Oracle® Procurement Contracts

Implementation and Administration Guide

Release 11*i*

Part No. B14381-01

September 2004

Oracle Procurement Contracts Implementation and Administration Guide, Release 11*i*

Part No. B14381-01

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Preface

Welcome to the Oracle Procurement Contracts Implementation and Administration Guide, Release 11*i*.

This guide assumes you have a working knowledge of the following:

- Understanding of the company business processes.
- The principles and customary practices of your business area.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.
- Oracle Self-Service Web Applications.

  To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.
- Basic understanding of Oracle and Developer/2000.
- Background in SQL, PL/SQL, SQL* Plus programming.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the information you need to implement and administer Oracle Procurement Contracts.

- Chapter 1 provides an introduction to Oracle Procurement Contracts and its key features.
- Chapter 2 describes resources and dependencies that you must be familiar with before implementing Oracle Procurement Contracts.
- Chapter 3 lists the required implementation steps for Oracle Procurement Contracts.
- Chapter 4 provides general descriptions of the setup and configuration tasks required to implement the application successfully.
- Chapter 5 explains the Oracle Procurement Contracts implementation considerations.
- Chapter 6 provides process-oriented, task-based procedures to perform essential administrative tasks.
- Appendix A provides the list of QA validations.
- Appendix B lists the workflow used in Contract Terms Library and the workflow functions introduced in Purchasing and Sourcing approval workflows for Oracle Procurement Contracts.
- Appendix C discusses the concurrent programs utilized by Oracle Procurement Contracts.
- Appendix D provides the list of seeded data.
- Appendix E provides a reference for Contract Terms XML.

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Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Procurement Contracts.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

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

- **PDF Documentation** - See the Online Documentation CD for current PDF documentation for your product with each release. This Documentation CD is also available on Oracle*MetaLink* and is updated frequently.
- **Online Help** - You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.
- **Release Content Document** - See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.
- **About document -** Refer to the About document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About document is available on Oracle*MetaLink*.

Related Guides

Oracle Procurement Contracts shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Procurement Contracts.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle Applications User's Guide

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

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Guides Related to This Product

Oracle XML Publisher Users Guide

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

Oracle iSupplier Portal User Guide

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

Oracle Self–Service Web Applications Implementation Manual

This manual contains detailed information about the architecture and setup of Oracle Self–Service Web Applications. It also contains an overview of and procedures for using the Web Applications Dictionary.

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.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

"About" Document

For information about implementation and user documentation, instructions for applying patches, new and changed setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on Oracle*MetaLink* for most products starting with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

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 Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

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 Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Procurement Contracts implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical 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, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*Metalink*

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Procurement Contracts working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software 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 Oracle Applications 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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1

Introduction to Oracle Procurement Contracts

This chapter provides an overview of Oracle Procurement Contracts and its key features. The sections in this chapter include:

1.1 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.

1.2 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
- Author Contracts
- Negotiate Contracts
- Approve and Sign Contracts
- Execute and Monitor Contracts
- Administer Changes
- Renegotiate and Close Out Contracts

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 and templates 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.

2 Oracle Procurement Contracts Dependencies

This chapter describes resources and dependencies that you must be familiar with before you implement Oracle Procurement Contracts. Topics include:

2.1 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*.

2.2 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.

2.2.1 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.*

2.2.2 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*.

2.3 Dependency Verification

Refer to the Oracle Procurement Contracts About documentation, available on *OracleMetalink*, to ensure correct installation, implementation, and setup of dependencies.

3

Implementation Overview

Mandatory implementation steps are required for Oracle Procurement Contracts to function properly. Topics include:

3.1 Process Description

In an organization, the business practices group and legal professionals can use Oracle Procurement Contracts to create and manage a contract terms library that contains all the standard business and legal language as well as company-standard contract boilerplates (templates).

To effectively implement Oracle Procurement Contracts, you must perform the following mandatory tasks:

- Set up profile options
- Set up organizations for global and local implementation
- Set up lookup codes
- Migrate clauses from previous versions to the Contract Terms Library

Additional setup is required to use the following features:

- Complex Workflow Approvals.

  For information on setting up workflow for approvals, see *Oracle Workflow Administrator's Guide.*

- Keyword search in the contract terms library.

  For more information, see the Enabling Keyword Search section on page 4-7.

3.2 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 the Oracle Procurement Contracts Dependencies section on page 2-1.

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

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Set Up
1	Set up organizations	Yes	Contract Terms Library Administrator	Yes
2	Set up profile options	Yes	System Administrator	Yes
3	Set up approval workflows	Yes	Contract Terms Library Administrator	Yes
4	Set up lookup codes	Yes	Contract Terms Library Administrator	No
5	Enable keyword search	Yes	System 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	Contract Terms Library Administrator	Yes
10	Set up AutoNumbering	No	Contract Terms Library Administrator	Yes
11	Set up value sets	Yes	System Administrator	No
12	Set up function security	No	System Administrator	Yes

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Set Up
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
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

4

Setting Up Oracle Procurement Contracts

To use the Contract Terms Library, Oracle Procurement Contracts requires the following setup processes:

- Setting Up Standard Clauses on page 4-23
- Setting Up Contract Templates on page 4-24

4.1 Setting Up Organizations

To use Oracle Procurement Contracts, you must define organizations in the Oracle Human Resources application. For more information, see *Oracle Human Resources User's Guide*. To create, manage, and execute a purchasing document you must perform the organization set in Oracle Purchasing. For more information, see *Oracle Purchasing User Guide*.

This section covers the set up related to organizations as part of setting up the Contract Terms Library.

Before setting up clauses and templates in your contract library, it is recommended that you identify one global organization for the purpose of creating global clauses and a global template, and make the following business-related decisions:

- Do you have the same approver or multiple approvers in different organizations?
- Do you have organizations that do not need to review global clauses prior to adoption?
- Do you have a person identified as the library administrator? Note that a library administrator receives notifications in case of events such as the following:
  - System Failures: For example, failure of concurrent processes.
  - FYI Notifications: For example, approval of global clauses.

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: Set a library administrator to receive notifications when a global clause is created and needs adoption in the local organization.
- Library Approver: Set a library approver 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, refer to the Creating Contract Templates section on page 6-25.

4.2 Setting Up Profile Options

Set up the following profile options:

- **Self service Accessibility Feature** (User level): For all users who want to use the Rich Text feature in authoring clauses, set the User Level profile option to **No**.
- **OKC: Clauses Library Intent** (Responsibility or User level): Use this profile option to restrict the Intent while creating a clause or template. You can set the profile option value to Buy, Sell, or All. However, for Oracle Procurement Contracts the value should be set to **Buy**.
- **OKC: Clause Sequence Category** (Responsibility level): Use this profile option to set up AutoNumbering for clauses. For more information, see the Setting Up AutoNumbering section on page 4-12.
- **OKC: Global Operating Unit** (Site level): Use this profile option to define your global organization.

  Note that 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.
- **PO: Contracts Enabled** (Site Level): 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 of this profile option to **Yes**. The profile can be set at Site, Application, Responsibility or User level.

- **PO: Auto-approve PO After Buyer's E-signature**: When the value for this profile option is set to Yes, the purchasing document status is automatically changed to Approved after the buyer signs the purchasing document using the workflow notification. If you set the profile value to **No**, the buyer needs to accept the document, in the Acceptances window, after signing the document using the workflow notification.
- **EDR: E-Records and E-Signatures**: Use this profile option to enable electronic signature functionality. For more information about electronic and manual signatures, see the Approve and Sign Contracts section on page 5-20.

4.3 Setting Up Approval Workflows

This section covers the following topics:

4.3.1 Approval Workflows in Contract Terms Library

The system supports single approvers as standard out-of-the-box functionality for approving clauses and templates. Use the Organizations setup to identify approvers of clauses and templates in the global and local organizations.

For more information, see the Setting Up Organization section on page 4-2.

You can customize the approval flows for clauses and templates to route them to multiple approvers or change approvers based on additional context using Oracle Workflow.

For more information, see the *Oracle Workflow Administrator's Guide*.

4.3.2 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

Technical Name	Workflow Name
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.

4.4 Setting Up Lookup Codes

The following tables provide a list of system, user, and extensible lookup types for Oracle Procurement Contracts. Use these tables to identify the lookup types that you need to define for your implementation.

The following table displays the extensible and user lookup types for Oracle Procurement Contracts.

Type	Description
OKC_SUBJECT	Clause types
ACCEPTANCE_TYPE	Purchase order acceptance type

Use the Application Object Library Lookups window to define the lookup codes for the lookup type **OKC_SUBJECT**. Use this lookup type to define Clause Types. Clause Types allow users to group clauses for ease of use and retrieval. Users can search by clause type to insert clauses into templates or contracts.

