

SAP Ariba

PROCUREMENT SERVICES DIVISION



PSD – Contract User Training

*Ariba P2P
How to update
accumulators on
Child Contract via
upload*

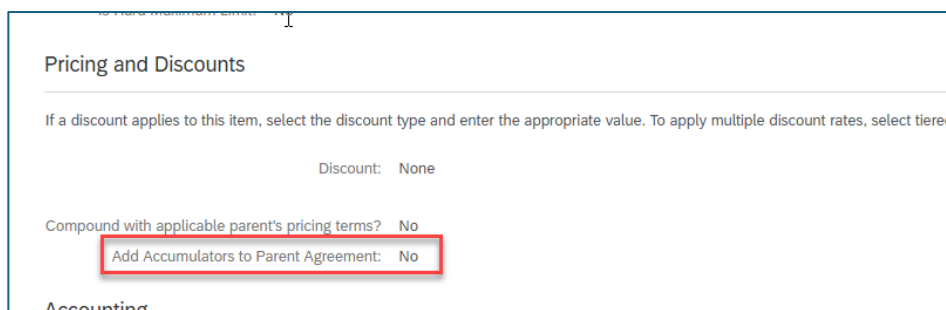
The purpose of this job aid is to show how to complete a mass update of pricing term accumulators in an Ariba Child Contract.

Background:

There is a radio selection titled “**Add Accumulators to Parent Agreement**” in Ariba’s Child Contracts (also known as sub-agreements). The purpose of this field is to transfer the contract spend of Child Contracts up to the Parent Contract for accurate tracking of released values and available capacity.

This field should be marked as ‘yes’ for all migrated and new Child Contracts. If a Child Contract is published without this setting marked as yes, an amendment must be created to update the field.

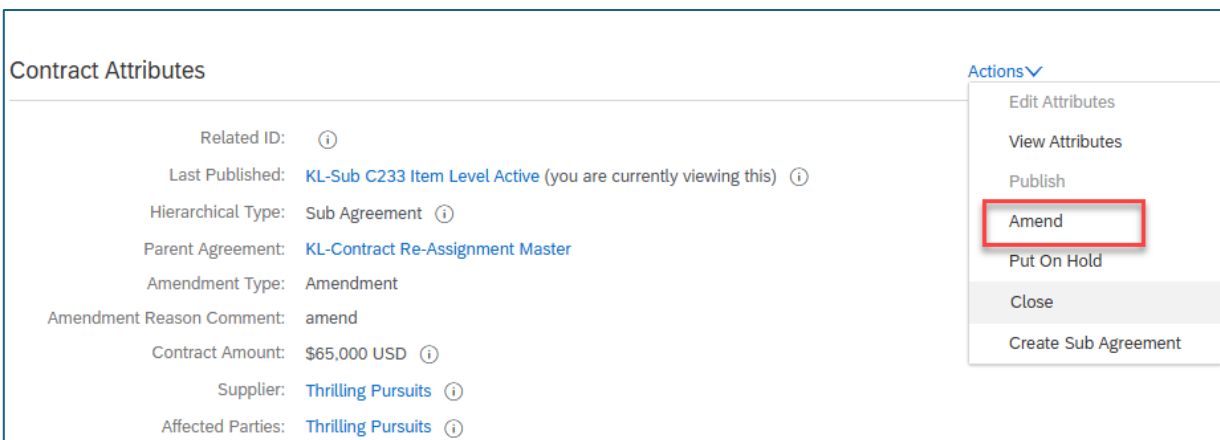
This field exists within each Pricing Term. In Ariba, there is an excel upload feature that can speed up the process for contracts with multiple lines.



The screenshot shows a web interface for 'Pricing and Discounts'. It includes a header section, a sub-header 'Pricing and Discounts', and a descriptive text: 'If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered'. Below this, there is a 'Discount:' field with the value 'None'. Further down, there are two radio button options: 'Compound with applicable parent's pricing terms?' (set to 'No') and 'Add Accumulators to Parent Agreement:' (set to 'No'). The 'Add Accumulators to Parent Agreement:' field is highlighted with a red rectangular box. At the bottom, the 'Accounting' section is partially visible.

