

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

P2P Core

How to Create a Contract
Amendment and Update the
Contract Terms Document

The purpose of this job aid is to show how to create a contract amendment and update the contract terms in P2P Core. Please view “Create Contract Workspace and Contract Compliance” before starting your first Contract Amendment.

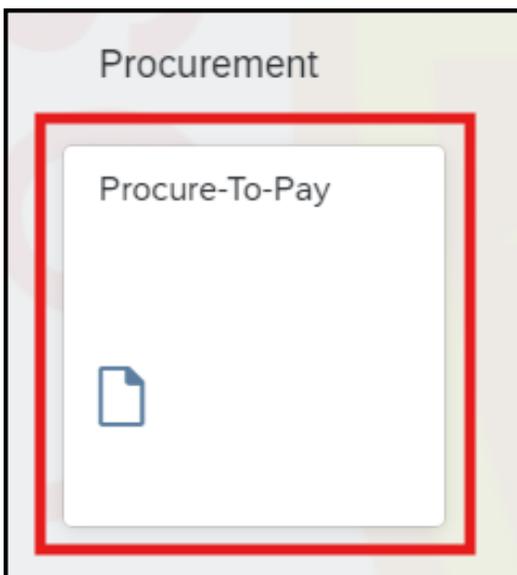
1

To access Ariba Guided Buying, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



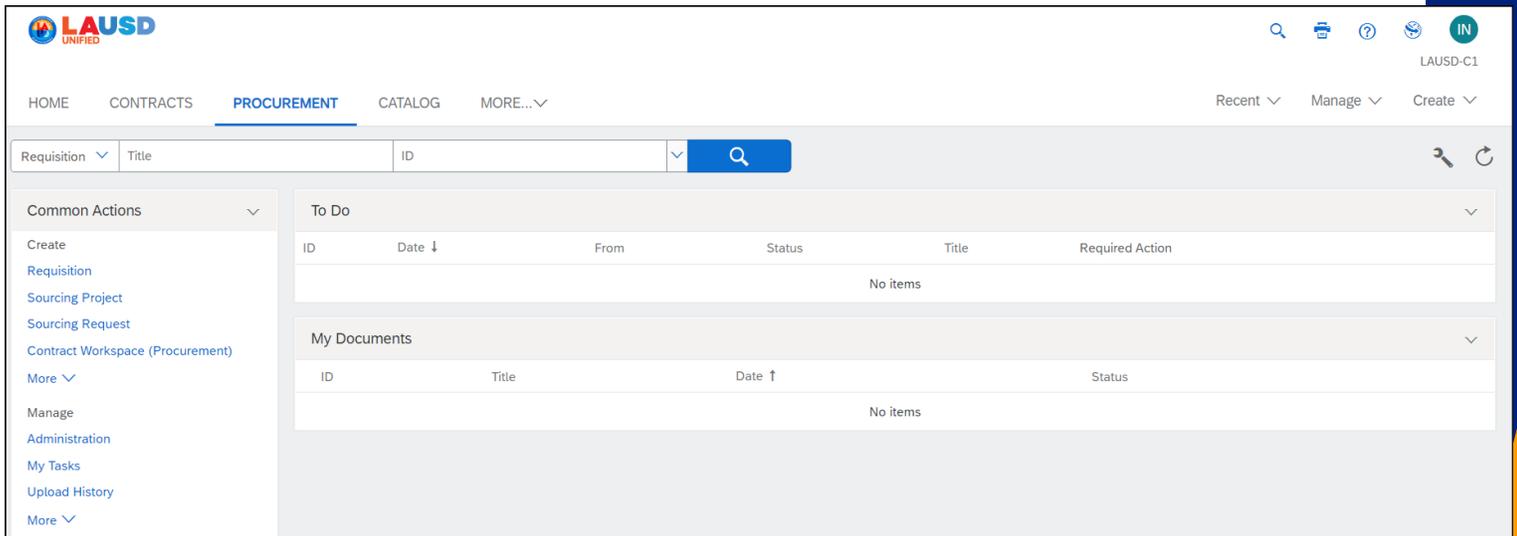
2

Click on the “**Procure to Pay**” tile.



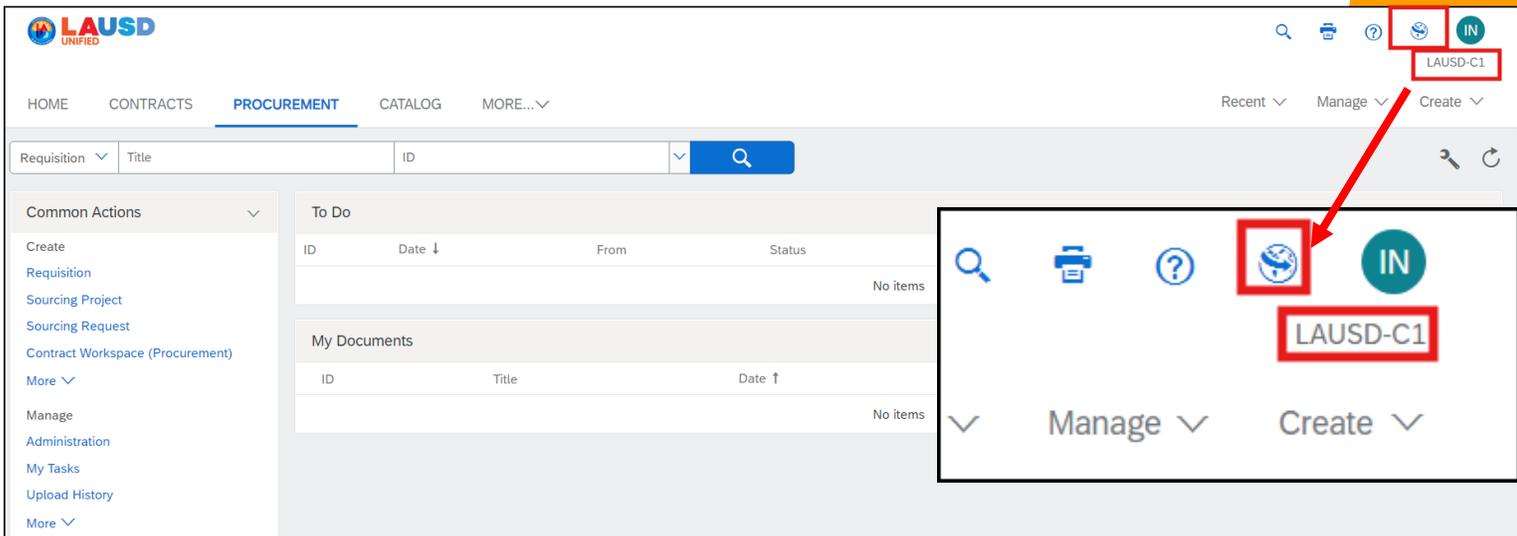
3

You will be directed to the Ariba Procurement page.



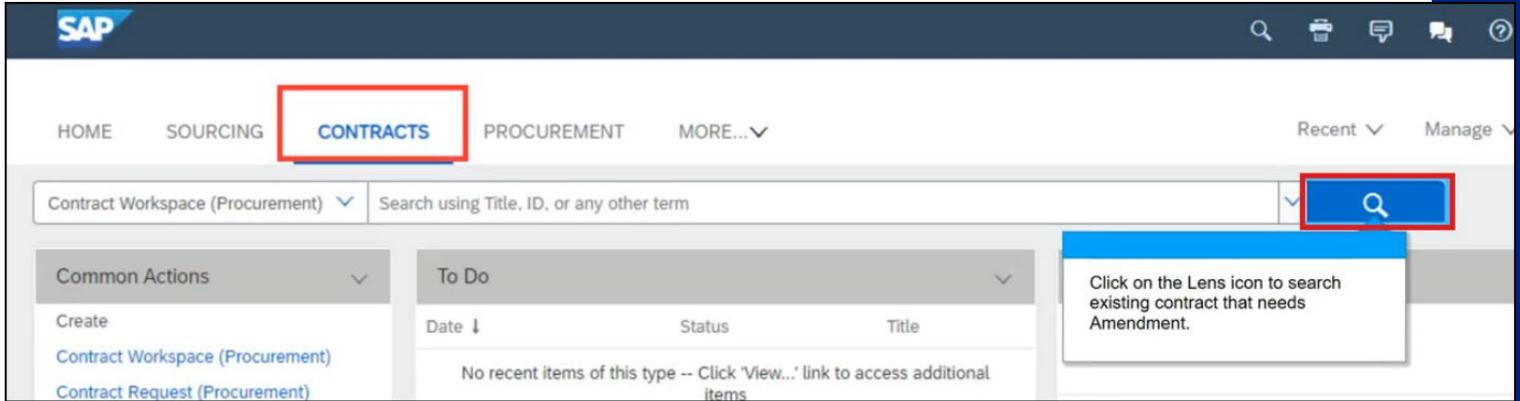
4

Ensure that you are in **LAUSD-C1**. To change this, click on the globe icon.