Use the Oracle Purchasing Lookups window, to define the lookup codes for lookup type **ACCEPTANCE_TYPE**.

Note: Modifying seeded lookup values can corrupt data created using the lookup values.

The following table displays the system lookup types for Oracle Procurement Contracts.

Type	Description
OKC_AMEND_OPN_CODE	Contract terms amendment operation codes
OKC_APP_MODE	Application modes for contract terms
OKC_ARTICLE_ADOPTION_TYPE	Clause adoption type
OKC_ARTICLE_DATE_PERIOD	Date search criteria
OKC_ARTICLE_INTENT	Clause intent
OKC_ARTICLE_PROVISION	Clause type (Provision or Clause)
OKC_ARTICLE_RELATIONSHIP_TYPE	Relationship type of the clause
OKC_ARTICLE_SECTION	System seeded default section
OKC_ARTICLE_STATUS	Clause statuses
OKC_ART_IMP_PROCESS_STATUS	Clause import statuses
OKC_ART_USER_ACTS	User actions allowed on clauses
OKC_ART_VAR_DATATYPE	User defined variable data types
OKC_ART_VAR_TYPE	Variable types
OKC_DELIVERABLE_STATUS	Deliverable statuses
OKC_DELIVERABLE_TYPES	Deliverable types
OKC_DEL_BEF_AFT	Deliverable due dates (Before or After)
OKC_DEL_DUE_DATE_RADIO_GRP	Deliverable due date radio group
OKC_DEL_PROMPTS	Deliverables UI prompts
OKC_DEL_REPEAT_FREQ	Deliverable repeat frequency
OKC_DEL_REPEAT_RADIO_GRP	Deliverable repeat radio group
OKC_DOCUMENT_TYPE_CLASS	Error type for validations
OKC_NUMBER_LEVEL	Contract numbering scheme levels
OKC_NUMBER_SEQUENCE	Contract terms document numbering sequence

Type	Description
OKC_QA_SEVERITY	Validation severity (Error or Warning)
OKC_SECTION_LOCATION	Contract terms section location (Before, After, or Within)
OKC_SECTION_SOURCE	Source of the section (From Library or New)
OKC_TERMS_AUTH_ ACTIONS_AMEND	Contract terms authoring actions in the Amend mode
OKC_TERMS_AUTH_ ACTIONS_UPDATE	Contracts terms authoring actions in the Update mode
OKC_TERMS_AUTH_ ACTIONS_VIEW	Contracts terms authoring actions in the View mode
OKC_TERMS_INTENT	Contract terms intent
OKC_TERMS_MOVE_ LOCATION	Location to move contract terms (After, Before, or Within)
OKC_TERMS_QA_TYPE	Contract terms QA type
OKC_TERMS_TEMPLATE_ ACTIONS	Contract template actions supported
OKC_TERMS_TMPL_DATE_ PERIODS	Contract template date search criteria
OKC_TERMS_TMPL_STATUS	Contract template statuses supported
OKC_TERM_QA_LIST	Contract terms validation issues listing
OKC_YN	Contract flags (Yes or No)

4.5 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.

4.6 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 on page D-3.

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.

4.6.1 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.

Steps

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.

   The system copies the template as a new 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.

4.6.2 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 on page E-1.

4.7 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.

4.8 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.

4.9 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_ TMPL_ DFF	Contracts Template DFF	Contracts Template DFF	OKC_TERMS_ TEMPLATES_ ALL
Variables	OKC_ VARIABLE S_ DESCFLEX	OKC User Defined Variables Flexfield	Oracle Contracts user-defined variables flexfield	OKC_BUS_ VARIABLES_B
Contract Template Deliverables	DELIVERA BLES_ 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

4.10 Setting Up AutoNumbering

Use this setup to number clauses automatically during creation:

Steps

1. Log in to the System Administrator responsibility.
2. Define a document sequence.

   Navigation: Document > Define
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.

Guidelines

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

For more information on setting up AutoNumbering feature, 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.

4.11 Setting Up Value Sets

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

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

4.12 Oracle Procurement Contracts Function Security

Oracle Procurement Contracts enables organizations to control users' access to contact 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 functionalities provided by Oracle Procurement Contracts. To restrict a specific functionality, 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 on page D-19.

For information on implementation considerations for function security, see the Establish Authoring Roles and Controls section on page 5-2.

4.13 Migrating Clauses to Contract Terms Library

If you have implemented Oracle Contracts Core you need to follow the steps in this section to migrate your existing clauses to the Contract Terms Library so that they can be used in Oracle Procurement Contracts.

This section is only relevant if you have implemented Oracle Contracts Core.

To support the new features of Oracle Contracts, the Articles schema has changed significantly.

Note: In release 11.5.10, articles are referred to as clauses. Articles and clauses may be considered synonyms from a product feature perspective. However, in this document we refer to **articles** as **clauses**.

Prior to release 11.5.10, clauses did not belong to any specific organization. As such, clauses created in the library were accessible to all organizations.

This release contains the following changes:

- Every clause belongs to a specific organization and can only be used to author contracts in that organization.
- Only one organization can be designated as the global organization. All others are referred to as local organizations.
- Local organizations can adopt global clauses that the global organization creates.

Therefore, as part of the 11.5.10 upgrade, all clauses will be assigned to an organization. If multiple organizations are currently using the same clause, the migration program assigns the clauses to the global organization and automatically adopts the clauses for all local organizations. This enables all organizations to view and use the clauses in authoring documents exactly as they existed prior to this release.

In prior releases, you could have a single clause in a base language and then translate it to multiple languages. In this release, each clause is for a single language. As part of the 11.5.10 upgrade, a translated clause is split into one individual clause for each language.

4.13.1 Migration Process Overview

The following figures illustrate the migration of clause data in the 11.5.10 release. Figure 4–1 represents the important clause attributes in a pre-11.5.10 environment. The articles and versions existed in OKC_STD_ARTICLES_B/_TL and OKC_STD_ART_VERSIONS_B/_TL. The Article Name and the Article Text were translatable columns in OKC_STD_ARTICLES_TL and OKC_STD_ART_VERSIONS_TL respectively.

This example assumes that:

- There are two languages installed in the database:
  – US English (the base language)
  – French
- The user has translated the:
  – Clause "Termination" to "Annulation"
  – Text "This is English" to "C'est Francais"
- As part of the migration process, the user has set up:
  – Vision Corporation as the Global Operating Unit
  – Vision Operations as the only local organization

Figure 4–1 Standard Clauses Prior to 11.5.10 Release

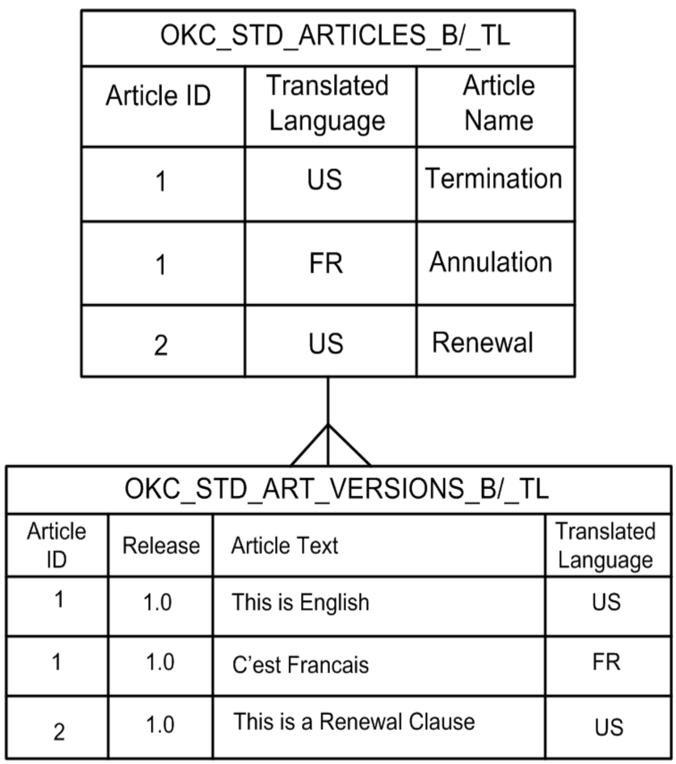


Figure 4–2 represents how the clauses look after migration. There are now three clauses created in the new clause tables:

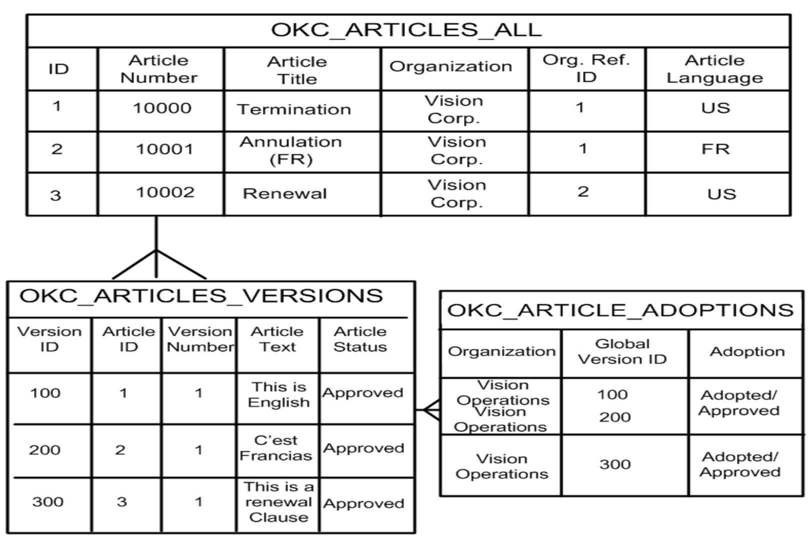
- OKC_ARTICLES_ALL
- OKC_ARTICLE_VERSIONS
- The translated clause Annulation is now a new clause in Vision Corporation.