1

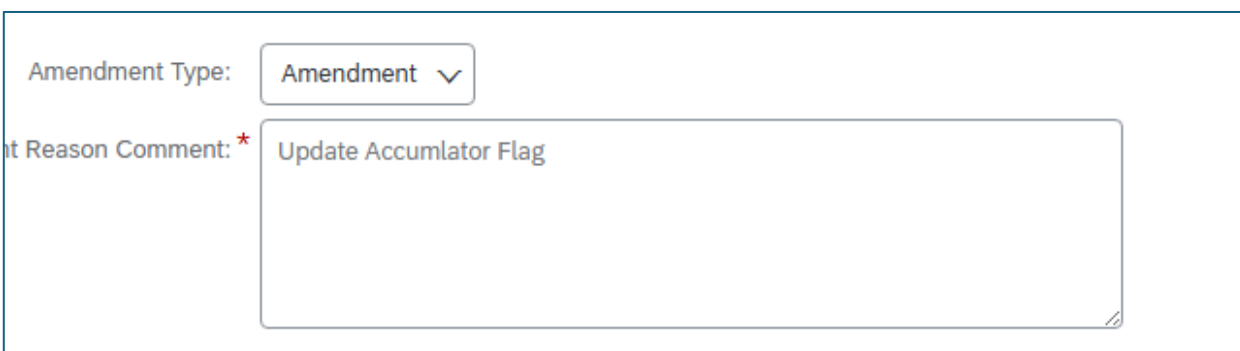
To begin making the required changes, you will need to amend the contract. Search and select the **Contract Workspace** for the Child/Sub-Agreement you need to update. Scroll down to the '**Contract Attributes**' section and click the downward arrow next to '**Actions**'. Click '**Amend**'



The screenshot shows the 'Contract Attributes' section of a contract management system. On the left, there is a list of attributes: Related ID, Last Published (with a link to 'KL-Sub C233 Item Level Active'), Hierarchical Type (Sub Agreement), Parent Agreement (with a link to 'KL-Contract Re-Assignment Master'), Amendment Type (Amendment), Amendment Reason Comment (amend), Contract Amount (\$65,000 USD), Supplier (Thrilling Pursuits), and Affected Parties (Thrilling Pursuits). On the right, the 'Actions' dropdown menu is open, showing options: Edit Attributes, View Attributes, Publish, Amend (highlighted with a red box), Put On Hold, Close, and Create Sub Agreement.

2

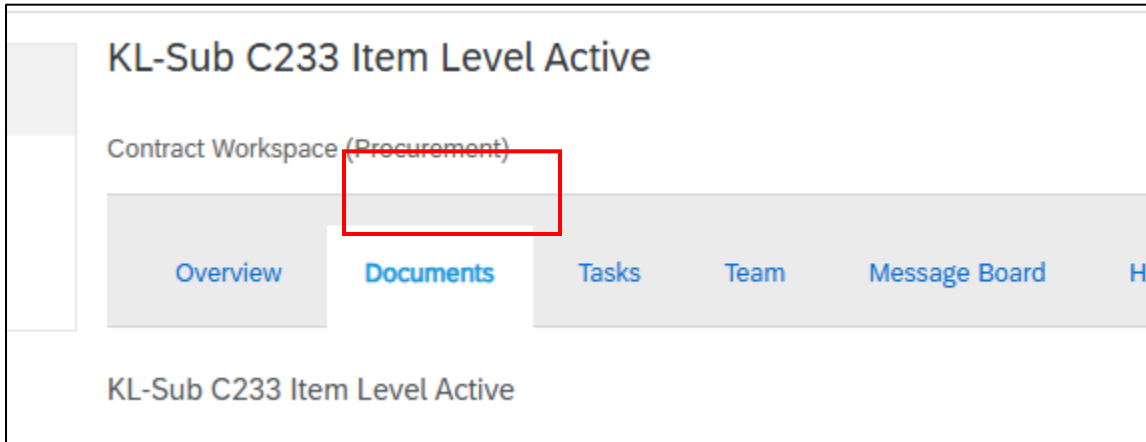
In the '**Amendment Type**' drop down, select '**Amendment**'. Enter the amendment reason in the '**Comment**' field.



The screenshot shows the 'Amendment Type' dropdown menu set to 'Amendment'. Below it, the 'Amendment Reason Comment' field is visible, containing the text 'Update Accumlator Flag'. The field is marked with a red asterisk, indicating it is a required field.

