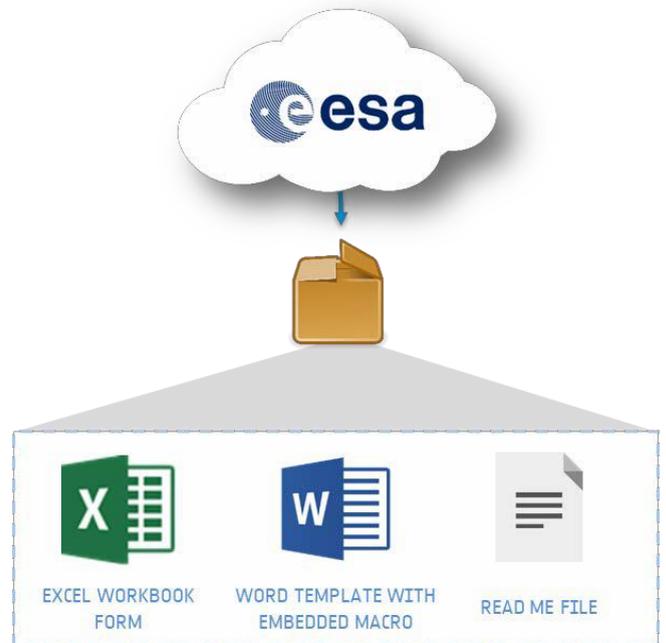


→ HOW TO GENERATE ESA SMART CONTRACT

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
→ TO BE FILLED BY THE TENDERER	
Contractor full name	
Contractor abbreviated name (if applicable)	
Registered office - Mail address	
Registered office - Post Code and City	
Registered office - Country	
ISO country code	#N/A
Signing authority name	
Signing authority function	
Title of Contract	
ESA establishment	
ARTICLE 1 - SUBJECT OF THE CONTRACT	
Main objective of the contract	
Contractor's Proposal chapter	
Contractor's Proposal reference number	
Contractor's Proposal date	
Contractual Phasing	
Number of phases	
List of dates for each draft Phase Report (separated by ;)	
ARTICLE 2 - DELIVERY	
Delivery date of draft version of the Final Report	
Software deliverable	
Details (remove the irrelevant keywords)	

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		PLEASE NOTE: In case you have used the 'S4R.AO10228 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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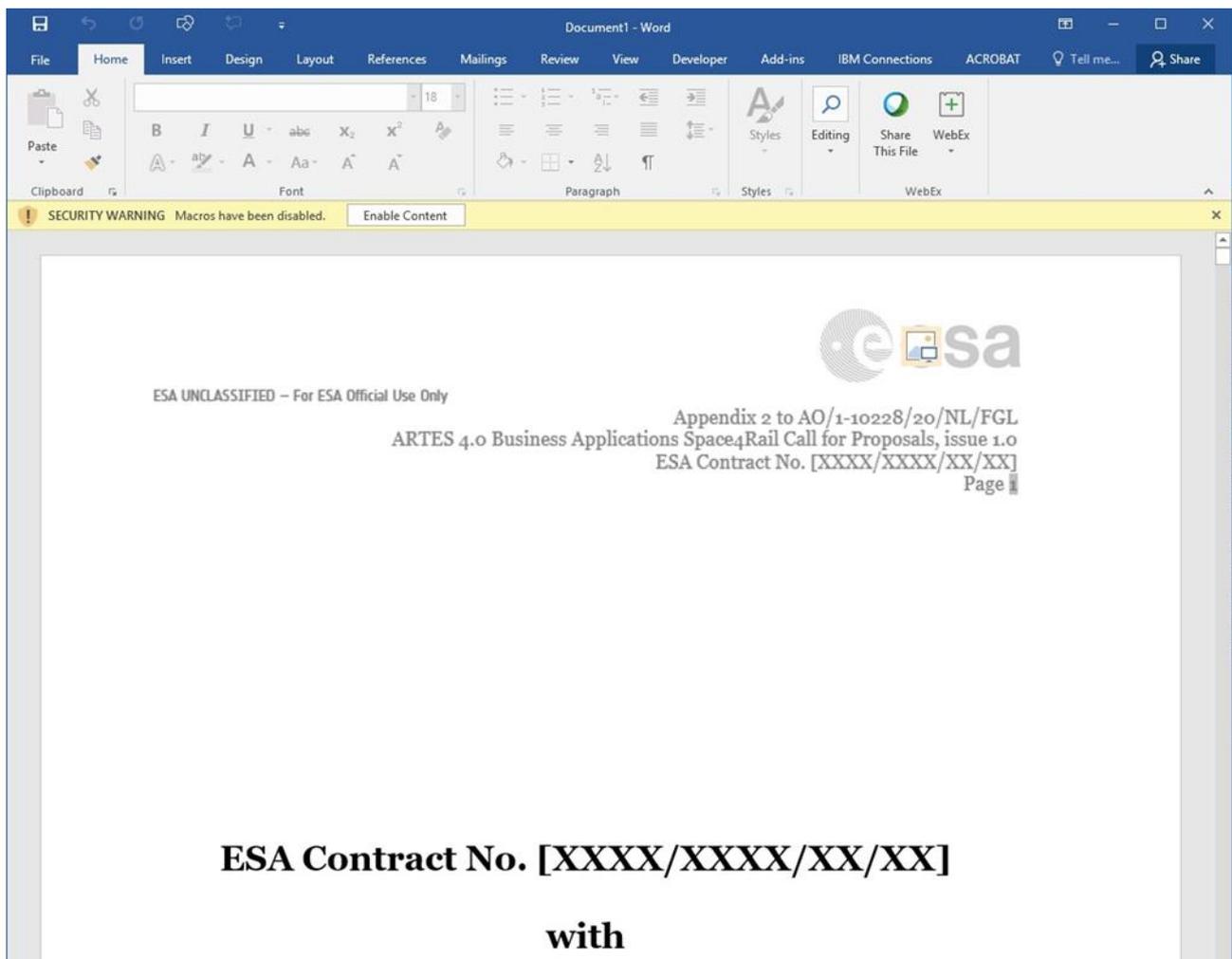
Above is an example of the “MPP_APP” worksheet filled.



⚠ 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.