

→ **esa-p GUIDE**

Frequently Asked Questions & Answers For Suppliers



esa-p Guide

Frequently Asked Questions and Answers for supplier

CHANGE LOG

| REASON FOR CHANGE | VERSION | DATE | PARAGRAPH(S) |
|---|---------|------------|--------------|
| Update of the esa-p user documentation for supplier | 1.0 | 30/09/2015 | All |
| Update FAQ number 4 | 1.1 | 15/05/2016 | 4 |
| Update FAQ number 3 and number 5 | 1.2 | 14/06/2016 | 3, 5 |
| Update FAQ number 29 | 1.3 | 29/11/2016 | 29 |
| Update FAQ number 4 | 1.4 | 16/06/2022 | 4 |
| Update FAQ number 1 and number 2 | 1.5 | 21/11/2022 | 1, 2 |

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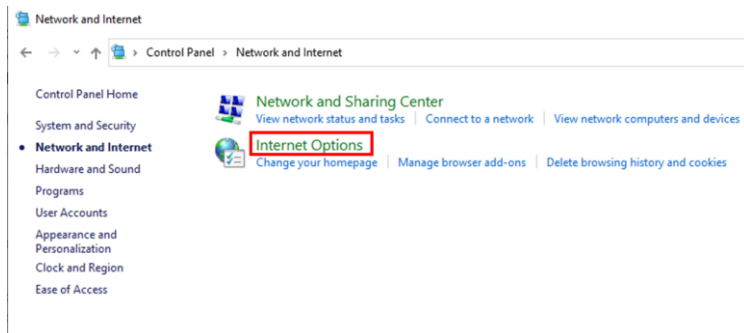
1. WHICH WEB BROWSERS SUPPORT ESA-P?

Microsoft Edge is certified and supported. Other browsers (i.e.: firefox, safari, opera, chrome) are neither certified nor supported.

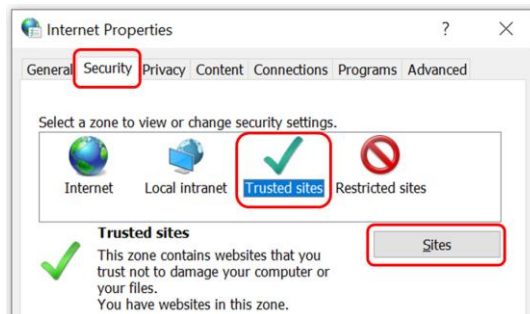
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2. WHICH ARE THE RECOMMENDED EDGE SETTINGS?

If you are having issues accessing esa-p, please consider adding the Portal to the list of trusted sites.



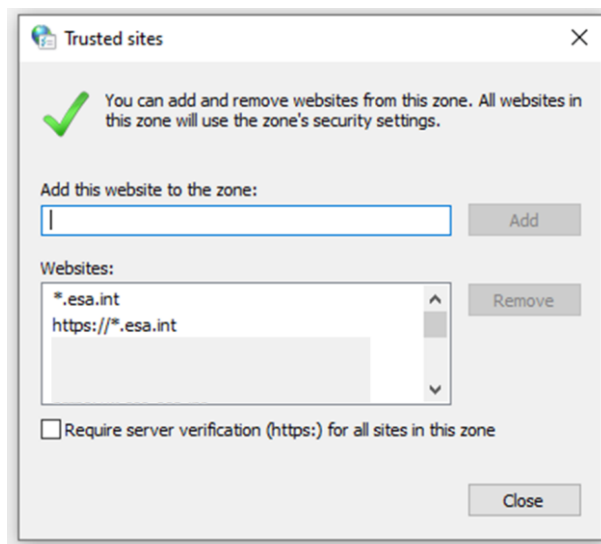
- 1) Search in the Start Menu for the Control Panel
- 2) Go to Network and Internet and click on Internet Options



- 3) Click on the tab Security
- 4) Select Trusted Sites
- 5) Click on the Sites button
- 6) Click on Add, the site appears in the list

Add the below website to the zone and uncheck the flag "Require server verification (https)"

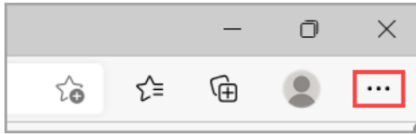
- `https://*.sso.esa.int`
- `*.esa.int`



- 7) Click the Close button and the OK button in the previous popup
- 8) Restart your browser.

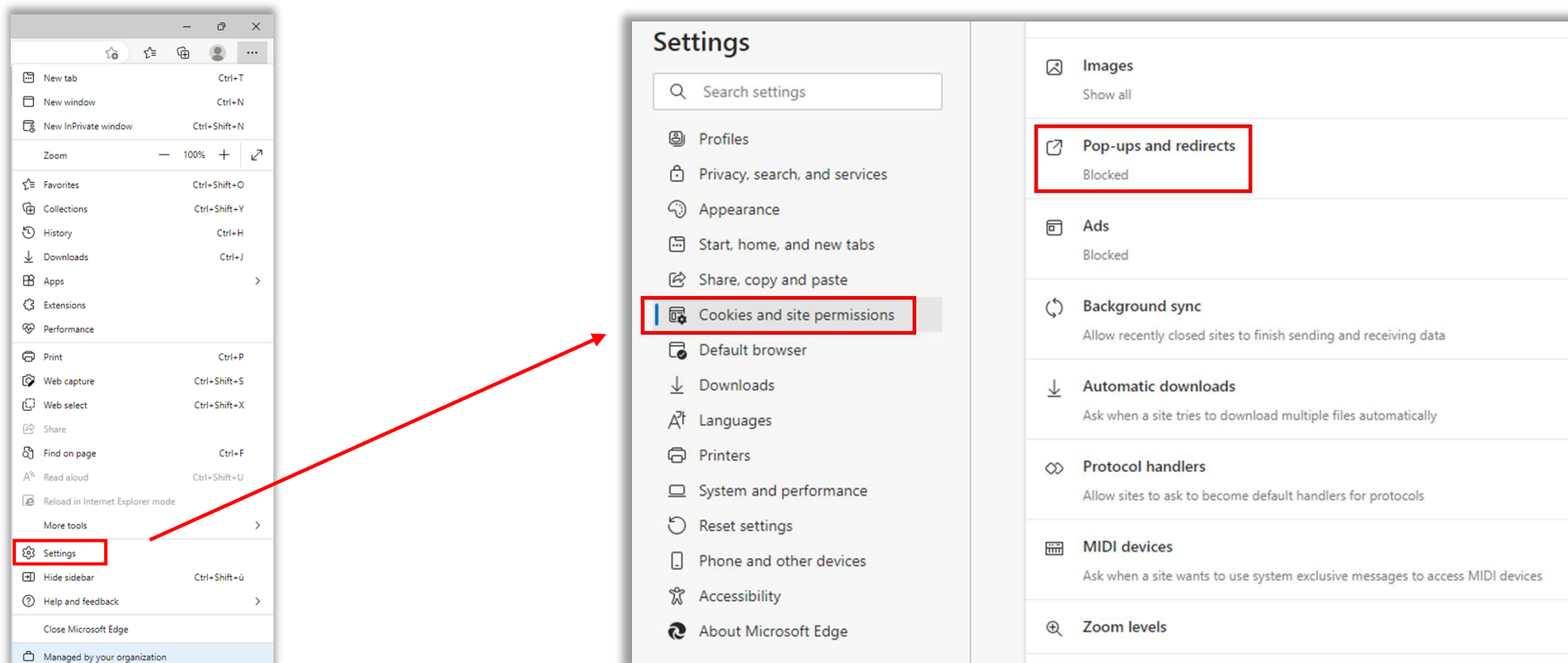
Create exceptions for Pop-up Blocker

1) In Microsoft Edge, go to Settings and more (three-dotted button) at the top right of your browser



2) Select Settings > Cookies and site permissions

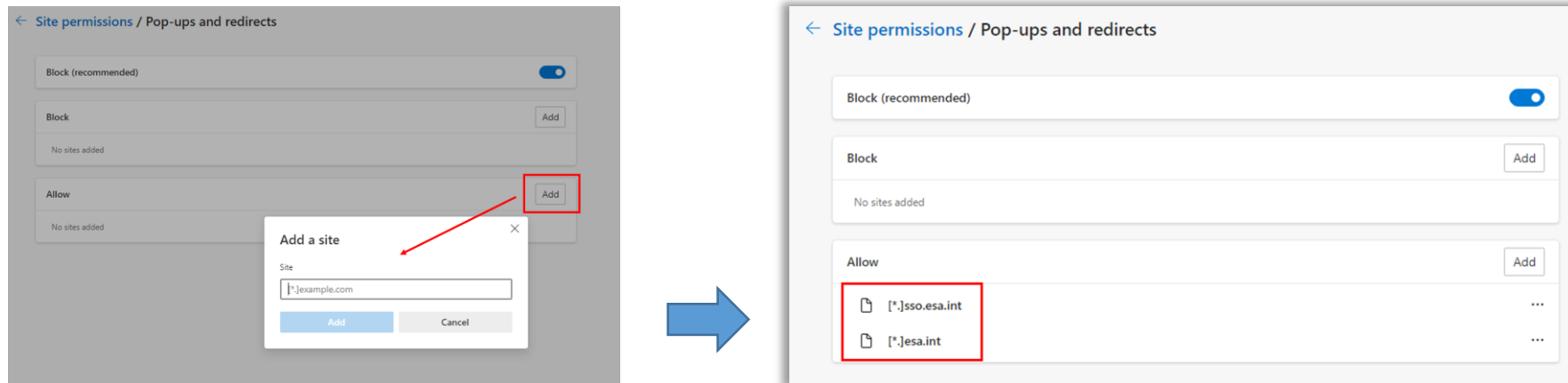
3) Under All permissions, select Pop-ups and redirects



4) Check if the pop-up blocker is turned on and add the following exceptions (allowed sites):

[*.]esa.int

[*.]sso.esa.int



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3. HOW DO WE GET A NEW USER ACCOUNT FOR ESA-P?

Request new account access to esa-p for registered suppliers: if you would like to request access for an esa-p account, please refer to the Entity Information Administrator (EIA) of your company on ESA-STAR or to his deputy, who are the only people that can assign you the role of esa-p user.

For additional details, you can visit the link <https://esastar-emr.sso.esa.int/> and go to the following path:

Home → Help



esa-star registration

13 Jun 2016 | [ESA Home Page](#) | [EMITS](#) | [ESA Industry Portal](#) | [Contact Us](#) | [Help](#)

[Home](#)

[New Registration](#)

[Maintain Entity Information](#)

[ESA Entities Directory](#)

WELCOME TO "ESA-STAR REGISTRATION", ESA'S NEW REGISTRATION AND MANAGEMENT FACILITY FOR EXTERNAL ENTITIES

As of the 15th of March 2016, esa-star replaces the "Industry Outlook" system, originally part of EMITS. We hope you will appreciate the brand-new user interface, the simplified and greatly user-friendlier Registration Questionnaire, as well as all the new improvements and features you will find. Existing users can log in to update or simply verify the correctness and completeness of the data already in the system.

If you are an existing user, please do refer to the detailed information and communications relative to the transition from Industry Outlook to esa-star Registration.

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4. HOW DO WE UPDATE OUR BANK ACCOUNT INFORMATION AND/OR VAT-ID?

For requests to create a new bank record or to update existing VAT-ID or bank information or to revoke an outdated bank record:

You are kindly requested to proceed as for updates of your vendor name or address and notify ESA through our new industry portal esa-star (that replaces the EMITS questionnaire). For further details see this [article](#) on the ESA portal.

You may consult as well the chapter 2.7 on the entry of banking details in the [esa-star manual](#).

In the exceptional cases where esa-star is not operational or would not yet support the entry of certain bank data: please use [this form](#) for update/ creation/ revocation of your bank account records and submit it directly via email to vendordata@esa.int of the ESA Finance Department.

In case you were of the opinion that such data upload was overdue, please contact directly the ESA Financial Department via email to: vendordata@esa.int.

*) Please note that as soon as the VAT-ID is included in the ESA vendor information, it will be populated automatically on every invoice printout in the letterhead as part of the vendor address.

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5. HAS MY OLD SUPPLIER CODE = VENDOR CODE CHANGED?

Yes, your old 4-letter vendor code has been replaced in ESA-P by a 10-digit number starting with 1.

