

Features and Functionality of Procurement Contracts

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Oracle Procurement Contracts

- Supporting the procure to pay process with:
 - Establishing contract standards
 - Enabling contract authoring and negotiation
 - Monitoring contract expiration
 - Amendments
 - Analysis

Oracle Procurement Contracts

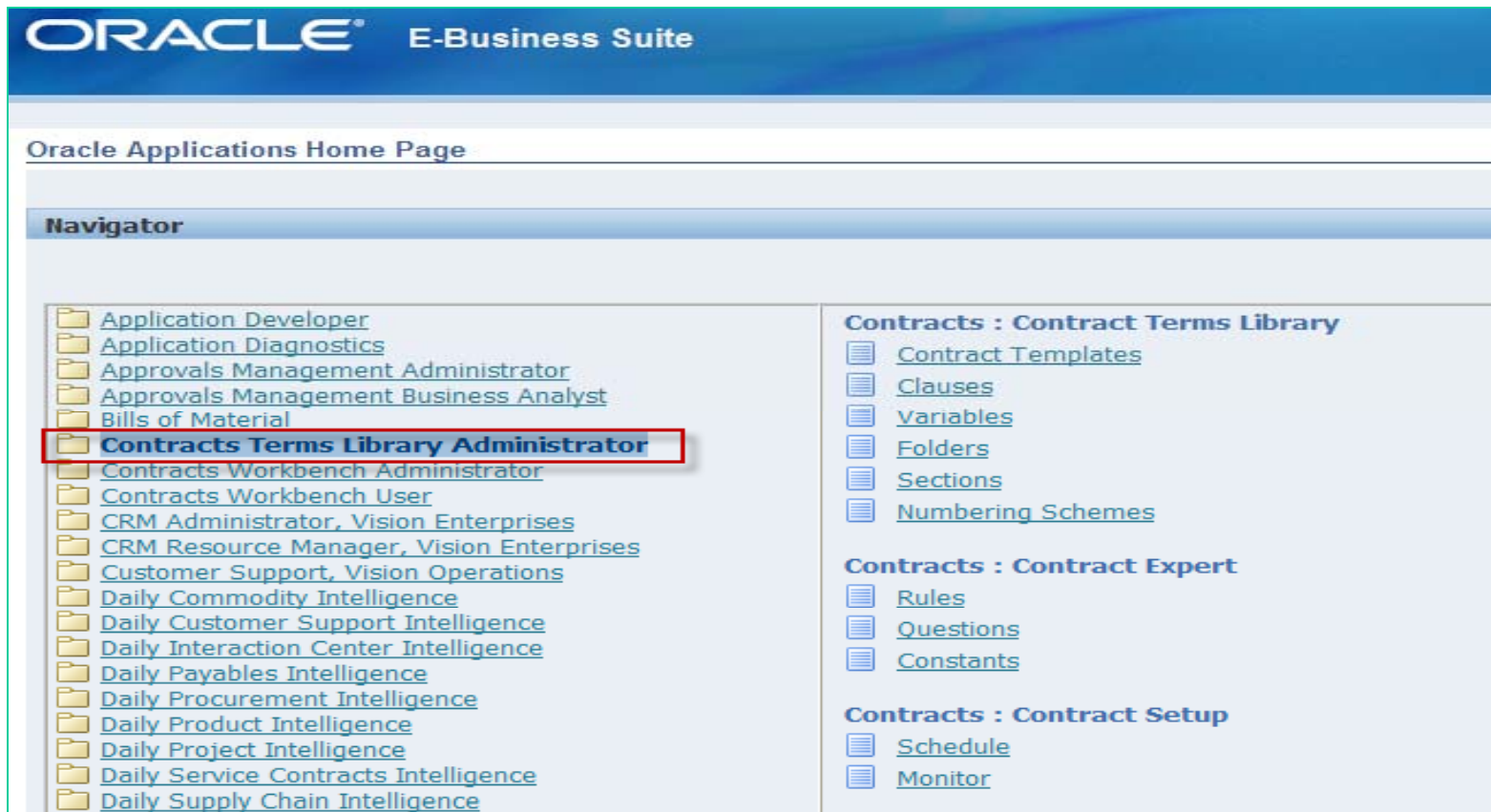
- Main components include:
 - Contract Terms Library
 - Contract Terms Maintenance and Approval
 - Deliverables
 - Contract Expert
 - Contract Repository*

Oracle Procurement Contracts Impacts

- Enforce terms and conditions



Contract Terms Library

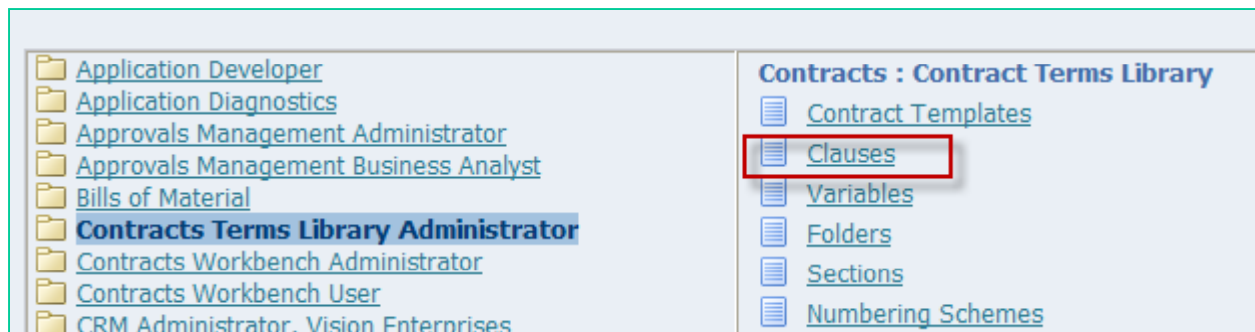


Clauses

- A contract clause is a paragraph that contains the verbiage that will be utilized in a contract template.
- The objective is to create standard clauses that can be reused within multiple templates.
- Clauses can contain variables, linked to other contracts, and can be defaulted to pre-defined sections of a contract template.

Clauses

- From the *Contract Terms Library Administrator* responsibility select the *Clauses* function.