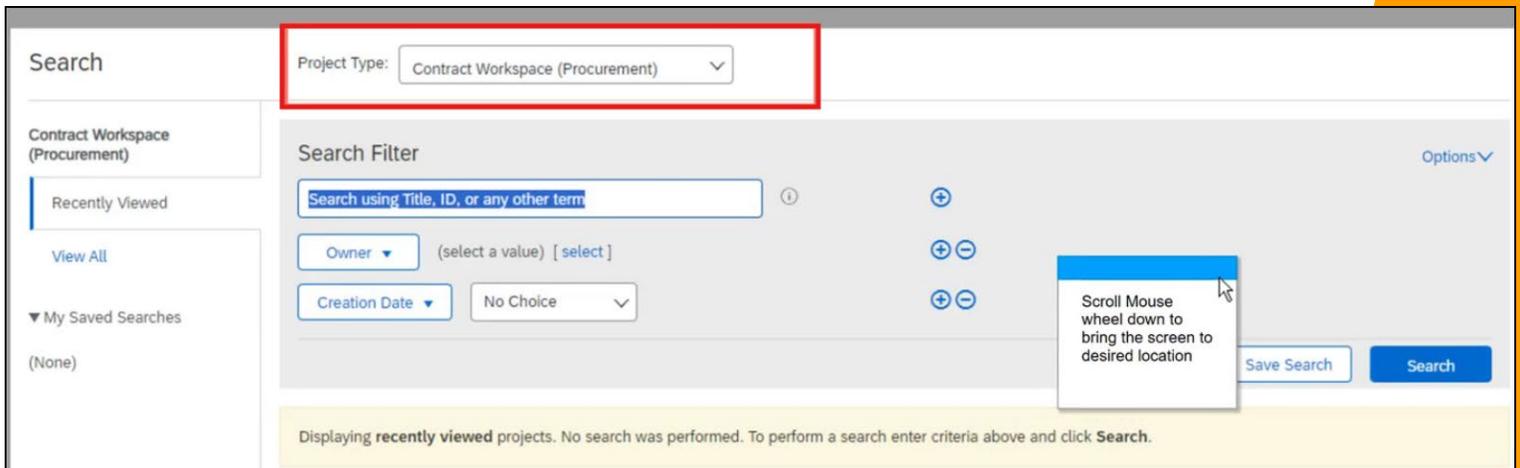
5

Click **Contracts** → **Lens icon**.



6

Ensure that the Project Type is selected to **Contract Workspace (Procurement)**.



7

Select the desired contract by clicking on the title of the Contract. **Be advised that the following contract fields are NOT able to be updated after it has been published: **Total Original Amount, Supplier, Hierarchal Type, Contract ID, Contract Type**.**

Search

Project Type: Contract Workspace (Procurement)

Contract Workspace (Procurement)

Recently Viewed

View All

My Saved Searches (None)

Search Filter

Search using Title, ID, or any other term

Owner (select a value) [select]

Creation Date No Choice

Reset Save Search Search

Displaying recently viewed projects. No search was performed. To perform a search enter criteria above and click Search.

Recently Viewed

Title ↑	Owner	Contract ID	Supplier	Expiration Date	Status
<input checked="" type="checkbox"/> Contract 0523		CW10045	Appealing Practices	05/23/2025	Published
<input checked="" type="checkbox"/> Open		CW10129	Appealing Practices	05/31/2025	Draft
<input checked="" type="checkbox"/> Search within Contract 0523		CW10131	Appealing Practices	05/24/2025	Draft

Select the contract to open.

8

Click **Open**.

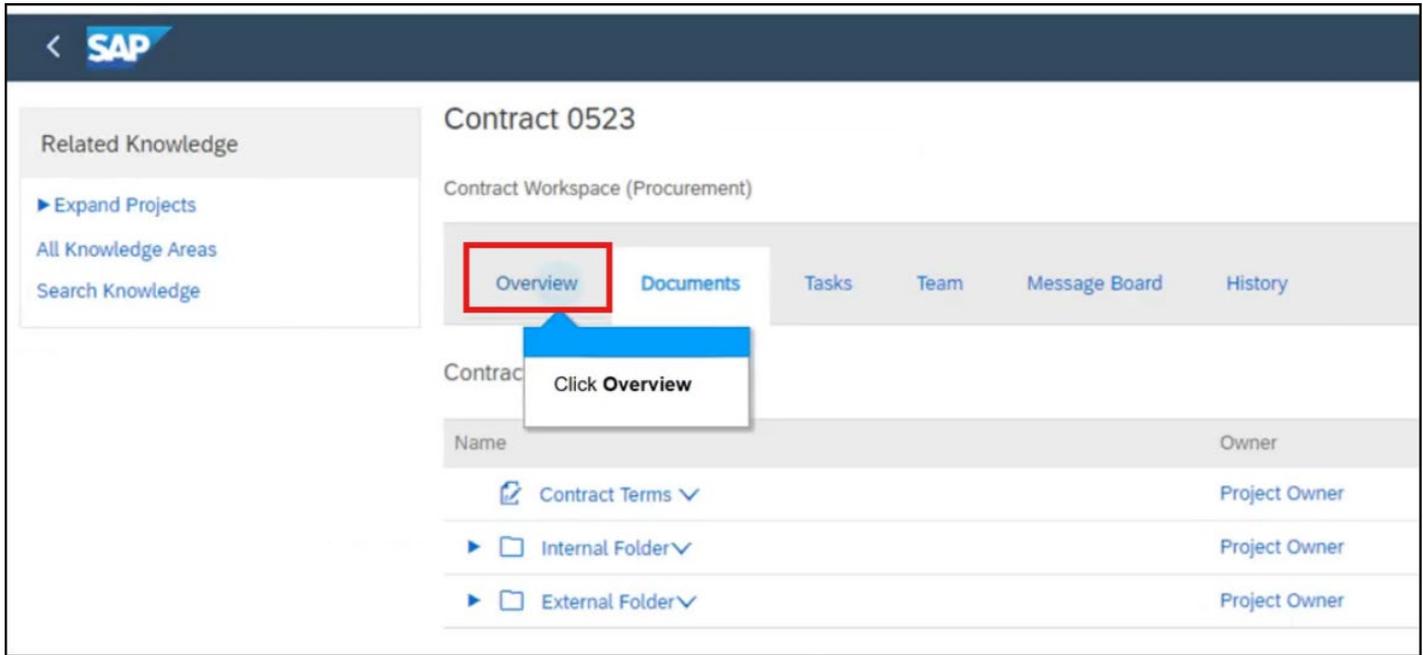
Recently Viewed

Title ↑	Owner	Contract ID	Supplier
<input checked="" type="checkbox"/> Contract 0523		CW10045	Appealing Practices
<input checked="" type="checkbox"/> Open		CW10129	Appealing Practices
<input checked="" type="checkbox"/> Search within Contract 0523		CW10131	Appealing Practices

Select the contract to open.

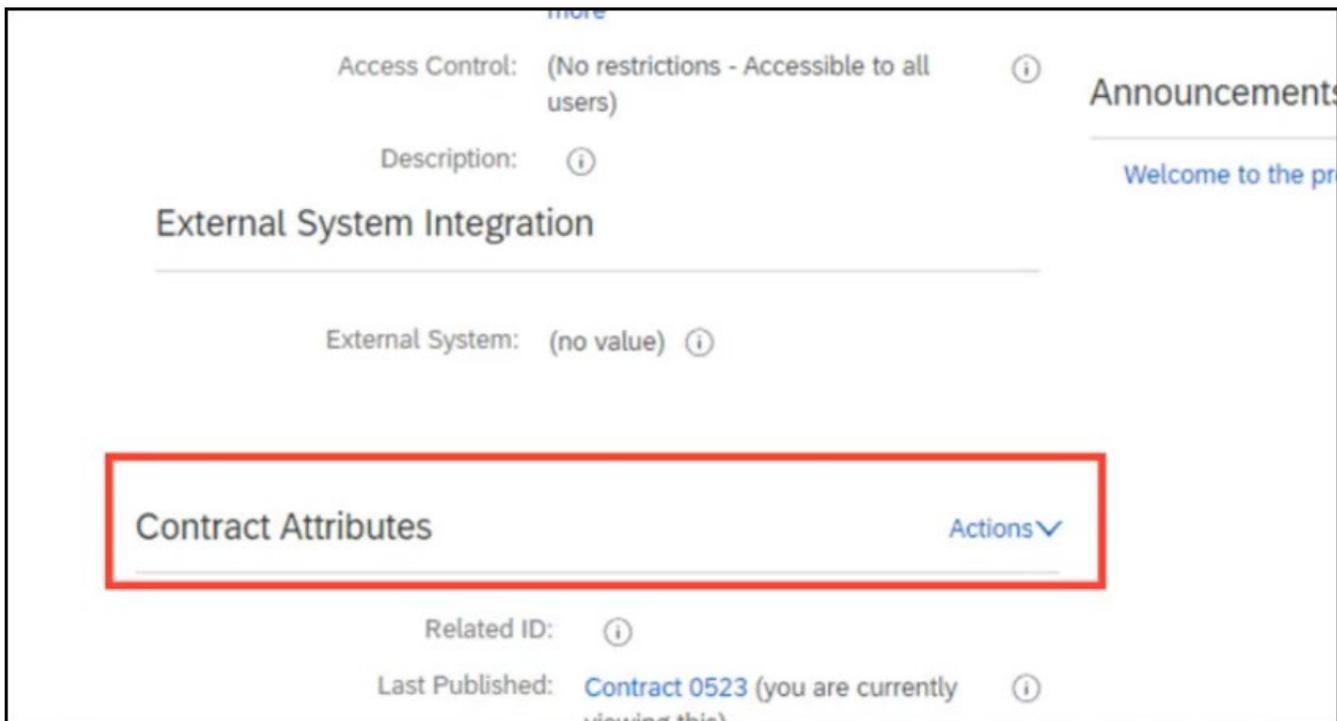
9

Click **Overview**.