This number is displayed e.g. in the column "Business Partner Number" when you search for contracts by vendor name:

Welcome TEST_EXT02,

esa-p
suppliers area

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

- Order Collaboration

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All Values: Business Partner Number

Search Criteria

Business Partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/first name:

E-Mail address:

DUNS:

Creator:

Logical System:

Industry sector:

Card co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

Micro Company:

Term Liability:

☒ Restrict Number of Value List Entries To 500

Start Search **Reset**

More Search Helps:

Purchase Orders - Ordered

Number:

Purchase Order Name:

Status:

Timeframe:

Creation Date:

Purchasing Group:

Supplier:

Contract Type:

Apply **Clear**

View:

Start Search **Reset**

Results List: 21 results found for Supplier

| Business... | Name | Name 2 | Coun... | Re... | Postal... | City | Street | Building Code | Purch. Organization | DUNS | Creditor |
|-------------|--------------------------|--------------------------|---------|-------|-----------|----------------------|-------------------------|---------------|---------------------|------------|----------|
| 100000715 | THALES ALENIA SPACE ... | ALCATEL ALENIA SPACE ... | BE | | 6032 | MONT SUR MARCHENNE | RUE CHAPELLE BEAUSS... | | DIRECTOR GENERAL | 1000000... | |
| 1000003108 | THALES ALENIA SPACE ... | | FR | | 31100 | TOULOUSE | AVENUE JEAN-FRANCOI... | | DIRECTOR GENERAL | 1000003... | |
| 1000003775 | THALES ALENIA SPACE ... | | BE | | 2660 | HOBOKEN | BERKENRODELEI 33 | | DIRECTOR GENERAL | 1000003... | |
| 1000003875 | THALES ALENIA SPACE ... | OMBH | DE | | 71254 | DITZINGEN | THALESPLATZ 1 | | DIRECTOR GENERAL | 1000003... | |
| 1000007421 | ALENIA AERMACCHI | formerly SIA SPA | IT | | 21040 | VENEGONO SUPERIORE | VIA PETRO FORESIO | | DIRECTOR GENERAL | 1000007... | |
| 1000008488 | ALCATEL ALENIA SPACE ... | | BE | | 0000 | B-2660 HOBOKEN | BERKENRODELEI 33 | | DIRECTOR GENERAL | 1000008... | |
| 1000011995 | THALES ALENIA SPACE ... | | DE | | 70525 | Kornthal-Muenchingen | Lienthalstrasse | | DIRECTOR GENERAL | 1000011... | |
| 1000014663 | THALES ALENIA SPACE ... | | GB | | E14 9HP | LONDON | MAIL CODE AP013, MAN... | | DIRECTOR GENERAL | 1000014... | |
| 6000001249 | THALES ALENIA SPACE I... | THALES ALENIA SPACE I... | IT | | 00131 | ROME | VIA SACCOMURO, 24 | | DIRECTOR GENERAL | 6000001... | |

More Search Helps:

OK **Cancel**

The Business Partner shown below is the Entity code that corresponds to the Bidder/Vendor code

Search Criteria
[Hide Search Criteria](#)

Business Partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/first name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

Micro Company: ☐

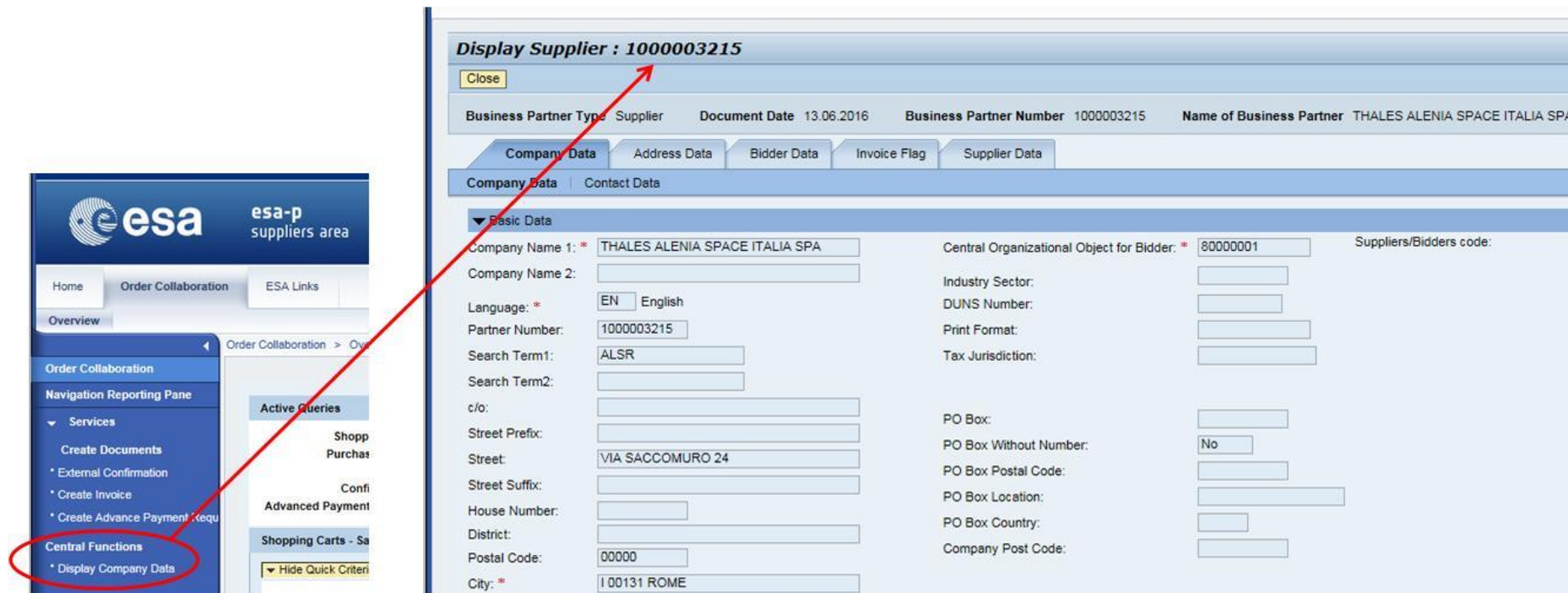
Term Liability: ☐

☒ Restrict Number of Value List Entries To

Results List: 21 results found for Supplier

| BusinessPartner | Name | Name 2 | Country | Regi... | Postal Code | City | Street | Building Code | Purch. Organization | DUNS | Creditor |
|-----------------|--------------------------------|------------------|---------|---------|-------------|----------------------|------------------------------|---------------|---------------------|-------------|----------|
| 1000003875 | THALES ALENIA SPACE DEUTSC... | GMBH | DE | | 71254 | DITZINGEN | THALESPLATZ 1 | | DIRECTOR GENERAL | 1000003 ... | |
| 1000007421 | ALENIA AERMACCHI | formerly SIA SPA | IT | | 21040 | VENEGONIO SUPERIORE | VIA PIETRO FORESIO | | DIRECTOR GENERAL | 1000007 ... | |
| 1000008488 | ALCATEL ALENIA SPACE ANTWE... | | BE | | 0000 | B-2660 HOBOKEN | BERKENRODELEI 33 | | DIRECTOR GENERAL | 1000008 ... | |
| 1000011985 | THALES ALENIA SPACE DEUTSC... | | DE | | 70825 | Kornthal-Muenchingen | Lillenthalstraße | | DIRECTOR GENERAL | 1000011 ... | |
| 1000014663 | THALES ALENIA SPACE UK LIMITED | | GB | | E14 5HP | LONDON | MAIL CODE AP013, MANOR ROYAL | | DIRECTOR GENERAL | 1000014 ... | |

To check your Entity code, go to Central Functions → Display Company Data of the Order Collaboration Overview:



Display Supplier : 1000003215

Close

Business Partner Type: Supplier Document Date: 13.06.2016 Business Partner Number: 1000003215 Name of Business Partner: THALES ALENIA SPACE ITALIA SPA

Company Data Address Data Bidder Data Invoice Flag Supplier Data

Company Data Contact Data

▼ Basic Data

Company Name 1: * THALES ALENIA SPACE ITALIA SPA Central Organizational Object for Bidder: * 80000001 Suppliers/Bidders code:

Company Name 2:

Language: * EN English Industry Sector:

Partner Number: 1000003215 DUNS Number:

Search Term1: ALSR Print Format:

Search Term2: Tax Jurisdiction:

c/o:

Street Prefix: PO Box:

Street: VIA SACCOMURO 24 PO Box Without Number: No

Street Suffix: PO Box Postal Code:

House Number: PO Box Location:

District: PO Box Country:

Postal Code: 00000 Company Post Code:

City: * 100131 ROME

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6. DO I HAVE TO SUBMIT A MAC / CONFIRMATION AGAINST ESA CONTRACTS IN ESA-P NEXT TO THE INVOICE AS A SEPARATE OBJECT?

Yes, in the esa-p system it is mandatory for all ESA contracts to submit next to the invoice also a Milestone Achievement Certificate (MAC) or Confirmation". This object has to be issued to formally document the achievement of a milestone.

For a step-by step procedure on how to submit an invoice and a MAC electronically, please refer to the published standard training material.

Detailed and short version: from ESA-P <http://esa-p.sso.esa.int>.

Home - HELP → Help Documents (from external) :



External link: <http://esa-p-help.sso.esa.int/>

In case the new esa-p system was technically inoperative, a form can be obtained from the esait Service Desk (esait.Service.Desk@esa.int, tel. +39 06 941 80700) or downloaded from the ESA Industry Portal (http://esa-p-help.sso.esa.int/MAC_Confirmation_Offline_Form.pdf)

This MAC offline form can be used by Prime suppliers ONLY. It is recommended to use this form only after more than two consecutive working days of downtime. Once all fields are filled, the document needs to be printed and signed. Together with the supporting documentation attached as necessary it shall be submitted to the ESA Technical Officer of the ESA contract (typically mentioned in Article 4, clause 5 of an ESA contract).

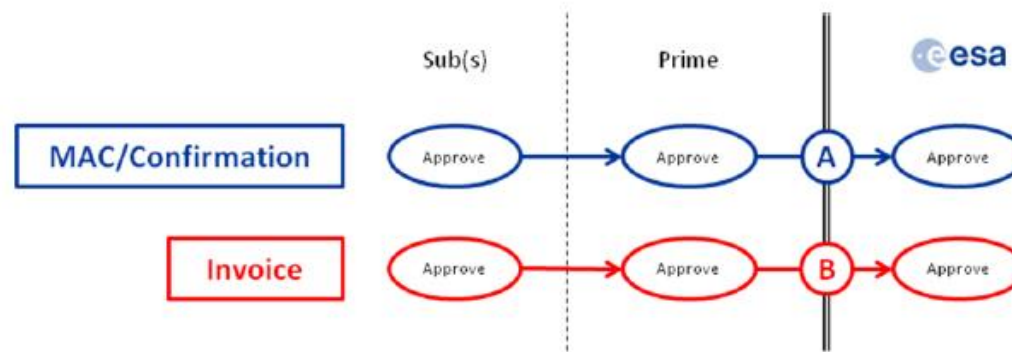
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7. WHAT IS THE STARTING DATE FOR THE CALCULATION OF THE PAYMENT DUE DATE?

Payment due dates are calculated in the following way: **Payment due date = Payment baseline date + payment terms** (30 days per default, unless contractually agreed otherwise).

The **payment baseline date** is the date when both A) the MAC/Confirmation and B) the invoice are approved by the Prime contractor (see picture) and are received for approval by ESA. Only when both these conditions have been met, the payment term starts.

An invoice **always** has to be complemented by a MAC/Confirmation. In exceptional circumstances, a MAC/Confirmation can be created and approved by ESA directly, with mutual agreement between ESA and contractor.



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8. CAN AN INVOICE/ CONFIRMATION BE RELATED TO MORE THAN ONE MILESTONE?

No, Invoices and confirmations are **always** related to one milestone in case of **Contracts**. However, one Milestone can be invoiced and achieved by more than one invoice and/or Milestone Achievement Certificate (= Confirmation).

Display Confirmation: 6000230642

Print Preview Close

Number: 6000230642 Purchase Order Number: 5001015822 Status: Saved Confirmed Value: 30.00 EUR

Overview Header Item Notes & Attachment Approval Tracking

Title: TEST PURCHASE ORDER

Confirmation Name: TEST CONF PO Reference Document:

Delivery Date: 11.09.2015

Awaiting approval Sub-status:

Item Overview

Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities Filter Settings

| Line Number | Item Type | Product ID | Description | Product Category | Outstanding Quantity | Confirm Quantity | Unit | Price | Currency | Per | Delivery Date | Assign Type | Assign Number | Last Delivery | Purchase Order | Item No. |
|-------------|-----------|------------|--------------------|------------------|----------------------|------------------|------|-------|----------|-----|---------------|-------------|---------------|--------------------------|----------------|------------|
| 1 | Material | | LINUX SERVER | Z001 | 64,000.000 | 10,000 EA | | 1.00 | EUR | | 1 01.09.2015 | WBS element | E/0432-01-A | <input type="checkbox"/> | 5001015822 | 0000000005 |
| 2 | Material | | SERVER MAINTENANCE | Z001 | 22,000.000 | 20,000 EA | | 1.00 | EUR | | 1 30.09.2015 | WBS element | E/0432-01-A | <input type="checkbox"/> | 5001015822 | 0000000006 |

Display Invoice: 7000267131

Number: 7000267131 Name: External Invoice Number: EN-20150911 Purchase Order Number: 5001015822 Status: Saved Total Value: 30.00 EUR Supplier: QUBUS EUROPE LTD. Invoicing Party: QUBUS EUROPE LTD.

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number:
 Invoicing Party: *
 Supplier: *
 External Invoice Number: *
 Title: * TEST PURCHASE ORDER
 Invoice Name:
 Invoicing Date: * 11.09.2015
 Invoice Recipient: ESA - European Space Agency

Total Value (Gross)/Currency: * 30.00 EUR
 Balance: 0.00
 Total Tax: 0.00
 Incidental Costs: 0.00
 Payment Terms: 30 days for external vendors
 Part Bank: EUA
 Awaiting approval Sub-status:
 VAT Exemption Number:

▼ Items

| Line Number | Include | Type | Product ID | Description | Product Category | Purchase Order | Item | Quantity | Unit | Price/Unit | Currency | Price Unit | Net Value | Tax | GL Account Number | Account Assignment Type | Assign Number |
|-------------|-------------------------------------|---------|------------|--------------------|------------------|----------------|------------|----------|------|------------|----------|------------|-----------|------------------------|-------------------|-------------------------|---------------|
| 1 | <input checked="" type="checkbox"/> | Invoice | | LINUX SERVER | Z001 | 5001015822 | 0000000005 | 10.000 | EA | 1.00 | EUR | 1 | 10.00 | U7-Tax exemption 0.0 % | 6041100 | WBS element | E/0432-01-A |
| 2 | <input checked="" type="checkbox"/> | Invoice | | SERVER MAINTENANCE | Z001 | 5001015822 | 0000000006 | 20.000 | EA | 1.00 | EUR | 1 | 20.00 | U7-Tax exemption 0.0 % | 6041100 | WBS element | E/0432-01-A |

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9. WHO CREATES THE MILESTONE ACHIEVEMENT CERTIFICATES / CONFIRMATIONS?

MAC/Confirmations are by default created by the payee (the same company issuing the invoice against the milestone).

Prime vendor is also able to submit MAC/Confirmations (as well as invoices) on behalf of lower-tier subcontractors directly paid by ESA.

If esa-p is not operative for two consecutive days, the following paper form may be completed and submitted by the Prime via Post to ESA's responsible Technical Officer as stipulated in the ESA contract: http://esa-p-help.sso.esa.int/MAC_Confirmation_Offline_Form.pdf

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10. DO I INVOICE WITH OR WITHOUT VAT?

