

Oracle® Procurement Contracts
Implementation and Administration Guide
Release 11i
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Contents

Send Us Your Comments

Preface

1 Introduction to Oracle Procurement Contracts

Oracle Procurement Contracts - Overview	1-1
Oracle Procurement Contracts - Key Features	1-1

2 Oracle Procurement Contracts Dependencies

Installation Verification	2-1
Oracle Procurement Contracts Dependencies	2-1
Mandatory Dependencies	2-1
Conditional Dependencies	2-2
Dependency Verification	2-2

3 Implementation Overview

Process Description	3-1
Implementation Task Sequence	3-1

4 Setting Up Oracle Procurement Contracts

Setting Up Organizations For Contract Terms	4-1
Setting Up Profile Options	4-2
Setting Up Approvers and Approval Workflow	4-5
Approval Workflows in Integrated Modules	4-5
Setting Up Lookup Codes	4-6
Enabling Keyword Search	4-9
Setting Up Layout Templates	4-9
Setting Up Purchasing Document Format	4-11
Using Descriptive Flexfields	4-12
Setting Up AutoNumbering	4-12
Setting Up Value Sets	4-13
Oracle Procurement Contracts Function Security	4-14
Migrating Clauses to Contract Terms Library	4-15
11.5.10 Migration Process Overview	4-16

11.5.10 Migration Steps	4-18
Importing Clauses from External Sources	4-20
Setting Up Contract Folders	4-20
Setting Up Variables	4-20
Setting Up Numbering Schemes	4-20
Setting Up Sections	4-22
Setting Up Standard Clauses	4-22
Setting Up Contract Templates	4-22
Setting Up Contract Expert	4-22
Setting Up Contract Repository	4-23
Setting Up Contracts Workbench	4-25

5 Implementation and Other Considerations

Overview	5-1
Process Overview, Implementation Considerations, and Other Considerations	5-2
Establish Contract Standards	5-3
Negotiate Contracts	5-9
Author Contracts	5-12
Approve and Sign Contracts	5-20
Execute and Monitor Contracts	5-23
Administer Contract Changes	5-24
Renegotiate and Close Out Contracts	5-25

6 Setting Up Contract Terms Library

Contract Terms Library	6-1
Managing Standard Clauses	6-1
Creating Standard Clauses	6-1
Defining Related Clauses	6-4
Assigning Clauses to Folders	6-4
Approving Clauses	6-4
Managing Clauses Across Organizations	6-5
Searching for Clauses	6-9
Managing Changes to Standard Clauses	6-11
Importing Clauses	6-14
Managing Contract Templates	6-16
Creating Contract Templates	6-16
Adding Sections and Clauses	6-17
Creating Contract Template Deliverables	6-18
Validating Templates	6-21
Preview Templates	6-22
Approving Templates	6-23
Searching for Templates	6-23
Managing Changes to Contract Templates	6-24
Defining Global Templates	6-26
Managing Variables	6-27

Managing Sections	6-30
Managing Folders	6-31

7 Contract Expert Administration

Overview	7-1
Managing Questions	7-2
Creating User Questions	7-2
Searching for Questions	7-3
Updating Questions	7-4
Managing Constants	7-5
Creating Constants	7-5
Searching for Constants	7-5
Updating Constants	7-6
Managing Rules	7-6
Creating Rules	7-7
Searching for Rules	7-9
Activating Rules	7-10
Disabling Rules	7-11
Updating Rules	7-12
Managing Question Sequence	7-12
Creating Dependencies Between Questions	7-13
Using Contract Expert on Business Documents	7-15

A QA Validations

List of Validations	A-1
-------------------------------	-----

B Workflows

List of Workflows	B-1
Approval Workflows	B-2

C Concurrent Programs

List of Concurrent Program	C-1
--------------------------------------	-----

D Seeded Data

Responsibility	D-1
Deliverables	D-1
Document Types	D-2
Layout Template	D-2
Notifications	D-3
Procurement Notifications	D-4
System Variables	D-5
Lookup Codes	D-17
Function Security	D-19

E XML Reference

Contract Terms XML Reference E-1

Glossary

Index

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Oracle Procurement Contracts Implementation and Administration Guide, Release 11i

Part No. B14381-02

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Preface

Intended Audience

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

Implementers of Oracle Purchasing, Oracle iSupplier Portal, Oracle Sourcing.

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

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Structure

- 1 Introduction to Oracle Procurement Contracts
- 2 Oracle Procurement Contracts Dependencies
- 3 Implementation Overview
- 4 Setting Up Oracle Procurement Contracts
- 5 Implementation and Other Considerations
- 6 Setting Up Contract Terms Library
- 7 Contract Expert Administration
- A QA Validations
- B Workflows
- C Concurrent Programs
- D Seeded Data
- E XML Reference
- Glossary

Related Documents

Oracle Applications User's Guide

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

Oracle XML Publisher User's Guide

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

Oracle Contracts Core User Guide

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

Oracle Contracts Implementation and Administration Guide

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

Oracle Purchasing User's Guide

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

Oracle Sourcing Implementation and Administration Guide

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

Oracle iSupplier Portal User Guide

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

Oracle E-Records Implementation Guide

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

Oracle Applications Concepts

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

Installing Oracle Applications

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

Upgrading Oracle Applications

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

"About" Document

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

Maintaining Oracle Applications

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

Oracle Applications System Administrator's Guide

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

Oracle Alert User's Guide

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

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the

Oracle Applications User Interface Standards for Forms-Based Products. This manual also provides information to help you build you custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

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

Oracle Applications Product Update Notes

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

Oracle Workflow Administrator's Guide

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

Oracle Workflow Developer's Guide

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

Oracle Workflow User's Guide

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

Oracle Workflow API Reference

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

Oracle Applications Flexfields Guide

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

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetaLink*.

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.

Introduction to Oracle Procurement Contracts

Oracle Procurement Contracts - Overview

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

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

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

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

Oracle Procurement Contracts - Key Features

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

- Establish Contract Standards, page 1-2
- Author Contracts, page 1-2
- Negotiate Contracts, page 1-2
- Approve and Sign Contracts, page 1-2
- Execute and Monitor Contracts, page 1-2
- Administer Changes, page 1-2
- Renegotiate and Close Out Contracts, page 1-2

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

Establish Contract Standards

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

Author Contracts

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

Negotiate Contracts

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

Approve and Sign Contracts

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

Execute and Monitor Contracts

As you execute the contracts, you capture transactional data to enforce the agreed upon contract terms. The contracts are monitored to ensure that the contractual obligations, as defined in the contract terms, are fulfilled. Alerting and escalation mechanisms are defined and adhered to.

Administer Changes

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

Renegotiate and Close Out Contracts

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

Oracle Procurement Contracts Dependencies

Installation Verification

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

Oracle Procurement Contracts Dependencies

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

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

Mandatory Dependencies

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

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

Conditional Dependencies

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

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

Dependency Verification

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

Implementation Overview

Process Description

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

Implementation Task Sequence

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

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

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

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

Step	Description	Mandatory	Performed by Seeded Responsibility	One Time Set Up
1	Set up organizations	Yes	Oracle Purchasing Super User	Yes
2	Set up profile options	Yes	System Administrator	Yes
3	Set up approval workflows	Yes	Oracle Workflow Administrator	Yes
4	Set up lookup codes	Yes	System Administrator	No
5	Enable keyword search	Yes	Contract Terms Library Administrator	No
6	Set up layout template	Yes	XML Publisher Administrator	Yes

7	Set up purchasing document format	Yes	Purchasing Super User	Yes
8	Associate layout template to document types	Yes	Purchasing Super User	Yes
9	Set up descriptive flexfields	No	System Administrator	Yes
10	Set up AutoNumbering	No	System Administrator	Yes
11	Set up value sets	Yes	System Administrator	No
12	Set up function security	No	System Administrator	Yes
13	Migrate clauses to contract terms library	Yes	Contract Terms Library Administrator	Yes
14	Import clauses from external sources	No	Contract Terms Library Administrator	No
15	Set up contract folders	No	Contract Terms Library Administrator	No
16	Set up variables	No	Contract Terms Library Administrator	No
17	Set up numbering schemes	No	Contract Terms Library Administrator	No
18	Set up sections	Yes	Contract Terms Library Administrator	No
19	Set up standard clauses	Yes	Contract terms Library Administrator	No
20	Set up contract templates	Yes	Contract Terms Library Administrator	No
21	Set up contract expert	No	Contract Terms Library Administrator	No
22	Set up contract repository	No	Contracts Workbench Administrator	Yes
23	Set up contract workbench	No	Contracts Workbench Administrator	Yes

Setting Up Oracle Procurement Contracts

Setting Up Organizations For Contract Terms

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

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

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

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

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

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

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

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

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

- You must set up at least one contract template for each operating unit that is implementing Oracle Procurement Contracts. During contract authoring, this contract template can be applied to a Sourcing or Purchasing document. For details on how to create a contract template, see *Creating Contract Templates*, page 6-16.

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

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

Setting Up Profile Options

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

Please see the *Oracle Contracts Implementation and Administration Guide* for a complete list of Contracts related profile options.

Note: Guide to Profile Option Table

The column labeled Level indicates at which level the profile can be set. The levels are:

- Site
- Application (App)
- Responsibility (Resp)
- User

The column labeled with Req indicates whether the profile option is required (must be set with a value) for Oracle Procurement Contracts to operate.

- Required is indicated by Y
- Optional is indicated by N

Profile Option Name	Level	Req	Profile Option Description
EDR: E-records and E-signatures	Site, User	N	Use this profile option to enable electronic signature functionality. For more information about electronic and manual signatures, see Approve and Sign Contracts, page 5-20.
OKC: Terms Library Intent	Site, App, Resp, User	Y	Use this profile option to restrict the Intent while creating a clause or template. You can set the profile option value to Buy, Sell, or All. However, for Oracle Procurement Contracts the value should be set to <i>Buy</i>
OKC: Clause Sequence Category	Site, App, Resp, User	N	Use this profile option to set up AutoNumbering for clauses. For more information, see Setting Up AutoNumbering, page 4-12 Responsibility level is recommended.
OKC: Contract Expert Enabled	Site	Y	Indicates whether Contract Expert is used by an organization. Contract Expert is not enabled if the profile option value is set to No.
OKC: Contract Intent Access Control	Site, Resp, User	Y	When you define a contract in Contract Repository and indicate the Contract Type, the system derives the contract's Intent, which is an indication of whether the contract is buy-side, sell-side, or neither. Each Contract Type is associated with one Intent. The possible values for Intent are Buy, Sell, and Other. This profile option restricts the user when creating or viewing Repository contracts, and when using the Contracts Workbench. The possible values of the profile option are "Buy", "Sell", "Buy-Sell", "Other", "Buy-Other", "Sell-Other", "Buy-Sell-Other". Caution: If this profile option is not set, the user will have access to all three intents.
OKC: Contract Repository Auto-Numbering Enabled	Site	N	If this profile option is set to Yes, the system will assign numbers automatically to the new contracts created in Contract Repository. If you set the profile option to No, the application users must enter contract numbers manually. Contract numbers must be unique across all manually and automatically generated numbers.

Profile Option Name	Level	Req	Profile Option Description
OKC: Generate deviations report for approval	Site, App	N	<p>Use this profile option to control whether the deviations report is attached to the approval workflow notification. If the profile option is set to No, the system will not attach the deviations report to the notification.</p> <p>For Oracle Sourcing, set the profile option to Not Applicable to remove this option from the Review Contract Deviations page.</p>
OKC: Global Operating Unit	Site	Y	<p>Use this profile option to define your global organization.</p> <p>Caution: Changing the value of this profile option, once it has been set, is not recommended. This could cause data issues with clauses and templates in the Contract Terms Library.</p>
OKC: Layout Template for Contract Deviations Report	App	N	<p>Identifies the layout template to control the format of the deviations report that is attached to the approval workflow notification.</p>
PO: Auto Apply Default Contract Templates	Site, App, Resp, User	N	<p>Indicates if the default contracts template should be auto-applied to the purchasing document or not during the creation of the document.</p>
PO: Auto-approve PO after buyer's e-signature	Site, App, Resp, User	N	<p>When the value for this profile option is set to <i>Yes</i>, the purchasing document status is automatically changed to <i>Approved</i> after the buyer signs the purchasing document using the workflow notification. If you set the profile value to <i>No</i>, the buyer needs to accept the document, in the Acceptances window, after signing the document using the workflow notification.</p>
PO: Contracts Enabled	Site, User	Y	<p>To enable Oracle Procurement Contracts, you need to set the value of this profile to <i>Yes</i>. After completing any subsequent purchasing transaction, changing the value of this profile option to <i>No</i> may lead to data corruption and is not recommended.</p>
PO: Generate Amendment Documents	Site, App, Resp, User	N	<p>To print the Amendment section in the contract document, set the value to <i>Yes</i>.</p>
Self Service Accessibility Feature	Site, App, Resp, User	N	<p>Set to <i>No</i> to use the Rich Text feature in authoring clauses.</p>

Setting Up Approvers and Approval Workflow

This section covers the following topics:

- Setting Up Workflows for Clauses and Templates, page 4-5
- Setting Up Workflows for Contract Repository, page 4-5

Setting Up Workflows for Clauses and Templates

The system supports defining a single approver for each of the Buy and Sell intents as standard out-of-the-box functionality. 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 4-1.

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

Setting Up Workflows for Contract Repository

Define approval hierarchy and approval rules through the Oracle Approvals Manager. For more information, see *Implementing Oracle Approvals Manager Guide*

Approval Workflows can be defined based on rules around the following attributes of the contract:

- Contract Type (Technical Name: Contract_Type)

Note: In this field, you need to enter the Contract Type Code. You can personalize the Setup page in order to locate the code.

- Intent (Technical Name: Contract_Intent)
- Authoring Party (Technical Name: Contract_Authoring_Party)
- Currency (Technical Name: Contract_Currency)
- Amount (Technical Name: Contract_Amount)
- Overall Risk Level (Technical Name: Contract_Overall_Risk)
- Party
- Organization (Technical Name: Contract_Organization)
- User who submits for approval (Technical Name: Transaction_Requester_User_ID)

Approval Workflows in Integrated Modules

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

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

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

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

Setting Up Lookup Codes

This section covers the following topics:

- Setting Up Lookup Codes for Clauses and Templates, page 4-6
- Setting Up Lookup codes for Contract Repository, page 4-9

Setting Up Lookup Codes for Clauses and Templates

The following tables provide a list of system, user, and extensible lookup codes. Use these tables to identify the lookup codes that you need to define for your implementation. Use the Application Object Library Lookups window to define the lookup codes. **OKC_SUBJECT** lookup type is the only extensible lookup code supported for Oracle Contracts. Use this lookup type to define Clause Types.

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

The following table displays the only extensible lookup code for clauses and templates.

Extensible Lookup Code for Clauses and Templates

Type	Description
OKC_SUBJECT	Clause types

The following table displays the seeded lookup codes for clauses and templates.

Seeded Lookup Codes for Clauses and Templates

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

Type	Description
OKC_ART_IMPORT_PROCESS_STATUS	Clause import statuses
OKC_ART_USER_ACTS	User actions allowed on clauses
OKC_ART_VAR_DATATYPE	User defined variable data types
OKC_ART_VAR_TYPE	Variable types
OKC_DELIVERABLE_STATUS	Deliverable statuses
OKC_DELIVERABLE_TIME_UNITS	Seeded time units used in contract deliverables
OKC_DELIVERABLE_TYPES	Deliverable types
OKC_DEL_BEF_AFT	Deliverable due dates before and after
OKC_DEL_INT_EXT	Deliverables internal and external organizations
OKC_DEL_DUE_DATE_RADIO_GRP	Deliverable due date radio group
OKC_DEL_PROMPTS	Deliverables UI prompts
OKC_DEL_REPEAT_FREQ	Deliverable repeat frequency
OKC_DEL_REPEAT_RADIO_GRP	Deliverable repeat radio group
OKC_DOCUMENT_TYPE_CLASS	Error type for validations
OKC_ERROR_RECORD_TYPE	QA error record type: Clause, Contract Expert, Deliverable, 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)

Type	Description
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
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

Setting Up Lookup codes for Contract Repository

The following tables provide the list lookup codes for Contract Repository. Use this table to identify the lookup codes that you need to define for your implementation. Use the Application Object Library Lookups window to define the lookup codes.

Type	Description
OKC_REP_CONTRACT_INTENTS	Contract intents
OKC_REP_CONTRACT_STATUSES	Contract statuses
OKC_REP_ACCESSIBLE_INTENTS	"Contracts Intent Access Control" values
OKC_REP_APPR_HIST_ACTIONS	Approval history actions

Enabling Keyword Search

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

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

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

Setting Up Layout Templates

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

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

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

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

that you select for a contract template defines how its format and layout appears when you generate the contract PDF.

Creating a Layout Template:

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

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

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

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

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

Prerequisites

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

1. Log in to the XML Publisher Administrator responsibility.
2. Click the Templates link.
The Templates Search page opens.
3. In the Application field, enter Oracle Contracts Core.
4. Click Go to view the search results.
5. Click the Duplicate icon for the Oracle Contract Terms Template.
6. In the Code field, enter a new code for the template.
7. In the Name field, enter a new name.
8. Click Apply to save the new template.
9. In the Template Files region, click the Download icon for the OKCTERM_en.XSL file.
10. Save the template to your desktop.
11. Open the template with a text or XSL editor.
12. Modify the layout or boilerplate to suit your needs.
13. Save the template with a new name, for example, MyTemplate_en.xml.
14. In the Template Files region, click the Update icon for the OKCTERMS_en.xml file.
15. Click the Browse button to locate and select your customized XSL-FO stylesheet (Example: MyTemplate_en.xml).

16. Click Apply.

The system uploads the file and associates it with your layout template.

17. Click the Preview button to preview a sample document using your new layout template.

Customizing the Contract Terms XSL-FO Stylesheet:

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

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

Associating Layout Template to Document Types:

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

- Standard Purchase Order
- Blanket Purchase Agreement
- Contract Purchase Agreement
- RFQ
- RFI
- Auction

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

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

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

Steps

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

Setting Up Purchasing Document Format

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

Steps:

1. Log in to the Purchasing Super User responsibility.
2. Navigate to the Purchasing Options window.
Navigation: Set Up > Organization > Purchasing Options
3. Navigate to the Control tab.
4. In the PO Output Format field, select the PDF option from the list.
5. Save your work.

