



→ **FINREF**

FINANCIAL MANAGEMENT

REFORM

Course for Supplier

Version 2.49

31 July 2013

European Space Agency

1. Introduction and Background
 - Workshop Objectives
 - Background
 - esa-p impact on Suppliers
 - Payment due dates
 - New numbering/coding conventions
 - Default contract / MPP / MS identifier
2. esa-p access and basic navigation
3. Supplier Activities
 - How to submit and approve MACs/ confirmations
 - How to submit and approve invoices
4. Tracking & Reporting
5. Contact points / further information
6. Course Summary
7. Annex

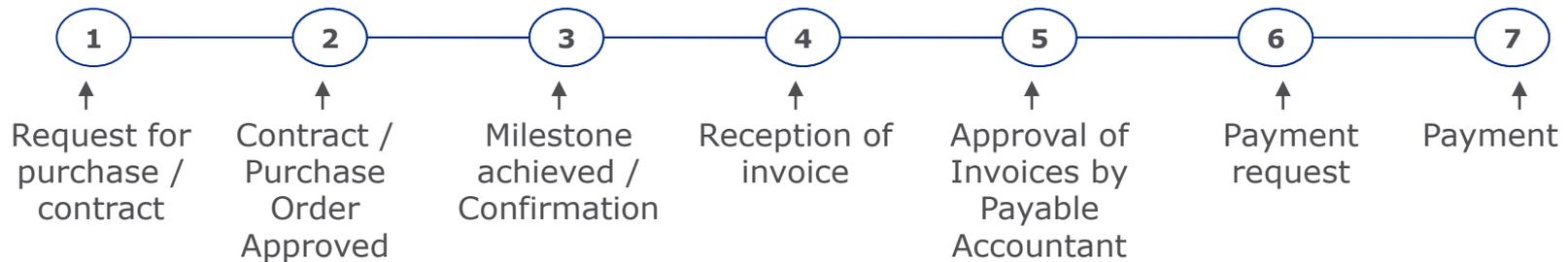
- Present and demonstrate key process changes for Suppliers
 - Log on to the Supplier Portal
 - Submit and approve MAC/ confirmations
 - Submit and approve invoices
 - Navigation, tracking & reporting

- Info on support

Background: Rationale MAC/Confirmation and Cost Accrual



- Accrual accounting implies that costs are recognized after the approval of the MAC/ Confirmation
- Invoicing/payments will 'only' trigger the cash disbursement
- Reforming the financial *management* = management not outside procurement process. esa-p integrates all contractually and financially relevant processes including the previous Invoicing solution EFIS into one unique system workflow (SAP-based)
- The module SRM (Supplier Relationship Management) does not require Suppliers to run SAP



IPSAS

Notes to financial statements

6xx Expenses /
4xx Invoices to be received

4xx Invoices to be received /
4xx Accounts Payable

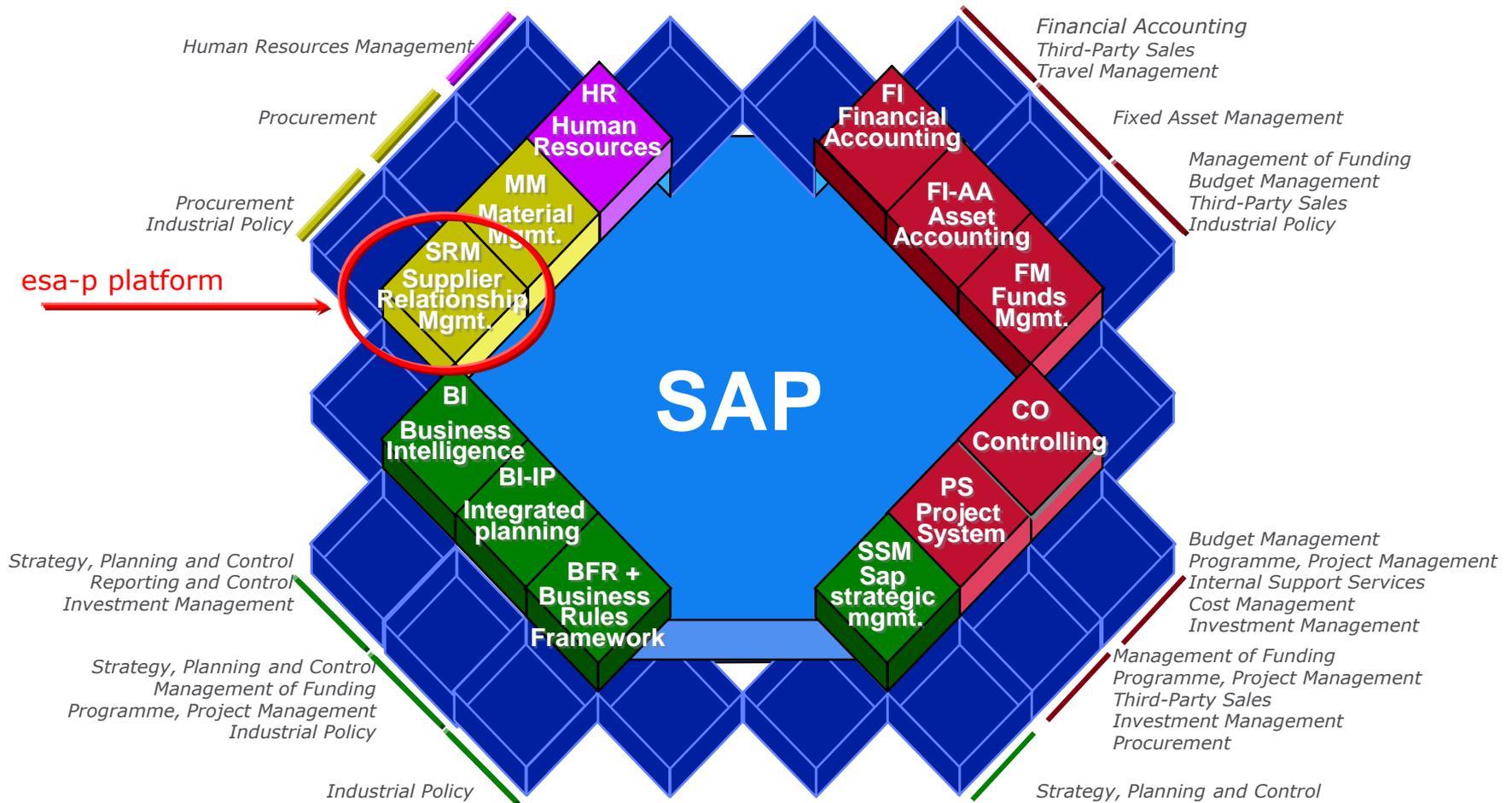
4xx Accounts Payable /
5xx Cash

Budget

Cost Recognition

Payment

Background: SAP modules used



Suppliers



Main Changes:

- EFIS invoicing system was replaced with a SAP application (esa-p)
- Each invoice must be accompanied by a MAC/confirmation (~overall PMAC-bound invoicing)
- Procurement business conventions have changed: New Contract numbering, vendor coding and document tracing (Old contract numbers and old vendor codes were inherited)
- All “Obligation Administration” will be initially performed by ESA, i.e. entry and maintenance of all contractual changes into esa-p.

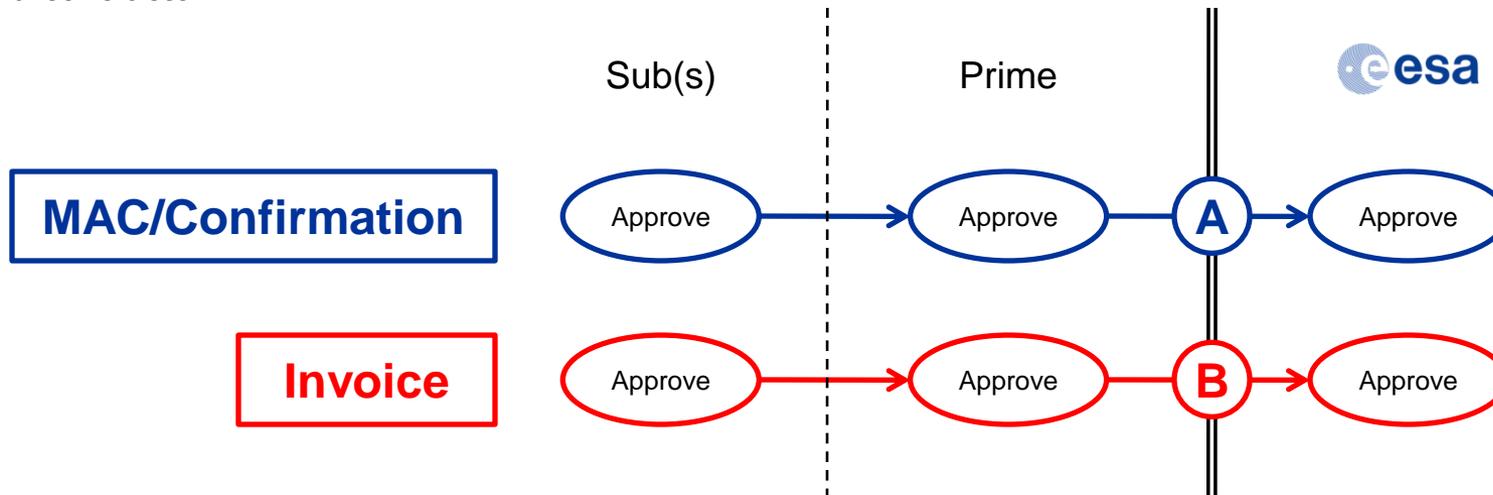
esa-p impact on Suppliers: Payment due dates



Payment due dates are calculated in the following way: **Payment due date = Payment baseline date + payment terms** (30 days per default, unless contractually agreed otherwise).

The **payment baseline date** is the date when **both** A) the MAC/Confirmation and B) the invoice are approved by the Prime contractor (see picture) and are received by ESA. Only when both these conditions have been met, the payment term starts.

An invoice **always** has to be complemented by a MAC/Confirmation. In exceptional circumstances, a MAC/Confirmation can be created and approved by ESA directly, with mutual agreement between ESA and contractor.



esa-p impact on Suppliers: New numbering convention



The following number ranges are used for the respective esa-p objects:

Object		To-Be Number Ranges	
		From	To
Purchase Order (PO)	Migrated *	5500000000	5599999999
	New	5001000000	5599999999
Contract	Migrated *	4200000000	4299999999
	New	4000100000	4199999999
MAC/Confirmation		6000000000	6999999999
Invoice		7000000000	7899999999
Credit Memo		7900000000	7999999999

* Contracts and Purchase Orders awarded in 2009 and migrated inherited the old number as per the following examples:

C12345 → 4200012345; P123456 → 55000123456
 | Page 8

esa-p impact on Suppliers: Default contract/MPP/MS identifier



Line Number	Deleted	Item Number	Product ID	Description
1		1		Outline Prime
1.001		2		MPP Prime
1.001.001		3		Milestone 1 Prime
1.01		4		Outline Sub 1
1.01.001		5		MPP Sub 1
1.01.001.001		6		Milestone 1 Sub 1
1.01.001.002		7		Milestone 2 Sub 1
1.01.01		8		Outline Sub 1.1
1.01.01.001		9		MPP Sub 1.1
1.01.01.001.001		10		Milestone 1 Sub 1.1
1.01.01.001.002		11		Milestone 2 Sub 1.1
1.02		12		Outline Sub 2
1.02.001		13		MPP Sub 2
1.02.001.001		14		Milestone 1 Sub 2

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esa-p access and basic navigation: Login



→ <http://esa-p.sso.esa.int>

or navigate via ESA Industry Portal

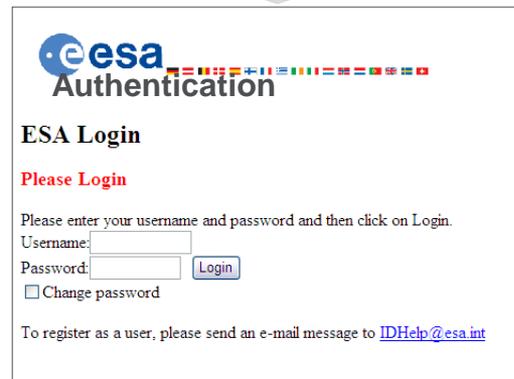


Enter existing user name and password.

User account exists but password expired or forgotten? Request re-issue of password via IDHelp@esa.int

Need for additional user account? Existing user downloads the user request form, accessible via <http://esa-p.sso.esa.int> → Home → Supplier Request Form, and sends completed form to IDHelp@esa.int

First user of a vendor? Send your request via email to IDHelp@esa.int including the following specs: full name, company mailing address and the ESA contract number of your contract



The image shows a screenshot of the 'ESA Authentication' login page. At the top, it features the ESA logo and the text 'Authentication' with a row of European Union member state flags. Below this, the heading 'ESA Login' is followed by the instruction 'Please Login'. The main content area contains the text 'Please enter your username and password and then click on Login.' followed by two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned to the right of the password field. Below the password field is a checkbox labeled 'Change password'. At the bottom of the form, there is a link: 'To register as a user, please send an e-mail message to IDHelp@esa.int'.



esa-p access and basic navigation: 3 main sections



1. Home 3 sub-Tabs:

- **Welcome section:** Important messages (e.g. new solutions / workarounds / new problems)
- **Inbox:** Alerts on pending Actions (eg. Approve invoice or MAC) and Notifications with important status updates of all created MACs and invoices
- **Supplier Request Form:** Form to be downloaded and returned to IDHelp in order to request new userIDs for a Supplier

2. Order Collaboration - from here you can:

- Create Invoices & MACs and perform Queries

3. ESA Links



4. The Help – Section: download important forms and training documents about esa-p

esa-p access and basic navigation: Home / Welcome



1. Home (3 sub-Tabs):

- **Welcome:** Important messages (e.g. new solutions / workarounds / new problems) in the Announcements section

esa-p suppliers area

Home | Order Collaboration | ESA Links

Welcome | Inbox | Supplier Request Form

Welcome

Portal Favorites

There are no items to display

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Announcements

- [ESA-Industry Meeting concerning esa-p](#)
- [Confirmations and Invoices communication](#)
- [Improvement plan esa-p Wave 7 Info Note](#)
- [Confirmations recommendation](#)
- [Improvement plan esa-p Wave 6 Info Note](#)

1-5-6-10-11-13 >>> / 13

Welcome to esa-p, the portal for ESA and industry, integrating ESA corporate databases and systems. Esa-p provides a single entry point where:

- Contractual and invoicing data are handled together, providing the up to date contract status and related invoicing activity, as well as associated reporting;
- Other ESA applications essential to industry, such as EMITS, can be accessed through links, to facilitate industry's access;
- Additional reference pages can be bookmarked as links to facilitate industry's navigation through ESA knowledge of relevance to each user.

ESA will gradually complement the services to industry accessible via esa-p with further possibilities in the future (e.g. maintenance of vendor and bidder master data, e-procurement)

To learn all about the use of esa-p, please use the Help link on the top right corner.

ESA Disclaimer - Conditions for esa-p utilization by suppliers.