This question depends on a number of factors. You can find a checklist to verify if you are required to invoice including or excluding VAT under this link:

http://esa-p-help.sso.esa.int/VAT_process.html

11. WHEN CREATING AN INVOICE / CONFIRMATION, WHICH FIELDS NEED TO BE COMPLETED WITH WHICH VALUES?

All mandatory fields marked with an asterisk (*) need to be completed. If these fields are not filled, you will not be able to post the invoice. Please note that (although not mandatory to fill) the „Confirmation name“ / „Invoice name“ fields are very important for efficient invoice processing. Use these fields to provide information about the milestone that is confirmed / invoiced in this document.

The following format is recommended:

The values filled in the „Invoice name“ and „Confirmation name“ fields are the ones displayed in the Tracking tab and the Related Documents tab in the Contract/ PO.

It is recommended to use the same name for both fields in order to be able to quickly find the matching confirmation for an invoice (e.g. payee invoice number or confirmation number). If this field is left empty, the values in the Contract/ PO will be blank. (See screenshots FAQ 8 “CAN AN INVOICE/CONFIRMATION BE RELATED TO MORE THAN ONE MILESTONE?”).

For details see the Job Aid How to Submit a MAC or Invoice in

following link: http://esa-p-help.sso.esa.int/Quick_Guide_How_to_submit_a_Confirmation_or_Invoice_or_APR.pdf

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12. HOW DO I SUBMIT AN INVOICE OR MAC FOR AN AMOUNT LOWER THAN A MILESTONE AMOUNT (PARTIAL INVOICING/ PARTIAL MILESTONE ACHIEVEMENT)?

The quantity or “Unit” of a Milestone and its achievement in esa-p can be defined either:

- **by a number** “each”: entry in column Unit = “EA” and when a milestone is defined with Unit “EA” the quantity represents the amount in NC of the milestone. In this case, if you want to issue an invoice lower than the milestone amount you have to enter as „Quantity” in Confirmation or in the Invoice the amount you want to Confirm/Invoice

In case of Unit “EA” you can enter the invoice/confirmation partial quantity:

Invoice creation

Create Invoice: 7000267160

Check Close Post Save

Number: 7000267160 Name: External Invoice Number: Purchase Order Number: 4000103600 Status: In Process Total Value: 30,00 EUR Supplier: Invoicing Party:

Overview Header Notes and Attachments

Purchase Order Number: Add Find

Invoicing Party: *

Supplier: *

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient:

Total Value (Gross)/Currency: * EUR 2

Balance:

Total Tax:

Incidental Costs:

Payment Terms:

Part Bank:

Awaiting approval Sub-status:

Item Overview

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

| Line Number | Include | Type | Description | Purchase Order | Item | Quantity | Unit | Price/Unit | Currency | Price Unit | Net Value |
|-------------|-------------------------------------|---------|----------------|----------------|------------|----------|------|------------|----------|------------|-----------|
| 1 | <input checked="" type="checkbox"/> | Invoice | MS6_Successful | 4000103600 | 0000000011 | 30,000 | EA | 1,00 | EUR | 1 | 30,00 |
| 2 | <input type="checkbox"/> | Invoice | PREL_ESC_MS5 | 4000103600 | 0000000016 | 0,000 | EA | 1,00 | EUR | 1 | 0,00 |

1

Confirmation creation

Create Confirmation: 6000230704

Confirm Print Preview Check Close Save

Number: 6000230704 Purchase Order Number: 4000103600 Status: In Process Confirmed Value: 0,00 EUR

Overview Header Item Notes & Attachment Approval Tracking

Title: *

Confirmation Name:

Delivery Date: *

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 |
|-------------|-----------|------------|-------------------------|------------------|----------------------|------------------|------|-------|----------|
| 1 | Material | | MS6_Successful | Z004 | 68.358,000 | 50,000 | EA | 1,00 | EUR |
| 2 | Material | | PREL_ESC_MS5_Successful | Z004 | 11.692,000 | 0,000 | EA | 1,00 | EUR |
| 3 | Material | | PREL_ESC_MS6_Successful | Z004 | 11.692,000 | 0,000 | EA | 1,00 | EUR |

- **by a percentage:** entry in column Unit =“%” in which the quantity represents the percentage of the total amount of the milestone This option is not allowed today but still existing in old documents. Confirmations and Invoice in % are exceptions nowadays.

In case of Unit “%” you can enter the invoice/confirmation partial quantity:

Sometimes for rounding problem incidental costs needs to be added to balance the invoice value to the exact amount:

Screenshot below for partial invoicing of 10,000.00 € against a Milestone with an amount of 85,050.00 €

Create Invoice: 7000267340

Check Close Post Save

Number 7000267340 Name External Invoice Number Purchase Order Number 4200021859 Status In Process Total Value 10,000.00 EUR Supplier Invoicing Party

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number: Add Find

Invoicing Party: * 1000007321

Supplier: * 1000007321

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient: ESA - European Space Agency

Total Value (Gross)/Currency: * 10,000.00 EUR Calculate Total Value

Balance: 0.00

Total Tax: 0.00 Calculate Total Taxes View Tax Details

Incidental Costs: 0.67

Payment Terms: 30 days for external vendors

Part. Bank:

Awaiting approval Sub-status:

VAT Exemption Number:

Items

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

| Line Number | Include | Type | Product ID | Description | Product Category | Purchase Order | Item | Quantity | Unit | Price/Unit | Currency | Price Unit | Net Value | Tax | G/L Account Number | Account Assign |
|-------------|---------|---------|----------------|-------------|------------------|----------------|------------|----------|------|------------|----------|------------|-----------|------------------------|--------------------|----------------|
| 1 | ✓ | Invoice | 50-SENE: FINAL | Z037 | | 4200021859 | 0000000007 | 11.757 | % | 85,050.00 | EUR | 100 | 9,999.33 | U7:Tax exemption 0.0 % | 6171000 | WBS element |

- Calculate the appropriate invoice amount in percentages of the original MS amount externally (here: 11.757%)
 - Enter it as a percentage in the field „Quantity” and hit the button top right „Calculate Total Value”
- If it doesn't match your invoice amount: enter delta – now: as a value – as „incidental cost” (here: 0,67 EUR).
- Click again the button top right „Calculate Total Value”

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13. HOW CAN I FIND MY CONTRACT NUMBER?

In the esa-p application you can find ESA „Purchase Orders“ or “Contracts” objects.
The Numbering convention in esa-p is the following:

| esa-p Object | Object | | From | To |
|-------------------------------|-------------------------|-------------------|--------------------------|--------------------------|
| Purchase Order (PO) | Purchase Order (PO) | Migrated * New | 5500000000 5001000000 | 5599999999 5001999999 |
| Purchase Order (PO) | Contract | Migrated * New | 4200000000 4000100000 | 4299999999 4199999999 |
| Good Receipt/Confirmation | MAC/Confirmation | | 6000000000 | 6999999999 |
| Invoice or Credit Memo | Invoice or Credit Memo | | 7000000000 | 7999999999 |
| Advance Payment Request (APR) | Advance Payment Request | | 8100000000 | 8199999999 |

* Contracts and Purchase Orders awarded before 2010 and migrated inherit the old number as per the following examples: **C12345** → **4200012345**;
P123456 → **55000123456**.

The purchase order number is typically used as query parameter to call up invoices, confirmations or contracts (e.g. to create an invoice).

When creating and submitting an invoice or MAC it is mandatory to know the Purchase Order Number, so in case you are a Sub-contractor directly paid by ESA, you need to contact your Prime to obtain the correct “PO-Number” in the esa-p system.

In the Purchase Order Item Overview, the „Line Number” is the identifier of the Prime or Sub or MPP or Milestone, containing a hierarchical logic of its relationship:

| ▼ Item Overview | | | | | |
|---|---------|-------------|------------|---------------|--------------------------|
| Details Add Line Add Subline Cut Copy Paste Delete Undelete Propose Sol | | | | | |
| Line Number | Deleted | Item Number | Product ID | Description | |
| ▼ 1 | | 1 | | Outline Prime | → Outline Prime Vendor |
| ▼ 1.001 | | 2 | | MPP Prime | → Milestone Payment Plan |
| ▪ 1.001.001 | | 3 | | MS1 | |
| ▪ 1.001.002 | | 4 | | MS2: | |
| ▪ 1.001.003 | | 5 | | MS3: | |
| ▪ 1.001.004 | | 6 | | MS4: | |
| ▪ 1.001.005 | | 7 | | MS5: | → Milestone |

The architecture of ESA contracts in esa-p reflects the consortium structure, for details please see the FAQ 26 “How is the consortium structure reflected in the Contract structure?”.

Large ESA contracts are sometimes split in esa-p into a so called “parent-child solution” due to technical constraints, in that case each sub-contract would be set up in esa-p with a distinct ‘PO Nbr’. How can a Subcontractor directly paid by ESA find out if his contract part is set up as a Child and under which nbr is detailed in the FAQ 26 “How is the consortium structure reflected in the Contract structure?”.

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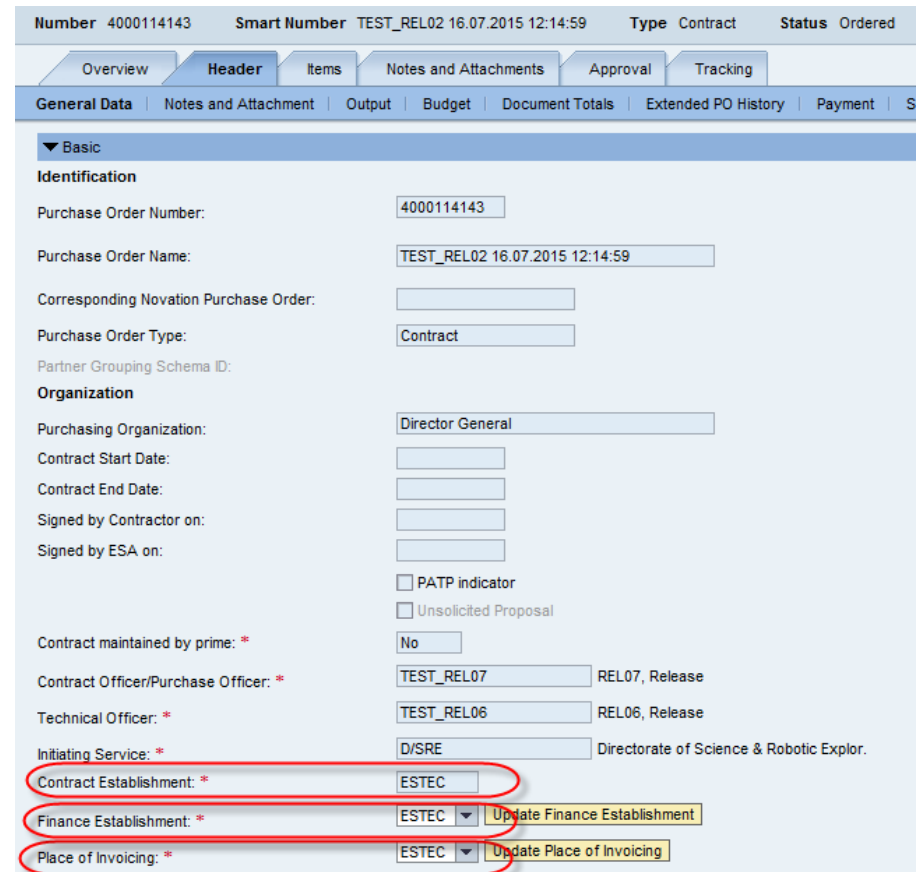
14. WHERE IS THE ESTABLISHMENT (PLACE OF INVOICING) HELD IN THE CONTRACT?

The establishment information can be found in the Header tab in the contract:

Contract Establishment: It is the ESA establishment responsible for contractual matters

Finance Establishment: where to maintain the contract finance and account management.

Place of Invoicing: it is initially inherited from the "Contract Establishment" and trigger the establishment and address shown in the Invoice Printout.



Number 4000114143 Smart Number TEST_REL02 16.07.2015 12:14:59 Type Contract Status Ordered

Overview Header Items Notes and Attachments Approval Tracking

General Data Notes and Attachment Output Budget Document Totals Extended PO History Payment S

▼ Basic

Identification

Purchase Order Number: 4000114143

Purchase Order Name: TEST_REL02 16.07.2015 12:14:59

Corresponding Novation Purchase Order:

Purchase Order Type: Contract

Partner Grouping Schema ID:

Organization

Purchasing Organization: Director General

Contract Start Date:

Contract End Date:

Signed by Contractor on:

Signed by ESA on:

☐ PATP indicator

☐ Unsolicited Proposal

Contract maintained by prime: * No

Contract Officer/Purchase Officer: * TEST_REL07 REL07, Release

Technical Officer: * TEST_REL06 REL06, Release

Initiating Service: * D/SRE Directorate of Science & Robotic Explor.

