

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

P2P Core

How to Create a
Contract

Novation/Contract
Reassignment

The purpose of this job aid is to show how to create a contract novation or a contract reassignment in P2P core.

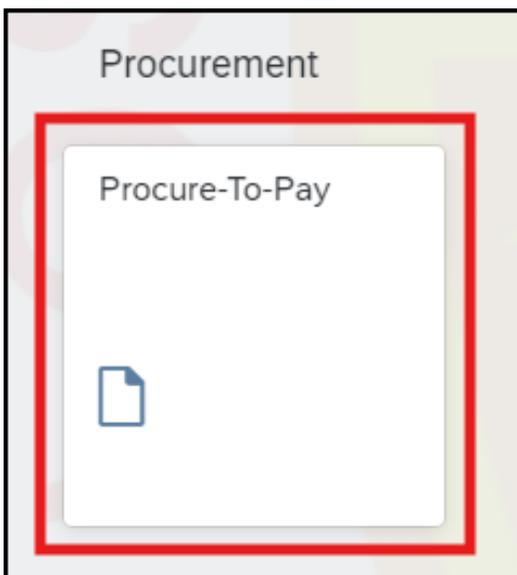
1

To access Ariba Guided Buying, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



2

Click on the “**Procure to Pay**” tile.



3

Search for your original contract.

The screenshot shows the LAUSD UNIFIED Test Site interface. At the top, there is a navigation menu with 'HOME', 'CONTRACTS', 'PROCUREMENT', 'CATALOG', and 'MORE...'. Below the navigation is a search bar with a red border. The search bar contains a dropdown menu with 'Contract', a text input field with 'Title', another dropdown menu with 'ID', and a blue search button with a magnifying glass icon. Below the search bar is a sidebar with 'Common Actions' and 'My Documents'. The 'My Documents' section contains a table with the following data:

Title	Date ↓	Status
<input checked="" type="checkbox"/> JN-Demo 9.3.2024	9/3/2024	Published
<input checked="" type="checkbox"/> JN-Impressive	8/29/2024	Published
<input checked="" type="checkbox"/> JN-Test	8/29/2024	Draft Amendment
<input checked="" type="checkbox"/> JN Test	8/27/2024	Published

4

Open your original contract that you created.

The screenshot shows the contract details page for 'C885-V2 - (CW12851) JN-Demo 9.3.2024'. The page has a header with the contract title and a sub-header with the text: 'These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval'. Below the sub-header are two buttons: 'Contract Workspace' and 'Print'. Below the buttons is a navigation menu with 'Summary', 'Pricing Terms', 'Milestones', 'Approval Flow', 'Orders', and 'History'. Below the navigation menu is a section titled 'Definitions' with the following details:

- Physical Location:
- Original Contract Request: [CR885-V2](#)
- Related Contract ID:
- On Behalf Of: [Jennie Ngo](#)
- Contract Type: Commodity Level
- Is Blanket Purchase Order: No
- Hierarchical Type: Master Agreement
- Effective Date: Thu, 5 Sep, 2024
- Expiration Date: Tue, 2 Sep, 2025
- Evergreen: No ⓘ
- Purch Org: [1000 \(LAUSD Procurement\)](#) ⓘ
- Company Code: [1000 \(LAUSD\)](#)

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This contract had \$100,000 and it has been consumed for \$1000. So there are \$99,000 left.

Supplier Location:	Amelia King
Release Required:	Yes ⓘ
Allow change orders against closed contract?	Yes ⓘ
Release Access from:	Current Site only
Apply discount terms to non-catalog items?	No ⓘ
Do non-catalog items accumulate against contract?	Yes ⓘ
Amount Available:	\$99,000.00 USD
Currency:	US Dollar
Amount Spent:	\$1,000.00 USD

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In this example, we are going to stop this contract from being referred in the PR. Click **CONTRACT WORKSPACE**.

LAUSD UNIFIED Test Site

C885-V2 - (CW12851) JN-Demo 9.3.2024

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit

Contract Workspace Print

Summary Pricing Terms Milestones Approval Flow Orders History

Definitions

Physical Location:
Original Contract Request: CR885-V2

To amend the contract, go to the **OVERVIEW** tab. Click “**Amend**” under **CONTRACT ATTRIBUTES**.

The screenshot shows a contract overview page. At the top, there is a navigation bar with tabs: Overview (highlighted with a red box), Documents, Tasks, Team, Message Board, and History. Below the navigation bar, the page is divided into sections. The 'Overview' section contains contract details: Contract ID: CW12851, Contract Status: Published, Last Published Date: 09/06/2024, Version: v2, Owner: Jennie Ngo, Test Project: No, Product Category: ART EQUIPMENT AND SUPPLIE... (with a 'View more' link), Base Language: English, Sponsoring Department: 1002501 Superintendent's ... (with a 'View more' link), Access Control: (No restrictions - Accessible to all users), and Description: (with an info icon). To the right of these details is a 'Process' section with a dropdown arrow and a list of phases: Phase 1 - Prepa, Phase 2 - Negot, Phase 3 - Execu, and Phase 4 - Finali. Below the process section is a 'Quick Links' section with a description: 'A Quick Link is a path t want to link to and cho'. Further down is an 'Announcements' section with the text 'Welcome to the projec'. The 'External System Integration' section shows 'External System: (no value)'. At the bottom, the 'Contract Attributes' section is highlighted with a red box. It contains: Related ID: (with an info icon), Last Published: JN-Demo 9.3.2024 (you are currently viewing this) (with an info icon), Hierarchical Type: Master Agreement (with an info icon), and Amendment Type: Amendment. A mouse cursor is hovering over the 'Contract Attributes' section, which has opened a dropdown menu. The menu items are: Edit Attributes, View Attributes, Publish, Amend (highlighted with a red box), Put On Hold, Close, and Create Sub Agreement.

Overview Documents Tasks Team Message Board History

Overview Actions Process

Contract ID: CW12851
Contract Status: Published
Last Published Date: 09/06/2024 ⓘ
Version: v2
Owner: Jennie Ngo ⓘ
Test Project: No ⓘ
Product Category: ART EQUIPMENT AND SUPPLIE... View more ⓘ
Base Language: English
Sponsoring Department: 1002501 Superintendent's ... View more ⓘ
Access Control: (No restrictions - Accessible to all users) ⓘ
Description: ⓘ

Phase 1 - Prepa
Phase 2 - Negot
Phase 3 - Execu
Phase 4 - Finali

Quick Links
A Quick Link is a path t want to link to and cho

Announcements
Welcome to the projec

External System Integration
External System: (no value) ⓘ

Contract Attributes

Related ID: ⓘ
Last Published: JN-Demo 9.3.2024 (you are currently viewing this) ⓘ
Hierarchical Type: Master Agreement ⓘ
Amendment Type: Amendment

Edit Attributes
View Attributes
Publish
Amend
Put On Hold
Close
Create Sub Agreement

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Choose **AMENDMENT** as the Amendment Type and enter the Amendment Reason. Click **OK**.

Amend Contract JN-Demo 9.3.2024

The **Amendment Type** indicates the reason for amending this contract. There are five types of amendments: **Renewal**, **Amendment**, **Administrative**, **Price Update** and **Termination**. **Renewal type** amendments may be used to only renew a contract. **Amendment type** amendments support the change access. [More](#)

ⓘ If the reason you are amending the Contract is not **Administrative**, the newly created version of the Contract is pushed to Contract Compliance.

Amendment Type: Amendment

Amendment Reason Comment: Contract novation

OK Cancel

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Go to the **DOCUMENTS** tab and open your **Contract Terms**.

JN-Demo 9.3.2024

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

JN-Demo 9.3.2024

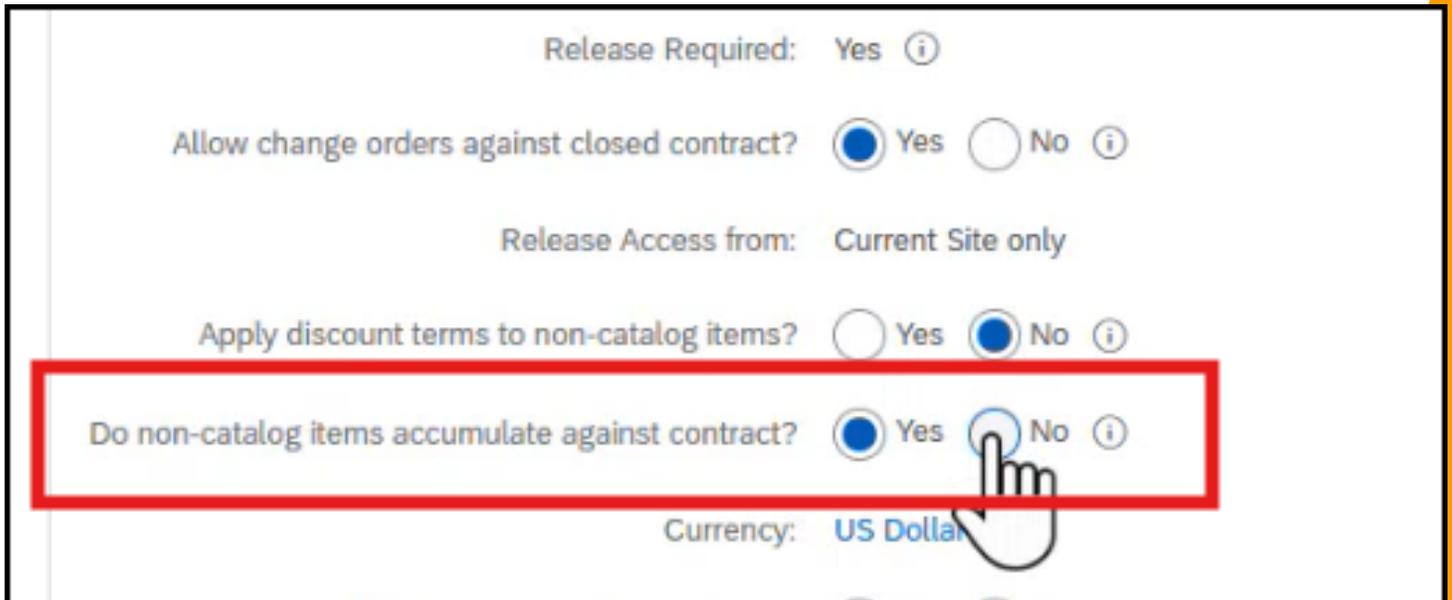
Name

- Contract Terms
- Contract Documents
- Other Documents

Scroll down. The next step is to set the radio button to prevent or allow the contract from being selected when users create purchase requisitions.

The example below is a Commodity-Level contract. The Item-Level contracts may have different radio buttons.

