

→ **esa-p GUIDE**

Tracking and Reporting



esa-p Guide

Tracking and Reporting

CHANGE LOG

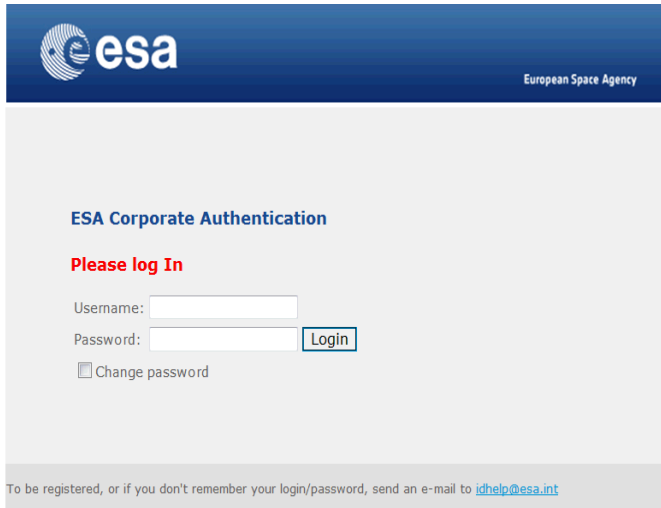
REASON FOR CHANGE	VERSION	DATE	PARAGRAPH(S)
Update of the esa-p user documentation for supplier	1.0	30/09/2015	All

Table of Contents

ACTIVE QUERIES.....	5
How to search a document	6
Query Personalization based on User Preferences	9
How to search for Related Documents (MAC, INV and APR)	14
How to search INV/GRN entered by Sub-contractors	17
INTRODUCTION OF THE NAVIGATION REPORTING PANE (NRP).....	19
How to access the NRP	19
NRP Quick overview.....	20

LOGIN

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



The login screen features the ESA logo and 'European Space Agency' text at the top. Below, it says 'ESA Corporate Authentication' and 'Please log In'. There are input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Change password' link. A footer note provides contact information for registration or password recovery.

ESA Corporate Authentication

Please log In

Username:

Password:

☐ Change password

To be registered, or if you don't remember your login/password, send an e-mail to idhelp@esa.int

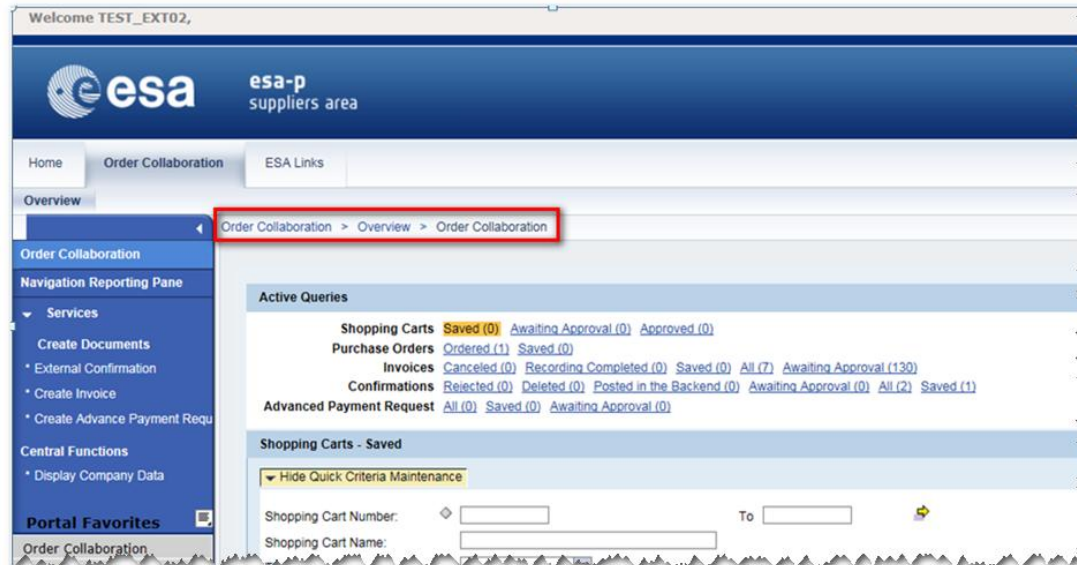
After login this 'Home' Screen,
sub-Tab 'Welcome' is shown



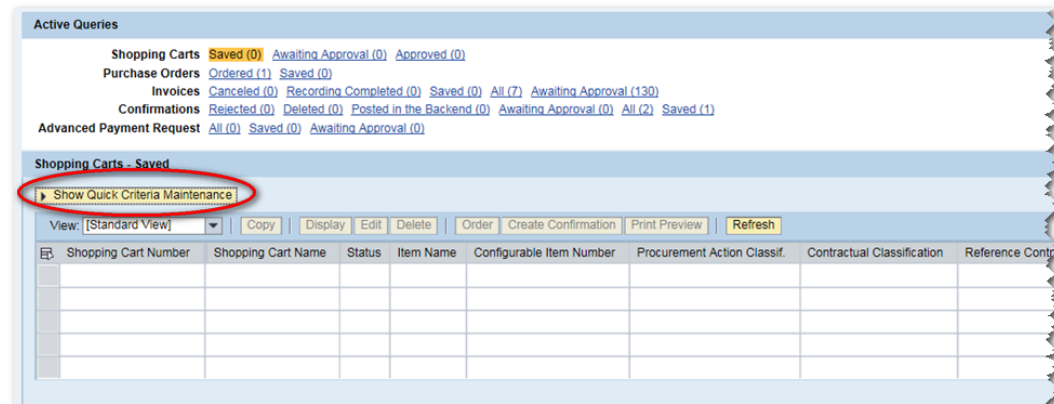
If you had forgotten your username or password:
contact idhelp@esa.int

ACTIVE QUERIES

The most reliable tools to search for contracts, invoices or MACs are the 'Active Queries' in the section "order collaboration > overview", which use powerful query criteria. Within the Active Queries screen you can see an overview of all predefined queries which can be customized, depending on the users-authorization.



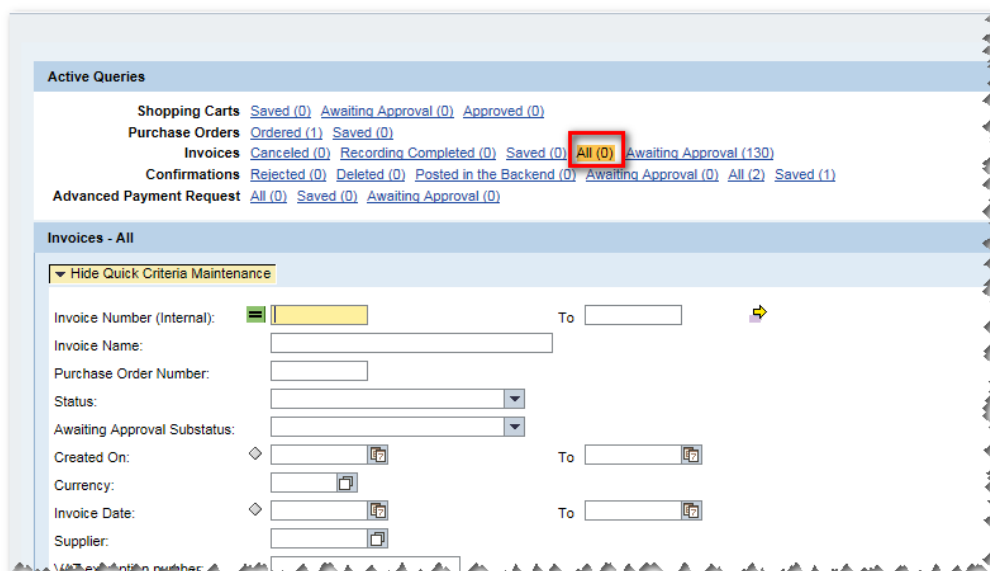
If the section "Quick criteria maintenance is hidden please click on the tab "Show Quick Criteria Maintenance" to expand all the searching criteria of the active queries.



