

→ **esa-p QUICK GUIDE**

**How to APPROVE a Confirmation / Invoice / Advance
in four steps**



esa-p Quick Guide

How to APPROVE a Confirmation/Invoice/Advance in four steps

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 "ANNEX: Status Information for INV/ MAC/ APR – and what they mean"	1.1	29/11/2016	Pag. 11

Introduction

This is a Quick Guide how to approve a Milestone Achievement Certificate (= 'Confirmation'), an Invoice or an Advance Payment Request against an ESA Contract.

The correct approval by the Prime Contractor of *all* documents is a pre-requisite for the approval by ESA.

Your Contract may also exceptionally foresee the payment of an Advance, this document guide you also through the APR approval.

More detailed information incl. FAQ's is accessible under → <http://esa-p-help.sso.esa.int>

Step 1: Log in

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



The image shows the login screen for the ESA Corporate Authentication system. At the top, there is the ESA logo and the text 'European Space Agency'. Below this, the heading 'ESA Corporate Authentication' is displayed. A red prompt says 'Please log In'. There are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned to the right of the password field. Below the password field, there is a checkbox labeled 'Change password'. At the bottom of the page, a small note reads: '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



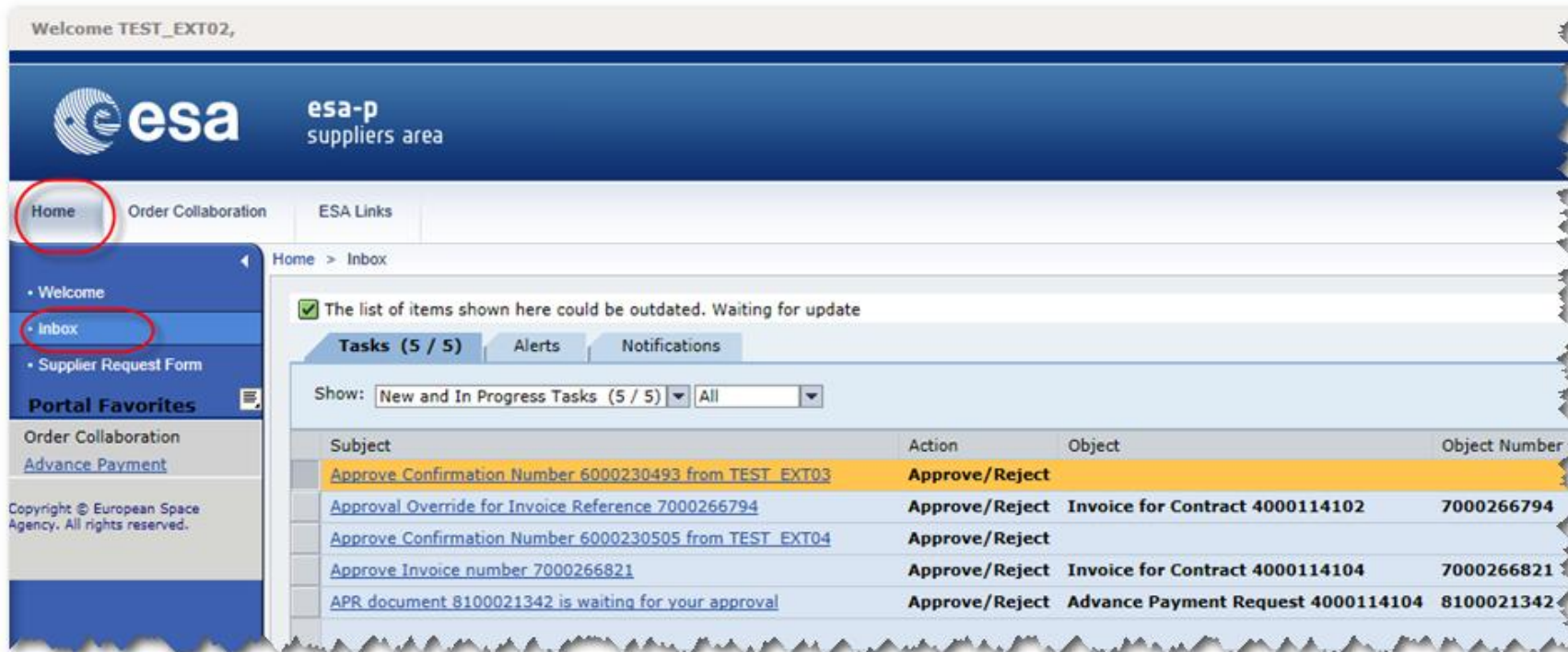
In point 2 you will navigate to the 2nd Tab labelled 'Inbox' from where you can access the screens listing all the approval tasks.

