Oracle® Sales Contracts

Implementation and Administration Guide

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Oracle Sales Contracts Implementation and Administration Guide, Release 12.2

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Contents

2 Implementation Considerations

3 Implementation Overview

4 Setting Up Oracle Sales Contracts

5 Contract Terms Library Administration

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Oracle Sales Contracts Implementation and Administration Guide, Release 12.2

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Sales Contracts Implementation and Administration Guide.*

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

See Related Information Sources on page xii for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

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Structure

1 Introduction to Oracle Sales Contracts

This chapter provides an overview of the application along with the key features.

2 Implementation Considerations

In this chapter you will learn about the mandatory and conditional dependencies for Oracle Sales Contracts to function properly.

3 Implementation Overview

This chapter contains the order in which the Oracle Sales Contracts implementation tasks must be performed

4 Setting Up Oracle Sales Contracts

This chapter contains all the steps required to use the Oracle Sales Contracts application.

5 Contract Terms Library Administration

This chapter describes the Contract Terms Library feature.

6 Contract Expert Administration

This chapter describes the Contract Expert feature.

A QA Validations

This appendix lists all the contract template, contract expert, business documents, and repository validations.

B Workflows

This appendix lists the workflows for the Contract Terms Library and Repository features.

C Concurrent Programs

This appendix lists the concurrent programs for Contract Terms Library, Contract Expert, and Repository features.

D Seed Data

This appendix lists all the information that is predefined in Oracle Sales Contracts.

E Lookup Codes

This appendix lists the lookup codes for Oracle Sales Contracts.

F XML Reference

This appendix describes the XML reference for contract terms.

G Sample Variable for PL/SQL Procedure Source Type

This appendix describes a sample variable for PL/SQL procedure source type.

Glossary

Related Information Sources

Integration Repository

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

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

Online Documentation

All Oracle E-Business Suite documentation is available online (HTML or PDF).

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release. The Oracle E-Business Suite Documentation Library is also available on My Oracle Support and is updated frequently

- **Online Help** - Online help patches (HTML) are available on My Oracle Support.

- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.

- **Oracle Electronic Technical Reference Manual -** The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter and query data, and run concurrent requests using the user interface (UI) of Oracle E-Business Suite. It includes information on setting preferences and customizing the UI. In addition, this guide describes accessibility features and keyboard shortcuts for Oracle E-Business Suite.

Guides Related to This Product

Oracle Contracts Implementation and Administration Guide

Oracle Contracts enable organizations to define the terms and conditions of a contract between the parties that are buying and selling products or services. These can be terms for pricing, shipment, payment, quality, and other business and legal obligations. Oracle Contracts provides the common infrastructure components for other contracts modules such as Oracle Sales Contracts, Oracle Procurement Contracts, Oracle Service Contracts, and Oracle Project Contracts.

Oracle Order Management User's Guide

This guide provides information on how to use Oracle Order Management. Use this guide to learn how to enter, view and update Sales Orders, maintain sales agreements, and define pricing. This guide also explains the Order Management process and the user procedures related to each process.

Oracle Quoting Implementation Guide

Oracle Quoting enables organizations propose product solutions and negotiate prices, while enforcing consistent business rules throughout the sales cycle. This guide describes how to set up quote statuses to indicate the evolution of a quote to an order, define status transition rules, set up defaults for an operating unit, and define credit check rules. You must also set up integration with Oracle Sales Contracts, Oracle Incentive Compensation, Oracle Territory Manager, and Oracle Approvals Management.

Oracle Quoting User Guide

Oracle Quoting enables you to create and manage customer quotes across all sales and interaction channels and if approved by the customer, convert these quotes into orders. This guide describes how to create and modify quote templates, add and configure simple and related products, manage pricing and pricing adjustments, determine customer credit worthiness, and perform real-time global product availability checks.

Oracle General Ledger User's Guide

This guide provides you with information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

Installation and System Administration

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle E-Business Suite data.

Oracle E-Business Suite Concepts

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12.2, or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle E-Business Suite CRM System Administrator's Guide

This manual describes how to implement the CRM Technology Foundation (JTT) and use its System Administrator Console.

Oracle E-Business Suite Developer's Guide

This guide contains the coding standards followed by the Oracle E-Business Suite development staff. It describes the Oracle Application Object Library components needed to implement the Oracle E-Business Suite user interface described in the *Oracle E-Business Suite User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle E-Business Suite. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

Oracle E-Business Suite Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12.2, or as part of an upgrade to Release 12.2.

Oracle E-Business Suite Maintenance Guide

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

Oracle E-Business Suite User Interface Standards for Forms-Based Products

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

Other Implementation Documentation

Oracle E-Business Suite Diagnostics User's Guide

This guide contains information on implementing, administering, and developing diagnostics tests in the Oracle E-Business Diagnostics framework.

Oracle E-Business Suite Integrated SOA Gateway User's Guide

This guide describes how users can browse and view the integration interface definitions and services that reside in Oracle Integration Repository.

Oracle E-Business Suite Integrated SOA Gateway Implementation Guide

This guide explains the details of how integration repository administrators can manage and administer the entire service enablement process based on the service-oriented architecture (SOA) for both native packaged public integration interfaces and composite services - BPEL type. It also describes how to invoke Web services from Oracle E-Business Suite by working with Oracle Workflow Business Event System, manage Web service security, and monitor SOAP messages.

Training and Support

Training

Oracle offers a complete set of training courses to help you master your product and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep your product working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite 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 E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, 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 E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite 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.

1

Introduction to Oracle Sales Contracts

This chapter provides an overview of the application along with the key features.

This chapter covers the following topics:

Oracle Sales Contracts - Overview

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

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

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

Sales Contract Life Cycle

Oracle Sales Contracts supports all the stages of a typical contract life cycle, including:

- Establishing Contract Standards, page 1-2

- Authoring and Negotiating Contracts, page 1-2
- Approving and Signing Contracts, page 1-2
- Managing Contracts, page 1-2

Establishing 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.

Authoring and Negotiating Contracts

When you author contract terms, you leverage standard clauses and templates to define contractual obligations driven by legal and business requirements. During negotiations, you create quotes with draft contract terms. Customers review and respond and may suggest modifications to the contractual terms. When all parties reach an agreement, upon submission of all supporting documents, customer places the order. Customers may also negotiate long-term agreements that specify terms and conditions on future orders. You can use sales agreements to negotiate long-term agreements. When customers approve and sign sales agreements, they can place sales orders based on the terms of the sales agreements.

Approving and Signing Contracts

For the contract approval and signature process, you specify and communicate the guidelines to the concerned individuals in your organization, and you authorize who can sign the contracts in your organization. You can also determine how exceptions must be handled from an approvals perspective. Once you obtain the internal approvals, you send the contract to the customer for signature. Once the customer signs the contract, the contract becomes a binding agreement between both parties.

Managing Contracts

To manage contracts, you can perform the following actions:

- Renew: You can renew a sales agreement before it reaches its expiration date by re-entering and extending the expiration date. If you do not want to renew the sales agreement, it automatically acquires the Closed status when it reaches the expiration date. The renewed sales agreement retains the same contract terms.
- Terminate: You can terminate an active sales agreement and specify the reason for termination. Termination reasons are user-defined. The system records the current date as the date of termination. You can view the termination details in the History

page. The status of the sales agreement changes from Active to Terminated.

- Version: Every business document has a version number that is automatically updated every time that you make a change to the document.
- Copy: You can copy a business document to create another business document; the system copies all the clauses of the original business document to the new document. If the clauses have later versions available, the system copies the latest available versions. However, the system does not copy the attachments, such as supporting documents.
- Close Out: If the business document expires (reaches its effectivity date) and is not renewed, the document closes out, and the associated contract terms also expire.
- Content Search: The Content Search feature enables you to search for words or phrases in contracts and in text contained in the attached contract documents.

Content Search

You can search for words or phrases both in structured content, such as contract number, and in unstructured text, such as content contained in attached contract documents.

Limitations of content search are that you cannot search for:

- Special characters such as -, =, (, and so on
- Stoplists containing words that are not indexed such as, a, and, and so on
- Image files

For more information about special characters and stoplists, see *Oracle Text Reference*.

The content search feature uses Oracle Text indexing and requires certain concurrent programs to be run periodically. To perform the content search, first you must run the Create Contract Content Search concurrent program. Then, based on your requirement, you must run the following concurrent programs periodically:

- Synchronize Contract Content Search Index
- Optimize Contract Content Search Text Index
- Content Search: Generate Draft Attachments

To search for a word or phrase in contracts and in the attached contract documents:

1. On the **Contracts Content Search** page enter the word or phrase and, optionally, enter additional search criteria.
2. The following table maps the **Status Group** LOV and what it means for a contract

in the contract repository, in a purchasing document, and in a sourcing document:

Status Group Value	Contract Repository	Purchasing Document	Sourcing Document
Active	Approved Signed	Approved Reserved Open	Active
Draft	Draft Pending Approval Pending Signature	Incomplete In Process Pre-Approved Requires Re-approval	Preview
Inactive	Canceled Rejected Terminated	Rejected Returned Hold Frozen Cancelled Not Reserved Closed	Closed Awarded Canceled

3. Click **Go**. View the search results on the same page.
4. Click the icon in the **Contract File** column. The **Contract File** page opens. This page lists the document names as links that can be downloaded.
5. Expand the **Details** column to view snippets containing the word or phrase that you have searched for.

Oracle Sales Contracts Business Flows

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

- Authoring and negotiating long terms agreements: Uses the Sales Agreements and Blanket Releases functionality.

- Negotiating contracts for one-time orders: Uses Quotes and Sales Orders functionality, or just Sales Orders functionality.

- Negotiating orders through iStore: Uses the iStore, Oracle Quoting, and Sales Orders functionality.

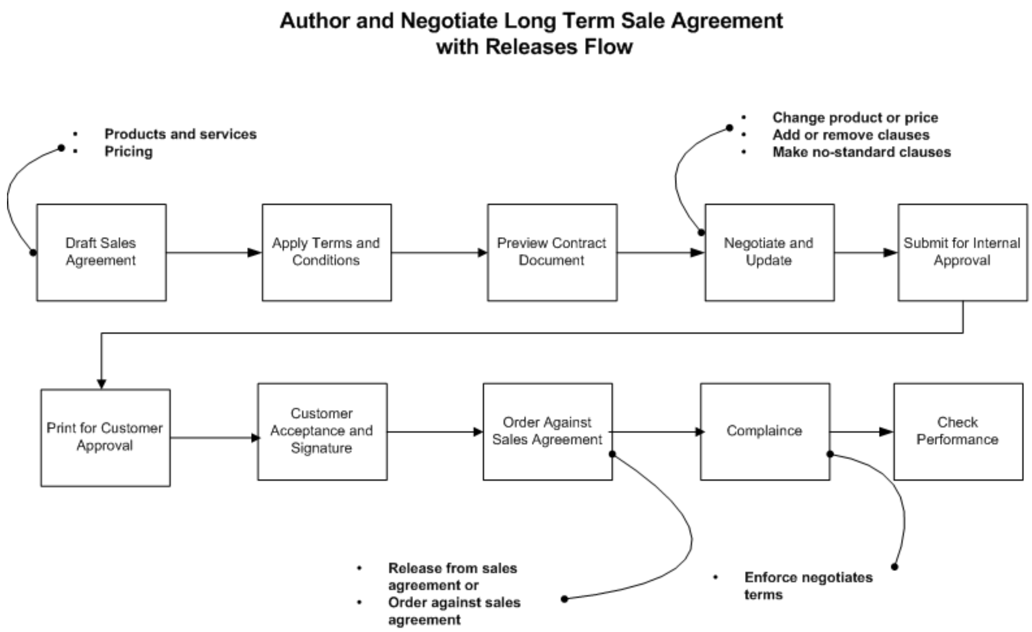
Authoring and Negotiating Long Term Agreements

Sales Agreements

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

You can capture the terms and conditions of the sales agreements in the contract terms. Price and purchase commitments of the sales agreements can be captured and negotiated in the contract terms as well as the effectivity dates of the sales agreements. The contract terms can be validated before a sales agreement is sent for internal review. The purpose of Contracts in Quoting is to enable users to negotiate a quote with contract terms.

You can attach contract terms and conditions to a quote and send both the quote as well as the contract to the customer for negotiation. Upon approval and customer acceptance of the agreement, sales personnel enter sales orders (releases), which refer to the sales agreement in Oracle Order Management. The sales personnel can create additional terms for the sales order that could be different from the sales agreement terms. To record customer acceptance, Oracle Sales Contracts captures the name, title of the signatories, and signing dates. As sales orders with sales agreement references are fulfilled, fulfillment details are updated in the sales agreement. You can check variances between quantities and amounts committed in the agreement and the actual accumulated quantities and amounts of what has been sold.



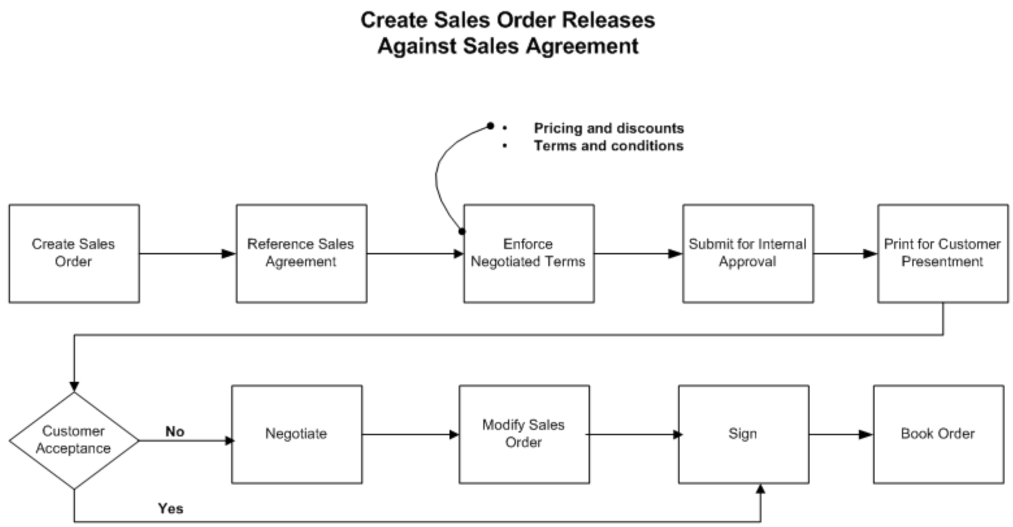
Sales Orders

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

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

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

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



Negotiating Quotes for One-Time Orders

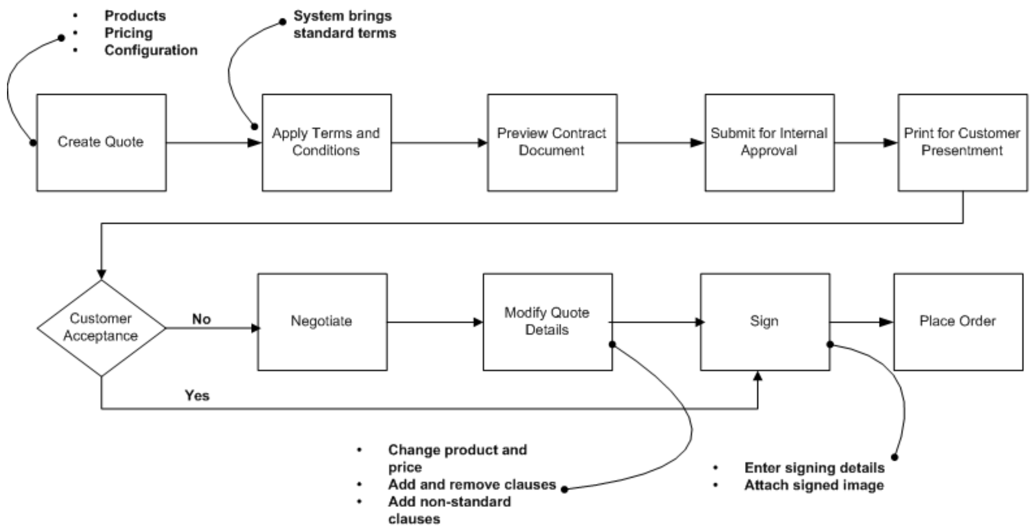
Converting Quotes to Sales Orders

Oracle Sales Contracts enables you to negotiate a quote with contract terms. You can attach contract terms and conditions to a quote and send the quote as well as the contract terms to the customer for negotiation. The quote with the contract terms can be considered the draft sales contract.

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

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

Negotiate Quotations for One-Time Orders



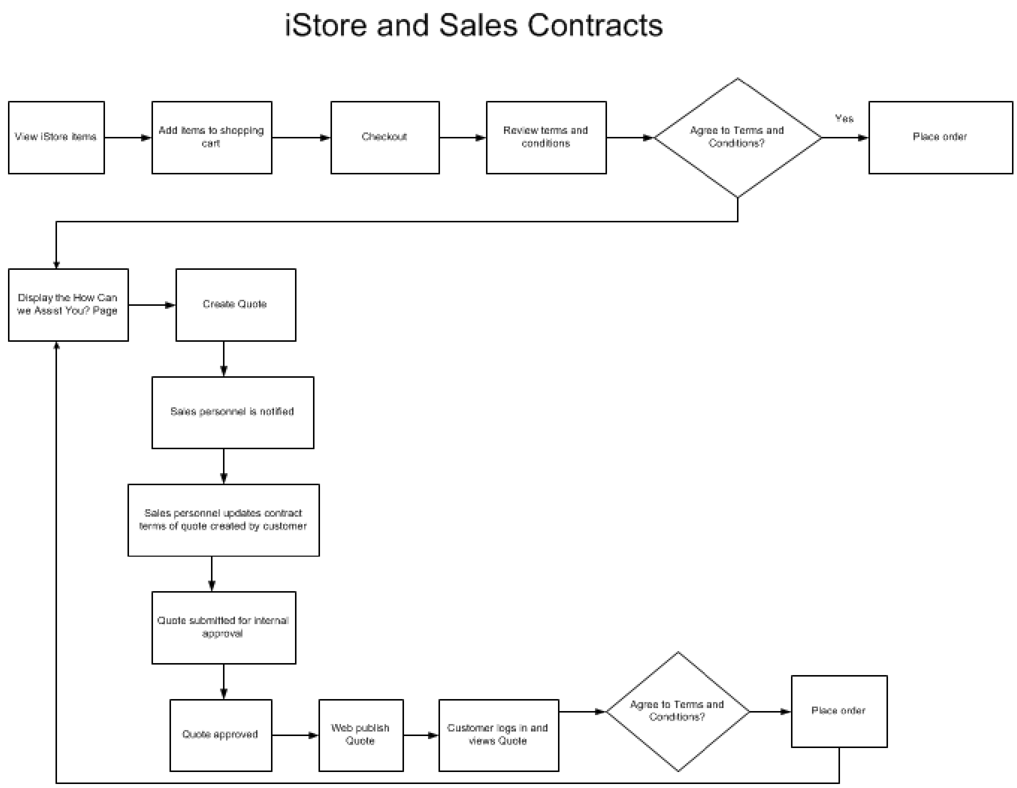
Negotiating Orders Through iStore

Negotiating Business Online

Oracle Sales Contracts enables you to negotiate terms and conditions directly while placing a direct order using the online store. In iStore the terms and conditions are negotiated using the Quotes page that opens the contract template page for updating. The user (customer) initiates a change in the terms and conditions of a contract using iStore. The terms and conditions are viewed in iStore; however, only the sales personnel can update them, using the Quoting HTML page, as the shopping cart transaction is converted to a quote.

Customers can request assistance in case they disagree with the standard terms. Using Oracle Quoting, the salesperson can modify the terms, obtain internal approval, and publish the new quote to the web store for customer acceptance.

The following diagram illustrates this flow. To enable online negotiation of sales contracts, Oracle Quoting and iStore must be implemented.



Negotiating Business Offline

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

> **Note:** In a quoting scenario, after both parties approve and sign the quote, a sales order is created from the quote. All the contract terms are copied over except those that are specific to the quote.

Key Features Supporting Business Flows

The key features of Oracle Sales Contracts are:

- Contract Terms Library, page 1-10
- Contract Terms Authoring, page 1-10
- Microsoft Word Synchronization, page 1-11
- Contract Deviations Report, page 1-11

Contract Terms Library

Contract administrators and legal personnel may negotiate and author a vast number of complex contracts each year. Maintaining corporate control on the terms for each contract is a time consuming and daunting task. A centralized contract terms library can simplify this task.

Companies that operate globally use the library to establish and enforce company-wide standards. To accommodate local or country specific regulations, local library administrators have the flexibility of tailoring global standards.

With access to the library, you can:

- Manage standard clauses: Contract administrators and legal personnel can create clauses that contain standard business language for use in contracts. They can create clauses based on business and legal requirements, route them for approvals, and publish them for use across the organization. Published clauses can be modified by creating new versions of the clause while retaining the older versions for reference and comparison. Local operating units can localize clauses that are created by the global operating unit or adopt them without localization.

- Manage contract templates: Companies implement best practices by creating standard contract templates based on their unique contracting requirements. Contract templates enable rapid assembly and creation of contracts and minimize the overhead that is involved in legal review and approval. The use of standard language in templates ensures that all contracts comply with company and regulatory policies.

- Set up Contract Expert rules: Contract Expert is a rule-based contracts authoring tool that helps organizations define their corporate standards and policies. For more information, see Contract Expert feature, page 1-12.

Contract Terms Authoring

With Oracle Sales Contracts, contract terms authoring capabilities are available through Oracle Quoting and Oracle Order Management. You can also publish contract terms to the storefront using Oracle iStore. You can author contracts using the following features:

- Use preapproved templates, defined in the library, to quickly author the initial drafts.
- Use the Contact Expert feature to bring additional clauses into the document.
- Add standard clauses from the contract terms library.
- Author nonstandard clauses that are specific to the business document.
- Select alternate clauses.
- Download contract terms to a Microsoft Word document, make changes, and then upload the document and automatically update the terms in the system.
- Change the layout of contract sections and clauses.
- Validate contract terms.
- Review contract deviations to understand how the contract terms deviate from predefined standards.
- Preview and print contract terms.

Microsoft Word Synchronization

The integration with Microsoft Word streamlines the contract collaboration process involving the sales representatives, contract administrators, legal staff, and customers. Editing is needed in the internal phases of the contract life cycle, when contracts are authored, reviewed, and approved, as well as in the external phases, when contracts are negotiated and signed.

The synchronization enables you to download the contract into a Rich Text Format (RTF) document for editing in Microsoft Word. After making changes, you can import the document and synchronize the changes with the structured contract available in the system. You can review modifications to the original contract before accepting changes.

Contract Deviations Report

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

The report highlights deviations in negotiated business terms to ensure proper visibility during approvals and review. Business practice organizations can set up these policy rules and enforce them across the enterprise. The rules can be based on values of system variables, user-defined variables, or responses to other questions asked during the contract authoring process. These deviations are reported together with other clause deviations in a single report that can be submitted for approvals. For each deviation, the report also includes information on the correct standard values, and any additional approvals that may be required.

The Deviations report is generated in HTML format during authoring and as a PDF document when you submit the contract for approval.

Contract Expert

Contract Expert enables organizations to define rules for creating contracts and reporting policy deviations. Contract Expert rules include:

- Clause Selection rules: Contract Creation rules assist you in authoring complex contracts with minimal legal supervision. These rules determine when you need to bring additional clauses into a contract. You can set up these rules in the Contract Terms Library and assign them to the appropriate contract templates. Based on the contract template that is applied, any additional information in the business document, and on answering some additional questions, Contract Expert evaluates the Clause Selection rules and recommends additional clauses to be included in the business document.

- Policy Deviation rules: As a result of negotiations on contracts, companies can negotiate terms that exceed preapproved company policies and regulatory limits. Policy Deviation rules capture and report changes in business terms on business documents as contract deviations. For example, as a policy, all customers are allowed payment terms of Net 45; however, the contract administrator may agree to payment terms of Net 60 for a specific business document. This deviation is brought to the attention of contract approvers to ensure this is approved in accordance with the approval policies.

Contract Document Management

Storing and retrieving paper-based or electronic versions of a contract across multiple sites and geographies is cumbersome. A central repository provides a solution for storing all contract documents for global access.

