

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

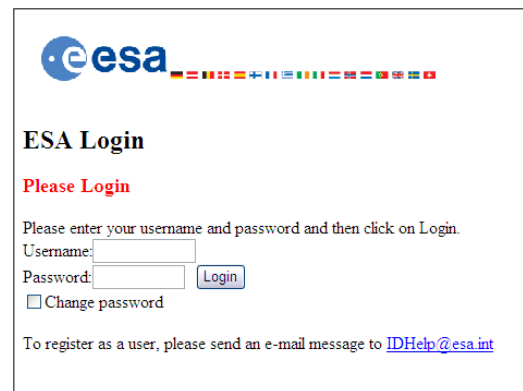
- **Milestone Achievement Certificate (MAC) = External Confirmation.** This object reflects the achievement of a milestone (or a part of it) .
- **Purchase Order** – In esa-p both ESA contracts and ESA Purchase Orders are equally referred to as "Purchase Orders
- **Order Collaboration** – When accessing 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

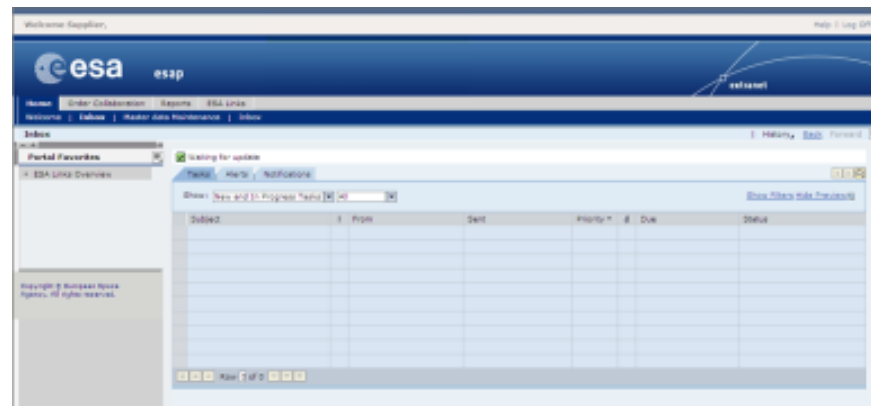
First thing to do:

- 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



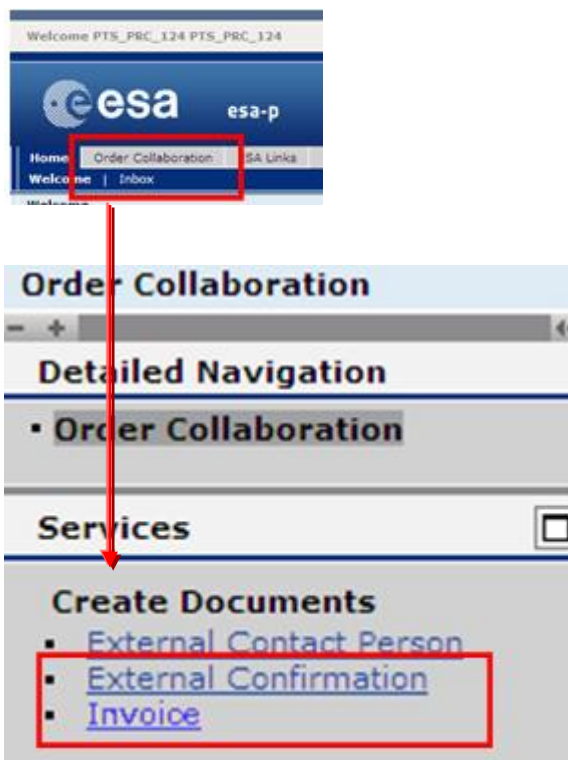
The screenshot shows the ESA Login page. At the top is the ESA logo. Below it, the text "ESA Login" is displayed. Underneath, "Please Login" is written in red. The instructions state: "Please enter your username and password and then click on Login." There are input fields for "Username:" and "Password:" with a "Login" button to the right of the password field. A checkbox labeled "Change password" is located below the password field. At the bottom, a link is provided: "To register as a user, please send an e-mail message to IDHelp@esa.int".



