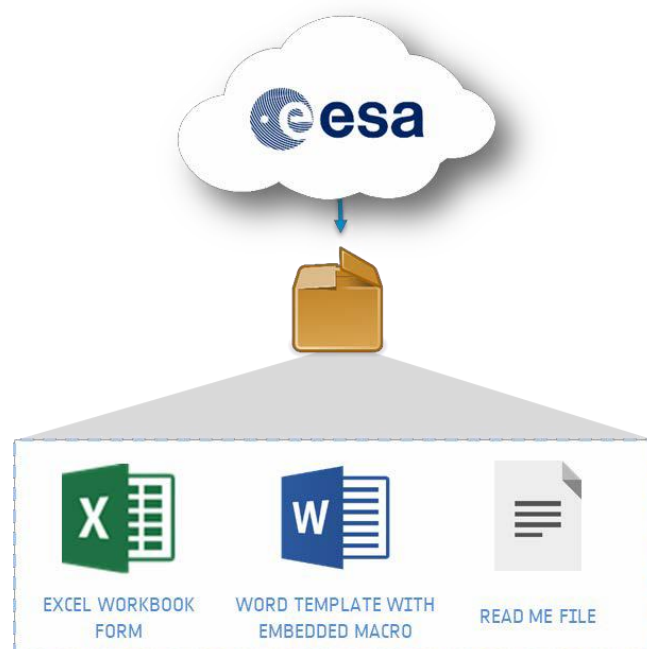# → HOW TO GENERATE ESA SMART CONTRACT

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.

EXCEL WORKBOOK FORM

WORD TEMPLATE WITH EMBEDDED MACRO

READ ME FILE

2. Fill in the Excel form

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.

→ PAYMENT PLANS

Price Breakdown

Company Name	Entity Code	Type P/Prime; SI/Subco Indirect	Is SME? (Yes/No)	Country (ISO Code)	Total Price in EUR
Company Prime		P	Yes	IT	250,008
Subcontractor A		SI	Yes	AT	75,000
Subcontractor B		SI	No	IT	125,000
Subcontractor C		SI	No	DE	80,000

Milestone Breakdown

Milestone Number	Payment Milestone	Milestone Review (e.g. BDR)	Milestone Date	Payments from ESA (in Euro)
1	MS1	BDR	04 January 2020	185,503
2	MS2	FAT	30/09/2020	159,002
3	MS3	FR	07 January 2021	185,503

Advance Payment

Total advance payment (in Euro)	Offset against	Offset by (in Euro)
	BDR	20,500
	FAT	48,751
134,253	FR	65,002

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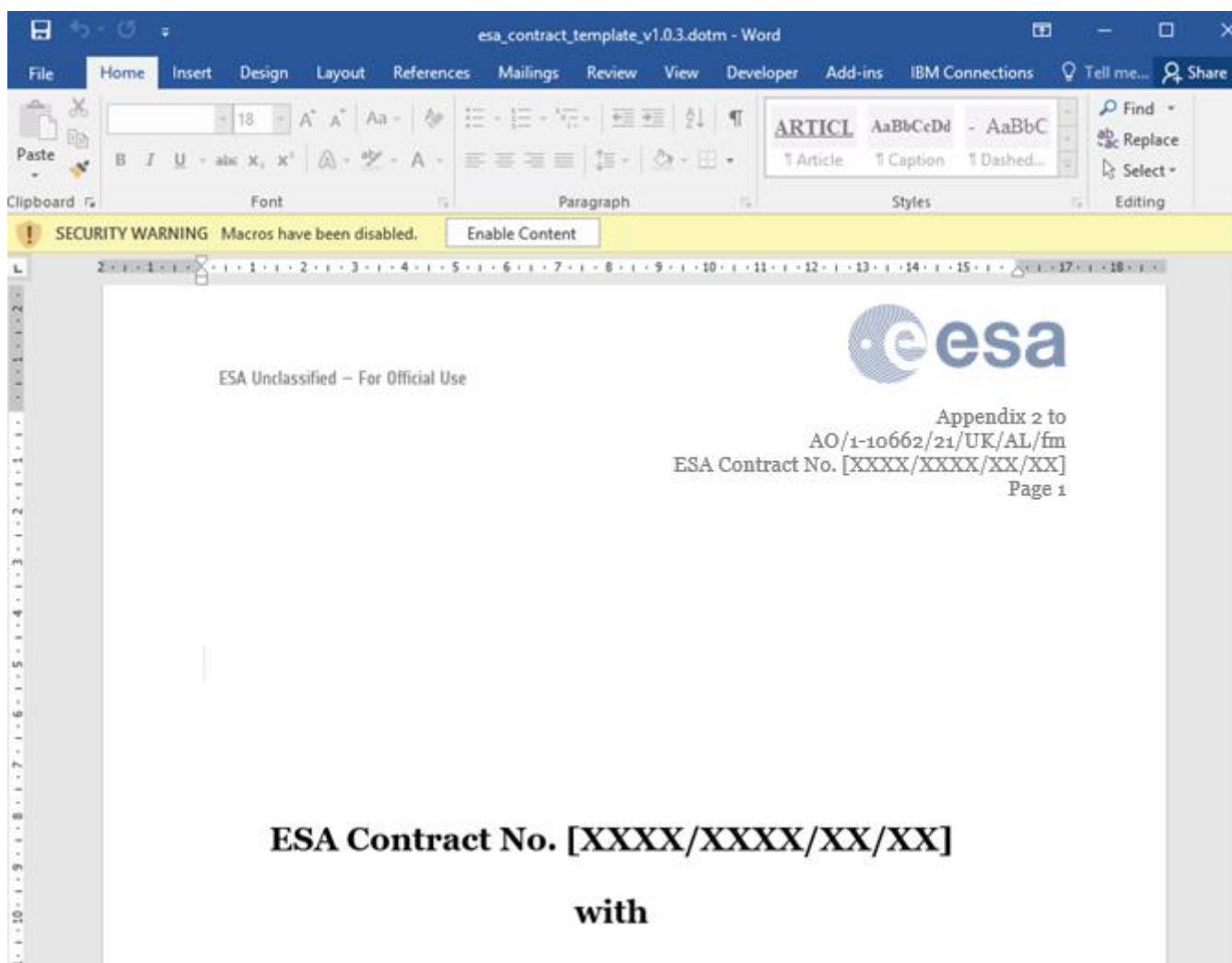
After a few seconds, a **PDF** and a **Read-Only Word** files will appear in the folder.

These files are the Contract.