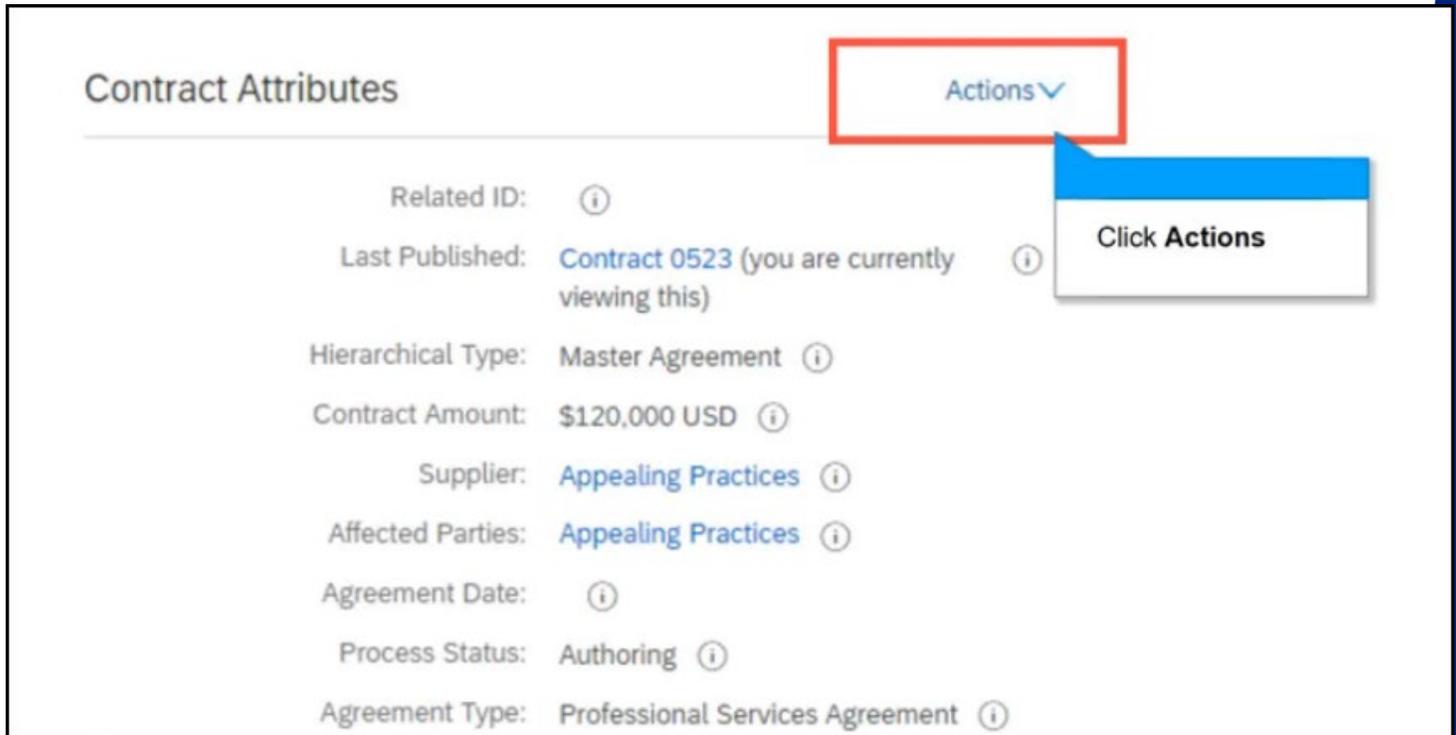


10

Scroll down to **Contract Attributes**.



Select **Actions**.



Contract Attributes

Related ID: ⓘ

Last Published: [Contract 0523](#) (you are currently viewing this) ⓘ

Hierarchical Type: Master Agreement ⓘ

Contract Amount: \$120,000 USD ⓘ

Supplier: [Appealing Practices](#) ⓘ

Affected Parties: [Appealing Practices](#) ⓘ

Agreement Date: ⓘ

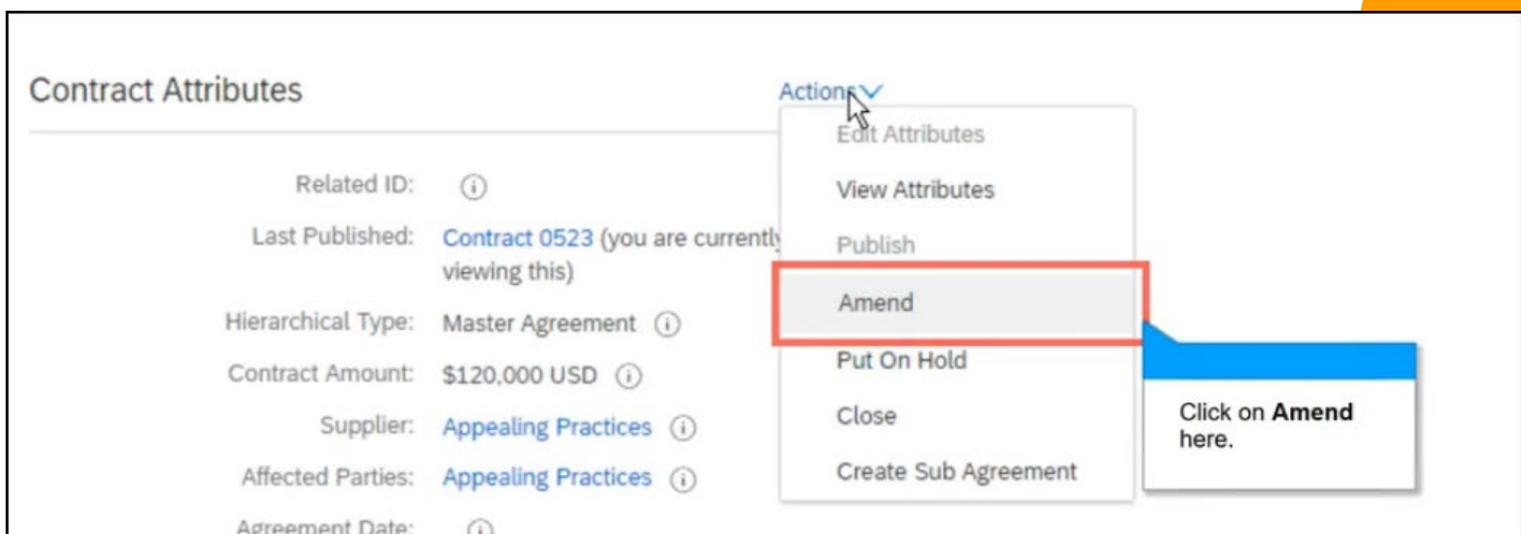
Process Status: Authoring ⓘ

Agreement Type: Professional Services Agreement ⓘ

Actions ▾

Click Actions

To initiate an Amendment, click **Amend**.



Contract Attributes

Related ID: ⓘ

Last Published: [Contract 0523](#) (you are currently viewing this) ⓘ

Hierarchical Type: Master Agreement ⓘ

Contract Amount: \$120,000 USD ⓘ

Supplier: [Appealing Practices](#) ⓘ

Affected Parties: [Appealing Practices](#) ⓘ

Agreement Date: ⓘ

Actions ▾

- Edit Attributes
- View Attributes
- Publish
- Amend**
- Put On Hold
- Close
- Create Sub Agreement

Click on **Amend** here.

Choose the Amendment Type by clicking on the down arrow.

Renewal: Contract duration can be updated beyond its original date

Amendment: Make changes or updates to the contract terms including but not limited to scope of changes, pricing adjustments, or payment term adjustments.

Administrative: Used by the System Administrator to perform changes to the contract for termination

Termination: End the contract before its original date.

Amend Contract Contract 0523

OK Cancel

ⓘ If the reason you are amending the Contract is not Administrative, the newly created version of the Contract is pushed to Contract Compliance.

Amendment Type: Renewal

Amendment Reason Comment: * Renewal Amendment Administrative Termination

OK Cancel

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In this example, we will choose the amendment option. Enter the Amendment Reason Comment.

ⓘ If the reason you are amending the Contract is not **Administrative**, the newly created version of the Contract is pushed to Contract Compliance.

Amendment Type:

Amendment Reason Comment: *

Provide an explanation as to why you are amending this contract

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Click **OK**.

Amend Contract Contract 0523

ⓘ If the reason you are amending the Contract is not **Administrative**, the newly created version of the Contract is pushed to Contract Compliance.

Amendment Type:

Amendment Reason Comment: *

Click **OK**

16

System will return you to the contract workspace. Notice that the version of this contract has changed to V1 (editing).

The screenshot shows the 'Overview' tab of a contract workspace. The 'Version' field is highlighted with a red box and contains the text 'v1 (editing)'. Other visible fields include Contract ID: CW10045, Contract Status: Draft Amendment, Last Published Date: 05/23/2024, Owner, Test Project: No, Product Category: LOS ANGELES UNIFIED SPECI..., Base Language: English, and Sponsoring Department: 1000000 Los Angeles Unifi... The 'Process' section shows four phases: Phase 1 - Prepare and Draft, Phase 2 - Negotiate and Ap, Phase 3 - Execute, and Phase 4 - Finanize and Publ. The 'Quick Links' section contains a description of a Quick Link and an 'Add to Quick Links' button.

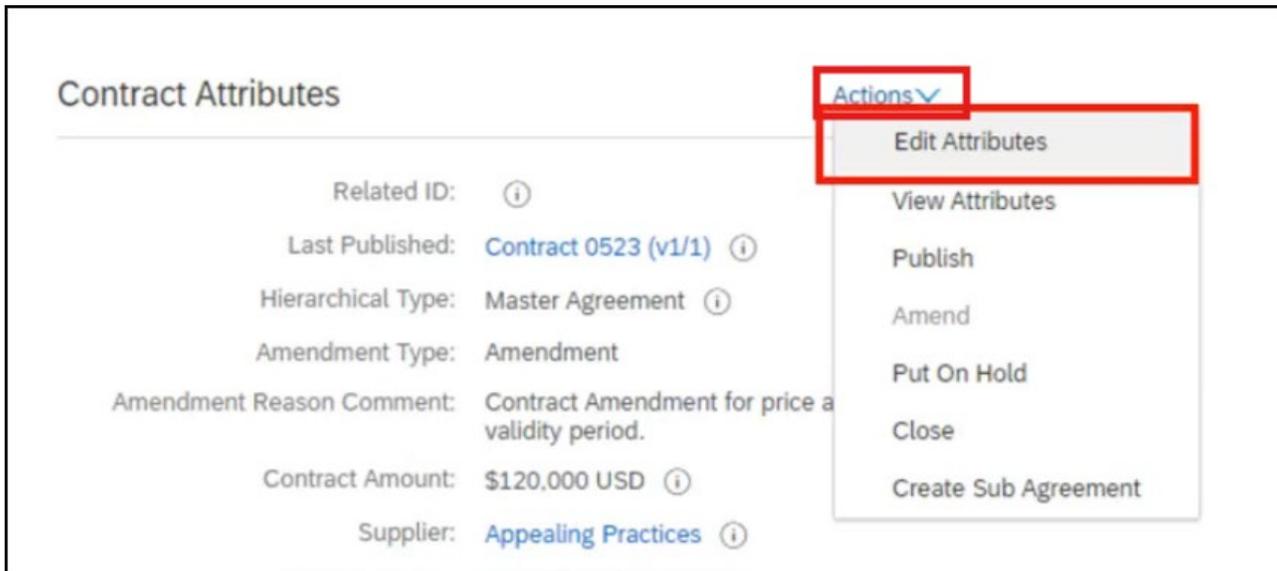
17

Scroll down to **Contract Attributes** section.

