



SAP Ariba User Script Contract Management

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Requirements

Requirement 01

Access to SAP Ariba Shared Partner Demo realm

<http://Cumulonimbus-t.procurement.ariba.com/>

- If you do not have an access to shared demo realm please contact your PSA. To identify who is you PSA (Partner Service Advisor), please look on page: <https://partneredge.sap.com/en/partnership/manage/benefits/psa.html>

Access to Ariba Network

<http://supplier.ariba.com>

Requirement 02

User ID and Password for Demo realm as and end user.

The SAP Ariba Shared Partner Demo site is available to SAP Ariba authorized partner only. To request new access to the shared demo site, contact your PSA (Partner Service Advisor). To identify your PSA: <https://partneredge.sap.com/en/partnership/manage/benefits/psa.html>

URL to get details of supplier credentials to process RFP, purchase orders etc.

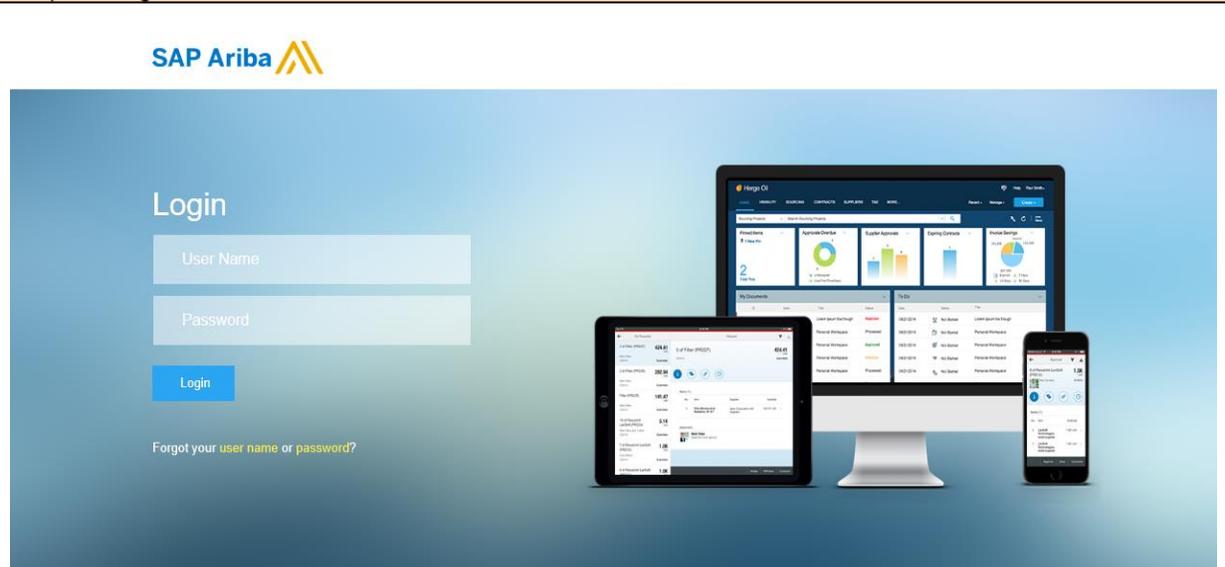
<https://jam2.sapjam.com/blogs/show/qt4LMxdPQ20TJaTs8beE0L>

URL to get Supervisor credentials to approve purchase requisition

<https://jam2.sapjam.com/blogs/show/qt4LMxdPQ20TJaTs8beE0L>

Enhanced Contract Authoring

Step 01 Login



Go to

<http://Cumulonimbus-t.procurement.ariba.com/>

And Log-in using your Demo user ID (your company email id) and password.

Step 02 Enabling Enhanced Contract Authoring

This feature is disabled by default. To **enable** this feature, please have your **Designated Support Contact** log a service request. A SAP Ariba **Customer Support** representative will follow up to complete the request. If you enable this feature, you will be redirected to the new contract authoring workflow with drag-and-drop document imports, seamless editing, and simplified clause management.

Overview of enhanced contract authoring features:

SAP Ariba provides enhanced contract authoring with drag-and-drop document imports, seamless editing, and simplified clause management. The enhanced contract authoring workflow provides a simplified, intuitive, platform-independent interface while eliminating many of the limitations inherent in the previous workflow. The enhanced contract authoring features are not supported for Ariba Contract Management Basic users. Following are the highlights of this enhanced interface:

- Open-XML based, bookmark-free document formatting Previously, you needed to add bookmarks to your contract documents (main agreement and contract addendums) to identify clause boundaries. Now, you can format documents using any Open-XML based editor and use document styles to identify clause boundaries.
- Drag-and-drop document imports Previously, you needed to create a Desktop File Sync (DFS) folder on your system and periodically sync document updates from the local folder to the server. Now, you only need to drag-and-drop documents directly into the application, and your dropped files are automatically available on the server.
- Simple, in-application redlining and editing Previously, comparing and merging contents of main agreements after internal or external edits invoked an external application with a three-way merge

window. Now, the three-way merge window is replaced with a simple in-application redlining view that allows you to view and document changes quickly.

- Server-side document assembling and generation with no Desktop File Sync (DFS) or dependency on the Internet Explorer browser. The use of DFS in the previous contract authoring workflow required ActiveX controls, which presented security vulnerabilities and required Internet Explorer. Since DFS and ActiveX are no longer used, you are free to use a variety of browsers.

For more details please refer to SAP Ariba Product Documentation: “**Enhanced contract authoring**”

Create a Contract Request

Step 04 Create a Contract Request

The screenshot shows the SAP Ariba interface for the 'CONTRACTS' section. The 'Create' dropdown menu is open, and 'Contract Request (Procurement)' is highlighted with a red box. The interface includes a search bar, a 'To Do' list, and a table of contract workspaces.

Date	Status	Title
4/22/2020	In Approval	Approval for Cor (SH1)
4/22/2020	Approved	Approval for Cor (Contract SH2)
4/22/2020	Complete	Supplier Negotia (Contract SH2)
4/22/2020	Complete	Update Team Me (SH2)
4/22/2020	Approved	Approval for Contract Request (SH2)
4/22/2020	Complete	Prepare Contract Request (SH2)
4/22/2020	Complete	Update Team Member (SH111)

ID	Title	Term Type	Expiration Date	Supplier
SH11			4/21/2020	Draft
SH13			4/21/2020	Draft
SH17			4/20/2020	Draft

The first process that can be implemented with SAP Ariba **Contract**.

Solutions is that in order to create a contract workspace, the need for a contract is requested by the end users through the functionality “**Contract Request**” – there’s no license behind this feature, so it can be used by any person in the customer’s organization.

1. Using the main “**Create**” blue button, use the option “**Contract Request (Procurement)**” to create a new request.

Note: A requester can create a contract request which will be sent for approval. Once the request has been reviewed and approved, the contract team can take the request further. This ensures that contract team only comes into the loop when the request has been approved.

Step 05 Create a Contract Request

Create Contract Request (Procurement) Create Cancel

To create a Procurement Contract Request, specify the fields below. Templates used for constructing your Procurement Contract Request appear in the section at the bottom of the page, [More](#)

Name: * Demo User SH - Agreement Request - Apr 23 Translations ⓘ

Description: I would like to contract .. Translations ⓘ

Copy from Contract: (no value) v

Test Project: * Yes No ⓘ

Base Language: English v

Supplier: (no value) v ⓘ

Affected Parties: (no value) v ⓘ

Proposed Contract Amount: USD v

Contract Amount: USD v

Commodity: (no value) v

Regions: (no value) v

Departments: (no value) v

Agreement Date: (calendar icon)

Term Type: * Fixed v ⓘ

Effective Date: * 04/23/2020 (calendar icon) ⓘ

Expiration Date: (calendar icon) ⓘ

1. The **Create Contract Request Overview** screen will be displayed.
2. Enter Name: **Demo User X – Agreement Request – Today’s Date**
3. Provide a Description
4. Enter the necessary dates, such as **Agreement Date**: today | **Effective Date**: today | **Expiration Date**: next year.
 - i. Term Type may remain **Fixed**. Enter a Notice Period.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

Contract Request

Contract Request_Ming

Demo Contract Request Template

-- Ariba Standard Demo Template --
Use this template to create a contract request.

Create Cancel

SAP Ariba

5. Select the “Demo Contract Request Template” and click “Create”.

Step 06 Review contract request

The screenshot displays the SAP Ariba interface for a Contract Request (Procurement) titled "Demo User SH - Agreement Request - Apr 23". The contract ID is CRW2220726, and there are 2 incomplete tasks. The Overview tab is active, showing contract details such as Contract ID, Status (Draft), Version (Original), Owner (salvador.henriquez@sap.com), and Description. The Actions menu is open, and the "Compact View" option is highlighted. The interface also shows a "Process" section and "Contract Attributes".

1. Your new **Contract Request** is displayed. Please review the information provided in the **Overview, Contract Attributes, Contract Term Attributes, Tasks** and **Documents**.
2. You may also select to view space in "**Compact View**" by clicking on the **Actions** menu in the **Overview** window and selecting **Compact View**.

Step 08 Complete Tasks

The screenshot displays the SAP Ariba interface for a 'Contract Request (Procurement)' task. The task title is 'Approval for Contract Request'. The 'View Task Details' link is highlighted with a red box. The interface includes a navigation bar, a left sidebar with 'Related Knowledge' and 'Expand Projects', and a main content area with 'Overview', 'Documents', 'Tasks', 'Team', 'Message Board', and 'History' tabs. The 'Overview' tab is active, showing contract details like ID (CRW2220726), Status (Draft), Version (Original), Owner (salvador.henriquez@sap.com), Test Project (Yes), Base Language (English), Access Control (Private To Team Members), and Description (I would like to contract ...). A 'Quick Links' section is visible on the right, and an 'Announcements' section at the bottom shows a message 'Welcome to the project!' dated 4/23/2020.

1. Administrators of the system (or template managers such as partners) can configure dynamic approval flows based on the request submitted, contract attributes, processes, etc. This template includes an approval task so that the **Contract Manager** group is notified of a new request. We're going to start that approval process Click on the icon of the **Approval** for Contract Request on task, and then on the **"View Task Details"** link.

Step 09 Complete Tasks

TSK2383185262 Approval for Contract Request Round 1: Not Started ⓘ

1. Demo User SH - Agreement
Request - Apr 23 ▾
2. Specify Due Date
 Days after parent phase starts: None ⓘ
 Fixed Date: 04/23/2020
3. Provide an initial message and click Submit

please review it and ...

Additional Attachments...
4.

Properties Task History **Approval Flow**

```
graph LR; Submitted[Submitted] --> Pending[Pending]; Pending --> Approved[Approved];
```

1. Provide a **Due Date**
2. Include a message for the approval.
3. Click on the **Approval Flow** tab. Note a [Contract Manager](#) is indicated; however the system allows requesters to pull in additional approvers if needed. If you click on the arrow before or after the [Contract Manager](#), you can add more approver if necessary.
4. Finally click **Submit** to start the approval flow and notify the approvers.

