This is a Quick Guide how to submit an Invoice and, as a self-standing document, a Milestone Achievement Certificate (Confirmation) in a few steps.

For more detailed information on how to execute this process, please refer to the work instructions, where a step-by-step instruction is provided on how to issue these objects. If you still have questions please refer to the FAQ's for suppliers where the most Frequently Asked Questions are provided with answers and screenshots, if applicable.

Jargon Busting – esa-p Terms
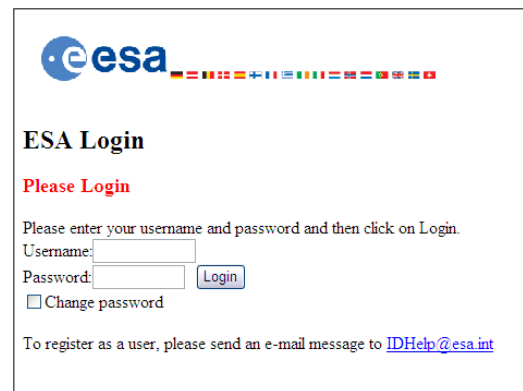
esa-p Terms

- **Milestone Achievement Certificate (MAC) = External Confirmation**. This object reflects the achievement of a milestone (or a part of it) .

- **Purchase Order** – In esa-p both ESA contracts and ESA Purchase Orders are equally referred to as "Purchase Orders

- **Order Collaboration** – When accessing the esa-p portal there are 3 main tabs available. The order collaboration tab contains the hyperlinks to create MAC/Confirmations and Invoices.
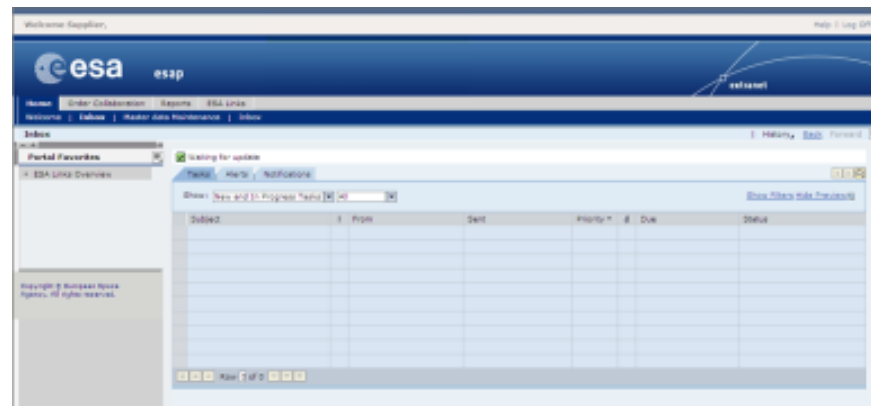
Log in

First thing to do:

- Login on the new esa-p system by opening the following URL: http://esa-p.sso.esa.int

  In the new esa-p portal you can still use the same user and password you were currently using in EFIS

# How to submit a Milestone Achievement Certificate or Invoice in 6 steps

1. Navigate to: Create MAC or Invoice

When accessing the 'Order Collaboration' tab you will have the possibility to create the objects 'External Confirmation' (=MAC/Confirmation) and 'Invoice'.