Clauses

ORACLE Contract Terms Library

Home Logout Preferences Help Diagnostics

Contract Terms Library | **Contract Expert** | Contract Setup

Contract Templates | **Clauses** | Variables | Folders | Sections | Numbering Schemes

Logged In As CONMGR

Clauses

Analyze Contract Clauses

Search

* Operating Unit: Vision Operations

Keyword:

Type:

Go Clear

Title:

Number:

Browse

[Show More Search Options](#)

Create Clause

Select Details	Title	Number	Type	Version	Adoption Type	Status	Update
	No search conducted						

Analyze Contract Clauses

Create Clauses

Contract Terms Library: Clauses > Logged In As CONIMGR

Clause: 1337 - User Group Clause

* Indicates required field

Cancel Delete Submit Save Apply

General Related Clauses Clause Folders Version History

Operating Unit **Vision Operations**

Number **1337**

* Clause Title User Group Clause

Display Name User Group Clause

Intent **Buy**

* Type General Terms

Default Section General Terms

Description Standard Clause for User Group Terms

Status **Draft**

Version **1**

* Start Date 08-Feb-2010
(example: 28-Jan-2010)

End Date

Adoption Type **Local**

☐ Provision
A provision is used in negotiation documents only

☐ Protect Text
Check to protect the clause against update in documents

Text **Variables**

* Change to Plain Text Mode

This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of clauses that define a complete Contract Template.

To insert your variable tag in your text, use the Add Variables button to search variables then click on the Insert icon to insert the variable from the table below into your text.

Add Variables

Insert	Variable Name	Description
No search conducted		

Create Clauses with Variables

Text

* Change to Plain Text Mode

This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of clauses that define a complete Contract Template.

This clause is between [@Supplier Name@] and [@Legal Entity@] on this date [@Agreement Start Date@].

Variables


To insert your variable tag in your text, use the Add Variables button to search variables then click on the Insert icon to insert the variable from the table below into your text.

Add Variables

Insert	Variable Name	Description
	Agreement Start Date	Effective start date of the agreement
	Legal Entity	Legal Entity name
	Supplier Name	Supplier name





Create Clauses

Contract Terms Library: Clauses >

 **Confirmation**
Clause 1337 - User Group Clause has been created.

Clause: 1337 - User Group Clause
* Indicates required field

General | Related Clauses | Clause Folders | Version History

Operating Unit	Vision Operations
Number	1337
* Clause Title	User Group Clause
Display Name	User Group Clause
Intent	Buy
* Type	General Terms 
Default Section	General Terms 
Description	Standard Clause for User Group Terms  

Mange Clauses

- Related Clauses
- Clause Folders
- Version History

Clause: 1337 - User Group Clause

* Indicates required field

General	Related Clauses	Clause Folders	Version History
---------	-----------------	----------------	-----------------

Operating Unit **Vision Operations**
Number **1227**

Manage Clauses

- Add a relationship to another clause

Clause: 1337 - User Group Clause

* Indicates required field

General **Related Clauses** Clause Folders Version History

Select Related Clauses: Remove Compare Compare With Current

Select All | Select None

Select	Details	*Relationship	*Clause Title
<input type="checkbox"/>	+ Show	Alternate ▼	<input type="text"/>
		Alternate	
		Incompatible	

Add Another

Manage Clauses

- Organize Clauses with Folders

Confirmation
Clause 1337 - User Group Clause has been updated.

Clause: 1337 - User Group Clause
* Indicates required field

General **Related Clauses** **Clause Folders** **Version History**

Select Folders: **Remove**

Select All | Select None

Select *Name

Select	Name	Description
<input type="checkbox"/>	User Group	User Group Clauses
<input type="checkbox"/>	General Terms	Other

Add Another Row

Contract Terms Library | **Contract Expert** | **Contract Setup**

Contract Templates | Clauses | Variables | **Folders** | Sections | Numbering Schemes

Contract Terms Library: Folders >

Folder: User Group
* Indicates required field

Operating Unit: **Vision Operations**

* Name:

Description:

Clauses

Select Clauses: **Remove** | **Add Clauses**

Select All | Select None

Select Details Clause Title

Select	Hide	Clause Title	Number	Type
<input type="checkbox"/>	<input type="checkbox"/>	User Group Clause	1337	General Terms

This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of **Template**.

This clause is between [@Supplier Name@] and [@Legal Entity@] on this date [@Agreement Start Date@].

Manage Clauses

- Version History

Clause: 1337 - User Group Clause

* Indicates required field

General Related Clauses Clause Folders **Version History**

Select Versions:

[Select All](#) | [Select None](#)

Select	Details	Version	Description
<input type="checkbox"/>	+ Show	1	Standard Clause for User Group Terms

Clause Approvals

- Submit the Clause for approval when all updates and additions have been made.

Confirmation
 Clause 1337 - User Group Clause has been submitted for approval.

Clauses

Search

* Operating Unit
 Vision Operations

Keyword

Type

Title
 Number

[Show More Search Options](#)

Select Clauses:

[Select All](#) | [Select None](#)

Select	Details	Title	Number	Type	Version	Adoption Type	Status
<input type="checkbox"/>	Show	User Group Clause	1337	General Terms	1	Local	Pending Approval

Clause Approvals

- A notification will go to the library approver

Clause 1337 - User Group Clause version 1 for Able, Marsha

From: Able, Marsha
To: Able, Marsha
Sent: 16-Feb-2010 11:20:18
ID: 4678995

Title: User Group Clause
Number: 1337
Version: 1
Operating Unit: Vision Operations

Approve Reject Reassign

Clause Details

Type: General Terms
Intent: Buy
Adoption Type: Local
Description: Standard Clause for User Group Terms
Text: This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of clauses that define a complete Contract Template.
This clause is between [@Supplier Name@] and [@Legal Entity@] on this date [@Agreement Start Date@].