For Commodity-Level contracts, find the “Do non-catalog items accumulate against contract?” radio button and select **NO**.



The screenshot displays a configuration form for a contract. The form includes several settings:

- Release Required: Yes (with an information icon)
- Allow change orders against closed contract? Yes No (with an information icon)
- Release Access from: Current Site only
- Apply discount terms to non-catalog items? Yes No (with an information icon)
- Do non-catalog items accumulate against contract? Yes No (with an information icon)
- Currency: US Dollar

A red rectangular box highlights the "Do non-catalog items accumulate against contract?" section, and a hand cursor is positioned over the "No" radio button, indicating the selection.

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For Item-Level contracts, find the “Create subscription for non-catalog items?” radio button which defaults to Yes, and select **NO**.

Supplier Location: [Amelia King \[select \]](#)

Create subscription for non-catalog items: Yes No

Release Required: Yes No



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For either contract type, scroll down and locate the 'Include Subagreement Accumulator' radio button and select YES. This enables the spent amount in the new sub (child) agreement to roll up to this (parent) agreement.

Allow change orders against closed contract? Yes No ⓘ

Release Access from: Current Site only

Currency: [US Dollar](#)

Include Subagreement Accumulators: Yes No

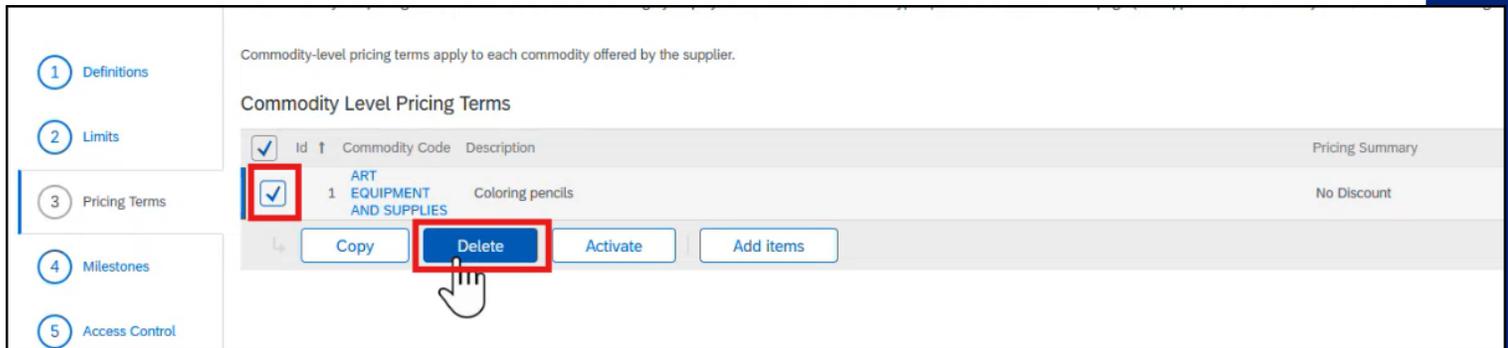
Header Attributes:

Name ↑	Value
--------	-------

AutoRenew	false
-----------	-------

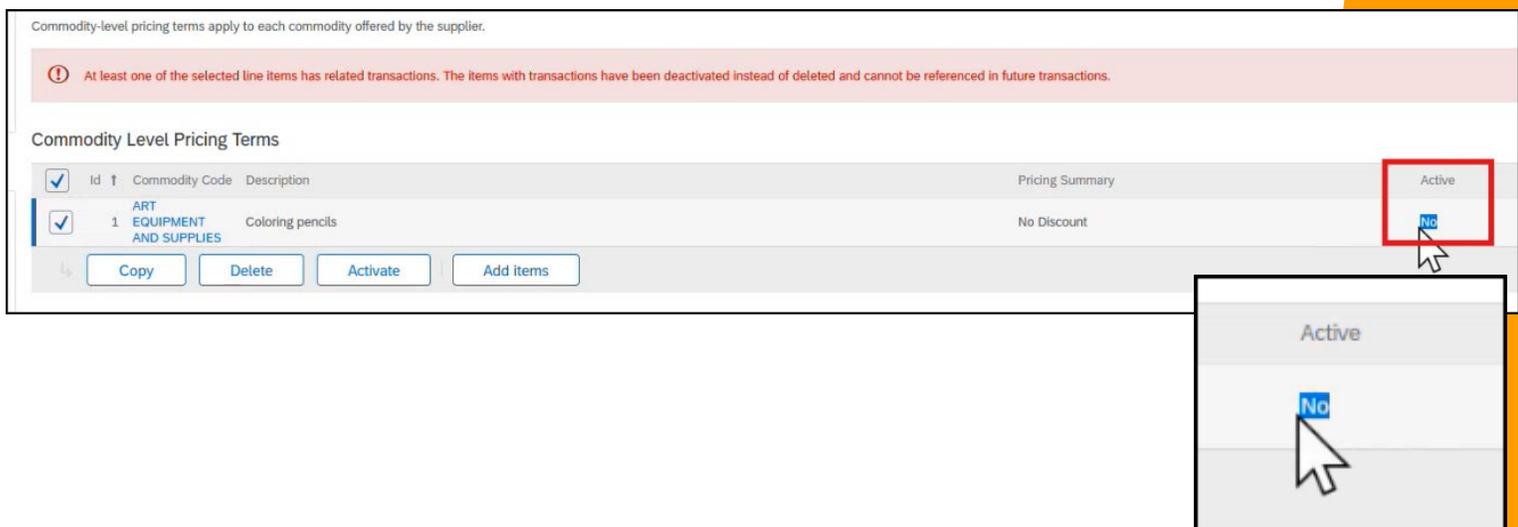
13

DEACTIVATE the line item, check the box next to its details, then click **DELETE**. To **REACTIVATE** the line, check the box and click **ACTIVATE**.

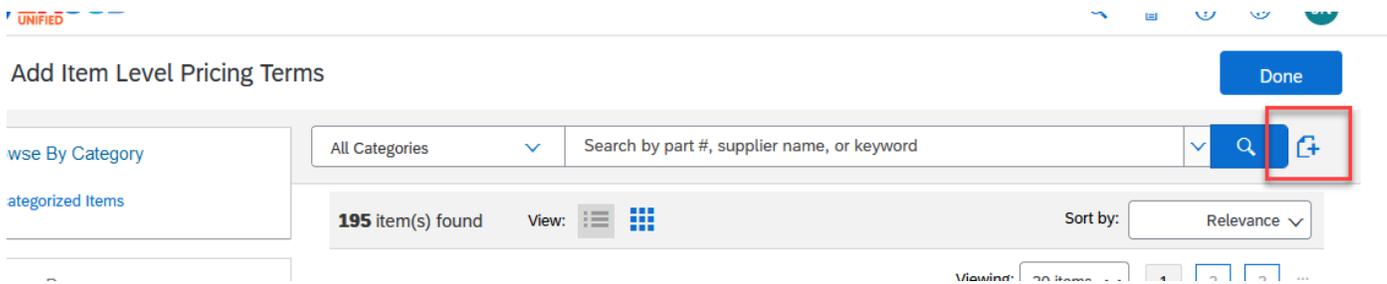


14

If the line item has PO issued against it, then in the **ACTIVE** column the status will change to **'No'**. If the line item has no PO issued against it, then the line item will disappear when you click on **DELETE**.



Click **ADD ITEMS** and then **ADD A NON-CATALOG ITEM**.



UNIFIED

Add Item Level Pricing Terms Done

Filter By Category

Search by part #, supplier name, or keyword

195 item(s) found View: [List View] [Grid View] Sort by: Relevance

Viewing: 20 items per page [1] [2] [3] ...

Enter the Description of the item. In the Commodity Code, search and select 'ZNOVA'. If it is an Item-Level contract, the Supplier Part Number is also required. You may enter 'Novation'.

Click **OK**.

Add Item Level Pricing Terms

Full Description: *	<input type="text" value="Enter a description for this item."/>
Commodity Code: *	<input type="text" value="(no value)"/>
Material Group:	<input type="text" value="(no value)"/>
Unit of Measure:	<input type="text" value="each"/>
Negotiated Price: *	<input type="text" value=""/> USD
Additional Pricing Details ⓘ	
Material Number:	<input type="text" value="(no value)"/>

Supplier Information

Vendor:	1000026019 (Appealing Practices)
Contact:	Amelia King
Supplier Part Number: *	<input type="text"/>
Supplier Part Auxiliary ID:	<input type="text"/>

Click **EXIT** → **Save** this request

Contract CR885-V3: (CW12851) JN-Demo 9.3.2024

Prev Next **Exit**

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the Definitions page (for supplier level, commodity level, item level, or catalog level). If desired, return to the Definitions page and change the Contract Type.

Commodity-level pricing terms apply to each commodity offered by the supplier.

ⓘ At least one of the selected line items has related transactions. The items with transactions have been deactivated instead of deleted and cannot be referenced in future transactions.

Commodity Level Pricing Terms

<input checked="" type="checkbox"/>	Id ↑	Commodity Code	Description	Pricing Summary	Active	
<input checked="" type="checkbox"/>	1	ART EQUIPMENT AND SUPPLIES	Coloring pencils	No Discount	No	Edit

[Copy](#) [Delete](#) [Activate](#) [Add Items](#)

Confirm Exit

You are in the process of creating CR885-V3 - (CW12851) JN-Demo 9.3.2024. Choose what you would like to do next.

Save this request

[Continue working on this request](#)

You will be brought back to your **OVERVIEW** tab.

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Overview

Contract ID: CW12851
 Contract Status: Draft Amendment
 Last Published Date: 09/06/2024 ⓘ
 Version: v2 (editing)
 Owner: Jennie Ngo ⓘ
 Test Project: No ⓘ
 Product Category: ART EQUIPMENT AND SUPPLIE... [View more](#) ⓘ
 Base Language: English
 Sponsoring Department: 1002501 Superintendent's ... [View more](#) ⓘ
 Access Control: (No restrictions - Accessible to all users) ⓘ
 Description: ⓘ

Actions ▾ Process

- Phase 1 - Prepare and Draft ▾
- Phase 2 - Negotiate and Approv
- Phase 3 - Execute ▾
- Phase 4 - Finalize and Publish ▾

Quick Links

A Quick Link is a path to an important c
 want to link to and choose **Add to Qu**

Announcements

Welcome to the project!

External System Integration

19

Under Contract Attribute section, click **ACTIONS** and then **PUBLISH**.