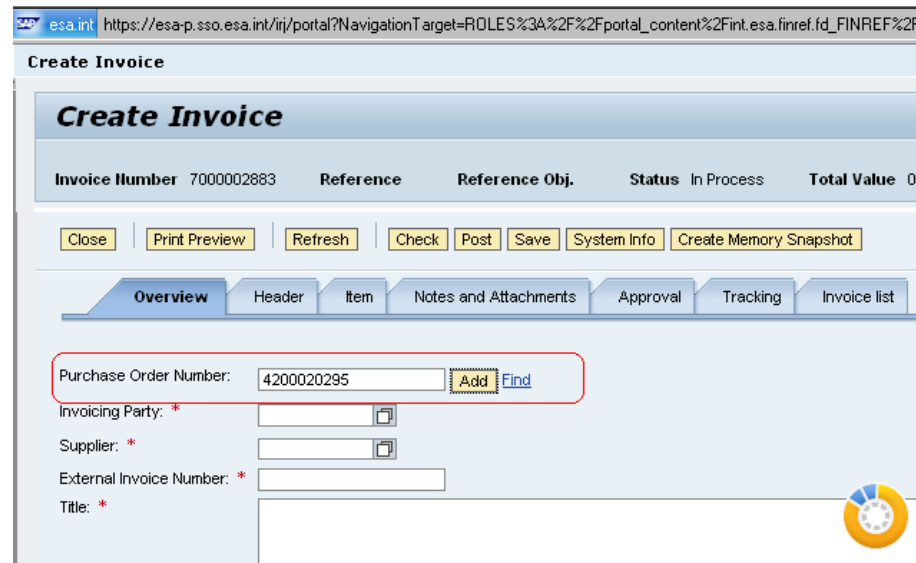
1. Navigate to: Create MAC or Invoice

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

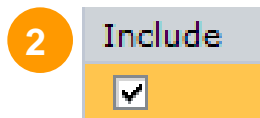
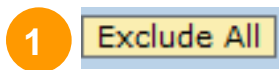
For ongoing ESA contracts (issued before 2010):

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.



Create Invoice

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

Close Refresh Check Post Save

Overview Notes and Attachments Government Procurement

Purchase Order Number: Add Find

Invoicing Party: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION

Supplier: * 1000004288 ASTRIUM GMBH- BUSINESS DIVISION

External Invoice Number: *

Title: * TRAINING CONTRACT TITLE

Invoice Name:

Invoicing Date: *

Invoice Recipient: ESA - European Space A...

Total Value (Gross)/Currency: * 0,00 EUR Balance: 400,00 Total Tax: 0,00 Incidental Costs: 0,00 Payment Terms: 30 days for external vendors Part. Bank: Awaiting approval Sub-status:

▼ 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	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1 (FFP + 10% Esc)	Z001	4000101807	0000000023	0	%	2.200,00	EUR	100	0,00	Tax
2	<input checked="" type="checkbox"/>	Invoice		SubSub - MS2 (FFP + 10% Esc)	Z001	4000101807	0000000024	0	%	2.200,00	EUR	100	0,00	Tax
3	<input checked="" type="checkbox"/>	Invoice		SubSub - Services	Z001	4000101807	0000000026	0	%	4.000,00	EUR	100	0,00	Tax
4	<input checked="" type="checkbox"/>	Invoice		SubSub - Incentive Fee 10%	Z001	4000101807	0000000027	100		400,00	EUR	100	400,00	Tax
5	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1 (FFP)	Z001	4000101807	0000000029	0	%	2.000,00	EUR	100	0,00	Tax
6	<input checked="" type="checkbox"/>	Invoice		SubSub - MS2 (FFP)	Z001	4000101807	0000000030	0	%	2.000,00	EUR	100	0,00	Tax
7	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1 (FFP)	Z001	4000101807	0000000032	0	%	2.000,00	EUR	100	0,00	Tax
8	<input checked="" type="checkbox"/>	Invoice		SubSub - MS2 (FFP)	Z001	4000101807	0000000033	0	%	2.000,00	EUR	100	0,00	Tax
	<input type="checkbox"/>	Invoice						0,000		0,00	EUR	0	0,00	
	<input type="checkbox"/>	Invoice						0,000		0,00	EUR	0	0,00	

Total Value Tax Total Value (

Close Refresh Check Post Save

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 [ASTRIUM GMBH- BUSINESS DIVISION](#)

Overview Notes and Attachments Government Procurement

Purchase Order Number:

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

Supplier: * [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:

Total Value (Gross)/Currency: *

Balance:

Total Tax:

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

Items

Filter All Items (8)

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit
1	<input checked="" type="checkbox"/>	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

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

Total Value (Gross)/Currency: * EUR

Balance:

Total Tax: [View Tax Details](#)

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

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 (*)
- 2 Calculate Total Value
- 3 Select Tax code (if applicable)
- 4 Calculate Total Taxes
- 5 Calculate Total Value

(*) 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: *

Balance:

Total Tax: [View Tax Details](#)

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

1

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	

- 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

Total Value 1.165,60 EUR **Supplier** [ASTRIUM GMBH- BUSINESS DIVISION](#)