Step 2: Access via the “Inbox” the documents for approval

If it is not the Prime Contractor but a Sub-Contractor directly paid by ESA submitting through esa-p a Confirmation, an Invoice or an Advance Payment Request, the document is posted in a status “Awaiting approval”.

The user(s) of the upper-tier Contractor, typically the Prime, will now have to approve (or eventually reject) the document.

The access point in esa-p for documents to be approved/rejected is the “Inbox”, located as a sub-Tab under ‘Home’.



Welcome TEST_EXT02,

esa-p suppliers area

Home Order Collaboration ESA Links

Home > Inbox

The list of items shown here could be outdated. Waiting for update

Tasks (5 / 5) Alerts Notifications

Show:

Subject	Action	Object	Object Number
Approve Confirmation Number 6000230493 from TEST_EXT03	Approve/Reject		
Approval Override for Invoice Reference 7000266794	Approve/Reject	Invoice for Contract 4000114102	7000266794
Approve Confirmation Number 6000230505 from TEST_EXT04	Approve/Reject		
Approve Invoice number 7000266821	Approve/Reject	Invoice for Contract 4000114104	7000266821
APR document 8100021342 is waiting for your approval	Approve/Reject	Advance Payment Request 4000114104	8100021342

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Step 3: Access the individual Confirmation/Invoice/APR

All users of the upper-tier supplier will receive in their Inbox a "Task" to Approve/Reject the Confirmation/Invoice/APR. As soon as one user approves, the task is completed and will disappear from the inbox of the other users belonging to the same company.

Selecting the task (yellow highlighted document), a summary information will appear in the lower pane. Already here it is possible to Approve / Reject the document.

Home > Inbox Full Screen Options

Show: New and In Progress Tasks (5 / 5) All

Subject	Action	Object	Object Number	Title	Sent Date	Vendor Name
Approve Confirmation Number 6000230493 from TEST_EXT03	Approve/Reject				Jun 30, 2015 5:40 PM	
Approval Override for Invoice Reference 7000266794	Approve/Reject	Invoice for Contract 4000114102	7000266794	CHID RUN2 TEST2	Jun 30, 2015 5:47 PM	THALES ALENIA SPACE FRANCOIS
Approve Confirmation Number 6000230505 from TEST_EXT04	Approve/Reject				Jul 2, 2015 3:58 PM	
Approve Invoice number 7000266821	Approve/Reject	Invoice for Contract 4000114104	7000266821	TEST RUN 2 CO - PRIME	Jul 2, 2015 4:00 PM	LUXSPACE SARL
APR document 8100021342 is waiting for your approval	Approve/Reject	Advance Payment Request 4000114104	8100021342		Jul 2, 2015 4:02 PM	LUXSPACE SARL

Approve Confirmation Number 6000230493 from TEST_EXT03 Status: New

Sent Date: Jun 30, 2015 by TEST_EXT03,
 Priority: Medium

Description: You are responsible for approval of Confirmation (goods receipt or service entry) ".
 You can switch to Confirmation to check the document and then approve or reject it.

