

A401 - New Contract Workspace

Overview

Contract Workspaces is a Convergence page to record every contract signed between a Solvay and a supplier in one single repository.

ARIBA is replaced by Convergence Contract Workspaces. All your non obsolete contracts will be recovered in Convergence.

On this page we will see how to create a new Contract Workspace.

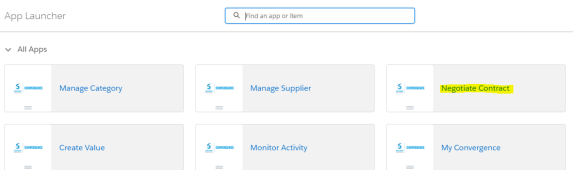
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Step-by-step

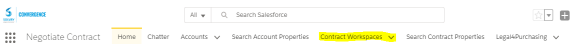
STEP 1

Open app "Negotiate Contract"



STEP 2

Go to the tab "Contract Workspaces"



STEP 3

Click on the "New" button



STEP 4

Fill in section "Information" and especially fields in red: they are mandatory.

Hierarchical type: choose in the picklist if your contract is a stand-alone contract, a master contract or a sub-contract depending on a master-contract

Short Description: write a short description of your contract

Grouping field is a place for keywords. For example, "Project 123"

Account: choose the supplier which the contract is signed with

Substitute: declare one of your colleague who will have the same rights as you on your Contract Workspace and will be able to manage/edit it on your behalf

Contract language: pick the language in which the contract is written

STEP 5

Fill in the Life cycle informations of your contract. Fields in red are mandatory

Contract status : set as "Draft" by default. You will update it later once your contract's informations are recorded in Convergence

Effective date : enter the date from which the contract is effective ; you can choose the day's date by clicking on the proposed one on the right of the field

Expiration date : enter the date when the contract will end

Termination notice date : entering this date will help you to easily find contracts reaching their termination notice dates through a dedicated listview. The system will trigger an email notification along with 60 days (fixed) prior to notice date. (If notice date not defined, the expiration date is considered instead).

Notification process purpose: The buyer may consider re-negotiate contract terms or else.

Term type : choose between "Fixed" term or "Auto-renew"

STEP 6

Fill in the Pricing & Payment Terms informations of your contract. Fields in red are mandatory.

Currency : choose in the picklist the currency applying to the contract

Contract amount : write the annual amount for which the contract is signed

Complex contract* : choose between the values "Yes" or "No"

Leasing contract* : choose between the values "Yes, proposed" or "No" if you are a buyer.

New Contract Workspace: Standard contract

Information	
Contract Id	Record Type Standard contract
External Key	Recovery Field
* Hierarchical type Stand-alone	Owner Yoann Petit-ext
Master contract Search Contract Workspaces...	Substitute Search People...
* Short Description	Is Active ☒
Grouping Field	* Contract language English
	Long Description
* Account Search Accounts...	

Life cycle	
Contract status Draft	Contract Update Justification
Effective date 31/12/9999	
Expiration date 20/12/2007	
Termination notice date 20/12/2007	
Term type Fixed	
Previous contract	

Pricing	
* Currency EUR	Exchange rate
* Contract amount	
Take or pay amount	* Complex contract --None--
Pricing Index	* Leasing contract --None--

Payment Terms	
* Payment term --None--	
Reason for non shared payment terms	

The values "Yes, examined", "Yes, confirmed" and "No, rejected" are dedicated to RtR reviewers

Payment term : choose in the picklist the rule that applies to the contract

**Further definition will be given during trainings*

STEP 7

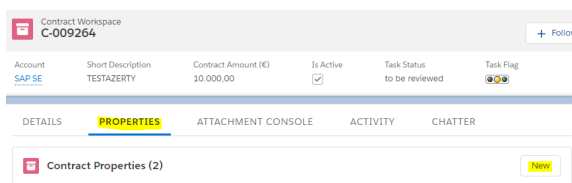
Do not forget to save your contract workspace by clicking on the **"Save"** button.

By doing that you will be redirected to the contract workspace you have just created.



STEP 8

Create the Contract Properties by clicking on the **"New"** button of the "Properties" tab



You are then redirected to the screen where you create the contract's properties.

Each contract property is defined for a given contract and on 3 axis (the Master Keys) :

1. **Geographical Axis** : which zone, country or site ?
2. **Organisational Axis** : which GBU or business line ?
3. **GPS Axis** : which segment, material group or sub-material group ?

Do not forget to save your contract property by clicking on the **"Save"** button.

New Contract Property

Information

Searchable
☐

Contract property ID

* Contract Management
C-009264

* GPS Axis
Search Master Keys...

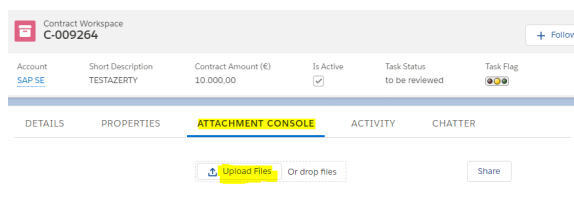
* GEO Axis
Search Master Keys...

* ORG Axis
Search Master Keys...

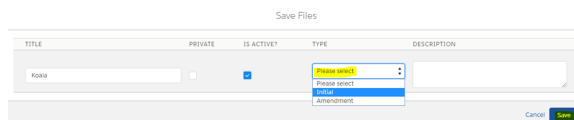
Cancel Save & New Save

STEP 9

Attach files to your Contract Workspace by clicking on the **“Upload Files”** button of the "Attachment Console" tab



Clicking on the **“Select a file”** button will open a popup window where you will choose the file to attach



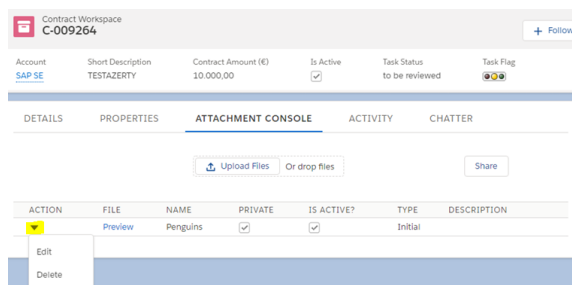
Select the type of the document picking **“Initial”** or **“Amendment”** in the dropdown list

If you tick the **“Is Private”** checkbox then you will be the only person able to access the attachment. We will see in [this section](#) how to share it with specific other people.

If you don't tick it, any Convergence user will be able to access the document

You can also give a name to the document you attach and a description of it as well.

Once you are done, do not forget to save your attachment by clicking on the **“Save”** button



You can edit or delete attached files by using the “pen” or “cross” icons in front of them

STEP 10

Once you are done with your Contract Workspace details, its Contract Properties and attachments, do not forget to change its flag from “Draft” to **“Completed”**.

And do not forget to **save** !

C-009264

+ Follow

SAP SE

to be reviewed

Task Flag

Life cycle

* Contract status

Draft

--None--

✓ Draft

Completed

Marked for deletion

Contract Update Justification

Completed

Cancel

Save