Using Descriptive Flexfields

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

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

The following table displays the information for descriptive flexfields:

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

Setting Up AutoNumbering

Use this setup to number clauses automatically during creation.

Guidelines

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

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

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

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

Steps:

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

Setting Up Value Sets

Value sets are used in Oracle Procurement Contracts while creating user-defined variables and in Contract Expert. For more information, see the Defining Value Sets section of the *Oracle Applications Developer's Guide*.

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

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

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

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

- For the Standard Date format type, the system displays a Date type field.

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

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

Oracle Procurement Contracts Function Security

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

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

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

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

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

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

For more information on function security, see the Seeded Data appendix, page D-19.

For information on implementation considerations for function security, see Establish Authoring Roles and Controls , page 5-13.

Setting Up Function Security for Contract Repository

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

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

Migrating Clauses to Contract Terms Library

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

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

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

Note: Articles and clauses may be considered synonyms from a product feature perspective. In this document we refer to **articles** as **clauses**.

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

This release contains the following changes:

- Every clause belongs to a specific organization and can only be used to author contracts in that organization.

- Only one organization can be designated as the global organization. All others are referred to as local organizations.
- Local organizations can adopt global clauses that the global organization creates.

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

Prior to 11.5.10, you could have a single clause in a base language and then translate it to multiple languages. Now a translated clause is split into one individual clause for each language.

11.5.10 Migration Process Overview

The following figures illustrate the migration of clause data in the 11.5.10 release. The articles and versions existed in OKC_STD_ARTICLES_B/_TL and OKC_STD_ART_VERSIONS_B/_TL. The Article Name and the Article Text were translatable columns in OKC_STD_ARTICLES_TL and OKC_STD_ART_VERSIONS_TL respectively.

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

Standard Clauses Prior 10 11.5.10 Release

OKC_STD_ARTICLES_B/_TL		
Article ID	Translated Language	Article Name
1	US	Termination
1	FR	Annulation
2	US	Renewal

OKC_STD_ART_VERSIONS_B/_TL			
Article ID	Release	Article Text	Translated Language
1	1.0	This is English	US
1	1.0	C'est Francais	FR
2	1.0	This is a Renewal Clause	US

This figure represents how the clauses look after migration. There are now three clauses created in the new clause tables:

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

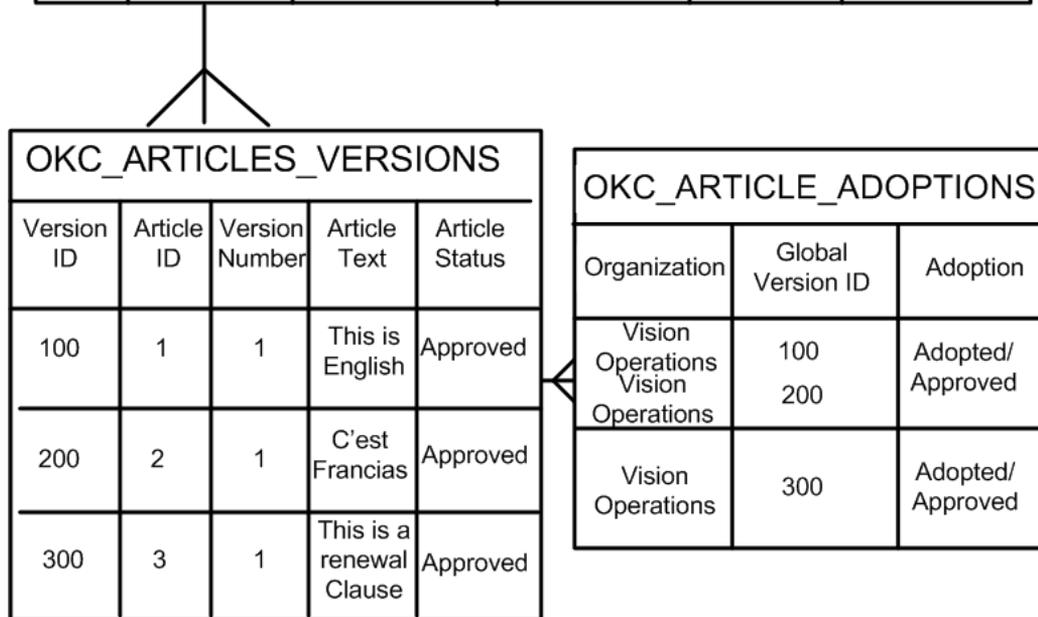
These clauses are of Sell intent and have versions with Approved status. The original reference ID stores the old article ID. Adoption rows are created for each of the three clause versions in the OKC_ARTICLE_ADOPTIONS table. These rows are automatically created for all organizations that are set up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

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

For more details, see Migration Steps, page 4-18.

Standard Clauses After 11.5.10 Migration

OKC_ARTICLES_ALL					
ID	Article Number	Article Title	Organization	Org. Ref. ID	Article Language
1	10000	Termination	Vision Corp.	1	US
2	10001	Annulation (FR)	Vision Corp.	1	FR
3	10002	Renewal	Vision Corp.	2	US



11.5.10 Migration Steps

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

Steps

1. Define organizations that use contracts.

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

For more information, see *Setting Up Organization*, page 4-1. Note that the system will only migrate clauses in those organizations that have used clauses in their contracts. If an organization has used clauses in authoring contracts, but has not been set up to use the Contract Terms Library in 11.5.10, the concurrent process will not continue until the setup is completed. You must ensure that all relevant

organizations have completed the required setup step in order to use the Contract Terms Library in 11.5.10.

2. Define the global operating unit.

After operating units are created, you must define a global operating unit using the site level **OKC: Global Operating Unit** profile option. For more information, see *Setting Up Organization*, page 4-1.

3. Migrate standard clauses.

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

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

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

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

- All incompatibilities are migrated as clause relationships of type **Incompatible** for every operating unit that have been set up under the Contract Terms Library Details classification. This means that every incompatibility in a pre-11.5.10 release will now have the same number of relationships as the number of operating units you have set up.
- All existing associations between the clause version and contract documents are updated to reflect the newly generated clause version ID.

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

Importing Clauses from External Sources

You can use the Clause Import program to import existing clauses that your organization uses. You also can use the Clause Import program on an ongoing basis, where clause updates are continuously imported into the clause library, in order to stay current with changes in business process or government regulations.

For more information, see *Importing Clauses* , page 6-14.

Setting Up Contract Folders

You can organize clauses under different folders for easier retrieval.

For more information, see *Managing Folders* , page 6-31.

Setting Up Variables

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

For more information, see *Managing Variables* , page 6-27.

Setting Up Numbering Schemes

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

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

Steps:

1. Log in to the Contract Terms Library Administrator responsibility.
2. Navigate to the Numbering Schemes page.
Navigation: Library > Numbering Schemes tab > Create Numbering Scheme button
3. Enter the Scheme Name.
4. Optionally, enter a Description for the scheme.

5. Optionally, select the Number Clauses check box to automatically number the clauses in the contract.
6. Click the Add Another Level button to define the first numbering level.
7. Enter the following information for the numbering level:
 - In the Sequence field, choose a sequence from the list of values.
 - Optionally, enter an End Character. For example, a close parentheses ()).
 - Optionally, select the Concatenate with Child check box to ensure that the child level includes the numbering of its parent during previewing and printing of the contract.

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

First level:

 - a,b,c
 - end character is "."
 - Concatenate with Child check box selected

Second level:

 - I,II,III
 - end character is ")"

The document will be numbered as:

 - First Level = a.
 - Second Level = a.I)
8. Click the Refresh button to preview the layout.
9. Optionally, add additional numbering levels.
10. Click Apply to save and close the Numbering Scheme page.

Managing Numbering Schemes:

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

1. Log in to the Contract Terms Library Administrator responsibility.
2. Navigate to the Numbering Schemes tab.

Navigation: Library > Numbering Schemes.

The system displays the list of available numbering schemes.
3. To make changes to a numbering scheme, click the Update icon.
4. To delete a numbering scheme click the Delete icon.

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

Setting Up Sections

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

For more information, see *Managing Sections*, page 6-30.

Setting Up Standard Clauses

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

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

Setting Up Contract Templates

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

For more information, see *Managing Contract Templates*, page 6-16.

Setting Up Contract Expert

Prerequisites

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

For more information, see the *Setting Up Profile Options* section, page 4-2.

Note: Contract Expert uses Oracle Configurator to process and evaluate the Contract Expert rules that bring in additional clauses into business documents. To function properly, in Oracle Configurator the SSL port requires a special setting. The Metalink note 123718.1 provides the recommended setting.

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

- Create and approve clauses, page 6-1
- Create and approve contract templates, page 6-16
- Define value sets, page 4-13
- Create Constants, page 7-5
- Create Questions, page 7-2
- Create and activate a library of rules and assign them to appropriate contract templates, page 7-6
- Enable Contract Expert on contract templates, page 6-16

- Determine the sequence of display of questions when Contract Expert is used on a business document, page 7-12
 - A Contract Expert enabled contract template can also contain standard clauses and sections. As with all contract templates, its constituent clauses and sections are automatically added to a business document when the contract template is applied to the business document.
 - Clauses or deliverables are not mandatory for Contract Expert enabled templates. However, they are mandatory for other templates.

Setting Up Contract Repository

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

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

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

This section covers the following topics:

- Setting Up Profile Options, page 4-23
- Defining Approval Workflows, page 4-24
- Setting Up Contract Types, page 4-24
- Setting Up Risks, page 4-24
- Setting Up Contact Roles, page 4-25

Setting Up Profile Options

Define the following profile options:

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

For more information, see the Setting Up Profile Options section, page 4-2.

Defining Approval Workflows

Define approval hierarchy and approval rules through the Oracle Approvals Manager. For more information, see the Setting Up Approvers and Approval Workflow section, page 4-5.

Setting Up Contract Types

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

Steps

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

Setting Up Risks

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

Steps

1. Log in to the Contracts Workbench Administrator responsibility.
2. Click the Risks link.
Note: For your reference, the Risks page displays the list of all user-defined risks. Oracle Contracts does not provide seeded risks.
3. The risks you define should be unique across all organizations within the company.
4. Click the Create Risk button. The system displays the Create Risk page.

5. In the Name field, enter a unique identifier for the risk.
6. Enter a Description for the risk.
7. Select a Start Date.
8. Optionally, select an End Date for the risk. After the End Date has passed, the risk cannot be selected on a contract.
9. Click Apply to save the risk.

Setting Up Contact Roles

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

Steps

1. Login to the Contracts Workbench Administrator responsibility.
2. Click the Contact Roles. For your reference, the Contact Roles page displays the list of all user-defined roles. The roles you define should be unique across all organizations within the company.
3. Click the Create Contact Role button. The system displays the Create Contact Role page.
4. In the Name field, enter a unique identifier for the role.
5. Enter a Description for the role.
6. Select a Start Date.
7. Optionally, select an End Date for the role. After the End Date has passed, the role cannot be selected on a contract.
8. Click Apply to save the role.

Setting Up Contracts Workbench

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

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

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

- Contracts created in buy-side and sell-side Oracle applications: purchase orders, purchase agreements, negotiations, orders, quotes and sales agreements.
- Repository contracts: For information, see Contract Repository, page 4-23.

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

This section covers the following topics:

- Setting Up Profile Options, page 4-26
- Personalizing Contracts Workbench, page 4-26

Setting Up Profile Options

You can use the Contracts Intent Access Control profile option to restrict the access to Contracts. For more information, see the Setting Up Profile Options section, page 4-2.

Personalizing Contracts Workbench

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

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

1. The default bins for the Contracts Workbench are:

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

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

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

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

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

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

- Amount
- Currency
- Authoring Party

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

For more information on personalization, see:

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

Implementation and Other Considerations

Overview

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

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

Question	Related Section
How many organizations will be involved in the implementation?	Establish Contract Standards, page 5-3 Global Agreements, page 5-18
Which organizations will administer and control the standard contract terms at the global level?	Establish Contract Standards, page 5-3
How does your organization currently create and store contracts?	Clauses, page 5-4 Contract Templates, page 5-5 Deliverables, page 5-8 Variables, page 5-8
Do you need to translate your standard terms into multiple languages?	Contract Templates, page 5-5 Printed Contract Documents, page 5-19
Does your organization have a formal approval cycle for the standard contract terms? If so, do you need additional approvers to approve business documents with contract terms as compared to business documents without contract terms?	Approvals in Oracle Procurement Contracts, page 5-22
What are the processes that you and your suppliers will collaborate on in order to complete and sign off on contractual obligations?	Approve and Sign Contracts, page 5-20 Supplier Authored Contracts, page 5-17
What are the standard print formats for your contracts?	Printed Contract Documents, page 5-19
Are there standard business rules based on which contract clauses need to be included while authoring a contract?	Contract Expert, page 5-6
Is the contract term always the same based on a purchasing document type?	Automatic Application of Templates, page 5-17

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, page 5-3
- Negotiate Contracts, page 5-9
- Author Contracts, page 5-12
- Approve and Sign Contracts, page 5-20
- Execute and Monitor Contracts, page 5-23
- Administer Changes, page 5-24
- Renegotiate and Close Out Contracts, page 5-25

Establish Contract Standards

Process Overview

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

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

Create and Approve Standard Clauses

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

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

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

Create and Approve Contract Templates

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

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

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

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

Implementation and Other Considerations

This section describes the implementation and other considerations for:

- Contract Terms Library, page 5-4
- Clauses, page 5-4
- Contract Templates, page 5-5
- Setting up Contract Expert Rules, page 5-6
- Deliverables, page 5-8
- Variables, page 5-8

Contract Terms Library

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

The features provided by Oracle Contracts are:

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

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

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

Clauses

Implementation considerations for setting up clauses include:

- **Intent:** When defining a new clause, you must specify an intent (Buy or Sell) for the clause. After setting the intent for a clause, it cannot be changed.
- If your organization only uses the Contract Terms Library for the Buy intent, set the value for the **OKC Clauses Library Intent** profile option to Buy. This ensures that users only create clauses with the Buy intent. For Oracle Procurement Contracts the intent should always be **Buy**.
- **Include By Reference:** Use this feature if you want to substitute an alternate referenced text instead of the full clause text on a printed contract. To define alternate text, use the Reference Text field while defining the clause. This is useful if your printed contract is extensive and contains commonly used terms that you do not have to repeat on every standard contract.

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

For details on the function security, see *Establish Authoring Roles and Controls*, page 5-13.

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

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

Other considerations for using clauses include:

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

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

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

Contract Templates

Contract templates are required to author procurement contracts. You can consider managing templates based on your specific needs, such as transaction types, products or services procured, supplier categories, and so on. During contract authoring, users can search for the appropriate contract template by the template name. So make sure the template name reflects the major keywords that users might use during their search.

Implementation considerations for setting up contract templates include:

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

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

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

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

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

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

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

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

Contract Expert Rules

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

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

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

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

Profile Options

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

Value Set Restrictions:

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

Contract Templates and Contract Expert

- Contract Templates must be Contract Expert enabled in order to use Contract Expert in business documents.

- When a global template is copied in a local organization, the rules from the global template are not copied over. However, if the local organization already has rules that are assigned to all templates, you would notice that those rules are available for the template you just created.
- Currently, the system allows you to create and approve contract templates that are Contract Expert enabled without any clauses. However, from an implementation perspective, it is recommended that you provide at least the outline structure in the template. It would be useful to define all the sections of the contract and the order and numbering sequence that needs to be used for these sections.
- It is recommended that you provide a Default Section assignment for clauses that are used in Contract Expert rules. This ensures that the clauses are placed in appropriate sections when Contract Expert is used on a contract. Contract Expert uses the following order to determine the section into which an expert clause is placed on a contract:
 - Obtain the Default Section assignment from the Clause Definition.
 - If the default section assignment is not found in the clause definition, get the Default Section assignment from the template.
- You must create a contract template revision to update any of the Contract Expert fields. However, note that if you update the Expert Clauses Mandatory check box or the Default Section field by creating a revision, the changes take effect on all new and existing business documents the next time Contract Expert is used on a business document even though the template may not have been reapplied on the business document.
- Exception to the previous point: If you disable Contract Expert on a contract template revision, this will not impact existing business documents that have already run Contract Expert using the original version of the contract template, unless the contract template is reapplied on a business document. In other words, you can continue to run Contract Expert on the business document until you explicitly reapply the contract template.
- Note that if you choose to check Expert Clauses Mandatory on a contract template, all expert clauses will be made mandatory. Use this only if this is the desired behavior. Clauses that are made mandatory cannot be removed from the business document.

Creating Expert Rules

- Remember Questions and Constants can be reused across multiple organizations. You do not need to create these in every organization
- Questions used in rules must be manually sequenced in the order in which you expect the sales personnel or a contract administrator to answer them. Dependent questions must be carefully placed under the main question so that they flow logically as the users are answering questions.
- Remember rules are unique to an organization. So, even if you have similar rules in different organizations, you will have to create these rules individually in each organization. Unlike clauses or templates, rules cannot be copied across organizations.
- During implementation, pay additional attention to the Apply to all Templates check box on a rule. Use it only if you are sure the rule will apply without exception to all templates (current and future) created in the organization.

- Note that even though draft clauses are allowed to be included in a contract template, this does not apply to contract expert rules assigned to that template. All clauses used in rules must be in Approved status.
- Note that numeric value sets are not supported for questions with response type of List of Values. If the response to your question is a number, remember to use a constant instead.

Deliverables

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

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

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

Variables

Oracle Procurement Contracts supports the following types of variables:

- System
- User-defined
- Deliverable

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

Implementation considerations for setting up contract variables include:

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

Other considerations for using contract variables include:

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

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

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

For the seeded system variables, see the System Variables, page D-5 section.

Negotiate Contracts

Process Overview

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

Online Negotiation for Oracle Sourcing Documents

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

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

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

For example, a buyer may require a sourcing supplier to give a project proposal presentation within a month of bid acknowledgement, and can define this requirement as a negotiation deliverable. The supplier performs the presentation, and updates the deliverable status online.

