

Oracle® Sales Contracts

Implementation Guide

Release 11*i*

Part No. B16028-01

April 2005

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Oracle Sales Contracts Implementation Guide, Release 11i

Part No. B16028-01

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Preface

Intended Audience

Welcome to Release 11i of the *Oracle Sales Contracts Implementation Guide*.

This guide is intended for implementers, administrators, and users of Oracle Sales Contracts.

See Related Documents on page viii for more Oracle Applications product information.

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Related Documents

The following documents provide information about Oracle Sales Contracts and integration with other applications in the Oracle E-Business Suite:

- Oracle Contracts Implementation and Administration Guide
- Oracle Order Management Users Guide
- Oracle XML Publisher Users Guide
- Oracle Workflow Administrator's Guide

Do Not Use Database Tools to Modify Oracle Applications Data

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

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

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

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

Before you Begin

Introduction to Sales Contracts

Sales Contracts play an important role in businesses, where the terms and conditions of business transactions are defined and are legally binding on both parties. The Sales Contracts functionality is a vital part of business processes like quoting, ordering and negotiating long term agreements.

Oracle Sales Contracts enhances the ability of sales organizations to manage these stages by adding sophisticated contract management and compliance features to Oracle Quoting, Oracle iStore, and Oracle Order Management.

Note: In this guide, the expressions "contract" and "business document" have been used interchangeably to indicate any document such as Blanket Sales Agreement (BSA), Quote, or Sales Order that contains contract terms. When appropriate, more explicit document names are used.

Oracle Sales Contracts - Key Features

Oracle Sales Contracts supports all the stages of a contract lifecycle including:

- Establish Contract Standards
- Author and Negotiate Contracts
- Approve and Sign Contracts
- Manage the Contract Lifecycle

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 and Negotiate Contracts

When you author contract terms, you leverage standard clauses and templates to define contractual obligations driven by legal and business requirements. During negotiations, you create quotes with draft contract terms. Customers review and respond; and may suggest modifications to the contractual terms. After all parties have reached an agreement, and all supporting documents have been submitted, customer places the order. Customers may also negotiate long-term agreements that specify terms and conditions on future orders. Blanket Sales Agreements are used to negotiate

long term agreements. When the blanket sales agreement has been approved and signed, customers may place sales orders based on the terms of the blanket sales agreement

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. You can also determine how exceptions must be handled from an approvals perspective. Once the internal approvals are obtained, the contract is sent to the customer for signature. Once the customer signs his acceptance, the contract is now a binding agreement between both parties.

Manage the Contract Lifecycle

You can perform the following actions to manage the contract lifecycle:

- **Renewal:** A BSA can be renewed before it reaches its expiration date, by re-entering and extending the expiration date. If you do not wish to renew the BSA, it automatically acquires a status of Closed when it reaches the expiration date. The renewed BSA will retain the same contract terms.
- **Termination:** Users can terminate an active BSA and specify the reason for termination. Termination reasons are user-defined. The system records the current date as the date of termination. The termination details of a BSA can be viewed in the history page. The status of the BSA changes from Active to Terminated.
- **Versioning:** The business document has a version number, which is updated every time a change is made to the document. Correspondingly, the contract document number also changes as it consists of the business document number followed by the version number.
- **Copy:** You can copy a business document to create another, and all the clauses of the original business document will be copied to the new document. If the clauses have later versions available, the system will copy the latest available versions. However attached documents like supporting documents will not be copied.
- **Close Out:** If the business document expires (reaches its effectivity date) and is not renewed, it closes out and the associated contract terms also expire.

Pre-Implementation Considerations

This section describes resources and dependencies that you must be familiar with before you implement Oracle Sales Contracts.

Related Documentation

The following documents provide information about Oracle Sales Contracts and integrated products:

- *Oracle Contracts Implementation and Administration Guide - to set up the Contracts Terms Library*
- *Oracle Order Management Users Guide - for authoring and negotiating contract terms on sales orders and blanket sales agreements*
- *Oracle Order Management Implementation Guide - setting up Sales Contracts within Order Management*

- *Oracle Quoting User Guide - for authoring and negotiating contract terms on quotes and iStore*
- *Oracle Quoting Implementation Guide - setting up Sales Contracts within Quoting*
- *Oracle XML Publisher Users Guide - Enabling contracts to be previewed and printed during XML Publisher*
- *Oracle Workflow Administrator's Guide - Enabling contracts to be routed for approvals*

Installation Verification

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

Oracle Sales Contracts Dependencies

To achieve the entire sales contracts business flow, Oracle Sales Contracts is built on infrastructure provided by various Oracle modules. Mandatory dependencies are required for Oracle Sales Contracts to function properly. Conditional dependencies, when integrated, provide additional capabilities. This section describes mandatory and optional dependencies for Oracle Sales Contracts.

Mandatory Dependencies

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

- **Oracle Order Management:** Provides the backbone to author, approve, amend, communicate, and print contracts. For more information, see the *Oracle Order Management User's Guide* and *Oracle Order Management Implementation 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 auto-numbering of clauses.
- **Oracle Human Resources:** Provides organization setup information. Define or confirm the definitions of your employees in *Oracle Human Resources Management System*. For more information, see the *Implementing Oracle HRMS Guide*.
- **Oracle Workflow:** Provides notifications related to approvals of clauses, templates, and contracts. For more information see the *Oracle Workflow Administrator's Guide*.
- **Oracle XML Publisher:** Provides information on setting up and using RTF and PDF templates that are used to preview and print contracts and contract templates. For more information, see the *Oracle XML Publisher Users Guide*.

Conditional Dependencies

Conditional dependencies include:

- **Oracle Quoting:** Provides the basis to author, manage and print contracts within the quote lifecycle. For more information, see the *Oracle Quoting User Guide* and *Oracle Quoting Implementation Guide*

- **Oracle iStore Portal:** Allows customers and sales personnel to view contract terms and request changes. For more information, see the *Oracle iStore Implementation and Administration Guide*.

Dependency Verification

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

Implementation Overview

Process Description

In sales organizations, there is a need to create sales contracts using accepted legal and business terms. Apart from that, many contracts are similar in nature and can be created from pre-defined templates. The Contract Terms Library is the repository of such templates and terms (clauses). The Contract Terms Library also contains a repository of Contract Expert rules required to bring in additional clauses into a contract based on information provided by users in the form of responses to pre-defined questions. It enables the library administrator to create and maintain different templates, clauses and rules that will be used by the sales personnel when they author contracts. The sales personnel create business documents like Sales Orders, Quotes and Blanket Sales Agreements using the standard templates, clauses and Contract Expert rules. Setting up business documents and the Contract Terms Library are important steps in implementing Oracle Sales Contracts.

Implementation Task Sequence

Before installing Oracle Sales Contracts, you must install Oracle Order Management. You also need to install Oracle Quoting and Oracle iStore in order to utilize additional contract functionality provided by these applications.

The following table describes a typical implementation process specific to Oracle Sales Contracts. Refer to the Oracle Quoting and Oracle Order Management documentations for detailed setup steps for these applications.

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Setup
1	Set up organizations, page 3-2	Yes	Contract Terms Library Administrator	Yes
2	Set up profile options, page 3-2	Yes	System Administrator	Yes
3	Set up approval workflows, page 3-4	Yes	Contract Terms Library Administrator	Yes

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Setup
4	Set up lookup codes, page 3-5	Yes	Contract Terms Library Administrator	No
5	Enable keyword search, page 3-6	Yes	System Administrator	No
6	Set up layout templates, page 3-6	Yes	XML Publisher Administrator	Yes
7	Set up AutoNumbering, page 3-7	No	Contract Terms Library Administrator	Yes
8	Set up value sets , page 3-8(used in Contract Expert and user-defined variables, both in the Contract Terms Library)	Yes	System Administrator	No
9	Set up folders, page 3-8	No	Contract Terms Library Administrator	No
10	Set up variables, page 3-8	No	Contract Terms Library Administrator	No
11	Set up numbering schemes, page 3-8	No	Contract Terms Library Administrator	No
12	Set up sections, page 3-9	Yes	Contract Terms Library Administrator	No
13	Migrate clauses to the Contract Terms Library , page 3-9	Yes	Contract Terms Library Administrator	Yes
14	Import clauses from external sources, page 3-9	No	Contract Terms Library Administrator	No
15	Set up standard clauses, page 3-9	Yes	Contract Terms Library Administrator	No

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Setup
16	Set up contract templates, page 3-9	Yes	Contract Terms Library Administrator	No
17	Set up Contract Expert rules, page 3-9	Yes	Contract Terms Library Administrator	No
18	Set up function security, page 5-8	No	System Administrator	Yes
19	Set up transaction types , page 3-10	Yes	Order Management Super User	Yes
20	Associate Layout templates to transaction types, page 3-10	Yes	Order Management Super User	Yes
21	Customize Contract Terms RTF Stylesheet, page 3-10	Yes	XML Publisher Administrator	Yes
22	Defining Processing Constraints, page 3-10	Yes	Order Management Super User	No

Setting up Oracle Sales Contracts

List of Setup Processes

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

- Setting up Organizations, page 3-2
- Setting up Profile Options, page 3-2
- Setting up Approval Workflows, page 3-4
- Setting up Lookup Codes, page 3-5
- Enabling Keyword Search, page 3-6
- Setting up Layout Templates, page 3-6
- Setting up AutoNumbering, page 3-7
- Setting up Value Sets, page 3-8
- Setting up Folders, page 3-8
- Setting up Variables, page 3-8
- Setting up Numbering Schemes, page 3-8
- Setting up Sections, page 3-9
- Migrating Clauses to Contract Terms Library, page 3-9
- Importing Clauses from External Sources, page 3-9
- Setting up Standard Clauses, page 3-9
- Setting up Contract Templates, page 3-9
- Setting up Contract Expert Rules, page 3-9
- Setting up Function Security, page 3-10
- Setting up Transaction Types, page 3-10
- Associating Layout Templates to Transaction Types, page 3-10
- Customizing the Contract Terms RTF Stylesheet, page 3-10
- Defining Processing Constraints, page 3-10

Important: Refer to the *Oracle Contracts Implementation and Administration Guide* for further setup information.

