



SAP Ariba 

Feature at a Glance

Manage individual redlining changes inline in Enhanced Contract Authoring

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Target GA: May 2019

CONFIDENTIAL

Feature at a Glance

Ease of implementation  Low touch / simple
Geographic relevance  Global

Introducing: Manage individual redlining changes inline in Enhanced Contract Authoring

Customer challenge

When a contracts user uploads a Main Agreement or Contract Addendum in to SAP Ariba Contracts after editing it on MS – Word, the changes are displayed in the application user interface. Currently, the user only has the option to accept or reject all the changes in one go within the SAP Ariba Contracts application. Accepting or rejecting the changes one by one had to be managed outside the application.

Meet that challenge with SAP Ariba

This feature provides users with the option to accept or reject individual modifications to a document. While reviewing a redlined document that has been uploaded in the SAP Ariba Contracts application, user will be able to navigate to individual changes and determine if the edit needs to be accepted or rejected.

Experience key benefits

Improves user experience by providing the flexibility to review and manage redlined changes in more a granular way within the contracts application.

Solution area

SAP Ariba Contracts

Implementation information

To have this feature enabled, please have your Designated Support Contact (DSC) submit a Service Request (SR).

Prerequisites and Limitations

Prerequisites

Requires the following to be enabled:

- Enhanced Contract Authoring
- Drag and Drop
- Active X Removal

Limitations

- If the main agreement contains images, the alignment of the image may differ in the new version when changes are saved.

Manage individual redlining changes inline in Enhanced Contract Authoring

Access the main agreement from the documents tab in the contract workspace and download it to your local system

The screenshot illustrates the process of managing individual redlining changes in a contract workspace. It is divided into three numbered steps:

- Step 1:** The 'Documents' tab is selected in the workspace navigation bar. A table lists documents, with 'Main Agreement Document' highlighted. A dashed blue box labeled '1' encloses the document name in the table.
- Step 2:** The 'Main Agreement Document' details are shown. The 'Download' button is highlighted with a dashed blue box labeled '2'. Below the details, the 'Properties' section is visible.
- Step 3:** The document is downloaded to the local system, appearing as 'Main+Agreemen....docx' in a file explorer window, highlighted with a dashed blue box labeled '3'.

Document Details:

Name	Owner	Status
Main Agreement Document	Arnold Davis	Draft

Document Properties:

Description:		Last Modified:	12/11/2018
Status:	Draft	Creation Date:	12/11/2018
Version:	v1 (editing)	Auto Finalize on Publish:	No
Owner:	Arnold Davis	Access Control:	(no value)
Editors:		Is Publish Required:	No
Use As:	None		
Base Language:	English		

Tasks:

There are no tasks for this document.

Manage individual redlining changes inline in Enhanced Contract Authoring

The document is edited on the local system

References Mailings Review View PDF-XChange Tell me what you want to do

Language New Comment Delete Previous Next Show Comments Ink Comment Pen Eraser Track Changes All Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare

SAP Ariba

Managing Individual Redlining Changes- Demo

- INTRODUCTION
This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Bightview, with its principal place of business (hereinafter referred to as "Licensor"). The Agreement is effective on 12/11/2018 and expiration date is set at 12/16/2020.
- DELIVERY AND GRANT OF SERVICES
Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.

Other than as explicitly described in this Agreement, neither party accepts nor agrees to the other party's standard pre-printed terms appearing on the party's forms. This Agreement anticipates the execution of various written purchase orders (each, a "Purchase Order") and sets forth the terms and conditions pursuant to which Seller will provide Products to Buyer. Each Purchase Order is hereby incorporated in full into this Agreement by reference and shall be subject to the terms and conditions of this Agreement. Any services performed by the Seller shall be performed pursuant to Buyer's Agreement for Services or such other agreement executed by authorized representatives of both parties.

Authorized Users. The rights and licenses granted under this Agreement extend to Ariba's customers in the course of using Ariba products or services. In addition, Supplier agrees that the license includes the right for Ariba's agents, representatives, contractors, distributors, resellers or other third parties acting on behalf of Ariba to use, install, execute, copy, test, display, perform, maintain, develop, integrate and use the materials or services for Ariba's benefit.

Right To Use Data Formats. Supplier grants to Ariba a perpetual, fully paid-up, irrevocable, nonexclusive, transferable, worldwide right and license (with a right to sublicense) to use, copy, display and modify any Supplier proprietary data or data formats used in connection with the materials or services and/or related technology. This license will survive the termination or expiration of this Agreement.

Supplier Ownership Of Materials. This Agreement grants Ariba title to, or rights of ownership in, the Materials. All materials or services furnished by Supplier, and all copies made by or on behalf of Ariba, including any translations, compilations and partial copies, and all Updates, are and will

Main+Agreement+Document.docx - Word

PDF-XChange Tell me what you want to do

Show Comments Ink Comment Pen Eraser Track Changes All Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Edit Protect

SAP Ariba

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Manage individual redlining changes inline in Enhanced Contract Authoring

Updated document is uploaded back in to SAP Ariba Contracts

Document 1

Main Agreement Document

Listed below are the details of this Document, including **Tasks** associated with it. You

Managing Individual Redlining Changes - ... / [Main Agreement Document](#)

[Overview](#) [Outline View](#) [Version History](#)

[Download](#) [Upload](#)

Properties

Description: [i](#)

Status: Draft [i](#)

Version: v1 (editing)

Owner: Arnold Davis [i](#)

Editors:

Use As: None

Base Language: English

Tasks

There are no tasks for this document.