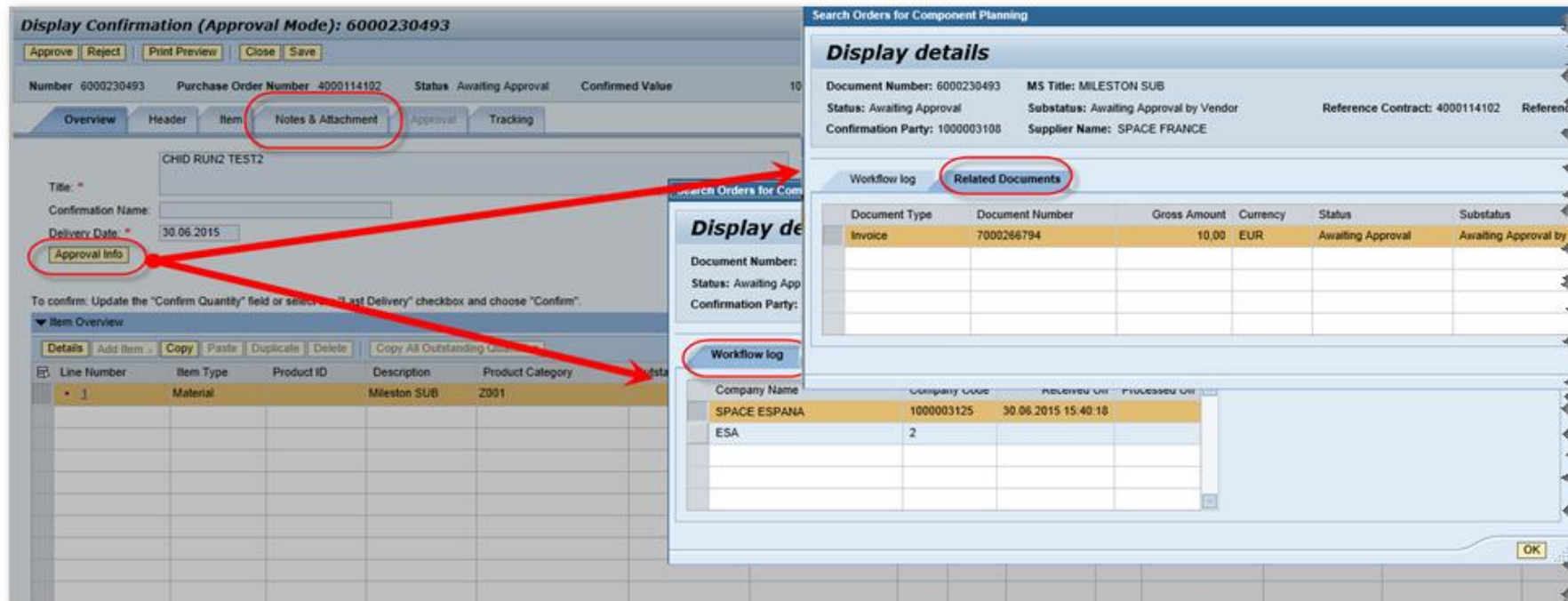
Supplier Document Number: 8765765
 Entered By: TEST_EXT03
 Entered On: 30.06.2015
 Gross Amount: 10,00
 Currency: EUR
 Goods Receipt Slip:
 Bill of Lading:

Approve Reject Details Print Preview

In order to access more contextual information on the document to be approved/rejected: double-click the hyperlink in the subject line. This will open the document in 'Approval Mode'.

Now you can access details such as attachments (via Tab 'Notes and Attachments').

Clicking the 'Approval Info' button will display current and previous approvers in the 'Workflow Log' or 'Related Documents' (i.e. the respective Invoice for Confirmation under approval and vice versa).



