

**Oracle® Procurement Contracts**  
Implementation and Administration Guide  
Release 12  
**Part No. B31403-02**

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Oracle Procurement Contracts Implementation and Administration Guide, Release 12

Part No. B31403-02

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Primary Author: Vic Mitchell

Contributing Author: Shibhu Nambiar, Ashok Srinivasaraghavan, Yoav Eilat, Assad Akhavan

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## **Oracle Procurement Contracts Implementation and Administration Guide, Release 12**

### **Part No. B31403-02**

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

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- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

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# Preface

## Intended Audience

Welcome to Release 12 of the *Oracle Procurement Contracts Implementation and Administration Guide*.

Implementers and administrators of Oracle Procurement Contracts to be used in Oracle Purchasing, Oracle iSupplier Portal, Oracle Sourcing.

See Related Information Sources on page x for more Oracle Applications product information.

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## Structure

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## Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle *MetaLink* Document 394692.1.

## Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at <http://otn.oracle.com/documentation>.
- **Online Help** - Online help patches (HTML) are available on *OracleMetaLink*.
- **Oracle MetaLink Knowledge Browser** - The *OracleMetaLink* Knowledge Browser lets you browse the knowledge base, from a single product page, to find all documents for that product area. Use the Knowledge Browser to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.
- **Oracle eBusiness Suite Electronic Technical Reference Manuals** - Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetaLink*.

## Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

### **Oracle Applications Installation Guide: Using Rapid Install:**

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

### **Oracle Applications Upgrade Guide: Release 11i to Release 12:**

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

### **Oracle Applications Patching Procedures:**

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of *Maintaining Oracle Applications*, a 3-book set that also includes Oracle Applications

Maintenance Utilities and Oracle Applications Maintenance Procedures.

**Oracle Applications Maintenance Utilities:**

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

**Oracle Applications Maintenance Procedures:**

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

**Oracle Applications Concepts:**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

**Oracle Applications User's Guide:**

This guide explains how to enter data, query reports, and navigate using the graphical user interface (GUI). It also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

**Oracle Applications System Administrator's Guide:**

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

**Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

**Oracle E-Records Implementation Guide:**

This guide contains detailed information about the architecture and setup of Oracle E-Records. Oracle E-Records enables organizations to maintain electronic documents and also supports the ability to electronically sign those documents

**Oracle Contracts Core User Guide:**

This guide provides an introduction to using the features that support Oracle's contract management solution which includes Oracle Sales Contracts, Oracle Procurement Contracts, Oracle Service Contracts, and Oracle Project Contracts.

**Oracle Contracts Implementation and Administration Guide:**

This guide provides detailed information about the architecture and setup of the Oracle Contracts product.

**Oracle Purchasing User's Guide:**

This guide provides information on setting up and using the Oracle Purchasing product. It provides an introduction to the concepts, features, and terminology for the procurement professional that are included in Oracle Purchasing.

**Oracle Sourcing Implementation and Administration Guide:**

This guide describes how to set up and administer Oracle Sourcing. Oracle Sourcing is the enterprise application that drives more and better sourcing through online collaboration. It is a key component of Oracle Advanced Procurement and is another important Oracle Procurement Contracts integration.

**Oracle iSupplier Portal User Guide:**

This guide helps you understand and use Oracle iSupplier Portal, which integrates with Oracle Procurement Contracts.

**Oracle Workflow Administrator's Guide:**

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

**Oracle Workflow Developer's Guide:**

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

**Oracle XML Publisher User's Guide:**

This guide provides information on setting up and using RFT and PDF templates that are used to preview and print contracts and contract templates.

## **Integration Repository**

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

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# Introduction to Oracle Procurement Contracts

## Oracle Procurement Contracts - Overview

Procurement contracts play a critical role in all businesses. Companies rely on procurement contracts to define:

- Specific products or services that they buy.
- Contract terms governing their price, shipment, payment, quality, and other mutual obligations of the involved parties.

Oracle Procurement supports the basic business processes of the procurement contract life cycle. Oracle Procurement Contracts enhances the ability of buying organizations to manage these stages by adding sophisticated contract management and compliance features to Oracle Purchasing, Oracle Sourcing, and Oracle iSupplier Portal.

**Note:** Oracle Contracts and Oracle Purchasing are mandatory prerequisites for Oracle Procurement Contracts; Oracle Sourcing and Oracle iSupplier Portal are optional.

## Oracle Procurement Contracts - Key Features

Oracle Procurement Contracts supports all the stages of a complete contract life cycle. The key stages of the contract life cycle are:

- Establish Contract Standards, page 1-2
- Author Contracts, page 1-2
- Negotiate Contracts, page 1-2

- Approve and Sign Contracts, page 1-2
- Execute and Monitor Contracts, page 1-2
- Administer Changes, page 1-3
- Renegotiate and Close Out Contracts, page 1-3

**Note:** In Oracle Procurement Contracts Implementation and Administration guide, the expressions "contract" and "business document" both imply any Sourcing or Purchasing document that contains contract terms. When appropriate, the more explicit expressions "sourcing document" and "purchasing document" are used.

## **Establish Contract Standards**

You establish company-wide standards to manage your contracts by incorporating best practices that ensure all contracts are authored and executed based on approved legal and business policies and procedures. This streamlines your processes and reduces contractual risks.

## **Author Contracts**

When you author contract terms, you leverage standard clauses, templates, and business rules set up in the library to define contractual obligations driven by legal and business requirements. You also set up and monitor tasks that enable the fulfillment of these obligations.

## **Negotiate Contracts**

During negotiation, you create sourcing documents, such as RFIs or RFQs, with draft contract terms. Suppliers review, respond, and may suggest changes to the contractual terms. After all parties have reached agreement, and all sourcing documents have been submitted, an award is made. You track and archive all interactions with the prospective sellers for retrieval in case of disputes.

## **Approve and Sign Contracts**

For the contract approval and signature process, you specify and communicate the guidelines to the concerned individuals in your organization, and you authorize who can sign the contracts in your organization. For standard contracts you fine tune your review process; for exception cases you allocate additional legal review time.

## **Execute and Monitor Contracts**

As you execute the contracts, you capture transactional data to enforce the agreed upon



contract terms. The contracts are monitored to ensure that the contractual obligations, as defined in the contract terms, are fulfilled. Alerting and escalation mechanisms are defined and adhered to.

### **Administer Changes**

You define a formal contract change request process for your organization and the supplier community. Amendments to contract terms are routed to designated individuals for approval. You keep track of the changes for audit trail purposes.

### **Renegotiate and Close Out Contracts**

After all contractual obligations have been fulfilled or the contract has expired, you can renegotiate the contract to obtain optimal market pricing, or you can decide to close out the contract.



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# Oracle Procurement Contracts Dependencies

## Installation Verification

Before proceeding with implementation of Oracle Procurements Contract and its dependencies, you must verify that you have installed Oracle Applications correctly. For more information, see *Oracle Applications Installing Oracle Applications Guide*.

## Oracle Procurement Contracts Dependencies

To achieve the entire procurement contracts business flow, Oracle Procurement Contracts is built on infrastructure provided by various Oracle modules. Mandatory dependencies are required for Oracle Procurement Contracts to function properly. Conditional dependencies, when integrated, provide additional capabilities.

This section describes mandatory and optional dependencies for Oracle Procurement Contracts.

## Mandatory Dependencies

For all the features to function properly, Oracle Procurement Contracts requires installation and implementation of the following modules:

- **Oracle Purchasing:** Provides the backbone to author, approve, amend, communicate, and print contracts. For more information, see the *Oracle Purchasing User's Guide*.
- **Oracle Contracts:** Provides contract terms library, contract document attachment, and contract terms authoring capabilities. For more information, see the *Oracle Contracts Implementation and Administration Guide*.

- **Oracle General Ledger:** Enables set up of ledgers and books. For complete setup information, see the *Oracle General Ledger User Guide*. Set of Books are used as part of the setup for autonumbering of clauses.
- **Oracle Human Resources:** Provides organization setup information. Define or confirm the definitions of your employees in Oracle Human Resources Management System. For more information, see the *Implementing Oracle HRMS Guide*.
- **Oracle Workflow:** Provides notifications related to approvals of clauses, templates, and contracts. For more information see the *Oracle Workflow Administrator's Guide*.
- **Oracle XML Publisher:** Provides information on setting up and using RTF and PDF templates that are used to preview and print contracts and contract templates. For more information, see the *Oracle XML Publisher Users Guide*.

## Conditional Dependencies

The following conditional dependencies provide additional functionality but are not required for Oracle Procurement Contracts to function:

- **Oracle Sourcing:** Provides complete contract terms negotiation capabilities. For more information, see *Oracle Sourcing Implementation and Administration Guide*.
- **Oracle iSupplier Portal:** Allows suppliers to view contract terms and request changes. For more information, see the *Oracle iSupplier Portal User's Guide*.
- **Oracle E-Record:** Provides electronic signature capabilities to Oracle Procurement Contracts. For more information, see the *Oracle E-Records Implementation Guide*.

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## Implementation Overview

### Process Description

In procurement organizations, there is a need to author and negotiate procurement contracts using accepted legal and business terms. Many of these contracts tend to be similar in nature and can be created from previously defined templates. The Oracle Procurement Contracts Contract Terms Library is a repository of such templates and terms (clauses). This library also contains a repository of custom contract expert rules which bring in additional required clauses into a contract. These rules are based on information that is available in the contract or from additional questions to which contract authors respond during authoring. Procurement and Sourcing professionals can then create documents (including request for quotations (RFQ), blanket purchase agreements, and purchase orders) using standard templates, clauses, and contract expert rules. Setting up business documents and the Oracle Procurement Contracts Contract Terms Library are important steps in implementing Oracle Procurement Contracts.

### Implementation Task Sequence

Before installing Oracle Procurement Contracts, you must install Oracle Purchasing.

You also need to install Oracle Sourcing and Oracle iSupplier Portal, if you are planning to utilize additional contract functionality provided by these applications.

For more information, see Oracle Procurement Contracts Dependencies , page 2-1.

The following table describes the implementation process for Oracle Procurement Contracts:

Step	Description	Mandator	Performed by Seeded Responsibility	One Time Set Up

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1	Set up organizations	Yes	Oracle Purchasing Super User	Yes
2	Set up profile options	Yes	System Administrator	Yes
3	Set up approval workflows	Yes	Oracle Workflow Administrator	Yes
4	Set up lookup codes	Yes	System Administrator	No
5	Enable keyword search	Yes	Contract Terms Library Administrator	No
6	Set up layout template	Yes	XML Publisher Administrator	Yes
7	Set up purchasing document format	Yes	Purchasing Super User	Yes
8	Associate layout template to document types	Yes	Purchasing Super User	Yes
9	Set up descriptive flexfields	No	System Administrator	Yes
10	Set up AutoNumbering	No	System Administrator	Yes
11	Set up value sets	Yes	System Administrator	No
12	Set up function security	No	System Administrator	Yes
13	Migrate clauses to contract terms library	Yes	Contract Terms Library Administrator	Yes
14	Import clauses from external sources	No	Contract Terms Library Administrator	No
15	Set up contract folders	No	Contract Terms Library Administrator	No
16	Set up variables	No	Contract Terms Library Administrator	No
17	Set up numbering schemes	No	Contract Terms Library Administrator	No

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18	Set up sections	Yes	Contract Terms Library Administrator	No
19	Set up standard clauses	Yes	Contract terms Library Administrator	No
20	Set up contract templates	Yes	Contract Terms Library Administrator	No
21	Set up contract expert	No	Contract Terms Library Administrator	No
22	Set up contract repository	No	Contracts Workbench Administrator	Yes
23	Set up contract workbench	No	Contracts Workbench Administrator	Yes

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# Setting Up Oracle Procurement Contracts

## Setting Up Organizations For Contract Terms

To use Oracle Procurement Contracts, you must define organizations in the Oracle Human Resources application. For more information, see *Oracle HRMS Enterprise and Workforce Management Guide*. Defining your organizations is the first step in the Procurement Contracts implementation since the contract terms library as well as procurement and sourcing documents are managed in these organizations.

**Note:** If your procurement contracts implementation is global (you intend to use the solution world-wide across your different organizations or divisions) you must identify one global organization for the purpose of creating clauses and templates in the contract terms library.

In addition, you must make the following business-related decisions to determine how your organizations need to be setup to implement Procurement Contracts:

- How many organizations will be involved in the implementation?
- Will any of these organizations establish and administer standard contract policies and terms at the global level?
- Do your local organizations require customizing to meet local business and policy regulations?
- Do you have the following user roles for the library defined?
  - Contract Terms Library Administrator
  - Approvers for the contract terms library for procurement contracts

**Note:** NOTE: The approvers of the contract terms library may be different than approvers of the procurement contracts themselves.

If you are also implementing Sales Contracts, you can have an approver defined who is different than for Procurement Contracts.

Once these decisions are made, you are ready to setup contracts. To do this, you will find the operating unit classification in the organizations definition pages. For the operating unit listed in the Organization Classifications region, set up the following Contract Terms options:

- Auto Adopt Global Clauses: This enables automatic adoption of global clauses in a local organization. The clauses do not have to be approved separately in the local organization if the Auto Adopt option is set to Yes.
- Library Administrator (Buy Intent): Set a library administrator to receive notifications including
  - System Failures - For example, failure of concurrent processes.
  - FYI Notifications - For example, approval of global clauses that are now ready for adoption
- Library Approver (Buy Intent):: Set a library approver for Buy Intent to route workflow approval notifications for clauses and templates.

**Note:** Only users defined as **FND\_USERS**, using the System Administrator responsibility, can be assigned the role of Library Administrator or Library Approver. If the users are no longer valid, make sure the contract terms setup is modified.

- You must set up at least one contract template for each operating unit that is implementing Oracle Procurement Contracts. During contract authoring, this contract template can be applied to a Sourcing or Purchasing document. For details on how to create a contract template, see *Creating Contract Templates*, page 6-30.

**Note:** Only users defined as **FND\_USERS** can be assigned the role of Library Administrator or Library Approver. If the users are no longer valid, you must update the contract terms setup in the organizations setup.

Even if your organization only implements Procurement Contracts,

you must define an approver and administrator for the Sell intent in the setup described above. Failure to setup an approver and administrator for Sell intent may result in system errors while approving your clauses and templates.

### **Steps:**

To set up operating units:

1. Log in to the Human Resources responsibility.
2. Open the Find Organization window.  
Navigation: Work Structures -> Organization -> Description.
3. Select the desired operating unit from the list of values.
4. Click the Find button.
5. In the Organization Classifications region, place the cursor in the Operating Unit classification.
6. Click the Others button.
7. Select the Contract Terms Setup option from the list of values.
8. In the Contract Terms Setup window, enter values for the following options:
  - Auto Adopt Global Clauses: This enables automatic adoption of global clauses in a local operating unit. The clauses do not have to be approved separately in the local operating unit if the Auto Adopt option is set to Yes.
  - Library Administrator for Buy Intent: Set a library administrator Buy intent to receive notifications when a global clause is created and needs adoption in the local operating unit.
  - Library Approver for Buy Intent: Set a library approver for Buy intent to route workflow approval notifications for clauses and templates.
  - Clause Sequence Category: Provide a value here if you want to activate the AutoNumbering function for clauses in the operating unit. Leave it blank if you want to number clauses manually. See: Setting Up AutoNumbering, page 4-17.

**Note:** Users who are defined as **FND\_USERS**, using the System Administrator responsibility, can only be assigned the role of Library Administrators or Library Approvers. If the users are no

longer valid, you must manually update the information in the contract terms setup. For example, if an employee is no longer with your organization, ensure that the relevant updates are made to the setup that was explained earlier.

## Implementing Multiple Organizations Access Control

The Multiple Organizations (Multi-Org) access control feature enables you to define the operating units within a specific responsibility that users can have access to. You can set up Multi-Org access control in the Contract Terms Library which enables users to access multiple operating units from one responsibility. In prior releases of Oracle Contracts, access to an operating unit through a responsibility was controlled using the MO: Operating Unit profile option. Users could define this profile option and access the library for the specific operating unit.

### To define security profiles:

1. Log in to the Human Resources responsibility.
2. Open the Profile page.  
Navigation: Security > Profile page
3. Provide a name for the profile.
4. Select a business group to which all the operating units belong. If you have not defined your own business groups, select the default business group.
5. In the Security type field, select the "Secure Organizations by organization hierarchy and/or organization list" option from the list of values.
6. Navigate to the Organization Security tab. At this stage, you can select one of the following options:
  - Navigate to the Classification region and provide a list of operating units and their names. This will be the list of operating units under the security profile.
  - Select an organization in the Organization Hierarchy field. To use this option, you must first set up an organization hierarchy. See: Setting Up Organization Hierarchy, page 4-5.
7. Save your work.
8. Run the Security List Maintenance program.

- You should select the One Named Security Profile option as the value for the Generate Lists for parameter and then provide the value of the security profile that you just created.
- If you have multiple security profiles, you can run this program as many times as necessary. Also, you must run this program after you update the security profile definitions.

### **To set up the organization hierarchy:**

1. Log in to the Human Resources responsibility.
2. Open the Organization Hierarchy page.  
Navigation: Workstructures > Organization > Hierarchy
3. Provide a hierarchy name.
4. Save your work.
5. Provide the version number and start date.
6. Save your work and close the window.
7. Query the hierarchy that you just created.
8. Navigate to the Subordinates region.
9. If you receive a warning message that indicates "The organization is not current as at the start date," ignore it and provide the list of operating units that you want to include in the hierarchy.
10. Save your work.

## **Profile Options and Profile Options Categories**

Consider the following profile options when implementing Oracle Procurement Contracts. Generally, the system administrator sets and updates profile values. See: *Setting User Profile Options, Oracle Applications System Administrator's Guide - Maintenance.*

Profile options are grouped into one or more profile option categories enabling you to view only the profile options that pertain to your application or function.

## List Of Procurement Contracts Profile Categories

- Contracts Security, page 4-6
- Contracts Setup, page 4-7

## List Of Procurement Contracts Profile Options

- EDR: E-records and E-signatures, page 4-9
- MO: Default Operating Unit, page 4-9
- MO: Security Profile, page 4-9
- OKC: Clause Import XML File Location, page 4-9
- OKC: Contract Expert Enabled , page 4-9
- OKC: Contract Repository Accessible Intents, page 4-7
- OKC: Contract Repository Auto-Numbering Enabled, page 4-9
- OKC: Generate deviations report for approval, page 4-10
- OKC: Global Operating Unit, page 4-10
- OKC: Layout Template for Contract Deviations Report, page 4-10
- OKC:Use Clause Number in Contracts, page 4-10
- OKC: Terms Library Intent, page 4-7
- PO: Auto Apply Default Contract Templates, page 4-10
- PO: Contracts Enabled, page 4-10
- PO: Generate Amendment Documents, page 4-10
- Self Service Accessibility Feature, page 4-10

## Contracts Security Category

The table below lists the profile options that impact Contracts Security. This profile category is used to group all the profiles used to enforce security in Oracle Procurement Contracts.

### Contracts Security Profile Options

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
OKC: Contract Repository Accessible Intents, page 4-7		Update	Update	Update	Update	Update
OKC: Terms Library Intent, page 4-7		Update	Update	Update	Update	Update

#### OKC: Contract Repository Accessible Intents

When you define a contract and indicate the contract type, the system derives the contract's intent, which is an indication of whether the contract is buy-side, sell-side, or neither. Each contract type can be associated only with one intent. The possible values for Intent are Buy, Sell, Other, or any combination of these. This profile option restricts the users when that are creating or viewing Repository contracts, and when they are using the Contracts Workbench.

**Note:** If this profile option is not set, the user will have access to all three intents.

#### OKC: Terms Library Intent

Use this profile option to restrict the Intent while creating a clause, template, or rules in the terms library. You can set the profile option value to Buy, Sell, or All. However, for Oracle Procurement Contracts the value should be set to *Buy*

**Note:** If you leave this profile option blank, it will have the same effect as setting it to All.

### Contracts Setup Category

The table below lists the profile options that impact Contracts Setup. This profile category is used to group all the profiles used in the setup of Oracle Procurement Contracts, including the contract terms library, contract expert, repository as well as contract authoring

## Contracts Setup Options

Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
EDR: E-records and E-signatures, page 4-9		Update	Update			Update
MO: Default Operating Unit, page 4-9					Update	
MO: Security Profile, page 4-9		Update	Update		Update	Update
OKC: Clause Import XML File Location, page 4-9			Update			
OKC: Contract Expert Enabled , page 4-9			Update			
OKC: Contract Repository Auto-Numbering Enabled, page 4-9			Update			
OKC: Generate deviations report for approval, page 4-10				Update		
OKC: Global Operating Unit, page 4-10			Update			
OKC: Layout Template for Contract Deviations Report, page 4-10				Update		
OKC:Use Clause Number in Contracts, page 4-10			Update	Update		
PO: Auto Apply Default Contract Templates, page 4-10		Update	Update	Update	Update	Update



Profile Option	Default	User Access	System Administration: Site	System Administration: Application	System Administration: Responsibility	System Administration: User
PO: Contracts Enabled, page 4-10		Update	Update			
PO: Generate Amendment Documents, page 4-10		Update	Update	Update	Update	Update
Self Service Accessibility Feature, page 4-10		Update	Update	Update	Update	Update

### EDR: E-records and E-signatures

Use this profile option to enable electronic signature functionality. For more information about electronic and manual signatures, see Approve and Sign Contracts, page 5-25.

### MO: Default Operating Unit

Optionally use this profile, in conjunction with the MO: Security Profile, to set a default operating unit for creating contracts. The value of this profile must be one of the operating units in the MO: Security Profile.

### MO: Security Profile

Use this profile option to determine which operating unit or group of operating units have access to the Procurement Contracts responsibility. To set up this profile option, you need to first implement the Multi-Org Access feature.

### OKC: Clause Import XML File Location

Use this profile option to specify the location of the XML file containing the clauses and other data that are to be imported into the Contract Terms Library.

### OKC: Contract Expert Enabled

Indicates whether Contract Expert is used by an organization. Contract Expert is not enabled if the profile option value is set to No.

### OKC: Contract Repository Auto-Numbering Enabled

If this profile option is set to Yes, the system will assign numbers automatically to the new contracts created in Contract Repository. If you set the profile option to No, the

application users must enter contract numbers manually. Contract numbers must be unique across all manually and automatically generated numbers.

#### **OKC: Generate deviations report for approval**

Use this profile option to control whether the deviations report is attached to the approval workflow notification. If the profile option is set to *No*, the system will not attach the deviations report to the notification.

For Oracle Sourcing, set the profile option to *Not Applicable* to remove this option from the Review Contract Deviations page.

#### **OKC: Global Operating Unit**

Use this profile option to define your global organization.

**Caution:** Changing the value of this profile option, once it has been set, is not recommended. This could cause data issues with clauses and templates in the Contract Terms Library.

#### **OKC: Layout Template for Contract Deviations Report**

Identifies the layout template to control the format of the deviations report that is attached to the approval workflow notification.

#### **OKC: Use Clause Number in Contracts**

Use this profile option to control whether the clause number is also displayed with the clause title when viewing contract terms in the structured view during contract authoring. For more information about structured terms, see the online help topics in Oracle Procurement Contracts.

#### **PO: Auto Apply Default Contract Templates**

Indicates if the default contracts template should be auto-applied to the purchasing document or not during the creation of the document.

#### **PO: Contracts Enabled**

To enable Oracle Procurement Contracts, you need to set the value of this profile to *Yes*. After completing any subsequent purchasing transaction, changing the value of this profile option to *No* may lead to data corruption and is not recommended.

#### **PO: Generate Amendment Documents**

To print the Amendment section in the contract document, set the value to *Yes*.

## Self Service Accessibility Feature

Set to *No* to use the Rich Text feature in authoring clauses.

## Setting Up Approvers and Approval Workflow

The system supports defining a single approver for each of the Buy and Sell intents as standard out-of-the-box functionality. Use the Operating Units setup to identify approvers of clauses and templates in the global and local operating units. For more information, see the Setting Up Operating Units section, page 4-1.

You can customize the approval flows for clauses and templates to route it to multiple approvers or change approvers based on additional context using Oracle Workflow. For more information, see the *Oracle Workflow Administrator's Guide*.

The workflow names are

- Contract Template Approval: OKCTPAPP
- Contract Clause Approval: OKCARTAP

## Approval Workflows in Integrated Modules

The following table lists the workflows that govern the approval of a sourcing or purchasing document that includes Oracle Procurement Contracts clauses and templates:

Technical Name	Workflow Name
POAPPRV	PO Approval
PONAPPRV	Sourcing Approval
PONAWAPR	Sourcing Award Approval

You can customize approval flows. For more information, see the *Oracle Workflow Administrator's Guide*.

These workflows are delivered with Oracle Purchasing and Oracle Sourcing, and can be used to route purchasing documents and their associated contracts for special contractual approval.

## Setting Up Lookup Codes

Refer to the Look Up Codes appendix, page D-28 for the list of system, user, and

extensible lookup codes. Use these tables to identify the lookup codes that you must define for your implementation. Use the Application Object Library Lookups window to define the lookup codes.

**Note:** Modifying seeded lookup values can corrupt data that was created using the lookup values. You cannot end date or disable seeded values.

## Enabling Keyword Search

The Procurement Contract Terms Library supports searching by keyword for both clauses and templates. To effectively use this search feature, you must run the following concurrent processes on a periodic basis:

- **Synchronize Clauses Text Index:** This program synchronizes the clauses text index.
- **Optimize Clause Text Index:** This program optimizes the clauses text index.
- **Synchronize Template Text Index:** This program synchronizes the contract templates text index.
- **Optimize Template Text Index:** This program optimizes the contract templates text index.

**Note:** The recommended approach would be to run the Synchronize and Optimize concurrent programs together. The implementation teams need to determine the frequency of running these programs, depending on the specific business needs. If the clauses and templates are frequently updated, run these programs more often to obtain accurate search results.

## Setting Up Layout Templates

To format and publish PDF versions of contract documents, Oracle Procurement Contracts uses specific layout templates in Oracle XML Publisher, an application in the Oracle E-Business Suite.

Layout templates represent the format and layout of business documents. In Oracle XML Publisher, layout templates are created using XSL-FO, and are registered in the Template Manager. For more information, see the *Oracle XML Publisher User's Guide*.

Oracle Procurement Contracts has seeded layout templates for each of the supported document types. For details on the seeded layout templates, see the Seeded Data appendix, page D-1.

The seeded layout templates cannot be modified. However, you can download a copy of the layout to your desktop, modify it, and register it as a new layout template in Oracle XML Publisher. This section describes basic steps required to customize layout templates for contract templates using Oracle XML Publisher. The layout template that you select for a contract template defines how its format and layout appears when you generate the contract PDF.

### Creating a Layout Template:

To change the layout, you need to create a new layout template in Oracle XML Publisher.

To create a new template, you should start with a copy of one the seeded templates, for example Oracle Contract Terms Template.

The following table displays the parameters that a layout template for contract templates should use.

Field	Content
Application	Oracle Contracts Core
Data Source Name	Contract Terms Data Definition
Subtemplate	Unchecked
Template Type	XSL-FO

In addition, define the effective date range (start date and end date) of the layout template such that it allows you to preview the contracts and contract templates. If you leave the End Date field blank, you can use the layout template indefinitely.

### Prerequisites

You must be familiar with Oracle XML Publisher and have access to Oracle XML Publisher Administrator Responsibility.

1. Log in to the XML Publisher Administrator responsibility.
2. Click the Templates link.  
The Templates Search page opens.
3. In the Application field, enter Oracle Contracts Core.
4. Click Go to view the search results.
5. Click the Duplicate icon for the Oracle Contract Terms Template.

6. In the Code field, enter a new code for the template.
7. In the Name field, enter a new name.
8. Click Apply to save the new template.
9. In the Template Files region, click the Download icon for the OKCTERM\_en.XSL file.
10. Save the template to your desktop.
11. Open the template with a text or XSL editor.
12. Modify the layout or boilerplate to suit your needs.
13. Save the template with a new name, for example, MyTemplate\_en.xsl.
14. In the Template Files region, click the Update icon for the OKCTERMS\_en.xsl file.
15. Click the Browse button to locate and select your customized XSL-FO stylesheet (Example: MyTemplate\_en.xsl).
16. Click Apply.  
The system uploads the file and associates it with your layout template.
17. Click the Preview button to preview a sample document using your new layout template.

### **Customizing the Contract Terms XSL-FO Stylesheet:**

To create a stylesheet for a contract template, you need to know the structure of the contract XML document that is transformed by the XSL stylesheet. The XSL-FO stylesheet, in the layout template, is applied to the contract XML document representing a contract template to create a PDF document.

For a description of the contract XML format, see the XML Reference appendix, page E-1.

### **Associating Layout Template to Document Types:**

For every operating unit that is implementing Oracle Procurement Contracts, you must associate a layout template with the following purchasing and sourcing document types:

- Standard Purchase Order
- Blanket Purchase Agreement

- Contract Purchase Agreement
- RFQ
- RFI
- Auction

For each document type, you need to specify a layout template for the following sections:

- Procurement (either purchasing or sourcing)
- Contract Terms and Conditions

You can create custom layout templates for every section and load them to the system using XML Publisher. The layout templates determine the format of the Procurement and Contract sections in the PDF document.

### **Steps**

1. Log in to the Purchasing Super User responsibility.
2. Navigate to the Document Types form.  
Navigation: Set Up > Purchasing > Document Types
3. Select the Document Type from the list of values.
4. Use the Document Type Layout field to associate a layout template for the Sourcing or Purchasing section of the PDF.
5. In the Contract Terms Layout field, set the name of the layout template that is created for the Contract Terms and Conditions section of the PDF.

## **Setting Up Purchasing Document Format**

To generate the contract document in the PDF format, you need to set the PO Output Format value to PDF.

### **Steps:**

1. Log in to the Purchasing Super User responsibility.
2. Navigate to the Purchasing Options window.  
Navigation: Set Up > Organization > Purchasing Options
3. Navigate to the Control tab.

