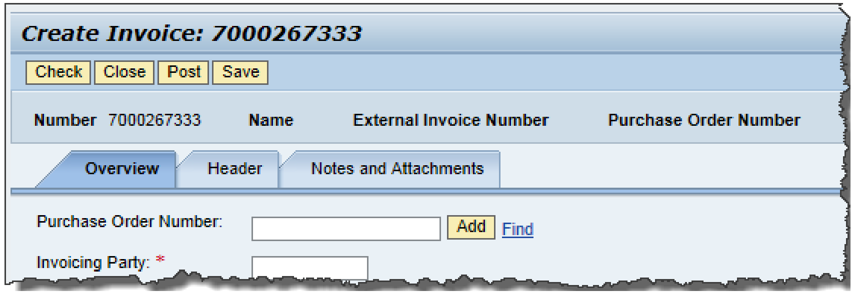
In order to create a new invoice, click on the Create Documents – Create Invoice link.

The invoice is created in esa-p against a milestone of a contract. The document can be created both by ESA and industry.



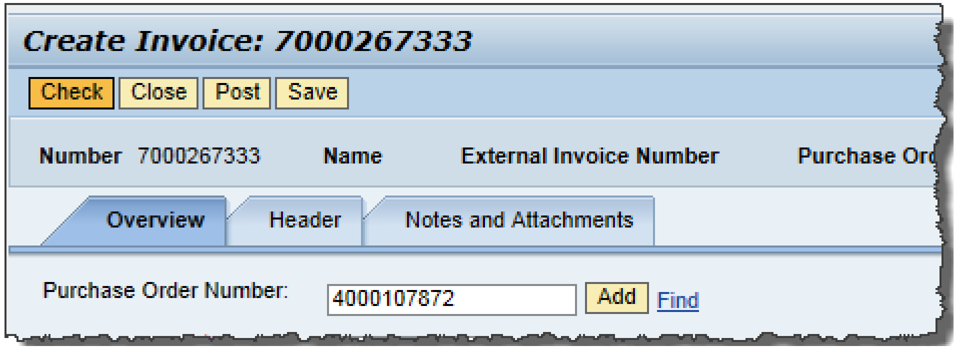
A new screen "Create Invoice/ Credit Memo" is opened where you have to select the document you want to create. Select Invoice and push the "Continue" button.

The Create invoice screen will open in a new window.



In the create Invoice screen you will 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). To do that, click the Purchase Order Number text box and fill in the ESA purchase order or contract number.



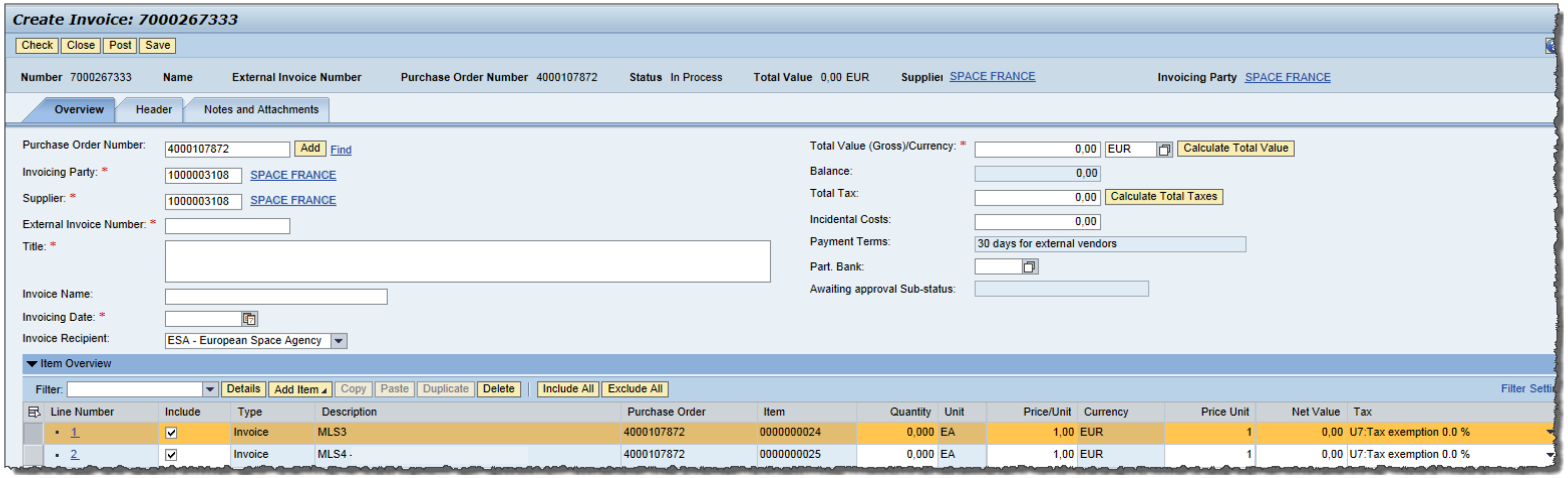
In case you as a subcontractor directly paid by ESA do not know your esa-p contract number, please contact the prime contractor.

After entering the contract number, click the "**Add**".

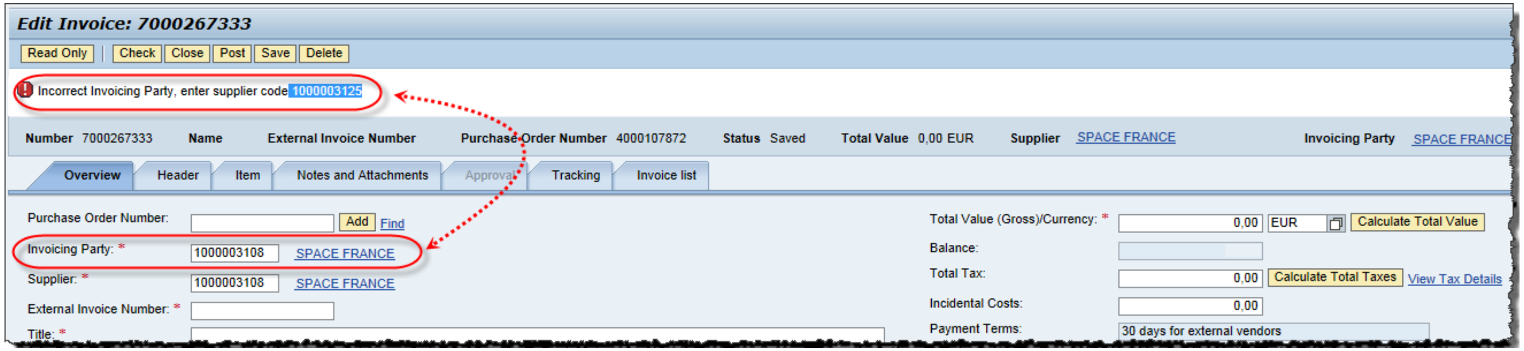
NOTE: ESA uses the terminology "Purchase Order" to identify either standard Purchase Orders or Contracts. To differentiate between the two documents purchase orders and contracts you can look at the 10-digit Identification Number: Purchase Orders start with 5* while Contracts start with 4*. Contracts and Purchase Orders created before 2010 have been migrated inheriting their old number in the new 10-digit Identification 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.**

Pushing the "Add" button, you create the link to the contract and all open items (milestones) are inherited into the create invoice screen. An 'open' milestone in this case means, that it is still open for invoicing (in this example, 2 line items). In addition, the milestone description and Prime supplier code are automatically populated in the relevant fields.

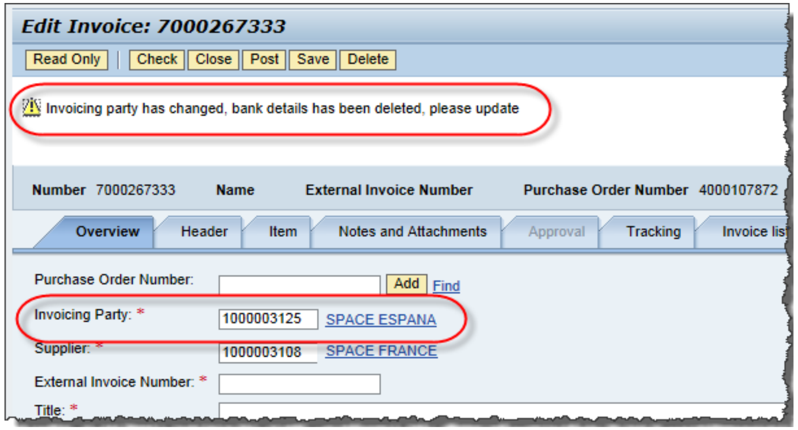


Please note that by default the system populates both the Supplier and the Invoicing Party fields with the identification code of the prime contractor. Therefore, in cases where the payee is NOT the prime contractor, the invoicing party needs to be changed to reflect the supplier code of the real payee (subcontractor directly paid by ESA).
If you check the invoice, the system returns the error message “Incorrect Invoicing Party, enter Supplier Code 1XXXXXXXX”.
In this example, a subcontractor directly paid by ESA is creating an invoice against a milestone. In order to change the payee from the prime to the subcontractor, click the “Invoicing Party” text box and change the prime vendor code with the supplier code of the subcontractor.



