# → 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
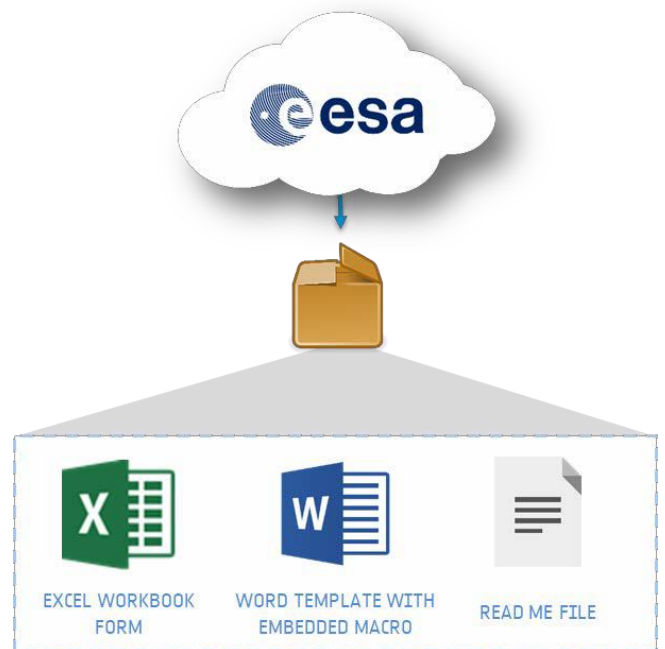
2. Fill in the Excel form

	A	B
1	→ TO BE FILLED BY THE TENDERER	
2		
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	
	Details *(remove the irrelevant keywords)*	

READ_ME | Contractor | ESA | MPP_APP | 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")*

European Space Agency
Agence spatiale européenne

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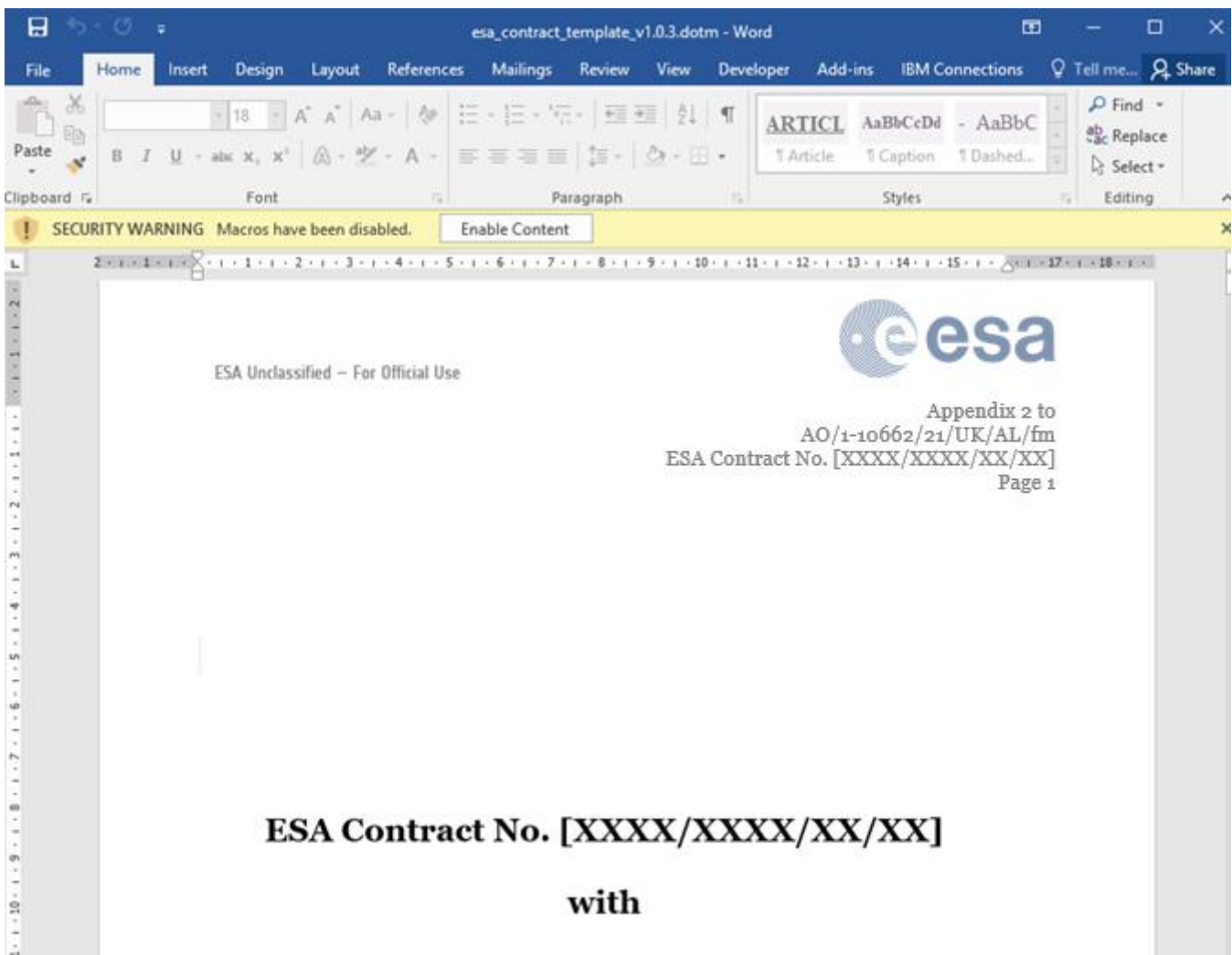
After a few seconds, a **PDF** and a **Read-Only Word** files will appear in the folder.

These files are the Contract.