These clauses are of Sell intent and have versions with Approved status. The original reference ID stores the old article ID. Adoption rows are created for each of the three clause versions in the OKC_ARTICLE_ADOPTIONS table. These rows are automatically created for all organizations that are set up to use the Contract Terms Library.

In this example, these rows are created for the local operating unit, Vision Operations, and have an adoption type of Adopted and the adoption status of Approved. Users that belong to these two organizations are now able to view the clauses exactly as they did in the earlier releases. Only the Global organization, however, can make any updates to these clauses.

For more details, see the Migration Steps section on page 4-19.

Figure 4–2 Standard Clauses After 11.5.10 Migration



4.13.2 Migration Steps

To migrate standard clauses into release 11.5.10, you need to perform several post-upgrade steps. These steps must be performed after the 11.5.10 upgrade is completed.

Steps

1. Define organizations that use contracts.

   In 11.5.10, clauses are migrated to a global operating unit and automatically adopted by all the local organizations. This requires each organization to be set up for contract terms by defining additional information for the organization, such as Contract Library Administrator responsibility.

   For more information, see the Setting Up Organization section on page 4-2. Note that the system will only migrate clauses in those organizations that have used clauses in their contracts. If an organization has used clauses in authoring contracts, but has not been set up to use the Contract Terms Library in 11.5.10, the concurrent process will not continue until the setup is completed. You must ensure that all relevant organizations have completed the required setup step in order to use the Contract Terms Library in 11.5.10.

2. Define the global operating unit.

   After operating units are created, you must define a global operating unit using the site level **OKC: Global Operating Unit** profile option. For more information, see the Setting Up Organization section on page 4-2.

3. Migrate standard clauses.

   To migrate standard clauses to the new 11.5.10 schema, run the **Migrate Standard Clauses to 11.5.10** concurrent program. The concurrent program performs the following tasks:

   - In the global operating unit, it creates global clauses in Approved status.
   - For each local operating unit, the clauses are migrated with adoption type as **Adopted as is**. All clause relationships are migrated to the local operating units as well.
   - The New Clause Versions table supports descriptive flexfields of size VARCHAR2(150) according to the current Oracle E-business Suite development standards.

Note: This is a change from earlier releases where these columns were of size VARCHAR2(450). The Migration program considers up to 150 bytes during the data conversion.

- Clauses (including all versions) are migrated to the new schema using the following defaults:
  - Org id: Global operating unit
  - Status: Approved
  - Intent: Sell
  - Version Number: System generated
  - Clause Language: Translated language
  - Clause Number: Autonumbered
  - Protect Text: No
  - Insert By Reference: No
  - Provision: No
- Translated articles (including all versions) are created as new clauses with the translated text.
- Article sets are migrated to folders. All existing FND_LOOKUPS of type **ARTICLE_SET** are migrated to clause folders and the existing associations are migrated to folder contents.
- Folders are created for each of the operating units that have been set up under the classification of Contract Terms Library Details. Hence, one article set in pre-11.5.10 release will now have the same number of folders as the number of operating units you have set up. Folder associations (contents) also will have multiple entries for all the migrated Article Sets and Article Set Members.
- All incompatibilities are migrated as clause relationships of type **Incompatible** for every operating unit that have been set up under the Contract Terms Library Details classification. This means that every incompatibility in a pre-11.5.10 release will now have the same number of relationships as the number of operating units you have set up.
- All existing associations between the clause version and contract documents are updated to reflect the newly generated clause version ID.

Note: Prior to this release, users could attach supporting documents while creating clauses in the library. This feature is not supported in 11.5.10, but all attachments that already have been created are migrated to the new schema for backward compatibility reasons. However, in 11.5.10 release, users cannot access these attachments from the Contract Terms Library.

4.14 Importing Clauses from External Sources

You can use the Clause Import program to import existing clauses that your organization uses. You also can use the Clause Import program 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.

For more information, see the Importing Clauses section on page 6-22.

4.15 Setting Up Contract Folders

You can organize clauses under different folders for easier retrieval.

For more information, see the Managing Folders section on page 6-48.

4.16 Setting Up Variables

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

For more information, see the Managing Variables section on page 6-42.

4.17 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.

Steps

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.

4.18 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 the Managing Sections on page 6-46.

4.19 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 the Managing Standard Clause section on page 6-2.

4.20 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 the Managing Contract Templates section on page 6-25.

5

Implementation and Other Considerations

The sections in this chapter include:

5.1 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:

Question	Related Section
How many organizations will be involved in the implementation?	Establish Contract Standards on page 5-2 Global Agreements on page 5-18
Which organizations will administer and control the standard contract terms at the global level?	Establish Contract Standards on page 5-2
How does your organization currently create and store contracts?	Clauses on page 5-4 Contract Templates on page 5-6 Deliverables on page 5-7 Variables on page 5-7

Question	Related Section
Do you need to translate your standard terms into multiple languages?	Contract Templates on page 5-6 Printed Contract Documents on page 5-19
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 on page 5-22
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 on page 5-20 Supplier Authored Contracts on page 5-16
What are the standard print formats for your contracts?	Printed Contract Documents on page 5-19

5.2 Process Overview, Implementation Considerations, and Other Considerations

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

- Establish Contract Standards on page 5-2
- Negotiate Contracts on page 5-8
- Author Contracts on page 5-12
- Approve and Sign Contracts on page 5-20
- Execute and Monitor Contracts on page 5-23
- Administer Changes on page 5-24
- Renegotiate and Close Out Contracts on page 5-26

5.2.1 Establish Contract Standards

This section covers the following topics:

- Process Overview on page 5-2
- Implementation and Other Considerations on page 5-3

5.2.1.1 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.

5.2.1.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Contract Terms Library on page 5-4
- Clauses on page 5-4
- Contract Templates on page 5-6

- Deliverables on page 5-7
- Variables on page 5-7

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 Chapter 6, "Setting Up Contract Terms Library".

Note that other Oracle applications use Oracle Contracts and its Contract Terms Library. The information in Chapter 6 is generic and not specific to Oracle Procurement Contracts.

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.

Specific considerations for setting up and using the Contract Terms Library for Oracle Procurement Contracts are:

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 the Establish Authoring Roles and Controls section on page 5-14.

- 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.

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 section on page D-5.

5.2.2 Negotiate Contracts

This section covers the following topics:

5.2.2.1 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.

5.2.2.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Authoring Negotiation Document on page 5-10
- Contract Terms Flow Down on page 5-11
- Contract Terms Validation in Oracle Sourcing on page 5-11

- Online Contract Negotiations on page 5-11
- Sourcing Templates Versus Contract Templates on page 5-12
- Approval Workflow on page 5-12

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 contact 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 Appendix A.1, "List of QA Validations".

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 on page B-2.

5.2.3 Author Contracts

This section covers the following topics:

5.2.3.1 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:

Number	Document Type	Required Application
1	RFI	Oracle Sourcing
2	RFQ	Oracle Sourcing
3	Auction	Oracle Sourcing
4	Response	Oracle Sourcing
5	Quote	Oracle Sourcing
6	Bid	Oracle Sourcing
7	Standard Purchase Order	Oracle Purchasing
8	Blanket Purchase Agreement	Oracle Purchasing
9	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.

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.

5.2.3.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Establish Authoring Roles and Controls on page 5-14
- Author Contracts on page 5-16
- Supplier Authored Contracts on page 5-16
- Master-Child Agreements on page 5-17
- Global Agreements on page 5-18
- Printed Contract Documents on page 5-19
- Cancel Contracts on page 5-20

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 on 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.
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.