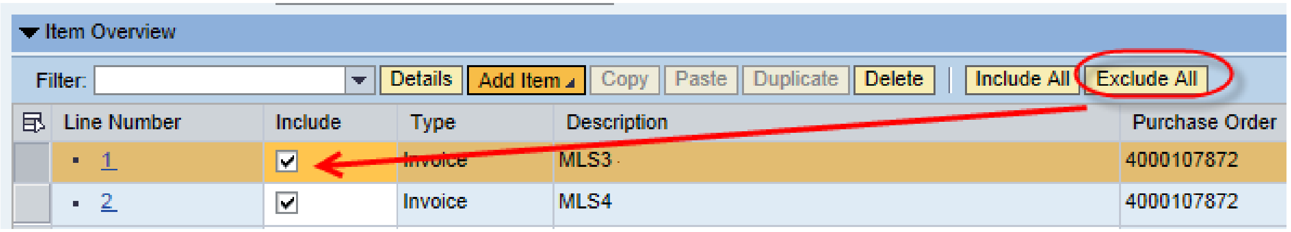
Please note that your old 4-letter vendor code has been replaced in esa-p by a 10- digit business partner number starting with 1*. Please see the FAQ for suppliers for more information on how to find your new esa-p vendor code.

By pressing "Enter" on your keyboard, esa-p will validate the entered vendor code and derive the correct invoicing party.



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 guide.

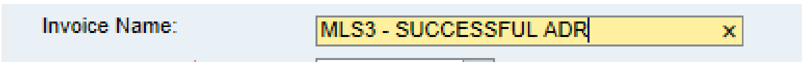
Since by ESA rules it is not possible to invoice against multiple milestones for contracts, the next step is to click the “Exclude all” button and include only the line item (milestone) that should be invoiced.



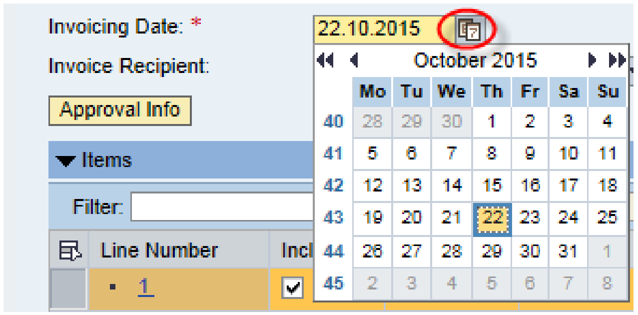
Complete the Invoice Creation screen as per the required information.
Please note that some of the fields have been automatically populated with the information retrieved from the contract item selected.
In the following steps you will see how to populate the remaining mandatory fields not automatically populated.

Click External Invoice Number textbox.
The External Invoice Number should be filled with the Payee invoice number coming from the Supplier.
It is inserted manually during the creation of the invoice and it is a free-text field, so any value can be entered.

Click on Invoice Name text box.
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.

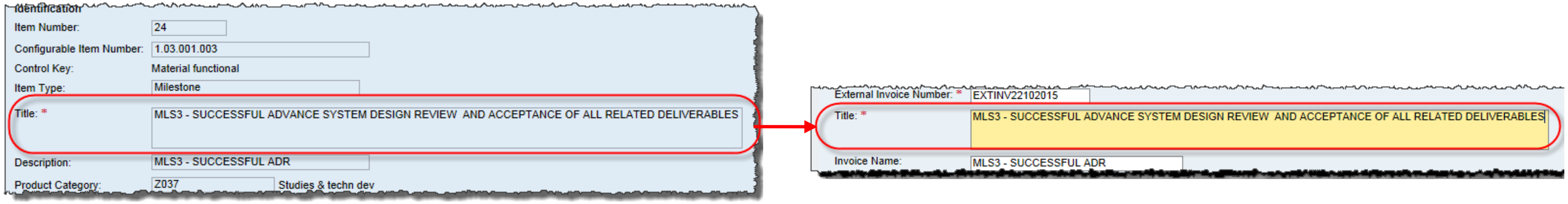


Click on the Invoicing Date text box.
The Invoicing Date has to be filled with the date when the Invoice is issued by the Industry. Enter the invoicing date in the format DD.MM.YYYY into the “Invoicing Date”: text box. Alternatively, you can open a calendar and select the correct date by clicking on the icon next to the invoicing date text box.



Click on the Title text box.

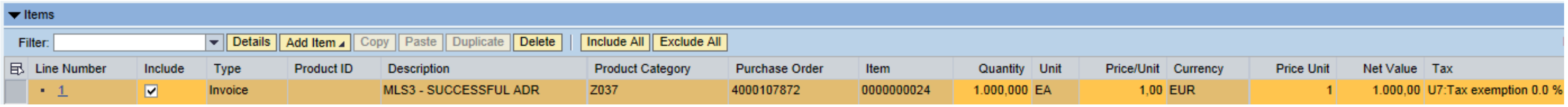
Even if it is a free text box, it is recommended to copy the title text from Milestone into the invoice “Title” field.



Enter the Invoice Quantity.

In the invoice item enter the quantity you want to invoice. Price/Unit is 1 EUR as default.

Bear in mind 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).

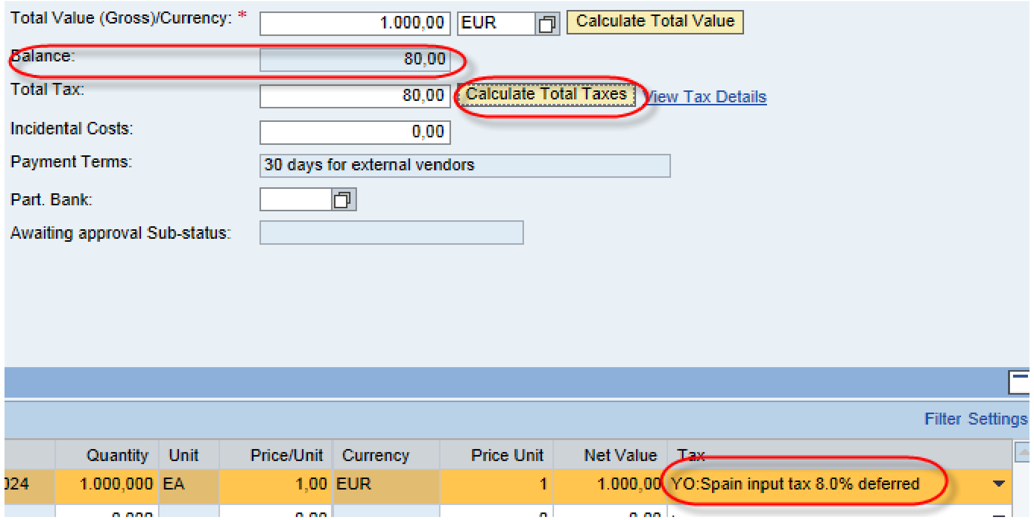


Click “Calculate Total Value” button to let the system calculate the invoice Total Value (Gross) of 1,000 EUR and balance the invoice.

The Total Value is the total amount of the invoice including Tax. It is calculated as ['Net Value'] + ['Total Tax'].

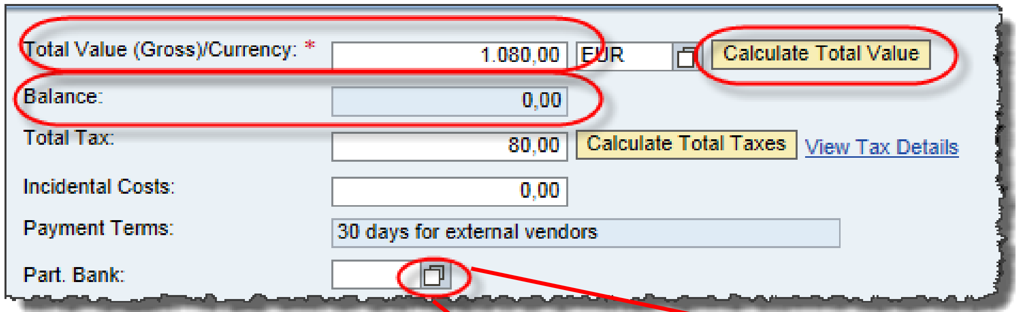
Now you can continue including the taxes and calculate the total gross invoice amount.