The screenshot shows the 'Contract Attributes' section. The title 'Contract Attributes' is highlighted with a red box. The 'Actions' dropdown menu is open, showing options: Edit Attributes, View Attributes, Publish, Amend, Put On Hold, Close, and Create Sub Agreement. The attributes listed include Related ID, Last Published: Contract 0523 (v1/1), Hierarchical Type: Master Agreement, Amendment Type: Amendment, Amendment Reason Comment: Contract Amendment for price a validity period, Contract Amount: \$120,000 USD, Supplier: Appealing Practices, Affected Parties: Appealing Practices, and Agreement Date.

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Click **Actions** → **Edit Attributes**.

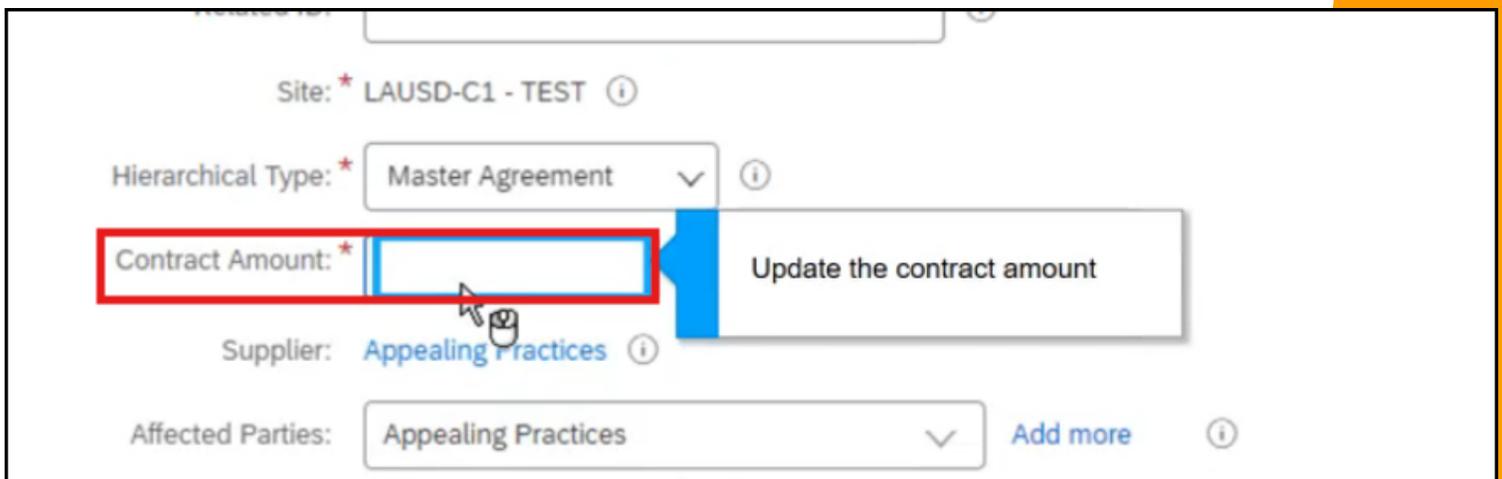


The screenshot shows the 'Contract Attributes' page. On the right side, there is an 'Actions' dropdown menu. The 'Edit Attributes' option is highlighted with a red box. The main content area displays various contract details:

- Related ID: ⓘ
- Last Published: [Contract 0523 \(v1/1\)](#) ⓘ
- Hierarchical Type: Master Agreement ⓘ
- Amendment Type: Amendment
- Amendment Reason Comment: Contract Amendment for price a validity period.
- Contract Amount: \$120,000 USD ⓘ
- Supplier: [Appealing Practices](#) ⓘ

19

Scroll down to **Contracts Amount**. In this example, we are updating the price. Input the desired contract amount into the Contract Amount field.



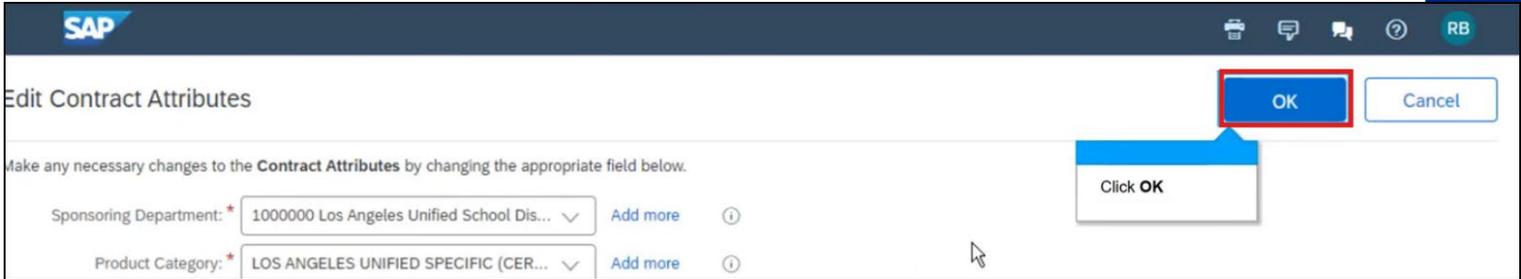
The screenshot shows a form with the following fields:

- Site: * LAUSD-C1 - TEST ⓘ
- Hierarchical Type: * Master Agreement ⓘ
- Contract Amount: * ⓘ
- Supplier: [Appealing Practices](#) ⓘ
- Affected Parties: [Appealing Practices](#) ⓘ [Add more](#) ⓘ

A red box highlights the 'Contract Amount' input field. A blue arrow points from a button labeled 'Update the contract amount' to the input field.

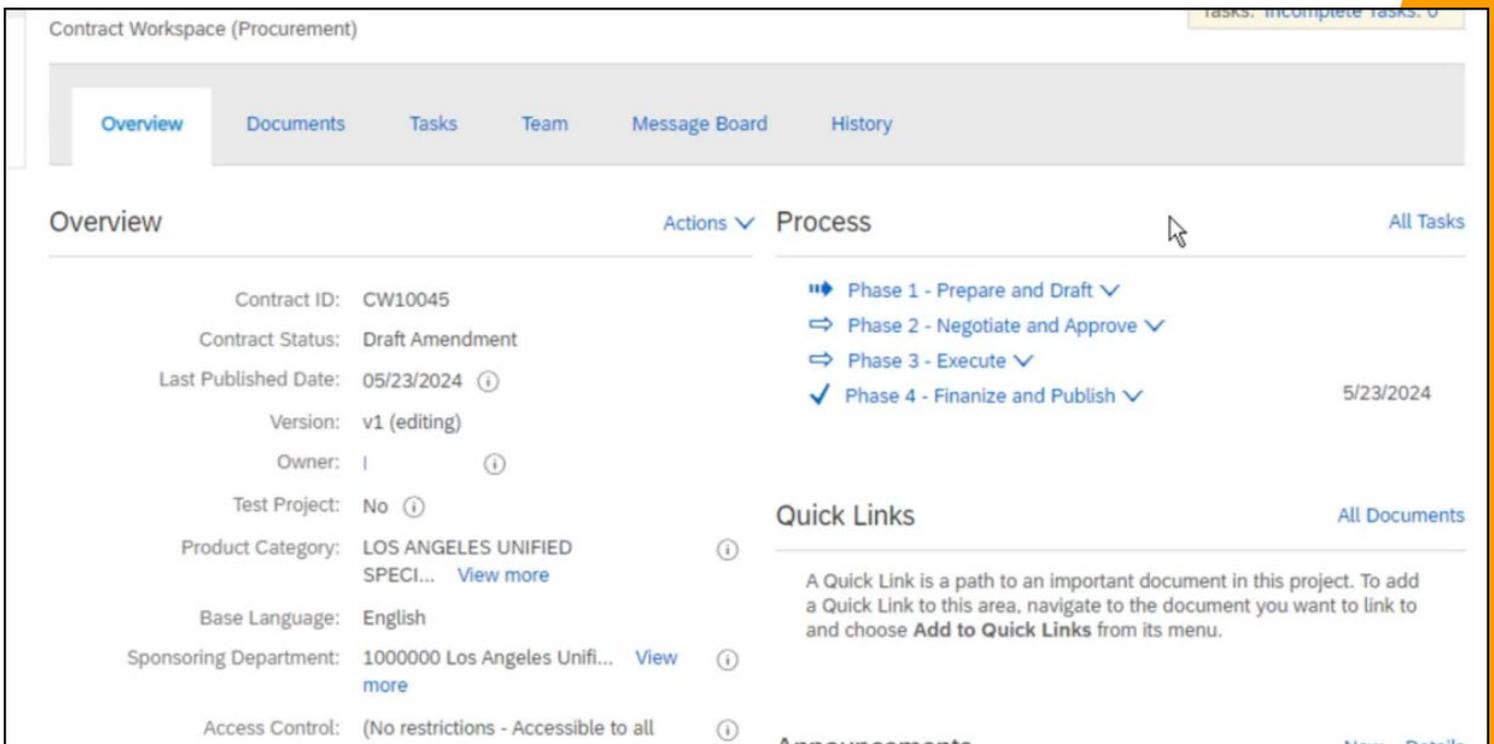
20

You have the option to modify other contract attributes. After making the updates, click **OK**.



