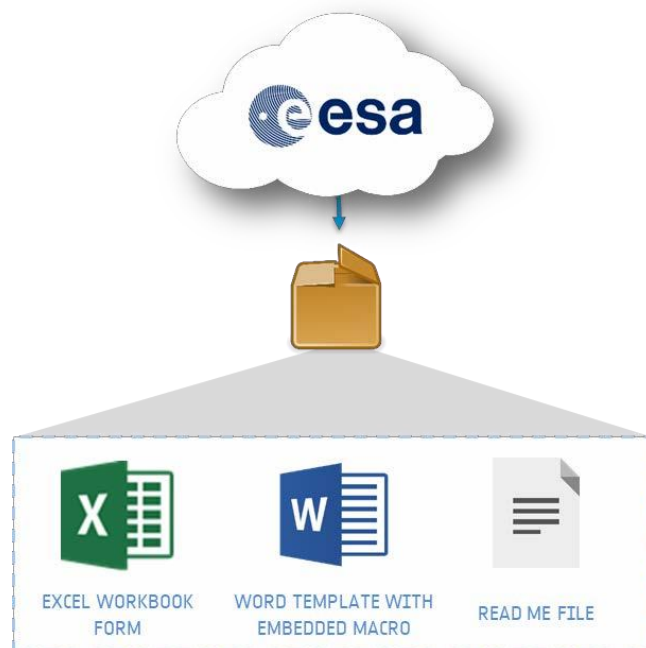


→ HOW TO GENERATE ESA SMART CONTRACT

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 this folder once all steps are completed.



2. Fill in the "Contractor" Sheet within the Excel file

Ensure the Excel file is in the same folder as the Word template file

Do not change its name: *esa_contract_excel_form.xlsx*

	A	B
1		
2	→ TO BE FILLED BY THE TENDERER	
3		
4	Contractor full name	
5	Contractor abbreviated name (if applicable)	
6	Registered office - Mail address	
7	Registered office - Post Code and City	
8	Registered office - Country	
9	ISO country code	#N/A
10	Signing authority name	
11	Signing authority function	
12		
13	Title of Contract	
14		
15	ESA establishment	
16		
17		
18	ARTICLE 1 - SUBJECT OF THE CONTRACT	
19	Main objective of the contract	
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		
28	ARTICLE 2 - DELIVERY	
29	Delivery date of draft version of the Final Report	
30		
31	Software deliverable	
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.

Fill in this sheet – some fields require typed answers, some fields have drop-down options.

3. Fill in the "MPP_APP" Sheet within the Excel file

Fill in the "MPP_APP" worksheet.

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			PLEASE NOTE: In case you have used the 'ARTES BA MSP-PSS Tool.xlsm' to prepare the Full Proposal, you can simply populate the tables here below by copying and pasting the values in the tables that are in the 'MPP Tables for SmartContract' worksheet.				
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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 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

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

READ_ME	Contractor	ESA	MPP_APP	Appendix_Tables	+
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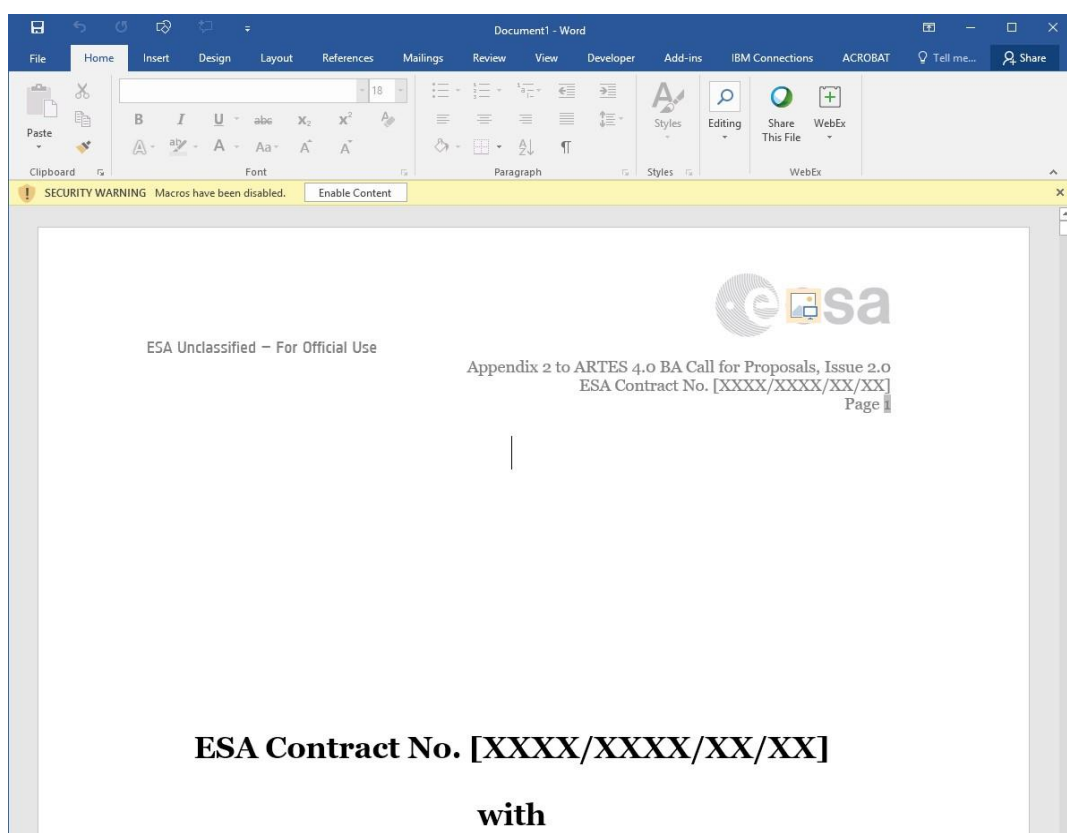
Above is an example of a completed "MPP_APP" worksheet.

⚠ 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.dotm”*.

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



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

These files are the Draft Contract.