Approval Task

This task has been submitted for document approval. If you are the task approver, you may either Approve or I

Demo User SH - Agreement Request - Apr 23 / [Approval for Contract Request](#)

TSK2385427622 Approval for Contract Request

Demo User SH - Agreement Request - Apr 23 ∨

Properties

Task History

Approval Flow



5. If you **View Task Details** link again you will see the workflow approval and also who is going to approve it.

Step 10 Complete Tasks

The screenshot displays the SAP Ariba interface. At the top, the SAP Ariba logo is visible. Below it is a login form with the title 'Login'. The form contains a text input field with 'Supervisor User' and a password field with masked characters. A blue 'Login' button is positioned below the password field. A red rectangular box highlights the entire login form area. To the right of the login form is a computer monitor displaying a dashboard with various charts and data tables. Below the login form, the main navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'PROCUREMENT', and 'MORE...'. The 'CONTRACTS' tab is selected. Below the navigation bar is a search bar with the text 'Contract Workspace (Procurement)' and a search icon. The main content area is divided into a left sidebar with 'Common Actions' and a central 'To Do' list. The 'To Do' list has columns for 'Date', 'Status', and 'Title'. The following table represents the data in the 'To Do' list:

Date	Status	Title
4/27/2020	In Approval	Approval for Contract Documents (Договор закупки компьютерной техники)
4/23/2020	In Approval	Approval for Contract Request (Demo User SH - Agreement Request - Apr 23)
4/5/2020	In Approval	Final Approval of Contract Workspace (Mobile Contract1)
4/2/2020	In Approval	Final Approval of Contract Workspace (Mobile Contract)
4/1/2020	In Approval	Final Approval of Contract Workspace (Test Contract 0071)
4/1/2020	In Approval	Final Approval of Contract Workspace (Test008)
3/23/2020	Not Started	Approval for Contract Request (Contract request for Supplies)

To approve the request, you can approve it using your own user, but you could also log in as an approver part of the Contract Manager group; in this case, user "Supervisor User" – see login details in 'Requirements 02': Click on the title of the **Approval** for Contract Request task, and from the **Action** menu, select **Approve**. (Please note it may take a few moments for the Approve link to appear. Press F5 to refresh the application.)

Approval Task

This task has been submitted for document approval. If you are the task approver, you may either Approve or Deny this task. Clicking Approve accepts one or more documents

Demo User SH - Agreement Request - Apr 23 / [Approval for Contract Request](#)

TSK2385427622 Approval for Contract Request

salvador.henriquez@sap.com

please review it...

Demo User SH - Agreement Request - Apr 23 ▼

One or more documents have been st

- View the documents on the left.

Deny



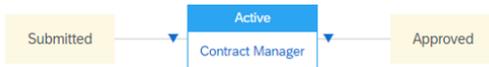
Approve



Properties

Task History

Approval Flow



Approved

OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your [More](#)

Message:

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Font Size (1 (8 pt)), Font Color, Background Color, and Undo. The text area contains "Approved by Supervisor".

Access Control: (no value) [dropdown arrow] ⓘ

Additional Attachments

No items

Delete Add attachment Add from Project

OK Cancel

On the next screen confirm the approval by clicking **OK**.

1. Logout as a Supervisor.

Initiate Contract Workspace from Contract Request

Step 11 Initiate Contract Workspace from Contract Request

Demo User SH - Agreement Request - Apr 23
Contract Request (Procurement)

Overview Documents Tasks Team Message Board

Overview Actions Procurement

Contract ID: CRW2220726 ✓ / ✓
Contract Status: Draft ✓ / ✓
Version: v2
Owner: salvador.henriquez@sap.com ⓘ
Test Project: Yes ⓘ
Base Language: English
Access Control: Private To Team Members ⓘ
Description: ⓘ
I would like to contract ...

Quick
A Qu
proje
docu
Link

Contract Attributes Actions Welco

Proposed Contract Amount:
Contract Amount:
Supplier: (no value) ⓘ
Affected Parties: (no value) ⓘ
Agreement Date:
Process Status: Approved ⓘ

Demo User SH - Agreement Request - Apr 23
Contract Request (Procurement)

Overview Documents Tasks Team Message Board

Demo User SH - Agreement Request - Apr 23

Name	Owner
Contract	Project Owner

Action

Open
View Details

1. Login with your user and open the contract request.
2. From the **“Contract Attributes”** section, we can now see that the Process has been approved
3. In the **Documents** section, we can now see that a **Contract** placeholder is now visible – this is due to the fact that template was conditioned to only show that document when the process is approved. (Wait for a few moments and press F5 to refresh if the Contract document does not appear). Click on the Contract document, and then on the link **“Open”**

SAP Ariba Test Site

Create Contract Workspace (Procurement)

To create a Procurement Contract Workspace, specify the fields below. Templates used for constructing your Procurement Contract Workspace appear in the section at the bottom of the page, [More](#)

Name: * Demo User SH - Contract - Apr 24 Translations ⓘ

Description: I would like to contract ... Translations ⓘ

Related ID:

Copy from Contract: (no value)

Test Project: * Yes No ⓘ

Base Language: English

Hierarchical Type: Stand-alone Agreement

Supplier: Lansoft Technologies ⓘ

Affected Parties: Lansoft Technologies [Add more](#) ⓘ

Proposed Contract Amount: \$500,000 USD

Agreement Date:

Term Type: * Fixed ⓘ

Effective Date: * 04/24/2020 ⓘ

Expiration Date: 04/24/2023 ⓘ

Notice Period(in days): 90 ⓘ

4. An **Overview** screen will appear to create the contract, and you can verify that the header fields have already been auto-populated from the Contract Request. You could then modify the title and complete the selected fields in red box.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

Demo Ariba Best Practice Contracting Template

This is the demo template to use in the demo scripts.

A Contract Workspace is designed to contain a full authoring process with best practice phases, tasks and documents to obtain a final signed contract by both parties.

Does this contract use supplier paper or our Main Agreement template? Our Main Agreement Template

Are you signing the contract digitally? Yes

Demo Contract Workspace (Procurement) Template

Contract Template(No Task)

5. Scroll down and select the template and create the contract from here.

Collaborate on a Contract Workspace

Step 12 Review Contract Workspace

Demo User SH - Contract - Apr 24 ID CW2220755
Tasks: Incomplete Tasks: 6

Contract Workspace (Procurement)

Overview Actions ▾ **Tasks** Actions ▾

Contract ID: CW2220755
Contract Status: Draft
Version: Original
Owner: salvador.henriquez@sap.com ⓘ
Test Project: No ⓘ
Base Language: English
Access Control: (no value) ⓘ
Description: ⓘ
I would like to contract ...

Team:
salvador.henriquez@sap.com;
Supervisor User; CFO Demo
User(Ariba-SAP); CPO Demo User
(Ariba-SAP)

Parent Project:
Demo User SH - Agreement Request
- Apr 23

Documents Actions ▾

Contract Documents ▾
Main Agreement ▾ Draft
Reference Documents ▾

** Indicates required task*

1. After clicking on the **“Create”** button, the system uses the contents of the template to generate the contract documents; once this is done, then the new Contract Workspace is displayed.
2. Note that the contract workspace is shown using the Compact View – you can keep that view or click on the Actions button and display the **“Full View”** to see the different tabs available.
3. You can also notice that the assembled document called **“Main Agreement”** is in **“Draft”** mode, which means that the template has already created a first draft of the document that can be used as a base for the contract.

Step 13 Review Contract Workspace

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement) ID CW2220755
Tasks: Incomplete Tasks: 6

Overview Documents Tasks Team Message Board History

Overview Actions Process All Tasks

Contract ID: CW2220755
Contract Status: Draft
Version: Original
Owner: salvador.henriquez@sap.com
Test Project: No
Base Language: English
Access Control: (no value)
Description: I would like to contract ...

Parent Project:
Demo User SH - Agreement Request
- Apr 23

Contract Attributes

Actions

Edit Overview
View Details
Move
Create
Copy Project
Follow-on Project
Delete
Delete Project
Display
Compact View
Add to Watched Projects

Finalize
Process

All Documents
New Details

1. Note the tabs which organize the different areas of the Contract Workspace.
 - The **Overview** tab provides a summary of the project. Take a moment to review the information on the Overview tab and click on the other tabs.
 - The Documents tab contains the **Main Agreement** as well as additional document i.e. Schedule related to the agreement.
 - The Tasks follow contract creation process within an organization and provide steps. The **Team** tab grants individuals access to a Contract Workspace. Access can be limited based on permissions, roles and groups.
 - The **History** tab provides a detailed activity log within the individual workspace.
2. From the **Overview** tab Click **Actions**, then select **Edit Overview**.

Step 13 Review Contract Workspace

Edit Demo User SH - Contract - Apr 24 OK

Make necessary changes to the general attributes for this project by editing the necessary fields on the Overview tab. On the Template Questions tab you can make changes to the a

Overview Template Questions

Questions from the template: Demo Ariba Best Practice Contracting Template

Does this contract use supplier paper or our Main Agreement template? Our Main Agreement Template

Are you signing the contract digitally? Yes

1. Click on the **Template Questions** tab. Note that you can change these answers to alter the workspace. **Don't change the answer.** Return to the **Overview** tab.

Overview Template Questions

Name: * Demo User SH - Contract - Apr 24 [Translations](#) ⓘ

Version: Original

Description:  ⓘ
I would like to contract ...

[Translations](#)

Owner: salvador.henriquez@sap.com ⓘ

Base Language: English

Commodity: (no value) ▾

Regions: (no value) ▾

Departments: (no value) ▾

Predecessor Project: (no value) ▾

Access Control: (no value) ▾ [View Details](#) ⓘ

2. Note that the Contract Workspace is assigned an **Owner**.
3. Click the **Access Control** drop-down menu arrow, then click Search for more...
 - Note the different security options. This is just one of the ways that access to contracts can be controlled. Click **Done**.
4. Click **Cancel** on the Edit screen

Note: the **History** tab. The History tab tracks changes or activities, such as attribute changes or actions on documents, providing visibility who did what and when within a project. This feature searches the database log to monitor user login activities and actions and is particularly useful for tracking edits and approvals of changes

Step 14 Select Team Members

The screenshot displays the SAP Ariba interface for a contract workspace. The top navigation bar includes tabs for Overview, Documents, **Tasks**, Team, Message Board, and History. Below the navigation bar, there are filters for 'Show: (Any Status)', 'Required/Optional', and '(Any Owner)'. The main content area shows a task list for 'Demo User SH - Contract - Apr 24'. The first task, 'Initiation - Authoring', is expanded to show a sub-task 'Update Team Members *'. The 'Team' tab is selected, showing a list of team members for the 'Contract Manager' group. The email 'salvador.henriquez@sap.com' is highlighted in the 'Members' column. The 'Actions' menu is open, showing 'Team Members' and 'Edit' options. The 'OK' button is highlighted in blue.

Group	Members
Business Unit	(no value)
Category Manager	Supervisor User
Contract Manager	(no value)
Legal	CFO Demo User(Ariba-SAP)
Project Owner	salvador.henriquez@sap.com
VP - Director of Purchasing	CPO Demo User (Ariba-SAP)

Team

Define the Team for this Contract Workspace (Procurement). To add a new **Group** to this Contract Workspace (Procurement), click **Add Group**.