Setting up Organizations

To use Oracle Sales Contracts, you must define organizations in the Oracle Human Resources application. For more information, see *Oracle Human Resources User's 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? For more information, see the *Oracle Contracts Implementation and Administration Guide*.
- 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.

In the Contract Terms Setup window, enter values for the following options:

- **Auto Adopt Global Clauses:** This enables automatic adoption of global clauses in a local 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 (Sell Intent):** Set a library administrator to receive notifications when a global clause is created and needs adoption in the local organization for all clauses and templates with a 'Sell' Intent.
- **Library Approver (Sell Intent):** Set a library approver to route workflow approval notifications for clauses and templates with Sell Intent.

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.
- Even if your organization only implements Sales Contracts, you must define an approver and administrator for the Buy intent in the setup described above. Failure to setup an approver and administrator for Buy intent may result in system errors while approving clauses and templates.

Setting up Profile Options

The following profile options are required for Oracle Sales Contracts:

- **Self service Accessibility Feature (User Level) :** If you want to use the Rich Text feature during clause authoring, set this profile option to **No**.
- **OKC: Enable Sales Contracts(Site Level):** Set this profile option value to **Yes** with Enable Contract Terms Authoring on Sales Order, Blanket Sales Agreements and Quote.

- **OKC: Global Operating Unit**(Site Level): Use this profile option to define your global organization.
 - Note:** Changing the value of this profile option, once it has been set, is not recommended. This may cause data corruption with clauses and templates in the Contract Terms Library.
- **OKC: Clause 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 Sales Contracts the value should be set to **Sell**. This ensures that the intent is defaulted while creating clauses, templates or Contract Expert rules in the Contract Terms Library.
- **OKC: HTML Layout Template** (Site Level): Select a layout template that determine the format of contract terms displayed from iStore.
- **OKC: Clause Sequence Category**(Responsibility Level): Set clause AutoNumbering using the category created during Document Sequences > Document Categories setup. For more information, see the Setting Up AutoNumbering section, page 3-7.
- **OKC: Enable Contract Expert** (Application Level): Set to **Yes** to enable use of the Contract Expert feature in Sales Contracts.
- **OKC: Generate deviations report for approval**(Application level): When set to **Yes**, the Deviations Report is automatically generated and sent along with the approval notification during the approval process.
 - Note:** Oracle Quoting does not use this profile option. Oracle Quoting does not currently support attaching the Deviations Report to the Quote Approval Notification.
- **OKC: Layout Template for Contract Deviations Report**(Application Level): Use this profile option to control the format of the deviations report that will be attached to the approval workflow notification.
 - Note:** Oracle Quoting does not use this profile option. Oracle Quoting does not currently support attaching the Deviations Report to the Quote Approval Notification. To view examples of how quoting security can be implemented, see Appendix C - Oracle Quoting Security Scenarios - of the *Oracle Quoting Implementation Guide*.
- **ASO: Default Contract Template**(Site, Application, and Responsibility level): Determines the default contract template for standard contract terms to be included on a quote.
- **ASO: Print Quote Method:** (Site Level): Determines the method for printing quotes. Possible values are: Oracle Reports or XML Publisher. If Sales Contracts integration is enabled, this profile must be set to **XML Publisher**.
- **ASO: Default Layout Template** (Site, Application and Responsibility Level): Determines the default print template to be used for printing a quote and previewing contract terms on a quote. This profile is mandatory if ASO: Print Quote Method is set to XML Publisher and therefore, if Sales Contracts integration is enabled.

- **ASO: Default Sales Rep:**(Application level): Assign a default Sales Rep (sales personnel) for the iStore application.

Note: In general, it is recommended that users exercise caution and prevent unauthorized changes to profile option values.

Setting up Approval Workflows

Approval Workflows in Contract Terms Library:The system supports single approvers per intent of buy or sell 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, page 3-2. 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*.

Approval Workflows in Integrated modules:The following table lists the workflows that govern the approval of Quotes using Oracle Quoting and Sales Orders or Blanket Sales Agreements using Oracle Order Management.

Technical Name	Workflow Name
OENH (Order Management Negotiation Header)	Approving Quotes
OENH (Order Management Negotiation Header)	Approving Sales Orders
OENH (Order Management Negotiation Header)	Approving Blanket Sales Agreements

You can customize the approval workflows to meet the specific needs of your organization. For more information, see the *Oracle Workflow Administrator's Guide*. These workflows are delivered with Oracle Quoting and Oracle Order Management, and can be used to route sales contracts for approval. Out of the box, Oracle Sales Contracts allows business documents to be routed for special approvals in certain cases:

- The contract contains non-standard terms – this is enabled in both Oracle Quoting and Oracle Order Management.
- The contract contains additional standard terms over and above the terms brought in from the contract template – this is enabled in Oracle Order Management.

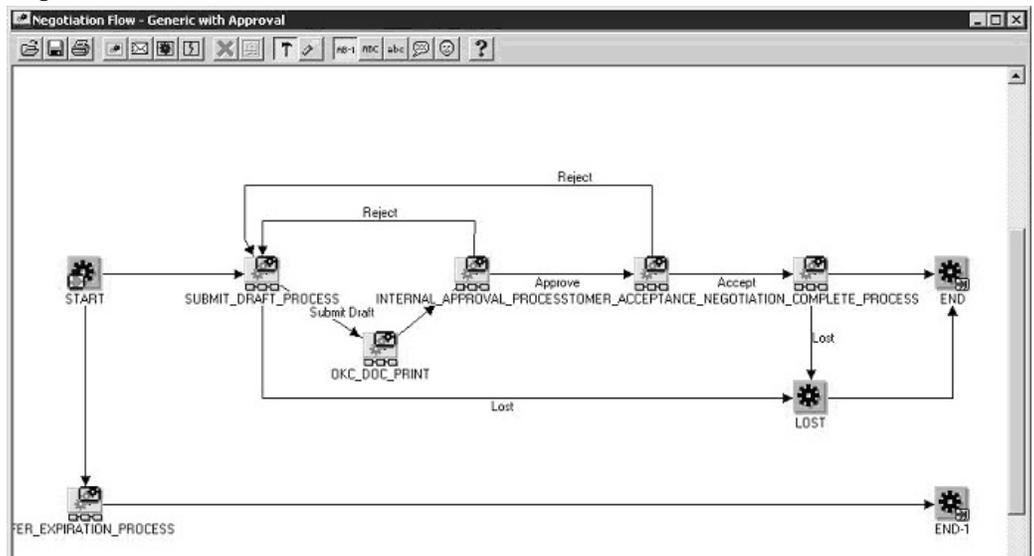
Refer to the *Oracle Quoting Implementation Guide* and the *Oracle Order Management Implementation Guide* for additional details.

Customizing Order Management Workflow: Use the following steps to customize Order Management workflow to include print attachments:

1. Using Oracle Workflow Builder, open item type "OM Negotiation Header".
2. Click the processes icon.
3. Click the process Negotiation Flow - Generic with Approval and copy paste it into a new process and call it Negotiation Flow - Generic with Approval (Customized).

4. Double click to open the new process Negotiation Flow - Generic with Approval (Customized) in a separate window.
5. From the main window where all the processes are visible, drag and drop the process Blanket Agreement/Sales Order Generation onto the second window where we have already opened the process Negotiation Flow - Generic with Approval (Customized).
6. Place the (sub)process Blanket Agreement/Sales Order Generation in between Submit Draft - Negotiation and Internal Approval - Negotiation. Link SUBMIT_DRAFT_PROCESS to OKC_DOC_PRINT via Submit Draft using right-click drag.
7. Link OKC_DOC_PRINT to INTERNAL_APPROVAL_PROCESS using right-click drag.
8. Save the changes. After successful customization, the workflow window should look like the following image:

Negotiation Workflow



Setting up Lookup Codes

Appendix E (Lookup Codes) provides a list of system, user, and extensible lookup types for Oracle Sales Contracts. Use these tables to identify the lookup types that you need to define for your implementation.