4. In the PO Output Format field, select the PDF option from the list.
5. Save your work.

## Using Descriptive Flexfields

Oracle Procurement Contracts supports the use of descriptive flexfields for users to enter additional information for the following:

- Standard Clauses
- Contract Templates
- Variables
- Contract Template Deliverables
- Folders

The following table displays the information for descriptive flexfields:

Component	Name	Title	Description	Table
Standard Clause	OKC_CLAUSES_DESCFLEX	Clause Versions DFF	Descriptive flexfield for clause versions	OKC_CLAUSE_VERSIONS
Contract Templates	OKC_TERMS_TEMPLATE_DFF	Contracts Template DFF	Contracts Template DFF	OKC_TERMS_TEMPLATE_ALL
Variables	OKC_VARIABLES_DESCFLEX	OKC User Defined Variables Flexfield	Oracle Contracts user-defined variables flexfield	OKC_BUS_VARIABLES_B
Contract Template Deliverables	DELIVERABLES_FLEX	Additional Attributes	Additional attributes on deliverables	OKC_DELIVERABLES
Folder	OKC_ART_DF	OKC Clause Folders DF	Descriptive flexfield for folders	OKC_FOLDERS_ALL_B



## Setting Up AutoNumbering

Use this setup to number clauses automatically during creation.

### Guidelines

In all responsibilities that create clauses, set the **Sequence Numbering** profile option to yes.

For more information on setting this profile option, see the *Oracle Applications System Administrator's Guide*.

**Note:** You can only delete a numbering scheme that is not assigned to a contract template.

If you define a numbering scheme with the "a,b,c," numbering type and a specific level with more than 26 entries, the system does not create further alphabets. Instead, the system uses symbols for all entries beyond 26. Preview the template or contract, as applicable, and make sure the numbering scheme used is changed to use some other type.

### Steps:

1. Log in to the System Administrator responsibility.

2. Define a document sequence.

Navigation: Application > Document > Define

Enter a sequence name, the Contracts Core application, an effective date, Automatic type, and an initial value.

3. Define a sequence category.

Navigation: Document > Categories.

Define the category using OKC\_ARTICLES\_ALL as the table to be associated.

4. Assign the category to a set of books.

Navigation: Document > Assign.

Associate the category defined with the set of books and sequence.

5. Set the **OKC: Clause Sequence Category** profile option with the sequence created above.

## Setting Up Value Sets

Value sets are used in Oracle Procurement Contracts while creating user-defined

variables and in Contract Expert. For more information, see the Defining Value Sets section of the *Oracle Applications Developer's Guide*.

For all user-defined variables, value sets are supported subject to the following conditions:

- **Format Types:** The supported format types are Number, Character, and Standard Date. You must only use the supported format types when defining value sets for user-defined variables.
- **Validation Types:** The supported validation types are None, Independent, and Table. You must only use the supported validation types when defining value sets for user-defined variables.

Based on the value set definition, the system displays the list of values in the following formats:

- **Table:** A drop-down list or a list of values.
- **Independent:** A drop-down list or a list of values.
- **None:** an input field in the authoring, based on the following format types:
  - For the CHAR format type, the system displays an input field.
  - For the Number format type, the system displays an input field. However, users can only enter numeric values in this field.
  - For the Standard Date format type, the system displays a Date type field.

**Note:** Value set information is used in user-defined variables in the Contract Terms Library. Deleting the value from a value set or deleting the value set could cause data issues that impact the following:

- Contract templates containing clauses that use user-defined variables.
- Business documents that use user-defined variables in standard and non-standard clauses.

## Oracle Procurement Contracts Function Security

Oracle Procurement Contracts enables organizations to control users' access to contract authoring features. In this way, users with different roles, such as contract negotiators, contract administrators, and contract approvers, can have access to only those features they need to use. For example:

- Contract negotiators may have standard authoring privileges allowing them access to standard clauses and pre-approved alternates from the library.
- Contract administrators may have additional privileges allowing them to author non-standard clauses or remove contract terms.
- Contract approvers or super users may have privileges that allow them to override standard authoring controls. For instance, with override authoring privileges, users can delete a mandatory clause from a business document or edit a protected clause.

In Oracle Purchasing, the seeded Super User menu has full access to the features provided by Oracle Procurement Contracts. To restrict a specific function, choose one of the following options:

- Exclude the corresponding function from the user's responsibility.
- Create a new menu without the corresponding function, and associate the menu with the user responsibility.

The type of access to a business document is governed by the security features in Oracle Purchasing, Oracle Sourcing, and Oracle iSupplier Portal. In addition to these existing security features, Oracle Procurement Contracts provides the following levels of access for authoring contractual terms and managing deliverables associated with a purchasing or sourcing document:

- **No Authoring Privileges:** User may be able to create a purchasing or sourcing document, but without contract authoring privileges they would not be able to author contract terms to a business document.
- **Standard Authoring Privileges:** Users can add or remove standard clauses, update variable values, and change the contract template.
- **Non-standard Authoring Privileges (Default):** In addition to the available functions in the Standard Authoring Privileges level, users can author non-standard clauses and remove all the contract terms on a business document. The default access is set at the Non-standard Authoring Privileges level.
- **Override Authoring Controls Privileges:** In addition to the available functions in the Non-standard Authoring Privileges level, users can delete mandatory clauses and edit clause text on protected clauses.

For more information on function security, see the Seeded Data appendix, page D-28.

For information on implementation considerations for function security, see *Establish Authoring Roles and Controls*, page 5-15.

### **Setting Up Function Security for Contract Repository**

Functional security provides control over the user's access to certain functions in the repository. A user can have View-Only, Authoring, or Administrator responsibility. The

following table displays the functions that each responsibility has access to:

<b>Function</b>	<b>View-Only Responsibility</b>	<b>Authoring Responsibility</b>	<b>Administrat or Responsibility</b>
View contract	Yes	Yes	Yes
Create and update contract	No	Yes	Yes
Change status from Approved to Signed	No	Yes	Yes
Manage deliverables	No	Yes	Yes
Manage risk	No	Yes	Yes
Terminate contract	No	Yes	Yes
Update contract administrator of a contract	No	No	Yes
Change status from Draft directly to Signed	No	No	Yes
Import contracts	No	No	Yes
Use Repository Setup tab	No	No	Yes

## Importing Clauses from External Sources

You can use the clause import feature to import existing clauses from external sources that your organization uses. You also can use this feature on an ongoing basis, where clause updates are continuously imported into the clause library, in order to stay current with changes in business process or government regulations. See: Importing Clauses , page 6-19.

## Setting Up Contract Folders

You can organize clauses under different folders for easier retrieval.

For more information, see Managing Folders , page 6-52.

## Setting Up Variables

Oracle Procurement Contracts supports the use of business variables (tokens) in clause text.

For more information, see *Managing Variables*, page 6-47.

## Setting Up Numbering Schemes

When creating contract templates, you can apply a numbering scheme to the sections and clauses structure. This numbering scheme is applied to business documents in which the contract template is used.

Use the Contract Terms Library to set up and manage numbering schemes.

### Steps:

1. Log in to the Contract Terms Library Administrator responsibility.
2. Navigate to the Numbering Schemes page.  
Navigation: Library > Numbering Schemes tab > Create Numbering Scheme button
3. Enter the Scheme Name.
4. Optionally, enter a Description for the scheme.
5. Optionally, select the Number Clauses check box to automatically number the clauses in the contract.
6. Click the Add Another Level button to define the first numbering level.
7. Enter the following information for the numbering level:
  - In the Sequence field, choose a sequence from the list of values.
    - Optionally, enter an End Character. For example, a close parentheses ()).
    - Optionally, select the Concatenate with Child check box to ensure that the child level includes the numbering of its parent during previewing and printing of the contract.

For instance, you would set up the numbering scheme as:

First level:

- a,b,c
- end character is "."

- Concatenate with Child check box selected  
Second level:
  - I,II,III
  - end character is ")"  
The document will be numbered as:
  - First Level = **a.**
  - Second Level = **a.I)**
8. Click the Refresh button to preview the layout.
  9. Optionally, add additional numbering levels.
  10. Click Apply to save and close the Numbering Scheme page.

### **Managing Numbering Schemes:**

You can make changes to your existing numbering schemes. You can also delete any numbering scheme that is not assigned to a contract template. If the numbering scheme has been updated in the Contract Terms Library, the next time a contract template using that numbering scheme is used to create a new contract, the latest numbering scheme updates are applied. For contracts that already use the numbering scheme you must manually apply the numbering scheme to reflect the updates onto the contract.

1. Log in to the Contract Terms Library Administrator responsibility.
2. Navigate to the Numbering Schemes tab.  
Navigation: Library > Numbering Schemes.  
The system displays the list of available numbering schemes.
3. To make changes to a numbering scheme, click the Update icon.
4. To delete a numbering scheme click the Delete icon.

You can only delete the numbering schemes that are not used in contract templates.

## **Setting Up Sections**

Sections are headings under which you organize contract clauses. The headings provide structure and organization to a printed contract document. You can define sections that can be used in authoring templates and contracts.

For more information, see *Managing Sections*, page 6-50.

## Setting Up Standard Clauses

A standard clause is the text that describes the legal or business language used to author a contract. Clauses are drafted based on both business and statutory requirements.

For more information, see *Managing Standard Clause*, page 6-1.

## Setting Up Contract Templates

Oracle Procurement Contracts enables you to define a standard set of templates to easily default contract terms for contracts authored by your organization. You can create templates that include both clauses and deliverables.

For more information, see *Managing Contract Templates*, page 6-29.

## Setting Up Contract Expert

### Prerequisites

- Set up the Contract Terms Library.
- Set the Use Contract Expert profile option to Yes at the site level.

For more information, see the *Setting Up Profile Options* section, page 4-5.

**Note:** Contract Expert uses Oracle Configurator to process and evaluate the Contract Expert rules on business documents. To function properly, in Oracle Configurator the SSL port requires a special setting.

To use Contract Expert on business documents, you need to set up Contract Expert rules in the Contract Terms Library. To set up Contract Expert rules:

- Create and approve clauses, page 6-1
- Create and approve contract templates, page 6-29
- Define value sets, page 4-17
- Create Constants, page 7-6
- Create Questions, page 7-3
- Create and activate a library of rules and assign them to appropriate contract

templates, page 7-8

- Enable Contract Expert on contract templates , page 6-29
- Determine the sequence of display of questions when Contract Expert is used on a business document, page 7-18

## Setting Up Contract Repository

Since the Oracle E-Business Suite 11i10 release, Oracle Contracts has provided the ability to author and maintain contract terms in buy-side and sell-side Oracle applications. For example, contract terms can be added to purchase agreements created in Oracle Purchasing, or to quotes created in Oracle Quoting.

Oracle Contracts now enables you to create miscellaneous contracts, such as license agreements, non-disclosure agreements, and merger agreements, which are not specifically related to the functionality of other Oracle applications. You can also create purchase or sales agreements for miscellaneous items that are outside the normal purchasing or sales flows, for which full execution capabilities are not required.

These types of contracts are stored in a new Contract Repository, and are called Repository contracts. Each Repository contract will have a user-defined contract type, unlike the contracts created in other Oracle applications, which have system-defined contract types. A Repository contract can include supporting documents and amendments, deliverables with notification capabilities, and risk information. Repository contracts support a flexible approval and signature process, and a bulk import process is available for loading legacy contracts into the system.

This section covers the following topics:

- Setting Up Profile Options, page 4-24
- Defining Approval Workflows, page 4-25
- Setting Up Contract Types, page 4-25
- Setting Up Risks, page 4-25
- Setting Up Contact Roles, page 4-26

### Setting Up Profile Options

Define the following profile options:

- Contract Repository Auto-Numbering Enabled
- Contracts Intent Access Control

For more information, see the Setting Up Profile Options section, page 4-5.



## Defining Approval Workflows

Define approval hierarchy and approval rules through the Oracle Approvals Manager. For more information, see the Setting Up Approvers and Approval Workflow section, page 4-11.

## Setting Up Contract Types

When users create Repository contracts in Oracle Contracts, they must select and assign one of the user-defined contract types, such as Non-Disclosure Agreement and Partnership Agreement, to the contract. You must define the contract types in advance.

### Steps

1. Log in to the Contracts Workbench Administrator responsibility.
2. Click the Contract Types link. The contract types you define should be unique across all organizations within the company. Note: For your reference, the Contract Types page displays the list of seeded and current user-defined contract types.
3. Click the Create Contract Type button. The system displays the Create Contract Type page.
4. In the Name field, enter a unique identifier for the contract type.
5. Enter a Description for the contract type.
6. Select an Intent from the list of values. Depending on the nature (Intent) of a contract, the contract could be buy-side, sell-side, or neither. Each Contract Type should be associated with one Intent. The possible values for Intent are Buy, Sell, and Other. If the Contracts Intent Access Control profile option is used, this selection will limit which users will be able to select this Contract Type.
7. Select a Start Date. This is the date that the contract type becomes available.
8. Optionally, select an End Date for the contract type. After the End Date has passed, when creating new contracts, users will not be able to select this type.
9. Click the Apply button.

## Setting Up Risks

When users create Repository contracts in Oracle Contracts, they may select multiple risks associated with these contracts. For example: partner bankruptcy, non-performance of a deliverable, non-compliance with non-disclosure terms, loss or infringement of intellectual property, and damage to property or humans. This risks must be defined in advance.

## Steps

1. Log in to the Contracts Workbench Administrator responsibility.
2. Click the Risks link.

**Note:** For your reference, the Risks page displays the list of all user-defined risks. Oracle Contracts does not provide seeded risks.

3. The risks you define should be unique across all organizations within the company.
4. Click the Create Risk button. The system displays the Create Risk page.
5. In the Name field, enter a unique identifier for the risk.
6. Enter a Description for the risk.
7. Select a Start Date.
8. Optionally, select an End Date for the risk. After the End Date has passed, the risk cannot be selected on a contract.
9. Click Apply to save the risk.

## Setting Up Contact Roles

The contact role indicates the responsibility or function of different people in a contract. For example, an employee (internal contact) can be assigned the role of "Purchasing Manager" in a contract. There are no seeded contact roles. You can define an unlimited number of contact roles. These roles will be available to users when adding internal or external contacts to a party on a Repository contract.

## Steps

1. Login to the Contracts Workbench Administrator responsibility.
2. Click the Contact Roles. For your reference, the Contact Roles page displays the list of all user-defined roles. The roles you define should be unique across all organizations within the company.
3. Click the Create Contact Role button. The system displays the Create Contact Role page.
4. In the Name field, enter a unique identifier for the role.
5. Enter a Description for the role.

6. Select a Start Date.
7. Optionally, select an End Date for the role. After the End Date has passed, the role cannot be selected on a contract.
8. Click Apply to save the role.

## Setting Up Contracts Workbench

A single view of all enterprise contracts is essential for effective management of contract activities, and for reporting and analysis of outstanding supplier and customer commitments. Oracle Contracts provides a centralized Contracts Workbench that gives you access and visibility to all contractual agreements in the enterprise.

Contracts Workbench allows contract administrators to see which contracts require attention, provides extensive search capabilities, and has links to common tasks such as creating or approving a contract. Legal and financial managers can use Contracts Workbench as a research tool. A flexible security model ensures that contracts can only be viewed or updated by authorized users.

Contracts Workbench provides a single view of the following types of contracts:

- Contracts created in buy-side and sell-side Oracle applications: purchase orders, purchase agreements, negotiations, orders, quotes and sales agreements.
- Repository contracts: For information, see Contract Repository, page 4-24.

All of these contracts are automatically visible in the Contracts Workbench, as long as they include contract terms.

This section covers the following topics:

- Setting Up Profile Options, page 4-27
- Personalizing Contracts Workbench, page 4-27

### Setting Up Profile Options

You can use the Contracts Intent Access Control profile option to restrict the access to Contracts. For more information, see the Setting Up Profile Options section, page 4-5.

### Personalizing Contracts Workbench

Oracle Framework includes the OA Personalization Framework, which enables you to personalize the appearance of Contracts Workbench without modifying any underlying code.

The following are the most common ways to personalize Contracts Workbench:

1. The default bins for the Contracts Workbench are:

- Notifications
- Recent Contracts
- Expiring Contracts
- Contract Deliverables
- Contracts at Risk

You can use the personalization option to add the Bookmarks bin,, remove one of the above bins, or change the order the bins are displayed.

2. The default columns for the Advanced Search Results page are:

- Contracts Number
- Contract Name
- Organization
- Party Name
- Contract Type
- Intent
- Status
- Effective Date

You can use the personalization option to remove one of the above columns, change the order the columns are displayed, or add any of the following columns:

- Contract Administrator
- Overall Risk
- Version
- Expiration Date
- Termination Date
- Amount
- Currency

- Authoring Party

The personalization also impacts the Export option. After performing a search, the user can export the search results to a Comma Separated (CSV) file. The exported file will include only the columns shown on the screen. After personalization, columns that are available for personalization but not selected will not be included in the CSV file.

For more information on personalization, see:

- *Oracle Applications Framework Personalization Guide Release 11i*(Metalink Note 268969.1)
- *Oracle Applications Component Reference Release 11i* (Metalink Note 269136.1)



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# Implementation and Other Considerations

This chapter covers the following topics:

- Overview
- Process Overview, Implementation Considerations, and Other Considerations

## Overview

This chapter provides specific considerations for implementing Oracle Procurement Contracts, as well as additional considerations for end-users. It also provides an overview of the Oracle Procurement Contracts features that support the key stages of the procurement contract life cycle.

Before you proceed with the implementation of Oracle Procurement Contracts, it is recommended that you address the business considerations outlined in the following table. The table also lists the sections in this guide where you can find relevant information:

<b>Question</b>	<b>Related Section</b>
How many organizations will be involved in the implementation?	Establish Contract Standards, page 5-2 Global Agreements, page 5-22
Which organizations will administer and control the standard contract terms at the global level?	Establish Contract Standards, page 5-2

<b>Question</b>	<b>Related Section</b>
How does your organization currently create and store contracts?	Clauses, page 5-4 Contract Templates, page 5-5 Deliverables, page 5-9 Variables, page 5-9
Do you need to translate your standard terms into multiple languages?	Contract Templates, page 5-5 Printed Contract Documents, page 5-23
Does your organization have a formal approval cycle for the standard contract terms? If so, do you need additional approvers to approve business documents with contract terms as compared to business documents without contract terms?	Approvals in Oracle Procurement Contracts, page 5-27
What are the processes that you and your suppliers will collaborate on in order to complete and sign off on contractual obligations?	Approve and Sign Contracts, page 5-25 Supplier Authored Contracts, page 5-20
What are the standard print formats for your contracts?	Printed Contract Documents, page 5-23
Are there standard business rules based on which contract clauses need to be included while authoring a contract?	Contract Expert, page 5-6
Is the contract term always the same based on a purchasing document type?	Automatic Application of Templates, page 5-20

## **Process Overview, Implementation Considerations, and Other Considerations**

This section provides process overviews and specific considerations for the phases of the contracts life cycle.

### **Establish Contract Standards**



## Process Overview

Oracle Procurement Contracts enables you to establish and manage your contract standards in the Contract Terms Library, a feature of Oracle Contracts. You establish your contract standards by defining the standard clauses, contract templates, and contract deliverables that you want to enforce while authoring your contracts.

Organizations that operate globally can use the Contract Terms Library to establish organization-wide standards and enforce them on a global basis. To accommodate local or country specific regulations, an organization may provide local contract library administrators the flexibility of tailoring these global standards.

## Create and Approve Standard Clauses

Standard clauses contain the standard business language to be used in contracts.

Contract administrators can create standard clauses in the library, route the clauses for approval, and publish the clauses for use across the organization.

Contract administrators can optionally define alternate or incompatible clauses for a standard clause. Users can insert tokens, called variables, in the clause text. These tokens refer to the structured business terms that are negotiated on a contract. They are replaced with the negotiated values when the contract is printed.

## Create and Approve Contract Templates

Companies implement best practices by creating standard contract boilerplates (templates) based on their unique contracting requirements.

Contract templates enable rapid assembly and creation of contracts and minimize the overhead involved in legal review and approval. Contract templates may include a set of pre-defined, pre-approved standard clauses. They may also include deliverables that are tasks or documents required to fulfill a contractual obligation. For instance, organizations may create deliverables to track the submission of a status report on the progress of the contract.

As with standard clauses, contract administrators can route contract templates for approval, after which the contract templates can be used in contracts.

You can create global templates which can be adopted by local organizations and modified based on local organizations' requirements.

## Implementation and Other Considerations

This section describes the implementation and other considerations for:

- Contract Terms Library, page 5-4
- Clauses, page 5-4
- Contract Templates, page 5-5

- Setting up Contract Expert Rules, page 5-6
- Deliverables, page 5-9
- Variables, page 5-9

## Contract Terms Library

Oracle Procurement Contracts leverages Oracle Contracts' functionality for creating and managing standard clauses and contract templates, including deliverables.

The features provided by Oracle Contracts are:

- Contract Terms Library
  - Clauses
  - Templates
  - Deliverables
  - Variables
  - Folders
  - Sections
- Contract Document Attachments
- Printing Contractual Terms

For detailed description of these features, see *Setting Up Contract Terms Library*, page 6-1.

Before proceeding with implementation of Oracle Procurement Contracts, you should familiarize yourself with the setup procedures related to establishing contract standards in the Contract Terms Library.

## Clauses

Implementation considerations for setting up clauses include:

- Intent: When defining a new clause, you must specify an intent (Buy or Sell) for the clause. After setting the intent for a clause, it cannot be changed.
- If your organization only uses the Contract Terms Library for the Buy intent, set the value for the **OKC Clauses Library Intent** profile option to Buy. This ensures that users only create clauses with the Buy intent. For Oracle Procurement Contracts the intent should always be **Buy**.

- **Include By Reference:** Use this feature if you want to substitute an alternate referenced text instead of the full clause text on a printed contract. To define alternate text, use the Reference Text field while defining the clause. This is useful if your printed contract is extensive and contains commonly used terms that you do not have to repeat on every standard contract.

Note that users with the Override Authoring Controls privileges can override this feature on a contract and choose to make the clause non-standard and include a special text. In this case, the system does not print the reference text; instead, the non-standard clause text from the contract is printed.

For details on the function security, see Establish Authoring Roles and Controls , page 5-15.

- **Keyword Search Feature:** To maximize the results of the search feature for standard clauses, ensure that the following concurrent programs are run periodically:

- Synchronize Clause Text Index
- Optimize Clause Text Index

The frequency of running these programs should be determined during the implementation based on the usage frequency of the Keyword field during search.

Other considerations for using clauses include:

- **Provision Check Box:** Sourcing documents may have provisions as clauses that are applicable during the negotiation but are not intended to be part of the final contract. Select the Provision check box to mark such clauses as Provision. A provision clause can only be used in sourcing documents (such as RFQ) that are supported by Oracle Procurement Contracts.

If you require a clause to be used in both Oracle Sourcing and Oracle Purchasing, verify that the Provision check box is not selected. You cannot change this attribute on subsequent versions of the clause.

- **Deliverable Variables:** If the printed contract needs to contain a tabular list of deliverables, which are required to be fulfilled as part of contract execution, you must create a clause that holds one or all the deliverable variables in it. Depending on your business needs, you may include the deliverable variables as part of a clause that contains additional text, or create a clause that only contains one or more deliverable variables. Optionally, print the contract PDF document to validate the exact location of the deliverable table within the clause text.

## Contract Templates

Contract templates are required to author procurement contracts. You can consider managing templates based on your specific needs, such as transaction types, products

or services procured, supplier categories, and so on. During contract authoring, users can search for the appropriate contract template by the template name. So make sure the template name reflects the major keywords that users might use during their search.

Implementation considerations for setting up contract templates include:

- **Intent:** When defining a new contract template, you must specify an intent (Buy or Sell) for the template. After setting the intent for a template, it cannot be changed.

If your organization only uses the Contract Terms Library for the Buy intent, set the value for the **OKC Clauses Library Intent** profile option to Buy. This ensures that users only create templates with the Buy intent. For Oracle Procurement Contracts the intent should always be **Buy**.

- **Keyword Search Feature:** To maximize the results of the search feature for contract templates, ensure that the following concurrent programs are run periodically:

- Synchronize Template Text Index
- Optimize Template Text Index

Determine during implementation how often to run these programs based on the usage frequency of the Keyword field during a search.

- **Document Types:** To author procurement contracts, ensure that you have created at least one template and assigned it to one or more procurement document types. Examples of document types are RFQ, Auction, and Standard Purchase Order.

If you plan to use a common contract template to support multiple document types, note the following: If the contract template contains clauses that use variables sourced for specific document types, the system displays a warning if the same clause is used in a contract for a different document type.

For example, if a contract template is assigned to document types RFQ and Standard Purchase Order, you can apply the template to RFQs in Oracle Sourcing or purchase orders in Oracle Purchasing. If this template contains a clause with a system variable "Sourcing Document Number" the value for this variable will be substituted on the RFQ, but not on the purchase order. For the users creating a purchase order, the system displays a warning indicating that the variable could not be resolved. One way to avoid issues on a contract is to carefully review the validations results for the contract template and decide whether or not to include clauses with these variables in the template.

- **Layout Template:** When choosing a layout template for a contract template, ensure that you do not choose the RTF type layout template. The RTF type is not supported by Oracle Procurement Contracts.

## Contract Expert Rules

Contract Expert is a rule-based contract creation tool that assists purchasing

professionals in authoring complex contracts. Using Contract Expert, organizations can define their business policy rules that govern the contract clauses to be included in a purchasing or sourcing document.

Contract Expert rules are defined in the contract terms library. Rules can be applicable to specific templates or applied globally for all contracts authored in the organization. During authoring, Contract Expert leads you through a contract creation questionnaire and automatically adds needed clauses based on the responses that you provided

In addition to author responses, policy rules can also be based on the business terms and other values contained in the purchasing or sourcing document, such as purchasing category, payment term, and agreed contract amount. For example, buying organizations may require additional clauses in contracts for the purchase of hazardous materials, or contracts for which the supplier is located in a specific foreign country.

When setting up Contract Expert for authoring contracts consider the following:

### **Profile Options**

- Ensure that the Profile Option OKC: Enable Contract Expert is set to Yes before using Contract Expert. Even if the profile option is set to No, the Contract Expert Rules setup will still be available, but contract templates cannot be made Contract Expert enabled unless the profile option value is Yes

### **Value Set Restrictions:**

- Ensure that you understand the restrictions in using Value Sets provided in the *Oracle Contracts Implementation and Administration Guide* when you are creating questions based on response type 'List of Values'. For instance, Contract Expert does not support date based value sets. It is important you review these restrictions to avoid errors at later stages when creating rules.
- Remember that deleting a value set or changing the name of a value set, after using it in a question, could potentially cause system issues when the question is used in a business document during contract authoring.

### **Contract Templates and Contract Expert**

- Contract Templates must be Contract Expert enabled in order to use Contract Expert in business documents.
- When a global template is copied in a local organization, the rules from the global template are not copied over. However, if the local organization already has rules that are assigned to all templates, you would notice that those rules are available for the template you just created.
- Currently, the system allows you to create and approve contract templates that are Contract Expert enabled without any clauses. However, from an implementation perspective, it is recommended that you provide at least the outline structure in the template. It would be useful to define all the sections of the contract and the order

and numbering sequence that needs to be used for these sections.

- It is recommended that you provide a Default Section assignment for clauses that are used in Contract Expert rules. This ensures that the clauses are placed in appropriate sections when Contract Expert is used on a contract. Contract Expert uses the following order to determine the section into which an expert clause is placed on a contract:
  - Obtain the Default Section assignment from the Clause Definition.
  - If the default section assignment is not found in the clause definition, get the Default Section assignment from the template.
- You must create a contract template revision to update any of the Contract Expert fields. However, note that if you update the Expert Clauses Mandatory check box or the Default Section field by creating a revision, the changes take effect on all new and existing business documents the next time Contract Expert is used on a business document even though the template may not have been reapplied on the business document.
- Exception to the previous point: If you disable Contract Expert on a contract template revision, this will not impact existing business documents that have already run Contract Expert using the original version of the contract template, unless the contract template is reapplied on a business document. In other words, you can continue to run Contract Expert on the business document until you explicitly reapply the contract template.
- Note that if you choose to check Expert Clauses Mandatory on a contract template, all expert clauses will be made mandatory. Use this only if this is the desired behavior. Clauses that are made mandatory cannot be removed from the business document.

### **Creating Expert Rules**

- Remember Questions and Constants can be reused across multiple organizations. You do not need to create these in every organization
- Questions used in rules must be manually sequenced in the order in which you expect the sales personnel or a contract administrator to answer them. Dependent questions must be carefully placed under the main question so that they flow logically as the users are answering questions.
- Remember rules are unique to an organization. So, even if you have similar rules in different organizations, you will have to create these rules individually in each organization. Unlike clauses or templates, rules cannot be copied across organizations.

- During implementation, pay additional attention to the Apply to all Templates check box on a rule. Use it only if you are sure the rule will apply without exception to all templates (current and future) created in the organization.
- Note that even though draft clauses are allowed to be included in a contract template, this does not apply to contract expert rules assigned to that template. All clauses used in rules must be in Approved status.
- Note that numeric value sets are not supported for questions with response type of List of Values. If the response to your question is a number, remember to use a constant instead.

## Deliverables

Deliverables are contractual commitments and obligations that can be associated to a contract template. This feature is specific to Oracle Procurement Contracts. Some considerations for using deliverables include:

- **Contract Templates:** You may have a common contract template that supports multiple document types across Oracle Sourcing and Oracle Purchasing. When such a template is applied to a purchasing document, clauses marked as "Provisions" and deliverables of type "Negotiation" are not copied to the purchasing document.
- **Comments:** When defining a deliverable on a contract template, the comments that you enter provide additional details of the purpose of the deliverable, to the buyer when the buyer authors the contract deliverables. This information, in the Comments field, is not available to the supplier from the iSupplier Portal.
- **Deliverable Types:** Types of deliverable include Contractual, Internal Purchasing, and Negotiation.

If a contract template, with all types of deliverables attached to it, is applied to a sourcing document, all the deliverables are copied to the sourcing document. However, only Negotiation type of deliverables can be acted upon during the sourcing event. Applying the same contract template to a purchasing document will not copy the Negotiation type deliverables.

## Variables

Oracle Procurement Contracts supports the following types of variables:

- System
- User-defined
- Deliverable

**Note:** Oracle Procurement Contracts does not support the Table type variable.

Implementation considerations for setting up contract variables include:

- Use the Value Set functionality to define values for the user-defined variables.