How to search a document

In the below example we will show how to use the search criteria in order to find a document. In this specific case we will use the query of the invoice.

First select the query Invoices > All



Active Queries

- Shopping Carts [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)
- Purchase Orders [Ordered \(1\)](#) [Saved \(0\)](#)
- Invoices [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Saved \(0\)](#) **All (0)** [Awaiting Approval \(130\)](#)
- Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Backend \(0\)](#) [Awaiting Approval \(0\)](#) [All \(2\)](#) [Saved \(1\)](#)
- Advanced Payment Request [All \(0\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

Invoices - All

▼ Hide Quick Criteria Maintenance

Invoice Number (Internal): To

Invoice Name:

Purchase Order Number:

Status:

Awaiting Approval Substatus:

Created On: To

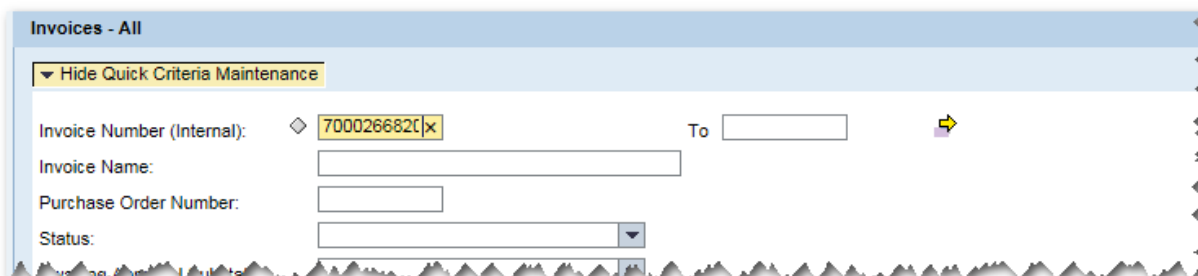
Currency:

Invoice Date: To

Supplier:

View extension number:

If you know the number of the invoice (as example 7000266820) it is simple to search the document just put it into the search field "Invoice number" then click on the "Apply" button at the bottom of the search criteria.



Invoices - All

▼ Hide Quick Criteria Maintenance

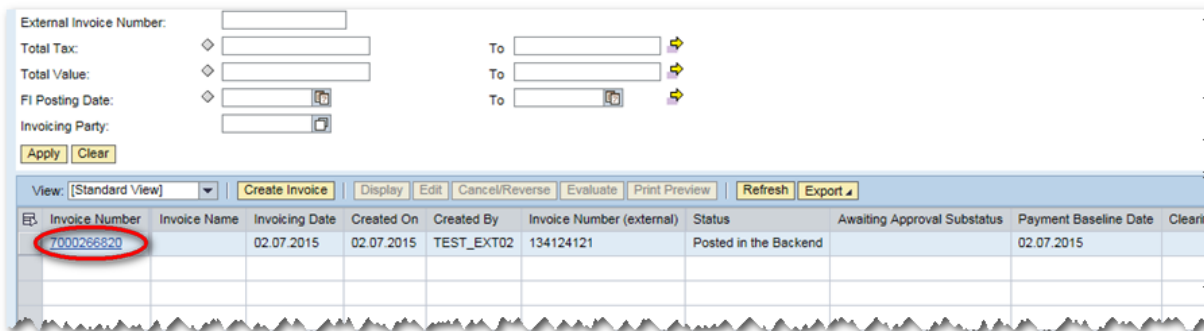
Invoice Number (Internal): To

Invoice Name:

Purchase Order Number:

Status:

The document will be displayed in the tab results and can be directly opened by clicking on the hyperlink.



External Invoice Number:

Total Tax: To

Total Value: To

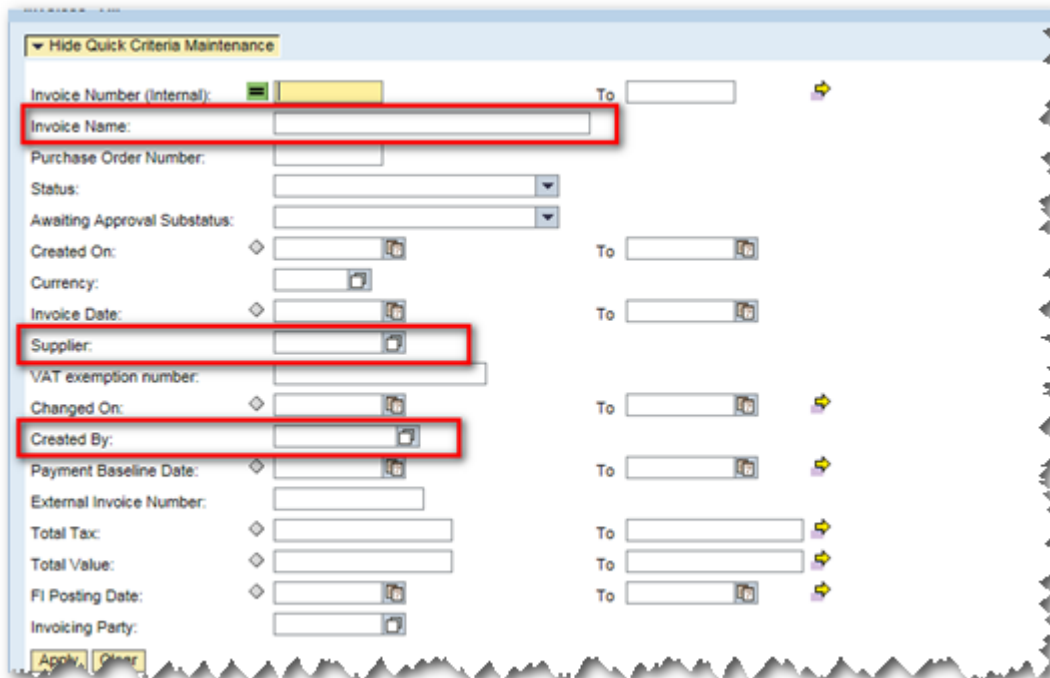
FI Posting Date: To

Invoicing Party:

View: [Standard View]

Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)	Status	Awaiting Approval Substatus	Payment Baseline Date	Clear
7000266820		02.07.2015	02.07.2015	TEST_EXT02	134124121	Posted in the Backend		02.07.2015	

If you don't know the document number you can find it through other information related to the invoice as for example the invoice name, the supplier code or the user id author of the document. These searching fields ("Invoice name", "Supplier" and "Created by" all are available in the Query (see image below).



