

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

P2P Core

How to Create a
Contract Workspace

The purpose of this job aid is to show how to create a Contract Workspace in Ariba. This workspace functions similarly to the Contract Header level details and fields found in the previous SAP SRM. The Contract Workspace serves as a central repository for all contract-related information and documents.

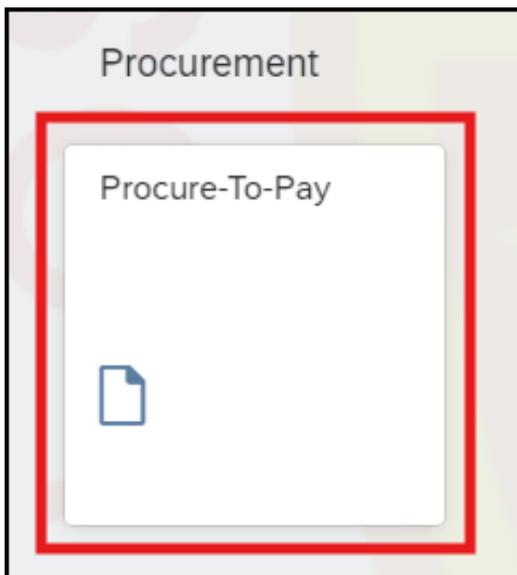
1

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

You will be directed to the Ariba Procurement page.

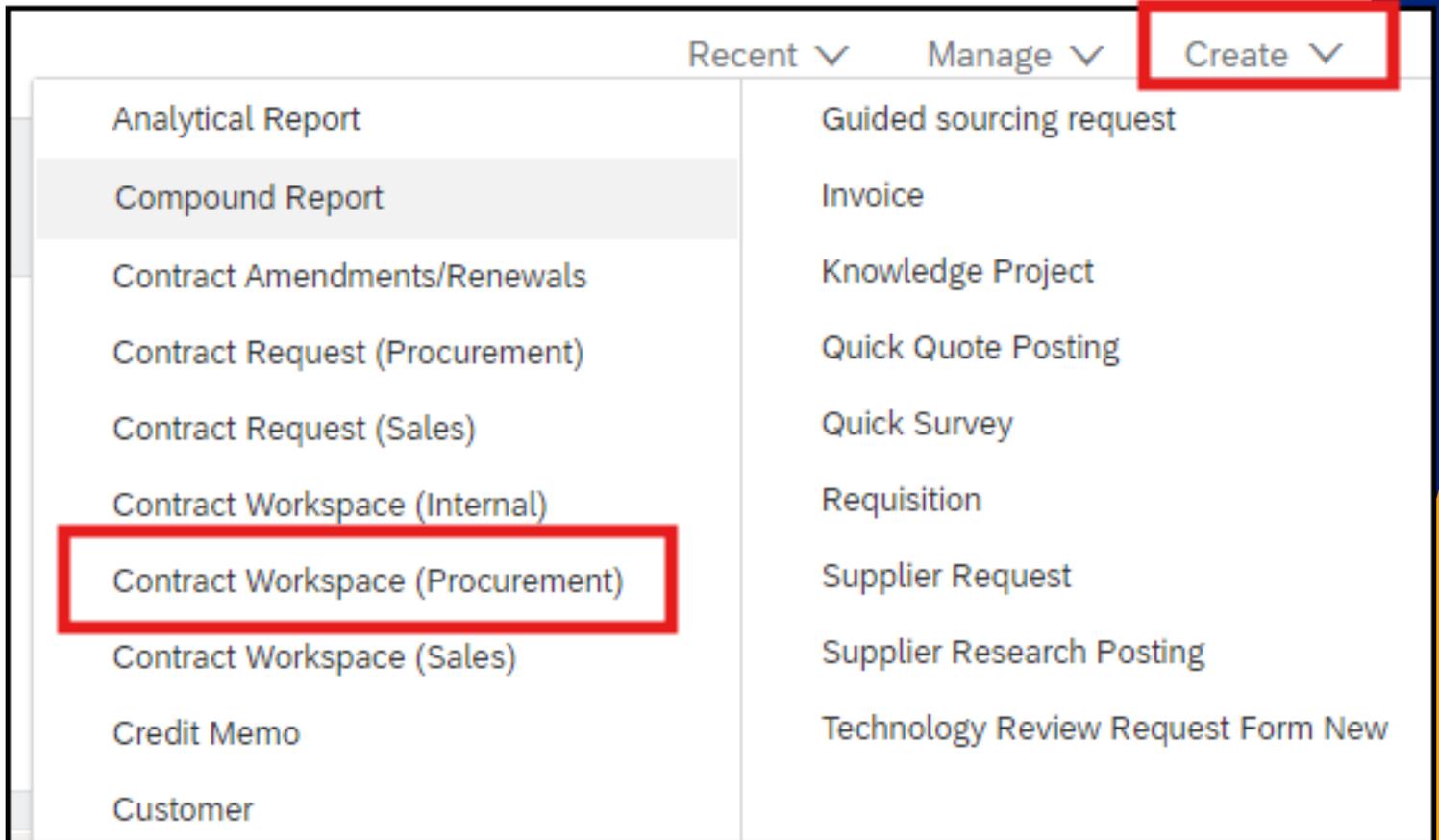
The screenshot shows the LAUSD Ariba Procurement interface. At the top left is the LAUSD UNIFIED logo. The navigation bar includes tabs for HOME, CONTRACTS, **PROCUREMENT**, CATALOG, and MORE... On the right side of the navigation bar are links for Recent, Manage, and Create. Below the navigation bar is a search bar with filters for Requisition and Title, and a search button. The main content area is divided into two sections: 'To Do' and 'My Documents'. Both sections show a table with columns for ID, Date, From, Status, Title, and Required Action, and both are currently empty, displaying 'No items'. A sidebar on the left contains a 'Common Actions' menu with options like Create, Requisition, Sourcing Project, Sourcing Request, Contract Workspace (Procurement), Manage, Administration, My Tasks, Upload History, and More.

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Ensure that you are in **Parent Realm of P2P Core (LAUSD)**. To change this, click on the globe icon.

This screenshot is similar to the one above but highlights the globe icon in the top right corner of the interface. A red box surrounds the globe icon, and a red arrow points to it from the text above. The globe icon is located in the top right corner, next to the user profile icon (IN) and the realm name (LAUSD-C1). The rest of the interface, including the navigation bar, search bar, and main content area, is identical to the previous screenshot.

Click **Create** → **Contract Workspace (Procurement)**.



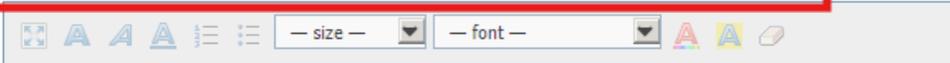
6

Give the Contract Workspace a unique and descriptive title in the **NAME** field. A naming convention may be provided by your department/unit. As you navigate the Contract Workspace and fill in the fields, please note that required fields and selections are indicated with a red asterisk.

Create Contract Workspace (Procurement)

To create a Procurement Contract Workspace, specify the fields below. Templates used for constructing your Procurement Contract Workspace appear in

Name: * ⓘ

Description:  ⓘ

Related ID: ⓘ

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The **Description field** can be used to add additional detail such as the contract synopsis / information from the sourcing project which initiated the contract creation.

Create Contract Workspace (Procurement)

To create a Procurement Contract Workspace, specify the fields below. Templates used for constructing your Procurement Contract Workspace appear in

Name: *

Description:

Related ID:

8

The **Related ID** field is an optional free text field which may be used to reference a previous contract or sourcing project for tracking purposes.

Related ID:

9

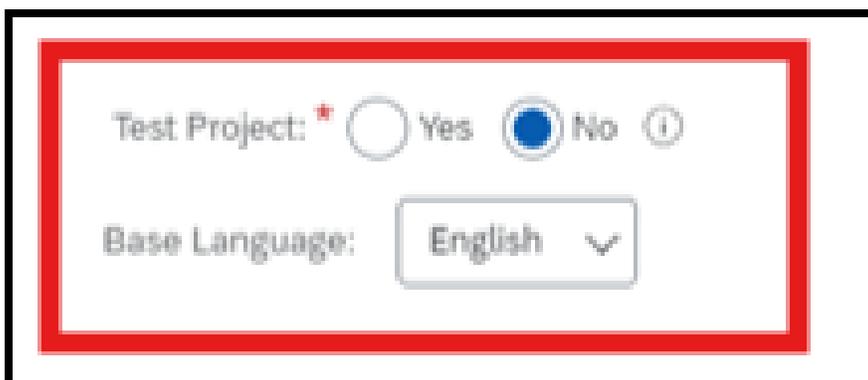
The **Copy from Contract** function is used in Supplier Change Amendments (Novation) and is covered in a separate training. During standard Contract Workspace creation, this field can remain as is.

A screenshot of a web form field. The field is labeled "Copy from Contract:" and contains a dropdown menu with the text "(no value)" and a downward-pointing arrow. The entire field is enclosed in a red rectangular border.

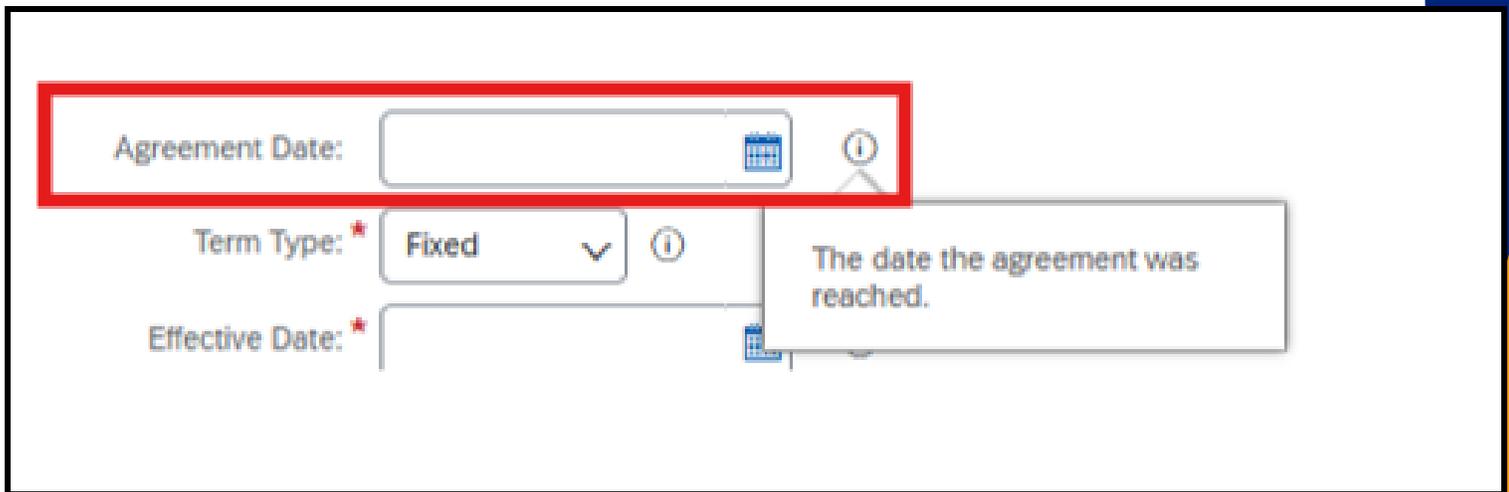
10

The **Test Project** radio button defaults to **No** and should remain as **No**. Any tests should be done in the test environment, not in production.

The **Base Language** selection defaults to 'English' and is the only option available.

A screenshot of a web form showing two fields. The first field is labeled "Test Project:" and has a red asterisk. It contains two radio buttons: "Yes" (unselected) and "No" (selected). There is also an information icon (i) to the right. The second field is labeled "Base Language:" and contains a dropdown menu with the text "English" and a downward-pointing arrow. Both fields are enclosed in a red rectangular border.

The **Agreement Date** is an optional selection. It may be used to note the date the Agreement was reached, or to track another milestone as determined by Procurement.



The screenshot displays a form with three fields: "Agreement Date", "Term Type", and "Effective Date". The "Agreement Date" field is highlighted with a red border. It contains a calendar icon and an information icon. The "Term Type" field is a dropdown menu with "Fixed" selected and a downward arrow, accompanied by an information icon. The "Effective Date" field is empty and has a calendar icon. A tooltip box is open, pointing to the information icon of the "Agreement Date" field, containing the text: "The date the agreement was reached."

Clicking the **Hierarchical Type** button opens a drop-down list. After publishing, this field can only be edited through an amendment.

It is LAUSD's recommendation to use Master Agreement for all contracts to allow for additional functionality if needed. The definitions of each Hierarchical Type have been included in the next slide.

The image shows a screenshot of a contract form. The form contains several fields: a large empty text area at the top, a 'Related ID:' text input field, a 'Copy from Contract:' dropdown menu showing '(no value)', a 'Test Project:' field with radio buttons for 'Yes' and 'No' (the 'No' button is selected), and a 'Base Language:' dropdown menu showing 'English'. At the bottom, the 'Hierarchical Type:' field is highlighted with a red box; it is a dropdown menu showing 'Master Agreement' and has a red box around its dropdown arrow. An asterisk is next to the 'Hierarchical Type:' label, and an information icon is to the right of the dropdown.

Master Agreement selection creates a contract workspace that can be the parent of a sub-agreement. You must create and publish a master agreement before you can associate a sub-agreement with it. Master agreements and their sub-agreements must be of the same contract workspace type.

Sub Agreement selection will be used to link Sub-Agreements to a master agreement (also known as a parent agreement). If you select this Hierarchical type, SAP Ariba displays a field in which you must specify the Parent Agreement.

The Stand alone Agreement selection creates an independent Contract Workspace which will not allow for the addition of a Sub Agreement at a later date if needed.

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Click **Master Agreement**.

After publishing, this field cannot be edited through an amendment.

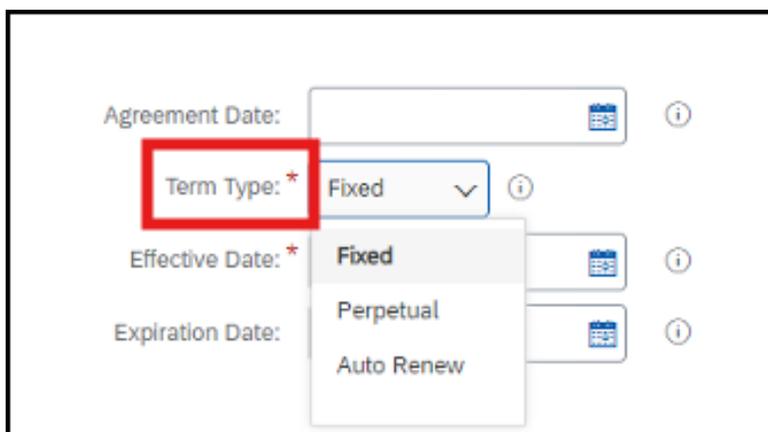


A screenshot of a web form. The 'Hierarchical Type' dropdown menu is open, showing three options: 'Master Agreement', 'Stand-alone Agreement', and 'Master Agreement'. The bottom 'Master Agreement' option is highlighted with a red rectangular box, and a red mouse cursor is pointing at it. The 'Supplier' field is set to 'Stand-alone Agreement' and the 'Affected Parties' field is partially visible at the bottom.

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Clicking the **Term Type** button opens a dropdown list. Select the applicable option. For this example, we are using Fixed.

Detailed explanation of each Term Type can be found on the next slide.



A screenshot of a web form. The 'Term Type' dropdown menu is open, showing three options: 'Fixed', 'Perpetual', and 'Auto Renew'. The 'Fixed' option is highlighted with a red rectangular box. The 'Agreement Date', 'Effective Date', and 'Expiration Date' fields are visible, each with a calendar icon and an information icon.

Fixed: A contract workspace that expires permanently when it reaches its expiration date. After the expiration date has passed, you can only extend a fixed contract workspace by amending it and changing the expiration date.

Perpetual: A contract workspace that never expires; also known as an evergreen contract.

Auto Renew: A contract workspace that is automatically renewed (extended) past its expiration date. The first renewal occurs on the original expiration date. SAP Ariba updates the expiration date for each renewal. After the last expiration date has passed, you must use a renewal amendment type to extend it.

Click the calendar icon to select the **Effective Date**. The Effective Date is the date on which the contract becomes effective.

Click the corresponding date to make your selection. The single arrows navigate through months, and the double arrows navigate through years.

Note: if the effective date is a future date, the contract will not be published until the date is reached.



Related ID:

Copy from Contract: (no value)

Test Project: * Yes No

Base Language: English

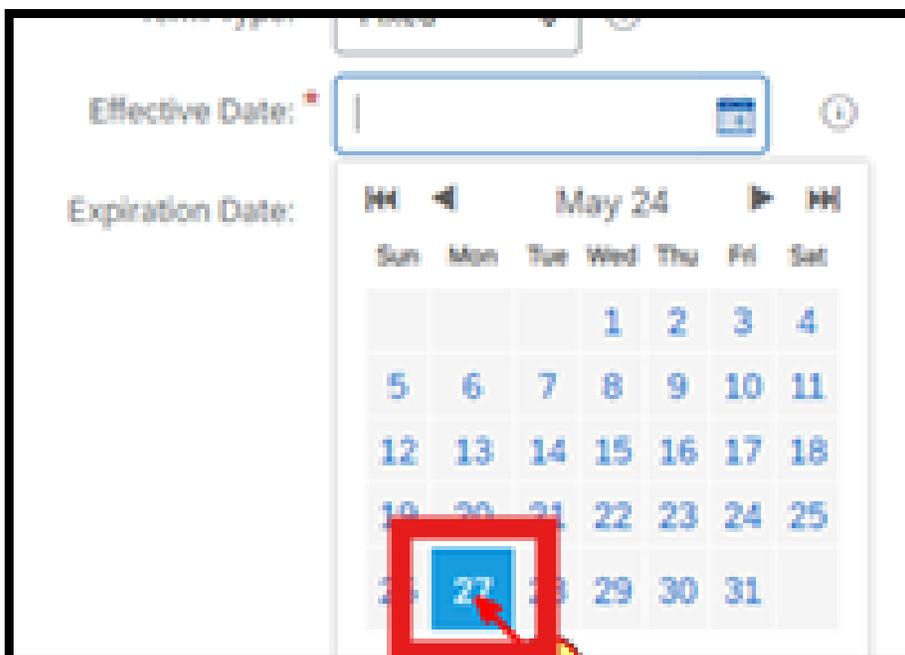
Hierarchical Type: * Master Agreement

Supplier: (no value)

Agreement Date:

Term Type: * Fixed

Effective Date: *



Effective Date: *

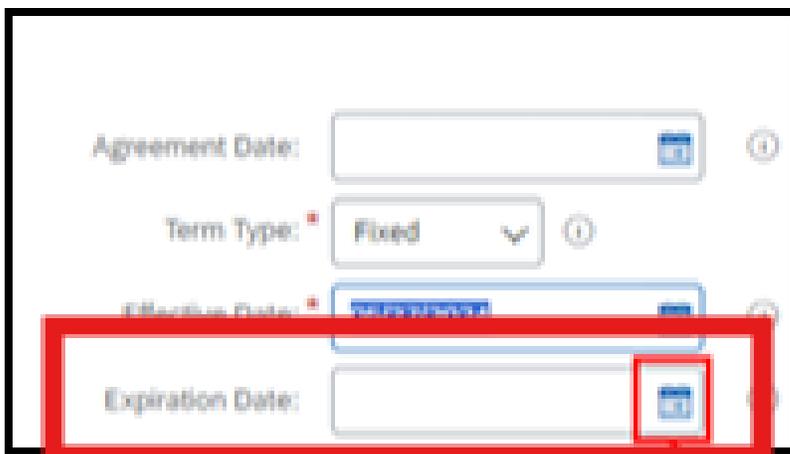
Expiration Date:

May 24

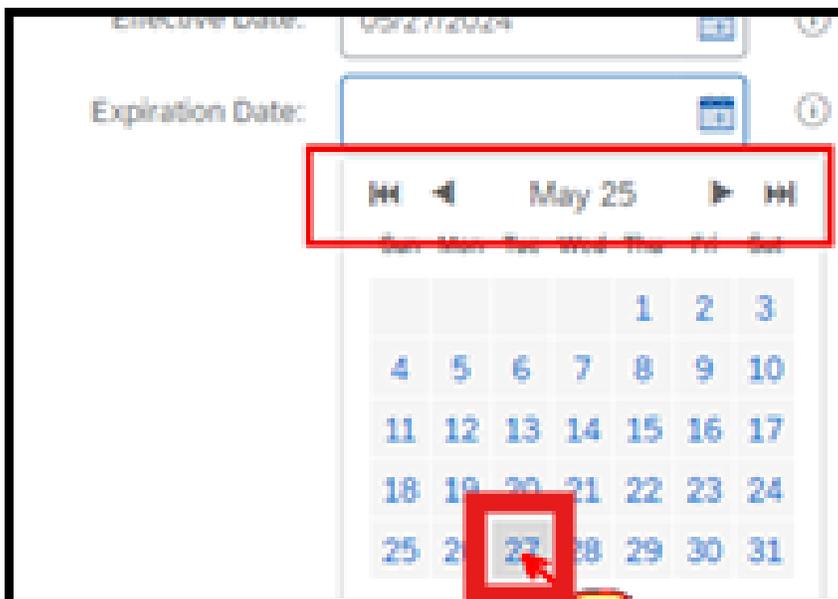
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Click the Calendar Icon to select a date for the **Expiration Date**. The Expiration Date is the date on which the contract expires. This field is only used in contract workspaces with Fixed or Auto Renew term types.

Choose the expiration date.



A screenshot of a contract workspace form. The form contains several fields: "Agreement Date" with a calendar icon, "Term Type" set to "Fixed", "Effective Date" with a date value, and "Expiration Date" with a calendar icon. A red rectangular box highlights the "Expiration Date" field and its calendar icon.



