



Feature at a Glance

Mass Clause Upload

Hari Krishnan Babu, Keertan Rai – SAP Ariba
Target GA: February 2019

CONFIDENTIAL

Feature at a Glance

Introducing: Mass Clause Upload

Ease of implementation

Geographic relevance



Low touch / simple



Global

Customer challenge

Customers usually have a pre-existing library of clauses with associated attributes and related information that needs to be uploaded in to their clause library folder within SAP Ariba. Also, customers might be required to export their existing clause library content from SAP Ariba for making changes and subsequently update the library in SAP Ariba Contracts. Users need an option to easily import and export the clause library content for initial uploads as well as for bulk changes that they might want to carry out outside the SAP Ariba system.

Meet that challenge with SAP Ariba

This feature will enable admin users in SAP Ariba Contracts to bulk upload the clauses and the attributes in to a clause library via a document containing clauses and the set of associated attributes in an Excel file respectively. This feature also allows users to download the clauses and associated information from SAP Ariba thus allowing users to make the changes to the clauses and attributes outside the SAP Ariba solution and then add the updated information back in to the system.

Experience key benefits

This feature will significantly reduce the effort in managing and updating clauses thus enabling users to maintain complex clause libraries.

Solution area

SAP Ariba Contracts

Implementation information

This feature is **automatically on** for all customers with the applicable solutions and is ready for immediate use.



Prerequisites and Limitations









None

Mass clause upload

Exporting the clause library

Overview **Clauses** Tasks Team History

Clause Library Show Details Actions ▾  

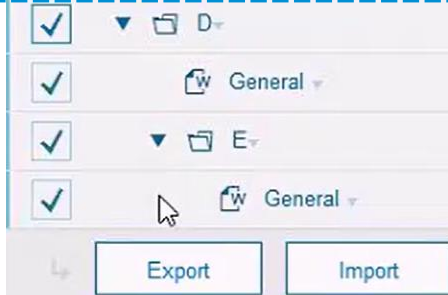
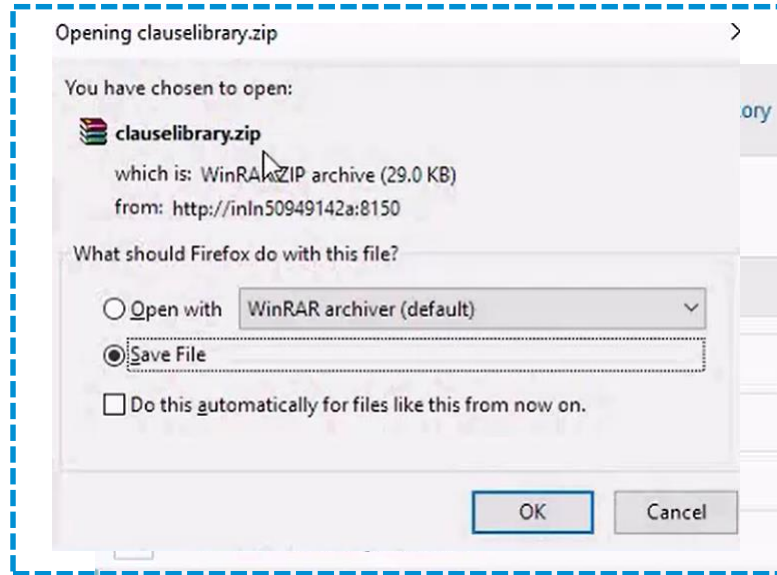
<input type="checkbox"/>	Name	Owner	Status
<input type="checkbox"/>	▶  Empty Clause ▾	Max Olson	
<input type="checkbox"/>	▶  Services Agreements ▾	Max Olson	
<input type="checkbox"/>	▶  Purchase Agreements ▾	Ron White	
<input type="checkbox"/>	▶  Sales Agreements ▾	Barry Waterfield	
<input checked="" type="checkbox"/>	▼  D ▾	Arnold Davis	
<input checked="" type="checkbox"/>	 General ▾	Arnold Davis	Draft
<input checked="" type="checkbox"/>	▼  E ▾	Arnold Davis	
<input checked="" type="checkbox"/>	 General ▾	Arnold Davis	Draft

Export Import

Users have the option the entire clause library or a subset the clause library that needs to be edited outside the system.