When clicking one of these links a separate screen will open where you can enter your data.
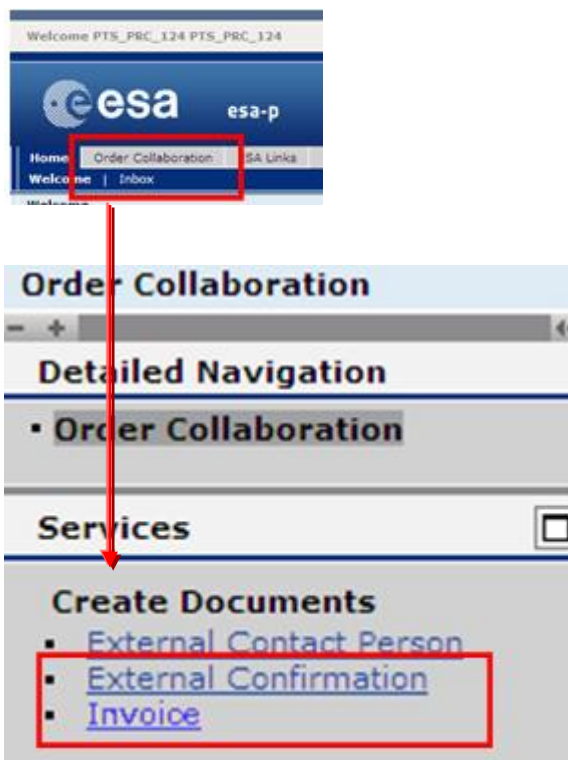
2. Enter Purchase Order Number (+ click 'Add')
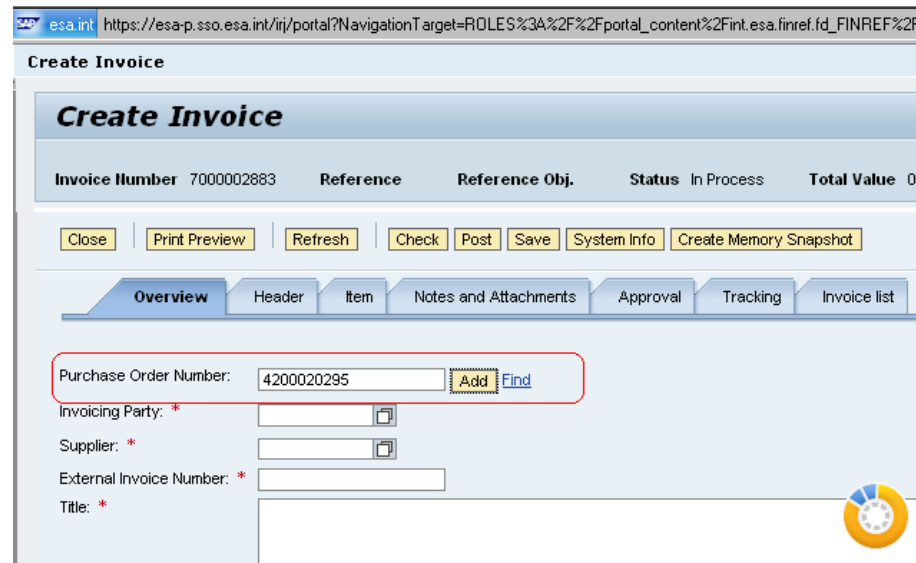
Why click 'Add' button?
Click Add to inherit all open milestones from the contract and to link the invoice to the contract.

If you don't know the Purchase Order Nbr:
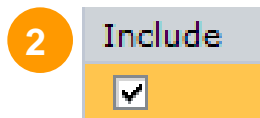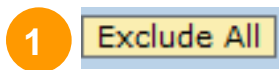Query it via Find link

For ongoing ESA contracts (issued before 2010):
The old contract number is inherited in the new nbr:
if the ongoing contract number was cXXXXX (=c+5digits), then your new esa-p contract number is 42000XXXXX (10 digits, starting with 42000).-
Example: c12345 became 4200012345

3. Select the Milestone within the PO against which the MAC or Invoice shall be created

By default, all open milestones are included when creating an invoice. To select only one line, click 'Exclude All' button and include only the line item which you want to post the invoice against.

1 Exclude All

2 Include ✔

4. FOR INVOICE (part 1): Complete mandatory fields marked with an asterisk / highlighted in red

Create Invoice

Invoice Number 7000029160   **Reference**   **Reference Obj.** 4000101807   **Status** In Process   **Total Value** 0,00 EUR   **Supplier** ASTRIUM GMBH- BUSINESS DIVISION   **Invoicing Party** ASTRI

[Close] | [Refresh] | [Check] [Post] [Save]

Overview | Notes and Attachments | Government Procurement

Purchase Order Number: [_____] [Add] Find

Invoicing Party: * [1000004288] ASTRIUM GMBH- BUSINESS DIVISION   **= Payee of the invoice**

Supplier: * [1000004288] ASTRIUM GMBH- BUSINESS DIVISION   **= Prime vendor**

External Invoice Number: * [_____]   **= Payee Invoice number**

Title: * [_____]

= Invoice text

Invoice Name: [_____]

= e.g. Originator Invoice nr, Confirmation nr

Invoicing Date: * [____]

Invoice Recipient: [ESA - European Space A... ▼]

Total Value (Gross)/Currency: * [_____] 0,00

Balance: 0,00

Total Tax: 0,00

Incidental Costs: 0,00

Payment Terms: 30 days for external ver

Part. Bank: [___]

