Deloitte.

SAP Ariba Implementation Project
Department of Shared Administrative Services
Office of State Procurement
Contracts in SAP Ariba: Internal External Agreements Contract Approvals (Contracts_QRG_01)

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Contracts in SAP Ariba: Internal & External Agreements & Contract Approvals (Contracts_QRG_01)

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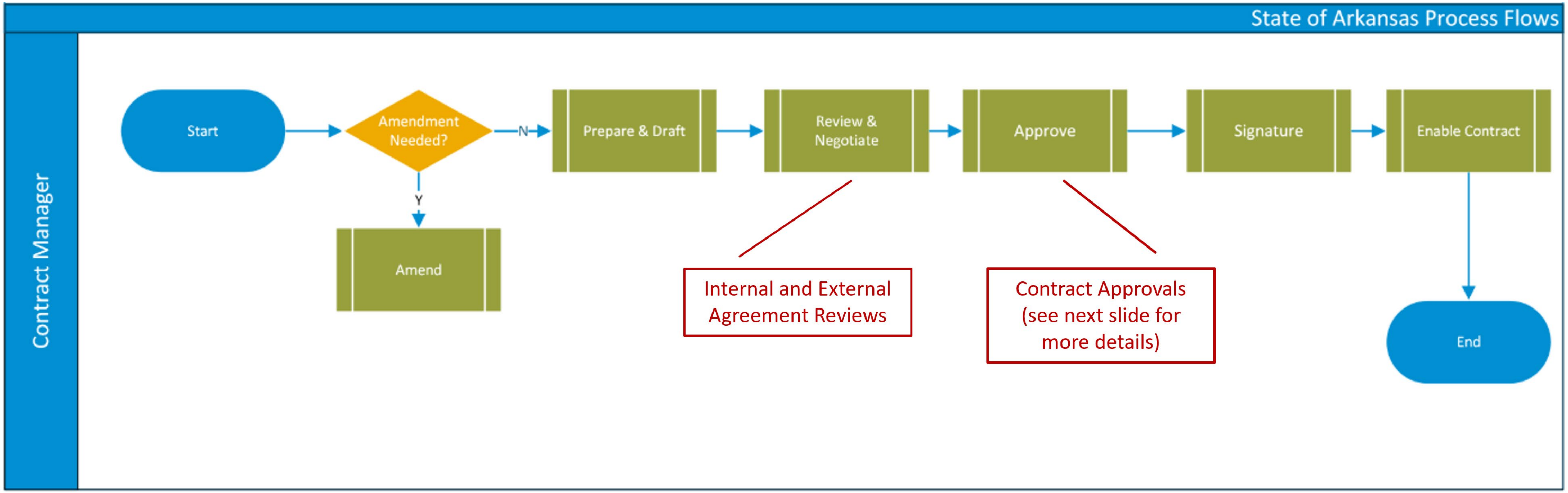
Process Flow for Agreements and Approvals

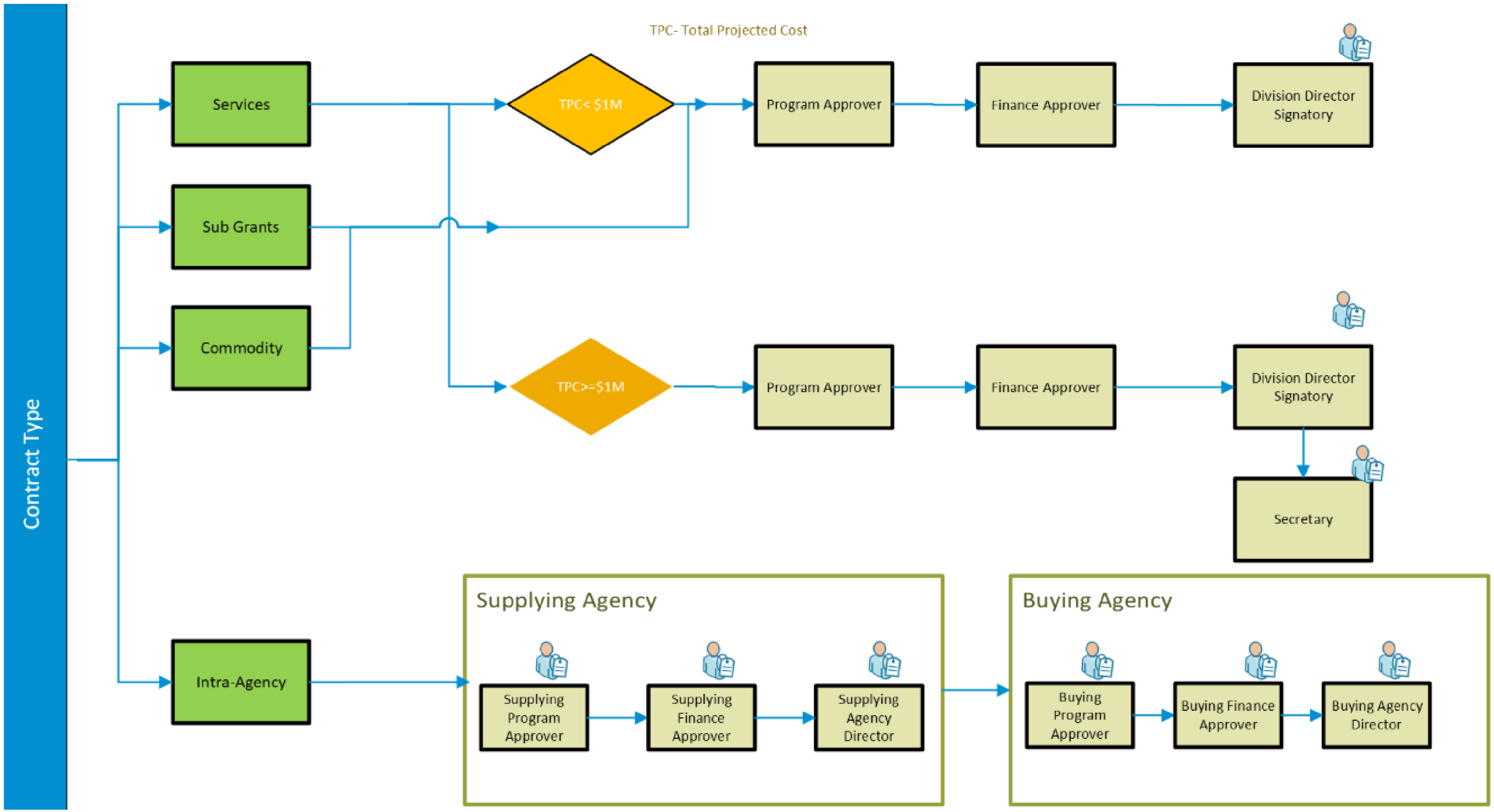
Target Audience: Contract Manager
Purpose: End-to-End Contract Management



Process Flow for Contracts

Target Audience: Approvers (Various)

