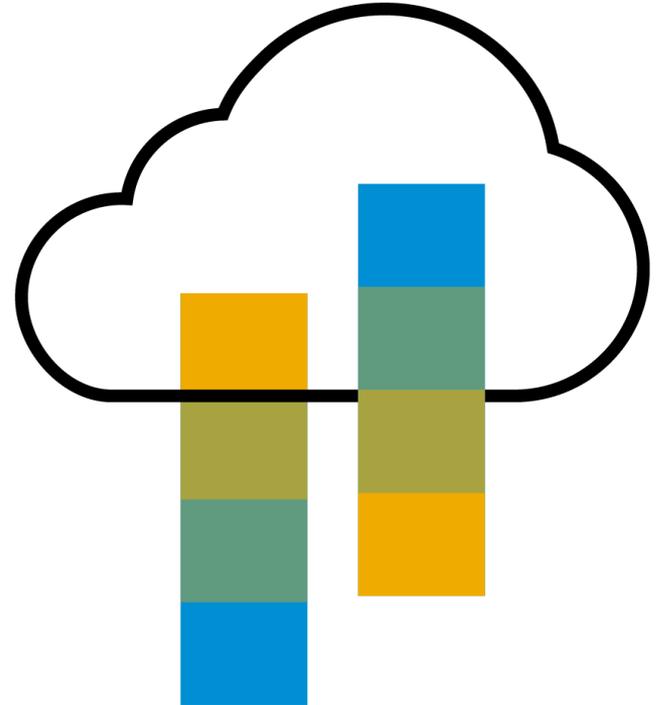


BPC How to Contracts

Configuring Amendment Phases: Method 3

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CUSTOMER



General Overview of Amendments

- **Amendment** is the only way to open a contract workspace for changes once it is published and completed.
- When following the process of amending in place, there are several configuration methods for your contract template that will allow for you to implement specific processes.
- **Method 3** allows for an individual set of documents and tasks (approval, review, negotiation, signature, etc.) to appear incrementally for each amendment count.
- This configuration allows each round in the count to be kicked off by the Master To Do task.

General Overview of Amendment Types

- In Ariba, there are 5 types of amendments:
 1. **Renewal:** Change effective date, expiration date, and reminder settings.
 2. **Amendment (full):** Allows any part of workspace to be edited. Not available if Expired. Ex – possible increase in Contract Value.
 3. **Administrative:** Changes to non-contract details, like to team members, uploading replacement documents, or changing the description.
 4. **Termination:** For early termination of the contract, whether for cause or convenience.
 5. **Price Update:** *(disabled by default)* Used to modify the items within a Contract Line Item Document (CLID) without putting contract into an amendment. This also prevents new round for review/approval. Only existing items can be modified – you cannot add/delete.
- Upon amendment completion, either **Complete Amendment** (administrative) or **Publish** (non-administrative). Ariba will then increase the workspace version number for easy reference on the Overview tab.

Overview of Method 3

- A single task is placed on the workspace and acts as the Master. This task is set to repeat for each document version.
- When the Master task is marked complete, it sets a value for *Amendment Phase* which is part of a condition.
- The condition now allows the next Amendment Phase to display.

Note: This method frequently includes a d-form to record Amendment details.