Provision: No
Start Date: 08-Feb-2010
End Date:

Action History

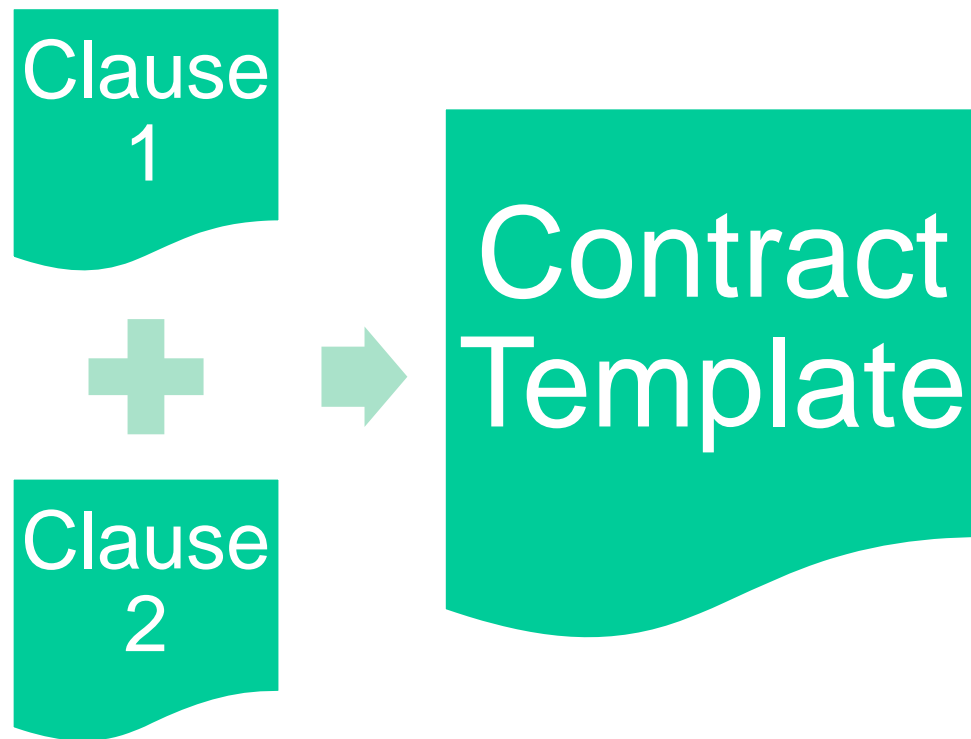
Num	Action Date	Action	From	To	Details
1	16-Feb-2010 11:20:19	Submit	Able, Marsha	Able, Marsha	

Response

Note: enter a response here....

Contract Templates

- A document made up of library clauses



Contract Templates

- Search and create new templates from the Contract Templates function.

Contract Terms Library | **Contract Expert** | Contract Setup

Contract Templates | Clauses | Variables | Folders | Sections | Numbering Schemes

Contract Templates

Search

* Operating Unit: Vision Operations

Keyword:

Status: All

Go Clear

[Show More Search Options](#)

Create Template

Select Name	Description	Status
No search conducted		

Contract Template Creation

Contract Terms Library: Contract Templates > Logged In As CONIMGR

Create Contract Template

* Indicates required field

* Operating Unit: Vision Operations

* Name: User Group Template

* Intent: Buy

* Start Date: 16-Feb-2010
(example: 16-Feb-2010)

End Date:

Description: User Group Template

Status: **Draft**

Language: American English

Translated From Template:

Layout Template: Oracle Contract Terms Template

Instructions: This template should be used with all User Group related activities. It is the boilerplate that the legal team has put together to represent your companies preferred terms and conditions at these events.

Cancel Apply and Add Details Apply

Contract Expert

☐ Enabled ☐ Expert Clauses Mandatory

Default Section:

Document Types

Document Type		Default Template	Delete
RFQ		<input type="checkbox"/>	
Standard Purchase Order		<input type="checkbox"/>	
Blanket Purchase Agreement		<input type="checkbox"/>	
Contract Purchase Agreement		<input type="checkbox"/>	

Add Another Row

Contract Template Creation

- After adding the header information, apply and add details.

Contract Terms Library: Contract Templates > Logged In As CONMGR

Confirmation
User Group Template has been created.

Contract Template: User Group Template
* Indicates required field

General | Clauses | Deliverables | Translated Templates

Operating Unit: **Vision Operations**

* Name:

Intent: **Buy**

* Start Date: (example: 16-Feb-2010)

End Date:

Description:

Status: **Draft**

Language:

Translated From Template:

Layout Template:

Instructions:

Actions:

Submit
Validate
Submit
Preview
Delete

Contract Template Creation

- Add Sections and Clauses

Contract Terms Library: Contract Templates >
Contract Template: User Group Template

General Clauses Deliverables Translated Templates

Select Terms: **Add Clause** **Add Section** Move | Renumber

Select All | Select None | Expand All | Collapse All

Select Focus Title

Select	Focus	Title
<input type="checkbox"/>		Contract Terms
<input type="checkbox"/>		Introduction
<input type="checkbox"/>		User Group Clause
<input type="checkbox"/>		General Terms
<input type="checkbox"/>		Limitations of Liability

Section

Clause (Paragraph)

Contract Template Creation

- Add as many clauses as it takes to complete the boilerplate (Contract Template)

Select Terms: |

[Select All](#) | [Select None](#) | [Expand All](#) | [Collapse All](#)

