



Feature at a Glance

Non-Disclosure Agreement Contracts

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Target GA: July, 2018

CONFIDENTIAL



Feature at a Glance

Introducing: Non-Disclosure Agreement Contracts

Ease of implementation



Low touch / simple

Geographic relevance



Global

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.

Solution area

SAP Ariba Contracts, SAP Ariba Strategic Sourcing Suite

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.

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.

Experience key benefits

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

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

The screenshot displays the SAP Ariba user interface. At the top, the header bar includes the SAP Ariba logo, a 'Customize' button, a search icon, a printer icon, a chat icon, a 'Help' dropdown, and the user name 'Keertan Rai'. Below the header, a navigation bar contains 'Recent', 'Manage', and a blue 'Create' button. The 'Manage' dropdown menu is open, showing a list of options. The 'Non Disclosure Agreement' option is highlighted with a dashed blue box. Other options in the menu include Administration, Approvable Role Assignments, Approval Processes, Clause Library, Core Administration, Enrichment Change Requests, Forms and Extensions, My Tasks, My To Do, Payments, Personal Workspace, Prepackaged Reports, Print Templates, Public Reports, Purchase Orders, Queues, Receive, Report Search Filters, SM Admin, SM Administration, Sourcing Library, Spot Buy Administration, Templates, and a 'More...' link. The 'Cirrus Atlantic Suite' text is visible in the top right corner of the interface.

SAP Ariba

Customize

Search

Printer

Chat

Help

Keertan Rai

Recent

Manage

Create

Cirrus Atlantic Suite

Administration

Approvable Role Assignments

Approval Processes

Clause Library

Core Administration

Enrichment Change Requests

Forms and Extensions

My Tasks

My To Do

Non Disclosure Agreement

Payments

Personal Workspace

Prepackaged Reports

Print Templates

Public Reports

Purchase Orders

Queues

Receive

Report Search Filters

SM Admin

SM Administration

Sourcing Library


Spot Buy Administration

Templates

More...


Non-Disclosure Agreement Contracts


Creating a new NDA

SAP Ariba

[← Back](#)

Customize






Help ▾

Keertan Rai

[Manage NDA Templates](#)

 Filter NDAs

Done

+ Create NDA

Non Disclosure Agreements

Updated ▾

DRAFT


PENDING

















SIGNED

EXPIRING

EXPIRED

DECLINED



Title ▾	Recipient ▾	Effective Date ▾	Expiration Date ▾	Created Date ▾	Signers	Owner ▾	Action
NDA	KR Print Services	May 8, 2018	May 8, 2019	May 8, 2018		Keertan Rai	
HB-Demo	ABC Supplier	May 1, 2018	May 1, 2020	May 1, 2018		Hari Babu	
NDA 2018 Atlas	Alan Corp	Apr 25, 2018	Apr 25, 2019	Apr 25, 2018		William Templeton	
ZM ABC NDA for 2 years	ABC Supplier	Apr 24, 2018	Apr 24, 2020	Apr 24, 2018		Hari Babu	
NDA 2018	Shafer Corp	Apr 23, 2018	Apr 23, 2019	Apr 23, 2018		William Templeton	
JBH Greenway - Loves NDA	Greenway Partners	Apr 23, 2018	End-of-time	Apr 20, 2018		James Holbel	
ADT NDA	ADT Demo	Apr 20, 2018	Apr 20, 2019	Apr 20, 2018		William Templeton	
MoeCorp V2 NDA	MoeCorp	Apr 18, 2018	Apr 18, 2020	Apr 18, 2018		Andrew Moe	

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.ra@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.raai@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.raai@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



Tue 8/5/2018 1:25 PM

DocuSign Demo System <dse_demo@docusign.net>

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.

SAP Ariba



Ariba DocuSign Admin sent you a document to review and sign.

REVIEW DOCUMENT

Ariba DocuSign Admin
aribadocusign@yahoo.com

Subject: Document **NDA for Printing Services** requires your signature

Dear All,

Please sign the attached formal document in connection with the above identified Non-Disclosure Agreement.
If you have any questions, please contact keertan.rai@sap.com.

Message from requester:
Non-Disclosure Agreement

Non-Disclosure Agreement Contracts

Fields from input form transferred to NDA as document properties

Please Review & Act on These Documents



Ariba DocuSign Admin
Ariba, Inc.



Powered by DocuSign

Subject: Document **NDA for Printing Services** requires your signature

View

PI

Signature

Initial

Date Signed

Name

Company

Title

Text

Checkbox

DocuSign Envelope ID: 821F4060-2B20-40EF-AB98-5762B0F07613

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made on

Tue, 08 May 2018

BETWEEN

1. **Cirrus Atlantic Suite**, (the "Disclosing Party"); and

2. **KR Print Services**, (the "Receiving Party"),

collectively referred to as the "Parties".

RECITALS

A. The Receiving Party understands that from **Tue, 08 May 2018** to **Wed, 08 May 2019** the Disclosing Party has disclosed or may disclose information, which to the extent previously, presently, or subsequently disclosed to the Receiving Party is hereinafter referred to as "Proprietary Information" of the Disclosing Party.

CONTINUE

OTHER ACTIONS ▾


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Non-Disclosure Agreement Contracts


Signature task management using DocuSign


FIELDS


 Signature


 Initial


 Date Signed

 Name

 Company

 Title

 Text

 Checkbox

KR Print Services

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

Confirm your name, initials, and signature.

* Required

Full Name*

Keertan Rai

Initials*

KR

SELECT STYLE

DRAW

PREVIEW

DocuSigned by:

keertan Rai

D1EE692F244A4E5...

DS

KR

[Change Style](#)

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

Submit signed NDA to requestor

Done! Select Finish to send the completed document.

FINISH

OTHER ACTIONS ▾

+
Zoom In

-
Zoom Out

Download
▼

Print

Help
?

representation or warranty made about this Agreement was made fraudulently and, save as may be expressly referred to or referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.

7. This Agreement shall be governed by the laws of the jurisdiction in which the Disclosing Party is located (or if the Disclosing Party is based in more than one country, the country in which its headquarters are located) (the "Territory") and the parties agree to submit disputes arising out of or in connection with this Agreement to the non-exclusive of the courts in the Territory.

Cirrus Atlantic Suite

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

KR Print Services

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

Signature

DS

Initial

Calendar

Date Signed

Name

Grid

Company

Briefcase

Title

T

Text

Checkmark

Checkbox

DocuSigned by:
Kurtan Rai
D1EE692F244A4E5...

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




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

SAP Ariba

← Back

Customize






Help ▾

Keertan Rai

Done

Manage NDA Templates

 Filter NDAs

Create NDA

Non Disclosure Agreements

Updated ▾

DRAFTPENDING**SIGNED**EXPIRINGEXPIREDDECLINED

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

...


KC-NDA

KJ ABC

May 4, 2018

May 4, 2019

May 4, 2018



Customer Support Admin

...


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

...

View

Download

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	
NDA for Office Maintenance Service Providers		Mar 11, 2018	

Non-Disclosure Agreement Contracts

Creation of new templates


Create NDA Template


Cancel

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

CancelPublish

Get started by adding a file

Supported format: docx

File Name

NDA Template for Legal Services.docx

19.41

Success

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

OK

Title

NDA Template for Legal Services

Legal Entity (Optional)

APJ Services

Thank you.