Full Access to Procurement Contracts	No Access to Procurement Contracts
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:

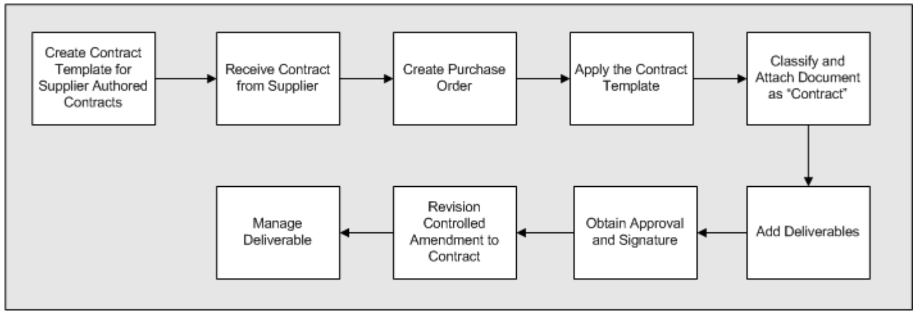
- New Contract: To author a contract, you can create a new purchasing document and then apply an appropriate contract template to the document. In the new contract, you can add or modify contract terms that were brought in from the contract template.
- Oracle Sourcing: You can set up a sourcing document, 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 on page 5-12 -- to resolve the issue.

Supplier Authored Contracts

The following flowchart displays the recommended process in Oracle Procurements Contracts for managing supplier authored contracts.

Figure 5–1 Recommended Process for Managing 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 this supplier-authored contracts, consider the following business process:

- Create a contract template, such as "Software Licensing Template", with only one clause that refers the user to the contract document attachment with a "Contract" category document in the Contract Document Attachments page. This template may also have a list of pre-defined deliverables you want to track.
- After receiving the contract document, create a purchasing document and apply the contract template to it. You can create any number of deliverables that you want to track per contract.
- Classify the supplier authored contract document as a "Contract" category document while attaching it to the purchasing document in the Contract Document Attachments page.

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.

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 the Setting Up Layout Templates section on page 4-8.

  - 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 the Layout Template section on page D-3.

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.

Cancel Contracts

Purchasing document with contract terms can only be canceled from the Enter PO form and not from the PO Summary form.

5.2.4 Approve and Sign Contracts

This section covers the following topics:

- Process Overview on page 5-20
- Implementation and Other Considerations on page 5-21

5.2.4.1 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.

Manual Signature: After the contract has been approved internally, the contract document can be emailed, 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 online Help.

5.2.4.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Approve Contracts on page 5-22
- Approval Workflow on page 5-22
- Approvals in Oracle Procurement Contracts on page 5-22
- Contract Statuses on page 5-23

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.
- 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.
- 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 on page B-2.

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:

Event Description	Status
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

5.2.5 Execute and Monitor Contracts

This section covers the following topics:

- Process Overview on page 5-24
- Implementation and Other Considerations on page 5-24

5.2.5.1 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.

5.2.5.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Deliverables on page 5-24
- Supplier Contacts on page 5-24

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.

5.2.6 Administer Changes

This section covers the following topics:

- Process Overview on page 5-25
- Implementation and Other Considerations on page 5-25

5.2.6.1 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.

5.2.6.2 Implementation and Other Considerations

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

- Amendment Cover Pages on page 5-25
- Supporting Documents on page 5-25
- Change Requests on page 5-26
- Printing Amendments on page 5-26
- Amendment Workflow Functions on page 5-26

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 Chapter 6, "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 on page B-2.

5.2.7 Renegotiate and Close Out Contracts

This section covers the following topics:

5.2.7.1 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.

5.2.7.2 Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Monitor Expirations on page 5-27
- Contract Renegotiation on page 5-27

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.

6

Setting Up Contract Terms Library

This chapter covers the following topics:

6.1 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 foundation for contract process standardization and control across the enterprise. Another key feature of the Contract Terms Library is the ability to establish global standards and enforce these standards enterprise-wise. 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.

6.2 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.

This section covers the following topics:

6.2.1 Creating Standard Clauses

You can create standard clauses in the following ways:

- Creating a New Clause on page 6-3
- Duplicating an Existing Clause on page 6-6

6.2.1.1 Creating a New Clause

Use these procedures to create a new clause.

Steps

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 AutoNumbering section on page 4-12.

   – 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 clauses 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 features 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. For more information, see the Setting Up Lookup Codes section on page 4-5.

  - Default Section: Optionally, select the default section from the list of values. You can use sections as headings to format contracts. For more information, see the Managing Sections section on page 6-46.
  - Description: Optionally, enter a description for the clause.
3. Status: The system controls this field. During the creation process, the clause is in Draft status.
4. Version: The system generates the version number.
5. Start date: Accept the default or change the start date.
6. End date: Optionally, enter an expiration date for the clause.
7. Provision: Provisions are used in negotiation documents in Oracle Sourcing only. If applicable, select the Provision check box.
8. Protect Text: To prevent modification to the clause text in documents, select the Protect Text check box.
9. Global: To make the clause available to all organizations, select the Global check box. This field is only available in the Global operating unit. For more information, see the Managing Clauses Across Organizations section on page 6-9.
10. Text: Enter the necessary text for the clause. Clause texts can include business variables. For more information on embedding variables, see the Managing Variables section on page 6-45. In the Text area you can choose one of 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. You can format the text by choosing one of the following icons on the Tool bar:
      - Cut
      - Copy
      - Paste
      - **Bold**
      - *Italic*
      - Underline
      - Align Left

    - Align Center
    - Align Right
    - Number Order List
    - Bulleted List
    - Decrease Indent
    - Increase Indent
  - 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.

11. Add Variables: Click the Add Variables button 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 text 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.

12. 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.
13. 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.

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14. If applicable, 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 Clause page. The Update Clause page includes the following subtabs:
        - General: Use this subtab to update general information discussed in the previous steps.
        - Related Clauses: For detailed information, see the Defining Related Clauses section on page 6-7.
        - Clause Folders: For detailed information, see the Assigning Clauses to Folders section on page 6-8.
        - Version History: Use this subtab to display the history of the clause versions.
    - Apply: Click the Apply button to save the clause and close the Create Clauses page.
    - Cancel: Click the Cancel button to close the Create Clauses page without saving the clause.

6.2.1.2 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 Clause pages.

Steps

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 on page 6-15.
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 described in the Defining Clauses section on page 6-2.

6.2.2 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 and incompatible clauses to an approved clause without requiring the creation of a new version.

Steps

1. Navigate to the Create Clauses or Update Clauses page.

   Navigation: Library > Clauses tab > Create Clause button
2. Open the Related Clauses subtab.
3. Click the Add Another Row button.
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 the Compare button to compare related clauses. Select the two clauses that you want to compare and then click the button.
8. Click the Compare with Current button to compare the related clause with the current clause. Select only one clause from the list and click the button.
9. Click the Remove button to delete a clause relationship.

6.2.3 Assigning Clauses to Folders

You can assign clauses to folders from the Update Clause page.

Prerequisites

Define folders.

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Open a clause for update.

   For more information, see the Updating Clauses section on page 6-18.

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 (see Searching for Folders on page 6-49).
6. Click Save or Apply.

6.2.4 Approving Clauses

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

- Approve one 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.

Prerequisites

Set up an approver. For more information, see the Setting Up Organization section on page 4-2.

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

Steps

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.

   For more information, see the Searching for Clauses section on page 6-15

3. Click the Submit button 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 the result:

   – The clause status is changed to Approved or Rejected.

   – A workflow notification informs the author of the clause of the decision.

6.2.5 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. For information on how to set up organizations, see the Setting Up Organization section on page 4-2.

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.

After approvals, the localized or adopted clause is available for use in contracts created locally.

Prerequisites

Prerequisites for creating global clauses are:

- 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. For more information, see the Creating Standard Clauses section on page 6-2.
- Approve global clauses to make them available in local organizations.

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 options:
  - 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 date 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.

This section covers the following topics:

- Creating Global Clauses on page 6-11
- Notifying Local Organizations on page 6-12
- Reviewing Global Clauses for Adoption on page 6-12
- Approving Global Clauses in Local Organization on page 6-14
- Viewing Adoption Status on page 6-14
- Adopting Global Clauses in a New Organization on page 6-15

6.2.5.1 Creating Global Clauses

Use these procedures to create a global clause.

Steps

1. Create a standard clause. For more information, see the Creating a Standard Clause section on page 6-2.
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.

6.2.5.2 Notifying Local Organizations

Prerequisites

Set up your library administrators. For more information, see the Setting Up Organization section on page 4-2.

When a global clause is approved, the system sends 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.

6.2.5.3 Reviewing for Adoption

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

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for Global clauses. For more information, see the Searching for Clauses section on page 6-15. Note that:

   – A global clause that is Approved (in the global organization), is available for adoption in local organizations. If a global clause is on hold or expired, although the clause is displayed in the search results, local organizations cannot adopt or localize it.