Other considerations for using contract variables include:

- When using the Display Clauses feature in the Variables library, the clauses listed are specific to the organization that you are currently in.
- You cannot delete a variable if another procurement organization has used this variable in a clause.

So if the system does not let you delete a variable that is not used in any clauses in your organization, it is possible that another procurement organization is using the variable in a clause.

- To view the definition of a system variable used in Oracle Procurement Contracts, you must click the Variable Name link in the Variables library. You cannot alter the definition of system variables.

For the seeded system variables, see the System Variables, page D-7 section.

## Negotiate Contracts

### Process Overview

The contract negotiation process includes the stages of creating a sourcing document with contract terms, publishing it, gathering responses, and finally making an award.

### Online Negotiation for Oracle Sourcing Documents

To enable online negotiation of procurement contracts, Oracle Sourcing must be implemented.

In addition to the standard negotiation processes in Oracle Sourcing, Oracle Procurement Contracts enables buyers and suppliers to negotiate on the contractual terms during a sourcing event and to capture additional information through supplier-updatable contractual variables.

Using Oracle Procurement Contracts, buyers and suppliers can manage deliverables that represent obligations arising from the negotiation process. They indicate the success or failure of the fulfillment of the deliverable by changing the status of the deliverable for the negotiation.

For example, a buyer may require a sourcing supplier to give a project proposal presentation within a month of bid acknowledgement, and can define this requirement



as a negotiation deliverable. The supplier performs the presentation, and updates the deliverable status online.

**Note:** After buyers award business to a supplier, they can create a purchasing document from a sourcing document. All the contract terms are copied over except those that are specific to the sourcing document.

For more information on general negotiation operations in Oracle Sourcing, see the Oracle Sourcing online Help.

## Offline Negotiation for Oracle Purchasing Documents

In an offline business scenario, a buyer creates a draft contract in Oracle Purchasing. The buyer and supplier then conduct negotiations offline. When both parties agree on the contractual details, including the contract terms, the buyer submits the contract for internal approval.

## Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Authoring Negotiation Document, page 5-11
- Contract Terms Flow Down, page 5-12
- Contract Terms Validation in Oracle Sourcing, page 5-13
- Online Contract Negotiations, page 5-13
- Sourcing Templates Versus Contract Templates, page 5-13
- Approval Workflow, page 5-13

## Authoring Negotiation Documents

Implementation considerations for setting up the process of authoring negotiation with contract terms are:

- Contract Document Attachment:
  - Oracle Purchasing supports the use of contract document attachments on a purchasing document, but Oracle Sourcing does not. To include additional contract-related documents in an online negotiation, you can add them to a sourcing document as a regular document attachment.
- If you need to include these documents in the purchasing document, when the negotiation is awarded, you must ensure that the purchase order is not submitted for approval automatically from Oracle Sourcing. To do this, users of

Oracle Sourcing should make sure the Initiate Approval check box is not selected during the award process.

As a result, the created purchasing document will have a status of Incomplete and is not automatically routed for approval and signatures. At this point, you can upload these attachments and classify them as Contract category in the Manage Contract Document page.

- Once the purchasing document is approved, you cannot attach any documents with the Contract category unless you revise the purchasing document.

**Note:** The supplier-updatable variables is a feature available only in Oracle Sourcing. So even if a purchasing document has such a variable, suppliers cannot update it from the Oracle iSupplier Portal application.

Other factors to consider when implementing the process of authoring negotiation with contract terms are:

- Flow down of Provision and Negotiation Deliverables:
  - You can define contractual, negotiation, and internal purchasing types of deliverables to a sourcing document. Only negotiation deliverables can be acted upon during the negotiation process.
- Supplier Updatable Variables:
  - In the Contract Terms Library you can define a variable and enable it for supplier updates. On sourcing documents, such as a bid, bidders are asked to propose a value for these variables, which may be later used for analysis during the award process. The values provided by the bidder in the awarded bid are automatically carried over to the purchasing document.
  - You can use the user-defined variables feature to request additional information, such as a DUNS Number, from a supplier that is then printed in the final contract.

### Contract Terms Flow Down

If you create a contract template and associate it with document types used only in Oracle Sourcing, it will still be used on a purchasing document created after awarding a sourcing document. You will not, however, be able to reapply the template to the purchasing document. When you change the contract template, the current template will not be available in the search results. Also, you cannot apply this template to a new purchasing document.

## Contract Terms Validation in Oracle Sourcing

When you publish or submit a sourcing document with contract terms for approval, the system validates the contract terms for errors and inconsistencies. The system only displays errors related to contract terms, but not the warning messages. Before publishing a contract or submitting it for approval, you should always validate the contract terms for inconsistencies using the Validate option in the Contract Terms page.

For the seeded errors and warning messages, see List of QA Validations, page A-1.

## Online Contract Negotiation

As an integral part of the Oracle Sourcing process, Oracle Procurement Contracts enables you to leverage many of Oracle Sourcing's capabilities for the purpose of contract terms negotiation.

Supported features include:

- **Multi-round:** You can use the multi-round functionality for negotiating contractual terms. In the first round, you can invite multiple suppliers. Then, another round can be initiated for detailed contractual negotiations with the selected supplier.
- **Online Discussion:** You can use the online discussion feature in Oracle Sourcing to negotiate the detailed contract terms interactively.
- **Amendments:** Sourcing suppliers can request changes in contract terms. A sourcing buyer can review the request and create amendments to the sourcing document if needed.

## Sourcing Template Versus Contract Templates

Oracle Sourcing provides the Sourcing Template feature to ease the process of authoring sourcing documents. These templates include attributes, lines, supplier details, and so forth. With Oracle Procurement Contracts, you can also apply a contract template to a sourcing document. Contract templates are not part of the sourcing template. You can apply a contract template and a sourcing template separately to a sourcing document.

## Approval Workflow

Some sourcing documents with contract terms may require special approvals. You can achieve this by using the various seeded workflow functions, such as "STANDARDCONTRACT", which checks for the existence of contract terms in a document. You can customize the workflow to submit the document to different approvers, based on whether the document contains non-standard clauses or other criteria that is appropriate to your business.

For details on seeded workflow functions in sourcing approval workflow, see Approval Workflows, page B-1.

## Author Contracts

### Process Overview

Contract authoring is the process of adding contract terms to a purchasing or sourcing document.

In order to add contract terms, users of Oracle Purchasing and Oracle Sourcing must first create their business documents.

If Oracle Procurement Contracts is installed, users can then add or view contract terms in the following business documents:

Document Type	Required Application
RFI	Oracle Sourcing
RFQ	Oracle Sourcing
Auction	Oracle Sourcing
Response	Oracle Sourcing
Quote	Oracle Sourcing
Bid	Oracle Sourcing
Standard Purchase Order	Oracle Purchasing
Blanket Purchase Agreement	Oracle Purchasing
Contract Purchase Agreement	Oracle Purchasing

### Apply a Contract Template

To add contract terms, you must first apply a pre-approved contract template to the business document.

### Execute Contract Expert Rules

Expert enabled contract templates may have rules associated with them. Based on your responses to the questionnaire and the commercial terms of the contract, expert includes relevant clauses automatically in the contract.

## **Modify and Add Contract Terms**

After you have applied the contract template, you can modify the clauses and deliverables that were added from the contract template. You can also add clauses and deliverables specifically for the contract.

## **Manage Contract Document Attachments**

With Oracle Procurement Contracts you can manage all your contract document attachments specific to a contract. These attachments can be contractual agreements, contract images or any supporting documents for the contract.

## **Validate the Contract**

You can validate the contract, to check for inconsistencies and errors.

## **Preview the Contract**

You can preview the contract, by generating and viewing an Adobe PDF version of the complete business document.

For more information on creating business documents, see the Oracle Purchasing or Oracle Sourcing online Help.

## **Implementation and Other Considerations**

This section covers the implementation and other considerations for:

- Establish Authoring Roles and Controls, page 5-15
- Author Contracts, page 5-17
- Supplier Authored Contracts, page 5-20
- Master-Child Agreements, page 5-21
- Global Agreements, page 5-22
- Printed Contract Documents, page 5-23
- Cancel Contracts, page 5-24

## **Establish Authoring Roles and Controls**

Before using Oracle Procurement Contracts, you must determine the roles and responsibilities of the application users. The responsibility, with the seeded Purchasing Super User menu associated with it, will have full access to Oracle Procurement Contracts features. To restrict any functionality to a certain user, you need to exclude the corresponding security function from the user responsibility.

Available function security options include:

- **No Contract Access:** If you want to restrict the access to author or view contract terms to certain users, ensure that the Manage Contract Terms function is excluded from the responsibility provided to these users.
- **Standard Contracts Authoring:** Identify the users who would author standard contracts, but may not have permissions to author non-standard terms or to remove contract terms on a contract. For these users, remove the following functions from their responsibilities:
  - Allow Non-standard Terms
  - Override Authoring Controls
- **Non-standard Contracts Authoring:** These are users in your organization with special responsibilities who can negotiate and author non-standard terms. For these users, remove the Override Authoring Controls function from their responsibilities.
- **Super User Privileges:** These are users in your organization with overriding privileges. They are able to override standard privileges, to edit clauses that are text protected, or delete mandatory clauses. Use the menu from the seeded Oracle Procurement Contracts responsibility for these users.

For the functions that are available in Oracle Procurement Contracts for user security, see the Seeded Responsibility section of Appendix D, page D-1.

The following table displays the differences between a responsibility with full access to Procurement Contracts functionality to another responsibility without any access to Oracle Procurement Contracts features.

Full Access to Procurement Contracts	No Access to Procurement Contracts
PO Entry form: The Terms window displays the Contract Terms region. Buttons are enabled, varied by the phase of the Authoring flow.	PO Entry form: The Terms window displays the Contract Terms region. Buttons are disabled and, if applicable, users can view the contract template name.
Print capability: The generated purchase order PDF document includes the contract terms along with purchase order details.	Print capability: The generated purchase order PDF document only includes the purchase order details.
PO Summary form: The With Contract Terms check box is visible and enabled.	PO Summary form: The With Contract Terms check box is visible and enabled. Also, users can obtain a list of the purchase orders, open the purchase order, but not view the contract terms.

Full Access to Procurement Contracts	No Access to Procurement Contracts
Copy Function: Users can view the Contract Terms copy choices, all radio buttons are enabled.	Copy Function: Users can view the Contract Terms copy choices, radio buttons are enabled. Also, users can copy the purchase order with contract terms to a new purchase order, but cannot view the contract terms on the new document.
View Contract Terms: Users can view contract terms from the PO Summary form.	View Contract Terms: From the PO Summary form, users cannot view contract terms. The menu option is displayed but disabled.
The Contract Terms Library setup navigation and Manage Deliverables page is accessible.	The Contract Terms Library setup navigation and Manage Deliverables page is not accessible.

## Author Contracts

To create a contract, you can choose one of the following approaches:

- **New Contract:** To author a contract, you can create a new purchasing document and then apply an appropriate contract template to the document. In the new contract, you can add or modify contract terms that were brought in from the contract template.
- **Oracle Sourcing:** You can set up a sourcing document, with contract terms, to automatically create a purchasing document with contract terms after an award is made.
- **Copy Purchasing Document:** You can create a contract by copying an existing contract. While copying, you have the following options:
  - Copy the contract terms from the original contract as-is.
  - Copy the contract terms from the original contract, but choose the latest versions of the clauses from the Contract Terms Library.
  - Do not copy the contract terms. In this case, you can start in the copied purchasing document by applying a default template or choosing another.
- **Purchasing Open Interface:** You can use the existing Purchasing Open Interface to create purchasing documents. However, contract terms cannot be imported using the open interface. You should always import the purchasing document in the Incomplete status if you intend to apply a contract template subsequently.

Finally, when adding standard clauses to a procurement contract, if you perform a keyword search and encounter the error message "You have encountered an unexpected error. Please contact your System Administrator", it is possible that technical issues exist with the text index for clauses. If the text index has not been created, run the concurrent programs -- as detailed in the Using the Keyword Search Feature section -- to resolve the issue.

## Using Contract Expert

The contract template for your business document must be Contract Expert enabled in order to use this feature, except in the following case:

- If you have applied a Contract Expert enabled contract template to a business document, and then disabled Contract Expert in the contract template, you can continue to use Contract Expert on the business document, as long as you have not explicitly reapplied the contract template to the business document.

Remember the following when you are answering Contract Expert questions on a business document:

- Before you submit the business document for approval, you must answer all the mandatory questions.
- If you want to edit responses to questions that depended on others, you must edit the lowest-level questions first, then work back up the hierarchy as far as you require. Changing the response to a parent question without first blanking the response to a dependent question will not cause the dependent question to be removed from the list of questions.
- You may select a blank answer to a lower-level question to remove it from the list of questions.
- If the response for a question is numeric, and you do not provide a value, the system uses 0 as the default value. It is strongly recommended that you provide a value, otherwise Contract Expert may bring in or remove clauses based on the response of 0.

Remember to run Contract Expert if you have made changes to the business document. For instance, if you have changed value of Payment Terms in your business document and the change needs to bring in a different clause, you must run contract expert again to bring in the revised set of clauses into the document.

If contract expert brings in clauses under a default section and you decide to move the clauses under different sections, remember to remove the empty sections from the document. The system will not do this automatically.

Remember, if a clause, brought in by Contract Expert, has been made non-standard or replaced by an alternate, the system will not bring back the original clause the next time Contract Expert is run. However, if you have removed the clause from the document



and the clause is still recommended, it will be brought back into the document.

If you have Contract Expert rule with a condition that uses the operator 'Not In' for a variable (for example, Payment Terms) and assume the business document does not have any payment terms filled in yet, the system will treat null as a valid value in this condition and execute the rule. Remember this behavior when defining rules with 'Not In'. So, in this case, if you wanted Clause A to be brought into the document if Payment Terms was Not In 'Net 30, Net 45 or Net 60', even though the document has no payment terms defined, Clause A will be brought into the document

## Using the Contract Deviations Report

Deviations are changes to contract terms in a business document that make them different from the standards established by the following:

- The contract terms in the contract template associated with the business document.
- Contract Expert rules, if they apply to the business document

**Note:** Because deviations are based on contract terms and rules associated with a contract template, the concept of contract term deviations does not apply to business documents whose Contract Source is attached document.

Remember, not every change to the business document is reported as a deviation. For instance, if the section name has been modified or the clauses reordered within the document, these are not deviations.

Remember, the Contract Approval Abstract is a powerful mechanism to report justifications for the contract deviations. If you report contract deviations in a special layout, you have several options:

- You can modify the layout template for the deviations report to incorporate your unique formatting needs.
- You can download the system generated deviations report , including the approval abstract, and format it offline and attach this offline document for approval. Remember to use the Category 'Approval Abstract' if you want to attach this document for approval. Only documents attached in the categories 'Contract' and 'Approval Abstract' will be attached to the approval notification.

If you plan on using your document attachment as the contract deviations report, do not select the Generate for Approval check box in the document to avoid potentially attaching duplicate and incorrect reports in the approval notification.

### Impact of Contract Expert on Deviation Reports

There are special considerations regarding Contract Expert and the reporting of deviations:

- If Contract Expert has never been run on the business document, the deviation report will not report any Contract Expert related errors. If you validate the contract terms of the business document, the validation process will report a warning that Contract Expert has not been run.
- If Contract Expert has been run on the business document, the deviation report will not report any Contract Expert related errors in the following cases:
  - Incomplete configuration: You have not provided responses to all the questions.
  - Invalid configuration: There are system issues with Contract Expert.
- In both cases, remember to validate the contract terms of the business document to review the errors in the validation report. If Contract Expert has been run on the business document, and you run the deviation report, the system also runs the Contract Expert process. This evaluates the conditions and determines if the clauses on the document satisfy the conditions. If the results indicate that additional clauses should be included or that some clauses should be excluded, these will individually be reported as deviations.

### Automatic Application of Contract Templates

If you have enabled the automatic application of contract templates for a Purchasing document, that document can be automatically sourced to the appropriate vendor and issued without any buyer intervention with your default contract. The default contract template is applied to all outgoing standard purchase orders, blanket purchase agreements, or contract purchase agreements.

#### Setup Steps:

1. Set the system profile PO: Auto Apply Default Contract Templates to Yes.

**Note:** This can be set at the Site, Application, Responsibility, or User level as is appropriate for your organization.

2. Using the Contract Administrator responsibility create the contract template that you wish to be a default and assign the document type to that contract with Default Template enabled.

### Supplier Authored Contracts

At times you may receive contract documents authored by a supplier or an external party. For example, you purchase a software program and sign a software license agreement with a software vendor. The software vendor authors the contract, documenting the service level agreements that both parties have consented to. If you need to track these supplier-authored contracts, perform the following:

1. · Navigate to the **Update Contract Source** page.
2. · Set the Authoring Party as Supplier.
3. · Upload the contract document provided by the supplier.

Oracle Procurement Contracts supports two types of Contract Source, Attached Document and Structured Terms. In the case of Structured Terms, the contract terms are represented by the sections and clauses included in the contract. Otherwise the contract terms are represented by the primary contract document that is uploaded for the contract. You can utilize the Deliverables feature in either scenario.

### **Collaboration using Microsoft Word**

Negotiating contract terms is one of the most important activities that contract administrators, library administrators, approvers and users carry out. Editing is needed in the internal phases of the contract lifecycle, when contracts are authored, reviewed and approved, and also in the external phases, when contracts are negotiated and signed. Oracle Procurement Contracts has an in-built word processor to effectively manage authoring and editing. However, to achieve widespread adoption, Oracle Procurement Contracts also supports standard applications and data, especially when collaborating with external parties, who may not always have the ability or the inclination to adopt new technologies proposed by the internal party.

Oracle Procurement Contracts supports import of the Microsoft Word document and the synchronization of the changes with the structured contract stored in the system. Modifications to the original contract can be reviewed before changes are accepted. This two-way integration with Microsoft Word streamlines the contract collaboration process involving the buyer, contract administrator, legal and supplier. It also provides a non-intrusive, easy to use, bidirectional and reliable integration solution.

**Note:** For full synchronization with Oracle Procurement Contracts, the Microsoft Word document should be in Microsoft Office 2003 XML format (also known as WordprocessingML). It must have been originally exported from Oracle Procurement Contracts using the Word Export Function.

### **Master-Child Agreements**

Your organization may have a master service agreement (master contract) with a group of pre-approved suppliers, and later you create separate contracts (child contract) for specific transactions. For example, your company already has negotiated a master service agreement for general insurance and liability clauses with an advertising firm. Your company now wants to negotiate a separate contract for a specific advertising campaign with the same general insurance and liability clauses. In this case, you can design a campaign-specific child contract that references the master contract for its general liability and insurance clauses.

To achieve this, you can consider one of the following options:

- Capture the master agreement as a global blanket purchase agreement or a contract purchase agreement (global or regular) with the general insurance and liability clause. Subsequently create a standard purchase order to capture the child contract. This standard purchase order should reference the master agreement and should have project-specific contract terms
- Model a contract purchase agreement after a master agreement and reference it in a standard purchase agreement, if there are no specific lines in the master agreement.

Referencing a master contract in a standard purchase order does not copy the contract terms from the master contract to the standard purchase order. Instead, the document number of the global blanket agreement or the contract purchase agreement is referenced in the standard purchase order.

Furthermore, contract terms cannot be associated with planned purchase orders and blanket releases. Therefore, do not use a regular blanket purchase agreement as the master contract, if a child contract will need to have additional contract terms.

## Global Agreements

Contract templates that are applied to a global agreement (for example, blanket purchase agreement or contract purchase agreement) are also effective in the operating unit that references the global agreement.

Consider the following business case for an organization with two operating units, OU1 and OU2:

- You create a contract template in OU1.
- You create a global agreement in OU1 and apply the contract template.
- You enable the global agreement for OU2.

You can create global agreement in a central procurement organization and apply this contract template. If you enable the global agreement for other organizations, all operating units can utilize the contract terms associated with the global agreement, and you do not need to author them again in these operating units.

Since the contract terms are now referenced in multiple operating units, while creating a contract template ensure the terms are legally applicable to all the operating units in which it is referenced directly or indirectly.

## Miscellaneous Contracts

With Contract Repository you can create miscellaneous contracts, such as license agreements, non-disclosure agreements, and merger agreements, which are not specifically related to the purchasing function. You can create purchase agreements for miscellaneous items that are outside the normal purchasing flow, for which full

execution capabilities are not required.

## Add Contract Terms to Existing Contracts

Your organization may have critical, high value contracts already in place. You can add contract terms to such contracts and start reaping the benefits provided by Oracle Procurement Contracts such as embedding contract clauses on the contract and managing deliverables.

## Printed Contract Documents

Implementation considerations for printed contract documents include:

- **Customize Layout Template:** Oracle Procurement Contract enables you to generate your purchasing document with contract terms in PDF format. You can customize the layout of the PDF document. Important factors to consider include:

- **Contract Format:** You can create your own format for the contract document.

For example, you may want to place the company logo on contract documents. After creating a custom XSL-FO stylesheet, you need to upload it into the XML Publisher template repository using the XML Publisher Administrator responsibility. Currently, Oracle Procurement Contracts only supports layout templates of type XSL-FO.

For more information, see the XML Publisher User Guide. For details on how to set up layout template, see *Setting Up Layout Templates*, page 4-12.

- **Translation:** You can translate the XSL-FO stylesheet to the local language so the content in the PDF file is created in the desired language.

- **Association:** After creating your layout template, you need to associate the layout template to the document type that you need to use it with. Use the Document Types form to associate your layout template to the document type.

The layout templates that Oracle Procurement Contracts uses are Document Type Layout and Contract Terms Layout. The Document Type Layout template defines the Cover Page and the Purchasing or Sourcing Document Details. The Contract Terms Layout template defines the Amendment, Terms, and Signature Block.

The printed procurement contract consists of the Document Layout followed by the Contract Terms Layout. Both templates should be consistent and created with that knowledge in mind. For more information on seeded layout templates, see *Layout Template*, page D-1 .

You should review your layout requirements for all these components, evaluate the default print layouts, and decide if changes are needed.

Other considerations for printed contract documents include:

- Printed document content: The system generates contract documents in PDF format. A contract document includes the following components:
  - Cover Page: This page contains the contract effectivity text for new contracts. In case of amendments to a contract, you can have different verbiage in the cover page. It also has the summary of the changes that the submitter enters while submitting the contract for approval using the Approval form.
  - Purchasing or Sourcing Document Details: This section includes the details on the purchasing or sourcing document, such as supplier address, item, need by date, and ship to location in a tabular structure.
  - Amendment: This section lists the details of the changes to each clause, section, and deliverable, after a Sourcing or Purchasing document is amended.
  - Terms: All the clause text and sections as heading, along with the deliverables, are printed in this section.
  - Signature: This section is for obtaining signatures of the relevant parties involved in the contract.

**Note:** : If you upload a contract document as the representation of the contract that was not generated by Oracle Procurement Contracts, the system will not be able to merge the commercial section and the contract terms section of the Oracle Purchasing PDF document.

## Review Contract Terms

Implementation considerations for printed contract documents include:

- Microsoft Word Integration: You can export the section and clauses included by a contract template in a Microsoft Word format. You can send this Microsoft Word Document to you legal user for review. You can perform spell check and track changes utilizing the features provided by Microsoft Word.

If the review comments are minimal, you can make those changes to the clauses and retain the structure of the contract terms. Otherwise, you can upload the Microsoft Word document as a representation of the contract.

- Contract Deviation Report: Oracle Procurement Contract enables you to review the deviation in the contract terms compared to the standard contract template. You can attach the Contract Deviation Report to the approval notification.

## Cancel Contracts

Purchasing document with contract terms can only be canceled from the Enter PO form

and not from the PO Summary form.

## Approve and Sign Contracts

### Process Overview

#### Approve Contracts

A contract must be approved internally by management, and optionally by legal professionals, before it is sent to the supplier for signing. Depending on the complexity of your contracts, you can route them to different or additional approvers. For example, if some contracts contain non-standard clauses that are specially negotiated, you can route those contracts to legal professionals for additional review and approval.

See the Oracle Purchasing online Help for more details.

#### Sign Contracts

You must identify contract signatories and establish guidelines for the contract signature process and communicate it across the organization. Oracle Procurement Contracts supports two ways to sign a contract, manually or electronically. In both cases, the supplier's acceptance of the contract is recorded.

**Electronic Signature:** To enable electronic signature, Oracle E-Records must be installed. During the award process in Oracle Sourcing, you choose "Document And Signature" as the acceptance criteria to require the supplier to electronically sign the purchasing document that is auto-created.

In Oracle Purchasing, to require electronic signature, you set the acceptance criteria to "Document and Signature" while authoring a contract.

After the contract is approved internally, the supplier receives a notification for signature. The supplier signs the contract online. A notification is sent to the buyer, who then signs the contract online. Oracle E-Records keeps the signed contract copies in the evidence store for future reference.

**Note:** When you create an amendment for a signed document, the acceptance criteria is automatically set to "Document and Signature". You must set acceptance criteria to "None" if you do not require the amendments to be signed by the supplier.

**Digital Signature:** You can enable Digital Certificate based signatures for your organization whether a contract is signed by supplier or the buyer. Oracle Procurement Contracts utilizes Oracle Workflow technology to enable this feature. Oracle's digital signature is PKCS7 compliant based on X.509 certificates. You need to obtain the digital certificate from third party certificate provider and upload these certificates to the user's browser and also the Oracle database.

See the *Oracle Workflow User's Guide* for details.

**Manual Signature:** After the contract has been approved internally, the contract document can be e-mailed, or printed and sent to the supplier for manual signature. After the contract has been signed offline, the buyer can record the acceptance of the contract in an Acceptances screen.

For more details on accepting contracts, see the *Oracle Purchasing User's Guide*.

## Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Approve Contracts, page 5-26
- Approval Workflow, page 5-27
- Approvals in Oracle Procurement Contracts, page 5-27
- Contract Statuses, page 5-27

## Approve Contracts

The following factors are important to the approval process and your contract administrators and buyers should be familiar with them:

- With Oracle Procurement Contracts you can approve both purchasing documents and legal terms through the existing purchasing approval workflow. As a result, approvers in legal and business groups can approve the document through the same approval process and thus minimize the disputes between the approvers in two groups. When you design or update the PO Approval workflow, you need to include approvers for legal terms.
- You should make it a business practice to review all validations, including warnings, to help identify potential issues with the contract data and reduce the number of amendments.
- You should also make it a business practice to run the Contract Deviations report and review those change identified.
- To upload a contract document attachment in the Contract category, you need to initiate a new revision. You cannot classify a contract document attachment as Contract, if the purchasing document is in the Approved status.
- The contract template that is applied in the initial version of a contract cannot be removed or changed after this version is signed and accepted by the supplier and the buyer.
- In a new version of a purchasing document, you cannot modify contract documents that were carried over from a previous version. You can only delete them from the current version and upload the modified version.



- In Oracle Procurement Contracts, buyers and suppliers can sign contracts manually or electronically. Signer identity is authenticated by requiring users to reenter usernames and passwords when signing contracts electronically or using a unique digital certificate (issued by a certification authority).
- The system-generated contract PDF is only attached to the document after approval. If the PDF document is not attached after a purchasing document is approved, ensure that the PO Output format in Oracle Purchasing setup is set to PDF and the Approval workflow is functioning properly.

### **Approval Workflow**

When a contract has a non-standard clause, you may want to route the contract to additional or different reviewers for special approvals. You can achieve this by using the workflow function seeded in the Purchasing Approval workflows.

For details on seeded workflow function, refer to the Approval Workflows appendix, page B-1.

### **Approvals in Oracle Procurement Contracts**

You should identify at which point in the business flow you want to customize your approval workflow and you also want to identify the individuals who would be performing the approval at each point. Given the various touch points described below, consider the nature and extent of changes you would require to your various workflow approval programs.

- **Approving Clauses:** You approve clauses in the Contract Terms Library.
- **Approving Contract Templates:** Standard clauses from the library are used for creating contract templates. You approve templates in the Contract Terms Library.
- **Approval Before Publishing:** A template can be applied to a sourcing document and then you can submit the sourcing document for internal approvals before publishing it to external parties.
- **Approval During Award:** You can submit a sourcing document for internal approvals before you make an award to a supplier.
- **Approving Purchase Orders:** You can submit a purchasing document with contract terms for approval.

### **Contract Statuses**

With Oracle Procurement Contracts, the existing purchasing document status have additional implications.

The table below lists the event in a contract life cycle and related purchasing document status:

<b>Event Description</b>	<b>Status</b>
Buyer has approval authority on the spending amount, but chooses to submit the purchasing document for additional approval.	Pre-approved
Internal approver rejects the purchasing document.	Rejected
A purchasing document is approved by the internal approver and is waiting for supplier and buyer signatures.	Pre-approved
Supplier or buyer rejects the purchasing document during the signature process.	Rejected

## Execute and Monitor Contracts

### Process Overview

A signed document can be executed through the regular shipment and receiving processes supported by Oracle Purchasing. In addition, buyers and suppliers can execute and track additional contractual obligations through the deliverables feature provided by Oracle Procurement Contracts. It is important to note that buyers and suppliers can only manage deliverables that are assigned to them.

This section covers the implementation and other considerations for:

- Deliverables, page 5-28
- Supplier Contacts, page 5-29
- Search Contract Based On Clause Usage, page 5-29

### Deliverables

The due date for a deliverable can be set to:

- Fixed due date. For example, December 10th, 2005.
- Relative Due Date. For example, 10 days after the agreement expires.

Deliverable due dates that cannot be resolved are not displayed on the Deliverables page until the event that it refers to actually occurs. For example, the system cannot resolve the due date for a deliverable, if it is set to "10 days after the purchase order is closed" until the purchase order is actually closed. The reason is, the system does not

know when the contract will be closed. Users will not have visibility to the deliverables until the purchase order is closed.

To avoid the above situation, consider selecting events for which the due dates can be resolved. For example, the "Agreement expires" event for blanket agreement can be resolved based on the expiry date of the agreement. In the case of standard purchase order, you may consider using the event "10 days after purchase order signed" instead of "10 days after purchase order closed."

## **Supplier Contacts**

During contract authoring, users can create one or more deliverables with a supplier contact associated with it. However, in order for the suppliers to follow through and manage these deliverables, they must have registered with Oracle iSupplier Portal as users of the application.

