Feature at a Glance
Non-Disclosure Agreement Contracts

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Target GA: July, 2018

Feature at a Glance

Introducing: **Non-Disclosure Agreement Contracts**

Customer challenge

Non-Disclosure Agreements are simple contracts that organizations require while engaging with suppliers, customers, employees and several other counterparties. In many cases, NDA is a pre-requisite agreement prior to engagement with the counterparty. In the current process, creating an NDA requires a contract workspace with header level information and supported by documents, team members, tasks etc. This significantly increases the effort as well as the approval turnaround times for a process that's generic in nature and uses standard templates.

Meet that challenge with
SAP Ariba

This feature allows SAP Ariba Contracts users to create, store, manage and share Non-Disclosure Agreements with counterparties in a an intuitive and simplified way without creating a contract workspace.

Experience key benefits

- Reduced complexity
- Improved user experience and adherence to organizational policies
- Lower process turnaround times

Solution area

SAP Ariba Contracts, SAP Ariba Strategic Sourcing Suite

Implementation information

This feature is disabled by default. To enable this feature, have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

Prerequisites and Limitations

NDA eSignature will work only with Docusign eSignature Provider

Feature at a Glance

Introducing: **Non-Disclosure Agreement Contracts**

Detailed feature information

This functionality introduces a new launch point for NDA's using a microservice. The key features include.

- Standalone NDA storage
- A dashboard to manage NDA's
- Input gathering form for NDA creation
- NDA template creation and management capabilities
- Notifications to counterparties and NDA requestors
- Integrated signature management with DocuSign

Non-Disclosure Agreement Contracts
Accessing the NDA functionality

SAP Ariba

Customize   Help ▾   Keertan Rai ▾

Cirrus Atlantic Suite

Recent ▾   Manage ▾   Create ▾

Administration	Print Templates
Approvable Role Assignments	Public Reports
Approval Processes	Purchase Orders
Clause Library	Queues
Core Administration	Receive
Enrichment Change Requests	Report Search Filters
Forms and Extensions	SM Admin
My Tasks	SM Administration
My To Do	Sourcing Library
Non Disclosure Agreement	Spot Buy Administration
Payments	Templates
Personal Workspace	*More...*
Prepackaged Reports	

Non-Disclosure Agreement Contracts
Creating a new NDA

Non-Disclosure Agreement Contracts
NDA input form

Recipient Details

Organization

KR Print Services

Invite signers by providing their Name and Email ID

Keertan Rai

keertan.rai@sap.com

Keertan Rai ✖

Effective Date

Tue, May 08 2018

Expiration Date

| 1 year | 2 years | No Expiry | Custom |

Selected date: May 8, 2019

Continue to next step

Select NDA

Non-Disclosure Agreement Contracts
Template Selection

Recipient Details Edit

Organization: **KR Print Services**
Signers: **Keertan Rai [keertan.rai@sap.com]**
Period: **May 8, 2018** to **May 8, 2019**

Select NDA

Select an existing NDA template or upload a new NDA.

Title ⬍	Legal Entity ⬍	Published Date ⬍	▼
NDA Demo Template 1		Feb 27, 2018	👁 🖑 ⬇
TEST		Feb 27, 2018	👁 🖑 ⬇
ABC2CorpNDA		Feb 28, 2018	👁 🖑 ⬇
DB-ABCCorpNDATemplate1		Mar 5, 2018	👁 🖑 ⬇
NDA for Office Maintenance Service Providers		Mar 11, 2018	👁 🖑 ⬇

Non-Disclosure Agreement Contracts
Send for signature

Create NDA   Cancel | **Send For Signature**

✓ Recipient Details Edit
  Organization: **KR Print Services**
  Signers: **Keertan Rai [keertan.rai@sap.com]**
  Period: **May 8, 2018** to **May 8, 2019**

✓ Select NDA Edit

  NDA
  created from NDA Demo Template 1

  Non-Disclosure Agreement

  ☑ Share comment with recipient

Non-Disclosure Agreement Contracts
Counterparty notification mailer

Non-Disclosure Agreement Contracts
Fields from input form transferred to NDA as document properties

Non-Disclosure Agreement Contracts
Signature task management using DocuSign

FIELDS

- ✏️ Signature
- DS Initial
- 📅 Date Signed

- 👤 Name
- 🏢 Company
- 💼 Title

- T Text
- ☑️ Checkbox

KR Print Services

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

Sign

Confirm your name, initials, and signature.