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.

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

For the lookup types that have been enabled for use in Oracle Sales Contracts, see the Lookup Codes appendix, page E-1.

Enabling Keyword Search

The Contract Terms Library enables you to perform keyword searches 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.

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

Setting up Layout Templates

To format and publish PDF versions of contract documents, Oracle Sales 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 Sales Contracts has seeded layout templates for each of the supported document types.

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.

You can use the seeded layout templates to print the:

- Contract document
- Deviations report

Contract Terms Layout Template: is the seeded layout template for printing contract terms. The attributes and seeded values for Oracle Contract Terms Template include the following:

- Application: Oracle Contracts Core
- Data Source Name: Contract Terms Data Definition
- Sub Template: No
- Template Type: XSL-FO

Note: The Contract Terms Layout Template is not used directly in previewing and printing Sales Contracts. Refer to the *Oracle Order*

Management Implementation Guide and *Oracle Quoting Implementation Guide* for more information on how this layout template has been integrated with other layout templates created in the respective applications to print contracts

Deviations Report Layout Templates:The following table displays the seeded layout templates for displaying Deviations reports:

Name	Type	Description
Contract Deviations Order Management Template	RTF	The main Rich Text Format template for Order Management
Contract Deviations Template for Quoting	RTF	The main Rich Text Format template for Quoting
Contract Deviations Report Template	RTF	Sub template for contract deviations summary details
Contracts RTE Handler Template	XSL-FO	Sub template for handling HTML tags used in Rich Text Editor for contracts
Contract Deviations Constants Template	XSL-FO	Sub template containing all context information
Contract Deviations Variable Resolution Template	XSL-FO	Sub template for variables resolution
Contract Deviations Table Variable Resolution for Sell	XSL-FO	Sub template for resolving table type variables

Setting up AutoNumbering

Use this setup to number clauses automatically during creation:

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

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

Setting up Value Sets

Value sets are used in Oracle Sales Contracts while creating user-defined variables as well as responses to questions created in Contracts Expert. For more information, see the Defining Value Sets section of the *Oracle Applications Developer's Guide*.

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

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

The value sets that are supported for Contract Expert are subject to the following conditions:

- **Format Types:** The only supported format type is Character. You must only use the supported format type when defining value sets for Contract Expert.
- **Validation Types:** The supported validation types are Independent, Table, Translatable Independent. You must only use the supported validation types when defining value sets for Contract Expert.

Caution: Value set information is used in user-defined variables and Contract Expert questions 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.
- Contract Expert Rules that contain questions with value set responses.

Setting up Folders

You can organize clauses under different folders for easier retrieval.

For more information, see the *Oracle Contracts Implementation and Administration Guide*.

Setting up Variables

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

For more information, see the *Oracle Contracts Implementation and Administration Guide*.

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.

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.

Use the Contract Terms Library to set up and manage numbering schemes. For more information, see the *Oracle Contracts Implementation and Administration Guide*.

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 *Oracle Contracts Implementation and Administration Guide*.

Migrating Clauses to Contract Terms Library

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

For more information, see the *Oracle Contracts Implementation and Administration Guide*.

Importing Clauses from External Sources

You can use the Clause Import concurrent program to import existing clauses that your organization uses. You also can use the Clause Import concurrent 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, page 3-9.

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 *Oracle Contracts Implementation and Administration Guide*.

Setting up Contract Templates

Oracle Sales Contracts enables you to define a standard set of templates to easily default contract terms for contracts authored by your organization.

For more information, see the *Oracle Contracts Implementation and Administration Guide*.

Setting up Contract Expert Rules

Contract Expert rules use questions and constants along with clauses and system variables to bring clauses into business documents. Contract Expert rules are created based on Buy or Sell intent for a specific organization. These rules can be applicable to all templates of one organization or can be associated with specific templates.

For more information, see the Managing Rules section of *Oracle Contracts Implementation and Administration Guide*.

Setting Up Function Security

Many businesses have multiple roles involved in the contract negotiation process, including contract negotiators, contract administrators, and contract approvers. Oracle Sales Contracts enables you to control levels of access to authoring contract terms on business documents.

For more information, see:

- Establish Authoring Roles and Controls section, page 5-8
- *Oracle Contract Implementation and Administration Guide*

Defining Transaction Types for Sales Contracts (in Order Management)

The Transaction Type window for Blanket Sales Agreements, sales orders, and sales quotes have two fields applicable for setting up contract terms – Contract Template and Layout Template. These must be entered with appropriate values so that they can default in the BSA/sales order window. You can choose which template to associate the transaction type, as a list of values appears, displaying the templates (contract and layout) that the sales document is associated with the Contract Terms Library. If the layout template is not identified in the Transaction Type screen, and a user initiates the preview/print action, an error message will display, telling the user that the layout template must be associated with the transaction type.

Note that:

- To bring in the appropriate terms into the contract, ensure that you select the appropriate contract template and layout template.
- If the contract template or layout template you selected on the transaction type is no longer valid, to avoid using invalid templates to author contracts, ensure that the transaction type definition is updated.

Associate Layout Template to Transaction Types

For every operating unit that is implementing Oracle Sales Contracts, you must associate a layout template with the following sales document types: Sales Orders, Blanket Sales Agreements and Quotes. Thus the associated layout template determines the layout of the contract terms associated with the sales document.

Note: In Oracle Order Management, the layout template is defined in the transaction type window. The system determines the layout of the contract based on the layout template defined for the specific transaction type. In Oracle Quoting, the layout template for a quote is derived from a profile option 'ASO: Default Layout Template.

Customizing the Contract Terms RTF 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 RTF stylesheet, in the layout template, is applied to the contract XML document representing a contract template to create a PDF document.

Defining Processing Constraints

The processing constraints framework in Order Management gives you the ability to define the conditions and status for which an update can be made to an entity. For example, a blanket sales agreement cannot be updated while it is in the "Pending Internal

Acceptance" status. Likewise a user can define constraints that suites to his business practices and prevent changes. These constraints can be defined at the entity level and for each attribute. Blanket Sales Agreements use the same constraint framework as Sales Orders. This framework can also be used to set up when and what changes trigger automatic versioning for Blanket Sales Agreements.

For more information, see the *Oracle Order Management Users Guide*.

Author and Negotiate Sales Contracts

Business Scenarios

The contract negotiation process involves the steps of creating a quote or a blanket sales agreement or a sales order with contract terms, circulating it for internal approval, negotiating terms with the customer, updating the terms, obtaining customer acceptance, and in the case of a quote, converting it into a firm sales order. Customers can also negotiate and place orders through iStore. The following business flows are supported by Sales Contracts:

- Authoring and Negotiating long terms agreements with releases: Uses the Blanket Sales Agreements and Blanket Releases functionality.
- Negotiating Quotes for one-time orders: Uses Quotes and Sales Orders functionality.
- Negotiating one-time orders: Uses Sales Orders functionality.
- Negotiating orders through iStore: Uses the iStore, Oracle Quoting and Sales Orders functionality.

Given below is a brief overview of each of these business flows:

Blanket Sales Agreements (BSA)

Process Overview

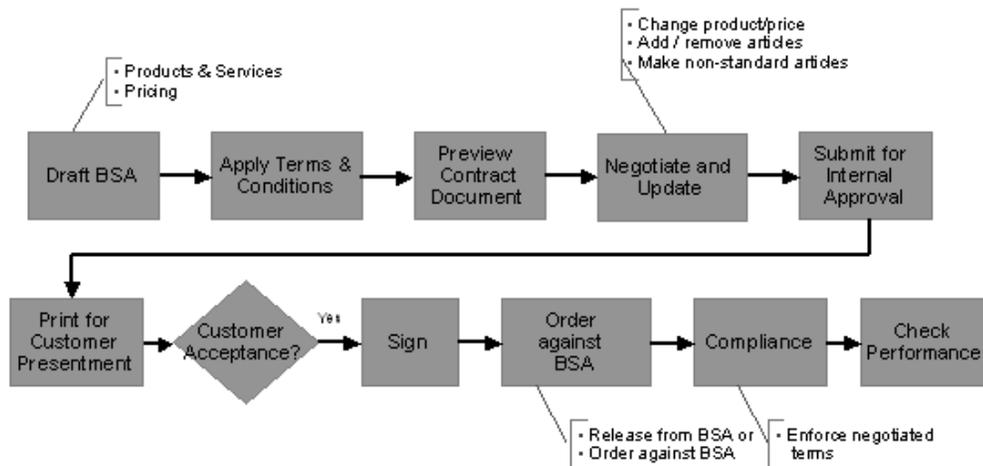
Long-term sales agreements (blanket sales agreements) are accepted widely in industry as they help build profitable relationships between suppliers and customers. A long-term agreement provides predictable, recurring revenue for suppliers, while customers get better prices and terms. Blanket Sales Agreements (BSAs) in Oracle Order Management support the creation, negotiation and execution of long-term sales agreements. Sales Contracts has been integrated with Blanket Sales Agreements to enable the seller and buyer to view and update contract terms along with the conditions of the BSA.