The Agency provides the esa-p portal as a service tool to its suppliers. The information on specific activities contained in the esa-p portal is mainly based on the data entered, modified or erased by its suppliers.

esa-p access and basic navigation: Home / Inbox (1/2)



1. Home (3 sub-Tabs):

- **Inbox:** Alerts on pending Actions = "Tasks" (eg. Approve invoice or MAC) and "Notifications" with important status updates of all created MACs and invoices

Welcome TEST_MD2ET02, Help | Log Off

esa-p suppliers area

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox | History, Back, Forward

Tasks (5 / 5) | Alerts | Notifications

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

Subject	Action	Object	Object Number
Approval Override for Invoice Reference 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741
Approve Invoice number 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741
Approve Invoice number 7000096721	Approve/Reject	Invoice for Contract 4000105252	7000096721
Approve Invoice number 7000096996	Approve/Reject	Invoice for Contract 4000105309	7000096996
Approve Confirmation Number 6000071776 from TEST_MD2ET04	Approve/Reject	Good Receipt Notification for Contract 4000105633	6000071776

Row 1 of 5

Approval Override for Invoice Reference 7000096741

A new invoice approval request with the below details has been submitted. You will receive an approval request for this invoice when all subcontractors have approved the workitem, however as Prime Contractor you can use the below button to override the approval process, in the event of inaction by the intermediate approvers. Subcontractors will have five working days following an approval override to reject and block the invoice

Supplier code: 1000003215
Document reference: 7000096741
Amount: 1,00 EUR
Purchase order: 4000105272
Milestone ID: 1.01.01.001.001 MS1 - Sub Sub
MPP:1.01.01.001 MPP Sub Sub

Approve | Override | Reject | Reject | Details | Print Preview | Resubmit | Assign To Me

esa-p access and basic navigation: Home / Inbox (1/2)



1. Home (3 sub-Tabs):

- **Notifications:** Messages with important status updates of all created MACs and Invoices

Welcome TEST_MD2ET02, Help | Log Off

esa esa-p suppliers area extranet

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox History, Back Forward

Tasks (5 / 5) | Alerts | **Notifications (11 / 18)**

Show: All Notifications (11 / 18) | Select a Subview... Show Filters Hide Preview Refresh

Notifications

[Resubmit](#) [Delete](#)

Subject	From	Sent
GRN 6000071538 4000105252 Approval Blocked - WFH P	WF-BATCH	Dec 22, 2011 8:00 PM
GRN 6000071536 4000105220 Approval Blocked - TEST	WF-BATCH	Dec 22, 2011 7:35 PM
INV 7000096882 4000105340 Rejected TEST MD 2 - CO	WF-BATCH	Dec 19, 2011 6:16 PM
INV 7000096881 4000105340 Rejected TEST MD 2 - CO	WF-BATCH	Dec 19, 2011 1:47 PM
GRN 6000071481 4000105340 Approved - TEST MD 2 -	WF-BATCH	Dec 19, 2011 1:39 PM
GRN 6000071455 4000105340 Changed - TEST MD 2 - C	TEST_MD211	Dec 15, 2011 2:25 PM
GRN 6000071454 4000105340 Changed - TEST MD 2 - C	TEST_MD211	Dec 15, 2011 1:23 PM
GRN 6000071453 4000105340 Changed - TEST MD 2 - C	TEST_MD211	Dec 15, 2011 1:17 PM
GRN 6000071450 4000105340 Changed - TEST MD 2 - C	TEST_MD211	Dec 15, 2011 11:50 AM
GRN 6000071432 4000105340 Changed - TEST MD 2 - C	TEST_MD206	Dec 14, 2011 10:13 AM

Row 1 of 18

GRN 6000071538 4000105252 Approval Blocked - WFH P

Confirmation 6000071538 4000105252 WFH PT - CTR3_1 Approval Cycle blocked

Action: Investigate

Milestone Information
Vendor Code:1000003215
Vendor Name:THALES ALENIA SPACE ITALIA SPA
Item Type:Milestone
MPP Line No:1.001
MPP Line Description:MPP Prime
Milestone Line No:1.001.001
Milestone Line Description:Milestone -

You can also:
[View All SAP Office Mails](#)

esa-p access and basic navigation: Home / Inbox (2/2)



1. Home (3 sub-Tabs):

- **Inbox:** a new development in esa-p now shows modified columns in the Tasks list:

1 **Object:** This column contains the PO/ Contract number against which the confirmation or invoice was posted.

2 **Object Number:** This column contains the Confirmation or the Invoice number

3 **Vendor:** This column contains the vendor ID of the subcontractor who submitted the confirmation or invoice.

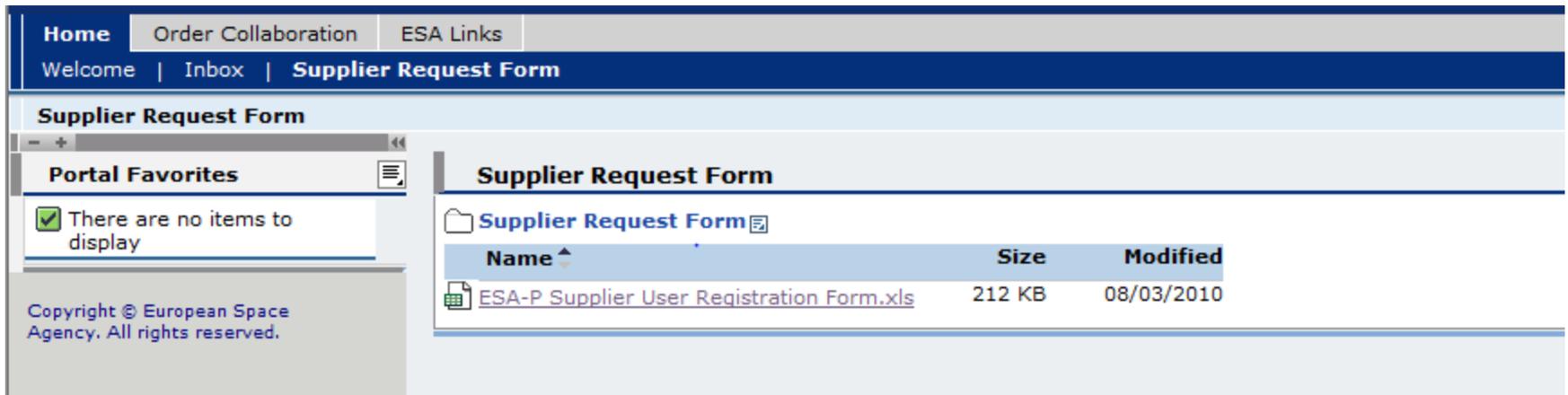
Subject	Action	Object	Object Number	Title	Sent	Vendor Name
Approval Override for Invoice Reference 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741	TEST WF 8	Dec 8, 2011 5:09 PM	1000004057
Approve Invoice number 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741	TEST WF 8	Dec 8, 2011 5:09 PM	1000004057
Approve Invoice number 7000096721	Approve/Reject	Invoice for Contract 4000105252	7000096721	PT 2_1 WFH	Dec 13, 2011 5:14 PM	1000004057
Approve Invoice number 7000096996	Approve/Reject	Invoice for Contract 4000105309	7000096996	EXAMPLE	Jan 9, 2012 5:11 PM	1000004057
Approve Confirmation Number 6000071776 from TEST_MD2ET04	Approve/Reject	Good Receipt Notification Cancellation for Contract 4000105633	6000071776	PROJECT ABC- PHASE I	Jan 19, 2012 12:57 PM	1000003125

esa-p access and basic navigation: Home / Supplier Request Form



1. Home (3 sub-Tabs):

- **Supplier Request Form:** Form to be downloaded and returned to IDHelp in order to request new userIDs for a Supplier



The screenshot shows a web interface for the 'Supplier Request Form'. At the top, there are navigation tabs: 'Home' (selected), 'Order Collaboration', and 'ESA Links'. Below the tabs, a breadcrumb trail reads 'Welcome | Inbox | Supplier Request Form'. The main content area is titled 'Supplier Request Form' and contains a file listing table. On the left side, there is a 'Portal Favorites' section with a message: 'There are no items to display'. At the bottom left, there is a copyright notice: 'Copyright © European Space Agency. All rights reserved.'

Name	Size	Modified
ESA-P Supplier User Registration Form.xls	212 KB	08/03/2010

esa-p access and basic navigation: Order Collaboration → Active Query - Invoice



- ## 2. Order Collaboration - from here you can:
- Create Invoices & MACs and perform Queries

The screenshot shows the 'Active Queries' section of the ESA-p suppliers area. A red box highlights the 'Purchase Orders', 'Confirmations', and 'Invoices' query areas. The 'Invoices' area is highlighted in yellow. Below the query areas is a form for defining query parameters and a table of results.

Active Queries

- Shopping Carts: [Saved \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)
- Purchase Orders: [Ordered \(0\)](#) [Saved \(0\)](#)
- Confirmations: [Deleted \(0\)](#) [Rejected \(0\)](#) [Approved \(0\)](#) [Awaiting Approval \(0\)](#) [Saved \(0\)](#) [All \(0\)](#)
- Invoices: [Canceled \(0\)](#) [Recording Completed \(0\)](#) [Awaiting Approval \(0\)](#) [Saved \(0\)](#) [All \(Refresh is running\)](#)

Invoices - All

Hide Quick Criteria Maintenance

Invoice Number: To

Invoice Name:

Purchase Order Number:

Status:

Created On: To

Supplier:

Posting Date: To

Header Title Long:

Item Title Long:

Payment Date: To

VAT exemption number:

Changed On: To

Created By:

Payment Baseline Date: To

External Invoice Number:

Total Tax: To

Total Value: To

Cost Center:

Fund:

WBS (Project Identifier):

GL Account:

Completion Date: To

Blocked by:

Invoicing Party:

View [Standard View]

Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)
7000020974	SW/FR/1003794	04.03.2010	21.05.2010	Frank Bagiana	SW/FR/1003794

Red box = 3 main Query areas:
PO, MAC, INV.

To perform a query:

1. Select query area
2. Define query parameter
3. Apply
4. In lower pane see Query result

esa-p access and basic navigation: Order Collaboration → Active Query - Purchase Order (=ESA Contract)



- 2. **Order Collaboration** - from here you can:
 - Create Invoices & MACs and perform Queries

The screenshot shows the ESA-p suppliers area interface. The 'Active Queries' tab is selected, and a red box highlights the 'Purchase Orders' area. The 'Purchase Orders - All' section is visible, showing search criteria and a list of results. A 'General Value List' window is open, showing search criteria for 'Business Partner' and 'Supplier Number'.

Red box = 3 main Query areas: PO, MAC, INV.

To perform a query:

1. Select query area (here: All POs)
2. Define query parameter (here: Supplier Number using Supplier-picklist; in the picklist: Search Term 1 = old vendor code or any other parameter)
3. Apply
4. In lower pane see Query result

esa-p access and basic navigation: Order Collaboration → Advance Payment Request



2. **Order Collaboration** - from here you can:
- Create an Advance Payment Request (APR)

Welcome TEST_MD2ET02,

esa-p suppliers area

Home Order Collaboration ESA Links

Overview

Order Collaboration

Detailed Navigation

- Order Collaboration
- Navigation Reporting Pane

Services

Create Documents

- External Confirmation
- **Create Advance Payment Request**

Central Functions

- Display Company Data

Portal Favorites

There are no items to display

Active Queries

Shopping Carts [Saved \(813\)](#) [Awaiting Approval \(2\)](#) [Approved \(267\)](#)

Purchase Orders [Saved \(69\)](#) [Ordered \(1\)](#)

Confirmations [Rejected \(0\)](#) [Deleted \(0\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#) [Saved \(0\)](#) [All \(1\)](#)

Invoices [Recording Completed \(0\)](#) [Canceled \(0\)](#) [Awaiting Approval \(0\)](#) [All \(2\)](#) [Saved \(0\)](#)

Advanced Payment Request [All \(9\)](#) [Saved \(0\)](#) [Awaiting Approval \(0\)](#)

Advanced Payment Request - All

Hide Quick Criteria Maintenance

APR Number: To

APP Reference: To

Purchase Order Number:

The APR is an electronic request of payment for an Advance Payment

To create an Advance Payment Request:

Select the link “Create Advance Payment Request” (Under the section Create Documents)

esa-p access and basic navigation: Order Collaboration → Advance Payment Request



In the image below is shown the screenshot related to the creation of an Advance Payment Request:

Create Advance Payment Request | History Back Forward

Advance Payment Request

PO Number

Number 8100000267 Status In Process Created on 03.05.2012 12:40:15 Created by TEST_MD2ET04

Save Submit Print Check Close

Overview Approval Attachments

Purchase Order Number: *

Payee: *

Supplier: *

APP Reference: * Select an APP reference

PO Name:

External APR Number: *

APR Text:

APR Issue Date: *

APP Date:

APP Description:

Total Value (Gross)/Currency: *

Net Value:

Total Tax:

Part. Bank: *

VAT Exemption Number:

Awaiting approval sub-status:

Payment Baseline Date:

FI Posting Date:

Clearing Document Date:

Created on:

Created by:

Items								
APR Line	PO Item	Item Description	APP Amount	Tax	Tax Amount	Currency	Rebooking	

Upon entering the Contract/PO number, visibility check is performed (the Supplier is able to select any APP References related to Contract/PO lines within their consortium).

Supplier and Payee fields are automatically populated after the contract is selected.

esa-p access and basic navigation: Order Collaboration → Advance Payment Request



In the image below is shown the screenshot related to the creation of an Advance Payment Request:

The APR once Submitted is subject to approval workflow.

The following buttons are available:

Save: Saving the APR for later use. This does not submit the APR for approval

Submit: Submitting APR for approval process. Checks will be performed to verify that the document does not have any data errors before submission

Print: Print the APR

Check: Checking APR for any data errors

Close: Closing APR transaction

esa-p access and basic navigation: Order Collaboration → Advance Payment Request



Fields' Description:

Create Advance Payment Request

Advance Payment Request

Number 8100000267 Status In Process Created on 03.05.2012 12:40:15

Overview Approval Attachments

Purchase Order Number: *

Payee: *

Supplier: *

APP Reference: * Select an APP reference

PO Name:

External APR Number: *

APR Text:

APR Issue Date: *

APP Date:

APP Description:

Items		
APR Line	PO Item	Item Description

The fields marked with a red asterisk are mandatory.

- **Purchase Order Number:** Number of contract against which Advance Payment Request is made.
- **Payee:** It is the Vendor Code of the vendor against which the APR is issued.
- **Supplier:** Prime Vendor Code.
- **APP Reference:** APP is the Advance Payment Plan maintained on the milestone of the contract. APP Reference is the drop down from where relevant APP item can be chosen to create the APR. The field contains concatenated information of the APP Ref, APP Description and APP Date.
- **External APR Number:** Supplier APR Reference.
- **APR Issue Date:** Date by when the APR is issued by Industry. It is entered by Industry in the APR document (electronic or paper document).

esa-p access and basic navigation: Order Collaboration → Advance Payment Request



Fields' Descriptions

Total Value (Gross)/Currency: *	<input type="text" value="0,00"/>	<input type="text"/>
Net Value:	<input type="text" value="0,00"/>	
Total Tax:	<input type="text" value="0,00"/>	<input type="button" value="Calculate"/>
Part. Bank: *	<input type="text"/>	
VAT Exemption Number:	<input type="text"/>	
Awaiting approval sub-status:	<input type="text" value="Not started"/>	
Payment Baseline Date:	<input type="text"/>	
FI Posting Date:	<input type="text"/>	
Clearing Document Date:	<input type="text"/>	
Created on:	<input type="text" value="03.05.2012 12:40:15"/>	
Created by:	<input type="text" value="TEST_MD2ET04"/>	

	Tax Amount	Currency	Rebooking

- **Total Value (Gross)/Currency:** Total amount of the APR. It is automatically calculated as the sum of the APR lines belonging to the APR
- **Part. Bank:** Bank code of the Payee. It includes all the fields to define the Supplier bank account.

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Supplier Activities



MAC/ Confirmation



Created by: TEST_REL18 at 08/02/2011
 Changed by: TEST_REL06 at 08/02/2011
 MAC status: Awaiting Approval
 MAC Sub-status: ESA
 Status Date: 08/02/2011

Milestone Achievement Certificate

SUPPLIER TRAINING CONTRACT

Contractor number: 1000001872 SubContractor number: 1000000020
 Contractor name: WASA MILLMETER SubContractor name: TIMEWISE DESIGN INT. LTD.

Confirmation number: 6000022560
 Contract number: 4000102690

MAC Title: SUPPLIER TRAINING CONTRACT

Certification: I hereby certify to have performed a positive check that the accomplishment of this milestone conforms to the above definition. Deficiencies, if any, from the said requirements have been listed and have either been corrected or a waiver of such requirement obtained.