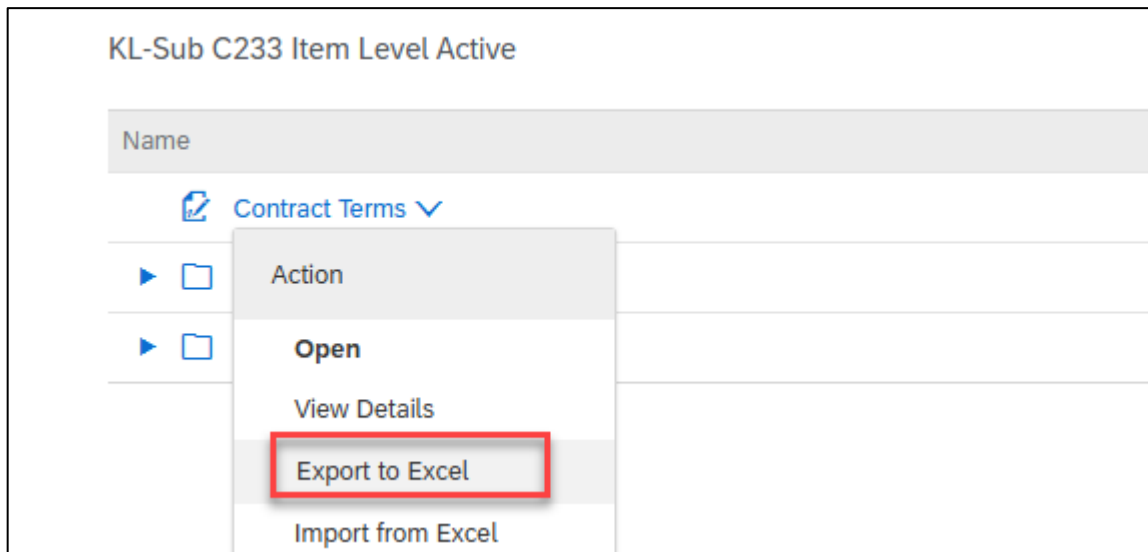
3

We'll begin by downloading the current contract terms to an Excel file. While still in the Contract Workspace, click the '**Documents**' tab.



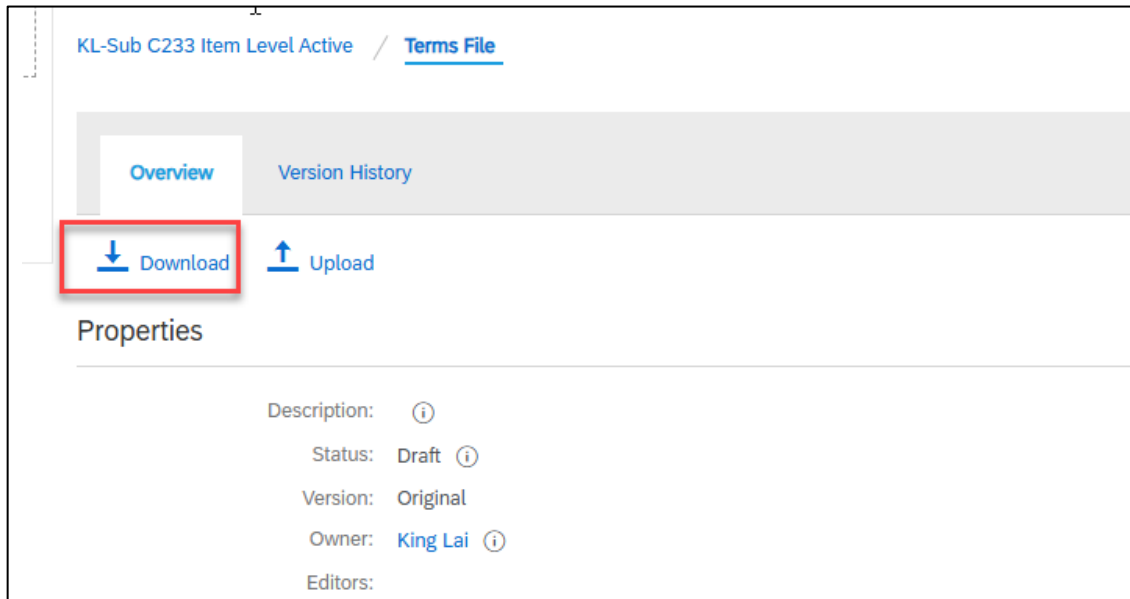
4

Click the dropdown menu next to '**Contract Terms**', then select '**Export to Excel**'.



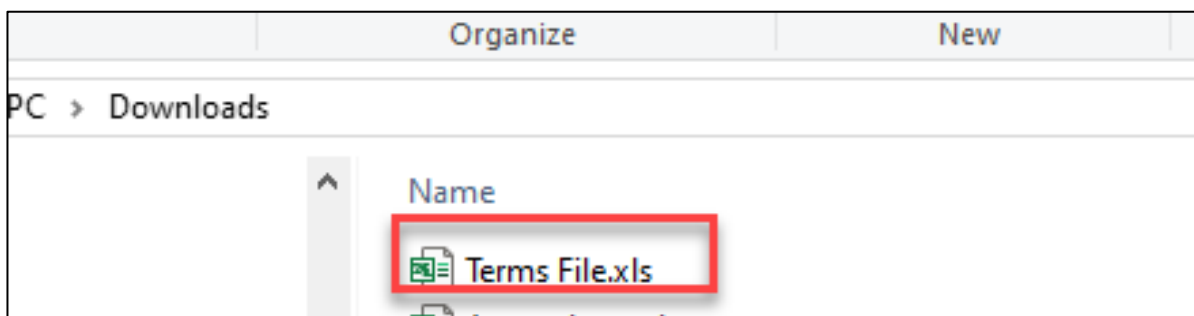
5

From the Terms File '**Overview**' tab, click '**Download**'



6

The terms file can now be opened from your computer's download folder. Note: the file name may have changed if you already have another file with the same name.