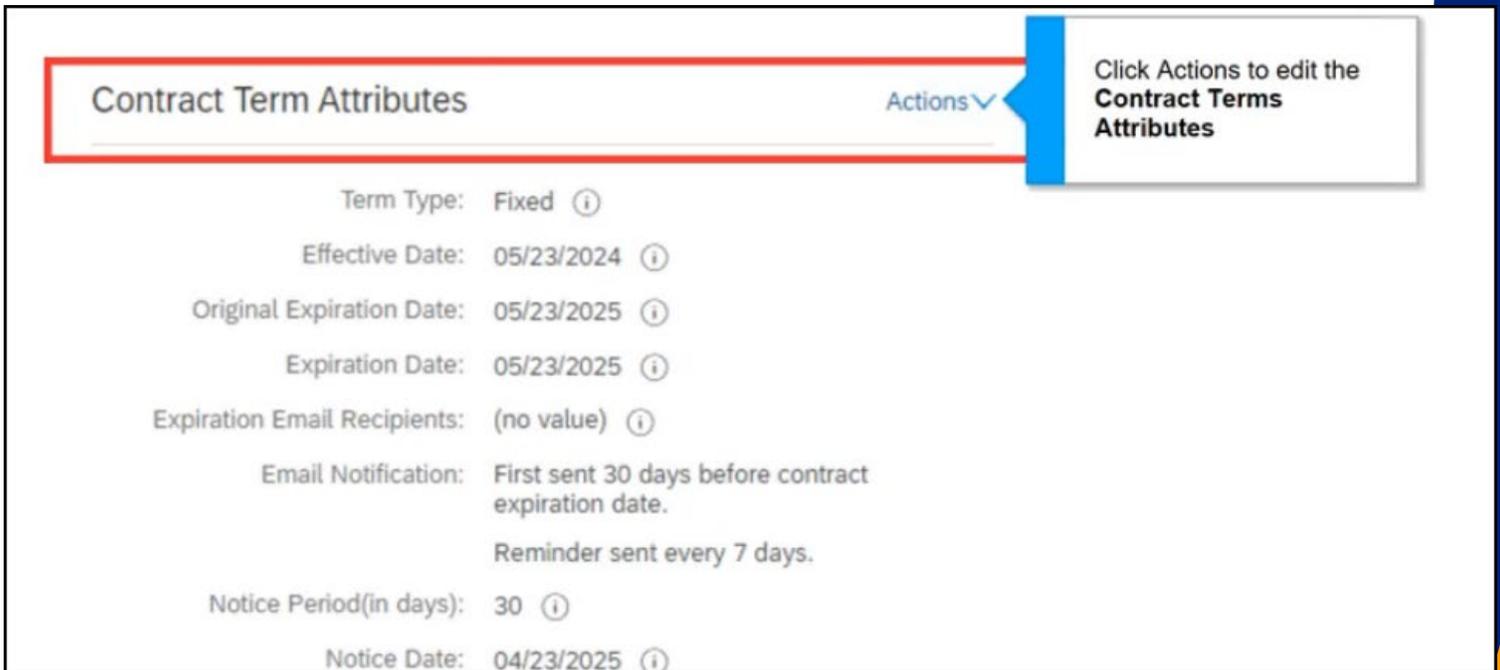
21

The system returns to the Contract Workspace.



22

Scroll down to **Contract Terms Attributes**.



Contract Term Attributes

Actions ▾

Click Actions to edit the **Contract Terms Attributes**

Term Type: Fixed ⓘ

Effective Date: 05/23/2024 ⓘ

Original Expiration Date: 05/23/2025 ⓘ

Expiration Date: 05/23/2025 ⓘ

Expiration Email Recipients: (no value) ⓘ

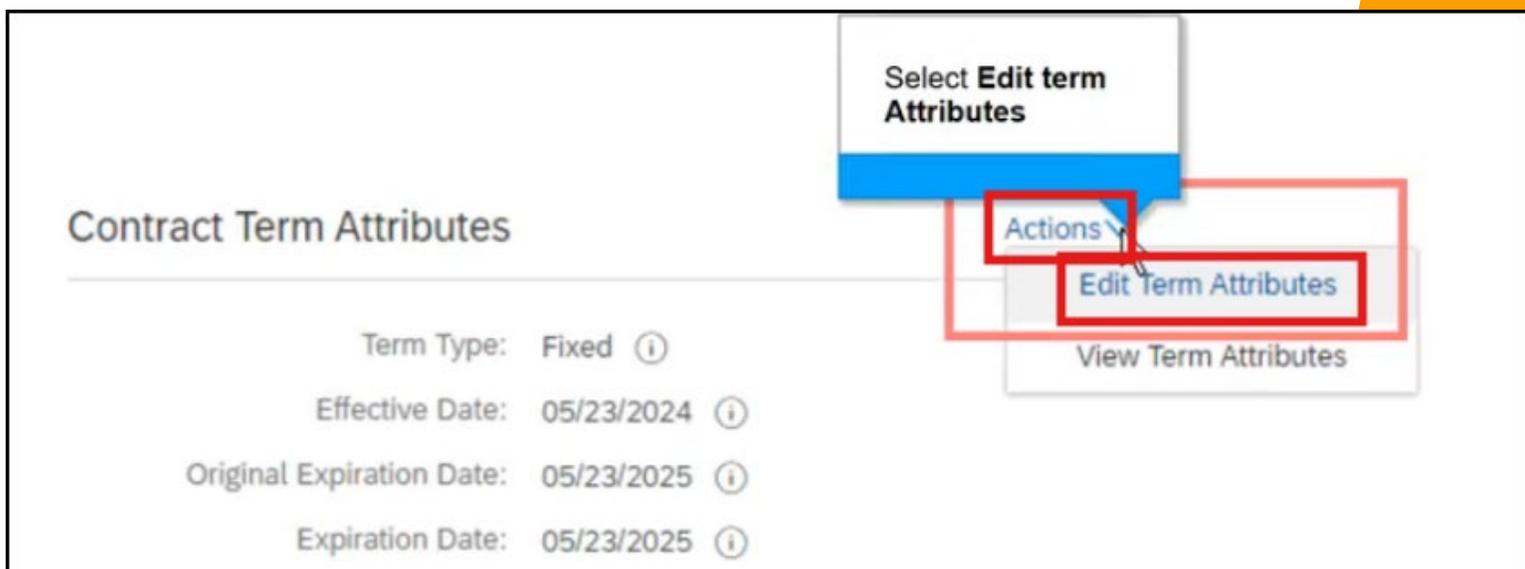
Email Notification: First sent 30 days before contract expiration date.
Reminder sent every 7 days.

Notice Period(in days): 30 ⓘ

Notice Date: 04/23/2025 ⓘ

23

Click **Actions** → **Edit Term Attributes**.



Contract Term Attributes

Actions ▾

Select **Edit term Attributes**

Edit Term Attributes

View Term Attributes

Term Type: Fixed ⓘ

Effective Date: 05/23/2024 ⓘ

Original Expiration Date: 05/23/2025 ⓘ

Expiration Date: 05/23/2025 ⓘ

25

To extend the contract duration, choose the new expiration date.

Edit Contract Attributes

Make any necessary changes to the **Contract Term Attributes** by changing the appropriate field below. The **Effective Date** is the date after which, the contract is legally binding. If a contract

Term Type: * Fixed

Effective Date: * 05/23/2024

Expiration Date: 05/23/2025

Click **Select Date**

Email Notification: First sent 30 days before contract expiration date.

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You have the option to set e-mail notifications to alert you when the contract is about to expire. Set your alert range date and days reminder to trigger. Click **OK**.

Edit Contract Attributes

Make any necessary changes to the **Contract Term Attributes** by changing the appropriate field below. The **Effective Date** is the date after which, the contract is legally binding. If a contract

Term Type: * Fixed

Effective Date: * 05/23/2024

Expiration Date: 12/31/2025

Email Notification: First sent 30 days before contract expiration date.

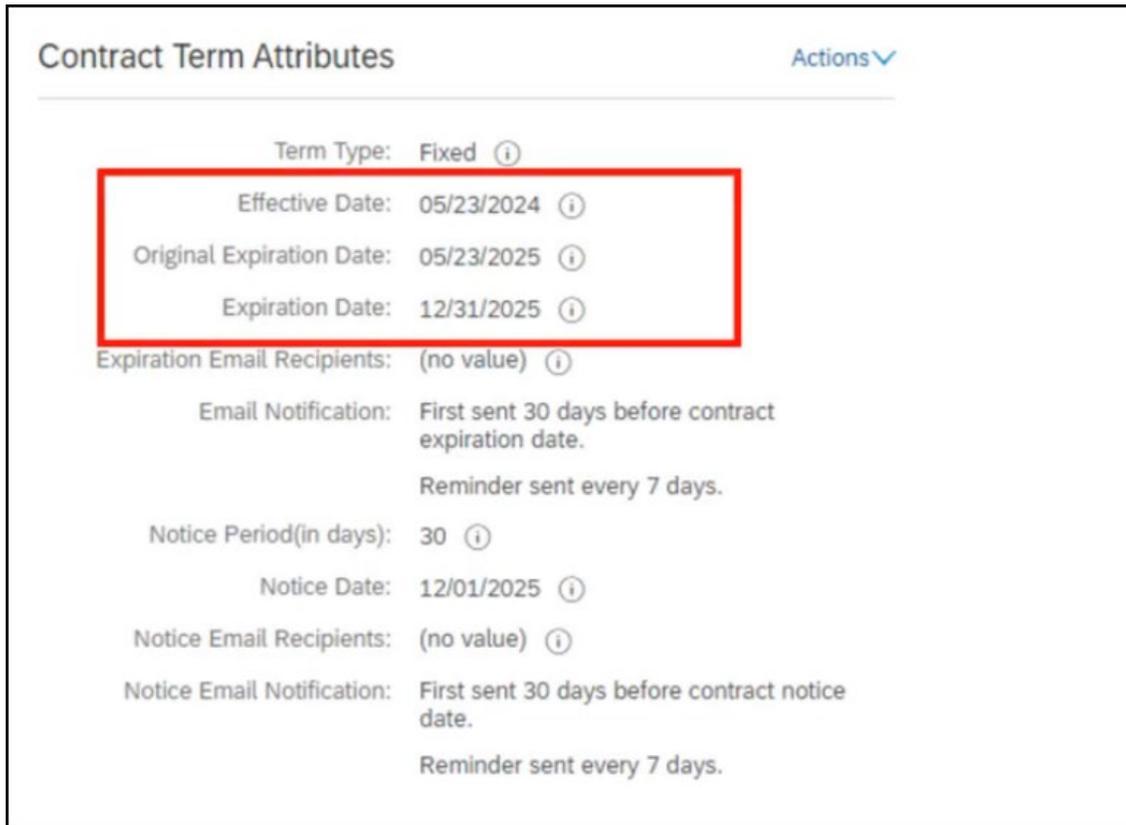
Reminder sent every 7 days.