Currency Code: EUR

Milestone ID	Milestone Type	Milestone Title	Quantity	Unit of measure	Delivery date	Milestone amount
1.01.01.001.001	Milestone	MS1 Sub2	109,99	EA	07/02/2011	780,00
Confirmed value:						109,99

Delivery address: WASA MILLMETER WAVE AB
 C/O STAKE, TYLO FYRS VAG 11
 000 00 42341 TORSLANDA
 SE

Attached documents:



Invoice

Invoice

esa-p

ORIGINAL ELECTRONIC INVOICE
 PRINTED ON: 17.03.2011

From: 1000000020 TIMEWISE DESIGN INT. LTD.
 HAMPTON WICK
 00000 GB-KINGSTON UPON THAMES
 GB
 Vat No.:

To: 1000001872 WASA MILLMETER WAVE AB
 C/O STAKE, TYLO FYRS VAG 11
 000 00 42341 TORSLANDA
 SE
 Vat No.:

Payee Invoice No: Test inv 1	Invoice Date: 08.02.2011
ESA Registration Number: 7000050590	Issue Date: 08.02.2011
Originator Ref.: EXT IN 223344	ESA Registration Date: 08.02.2011
VAT Exemption No.:	Net Amount: 109,99
Invoice Status: Awaiting Approval	Tax Amount: 0,00
Invoice Sub-status: Parked waiting GR approval	VAT Code: NOT USE France tax exemption 0,0%
	Total Amount: 109,99
	Currency: EUR

Contract: 4000102690 Supplier Training Contract
 MPP: 1.01.01.001 MPP Sub2
 Milestone: 0000000006 MS1 Sub2

Payee: 1000000024 TIETRONIX OPTICS
 4 RUE AMPERE
 22300 LANNION
 FR
 Payee VAT No:
 Reference Details: TIETRONIX OPTICS

Name on Account: TIETRONIX OPTICS
 Bank: CREDIT INDUSTRIEL DE L OUEST
 Bank Code: 3004714080
 Account No: 00042180401
 IBAN Code: FR7630047140800004218040129
 SWIFT: CMCIFRPPXXX

Invoice Text:

Attachments:

= esa-p

Supplier Activities: How to SUBMIT a MAC/Confirmation (1/6)



The screenshot displays the ESA esap portal interface. The top navigation bar includes the ESA logo, the text 'esap', and a user greeting 'Welcome Vendor SUBCONTRACTOR'. The main content area is divided into several sections:

- Order Collaboration:** Overview | Service Map
- Detailed Navigation:** Order Collaboration
- Services:**
 - Create Documents:**
 - External Contact Person
 - External Confirmation
 - Invoice
 - Central Functions:**
 - Display Company Data
- Portal Favorites:** There are no items to display.

The main content area features a table titled 'Active Queries' with columns for 'Confirmations' and 'Invoices'. Below this, there is a section for 'Confirmations - All' with a 'Show Quick Criteria Maintenance' button. A toolbar contains buttons for 'View', 'Export', 'Create Confirmation', 'Display', 'Edit', 'Print Preview', and 'Refresh'. The table below has the following columns: Confirmation Number, Confirmation Name, Item Number, Status, Reference Document, Product ID, Product Description, Quantity Confirmed, and Unit.

Supplier Activities: How to SUBMIT a MAC/Confirmation (2/6)



- 1 Enter PO-number
- 2 Click search → PO number is displayed
(when querying a precise PO-number: 1 result, highlighted in yellow)
- 3 Click Start → the highlighted PO is chosen

Create Confirmation - SAP NetWeaver Portal - Microsoft Internet Explorer

Create Confirmation

Search Purchase Order

3 Start Close

To create a confirmation, you need to select a purchase order as a reference
Proceed as follows: search for the required purchase order, then select it from the search results below

Purchase Order Number: 4200020295 1 Item Description:

Timeframe: Product ID:

Shopping Cart Number: Shopping Cart Name:

2 Search

Your search returned the following results; select the required purchase order as a reference and then create the confi...

Search Results: Purchase Orders

Purchase Order / Item Number	Document Name / Item Name	Ordered Quantity	Ordered Value	Confirmed Qu
▶ 4200020295				

Supplier Activities: How to SUBMIT a MAC/Confirmation (3/6)



- 1 Complete Fields:
Confirmation name (Tip: enter Contract No., CCN / WO No., type of activity (FFP, FUP, LoL, Mission), month & company name), Delivery Date, and Reference Document (Tip: external invoice nr)
- 2 Enter quantity to be confirmed - either in % of total milestone value or direct value if unit is 'EA' - for the corresponding milestone that has been achieved.

Create Confirmation Help

Confirmation Number: 6000017388 Purchase Order Number: 4000101807 Status: In Process Confirmed Value: 1.800,00 EUR

Overview Notes & Attachment Government Procurement

Basic Data

Identification
Confirmation Name:
Reference Document:

Service and Delivery
Delivery Date: *
Bill of Lading:

Dates
Posting Date:

Status and Statistics
Created On:
Changed On:
Changed By:
Awaiting approval Sub-status:

Item Overview

Filter Settings

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	SubSub - MS1 (FFP +)	100	0	%	2.200,00	EUR	100	09.09.2010
2	Material	SubSub - MS2 (FFP +)	100	0	%	2.200,00	EUR	100	09.09.2010
3	Material	SubSub - Services	100	0	%	4.000,00	EUR	100	09.09.2010
4	Material	SubSub - MS1 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
5	Material	SubSub - MS2 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
6	Material	SubSub - MS1 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
7	Material	SubSub - MS2 (FFP)	100	90	%	2.000,00	EUR	100	09.09.2010

Tip:
Always check the 'Unit' field before entering a quantity!

Supplier Activities: How to SUBMIT a MAC/Confirmation (4/6)



Additional comments and supporting documentation (proof of achievement such as MoM, receipt and / or time sheets, statement of non invention, etc.) can be added under the 'Notes & Attachments' tab.

The screenshot displays the 'Create Confirmation' web interface. At the top, it shows the Confirmation Number (6000017388), Purchase Order Number (4000101807), Status (In Process), and Confirmed Value (1.800,00 EUR). Below this are buttons for Close, Check, Confirm, Save, and Revert. The 'Notes & Attachment' tab is selected, showing a table with columns for Assigned To, Category, and Text Preview. A red box highlights the 'Add' button in the 'Notes' section, and a red arrow points to a dropdown menu with options: Reason for rejection, Conditions for Goods Receipt, and General Comments. Another red box highlights the 'Add Attachment' button in the 'Attachments' section, and a red arrow points to a dialog box titled 'Add Attachment'. The dialog box contains the following fields: File (C:\Users\undine.lanow), Description (Proof of achievement), and Assign To: * (General D...). The dialog box also has OK and Cancel buttons.

Create Confirmation

Confirmation Number: 6000017388 Purchase Order Number: 4000101807 Status: In Process Confirmed Value: 1.800,00 EUR

Close Check Confirm Save Revert

Overview **Notes & Attachment** Government Procurement

▼ Notes

Add Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment Edit Description Versioning

Assigned To	Category	Description	File Name
The table does not contain any data			

Close Check Confirm Save Revert

Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\undine.lanow Browse...

Description: Proof of achievement

Assign To: * General D...

OK Cancel

Supplier Activities: How to SUBMIT a MAC/Confirmation (5/6)



- 1 Verify the completeness and correctness of the data by clicking 'CHECK'
- 2 Submit the MAC/Confirmation for approval by clicking 'CONFIRM'

Create Confirmation [Help](#)

Confirmation Number: 6000017388 Purchase Order Number: 4000101807 Status: In Process Confirmed Value: 1.800,00 EUR

1 **2**

Basic Data

Identification
Confirmation Name:
Reference Document:
Procurement Card Number:

Dates
Posting Date:

Service and Delivery
Delivery Date: *
Bill of Lading:

Status and Statistics
Created On:
Changed On:
Changed By:
Awaiting approval Sub-status:

Item Overview

[Filter Settings](#)

Line Number	Item Type	Description	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date
1	Material	SubSub - MS1 (FFP +	100	0	%	2.200,00	EUR	100	09.09.2010
2	Material	SubSub - MS2 (FFP +	100	0	%	2.200,00	EUR	100	09.09.2010
3	Material	SubSub - Services	100	0	%	4.000,00	EUR	100	09.09.2010
4	Material	SubSub - MS1 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
5	Material	SubSub - MS2 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
6	Material	SubSub - MS1 (FFP)	100	0	%	2.000,00	EUR	100	09.09.2010
7	Material	SubSub - MS2 (FFP)	100	90	%	2.000,00	EUR	100	09.09.2010

Supplier Activities: How to SUBMIT a MAC/Confirmation (6/6)



By clicking the 'CONFIRM' button, the status changes to 'Awaiting Approval'. Additional Sub-statuses identify at which stage of the approval process the document is. You can also filter all confirmations per substatus in the Order Collaboration area.

Display Confirmation

Confirmation Number: 6000017388 Purchase Order Number: 4000101807 **Status: Awaiting Approval** Confirmed Value: 1.800,00 EUR

Overview Notes & Attachment Government Procurement

Basic Data

Identification
Confirmation Name:
Reference Document:
Procurement Card Number:

Dates
Posting Date:

Service and Delivery
Delivery Date: *
Bill of Lading:

Status and Statistics
Created On:
Changed On:
Changed By:

Awaiting approval Sub-status:

Item Overview

Line Number	Item Type	Description	Outstanding Quantity
1	Material	SubSub - MS2 (FFP)	100

View [Standard View]

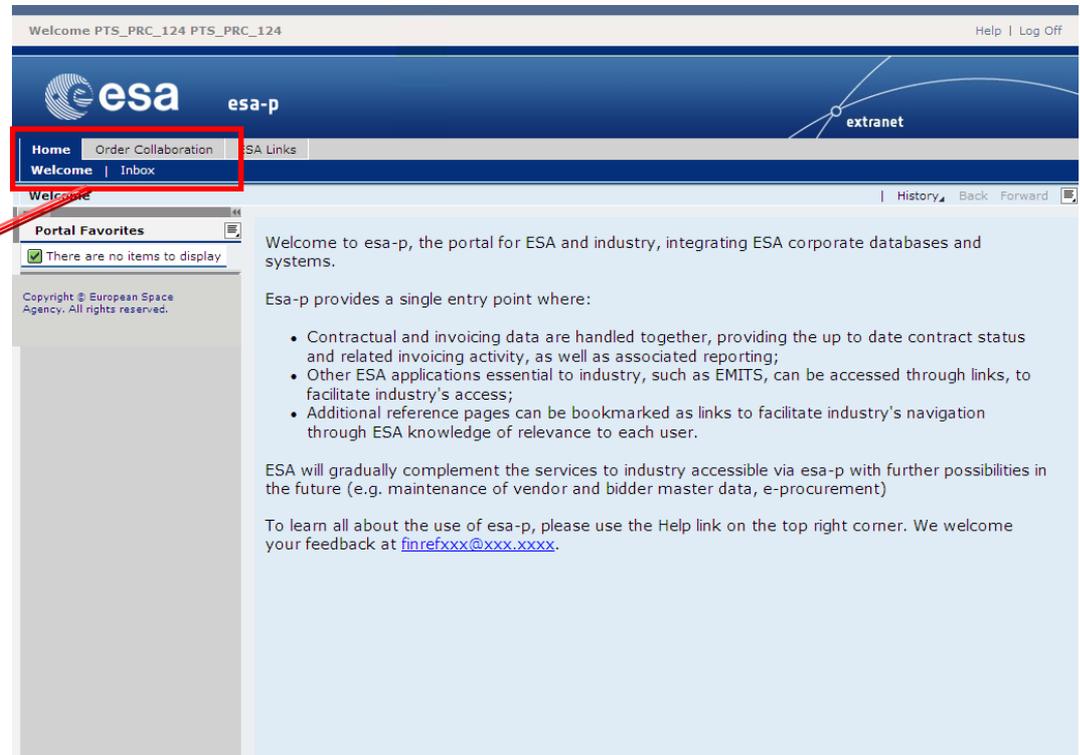
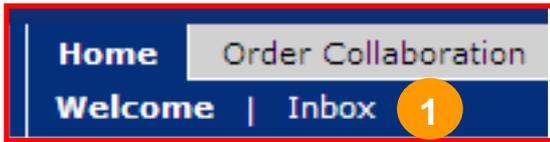
Confirmation Number	Status	Awaiting Approval Substatus
6000017388	Awaiting Approval	Awaiting approval by ESA
6000017352	In your Inbox	Awaiting approval by Vendor
6000017302	Awaiting Approval	All
6000017301	Awaiting Approval	Awaiting approval by ESA

Supplier Activities: How to APPROVE a MAC/Confirmation (1/7)



After submitting the invoice (status: "Awaiting approval"), it is sent to the upper-tier Subcontractor until it reaches Prime. When it is submitted by the prime, it is sent to ESA. All (!) users of the upper-tier will receive in their Inbox a 'Task' to Approve/Reject the MAC.

1 Inbox



Supplier Activities: How to APPROVE a MAC/Confirmation (2/7)



All (!) users of the upper-tier will receive in their Inbox a “Task” to Approve/Reject the MAC. As soon as one user approves, the (shared) task is completed and will disappear from the inbox of the other users.

1 Click subject link label to open the document

2 Notification and summary overview

Subject	Action	Object	Object Number	Title	Set
Approve Confirmation Number 6000071776 from TEST_MD2ET04	Approve/Reject	Good Receipt Notification for Contract 4000105633	6000071776	PROJECT ABC- PHASE I	Jan 9, 2012
Approve Invoice number 7000096996	Approve/Reject	Invoice for Contract 4000105309	7000096996	EXAMPLE	Jan 9, 2012
Approve Invoice number 7000096721	Approve/Reject	Invoice for Contract 4000105252	7000096721	PT 2_1 WFH	Dec 8, 2011
Approve Invoice number 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741	TEST WF 8	Dec 8, 2011
Approval Override for Invoice Reference 7000096741	Approve/Reject	Invoice for Contract 4000105272	7000096741	TEST WF 8	Dec 8, 2011

Approve Confirmation Number 6000071776 from TEST_MD2ET04

You are responsible for approval of Confirmation (goods receipt or service entry) ' Project ABC- Phase I'.

You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: TEST_MD2ET04
Entered On: 19.01.2012
Gross Amount: 1.000,00
Currency: EUR
Goods Receipt Slip:
Bill of Lading:

Approve Confirmation Number 6000071776 from TEST_MD2ET04

You are responsible for approval of Confirmation (goods receipt or service entry) ' Project ABC- Phase I'.

You can switch to Confirmation to check the document and then approve or reject it.

Supplier Document Number:
Entered By: TEST_MD2ET04
Entered On: 19.01.2012
Gross Amount: 1.000,00
Currency: EUR
Goods Receipt Slip:
Bill of Lading:

All (!) users are those users who are setup as contact person for the Contractor / Subcontractor

Supplier Activities: How to APPROVE a MAC/Confirmation (3/7)



The hyperlink will open in a new screen → Approve or Reject.

Approval triggers submission to upper-tier (if done by the Prime Vendor it goes to ESA).

Rejection triggers a Notification to the person from the lower-tier having submitted the MAC.

The author is able to edit the confirmation and submit it for approval again.

1 Approve/ Reject the document



2 An approval/rejection note can/should be added

3 approval info. Pop-up window where the approval workflow and related documents are shown.

The screenshot shows the 'Display Confirmation (Approval Mode)' interface. At the top, there is a green checkmark and the text: 'For rejection, please insert a reason in "NotesAttachments" tab -"Notes"'. Below this, the 'Confirmation Number' is 600032380, 'Purchase Order Number' is 4000102382, 'Status' is 'Awaiting Approval', and 'Confirmed Value' is '100,00 GBP'. There is another green checkmark and the same text: 'For rejection, please insert a reason in "NotesAttachments" tab -"Notes"'. Below this, there are buttons for 'Approve', 'Reject', and 'Close'. The interface has tabs for 'Overview', 'Header', 'Notes & Attachment', 'Approval', and 'Tracking'. The 'Title' field contains 'TEST_409'. The 'Confirmation Name' is 'GL/Distribution/Fund'. The 'Delivery Date' is '2011'. There is an 'Approval Info' button. Below this, there is an 'Item Overview' table with columns: Line Number, Item Type, Product ID, Description, Product Category, Outstanding Quantity, Confirm Quantity, Unit, Price, and Currency. The table has one row with Line Number 1, Item Type Material, Product ID GL/Distribution/Fund, Description Z002, Outstanding Quantity 999,99, Confirm Quantity 100,00, Unit EA, Price 1,00, and Currency GBP.

Supplier Activities: How to APPROVE a MAC/Confirmation (4/7)



3 The Approval Info button has two tabs: the **Workflow log** and the **Related Documents**

1.Workflow log:

Indicates which company is currently processing, has processed, or will be processing the document, as well as the date and time the document has been received and processed.

Visibility is given throughout the industrial consortium to the entire industry.