Images of signed paper contracts and other supporting documents are managed through easy access to the latest version or prior versions of contracts. This access eliminates the need to track contract documents and amendments in filing cabinets.

Contract Repository

Contract Repository enables you to create miscellaneous contracts, such as license agreements, nondisclosure agreements, and merger agreements that are not suitable for managing through Oracle Quoting or Order Management. These contracts are stored in Contract Repository, and are called Repository contracts. Each Repository contract has a user-defined contract type, unlike the contracts created in other Oracle applications that have system-defined contract types. Repository contracts can include supporting documents, amendments, and risk information.

Sales Contracts Workbench

A single view of all enterprise contracts is essential for management of contract activities and for reporting and analysis of outstanding supplier and customer commitments. The Sales Contracts Workbench is a configurable portal that provides contract administrators easy access to their contracts. The workbench provides simple and advanced search capabilities for ad hoc queries or reporting. Administrators can also use the workbench as a launch pad for all contract activities.

The workbench provides the following information in the bins that can be personalized by the administrator:

- Notifications: Provides a list of open notifications requiring attention from the administrator, or information about contract approval progress.
- My Contracts: A configurable bin providing a list of views on all types of sales contracts assigned to the administrator:
    - Work List: Contracts that are currently being drafted by the administrator.
    - Pending Approval and Signing: Contracts drafted by the administrator that are currently awaiting approvals or signatures.
    - Bookmarks: Contracts bookmarked by the administrator for future access.
    - Recently Viewed: Contracts recently viewed by the administrator.
- My Sales Agreements: A configurable bin providing a list of views on all sales agreements assigned to the administrator:
    - Expiring Sales Agreements: Agreements that will expire in the period specified by the administrator.
    - Sales Agreements in Negotiation: Agreements that are in Draft or Pending Approval status.
    - Sales Agreements with Outstanding Commitments: Agreements that have

outstanding commitments as specified by the administrator.

2

Implementation Considerations

In this chapter you will learn about the mandatory and conditional dependencies for Oracle Sales Contracts to function properly.

This chapter covers the following topics:

- Overview
- Installation Verification
- Oracle Sales Contracts Dependencies
- Implementation Considerations

Overview

This chapter describes dependencies and implementation considerations that you must be familiar with before implementing Oracle Sales Contracts.

The chapter covers the following topics:

- Installation Verification, page 2-1
- Oracle Sales Contracts Dependencies, page 2-1
- Implementation Considerations, page 2-3

Installation Verification

Before proceeding with implementation of Oracle Sales Contracts and its dependencies, you must verify that you have installed Oracle applications correctly. For more information, see *Oracle E-Business Suite Installation Guide: Using Rapid Install*.

Oracle Sales Contracts Dependencies

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

Mandatory Dependencies

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

- **Oracle Order Management:** Provides the backbone to author, approve, amend, communicate, and print contracts. For more information, see the *Oracle Order Management User's Guide* and the *Oracle Order Management Implementation Guide*.

- **Oracle Contracts:** Provides contract terms library, contract document attachment, and contract terms authoring capabilities. For more information, see the *Oracle Contracts Implementation and Administration Guide.*

- **Oracle General Ledger:** Enables set up of ledgers and books. For complete setup information, see the *Oracle General Ledger User Guide*. Set of Books is used as part of the setup for automatic numbering of clauses.

- **Oracle Human Resources:** Provides organization setup information. Define or confirm the definitions of your employees in the Oracle Human Resources Management System.

- **Oracle Workflow:** Provides notifications related to approvals of clauses, templates, and contracts. For more information see the *Oracle Workflow Administrator's Guide.*

- **Oracle XML Publisher:** Provides information on setting up and using RTF and PDF templates that are used to preview and print contracts and contract templates. For more information, see the *Oracle XML Publisher Users Guide.*

Conditional Dependencies

Conditional dependencies include:

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

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

Implementation Considerations

This section describes the implementation considerations specific to Oracle Sales Contracts. Refer to the Oracle Order Management, Oracle Quoting, and Oracle iStore documentations for detailed setup steps for these applications.

This section provides the implementation considerations for:

Oracle Order Management

Specific implementation considerations for using Oracle Order Management are:

- **Specifying default contract templates**: In the Transaction Type window of Order Management, specify a contract template that will be the default template whenever that transaction type is used in a sales agreement. In the Transaction Type window, enter a transaction type where you have entered the Sales Document type as Sales Agreement. The Contracts Template list of values will display all contracts associated with sales agreements. The Layout Template list of values will display all the layout templates in XML Publisher. Select a contract template and a layout template to be associated with the transaction type.

  > **Note:** To enable the list of values for the Contract Template and Layout Template, first save the transaction type.

- **Specifying negotiating flows**: In the Transaction Type window, specify the value in the Negotiation Flow as Generic with Approval, and click the Approvals button to enter the list of approvers. The Approvals window enables you to specify the approver names, the sequence in which they will be sent approval notifications, and whether they are currently active in the approval process.

- **Associating the contract template with the sales document type**: In the Contract Terms Library, associate the contract template with the Sales Agreement sales document type.

Oracle Quoting

Specific implementation considerations for Oracle Quoting are:

- **Using sales contracts**: To enable the Sales Contracts functionality in Oracle

Quoting, set the profile option OKC: Enable Sales Contracts to Yes.

- **Using Contract Expert rules**: To use Contract Expert rules, set the ASO: Category Set profile option to Inventory Items at the site level.

- **Specifying layout templates**: The system determines the layout of the contract based on the layout template defined for the specific transaction type. In Oracle Quoting, the layout template for a quote is derived from the ASO: Default Layout Template profile option.

- **Printing quotes**: To print quotes containing contract terms, you must use the Oracle XML Publisher printing option.

- **Specifying default contract templates**: Setup the default contract template by specifying an Operating Unit specific quoting parameter. You can set the parameter value by performing the following steps:

  1. Access the HRMS Management responsibility. Navigate to HRMS Manager: Work Structures : Organization and click Description.

  2. Enter the name of OU and click the Find button.

  3. In the Organization Classifications section, place your cursor in the field for that OU.

  4. Click the Others button.

  5. Select the quoting parameters and click the OK button.

  6. Select the quoting parameters. Enter OU in the operating unit field or click on parameters to display parameter selection.

Oracle iStore

Specific implementation considerations for Oracle iStore are:

- **Using sales contracts**: To enable the Sales Contracts functionality, set the profile option OKC: Enable Sales Contracts to Yes.

- **Using Contract Expert rules**: To use Contract Expert rules, set the ASO: Category Set profile option to Inventory Items at the site level.

- **Specifying layout templates**: The system determines the layout of the contract based on the layout template defined for the specific transaction type. In Oracle iStore, the layout template is derived from the ASO: Default Layout Template profile option.

- **Printing quotes**: To print quotes containing contract terms, you must use the Oracle XML Publisher printing option. Therefore, it is mandatory that you set the profile option ASO: Print Quote Method to XML Publisher at the Site level.

- **Specifying default contract templates**: Set up the ASO: Default Contract Template profile option that determines the default contract template for standard contract terms.

3

Implementation Overview

This chapter contains the order in which the Oracle Sales Contracts implementation tasks must be performed

This chapter covers the following topics:

- Process Description
- Implementation Task Sequence

Process Description

Contract Terms Library is the main component of Oracle Sales Contracts. In an organization, the business practices group and legal professionals can use Contract Terms Library to create and manage a library that contains:

- All the standard business and legal language, as well as company-standard contract templates.
- Contract Expert rules that define conditions under which:
  - Additional clauses may be added to business documents.
  - Deviations from standard corporate policies can be identified and reported.

Implementation Task Sequence

Before installing Oracle Sales Contracts, you must install Oracle Order Management. To use additional functionality provided by these applications, you must install Oracle Quoting and Oracle iStore.

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

Step	Description	Mandatory	Performed by Seeded Responsibility
1	Set up operating units, page 4-2	Yes	Human Resources Manager
2	Implement Multi-Org access control, page 4-4	No	Human Resources Manager
3	Set up profile options, page 4-5	Yes	System Administrator
4	Set up approvers and workflows, page 4-7	Yes	Human Resources Manager and Workflow Builder
5	Set up lookup codes, page 4-7	Yes	Applications Developer
6	Enable keyword search, page 4-8	Yes	System Administrator
7	Set up layout templates, page 4-8	Yes	XML Publisher
8	Set up AutoNumbering, page 4-11	No	System Administrator
9	Set up value sets, page 4-12	Yes	System Administrator
10	Set up numbering schemes, page 4-8	No	Contract Terms Library Administrator
11	Set up function security, page 4-15	No	System Administrator
12	Migrate clauses to contract terms library, page 4-18	Yes	Contract Terms Library Administrator

Step	Description	Mandatory	Performed by Seeded Responsibility
13	Import clauses from external sources, page 5-26	No	Contract Terms Library Administrator
14	Associate Layout templates to transaction types, page 4-24	Yes	Order Management Super User
15	Customize Contract Terms RTF Stylesheet, page 4-24	Yes	XML Publisher Administrator
16	Customize Contract Terms RTF Stylesheet, page 4-24	Yes	Order Management Super User

4

Setting Up Oracle Sales Contracts

This chapter contains all the steps required to use the Oracle Sales Contracts application.

This chapter covers the following topics:

Setting Up Operating Units

To use the Contract Terms Library, you must define operating units in the Oracle Human Resources application. For more information, see the *Oracle Human Resources User's Guide*. Before you proceed with setting up operating units, using the steps that are provided later, you should identify one global operating unit for your implementation. You must also decide the following for each of the operating units that you want to implement:

- Who is the primary approver for the Contract Terms Library in this operating unit?
- Do you have different approvers on the buy-side and sell-side for the contract terms library?
- If this operating unit is a local operating unit, do you need to approve each clause separately after a formal review? Operating units that have similar business practices and use the same language for business transactions as the global operating unit can choose to adopt global clauses automatically.
- Do you have different administrators that would be assigned to the administration functions relating to the buy-side and sell-side clauses and contract templates?

  > **Note:** The administrator, who is assigned in the Additional Information region of the Operating Unit definition on the Define Organizations form, receives notifications in case of events, including:
  >
  > - System Failures: For instance, the system generates error notifications when concurrent processes have failed.
  > - FYI Notifications: For instance, in a local operating unit, this would be the person who receives notifications when global clauses have been approved.

- Do you plan to number clauses automatically for this operating unit?

Steps:

To set up operating units:

1. Log in to the Human Resources responsibility.
2. Open the Find Organization window.

   Navigation: Work Structures -> Organization -> Description.

3. Select the desired operating unit from the list of values.

4. Click the Find button.

5. In the Organization Classifications region, place the cursor in the Operating Unit classification.

6. Click the Others button.

7. Select the Contract Terms Setup option from the list of values.

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

   - Auto Adopt Global Clauses: This enables automatic adoption of global clauses in a local operating unit. The clauses do not have to be approved separately in the local operating unit if the Auto Adopt option is set to Yes.

   - Library Administrator for Sell Intent: Set a library administrator Sell intent to receive notifications when a global clause is created and needs adoption in the local operating unit.

   - Library Approver for Sell Intent: Set a library approver for Sell intent to route workflow approval notifications for clauses and templates.

   - Library Administrator for Buy Intent: Set a library administrator Buy intent to receive notifications when a global clause is created and needs adoption in the local operating unit.

   - Library Approver for Buy Intent: Set a library approver for Buy intent to route workflow approval notifications for clauses and templates.

   - Clause Sequence Category: Provide a value here if you want to activate the AutoNumbering function for clauses in the operating unit. Leave it blank if you want to number clauses manually. For more information, see the Setting Up AutoNumbering section, page 4-11.

     > **Note:** Users who are defined as **FND_USERS**, using the System Administrator responsibility, can only be assigned the role of Library Administrators or Library Approvers. If the users are no longer valid, you must manually update the information in the contract terms setup. For example, if an employee is no longer with your organization, ensure that the relevant updates are made to the setup that was explained earlier.

Implementing Multiple Organizations Access Control

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

Steps:

To define security profiles:

1. Log in to the Human Resources responsibility.

2. Open the Profile page.

   Navigation: Security > Profile page

3. Provide a name for the profile.

4. Select a business group to which all the operating units belong. If you have not defined your own business groups, select the default business group.

5. In the Security type field, select the "Secure Organizations by organization hierarchy and/or organization list" option from the list of values.

6. Navigate to the Organization Security tab. At this stage, you can select one of the following options:

   - Navigate to the Classification region and provide a list of operating units and their names. This will be the list of operating units under the security profile.

   - Select an organization in the Organization Hierarchy field. To use this option, you must first set up an organization hierarchy. For more information, see the Setting Up Organization Hierarchy, page 4-5.

7. Save your work.

8. Run the Security List Maintenance program.

   - You should select the One Named Security Profile option as the value for the Generate Lists for parameter and then provide the value of the security profile that you just created.

- If you have multiple security profiles, you can run this program as many times as necessary. Also, you must run this program after you update the security profile definitions.

Steps:

To set up the organization hierarchy:

1. Log in to the Human Resources responsibility.
2. Open the Organization Hierarchy page.

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

Setting Up Profile Options

Set up the following profile options:

- Self service Accessibility Feature (User Level): For all users that want to use the Rich Text features in authoring clauses, set the User Level profile option to None. If you set this profile option to None, users can use the Rich Text features such as bold, italic, underline, and indent. If you do not set the profile option to None, they can use only the plain text to author clauses
- OKC: Terms Library Intent (Responsibility Level): If your organization uses the Contract Terms Library only for Sales Contracts, set the value for the OKC Clauses Library Intent profile option to Sell. This way, users do not need to select an intent when creating clauses or any other entities such a templates and rules.

- OKC: Global Operating Unit (Site Level): Use this profile option to define your global operating unit.

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

- OKC: Generate Deviations Report for Approval (Application Level): Use this profile option to control whether the Contract Deviations report, which is generated during contract authoring, should be attached to the approval notification for the contract. If you set the profile option to No, the system does not attach the Contract Deviations report to the notification. For more information about the Contract Deviations report, see the online help topics in Oracle Contracts, Oracle Procurement Contracts, and Oracle Sales Contracts.

  Note: Even if you set the profile option to a specific value, you can override this value on a contract-by-contract basis.

- OKC: Clause Import XML File Location (Site Level): Use this profile option to specify the location of the XML file containing the clauses and other data that must be imported into the Contract Terms Library.
- OKC: Enable Clause Sorting: Use this profile option to sort clauses in a section by the clause number.
- OKC: Layout Template for Contract Deviations Report (Application level): Use this profile option to control the format of the deviations report that will be attached to the approval workflow notification.
- OKC: Use Contract Expert (Site Level): Use this profile option to make Contract Expert available for use in your organization. If you set the profile option to No, Contract Expert will not be available for use.
- OKC: Use Clause Number in Contracts (Site and Application Levels): Use this profile option to control whether the clause number is also displayed with the clause title when viewing contract terms in the structured view during contract authoring. For more information about structured terms, see the online help topics in Oracle Sales Contracts.
- Sequential Numbering (Responsibility Level): Use this profile option to set up AutoNumbering clauses within one or more operating units. For more information, see the Setting Up AutoNumbering section, page 4-11.
- MO: Operating Unit (Responsibility Level): Use this profile option to determine the operating units that can be accessed for a given responsibility. If you intend to use

the Multi-Org access control feature, use this profile option in conjunction with the MO: Security Profile option that is provided subsequently.

> **Note:** Set the profile option MO: Operating Unit at least at the Site level. If the profile option is not set at the Site level, you cannot access any responsibility.

- MO: Security Profile (Responsibility Level): Use this profile option if you want to implement the Multi-Org access control feature in the Contract Terms Library. For more information, see the Implementing Multiple Organizations Access Control section, page 4-4.

- BOM: Configurator URL of UI Manager (Site Level): Use this profile option to enable Contract Expert in Oracle Sales Contracts. Set the profile value to a URL, for example, *http://ap6172rt.us.oracle.com:8001/configurator/oracle.apps.cz.servlet.UiServlet*.

Setting Up Approvers and Approval Workflow

The system supports defining a single approver for each of the Buy and Sell intents as standard out-of-the-box functionality. Use the Operating Units setup to identify approvers of clauses and templates in the global and local operating units. For more information, see the Setting Up Operating Units section, page 4-2.

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

The workflow names are

- Contract Template Approval: OKCTPAPP

- Contract Clause Approval: OKCARTAP

Setting Up Lookup Codes

Refer to the Look Up Codes appendix, page E-1 for the list of system, user, and extensible lookup codes. Use these tables to identify the lookup codes that you must define for your implementation. Use the Application Object Library Lookups window to define the lookup codes.

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

Enabling Keyword Search

The Contract Terms Library supports searches using a clause keyword for both clauses and templates. To enable and 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.
    - The foregoing concurrent programs can be run at once for all operating units. You do not need to run these programs separately for each operating unit.
    - It is recommended that you run the Synchronize and Optimize concurrent programs together as a request set. The implementation teams must 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

For formatting and publishing documents, Oracle Contracts leverages the functionality that Oracle XML Publisher provides.

Oracle XML Publisher is delivered with Oracle E-Business Suite. Using Oracle XML Publisher, you can register new layout templates that were created using XSL-FO and generate PDF documents. Layout templates represent the format and layout of business documents and are registered in Oracle XML Publisher in the Template Manager repository. For more information, see the *Oracle XML Publisher User's Guide*.

Oracle Contracts includes seeded layout templates, along with a XML Schema document that represents the XML structure of the contract data that is used to generate the contract document. A sample XML document with sample contract data is also seeded to enable users to preview the customized or new layout templates during the time of registration.

You cannot modify the seeded layout templates. However, you can download a copy of the layout template to your desktop, modify it, and register it as a new layout template in Oracle XML Publisher.

You can use the seeded layout templates to print the:

- Contract document
- Deviations report

Contract Terms Layout Template

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

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

Deviations Report Layout Templates

This section describes basic steps that are required to customize layout templates using Oracle XML Publisher. The layout template that you select defines how its format and layout appears when you select the Preview option. If the contract template is applied to a business document, a different layout template can be used to format the document. For example, to learn which layout template is applied to the contract terms that are added to a quote, see the *Oracle Quoting Users Guide*.

For the list of seeded layout templates for Deviations report, see the Seeded Data appendix, page D-1.

Creating a Layout Template

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

Example:

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

The parameters that the Oracle Contract Terms template should use are Application, Data Source Name, Sub Template, and Template Type.

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

Prerequisites

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

Steps:

To create a layout template:

1. Log in to the XML Publisher Administrator responsibility

2. Click the Templates link.

   The system displays the Templates Search page.

3. In the Application field, enter Oracle Contracts Core.

4. Click Go to view the search results.

5. Click the Duplicate icon for the Oracle Contract Terms template. The system copies the template as a new template.

6. In the Code field, enter a new code for the template.

7. In the Name field, enter a new name.

8. Click Apply to save the new template.

9. In the Template Files region, click the Download icon for the OKCTERM_en.XSL file.

10. Save the template to your desktop.

11. Open the template with a text or XSL editor.

12. Modify the layout or boilerplate to suit your needs.

13. Save the template with a new name, for example, MyTemplate_en.xsl.

14. In the Template Files region, click the Update icon for the OKCTERMS_en.xsl file.

15. Click the Browse button to locate and select your customized XSL-FO stylesheet (MyTemplate_en.xsl).

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

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

Customizing the Contract Terms XSL-FO Stylesheet

To create a stylesheet for a contract template, you must 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 Contract Terms XML Reference appendix, page F-1.

Setting Up AutoNumbering

Use this setup to number clauses automatically during creation:

- In the System Administrator responsibility, perform the following steps:

  1. Define a document sequence. Create a new document sequence by providing a name and description. Assign the application as Contracts Core and provide a start date. Also, if the initial value must be different from the default value of 1, provide the value.

     Navigation: Sequential Numbering > Define

  2. Define a sequence category. Define the category using OKC_ARTICLES_ALL as the table to be associated.

     Navigation: Sequential Numbering > Categories

  3. Assign the category to a set of books. Associate the category that is defined with the set of books and sequence.

     Navigation: Sequential Numbering > Assign

  4. Navigate to the System Profile Options page and set the Sequential Numbering profile option to **Always Used**.

  5. Navigate to the Organizations creation page. Under the Operating Unit classification, click Others to navigate to the Additional Information region. Select Contract Terms Setup, and for the field Clause Sequence Category, select the document sequence category that you defined in the earlier step. For more information, see the Setting Up Operating Units section, page 4-2.

     > **Note:** When you have completed the AutoNumbering setup, you are ready to create clauses. However, you must bounce the server anytime you update the Sequential Numbering profile option that is used in this setup. If you do not, the system may display an error message when you try to open the Create Clauses page.

For more information about setting up Automatic Numbering feature, see the *Oracle E-Business Suite Setup Guide*.

Setting Up Value Sets

In this application, value sets are used in:

- Clause variables, page 4-12
- Contract Expert variables and questions, page 4-12

For more information, see the Defining Value Sets section of the *Oracle E-Business Suite Developer's Guide.*

Value Sets Used in Clause Variables

You can define value sets for use in clause variables. Value sets are supported subject to the following conditions:

- Format Types: The supported format types are Number, Character, and Standard Date. You must use the supported format types only when defining value sets for user-defined variables.
- Validation Types: The supported validation types are None, Independent, and Table. You must use the supported validation types only 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 Number format type, the system displays an input field. However, users can enter only numeric values in this field.
  - For the Standard Date format type, the system displays a Date type field.

Value Sets Used in Contract Expert Variables and Questions

The value sets that are used in questions and user-defined variables, for Contract Expert, are subject to the following conditions:

- Format Types: The supported format types are Character, Number. You must use the supported format type only when defining value sets for Contract Expert.

- Validation Types: For Character format type, the supported validation types are: Independent, Table, and Translatable Independent. For Number format type, the supported validation type is None. You must use the supported validation types only when defining value sets for Contract Expert.

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

- Table: A drop-down list of values.

- Independent: A drop-down list of values.

If a Number Format type value set is used, the Expert Runtime/Update Variables screens display a Number only entry field.

Considerations for Setting Up and Using Value Sets

- After value sets are created and associated with user-defined variables or questions, deleting values from a value set or deleting the value set definition could cause data issues that impact:

  - Contract templates containing clauses that use these user-defined variables.

  - Business documents that use these user-defined variables in standard and nonstandard clauses.

- Value sets that are used in defining Contract Expert rules operate with slightly varied business rules. Refer to the Contract Expert chapter, page 6-1 for more details on the restrictions in using value sets while defining Contract Expert rules.

- In defining value sets for clause variables or expert variables or questions, review the seeded value sets in the applications. This could save crucial implementation time because value sets are reusable across multiple variables or questions. For example, date type value sets or free-form entry value sets can typically be picked from the seeded value set definitions.

Setting Up Numbering Schemes

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

- You can delete only a numbering scheme that is not assigned to a contract.

- 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 (such as aa, bb) for all entries beyond 26. Preview the template or contract, as applicable, and make sure the numbering scheme that is used is changed to use some other type.

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

The system currently supports the following numbering styles:

- a, b, c, d, and so on
- A, B, C, D, and so on
- i, ii, iii, iv, and so on
- I, II, III, IV, and so on
- 1, 2, 3, 4, and so on

Steps:

To set up numbering schemes:

1. Navigate to the Numbering Schemes page.

   Navigation: Library > Numbering Schemes tab> Create Numbering Scheme button

2. Enter the Scheme Name.
3. Optionally, enter a Description for the scheme.
4. Optionally, select the Number Clauses check box to automatically number the clauses in addition to sections on a business document.
5. Click the Add Anther Level button to define the first numbering level.
6. Enter the following information for the numbering level:
   - In the Sequence field, select a sequence from the list of values.
   - Optionally, enter an End Character. For example (**)**).
   - 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 business document.

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)**

7. Click the Refresh button to preview the layout.
8. Optionally, add additional numbering levels.
9. Click Apply to save and close the Numbering Scheme page.
    - You cannot delete a numbering scheme after it has been assigned to a contract template or to a business document.
    - 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 (such as aa, bb) for all entries beyond 26. Preview the template or contract, as applicable, and change the numbering scheme to another type.