Contract Establishment: * ESTEC

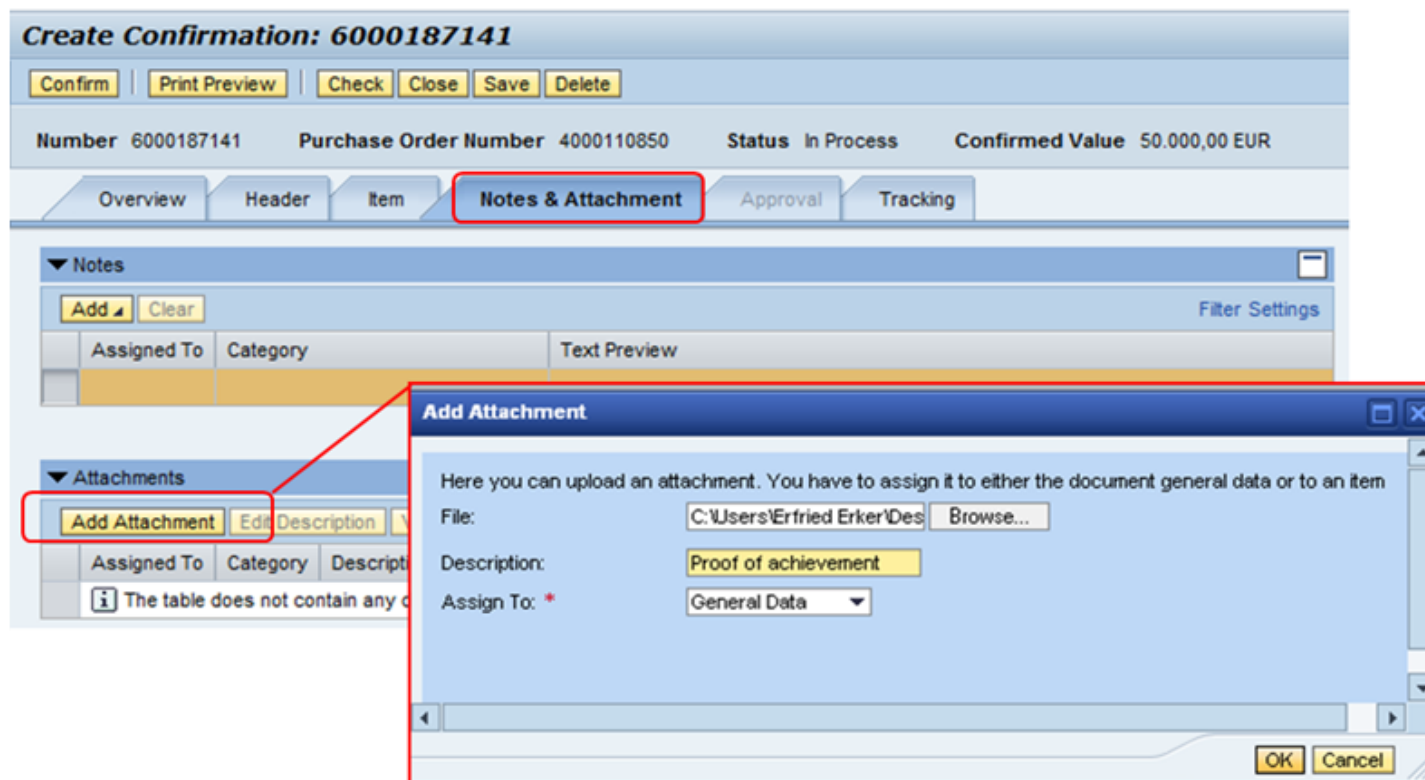
Finance Establishment: * ESTEC Update Finance Establishment

Place of Invoicing: * ESTEC Update Place of Invoicing

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15. HOW CAN I ADD AN ATTACHMENT TO AN INVOICE OR A MAC/CONFIRMATION?

Attachments can be added via the „Notes and Attachments“ tab within the Create Invoice / Create Confirmation screen:



The screenshot shows the 'Create Confirmation: 6000187141' screen. The 'Notes & Attachment' tab is selected. Below the tab, there are sections for 'Notes' and 'Attachments'. The 'Attachments' section has an 'Add Attachment' button highlighted with a red box. A red arrow points from this button to a modal dialog box titled 'Add Attachment'. The dialog box contains the following fields:

- File: C:\Users\Erfried Erker\Des (with a 'Browse...' button)
- Description: Proof of achievement
- Assign To: General Data (dropdown menu)

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Procedural note: 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.

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

Maximum length of filename: 255 characters

Maximum volume of attachments: 40 MB

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16. AFTER POSTING AN INVOICE, CAN A MISTAKE BE CORRECTED?

No, after clicking the „Post“ button, the invoice will be submitted for approval. It is not possible to edit an invoice after it has been posted.

Practical suggestion for sub-contractors:

If you are aware of a mistake made during the posting of an invoice, you might consider to contact your Upper-tier and request to reject the invoice and start again creating a correct invoice.

17. CAN AN UPPER-TIER CONTRACTOR SUBMIT AN INVOICE ON BEHALF OF A SUBCONTRACTOR?

Only a Prime can enter invoices on behalf of a subcontractor directly paid by ESA.

18. HOW TO FIX INVOICES STUCK IN STATUS "TO BE CORRECTED MANUALLY"

The invoices become with status "To be corrected manually" when the button "Post" is pressed and the invoice contains still errors. The invoice is not sent for approval and following warning message is displayed on the invoice: "Invoice created but not forwarded to Accounting".

For more details on the Procedure in place for the invoices that are with status "To be corrected manually" please refer to point 8 "Quick Guide: How to solve the most common problems with INV and MAC."

In the esa-p Help page, suppliers area, http://esa-p-help.sso.esa.int/Quick_Guide_How_to_solve_the_most_common_problems_with_INV_and_MAC.pdf

19. DO I NEED TO SEND A MAC/CONFIRMATION ALSO FOR INVOICES AGAINST MILESTONES OF PRICE TYPE 'TIME&MATERIAL' (A.K.A. 'COST+')?

Yes, you will need to submit a MAC/ Confirmation for corresponding invoices against Milestones of Price Type „Time and Material“.

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20. DO I NEED TO SEND GRN AND INV ALSO FOR THE ESCALATION FEE AMOUNT?

Yes, you need to submit confirmation and invoice also for the escalation or incentive fee. They will be posted against the milestone with the specific item type “Escalation Settlement” or “Incentive Fee”.

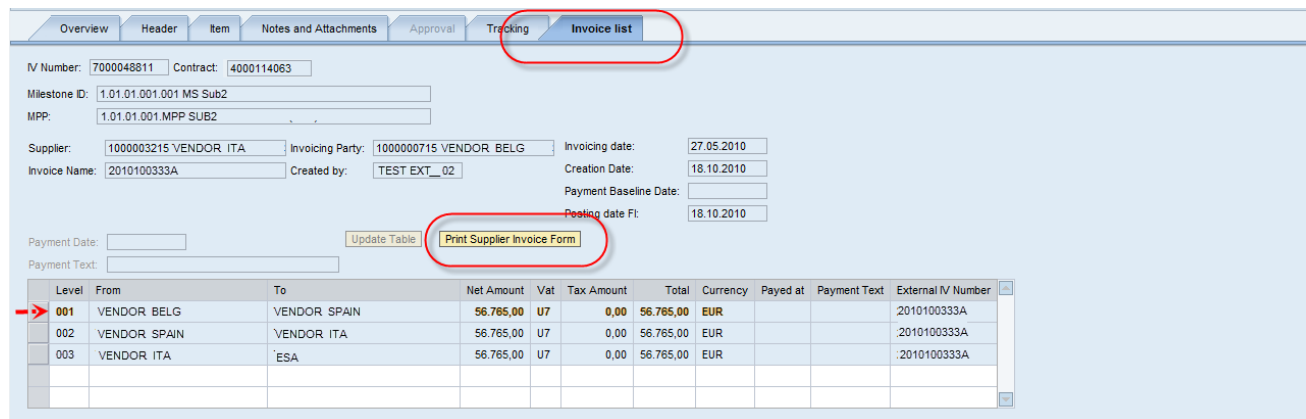
| Line Number | Deleted | Item Number | Product ID | Unit | Item Type | Description | Gross Price |
|-------------|---------|-------------|------------|------|-----------------------|----------------------|-------------|
| 1 | | 1 | | EA | Outline Pr... | Outline Prime IMST | 0.00 |
| 1.001 | | 2 | | EA | Milestone | MPP Prime IMST | 0.00 |
| 1.001.001 | | 3 | | EA | Escalation Settlement | Historical Milestone | 1.00 |
| 1.001.002 | | 4 | | EA | Incentive Fee | | 1.00 |
| 1.001.003 | | 5 | | EA | Milestone | | 1.00 |
| 1.001.004 | | 6 | | | Materi... | | 0.00 |

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21. HOW DO I PRINT MY INVOICE?

Within esa-p you can print out invoices and other documents using the Print Supplier Invoice Form button, accessible in the tab “Invoice List”. The invoice will be available in .PDF format for printing.

In case the invoice was submitted by a sub-contractor (hence, if different contractual levels were involved), you will be able to call up different versions of invoice printout (accessible via the corresponding line marked below in red) in order to populate printouts of an incoming invoice (= received from lower tier) as well as an outgoing invoice (= addressed to upper-tier).



| Level | From | To | Net Amount | Vat | Tax Amount | Total | Currency | Payed at | Payment Text | External IV Number |
|-------|--------------|--------------|------------|-----|------------|-----------|----------|----------|--------------|--------------------|
| 001 | VENDOR BELG | VENDOR SPAIN | 56.765,00 | U7 | 0,00 | 56.765,00 | EUR | | | 2010100333A |
| 002 | VENDOR SPAIN | VENDOR ITA | 56.765,00 | U7 | 0,00 | 56.765,00 | EUR | | | 2010100333A |
| 003 | VENDOR ITA | ESA | 56.765,00 | U7 | 0,00 | 56.765,00 | EUR | | | 2010100333A |

Printing of invoices is possible in status “Save” and after every approval stage.

Create Invoice

HistoryBackForward

Display Invoice

Help

Invoice Number7000004477Reference454151561564Reference Obj.4000103466StatusSavedTotal Value10.00 GBP

SupplierTIMEWISE DESIGN INT. LTD.Invoicing PartyTIMEWISE DESIGN INT. LTD.

EditCloseRefreshDeleteSystem InfoCreate Memory Snapshot

Related Links

OverviewHeaderItemNotes and AttachmentsApprovalTrackingInvoice list

IV Number:7000004477Contract:4000103466

Milestone ID:1.01.001.001 fsdfs

MPP:1.01.001 sdfsd

Supplier:1000000020 TIMEWISE DESIGNInvoicing Party:1000000020 TIMEWISE DESIGNInvoicing date:31.03.2011

External Invoice Number:454151561564Created by:TEST4_BLANCCreation Date:28.03.2011

Payment Baseline Date:28.03.2011Posting date FI:28.03.2011

Payment Date:Update TablePrint Supplier Invoice Form

Payment Text:

| Level | To | From | Net Amount | Vat | Tax Amount | Total | Currency | Paid at | Payment Text | Invoice Name |
|-------|-----|---------------------------|------------|-----|------------|-------|----------|---------|--------------|--------------|
| 001 | ESA | TIMEWISE DESIGN INT. LTD. | 10.00 | U7 | 0.00 | 10.00 | GBP | | | |

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22. WHAT INFORMATION IS CONTAINED IN THE INVOICE FORM?

Supplier Invoice Form content:


| Invoice 1 | | esa-p | |
|---|---|-------------------------------------|---|
| ORIGINAL ELECTRONIC INVOICE PRINTED ON: 21.09.2015 | | | |
| 4 | From: 1000007707 SPACE Science Park 4031 Angleur BE Vat No.: BE0435536532 10 | 5 | To: 1000008118 TERMA HOVMARKEN 8520 LYSTRUP DK Vat No.: DK41881828 |
| 3 | Payee Invoice No: 11-061 ESA Registration Number: 7000084056 Originator Ref.: invoice 11-061 - 760000 VAT Exemption No.: Invoice Status: Paid | 2 | Invoice Date: 08.06.2011 Issue Date: 08.06.2011 ESA Registration Date: 14.12.2011 Net Amount: 58,110.00 Tax Amount: 0.00 VAT Rate: Tax exemption 0.0 % Total Amount: 58,110.00 Currency: EUR |
| 14 | | 7 | |
| 6 | Parent Contract: 4211888804 Contract: 4210042591 PHASES C/D/E1 MPP: 1.01.05.05.02.001 cr: Contract Automation Milestone: 0000000006 Successful completion of SW-CDR2 | 11 | |
| | Payee: 1000007707 SPACE 1 VANDAMMESTRAAT 5-7 1560 HOEILAART BE Payee VAT No: Reference Details: SPACE | 12 | |
| | Name on Account: SPACE Bank: B B L Bank Code: 335 Account No: 335-1253211-77 IBAN Code: BE67125321177 SWIFT: BEVOBEBRXXX | 13 | |
| | Invoice Text: | 9 | |
| | Attachments: PMAC SCCF SW CDR2.pdf PMAC M55 M55a Component SW-CDR2.pdf Invoice 11-061-080611.pdf | 8 | |

| GENERAL REQUIREMENTS | |
|-------------------------------------|---|
| 1 | Reference as "Invoice" |
| 2 | Issue Date: the date of issue |
| 3 | Payee invoice: External invoice unique identification number. ESA Registration number: Esa-p invoice unique identification number. |
| 4 | Supplier full name and address |
| 5 | Customer full name and address |
| 6 | Description of the quantity and nature of the goods supplied or service rendered and obligation number (if applicable) |
| 7 | ESA Registration Date: the date of the Supply |
| 8 | Bank Reference (BIC/IBAN) |
| REQUIREMENTS FOR VAT CLAIMS | |
| 9 | Net Amount of the goods or service exclusive of tax, discounts or rebates (unless included in the unit price) |
| 10 | The Supplier VAT identification number |
| 11 | VAT Rate: the VAT rate applied (the VAT rate must exist) |
| 12 | TAX Amount: the VAT amount payable |
| 13 | Tax exemption: a break-down of the VAT amount payable per VAT rate or exemption. |
| 14 | Where exemption is involved: ref. to the appropriate provision of the EU-Directive |

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23. WHAT INFORMATION IS GIVEN ON THE MAC FORM/CONFIRMATION PRINTOUT?

Confirmation Printout content:



Created by: ETSPIN01 at 08/06/2011
 Changed by: CTM_AG at 14/12/2011
 MAC status: Posted in the Backend
 Status Date: 14/12/2011

Milestone Achievement Certificate

2 PHASES C/D/E1 OF GALILEO

3 Contractor number: 1000004092
 Contractor name: ASTRUM

5 Confirmation number: 6000230678
 Contract number: 4210042591

7 MAC Title: PHASES C/D/E1 OF THE GALILEO DEVELOPMENT AND IN-ORBIT VALIDATION PHASE
 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.