Invoice Number (Internal): To

Invoice Name:

Purchase Order Number:

Status:

Awaiting Approval Substatus:

Created On: To

Currency:

Invoice Date: To

Supplier:

VAT exemption number:

Changed On: To

Created By:

Payment Baseline Date: To

External Invoice Number:

Total Tax: To

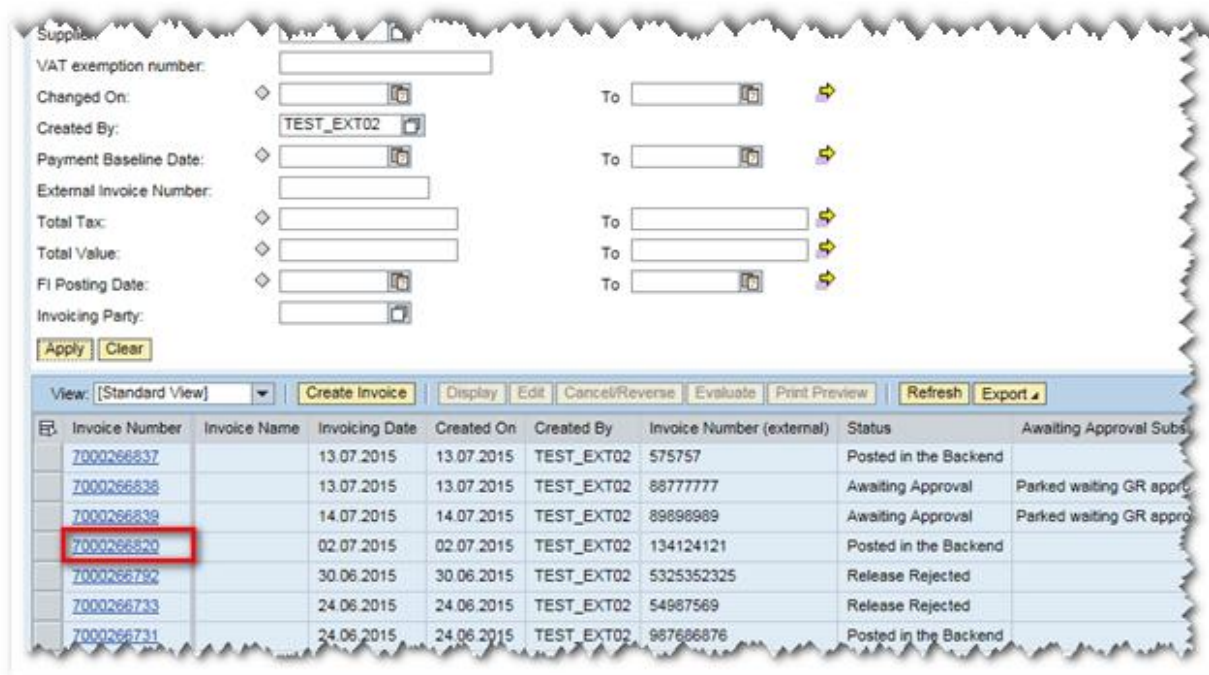
Total Value: To

FI Posting Date: To

Invoicing Party:

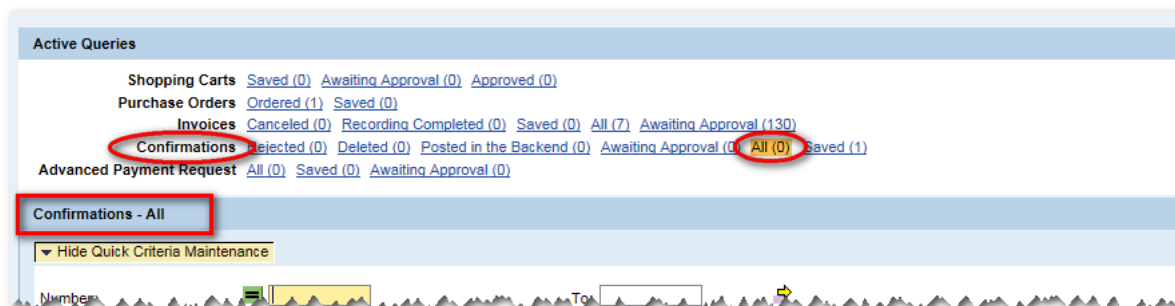
For example we can make a search using the field “Created by” and filling it with the user ID (TEST_EXT02) creator of the invoice then click the button “Apply”.

The query result will show all the invoices created by the user ID TEST_EXT02 included the document number 7000266820



Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)	Status	Awaiting Approval Subst
7000266837		13.07.2015	13.07.2015	TEST_EXT02	575757	Posted in the Backend	
7000266838		13.07.2015	13.07.2015	TEST_EXT02	88777777	Awaiting Approval	Parked waiting GR appro
7000266839		14.07.2015	14.07.2015	TEST_EXT02	89898989	Awaiting Approval	Parked waiting GR appro
7000266820		02.07.2015	02.07.2015	TEST_EXT02	134124121	Posted in the Backend	
7000266792		30.06.2015	30.06.2015	TEST_EXT02	5325352325	Release Rejected	
7000266733		24.06.2015	24.06.2015	TEST_EXT02	54987569	Release Rejected	
7000266731		24.06.2015	24.06.2015	TEST_EXT02	987686876	Posted in the Backend	

The same logic of search can be applied to the other active queries related to different document types (e.g. Purchase order, Confirmation..).



Active Queries

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

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


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

Confirmations - All

Hide Quick Criteria Maintenance

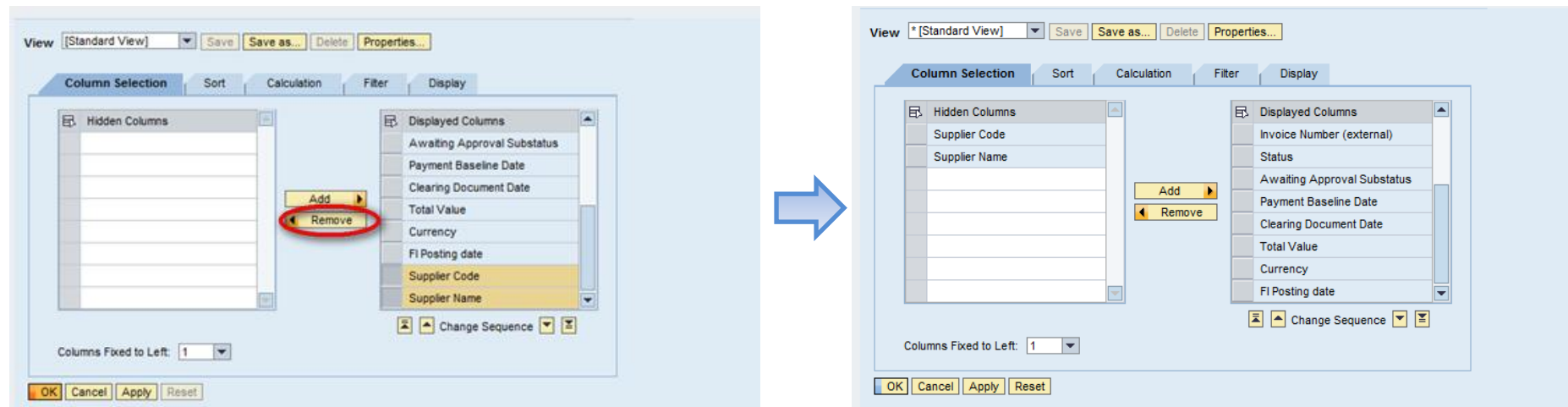
Drag to scroll bar right and open the setting dialogs 




Awaiting Approval Substatus	Payment Baseline Date	Clearing Document Date	Total Value	Currency	FI Posting date	Supplier Code	Supplier Name
	13.07.2015		57,50	EUR	01.08.2015	1000003215	THALES ALENIA SPACE ITALIA SPA
ked waiting GR approval			56,00	EUR	01.08.2015	1000003215	THALES ALENIA SPACE ITALIA SPA
ked waiting GR approval			11,60	EUR	14.07.2015	1000003215	THALES ALENIA SPACE ITALIA SPA
	02.07.2015		25,00	EUR	02.07.2015	1000003125	THALES ALENIA SPACE ESPANA
	30.06.2015		100,00	EUR	30.06.2015	1000003215	THALES ALENIA SPACE ITALIA SPA
			494.800,00	EUR	24.06.2015	1000003108	THALES ALENIA SPACE FRANCE
	24.06.2015		742.200,00	EUR	24.06.2015	1000003108	THALES ALENIA SPACE FRANCE

A new window will open.