The screenshot displays a contract management interface. At the top, it shows 'Access Control: (No restrictions - Accessible to all users)'. Below this is the 'Description' field with the value 'External System Integration'. The 'External System' field is currently empty. A red box highlights the 'Contract Attributes' section. To the right, a red box highlights the 'Actions' dropdown menu, which is open and shows several options: 'Edit Attributes', 'View Attributes', 'Publish', 'Amend', 'Put On Hold', 'Close', and 'Create Sub Agreement'. The 'Publish' option is highlighted with a red box. Other fields visible include 'Related ID', 'Last Published: JN-Demo 9.3.2024 (v2/2)', 'Hierarchical Type: Master Agreement', and 'Amendment Type: Amendment'.

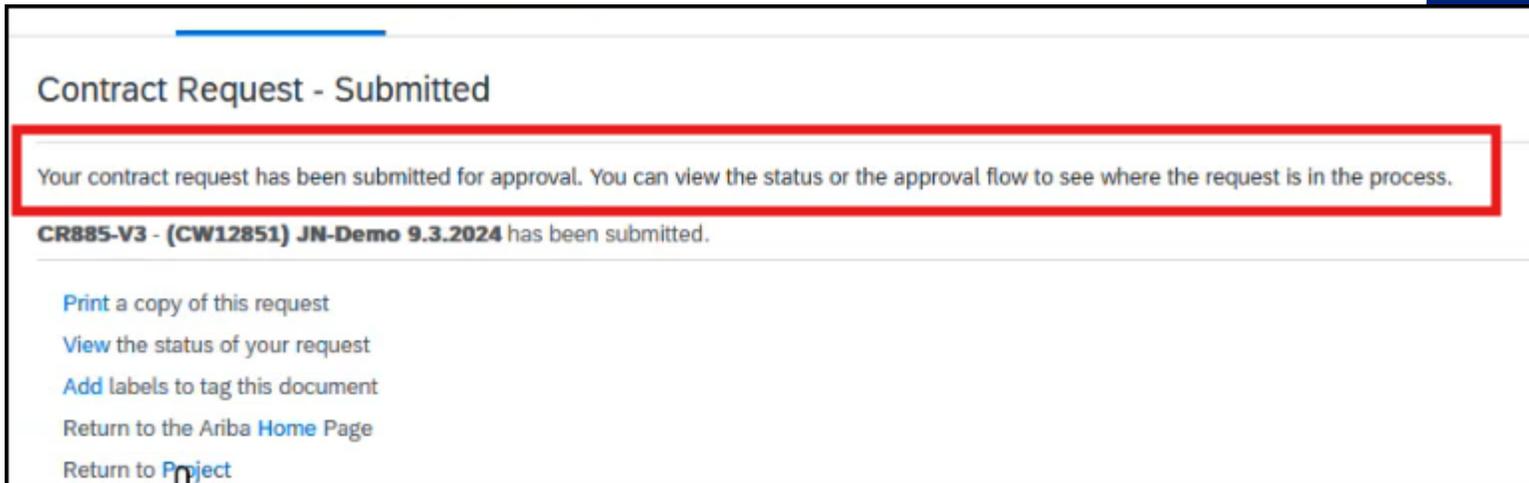
20

Click **SUBMIT**.

The screenshot shows a contract request review screen. At the top, the contract ID is 'CR885-V3: (CW12851) JN-Demo 9.3.2024'. There are 'Prev' and 'Submit' buttons. The 'Submit' button is highlighted with a red box. Below the buttons, there is a message: 'Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a composing state.' A navigation bar contains 'Summary', 'Pricing Terms', 'Milestones', and 'Approval Flow'. The 'Summary' tab is selected. Below the navigation bar, there is a section for 'Definitions'.

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You'll see a message confirming that your contract request has been sent for approval, if applicable.



Contract Request - Submitted

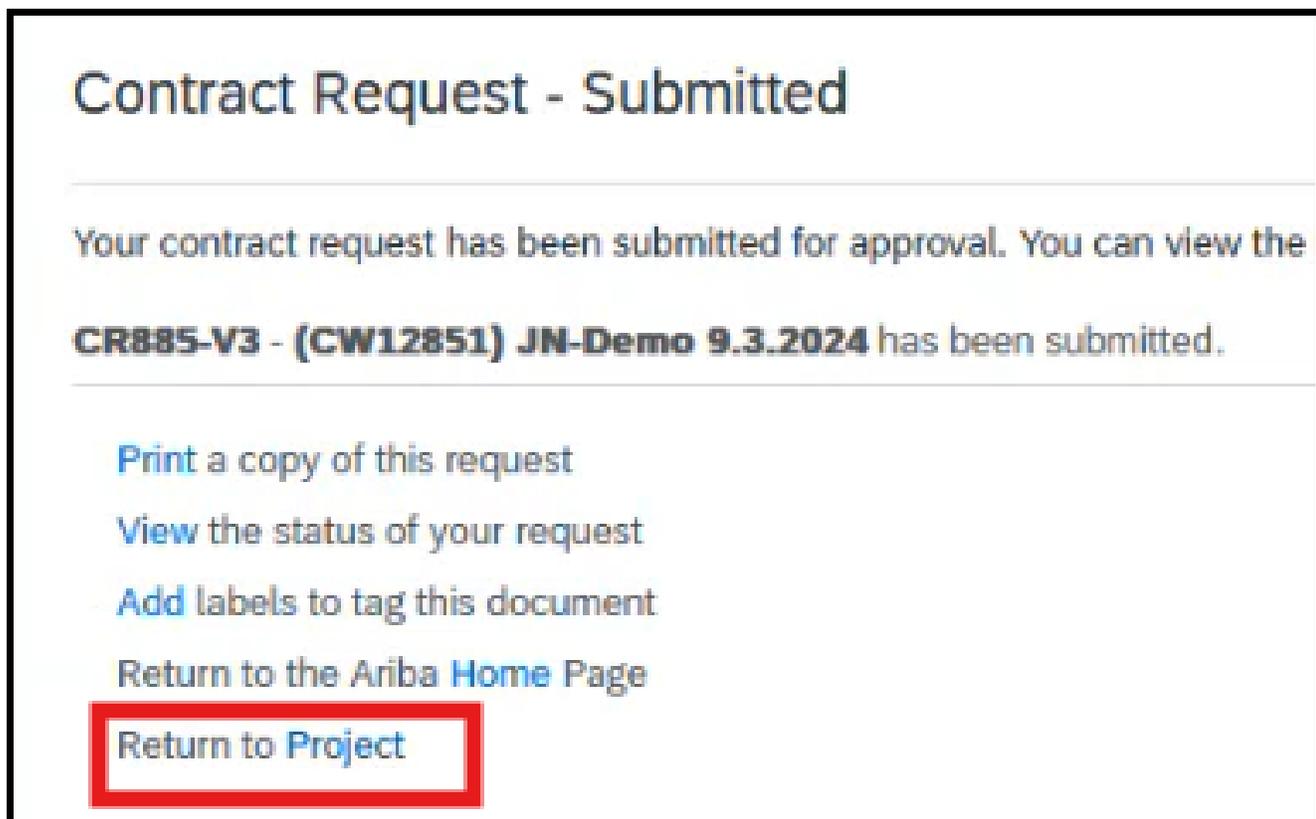
Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

CR885-V3 - (CW12851) JN-Demo 9.3.2024 has been submitted.

[Print a copy of this request](#)
[View the status of your request](#)
[Add labels to tag this document](#)
[Return to the Ariba Home Page](#)
[Return to Project](#)

22

Click Return to **PROJECT**.



Contract Request - Submitted

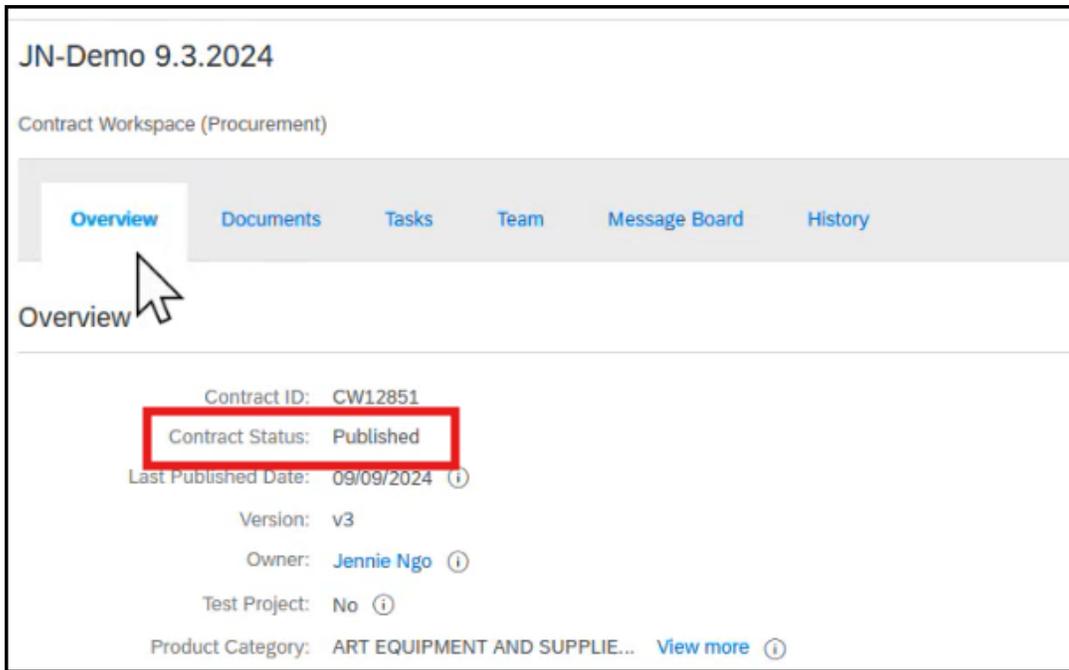
Your contract request has been submitted for approval. You can view the

CR885-V3 - (CW12851) JN-Demo 9.3.2024 has been submitted.

[Print a copy of this request](#)
[View the status of your request](#)
[Add labels to tag this document](#)
[Return to the Ariba Home Page](#)
[Return to Project](#)

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The Contract Status will be updated to **Published**. This may take a few minutes.



