



SAP Ariba 

Feature at a Glance

Mass application of conditions in an assembled contract document

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Target GA: May 2019

CONFIDENTIAL

Feature at a Glance

Ease of implementation



Low touch / simple

Geographic relevance



Global

Introducing: Mass application of conditions in an assembled contract document

Customer challenge

SAP Ariba Contracts allows users to create conditions in templates and associate them to clauses. These are then used in contract workspace assembled/main agreement documents. Users however do not have a way to bulk create conditions and associate it to a set of clauses in an assembled document.

Meet that challenge with **SAP Ariba**

This feature lets users manage the association of conditions with clauses through an MS-Excel document. As a result, instead of individually linking conditions to the respective clauses, conditions can be associated to multiple clauses in the Excel sheet and uploaded in to SAP Ariba Contracts. The feature also allows bulk upload of conditions in to SAP Ariba Contracts application through an MS-Excel file.

Experience key benefits

Provides a scalable and faster way to create conditions and associate them to clauses in the contract workspace which results in easier management of complex contracts templates.

Solution area

SAP Ariba Contracts

Implementation information

This feature will be enabled for All

Prerequisites and Limitations

None

Bulk uploading of conditions

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Draft

Exit

Version: Original

Overview

Documents

Tasks

Team

Conditions

Advanced Options

History

Conditions

Name ↑	Description	Expression	Project	Actions
Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	((AND ((Commodity)is equal to(Apparel and Luggage and Personal Care Products))) OR ((Departments)is equal to(Corporate)))		
Contracts Exceeding Million USD	Contracts greater than 1 million USD requires inclusion of terms and conditions	(AND ((Contract Amount)is greater than(\$1,000,000 USD)))	Project	Actions
Region APAC	If region is APAC, the delivery clause will be included	(AND ((Regions)is equal to(APAC)))	Project	Actions

Actions

Add Condition

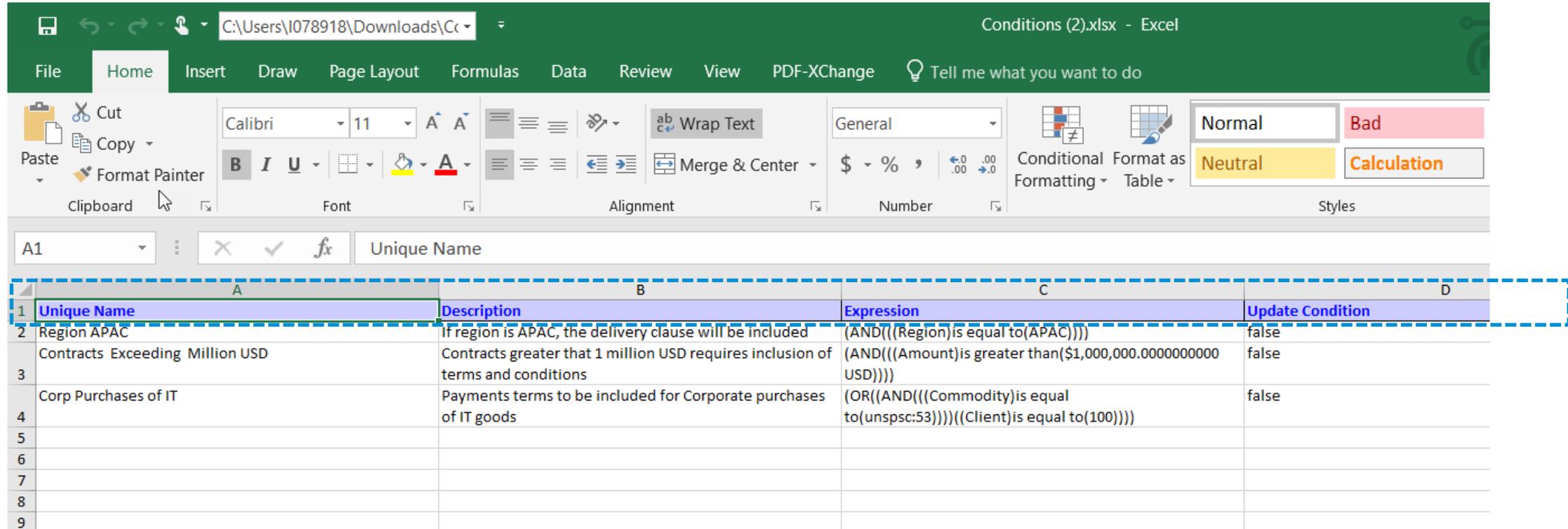
Export

Import

- Download the Conditions.xlsx file using the Export option in the Conditions tab of the Contracts template Project

