SAP Ariba

Feature at a Glance
Mass application of conditions in an assembled contract document

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THE BEST RUN **SAP**

Feature at a Glance

Introducing: Mass application of conditions in an assembled contract document

Customer challenge

SAP Ariba Contracts allows users to create conditions in templates and associate them to clauses. These are then used in contract workspace assembled/main agreement documents. Users however do now have a away to bulk create conditions and associate it to a set of clauses in an assembled document.

Meet that challenge with
SAP Ariba

This feature lets users manage the association of conditions with clauses through an MS-Excel document. As a result, instead of individually linking conditions to the respective clauses, conditions can be associated to multiple clauses in the Excel sheet and uploaded in to SAP Ariba Contracts. The feature also allows bulk upload of conditions in to SAP Ariba Contracts application through an MS-Excel file.

Experience key benefits

Provides a scalable and faster way to create conditions and associate them to clauses in the contract workspace which results in easier management of complex contracts templates.
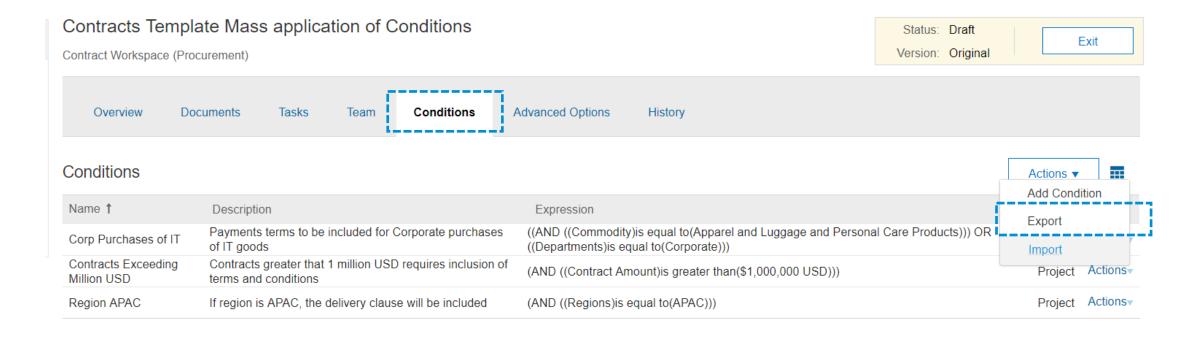
Solution area

SAP Ariba Contracts

Implementation information

This feature will be enabled for All

Prerequisites and Limitations

None

Bulk uploading of conditions
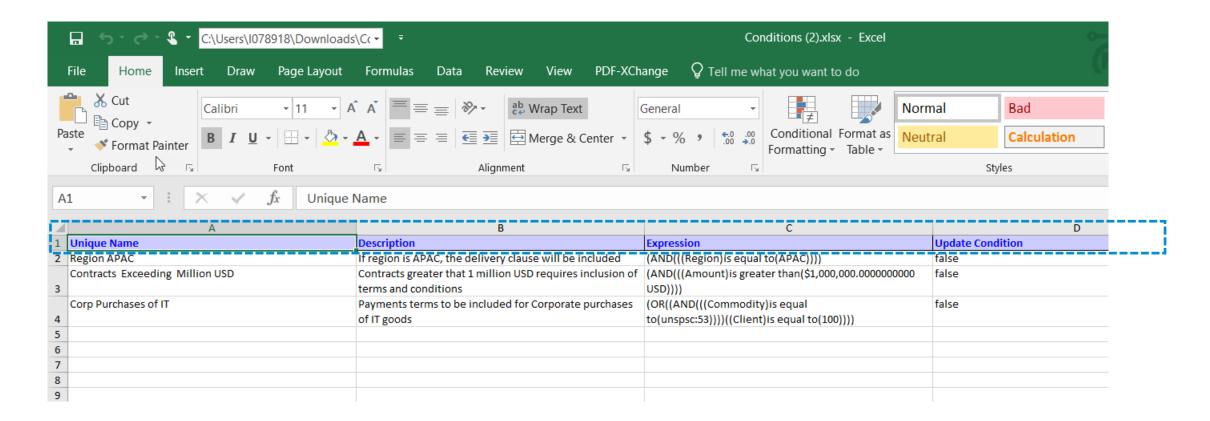

- Download the Conditions.xlsx file using the Export option in the Conditions tab of the Contracts template Project