Display Confirmation (Approval Mode): 6000230493

Number: 6000230493 | Purchase Order Number: 4000114102 | Status: Awaiting Approval | Confirmed Value: 10

Buttons: Approve, Reject, Print Preview, Close, Save

Navigation: Overview, Header, Item, **Notes & Attachment**, Approval, Tracking

Title: CHID RUN2 TEST2

Confirmation Name: [Empty]

Delivery Date: 30.06.2015

Approval Info

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Status
1	Material	Mileston SUB	Z001		

Display details

Document Number: 6000230493 | MS Title: MILESTON SUB

Status: Awaiting Approval | Substatus: Awaiting Approval by Vendor | Reference Contract: 4000114102 | Reference: [Empty]

Confirmation Party: 1000003108 | Supplier Name: SPACE FRANCE

Workflow log | **Related Documents**

Document Type	Document Number	Gross Amount	Currency	Status	Substatus
Invoice	7000266794	10,00	EUR	Awaiting Approval	Awaiting Approval by Vendor

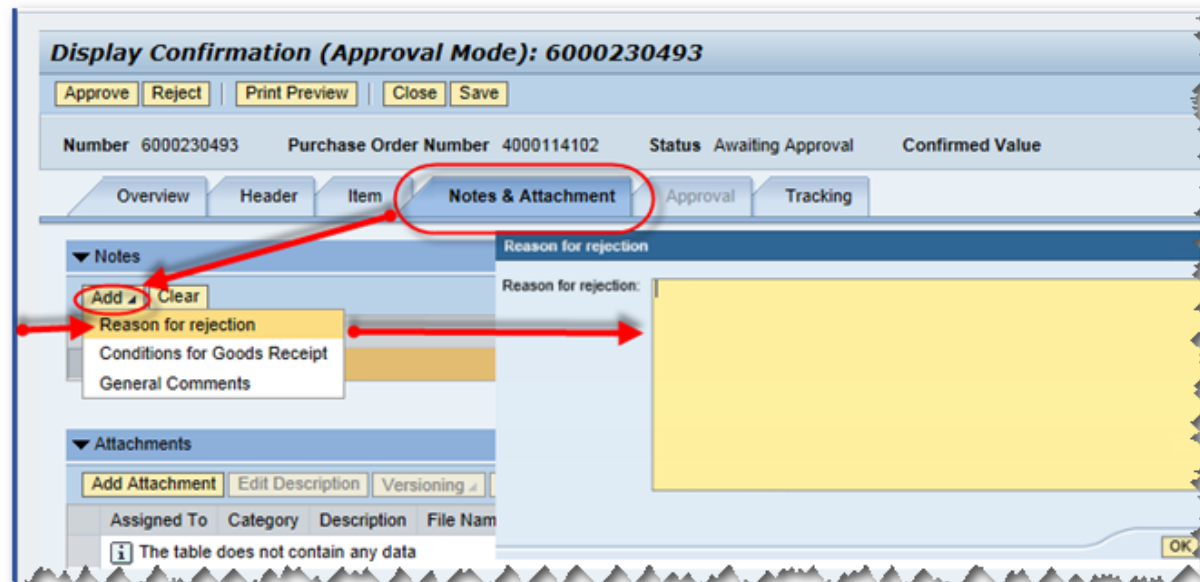
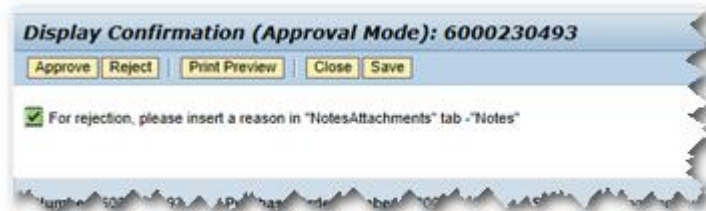
Workflow log

Company Name	Company Code	Received On	Processed On
SPACE ESPANA	1000003125	30.06.2015 15:40:18	
ESA	2		

OK

Step 4: Approve/Reject Confirmation or Invoice or APR

REJECT: rejecting the document requires a mandatory 'Reason for Rejection'. The reason of rejection can be added via the Tab 'Notes & Attachment', see below.



