



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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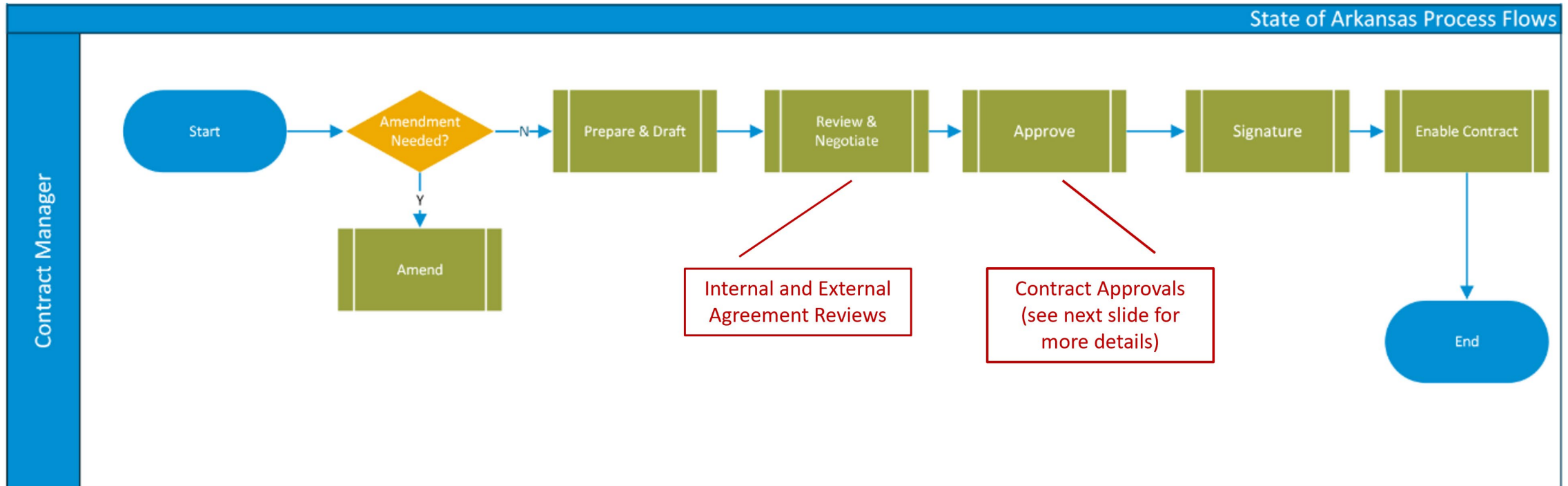


- **Slide 5 – Internal Agreement Reviews (All Contracts) [for Legal role]**
- **Slide 8 – External Agreement Reviews (All Contracts) [for Legal role]**
- **Slide 11 – Contract Approvals: Approve Services Contracts [for Approver role (Program, Finance, Division Director, Secretary)]**
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Process Flow for Agreements and Approvals