Select the tax code in the item details and push the “Calculate Total Taxes” button to apply the tax percentage to the invoice Net Value:



As expected, the Balance field shows a delta amount of 80EUR reflecting the 8% tax.

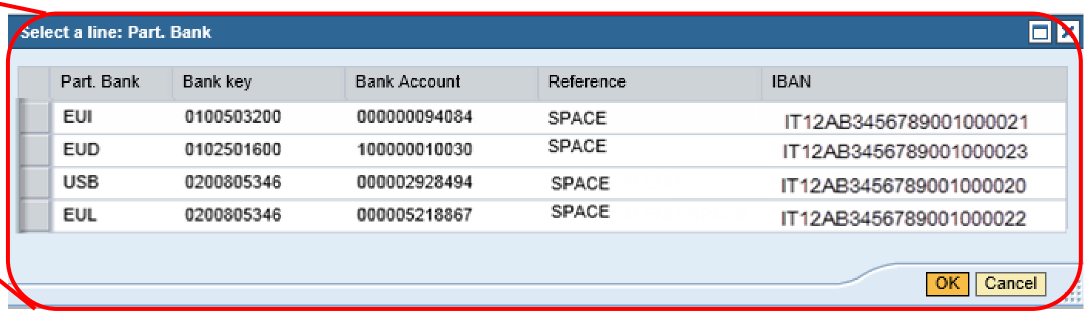
Click “Calculate Total Value” button again.



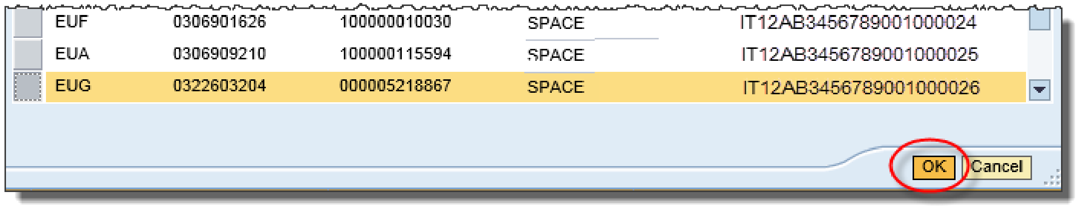
Check that the Balance field value is zero and that the invoice Total Value (Gross) is re-calculated adding the tax amount.

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 search help of “Part. Bank” field.

A new screen will pop up where you can select your company's bank details.

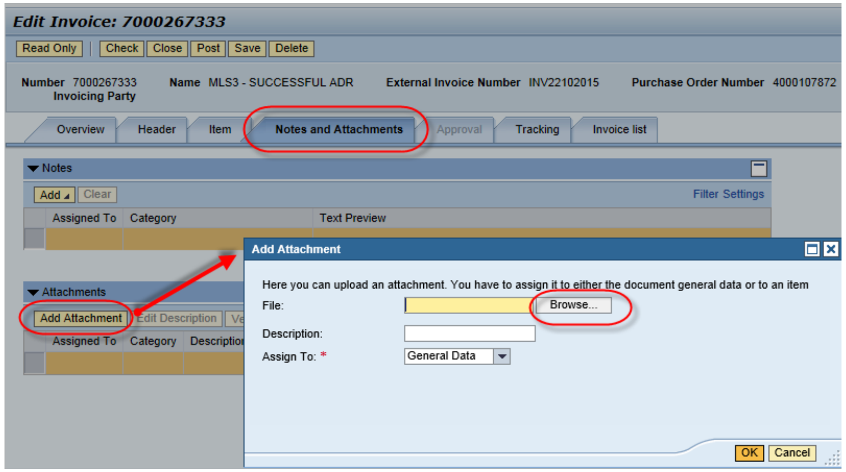


Click on the bank account item to select it and push the “OK” button to populate the bank detail field in the invoice:



Add Notes & Attachments.

It is possible to add attachments to the invoice. In order to do so, click on the Notes & Attachment tab. If the invoice is in “saved” status, enter the invoice in edit mode. Adding an attachment is not mandatory, but it is highly recommended to bring ESA in a position to swiftly approve the Invoice and release payment.

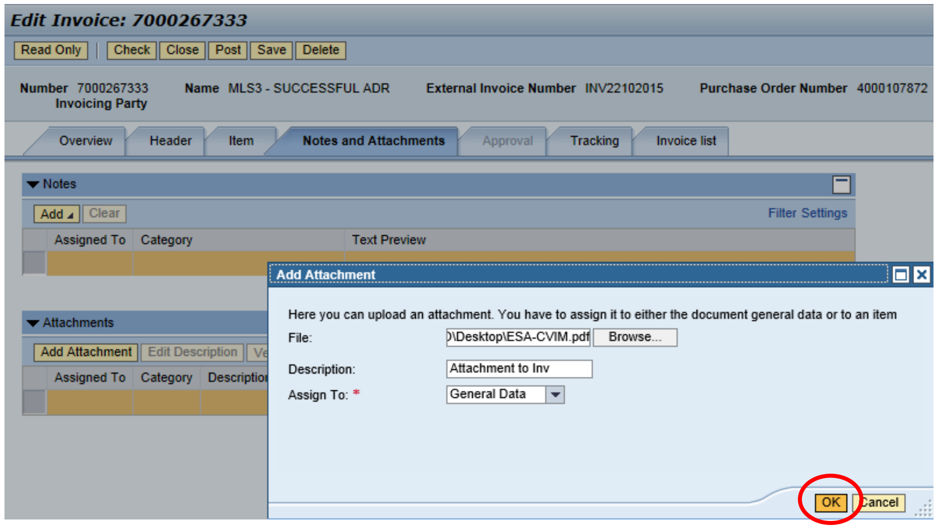


To add an attachment, click on the “Add Attachment button. If the Add button is disabled, enter the confirmation in edit mode pushing the “Edit” button.

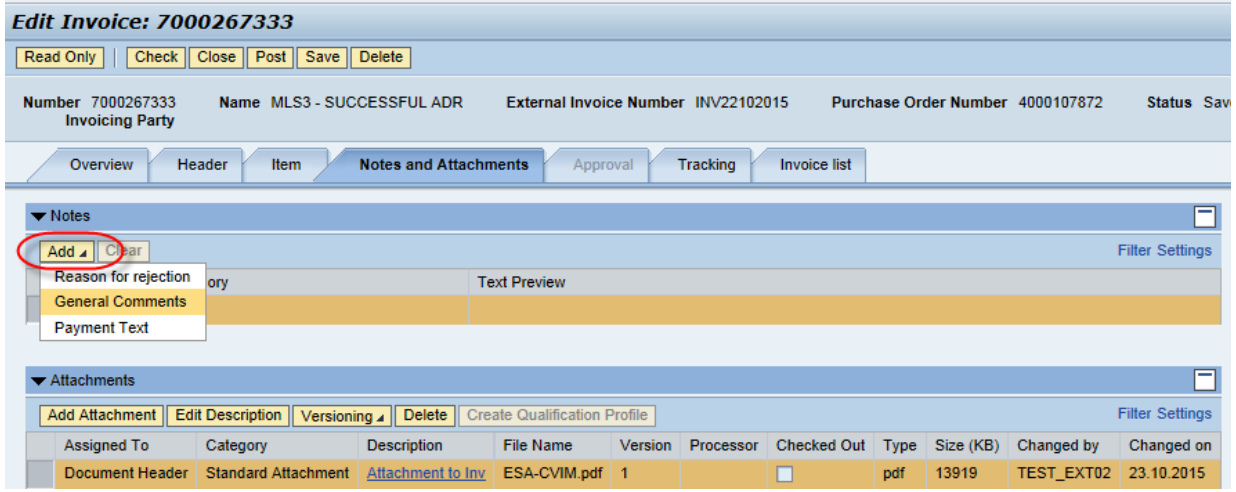
In the new window opened, click the “Browse” button to search for the local file you want to attach.