Mass clause upload

Exporting the clause library



			Show Details	Actions		
		Owner	Status			
		Max Olson				
		Max Olson				
		Ron White				
		Barry Waterfield				
		Arnold Davis				
		Arnold Davis	Draft			
		Arnold Davis				
		Arnold Davis	Draft			

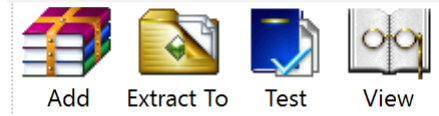
Upon Export, the 'clauselibrary.zip' file is generated that contains the hierarchy of the clauses/ folders selected for export as well as an Excel file – 'clauselibraryitemsattribute.xlsx' that contains the attributes of all the folders and the files included in the export.

Mass clause upload

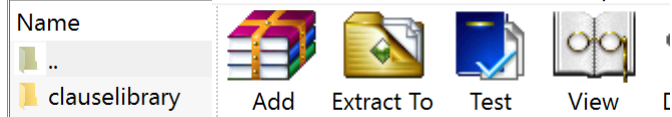
Exporting the clause library

clauselibrary.zip - WinRAR

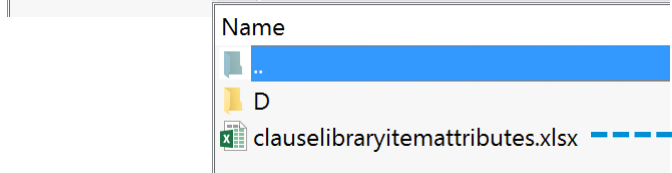
File Commands Tools Favorites Options



clauselibrary

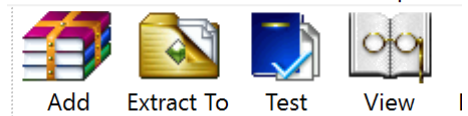


clauselibrary.zip\clauselibrary - ZIP

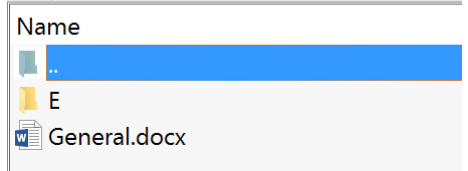


clauselibrary.zip - WinRAR

File Commands Tools Favorites Options



clauselibrary.zip\clauselibrary\D -



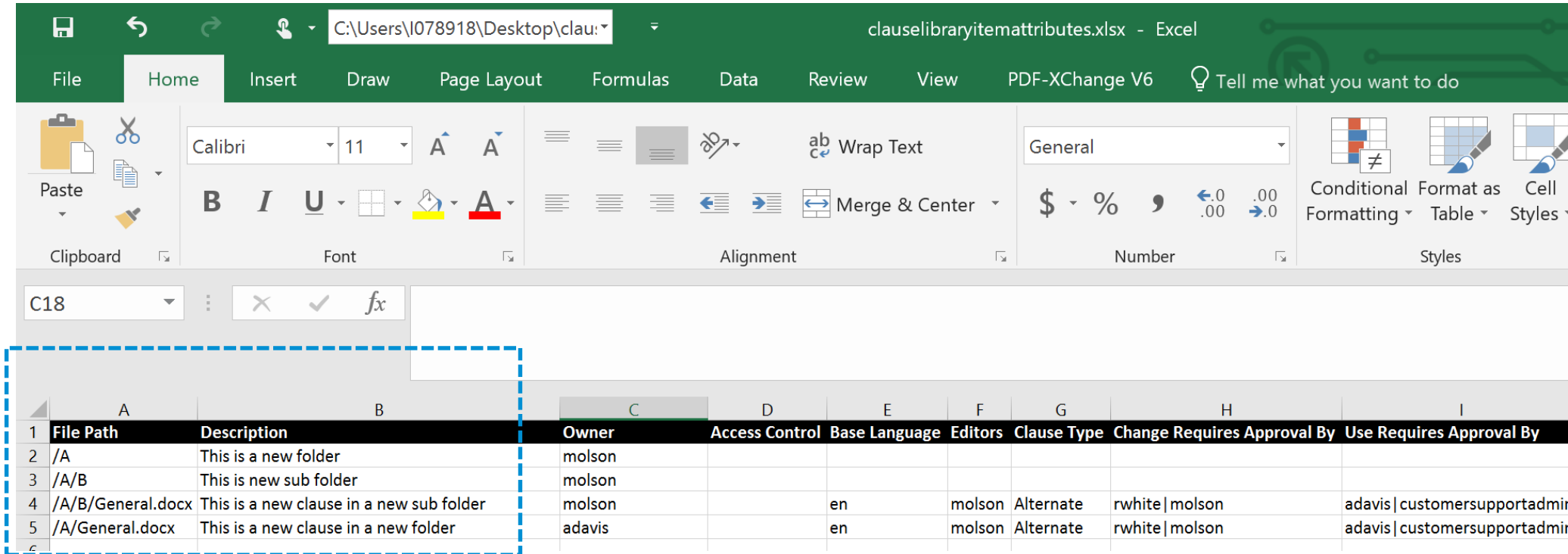
clauselibraryitemattributes.xlsx - Excel