Setting Up Function Security

Oracle Contracts enables organizations to control levels of access to authoring contract terms on business documents. Using the function security feature, customers can create custom responsibilities with the desired access controls depending on the users. Many businesses have multiple roles that are involved in the contract negotiation process, including contract negotiators, contract administrators, and contract approvers. The nature and extent of access to contracts can vary depending on the role of these personnel in an organization. Oracle Contracts supports varied levels of access to contract authoring features as noted here:

- Contract users with restricted authoring privileges. Users with this level of security can apply a contract template but cannot use any other contract term negotiation capabilities.
- Contract negotiators can have standard authoring privileges that allow them access to standard clauses and preapproved alternates from the library.
- Contract administrators can have additional privileges that allow them to author nonstandard clauses or remove contract terms.
- Contract approvers or super users can 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.

You can set up the following security function access controls:

- Restricted Authoring Privileges: To set up the Restricted Authoring security level, an administrator must remove the **Author Standard Terms** function from the default menu of functions.
- Standard Authoring Privileges: To set up the Standard Authoring Privileges security level, an administrator must remove the **Author Non-Standard Terms** function from the default menu of functions.
- Non-Standard Authoring Privileges: This is the default access level for the seeded menus. This contains the **Author Non-Standard Terms** function in the default menu setup.
- Override Authoring Controls Privileges: To set up the Override Authoring Controls Privileges security level, an administrator must add the **Override Authoring Controls** function to the default menu of functions.

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

Feature	Restricted Authoring Privileges	Standard Authoring Privileges	Non-standard Authoring Privileges	Override Authoring Privileges
Apply or update contract templates; Assignment in a contract	Yes	Yes	Yes	Yes

Feature	Restricted Authoring Privileges	Standard Authoring Privileges	Non-standard Authoring Privileges	Override Authoring Privileges
Update contract details; Assign legal contract or contract administrator	Yes	Yes	Yes	Yes
Validate contracts	Yes	Yes	Yes	Yes
Create and manage deliverables	Yes	Yes	Yes	Yes
Update contract details; Update contract sources	No	Yes	Yes	Yes
Upload contracts	No	Yes	Yes	Yes
Download contracts	No	Yes	Yes	Yes
Lock contracts	No	Yes	Yes	Yes
Preview contracts	Yes	Yes	Yes	Yes
Review contract deviations	Yes	Yes	Yes	Yes
Run contract expert	Yes	Yes	Yes	Yes
Renumber contracts	Yes	Yes	Yes	Yes
Add sections or standard clauses	No	Yes	Yes	Yes

Feature	Restricted Authoring Privileges	Standard Authoring Privileges	Non-standard Authoring Privileges	Override Authoring Privileges
Add nonstandard clauses	No	No	Yes	Yes
Delete mandatory clauses	No	No	No	Yes
Update clauses that are text protected	No	No	No	Yes
Change the layout of clauses; Move sections and clauses	No	No	Yes	Yes
Add document attachments	No	Yes	Yes	Yes
Update variable values	No	Yes	Yes	Yes

Setting Up and Customizing Responsibilities

If you want to set up your own responsibility, you can then attach menus to the responsibility, typically by copying existing menus. Subsequently, you can grant or revoke specific functions from the menus, such as the Override Authoring Controls function.

For more information, see the *Oracle E-Business Suite Setup Guide*.

Migrating Clauses to Contract Terms Library

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

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

Prior to release 11.5.10, clauses did not belong to any specific operating unit. Hence, clauses that were created in the library were accessible to all operating units.

This release contains the following changes:

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

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

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

Migration Process Overview

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

- This example assumes that:
  - Two languages are 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 operating unit

Standard Clauses Prior to 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

The second figure represents how the clauses look after migration. Now three clauses are 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 operating units 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 operating units are now able to view the clauses exactly as they did in the earlier releases. Only the global operating unit, however, can make any updates to these clauses. For more details, see the Migration Steps section, page 4-21.

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

OKC_ARTICLES_VERSIONS

Version ID	Article ID	Version Number	Article Text	Article Status
100	1	1	This is English	Approved
200	2	1	C'est Francias	Approved
300	3	1	This is a renewal Clause	Approved

OKC_ARTICLE_ADOPTIONS

Organization	Global Version ID	Adoption
Vision Operations Vision Operations	100 200	Adopted/ Approved
Vision Operations	300	Adopted/ Approved

Migration Steps

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

Steps

To migrate standard clauses:

1. Define operating units that use contracts. In 11.5.10 release, clauses are migrated to a global operating unit and automatically adopted by all the local operating units.

This requires each operating unit to be set up for contract terms by defining additional information for the operating unit. For more information, see the Setting Up Operating Units section, page 4-2. Note that the system will migrate clauses only in those operating units that have used clauses in their contracts. If an operating unit 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 operating units have completed the required setup step in order to use the Contract Terms Library in 11.5.10 release.

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

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

   - In the global operating unit, the program 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 that this is a change from earlier releases in which 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 that 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 has been set up under the Contract Terms Library Details classification. Hence, every incompatibility in a pre-11.5.10 release will now have the same number of relationships as the number of operating units that 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

Setting Up Contract Expert Rules

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

For more information, see the Contract Expert chapter, page 6-1.

Defining Transaction Types in Oracle Order Management

The Transaction Type window, for sales agreements, sales orders, and sales quotes, includes two fields applicable for setting up contract terms: Contract Template and Layout Template. These fields must be updated with appropriate values so that they can be the default values in the Sales Agreement or Sales Order window. From the list of values, you can choose which template to associate with the transaction type, displaying the contract and layout templates that the sales document is associated with the Contract Terms Library. If the layout template is not identified in the Transaction Type window, and you initiate the Preview/Print action, the system displays an error message.

Note that:

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

Associating Layout Template to Transaction Types

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

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

Customizing Contract Terms RTF Stylesheet

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

Defining Processing Constraints

The processing constraints framework in Oracle Order Management gives you the ability to define the conditions and statuses for which an update can be made to an entity. For example, a sales agreement cannot be updated while it is in the Pending Internal Acceptance status. Likewise, you can define constraints that suite your business practices and prevent changes. These constraints can be defined at the entity level and for each attribute. Sales agreements use the same constraint framework as sales orders. This framework can also be used to set up the conditions that trigger automatic versioning for sales agreements.

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

Setting Up Contract Repository

Oracle Contracts provides 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 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.

Repository Contracts are integrated with Contract Terms Library to enable Structured Terms Authoring. 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 4-26
- Defining Approval Workflows, page 4-26
- Setting Up Contract Types, page 4-26
- Setting Up Risks, page 4-27
- Setting Up Contact Roles, page 4-27

Setting Up Profile Options

Define the following profile options:

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

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

Defining Approval Workflows

Define approval hierarchy and approval rules through the Oracle Approvals Manager. For more information, see Setting Up Approvers and Approval Workflow, page 4-7.

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. User can enable contract terms for Structured Terms Authoring.

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. 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.

   Additional Information: If you select intent as Other, Layout Template and Enable Contract Terms are disabled.

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. Select the Enable Contract Terms check box.

10. Select the appropriate Layout Template.

11. 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. These 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 predefined 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 be viewed or updated only 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 4-25

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

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

Personalizing Contracts Workbench

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

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

1. The default bins for the Contracts Workbench are:
   - Notifications
   - Recent Contracts
   - Expiring Contracts
   - Contract Deliverables
   - Contracts at Risk

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

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

5

Contract Terms Library Administration

This chapter describes the Contract Terms Library feature.

This chapter covers the following topics:

- Managing Standard Clauses
- Creating Standard Clauses
- Defining Related Clauses
- Assigning Clauses to Folders
- Approving Clauses
- Managing Clauses Across Operating Units
- Searching for Clauses
- Contract Clause Analysis Report
- Managing Changes to Standard Clauses
- Importing Clauses
- Managing Contract Templates
- Creating Contract Templates
- Adding Sections and Clauses
- Validating Templates
- Previewing Templates
- Approving Templates
- Searching for Templates
- Viewing Template Clauses
- Managing Changes to Contract Templates
- Defining Global Templates
- Viewing Contract Expert Rules

- Managing Variables
- Creating Variables
- Searching for Variables
- Displaying Clauses Using a Variable
- Managing Changes to Variables
- Managing Sections
- Creating Sections
- Searching for Sections
- Updating Sections
- Managing Folders
- Creating Folders
- Searching for Folders
- Managing Changes to Folders
- Considerations for Using Sections, Folders, and Clause Types

Managing Standard Clauses

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

This section covers the following topics:

Creating Standard Clauses

You can create standard clauses in the following ways:

- Creating a New Clause, page 5-3
- Duplicating an Existing Clause, page 5-8

Creating a Clause

Use these steps to create a clause.

Steps

To create a clause:

1. Navigate to the Create Clauses page.

   Navigation: Library > Clauses tab > Create Clause button

2. Select an operating unit from the list of values.

   The list of values is based on the security profile that was defined for the responsibility that you are using. For more information, see the following sections:

   - Setting Up Operating Units, page 4-2
   - Setting Up Profile Options, page 4-5
   - Implementing Multi-Org Access Control, page 4-4

3. Enter the following attributes:

   - Number: This value can be manually entered or automatically generated. To automatically generate the number, see the Setting Up AutoNumbering section, page 4-8.

     > **Note:** You could have the same clause number assigned to multiple clauses if you choose to manually number clauses. Only the clause title is unique within a given operating unit.

   - Clause Title: Enter a title for the clause. The clause title is unique within an operating unit.
   - Display Name: Optionally, enter the display name for the clause. The display name does not have to be a unique name. Your operating unit can have alternate clauses with the same display name. The system uses the display

name in 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: Buy or Sell.

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

- Type: Use the Type field to classify the clause according to the business purpose (for example, General or Payment terms). Select a clause type from the list of values. For more information, see the Setting Up Lookup Codes section, page 4-7.

- Default Section: Optionally, select the default section from the list of values. You can use sections as headings to format contracts. For more information, see Managing Sections, page 5-70. The Default Section is used only in Contract Expert. When you run Contract Expert, each clause that the system selects is placed into the default section that is provided for the clause. If a default section is not provided for the clause, the system places it into the default section that is provided for the contract template.

  You can optionally assign multiple sections to a clause based on an attribute. For example, if the Variable Name attribute is Format, which is Uniform Contract Format (UCF), then you can assign Section A to the clause.

- Description: Optionally, enter a description for the clause.

4. Status: The system controls this field. During the creation process, the clause is in Draft status.

5. Version: The system generates the version number.

6. Start date: Accept the default or change the start date.

7. End date: Optionally, enter an expiration date for the clause. The expiration date cannot be earlier than the current system date.

8. Provision: Provisions are used in negotiation documents in **Oracle Sourcing only**. If applicable, select the Provision check box. If the first version of a clause is a provision, all subsequent versions of the clause will retain this attribute. You cannot update this attribute on subsequent versions.

9. Protect Text: To prevent modification to the clause text in documents, select the Protect Text check box. On subsequent versions, you can update this attribute. This will not impact business documents that already contain these clauses.

10. Global: To make the clause available to all operating units, select the Global check box. This field is available only in the Global operating unit and cannot be updated on future versions of the clause. For more information, see the Managing Clauses Across Operating Units section, page 5-12.

11. Text: Enter the necessary text for the clause. Clause texts can include business variables. For more information about embedding variables, see the Managing Variables section, page 5-63. In the Text area, you can choose one of following modes:

    - Rich Text: The Rich Text editor provides special formatting of the text that is driven by business and legal requirements. The Rich Text editor provides a toolbar and a text area. You can format the text by choosing one of the following icons on the toolbar:

        - Cut
        - Copy
        - Paste
        - **Bold**
        - *Italic*
        - Underline
        - Align Left
        - Align Center
        - Align Right
        - Number Order List
        - Bulleted List
        - Decrease Indent
        - Increase Indent

    - **Text**: The Text mode provides a plain text area only. If you use the Rich Text mode to enter the clause text and then toggle to the Text mode, the system displays the HTML source for the text you have entered. However, the system prints the clause using the Rich Text features even if you have toggled to the Text mode.

- **Preview**: The **Preview** button is available in the clause library and the contract authoring flows. This provides a preview of the clause content in the PDF file format.

- **Import**: Click **Import** to import clause information, from a document created in MS-Word and stored as a 2003 XML document to the text area. Formatting of the document is retained in the imported content.

- **Export**: Click **Export** to export clause information from the text area to a document in MS-Word. Formatting of clause text is retained in the exported content.

12. Add Variables: Click the Add Variables button to search for available variables. The Add Variables page appears. From this page, you can search for available variables, then click the Insert icon to add the variable that you want into your text, at the location of the cursor within the text area. In the clause text, variables are displayed as tags in the format [@Variable Name@].

13. 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.

14. 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 cannot be printed in full text.

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

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

    On the **Update Clause** page, you can select the **Print Clause Text** check box to print the full clause text for include-by-reference clauses in a contract document.

15. If applicable, perform the following:

    - Click **Submit** to submit the clause for approval.

    - Click **Apply and Add Details** to save your work and move to the Update

Clause page. The Update Clause page includes the following subtabs:

- General: Use this subtab to update general information that was discussed in the previous steps.
- Related Clauses: For detailed information, see the Defining Related Clauses section, page 5-9.
- Clause Folders: For detailed information, see the Assigning Clauses to Folders section, page 5-10.
- Version History: Use this subtab to display the history of the clause versions.

- Click **Apply** to save the clause and close the Create Clauses page.

  Important: By default, when you create or update a clause with any of the above actions, the system performs a preview to validate the clause and then displays errors if any are found.

- Click **Cancel** to close the Create Clauses page without saving the clause.

Considerations for Setting Up and Using Clauses

Consider the following when setting up and using clauses:

- Operating units and clauses: After a clause is created, you cannot change its operating unit. During creation of a new clause, you must ensure that you select the correct operating unit.
- Copying clauses from external sources: If you are creating clauses in the system by copying from external sources, you should first copy the clauses into a text editor application, such as WordPad, and then paste it in the clause text field. Copying content directly from external sources may cause issues with text formatting and undesirable results with the content that is copied.
- Using HTML tables in clause text: Copying text that includes HTML tables is supported. If a clause contains tables, you can copy these tables into the clause text.
- Using descriptions and instructions: Providing detailed descriptions and instructions on clauses helps the end users, who use these clauses to author contracts, in making the appropriate selection during authoring.
- Using the AutoNumbering option for clauses: If you plan to use the Clause Import feature and in the import files have not provided numbers to these clauses, for a successful import, you must select the AutoNumbering option for the operating

unit. Also, when you change the AutoNumbering setup, for the change to take effect, you must bounce the Apache port with a Clear cache. If you do not bounce the port, the changes do not take effect.

- To copy directly from an HTML page into the clause text field, first copy the content into a WordPad file. Then copy and paste the content from the WordPad file into the clause text. This causes any extraneous HTML tags that are not supported in the system to be removed and the clause text to retain the remaining format structure.

- Click **Preview** from the **Text** section to check if there are any errors in the clause. You can then make corrections to the clause text and save the clause.

- Using the Rich Text editor: If you use the Rich Text editor to author clause text, the system inserts the variables at the point where the cursor is located in the clause text box. If you do not use the Rich Text editor, the variables are always inserted at the end of the clause text. You can then use the cut and paste operation to move a variable tag within the clause text to the appropriate location.

  Also, you can use the Rich Text feature to format variable values. For example, you can format the Payment Terms variable tag to the Bold mode so that on a printed document the Net30 value appears in bold within the clause text.

  Also, you can create clauses that contain tables as part of the textual content. For more information, see the Copying Clauses from External Sources section, page 5-7.

Duplicating an Existing Clause

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

Steps

To duplicate an existing clause:

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, page 5-18.

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, page 5-3.

   Note: After you create a new clause, you cannot change its operating unit. The operating unit from the original clause is retained. To copy a clause into a different operating unit, you must create a new clause in that operating unit and then copy and paste individual details such as clause text, description, and instructions.

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. You can define clauses as mutually incompatible to prevent them from being 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. Clause relationships are defined at the clause level and not at the version level. So if the relationship is defined in one version, it will continue to apply to all future versions. The system will use the latest valid versions of these clauses on a business document when establishing the relationships.

> **Tip:** Before defining clauses with alternate relationships, decide whether you want to use Contract Expert in the implementation. The reason is that alternate relationships can be built using Contract Expert rules. Consider using clause alternates in those cases that lend themselves to more standard contracting scenarios that are not driven by rules that can vary from one contract to another.

Steps

To define related clauses:

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

   Navigation: Library > Clauses tab > Create Clause button

2. Open the Related Clauses subtab.

3. Click the Add Another Row button.

4. In the Relationship field, select one of the following options:

- Alternate
- Incompatible

5. In the Clause Title field, enter the clause title. You can also use the List of Values icon to search and select the clause.

6. Click Save.

7. Click the Compare button to compare related clauses. Select the two clauses that you want to compare and then click the button.

8. Click the Compare with Current button to compare the related clause with the current clause. Select only one clause from the list and click the button.

9. Click the Remove button to delete a clause relationship.

Assigning Clauses to Folders

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

Prerequisites

Define folders.

Steps

To assign clauses to folders:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Open a clause for update.

   For more information, see the Updating Clauses section, page 5-22.

3. Open the Clause Folders subtab.

4. Click Add Another Row.

5. In the Name field, enter the folder name. You can also click the List of Values icon to search and select the folder name (see Searching for Folders, page 5-73).

6. Click Save or Apply.

Approving Clauses

To make standard clauses available for use in contracts, you must first approve them. You can:

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

Prerequisites

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

Steps

To approve clauses:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Create a new clause, or search and open a clause in Draft status.

   For more information, see the Creating a New Clause , page 5-3, or Searching for Clauses section, page 5-18.

3. Click the Submit button to:
   - Change the clause status from Draft to Pending Approval.
   - Send a workflow notification to the approver.

4. The approver opens the notification and reviews the clause.

5. The approver can approve, reject, or reassign the clause.

   As the result:
   - The clause status is changed to Approved or Rejected.
   - A workflow notification informs the author of the clause of the decision.

Setup Considerations for Approving Clauses

Consider the following when setting up the process for approving clauses:

- From the workflow notification, the approver can assign the clause for approval to another user. While assigning, the approver can also delegate the notification while retaining the ownership on the notification or transfer the notification to the assignee.
- Use the Comments region in the approval notification to capture any additional information that you want to provide to the users who submitted the clause for approval. The Comments region captures the history of communication through the approval path of the clause.
- The default workflow supports one approver per intent (Buy or Sell.) However, you can modify the workflow processes to include more approvers and route approvals based on additional business conditions. For information about setting up workflow for approvals, see the *Oracle Workflow Administrator's Guide*.
- You can set up the system to receive notifications into an e-mail account instead of the workflow notifications bin in the system. If your approvers are offline or do not use the application, this would help them approve the clauses while offline. For information, see the *Oracle Workflow Administrator's Guide*.

Managing Clauses Across Operating Units

This section discusses how companies with global operations can manage clauses across multiple operating units. This feature is useful for companies that contract with customers across the globe with operations in different countries and locations. In this document, we refer to those operating units that have been set up to use the Contract Terms Library as operating units. For information about how to set up operating units, see the Setting Up Operating Units section, page 4-2.

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

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

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

Prerequisites

Before 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 operating unit. For more information, see the Creating Standard Clauses section, page 5-3.

- Approve global clauses to make them available in local operating units.

Adoption of Global Clauses by Local Operating Units

You can set up your local operating units 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 their use. The operating units can use one of the following options:

  - Adopt Global Clause as-is: Adopt the global clause without changes. The system records the user name and system date and time of adoption along with the adopting operating unit. 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 the clause to the language of the local operating unit. The system creates a copy of the clause in Draft status. During localizations, you can modify the clause text and add or delete variables from the text. You can then submit the local clause for approval. The system records the approver name and date as the adoption details for the clause.

    Note: If you are not changing the context or intent of the clause text and only translating it into a local language, you can select the Translation Only check box. This is for informational purposes and can be used to report on why a clause was localized.

This section covers the following topics:

Creating Global Clauses

Use these steps to create a global clause.

Steps

To create global clauses:

1. Create a standard clause. For more information, see the Creating Standard Clauses section, page 5-3.
2. Select the Global check box. This check box is available only in the designated global operating unit.

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

Notifying Local Operating Units

Prerequisites

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

When a global clause is approved, the system sends a notification to the library administrators in all local operating units to consider the clause for adoption. In case a local operating unit is set to automatically adopt global clauses, a notification is sent to this operating unit informing the local administrators that a new global clause has been automatically adopted for that operating unit.

Reviewing Global Clauses for Adoption

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

Steps

To review global clauses for adoption:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for Global clauses. For more information, see the Searching for Clauses section, page 5-18.

   Note that:

   - A global clause that is approved (in the global operating unit) is available for adoption in local operating units. If a global clause is on hold or expired, although the clause is displayed in the search results, local operating units cannot adopt or localize it.

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

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

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

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.

6. Click Review for Adoption to view the full text and clause details. At this point, you can:

   - Adopt the clause as is. In this case, you only need to submit this clause for local approval.

- Localize the clause. When you localize a clause, you can modify the text and check the Translation Only check box to indicate that the changes were for translation purposes. Submit the localized clause for approval upon completing the modifications.

Considerations for Defining Global and Local Clauses

Consider the following points when defining global and local clauses:

- You can define only one global operating unit for your Oracle Contracts instance. Changing this value in the profile option after it has been set and used, for example to create clauses, could cause data corruption issues and is not recommended.
- For global clauses that are available for adoption, no status is displayed in the local operating units. For example, searching on Status, such as Draft, will not display the global clauses. Do not use the Status search parameter if you are looking for global clauses that are available for adoption.
- For performance reasons, you cannot search for clauses by the Adoption Type alone in a local operating unit. In searching for clauses that are available for adoption, you must enter additional search criteria such as Clause Type or Keyword.
- 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 of a clause.
- If the first version of a global clause is localized, and the next version is now available for adoption, when you choose to localize the second version, the Localize page displays the text from the localized version. Currently, the system does not provide a comparison of the current localized text and the second version of the global text. To view the text of the second version of the global clause, you must view the clause from the Search page.
- You can delete a clause that has been localized and is in the Draft status. This makes the original global clause available again for adoption.
- Be cautious when you duplicate a global clause in a local operating unit and your responsibility has access to both global and local units. The choices in the Operating Unit field include the global operating unit, and you must specifically change the operating unit to your own to ensure that you are duplicating the clause in the correct operating unit.

Approving Global Clauses in Local Operating Units

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 operating unit. If a clause is rejected, the local operating unit can choose to continue modifying the clause, based on the rejection comments, or modify the adoption type. For instance, a clause that was previously adopted as is can now be localized.

When local operating units adopt a Global clause, the system sends a notification to the global operating unit with details on date and type of adoption.

> **Note:** When approving or rejecting a clause or contract template, you can use the Comments section to provide your remarks in the Approval notification. Your comments are visible to the user who has submitted the original approval request.
>
> Also, you can send the approval notifications by e-mail. However, this would require additional configuration. For more information on how to set up the e-mail client to receive all notifications, see the *Oracle E-Business Suite Maintenance Guide*.

Viewing Adoption Status

A global operating unit can monitor when and how global clauses are adopted across local operating units. The Adoption Status report provides an overview of the adoption status across multiple local operating units for a given global clause. This report is available only in the global operating unit and enables the global operating unit to analyze cases in which the global clauses are not adopted in a timely manner.

Steps

To view adoption status:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. In the global operating unit, search for Global clauses. For more information, see the Searching for Clauses section, page 5-18.

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:

   - Operating Unit Name

   - Clause Title

- Version
- Adoption Type (indicates whether the global clause was adopted as is or localized)
- Translation Only (indicates whether the global clause was translated only to the local language)
- Adoption Status (indicates whether the clause was approved in the local operating unit)
- Adoption Date (indicates the date that the clause was adopted)

Adopting Global Clauses in a New Operating Unit

For any new operating unit 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 operating unit was created.

To adopt the global clauses, you must run the **Adopt Global Clauses for a New Operating Unit** concurrent program. Select the operating unit for which this program must be run, and provide a value for the Commit Size for the Run parameter.

You do not need to rerun the concurrent program for a given operating unit more than once if all the migrated clauses and new global clauses have been created in the global operating unit at the time of running the concurrent program.