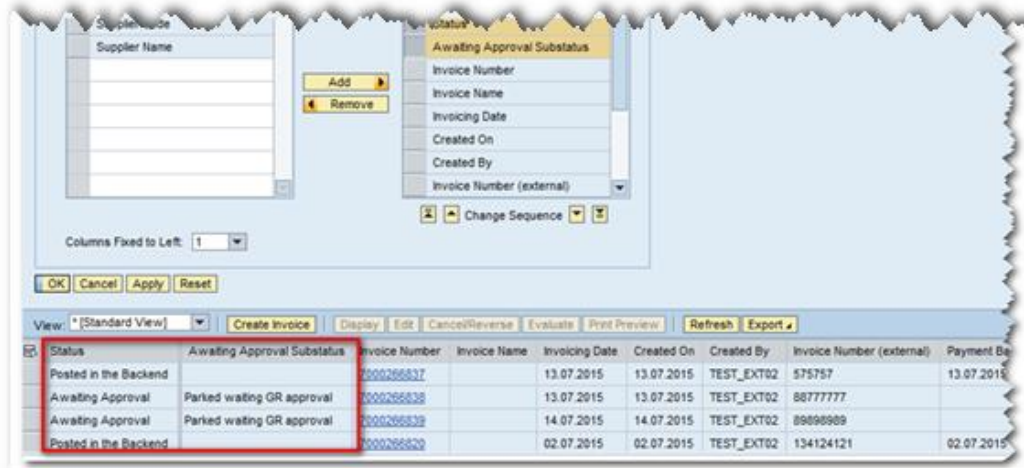
Select the columns you want to remove from your report (for example the columns “Supplier Code” and “Supplier Name”) and then click the option “Remove”



Select the columns you want to see as the first columns from the left in the report view,

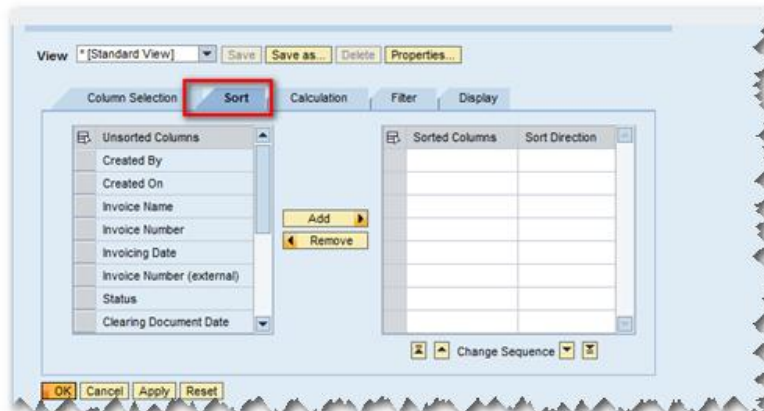
Click the button  to move the selected lines (as example “Status” and “Awaiting approval substatus”) to top of the list.

After the definition of the displayed column sequence, 'Apply' the changes to the current view clicking the button "Apply"; to verify if the report has the desired format check report layout preview.

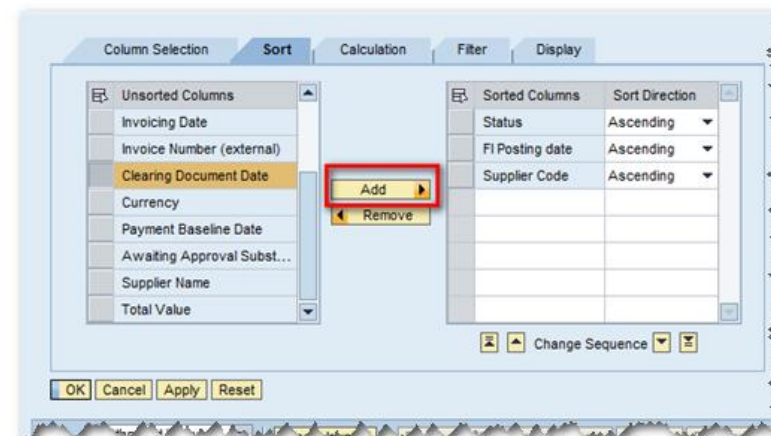


Status	Awaiting Approval Substatus	Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)	Payment Base
Posted in the Backend		0000266637		13.07.2015	13.07.2015	TEST_EXT02	575757	13.07.2015
Awaiting Approval	Parked waiting GR approval	0000266638		13.07.2015	13.07.2015	TEST_EXT02	88777777	
Awaiting Approval	Parked waiting GR approval	0000266639		14.07.2015	14.07.2015	TEST_EXT02	88888888	
Posted in the Backend		0000266620		02.07.2015	02.07.2015	TEST_EXT02	134124121	02.07.2015

After having defined the columns to be displayed in the tab "Column Selection" we can set-up the sorting of the list using the functionality "Sort":
Click on tab "Sort"

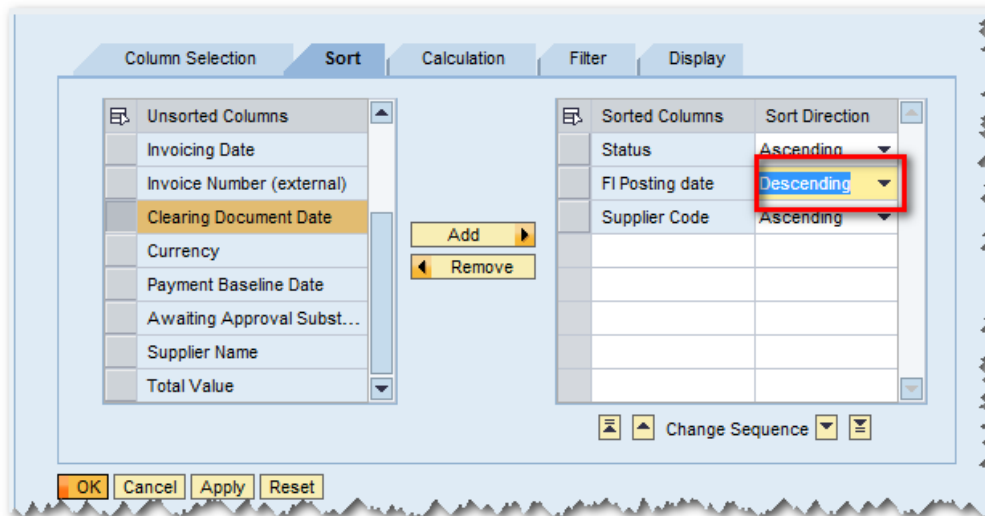


Select the sorting columns (e.g.: sort according to the selection done from left to right) then click "Add".



