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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.

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



You will be directed to the Ariba Procurement page.

									Q	a (? Solution IAUSD-C1
HOME CONTRACTS PROCU	REMENT	CATALOG	MOREV						Recent \checkmark	Manage	✓ Create ∨
Requisition 🗸 Title		ID			~ Q						२ ८
Common Actions v	To Do										\sim
Create	ID	Date ↓		From	State	JS	Title	Required Action			
Requisition						No ite	ms				
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Contract Workspace (Procurement)	My Docum	nents									\sim
More V	ID		Title		Date 1			Status			
Manage						No ite	ms				
Administration											
My Tasks											
Upload History											
More 🔨											



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

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HOME CONTRACTS PROCU	REMENT C	ATALOG MORE~					F	Recent 🗸	Manage N	 Creat 	te 🗸
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Administration											
My Tasks											
Upload History											
More 🗸											

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Click Contro	acts →	Lens ic	on.					
SAP				م	1	P		0
HOME SOURCING CONTRAC	CTS PROCUREMEN	T MOREV			Recen	t 🗸	Mana	ige
Contract Workspace (Procurement) V Se	arch using Title, ID, or any o	other term			~	٩		
Common Actions 🗸 🗸	To Do		~	Click on the Lens icon to	o search			
Create Contract Workspace (Procurement)	Date 1	Status	Title	Amendment.	eus			

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

Search	Project Type: Contract Workspace (Procurement)			
Contract Workspace (Procurement)	Search Filter		Opt	ions∨
Recently Viewed	Search using Title, ID, or any other term	\odot		
View All	Owner (select a value) [select]	⊕⊝		
▼ My Saved Searches	Creation Date No Choice	⊕⊝	Scroll Mouse kneel down to bring the screen to	
(None)			desired location Save Search Search	h
	Displaying recently viewed projects. No search was performed. To perform a search	ch enter criteria above a	and click Search.	

Select the desired contract by clicking on the title of the Contract. Be advised that the following contract fields are <u>NOT</u> 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)	Search Filter					Options∨
Recently Viewed	Search using Title, ID, or any other term	0	۲			
View All	Owner (select a value) [select]		⊕⊝			
▼ My Saved Searches	Creation Date 🔻 No Choice 🗸		⊕⊝			
(None)				Reset	Save Search	Search
	Displaying recently viewed projects. No search was	performed. To perform a	search enter criteria ab	ove and click Search.		
	Recently Viewed					=
	Title †	Owner	Contract ID	Supplier	Expiration Date	Status
	Contract 0523 V		CW10045	Appealing Practices	05/23/2025	Published
Select the contract to open.	Open	-	CW10129	Appealing Practices	05/31/2025	Draft
	Search within Contract 0523		CW10131	Appealing Practices	05/24/2025	Draft

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Click Open.

	Recently Viewed			
	Title 1	Owner	Contract ID	Supplier
	Contract 0523 V		CW10045	Appealing Practices
Select the contract to open.	Open		CW10129	Appealing Practices
	Searc Within Contract 0523		CW10131	Appealing Practices

Click **Overview**.

< SAP		
Related Knowledge	Contract 0523 Contract Workspace (Procurement)	
All Knowledge Areas Search Knowledge	Overview Documents Tasks Team Message Board	History
	Contrac Click Overview	Queer
		Project Owner
	► □ Internal Folder∨	Project Owner
	► 🗋 External Folder∨	Project Owner

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Scroll down to **Contract Attributes**.

	more		
Access Control:	(No restrictions - Accessible to all users)	()	Announcemen
Description:	(i)		Welcome to the p
External System Integra	ition		
External System:	(no value) (i)		
Contract Attributes		Actions∨	
Contract Attributes	D: (i)	Actions∨	

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Select Actions.

ontract Attributes	Actions
Related ID:	0
Last Published:	Contract 0523 (you are currently (i) Click Actions viewing this)
Hierarchical Type:	Master Agreement (i)
Contract Amount:	\$120,000 USD (j)
Supplier:	Appealing Practices (i)
Affected Parties:	Appealing Practices (i)
Agreement Date:	()
Process Status:	Authoring (i)
Agreement Type:	Professional Services Agreement (i)

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

Aunder Aunduces	A.	Edit Attributes	
Related ID:	(i)	View Attributes	
Last Published:	Contract 0523 (you are currently	Publish	
Hierarchical Type:	Master Agreement (i)	Amend	
Contract Amount:	\$120,000 USD (i)	Put On Hold	
Supplier:	Appealing Practices (i)	Close	Click on Amend
Affected Parties:	Appealing Practices (i)	Create Sub Agreement	
Agreement Date:	0		