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

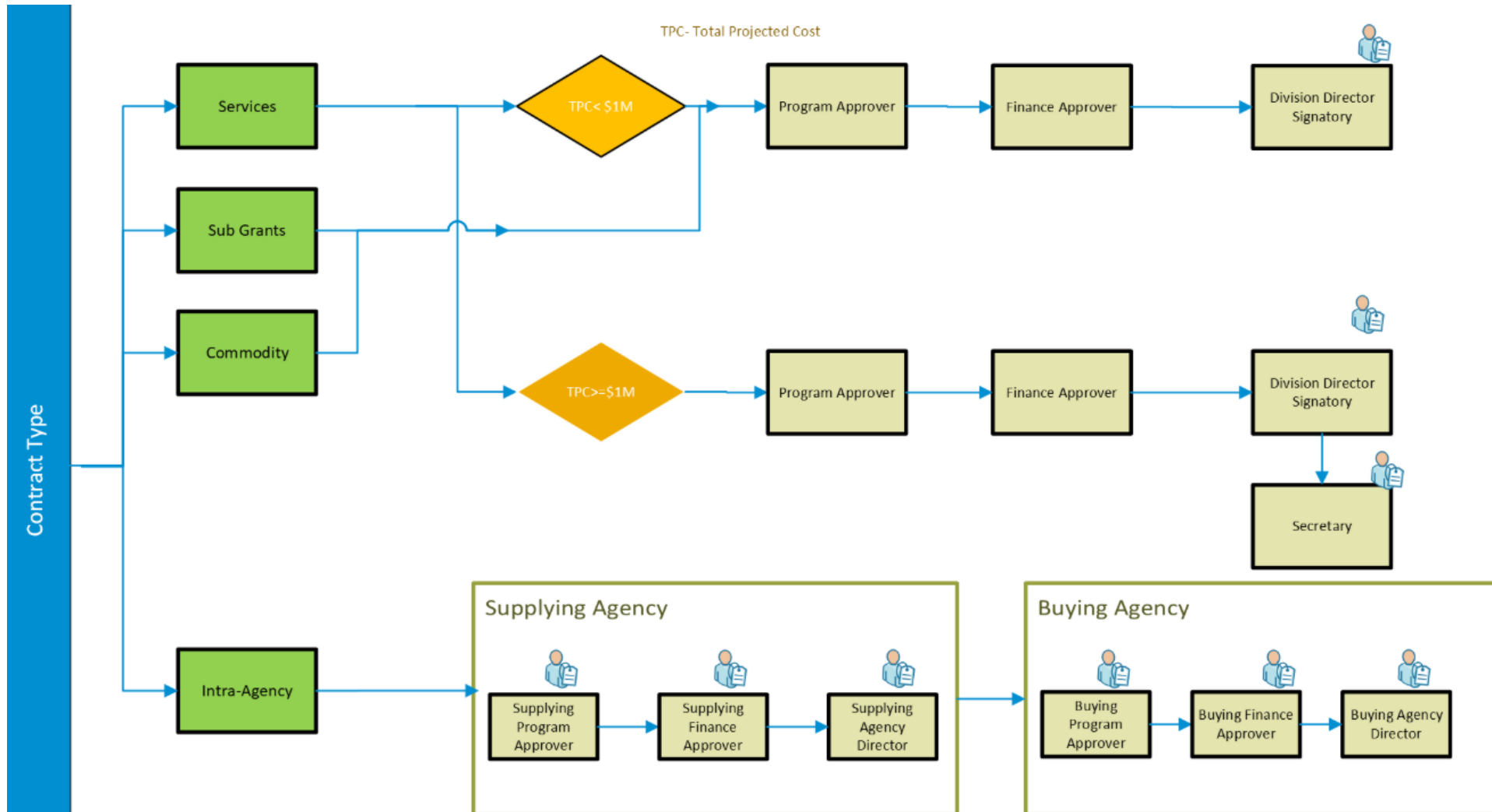


Process Flow for Contracts



Target Audience: Approvers (Various)

Purpose: Approve Contract Workspace



Internal Agreement Reviews (All Contracts)

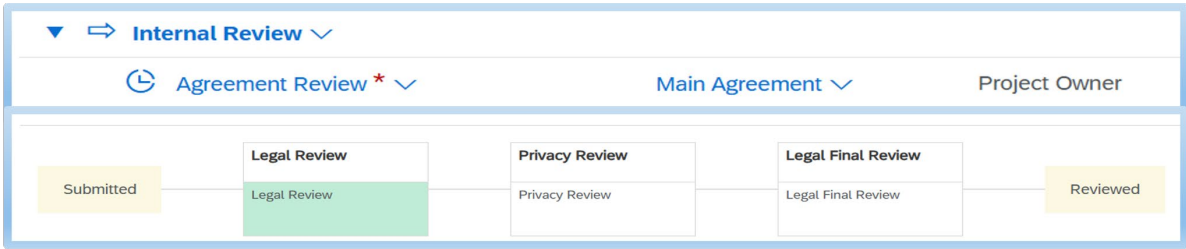
Internal Agreement Review (All Contracts 1 of 2)



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



This screenshot shows the SAP Ariba 'CONTRACTS' page. A red circle with the number '1' points to the 'Manage' dropdown menu in the top right corner. Another red circle with the number '2' points to the 'My Tasks' option in the left-hand navigation menu.

This screenshot shows the 'My Tasks' page in SAP Ariba. A red circle with the number '3' points to the first task entry in the list: 'Project: Ariba Test CW 123 (1)'. The task list includes columns for Name, Status, Due Date, Completion Date, and Alert.