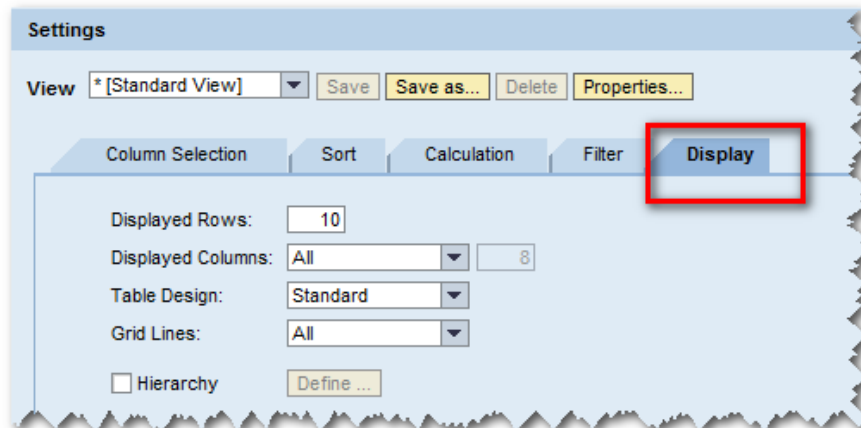
Sorted Columns	Sort Direction
Status	Ascending
FI Posting date	Ascending
Supplier Code	Ascending

Select sort direction (descending or ascending)



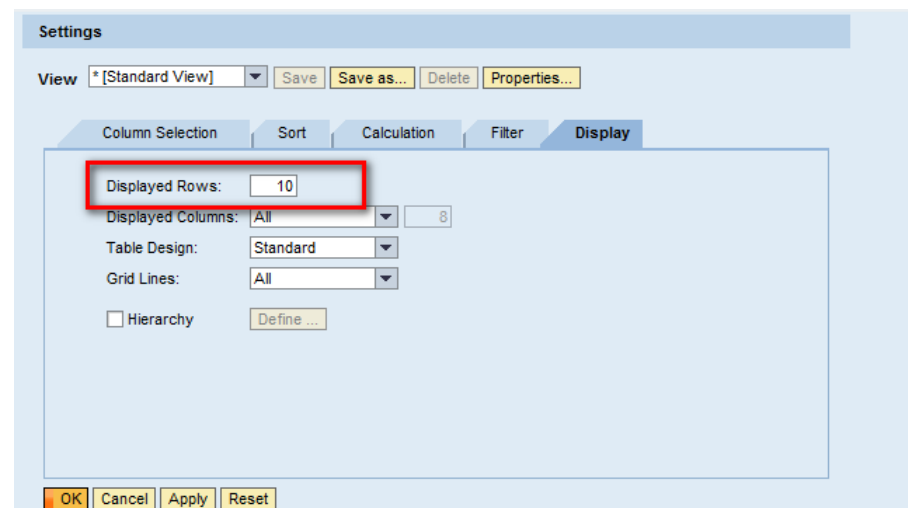
The screenshot shows the 'Sort' tab of a configuration window. It features two lists: 'Unsorted Columns' on the left and 'Sorted Columns' on the right. The 'Sorted Columns' list includes 'Status', 'FI Posting date', and 'Supplier Code'. Each entry in the 'Sorted Columns' list has a corresponding 'Sort Direction' dropdown. The 'FI Posting date' dropdown is highlighted with a red box and shows 'Descending' selected. Other options visible are 'Ascending'. Below the lists are 'Add' and 'Remove' buttons, and at the bottom are 'OK', 'Cancel', 'Apply', and 'Reset' buttons.

In order to define the number of visible rows for the report, you can check the number of items matching your search query selecting the tab “Display”



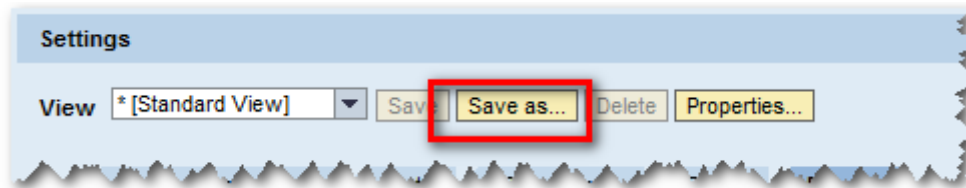
The screenshot shows the 'Display' tab of a configuration window. The 'Display' tab is highlighted with a red box. Below the tabs, there are settings for 'Displayed Rows' (set to 10), 'Displayed Columns' (set to All), 'Table Design' (set to Standard), and 'Grid Lines' (set to All). There is also a checkbox for 'Hierarchy' and a 'Define ...' button. At the bottom are 'OK', 'Cancel', 'Apply', and 'Reset' buttons.

Enter the number of rows to be displayed in your report in the field “Displayed Rows”

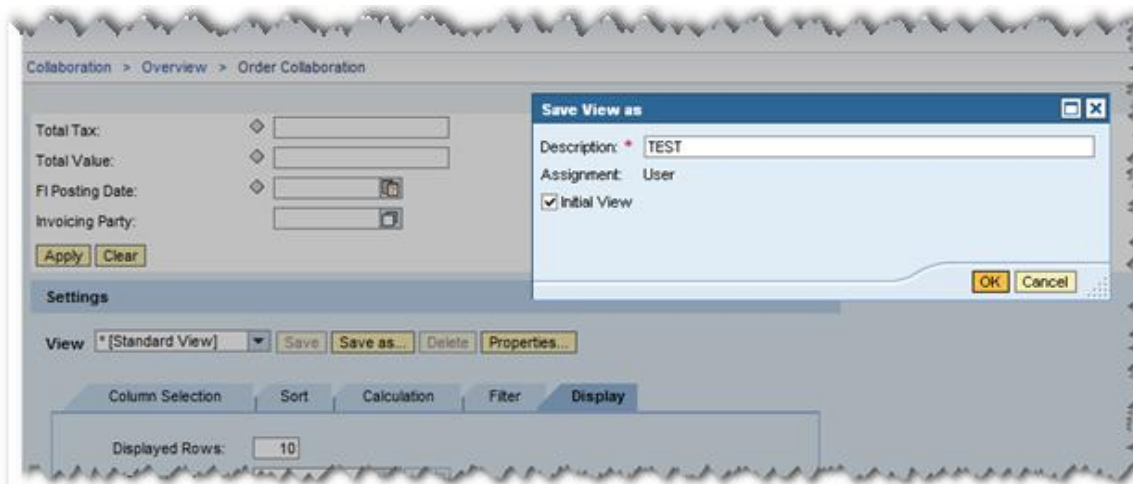


The screenshot shows the 'Display' tab of a configuration window. The 'Displayed Rows' field is highlighted with a red box and contains the value 10. Other settings include 'Displayed Columns' (All), 'Table Design' (Standard), and 'Grid Lines' (All). There is also a checkbox for 'Hierarchy' and a 'Define ...' button. At the bottom are 'OK', 'Cancel', 'Apply', and 'Reset' buttons.