   – For global clauses that are available for adoption, no status is displayed in the local organizations. So, searching on Status, such as Draft, does not display the global clauses.

   – In a local organization, the first version of an adopted global clause must be manually assigned to a folder created in that organization. However, after adoption, the system assigns the subsequent versions of the global clause to the same folder.

   – Each time a new version is created and approved for a global clause, that version becomes available for adoption in the local organizations. Each version of a global clause must be adopted individually.

3. In the Adoption Type field, choose the Available for Adoption option from the list of values.

Note: Due to 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.

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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.

Note:

- 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 from the Search page.

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6. Click Review 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 this 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 has been localized and is in Draft status. This makes the original global clause available again for adoption.

6.2.5.4 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 instance, 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.

6.2.5.5 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 organizations 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.

Steps

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 section on page 6-15.
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)

6.2.5.6 Adopting Global Clauses in a New Organization

For any new organization that is set up to adopt global clauses, Oracle 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 would not be necessary to rerun the concurrent program for a given organization more than once, if all the migrated clauses and 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 setup to automatically adopt clauses.
- Available for Adoption: If the organization is setup to manually adopt clauses.

> **Note:** If the global organization contains clauses that have been migrated from 11.5.9 or earlier, these clauses would be automatically adopted in the new organization, even if the organization is setup to manually adopt clauses.

6.2.6 Searching for Clauses

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

- Searching for Clauses on page 6-15
- Using the Keyword Search Feature on page 6-17
- Browsing for a Clause on page 6-18

6.2.6.1 Searching for Clauses

Use these procedures to search for clause.

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. In the Search region, search for clauses by:

   – Keyword

   – Type

   – Title

   – Number

3. To access additional search options, click the Show More Search Options link. The 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 organizations)

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

   – Number

   – Title

   – Keyword

   – Type

   – Status

   – Start Date

   – End Date

– Used in Templates

You cannot start your search criteria with the wildcard (%).

If you do not select the Show All Versions check box, the system only displays the latest version of the clauses that match the search criteria.

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. For more information, see the Approving Global Clauses in Local Organization section on page 6-14.

6.2.6.2 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 the any of the following fields:

- Clause Title
- Display Name
- Clauses 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.

6.2.6.3 Browsing for a Clause

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

Steps

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 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.

   – Update: Open the clause for update.

6.2.7 Managing Changes to Standard Clauses

This section covers the following topics:

- Updating Clauses on page 6-18
- Versioning Clauses on page 6-20
- Comparing Clauses on page 6-21
- Placing Clauses on Hold on page 6-21
- Deleting Clauses on page 6-21

6.2.7.1 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 the clause 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 updated.

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want to update. For more information, see the Searching for Clauses section on page 6-15.

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, 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 in Draft status)
   - Delete (only available for clauses in Draft status)
   - Apply
   - Save
   - Cancel

6.2.7.2 Versioning Clause

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.

Steps

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.

6.2.7.3 Comparing Clauses

You can compare any two versions of a clause. The system provides a redline comparison of the changes 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.

6.2.7.4 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.

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want put on hold. For more information, see the Searching for Clauses section on page 6-15.

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.

6.2.7.5 Deleting Clauses

You can only delete clauses that are in Draft or Rejected status.

Steps

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want to delete. For more information, see the Searching for Clauses section on page 6-15.
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.

6.2.8 Importing Clauses

You can use the Import Clauses program to import existing clauses used in your organization.

You also can use the Import Clauses program on an ongoing basis, where clause updates are continuously imported into the clause library to stay current with changes in business process or government regulations.

You can import clauses into the clause library as:

- New clauses
- New clause versions (not available if the earlier version is in Draft, Rejected, or Pending Approval status)
- Updates to existing clauses (available only to existing clauses in the library that are in Draft and Rejected statuses)

You must run the Import Clauses program to import clauses into the Contract Terms Library. You also need to provide a valid batch name to run the program. You can run the concurrent program in the following modes:

- Validation Only: Use this mode to verify that data is free from errors before importing to the library.
- Import: Use this mode to perform validation and import at the same time.

You can view the concurrent process outputs to identify errors in the data imported. If you run the program is the Validation Only mode, you can correct the data as necessary and then import. By running the program in the Validation Only mode, you can ensure that clauses are imported successfully into the Contract Terms Library.

The Import Clauses program checks to ensure data imported is error free and verifies:

- Use of valid variables in the clause text. The system displays invalid variable tags as errors.
- Existence of mandatory information such as clause title, clause text, start date, and so on.
- Setup of AutoNumbering for the organization for which the clauses are imported. If AutoNumbering is not setup, an error is reported in the Import process.

Note: Any global clause in Approved status, once imported at the global organization, triggers auto-adoption for all operating units that are subscribed to the Auto-adoption option.

Any clause imported in Pending Approval status, automatically launches the Clause Approval workflow.

The following steps provide a high-level description of importing clauses.

Prerequisites

All lookups and setup data including variables, sections, AutoNumbering and organization setup. For more information, see Chapter 4, "Setting Up Oracle Procurement Contracts".

Steps

1. Prepare data for loading into the interface table: The first step in the Import Clauses process is to identify the data that you need to import. This step is outside the system, and you need to choose the formats to use to extract data from other systems. The data load must be in the format acceptable to the interface process, usually in a format with the "csv" file type.
2. Load the data into the application interface tables: At this stage, the data is loaded from the legacy system into the application interface tables. This process is also outside the system. You can use any tools (for example, SQL Loader) to load the data into the application interface tables.
3. Run the Clause Import in validate mode and fix errors: Run the Clause Import program in the Validation mode to identify invalid data. 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 fix the errors outside the system and prepare the data for

a reload. To import data into the Clause library, you must fix the data so that the validation process does not return any errors.

4. Reload the data into the interface table: After fixing the errors, you can import a fresh load from the source systems into the interface tables. Alternatively, you can use SQL*Plus to fix the data directly in the interface tables.

5. Run the Import Program to create clauses in the library: Run the Clauses Import program in the Import mode to move the records from the interface to the application base tables. If the program was run previously in the 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. If necessary, you can run the program multiple times to ensure that all the clauses are imported. When the program is run, all fixed records are imported into the Clauses library. If the records with error are not fixed in the interface tables, these records will remain in the interface table until they are deleted or fixed.

6. Route Clauses for Approval (if necessary): After the program has successfully imported the clauses from the interface tables, if the clauses were not pre-approved, you must submit the clauses for approval, before they are made available for use. If the records in the interface table had the Pending Approval status, the system automatically routes the clauses for approval.

7. For best performance, you must repeatedly purge the interface rows from the interface table. This can be done using the Purge Clause Import Interface Table concurrent program. The rows can be purged based on batch number, start date, end date, or process status.

Technical Information on the Import Clauses Program

Refer to the Oracle eTechnical Reference Manuals (eTRM) for detailed technical information on the Import Clauses program.

Following is a brief overview of the tables that the Import Clauses program uses:

- OKC_ART_INTERFACE_ALL: This is the main interface table where the users load data from external systems as indicated earlier.
- 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 being used for the run.
- OKC_ART_INT_ERRORS: This table stores the errors reported by the run in validation or import mode.

6.3 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.

Note that the Deliverables functionality is currently supported only on contract templates with the Buy intent.

This section covers the following topics:

- Creating Contract Templates on page 6-25
- Adding Sections and Clauses on page 6-28
- Adding Deliverables on page 6-29
- Validating Templates on page 6-33
- Preview Templates on page 6-34
- Approving Templates on page 6-35
- Searching for Templates on page 6-35
- Managing Changes to Contract Templates on page 6-37
- Defining Global Templates on page 6-41

6.3.1 Creating Contract Templates

To create a contract template, you can either:

- Create a New Contract Template on page 6-25
- Duplicate from an Existing Template on page 6-27

6.3.1.1 Creating a New Contract Template

Use these procedures to create a new contract template.

Steps

1. Navigate to the Create Contract Template page.

   Navigation: Library > Contracts Template tab > Create Template button

2. Enter a unique Name for the template. Note that the template name is unique within an organization.

3. Select the Intent for the template. The intent can be either Buy or Sell.

> **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 or more document types. You must remove these if you want to change the intent on the template.

4. The default Start Date is the system date. You can accept the default or change the date.
5. Optionally, enter a Description for the template.
6. 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.
7. Select a Layout Template from the list of values. The layout template is used by the system to prepare the template for preview. For more information, see the Setting Up Layout Templates section on page 4-8.
8. Optionally, enter any Instructions for using the template.
9. Optionally, select the Global check box to make the template available for duplication in all organizations. This is applicable only for global organizations. For more information, see the Global Templates section on page 6-41.
10. 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 of this document type.
11. To add a document type, click the Add Another Row button and enter the following information:
    - In the Document Type field, select the relevant contract type from the list of values. For example, Standard Purchase Order, and RFQ.
    - 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.