In case of APR the Approval Notes is under the Approval tab:



Advance Payment Request PO Number [4000114104](#)

Number 8100021342 Status Awaiting Approval Created on 02.07.2015 16:01:57 Created by TEST_EXT04

Approve Reject Refresh Print Close

Overview Approval Attachments

Approval Notes: Add note

→

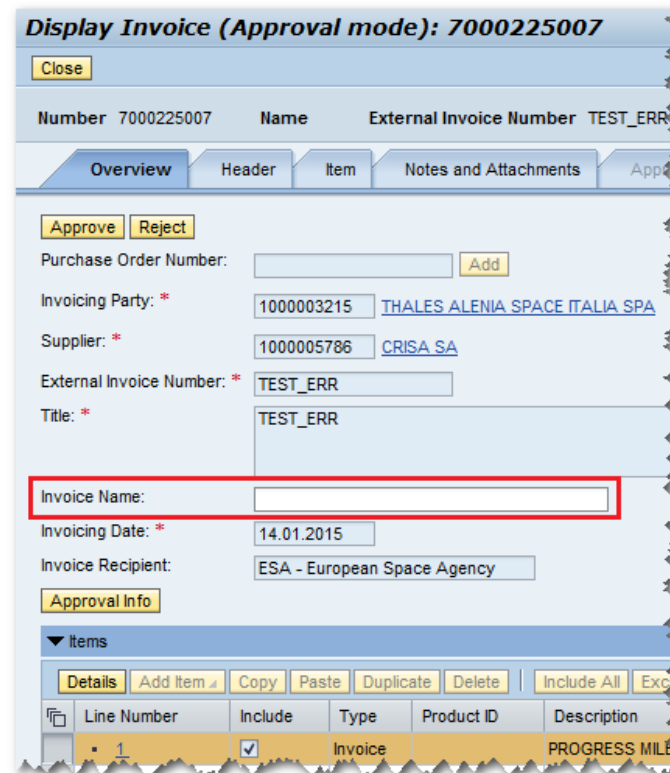
Advance Payment Request Approval Process							
Level	Processor Determination	Received On	Processed On	Company ID	Processor	Company Name	
001	ETALES20, ETALES07, ETALES14, ETALES17, ETALES26, ETALES04, ETAL...	02.07.2015 16:02:27		1000003125	Approval Process - Prime	THALES ALENIA SPA...	
002	Payable Administrator - ESTEC			2	Approval Process - Pay...	ESA	

APPROVE: approving the document will submit it to the next higher upper-tier. After the Prime approval, the document is submitted to ESA. The final status of a Confirmation is 'Posted in the Backend'; Invoice and APR status once approved are 'Posted in the Backend' but their final status, after the claim for the bank transfer, is 'Paid'. An overview of approval statuses is annexed.

Prime approval of Invoices - Special case: How to enter a Cover Invoice

The 'External Invoice Number' typically represents the invoice reference number of the payee, and is the field that is transferred via the ESA-telebanking onto the bank statement of the payee.

In addition it is possible for the Prime to enter 'his' Invoice number in the field 'Invoice Name'.



Display Invoice (Approval mode): 7000225007

Close

Number 7000225007 Name External Invoice Number TEST_ERR

Overview Header Item Notes and Attachments App

Approve Reject

Purchase Order Number: Add

Invoicing Party: * THALES ALENIA SPACE ITALIA SPA

Supplier: * CRISA SA

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient:

Approval Info

Items

Details Add Item Copy Paste Duplicate Delete Include All Excl

Line Number	Include	Type	Product ID	Description
1	<input checked="" type="checkbox"/>	Invoice		PROGRESS MILE

Special case: Prime approval of an Invoice from a Subcontractor without VAT

How to approve an invoice submitted by a Subcontractor directly paid by ESA INCLUDING VAT by the Prime WITHOUT VAT based on his VAT exemption?