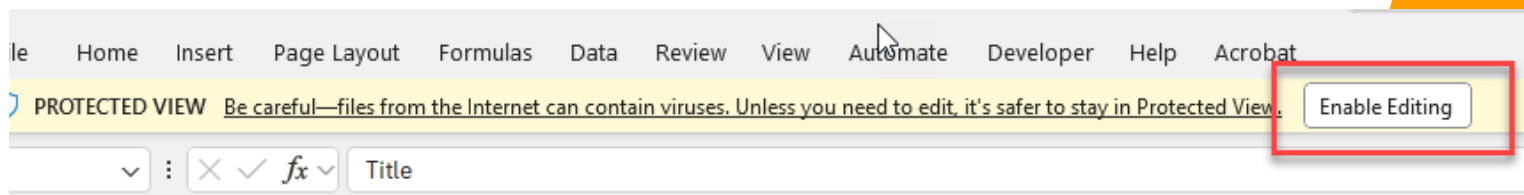


7

Important: Always make a .xls copy of the file and work on the copy. This way if an error occurs, you can restore the contract with the original version. To do this, open the file from your downloads to '**Save As**' and rename the file. Ensure you are saving it as an '.xls' not an '.xlsx'. It's recommended to save the file you use for edits with 'working copy' in the file name, and save a copy of the 'original' as well.

8

Double click and open the working copy of your terms file. Then, click 'Enable Editing' at the top.



9

If you are not already in the '**Contract Header**' tab of the file, select this tab from the bottom of your Excel window.



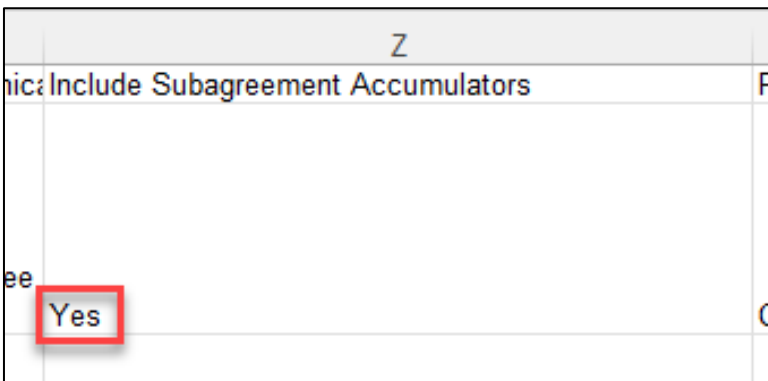
9

If you are not already in the '**Contract Header**' tab of the file, select this tab from the bottom of your Excel window.



10

Find the column titled '**Include Subagreement Accumulators**' and ensure it states '**Yes**'.



11

Find the column titled '**Accumulate Non Catalogs Against Contract**' and ensure it states '**Yes**'.

AR
sc Accumulate Non Catalogs Against Contract
Yes

12

Navigate to the bottom of your Excel window and select the '**Contract Item Information**' tab.

n	<u>Contract Item Information</u>		

13

Find the column titled '**Add Accumulators to Parent Agreement**' and ensure it states '**Yes**' for all lines.

AR
sc Accumulate Non Catalogs Against Contract
Yes

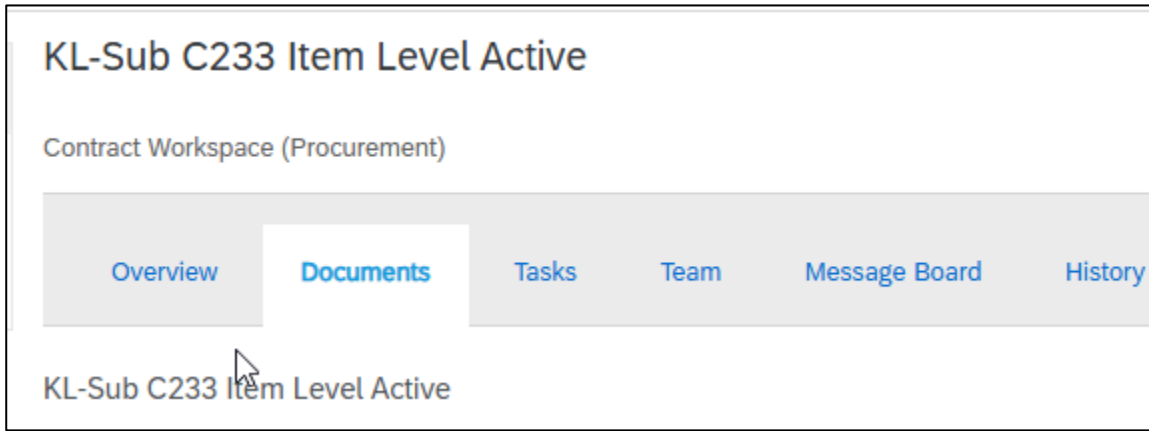
14

Once you have updated the fields in the previous steps, **save** the working file.