When the report is finalized click “Save as “to save it as a separate view

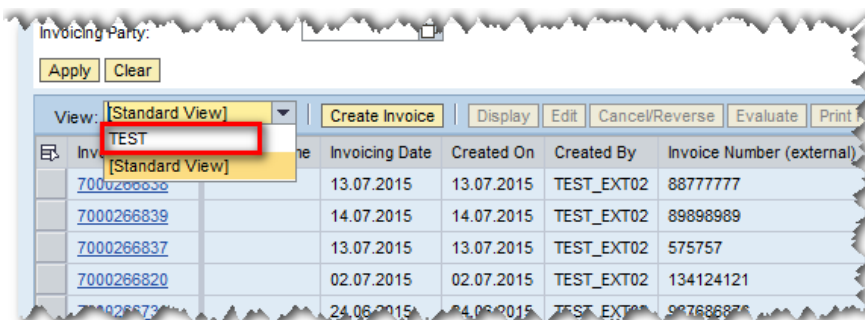


Enter a description / report name as mandatory field and set flag “Initial View” if you want this report to appear as your initial view whenever you run the query (in this example query “Invoices” – “All”) then click “OK”



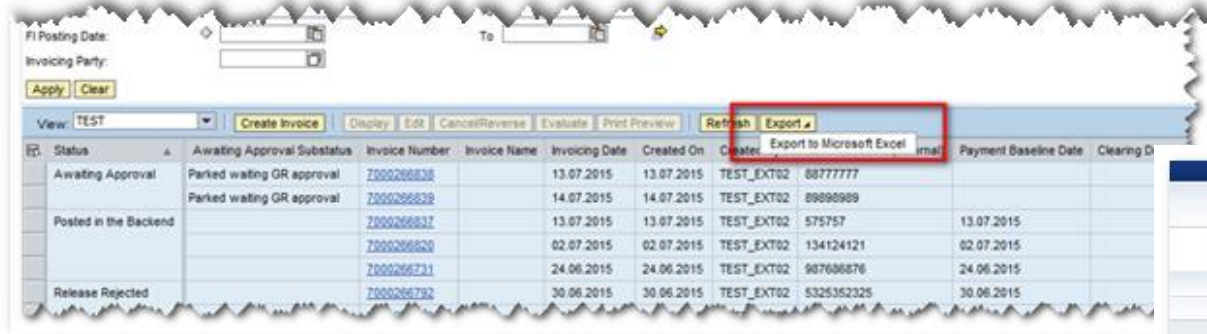
Clicking “OK”, the defined report layout will be visible in your Order Collaboration area.

You can create several views / report layouts and select a different view (as example “TEST” via the drop down menu)

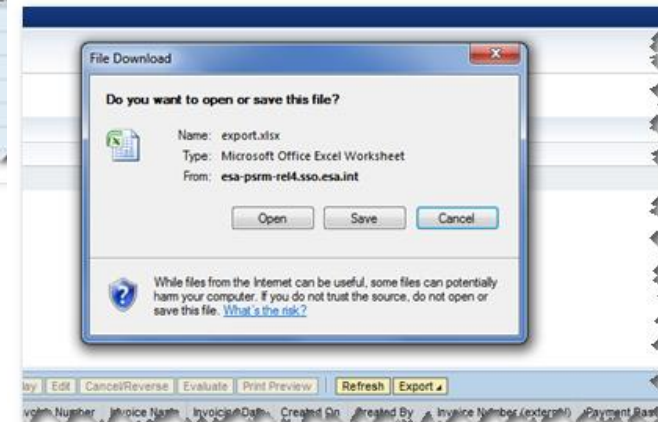


Status	Awaiting Approval Substatus	Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)	Payment Base
Awaiting Approval	Parked waiting GR approval	7000266838		13.07.2015	13.07.2015	TEST_EXT02	88777777	
		7000266839		14.07.2015	14.07.2015	TEST_EXT02	89898989	
Posted in the Backend	Parked waiting GR approval	7000266837		13.07.2015	13.07.2015	TEST_EXT02	575757	13.07.2015
		7000266820		02.07.2015	02.07.2015	TEST_EXT02	134124121	02.07.2015
		7000266731		24.06.2015	24.06.2015	TEST_EXT02	987686876	24.06.2015
Release Rejected		7000266732		30.06.2015	30.06.2015	TEST_EXT02	5325352325	30.06.2015
		7000266733		24.06.2015	24.06.2015	TEST_EXT02	64987569	

Finally if you wish to export the results of a query, you can use the button “Export” just above the Output list >Export to Microsoft Excel



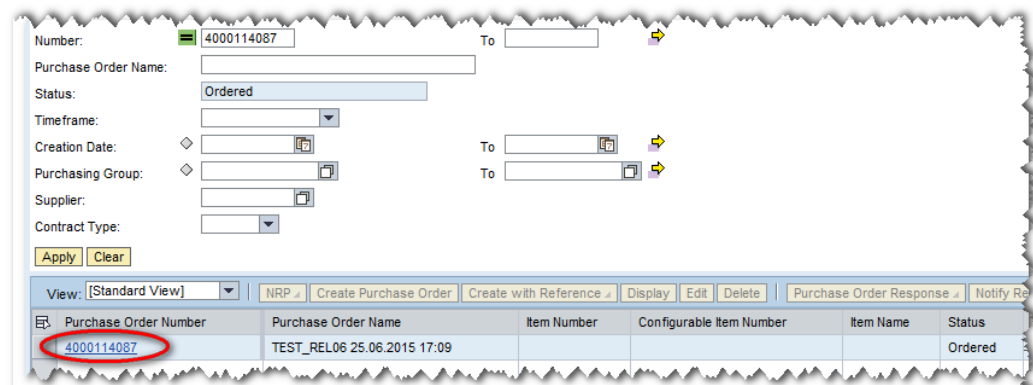
This action creates an Excel file based on the selected layout.



How to search for Related Documents (MAC, INV and APR)

If you want to have an overview of all the documents (Confirmations, Invoices and Advance Payment Requests) issued against a milestone it is possible to use the Tab “Related Documents” in the item details of the PO / Contract to find matching INV and MAC against a specific Milestone:

Open the contract display screen by clicking on the link of the query on Purchase Order



Locate the milestone in the contract structure

Overview Header **Items** Notes and Attachments Approval

▼ Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Undelete

Line Number	Deleted	Item Number	Product ID	Description
001		1		Prime contra
001.001		2		Prime MPP
001.001.001		3		Milestone 0
001.001.002		4		Milestone 0
001.001.003		5		Milestone 0
001.002		6		SUB 1.1 outli
001.002.001		7		SUB 1.1 MR
001.002.001.001		8		Progress M
001.002.001.002		9		Progress M
001.002.001.003		10		Progress M

Select the “Related Document” tab: this will show all the documents linked to the selected milestones and their status.