File Path	Description	Owner	Access Control	Base Language	Editors	Clause Type
/D	This folder contains termination clauses	adavis				
/D/E	This folder contains liability clauses	adavis				
/D/E/General.docx	Contract termination clauses	adavis		en	molson	Preferred
/D/General.docx	Liability clauses linked to early termination	adavis		en	molson	Preferred

The Zip file contains the folder structure and the underlying clause files(in docx format) and serves as the template for uploading the changes back in to the Clause Library during the Import function. The Excel file contains the item attribute information for the folders and the clauses

Mass clause upload

Importing changes to the clause library



	A	B	C	D	E	F	G	H	I
	File Path	Description	Owner	Access Control	Base Language	Editors	Clause Type	Change Requires Approval By	Use Requires Approval By
2	/A	This is a new folder	molson						
3	/A/B	This is new sub folder	molson						
4	/A/B/General.docx	This is a new clause in a new sub folder	molson		en	molson	Alternate	rwhite molson	adavis customersupportadmin
5	/A/General.docx	This is a new clause in a new folder	adavis		en	molson	Alternate	rwhite molson	adavis customersupportadmin

Changes to the clause attributes or creation of new clause folders can be initiated on the clauselibraryitemsattribute.xlsx. In the example above, the user is initiating the creation of new folders (A and B) and defining the paths for the underlying clause through the Excel template. Users will be required to specify details only pertaining to the object type being created/updated. Example: While creating a Folder, 'Clause Type' or 'Editors' fields need not be specified, since it is not a Folder attribute and only applies to the Clause document.

Mass clause upload

Importing changes to the clause library

The screenshot shows an Excel spreadsheet titled 'clauselibraryitemattributes.xlsx'. The ribbon includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, PDF-XChange V6, and a search bar. The 'Home' ribbon is active, showing Font, Alignment, Number, and Styles groups. The formula bar shows 'B5' and the text 'This is a new clause in a new folder'. The spreadsheet data is as follows:









	A	B	C	D	E	F	G	H	L
	File Path	Description	Owner	Access Control	Base Language	Editors	Clause Type	Change Requires Approval By	Update File
1	/A	This is a new folder	molson						TRUE
2	/A/B	This is a new sub folder	molson						TRUE
3	/A/B/General.docx	This is a new clause in a new sub folder	molson		en	molson	Alternate	rwhite molson	TRUE
4	/A/General.docx	This is a new clause in a new folder	adavis		en	molson	Alternate	rwhite molson	TRUE
5									
6									

If the import includes updates to the clause documents, apart from the changes to the attributes, the 'Update File' field needs to be 'True' for the corresponding rows.