Company Name	Company Code	Received On	Processed On
TIMEWISE DESIGN INT. LTD.	1000000020	16.02.2011 17:45:33	16.02.2011 17:58:02
WASA MILLIMETER WAVE AB	1000001872	16.02.2011 17:58:05	
ESA	2		

Supplier Activities: How to APPROVE a MAC/Confirmation (5/7)



3 The Approval Info button has two tabs: the **Workflow log** and the **Related Documents**

2.Related Documents tab:

In case of a confirmation, the related documents tab in the approval info displays all invoices posted against the milestone to which the confirmation is being posted (*). The 'Reference Item' number indicates the milestone item number in the reference contract.

The screenshot shows a window titled 'Additional Information' with a 'Display details' section. Below this, there are fields for Document Number, MS Title, Status, Substatus, Reference Contract, Reference Item, Supplier Code, and Supplier Name. The 'Reference Item' field is highlighted with a red box. Below the details is a tabbed interface with 'Workflow log' and 'Related Documents' tabs. The 'Related Documents' tab is active and contains a table with the following data:

Document Type	Document Number	Gross Amount	Currency	Status	Substatus
Invoice	7000050103	0,01	GBP	Saved	
Invoice	7000050114	0,01	GBP	Awaiting Approval	Awaiting Approval by Vendor

(* Please note the difference to the 'Related Documents' tab in the Contract, where all related documents (confirmations, invoices, shopping cart) are displayed.

Supplier Activities: How to APPROVE a MAC/Confirmation (6/7)



Approval triggers submission to upper-tier (if done by the Prime Vendor it goes to ESA). Rejection triggers a Notification to the person from the lower-tier having submitted the MAC. When approved by ESA, the status changes from 'Awaiting Approval' to 'Posted in the Backend'.

- 1 Notification of action taken
- 2 Status
- 3 Close the document

1 **Action performed successfully**

Confirmation Number: 6000000633 Purchase Order Number:

Approved

3 **Close** | **Print Preview** | **Refresh**

2 **Status** Awaiting Approval

Action performed successfully

Confirmation Number: 6000017388 Purchase Order Number: 4000101807 **Status:** Awaiting Approval Confirmed Value: 1.800,00 EUR

Approved

Close | **Print Preview** | **Refresh**

Overview Header **Item** Notes & Attachment Approval Tracking

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Copy All Outstanding Quantities

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit
1	Material		SubSub - MS2 (FFP)	Z001	100	90	%

Supplier Activities: How to APPROVE a MAC/Confirmation (7/7)



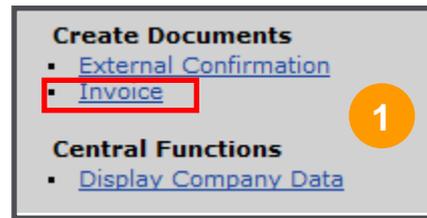
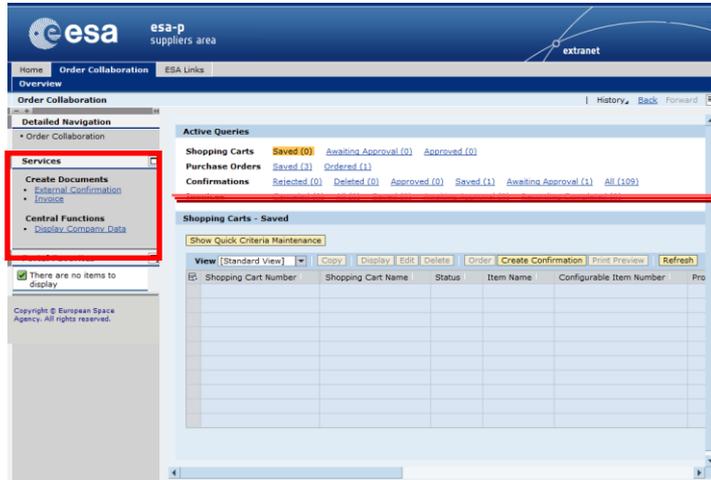
Comparable EFIS status	SAP Statuses	Comments
N/A	In Process	Confirmation is in process of being created.
N/A	Saved	Draft Confirmation was saved and can be opened for editing / completion.
N/A	Deleted	Confirmation was deleted.
N/A	Awaiting approval	Approval workflow started. Upper level(s) is(are) notified.
N/A	Rejected	Confirmation was rejected by an upper-tier within the industry consortium or within ESA.
CFP / Cleared for Payment	Posted in Backend	After ESA approval confirmation is sent to the SAP backend system with status posted. Cost accrual is triggered.

Awaiting Approval Sub Status	Comments
Awaiting approval by Vendor	Confirmation was posted and is now awaiting approval by upper-tier Supplier(s).
Awaiting approval by ESA	Confirmation was approved by prime and is now awaiting approval by ESA Finance. Matching confirmation was approved by ESA.

Supplier Activities: How to SUBMIT an Invoice - Navigate to Invoice Creation

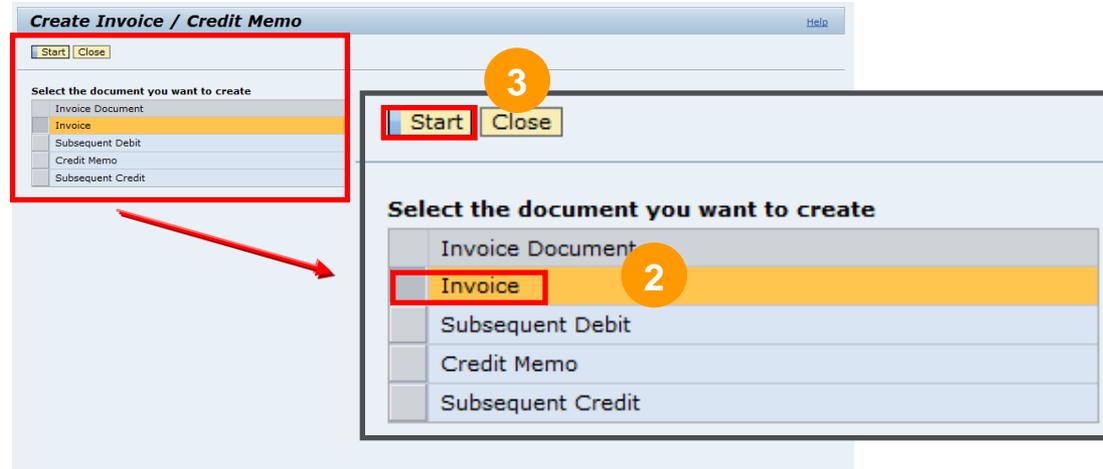


1 Navigate: → Order Collaboration → Create Documents: Invoice



2 Select Invoice

3 Click Start button



Supplier Activities: How to SUBMIT an Invoice - Define Purchase Order Number



Enter Contract/ PO number and click 'Add' button. If you do not know the PO/Contract-number:

Query via [Find](#):

→ TIP: remember to enter the 'Child' contract number

For ongoing ESA contracts: see page 9 on how to obtain your new contract number.

1 Enter Contract/ PO number

2 Click the 'ADD' button:

This will create the link between the invoice and the contract and inherit all invoiceable milestones into the invoice

Supplier Activities: How to SUBMIT an Invoice - Select one (!) Milestone



Select one single (!) Milestone against which you want to submit an invoice.

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

Buttons: 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 | Cal

Balance: 400,00

Total Tax: 0,00 | Calculate Total

Incidental Costs: 0,00

Payment Terms: 30 days for external vendors

Part. Bank:

Awaiting approval Sub-status:

1 Exclude All

2 Include

1 Exclude All

2 Include

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 (

Buttons: Close | Refresh | Check | Post | Save

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

Supplier Activities: How to SUBMIT an Invoice - Enter Invoice details (1/2)



In the image below the mandatory fields are marked with an asterisk.

Create Invoice

Invoice Number 7000028563 Reference EXT INV # PAYEE Reference Obj. 4000101340 Status In Process Total Value 1.165,60 EUR Supplier [ASTRIUM GMBH- BUSINESS DIVISION](#)

Invoicing Party [TIMEWISE DESIGN INT. LTD.](#)

Overview Notes and Attachments Government Procurement

Purchase Order Number:

Invoicing Party: * [TIMEWISE DESIGN INT. LTD.](#) = Payee of the invoice

Supplier: * [ASTRIUM GMBH- BUSINESS DIVISION](#) = Prime Contractor

External Invoice Number: * = Payee Invoice number

Title: = Invoice text

Invoice Name: = e.g. Payee 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	Net Value	Tax
* 1	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1a (FFP)	Z001	4000101340	0000000024	992,00	EA	1,00	EUR	1	992,00	United Kingdom Input

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 needs to be changed to the correct payee of the invoice (see ANNEX 1 on how to find the proper Invoicing party).

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

Invoice Name: The field 'Invoice Name' should be used by approvers to enter the cover invoice number.

Supplier Activities: How to SUBMIT an Invoice - Enter Invoice details (2/2)



Quantity and Total Value

Tip:
Always check the 'Unit' field before entering a quantity and net value and apply the following rule (*)

- 1 Enter quantity and net value
- 2 Select Tax code (if applicable)
- 3 Calculate Total Taxes
- 4 Calculate Total Value

Supplier [ASTRIUM GMBH- BUSINESS DIVISION](#)

Total Value (Gross)/Currency: * 1.165,60 EUR 4

Balance: 0,00

Total Tax: 173,60 3

Incidental Costs: 0,00

Payment Terms: 30 days for external vendors

Part. Bank: EUA

Awaiting approval Sub-status:

Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
SubSub - MS1a (FFP)	Z001	4000101340	0000000024	992,00	EA	1,00	EUR	1	992,00	United Kingdom Input tax 17,5% deferred
SubSub - MS1b (FFP)	Z001	4000101340	0000000025	0,00	EA	1,00	EUR	1	0,00	Tax exemption 0.0 %

(*) If 'Unit' is %: please enter 'Quantity' as percentage amount of total milestone value, calculate the correct net invoice value and enter that value in the 'Net Value' field. Please note that both 'Quantity' and 'Net Value' fields need to be updated in case the quantity is modified afterwards.

If 'Unit' is EA: please directly enter the net invoice value into 'Quantity' and 'Net Value' fields.

Supplier Activities: How to SUBMIT an Invoice - Workaround



Enter invoice amount as % of MS amount (2/2)

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: * EUR **7**

Balance:

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

Incidental Costs:

Payment Terms:

Part. Bank:

Awaiting approval Sub-status:

Filter Settings

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

- 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

Supplier Activities: How to SUBMIT an Invoice – Post/Submit for approval



“Check” the data entries, then “Post” the invoice.

Create Invoice

Invoice Number 7000028563 Reference EXT INV # PAYEE Reference Obj. 4000101340 Status In Process Total Value 1.165,60 EUR Supplier [AST](#)
Invoicing Party [TIMEWISE DESIGN INT. LTD.](#)

Invoice contains no errors. You can now post

Overview Notes and Attachments Government Procurement

Purchase Order Number: [Find](#)

Invoicing Party: * [TIMEWISE DESIGN INT. LTD.](#)

Supplier: * [ASTRIUM GMBH- BUSINESS DIVISION](#)

External Invoice Number: *

Title:

Invoice Name:

Invoicing Date: *

Invoice Recipient:

Total Value (Gr):
Balance:
Total Tax:
Incidental Costs:
Payment Terms:
Part. Bank:
Awaiting approval

▼ Items

Filter All Items (8)

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit
1	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1a (FFP)	Z001	4000101340	0000000024	992,00	EA	1,00
2	<input type="checkbox"/>	Invoice		SubSub - MS1b (FFP)	Z001	4000101340	0000000025	0,00	EA	1,00
3	<input type="checkbox"/>	Invoice		SubSub - MS2a (FFP)	Z001	4000101340	0000000027	0,00	EA	1,00
4	<input type="checkbox"/>	Invoice		SubSub - MS2b (FFP)	Z001	4000101340	0000000028	0,00	EA	1,00

1 Message area

2 Click post

Supplier Activities: How to SUBMIT for approval



Invoice vs. Confirmation

'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

Create Invoice

Invoice Number: 7000001034 Reference: ESA28485634 Reference Obj.: 4000101767 Status: In Process Total Value: 160.500,00 EUR Supplier: Vendor.Holand

Close Refresh **Post** Save

Purchase Order Number: Add Find Total Value (Gross)/Currency: *

Invoicing Party: * 1000000050 Vendor.Holand.SAC Balance:

Supplier: * 1000000050 Vendor.Holand.SAC Total Tax:

External Invoice Number: * ESA28485634 Incidental Costs:

Title: * PO TITLE - INVOICE MS SUB2 Payment Terms:

Invoice Name: Name of paper invoice MS Sub2 100%

Invoicing Date: * 22.12.2009 In

Invoice Recipient: ESA - European Space Agency

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency
1	<input checked="" type="checkbox"/>	Invoice	MS Sub2	Z001	4000101767	0000000010		100	%	150.000,00	EUR
	<input type="checkbox"/>	Invoice						0.000		0,00	EUR
	<input type="checkbox"/>	Invoice						0.000		0,00	
	<input type="checkbox"/>	Invoice						0.000		0,00	
	<input type="checkbox"/>	Invoice						0.000		0,00	
	<input type="checkbox"/>	Invoice						0.000		0,00	
	<input type="checkbox"/>	Invoice						0.000		0,00	

'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

Edit Confirmation

Confirmation Number: 6000000571 Purchase Order Number: 4000100691 Status: Saved Confirmed Value: 40,00 EUR

Close Read Only Print Preview **Confirm** Save Delete Revert System Info Create Memory Snapshot

Overview Header Item Notes & Attachment Approval Tracking

Title: *

Confirmation Name: Reference Document:

Delivery Date: * 13.10.2009 In

QUANTITY UPDATED

Item Overview

Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities

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	WBSElement	E/0043-

Supplier Activities: How NOT to SUBMIT an Invoice



A considerable number of invoices created in esa-p are in an interim or blocked status due to a number of different reasons described in a note ('Invoices pending to be processed') accessible on the 'Welcome' – Announcements section after login:

Please read this note carefully and check if your invoices are affected (see p. 16 how to query your invoices)

Invoices pending to be processed

Many of you have rapidly and successfully taken up usage of the esa-p portal, especially for transmitting invoices.

It has come to our attention however that a large volume of invoices have been entered but cannot yet be processed by ESA for 1 of the following 5 typologies. We kindly ask you to verify if any of these 5 cases apply to the invoices you have entered in esa-p and if so, to take the recommended action in order to expedite the ESA payment processing.

- **Case 1: 'Saved' but not 'posted'**
- **Case 2: Sub-contractor invoice within consortium – Submitted Invoice but no Goods Receipt Notice (GRN) entered**
- **Case 3: Sub-contractor invoice within consortium - Posted GRN but GRN is not approved by Prime or ESA (status tracking GRN)**
- **Case 4: Invoices to be corrected manually**
- **Case 5: Error due to tax**
- **Case 6: Error because of missing e-mail account information for supplier contact person**

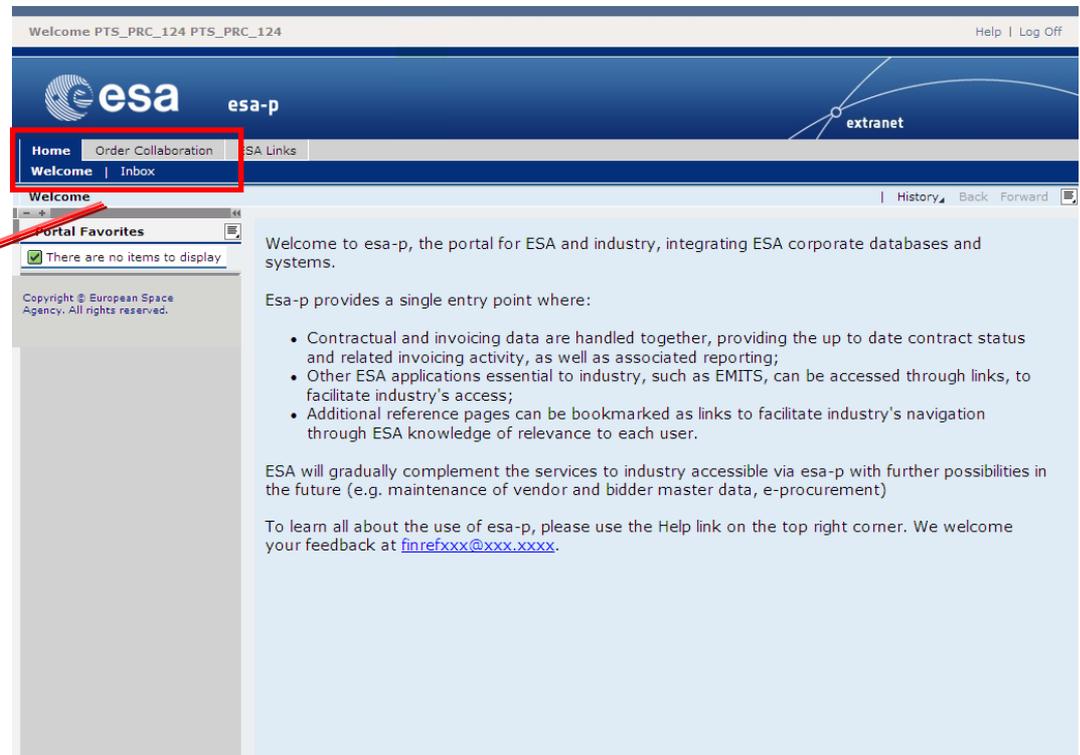
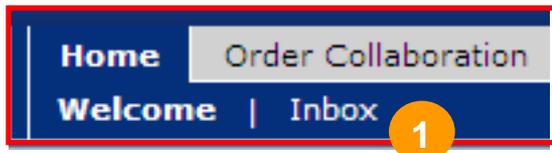
For details on recommended actions to be taken in each of these 5 cases please follow [this link](#)

Supplier Activities: How to APPROVE an Invoice (1/10)



After submitting the invoice, it is in the status "Awaiting approval" and is sent to either another subcontractor, the prime or ESA for approval. The work item can be accessed via the Inbox.