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

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

Offline Negotiation for Oracle Purchasing Documents

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

Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Authoring Negotiation Document, page 5-10
- Contract Terms Flow Down, page 5-11

- Contract Terms Validation in Oracle Sourcing, page 5-11
- Online Contract Negotiations, page 5-11
- Sourcing Templates Versus Contract Templates, page 5-11
- Approval Workflow, page 5-11

Authoring Negotiation Documents

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

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

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

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

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

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

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

Contract Terms Flow Down

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

Contract Terms Validation in Oracle Sourcing

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

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

Online Contract Negotiation

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

Supported features include:

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

Sourcing Template Versus Contract Templates

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

Approval Workflow

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

For details on seeded workflow functions in sourcing approval workflow, see Approval Workflows, page B-2.

Author Contracts

Process Overview

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

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

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

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

Apply a Contract Template

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

Execute Contract Expert Rules

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

Modify and Add Contract Terms

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

Manage Contract Document Attachments

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

Validate the Contract

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

Preview the Contract

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

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

Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Establish Authoring Roles and Controls, page 5-13
- Author Contracts, page 5-14
- Supplier Authored Contracts, page 5-17
- Master-Child Agreements, page 5-18
- Global Agreements, page 5-18
- Printed Contract Documents, page 5-19
- Cancel Contracts, page 5-20

Establish Authoring Roles and Controls

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

Available function security options include:

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

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

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

Full Access to Procurement Contracts	No Access to Procurement Contracts
PO Entry form: The Terms window displays the Contract Terms region. Buttons are enabled, varied by the phase of the Authoring flow.	PO Entry form: The Terms window displays the Contract Terms region. Buttons are disabled and, if applicable, users can view the contract template name.
Print capability: The generated purchase order PDF document includes the contract terms along with purchase order details.	Print capability: The generated purchase order PDF document only includes the purchase order details.
PO Summary form: The With Contract Terms check box is visible and enabled.	PO Summary form: The With Contract Terms check box is visible and enabled. Also, users can obtain a list of the purchase orders, open the purchase order, but not view the contract terms.
Copy Function: Users can view the Contract Terms copy choices, all radio buttons are enabled.	Copy Function: Users can view the Contract Terms copy choices, radio buttons are enabled. Also, users can copy the purchase order with contract terms to a new purchase order, but cannot view the contract terms on the new document.
View Contract Terms: Users can view contract terms from the PO Summary form.	View Contract Terms: From the PO Summary form, users cannot view contract terms. The menu option is displayed but disabled.
The Contract Terms Library setup navigation and Manage Deliverables page is accessible.	The Contract Terms Library setup navigation and Manage Deliverables page is not accessible.

Author Contracts

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

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

the open interface. You should always import the purchasing document in the Incomplete status if you intend to apply a contract template subsequently.

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

Using Contract Expert

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

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

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

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

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

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

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

If you have Contract Expert rule with a condition that uses the operator 'Not In' for a variable (for example, Payment Terms) and assume the business document does not have any payment terms filled in yet, the system will treat null as a valid value in this condition and execute the rule. Remember this behavior when defining rules with 'Not In'. So, in this case, if you wanted Clause A to be brought into the document if Payment

Terms was Not In 'Net 30, Net 45 or Net 60', even though the document has no payment terms defined, Clause A will be brought into the document

Using the Contract Deviations Report

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

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

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

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

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

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

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

Impact of Contract Expert on Deviation Reports

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

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

should be included or that some clauses should be excluded, these will individually be reported as deviations.

Automatic Application of Contract Templates

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

Setup Steps:

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

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

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

Supplier Authored Contracts

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

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

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

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 Procurement Contracts has an in-built word processor to effectively manage authoring and editing. However, to achieve widespread adoption, Oracle Procurement Contracts also supports standard applications and data, especially when collaborating with external parties, who may not always have the ability or the inclination to adopt new technologies proposed by the internal party.

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 using e-mail 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 Procurement Contracts.

Master-Child Agreements

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

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

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

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

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

Global Agreements

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

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

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

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

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

Miscellaneous Contracts

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

Add Contract Terms to Existing Contracts

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

Printed Contract Documents

Implementation considerations for printed contract documents include:

- **Customize Layout Template:** Oracle Procurement Contract enables you to generate your purchasing document with contract terms in PDF format. You can customize the layout of the PDF document. Important factors to consider include:
 - **Contract Format:** You can create your own format for the contract document.
For example, you may want to place the company logo on contract documents. After creating a custom XSL-FO stylesheet, you need to upload it into the XML Publisher template repository using the XML Publisher Administrator responsibility. Currently, Oracle Procurement Contracts only supports layout templates of type XSL-FO.
For more information, see the XML Publisher User Guide. For details on how to set up layout template, see *Setting Up Layout Templates*, page 4-9.
 - **Translation:** You can translate the XSL-FO stylesheet to the local language so the content in the PDF file is created in the desired language.
 - **Association:** After creating your layout template, you need to associate the layout template to the document type that you need to use it with. Use the Document Types form to associate your layout template to the document type.

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

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

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

Other considerations for printed contract documents include:

- **Printed document content:** The system generates contract documents in PDF format. A contract document includes the following components:

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

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

Review Contract Terms

Implementation considerations for printed contract documents include:

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

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

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

Cancel Contracts

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

Approve and Sign Contracts

Process Overview

Approve Contracts

A contract must be approved internally by management, and optionally by legal professionals, before it is sent to the supplier for signing. Depending on the complexity of your contracts, you can route them to different or additional approvers. For example, if

some contracts contain non-standard clauses that are specially negotiated, you can route those contracts to legal professionals for additional review and approval.

See the Oracle Purchasing online Help for more details.

Sign Contracts

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

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

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

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

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

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

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

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

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

Implementation and Other Considerations

This section covers the implementation and other considerations for:

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

Approve Contracts

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

- With Oracle Procurement Contracts you can approve both purchasing documents and legal terms through the existing purchasing approval workflow. As a result, approvers in legal and business groups can approve the document through the same approval process and thus minimize the disputes between the approvers in two groups. When you design or update the PO Approval workflow, you need to include approvers for legal terms.
- You should make it a business practice to review all validations, including warnings, to help identify potential issues with the contract data and reduce the number of amendments.
- You should also make it a business practice to run the Contract Deviations report and review those change identified.
- To upload a contract document attachment in the Contract category, you need to initiate a new revision. You cannot classify a contract document attachment as Contract, if the purchasing document is in the Approved status.
- The contract template that is applied in the initial version of a contract cannot be removed or changed after this version is signed and accepted by the supplier and the buyer.
- In a new version of a purchasing document, you cannot modify contract documents that were carried over from a previous version. You can only delete them from the current version and upload the modified version.
- In Oracle Procurement Contracts, buyers and suppliers can sign contracts manually or electronically. Signer identity is authenticated by requiring users to reenter usernames and passwords when signing contracts electronically or using a unique digital certificate (issued by a certification authority).
- The system-generated contract PDF is only attached to the document after approval. If the PDF document is not attached after a purchasing document is approved, ensure that the PO Output format in Oracle Purchasing setup is set to PDF and the Approval workflow is functioning properly.

Approval Workflow

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

For details on seeded workflow function, refer to the Approval Workflows appendix, page B-2.

Approvals in Oracle Procurement Contracts

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

- Approving Clauses: You approve clauses in the Contract Terms Library.

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

Contract Statuses

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

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

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

Execute and Monitor Contracts

Process Overview

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

Implementation and Other Considerations

This section covers the implementation and other considerations for:

- Deliverables, page 5-23
- Supplier Contacts, page 5-24

Deliverables

The due date for a deliverable can be set to:

- Fixed due date. For example, December 10th, 2005.

- Relative Due Date. For example, 10 days after the agreement expires.

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

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

Supplier Contacts

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

Administer Contract Changes

Process Overview

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

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

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

Implementation and Other Considerations

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

- Amendment Cover Pages, page 5-24
- Supporting Documents, page 5-25
- Change Requests, page 5-25
- Printing Amendments, page 5-25
- Amendment Workflow Functions, page 5-25

Amendment Cover Pages

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

Supporting Documents

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

Change Requests

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

Printing Amendments

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

Other considerations include:

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

Amendment Workflow Functions

Any changes made to a signed contract would require approval. Oracle Procurement Contract provides you with additional workflow functions that you can use for routing the contract for special approvals, in case contract terms are amended. For the seeded workflow functions in the sourcing and purchasing approval workflows, see the Approval Workflows appendix, page B-2.

Renegotiate and Close Out Contracts

Process Overview

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

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

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

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

Implementation and Other Considerations

Monitor Expirations

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

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

Contract Renegotiation

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

Setting Up Contract Terms Library

Contract Terms Library

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

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

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

Managing Standard Clauses

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

Creating Standard Clauses

You can create standard clauses in the following ways:

- Create a new clause
- Duplicate an existing clause

Creating a New Clause:

1. Navigate to the Create Clauses page.

Navigation: Library > Clauses tab > Create Clause button

2. Enter the following attributes:

- Number. This field can be manually entered or automatically generated. To automatically generate the number, see the Setting Up Auto Numbering section.
- Clause Title: Enter a title for the clause. The clause title is unique within an organization.

- **Display Name:** Optionally enter the display name for the clause. The display name does not have to be a unique name. Your organization could have alternate names with the same display name. The system uses the Display Name on a printed contract field. If you leave this field blank, the Clause Title is used as the display name.
- **Intent:** Select the intent of the contracts that can use the clause. Select the Buy or Sell option from the list of values.

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

- **Type:** Use the Type field to classify the clause according to the business purpose (for example, General or Payment terms). Select a clause type from the list of values.
- **Default Section:** Optionally select the default section from the list of values. You can use sections as heading to format contracts.
- **Description:** Optionally enter a description for the clause.
- **Status:** The system controls this field. During the creation process, the clause is in Draft status.
- **Version:** The system generates the version number.
- **Start date.** Accept the default or change the start date.
- **End date.** Optionally enter an expiration date for the clause.
- **Provision.** Provisions are used in negotiation documents in Oracle Sourcing only. If applicable, select the Provision check box.
- **Protect text.** To prevent modification to the clause text in documents, select the protect Text check box.
- **Global.** To make the clause available to all organizations, select the global check box. This field is only available in the Global operating unit.
- **Text.** Enter the necessary text for the clause. Clause texts can include business variables. In the text area you can choose one of the following modes:
 - **Rich Text.** The Rich Text editor provides special formatting of the text that is driven by business and legal requirements. The Rich Text editor provides a Tool bar and a Text area.
 - **Text.** The Text mode provides a plain text area only. If you use the Rich Text mode to enter the clause text and then toggle to the Text mode, the system displays the HTML source for the text you have entered. However, the system prints the clause using the Rich Text features even if you have toggled to the Text mode.
- **Add Variables.** Click Add Variables to search for available variables, The Add Variables page appears. From this page you can search for available variables, then click the Insert icon to add the variable that you want into your text, at the location of the cursor within the text area. In the clause text, variables are displayed as tags in the format [`@variable name@`].

Note: If you do not use the Rich Text editor to author clause text, the system inserts the variables at the end of the text instead of where the cursor is located. You can use the Cut and Paste operation to move a variable tag, within the clause text to the appropriate location.

- Instructions. Optionally enter instructions on how and when to use the clause in a contract template or business document. Users can view these instructions when they add the clause to a contract template or business document.
- Allow Include by Reference. Select the check box to replace the clause text with the Reference text when the clause is used in a contract. Optionally enter the following information:
 - Reference Source. Provide the source of the clause that may not be printed in full text.
 - Reference Text. Enter the reference text. The system prints the reference text instead of the clause text, on a printed contract.

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

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

Duplicating an Existing Clause:

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

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

Defining Related Clauses

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

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

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

Assigning Clauses to Folders

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

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

Approving Clauses

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

- Approve once clause at a time.
- Select and submit more than one clause for approval at the same time.

- respond to approval.
- Comment on either approval or rejection decision.

You must have set up an approver first.

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

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

Managing Clauses Across Organizations

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

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

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

Prior to creating global clauses, you must

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

- Approve global clauses to make them available in local organizations.

Adoption of Global Clauses by Local Organizations:

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

- Auto adoption of global clauses. This feature provides automatic adoption of global clauses to operating units that do not require a manual review and approval process. For example, a company with more than one operating unit can define global clauses and make them available to all operating units. During the workflow approval for a global clause, when the clause is approved, the system verifies the operating units that are set to adopt clauses automatically. The system automatically adopts the global clause for these operating units with no manual intervention.
- Manually adopting or localizing global clauses. For operating units that require a review and approval process, this feature enables them to make the global clauses available for use in their own organization. The operating units can use one of the following:
 - Adopt Global Clause as-is. Adopt the global clause without changes. The system records the user name and system date and time of adoption along with the adopting organization. The local operating unit can adopt multiple global clauses at the same time. After adoption and approval of global clauses, the local operating unit can use the clauses to author contracts.
 - Localize Global Clauses. Localize the global clause by making some changes to the clause or translating it to the language of the local organization. The system creates a copy of the clause in Draft status. During localizations, you can modify the clause text and add or delete variables from the text. You can then submit the local clause for approval. The system records the approver name and data as the adoption details for the clause. Note that if you are not changing the intent of the clause text and only translating it into a local language, you can select the translation Only check box. This is for informational purposes and can be used to report on why a clause was localized.

Creating Global Clauses:

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

Notifying Local Organizations:

When a global clause is approved, the system send a notification to the library administrators, in all local organizations, to consider the clause for adoption. In case a local organization is set to automatically adopt global clauses, a notification is sent to these organizations informing the local administrators that a new global clause has been automatically adopted for their organization. Note that library administrators must be set up.

Reviewing for Adoption:

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

1. Navigate to the Clauses page.
Navigation: Contract terms Library > Clauses tab.
2. Search for global clauses. Note that:
 - A global clause that is approved (in the global organization) is available for adoption in local organizations. If a global clause is on hold or expired, although the clause is displayed in the search results, local organizations can not adopt or localize it.
 - For global clauses that are available for adoption, no status is displayed in the local organizations. so searching on status, such as draft, does not display the global clauses.
 - In a local organization, the first version of an adopted global clause must be manually assigned to a folder created in that organization. However, after adoption, the system assigns the subsequent versions of the global clause to the same folder.
 - Each time a new version is created and approved for a global clause, that version becomes available for adoption in the local organizations. Each version of a global clause must be adopted individually.
3. In the Adoption Type field, choose available for Adoption

Note: For performance reasons, you cannot search for clauses by the Adoption Type alone. In searching for clauses that are available for adoption, you must enter additional search criteria such as Clause Type or Keyword.
4. Click Go to view the list of available clauses.
5. Review every clause on a case-by-case basis and decide whether to adopt the clause as-is or localize it.
 - If a previous version of a global clause was adopted as-is, you must adopt subsequent versions of the clause in the same manner. You cannot change the adoption type on subsequent versions on a clause.
 - If the first version of a global clause is localized and the next version is now available for adoption, when you choose to localize the second version, the Localize page displays the text from the localized version. Currently, the system does not provide a comparison of the current localized text and the second version of the global text. To view the text of the second version of the global clause, you must view the clause form the Search page.
6. Click for Adoption to view the full text and clause details. At this point you can:
 - Adopt the clause as-is. In this case, you only need to submit the clause for local approval.
 - Localize the clause. When you localize a clause, you can modify the text and check the Translation Only check box to indicate that the changes were for translation purposes. Submit the localized clause for approval on completing the

modifications. Note that you can delete a clause that had been localized and is in draft status. This makes the original global clause available again for adoption.

Approving Global Clauses in Local Organizations:

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

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

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

Viewing Adoption status:

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

1. Navigate to the Clauses page.
Navigation: Contract Terms Library > Clauses tab
2. In the global organization, search for global clauses.
3. Click the clause title to view the clause detail.
4. select the View Adoption Status option from the list.
5. Click Go

the View Adoption Status report provides the following information:

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

Adopting Global Clauses in a New Organization:

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

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

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

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

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

Searching for Clauses

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

- Searching for clauses
- Using the keyword search feature
- Browsing for a clause

Searching for Clauses:

1. Navigate to the Clauses page.

Navigation: Contract Terms Library > Clauses tab

2. In the Search region, search for clauses by
 - Keyword
 - Type
 - Title
 - Number
3. To access additional search options, click the Show More Search Options link. These options are:
 - Intent
 - status
 - Start and end dates
 - Provisions only
 - Variables used in the clause
 - Used in templates
 - Used in templates
 - Default section
 - Show all versions check box

- Adoption Type (available online in local organizations)

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

- Number
- Title
- Keyword
- Type
- Status
- Start date
- End date
- Used in Templates

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

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

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

Using the Keyword Search Feature:

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

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

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

- Synchronize Clauses Text Index
- Optimize Clauses Text Index

If you have not run the concurrent programs, the search will not provide accurate results. The frequency for running these programs must be decided on a case-by-case basis.

Browsing for a Clause:

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

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

Managing Changes to Standard Clauses

This section covers the following topics

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

Updating Clauses:

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

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

Note: A new version is required if:

- The clause is inactive
- The clause is in Approved status and the attributes that are controlled at the clause version level need to be updates.

1. Navigate to the Clauses page.
Navigation: Contract Terms Library > Clauses tab
2. Search for the clause that you want to update.
3. Verify the clause status:
 - If the clause is in draft status, all the fields are available for update.
 - If the clause is in any other status, certain fields are protected and cannot be updated.
4. Click the Update icon. The system opens the clause for update.
5. Make the necessary changes:
 - Except for the first versions of a clause in draft status, you cannot change the clause number, title, and intent.
 - For clauses with the approved status, you cannot make changes to the following fields: Display Name, Start Date, Provision, and Global check boxes, Clause Text, and Allow Include by Reference.
6. Select one of the following actions:
 - Create new version (not available for clauses in draft status)
 - Submit for approval (only available for clauses in draft status)
 - Put on hold (not available for clauses on draft status)
 - Delete (only available for clauses in draft status).
 - Apply
 - Save
 - Cancel

Versioning Clauses:

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

A new version is required if:

- The clause is not in draft status
 - the clause is approved and the attributes controlled at the clause version level require updating.
1. Navigate to the Clauses page.
Navigation: Library > Clauses tab.
 2. In the Search region, enter the search criteria for the clause that you want.
 3. Click Go. The system displays the search results.
 4. Select the check box for the clause.
 5. Click Create New Version. Fields from the previous version are copied to the new version. You cannot change clause title, number, and intent, when creating a new version.