The clause status in the new operating unit can be one of the following:

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

> **Note:** If the global operating unit contains clauses that have been migrated from 11.5.9 or earlier, these clauses will automatically be adopted in the new operating unit, even if the global operating unit was set to manually adopt clauses.

Searching for Clauses

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

- Searching for Clauses, page 5-19
- Using the Keyword Search Feature, page 5-21

- Browsing for Clauses, page 5-21

Searching for Clauses

Use these steps to search for clauses.

Steps

To search for clauses:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

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

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

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

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

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

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

4. Click Go to view the search results.
5. In the Search Result section, select the check box for any clause and click one of the following buttons:
    - Submit: Submit the clause for approval.
    - Duplicate: Create a new clause by copying from an existing clause.
    - Create New Version: Create a new version.
    - Review for Adoption: This button is available only to local operating units for adopting global clauses. For more information, see the Approving Global Clauses in Local Operating Units section, page 5-16.

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 that you enter in any of the following fields:

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

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

- Synchronize Clauses Text Index
- Optimize Clauses Text Index

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

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

Browsing for Clauses

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

Steps

To browse for a clause:

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 that are assigned to a folder, select the check box for that folder.

4. Optionally, click the clause title to view clause details.

5. If applicable, select the check box for any clause and click one of the following buttons:
   - Submit: Submit the clause for approval.
   - Duplicate: Create a new clause by copying from an existing clause.
   - Create New Version: Create a new version.
   - Review for Adoption: This button is available only to local operating units for adopting global clauses.
   - Update: Open the clause for update.

Contract Clause Analysis Report

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

Managing Changes to Standard Clauses

This section covers the following topics:

Updating Clauses

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

- View and assign alternate clauses.
- View and assign incompatible clauses.
- Add the clause to folders.

- View all versions of the clause.
- Choose one version and compare with the one that is being updated.
- Change the status to On hold (only if the clause is in Approved status).
- Submit the clause for approval.
- Delete the clause (only if the clause is in Draft or Rejected 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 must be updated

Steps

To update clauses:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want to update. For more information, see the Searching for Clauses section, page 5-19.
3. Verify the clause status:
   - If the clause is in Draft status, all the fields are available for update.
   - If the clause is in any other status, certain fields are protected and cannot be updated.
4. Click the Update icon. The system opens the clause for update.
5. Make the necessary changes:
   - Except for the first version of a clause in Draft status, you cannot change the clause number, title, and intent.
   - For clauses with the Approved status, you cannot make changes to the following fields: Display Name, Start Date, Provision and Global check boxes, Clause Text, and Allow Include by Reference.
   - You cannot update the intent on a draft clause if the clause text contains an

embedded variable tag because variables are based on the intent.

6. Select one of the following actions:
   - Create new version (not available for clauses in Draft status)
   - Submit for approval (available only for clauses in Draft status)
   - Put on hold (not available for clauses in Draft status)
   - Delete (available only 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 must be approved before you can use them in contracts.

A new version is required if:

- The clause is not in Draft or Rejected status.
- The clause is approved, and the attributes are controlled at the Clause Version level that is required to be updated.

Steps

To version clauses:

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.

Considerations for Versioning Clauses

Consider the following for versioning clauses:

- After the clause is approved, the latest version of the clause is automatically used when a contract template containing the clause is applied to a business document. However, existing business documents that already contain the clause are not impacted. You must manually apply the latest version to the existing business documents.
- You do not need to update or revise a contract template in which a clause is required merely because the clause has been versioned. The system automatically updates the template. That is, the view of clauses on a template is not version controlled. The system always displays the most recent approved version of a clause on a template.

Comparing Clauses

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

You can choose any two versions of a clause, and then click the Compare button that is available in the Version History subtab of Updating Clause page, page 5-22.

Placing Clauses on Hold

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

Steps

To place clauses on hold:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want put on hold. For more information, see the

Searching for Clauses section, page 5-19.

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. For more information, see the Update section, page 5-22.

8. Click Release Hold. The system confirms the release.

Deleting Clauses

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

Steps

To delete clauses:

1. Navigate to the Clauses page.

   Navigation: Contract Terms Library > Clauses tab

2. Search for the clause that you want to delete. For more information, see the Searching for Clauses section, page 5-19.

3. Verify the clause status.

4. Click the Update icon or the clause title link.

5. Click Delete. The system asks you to confirm your request for deletion.

6. Click Yes.

Importing Clauses

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

- User-Defined variables with Manual source type

- Value sets that are used in variables

- Value set values

- Clause relationships that establish a clause to be an alternate or incompatible with one or more clauses

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

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

- Open Interface, page 5-33: For this method, use SQL*Loader, PL/SQL Scripts, or JDBC to load the entities directly into the corresponding interface tables. This process is outside the scope of the Clause import program. The clause import validates the data and imports the content into the library.

- XML Data File, page 5-36: Using this method, you import data directly from a source XML file that conforms to the XML schema that is published for import. The clause import validates the XML data and imports the content into the library.

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

Clauses

Attribute	Description
Clause Number	Number that identifies the clause. Two alternatives for a clause could have the same number.
Description	Description of the clause.
Title	Clause title or name.
Clause Type	Type of clause.
Display Title	Title that is displayed for the clause in the application.
Start Date	Date from which the clause can be used.
End Date	Date until which the clause can be used.

Attribute	Description
Date Published	Date that uniquely identifies the updates. This date determines whether the update is subsequent to the one already in the clause library and whether a new version of the clause will be created.
Clause Text	Legal text of the clause. The variables in the clause text should be enclosed within <Var> and <Var/> tags.
Intent	Business intent of the clause: (B) for Buy and (S) for Sell.
Language	Language in which the clause is authored.
Provision Indicator	Indicates whether the clause is a provision. It only applies to clauses with the **Buy** intent.
Include By Reference Indicator	Indicates whether the clause should be used by reference in a contract.
Reference Source	Source from which clause is referenced.
Reference Title	Title of the clause in the source.
Operating Unit	Operating unit using the clause.
Global Clause Indicator	Indicates if the clause is a global clause (all operating units can use them).
Standard Indicator	Indicates whether the clause is standard or nonstandard.
Clause Status	Status of the clause. Valid values are Draft, Approved, Pending Approval, and Rejected.
Lock Text Indicator	Indicates if the clause text can be modified.
Action	Action that the import process should perform on the clause.

Clause Relationships

Attribute	Description
Clause1 Number	Clause number of the first clause.
Source Clause1 Title	Clause title of the first clause.
Clause2 Number	Clause number of the second clause.
Source Clause2 Title	Clause title of the second clause.
Relationship Type	Relationship type code: • ALTERNATE: Clause1 and Clause2 are alternatives to each other. • INCOMPATIBLE: Clause1 and Clause2 are incompatible with each other.

User-Defined Variables

> **Note:** All user-defined variables are imported with the Manual source type. For more information, see Managing Variables, page 5-63.

Clauses can have variables embedded in the clause text. System variables are already defined in the system and are available for use in clause text. However, user-defined variables must be defined in the system before they can be used in clauses. A variable code uniquely identifies the variable and must be specified as part of the definition. The variable code should follow the pattern **OKC$<intent>$<code>** and should be unique in the system. For example, if the variable is the VAT code of the supplier and is used in buy-side transactions, then the code could look like **OKCBVATCODE** where **B** stands for buy intent.

Attribute	Description
Code	Variable code that uniquely identifies the variable.
Name	Variable name.

<table>
<tr><th>Attribute</th><th>Description</th></tr>
<tr><td>Description</td><td>Description of the variable.</td></tr>
<tr><td>Data Type</td><td>Data type of the value of the variable. Valid values are Date, String, and Number.</td></tr>
<tr><td>Valueset</td><td>Code of the valueset used.</td></tr>
<tr><td>Intent</td><td>Intent of the variable: B (Buy) and S (Sell).</td></tr>
<tr><td>External User Updatable</td><td>Indicates whether suppliers can update the variable.
• Y, if suppliers provide the value.
• N, if suppliers do not provide the value.
Note: This attribute is not available for Sales Contracts.</td></tr>
<tr><td>Language</td><td>Language of the variable.</td></tr>
<tr><td>Contract Expert Enabled Indicator</td><td>Indicates whether the variable can be used in Contract Expert.
• N: Do not use in Contract Expert.
• Y: Enabled for use in Contract Expert. Note that the value set for the variable should have a format type that is character or number and validation type independent.</td></tr>
</table>

Value Sets

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

Each valueset should have the following attributes:

Attribute	Description
Name	Name of the value set.
Description	Description of the value set.
Format Type	Format of the values that are provided by the value set: • D (Date) • N (Number) • C (Character)
Minimum Size of Values	Minimum number of characters for each value in the value set. Valid values are 1–38.
Maximum Size of Values	Maximum number of characters for each value in the value set. Valid values are 1–38.
Uppercase Values Allowed Indicator	Indicates whether uppercase values are allowed: • Y: Allowed • N: Not Allowed
Precision Allowed for Number Types	Number of decimal points allowed for number values.
Validation Type	Validation type for the value set: • N: None • I: Independent

Value Set Values

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

Attribute	Description
Value	Actual value
Description	Description of the value

Additional Section Mapping

Use the OKC_ART_VAR_SEC_INTERFACE table to import attributes to the Additional Section Mapping of the new clause. The following table provides details of the new attribute values:

Attribute	Description
Article Title	The clause title for the new Additional Section Mapping region
Organization ID	The organization ID of the clause
Variable Name	The variable name based on which the default section values are provided
Variable Value ID	The variable value ID for the default section
Variable Value	The variable value for the default section
Section Name	The section name into which the new clause is created by the contract expert

Interface Tables Used for Import

The following tables are used during the import process:

Table Name	Description
OKC_ART_INTERFACE_ALL	This is the main interface table where the users load data from external systems.
OKC_ART_RELS_INTERFACE	This is the interface table that stores the relationships between clauses.

Table Name	Description
OKC_VARIABLES_INTERFACE	This interface table is used to import variables that are used in clauses.
OKC_VALUESETS_INTERFACE	This interface table is used to import value sets that are used in variables.
OKC_VS_VALUES_INTERFACE	This interface table stores the values for the value sets that are used in variables.
OKC_ART_INT_ERRORS	This table stores the errors that are reported by the run in the validation or import mode.
OKC_ART_INT_BATPROCS_ALL	This is an internal system table that stores the batch run details. This includes the processing status as well as all the parameters that are used for the run.
OKC_ART_VAR_SEC_INTERFACE	This interface table stores all the attributes required to map the Additional Section Mapping region of a clause.

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

Clause Import - Open Interface Method

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

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

Prerequisites

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

For more information, see the Setting up Oracle Contracts chapter of the *Oracle Contracts Implementation and Administration Guide*.

Steps:

1. Format the data in a form that is suitable for loading into the interface table. For example, if you are using SQL*Loader to load data into the interface tables, you can choose to use a comma separated data file (CSV) and a control file that describes the data format.

2. Run the Import Clauses concurrent program in validation mode to identify any invalid data or errors. This is recommended but not a mandatory step. You can specify the following parameters for the Import Clauses concurrent program:

Concurrent Program Parameter	Possible Values	Mandatory	Function
Batch Name	Name of the batch	Yes	Provide a batch name to easily identify the records that you are importing.
Run in Validation Mode	Yes / No	No	Set to Yes if you want to run in validation mode to identify potential errors.

Concurrent Program Parameter	Possible Values	Mandatory	Function
Commit Size	1 to 300	Yes	Indicates the maximum number of records that the system processes and commits to the database at one time. For example, if you have 1,000 records to be imported and your commit size is set to 100, and an error occurs on the 150th record, the system has already processed the first 100, and the data will not be reprocessed the next time that you run the program. Consult your database administrator for the appropriate value.

3. The Import program generates a report that lists the success and error messages. The errors at this stage would primarily be related to data format or missing required data. Review the report and correct the errors outside the system and prepare the data for a reload.

4. Reload the data into the interface table after correcting the errors.

5. Run the Import Clauses concurrent program in import mode to create or update data in the library. If the program was run previously in the validation mode with no errors, then the import should succeed. The Import program generates a report that lists the success and error messages. Records with errors remain in the interface tables until they are purged or corrected.

6. If clauses are imported in Draft status, they must be approved before they are available for authoring contracts. If they are imported in the pending approval status, the system automatically routes the clauses to approvers for review and approval.

7. Purge the Interface records. See the Purge Interface Records section , page 5-39for details.

Clause Import - XML Data File Method

Prerequisites

Set up the following:

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

For more information, see the Setting Up Contract Terms Library chapter of *Oracle Contracts Implementation and Administration Guide*.

Steps

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

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

2. Staging the XML import file: Copy the XML file to the location specified by the **OKC: Clause Import XML File Location** profile option.

3. Import in the Validate mode: Run the **Import Clauses from XML File** concurrent program in the Validate mode to identify any invalid data or errors. This is recommended but is not a mandatory step. The program parses the XML file and populates the interface tables. You can specify the following parameters for the concurrent program:

Parameter	Possible Values	Default	Mandatory	Function
XML File Name	-	No	Yes	Name of the XML import file. The file must be present in the location that is specified by the profile option **OKC: Clause Import XML File Location**.
Default Operating Unit	Any operating unit for which contract terms are enabled	No	No	Identifies the operating unit for which the Import process needs to run. Leave it blank if the operating unit has already been provided for each record in the XML file. This value is used as the default for those records for which the operating unit is not provided.

Parameter	Possible Values	Default	Mandatory	Function
Create as Global Clause (Default)	Yes/No	No	No	If this parameter is set to Yes, it will import all clauses as global clauses. Note that the operating unit in which the clauses are imported must be set up as the global operating unit.
Default Clause Status	Approved, Draft, Pending Approval	No	No	This identifies the status in which to import the clauses. Leave it blank if the records already have a status. This value is used as the default for those records for which the status is not provided.
Validate Only	Yes/No	Yes	No	Run the Import process in validate mode to identify invalid data or errors.

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

5. Correct the errors: Review the report in the log file and correct errors in the XML data file.

6. Import data into the library: Run the **Import Clauses from XML File** concurrent program in import mode to create or update data in the library. If the program was run previously in validation mode with no errors, then the import should go through successfully. The Import program generates a report that lists the success and error messages.

7. Approvals: If clauses are imported in the Draft status, they must be approved before they are available for authoring contracts. If they are imported in the Pending Approval status, the system automatically routes the clauses to approvers for review and approval.

8. Purge the interface records. For more information see the Purge Interface Records section, page 5-39.

9. The OKC_ART_VAR_SEC_INTERFACE table imports the **Additional Section Mapping** region of a clause during clause import.

Purge Interface Records

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

The following table describes the parameters for the Purge program:

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

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

Managing Contract Templates

Oracle Sales Contracts enables you to define a standard set of templates to easily bring in terms and conditions for contracts authored by your company. You can use these templates to bring in the default clauses onto a contract.

You can apply a contract template to a sales document from the Update Contract Details page. The Apply Template LOV enables you to select an approved template and add the clauses and deliverables. You can add multiple templates to the sales order, quote, or sales agreement document. When you apply multiple templates duplicate clauses are not added. The contract expert rules are obtained from the base template or the first template that is applied. In addition, you can view the list of the applied templates on the Update Contract Details page.

This section covers the following topics:

Creating Contract Templates

To create a contract template, you can either:

- Create a New Contract Template, page 5-41
- Duplicate from an Existing Template, page 5-45

Creating a New Contract Template

Use these procedures to create a new contract template.

Steps

To create a new contract template:

1. Navigate to the Create Contract Template page.

   Navigation: Library > Contracts Template tab > Create Template button

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

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

3. Enter a unique name for the template. Note that the template name is unique within operating units.

4. Select the Intent for the template. The intent for Sales Contracts should be set to Sell.

5. Either accept or change the default start date, which is the system date.

6. Optionally, enter a description for the template.

7. Either accept or manually change the status of a template from Approved to On Hold. 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.

8. Link all contract templates that have the same context and purpose but are in different languages. To do this, use the Language and Translated from Template fields to specify the language and primary template for the contract template:

   - The list of values for the Languages field displays all active languages that have been installed in your instance.

   - The list of values for the Translated from Template field includes all contract templates that are in the same operating unit as the current template, with the same intent but in a different language.

- If you select a Translated From template, you also must select a language for the template.
- You cannot update the Translated From Template field on a template that is referenced by other translated templates.
- You can update the Language and Translated from Template fields after approval without requiring a template revision.

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

9. Select a layout template from the list of values. The layout template is used by the system to prepare the template for preview. For more information, see the Setting Up Layout Templates section, page 4-8.

10. Optionally, enter any instructions for using the template.

11. Optionally, select the Global check box to make the template available for duplication in all operating units. This is applicable only for global operating units. For more information, see the Global Templates section, page 5-61.

12. Select the Contract Expert Enabled check box to make the Contract Expert feature available on a business document to which the template is applied. By selecting the check box:

    - Contract Expert rules can be assigned to the template.
    - All existing Contract Expert rules with the Apply to All Templates option selected are assigned to the template automatically. For more information about creating and assigning rules, see the Creating Rules section, page 6-9.
    - The system displays the Rules subtab (after the user has saved the template). From the Rules subtab, you can view the Contract Expert rules that are applicable to the contract template. Also, you can view the sequence of questions that are used in the rules.

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

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

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

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

    > **Note:** If you want to make changes to the Contract Expert fields after a contract template has been approved, see the special considerations that apply when you change Contract Expert fields on contract template revision, page 5-59.

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

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

    - In the Document Type field, select the relevant contract type from the list of values (examples are Standard Purchase Order and RFQ).

    - Optionally, select the Default Template check box to set the template as a default for all business documents that are authored using that document type. For each document type, you can set only one contract template as the default template.

      > **Note:** This is only a first level default setup. Other applications, such as Oracle Quoting and Oracle Order Management, require additional setup to define default contract templates. For instance, Oracle Order Management uses the Transaction Type definition to set up these defaults.

17. Click Apply and Add Details.

18. Add sections and clauses to the template. For more information, see the Adding Sections and Clauses section, page 5-46.

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

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

You can change the question sequence for the contract template on the Contract Expert tab. For more information, see the Managing Question Sequence section, page 6-18.

20. From the Actions menu, choose:

    - Submit: Submit the template for approval. A contract template that is created with no clauses cannot be submitted for approval.

    - Validate: Run the QA check process to validate that the template is correct. If the validation returns error messages, 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 are according to the contract printing standards for the operating unit.

    - Delete: Delete the contract template. You can delete only templates that are in Draft or Rejected status.

Considerations for Creating and Using Contract Templates

Consider the following when creating and using contract templates:

- Searching for templates: As a convenience, you can perform blind searches on contract templates. If you are not sure about the criteria to search for templates, clicking Go, without entering any criteria, displays all the templates that exist in the system. However, note that Operating Unit is a mandatory search parameter.

- Using Language and Translated from Template features: If your company creates contracts in multiple languages, you may want to consider using these features. The Language and Translated from Template fields help you when selecting a contract template that you want to apply to a business document. In addition, if you are using Oracle iStore, the system automatically displays the template in the appropriate language, based on the language preferences setup.

- Clauses used in language templates: Clauses do not have languages associated with them. So, if you are creating templates in a specific language, ensure the clauses that you want to add to the template are also in the appropriate language.

- Default section for Contract Expert: This section is used to bring in Contracts Expert clauses that are not already assigned to any other section. From an implementation perspective, if you use Contract Expert to bring in the clause, a default section should be assigned to that clause.

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

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

- A contract template that is enabled for Contract Expert can also contain standard clauses and sections. As with all contract templates, its constituent clauses and sections are automatically added to a business document when the contract template is applied to the business document.

- Clauses are not mandatory for templates enabled for Contract Expert. However, they are mandatory for other templates.

Duplicate from an Existing Template

You can create new templates by copying the existing templates. Templates can be copied within the same operating unit, regardless of the template status. The system copies all the information, including clauses and Contract Expert rules, from the original template to the new template, except for rules with the Disabled status.

You can also duplicate a global template in the local operating unit.

For more information, see the Global Templates section, page 5-61.

Steps:

To duplicate from an existing template:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the source template. For more information, see the Searching for Templates section, page 5-54.

3. In the Results section, select the source template.

4. Click the Duplicate button 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 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. For more information, see the Create a New Contract Template, page 5-41.

7. Save the template.

8. From the Actions menu, you can select the following:

- Submit: Submit the template for approval.
- Validate: Run the QA check process to confirm that the template is correct.
- Preview: Preview the contract template.
- Delete: Delete the contract template.

Adding Sections and Clauses

Use the following steps to add sections and clauses to a template.

Steps

To add sections and clauses:

1. Navigate to the Create Contract Template page.

   Navigation: Library > Contracts Template tab > Create Template button

2. Enter the general information for the template.

3. Click Apply and Add Details.

4. Navigate to the Clauses subtab. On 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 section or select from a predefined library of sections. If you pick a section from the library, you cannot override the section name. To add clauses, you must define at least one section on the template.

   - Add Clauses: To add a clause, select a location for the clause in the hierarchy, and then click the Add Clause button. You can insert clauses only in the context of a section or subsection. You can perform a blind search or begin your search with % to add clauses to the template. You can also search for clauses by browsing through folders, or based on:

     - Keyword
     - Number
     - Clause Type

- Title
- Default Section
- Provisions Only: Select this check box if you want to search only for Provision type clauses (this field is available for templates with the Buy intent only).

5. To make a clause mandatory in the template, select the Mandatory check box. This prevents the clause from being deleted from the business document, except through special privileges.

6. You can display the Required When Applicable column on the Clause tab of the Contract Template page by personalizing the page. Required When Applicable is an additional descriptor for the clause. For example, optionally if the status is Required When Applicable and the clause is selected, then you must not delete the clause in the sales order or sales agreement document.

7. 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.

8. After creating the necessary sections and subsections and inserting clauses, use the Move button to change the order of clauses and sections in the template. Select the sections or clauses that you want to move, and click the Move button. Select the location in the hierarchy where you want to move the selections. Then, for sections, use the Location field to indicate whether you want to move before, after, or within the selected location.

9. You can apply a numbering scheme to the sections and clauses structure. Use the Renumber button to renumber the terms.

Considerations for Adding Sections and Clauses to Templates

Consider the following for adding sections and clauses to templates:

- Building the structure of sections and clauses: The first time you create a template and click Apply and Add Details and navigate to the Clauses subtab, the system displays an empty page. As a first step, you must select the check box next to the Contract Terms node and click Add Section. Remember that you cannot add clauses directly onto a template without a section. So first create a section, and then select the check box next to that section that you created to add clauses within that section. After creating the first section, you can repeat this step to create additional sections below the one that you just created.

- Selecting alternate clauses: If the alternate clauses are inactive when the contract template is applied to a business document, the Select Alternate icon does not appear on the business document.

- Renumbering after editing terms: If you use the Move feature to reorganize, add, or remove sections or clauses, the system automatically renumbers the sections and clauses. You must use the Renumber feature and reapply the numbering scheme.

- Using Contract Expert in conjunction with clauses and sections: Before creating a template, you must determine how many of the clauses are standard boilerplate text that is not likely to change on a contract-by-contract basis. You need to only add these clauses to the template. Remember that if you plan to use Contract Expert, you may not even need to have any clauses on the template if all your clauses are Contract Expert driven. However, you should provide at least the section hierarchy on the template as a placeholder for the clauses that are brought in by Contract Expert. This ensures that the sequence in which the sections and clauses must appear on a printed document is maintained.

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 correct the error conditions and resubmit the template for approval.

The following table displays the type of validations that the system performs when you run the Validation process.

Type of Validations

Validation Type	Condition	Description
Inactive Clauses	Error	This validation checks for clauses in On Hold and Expired status. Templates with clauses in these statuses cannot be submitted for approval. Note that this validation 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 alternative clauses on the same template.

Validation Type	Condition	Description
Incompatible Clauses	Warning	This validation checks for the presence of incompatible clauses on the template.
Layout Template not Defined	Warning	This validation checks whether the contract template has a layout template assigned to it.
Invalid Variable for Document Type	Warning	This validation checks whether the system variables that are embedded within clauses and used in the template are supported for the document types in which the contract template is used.
Duplicate Clauses	Warning	This validation checks whether the contract template contains duplicate clauses.
Inactive Rules	Warning	This template validation checks whether the contract template has one or more rules that are not active.
Expired Clause	Error	This rule validation checks for an Expired clause used in the rule.
Invalid Clause	Error	This rule validation checks for an On-Hold clause used in the rule.
Draft Clause	Error	This rule validation checks for a Draft clause used in the rule.
Invalid Question Valueset Query	Error	This rule validation checks for an invalid value set query used in a question in the rule.