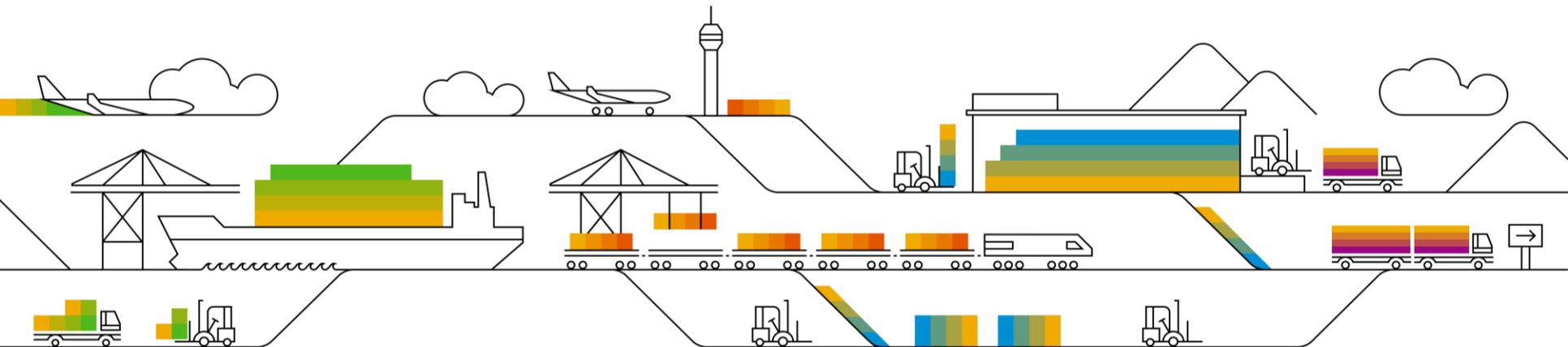
Benefits of Method 3

- There is a custom field in reporting to track the amendment count and amendment phase for each Contract Workspace.
- A configuration for amending in place best fits an environment integrated with SAP Ariba Procurement products such as contract compliance.
- In the event of changes to terms during the amendment, SAP Ariba Procure to Pay will adjust according to the new pricing terms.
- Each amendment count phase and set of tasks that lie within are available in reporting, which is more robust.
- The task names can be duplicated using MS Project Export and Import so that the task names don't have to be typed each time.
- The method for updating existing records is Template Upgrade. It can be configured to prompt the user or automatically update to the latest version. If you use authoring, please refer to the how to on using template upgrade with Main Agreements/Contract Addendums.

Challenges of Method 3

- This method requires the most amount of work for the Administrator, as visibility conditions, phases and tasks will need to be configured and then mapped to the appropriate items (tasks, documents, folders, etc.).
- The best approach is to have one master/global contract template if possible. If additional templates needs to be created and maintained, then Copy the master in order to retain the amendment configuration.
- The task names can be duplicated using MS Project Export and Import so that the task names don't have to be typed each time. However, the task details need to be edited for each task.
- Each set of tasks and folders needs to be built separately in the template. The customer needs to determine how many times the workspace will be amended and build a set for each expectation.
- BPC recommends also determining a notification method when the last amendment phase is begins so that administrators are warned that new phases need to be built.

Steps to Configure



Request Amendment Fields & Configure Amendment Condition

- Submit a Service Request (SR) through Ariba Connect (<http://connect.ariba.com/>) for two custom Integer fields to be created, called **Amendment – Count** and **Amendment – Phase**.
- In the request to Ariba, advise that both fields need the following settings:
 - Type: Integer
 - Show in Detail View only
 - Enable for Template Field Setter
- Once the fields are created, either create a new template or place the existing one into a New Version.
- Go to Conditions tab, and choose Add Condition. Configure a condition with Amendment Type field which contains the types that will trigger the process:

Amendment - Count: 0

Amendment - Phase:

Expression:

Any Are True

Amendment Type

is equal to ▼

Renewal

Amendment Type

is equal to ▼

Amendment

“Renewal” or “Full Amendment” will trigger the process

Create and Set Preferences for Master To Do Task

- Go to the Overview tab and choose **Actions > View Details**. In the Tasks section, go to **Actions > Create New Task > To Do Task**
- The task preferences has three important settings:
 - Predecessors:** Set with each preceding task to enforce task flow.
 - Repeat for Each Document Draft:** Yes
 - Conditions:** Amendment Condition
 - Field Setting:** Amendment – Phase field: 1 to null/blank