Sales personnel can capture the terms and conditions of the BSA in the contract terms. The terms can be edited in the Contract Terms HTML page. Price and purchase commitments of the BSA can be captured and negotiated in the contract terms as well as the effectivity dates of the BSA. The contract terms can be validated before the BSA is sent for internal review. The purpose of Contracts in Quoting is to enable users to negotiate a quote with contract terms. Users can attach contract terms and conditions to a quote and send both the quote as well as the contract to the customer for negotiation.

Upon approval and customer acceptance of the agreement, sales personnel enter sales orders (releases), which refer to the BSA in Order Management. The sales personnel

can create additional terms for the sales order that could be different from the BSA terms. To record customer acceptance, Oracle Sales Contracts captures the name and title of the signatories and the signing dates. As sales orders with BSA references are fulfilled, fulfillment details are updated in the BSA. Users can check variances between quantities and amounts committed in the agreement and the actual accumulated quantities and amounts of what has been sold.

Author and Negotiate Long Term Sales Agreements with Releases Flow *Blanket Sales Agreements (BSA) with Sales Order Releases*



Implementation and Other Considerations

The following set up steps must be carried out for sales contracts to be used in Blanket Sales Agreements:

- The profile option OKC: Enable Sales Contracts should be enabled for Order Management. This should be set at the Application level as well as the User level, otherwise the user will be unable to use clauses, contract terms etc.
- In the Transaction Type window of Order Management, you need to specify a contract template that will default whenever that transaction type is used in a BSA. In the Transaction Type window, enter a Transaction Type where you have entered the Sales Document Type as Blanket Sales Agreement. The Contracts Template LOV will display all contracts associated with blanket sales agreements. The Layout Template LOV will display all the layout templates in XML Publisher. Select a Contract Template and a Layout Template to be associated with the transaction type.

Note: In case the Contract Template LOV and Layout Template LOV are disabled, you need to save the transaction type first and then the fields would be enabled.

- In the Transaction Type window, you need to specify the Negotiation Flow as Generic with Approval and also click the Approvals button to enter the list of approvers. The Approvals window enables you to specify the approver names, the

sequence in which they will be sent approval notifications and whether they are currently active in the approval process or not.

- You need to set up Order Management approval workflow to route non-standard terms documents to additional approvers.
- Additionally setup Order Management approval to auto-generate the contract PDF and attach to the notification.
- Setup the Order Management workflow to customize expiry notifications.
- Also in the Contract Terms Library, you need to associate the contract template with the sales document type of blanket sales agreement.

Sales Orders

Process Overview

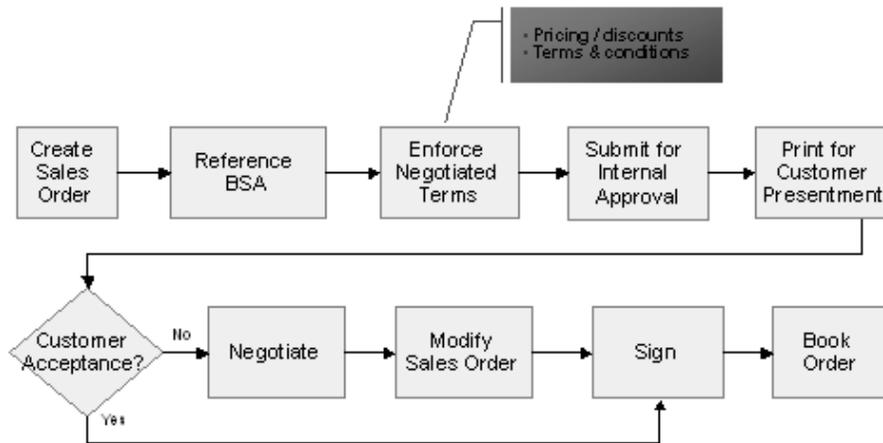
Whether the contract authoring process starts in Oracle Quoting or in Oracle Order Management, contract terms can be added and negotiated directly on the quote or sales order document. Upon approval and customer acceptance of the quote or sales order -- including the products, prices, and contract terms -- the fulfillment phase of the ordering process may begin.

Upon quote approval and signing, sales representatives can create a sales order from a quote. In addition to the products and prices agreed to in the quote, the sales order will also contain the negotiated contract terms, contract document attachments, and the customer acceptance information. The sales order with the approved contract terms is the sales contract.

Oracle Sales Contracts also supports the creation and negotiation of sales orders with contract terms directly through Oracle Order Management. The seeded negotiation workflow can be used to automate the approval process and progress the sales order from draft to entered status.

The sales order with contract terms can be printed for customer presentment and signing. The flexible printing infrastructure in Oracle Sales Contracts allows companies to automatically generate contract documents as PDF files that conform to their corporate standard layouts. Customer acceptance details can be captured in the sales order. In addition to the generated PDF document and other supporting documents, users can also attach a scanned image of the signed contract document to the order.

Create Sales Order Releases Against BSA



Implementation and Other Considerations

- The profile option OKC:Enable Sales Contracts should be set to Yes.
- The transaction type of the sales order has the layout template and contract template defined in the transaction type window. When the sales order defaults with that transaction type, the associated contract terms also default for the sales order.
- Requiring approvals for sales order releases is optional. The list of approvers is based on the type of sales order. Once the approval process is initiated, the first approver receives a notification containing a link to the generated PDF document for review. The approver can approve or reject the sales order, or reassign the approval to someone else in the organization.

Quotes

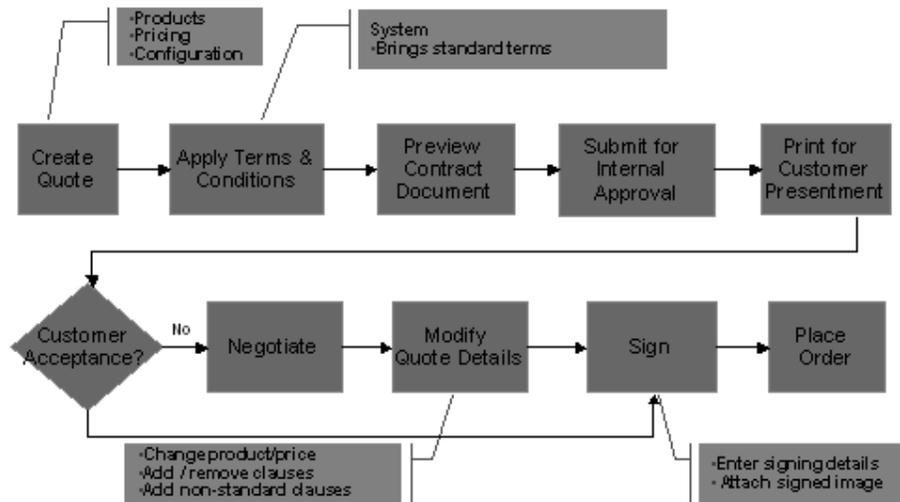
Process Overview

The purpose of Contracts in Quoting is to enable users to negotiate a quote with contract terms. Users can attach contract terms and conditions to a quote and send both the quote as well as the contract to the customer for negotiation.

You can use the HTML page or the Quotes window to create a new quote and attach contract terms to it. You can specify a contract template that will be used for the quote. You can view or update the contract terms and submit it for approval. Once approved, the quote can be converted to a firm sales order and the contract terms will be carried over to the sales order as well.

Since Quoting is also integrated with Order Management, the next phase in the Quoting cycle - conversion of the quote to a sales order – can be performed easily and the negotiated contract terms can be attached to the newly created sales order.

Negotiate Quotations for One-Time Orders



Implementation and Other Considerations

The following profile options are used to enable sales contracts functionality in Quotes/iStore:

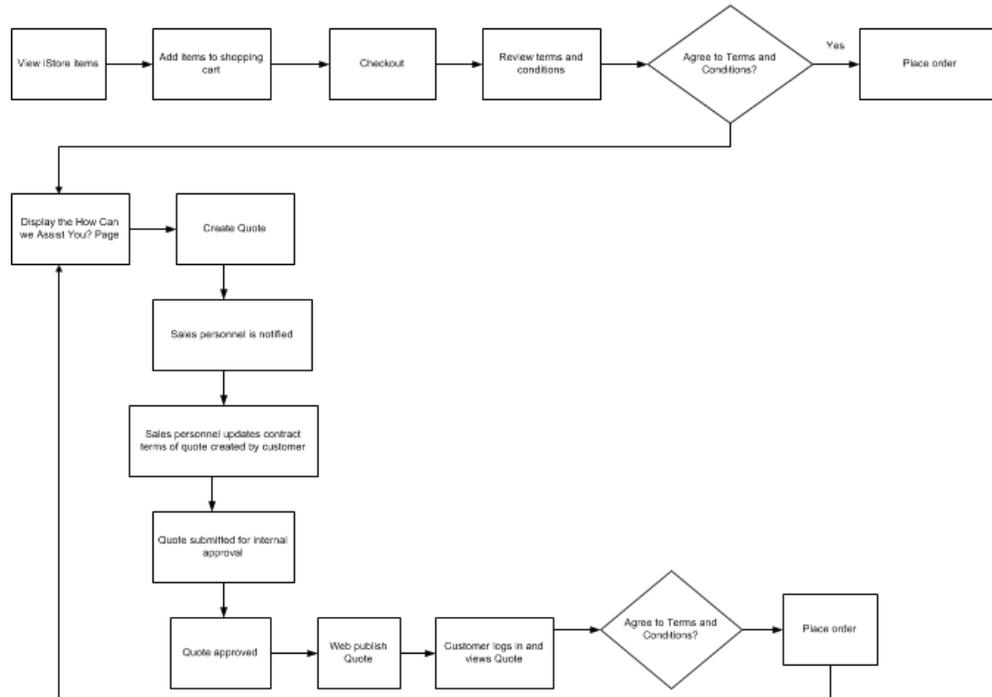
- OKC: Enable Sales Contracts should be set to Yes at the application level.
- ASO: Default Layout Template (for previewing contract terms).
- ASO: Default Contracts Template
- ASO: Print Quote Method: This should be set to XML Publisher at the site level.