Note: Bulk upload and download of conditions is only available in the contracts workspace project templates

Bulk uploading of conditions

- The Conditions.xlsx file lists all the conditions names under the template along with description and the expression

Bulk uploading of conditions

- To add a new condition to the template, include the Unique Name, Description, Expression in the Excel document

- Ensure that the Update Condition field is set to True for conditions that have been newly added

- In the example above a new condition has been added in Row 5 while the condition on Row 2 has been edited

Bulk uploading of conditions

- Import the Conditions.Xlsx file in to the template

Bulk uploading of conditions

- Upload status and errors can be viewed in the History Tab

Bulk uploading of conditions

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Draft
Version: v1 (editing)

Exit

| Overview | Documents | Tasks | Team | **Conditions** | Advanced Options | History |

Conditions

Actions ▼

Name ↑	Description	Expression	Scope	
Auto Renewal Clause	Clause for auto renewing contracts	(AND ((Term Type)is equal to(Auto Renew)))	Project	Actions▾
Contracts Exceeding Million USD	Contracts greater that 1 million USD requires inclusion of terms and conditions	(AND ((Contract Amount)is greater than($1,000,000.0000000000 USD)))	Project	Actions▾
Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	((AND ((Commodity)is equal to(Apparel and Luggage and Personal Care Products))) OR ((Departments)is equal to(Corporate)))	Project	Actions▾
Region APAC	If region is APAC, the delivery clause will be included	(AND ((Regions)is equal to(APAC)))	Project	Actions▾
Region Europe	If region is Europe, supporting delivery clauses to be included	(AND ((Regions)is equal to(EMEA)))	Project	Actions▾

- The updated fields and conditions in the Excel file are now reflected in the conditions tab

Mass application of conditions in an assembled contract document

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Active
Version: v1

Exit

| Overview | Documents | Tasks | Team | Conditions | Advanced Options | History |

Properties

Actions ▾ Suggested steps for template editing

Template

View Details

View History

Edit Properties

New Version

Inactivate

Export Template

Display

Compact View

Name: Contracts Template Mass application of Conditions ⓘ

Description: This feature lets user associate conditions with clauses s
that the clauses are automatically added to Main
Agreements or Contract Addenda when the conditions ar
met

Version: v1

ID: CW2996 ⓘ

Owner: Arnold Davis ⓘ

Process Status: Authoring ⓘ

Base Language: English

Rank: 0

Access Control: (no value) ⓘ

Conditions: (none)

roject groups on the **Team** tab.

hases and milestones on the **Tasks** tab.

olders and documents on the **Documents** tab.

ocument tasks, such as reviews, to documents as you create them.

Todo' tasks from the **Tasks** tab.

onditions and questions on the **Conditions** tab.

fy conditions for documents and tasks.

Exit to save your changes and exit.

9. **Publish** the template from the **Actions** menu on the **Overview** tab when you are ready
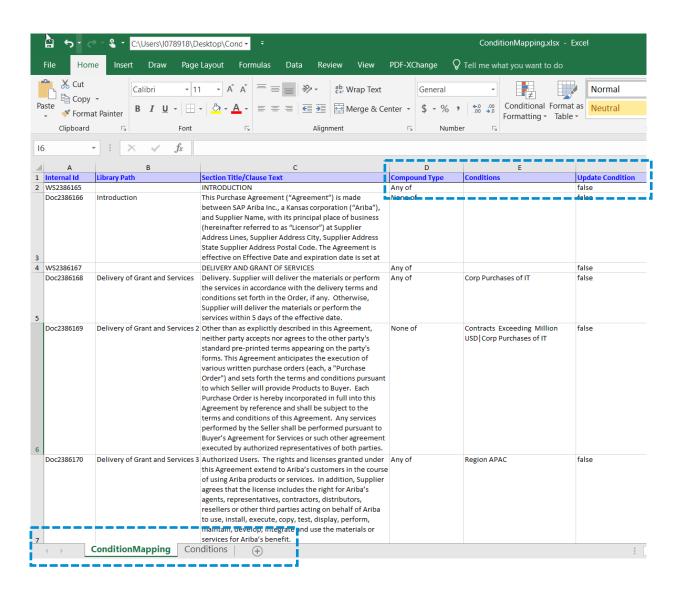for it to be used to create projects.