Awaiting approval Sub-status: [___]

▼ **Items**

Filter [All Items (8) ▼] [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
· 1	☑	Invoice		SubSub - MS1 (FFP + 10% Esc)	Z001	4000101807	0000000023	0	%	2.200,00	EUR	100

Attention:
The fields "Supplier" (=Prime Contractor) AND "Invoicing Party" (Payee of the invoice) are always automatically defaulted to the Prime. This is correct when the invoice is payable to the Prime. For invoices against a Milestone of a sub-contractor to be paid directly by ESA to this sub-contractor, this default setting is by default wrong and has to be changed to the correct payee of the invoice (click 'CHECK' button to see the correct Invoicing Party # in the error message).

Title Field usage: It is recommended to also copy the Description of the milestone (line number) into the invoice title field.

Invoice Name: Although not mandatory, it is strongly recommended to enter an identifier for this invoice (e.g. Originator Invoice nr or Confirmation nr)

4. FOR INVOICE (part 2a): Enter invoice amount

This is a workaround.
Page 9 explains how to **enter invoice amount also as a value**

Help

Status **In Process**   Total Value **0,00 EUR**   Supplier **ASTRIUM GMBH- BUSINESS DIVISION**   Invoicing Party **TIMEWISE DESIGN INT. LTD.**

...rnment Procu...

5

Add Find

Total Value (Gross)/Currency: *	0,00 EUR □ **Calculate Total Value** **2**
Balance:	1.800,00
Total Tax:	0,00 **Calculate Total Taxes** View Tax Details
Incidental Costs:	0,00 **4**
Payment Terms:	30 days for external vendors
Part. Bank:	0002 □
Awaiting approval Sub-status:	

ESIGN INT. LTD.

MBH- BUSINESS DIVISION

SUBSUB - MS2 (FFP) - CONFIRMATION 6000017388 - ADDITIONAL MEANINGFUL INFORMATION

rmation 60000173

Copy Paste Duplicate Delete | Include All Exclude All

Filter Settings

1   **3**

Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
SubSub - MS2 (FFP)	Z001	4000101807	0000000033	90	%	2.000,00	EUR	100	1.800,00	United Kingdom Input tax 17,5% deferred ▼
SubSub - MS1 (FFP + 10% Esc)	Z001	4000101807	0000000023	0	%	2.200,00	EUR	100	0,00	Tax exemption 0.0 % ▼

1 Enter quantity (*)   **3** Select Tax code (if applicable)   **5** Calculate Total Value

2 Calculate Total Value   **4** Calculate Total Taxes

(*) If 'Unit' is **%:** enter quantity as percentage amount of total milestone value to calculate the correct net invoice value

If 'Unit' is **EA**: directly enter the net invoice value into the 'Quantity' (see also page 9) and ensure that the 'Net Value' is aligned to the quantity field.

4. FOR INVOICE (part 2b): Enter invoice amount (% of milestone)

In case you need to invoice a partial amount which is not precisely attainable by entering a % quantity amount (max. 3 digits!), please see the following example:

Net invoice amount = EUR 992	Total MS = EUR 2.000
Gross invoice amount = EUR 1.165,60	

Total Value 992,00 EUR   **Supplier** ASTRIUM GMBH- BUSINESS DIVISION

Total Value (Gross)/Currency: *   992,00   EUR   Calculate Total Value

Balance: 0,00

Total Tax: 0,00   Calculate Total Taxes   View Tax Details

Incidental Costs: 0,82

Payment Terms: 30 days for external vendors

Part. Bank: 0002

Awaiting approval Sub-status:

UL INFORMATION

Filter Settings

Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
07	0000000033	49,559	%	2.000,00	EUR	100	991,18	Tax exemption 0.0 %

1 Enter % quantity which comes closest to the desired net invoice value (round down)

2 Calculate total value

3 Enter the delta of desired net value and calculated net value into Incidental Costs field

4 Calculate total value again

IF REQUIRED

Add tax amount (see next slide)