6. Select one of the following options:

- Apply
- Save
- Submit
- Cancel

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

Comparing Clauses:

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

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

Placing Clauses on Hold:

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

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

Deleting Clauses:

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

1. Navigate to the Clauses page.
Navigation: Contract Terms Library > Clauses tab
2. Search for the clause you want to delete.
3. Verify the clause status.
4. Click the Update icon or the clause title link.
5. Click Delete. The system asks you to confirm your request for deletion.
6. Click Yes.

Importing Clauses

Importing Clauses:

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

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

You can import clauses into the clause library as:

- New clauses
- New clause versions (not available if the earlier version is in draft, rejected, or pending approval status)
- Updates to existing clauses (available only to existing clauses in the library that are in draft and rejected status)

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

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

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

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

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

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

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

Before importing clauses, all lookups, and setup data including variables, sections, AutoNumbering and organization setup must be completed.

1. Prepare data for loading into the interface table. The first step in the Import Clauses process is to identify the data that you need to import. This step is outside the system, and you need to choose the formats to use to extract data from other systems. The data load must be in the format acceptable to the interface process, usually in a format with the .csv file type.

2. Load the data into the application interface tables. At this stage, the data is loaded from the legacy system into the application interface tables. This process is also outside the system. You can use any tools (for example, SQL Loader) to load the data into the application interface tables.
3. Run the Clause Import in validate mode and fix errors: Run the Clause Import program in the validation mode to identify invalid data. The Import program generates a report that lists the success and error messages. The errors at this stage would primarily be related to data format or missing required data. Review the report and fix errors outside the system and prepare the data for a reload. To import data into the Clause library, you must fix the data so that the validation process does not return any errors.
4. reload the data inot the interface table. After fixing the errors, you can import a fresh load from the source systems into the interface tables. Alternatively, you can use SQL*Plus to fix the data directly in the interface tables.
5. Run the Import Program to create clauses in the library. Run the Clauses Import program in the Import mode to move the records from the interface to the application base tables. If the program was run previously in the Validation mode with no errors, then the import should go through successfully. The Import program generates a report that lists the success and error messages. If necessary, you can run the program multiple times to ensure that all the clauses are imported. When the program is run, all fixed records are imported into the Clauses library. If the records with errors are not fixed in the interface tables, these records will remain in the interface table until they are deleted or fixed.
6. Route Clauses for Approval (if necessary). After the program has successfully imported the clauses from the interface tables, if the clauses were not pre-approved, you must submit the clauses for approval, before they are made available for use. If the records in the interface table had the pending approval status, the system automatically routes the clauses for approval.
7. For best performance, you must repeatedly purge the interface rows from the interface table. This can be done using the Purge Clause Import Interface Table concurrent program. The rows can be purged based on batch number, start data, end data or process status.

Technical Information on the Import Clauses Program

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

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

- OKC_ART_INTERFACE_ALL: This is the main interface table where the users load data from external system as indicated earlier.
- OKC_ART_INT_BATPROCS_ALL: This is an internal system table that stores the batch run details. This includes the processing status as well as all the parameters being used for the run.
- OKC_ART_INT_ERRORS: This table stores the errors reported by the run in validation or import mode.

Managing Contract Templates

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

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

- 1.

Creating Contract Templates

To create a contract template, you can:

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

Creating a New Contract Template:

1. Navigate to the Create Template page
2. Enter a unique name for the template. This template name must be unique within an organization.
3. Select the intent for the template. Normally for procurement it would be Buy.

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

4. Accept the default start date (system date) or change the date.
5. Optionally, enter a description for the template.
6. When you create a new template, the system sets the template status to draft. Except for the On Hold status, the system controls all statuses on a template. You can manually change the status of a template from Approved to On Hold.
7. Select a layout template from the list of values. The layout template is used by the system to prepare the template for preview.
8. Optionally, enter an instructions for using the template.
9. In the Document Types region, you can assign the template to one or more business document types. This allows the users to select this template during authoring a contract for this document type.
10. To add a document type, click Add Another Row and enter the following information:
 - Select the Document Type from the list of values.
 - Optionally, select the Default Template check box to set the template as a default for all business documents that are authored using that document. type.

For Oracle Sourcing the valid document types are:

- RFQ

- RFI
- Auction

For Oracle Purchasing the valid document types are:

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

11. Click Apply and Add Details.
12. Add sections and clauses to the template. See Adding Sections and Clauses, page 6-17.
13. Add deliverables to the template. See Creating Contract Template Deliverables, page 6-18.
14. From the Actions menu, choose:
 - Submit. Submit the template for approval. A contract template created with no clauses or deliverables cannot be submitted for approval.
 - Validate. Run the QA check process to validate that the template is correct. If the validation returns errors, you cannot submit the template for approval until the errors are corrected.
 - Preview. Preview the contract template to ensure that the format and layout of the template is according to the organization's contract printing standards.
 - Delete. Delete the contract template. You can only delete templates in draft or rejected status.

Duplicating from an Existing Template:

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

1. Navigate to the Contract Templates page.
2. Search for the source template.
3. In the Results section, select the source template.
4. Click Duplicate to open the Duplicate Contract Template page.
5. In the Name field, enter a new name for the template. The system copies the entire content of the source template along with the new section, subsections, layout, and formatting details to the new template. The new template's status is draft.
6. Make other necessary changes to the new template.
7. Save the template.
8. From the Actions menu, select an action and click Go.

Adding Sections and Clauses

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

1. Navigate to the Create Contract Templates page.
2. Enter the general information for the template.
3. Click Apply and Add Details.
4. Navigate to the Clauses subtab. In the Clauses subtab, you can define the structure and layout of the template consisting of sections, subsections and clauses. This is the component that contains all the contract terms. From the Clauses subtab, you have access to the following options:
 - Add Sections. You can build a hierarchy of sections and subsections and insert clauses into this hierarchy. You can create a new section or select from a library of sections. If you pick a section from the library, you cannot override the section name. To add clauses, you need to define at least one section on the template.
 - Add Clauses. To add a clause, select a location for the clause in the hierarchy and click the Add Clause button. You can insert clauses only in the context of a section or subsection. You can search for clauses by browsing through folders, or based on:
 - Keyword
 - Number
 - Clause Type
 - Title
 - Default Section
 - Provisions Only. Select the check box only if you want to search for Provision type clauses (this field is available for templates with the Buy intent only).
5. To make a clause mandatory in the template, select Mandatory. You cannot delete a mandatory clause (except through special privileges) on a contract.
6. If a clause has alternate relationships defined, the Select Alternate icon is enabled. Click Select alternate to view all the alternates for the clause on the template. If you select an alternate clause, it replaces the original clause on the template.
7. After creating the necessary sections and subsections and inserting clauses, you can use the Move button to change the order of clauses and sections in the template. Select the sections or clauses that you want to move and click Move. Select the location in the hierarchy where you want to move the selections to. Then, for sections, use the Location field to indicate whether you want to move before, after or within the selected location.
8. You can apply a numbering scheme to the sections and clauses structure. Use the Renumber button to renumber the terms. Note that if you have used the Move feature to reorganize sections or clauses, or added or removed sections or clauses, the system will not automatically renumber the sections and clauses. You need to use the Renumber feature to reapply the numbering scheme.

Creating Contract Template Deliverables

Business enter into contractual agreements with their trading partners, and as part of the contractual agreement, will have commitments to fulfill. The commitments on the contracts, besides products and services bought or sold, are classified as

deliverables, under the Terms and Conditions of the contract. In addition to the contractual commitments that business need to fulfill, they might define other internal tasks that contribute to the overall execution of the contract.

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

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

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

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

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

You are not required to provide a fixed due date for a deliverable on a contract template. However, you are required to provide complete due date information if

the deliverable is a one time deliverable with a relative due date, or a recurring deliverable.

All events related to business documents with the same intent as the template are available for users to choose while defining a relative due date. Selecting a particular business document event for a due date on a deliverable would also make the deliverable specific to that given business document for execution (for example, five days after the blanket purchase agreement is closed). This deliverable is copied over and executed only on a blanket purchase agreement. If the contract template containing this deliverable is applied on a purchase order document, the deliverable is dropped. If the same contract template is applied on a negotiation, for example, an RFQ which concludes in a blanket purchase agreement award, then the deliverables related to the blanket purchase agreement are retained on the negotiation document and carried forward to the blanket purchase agreement.

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

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

Example

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

- The event is the signing of the purchase agreement.
- Frequency is monthly.
- Interval is 3.
- Day of the month is 5.

11. Use the Notifications region to inform the contacts about the progress of deliverables. Notifications are sent during the lifecycle of the deliverable, after the contract has been signed. Note that you can only define recipient for escalation notifications here, all others are sent to contacts on the deliverables. The notifications have a subject, a message body, and buttons to take certain actions, a notes area, and attached documents. Notifications can be sent for a deliverable in the following scenarios:

- Prior to Due Date. You can specify how many days, weeks, or months to send the notification before the due date. Recipient of this notification is the buyer contact and supplier contact.

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

Validating Templates

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

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

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

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

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

Preview Templates

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

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

Approving Templates

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

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

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

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

Searching for Templates

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

- Searching for templates
- using the Keyword Search feature

Searching for Templates:

Use these procedures to search for contract templates.

1. Navigate to the contract Templates page.
Navigation: Library > Contract templates tab
2. To access the Advanced search options, click the Show More Search Options link.
3. search for the template using the following criteria:
 - Template Name
 - Keyword. Keyword searches on the Template Name, Description, and Instructions fields
 - Status. Search on Approved, Draft, Rejected, Revision, On Hold, and Pending Approval templates.
 - Template Intent. Search on Buy, Sell, or All.
 - Contains Clause. Search for a specific clause that is used in a template. Note that the version of the clause is not considered in this search. If a clause has multiple versions, the system retrieves the templates that use any of those versions.
 - Used in Document Type. Search on the document type usage for the template.
 - Template Effectivity. Search for templates based on Start and End dates.
 - Owning Organization. (only available for local organizations). Search for template used in the local organization or the global organization. Note that the

search is set by default to local organization. Also, if the owning organization is set to Global, the only applicable status value is Approved. You cannot search for global templates in other statuses in a local organization.

- Default Templates Only. Search for any templates that are used as the default for document types.
- Global Only (only available for global organizations). Search for global templates in the global organization.

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

Using the Keyword Search Feature:

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

- Template Name
- description
- Instructions

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

- Synchronize Template Text Index
- Optimize Template Text Index

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

Managing Changes to Contract Templates

Updating Templates:

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

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

You can also perform the following updates to contract templates:

- Place on Hold
- Release the Hold
- End date

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

Reordering Deliverables:

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

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

Creating Template Revisions:

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

- Template Name
- Intent
- Start Date

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

1. Navigate to the Contract Terms page.

Navigation: Library > Contract Templates tab.

2. Enter the search criteria for the template.
3. Open the template for update. The template must be in approved status.
4. Choose the Create Revision option from the Actions list of values.
5. Click Go. The status of the template changes to revision.
6. Make the necessary changes.
7. Submit the template for approval.

Placing Templates on Hold:

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

1. Navigate to the Contract Terms page.
Navigation: Library > Contract Templates tab.
2. search for the template that you want to place on hold.
3. Click Go. The system displays the search results.
4. Select the Update icon for the template.
5. Choose the Place on Hold option from the Actions list of values.
6. Click Go.

Deleting Templates:

You can delete templates that are in draft or rejected status

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

Defining Global Templates

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

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

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

The process of creating and using global templates includes:

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

Managing Variables

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

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

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

Creating Variables:

Oracle Contracts provides seeded and user-defined variables:

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

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

1. Navigate to the Create Variable page.
Navigation: Library > Variables tab > Create Variable
2. In the Variable Name field, enter the name that you want the system to display in clauses.
3. Optionally, enter a description for the variable.
4. In the Value Set field, choose a value set from the list of values.
5. In the Intent field, choose the intent for the variable. You can choose the Buy or Sell option from the list of values. Only clauses with the same intent can use the variable for embedding.
6. Optionally, select the External Party Updateable check box to allow updates to the variable by external users. Note that currently the system supports this feature only for authoring contracts with the Buy intent. Suppliers can be required to provide values for user-defined variables during the negotiation process. By selecting the External Party Updateable check box, the variables are displayed in the iSupplier Portal for supplier inputs. Suppliers using the iSupplier Portal to respond to purchase orders or blanket agreements cannot update variables in their responses.
7. Click Apply to save the variable.

Searching for Variables:

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

- Name
- Description
- Type

The system does not support wildcard searches.

1. Navigate to the Variables page.

Navigation: Library > Variables tab

2. IN the Variables Search region, you can perform searches on variables by:
 - name
 - Description
 - Type
 - Intent.
3. Click Go. The system displays the list of variables that match your search criteria.
4. To view a variable, click the Variable Name link.

Displaying Clauses Using a Variable:

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

1. Navigate to the Variables page.

Navigation: Library > Variables tab
2. Search for the variable you want.
3. In the Results section, select the variable's check box.
4. Click Display Clauses to view clauses that use the variable. The system displays all versions of t clause that use the specific variable.

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

Managing Changes to Variables:

You can only change or delete user-defined variables.

Updating User-Defined Variables:

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

1. Navigate to the Variables page.

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

Managing Sections

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

Creating Sections:

1. Navigate to the Create section page.

Navigation: Library > Sections tab > Create Section button.

2. Enter the following parameters:

- Code
- Name
- Description (optional)
- Effective From
- Effective To (optional)

3. Click Apply to save the new section and close the Create Section page.

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

Searching for Sections:

Use these procedures to search for sections.

1. Navigate to the Sections page.

Navigation: Library > Sections tab.

2. Enter your search criteria

- Name
- Code

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

Updating Sections:

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

1. Navigate to the Sections page.

Navigation: Library > Sections tab

2. Search for the section that you want to update.
3. Click the Update icon for the section.

4. Make the necessary changes. You can change the Description and the Effective To fields.
5. Click Apply to save your changes and close the page.

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

Managing Folders

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

Creating Folders:

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

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

Searching for Folders:

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

1. Navigate to the Folders page.
Navigation: Library > Folders tab
2. Enter either a folder name or description.
3. Click Go. The system displays all folders that match your search criteria.

Updating Folders:

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

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

Adding Clauses to Folders:

You can assign one clause to more than one folder

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

Removing Clauses from Folders:

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

Deleting Folders:

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

Contract Expert Administration

This chapter covers the following topics:

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

Overview

Contract Expert is a rule-based contract creation tool that assists users in authoring complex contracts with minimal legal supervision. Using Contract Expert, companies can centrally define and enforce their business policy rules that govern the contract clauses to be included in a contract document.

Contract Expert rules are defined in the contract terms library. Rules can be applicable to specific templates or applied globally for all contracts authored in the organization.

Once rules are defined, Contract Expert can be invoked while authoring a business document like Sales Agreement, Sales Order, Blanket Purchase Agreement, or Purchase

Order. Contract Expert leads you through a contract creation questionnaire and automatically adds required clauses based on the responses that you provided.

In addition to the responses to these questions, policy rules can also be based on the terms negotiated on a business document such as payment or shipment terms, item category etc. For example, contracting organizations may require additional clauses in contracts involving hazardous materials, or contracts for which the supplier or customer is located in a specific foreign country.

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

The sections in this chapter include:

- Managing Questions, page 7-2
- Managing Constants, page 7-5
- Managing Rules, page 7-6
- Managing Question Sequence, page 7-12
- Creating Dependencies Between Questions, page 7-13
- Using Contract Expert on Business Documents, page 7-15

Managing Questions

In Oracle Contracts you can define questions that drive clause selection rules for business documents. You can define the response type appropriate for different questions.

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

This section covers the following topics:

- Creating User Questions, page 7-2
- Searching for Questions, page 7-3
- Updating Questions, page 7-4

Creating User Questions

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

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

Once defined, questions are available across all organizations that use the Contract Terms library.

Prerequisites

If the Response Type to a question is Numeric, you must set up constants.

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

- Format Type = Char

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

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

Steps

1. Navigate to the Create Questions page.
Navigation: Contract Expert > Questions tab > Create Question button
2. Enter a short Name for the question. The name must be unique for a given intent and across all organizations.
3. In the Description field describe the purpose of the question.
4. Select the Intent for the question. The intent can be either Buy or Sell.
5. In the Question Prompt field enter the question that will be displayed at runtime for the users to respond.
6. Use the Disable check box to disable the question to prevent it from being used in a rule. The Disable check box is only available in the Update mode.
7. Select a Response Type from the list of values. The system supports the following response types:
 - Yes and No: At runtime, the response is displayed as a drop list with two values, Yes and No; users must select the appropriate response.
 - Numeric: The response is a numeric value provided by users at runtime.
 - List of Values: This option provides an enumerated list of values as its response. For example, the Contract Type question could include Fixed Price, Cost Plus Pricing, and Services only Pricing as possible responses.
8. If in the Response Type field you selected the List of Values option, the system displays the Value Set field.

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

Note: You must set up value sets as described in the prerequisites section, page 7-2.

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

9. Click Apply to activate and save the question.

Note: Contract Expert does not in general currently support default responses on user questions. However, a question with response type Numeric always defaults to 0 in the business document. Users must be careful to change this default value when answering numeric questions.

Searching for Questions

Use these procedures to search for questions.

Steps

1. Navigate to the Questions page.
Navigation: Contract Expert > Questions tab
2. Enter your search criteria for the question.
You must enter a value for at least one of the search criteria to perform the search; you cannot perform a blind search nor begin the search with the wildcard character (%).
The following fields are available as search criteria:
 - Name
 - Description
 - Question Prompt
 - IntentYou can also search on the following fields:
 - Value Set
 - Note:** The Value Set search only provides the value sets that have been used in the questions, not all the value sets created in the system.
 - Response Type
 - Enabled check box
3. Click Go. The system displays the questions that match your search criteria.

Updating Questions

You can make changes to the existing questions, however Name, Intent, Response Type, and Value Set cannot be updated if the question is used in a rule. Description and Question Prompt can be updated even if the question is used in a rule. For the prompt changes to take effect on a business document, you need to run the Contract Expert: Synchronize Templates concurrent program.

Steps

1. Navigate to the Questions page.
Navigation: Contract Expert > Questions tab
2. Search for the question that you want to update. For more information, see the Searching for Questions section, page 7-3. The system displays the questions that match your search criteria. From this page you can select one of the following options:
 - Update: To make changes to a question, click the Update icon. The system displays the Update Question page. You can use the Disable check box to prevent the question from being used in a new rule. This will not impact existing rules that use this question.
 - Delete: A Question cannot be deleted if it is used in a rule. To delete a question click the Delete icon. The system displays the Warning page. Click Yes to confirm.