## **Search Contract Based On Clause Usage**

To improve future contract negotiations, or to comply with regulatory requirements, contract administrators or legal may need to periodically review and revise their contract standards. Analyzing the contract language used in existing contracts is a critical step in effectively updating existing standards. Oracle Procurement Contracts enables users to search for all contracts where certain clauses are used, or have been modified. The search can be filtered by various criteria like contracts with a specific supplier, contracts above a certain amount, contracts for one or all Operating Units, or contracts authored using a specific template. Information on the number of times a certain clause has been used or modified is also provided as part of the results.

Using Oracle Procurement Contracts you can perform the following kind of search:

- Contract Administrators can search for all contracts across multiple organizations that have any clause pertaining to a specific clause type. For example, 'Termination' to identify if any clauses are being created non-standard.
- Legal professionals can find all contracts that use a specific clause that needs to be modified due to new regulations.

## **Administer Contract Changes**

### **Process Overview**

You can amend a contract, including contract terms, at any time after the contract is signed. An amendment increments the version of the Sourcing or Purchasing document.

A contract amendment may be initiated by the buyer or the supplier. Buyers need to review and approve change requests submitted by suppliers. To incorporate changes, buyers need to manually update the contract terms after approving the change request.

For details on general amendments in purchasing and sourcing documents, see the Oracle Purchasing and Oracle Sourcing online Help.

## Implementation and Other Considerations

This section covers the implementation and other considerations for setting up:

- Amendment Cover Pages, page 5-30
- Supporting Documents, page 5-30
- Change Requests, page 5-30
- Printing Amendments, page 5-30
- Amendment Workflow Functions, page 5-31

### Amendment Cover Pages

With Oracle Procurement Contracts you can create custom layout for the cover page for an amendment document. For detailed instruction on customizing your contract document lay, refer to Setting Up Contract Terms Library.

### Supporting Documents

If you have supporting documents for a contract that are critical, then changes to these documents may need to be governed by formal revision process. A formal revision process may require users to submit the changes for internal approval and supplier signature before the changes become effective. For your reference, changes are displayed in the PO Revision History page. To require a formal revision process, you should categorize the supporting document as a "Contract" in the contract document attachment.

### Change Requests

After the contract is signed and accepted by both parties, it can be executed. The supplier can request changes to contract terms using Oracle iSupplier Portal. After the buyer has reviewed and accepted the changes requested, the system does not automatically reflect the changes to the contract terms. The buyer need to revise the purchase order and amend the relevant contract terms.

### Printing Amendments

You can make changes to a contract after it is accepted and signed by the supplier and the buyer and it is ready to be executed. Any modification would appear in the Amendment section of the contract PDF file, if the **PO: Generate Amendment Documents** profile option is set to Yes.

Other considerations include:

- **Amendment Descriptions:** When you amend a contract clause or deliverable, you can annotate each amendment by entering text in the Amendment Description field that is specific to that particular amendment. In order to provide the business context and reason for amendments, you should provide an amendment description for all amendments.
- **Print Text feature:** While amending a clause in a contract, you can use the Print Text feature to print the amended clause text in the Amendments section of the printed contract, in addition to the amendment description.

## Amendment Workflow Functions

Any changes made to a signed contract would require approval. Oracle Procurement Contract provides you with additional workflow functions that you can use for routing the contract for special approvals, in case contract terms are amended. For the seeded workflow functions in the sourcing and purchasing approval workflows, see the Approval Workflows appendix, page B-1.

## Renegotiate and Close Out Contracts

### Process Overview

When a contract nears expiration, you may renegotiate or close out the contract. Using Oracle Purchasing and Oracle Sourcing, you can renegotiate the business elements of an existing contract.

If Oracle Procurement Contracts is enabled, you can additionally include contract terms during your renegotiation process.

During the closeout process, you may require one or more tasks to be performed, such as submitting a contract performance report, or creating a budget versus actual cost analysis. With Oracle Procurement Contracts enabled, you can model these tasks as internal deliverables and track them as part of the contract.

For more information on renegotiating and closing out contracts, see the Oracle Purchasing and Oracle Sourcing online Help.

## Implementation and Other Considerations

### Monitor Expirations

You can specify start and end dates on a blanket or a contract purchase agreement. To track the expiration of the contract, you can create an internal deliverable with a due date such as "one month before agreement expires." The person responsible for the deliverable would be notified and can take necessary actions before the contract expires.

Note that standard purchase orders do not support start and end effective dates. To support closeout and renewal, you can use the **Purchase Order Signed** event or a fixed due date event when setting up the deliverables.

## **Contract Renegotiation**

Contracts that are currently executed may have to be renegotiated after they expire. You can create a sourcing RFQ or a Reverse Auction from a purchasing document, like a blanket purchase agreement. The relevant attributes pertaining to the purchasing document are copied over to the newly created sourcing document. With Oracle Procurement Contracts, the contract terms associated with the purchasing document are copied over to the sourcing document as well.

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# Setting Up Contract Terms Library

## Contract Terms Library

Contract terms Library is the central library of all pre-approved clauses and contract templates that can be used to create contracts across the enterprise.

The library gives the legal department and business organizations a powerful tool to create reusable clauses. Clauses can be grouped into sections and stored as reusable contract templates to codify best practices. Templates provide a framework for rapid assembly and creation of contracts. These capabilities provide the foundations for contract process standardization controls across the enterprise. Another key feature of the Contracts Terms Library is the ability to establish global standards and enforce these standards enterprise-wide. Organizations can manage clauses and templates centrally in a global organization. Local organizations can then use or duplicate these clauses and templates and customize them to meet their own specific local requirements.

In addition to standard clauses and contract templates, the Contract Terms Library supports the creation and maintenance of a library of folders, sections and variables.

## Managing Standard Clauses

A standard clause is the text that describes the legal or business language used to author a contract. Clauses are drafted based on both business and statutory requirements.

## Creating Standard Clauses

You can create standard clauses in the following ways:

- Create a new clause
- Duplicate an existing clause

## Creating a New Clause:

1. Navigate to the Create Clauses page.

Navigation: Library > Clauses tab > Create Clause button

2. Enter the following attributes:

- **Number.** This field can be manually entered or automatically generated. To automatically generate the number, see the Setting Up Auto Numbering section.
- **Clause Title:** Enter a title for the clause. The clause title is unique within an organization.
- **Display Name:** Optionally enter the display name for the clause. The display name does not have to be a unique name. Your organization could have alternate names with the same display name. The system uses the Display Name on a printed contract field. If you leave this field blank, the Clause Title is used as the display name.
- **Intent:** Select the intent of the contracts that can use the clause. Select the Buy or Sell option from the list of values.

**Note:** Based on the OKC: Clause Intent profile option setup, you can create clauses for buy, sell, or both intents. If you set the profile option to either Buy or Sell, the system provides read-only access to the Intent field. This profile option also governs other feature in the Contract Terms Library, including contract templates and variables.

- **Type:** Use the Type field to classify the clause according to the business purpose (for example, General or Payment terms). Select a clause type from the list of values.
- **Default Section:** Optionally select the default section from the list of values. You can use sections as heading to format contracts.
- **Description:** Optionally enter a description for the clause.
- **Status:** The system controls this field. During the creation process, the clause is in Draft status.
- **Version:** The system generates the version number.
- **Start date.** Accept the default or change the start date.
- **End date.** Optionally enter an expiration date for the clause.



- Provision. Provisions are used in negotiation documents in Oracle Sourcing only. If applicable, select the Provision check box.
- Protect text. To prevent modification to the clause text in documents, select the protect Text check box.
- Global. To make the clause available to all organizations, select the global check box. This field is only available in the Global operating unit.
- Text. Enter the necessary text for the clause. Clause texts can include business variables. In the text area you can choose one of the following modes:
  - Rich Text. The Rich Text editor provides special formatting of the text that is driven by business and legal requirements. The Rich Text editor provides a Tool bar and a Text area.
  - Text. The Text mode provides a plain text area only. If you use the Rich Text mode to enter the clause text and then toggle to the Text mode, the system displays the HTML source for the text you have entered. However, the system prints the clause using the Rich Text features even if you have toggled to the Text mode.
- Add Variables. Click Add Variables to search for available variables, The Add Variables page appears. From this page you can search for available variables, then click the Insert icon to add the variable that you want into your text, at the location of the cursor within the text area. In the clause text, variables are displayed as tags in the format [variable name@].
 

**Note:** If you do not use the Rich Text editor to author clause text, the system inserts the variables at the end of the test instead of where the cursor is located. You can use the Cut and Paste operation to move a variable tag, within the clause text to the appropriate location.
- Instructions. Optionally enter instructions on how and when to use the clause in a contract template or business document. Users can view these instructions when they add the clause to a contract template or business document.
- Allow Include by Reference. Select the check box to replace the clause text with the Reference text when the clause is used in a contract. Optionally enter the following information:
  - Reference Source. Provide the source of the clause that may not Be printed in full text.

- Reference Text. Enter the reference text. The system prints the reference text instead of the clause text, on a printed contract.

**Note:** If you select the Allow Include by Reference check box, the Reference Text field becomes mandatory.

3. To complete your operation, select one of the following buttons:
  - Submit. To submit the clause for approval, click this button.
  - Apply and Add Details. Click this button to save your work and move to the Update Clauses page.
  - Apply. Click Apply to save the clause and close the Create Clauses page.
  - Cancel. Click Cancel to close the Create Clauses page without saving the clause.

### **Duplicating an Existing Clause:**

You can use the Duplicate feature to create new clauses from existing ones. The Duplicate feature is available from the Search and View Clauses pages.

1. Navigate to the Search Clauses page.  
Navigation: Contract Terms Library > Clauses tab
2. Search and select a clause. For more information, see the searching for Clauses section.
3. Click the Duplicate button.
4. In the New Clause Title field, enter a unique title.
5. Optionally choose to copy folders and related clauses.
6. Click the Save and Continue button.
7. Enter or change the information as describes in the Defining Clauses section.

## **Defining Related Clauses**

For any given clause, you can define alternate and incompatible clauses. You can use alternate clauses as a substitute for the main clause on a contract. Incompatible clauses cannot be used on the same contract.

**Note:** You can add alternate an incompatible clauses to an approved clause without requiring the creation of a new version.

1. Navigate to the Create Clauses or Update Clauses page.
2. Open the Related Clauses subtab.
3. Click Add Another Row.
4. In the Relationship field, select one of the following options:
  - Alternate
  - Incompatible
5. In the Clause Title field, enter the clause title. You can also use the List of Values icon to search and select the clause.
6. Click Save.
7. Click Compare to compare related clauses. Select the two clauses that you want to compare and then click the button.
8. Click Compare with Current to compare the related clause with the current clause. Select only one clause from the list and click the button
9. Click Remove to delete a clause relationship.

## Assigning Clauses to Folders

You can assign clauses to folders from the Update Clause page. Note that you must have previously defined the folder

1. navigate to the Clauses page.  
Navigation: contract Terms Library > Clauses tab.
2. Open a clause for update.
3. Open the Clause Folders subtab.
4. Click Add Another Row
5. In the Name field, enter the folder name. You can also click the List of Values icon to search and select the folder name.
6. Click Save or Apply.

## Approving Clauses

To make standard clauses available for use in contracts, they must be approved first. You can

- Approve once clause at a time.
- Select and submit more than one clause for approval at the same time.
- Respond to approval.
- Comment on either approval or rejection decision.

You must have set up an approver first.

**Note:** The default workflow supports a single approver. However, you can modify the workflow processes to include more approvers and route approvals based in additional business conditions.

1. Navigate to the Clauses page.  
Navigation: Contract Terms Library > Clauses tab.
2. Create a new clause or search and open a clause in Draft status.
3. Click Submit to
  - Change the clause status from Draft to Pending Approval.
  - Send a workflow notification to the approver.
4. The approver opens the notification and reviews the clause.
5. The approver either approves or rejects the clause. As a result
  - The clause status is changed to Approved or Rejected.
  - A workflow notification informs the author of the clause of the decision.

## Managing Clauses Across Organizations

This section discusses how organizations with global operations can manage clauses across multiple organizations. This feature is useful for companies that contract with customers across the globe with operations in different countries and locations. Organizations are identified based on the operating unit assignments in the Define Organizations form. In this document, we refer to those operating units that have been

set up to use the Contract Terms Library as organizations.

A central organization can define global clauses and make them available for use by local organizations. To define global clauses, you need to identify your global organization, usually the corporate headquarters. The designated global organization is responsible for the creation of clauses for business terms that need to be enforced globally. On approval, the clauses are made available to local organizations. A workflow notification is sent to the local organizations that need to review the clause.

In the local organizations, library administrators review the clause and decide if it needs to be modified to meet local requirements. If necessary, the clause is modified (localized) and routed for internal approvals. If not, the clause is adopted with no changes or modifications and routed internally for approvals. Alternatively, local organizations can be set up to automatically adopt all global clauses.

Prior to creating global clauses, you must

- Set up the OKC: Global Operating Unit profile option. This is a site level profile option to determine the operating unit that can create global clauses and templates. A check box to identify global type clauses and templates becomes available after you set up this profile option.
- Create global clauses in the global organization
- Approve global clauses to make them available in local organizations.

This section covers the following topics:

- Adoption of Global Clauses by Local Organizations, page 6-7
- Creating Global Clauses, page 6-8
- Notifying Local Operating Units, page 6-8
- Reviewing Global Clauses for Adoption, page 6-9
- Approving Global Clauses in Local Operating Units, page 6-10
- Viewing Adoption Status, page 6-11
- Adopting Global Clauses in a New Operating Unit, page 6-11

### **Adoption of Global Clauses by Local Organizations:**

You can set up your local organizations to adopt global clauses automatically or manually.

- Auto adoption of global clauses. This feature provides automatic adoption of global clauses to operating units that do not require a manual review and approval process. For example, a company with more than one operating unit can define

global clauses and make them available to all operating units. During the workflow approval for a global clause, when the clause is approved, the system verifies the operating units that are set to adopt clauses automatically. The system automatically adopts the global clause for these operating units with no manual intervention.

- Manually adopting or localizing global clauses. For operating units that require a review and approval process, this feature enables them to make the global clauses available for use in their own organization. The operating units can use one of the following:
  - Adopt Global Clause as-is. Adopt the global clause without changes. The system records the user name and system date and time of adoption along with the adopting organization. The local operating unit can adopt multiple global clauses at the same time. After adoption and approval of global clauses, the local operating unit can use the clauses to author contracts.
  - Localize Global Clauses. Localize the global clause by making some changes to the clause or translating it to the language of the local organization. The system creates a copy of the clause in Draft status. During localizations, you can modify the clause text and add or delete variables from the text. You can then submit the local clause for approval. the system records the approver name and data as the adoption details for the clause. Note that if you are not changing the intent of the clause text and only translating it into a local language, you can select the translation Only check box. This is for informational purposes and can be used to report on why a clause was localized.

### **Creating Global Clauses:**

Use these steps to create a global clause.

1. Create a standard clause.
2. Select the Global check box. This check box is only available in the designated global organization. When a global clause is approved, it remains global on all subsequent versions. However, if an earlier version of a clause is not global, you can make the subsequent versions global.

**Note:** When a global clause is approved, it remains global on all subsequent versions. However, if an earlier version of a clause is not global, you can make the subsequent versions global.

### **Notifying Local Organizations:**

When a global clause is approved, the system send a notification to the library administrators, in all local organizations, to consider the clause for adoption. In case a

local organization is set to automatically adopt global clauses, a notification is sent to these organizations informing the local administrators that a new global clause has been automatically adopted for their organization. Note that library administrators must be set up.

### **Reviewing for Adoption:**

As the library administrator in a local organization, you can review and adopt global clauses.

1. Navigate to the Clauses page.

Navigation: Contract terms Library > Clauses tab.

2. Search for Global clauses. For more information, see Searching for Clauses, page 6-12.

Note that:

- A global clause that is approved (in the global operating unit) is available for adoption in local operating units. If a global clause is on hold or expired, although the clause is displayed in the search results, local operating units cannot adopt or localize it.
  - In a local operating unit, the first version of an adopted global clause must be manually assigned to a folder that is created in that operating unit. However, after adoption, the system assigns the subsequent versions of the global clause to the same folder.
  - Each time that a new version is created and approved for a global clause, that version becomes available for adoption in the local operating units. Each version of a global clause must be adopted individually.
3. In the Adoption Type field, choose available for Adoption

**Note:** For performance reasons, you cannot search for clauses by the Adoption Type alone. In searching for clauses that are available for adoption, you must enter additional search criteria such as Clause Type or Keyword.
  4. Click Go to view the list of available clauses.
  5. Review every clause on a case-by-case basis and decide whether to adopt the clause as-is or localize it.
    - If a previous version of a global clause was adopted as-is, you

must adopt subsequent versions of the clause in the same manner. You cannot change the adoption type on subsequent versions on a clause.

- If the first version of a global clause is localized and the next version is now available for adoption, when you choose to localize the second version, the Localize page displays the text from the localized version. Currently, the system does not provide a comparison of the current localized text and the second version of the global text. To view the text of the second version of the global clause, you must view the clause form the Search page.
6. Click for Adoption to view the full text and clause details. At this point you can:
- Adopt the clause as-is. In this case, you only need to submit the clause for local approval.
  - Localize the clause. When you localize a clause, you can modify the text and check the Translation Only check box to indicate that the changes were for translation purposes. Submit the localized clause for approval on completing the modifications. Note that you can delete a clause that had been localized and is in draft status. This makes the original global clause available again for adoption.

### **Approving Global Clauses in Local Organizations:**

At the time a global clause is adopted and submitted for local approval, the library administrator receives a workflow notification requesting approval for adoption of the clause.

The local administrator can approve or reject the clause. After approval, the global clause (or the modified localized clause) becomes available for use in the local organization. If a clause is rejected, the local organization may choose to continue modifying the clause, based on the rejection comments, or modify the adoption type. For example, a clause that was previously adopted as-is can now be localized.

When local organizations adopt a global clause, the system sends a notification to the global organization with details on date and type of adoption.

**Note:** When approving or rejecting a clause or contract template, you can use the Comments section to provide your remarks in the Approval notification. Your comments are visible to the user who has submitted the original approval request.



Also, you can send the approval notifications by e-mail. However, this would require additional configuration. For more information on how to set up the e-mail client to receive all notifications, see the *Oracle Applications System Administrator's Guide*.

### **Viewing Adoption status:**

Global organizations can monitor when and how global clauses are adopted across local organizations. The Adoption Status report provides an overview of the adoption status across multiple local organization for a given global clause. This report is only available in the global organization and allows the global organization to analyze cases where the global clauses are not adopted in a timely manner.

1. Navigate to the Clauses page.

Navigation: Contract Terms Library > Clauses tab

2. In the global organization, search for global clauses. For more information, see the Searching for Clauses, page 6-12.
3. Click the clause title to view the clause detail.
4. select the View Adoption Status option from the list.
5. Click Go

the View Adoption Status report provides the following information:

- Organization Name
- Clause Title
- Version
- Adoption Type (indicates if the global clause was adopted as-is or localized)
- Translation Only (indicates if the global clause was only translated to the local language).
- Adoption Status (indicates if the clause was approved in the local organization or not).
- Adoption Date (the date the clause was adopted).

### **Adopting Global Clauses in a New Organization:**

For any new organization that is set up to adopt global clauses, Oracle Procurement Contracts provides a concurrent program to adopt all global clauses that were created

before the new organization was created.

To adopt the global clauses, you must run the Adopt Global Clauses for a New Organization concurrent program. It is not necessary to rerun the program for a given organization more than once, if all the migrated clauses and the new global clauses have been created in the global organization at the time of running the concurrent program.

The clause status in the new organization could be one of the following:

- **Adopted:** If the organization is set up to automatically adopt clauses.
- **Available for Adoption:** If the organization is set up to manually adopt clauses

## Searching for Clauses

You can search or browse to find clauses in the Clauses Library. This section covers the following topics

- Searching for Clauses, page 6-12
- Using the Keyword Search Feature, page 6-14
- Browsing for Clauses, page 6-14

### Searching for Clauses:

1. Navigate to the Clauses page.

Navigation: Contract Terms Library > Clauses tab

2. In the Search region, search for clauses by

- Operating Unit (mandatory field)
- Keyword
- Type
- Title
- Number

3. To access additional search options, click the Show More Search Options link. These options are:

- Intent
- Status

- Start and end dates
- Provisions only
- Variables used in the clause
- Used in templates
- Default section
- Show all versions check box
- Adoption Type (available only in local operating units)

To perform your search, you must enter information in the Operating Unit field and one of the following fields:

- Number
- Title
- Keyword
- Type
- Status
- Start Date
- End Date
- Used in Templates
  - You cannot perform blind searches or start your search criteria with the wildcard character (%).
  - If you do not select the Show All Versions check box, the system displays only the latest version of the clauses that match the search criteria.
  - Description does not work with leading searches. Also, the description returns only those clauses for which the description begins with the search criteria that you enter. For instance, if you enter A% in the Description field, only those clauses for which the description begins with the letter A are returned.

4. Click Go to view the search results.
5. In the Search Result section, select the check box for any clause and click one of the following buttons:
  - Submit. Submit the clause for approval.
  - Duplicate. Create a new clause by copying from an existing clause.
  - Create New Version. Create a new version.
  - Review for Adoption. This button is available only to local organizations for adopting global clauses. See: Approving Global Clauses in Local Operating Units section, page 6-10.

### **Using the Keyword Search Feature:**

You can search for clauses in the Contract Terms Library using the Keyword Search feature. The system searches for clauses that contain the text you enter in any of the following fields:

- Clause Title
- Display Name
- Clause Description
- Clause Text

To perform the keyword search, you must run the following concurrent programs periodically:

- Synchronize Clauses Text Index
- Optimize Clauses Text Index

If you have not run the concurrent programs, the search will not provide accurate results. The frequency for running these programs must be decided on a case-by-case basis. You can schedule the concurrent programs to run together automatically at predefined intervals.

**Note:** You do not need to run the foregoing concurrent programs for each operating unit. Running the program synchronizes the data across the operating units that use the Contract Terms Library.

### **Browsing for a Clause:**

In addition to search, you can use the Browse feature to search for clauses using folders.

1. Navigate to the Clauses page.  
Navigation: Library > Clauses tab
2. Click Browse to search through folders for the clause that you want to retrieve. The system displays the list of available folders.
3. To view all clauses assigned to a folder, select the check box for that folder.
4. Optionally, click the clause title to view clause details.
5. If applicable, select the check box for any clause and click and of the following buttons:
  - *Submit*. Submit the clause for approval.
  - *Duplicate*. Create a new clause by copying from an existing clause.
  - *Create New Version*. Create a new version.
  - *Review for Adoption*. This button is available only to local organizations for adopting global clauses.
  - *Update*. Open the clause for update

## Contract Clause Analysis Report

The Contract Clause Analysis report enables you to search for the contracts where a given set of clauses is used. After entering the search criteria for the clauses and the contracts, the system displays a list of all appearances of the clauses in those contracts. For more information on Contract Clause Analysis report, see the online help topics in Oracle Contracts, Oracle Procurement Contracts, or Oracle Sales Contracts.

## Managing Changes to Standard Clauses

This section covers the following topics

- Updating clauses
- Versioning clauses
- Comparing clauses
- Placing clauses on hold
- Deleting clauses

## Updating Clauses:

You can modify clauses and their versions subject to certain business rules. When updating a clause, you can:

- View and assign alternate clauses
- View and assign incompatible clauses
- Add clauses to folders
- View all versions of the clause
- Choose one version and compare with the one that is being updated
- Change the status to On Hold (only if the clause is in Approved status)
- Submit the clause for approval
- Delete the clause (only if the clause is in Draft status).

**Note:** A new version is required if:

- The clause is inactive
  - The clause is in Approved status and the attributes that are controlled at the clause version level need to be updates.
1. Navigate to the Clauses page.  
Navigation: Contract Terms Library > Clauses tab
  2. Search for the clause that you want to update.
  3. Verify the clause status:
    - If the clause is in draft status, all the fields are available for update.
    - If the clause is in any other status, certain fields are protected and cannot be updated.
  4. Click the Update icon. The system opens the clause for update.
  5. Make the necessary changes:
    - Except for the first version of a clause in draft status, you cannot change the clause number, title, and intent.

- For clauses with the approved status, you cannot make changes to the following fields: Display Name, Start Date, Provision, and Global check boxes, Clause Text, and Allow Include by Reference.
6. Select one of the following actions:
    - Create new version (not available for clauses in draft status)
    - Submit for approval (only available for clauses in draft status)
    - Put on hold (not available for clauses on draft status)
    - Delete (only available for clauses in draft status).
    - Apply
    - Save
    - Cancel

### **Versioning Clauses:**

The Versioning feature enables you to make changes to clauses that are already in use on contracts. You can modify clause details including clause text and description. New versions need to be approved before they can be used in contracts.

A new version is required if:

- The clause is not in draft status
- the clause is approved and the attributes controlled at the clause version level require updating.

1. Navigate to the Clauses page.

Navigation: Library > Clauses tab.

2. In the Search region, enter the search criteria for the clause that you want.

3. Click Go. The system displays the search results.

4. Select the check box for the clause.

5. Click Create New Version. Fields from the previous version are copied to the new version. You cannot change clause title, number, and intent, when creating a new version.

6. Select one of the following options:

- Apply
- Save
- Submit
- Cancel

You can delete the new version of a clause if it is in draft status.

### **Comparing Clauses:**

You can compare any two versions of a clause. the system provides a redline comparison of the changed made to the clause text.

You can choose any two versions of a clause, and then click the Compare button available in the Version History subtab of Updating Clause page.

### **Placing Clauses on Hold:**

You can place clauses on hold to prevent them from being used in contract templates and contracts. You can also release the hold to make the clause available again.

1. Navigate to the Clauses page.  
Navigation: Contract Terms Library > Clauses tab
2. Search for the clause that you want put on hold.
3. Verify the clause status.
4. Click the Update icon or the clause title link.
5. Click Put on Hold
6. Click Yes to confirm.
7. To release the hold, open the clause for update.
8. Click release Hold. The system confirms the release.

### **Deleting Clauses:**

You can only delete clauses that are in draft or rejected status.

1. Navigate to the Clauses page.  
Navigation: Contract Terms Library > Clauses tab
2. Search for the clause you want to delete.



3. Verify the clause status.
4. Click the Update icon or the clause title link.
5. Click Delete. The system asks you to confirm your request for deletion.
6. Click Yes.

## Importing Clauses

You use the Clause import feature to import clauses into the Contract Terms Library. In addition to clauses, you can import the following related entities:

- Variables
- Value sets that are used in variables
- Value set values
- Clause relationships that establish a clause to be an alternate or incompatible with one or more clauses

Clause import can also be used on an ongoing basis to update these entities in the library.

You can import clauses and the related entities using the following methods:

- Open Interface, page 6-25: For this method, use SQL\*Loader, PL/SQL Scripts, or JDBC to load the entities directly into the corresponding interface tables. This process is outside the scope of the Clause import program. The clause import validates the data and imports the content into the library.
- XML Data File, page 6-27: Using this method, you import data directly from a source XML file that conforms to the XML schema that is published for import. The clause import validates the XML data and imports the content into the library.

The following tables identify and describe the attributes that are imported for each entity:

### **Clauses**

<b>Attribute</b>	<b>Description</b>
Clause Number	Number that identifies the clause. Two alternatives for a clause could have the same number.

Attribute	Description
Description	Description of the clause.
Title	Clause title or name.
Clause Type	Type of clause.
Display Title	Title that is displayed for the clause in the application.
Start Date	Date from which the clause can be used.
End Date	Date until which the clause can be used.
Date Published	Date that uniquely identifies the updates. This date determines whether the update is subsequent to the one already in the clause library and whether a new version of the clause will be created.
Clause Text	Legal text of the clause. The variables in the clause text should be enclosed within <Var> and </Var> tags.
Intent	Business intent of the clause: (B) for Buy and (S) for Sell.
Language	Language in which the clause is authored.
Provision Indicator	Indicates whether the clause is a provision. It only applies to clauses with the <b>Buy</b> intent.
Include By Reference Indicator	Indicates whether the clause should be used by reference in a contract.
Reference Source	Source from which clause is referenced.
Reference Title	Title of the clause in the source.
Operating Unit	Operating unit using the clause.

<b>Attribute</b>	<b>Description</b>
Global Clause Indicator	Indicates if the clause is a global clause (all operating units can use them).
Standard Indicator	Indicates whether the clause is standard or nonstandard.
Clause Status	Status of the clause. Valid values are Draft, Approved, Pending Approval, and Rejected.
Lock Text Indicator	Indicates if the clause text can be modified.
Action	Action that the import process should perform on the clause.

### **Clause Relationships**

<b>Attribute</b>	<b>Description</b>
Clause1 Number	Clause number of the first clause.
Source Clause1 Title	Clause title of the first clause.
Clause2 Number	Clause number of the second clause.
Source Clause2 Title	Clause title of the second clause.
Relationship Type	Relationship type code: <ul style="list-style-type: none"> <li>• ALTERNATE: Clause1 and Clause2 are alternatives to each other.</li> <li>• INCOMPATIBLE: Clause1 and Clause2 are incompatible with each other.</li> </ul>

### **User-Defined Variables**

Clauses can have variables embedded in the clause text. System variables are already defined in the system and are available for use in clause text. However, user-defined variables must be defined in the system before they can be used in clauses. A variable code uniquely identifies the variable and must be specified as part of the definition. It is recommended that the variable code follow the pattern **OKC\$<intent>\$<code>** and

must be unique in the system. For example, if the variable is the VAT code of the supplier and is used in buy-side transactions, then the code could look like OKC\$B\$VATCODE where **B** stands for buy intent.