Details for Item 1.002.004 CCN192 initial bakeout of IMU,CCN1: WP1

General Data Prices and Conditions Pricing Arrangement Account Assignment Notes and Attachments Approval Preview **Related Documents** Delivery

Order as Direct Material

Document Control

<input type="checkbox"/> Purchase Order Response	<input checked="" type="checkbox"/> Invoice Expected
<input type="checkbox"/> Shipping Notification	<input type="checkbox"/> Confirmation-based Invoice Verification
<input checked="" type="checkbox"/> Goods Receipt / Confirmation of Performance of Service	<input type="checkbox"/> Evaluated Receipt Settlement

▼ History

View: European Euro

Document	Name	Document Number	Back-End Document Number	Status
	Total			
Confirmation		6000230527/1	2015/5000140181	Posted in the Backend
	Total			
Confirmation		6000230580/1		Awaiting Approval
Confirmation		6000230581/1		Deleted
	Total			
Invoice		7000266834/1	2015/5105696052	Posted in the Backend
Credit Memo		7000266883/1	2015/5105696077	Posted in the Backend
Invoice		7000266892/1	2015/5105696078	Posted in the Backend
Invoice		7000266973/1	2015/5105696099	Posted in the Backend

Clicking on the link to the document number, the document is opened in a new window

Purchase Order:	4000106957	91,908.000	91,908.00	16.10.2012	Transaction Completed	EUR	C103133 SOLO IMU (ASF)	4000106957/12
		91,908.000	91,908.00			EUR	Total	
Confirmation:	6000189647/5	91,908.000	91,908.00	12.06.2014	Posted in the Backend	EUR	CCN cleanliness	2014/5000116384
		91,908.000	91,908.00			EUR	Total	
Invoice:	7000226369/5	91,908.000	91,908.00	17.06.2014	Paid	EUR	100031881-7646	2014/5105673374
		91,908.000	91,908.00			EUR	Total	



Display Document: 7000226369

[Close](#)

Number 7000226369 Name 100031881-7646 External Invoice Number 100031881-7646 Purchase Order Number 4000106957 Status Paid Total Value 91,908.00 EUR Supplier Invoicing Party

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number: [Add](#)

Invoicing Party: *

Supplier: *

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient:

[Approval Info](#)

Total Value (Gross)/Currency: * [Calculate Total Value](#)

Balance:

Total Tax: [Calculate Total Taxes](#) [View Tax Details](#)

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

VAT Exemption Number:

Items

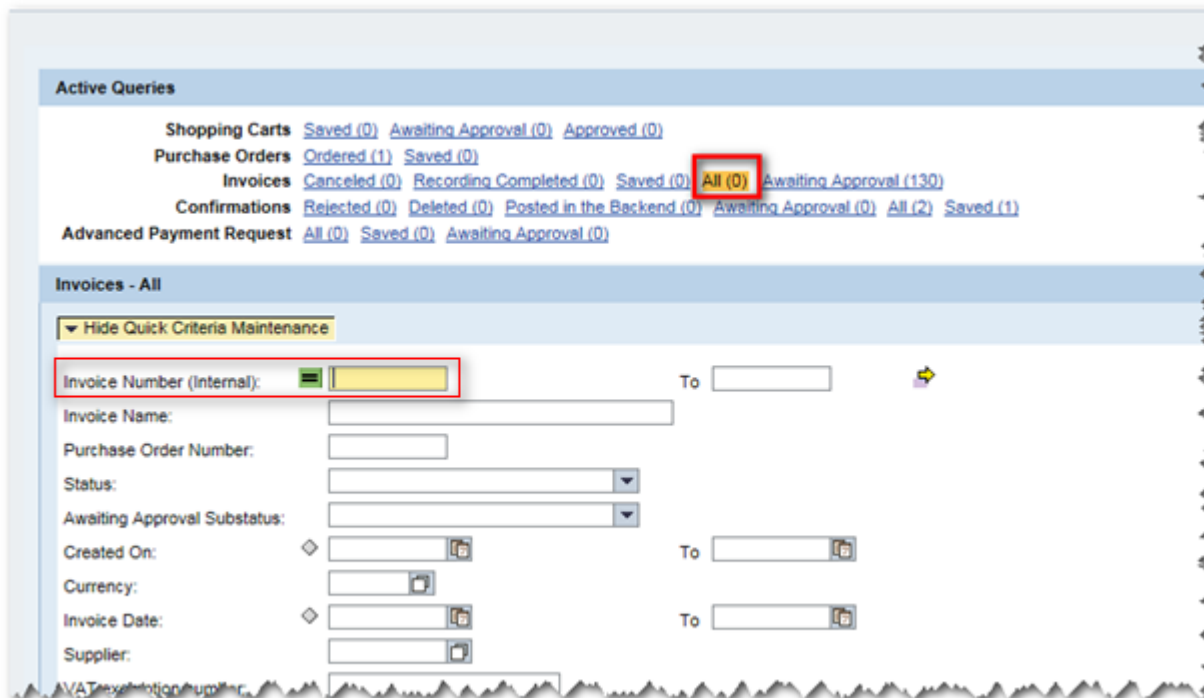
[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Include All](#) [Exclude All](#)

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 Assignment Type
1	<input checked="" type="checkbox"/>	Invoice	CCN192	initial bakeout of IMU.CCN1: WP1 Z004	Z004	4000106957	0000000012	91,908.000	EA	1.00	EUR	1	91,908.00	U7:Tax exemption 0.0 %	6171000	WBS element

How to search INV/GRN entered by Sub-contractors

If you need to see all the invoices created by lower tier subcontractor the tool 'Active Queries' in the section "order collaboration > Overview" can be used.

Within the Active Queries screen you can see an overview of all predefined queries select the queries Invoice "all"



Active Queries

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

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

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

Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Posted in the Backend \(0\)](#) [Awaiting Approval \(0\)](#) [All \(2\)](#) [Saved \(1\)](#)

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

Invoices - All

▼ Hide Quick Criteria Maintenance

Invoice Number (Internal): To

Invoice Name:

Purchase Order Number:

Status:

Awaiting Approval Substatus:

Created On: To

Currency:

