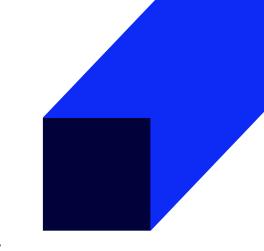# SAP Ariba Contracts: Preparing Main Agreement Templates with Enhanced Contract Authoring- Half Day Collection

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

Odbiorcy szkolenia

- Business analysts, implementers, and power users
- Project managers, executive sponsors, and procurement managers

- Implementation consultants
- Consultants involved in selling or positioning SAP Ariba Strategic Sourcing solution

Korzyści

- This course will prepare you to:
  - Define Assembled Documents
  - Discuss Document Structure
  - Describe the benefits of the Clause Library
  - Explain the different clause types
  - Demonstrate different levels of access to the Clause Library
  - Illustrate how to capture common clauses needed to populate the Clause Library
  - Show how clauses are added to the Clause Library
  - Explain how to set up approval rules on clauses
  - Describe how clauses are updated within the library

Program szkolenia

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

Oczekiwane przygotowanie uczestnika

None

Czas trwania

2 dni / 8 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.