Select the document you want to attach and click Open button to include it in the pop-up and then push the “OK” button.

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.



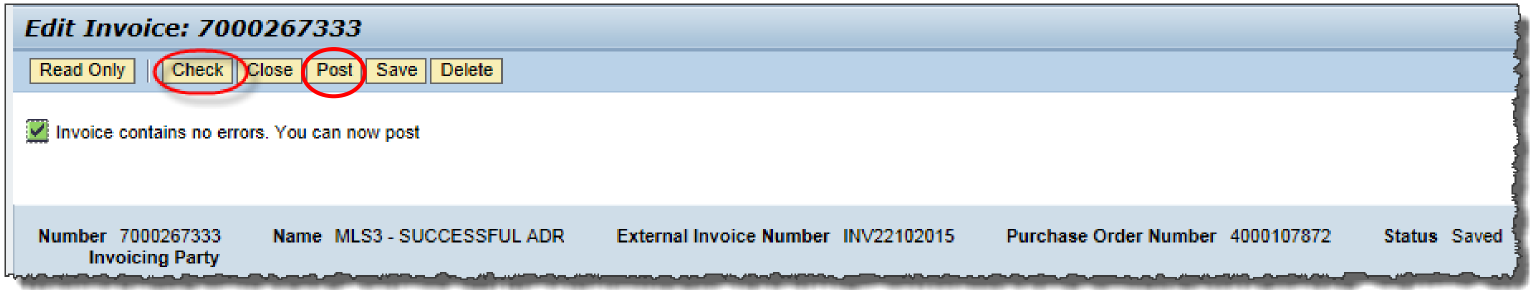
The document is attached in the invoice. You can also add a note in the “Notes” section clicking the “Add” button.



Please click Check button .

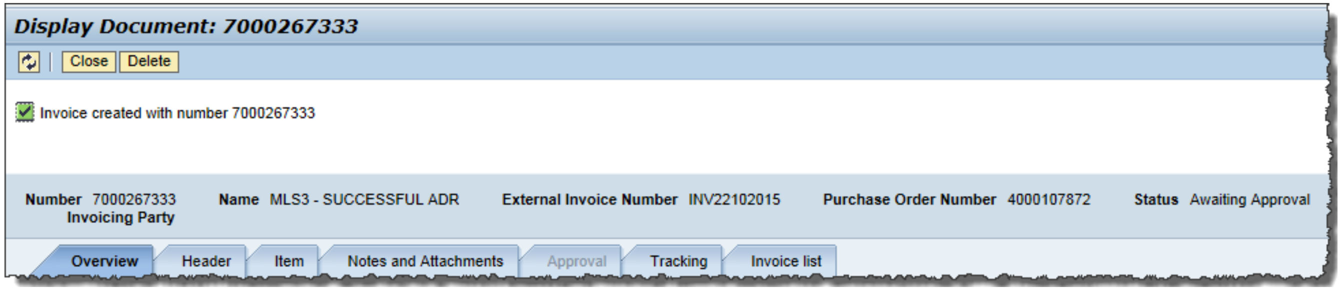
This action checks the invoice for errors and calculates the final invoiced amount (visible in the header). If there are errors, they will be displayed on the top of the screen. Messages with a green icon are just for information, messages with a yellow icon are warnings (but do not block you from continuing) 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.



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” button to submit the invoice for approval.

Click the Post button Post to submit the invoice and to trigger the approval workflow.
By clicking this button, you receive a message to inform you that the invoice has been created. The status change from 'In Process' to 'Awaiting Approval' and your upper-tier supplier will be notified. In case you are a Prime Vendor, the appropriate person within the agency will get a notification.

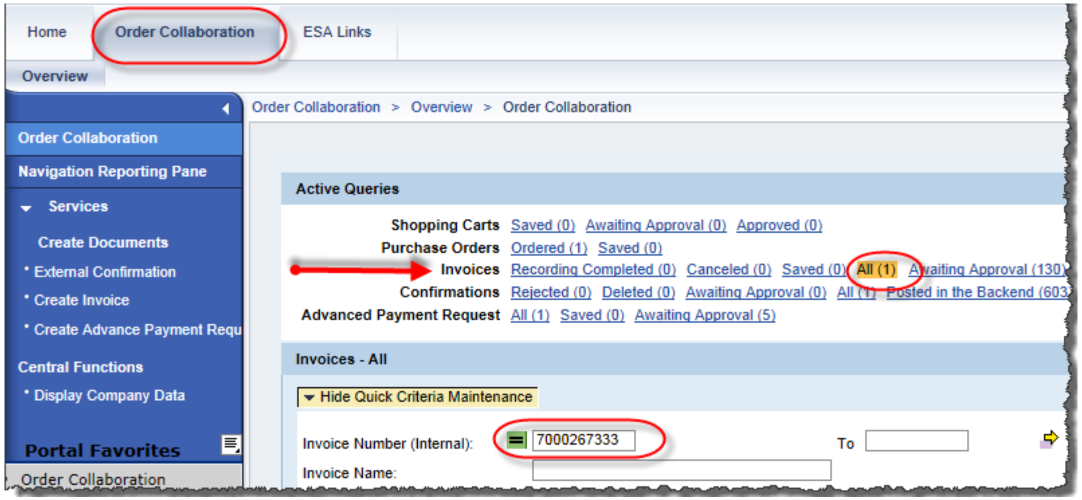


The possible statuses for an Invoice are:

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	Invoice approved by ESA.
Paid	Final Status set when the Invoice 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 Invoice will get the status 'Posted in the Backend'.
Release Rejected	Document was reject by an upper-tier within the Industry consortium or within ESA

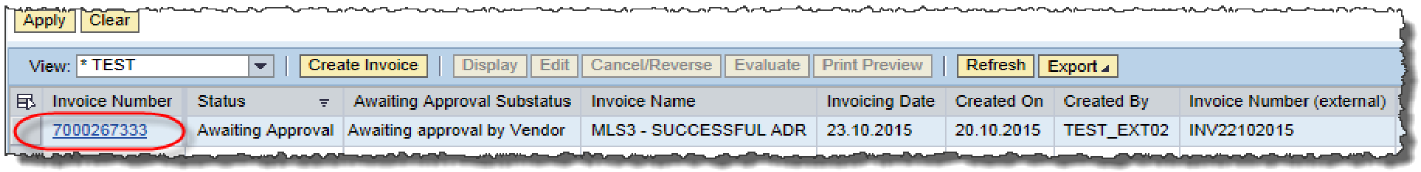
Click the Close button Close to close the invoice and return to the Order Collaboration screen.
Next, you will look up the invoice you have just created.

First, click the “All” link label to view invoices regardless of the status they might have.
Click Invoice Number text box fill in the Esa-p invoice 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 invoices corresponding to the search criteria is displayed. You can open the displayed invoices by clicking on the document number in the list.

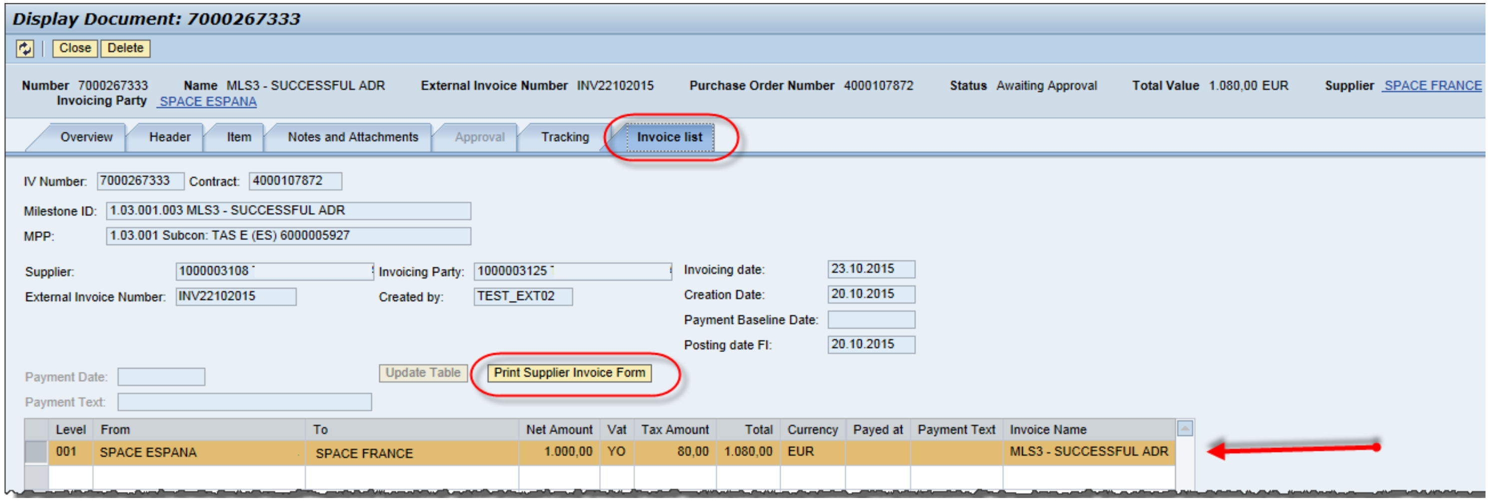


Click on the document number to display the invoice details in a new screen.
In the display invoice screen you will notice that your invoice now contains several new tabs: Header, Item, Tracking and Invoice List tabs appear now.