1 Inbox



Supplier Activities: How to APPROVE an Invoice (2/10)



After submitting the invoice (status: "Awaiting approval"), it is sent to the upper-tier Subcontractor until it reaches Prime. When it is submitted by the prime, it is sent to ESA.

1 Click the subject link label to open the document

2 Notification and summary overview

Approve Invoice number 7000096721

New approval request assigned to you for following document data:
Supplier code: 1000003215
Document reference: 7000096721
Amount: 5.000,00 EUR
Purchase order: 4000105252
Milestone ID: 1.01.01.001.002 MS2 - Sub Sub
MPP: 1.01.01.001 MPP Sub Sub

[Approve](#) [Reject](#) [Details](#) [Print Preview](#) [Resubmit](#) [Assign To Me](#)

Welcome TEST_MD2ET02,

esa-p suppliers area

Home | Order Collaboration | ESA Links

Welcome | **Inbox** | Supplier Request Form

Inbox

Tasks (4 / 4) | Alerts | Notifications (11 / 16)

Show: New and In Progress Tasks (4 / 4) | All

Subject	Action	Object
Approve Invoice number 7000096721	Approve/Reject	Invoice for Contract 4000105252
Approve Invoice number 7000096996	Approve/Reject	Invoice for Contract 4000105309
Approve Confirmation Number 6000071776 from TEST_MD2ET04	Approve/Reject	Good Receipt Notification Cancellation for Contra
Approval Overridden for Invoice Reference 7000096741		

Row 1 of 4

Approve Invoice number 7000096721

New approval request assigned to you for following document data:
Supplier code: 1000003215
Document reference: 7000096721
Amount: 5.000,00 EUR
Purchase order: 4000105252
Milestone ID: 1.01.01.001.002 MS2 - Sub Sub
MPP: 1.01.01.001 MPP Sub Sub

[Approve](#) [Reject](#) [Details](#) [Print Preview](#) [Resubmit](#) [Assign To Me](#)

2

Supplier Activities: How to APPROVE an Invoice (3/10)

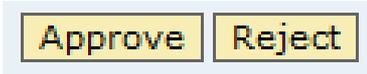


After clicking on the subject link label, the document will open in a new screen.
Now you can approve or reject the document.

1 An approval/ rejection note can/ should be added

2 Approve/ Reject the document

3 Approval Info Pop-up window where the approval workflow and related documents are shown.



Display Invoice (Approval mode)

Invoice Number: 1000001035 External Invoice Number: ESA34954858473 Purchase Order Number: 4000101787 Status: Awaiting Approval Total Value: 160.500,00 E
Invoicing Party: [Lindor Holand SAC](#)

For rejection, please insert a reason in "NotesAttachments" tab -"Notes"

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number:

Invoicing Party: * [TIMEWISE DESIGN INT. LTD.](#)

Supplier: * [ASTRIUM GMBH- BUSINESS DIVISION](#)

External Invoice Number: *

Title:

Invoice Name:

Invoicing Date: *

Invoice Recipient:

Items

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order
1	<input checked="" type="checkbox"/>	Invoice		SubSub - MS1a (FFP)	Z001	4000101340

Supplier Activities: How to APPROVE an Invoice (4/10)



3 The Approval Info button has two tabs: the **Workflow log** and the **Related Documents**

1.Workflow log:

Illustrates which company is currently processing, has processed, or will be processing the document, as well as the date and time the document has been received and processed. Visibility is given throughout the industrial consortium to the entire industry. (Tip: in the below example, both upper-tier subcontractor and prime have received the invoice for approval, as the prime can override the sub's approval.)

Additional Information

Display details

Document Number: 7000050601 **MS Title:** Progress: upon successful Design Review
Status: Awaiting Approval **Substatus:** Awaiting Approval by Vendor **Reference Contract:** 4000102690 **Reference Item:** 0000000018
Invoicing Party: 1000000024 **Supplier Name:** TIETRONIX OPTICS

Workflow log | Related Documents

Company Name	Company Code	Received On	Processed On
TIMWISE DESIGN INT. LTD.	1000000020	09.02.2011 10:51:37	
WASA MILLIMETER WAVE AB	1000001872	09.02.2011 10:51:36	
ESA	2		

OK

Supplier Activities: How to APPROVE an Invoice (5/10)



3 The Approval Info button has two tabs: the **Workflow log** and the **Related Documents**

2.Related Documents:

In case of an invoice, the related documents tab in the approval info displays all confirmations posted against the milestone to which the invoice is posted (*). The 'Reference Item' number indicates the milestone item number in the reference contract.

Additional Information

Display details

Document Number: 7000050374 **MS Title:** MSUBLEVEL1
Status: Awaiting Approval **Substatus:** Awaiting Approval by Vendor **Reference Contract:** 4000102382 **Reference Item:**
Invoicing Party: 1000000024 **Supplier Name:** TIETRONIX OPTICS

Workflow log **Related Documents**

Document Type	Document Number	Gross Amount	Currency	Status	Substatus
Confirmation	6000032142	0,01	GBP	Posted in the Backend	
Confirmation	6000032211	10,02	GBP	Posted in the Backend	
Cancellation	6000032280	100,02	GBP	Posted in the Backend	
Confirmation	6000032380	100,00	GBP	Posted in the Backend	
Confirmation	6000032350	0,01	GBP	Awaiting Approval	Awaiting Approval by Vendor

(* Please note the difference to the 'Related Documents' tab in the Contract, where all related documents (confirmations, invoices, shopping cart) are displayed.

Supplier Activities: How to APPROVE an Invoice (6/10)



How to enter a Cover Invoice number by upper-tier / Prime

Please note that the field 'External Invoice Number' can no longer be edited during the approval of the invoice by upper tiers in the consortium structure. Instead, the editable field '**Invoice Name**' should be used by approvers to enter the cover invoice number. 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. This new process will ensure recognition of payments from ESA to directly paid sub-contractors via their bank statements

Display Invoice (Approval mode)

Invoice Number 7000028563 External Invoice Number EXT INV # PAYEE Purchase Order Number 4000101340 Status Awaiting Approval
Invoicing Party [TIMEWISE DESIGN INT. LTD.](#)

[Edit](#) [Close](#) [Print Preview](#)

Overview Header Item Notes and Attachments Approval Tracking Invoice list

[Approve](#) [Reject](#)

Purchase Order Number: [Add](#)

Invoicing Party: * [TIMEWISE DESIGN INT. LTD.](#)

Supplier: * [ASTRIUM GMBH- BUSINESS DIVISION](#)

External Invoice Number: * EXT INV # PAYEE

Title: SUBSUBCONTRACTOR INVOICE MILESTONE 1A (FFP)

Invoice Name: Invoice Name

Invoicing Date: * 09.03.2011

Invoice Recipient: ESA - European Space A...

[Approval Info](#)

- 1 Enter cover invoice # into 'Invoice Name' field

Supplier Activities: How to APPROVE an Invoice (7/10)



How to approve an invoice without VAT

- 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 total value = net value
- 6 Check Balance = 0,00

The screenshot shows the 'Awaiting Approval' status for an invoice from 'ASTRIUM GMBH- BUSINESS DIVISION' with a total value of 992.00 EUR. The interface includes a summary section with fields for Total Value (Gross)/Currency, Balance, Total Tax, Incidental Costs, Payment Terms, and Part. Bank. A 'Calculate Total Value' button is highlighted with a red box and callout 3. A 'Calculate Total Taxes' button is highlighted with a red box and callout 2. The 'VAT Exemption Number' field is highlighted with a red box and callout 4. A table below shows the item details for item 0000000024, with a 'Tax exemption 0,0%' dropdown menu highlighted with a red box and callout 1. The dropdown menu lists various tax exemption options, with 'Tax exemption 0,0%' selected.

Item	Quantity	Unit	Price / Unit	Currency	Price Unit	Net Value	Tax
0000000024	992.00	EA	1.00	EUR	1	992.00	Tax exemption 0,0 %

Supplier Activities: How to APPROVE an Invoice (8/10)



After clicking on the approve button, the document will be sent to the upper tier as determined in the consortium structure. Until approved, throughout the consortium the status (currently) remains awaiting approval. When ESA approves, the status will change to 'Approved', and then 'Posted in Backend' shortly after, and eventually 'Paid'.

- 1 Notification of action taken
- 2 Status
- 3 Close the document

2 Status Awaiting Approval

1

Action performed successfully

Invoice Number 7000001035 External Invoice Number ESA34954858473
Invoicing Party [Vendor Holand SAC](#)

Approved

3

Action performed successfully

Invoice Number 7000001035 External Invoice Number ESA34954858473 Purchase Order Number 400010177 Status Awaiting Approval Total Value 160,500,00 EUR

Approved

Overview Header Item Notes and Attachments Approval Tracking Invoice list

Purchase Order Number:

Invoicing Party: * [TIETRONIX OPTICS](#)

Supplier: * [ASTRIUM LIMITED](#)

External Invoice Number: *

Title: *

Invoice Name:

Invoicing Date: *

Invoice Recipient:

▼ Items

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price / Unit	Currency
1	<input checked="" type="checkbox"/>	Invoice		GL/Distribution/Fund	Z002	4000102382	0000000019	50,00	EA	1,00	GBP

Supplier Activities: How to APPROVE an Invoice (9/10)



If rejected,

- the invoice workflow terminates;
- status changes to "Release Rejected"
- a message is sent to the Inbox of the invoice's author
- a new invoice needs to be created in this case.

1 Invoice header status

2 POWL status

1 Status Release Rejected

Display Invoice

Invoice Number 7000028524 External Invoice Number NUMB EXT Purchase Order Number 4000101239 Status Release Rejected Total V

Invoicing Party TIMEWISE DESIGN INT. LTD.

Close Refresh

Overview Header Item Notes and Attachments Approval Tracking Invoice list

2 Status Release Rejected

esa-p suppliers area

Home Order Collaboration ESA Links

Overview

Order Collaboration

Active Queries

Shopping Carts Saved (0) Awaiting Approval (0) Approved (0)

Purchase Orders Saved (0) Ordered (1)

Confirmations Deleted (0) Rejected (0) All (1) Approved (5) Saved (1) Awaiting Approval (1)

Invoices Canceled (0) Awaiting Approval (8) Recording Completed (0) Saved (0) All (8)

Invoices - All

Show Quick Criteria Maintenance

Invoice Number	Invoice Name	Invoicing Date	Created By	Invoice Number (external)	Status	
7000028524	Milestone 1 Sub 2	11.02.2011	SUPPLIER3	NUMB EXT	Release Rejected	Awaiting
7000028523		11.02.2011	SUPPLIER3	100020		Awaiting
7000028522	INV 1 PAYEE TIME	09.02.2011	SUPPLIER3	INV 1 PAYEE TIME	Awaiting Approval	Awaiting
7000028521	ede	24.02.2011	SUPPLIER3	EDE	Awaiting Approval	Awaiting
7000028440	6000016640	29.11.2010	SUPPLIER3	EXT INV # 8888	Awaiting Approval	Parked w
7000028435	Test Override	23.11.2010	SUPPLIER3	TEST OVERRIDE	Awaiting Approval	Awaiting

Supplier Activities: How to APPROVE an Invoice (10/10)



After final approval by ESA, the Invoice status will become 'Paid'.

The payment date, or 'Clearing Document Date', indicates the date the invoice payment has been approved by ESA.

1 Clearing Document Date in the Invoice Query report

Invoicing Party:

View: Status view inv

Status	Clearing Document Date	Invoice Number	Invoice Number (external)
paid			
Paid	10.02.2011	7000068530	11113636
	10.02.2011	7000068504	XCN-0663761
	08.02.2011	7000067234	CE2010165
	08.02.2011	7000067021	037
	08.02.2011	7000066364	108-6419186
	08.02.2011	7000065899	10120468

2 Clearing Document Date in the Invoice – Header tab

Display Invoice

Invoice Number 7000067021 External Invoice Number 037 Purchase Order Number 5001002593 Status Paid

Invoicing Party [Raymetrics S.A.](#)

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

General Data | Payment | Taxes | Budget | Notes and Attachments | Exchange Rates | Simulation

▼ Basic

Identification		Currency, Values, and Pricing
Invoice Name:	<input type="text" value="1_500100"/>	Total Value (Gross) / Currency: * <input type="text" value="3,250,00"/>
Invoice Recipient:	<input type="text" value="ESA - European Space A..."/>	Balance: <input type="text" value="0,00"/>
Invoicing Party: *	<input type="text" value="1000010644"/> ALGECO	Total Tax: <input type="text" value="0,00"/>
Supplier: *	<input type="text" value="1000000287"/> Raymetrics S.A.	Incidental Costs: <input type="text" value="0,00"/>
External Invoice Number: *	<input type="text" value="037"/>	Payment Terms: <input type="text" value="Due immediately"/>
Dates		Status and Statistics
Invoicing Date: *	<input type="text" value="27.01.2011"/>	Changed On: <input type="text" value="08.02.2011 22:15"/>
Service Provision Date:	<input type="text" value="31.01.2011"/>	Changed By: <input type="text" value="ADMIN"/>
FI Posting Date:	<input type="text" value="31.01.2011"/>	
Clearing Document Date:	<input type="text" value="08.02.2011"/>	

Supplier Activities: Invoice Approval Workflow - Statuses



Comparable EFIS status	SAP Statuses	Comments
n/a	In Process	Invoice is in process of being created.
n/a	To be corrected manually	Invoice is incomplete and cannot be posted (submitted) unless edited and corrected.
PRE / Preliminary	Saved	Saved and can be opened for editing by author / invoice issuer.
BLO / Blocked and REG / Registered	Awaiting approval	Approval workflow started. Upper level(s) is(are) notified
REJ / Rejected	Release Rejected	Invoice was rejected by an upper level responsible approver
CFP / Cleared for Payment	Approved	After being approved by ESA, the status is approved. An Idoc will be sent to the ESA SAP backend system and if the prerequisite conditions are met (e.g. approved confirmation), then the status will change to "Posted in the Backend"
RFP / Cleared for Payment	Posted in the Backend	After ESA approval, invoice is sent to backend system with status posted in backend.
WDR / Withdrawn	Deleted	Invoice was deleted.
RFP / Ready for Payment	Paid	The invoice payment is ready for bank transfer.

Awaiting Approval Sub Status	Comments
Parked waiting GR approval	Invoice was approved by prime. However, confirmed amount of milestone is not enough to cover invoiced amount. Invoice is parked in esa-p and will only appear in inbox of ESA Finance once matching confirmation(s) is approved by ESA.
Awaiting approval by Vendor	Invoice was posted and is now awaiting approval by upper-tier Supplier
Awaiting approval by ESA	Invoice was approved by prime and is now awaiting approval by ESA Finance. Matching confirmation was approved by ESA.
Workflow errors	Approval workflow has resulted in a technical error.