Team Members

Group	Members
Business Unit	salvador.henriquez@sap.com
Category Manager	Supervisor User
Contract Manager	(no value)
Legal	CFO Demo User(Ariba-SAP)
Project Owner	salvador.henriquez@sap.com
VP - Director of Purchasing	CPO Demo User (Ariba-SAP)

1. By clicking on the **Tasks** tab, you can have a look at the process set-up in this template, and you can see that the first task is to update the team members of this contract
2. Go the **Team** tab, review the project groups defined at the template level, and click on the blue "Actions" button, and then select **Edit**.
3. To the project group "**Contract Manager**", you can add your own user to those groups. For the **category manager and Business Unit**, click on the drop-down, and then click on **Search more...**, search for "**Supervisor User**" and select the user called "**Supervisor User (Ariba-SAP)**" to add it to the project Group. Click the blue "**OK**" button once finished.

Step 15 Select Team Members

Overview Documents **Tasks** Team Mes

Show: (Any Status) Required/Optional (Any)

Demo User SH - Contract - Apr 24

Name Document

Initiation - Authoring

Update Team Members *

Negotiation and Review

Internal Review for Main Agreement .docx * Main Agreement

Supplier Negotiation .docx * Main Agreement

Approve and Finalize

Amendment process

Project Owner

salvador.henriquez@

Project Owner

Project Owner

Project Owner

Project Owner

Project Owner

Project Owner

Action

Download Draft

View Details

Edit Attributes

Move

Publish

Add to Quick Links

Lock

Replace Document

Create New Task

To Do

Review

Approval

Negotiation

Notification

1. Click on the **Tasks** tab then on the **“Update Team Members”** task and select **Mark Complete** from the pop-up.
2. The task is now **complete**, and a blue check mark is displayed.
3. Now, extend the following Phase called **“Negotiation and Review”**; the first task is **“Internal Review for Main Agreement”**, and a document called **“Main Agreement”** is associated to it. Click on the **“Main Agreement”** link, and from the menu, choose **View Details**.

SH, aqui

Step 16 Draft and Review internally Agreement

Main Agreement Done

Listed below are the details of this Document, including **Tasks** associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking [More](#)

SH12 / Contract Documents / [Main Agreement](#)

Overview **Outline View** Version History

Clause Type: All

Actions

Clause	Type	Comments	Action
Services Provider will provide the services to The Company specified in mutually executed Statements of Work. Without The Company's prior written consent, Provider shall not perform Services for The Company using any individual who has been previously employed by The Company as a full or part-time employee in the twenty-four months immediately preceding the date Provider begins to perform the Services. The parties agree that Provider is an independent contractor and, as such, Provider is not a partner, a	Template		Actions
Term Either party cannot terminate this Agreement, without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverables actually accepted as set forth in the Statement of Work that meet the specifications set forth therein.	Template		Actions
Confidential Information Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information and material to which Provider has access in connection with Services provided hereunder including, but not limited to, (a) all Developments, (b) all software, documentation, financial, marketing and customer data and other business information, and (c) any other material or information that is either The Company shall have the right to examine the Developments at any time. At The Company's written request, Provider shall provide sufficient access to its books and records for The Company to verify that Provider is complying with the terms of this Agreement, including any terms set forth in the Statement of Work attached hereto. Either party may terminate this Agreement with	Template		Actions Edit Substitute Promote to Section View Versions Delete

Substitute Clause OK Cancel

Choose a substitute clause by selecting the button to the left of it and clicking **OK**. The clause you choose replaces the previous clause. You can also enter a **Clause Comment**. Clause comments are shown for individual clauses, and are used to explain [More](#)

Clause Comment:

- Clause Library
Description: Clause Library
- Doqsys_orsolya.nagy.ext
- Others
- NAS CL Folder
Description: Amar CL Folder
- it with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws. XXXYYYZZZ Alternate Clause
- it with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws. Preferred Clause
- Contract Clause_Test

OK Cancel

1. The document is parsed into clauses, allowing you to perform several actions such as highlighting non-standard clauses, editing, substituting, viewing clause versions, etc.
2. Scroll down within the **"Terms"** clause. Click on the **"Actions button"** and then **"Substitute"** option to access the clause library.
3. Once in the library, use the radio buttons to choose either an alternate clause you wish to use and then click **OK**. Optionally, a comment may be entered as well.

Step 17 Draft the Main Agreement

Document

Main Agreement

Drag and drop file to replace

Status: Draft

Version: v1 (editing)

ID: Doc2387568211

Current Task

Internal Review for ...

Status: Not Started

Main Agreement

Listed below are the details of this Document, including **Tasks** associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking **Actio**

[Contract mo](#) / [Contract Documents](#) / [Main Agreement](#)

Overview Outline View Version History

Clause Type:

Clause

Services Agreement

it with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws.

Term

it with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws. XXXYYYZZZ

Confidential Information

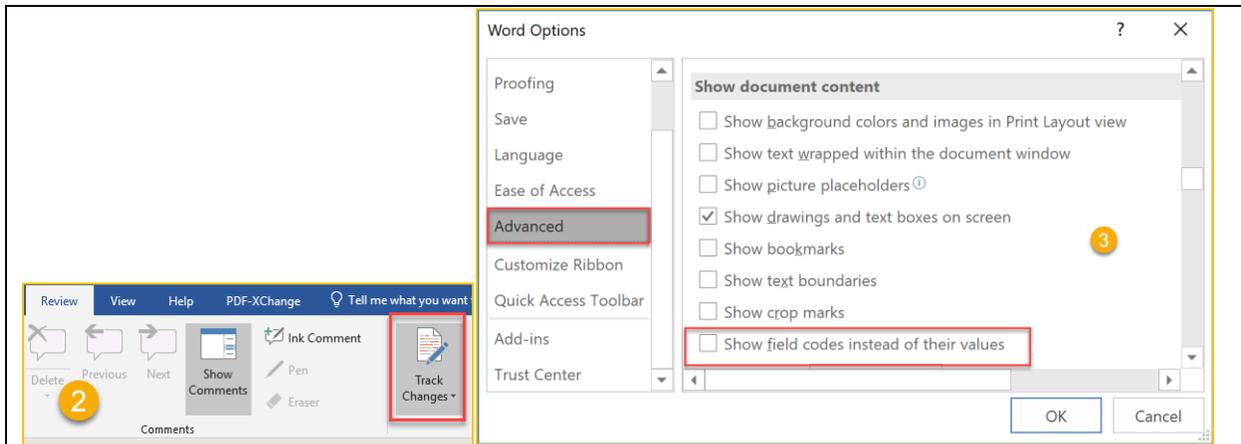
Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information and material to which Provider has access in connection with Services provided hereunder including, but not limited to, (a) all Developments, (b) all software, documentation, financial, marketing and customer data and other business information, and (c) any other material or information that is either

The Company's standard form of Consultant Non-Disclosure Agreement prior to performing services hereunder.

Microsoft Word X

This document contains fields that may refer to other files. Do you want to update the fields in this document?

1 Yes No



1. SERVICES

4 1.1. Provider ~~shall~~will provide the services to The Company specified in mutually executed Statements of Work. Without The Company's prior written consent, Provider shall not perform Services for The Company using any individual who has been previously employed by The

1. Click the **Main Agreement** link to the right of the task title and select **Download Draft** to open the document in Microsoft Word. If you are prompted to update fields in the document, click **Yes**.
2. In order to keep track of any changes made to the document, make sure that '**Track Changes**' functionality is turned on in Microsoft Word. When it's on, the changes are **red-lined**. (Track Changes can be turned on from the Review tab in Microsoft Word.)
3. Make sure that you turn off **field codes** so you can see the supplier's name and address in the contract document.
 - a. Click **File > Options > Advanced**
 - b. Scroll to Show Document Content
 - c. Show Field codes instead of their Values should be **UN-CHECKED**
 - d. Field Shading should be set to Always. Click **OK** to return.

Note: Into the Word document from the Contract Workspace.

4. Modify the agreement: In the **Services** section, change the text of the first sentence by replacing "**shall**" with "**will**." Note how the document is redlined to reflect the changes.
5. Once you are done editing, save the document on your computer in a location where you can locate it easily. **Close** the document.

Step 18 Draft the Main Agreement

The screenshot displays the SAP Ariba interface for drafting a main agreement. It is divided into several sections:

- Document Section:** Shows a document titled "Main Agreement" with a status of "Draft", version "v1 (editing)", and ID "Doc1719854107". A "Current Task" of "Internal Review for ..." is also shown.
- Main Agreement Section:** Features a "What do you want to do" prompt with options: "Review uploaded document", "Update with uploaded document", and "Discard uploaded document".
- Review Changes Section:** Includes buttons for "Process All Changes" and "Reject All Changes", and a "Changes 1 (5)" indicator.
- Services Section:** Contains a paragraph of text regarding the provider's services and compensation.
- Miscellaneous > Governing Law Section:** Shows a clause about governing law with an "ALT" icon and an "Actions" button.

1. Return to the Contract Workspace in SAP Ariba.
 - a. Click on the Main Agreement and click **View Details**
 - b. **Drag and drop** the document from the folder to the box in the system
 - c. At the top of the page a message reads "**A new document has been uploaded: What do you want to do?**", Click on **What do you want to do?** And choose **Review uploaded document**.
 - d. On the next page you can review the changes in CW.

On the subsequent screen, click on **Process All Changes**, save this as a new version and enter a comment describing your change and click **Save**.
2. Click on the **Main Agreement** link and select **View Details**. Select **Nonstandard** for the Clause Type (drop down towards the top of the screen). You should see the clause that you manually edited.
3. Scroll down the list of clauses until you get to the section labeled **Governing Law**. Click the **ALT** icon. The system will take you to the Clause Library and display any clauses that serve as an alternate to the current clause. Select the alternate clause and click **OK**. Back in the **Outline View**, notice the clause type changed from **Template** to **Library**. Minimize your browser.

Step 19 Draft the Main Agreement

Main Agreement Done

Listed below are the details of this Document, including **Tasks** associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking **Actions**. You can also initiate reviews, approvals or to do tasks by [More](#)

Contract mo / Contract Documents / Main Agreement

Overview **Outline View** Version History

Clause Type: All

Actions

Clause	Type	Comments	Action
Services Agreement			
It with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws.	Template		Actions
Term			
It with its principal place of business located at . . . (hereinafter referred to as "Provider"), and The CompanyCumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws. XXXYYZZZ	Ad Hoc (Library)		Actions
Confidential Information			
Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information and material to which Provider has access in connection with Services provided hereunder including, but not limited to, (a) all Developments, (b) all software, documentation, financial, marketing and customer data and other business information, and (c) any other material or information that is either	Template		Actions
The Company's standard form of Consultant Non-Disclosure Agreement prior to performing services hereunder.	Template		Actions
Arbitration			
Add New Section			
Add Clause(s)			
Section			
Delete			
Edit			

Add Clause OK Cancel

To add a clause to your contract document, either choose a pre-existing clause from the **Clause Library**, or upload a **Custom Clause**. Custom clauses must be uploaded as Microsoft Word Documents, and will be labeled as **Ad Hoc**. You can select [More](#)

Clause Library **Custom Clause**

Upload clause: Or drop file here

OK Cancel

1. **AdHocClause.docx**. Close Microsoft Word.
2. Return to the **Outline View** of the **Main Agreement** in your browser and add your new clause:
 - a. Click on the **Arbitration** section and select **Add Clause(s)**
 - b. Click on the **Custom Clause** tab and drop the **AdHocClause** document you just created into the dashed boxed
 - c. Click **OK**
3. Back in the **Outline View**, scroll to the **Arbitration** section and verify that your new clause has been added.
4. Click **Done** to return to the contract workspace.