JN-Demo 9.3.2024

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Overview

Contract ID: CW12851

Contract Status: Published

Last Published Date: 09/09/2024 ⓘ

Version: v3

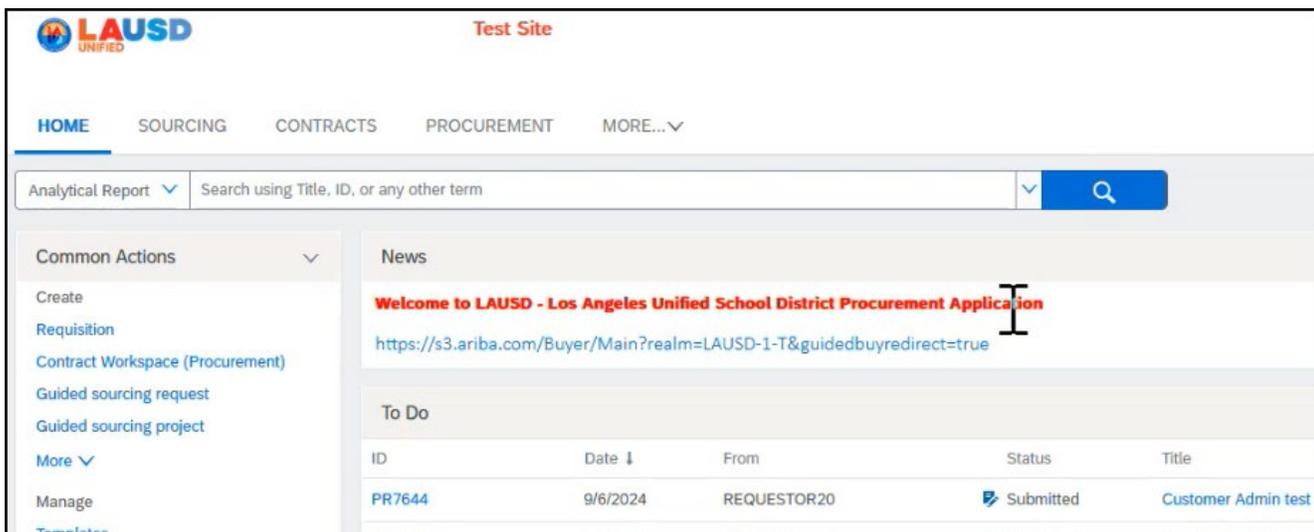
Owner: Jennie Ngo ⓘ

Test Project: No ⓘ

Product Category: ART EQUIPMENT AND SUPPLIE... [View more](#) ⓘ

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Now, we are going to create a sub-agreement and reference this as a parent contract. Go to the **HOME** screen.



LAUSD UNIFIED Test Site

HOME SOURCING CONTRACTS PROCUREMENT MORE... ▾

Analytical Report ▾ Search using Title, ID, or any other term

Common Actions ▾

- Create
- Requisition
- Contract Workspace (Procurement)
- Guided sourcing request
- Guided sourcing project
- More ▾
- Manage
- Templates

News

Welcome to LAUSD - Los Angeles Unified School District Procurement Application

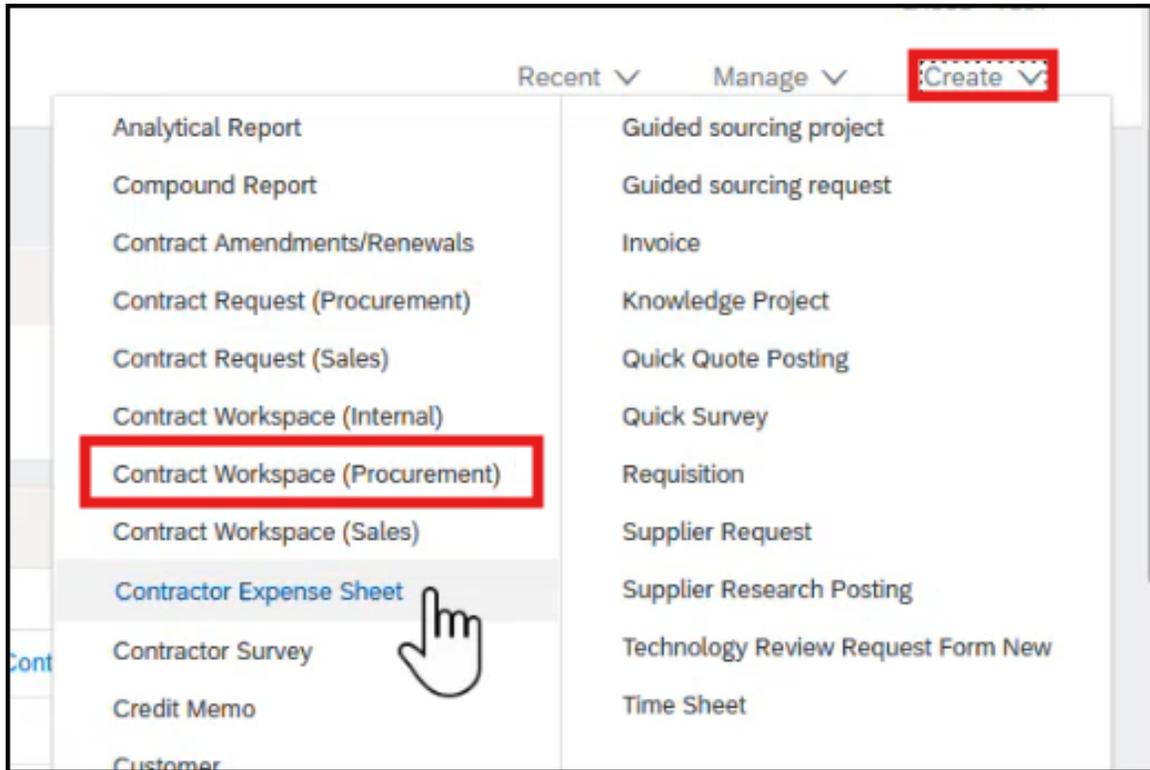
<https://s3.ariba.com/Buyer/Main?realm=LAUSD-1-T&guidedbuyredirect=true>

To Do

ID	Date ↓	From	Status	Title
PR7644	9/6/2024	REQUESTOR20	Submitted	Customer Admin test

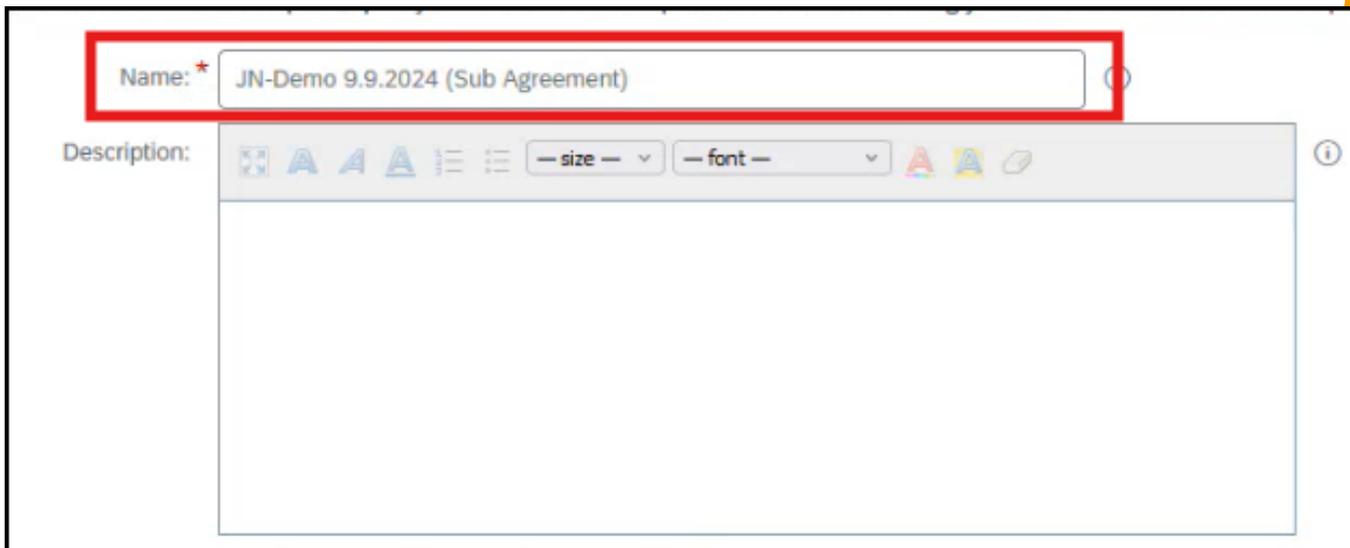
25

Click **CREATE** → **CONTRACT WORKSPACE (PROCUREMENT)**.

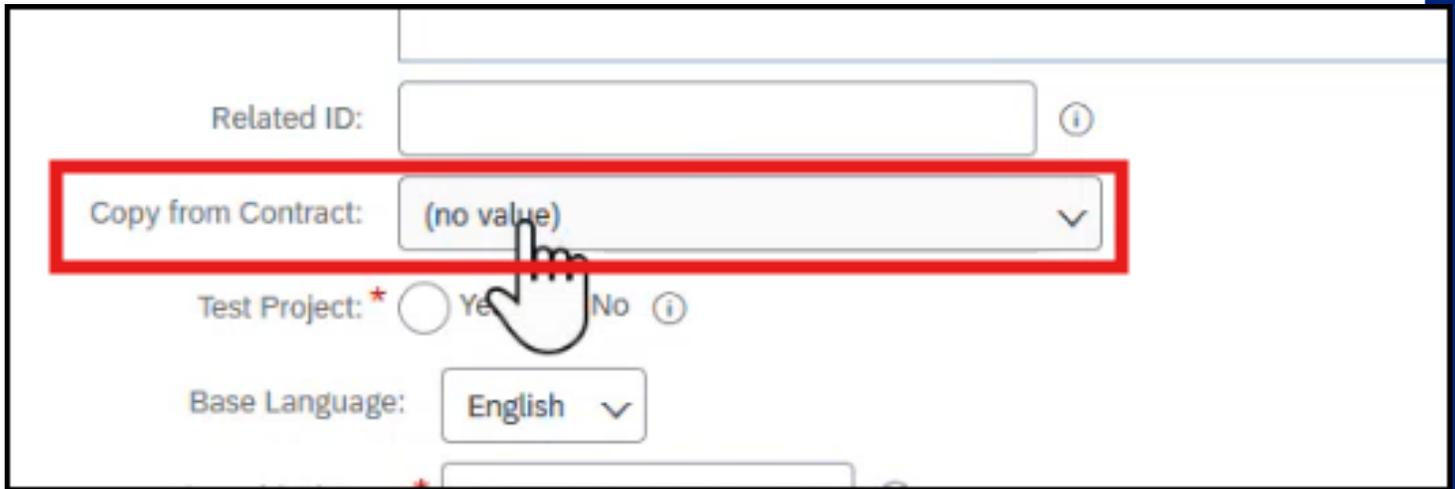


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Enter the **NAME** of the contract.



You have the option to copy the information from your existing contract. This will transfer some of the data from your previous contract.