Note: Applications that use Oracle Contracts, implement the default template in different ways. For more information, refer to the relevant documentation. For instance, Oracle Order Management uses the Contract Template field of the Transaction Type form to default the contract template on an order.

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12. Click Apply and Add Details.
13. Add sections and clauses to the template. For more information see the Adding Sections and Clauses section on page 6-28.
14. Add deliverables to the template. For more information see the Adding Deliverables section on page 6-29
15. 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.

6.3.1.2 Duplicate from an Existing Template

You can create new templates by copying the 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. For more information, see the Global Templates section on page 6-41.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

1. Search for the source template. For more information, see the Searching for Templates section on page 6-35.
2. In the Results section, select the source template.
3. Click the Duplicate button to open the Duplicate Contract Template page.
4. In the Name field, enter a new name for the template. The system copies the entire content of the source template along with the section, subsections, layout, and formatting details to the new template. The new template's status is Draft.
5. Make other necessary changes to the new template.
6. Save the template.
7. From the Actions menu, choose:
   - Submit: Submit the template for approval.
   - Validate: Run the QA check process to validate that the template is correct.
   - Preview: Preview the contract template.
   - Delete: Delete the contract template.

6.3.2 Adding Sections and Clauses

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

Steps

1. Navigate to the Create Contract Template page.

   Navigation: Library > Contracts Template tab > Create Template button
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 pre-defined 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 the 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 the Mandatory check box. 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 the Move button. 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 and reapply the numbering scheme.

6.3.3 Creating Contract Template Deliverables

Businesses 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 businesses 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 to that template are copied to the contract.

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

Steps

1. Navigate to the Create Contract Template page.

   Navigation: Library > Contracts Template tab > Create Template button

2. In the Deliverable subtab select the Create Deliverable button.
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, Response).
   – 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. You can select Buyer or Supplier Organization from the list.
6. Optionally, enter the Description of the task and how to perform it.
7. Optionally, select the Buyer Contact. The buyer contact is the person responsible for performing the deliverable, if you select the Buyer Organization in the Responsible Party field. In case the supplier company is responsible for performing the deliverable, the buyer contact is responsible to accept the fulfilment 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 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 or due date relative to a 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, 5 days after the contract signed or 2 weeks after the RFQ published. In this case, you need to specify both the period of time and the event. For deliverables that have a relative due date, for example 30 days after award, 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 contract 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 due date on a deliverable would also make deliverable specific to that given business document for execution (for instance, 5 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 document, for example RFQ, which concludes in a Blanket Purchase Agreement award, then the deliverables related to the Blanket Purchase Agreement is 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 it is 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 6 weeks, or every 3 months.
- Day of the week to repeat on, in case of the Weekly frequency type.
- Day of the month to repeat on, in case of the Monthly frequency type.

  For example, a report needs to be sent on the 5th day of the month every three months (every Quarter) after the purchase agreement is signed. In this case:

  The Event = Signing of the Purchase Agreement

  Frequency = Monthly

  Interval = 3

  Day of the month to repeat on = 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 notification 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 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.

6.3.4 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.

Validation Type	Condition	Description
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. For more information, see the Approving Templates section on page 6-35.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library >Contract Templates tab

2. Open the template for update. For more information, see the Updating Templates section on page 6-37.
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 the Printable Page button, if you want to print the list of validations.
6. If applicable, fix the error conditions and resubmit the template for validation.

6.3.5 Preview Templates

Oracle Contracts uses the Layout template, assigned to the contract template, to prepare the template for preview. For more information, see the Setting Up Layout Templates section on page 4-8.

Steps

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. System displays the template in the Portable Document Format (PDF).

6.3.6 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.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library >Contract Templates tab

2. Open the template for update. For more information, see the Updating Templates section on page 6-37.

3. Select the Submit option from the Actions list of values. Alternatively, from the search results, query the template and click the Submit button.

6.3.7 Searching for Templates

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

- Searching for Templates on page 6-35
- Using the Keyword Search Feature on page 6-36

6.3.7.1 Searching for Templates

Use these procedures to search for contract templates.

Steps

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 match your criteria.

6.3.7.2 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.

6.3.8 Managing Changes to Contract Templates

This section covers the following topics:

- Updating Templates on page 6-37
- Reordering Deliverables on page 6-38
- Creating Template Revisions on page 6-39
- Placing Templates on Hold on page 6-40
- Deleting Templates on page 6-40

6.3.8.1 Updating Templates

You can update general information about an approved template including 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 templates including:
  - General information (Including Layout Template, and Description).
  - Sections and Clauses: You can add, modify, or delete Sections, Subsections and Clauses. You can also reorganize the layout of clauses including numbering.
  - Deliverables: Update deliverables information or create new deliverables.
  - Document Type Association: You can add or delete contract document types.

- 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 Pending Approval status.

You can also perform the following updates to contract templates:

- Place on hold
- Release the Hold
- End Date

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section on page 6-35.
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 status).
   - Submit for approval (only available for templates in Draft, Rejected and Revision status).
   - Place on hold (not available for templates in Draft, Rejected and Revision status)
   - Delete (only available for templates in Draft, Rejected and Revision status)
   - Validate (all statuses of the template)
   - Create revision (only available for templates in Approved status)
   - Preview

6.3.8.2 Reordering Deliverables

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

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section on page 6-35.

3. Open the template for update. For more information, see the Updating Templates section on page 6-37.

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.

6.3.8.3 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.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section on page 6-35.

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.

6.3.8.4 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.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the template that you want to place on hold. For more information, see the Search for the Templates section on page 6-35.
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.

6.3.8.5 Deleting Templates

You can delete templates that are in Draft or Rejected status.

Steps

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the template that you want to delete. For more information, see the Search for the Templates section on page 6-35.
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.

6.3.9 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 the 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 selecting 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.

6.4 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
  - All Contractual Deliverables
  - Supplier Negotiation Deliverables
  - 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.

This section covers the following topics:

- Creating Variables on page 6-43
- Searching for Variables on page 6-44
- Displaying Clauses Using a Variable on page 6-44

- Managing Changes to Variables on page 6-45

6.4.1 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.

Prerequisite

Define the corresponding Value Sets. For more information, see the Setting Up Value Sets section on page 4-13.

Steps

1. Navigate to the Create Variable page.

   Navigation Library > Variables tab > Create Variable button
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 variable values in their responses.

7. Click Apply to save the variable.

6.4.2 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 criteria
  - Name
  - Description
  - Type
- The system does not support wildcard searches. Wildcard searches include searching with a string % or blank field.

Steps

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

   You must enter your search criteria in one of the following fields: Name, Description, or Type.

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.

6.4.3 Displaying Clauses Using a Variable

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

Steps

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. Search for the variable that you want. For more information see the Searching for Variables section on page 6-44.

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 a 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.

6.4.4 Managing Changes to Variables

You can only change or delete user-defined variables.

This section covers the following topics:

- Updating User-Defined Variables on page 6-45
- Deleting User-Defined Variables on page 6-46

6.4.4.1 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.

Steps

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. Search for the variable that you want to update. For more information, see the Searching for Variables section on page 6-44.

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 value set assigned to a user-defined variable, after the variable has been used in a clause.

4. Make the necessary changes. For more information, see the Creating Variables section on page 6-43.
5. Select the Disable check box, if you want to prevent further use.
6. Click Apply to save the variable.

6.4.4.2 Deleting Variables

You can only delete user-defined variables that are not used in any clause.

Steps

1. Navigate to the Variables page.

   Navigation: Library > Variables tab
2. Search for the variable that you want to delete. For more information, see the Searching for Variables section on page 6-44.
3. Click Go to view the search results.
4. Select the check box for the variable that you want to delete.
5. Click the Delete icon. The system displays the Warning page.
6. Click Yes to confirm.

6.5 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.

This section covers the following topics:

6.5.1 Creating Sections

Steps

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 or business documents. However, the inactive section cannot be used to author new contract templates or business documents.

6.5.2 Searching for Sections

Use these procedures to search for sections.

Steps

1. Navigate to the Sections page.

   Navigation: Library > Sections tab

2. Enter your search criteria for section:

   – Name

   – Code

3. Click Go. The system displays the sections that match your search criteria.

6.5.3 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.

Steps

1. Navigate to the Sections page.

   Navigation: Library > Sections tab

2. Search for the section that you want to update. For more information, see the Searching for Sections section on page 6-47.

3. Click the Update icon for the section that you want to change.

4. Make the necessary changes. You can change the following fields:

   – Description

   – Effective to Date

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 Application Foundation Lookups module.

6.6 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 one clause to more than one folder.

This section covers the following topics:

6.6.1 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.