Note: Bulk upload and download of conditions is only available in the contracts workspace project templates

Bulk uploading of conditions



	A	B	C	D
1	Unique Name	Description	Expression	Update Condition
2	Region APAC	If region is APAC, the delivery clause will be included	(AND(((Region)is equal to(APAC))))	false
3	Contracts Exceeding Million USD	Contracts greater that 1 million USD requires inclusion of terms and conditions	(AND(((Amount)is greater than(\$1,000,000.0000000000 USD))))	false
4	Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	(OR((AND(((Commodity)is equal to(unspsc:53))))((Client)is equal to(100))))	false
5				
6				
7				
8				
9				

- The Conditions.xlsx file lists all the conditions names under the template along with description and the expression

Bulk uploading of conditions

	A	B	C	
1	Unique Name	Description	Expression	Update Condition
2	Region Europe	If region is Europe, supporting delivery clauses to be included	(AND(((Region)is equal to(EMEA))))	true
3	Contracts Exceeding Million USD	Contracts greater than 1 million USD requires inclusion of terms and conditions	(AND(((Amount)is greater than(\$1,000,000.0000000000 USD))))	false
4	Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	(OR((AND(((Commodity)is equal to(unspsc:53)))(Client)is equal to(100))))	false
5	Auto Renewal Clause	Clause for auto renewing contracts	(AND(((ExpirationTermType)is equal to(Auto Renew))))	true
6				

- To add a new condition to the template, include the Unique Name, Description, Expression in the Excel document
- Ensure that the Update Condition field is set to True for conditions that have been newly added
- In the example above a new condition has been added in Row 5 while the condition on Row 2 has been edited

Bulk uploading of conditions

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Draft

Version: v1 (editing)

Exit

Overview Documents Tasks Team **Conditions** Advanced Options History

Conditions

Name ↑	Description	Expression	Project	Actions
Contracts Exceeding Million USD	Contracts greater than 1 million USD requires inclusion of terms and conditions	(AND ((Contract Amount)is greater than(\$1,000,000.0000000000 USD)))		Import
Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	((AND ((Commodity)is equal to(Apparel and Luggage and Personal Care Products))) OR ((Departments)is equal to(Corporate)))		Import
Region APAC	If region is APAC, the delivery clause will be included	(AND ((Regions)is equal to(APAC)))		Import

Questions

Text Visibility Conditions

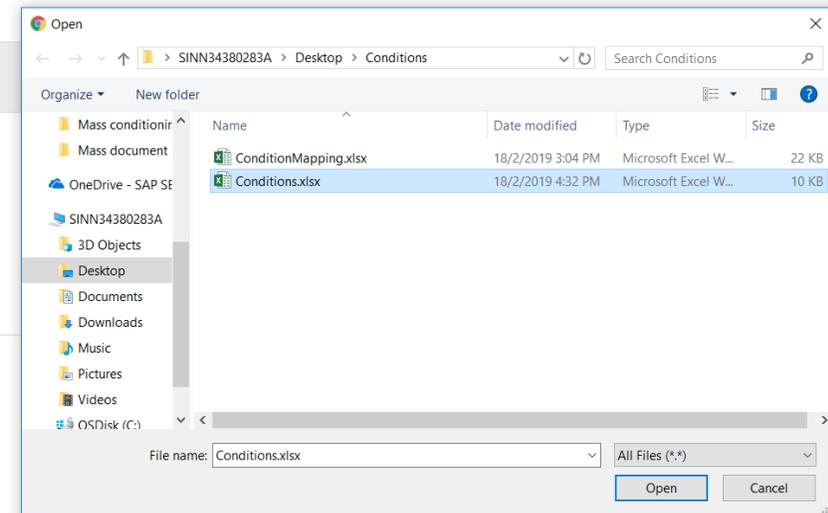
Import Conditions

Import History

Browse for an excel (*.xlsx) file with conditions.