4 SubContractor number: 1000007707
 SubContractor name: SPACE

6 Parent contract number: 4211888804

Currency Code: EUR

| Milestone ID | Milestone Type | Milestone Title | Quantity | Unit of measure | Delivery date | Milestone amount |
|-----------------------|----------------|--------------------------------------|----------|-----------------|---------------|------------------|
| 1.01.05.05.02.001.012 | Milestone | M5: Successful completion of SW-CDR2 | 110.000 | EA | 30/04/2008 | 110.00 |
| Confirmed value: | | | | | | 110.00 |

9 Delivery address: ASTRUM
 WOOD ROAD
 STEVENAGE
 GB

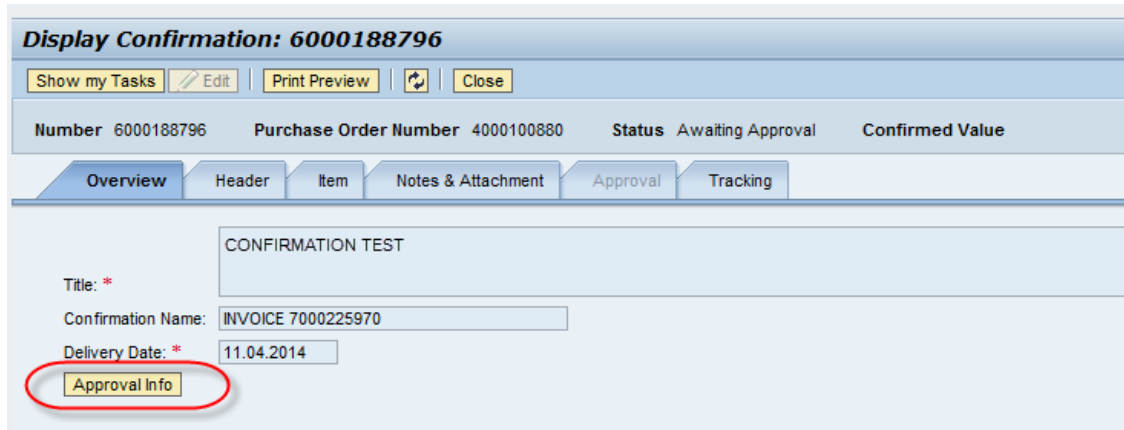
10 Attached documents:
 PMAC SW-CDR2
 PMAC signed Ast
 PMAC - M5 signed by Logica

- 1** The header displays: who created the MAC and when it was created, who did the last changing and when and also the status, substatus and date this status has been changed.
- 2** Title of the Contract
- 3** Supplier Number and Name
- 4** Subcontractor Number and Name
- 5** Esa-p Confirmation Number and corresponding contract nr.
- 6** Number of the Parent contract in case of Parent-Child struct.
- 7** Description of nature of the goods supplied or service rendered and Certification text
- 8** Table with items confirmed: contract milestone ID and confirmed quantity/amount.
- 9** Supplier full address
- 10** Documents attached. 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. For details refer to FAQ 10.

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24. WHERE CAN I FIND MORE DETAILED APPROVAL INFORMATION ABOUT MY INVOICE OR CONFIRMATION?

After submission for approval, the „Approval Info“ button will appear in the Overview tab of the Invoice/Confirmation.



Whenever this button is clicked a pop up will appear which includes two tabs: the Workflow log and the Related Documents tab.

- a) **Workflow Log:** Illustrates which company is currently processing, has processed, or will be processing the document and the date and time the document has been received and processed. Visibility is given throughout the industrial consortium to the entire industry.

Search Orders for Component Planning

Display details

Document Number: 6000188796 **MS Title:** UPON SUCCESSFUL CLOSURE OF CONTRACT
Status: Awaiting Approval **Substatus:** Awaiting Approval by Vendor **Reference Contract:** 4000100880
Confirmation Party: 1000000851 **Supplier Name:** EZV SAS

Workflow log **Related Documents**

| Company Name | Company Code | Received On | Processed On |
|--------------------------------|--------------|---------------------|--------------|
| THALES ALENIA SPACE ESPANA | 1000003125 | 11.04.2014 15:38:18 | |
| SENER INGENIERIA Y SISTEMAS SA | 1000007321 | | |
| EADS CASA ESPACIO, S.L. | 1000004961 | | |
| ESA | 2 | | |

- b) **Related Documents tab:** In case of a confirmation, the related documents tab in the „Approval Info“ displays all invoices posted against the milestone which the confirmation is posted against. The „Reference Item“ number indicates the milestone item number in the reference contract.

Search Orders for Component Planning

Display details

Document Number: 6000188796 **MS Title:** UPON SUCCESSFUL CLOSURE OF CONTRACT
Status: Awaiting Approval **Substatus:** Awaiting Approval by Vendor **Reference Contract:** 4000100880 **Reference Item:** 0000000020
Confirmation Party: 1000000851 **Supplier Name:** EZV SAS

Workflow log **Related Documents**

| Document Type | Document Number | Gross Amount | Currency | Status | Substatus |
|---------------|-----------------|--------------|----------|-------------------|-----------------------------|
| Invoice | 7000225970 | 36.325,00 | EUR | Awaiting Approval | Awaiting Approval by Vendor |
| | | | | | |
| | | | | | |
| | | | | | |

OK

In case of an invoice, the Related Documents tab in the „Approval Info“ button displays all confirmations posted against the milestone which the invoice is posted against. (*)

(*) Please note the difference to the „Related Documents“ tab in the Contract, where all related documents of this milestone (confirmations, invoices) are displayed.

Go to the Contract/Purchase Order and open the line item details of the specific milestone. In the tab "Related Documents" all follow on documents created against this milestone are listed and their status. Here, you can also verify that for an invoice the corresponding confirmation/ MAC was created and its approval status.

| General Data | | | | |
|--------------------------|--|-------------------------------|--------------------------|----------------------------|
| Notes and Attachments | | | | |
| Related Documents | | | | |
| Delivery | | | | |
| Extended PO History | | | | |
| User-Specified Status | | | | |
| Subcontracting | | | | |
| Payment | | | | |
| Order as Direct Material | | | | |
| Document Control | | | | |
| Statistics | | | | |
| History | | | | |
| View: European Euro | | | | |
| Document | Name | Document Number | Back-End Document Number | Status |
| Central Contract | 4000100880. E2V. Detectors | 4200021400/34 | | Ordered |
| | Total | | | |
| Shopping Cart | MS17.Upon successful closure of contract | 1500014500/12 | | Follow-on Document Created |
| | Total | | | |
| Purchase Order | MS17.Upon successful closure of contract | 4000100880/20 | 4000100880/20 | Ordered |
| | Total | | | |
| Confirmation | MS17.Upon successful closure of contract | 6000188796/2 | | Awaiting Approval |
| | Total | | | |
| Invoice | MS17.Upon successful closure of contract | 7000225970/2 | | Awaiting Approval |
| | Total | | | |

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25. HOW PRIME CONTRACTORS CAN APPROVE AN INVOICE WITH/WITHOUT VAT POSTED BY A LOWER-TIER SUB-CONTRACTOR.

If a Prime is VAT exempted and has to approve an electronic incoming invoice including VAT from a lower-tier Sub-contractor directly paid by ESA in esa-p: in the course of invoice approval, the Prime can approve Invoices without VAT by setting the VAT rate to zero. This can be done by clicking the drop-down box and select appropriate tax rate.

In the example below it is shown how a German Prime having obtained a VAT Exemption Certificate by ESA and receiving an incoming invoice from a German lower-tier sub-contractor including VAT would change the VAT-rate to 0 in the course of approving this invoice, hence producing an outgoing invoice to ESTEC in the NL free of VAT:

| Price Unit | Net Value | Tax | G/L Account |
|------------|-----------|---|-------------|
| 100 | 1.100,00 | Germany Input tax 19,0% deferred | 6214000 |
| 100 | 900,00 | Sweden Input tax 25,0% deferred | |
| 100 | 0,00 | Switzerland Input tax 2,4% deferred | |
| 0 | 0,00 | Switzerland Input tax 7,6% deferred | |
| 0 | 0,00 | Switzerland input tax 2.5 % deferred | |
| 0 | 0,00 | Switzerland input tax 8.0 % deferred | |
| 0 | 0,00 | Tax exemption 0.0 % | |
| 0 | 0,00 | United Kingdom Input tax 15,0% deferred | |

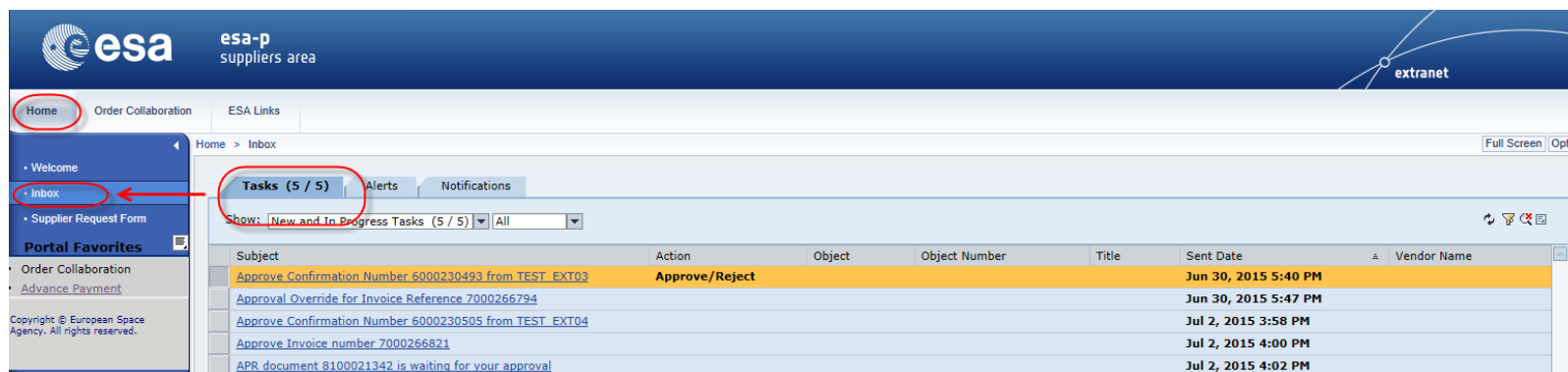
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26. DO I GET (EMAIL) NOTIFICATIONS? HOW DO I KNOW IF MY INVOICE IS APPROVED OR REJECTED?

No, external suppliers will receive notifications and reminders only through their esa-p inbox (and not via email). The built-in message board of your Inbox is accessible to ALL users of the supplier. Within this Inbox there are two relevant Tabs:

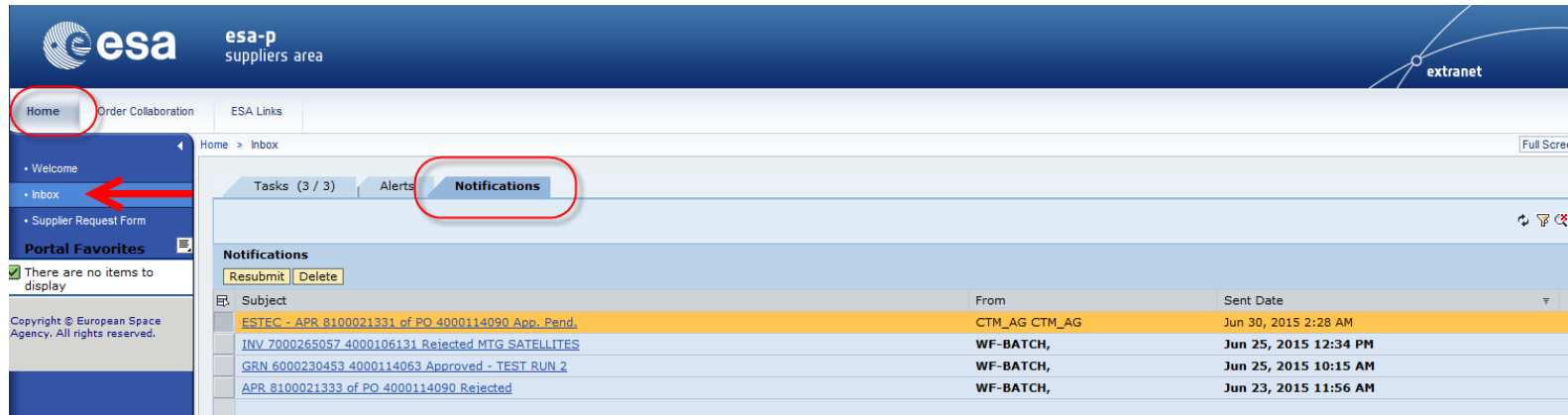
- In the “Tasks”-Tab you will find all messages (incl. a hyperlink to the object details) on pending actions, typically an invoice or MAC or APR submitted by a lower tier for your approval;
- In the “Notifications”-Tab you will find messages for your info, typically on your invoices or MACs approved or rejected by an upper-tier.

Example of the Tasks Tab is shown below:



| Subject | Action | Object | Object Number | Title | Sent Date | Vendor Name |
|--|-----------------------|--------|---------------|-------|----------------------|-------------|
| Approve Confirmation Number 6000230493 from TEST_EXT03 | Approve/Reject | | | | Jun 30, 2015 5:40 PM | |
| Approval Override for Invoice Reference 7000266794 | | | | | Jun 30, 2015 5:47 PM | |
| Approve Confirmation Number 6000230505 from TEST_EXT04 | | | | | Jul 2, 2015 3:58 PM | |
| Approve Invoice number 7000266821 | | | | | Jul 2, 2015 4:00 PM | |
| APR document 8100021342 is waiting for your approval | | | | | Jul 2, 2015 4:02 PM | |

Example of the Notifications Tab is shown below:



esa-p suppliers area

extranet

Home Order Collaboration ESA Links

Home > Inbox

Full Screen

Tasks (3 / 3) Alerts Notifications

Notifications

Resubmit Delete

| Subject | From | Sent Date |
|--|---------------|-----------------------|
| ESTEC - APR 8100021331 of PO 4000114090 App. Pend. | CTM_AG CTM_AG | Jun 30, 2015 2:28 AM |
| INV 7000265057 4000106131 Rejected MTG SATELLITES | WF-BATCH, | Jun 25, 2015 12:34 PM |
| GRN 6000230453 4000114063 Approved - TEST RUN 2 | WF-BATCH, | Jun 25, 2015 10:15 AM |
| APR 8100021333 of PO 4000114090 Rejected | WF-BATCH, | Jun 23, 2015 11:56 AM |

There are no items to display

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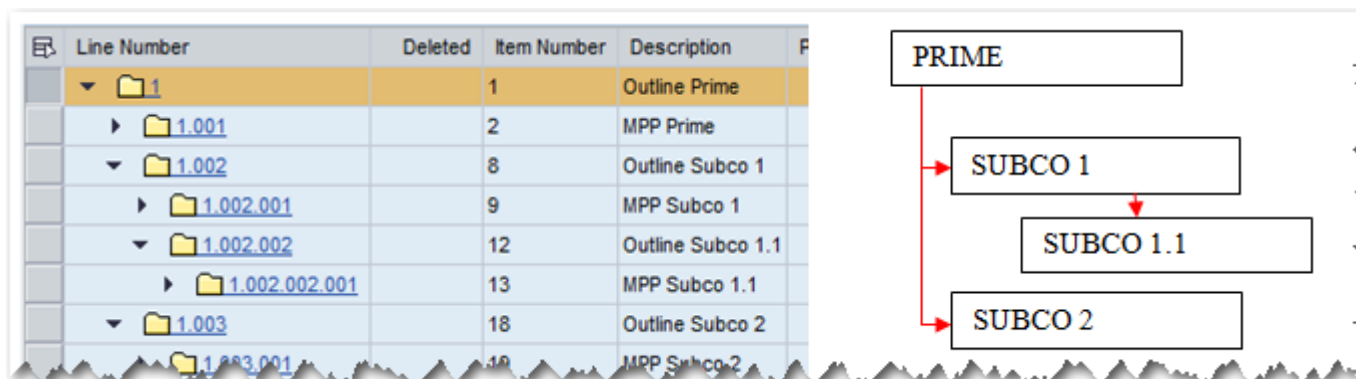
27. HOW IS THE CONSORTIUM STRUCTURE REFLECTED IN THE CONTRACT STRUCTURE?