Purpose: Approve Contract Workspace

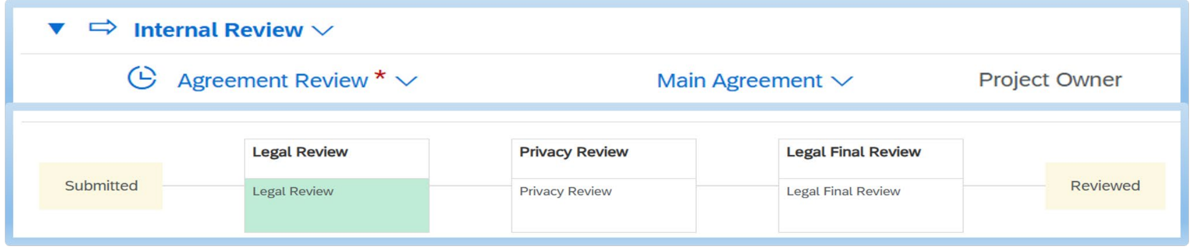


Internal Agreement Reviews (All Contracts)

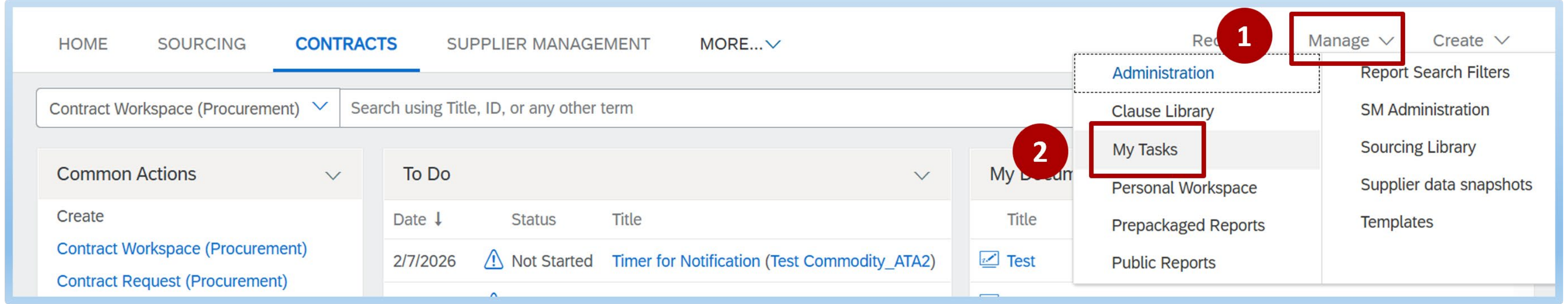
Internal Agreement Review (All Contracts 1 of 2)

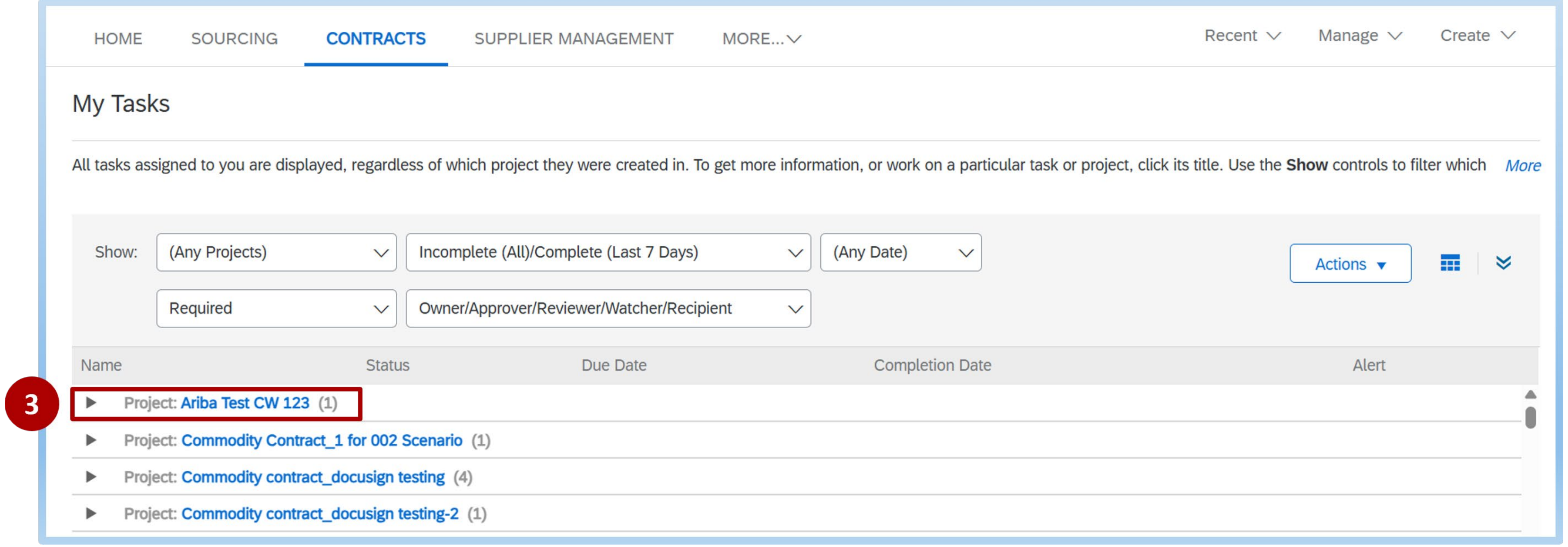
Action: Complete Internal Agreement Review
Role: Legal, Privacy

Step	Action Taken
1	On the right corner of the screen, select **Manage**.
2	Select **My Tasks**.
3	Click the appropriate **document** to review.