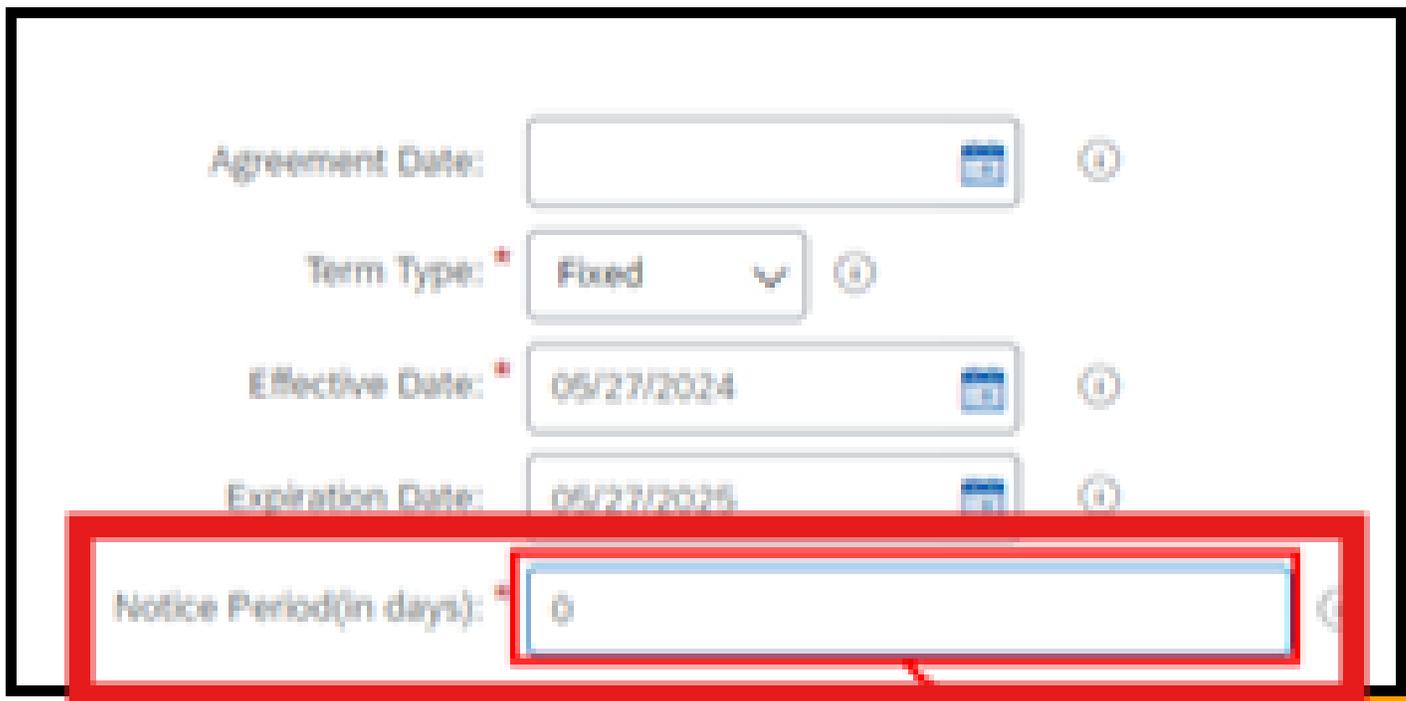
A screenshot of a calendar interface. The calendar shows the month of May. The date "May 27" is highlighted with a red square. The calendar header shows "May 25" and navigation arrows. The calendar grid shows the following dates:

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	31

Once an Expiration Date has been selected, the **Notice Period** field will appear with required entry.

The **Notice Period(in days)** is the number of days before the expiration date that notification is required for changes to the contract.

Enter the number of days in corresponding field.



The screenshot shows a form with the following fields:

- Agreement Date: [Empty] [Calendar icon]
- Term Type: Fixed [Dropdown arrow] [Info icon]
- Effective Date: 05/27/2024 [Calendar icon]
- Expiration Date: 05/27/2026 [Calendar icon]
- Notice Period(in days): 0 [Info icon]

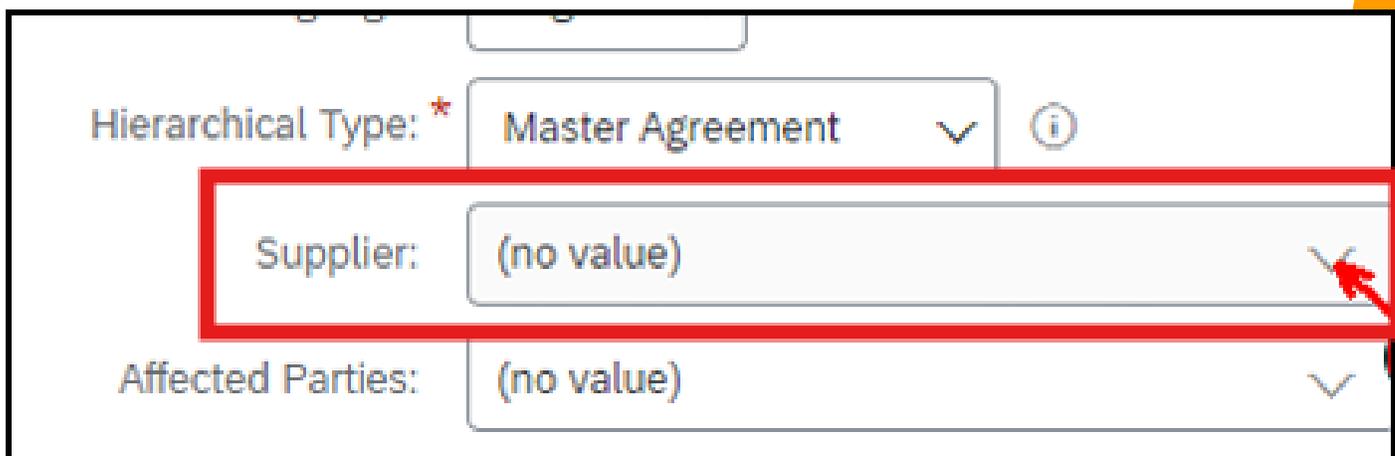
The "Notice Period(in days)" field and its value "0" are highlighted with a red border.

The **Supplier** drop-down is used to add the awarded supplier for the contract. Each contract workspace can have only one supplier.

After publishing, this field cannot be edited through an amendment.

Supplier changes (novation) must be processed through the creation of a sub-agreement. This process is covered in a separate job aid.

To add the **Supplier**, first Click the downward arrow on the selection field.

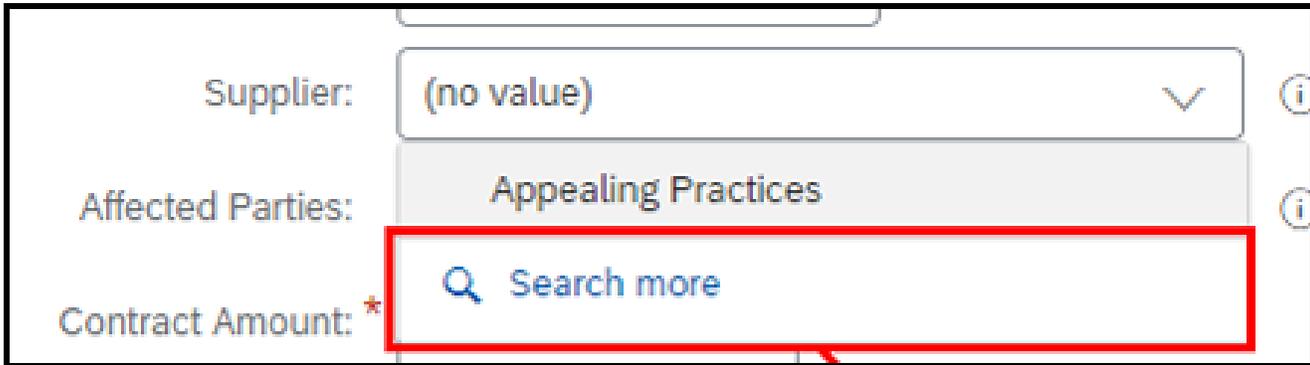


The screenshot shows a form with three fields:

- Hierarchical Type:** * Master Agreement (with a downward arrow and an information icon)
- Supplier:** (no value) (with a downward arrow and a red arrow pointing to it)
- Affected Parties:** (no value) (with a downward arrow)

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The system will display recently used suppliers, to search for additional options, click on **Search more**.



Supplier: (no value) [v] [i]

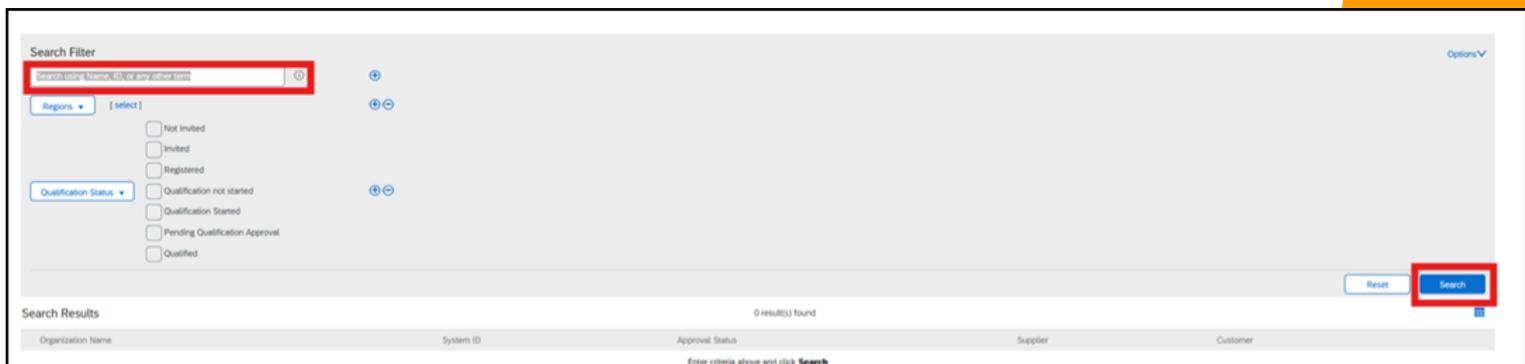
Affected Parties: Appealing Practices [i]

Contract Amount: *

[Search more](#)

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The system will navigate to the Supplier search page for you to choose your supplier. Type the Supplier's name, ID# or related term into the search box and click **'Search'**.



Search Filter

[x] [i]

Regions [select] [i] [o]

Qualification Status [select] [i] [o]

- Not Invited
- Invited
- Registered
- Qualification not started
- Qualification Started
- Pending Qualification Approval
- Qualified

0 results found

Reset [Search](#)

Search Results

Organization Name	System ID	Approval Status	Supplier	Customer
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Enter criteria above and click **Search**

22

Search Results will be displayed below the search filters. Select the radio button to the left of the applicable Supplier.

Choose a Supplier

Welcome to the new Search page. Watch the [Tutor](#)

Search Filter

appealing

Search Results

Organization Name
<input type="radio"/> Appealing Practices

23

After selecting the supplier, Click **OK** in the top right of the page.

Jump to Navigation | Jump to Content Test Site

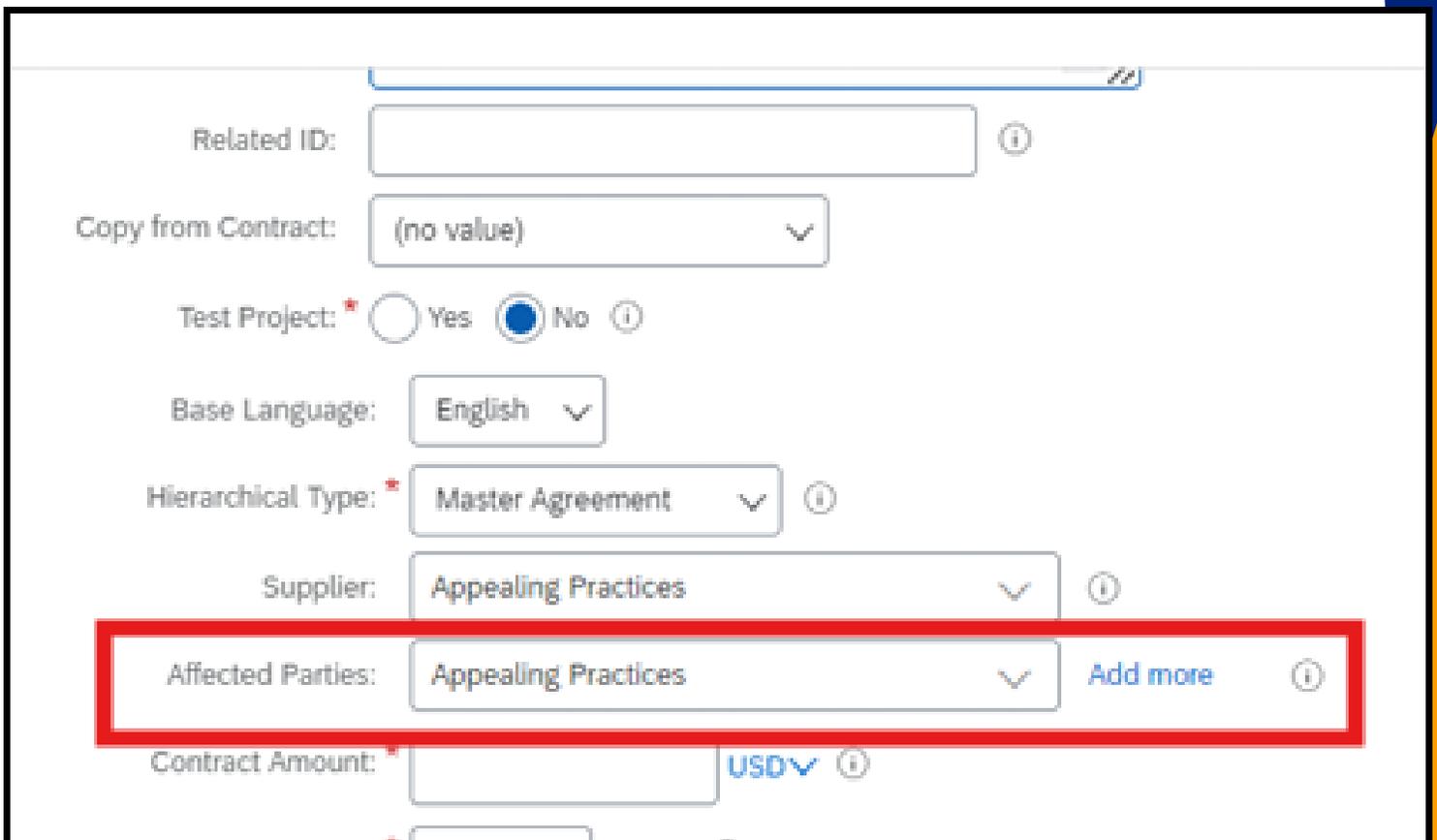
LAUSD
Univis

Choose a Supplier

OK Cancel

After making your selection, you will be navigated back to the Contract Workspace. The selected Supplier is now populated in both the **Supplier** field and the **Affected Parties** field.

Additional explanation is included in the next slide.



The screenshot displays a form with the following fields and values:

- Related ID: [Empty text box]
- Copy from Contract: (no value) [Dropdown arrow]
- Test Project: * Yes No [Info icon]
- Base Language: English [Dropdown arrow]
- Hierarchical Type: * Master Agreement [Dropdown arrow] [Info icon]
- Supplier: Appealing Practices [Dropdown arrow] [Info icon]
- Affected Parties: Appealing Practices [Dropdown arrow] Add more [Info icon]
- Contract Amount: [Empty text box] USD [Dropdown arrow] [Info icon]

The "Affected Parties" field and its associated "Add more" link are highlighted with a red rectangular border.

Affected Parties are suppliers that are involved in the contract project, but who might not be direct participants. The field is useful for contracts that are sometimes referred to as "multi-party contracts", or contracts for which they're subcontractors.

The organization you specify as the contract project supplier is automatically added as an affected party and cannot be removed from the Affected Parties field. You can add and remove other organizations in the Affected Parties field. Since a contract project's affected parties are distinct from its supplier or customer organization, you can use the Affected Parties field to filter searches or reports, or to search for a contract project's affected parties.

The **Contract Amount** field refers to the monetary value of the contract; in the previous SAP SRM system, this was referred to as the 'Target Value'.

Enter the \$ amount of the entire contract including all items for the term of the contract.

Test Project: * Yes No ⓘ

Base Language: English ▾

Hierarchical Type: * Master Agreement ▾ ⓘ

Supplier: Appealing Practices

Affected Parties: Appealing Practices

Contract Amount: * USD ▾ ⓘ

Total Original Contract Amount typically, is the total negotiated amount that has been approved.

Note that after publishing, this field cannot be modified.

Enter the applicable value in the field.

Base Language:	English	▼
Hierarchical Type: *	Master Agreement	▼ ⓘ
Supplier:	Appealing Practices	
Affected Parties:	Appealing Practices	
Contract Amount: *	\$125,000	USD ▼ ⓘ
Total Original Contract Amount: *		USD ▼ ⓘ

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The **Product Category** field specifies the type of goods or services covered by the contract.

Click the drop-down arrow in the field.



A screenshot of a form with several fields. The fields are: 'Affected Parties:' with a dropdown menu showing 'Appealing Practices' and an 'Add more' link; 'Contract Amount: *' with a text input containing '\$125,000', a 'USD' dropdown, and an information icon; 'Total Original Contract Amount: *' with a text input containing '185000', a 'USD' dropdown, and an information icon; and 'Product Category: *' with a dropdown menu showing '(no value)', a dropdown arrow, and an information icon. A red rectangular box highlights the 'Product Category' field and its dropdown arrow.

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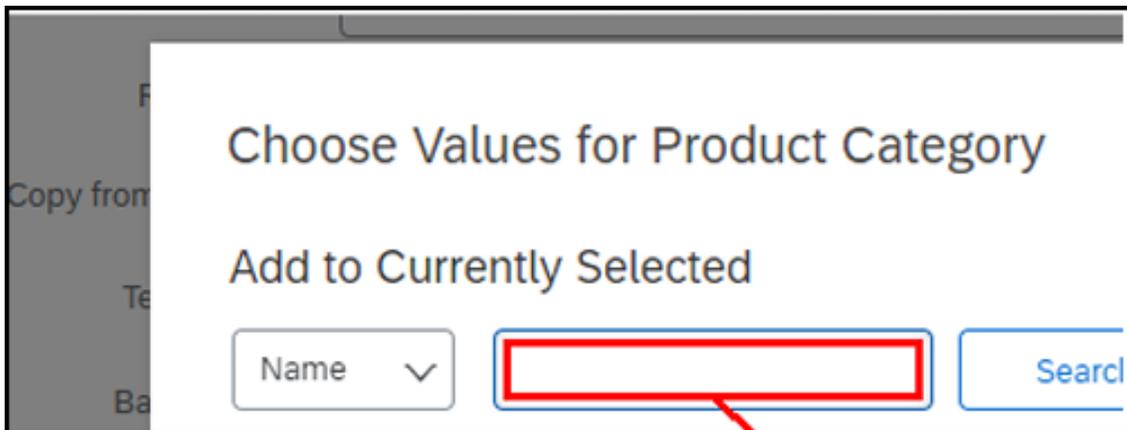
Click **Search more**.



A screenshot of a form showing a dropdown menu for 'Product Category: *' with '(no value)' selected. Below it is a 'Sponsoring Department: *' field with 'ENGINEERING SERVICES, PROFESSION' selected. At the bottom, there is a 'Predecessor Project:' field with a 'Search more' button. A red rectangular box highlights the 'Search more' button, with a red arrow pointing to it.

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Search for the Commodity code that is most applicable to the contract. Using more general search terms is recommended (Ex: professional vs. design consultant).



Choose Values for Product Category

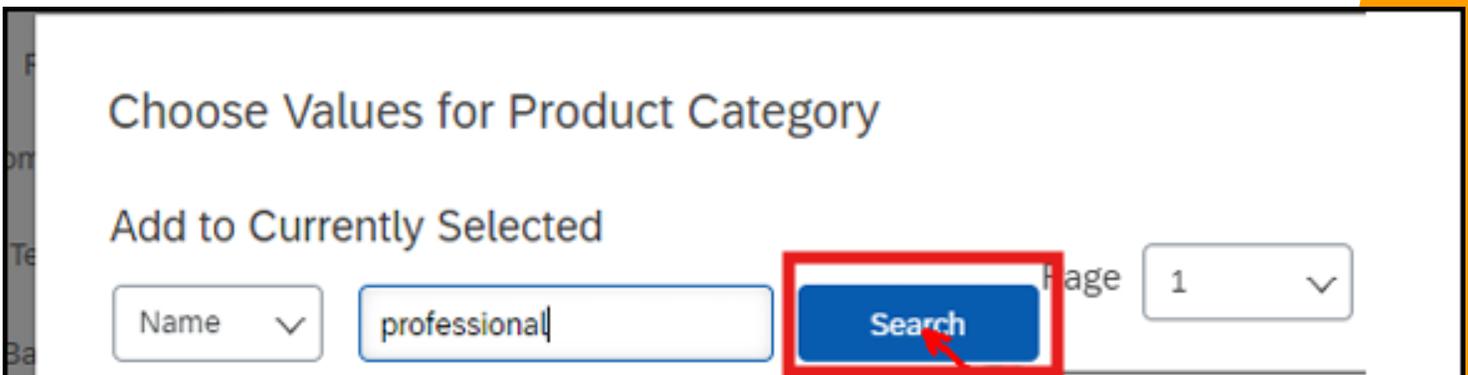
Add to Currently Selected

Name Search

The screenshot shows a search interface with a title "Choose Values for Product Category" and a subtitle "Add to Currently Selected". Below the subtitle, there is a dropdown menu labeled "Name" with a downward arrow, followed by an empty text input field, and a blue "Search" button. A red rectangular box highlights the empty text input field, and a red arrow points to the bottom right corner of this box.

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Click **Search**.



Choose Values for Product Category

Add to Currently Selected

Name Search Page 1

The screenshot shows the same search interface as in the previous image. The text input field now contains the word "professional". The blue "Search" button is highlighted with a red rectangular box, and a red arrow points to the bottom right corner of this box. To the right of the search button, there is a "Page 1" label and a dropdown menu showing the number "1".

Search results are displayed below the search box, review the selection options or search again as needed.

When you've determined the appropriate selection, click the open box to the left of the Product Category Name.

Choose Values for Product Category

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	90700
<input type="checkbox"/>	ARCHITECTURAL SERVICES, PROFESSIONAL (FACILITIES USE ONLY)	90600
<input type="checkbox"/>	ENGINEERING SERVICES, PROFESSIONAL	92500
<input type="checkbox"/>	MISCELLANEOUS PROFESSIONAL SERVICES (FACILITIES USE ONLY)	96100



33

Click **Done**.

Choose Values for Product Category

Add to Currently Selected

Name ▾ professional Search

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	90700
<input type="checkbox"/>	ARCHITECTURAL SERVICES, PROFESSIONAL (FACILITIES USE ONLY)	90600
<input checked="" type="checkbox"/>	ENGINEERING SERVICES, PROFESSIONAL	92500
<input type="checkbox"/>	MISCELLANEOUS PROFESSIONAL SERVICES (FACILITIES USE ONLY)	96100

Currently Selected

Name ↑ ID

No items

Done

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To select the Sponsoring Department, first click the downward arrow in the response field.