Step 20 Review the Main Agreement

The screenshot displays a 'Contract Workspace (Procurement)' interface. At the top, there are tabs for 'Overview', 'Documents', 'Tasks', 'Team', 'Message Board', and 'History'. The 'Tasks' tab is selected. Below the tabs, there are filters for 'Show: (Any Status)', 'Required/Optional', and '(Any Owner)'. A table lists tasks with columns for Name, Document, Owner, Status, and Due Date. The task 'Internal Review for Main Agreement .docx' is highlighted, and a context menu is open with 'View Task Details' selected. Below the table, the task details are shown, including a due date field set to '04/27/2020' and a 'Submit' button. A 'Review Flow' diagram shows the process from 'Submitted' to 'Pending Business Unit' to 'Reviewed'.

Contract Workspace (Procurement) Tasks: Incomplete Tasks: 5

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Contract mo Actions ▾

Name	Document	Owner	Status	Due Date
▶ ✓ Initiation - Authoring ▾		Project Owner	Complete	
▾ ⇨ Negotiation and Review ▾		Project Owner	Not Started	
⌚ Internal Review for Main Agreement .docx ▾	Main Agreement ▾	Project Owner	Not Started	
⌚	Main Agreement ▾	Project Owner	Not Started	
▶ ⇨ App		Project Owner	Not Started	
⇨ Ame		Project Owner	Not Started	

Action
View Task Details
Edit Task
Open Main Agreement

* Indicates required task

Demo User SH - Contract - Apr 24 / Negotiation and Review / [Internal Review for Main Agreement .docx](#)

TSK2385727055 Internal Review for Main Agreement .docx

1. Main Agreement ▾
2. Specify Due Date ⓘ
3. Provide an initial message and click Submit

Additional Attachments...

4.

Properties Task History **Review Flow**

Submitted → Pending Business Unit → Reviewed

1. Go back to the Tasks tab and notice that the next task to be completed is **“Internal Review for Main Agreement”**. So, we need to send the current document for review to the team members.
2. Click on the task name, and then on **“View Task Details”**
3. Specify the due date for the **Review** and click on the **Review Flow** to see who’ll be involved with the review. Click the **“Submit”** blue button.

Step 21 Draft and Review internally Agreement

The screenshot shows the SAP Cumulonimbus interface. At the top, there is a navigation bar with 'Recent', 'Manage', and 'Create' dropdowns. Below this is a 'My Documents' section with a search bar and a list of documents. A dropdown menu is open, showing various options, with 'My Tasks' highlighted in a red box. Below the documents is a 'My Tasks' section with a filter bar and a list of tasks. The first task, 'Project: Demo User SH - Contract - Apr 24 (5)', is highlighted in a red box. Below this is a detailed view of the selected task, 'Demo User SH - Contract - Apr 24', with a 'Tasks' tab selected. A filter bar is present above the task list. The task list shows a table with columns for Name, Document, Owner, Status, and Due Date. The task 'Internal Review for Main Agreement .docx' is highlighted, and its action menu is open, with 'View Task Details' highlighted in a red box.

My Documents

Title	Due Date	Status
Contract mo		
request 2		
demo user		
Demo User SH - Contract - Apr 24	4/24/2020	Draft
Demo User SH - Agreement Request - Apr 23	4/23/2020	Draft
Contract SH2	4/22/2020	Draft
cus	4/22/2020	Draft

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the **Show** controls to filter which tasks are shown. Click **Table Options** to [More](#)

Show: (Any Projects) | Incomplete (All)/Complete (Last 7 Days) | (Any Date) | Actions | [Grid] | [Dropdown]

Required | Owner/Approver/Reviewer/Watcher/Recipient

Name	Status	Due Date	Completion Date	Alert
Project: Demo User SH - Contract - Apr 24 (5)				
Project: Demo_sourcing_request (1)				
Project: DUSIT-SCR-REQ-001 (1)				
Project: HZ_Test_SRC2 (2)				
Project: HZ_test_SRC3 (2)				
Project: HZ_test_Src4 (2)				
Project: LAC-SH1 (1)				
Project: PR - Ad hoc - paper products (2)				
Project: PR - Marketing (2)				
Project: PR_20200422_GB (2)				
Project: PR Marketing (2)				

Demo User SH - Contract - Apr 24 ID CW2220755
Tasks: Incomplete Tasks: 5

Contract Workspace (Procurement)

Overview | Documents | **Tasks** | Team | Message Board | History

Show: (Any Status) | Required/Optional | (Any Owner) | Actions | [Grid]

Demo User SH - Contract - Apr 24

Name	Document	Owner	Status	Due Date
Initiation - Authoring		Project Owner	Complete	
Negotiation and Review		Project Owner	In Progress	04/27/2020
Internal Review for Main Agreement .docx	Main Agreement	salvador.henriquez@sap.com	In Review	04/27/2020
Action	Main Agreement	Project Owner	Not Started	
Apr		Project Owner	Not Started	
Am		Project Owner	Not Started	

Action menu for 'Internal Review for Main Agreement .docx':

- View Task Details
- Edit Task
- Open Main Agreement

1. As your user is responsible for Legal and Business Unit, you can click on **“Complete Review”** from the task name since it was already drafted. On the confirmation screen, just click **“OK”**
2. Now log out and log in as the Supervisor User; see ‘Requirements 02’ for credentials. Go to the **“Contracts Dashboard”** and from the **“My tasks”** list, click on the **“Review for Main Agreement”** task. Or go to **Manage>My tasks** and find your review request.
3. Another way is to find the request with Contract Workspace Id.

Step 22 Draft and Review internally Agreement

Review Task
Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this [More](#)

Demo User SH - Contract - Apr 24 / [Negotiation and Review](#) / [Internal Review for Main Agreement .docx](#)

TSK2387568250 Internal Review for Main Agreement .docx
Round 1: Awaiting Response(s) ⓘ

📄
Main Agreement ▾

One or more reviewers might not have responded to this task. You may upload the documents updated by the reviewers or complete the task without modifying the documents:

New Round ⓘ

Mark Complete
ⓘ

Properties
Task History
Review Flow

⊞ Threaded

Owner
Date

salvador.henriquez@sap.com ▾
04/27/2020 12:41 PM

Reviewed

OK
Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a [More](#)

Message:

Reviewed

Access Control: ▾
View Details ⓘ

Document

🔍
Search more

Attach Revised Document

Seleccionar archivo | Ningún archivo seleccionado

Or drop file here

Additional Attachments

No items

Delete
Add attachment
Add from Project

OK
Cancel

1. The Supervisor User can now **Download** Draft of the **Main Agreement** document and review it. You can do any change you'd like to the document, and once done, you can upload that changed version;
2. Back in the SAP Ariba site (you should still see the open Review task):
 - a. Click the **Complete Review** button
 - b. Input a message of your choice back to the contract owner
 - c. **Drag and drop** the **Main Agreement** that you just edited into SAP Ariba (optional)
 - d. Click OK
 - e. Log out of SAP Ariba as Supervisor User.

Step 23 Draft and Review internally Agreement

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can [More](#)

LanSoft Technologies ML - 3.28.2019 / Negotiation and Review / [Internal Review for Main Agreement](#)

TSK1719854155 Internal Review for Main Agreement Round 1: Awaiting Owner Action

[Main Agreement](#)

The reviewer has already responded. You have the following options:

- Review comments on the Task History

[New Round](#) [Mark Complete](#)

Properties Task History Review Flow

Owner Date

Owner	Date
▼ Mariam Lolua (Ariba-SAP) - Review	03/28/2019 03:03 PM
Mariam Lolua (Ariba-SAP) - Review	03/28/2019 03:06 PM
Commodity Manager Demo User (Ariba-SAP) - Review	03/28/2019 03:18 PM
Reviewed	

[Main Agreement Review ML.docx \(Review Change\)](#)

SAP Ariba Test Site Help Mariam Lolua (Ariba-SAP)

Review Changes [Process All Changes](#) [Reject All Changes](#)

Review changes done to the document.

Changes 1 (1) [Previous](#) [Next](#)

Term

Either party cannot terminate this Agreement, without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverables actually accepted as set forth in the Statement of Work that meet the specifications set forth therein. **Commodity manager made changes**

Confidential Information

Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information and material to which Provider has access in connection with Services provided hereunder including, but not limited to, (a) all Developments, (b) all software, documentation, financial, marketing and customer data and other business information, and (c) any other material or information that is either marked as confidential or is disclosed under circumstances that one would reasonably expect it to be confidential. Provider agrees to use the Confidential Information received under this Agreement solely for the purposes of providing Services under this Agreement. Provider will not duplicate any Confidential Information unless and to the extent that such duplication is necessary to provide Services under this Agreement. Provider will not disclose or make Confidential Information available to any third party, except as specifically authorized by The Company in writing. All Confidential Information furnished to Provider shall remain solely the property of The Company. Provider further agrees that all Confidential Information and any other information received from The Company, including all copies in any form, shall be returned to The Company upon completion or termination of the applicable Statement of Work or this Agreement.

1. Now that every team member has completed the review, the task owner can finally take in consideration all the comments and can finally complete the task. Login again as your own user, navigate to the contract workspace and then to the **Tasks** tab. From there, click on the name of the task "**Internal Review for Main Agreement**", and then **View details**.
2. You can notice the status of the task which is now "**Awaiting Owner Actions**". 2 buttons are available:
 - **New Round**: Either another round of reviews if you decide to create a new version of the Main Agreement and go through revision again
 - **Mark complete**: if you have received enough information from the team members and your document is ready to be sent to the supplier for negotiation
3. You can see in the **Task History** tab of the task all the documents and proposals from the team members that have reviewed the main agreement and sent counter-proposals. Click on the link "**Review changes**" to see what kind of changes are proposing your team members.
4. After the document opens in SAP Ariba, review the changes using the **Next** and **Previous** buttons to navigate the changes. Click **Process All Changes**.
5. On the subsequent screen, save as a new version and enter the comment "**Reviewer's Redlines**". Click **Save**.
6. Mark the **Internal Review** task **complete**.

Step 24 Negotiate Agreement

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement)

ID CW2220755
Tasks: Incomplete Tasks: 5

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Demo User SH - Contract - Apr 24

Name	Document	Owner	Status	Due Date
▶ ✓ Initiation - Authoring		Project Owner	Complete	
▼ ▶ Negotiation and Review		Project Owner	In Progress	04/27/2020
▶ ✓ Internal Review for Main Agreement .docx *	Main Agreement	salvador.henriquez@sap.com	Reviewed	04/27/2020
🔄 Supplier Negotiation .docx *	Main Agreement	Project Owner	Not Started	
▶ ⇨ App Action		Project Owner	Not Started	
⇨ Ame		Project Owner	Not Started	

* Indicates required task

View Task Details

Edit Task

Open Main Agreement

Mark Complete

Negotiation Task

This task requires the negotiation of document(s). Prior to submitting this task, documents must be ready for negotiation. You can enter

Demo User SH - Contract - Apr 24 / Negotiation and Review / [Supplier Negotiation .docx](#)

TSK2385727057 Supplier Negotiation .docx

1. [Main Agreement](#) ▾

2. Select Reviewers

Lansoft technologies ▾

[Add more](#)

[New External Reviewer](#)

Approval Rule Flow Type:

Parallel

Serial

Custom

3. Specify Due Date

Days after parent phase starts: None ⓘ

Fixed Date: 04/27/2020 

4. Provide an initial message and click Submit



Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Color, Background Color, Undo, Redo.