### ***User-Defined Variables***

<b>Attribute</b>	<b>Description</b>
Code	Variable code that uniquely identifies the variable.
Name	Variable name.
Description	Description of the variable.
Data Type	Data type of the value of the variable. Valid values are Date, String, and Number.
Valueset	Code of the valueset used.
Intent	Intent of the variable: B (Buy) and S (Sell).
External User Updatable	<p>Indicates whether suppliers can update the variable.</p> <ul style="list-style-type: none"> <li>• Y, if suppliers provide the value.</li> <li>• N, if suppliers do not provide the value.</li> </ul> <p><b>Note:</b> This attribute is not available for Sales Contracts.</p>
Language	Language of the variable.
Contract Expert Enabled Indicator	<p>Indicates whether the variable can be used in Contract Expert.</p> <ul style="list-style-type: none"> <li>• N: Do not use in Contract Expert.</li> <li>• Y: Enabled for use in Contract Expert. Note that the value set for the variable should have a format type that is character or number and validation type independent.</li> </ul>

## Value Sets

Each user-defined variable that is embedded in the clause sources the value from a value set. Value sets can also be defined during the import process. Value sets can either enforce the data types or the actual values that a variable can have. It is recommended that value sets that are defined during the import process should have a name in the format **OKC\$<SOURCE>\$<VALUESETNAME>** to distinguish them from other value sets in Oracle Applications. For example, a value set for a variable called Business Type used in a FAR clause can have the name **OKC\$FAR\$BUSINESSTYPE**.

Each valueset should have the following attributes:

### Value Sets

Attribute	Description
Name	Name of the value set.
Description	Description of the value set.
Format Type	Format of the values that are provided by the value set: <ul style="list-style-type: none"><li>• D (Date)</li><li>• N (Number)</li><li>• C (Character)</li></ul>
Minimum Size of Values	Minimum number of characters for each value in the value set. Valid values are 1–38.
Maximum Size of Values	Maximum number of characters for each value in the value set. Valid values are 1–38.
Uppercase Values Allowed Indicator	Indicates whether uppercase values are allowed: <ul style="list-style-type: none"><li>• Y: Allowed</li><li>• N: Not Allowed</li></ul>
Precision Allowed for Number Types	Number of decimal points allowed for number values.

Attribute	Description
Validation Type	Validation type for the value set: <ul style="list-style-type: none"> <li>N: None</li> <li>I: Independent</li> </ul>

Each value set that has validation type of independent should have a list of valid values.

#### ***Value Set Values***

Attribute	Description
Value	Actual value
Description	Description of the value

#### **Interface Tables Used for Import:**

The following tables are used during the import process:

#### ***Interface Tables Used for Import***

Table Name	Description
OKC_ART_INTERFACE_ALL	This is the main interface table where the users load data from external systems.
OKC_ART_RELS_INTERFACE	This is the interface table that stores the relationships between clauses.
OKC_VARIABLES_INTERFACE	This interface table is used to import variables that are used in clauses.
OKC_VALUESETS_INTERFACE	This interface table is used to import value sets that are used in variables.

<b>Table Name</b>	<b>Description</b>
OKC_VS_VALUES_INTERFACE	This interface table stores the values for the value sets that are used in variables.
OKC_ART_INT_ERRORS	This table stores the errors that are reported by the run in the validation or import mode.
OKC_ART_INT_BATPROCS_ALL	This is an internal system table that stores the batch run details. This includes the processing status as well as all the parameters that are used for the run.

For detailed information about the preceding tables, see the *Oracle eTechnical Reference guide (eTRM)*.

#### **Clause Import - Open Interface Method:**

The following tasks constitute the Clause Import With Open Interface procedure:

- Preparing and loading data
- Importing in validate mode
- Reviewing error messages
- Correcting errors
- Importing data into the library
- Approving imported clauses in draft status
- Purging interface records

#### **Prerequisites**

- Set up necessary lookup codes, for example, clause types.
- Set up all necessary data, for example, variables and sections.
- Operating unit setup:
  - Set up clause approvers for Buy and Sell intent.
  - Determine whether the AutoNumbering option should be set up for the operating unit.

## Steps

1. Format the data in a form that is suitable for loading into the interface table. For example, if you are using SQL\*Loader to load data into the interface tables, you can choose to use a comma separated data file (CSV) and a control file that describes the data format.
2. Run the Import Clauses concurrent program in validation mode to identify any invalid data or errors. This is recommended but not a mandatory step. You can specify the following parameters for the Import Clauses concurrent program:

Concurrent Program Parameter	Possible Values	Mandatory	Function
Batch Name	Name of the batch	Yes	Provide a batch name to easily identify the records that you are importing.
Run in Validation Mode	Yes / No	No	Set to Yes if you want to run in validation mode to identify potential errors.
Commit Size	1 to 300	Yes	Indicates the maximum number of records that the system processes and commits to the database at one time. For example, if you have 1,000 records to be imported and your commit size is set to 100, and an error occurs on the 150th record, the system has already processed the first 100, and the data will not be reprocessed the next time that you run the program. Consult your database administrator for the appropriate value.

3. The Import program generates a report that lists the success and error messages. The errors at this stage would primarily be related to data format or missing required data. Review the report and correct the errors outside the system and prepare the data for a reload.
4. Reload the data into the interface table after correcting the errors.
5. Run the Import Clauses concurrent program in import mode to create or update data in the library. If the program was run previously in the validation mode with no errors, then the import should succeed. The Import program generates a report that lists the success and error messages. Records with errors remain in the interface



tables until they are purged or corrected.

6. If clauses are imported in Draft status, they must be approved before they are available for authoring contracts. If they are imported in the pending approval status, the system automatically routes the clauses to approvers for review and approval.
7. Purge the Interface records. See: Purge Interface Records, page 6-29.

### Clause Import - XML Data File Method:

#### Prerequisites

Set up the following:

- Necessary lookup codes, for example, clause types.
- Necessary data, for example, variables and sections.
- For the operating unit:
  - Set up clause approvers for Buy and Sell intent.
  - Determine whether the AutoNumbering option should be set up.
- The OKC: Clause Import XML File Location profile option. This specifies the location (file directory) of the XML file. This is mandatory setup for using the XML-based import.

#### To import clauses using XML

1. Data preparation: Format the data to be imported in a form that is suitable for XML import. This involves generating an XML file with the clause data that conforms to the XML schema that was published for import (see the table below for how to access the schema definition file in Oracle XML Publisher).

Schema Definition File Name	Application	XML Schema	XML Preview File
Clause Import XML Data Definition	Contracts Core	OKCXMLIMPDEFN.xsd	OKCXMLIMPDEFN.xml

2. Staging the XML import file: Copy the XML file to the location specified by the **OKC: Clause Import XML File Location** profile option.
3. Import in the Validate mode: Run the **Import Clauses from XML File** concurrent program in the Validate mode to identify any invalid data or errors. This is

recommended but is not a mandatory step. The program parses the XML file and populates the interface tables. You can specify the following parameters for the concurrent program:

Parameter	Possible Values	Default	Mandatory	Function
XML File Name		No	Yes	Name of the XML import file. The file must be present in the location that is specified by the profile option <b>OKC: Clause Import XML File Location</b> .
Default Operating Unit	Any operating unit for which contract terms are enabled	No	No	Identifies the operating unit for which the Import process needs to run. Leave it blank if the operating unit has already been provided for each record in the XML file. This value is used as the default for those records for which the operating unit is not provided.
Create as Global Clause (Default)	Yes/No	No	No	If this parameter is set to Yes, it will import all clauses as global clauses. Note that the operating unit in which the clauses are imported must be set up as the global operating unit.
Default Clause Status	Approved, Draft, Pending Approval	No	No	This identifies the status in which to import the clauses. Leave it blank if the records already have a status. This value is used as the default for those records for which the status is not provided.
Validate Only	Yes/No	Yes	No	Run the Import process in validate mode to identify invalid data or errors.

4. Review the error messages: The import program generates a report that lists the success and error messages. The errors at this stage would primarily be related to data format or missing required data. Review the report and correct the errors outside the system and prepare the data for a reload.
5. Correct the errors: Review the report in the log file and correct errors in the XML

data file.

6. Import data into the library: Run the **Import Clauses from XML File** concurrent program in import mode to create or update data in the library. If the program was run previously in validation mode with no errors, then the import should go through successfully. The Import program generates a report that lists the success and error messages.
7. Approvals: If clauses are imported in the Draft status, they must be approved before they are available for authoring contracts. If they are imported in the Pending Approval status, the system automatically routes the clauses to approvers for review and approval.
8. Purge the interface records. See: Purge Interface Records, page 6-29.

### **Purge Interface Records:**

To optimize performance, you should periodically run the Purge Clause Import Interface Table concurrent program. This program purges records in the interface tables for clauses and the other related entities.

The following table describes the parameters for the Purge program:

<b>Concurrent Program Parameter</b>	<b>Mandatory</b>	<b>Purpose</b>
Start Date, End Date	No	Use the Start and End Dates to identify the range of dates for interface records that need to be purged.
Process Status	No	Provide a specific status if you want to purge interface records with that status. The possible values are Error, Success, and Warning.
Batch Name	No	Provide a specific batch name if you want to purge records belonging to that batch only.

**Note:** If you do not specify any parameters, the system displays the following warning message: "No parameters found for this run. This request will delete all the records for your organization in the interface tables."

## **Managing Contract Templates**

Oracle Contracts enables you to define a standard set of templates to easily default

terms for contracts authored by your organization. You can create templates that include both clauses and deliverables. These templates can then be used to default clauses and deliverables on a contract.

Not that the Deliverables functionality is currently supported only on contract templates with the Buy intent.

- 1.

## Creating Contract Templates

To create a contract template, you can:

- Create a new contract template
- Duplicate from an existing template

### Creating a New Contract Template:

1. Navigate to the Create Template page
2. Select an operating unit from the list of values. The list of values is based on the security profile that was defined for the responsibility that you are using. For more information, see *Setting Up Operating Units*, page 4-1 and *Setting Up Profile Options*, page 4-5.

**Note:** After you save a template, you cannot change its operating unit, even if the template is in Draft status. Make your selection carefully when creating a template from the list of available operating units.

3. Enter a unique name for the template. This template name must be unique within an organization.
4. Select the intent for the template. Normally for procurement it would be Buy.

**Note:** You cannot change the intent on a template even if the template is in draft status if it contains clauses or deliverables or is associated to one of more document types. You must remove these if you want to change the intent.

5. Accept the default start date (system date) or change the date.
6. Optionally, enter a description for the template.
7. When you create a new template, the system sets the template status to draft.

Except for the On Hold status, the system controls all statuses on a template. You can manually change the status of a template from Approved to On Hold.

8. Link all contract templates that have the same context and purpose but are in different languages. To do this, use the Language and Translated from Template fields to specify the language and primary template for the contract template:
  - The list of values for the Languages field displays all active languages that have been installed in your instance.
  - The list of values for the Translated from Template field includes all contract templates that are in the same operating unit as the current template, with the same intent but in a different language.
  - If you select a Translated From template, you also must select a language for the template.
  - You cannot update the Translated From Template field on a template that is referenced by other translated templates.
  - You can update the Language and Translated from Template fields after approval without requiring a template revision.

After you save the template, the system displays the Translated Templates subtab. If applicable, the subtab displays the following information: Name, Description, Language, Status, and Translated From.

9. Select a layout template from the list of values. The layout template is used by the system to prepare the template for preview.
10. Optionally, enter an instructions for using the template.
11. Optionally, select the Global check box to make the template available for duplication in all operating units. This is applicable only for global operating units. For more information, see the Global Templates section, page 6-46.
12. Select the Contract Expert Enabled check box to make the Contract Expert feature available on a business document to which the template is applied. By selecting the check box:
  - Contract Expert rules can be assigned to the template.
  - All existing Contract Expert rules with the Apply to All Templates option selected are assigned to the template automatically. For more information about creating and assigning rules, see the Creating Rules section, page 7-9.

- The system displays the Rules subtab (after the user has saved the template). From the Rules subtab, you can view the Contract Expert rules that are applicable to the contract template. Also, you can view the sequence of questions that are used in the rules.

13. Select the Expert Clauses Mandatory check box if you want to make the clauses, brought in by Contract Expert, mandatory on the business documents. You can select the Expert Clauses Mandatory check box only if you first select the Contract Expert Enabled check box.

**Note:** Selecting this box makes all of the Contract Expert clauses mandatory on the contract. You cannot apply this option to only certain clauses.

14. Select a Default Section if the template is enabled for Contract Expert.

Contract Expert places the clauses that it selects into the Default section of the template if those clauses do not have a default section assigned to them in the library.

**Note:** If you want to make changes to the Contract Expert fields after a contract template has been approved, see the special considerations that apply when you change Contract Expert fields on contract template revision, page 7-1.

15. In the Document Types region, you can assign the template to one or more business document types. This allows the users to select this template during authoring a contract for this document type.

16. To add a document type, click Add Another Row and enter the following information:

- Select the Document Type from the list of values.
- Optionally, select the Default Template check box to set the template as a default for all business documents that are authored using that document. type.

For Oracle Sourcing the valid document types are:

- RFQ
- RFI
- Auction

For Oracle Purchasing the valid document types are:

- Standard Purchase Order
- Blanket Purchase Agreement
- Contract Purchase Agreement

17. Click Apply and Add Details.

18. Add sections and clauses to the template. See *Adding Sections and Clauses*, page 6-35.

19. If Contract Expert is enabled on the contract template, you can click the Rules tab to view the list of rules that are assigned to the template. From the Rules table, you can click a rule link to view the rule details.

You can also view the question sequence in the Questions table.

You can change the question sequence for the contract template on the Contract Expert tab. For more information, see the *Managing Question Sequence* section, page 7-18.

20. Add deliverables to the template. See *Creating Contract Template Deliverables*, page 6-36.

21. From the Actions menu, choose:

- **Submit.** Submit the template for approval. A contract template created with no clauses or deliverables cannot be submitted for approval.
- **Validate.** Run the QA check process to validate that the template is correct. If the validation returns errors, you cannot submit the template for approval until the errors are corrected.
- **Preview.** Preview the contract template to ensure that the format and layout of the template is according to the organization's contract printing standards.
- **Delete.** Delete the contract template. You can only delete templates in draft or rejected status.

**Consider the following when creating and using contract templates:**

- **Searching for templates:** As a convenience, you can perform blind searches on contract templates. If you are not sure about the criteria to search for templates, clicking Go, without entering any criteria, displays all the templates that exist in the system. However, note that Operating Unit is a mandatory search parameter.
- **Using Language and Translated from Template features:** If your company creates contracts in multiple languages, you may want to consider using these features. The

Language and Translated from Template fields help you when selecting a contract template that you want to apply to a business document. In addition, if you are using Oracle iStore, the system automatically displays the template in the appropriate language, based on the language preferences setup.

- Clauses used in language templates: Clauses do not have languages associated with them. So, if you are creating templates in a specific language, ensure the clauses that you want to add to the template are also in the appropriate language.
- Default section for Contract Expert: This section is used to bring in Contracts Expert clauses that are not already assigned to any other section. From an implementation perspective, if you use Contract Expert to bring in the clause, a default section should be assigned to that clause.

Also, the list of values, for the default section on the template, is based on the sections that are created in the Contract Terms Library. For example, if you create a new section on the template, you cannot set this section as the default section.

If a section that was assigned as the default section is later inactivated, this change will not impact existing contracts. However, when the template is next updated, an appropriate warning is provided to update the default section assignment.

- A contract template that is enabled for Contract Expert can also contain standard clauses and sections. As with all contract templates, its constituent clauses and sections are automatically added to a business document when the contract template is applied to the business document.
- Clauses are not mandatory for templates enabled for Contract Expert. However, they are mandatory for other templates.

### **Duplicating from an Existing Template:**

You can create new templates by copying existing templates. Templates that the same organization has created are available to copy, regardless of the template status. The system copies all clauses and deliverables from the original template to the new one. You can also duplicate a global template in the local organization.

1. Navigate to the Contract Templates page.
2. Search for the source template.
3. In the Results section, select the source template.
4. Click Duplicate to open the Duplicate Contract Template page.
5. In the Name field, enter a new name for the template. The system copies the entire content of the source template along with the new section, subsections, layout, and formatting details to the new template. The new template's status is draft.



6. Make other necessary changes to the new template.
7. Save the template.
8. From the Actions menu, select an action and click Go.

## Adding Sections and Clauses

Use these procedures to add sections and clauses to a template.

1. Navigate to the Create Contract Templates page.
2. Enter the general information for the template.
3. Click Apply and Add Details.
4. Navigate to the Clauses subtab. In the Clauses subtab, you can define the structure and layout of the template consisting of sections, subsections and clauses. This is the component that contains all the contract terms. From the Clauses subtab, you have access to the following options:
  - Add Sections. You can build a hierarchy of sections and subsections and insert clauses into this hierarchy. You can create a new section or select from a library of sections. If you pick a section from the library, you cannot override the section name. To add clauses, you need to define at least one section on the template.
  - Add Clauses. To add a clause, select a location for the clause in the hierarchy and click the Add Clause button. You can insert clauses only in the context of a section or subsection. You can search for clauses by browsing through folders, or based on:
    - Keyword
    - Number
    - Clause Type
    - Title
    - Default Section
    - Provisions Only. Select the check box only if you want to search for Provision type clauses (this field is available for templates with the Buy intent only).
5. To make a clause mandatory in the template, select Mandatory. You cannot delete a

mandatory clause (except through special privileges) on a contract.

6. If a clause has alternate relationships defined, the Select Alternate icon is enabled. Click Select alternate to view all the alternates for the clause on the template. If you select an alternate clause, it replaces the original clause on the template.
7. After creating the necessary sections and subsections and inserting clauses, you can use the Move button to change the order of clauses and sections in the template. Select the sections or clauses that you want to move and click Move. Select the location in the hierarchy where you want to move the selections to. Then, for sections, use the Location field to indicate whether you want to move before, after or within the selected location.
8. You can apply a numbering scheme to the sections and clauses structure. Use the Renumber button to renumber the terms. Note that if you have used the Move feature to reorganize sections or clauses, or added or removed sections or clauses, the system will not automatically renumber the sections and clauses. You need to use the Renumber feature to reapply the numbering scheme.

## Creating Contract Template Deliverables

Business enter into contractual agreements with their trading partners, and as part of the contractual agreement, will have commitments to fulfill. The commitments on the contracts, besides products and services bought or sold, are classified as deliverables, under the Terms and Conditions of the contract. In addition to the contractual commitments that business need to fulfill, they might define other internal tasks that contribute to the overall execution of the contract.

You can define deliverables as part of the contract template creation process. If a contract refers to a contract template, all deliverables associated with that template are copied to the contract.

**Note:** You can only define deliverables for templates with the Buy intent.

1. Navigate to the Create Contract Templates page.
2. In the Deliverable subtab, select Create Deliverable.
3. Enter the Deliverable Name. This is the name of the task being requested.
4. Select the deliverable type. You can define the following type of deliverables:
  - Contractual Deliverable. A deliverable on a contractual document (for example, Purchase Orders, Blanket Purchase Agreement)

- Negotiation Deliverable. A deliverable on a negotiation document (for example, Request for Quote (RFQ), Request for Information (RFI)).
  - Internal Purchasing Deliverable. Internal Purchasing deliverables are used to track internal schedules and commitments relevant to a contract. They are not part of the contractual terms of a contract and hence do not directly represent a formal commitment between the parties.
5. Select the responsible Party. The responsible party is specified as the party that fulfills the deliverable.
  6. Optionally, enter the Description of the task and how to perform it.
  7. Optionally, select Buyer Contact. The buyer contact is the person responsible for performing the deliverable if you select the Buyer Organization as the responsible party. In case the supplier company is responsible for performing the deliverable, the buyer contact is responsible to accept the fulfillment of the deliverable.
  8. Optionally, select the Requester. This is the name of the person who has requested the deliverable. The requester usually verifies if the deliverable was completed satisfactorily.
  9. Optionally, enter any Comments. These comments are visible only to the internal users of the buying organization.
  10. Use the Due Date region to define one time or recurring deliverables.

A one time deliverable can have a fixed due date relative to a contract lifecycle event on the document.

With a relative due date, you can identify a date that is based on a period of time before or after a certain business document event. For example, five days after the contract is signed, or two weeks after the RFQ is published. In this case, you need to specify both the period of time and the event. For deliverables that have a relative due date, the actual due date will be calculated when the contract on which the template is applied is approved or is signed.

You are not required to provide a fixed due date for a deliverable on a contact template. However, you are required to provide complete due date information if the deliverable is a one time deliverable with a relative due date, or a recurring deliverable.

All events related to business documents with the same intent as the template are available for users to choose while defining a relative due date. Selecting a particular business document event for a due date on a deliverable would also make the deliverable specific to that given business document for execution (for example, five days after the blanket purchase agreement is closed). This deliverable is copied over and executed only on a blanket purchase agreement. If the contract

template containing this deliverable is applied on a purchase order document, the deliverable is dropped. If the same contract template is applied on a negotiation, for example, an RFQ which concludes in a blanket purchase agreement award, then the deliverables related to the blanket purchase agreement are retained on the negotiation document and carried forward to the blanket purchase agreement.

Deliverables can also be of a recurring nature. For example, a progress report is due every first Monday of the month. You can define a recurring deliverable by selecting the repeating due date type. The repeating deliverable instances are created upon approval or signing of the contract they are on. You can track and update the status of each instance like a one time deliverable. To create a recurring deliverable, you need to enter the following:

- Start Date. This is specified through a fixed date or a date relative to a certain event.
- Repeating Type. For example: daily, weekly, or monthly.
- Frequency. In combination with the repeating Type, this gives the frequency of the repeating deliverable, such as every six weeks, or every three months.
- In case of weekly frequency events, the day of the week on which to repeat.
- In case of monthly frequency events, the month on which to repeat.

#### **Example**

A report needs to be sent on the fifth day of the month every three months (every quarter) after the purchase agreement is signed. In this case:

- The event is the signing of the purchase agreement.
  - Frequency is monthly.
  - Interval is 3.
  - Day of the month is 5.
11. Use the Notifications region to inform the contacts about the progress of deliverables. Notifications are sent during the lifecycle of the deliverable, after the contract has been signed. Note that you can only define recipient for escalation notifications here, all others are sent to contacts on the deliverables. The notifications have a subject, a message body, and buttons to take certain actions, a notes area, and attached documents. Notifications can be sent for a deliverable in the following scenarios:
- Prior to Due Date. You can specify how many days, weeks, or months to send the notification before the due date. Recipient of this notification is the buyer contact and supplier contact.

- Status Change. send notifications for any status change of the deliverable. Statuses could be any of the following: completed, submitted, rejected, canceled, or failed to perform.
  - Overdue. Send notifications when the due date of the deliverable is passed.
  - Escalate after Due date. You can specify how many days after the due date to send an escalation notification. You can also specify the recipient of the notification.
12. In the Attachments region, attach any additional documents as part of the deliverable creation that you want your trading partner to see. for example, you might want the supplier to use a standard progress report template for this contract. You must provide a description for the attachment to identify the nature, context, and purpose of the attachment on the deliverable. In addition, you need to specify a name for the attachment.
- Click Add Attachments, and define your attachment as one of the following types:
- File. You can attach a file from your local desktop.
  - URL. You can specify a URL where the document is available.
  - Text. You can enter information in the Text field.
13. Click Apply.

## Validating Templates

Prior to submitting a contract template for approvals, you can validate the template to identify potential errors and warnings. In addition, the system automatically runs the validation process when you submit a template for approval. If any error conditions are found, the template is not submitted for approval. You must fix the error conditions and resubmit the template for approval.

The table below displays the type of validations that the system performs when you run the validation process.

Validation Type	Condition	Description
Inactive Clauses	Error	This validation checks for clauses in draft, expired, rejected, or on hold status. Templates with clauses in these statuses cannot be submitted for approval. Note that this error is enforced only for those clauses that do not have any approved, previous versions.
Alternate Clauses	Warning	This validation checks for the presence of two alternate clauses on the same template.
Incompatible Clauses	Warning	This validation checks for the presence of incompatible clauses on a document.
Layout Template not Defined	Warning	This validation checks if the contract template has a layout template assigned to it.
Invalid Variable for Document Type	Warning	This validation checks if the system variables embedded within clauses used in the template are supported for the document types in which the contract template is used.
Duplicate Clauses	Warning	This validation checks if the contract template contains duplicate clauses.

You can run the QA process at any stage during the template creation. The system also runs the QA process when a template is submitted for approval.

1. Navigate to the Contract Templates page.  
Navigation: Library > Contract templates tab
2. Open the template for update.
3. Select the Validate option from the list.
4. Click Go. The system performs the validation and displays the results along with the suggested fixes.
5. Click Printable Page if you want to print the list of validations.
6. If applicable, fix the error conditions and resubmit the template for validation.

## Preview Templates

Oracle Contracts uses the Layout template, assigned to the contract template, to prepare the template for preview.

1. Navigate to the Contract Templates page.  
Navigation: Library > Contract templates tab
2. Search for the template that you want to preview.
3. Click Go. The system displays the search results.
4. Select the Update icon for the template.
5. select the Preview option from the Actions list of values.
6. Click Go. The system displays the template in the Portable Document Format (.pdf).

## Approving Templates

You can use a standard workflow process to submit the templates for approval. You need to request approval:

- When a new template is created.
- After making updates to a rejected template.
- When a template revision is created.

Approvers can approve or reject the template. When a template is rejected, the system sends a workflow notification to the author of the contract template. The reason for rejection is also included in the workflow notification. The submitter can update the template based on the comments and resubmit the template for approval.

1. Navigate to the Contract Templates page.  
Navigation: Library > Contract templates tab
2. Open the template for update.
3. Select the Submit option from the Actions list of values. Alternatively, from the search results, query the template and click the Submit button.

## Searching for Templates

To find a template in the Contract Terms Library, choose one of the following options:

- Searching for templates
- using the Keyword Search feature

### **Searching for Templates:**

Use these procedures to search for contract templates.

1. Navigate to the contract Templates page.

Navigation: Library > Contract templates tab

2. To access the Advanced search options, click the Show More Search Options link.

3. search for the template using the following criteria:

- Template Name
- Keyword. Keyword searches on the Template Name, Description, and Instructions fields
- Status. Search on Approved, Draft, Rejected, Revision, On Hold, and Pending Approval templates.
- Template Intent. Search on Buy, Sell, or All.
- Contains Clause. Search for a specific clause that is used in a template. Note that the version of the clause is not considered in this search. If a clause has multiple versions, the system retrieves the templates that use any of those versions.
- Used in Document Type. Search on the document type usage for the template.
- Template Effectivity. Search for templates based on Start and End dates.
- Owning Organization. (only available for local organizations). Search for template used in the local organization or the global organization. Note that the search is set by default to local organization. Also, if the owning organization is set to Global, the only applicable status value is Approved. You cannot search for global templates in other statuses in a local organization.
- Default Templates Only. Search for any templates that are used as the default for document types.
- Global Only (only available for global organizations). Search for global templates in the global organization.

4. Click Go. The system displays the templates that matched your criteria.



### **Using the Keyword Search Feature:**

You can search for templates in the Contract Terms Library using the Keyword Search feature. The system searches for templates that contain the text that you enter in any of the following fields:

- Template Name
- description
- Instructions

To perform the keyword search, you must run the following concurrent programs periodically:

- Synchronize Template Text Index
- Optimize Template Text Index

If the concurrent programs have not been run, the search will not provide accurate results. Companies must decide on the frequency for running these programs on a case-by-case basis.

## **Managing Changes to Contract Templates**

### **Updating Templates:**

You can update general information about an approved template including the description, instruction, document type, and layout template. However, you must create a revision to update any of the sections, clauses, or deliverables. You can update templates in any of the following statuses:

- Draft. The template name, intent, and start date fields can be updated only in the first version of the template in draft status. You can update all other fields and attributes of the template
- Approved. To update an approved template for its layout and content, first you need to create a revision. then you can make modifications to the revision, approve it, and replace the original template.
- Pending Approval. You cannot update templates in this status.

You can also perform the following updates to contract templates:

- Place on Hold
- Release the Hold

- End date
1. Navigate to the Contract Terms page.  
Navigation: Library > Contract Templates tab.
  2. Enter the search criteria for the template.
  3. Click Go. The system displays the search results.
  4. select the Update icon for the template you want to update. You can perform the following actions while updating a template:
    - Add, update or delete sections and clauses.
    - Add, update, or delete deliverables (only available for templates in draft, rejected, and revision statuses)
    - Submit for approval (only available for templates in draft, rejected, and revision statuses)
    - Place on hold (not available for templates in draft, rejected, and revision statuses)
    - Delete (only available for templates in draft, rejected, and revision statuses)
    - Validate (all statuses)
    - Create revision (only available for templates in approved status)
    - Preview

### **Reordering Deliverables:**

You can change the sequence in which the deliverables are printed.

1. Navigate to the Contract Terms page.  
Navigation: Library > Contract Templates tab.
2. Enter the search criteria for the template.
3. Open the template for update.
4. Click the Deliverables tab.
5. Click Reorder. The Reorder Deliverables page opens.
6. For each deliverable that you want to re-sequence, click the deliverable and then

click the Up or Down arrow. Deliverables are printed in the order that you specified.

7. Click Apply.

### **Creating Template Revisions:**

You can create revisions to approved contract templates. However, you cannot change the following fields:

- Template Name
- Intent
- Start Date

Revisions need to be approved before they can be made available for use in authoring business documents. After a template revision has been approved, it completely replaces the original approved template. Template history of previous approved versions is not currently supported.

1. Navigate to the Contract Terms page.  
Navigation: Library > Contract Templates tab.
2. Enter the search criteria for the template.
3. Open the template for update. The template must be in approved status.
4. Choose the Create Revision option from the Actions list of values.
5. Click Go. The status of the template changes to revision.
6. Make the necessary changes.
7. Submit the template for approval.

### **Placing Templates on Hold:**

You can place templates on hold to prevent usage on contracts. You can also release the hold and make templates available again. You can only place templates that are in approved status on hold.

1. Navigate to the Contract Terms page.  
Navigation: Library > Contract Templates tab.
2. search for the template that you want to place on hold.
3. Click Go. The system displays the search results.

4. Select the Update icon for the template.
5. Choose the Place on Hold option from the Actions list of values.
6. Click Go.

### **Deleting Templates:**

You can delete templates that are in draft or rejected status

1. Navigate to the Contract Terms page.  
Navigation: Library > Contract Templates tab.
2. Search for the template that you want to delete.
3. Click Go. The system displays the search results.
4. Select the Update icon for the template.
5. Choose the Delete option from the Actions list of values.
6. Click Go.
7. Click Yes to confirm.

## **Defining Global Templates**

To define a global template, you need to identify your global organization, usually the corporate headquarters. The designated global organization is responsible for the creation of templates that local organizations can use. On approval, the global templates are available for local organizations to duplicate.