* Required

Full Name*

Keertan Rai

Initials*

KR

SELECT STYLE   **DRAW**

PREVIEW   Change Style

DocuSigned by: DS

keertan Rai   *kR*
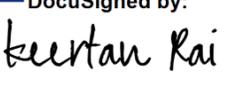
D1EE692F244A4E5...

By selecting Adopt and Sign, 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 SIGN   CANCEL

Non-Disclosure Agreement Contracts
Submit signed NDA to requestor

Non-Disclosure Agreement Contracts
Notification mailer to counterparty signatory with certificate of completion and a copy of the NDA

Tue 8/5/2018 1:43 PM

DocuSign Demo System <dse_demo@docusign.net>

Completed: Document NDA for Printing Services requires your signature

To Rai, Keertan

If there are problems with how this message is displayed, click here to view it in a web browser.

NDA for Printing Services .pdf
179 KB

Summary.pdf
17 KB

SAP Ariba

Your document has been completed

VIEW COMPLETED DOCUMENT

Non-Disclosure Agreement Contracts
Customer view of the NDA dashboard with categorization based on process stages and search capability

Done

⇄ Manage NDA Templates   🔽 Filter NDAs   + Create NDA

Non Disclosure Agreements   Updated ▾

| | DRAFT | PENDING | **SIGNED** | EXPIRING | EXPIRED | DECLINED | | 🔄 |

Title ⇅	Recipient ⇅	Effective Date ⇅	Expiration Date ⇅	Signed Date ⇅	Signers	Owner ⇅	Action
SP-CCC NDA	Camin Cargo Control Inc	May 8, 2018	May 8, 2019	May 8, 2018	☰	Customer Support Admin	•••
NDA for Printing Services	KR Print Services	May 8, 2018	May 8, 2019	May 8, 2018	☰	Keertan Rai	•••
							View
KC-NDA	KJ ABC	May 4, 2018	May 4, 2019	May 4, 2018	☰	Customer Support Admin	Download
DB-NDA1	ABC Supplier	May 4, 2018	May 4, 2019	May 4, 2018	☰	Hari Babu	•••
Template NDA	ABC Supplier	May 2, 2018	May 2, 2019	May 2, 2018	☰	Hari Babu	•••

Non-Disclosure Agreement Contracts
NDA template management and creation of new templates

⇄ Manage NDA Templates   ▽ Filter NDAs   **+ Create NDA**

Non Disclosure Agreement Templates   **Updated ▼**

Title ⇅	Legal Entity ⇅	Published Date ⇅	Action
ABC2CorpNDA		Feb 28, 2018	⋯
DB-ABCCorpNDATemplate1		Mar 5, 2018	View
NDA for Office Maintenance Service Providers		Mar 11, 2018	Download
			Delete

Non-Disclosure Agreement Contracts
Creation of new templates

Create NDA Template

Publish

Get started by adding a document
Supported format: docx

Drag and drop a document or browse for document

NDA Template for Demo.docx

+ Copy
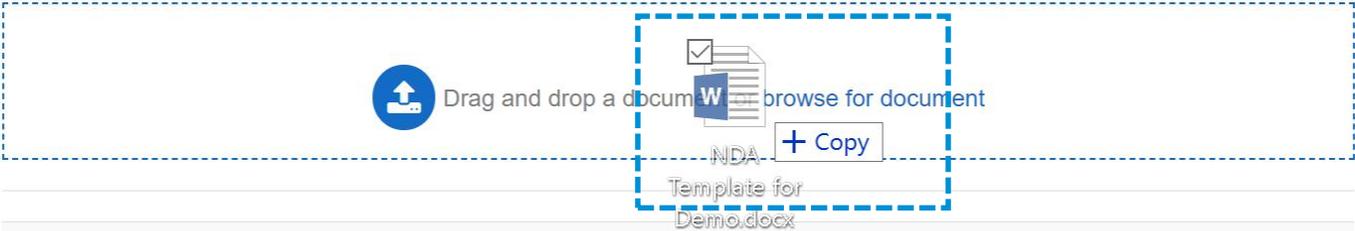
File Name	File Size (KB)	Progress

File selection not made yet

Title

NDA Template for Legal Services

Legal Entity (Optional)

APJ services

Non-Disclosure Agreement Contracts
Publishing new templates

Create NDA Template   Cancel   **Publish**

Get started by ad...
Supported format: docx

✗

✓

Success

Successfully published **NDA Template for Legal Services** .

OK

File Name

NDA Template for Legal Services.docx   19.41

Title

NDA Template for Legal Services

Legal Entity (Optional)

APJ Services

SAP Ariba

Thank you.

THE BEST RUN **SAP**