Text area content: Please supplier review this contract

[Additional Attachments...](#)

5.

[Submit](#)

1. Click on the **“Supplier Negotiations”** task, and select the option **“View Task Details”**
2. In order to launch the negotiation, it is necessary to indicate a reviewer to the task. You can select from the supplier users already in the system or invite a new external reviewer by clicking the associated link. (optional)
3. If the contract is for **“LanSoft.”**, then click on the dropdown, and then **“Search more...”**, search for **“LanSoft”**, and select the user with ID [users@lansoft.com](#). For Supplier Negotiation task, select the supplier user ‘Lansoft Technologies’ with ‘standardacntgmail.com’. Use the below one:
4. After selecting the supplier user we have to negotiate the contract with, you can select a review date, and also you need to indicate an initial message as it is mandatory.
5. Click on the blue button **“Submit”**. Once you’re back to the project tasks tab, you can log out; or open a new browser as you’re going to review the document as the supplier in the next step.

Step 25 Negotiate Agreement

SAP Ariba Contract Management

SAP Ariba

Supplier Login

users@lansoft.com

Login

Forgot Username or Password

1. Go to the following URL: <http://supplier.ariba.com>. Enter the system using the supplier credentials (if you're using "LanSoft", then use users@lansoft.com - see all credentials on 'Requirements 02' section) and then "login".
2. From the supplier view, click on the tiles icon, and select "Contracts"; then make sure, you're viewing content for customer "CUMULONIMBUS – TEST" and wait for the main content of the page to be loaded.

Step 26 Negotiate Agreement

SAP Ariba Contract Management - Standard Account Upgrade TEST MODE

CUMULONIMBUS - TEST

There are no matched postings.

Welcome to Spend Management

Tasks

Name	Status	Due Date	Completion Date	Alert
▼ Project: Demo User SH - Contract - Apr 24 (1)				
Supplier Negotiation .docx	In Progress	4/27/2020		
▼ Project: Testing Negotiation (1)				
Supplier Negotiation .docx	In Progress	4/28/2020		
▼ Project: Untitled Contract Workspace (Procurement) (1)				
Supplier Negotiation .docx	In Progress			
▼ Project: Тест_контракты_1603 (1)				
Negotiation for Main Agreement Example (24).docx	In Progress	3/17/2020		

Negotiation Task Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task instructions [More](#)

Demo User SH - Contract - Apr 24 / [Supplier Negotiation .docx](#)

TSK2385727057 Supplier Negotiation .docx Round 1: Awaiting Response(s) ⓘ

salvador.henriquez@sap.com
Please supplier review this contract

[Main Agreement](#) ▼

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

[Create Counter Proposal](#) ⓘ

[Accept Proposal](#) ⓘ

Properties **Task History**

Ariba Contract Management Company Settings ▾ | Lansoft technologies | Help Center

[Go back to Cumulonimbus - TEST Dashboard](#) [Desktop File Sync](#)

Counter Proposal [OK](#) [Cancel](#)

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add [More](#)

Message:

B I U [font-size] | Verdana

Please review my feedback in the main agreement.

Access Control: (no value) ⓘ

Document

[Main Agreement](#)

Attach Revised Document

[Examinar...](#)

Or drop file here

Document: [Main Agreement.docx](#) [Delete Attachment](#)

1. In the list of tasks presented in the summary table, locate your project, and click on the task call **“Supplier Negotiation”**
2. Supplier can download the document to review it; open it and see how the document is clean from internal comments. Then the system gives two options to the supplier:
 - **Create counter proposal**: in this case, the supplier is invited to load a new version of the main agreement and send it to the buyer. Click **“OK”** on the confirmation screen. (select this one)
 - **Accept Proposal**: accept formally the proposal from the customer. For this demo, just click on the **“Accept Proposal”** button to move to the signature part of the process.

Step 27 Negotiate Agreement

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement)

ID CW2220755

Tasks: Incomplete Tasks: 4

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Demo User SH - Contract - Apr 24

Actions

Name	Document	Owner	Status	Due Date
▶ ✓ Initiation - Authoring ▼		Project Owner	Complete	
▼ ⌚ Negotiation and Review ▼		Project Owner	In Progress	04/27/2020
▶ ✓ Internal Review for Main Agreement .docx * ▼	Main Agreement ▼	salvador.henriquez@sap.com	Reviewed	04/27/2020
▶ Supplier Negotiation .docx * ▼	Main Agreement ▼	salvador.henriquez@sap.com	In Progress	04/27/2020
▶ ⇨ App Action		Project Owner	Not Started	
▶ ⇨ Am View Task Details		Project Owner	Not Started	
	Edit Task			
	Open Main Agreement			

* Indicates required task

Negotiation Task

Exit

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

Demo User SH - Contract - Apr 24 / Negotiation and Review / [Supplier Negotiation .docx](#)

TSK2385727057 Supplier Negotiation .docx

Round 1: Awaiting Owner Action ⓘ

Main Agreement ▼

Lansoft technologies Counter Proposal
Please review my feedback in the main agreement.

The reviewer has already responded. You have the following options:

- Review comments on the **Task History**
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the **Review Change** link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

Main Agreement.docx (Review Change)

New Round ⓘ

Mark Complete ⓘ

Review Changes

Process All Changes

Reject All Changes

Review changes done to the document.

Changes 1 (6)

Previous

Next

Services Agreement

Lansoft Technologies with its principal place of business located at , , (hereinafter referred to as "Provider"), and The Company Cumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws.

Term

Either party may terminate this Agreement, with or without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverables actually accepted as set forth in the Statement of Work that meet the specifications set forth therein, by the supplier...

Lansoft Technologies with its principal place of business located at , , (hereinafter referred to as "Provider"), and The Company Cumulonimbus - TEST hereby enter into the following agreement (hereinafter referred to as "Agreement"), intending to be bound thereby under all appropriate laws. XXXYYYZZZ

Confidential Information

Review Changes [Save](#) [Cancel](#)

Please review your changes. You may enter comments on each changed **clause**. If you check in these changes as a new Document version you may also enter an overview comment for the entire set. [More](#)

Save these changes as a new version? Yes, save as v3 No, save and continue editing v2

Version Comment:

Negotiation Task [Exit](#)

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. [More](#)

[Demo User SH - Contract - Apr 24](#) / [Negotiation and Review](#) / [Supplier Negotiation .docx](#)

TSK2385727057 Supplier Negotiation .docx Round 1: Awaiting Owner Action ⓘ

[Main Agreement](#) ▾

Lansoft technologies *Counter Proposal*
Please review my feedback in the main agreement.

The reviewer has already responded. You have the following options:

- Review comments on the **Task History**
- Review and merge document changes sent back from the reviewer. Clicking the document icon lets you see the document attached by the reviewer and clicking the **Review Change** link allows you to merge those changes into the server version of the document. If this link is not visible for a document, then you must merge the changes manually.

[Main Agreement.docx](#) (Review Change)

[New Round](#) ⓘ

[Mark Complete](#) ⓘ

[OK](#) [Cancel](#)

Completed

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, [More](#)

Message:

Access Control: [View Details](#) ⓘ

1. Go back to the Ariba Contracts platform and log in with your user. From the dashboard, enter the contract workspace. Click on the **Supplier Negotiations** task, and “**View Task Details**”
2. Go to the MainAgreement document and select **Review Change**
3. Here you can see all changes and feedbacks then select **Process All Changes**
4. **Save** as a new version
5. You can see the answer from the supplier – in this case he create a **counter proposal**– so you can now “**Mark Complete**” this negotiation task.
6. Complete to save all changes

Step 28 Approval and Final contract generation

Demo User SH - Contract - Apr 24 ID CW2220755
Tasks: Incomplete Tasks: 3

Contract Workspace (Procurement)

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Demo User SH - Contract - Apr 24 Actions

Name	Document	Owner	Status	Due Date
▶ ✓ Initiation - Authoring		Project Owner	Complete	
▼ ✓ Negotiation and Review		Project Owner	Complete	04/27/2020
✓ Internal Review for Main Agreement .docx *	Main Agreement (v2/3)	salvador.henriquez@sap.com	Reviewed	04/27/2020
✓ Supplier Negotiation .docx *	Main Agreement (v2/3)	salvador.henriquez@sap.com	Complete	04/27/2020
▼ ⇒ Approve and Finalize		Project Owner	Not Started	
🕒 Approval for Contract Documents *	Contract Documents	Project Owner	Not Started	
🕒 Action .docx *	Main Agreement	Legal	Not Started	
🕒 View Task Details		Project Owner	Not Started	
⇒ Amend		Project Owner	Not Started	

* Indicates required task

Demo User SH - Contract - Apr 24 / Approve and Finalize / Approval for Contract Documents

TSK2385727061 Approval for Contract Documents

- ▶ Contract Documents (Read Only)
- Specify Due Date 📅 ⓘ
- Provide an initial message and click Submit

🔍 B I U ☰ ☰ ☰ — size — — font — 🗑️ 📎

Please review the final version
- Additional Attachments...

Properties Task History **Approval Flow**

Submitted ▼ Pending ▼ Approved

Category Manager

- Now, the phase **“Negotiation and Review”** is finished, we enter the Approve and Finalize phase. The first task is the internal approval of this contract.
- Click on the tasks tab, click on the task **“Approval for Contract Documents”** and then **“View Task Details”**.

3. You'll be able to submit the document for approval. You can have a look at the approval flow from the bottom of the screen. Indicate a due date, a comment if necessary, and then click on the **"Submit"** button.
4. Logout with your user.

Step 29 Approval and Final contract generation

The screenshot displays the SAP Ariba Contracts interface. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', and 'PROCUREMENT'. Below the navigation is a search bar with the text 'Contract Workspace (Procurement)' and a search icon. The main content area is divided into three sections: 'Common Actions', 'To Do', and 'My Documents'.

