



MANUAL / USER GUIDE / HANDBOOK

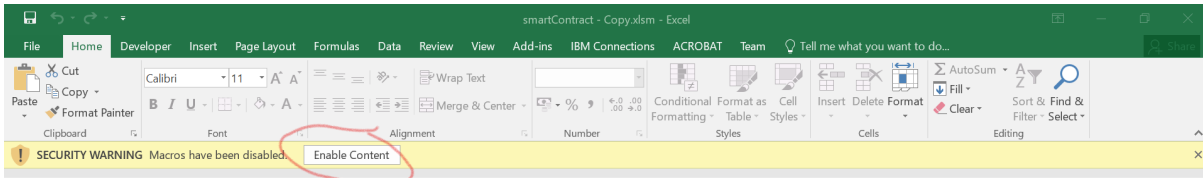
Manual For Smart Contract Input File for InCubed

Latest Stable Version: V4.0
Release date: 21/08/2023

1 DISCOVER THE WORKBOOK

Open the workbook.

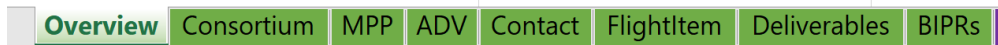
Make sure you enable the macros.



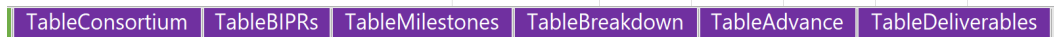
The smart contract input file will be prefilled with an example so you can look at the example to understand how it works.

The structure of the workbook is the following :

- The green sheets are the ones where you are supposed to fill with the relevant information



- The purple sheets are just a preview of some of the tables that will go into the contract. You don't have to do anything in those, they are just there for visualisation purposes and help you double check the data you filled in the green sheets.



Every cell that you have to manually fill will be coloured in light blue, i.e. this are some of the cells in the Overview sheet.

	A	B	C
1	GENERAL		FILL IN THE CELLS WITH THE LIGHT BLUE BACKGROUND
2	Activity Name	Our Awesome Project	
3	Activity Main Domain	Space Segment	Select the main segment of your activity
4	Total Price in Euro	1,315,000	Sum of Consortium Price - fill Consortium sheet
5	Total Cost in Euro	2,430,000	Sum of Consortium Cost - fill Consortium sheet
6	Prime Name	Our company	From Consortium sheet
7	Prime Country	IT	From Consortium sheet
8	InCubed Development Cycle	De-risking + Product Development	Select the chosen InCubed Development Cycle
9	Number of Phases	2	If contract is not phased enter 1. Maximum 2 phases with this tool.
10	Number of Subcos in Phase 1	1	Maximum 11 subcos with this tool
11	Number of Subcos in Phase 2	2	Maximum 11 subcos with this tool
12	Number of Milestones in Phase 1	2	Maximum 8 milestones with this tool, suggested maximum two milest
13	Number of Milestones in Phase 2	5	Maximum 8 milestones with this tool, suggested maximum two milest
14	Advance Foreseen in Phase 1	Yes	From Consortium sheet
15	Advance Foreseen in Phase 2	Yes	From Consortium sheet
16	Expected Contract Signature	17/08/2023	Use format dd/mm/yyyy. It should be later than today
17	Final Delivery Date	18/12/2024	4 weeks before final milestone - fill MPP sheet
18	End of Contract	15/01/2025	Latest milestone in the MPP - fill MPP sheet
19	Agree to use digital signatures only	yes	Select YES if you are OK to use only e-signing digital tools, or NO if you
20			
21			
22	PHASE(S)		Date of achievement must consistent with last milestone of Phase 1
23			Draft report to be submitted 4 weeks before
24			In case of phased contract, this is last milestone of Phase 1
25			
26			
27	Is Software Development Foreseen?	no	
28	Is Hardware Development Foreseen?	no	
29			
30	BACKGROUND INTELLECTUAL PROPERTY RIGHTS		
31	how many BIPR items do you have?	1	Maximum 4 items. Please fill in BIPRs tab of the file.
32			
33	ADDITIONAL INFO		
34	Source of co-funding:	Internal Funds	
35			
36			
37	Is your company based in EU?	yes	
38			
39	Type of ESA Price	Firm Fixed Price	
40			

The blue cells will change dynamically depending on your inputs. Please note that the workbook is protected, hence you will not be able to click and edit cells that you should not fill.

Once the overview sheet is properly filled in, you will also find light red cells in the other green sheets. These are the cells where you need to copy/paste data from the Full Proposal. See Section 2 for further details.