iStore

Process Overview

The purpose of Contracts in iStore is to enable users to negotiate terms and conditions directly while placing a direct order using the online store. In iStore the terms and conditions are negotiated using the Quotes page that opens the contract template page for updating. The user (customer) initiates a change in the terms and conditions of a contract using iStore. The terms and conditions are viewed in iStore, however they are updated using Quotes HTML page by the sales personnel, as the shopping cart transaction gets converted to a quote. Both the customer and the salesperson use the quoting functionality. If the customer disagrees with the standard terms, they can request the salesperson's assistance. Using Oracle Quoting, the salesperson can access the shopping cart (which is a quote), modify the terms, get appropriate internal approvals, and publish the new quote to the web store for customer review and acceptance.

iStore and Sales Contracts



Implementation and Other Considerations

The following profile options are used to enable sales contracts functionality in Quotes/iStore:

- OKC: Enable Sales Contracts should be set to Yes at the application level.
- ASO: Default Layout Template (for previewing contract terms).
- ASO: Default Contracts Template
- ASO: Print Quote Method: This should be set to XML Publisher at the site level.

Other Considerations

Negotiating Business Online

In an online business scenario, a customer places orders through the iStore application. If the customer agrees with the terms and conditions of the order, the order is processed. If the customer disagrees with the terms and conditions, a sales personnel is assigned to work with the customer on the draft contract. Customers may then continue to negotiate the contract online through iStore and when both parties agree on the contractual details, including the contract terms, the sales personnel submits the contract for internal approval. The following diagram illustrates this flow. To enable online negotiation of sales contracts, Oracle Quoting and iStore must be implemented.

Negotiating Business Offline

In an offline business scenario sales personnel create a draft contract in Oracle Quoting or Oracle Order Management. The sales personnel and the customer then conduct negotiations offline. When both parties agree on the contractual details, including the contract terms, the sales personnel submits the contract for internal approval.

Note: In a quoting scenario, after the quote is approved and signed by both parties a sales order is created from the quote. All the contract terms are copied over except those that are specific to the Quote.

Word Integration

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

In the contract management arena, Microsoft Word is widely accepted as the standard for contract authoring and collaboration. Documents are typically built from templates (boilerplate language), and exchanged via email both internally and externally. Fortunately, recent versions of Word, in Office 2000 and beyond, have good data import and export capabilities, using documented formats such as XHTML, XML and RTF. These import/export capabilities can be a good basis for a non-intrusive, easy to use, bidirectional and reliable integration solution in Oracle Contracts.

Important: Word Integration functionality is not available for Quotes, it can only be used for sales contracts generated for Blanket Sales Agreements and sales orders.

Contract Deviations

During authoring a contract, terms usually undergo a number of changes. While some of these changes are no more than semantic in nature, other changes include the following: missing text, standard clauses modified, expired clauses, clauses on hold, and so on. Such changes are termed as deviations from the original clauses that are part of the terms library. Any such variance between standard terms and negotiated terms impacts the meaning of the contract, negotiations between supplier and customer as well as the business scenario. The approvers of a contract need to view these deviations or variances to understand the impact of these changes on the contract. Therefore deviations are viewed during the authoring as well as approval phases.

The Contract Standards Deviations Report is generated in HTML format during authoring and as a PDF document when the user submits the contract for approval. If the contract has no deviations, the message This contract has no deviations is displayed in the first row of the deviations report.

Implementing Sales Contracts

Business Considerations

This chapter provides specific considerations for implementing Oracle Sales Contracts. It also provides an overview of the Oracle Sales Contracts features that support the key stages of the sales contract life cycle.

Before you proceed with the implementation of Oracle Sales 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 , page 5-2
Which organizations will administer and control the standard contract terms at the global level?	Establish Contract Standards, page 5-2
Does your organization currently author and negotiate long-term agreements?	Author and Negotiate Sales Contracts – Blanket Sales Agreements, page 4-1
Does your organization use Microsoft Word or similar applications to collaborate and negotiate its Sales Contracts?	Using Microsoft Word to author and negotiate contracts, page 4-7
Do your sales contracts go through a formal approval process and need special approvals in specific business situations (for instance, if a contract contains non-standard terms)?	Approvals in Oracle Sales Contracts, page 5-11
Does the organization have special printing requirements for sales contracts?	Printing Sales Contracts, page 3-6
Does your organization have any special requirements for additional security and access controls around Sales Contracts?	Establish Authoring Roles and Controls, page 5-8

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
- Author and Negotiate Contracts, including contract terms
- Approve and Sign Contracts
- Manage Contract Lifecycle
 - Renewals
 - Termination
 - Versioning
 - Copy
 - Closeout

Establish Contract Standards

Process Overview

Oracle Sales Contracts enables you to establish and manage your contract standards in the Contract Terms Library, a feature of Oracle Sales Contracts. You establish your contract standards by defining the standard clauses, contract templates, and Contract Expert rules 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.

Implementation and Other Considerations

Contract Terms Library

Oracle Sales Contracts leverages Oracle Contracts' functionality for creating and managing standard clauses and contract templates, including rules used in Contract Expert.

The features provided by Oracle Contracts are:

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

For detailed description of these features, see the chapter Setting Up Contract Terms Library in the *Oracle contracts Implementation and Administration Guide*.

Before proceeding with implementation of Oracle Sales Contracts, you should familiarize yourself with the setup procedures related to establishing contract standards in the

Contract Terms Library. For more information, refer to the *Oracle contracts Implementation and Administration Guide*.

Some of the specific considerations for setting up and using the Contract Terms Library for Oracle Sales 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 Sales Contracts, set the value for the OKC Clauses Library Intent profile option to Sell. This ensures that users create clauses with the correct intent.
- **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: 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.

- **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.

- **Provision Check Box:** Negotiation documents, such as a Quote may have provisional 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. These clauses will be dropped when the Quote is converted to a Sales Order.

Note: The Provision feature should only be used by organizations that use clauses specific to quotes that are not relevant on a contract.

Contract Templates

Implementation consideration for Oracle Sales Contracts include:

- Contract templates are required to author sales contracts. You can consider managing templates based on your specific needs, such as transaction types, products or services sold, customer information, etc. 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.

Note: Even though you may have set a default template in the library, the contract template that is defaulted when you author a business document is based on the individual setup in the

application. For instance, in Oracle Order Management, the default template is based on the transaction type setup. Refer to the relevant Implementation Guides for additional detail on how contract templates defaults are set for business documents.

- Assigning Document Types to Contract Templates: To author sales contracts, ensure that you have created at least one template and assigned it to one or more sales document types. Examples of document types are Sales Order, Quotes and Blanket Sales Agreement.

Note: Ensure that you have assigned appropriate document types to your contract template. If a contract template does not have a document type assigned to it, you cannot use it to create your business documents such as BSA, Quote, Sales Order.

If you plan to use a common contract template to support multiple document types, note that 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 Sales Order and Blanket Sales Agreement (BSA), you can apply the template to create both sales orders and blanket sales agreements. If this template contains a clause with a system variable "Blanket Agreement Number" the value for this variable will be substituted only on the BSA, but not on the Sales Order. For the users creating a Sales Order, the system displays a warning indicating that the variable could not be resolved. One way to avoid errors on a contract is to review the validations results for the contract template and decide whether or not to include clauses with these variables in the template.

- Contract Expert enabled templates: Even though Contract Expert templates do not need to have any clauses or sections, from an implementation perspective, it is recommended that you set up at least the hierarchy of sections in the contract expert template so that when clauses are brought into a document, the structure and order in which these clauses and sections are organized is based on a predetermined layout. Note that multiple clauses brought within a section is not going to be ordered by the system. You must manually reorder these clauses, within a single section, in the business document.

