→ **esa-p GUIDE**

Navigation Reporting Pane

Presentation

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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 of the esa-p user documentation for supplier – Reengineering of the NRP due to Adobe Flash dismissal	2.0	23/11/2020	Updated pages 7-8-9

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LOGIN

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

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

If you had forgotten your username or password: contact esait.Service.Desk@esa.int

WHAT is the 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.

NRP KEY FUNCTIONALITIES

1. Navigation

The main purpose of the NRP is to provide a simple interface to browse contract(s) and all related documents providing at the same time an overview of the achievements at each contractual level (contract, MPP, milestone).

2. Reporting

The NRP does not replace any existing reports. It is an additional reporting tool, showing financial information on a contract/purchase order

3. Improved usability and performance

Most of the transactions in esa-p are about querying contractual or financial information that may be complex or involving many steps.

The NRP improves usability and performance of data queries and extractions through usage of quick filter options and documents selection.
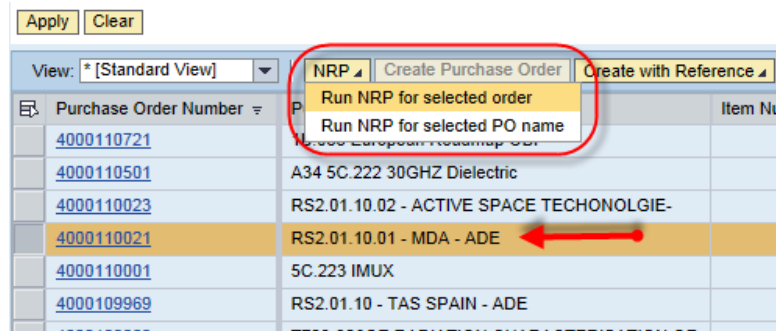
4. Access by Industry

NRP is also available for Suppliers, with the same visibility rules adopted when accessing the contract/purchase order in SRM.

HOW TO ACCESS THE NRP

NRP can be accessed in two ways:

1.Via POWL (Procurement Order Work List)

2.Via direct Portal hyperlink: Order Collaboration-> Navigation Reporting Pane.

Difference between the two ways is that:

•By accessing the NRP in the POWL, user is able to search for a Contract / Purchase Order via standard available queries. After result from query it is only possible to have a single selection on a single PO, a standalone Contract or a Large Contract.

•By accessing the NRP via Portal hyperlink a custom selection screen is opened where it is possible to run NRP for a multiple selection of a number of PO"s.

NRP LAYOUT

"Refresh": Changes in the Contract/PO or related follow-on documents, made simultaneously while using NRP, become visible through the use of the Refresh.

"Expand and Collapse": Icons are showing node status:
•Closed
•Opened
•Final node

"Filtering": Hiding documents in a selected range of statuses or types.

"Reporting": Document number and item number are divided by a dot.

Excel:
Download NRP data to an excel.

"Advance Payments":
Information is loaded only by user request.

"Expand and Collapse":
Collapse All / Expand All Button.

"Filtering":
Closed Items are easily filtered out. Closed items are:
-PO lines with final confirmation and invoice;
-Historical milestones.

"Expand and Collapse":
The file icon means that the end of the tree branch is reached and can reflect both a milestone or a follow on document.

"Tooltip":
Moving the cursor above a field it will show the complete business description which is useful (especially for item type).

COLUMN DEFINITION

1) "Hierarchy"
This column represents the hierarchy of the PO, by clicking on a folder node it is possible to expand or collapse the node. On the right of the icon the corresponding document number and item number is shown.

2) "Item Type"
It shows the Item type of the object. A list of the item types and corresponding description is available at page 9.

3) "Title/Reference"
For Confirmation and Cancellation it represents the "Confirmation Name" field, for Invoice and Credit Memo it represents the "External Invoice Number" field for remaining objects it represents the "Title" field.

4) "Vendor Name"
It is the Vendor Name of the corresponding document.

5) "Vendor Code"
It is the Vendor Code of the corresponding document.

6) "Active PO amt"
This column shows the amount of the contractual objects (Milestone, MPPs and Contract) including historical milestones.

7) "Draft PO amt"
This column shows the amount of the contractual objects (Milestone, MPPs and Contract) of the contract changed version (if existing). For Industry users this column is always equal to "0" for confidentiality reasons.

8) "Confirmed amt"
It shows the sum of the Confirmations/Cancellations in status Posted in the backend linked to the node (or the Confirmation amount in case of Confirmation/Cancellation documents regardless of the status).

9) "Invoiced Net amt"
It shows the sum of the Invoices/Credit Memos in status Posted in the backend, Paid or Cancelled linked to the node (or the Invoice amount in case of Invoice/Credit Memo documents regardless of the status).

10) "Paid amt"
It shows the sum of the Paid esa-p invoices linked to the node.

11) "APR amt"
This column shows Advance Payment Request documents amount in status Posted in backend or Paid linked to the node (or the Advance Payment Request amount objects regardless of the status) created for the milestone to which they belong.

12) "Advance Payment Paid "
The column shows the Advance Payments paid for the item to which they belong (useful in case of Advance Payments executed prior to the introduction of the Advance Payment Request documents in esa-p). The amounts in this column are shown only once the "Load APR Data" link in the upper left section of the panel is launched.

13) "Curr"
It shows the currency of the corresponding document.

14) "Status"
It shows the status of the corresponding object in esa-p

15) "Substatus"
It shows the substatus of the document in esa-p (applicable only to Confirmation/ Cancellation/ Invoice/ Credit Memo)

CONVERSION TABLE –ITEM & DOCUMENT TYPES VS. BUSINESS OBJECTS

In the third column of NRP called "Item Type" Technical name of item type is given. Tooltip shows the business description:

Item type	BusinessDescription	Item type	BusinessDescription
CONF	Confirmation	Z1_PRIME_V	Outline Prime Vendor
INV	Invoice	Z1_SUB_CR	Outline Subcontractor
CANC	Cancellation	Z1_MPP	Milestone Payment Plan (MPP)
CRME	CreditMemo	Z3_MAT_IT	Material Item
ADV	Advanced Payment	Z3_MIL_IT	Milestone
APR	Advance Payment Requests	Z4_FRAME	Frame Contract line (Value)
ACCMA	Account Maintenance	Z4_FRAME_Q	Frame Contract line (Qty)
		Z4_MPP	Parent Contract line
		Z2_LOL	Limit of Liability (LoL)
		Z2_LOL_NOI	Limit of Liability (LoL) w/o GRN/ INV
		Z3_SML_IT	Shadow Milestone
		Z1_DCPL	Development Cost Plan
		Z3_DEVC	Development Cost
		Z3_INC	Incentive Fee
		Z3_ESC	Escalation Settlement
		Z3_HIST_IT	Historical Milestone