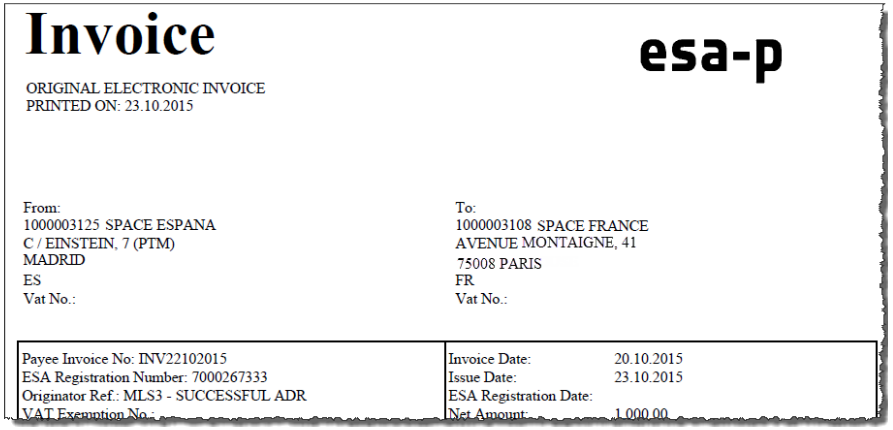
Print the Invoice.

In order to print the invoice in PDF format, go in the “Invoice list” tab.

Any upper-tier supplier will be able to print an “outgoing” invoice and an “incoming” invoice from the Invoice List tab. In this example, only one outgoing invoice is displayed (From subcontractor Space Espana to the prime Space France).



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



Invoice

esa-p

ORIGINAL ELECTRONIC INVOICE
PRINTED ON: 23.10.2015

From:	To:
1000003125 SPACE ESPANA	1000003108 SPACE FRANCE
C / EINSTEIN, 7 (PTM)	AVENUE MONTAIGNE, 41
MADRID	75008 PARIS
ES	FR
Vat No.:	Vat No.:

Payee Invoice No: INV22102015	Invoice Date:	20.10.2015
ESA Registration Number: 7000267333	Issue Date:	23.10.2015
Originator Ref.: MLS3 - SUCCESSFUL ADR	ESA Registration Date:	
VAT Exemption No.:	Net Amount:	1.000,00

Click Open button, and the Print Preview of the invoice form is displayed. This document contains all the relevant information for suppliers to be submitted to ESA

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

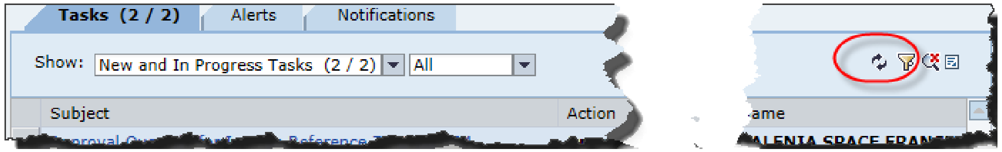
Please consider that if the invoice list is not populated (no line items appear), invoice form can not be printed. Most of the time invoice list is not generated due to errors in the contract structure. Please contact the esait Service Desk (email esait.Service.Desk@esa.int) in case invoice list is not generated in order to proceed with the correction of the contract. NOTE: corrective actions will not have effect on existing invoices but only on the newly created ones.

HOW TO APPROVE AN INVOICE 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 an Invoice posted by a subcontractor directly paid by ESA.

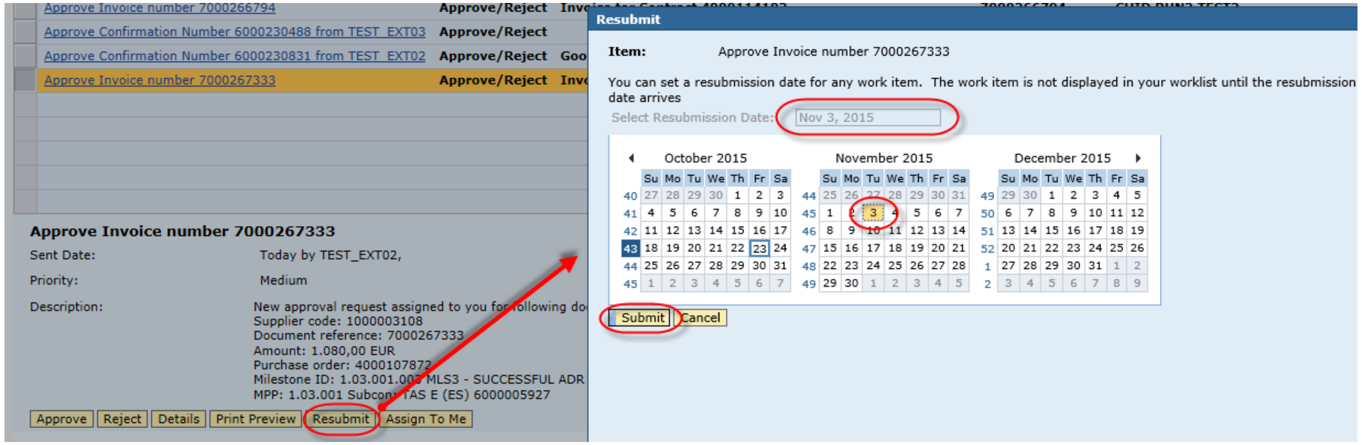
The **Tasks** tab contains all items you have received for approval.
The **Notifications** tab contains notifications. These are messages you receive when a document you have posted has been finally approved or rejected.
The tab **Alerts** is not used in esa-p.

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

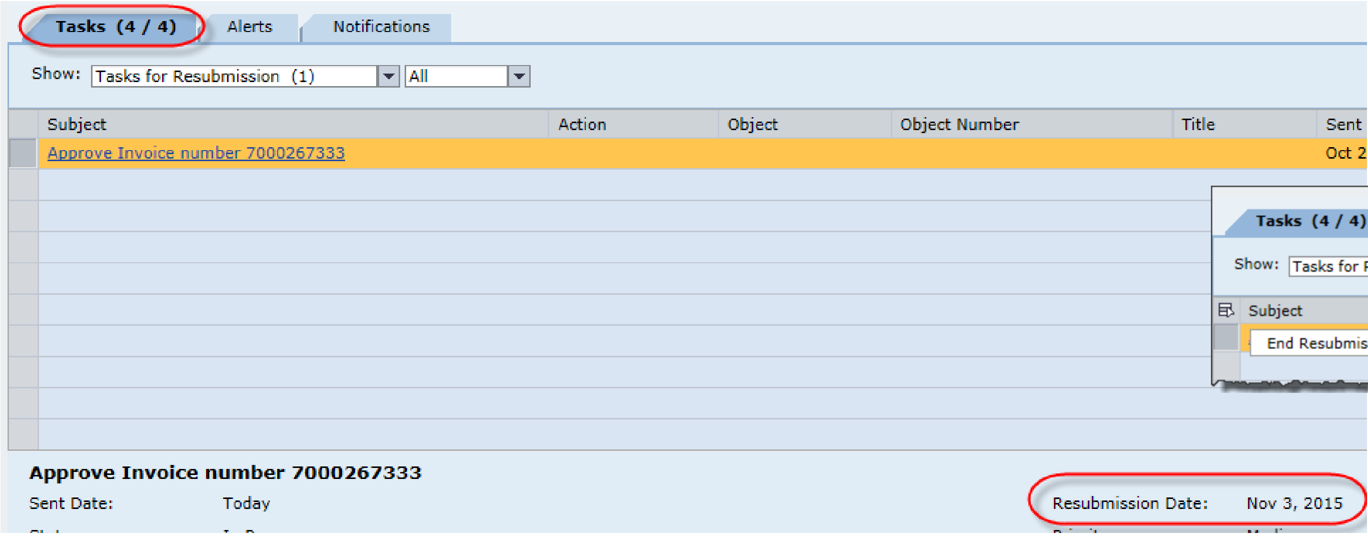


Click Refresh menu item.
It is not possible to delete entries from your inbox.
However, you can postpone the task of approving to a later point in time. This can be done by clicking the 'Resubmit' button, selecting the resubmission date from the calendar and then clicking the “Submit” button.