Validation Type	Condition	Description
Invalid Variable Valueset Query	Error	This validation checks for an invalid value set query used in a variable in the rule.
Missing Value Set value in Question	Error	This rule validation checks for a missing value set value used in a question in the rule.
Missing Value Set value in Variable	Error	This rule validation checks for a missing value set value used in a variable in the rule.
Invalid Value Set in Question	Error	This rule validation checks for a deleted value set used in a question in the rule.
Invalid Value Set in Variable	Error	This rule validation checks for a deleted value set used in a variable in the rule.
Invalid Question	Error	This rule validation checks for a disabled question in the rule.
Missing Template Association	Error	This rule validation checks for missing template associations, where the Apply to All Templates option is not selected.

You can run the QA process at any stage during the template creation. The system also runs the QA process when a template is submitted for approval. For more information, see the Approving Templates section, page 5-51.

Steps

To validate templates:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Open the template for update. For more information, see the Updating Templates section, page 5-57.

3. Select the Validate option from the list.

4. Click Go. The system performs the validation and displays the results along with the suggested corrections.

5. Click the Printable Page button if you want to print the list of validations.

6. If applicable, correct the error conditions and resubmit the template for validation.

Previewing Templates

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

Steps

To preview templates:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the template that you want to preview. For more information, see the Searching for Templates section, page 5-54.

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 must request approval in the following cases:

- When a new template is created.

- After making updates to a rejected template.

- When a template revision is created.

> **Note:** You can approve a template enabled for Contract Expert with no clauses or deliverables. Templates that are not enabled for Contract Expert must contain at least one clause or one deliverable to be approved. In the Contract Expert-enabled template, you should include at least the sections that you want on the printed business document.
>
> The Deliverables functionality is currently supported only on contract templates with Buy intent.

Approving Draft Clauses with Contract Templates

Special considerations exist for contract templates that include unapproved clauses, that is, clauses for which the status is either Draft or Rejected.

One factor that determines which clauses are to be submitted for approval along with the contract template is the *contract template effective date*.

The contract template effective date is the contract template start date or the current date, whichever is later.

When the contract template is submitted for approval, the contract template is first validated. If no errors occur during validation, the application presents you with a list of the draft clauses that are used in the contract template that is effective on the contract template effective date.

Draft clauses can belong to one of the following categories:

1. No approved previous version exists, or the previous version of the clause is not valid.

   The previous version may be invalid for either or both of the following reasons:

   - The version expires before the contract template effective date.

   - The clause is on hold.

     In this case, you must submit the clause with the contract template for approval.

2. A previously approved version of the clause is valid for the contract template effective date.

   In this case, approval of the clause is not necessary for the contract template to be valid, and you can choose whether to submit the draft clause for approval.

The clauses in category 1 and the clauses that you select in category 2 become the final list of clauses that are submitted for approval with the contract template.

Note: If a template contained a Draft clause and during approval, you deselect this clause and submit the template with the previous approved version of the clause, in a new revision of the template, the latest Draft clause is displayed and will be submitted again when the revision is submitted for approval.

Approving Contract Templates

The approval notification includes a list of any unapproved clauses in the contract template.

Note: If a draft clause that has been added to a contract template is submitted for approval independent of the template, the contract template validation report displays an error indicating that a template with a clause in the Pending Approval status cannot be submitted for approval.

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.

Approving or rejecting a contract template also approves or rejects all the draft clauses that are submitted with the contract template.

The approver can reassign the contract template for approval to another user. While reassigning, the approver can delegate the notification while retaining ownership on the notification or transfer the notification to the assignee

Steps

To approve contract templates:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Open the contract template and select the Submit option from the Actions list of values. Alternatively, from the search results, query the contract template and click the Submit button.

   If errors occur, the Validation Results report appears. You must correct the errors before you resubmit the contract template for approval.

   If no errors occur and no draft clauses are in the contract template, the contract template is submitted for approval.

   Approving Draft Clauses

If no errors occur, but draft clauses exist in the contract template, the Submit for Approval page appears for the contract template. This displays a list of the clauses to be submitted with the contract template for approval.

The types of clauses that may exist in the list are:

- Clauses that must be submitted for approval. You cannot deselect these clauses.
- Clauses that may be submitted for approval. You can select or deselect these clauses.

3. In the Submit for Approval page, optionally click View Warnings.

   The Validation Results report lists the warnings.

   If you want to submit the contract template for approval, you must click the link to return to the Submit for Approval page.

4. In the Submit for Approval page, click Submit.

   If no warnings appear or no errors occur, the contract template is submitted for approval.

5. If warnings appear or errors occur, the Validation Results report appears, listing the warnings. Click Finish to submit the contract template for approval, or Cancel to cancel the Submit for Approval process.

Searching for Templates

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

- Searching for Templates, page 5-54
- Using the Keyword Search Feature, page 5-56

Searching for Templates

Use these steps to search for contract templates.

Steps

To search for templates:

1. Navigate to the Contract Templates page.

   Navigation: Contract Terms 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:

- Operating Unit.
- 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: 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.
- Language.
- Name.
- Layout Template.
- Translated From Template.
- Template Effectivity: Search for templates based on start and end dates.
- Owning Operating Unit (only available for local operating units): Search for template used in local operating units or the global operating unit. Note that the search is set by default to the local operating unit. Also, if the owning operating unit is set to Global, the only applicable status value is Approved. You cannot search for global templates in other statuses in a local operating unit.
- Default Templates Only: Search for any templates that are used as the default for document types.
- Global Only (only available for the global operating unit): Search for global templates in the global operating unit.
- Contract Expert Enabled: Search for any templates that use the Contract Expert feature.

For more information, see the Create a New Contract Template section, page 5-41.

4. Click Go. The system displays the templates that match 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. The frequency for running these programs must be decided on a case-by-case basis. You can schedule the concurrent programs to be run together automatically at predefined intervals.

Viewing Template Clauses

When you assign a clause to a template, the system does not associate a specific version of the clause.

> **Note:** The latest version of the clause is always appears if that is the only available version of the clause in the library.

For display purposes, the system uses the latest version of the clause subject with the following exceptions:

- Latest Version is On Hold. In this case, the system displays the previous approved version of the clause if it exists.
- Latest version is Pending Approval. When the latest version of the clause has status Pending Approval, the following extra condition is evaluated:

  If a previous version of the clause is expired, the latest version of the clause appears. Otherwise, the previous approved version of the clause appears.
- Approved Clause with a later Draft version. If a later version exists in Draft status, the clause text from the draft version appears.
- Approved Clause with future Draft version. The system displays the latest

approved version of a clause when the latest draft version of a clause has a start date that is later than the current system date.

Managing Changes to Contract Templates

This section covers the following topics:

Updating Templates

You can update general information about an approved template including:

- Description
- Document Types
- Language
- Translated From Template
- Layout Template
- Instructions

For more information, see the Create a New Contract Template section, page 5-41.

You must create a revision to update any of the sections or clauses. You can update templates in any of the following statuses:

- Draft: The Template Name, Intent, and Start Date fields can be updated only in the first version of the template in Draft status. You can update all other fields and attributes of templates including:
    - General information (including Layout Template, and Description).
    - Sections and Clauses: You can add, modify, or delete Sections, Subsections and Clauses. You can also reorganize the layout of clauses including numbering.
    - Contract Expert: You can modify the fields in the Contract Expert region, including the check box that enables and disables Contract Expert for the template.

    - Document Type Association: You can add or delete contract document types.

- Approved: To update an approved template for its layout and content, first you must create a revision. Then, you can modify the revision, approve it, and replace the original template.
- Pending Approval: You cannot update templates in Pending Approval status.

You can also perform the following updates to contract templates:

- Place on hold
- Release the Hold
- End Date

Steps

To update templates:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section, page 5-54.
3. Click Go. The system displays the search results.
4. Select the Update icon for the template that you want to update. You can perform the following actions while updating a template:
   - Add, update or delete sections and clauses.
   - Submit for approval (available only for templates in Draft, Rejected and Revision status).
   - Place on hold (not available for templates in Draft, Rejected and Revision status).
   - Delete (available only for templates in Draft, Rejected and Revision status).
   - Validate (all statuses of the template).
   - Create revision (only available for templates in Approved status).
   - Preview.

Creating Template Revisions

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

- Template Name
- Intent
- Start Date

Revisions must 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.

Changing Contract Expert Fields on Contract Template Revisions

- You must create a contract template revision to update any of the Contract Expert fields. 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 that Contract Expert is used on a business document. Even though the template may not have been reapplied on the business document, the updates to the Contract Expert fields still take effect on the business document.
- 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.

Steps

To change Contract Expert fields on contract template revisions:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section, page 5-54.

3. Open the template for update. The template must be in Approved status.

4. Select 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 place only those templates that are in Approved status on hold.

Steps

To place templates on hold:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the template that you want to place on hold. For more information, see the Search for the Templates section, page 5-54.
3. Click Go.

   The system displays the search results.

4. Select the Update icon for the template.
5. Select 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.

Steps

To delete templates:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Search for the template that you want to delete.

   For more information, see the Search for the Templates section, page 5-54.

3. Click Go. The system displays the search results.
4. Select the Update icon for the template.

5. Select 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 must identify your global operating unit, usually the corporate headquarters. The designated global operating unit is responsible for the creation of templates that local operating units can use. On approval, the global templates are available for local operating units to duplicate.

The global templates feature is different from the global clauses. Unlike a global clause, the system does not track adoption of the global templates. The local operating units are responsible for determining whether they want to duplicate a global template. The system allows a local operating unit 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 operating unit has adopted clauses manually, only those clauses that have been adopted and approved in the local operating unit are copied over.
- If the local operating unit has localized clauses, the global clauses are replaced by approved localized clauses during copy.
- None of the Contract Expert rules from a global template are copied over. The system automatically associates any Contract Expert rules that are defined in the local operating unit with the Assign to All Templates property.

Considerations for Using Global Templates

Note the following considerations for using global templates:

- Global Operating Unit profile option: You 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, you must select the Global check box. When the template is approved, it becomes available in local operating units for copy.
- Duplicate global templates: Local operating units can search for global templates using the search field Owning Operating Unit and selecting the Global radio button. Note that you can preview the global template first to ensure that the

contract terms meet your requirements. Users in local operating units cannot modify or delete global templates unless the security profile for the responsibility allows them access to the both operating units.

- You can view contract terms in global templates subject to the following exceptions:
  - The local operating unit cannot view the clauses that are local to the global operating unit.
  - The local operating unit cannot view the global clauses that were adopted or localized.
  - The local operating unit can view all contract rules in the global operating unit.
- Contract Expert rules are not copied over when a global template is duplicated in a local operating unit.
- Ordering sections for Contract Expert clauses: Sections are ordered based on how these sections are defined in the contract template that is used to author a contract. In addition, users can modify or create sections in the contract. As long as the clauses brought in by Contract Expert have a default section assigned to them, the ordering provided in the contract is maintained. If clauses do not have a default section, then the default section that was defined in the template is applied.
- Ordering Contract Expert clauses within sections: To order clauses within sections, you can use the Move feature available in the contract. You cannot provide a preset ordering for the clauses in the library.

Viewing Contract Expert Rules

You can view Contract Expert rules from templates enabled for Contract Expert.

Steps

To view Contract Expert rules:

1. Navigate to the Contract Templates page.

   Navigation: Library > Contract Templates tab

2. Enter the search criteria for the template. For more information, see the Search for the Templates section, page 5-54.

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

4. Click the Name link for the template that you want. The system displays the Contract Template page.

5. Open the Rules tab to view the rules. For more information, see the Contract Expert Chapter, page 6-1.

Managing Variables

Oracle Contracts supports the use of business variables (tokens) in both clauses and Contract Expert rules. 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. System variables are also available to be used in defining Contract Expert rules.

- Table variables: 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. Oracle Sales Contracts supports the following seeded table variables:
  - Lines
  - Modifiers
  - Price Lists

- User-defined variables: User-defined variables are tokens that you define over and above the system variables. Users must provide values for these variables as part of the contract authoring process. You can define variables that are sourced or derived from contract data. User-defined variables can be used in clause text or for Contract Expert rules. You can indicate the variable source as:
  - Manual: If you set the variable source to Manual, users must provide values for the variable as part of the contract authoring process.
  - PL/SQL Procedure: If the variable source is set to PL/SQL Procedure, the variable value is sourced or derived from the contract data.
  - Multi Row Variable: Multi row variables are place holder tables containing one or multiple rows that are used for entering variable values.

Variable Identification

The application can identify a variable only if the variable is enclosed within the following special characters:

[@VARIABLE_NAME@]

For instance, the Payment Terms system variable must be captured with the following tags:

[@Payment Terms@]

The Managing Variables section covers the following topics:

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.

        Note: Deliverable variables are available only for use in Procurement Contracts.

    - Table variables: These variables capture structure information, such as items and price lists that map to multiple rows.

        Note: Table variables are available only for use in Sales Contracts.

- User-defined variables are based on the needs of the contractual documents of the operating unit. These variables are replaced with values during contract authoring. In most cases, you can update or delete these variables. User-defined variables can be used either as tokens in clause text or to drive Contract Expert rules.

Prerequisite

- Define the corresponding value sets. For more information, see the Setting Up Value Sets section, page 4-12.
- Define stored procedures for variables with source type PL/SQL Procedure. For a

sample PL/SQL procedure code, see Sample Variable for PL/SQL Procedure Source Type Appendix, page G-2.

Steps

To create variables:

1. Navigate to the Create Variable page.

   Navigation Library > Variables tab > Create Variable button

2. In the Variable Name field, enter the name that you want to appear in clauses.

3. Optionally, enter a description for the variable.

4. In the Value Set field, select a value set from the list of values.

   > **Note:** You must assign the appropriate value set when creating a variable. The system does not verify that the appropriate value set has been attached. For more information, see the Setting Up Value Sets section, page 4-12 .

5. In the Intent field, select the intent for the variable. You can select 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. When you select 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 sales agreements cannot update variable values in their responses.

   > **Note:** For variables that use source of PL/SQL Procedure, the External Party Updateable option cannot be selected.

7. Select the Manual or PL/SQL Procedure option as the variable Source from the list of values.

8. If you select the PL/SQL Procedure option as the source, the system displays the following mandatory fields:

   - Procedure Name: Enter a PL/SQL stored procedure name that is used for deriving the value for the variable. The name must be entered in the **<schema**

name>.<package name>.<procedure name> format (for example, APPS. CUSTOM_UDV_PKG.Get_PO_Amount). If the format is not valid, the system displays an error message when you try to save the variable and asks you to correct the error. When the variable is saved, the system checks whether the procedure exists and is valid. If the procedure is not valid, the system displays a warning message and saves the variable.

- Variable Code: Enter a unique variable code. The code cannot be a number.

  Note: Variable Source, Procedure Name, and Variable Code cannot be updated if the variable has already been used in a Contract Expert rule or clause.

9. 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 criteria
  - Name
  - Description
  - Type
- The system does not support blind searches or searches beginning with the wildcard character %.

Steps

To search for variables:

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. In the Variables Search region, you can perform searches on variables by:
   - Name
   - Description
   - Type

- Intent

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

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

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

Displaying Clauses Using a Variable

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

Steps

To display clauses using a variable:

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. Search for the variable that you want. For more information, see the Searching for Variables section, page 5-66.

3. In the Results section, select the check box for the variable.

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

   > **Note:** Clauses appear only for the operating units that are defined using the MO Security Profile for the current responsibility.

Managing Changes to Variables

You can change or delete user-defined variables only.

This section covers the following topics:

- Updating User-Defined Variables, page 5-67

- Deleting User-Defined Variables, page 5-70

Updating User-Defined Variables

You can update user-defined variables. However if the variable is used in Contract Expert rules or clauses, you cannot update the following fields:

- Value set
- Variable Source
- Procedure Name
- Variable Code

Steps

To update user-defined variables:

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. Search for the variable that you want to update. For more information, see the Searching for Variables section, page 5-66.

3. Click the Update button to open the variable for update. You cannot update the variable name, intent, and source. Also, after the variable has been used in a clause, you can update only the variable description and select the Disable check box. After the variable has been used in a clause or a rule, you must create a new variable if you want to change a value set that is assigned to a user-defined variable.

4. Make the necessary changes. For more information, see the Creating Variables section, page 5-64.

5. Select the Disable check box, if you want to prevent further use.

6. Click Apply to save the variable.

Considerations for Defining Variables

Consider the following for defining variables:

- Before you begin to define user-defined variables, review the list of system-defined variables that have been seeded in the application. The variable that you want to define may already be present as a system-defined variable.

- Note that if you are defining a user-defined variable, you can define value sets exclusively for that variable or use generic value sets across many variables. This analysis could save time and effort in the creation and maintenance of variables. For example, if the variable you are looking for is a free-form text-enterable field, you could create one generic free-form validation value set and reuse it across different variables.

- If the value set that was used on a variable is deleted, the variable becomes unusable in Oracle Contracts. You must create a new variable with a valid value set, and then update all the clauses, templates, and business documents that were impacted by this change.

- If you have created a user-defined variable with the intention of using it in Contract Expert rules, but the variable that you created is not available when you are defining a rule, review the value set that is associated with the variable. The value set definition may not meet the criteria that make it available in Contract Expert.

- Variables are not specific to the operating unit. If you create a user-defined variable, it will immediately be available to all operating units that use Oracle Contracts. You could use the Description and Name fields to provide additional qualifications if you do not want to use a variable across operating units.

- For the application to perform better, tune queries used in PL/SQL Procedures and value sets. Query performance will impact the application performance.

Defining Multi Row Variables

You need to set up the multi row variable before using it by performing the following steps:

1. Define Attribute Group: Navigate to Contracts Terms Library Administrator responsibility, Contracts, Contract Terms Library, and then Attribute Group.

2. Click the Create button. Enter the Internal Name and Display Name. Select the Behavior as Multi-Row. Click the Apply and Add Attributes button.

3. Enter Internal Name, Sequence, Data Type, and Column - repeat this step for each attribute of the multi row variable. Click the Maintain Unique Key button to define the unique key, which is a set of attributes whose combination will uniquely determine a row in the Attribute Group

4. Create the RTF Template and this layout is used for printing of the variable in Contract Terms.

5. Register the RTF template: Navigate to XML Publisher Administrator responsibility, Home, Templates, and then click the Create Template button.

   Enter the Application as Contracts Core, Type as RTF, and Data Definition as Multi Row Variable Data Def. In the Template File region, upload the RTF template, and select the appropriate Language.

6. Navigate to the Variables page.

   Navigation: Access Contract Terms Library and then the Variables tab

7. Click the Create Variable button.

8. Enter a Variable Name and Description

9. Select the Multi Row Variable check box.

Deleting Variables

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

Steps

To delete variables:

1. Navigate to the Variables page.

   Navigation: Library > Variables tab

2. Search for the variable that you want to delete. For more information, see the Searching for Variables section, page 5-66.

3. Click Go to view the search results.

4. Select the check box for the variable that you want to delete.

5. Click the Delete icon. The system displays the Warning page.

6. Click Yes to confirm.

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 because you can also define template-specific sections when creating a template.

This section covers the following topics:

- Creating Sections, page 5-71

- Searching for Sections, page 5-71

- Updating Sections, page 5-72

Creating Sections

Steps

To create 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 assign an end date to a section, it will not impact existing contract templates or business documents. However, the inactive section cannot be used to author new contract templates or business documents.

Searching for Sections

Use these steps to search for sections.

Steps

To search for sections:

1. Navigate to the Sections page.

   Navigation: Library > Sections tab

2. Enter your search criteria for section:

   - Name
   - Code

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

Updating Sections

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

Steps

To update sections:

1. Navigate to the Sections page.

   Navigation: Library > Sections tab

2. Search for the section that you want to update. For more information, see Searching for Sections, page 5-71.

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

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

   - Description

   - Effective to Date

5. Click Apply to save your changes and close the page.

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

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. For more information, see the following sections:

- Creating Folders, page 5-73

- Updating Folders, page 5-74

You can assign a clause to more than one folder.

This section covers the following topics:

- Creating Folders, page 5-73
- Searching for Folders, page 5-73
- Managing Changes to Folders, page 5-67

Creating Folders

Folders are unique within an operating unit. All operating units that use the Contract Terms Library can create their own folders. Folders that are created in a global operating unit are not copied over or created in the local operating unit.

Steps

To create folders:

1. Navigate to the Create Folder page.

   Navigation: Contract Terms Library > Folders > Create Folder button

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

3. Enter a name for the folder.

4. Optionally, enter a description for the folder.

5. Click Save or Apply.

Searching for Folders

Use these steps to search for folders.

Steps

To search for folders:

1. Navigate to the Folders page.

   Navigation: Contract Terms Library > Folders tab

2. Enter the search criteria for:

- Operating Unit
- Folder Name
- Description

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

Managing Changes to Folders

This section covers the following topics:

Updating Folders

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

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

Steps

To update folders:

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to update. For more information, see the Searching for Folders section, page 5-73.

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

   - Change the name and description
   - Add clauses

- Remove clauses

Adding Clauses to Folders

You can assign one clause to more than one folder.

Steps

To add clauses to folders:

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to update. For more information, see the Searching for Folders section, page 5-73.

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

4. Click Add Clauses to open the Search Clause page.

5. Enter the search criteria for the clause. Note that you can add clauses of any status to the folder. The system does not maintain references to a specific version of a clause when it is added to a folder. When you browse a folder to select clauses on a contract template or contract, the appropriate version will be selected on the template or the contract.

6. Click Go to view the search results.

7. Select the clauses that you want to add.

8. Click Apply to add the clauses to the folder.

9. Click Save or Apply to save your changes.

Removing Clauses from Folders

Use these steps to remove a clause from a folder.

Steps

To remove clauses from folders:

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to update. For more information, see the

Searching for Folders section, page 5-73.

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

4. In the Clauses section, select the check box for the clause that you want to remove.

5. Click Remove.

6. Click Save or Apply to save your changes.

Deleting Folders

You can delete any folder from the Folders library.

Steps

To delete folders:

1. Navigate to the Folder page.

   Navigation: Library > Folders tab

2. Search for the folder that you want to delete. For more information, see the Searching for Folders section, page 5-73.

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

4. Click Yes to confirm.

Considerations for Using Sections, Folders, and Clause Types

The following table covers the purpose and possible implementation considerations for using any of these features. These are considerations, not recommendations:

Details	Sections	Folders	Clause Types
Is setup mandatory?	Yes	No	Yes
What is the intended purpose?	Sections are the headings under which clauses are structured and appear together on a printed contract.	Folder is a tool for users of the Contract Terms Library to organize clauses that they work on for easy access and retrieval.	Clause Types can be used to classify clauses based on nature, type, form, or function.

Details	Sections	Folders	Clause Types
What are the common examples?	• Payment Terms • Products • Pricing	• Liability Clauses • Fixed Price Clauses • Localized clauses Note: One clause can be assigned to multiple folders.	• Finance clause - Limitation of Liability • Miscellaneous term • Marketing clause - Termination • Finance clause - Special payments
How is it used in a contract?	Sections and clauses together form the formatted content of a printed contract.	Folders are available as a browse tool for users who are authoring contracts to easily locate and add clauses to a contract.	Clause types are used as search criteria for users who are authoring contracts to easily search for and add clauses to a contract. Clause types can also be used to route the contracts for special approvals. For example, all nonstandard Finance type clauses are to be routed to the Finance group for approval.

6

Contract Expert Administration

This chapter describes the Contract Expert feature.

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
- Considerations for Creating Contract Expert Rules

Overview

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

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

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

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

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

The sections in this chapter include:

- Managing Questions, page 6-3
- Managing Constants, page 6-6
- Managing Rules, page 6-8
- Managing Question Sequence, page 6-18
- Creating Dependencies Between Questions, page 6-19

- Using Contract Expert on Business Documents, page 6-21

Managing Questions

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

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

This section covers the following topics:

Creating User Questions

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

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

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

Prerequisites

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

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

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

For more information, see the *Oracle E-Business Suite Flexfields Guide*.