Variables

Oracle Sales Contracts supports the following types of variables:

- System Variables: These variables represent contract document attributes.
- Table Variables: These variables capture structured information, such as items, price and discount details from the sales contract. Use table variables to print product and pricing information in the form of a table as part of the contract terms.
- User-defined Variables: User-Defined variables are defined by the customers based on their own unique business needs. Values for user-defined variables must be provided during contract authoring. The values are substituted within clause text during the preview of the sales contract.

Note: Oracle Sales Contracts does not support deliverable type variables.

Implementation considerations for using contract variables include:

- You cannot alter the definition of a system variable. However, the system provides a mechanism for you to view the definition of a system variable used in Oracle Sales Contracts. To do this, you must click the Variable Name link in the Variables library. It is recommended that you do this to understand the attributes from the document that are used to source values for the system variables.
- Before creating your own user-defined variables, ensure you have checked all the seeded system variables. This will avoid unnecessary data creation and maintenance.
- For user-defined variables, use value sets functionality to capture values. User-defined variables, once defined, can be used across all organizations in which Sales Contracts has been enabled.

For a list of seeded system variables, see Appendix D (Seeded Data), page D-1.

Setting up Contract Expert Rules

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

Profile Options

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

Value Set Restrictions:

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

Contract Templates and Contract Expert

- Contract Templates must be Contract Expert enabled in order to use Contract Expert in business documents.
- When a global template is copied in a local organization, the rules from the global template are not copied over. However, if the local organization already has rules that are assigned to all templates, you would notice that those rules are available for the template you just created.
- Currently, the system allows you to create and approve contract templates that are Contract Expert enabled without any clauses. However, from an implementation perspective, it is recommended that you provide at least the outline structure in the template. It would be useful to define all the sections of the contract and the order and numbering sequence that needs to be used for these sections.
- It is recommended that you provide a Default Section assignment for clauses that are used in Contract Expert rules. This ensures that the clauses are placed in appropriate sections when Contract Expert is used on a contract. Contract Expert uses the following order to determine the section into which an expert clause is placed on a contract:
 - Obtain the Default Section assignment from the Clause Definition.

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

Creating Expert Rules

- Remember Questions and Constants can be reused across multiple organizations. You do not need to create these in every organization
- Questions used in rules must be manually sequenced in the order in which you expect the sales personnel or a contract administrator to answer them. Dependent questions must be carefully placed under the main question so that they flow logically as the users are answering questions.
- Remember rules are unique to an organization. So, even if you have similar rules in different organizations, you will have to create these rules individually in each organization. Unlike clauses or templates, rules cannot be copied across organizations.
- During implementation, pay additional attention to the Apply to all Templates check box on a rule. Use it only if you are sure the rule will apply without exception to all templates (current and future) created in the organization.
- Note that even though draft clauses are allowed to be included in a contract template, this does not apply to contract expert rules assigned to that template. All clauses used in rules must be in Approved status.
- Note that numeric value sets are not supported for questions with response type of List of Values. If the response to your question is a number, remember to use a constant instead.

Author and Negotiate Contracts

Process Overview

Contract authoring is the process of adding contract terms to a sales document.

In order to add contract terms, users of Oracle Order Management and Oracle Quoting must first create their business documents.

If Oracle Sales Contracts is installed, users can then add or view contract terms in the following business documents: Quotes, Sales Orders and Blanket Sales Agreements.

Note: You can add contract terms to business documents that have already been created prior to using Sales Contracts. For example, if you have created Blanket Sales Agreements in prior releases that are approved; you can append contract terms or author contract terms for these agreements.

Apply a Contract Template

To add contract terms, you must first apply a pre-approved contract template to the business document. If you need to change the template that has been applied, you can select the Actions menu option Update Contract Source. This opens an HTML page that enables you to enter the name of the template you want as the source for that business document.

- You can choose a different contract template after making an initial choice. To use this feature the business document must not be approved.
- Once you have applied a contract template, even if the template is made inactive in the library, it will not impact the business document. However, you will not be able to reapply the same template on the business document.

Modify and Add Contract Terms

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

Manage Contract Document Attachments

With Oracle Sales 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. Use the Actions menu option Manage Contract Documents to manage the attachments to the contract.

Validate the Contract

You can validate the contract, to check for inconsistencies. The Validation Results page shows two kinds of inconsistencies: Errors and Warnings. Errors must be corrected before proceeding with approvals.

Preview the Contract

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

The contract negotiation process involves the steps of creating a quote or a blanket sales agreement with contract terms, circulating it for internal approval, negotiating terms with the customer, updating the terms, obtaining customer acceptance, and in the case of a quote, converting it into a firm sales order.

Implementation and Other Considerations

Overview

One of the primary considerations before you begin the contract authoring process is to determine whether the contract is going to be negotiated online or offline. You

may first start by authoring contract terms in the system and based on the negotiation flow, you may take it offline by downloading the standard contract terms to Microsoft Word and conduct negotiations using the offline document. Once the negotiations are completed, you again have a decision to make - continue to use the offline document as the contract or switch to structured terms.

Customer Authored Contracts

When negotiating complex deals or when a partner authors the contract, the terms and conditions are often represented in a document file. In such cases, contract administrators may choose not to update the structured representation of the contract terms in the application and instead retain them in the document. With Sales Contracts, users can indicate the source of the contract terms to be an attached document. The system flags the attached document as the primary contract document. If the attached document had been previously downloaded from the system the preview functionality will merge its contents with the business document (BSA or sales order) to generate the final contract in PDF for printing and approvals.

Establish Authoring Roles and Controls

Before using Oracle Sales Contracts, you must determine the roles and responsibilities of the application users. For instance, in Order Management the responsibility, with the seeded Order Management Super User menu associated with it, will have full access to Oracle Sales 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:

- Restricted Authoring Privileges
 - You can apply a contract template.
 - You can change the contract template, but cannot change the Contract Source to Attached Document.
 - You can run Contract Expert.
 - To set up the Restricted Authoring Security level, an administrator must remove the Author Standard Terms function from the default menu of functions.
- Standard Authoring Privileges
 - You have all the abilities of the Restricted Authoring Privileges level.
 - Users can add or remove standard clauses, update variable values, and change the contract template.
 - To set up the Standard Authoring Privileges security level, an administrator must remove the Author Non-Standard Terms function from the default menu of functions.
- Non-Standard Authoring Privileges (This is the default access level, if you use the seeded menus)
 - You have all the abilities of the Standard Authoring Privileges level.
 - You can modify standard clauses.
 - You can create non-standard clauses and remove all the contract terms on a business document.
- Override Authoring Controls Privileges:

- You have all the abilities of the Non-Standard Authoring Privileges level.
- You can delete mandatory clauses and edit clause text on protected clauses.
- To set up the Override Authoring Controls Privileges security level, an administrator must add the Override Authoring Controls function to the default menu of functions.

You must decide what the appropriate level of authoring security you require in your organization based on the roles and responsibilities of the people involved in authoring and negotiating sales contracts in the organization.

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 sales 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.
- **Copy Contract:** You can create a new contract by copying an existing contract.

If you copy an existing document, in Oracle Sales Contracts, the contract terms are copied to the new contract along with other information. In addition, in Oracle Order Management you have the option of copying a specific version of the contract. For example, if the contract is now in version 10, you can choose to copy from version 1 and contract terms from the earlier version are copied.

Note: While copying contract terms from the document, the system will always copy the clauses "as is" from the document. Some of these clauses may have expired or been put on hold. You must run the 'Check for Clause Updates' feature to ensure that the latest terms are available on the current business document

Using Contract Expert

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

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

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

- Before you submit the business document for approval, you must answer all the mandatory questions.
- If you want to edit responses to questions that depended on others, you must edit the lowest-level questions first, then work back up the hierarchy as far as you require. Changing the response to a parent question without first blanking the response to a dependent question will not cause the dependent question to be removed from the list of questions.
- You may select a blank answer to a lower-level question to remove it from the list of questions.

- If the response for a question is numeric, and you do not provide a value, the system uses 0 as the default value. It is strongly recommended that you provide a value, otherwise Contract Expert may bring in or remove clauses based on the response of 0.

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

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

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

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

Using the Contract Deviations Report

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

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

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

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

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

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

Note: Oracle Quoting does not support the features relating to attaching contract documents (including contract deviations reports) for approval.

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

Impact of Contract Expert on Deviation Reports

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

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

Approve and Sign Contracts

Process Overview

Approve Contracts

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

Sign Contracts

You must identify contract signatories and establish guidelines for the contract signature process and communicate it across the organization.

Implementation and Other Considerations

Approve Contracts

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

- With Oracle Sales Contracts you can approve both sales documents and legal terms through the existing Order Management approval workflow. As a result, approvers in legal and business groups can approve the document through the same

approval process. When you design or update the Order Management 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 sales 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 customer.
- In a new version of a sales 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.

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 Order Management Approval workflows.

For more information, see the Setting Up Approval Workflows section, page 3-4.

Manage Contract Lifecycle

Process Overview

The important tasks that are performed during a contract lifecycle are: Renewals, Termination, Versioning, Copying, and Closeout.