1. Introduction and Background
 - Workshop Objectives
 - Background
 - esa-p impact on Suppliers
 - Payment due dates
 - New numbering/coding conventions
 - Default contract / MPP / MS identifier
2. esa-p access and basic navigation
3. Supplier Activities
 - How to submit and approve MACs/ confirmations
 - How to submit and approve invoices
4. Tracking & Reporting
5. Contact points / further information
6. Course Summary
7. Annex

Tracking and Reporting (1/10)



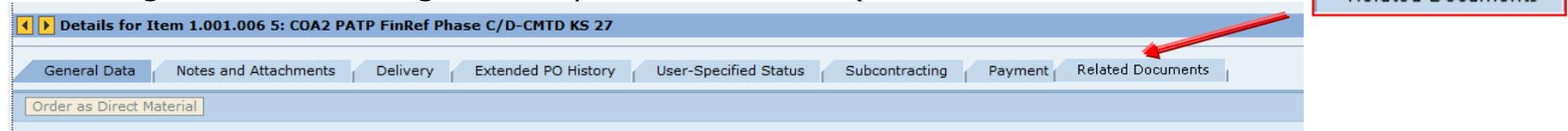
The most reliable tools to search for contracts, invoices or MACs are the **'Active Queries'** (via Main Menu: 'Order Collaboration' Tab), which use powerful query criteria. Note though that query results **cannot** be extracted as a report or xls. However, it is possible to copy and paste the query results into excel.

The designed **Standard Reports** are not yet enabled for Suppliers.

The **'Tracking' Tab** at PO-level contains a flat list of all INV and MAC available against the PO.



The most useful tracking feature is a Tab in the item details of the PO / Contract to find matching INV and MAC against a specific Milestone (the Tab **'Related Documents'** at



Several substatures specify in which phase of the "Awaiting Approval" cycle a confirmation or invoice is (e.g. awaiting approval by ESA). It is possible to query those documents in the Order Collaboration area.

Tracking and Reporting (2/10)



How do you create a report in esa-p?

In addition to the standard **'Active Queries'** per SAP Object and status, you can refine your search and personalize the result view to match your requirements and to extract the report you have created. The following steps will illustrate how to create, run, and extract a report in esa-p.

- 1 Click on 'Settings' to open up a menu where you can specify the result view

Order Collaboration | Hist | History | Back | Forward

Active Queries

Shopping Carts [Saved \(27\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Confirmations [Deleted \(0\)](#) [Saved \(0\)](#) [Rejected \(15\)](#) [Awaiting Approval \(40\)](#) [Approved \(87\)](#) [All \(2\)](#)

Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [Canceled \(0\)](#) [All \(171\)](#) [Saved \(0\)](#)

Invoices - All

Show Quick Criteria Maintenance

View [Standard View] | Create Invoice | Display | Edit | Cancel/Reverse | Evaluate | Print Preview | Refresh

Invoice Number	Invoice Name	Posting Date	Created On	Created By	Invoice Number (external)	Status	Awaiting Approval Substatus	Clearing Document Date	Total Amount	Name 1	1	BusPartner
7000028521	ede	24.02.2011	09.02.2011	SUPPLIER3	EDE	Awaiting Approval	Awaiting approval by Vendor		71.40			
7000028450	Payee Invoice #	01.12.2010	10.12.2010	Payable accountant1	ORIGINATOR INV #	Awaiting Approval	Parked waiting GR approval		1,725.49			
7000028440	6000016640	29.11.2010	29.11.2010	SUPPLIER3	EXT INV # 8888	Awaiting Approval	Parked waiting GR approval		1,333.73			
7000028435	Test Override	23.11.2010	23.11.2010	SUPPLIER3	TEST OVERRIDE	Awaiting Approval	Awaiting approval by ESA		1,111.44			
7000028439	TEST	25.11.2010	25.11.2010	SUPPLIER3	TEST	Awaiting Approval	Awaiting approval by ESA		1,111.44			
7000028438	TEST override2	25.11.2010	25.11.2010	SUPPLIER3	TEST OVERRID2	Awaiting Approval	Awaiting approval by ESA		222.29			
7000028433	6000016630	23.11.2010	23.11.2010	SUPPLIER2	INC000000042486	Awaiting Approval	Awaiting approval by ESA		1,778.30			
7000028434	INC000000042480	23.11.2010	23.11.2010	Training User	INC000000042480	Awaiting Approval			222.29			
7000027497	EVT 4 PM3 ARKP	01.06.2010	22.06.2010	SUPERUSER1	3781-3.	Paid			753,480.00			
7000022239	MS4 - succ compl qualif. review/CDR	28.05.2010	28.05.2010	Marcus Hecht	2010-21403	Paid			19,825.00			

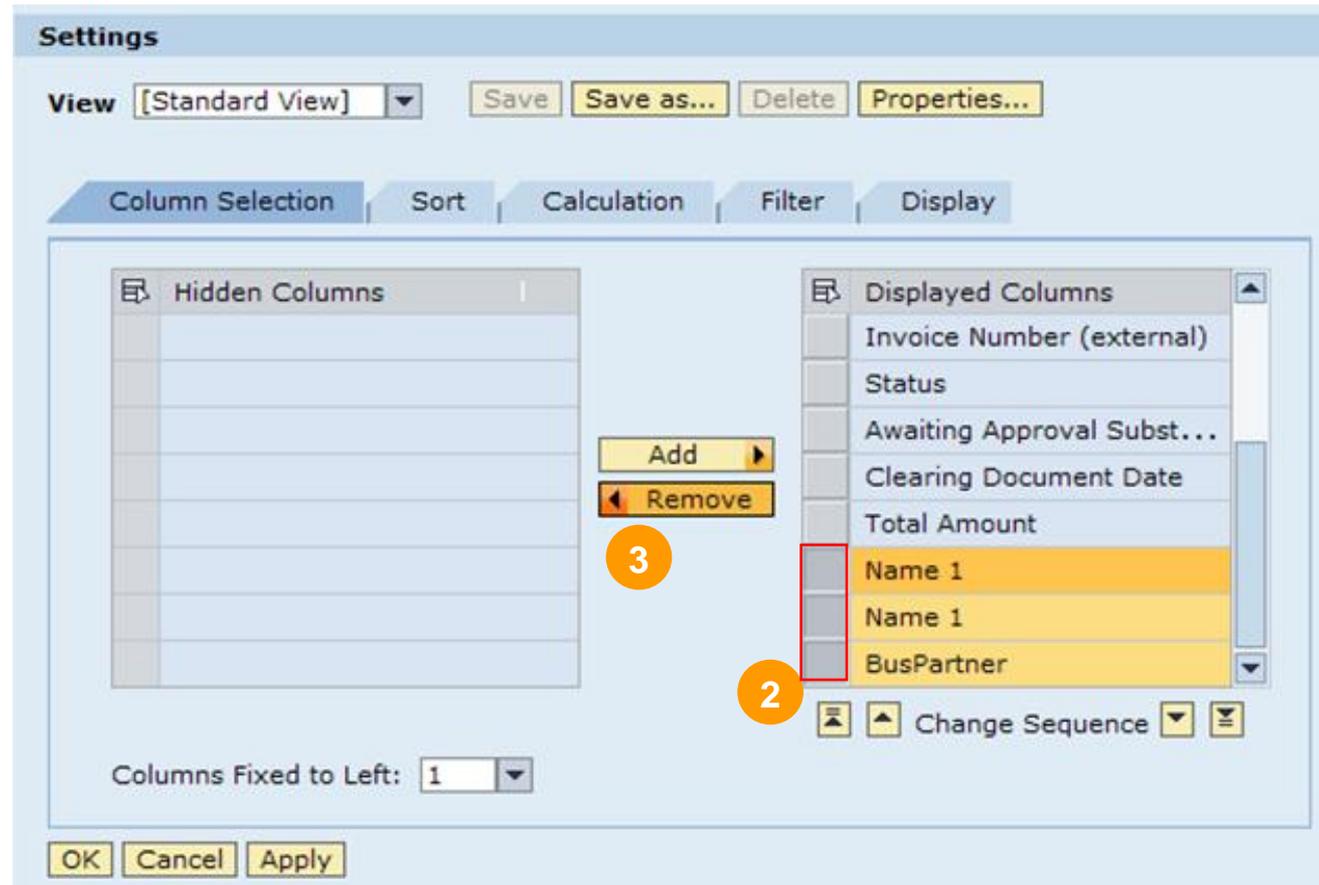
Last Refresh 09.02.2011 15:45:55 CET Refresh

Tracking and Reporting (3/10)



2 Select the columns you want to remove from your report

3 Click 'Remove'



Tracking and Reporting (4/10)



- 4 Select the columns you want to see as the first columns from the left in the report view (remember to include the 'Clearing Document Date', which is the Payment Date, and the 'Payment Baseline Date' into the report – see page 7)*

- 5 Click the button to move the selected lines to top of list.

Settings

View [Standard View] Save Save as... Delete Properties...

Column Selection Sort Calculation Filter Display

Hidden Columns

- Name 1
- Name 1
- BusPartner

Displayed Columns

- Posting Date
- Created On
- Created By
- Invoice Number (external)
- Status
- Awaiting Approval Subst...
- Clearing Document Date
- Total Amount

Add Remove

Columns Fixed to Left: 1

Change Sequence

OK Cancel Apply

Tracking and Reporting (5/10)



6 Click 'Apply': after having defined the order of the displayed columns, 'Apply' the changes to the current view to verify if the report has the desired format.

7 Check report layout preview

The screenshot shows the 'Settings' dialog box with the 'Column Selection' tab active. The 'Hidden Columns' list contains 'Name 1', 'Name 1', and 'BusPartner'. The 'Displayed Columns' list contains 'Status', 'Awaiting Approval Subst...', 'Created By', 'Invoice Number', 'Invoice Number (external)', 'Total Amount', 'Invoice Name', and 'Created On'. The 'Apply' button is highlighted with a red box and a '6' in a yellow circle. Below the dialog box, a table preview is shown with a red border and a '7' in a yellow circle.

Status	Awaiting Approval Substatus	Created By	Invoice Number	Invoice Number (external)
Awaiting Approval	Awaiting approval by Vendor	SUPPLIER3	7000028521	EDE
Awaiting Approval	Parked waiting GR approval	Payable accountant1	7000028450	ORIGINATOR INV #
Awaiting Approval	Parked waiting GR approval	SUPPLIER3	7000028440	EXT INV # 8888
Awaiting Approval	Awaiting approval by ESA	SUPPLIER3	7000028435	TEST OVERRIDE

Tracking and Reporting (6/10)



- 8 Click on tab 'Sort'
- 9 Select the columns that should be sorted (TIP: sort according to the selection done from left to right)
- 10 Click 'Add'
- 11 Select sort direction (descending or ascending)

Invoices - All

Show Quick Criteria Maintenance

Settings

View [Standard View] Save Save as... Delete Properties...

Column Selection **Sort** Calculation Filter Display

Unsorted Columns	Sorted Columns	Sort Direction
Created On	Status	Ascending
Invoice Name	Created By	Descending
Posting Date	Invoice Number	Descending
Invoice Number (ext...)		
Clearing Document ...		
Name 1		
Awaiting Approval S...		
Name 1		

Change Sequence

OK Cancel Apply

Tracking and Reporting (7/10)



12 Tip: in order to define the number of visible rows for the report, you can check the number of items matching your search query

13 Click tab 'Display'

14 Enter the number of rows to be displayed in your report

15 Click 'Save as...'
Once your report is finalised you will have to save it as a separate view

The screenshot shows the 'Invoices' report interface. At the top, there are tabs for 'Awaiting Approval (0)', 'Recording Completed (0)', 'Canceled (0)', 'All (171)', and 'Saved (0)'. The 'All (171)' tab is highlighted with a red box and a '12' callout. Below the tabs is the 'Invoices - All' section. A 'Show Quick Criteria Maintenance' button is visible. The 'Settings' section contains a 'View' dropdown set to '[Standard View]', a 'Save' button, a 'Save as...' button (highlighted with a red box and a '15' callout), a 'Delete' button, and a 'Properties...' button. Below the settings are tabs for 'Column Selection', 'Sort', 'Calculation', 'Filter', and 'Display' (highlighted with a red box and a '13' callout). The 'Table' section includes 'Displayed Rows' (set to 171, highlighted with a yellow box and a '14' callout), 'Displayed Columns' (set to All, with a count of 8), 'Table Design' (set to Standard), and 'Grid Lines' (set to All). There is also a 'Hierarchy' checkbox and a 'Define ...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Tracking and Reporting (8/10)



16 Enter a description / report name

17 Set flag 'Initial View' if you want this report to appear as your initial view whenever you run the query (in this example query 'Invoices' - 'All')

The screenshot displays the 'Invoices' application interface. At the top, there are tabs for 'Awaiting Approval (0)', 'Recording Completed (0)', 'Canceled (0)', and 'All (17)'. The main content area is titled 'Invoices - All' and includes a 'Show Quick Criteria Maintenance' button. Below this is a 'Settings' section with a 'View' dropdown set to 'Standard View' and buttons for 'Save', 'Save as...', 'Delete', and 'Properties...'. A 'Table' configuration section is visible, with 'Displayed Rows' set to 171, 'Displayed Columns' set to All (8), 'Table Design' set to Standard, and 'Grid Lines' set to All. A 'Hierarchy' checkbox is present with a 'Define ...' button. A 'Save View as' dialog box is open in the foreground, showing 'Description: * Status View Invoice' (marked with 16), 'Assignment: User', and the 'Initial View' checkbox checked (marked with 17). The dialog has 'OK' and 'Cancel' buttons (marked with 18).

Tracking and Reporting (9/10)



- 18 After clicking 'OK', the defined report layout will be visible in the Order Collaboration area. You can create several views / report layouts and select a different (saved) view via the drop down menu.

View [Standard View] ▾

Order Collaboration

Active Queries

Shopping Carts [Saved \(27\)](#) [Awaiting Approval \(0\)](#) [Approved \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Confirmations [Deleted \(0\)](#) [Saved \(0\)](#) [Rejected \(15\)](#) [Awaiting Approval \(40\)](#) [Approved \(87\)](#) [All \(2\)](#)

Invoices [Awaiting Approval \(0\)](#) [Recording Completed \(0\)](#) [Canceled \(0\)](#) **All (171)** [Saved \(0\)](#)

Invoices - All

Show Quick Criteria Maintenance

View [Status View Inv...] ▾ **18** Invoice | Display | Edit | Cancel/Reverse | Evaluate | Print Preview | Refresh

Status	Awaiting Approval Substatus	Created By	Invoice Number	Invoice Number (external)	Total Amount
Awaiting Approval		VOLKER STAUDT	7000028158	90006522	204,000.00
			7000028004	90006510	136,000.00
			7000026744	90006162.	700,000.00
			7000026648	90004896	45,791.80
			7000026629	90004895	10,000.00
		Training User	7000028434	INC000000042480	222.29
	Awaiting approval by Vendor	SUPPLIER3	7000028521	EDE	71.40
	Parked waiting GR approval		7000028440	EXT INV # 8888	1,333.73
	Awaiting approval by ESA		7000028439	TEST	1,111.44
	Awaiting approval by ESA		7000028438	TEST OVERRIDE2	222.29
Awaiting approval by ESA		7000028435	TEST OVERRIDE	1,111.44	
Awaiting approval by ESA	SUPPLIER2	7000028433	INC000000042486	1,778.30	
Parked waiting GR approval	Payable accountant1	7000028450	ORIGINATOR INV #	1,725.49	

Tracking and Reporting (10/10)



If you wish to export the results of a query, you can use the button “Export” just above the POWL list.

The screenshot shows the application interface with a table of invoice data. Above the table, there is a toolbar with buttons for 'View', 'Export', 'Create Invoice', 'Display', 'Edit', 'Cancel/Reverse', 'Evaluate', 'Print Preview', and 'Refresh'. The 'Export' button is highlighted with a red circle and the number '1'. Below the table, a 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The dialog shows the file name 'export.xls', type 'Microsoft Office Excel 97-2003 Worksheet', and source 'From: srmtraining2.sso.esa.int'. The 'Open' button is highlighted with a red circle and the number '2'.