Conditions Excel (*.xlsx): Choose File No file chosen

Import



- Import the Conditions.Xlsx file in to the template

Bulk uploading of conditions

Import Conditions Done

Import **History**

Updated By User	Real User	Start Time ↓	Complete Time	Status	Error Log
Arnold Davis	Arnold Davis	2/18/2019 4:34 PM	2/18/2019 4:34 PM	Completed	View Details

[Refresh Status](#)

Done

- Upload status and errors can be viewed in the History Tab

Bulk uploading of conditions

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Draft

Version: v1 (editing)

Exit

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Conditions

Actions ▾



Name ↑	Description	Expression	Scope	
Auto Renewal Clause	Clause for auto renewing contracts	(AND ((Term Type)is equal to(Auto Renew)))	Project	Actions ▾
Contracts Exceeding Million USD	Contracts greater than 1 million USD requires inclusion of terms and conditions	(AND ((Contract Amount)is greater than(\$1,000,000.0000000000 USD)))	Project	Actions ▾
Corp Purchases of IT	Payments terms to be included for Corporate purchases of IT goods	((AND ((Commodity)is equal to(Apparel and Luggage and Personal Care Products))) OR ((Departments)is equal to(Corporate)))	Project	Actions ▾
Region APAC	If region is APAC, the delivery clause will be included	(AND ((Regions)is equal to(APAC)))	Project	Actions ▾
Region Europe	If region is Europe, supporting delivery clauses to be included	(AND ((Regions)is equal to(EMEA)))	Project	Actions ▾

- The updated fields and conditions in the Excel file are now reflected in the conditions tab

Mass application of conditions in an assembled contract document

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Active

Version: v1

Exit

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Properties

Name: Contracts Template Mass application of Conditions ⓘ

Description: This feature lets user associate conditions with clauses so that the clauses are automatically added to Main Agreements or Contract Addenda when the conditions are met

Version: v1

ID: CW2996 ⓘ

Owner: Arnold Davis ⓘ

Process Status: Authoring ⓘ

Base Language: English

Rank: 0

Access Control: (no value) ⓘ

Conditions: (none)

Actions ▾ Suggested steps for template editing

Template

View Details

View History

Edit Properties

New Version

Inactivate

Export Template

Display

Compact View

project groups on the **Team** tab.

phases and milestones on the **Tasks** tab.

folders and documents on the **Documents** tab.

document tasks, such as reviews, to documents as you create them.

Todo' tasks from the **Tasks** tab.

conditions and questions on the **Conditions** tab.

ify conditions for documents and tasks.

Exit to save your changes and exit.

9. **Publish** the template from the **Actions** menu on the **Overview** tab when you are ready for it to be used to create projects.

- Open the contracts template. If the template status is Published, select the option to create a New Version
- Navigate to the Documents tab of the workspace

Mass application of conditions in an assembled contract document

Contracts Template Mass application of Conditions

Contract Workspace (Procurement)

Status: Active

Version: v1

Exit

The screenshot shows the SAP Contracts Template interface. At the top, there's a header with 'Contracts Template Mass application of Conditions' and a status bar indicating 'Status: Active' and 'Version: v1' with an 'Exit' button. Below the header, there's a navigation bar with 'Overview' and 'Documents' tabs. The 'Documents' tab is active, showing a list of documents. The first document is 'Main Agreement Document'. A context menu is open over this document, listing various actions. The 'View Details' option is highlighted with a blue dashed box and a mouse cursor. Other options include 'Download', 'Edit Attributes', 'Move', 'Add to Quick Links', 'Lock', 'Delete', 'Replace Document', 'Create New Task', 'To Do', 'Review', 'Approval', 'Negotiation', and 'Notification'. The main content area shows a table with columns for 'Name', 'Owner', and 'Conditions'. The 'Main Agreement Document' is listed with 'Project Owner' as the owner and '(none)' as conditions. There are also 'Show Details' and 'Actions' buttons on the right side of the table.