Renewals: A Blanket Sales Agreement can be renewed before it reaches its expiration date, by re-entering and extending the expiration date. If you do not wish to renew the BSA, it automatically acquires a status of Closed when it reaches the expiration date. The renewed BSA will retain the same contract terms.

Termination: Users can terminate an active BSA and specify the reason for termination. Termination reasons are user-defined. The system records the current date as the date of termination. The termination details of a BSA can be viewed in the history page. The status of the BSA changes from Active to Terminated.

Versioning: The business document has a version number, which is updated every time a change is made to the document. Correspondingly, the contract document number also changes as it consists of the business document number followed by the version number. Contract administrators can create a new revision of the template to make modifications. The currently active version can still be used for authoring contracts while a revision is being updated. Upon approval, the revisions are incorporated in the active template.

Copying: You can copy a business document to create another, and all the clauses of the original business document will be copied to the new document. However attached documents like supporting documents will not be copied. The latest version of the clauses available in the terms library will be copied. If a clause is expired, it will also get copied.

Closeout: If the business document expires (reaches its effectivity date) and is not renewed, it closes out and its associated contract terms also expire.

Implementation and Other Considerations

To send a notification prior to Blanket Sales Agreement expiration, the BSA must first have an expiration date set. When the notification is sent is dependant on the workflow attribute "Pre-Expiration Time Percentage" – this attribute is a percentage of the total duration of the agreement. So if the agreement is a one year agreement, and this attribute is set to '10', then the notification will be sent 36 days prior to expiration. The default value is 10, which means the notification will go out 10% before the expiration date (36 days before expiration on a one-year agreement). The notification will automatically be sent to the creator of the Blanket Sales Agreement.

QA Validations

List of QA Validations

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

Validating Contract Templates

The following is a list of all errors and warnings that are used in Oracle Sales Contracts as part of the validation process for Contract Templates

Validation Type	Condition	Description
Inactive Clauses	Error	This will check the template for the presence of invalid clauses. A clause is invalid if its status is either 'Expired' or 'On Hold'
Alternate Clauses	Warning	This will check for the presence of alternate clauses on the same template.
Incompatible Clauses	Warning	This will check for the presence of incompatible clauses on the template.
Layout Template not Defined	Warning	This will check if a layout template has been associated with the template.
Invalid Variable for Document Type	Warning	This will check if the system variables embedded within clauses, used in the template, are supported for the document types in which the template is used.
Duplicate Clauses	Warning	This will check the template for presence of duplicate clauses.
Empty Section	Warning	This will check the template for the presence of sections with no clauses.

Validation Type	Condition	Description
Template with no Active Rules	Warning	This will check if the template has no active rules attached, but is Contract Expert enabled.
Template has no Rules	Warning	This will check if the template has no rules attached, but is Contract Expert enabled
Clause Default Section Invalid	Error	This will check if the default section used to bring in Contract Expert clauses is invalid. A section is invalid if it has been end dated.
Clauses Exist	Error	This will check if clauses exist on the contract template. A contract template that is not Contract Expert enabled must contain at least one clause in order to be submitted for approval.
Clause Invalid Status Change	Error	This will check for clauses that were originally in the Draft status, and were included in the template for approval, and are now in a different status. Only clauses in the Draft status can be submitted for approval with a contract template.
Clause Type Invalid	Error	This will check if the clause type associated with a draft clause is valid.
Invalid value for Clause	Error	This will check if the draft clause contains a user-defined variable.
Clause variable Inactive	Error	This will check if the draft clause contains an inactive variable.

Validating Contract Expert Rules

The following is a list of all errors and warnings that are used in Oracle Sales Contracts as part of the validation process for Contract Expert rules.

Validation Type	Condition	Description
Expired Clause	Error	This will check for any expired clause that is used in the rule.
Invalid Clause	Error	This will check for any On Hold clause that is used in the rule.
Draft Clause	Error	This will check for any Draft clause that is used in the rule.
Circular Dependency	Error	This will check for questions with circular dependencies on other rules.
Invalid Question Valueset Query	Error	This will check for an invalid valueset query in a question that is used on a rule.
Invalid Variable Valueset Query	Error	This will check for an invalid valueset query in a variable that is used in a rule
Missing Valueset Value in Question	Error	This will check for any missing valueset values for a question that is used in a rule.
Missing Valueset Value in Variable	Error	This will check for missing valueset value for a variable that is used in a rule.
Invalid Valueset in Question	Error	This will check for deleted valueset for a question that is used in a rule.
Invalid Valueset in Variable	Error	This will check for deleted valueset for a variable that is used in a rule.
Invalid Question	Error	This will check for disabled questions in the rule.
Missing Template Association	Error	This will check for missing template associations in non-organization-wide rules.

Validating Business Documents

The following is a list of all errors and warnings that are used in Oracle Sales Contracts, during authoring, as part of the validation process for contract documents.

Note: The Error and Warning conditions may have been defined differently based on the individual application. Refer to the relevant documentation within Procurement Contracts and Sales Contracts for the exact condition used in the relevant applications.

Validation Type	Condition	Description
Inactive Clauses	Warning	This will check the document for the presence of invalid clauses. A clause is invalid if it is either in 'Expired' or 'On Hold' statuses.
Alternate Clauses	Warning	This will check for the presence of alternate clauses on the document.
Incompatible Clauses	Warning	This will check for the presence of incompatible clauses on a document.
Invalid Variable for Document Type	Warning	This will check if the system variables embedded within clauses, are supported for the document type of the contract.
Duplicate Clauses	Warning	This will check if the contract contains duplicate clauses.
Primary Contract Document not Found	Error	The Contract Source is an Attached Document, but no Primary Contract Document has been uploaded. To correct this, upload a Primary Contract Document using the Update Contract Source section.
Expert not Run	Warning	This will check if Contract Expert has been run on the document and provide a warning if the user has never run Contract Expert even once.
Expert Clauses to Be Removed	Warning	This will check for Contract Expert clauses in the document that are no longer required.
Expert Clauses to Be Added	Warning	This will check if Contract Expert returns a clause that is not in the document but needs to be included.
Invalid Expert Configuration	Warning	This will check for an invalid Contract Expert configuration based on current document information. For instance, users have provided responses that may no longer be valid.

Validation Type	Condition	Description
Incomplete Expert Configuration	Warning	This will check for an incomplete Contract Expert configuration based on current document information. For instance, users have not provided responses to all questions in the document.
No Clause Amendment Description	Warning	This will check for presence of amended clauses without a corresponding amendment description.
Empty Section	Warning	This will check for the presence of sections in the contract without any clauses.
Unresolved External Variables	Warning	This will check for the External type variables that have not been provided values in the document.
Old Version of Clause Used	Warning	This will check if an older version of a clause is used in the document, when a newer version is available in the library.
No Section Amend Description	Warning	This will validate section information that has been updated in a contract but no amendment description has been provided.
Inactive Template	Warning	This will report a warning if the contract template that was used to author the document is no longer in active status.
Unassigned Clause	Warning	This will check for clauses that are in the Unassigned section of the document.
Unresolved System Variable	Warning	This will check for system variables with no values in the document.

Workflows

List of Workflows

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

Workflow Name	Technical Name	Description
Contract Clause Approval	OKCARTAP	<p>This workflow routes contract clauses for approval. If applicable, it also notifies the:</p> <ul style="list-style-type: none">• 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.
Contract Template Approval	OKCTPAPP	<p>This workflow routes contract templates for approval. It also notifies the:</p> <ul style="list-style-type: none">• Approver that a template requires approval.• Contract administrator, when the template is approved or rejected.

Concurrent Programs

List of Concurrent Programs

The following table lists the concurrent programs in Oracle Sales Contracts:

Concurrent Program	Technical Name	Description
Synchronize Clauses Text Index	ARTSYNCCTX	Use this program to synchronize the clauses text index and enable searching for clauses using the Clause Keyword field. The keyword will search the clause name, clause display Name, clause description, and clause text fields.
Optimize Clause Text Index	ARTOPTCTX	Use this program to optimize the clauses text index for improved performance when users search for clauses using clause keyword.
Synchronize Contract Template Text Index	OKCTMPLSYNCCTX	Use this program to synchronize the contract templates text index to search for templates using the template keyword field. The keyword will search the template name and description.
Optimize Contract Template Text Index	OKCTMPLOPTCTX	Use this program to optimize the contract templates text index for improved performance when users search for templates using the template keyword.
Adopt Global Clauses for a New Organization	OKCADPNEWORG	Use this program to automatically adopt approved global clauses for a new local organization.

Concurrent Program	Technical Name	Description
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.
Migrate Standard Clauses to 11.5.10	OKCSTDARTMIG	Use this program to migrate standard clauses to multiple organizations. This program is used for upgrades from earlier releases.
Purge Clause Import Interface Table	OKCPURARTINF	Use this program to purge data from the Clause Interface table after the clause import has been completed.
Oracle Contracts Purge Routines	OKCPURGE	Use this program to clear the residual data generated in Oracle Contracts. For instance, clear old or expired QA validation results from the QA Validation Results Temporary table.
Contract Expert Activate Rules	OKC_XPRT_PUBLISH_RULES	Use this program to manually activate rules when the concurrent program run automatically fails due to system or functional errors.
Contract Expert Disable Rules	OKC_XPRT_DISABLE_RULES	Use this program to manually disable rules when the concurrent program run automatically fails due to system or functional errors.