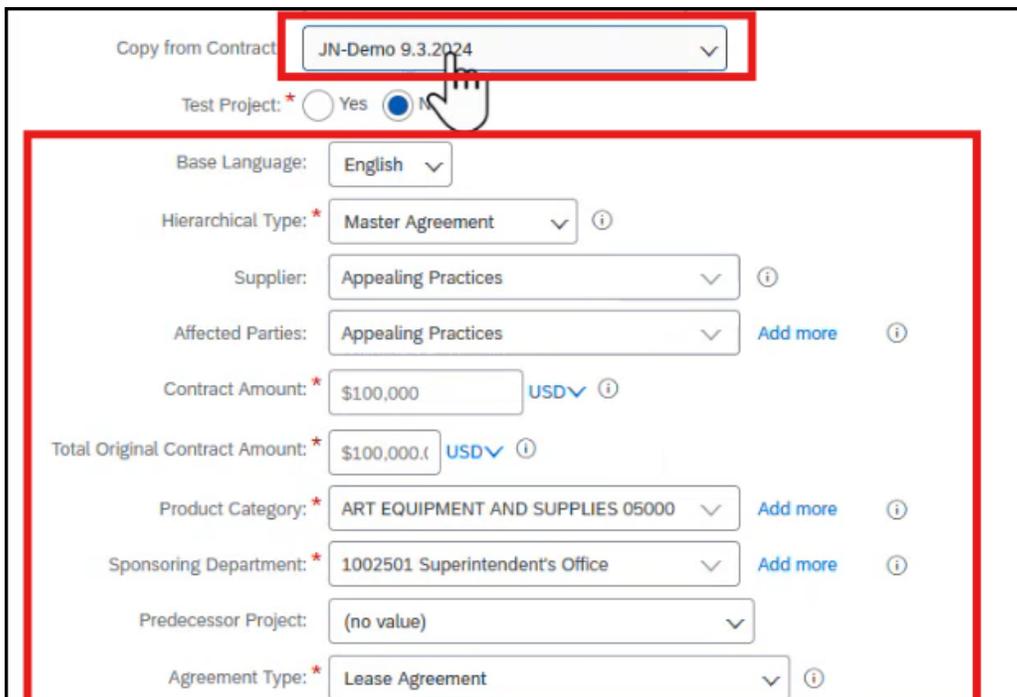
Related ID:

Copy from Contract: (no value)

Test Project: * Yes No

Base Language: English

Once you choose the contract, the majority of the Workspace/Header information will auto-populate.



Copy from Contract: JN-Demo 9.3.2024

Test Project: * Yes No

Base Language: English

Hierarchical Type: * Master Agreement

Supplier: Appealing Practices

Affected Parties: Appealing Practices [Add more](#)

Contract Amount: * \$100,000 USD

Total Original Contract Amount: * \$100,000 USD

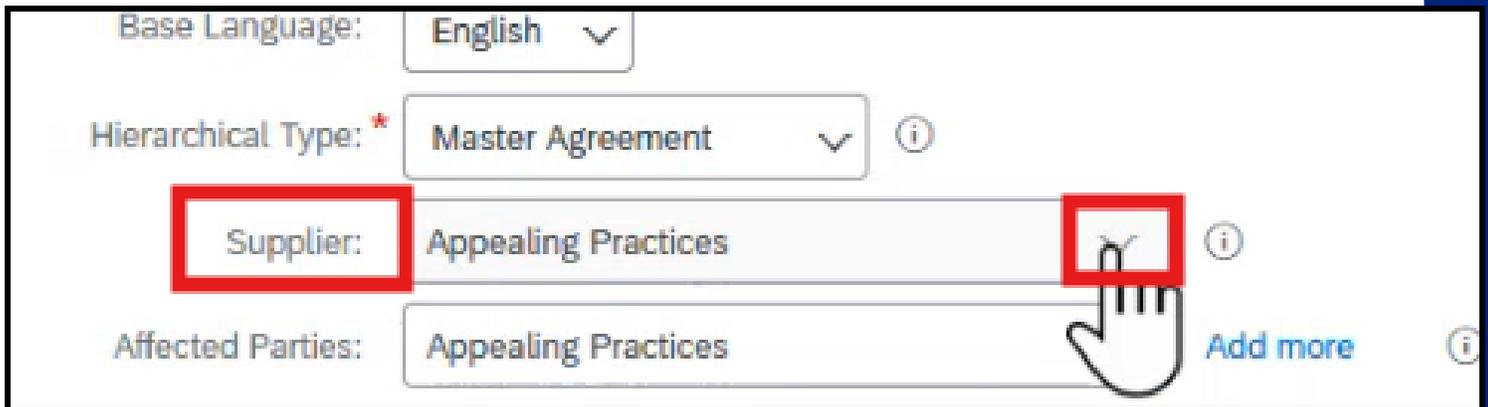
Product Category: * ART EQUIPMENT AND SUPPLIES 05000 [Add more](#)

Sponsoring Department: * 1002501 Superintendent's Office [Add more](#)

Predecessor Project: (no value)

Agreement Type: * Lease Agreement

To change the **SUPPLIER**, click on the down arrow. A list of recently used suppliers will be provided. You have the option to **SEARCH MORE** and select the appropriate supplier.



Base Language: English

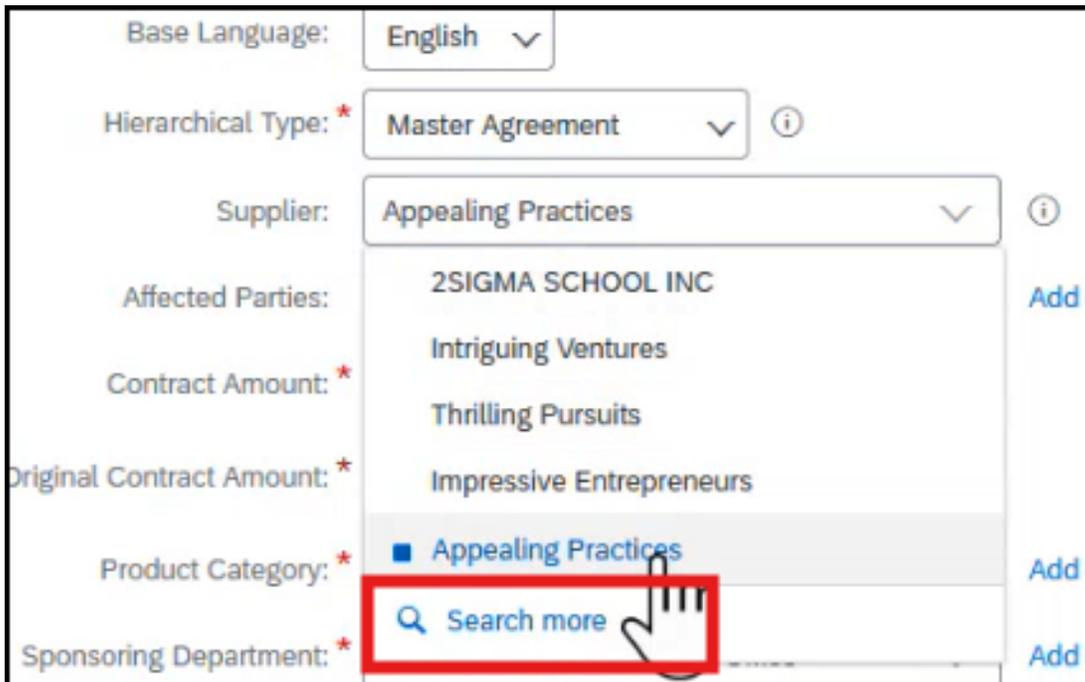
Hierarchical Type: * Master Agreement

Supplier: Appealing Practices

Affected Parties: Appealing Practices

Add more

The image shows a form with several fields. The 'Supplier' field is highlighted with a red box, and a hand cursor is pointing to the dropdown arrow on the right side of the field. The 'Affected Parties' field also has a red box around its dropdown arrow.



Base Language: English

Hierarchical Type: * Master Agreement

Supplier: Appealing Practices

Affected Parties: 2SIGMA SCHOOL INC

Contract Amount: * Intriguing Ventures

Original Contract Amount: * Thrilling Pursuits

Product Category: * Impressive Entrepreneurs

Sponsoring Department: *

Search more

The image shows the same form as above, but with the 'Supplier' dropdown menu open. The menu lists several suppliers: 2SIGMA SCHOOL INC, Intriguing Ventures, Thrilling Pursuits, and Impressive Entrepreneurs. The 'Search more' option is highlighted with a red box and a hand cursor.

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Update the **EFFECTIVE DATE**.

Agreement Date:

Term Type: * Fixed

Effective Date: * 09/05/2024

Expiration Date:

Calendar for Expiration Date: Sep 24

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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Enter the **EXPIRATION DATE** if applicable. The Expiration Date can be before or the same as the parent contract's Expiration Date.

Term Type: * Fixed

Effective Date: * 9/9/2024

Expiration Date: 9/

Calendar for Expiration Date: Sep 24

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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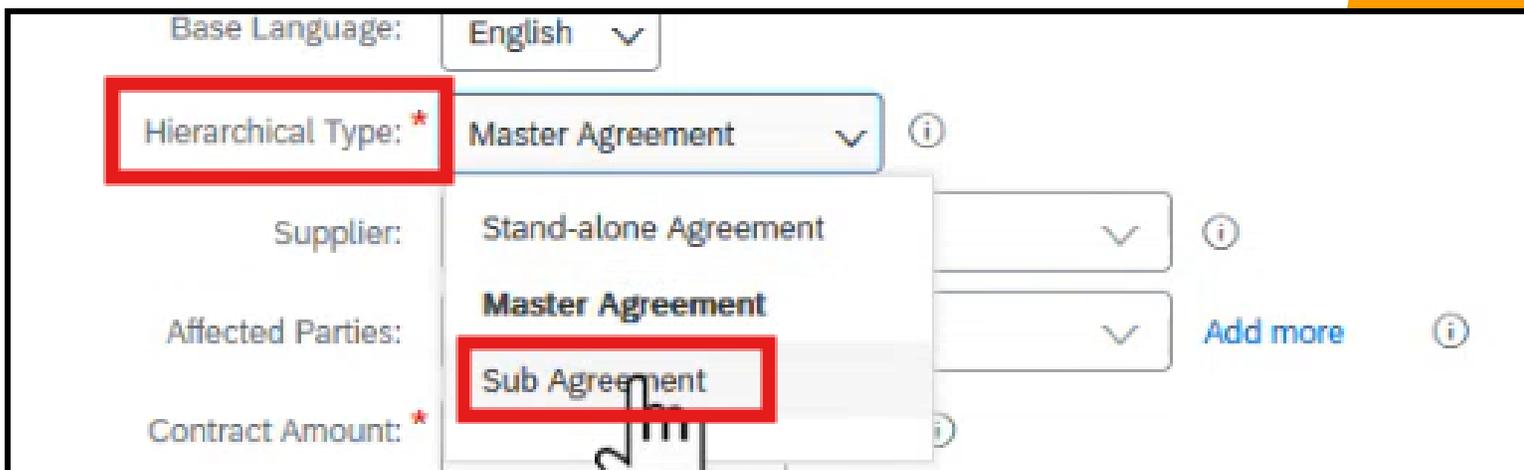
Update the **CONTRACT AMOUNT** to the remaining balance of the contract. Since we already consumed \$1000.01, the remaining balance would be \$98,999.99.