Name	Owner	Conditions
Main Agreement Document	Project Owner	(none)

- Open the document in the outline view

Mass application of conditions in an assembled contract document

Main Agreement Document

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 other team members by clicking [More](#)

Contracts Template Mass application of ... / [Main Agreement Document](#)

The screenshot shows the 'Main Agreement Document' interface in 'Outline View'. The interface has two tabs: 'Overview' and 'Outline View'. Below the tabs is a table with two columns: 'Clause' and 'Conditions'. The table contains three rows of clauses. A context menu is open over the table, listing various actions such as 'Add New Section', 'Add Clause(s)', 'Save as New Version', 'Set Up Style Mapping', 'Set Up Document Properties', 'Fully Synchronize Document', 'Merge Document', 'Display Without Change Indicators', 'Show/Hide', 'Outline/Document Navigation', 'Condition mapping', 'Export', and 'Import'. The 'Export' option is highlighted with a blue dashed box.

Clause	Conditions
INTRODUCTION	(none)
This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Supplier Name, with its principal place of business (hereinafter referred to as "Licensor") at Supplier Address Lines, Supplier Address City, Supplier Address State Supplier Address Postal Code. The Agreement is effective on Effective Date and expiration date is set at Expiration Date.	(none)
DELIVERY AND GRANT OF SERVICES	(none)
Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.	Corp Purchases of IT

- Export the Condition Mapping file to create / edit clause association with the conditions in the template

Mass application of conditions in an assembled contract document

Internal Id	Library Path	Section Title/Clause Text	Compound Type	Conditions	Update Condition
WS2386165		INTRODUCTION	Any of		false
Doc2386166	Introduction	This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Supplier Name, with its principal place of business (hereinafter referred to as "Licensor") at Supplier Address Lines, Supplier Address City, Supplier Address State Supplier Address Postal Code. The Agreement is effective on Effective Date and expiration date is set at	None of		false
WS2386167		DELIVERY AND GRANT OF SERVICES	Any of		false
Doc2386168	Delivery of Grant and Services	Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.	Any of	Corp Purchases of IT	false
Doc2386169	Delivery of Grant and Services 2	Other than as explicitly described in this Agreement, neither party accepts nor agrees to the other party's standard pre-printed terms appearing on the party's forms. This Agreement anticipates the execution of various written purchase orders (each, a "Purchase Order") and sets forth the terms and conditions pursuant to which Seller will provide Products to Buyer. Each Purchase Order is hereby incorporated in full into this Agreement by reference and shall be subject to the terms and conditions of this Agreement. Any services performed by the Seller shall be performed pursuant to Buyer's Agreement for Services or such other agreement executed by authorized representatives of both parties.	None of	Contracts Exceeding Million USD Corp Purchases of IT	false
Doc2386170	Delivery of Grant and Services 3	Authorized Users. The rights and licenses granted under this Agreement extend to Ariba's customers in the course of using Ariba products or services. In addition, Supplier agrees that the license includes the right for Ariba's agents, representatives, contractors, distributors, resellers or other third parties acting on behalf of Ariba to use, install, execute, copy, test, display, perform, maintain, develop, integrate and use the materials or services for Ariba's benefit.	Any of	Region APAC	false

- Open the ConditionsMapping.Xlsx file to view the complete list of section and clauses in the document and the conditions associated with each section / clause
- The list of all the conditions in the template is listed in the Conditions Tab in the Excel document

Mass application of conditions in an assembled contract document

Excel spreadsheet showing a table for mapping conditions to contract clauses. The table has columns: Internal Id, Library Path, Section Title/Clause Text, Compound Type, Conditions, and Update Condition. The spreadsheet is titled "ConditionMapping.xlsx" and is open in Excel.

Internal Id	Library Path	Section Title/Clause Text	Compound Type	Conditions	Update Condition
WS2386165		INTRODUCTION	Any of		false
Doc2386166	Introduction	This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Supplier Name, with its principal place of business (hereinafter referred to as "Licensor") at Supplier Address Lines, Supplier Address City, Supplier Address State Supplier Address Postal Code. The Agreement is effective on Effective Date and expiration date is set at	Any of	Region APAC	True
WS2386167		DELIVERY AND GRANT OF SERVICES	Any of		false
Doc2386168	Delivery of Grant and Services	Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.	Any of	Region APAC	True
Doc2386169	Delivery of Grant and Services 2	Other than as explicitly described in this Agreement, neither party accepts nor agrees to the other party's standard pre-printed terms appearing on the party's forms. This Agreement anticipates the execution of various written purchase orders (each, a "Purchase Order") and sets forth the terms and conditions pursuant to which Seller will provide Products to Buyer. Each Purchase Order is hereby incorporated in full into this Agreement by reference and shall be subject to the terms and conditions of this Agreement. Any services performed by the Seller shall be performed pursuant to Buyer's Agreement for Services or such other agreement executed by authorized representatives of both parties.	None of	Contracts Exceeding Million USD Corp Purchases of IT	false
Doc2386170	Delivery of Grant and Services 3	Authorizes Users. The rights and licenses granted under this Agreement extend to Ariba's customers in the course of using Ariba products or services. In addition, Supplier agrees that the license includes the right for Ariba's agents, representatives, contractors, distributors, resellers or other third parties acting on behalf of Ariba to use, install, execute, copy, test, display, perform,	Any of	Region APAC	false