The Architecture of ESA Contracts in esa-p reflects the consortium structure using the hierarchical logic of Line Numbers. Only subcontractors directly paid by ESA are reflected in the esa-p contract structure.

| Line Number | Deleted | Item Number | Description |
|-------------------|---------|-------------|-------------------|
| 1 | | 1 | Outline Prime |
| 1.001 | | 2 | MPP Prime |
| 1.001.001 | | 3 | MS 1 Prime |
| 1.001.002 | | 4 | MS 2 Prime |
| 1.002 | | 8 | Outline Subco 1 |
| 1.002.001 | | 9 | MPP Subco 1 |
| 1.002.001.001 | | 10 | MS 1 Subco 1 |
| 1.002.001.002 | | 11 | MS 2 Subco 1 |
| 1.002.002 | | 12 | Outline Subco 1.1 |
| 1.002.002.001 | | 13 | MPP Subco 1.1 |
| 1.002.002.001.001 | | 14 | MS 1 Subco 1.1 |
| 1.002.002.001.002 | | 15 | MS 2 Subco 1.1 |
| 1.003 | | 18 | Outline Subco 2 |
| 1.003.001 | | 19 | MPP Subco 2 |
| 1.003.001.001 | | 20 | MS 1 Subco 2 |

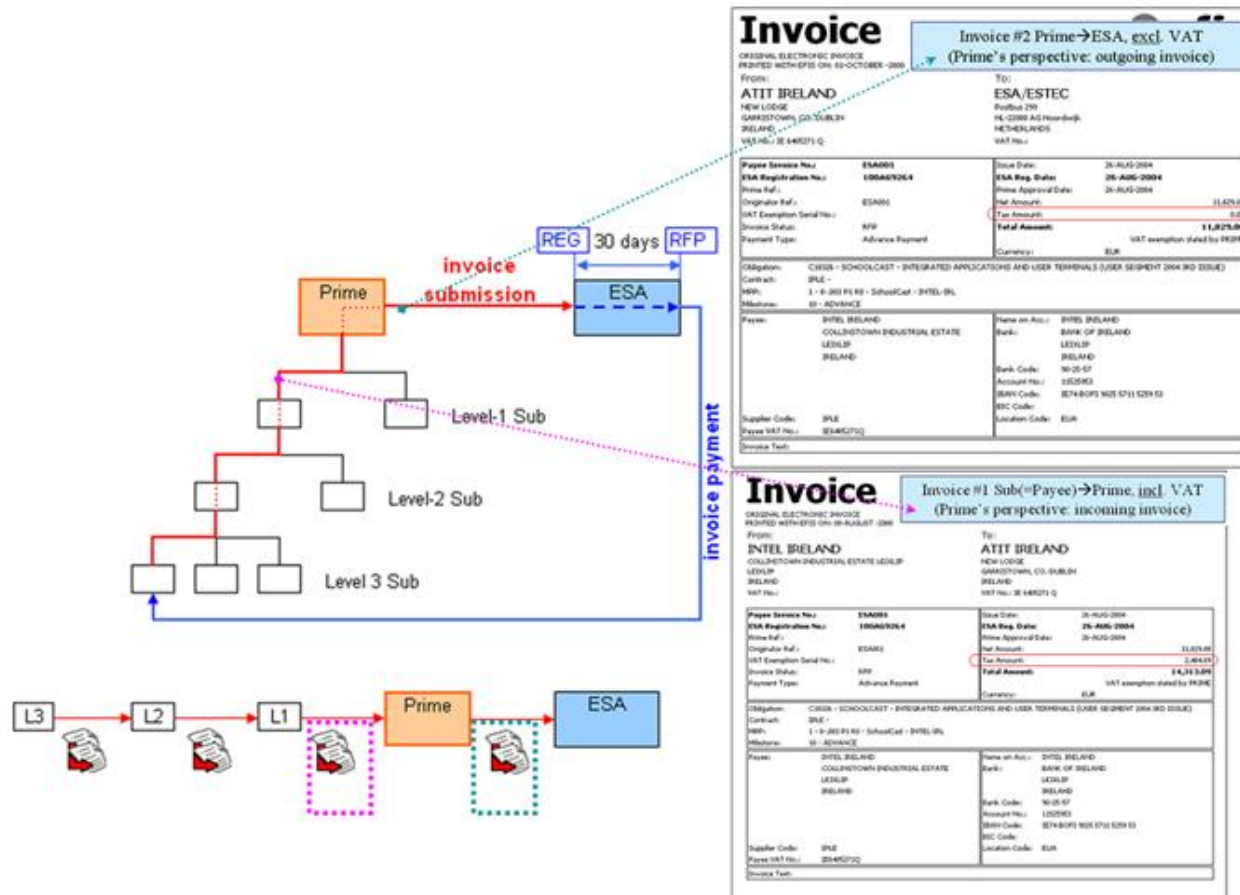
1-digit = Prime: 1
 3-digit = Subco: 1.002, 1.003
 or Subco-Subco: 1.002.002
 or MPP of Prime: 1.001
 or MPP of Subco: 1.002.001, 1.003.001
 or MPP of Subco-Subco: 1.002.002.001
 or MS: 1.001.001 (Prime MPP),
 1.002.001.001 (Subco 1)

The following hierarchy reflects the consortium structure in the below contract



Invoicing Through a Consortium

As per the consortium showed in the picture, Subco submits invoices to upper level, Prime to ESA. The approval flow also reflects the consortium structure: invoices submitted by a subcontractor or by the Prime vendor are subject to the below approval workflow.



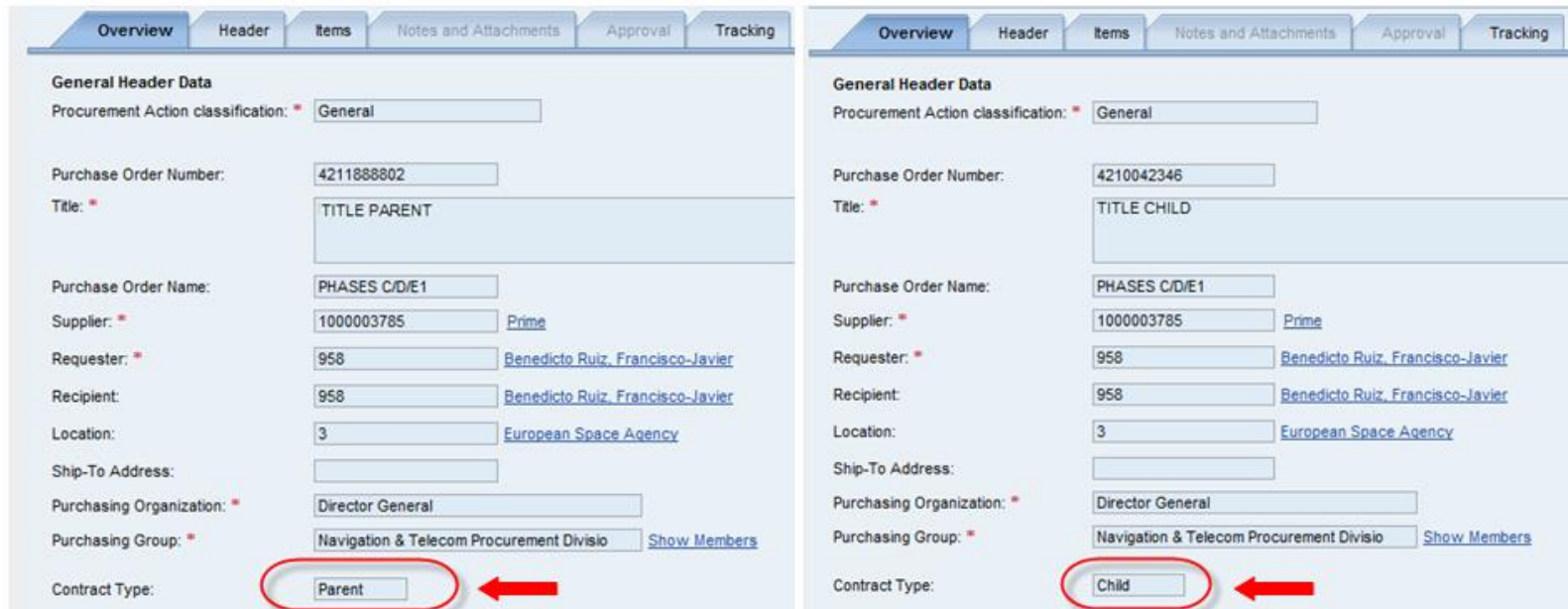
Prime submit the invoice to ESA.

Level-1 Subco (payee) submits the invoice to Prime.

Parents and Children: What is my Contract Number?

Due to technical constraints, large ESA-contracts including subcontractors directly paid by ESA may be sliced into many 'contracts' in esa-p, typically one per Sub-Contractor (Parent-Child Solution). In that case each sub-contract would be set up in esa-p with a distinct "PO Nbr".

Typically the „parent“ contract contains the consortium structure, and the „child“ contracts are created per (direct sub-) Contractor.
To see if a PO is a PARENT or a CHILD, check in the Overview tab, the field “Contract Type”:



| Field | Parent Contract (PO 4211888802) | Child Contract (PO 4210042346) |
|-----------------------------------|---|---|
| Procurement Action classification | General | General |
| Purchase Order Number | 4211888802 | 4210042346 |
| Title | TITLE PARENT | TITLE CHILD |
| Purchase Order Name | PHASES C/D/E1 | PHASES C/D/E1 |
| Supplier | 1000003785 Prime | 1000003785 Prime |
| Requester | 958 Benedicto Ruiz, Francisco-Javier | 958 Benedicto Ruiz, Francisco-Javier |
| Recipient | 958 Benedicto Ruiz, Francisco-Javier | 958 Benedicto Ruiz, Francisco-Javier |
| Location | 3 European Space Agency | 3 European Space Agency |
| Ship-To Address | | |
| Purchasing Organization | Director General | Director General |
| Purchasing Group | Navigation & Telecom Procurement Divisio Show Members | Navigation & Telecom Procurement Divisio Show Members |
| Contract Type | Parent | Child |

Contract type is one of the search criteria in the Active query and it is shown in the query result for Purchase Orders:

Active Queries

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

Purchase Orders [Ordered \(2\)](#) [Saved \(0\)](#)

Invoices [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) [All \(7\)](#) [Awaiting Approval \(130\)](#)

Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Backend \(0\)](#) [Awaiting Approval \(0\)](#) [All \(0\)](#) [Saved \(1\)](#)

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

Purchase Orders - Ordered

▼ Hide Quick Criteria Maintenance

Number: To

Purchase Order Name:

Status:

Timeframe:

Creation Date: To

Purchasing Group: To

Supplier:

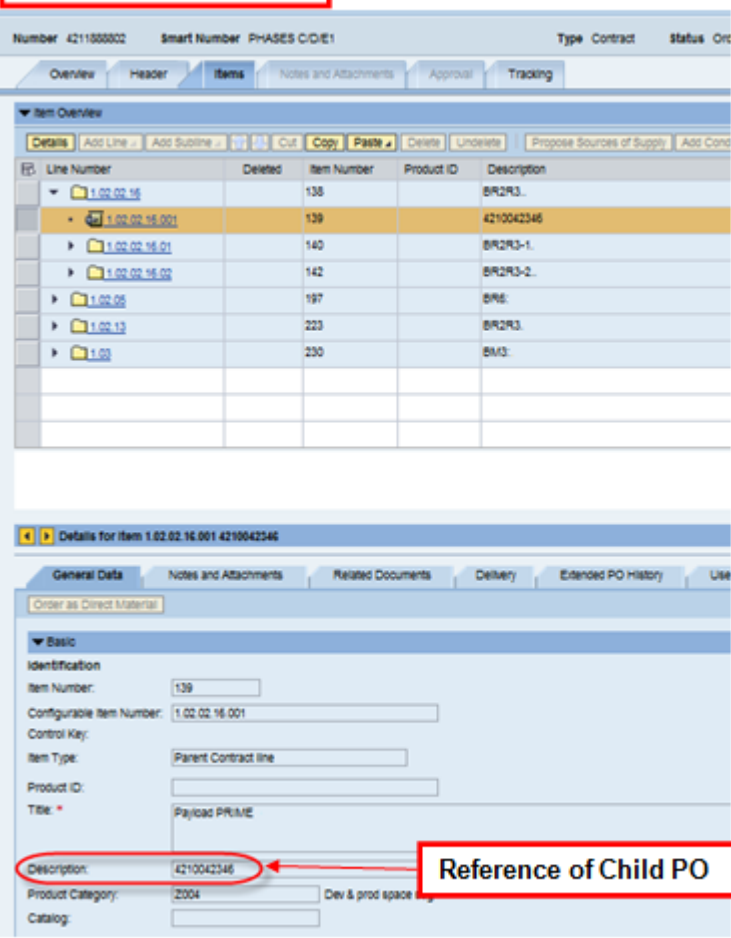
Contract Type:

View:

| Purchase Order Number | Purchase Order Name | Item Number | Configurable Item Number | Item Name | Status | Supplier Name | Purchasing Group | Contract Type |
|----------------------------|---------------------|-------------|--------------------------|-----------|---------|---------------|--|---------------|
| 4210042346 | PHASES C/D/E1 | | | | Ordered | Prime | Navigation & Telecom Procurement Divisio | CHILD |
| 4211888802 | PHASES C/D/E1 | | | | Ordered | Prime | Navigation & Telecom Procurement Divisio | PARENT |

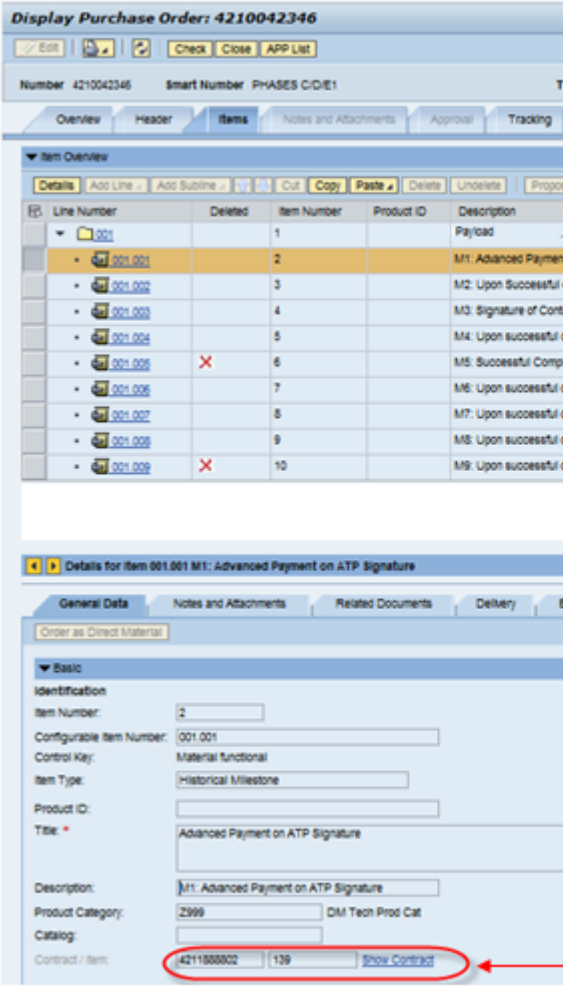
Child contracts are linked to the parent contract through the contract number specified:

Parent Contract



Reference of Child PO

Child Contract



Link to Parent PO

In case you are a sub-contractor, you „only“ know the ESA contract number of your Prime and your sub-contract is set up as a child separate to the main contract: you can find the number of the (Child) contract by accessing the Parent contract, selecting the contractual line (so not the outlines) and going to the „Releases“ tab in the item details.

[illegible]

NOTE: In a Parent-Child solution, each subcontractor's invoice and confirmation shall be addressed using the child contract number and not using the parent contract number.

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28. WHAT CAN I SEE IN THE ACTIVE QUERIES SCREEN?

Detailed information can be found in the dedicated section “Active Queries” of the quick guide “Quick Guide on Tracking and Reporting” in the esa-p Help page, suppliers area: http://esa-p-help.sso.esa.int/Guide_on_Tracking_and_Reporting.pdf.

29. WHAT DO THE DIFFERENT STATUSES OF AN INVOICE, CONFIRMATION AND ADVANCE PAYMENT REQUEST MEAN?

Below you can find the different status for your **invoices**, **confirmations** and **advance payment requests**:

| esa-p status | Description | esa-p sub status for documents 'Awaiting Approval' | |
|--------------------------|--|--|--|
| In Process | Document is in the process of being created. | Awaiting approval by Vendor | Document is under approval within consortium = awaiting approval by upper-tier supplier / Prime |
| Saved | A draft status; document can be re-opened for editing by author. ATTENTION: A Saved document is NOT submitted = will never reach ESA | Parked waiting GRN approval | Electronic Invoice approved by Prime = submitted to ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation. |
| 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 awaiting GRN approval | Paper Invoice received and registered by ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation. |
| Approved | Status after approval by ESA. | Awaiting Approval by ESA | Document is under approval by ESA. |
| Posted in the Backend | For Confirmation: this is the final status upon approval by ESA (=best case) | On Hold | Document is kept on hold by ESA |
| Paid | For Invoice and Advance: this is the final status upon approval by ESA; trigger for bank transfer by ESA (=best case) | Workflow errors | Approval workflow has resulted in a technical error. |
| (Release) Rejected | Document was rejected by an upper-tier within the Industry consortium or within ESA | esa-p sub status for documents 'Paid' | |
| Deleted | Document was withdrawn by author | Off-set | The Advance Payment Request has been deducted from an invoice on the same milestone. |
| Cancelled | Invoice was cancelled. | Not off-set | The Advance Payment Request has not yet been deducted from an invoice on the same milestone |
| To be corrected manually | Invoice is incomplete and cannot be posted (submitted) unless edited and corrected by author/Payable Administrator or deleted by ESA Finance. | | |

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30. HOW CAN I FIND AN INVOICE? OR ALL INVOICES FOR A SPECIFIC CONTRACT?

You will find all the invoices related to a specific contract in the tracking tab or in the extended PO history tab (only visible to Primes):

Display Purchase Order: 4000114143

[Edit](#)
[Check](#)
[Close](#)
[Copy](#)
[APP List](#)

Number 4000114143 Smart Number TEST_REL02 16.07.2015 12:14:59 Type Contract Status Ordered Created On 17.07.2015 Total Value (Gross) 50.00 EUR Supplier

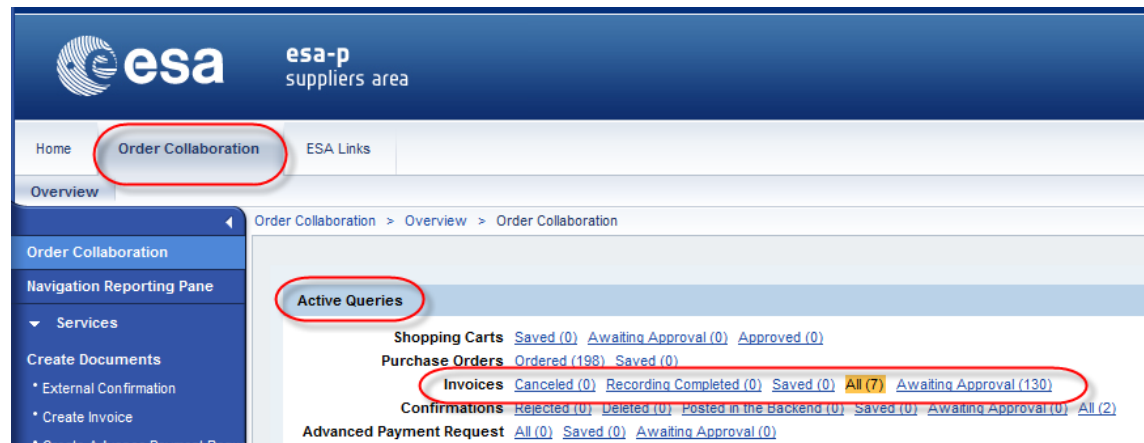
[Overview](#)
[Header](#)
[Items](#)
[Notes and Attachments](#)
[Approval](#)
[Tracking](#)

▼ History

View: [European Euro](#)

| Document | Document Number | Back-End Document Number | Status | Date | Net Value | Currency | Name |
|----------------|----------------------------|--------------------------|-----------|------------|-----------|----------|--------------------------------|
| Shopping Cart | 1000014831 | | Approved | 16.07.2015 | 0.00 | EUR | TEST_REL02 16.07.2015 12:07 |
| RFx | 2000008615 | | Published | 16.07.2015 | N/A | N/A | TEST_REL02 16.07.2015 12:14:59 |
| RFx Response | 3000012707 | | Accepted | 16.07.2015 | 0.00 | EUR | TEST_REL02 16.07.2015 12:14:59 |
| Purchase Order | 4000114143 | 4000114143 | Ordered | 17.07.2015 | 50.00 | EUR | TEST_REL02 16.07.2015 12:14:59 |
| Confirmation | 6000230626 | | Saved | 10.09.2015 | 5.00 | EUR | TEST CONF |
| Invoice | 7000267117 | | Saved | 10.09.2015 | 10.00 | EUR | |

Alternatively you can quickly query invoices directly from the main page after login via pre-defined “Active Queries” by status (e.g. „All” will display a list of all invoices payable to the supplier and to related subcontractors):



esa-p suppliers area

[Home](#)
[Order Collaboration](#)
[ESA Links](#)

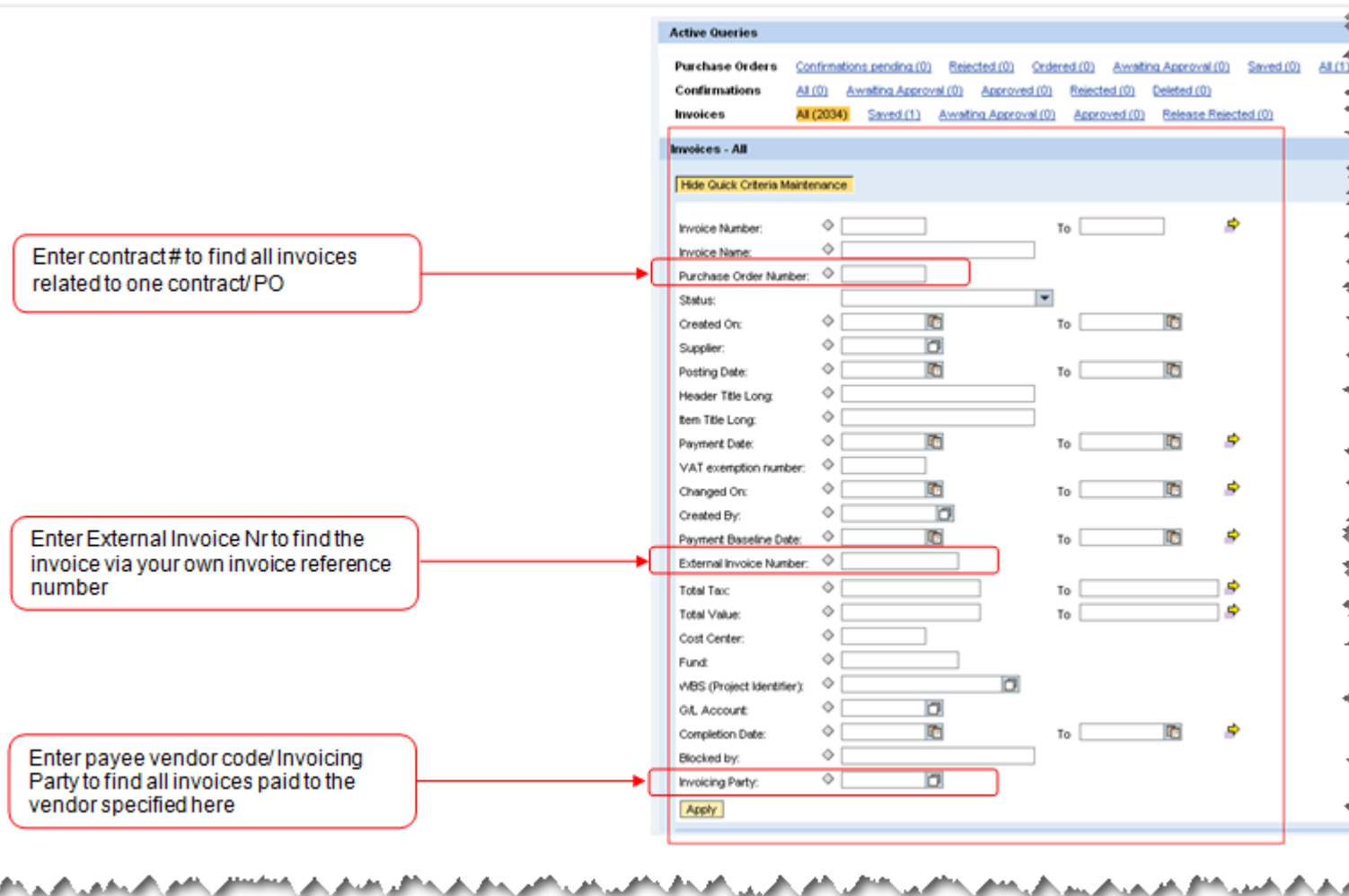
Overview

Order Collaboration > Overview > Order Collaboration

Active Queries

Shopping Carts [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)
 Purchase Orders [Ordered \(198\)](#) [Saved \(0\)](#)
Invoices [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) [All \(7\)](#) [Awaiting Approval \(130\)](#)
 Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Backend \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [All \(2\)](#)
 Advanced Payment Request [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

As a powerful third possibility for invoices queries, you can use a multitude of query parameters via this screen, located underneath the above shown „Active Queries” screen:



The screenshot shows the 'Active Queries' interface for 'Invoices - All'. It features a list of query parameters on the left and a corresponding search area on the right. Three callout boxes with red arrows point to specific fields:

- Callout 1:** "Enter contract# to find all invoices related to one contract/PO" points to the **Purchase Order Number** field.
- Callout 2:** "Enter External Invoice Nr to find the invoice via your own invoice reference number" points to the **External Invoice Number** field.
- Callout 3:** "Enter payee vendor code/ Invoicing Party to find all invoices paid to the vendor specified here" points to the **Invoicing Party** field.

The interface includes a top navigation bar with tabs for 'Purchase Orders', 'Confirmations', and 'Invoices'. The 'Invoices' tab is active, showing a list of filters and a search area. The search area includes fields for Invoice Number, Invoice Name, Purchase Order Number, Status, Created On, Supplier, Posting Date, Header Title Long, Item Title Long, Payment Date, VAT exemption number, Changed On, Created By, Payment Baseline Date, External Invoice Number, Total Tax, Total Value, Cost Center, Fund, WBS (Project Identifier), G/L Account, Completion Date, Blocked by, and Invoicing Party. An 'Apply' button is located at the bottom of the search area.

