



SAP Ariba 

# Feature at a Glance

## Bulk creation and management of contracts and eSignature tasks

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# Feature at a Glance

Ease of implementation  Some complexity  
Geographic relevance  Global

## Introducing: Bulk creation and management of contracts and eSignature tasks

### Customer challenge

Customers do not have a way to create or update documents and contract workspaces or initiate the eSignature process in the contract workspaces in bulk.

Customers have to manually create/update contracts , documents and initiate tasks one by one leading to lot of effort.

### Meet that challenge with **SAP Ariba**

This feature allows administrators of SAP Ariba Contracts to quickly create and update contract workspaces in bulk by uploading a .zip file containing the contracts workspace information.

Users may create contracts, add documents, update contract meta data and documents, and update the status of contracts in bulk.

### Experience key benefits

This feature provides productivity improvements via bulk upload/create/initiation of signature task of a contract workspace.

### Solution area

SAP Ariba Contracts  
SAP Ariba Strategic Sourcing Suite

### Implementation information

This feature is **Automatically On** for all customers.

### Prerequisites and Restrictions

Not Applicable.

# Bulk creation and management of contracts and eSignature tasks

Customer admin users with the "Bulk Contract Administrator" group membership can initiate Bulk Contracts Create/Update via Zip on "Bulk Create/Update Contracts" Page.

The Instruction on creating a bulk contract zip for signature can be referred from the documentation(SC-7663).

The screenshot displays the SAP Administration interface. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'ADMINISTRATION' (highlighted), and 'MORE...'. On the right, there are links for 'Recent', 'Manage', and 'Create'. The left sidebar lists various management tools, with 'Bulk Create/Update Contracts' highlighted in yellow and enclosed in a dashed blue box. The main content area shows the 'Bulk Create/Update Contracts' form, also enclosed in a dashed blue box. The form includes a 'Name' field with 'Bulk Creation', a 'Description' field with 'Bulk Creation', and a 'ZIP Archive' field with 'Choose File / ArchiveTF06.zip'. Below the ZIP Archive field is a dashed box for file upload and an 'Import' button. A note at the top of the form reads: 'Browse for a ZIP contracts workspace archive file to create/update Bulk Contract Workspace. To import the ZIP contracts workspace archive, click Import.'

# Bulk creation and management of contracts and eSignature tasks

Customer can view the status and details of processing in the “Bulk Import Contract Status” Page.

HOME SOURCING CONTRACTS **ADMINISTRATION** MORE... Recent Manage Create

**Bulk Import Contracts Status**

Click on **View Details** for more information about any particular Contracts

User	Name	Description	Start Time ↓	Complete Time	Status	Log
Max Olson	Import-New-1		7/1/2022 5:12 PM	7/1/2022 5:12 PM	Completed	<a href="#">View Details</a>
Max Olson	Import-1		6/30/2022 8:05 PM	6/30/2022 8:06 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/7/2022 1:47 PM	6/7/2022 1:47 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/7/2022 1:40 PM	6/7/2022 1:41 PM	Completed	<a href="#">View Details</a>
Max Olson			6/7/2022 1:34 PM	6/7/2022 1:34 PM	Completed With Errors	<a href="#">View Details</a>
Max Olson			6/7/2022 12:19 PM	6/7/2022 12:19 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/6/2022 8:06 PM	6/6/2022 8:06 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/6/2022 8:05 PM	6/6/2022 8:05 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/6/2022 8:02 PM	6/6/2022 8:02 PM	Completed	<a href="#">View Details</a>
Customer Support Admin			6/6/2022 7:15 PM	6/6/2022 7:15 PM	Completed	<a href="#">View Details</a>
Max Olson		ariba.collaborate.tasks.ImportWorkspacesBulk	5/6/2022 10:44 AM	5/6/2022 10:46 AM	Completed	<a href="#">View Details</a>
Max Olson		ariba.collaborate.tasks.ImportWorkspacesBulk	4/28/2022 9:59 PM	4/28/2022 9:59 PM	Completed	<a href="#">View Details</a>
Max Olson		ariba.collaborate.tasks.ImportWorkspacesBulk	4/28/2022 9:56 PM	4/28/2022 9:56 PM	Completed With Errors	<a href="#">View Details</a>
Max Olson		ariba.collaborate.tasks.ImportWorkspacesBulk	4/27/2022 5:21 PM	4/27/2022 5:21 PM	Completed With Errors	<a href="#">View Details</a>
Max Olson		ariba.collaborate.tasks.ImportWorkspacesBulk	4/27/2022 5:19 PM	4/27/2022 5:20 PM	Completed With Errors	<a href="#">View Details</a>

[Refresh Status](#)

**Navigation Menu:**

- ▼ Site Manager
  - Data Import/Export
  - Scheduled Tasks
  - Audit Log
  - User Sessions
- Integration Manager
- Master Data Manager
- Supplier and Customer Manager
- Customization Manager
- User Manager
- Intelligent Configuration Manager
- ▼ Project Manager
  - Manage Keywords
  - Replace User in All Projects
  - Import Legacy Contracts
  - Import Legacy Contracts Status
  - Import/Export Templates Status
  - Import/Export Clauses Status
  - Import/Export Forms Status
  - Mass Edit Projects
  - Mass Edit Status
  - Project Email Templates
  - Signature Providers
  - Bulk Create/Update Contracts
  - Bulk Import Contracts Status**
  - Bulk Initiate ESignature Task
  - Bulk eSignature Initiation Status
- Spend Visibility Manager
- Reporting Manager

# Bulk creation and management of contracts and eSignature tasks

Customer can initiate the eSignature on the “Bulk Initiate ESignature Task” Page.

The Instruction on creating a bulk contract zip for signature can be referred from the documentation(SC-7663).

Note: This feature support Bulk ESignature Task via only DocuSign.

The screenshot displays the SAP Administration interface. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'ADMINISTRATION', and 'MORE...'. The right side shows 'Buyer Organization' and 'Recent', 'Manage', 'Create' dropdowns. The left navigation menu is expanded to show 'Administration' options, with 'Bulk Initiate ESignature Task' highlighted in yellow. The main content area is titled 'Bulk Initiate ESignature Task' and contains the following text: 'Browse for a ZIP bulk signature archive file to Initiate bulk signature. To import the ZIP bulk signature archive, click **Import**.' Below this text is a file upload form with the label 'ZIP Archive: \*' and a 'Choose File' button. The text 'no file selected' is displayed next to the button. Below the button is a dashed box containing the text 'Or drop file here'. At the bottom of the form is an 'Import' button.

# Bulk creation and management of contracts and eSignature tasks

Customer can view the status and details of processing in the “Bulk Import Contract Status” Page.

The screenshot displays the SAP Administration interface. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'ADMINISTRATION', and 'MORE...'. The right side shows 'Buyer Organization' and actions like 'Recent', 'Manage', and 'Create'. The left sidebar lists various management tools, with 'Bulk Initiate ESignature Task' highlighted under the 'eSignature Providers' section. The main content area is titled 'Bulk Initiate ESignature Task' and contains instructions: 'Browse for a ZIP bulk signature archive file to Initiate bulk signature. To import the ZIP bulk signature archive, click **Import**.' Below this, there is a file selection field labeled 'ZIP Archive: \*' with a 'Choose File' button and 'no file selected' text. A dashed box indicates the drop area with the text 'Or drop file here' and an 'Import' button.

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