Product Category: * ENGINEERING SERVICES, PROFESSIO... ▾ Add mo

Sponsoring Department: * (no value) ▾ ⓘ

35

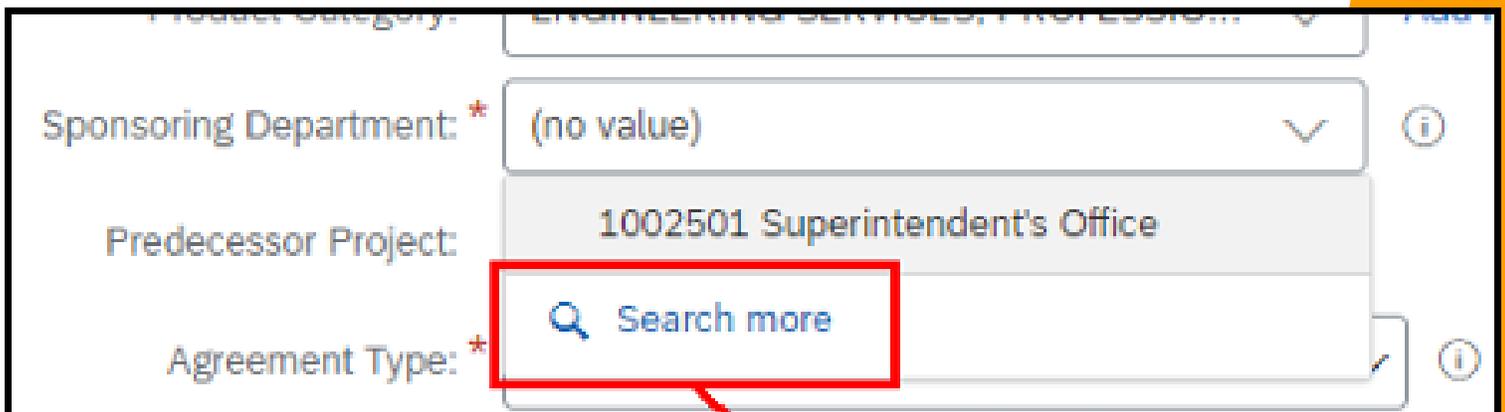
Click **Done**.



A screenshot of a web form with several input fields and buttons. The fields include 'Cost Center' and 'Asset Class', both with '(no value)' and a dropdown arrow. Below them are 'AssetClass:', 'Asset Description:', 'Division:', and 'Program Code:'. At the bottom left are three buttons: 'Fill Values', 'Clear Values and Splits', and 'Split Accounting'. At the bottom right are three buttons: 'Add Additional Items', 'Done', and 'Cancel'. A blue callout bubble with the text 'Click Done' points to the 'Done' button, which is also highlighted with a red rectangular box.

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The system will display recent selections. To search for additional departments click **'Search More'**.



A screenshot of a dropdown menu for the 'Sponsoring Department' field. The dropdown is open, showing a list of recent selections. The first item is '1002501 Superintendent's Office'. Below the list is a button with a magnifying glass icon and the text 'Search more', which is highlighted with a red rectangular box. The 'Sponsoring Department' label has an asterisk, and there is an information icon to the right of the dropdown.

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You may search using the sponsoring department's name with the **function** drop-down selection, or using the department cost center number by selecting the **ID** option from the search drop-down.

Choose Values for Sponsoring Department

Add to Currently Selected

Function ▾

Search

Function	ID
Los Angeles Unified School District	1000000

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When you've determined the appropriate selection, click the checkbox to the left of the Sponsoring Department's Name.

Add to Currently Select

Function ▾

Function ↑

▼ Los Angeles Unifie

▶ Board of Educe

▶ Superintendent

Click **Done**.

Choose Values for Sponsoring Department

Add to Currently Selected

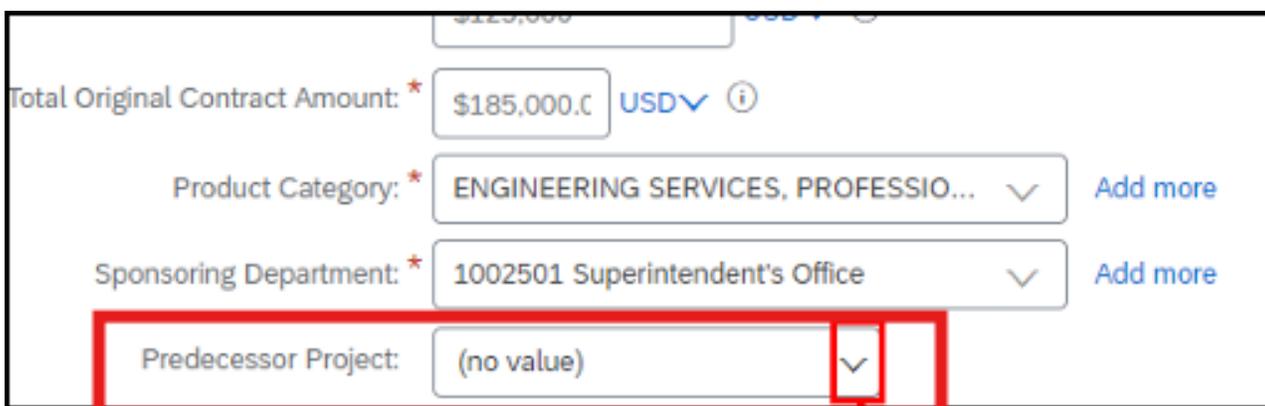
Function ▾	<input type="text"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	Function ↑	ID
<input type="checkbox"/>	▼ Los Angeles Unified School District	1000000
<input type="checkbox"/>	▶ Board of Education	1015001
<input checked="" type="checkbox"/>	▶ Superintendent's Office	1002501

Currently Selected

<input type="checkbox"/>	Function ↑	ID
No items		

The **Predecessor Project** field is an optional field which can be used to reference any Ariba document that led to this contract. For example, a Purchase Requisition or Sourcing event such as an RFP.

Choosing a predecessor project from the Predecessor Project pull-down menu creates this project as a follow-on project to an existing project. Fields in the current project that are also present in the predecessor project will be pre-populated with values from the predecessor project.



The screenshot displays a form with several fields. The 'Predecessor Project' field is highlighted with a red rectangular box. The other fields shown are:

- Total Original Contract Amount: * \$185,000.C USD ▾ ⓘ
- Product Category: * ENGINEERING SERVICES, PROFESSIO... ▾ Add more
- Sponsoring Department: * 1002501 Superintendent's Office ▾ Add more
- Predecessor Project: (no value) ▾

The **Agreement Type** field requires a selection. Click the downward arrow to review the available list of choices.

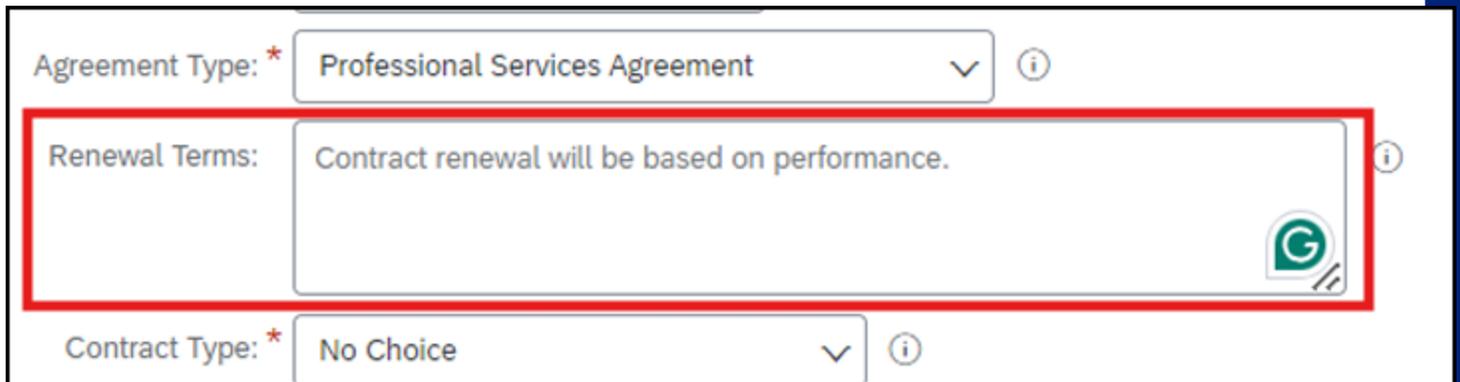
Choose the agreement type that best fits this contract.

The image shows a screenshot of a software interface with a dropdown menu open. The dropdown is for the 'Agreement Type' field, which is marked with a red asterisk. The current selection is 'No Choice'. The dropdown list contains the following options: 'No Choice', 'Confidentiality Agreement', 'Grant Agreement', 'Lease Agreement', 'Maintenance, Repair, and Operation Agreeem...', and 'No cost Memorandum of Understanding'. The option 'Professional Services Agreement' is highlighted with a red box and a red arrow pointing to it. Other fields visible in the interface include 'Predecessor Project: (no value)', 'Renewal Terms: No Choice', 'Contract Type: *', 'Risk: *', and 'Spend Type: *'.

Predecessor Project:	(no value)
Agreement Type: *	No Choice
Renewal Terms:	No Choice
Contract Type: *	Lease Agreement
Risk: *	Maintenance, Repair, and Operation Agreeem...
Spend Type: *	No cost Memorandum of Understanding
	Professional Services Agreement

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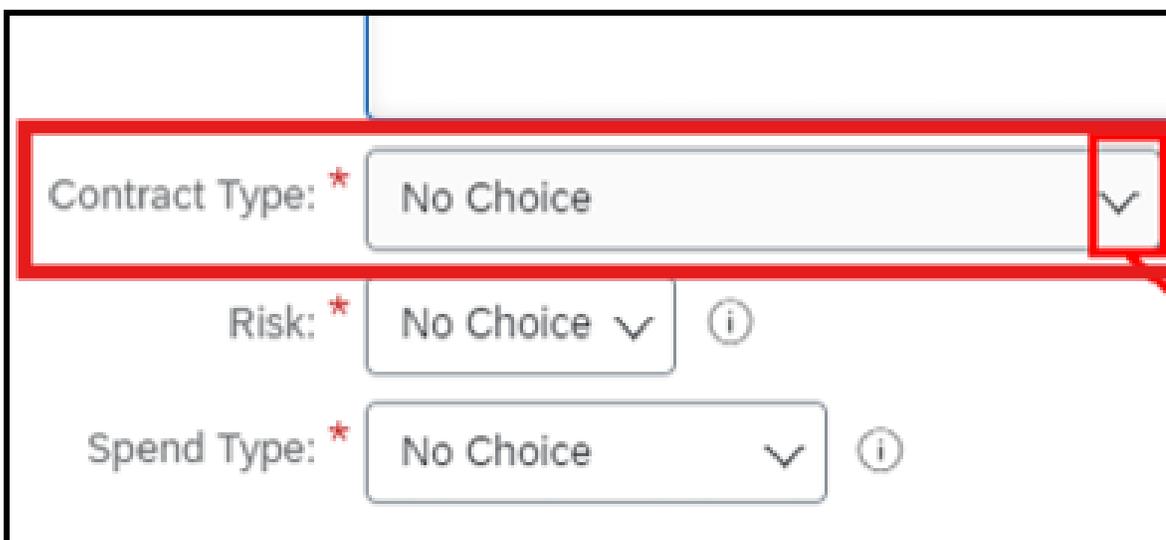
The **Renewal Terms** field is an optional free text entry field. This can be used to enter text describing the renewal terms for this contract.



A screenshot of a contract form. The form contains three fields: 'Agreement Type' with a dropdown menu set to 'Professional Services Agreement', 'Renewal Terms' with a text entry field containing 'Contract renewal will be based on performance.', and 'Contract Type' with a dropdown menu set to 'No Choice'. The 'Renewal Terms' field is highlighted with a red rectangular border. There are information icons (i) next to each field.

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Clicking the **Contract Type** button opens a dropdown list.



A screenshot of a contract form. The form contains three fields: 'Contract Type' with a dropdown menu set to 'No Choice', 'Risk' with a dropdown menu set to 'No Choice', and 'Spend Type' with a dropdown menu set to 'No Choice'. The 'Contract Type' dropdown menu is highlighted with a red rectangular border. There are information icons (i) next to each field.

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Click on the most applicable selection for **Contract Type**.

Contract Type: * No Choice

Risk: * No Choice

Spend Type: * Cost Plus

Firm Fixed Price

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The **Risk** field requires a selection. Click the drop-down arrow and select the applicable risk level for the contract from the drop-down list.

The risk of the project outlines the likelihood for the contract to require a change request or amendment on the scope, timeline or budget outlined in the agreement.

Risk: * No Choice

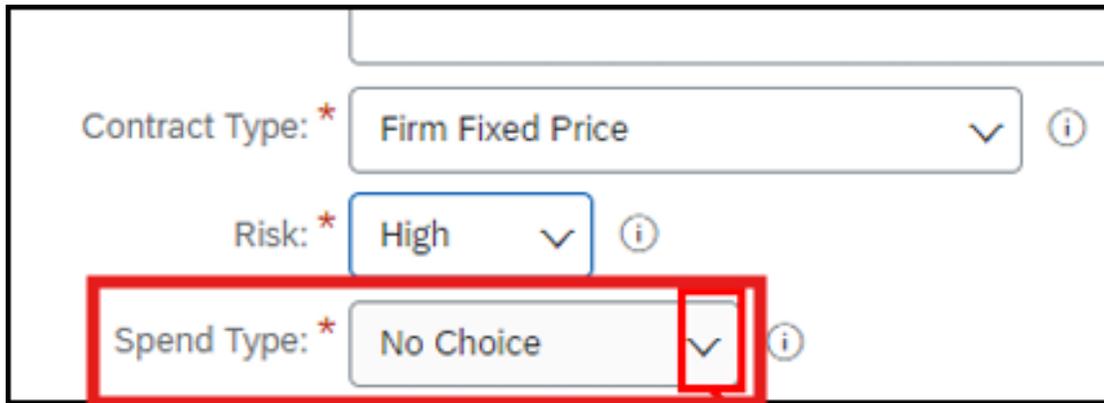
Spend Type: * No Choice

High

Medium

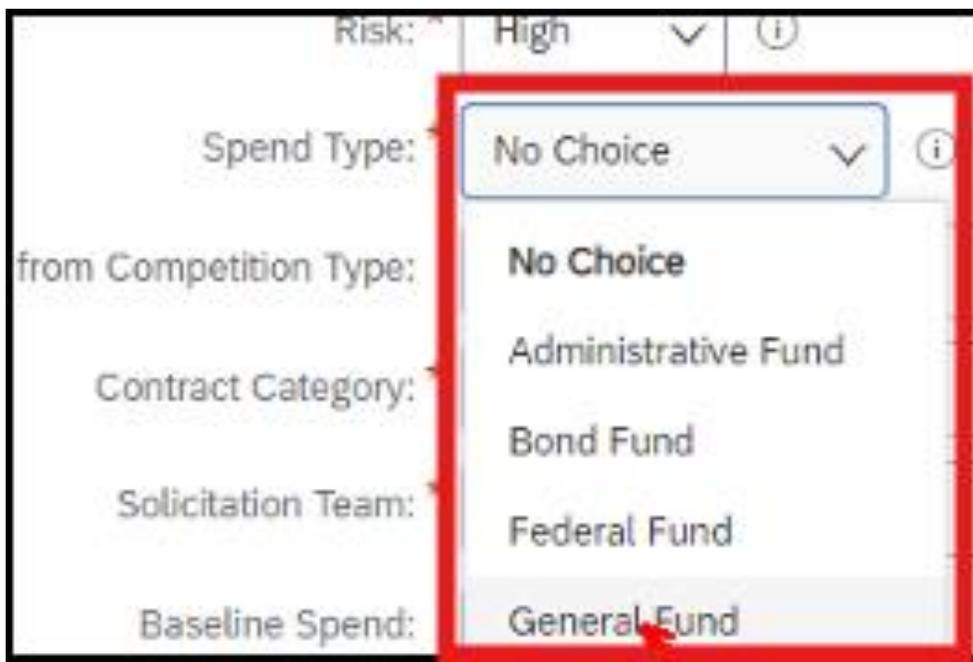
Low

Clicking the **Spend Type** button opens a dropdown list.



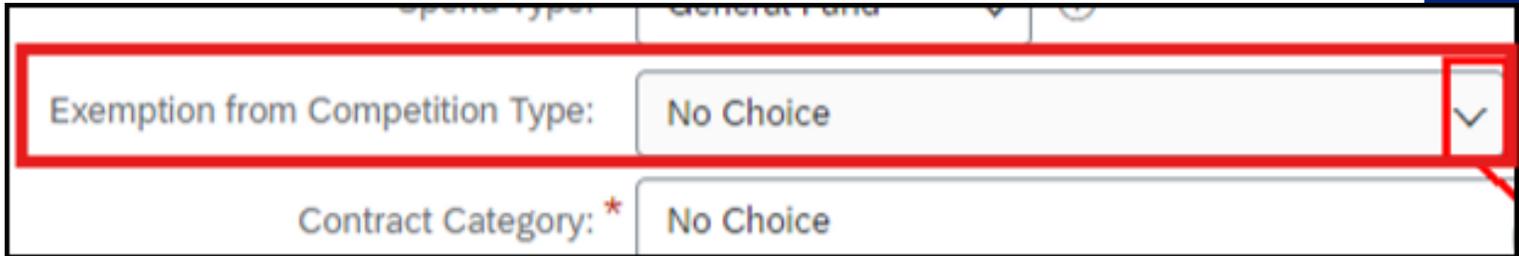
A screenshot of a web form with three dropdown menus. The first is 'Contract Type: *' with 'Firm Fixed Price' selected. The second is 'Risk: *' with 'High' selected. The third is 'Spend Type: *' with 'No Choice' selected. The 'Spend Type' dropdown menu is highlighted with a red rectangular box.

Choose a spend type from the dropdown list. If contract is multi-funded, then select 'Other'. The 'Other Spend Type' field will appear allowing you to enter multiple spend types in a free-text field.



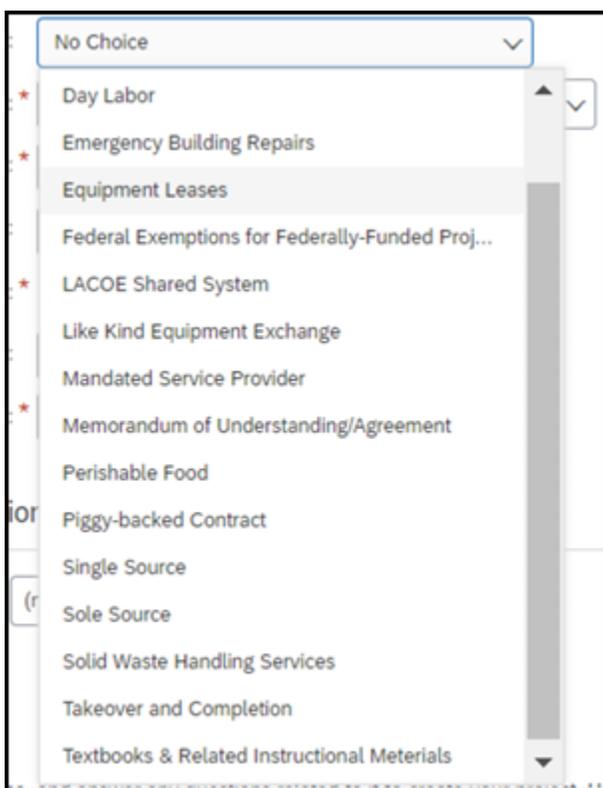
A screenshot of the same form as in slide 46, but with the 'Spend Type' dropdown menu open. The dropdown list is highlighted with a red rectangular box and contains the following options: 'No Choice', 'Administrative Fund', 'Bond Fund', 'Federal Fund', and 'General Fund'. The 'General Fund' option is highlighted in grey. Other form fields like 'Risk: *' (High) and 'Contract Category:' are visible in the background.

The **Exemption from Competition Type** field is an optional selection. For applicable contracts, click the field to open a drop-down list.



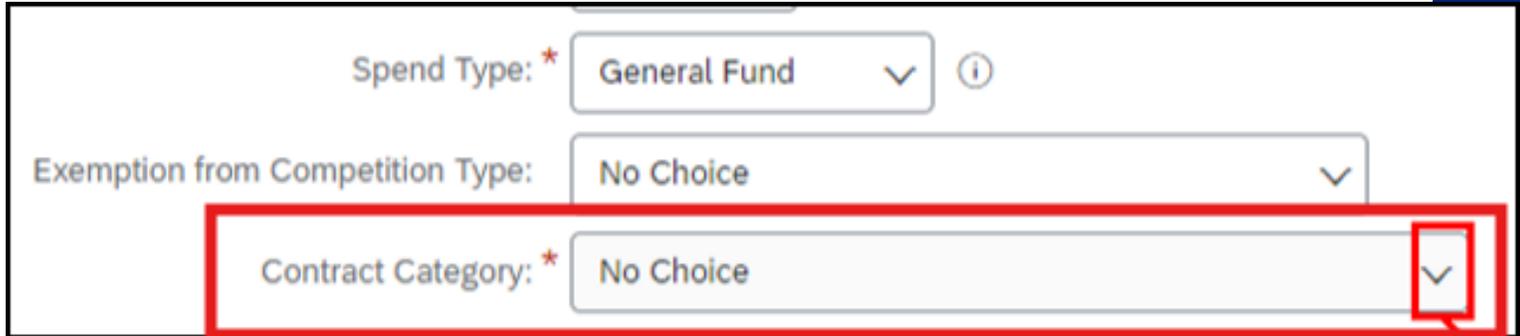
A screenshot of a web form. The field 'Exemption from Competition Type:' is highlighted with a red border and contains the text 'No Choice'. To its right is a dropdown arrow icon. Below it, the field 'Contract Category: *' also contains 'No Choice'.

Review the list of exemption types, and select the option most relevant for the contract.