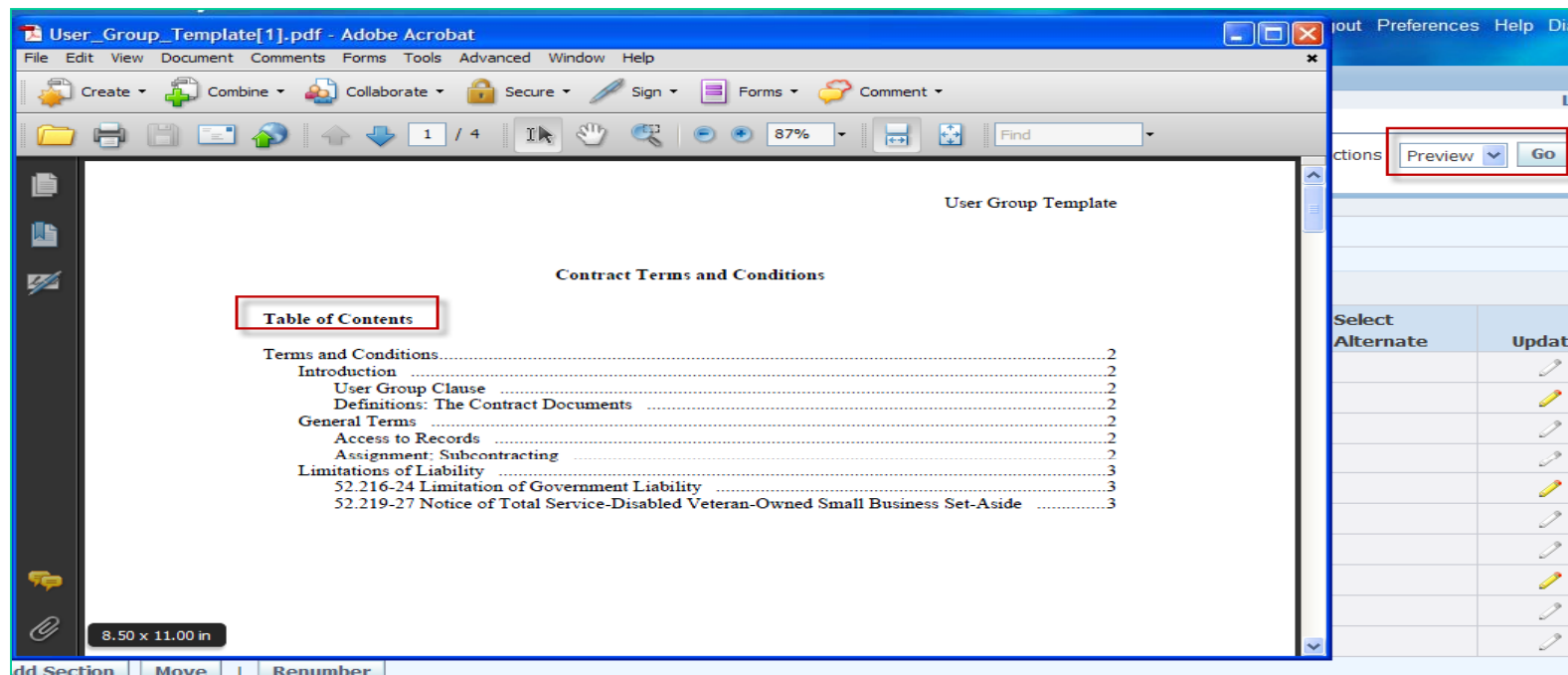


Select	Focus	Title
<input type="checkbox"/>		 Contract Terms
<input type="checkbox"/>		 Introduction
<input type="checkbox"/>		 User Group Clause
<input type="checkbox"/>		 Definitions: The Contract Documents
<input type="checkbox"/>		 General Terms
<input type="checkbox"/>		 Access to Records
<input type="checkbox"/>		 Assignment: Subcontracting
<input type="checkbox"/>		 Limitations of Liability
<input type="checkbox"/>		 52.216-24 Limitation of Government Liability
<input type="checkbox"/>		 52.219-27 Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside

Select Terms: |

Contract Template Creation

- Take a preview



Contract Template Creation

- Preview the structured terms

Terms and Conditions

Introduction

User Group Clause
This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of clauses that define a complete Contract Template. This clause is between [@ Supplier Name @] and [@ Legal Entity @] on this date [@ Agreement Start Date @].

Definitions: The Contract Documents

a. The capitalized terms used herein shall have the meanings set forth in the General Conditions unless a specific definition therefore is provided herein. Unless otherwise specified, references herein to numbered Articles and paragraphs are to those in this Agreement.

b. The Contract Documents consist of this Agreement, the General Conditions, Special Conditions, Schedule of Work (Owner's form only or as provided below), Accepted Proposal (Owner's form only), Specifications, Drawings, Addenda, approved shop drawings, modifications and other directives from Owner to the Contractor issued under any provision of any of the foregoing documents. The Contractor hereby represents that he has examined all such documents and is familiar with same. These documents are hereinafter referred to as the "Contract", and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. Any proposal, other than an accepted proposal on Owner's form only, attached to or referred to in this Contract is for information only; the terms of this Contract shall supercede and control over any conflicting terms contained in any such attached proposal.

c. The term "General Conditions" as used in the Contract Documents shall mean the document entitled "[@ Organization @] General Conditions of the Contract of Construction."

Contract Template Creation

- Validate the template

Actions

Contract Template User Group Template: Validation Results						
<div>Printable Page</div>						
Total Messages: 1 Errors: 0 Warnings: 1						
Type	Title	Section	Severity	Problem	Problem Details	Suggestion
Clause	User Group Clause	Introduction	Warning	Invalid variable for Document Type	Variable "Agreement Start Date" is not valid for the document type "Standard Purchase Order"	Contact your contracts administrator to fix this error. You may resolve the issue by associating the document type to the variable or removing the variable from the clause in the library.

Contract Template Creation

- Give your structure a numbering scheme

The screenshot shows the 'Contract Template Creation' interface. At the top, there are four tabs: 'General', 'Clauses', 'Deliverables', and 'Translated Templates'. Below the tabs, there is a 'Select Terms:' section with four buttons: 'Add Clause', 'Add Section', 'Move', and 'Renumber'. The 'Renumber' button is highlighted with a red rectangle. Below this, there are links for 'Select All', 'Select None', 'Expand All', and 'Collapse All'. The main area is a table with two columns: 'Select Focus' and 'Title'. The table contains the following rows:

Select Focus	Title
<input type="checkbox"/>	Contract Terms
<input type="checkbox"/>	<u>Introduction</u>
<input type="checkbox"/>	<u>User Group Clause</u>
<input type="checkbox"/>	<u>Definitions: The Contract Documents</u>
<input type="checkbox"/>	<u>General Terms</u>
<input type="checkbox"/>	<u>Access to Records</u>
<input type="checkbox"/>	<u>Assignment; Subcontracting</u>
<input type="checkbox"/>	<u>Limitations of Liability</u>

Contract Template Creation

- Number scheme

Contract Template User Group Template: Renumber

* Indicates required field

* Pick Numbering Scheme

1. First Level
1.1. Second Level
2. First Level
2.1. Second Level

This table displ

Contract Template Creation

- Review New Scheme

Contract Template: User Group Template

General | **Clauses** | Deliverables | Translated Templates

Select Terms: Add Clause Add Section Move | Renumber

Select All | Select None | Expand All | Collapse All

Select Focus Title

<input type="checkbox"/>		Contract Terms
<input type="checkbox"/>		<u>1. Introduction</u>
<input type="checkbox"/>		1.1. User Group Clause
<input type="checkbox"/>		<u>1.2. Definitions: The Contract Documents</u>
<input type="checkbox"/>		<u>2. General Terms</u>
<input type="checkbox"/>		<u>2.1. Access to Records</u>
<input type="checkbox"/>		<u>2.2. Assignment; Subcontracting</u>
<input type="checkbox"/>		<u>3. Limitations of Liability</u>