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 Contr	ract 0523		ок	Cancel
① If the n Amendme	eason you are amendin Amendment Type: It Reason Comment: *	g the Contract is not Adm Renewal Amendment Administrative Termination	inistrative, the newly created version of the Contract is pushed to Contract Compliance.		
				ОК	Cancel

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

(1) If the reason you are amending the Contract is not Administrative, the newly created version of the Co Amendment Type: Amendment ~ Amendment Reason Comment: * Contract Amendment for price and validity periol	Provide an explanation as to why you are amending this contract
15 Click OK.	
Amend Contract Contract 0523	OK Cancel
① 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 v Amendment Reason Comment:* Contract Amendment for price and validity period. Click C	ок ОК Cancel

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

Overview	Documents	Tasks	Team	Message Board	d History
Overview				Actions \checkmark	Process
Cor Last Pul	Contract ID: htract Status: blished Date: Version: Owner:	CW10045 Draft Amendmer 05/23/2024 v1 (editing)	nt		 Phase 1 - Prepare and Dr ⇒ Phase 2 - Negotiate and A ⇒ Phase 3 - Execute ∨ ✓ Phase 4 - Finanize and Pu
Produ Bas Sponsoring	Test Project:	No (i) LOS ANGELES U SPECI View (English 1000000 Los An	JNIFIED more geles Unifi	(i) View	Quick Links A Quick Link is a path to an im a Quick Link to this area, navig and choose Add to Quick Line

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Scroll down to Contract Attributes section.

Contract Attributes		Actions
		Edit Attributes
Related ID:	0	View Attributes
Last Published:	Contract 0523 (v1/1) (i)	Publish
Hierarchical Type:	Master Agreement (i)	Amend
Amendment Type:	Amendment	Put On Hold
Amendment Reason Comment:	Contract Amendment for price a validity period.	Close
Contract Amount:	\$120,000 USD (i)	Create Sub Agreement
Supplier:	Appealing Practices (i)	
Affected Parties:	Appealing Practices (i)	
Agreement Date:	(i)	

Click Actions → Edit Attributes.

ntract Attributes	Ac	tions
		Edit Attributes
Related ID:	()	View Attributes
Last Published:	Contract 0523 (v1/1) (i)	Publish
Hierarchical Type:	Master Agreement (i)	Amend
Amendment Type:	Amendment	Put On Hold
Amendment Reason Comment:	Contract Amendment for price a validity period.	Close
Contract Amount:	\$120,000 USD (i)	Create Sub Agreement
Supplier:	Appealing Practices (i)	

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

Site: *	LAUSD-C1 - TEST (i)		
Hierarchical Type: *	Master Agreement 🗸	(i)	
Contract Amount: *		Update the contract amount	
Supplier:	Appealing Fractices (i)		
Affected Parties:	Appealing Practices	✓ Add more	(i)



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

SAP				Ê	📮 🔍 🥂
Contract Attributes					OK Cancel
any necessary changes to the Contract A	ttributes by changing the appropriate field be	elow.		Click OK	
Sponsoring Department: * 1000000 Lo	s Angeles Unified School Dis 🗸 🛛 Add n	nore (i)			
Product Category: * LOS ANGEL	ES UNIFIED SPECIFIC (CER 🗸 Add m	nore (i)	R		
he syster Vorkspac	m returns t e.	to th	ne Cont	ract	incomptete Tasks. 0
Overview Document	s Tasks Team Me	essage Board	History		
Overview		Actions V	Process	12	All Tasks
Contract ID	CW10045		Phase 1 - Prepare	and Draft 🗸	
Contract Status	Draft Amendment		⇔ Phase 2 - Negotia	ite and Approve 🗸	
Last Published Date	: 05/23/2024 (i)		⇒ Phase 3 - Execute		5/22/2024
Version	v1 (editing)		Mase 4 - Finanizo		512512024
Owner	: I (i)				
Test Project	No (i)		Quick Links		All Documents
Product Category	: LOS ANGELES UNIFIED SPECI View more	(i)	A Quick Link is a path	to an important document in th	is project. To add
Base Language	: English		a Quick Link to this are and choose Add to O	k to this area, navigate to the document you want to li	
Sponsoring Department	1000000 Los Angolos Lipifi		and another runs to st	and an internet in which the internet	
	more	iew ()			



Scroll down to **Contract Terms Attributes**.

Contract Term Attributes		Actions	Click Actions to edit the Contract Terms Attributes
Term Type:	Fixed (i)		
Effective Date:	05/23/2024 (i)		
Original Expiration Date:	05/23/2025 (i)		
Expiration Date:	05/23/2025 (i)		
Expiration Email Recipients:	(no value) (i)		
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 (i)		

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Click Actions → Edit Term Attributes.