Steps

To create user questions:

1. Navigate to the Create Questions page.

Navigation: Contract Expert > Questions tab > Create Question button

2. In the Name field, enter a short name for the question. The name must be unique for a given intent and across all operating units.

3. In the Description field, describe the purpose of the question.

4. In the Intent field, select the intent for the question: Buy or Sell.

5. In the Question Prompt field, enter the question that you want to appear at run time for the users to respond to.

6. Use the Disable check box to disable the question to prevent it from being used in a rule. The Disable check box is available only in Update mode.

7. Select a response type from the list of values. The system supports the following response types:

   - Yes and No: At run time, the response appears as a drop-down list with two values, Yes and No. Select the appropriate response.

   - Numeric: The response is a numeric value that should be provided at run time.

   - List of Values: This option provides an enumerated list of values as its response. For example, possible responses to the Contract Type question could include Fixed Price, Cost Plus Pricing, and Services only Pricing.

8. If in the Response Type field you selected the List of Values option, the system displays the Value Set field.

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

   > **Note:** You must set up value sets as described in the prerequisites section, page 6-3.
   >
   > For example, if your question checked that a contract type should include the values Fixed Price, Cost Plus Pricing, and Services only Pricing, you would first need to define these three values in a value set. Then, when creating the question, you would need to select Response Type = List of Values, and Value Set = the name of your defined value set.

9. Click Apply to activate and save the question.

   > **Note:** Contract Expert does not currently support default responses on

user questions. An exception, however, is a question with response type Numeric that always defaults to 0 in the business document. You must change this default value when answering numeric questions.

Searching for Questions

Use these steps to search for questions.

Steps

To search for questions:

1. Navigate to the Questions page.

   Navigation: Contract Expert > Questions tab

2. Enter your search criteria for the question.

   The following fields are available as search criteria:

   - Name
   - Description
   - Question Prompt
   - Intent

     You can also search on the following fields:

   - Value Set

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

   - Response Type
   - Enabled check box

3. Click Go.

   The system displays the questions that match your search criteria.

Updating Questions

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

Steps

To update questions:

1. Navigate to the Questions page.

   Navigation: Contract Expert > Questions tab

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

   For more information, see the Searching for Questions section, page 6-5. The system displays the questions that match your search criteria. From this page, you can select one of the following options:

   - Update: To make changes to a question, click the Update icon. The system displays the Update Question page. You can use the Disable check box to prevent the question from being used in a new rule. This will not impact existing rules that use this question.

   - Delete: A question cannot be deleted if it is used in a rule. To delete a question, click the Delete icon. The system displays the Warning page. Click Yes to confirm.

Managing Constants

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

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

- Condition: All contracts for which the contract amount is greater than $1,000,000.

- Result: Add the Special Payment Terms clause.

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

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

This section covers the following topics:

- Creating Constants, page 6-7
- Searching for Constants, page 6-7
- Updating Constants, page 6-8

Creating Constants

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

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

Steps

To create constants:

1. Navigate to the Create Constant page.

   Navigation: Contract Expert > Constants tab > Create Constant button

2. In the Name field, enter a short name for the constant.

3. In the Description field, describe the purpose of the constant.

4. Select the intent for the constant: Buy or Sell.

5. In the Value field, enter a numeric value for the constant.

6. Click Apply to save the constant.

Searching for Constants

Use these steps to search for constants.

Steps

To search for constants:

1. Navigate to the Constants page.

   Navigation: Contract Expert > Constants tab

2. Optionally, enter your search criteria:

- Name
- Description
- Intent

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

3. Click Go.

   The system displays the constants that match your search criteria.

Updating Constants

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

Steps

To update constants:

1. Navigate to the Constants page.

   Navigation: Contract Expert > Questions tab

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

   For more information, see the Searching for the Constants section, page 6-7. The system displays the constants that match your search criteria. From this page, you can select one of the following options:

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

Managing Rules

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

This section covers the following topics:

Creating Rules

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

Steps

To create rules:

1. Navigate to the Create Rule page.

   Navigation: Contract Terms Library > Contract Expert > Rule tab > Create Rule button

2. Select the operating unit for the rule.

3. Select one of the following rule types:

   - If you want to set up a rule to bring additional clauses into a business document, select the Clause Selection rule type.

   - To set up a rule to capture and report changes in business terms on contracts, select the Policy Deviation rule type.

   For more information about the rule types, see the Contract Expert - Overview section, page 6-2.

4. Enter a unique name for the rule to identify the rule.

5. Enter a description explaining the nature and purpose of the rule.

6. Select the intent for the rule: Buy or Sell.

7. Review the Status field, which is a read-only field.

Contract Expert supports the following statuses for a rule:

- Draft: When you can create and update a rule, the rule is in the Draft status.
- Active (in Progress): When the rule is submitted for activation, the status of the rule is changed from Draft to Active (in Progress).
- Active: The status of the rule is changed to Active when it is available for use in Contract Expert.
- Disabled (in Progress): This is the status of the rule while Contract Expert is performing the process of disabling the rule (when the disabled rule is exported to Oracle Configurator).
- Disabled: The status of a rule is changed to Disabled when it is no longer available for use in Contract Expert.
- Revision: When you update an Active rule, its status is changed to Revision.

8. To add a condition, click the Add Another Row button.

9. Select the Match All or Match Any condition option.

   If the conditions must all be true to select the results, select the Match All radio button. Select the Match Any radio button if any condition can be true to select the results.

10. In the Type field, select one of the following condition types:

    - Clause: The Clause type is available only for Clause Creation rules. Use this type if the rule requires a Contract Expert selected clause to be present in the business document. For instance, select the Clause type to create a rule to bring in Clause B if Clause A, which was selected by Contract Expert, is present in the document.
    - Variable: You can use the Variable type to create Clause Creation and Policy Deviation rules.

      Use this type for the Clause Creation rules if a system or user-defined variable drives the clause selection on a business document. For instance, bring Clause A if the variable Payment terms = Net 30 is in the document.

      For Policy Deviation rules, use this type if a system or user-defined variable drives the policy deviation for a business document. For instance, if Contract Amount is less than $1,000,000, then the standard for Payment Terms is Net 30. Or if the non-solicitation remedy is more than $25,000, then the standard for Termination Days is 30 days.
    - Question: Use this type if a user question should drive the clause selection or

policy deviation on business documents. For instance, bring Clause A if the answer to Question B is Yes.

> **Note:** You can use both system and user-defined variables to define Contract Expert rules.

For more information about Variables, see Managing Variables, page 5-63.

11. Select a name in the Name field: the available options are based on the condition type that you selected in the Type field:

    - Clause: The Name field is not available for this option.
    - Variable: The system provides access to a search page for both seeded and user-defined variables.
    - Question: The system provides access to a search page for questions that are defined in the Contract Expert.

12. Select an operator in the Operator field. Operators provide the logic in defining a condition, for instance, Payment terms **IS** Net 30.

    To create a rule, Oracle Contracts supports the following operators:

    - Logic Condition operators
    - IS
    - IS NOT
    - IN (allows selection of multiple values)
    - NOT IN (allows selection of multiple values)
    - Numeric Condition operators:
    - >=: Greater than or equal to
    - <=: Less than or equal to
    - =: Equal to
    - Not equal to
    - >: Greater than
    - <: Less than

13. Depending on the Type and other options, you must select one or more values in either the Value or Update Values field. For example:

   - For condition Type = Clause, use the Update Values field.
   - For condition Type = Question and if the response type is "Yes or No" or the question uses a value set of type Independent, use the Value field.
   - For condition Type = Question with response type of Numeric or List of Values, use the Update Values field.

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

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

14. Click the Remove icon if you want to delete a condition from a rule.

15. Use the Results region to define the results if the defined conditions are met. The Results region is available only for Clause Creation rules.

    In the Results region, you can select clauses that must be brought in and ask the user additional questions on a business document.

16. In the Results - Clauses region, click the Add Clauses button to add another Result row to the rule.

    The Results - Clauses Table displays the Clause Title and Description for the clauses that you have chosen. You can personalize this region to display Require When Applicable and Mandatory drop-down lists.

17. In the Results - Clauses Table, you can access the following:

    - Show Details: The system provides a hide or show option to display general information about one clause or all the clauses.
    - Remove icon: You can use the icon to delete a result row from the rule.

18. Use the Question Table of the Results region to select one or more additional questions that should be asked at run time if the conditions are met.

    > **Note:** This is one of the steps that is required to set up dependencies between questions. For more details, see Creating Dependencies Between Questions, page 6-7.

The Question table includes:

- Question: You can select from the list of questions that are already defined during Contract Expert setup.
- Question Prompt: The system displays the question prompt details from the library.
- Delete icon: You can delete a question row from the rule.
- Add Questions button: Click this button if you want to add another question to the result row of the rule.

19. Use the Contract Template Assignments region to assign the rule to one, many, or all contract templates. You can assign contract templates in Draft or Approved status to a rule. Only contract templates that are Contract Expert-enabled and belong to the same intent as the rule will be available to be assigned to the rule.

    Note: Even though you can assign templates in any status to a rule, because only approved templates can be used to author business documents, the rules are effective only when applied to approved templates.

    - To assign a rule to all contract templates in an organization, select the Apply to All Templates check box.
    - To select and assign one or more contract templates, click the Add Template button.

20. Select one of the following options:
    - Cancel: The system closes the Create Rule page without saving any changes.
    - Save: The system validates the rule but does not close the page. If the rule fails validation, the system displays an error message.
    - Apply: The system validates the rule and displays the Rules Summary page. If the rule fails validation, the system displays an error message.
    - Apply and Add Another: The system validates the rule that was created and opens a new Create Rule page. If the rule fails validation, the system remains in the page and displays an error message.

Searching for Rules

Use these steps to search for existing rules.

Steps

To search for rules:

1. Navigate to the Rule page.

   Navigation: Contract Expert > Rules tab

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

   - Operating Unit (mandatory field)
   - Name
   - Intent
   - Status
   - Contains Clause (search for a rule that uses a specific clause)

     This option searches only for clauses that are currently used in rules.

   - Contains Variable (search for a rule that uses a specific variable)

     The list of values displays only those variables that have been used on rules.

   - Contains Question (search for a rule that uses a specific question)

     The list of values displays only those questions that have been used on rules.

   - Assigned to Template (search for a rule that is assigned to a contract template)

     The list of values displays only the templates that are Contract Expert-enabled.

3. Click Go.

   The system displays the rules that match your search criteria.

Activating Rules

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

Prerequisites

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

Steps

To activate rules:

1. Navigate to the Rules page.

   Navigation: Contract Expert > Questions tab

2. Search for the rule that you want to activate.

   For more information, see Searching for Rules, page 6-13. The system displays the rules that match your search criteria.

3. Click Activate.

   The Active Rules: Confirmation page appears. This page provides validation information on rules that are eligible to be published and those rules that cannot be published due to validation problems.

   The validations include the following:

   - The rule contains invalid clauses (that is, clauses that are not in the Approved status) in conditions or results.

   - The rule contains questions with invalid value sets. That is, the value set is not valid either because it was set up incorrectly or because a value set has been removed. For details of setting up value sets, see the prerequisites in the Creating User Questions section, page 6-3.

   - The rule contains no contract template assignments.

   - The rule contains inactive questions.

   - Values that are used in rules are invalid. For instance, the values that are used in a value set are no longer valid.

4. If validation errors occur, you cannot complete rule activation. You must first correct the errors, and then restart the Rule Activation process.

5. When the Activate Rules: Confirmation page shows only rules that are ready to be activated, click Finish.

   This generates the following processes:

   - The system submits the Contract Expert: Activate Rules concurrent program, and the status of the rule is changed to Active (in Progress).

   - If the program finishes successfully, the status of the rule changes to Active.

   - If any system errors are encountered during the activation process, the system stops the concurrent program, and the status of the rule remains Active (in Progress). The rule will be picked up for disabling the next time that you select other rules to be activated.

- Alternatively, you can run the Contract Expert: Activate Rules concurrent program manually from the Contract Terms Library Administrator responsibility.

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

  Note: To improve database performance, run the following Configurator concurrent programs periodically:

  - Purge Configurator Tables: This program physically removes all logically deleted records in the tables and subschemas of the CZ schema.

  - Purge to Date Configurator Import Tables: This program deletes data in the CZ_IMP tables, and the corresponding data in the CZ_XFR_RUN_INFOS and CZ_XFR_RUN_RESULTS control tables. The data for the number of days, which is specified in the Input parameter, is retained.

  For more information, see the *Oracle Configurator Implementation Guide*. For additional information about improving database performance, see the *Oracle Configurator Performance Guide*.

You can use the OKC : Disable Expert Rule Cyclic Dependency profile option to control whether cyclic dependency check should be performed on rules to be activated. If you set the profile option to **N** or do not set any value, the system performs the cyclic dependency check on the rules while activating them. If you set the profile option to **Y**, the system will not perform the cyclic dependency check on the rules to be activated.

Disabling Rules

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

Steps

To disable rules:

1. Navigate to the Rules page.

   Navigation: Contract Expert > Rules tab

2. Search for the rule that you want to disable or activate.

   For more information, see the Searching for Rules section, page 6-13. The system displays the rules that match your search criteria.

3. Click Disable.

When you choose to disable a rule:

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

Updating Rules

The steps for updating active rules are:

Steps

To update rules:

1. Navigate to the Rules page.

   Navigation: Contract Expert > Rules tab

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

   For more information, see the Searching for Rules section, page 6-13. The system displays the rules that match your search criteria. From this page, you can update, duplicate, or delete rules.

3. Update Rules: If you click the Update icon, the system changes the status of the active rule to Revision; if you update a draft rule, the status remains Draft. The system allows updates to the conditions, results, and template assignments. However, you cannot update the following fields:

   - Operating Unit
   - Rule Type
   - Name
   - Intent
   - Apply to All Templates

4. Delete Rules: You can delete only rules in the Draft status.

5. Duplicate Rules: You can duplicate rules within your organization. The system creates a new rule. You must provide a new name and description for the rule. The system validates the rule when you click the Save, Apply, or Apply and Add Another button. The contract template assignments are also copied during the duplicate process

Managing Question Sequence

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

Steps:

To manage question sequence:

1. Navigate to the Rules page.

   Navigation: Contract Expert > Rules tab

2. To view or reorder the question sequence, select a contract template to use to view or update the sequence and then click the View Question Sequence button to open the View Question Sequence page.

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

   In the Questions area of the View Question Sequence page, the column Displayed During Authoring, when selected, indicates the availability of questions during document authoring. The questions that are not selected belong to inactive rules. To enable these questions, you must activate the rules.

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

5. Use the Up and Down arrows to change the question sequence.

   > **Note:** During authoring, a dependent, lower-level question appears only if a higher-level question is answered. If the dependent question is not properly organized under the higher-level question, the dependent question appears out of sequence in the questionnaire during document authoring. For more information

about question dependencies, see Creating Dependencies Between Questions, page 6-19.

6. Click Apply to save and close the page.

7. Run the Contract Expert: Synchronize Templates concurrent program to publish the updates to question sequence. You must run this concurrent program manually to enable the changes at run time for document authoring. The concurrent program can finish with either of two statuses:

   - Completed/Normal

   - Completed/Error: If the program fails due to system errors, a notification is sent to the Contract Expert Administrator.

Creating Dependencies Between Questions

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

Overview

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

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

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

Setting Up Independent Questions

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

- In the Conditions region, specify a Question type condition.

- In the Results region, specify one or more clauses, but no additional questions.

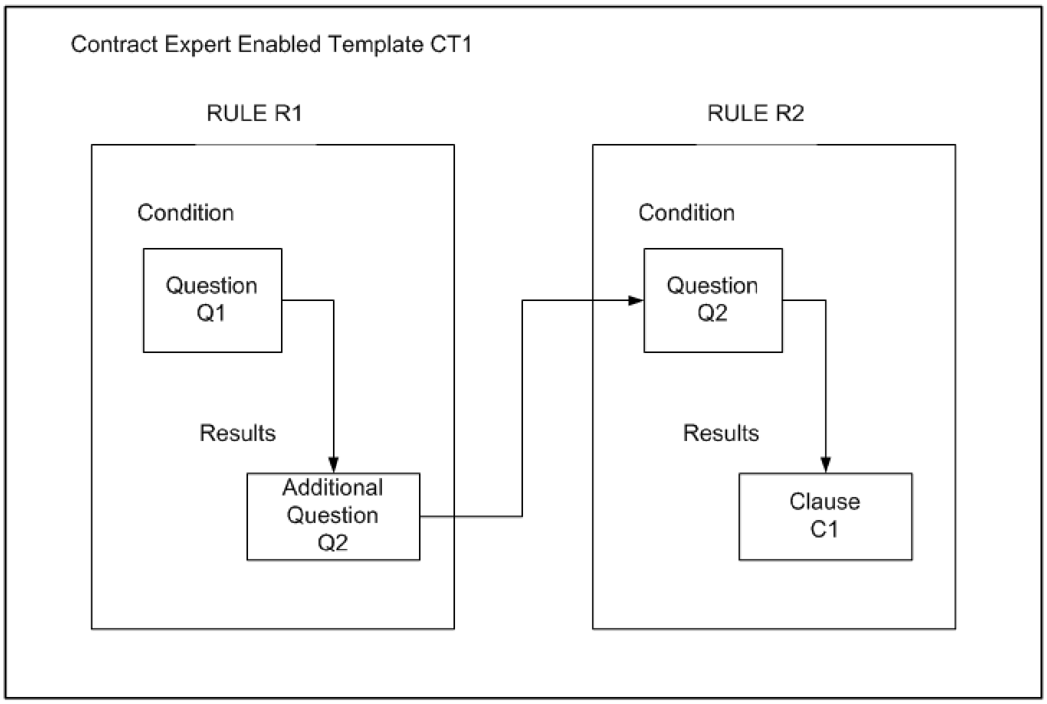
- Associate the rule with a Contract Expert-enabled contract template.

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

Setting Up Dependent Questions

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

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



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

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

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

Using Contract Expert on Business Documents

You can use the Contract Expert functionality to author contract terms and conditions based on the corporate standards and policies. Observe the following guidelines when using Contract Expert:

- Start with a standard contract template that may contain some standard clauses.
- Use Contract Expert on the business document to bring in additional clauses, based on criteria including items, item categories, payment terms, and other business terms in the document.
- You may need to provide additional responses in Contract Expert to drive further clause selection.
- All of the Contract Expert-recommended clauses are brought into the business document and organized under appropriate sections.
- You can periodically run Contract Expert on the business document to ensure that the document contains all the appropriate clauses based on the latest set of business rules.
- You can click the Use Contract Expert button to enter Amendment Description for all revisions and amendments except the base document.
- You can view the contract expert history for a business document by selecting the Contract Expert Summary value from the Actions LOV on the Contract Terms page. The Contract Expert Summary page is available only in the view mode of the document. On the Contract Expert Summary page, you can view contract expert questions, responses, clauses, and policy deviations based on the contract expert rules selected.

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

Considerations for Creating Contract Expert Rules

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

- Before using Contract Expert, ensure that the Profile Option OKC: Enable Contract Expert is set to Yes. If you set the profile option No, the Contract Expert Rules setup is still available, but contract templates cannot be made Contract Expert enabled.
- When you are creating questions based on the List of Values response type, ensure that you understand the restrictions in using value sets. 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.

- To use Contract Expert in business documents, contract templates must be Contract Expert enabled.

- When a global template is copied in a local operating unit, the rules from the global template are not copied over. However, if the local operating unit already has rules that are assigned to all templates, you would notice that those rules are available for the template that you just created.

- You can 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 need to be used for these sections.

- When Contract Expert is used on a contract, the Default Section field of the contract template ensures that the clauses are placed in a section. However from an implementation perspective, it is recommended that you assign a default section for every clause so that the appropriate sections are used when Contract Expert brings clauses into 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, use 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 that 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 the Expert Clauses Mandatory option on a contract template, all expert clauses will be made mandatory. Clauses that are made mandatory cannot be removed from the business document.
- Questions and Constants can be reused across multiple operating units. You do not need to create these in every operating unit.
- 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 operating unit. So, even if you have similar rules in different operating units, you must create these rules individually in each operating unit. Unlike clauses or templates, rules cannot be copied across operating units.
- During implementation, pay attention to the Apply to all Templates check box on a rule. Use it only if you are sure that the rule will apply without exception to all templates (current and future) created in the operating unit.
- 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 a response type of List of Values. If the response to your question is a number, remember to use a constant instead.

Special considerations regarding using Contract Expert for reporting the deviations are:

- If Contract Expert has never been run on a business document, the Deviations report will not report any Contract Expert related errors. If you validate the contract terms of a business document, the validation process displays a warning that Contract Expert has not been run.
- If Contract Expert has been run on a business document, the Deviations 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 Deviations 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.

A

QA Validations

This appendix lists all the contract template, contract expert, business documents, and repository validations.

This appendix covers the following topics:

- Validations - Overview
- Contract Templates Validations
- Contract Expert Validations
- Business Documents Validations
- Repository Validations

Validations - Overview

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

Contract Templates Validations

The following table lists all errors and warnings that the system uses as part of the validation process for Contract Templates.

Validation Type	Condition	Description
Alternate Clauses	Warning	Checks for the presence of alternate clauses on the document.

Validation Type	Condition	Description
Clause Default Section	Error	Checks whether the default section of the draft clause is valid.
Clause Inactive Variable	Error	Checks whether the draft clause contains an inactive variable.
Clause Invalid Status Change	Error	Checks whether the clause is being changed to an invalid status.
Clause Type	Error	Checks whether the clause type of the draft clause is valid.
Clause Variable Invalid Value Set	Error	Checks whether the draft clause contains a user-defined variable with an inactive value set.
Contract Expert Template Not Exported	Warning	Checks whether a template is not exported for Contract Expert.
Contract Expert Template Not Published	Warning	Checks whether a template is not published for Contract Expert.
Duplicate Clauses	Warning	Checks the document for presence of repeated clauses.
Empty Section	Warning	Checks for the presence of sections with no clauses.
Inactive Clauses	Error	This checks for the presence of invalid clauses in the document.
Incompatible Clauses	Warning	Checks for the presence of incompatible clauses on a document.

Validation Type	Condition	Description
Invalid Default Section in Template	Warning	This checks for the presence of a valid default section in the Contract Expert area.
Invalid Variable for Document Type	Warning	Checks for variables without any document type association.
Layout Template Not Defined	Warning	Checks whether a stylesheet has been defined on a template.
Template Rules That Are Not Active	Warning	Checks whether any rules are attached to templates that are not active.
Template With No Active Rules	Warning	Checks whether the template has no Active rules attached.
Translated Template Has Been Revised	Warning	Checks whether the parent template has been revised.
Translated Template is Invalid	Warning	Checks whether the parent template is expired or on hold.

Contract Expert Validations

The following table lists all errors and warnings that the system uses as part of the validation process for Contract Expert rules.

Validation Type	Condition	Description
Expired Clause	Error	Checks for any expired clause that is used in the rule.
Invalid Clause	Error	Checks for any On Hold clause that is used in the rule.

Validation Type	Condition	Description
Draft Clause	Error	Checks for any Draft clause that is used in the rule.
Circular Dependency	Error	Checks for questions with circular dependencies on other rules.
Invalid Question Valueset Query	Error	Checks for an invalid valueset query in a question that is used on a rule.
Invalid Variable Valueset Query	Error	Checks for an invalid valueset query in a variable that is used on a rule.
Missing Valueset Value in Question	Error	Checks for any missing valueset values for a question that is used in a rule.
Missing Valueset Value in Variable	Error	Checks for missing valueset values for a variable that is used in a rule.
Invalid Valueset in Question	Error	Checks for deleted valueset for a question that is used in a rule.
Invalid Valueset in Variable	Error	Checks for deleted valueset for a variable that is used in a rule.
Invalid Question	Error	Checks for disabled questions in the rule.
Invalid Default Section	Warning	Checks for the effectivity of the default section that is associated with the template.
Missing Template Association	Error	Checks for missing template associations in non-organization-wide rules.

Validation Type	Condition	Description
Invalid Procedure in Variable	Error	Checks for invalid procedure in the variable that is used in a rule.
Invalid Procedure Name in Variable	Error	Checks for incorrect procedure name format for user-defined variables. The correct format is: <schema name>.<package name>.<procedure name>
Invalid or Missing Procedure	Warning	Checks for invalid procedure in a new user-defined variable.