A screenshot of a contract management interface. The 'Affected Parties' dropdown is set to 'Impressive Entrepreneurs'. The 'Contract Amount' field is highlighted with a red box and contains the value '99000' with a currency dropdown set to 'USD'. Below it, the 'Total Original Contract Amount' is shown as '\$100,000.00' with a currency dropdown set to 'USD'.

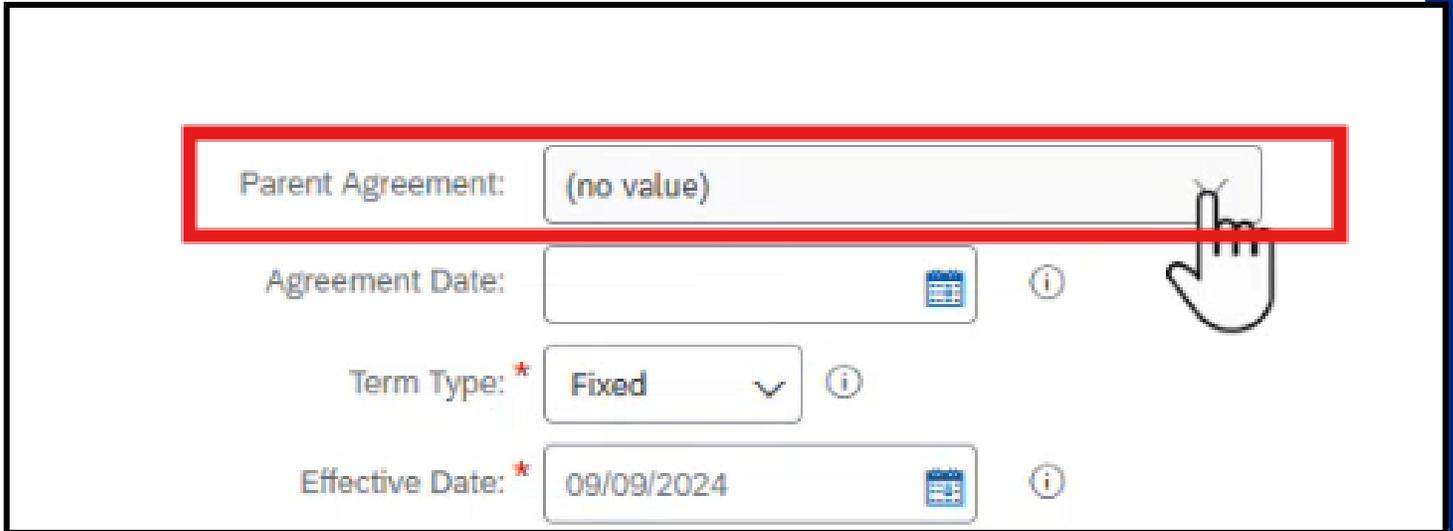
33

Choose **SUB AGREEMENT** as the Hierarchical Type.



A screenshot of a contract management interface. The 'Base Language' is set to 'English'. The 'Hierarchical Type' dropdown is highlighted with a red box and shows a list of options: 'Master Agreement', 'Stand-alone Agreement', 'Master Agreement', and 'Sub Agreement'. The 'Sub Agreement' option is also highlighted with a red box. Other fields like 'Supplier', 'Affected Parties', and 'Contract Amount' are visible but not the focus.

The **PARENT AGREEMENT** is where you will reference the original contract. Click on the downward arrow and a list of recently used contract will be provided.



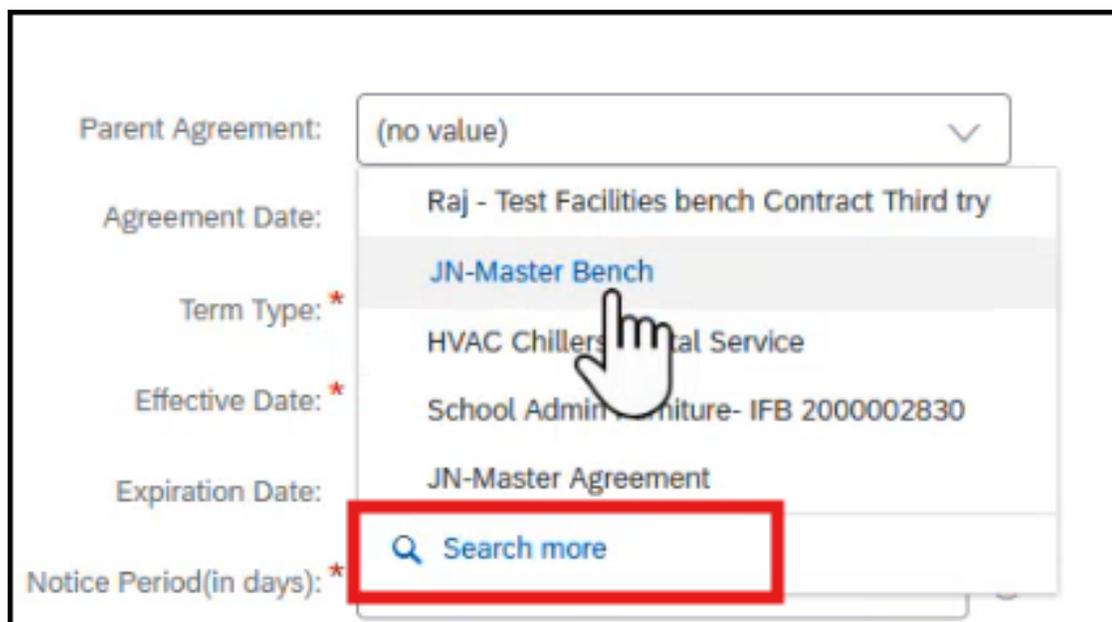
Parent Agreement: (no value)

Agreement Date:  

Term Type: * Fixed  

Effective Date: * 09/09/2024  

You have the option to **SEARCH MORE**.



Parent Agreement: (no value) 

Agreement Date: Raj - Test Facilities bench Contract Third try

Term Type: * JN-Master Bench

Effective Date: * HVAC Chillers  tal Service

Expiration Date: * School Admin  ture- IFB 2000002830

JN-Master Agreement

Notice Period(in days): *  Search more

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Search by **NAME** then click **SEARCH**.

Note: You can also switch to search by Contract ID, if it's known.

Choose Value for Parent Agreement

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Name Search

Name	Supplier	Contract ID	Hierarchical Ty
0120174 AE PE CAHUENGA ES 1	Appealing Practices	44_36	Master Agree
FRANKLIN SH, 11.03290, AE Contr 0020482	Appealing Practices	4400000028	Master Agree
0120079 PE_Valley new HS 1 New Plant	(no value)	4400000032	Master Agree

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Click **SELECT** when you find your contract.

Choose Value for Parent Agreement

Name Search

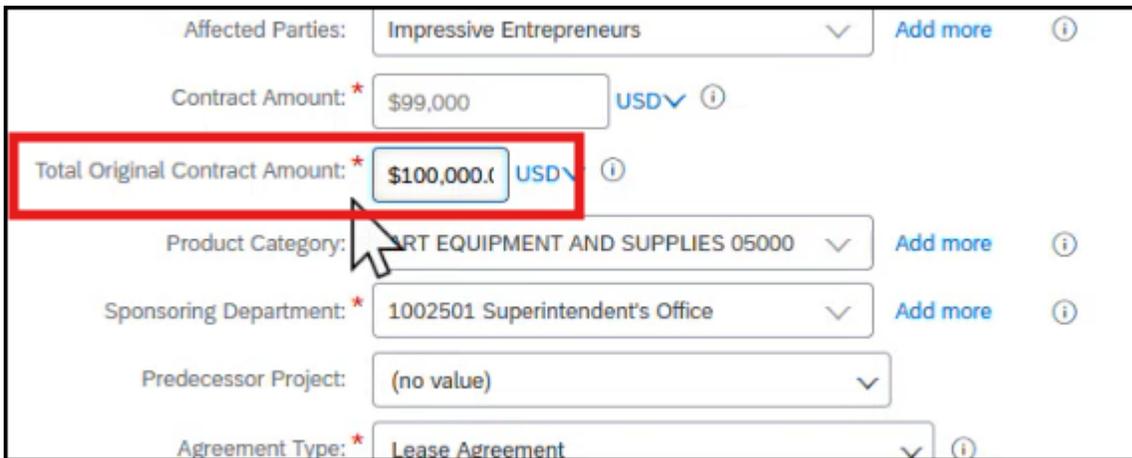
Name	Supplier	Contract ID	Hierarchical Type	Contract Status	Contract ID Starts With	
JN-Demo 9.3.2024	Appealing Practices	CW12851	Master Agreement	Published	CW12851	Select

Done

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Depending on your policy, you can set the new **TOTAL ORIGINAL CONTRACT AMOUNT**.

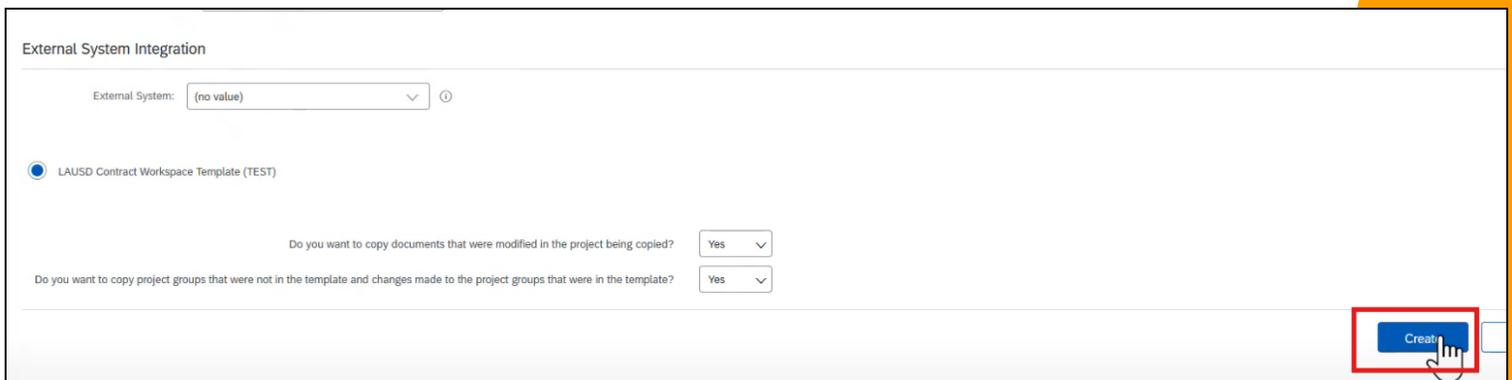
This field cannot be modified once the contract is published.



