

SAP Ariba

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Setting Up an SAP Ariba Contracts Site with Deployment Hub

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Setting Up an SAP Ariba Contracts Site with Deployment Hub

This document provides an overview of the deployment hub and step-by-step instructions for setting up an SAP Ariba Contracts site by using the deployment hub portal.

Related Guides

Intelligent Configuration Manager Parameters Reference

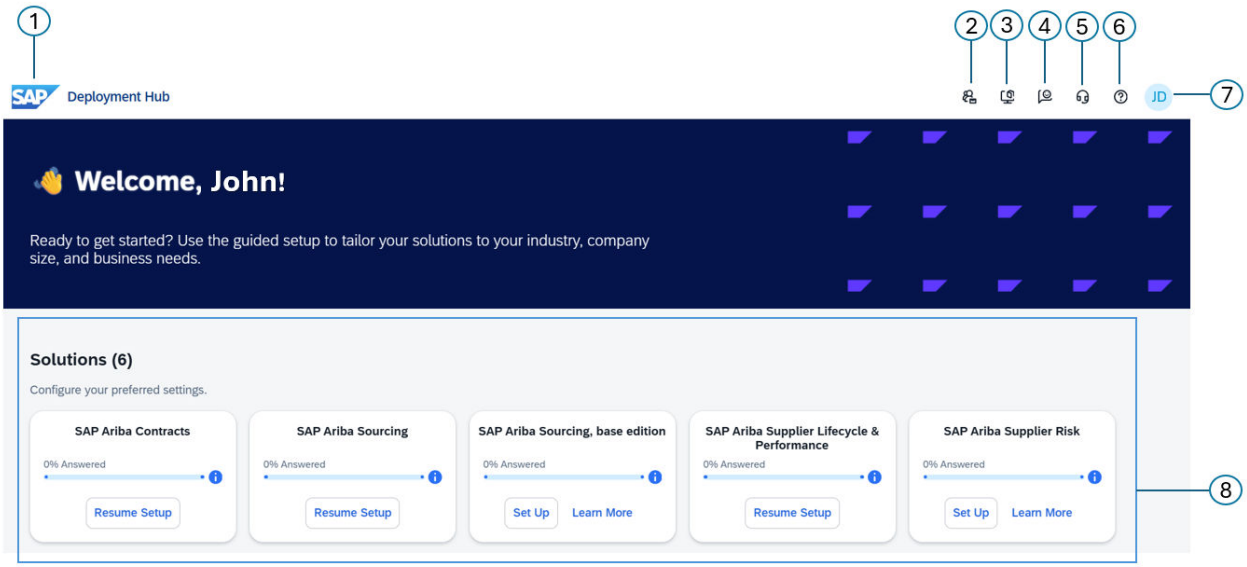
Contract Administration Guide

Introduction to the Deployment Hub Portal

Deployment hub enables new customers to personalize their SAP Ariba site at the time of onboarding. It is designed to expedite the deployment and site setup.