Note: Do not edit any other fields. Doing so may corrupt the contract once uploaded which cannot be restored.

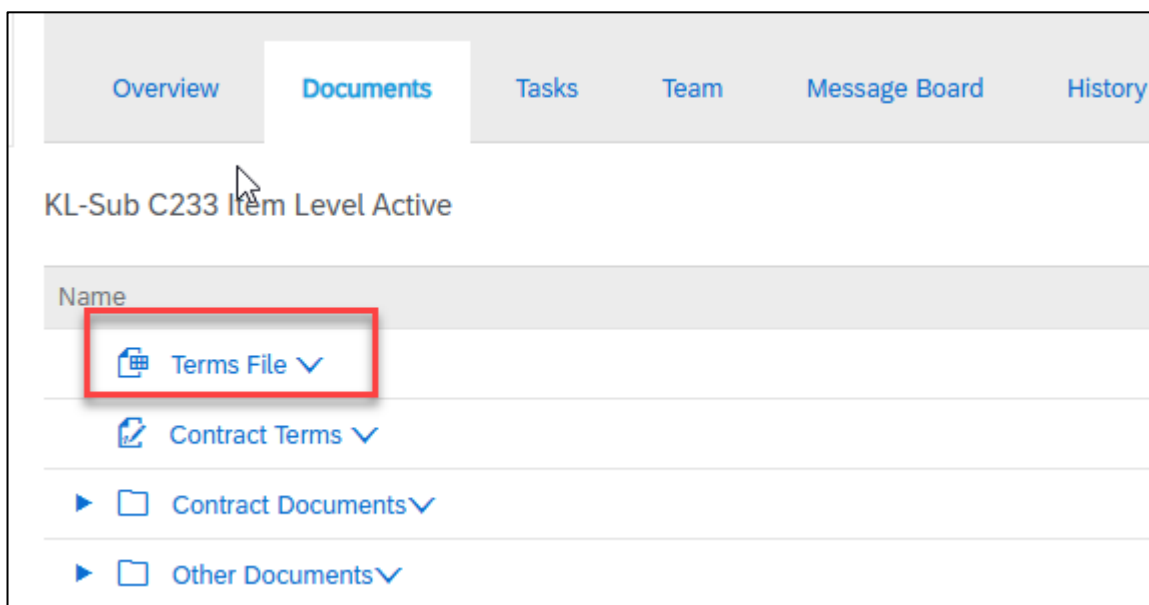
15

Return to the **Contract Workspace** in Ariba.
Select the 'Documents' tab.



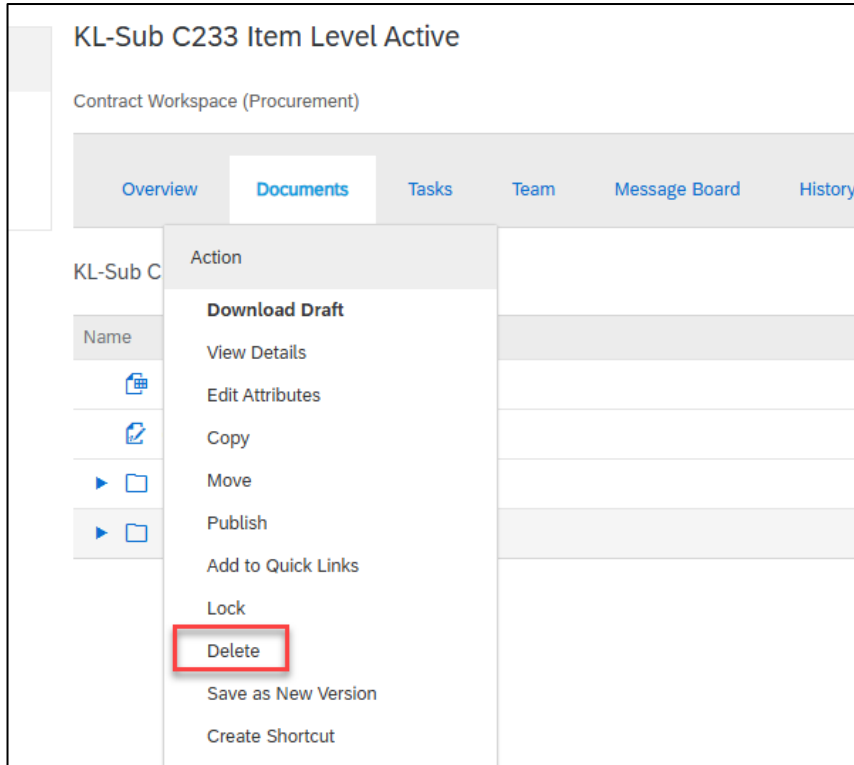
16

From the Contract Workspace Documents tab,
click the '**Terms File**' dropdown.