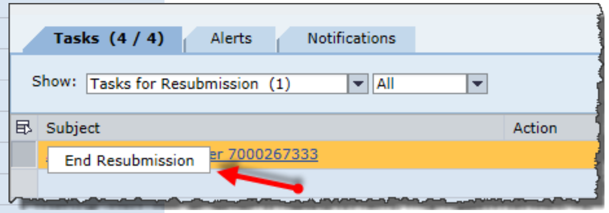
By resubmitting, the workitem will disappear from your task list and reappears at the chosen resubmission date.



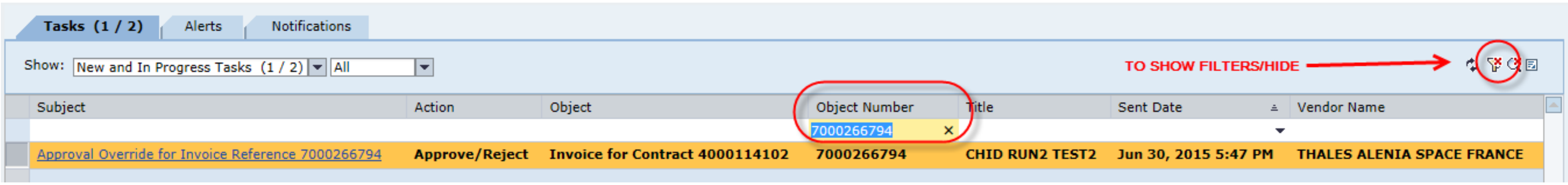
You can find the task among the Tasks for Resubmission:

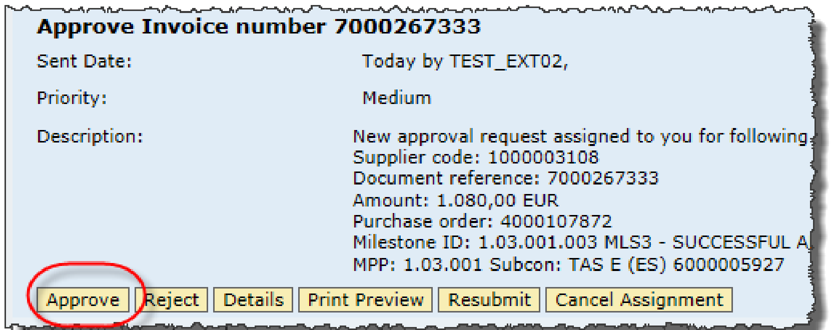


You can end the resubmission pushing the “End Resubmission” option in the right click menu of the corresponding work item.



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

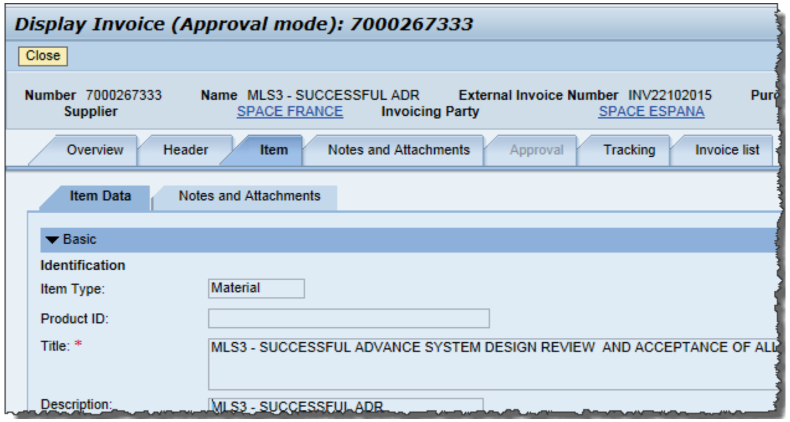


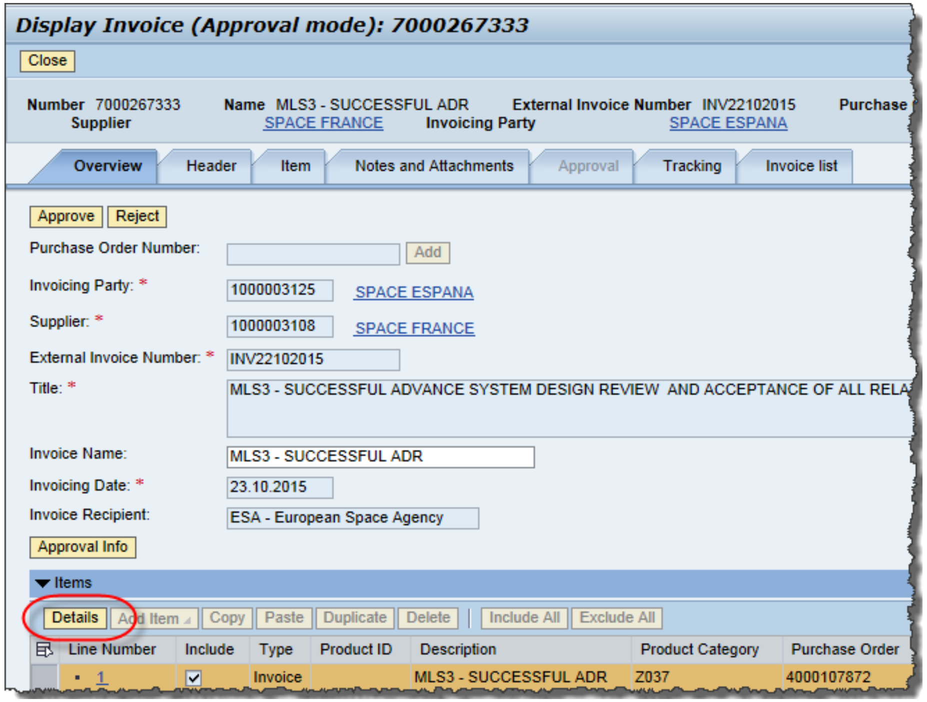


Note: it is technically possible to approve or reject objects directly from the inbox (scroll down to the bottom), but it is preferable to view the contents of the object before making the decision.

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





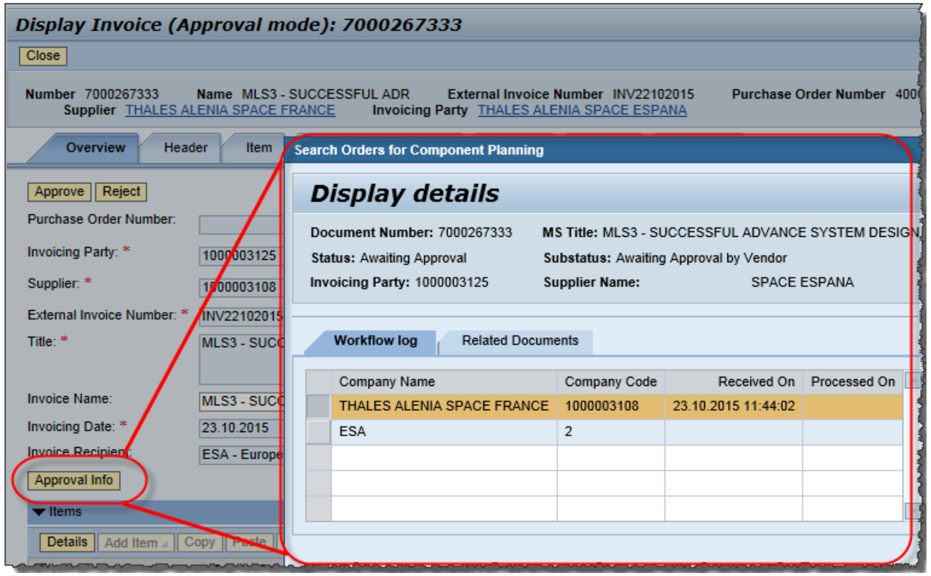
The details are now displayed you can view the right part of the screen for more information.