2 Select 'Review updated document' to view the changes

Main Agreement Document 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 [More](#)

Managing Individual Redlining Changes - ... / [Main Agreement Document](#)

! A new document has been uploaded: What do you want to do

- [Review uploaded document](#) 3
- [Update with uploaded document](#)
- [Discard uploaded document](#)

[Overview](#) [Outline View](#) [Version History](#)

[Download](#) [Upload](#)

Properties Actions ▾

Description: [i](#)

Status: Draft [i](#)

Version: v1 (editing)

Owner: Arnold Davis [i](#)

Editors:

Use As: None

Base Language: English

Last Modified: 12/11/2018

Creation Date: 12/11/2018

Auto Finalize on Publish: No [i](#)

Access Control: (no value) [i](#)

Is Publish Required: No

Manage individual redlining changes inline in Enhanced Contract Authoring

Review changes page overview

Review Changes

Review changes done to the document.

Purchase Agreement for Enhanced Contract Authoring

Managing Individual Redlining Changes - Demo

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Allows user to navigate to the previous/ next update in a sequential manner

Indicates the current change being previewed and the total number of changes

Format changes are indicated in purple

Deletions are indicated in red

New text additions are indicated in Green

1. **Process All Changes:** Allows users to accept all the updates simultaneously
2. **Reject All Changes:** Allows users to reject all updates simultaneously
3. **Process Change:** Allows users to accept changes individually in a sequential manner
4. **Reject Change:** Allows user to reject changes individually in a sequential manner
5. **Save Changes:** Allows user to Save Changes that have been processed / rejected and save the updates in existing version or as a new version.

Manage individual redlining changes inline in Enhanced Contract Authoring

Review changes page overview

Review Changes

Process All Changes

Reject All Changes

Process Change

Reject Change

Save Changes

Review changes done to the document.

Changes 3 (25)

Previous

Next

Purchase Agreement for Enhanced Contract Authoring

Managing Individual Redlining Changes - Demo

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Changes that have been processed / rejected will be indicated in **orange / orange strikethrough**¹

Upon process / reject change, the user is directed to the next update to be reviewed. The respective text is highlighted in Grey

1. Orange / orange strikethrough

Orange : All the changes will be added in the final document. Content that has been added in the revised document and have been processed in the application, as well as content that has been removed in the revised document and has been rejected in the application will be highlighted in Orange

Orange Strikethrough : All the changes will be removed from the final document. Content that has been added in the revised document and has been rejected in the application, as well as content that was deleted in the revised document that have been processed in the application is highlighted in Orange Strikethrough

Manage individual redlining changes inline in Enhanced Contract Authoring

Review changes page overview

Review Changes

Process All Changes

Reject All Changes

Process Change

Reject Change

Save Changes

Review changes done to the document.

Changes 4 (25)

Previous

Next

Purchase Agreement for Enhanced Contract Authoring

Managing Individual Redlining Changes - Demo

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User can revert changes during the review process by navigating to updated section using the Previous / Next button

Manage individual redlining changes inline in Enhanced Contract Authoring

Save changes

The screenshot shows the SAP Ariba Enhanced Contract Authoring interface. At the top, the header includes 'SAP Ariba' on the left and 'Help' and 'Arnold Davis' on the right. Below the header, there is a 'Review Changes' section with five buttons: 'Process All Changes', 'Reject All Changes', 'Process Change', 'Reject Change', and 'Save Changes'. The 'Save Changes' button is highlighted with a dashed blue border. Below this, there is a 'Review changes done to the document.' section with a 'Changes 3 (23)' indicator and 'Previous' and 'Next' buttons. The main content area displays a document titled 'Purchase Agreement for Enhanced Contract Authoring' with the following sections:

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Allows user to Save Changes that have been accepted / rejected and save the updates in the existing version or as a new version

Changes that haven't been processed/ rejected are indicated in the new version.

Manage individual redlining changes inline in Enhanced Contract Authoring

Save changes

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 of changes.

Save these changes as a new version?



Yes, save as v2



No, save and continue editing v1

Version Comment:

Edits were partially processed in this version.

Overview

Outline View

Actions ▾



Clause	Type	Comments	Action
Purchase Agreement for Enhanced Contract Authoring	Nonstandard		Actions ▾
▼ 1 INTRODUCTION ▼			
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▼ 2 DELIVERY AND GRANT OF SERVICES ▼			
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Manage individual redlining changes inline in Enhanced Contract Authoring

Save changes

| Purchase Agreement for Enhanced Contract Authoring

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Changes that weren't processed/ rejected in the Contracts app are indicated in the red/ green font colors in the downloaded document.

Manage individual redlining changes inline in Enhanced Contract Authoring

Version Comparison

Document

Main Agreement Doc...

Drag and drop file to replace

Status: Draft

Version: v2

ID: Doc12386368

Main Agreement Document 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 [More](#)

Managing Individual Redlining Changes - ... / [Main Agreement Document](#)

Overview
Outline View
Version History

Version History ☰

Title	Version	Status	Modified By	Last Modified	Create Date
Main Agreement Document <div style="font-size: 8px; margin-top: 5px;"> Edits were partially processed in this version. Click here to compare with previous version </div>	v2	Draft	Arnold Davis	01/15/2019 03:37 PM	01/15/2019 03:37 PM
Main Agreement Document <div style="font-size: 8px; margin-top: 5px;"> Original Version View Changes </div>	v1	Draft	Arnold Davis	01/15/2019 03:16 PM	01/15/2019 03:16 PM

[Purchase Agreement for Enhanced Contract Authoring](#)

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Thank you.