Business Documents Validations

The following table lists errors and warnings that are used in the application, 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 that is used in the relevant applications.

Validation Type	Condition	Description
Alternate Clauses	Warning	Checks for the presence of alternate clauses on the document.
No Clause Amendment Description	Warning	Checks for the presence of amended clauses without amendment descriptions.
No Clauses Exist	Warning	Checks whether any clause exists on the document.

Validation Type	Condition	Description
No Contract Administrator Specified	Warning	Checks whether a contract administrator is assigned or not. For purchasing documents you can set a value for the OKC: Default Contract Administrator for Contract Terms profile option to define a contract administrator for contract terms. For sourcing documents this warning is not displayed.
Inactive Clauses	Warning	Checks for the presence of inactive clauses in the document.
Check Contract Administrator	Warning	Checks whether you have defined a contract administrator for the document.
Duplicate Clauses	Warning	Checks the document for the presence of repeated clauses.
Empty Section	Warning	Checks for the presence of sections with no clauses.
Contract Expert not Run on Document	Warning	Checks whether Contract Expert has been run on a document.
Unresolved External Variables	Warning	Checks for the presence of external variables without values.
Incompatible Clauses	Warning	Checks for the presence of incompatible clauses on a document.

Validation Type	Condition	Description
Incomplete Contract Expert Configuration	Warning	Checks for an incomplete Contract Expert configuration based on current document attribute values.
Unresolved Internal Variable	Warning	Checks the document for the presence of internal variables without values.
Invalid Contract Expert Setup	Warning	Checks for an invalid Contract Expert configuration based on the current document attribute values.
Old Version of Clause Used	Warning	Checks the document for older versions of a clause from the library.
Contract Locked	Warning	Checks whether the contract has been locked.
New Contract Expert Clause	Warning	Checks whether Contract Expert returns a clause that is not in the Contract Expert configuration that is currently in the document.
Not Required Contract Expert Clause	Warning	Checks for Contract Expert clauses in the document that are no longer required.
Primary Contract Document not Found	Warning	Checks whether a primary contract document is uploaded when the Contract Source is set to Attached Document.
No Section Amend Description	Warning	Checks whether the amendment description is missing for a section-related change during amendment of a document.

Validation Type	Condition	Description
Inactive Template	Warning	Checks for an inactive contract terms template when it is used to create business document terms and conditions.
Unassigned Clause	Warning	Checks for clauses that are not assigned to any section.
Unresolved System Variable	Warning	Checks for the system variables without any values.
Invalid Variable for Document Type	Warning	Checks for the variables without any document type association.

Repository Validations

The following table lists the validation codes for Repository.

Validation Type	Condition	Description
Validate Effective Date	Error	Checks whether the contract has a valid effective date.
Validate External Party	Warning	Checks whether the contract has an external party.
Contract Type Active	Warning	This checks whether the contract has a valid contract type.
Contact Role Active	Warning	Checks the contract for the presence of invalid contract roles.
Risk Active	Warning	Checks whether the contract was assigned an invalid risk.

Validation Type	Condition	Description
External Party Active	Warning	Checks for the presence of invalid external parties in a contract.
Contact Active	Warning	Checks for the presence of invalid contacts in a contract.

B

Workflows

This appendix lists the workflows for the Contract Terms Library and Repository features.

This appendix covers the following topics:

- Workflows - Overview
- Contract Terms Library
- Repository

Workflows - Overview

The following tables list the new workflows for Contract Terms Library, Repository, and Deliverables.

Contract Terms Library

The following table lists the new workflows for Contract Terms Library.

Workflow Name	Technical Name	Description
Contract Clause Approval	OKCARTAP	This workflow routes contract clauses for approval. If applicable, it also notifies: • Approvers that a clause requires approval. • Contract administrators, when clauses are approved or rejected. • Local organizations, when global clauses become available for adoption or are automatically adopted in local organizations.
Contract Template Approval	OKCTPAPP	This workflow routes contract templates for approval. It also notifies: • Approvers, if a template requires approval. • Contract administrators, when templates are approved or rejected.

Repository

The following table lists the new workflows for Repository.

Workflow Name	Technical Name	Description
Contract Repository Approval	OKCREPAP	This workflow routes the Repository Contracts for approval.

Workflow Name	Technical Name	Description
Repository Contract Expiration Notifications	OKCREPXN	For a contract that is created in Contracts Repository and has an expiration date, you can set up a notification to be generated prior to the expiration date. This workflow generates the notifications and sends them to the user roles defined in the contract.
Contract Repository Signature Workflow	OKCREPMS	This workflow routes the contract to obtain the participants signature to agree to the terms of a contract.

C

Concurrent Programs

This appendix lists the concurrent programs for Contract Terms Library, Contract Expert, and Repository features.

This appendix covers the following topics:

- Concurrent Programs - Overview
- Contract Terms Library
- Contract Expert
- Repository

Concurrent Programs - Overview

The tables in the following sections list the concurrent programs for Contract Terms Library, Contract Expert, and Repository.

Contract Terms Library

The following table lists the new concurrent programs for Contract Terms Library.

Concurrent Program	Technical Name	Description
Synchronize Clauses Text Index	ARTSYNCCTX	Use this program to synchronize the clauses text index and enable searching for clauses using the Clause Keyword field. The keyword searches the clause name, clause display name, clause description, and clause text fields.

Concurrent Program	Technical Name	Description
Optimize Clause Text Index	ARTOPTCTX	Use this program to optimize the clauses text index for improved performance when users search for clauses using clause keyword.
Synchronize Contract Template Text Index	OKCTMPLSYNCCTX	Use this program to synchronize the contract templates text index to search for templates using the template keyword field. The keyword searches the template name and description.
Optimize Contract Template Text Index	OKCTMPLOPTCTX	Use this program to optimize the contract templates text index for improved performance when users search for templates using the template keyword.
Adopt Global Clauses for a New Organization	OKCADPNEWORG	Use this program to automatically adopt approved global clauses for a new local organization.
Import Clauses	OKCARTIMPORT	Use this program to import external clauses into the Clause Library. This program validates data in the open interface table, and imports the valid clauses into the Contract Terms Library.
Migrate Standard Clauses to 11.5.10	OKCSTDARTMIG	Use this program to migrate standard clauses to multiple organizations. This program is used for upgrades.
Purge Clause Import Interface Table	OKCPURARTINF	Use this program to purge data from the Clause Interface table after the clause import has been completed.

Concurrent Program	Technical Name	Description
Overdue Deliverable Notifier	OKCOVERDUEDELMGR	Use this program to periodically send out notifications or e-mail messages to the concerned parties for all overdue deliverables. From the notifications you can edit the deliverable.
Deliverable Due Date Notifier	OKCBEFOREDUEDELMGR	Use this program to periodically send out reminder notifications or e-mail messages for all deliverables that are about to become due. From the notifications you can edit the deliverable.
Deliverable Escalation Notifier	OKCESCALATEDELMGR	Use this program to periodically send notifications to the escalation assignee for all overdue deliverables. From the notifications you can edit the deliverable.

Concurrent Program	Technical Name	Description
Oracle Contracts Purge Routines	OKCPURGE	Use this program to purge data that is used in the application. Currently, purge of the following data is allowed through this program: • QA Validation Errors: Purges all validation results (errors or warnings) that are generated during contract template or business document approvals. • Standard Deviations Date: Purges all deviations data that is generated when the Contract Deviations report is run (either by the system or by the user) on a business document. • Contracts Workbench: Purges the oldest items in the Recent Contracts bin.
Purge Repository Contracts	OKCREPPURGECP	Use this program to purge the repository contracts for a specific time period with any one or a combination of the following status: terminated, expired, rejected, or canceled. The mandatory parameters are: Operating Unit, Start Date, and End Date.

Contract Expert

The following table lists the concurrent programs for Contract Expert.

Concurrent Program	Technical Name	Description
Contract Expert: Activate Rules	OKC_XPRT_PUBLISH_RULES	Use this program to manually activate rules when the Automatic Rule Activation concurrent program fails due to system or functional errors.
Contract Expert: Disable Rules	OKC_XPRT_DISABLE_RULES	Use this program to manually disable rules when the Automatic Rule Disabling concurrent program 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.

Repository

The following table lists the concurrent programs for Repository.

Concurrent Program	Technical Name	Description
Assign Contract Administrator	OKC_REP_UPD_CON_ADMIN	Use this program to update Contract Administrator for any of the documents such as, Quote, BSA, Sales Order, and Repository Contracts with intent as Sell and Other.
Content Search: Generate Draft Attachments	OKC_REP_GEN_DRAFT_ATTCH	Use this program to generate contract attachments for all the contracts in the Draft status while searching in the **Content Search** page. The approved or signed contracts generate the contract attachments during approval.

Concurrent Program	Technical Name	Description
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 life cycle of contracts.
Create Contract Content Search Index	OKCCONCRTCTX	Use this program to create the search text index for all the contract documents for the **Content Search** page.
Optimize Contract Content Search Index	OKCCONOPTCTX	Use this program to optimize contract content search index for the **Content Search** page.
Synchronize Contract Content Search Index	OKCCONSYNCCTX	Use this program to synchronize contract content search index for the **Content Search** page.

D

Seed Data

This appendix lists all the information that is predefined in Oracle Sales Contracts.

This appendix covers the following topics:

- Responsibility
- Document Types
- Layout Template
- Notifications
- System Variables

Responsibility

The seeded responsibilities are:

- Contracts Workbench Administrator
- Contracts Workbench User
- Contract Terms Library Administrator

  This responsibility can be used only if the MO: Operating Unit profile option has a value that is assigned either at the site level or for this responsibility.

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

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

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

- Root Menu: OKC Contract Repository Root Menu

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

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

Document Types

The following table displays the seeded document types:

Seeded Document Types

Name	Description	Document Class	Application
B	Sales Agreement	SO	Oracle Order Management
O	Sales Order	SO	Oracle Order Management
QUOTE	Quote	QUOTE	Oracle Order Capture

Layout Template

To print contract documents and the Deviations reports, the application provides seeded layout templates in Oracle XML Publisher.

The layout templates are stored in the XML Publisher Layout Template repository.

The seeded layout templates for printing contract terms are:

- Oracle Contract Terms Template
- Contract Terms Template
- Contract Terms Layout Template for iStore

> **Note:** The **Contract Terms Layout Template for iStore** layout template does not print the clause title. It prints only the clause text under the respective sections.

The following table displays the seeded layout templates for the Deviations report:

Seeded Layout Templates for Deviations Report

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

Notifications

The following table lists the different types of notifications that are 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.

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

Type	Business Context	Description
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.
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.

System Variables

The following table lists the system variables that are used in Oracle Sales Contracts.

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_ACTIVATION_DATE	Activation Date	System	Sales Agreement	Clause Inclusion
Header	OKC$S_ADJUST_AMOUNT	Total Adjustment Amount	System	Quote	Expert Rules

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_ADJUST_PERCENT	Total Adjustment Percentage	System	Quote	Expert Rules
Header	OKC$S_BILLTO_COUNTRY	Bill to Country	System	Quote	Expert Rules
Header	OKC$S_BILLTO_CUST_NAME	Bill to Customer Name	System	Quote	Expert Rules
Header	OKC$S_BLANKET_AGREEMENT_ TYPE	Sales Agreement Type	System	Sales Agreement	Clause Inclusion Expert Rules Validation
Header	OKC$S_BLANKET_NUMBER	Sales Agreement Number	System	Sales Agreement Sales Order	Clause Inclusion
Header	OKC$S_BLKT_NUM_EXIST	Sales Agreement Number Exist	System	Sales Order	Expert Rules
Header	OKC$S_CURRENCY_CODE	Currency Code	System		
Header	OKC$S_CURRENCY_NAME	Currency Name	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_CURRENCY_SYMBOL	Currency Symbol	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_CUST_CAT	Customer Category	System	Quote	Expert Rules
Header	OKC$S_CUST_CLASS	Customer Class	System	Quote	Expert Rules

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_CUST_CONTACT_NAME	Customer Contact Name	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_CUST_CRDT_CLASS	Customer Credit Classification	System	Quote	Expert Rules
Header	OKC$S_CUST_CRDT_RATE	Customer Credit Rating	System	Quote	Expert Rules
Header	OKC$S_CUST_PO_EXIST	Customer PO Number	System	Quote	Expert Rules
Header	OKC$S_CUST_PO_NUMBER	Customer Purchase Order Number	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_CUST_PROF_CLASS	Customer Profile Class	System	Quote	Expert Rules
Header	OKC$S_CUST_RISK_CODE	Customer Risk Code	System	Quote	Expert Rules
Header	OKC$S_CUSTOMER_NAME	Customer Name	System	Sales Agreement Sales Order Quote	Clause Inclusion Expert Rules Validation
Header	OKC$S_CUSTOMER_NUMBER	Customer Number	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_END_CUST	End Customer	System	Sales Order	Clause Inclusion Expert Rules Validation

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_END_CUST_EXIST	End Customer Exists	System	Sales Order	Expert Rules
Header	OKC$S_EXPIRATION_DATE	Expiration Date	System	Sales Agreement	Clause Inclusion
Header	OKC$S_FREIGHT_TERMS	Freight Term	System	Sales Agreement Sales Order Quote	Clause Inclusion Expert Rules Validation
Header	OKC$S_INVOICING_RULE	Invoicing Rule	System	Sales Agreement Sales Order	Clause Inclusion Expert Rules Validation
Header	OKC$S_ITEM_CATEGORIES	Item Category	System	Sales Agreement Sales Order Quote	Expert Rules
Header	OKC$S_ITEMS	Item	System	Sales Agreement Sales Order Quote	Expert Rules
Line	OKC$S_LINE_FOB	Line FOB	System	Quote	Expert Rules
Line	OKC$S_LINE_INVOICING_RULE	Line Invoicing Rule	System	Sales Agreement Sales Order	Clause Inclusion Expert Rules Validation
Line	OKC$S_LINE_PA_NAME	Line Pricing Agreement Name	System	Sales Order	Expert Rules Validation

Level	Name	Description	Type	Used by	Available for
Line	OKC$S_LINE_PAYMENT_TERM	Line Payment Terms	System	Sales Agreement Sales Order Quote	Clause Inclusion Expert Rules Validation
Line	OKC$S_LINES (table variable)	Lines Variables	Table	Sales Agreement Sales Order Quote	-
Header	OKC$S_MAX_AMOUNT_AGREED	Maximum Amount Agreed	System	Sales Agreement	Clause Inclusion Expert Rules Validation
Header	OKC$S_MIN_AMOUNT_AGREED	Minimum Amount Agreed	System	Sales Agreement	Clause Inclusion Expert Rules Validation
Header	OKC$S_MODIFIERS	Discounts	Table	Sales Agreement	Clause Inclusion
Header	OKC$S_ORDER_NUMBER	Order Number	System	Sales Order	Clause Inclusion
Header	OKC$S_ORDER_TYPE	Order Type	System	Sales Order Quote	Clause Inclusion Expert Rules Validation
Header	OKC$S_PA_NUMBER	Pricing Agreement Number	System	Sales Order	Expert Rules Validation
Header	OKC$S_PA_TYPE	Price Agreement Type	System	-	Expert Rules

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_PAYMENT_TERM	Payment Terms	System	Sales Agreement Sales Order Quote	Clause Inclusion Expert Rules Validation
Header	OKC$S_PAYMENT_TYPE	Payment Type	System	Quote	Expert Rules
Header	OKC$S_PRC_AGR_EXIST	Price Agreement Exist	System	Quote	Expert Rules
Header	OKC$S_PRICE_LIST	Price List Name	System	Quote	Expert Rules
Header	OKC$S_PRICELISTS	Pricelists	Table	Sales Agreement	Clause Inclusion
Header	OKC$S_QUOTE_NUMBER	Quote Number	System	Quote	Clause Inclusion
Header	OKC$S_SALES_CHANNEL	Sales Channel	System	Quote	Expert Rules
Header	OKC$S_SALES_DOC_TYPE	Sales Document Type	System	Quote	Expert Rules
Header	OKC$S_SALESREP_NAME	Salesrep Name	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation
Header	OKC$S_SHIPMENT_PRIORITY	Shipment Priority (used in iStore)	System	Quote	-
Header	OKC$S_SHIPPING_METHOD	Shipping Method	System	Sales Agreement Sales Order Quote	Clause Inclusion Expert Rules Validation
Header	OKC$S_SHIPTO_COUNTRY	Ship to Country	System	Quote	Expert Rules

Level	Name	Description	Type	Used by	Available for
Header	OKC$S_SHIPTO_CUST_NAME	Ship to Customer Name	System	Quote	Expert Rules
Header	OKC$S_SITE_ID	Site ID (used in iStore)	System	Quote	Expert Rules
Header	OKC$S_SOLDTO_COUNTRY	Sold to Country	System	Quote	Expert Rules
Header	OKC$S_SUPPLIER_NAME	Supplier Name (internal organization)	System	Quote	Clause Inclusion
Header	OKC$S_TAX_HANDL	Tax Handling	System	Quote	Expert Rules
Header	OKC$S_TOTAL	Total	System	Quote	Expert Rules
Header	OKC$S_VERSION_NUMBER	Revision Number	System	Sales Agreement Sales Order Quote	Clause Inclusion Validation

E

Lookup Codes

This appendix lists the lookup codes for Oracle Sales Contracts.

This appendix covers the following topics:

- Lookup Codes

Lookup Codes

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

Extensible Lookup Code for Clauses and Templates

Type	Description
OKC_SUBJECT	Clause types
OKC_CLAUSE_RWA	Required When Applicable

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

Type	Description
OKC_ART_IMP_PROCESS_STATUS	Clause import statuses
OKC_ART_USER_ACTS	User actions allowed on clauses
OKC_ART_VAR_DATATYPE	User-defined variable data types
OKC_ART_VAR_TYPE	Variable types
OKC_ARTICLE_ADOPTION_TYPE	Clause adoption type
OKC_ARTICLE_DATE_PERIOD	Date search criteria
OKC_ARTICLE_IMPORT_ENTITY	Entities used for the XML-based clause import
OKC_ARTICLE_INTENT	Clause intent
OKC_ARTICLE_PROVISION	Clause type (Provision or Clause)
OKC_ARTICLE_RELATIONSHIP_TYPE	Relationship type of the clause
OKC_ARTICLE_SECTION	System seeded default section
OKC_ARTICLE_STATUS	Clause statuses
OKC_BEFORE_AFTER	Before-After lookup for business doc events
OKC_CA_ADOPTION_TYPE	Clause analysis adoption type
OKC_CA_ADOPTION_TYPE_GORG	Clause analysis adoption type for the global organization
OKC_CA_ADOPTION_TYPE_LORG	Clause analysis adoption type for the local organization
OKC_CA_SUMMARIZE	Clause analysis summary
OKC_CA_USAGE	Clause analysis usage
OKC_CONTRACT_TERMS_SOURCES	Possible sources for contract terms: Attached Document or Structured Terms

Type	Description
OKC_DEVIATIONS_AUTOGEN_PREF	The preference for generating the Deviations report: Yes, No, or Not Applicable
OKC_DOCUMENT_TYPE_CLASS	Error type for validations
OKC_DWNLOAD_FILE_FORMAT	Download file formats
OKC_ERROR_RECORD_TYPE	QA error record types (for example, Clause, Contract Expert, and Document)
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_PURGE_TYPE	List of tables that can be purged through the concurrent program
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)

Type	Description
OKC_STD_ARTICLES_ADDED	Deviation code for the Deviation category: Standard Clauses Added (standard clause added, standard clause replaced with alternate)
OKC_TERM_QA_LIST	Contract terms validation issues listing
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_DEVIATION_CATEGORIES	Terms Deviation Categories: Invalid Clauses, Standard Clauses Missing, Non-standard Clauses, Standard Clauses Added
OKC_TERMS_DEVIATIONS_VIEWBY	Contract terms deviations view by category (default view) or section
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_TERMS_UPLOAD_ACTIONS	Review upload actions
OKC_XPRT_CHAR_OPERATOR	Contract Expert rules' character operators: In, Not In, Is, Is Not

Type	Description
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_RULE_RECORD_TYPE	Contract Expert rule condition types
OKC_XPRT_RULE_STATUS	Contract Expert rule statuses
OKC_XPRT_RULES_QA_LIST	Contract Expert rules quality assurance checklist
OKC_XPRT_VIEW_RULE_ACTIONS	Rule actions in the View mode
OKC_YN	Contract flags (Yes or No)

F

XML Reference

This appendix describes the XML reference for contract terms.

This appendix covers the following topics:

- Contract Terms XML Reference

Contract Terms XML Reference

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

Contract Terms XML

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

The ContractTermsAM XML element has the following structure:

> **Note:** The DeliverablesAM node is applicable to procurement contracts only.

```
ContractTermsAM

VariablesMetaDataVO (1)

VariablesMetaDataVORow (0 or more)
```

```
ParametersVO (1)

ParametesVORow (1)

SectionsArticlesToPrintVO (1)

SectionsArticlesToPrintVORow (0 or more)

DeliverablesAM (1)

DeliverablesAllForBusinessDocExpVO (0 or 1)

DeliverablesAllForBusinessDocExpVORow (0 ormore)

DeliverablesForAllSourcingExpVO (0 or 1)

DeliverablesForAllSourcingExpVORow (0 or more)

DeliverablesForInternalContractualExpVO (0 or 1)

DeliverablesForInternalContractualExpVORow (0 or more)

DeliverablesForExternalSourcingExpVO (0 or 1)

DeliverablesForExternalSourcingExpVORow (0 or more)

DeliverablesForExternalContractualExpVO (0 or 1)

DeliverablesForExternalContractualExpVORow (0 or more)

DeliverablesForInternalSourcingExpVO (0 or 1)

DeliverablesForInternalSourcingExpVORow (0 or more)
```