NOTE: *Internal Agreement Approval Flow*

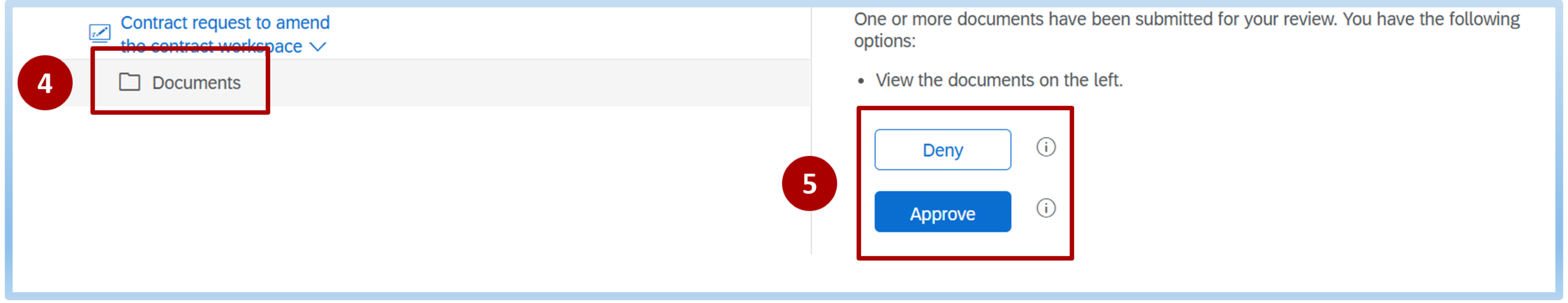


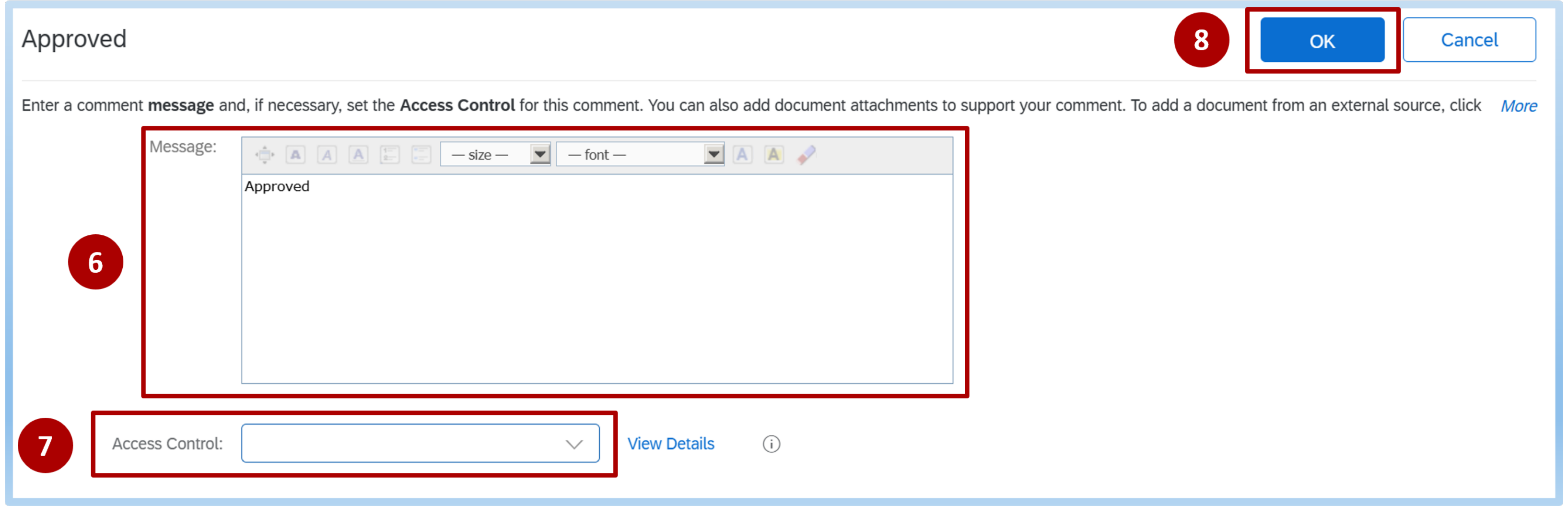


Internal Agreement Review (All Contracts 2 of 2)

Action: Complete Internal Agreement Review
Role: Security, Privacy, Legal

Step	Action Taken
4	Review the **document(s)**.
5	Select **Approve** or **Deny**.
6	Enter **comment(s)** as needed.
7	Select **access control** for the comment(s), as needed. Choose from the drop-down list who you would like to have access to comments.
8	Click **OK**.





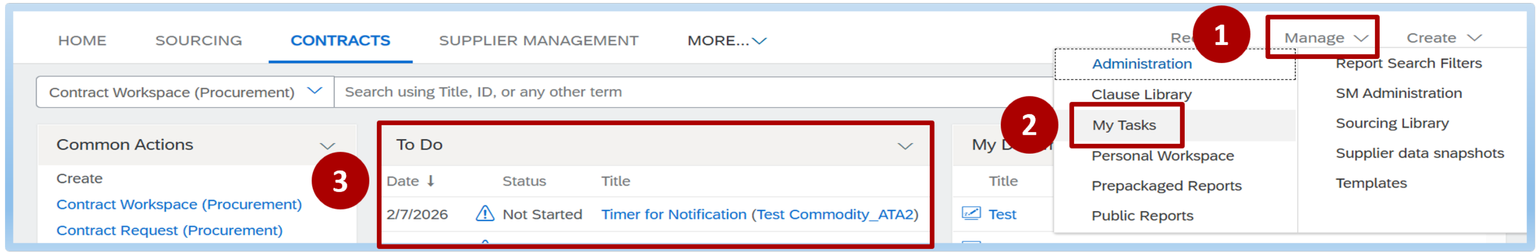
External Agreement Reviews (All Contracts)

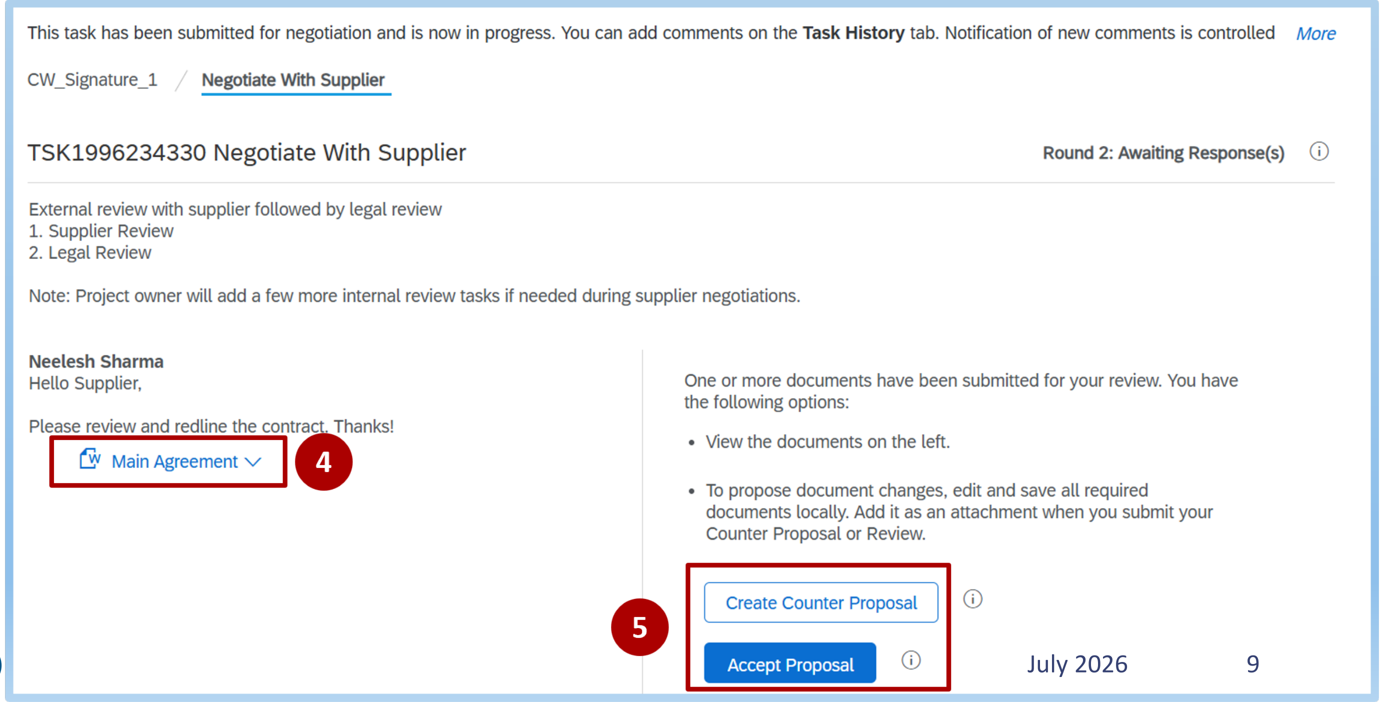
External Agreement Review (All Contracts 1 of 1)

Action: Complete External Agreement Review
Role: Legal

Step	Action Taken
1	On the right corner of the screen, select **Manage**.
2	Select **My Tasks**.
3	Locate and find the **Negotiate with Supplier** task under **To Do**.
4	Click **Main Agreement** and review the contents. **NOTE**: *To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.*
5	Select **Create Counter Proposal** or **Accept Proposal**.