Mass clause upload

Importing changes to the clause library

Clause Library

<input type="checkbox"/>	Name	Owner
<input type="checkbox"/>	 General ▾	Arnold Davis
<input type="checkbox"/>	▼  Others ▾	Max Olson
<input type="checkbox"/>	 General ▾	Customer Support Ad
<input type="checkbox"/>	▶  Empty Clause ▾	Max Olson
<input type="checkbox"/>	▶  Services Agreements ▾	Max Olson
<input type="checkbox"/>	▶  Purchase Agreements ▾	Ron White
<input type="checkbox"/>	▶  Sales Agreements ▾	Barry Waterfield
<input type="checkbox"/>	▶  D ▾	Arnold Davis

Import Clause Library

Browse for a ZIP archive with clause library files. The ZIP archive should have word (.docx) files for respective clauses and an excel (.xlsx) file with attributes for respective clauses.

Import clauses as: ☐ Published

☐ Draft

☒ Maintain clause status as exported

ZIP clause library archive: clauselibrary.zip

Or drop file here

To update the changes in the clause library, the Zip file - 'clauselibrary.zip' containing the folder hierarchy, clause documents and file attributes Excel sheet needs to be imported in to SAP Ariba Contracts

Mass clause upload

Importing changes to the clause library

Clause Library		
<input type="checkbox"/>	Name	Owner
<input type="checkbox"/>	▶ <input type="checkbox"/> Empty Clause	Max Olson
<input type="checkbox"/>	▶ <input type="checkbox"/> Services Agreements	Max Olson
<input type="checkbox"/>	▶ <input type="checkbox"/> Purchase Agreements	Ron White
<input type="checkbox"/>	▶ <input type="checkbox"/> Sales Agreements	Barry Waterfield
<input type="checkbox"/>	▶ <input type="checkbox"/> D	Arnold Davis
<input type="checkbox"/>	▼ <input type="checkbox"/> A	Max Olson
<input checked="" type="checkbox"/>	<input type="checkbox"/> General	Arnold Davis
<input type="checkbox"/>	<input type="checkbox"/> B	Max Olson
<div>Export Import</div>		

Upon importing, the folders, clause files, and items attributes are updated/created as indicated in Zip file

Mass clause upload

Importing changes to the clause library

Document

General

Status: Draft

Version: Original

ID: Doc15808

Current Task

Approval for General...

Status: Not Started

General

Done

Listed below are the details of this Document, including tasks associated with it. You can **Edit** the overview, **Copy** or **Move** the Document, and **Publish** it for use by [More](#)

Clause Library / A / General

Overview

Version History

Download

Upload

Properties

Actions

Description: This is a new clause in a new folder

Clause Type: Alternate Clause

Status: Draft ⓘ

Version: Original

Owner: Arnold Davis ⓘ

Editors: Ron White

Base Language: English

Summary: Clause text -1.