Managing Constants

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

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

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

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

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

This section covers the following topics:

- Creating Constants, page 7-5
- Searching for Constants, page 7-5
- Updating Constants, page 7-6

Creating Constants

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

Once defined, constants are available across all organizations that use the Contract Terms Library.

Steps

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

Searching for Constants

Use these procedures to search for constants.

Steps

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

- Name
- Description
- Intent

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

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

Updating Constants

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

Steps

1. Navigate to the Constants page.

Navigation: Contract Expert > Questions tab

2. Search for the constant that you want to update. For more information, see the Searching for the Constants section, page 7-5. The system displays the constants that match your search criteria. From this page you can select one of the following options:
 - **Update:** To make changes to a constant, click the Update icon. The system displays the Update Constant page. You can make changes to the name, description, intent, and value of the constant if the constant is not used in any rules. If the constant is included in a rule, you can only change its value and description.
 - **Delete:** You can delete a constant if it is not used in a rule. To delete a constant click the Delete icon. The system displays the Warning page. Click Yes to confirm.

Managing Rules

Contract Expert rules 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.

Rules can be created based on contract system variables, clauses, and questions. This section covers the following topics:

- Creating Rules, page 7-7
- Searching for Rules, page 7-9
- Activating Rules, page 7-10
- Disabling Rules, page 7-11
- Updating Rules, page 7-12

Creating Rules

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

Steps

1. Navigate to the Create Rule page.
Navigation: Contract Expert > Rule tab > Create Rule button
2. Enter a unique Name for the rule to identify the rule.
3. Enter a Description explaining the nature and purpose of the rule.
4. Select the Intent for the rule. The intent can be either Buy or Sell.
5. The Status field is a read-only field. Contract Expert supports the following statuses for a rule:
 - Draft: When you can create and update a rule, the rule is the Draft status.
 - Active (in Progress): When the rule is submitted for activation, the status of the rule is changed from Draft to Active (in Progress).
 - Active: The status of the rule is changed to Active when it is available for use in Contract Expert.
 - Disabled (in Progress): The status of the rule while Contract Expert is performing the process of disabling the rule (when the disabled rule is exported to Oracle Configurator).
 - Disabled - The status of a rule is changed to Disabled when it is no longer available for use in Contract Expert.
 - Revision: When you update an Active rule, its status is changed to Revision.
6. To add a condition click the Add Another Row button.
7. Select the Match All or Match Any condition option. If the conditions must all be true to select the results, select the Match All radio button. Select the Match Any radio button, if any condition can be true to select the results.
8. In the Type field select one of the following condition types:
 - Clause: Use this type if the rule requires a Contract Expert selected clause to be present in the business document. For instance, select the Clause type to create a rule to bring in Clause B if Clause A, which was selected by Contract Expert, is present in the document.
 - System Variable: Use this type if a system variable drives the clause selection on a business document. For instance, bring Clause A, if system variable Payment terms = Net 30 is in the document.
 - Question: Use this type if a user question drives the clause selection on a business document. For instance, bring Clause A if the answer to Question B is Yes.
9. The available options in the Name field are based on the condition type you selected in the Type field:
 - Clause: The Name field is not available for this option.

- System Variable: System provides access to a search page for the seeded system variables.
 - Question: System provides access to a search page for questions defined in the Contract Expert.
10. Select an Operator from the list of values. Operators provide the logic in defining a condition. For instance, Payment terms **IS** Net 30. To create a rule, Oracle Contracts supports the following operators:
- Logic Condition operators:
 - IS
 - IS NOT
 - IN (allows selection of multiple values)
 - NOT IN (allows selection of multiple values)
 - Numeric Condition operators:
 - >=: Greater than or equal to
 - <=: Lesser than or equal to
 - =: Equal to
 - Not equal to
 - >: Greater than
 - <: Lesser than
11. Depending on the Type and other options, you must select one or more values in either the Value or Update Values field. For example:
- For condition Type = Clause, use the Update Values field.
 - For condition Type = Question and if the response type is "Yes or No" or the question uses a value set of type Independent, use the Value field.
 - For condition Type = Question with response type of Numeric or List of Values, use the Update Values field.

You can click the Show Details link to view the selected values for Question and System Variable conditions, and clause name for Clause conditions.

Note: If you select multiple values in a condition, the system will display "Multiple values" in the Value field. Click the Show/Hide icon in the Details field to view all the value selections.

12. Use the Remove icon to delete a condition from a rule.
13. Use the Results regions to define the results if the defined conditions are met. In the Results region, you can select clauses that need to be brought in and ask the user additional questions on a business document.
14. In the Results - Clauses region, click the Add Clauses button to add another Result row to the rule.

The Results - Clauses Table displays the Clause Title and Description for the clauses that you have chosen.

15. In the Results - Clauses Table, you have access to the following:
 - Show Details: The system provides a hide or show option to display general information about one clause or all the clauses.
 - Remove icon: You can use the icon to delete a result row from the rule.
16. Use the Question Table of the Results region to select one or more additional questions that should be asked at runtime if the conditions are met.

Note: This is one of the steps required to set up dependencies between questions. For more details, see *Creating Dependencies Between Questions*, page 7-5.

The Question table includes:

- Question: You can select from the list of questions already defined during Contract Expert setup.
 - Question Prompt: The system displays the question prompt details from the library.
 - Delete icon: You can delete a question row from the rule.
 - Add Questions button: Click the button if you want to add another question to the result row of the rule.
17. Use the Contract Template Assignments region to assign the rule to one, many, or all contract templates.

You can assign contract templates in Draft or Approved status to a rule. Only contract templates that are Contract Expert enabled and belong to the same intent as the rule will be available to be assigned to the rule.

 - To assign a rule to all contract templates in an organization, select the Apply to All Templates check box.
 - To select and assign one or more contract templates, click the Add Template button.
 18. Select one of the following options:
 - Cancel: The system closes the Create Rule page without saving any changes.
 - Save: The system validates the rule but does not close the page. If the rule fails validation, the system provides an error message.
 - Apply: the system validates the rule and displays the Rules Summary page. If the rule fails validation, the system displays an error message.
 - Apply and Add Another: The system validates the rule created and opens a new Create Rule page. If the rule fails validation, the system remains in the page and provides an error message.

Searching for Rules

Use these procedures to search for existing rules.

Steps

1. Navigate to the Rule page.

Navigation: Contract Expert > Rules tab

2. Enter your search criteria for the Rule.

You must enter a value for at least one of the following search criteria (you cannot perform a blind search nor begin your search with the wildcard character %):

- Name
- Intent
- Status
- Contains Clause (search for a rule that uses a specific clause)
This only searches for clauses that are currently used in rules.
- Contains Variable (search for a rule that uses a specific system variable)
The list of values only displays those variables that have been used on rules.
- Contains Question (search for a rule that uses a specific question)
The list of values only displays those questions that have been used on rules.
- Assigned to Template (search for a rule that is assigned to a contract template)
The list of values only displays the templates that are Contract Expert enabled.

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

Activating Rules

You can activate draft rules and make them available for use in Contract Expert.

Prerequisites

You must assign at least one contract template to the rule, but the contract template need not be in the Approved status.

Steps

1. Navigate to the Rules page.
Navigation: Contract Expert > Questions tab
2. Search for the rule that you want to activate. For more information, see Searching for Rules. The system displays the rules that match your search criteria.
3. Click Activate. The active Rules: Confirmation page appears.

This page provides validation information on rules that are eligible to be published and those rules that cannot be published due to validation problems.

The validations include the following:

- The rule contains invalid clauses (in other words, clauses not in the Approved status) in conditions or results.
- The rule contains questions with invalid value sets; that is, the value set is not valid either because it was set up incorrectly or because a value set has been removed. For details of setting up value sets, see the Prerequisites in the Creating User Questions section, page 7-2.

- The rule contains no contract template assignments.
 - The rule contains inactive questions.
 - Values used in rules are invalid; for instance, the values used in a value set are no longer valid.
4. If there are validation errors, you cannot complete rule activation: you must correct the errors first, and then restart the rule activation process.
 5. When the Activate Rules: Confirmation page shows only rules ready to be activated, click Finish.

This generates the following processes:

- The system submits the Contract Expert: Activate Rules concurrent program and the status of the rule is changed to Active (in Progress).
- If the program completes successfully, the status of the rule changes to Active.
- If any system errors are encountered during the activation process, the system aborts the concurrent program and the status of the rule remains Active (in Progress). The rule will be picked up for disabling the next time you select other rules to be activated.
- Alternatively, you can run the Contract Expert: Activate Rules concurrent program manually from the Contract Terms Library Administrator responsibility.

On successful completion of the rule activation process, the system makes the rule available for use in Contract Expert.

Note: To avoid any performance issues, run the following Configurator programs periodically:

- Purge Configurator Tables
- Purge to Date Configurator Import Tables

The above programs eliminate unnecessary data from the Configurator Import tables. The Metalink note 216205.1 provides the recommended setting for the database init.ora file.

Disabling Rules

You can disable active rules and make them unavailable for use in Contract Expert.

Steps

1. Navigate to the Rules page.
Navigation: Contract Expert > Questions tab
2. Search for the rule that you want to disable or activate. For more information, see the Searching for Rules section, page 7-9. The system displays the rules that match your search criteria.
3. Click Disable. When you choose to disable a rule:
 - The system submits the Contract Expert: Disable Rules concurrent program and the status of the rule is changed to Disabled (in Progress).
 - If the program completes successfully, the status of the rule changes to Disabled.

- If any system errors are encountered during the disabling process, the system will abort the concurrent program and the status of the rule remain in the Disabled (in Progress). The rule will be picked up for disabling the next time you select other rules to be disabled.
- Alternatively, you can run the Contract Expert: Disable Rules concurrent program manually from the Contract Terms Library Administrator responsibility.

Updating Rules

You can update active Rules.

Steps

1. Navigate to the Rules page.
Navigation: Contract Expert > Questions tab
2. Search for the rule that you want to update. For more information, see the Searching for Rules section, page 7-9. The system displays the rules that match your search criteria. From this page you choose to Update, Duplicate, or Delete rules.
3. Update Rules: If you click the Update icon, the system changes the status of an active rule to Revision; if you update a draft rule, the status remains Draft. The system allows updates to the Conditions, Results or Template Assignments. However, you cannot update the following fields:
 - Name
 - Intent
 - Apply to
4. Delete Rules: You can delete only rules in the Draft status.
5. Duplicate Rules: You can duplicate rules within your organization. The system creates a new rule. You must provide a new name and description for the rule. The system will validate the rule when you click the Save, Apply, or Apply and Add Another button. The contract template assignments will also be copied during the duplicate process

Managing Question Sequence

You can view the default sequence of questions used in a contract template and update the ordering sequence. The sequence controls the order the questions are displayed during document authoring. Use the following steps to view and reorder the sequence of questions.

Steps:

1. Navigate to the Rules page.
Navigation: Contract Expert > Rules tab
2. To view or reorder the question sequence, you must first select a contract template for which to view or update the sequence. Click the View Question Sequence button to open the View Question Sequence page.

3. Use the Contract Template field to search and select a template. The system displays the default sequence of questions for the selected template.

In the Questions area of the View Question Sequence page, the column Displayed During Authoring, when checked, indicates the availability of questions during document authoring. The unchecked questions belong to inactive rules; to enable these questions, you must activate the rules.

4. To change the question sequence, click the Reorder button. The system displays the Reorder Question page. To indicate a dependant question, the system shows a character ('-') next to the question. Organize the dependent questions in the desired order within the main question.
5. Use the Up and Down arrows to change the question sequence.

Note: During authoring, a dependent, lower-level question appears only if a higher-level question is answered. If the dependent question is not properly organized under the higher-level question, the dependent question will appear out of sequence in the questionnaire during document authoring. For more information on question dependencies, see *Creating Dependencies Between Questions*, page 7-13.

6. Click Apply to save and close the page.
7. Run the Contract Expert: Synchronize Templates concurrent program to publish the updates to question sequence. You must run this concurrent program manually in order to enable the changes at runtime for document authoring. The concurrent program can complete with either of two statuses:
 - Completed / Normal
 - Completed / Error: If the program fails due to system errors, a notification is sent to the Contract Expert Administrator.

Creating Dependencies Between Questions

This section describes how to set up independent and dependent questions for a Contract Expert session.

Overview

When you use Contract Expert, in the processing of authoring a business document, you typically are asked a series of questions.

Your answers to the first-level questions may cause further questions to appear in the Contract Expert session; these extra questions are dependent questions. In turn, answering these dependent questions can cause lower-level dependent questions to appear, up to a maximum of 5 levels.

Ultimately, the objective of the questions is to specify which clauses are to be added to the business document.

Setting Up Independent Questions

The following describes the general principle of defining a first-level, or independent, question in a rule:

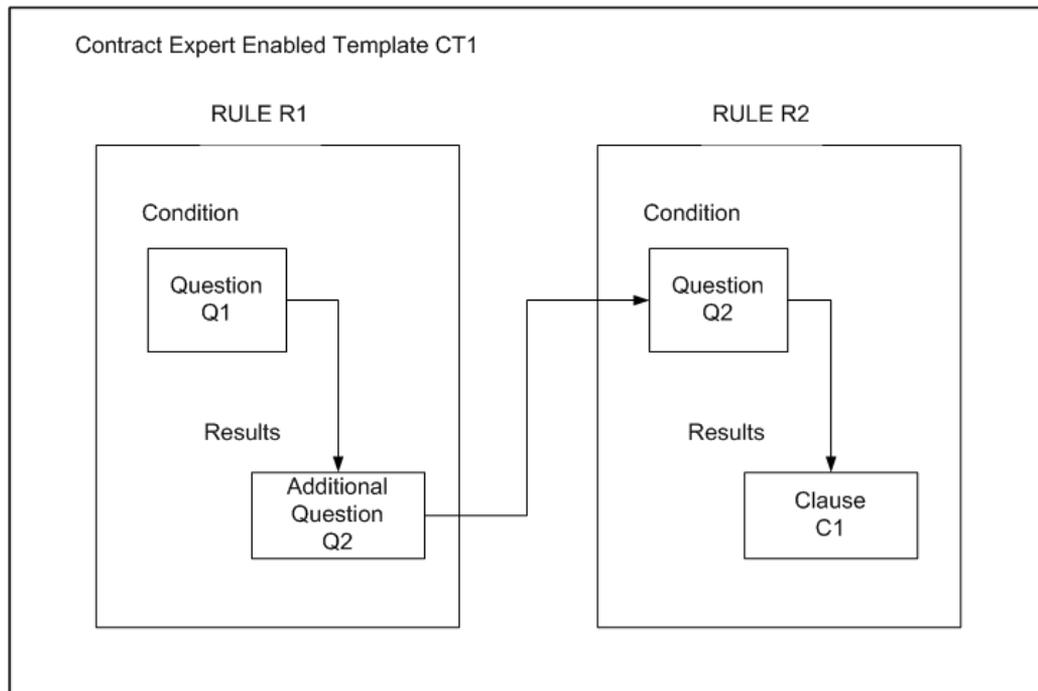
- In the Conditions region, specify a Question type condition.
- In the Results region, specify one or more clauses, but no additional questions.
- Associate the rule with a Contract Expert enabled contract template.

When you answer the question in a Contract Expert session during contract authoring, Contract Expert may add the clauses specified in the rule results, but *no further questions will appear*.

Setting Up Dependent Questions

You can set up to 5 levels of dependency for questions.

The method of setting up dependent questions is illustrated in the following diagram that shows the simplest case of dependent question setup.



The following are the general principles involved in the setup of all the elements to produce a dependent question:

- Create the questions first.
- Create the rules; it does not matter which rule is created first.
- Add the questions to the rules, as shown in the diagram.
- Associate both rules with a Contract Expert enabled contract template.

Note: If Rule R2 is the only rule associated with a contract template, then Q2 becomes an independent - that is, first-level - question in a Contract Expert session for any business document that uses that contract template.

Using Contract Expert on Business Documents

You can utilize the Contract Expert functionality to author contract terms and conditions based on the corporate standards and policies. The process of using Contract Expert includes:

- Start with a standard contract template that may contain some standard clauses.
- Use Contract Expert on the business document to bring in additional clauses, based on criteria including items, item categories, payment terms, and other business terms in the document.
- You may need to provide additional responses in Contract Expert to drive further clause selection.
- All the Contract Expert recommended clauses are brought into the business document and organized under appropriate sections.
- Contract expert may be run periodically on the business document to ensure the document contains all the appropriate clauses based on the latest set of business rules.

For more information on using Contract Expert on business documents, see the online help topics in Oracle Contracts, Oracle Procurement Contracts, and Oracle Sales Contracts.

QA Validations

List of Validations

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

Contract Templates Validations

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

Validation Type	Condition	Description
Inactive Clause	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 Clause	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.
Template with no Active Rule	Warning	This will check if the template has no active rules attached, but is Contract Expert enabled.

Validation Type	Condition	Description
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 Contracts as part of the validation process for Contract Expert rules.

Validation Type	Condition	Description
Expired Clause	Error	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 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.
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.

Validation Type	Condition	Description
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.

The following table lists the validation codes for Repository.

Validation Type	Condition	Description
Validate Effective Date	Error	This will check if the contract has a valid effective date.
Validate Partner	Warning	This will check if the contract has a valid partner.
Validate Supplier	Warning	This will check if the contract has a valid supplier.
Validate Customer	Warning	This will check if the contract has a valid customer.
Contract Type Active	Warning	This will check if the contract has a valid contract type.
Contact Role Active	Warning	This will check the contract for presence of invalid contract roles.
Risk Active	Warning	This will check if the contract was assigned an invalid risk.
External Party Active	Warning	This will check for presence of invalid external parties in a contract.
Contact Active	Warning	This will check for presence of invalid contacts in a contract.

The table below lists the validation codes and their descriptions for Deliverables.