Contract Template Creation

- New number scheme applies to print view

User Group Template	
Contract Terms and Conditions	
Table of Contents	
Terms and Conditions.....	2
1. Introduction	2
1.1. User Group Clause	2
1.2. Definitions: The Contract Documents	2
2. General Terms	2
2.1. Access to Records	2
2.2. Assignment: Subcontracting	2
3. Limitations of Liability	3
3.1. 52.216-24 Limitation of Government Liability	3
3.2. 52.219-27 Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside	3

Contract Template Creation

- Deliverables
 - Is typically a non-financial action that the Supplier has to provide in conjunction with the agreement.
 - Insurance records
 - Reporting by a certain date
 - Deliverables can also be internal and serve as reminders
 - Contact Supplier x days prior to contract expiration etc.

Contract Template Creation

Contract Template: User Group Template

General | **Clauses** | Deliverables | Translated Templates

Create Deliverable

Deliverable Name	Deliverable Type
No deliverables exist.	

Deliverables summary

Contract Template Creation

Contract Template User Group Template: Create Deliverable

* Indicates required field

Cancel Apply and Create Another Apply

* Deliverable Name

Deliverable Type

Responsible Party

Description

Internal Organization **Vision Operations**

Internal Contact

Requester

Comments

Due Date

☒ Fixed Date
☐ Relative Date (example: 17-Feb-2010)

Event

Before/After

Period Days

Repeat Information

☒ One Time Deliverable
☐ Repeating Deliverable

Frequency Weeks

Repeat on

Repeat Until

☒ Fixed Date
☐ Relative Date

Event

Before/After

Period Days

Notifications

☐ Prior to Due Date Days

☐ Status Change


☒ Deliverable Is Overdue

☐ Escalate After Due Date Days

Escalation Contact

Contract Template Creation

- Deliverable created



 **Confirmation**
Successfully created deliverables User Group Deliverable.

Contract Template: User Group Template

Cancel Actions Preview Go Save Apply

General Clauses Deliverables Translated Templates

Create Deliverable Reorder

Deliverable Name	Deliverable Type	Responsible Party	Update	Delete
User Group Deliverable	Contractual	Supplier Organization		

Deliverables summary

Contract Template Creation

- 12.1.1 Deliverables functionality
 - Payment Hold Deliverables
 - Payables Integration (PO Deliverable Hold) Status

Contract Template Creation

- Submit for approval
- Once approved, available to utilize in defined purchasing documents.

Contract Template Usage

- Contract Templates can be used with:
 - Purchasing
 - Sourcing
 - iSupplier Portal (deliverables)

Purchasing and Contracts

ORACLE Purchasing

Home Logout Preferences Help Diagnostics

Requisitions **Orders** Agreements Deliverables Negotiations Suppliers

Orders >

Create Standard Purchase Order

* Indicates required field

Cancel Actions Add Contract Terms Go Save Approval Options Submit

Header Lines Schedules Distributions

Operating Unit Vision Operations

Supplier

Supplier Site

Supplier Contact

Communication Method None

Total 0.00 USD

* Buyer Baker, Catherine

Description

Confirming Order No

Terms

Bill-To Location V1- New York City

Payment Terms 45 Net (terms date + 45)

Pay On Receipt No

Acknowledge By

Required Acknowledgment None

* Default Ship-To Location M1- Seattle Mfg

Ship Via

Freight Terms Due

FOB Origin

Transportation Arranger None

Purchasing and Contracts

ORACLE Purchasing

Home Logout Preferences Help Diagnostics

Requisitions Orders Agreements Deliverables Negotiations Suppliers

Orders > Create Standard Purchase Order >

Update Standard Purchase Order 6052: Contract Terms

Contract Source: No Terms

Contract Template: Vision Operations Item Based PO T

Authoring Party: None
Contract Administrator
Legal Contact

Clauses Deliverables

Select Title	Non-Standard	Mandatory	Contract Expert	Select Alternate	Update	Delete
No Contract Terms are available for this document. Please click "Apply Template" to add Contract Terms.						

Purchasing and Contracts

Search and Select List of Values - Windows Internet Explorer

http://ca-sna-demo3.mtghosting1.com:8033/OA_HTML/cabo/jsps/a.jsp?t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&configName=OAConfig&contextURI=/OA_HTML&re

Search and Select: Contract Template Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name Go

Results

Select	Quick Select	Name	Description	Instructions	Contract Expert Enabled	Language
<input type="radio"/>		Vision Operations Facilities Procurement Agmt.	Standard Terms for the Vision Facilities Agreement			
<input type="radio"/>		Vision Operations Construction Terms	Contract template for Construction Terms	Use this template for Construction Contracts	✓	
<input type="radio"/>		Vision Operations Services Procurement Terms for PO	Template for Services Procurement for Purchase Order (PO)		✓	
<input type="radio"/>		Vision Operations Item Based PO Terms	Standard terms for Item Based Purchase Orders	Use this template for Item Based Purchase Orders	✓	
<input type="radio"/>		CAE's First Template	CAE Template	Use this template as the first CAE template	✓	
<input type="radio"/>		User Group Template	User Group Template	This template should be used with all User Group related activities. It is the boilerplate that the legal team has put together to represent your companies preferred terms and conditions at these events.		American English

[About this Page](#)

Cancel Select

Purchasing and Contracts

Orders > Update Standard Purchase Order >
Update Standard Purchase Order 6052: Contract Terms