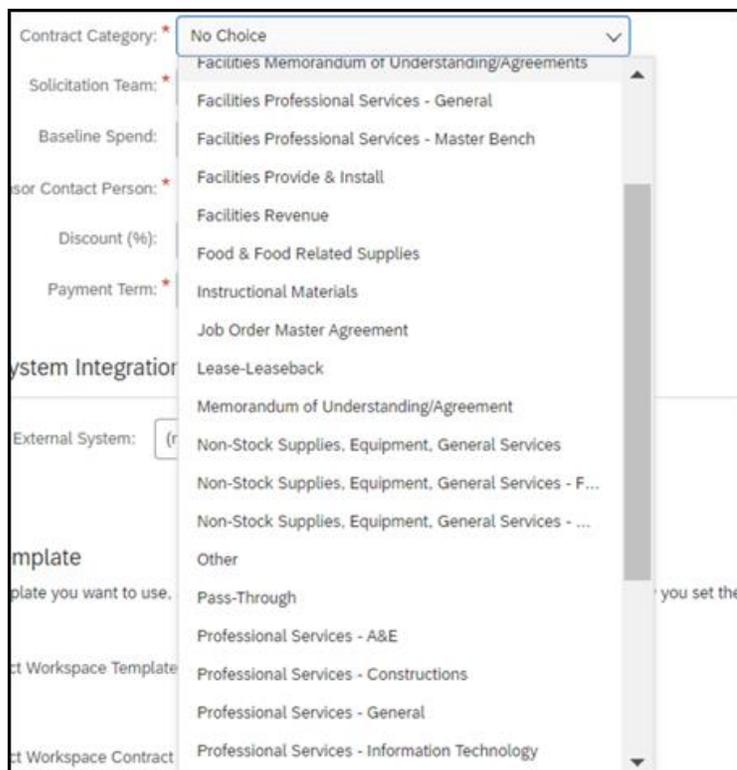
A screenshot of a dropdown menu. The top option is 'No Choice'. Below it is a list of exemption types, each preceded by a red asterisk: 'Day Labor', 'Emergency Building Repairs', 'Equipment Leases', 'Federal Exemptions for Federally-Funded Proj...', 'LACOE Shared System', 'Like Kind Equipment Exchange', 'Mandated Service Provider', 'Memorandum of Understanding/Agreement', 'Perishable Food', 'Piggy-backed Contract', 'Single Source', 'Sole Source', 'Solid Waste Handling Services', 'Takeover and Completion', and 'Textbooks & Related Instructional Materials'. A vertical scrollbar is visible on the right side of the list.

Clicking the **Contract Category** button opens a dropdown list.



A screenshot of a web form with three dropdown menus. The first menu is labeled 'Spend Type: *' and has 'General Fund' selected. The second menu is labeled 'Exemption from Competition Type:' and has 'No Choice' selected. The third menu is labeled 'Contract Category: *' and has 'No Choice' selected. A red rectangular box highlights the 'Contract Category' dropdown menu, and a smaller red box highlights the downward arrow icon on its right side.

Review the list of Contract Categories, and select the option most relevant for the contract.



A screenshot of the 'Contract Category' dropdown menu. The menu is open, showing a list of options. The top option is 'No Choice'. Below it are several other options, including 'Facilities Memorandum of Understanding/Agreements', 'Facilities Professional Services - General', 'Facilities Professional Services - Master Bench', 'Facilities Provide & Install', 'Facilities Revenue', 'Food & Food Related Supplies', 'Instructional Materials', 'Job Order Master Agreement', 'Lease-Leaseback', 'Memorandum of Understanding/Agreement', 'Non-Stock Supplies, Equipment, General Services', 'Non-Stock Supplies, Equipment, General Services - F...', 'Non-Stock Supplies, Equipment, General Services - ...', 'Other', 'Pass-Through', 'Professional Services - A&E', 'Professional Services - Constructions', 'Professional Services - General', and 'Professional Services - Information Technology'. The dropdown menu is positioned over a form with other fields like 'Solicitation Team: *', 'Baseline Spend:', 'Author Contact Person: *', 'Discount (%):', 'Payment Term: *', 'System Integration', 'External System: (r', 'Template', 'Template you want to use.', 'Contract Workspace Template', and 'Contract Workspace Contract'.

52

Click on the relevant **Contract Category** to make your selection .

A screenshot of a web form showing a dropdown menu for 'Contract Category'. The dropdown is open, displaying a list of options. The 'Contract Category' field is highlighted with a red box. A red arrow points to the 'Professional Services - General' option at the bottom of the list.

Contract Category: *	No Choice
Solicitation Team: *	Instructional Materials
Baseline Spend:	Job Order Master Agreement
Sponsor Contact Person: *	Lease-Leaseback
Discount (%):	Memorandum of Understanding/Agreement
Payment Term: *	Non-Stock Supplies, Equipment, General Services
System Integration	Non-Stock Supplies, Equipment, General Services - F...
External System:	Non-Stock Supplies, Equipment, General Services - ...
	Other
	Pass-Through
	Professional Services - A&E
	Professional Services - Constructions
	Professional Services - General

53

Clicking the **Solicitation Team** button opens a dropdown list.

A screenshot of a web form showing two dropdown menus. The 'Contract Category' dropdown is set to 'Professional Services - General'. The 'Solicitation Team' dropdown is highlighted with a red box and is currently set to 'No Choice'. A red arrow points to the 'Solicitation Team' dropdown.

Contract Category: *	Professional Services - General
Solicitation Team: *	No Choice

54

For this example, we will select Professional Services.

A screenshot of a software interface showing a dropdown menu for 'Solicitation Team: *'. The menu is open, displaying a list of options: 'No Choice', 'Best Value Construction', 'Design-Build Construction', 'Facilities Constructions', 'Facilities Professional Services', 'Job Order Contract', 'Non-Stock Goods and General Services', and 'Non-Stock M&O'. The 'Professional Services' option is highlighted with a red box and a red arrow pointing to it. Other fields like 'Baseline Spend:', 'Sponsor Contact Person: *', 'Discount (%)', 'Payment Term: *', 'System Integration', and 'External System:' are visible in the background.

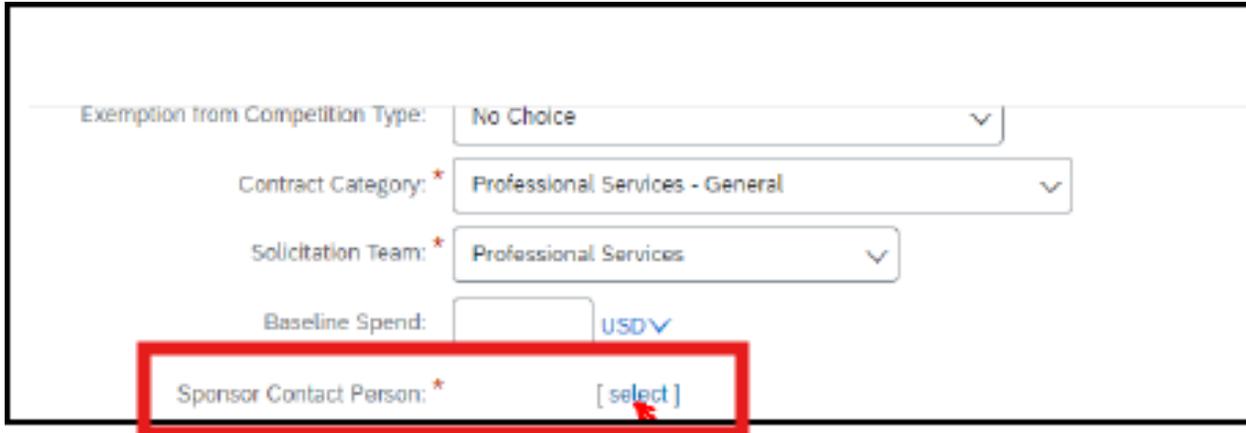
55

Baseline Spend is a field that allows you to enter the previous spend for this product or service. The baseline spend will be one measurement used to calculate savings.

A screenshot of a software interface showing the 'Solicitation Team: *' dropdown menu set to 'No Choice'. Below it, the 'Baseline Spend:' field is highlighted with a red box, and its input area is also highlighted with a red box. A red arrow points to the input area. The text 'U' is partially visible to the right of the input area.

56

Click on "**Select**" to choose the "**Sponsor Contact Person**".



Exemption from Competition Type: No Choice

Contract Category: * Professional Services - General

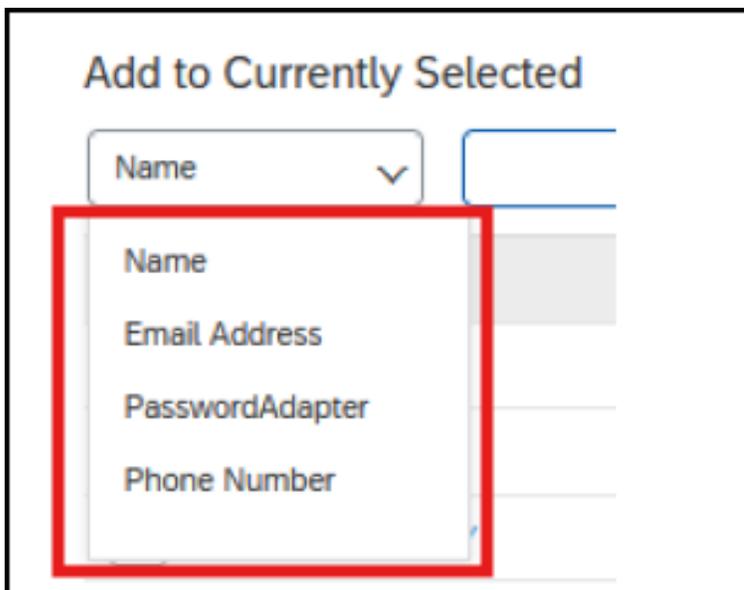
Solicitation Team: * Professional Services

Baseline Spend: USD

Sponsor Contact Person: * [select]

57

The search box opens to allow you to search for the Sponsor Contact by Name or Email Address. Make a search criteria selection from the drop-down to search using different fields.



Add to Currently Selected

Name

Name

Email Address

PasswordAdapter

Phone Number

58

Once you have located the appropriate sponsor contact, click the checkbox next to their name.

Choose Values for Sponsor Contact Person

Add to Currently Selected

Name [dropdown] [input] Search

<input type="checkbox"/>	Name ↑	Email Address	PasswordAdapter	Phone Number
<input checked="" type="checkbox"/>			Enterprise User	
<input type="checkbox"/>			External Supplier or Customer User	

59

Discount (%)

If your contract is based on a discount percentage you may enter that percentage here. For example, a 20% discount off list price.

Baseline Spend: [input] USD▼

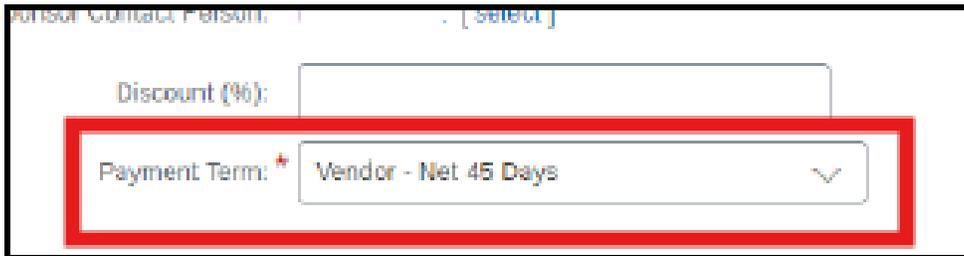
Sponsor Contact Person: * [select]

Discount (%): [input]

Payment Term: * Vendor - Net 45 Days ▼

60 The **Payment Term** defaults to 'Vendor - Net 45 Days' and does not reflect in Purchase Requisition. It is only used for reporting purposes.

If this contract has different payment terms, you can set those contract-specific payment terms here.



A screenshot of a web form. The 'Payment Term' field is highlighted with a red border and contains the text 'Vendor - Net 45 Days'. Above it is a 'Discount (%)' field. The form is part of a larger interface with a 'Vendor Contact Person' dropdown menu visible at the top.

61

Select a Template field has a preselected Radio button next to the LAUSD Contract Workspace Template. This is currently the template to be used for all LAUSD Contracts, but more may be added by Procurement at a later date at which time a manual selection will be required.



A screenshot of a 'Select a template' dialog box. The title is 'Select a template'. Below the title is a subtitle: 'Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.' There is a single radio button selected next to the text 'LAUSD Contract Workspace Template'. At the bottom right, there are two buttons: 'Create' and 'Cancel'.

62

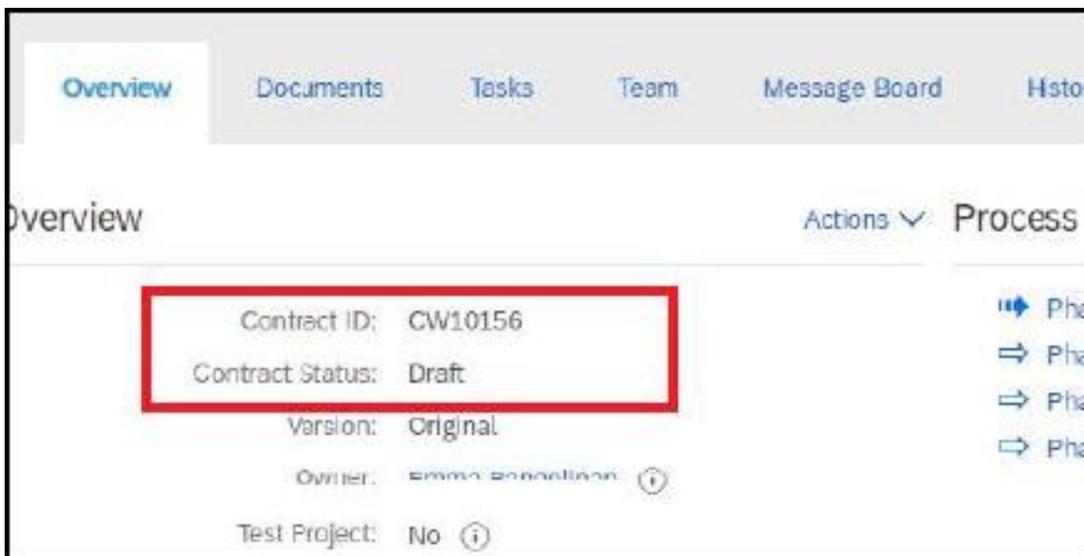
Click **Create**.



63

You have now created a Contract Workspace. Note that the contract status is '**Draft**'. Upon creation, the system assigns a Contract Workspace ID. In this example, the Contract Workspace ID is CW10156.

Now, you will proceed to manage the Contract Workspace and publish it.



The top of the page displays several navigation tabs. The **Overview** tab contains all of the fields you just completed during the Contract Workspace creation phase.

The screenshot shows the LAUSD Unified system interface for a 'Contract for Professional Services' workspace. The 'Overview' tab is highlighted with a red box. The interface displays the following information:

- Contract ID:** CW10156
- Contract Status:** Draft
- Version:** Original
- Owner:** Emma Bendoliner
- Test Project:** No
- Product Category:** ENGINEERING SERVICES, PROFESSIONAL 92500 [View less](#)
- Base Language:** English
- Sponsoring Department:** 1002501 Superintendent's

The process flow is as follows:

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

Quick Links

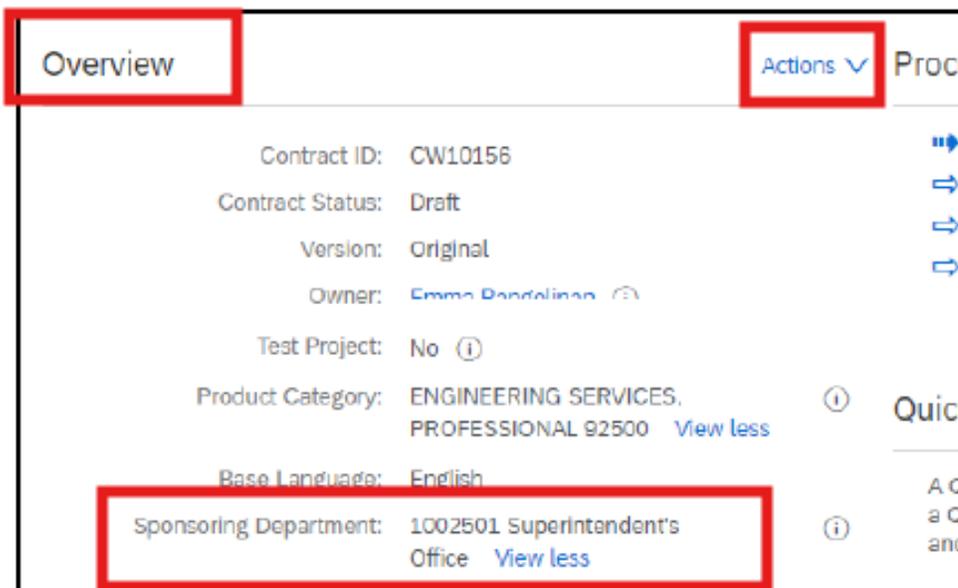
A Quick Link is a path to an important area. To add a Quick Link to this area, navigate to the 'Quick Links' section.

You can change any of these fields while the contract workspace is still in Draft status.

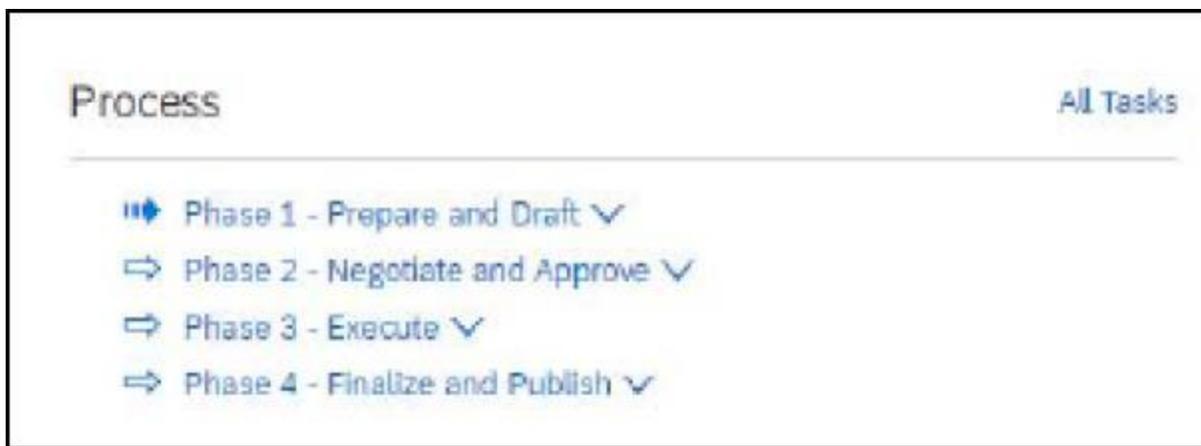
To change any of the fields on the Overview tab, locate the field that needs to be changed and then click **Actions** to the right of the section.

For example, to change the Sponsoring Department, in the Overview section, click Actions and select 'Edit Attribute' from the drop-down menu.

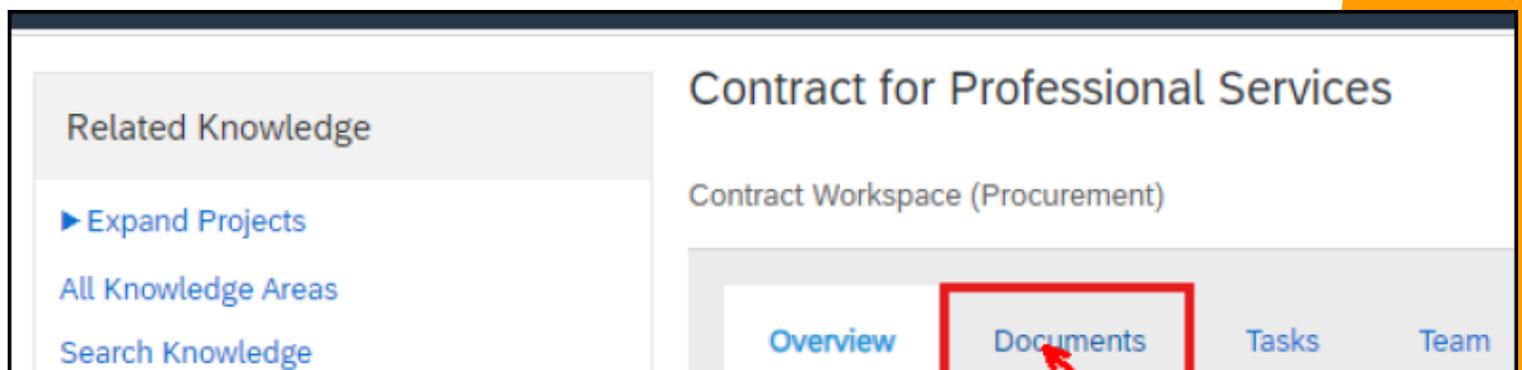
All the sections on this Overview tab work the same way. If you need to edit a field in the Contract Attributes section, simply click **Actions** to the right of the Contract Attributes section and so on for any of the sections.



The Process section at the top right of the Overview tab allows you to quickly see the different phases of the contract which includes tasks for this contract workspace. Once you have completed all the required tasks, this contract can be published.

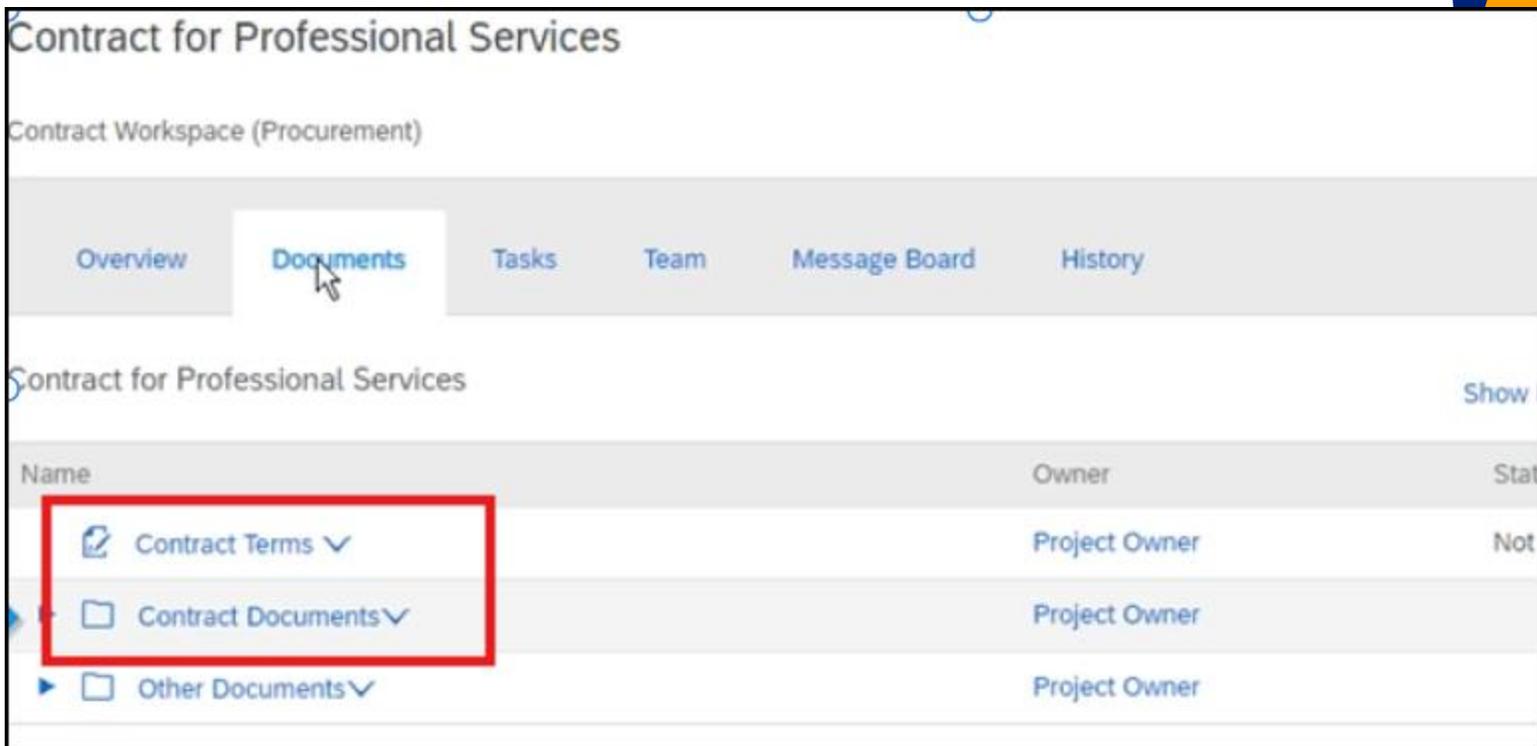


The next tab is the **Documents** tab.