The 'To Do' section contains a table with the following data:

Date ↓	Status	Title
4/27/2020	In Approval	Approval for Contract Documents (Demo User SH - Contract - Apr 24)
4/26/2020	In Approval	Approval for Contract Request (request 2)
4/5/2020	In Approval	Final Approval of Contract Workspace (Mobile Contract1)
4/2/2020	In Approval	Final Approval of Contract Workspace (Mobile Contract)
4/1/2020	In Approval	Final Approval of Contract Workspace (Test Contract 0071)
4/1/2020	In Approval	Final Approval of Contract Workspace (Test008)
		Approval for Contract Reouest (Contract request for

The 'My Documents' section contains a table with the following data:

Title	Date ↓	Status
Untitled Contract Workspace (1)	4/24/2020	Closed
Apex paper contract Workspace (Procurement)	4/22/2020	Published
(CW2220672) Apex paper contract Workspace (Procurement)	4/20/2020	Processed
SPT Contract_SB	4/8/2020	Draft
Test Contract	3/31/2020	Draft
Untitled Contract Request (Procurement)	3/31/2020	Draft

Approval Task Exit

This task has been submitted for document approval. If you are the task approver, you may either Approve or Deny this task. Clicking Approve accepts one or more documents without change. Clicking Deny allows [More](#)

Demo User SH - Contract - Apr 24 / [Approve and Finalize](#) / [Approval for Contract Documents](#)

TSK2385727061 Approval for Contract Documents Round 1: Awaiting Response(s) ⓘ

salvador.henriquez@sap.com
Please review the final version

Contract Documents (Read Only)

[Main Agreement](#) ▾

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.

ⓘ

ⓘ

Properties Task History **Approval Flow**

Submitted → **Active** (Category Manager) → Approved

1. Log in as the approver; user **“Supervisor User”** – for credentials please refer to **“Requirements 02”**. From the Contracts tab, access the My tasks list, and you should see the waiting tasks to be approved. If you don't see your task, click on the link **“View all”** to search through all the tasks. Or you can search it with Contract workspace ID.
2. In an approval task, the approver has 2 options:
 - **Deny**: if the approver doesn't agree with the document, he can deny the task, and send it back to the owner of the contract for review.
 - **Approve**: if the approver is OK with this agreement, he can approve it; the task being approved will change the status of the whole workspace and mark as it **“Approved”**

Click on the **“Approve”** button, and then **“OK”** in the confirmation screen. Once back at the dashboard, log out, and log in again as your user so that the contract can be signed.

Note: At this stage you can use DocuSign.

Step 30 Electronic Signature using DocuSign®

SAP Ariba Test Site

HOME CONTRACTS SUPPLIER MANAGEMENT MORE... ▾

Contract Workspace (Procurement) CW2220755

Common Actions Learn More ✕

Create

Requisition

Sourcing Project

Sourcing Request

Contract Workspace (Procurement)

More ▾

Event Status

My Tasks

Expiring Contracts

Strategic Sourcing Pin...

Search Project Type: Contract Workspace (Procurement) ▾

Welcome to the new Search page. Watch the [Tutorial \(3 min\)](#) to learn more!

Search Filter Options ▾

ⓘ

Creation Date ▾ No Choice ▾

Reset Save Search Search

Search Result 1 contract(s) found

Title ↑	Owner	Contract ID	Supplier	Expiration Date	Status
<input checked="" type="checkbox"/> Demo User SH - Contract - Apr 24 ▾	salvador.henriquez@sap.com	CW2220755	Lansoft Technologies	04/24/2023	Draft

Open
Search within Demo User SH - Contract - Apr 24

Demo User SH - Contract - Apr 24 ID CW2220755
Contract Workspace (Procurement) Tasks: **Incomplete Tasks: 2**

Overview Documents **Tasks** Team Message Board

Show: (Any Status) ▾ Required/Optional ▾ (Any Owner) ▾

Demo User SH - Contract - Apr 24 Actions ▾ ⌵

Name	Document	Owner	Status	Due Date
▶ ✓ Initiation - Authoring ▾		Project Owner	Complete	
▶ ✓ Negotiation and Review ▾		Project Owner	Complete	04/27/2020
<input checked="" type="checkbox"/> Approve and Finalize ▾		Project Owner	In Progress	04/27/2020
✓ Approval for Contract Documents* ▾	Contract Documents ▾	salvador.henriquez@sap.com	Approved	04/27/2020
🕒 Signature for Final Contract.docx* ▾	Main Agreement ▾	Legal	Not Started	
🕒 Action		Project Owner	Not Started	
⇒ View Task Details		Project Owner	Not Started	
🕒 Edit Task				
🕒 Open Main Agreement				

** Indicates required task*

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement) ID CW2220755
Tasks: Incomplete Tasks: 2

Overview Documents **Tasks** Team Message Board

Show: (Any Status) Required/Optional (Any Owner)

Demo User SH - Contract - Apr 24

Select a signature provider

DocuSign ⓘ

Paper Signature ⓘ

Name	Owner	Status	Due Date
Project Owner	Project Owner	Complete	
Project Owner	Project Owner	Complete	04/27/2020
Project Owner	Project Owner	In Progress	04/27/2020
Approval for Contract Document	salvador.henriquez@sap.com	Approved	04/27/2020
Signature for Final Contract.docx	Legal	Not Started	
Finalize and Publish *	Project Owner	Not Started	
Amendment process	Project Owner	Not Started	

* Indicates required task

Signature Task

This task requires the document to be signed. Click on **Submit** to activate the signature process.

[Demo User SH - Contract - Apr 24](#) / [Approve and Finalize](#) / [Signature for Final Contract.docx](#)

TSK2385727060 Signature for Final Contract.docx

1. Main Agreement ▾

2. Select Signers

By entering a Signer name and/or email address here, you acknowledge that you have the authority to allow transfer of this personal data to systems operated by Ariba and also to systems by the electronic signature provider selected by you and enabled for your account, and you consent to such transfer and related storage. These systems may be located in a country where you or the Signer are located. The signer names are submitted to the signature provider in the order shown. You can drag and drop signer names to change the order.

Name	Email	Type
No items		
<input type="button" value="Add Signer ▾"/> <input checked="" type="button" value="New Email Signer"/>		

3. Specify Due Date

Days after parent phase starts: None ⓘ
 Fixed Date:

Create Business Contact

This **Business Contact** is not granted access to Ariba, but will be able to provide input for a review or negotiation task, or to receive email for a notification task. To add a Business Contact, enter a [More](#)

Business Contact Information:

Name: *

Email Address: *

Title: *

Phone Number:

Fax:

Street:

City:

State/Province/Region:

Postal Code:

Country:

3. Specify Due Date

Days after parent phase starts: None ⓘ

Fixed Date: ⓘ

4. Provide an initial message and click Submit

Rich text editor toolbar: B, I, U, list, size, font, undo, redo, link, unlink, image, help

Additional Attachments... ⓘ

5. Choose a destination folder

Signed documents are stored in this location.

<input type="radio"/>	▼ <input checked="" type="checkbox"/> Demo User SH - Contract - Apr 24	salvador.henriquez@sap.com
<input checked="" type="radio"/>	▼ <input type="checkbox"/> Contract Documents	Project Owner
<input type="radio"/>	▶ <input type="checkbox"/> Reference Documents	Project Owner

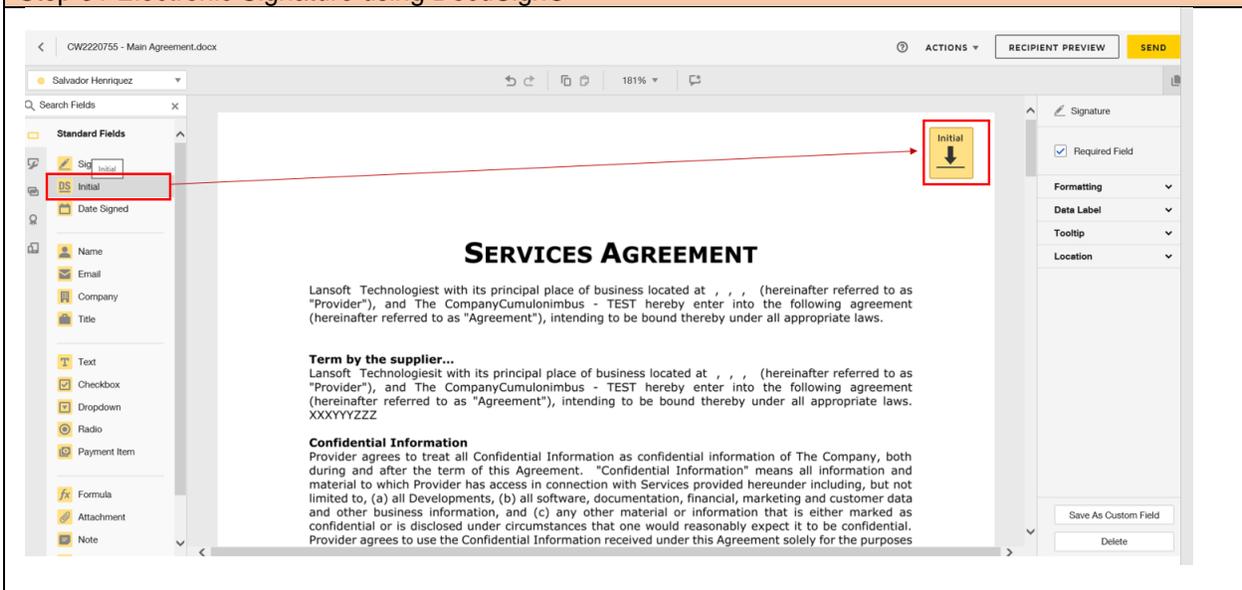
6.

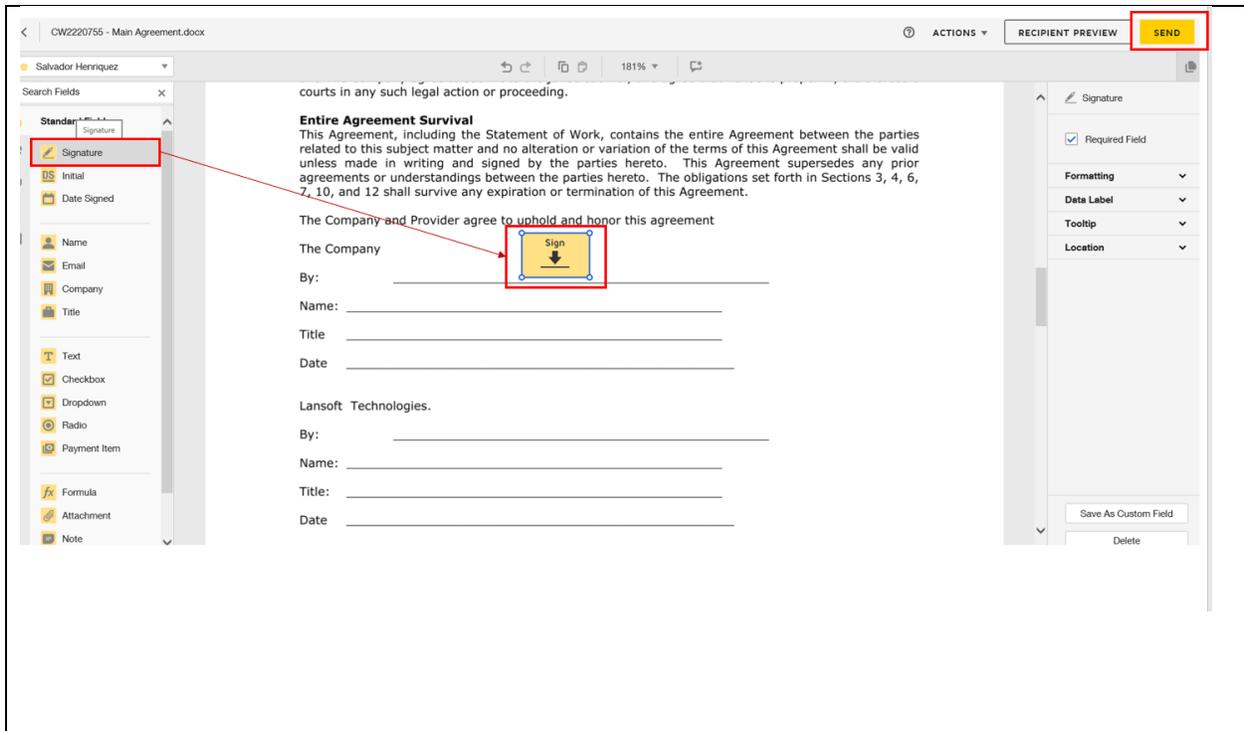
Log out from the application, and log in again using the user “**DemoCFO**”. Go to the “**Contracts**” tab of the dashboard, and search for your Contract.