Type	QA Code	Description
Deliverable	CHECK_BUYER_CONTACT (Buyer Contact)	Verifies if a buyer contact is not provided or not a valid contact. Buyer contact is a required field on a deliverable, hence this check is qualified as an error.
Deliverable	CHECK_BUYER_CONTACT_VALID	Error message to indicate that the buyer contact must be a current employee.
Deliverable	CHECK_REQUESTER_CONTACT_VALID	Error message to indicate that the requester must be a current employee.
Deliverable	CHECK_ESCALATION_CONTACT_VALID	Error message to indicate that the escalation assignee must be a current employee.
Deliverable	CHECK_NOTIFICATIONS	Error message to indicate that the Escalation notification details must not be blank if the Escalation notification is checked.
Deliverable	CHECK_SUPPLIER_CONTACT (Supplier Contact)	Verifies if provided supplier contact is a valid contact for given supplier ID and is only an error if supplier contact is provided on a deliverable.
Deliverable	CHECK_DUE_DATES (Due Date)	Verifies the following deliverable due date details: <ul style="list-style-type: none"> • If deliverable is defined for a fixed due date, date must be provided. • If deliverable is defined relative to an event, date must be specified on given business document.
Deliverable	CHECK_AMENDMENT (Deliverable Amendment)	Verifies the deliverable's amendment details. A warning message will be shown if amendment description is not provided when a deliverable is amended.
Deliverable	CHECK_DELIVERABLES_VAR_USAGE (Deliverable variable usage)	Verifies if the deliverable variables are used in a clause when there are no deliverables on the document.
Deliverable	CHECK_RESP_PARTY	Verifies if the responsible party is incompatible with the deliverable type.

List of Workflows

The following table lists the new workflows in Oracle Contracts.

New Workflows

Workflow Name	Technical Name	Description
Deliverables Notification	OKCDELWF (Item Type)	This workflow handles sending out overdue notifications, prior to due date notifications, and all status change notifications for all deliverables in the system. This workflow is only related to the Contract Terms Library.
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. <p>This workflow is only related to the Contract Terms Library.</p>
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. <p>This workflow is only related to the Contract Terms Library.</p>
Contract Repository Approval	OKCREPAP	This workflow routes the Repository Contracts for approval.

Approval Workflows

The following table lists the Oracle Purchasing approval workflow functions that you can utilize for routing the purchasing document for special approvals based on contract terms.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Standard Contracts	IS_STANDARD_CONTRACT	Update	p_deviation_from_standard	<ul style="list-style-type: none"> • NO_CHANGE: No change from Contract template. • ARTICLES_CHANGED: Only clauses changed from the contract template. • DELIVERABLES_CHANGED: Only deliverables changed from the contract template. • ALL_CHANGED: Both clauses and deliverables changed from the contract template.
Template Expired	IS_CONTRACT_TEMPLATE_EXPIRED	Update	p_tmpl_expired	<ul style="list-style-type: none"> • Y: Yes • N: No
Clauses Exist	IS_CONTRACT_ARTICLES_EXIST	Update Amend	p_article_exists	<ul style="list-style-type: none"> • NONE: No clause exists. • ONLY_STANDARD: Contains standard clauses only. • NON_STANDARD: Contains non- standard clauses.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Deliverables Exist	IS_CONTRACT_DELIVERABLES_EXIST	Update	p_deliverable_exists	<ul style="list-style-type: none"> NONE: No deliverable exists. CONTRACTUAL: Contains contractual deliverables only. INTERNAL: Contains internal deliverables only. ALL: Contains contractual and internal deliverables.
Clauses Amended	IS_CONTRACT_ARTICLES_AMENDED	Amend	p_article_amended	<ul style="list-style-type: none"> NONE: No clauses amended. ONLY_STANDARD: Only standard clauses are amended. NON_STANDARD: Non-standard clauses are amended
Deliverables Amended	IS_CONTRACT_DELIVERABLES_AMENDED	Amend	p_deliverable_amended	<ul style="list-style-type: none"> ALL: All deliverables are amended. NONE: No deliverable is amended. CONTRACTUAL: Only contractual deliverables are amended. INTERNAL: Only internal deliverables are amended.

The following table lists the Oracle Sourcing Approval workflow functions that you can utilize for routing the sourcing document for special approvals based on contract terms.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Standard Contracts	STANDARD-CONTRACT	Update	p_deviation_from_standard	<ul style="list-style-type: none"> • NO_CHANGE: No change from contract template. • ARTICLES_CHANGED: Only clauses changed from the contract template. • DELIVERABLES_CHANGED: Only deliverables changed from the contract template. • ALL_CHANGED: Both clauses and deliverables changed from the Contract template.
Template Expired	TEMPLATEEXPIRED	Update	p_tmpl_expired	<ul style="list-style-type: none"> • T: True • F: False
Clauses Exist	ARTICLESEXIST	Update Amend	p_article_exists	<ul style="list-style-type: none"> • NONE: No clause exists. • ONLY_STANDARD: Contains standard clauses only. • NON_STANDARD: Contains non- standard clauses.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Deliverables Exist	DELIVERABLEEXIST	Update	p_deliverable_exists	<ul style="list-style-type: none"> • NONE: No deliverable exists. • CONTRACTUAL: Contains contractual deliverables only. • INTERNAL: Contains internal deliverables only. • CONTRACTUAL_AND_INTERNAL: Contains contractual and internal deliverables.

Condition Checked	Function Name	Mode	Parameter Name	Return Value
Clauses Amended	ART ICLESAMENDED	Amend	p_article_amended	<ul style="list-style-type: none"> • NONE: No clause is amended. • ONLY_STANDARD: Only standard clauses are amended. • NON_STANDARD: Non-standard clauses are amended.
Deliverables Amended	DELIVERABLESAMND	Amend	p_deliverable_amended	<ul style="list-style-type: none"> • ALL: All deliverables are amended. • NONE: No deliverable is amended. • CONTRACTUAL: Only contractual deliverables are amended. • INTERNAL: Only internal deliverables are amended. • SOURCING: Only sourcing deliverables are amended. • CONTRACTUAL_AND_INTERNAL: Contractual and internal deliverables are amended. • CONTRACTUAL_AND_SOURCING: Contractual and sourcing deliverables are amended. • SOURCING_AND_INTERNAL: Sourcing and internal deliverables are amended.

Concurrent Programs

List of Concurrent Program

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

Concurrent Programs

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.
Overdue Deliverable Notifier	OKCOVERDUEDELMGR	Use this program to periodically send out notifications or email messages to the concerned parties for all overdue deliverables.
Deliverable Due Date Notifier	OKCBEFOREDUEDELMGR	Use this program to periodically send out reminder notifications or email messages for all deliverables that are about to become due.
Deliverable Escalation Notifier	OKCESCALATEDELMGR	Use this program to periodically send notifications to the escalation assignee for all overdue deliverables.
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.
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.

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	Use this program to purge data used in Oracle Contracts. Currently, purge of the following data is allowed through this program: <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. • Contracts Workbench: Purges the oldest items in the Recent Contracts bin.
Contract Repository Expiry Notifications	OKC_REP_CONTRACT_EXPIRY_NTF	Use this program to send expiry notification to the Contract Administrator prior to contract expiration.
Contract Repository Import	OKC_REP_IMPORT	Use this program to import Repository Contracts and upload their associated documents using the import template.
Contract Repository Update Text Index	OKC_REP_TXT_INDEX_UPDATE	Use this program to synchronize the text index that provides keyword search on Repository Contracts.
Contract Repository Optimize Text Index	OKC_REP_TXT_INDEX_OPTIMIZE	Use this program to optimize the text index that provides keyword search on Repository Contracts.
Contract Repository Update Contract Status	OKC_REP_STATUS_UPDATE	Use this program to update contract status based on various events in the lifecycle of contracts.

Seeded Data

Responsibility

The seeded responsibility provided by Oracle Contracts are:

- Contracts Workbench Administrator
- Contracts Workbench User
- Contract Terms Library Administrator. This responsibility can only be used if the profile option MO:Operating Unit has a value assigned at either the site level or for this responsibility.

To create new responsibilities for the Contract Terms Library, use the following:

- Root Menu: OKC Contracts Application HTML Root Menu
- Data Group: Standard
- Request Group: Contract Terms Request Group

To create new responsibilities for the Contracts Workbench, use the following:

- Root Menu: OKC Contract Repository Root Menu
- Request Group: Contract Repository Requests (available to the Contracts Workbench Administrator responsibility)

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

Deliverables

The following table displays the seeded deliverables:

Name	Description
All Contractual Deliverables	All contractual deliverables.
All Negotiation Deliverables	All negotiation deliverables.
Buyer Contractual Deliverables	Contractual deliverables where the buyer is the responsible party.
Supplier Contractual Deliverables	Contractual deliverables where the supplier is the responsible party
Supplier Negotiation Deliverables	Negotiation deliverables where the supplier is the responsible party.

Document Types

The following table displays the seeded document types which can be associated to contractual terms:

Name	Description	Document Class	Application
AUCTION	Auction	SOURCING	Oracle Sourcing
AUCTION_RESPONSE	Bid	SOURCING	Oracle Sourcing
PA_BLANKET	Blanket Purchase Agreement	PO	Oracle Purchasing
PA_CONTRACT	Contract Purchase Agreement	PO	Oracle Purchasing
PO_STANDARD	Standard Purchase Order	PO	Oracle Purchasing
RFI	RFI	SOURCING	Oracle Sourcing
RFI_RESPONSE	RFI Response	SOURCING	Oracle Sourcing
RFQ	RFQ	SOURCING	Oracle Sourcing
RFI_RESPONSE	Sourcing Quote	SOURCING	Oracle Sourcing

Layout Template

To print contract documents and the Deviations reports, Oracle Procurement Contracts provides seeded layout templates in Oracle XML Publisher. The layout templates are stored in the XML Publisher Layout Template repository.

The following table lists the seeded layout templates in Oracle Procurement Contracts:

Document Type	Document Type Layout	Contract Terms Layout
Standard Purchase Order	Standard Purchase Order Stylesheet	Oracle Contract Terms Template
Blanket Purchase Agreement	Blanket Agreement Stylesheet	Oracle Contract Terms Template
Contract Purchase Agreement	Contract Agreement Stylesheet	Oracle Contract Terms Template
Sourcing RFI	Sourcing Style Sheet	Oracle Contract Terms Template
Sourcing RFQ	Sourcing Style Sheet	Oracle Contract Terms Template
Auction	Sourcing Style Sheet	Oracle Contract Terms Template

The following table lists the seeded layout templates for the Deviations Report:

Name	Type	Description
Contract Deviations Sourcing Template	RTF	The main Rich Text Format template for Sourcing.
Contract Deviations Purchasing Template	RTF	The main Rich Text Format template for Purchasing.
Contract Deviations Report Template	RTF	Sub template for contract deviations summary details.
Contracts RTE Handler Template	XSL-FO	Sub template for handling HTML tags used in Rich Text Editor for contracts.
Contract Deviations Constants Template	XSL-FO	Sub template containing all context information.
Contract Deviations Variable Resolution Template	XSL-FO	Sub template for variables resolution.

Notifications

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

Seeded Notifications

Type	Business Context	Description
Clauses	Clause submitted for approval	Notifies the global or local organization approvers when a global or local clause requires approval.
Clauses	Global Clause approved	When a global clause is approved, sends a notification to the requestor and library administrators of local organizations.
Clauses	Clause rejected	When a clause is rejected, sends a notification to the requestor in a global or local organization.
Clauses	Auto-adoption of global clause	Sends a notification to the library administrator of a local organization when a global clause is automatically adopted in that organization.
Clauses	Global clause available for adoption	Notifies the library administrator of a local organization when a global clause is available for adoption.
Clauses	Clause requiring approval for adoption	Sends a notification that a global clause was adopted in a local organization and submitted for approval.

Type	Business Context	Description
Clauses	Clause adoption approved	Sends a notification that a global clause was approved for adoption in a local organization.
Clauses	Clause adoption rejected	Sends a notification that a global clause was rejected for adoption in a local organization.
Contract Templates	Contract template submitted for approval	Notifies global or local organization approvers when a global or local template requires approval.
Contract Templates	Contract template approved	Sends a notification to requestor when a contract template is approved.
Contract Templates	Contract template rejected	Sends a notification to requestor in a global or local organization when a contract template is rejected.
Contract Deliverables	Overdue notification	Sends a notification for overdue status on the due date of the deliverable.
Contract Deliverables	Before due notification	Sends a notification prior to the due date of a deliverable.
Contract Deliverables	Escalation notification	Sends a status notification to escalation assignee after the due date, if the deliverable was performed.
Contract Deliverables	Status change notification	Sends a notification when either party changes the status of the deliverable.
Repository	Approval request notification	Notifies the contract approver when a contract requires approval.
Repository	Contract approved notification	Notifies the contract approval requester that the contract has been approved.
Repository	Contract rejected notification	Notifies the contract approval requester that the contract has been rejected.
Repository	Contract expiration notification	Notifies the contract administrator that a contract is about to expire.

Procurement Notifications

The following table lists the notifications seeded for Oracle Procurement Contracts:

Type	Business Context	Description
Signature	Buyer responding to contract after supplier signature	Notifies the supplier that the buyer has responded to the contract.
Signature	Contract approval	Notifies the supplier that the contract was sent for signature.
Signature	Supplier rejects the contract	Notifies the buyer that the supplier has rejected the contract.
Signature	Supplier signs the contract	Notifies the buyer that the supplier has signed the contract, and the contract is now requires the buyer signature.

System Variables

The following tables display the:

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

Oracle Purchasing Seeded System Variables

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

Legend:

- A - Sourced from the document.
- B - Organization, Legal Entity, Supplier Site, Ship-to, and Bill-to addresses are a concatenation of the address components. For example, Address Lines, City, State, Zip Code, and Country.
- Note that Organization, Legal Entity, Ship-to, and Bill-to address formats follow the HR Locations address format. However, Supplier Site address format follows the PO Vendors address format.

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Header Level					
Organization	Organization name	Organization	A	A	A
Organization Address (B)	Address of organization	Organization Address	A	A	A
Organization Address Style	Address style	Organization Address Style	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Organization Address Line 1	Organization address line 1	Organization Address Line 1	A	A	A
Organization Address Line 2	Organization address line 2	Organization Address Line 2	A	A	A
Organization Address Line 3	Organization address line 3	Organization Address Line 3	A	A	A
Organization Address - Town or City	Organization address - town or city	Organization Address - Town or City	A	A	A
Organization Address - Postal Code	Organization address - postal code	Organization Address - Postal Code	A	A	A
Organization Address - Country	Organization address - country	Organization Address - Country	A	A	A
Organization Address - Region 1	Organization address - region 1	Organization Address - Region 1	A	A	A
Organization Address - Region 2	Organization address - region 2	Organization Address - Region 2	A	A	A
Organization Address - Region 3	Organization address - region 3	Organization Address - Region 3	A	A	A
Legal Entity	Legal entity name	Legal Entity	A	A	A
Legal Entity Address (B)	Address of the legal entity	Legal Entity Address	A	A	A
Legal Entity Address Style	Address style	Legal Entity Address Style	A	A	A
Legal Entity Address Line 1	Legal entity address - line 1	Legal Entity Address Address Line 1	A	A	A
Legal Entity Address Line 2	Legal entity address - line 2	Legal Entity Address Address Line 2	A	A	A
Legal Entity Address Line 3	Legal entity address - line 3	Legal Entity Address Address Line 3	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Legal Entity Address - Town or City	Legal Entity address - town or city	Legal Entity Address - Town or City	A	A	A
Legal Entity Address - Postal Code	Legal Entity address - postal code	Legal Entity Address - Postal Code	A	A	A
Legal Entity Address - Country	Legal Entity address - country	Legal Entity Address - Country	A	A	A
Legal Entity Address - Region 1	Legal Entity address - region 1	Legal Entity Address - Region 1	A	A	A
Legal Entity Address - Region 2	Legal Entity address - region 2	Legal Entity Address - Region 2	A	A	A
Legal Entity Address - Region 3	Legal Entity address - region 3	Legal Entity Address - Region 3	A	A	A
Document Type	Document type	Type	A	A	A
PO Document Number	PO document number	PO Number	A	A	A
Document Revision	Document revision number	Revision	A	A	A
Supplier Name	Supplier name	Supplier Name	A	A	A
Supplier Site	Name of the supplier site	Supplier Site Name	A	A	A
Supplier Site Address (B)	Address of the supplier site	Supplier Site Address	A	A	A
Supplier Address - Line 1	Supplier address - line 1	Supplier Address - Line 1	A	A	A
Supplier Address - Line 2	Supplier address - line 2	Supplier Address - Line 2	A	A	A
Supplier Address - Line 3	Supplier address - line 3	Supplier Address - Line 3	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Supplier Address - Line 4	Supplier address - line 4	Supplier Address - Line 4	A	A	A
Supplier State	Supplier address - state	Supplier State	A	A	A
Supplier Zip Code	Supplier address - zip code	Supplier Zip Code	A	A	A
Supplier Country	Supplier address - country	Supplier Country	A	A	A
Supplier Contact	Name of supplier contact	Supplier Contact	A	A	A
Supplier Classification	Supplier classification	Supplier Classification	A	A	A
Supplier Minority Type	Supplier minority type	Supplier Minority Type	A	A	A
Ship To Address	Ship to address	Ship To Address	A	A	A
Ship To Address - Style	Address style	Ship To Address - Style	A	A	A
Ship To Address - Line 1	Ship to address - line 1	Ship To Address - Line 1	A	A	A
Ship To Address - Line 2	Ship to address - line 2	Ship To Address - Line 2	A	A	A
Ship To Address - Line 3	Ship to address - line 3	Ship To Address - Line 3	A	A	A
Ship To Address - Town or City	Ship to address - town or city	Ship To Address - Town or City	A	A	A
Ship To Address - Postal Code	Ship to address - postal code	Ship To Address - Postal Code	A	A	A
Ship To Address - Country	Ship to address - country	Ship To Address - country	A	A	A
Ship To Address - Region 1	Ship to address - region 1	Ship To Address - Region 1	A	A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Ship To Address - Region 2	Ship to address - region 2	Ship To Address - Region 2	A	A	A
Ship To Address - Region 3	Ship to address - region 3	Ship To Address - Region 3	A	A	A
Bill to Address (B)	Bill to Address	Bill to Address	A	A	A
Bill to Address - Style	Address style	Bill to Address - Style	A	A	A
Bill to Address - Line 1	Bill to address - line 1	Bill to Address - Line 1	A	A	A
Bill to Address - Line 2	Bill to address - line 2	Bill to Address - Line 2	A	A	A
Bill to Address - Line 3	Bill to address - line 3	Bill to Address - Line 3	A	A	A
Bill to Address - Town or City	Bill to address - town or city	Bill to Address - Town or City	A	A	A
Bill to Address - Postal Code	Bill to address - postal code	Bill to Address - Postal Code	A	A	A
Bill to Address - Country	Bill to address - country	Bill to Address - Country	A	A	A
Bill to Address - Region 1	Bill to address - region 1	Bill to Address - Region 1	A	A	A
Bill to Address - Region 2	Bill to address - region 2	Bill to Address - Region 2	A	A	A
Bill to Address - Region 3	Bill to address - region 3	Bill to Address - Region 3	A	A	A
Transaction Currency	Document transaction currency	PO Currency	A	A	A
Functional Currency	The currency that an operating unit uses to conduct business	Functional Currency	A	A	A
Buyer	Buyer name	Buyer	A	A	A
PO Total Amount (Transaction Currency)	Total amount of the purchase order in the transaction currency	PO Total Amount (Transaction Currency)	A		

