

### SAP Ariba Contracts: Preparing Main Agreement Templates with Enhanced Contract Authoring- Half Day Collection

OEM: SAP • Code: AR231



#### COURSE DESCRIPTION

This class assumes that the Enhanced Contract Authoring feature has been enabled. In this course, students learn how to create a Main Agreement template and load it into a Contract Workspace template. You also learn how to create, use, and manage the Clause Library within the SAP Ariba Contracts solution. Topics include the best practice for identifying common clauses to add to the Clause Library, how to bulk- load existing clauses into the library, and how to structure the library for ease of use. Students also learn how changes to the Clause Library affect templates. The course includes lecture, demonstrations, best practice guidelines, and lab exercises that cover all processes required to set up, edit, and use the Clause Library

#### AUDIENCE PROFILE

- Business analysts, implementers, and power users
- Project managers, executive sponsors, and procurement managers
- Implementation consultants
- Consultants involved in selling or positioning SAP Ariba Strategic Sourcing solution

#### PREREQUISITES

##### Essential

- None

##### Recommended

- None

#### COURSE OBJECTIVES

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

- Define Assembled Documents
- Discuss Document Structure
- Describe the benefits of the Clause Library
- Explain the different clause types
- Demonstrate different levels of access to the Clause Library
- Illustrate how to capture common clauses needed to populate the Clause Library

- Show how clauses are added to the Clause Library
- Explain how to set up approval rules on clauses
- Describe how clauses are updated within the library

## COURSE OUTLINE

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### Module 1

- Prepare a Main Agreement in Microsoft Word
- Upload a Main Agreement to a Contract Workspace Template
- Add conditions to a Main Agreement for dynamic clause usage
- Review Clause Library benefits and overview
- Set up and modify the Clause Library folder structure
- Add clauses to the Clause Library
- Manage and edit clauses in the Clause Library
- Review reports related to the Clause Library