The global templates feature is different from the global clauses. Unlike a global clause, the system does not track adoption of global templates. It is up to the local organizations to determine if they want to duplicate a global template. The system allows a local organization to duplicate the global template subject to the following conditions:

- If the global template has clauses that are not global, these clauses are not copied over during copy.
- If a local organization has adopted clauses manually, only those clauses that have been adopted and approved in the local organization will be copied over.
- If the local organization has localized clauses, the global clauses will be replaced by approved localized clauses during copy.

The process of creating and using global templates includes:

- Global Operating Unit profile option. Users must set this site level profile option to determine global operating unit. You use the same profile option to create global clauses.
- Global check box in the contract template. To create a global template, users must select the Global check box. Once the template is approved, it becomes available in local organizations for copy.
- Duplicate Global Templates. Local organizations can search for global templates using the search field Owning Organization and selection the Global radio button. Note that users can preview the global template first to ensure that the contract terms meet their requirements. Users in local organizations cannot modify or delete global templates.

## Managing Variables

Oracle Contracts supports the use of business variables (tokens) in clause text. During authoring, values from the business document replace the variables. Oracle Contracts supports the following types of variables:

- System-defined variables. Represent contract document attributes such as payment terms, customer name, and supplier name. You can embed system variables in the clause text, which will automatically be substituted with values when the clause is used in a contract.
- Table variable. Attach Table type variables to clause text to display product and pricing information as part of contract terms. The actual products and prices are sourced from the business document during contract authoring. Note that table variables are currently supported only for Sell intent contracts. Oracle Contracts supports the following seeded table variables:
  - Lines
  - Modifiers
  - Price Lists
- Deliverable variables. Attach Deliverable type variables to clause text to display deliverable information as part of contract terms. Note that deliverable variables are currently supported only for Buy intent contracts. Oracle Contracts supports the following seeded deliverable variables:
  - Supplier Contractual Deliverable
  - Buyer Contractual Deliverable

- Supplier Negotiation Deliverable
- All Negotiation Deliverables
- User-defined variables. User-defined variables are tokens that the business defines over and above the system variables. Users must provide values for these variables as part of the contract authoring process.

### **Creating Variables:**

Oracle Contracts provides seeded and user-defined variables:

- Seeded variables cannot be deleted or modified. Seeded variables include:
  - System Variables. These variables represent contract document attributes.
  - Deliverables Variables. These variables capture deliverable information on a contract.
  - Table Variables. These variables capture structure information such as items and price lists that map to multiple rows.
- User-Defined variables are based on the needs of the organization's contractual documents. These variables are replaced with values during contract authoring. In most cases, you can update or delete these variables.

As a prerequisite to defining variables, you must define any value sets they use.

1. Navigate to the Create Variable page.

Navigation: Library > Variables tab > Create Variable

2. In the Variable Name field, enter the name that you want the system to display in clauses.
3. Optionally, enter a description for the variable.
4. In the Value Set field, choose a value set from the list of values.
5. In the Intent field, choose the intent for the variable. You can choose the Buy or Sell option from the list of values. Only clauses with the same intent can use the variable for embedding.
6. Optionally, select the External Party Updateable check box to allow updates to the variable by external users. Note that currently the system supports this feature only for authoring contracts with the Buy intent. Suppliers can be required to provide values for user-defined variables during the negotiation process. By selecting the External Party Updateable check box, the variables are displayed in the iSupplier

Portal for supplier inputs. Suppliers using the iSupplier Portal to respond to purchase orders or blanket agreements cannot update variables in their responses.

7. Click Apply to save the variable.

### **Searching for Variables:**

You can search for both user-defined and system variables. For performance reasons, you must search on at least one of the following:

- Name
- Description
- Type

The system does not support wildcard searches.

1. Navigate to the Variables page.

Navigation: Library > Variables tab

2. IN the Variables Search region, you can perform searches on variables by:

- name
- Description
- Type
- Intent.

3. Click Go. The system displays the list of variables that match your search criteria.

4. To view a variable, click the Variable Name link.

### **Displaying Clauses Using a Variable:**

You can obtain a list of clauses that use a specific variable.

1. Navigate to the Variables page.

Navigation: Library > Variables tab

2. Search for the variable you want.

3. In the Results section, select the variable's check box.

4. Click Display Clauses to view clauses that use the variable. The system displays all versions of the clause that use the specific variable.

**Note:** Clauses are displayed only for the current organization. Even though the variables can be used across multiple organizations, the users can only view clauses and other details for the organization they are currently in.

### **Managing Changes to Variables:**

You can only change or delete user-defined variables.

### **Updating User-Defined Variables:**

You can update user-defined variables. However, you cannot change the value set in a variable that is used in a contract.

1. Navigate to the Variables page.  
Navigation: Library > Variables tab
2. Search for the variable that you want to update. .
3. Click the Update button to open the variable for update. You cannot update the variable name or intent. Also, once the variable has been used in a clause, you can only update the variable description and select the Disable check box. You must create a new variable if you want to change the value set assigned to a user-defined variable after the variable has been used in a clause
4. Make the necessary changes.
5. Select the Disable check box if you want to prevent further use
6. Click Apply to save the variable.

## **Managing Sections**

Sections are headings under which you organize contract clauses. The headings provide structure and organization to a printed contract document. You can define sections that can be used in authoring templates and contracts. Previously defined sections are not required for creating contract templates since you can also define template-specific sections when creating a template.

### **Creating Sections:**

1. Navigate to the Create section page.  
Navigation: Library > Sections tab > Create Section button.



2. Enter the following parameters:
  - Code
  - Name
  - Description (optional)
  - Effective From
  - Effective To (optional)
3. Click Apply to save the new section and close the Create Section page.

**Note:** If you end date a section, it will not impact existing contract templates of business documents. However, the inactive section cannot be used to author new contract templates or business documents.

### **Searching for Sections:**

Use these procedures to search for sections.

1. Navigate to the Sections page.

Navigation: Library > Sections tab.
2. Enter your search criteria
  - Name
  - Code
3. Click Go. The system displays the sections that match your search criteria.

### **Updating Sections:**

You cannot update a section name after it has been saved. End dating a section only impacts clauses, contract templates, and contracts authored in the future. The system continues to use the end-dated sections if sections have already been used in a contract template or contract. However, in the case of contract templates in draft status, the system provides an error message when users view the section details from the template.

1. Navigate to the Sections page.

Navigation: Library > Sections tab

2. Search for the section that you want to update.
3. Click the Update icon for the section.
4. Make the necessary changes. You can change the Description and the Effective To fields.
5. Click Apply to save your changes and close the page.

**Note:** You must manage Sections using the Create and Update Sections pages in Oracle Contracts. Sections should not be created or modified using the Oracle Applications Foundation Lookups module.

## Managing Folders

You can organize clauses under different folders for easier retrieval. After creating folders, you can use the Update Folders feature to organize clauses in different folders. You can assign the same clause to more than one folder.

### Creating Folders:

Folders are unique within an organization. Organizations that use the Contract Terms Library must create their own folders. When reviewing the clauses for adoption, folders that are created in a global organization are not copied over or created in the local organization.

1. Navigate to the Create Folder page.  
Navigation: Library > Folders > Create Folder
2. Enter a name for the folder.
3. Optionally, enter a description for the folder.
4. Click Save or Apply.

### Searching for Folders:

For performance reasons, you must provide at least a name or description when searching for folders. You cannot use wildcard searches.

1. Navigate to the Folders page.  
Navigation: Library > Folders tab
2. Enter either a folder name or description.

3. Click Go. The system displays all folders that match your search criteria.

### **Updating Folders:**

You can update folders by changing the folder name or description, and adding or removing clauses.

1. Navigate to the Folders page.  
Navigation: Library > Folders tab
2. Search for the folder you wish to update.
3. In the Result section, click the Update icon for the folder you want to change.

### **Adding Clauses to Folders:**

You can assign one clause to more than one folder

1. Navigate to the Folders page.  
Navigation: Library > Folders tab
2. Search for the folder you want to update.
3. In the Result section, click the Update icon for the folder that you want to add clauses to.
4. Click Add Clauses to open the Search Clause page.
5. Enter the search criteria for the clause. Note that you can add clauses of any status to a folder. The system does not maintain references to a specific version of a clause when it is added to a folder. When you browse a folder to select clauses on a contract template or contract, the appropriate version will be selected on the template or the contract.
6. Click Go to view the search results.
7. Select the clause(s) that you want to add.
8. Click Apply to add the clauses to the folder.
9. Click Save or Apply to save your changes.

### **Removing Clauses from Folders:**

1. Navigate to the Folders page.  
Navigation: Library > Folders tab

2. Search for the folder you want to update.
3. In the Result section, click the Update icon for the folder that you want to add clauses to.
4. In the Clauses section, select the checkbox for the clause that you want to remove.
5. Click Remove.
6. Click Save or Apply to save your changes.

**Deleting Folders:**

1. Navigate to the Folders page.  
Navigation: Library > Folders tab
2. Search for the folder you want to update.
3. In the Result section, click the Delete icon for the folder that you want to add clauses to.
4. Click Yes to confirm.

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# Contract Expert Administration

This chapter covers the following topics:

- Overview
- Managing Questions
- Creating User Questions
- Searching for Questions
- Updating Questions
- Managing Constants
- Creating Constants
- Searching for Constants
- Updating Constants
- Managing Rules
- Creating Rules
- Searching for Rules
- Activating Rules
- Disabling Rules
- Updating Rules
- Managing Question Sequence
- Creating Dependencies Between Questions
- Using Contract Expert on Business Documents

## Overview

The Contract Expert feature enables organizations to define rules for creating contracts and reporting policy deviations.

- **Contract Creation Rules:** These rules assist users in authoring complex contracts with minimal legal supervision. Using Contract Expert, companies can centrally define and enforce their business policy rules that govern the contract clauses to be included in a contract document. Rules can be applicable to specific templates or applied globally for all contracts that are authored in the organization.

After rules are defined, you can invoke Contract Expert while authoring a business document like Sales Agreement, Sales Order, Blanket Purchase Agreement, or Purchase Order. Contract Expert leads you through a contract creation questionnaire and automatically adds required clauses based on the responses that you provided. In addition to the responses to these questions, rules can also be based on the terms that are negotiated on a business document, such as payment or shipment terms, and item category. For example, contracting organizations may require additional clauses in contracts involving hazardous materials, or in contracts for which the supplier or customer is located in a specific foreign country.

Contract administrators can choose to remove the clauses that are brought in by Contract Expert or select alternates during negotiation. However, these changes are flagged as deviations during the approval process, ensuring proper scrutiny of all nonstandard terms.

- **Policy Deviation Rules:** These rules can capture and report changes in business terms on business documents as deviations from corporate policy. As a result of negotiations on business documents, organizations may negotiate terms that exceed preapproved company policies and regulatory limits. For example, as a policy, all customers are allowed payment terms of Net 45. However, the contract administrator may agree to payment terms of Net 60 on a specific business document. This deviation should be brought to the attention of contract approvers to ensure that all deviations from corporate standards are approved in accordance with the approval policies. The Policy Deviation Rules feature helps you define all such corporate policies and identify any variations from these policies on contracts.

The sections in this chapter include:

- Managing Questions, page 7-3
- Managing Constants, page 7-6
- Managing Rules, page 7-8
- Managing Question Sequence, page 7-18
- Creating Dependencies Between Questions, page 7-19
- Using Contract Expert on Business Documents, page 7-20

## Managing Questions

In Oracle Contracts, you can define questions that drive both clause selection and policy deviation rules. You can also define the response type that is appropriate for different questions.

When you author a business document, Contract Expert displays the list of questions for which responses are required and the appropriate set of responses for you to select from.

This section covers the following topics:

- Creating User Questions, page 7-3
- Searching for Questions, page 7-5
- Updating Questions, page 7-5

## Creating User Questions

You can create three types of questions, which are distinguished by the type of response: Yes/No, Numeric, or List of Values.

You must provide the intent for the question, that is, Buy or Sell. A question name must be unique for a given intent.

After you define these question types, questions are available across all operating units that use the Contract Terms Library.

### Prerequisites

If the response type to a question is Numeric, you must set up constants.

If the response type to a question is List of Values, you must set up value sets with the following properties:

- Format Type = Char
- Validation Type = Independent, Translatable Independent, or Table.

For more information, see the *Oracle Applications Flexfields Guide*.

### Steps

To create user questions:

1. Navigate to the Create Questions page.

Navigation: Contract Expert > Questions tab > Create Question button

2. In the Name field, enter a short name for the question. The name must be unique for a given intent and across all operating units.
3. In the Description field, describe the purpose of the question.
4. In the Intent field, select the intent for the question: Buy or Sell.
5. In the Question Prompt field, enter the question that you want to appear at run time for the users to respond to.
6. Use the Disable check box to disable the question to prevent it from being used in a rule. The Disable check box is available only in Update mode.
7. Select a response type from the list of values. The system supports the following response types:
  - Yes and No: At run time, the response appears as a drop-down list with two values, Yes and No. Select the appropriate response.
  - Numeric: The response is a numeric value that should be provided at run time.
  - List of Values: This option provides an enumerated list of values as its response. For example, possible responses to the Contract Type question could include Fixed Price, Cost Plus Pricing, and Services only Pricing.
8. If in the Response Type field you selected the List of Values option, the system displays the Value Set field.

Enter a value set or use the Search for Value Set icon to search for and select a value set.

**Note:** You must set up value sets as described in the prerequisites section, page 7-3.

For example, if your question checked that a contract type should include the values Fixed Price, Cost Plus Pricing, and Services only Pricing, you would first need to define these three values in a value set. Then, when creating the question, you would need to select Response Type = List of Values, and Value Set = the name of your defined value set.

9. Click Apply to activate and save the question.

**Note:** Contract Expert does not currently support default responses on user questions. An exception, however, is a question with response type Numeric that always defaults to 0 in the business document. You



must change this default value when answering numeric questions.

## Searching for Questions

Use these steps to search for questions.

### Steps

To search for questions:

1. Navigate to the Questions page.

Navigation: Contract Expert > Questions tab

2. Enter your search criteria for the question.

The following fields are available as search criteria:

- Name
- Description
- Question Prompt
- Intent

You can also search on the following fields:

- Value Set

**Note:** The Value Set search provides only the value sets that have been used in the questions, not all the value sets that were created in the system.

- Response Type
- Enabled check box

3. Click Go.

The system displays the questions that match your search criteria.

## Updating Questions

You can make changes to the existing questions. However, you cannot update Name, Intent, Response Type, and Value Set if the question is used in a rule. You can update

Description and Question Prompt even if the question is used in a rule. For the prompt changes to take effect on a business document, you must run the Contract Expert: Synchronize Templates concurrent program.

## Steps

To update questions:

1. Navigate to the Questions page.

Navigation: Contract Expert > Questions tab

2. Search for the question that you want to update.

For more information, see the Searching for Questions section, page 7-5. The system displays the questions that match your search criteria. From this page, you can select one of the following options:

- **Update:** To make changes to a question, click the Update icon. The system displays the Update Question page. You can use the Disable check box to prevent the question from being used in a new rule. This will not impact existing rules that use this question.
- **Delete:** A question cannot be deleted if it is used in a rule. To delete a question, click the Delete icon. The system displays the Warning page. Click Yes to confirm.

## Managing Constants

You can define numeric constants in Oracle Contracts. Numeric constants can be used in Contract Expert rules that use numeric conditions.

For instance, you may want to define a rule as follows:

- **Condition:** All contracts for which the contract amount is greater than \$1,000,000.
- **Result:** Add the Special Payment Terms clause.

Define a constant called Contract Amount Threshold. In the constant, provide a value of \$1,000,000.

Then, when you create the rule, you simply use the Contract Amount Threshold constant instead of entering the amount \$1,000,000 on the rule. This way, if the threshold is increased later to \$2,000,000, you need to update only the constant definition instead of every rule that uses this condition.

This section covers the following topics:

- Creating Constants, page 7-7

- Searching for Constants, page 7-7
- Updating Constants, page 7-8

## Creating Constants

You must provide the intent for the constant, that is, Buy or Sell. A constant name must be unique for a given intent.

After they are defined, constants are available across all operating units that use the Contract Terms Library.

### Steps

To create constants:

1. Navigate to the Create Constant page.  
Navigation: Contract Expert > Constants tab > Create Constant button
2. In the Name field, enter a short name for the constant.
3. In the Description field, describe the purpose of the constant.
4. Select the intent for the constant: Buy or Sell.
5. In the Value field, enter a numeric value for the constant.
6. Click Apply to save the constant.

## Searching for Constants

Use these steps to search for constants.

### Steps

To search for constants:

1. Navigate to the Constants page.  
Navigation: Contract Expert > Constants tab
2. Optionally, enter your search criteria:
  - Name
  - Description

- Intent

**Note:** You can perform a blind search. You can also enter the single wildcard character % as your search parameter.

3. Click Go.

The system displays the constants that match your search criteria.

## Updating Constants

The name and intent of a constant cannot be changed if the constant is used in a rule. Use the following steps to update a constant.

### Steps

To update constants:

1. Navigate to the Constants page.

Navigation: Contract Expert > Questions tab

2. Search for the constant that you want to update.

For more information, see the Searching for the Constants section, page 7-7. The system displays the constants that match your search criteria. From this page, you can select one of the following options:

- **Update:** To make changes to a constant, click the Update icon. The system displays the Update Constant page. You can make changes to the name, description, intent, and value of the constant if the constant is not used in any rules. If the constant is included in a rule, you can change only its value and description.
- **Delete:** You can delete a constant if it is not used in a rule. To delete a constant, click the Delete icon. The system displays the Warning page. Click Yes to confirm.

## Managing Rules

Contract Expert rules are created based on Buy or Sell intent for a specific organization. These rules can be applicable to all templates of one organization or can be associated with specific templates.

This section covers the following topics:

- Creating Rules, page 7-9

- Searching for Rules, page 7-13
- Activating Rules, page 7-14
- Disabling Rules, page 7-16
- Updating Rules, page 7-17

## Creating Rules

To define a rule, you can enter multiple values for a single condition. The system displays a search page so that you can select multiple values and add to the rule. Use the following steps to create a rule.

### Steps

To create rules:

1. Navigate to the Create Rule page.  
Navigation: Contract Terms Library > Contract Expert > Rule tab > Create Rule button
2. Select the operating unit for the rule.
3. Select one of the following rule types:
  - If you want to set up a rule to bring additional clauses into a business document, select the Clause Selection rule type.
  - To set up a rule to capture and report changes in business terms on contracts, select the Policy Deviation rule type.

For more information about the rule types, see the Contract Expert - Overview section, page 7-1.

4. Enter a unique name for the rule to identify the rule.
5. Enter a description explaining the nature and purpose of the rule.
6. Select the intent for the rule: Buy or Sell.
7. Review the Status field, which is a read-only field.

Contract Expert supports the following statuses for a rule:

- Draft: When you can create and update a rule, the rule is in the Draft status.
- Active (in Progress): When the rule is submitted for activation, the status of the

rule is changed from Draft to Active (in Progress).

- Active: The status of the rule is changed to Active when it is available for use in Contract Expert.
- Disabled (in Progress): This is the status of the rule while Contract Expert is performing the process of disabling the rule (when the disabled rule is exported to Oracle Configurator).
- Disabled: The status of a rule is changed to Disabled when it is no longer available for use in Contract Expert.
- Revision: When you update an Active rule, its status is changed to Revision.

8. To add a condition, click the Add Another Row button.

9. Select the Match All or Match Any condition option.

If the conditions must all be true to select the results, select the Match All radio button. Select the Match Any radio button if any condition can be true to select the results.

10. In the Type field, select one of the following condition types:

- Clause: The Clause type is available only for Clause Creation rules. Use this type if the rule requires a Contract Expert selected clause to be present in the business document. For instance, select the Clause type to create a rule to bring in Clause B if Clause A, which was selected by Contract Expert, is present in the document.
- Variable: You can use the Variable type to create Clause Creation and Policy Deviation rules.  
  
Use this type for the Clause Creation rules if a system variable drives the clause selection on a business document. For instance, bring Clause A if the system variable Payment terms = Net 30 is in the document.  
  
For Policy Deviation rules, use this type if a system or user-defined variable drives the policy deviation for a business document. For instance, if Contract Amount is less than \$1,000,000, then the standard for Payment Terms is Net 30. Or if the non-solicitation remedy is more than \$25,000, then the standard for Termination Days is 30 days.
- Question: Use this type if a user question should drive the clause selection or policy deviation on business documents. For instance, bring Clause A if the answer to Question B is Yes.

**Note:** You can use both system-defined and user-defined variables to define Contract Expert rules.

11. Select a name in the Name field: the available options are based on the condition type that you selected in the Type field:
  - Clause: The Name field is not available for this option.
  - Variable: The system provides access to a search page for both seeded and user-defined variables.
  - Question: The system provides access to a search page for questions that are defined in the Contract Expert.

12. Select an operator in the Operator field. Operators provide the logic in defining a condition, for instance, Payment terms **IS** Net 30.

To create a rule, Oracle Contracts supports the following operators:

- Logic Condition operators
    - IS
    - IS NOT
    - IN (allows selection of multiple values)
    - NOT IN (allows selection of multiple values)
  - Numeric Condition operators:
    - >=: Greater than or equal to
    - <=: Less than or equal to
    - =: Equal to
    - Not equal to
    - >: Greater than
    - <: Less than
13. Depending on the Type and other options, you must select one or more values in either the Value or Update Values field. For example:
    - For condition Type = Clause, use the Update Values field.

- For condition Type = Question and if the response type is "Yes or No" or the question uses a value set of type Independent, use the Value field.
- For condition Type = Question with response type of Numeric or List of Values, use the Update Values field.

You can click the Show Details link to view the selected values for Question and System Variable conditions, and clause name for Clause conditions.

**Note:** If you select multiple values in a condition, the system displays "Multiple values" in the Value field. Click the Show/Hide icon in the Details field to view all the value selections.

14. Click the Remove icon if you want to delete a condition from a rule.
15. Use the Results region to define the results if the defined conditions are met. The Results region is available only for Clause Creation rules.  
In the Results region, you can select clauses that must be brought in and ask the user additional questions on a business document.
16. In the Results - Clauses region, click the Add Clauses button to add another Result row to the rule.  
The Results - Clauses Table displays the Clause Title and Description for the clauses that you have chosen.
17. In the Results - Clauses Table, you can access the following:
  - Show Details: The system provides a hide or show option to display general information about one clause or all the clauses.
  - Remove icon: You can use the icon to delete a result row from the rule.
18. Use the Question Table of the Results region to select one or more additional questions that should be asked at run time if the conditions are met.

**Note:** This is one of the steps that is required to set up dependencies between questions. For more details, see *Creating Dependencies Between Questions*, page 7-7.

The Question table includes:

- Question: You can select from the list of questions that are already defined during Contract Expert setup.
- Question Prompt: The system displays the question prompt details from the



library.

- Delete icon: You can delete a question row from the rule.
  - Add Questions button: Click this button if you want to add another question to the result row of the rule.
19. Use the Contract Template Assignments region to assign the rule to one, many, or all contract templates. You can assign contract templates in Draft or Approved status to a rule. Only contract templates that are Contract Expert-enabled and belong to the same intent as the rule will be available to be assigned to the rule.

**Note:** Even though you can assign templates in any status to a rule, because only approved templates can be used to author business documents, the rules are effective only when applied to approved templates.

- To assign a rule to all contract templates in an organization, select the Apply to All Templates check box.
  - To select and assign one or more contract templates, click the Add Template button.
20. Select one of the following options:
- Cancel: The system closes the Create Rule page without saving any changes.
  - Save: The system validates the rule but does not close the page. If the rule fails validation, the system displays an error message.
  - Apply: The system validates the rule and displays the Rules Summary page. If the rule fails validation, the system displays an error message.
  - Apply and Add Another: The system validates the rule that was created and opens a new Create Rule page. If the rule fails validation, the system remains in the page and displays an error message.

## Searching for Rules

Use these steps to search for existing rules.

### Steps

To search for rules:

1. Navigate to the Rule page.  
Navigation: Contract Expert > Rules tab
2. In the Search region, search for rules by:
  - Operating Unit (mandatory field)
  - Name
  - Intent
  - Status
  - Contains Clause (search for a rule that uses a specific clause)  
This option searches only for clauses that are currently used in rules.
  - Contains Variable (search for a rule that uses a specific variable)  
The list of values displays only those variables that have been used on rules.
  - Contains Question (search for a rule that uses a specific question)  
The list of values displays only those questions that have been used on rules.
  - Assigned to Template (search for a rule that is assigned to a contract template)  
The list of values displays only the templates that are Contract Expert-enabled.
3. Click Go.  
The system displays the rules that match your search criteria.

## Activating Rules

You can activate draft rules and make them available for use in Contract Expert.

### Prerequisites

You must assign at least one contract template to the rule, but the contract template need not be in the Approved status.

### Steps

To activate rules:

1. Navigate to the Rules page.  
Navigation: Contract Expert > Questions tab

2. Search for the rule that you want to activate.

For more information, see *Searching for Rules*, page 7-13. The system displays the rules that match your search criteria.

3. Click **Activate**.

The *Active Rules: Confirmation* page appears. This page provides validation information on rules that are eligible to be published and those rules that cannot be published due to validation problems.

The validations include the following:

- The rule contains invalid clauses (that is, clauses that are not in the *Approved* status) in conditions or results.
  - The rule contains questions with invalid value sets. That is, the value set is not valid either because it was set up incorrectly or because a value set has been removed. For details of setting up value sets, see the prerequisites in the *Creating User Questions* section, page 7-3.
  - The rule contains no contract template assignments.
  - The rule contains inactive questions.
  - Values that are used in rules are invalid. For instance, the values that are used in a value set are no longer valid.
4. If validation errors occur, you cannot complete rule activation. You must first correct the errors, and then restart the Rule Activation process.
  5. When the *Activate Rules: Confirmation* page shows only rules that are ready to be activated, click **Finish**.

This generates the following processes:

- The system submits the *Contract Expert: Activate Rules* concurrent program, and the status of the rule is changed to *Active (in Progress)*.
- If the program finishes successfully, the status of the rule changes to *Active*.
- If any system errors are encountered during the activation process, the system stops the concurrent program, and the status of the rule remains *Active (in Progress)*. The rule will be picked up for disabling the next time that you select other rules to be activated.
- Alternatively, you can run the *Contract Expert: Activate Rules* concurrent program manually from the *Contract Terms Library Administrator* responsibility.

On successful completion of the rule activation process, the system makes the rule available for use in Contract Expert.

**Note:** To improve database performance, run the following Configurator concurrent programs periodically:

- **Purge Configurator Tables:** This program physically removes all logically deleted records in the tables and subschemas of the CZ schema.
- **Purge to Date Configurator Import Tables:** This program deletes data in the CZ\_IMP tables, and the corresponding data in the CZ\_XFR\_RUN\_INFOS and CZ\_XFR\_RUN\_RESULTS control tables. The data for the number of days, which is specified in the Input parameter, is retained.

For more information, see the *Oracle Configurator Implementation Guide*. For additional information about improving database performance, see the *Oracle Configurator Performance Guide*.

## Disabling Rules

You can disable active rules and make them unavailable for use in Contract Expert.

### Steps

To disable rules:

1. Navigate to the Rules page.

Navigation: Contract Expert > Rules tab

2. Search for the rule that you want to disable or activate.

For more information, see the Searching for Rules section, page 7-13. The system displays the rules that match your search criteria.

3. Click Disable.

When you choose to disable a rule:

- The system runs the Contract Expert: Disable Rules concurrent program, and the status of the rule is changed to Disabled (in Progress).
- If the program finishes successfully, the status of the rule changes to Disabled.
- If any system errors are encountered during the disabling process, the system

stops the concurrent program, and the status of the rule remains in the Disabled (in Progress). The rule is picked up for disabling the next time that you select other rules to be disabled.

- Alternatively, you can run the Contract Expert: Disable Rules concurrent program manually from the Contract Terms Library Administrator responsibility.

## Updating Rules

The steps for updating active rules are:

### Steps

To update rules:

1. Navigate to the Rules page.

Navigation: Contract Expert > Rules tab

2. Search for the rule that you want to update.

For more information, see the Searching for Rules section, page 7-13. The system displays the rules that match your search criteria. From this page, you can update, duplicate, or delete rules.

3. Update Rules: If you click the Update icon, the system changes the status of the active rule to Revision; if you update a draft rule, the status remains Draft. The system allows updates to the conditions, results, and template assignments.

However, you cannot update the following fields:

- Operating Unit
  - Rule Type
  - Name
  - Intent
  - Apply to All Templates
4. Delete Rules: You can delete only rules in the Draft status.
  5. Duplicate Rules: You can duplicate rules within your organization. The system creates a new rule. You must provide a new name and description for the rule. The system validates the rule when you click the Save, Apply, or Apply and Add Another button. The contract template assignments are also copied during the

duplicate process

## Managing Question Sequence

You can view the default sequence of questions that are used in a contract template and update the ordering sequence. The sequence controls the order in which the questions are displayed during document authoring. Use the following steps to view and reorder the sequence of questions.

### Steps:

To manage question sequence:

1. Navigate to the Rules page.

Navigation: Contract Expert > Rules tab

2. To view or reorder the question sequence, select a contract template to use to view or update the sequence and then click the View Question Sequence button to open the View Question Sequence page.
3. Use the Contract Template field to search for and select a template. The system displays the default sequence of questions for the selected template.

In the Questions area of the View Question Sequence page, the column Displayed During Authoring, when selected, indicates the availability of questions during document authoring. The questions that are not selected belong to inactive rules. To enable these questions, you must activate the rules.

4. To change the question sequence, click the Reorder button. The system displays the Reorder Question page. To indicate a dependant question, the system shows a character (-) next to the question. Organize the dependent questions in the desired order within the main question.
5. Use the Up and Down arrows to change the question sequence.

**Note:** During authoring, a dependent, lower-level question appears only if a higher-level question is answered. If the dependent question is not properly organized under the higher-level question, the dependent question appears out of sequence in the questionnaire during document authoring. For more information about question dependencies, see *Creating Dependencies Between Questions*, page 7-19.

6. Click Apply to save and close the page.
7. Run the Contract Expert: Synchronize Templates concurrent program to publish the

updates to question sequence. You must run this concurrent program manually to enable the changes at run time for document authoring. The concurrent program can finish with either of two statuses:

- Completed/Normal
- Completed/Error: If the program fails due to system errors, a notification is sent to the Contract Expert Administrator.