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
PO Total Amount (Functional Currency)	Total amount of the purchase order in the functional currency	PO Total Amount (Functional Currency)	A		
Agreement Amount (Transaction Currency)	Total agreement amount for blanket or contract agreement in the transaction currency	Agreement Amount (Transaction Currency)		A	A
Agreement Amount (Functional Currency)	Total agreement amount for blanket or contract agreement in the functional currency	Agreement Amount (Functional Currency)		A	A
Rate Type	Rate type	Rate Type	A	A	A
Rate Date	Rate date	Rate Date	A	A	A
Rate	Rate	Rate	A	A	A
Payment Terms	Terms of payment	Payment Terms	A	A	A
Freight Terms	Terms of freight	Freight Terms	A	A	A
Carrier	Carrier	Carrier	A	A	A
FOB	Free on board designation	FOB	A	A	A
Pay On	Pay-on terms	Pay On	A	A	A
Acceptance Method	Acceptance method	Acceptance Method	A	A	A
Acceptance Required By Date	The required due date for the acceptance	Acceptance Required By Date	A	A	A
Agreement Start Date	Effective start date of the agreement	Effective Start Date	A	A	A
Agreement End Date	Effective end date of the agreement	Effective End Date		A	A

System Variable	Description	Source	Standard Purchase Order	Blanket Purchase/ Global Agreement	Contracts / Global Contract Purchase Agreement
Minimum Release Amount (Transaction Currency)	Minimum release amount for blanket or contract agreements in the transaction currency	Minimum Release Amount (Transaction Currency)		A	A
Minimum Release Amount (Functional Currency)	Minimum release amount for blanket or contract agreements in the functional currency	Minimum Release Amount (Functional Currency)		A	A

Oracle Sourcing Seeded System Variables

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

Legend:

- A - Sourced from the document.
- B - Organization, Legal Entity, Supplier Site, Ship-to, and Bill-to addresses are a concatenation of the address components. For example, Address Lines, City, State, Zip Code, and Country.
- Note that Organization, Legal Entity, Ship-to, and Bill-to address formats follow the HR Locations address format. However, Supplier Site address format follows the PO Vendors address format.

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Header Level					
Organization	Organization name	Organization	A	A	A
Organization Address (B)	Address of organization	Organization Address	A	A	A
Organization Address Style	Address style	Organization Address Style	A	A	A
Organization Address Line 1	Organization address line 1	Organization Address Line 1	A	A	A

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Organization Address Line 2	Organization address line 2	Organization Address Line 2	A	A	A
Organization Address Line 3	Organization address line 3	Organization Address Line 3	A	A	A
Organization Address - Town or City	Organization address - town or city	Organization Address - Town or City	A	A	A
Organization Address - Postal Code	Organization address - postal code	Organization Address - Postal Code	A	A	A
Organization Address - Country	Organization address - country	Organization Address - Country	A	A	A
Organization Address - Region 1	Organization address - region 1	Organization Address - Region 1	A	A	A
Organization Address - Region 2	Organization address - region 2	Organization Address - Region 2	A	A	A
Organization Address - Region 3	Organization address - region 3	Organization Address - Region 3	A	A	A
Legal Entity	Legal entity name	Legal Entity	A	A	A
Legal Entity Address (B)	Address of the legal entity	Legal Entity Address	A	A	A
Legal Entity Address Style	Address style	Legal Entity Address Style	A	A	A

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Legal Entity Address Line 1	Legal entity address - line 1	Legal Entity Address Address Line 1	A	A	A
Legal Entity Address Line 2	Legal entity address - line 2	Legal Entity Address Address Line 2	A	A	A
Legal Entity Address Line 3	Legal entity address - line 3	Legal Entity Address Address Line 3	A	A	A
Legal Entity Address - Town or City	Legal Entity address - town or city	Legal Entity Address - Town or City	A	A	A
Legal Entity Address - Postal Code	Legal Entity address - postal code	Legal Entity Address - Postal Code	A	A	A
Legal Entity Address - Country	Legal Entity address - country	Legal Entity Address - Country	A	A	A
Legal Entity Address - Region 1	Legal Entity address - region 1	Legal Entity Address - Region 1	A	A	A
Legal Entity Address - Region 2	Legal Entity address - region 2	Legal Entity Address - Region 2	A	A	A
Legal Entity Address - Region 3	Legal Entity address - region 3	Legal Entity Address - Region 3	A	A	A
Document Type	Document type	(Auction) Type	A	A	A
Sourcing Document Number	Sourcing document number	(Auction) Number	A	A	A
Ship To Address	Ship to address	Ship To Address	A	A	A

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Ship To Address - Style	Address style	Ship To Address - Style	A	A	A
Ship To Address - Line 1	Ship to address - line 1	Ship To Address - Line 1	A	A	A
Ship To Address - Line 2	Ship to address - line 2	Ship To Address - Line 2	A	A	A
Ship To Address - Line 3	Ship to address - line 3	Ship To Address - Line 3	A	A	A
Ship To Address - Town or City	Ship to address - town or city	Ship To Address - Town or City	A	A	A
Ship To Address - Postal Code	Ship to address - postal code	Ship To Address - Postal Code	A	A	A
Ship To Address - Country	Ship to address - country	Ship To Address - country	A	A	A
Ship To Address - Region 1	Ship to address - region 1	Ship To Address - Region 1	A	A	A
Ship To Address - Region 2	Ship to address - region 2	Ship To Address - Region 2	A	A	A
Ship To Address - Region 3	Ship to address - region 3	Ship To Address - Region 3	A	A	A
Bill to Address (B)	Bill to Address	Bill to Address	A	A	A
Bill to Address - Style	Address style	Bill to Address - Style	A	A	A
Bill to Address - Line 1	Bill to address - line 1	Bill to Address - Line 1	A	A	A
Bill to Address - Line 2	Bill to address - line 2	Bill to Address - Line 2	A	A	A

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
Bill to Address - Line 3	Bill to address - line 3	Bill to Address - Line 3	A	A	A
Bill to Address - Town or City	Bill to address - town or city	Bill to Address - Town or City	A	A	A
Bill to Address - Postal Code	Bill to address - postal code	Bill to Address - Postal Code	A	A	A
Bill to Address - Country	Bill to address - country	Bill to Address - Country	A	A	A
Bill to Address - Region 1	Bill to address - region 1	Bill to Address - Region 1	A	A	A
Bill to Address - Region 2	Bill to address - region 2	Bill to Address - Region 2	A	A	A
Bill to Address - Region 3	Bill to address - region 3	Bill to Address - Region 3	A	A	A
Transaction Currency	Document transaction currency	Negotiation Currency	A	A	A
Functional Currency	The currency that an operating unit uses to conduct business	Negotiation Currency	A	A	A
Buyer	Buyer name	(Enterprise) Contact	A	A	A
Agreement Amount (Transaction Currency)	Total agreement amount for blanket or contract agreement in the transaction currency	Total Agreement Amount	A	A	
Agreement Amount (Functional Currency)	Total agreement amount for blanket or contract agreement in the functional currency	Total Agreement Amount	A	A	
Payment Terms	Terms of payment	Payment Terms	A	A	A
Freight Terms	Terms of freight	Freight Terms	A	A	A
Carrier	Carrier	Carrier	A	A	A

System Variable	Description	Source	Buyer's Auction	Sourcing Request for Quote	Request for Information
FOB	Free on board designation	FOB	A	A	A
Agreement Start Date	Effective start date of the agreement	Effective Start Date	A	A	
Agreement End Date	Effective end date of the agreement	Effective End Date	A	A	
Minimum Release Amount (Transaction Currency)	Minimum release amount for blanket or contract agreements in the transaction currency	Minimum Release Amount (Transaction Currency)	A	A	
Minimum Release Amount (Functional Currency)	Minimum release amount for blanket or contract agreements in the functional currency	Minimum Release Amount (Functional Currency)	A	A	
Outcome	Type of PO document created as outcome of negotiation	(Auction) Outcome	A	A	
Title	Sourcing document title	(Auction) Title	A	A	A
Style	Negotiation style	(Auction) Style	A	A	A
Response Ranking	Method to determine how responses are ranked	Bid/Quote Ranking	A	A	A
Enterprise Name	Enterprise name	Auctioneers / Buyer	A	A	A
Open Response Date	The date the negotiation opens	Open Response Date (If the Open Response Date is set to Null, the System Date would be used.)	A	A	A
Close Response Date	The date the negotiation closes	Close Response Date	A	A	A
Preview Date	During the preview period, all eligible suppliers can view the auction/RFQ, but not submit responses	Preview Date	A	A	A
Scheduled Award Date	The date by which the auction/RFQ is awarded	Scheduled Award Date	A	A	
Amendment Description	Amendment description	Amendment Description	A	A	A

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

Lookup Codes

The following tables display the:

- Seeded standard lookup codes in Oracle Purchasing and Oracle Sourcing.
- Seeded lookup codes for Contract Expert.

Standard ACCEPTANCE_TYPE Lookup Codes

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

Look Up Code Value	Description
ACCEPT WITH CHANGES	Accepted purchase order and changes are present.
ACCEPTED TERMS	Accepted all purchase order terms.
OPEN	Open
ON SCHEDULE	Purchase order on schedule.
UNACCEPTABLE CHANGES	Unacceptable purchase order changes.

Contract Expert Lookup Codes

The following table displays seeded Contract Expert system variables and value sets associated with them.

System Variable	Purchasing Value Set	Sourcing Value Set
Organization	OKC_XPRT_OPER_UNIT	OKC_XPRT_OPER_UNIT
Legal Entity	OKC_XPRT_LEGAL_ENTITY	OKC_XPRT_LEGAL_ENTITY
Document Type	POC_XPRT_DOC_TYPE	POC_XPRT_DOC_TYPE
Supplier Name	POC_XPRT_SUPPLIER	NOT APPLICABLE
Supplier Country	OKC_XPRT_COUNTRY	NOT APPLICABLE
Transaction Currency	OKC_XPRT_CURRENCY	OKC_XPRT_CURRENCY
Functional Currency	OKC_XPRT_CURRENCY	OKC_XPRT_CURRENCY

System Variable	Purchasing Value Set	Sourcing Value Set
PO Total Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
PO Total Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE
Agreement Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
Agreement Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE
Global Flag	OKC_XPRT_YES_NO	OKC_XPRT_YES_NO
Rate Type	OKC_XPRT_RATE_TYPE	NOT APPLICABLE
Payment Terms	POC_XPRT_PAY_TERMS	POC_XPRT_PAY_TERMS
Freight Terms	POC_XPRT_FREIGHT_TERMS	POC_XPRT_FREIGHT_TERMS
Carrier	OKC_XPRT_CARRIER	OKC_XPRT_CARRIER
FOB	POC_XPRT_FOB	POC_XPRT_FOB
Pay On	POC_XPRT_PAY_ON	POC_XPRT_PAY_ON
Supply Agreement Flag	OKC_XPRT_YES_NO	NOT APPLICABLE
Minimum Release Amount (Transaction Currency)	NOT APPLICABLE	NOT APPLICABLE
Minimum Release Amount (Functional Currency)	NOT APPLICABLE	NOT APPLICABLE
Outcome	NOT APPLICABLE	PON_CONTRACT_TYPE
Style	NOT APPLICABLE	PON_BID_VISIBILITY_CODE
Display Scoring Criteria Flag	NOT APPLICABLE	PON_YES_NO
Currency Responses Allowed Flag	NOT APPLICABLE	PON_YES_NO
Invitation Only Participation Flag	NOT APPLICABLE	PON_YES_NO
See Other Supplier's Responses Flag	NOT APPLICABLE	PON_YES_NO
Selective Response Allowed Flag	NOT APPLICABLE	PON_YES_NO
Full Quantity Response Required Flag	NOT APPLICABLE	PON_YES_NO
Multiple Responses Allowed Flag	NOT APPLICABLE	PON_YES_NO
Multiple Rounds Allowed Flag	NOT APPLICABLE	PON_YES_NO
Manual Close Allowed Flag	NOT APPLICABLE	PON_YES_NO

System Variable	Purchasing Value Set	Sourcing Value Set
Manual Extend Allowed Flag	NOT APPLICABLE	PON_YES_NO
AutoExtend Allowed Flag	NOT APPLICABLE	PON_YES_NO
Response Prices Decrease Flag	NOT APPLICABLE	PON_YES_NO
Item Category	POC_XPRT_ITEM_CATEGORY	POC_XPRT_ITEM_CATEGORY

Function Security

The following table lists the security functions provided by Oracle Procurement Contracts and the specific functionality that these functions and sub-menus would enable in Oracle Purchasing, Oracle Sourcing, and Oracle iSupplier Portal:

New Menu or Function Name	Technical Name	Description
Update Response Deliverables	PON_DELIV_RES	Enables access to the Update Response Deliverables page.
Create RFQ <RFQ_NUMBER>: Define Contract Terms	PON_NEG_CRT_ CONTRACTS	Used to grant/deny access to the Enter Contract Terms page.
Contract Terms Access in Oracle Sourcing	PON_BUYER_CONTRACT_ TERMS	Enables Sourcing Buyer to access contract terms.
Manage Deliverables Main Menu	OKC_MANAGE_DEL IVERABLES_MAIN	Manage Deliverables main menu: gives Oracle Sourcing and Oracle Purchasing users access to manage deliverables.
Author Deliverables Main Menu	OKC_AUTHOR_DEL IVERABLES_MAIN	Author Deliverables main menu: included in Sourcing Buyer and Sourcing Super User menus.
Contract Terms User	OKC_CONTRACT_TERMS_ USER	Contracts Terms User: included in Sourcing Buyer and Sourcing Super User menus.
Manage Deliverables	OKC_DELIVERABLES_ WKBNCH_VIEW	Enables access to the Manage Deliverables option under the Orders tab in Oracle iSupplier Portal.
Sign Purchase Order	POS_SIGN_ORDER	Controls whether a supplier is enabled to sign purchase orders.
Manage Contract Deliverables	POS_MANAGE_DEL IVERABLES	Controls whether a supplier is enabled to manage deliverables.
View Contract Amendments	POS_VIEW_AMENDMENTS	Controls whether a supplier is enabled to view contract deliverables and clauses.
View Document	PO_VIEW_DOCUMENT	Controls whether a supplier is enabled to view the PDF version of a purchase order document.
Contract Terms Library Access	OKC_TERMS_LIBRARY_MA IN	Enables Oracle Purchasing users to directly access the contract terms library.
Author Contract Terms in Oracle Purchasing	PO_CONTRACT_TERMS	Controls whether Oracle Purchasing users can author contract terms.

Contract Terms XML Reference

The complete definition of the contract terms XML is provided as an XML schema seeded with Oracle Contracts. You can find the XML schema file in the XML Publisher data definition **Contract Terms Data Definition**. The XML defined in this section represent contract templates. However, the contract XML is also included in sourcing documents, procurement contracts, sales contracts, quotes and other contracts to represent contract terms.

Contract Terms XML

The complete definition of the XML format is provided as an XML schema. The XML schema file can be found in the XML Publisher data definition **Contract Terms Data Definition**. The ContractTermsAM element is the top-level node of the XML document for a contract template. Other XML documents, such as sales contracts XML, include the ContractTermsAM element as a child node.

