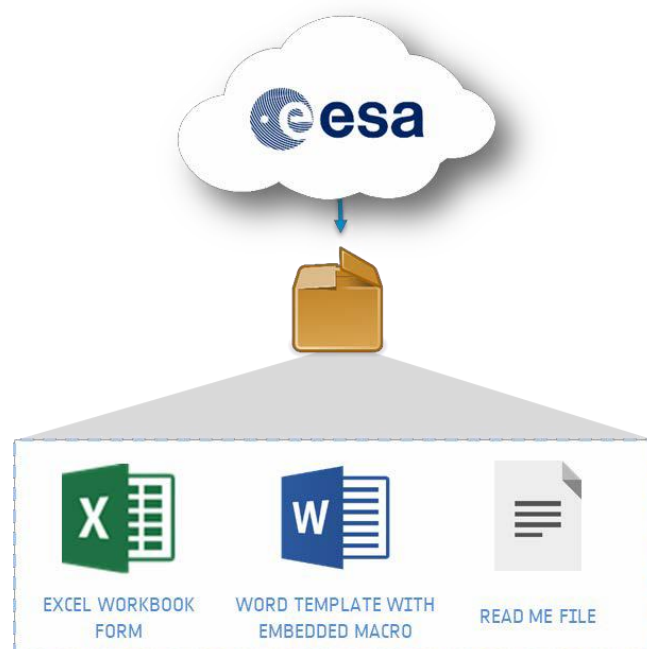


## → HOW TO GENERATE ESA SMART CONTRACT

### 1. Download the Smart Contract Package

Download the package from the provided link.  
Save all the files **in the same folder**, on your computer. **Do not change the files names.**

!! Create a folder on **your computer** with the name of the activity, and save the files in this folder. The Contract will be created inside.



### 2. Fill in the Excel form

|    | A   | B          |
|----|---|------------|
| 1  | → TO BE FILLED BY THE TENDERER                              |            |
| 2  |   |            |
| 3  | Contractor full name  |            |
| 4  | Contractor abbreviated name (if applicable)                 |            |
| 5  | Registered office - Mail address                            |            |
| 6  | Registered office - Post Code and City                      |            |
| 7  | Registered office - Country                                 |            |
| 8  | ISO country code  | #N/A       |
| 9  | Signing authority name                                      |            |
| 10 | Signing authority function                                  |            |
| 11 |   |            |
| 12 | Title of Contract   |            |
| 13 |   |            |
| 14 | ESA establishment   |            |
| 15 |   |            |
| 16 |   |            |
| 17 | ARTICLE 1 - SUBJECT OF THE CONTRACT                         |            |
| 18 | Main objective of the contract                              |            |
| 19 |   |            |
| 20 | Contractor's Proposal chapter                               |            |
| 21 | Contractor's Proposal reference number                      |            |
| 22 | Contractor's Proposal date                                  |            |
| 23 | Contractual Phasing   |            |
| 24 | Number of phases  |            |
| 25 | List of dates for each draft Phase Report (separated by ; ) |            |
| 26 |   |            |
| 27 | ARTICLE 2 - DELIVERY  |            |
| 28 | Delivery date of draft version of the Final Report          |            |
| 29 |   |            |
| 30 | Software deliverable  |            |
| 31 |   |            |
| 32 | Details (remove the irrelevant keywords)                    |            |
| 33 | READ_ME   | Contractor |
| 34 | ESA   | MPP_APP    |
| 35 | Appendix_Tables   |            |

Open the "Contractor" worksheet of the Excel file.

**Write** in black written fields. Use **drop-downs** for green ones.

Fill in the "MPP\_APP" worksheet.

Save the Excel, in the same folder as the Word template. **Do not change its name**  
("esa\_contract\_excel\_form\_v1.0.3.xlsx")

### 3. About the Payment Plan calculation

The Payment Plan is calculated based on the information provided in the “MPP\_APP” worksheet. The output will appear in the generated Draft Contract.

|    | A               | B                               | C                 | D                                 | E                | F                           | G                  | H |
|----|-----------------|---------------------------------|-------------------|-----------------------------------|------------------|-----------------------------|--------------------|---|
| 1  | → PAYMENT PLANS |                                 |                   |                                   |                  |                             |                    |   |
| 2  |                 |                                 |                   |                                   |                  |                             |                    |   |
| 3  |                 | Price Breakdown                 |                   |                                   |                  |                             |                    |   |
| 4  |                 |                                 |                   |                                   |                  |                             |                    |   |
| 5  |                 | Company Name                    | Entity Code       | Type P/ Prime; SI/ Subco Indirect | Is SME? (Yes/No) | Country (ISO Code)          | Total Price in EUR |   |
| 6  |                 | Company Prime                   |                   | P                                 | Yes              | IT                          | 250,008            |   |
| 7  |                 | Subcontractor A                 |                   | SI                                | Yes              | AT                          | 75,000             |   |
| 8  |                 | Subcontractor B                 |                   | SI                                | No               | IT                          | 125,000            |   |
| 9  |                 | Subcontractor C                 |                   | SI                                | No               | DE                          | 80,000             |   |
| 10 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 11 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 12 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 13 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 14 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 15 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 16 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 17 |                 | Milestone Breakdown             |                   |                                   |                  |                             |                    |   |
| 18 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 19 |                 | Milestone Number                | Payment Milestone | Milestone Review (e.g. BDR)       | Milestone Date   | Payments from ESA (in Euro) |                    |   |
| 20 |                 | 1                               | MS <sub>1</sub>   | BDR                               | 04 January 2020  | 185,503                     |                    |   |
| 21 |                 | 2                               | MS <sub>2</sub>   | FAT                               | 30/09/2020       | 159,002                     |                    |   |
| 22 |                 | 3                               | MS <sub>3</sub>   | FR                                | 07 January 2021  | 185,503                     |                    |   |
| 23 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 24 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 25 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 26 |                 | Advance Payment                 |                   |                                   |                  |                             |                    |   |
| 27 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 28 |                 | Total advance payment (in Euro) | Offset against    | Offset by (in Euro)               |                  |                             |                    |   |
| 29 |                 |                                 | BDR               | 20,500                            |                  |                             |                    |   |
| 30 |                 |                                 | FAT               | 48,751                            |                  |                             |                    |   |
| 31 |                 | 134,253                         | FR                | 65,002                            |                  |                             |                    |   |
| 32 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 33 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 34 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 35 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 36 |                 |                                 |                   |                                   |                  |                             |                    |   |
| 37 |                 |                                 |                   |                                   |                  |                             |                    |   |
|    |                 | READ_ME                         | Contractor        | ESA                               | MPP_APP          | Appendix_Tables             |                    |   |