## Creating Dependencies Between Questions

This section describes how to set up independent and dependent questions for a Contract Expert session.

### Overview

When you use Contract Expert, in the process of authoring a business document, you typically are asked a series of questions.

Your answers to the first-level questions may cause further questions to appear in the Contract Expert session. These extra questions are dependent questions. In turn, answering these dependent questions can cause lower-level dependent questions to appear, up to a maximum of five levels.

Ultimately, the objective of the questions is to specify which clauses are to be added to the business document.

### Setting Up Independent Questions

The following describes the general principle of defining a first-level, or independent, question in a rule:

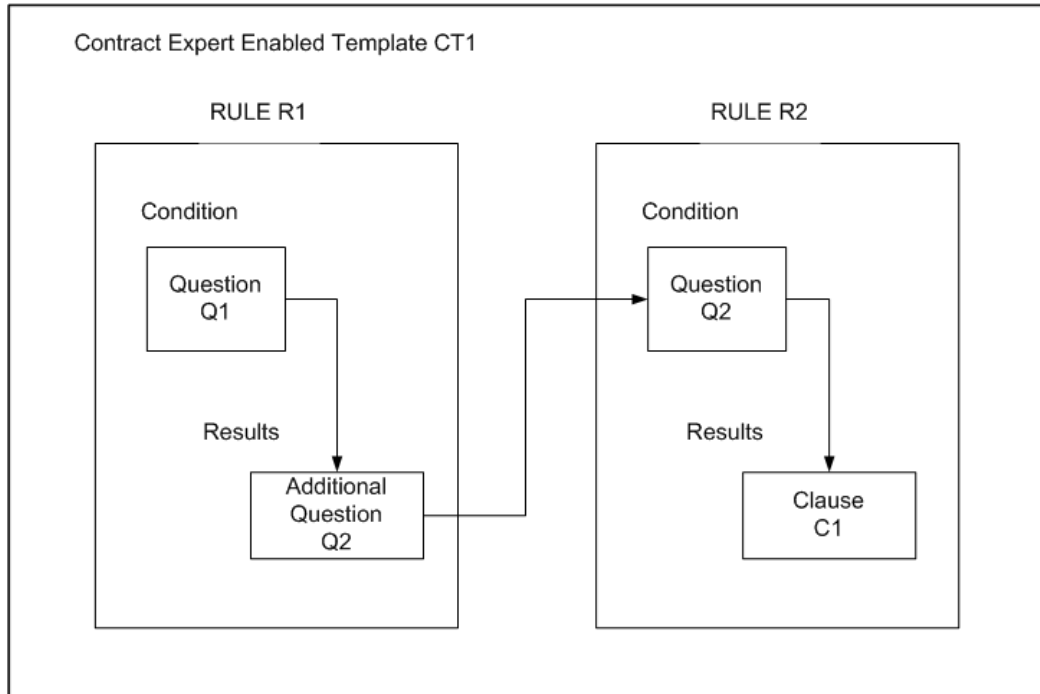
- In the Conditions region, specify a Question type condition.
- In the Results region, specify one or more clauses, but no additional questions.
- Associate the rule with a Contract Expert-enabled contract template.

When you answer the question in a Contract Expert session during contract authoring, Contract Expert may add the clauses that are specified in the rule results, but *no further questions will appear*.

### Setting Up Dependent Questions

You can set up to five levels of dependency for questions.

The method of setting up dependent questions is illustrated in the following diagram that shows the simplest case of dependent question setup.



The following are the general principles that are involved in the setup of all the elements to produce a dependent question:

- Create the questions first.
- Create the rules. Which rule is created first does not matter.
- Add the questions to the rules, as shown in the diagram.
- Associate both rules with a Contract Expert-enabled contract template.

**Note:** If Rule R2 is the only rule that is associated with a contract template, then Q2 becomes an independent (that is, first-level) question in a Contract Expert session for any business document that uses that contract template.

## Using Contract Expert on Business Documents

You can use the Contract Expert functionality to author contract terms and conditions based on the corporate standards and policies. Observe the following guidelines when using Contract Expert:

- Start with a standard contract template that may contain some standard clauses.
- Use Contract Expert on the business document to bring in additional clauses, based



on criteria including items, item categories, payment terms, and other business terms in the document.

- You may need to provide additional responses in Contract Expert to drive further clause selection.
- All of the Contract Expert-recommended clauses are brought into the business document and organized under appropriate sections.
- You can periodically run Contract Expert on the business document to ensure that the document contains all the appropriate clauses based on the latest set of business rules.

For more information about using Contract Expert on business documents, see the online help topics in Oracle Contracts, Oracle Procurement Contracts, and Oracle Sales Contracts.



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## QA Validations

### Validations - Overview

This appendix lists all validations that are provided by the system during validation of contract templates and business documents.



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## Workflows

### Workflows - Overview

The following tables list the new workflows for Contract Terms Library and Repository.

### Approval Workflows

The following table lists the Oracle Purchasing approval workflow functions that you can utilize for routing the purchasing document for special approvals based on contract terms.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Standard Contracts	IS_STANDARD_CONTRACT	Update	p_deviation_from_standard	<ul style="list-style-type: none"> <li>• NO_CHANGE: No change from Contract template.</li> <li>• ARTICLES_CHANGED: Only clauses changed from the contract template.</li> <li>• DELIVERABLES_CHANGED: Only deliverables changed from the contract template.</li> <li>• ALL_CHANGED: Both clauses and deliverables changed from the contract template.</li> </ul>
Template Expired	IS_CONTRACT_TEMPLATE_EXPIRED	Update	p_tmpl_expired	<ul style="list-style-type: none"> <li>• Y: Yes</li> <li>• N: No</li> </ul>

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Exist	IS_CONTRACT_ARTICLES_EXIST	Update Amend	p_article_exists	<ul style="list-style-type: none"> <li>• NONE: No clause exists.</li> <li>• ONLY_STANDARD: Contains standard clauses only.</li> <li>• NON_STANDARD: Contains non-standard clauses.</li> </ul>
Deliverables Exist	IS_CONTRACT_DELIVERABLES_EXIST	Update	p_deliverable_exists	<ul style="list-style-type: none"> <li>• NONE: No deliverable exists.</li> <li>• CONTRACTUAL: Contains contractual deliverables only.</li> <li>• INTERNAL: Contains internal deliverables only.</li> <li>• ALL: Contains contractual and internal deliverables.</li> </ul>

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Amended	IS_CONTRACT_ARTICLES_AMENDED	Amend	p_article_amended	<ul style="list-style-type: none"> <li>NONE: No clauses amended.</li> <li>ONLY_STANDARD: Only standard clauses are amended.</li> <li>NON_STANDARD: Non-standard clauses are amended.</li> </ul>
Deliverables Amended	IS_CONTRACT_DELIVERABLES_AMENDED	Amend	p_deliverable_amended	<ul style="list-style-type: none"> <li>ALL: All deliverables are amended.</li> <li>NONE: No deliverable is amended.</li> <li>CONTRACTUAL: Only contractual deliverables are amended.</li> <li>INTERNAL: Only internal deliverables are amended.</li> </ul>

The following table lists the Oracle Sourcing Approval workflow functions that you can utilize for routing the sourcing document for special approvals based on contract terms.



Condition Checked	Function Name	Mode	Parameter Name	Return Value
Standard Contracts	STANDARDCONTRACT	Update	p_deviation_from_standard	<ul style="list-style-type: none"> <li>• NO_CHANGE: No change from contract template.</li> <li>• ARTICLES_CHANGED: Only clauses changed from the contract template.</li> <li>• DELIVERABLES_CHANGED: Only deliverables changed from the contract template.</li> <li>• ALL_CHANGED: Both clauses and deliverables changed from the Contract template.</li> </ul>
Template Expired	TEMPLATEEXPIRED	Update	p_tmpl_expired	<ul style="list-style-type: none"> <li>• T: True</li> <li>• F: False</li> </ul>

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Exist	ARTICLESEXIST	Update Amend	p_article_exists	<ul style="list-style-type: none"> <li>• NONE: No clause exists.</li> <li>• ONLY_STANDARD: Contains standard clauses only.</li> <li>• NON_STANDARD: Contains non-standard clauses.</li> </ul>
Deliverables Exist	DELIVERABLES EXIST	Update	p_deliverable_exists	<ul style="list-style-type: none"> <li>• NONE: No deliverable exists.</li> <li>• CONTRACTUAL: Contains contractual deliverables only.</li> <li>• INTERNAL: Contains internal deliverables only.</li> <li>• CONTRACTUAL_AND_INTERNAL: Contains contractual and internal deliverables.</li> </ul>

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Amended	ARTICLESAME NDED	Amend	p_article_amended	<ul style="list-style-type: none"> <li>• NONE: No clause is amended.</li> <li>• ONLY_STANDARD: Only standard clauses are amended.</li> <li>• NON_STANDARD: Non-standard clauses are amended.</li> </ul>

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Deliverables Amended	DELIVERABLES AMND	Amend	p_deliverable_amended	<ul style="list-style-type: none"> <li>• ALL: All deliverables are amended.</li> <li>• NONE: No deliverable is amended.</li> <li>• CONTRACTUAL: Only contractual deliverables are amended.</li> <li>• INTERNAL: Only internal deliverables are amended.</li> <li>• SOURCING: Only sourcing deliverables are amended.</li> <li>• CONTRACTUAL_AND_INTERNAL: Contractual and internal deliverables are amended.</li> <li>• CONTRACTUAL_AND_SOURCING: Contractual and sourcing deliverables are amended.</li> <li>• SOURCING_AND_INTERNAL: Sourcing and internal</li> </ul>

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Condition Checked	Function Name	Mode	Parameter Name	Return Value
				deliverables are amended.

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## Concurrent Programs

### Contract Terms Library

The following table lists the new concurrent programs for Contract Terms Library.

Concurrent Program	Technical Name	Description
Synchronize Clauses Text Index	ARTSYNCCTX	Use this program to synchronize the clauses text index and enable searching for clauses using the Clause Keyword field. The keyword searches the clause name, clause display name, clause description, and clause text fields.
Optimize Clause Text Index	ARTOPTCTX	Use this program to optimize the clauses text index for improved performance when users search for clauses using clause keyword.
Synchronize Contract Template Text Index	OKCTMPLSYNCCTX	Use this program to synchronize the contract templates text index to search for templates using the template keyword field. The keyword searches the template name and description.

<b>Concurrent Program</b>	<b>Technical Name</b>	<b>Description</b>
Optimize Contract Template Text Index	OKCTMPLOPTCTX	Use this program to optimize the contract templates text index for improved performance when users search for templates using the template keyword.
Adopt Global Clauses for a New Organization	OKCADPNEWORG	Use this program to automatically adopt approved global clauses for a new local organization.
Import Clauses	OKCARTIMPORT	Use this program to import external clauses into the Clause Library. This program validates data in the open interface table, and imports the valid clauses into the Contract Terms Library.
Migrate Standard Clauses to 11.5.10	OKCSTDARTMIG	Use this program to migrate standard clauses to multiple organizations. This program is used for upgrades from earlier releases.
Purge Clause Import Interface Table	OKCPURARTINF	Use this program to purge data from the Clause Interface table after the clause import has been completed.
Overdue Deliverable Notifier	OKCOVERDUEDELMGR	Use this program to periodically send out notifications or e-mail messages to the concerned parties for all overdue deliverables.
Deliverable Due Date Notifier	OKCBEFORREDUEDELMGR	Use this program to periodically send out reminder notifications or e-mail messages for all deliverables that are about to become due.



Concurrent Program	Technical Name	Description
Deliverable Escalation Notifier	OKCESCALATEDELMGR	Use this program to periodically send notifications to the escalation assignee for all overdue deliverables.
Oracle Contracts Purge Routines	OKCPURGE	<p>Use this program to purge data that is used in the application. Currently, purge of the following data is allowed through this program:</p> <ul style="list-style-type: none"> <li data-bbox="1143 695 1419 953">• QA Validation Errors: Purges all validation results (errors or warnings) that are generated during contract template or business document approvals.</li> <li data-bbox="1143 995 1463 1247">• Standard Deviations Date: Purges all deviations data that is generated when the Contract Deviations report is run (either by the system or by the user) on a business document.</li> <li data-bbox="1143 1289 1463 1373">• Contracts Workbench: Purges the oldest items in the Recent Contracts bin.</li> </ul>



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## Seeded Data

### Responsibility

The seeded responsibilities are:

- Contracts Workbench Administrator
- Contracts Workbench User
- Contract Terms Library Administrator

This responsibility can be used only if the MO: Operating Unit profile option has a value that is assigned either at the site level or for this responsibility.

To create new responsibilities for the Contract Terms Library, use the following:

- Root Menu: OKC Contracts Application HTML Root Menu
- Data Group: Standard
- Request Group: Contract Terms Request Group

To create new responsibilities for the Contracts Workbench, use the following:

- Root Menu: OKC Contract Repository Root Menu
- Request Group: Contract Repository Requests (available to the Contracts Workbench Administrator responsibility)

**Note:** Changing the seeded menu structure is not recommended. You must first customize the standard menus, and then create responsibilities.

## Deliverables

The following table displays the seeded deliverables:

Name	Description
All Contractual Deliverables	All contractual deliverables.
All Negotiation Deliverables	All negotiation deliverables.
Buyer Contractual Deliverables	Contractual deliverables where the buyer is the responsible party.
Supplier Contractual Deliverables	Contractual deliverables where the supplier is the responsible party
Supplier Negotiation Deliverables	Negotiation deliverables where the supplier is the responsible party.

## Document Types

The following table displays the seeded document types which can be associated to contractual terms:

Name	Description	Document Class	Application
AUCTION	Auction	SOURCING	Oracle Sourcing
AUCTION_RESPONSE	Bid	SOURCING	Oracle Sourcing
PA_BLANKET	Blanket Purchase Agreement	PO	Oracle Purchasing
PA_CONTRACT	Contract Purchase Agreement	PO	Oracle Purchasing
PO_STANDARD	Standard Purchase Order	PO	Oracle Purchasing
RFI	RFI	SOURCING	Oracle Sourcing

<b>Name</b>	<b>Description</b>	<b>Document Class</b>	<b>Application</b>
RFI_RESPONSE	RFI Response	SOURCING	Oracle Sourcing
RFQ	RFQ	SOURCING	Oracle Sourcing
RFI_RESPONSE	Sourcing Quote	SOURCING	Oracle Sourcing

## Layout Template

To print contract documents and the Deviations reports, Oracle Procurement Contracts provides seeded layout templates in Oracle XML Publisher. The layout templates are stored in the XML Publisher Layout Template repository.

The following table lists the seeded layout templates in Oracle Procurement Contracts:

<b>Document Type</b>	<b>Document Type Layout</b>	<b>Contract Terms Layout</b>
Standard Purchase Order	Standard Purchase Order Stylesheet	Oracle Contract Terms Template
Blanket Purchase Agreement	Blanket Agreement Stylesheet	Oracle Contract Terms Template
Contract Purchase Agreement	Contract Agreement Stylesheet	Oracle Contract Terms Template
Sourcing RFI	Sourcing Style Sheet	Oracle Contract Terms Template
Sourcing RFQ	Sourcing Style Sheet	Oracle Contract Terms Template
Auction	Sourcing Style Sheet	Oracle Contract Terms Template

The following table lists the seeded layout templates for the Deviations Report:

<b>Name</b>	<b>Type</b>	<b>Description</b>
Contract Deviations Sourcing Template	RTF	The main Rich Text Format template for Sourcing.
Contract Deviations Purchasing Template	RTF	The main Rich Text Format template for Purchasing.
Contract Deviations Report Template	RTF	Sub template for contract deviations summary details.
Contracts RTE Handler Template	XSL-FO	Sub template for handling HTML tags used in Rich Text Editor for contracts.
Contract Deviations Constants Template	XSL-FO	Sub template containing all context information.
Contract Deviations Variable Resolution Template	XSL-FO	Sub template for variables resolution.

## Notifications

The following table lists the different types of notifications that are seeded in Oracle Contracts:

### **Seeded Notifications**

<b>Type</b>	<b>Business Context</b>	<b>Description</b>
Clauses	Clause submitted for approval	Notifies the global or local organization approvers when a global or local clause requires approval.
Clauses	Global Clause approved	Sends a notification to the requestor and library administrators of local organizations when a global clause is approved.

<b>Type</b>	<b>Business Context</b>	<b>Description</b>
Clauses	Clause rejected	Sends a notification to the requestor in a global or local organization when a clause is rejected.
Clauses	Auto-adoption of global clause	Sends a notification to the library administrator of a local organization when a global clause is automatically adopted in that organization.
Clauses	Global clause available for adoption	Notifies the library administrator of a local organization when a global clause is available for adoption.
Clauses	Clause requiring approval for adoption	Sends a notification that a global clause was adopted in a local organization and submitted for approval.
Clauses	Clause adoption approved	Sends a notification that a global clause was approved for adoption in a local organization.
Clauses	Clause adoption rejected	Sends a notification that a global clause was rejected for adoption in a local organization.
Contract Templates	Contract template submitted for approval	Notifies global or local organization approvers when a global or local template requires approval.
Contract Templates	Contract template approved	Sends a notification to requestor when a contract template is approved.

<b>Type</b>	<b>Business Context</b>	<b>Description</b>
Contract Templates	Contract template rejected	Sends a notification to requestor in a global or local organization when a contract template is rejected.
Contract Deliverables	Overdue notification	Sends a notification for overdue status on the due date of the deliverable.
Contract Deliverables	Before due notification	Sends a notification prior to the due date of a deliverable.
Contract Deliverables	Escalation notification	Sends a status notification to escalation assignee after the due date if the deliverable was performed.
Contract Deliverables	Status change notification	Sends a notification when either party changes the status of the deliverable.
Repository	Approval request notification	Notifies the contract approver when a contract requires approval.
Repository	Contract approved notification	Notifies the contract approval requester that the contract has been approved.
Repository	Contract rejected notification	Notifies the contract approval requester that the contract has been rejected.
Repository	Contract expiration notification	Notifies the contract administrator that a contract is about to expire.

## Procurement Notifications

The following table lists the notifications seeded for Oracle Procurement Contracts:



Type	Business Context	Description
Signature	Buyer responding to contract after supplier signature	Notifies the supplier that the buyer has responded to the contract.
Signature	Contract approval	Notifies the supplier that the contract was sent for signature.
Signature	Supplier rejects the contract	Notifies the buyer that the supplier has rejected the contract.
Signature	Supplier signs the contract	Notifies the buyer that the supplier has signed the contract, and the contract is now requires the buyer signature.

## System Variables

The following tables display the:

- Seeded system variables in Oracle Purchasing and Oracle Sourcing.
- Sources used by the system to retrieve values.
- Document types in which the values are used.

### Oracle Purchasing Seeded System Variables

The following table displays the seeded system variables in Oracle Purchasing.

**Legend:**

- A - Sourced from the document.
- B - Organization, Legal Entity, Supplier Site, Ship-to, and Bill-to addresses are a concatenation of the address components. For example, Address Lines, City, State, Zip Code, and Country.
- Note that Organization, Legal Entity, Ship-to, and Bill-to address formats follow the HR Locations address format. However, Supplier Site address format follows the PO Vendors address format.

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
<b>Header Level</b>					
Organization	Organization name	Organization	A	A	A
Organization Address (B)	Address of organization	Organization Address	A	A	A
Organization Address Style	Address style	Organization Address Style	A	A	A
Organization Address Line 1	Organization address line 1	Organization Address Line 1	A	A	A
Organization Address Line 2	Organization address line 2	Organization Address Line 2	A	A	A
Organization Address Line 3	Organization address line 3	Organization Address Line 3	A	A	A
Organization Address - Town or City	Organization address - town or city	Organization Address - Town or City	A	A	A
Organization Address - Postal Code	Organization address - postal code	Organization Address - Postal Code	A	A	A
Organization Address - Country	Organization address - country	Organization Address - Country	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Organization Address - Region 1	Organization address - region 1	Organization Address - Region 1	A	A	A
Organization Address - Region 2	Organization address - region 2	Organization Address - Region 2	A	A	A
Organization Address - Region 3	Organization address - region 3	Organization Address - Region 3	A	A	A
Legal Entity	Legal entity name	Legal Entity	A	A	A
Legal Entity Address (B)	Address of the legal entity	Legal Entity Address	A	A	A
Legal Entity Address Style	Address style	Legal Entity Address Style	A	A	A
Legal Entity Address Line 1	Legal entity address - line 1	Legal Entity Address Address Line 1	A	A	A
Legal Entity Address Line 2	Legal entity address - line 2	Legal Entity Address Address Line 2	A	A	A
Legal Entity Address Line 3	Legal entity address - line 3	Legal Entity Address Address Line 3	A	A	A
Legal Entity Address - Town or City	Legal Entity address - town or city	Legal Entity Address - Town or City	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Legal Entity Address - Postal Code	Legal Entity address - postal code	Legal Entity Address - Postal Code	A	A	A
Legal Entity Address - Country	Legal Entity address - country	Legal Entity Address - Country	A	A	A
Legal Entity Address - Region 1	Legal Entity address - region 1	Legal Entity Address - Region 1	A	A	A
Legal Entity Address - Region 2	Legal Entity address - region 2	Legal Entity Address - Region 2	A	A	A
Legal Entity Address - Region 3	Legal Entity address - region 3	Legal Entity Address - Region 3	A	A	A
Document Type	Document type	Type	A	A	A
PO Document Number	PO document number	PO Number	A	A	A
Document Revision	Document revision number	Revision	A	A	A
Supplier Name	Supplier name	Supplier Name	A	A	A
Supplier Site	Name of the supplier site	Supplier Site Name	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Supplier Site Address (B)	Address of the supplier site	Supplier Site Address	A	A	A
Supplier Address - Line 1	Supplier address - line 1	Supplier Address - Line 1	A	A	A
Supplier Address - Line 2	Supplier address - line 2	Supplier Address - Line 2	A	A	A
Supplier Address - Line 3	Supplier address - line 3	Supplier Address - Line 3	A	A	A
Supplier Address - Line 4	Supplier address - line 4	Supplier Address - Line 4	A	A	A
Supplier State	Supplier address - state	Supplier State	A	A	A
Supplier Zip Code	Supplier address - zip code	Supplier Zip Code	A	A	A
Supplier Country	Supplier address - country	Supplier Country	A	A	A
Supplier Contact	Name of supplier contact	Supplier Contact	A	A	A
Supplier Classification	Supplier classification	Supplier Classification	A	A	A
Supplier Minority Type	Supplier minority type	Supplier Minority Type	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Ship To Address	Ship to address	Ship To Address	A	A	A
Ship To Address - Style	Address style	Ship To Address - Style	A	A	A
Ship To Address - Line 1	Ship to address - line 1	Ship To Address - Line 1	A	A	A
Ship To Address - Line 2	Ship to address - line 2	Ship To Address - Line 2	A	A	A
Ship To Address - Line 3	Ship to address - line 3	Ship To Address - Line 3	A	A	A
Ship To Address - Town or City	Ship to address - town or city	Ship To Address - Town or City	A	A	A
Ship To Address - Postal Code	Ship to address - postal code	Ship To Address - Postal Code	A	A	A
Ship To Address - Country	Ship to address - country	Ship To Address - country	A	A	A
Ship To Address - Region 1	Ship to address - region 1	Ship To Address - Region 1	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Ship To Address - Region 2	Ship to address - region 2	Ship To Address - Region 2	A	A	A
Ship To Address - Region 3	Ship to address - region 3	Ship To Address - Region 3	A	A	A
Bill to Address (B)	Bill to Address	Bill to Address	A	A	A
Bill to Address - Style	Address style	Bill to Address - Style	A	A	A
Bill to Address - Line 1	Bill to address - line 1	Bill to Address - Line 1	A	A	A
Bill to Address - Line 2	Bill to address - line 2	Bill to Address - Line 2	A	A	A
Bill to Address - Line 3	Bill to address - line 3	Bill to Address - Line 3	A	A	A
Bill to Address - Town or City	Bill to address - town or city	Bill to Address - Town or City	A	A	A
Bill to Address - Postal Code	Bill to address - postal code	Bill to Address - Postal Code	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Bill to Address - Country	Bill to address - country	Bill to Address - Country	A	A	A
Bill to Address - Region 1	Bill to address - region 1	Bill to Address - Region 1	A	A	A
Bill to Address - Region 2	Bill to address - region 2	Bill to Address - Region 2	A	A	A
Bill to Address - Region 3	Bill to address - region 3	Bill to Address - Region 3	A	A	A
Transaction Currency	Document transaction currency	PO Currency	A	A	A
Functional Currency	The currency that an operating unit uses to conduct business	Functional Currency	A	A	A
Buyer	Buyer name	Buyer	A	A	A
PO Total Amount (Transaction Currency)	Total amount of the purchase order in the transaction currency	PO Total Amount (Transaction Currency)	A		
PO Total Amount (Functional Currency)	Total amount of the purchase order in the functional currency	PO Total Amount (Functional Currency)	A		



<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Standard Purchase Order</b>	<b>Blanket Purchase/ Global Agreement</b>	<b>Contracts / Global Contract Purchase Agreement</b>
Agreement Amount (Transaction Currency)	Total agreement amount for blanket or contract agreement in the transaction currency	Agreement Amount (Transaction Currency)		A	A
Agreement Amount (Functional Currency)	Total agreement amount for blanket or contract agreement in the functional currency	Agreement Amount (Functional Currency)		A	A
Rate Type	Rate type	Rate Type	A	A	A
Rate Date	Rate date	Rate Date	A	A	A
Rate	Rate	Rate	A	A	A
Payment Terms	Terms of payment	Payment Terms	A	A	A
Freight Terms	Terms of freight	Freight Terms	A	A	A
Carrier	Carrier	Carrier	A	A	A
FOB	Free on board designation	FOB	A	A	A
Pay On	Pay-on terms	Pay On	A	A	A
Acceptance Method	Acceptance method	Acceptance Method	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Acceptance Required By Date	The required due date for the acceptance	Acceptance Required By Date	A	A	A
Agreement Start Date	Effective start date of the agreement	Effective Start Date	A	A	A
Agreement End Date	Effective end date of the agreement	Effective End Date		A	A
Minimum Release Amount (Transaction Currency)	Minimum release amount for blanket or contract agreements in the transaction currency	Minimum Release Amount (Transaction Currency)		A	A
Minimum Release Amount (Functional Currency)	Minimum release amount for blanket or contract agreements in the functional currency	Minimum Release Amount (Functional Currency)		A	A

## Oracle Sourcing Seeded System Variables

The following table displays the seeded system variables in Oracle Sourcing.

### Legend:

- A - Sourced from the document.
- B - Organization, Legal Entity, Supplier Site, Ship-to, and Bill-to addresses are a concatenation of the address components. For example, Address Lines, City, State, Zip Code, and Country.

- Note that Organization, Legal Entity, Ship-to, and Bill-to address formats follow the HR Locations address format. However, Supplier Site address format follows the PO Vendors address format.