A screenshot of a contract form with several fields. The field 'Total Original Contract Amount' is highlighted with a red box and contains the value '\$100,000.00 USD'. Other fields include 'Affected Parties' (Impressive Entrepreneurs), 'Contract Amount' (\$99,000 USD), 'Product Category' (ART EQUIPMENT AND SUPPLIES 05000), 'Sponsoring Department' (1002501 Superintendent's Office), 'Predecessor Project' (no value), and 'Agreement Type' (Lease Agreement). Each field has an 'Add more' link and an information icon.

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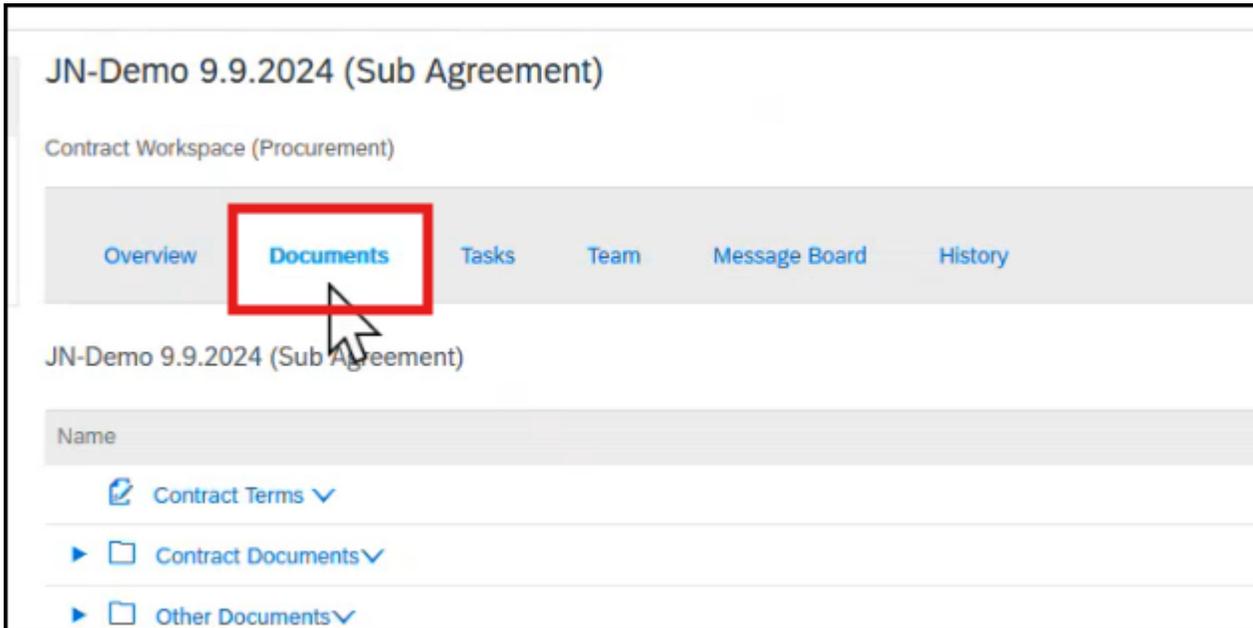
Scroll down, then click **CREATE**.



A screenshot of the 'External System Integration' section of a form. It includes a dropdown for 'External System' (no value), a radio button for 'LAUSD Contract Workspace Template (TEST)', and two questions with 'Yes' dropdown answers: 'Do you want to copy documents that were modified in the project being copied?' and 'Do you want to copy project groups that were not in the template and changes made to the project groups that were in the template?'. A blue 'Create' button is highlighted with a red box in the bottom right corner.

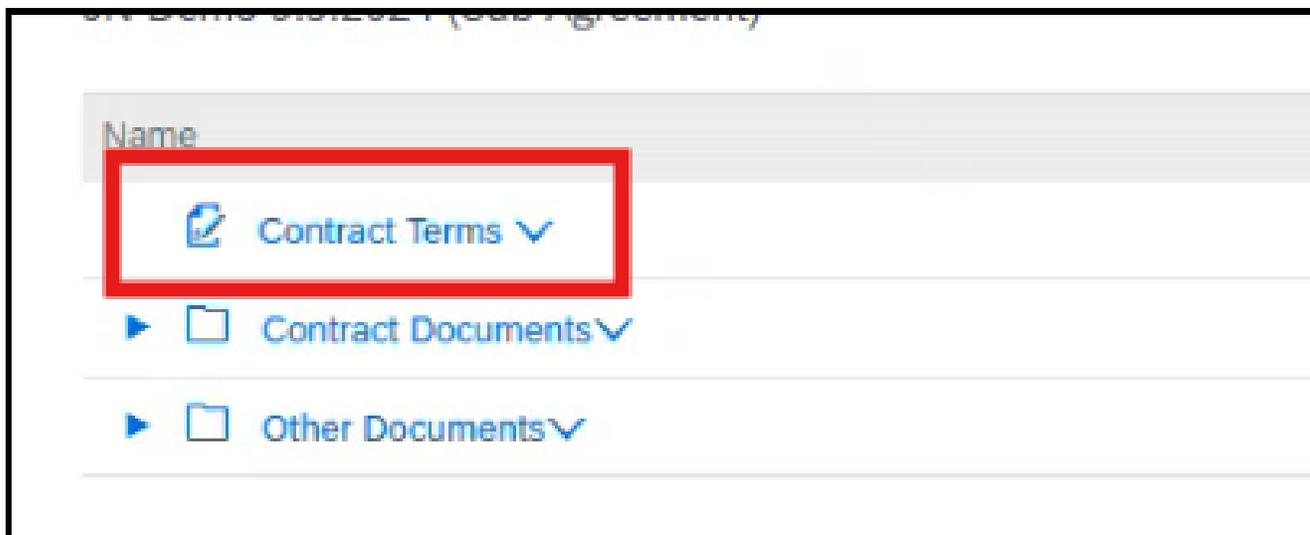
40

Go to the **DOCUMENTS** tab.



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Open your **CONTRACT TERMS**.



Choose **LAUSD-C1** as the **SITE**.

Contract ID: CW12897

Related ID:

Site: * No Choice

Hierarchical Type: * No Choice

Parent Agreement: LAUSD-C1 - TEST

Contract Amount: * \$99,000 USD

The screenshot shows a contract form with several fields. The 'Site' dropdown menu is open, and 'LAUSD-C1 - TEST' is highlighted with a red box and a hand cursor. Other fields include 'Contract ID: CW12897', 'Related ID', 'Hierarchical Type', 'Parent Agreement', and 'Contract Amount: \$99,000 USD'.

The rest of the details were populated from your Contract Workspace. You can update the information here if needed.

Contract Amount: \$99,000 USD

Affected Parties: Impressive Entrepreneurs Add more

Supplier: Impressive Entrepreneurs

Agreement Date:

Effective Date: * 09/09/2024

Expiration Date: 09/02/2025

Term Type: * Fixed

Email Notification: First sent 30 days before contract expiration date.
Reminder sent every 7 days.

Notice Date:

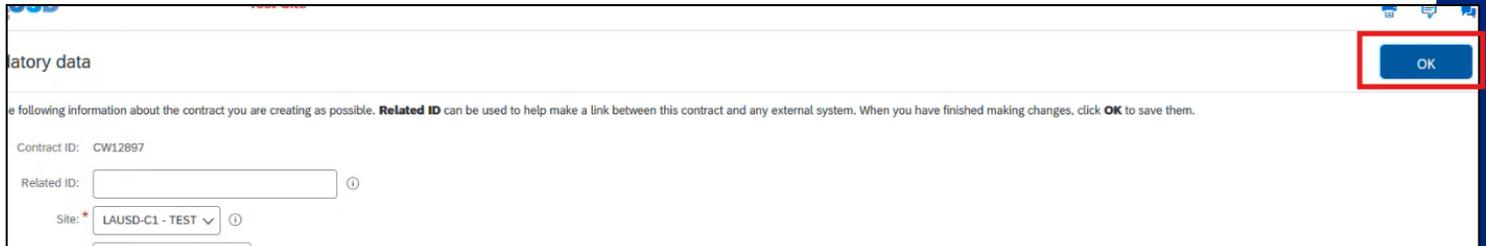
Agreement Type: * Lease Agreement

Total Original Contract Amount: * \$100,000.00 USD

The screenshot shows a contract form with various details. The 'Contract Amount' is \$99,000 USD. The 'Affected Parties' and 'Supplier' are both 'Impressive Entrepreneurs'. The 'Effective Date' is 09/09/2024 and the 'Expiration Date' is 09/02/2025. The 'Term Type' is 'Fixed'. The 'Email Notification' settings are 'First sent 30 days before contract expiration date' and 'Reminder sent every 7 days'. The 'Agreement Type' is 'Lease Agreement'. The 'Total Original Contract Amount' is \$100,000.00 USD.

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Click **OK**.



atory data

Following information about the contract you are creating as possible. **Related ID** can be used to help make a link between this contract and any external system. When you have finished making changes, click **OK** to save them.