NOTE: *External Agreement Approval Flow*



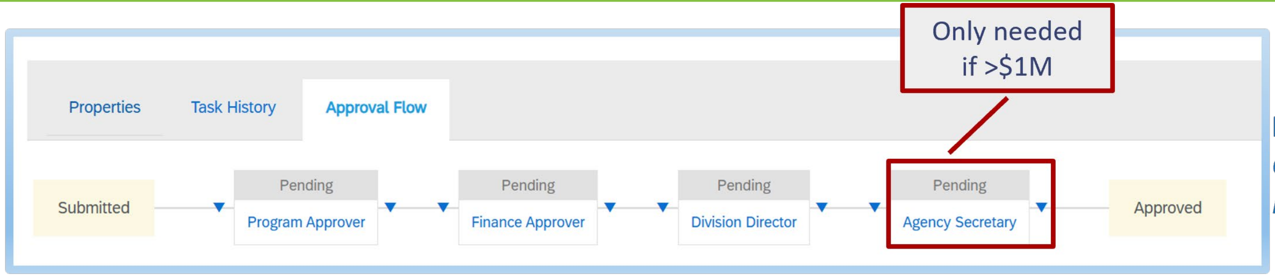


Contract Approvals

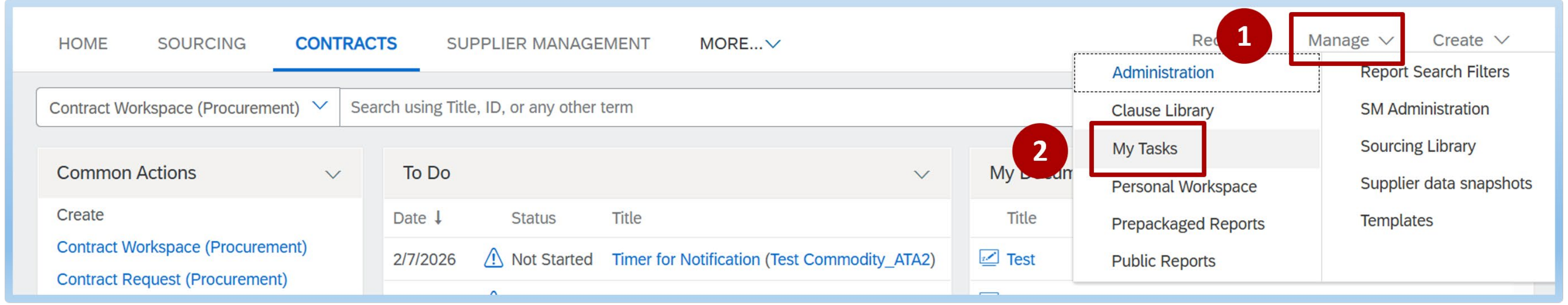
Approve Services Contract (1 of 2)

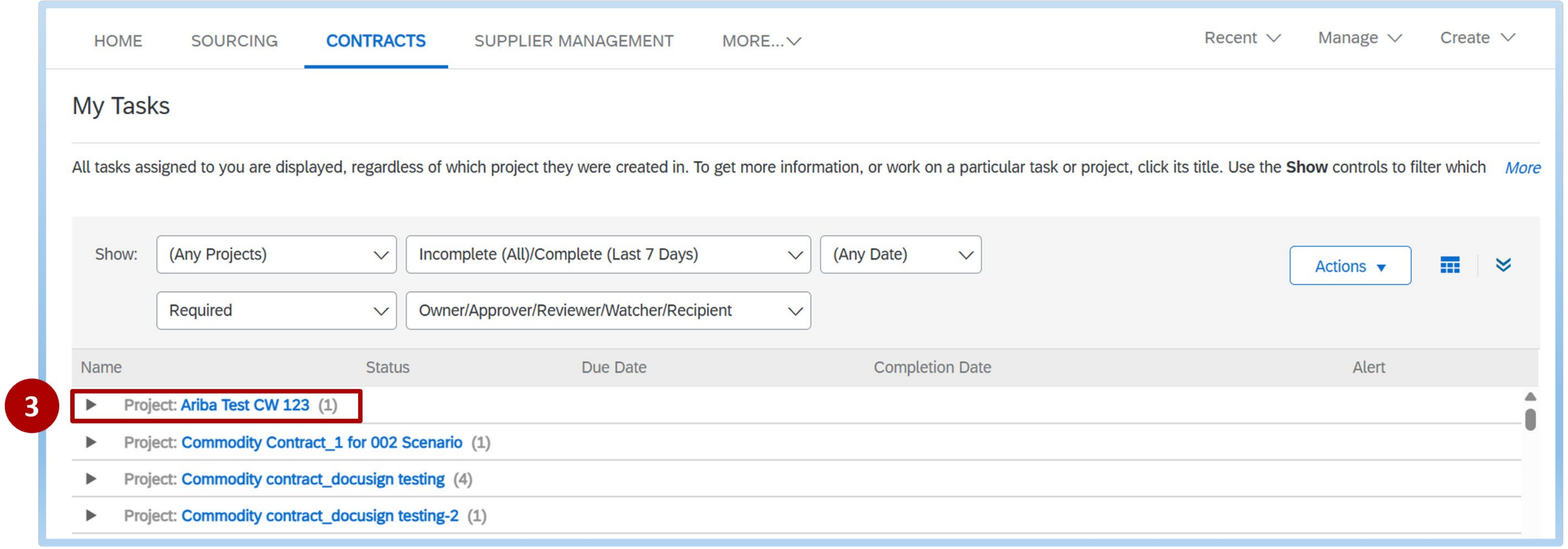
Action: Approve Services Contract
Role: Program Approver, Finance Approver, Division Director, Agency Secretary
NOTE: If contract above $1M, Agency Secretary approval required

Step	Action Taken
1	On the right corner select **Manage**.
2	Select **My Tasks**.
3	Click the appropriate **document** to review.