The ContractTermsAM XML element has the following structure:

```

ContractTermsAM
  VariablesMetaDataVO (1)
  VariablesMetaDataVORow (0 or more)
  ParametersVO (1)
  ParametesVORow (1)
  SectionsArticlesToPrintVO (1)
  SectionsArticlesToPrintVORow (0 or more)
  DeliverablesAM (1)
  DeliverablesAllForBusinessDocExpVO (0 or 1)
  DeliverablesAllForBusinessDocExpVORow (0 or more)
  DeliverablesForAllSourcingExpVO (0 or 1)
  DeliverablesForAllSourcingExpVORow (0 or more)
  DeliverablesForInternalContractualExpVO (0 or 1)

```

DeliverablesForInternalContractualExpVORow (0 or more)
 DeliverablesForExternalSourcingExpVO (0 or 1)
 DeliverablesForExternalSourcingExpVORow (0 or more)
 DeliverablesForExternalContractualExpVO (0 or 1)
 DeliverablesForExternalContractualExpVORow (0 or more)
 DeliverablesForInternalSourcingExpVO (0 or 1)
 DeliverablesForInternalSourcingExpVORow (0 or more)

The following is an example of a contract terms XML document. This XML document is a shortened version of the preview XML document that is also available in the Contract Terms Data Definition.

```
<?xml version="1.0" encoding="UTF-8" ?>
<ContractTermsAM type="AM" name="ContractTermsAM1">
<VariablesMetadataVO type="VO" name="VariablesMetadataVO">
<VariablesMetadataVORow>
<ArticleVersionId>6319</ArticleVersionId>
<VariableCode>EXTERNAL_CONTRACTUAL_DEL</VariableCode>
<VariableType>D</VariableType>
<DocType>TEMPLATE</DocType>
<ViewObjectName>DeliverablesForExternalContractualExpVO</ViewObjectName>
<ExternalYn>N</ExternalYn>
</VariablesMetadataVORow>
<VariablesMetadataVORow>
<ArticleVersionId>6313</ArticleVersionId>
<VariableCode>1022</VariableCode>
<VariableType>U</VariableType>
<ExternalYn>N</ExternalYn>
</VariablesMetadataVORow>
</VariablesMetadataVO>
<ParametersVO type="VO" name="ParametersVO">
```

```

<ParametersVORow>
<PrintAmendments>0</PrintAmendments>
<DocumentName>Example Contract Template</DocumentName>
</ParametersVORow>
</ParametersVO>

<SectionsArticlesToPrintVO type="VO" name="SectionsArticlesToPrint
VO">
<SectionsArticlesToPrintVORow>
<UniqueId>SECTION14394</UniqueId>
<StructureLevel>1</StructureLevel>
<ObjectType>SECTION</ObjectType>
<DocumentId>3941</DocumentId>
<DocumentType>TEMPLATE</DocumentType>
<DisplaySequence>10</DisplaySequence>
<Label>I.</Label>
<Title>Contract Terms and Conditions</Title>
<ArticleText />
<CatId>14394</CatId>

</SectionsArticlesToPrintVORow>

<SectionsArticlesToPrintVORow>

<UniqueId>ARTICLE36293</UniqueId>

<StructureLevel>2</StructureLevel>

<ObjectType>ARTICLE</ObjectType>

<ParentId>14394</ParentId>

<DocumentId>3941</DocumentId>

```

```
<DocumentType>TEMPLATE</DocumentType>

<DisplaySequence>10</DisplaySequence>

<Label>1.</Label>

<Title>Limitation of Government Liability</Title>

<ArticleNumber>10415</ArticleNumber>

<ArticleText>

<P>a) A <var name="1022" type="U" meaning="Contract Type"/>

<EM>[insert specific type of contract]</EM>

definitive contract is contemplated. </P>

<P>(b) In performing this contract, the Contractor is not authori
zed to make expenditures or incur obligations exceeding

<var name="OKC$B_AGREEMENT_AMOUNT_TXN" type="S" meaning="Agreemen
t Amount (Transaction Currency)" />

<var name="OKC$B_TXN_CURRENCY" type="S" meaning="Transaction Curr
ency" />. </P>

</ArticleText>

<ArticleVersionId>6312</ArticleVersionId>

<ArticleId>6006</ArticleId>

<CatId>36293</CatId>

<InsertByReference>N</InsertByReference>

</SectionsArticlesToPrintVORow>
```

```

</SectionsArticlesToPrintVO>

<DeliverablesAM type="AM" name="DeliverablesAM1">

<DeliverablesForExternalContractualExpVO type="VO" name="DeliverablesForExternalContractualExpVO">

<DeliverablesForExternalContractualExpVORow>

<DeliverableId>29101</DeliverableId>

<DeliverableName>Prototype</DeliverableName>

<ResponsiblePartyName>Supplier Organization</ResponsiblePartyName>
>

<PrintDueDate>01/03/2004</PrintDueDate>

</DeliverablesForExternalContractualExpVORow>

</DeliverablesForExternalContractualExpVO>

</DeliverablesAM>

</ContractTermsAM>

```

ContractTermsAM

The ContractTermsAM element is the top-level node (root node) of the Contract Terms XML for contract templates.

The following table displays the nodes for the ContractTermsAM element:

Element/Attribute	Set to Null	Type	Comments
VariablesMetaDataVO	Yes	Complex	The definition and values for variables. Contract templates do not contain variable values.
ParametersVO	Yes	Complex	Parameters that describe how the document should be printed.
SectionsArticlesToPrintVO	Yes	Complex	Sections and articles of the contract terms.
DeliverablesAM	Yes	Complex	Deliverables included in the contract template.

ContractTermsAM Components

The following sections describe the components of the ContractTermsAM:

SectionsArticlesToPrintVO

This XML element contains the text of sections and clauses for the contract terms. The SectionsArticlesToPrintVO is a child element of the ContractTermsAM element. It only contains SectionsArticlesToPrintVORow elements. Each of these elements contains either a section or a clause.

The following table displays the child elements for the SectionsArticlesToPrintVORow element:

Element/Attribute	Set to Null	Type	Comments
Uniqueld	No	String	The unique identifier for this element. The unique identifier is composed of the prefix "SECTION" or "ARTICLE" and the CatId.
StructureLevel	No	Integer	The indentation level of the section or clause. For example, sections with StructureLevel=2 are subsections.
ObjectType	No	Enumeration	The object type is either SECTION or ARTICLE.

Element/Attribute	Set to Null	Type	Comments
ParentID	No	Long	The CatId of the parent element. For a subsection this would be the identifier of the section in which you find the subsection. Since only sections and not clauses can be parents, the CatId is unique.
DocumentID	No	Long	The identifier of the contract document.
DocumentType	No	String	The type of the contract document. For a contract template, the type is TEMPLATE.
DisplaySequence	No	Integer	The display or printing order for sections and clauses.
Label	No	String	The sequential number defined by the numbering scheme for sections and clauses.
Title	No	String	The title of a section or a clause.
ArticleNumber	No	String	The clause number.
ArticleText	No	String	The text of the clause. This text may contain selected HTML tags such as , or . Oracle Contracts ensures that all tags are closed and XML compliant.
ArticleId	No	Long	The unique clause identifier (may be identical to a section identifier).
ArticleVersionId	No	Long	The unique identifier for the clause version.

Element/Attribute	Set to Null	Type	Comments
CatId	No	Long	A document may contain the same clause more than once. Therefore, the ArticleId and the ArticleVersionId may not be unique for a document. However, the CatId is different, even if the same clause is twice in the same document.
InsertByReference	Yes	Enumeration	Especially in government contracts (FAR), clauses may be inserted by reference. If this clause should be inserted by reference, the value is "Y", otherwise "N".
ReferenceText	Yes	String	The text shown when a clause inserted by reference.
AmendDescription	Yes	String	The amendment description for the clause. If the clause has not been amended or no amendment description has been provided, the element is missing.
AmendmOperation Meaning	Yes	String	The translated description of the AmendmentOperationCode. For English language, the values are: Added, Updated, and Deleted. If the deliverable has not been amended, the element is missing.
AmendmentOperationCode	Yes	Enumeration	The code for the amendment operation. The code can be set to: ADDED, UPDATE, or DELETED. If the deliverable has not been amended, the element is missing.
PrintTextYm	Yes	String	If the clause has been amended, the user chooses if the complete clause text should be displayed (PrintTextYn="Y") or not (PrintTextYn="N").

DeliverablesAM

This XML element contains the deliverables for the contract terms. The DeliverablesAM element is a child element of the ContractTermsAM and may contain the multiple child elements. The child elements correspond to the deliverable variables supported by Oracle Contracts.

The following table displays the child elements for the DeliverablesAM element:

Element/Attribute	Set to Null	Type	Comments
DeliverablesAllForBusinessDocExpVO	Yes	Complex	All deliverables of the document.
DeliverablesForAllSourcingExpVO	Yes	Complex	All deliverables specific to the sourcing phase.
DeliverablesForInternalContractualExpVO	Yes	Complex	All internal or outbound contractual deliverables.
DeliverablesForExternalSourcingExpVO	Yes	Complex	All external or inbound deliverables during the sourcing phase. Deliverables that have to be fulfilled by the other party.
DeliverablesForExternalContractualExpVO	Yes	Complex	All external or inbound contractual deliverables. Deliverables that have to be fulfilled by the other party.
DeliverablesForInternalSourcingExpVO	Yes	Complex	All internal or outbound deliverables during the sourcing phase.

Each of these elements may have multiple child elements with the same name and the added suffix "Row". For example, the DeliverablesAllForBusinessDocExpVO element has DeliverablesAllForBusinessDocExpVORow child elements.

Each of these elements contains the data for one deliverable.

The following table displays the child elements for each of these DeliverablesRow elements:

Element/Attribute	Set to Null	Type	Comments
DeliverableId	No	Long	The unique identifier of the deliverable.
DeliverableName	No	String	The name of the deliverable.
Description	Yes	String	The description of the deliverable.
Responsible PartyName	No	String	The name of the party that is responsible for fulfilling the deliverable. Either "Supplier Organization" or "Buyer Organization".
PrintDueDate	Yes	String	A string that describes the date when the deliverable is due. This may be a fixed date such as "03/10/06", or an expression such as "Due 30 days after Purchase Order Signed".
AmendmentNotes	Yes	String	The amendment description for the deliverable. If the deliverable has not been amended the element is missing.
AmendmentMeaning	Yes	String	The translated description of the AmendmentCode. For English the values are: "Added", "Updated" and "Deleted". If the deliverable has not been amended the element is missing.
AmendmentCode	Yes	Enumeration	The code for the amendment operation: ADDED, UPDATE or DELETED. If the deliverable has not been amended the element is missing.

VariablesMetaDataVO

The VariablesMeatDataVO contains variable values (for user variables) or the XPath to the element that contains the data for the variable. Typically contract templates do not contain variable values. The only exception is deliverable variables, since deliverables can be associated with templates. The variable section is automatically resolved by the code in the stylesheet, and there should be little need to customize this code.

The VariablesMetaDataVO is a child element of the ContractTermsAM element. It may only contain multiple VariablesMetadataVORow elements. These child elements describe the variables that may be found in the contract template.

Element/Attribute	Set to Null	Type	Comments
ArticleVersionId	Yes	Long	This field is only important for user variables since user variables may have different values for different clauses. The identifier of the clause version that has this value.
VariableCode	No	String	The code of the variable: a unique identifier in the document.
VariableType	No	Enumeration	The variable type: <ul style="list-style-type: none"> • D: Deliverable • S: System • U: User • T: Table
DocType	Yes	String	The type of the contract document. For a contract template the type is TEMPLATE.
Value	Yes	String	The value for a user variable
CatId	Yes	String	The CatId of the clause that contains this value for the user variable.
ViewObjectName	Yes	String	XPath of the data associated with system variable.
AttributeName	Yes	String	The name of the element that contains the variable. The element is relative to the XPath of the "ViewObjectName"
ExternalYn	Yes	Enumeration	Indicates if the variable is external (Y) or not (N). In a negotiation, this flag controls, if a variable should be communicated to an external party or not.

ParametersVO

The ParametersVO contains information about how to print the document. The ParametersVO element is a child of the ContractTermsAM and contains one ParametersVORow child element.

The following table displays the child elements that the ParametersVORow element contains:

Element/Attribute	Set to Null	Type	Comments
PrintAmendments	No	Enumeration	This parameter determines the print area. It can be set to: <ul style="list-style-type: none"> • 0: Only the contract is printed. • 1: Only the amendment (change) is printed. • 2: Amendments and changes are printed.
DocumentName	Yes	String	The name of the contract document.
ContractStatus	Yes	String	Status of the Contract: <ul style="list-style-type: none"> • Draft • Pending Approval • Approved • Rejected
Watermark Text	Yes	String	The text for the watermark.
Organization Name	Yes	String	Name of the organization that owns the document.

Glossary

Adopt As-Is

An option that allows a local organization to adopt a global clause without modification. However, the clause still goes through formal approvals in the local organization.

Amendment

Any changes made to the terms of a signed contractual business document. These changes could be made to the contract language or to the deliverables.

Auto-Adoption

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

Business Document

A document generated in the procurement contracting business flows. For example, Standard Purchase Order, Blanket Purchase Agreement, and RFQ.

Clause

Business or legal language that constitutes the terms of a contract. Note that in earlier releases of Oracle Contracts, **clauses** were referred to as **articles**.

Contract

A binding agreement between two or more individuals or organizations that describes the obligations and rights of the parties and is enforceable by law.

Contract Document

Any document that is used for the purpose of or incidental to a contractual negotiation or execution. Examples of contract documents include, signed contract image and supporting documents.

Contract Template

A document containing standard (boilerplate) terms that organizations use to rapidly create new contracts with pre-approved legal language.

Contract Terms

See: Terms and Conditions., page Glossary-4

Contract Terms Library

A centralized repository for approved Contract Templates., page Glossary-1

Contract XML

The XML document that represents a contract's terms. Oracle Contracts uses this document to generate the contract document in PDF using a layout template configured by the user.

Contractual Deliverable

A task that is part of the contract's terms, and that one of the parties needs to perform during the life of the contract.

Data Source Name

The name of the data definition for a layout template.

Deliverable

A task that needs to be performed as part of the execution of the contract, either once or in a repeating fashion. Deliverables are part of the terms of a contract.

Deliverable Variable

A variable that captures the list of deliverables applicable to a contract. The list appears in table format on a printed contract.

Document Type

A categorization of business documents, in the Contract Terms Library, to identify documents that are generated in the procurement contracting business flows.

Execute a Contract

Means to fulfill the commitments under the contract. Note that some organizations use this term to describe the act of signing of a contract.

External Party

Represents all business units or organizations with which a contract can be entered into. In the application, External Party specifically identifies supplier as understood in the procurement flows.

Global Organization

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

Insert by Reference

Allows users to print only a reference to the full clause text on a printed contract without printing the entire text. The text of a clause with this attribute is standard and publicly available. A reference to the location of the full text is sufficient on the printed document. This is typically used in procurement contracts of U.S. government agencies.

Intent

Determines the usage of contract.

Internal Deliverable

A task that the internal party needs to perform but is not part of the terms. Internal Deliverables typically are fulfilled to augment the contractual deliverables and stay compliant with contract terms.

Internal Party

Internal party represents a business unit or organization that has implemented and uses the Oracle Procurement Contracts solution.

Keyword Search

An easy method to search for clauses and contract templates in the Contract Terms Library. The search is performed across several attributes, such as Description, Title, and Clause Text.

Layout Template

A document that defines the layout of contract templates or contract terms on other business documents. The layout template is designed using the following file types:

- XSL-FO
- RTF (Rich Document Format)
- PDF (Portable Document Format)

Local Organization

An operating unit of a larger organization. Local organizations subscribe to global clauses approved by the global organization, and adopt or localize them for use in local contracts., page Glossary-3, page Glossary-1

Localization

The process by which a local organization uses Oracle Contracts to modify global clauses to enable the use of clauses in that organization.

Negotiation Deliverable

A deliverable that needs to be performed during the negotiation phase of the contract. It is authored and managed in Oracle Sourcing.

Numbering Scheme

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

Party

Refers to any business unit or organization representing both sides of a contract, whether internal or external.

PDF

(Portable Document Format) An open printable-document standard that Adobe Systems, Incorporated developed and that Oracle Contracts uses as the format for printed contracts. Use the Adobe Acrobat application to view and print PDF documents.

Provision

Used in the Federal Government contracting. A provision is a type of clause that is used only in negotiations and is dropped when the negotiation is converted to a contract.

Redline Comparisons

Compares and highlights the differences between two pieces of clause text. Oracle Contracts offers redline comparisons between two versions of a standard clause, between a non-standard clause and its original standard clause, and more.

Rich Text Editor

An online editing tool used to format clause text on a business document or in the Contract Terms Library. The rich text editor supports font effects (bold, italic, underline), alignment, indentation, and bulleted or numbered lists.

RTF

The Rich Text Format (RTF) specification provides a format for text and graphics interchange that can be used with different applications, output devices, operating environments, and operating systems.

Section

Section is a categorization that helps group clauses under a logical common heading.

System Variable

A variable whose value is set by Oracle Procurement Contracts and represents an attribute of the purchasing document. For example, PO Amount, Payment Terms, and PO Number.

Table Variable

One of several variables that capture certain types of structured information, such as items and price lists, in sales contracting flows.

Template

See: Contract Templates or Layout Template, page Glossary-3, page Glossary-1

Terms and Conditions

The set of clauses and deliverables that together constitute the terms and conditions of a contract. Also known as the legal language of the contract.

User-Defined Variable

Variables that an organization defines over and above the system variables. Users must provide values for these variables as part of the contract authoring process.

Variable

A piece of information that is generated by the system or filled in by the user, and can appear inside a clause. Variables often represent a negotiated term or a field from the business document.

XML

(eXtensible Markup Language) An industry standard for formatting data to allow easy exchange and processing of business documents. Oracle Contracts uses Contract XML documents to format contracts for previewing and printing.

XSL-FO Stylesheet

(eXtensible Stylesheet Language - Formatting Objects) An industry standard for formatting XML documents. Oracle Contracts uses XSL-FO stylesheets to format XML data documents for printing.

Index

A

Administer Contract Changes, 5-24
Amendments, 5-24
Approval Workflows, 4-5
Approve and Sign Contracts, 5-20
 approve, 5-22
 sign, 5-21
Approvers, 4-5
Author Contracts, 5-12
 automatic application of contract templates, 5-17
 cancel contracts, 5-20
 Contract Deviations Report, 5-16
 Contract Expert, 5-15
 create a contract, 5-14
 global purchasing agreement, 5-18
 master service agreement, 5-18
 printed contract documents, 5-19
 roles and responsibilities, 5-13
 supplier authored, 5-17
Automatic Application of Contract Templates, 5-17
AutoNumbering, 4-12

C

Close Out Contracts, 5-25
Contract Amendment, 5-24
Contract Authoring, 5-12
Contract Negotiation, 5-9
Contract Standards, 5-3
Contract Templates, 4-22

D

Dependencies, 2-1
 conditional, 2-2
 mandatory, 2-1
Descriptive Flexfields, 4-12

E

Enabling Keyword Search, 4-9
Execute and Monitor Contracts, 5-23
 deliverables, 5-23
 supplier contact, 5-24

F

Flexfields, 4-12
Folders, 4-20
Function Security, 4-14
 repository functions, 4-15

I

Implementation Tasks, 3-1
 Oracle iSupplier Portal, 3-1
 Oracle Purchasing, 3-1
 Oracle Sourcing, 3-1
 steps, 3-1
Importing Clauses from External Sources, 4-20

K

Key Features, 1-1

L

Layout Templates, 4-9
 create, 4-10
 document types, 4-11
 stylesheet, 4-11

M

Master-Child Agreements, 5-18

N

Negotiate Contracts, 5-9
Numbering Schemes, 4-20

O

Organizations For Contract Terms, 4-1
Overview, 1-1

P

Profile Options, 4-2
Purchasing Document Format, 4-11

R

Renegotiate Contracts, 5-25

S

Sections, 4-22

Setting Up AutoNumbering, 4-12

Setting Up Layout Templates, 4-9

Setting Up Numbering Schemes, 4-20

Setting Up Organizations, 4-1

Setting Up Profile Options, 4-2

Setting Up Purchasing Document Format, 4-11

Setting Up Value Sets, 4-13

Standard Clauses, 4-22

V

Value Sets, 4-13

Variables, 4-20

