

## Training for Cloud with SAP Ariba in Contracts

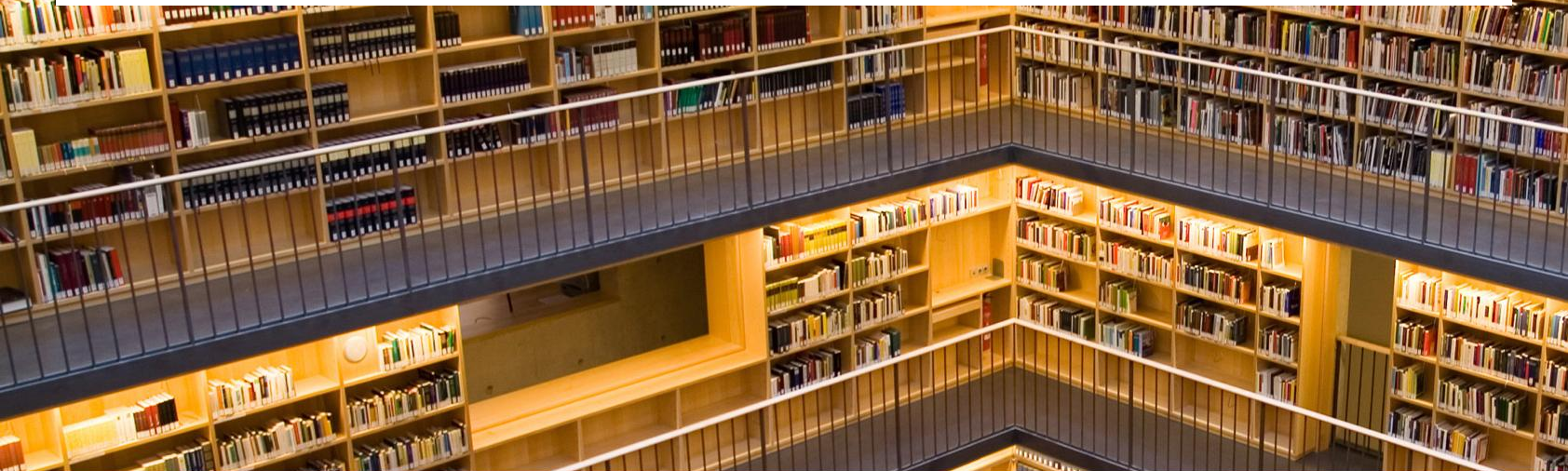
### Courses Listed

#### Intermediate

- AR211 - SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring
- AR231 - SAP Ariba Contracts: Preparing Main Main Agreement Templates with Enhanced Contract Authoring

#### Advanced

- AR710 - SAP Ariba Strategic Sourcing: System Administration
- AR711 - SAP Ariba Strategic Sourcing: Workspace Template Administration



All available schedules in your selection

AR231 SAP Ariba Contracts: Preparing Main Main Agreement Templates with Enhanced Contract Authoring

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

AR211 SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

AR710 SAP Ariba Strategic Sourcing: System Administration

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

AR711 SAP Ariba Strategic Sourcing: Workspace Template Administration

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

## AR231 - SAP Ariba Contracts: Preparing Main Main Agreement Templates with Enhanced Contract Authoring

### Course announcements

- This class assumes that the Enhanced Contract Authoring feature has been enabled. In this one-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

### Goals

- 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

### Audience

- 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 solutions

### Essential

- none

### Course based on software release

- SAP Ariba Procurement On Demand Q4 2020

### Content

- 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

## AR211 - SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring

### Course announcements

- In this two 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.

### Goals

- 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

### Audience

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

**Essential**

- None

**Course based on software release**

- SAP Ariba Procurement On Demand Q4 2021

**Content**

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

## AR710 - SAP Ariba Strategic Sourcing: System Administration

### Course announcements

- This course introduces some of the core responsibilities and tasks performed by administrators of SAP Ariba Strategic Sourcing solutions, including user and organization management, import and export of site data, and general site configuration

### Goals

- This course will prepare you to:
- Summarize system administration for SAP Ariba Strategic Sourcing solutions
- Explain how to search for and create users and groups
- Create and manage organizations
- Describe how to import and export data
- Summarize system customization and field configuration
- Recall how to edit or delete multiple projects at a time
- Define Cloud Integration Gateway and implications of integration with an external ERP
- Describe how to view or manage site-level report settings
- State how to manage event notifications template
- Explain how to create new commodity codes

### Audience

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

### Essential

- None

### Course based on software release

- SAP Ariba Strategic Sourcing

### Content

- Administration Overview
- User Management
- Supplier Management
- Site Management
- Customization Management
- Project Management
- Integration Management
- Report Management
- Event Management
- Commodity Code Management

## AR711 - SAP Ariba Strategic Sourcing: Workspace Template Administration

### Course announcements

- In this one day course, students learn how to create and maintain Templates. Using a combination of lecture, demonstration, and lab exercises, the course covers all processes required to create, edit, copy, export, and import SAP Ariba Workspace templates. Students also learn how to add flexibility to templates by adding conditions and questions, which are used to configure contract agreements to meet particular requirements.

### Goals

- This course will prepare you to:
- Describe the benefits of templates and how to work with them
- Describing what the different types of project templates are used for and how they are implemented
- Plan, create and publish the different types of project templates
- Create groups, team members, assignments and restrictions
- Describe different task types, notifications and phases
- Explain how to use and organize document types
- Describe how to use tasks with workflows
- Test, publish, edit, version, delete, import and export a template
- Upgrade and use project templates

### Audience

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

- Trainer
- Administrator
- User

### Essential

- None

### Course based on software release

- SAP Ariba Strategic Sourcing

### Content

- Intro to the Templates Project
- Project Template Creation
- Teams
- Documents
- Simple Tasks
- Conditions
- Using Tasks with Workflow
- Publishing and Version Control
- Project Template Maintenance

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