Push the Approval Info button

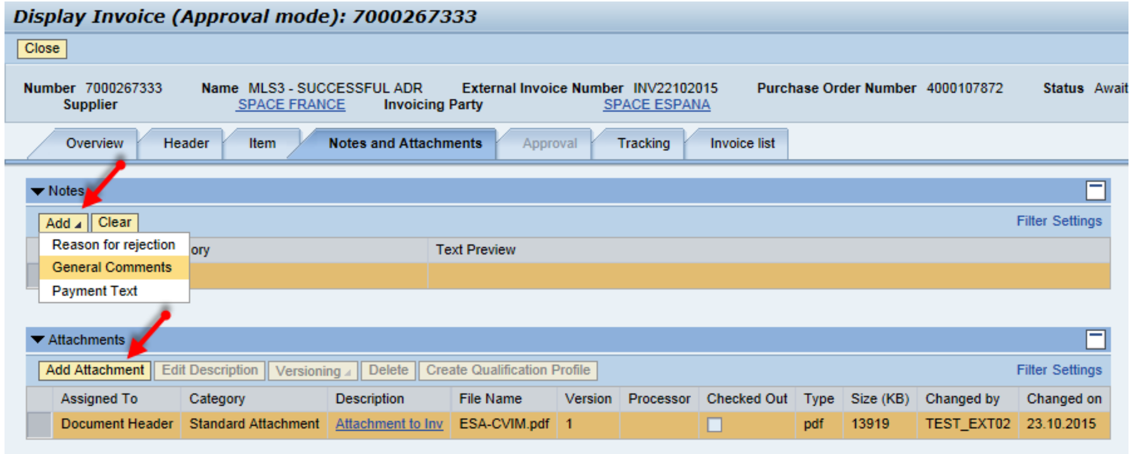
In the Approval Info button you can find the approval workflow tab and the related document tab.

The Workflow log shows the current approval status. In this example invoice is waiting for Prime approval.

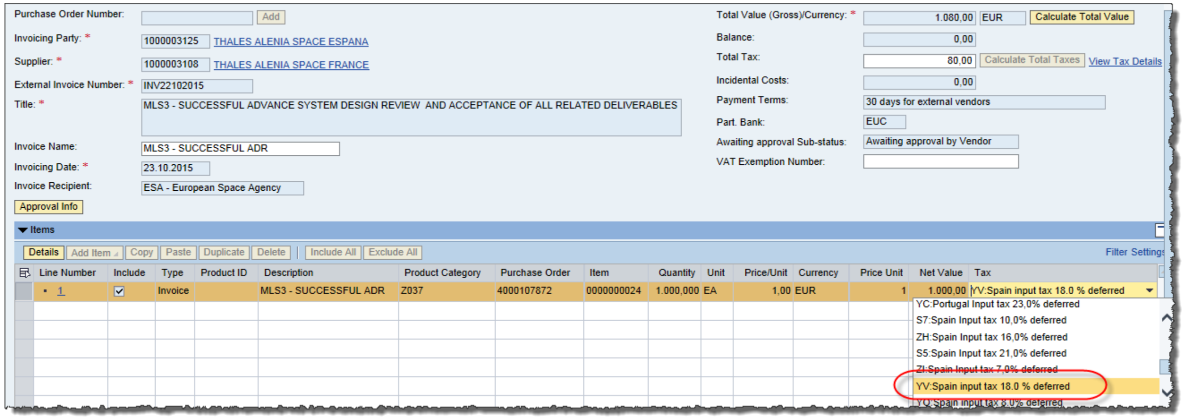
The "Related Documents" tab shows you which confirmations and invoices have been already posted against the item.



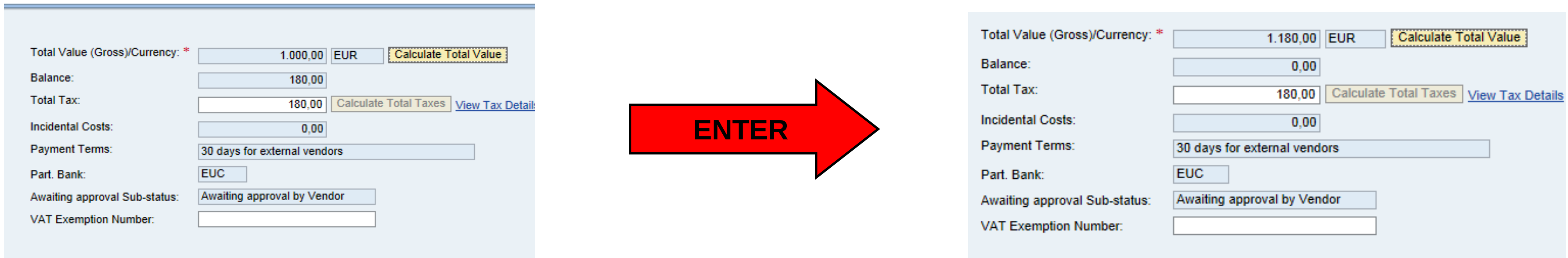
As current approver you can add new attachments/Notes or view the existing one:



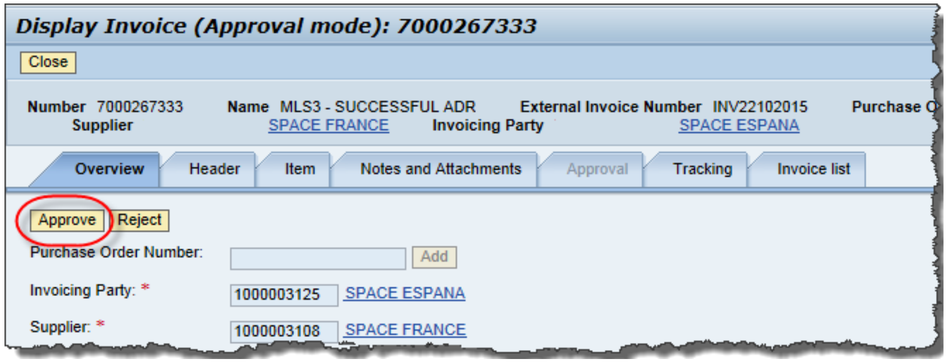
Primes, as current approver, can edit the invoice before approving/rejecting it.



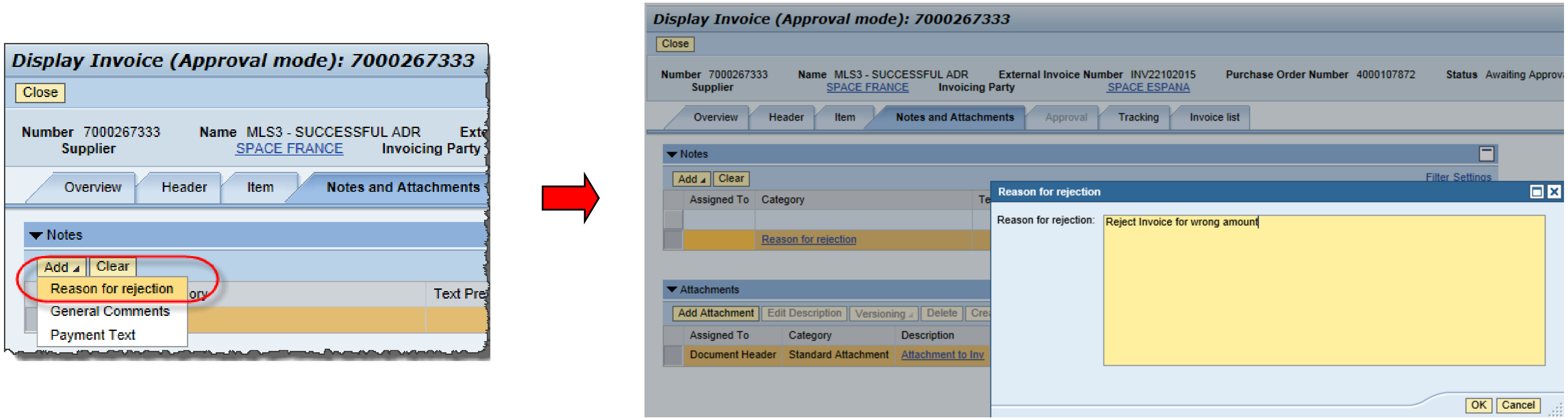
In particular a prime can enter or change the tax code: click on the tax field search help of the invoice item to change the tax code. Click to “Calculate Total Value” to calculate Tax Value and then Enter to Balance the Invoice.



