

ESA-P MAC / Confirmation



Date:

version 1.0 (2nd March 2010)

Supplier Information

Contractor Name:

Contractor Number:

ESA Contract Number:

ESA Contract Description:

ESA Technical Officer:

Confirmation ID

Confirmation Reference Number (*Identifier to be set by supplier and to be used as reference on the corresponding invoice*):

Currency Code:

Certification: I hereby certify to have performed a positive check that the accomplishment of this milestone conforms to the below definition. Deficiencies, if any, from the said requirements have been listed and have either been corrected or a waiver of such requirement obtained. All supporting documentation in evidence of milestone achievement is attached to this form.

Milestone ID:

Milestone Type:

Milestone Title:

Quantity:

Unit of Measure:

Milestone Amount:

Total:

Contact Information

Title:

Phone Number:

First Name:

Email Address:

Last Name:

Country

Signature

First Name:

Signature:

Last Name:

Role within supplier

This MAC form can be used by Prime suppliers ONLY in case esa-p is not available. It is recommended to use this form only after more than 5 consecutive working days of downtime.

This version of the MAC/Confirmation can only be used for the outage period as specified below.

Steps to be taken

1. In case of esa-p outage period as indicated above the latest version of the paper MAC can be requested from the esait Service Desk.
2. After receiving the document, all data will need to be filled:
 - > Within the area "Supplier Information" is specified the Supplier and the (parent) contract for which the confirmation is submitted.
 - > Within the area "Confirmation ID" a unique identifier can be specified, which can be used as unique identifier for the supplier to refer to when submitting the corresponding invoice.
 - > Within the area "Contact Information" the contact details from the submitter will need to be specified. This contact person will also need to be an esa-p user for the supplier.
 - > Within the area "Certification" the details of the achieved milestone will need to be specified.
 - > Within the area "Signature" the signature needs to be provided. As this person can differ from the contact person, the name and role of the person will need to be specified.
3. After all fields are filled, the document can be printed, and the hard copy of the document will need to be signed.
4. The signed confirmation with the supporting documentation attached as necessary shall be submitted to the ESA Technical Officer of the contract

Outage period for which this confirmation version can be used:

Outage period started on ... <e.g: Friday 19th of February 2010> ...