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

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

```
</VariablesMetadataVORow>
<VariablesMetadataVORow>
<ArticleVersionId>6313</ArticleVersionId>
<VariableCode>1022</VariableCode>
<VariableType>U</VariableType>
<ExternalYn>N</ExternalYn>
</VariablesMetadataVORow>
</VariablesMetadataVO>
<ParametersVO type="VO" name="ParametersVO">
<ParametersVORow>
<PrintAmendments>0</PrintAmendments>
<DocumentName>Example Contract Template</DocumentName>
</ParametersVORow>
</ParametersVO>
<SectionsArticlesToPrintVO type="VO" name="SectionsArticlesToPrintVO">
<SectionsArticlesToPrintVORow>
<UniqueId>SECTION14394</UniqueId>
<StructureLevel>1</StructureLevel>
<ObjectType>SECTION</ObjectType>
<DocumentId>3941</DocumentId>
<DocumentType>TEMPLATE</DocumentType>
<DisplaySequence>10</DisplaySequence>
<Label>I.</Label>
<Title>Contract Terms and Conditions</Title>
<ArticleText />
<CatId>14394</CatId>
</SectionsArticlesToPrintVORow>
<SectionsArticlesToPrintVORow>
<UniqueId>ARTICLE36293</UniqueId>
<StructureLevel>2</StructureLevel>
<ObjectType>ARTICLE</ObjectType>
<ParentId>14394</ParentId>
<DocumentId>3941</DocumentId>
<DocumentType>TEMPLATE</DocumentType>
<DisplaySequence>10</DisplaySequence>
<Label>1.</Label>
<Title>Limitation of Government Liability</Title>
<ArticleNumber>10415</ArticleNumber>
<ArticleText>
<P>a) A <var name="1022" type="U" meaning="Contract Type"/>
<EM>[insert specific type of contract]</EM>
```

```
definitive contract is contemplated. </P>

<P>(b) In performing this contract, the Contractor is not authorized to
make expenditures or incur obligations exceeding


<var name="OKC$B_AGREEMENT_AMOUNT_TXN" type="S" meaning="Agreement
Amount (Transaction Currency)" />

<var name="OKC$B_TXN_CURRENCY" type="S" meaning="Transaction Currency"
/>. </P>

</ArticleText>

<ArticleVersionId>6312</ArticleVersionId>

<ArticleId>6006</ArticleId>

<CatId>36293</CatId>

<InsertByReference>N</InsertByReference>

</SectionsArticlesToPrintVORow>

</SectionsArticlesToPrintVO>

<DeliverablesAM type="AM" name="DeliverablesAM1">

<DeliverablesForExternalContractualExpVO type="VO" name="
DeliverablesForExternalContractualExpVO">

<DeliverablesForExternalContractualExpVORow>

<DeliverableId>29101</DeliverableId>

<DeliverableName>Prototype</DeliverableName>

<ResponsiblePartyName>Supplier Organization</ResponsiblePartyName>

<PrintDueDate>01/03/2004</PrintDueDate>

<DelAdditionalAttrs><attribute_group_address><del_attribute1>County</del
_attribute1><del_attribute2>City</del_attribute2>
<del_attribute3>State</del_attribute3></attribute_group_address></DelAdd
itionalAttrs>

</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:

Nodes for ContractTermsAM

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:

Child Elements for SectionArticleToPrintVORow

Element/Attribute	Set to Null	Type	Comments
UniqueId	No	String	The unique identifier for this element. The unique identifier is composed of the prefix "SECTION" or "ARTICLE" and the CatId.
StructureLevel	No	Integer	The indention level of the section or clause. For example, sections with StructureLevel=2 are subsections.
ObjectType	No	Enumeration	The object type is either SECTION or ARTICLE.
ParentID	No	Long	The CatId of the parent element. For a subsection this would be the identifier of the section in which you find the subsection. Since only sections and not clauses can be parents, the CatId is unique.
DocumentID	No	Long	The identifier of the contract document.
DocumentType	No	String	The type of the contract document. For a contract template, the type is TEMPLATE.
DisplaySequence	No	Integer	The display or printing order for sections and clauses.

Element/Attribute	Set to Null	Type	Comments
Label	No	String	The sequential number defined by the numbering scheme for sections and clauses.
Title	No	String	The title of a section or a clause.
ArticleNumber	No	String	The clause number.
ArticleText	No	String	The text of the clause. This text may contain selected HTML tags such as <EM>, <STRONG> or <B>. Oracle Contracts ensures that all tags are closed and XML compliant.
ArticleId	No	Long	The unique clause identifier (may be identical to a section identifier).
ArticleVersionId	No	Long	The unique identifier for the clause version.
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.

Element/Attribute	Set to Null	Type	Comments
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 AmendmentOperatio nCode. For English language, the values are: Added, Updated, and Deleted. If the deliverable has not been amended, the element is missing.
AmendmentOperatio nCode	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.

Element/Attribute	Set to Null	Type	Comments
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

Note: The DeliverablesAM node is applicable to procurement contracts only.

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:

Child Elements for DeliverablesAM

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

Element/Attribute	Set to Null	Type	Comments
DeliverablesForExternalSourcingExpVO	Yes	Complex	All external or inbound deliverables during the sourcing phase. Deliverables that have to be fulfilled by the other party.
DeliverablesForExternalContractualExpVO	Yes	Complex	All external or inbound contractual deliverables. Deliverables that have to be fulfilled by the other party.
DeliverablesForInternalSourcingExpVO	Yes	Complex	All internal or outbound deliverables during the sourcing phase.

Each of these elements may have multiple child elements witch has the same name and the added suffix "Row". For example, the DeliverablesAllForBusinessDocExpVO element has DeliverablesAllForBusinessDocExpVORow child elements.

Each of these elements contains the data for one deliverable.

The following table displays the child elements for each of these DeliverablesRow elements:

Child Elements for DeliverablesRow

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.

Element/Attribute	Set to Null	Type	Comments
ResponsiblePartyName	No	String	The name of the party that is responsible for fulfilling the deliverable. Either "Supplier Organization" or "Buyer Organization".
PrintDueDate	Yes	String	A string that describes the date when the deliverable is due. This may be a fixed date such as "03/10/06", or an expression such as "Due 30 days after Purchase Order Signed".
DelAdditionalAttrs	Yes	Complex	When UDA is enabled for the deliverables, this node will have the information related to the UDA's. The structure contains all the attribute groups under DelAdditionalAttrs. The UDA attributes and their values are nested in the attribute groups. This information is used to print UDA groups in the contracts. If no UDA's are added to the deliverable, the element is missing.

Element/Attribute	Set to Null	Type	Comments
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.

Child Elements

Element/Attribute	Set to Null	Type	Comments
ArticleVersionId	Yes	Long	This field is only important for user variables since user variables may have different values for different clauses. The identifier of the clause version that has this value.
VariableCode	No	String	The code of the variable: a unique identifier in the document.
VariableType	No	Enumeration	The variable type: • D: Deliverable • S: System • U: User • T: Table
DocType	Yes	String	The type of the contract document. For a contract template the type is TEMPLATE.
Value	Yes	String	The value for a user variable
CatId	Yes	String	The CatId of the clause that contains this value for the user variable.

Element/Attribute	Set to Null	Type	Comments
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:

Child Elements of ParametersVORow

Element/Attribute	Set to Null	Type	Comments
PrintAmendments	No	Enumeration	This parameter determines the print area. It can be set to: • 0: Only the contract is printed. • 1: Only the amendment (change) is printed. • 2: Amendments and changes are printed.
DocumentName	Yes	String	The name of the contract document.
ContractStatus	Yes	String	Status of the Contract: • Draft • Pending Approval • Approved • Rejected
WatermarkText	Yes	String	The text for the watermark.
OrganizationName	Yes	String	Name of the organization that owns the document.

G

Sample Variable for PL/SQL Procedure Source Type

This appendix describes a sample variable for PL/SQL procedure source type.

This appendix covers the following topics:

- Sample for PL/SQL Procedure Source Type

Sample for PL/SQL Procedure Source Type

```
REM |  CUSTOM PACKAGE SCPCIFICATION
REM |  ==================================================================
REM |Package specification for the custom package to source user defined
REM |variales with procedures.
REM |Write one procedure to return a variable value from a database
REM |table for a given document. The procedure returns a variable
REM |value for avariable code passed during invocation. The same
REM |procedure can be overloaded forretunning variable value for
REM |multiple variable codes. For better maintenance,create
REM |separate procedures for SELL and BUY variables.
REM |You need to decide whether to use the same or separate procedures
REM |to handle variables for different document types under same inten.
REM |Make sure that you grant execute permission for your procedure
REM |to the Oracle Application user (APPS by default).
REM |Please remove Comments /* */ on the package spec and body before
REM |using.
+========================================================================
*/

REM  The following is a sample package specification for contract
REM  expert custom package. P_VARIABLE_CODE in used to pass the
REM  user variablecode you enter in the variable creation page
REM  for a user variablewith procedure and the owner package and
REM  procedure name of this API should match the value provided
REM  in"PL/SQL procedure Name" column.X_VARIABLE_VALUE_ID will
REM  be used to return the value of thevariable for a given document.
REM  Name the package meaningfully to show it is a custom package used
REM  for Contract Expert. You can use a single or multiple packages for
REM  multiple variables; but make sure you do not overload to the extent
REM  that the API causes performance issues. The following parameters
REM  are used in the API:P_DOC_TYPE :Document type parameter.Represents
REM  document type such as sales order, purchase order, quote etc.
REM  P_DOC_ID : Document header id. For PO this is the
REM  PO_HEADERS.HEADER_ID.
REM  For sales order, this is the OE_ORDER_HEADERS_ALL.HEADER_ID
REM  P_VARIABLE_CODE: Variable code for which the value needs to
REM  be derived. This it the unique code given when defining the User
REM  variable during setup X_VARIABLE_VALUE_ID : Standard in out
REM  variable to return the value for a given variable code
REM  X_RETURN_STATUS: Standard out variable to return final
REM  API execution status.
REM  X_MSG_COUNT:Standard out variable to return the number of messages.
REM  X_MSG_DATA:Standard out variable to return the message string.
REM  NOTE: Use all OUT and IN OUT parameter with NOCOPY option.
REM  This API template (specification and body) assumes that the user
REM  created the following 3 user variables with procedure name as
REM  "OKC_XPRT_CUSTOM_PACKAGE.GET_OE_HEADER_VALUES".
REM   OE$BLANKET_NUMBER - blanket number associated with a sales order
REM   OE$USER_STATUS_CODE- user status code on the sales order header
REM   table OE$CONTEXT - context value on the sales order header table

SET VERIFY OFF;
WHENEVER SQLERROR EXIT FAILURE ROLLBACK;
WHENEVER OSERROR EXIT FAILURE ROLLBACK;
=========================================================================
 -  TO CUSTOMIZE : Change the Package Name & Procedure Name only
 -  in the following package specification.
=========================================================================
/* CREATE OR REPLACE PACKAGE OKC_XPRT_CUSTOM_PACKAGE AS

    PROCEDURE GET_OE_HEADER_VALUES (
        P_DOC_TYPE       IN VARCHAR2,
```

```
P_DOC_ID       IN NUMBER,
      P_VARIABLE_CODE  IN VARCHAR2,
      X_VARIABLE_VALUE_ID IN OUT NOCOPY VARCHAR2,
        X_RETURN_STATUS      OUT NOCOPY VARCHAR2,
        X_MSG_COUNT       OUT NOCOPY NUMBER,
        X_MSG_DATA       OUT NOCOPY VARCHAR2
 );
END;
/
commit; */

REM
/*======================================================================+
REM |  CUSTOM PACKAGE BODY
REM |  ===================
REM |  Package body for the custom package to source user defined
REM |  variables with procedures.
REM |  This package body will explain how to create a package
REM |  /procedures for sourcing user defined variable values
REM |  for a document.Contract Expert will invoke this procedure
REM |  See sample codeat the end this file)by passing the
REM |  variable code. This variablecode may be used in the
REM |  clauses and rules in the contract document.
REM |  The procedure in this sample package is named as
REM |  GET_OE_HEADER_VALUES
REM |  The procedure GET_OE_HEADER_VALUES reads data from
REM |  OE_ORDER_HEADERS_ALL
REM |  table and returns the value of the three user defined variables
REM |  OE$BLANK_NUMBER, OE$USER_STATUS_CODE and OE$CONTEXT
REM |  to the VARIABLE_VALUE_ID when called with
REM |  the corresponding Variable code.
REM |
+======================================================================*/


======================================================================
TO CUSTOMIZE: Change the Package Name & Procedure Name only
in the following package body.
 -   Change SQL query, variable code, document type etc. appropriately.
 -   Replace G_PKG_NAME value with customer procedure name.
======================================================================

/* CREATE OR REPLACE PACKAGE BODY OKC_XPRT_CUSTOM_PACKAGE AS
======================================================================
  - -  Define GLOBAL CONSTANTS
  - -  Always use the package name and procedure name in
  - -  error messages for easy debug
======================================================================
G_PKG_NAME   CONSTANT   VARCHAR2(200) := 'OKC_XPRT_CUSTOM_PACKAGE';
G_APP_NAME  CONSTANT   VARCHAR2(3)   := OKC_API.G_APP_NAME;
G_MODULE     CONSTANT   VARCHAR2(250) := 'okc.plsql.'||g_pkg_name||'.';

    - -
    - -  The following lines define true, false and product constants
    - -

 G_FALSE     CONSTANT   VARCHAR2(1) := FND_API.G_FALSE;
 G_TRUE      CONSTANT   VARCHAR2(1) := FND_API.G_TRUE;
 G_OKC       CONSTANT   VARCHAR2(3) := 'OKC';

 - -
 - -  The following lines define The return status from the procedure
 - -  The procedure must return on of these statuses in X_RETURN_STATUS
 - -
 G_RET_STS_SUCCESS           CONSTANT   varchar2(1) := FND_API.
G_RET_STS_SUCCESS;
```

```
G_RET_STS_ERROR            CONSTANT   varchar2(1) := FND_API.
G_RET_STS_ERROR;
 G_RET_STS_UNEXP_ERROR      CONSTANT   varchar2(1) :=
FND_API.G_RET_STS_UNEXP_ERROR;

 G_UNEXPECTED_ERROR  CONSTANT   varchar2(200) := 'OKC_UNEXPECTED_ERROR';
 G_SQLERRM_TOKEN     CONSTANT   varchar2(200) := 'ERROR_MESSAGE';
 G_SQLCODE_TOKEN     CONSTANT   varchar2(200) := 'ERROR_CODE';


    PROCEDURE GET_OE_HEADER_VALUES (
        P_DOC_TYPE       IN VARCHAR2,
        P_DOC_ID       IN NUMBER,
   P_VARIABLE_CODE  IN VARCHAR2,
   X_VARIABLE_VALUE_ID IN OUT NOCOPY VARCHAR2,
        X_RETURN_STATUS      OUT NOCOPY VARCHAR2,
        X_MSG_COUNT       OUT NOCOPY NUMBER,
        X_MSG_DATA       OUT NOCOPY VARCHAR2
 )
    IS

=======================================================================
- - TO CUSTOMIZE: Change the l_api_name value to this custom procedure
- -  Define local variables for variables addressed in this API
- -  Create appropriate cursor statements (use p_doc_id parameter)
=======================================================================
l_api_name CONSTANT VARCHAR2(30) := 'GET_OE_HEADER_VALUES';
l_blanket_number OE_ORDER_HEADERS_ALL.BLANKET_NUMBER%TYPE;
l_user_status_code
 OE_ORDER_HEADERS_ALL.USER_STATUS_CODE%TYPE;
    l_context OE_ORDER_HEADERS_ALL.CONTEXT%TYPE;

    - -
    - -  Define Cursor to read the variable value for the document
    - -  If you are reading data from multiple tables with multiple
SELECT statements,
     -  define all cursors here with appropriate names.
     -
     -  The following cursor is defined to retrieve values for the user
defined variables
     -  for a sales order (DOCUMENT_TYPE = 'O')
     -
        Cursor l_oe_header_csr Is
     SELECT BLANKET_NUMBER,
              USER_STATUS_CODE,
              CONTEXT
     FROM OE_ORDER_HEADERS_ALL
     WHERE HEADER_ID = p_doc_id;

    BEGIN


 IF (FND_LOG.LEVEL_PROCEDURE >= FND_LOG.G_CURRENT_RUNTIME_LEVEL)
THEN
      FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
        '100: Entered '||G_PKG_NAME ||'.'||l_api_name);
      FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
'P_DOC_TYPE: '||P_DOC_TYPE);
       FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
'P_DOC_ID: '||P_DOC_ID);
       FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
'P_VARIABLE_CODE: '||P_VARIABLE_CODE);
     END IF;

 x_return_status := G_RET_STS_SUCCESS;
======================================================================
```

```
TO CUSTOMIZE: Check for appropriate P_DOC_TYPE
Change cursor names and INTO variables with local variables
defined above
Modify IF...ELSE statements appropriately to assign correct
to the parameter
======================================================================

 IF P_DOC_TYPE = 'O' THEN
              OPEN l_oe_header_csr;
       FETCH l_oe_header_csr INTO l_blanket_number, l_user_status_code,
l_context;
       CLOSE l_oe_header_csr;

              IF P_VARIABLE_CODE = 'OE$BLANKET_NUMBER' THEN
               X_VARIABLE_VALUE_ID := l_blanket_number;

              ELSIF P_VARIABLE_CODE = 'OE$USER_STATUS_CODE' THEN
               X_VARIABLE_VALUE_ID := l_user_status_code;

              ELSIF P_VARIABLE_CODE = 'OE$CONTEXT' THEN
               X_VARIABLE_VALUE_ID := l_context;

              END IF;
        END IF;


 IF (FND_LOG.LEVEL_PROCEDURE >= FND_LOG.G_CURRENT_RUNTIME_LEVEL)
THEN

      FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
        '1000: Variable Codes along with values:');

              FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE ,
G_MODULE||l_api_name,
        'Variable Code and Value' || ' ' || P_VARIABLE_CODE ||
            ' = ' || X_VARIABLE_VALUE_ID );

      FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
        '1000: Leaving '||G_PKG_NAME ||'.'||l_api_name);
        END IF;

    EXCEPTION
         - -
         - - retain all error handling below as it is. Do not change
       - -
========================================================================
- -  TO CUSTOMIZE: Close all cursors
- -  DO NOT delete debug statements.
- -  Add more debug statements if required.
- -  Follow the same structure for debug statements
========================================================================

        WHEN FND_API.G_EXC_ERROR THEN
     IF (FND_LOG.LEVEL_PROCEDURE >= FND_LOG.G_CURRENT_RUNTIME_LEVEL)
THEN
            FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE ,
G_MODULE||l_api_name,
           '1001: Error: Leaving '||G_PKG_NAME ||'.'||l_api_name);
            END IF;

            IF l_oe_header_csr%ISOPEN THEN
            CLOSE l_oe_header_csr;
            END IF;

     - -
     - -  if you have more cursors, add cursor closing statements here
```

```
as shown above
      -

        x_return_status := G_RET_STS_ERROR ;
    FND_MSG_PUB.Count_And_Get(p_encoded =>'F',
      p_count   => x_msg_count,
      p_data    => x_msg_data );

       WHEN FND_API.G_EXC_UNEXPECTED_ERROR THEN
     IF (FND_LOG.LEVEL_PROCEDURE >= FND_LOG.G_CURRENT_RUNTIME_LEVEL)
THEN
     FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
      '1002: Unexpected Error: Leaving '||G_PKG_NAME ||'.'||l_api_name);
       END IF;

       IF l_oe_header_csr%ISOPEN THEN
       CLOSE l_oe_header_csr;
       END IF;

     - -
     - -  if you have more cursors, add close cursor statements here as
shown above
     - -

        x_return_status := G_RET_STS_UNEXP_ERROR ;
    FND_MSG_PUB.Count_And_Get(p_encoded=>'F', p_count =>
x_msg_count, p_data => x_msg_data );

       WHEN OTHERS THEN
     IF (FND_LOG.LEVEL_PROCEDURE >= FND_LOG.G_CURRENT_RUNTIME_LEVEL)
THEN
     FND_LOG.STRING(FND_LOG.LEVEL_PROCEDURE , G_MODULE||l_api_name,
       '1003: Other Error: Leaving '||G_PKG_NAME ||'.'||l_api_name);
       END IF;

       IF l_oe_header_csr%ISOPEN THEN
       CLOSE l_oe_header_csr;
       END IF;

- -
- -   if you have more cursors, add close cursor statements here as
shown above
- -

      x_return_status := G_RET_STS_UNEXP_ERROR ;
  FND_MSG_PUB.Count_And_Get(p_encoded=>'F', p_count => x_msg_count,
p_data => x_msg_data );

    END GET_OE_HEADER_VALUES;
END;
/
commit; */

REM
/*********************************************************************
REM TO CUSTOMIZE: DELETE ALL CODE FROM THE ABOVE LINE TO THE END
REM  OF THIS FILE
REM Change values of p_doc_type, p_doc_id, l_variable_code and
REM the procedure name
REM The following sample code shows how to invoke the above procedure
REM in PL/SQL. Customers are not required to write this code, since
REM the customer procedures are always invokedfrom Contract Expert.
REM
REM Customers can copy the following code and create a test procedure
REM to test their custom APIs to check return variable values.
REM Create a document and pass the document type and document id withthe
```

```
REM variable used in the clause or rule (in the document)
REM
************************************************************************
**/

DECLARE

   l_msg_count NUMBER;
   l_msg_data VARCHAR2(100);
   l_return_status VARCHAR2(1);
   l_variable_code VARCHAR2(30) := 'OE$BLANKET_NUMBER';
   l_variable_value_id VARCHAR2(200):= NULL;

BEGIN

   OKC_XPRT_CUSTOM_PACKAGE.GET_OE_HEADER_VALUES (
   p_doc_type => 'O',
 p_doc_id => 154333,
 p_variable_code => l_variable_code,
 x_variable_value_id => l_variable_value_id,
 x_return_status => l_return_status,
 x_msg_count => l_msg_count,
 x_msg_data => l_msg_data
   );

   dbms_output.put_line ( 'Return Status is ' || l_return_status);
   dbms_output.put_line ( 'and the table Variable value after the
procedure execution is:');

   dbms_output.put_line(SubStr('Variable Code = '||l_variable_code,
1,255));
   dbms_output.put_line(SubStr('Variable Vale Id =
'||l_variable_value_id,1,255));


END;
/
COMMIT;
EXIT;\
```

Glossary

Adopt As-Is

An option that enables 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 that are made to the terms and conditions 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 that is generated in the procurement or sales contracting business flows. Examples are, Purchase Order, Quote, Sales Order, and Blanket Purchase Agreement.

Clause

Business or legal language that constitutes the terms and conditions 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 Hierarchy

Contract Hierarchy depicts related contracts in an H-Grid table layout. In the default view, the reference contract is the root and shown on row 1 or level 1. Each related contract for the reference contract is shown at level 2. By expanding any level 2 contract, you can access any additional related contracts of any level 2 contract, and so on.

Contract Template

A document containing standard (boilerplate) terms and conditions that organizations use to rapidly create new contracts with preapproved legal language.

Contract Terms

See: Terms and Conditions., page Glossary-6

Contract Terms Library

A centralized repository for approved Contract Templates.

Contract XML

The XML document that represents the terms and conditions of a contract. Oracle Contracts uses this document to generate the contract document in PDF using a layout template that is configured by the user.

Contracts Workbench

Users can access contracts authored in other applications (for example, Oracle Order Management) and manage repository contracts from the contracts workbench.

Contractual Deliverable

A task that is part of the terms and conditions of the contract, and one of the parties needs to perform it during the life of the contract.

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

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 and conditions of a contract.

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

Deliverable Variable

A variable that captures the list of deliverables that are applicable to a contract. The list appears in table format on a printed contract.

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

Document Type

A categorization of business documents, in the Contract Terms Library, to identify documents that are generated in procurement or sales contracting business flows.

Execute a Contract

Means to fulfill the commitments under the contract. Note that some organizations use this term to describe the act of signing of a contract.

External Party

Represents all business units or organizations with which a contract can be entered into. In Oracle Contracts, External Party specifically identifies suppliers or customers, as understood in the procurement or sales flows respectively.

Global Organization

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

Insert by Reference

Enables 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 and conditions. 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 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 that are approved by the global organization, and adopt, page Glossary-1 or localize them for use in local contracts.

Localization

The process by which a local organization uses Oracle Contracts to modify global clauses to enable the use of clauses in that organization.

Negotiation Deliverable

A deliverable that needs to be performed during the negotiation phase of the contract. It is authored and managed in Oracle Sourcing.

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

Numbering Scheme

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

One-Time Order

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

Order Release

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

Party

Refers to any business unit or organization representing both sides of a contract, whether internal or external.

PDF

(Portable Document Format) An open printable-document standard that Adobe Systems, Incorporated developed and that Oracle Contracts uses as the format for printed contracts. Use the Adobe Acrobat application to view and print PDF documents.

Provision

Used in the Federal Government contracting. A provision is a type of clause that is used only in negotiations and is dropped when the negotiation is converted to a contract.

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 nonstandard clause and its original standard clause, and more.

Related As

This field specifies the relationship that a contract being related to serves. For example, the contract may be related as a Master Agreement. The Related As values differ based on the contract that is referenced. For example, if Contract M is related as a Master contract of Contract X (a parent contract), then when viewing Contract M's related contracts, Contract X will appear with the related as value of Release.

Related Contract

These contracts are added with a Related As term indicating how that contract is related. From a purchasing document (PO, GBPA, or CPA) one or more repository contract can be related. For a repository contract a purchasing document and one or more other repository contracts can be related.

Rich Text Editor

An online editing tool that is 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.

Sales Agreement

A long-term agreement that governs individual sales transactions. Each transaction can leverage the negotiated terms of the agreement, including volume pricing and commitments.

Section

A categorization that helps group clauses under a logical common heading.

System Variable

A variable for which the value is set by Oracle Contracts and represents an attribute of the business document. For example, in a:

- Purchase Order: PO Amount, Payment Terms, and PO Number
- Sales Contract: Customer Name, Ship-To Address, and Payment Terms.

Table Variable

One of several variables that capture certain types of structured information, such as items and price lists, in sales contracting flows.

Template

See: Contract Template, page Glossary-2 or Layout Template, page Glossary-4.

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

Tokens that you define over and above the system variables. As part of the contract authoring process, users must provide values for these variables. You can define variables that are sourced or derived from contract data. These variables can be used in clause text or for Contract Expert rules. You can indicate the variable source as Manual or PL/SQL Procedure.

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

N

O

Q

R

S

T

U

V