- Open the contracts template. If the template status is Published, select the option to create a New Version
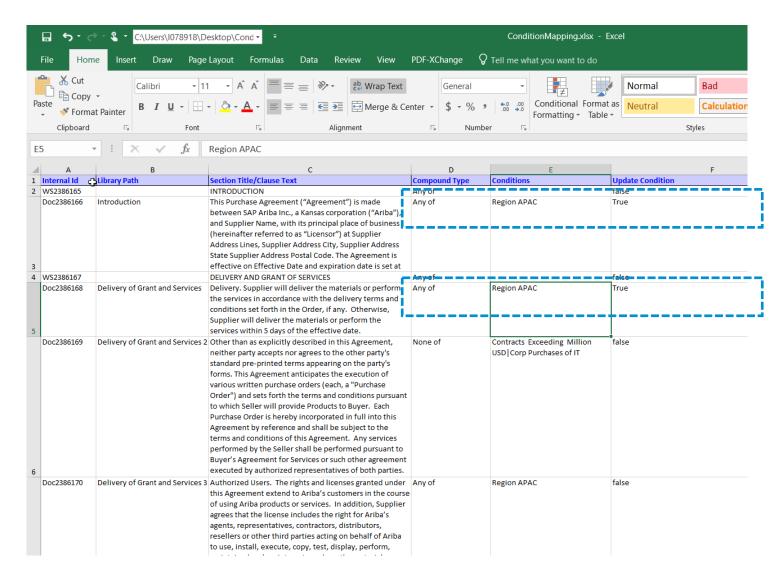
- Navigate to the Documents tab of the workspace

Mass application of conditions in an assembled contract document

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: **Active**

Version: **v1**

Exit

Overview | **Documents** | onditions | Advanced Options | History

Action

Download

View Details

Edit Attributes

Move

Add to Quick Links

Lock

Delete

Replace Document

Create New Task

To Do

Review

Approval

Negotiation

Notification

Contracts Template Mass appli

Show Details | Actions ▼

Name		Owner	Conditions
w Main Agreement Docume		Project Owner	(none)

- Open the document in the outline view

Mass application of conditions in an assembled contract document

• Export the Condition Mapping file to create / edit clause association with the conditions in the template