Steps

1. Navigate to the Create Folder page.

   Navigation: Library > Folders > Create Folder button
2. Enter a Name for the folder.
3. Optionally, enter a Description for the folder.
4. Click Save or Apply.

6.6.2 Searching for Folders

For performance reasons:

- You must search on at least one of the following criteria
  - Name
  - Description
- The system does not support wildcard searches. Wildcard searches include searching with a string % or blank field.

Steps

1. Navigate to the Folders page.

   Navigation: Library > Folders tab
2. Enter at least one of the following search criteria:
   - Folder Name
   - Description
3. Click Go. The system displays the folders that match your search criteria.

6.6.3 Managing Changes to Folders

This section covers the following topics:

6.6.3.1 Updating Folders

You can update folders. During the update, you can:

- Change folder name and description
- Add clauses
- Remove clauses

Steps

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to update. For more information, see the Searching for Folders section on page 6-49.

3. In the Result section, click the Update icon for the folder that you want to change. The system opens the folder for update. You can:

   – Change the name and description

   – Add clauses

   – Remove clauses

6.6.3.2 Adding Clauses to Folders

You can assign one clause to more than one folder.

Steps

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to update. For more information, see the Searching for Folders section on page 6-49.

3. In the Result section, click the Update icon for the folder that you want to add clauses.

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 the 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 clauses that you want to add.
8. Click Apply to add the clauses to the folder.
9. Click Save or Apply to save your changes.

6.6.3.3 Removing Clauses from Folders

Use these procedures to remove a clause from a folder.

Steps

1. Navigate to the Folder page.

   Navigation: Library > Folders tab
2. Search for the folder that you want to update. For more information, see the Searching for Folders section on page 6-49.
3. In the Result section, click the Update icon for the folder that you want.
4. In the Clauses section, select the check box for the clause that you want to remove.
5. Click Remove.
6. Click Save or Apply to save your changes.

6.6.3.4 Deleting Folders

You can delete any folder from the Folders library.

Steps

1. Navigate to the Folder page.

   Navigation: Library > Folders tab
2. Search for the folder that you want to delete. For more information, see the Searching for Folders section on page 6-49.

3. In the Results section, click the Delete icon for the folder that you want to remove.
4. Click Yes to confirm.

A

QA Validations

A.1 List of QA Validations

The appendix lists all QA validations provided by the system during validation of contract templates and Sourcing and Purchasing documents.

The table below lists the validations used in Contract Templates.

Type	QA Code	Error/Warning	Description
Clause	OKC_CHECK_ INCOMPATIBILITY	Warning	Verifies if incompatible clauses are included in the template.
Clause	OKC_ CHECK_ ALTERNATE	Warning	Verifies if alternate clauses are included on the template.
Clause	OKC_ CHECK_ DUPLICATE	Warning	Verifies if a template uses duplicate clauses.
Clause	OKC_CHECK_ ART_VALIDITY	Error	Verifies if a template has invalid clauses.
Clause	OKC_ CHECK_ VAR_USAGE	Error	Verifies if there is any variable on document which is not defined for the document type used in the contract template.
Clause	OKC_CHECK_ LAYOUT_TMPL	Warning	Verifies if a layout template is attached to a contract template.

The table below lists all QA validation codes and their descriptions.The table also shows if these validation messages are treated as Errors or Warnings.

Type	QA Code	Error/Warning	Description
Clause	OKC_CHECK_ INCOMPATIBILITY	Warning	Verifies if incompatible clauses are included in a contract.
Clause	OKC_ CHECK_ ALTERNATE	Warning	Verifies if alternate clauses are included on a contract.
Clause	OKC_ CHECK_ DUPLICATE	Warning	Verifies if a contract is using duplicate clauses.
Clause	OKC_CHECK_ ART_VALIDITY	Warning	Verifies if a contract has invalid clauses
Clause	OKC_ CHECK_ LATEST_VERSION	Warning	Verifies if an old version of a clause is being used.
Clause	OKC_ CHECK_ UNRESOLVED_ SYS_VAR	Warning	Verifies if there are any system variables used in the contract clauses that do not have values entered on the business document.
Clause	OKC_ CHECK_ VAR_USAGE	Warning	Verifies if there is any variable on the document that is not defined for the document type. For instance, PO Amount, a system variable, is only valid for a purchase order. If this variable is used in a Request for Quotation document, the system displays a warning.
Clause	OKC_ CHECK_ EXT_VAR_VALUE	Warning	Verifies if all external variables are entered.
Clause	OKC_ CHECK_ INT_VAR_VALUE	Warning	Verifies if all internal variables are entered.
Clause	OKC_ CHECK_ UNASSIGNED_ ARTICLE	Error	Verifies if the Unassigned section has clauses assigned to it. The Unassigned section is a system seeded section and a business document should not have clauses in this section.
Clause	OKC_ CHECK_ EMPTY_SECTION	Warning	Verifies if there is any section with no clauses.
Clause	OKC_ CHECK_ ART_AMEND_ NO_TEXT	Warning	Verifies if there is any clause amendment with no amendment description.

Type	QA Code	Error/Warning	Description
Clause	OKC_ CHECK_ SECTION_ AMEND_NO_TEX	Warning	Verifies if there is any amendment of section with no amendment description.
Clause	OKC_CHECK_ TEMPL_ EFFICTIVITY	Warning	Verifies if the template used in a contract is inactive.
Deliverable	CHECK_BUYER_ CONTACT (Buyer Contact)	Error	Verifies if a buyer contact is not provided or not a valid contact. Buyer contact is a required field on a deliverable, hence this check is qualified as an error.
Deliverable	CHECK_BUYER_ CONTACT_VALID	Error	Error message to indicate that the buyer contact must be a current employee.
Deliverable	CHECK_ REQUESTER_ CONTACT_VALID	Warning	Error message to indicate that the requester must be a current employee.
Deliverable	CHECK_ ESCALATION_ CONTACT_VALID	Warning	Error message to indicate that the escalation assignee must be a current employee.
Deliverable	CHECK_ NOTIFICATIONS	Error	Error message to indicate that the Escalation notification details must not be blank if the Escalation notification is checked.
Deliverable	CHECK_ SUPPLIER_ CONTACT (Supplier Contact)	Warning	Verifies if provided supplier contact is a valid contact for given supplier ID and is only an error if supplier contact is provided on a deliverable.
Deliverable	CHECK_DUE_ DATES (Due Date)	Error	Verifies the following deliverable due date details: ■ If deliverable is defined for a fixed due date, date must be provided. ■ If deliverable is defined relative to an event, date must be specified on given business document.

Type	QA Code	Error/Warning	Description
Deliverable	CHECK_ AMENDMENT (Deliverable Amendment)	Warning	Verifies the deliverable's amendment details. A warning message will be shown if amendment description is not provided when a deliverable is amended.
Deliverable	CHECK_ DELIVERABLES_ VAR_USAGE (Deliverable variable usage)	Warning	Verifies if the deliverable variables are used in a clause when there are no deliverables on the document.
Deliverable	CHECK_RESP_ PARTY	Error	Verifies if the responsible party is incompatible with the deliverable type.

B

Workflows

This appendix covers the following topics:

- List of Workflows
- Approval Workflows

B.1 List of Workflows

The following table lists the workflows used in the Contract Terms Library of Oracle Procurement Contracts.

Workflow Name	Technical Name	Description
Deliverables Notification	OKCDELWF (Item Type)	This workflow handles sending out overdue notifications, prior to due date notifications, and all status change notifications for all deliverables in the system.
Contract Clause Approval	OKCARTAP	This workflow routes contract clauses for approval. If applicable, it also notifies the: ■ Approver that a clause requires approval. ■ Contract administrator, when a clause is approved or rejected. ■ Local organizations, when a global clause becomes available for adoption or is automatically adopted.

Workflow Name	Technical Name	Description
Contract Template Approval	OKCTPAPP	This workflow routes contract templates for approval. It also notifies the: ▪ Approver that a template requires approval. ▪ Contract administrator, when the template is approved or rejected.