In this tab you will see the **Contract Terms** document. This document will create what is known as Contract Compliance. There is a separate training module covering the Contract Terms document in detail.

The folder titled **Contract Documents** is where you will upload contract documents as you go through the contract creation process.



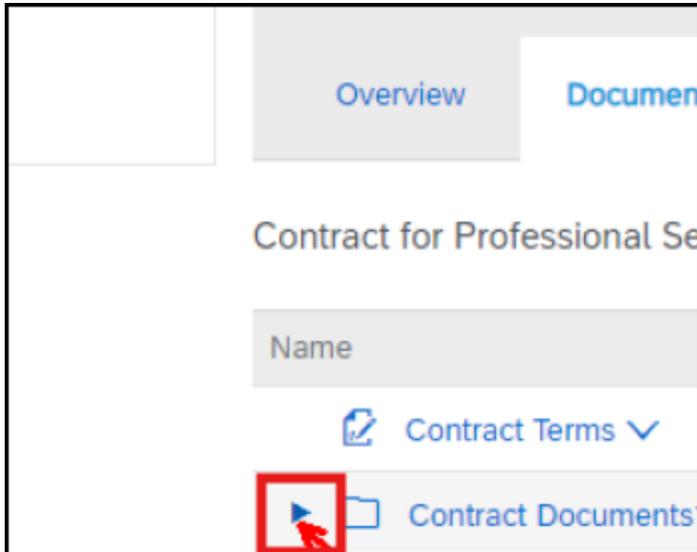
The screenshot displays a web interface for a contract workspace. At the top, the title is "Contract for Professional Services" and the subtitle is "Contract Workspace (Procurement)". Below this is a navigation bar with tabs: "Overview", "Documents" (which is highlighted and has a mouse cursor over it), "Tasks", "Team", "Message Board", and "History".

Below the navigation bar, there is a table listing documents. The table has columns for "Name", "Owner", and "Stat". The first row is "Contract Terms" with a document icon and a dropdown arrow, owned by "Project Owner", and its status is "Not". The second row is "Contract Documents" with a folder icon and a dropdown arrow, also owned by "Project Owner". The third row is "Other Documents" with a folder icon and a dropdown arrow, owned by "Project Owner". A red rectangular box highlights the first two rows of the table.

Name	Owner	Stat
 Contract Terms ▾	Project Owner	Not
 Contract Documents ▾	Project Owner	
 Other Documents ▾	Project Owner	

69

Expand the folder by clicking the right facing arrow.



70

We can see that this folder currently contains one document.

It is a sample contract agreement and we can tell that the document type is a Microsoft Word document as indicated with the W on the document icon.



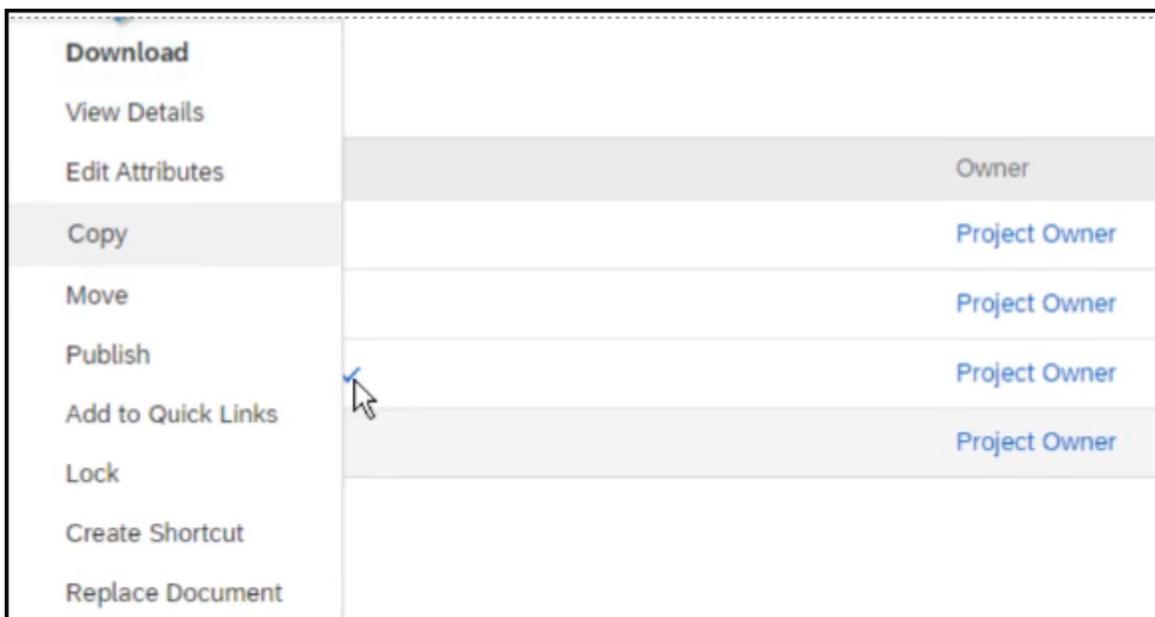
71

To open any document in Ariba, click the downward facing arrow.



72

A drop-down list will open with lots of options. The most common actions are to **download** existing documents and **upload** additional documents.

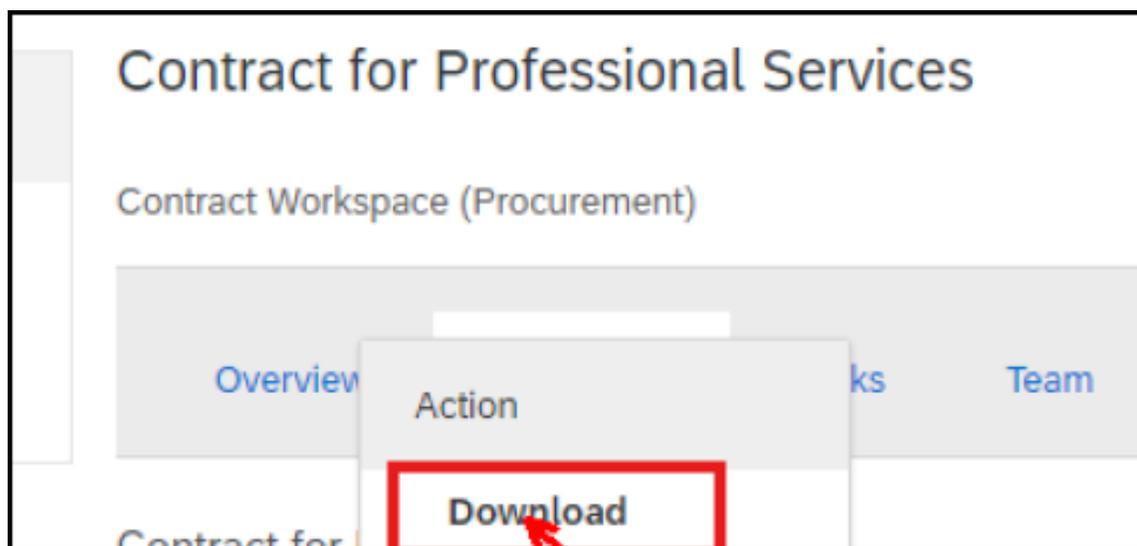


First, we'll review how to Download documents. This will download the document to your desktop.

You may want to use this feature to download and e-mail this document to someone that is not on Ariba.

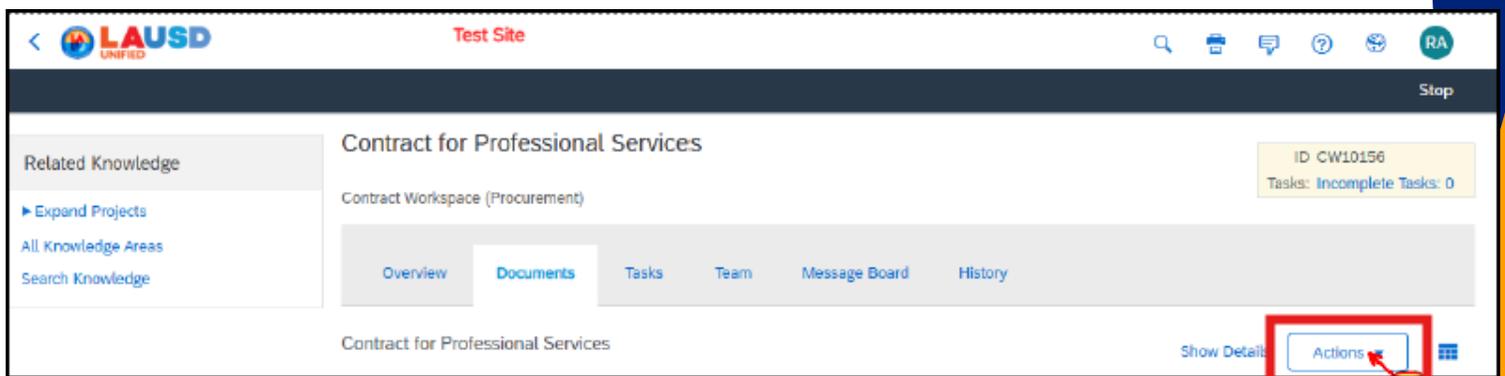
Click **Download**.

This automatically downloads the file. You can retrieve the file by clicking 'open file' from the download area of your browser. (This is typically displayed in the top right of your browser window but may vary depending on the browser you are using.). You may also use your computer's file explorer to view the download.

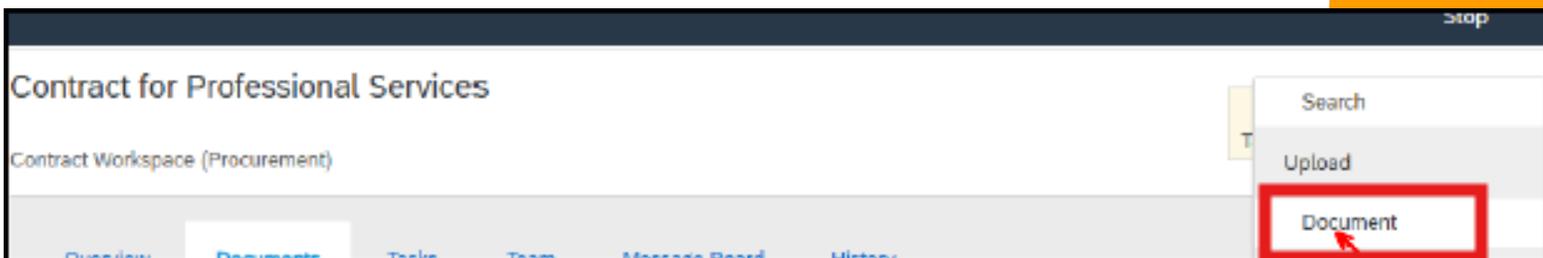


Next, let's review the process to upload a document to the Contract workspace. For example, uploading a signed copy of a contract document. This can be any file type, PDF, Word, Excel, etc.

To begin, click **Actions** in the top right of the Documents tab.

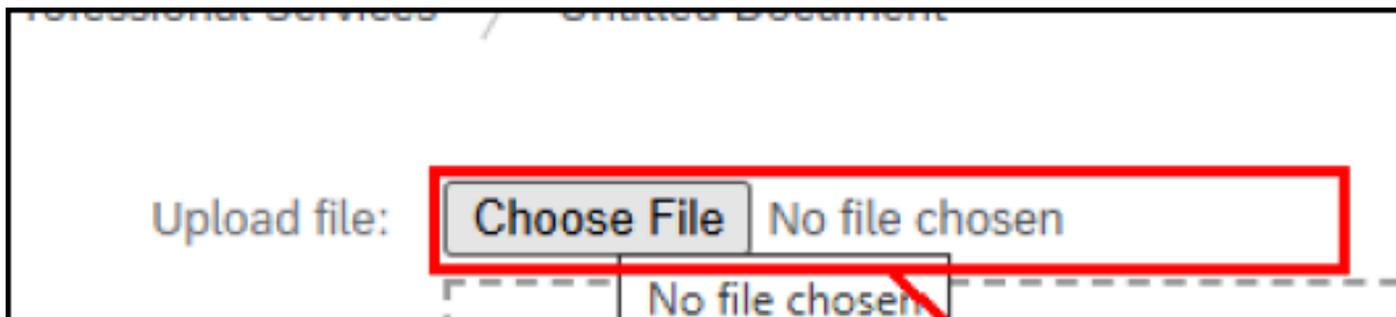


Click **Upload - Document**.



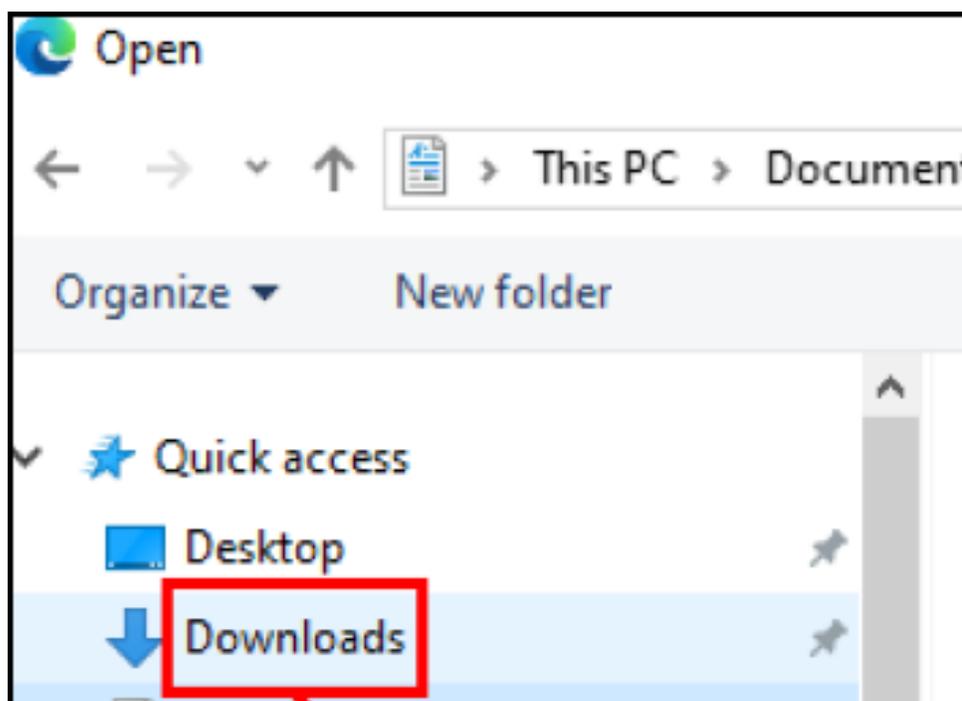
76

Click **Choose File**, or drag and drop a document.

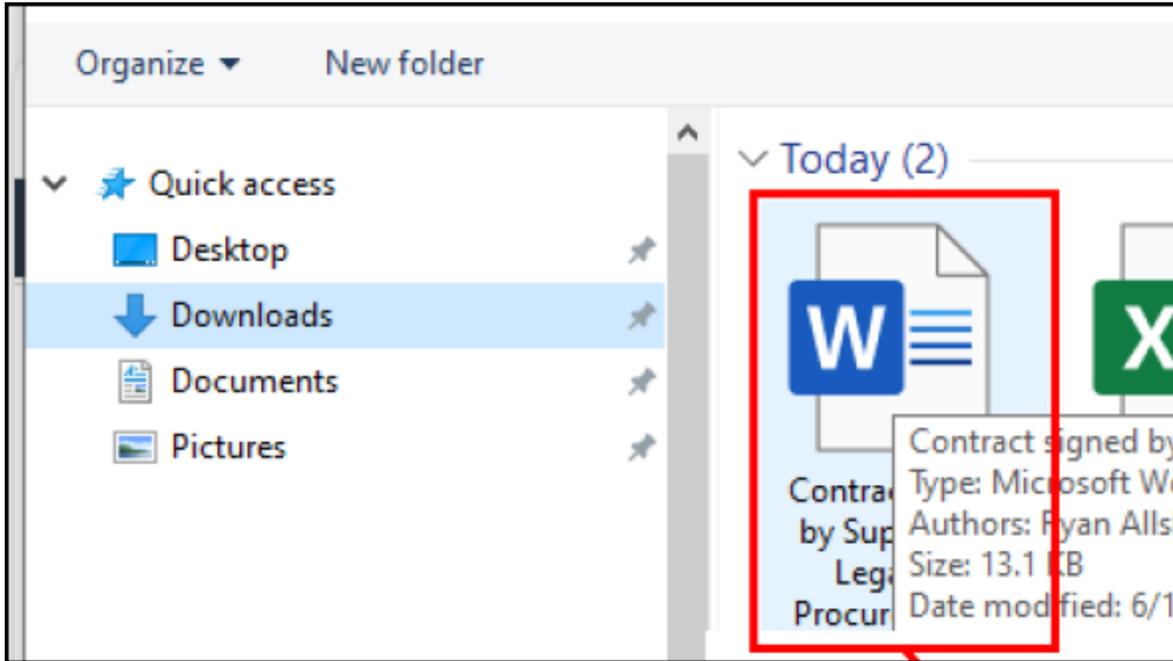


77

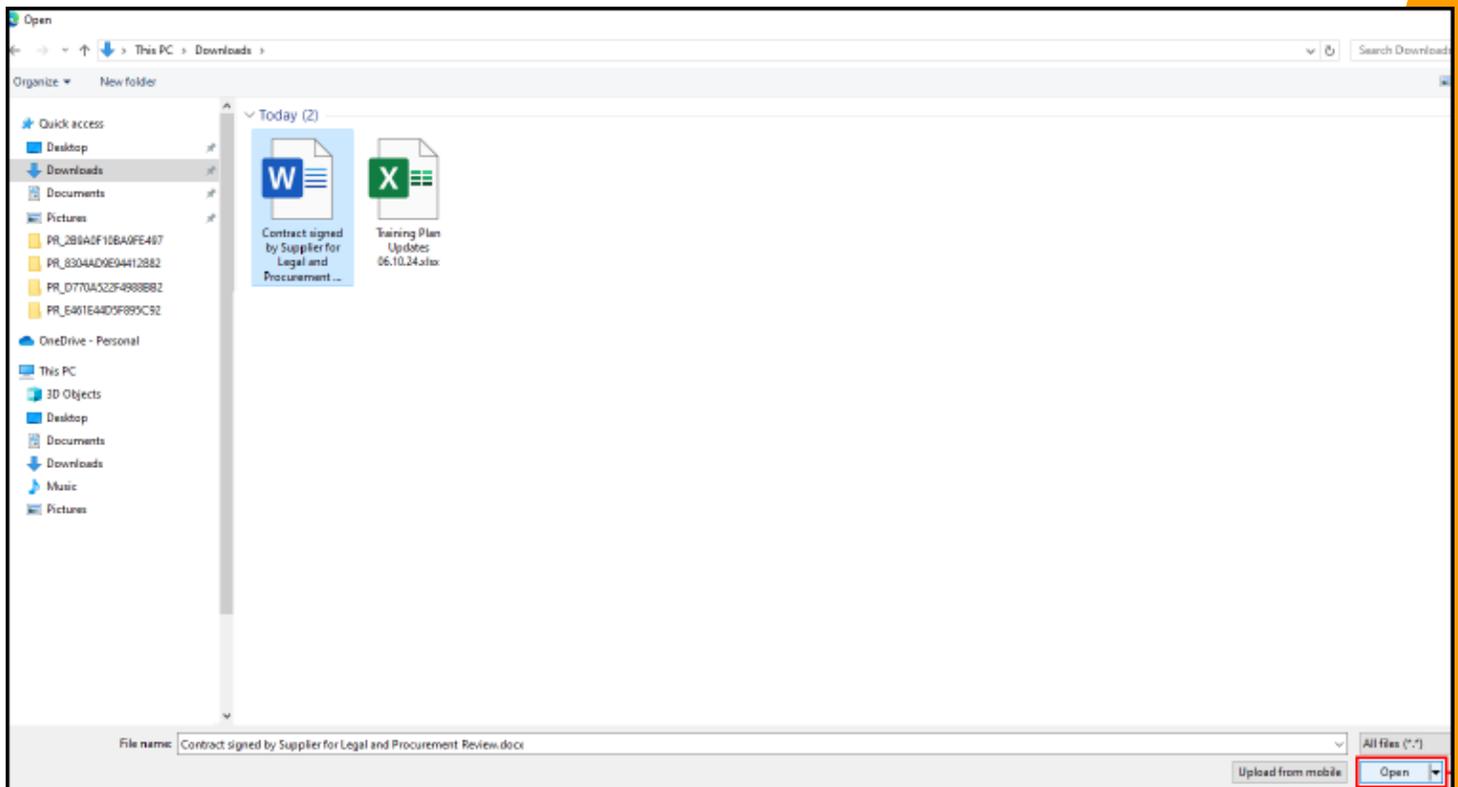
In your File Explorer, locate the contract document that you want to upload to the Contract Workspace.



Select the document.



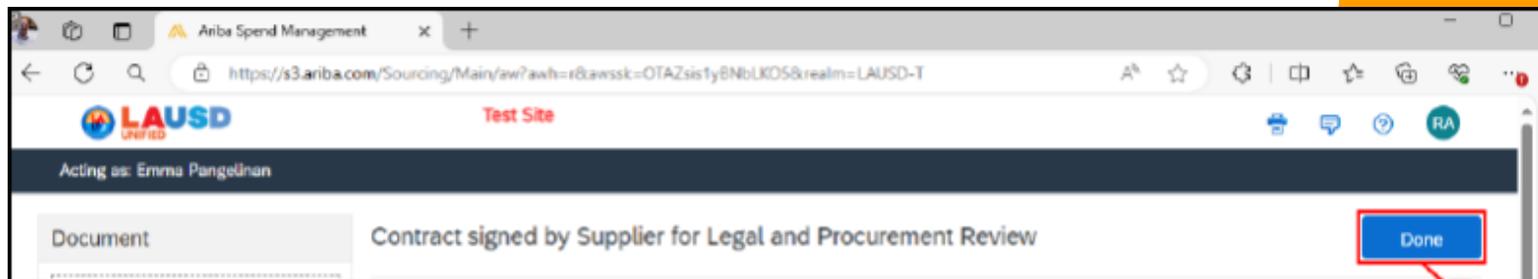
Click **Open**.