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

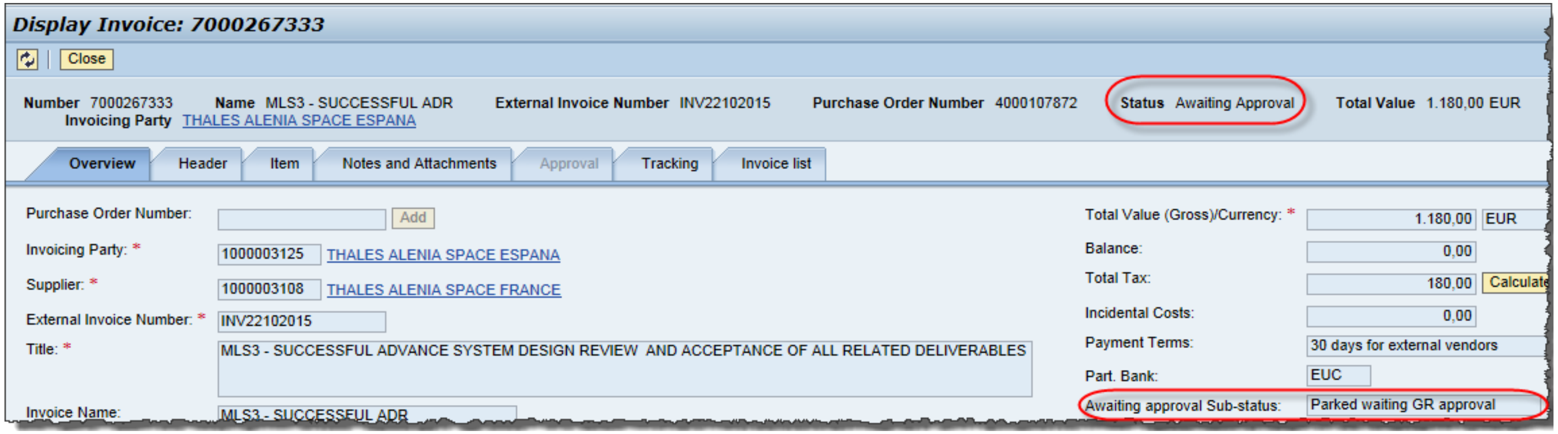


It is also possible to reject the confirmation but in this case it is mandatory to include a note of type "Reason for rejection". Common reasons for rejection are for example: invoice is prematurely posted and not yet ready to be invoiced; the invoice amount too high or missing attachments. Note that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



After approving the invoice, 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 invoice status is still awaiting approval, as it is now, but if the sub-status changes into “Parked waiting GR approval” as in this example, it is because of missing confirmations.

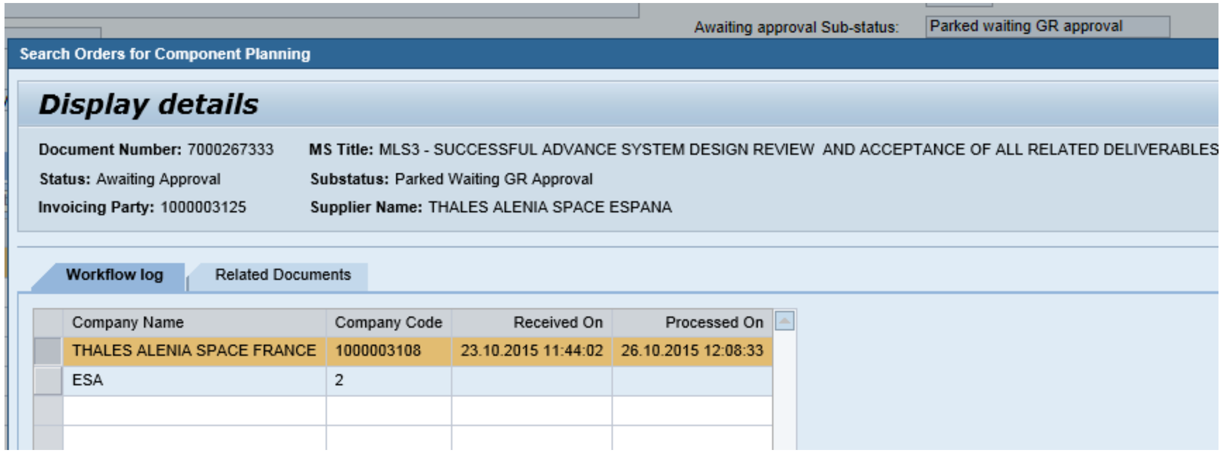


The 'Awaiting Approval Sub-status.' is the sub status of the workflows. Possible values for invoices are:

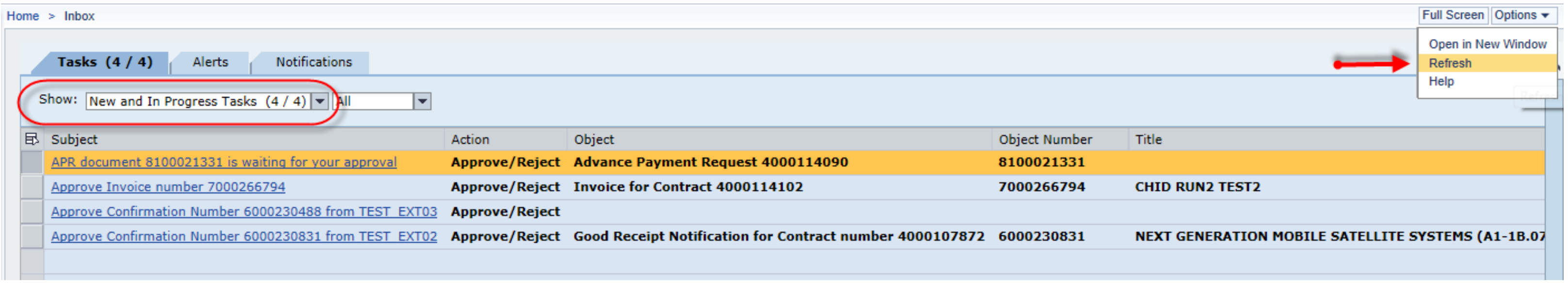
Esa-p status	Description
Awaiting Approval	Approval workflow has started, document is now in inbox of upper level for approval.Upon Prime approval: document is submitted to/received by ESA.

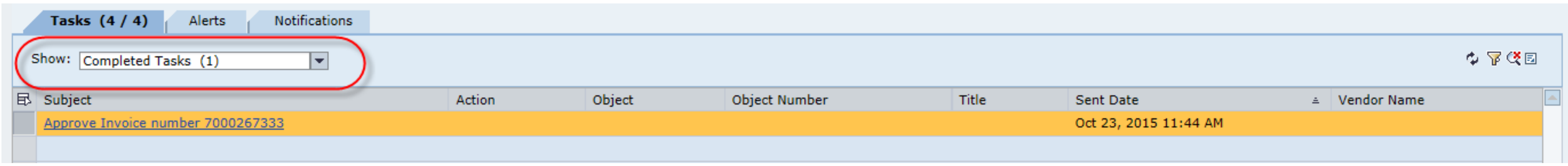
Esa-p sub status for document ‘Awaiting Approval’	
Awaiting approval by Vendor	Document is under approval within consortium = awaiting approval by upper-tier supplier/Prime
Parked waiting GRN approval	Electronic Invoice approved by Prime = submitted to ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation.
Approved awaiting GRN approval	Paper Invoice received and registered by ESA but invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation.
Awaiting approval by ESA	Document is under approval by ESA
Workflow Errors	Approval workflow has resulted in a technical error

Click in the Approval Info button 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 waiting for missing confirmation. Once the corresponding confirmation is approved, approval task will be sent to ESA Inbox.



Please note that even though you have just performed the action of approving invoice, 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. Click Refresh menu item to update the information in your inbox. As you can see below, the task to approve invoice has disappeared from your New and In Progress Tasks list and moved to Completed Tasks list.





After final approval by the Payable Administrator of the Agency, the status of the invoice will change to Approved.
Please note that no more action is required after this status.
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 invoice is posted in the backend, it 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 invoice. In case your invoice was rejected, you will receive a notification via esa-p, the invoice status will be 'Release Rejected'
You can then do the following:

1. Find the rejected invoice by using the query 'Rejected' in the 'Order Collaboration' area.
2. Check the Notes & Attachments tab for any rejection notification
3. Create a new Invoice document according the comments received.