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

Edit Contract Attributes	5			
Make any necessary changes to th	e Contract Term Att	ributes by cha	inging the appropriate field	below. The Effectiv
Term Type: *	Fixed V			
Effective Date: *	05/23/2024		Click Select Date	
Expiration Date:	05/23/2025			
Email Notification:	First sent 30	days before co	ntract 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	ок
Nake 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 V 🛈
Effective Date: *	05/23/2024
Expiration Date:	12/31/2025
Email Notification:	rst sent 30 days before contract expiration date. eminder sent every 7 days.
Expiration Email Recipients:	(no value) v
Notice Period(in days): *	30 ①
	Ск

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

act Term Attributes	Actions		
Term Type:	Fixed (i)		
Effective Date:	05/23/2024 (i)		
Original Expiration Date:	05/23/2025 (i)		
Expiration Date:	12/31/2025 ()		
piration Email Recipients:	(no value) (i)		
Email Notification:	First sent 30 days before contract expiration date.	t	
	Reminder sent every 7 days.		
Notice Period(in days):	30 (i)		
Notice Date:	12/01/2025 (j)		
Notice Email Recipients:	(no value) (i)		
Notice Email Notification:	First sent 30 days before contract date.	t notice	
	Reminder sent every 7 days.		

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Go to the **Documents** tab.

Contract 05	23				
Contract Workspace	ce (Procurement)				
Overview	Documents	Tasks	Team	Message Board	History
Overvie Click	Documents			Actions V Pr	rocess



Go to Contract Terms



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Click Open.

Contract Contract Wo	t 0523 rkspace (Procurement)				
Over	Action Open	ks	Team	Message Board	History
Contract	View Expo Click Open				
Name	Import from Excel	_			Owner
2	Import from Nine Items				Project Owner
► 🗆	Publish				Project Owner
• 🗆	Update Status				Project Owner



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
1 Definitions	Define the overall limits for this contract re Minimum Commitment	quest, and specify how users should be notified when those limits ar	e reached.
	Minimum Commitment applies to the entir	e contract. Notifications are sent when the amount spent on the cont	tract does not meet the specified minimum commitment.
2 Limits	Minimum Commitment:	USDV ①	
3 Pricing Terms	If Amount Spent is below: 0%	0	
0	Send notification: 0	days before the contract expires	



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 maximum limit. Tolerance is the percentage by which you Maximum Limit: Tolerance:	s are sent when the remaining amount available on the contract is less than the spectrum can exceed the maximum limit. S120,000.C USD · () 0% ()	ified percentage of the

25

Update the Maximum field, then click Next.

CR326-V2: (CW10045) Contract 0523		Prev Next E	xit
Define the overall limits for this contract request, and specify the Minimum Commitment	how users should be notified when those limits are rea	ached.	
Minimum Commitment applies to the entire contract. Notificat Minimum Commitment: USDV (i)	ions are sent when the amount spent on the contract of	does not meet the specified minimum commitmen	t.
If Amount Spent is below: 0% (i) Send notification: 0 days before the	ne contract expires		
Maximum Limit Update the Maximum Limit from \$120,000 to \$150,000.	ent when the remaining amount available on the con	ontract is less than the specified percentage of the	
Maximum Limit: 150	usd∨ ④		
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. Materials and Services	The term category displa	yed is based on the contract type spe	cified on the Definitions	page (for supplier
0	Id † Description	Click Add items	Pricing Summary	Contractible Factors	Active
2 Limits	Carpenter Service- 0523		\$1,000.00 USD Negotiated Price		Yes
3 Pricing Terms	Le 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.

Full Description: *	Enter a descri	iption for this item.	-	(
Commodity Code: *	(no value)	A text is entered in the text field.	\sim	
Material Group:	(no value)		$\overline{}$	
Unit of Measure:	each		\sim	
Negotiated Price: *		USDV		
	Additional Prici	ng Details (i)		
Material Number:	(no value)		\sim	

Update the **Supplier Part Number**.

Supplier Information		
Vendor:	1000026019 (Appealing Practices)	
Contact:	45 - F	
Supplier Part Number:	*	
Supplier Part Auxiliary ID:		
26 Click OK. Supplier Information		
Vendor: 1000026019 (Appealing Practices	5)	
Contact:		
	ОК	ancel