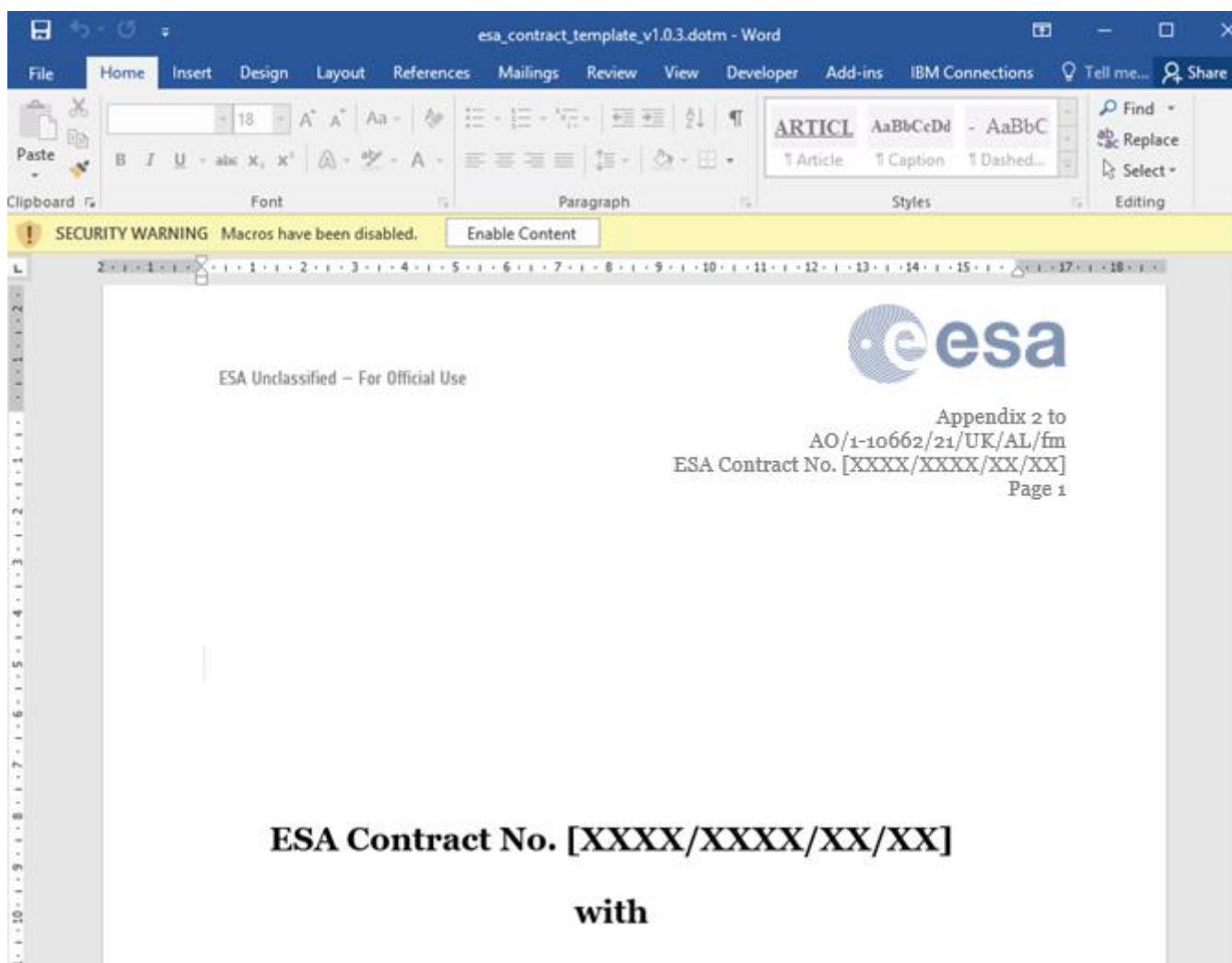
Above is an example of the “MPP\_APP” worksheet filled.

⚠ If you are **not allowed to enable Office macros** or you are working on a **Mac environment**, you cannot generate the Contract. Skip step 4 and **send the filled-in Excel form** to your ESA point of contact.

#### 4. Generate the Contract

Double click on the Word file “*esa\_contract\_template\_v1.0.3.dotm*”.

A Word window will open with a yellow banner: click on “**Enable Content**”.





After a few seconds, a **PDF** and a **Read-Only Word** files will appear in the folder.

These files are the Contract.