Expiration Email Recipients: (no value)

Notice Period(in days): * 30

25

The system brings you back to the Contract Workspace page. Notice that the dates have been updated.



Contract Term Attributes Actions

Term Type: Fixed ⓘ

Effective Date: 05/23/2024 ⓘ

Original Expiration Date: 05/23/2025 ⓘ

Expiration Date: 12/31/2025 ⓘ

Expiration Email Recipients: (no value) ⓘ

Email Notification: First sent 30 days before contract expiration date.
Reminder sent every 7 days.

Notice Period(in days): 30 ⓘ

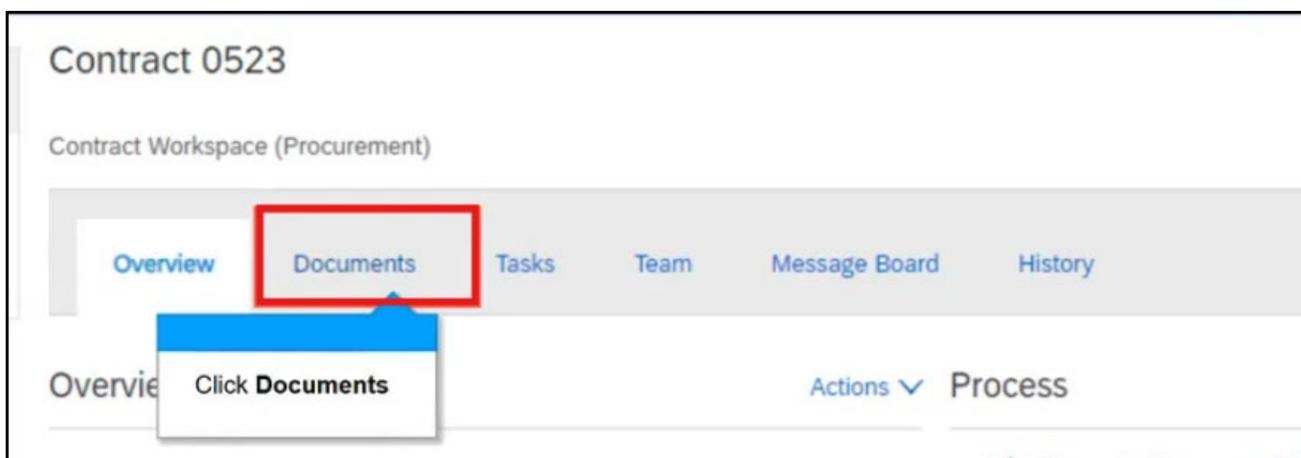
Notice Date: 12/01/2025 ⓘ

Notice Email Recipients: (no value) ⓘ

Notice Email Notification: First sent 30 days before contract notice date.
Reminder sent every 7 days.

26

Go to the **Documents** tab.



Contract 0523

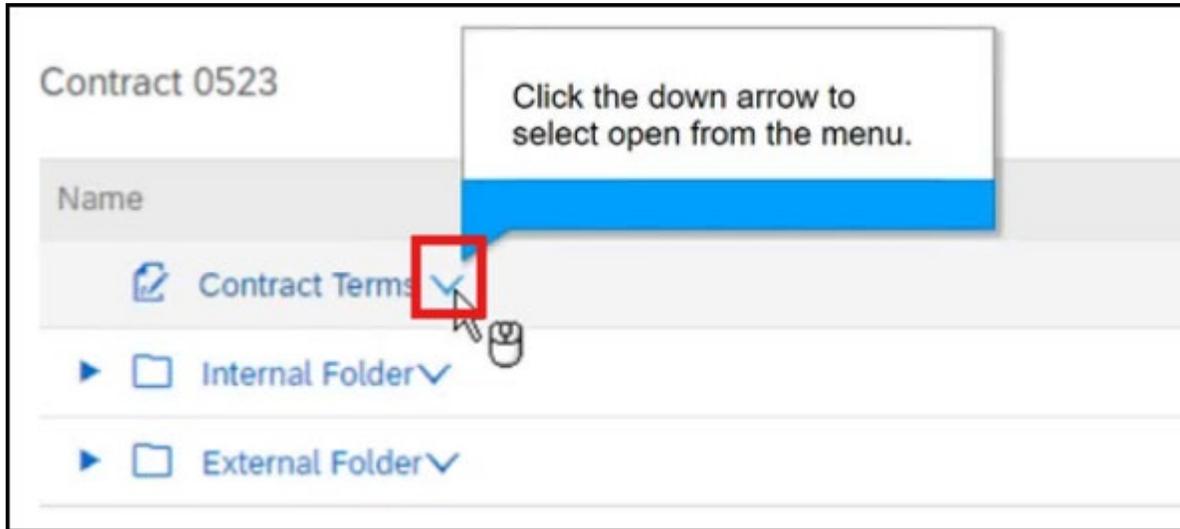
Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Overview Click Documents Actions Process

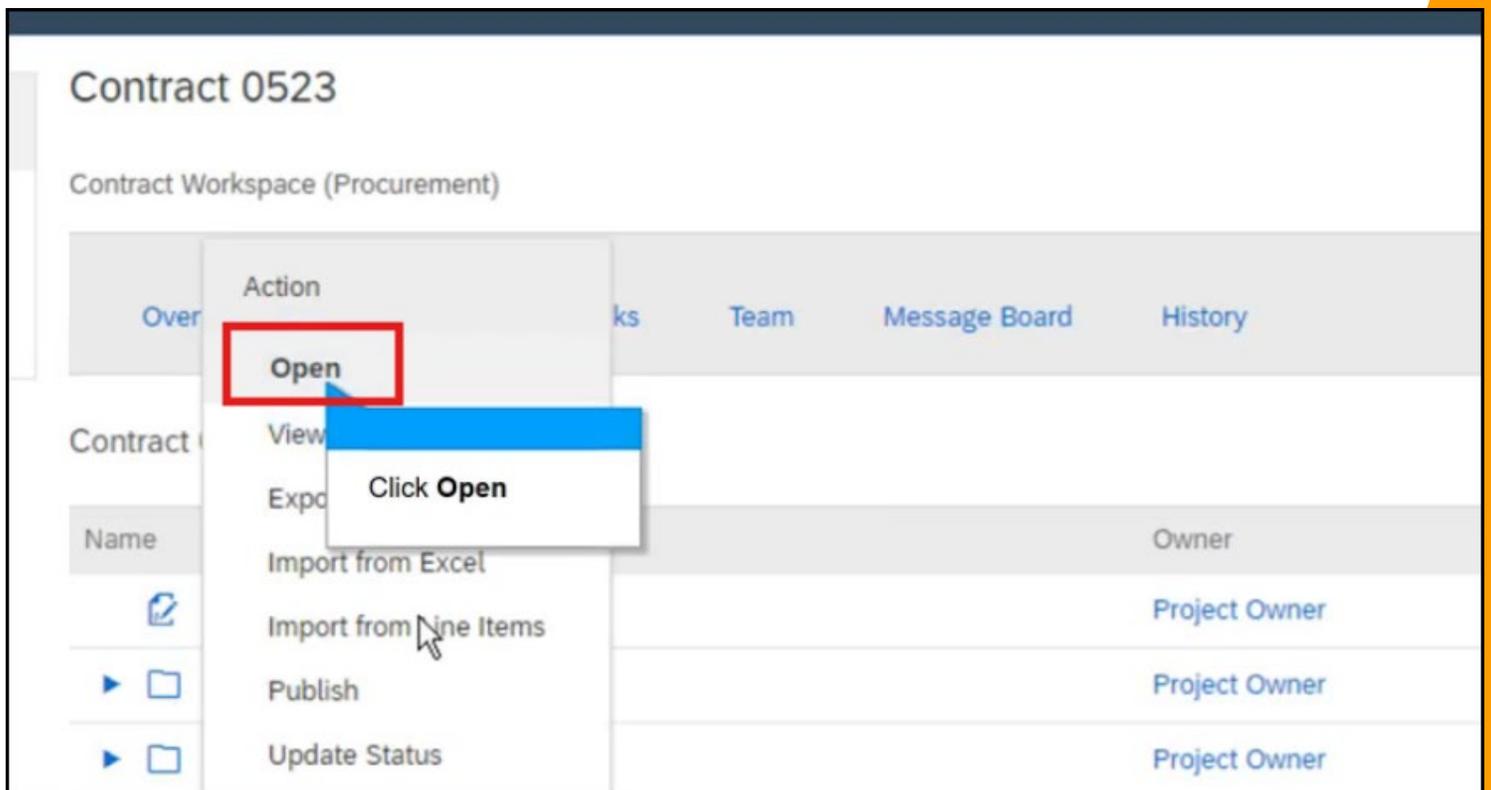
25

Go to **Contract Terms**



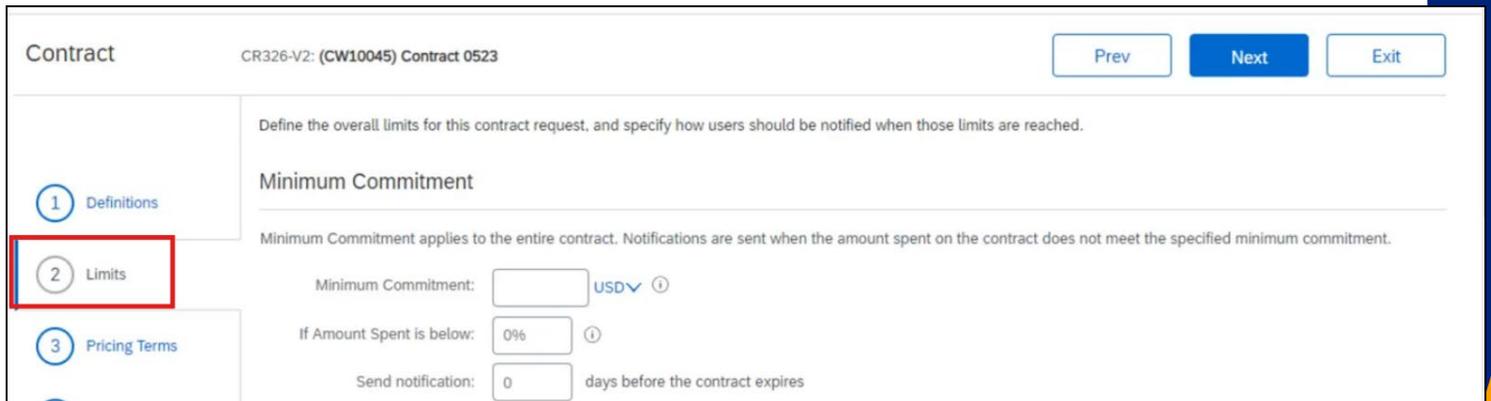
26

Click **Open**.