B.2 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	▪ NO_CHANGE: No change from Contract template. ▪ ARTICLES_CHANGED: Only clauses changed from the contract template. ▪ DELIVERABLES_CHANGED: Only deliverables changed from the contract template. ▪ ALL_CHANGED: Both clauses and deliverables changed from the contract template.
Template Expired	IS_CONTRACT_TEMPLATE_EXPIRED	Update	p_templ_expired	▪ Y: Yes ▪ N: No

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Exist	IS_CONTRACT_ ARTICLES_ EXIST	Update Amend	p_article_ exists	■ NONE: No clause exists. ■ ONLY_STANDARD: Contains standard clauses only. ■ NON_STANDARD: Contains non- standard clauses.
Deliverables Exist	IS_CONTRACT_ DELIVERABLES _EXIST	Update	p_ deliverable _exists	■ NONE: No deliverable exists. ■ CONTRACTUAL: Contains contractual deliverables only. ■ INTERNAL: Contains internal deliverables only. ■ ALL: Contains contractual and internal deliverables.
Clauses Amended	IS_CONTRACT_ ARTICLES_ AMENDED	Amend	p_article_ amended	■ NONE: No clauses amended. ■ ONLY_STANDARD: Only standard clauses are amended. ■ NON_STANDARD: Non-standard clauses are amended
Deliverables Amended	IS_CONTRACT_ DELIVERABLES _AMENDED	Amend	p_ deliverable _amended	■ ALL: All deliverables are amended. ■ NONE: No deliverable is amended. ■ CONTRACTUAL: Only contractual deliverables are amended. ■ INTERNAL: Only internal deliverables are amended.

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	■ NO_CHANGE: No change from contract template. ■ ARTICLES_CHANGED: Only clauses changed from the contract template. ■ DELIVERABLES_CHANGED: Only deliverables changed from the contract template. ■ ALL_CHANGED: Both clauses and deliverables changed from the Contract template.
Template Expired	TEMPLATEEXPIRED	Update	p_templ_expired	■ T: True ■ F: False
Clauses Exist	ARTICLESEXIST	Update Amend	p_article_exists	■ NONE: No clause exists. ■ ONLY_STANDARD: Contains standard clauses only. ■ NON_STANDARD: Contains non- standard clauses.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Deliverables Exist	DELIVERABLES EXIST	Update	p_ deliverable _exists	▪ NONE: No deliverable exists. ▪ CONTRACTUAL: Contains contractual deliverables only. ▪ INTERNAL: Contains internal deliverables only. ▪ CONTRACTUAL_ AND_INTERNAL: Contains contractual and internal deliverables.
Clauses Amended	ARTICLESAME NDED	Amend	p_article_ amended	▪ NONE: No clause is amended. ▪ ONLY_STANDARD: Only standard clauses are amended. ▪ NON_STANDARD: Non-standard clauses are amended.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Deliverables Amended	DELIVERABLES AMND	Amend	p_ deliverable _amended	■ ALL: All deliverables are amended. ■ NONE: No deliverable is amended. ■ CONTRACTUAL: Only contractual deliverables are amended. ■ INTERNAL: Only internal deliverables are amended. ■ SOURCING: Only sourcing deliverables are amended. ■ CONTRACTUAL_ AND_INTERNAL: Contractual and internal deliverables are amended. ■ CONTRACTUAL_ AND_SOURCING: Contractual and sourcing deliverables are amended. ■ SOURCING_AND_ INTERNAL: Sourcing and internal deliverables are amended.

C

Concurrent Programs

C.1 List of Concurrent Program

The following table lists the new concurrent programs in Oracle Procurement Contracts:

Concurrent Program	Technical Name	Description
Synchronize Clauses Text Index	ARTSYNCCTX	This program to synchronizes the clauses text index used when searching on clause keyword.
Optimize Clause Text Index	ARTOPTCTX	Use this program to optimize the clauses text index.
Synchronize Template Text Index	OKCTMPLSYNCCTX	This program synchronizes the contract templates text index used when searching on template keyword.
Optimize Template Text Index	OKCTMPLOPTCTX	This program optimizes the contract templates text index.
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 will validate data in the open interface table, and import the valid clauses into the contract terms library.

Concurrent Program	Technical Name	Description
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 clear data from the Clause Interface table after the clause import has been completed.
Overdue Deliverable Notifier	OKCOVERDUEDEL MGR	Use this program to periodically send out notifications or email messages to the concerned parties for all overdue deliverables.
Deliverable Due Date Notifier	OKCBEFOREDUEDE LMGR	Use this program to periodically send out reminder notifications or email messages for all deliverables that are about to become due.
Deliverable Escalation Notifier	OKCESCALATEDEL MGR	Use this program to periodically send notifications to the escalation assignee for all overdue deliverables.
PO Output for Communication	POXPOPDF	Use this program to communicate the purchase order PDF document to the supplier.

D

Seeded Data

Seeded data for Oracle Procurement Contracts include:

D.1 Responsibility

The seeded responsibility provided by Oracle Procurement Contracts, for creating and managing the Contract Terms Library, is **Contract Terms Library Administrator**.

This responsibility can only be used if the profile option **MO:Operating Unit** has a value assigned at either 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

Note: Changing the seeded menu structure is not recommended. You must first customize the standard menus, and then create responsibilities.

D.2 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.

D.3 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

Name	Description	Document Class	Application
RFI_RESPONSE	RFI Response	SOURCING	Oracle Sourcing
RFQ	RFQ	SOURCING	Oracle Sourcing
RFI_RESPONSE	Sourcing Quote	SOURCING	Oracle Sourcing

D.4 Layout Template

The layout templates are stored in the XML Publisher Layout Template repository. The following table lists the seeded layout templates in Oracle Procurement Contracts:

Document Type	Document Type Layout	Contract Terms Layout
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

D.5 Notifications

The following table lists the different types of notifications seeded in Oracle Procurement Contracts:

Type	Business Context	Description
Clauses	Clause submitted for approval	Notifies the global or local organization approvers when a global or local clause requires approval.

Type	Business Context	Description
Clauses	Global Clause approved	When a global clause is approved, sends a notification to the requestor and library administrators of local organizations.
Clauses	Clause rejected	When a clause is rejected, sends a notification to the requestor in a global or local organization.
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.
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.

Type	Business Context	Description
Contract Deliverables	Status change notification	Sends a notification when either party changes the status of the deliverable.
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.

D.6 System Variables

The following table displays the:

- Seeded system variables in Oracle Purchasing.
- Sources used by the system to retrieve values.
- Document types in which the values are used.

Legends

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.

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
Header Level					

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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
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

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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
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

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
Supplier Name	Supplier name	Supplier Name	A	A	A
Supplier Site	Name of the supplier site	Supplier Site Name	A	A	A
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
Ship To Address	Ship to address	Ship To Address	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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
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

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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
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		

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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
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

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase Agreement / Global Agreement	Contracts / Global Contract Purchase Agreement
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

The following table displays the seeded system variables in Oracle Sourcing.

Legends

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.

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Header Level					

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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
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

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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
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

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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
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

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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
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	

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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	
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	

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
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
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

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Response Currency	Currency of the response document	Response Currency	A	A	A

D.7 Lookup Codes

The following table displays the values for the ACCEPTANCE_TYPE lookup code:

Look Up Code Value	Description
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.

D.8 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:

Feature	Function / Sub-menu	Name
Contract Terms Library	Sub-menu	OKC Terms Library Main
Manage Deliverables	Function	Manage Deliverables
Authoring and Viewing Contract Terms	Function	Manage Contract Terms
Delete Mandatory Clauses	Function	Override Authoring Controls

Feature	Function / Sub-menu	Name
Manage Deliverables Region in Oracle Sourcing	Sub-menu	OKC Manage Deliverables Main Menu
Contract Terms Region in Oracle Sourcing	Sub-menu	Sourcing Contract Terms and Deliverables
Deliverables Region in the Orders Tab of iSupplier Portal.	Function	Manage Contract Deliverables

E

XML Reference

E.1 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 ormore)
        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>
        <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.
SectionsArticlesToPrint VO	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:

Element/Attribute	Set to Null	Type	Comments
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 indention 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.
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.

Element/Attribute	Set to Null	Type	Comments
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.
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.
AmendmentOperation Code	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.
DeliverablesForAllSourcingExpVO	Yes	Complex	All deliverables specific to the sourcing phase.
DeliverablesForInternalContractualExpVO	Yes	Complex	All internal or outbound contractual deliverables.

Element/Attribute	Set to Null	Type	Comments
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 witch 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.
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".

Element/Attribute	Set to Null	Type	Comments
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.
AmendmentCode	Yes	Enumeration	The code for the amendment operation: ADDED, UPDATE or DELETED. If the deliverable has not been amended the element is missing.

VariablesMetaDataVO

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 VariablesMetaDataVO is a child element of the ContractTermsAM element. It may only contain multiple VariablesMetadataVORow 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: ■ D: Deliverable ■ S: System ■ U: User ■ T: Table
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: ■ 0: Only the contract is printed. ■ 1: Only the amendment (change) is printed. ■ 2: Amendments and changes are printed.
DocumentName	Yes	String	The name of the contract document.
ContractStatus	Yes	String	Status of the Contract: ■ Draft ■ Pending Approval ■ Approved ■ Rejected
WatermarkText	Yes	String	The text for the watermark.
OrganizationName	Yes	String	Name of the organization that owns the document.

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.

Contract Terms Library

A centralized repository for approved Contract Templates.

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.

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

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.