Concurrent Program	Technical Name	Description
Contract Expert Synchronize Templates	OKC_XPRT_REBUILD_TEMPLATES	Use this program to synchronize Question Prompt information (users can update the question prompt in Contract Expert) in the Contract Expert setup and Oracle Configurator.
Oracle Contracts Purge Routines	OKCPURGE	<p>Use this program to purge data used in Oracle Contracts. Currently, purge of the following data is allowed through this program:</p> <ul style="list-style-type: none"> • QA Validation Errors: Purges all validation results (errors or warnings) generated during contract template or business document approvals. • Standard Deviations Date: Purges all deviations data generated when the contract deviations report is run (either by the system or by the user) on a business document.

Seeded Data

Seeded System Variables

The table list the seeded system variables for Sales Contracts:

Level	Variable Description	Used by BSA	Used by SO	Used By Quote
Header	Activation Date	yes	no	no
Header	Blanket Agreement Type	yes	no	no
Header	Discounts	yes	no	no
Header	Pricelists	yes	no	no
Header	Blanket Number	yes	yes	no
Header	Agreement Number (Pricing Agreement)	no	yes	yes
Header	Agreement Name	no	yes	yes
Header	Order Number	yes	yes	no
Header	Quote Number	no	yes	yes
Header	Customer Name	yes	yes	yes
Header	Customer Number	yes	yes	yes
Header	Currency Name	yes	yes	yes
Header	Currency Symbol	yes	yes	yes
Header	Customer Purchase Order Number	yes	yes	yes
Header	Revision Number (Version)	yes	yes	yes
Header	Customer Contact Name	yes	yes	yes

Level	Variable Description	Used by BSA	Used by SO	Used By Quote
Header	Salesrep Name	yes	yes	yes
Header	Currency Code	yes	yes	yes
Header	Expiration Date	yes	no	no
Header	Freight Terms	yes	yes	yes
Header	Shipping Method	yes	yes	yes
Header	Payment Terms	yes	yes	yes
Header	Invoicing Rule	yes	yes	no
Header	Minimum Amount Agreed	yes	no	no
Header	Maximum Amount Agreed	yes	no	no
Header	Supplier Name (Internal Organization)	yes	yes	yes
Header	Agreement Number	no	yes	yes
Header	Agreement Name	no	yes	yes
Lines	Lines*	yes	yes	yes

- Lines may include the following line attributes: line type, line number, item description, item type code, order quantity UOM, ordered quantity, unit list price, unit selling price, line total, line price, line charges total, line taxes, line payment terms, line invoicing rule, line activation date, line expiration date, ship method, freight terms, min amount agreed (line), max amount agreed (line), min quantity agreed (line), max quantity agreed (line), request date, promise date, schedule date, fob, line bill to address, line ship to address, line bill to contact, line ship to contact, pricelists and modifiers.
- When printing clauses with embedded variables, their values are substituted from the business document (Quote, Sales Order, Blanket Sales Agreement).

Lookup Codes

Lookup Codes

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

Extensible Lookup Code

Type	Description
OKC_SUBJECT	Clause types

Seeded Lookup Codes

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

Type	Description
OKC_DOCUMENT_TYPE_CLASS	Error type for validations
OKC_ERROR_RECORD_TYPE	QA error record type: Clause, Contract Expert, Document, and so on.
OKC_INVALID_ARTICLES	Deviation code for deviation category: Invalid Clauses (Clause Expired, Clause on hold, Clause not required per Contract Expert)
OKC_MISSING_STD_ARTICLES	Deviation code for deviation category: Standard Clauses Missing (Clause required per Contract Expert, Mandatory Clause removed, Optional Clause removed)
OKC_NON_STD_ARTICLES	Deviation code for deviation category: Non Standard Clauses (Non-standard clause added, Modified standard clause)
OKC_NUMBER_LEVEL	Contract numbering scheme levels
OKC_NUMBER_SEQUENCE	Contract terms document numbering sequence
OKC_QA_SEVERITY	Validation severity (Error or Warning)
OKC_REPO_ATTACH_DOC_FROM	Attach document using the following options: Add New Document or Add from Previous Version
OKC_SECTION_LOCATION	Contract terms section location (Before, After, or Within)
OKC_SECTION_SOURCE	Source of the section (From Library or New)
OKC_STD_ARTICLES_ADDED	Deviation code for the Deviation category: Standard Clauses Added (Standard clause added, Standard clause replaced with alternate)
OKC_TERMS_AUTH_ACTIONS_AMEND	Contract terms authoring actions in the Amend mode
OKC_TERMS_AUTH_ACTIONS_UPDATE	Contract terms authoring actions in the Update mode
OKC_TERMS_AUTH_ACTIONS_VIEW	Contract 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

Type	Description
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)
OKC_DEVIATIONS_AUTOGEN_PREF	The preference for generating the Deviations report can be Yes, No, or Not Applicable.
OKC_TERMS_DEVIATIONS_VIEWBY	Contract Terms Deviations View by Category (Default view) or Section
OKC_TERMS_DEVIATION_CATEGORIES	Terms Deviation Categories: Invalid Clauses, Standard Clauses Missing, Non-standard Clauses, Standard Clauses Added
OKC_CONTRACT_TERMS_SOURCES	Possible Sources for Contract Terms: Attached Document or Structured Terms
OKC_XPRT_CHAR_OPERATOR	Contract Expert rules' character operators: In, Not In, Is, Is Not
OKC_XPRT_COND_OBJECT_TYPE	Contract Expert condition object types
OKC_XPRT_COND_VALUE_TYPE	Contract Expert Condition Value Types
OKC_XPRT_NUMBER_OPERATOR	Contract Expert rules' numeric operators
OKC_XPRT_QUESTION_DATATYPE	Contract Expert question data types
OKC_XPRT_QUESTION_TYPE	Contract Expert question entity type
OKC_XPRT_RULES_QA_LIST	Contract Expert rules quality assurance check list
OKC_XPRT_RULE_RECORD_TYPE	Contract Expert rule condition types
OKC_XPRT_RULE_STATUS	Contract Expert rule statuses
OKC_XPRT_VIEW_RULE_ACTIONS	Rule Actions in View mode

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 Contract Expert rules.

Auto-Adoption

Allows organizations to use global clauses automatically, without formal approval processes.

Blanket Sales Agreement

A long-term agreement that governs individual sales transactions. Each transaction can leverage the agreement's negotiated terms, including volume pricing and commitments. Also referred to as BSA.

Business Document

A document generated in the procurement or sales contracting business flows. For example, Quote, Sales Order, and Blanket Sales Agreement.

Clauses

Business or legal language that constitutes the terms and conditions of a contract. Note that in earlier releases of Oracle Contracts, clauses are 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 supporting a contractual negotiation or execution. Examples of contract documents include, signed contract image and supporting documents.

Contract Expert

Rules Engine that enables you to enter conditions that will determine clause inclusion on contract terms. It automates the process of determining which clauses are to be included in the contract. It is based on Configurator.

Contract Template

A document containing standard (boilerplate) terms and conditions 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 and conditions. Oracle Sales Contracts uses this document to generate the contract document in PDF using a layout template configured by the user.

Data Source Name

The name of the data definition for a layout template.

Deviations

The changes made to terms and conditions in a business document, which vary from the current standards represented by the current active template and latest expert policy rules.

Document Type

A categorization of business documents, in the Contract Terms Library, to identify documents that are generated in sales 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 customers, as understood in the sales flow respectively.

Global Organization

An operating unit in an organization that sets contract standards for all operating units worldwide.

Include 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.

Intent

Determines the usage of contract. It can be Buy, Sell or All.

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.

Mass Approvals

The process by which templates and all unapproved clauses associated with them are approved in a single step collectively. Previously, each object (template or clause) had to be approved individually.

Numbering Scheme

A definition of the numbering format that numbers clauses and sections in a printed contract.

One-Time Order

A single sales transaction that results in fulfillment and invoicing of specified products or services at specified prices.

Order Release

A sales transaction referencing a blanket sales agreement. The Blanket Sales Agreement governs the terms and price of the release.

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.

Quote

An offer made by the sales personnel to the customer outlining the terms and conditions of the business to be transacted. If the quote is negotiated and approved by both parties, it is converted to a sales order.

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 Contract Terms Library. The rich text editor supports font effects (bold, italic, underline), alignment, indentation, and bullets 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 Contracts and represents an attribute of the business document. For example in a:

- Sales Contract: Customer Name, Ship-To Address, and Payment Terms.

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 Template or Layout Template

Terms and Conditions

The set of clauses 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.

Word Integration

Using a word processor like Microsoft Word for offline authoring, editing and negotiating contract terms.

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.