25

This job aid only covers a limited amendment process. Review the Ariba training materials on creating the Contract Compliance document for more information. Click **Limits**.



Contract CR326-V2: (CW10045) Contract 0523

Prev Next Exit

Define the overall limits for this contract request, and specify how users should be notified when those limits are reached.

Minimum Commitment

Minimum Commitment applies to the entire contract. Notifications are sent when the amount spent on the contract does not meet the specified minimum commitment.

Minimum Commitment: USD *USD* ⓘ

If Amount Spent is below: ⓘ

Send notification: days before the contract expires

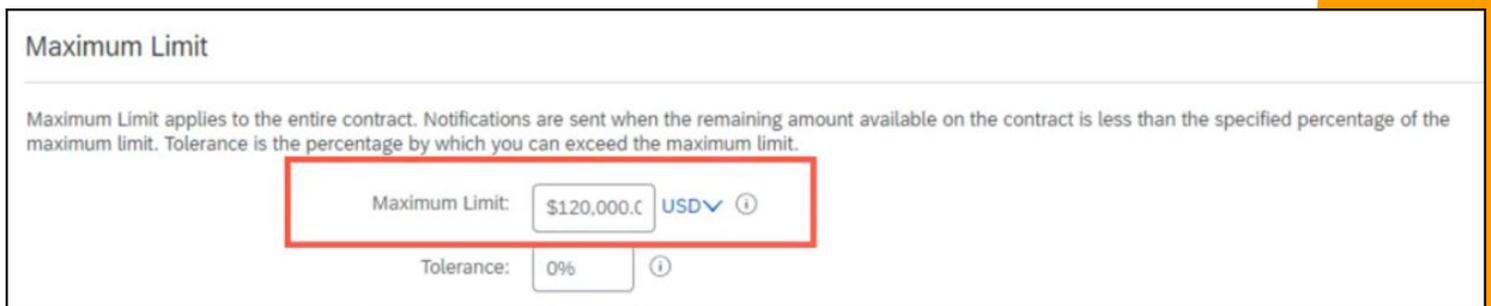
1 Definitions

2 Limits

3 Pricing Terms

26

When adjusting the price, review the limits sections that specify the minimum and maximum limits applicable to the entire contract.



Maximum Limit

Maximum Limit applies to the entire contract. Notifications are sent when the remaining amount available on the contract is less than the specified percentage of the maximum limit. Tolerance is the percentage by which you can exceed the maximum limit.

Maximum Limit: USD *USD* ⓘ

Tolerance: ⓘ

25

Update the **Maximum** field, then click **Next**.

CR326-V2: (CW10045) Contract 0523

Prev Next Exit

Define the overall limits for this contract request, and specify how users should be notified when those limits are reached.

Minimum Commitment

Minimum Commitment applies to the entire contract. Notifications are sent when the amount spent on the contract does not meet the specified minimum commitment.

Minimum Commitment: USD

If Amount Spent is below:

Send notification: days before the contract expires

Maximum Limit

Maximum Limit applies to the entire contract. Notifications are sent when the remaining amount available on the contract is less than the specified percentage of the maximum limit. Tolerance is the amount that can be spent when the remaining amount available on the contract is less than the specified percentage of the maximum limit.

Update the Maximum Limit from \$120,000 to \$150,000.

Maximum Limit: USD

26

Click **Pricing Terms**. You can modify the item details as needed. Click **Add items**.

Contract CR326-V2: (CW10045) Contract 0523

Prev Next

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the Definitions page (for supplier contracts).

Materials and Services

<input type="checkbox"/>	Id ↑	Description	Pricing Summary	Contractible Factors	Active
<input type="checkbox"/>	1	Carpenter Service- 0523	\$1,000.00 USD Negotiated Price	Yes	<input type="button" value="E"/>

Click Add items

Copy Delete Activate Add items

Update the necessary fields.

Update the full description of the item and the commodity code, negotiated price, and other relevant information. Keep in mind that information here comes from the contract entered previously.

Add Item Level Pricing Terms

Full Description: * 

Commodity Code: * 

Material Group: 

Unit of Measure: 

Negotiated Price: * 

[Additional Pricing Details](#) 

Material Number: 

25

Update the **Supplier Part Number**.

Supplier Information

Vendor: 1000026019 (Appealing Practices)

Contact: . . .

Supplier Part Number: *

Supplier Part Auxiliary ID:

26

Click **OK**.

Supplier Information

Vendor: 1000026019 (Appealing Practices)

Contact: . . .

Supplier Part Number: *

Supplier Part Auxiliary ID:

25

Click **Done**. New line item will be updated among the materials and services listed under the Pricing Terms section.

Cost Center: (no value) ▾
Asset Class: (no value) ▾
AssetClass:
Asset Description:
Division:
Program Code:

Fill Values Clear Values and Splits Split Accounting

Click Done

Add Additional Items Done Cancel

26

Go to the **Summary** tab to review the details.

1 Definitions
2 Limits
3 Pricing Terms
4 Milestones
5 Access Control
6 Payment Terms
7 Appendixes
8 Summary

Summary Pricing Terms Milestones

Definitions

Physical Location:
Related Contract ID:
Should the Related Contract ID be included as part of the system-generated Contract
No
On Behalf Of: Ravi Behera ▾
Contract Type: Item Level
Is Blanket Purchase Order: No
Hierarchical Type: Master Agreement
Effective Date: * Thu, 23 May, 2024

25

Update the comments describing the amendment to the contract. Click **Save** to save the Contract Compliance document.

Comments - Entire Contract Request

Comments: Added Furniture Service as a new line item.

Click Save

Prev Save Exit

26

System redirects you back to the Contract Workspace screen.

Contract 0523

ID CW10045

Tasks: Incomplete Tasks:

Contract Workspace (Procurement)

Overview Documents Tasks Team Message Board History

Click Overview

Show Details Actions

Name	Owner	Status
Contract Terms	Project Owner	Draft
Internal Folder	Project Owner	
External Folder	Project Owner	

25

Click on **Overview** tab.

Contract 0523

Contract Workspace (Procurement)

ID CW10045
Tasks: Incomplete Tasks:

Overview Documents Tasks Team Message Board History

Click Overview

Show Details Actions

Name	Owner	Status
Contract Terms	Project Owner	Draft
Internal Folder	Project Owner	
External Folder	Project Owner	

26

To publish the amendment, scroll down to **Contract Attributes** section.

External System: (no value) ⓘ

Click Actions

Contract Attributes Actions

Related ID: ⓘ

Last Published: [Contract 0523 \(v1/1\)](#) ⓘ

Hierarchical Type: Master Agreement ⓘ

Amendment Type: Amendment

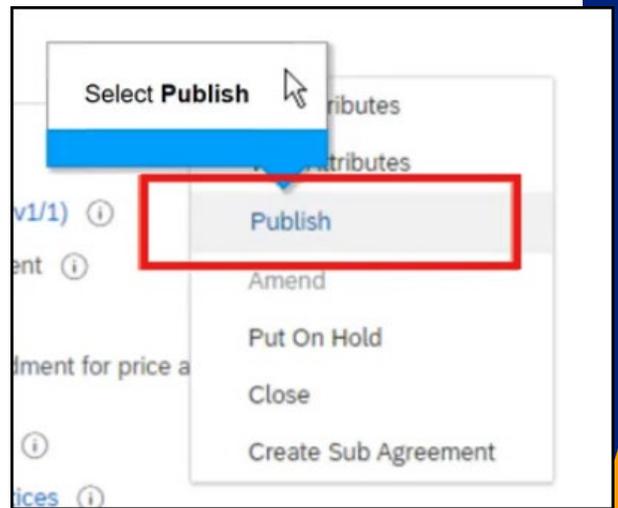
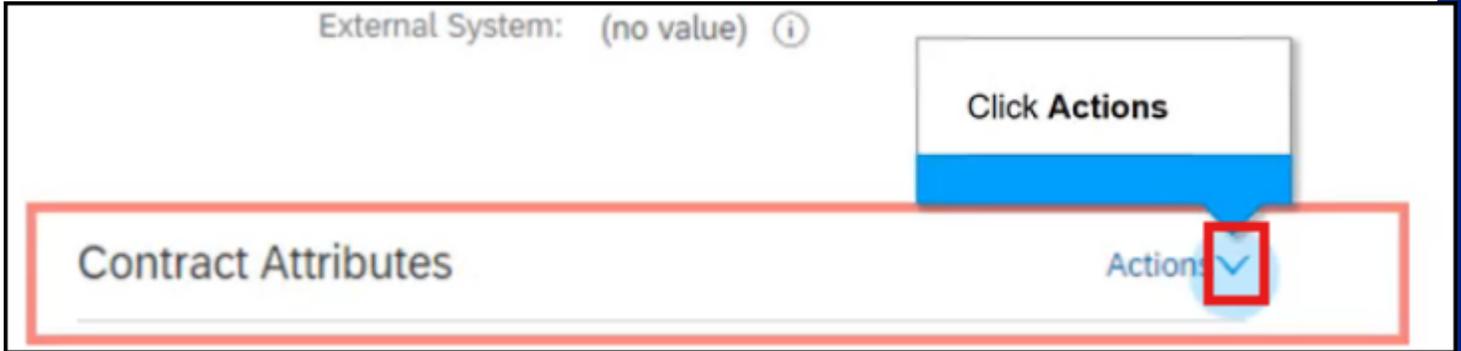
Amendment Reason Comment: Contract Amendment for price and validity period.

