

AR211 - SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring

OEM: SAP • Code: AR211



COURSE DESCRIPTION

In this course, contract authors learn how to use the SAP Ariba Contracts solution to create and manage contract agreements. Through a combination of lecture, demonstration, and lab exercises, the course covers all processes of a typical contract agreement, including creating, processing, negotiating, approving, amending and closing the contract agreement. Students learn how the clause library and project templates expedite the contract creation process while simultaneously ensuring conformance to their organization's business processes. Other topics include how to search the SAP Ariba Contracts repository, as well as how to run prepackaged contract workspace reports. Lab exercises are highly emphasized to provide significant hands-on experience in the classroom.

AUDIENCE PROFILE

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Technology Consultant
- Trainer
- User

PREREQUISITES

Essential

- None

Recommended

- None

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Discuss the benefits of the SAP Ariba Contracts solution
- Define the Lifecycle process activates for Contract Management
- Explain how to configure Dashboard content
- Demonstrate how to create and edit a contract workspace

- Explain how to add team members
- Explain the purpose of Assembled Documents in SAP Ariba
- Demonstrate how to compare versions of the Main Agreement
- Explain how to make clause level changes to the Main Agreement in the SAP Ariba UI
- Demonstrate how to submit the Main Agreement for review and negotiation
- Explain how to complete the Review and negotiation tasks
- Illustrate how to publish the Contract Workspace
- Describe contract amendment options and process
- Demonstrate how to create and manage saved searches
- Explain how to approve a contract request
- Demonstrate how to run a prepackaged report

COURSE OUTLINE

Module 1

- Introduction
- Prepare a Workspace
- Author the Main Agreement
- Review & Negotiate Contract Documents
- Approve & Finalize Contract Workspace
- Amend & Manage Contract Workspace
- Contract Requests
- Run Prepackaged Reports