In order to associate a condition to a clause or edit an existing one

1. Enter the Compound Type Any of, All of, or None of, or Never matches, which apply to the conditions referenced in the Conditions column
2. Mention the condition name in column E. Multiple condition names can be listed in this field. Refer to row 6 in this example.
3. Change the Update Condition field (column F) for the respective row from false to True.

Mass application of conditions in an assembled contract document

Main Agreement Document

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 other team members by clicking [More](#)

Contracts Template Mass application of ... / [Main Agreement Document](#)

Overview Outline View

Clause	Conditions
▼ INTRODUCTION ▼	(none)▼
This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Supplier Name, with its principal place of business (hereinafter referred to as "Licensor") at Supplier Address Lines, Supplier Address City, Supplier Address State Supplier Address Postal Code. The Agreement is effective on Effective Date and expiration date is set at Expiration Date.	(none)▼
▼ DELIVERY AND GRANT OF SERVICES ▼	(none)▼
Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.	Corp Purchases of IT▼

- Add New Section
- Add Clause(s)
- Save as New Version
- Set Up Style Mapping
- Set Up Document Properties
- Fully Synchronize Document
- Merge Document
- Display Without Change Indicators
- Show/Hide
- ✓ Outline/Document Navigation
- Condition mapping
- Export
- Import**

- Once the changes have been made on the Excel document, Import the Condition Mapping File

Import Condition Mapping

Import History

Browse for an excel (*.xlsx) file with project item-condition mappings. The excel file should have the following structure:

Condition Mapping Excel (*.xlsx): Choose File No file chosen

Import

Open

← → ↶ ↷

> SINN34380283A > Desktop > Conditions

Organize ▾ New folder

Mass document ^ Name

OneDrive - SAP SE

SINN34380283A

3D Objects

Desktop

Documents

Downloads

Music

Pictures

ConditionMapping.xlsx

Mass application of conditions in an assembled contract document

Import Condition Mapping

Done

Import

History



Updated By User	Real User	Start Time ↓	Complete Time	Status	Error Log
Arnold Davis	Arnold Davis	2/18/2019 3:06 PM	2/18/2019 3:06 PM	Completed	View Details

Refresh Status

- Upload status and errors can be viewed in the History Tab

Mass application of conditions in an assembled contract document

Main Agreement Document

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 other team members by clicking [More](#)

Contracts Template Mass application of ... / [Main Agreement Document](#)

Clause	Conditions	Type	Action
INTRODUCTION	(none)		
 This Purchase Agreement ("Agreement") is made between SAP Ariba Inc., a Kansas corporation ("Ariba"), and Supplier Name, with its principal place of business (hereinafter referred to as "Licensor") at Supplier Address Lines, Supplier Address City, Supplier Address State Supplier Address Postal Code. The Agreement is effective on Effective Date and expiration date is set at Expiration Date.	Region APAC	Library 	Actions
DELIVERY AND GRANT OF SERVICES	(none)		
 Delivery. Supplier will deliver the materials or perform the services in accordance with the delivery terms and conditions set forth in the Order, if any. Otherwise, Supplier will deliver the materials or perform the services within 5 days of the effective date.	Region APAC	Library 	Actions

- Upon importing the document, the conditions marked as True in the Excel document are applied to the respective clauses in the document
- In the example above, the Introduction Clause has been linked to the Region APAC condition. Also, condition mapping for Delivery and Grant of Services clause has been changed to the Region APAC condition.

Thank you.