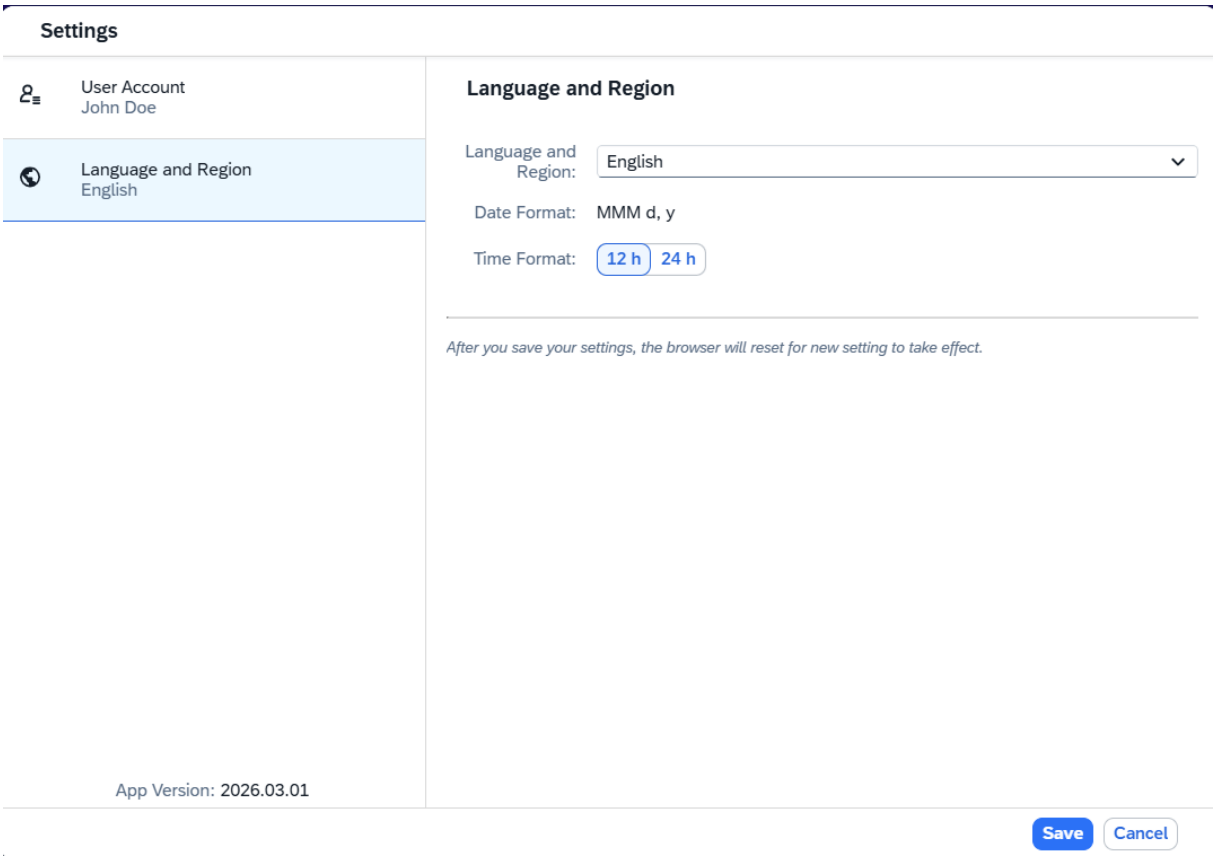
To achieve this, you need to answer various questions regarding your company details, company KPIs, and notification settings. The deployment hub configures the site based on the preferences you indicate in your answers and sends an email confirmation within 15 minutes. It reduces the total readiness time significantly in requirements gathering, site baselining, and setup.

Deployment hub home page



1. *SAP Logo*: Enables you to quickly access the welcome screen from all pages in deployment hub.
2. *Delegations*: You can assign a partner to handle your account setup process for a particular product. You can assign multiple accounts to a single partner. However, you can assign a product to only one partner. To assign a partner, click *Assign*. Enter the partner's email address, and then select the product that you want to assign from the dropdown. Once you assign a partner, the partner receives an email to accept the assignment. You can track the assignment status in the *Status* column.
3. *Introduction video*: Shows a quick walk through of the deployment hub steps.
4. *Feedback*: Enables you to share your feedback about the deployment hub portal through the feedback form.
5. *Help*: Mentions how you can reach out to the support at SAP.
6. *WalkMe*: Opens a pop-up that includes a **Show me around** option, which you can select to start an interactive, step-by-step guided tour of the deployment hub portal. The tour walks you through the key features and navigation elements to help you get familiar with the interface quickly.
7. *Profile*: Shows the user name of the signed in user and provides access to *Settings* and the *Sign Out* link/ button. The **Settings** section has the following setup options:

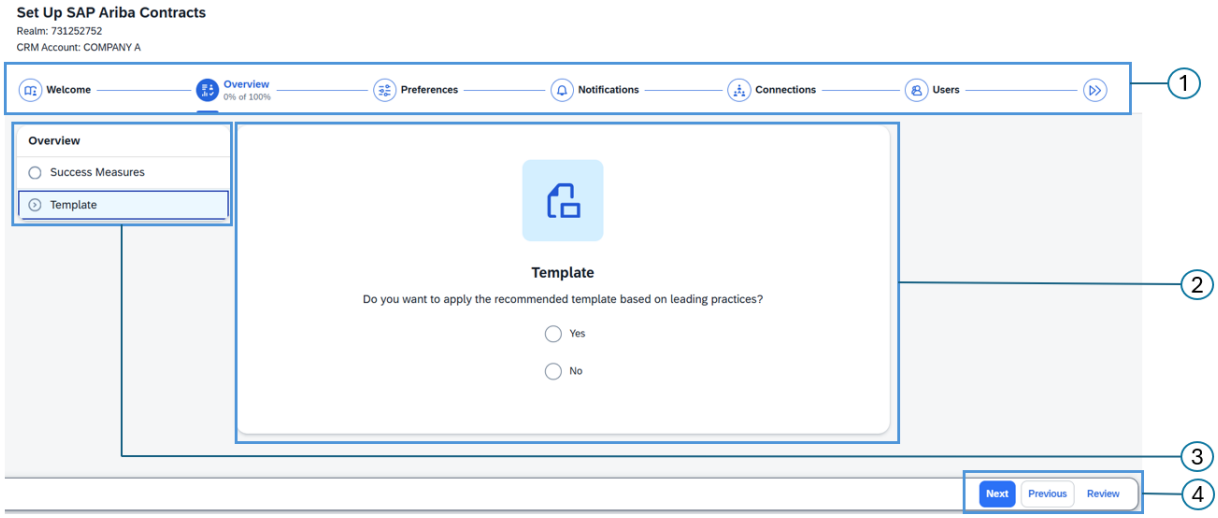
1. **User Account**: Displays the account details such as name and email ID of the user.
2. **Language and Region**: Enables you to select the preferred language. After you select the preferred language, all labels, buttons, and messages are displayed in the selected language.



8. *Solutions*: You can view individual tiles for all SAP Ariba products your organization has access to. The progress ring on the product tile indicates the setup status. You can click any product tile to access the setup flow.

> **Note**
>
> A **Welcome to SAP Ariba!** video that appears on the *Welcome* screen of the setup flow provides an overview of deployment hub and how it helps expedite the setup of your SAP Ariba application.

Deployment hub product screen



1. **Phases**: This progress bar shows the different phases in the deployment process and their progress. Click on a phase to navigate directly to its content.
2. **Main panel**: Displays all the questions and information related to personalizing your site.
3. **Steps**: This panel on the left-hand side shows the list of questions present in a particular phase. The number of steps vary for each phase. Click any step to navigate directly to its content.
4. **Action buttons**: The following action buttons help you navigate through the deployment hub portal.
    1. **Next**: Enables you to save your inputs given for a particular question and brings up the subsequent step or phase.
    2. **Previous**: Enables you to navigate to a previous question or phase.
    3. **Review**: Enables you to navigate to the review page. For more details about the **Review** page, refer to Review.

Setting Up your SAP Ariba Contracts Site

The setup process consists of various phases that contain questions specific to a category. After you watch the **Welcome to SAP Ariba** video that appears on the Welcome screen, you can proceed with the setup flow.

Click the phase title listed in the following table to know more about the questions in the category.

Phase Title	Category	Link to Document
Overview	Provide basic organization details, success measures, and project preferences.	Updating Details on the Overview Page [page 7]
Preferences	Configure your setup preferences for agreements, test projects, and contracts.	Updating Preferences [page 8]
Notifications	Specify which notifications you want to send and receive about different events and activities that affect your SAP Ariba site.	Updating Notification Preferences [page 10]
Connections	Specify your Icertis system preferences.	Setting Up Partner Configurations [page 12]
User	Add new users to your site and define their roles.	Creating Users [page 13]
Review	Review and edit your selected options.	Review [page 14]

Updating Details on the Overview Page

The overview phase has the following steps which include questions regarding organization's success measures and leading practice template preferences.

After you provide your inputs, click **Next** to save them and go to the next question.

Select and rank your organization's top 3 key performance indicators (KPIs), with 1 being the highest priority.