Contract ID: CW12897

Related ID:

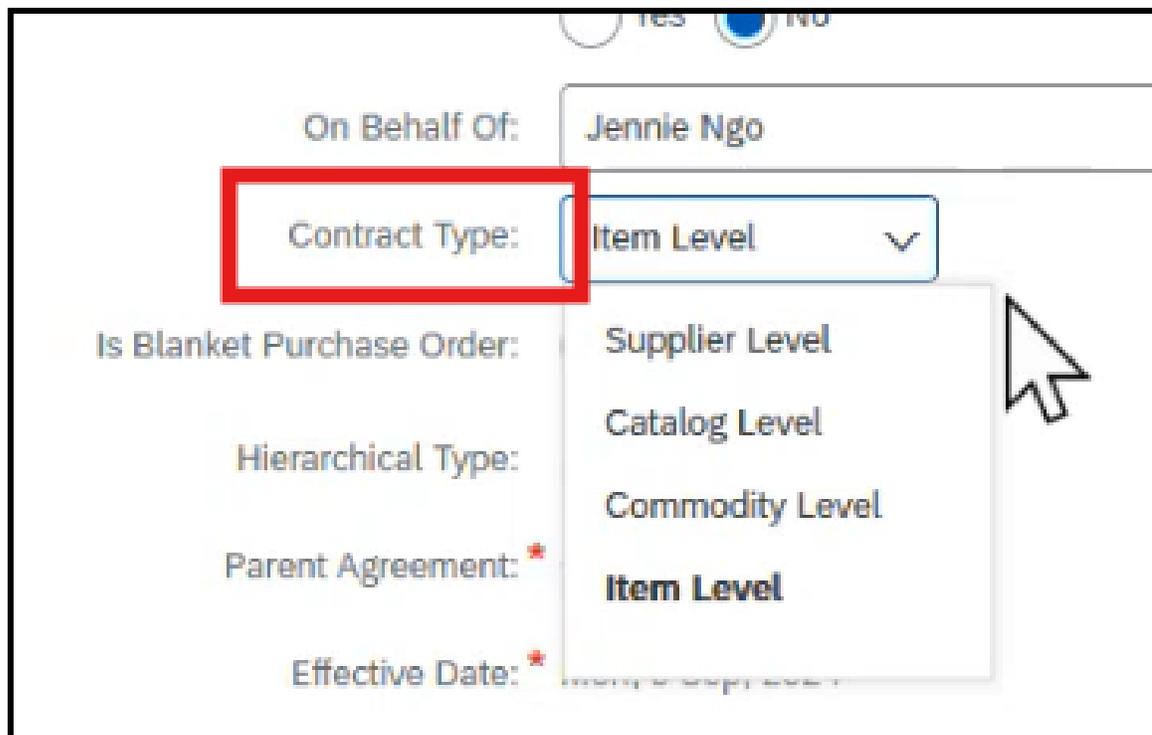
Site: * LAUSD-C1 - TEST

OK

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The **CONTRACT TYPE** does not copy over from the original contract. Make sure to update it if needed.

Note: if the original (parent) contract is Item-Level, then the sub agreement **MUST** be Item-Level too.



On Behalf Of: Jennie Ngo

Contract Type: **Item Level**

Is Blanket Purchase Order:

Hierarchical Type:

Parent Agreement: *

Effective Date: *

Supplier Level

Catalog Level

Commodity Level

Item Level

Scroll down to ensure that all the radio buttons are correctly selected. These do not copy down from the original contract.

For example, the highlighted fields did not copy over so we are updating all of these to **YES**.

The screenshot shows a contract configuration form with the following fields and options:

- Company Code: 1000 (LAUSD)
- Vendor: * 1000026026 (Impressive Entrepreneurs)
- Supplier Location: Charlotte Brown [select]
- Release Required: Yes No *i*
- Allow change orders against closed contract? Yes No *i* (highlighted in red)
- Release Access from: Current Site only All Sites (Global Contract)
- Apply discount terms to non-catalog items? Yes No *i*
- Do non-catalog items accumulate against contract? Yes No *i* (highlighted in red)
- Currency: US Dollar
- Include Subagreement Accumulators: Yes No (highlighted in red)

Header Attributes: Name ↑ Value

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Click **LIMITS**. This information was copied over.
Update the **Maximum Limit**.

The screenshot shows a configuration page with a sidebar on the left containing eight menu items: 1 Definitions, 2 Limits, 3 Pricing Terms, 4 Milestones, 5 Access Control, 6 Payment Terms, 7 Appendixes, and 8 Summary. The 'Limits' menu item is highlighted with a red box. The main content area is divided into two sections: 'Minimum Commitment' and 'Maximum Limit'. The 'Maximum Limit' section contains the following fields: 'Maximum Limit' (set to \$1,000.01 USD, highlighted with a red box), 'Tolerance' (0%), 'Is Hard Maximum Limit' (radio buttons for Yes and No, with 'No' selected), and 'Send notification when Amount Available is at or below' (0%).

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Choose **YES** to “Is Hard Maximum Limit”.

The screenshot shows the same configuration page as in the previous image, but with the 'Is Hard Maximum Limit' radio button highlighted with a red box. The 'Maximum Limit' field is now set to 98999.99 USD. The 'Is Hard Maximum Limit' radio button for 'Yes' is now selected, while 'No' is unselected.

Click **PRICING TERMS**. This information did not carry over. Click **ADD ITEMS** and then **ADD A NON-CATALOG ITEM**.

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the

Commodity-level pricing terms apply to each commodity offered by the supplier.

Commodity Level Pricing Terms

Id ↑	Commodity Code	Description
<input type="button" value="Add items"/>		

Enter the **DESCRIPTION** of the item, and **COMMODITY CODE**. If it's an Item-Level contract, then also enter the **NEGOTIATED PRICE** and **SUPPLIER PART NUMBER**.

Click **OK**

Description

Full Description:

Commodity Code:

Material Group:

Material Number:

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Scroll down to **PRICINGS AND DISCOUNTS**. Choose **YES** to “Add Accumulators to Parent Agreement”.

Pricing and Discounts

If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing. Discounts may default from a sourcing event.

Discount: None
 Discount Percent:
 Tiered Pricing:
 Term Based Pricing:

Compound with applicable parent's pricing terms? Yes No

Add Accumulators to Parent Agreement: Yes No

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Click **PAYMENT TERMS** to ensure this information is correct. If not, you can update it by clicking **CHANGE PAYMENT TERMS**.

Payment terms

1 Definitions
2 Limits
3 Pricing Terms
4 Milestones
5 Access Control
6 Payment Terms

ID: 3000
Title: 3000
Description: Vendor - Net 30 Days

Terms:	Pay In Days ↑	Discount
	25	0%

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When everything is correct, click **EXIT** → **SAVE** this request.

Test Site

CR887: (CW12897) JN-Demo 9.9.2024 (Sub Agreement)

Prev Next **Exit**

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the Definitions page (for supplier level, commodity level, item level, or catalog level). If desired, return to the Definitions page and change the Contract Type [More](#)

Commodity-level pricing terms apply to each commodity offered by the supplier.

Commodity Level Pricing Terms

<input type="checkbox"/>	Id ↑	Commodity Code	Description	Pricing Summary	Active
<input type="checkbox"/>	1	ART EQUIPMENT AND SUPPLIES	Coloring pencils	No Discount	Yes

Copy Delete Activate Add items Edit

Confirm Exit

You are in the process of creating CR887 - (CW12897) JN-Demo

Save this request

Continue working on this request

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Go back to the **OVERVIEW** tab.

JN-Demo 9.9.2024 (Sub Agreement)

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Overview

Contract ID: CW12897

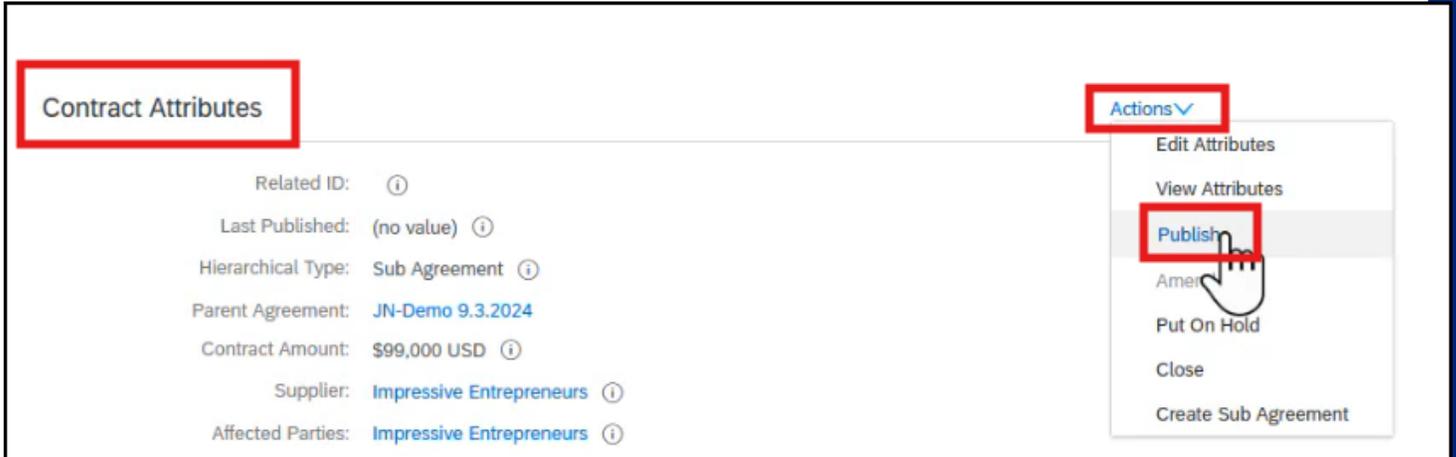
Contract Status: Draft

Version: Original

Owner: Jennie Ngo ⓘ

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Under the Contract Attributes section, click **ACTIONS → PUBLISH.**



The screenshot shows the 'Contract Attributes' section of a software interface. The 'Contract Attributes' header is highlighted with a red box. Below it, several attributes are listed: 'Related ID' with an information icon, 'Last Published' with '(no value)' and an information icon, 'Hierarchical Type' set to 'Sub Agreement' with an information icon, 'Parent Agreement' set to 'JN-Demo 9.3.2024', 'Contract Amount' set to '\$99,000 USD' with an information icon, 'Supplier' set to 'Impressive Entrepreneurs' with an information icon, and 'Affected Parties' set to 'Impressive Entrepreneurs' with an information icon. On the right side, an 'Actions' dropdown menu is open, with the 'Publish' option highlighted by a red box and a hand cursor icon. Other options in the menu include 'Edit Attributes', 'View Attributes', 'Amer...', 'Put On Hold', 'Close', and 'Create Sub Agreement'.

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Click **SUBMIT.**



The screenshot shows a contract review screen. At the top left, the contract ID is 'CR885-V3: (CW12851) JN-Demo 9.3.2024'. At the top right, there are 'Prev' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. Below the header, there is a text instruction: 'Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a composing state.' A navigation bar contains four tabs: 'Summary' (selected), 'Pricing Terms', 'Milestones', and 'Approval Flow'. Below the navigation bar, the 'Definitions' section is visible.

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You'll see a message confirming that your contract request has been sent for approval. If you did not add an approver, then the contract will proceed to be published.

Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

CR896 - (CW12984) JN-Novation (Sub Agreement) has been submitted.

[Print a copy of this request](#)

[View the status of your request](#)

[Add labels to tag this document](#)

[Return to the Ariba Home Page](#)

[Return to Project](#)

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Click Return to **PROJECT**.

Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

CR896 - (CW12984) JN-Novation (Sub Agreement) has been submitted.

[Print a copy of this request](#)

[View the status of your request](#)

[Add labels to tag this document](#)

[Return to the Ariba Home Page](#)

[Return to Project](#)

Contract Status will be updated to **PUBLISHED**. This may take a few minutes. Refresh the screen as needed to see updated status.



Overview

Contract ID: CW12984

Contract Status: Published

Last Published Date: 09/12/2024

Version: v1

Owner: Jennie Ngo ⓘ

Test Project: No ⓘ