Authoring Party **Internal**
Contract Administrator
Legal Contact

Contract Source **Structured Terms**
Contract Template **User Group Template**

Actions **Preview Contract** Go

Clauses **Deliverables**

Select Terms: **Add Clause** **Add Section** Move | Renumber

Select All | Select None | Expand All | Collapse All

Select Focus Title	Non-Standard	Mandatory	Contract Expert	Select Alternate	Update	Delete
<input type="checkbox"/> <input type="checkbox"/> Contract Terms						
<input type="checkbox"/> <input type="checkbox"/> 1. Introduction						
<input type="checkbox"/> <input type="checkbox"/> 1.1. User Group Clause						
<input type="checkbox"/> <input type="checkbox"/> 1.2. Definitions: The Contract Documents						
<input type="checkbox"/> <input type="checkbox"/> 2. General Terms						
<input type="checkbox"/> <input type="checkbox"/> 2.1. Access to Records						
<input type="checkbox"/> <input type="checkbox"/> 2.2. Assignment; Subcontracting						
<input type="checkbox"/> <input type="checkbox"/> 3. Limitations of Liability						
<input type="checkbox"/> <input type="checkbox"/> 3.1. 52.216-24 Limitation of Government Liability						
<input type="checkbox"/> <input type="checkbox"/> 3.2. 52.219-27 Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside						

Select Terms: **Add Clause** **Add Section** Move | Renumber

Purchasing and Contracts

Vision Operations DRAFT Standard Purchase Order 6052, 0

Standard Purchase Order 6052, 0

Contractor Details:

Company Industrial Dressler
Contact Indus, James
Address 682 Montgomery Street
San Francisco, CA 94114

Please submit your response to:

Company Vision Operations
Contact Baker, MS. Catherine
Address 3455 108th Avenue
Seattle, WA 98101
Telephone 212-383-3932
Fax nobody@localhost
Email

This document has important legal consequences. The information contained in this document is proprietary of Vision Operations. It shall not be used, reproduced, or disclosed to others without the express and written consent of Vision Operations.

This agreement between Vision Operations and Industrial Dressler is authorized for binding commitment. The parties hereto have read and executed this agreement as of the _____ day of _____, _____.

DRAFT Standard Purchase Order 6052, 0

Vision Operations
475 Park Avenue
New York, NY 10022
United States

Type	Standard Purchase Order
Order	6052
Revision	0
Order Date	21-FEB-2010
Created By	Baker, MS. Catherine
Revision Date	
Current Buyer	

Supplier: Industrial Dressler
682 Montgomery Street
San Francisco, CA 94114
United States

Ship To: 3455 108th Avenue
Seattle, WA 98101
United States

Bill To: 90 Fifth Avenue
New York, NY 10022-3422
United States

Customer Account No.	Supplier No.	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
	2005	45 Net (terms date + 45)	Due	Origin		UPS

Confirm To Telephone _____ Requester/Deliver To _____
Indus, James

Notes: All dates referenced in this document are in GMT-6 America/Chicago
All prices and amounts on this order are expressed in USD

DRAFT Standard Purchase Order 6052, 0

Terms and Conditions

1. Introduction

1.1. User Group Clause

This clause is specifically used when participating in User Group sessions. Insert a legal paragraph that will eventually be utilized in a compilation of clauses that define a complete Contract Template. This clause is between Industrial Dressler and Vision Operations on this date.

1.2. Definitions: The Contract Documents

a. The capitalized terms used herein shall have the meanings set forth in the General Conditions unless a specific definition therefore is provided herein. Unless otherwise specified, references herein to numbered Articles and paragraphs are to those in this Agreement.

b. The Contract Documents consist of this Agreement, the General Conditions, Special Conditions, Schedule of Work (Owner's form only or as provided below), Accepted Proposal (Owner's form only), Specifications, Drawings, Addenda, approved shop drawings, modifications and other directives from Owner to the Contractor issued under any provision of any of the foregoing documents. The Contractor hereby represents that he has examined all such documents and is familiar with same. These documents are hereinafter referred to as the "Contract", and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. Any proposal, other than an accepted proposal on Owner's form only, attached to or referred to in this Contract is for information only; the terms of this Contract shall supercede and control over any conflicting terms contained in any such attached proposal.

c. The term "General Conditions" as used in the Contract Documents shall mean the document entitled "Vision Operations General Conditions of the Contract of Construction."


d. The term "Project Manager" as used in the Contract Documents shall mean the person designated by Owner to be its representative.

e. The term "Schedule of Work" as used in the Contract Documents shall mean the schedule of work required to be supplied.

(1) By the General Conditions, 4.15, which has been approved by the Owner, OR

Purchasing and Contracts

- Don't have a template or did you negotiate outside of Oracle?
- Upload your document!

 **Confirmation**
Contract has been uploaded as Collaborate 2008 Abstracts.doc.

Update Standard Purchase Order 6053: Contract Terms

Authoring Party	Internal	Contract Source	Attached Document	Actions Validate <input type="button" value="Go"/>
Contract Administrator		Contract Template	None	
Legal Contact				

Clauses **Deliverables**
Contract terms are represented by the attached document: [Collaborate 2008 Abstracts.doc](#)

Sourcing and Contracts

- Create negotiations that include your boilerplate terms and conditions.
- The integration of Contracts into sourcing allows you to present the supplier with a complete view of your RFQ.
- Get the best price based on all of your requirements.

Sourcing and Contracts

ORACLE® Purchasing Home Logout Preferences Help Diagnostics

Requisitions Orders Agreements Deliverables **Negotiations** Suppliers

Header
Lines
Controls
Contract Terms
Suppliers

Confirmation
1. Contract Terms from the selected Template have been applied to the Document.
2. Contract Expert has been run and information suggested by Contract Expert is part of the Contract.

Create Auction 45638: Define Contract Terms

Cancel Online Discussions Save as Draft Review

Contract Terms

Contract Administrator Legal Contact Contract Source Structured Terms Contract Template Vision Operations Auction Std Terms

Clauses Deliverables

Select Terms: Add Clause Add Section Move Renumber **Use Contract Expert**

Select All Select None Expand All Collapse All

Select Focus Title	Non-Standard	Mandatory	Contract Expert	Select Alternate	Update	Delete
<input type="checkbox"/> Contract Terms						
<input type="checkbox"/> 1. Bidding Instructions		<input checked="" type="checkbox"/>				
<input type="checkbox"/> 1.1. Preparation of Offers						
<input type="checkbox"/> 1.2. Explanation to Offerors						
<input type="checkbox"/> 1.3. Acknowledgement of Amendments to Solicitations						
<input type="checkbox"/> 1.4. Submission of Offers						
<input type="checkbox"/> 1.5. Bid Deposit						
<input type="checkbox"/> 1.6. Failure to Submit Offer						