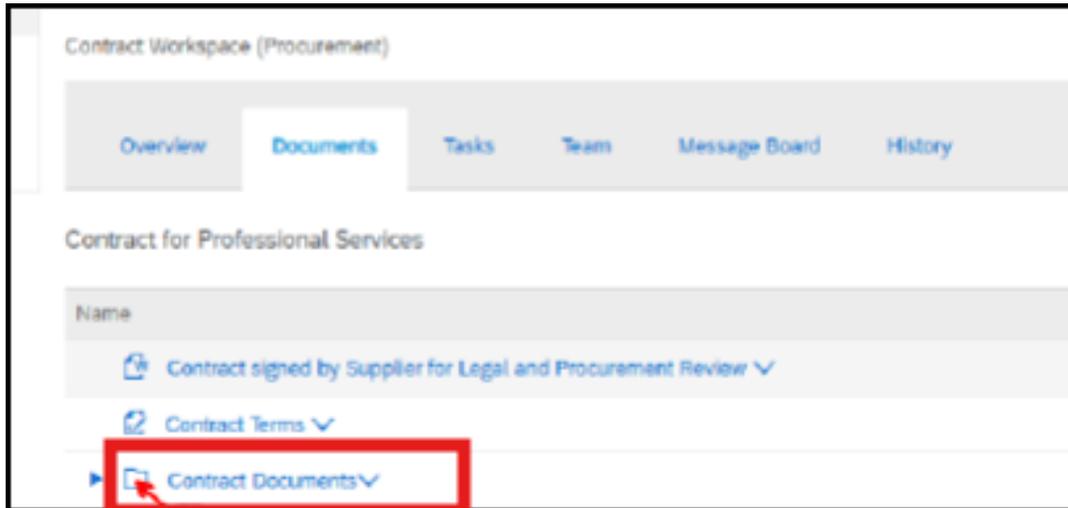
Now that you are back in Ariba, you can choose to add an optional Description for the file. There are also several optional settings for the file. After adding a description as desired and making any necessary setting changes, Click **Create**.



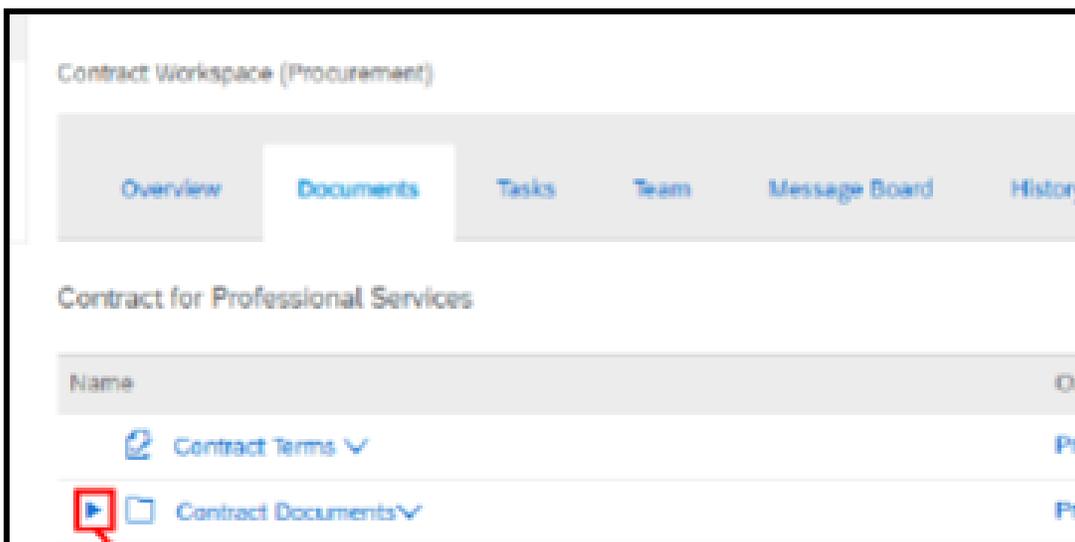
Click **Done**.



You have the option to drag the document to any location, such as the contract Documents folder.

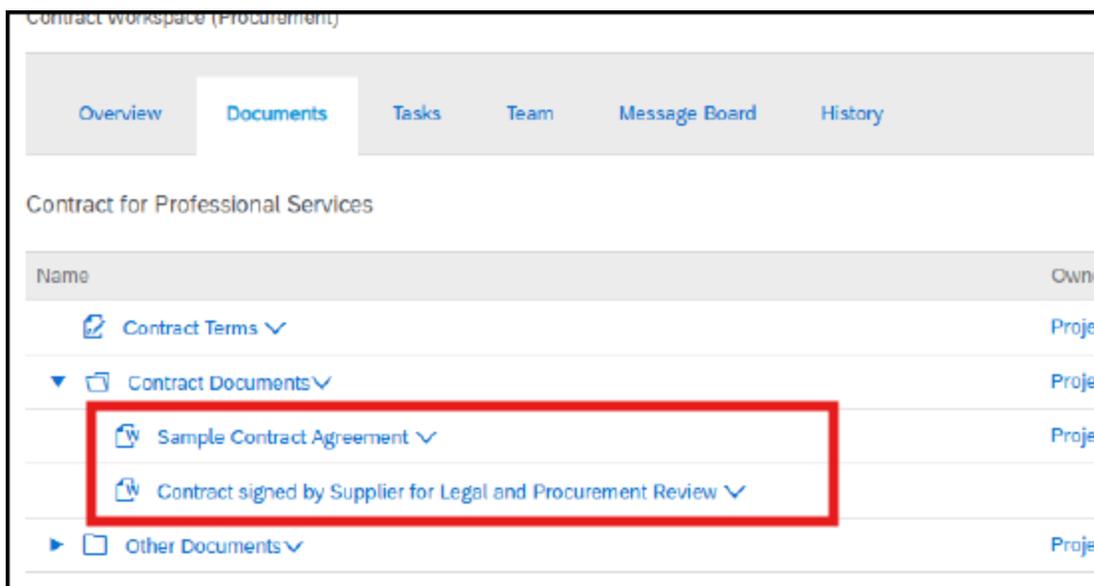


Expand the Contract Documents folder to make sure your Word doc was moved into this folder.



84

We have verified that the uploaded document is in the Contract Documents folder.



Contract workspace (Procurement)

Overview Documents Tasks Team Message Board History

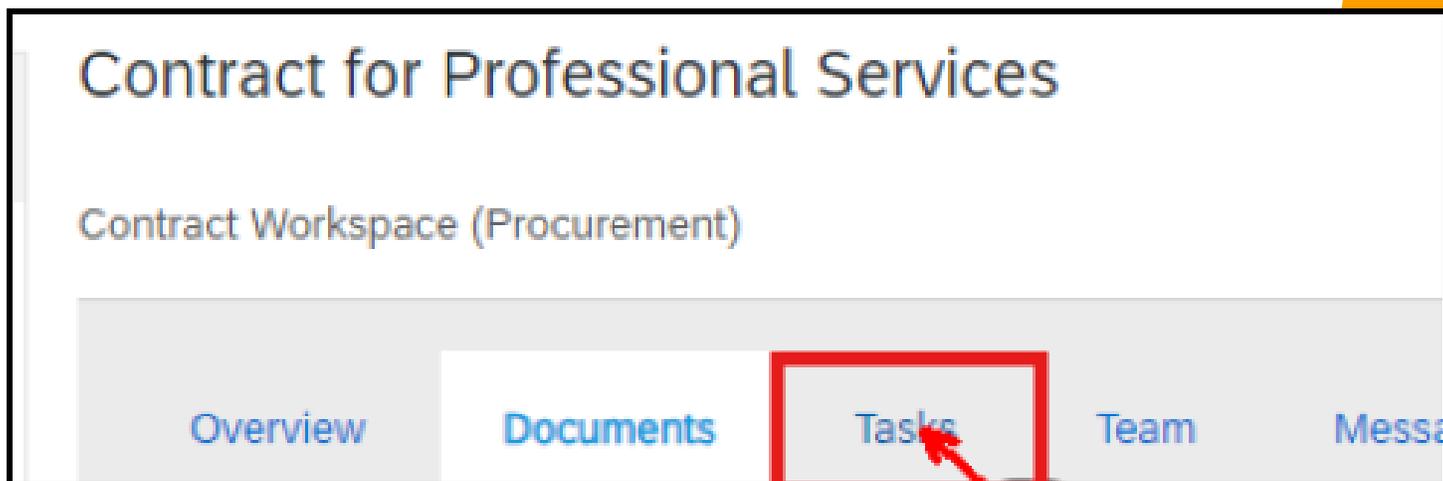
Contract for Professional Services

Name	Owner
Contract Terms ▾	Project
▼ Contract Documents ▾	Project
Sample Contract Agreement ▾	Project
Contract signed by Supplier for Legal and Procurement Review ▾	Project
▶ Other Documents ▾	Project

A red box highlights the 'Sample Contract Agreement' and 'Contract signed by Supplier for Legal and Procurement Review' documents.

85

Moving from left to right, the next tab is the Tasks tab. Click **Tasks**.



Contract for Professional Services

Contract Workspace (Procurement)

Overview Documents **Tasks** Team Message

A red box highlights the 'Tasks' tab, with a red arrow pointing to it.

86 The **Task** tab outlines the contract process at LAUSD, divided into phases and multiple tasks.

By following the task list, you can ensure that all necessary steps are completed for drafting and executing a contract.

Phase four tasks focus on contract terms and compliance, which will be covered in a separate training simulation.

As shown on the screen, Phases 1-2 and 3 each include several tasks. This is the standard contract process at LAUSD. To ensure a smooth process, start with the first task and work your way through the task list, completing each step sequentially.

Note: Required tasks are marked with a red asterisk and must be executed and completed in Ariba prior to publishing the contract.

Overview Documents **Task** Team Message Board History

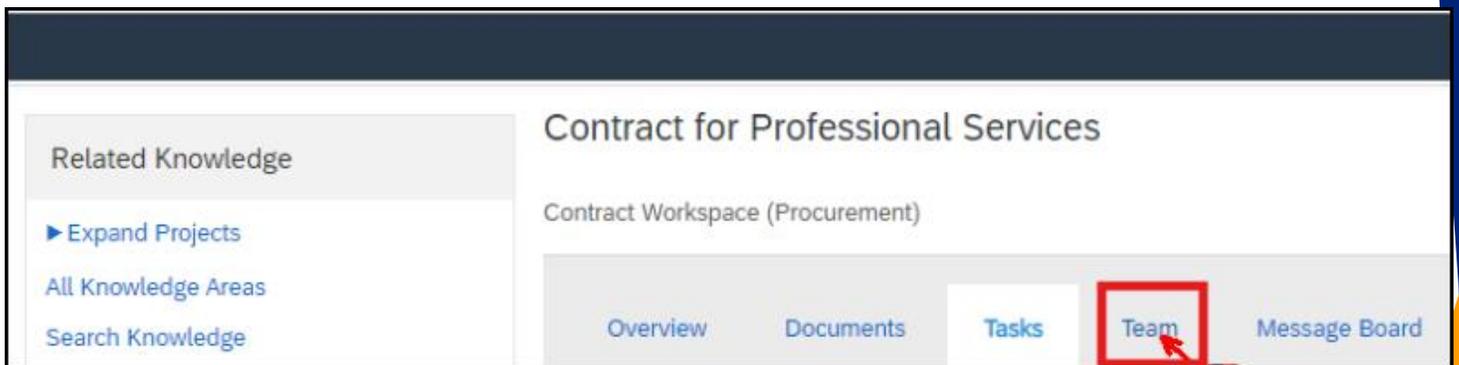
Show: (Any Status) Required/Optional (Any Owner)

Contract for Professional Services Actions

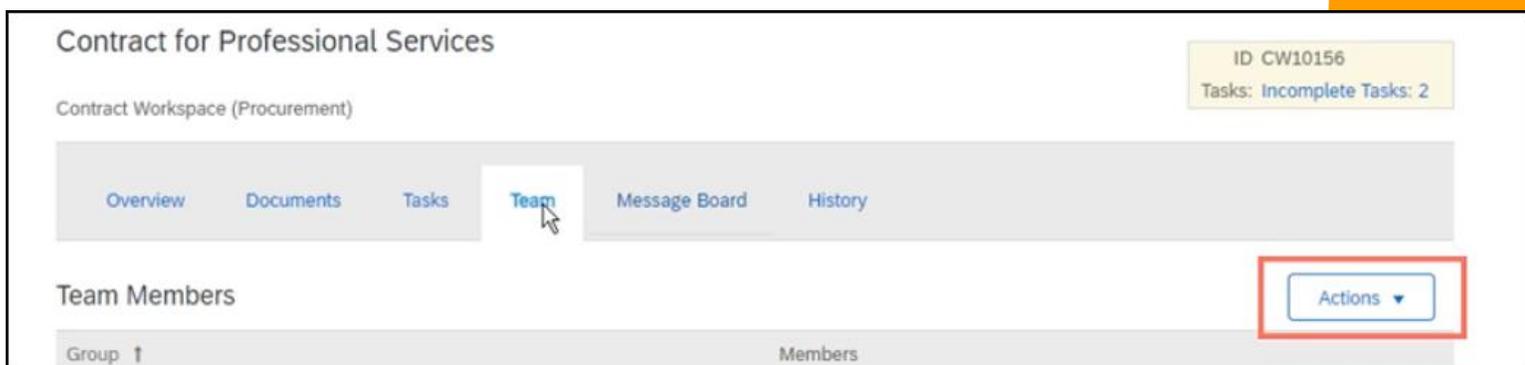
Name	Document	Owner	Status	Due Date
▼ ** Phase 1 - Prepare and Draft ▼		Project Owner	In Progress	
🕒 Assign LAUSD Team Members ▼		Project Owner	Not Started	
🕒 Prepare Main Agreement ▼		Project Owner	Not Started	
▶ ⇌ Phase 2 - Negotiate and Approve ▼		Project Owner	Not Started	

Click on the **Team** tab.

The Team tab allows you to assemble your contract team and grant them access to the contract. Team members can review documents, complete assigned tasks, and monitor the contract's progress.

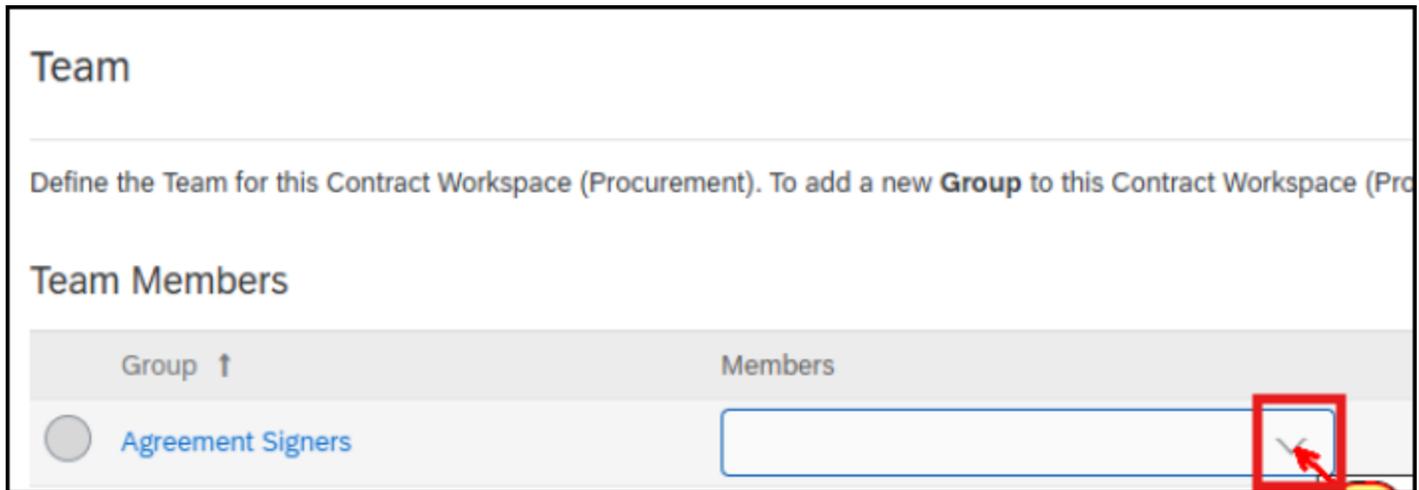


To add team members or create a new team, click **Actions** on the right side of the screen.



89

To add members to an existing group, click the downward arrow to the right of the group name.



Team

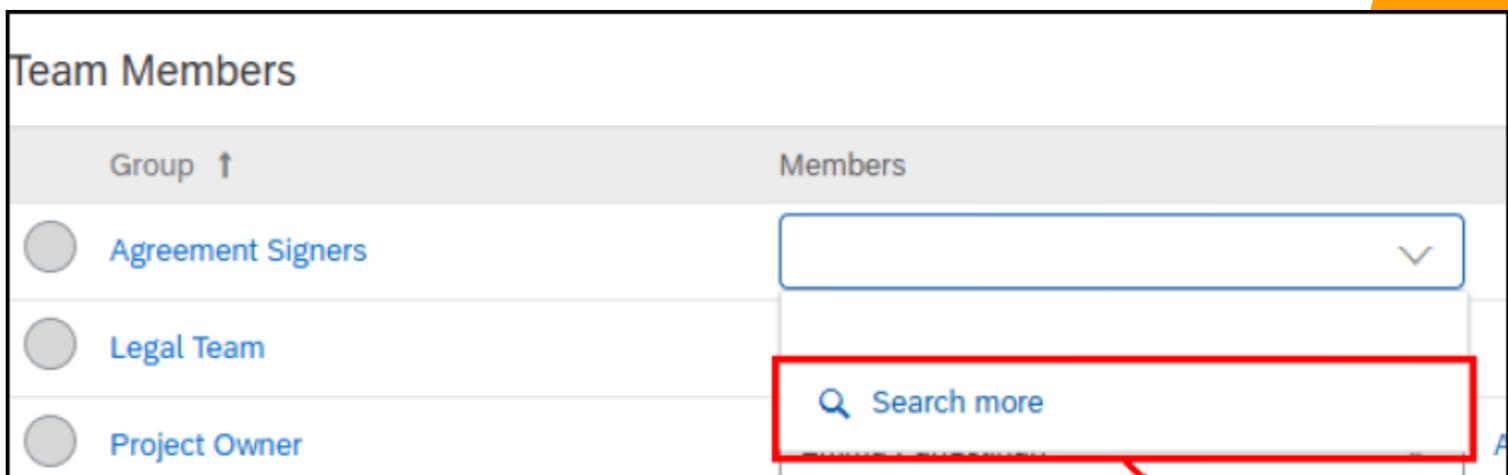
Define the Team for this Contract Workspace (Procurement). To add a new **Group** to this Contract Workspace (Pro

Team Members

Group ↑	Members
<input type="radio"/> Agreement Signers	<input type="text"/> 

90

Click **Search more**.



Team Members

Group ↑	Members
<input type="radio"/> Agreement Signers	<input type="text"/>
<input type="radio"/> Legal Team	<input type="text"/>
<input type="radio"/> Project Owner	<input type="text"/>

 Search more

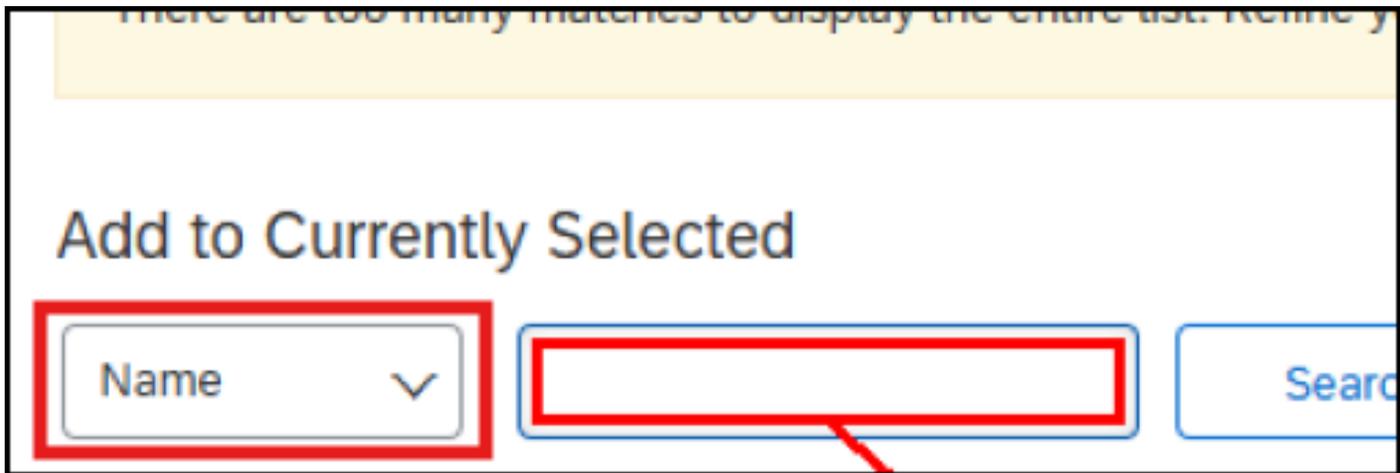
91

Search using the team member's name or change the search criteria in the drop-down.