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31. BY WHICH REPORTS CAN I QUERY MY OWN AND LOWER-TIER INVOICES?

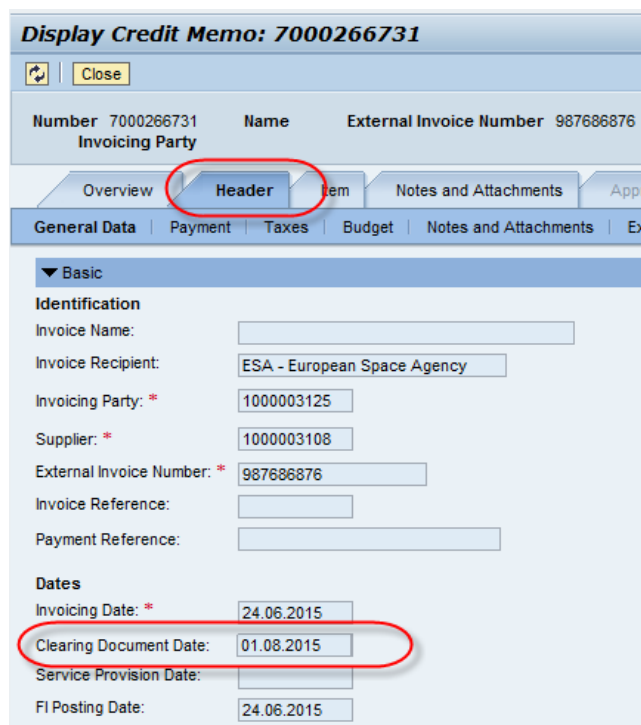
Detailed information can be found in the dedicated section “Prime-submission of INV/GRN as Sub-contractor” of the quick guide “Quick Guide on Tracking and Reporting” in the esap Help page, suppliers area: http://esa-p-help.sso.esa.int/Guide_on_Tracking_and_Reporting.pdf.

32. WHERE CAN I FIND THE DATE ON WHICH MY INVOICE WAS PAID?

The payment date of the invoice is the “**Clearing Document Date**” in esa-p. This field is updated as soon as the invoice is approved for payment by ESA. This date is not the effective payment date but the date of the claim for the bank transfer.

You can find this date in the following locations:

- 1) Displaying the invoice – Header tab- General data – Basic – “Clearing document date”:



Display Credit Memo: 7000266731

Close

Number 7000266731 Name External Invoice Number 987686876
Invoicing Party

Overview **Header** Item Notes and Attachments Appro

General Data Payment Taxes Budget Notes and Attachments Exc

▼ Basic

Identification

Invoice Name:

Invoice Recipient:

Invoicing Party: *

Supplier: *

External Invoice Number: *

Invoice Reference:

Payment Reference:

Dates

Invoicing Date: *

Clearing Document Date:

Service Provision Date:

FI Posting Date:

2) In the "Active Query" (Invoices), the "Clearing document date" is displayed in a column placed immediately after the column Payment Baseline Date.

Active Queries

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

Purchase Orders [Ordered \(198\)](#) [Saved \(0\)](#)

Invoices [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) **All (7)** [Awaiting Approval \(130\)](#)

Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Backend \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [All \(2\)](#)

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

Invoices - All

▶ Show Quick Criteria Maintenance

View: [Standard View] ▼ | [Create Invoice](#) | [Display](#) | [Edit](#) | [Cancel/Reverse](#) | [Evaluate](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

| | Invoice Number | Invoice Name | Invoicing Date | Created On | Created By | Invoice Number (external) | Status | Awaiting Approval Substatus | Payment Baseline Date | Clearing Document Date |
|--|----------------------------|--------------|----------------|------------|------------|---------------------------|--------|-----------------------------|-----------------------|------------------------|
| | 7000266837 | | 18.03.2015 | 18.03.2015 | TEST_EXT02 | FF-2015-0027 | Paid | | 24.03.2015 | 31.05.2015 |
| | 7000266838 | | 10.02.2015 | 10.02.2015 | TEST_EXT02 | 105500576 | Paid | | 21.03.2015 | 16.04.2015 |
| | 7000266839 | | 13.02.2015 | 13.02.2015 | TEST_EXT02 | FF-1407-0142 | Paid | | 17.03.2015 | 16.04.2015 |
| | 7000266820 | | 20.02.2015 | 20.02.2015 | TEST_EXT02 | FF-2015-0025 | Paid | | 10.03.2015 | 09.04.2015 |
| | 7000266792 | | 24.02.2015 | 24.02.2015 | TEST_EXT02 | FF-2015-0028 | Paid | | 11.03.2015 | 09.04.2015 |
| | 7000266733 | | 23.01.2015 | 13.02.2015 | TEST_EXT02 | FF-2015-0012 | Paid | | 11.03.2015 | 09.04.2015 |

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33. WHO CAN I CONTACT IN CASE OF GENERAL ISSUES/ QUERIES ON PERCEIVED OVERDUE INVOICES?

| Contact/ All issues | |
|---------------------|--|
| Email | esait.Service.Desk@esa.int |
| Phone | +39 06 941 80700, option 2 |

Queries on perceived overdue invoices

In order to optimize the support on invoices overdue for payment, a dedicated mailbox is active to centralize all invoice problems and queries. If you are facing any invoice issues, please download the Excel file from the esa-p Help http://esa-p-help.sso.esa.int/Template_for_information_on_invoice.xls; log your issues in the file with the required details (e.g. Contract #, Invoice #, date of invoice, amount, and description). Once you have completed the file, send it to ESA.payment.officer@esa.int. ESA Finance will take the necessary actions and keep you informed via e-mail as soon as possible.

Requests to obtain a copy (PDF) of your original e-invoice(s) submitted through EFIS up to 21/12/2009

On 19 December 2018, the online access to the EFIS system has been discontinued. **Requests to obtain a copy (PDF) of your original e-invoice(s)** submitted through EFIS up to 31/12/2009 shall be addressed via email to: Esa.payment.officer@esa.int

Please specify the invoice by using [this template](#).

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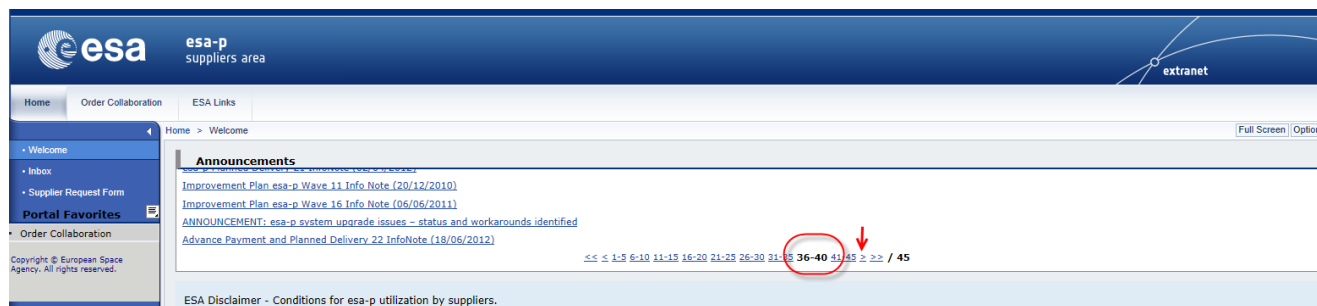
34. HOW CAN I ORGANIZE IMPORTANT ANNOUNCEMENTS PUBLISHED ON ESA-P?

It is important to regularly check the 'Announcements' published to the industry, as new system functionalities/ instructions related to the implementation of improvement waves will be communicated here. The next steps can be used to organize those announcements and create links for quicker access.

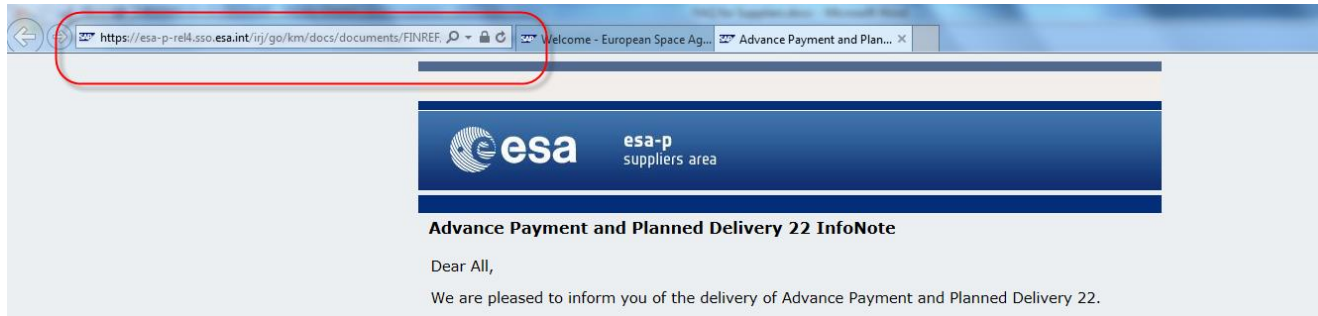


Example: The Advance Payment is an important document which you wish to add to your Portal Favorites to be able to quickly access this information when needed in the future.

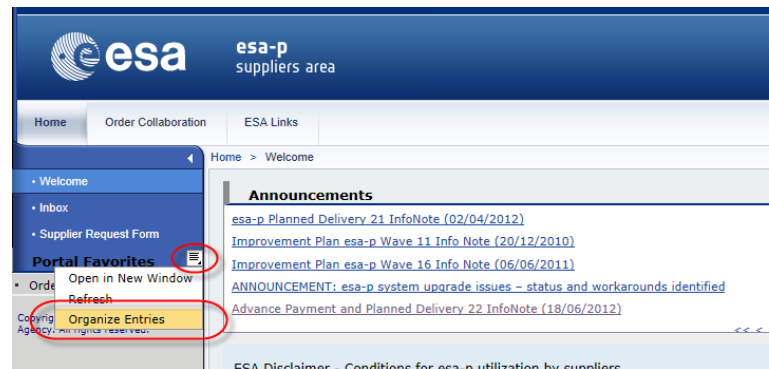
1. Search the document among old announcement scrolling pages:



2. Click the link to open the document and copy the URL of the document:

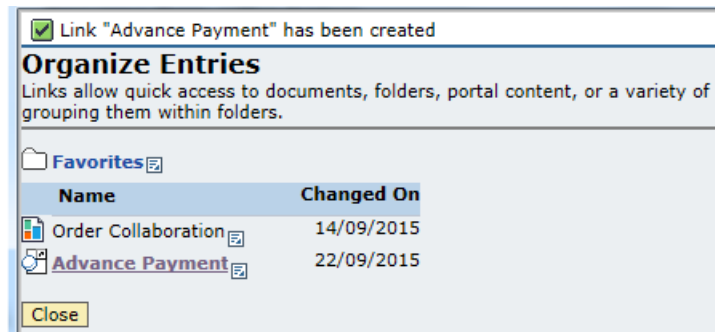
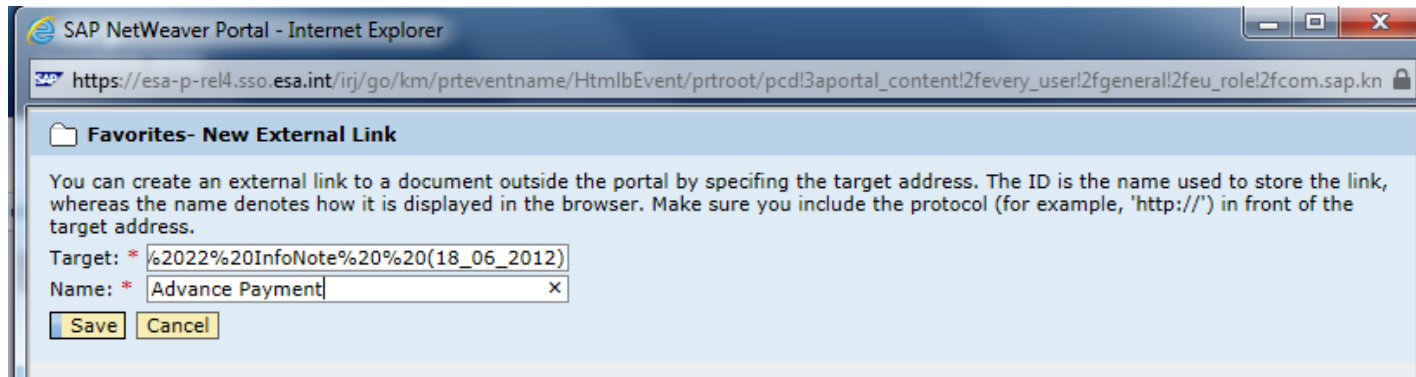


3. Open menu Portal Favorites and select 'Organize Entries':

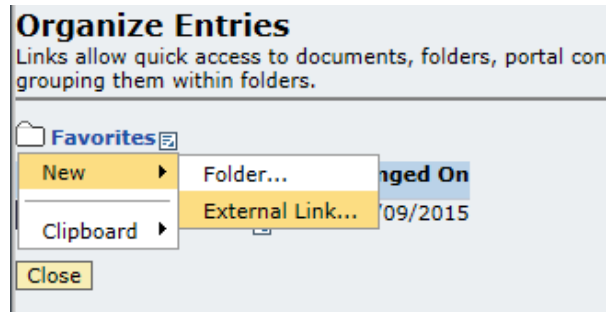


4. Open menu Favorites → select 'New' → select 'External Link'

5. Paste the URL copied in step 2 into the 'Target' field and add a name to this URL. Click SAVE button.



6. Click 'Close' after verifying that the link has been created.



7. Verify that the link has been created in your Favorites.



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35. IS THERE AN AUTOMATIC SAVE OPTION TO PREVENT LOSING DATA WHEN YOU WILL NOT USE ESA-P FOR 10 MINUTES?

No, there is no automatic save option. Please bear in mind the following:

- If any user is inactive for a period of 30 minutes he/she will get a time-out error. Result will be that all data entered will be lost.
- If any user is inactive for a period of 240 minutes he/she will have to re-authenticate.

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