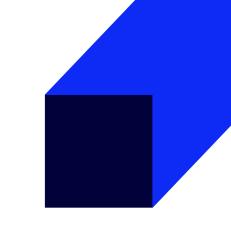# SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring- Half Day Collection

- All previously offered full day sessions are now being offered exclusively as half day sessions in a public format available here on the SAP Training Webshop. Full day courses are still available, but would be delivered in a private session format. For more information or to inquire about this, please visit [customer specific training](#).

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

Odbiorcy szkolenia

- Application Consultant

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

Korzyści

- This course will prepare you to:
  - Discuss the benefits of the SAP Ariba Contracts solution
  - Define the Lifecycle process activates for Contract Management
  - Explain how to configure Dashboard content
  - Demonstrate how to create and edit a contract workspace
  - Explain how to add team members
  - Explain the purpose of Assembled Documents in SAP Ariba
  - Demonstrate how to compare versions of the Main Agreement
  - Explain how to make clause level changes to the Main Agreement in the SAP Ariba UI
  - Demonstrate how to submit the Main Agreement for review and negotiation
  - Explain how to complete the Review and negotiation tasks
  - Illustrate how to publish the Contract Workspace
  - Describe contract amendment options and process
  - Demonstrate how to create and manage saved searches
  - Explain how to approve a contract request
  - Demonstrate how to run a prepackaged report

Program szkolenia

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

Oczekiwane przygotowanie uczestnika

None

Czas trwania

4 dni / 16 godzin

Język

Szkolenie w języku polskim lub angielskim. Język szkolenia jest uzależniony od konkretnego terminu. W celu uzyskania szczegółowych informacji, ustalenia terminu, bądź informacji o wersji językowej prośba o kontakt z opiekunem handlowym.

- Materiały: angielski.