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 .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

View Details

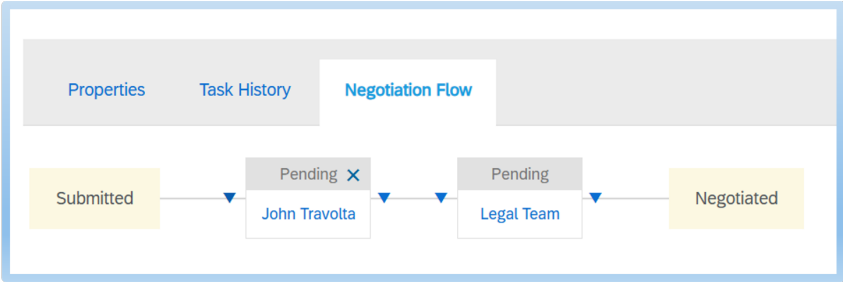
External Agreement Reviews (All Contracts)

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: <i>To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your Counter Proposal or Review.</i>
5	Select Create Counter Proposal or Accept Proposal .



NOTE: External Agreement Approval Flow

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions

Create
Contract Workspace (Procurement)
Contract Request (Procurement)

To Do

Date	Status	Title
2/7/2026	Not Started	Timer for Notification (Test Commodity_ATA2)

My Tasks

Title
Test

1 Manage

2 My Tasks

3

4

5

Administration

Clause Library

My Tasks

Personal Workspace

Prepackaged Reports

Public Reports

Report Search Filters

SM Administration

Sourcing Library

Supplier data snapshots

Templates

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled [More](#)

CW_Signature_1 / Negotiate With Supplier

TSK1996234330 Negotiate With Supplier Round 2: Awaiting Response(s)

External review with supplier followed by legal review
1. Supplier Review
2. Legal Review

Note: Project owner will add a few more internal review tasks if needed during supplier negotiations.

Neelesh Sharma
Hello Supplier,

Please review and redline the contract. Thanks!

Main Agreement

4

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- 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

Create Counter Proposal

Accept Proposal

9

Contract Approvals

Approve Services Contract (1 of 2)

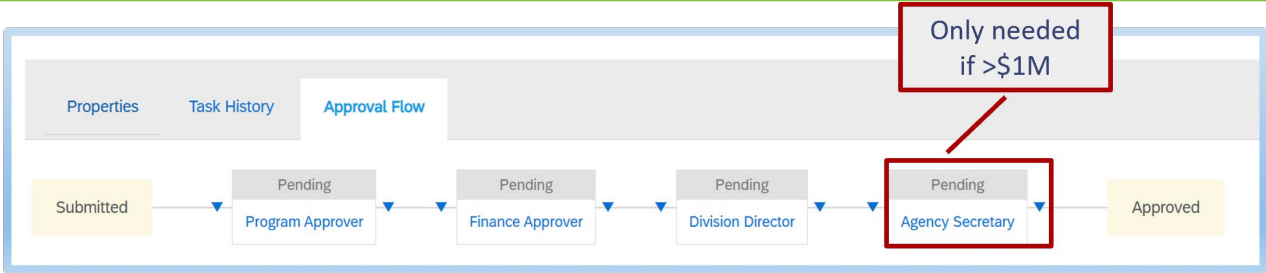


Action: Approve Services Contract

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

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE... Recent Manage Create

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions Create Contract Workspace (Procurement) Contract Request (Procurement)

To Do Date Status Title 2/7/2026 Not Started Timer for Notification (Test Commodity_ATA2)

My Tasks Title Test

Administration Clause Library My Tasks Personal Workspace Prepackaged Reports Public Reports

Report Search Filters SM Administration Sourcing Library Supplier data snapshots Templates

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE... Recent Manage Create

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the **Show** controls to filter which [More](#)

Show: (Any Projects) Incomplete (All)/Complete (Last 7 Days) (Any Date) Required Owner/Approver/Reviewer/Watcher/Recipient

Actions

Name	Status	Due Date	Completion Date	Alert
Project: Ariba Test CW 123 (1)				
Project: Commodity Contract_1 for 002 Scenario (1)				
Project: Commodity contract_docusign testing (4)				
Project: Commodity contract_docusign testing-2 (1)				

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 .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

