

# A40 - Contract Workspaces

First steps in Convergence

## Added Value

Convergence is the new place to manage your Contracts

With Convergence you can create a new Contract Workspace very quickly and share it with your colleagues. You can make the contracts attachment private (confidential) and share only with identified users.

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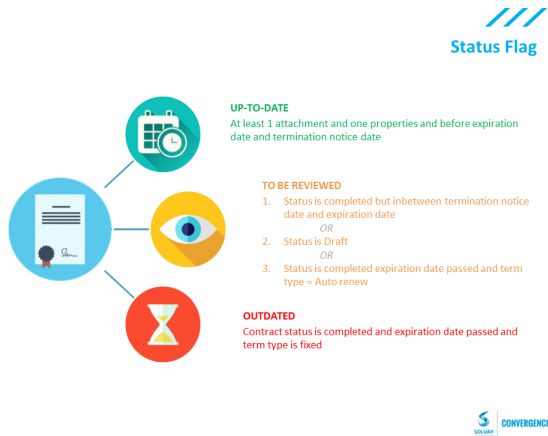
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## What you need to know to start...

Convergence Contract Workspaces replace ARIBA. All your non obsolete contracts were recovered in Convergence.

Once you create a Contract Workspaces depending on the below conditions, they will be assigned status flag. These are a great aid to manage your workload

Look below all existing Status Flag for Contract Workspaces



You can visualize your Contract Workspaces on the list view. You can choose to view all your Contract Workspaces, all your to-be-reviewed & outdated Contract Workspaces.

### What to do for each Task Status :

#### Up-to-date :

- Nothing ! But you can still share it with internal customers (except for RM & Energy) should you need to.

#### To be reviewed :

- If the status is draft then make sure your contract has properties and at least one attachments then **change the status to completed**.
- If the status is completed most likely the contract will soon expired. This is a warning !

- If the contract is auto renew please make sure to extend expiration date of the contract

**Outdated :**

- This is a warning that the contract passed his expiration date. Depending on your situation :
  - Extend the contract expiration date and upload and amendment
  - If the contract is no longer applicable you can switch off the active flag and contract will be deactivated or change the status Marked for deletion and your contract will be archived

**Good Practice** : Should you need to create a new similar contract do not forget to use the Create Clone function

 **Need Help?**

## How to ask for assistance?

*Dear Salesforce Convergence user,*

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
  - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
  - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
  - Process : Data & Analysis
  - PTP-Subprocess: Purchasing Tools Support
  - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

*Convergence Team.*

## Contract Workspaces Glossary

Complex Contract :

Contracts related to other commitments or other conditions, example :

- Contracts not classifiable as own-use contracts
- Contracts granting the right to use an asset
- Contracts with an embedded derivative
- Onerous contracts -Swap contracts
- Contracts of transfers of assets from customers
- Derecognition of asset

- Contracts increasing payment

Term Type:

- Fixed: means that the contract will expire on the Expiration date.
- Auto Renew : causes the contract to automatically extend past the expiration date.

## Who can do what and see what ?

Who's who	What I can or cannot do ?	What other can do ?
Contract owner (Buyer/Manager in charge of the Contract Worspace)	<ul style="list-style-type: none"> <li>• The Contract Owner can edit his Contract Workspaces</li> <li>• The Contract Owner can add a substitute to his contract</li> <li>• The Contract Owner can give any Solvay users (e.g : Other buyers, assistants, Managers etc...) the right to edit his contracts (Sharing or Substitute)</li> <li>• The Contract Owner can grant access to internal stakeholders/clients (Solvay Memeber to the Contract Workspaces (if you contracts has at least one property under Raw Materials &amp; Energy, it will remain hidden for community users)</li> </ul>	<ul style="list-style-type: none"> <li>• Perf Manager can view/edit all contract workspacesOther</li> <li>• Solvay User can view but can not edit your contract workspace except if you give them the rights trough Sharing or granting them Substitute</li> <li>• Your manager/Director can not modify contracts except if you give them the rights trough <u>Sharing</u> or granting them Substitute</li> <li>• The substitute can edit specific Contract Workspaces</li> </ul>
Solvay User (Buyers,Buying Assistant Managers, Directors)	<p>Contains all Purchasing members (buyers, managers, directors etc...)</p> <ul style="list-style-type: none"> <li>• A solvay user can create a new Contract Workspace and edit his own Contract Workspaces</li> <li>• A solvay user can view all Contract Workspaces in Convergence</li> </ul>	<p>Perf Manager can view/edit all contract workspaces</p> <p>Other Solvay User can view but can not edit your contract workspace except if you give them the rights trough Sharing or granting them Substitute</p> <p>Your manager/Director can not modify contracts except if you give them the rights trough Sharing or granting them Substitute</p> <p>The substitute can edit your Contract Workspace</p>
Community User	<ul style="list-style-type: none"> <li>• A community user must be an internal stakeholder (Solvay Employee)</li> <li>• They can not create a new Contract Workspaces</li> </ul> <p><i>It is dedicated to internal stakeholders so they can view your Contract Workspaces trough the function Grant Access to contract datase</i></p> <p><i>They can not create a new Contract Workspace</i></p>	