***NOTE:** Services Contract Approval Flow*

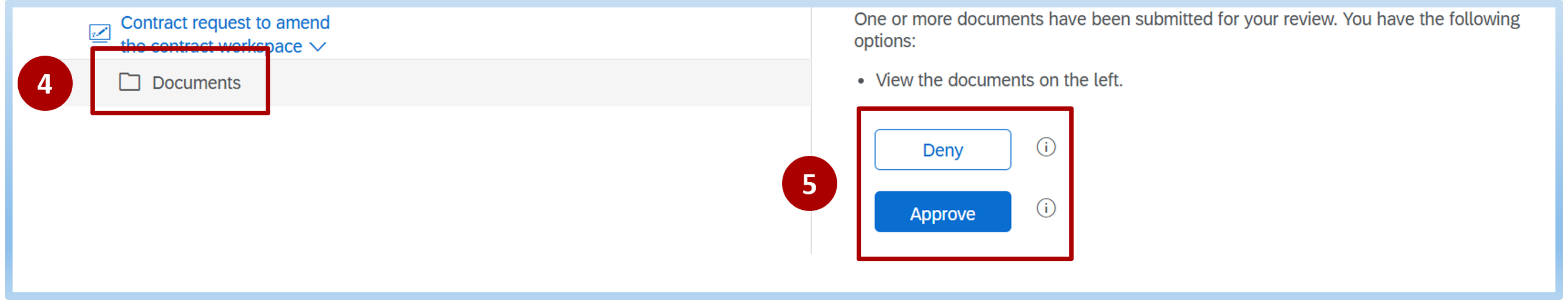


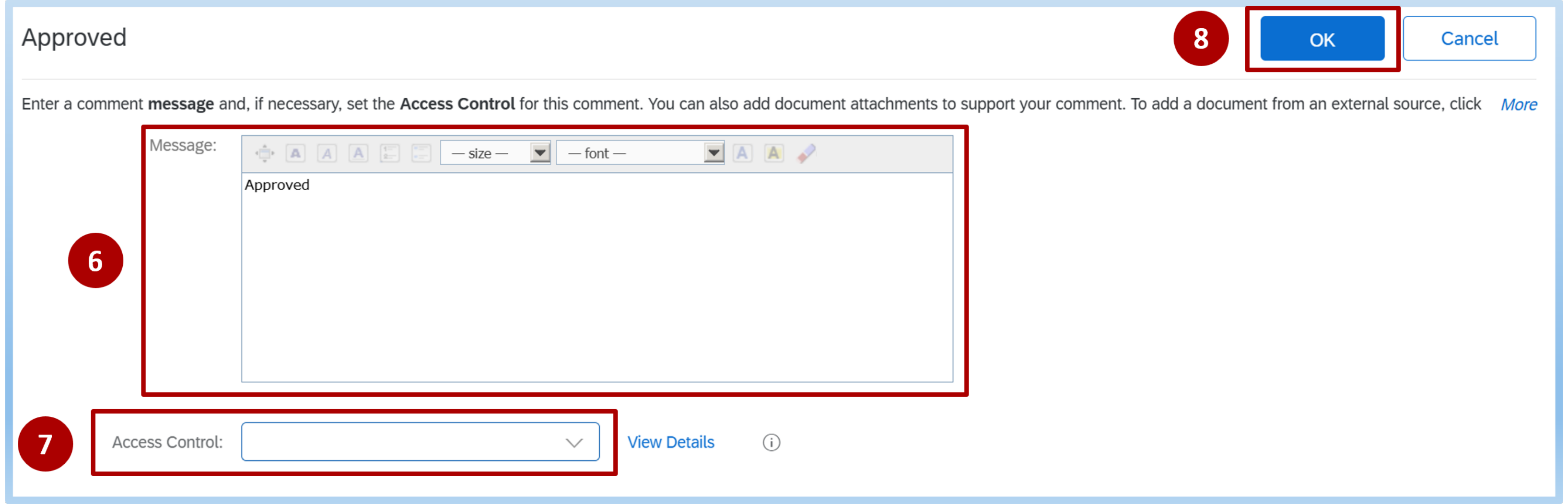


Approve Services Contract (2 of 2)

Action: Approve Services Contract
Role: Program Approver, Finance Approver, Division Director, Agency Secretary

Step	Action Taken
4	Review the **document(s)**.
5	Select **Approve** or **Deny**.
6	Enter **comment(s)** as needed.
7	Select **access control** for the comment(s), as needed.
8	Click **OK**.

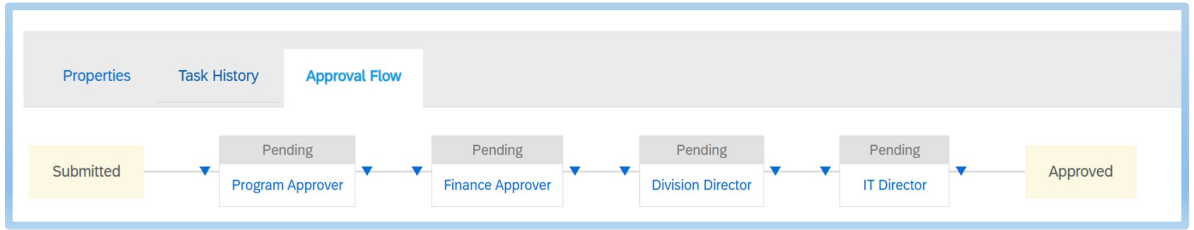




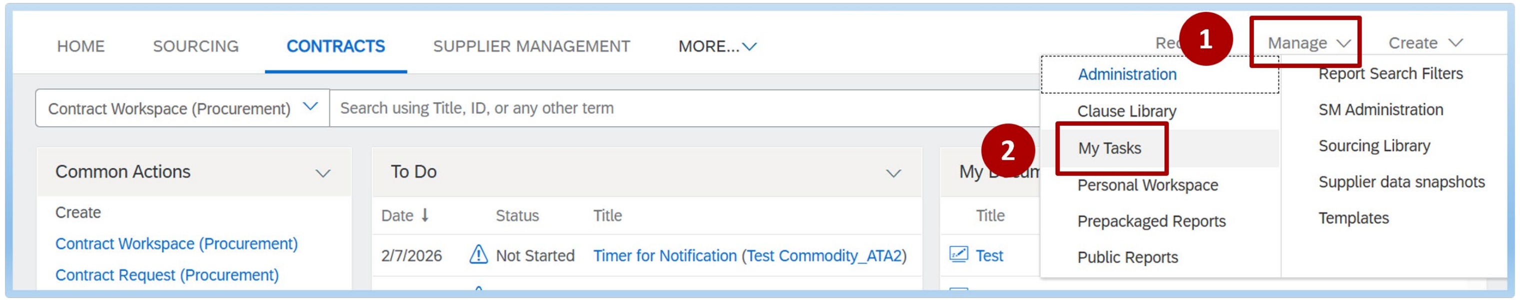
Approve Commodity Contract (1 of 2)