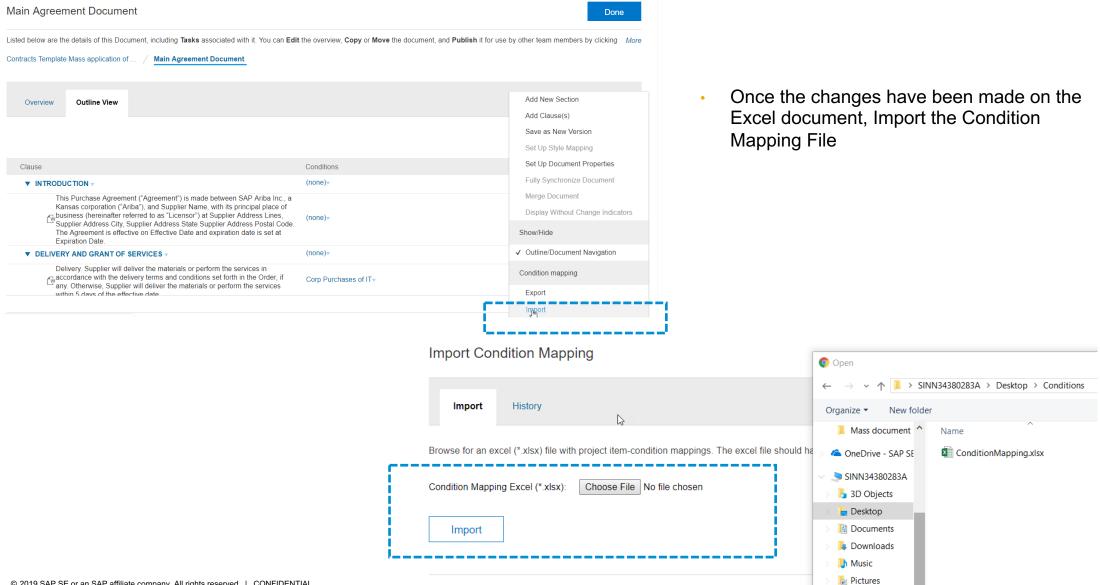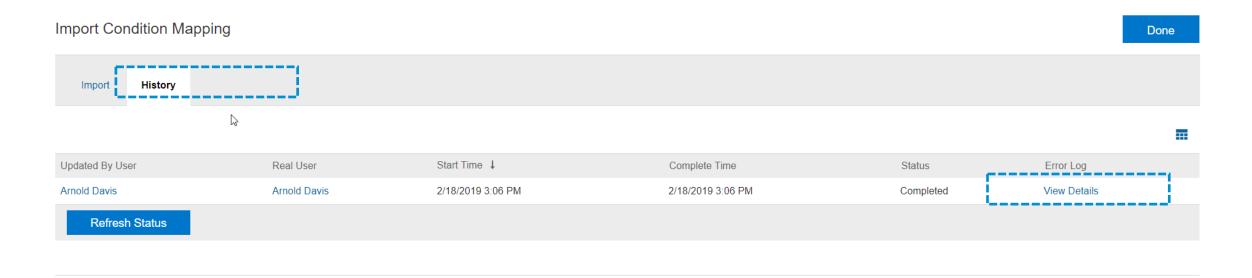# Mass application of conditions in an assembled contract document

- Open the ConditionsMapping.Xlsx file to view the complete list of section and clauses in the document and the conditions associated with each section / clause

- The list of all the conditions in the template is listed in the Conditions Tab in the Excel document
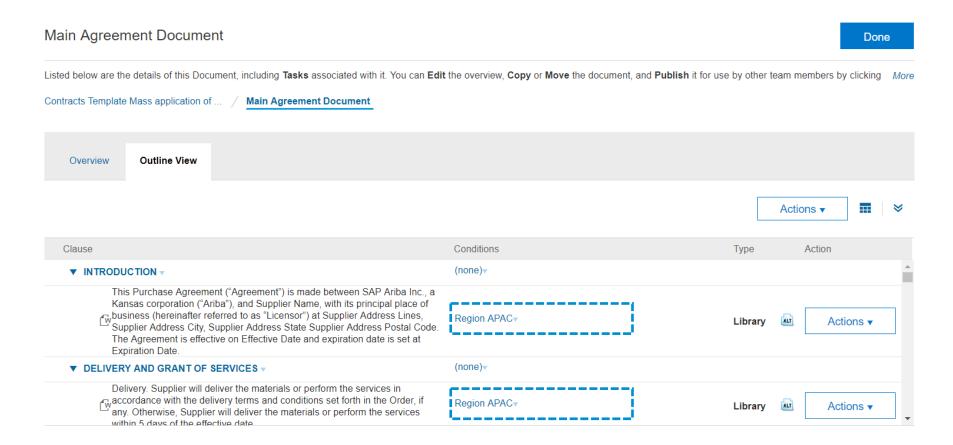
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Mass application of conditions in an assembled contract document

In order to associate a condition to a clause or edit an existing one

1. Enter the Compound Type Any of, All of, or None of, or Never matches, which apply to the conditions referenced in the Conditions column

2. Mention the condition name in column E. Multiple condition names can be listed in this field. Refer to row 6 in this example.

3. Change the Update Condition field (column F) for the respective row from false to True.

Mass application of conditions in an assembled contract document

- Once the changes have been made on the Excel document, Import the Condition Mapping File

Mass application of conditions in an assembled contract document

- Upload status and errors can be viewed in the History Tab

Mass application of conditions in an assembled contract document

- Upon importing the document, the conditions marked as True in the Excel document are applied to the respective clauses in the document

- In the example above, the Introduction Clause has been linked to the Region APAC condition. Also, condition mapping for Delivery and Grant of Services clause has been changed to the Region APAC condition.

Thank you.