4. FOR INVOICE (part 2c): Enter invoice amount (% of milestone)

Example continued: include 17,5% tax

Net invoice amount = EUR 992   Total MS = EUR 2.000

Gross invoice amount = EUR 1.165,60

Total Value 1.165,60 EUR   **Supplier** ASTRIUM GMBH- BUSINESS DIVISION

Total Value (Gross)/Currency: *	1.165,60 EUR Calculate Total Value 7
Balance:	0,00
Total Tax:	173,60 Calculate Total Taxes 6 Tax Details
Incidental Costs:	0,82
Payment Terms:	30 days for external vendors
Part. Bank:	0002
Awaiting approval Sub-status:	

em	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
000000033	49,559	%	2.000,00	EUR	100	991,18	United Kingdom Input tax 17,5% deferred

Filter Settings

1 Enter % quantity which comes closest to the desired net invoice value

2 Calculate total value

3 Enter the delta of desired net value and calculated net value into Incidental Costs field

4 Calculate total value again

IF REQUIRED

5 Select tax from drop list

6 Calculate total taxes

7 Calculate total value

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4. FOR MAC: Complete mandatory fields marked with an asterisk

Tip 'Reference Document':

Into the non-mandatory 'Reference Document' field you can enter additional information which will be displayed to the approver in the inbox (examples: Invoice #; Contract# + contract line item#; Supplier; Project; etc.)

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4. Invoicing/ Confirming of milestone with Unit of Measure "EA"

1 Please enter total value of confirmation into the **"Quantity"** field.

Confirmed Value: 5.000,00 EUR

Confirm Quantity	Unit
5.000,00	EA

1 Please enter total value of invoice into the **"Quantity"** field. Please note that both "Quantity" and "Net Value" fields need to be updated in case the quantity is modified afterwards.

Total Value 5.000,00 EUR

Quantity	Unit
5.000,00	EA

Net Value
5.000,00

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5. Check the Confirmation or Invoice for missing data or errors

Check

☑ Invoice contains no errors. You can now post

Edit Invoice

Invoice Number 7000025130	External Invoice Number 6100525	Purchase Order Number 4200021525	Status Saved	Total Value 472.901,01 EUR	Supplier SELEX	Invoicin

☑ Invoice contains no errors. You can now post

[Close] [Read Only] [Refresh] [Check] [Post] [Save] [Delete] [System Info] [Create Memory Snapshot]

Overview | Header | Item | Notes and Attachments | Approval | Tracking | Invoice list

Purchase Order Number:	[ ] [Add] Find
Invoicing Party: *	1000001525 ☐ ANTENNENTECHNIK
Supplier: *	1000001321 ☐ SELEX
External Invoice Number: *	6100525
Title: *	SPPA MAINT & OPS OF THE EO PDS
Invoice Name:	4 4200021525
Invoicing Date: *	19.02.2010
Invoice Recipient:	ESA - European Space Agency

Total Value (Gross)/Currency: *	472.901,01 EUR ☐ [Calculate]
Balance:	0,00
Total Tax:	0,00 [Calculate Total Taxes]
Incidental Costs:	0,00
Payment Terms:	30 days for external vendors
Part. Bank:	☐
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
· 1	☑	Invoice		MS3: payment at acceptance of the second	Z002	4200021525	0000000016	100	%	472.901,01	EUR	100	472.901,01	Tax exemption 0.0 % ▼
·	☐	Invoice ▼						0,000		0,00	EUR	0	0,00	▼
·	☐	Invoice ▼						0,000		0,00		0	0,00	▼

European Space Agency

6. Submit the Confirmation or Invoice for approval

'Post' the Invoice

To submit an invoice for approval, click the POST button. After clicking 'Refresh' the status of the invoice will change from 'In Process' to 'Awaiting Approval'.

'Confirm' the MAC/Confirmation

To submit a MAC/ Confirmation for approval, click the CONFIRM button. After clicking 'Refresh' the status of the confirmation will change from 'In Process' to 'Awaiting Approval'.

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Why my invoice is with 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 7000000584 created but not forwarded to Accounting

The reasons why invoices in ESA-p are with status "To be corrected manually" are following:
1. Mandatory Data (highlighted in page 6) not entered as requested
2. Invalid items are selected via the Include check box (e.g. items not to be invoiced)
3. In the Header of the invoice Requester and Good Recipient fields are invalid
4. Accounting Information is duplicated
5. Incorrect data entry Procedure
6. Incorrect tax information entered for Incidental Costs

For a detailed description of the above 6 points and the solution to overcome this blocking point for invoicing please refer to the **Job Aid: Invoices to be corrected**

published on the Industry Portal:
http://esa-p-help.sso.esa.int

Points 3 & 4 can only be fixed by ESA Finance.