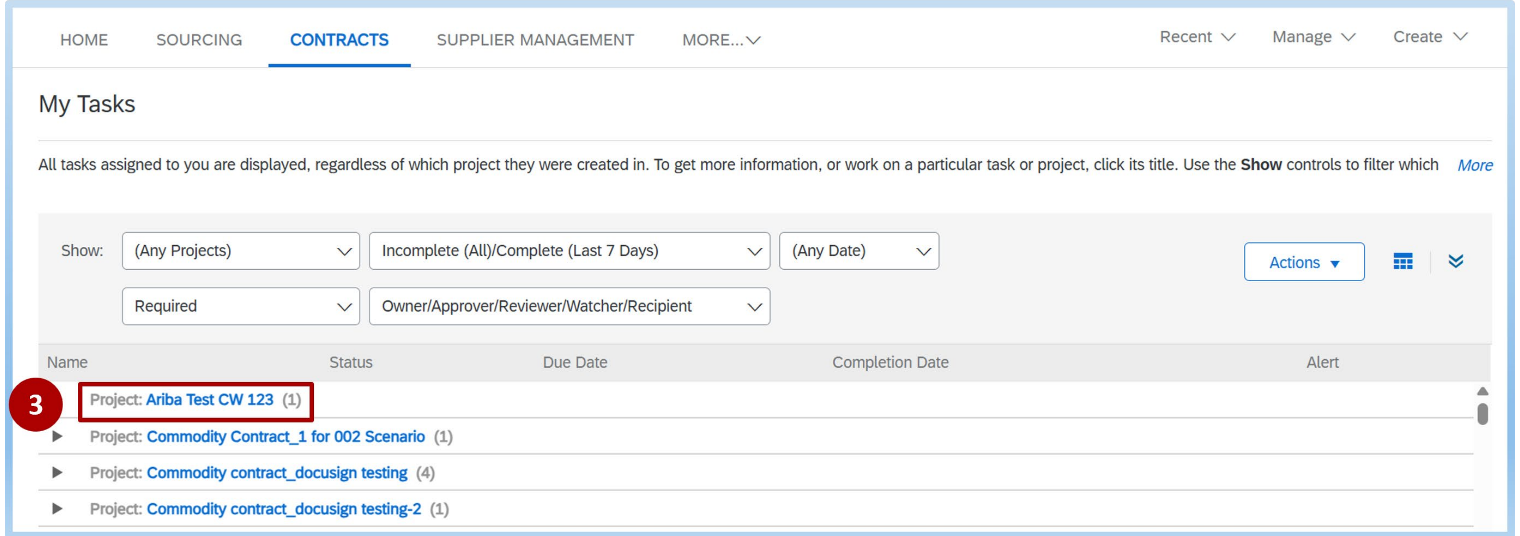
Action: Approve Commodity Contract
Role: Program Approver, Finance Approver, Division Director, IT Director

Step	Action Taken
1	On the right corner of the screen, select **Manage.**
2	Select **My Tasks**.
3	Click the appropriate **document** to review.



NOTE: *Commodity Contract Approval Flow*

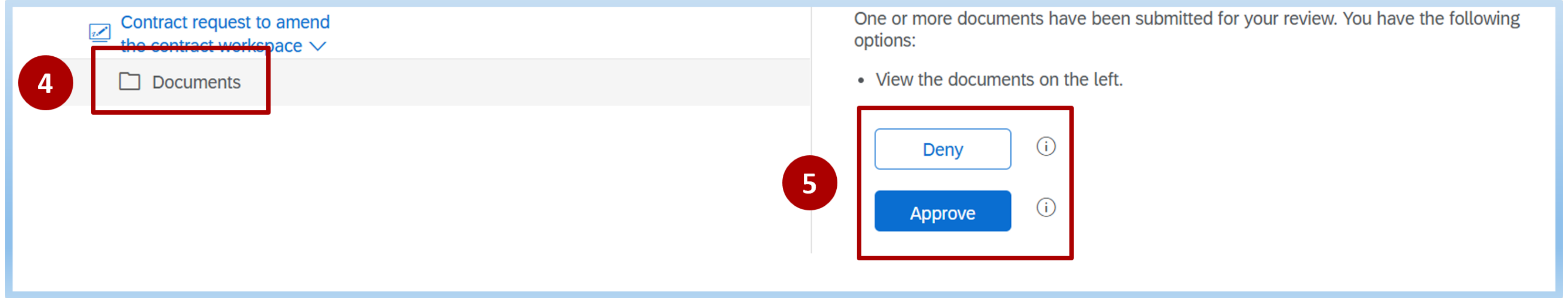


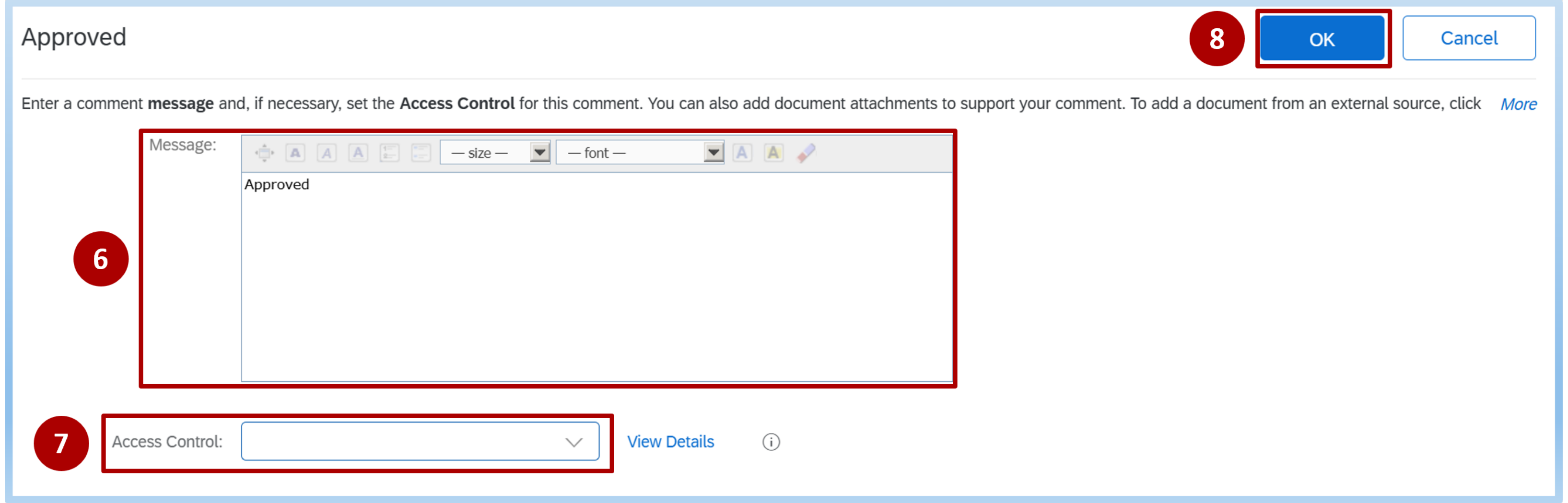


Approve Commodity Contract (2 of 2)

Action: Approve Commodity Contract
Role: Program Approver, Finance Approver, Division Director, IT Director

Step	Action Taken
4	Review the **document(s)**.
5	Select **Approve** or **Deny**.
6	Enter **comment(s)** as needed.
7	Select **access control** for the comment(s), as needed.
8	Click **OK**.

