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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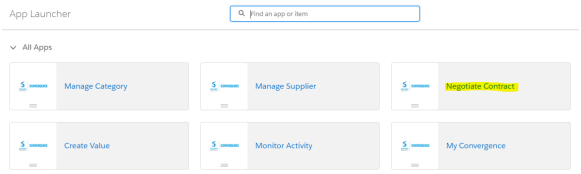
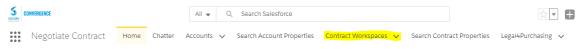
STEP 1

Open app **"Negotiate Contract"**



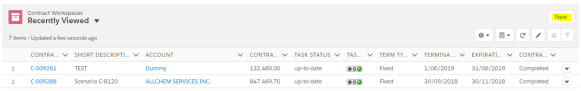
STEP 2

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

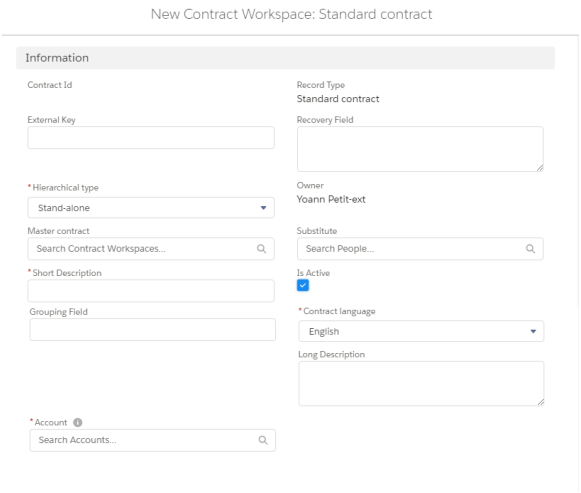
Short Description: write a short description of your contract

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

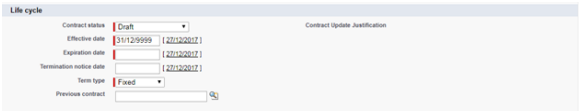
Effective date : enter the date from which the contract is effective ; you can choose the day’s date by clicking on the proposed one on the right of the field

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 considerer re-negotiate contract terms or else.

Term type : choose between “Fixed” term or “Auto-renew”



STEP 6

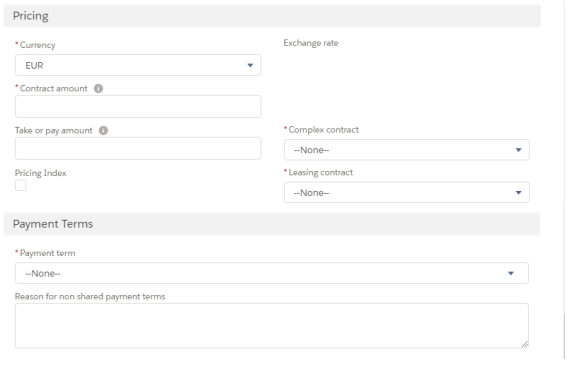
Fill in the Pricing & Payment Terms informations of your contract. Fields in red are mandatory.

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.



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*

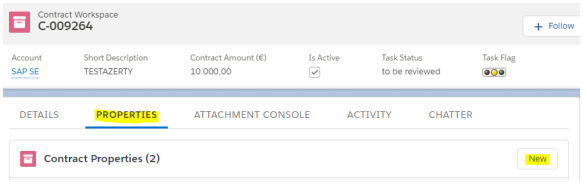
STEP 7

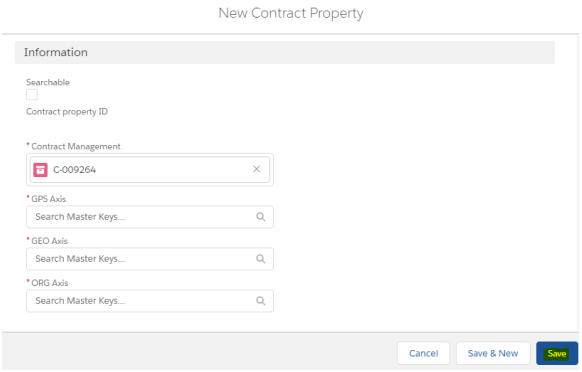
Do not forget to save your contract workspace by clicking on the **“Save”** button.

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 ofthe "Properties" tab





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

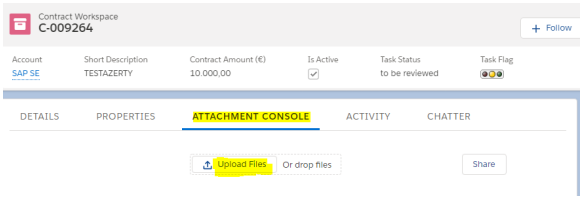
Each contract property is defined for a given contract and on 3 axis (the Master Keys) :

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 ?

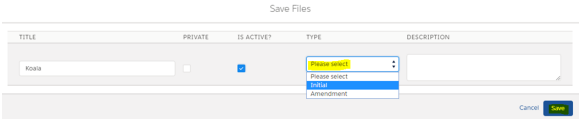
Do not forget to save your contract property by clicking on the **“Save”** button.

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



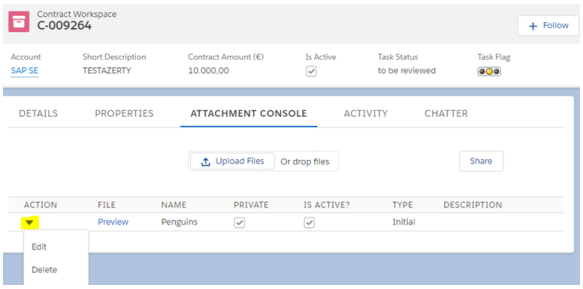
Select the type of the document picking **“Initial”** or **“Amendment”** in the dropdown list

If you tick the **“Is Private”** checkbox then you will be the only person able to access the attachment. We will see in th is 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

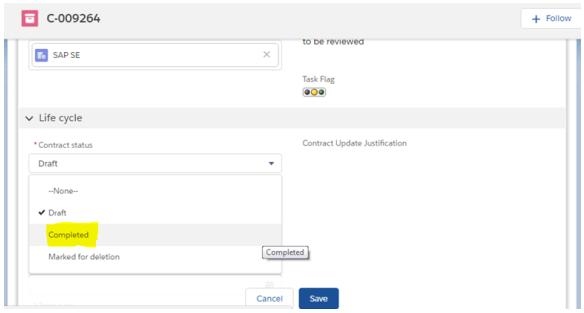


You can edit or delete attached files by using the “pen” or “cross” icons in front of them

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
Contract Update Justification
--None--
Draft
Completed
Marked for deletion
Completed
Cancel
Save