The metrics that help in evaluating how well your company accomplishes tasks or goals are termed as key performance indicators (KPIs). From the dropdown list of 4 KPIs, select the 3 that best indicate your organization's priorities for measuring success.

Option	Description
Improve Source to Contact productivity of a full-time employee (FTE)	Improves the efficiency of full-time employees (FTEs) who are involved in the Source-to-Contract process by reducing the time and effort they spend in the Source-to-Contract process and ensuring quality adherence and process effectiveness. The Source-to-Contract process includes identifying suppliers, negotiating contracts, and managing the procurement process.
Reduce the contract creation cycle time	Reduces the cycle time, making the process more efficient, and enabling quicker procurement of goods and services. Contract creation cycle time refers to the total duration taken to draft, review, negotiate, and finalize a contract between a buyer and a supplier.
Reduce compliance and risk management cost	Reduces the costs associated with managing compliance and mitigating risks. Compliance and risk management cost includes reducing the time and resources needed for audits, legal reviews, and risk assessments.
Reduce indirect spend	Reduces costs associated with indirect spend. Indirect spend refers to purchases that are not directly related to the production of goods or services. Some examples for indirect spend are expenses such as office supplies, IT services, and marketing spend.

Do you want to apply the recommended template based on leading practices?

SAP Ariba recommends a baseline template for setting up a new SAP Ariba Contracts site based on leading practices. For more details about the leading practices, contact SAP Support or click the help [ ] icon on the top right corner of the screen.

Option	Description
Yes	The recommended template will be applied to your site.
No	The recommended template will not be applied to your site.

Click **Next** to save your preferences and go to the next phase.

Updating Preferences

This phase has the following questions regarding your preferences to update sub-agreements, creating test projects, and contract requests.

After you provide your inputs, click **Next** to save them and go to the next question.

Enable users to update sub-agreements when the associated master agreement is closed or expired?

You can use master agreements and sub-agreements to create hierarchical relationships between SAP Ariba Contracts workspaces that are of the same type, such as sales contract workspaces or procurement contract workspaces. You can use this setting to specify whether the contract attributes of a sub-agreement can be updated when its master agreement is closed or expired. For more details about master agreements and sub-agreements, refer to Master Agreement Contract and Sub Agreement Contract created in SAP Ariba Contracts .

Application.ACM.AllowUpdatingSubAgreementsWhenParentIsClosedOrExpired parameter will be updated with your preferred option.

Option	Description
Yes	You can update the contract attributes of a sub-agreement of a closed or expired master agreement.
No	You cannot update the contract attributes of a sub-agreement of a closed or expired master agreement.

Allow users to create test projects?

You can specify if users can create SAP Ariba Contracts projects as test projects. Test projects can be used for internal testing and training. You can use this setting to specify whether project owners are allowed to create test projects. For more information on test projects, refer to Test Project.

Application.ACM.CreateProject.IsTestProjectVisible parameter will be updated with your preferred option.

Option	Description
Yes	Users can create SAP Ariba Contracts projects as test projects.
No	Users cannot create SAP Ariba Contracts projects as test projects.

Allow users to create contract requests from awarded sourcing events?

If your SAP Ariba solution includes both SAP Ariba Sourcing and SAP Ariba Contracts, you can allow users to create a new contract workspace project directly from an awarded SAP Ariba Sourcing even. If your SAP Ariba solution does not include SAP Ariba Sourcing, you can mark this question as **No** and refer to Creating Sourcing Events Without a Sourcing Request.

Application.ACM.CreateContractRequestFromAwardedEvent.Enabled parameter will be updated with your preferred option.

Option	Description
Yes	Users can create contract requests from awarded sourcing events.
No	Users cannot create contract requests from awarded sourcing events.

Click **Next** to save your preferences and go to the next phase.

Updating Notification Preferences

You can specify which notifications you want to send and receive about different events and activities that affect your SAP Ariba site.

By answering the following questions, you can select when and to whom you want to send notifications. After you provide your inputs, click **Next** to save them and go to the next question.

Notify task owners when notification tasks start?

You can send an in-app notification to the task owners when a notification task is started.