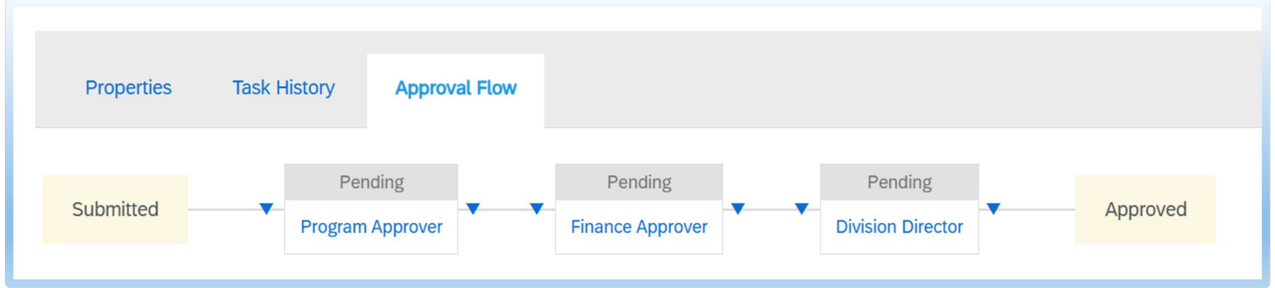




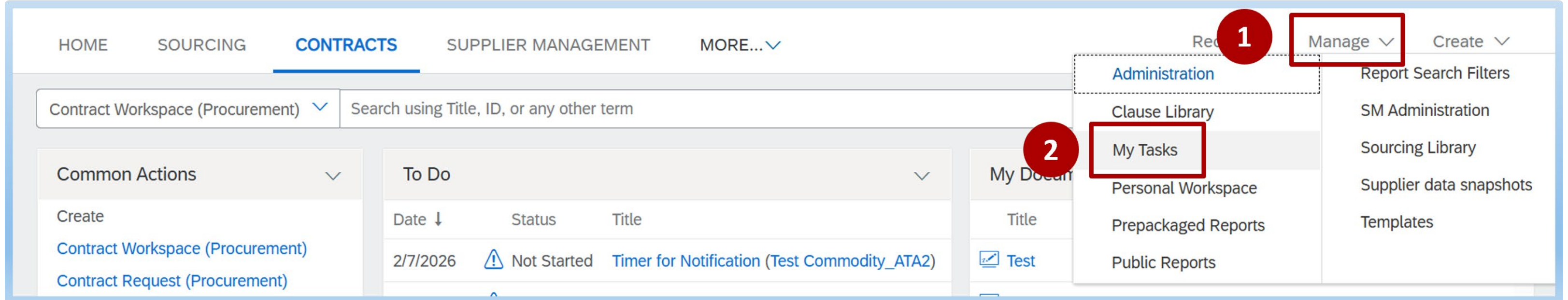
Approve Sub-Grant Contract (1 of 2)

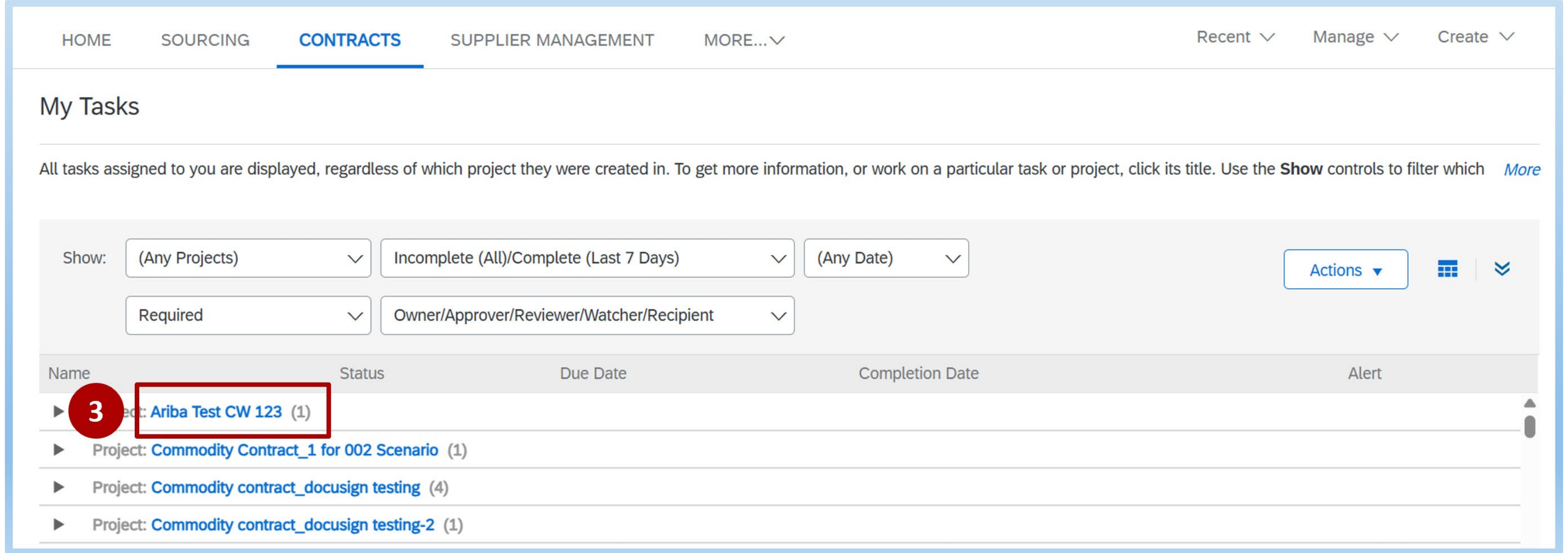
Action: Approve Sub-Grant Contract
Role: Program Approver, Finance Approver, Division Director

Step	Action Taken
1	On the right corner of the screen, select **Manage**.
2	Select **My Tasks**.
3	Click the appropriate **document** to review.