Total Value (Gross)/Currency: * **7**

Balance:

Total Tax: **6** [Tax Details](#)

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

IF REQUIRED -----

5 Select tax from drop list

6 Calculate total taxes

7 Calculate total value

Item	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

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

Create Confirmation | History | Back | Forward

Create Confirmation [Help](#)

Confirmation Number: 6000000150 Purchase Order Number: 4000100152 Status: In Process Confirmed Value: 0,00 EUR Total confirmed value

Related Links

Related Links

Title: * Long description of MAC/Confirmation

Confirmation Name: Short description of MAC/Confirmation

Delivery Date: * 04.02.2010 Reference Document:

▼ Item Overview 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
1	Material	milestone2	Z006		4	0	%	20,00	EUR	1	27.08.2009	WBS element	E/0005-01-A-00-00-00	<input type="checkbox"/>

1 line is related to 1 milestone

Related Links

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.)

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

Create Confirmation

Confirmation Number: 6000031924 Purchase Order Number: 4000102238 Status: In Process **Confirmed Value: 5.000,00 EUR**

Close Check Confirm Save Revert

Overview Notes & Attachment Government Procurement

▼ Basic Data

Identification
 Confirmation Name:
 Reference Document:
 Procurement Card Number:

Service and Delivery
 Delivery Date: * 17.11.2010
 Bill of Lading:

Dates
 Posting Date: 17.11.2010

Status and Statistics
 Created On: 17.11.2010 10:57:
 Changed On: 17.11.2010 10:57:
 Changed By: TEST_REL09
 Awaiting approval Sub-status:

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per
1	Material	Milestone 1	14.240,00	5.000,00	EA	1,00	EUR	1

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

Confirmed Value: 5.000,00 EUR

Confirm Quantity	Unit
5.000,00	EA

Create Invoice

Invoice Number 7000049910 Reference Reference Obj. 4000102238 Status In Process **Total Value 5.000,00 EUR** Supplier TIME/SYSTEM NEDERLAND B.V. Invoic

Close Refresh Check Post Save

Overview Notes and Attachments Government Procurement

Purchase Order Number: Add Find

Invoicing Party: * 1000000021 TIME/SYSTEM NEDERLAND B.V.

Supplier: * 1000000021 TIME/SYSTEM NEDERLAND B.V.

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient: ESA - European Space A...

Total Value (Gross)/Currency: *

Balance:

Total Tax:

Incidental Costs:

Payment Terms: 30

Part. Bank:

VAT Exemption Number:

Awaiting approval Sub-status:

▼ Items

Filter All Items (1) 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	Net Value
1	✓	Invoice		Milestone 1	Z037	4000102238	0000000003	5.000,00	EA	1,00	EUR	5.000,00

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

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](#)

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: * [ANTENNENTECHNIK](#)

Supplier: * [SELEX](#)

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient:

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

Balance:

Total Tax: [Calculate Total Taxes](#)

Incidental Costs:

Payment Terms:

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	<input checked="" type="checkbox"/>	Invoice		MS3: payment at acceptance of the second	Z002	4200021525	0000000016	100	%	472.901,01	EUR	100	472.901,01	Tax exemption 0.0 %
	<input type="checkbox"/>	Invoice						0,000		0,00	EUR	0	0,00	
	<input type="checkbox"/>	Invoice						0,000		0,00		0	0,00	

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'.

Post

The screenshot shows the 'Create Invoice' form in a software application. At the top, it displays 'Invoice Number: 7000001034', 'Reference: ESA28485634', and 'Status: In Process'. Below the form fields, there is a row of buttons: 'Close', 'Refresh', 'Check', 'Post', and 'Save'. The 'Post' button is highlighted with a red box, and a red arrow points from the 'Post' label above to it. The form also includes sections for 'Purchase Order Number', 'Invoicing Party', 'Supplier', and a table of 'Items'.

'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'.

Confirm

The screenshot shows the 'Edit Confirmation' form. At the top, it displays 'Confirmation Number: 6000000571', 'Purchase Order Number: 4000100691', and 'Status: Saved'. Below the form fields, there is a row of buttons: 'Close', 'Read Only', 'Print Preview', 'Check', 'Confirm', 'Save', 'Delete', 'Revert', 'System Info', and 'Create Memory Snapshot'. The 'Confirm' button is highlighted with a red box, and a red arrow points from the 'Confirm' label above to it. The form also includes sections for 'Title', 'Confirmation Name', 'Delivery Date', and an 'Item Overview' table.

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign
1	Material		Work contract	Z001	30	20	%	200,00	EUR	100	13.10.2009	WBS element	E/0043

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.