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
<b>Header Level</b>					
Organization	Organization name	Organization	A	A	A
Organization Address (B)	Address of organization	Organization Address	A	A	A
Organization Address Style	Address style	Organization Address Style	A	A	A
Organization Address Line 1	Organization address line 1	Organization Address Line 1	A	A	A
Organization Address Line 2	Organization address line 2	Organization Address Line 2	A	A	A
Organization Address Line 3	Organization address line 3	Organization Address Line 3	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Organization Address - Town or City	Organization address - town or city	Organization Address - Town or City	A	A	A
Organization Address - Postal Code	Organization address - postal code	Organization Address - Postal Code	A	A	A
Organization Address - Country	Organization address - country	Organization Address - Country	A	A	A
Organization Address - Region 1	Organization address - region 1	Organization Address - Region 1	A	A	A
Organization Address - Region 2	Organization address - region 2	Organization Address - Region 2	A	A	A
Organization Address - Region 3	Organization address - region 3	Organization Address - Region 3	A	A	A
Legal Entity	Legal entity name	Legal Entity	A	A	A
Legal Entity Address (B)	Address of the legal entity	Legal Entity Address	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Legal Entity Address Style	Address style	Legal Entity Address Style	A	A	A
Legal Entity Address Line 1	Legal entity address - line 1	Legal Entity Address Address Line 1	A	A	A
Legal Entity Address Line 2	Legal entity address - line 2	Legal Entity Address Address Line 2	A	A	A
Legal Entity Address Line 3	Legal entity address - line 3	Legal Entity Address Address Line 3	A	A	A
Legal Entity Address - Town or City	Legal Entity address - town or city	Legal Entity Address - Town or City	A	A	A
Legal Entity Address - Postal Code	Legal Entity address - postal code	Legal Entity Address - Postal Code	A	A	A
Legal Entity Address - Country	Legal Entity address - country	Legal Entity Address - Country	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Legal Entity Address - Region 1	Legal Entity address - region 1	Legal Entity Address - Region 1	A	A	A
Legal Entity Address - Region 2	Legal Entity address - region 2	Legal Entity Address - Region 2	A	A	A
Legal Entity Address - Region 3	Legal Entity address - region 3	Legal Entity Address - Region 3	A	A	A
Document Type	Document type	(Auction) Type	A	A	A
Sourcing Document Number	Sourcing document number	(Auction) Number	A	A	A
Ship To Address	Ship to address	Ship To Address	A	A	A
Ship To Address - Style	Address style	Ship To Address - Style	A	A	A
Ship To Address - Line 1	Ship to address - line 1	Ship To Address - Line 1	A	A	A
Ship To Address - Line 2	Ship to address - line 2	Ship To Address - Line 2	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Ship To Address - Line 3	Ship to address - line 3	Ship To Address - Line 3	A	A	A
Ship To Address - Town or City	Ship to address - town or city	Ship To Address - Town or City	A	A	A
Ship To Address - Postal Code	Ship to address - postal code	Ship To Address - Postal Code	A	A	A
Ship To Address - Country	Ship to address - country	Ship To Address - country	A	A	A
Ship To Address - Region 1	Ship to address - region 1	Ship To Address - Region 1	A	A	A
Ship To Address - Region 2	Ship to address - region 2	Ship To Address - Region 2	A	A	A
Ship To Address - Region 3	Ship to address - region 3	Ship To Address - Region 3	A	A	A
Bill to Address (B)	Bill to Address	Bill to Address	A	A	A
Bill to Address - Style	Address style	Bill to Address - Style	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Bill to Address - Line 1	Bill to address - line 1	Bill to Address - Line 1	A	A	A
Bill to Address - Line 2	Bill to address - line 2	Bill to Address - Line 2	A	A	A
Bill to Address - Line 3	Bill to address - line 3	Bill to Address - Line 3	A	A	A
Bill to Address - Town or City	Bill to address - town or city	Bill to Address - Town or City	A	A	A
Bill to Address - Postal Code	Bill to address - postal code	Bill to Address - Postal Code	A	A	A
Bill to Address - Country	Bill to address - country	Bill to Address - Country	A	A	A
Bill to Address - Region 1	Bill to address - region 1	Bill to Address - Region 1	A	A	A
Bill to Address - Region 2	Bill to address - region 2	Bill to Address - Region 2	A	A	A
Bill to Address - Region 3	Bill to address - region 3	Bill to Address - Region 3	A	A	A



<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Transaction Currency	Document transaction currency	Negotiation Currency	A	A	A
Functional Currency	The currency that an operating unit uses to conduct business	Negotiation Currency	A	A	A
Buyer	Buyer name	(Enterprise) Contact	A	A	A
Agreement Amount (Transaction Currency)	Total agreement amount for blanket or contract agreement in the transaction currency	Total Agreement Amount	A	A	
Agreement Amount (Functional Currency)	Total agreement amount for blanket or contract agreement in the functional currency	Total Agreement Amount	A	A	
Payment Terms	Terms of payment	Payment Terms	A	A	A
Freight Terms	Terms of freight	Freight Terms	A	A	A
Carrier	Carrier	Carrier	A	A	A
FOB	Free on board designation	FOB	A	A	A
Agreement Start Date	Effective start date of the agreement	Effective Start Date	A	A	
Agreement End Date	Effective end date of the agreement	Effective End Date	A	A	

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Minimum Release Amount (Transaction Currency)	Minimum release amount for blanket or contract agreements in the transaction currency	Minimum Release Amount (Transaction Currency)	A	A	
Minimum Release Amount (Functional Currency)	Minimum release amount for blanket or contract agreements in the functional currency	Minimum Release Amount (Functional Currency)	A	A	
Outcome	Type of PO document created as outcome of negotiation	(Auction) Outcome	A	A	
Title	Sourcing document title	(Auction) Title	A	A	A
Style	Negotiation style	(Auction) Style	A	A	A
Response Ranking	Method to determine how responses are ranked	Bid/Quote Ranking	A	A	A
Enterprise Name	Enterprise name	Auctioneers / Buyer	A	A	A
Open Response Date	The date the negotiation opens	Open Response Date (If the Open Response Date is set to Null, the System Date would be used.)	A	A	A
Close Response Date	The date the negotiation closes	Close Response Date	A	A	A

<b>System Variable</b>	<b>Description</b>	<b>Source</b>	<b>Buyer's Auction</b>	<b>Sourcing Request for Quote</b>	<b>Request for Information</b>
Preview Date	During the preview period, all eligible suppliers can view the auction/RFQ, but not submit responses	Preview Date	A	A	A
Scheduled Award Date	The date by which the auction/RFQ is awarded	Scheduled Award Date	A	A	
Amendment Description	Amendment description	Amendment Description	A	A	A
Response Number	Response document number	Response Number	A	A	A
Response Currency	Currency of the response document	Response Currency	A	A	A

## Contract Expert System Variables

The following table displays seeded Contract Expert system variables and value sets associated with them.

<b>System Variable</b>	<b>Purchasing Value Set</b>	<b>Sourcing Value Set</b>
Organization	OKC_XPRT_OPER_UNIT	OKC_XPRT_OPER_UNIT
Legal Entity	OKC_XPRT_LEGAL_ENTITY	OKC_XPRT_LEGAL_ENTITY
Document Type	POC_XPRT_DOC_TYPE	POC_XPRT_DOC_TYPE
Supplier Name	POC_XPRT_SUPPLIER	NOT APPLICABLE

<b>System Variable</b>	<b>Purchasing Value Set</b>	<b>Sourcing Value Set</b>
Supplier Country	OKC_XPRT_COUNTRY	NOT APPLICABLE
Transaction Currency	OKC_XPRT_CURRENCY	OKC_XPRT_CURRENCY
Functional Currency	OKC_XPRT_CURRENCY	OKC_XPRT_CURRENCY
PO Total Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
PO Total Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE
Agreement Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
Agreement Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE
Global Flag	OKC_XPRT_YES_NO	OKC_XPRT_YES_NO
Rate Type	OKC_XPRT_RATE_TYPE	NOT APPLICABLE
Payment Terms	POC_XPRT_PAY_TERMS	POC_XPRT_PAY_TERMS
Freight Terms	POC_XPRT_FREIGHT_TERM S	POC_XPRT_FREIGHT_TERM S
Carrier	OKC_XPRT_CARRIER	OKC_XPRT_CARRIER
FOB	POC_XPRT_FOB	POC_XPRT_FOB
Pay On	POC_XPRT_PAY_ON	POC_XPRT_PAY_ON
Supply Agreement Flag	OKC_XPRT_YES_NO	NOT APPLICABLE
Minimum Release Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
Minimum Release Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE

<b>System Variable</b>	<b>Purchasing Value Set</b>	<b>Sourcing Value Set</b>
Outcome	PON_CONTRACT_TYPE_PO	PON_CONTRACT_TYPE
Style	NOT APPLICABLE	PON _BID_VISIBILITY_CODE
Display Scoring Criteria Flag	NOT APPLICABLE	PON_YES_NO
Currency Responses Allowed Flag	NOT APPLICABLE	PON_YES_NO
Invitation Only Participation Flag	NOT APPLICABLE	PON_YES_NO
See Other Supplier's Responses Flag	NOT APPLICABLE	PON_YES_NO
Selective Response Allowed Flag	NOT APPLICABLE	PON_YES_NO
Full Quantity Response Required Flag	NOT APPLICABLE	PON_YES_NO
Multiple Responses Allowed Flag	NOT APPLICABLE	PON_YES_NO
Multiple Rounds Allowed Flag	NOT APPLICABLE	PON_YES_NO
Manual Close Allowed Flag	NOT APPLICABLE	PON_YES_NO
Manual Extend Allowed Flag	NOT APPLICABLE	PON_YES_NO
AutoExtend Allowed Flag	NOT APPLICABLE	PON_YES_NO
Response Prices Decrease Flag	NOT APPLICABLE	PON_YES_NO
Item Category	POC_XPRT_ITEM_CATEGOR Y	POC_XPRT_ITEM_CATEGOR Y

<b>System Variable</b>	<b>Purchasing Value Set</b>	<b>Sourcing Value Set</b>
Purchasing Style	PO_XPRT_PURCHASING_STYLE	NOT APPLICABLE
Transportation Arranger	PO_XPRT_TRANSPORTATION_ARRANGED	NOT APPLICABLE
Outcome Document Type	PON_CONTRACT_TYPES	PON_CONTRACT_TYPES

## Lookup Codes

### Standard ACCEPTANCE\_TYPE Lookup Codes

The following table displays the values for the ACCEPTANCE\_TYPE lookup code:

<b>Look Up Code Value</b>	<b>Description</b>
ACCEPT WITH CHANGES	Accepted purchase order and changes are present.
ACCEPTED TERMS	Accepted all purchase order terms.
OPEN	Open
ON SCHEDULE	Purchase order on schedule.
UNACCEPTABLE CHANGES	Unacceptable purchase order changes.

## Function Security

The following table lists the security functions provided by Oracle Procurement Contracts and the specific functionality that these functions and sub-menus would enable in Oracle Purchasing, Oracle Sourcing, and Oracle iSupplier Portal:

<b>New Menu or Function Name</b>	<b>Technical Name</b>	<b>Description</b>
Author Contract Terms in Oracle Purchasing	PO_CONTRACT_TERMS	Controls whether Oracle Purchasing users can author contract terms.
Author Deliverables Main Menu	OKC_AUTHOR_DELIVERABLES_MAIN	Author Deliverables main menu: included in Sourcing Buyer and Sourcing Super User menus.
Contract Terms Access in Oracle Sourcing	PON_BUYER_CONTRACT_TERMS	Enables Sourcing Buyer to access contract terms.
Contract Terms Library Access	OKC_TERMS_LIBRARY_MAIN	Enables Oracle Purchasing users to directly access the contract terms library.
Contract Terms User	OKC_CONTRACT_TERMS_USER	Contracts Terms User: included in Sourcing Buyer and Sourcing Super User menus.
Create RFQ <RFQ_NUMBER>: Define Contract Terms	PON_NEG_CRT_CONTRACTS	Used to grant/deny access to the Enter Contract Terms page.
Manage Deliverables	OKC_DELIVERABLES_WKBNCH_VIEW	Enables access to the Manage Deliverables option under the Orders tab in Oracle iSupplier Portal.

<b>New Menu or Function Name</b>	<b>Technical Name</b>	<b>Description</b>
Manage Deliverables for PO	PO_DELIVERABLES_WKBNCH	Controls the display of the following: <ul style="list-style-type: none"> <li>• Deliverables tab in the Professional Buyer's Work Center</li> <li>• Manage Deliverables option in the Action list for a purchase order</li> <li>• Manage Deliverables option in the navigator menu</li> <li>• Update Deliverable Status button in the Terms window in Forms</li> </ul>
Manage Deliverables Main Menu	OKC_MANAGE_DELIVERABLES_MAIN	Manage Deliverables main menu: gives Oracle Sourcing and Oracle Purchasing users access to manage deliverables.
Manage Contract Deliverables	POS_MANAGE_DELIVERABLES	Controls whether a supplier is enabled to manage deliverables.
Sign Purchase Order	POS_SIGN_ORDER	Controls whether a supplier is enabled to sign purchase orders.
Update Response Deliverables	PON_DELIV_RES	Enables access to the Update Response Deliverables page.
View Contract Amendments	POS_VIEW_AMENDMENTS	Controls whether a supplier is enabled to view contract deliverables and clauses.
View Document	PO_VIEW_DOCUMENT	Controls whether a supplier is enabled to view the PDF version of a purchase order document.



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## XML Reference

### Contract Terms XML Reference

The complete definition of the contract terms XML is provided as an XML schema seeded with Oracle Contracts. You can find the XML schema file in the XML Publisher data definition **Contract Terms Data Definition**. The XML defined in this section represent contract templates. However, the contract XML is also included in sourcing documents, procurement contracts, sales contracts, quotes and other contracts to represent contract terms.

#### Contract Terms XML

The complete definition of the XML format is provided as an XML schema. The XML schema file can be found in the XML Publisher data definition **Contract Terms Data Definition**. The ContractTermsAM element is the top-level node of the XML document for a contract template. Other XML documents, such as sales contracts XML, include the ContractTermsAM element as a child node.

The ContractTermsAM XML element has the following structure:

```
ContractTermsAM
VariablesMetaDataVO (1)
VariablesMetaDataVORow (0 or more)
ParametersVO (1)
ParametesVORow (1)
SectionsArticlesToPrintVO (1)
SectionsArticlesToPrintVORow (0 or more)
DeliverablesAM (1)
DeliverablesAllForBusinessDocExpVO (0 or 1)
DeliverablesAllForBusinessDocExpVORow (0 or more)
DeliverablesForAllSourcingExpVO (0 or 1)
DeliverablesForAllSourcingExpVORow (0 or more)
```

DeliverablesForInternalContractualExpVO (0 or 1)  
DeliverablesForInternalContractualExpVORow (0 or more)  
DeliverablesForExternalSourcingExpVO (0 or 1)  
DeliverablesForExternalSourcingExpVORow (0 or more)  
DeliverablesForExternalContractualExpVO (0 or 1)  
DeliverablesForExternalContractualExpVORow (0 or more)  
DeliverablesForInternalSourcingExpVO (0 or 1)  
DeliverablesForInternalSourcingExpVORow (0 or more)

The following is an example of a contract terms XML document. This XML document is a shortened version of the preview XML document that is also available in the Contract Terms Data Definition.

```
<?xml version="1.0" encoding="UTF-8" ?>
<ContractTermsAM type="AM" name="ContractTermsAM1">
  <VariablesMetadataVO type="VO" name="VariablesMetadataVO">
    <VariablesMetadataVORow>
      <ArticleVersionId>6319</ArticleVersionId>
      <VariableCode>EXTERNAL_CONTRACTUAL_DEL</VariableCode>
      <VariableType>D</VariableType>
      <DocType>TEMPLATE</DocType>
      <ViewObjectName>DeliverablesForExternalContractualExpVO</ViewObjectName>
      <ExternalYn>N</ExternalYn>
    </VariablesMetadataVORow>
    <VariablesMetadataVORow>
      <ArticleVersionId>6313</ArticleVersionId>
      <VariableCode>1022</VariableCode>
      <VariableType>U</VariableType>
      <ExternalYn>N</ExternalYn>
    </VariablesMetadataVORow>
  </VariablesMetadataVO>
  <ParametersVO type="VO" name="ParametersVO">
    <ParametersVORow>
      <PrintAmendments>0</PrintAmendments>
      <DocumentName>Example Contract Template</DocumentName>
    </ParametersVORow>
  </ParametersVO>
  <SectionsArticlesToPrintVO type="VO" name="SectionsArticlesToPrintVO">
    <SectionsArticlesToPrintVORow>
      <UniqueId>SECTION14394</UniqueId>
      <StructureLevel>1</StructureLevel>
    </SectionsArticlesToPrintVORow>
  </SectionsArticlesToPrintVO>
</ContractTermsAM>
```

```

<ObjectType>SECTION</ObjectType>
<DocumentId>3941</DocumentId>
<DocumentType>TEMPLATE</DocumentType>
<DisplaySequence>10</DisplaySequence>
<Label>I.</Label>
<Title>Contract Terms and Conditions</Title>
<ArticleText />
<CatId>14394</CatId>
</SectionsArticlesToPrintVORow>
<SectionsArticlesToPrintVORow>
<UniqueId>ARTICLE36293</UniqueId>
<StructureLevel>2</StructureLevel>
<ObjectType>ARTICLE</ObjectType>
<ParentId>14394</ParentId>
<DocumentId>3941</DocumentId>
<DocumentType>TEMPLATE</DocumentType>
<DisplaySequence>10</DisplaySequence>
<Label>1.</Label>
<Title>Limitation of Government Liability</Title>
<ArticleNumber>10415</ArticleNumber>
<ArticleText>
<P>a) A <var name="1022" type="U" meaning="Contract Type"/>
<EM>[insert specific type of contract]</EM>
definitive contract is contemplated. </P>
<P>(b) In performing this contract, the Contractor is not authorized to
make expenditures or incur obligations exceeding

<var name="OKC$B_AGREEMENT_AMOUNT_TXN" type="S" meaning="Agreement
Amount (Transaction Currency)" />
<var name="OKC$B_TXN_CURRENCY" type="S" meaning="Transaction Currency"
/>. </P>
</ArticleText>
<ArticleVersionId>6312</ArticleVersionId>
<ArticleId>6006</ArticleId>
<CatId>36293</CatId>
<InsertByReference>N</InsertByReference>
</SectionsArticlesToPrintVORow>
</SectionsArticlesToPrintVO>
<DeliverablesAM type="AM" name="DeliverablesAM1">
<DeliverablesForExternalContractualExpVO type="VO"
name="DeliverablesForExternalContractualExpVO">

```

```

<DeliverablesForExternalContractualExpVORow>
<DeliverableId>29101</DeliverableId>
<DeliverableName>Prototype</DeliverableName>
<ResponsiblePartyName>Supplier Organization</ResponsiblePartyName>
<PrintDueDate>01/03/2004</PrintDueDate>
</DeliverablesForExternalContractualExpVORow>
</DeliverablesForExternalContractualExpVO>
</DeliverablesAM>
</ContractTermsAM>

```

## ContractTermsAM

The ContractTermsAM element is the top-level node (root node) of the Contract Terms XML for contract templates.

The following table displays the nodes for the ContractTermsAM element:

Element/Attribute	Set to Null	Type	Comments
VariablesMetaDataVO	Yes	Complex	The definition and values for variables. Contract templates do not contain variable values.
ParametersVO	Yes	Complex	Parameters that describe how the document should be printed.
SectionsArticlesToPrintVO	Yes	Complex	Sections and articles of the contract terms.
DeliverablesAM	Yes	Complex	Deliverables included in the contract template.

## ContractTermsAM Components

The following sections describe the components of the ContractTermsAM:

### SectionsArticlesToPrintVO

This XML element contains the text of sections and clauses for the contract terms. The SectionsArticlesToPrintVO is a child element of the ContractTermsAM element. It only contains SectionsArticlesToPrintVORow elements. Each of these elements contains

either a section or a clause.

The following table displays the child elements for the SectionsArticlesToPrintVORow element:

<b>Element/Attribute</b>	<b>Set to Null</b>	<b>Type</b>	<b>Comments</b>
UniqueId	No	String	The unique identifier for this element. The unique identifier is composed of the prefix "SECTION" or "ARTICLE" and the CatId.
StructureLevel	No	Integer	The indentation level of the section or clause. For example, sections with StructureLevel=2 are subsections.
ObjectType	No	Enumeration	The object type is either SECTION or ARTICLE.
ParentID	No	Long	The CatId of the parent element. For a subsection this would be the identifier of the section in which you find the subsection. Since only sections and not clauses can be parents, the CatId is unique.
DocumentID	No	Long	The identifier of the contract document.
DocumentType	No	String	The type of the contract document. For a contract template, the type is TEMPLATE.

<b>Element/Attribute</b>	<b>Set to Null</b>	<b>Type</b>	<b>Comments</b>
DisplaySequence	No	Integer	The display or printing order for sections and clauses.
Label	No	String	The sequential number defined by the numbering scheme for sections and clauses.
Title	No	String	The title of a section or a clause.
ArticleNumber	No	String	The clause number.
ArticleText	No	String	The text of the clause. This text may contain selected HTML tags such as <EM>, <STRONG> or <B>. Oracle Contracts ensures that all tags are closed and XML compliant.
ArticleId	No	Long	The unique clause identifier (may be identical to a section identifier).
ArticleVersionId	No	Long	The unique identifier for the clause version.

<b>Element/Attribute</b>	<b>Set to Null</b>	<b>Type</b>	<b>Comments</b>
CatId	No	Long	A document may contain the same clause more than once. Therefore, the ArticleId and the ArticleVersionId may not be unique for a document. However, the CatId is different, even if the same clause is twice in the same document.
InsertByReference	Yes	Enumeration	Especially in government contracts (FAR), clauses may be inserted by reference. If this clause should be inserted by reference, the value is "Y", otherwise "N".
ReferenceText	Yes	String	The text shown when a clause inserted by reference.
AmendDescription	Yes	String	The amendment description for the clause. If the clause has not been amended or no amendment description has been provided, the element is missing.

Element/Attribute	Set to Null	Type	Comments
AmendmOperation Meaning	Yes	String	The translated description of the AmendmentOperationCode. For English language, the values are: Added, Updated, and Deleted. If the deliverable has not been amended, the element is missing.
AmendmentOperationCode	Yes	Enumeration	The code for the amendment operation. The code can be set to: ADDED, UPDATE, or DELETED. If the deliverable has not been amended, the element is missing.
PrintTextYm	Yes	String	If the clause has been amended, the user chooses if the complete clause text should be displayed (PrintTextYn="Y") or not (PrintTextYn="N").

## DeliverablesAM

This XML element contains the deliverables for the contract terms. The DeliverablesAM element is a child element of the ContractTermsAM and may contain the multiple child elements. The child elements correspond to the deliverable variables supported by Oracle Contracts.

The following table displays the child elements for the DeliverablesAM element:

Element/Attribute	Set to Null	Type	Comments
DeliverablesAllForBusinessDocExpVO	Yes	Complex	All deliverables of the document.



Element/Attribute	Set to Null	Type	Comments
DeliverablesForAllSourcingExpVO	Yes	Complex	All deliverables specific to the sourcing phase.
DeliverablesForInternalContractualExpVO	Yes	Complex	All internal or outbound contractual deliverables.
DeliverablesForExternalSourcingExpVO	Yes	Complex	All external or inbound deliverables during the sourcing phase. Deliverables that have to be fulfilled by the other party.
DeliverablesForExternalContractualExpVO	Yes	Complex	All external or inbound contractual deliverables. Deliverables that have to be fulfilled by the other party.
DeliverablesForInternalSourcingExpVO	Yes	Complex	All internal or outbound deliverables during the sourcing phase.

Each of these elements may have multiple child elements which has the same name and the added suffix "Row". For example, the DeliverablesAllForBusinessDocExpVO element has DeliverablesAllForBusinessDocExpVORow child elements.

Each of these elements contains the data for one deliverable.

The following table displays the child elements for each of these DeliverablesRow elements:

Element/Attribute	Set to Null	Type	Comments
DeliverableId	No	Long	The unique identifier of the deliverable.

<b>Element/Attribute</b>	<b>Set to Null</b>	<b>Type</b>	<b>Comments</b>
DeliverableName	No	String	The name of the deliverable.
Description	Yes	String	The description of the deliverable.
ResponsiblePartyName	No	String	The name of the party that is responsible for fulfilling the deliverable. Either "Supplier Organization" or "Buyer Organization".
PrintDueDate	Yes	String	A string that describes the date when the deliverable is due. This may be a fixed date such as "03/10/06", or an expression such as "Due 30 days after Purchase Order Signed".
AmendmentNotes	Yes	String	The amendment description for the deliverable. If the deliverable has not been amended the element is missing.
AmendmentMeaning	Yes	String	The translated description of the AmendmentCode. For English the values are: "Added", "Updated" and "Deleted". If the deliverable has not been amended the element is missing.

Element/Attribute	Set to Null	Type	Comments
AmendmentCode	Yes	Enumeration	The code for the amendment operation: ADDED, UPDATE or DELETED. If the deliverable has not been amended the element is missing.

### VariablesMeatDataVO

The VariablesMeatDataVO contains variable values (for user variables) or the XPath to the element that contains the data for the variable. Typically contract templates do not contain variable values. The only exception is deliverable variables, since deliverables can be associated with templates. The variable section is automatically resolved by the code in the stylesheet, and there should be little need to customize this code.

The VariablesMeatDataVO is a child element of the ContractTermsAM element. It may only contain multiple VariablesMetadatarow elements. These child elements describe the variables that may be found in the contract template.

Element/Attribute	Set to Null	Type	Comments
ArticleVersionId	Yes	Long	This field is only important for user variables since user variables may have different values for different clauses. The identifier of the clause version that has this value.
VariableCode	No	String	The code of the variable: a unique identifier in the document.
VariableType	No	Enumeration	The variable type: <ul style="list-style-type: none"> <li>• D: Deliverable</li> <li>• S: System</li> <li>• U: User</li> <li>• T: Table</li> </ul>

Element/Attribute	Set to Null	Type	Comments
DocType	Yes	String	The type of the contract document. For a contract template the type is TEMPLATE.
Value	Yes	String	The value for a user variable
CatId	Yes	String	The CatId of the clause that contains this value for the user variable.
ViewObjectName	Yes	String	XPath of the data associated with system variable.
AttributeName	Yes	String	The name of the element that contains the variable. The element is relative to the XPath of the "ViewObjectName"
ExternalYn	Yes	Enumeration	Indicates if the variable is external (Y) or not (N). In a negotiation, this flag controls, if a variable should be communicated to an external party or not.

## ParametersVO

The ParametersVO contains information about how to print the document. The ParametersVO element is a child of the ContractTermsAM and contains one ParametersVORow child element.

The following table displays the child elements that the ParametersVORow element contains:

Element/Attribute	Set to Null	Type	Comments
PrintAmendments	No	Enumeration	This parameter determines the print area. It can be set to: <ul style="list-style-type: none"> <li>• 0: Only the contract is printed.</li> <li>• 1: Only the amendment (change) is printed.</li> <li>• 2: Amendments and changes are printed.</li> </ul>

<b>Element/Attribute</b>	<b>Set to Null</b>	<b>Type</b>	<b>Comments</b>
DocumentName	Yes	String	The name of the contract document.
ContractStatus	Yes	String	Status of the Contract: <ul style="list-style-type: none"> <li>• Draft</li> <li>• Pending Approval</li> <li>• Approved</li> <li>• Rejected</li> </ul>
Watermark Text	Yes	String	The text for the watermark.
Organization Name	Yes	String	Name of the organization that owns the document.



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# Glossary

## **Adopt As-Is**

An option that allows a local organization to adopt a global clause without modification. However, the clause still goes through formal approvals in the local organization.

## **Amendment**

Any changes made to the terms of a signed contractual business document. These changes could be made to the contract language or to the deliverables.

## **Auto-Adoption**

Allows organizations to use global clauses automatically, without formal approval processes.

## **Business Document**

A document generated in the procurement contracting business flows. For example, Standard Purchase Order, Blanket Purchase Agreement, and RFQ.

## **Clause**

Business or legal language that constitutes the terms of a contract. Note that in earlier releases of Oracle Contracts, **clauses** were referred to as **articles**.

## **Contract**

A binding agreement between two or more individuals or organizations that describes the obligations and rights of the parties and is enforceable by law.

## **Contract Document**

Any document that is used for the purpose of or incidental to a contractual negotiation or execution. Examples of contract documents include, signed contract image and supporting documents.

## **Contract Template**

A document containing standard (boilerplate) terms that organizations use to rapidly

create new contracts with pre-approved legal language.

### **Contract Terms**

See: Terms and Conditions., page Glossary-5

### **Contract Terms Library**

A centralized repository for approved Contract Templates., page Glossary-1

### **Contract XML**

The XML document that represents a contract's terms. Oracle Contracts uses this document to generate the contract document in PDF using a layout template configured by the user.

### **Contractual Deliverable**

A task that is part of the contract's terms, and that one of the parties needs to perform during the life of the contract.

### **Data Source Name**

The name of the data definition for a layout template.

### **Deliverable**

A task that needs to be performed as part of the execution of the contract, either once or in a repeating fashion. Deliverables are part of the terms of a contract.

### **Deliverable Variable**

A variable that captures the list of deliverables applicable to a contract. The list appears in table format on a printed contract.

### **Document Type**

A categorization of business documents, in the Contract Terms Library, to identify documents that are generated in the procurement contracting business flows.

### **Execute a Contract**

Means to fulfill the commitments under the contract. Note that some organizations use this term to describe the act of signing of a contract.

### **External Party**

Represents all business units or organizations with which a contract can be entered into. In the application, External Party specifically identifies supplier as understood in the procurement flows.



**Global Organization**

An operating unit in an organization that sets contract standards for all operating units worldwide.

**Insert by Reference**

Allows users to print only a reference to the full clause text on a printed contract without printing the entire text. The text of a clause with this attribute is standard and publicly available. A reference to the location of the full text is sufficient on the printed document. This is typically used in procurement contracts of U.S. government agencies.

**Intent**

Determines the usage of contract.

**Internal Deliverable**

A task that the internal party needs to perform but is not part of the terms. Internal Deliverables typically are fulfilled to augment the contractual deliverables and stay compliant with contract terms.

**Internal Party**

Internal party represents a business unit or organization that has implemented and uses the Oracle Procurement Contracts solution.

**Keyword Search**

An easy method to search for clauses and contract templates in the Contract Terms Library. The search is performed across several attributes, such as Description, Title, and Clause Text.

**Layout Template**

A document that defines the layout of contract templates or contract terms on other business documents. The layout template is designed using the following file types:

- XSL-FO
- RTF (Rich Document Format)
- PDF (Portable Document Format)

**Local Organization**

An operating unit of a larger organization. Local organizations subscribe to global clauses approved by the global organization, and adopt or localize them for use in local contracts., page Glossary-4, page Glossary-1

**Localization**

The process by which a local organization uses Oracle Contracts to modify global clauses to enable the use of clauses in that organization.

**Negotiation Deliverable**

A deliverable that needs to be performed during the negotiation phase of the contract. It is authored and managed in Oracle Sourcing.

**Numbering Scheme**

A definition of the numbering format that numbers clauses and sections in a printed contract.

**Party**

Refers to any business unit or organization representing both sides of a contract, whether internal or external.

**PDF**

(Portable Document Format) An open printable-document standard that Adobe Systems, Incorporated developed and that Oracle Contracts uses as the format for printed contracts. Use the Adobe Acrobat application to view and print PDF documents.

**Provision**

Used in the Federal Government contracting. A provision is a type of clause that is used only in negotiations and is dropped when the negotiation is converted to a contract.

**Redline Comparisons**

Compares and highlights the differences between two pieces of clause text. Oracle Contracts offers redline comparisons between two versions of a standard clause, between a non-standard clause and its original standard clause, and more.

**Rich Text Editor**

An online editing tool used to format clause text on a business document or in the Contract Terms Library. The rich text editor supports font effects (bold, italic, underline), alignment, indentation, and bulleted or numbered lists.

**RTF**

The Rich Text Format (RTF) specification provides a format for text and graphics interchange that can be used with different applications, output devices, operating environments, and operating systems.

**Section**

Section is a categorization that helps group clauses under a logical common heading.

**System Variable**

A variable whose value is set by Oracle Procurement Contracts and represents an attribute of the purchasing document. For example, PO Amount, Payment Terms, and PO Number.

**Table Variable**

One of several variables that capture certain types of structured information, such as items and price lists, in sales contracting flows.

**Template**

See: Contract Templates or Layout Template, page Glossary-3, page Glossary-1

**Terms and Conditions**

The set of clauses and deliverables that together constitute the terms and conditions of a contract. Also known as the legal language of the contract.

**User-Defined Variable**

Variables that an organization defines over and above the system variables. Users must provide values for these variables as part of the contract authoring process.

**Variable**

A piece of information that is generated by the system or filled in by the user, and can appear inside a clause. Variables often represent a negotiated term or a field from the business document.

**XML**

(eXtensible Markup Language) An industry standard for formatting data to allow easy exchange and processing of business documents. Oracle Contracts uses Contract XML documents to format contracts for previewing and printing.

**XSL-FO Stylesheet**

(eXtensible Stylesheet Language - Formatting Objects) An industry standard for formatting XML documents. Oracle Contracts uses XSL-FO stylesheets to format XML data documents for printing.



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