Changes Require Approval By: Ron White, Max Olson

Use Requires Approval By: Arnold Davis, Customer Support Admin

Delete Requires Approval By: Customer Support Admin, Ron White

Last Modified: 06/19/2018

Creation Date: 06/19/2018

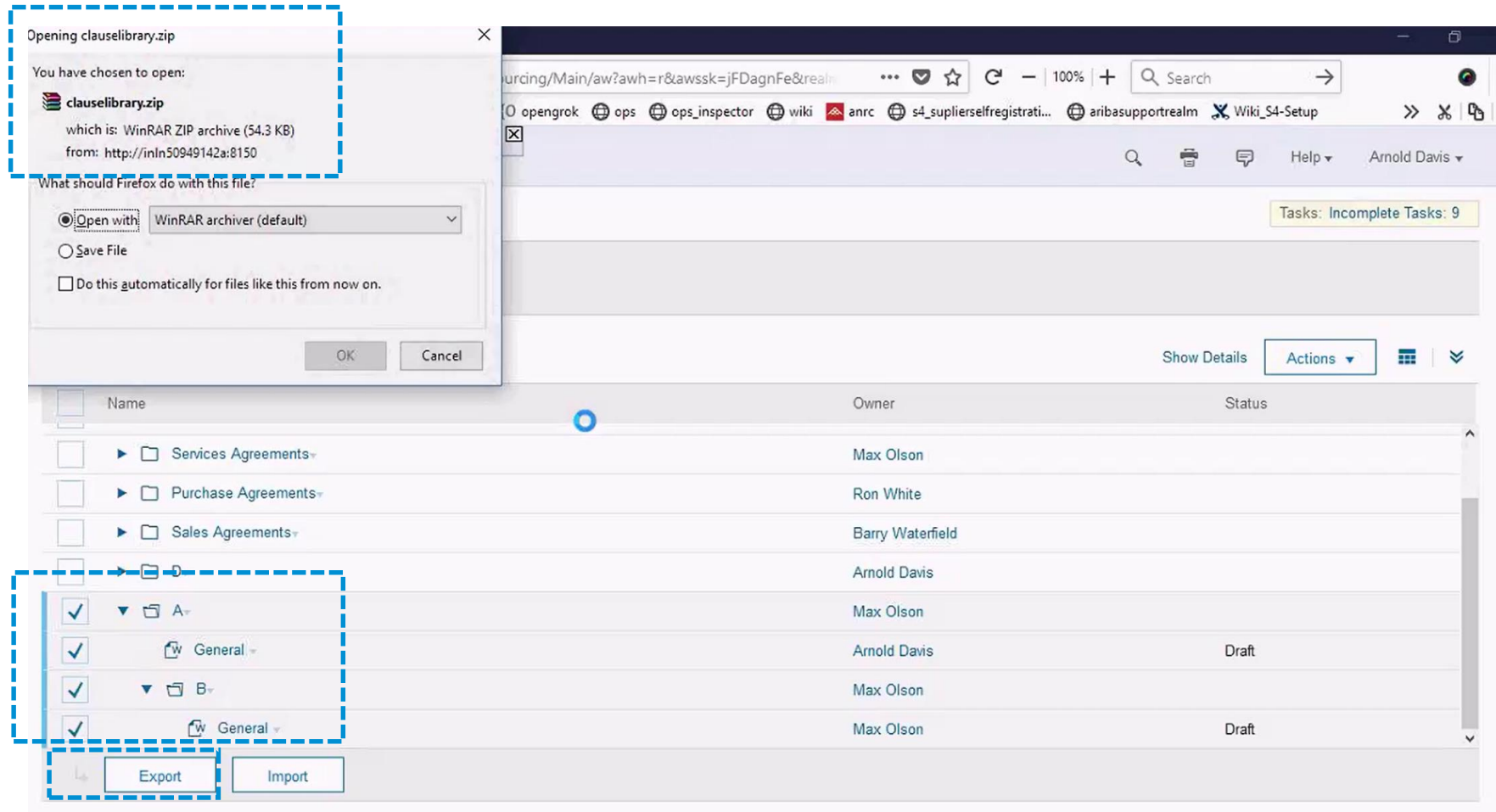
Describes Tasks: (none)

Publish Keywords: (none)

Access Control: (no value) ⓘ

Mass clause upload

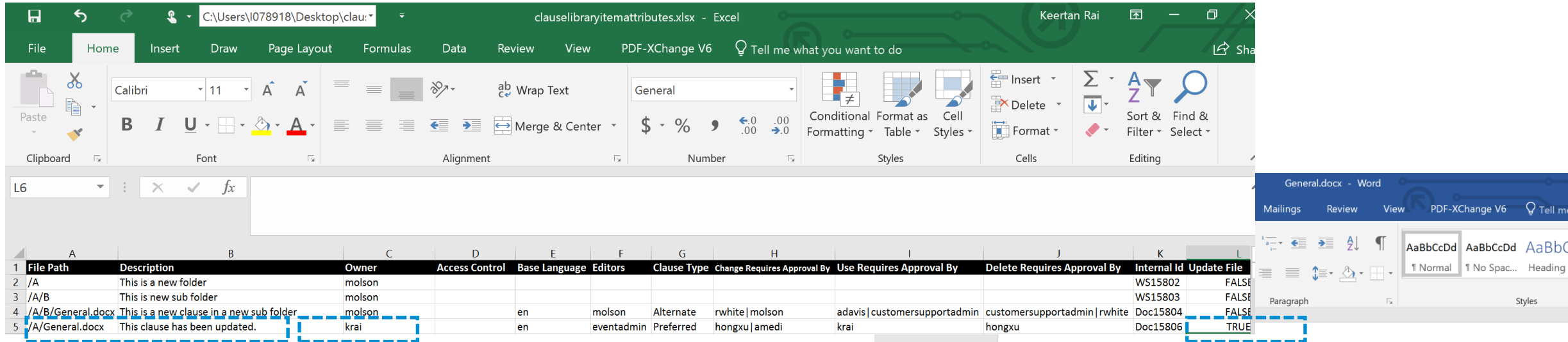
Updating an existing clause in the clause library



Select the folders that need to be updated and export the 'clauselibrary.zip' file.