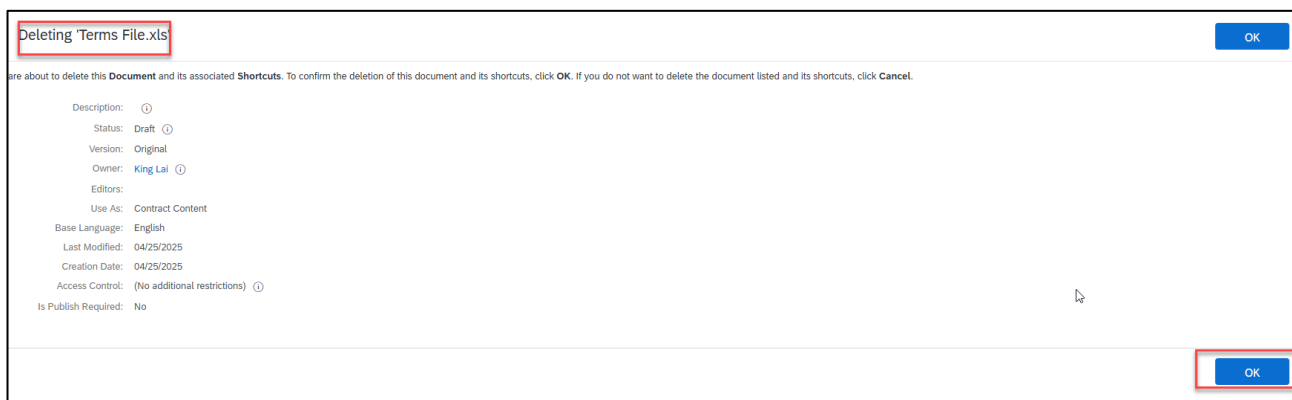
17

In the Terms File dropdown menu, click '**Delete**'.



18

Confirm you are deleting the correct file, and then click '**OK**'