Tasks Actions ▾

↑ Task	Owner	Status	Completion	Version
🕒 Mark Complete to Initiate a New Template Phase*	Project Owner	Template		

Task

Title: * ⓘ

Owner: ▾ ⓘ

Description:

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 ⓘ

Observers: ▾ ⓘ

Due Date: day(s) after parent phase starts ⓘ

Is milestone: Yes No ⓘ

Required: Yes No ⓘ

Rank:

Predecessors:

Repeat for Each Document Draft: Yes No ⓘ

Conditions: ▾

Field Setting: ▾ = From: To:

Use suggested Title

4 important settings

Create Amendment Conditions to Control Visibility

Show Amendment 1	<code>((Amendment - Phase)is not null) AND ((Amendment - Phase)is not equal to(999))</code>
Show Amendment 2	<code>((Amendment - Phase)is equal to(1)) AND ((Amendment - Count)is equal to(1)) OR ((Amendment - Phase)is equal to(1002))</code>
Show Amendment 3	<code>((Amendment - Phase)is equal to(1)) AND ((Amendment - Count)is equal to(2)) OR ((Amendment - Phase)is equal to(1003))</code>
Show Amendment 4	<code>((Amendment - Phase)is equal to(1)) AND ((Amendment - Count)is equal to(3)) OR ((Amendment - Phase)is equal to(1004))</code>
Show Amendment 5	<code>((Amendment - Phase)is equal to(1)) AND ((Amendment - Count)is equal to(4)) OR ((Amendment - Phase)is equal to(1005))</code>
Show Amendment 6	<code>((Amendment - Phase)is equal to(1)) AND ((Amendment - Count)is equal to(5)) OR ((Amendment - Phase)is equal to(1006))</code>

Name:

Description:

Show Amendment 1 is unique from the other conditions

Expression:

- All Are True
 - Amendment - Phase is not null
 - Amendment - Phase is not equal to 999

Set up a Show Amendment condition for each number of amendments needed, starting with Show Amendment 2.

Name:

Description:

Expression:

- Any Are True
 - All Are True
 - Amendment - Phase is equal to 1
 - Amendment - Count is equal to 1
 - Amendment - Phase is equal to 1002

Add the Amendment Phases, Tasks & Conditions

Create a phase for each amendment and associated tasks.

Then map each condition to each phase.

▶ ⇨ Amendment 1 ▼		Project Owner	Show Amendment 1▼
▶ ⇨ Amendment 2 ▼		Project Owner	Show Amendment 2▼
▶ ⇨ Amendment 3 ▼		Project Owner	Show Amendment 3▼
▶ ⇨ Amendment 4 ▼		Project Owner	Show Amendment 4▼
▶ ⇨ Amendment 5 ▼		Project Owner	Show Amendment 5▼
▶ ⇨ Amendment 6 ▼		Project Owner	Show Amendment 6▼
▼ ⇨ Amendment 1 ▼		Project Owner	Show Amendment 1▼
🕒 Amend: Prep for Approval - Final Word Doc, Attributes, Executive Summary * ▼	Amendment 1 Contract Documents for Review and Approval ▼	Project Owner	(Show Amendment 1, from container)▼
🕒 Amend: Send Contract for Approval * ▼	Amendment 1 Contract Documents for Review and Approval ▼	Project Owner	(Show Amendment 1, from container)▼
🕒 Amend: Get signatures, upload Signed .pdf, Finalize Attributes, and Publish * ▼	Amendment 1 Contract Documents for Review and Approval ▼	Project Owner	(Show Amendment 1, from container)▼

Set Predecessors and Field Settings – First Amendment Phase & Tasks

Amendment 1 ▾		Project Owner	Show Amendment 1 ▾
Amend: Prep for Approval - Final Word Doc, Attributes, Executive Summary * ▾	Amendment 1 Contract Documents for Review and Approval ▾	Project Owner	(Show Amendment 1, from container) ▾
Amend: Send Contract for Approval * ▾	Amendment 1 Contract Documents for Review and Approval ▾	Project Owner	(Show Amendment 1, from container) ▾
Amend: Get signatures, upload Signed .pdf, Finalize Attributes, and Publish * ▾	Amendment 1 Contract Documents for Review and Approval ▾	Project Owner	(Show Amendment 1, from container) ▾

Set the values for the field as you complete the tasks, i.e. when the amendment is finished, the Amendment Count will be 1.