1. From the search results, open the Contract Workspace. In the Tasks tab, you can see that the approval task is now complete, and the Signature task has, as owner, the group Legal for which DemoCFO is the main user. You need to be the owner -of this task to send the document for signature. Click on the task, called “**Signature for Final Contract**”, and then “**View Task Details**”.
2. A Popup will appear so that you can select which Digital Signature provider to use: Select the “**DocuSign**” option and then OK.
3. In the customer organizations, this task will be set-up so that a few numbers of persons can actually sign the contract – we’ve left it open for demo purposes. Click on “**New Email Signer**” and create a new email signer; use an email address that you can access.

4. The system will ask for data in order to provide **DocuSign** with information regarding the email signer. Mandatory is the **Name** and **Email**. Please fill-in the mandatory fields, and click **“OK”**
5. Note at the bottom of the screen where the signed document will be stored. Indicate a due date, and then click on **“Submit”** to send this document to signature

Step 31 Electronic Signature using DocuSign®





1. The system will direct you to the **DocuSign** web site where you'll be able to visualize the **PDF** version of the contract and where you'll be able to specify what kind of signatures or fields you want to have in the document and that the signer will have to fill.
2. To do a simple demo, drag and drop an "Initial" box on the first page, and a Signature on the last page of the contract.
3. Finally, "**Send**" the document to the signer.

Step 32 Electronic Signature using DocuSign®

The screenshot shows a Gmail inbox with a DocuSign document titled "CW2220755 - Main Agreement.docx". The document is from "Ariba DocuSign" and is marked as "Primary". The document content is partially visible, showing a "Please Review & Act on These Documents" header and a "DocuSign" logo. Below the header, there is a "Please review the documents below." section with a "FINISH" button and "OTHER ACTIONS" dropdown. The document content includes a "START" button, a "SERVICES" section, and a "Confidential Information" section. The "Adopt Your Initials" section is highlighted with a red box and contains a form for entering the user's name and initials, a preview of the signature, and "ADOPT AND INITIAL" and "CANCEL" buttons.

DocuSign

Ariba DocuSign sent you a document to review and sign.

REVIEW DOCUMENT

Ariba DocuSign
standardaccbsunolier@gmail.com

Salvador Henriquez,

Please DocuSign Main Agreement.docx

Thank You, Ariba DocuSign

Please Review & Act on These Documents

DocuSign

Please review the documents below.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 2DAEB8AA-534F-4574-A177-3BC1FDBF8028

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE: Initial
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 451-0200
www.docusign.com

START

SERVICES

Lansoft Technologist with its principal ("Provider"), and The CompanyCurt (hereinafter referred to as "Agreement")

Term by the supplier...
Lansoft Technologist with its principal ("Provider"), and The CompanyCurt (hereinafter referred to as "Agreement")

Confidential Information
Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information and material to which Provider has access in connection with Services provided hereunder including, but not limited to, all Developments, all software, documentation, technical, operating and commercial data and other business information, and all other information or information that is received or confidential or is disclosed under or in connection with this Agreement and that the recipient agrees to be the Confidential Information of the Company as defined in the Confidential Information section of the Agreement.

The Company's standard form of Contract is hereby incorporated by reference into this Agreement.

Arbitration
Arbitration shall be done in the nearest city to the location of the Provider's principal office on 9/7/66/EC regarding business commercial.

Test clause
Open Microsoft Word. Create a new clause by typing a short paragraph and saving it to your desktop as

Representations and Warranties

Adopt Your Initials

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

Salvador Henriquez SH

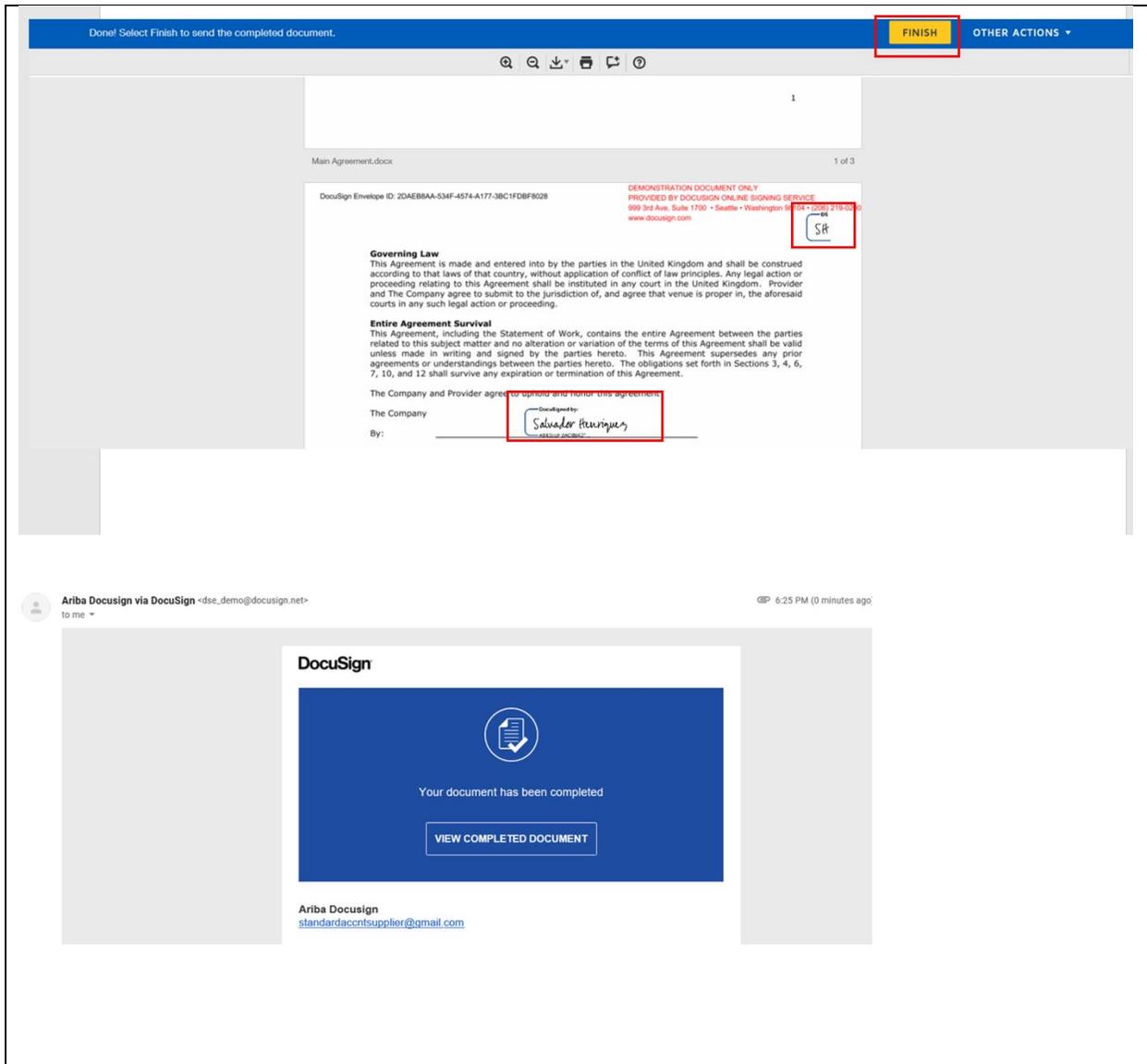
SELECT STYLE DRAW UPLOAD

PREVIEW Change Style

DocuSigned by:
Salvador Henriquez SH
A8439EFBAC8B421...

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND INITIAL CANCEL



1. Open the email Inbox you've specified when creating an external email reviewer- you should have received an email that looks like the following.
2. Click on "**Review Document**". This will take you again to the DocuSign site. Click on the "**continue**" button.
3. There DocuSign will guide you in the signing process of the document. Just use the orange buttons, like the Start one.
4. Add your initials to your profile and to the document, and then sign the last page of the document.
5. When all done, just click the "**Finish**" button.
6. You will receive the final version on your email inbox.

Step 33 Electronic Signature using DocuSign®

Demo User 5H - Contract - Apr 24 / Approve and Finalize / [Signature for Final Contract.docx](#)

TSK2385727060 Signature for Final Contract.docx

[Signed_Main Agreement](#) ▾

[Signed_Main Agreement](#) ▾

Properties

Task History

Basic Details

Status: **Signed**

Owner: CFO Demo User(Ariba-SAP) ⓘ

Original Owner: Legal

Due Date: 04/27/2020 ⓘ

Start Date: 04/27/2020 ⓘ

Committed Due Date: ⓘ

End Date: 04/27/2020 ⓘ

Signers: ⓘ

1. Let's go back to the Ariba Contracts Application as the user "DemoCFO". From the "Recently Viewed" box, click on the contract you just signed.
2. Click on the "**Signature**" task", and then "**View Details**".
3. This time select the "**Properties**" tab of the task. An "**Actions**" button is available, click on it, and then on "**Refresh Status**".
4. The page will refresh, and you'll see that the status of the task is now "**Signed**", and that the document is being downloaded
5. Click on the "**Exit**" button, and then log out from the user "DemoCFO" in order to log in again using your own user.

Step 34 Publish Agreement

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement) ID CW2220755
Tasks: Incomplete Tasks: 1

Overview Documents **Tasks** Team Message Board History

Show: (Any Status) Required/Optional (Any Owner)

Demo User SH - Contract - Apr 24 Actions

Name	Document	Owner	Status	Due Date
✓ Initiation - Authoring		Project Owner	Complete	
✓ Negotiation and Review		Project Owner	Complete	04/27/2020
☞ Approve and Finalize		Project Owner	In Progress	04/27/2020
✓ Approval for Contract Documents *	Contract Documents (v1/1)	salvador.henriquez@sap.com	Approved	04/27/2020
✓ Signature for Final Contract.docx *	Main Agreement	CFO Demo User(Ariba-SAP)	Signed	04/27/2020
🕒 Finalize and Publish *		Project Owner	Not Started	
⇨ Amend		Project Owner	Not Started	

* Indicates required task

Action

- View Task Details
- Edit Task
- Mark Started
- Mark Complete**
- Associate Document

Demo User SH - Contract - Apr 24

Contract Workspace (Procurement) ID CW2220755
Tasks: Incomplete Tasks: 0

Overview Documents Tasks Team Message Board History

Overview Actions Process All Tasks

Contract ID: CW2220755
Contract Status: Draft
Version: Original
Owner: salvador.henriquez@sap.com
Test Project: No
Base Language: English
Access Control: (no value)
Description: I would like to contract ...