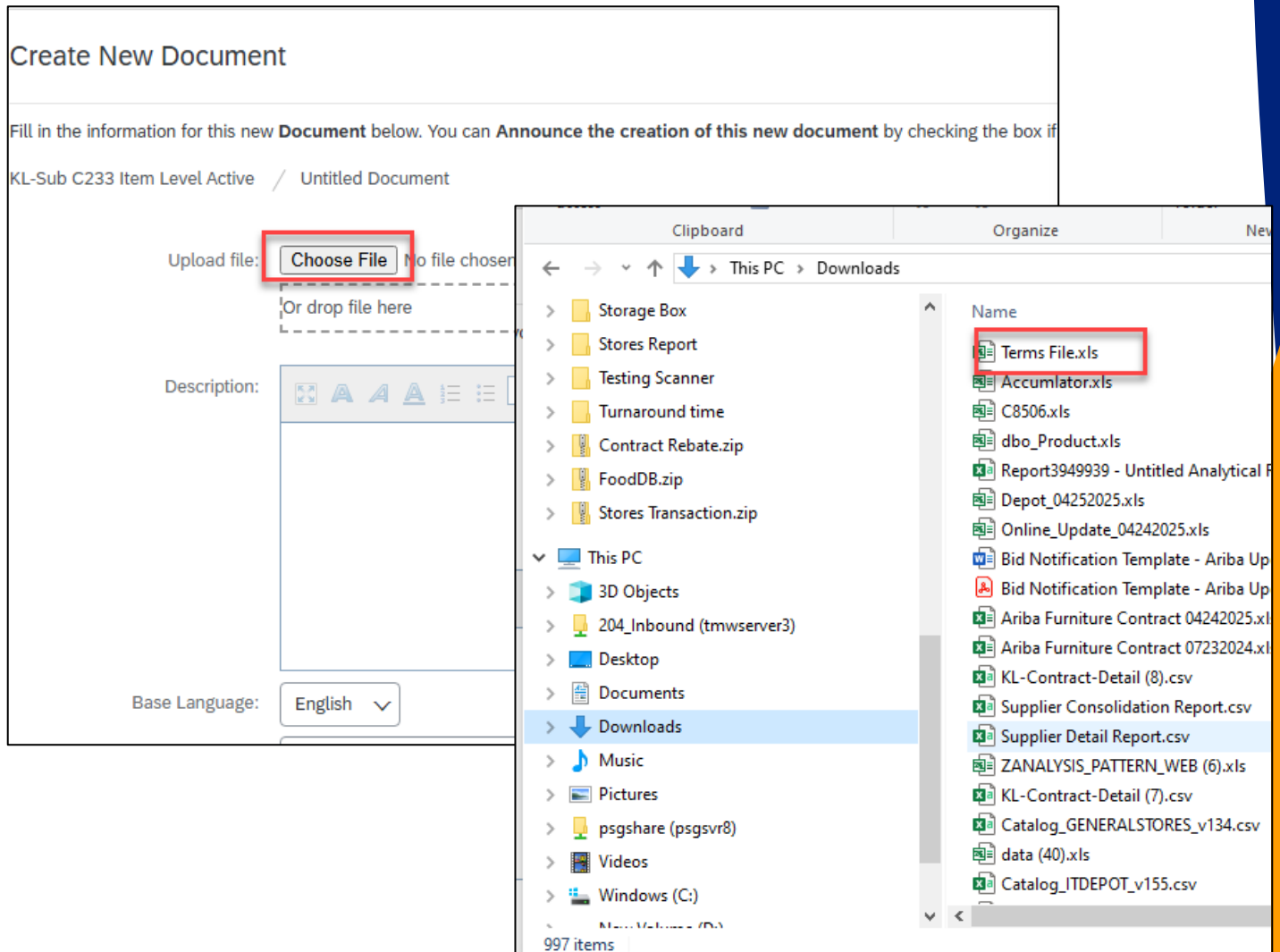


From the Contract Workspace '**Documents**' tab, click the '**Contract Terms**' dropdown, and then select '**Import from Excel**' from the menu.

The screenshot displays the 'KL-Sub C233 Item Level Active' workspace. The 'Documents' tab is selected in the top navigation bar. Below the tab, a table lists documents. The first row is titled 'Contract Terms' with a dropdown arrow. A context menu is open for this row, showing several actions. The 'Import from Excel' option is highlighted with a red rectangular box.

KL-Sub C233 Item Level Active	
Contract Workspace (Procurement)	
Overview	Documents
KL-Sub C233 Item Level Active	
Name	
Contract Terms ▾	
▶	Action
▶	Open
	View Details
	Export to Excel
	Import from Excel
	Import from Line Items
	Publish
	Update Status

Click 'Choose File' to navigate to your working terms file that you saved after making changes. You may also drag and drop the file from your file explorer into the dotted rectangle.



You may optionally add a **Title** and **Description** for your upload.

Important: be sure the selection in the '**Use As**' field is set to '**None**'. Then click '**Import**'.











Sub C233 Item Level Active / Terms File

Upload file: No file chosen

Terms File.xls

Title: ⓘ

Description:

 ⓘ

Base Language: ▼

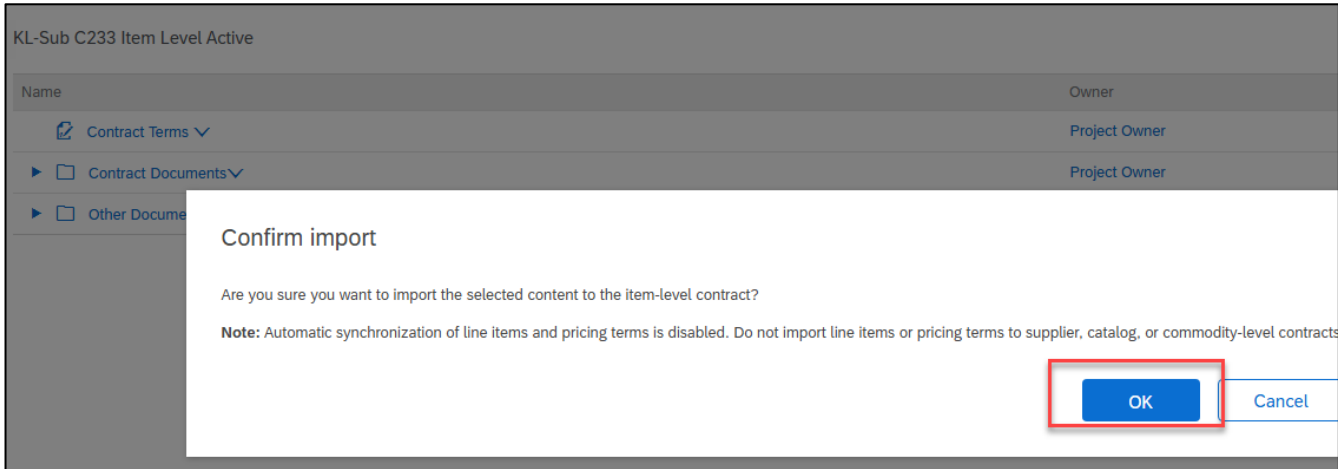
Use As: ▼

Is Publish Required: ☐ Yes ☒ No

☐ Announce the creation of this new document. ⓘ

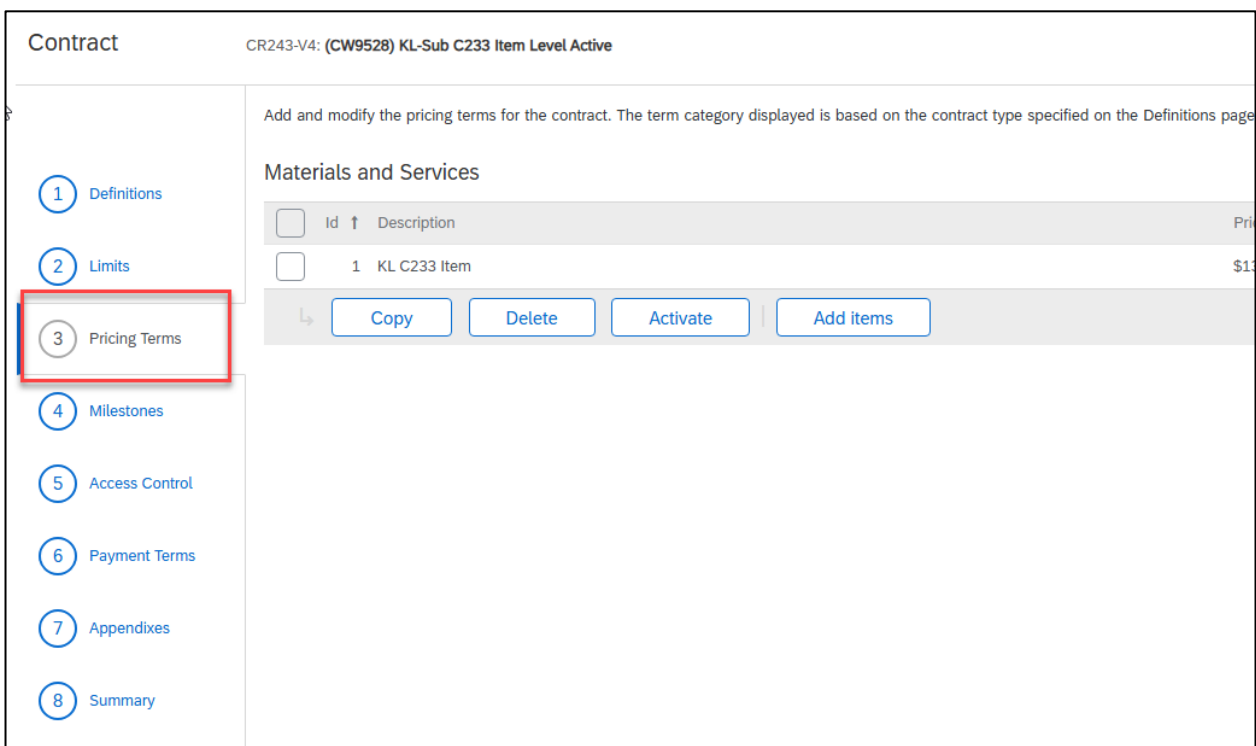
21

In the '**Confirm Import**' window that opens, click '**OK**'



22

Select the '**Pricing Terms**' section from the actions menu on the left.



23

Click the '**Edit**' button to the right of the pricing term line.

The screenshot shows a table titled 'Materials and Services'. The table has columns: 'Id', 'Description', 'Pricing Summary', 'Contractible Factors', 'Active', and 'External Service Number'. There is one row with 'Id' 1 and 'Description' 'KL C233 Item'. The 'Pricing Summary' column shows '\$13.77 USD Negotiated Price'. The 'Active' column shows 'Yes'. To the right of the table, there is an 'Edit' button highlighted with a red box. Below the table, there are buttons for 'Copy', 'Delete', 'Activate', and 'Add Items'.

24

Check under '**Pricing and Discounts**' to confirm that '**Add Accumulators to Parent Agreement**' radio button is set to **yes**.

The screenshot shows the 'Pricing and Discounts' form. It has a section for 'Discount' with three radio buttons: 'None' (selected), 'Tiered Pricing', and 'Term Based Pricing'. There are buttons for 'Define Tiers' and 'Define Terms'. Below this, there is a section for 'Compound with applicable parent's pricing terms?' with two radio buttons: 'Yes' and 'No' (selected). At the bottom, there is a section for 'Add Accumulators to Parent Agreement' with two radio buttons: 'Yes' (selected) and 'No'. This section is highlighted with a red box.

25

Click '**OK**' to exit the Pricing Terms.

26

Click '**Next**' until you have the option to save.

27

The contract is now ready to publish. Navigate to the Contract Workspace, scroll to the '**Actions**' dropdown. Click '**Publish**' from the dropdown menu.

28

If purchase orders were issued against the **Child Contract/Subagreement(s)** before the accumulator was set up, it's best practice to amend the **Parent/Master contract** to edit the '**Preload amount**' so the release and available values are accurate for reporting.

To do so, please review the job aid titled 'How to Amend a Contract to Update the Preload Amount'.