Task **First Required Task**

Task **Last Required Task**

Title: * Amend: Prep for Approval - Final Word Doc, Attributes, Executive Summary * ⓘ

Owner: Project Owner ▾ ⓘ

Description:

Observers: (no value) ▾ ⓘ

Due Date: day(s) after parent phase starts ⓘ

Is milestone: Yes No ⓘ

Required: Yes No ⓘ

Rank:

Predecessors: [select]

Conditions: (Show Amendment 1, from container) ▾

Field Setting: Amendment - Phase ▾ = From: To:

Title: * Amend: Get signatures, upload Signed .pdf, Finalize Attributes, and Publish * ⓘ

Owner: Project Owner ▾ ⓘ

Description:

Observers: (no value) ▾ ⓘ

Due Date: day(s) after parent phase starts ⓘ

Is milestone: Yes No ⓘ

Required: Yes No ⓘ

Rank:

Predecessors:
 ⇌ Amendment 1
 Amend: Send Contract for Approval [select]

Start When Dependencies Complete: ⓘ

Conditions: (Show Amendment 1, from container) ▾

Field Setting: Amendment - Count ▾ = From: To:

Note Predecessor and Field Setting

Set Predecessors and Field Settings - Second Amendment Phase & Tasks

Amendment 2		Project Owner	Show Amendment 2
Amend: Prep for Approval - Final Word Doc, Attributes, Executive Summary *	Amendment 2 Contract Documents for Review and Approval	Project Owner	(Show Amendment 2, from ...)
Amend: Send Contract for Approval *	Amendment 2 Contract Documents for Review and Approval	Project Owner	(Show Amendment 2, from ...)
Amend: Get signatures, upload Signed .pdf, Finalize Attributes, and Publish *	Amendment 2 Contract Documents for Review and Approval	Project Owner	(Show Amendment 2, from ...)

In similar fashion, continue for all amendment phases increasing the value for Amendment – Phase and Amendment – Count.

First Required Task

Title: * Amend: Prep for Approval - Final Word Doc, Attributes, Executive (i)

Owner: Project Owner (v) (i)

Description: [Rich text editor]

Observers: (no value) (v) (i)

Due Date: 0 day(s) after parent phase starts (i)

Is milestone: Yes No (i)

Required: Yes No (i)

Rank: 30

Predecessors: [select]

Conditions: (Show Amendment 2, from container)

Last Required Task

Title: * Amend: Get signatures, upload Signed .pdf, Finalize Attributes, a (i)

Owner: Project Owner (v) (i)

Description: [Rich text editor]

Observers: (no value) (v) (i)

Due Date: 0 day(s) after parent phase starts (i)

Is milestone: Yes No (i)

Required: Yes No (i)

Rank: 60

Predecessors: Amendment 2
Amend: Send Contract for Approval [select]

When Dependencies Complete: (i)

Conditions: (Show Amendment 2, from container)

Note Predecessor and Field Setting

Field Setting: Amendment - Phase = From: 1002 To: []

Field Setting: Amendment - Count = From: 2 To: []

Complete Remaining Amendment Count Phases and Finalize

- Repeat the Create Phase and Task process with the appropriate preferences until you've built out the maximum count needed. Consider adding additional amendment phases as a cushion.
- Once the configuration is complete, Publish the template and create a test contract workspace, so that the process can be fully simulated.
- Upon successful testing sessions, export the template from test and import to production to go live with the amendment configuration.

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Thank you.