Cancel

Online Discussions

Save as Draft

Review

Contract Source

Contract Template

Structured Terms

Vision Operations Auction Std Terms

Actions

Validate

Update Contract Details

Upload Contract

Download Contract

Lock Contract

Update Variable Values

Validate

Check for Clause Updates

Remove Terms

Review Contract Deviations

Go

Non-	Contract	Select
------	----------	--------

iSupplier Portal and Contracts

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Planning Finance Product Intelligence Admin

Purchase Orders Work Orders Agreements Purchase History Work Confirmations RFQ **Deliverables** Timecards

Manage Deliverables

Search

Deliverable Name

Status

Due Date From

Due Date To

Document Type

Document Number

Go

⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
Proof of Insurance Reminder	Contractual	Standard Purchase Order	4825, 2	Industrial Dressler	James Indus	04-May-2005	Open	⚠	✎

iSupplier Portal and Contracts

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes the Oracle logo and the 'iSupplier Portal' title. Below this is a secondary navigation bar with tabs for Home, Orders, Shipments, Planning, Finance, Product, Intelligence, and Admin. The 'Orders' tab is selected, and a sub-menu is displayed with options: Purchase Orders (highlighted), Work Orders, Agreements, Purchase History, Work Confirmations, RFQ, Deliverables, and Timecards. Below the sub-menu, the breadcrumb 'Orders: Purchase Orders >' is visible. The main content area is titled 'Attachments' and contains a table with the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage
PO TERMS 204 6035 0 US.pdf	File	PDF Documents	Contract	CBAKER	06-Aug-2009	One-Time
Undefined	Long Text	Sourcing RFQ Requirement Quote Values	To Supplier	CBAKER	06-Aug-2009	One-Time

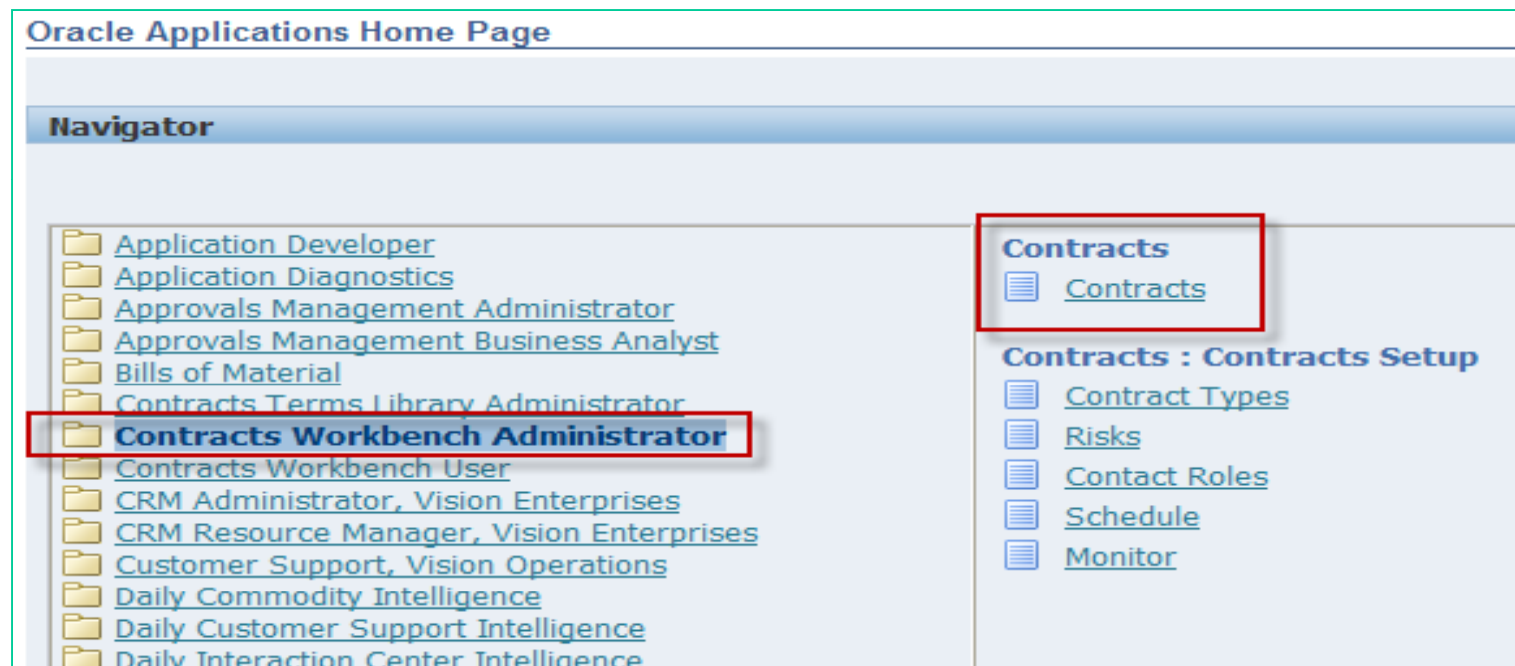
Contract Terms Library - Review

- Create Clauses
- Create Templates
- Utilize Templates in:
 - Purchasing
 - Sourcing
 - iSupplier Portal – Deliverables
- Impact iProcurement with standard T&C associated to agreements

Contract Repository

- The contract repository is a central location to manage agreements with suppliers that typically are not associated with a purchase document.
- Manage all agreements in Oracle
- Search capabilities
- Import
- Risks and Deliverables

Contract Repository



Contract Repository

ORACLE Contracts

Home Logout Preferences Help Diagnostics

Contracts Contracts Setup

Search: Contract Number Go [Advanced Search](#)

Logged In As conmg

Notifications

Below is a list of your most important notifications. Select the subject to respond or select "Full List" to see all your notifications.

From: There are no notifications in this view.

Recent Contracts

Contract Number	Contract Name	Operating Unit	Document Type	Status	Last Updated By	Last Update Date	Update
11	User Group	Vision Operations	Non-Disclosure Agreement	Draft	Able, Ms. Marsha	21-Feb-2010	
2	fffffffff	Vision Operations	Collaboration Agreement	Draft	Able, Ms. Marsha	20-Aug-2009	
8	CAE	Vision Operations	Non-Disclosure Agreement	Draft	Able, Ms. Marsha	05-Aug-2009	

Expiring Contracts

No Contracts found.