There are too many matches to display the entire list. Refine y

Add to Currently Selected

Name Search

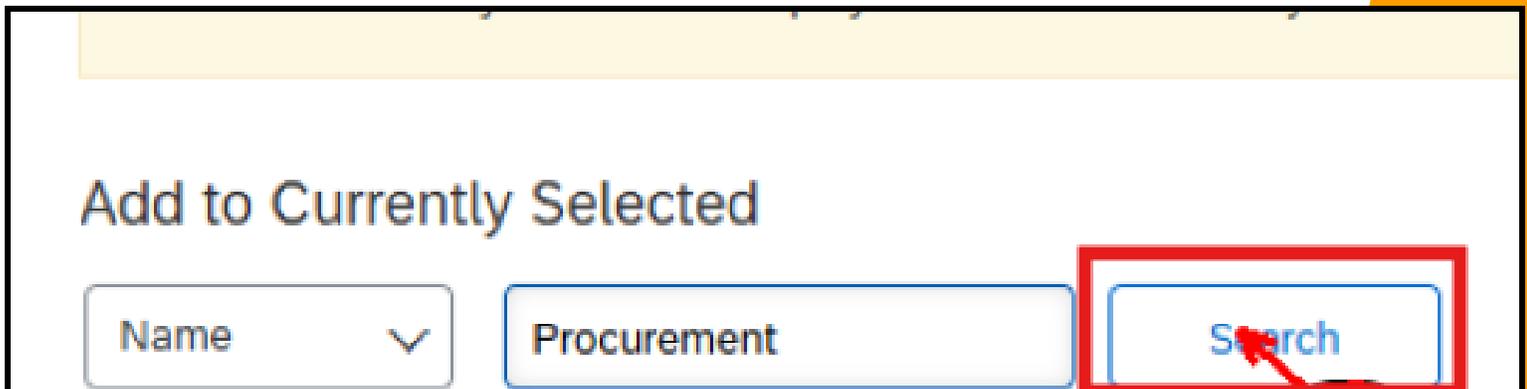


92

Click **Search**.

Add to Currently Selected

Name Procurement Search



Click the checkbox to the left of the person, or group you would like to add.

Choose Values for Members

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	<Customer> Procurement Executive	cus_Procurement Exec
<input type="checkbox"/>	Buyer Procurement Desk Administrator	Buyer Procurement De Administrator
<input type="checkbox"/>	Buyer Procurement Desk Agent	Buyer Procurement De
<input checked="" type="checkbox"/>	Buyer Procurement Desk	Buyer Procurement De

Click **Done**.

<input type="checkbox"/>	Procurement Desk Agent	Buyer Procurement Desk Agent	Group
<input checked="" type="checkbox"/>	Buyer Procurement Desk Director	Buyer Procurement Desk Director	Group
<input type="checkbox"/>	Buyer Procurement Desk Manager	Buyer Procurement Desk Manager	Group
<input type="checkbox"/>	Junior Procurement Agent	Junior Procurement Agent	Group
<input type="checkbox"/>	Procurement Power User	cus_Procurement Power User	Group
<input type="checkbox"/>	Operational Procurement Administrator	opprocadmin1	Third-Party Enterprise User (Ariba) noreply@

Done

95

Let's follow the same steps to add to the Legal Team. First, click the downward arrow to the right of the group name.

The screenshot shows a 'Team Members' interface with two columns: 'Group' and 'Members'. The 'Group' column has a header with an upward arrow. The 'Members' column has a header. There are three rows. The first row is 'Agreement Signers' with a dropdown menu showing 'Buyer Procurement Desk Director' and an 'Add more' link. The second row is 'Legal Team', which is highlighted with a red box. Its dropdown menu is open, showing '(none)' and a downward arrow, also highlighted with a red box. The third row is 'Project Owner'.

96

Click **Search more**.

The screenshot shows the 'Team Members' interface with three rows: 'Agreement Signers', 'Legal Team', and 'Project Owner'. The 'Legal Team' row is selected. Its dropdown menu is open, showing '(none)' and a downward arrow. Below the dropdown menu, there is a search bar with a magnifying glass icon and the text 'Search more', which is highlighted with a red box. At the bottom of the interface, there are buttons for 'Delete' and 'Add Group'.

97

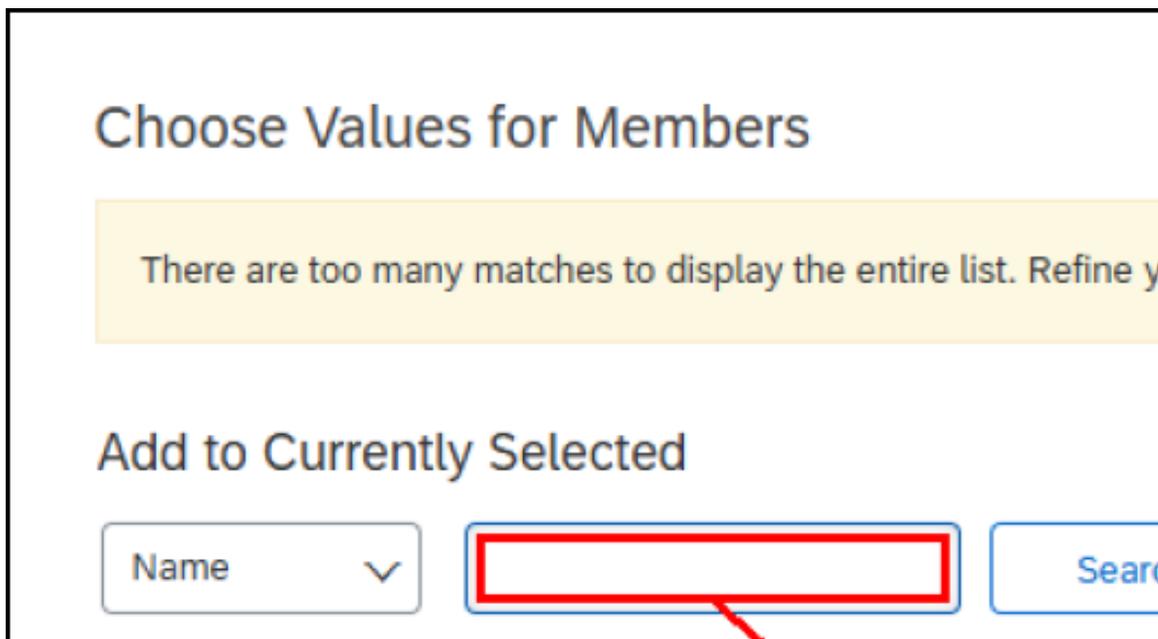
Type in your search.

Choose Values for Members

There are too many matches to display the entire list. Refine y

Add to Currently Selected

Name Search



98

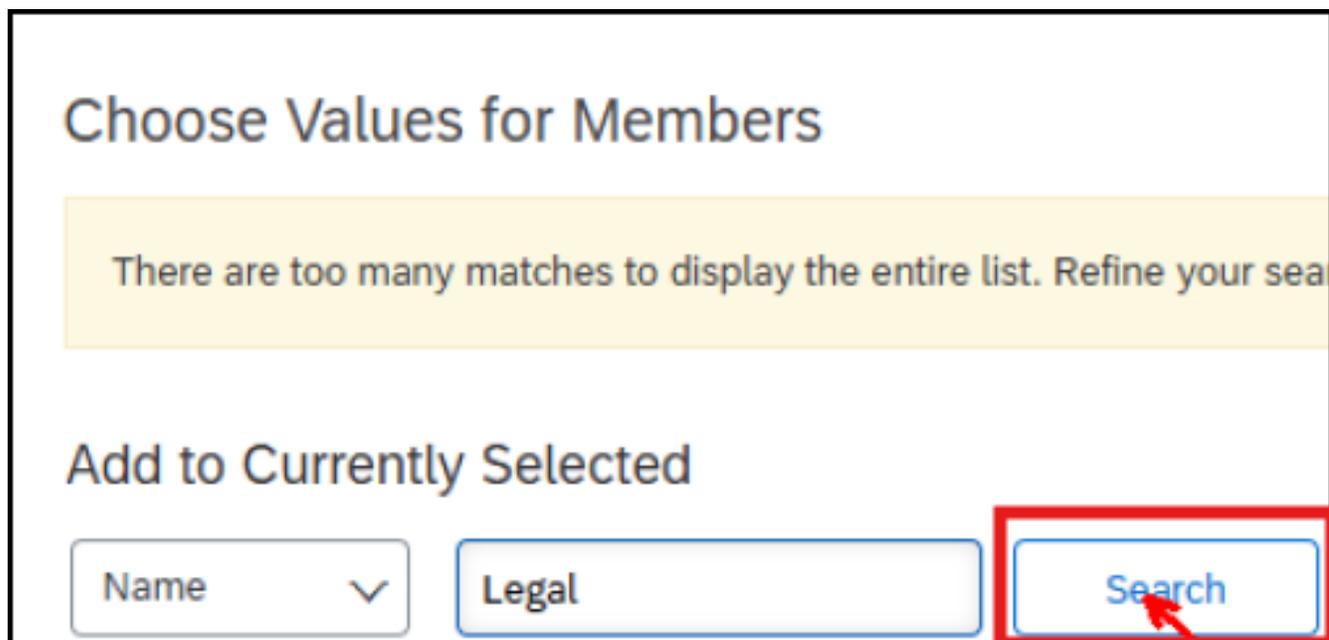
Click **Search**.

Choose Values for Members

There are too many matches to display the entire list. Refine your sea

Add to Currently Selected

Name Legal **Search**



Click the checkbox.

Choose Values for Members

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID	Type
<input type="checkbox"/>	<Customer> Legal Team	cus_Legal Team	Group
<input type="checkbox"/>	Legal	Legal	Group

Click **Done**.

Choose Values for Members

Add to Currently Selected

Name

<input type="checkbox"/>	Name ↑	ID	Type	Phone	Email Address
<input type="checkbox"/>	<Customer> Legal Team	cus_Legal Team	Group		
<input checked="" type="checkbox"/>	Legal	Legal	Group		
<input type="checkbox"/>	Legal Team Member 1	legalteam1	Third-Party Enterprise User (Ariba)		noreply@ansmtp.ariba.com
<input type="checkbox"/>	Legal Team Member 2	legalteam2	Third-Party Enterprise User (Ariba)		noreply@ansmtp.ariba.com

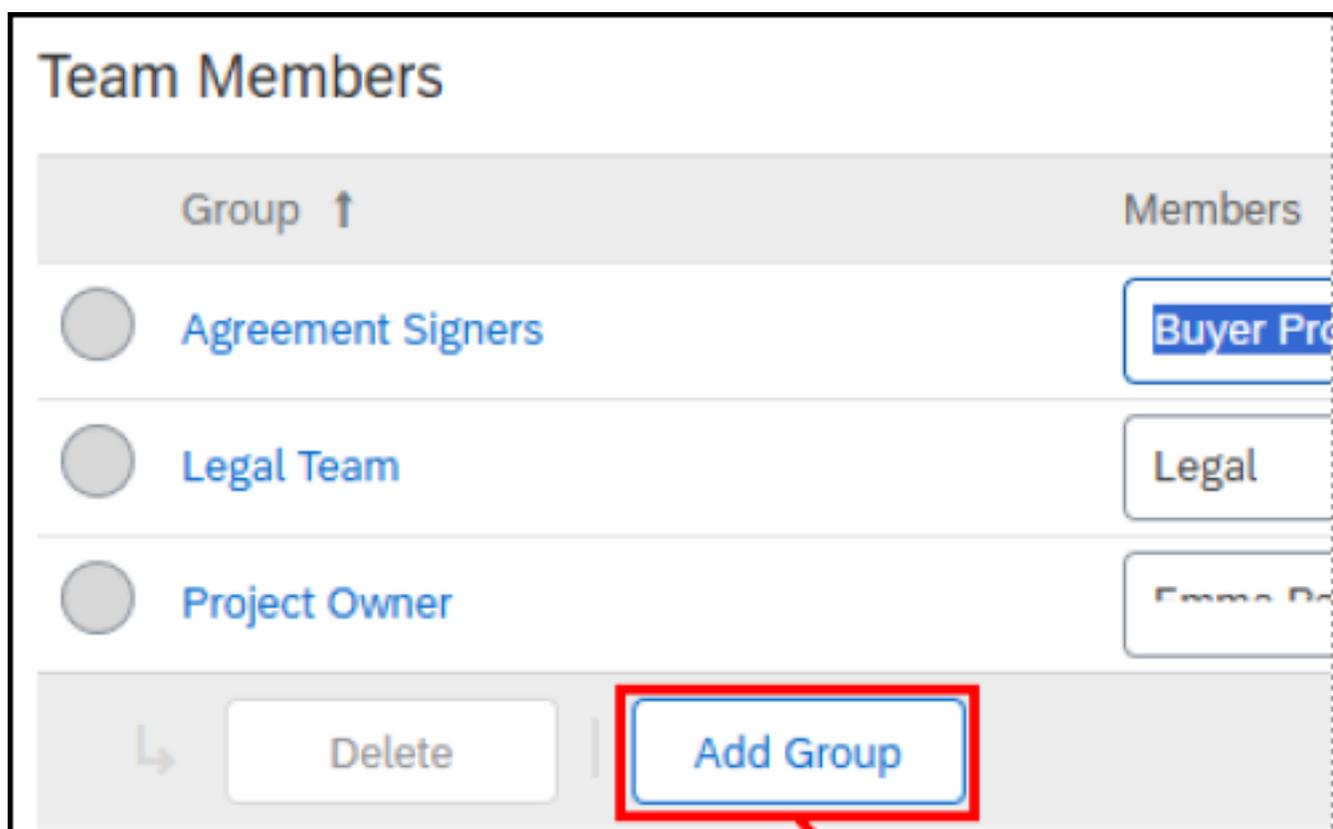
Currently Selected

<input type="checkbox"/>	Name ↑	ID	Type	Phone	Email Address
No items					

We have added the purchasing organization and the legal team to this contract workspace.

Now, add a custom group to invite the LAUSD stakeholder.

Click **Add Group**.



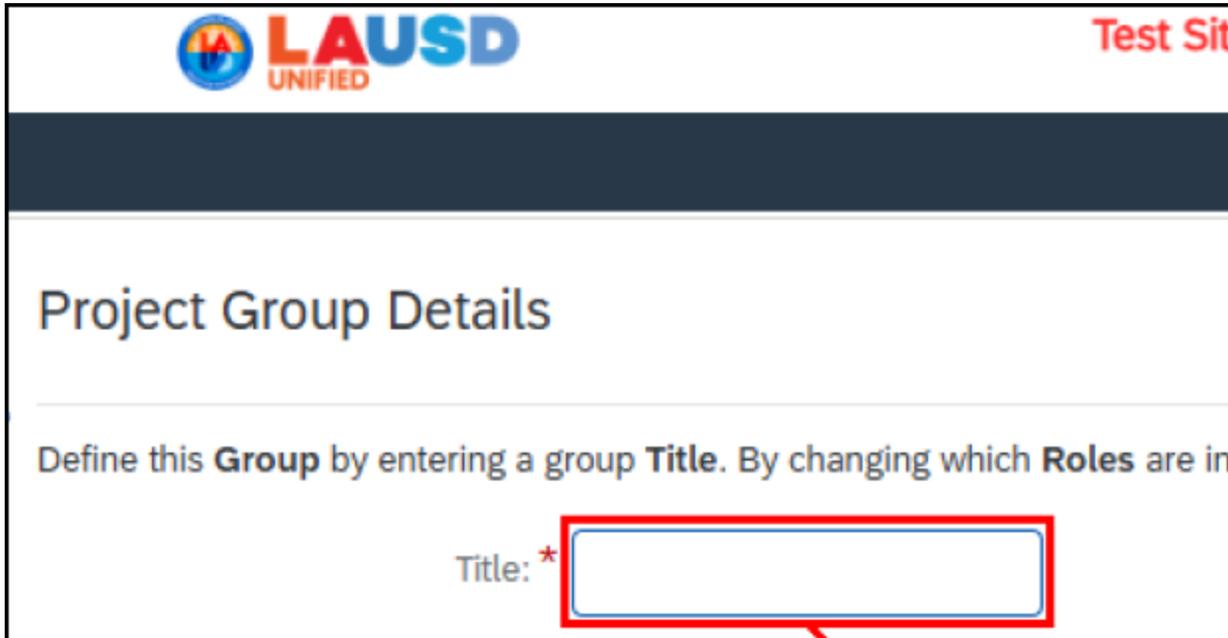
The screenshot displays the 'Team Members' section of a software interface. It features a table with two columns: 'Group' and 'Members'. The 'Group' column lists three items: 'Agreement Signers', 'Legal Team', and 'Project Owner'. The 'Members' column shows corresponding member names: 'Buyer Pro', 'Legal', and 'Emma De'. Below the table, there are two buttons: 'Delete' and 'Add Group'. The 'Add Group' button is highlighted with a red rectangular box, indicating the next step in the process.

Group ↑	Members
Agreement Signers	Buyer Pro
Legal Team	Legal
Project Owner	Emma De

↳ Delete | **Add Group**

102

Give the group name a unique title.



LAUSD UNIFIED Test Site

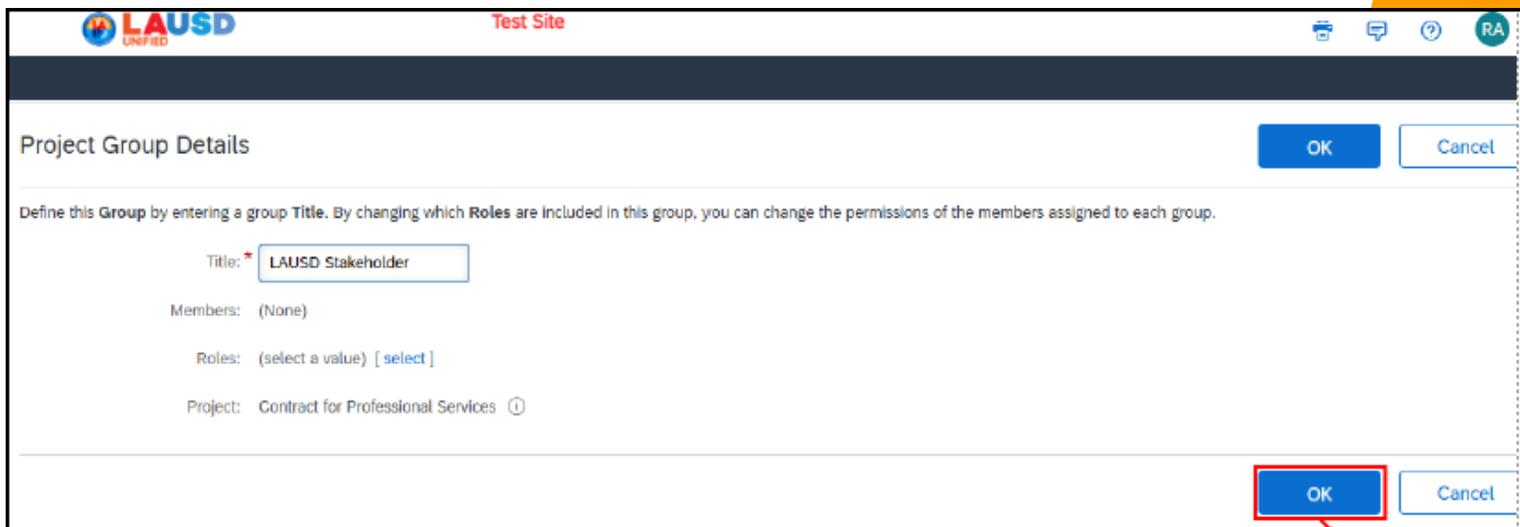
Project Group Details

Define this **Group** by entering a group **Title**. By changing which **Roles** are in

Title: *

103

Click **OK**.



LAUSD UNIFIED Test Site

Project Group Details

Define this **Group** by entering a group **Title**. By changing which **Roles** are included in this group, you can change the permissions of the members assigned to each group.

Title: *

Members: (None)

Roles: (select a value) [select]

Project: Contract for Professional Services ⓘ

OK Cancel

OK Cancel

104

Click the downward arrow to add a person to the group you just created.

Team

Define the Team for this Contract Workspace (Procurement). To add a new **Group** to this Contract Workspace (P

Team Members

Group ↑	Members
<input checked="" type="radio"/> Agreement Signers	Buyer Procurement Desk Director
<input type="radio"/> LAUSD Stakeholder	(none)

105

Click **Search more**.

<input checked="" type="radio"/> Agreement Signers	Buyer Procurement Desk Director
<input type="radio"/> LAUSD Stakeholder	(none)
<input type="radio"/> Legal Team	Emma Dangelinos Buyer Procurement Desk Director Legal
<input type="radio"/> Project Owner	

↳ Delete | Add Group

🔍 Search more

106

Type in the name of the person.

Choose Values for Members

Add to Currently Selected

Name

107

Click **Search**.

Choose Values for Members

Add to Currently Selected

Name

108

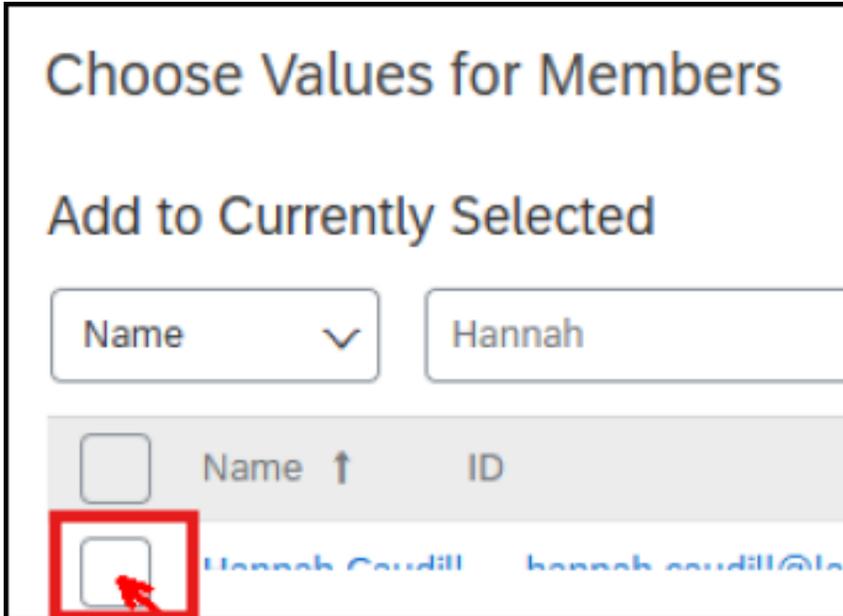
Click the checkbox to the left of the person's name.

Choose Values for Members

Add to Currently Selected

Name ▾ Hannah

<input type="checkbox"/>	Name ↑	ID
<input type="checkbox"/>	Hannah Coudill	hannah.coudill@le



109

Click **Done**.