Invoice Date: To

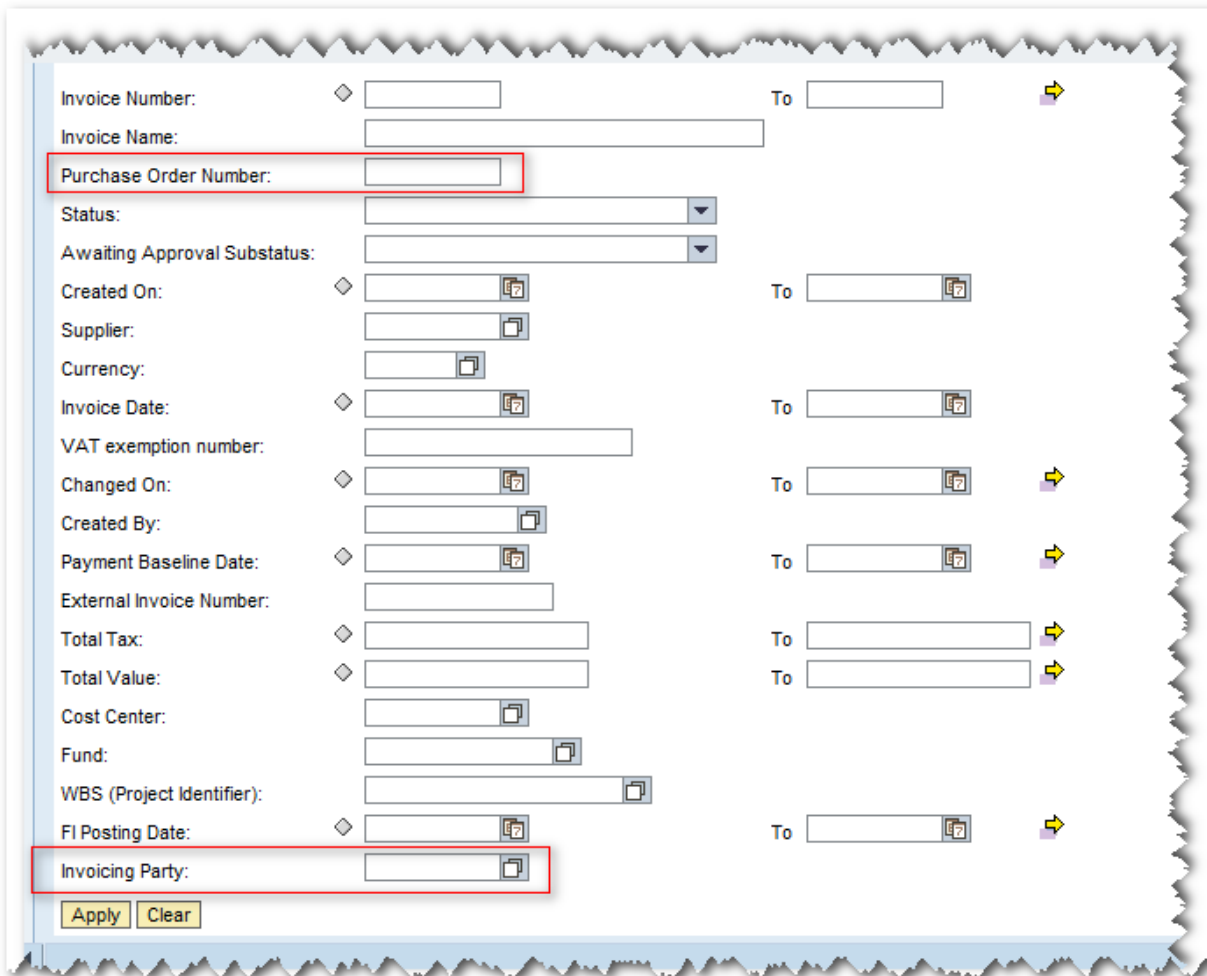
Supplier:

AVATaxation number:

Please notice that only the prime has visibility on the full contract structure, the subcontractors directly paid by ESA only have visibility on their own contractual branch milestones and follow on documents.

If you know the number of the invoice it is simple to search the document just put it into the search field "Invoice number" then click on the "Apply" button

If you don't know the document number you can find it through other information related to the invoice for example the "Purchase Order Number" or the "Invoicing Party" supplier code.



Invoice Number: To

Invoice Name:

Purchase Order Number:

Status:

Awaiting Approval Substatus:

Created On: To

Supplier:

Currency:

Invoice Date: To

VAT exemption number:

Changed On: To

Created By:

Payment Baseline Date: To

External Invoice Number:

Total Tax: To

Total Value: To

Cost Center:

Fund:

WBS (Project Identifier):

FI Posting Date: To

Invoicing Party:

For example we can make a search using the field “The invoicing party” and filling it with the code (100000XXXX) and click the button “Apply”.

The query result will show all the invoices created by the subcontractor 100000XXXX

It is important to regularly refresh the data displayed in the Order Collaboration area by clicking the "Refresh" button. Scroll to the bottom right to verify the time and date of the last refresh.

INTRODUCTION OF THE NAVIGATION REPORTING PANE (NRP)

The Navigation Reporting Pane (NRP) is a web front-end tool available to ESA and Industry for improved navigation of single/multiple Contracts (normal or Large Contracts) or Purchase Orders. The main purpose of the NRP is to synthesize even complex contracts into one unique view to immediately display basic data of the contract and financial information, starting from consolidated data, drill down will then allow simplified navigation to all contractual and financial documents.

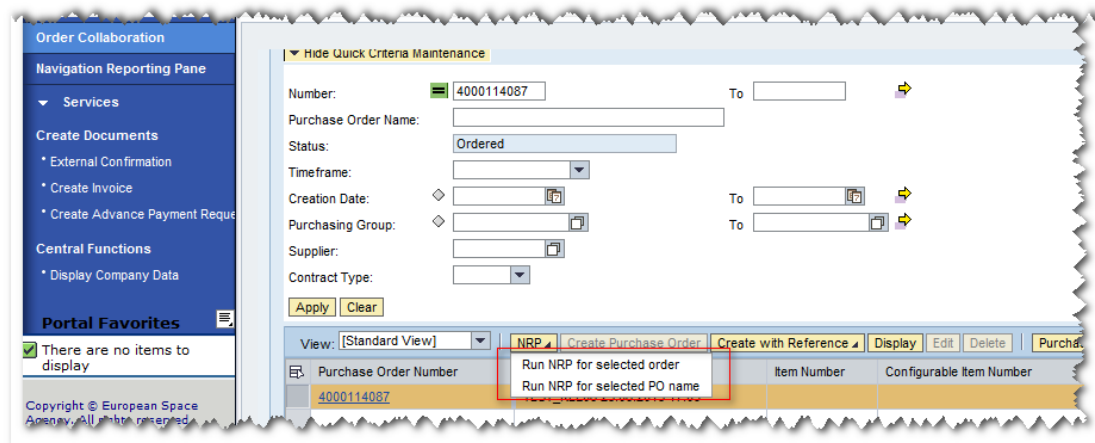
The NRP allows users to view and navigate through large contracts in esa-p as one single object and provides a consolidated financial overview. It:

- Provides an overview of the whole contract/purchase order, including industrial consortium hierarchy and relevant figures, from contractual commitment to paid amount
- Allows to navigate through the Contract / PO and related follow-on documents (Confirmations, Invoices, APRs)
- Allows to have always the 'current view' of the Contract status: refreshing the view all the changes or new documents entered are included in the screen.
- Allows extraction of data in a MS Excel flat file for further elaboration.

How to access the NRP

NRP can be accessed in two ways:

- 1) Via "Active Query" query on Purchase Order: Selecting a Contract in the output list and choosing "Run NRP for selected order".



The screenshot shows the 'Navigation Reporting Pane' (NRP) interface. On the left, there is a sidebar with 'Order Collaboration' and 'Navigation Reporting Pane' sections. The main area displays a form for a Purchase Order with fields for Number (4000114087), Status (Ordered), and various dates. At the bottom, there is a table with columns for Purchase Order Number, Item Number, and Configurable Item Number. A red box highlights the 'NRP' button in the table, which is labeled 'Run NRP for selected order'.

2) Via direct Portal hyperlink (in the section “Order Collaboration”)



The difference between 1) and 2) is that:

- By accessing the NRP in the “Active Query” it is possible to run the NRP on a single Contract (normal or large) or on all Contracts sharing the same name.
- By accessing the NRP via Portal hyperlink a custom selection screen is opened where it is possible to run NRP for a multiple selection on Contract numbers.

NRP Quick overview

Running the NRP on a Contract opens a new window (see next picture).

The NRP screen is divided in three main sections:

- 1) The Top menu where the three links “Refresh”, “Download in Excel” and “Load APR data” are available
- 2) The Settings/Filters bar that allows to access the possible filters and customizations of the interface
- 3) The browsing section where is possible to navigate through the Contract data.

Each row starts with an icon of a folder or of a document:

- Each row shows a set of attributes of the node e.g. the item type, the reference the total value committed for the item, the amount currently confirmed etc. that are relevant for the corresponding node.

You can find further details about the possible setting/filters and column descriptions and aggregation rules under this link <http://esa-p-help.sso.esa.int> section “Navigation Reporting Pane Presentation”.