These are the steps to follow, in this exact order:

1. Select 'Tax exemption 0,0%' from the tax drop down menu
2. Click 'Calculate total taxes' button
3. Click 'Calculate total value' button
4. Enter VAT Exemption Number
5. Check that total value = net value
6. Check that Balance = 0,00
7. Click 'Approve'

Display Invoice (Approval mode): 7000266794

Close

Number 7000266794 Name External Invoice Number 3498749 Purchase Order Number 4000114102 Status Awaiting Approval Total Value 12,00 EUR Supplier SPACE ESPANA

7 Overview Header Item Notes and Attachments Approval Tracking Invoice list

Approve Reject

Purchase Order Number: Add

Invoicing Party: * 1000003108 SPACE FRANCE

Supplier: * 1000003125 SPACE ESPANA

External Invoice Number: * 3498749

Title: * CHID RUN2 TEST2

Invoice Name:

Invoicing Date: * 30.06.2015

Invoice Recipient: ESA - European Space Agency

Approval Info

6 Total Value (Gross)/Currency: * 12,00 EUR Calculate Total Value

Balance: 0,00

Total Tax: 2,00 Calculate Total Taxes View Tax Details

Incidental Costs: 0,00

Payment Terms: 30 days for external vendors

Part. Bank: EUH

Awaiting approval Sub-status: Awaiting approval by Vendor

VAT Exemption Number:

3

1

▼ Items

Details Add Item Copy Paste Duplicate Delete Include All Exclude All Filter Settings

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price/Unit	Currency	Price Unit	Net Value	Tax
1	✓	Invoice		Mileston SUB	Z001	4000114102	0000000002	1,000	EA	10,00	EUR	1	10,00	4D:France Input tax 20% deferred

YS:Switzerland input tax 2.5 % deferred
 YT:Switzerland input tax 8.0 % deferred
 U7:Tax exemption 0.0 %
 ZZ:United Kingdom Input tax 15.0% deferred
 ZL:United Kingdom Input tax 17.5% deferred
 YN:United Kingdom Input tax 20.0% deferred
 ZM:United Kingdom Input tax 5.0% deferred

ANNEX: Status Information for INV/ MAC/ APR – and what they mean

Below you can find the different status for your **invoices, confirmations** and **APRs**:

esa-p status	Description
In Process	Document is in the process of being created.
Saved	A draft status; document can be re-opened for editing by author. ATTENTION: A Saved document is NOT submitted = will never reach ESA
Awaiting approval	Approval workflow has started, document is now in Inbox of upper level for approval. Upon Prime approval: Document is submitted to / received by ESA
Approved	Status after approval by ESA.
Posted in the Backend	For Confirmation: this is the final status upon approval by ESA (=best case)
Paid	For Invoice and Advance: this is the final status upon approval by ESA; trigger for bank transfer by ESA (=best case)
(Release) Rejected	Document was rejected by an upper-tier within the Industry consortium or within ESA
Deleted	Document was withdrawn by author
Cancelled	Invoice was cancelled.
To be corrected manually	Invoice is incomplete and cannot be posted (submitted) unless edited and corrected by author/Payable Administrator or deleted by ESA Finance.

esa-p sub status for documents 'Awaiting Approval'	
Awaiting approval by Vendor	Document is under approval within consortium = awaiting approval by upper-tier supplier / Prime
Parked waiting GRN approval	Electronic Invoice approved by Prime = submitted to ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation.
Approved awaiting GRN approval	Paper Invoice received and registered by ESA but Invoice amount not (fully) covered by confirmed Milestone amount = Missing Confirmation.
Awaiting Approval by ESA	Document is under approval by ESA.
On Hold	Document is kept on hold by ESA
Workflow errors	Approval workflow has resulted in a technical error.

esa-p sub status for documents 'Paid'	
Off-set	The Advance Payment Request has been deducted from an invoice on the same milestone.
Not off-set	The Advance Payment Request has not yet been deducted from an invoice on the same milestone