Choose Values for Members

Add to Currently Selected

Name ▾ Hannah Search

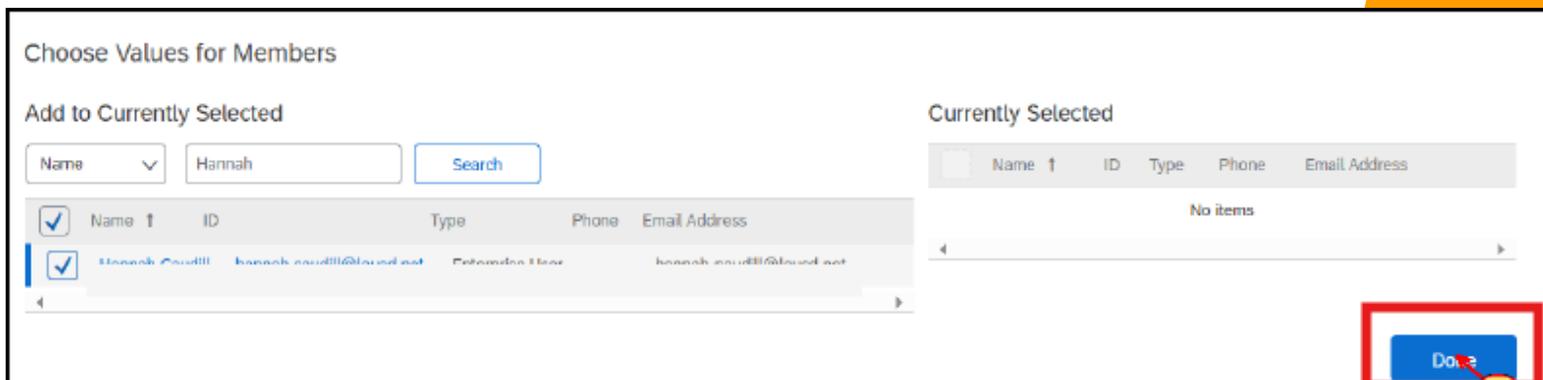
<input checked="" type="checkbox"/>	Name ↑	ID	Type	Phone	Email Address
<input checked="" type="checkbox"/>	Hannah Coudill	hannah.coudill@leland.net	Extended User		hannah.coudill@leland.net

Currently Selected

Name ↑ ID Type Phone Email Address

No items

Done



We have added a small team to this contract.

Each person and each member of the groups that we have added will receive e-mail notification that the system creates as this contract moves through the contract life cycle.

Additionally, the team members have the ability to log on to Ariba and view the contract, contract documents, task list, etc.

Team

Define the Team for this Contract Workspace (Procurement). To add a new **Group** to this Contract Workspace (Procurement).

Team Members

Group ↑	Members	
<input checked="" type="radio"/> Agreement Signers	<input type="text" value="Buyer Procurement Desk Director"/>	Add more
<input type="radio"/> LAUSD Stakeholder	<input type="text" value="Hannah Caudill"/>	Add more
<input checked="" type="radio"/> Legal Team	<input type="text" value="Legal"/>	Add more
<input checked="" type="radio"/> Project Owner	<input type="text" value="Emma Bandolina"/>	Add more

↳ |

111

Click **OK**, the teams have been updated.

Team

Define the Team for this Contract Workspace (Procurement). To add a new Group to this Contract Workspace (Procurement), click Add Group.

Group ↑	Members	
<input checked="" type="radio"/> Agreement Signers	Buyer Procurement Desk Director	Add more
<input type="radio"/> LAUSD Stakeholder	...	Add more
<input checked="" type="radio"/> Legal Team	Legal	Add more
<input checked="" type="radio"/> Project Owner	...	Add more

Delete Add Group

OK Cancel

112

The **Messages** tab is a great place to send contract related messages to the team that was identified in the Team tab.

Click **Message Board**.

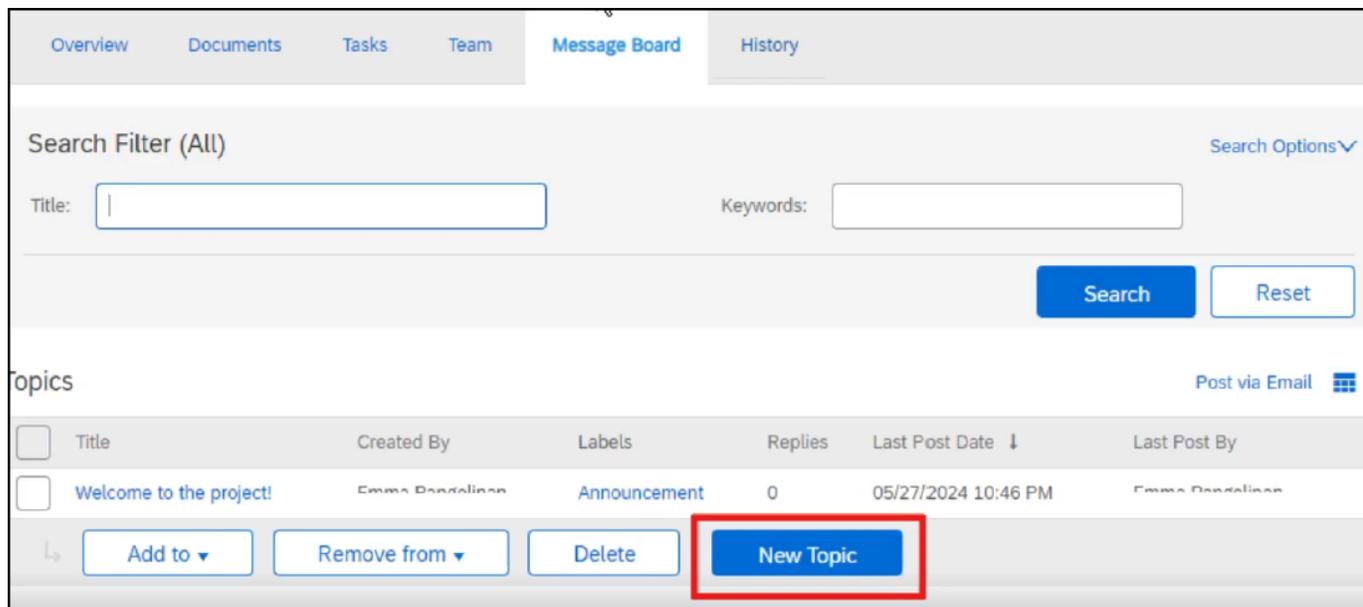
Contract for Professional Services

Contract Workspace (Procurement)

Overview Documents Tasks Team **Message Board** History

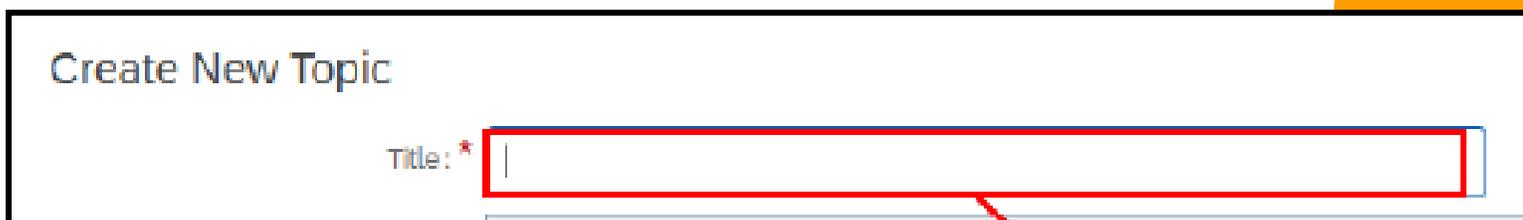
113

The system starts off with a message welcoming all team members to the project. You can send your own message by clicking on the New Topic button.



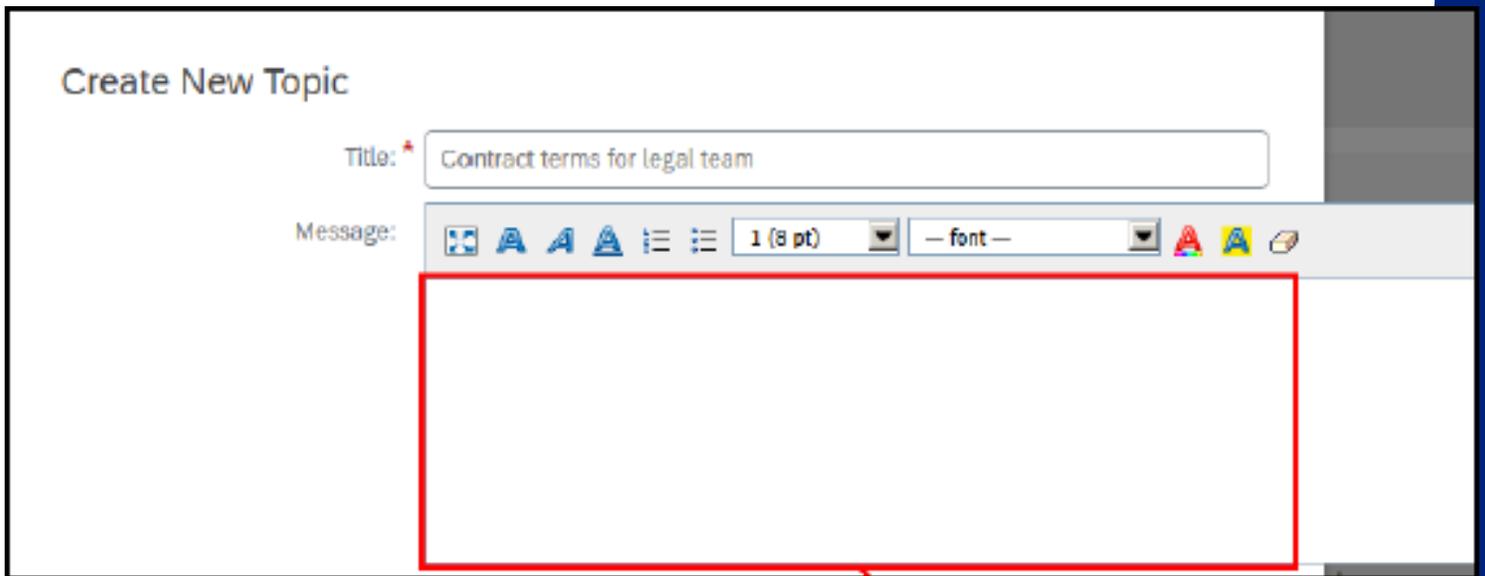
114

Give the message a title. Just like you would with an email.



115

Enter your message.



Create New Topic

Title: * Contract terms for legal team

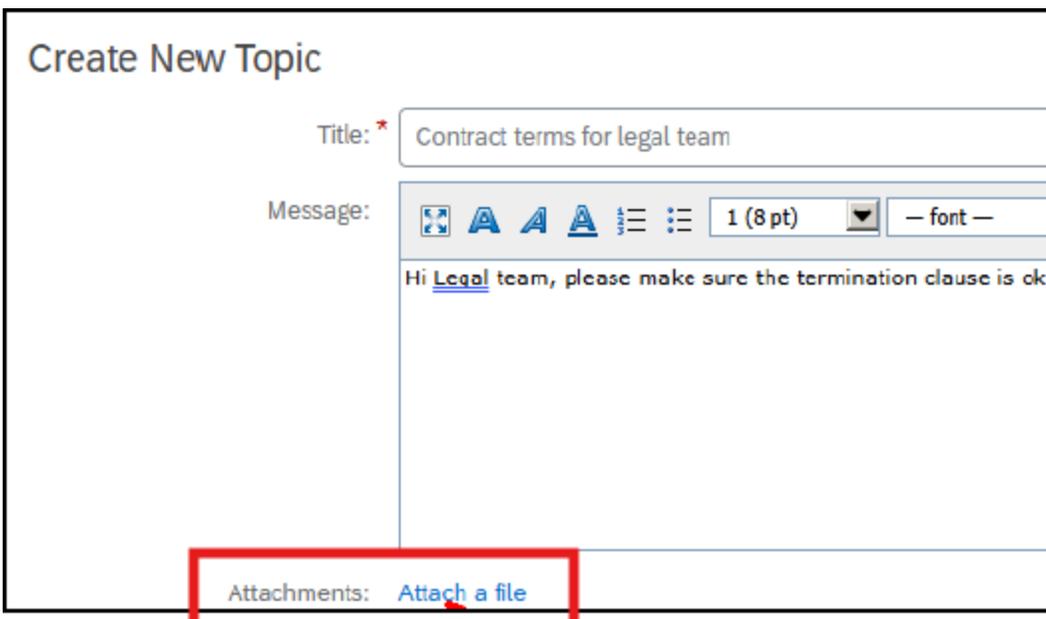
Message:

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Font size (1 (8 pt)), Font color, Background color, Undo, Redo.

A red rectangular box highlights the empty message input area below the toolbar.

116

You have the option to add attachments.



Create New Topic

Title: * Contract terms for legal team

Message:

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Font size (1 (8 pt)), Font color, Background color, Undo, Redo.

Hi Legal team, please make sure the termination clause is ok.

Attachments: [Attach a file](#)

A red rectangular box highlights the 'Attachments: Attach a file' link at the bottom of the form.

When finished, click **OK**.

Create New Topic

Title: *

Message:

 1 (8 pt) — font —

Hi Legal team, please make sure the termination clause is ok.

Attachments: [Attach a file](#)

Labels: (no value) [select](#)▼

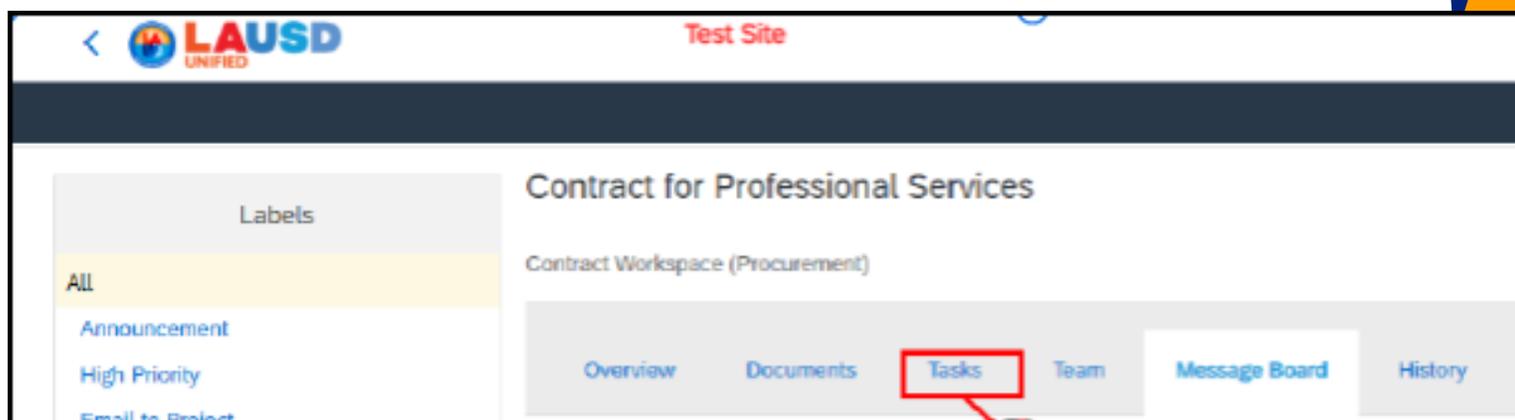
OK

We have successfully sent a message to the team on this contract.

The first task was to assign LAUSD team members to this contract workspace.

We have done that. So now we need to return to the task tab and mark the task as complete.

Click the **Tasks** tab.

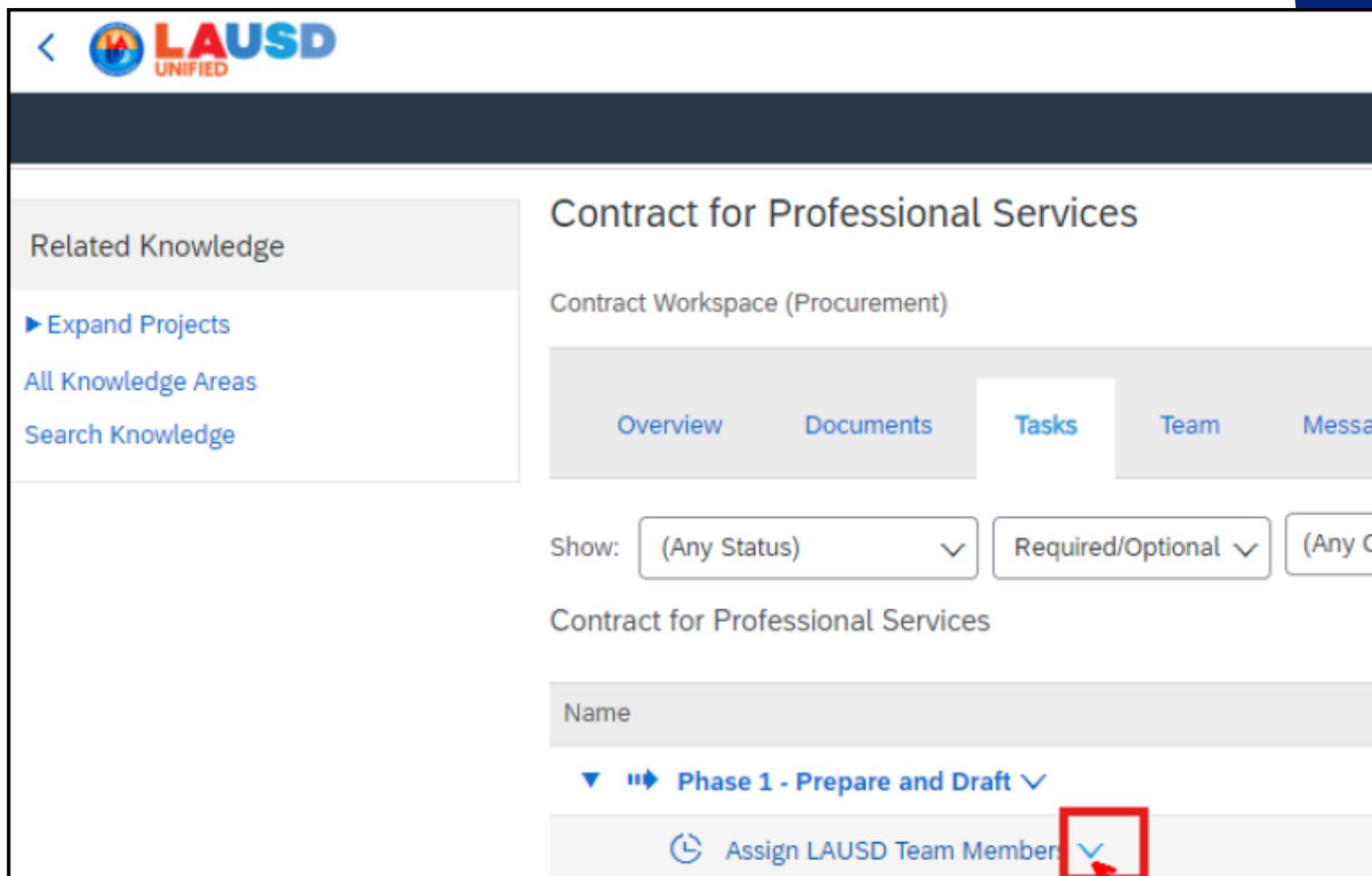


Note: Required tasks are marked with red asterisk and must be executed and completed in Ariba prior to publishing the contract.

Click on the 1st task in phase one: **Assign LAUSD team members.**

The first task is to assign LAUSD team members which we have already completed.

Click the downward arrow.



The screenshot displays the LAUSD Unified system interface. At the top left, there is a back arrow and the LAUSD UNIFIED logo. The main header reads "Contract for Professional Services". Below this, the "Contract Workspace (Procurement)" is shown with tabs for "Overview", "Documents", "Tasks", "Team", and "Messages". The "Tasks" tab is selected. Underneath, there are filter options: "Show: (Any Status)", "Required/Optional", and "(Any C)". The main content area shows a task list for "Contract for Professional Services". The first task is "Phase 1 - Prepare and Draft", which is expanded to show a sub-task: "Assign LAUSD Team Member". A red box highlights the downward arrow next to this task, indicating it should be clicked.

Click the task name and then click **Mark Complete**

All the tasks are processed in the same way.

Complete each applicable task and mark each task complete.

Assume we have completed all the tasks on the task list.

The screenshot displays a software interface for managing a contract workspace. The main heading is "Contract for Professional Services" with a sub-heading "Contract Workspace (Procurement)". There are four tabs: "Overview", "Documents", "Tasks", and "Team", with "Tasks" being the active tab. Below the tabs, there are two filter dropdowns: "Show: (Any Status)" and "Required/Optional". The task list is titled "Contract for Professional Services" and has a "Name" column header. The first task is "Phase 1 - Prepare and Draft", which is expanded to show a sub-task "Assign LAUSD Team Members". This task is highlighted with a red box. A context menu is open over the task, listing actions: "View Task Details", "Edit Task", "Mark Started", and "Mark Complete". The "Mark Complete" option is highlighted with a red box and a red arrow pointing to it.

Next, we will come back to the **Overview** tab to complete and Publish the Contract Workspace.

Click **Actions** to the right of the **Contract Attributes** on the **Overview** tab.

Owner: ⓘ

Test Project: No ⓘ

Product Category: ENGINEERING SERVICES, PRO... ⓘ [View more](#)

Base Language: English

Sponsoring Department: 1002501 Superintendent's ... [View more](#) ⓘ

Access Control: (No restrictions - Accessible to all users) ⓘ

Description: ⓘ

External System Integration

External System: (no value) ⓘ

Contract Attributes Actions

Quick Links

A Quick Link is a...
a Quick Link to t...
and choose Add

Announcement

Welcome to the p

Click, **Publish**.

Note that as soon as the Contract Workspace is in published status, any required changes must be made through an amendment.

As soon as we click **Publish**, the Contract Terms document will open for review. Once review is complete, click Submit. The Contract Terms document process is covered in a different training simulation.

The screenshot displays a contract workspace interface with the following sections:

- Product Category:** ENGINEERING SERVICES, PRO... [View more](#)
- Base Language:** English
- Sponsoring Department:** 1002501 Superintendent's ... [View more](#)
- Access Control:** (No restrictions - Accessible to all users)
- Description:** ⓘ
- External System Integration**
- External System:** (no value) ⓘ
- Contract Attributes**
- Related ID:** ⓘ
- Last Published:** (no value) ⓘ
- Hierarchical Type:** Master Agreement ⓘ
- Quick Links**
- Announcements**
- Actions** dropdown menu:
 - Edit Attributes
 - View Attributes
 - Publish** (highlighted with a red box)

Click, **Return to Project**.

[HOME](#) [CONTRACTS](#) [PROCUREMENT](#)

Contract Request - Submitted

Your contract request has been submitted for approval.

CR348 - (CW10156) Contract for Professional Services

[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](#)

We can see that the contract workspace with ID CW10156 is now in **published** status and this is version one of the contract workspace.

Contract for Professional Services

ID CW10156
Tasks: Incomplete

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Overview Actions Process

Contract ID: CW10156	✓ Phase 1 - Prepare and Draft	5/2
Contract Status: Published	✓ Phase 2 - Negotiate and Approve	5/2
Last Published Date: 05/27/2024 ⓘ	✓ Phase 3 - Execute	5/2
Version: v1	✓ Phase 4 - Finalize and Publish	5/2
Owner: Emma Bongalino ⓘ		
Test Project: No ⓘ		

Quick Links All