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**SAP Certified Associate - Implementation Consultant - SAP
Ariba Contracts**



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Product Version

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1. Contract Authoring
2. Search and Reporting
3. Integration
4. Contract Requests and Contract Workspaces
5. Procurement Knowledge
6. Best Practices
7. Deployment Methodology
8. Managing Clean Core
9. Suppliers and Users
10. SAP Ariba Contracts Configuration

Topic: 1

Contract Authoring

Question: 1

How are multiple clauses added to the Clause Library?

- A. Upload the Microsoft Word document containing multiple clauses in a template and use the "Publish to Clause Library" option.
- B. Use the document upload feature in a contract workspace to upload a Microsoft Word document containing multiple clauses.
- C. Use the upload feature in the Clause Library to upload a Microsoft Word document containing multiple clauses.
- D. Upload the Microsoft Word document containing multiple clauses in a contract workspace and use the "Publish to Clause Library" option.

Answer: A

Contract Authoring

Question: 2

Which of the following key features are enabled when using Enhanced Contract Authoring?

Note: There are 3 correct answers to this question.

- A. Use Word Styles to dictate outline level
- B. Email .pdf contract for conversion to sections and clauses
- C. Review and accept changes directly in Outline view
- D. Clause suggestions based on companies with similar contracts
- E. Drag-and-drop to replace and upload

Answer: A, C, E

Contract Authoring

Question: 3

When creating Microsoft Word styles, what prefix should you use if you do not want a particular section shown in the Outline view in SAP Ariba?

- A. Delete
- B. Ignore
- C. Exclude
- D. Hide

Answer: B

Contract Authoring

Question: 4

You are working with an assembled document which shows the following details:

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The image displays two screenshots of the SAP Ariba Contract Authoring interface, specifically the Outline View. Both screenshots show a table of clauses with columns for Clause, Type, Comments, and Action. The top screenshot shows a clause with the text 'Either party can terminate this Agreement, with or without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverable' and a 'Template' type. The bottom screenshot shows a clause with the text 'Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information an' and a 'Library' type. Both screenshots also show a 'Confidential Information' section header and an 'Actions' button.

Clause	Type	Comments	Action
Either party can terminate this Agreement, with or without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverable	Template		Actions
Confidential Information			
Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information an	Nonstandard		Actions
Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means	Library		Actions

Activate

What is the term for SAP Ariba contracts used for "Confidential Information" related to this image?

Activate

Clause	Type	Comments	Action
<div>  Either party can terminate this Agreement, with or without cause, by written notice to the other party. In the event of such termination, Provider shall be paid for time actually worked or deliverable </div>	Template		<div>  Actions ▼ </div>
Confidential Information			
<div>  Provider agrees to treat all Confidential Information as confidential information of The Company, both during and after the term of this Agreement. "Confidential Information" means all information an </div>	Nonstandard	<div>  </div>	<div>  Actions ▼ </div>
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What is the term for SAP Ariba contracts used for "Confidential Information" related to this image?

- ☐ Document
- ☐ Clause
- ☐ Title
- ☐ Section

Activate

What is the term for SAP Ariba contracts used for "Confidential Information" related to this image?

- A. Document
- B. Clause
- C. Title
- D. Section

Answer: D

Contract Authoring

Question: 5

Your customer wants to control which clauses appear in their Main Agreement, based on values in contract workspace header fields. After creating the relevant conditions, how do you apply them to clauses in the Main Agreement?

- A. Specify conditions in the Clause Library so that they are applied to all contract workspaces.
- B. From the outline view of the Main Agreement in the contract workspace, select the condition to apply to each clause.
- C. From the outline view of the Main Agreement in the template, select the condition to apply to each clause.
- D. On the Conditions tab, select the clauses that are visible when each condition is true.

Answer: D

Contract Authoring

Question: 6

Who can edit the Clause Library?

Note: There are 2 correct answers to this question.

- A. Users who belong to the Clause Library Team project group of the Clause Library.
- B. Users who have access to the Clause Library.
- C. Users who belong to the Contract Approver system group.
- D. Users who belong to the Project Owner project group of the Clause Library.

Answer: A, B

Contract Authoring

Question: 7

You are creating a standard clause in the Clause Library which will be used in multiple assembled documents.

What clause type should you select?

- A. Preferred clause
- B. Fallback clause
- C. Alternate clause
- D. Empty clause

Answer: A

Contract Authoring

Question: 8

Which clause type indicates that a change was made in a clause in a Microsoft Word document and uploaded back into the system?

- A. Nonstandard
- B. Template
- C. Ad Hoc
- D. Library

Answer: C

Contract Authoring

Question: 9

When you are designing a section and clauses, and want to use numbering, how would you accomplish this in assembled documents?

- A. Set up numbering in Document Properties.
- B. Check the Enable Numbering option in the contract workspace template.
- C. Set up numbering using Microsoft Word styles.
- D. Set up numbering in the clause library.

Answer: D

Contract Authoring

Question: 10

Which types of Document Properties can be added to a Main Agreement?

Note: There are 2 correct answers to this question.

- A. Editable Properties
- B. Read-only Properties
- C. Lookup table Properties
- D. Intrinsic Properties

Answer: A, B

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