Application.ACM.EnableNotificationForTaskOwner parameter will be updated with your preferred option.

Option	Description
Yes	An in-app notification is sent to the task owners when a notification task is started.
No	No notification is sent to the task owners when a notification task is started.

Enable email notifications when contract workspaces are closed?

The life cycle of SAP Ariba Contracts workspaces include publishing, amending, holding, and closing contract workspaces. The status of the workspace is updated based on its phase in the lifecycle. When the status of a contract workspace is marked as **closed**, email notifications related to contract notice or tasks that are due or overdue are not sent.

With this setting, you can specify if you want to send notifications for notification tasks created in contract workspaces that are in the **Closed** status.

Application.ACM.EnableNotificationForClosedContractWorkspace parameter will be updated with your preferred option

Option	Description
Yes	An email notification will be sent for notification tasks created in contract workspaces that are in the **Closed** status.
No	No notifications are sent for notification tasks created in contract workspaces that are in the **Closed** status..

Notify all the members of the task owner group?

A task owner is the user who submits a task or creates the task in a project. With this setting, you can choose to send a notification to all the members of the task owner group or only the task owner is the user who submits a task or creates the task in a project

Application.ACM.SendEmailNotificationToTaskOwnerGroup parameter will be updated with your preferred option

Option	Description
Yes	Email notifications of tasks are sent to all members of the task owner group.
No	Email notifications of tasks are sent only to the user who started a task or completed its predecessor task. The same user is assigned as the task owner.

Notify task owners when projects are created?

A task owner is the user who submits a task or creates the task in a project. With this setting, you can specify to send notifications to the users added in the **Project Owner** group at the time of project creation along with the members of all project groups that have the **Active Team Member** role when a project is created.

Application.ACM.SendNotificationForTaskAssignmentDuringProjectCreate parameter will be updated with your preferred option

Option	Description
Yes	An email notification is sent to the users added in the **Project Owner** group at the time of project creation along with the members of all project groups that have the **Active Team Member** role when a project is created.
No	An email notification is sent to members of all project groups that have the **Active Team Member** role when a project is created except users added in the **Project Owner** group at the time of project creation.

Specify how many days in advance the first notification of contract expiration should be sent.

With this setting, you can specify the number of days in advance the first notification of contract expiration should be sent. For example, if a contract is going to expire on June 18, and this parameter is set to 7, the contract workspace owner will receive a notification email on June 11.

Application.ACM.ExpiringContractReminderBegin parameter will be updated with your preferred option

Specify how often (in days) to send contract expiration reminders after the first notification.

After the first reminder is sent, you can specify the interval at which reminder emails are sent before a contract expires. For example, if a contract is going to expire on June 18, and the first reminder was sent on June 11 (as specified in the previous question), reminder emails are sent every two days (June 13, 15, 17) if this value is set to 2.

Application.ACM.ExpiringContractReminderFrequency parameter will be updated with your preferred option.

Click **Next** to save your responses and go to the next phase.

Setting Up Partner Configurations

This phase has the following steps which include questions regarding your IdP partner configurations. All these questions are optional. To skip, click **Next** without entering any input.

If you choose to answer these questions, click **Next** after providing your inputs to save them and go to the next question.

Prerequisite

You should have access to SAP Ariba Sourcing application to update your Icertis details in this phase.

Specify the Identity service provider (IdP) of the Icertis system to be integrated with SAP Ariba Contracts.

If you want to set up integration between SAP Ariba Contracts and Icertis Contract Intelligence for SAP Ariba Solutions, specify the Identity service provider (IdP) to authenticate users trying to connect with the Icertis system. Enter the integration system details in the field.

Specify the hostname of the Icertis system to be integrated with SAP Ariba Contracts.

If you want to set up integration between SAP Ariba Contracts and Icertis Contract Intelligence for SAP Ariba Solutions, specify a hostname to connect with the Icertis system. Enter the hostname in the field.

Enable users to handle all the contract management tasks in the Icertis system?