Contract Amount: \$150,000 USD ⓘ

Supplier: [Appealing Practices](#) ⓘ

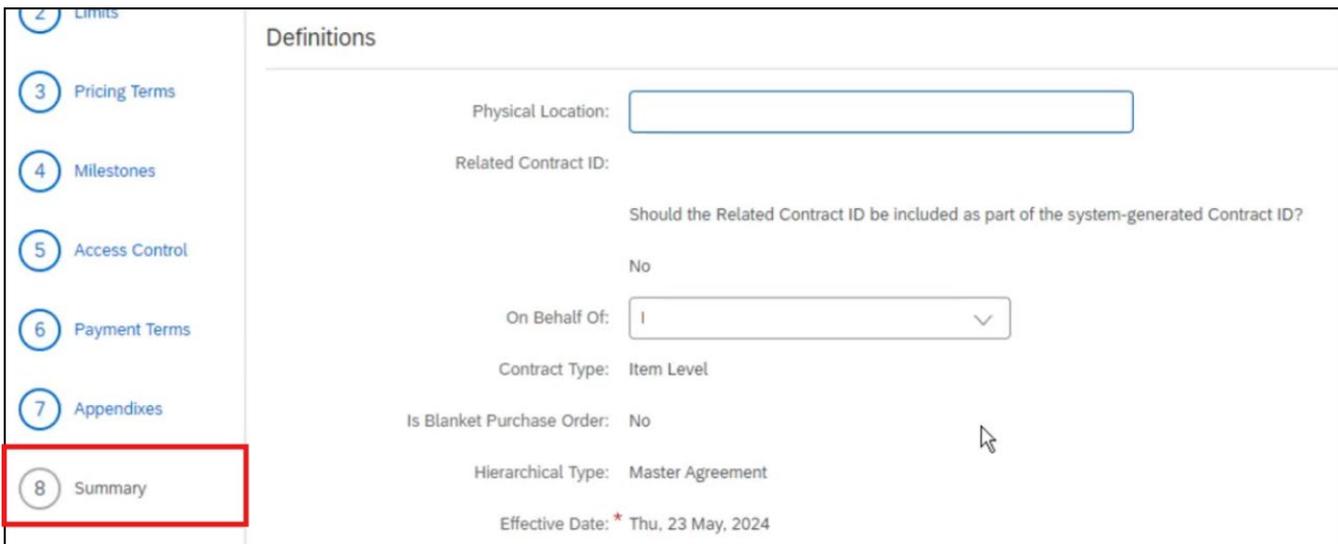
25

Click **Actions** → **Publish**.



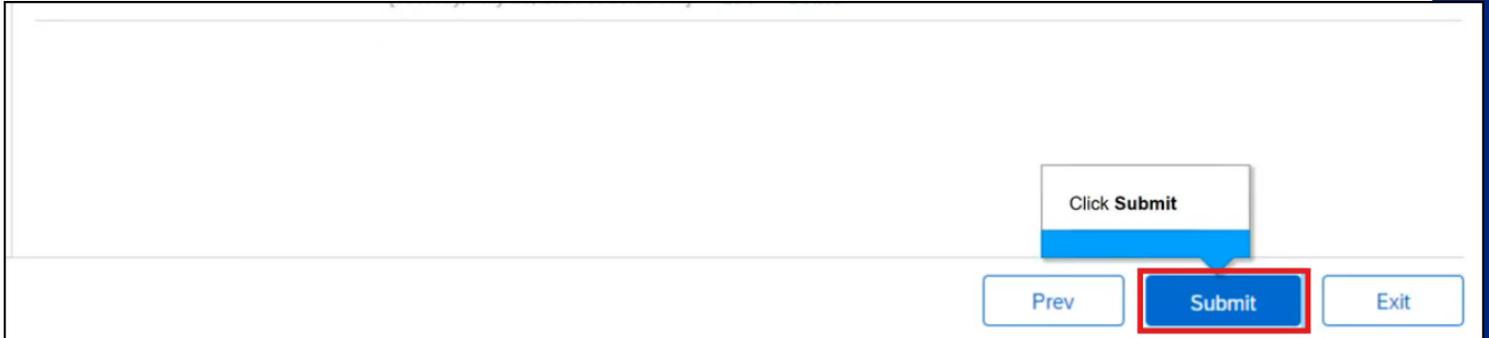
26

The system opens up the Contract Compliance Term Document Summary section. Verify the changes.



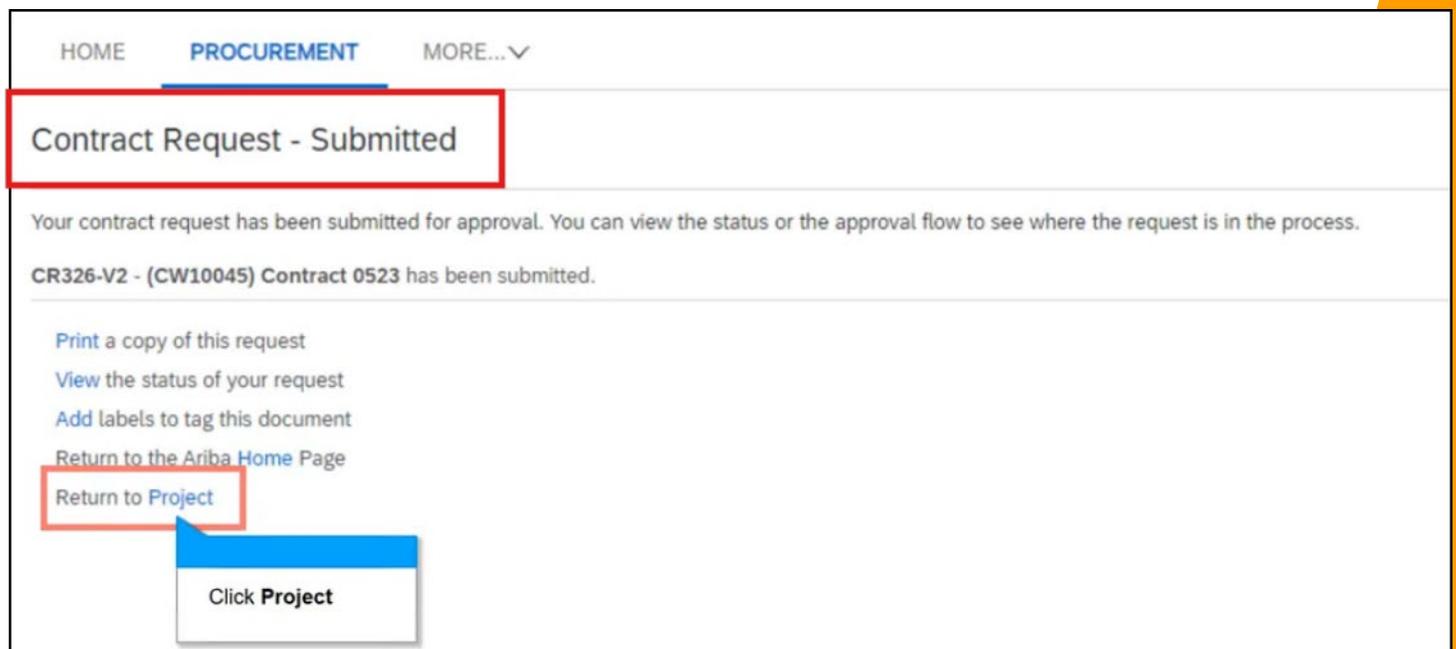
25

Scroll down. Click **Submit**.



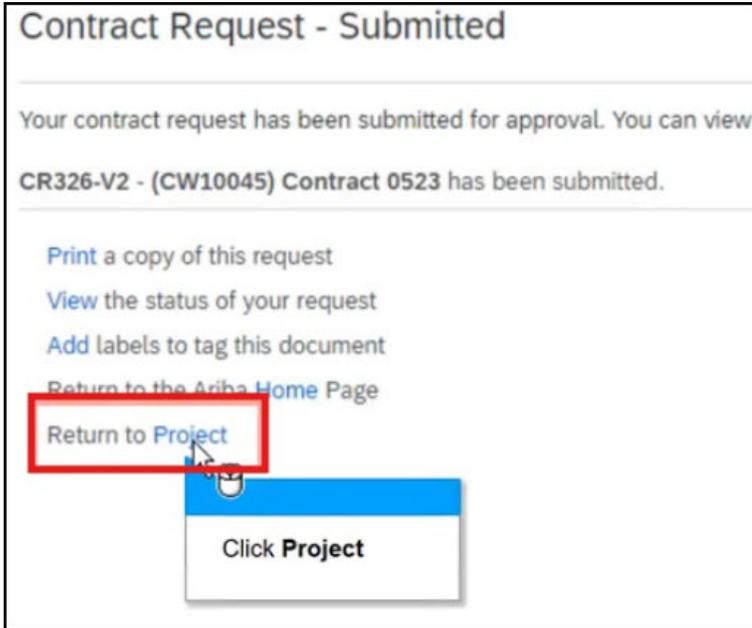
26

Contract Request has been submitted.



25

Click **Return to Project**.



26

Contract Status will show as **Published** along with the new version.