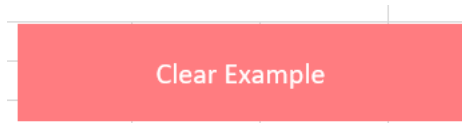
Phase 1 ⓘ ← Click to Show/Hide instructions					
Entity	Country (ISO Code)	Role	Cost in Euro	Price in Euro	Advance Requested
Our Company	IT	Prime	1,000,000	500,000	Yes
Subco 1	AT	Subco	50,000	25,000	Yes

Light red cells: copy/paste from Full Proposal

Light blue cells: fill manually in the Smart Contract Tool

2 FILL THE WORKBOOK

Once you have familiarised yourself with the notebook you can click on the red button “Clear Example” on the Overview tab. Always do that before starting to compile the Smart Contract Tool.

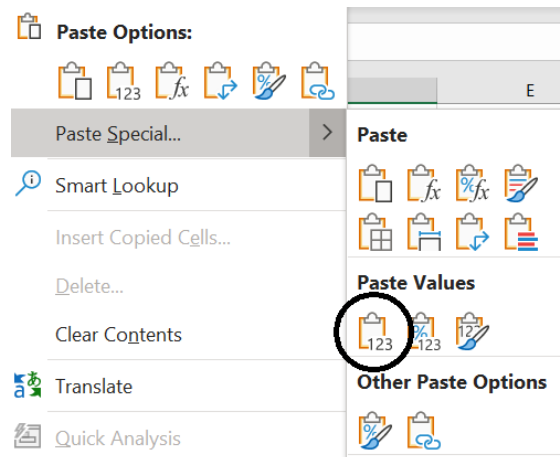


This will completely clear the example. Be aware that this cannot be undone. If for any reason you want to recreate the example, you can do so by click on the button “DEMO”. Be aware doing so you will delete all the data in the workbook and this operation cannot be undone.

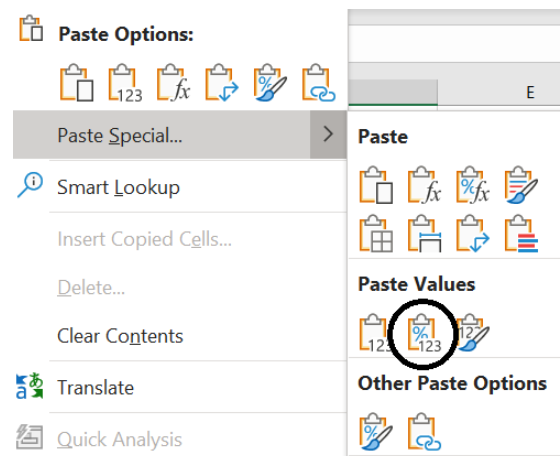


Once you cleared the example, you can then proceed to fill all the blue cells on the green tabs following the instructions in light grey on the right side of each light blue cell.

Once you completed the Overview sheet, move to the other sheets and fill in the required information. Based on the value that you inserted in the Overview sheet, the Tool will highlight in light red the cells where you need to copy/paste the data from the Full Proposal. When pasting, **always use the Paste Special -> Values** option.



The only exception is in the **ADV sheet**, where you must use the **Paste Special -> Values & Number Formatting** option.



In case of doubt, each sheet has info buttons for each table that you can click to get specific instructions.

Phase 1 ⓘ ← Click to Show/Hide instructions

Note that in the Consortium Sheet you are requested to specify if an advance payment is requested by each partner of the consortium. **You must list the subcontractors by indicating first those who require an advance payment**, if any, then those who do not.

Entity	Country (ISO Code)	Role	Cost in Euro	Price in Euro	Advance Requested
Our Company	IT	Prime	1,000,000	600,000	Yes
Subco 1	AT	Subco	200,000	100,000	Yes
Subco 2	DE	Subco	180,000	90,000	No

When you have filled everything, make sure that you're happy with all the information given. You can also check the automatically generated tables in the purple sheets to have a preview of the tables that will be inserted in the contract.

3 ADDITIONAL INFORMATION

It is possible that the tool has bugs. If you ever get an error message on your screen or an unexpected result, please take a screenshot and save it. In case of error, please also click on Debug and take a screenshot of your screen with the part highlighted in yellow and save it.

Send an email with the bugged workbook and the screenshots attached, together with any useful information, to daniele.romagnoli@esa.int with incubed@esa.int in copy.

Also, the Smart Contract Input File has some technical limitations listed below:

- The maximum number of phases for the contract is TWO (2)
- The maximum number of subcos for EACH PHASE is ELEVEN (11)
- The maximum number of milestones for EACH PHASE is EIGHT (8)
- The maximum number of BIPR items is FOUR (4)
- The maximum number of documents for each group is
 - o Additional Management Documents: ELEVEN (11)
 - o Engineering Documents: FOURTY (40)
 - o Testing Documents: TWENTYFIVE (25)
 - o Product Assurance Documents: TWENTY (20)
 - o Software Documents: TWENTY (20)

Should any of these limits impact your activity, please get in touch with the InCubed Team by sending an e-mail to daniele.romagnoli@esa.int with incubed@esa.int in copy.