You can determine whether the tasks related to end-to-end contract management, including contract creation, will be performed in Icertis Contract Intelligence (ICI) for SAP Ariba Solutions. If you enable handling via Icertis, buyers will no longer be able to perform contract management tasks, such as creating or updating of contracts, in SAP Ariba Contracts. They will be redirected to the ICI interface when they initiate tasks such as creation or updation of contracts from SAP Ariba Sourcing classic and guided sourcing interfaces.

Option	Description
Via Icertis	Users can perform all the contract management tasks in Icertis Contract Intelligence system.
Via SAP Ariba Contracts	Users can continue to use SAP Ariba Contracts to perform contract management tasks and use Icertis Contract Intelligence for authoring.

Click **Next** to save your preferences and go to the next phase.

Creating Users

You can add new users to your site and define their roles.

Context

SAP Ariba solutions support multiple user groups with various functionalities. Each group has a group description that lists the functionality accessible by members of that group. For more details about user groups, refer to Strategic Sourcing and Supplier Management Group Descriptions. This is an optional step. To skip, click **Next** without entering any input.

Procedure

1. To add a new user, click **Create User**.
2. Enter the required details.

Field Name	Description
First Name	Enter the first name. This field is mandatory.
Last Name	Enter the last name. This field is mandatory.
User Name	Enter the user name. This field is mandatory.
Business Email Id	Enter a valid email ID. This field is mandatory.
Role	This field is mandatory.

Group Name	System Groups Included
Administrator	Contract Administrator
	Contract Project Administrator
	Contract Manager
	Internal Contract Administrator
	NDA Admin User
	Bulk Contract Administrator
Team Member	Internal Contract Approver
	NDA User
	Procurement Agent

Field Name	Description	
	Group Name	**System Groups Included**
	User	Internal Contract Authorized
		Junior Sourcing Agent

3. The user will be added automatically after all the mandatory fields are filled in.
4. To add more users, click **Add Another User** and fill in the details following the same steps.
5. To stop creating a new user or to delete an added user, click the Delete [🗑] icon.
6. Click **Next** to save your inputs and go to the next phase.

Review

In the review phase, you can review the responses you have shared for the questions across the setup phases in the deployment hub. If any question is left unanswered or partially answered, it will be highlighted with an error [⊠] icon. You can also edit previously selected options before launching the site.

- You can click **Edit** on the respective step to modify the responses you previously entered.
- After you edit the response, you can go back to the *Review* phase by clicking the **Review** button. Alternatively, you can navigate through the other questions by clicking **Next** or **Previous**.
- After you review all the questions, you can click **Complete Setup** to initiate the site configuration.
- You can monitor the status of the site setup by clicking **Monitor Progress**. Personalized settings are applied while your SAP Ariba site is being set up.
- You will receive email confirmations when your site setup is initiated, successfully completed, or failed.
  - After your site is set up, you can click **Go to Application** from the **Monitor** screen to launch the application..
  - If your site setup fails, you can go to deployment hub homepage and click on your product tile, select the three dots, and click **Reset**. All your previous inputs will be auto-filled and you can review them before clicking **Complete Setup** to re-initiate your site setup.
- After submitting your responses, you can view the preferences set for your site. On the homepage, go to your product tile, select the three dots, and click **View**.

Post Setup Modification Process

The preferences collected in the deployment hub portal will be used only during the initial site setup. You can manually modify your settings at any point. Below are the details for manual settings update.

- To update your master agreements and subagreements, refer to Creating Master Agreements and Subagreements.
- To update your notification preferences, refer to Managing Your Notifications.
- To update the IdP details, refer to User Creation via IdP.
- To enable users to perform contract management tasks using SAP Ariba, refer to Create New User

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Other Ariba product solutions are protected by one or more of the following patents:

U.S. Patent Nos. 6,199,050, 6,216,114, 6,223,167, 6,230,146, 6,230,147, 6,285,989, 6,408,283, 6,499,018, 6,564,192, 6,584,451, 6,606,603, 6,714,939, 6,871,191, 6,952,682, 7,010,511, 7,047,318, 7,072,061, 7,084,998; 7,117,165; 7,225,145; 7,324,936; 7,536,362; 8,364,577; and 8,392,317. Patents pending.

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