1 Click on button “Export” and select “Export to Microsoft Excel”

2 Open or save the Excel file in your computer

	A	B	C	D	E	F	G	H	I	J	K
	Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (external)	Status	Awaiting Approval Substatus	Clearing Document Date	Total Value	FI Posting date
1	7000028566	conduction of tests	14/04/2011	14/04/2011	SUPPLIER3	EX7	Awaiting Approval	Awaiting approval by Vendor		293.75	14/04/2011
2	7000028563	Invoice Name	09/03/2011	12/04/2011	SUPPLIER3	EXT INV # PAYEE	Awaiting Approval	Awaiting approval by Vendor		1165.60	12/04/2011
3	7000028524	Milestone 1 Sub 2	11/02/2011	11/02/2011	SUPPLIER3	NUMB EXT	Release Rejected			10000.00	11/02/2011
4	7000028523		11/02/2011	11/02/2011	SUPPLIER3	100020	Awaiting Approval	Awaiting approval by Vendor		1000.00	11/02/2011
5	7000028522	INV 1 PAYEE TIME	09/02/2011	09/02/2011	SUPPLIER3	INV 1 PAYEE TIME	Awaiting Approval	Awaiting approval by Vendor		5000.00	09/02/2011
6	7000028521	ede	24/02/2011	09/02/2011	SUPPLIER3	EDE	Awaiting Approval	Awaiting approval by Vendor		71.40	09/02/2011
7	7000028440	6000016640	29/11/2010	29/11/2010	SUPPLIER3	EXT INV # 8888	Awaiting Approval	Parked waiting GR approval		1333.73	29/11/2010
8	7000028435	Test Override	23/11/2010	23/11/2010	SUPPLIER3	TEST OVERRIDE	Awaiting Approval	Awaiting approval by ESA		1111.44	23/11/2010
9	7000028439	TEST	25/11/2010	25/11/2010	SUPPLIER3	TEST	Awaiting Approval	Awaiting approval by ESA		1111.44	25/11/2010
10	7000028438	TEST override2	25/11/2010	25/11/2010	SUPPLIER3	TEST OVERRIDE2	Awaiting Approval	Awaiting approval by ESA		222.29	25/11/2010
11											
12											

3 The result is retrieved in Excel File

1. Introduction and Background
 - Workshop Objectives
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 - How to submit and approve MACs/ confirmations
 - How to submit and approve invoices
4. Tracking & Reporting
5. Contact points / further information
6. Course Summary
7. Annex

Contact points: Support



Contacts / All issues

E-mail	IDHelp@esa.int
Phone	+39 06 941 80700, option 2
Fax	+39 06 231 90528

Queries on perceived overdue invoices

ESA Finance Department	ESA.payment.officer@esa.int
------------------------	--

Further information and Supplier Communication: Welcome section in esa-p



Please regularly check the Supplier communication in esa-p by navigating to **Home** → **Welcome** → **Announcements**. Regular announcements with important information regarding the latest workaround procedures and links to updated Training Materials is published here.

The screenshot displays the 'esa-p suppliers area' interface. At the top, there is a navigation bar with 'Home', 'Order Collaboration', and 'ESA Links'. Below this, a secondary bar contains 'Welcome', 'Inbox', and 'Supplier Request Form'. The main content area is divided into two columns. The left column, titled 'Welcome', contains a 'Portal Favorites' section with a message: 'There are no items to display'. The right column, titled 'Announcements', lists several links: 'ESA-Industry Meeting concerning esa-p', 'Confirmations and Invoices communication', 'Improvement plan esa-p Wave 7 Info Note', 'Confirmations recommendation', and 'Improvement plan esa-p Wave 6 Info Note'. Below the links is a pagination indicator '1-5 6-10 11-13 >>> / 13'. A large text block follows, starting with 'Welcome to esa-p, the portal for ESA and industry, integrating ESA corporate databases and systems.' It lists several bullet points: 'Contractual and invoicing data are handled together, providing the up to date contract status and related invoicing activity, as well as associated reporting;', 'Other ESA applications essential to industry, such as EMITS, can be accessed through links, to facilitate industry's access;', and 'Additional reference pages can be bookmarked as links to facilitate industry's navigation through ESA knowledge of relevance to each user.' It concludes with 'ESA will gradually complement the services to industry accessible via esa-p with further possibilities in the future (e.g. maintenance of vendor and bidder master data, e-procurement)'. Below this is a 'To learn all about the use of esa-p, please use the Help link on the top right corner.' At the bottom, there is an 'ESA Disclaimer - Conditions for esa-p utilization by suppliers.' and a final paragraph: 'The Agency provides the esa-p portal as a service tool to its suppliers. The information on specific activities contained in the esa-p portal is mainly based on the data entered, modified or erased by its suppliers.'

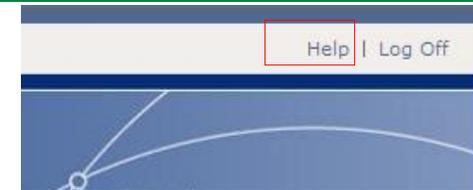
Further detailed training material: Help section inside esa-p after Login



The screenshot shows the top navigation bar of the esa-p extranet. It features the ESA logo, the text 'esa-p', and 'extranet'. Below the navigation bar, the 'Help Documents' section is displayed, listing various guides and notices for suppliers.

Help Documents

- [Invoicing Off System Procedure](#)
- [1 FAQ for Suppliers \(Updated 23/06/2010\)](#)
- [1a FAQ Fax Form Update Company Information](#)
- [1b esa-p MAC Confirmation Offline Form](#)
- [2 Job Aid: How to submit a MAC or Invoice in 6 steps \(Updated 11/08/2010\)](#)
- [3 Supplier Workshop Frequent Invoicers \(Updated 17/06/2010\)](#)
- [4 Work Instruction Record a MAC \(Updated 23/06/2010\)](#)
- [5 Work Instruction Submit Invoice \(Updated 23/06/2010\)](#)
- [6 Job Aid: Invoices to be corrected manually](#)
- [7 Important notice for ESA suppliers using esa-p](#)
- [8 Template for invoice queries](#)
- [9 ESA-Industry Meeting, ESTEC, 14th October 2010](#)



Training material prior to Login, see → ESA Industry Portal:
<http://help.esa-p.esa.int>

The banner features the text 'Focus on' at the top left. The main graphic shows the letters 'esa-p' in a stylized, 3D font with a blue and white color scheme. Below the graphic, there is a list of events with right-pointing arrows:

- CryoSat launch
- Security symposium
- ESA supplier update #3

European Space Agency

Any Questions?



Agenda



1. Introduction and Background
 - Workshop Objectives
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You should now be able to explain the following concepts in SAP :

- Present and demonstrate key process changes for Suppliers
 - Log on to the Supplier Portal
 - Submit and approve MAC/ confirmations
 - Submit and approve invoices
 - Navigation, tracking & reporting
- Be able to take action when you have questions, by:
 - Using the help functions within esa-p
 - Finding training material on the Training Portal
 - Searching the Glossary for terms and their definitions

Thank you...



Tell us what you think about this course.

We value your feedback and will use it to improve future training at ESA.

Please complete your course evaluation forms online in Survey Guizmo before you leave.

Thank you for your participation



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[**Annex 1** How to find the correct 'Invoicing Party'](#)

[**Annex 2** How to find your Child Contract Number in a PO of Parent/Child configuration](#)

[**Annex 3** Escalation Cost Invoicing](#)

[**Annex 4** Cost Reimbursement Invoicing](#)

[**Annex 5** Invoice Approval Override](#)

[**Annex 6** Incentive Fee Invoicing](#)

[**Annex 7** Contract Change Notices \(CCNs\)](#)

Annex 1: How to find the correct 'Invoicing Party' – the Sub-contractor directly payable by ESA (1/3)



The screenshot shows the 'esa-p suppliers area' interface. The left sidebar contains a 'Control Functions' section with a red circle around the 'Display Company Data' link. The main content area displays 'Display Supplier : 100004288' with various tabs like 'Company Data', 'Address Data', etc. The 'Company Data' tab is active, showing 'Basic Data' with fields for 'Company Name 1', 'Language', 'Partner Number' (highlighted with a red box and containing '100004288'), 'Search Term1', 'Industry Sector', and 'c/o'.

In case the payee of the invoice is the company of the logged user the simpler way to retrieve the code is:

1. Go to the 'Order Collaboration' screen and click on the 'Display Company Data' link.
2. A new screen 'Display Supplier' will be opened.
3. The code of the supplier related to the user is in the 'Partner Number' field.

Annex 1: How to find the correct 'Invoicing Party' – the Sub-contractor directly payable by ESA (2/3)



Display Purchase Order:4000100256

Purchase Order Number 4000100256 Purchase Order Type Contract Status Ordered Document Date 15.03.2010 Total Value (Gross) 4,000.00 EUR

Close Print Preview Refresh Check Copy Export

Overview Header **Items** Notes and Attachments Approval Tracking

▼ Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Option

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Supplier
1.01		5		Subcontractor 1		0.000		0.00	EUR	0	0.00	DE
1.01.001		6		MPP Sub 1		0.000		0.00	EUR	0	0.00	DE
1.01.001.001		7	Z043	Milestone Sub1	Z043	100	%	1,000.00	EUR	100	1,000.00	ES

▼ Partner

Details Add Send E-Mail Call Clear

Function	Number
Requester	962
Location	3
Subcontractor Direct	1000004268

In case the payee of the invoice is one of the subcontractor direct, the way to retrieve the code is:

1. Open the 'Display Purchase Order' screen of the corresponding contract
2. Go to Tab 'Items', locate and click on the milestone that needs to be invoiced
3. The details of the selected milestone will be shown below the list of items.
4. The supplier code that shall be entered as invoicing party for this milestone is the 'Subcontractor Direct' field

Annex 1: How to find the correct 'Invoicing Party' – Supplier Code and Name available in the result of POWL's query(3/3)



Columns "Supplier Code" and "Supplier Name" are available in the result of the POWL's query allowing both external and internal users knowing the Supplier Code and Supplier Name of their Invoices without having to enter the object.

The screenshot displays two SAP screens. The top screen, 'Display Invoice', shows details for invoice number 700000394, including the supplier name BIOMERIEUX BENELUX B.V. The bottom screen, 'Procurement Object Worklist', shows a table of invoice results. The table has columns for Invoice Number, Invoice Name, Invoicing Date, Created On, Created By, and Invoice Number (ext). The row for invoice 700000394 is highlighted, and the Supplier Code (1000004363) and Supplier Name (BIOMERIEUX BENELUX B.V.) are highlighted in red.

Invoice Number	Invoice Name	Invoicing Date	Created On	Created By	Invoice Number (ext)
700000394	1 P1070773_1141336	12.03.2010	24.03.2010	Jim Taylor	1141336

Payment Baseline Date	Clearing Document Date	Total Value	FI Posting date	Supplier Code	Supplier Name
		430,48	24.03.2010	1000004363	BIOMERIEUX BENELUX B.V.

Annex 2: Find your Child Contract Number in a PO of Parent/Child configuration



You can find the number of a (Child) contract by selecting parent contract line in the parent contract and navigate to the Releases tab in the item details. Here you will find the related (child) contract number of this subcontractor. [In doubt or if you were lost: contact your Prime contractor]

Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Undo Propose Sources of Supply Add Condition Remove Condition Exercise Option Order as Directed

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Supplier Affiliation	Order Type
1.01		2		Outline sub 1.1		0.000		0.00	EUR	0	0.00	DE	
1.01.001		4		PCL sub 1.1	Z001			0.00	EUR				Contractual Item

General Data Notes and Attachments Approval Preview Delivery Extended PO History User-Specified Status Subcontracting Releases Payment

Document	Document Number	Name	Item Number	Date	Quantity	Unit	Net Value	Currency	Purchasing Organization
Purchase Order	4000100723		0000000002	30.11.2009	100	%	500.00	EUR	Director General
Purchase Order	4000100723		0000000003	30.11.2009	100	%	500.00	EUR	Director General

For an overview of all related documents (child contract numbers) of a parent contract go to the Tracking tab.

Overview Header Items Notes and Attachments Approval Tracking

History View: European E... Filter Settings

Document	Name	Document Number	Backend Document Number	Status	Date	Value	Currency
Purchase Order	Sentinel Testing- Parent CTR	4000100589	4000100589	Ordered	10.05.2010	0,00	EUR
Purchase Order	MPP - SUB1.1 - ALENIA41	4000100573	4000100573	Ordered	11.05.2010	60.000,00	EUR
Purchase Order	MPP - Sub 2 ETABBV01	4000100587	4000100587	Ordered	11.05.2010	80.000,00	EUR
Purchase Order	MPP - SUB3 - ETABCM01	4000100588	4000100588	Ordered	11.05.2010	80.000,00	EUR

Status Created > Complete > Document Completed > Ordered

Version Overview Detail Compare

Version	Document/Version Type	Created On	Changed On	Document Name
3	Active Document	11.05.2010 20:40:18	11.05.2010 20:58:57	Sentinel Testing- Parent CTR
1	Historical Document	11.05.2010 20:43:39	11.05.2010 20:43:39	Sentinel Testing- Parent CTR

Annex 3: Escalation cost invoicing



Currently, there are 2 types of escalation costs:

- A. For **migrated contracts & preliminary escalations costs**: milestone amount is increased and confirmed / invoiced as usual.
- B. For **final escalation cost settlements (based on agreed indexes)**: defined as a new "Escalation Settlement" milestone

Final Escalation Costs Settlements

1. Check Item Details → Item Type: Escalation Settlement

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Item Type	Quantity	Unit	Price / Unit
1		3		PRIME VENDOR		Outline Prime ...	0.00	EA	1.00
1.001		2		MPP		Milestone Pay...	0.00	EA	1.00
1.001.001		1		Milestone 1	Z037	Milestone	444.58	EA	1.00
1.001.002		4		Final Escalation	Z037	Escalation Set...	3,000.00	EA	1.00

2. Confirmation creation is required for total value of escalation amount. (Base amount is invoiced separately against normal milestone)

Create Confirmation

Confirmation Number: 6000016822 Purchase Order Number: 4000101340 Status: In Process **Confirmed Value: 3,000.00 EUR**

3. Create Invoice for total value of escalation milestone amount. (Base amount is invoiced separately against normal milestone containing base amount)

Create Invoice

Invoice Number 7000001351 Reference INV FINAL ESC Reference Obj. 4000100983 Status In Process **Total Value 3,000.00 EUR**

Annex 4: Cost Reimbursement invoicing



The current esa-p solution allows the user to deal with cost reimbursements using the two different defined alternatives below:

A. Cost Reimbursement **Alternative 1**

- **Planned Costs: One single milestone** in the MPP
- **Actual Costs: Partial confirmations & Invoices** per periodical actual costs

B. Cost Reimbursement **Alternative 2**

- **Planned Costs: One milestone per period with tolerances** defined at item contract level
- **Actual Costs: One confirmation & invoice posted** against **every defined period**

A. One Planned Development Cost milestone

1. Check Item Details → Item Type: Development Cost

Line Number	Deleted	Item Number	Product ID	Item Type	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price
1		1		Outline Prime ...	Outline Prime Vendor		0.000		0.00	EUR	0	0.00
1.001		3		Development ...	Dev.Cost.Plan (MPP)		0.000		0.00	EUR	0	0.00
1.001.001		2		Development ...	Dev.Cost_Consulting Services 2001	Z001	100	%	100,000.00	EUR	100	100,000.00

2. Create partial Confirmations and Invoices for the actual costs

Display Purchase Order: 4000100997

Document	Name	Document Number	Backend Document Number	Status	Date	Value	Currency
Purchase Order	(Copy of the order 4000100996)	4000100997	4000100997	Ordered	03.06.2010	106,000.00	EUR
Invoice		Z000001097	2010/9105660787	Posted in the Backend	07.06.2010	27,000.00	EUR
Invoice		Z000001098	2010/9105660788	Posted in the Backend	07.06.2010	26,000.00	EUR
Invoice		Z000001099	2010/9105660789	Posted in the Backend	07.06.2010	28,000.00	EUR
Invoice	4th	Z000001100	2010/9105660790	Posted in the Backend	08.06.2010	25,000.00	EUR
Confirmation	First Confirmation	5000001028	2010/9000000740	Posted in the Backend	07.06.2010	N/A	N/A
Confirmation	Second Confirmation	5000001029	2010/9000000741	Posted in the Backend	07.06.2010	N/A	N/A
Confirmation		5000001030	2010/9000000742	Posted in the Backend	07.06.2010	N/A	N/A
Confirmation	4th confirmation	5000001031	2010/9000000743	Posted in the Backend	07.06.2010	N/A	N/A

B. Several Development Cost milestones with Tolerances

1. Check Item Details → Item Type: Development Cost and Service and Delivery tolerances

Line Number	Deleted	Item Number	Description	Product Category	Quantity	Unit	Gross Price	Currency	Item Type	Per	Net Price	Option Type	Total Value
001		1	1 Quarter	Z043	100	%	2,500.00	EUR	Material Item	100	2,500.00		2,500.00
002		2	1 Quarter	Z043	100	%	2,500.00	EUR	Material Item	100	2,500.00		2,500.00
003		3	1 Quarter	Z043	100	%	2,500.00	EUR	Material Item	100	2,500.00		2,500.00
004		4	1 Quarter	Z043	100	%	2,500.00	EUR	Material Item	100	2,500.00		2,500.00

Milestone level

Service and Delivery

Delivery Date:

Estimation Date:

ESA Estimation date:

Under / Overdelivery Tolerance: % / % Unlimited

Storage Location:

2. The confirmation can exceed the milestone base amount up to the defined tolerances

3. The invoice amount cannot exceed the confirmation amount posted.

Annex 5: Invoice Approval Workflow – Prime overrides consortium approval



In case of consortium approval, the prime can override the consortium approval process and approve (or reject) an invoice, for example where a subcontractor has failed to approve the invoice in a timely manner.