Contract Deliverables

⚠ Indicates deliverable is overdue ✖ Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Contract Number	Party Name	Contact	Due Date	Status	Alert
Exhibit A	Contractual	Software License sales Agreement	7.1	Vision Operations	Able, Ms. Marsha	31-Aug-2008	Open	⚠
Insurance certificate	Contractual	Facilities Agreement	6.1	Building Maintenance, Inc.		01-Sep-2008	Open	⚠
Insurance certificate	Contractual	Facilities Agreement	5.1	Building Maintenance, Inc.		01-Sep-2008	Open	⚠

Shortcuts

- [View Bookmarks](#)
- [Create Contract](#)
- [Import Contracts](#)
- [View Import Requests](#)
- [Analyze Contract Clauses](#)
- [Enterprise Contracts Search](#)
- [Download Import Template](#)

Contract Repository

- Manually Create Contracts

ORACLE Contracts Home Logout Preferences Help Diagnostics

Contracts Contracts Setup

Contracts >

Create Contract

* Indicates required field

* Name User Group NDA

* Operating Unit Vision Operations

* Type Non-Disclosure Agreement

* Contract Administrator Able, Ms. Marsha

Overall Risk Low

Authoring Party Internal

Currency USD

Amount

Description

Storage Location

Version 1

Status Draft

Effective Date

(example: 21-Feb-2010)

Expiration Date

Source Doc Type

Source Doc Ref

Keywords

(Enter additional search Keywords separated by commas)

Version Comments

Cancel Apply and Add Details Apply

Cancel Apply and Add Details Apply

Contract Repository

- Add details

ORACLE Contracts

Home Logout Preferences Help Diagnostics

Contracts Contracts Setup

Confirmation
Contract 12 has been created.

Contract: 12
USD = US dollar

Number **12**
* Name
Operating Unit **Vision Operations**
Type **Non-Disclosure Agreement**
Intent **Other**
* Contract Administrator
Overall Risk **Low**

Version **1**
Status **Draft**
Effective Date
Expiration Date
Source Doc Type
Source Doc Ref

Cancel Actions
Cancel Contract
Delete
Validate
Sign Contract
Duplicate
Submit for Approval
Add Bookmark

Go Save Apply

Show More Details

Parties Deliverables Contract Documents Risks Related Contracts Notes History Controls

Add Party

Select Party Name	Party Role	Party Number	Address	Signed By	Signed Date	Remove
Vision Operations	Internal					

Vision Operations: Contacts

Add Contact

Select Contact Name	Contact Role	Phone	Email
No Contacts exist.			

Contract Repository

Contracts >
Contract: 12
USD = US dollar

Number **12**
* Name
Operating Unit **Vision Operations**
Type **Non-Disclosure Agreement**
Intent **Other**
* Contract Administrator
Overall Risk

[+ Show More Details](#)

Parties **Deliverables** **Contract Documents** **Risks** **Related Contracts** **Notes** **History** **Controls**

Document Category

Actions

Name	Description	Category
No Contract Documents exist.		

Contract Repository

The screenshot shows the Oracle Contracts application interface. At the top, there's a blue header with the 'ORACLE' logo and the word 'Contracts'. Below this, a navigation bar shows 'Contracts' and 'Contracts Setup'. The breadcrumb trail reads 'Contracts > Contract: 12 >'. The main title is 'Contract 12: Add Contract Document'. A note states '* Indicates required field'. The form is divided into two main sections: 'Document Details' and 'Document Type'. In 'Document Details', there is a required text field for 'Description' and a required dropdown menu for 'Category' currently set to 'Contract'. In 'Document Type', there are two radio buttons: 'File' (selected) and 'Web Address'. The 'File' option has a text input field and a 'Browse...' button next to it. The 'Web Address' option also has a text input field.

Contract Repository

Home Logout Pre

Contracts Contracts Setup

Search Contract Number Go [Advanced Search](#)

Notifications

Below is a list of your most important notifications. Select the subject to respond or select "Full List" to see all your notifications. [Full List](#)

From	Subject	Sent	Due
	Contract 12 for Able, Marsha has been approved	21-Feb-2010	

Recent Contracts

[Full List](#)

Contract Number	Contract Name	Operating Unit	Document Type	Status	Last Updated By	Last Update Date	Update
12	User Group NDA	Vision Operations	Non-Disclosure Agreement	Approved	Able, Ms. Marsha	21-Feb-2010	

Contract Repository

- Other Key Items:
 - Analyze Clauses
 - Search for specific clauses and where they are used
 - More general search
 - See which contract the clause exists in
 - Search Contracts
 - Search for particular contracts in the repository
 - Import Contracts
 - During implementation it might be a good idea to import the initial load of non-purchasing agreements

Contract Repository

- New to 12.1.1 – Utilize Structure Terms and Conditions
 - Create document types
 - Create templates
 - Use templates and types in the contract repository

Contract Repository

ORACLE Contracts

Contracts > **Contracts Setup**

Contracts >

Confirmation

1. Repository Contracts does not default the Negotiation and Event-based deliverables from the source templates.
2. Contract Terms from the selected Template have been applied to the Document.
3. Contract Expert has not been run. Select Use Contract Expert to answer Questions and complete run.

Contract: 16
USD = US dollar

Number **16**

* Name

Operating Unit **Vision Operations**

Type **Facilities Agreement**

Intent **Buy**

* Contract Administrator

Overall Risk **Medium**

Contract Source **Structured Terms**

Contract Template **Facilities Service Agreement**

[Show More Details](#)

Parties **Clauses** **Deliverables** **Contract Documents** **Risks** **Related Contracts** **Notes** **History** **Controls**

Select Terms: |

[Select All](#) | [Select None](#) | [Expand All](#) | [Collapse All](#)

Select	Focus	Title
<input type="checkbox"/>	<input type="checkbox"/>	Contract Terms
<input type="checkbox"/>	<input checked="" type="checkbox"/>	I. Introduction
<input type="checkbox"/>	<input checked="" type="checkbox"/>	II. Term & Termination
<input type="checkbox"/>	<input checked="" type="checkbox"/>	III. Services & Payment

Contract Repository

- Key points to remember
 - No connection between repository docs and purchasing modules
 - Utilize the import if possible to aide in the initial creation.
 - Make a plan for Contract Repository set up
 - Types
 - Risks
 - Roles

Thank you

- Questions and answers