Parent Project: Demo User SH - Agreement Request - Apr 23

Quick Links All Documents

A Quick Link is a path to an important document in this project. To add a Quick Link to this area, navigate to the document you want to link to and choose Add to Quick Links from its menu.

Announcements New Details

Welcome to the project! 4/24/2020 salvador.henriquez@sap.com

Contract Attributes

Related ID:
Last Published: (no value)
Hierarchical Type: Stand-alone Agreement
Proposed Contract Amount: \$500,000 USD
Contract Amount:

Actions

- Edit Attributes
- View Attributes
- Publish**
- Amend
- Put On Hold

1. The last task in the workspace is to **“Finalize and Publish – so click on the task and mark as “Complete”**
2. Go back to the **Overview** tab on the Contract Workspace, and in the **Contract Attributes** section, click on the **Actions** button. Then click **Publish**. This will change the status of the contract to **“Published”**, and therefore the contract is open for its execution.

Review Amendment Types

Step 35 Review Amendment Types

The screenshot shows a contract workspace interface. At the top, there is a navigation bar with 'Overview' selected. Below this, the 'Overview' section displays contract details: Contract ID: CW2220755, Contract Status: Published, Last Published Date: 04/27/2020, Version: v1, Owner: salvador.henriquez@sap.com, Test Project: No, Base Language: English, Access Control: (no value), and Description: I would like to contract ... To the right, there is a 'Process' section with a checklist of steps: Initiation - Authoring, Negotiation and Review, Approve and Finalize, and Amendment process. Below this is a 'Quick Links' section with a description. The 'Contract Attributes' section is visible at the bottom, showing related IDs, last published information, hierarchical type, proposed contract amount (\$500,000 USD), contract amount, supplier (Lansoft Technologies), affected parties (Lansoft Technologies), and agreement date. An 'Actions' dropdown menu is open over the 'Contract Attributes' section, with the 'Amend' option highlighted.

1. Your Contract Workspace is now published. Once a contract is open and in execution, it cannot be changed easily, as any change would need to be communicated to all parties that have signed the contract. Only option is to create amendments.
2. In **Contract Attributes** section, click on the **Amend** option to view the amendment types.
3. Also note that other options are available:
 - **Put On Hold**: in order to suspend an active contract.
 - **Close**: in order to close a contract before its expiration.

Step 36 Review Amendment Types

Amend Contract Demo User SH - Contract - Apr 24 OK Cancel

The **Amendment Type** indicates the reason for amending this contract. There are five types of amendments: **Renewal**, **Amendment**, **Administrative**, **Price Update** and **Termination**. **Renewal** [More](#)

Amendment Type: ▼

Amendment Reason Comment: *

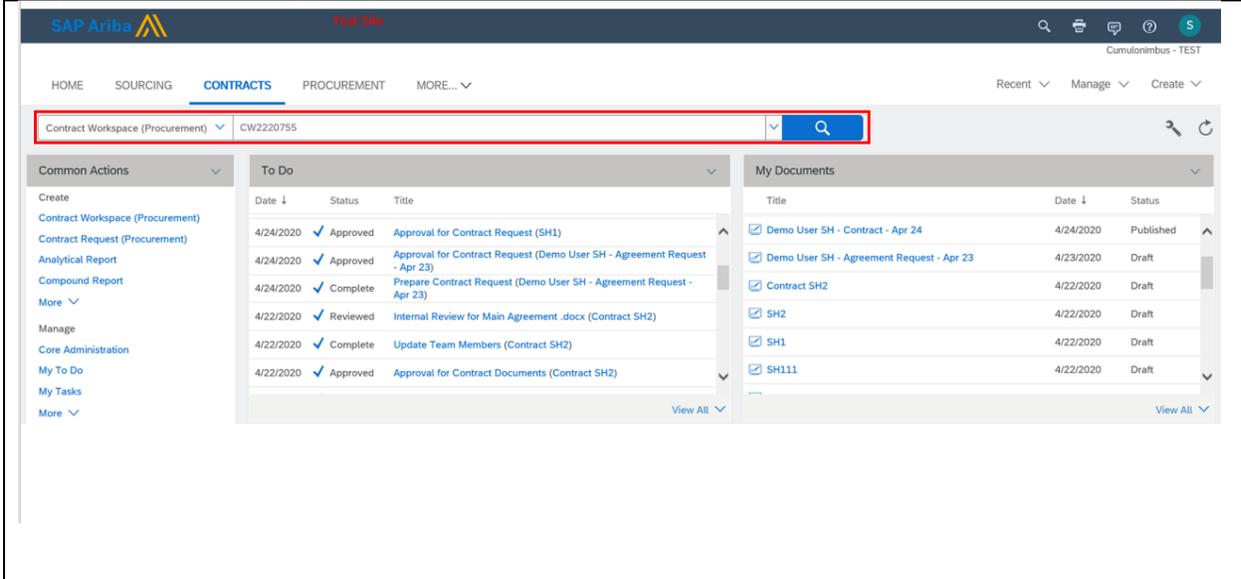
OK Cancel

1. The solution offers four Amendment Types:
 - Renewal**: Allows you to change the effective date, expiration date, and reminder settings.
 - **Amendment**: Allows you to change any part of the contract workspace. If you change a document associated with a task which has **Repeat** for **Each Draft** selected, Contract Management reactivates the task.
 - **Administrative**: Allows you to change non-contract details, such as adding a team member or uploading a supplemental document or changing a description field. This type of change does not create a new version of the contract workspace. The Published status is kept.
 - **Termination**: Allows you to change the expiration date and reminder settings. Use this amendment type to close a contract before its expiration date due to an adverse condition or disagreement.

Note: Depending on your Contract Management implementation, you might have additional fields for each amendment type.
2. After review, click **Cancel** to exit out of Amend Contract Workspace option.

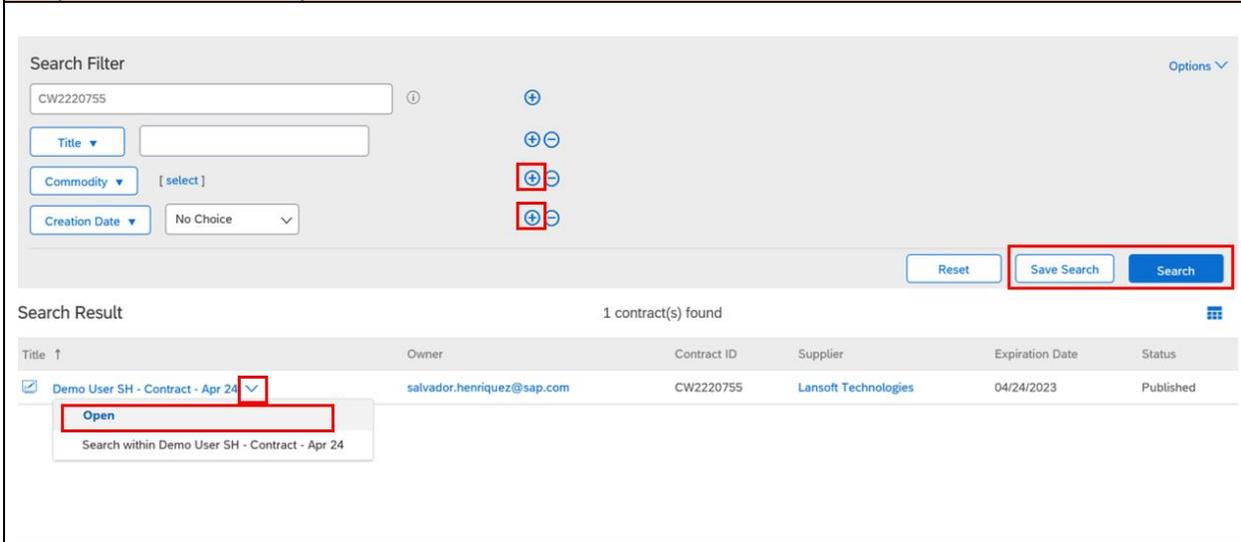
Contract Workspace Search

Step 37 Contract Workspace Search



1. From the **Contracts** tab, you have access to the search tool –Make sure that the type of document you’re searching is “**Contract Workspace (Procurement)**”. If it isn’t, click on the drop-down menu and select it. Once it’s selected, you can type any text you want to search within your contract workspaces. The system will look for a match in all metadata fields of the Contract (title, id, etc..) but also will run a **full text search** within the contracts documents.

Step 38 Contract Workspace Search



1. Using the keywords you’ve entered, the system takes you to the search screen with the first results of your search.
2. You can now refine your search by adding new filters (Title, Commodity, etc..)
3. You can **save** your searches for future uses.
4. From the results table, you can add or remove some result columns if necessary.
5. Click the **Home** tab to return to the **Dashboard**.

Clause Search

Step 39 Clause Search

The screenshot shows the SAP Ariba interface with the 'CONTRACTS' tab selected. The search bar is set to 'Contract Clause' and the search term is 'Clause'. The search filter is also set to 'Clause'. The search results show 6 documents found. A context menu is open over the first result, with 'Search Where Used' highlighted.

Title ↑	Location	Project	Clause Type	Summary
Clause General1.docx	/Contract Clause_Test/	Clause Library	Preferred Clause	
Action	t Test/	Clause Library	Preferred Clause	Clause [please insert clause number] of General Terms and Conditions (Schedule "[please insert clause number], [please insert amended clause].".
Download	t Test/	Clause Library	Preferred Clause	Пункт [введите номер пункта] Общих положений и условий (Приложение 1) не «[введите номер пункта]. [внесите измененный пункт].».
View Details	t Test/	Clause Library	Preferred Clause	Either party may terminate this Agreement, with or without cause, by written notice
Search Where Used	Empty	Clause Library	Empty Clause	Provider shall be paid for time actually worked or deliverables actually accepted a specifications set forth therein.
Copy	Empty	Clause Library	Empty Clause	Clause intentionally deleted.
Create Shortcut	Empty	Clause Library	Empty Clause	Clause intentionally deleted.

1. To search clauses, the process is very similar to the **Contract** search. From the **Contracts** tab, go to the search tool, click on the drop-down menu and select **"Clause Library"**. Then a type a text from a clause, and finally on the **"search"** icon.
2. In the results page, you can click on the title of any the clause found, and then click on the **"Search Where Used"** link for the system do display all the contracts where this clause is being/has been used.

Step 40 Clause Search

Search Filter Options ▾

Search using Title, ID, or any other term ⓘ +

Library Clause ▾ Clause General1.docx ▾ + -

Project: Type ▾ All ▾ + -

Search Result 2 document(s) found ☰

Section	Title ↑	Location	Project	Clause Type	Summary
(no value)	Договор Инфраструктура ▾	/Contract Documents/Договор Инфраструктура_Folder/	Тест Контракт_2603_3 ▾	Preferred Clause	
Services	Main Agreement ▾	/Contract Documents/Main Agreement_Folder/Services/	Договор закупки компьютерной техники №2 ▾	Preferred Clause	

The contracts with the searched clause are now displayed.