



SAP Ariba 

# Feature at a Glance

## Non-Disclosure Agreement Contracts

Hari Babu Krishnan, Keertan Rai – SAP Ariba  
Target GA: July, 2018

CONFIDENTIAL

 **Run Simple**

## 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 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 left is the SAP Ariba logo. The top navigation bar includes 'Customize', a search icon, a printer icon, a chat icon, 'Help', and the user name 'Keertan Rai'. Below the navigation bar, there are three main buttons: 'Recent', 'Manage', and 'Create'. The 'Manage' button is highlighted with a blue dashed box. A dropdown menu is open from the 'Manage' button, listing various functions. The 'Non Disclosure Agreement' option is highlighted with a blue dashed box. The dropdown menu items are:

- 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

Done

[Manage NDA Templates](#)

 Filter NDAs

[+ Create NDA](#)

### Non Disclosure Agreements

Updated ▾

Non Disclosure Agreements									
DRAFT	<b>PENDING</b>	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.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.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](mailto: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](mailto: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

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**

- Cirrus Atlantic Suite**, (the "Disclosing Party"); and
- 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 ▾**

# 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\*

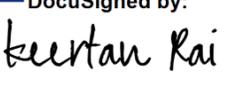
KR

**SELECT STYLE**

**DRAW**

PREVIEW

[Change Style](#)

DocuSigned by:   DS

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.



CANCEL

# Non-Disclosure Agreement Contracts

## Submit signed NDA to requestor

Done! Select Finish to send the completed document.

**FINISH** OTHER ACTIONS ▾

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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.

<b>Cirrus Atlantic Suite</b>	<b>KR Print Services</b>
By: _____	By: _____
Name: _____	Name: _____ <small>DocuSigned by: Kurtan Rai D1EE692F244A4E5...</small>
Title: _____	Title: _____
Address: _____	Address: _____
Date: _____	Date: _____

**FIELDS**

- Signature
- Initial
- Date Signed
- Name
- Company
- Title
- Text
- Checkbox

# 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.



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](#)  + 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 Download
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	

# 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	View Download Delete
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

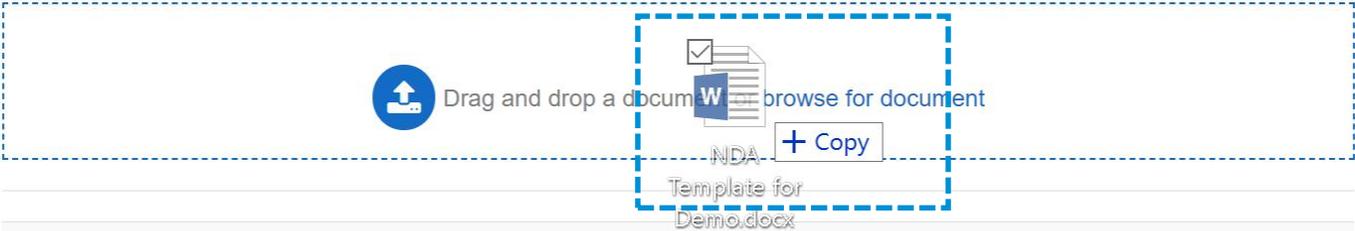
Cancel

Publish

Get started by adding a document

Supported format: docx

Drag and drop a document or browse for document



File Name	File Size (KB)	Progress
-----------	----------------	----------

File selection not made yet

Title

Legal Entity (Optional)

# Non-Disclosure Agreement Contracts

## Publishing new templates

Create NDA Template

Cancel

Publish

Get started by adding a document

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

# Thank you.