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

Cost Center: (no va	alue) 🗸	
Asset Class: (no va	alue)	
AssetClass:		
Asset Description:		
Division:		
Program Code:		
Fill Values Clear Values and S	plits Split Accounting	Click Done
		Add Additional Items Done Cancel
26		
Go to the details.	Summary to	ab to review the
Go to the details.	Summary to	ab to review the
Go to the details.	Summary Pricing Terms	ab to review the
Go to the details.	Summary to	ab to review the
Go to the details.	Summary to Summary Pricing Terms Mi Definitions	ab to review the
Go to the details.	Summary Pricing Terms Ma Definitions	ab to review the
Go to the details.	Summary Pricing Terms Million Definitions Physical Location: Related Contract ID:	ab to review the
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones	Summary Pricing Terms Million Definitions Physical Location: Related Contract ID:	lestones
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones (5) Access Control	Summary Pricing Terms Mill Definitions Physical Location: Related Contract ID:	Ab to review the
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones (5) Access Control	Summary Pricing Terms Mill Definitions Physical Location: Related Contract ID:	Ab to review the
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones (5) Access Control (6) Payment Terms	Summary Pricing Terms Mill Definitions Physical Location: Related Contract ID: On Behalf Of:	Ab to review the
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones (5) Access Control (6) Payment Terms	Summary Pricing Terms M Definitions Physical Location: Related Contract ID: On Behalf Of: Contract Type:	Ab to review the
Go to the details. (1) Definitions (2) Limits (3) Pricing Terms (4) Milestones (5) Access Control (6) Payment Terms (7) Appendixes	Summary Pricing Terms M Definitions Physical Location: Related Contract ID: On Behalf Of: Contract Type: Is Blanket Purchase Order:	Ab to review the

* Thu, 23 May,

25

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

Comments -	Entire Cont	ract Request		
	Comments:	Added Furniture Service as a new line item.		
			.+	
				Click Save
				Prev Save Exit

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System redirects you back to the Contract Workspace screen.

Cor	tract 052	3					ID CW10045
Contr	act Workspace	e (Procurement)					Tasks: Incomplete Tasks:
	Overview	Documents	Tasks	Team	Message Board	History	
Cont	Click Over	view					Show Details Actions 🔻
Nam	ie					Owner	Status
	Contract	Terms 🗸				Project Owner	Draft
•	🗋 Internal	Folder				Project Owner	
×	External	Folder∨				Project Owner	

Click on **Overview** tab.

Contract 0523				ID CW10045
Contract Workspace (Procurement)				Tasks: Incomplete Tasks:
Overview Documents	Tasks Team	Message Board	History	
Con Click Overview				Show Details Actions 🔻
Name			Owner	Status
😰 Contract Terms 🗸			Project Owner	Draft
► 🗋 Internal Folder∨			Project Owner	
► 🗋 External Folder∨			Project Owner	



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

External System: (r	Click Actions
Contract Attributes	Actions
Related ID:	(i)
Last Published:	Contract 0523 (v1/1) (i)
Hierarchical Type:	Master Agreement (i)
Amendment Type:	Amendment
Amendment Reason Comment:	Contract Amendment for price and validity period.
Contract Amount:	\$150,000 USD (i)
Supplier:	Appealing Practices (i)



Click Actions → Publish.

External System: (no value) (i)	Click Actions
Contract Attributes	Action
	Select Publish v1/1) (i) Publish ent (i) Amend Put On Hold

(i)

Close

Create Sub Agreement

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

	Definitions	
3 Pricing Terms	Physical Location:	
4 Milestones	Related Contract ID:	
5 Access Control		Should the Related Contract ID be included as part of the system-generated Contract ID?
	On Behalf Of:	
6 Payment Terms	Contract Type:	Item Level
7 Appendixes	Is Blanket Purchase Order:	No
8 Summary	Hierarchical Type:	Master Agreement
	Effective Date: *	* Thu, 23 May, 2024



Scroll down. Click Submit.

	Click Submit
	Prev Submit Exit

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Contract Request has been submitted.

HOME PROCUREMENT MOREV
Contract Request - Submitted
Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process. CR326-V2 - (CW10045) Contract 0523 has been submitted.
Print a copy of this request View the status of your request Add labels to tag this document Return to the Ariba Home Page Return to Project Click Project

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Click Return to Project.

Contract Request - Submitted		
Your contract request has been submitted for approval. You can view		
CR326-V2 - (CW10045) Contract 0523 has been submitted.		
Print a copy of this request		
View the status of your request		
Add labels to tag this document		
Return to the Ariba Home Page Return to Project		
Click Project		



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

UNIFIED

Contract ID:	CW10045	Phase 1 - Prepare and Draft V	e
Contract Status:	Published	Phase 2 - Negotiate and Appro	ve 🗸
Last Published Date:	05/20/2024	➡ Phase 3 - Execute ∨	
Last Fublished Date:	05/28/2024	Phase 4 - Finanize and Publish	V
Version:	v2		
Öwner:	(1)		
Test Project:	No (i)	Quick Links	
Test Project:	No (i)	Quick Links	