1 Subject link label

2 Notification and summary overview

2

Approval Overridden for Invoice Reference 7000001034

The invoice approval request with below details has been approved directly by the Prime Contractor. You have five days from the date and time of this notification in which you can reject the override; if do not reject the override in this time, you will be deemed to have approved the invoice.

Supplier code: 100000050
Document reference: 7000001034
Amount: 150.000,00 EUR
Purchase order: 4000101767
Milestone ID: 1.01.01.001.001 MS Sub2
MPP: 1.01.01.001 MPP SUB2

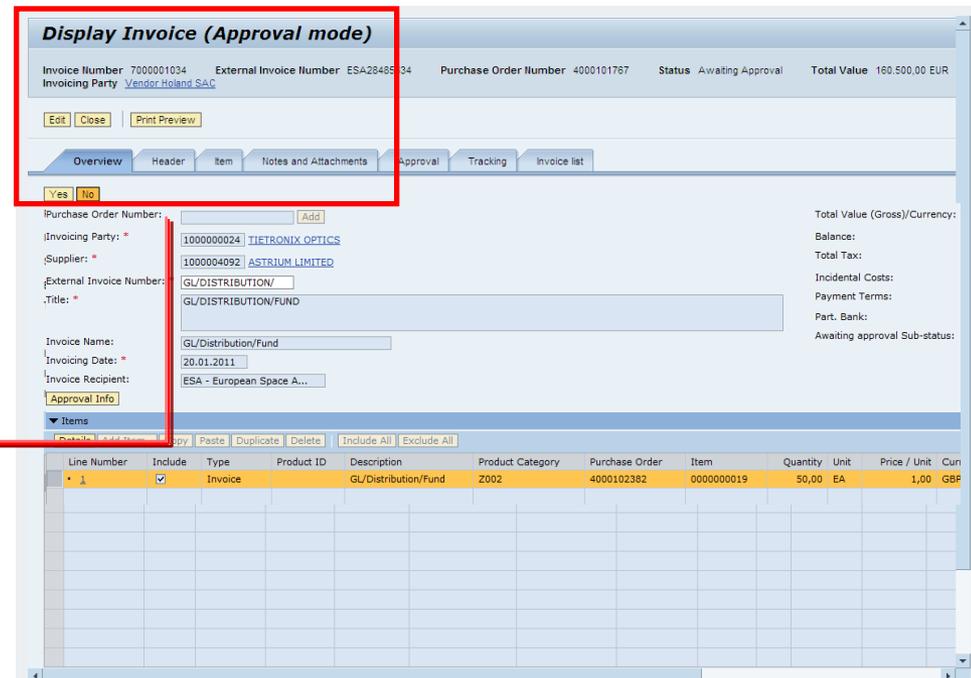
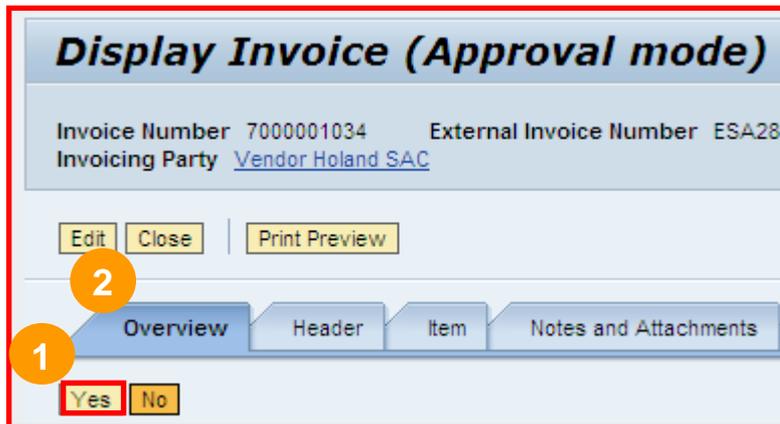
The screenshot shows the 'esa-p suppliers area' interface. At the top, a 'Subject' link is highlighted with a red box and labeled '1'. Below it, a notification box is highlighted with a red box and labeled '2'. The notification text is: 'Approval Overridden for Invoice Reference 7000001034'. Below the notification, a table of tasks is shown. The first row in the table is highlighted with a red box and labeled '2'. The table has columns for 'Subject', 'Action', and 'Object'. The first row contains: 'Approval Overridden for Invoice Reference 7000001034', 'Approve/Reject', and 'Invoice for Contract 4000103232'. Below the table, a summary overview box is highlighted with a red box and labeled '2'. The summary overview text is: 'Approval Overridden for Invoice Reference 7000001034'. Below the summary overview, there are buttons for 'Approve', 'Reject', 'Details', 'Print Preview', 'Resubmit', and 'Assign To Me'.

Annex 5: Invoice Approval Workflow – Veto a prime’s override (1/2)



Those subcontractors who have not yet approved, will receive a workflow notification. They will have 5 days to 'veto' the Prime's override. If they use the veto, the work item will return to the current approver's inbox. The subcontractor concerned becomes the current approver again and can process the invoice.

- 1 Veto override by clicking YES
- 2 Close

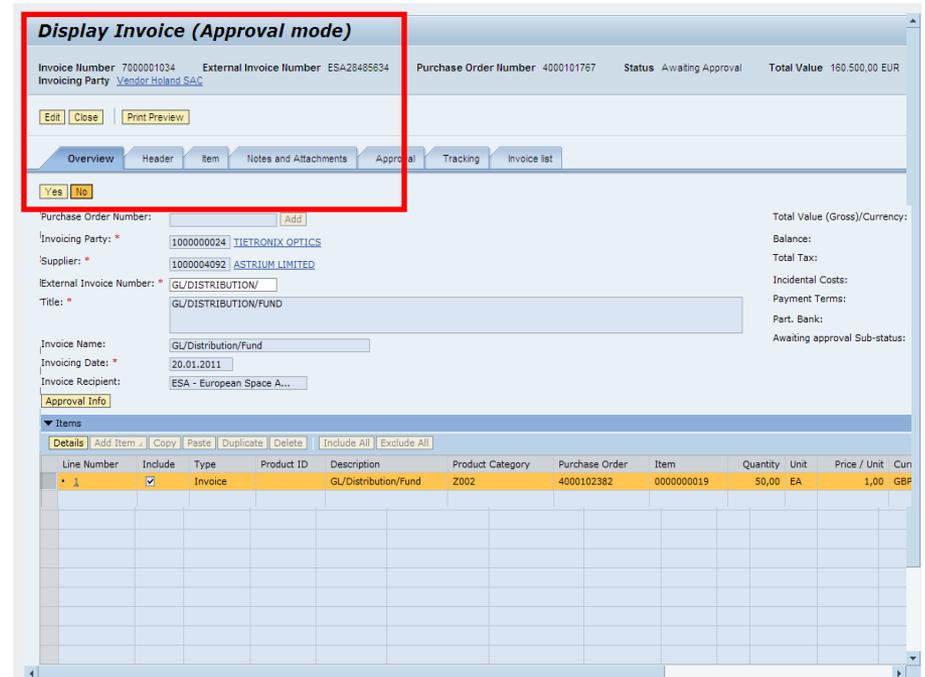
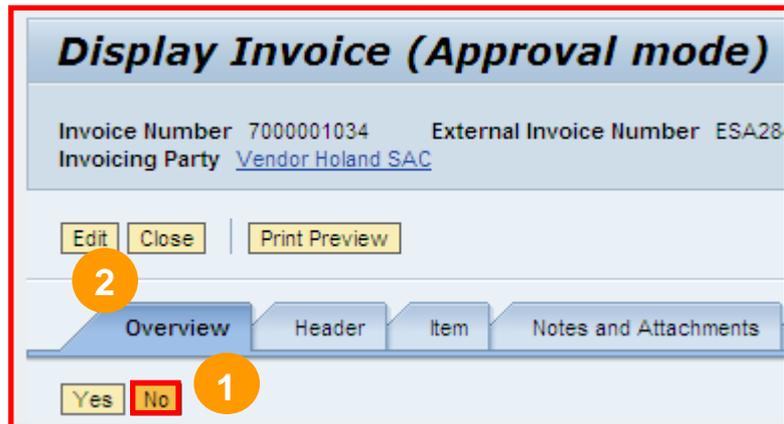


Annex 5: Invoice Approval Workflow – Veto a prime's override (2/2)



If the subcontractors who have not yet approved do NOT use the veto, the invoice will be deemed to be 'approved' by the consortium after the 5 day period, and proceed to ESA approval.

- 1 Accept override by clicking NO
- 2 Close



Annex 6: Incentive Fee invoicing



When it is agreed to include an Incentive fee, it will be set up in a dedicated milestone, one per vendor/contract. It will be expressed as "quantity" with the unit of measure EA like for any other milestone. Incentive fee confirmation and invoice have to be issued against this specific milestone of type "Incentive fee".

Invoicing and confirming an Incentive Fee milestone

1. Check Item Details → Item Type: Incentive Fee

Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Undelete Propose Sources

Line Number	Item Number	Description	Item Type	Product
1	1	Outline Prime [Astrium]	Outline Prime ...	
1.001	2	MPP FFP Prime [Astrium]	Milestone Pay...	
1.002	5	MPP FFP+Esc Prime [Astrium]	Milestone Pay...	
1.003	8	DCP Cost+ Incentive Fee [Astrium]	Development ...	
1.003.001	9	Prime - Services	Development ...	Z001
1.003.002	10	Prime - Incentive Fee 10%	Incentive Fee	Z001
1.01	11	Outline Sub [Qinetiq]	Outline Subco	

2. Confirmation creation is required for total value of incentive fee amount. (Base/service amount is invoiced separately against normal milestone)

Create Confirmation

Confirmation Number: 6000016822 Purchase Order Number: 4000101340 Status: In Process Confirmed Value: 3,000.00 EUR

3. Create Invoice for total value of incentive fee amount. (Base amount is invoiced separately against normal milestone containing base amount)

Create Invoice

Invoice Number 7000001351 Reference INV FINAL ESC Reference Obj. 4000100983 Status In Process Total Value 3,000.00 EUR

Annex 7: Contract Change Notices – CCNs (1/4)



Contract Change Notices (CCNs) in esa-p are called 'Shopping Carts'. A shopping cart CCN can only be created by ESA and can have following statuses:

SAVED: this is a CCN in draft status

AWAITING APPROVAL: the CCN is undergoing approval within ESA

APPROVED: the CCN has been approved by ESA and will need to be manually implemented in the contract (the updated contract will also need to undergo approval workflow)

Shopping Cart (CCNs) can be accessed and viewed via the Active Queries in the Order Collaboratino area.

Active Queries

Shopping Carts [Saved \(29\)](#) [Approved \(137\)](#) [Awaiting Approval \(0\)](#)

Purchase Orders [Saved \(0\)](#) [Ordered \(1\)](#)

Invoices [Saved \(0\)](#) [All \(240\)](#) [Saved \(0\)](#) [Awaiting Approval \(183\)](#) [Recording Completed \(0\)](#) [Recording Compli](#)

Confirmations [Deleted \(0\)](#) [Rejected \(15\)](#) [Awaiting Approval \(133\)](#) [Approved \(106\)](#) [Saved \(0\)](#) [All \(1\)](#)

Shopping Carts - Saved

Show Quick Criteria Maintenance

View [Standard View] | Export | Copy | Display | Edit | Delete | Order | Create Confirmation | Print Preview

Shopping Cart Number	Shopping Cart Name	Status	Item Name
1500010285	FLPP 2.1: CUST 2.1	Deleted	FLPP 2.1: CUST 2.1
1500010461	C18500- LoL's GRANTED ON RESIDUAL CA	Saved	LoL on ECR 174-Support to RDS ADA
1500010461	C18500- LoL's GRANTED ON RESIDUAL CA	Saved	LoL on ECR-136 CCN-147

Annex 7: Contract Change Notices – CCNs (2/4)



Shopping Cart CCNs contain a detailed description of the changes that will be implemented against a certain contract. The relevant information is divided into several tabs which can be opened and collapsed.

The screenshot displays the 'Shopping Cart' interface for a Contract Change Notice (CCN) with the number 1500011161. The document is titled 'CCN Training' and is in a 'Saved' status, created on 05.07.2011 at 14:05:03 by user TU_03. The interface includes several tabs for detailed information, with the 'General Data' tab currently selected. The 'General Data' tab contains fields for 'Buy on Behalf Of' (TU_03), 'Procurement Action classification' (General), 'Title' (CCN AGAINST 4000101501), and 'Name of Shopping Cart' (CCN Training). Other tabs include 'Technological and Programmatic Information', 'Procurement and Industrial Policy Information', 'Tendering Process', 'Information Related To AC/APC', 'Internal/External Resources', 'Organizational Data', 'General', 'Notes', and 'CCNWO Description'. The 'Approval Note' section shows a comment: 'added comments by author xxx (TU_03 05.07.2011 14:13:48 CET)'. The 'Item Overview' section at the bottom shows a table with one item:

Line Number	Item Type	Search PO	Reference PO for SC	PO Reference Item	Product ID	Description	Product Category	Product Category Description	Quantity	Option Type	Unit	Net Price / Limit	Per	Currency
001	Milestone	Search	4000101501	1.001.001	Prime - MS1a (FFP)	Z001	Launch services		2,222.88		EA	1.00	1	EUR

Annex 7: Contract Change Notices – CCNs (3/4)



General Data Tab important fields:

- 1 Contractual Action Classification:** This field specifies if the shopping cart is a CCN, Rider, Work Order, or ATP (authorization to proceed). It is in the section 'Procurement and Industrial Policy Information'
- 2 Reference Contract:** This field specifies the contract number against which this CCN/WO/Rider is created for. It is in the section 'general'
- 3 CCN/ WO Description:** this section contains the description of the change, reason for change and other important information of the contract change

General Data

Buy on Behalf Of: TU_03

Procurement Action classification: * General

Title: * CCN AGAINST 4000101501

Header Data: [Values](#)

Name of Shopping Cart: CCN Training

Technological and Programmatic Information

Procurement and Industrial Policy Information **1**

Contractual Action Classification: * CCN

Procurement Type:

Unsolicited Proposal:

Production of Software: Open Source Soft...

Co-Financing Entities: N/A

Industrial Policy Measure: C3-Activity restricted to SMEs & R&D organisations, prefe...

Tendering Process

Information Related To AC/PC

Internal/External Resources

Organizational Data

General **2**

Action Item Reference Number:

Multi Stage Tendering:

Reference Contract: * 4000101501

Reference Contractor Name: ASTRIUM GMBH- BUSIN

Notes

CCN/WO Description **3**

Annex 7: Contract Change Notices – CCNs (4/4)



Item Data Tab important fields:

The item overview contains the reference to an existing milestone **1** in the reference contract **2** against which the change should be implemented, or a possible new milestone which needs to be added to the contract.

In below example, the existing milestone 1.001.001 of contract 4000101501 will be increased by a quantity of 2,222.48 EUR. **3**

▼ Item Overview

Details Add Line Add Subline Cut Copy Paste Delete Process All Items

Line Number	Item Type	Search PO	Reference PO for SC	PO Reference Item	Product ID	Description	Product Category	Product Category Description	Quantity	Option Type	Unit
001	Milestone	<input type="text" value="Search"/>	4000101501	1.001.001		Prime - MS1a (FFP)	Z001	Launch services	2,222.88		EA

2 **1** **3**