View Details

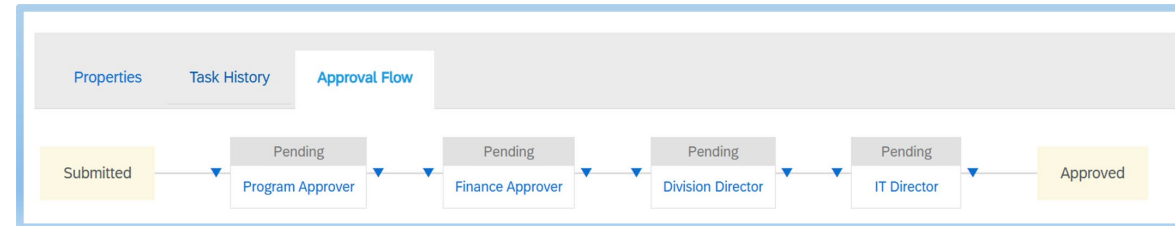
Approve Commodity Contract (1 of 2)



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 .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

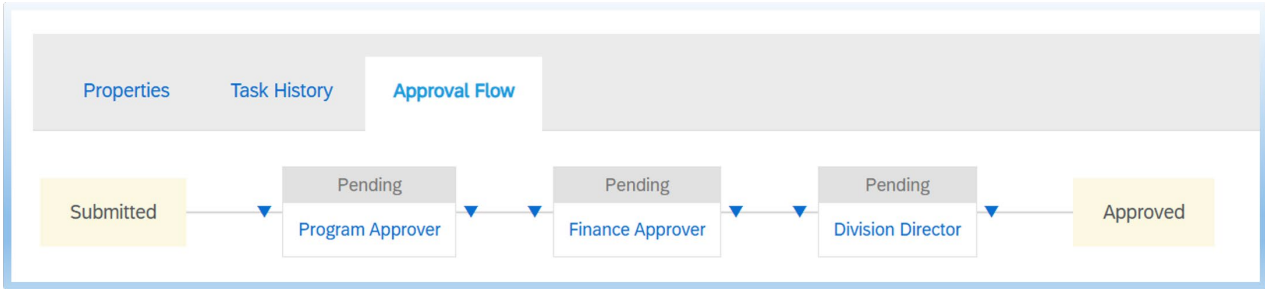
View Details

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

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...
Contract Workspace (Procurement) Search using Title, ID, or any other term
Common Actions Create Contract Workspace (Procurement) Contract Request (Procurement)
To Do Date Status Title 2/7/2026 Not Started Timer for Notification (Test Commodity_ATA2)
My Documents Title Test
Administration Clause Library My Tasks Personal Workspace Prepackaged Reports Public Reports
Report Search Filters SM Administration Sourcing Library Supplier data snapshots Templates

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE... Recent Manage Create
My Tasks
All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the Show controls to filter which More
Show: (Any Projects) Incomplete (All)/Complete (Last 7 Days) (Any Date) Required Owner/Approver/Reviewer/Watcher/Recipient Actions
Name Status Due Date Completion Date Alert
▶ **3** Ariba Test CW 123 (1)
▶ Project: Commodity Contract_1 for 002 Scenario (1)
▶ Project: Commodity contract_docusign testing (4)
▶ Project: Commodity contract_docusign testing-2 (1)

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 .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

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Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

View Details

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.

NOTE: Intra-Agency Contract Approval Flow

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

PropertiesTask HistoryApproval Flow

Submitted

Pending
Supplying Program Approver

Pending
Supplying Finance Approver

Pending
Supplying Agency Director

Pending
Buying Program Approver

Pending
Buying Finance Approver

Pending
Buying Agency Director

Approved

HOME SOURCINGCONTRACTSSUPPLIER MANAGEMENTMORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions
Create
Contract Workspace (Procurement)
Contract Request (Procurement)

To Do
Date ↓ Status Title
2/7/2026 ⚠ Not Started Timer for Notification (Test Commodity_ATA2)

My Board
Title
Test

Recent1ManageCreate
Administration
Clause Library
2My Tasks
Personal Workspace
Prepackaged Reports
Public Reports
Report Search Filters
SM Administration
Sourcing Library
Supplier data snapshots
Templates

HOME SOURCINGCONTRACTSSUPPLIER MANAGEMENTMORE...

Recent Manage Create

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the **Show** controls to filter which [More](#)

Show: (Any Projects) Incomplete (All)/Complete (Last 7 Days) (Any Date)
Required Owner/Approver/Reviewer/Watcher/Recipient

Actions

Name	Status	Due Date	Completion Date	Alert
▶ Ariba Test CW 123 (1)				
▶ Project: Commodity Contract_1 for 002 Scenario (1)				
▶ Project: Commodity contract_docusign testing (4)				
▶ Project: Commodity contract_docusign testing-2 (1)				

July 202617

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 .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

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Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

View Details