Mass clause upload

Updating an existing clause in the clause library



	A	B	C	D	E	F	G	H	I	J	K	L
	File Path	Description	Owner	Access Control	Base Language	Editors	Clause Type	Change Requires Approval By	Use Requires Approval By	Delete Requires Approval By	Internal Id	Update File
1	/A	This is a new folder	molson								WS15802	FALSE
2	/A/B	This is new sub folder	molson								WS15803	FALSE
3	/A/B/General.docx	This is a new clause in a new sub folder	molson		en	molson	Alternate	rwhite molson	adavis customersupportadmin	customersupportadmin rwhite	Doc15804	FALSE
4	/A/General.docx	This clause has been updated.	krai		en	eventadmin	Preferred	hongxu amedi	krai	hongxu	Doc15806	TRUE

This is a new clause that been added to the library. This clause was updated using the Mass Clause Library function. The field 'Update File' has been set to true in the row corresponding to this file path in the Excel document – 'clauselibraryitemattributes.xlsx'

Extract the contents of the zip folder and navigate to the Word file containing the clause that needs to be modified. If the corresponding attributes need to be changed, these can be edited in the *clauselibraryitemattribute.xlsx*. In the above example, the attributes have been changed in the Excel file and content has been updated in the Word file. Once the changes have been updated, create the zip folder 'clauselibrary.zip' containing the Excel, folder structure and the file and import it into the clause library.

Mass clause upload

Updating an existing clause in the clause library

The screenshot illustrates the process of updating an existing clause in the SAP Clause Library. It is divided into two main parts: the upload interface and the clause details view.

Upload Interface (Top Left):

- Import Clause Library:** The main heading for the upload process.
- Browse for a ZIP archive:** A text instruction stating, "Browse for a ZIP archive with clause library files. The ZIP archive should have word (.docx) files for res".
- ZIP clause library archive:** A label for the file being uploaded.
- Or drop file here:** A text instruction for the drag-and-drop upload method.
- Browse...:** A button to select a file from the local system.
- clauselibrary.zip:** The name of the uploaded ZIP file.
- Clause Library:** A label for the destination library.

Clause Library Overview (Bottom Left):

- Overview / Clauses / Tasks / Team / History:** Navigation tabs.
- Clause Library:** The main heading for the clause list.
- Name:** The column header for the clause list.
- Services Agreements:** A folder icon with a right-pointing arrow.
- Purchase Agreements:** A folder icon with a right-pointing arrow.
- Sales Agreements:** A folder icon with a right-pointing arrow.
- D:** A folder icon with a right-pointing arrow.
- A:** A folder icon with a right-pointing arrow.
- General:** A folder icon with a right-pointing arrow.

Clause Details (Right):

- Overview / Version History:** Navigation tabs.
- Download / Upload:** Action buttons.
- Properties:** The main heading for the clause details.
- Description:** "This clause has been updated." (highlighted with a dashed blue box).
- Clause Type:** "Preferred Clause".
- Status:** "Draft" (with an information icon).
- Version:** "v1".
- Version Comment:** (empty field).
- Owner:** "Keertan Rai" (with an information icon).
- Editors:** "Event Administrator".
- Base Language:** "English".
- Summary:** A section containing various attributes:
 - Changes Require Approval By:** "Hong Xu, Ana Medi".
 - Use Requires Approval By:** "Keertan Rai".
 - Delete Requires Approval By:** "Hong Xu".
 - Last Modified:** "08/08/2018".
 - Creation Date:** "08/08/2018".
 - Describes Tasks:** "(none)".
 - Publish Keywords:** "(none)".
 - Access Control:** "(no value)" (with an information icon).

Clause attribute edits and the updated clause language will be visible in the clause library after importing the Zip file.

Thank you.