NOTE: *Sub-Grant Contract Approval Flow*

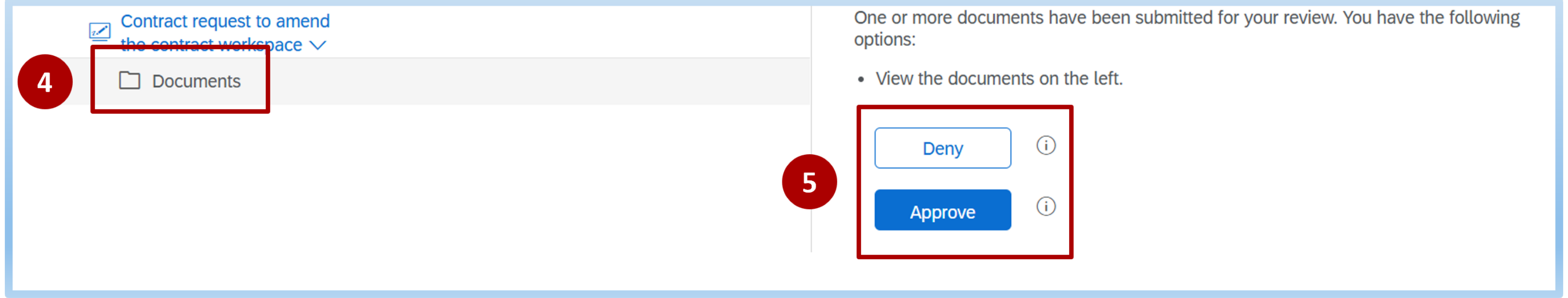


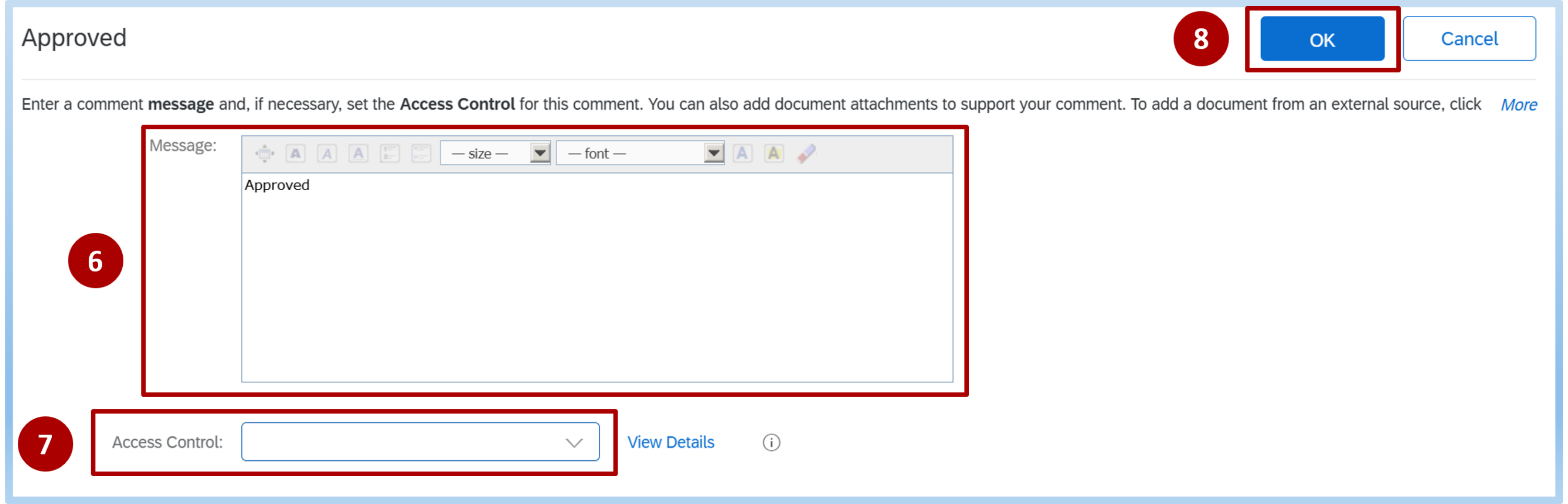


Approve Sub-Grant Contract (2 of 2)

Action: Approve Sub-Grant Contract
Role: Program Approver, Finance Approver, Division Director, IT Director

Step	Action Taken
4	Review the **document(s)**.
5	Select **Approve** or **Deny**.
6	Enter **comment** as needed.
7	Select **access control** for comment as needed.
8	Click **OK**.



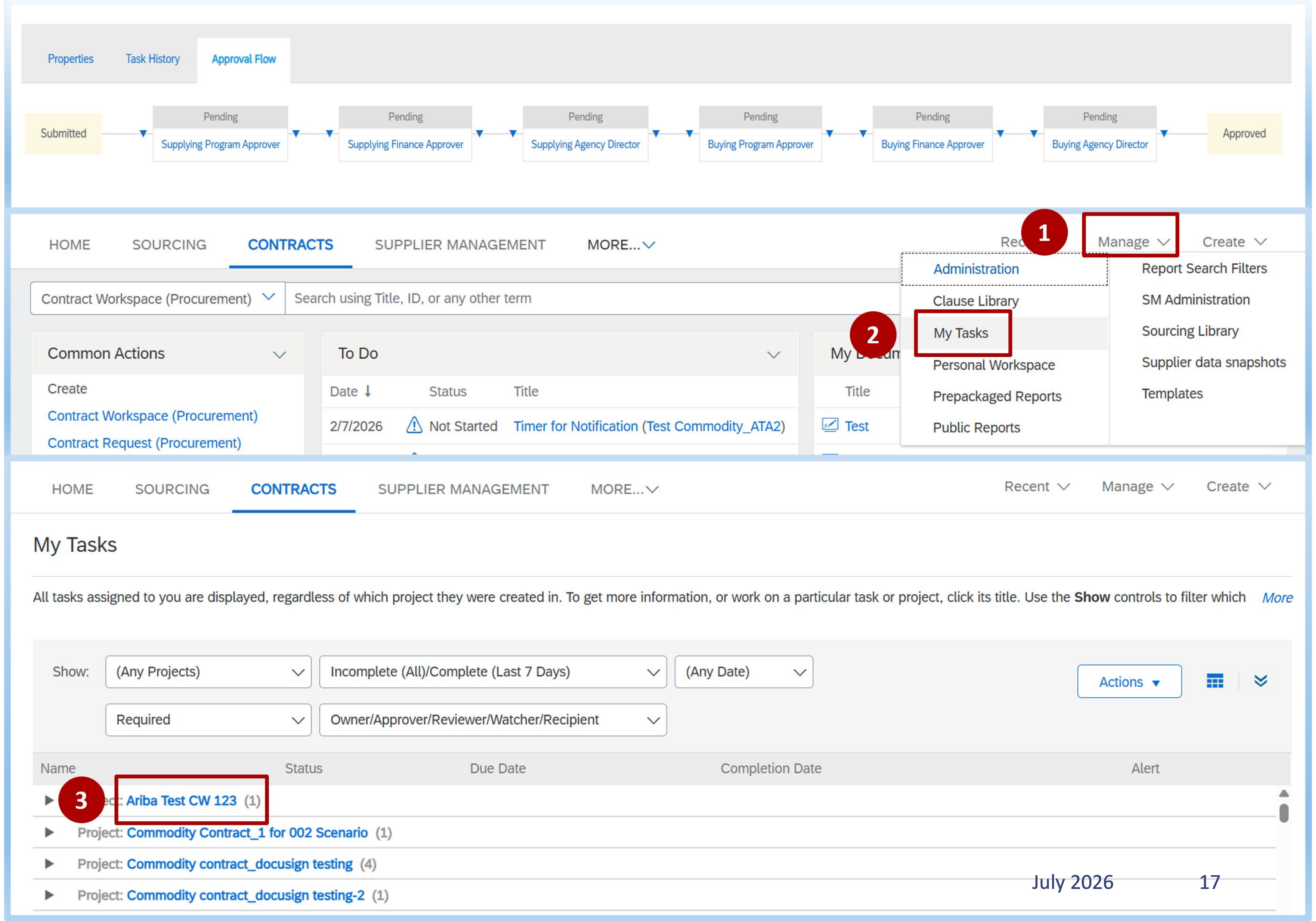


Approve Intra-Agency Contract (1 of 2)

Action: Approve Intra-Agency Contract
Role: Program Approver, Finance Approver, Agency Director
NOTE: *Steps below for both Supplying and Buying Agency roles, Supplying agency must complete their approval first.*

Step	Action Taken
1	On the right corner select **Manage**.
2	Select **My Tasks**.
3	Click the appropriate **document** to review.

NOTE: *Intra-Agency Contract Approval Flow*



Approve Intra-Agency Contract (2 of 2)

Action: Approve Intra-Agency Contract
Role: Program Approver, Finance Approver, Agency Director

Step	Action Taken
4	Review the **document(s)**.
5	Select **Approve** or **Deny**.
6	Enter **comment(s)** as needed.
7	Select **access control** for the comment(s), as needed.
8	Click **OK**.