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Topic: 1
Unified Scenario Simulation
Standing Up SAP Ariba Contracts: Lifecycle, Workspaces and Teams
Business context
Company Background
Halvergate Nutrition in Vantaa is a mid-sized maker of sports supplements that has grown quickly and now signs dozens of supply and service agreements a year. Until now those contracts have lived in shared folders and email chains, with no single place to see obligations or renewal dates.
Team Setup
A small implementation group has formed around a legal lead, a procurement analyst and an IT coordinator. None of them has run a contract management tool before, so an external consultant is guiding the first weeks as they adopt SAP Ariba Contracts.
Current Situation
Requests for new contracts arrive informally, authors draft in disconnected files, and approvals happen by forwarded email. Leadership wants the process moved into the application so intake, authoring, approval and publishing are visible and consistent.
Improvement Goals
The team's first goal is modest but important: understand the contract lifecycle, learn what a workspace is and how it is created from a request, and set up contract teams and tasks so responsibilities are clear.
Constraints
They are not changing any commercial terms yet. The aim is a clean foundation, shared vocabulary and correct use of the core objects before anything more ambitious is attempted across the business.
Your assignment
You are advising the Halvergate Nutrition team during their first weeks with SAP Ariba Contracts. For each challenge, recommend the approach that reflects the core lifecycle, correct workspace creation, and sound team and task setup
1. CHALLENGE 1 — Ordering the contract lifecycle
• State the lifecycle stages from intake through amendment in order.
• Explain what publishing does to a contract.
• Explain when an amendment applies.
Checkpoints
• The stages are listed in the correct order.
• Publishing is correctly identified as the activation step.
2. CHALLENGE 2 — Creating a workspace from a request
• Identify the intake object users submit.
• Describe what legal does with an accepted request.
• List the elements a workspace contains.
Checkpoints
• The request is correctly identified as intake.
• The workspace is described as the managed container.
3. CHALLENGE 3 — Setting up the contract team and tasks
• Choose the task type for gathering comments versus authorization.
• Arrange the two dependent tasks correctly.
• Represent an informed-only participant.
Checkpoints

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• Review and approval task types are used correctly.
• Finance is ordered to act only after legal.

Question: 1

CHALLENGE 1 — Ordering the contract lifecycle
Which sequence correctly reflects the SAP Ariba Contracts lifecycle?

A. Publish, then author, then review the already active contract, which does not fit the requirement here
B. Request, author, review and approve, publish, then amend if needed
C. Amend, then request, then author the base agreement
D. Review and approve before any request or workspace exists

Answer: B

Explanation:
Intake begins with a request, authoring and approval prepare the agreement, publishing activates it, and amendment handles later changes

Question: 2

CHALLENGE 1 — Ordering the contract lifecycle
What does publishing a contract accomplish in the lifecycle?

A. It makes the finalized contract the active agreement of record
B. It drafts the initial contract text for the first time
C. It permanently prevents any future change to the contract, which does not fit the requirement here
D. It deletes the workspace once the contract is signed

Answer: A

Explanation:
Publishing activates the finalized, approved agreement so obligations and reporting are based on it

Question: 3

CHALLENGE 1 — Ordering the contract lifecycle
When does an amendment apply to a contract?

A. Before the contract is ever authored or requested
B. Only while the contract is still an intake request
C. Only to delete the contract from the system entirely, which does not fit the requirement here
D. After it is published, to change the live agreement while keeping history

Answer: D

Explanation:
Amendments apply to a published contract, changing the live agreement while preserving prior versions

Question: 4

CHALLENGE 1 — Ordering the contract lifecycle
A user says finalizing and publishing are the same action. How should you correct them?

A. They are identical, so either term can be used freely
B. Publishing happens first, then finalizing prepares the text, which does not fit the requirement here
C. Finalizing readies the reviewed agreement; publishing then makes it active
D. Both simply mean drafting the contract text

Answer: D

Explanation:
Finalizing prepares the reviewed, approved agreement, and publishing is the separate step that activates it

Question: 5

CHALLENGE 2 — Creating a workspace from a request
Which object do business users submit to begin a contract?

A. A fully published active contract ready to use
B. A clause taken from the clause library
C. A contract request describing the need
D. An exported report of prior contracts

Answer: C

Explanation:
Users submit a contract request capturing the need, which legal converts into a workspace

Question: 6

CHALLENGE 2 — Creating a workspace from a request
What does legal do with an accepted contract request?

A. Publish it immediately as a binding contract
B. Convert it into a full contract workspace to author and manage
C. Store it only as a library clause for reuse
D. Send it straight to the connected ERP unchanged, which does not fit the requirement here

Answer: B

Explanation:
Legal turns the accepted request into a workspace where the contract is authored, teamed and managed

Question: 7

CHALLENGE 2 — Creating a workspace from a request
Which elements does a contract workspace contain?

A. Documents, the contract team, tasks and contract attributes
B. Only a single signed PDF and nothing more, which does not fit the requirement here
C. Only the realm's currency exchange rates
D. Only the site's list of commodity codes

Answer: A

Explanation:
A workspace contains the contract's documents, its team, its tasks and the attributes describing the agreement

Question: 8

CHALLENGE 2 — Creating a workspace from a request
A new user asks how a request differs from a workspace. What is the clearest answer?

A. They are interchangeable names for one thing
B. A workspace is intake and a request is the final contract
C. A request is the signed agreement and a workspace is a report, which does not fit the requirement here
D. A request is intake; a workspace is the full managed contract

Answer: D

Explanation:
The request captures intake while the workspace is the object where the contract is authored and managed

Question: 9

CHALLENGE 3 — Setting up the contract team and tasks
Which task type gathers comments on the draft without authorizing it?

A. An approval task that authorizes the agreement

B. A signature task that records external execution
C. A notification task that only informs a recipient
D. A review task

Answer: D

Explanation:
A review task collects feedback on the draft without granting approval authority

Question: 10

CHALLENGE 3 — Setting up the contract team and tasks
How should the legal and finance approvals be arranged so finance acts only after legal?

A. In parallel so both are worked at the same time
B. As one merged task owned by finance alone
C. Serially, so the finance task starts after the legal task completes
D. As optional tasks with order left to the approvers, which does not fit the requirement here

Answer: C

Explanation:
A serial arrangement makes finance wait until legal review finishes

Question: 11

CHALLENGE 3 — Setting up the contract team and tasks
How should a colleague who only needs to stay informed be represented?

A. As an approver on a mandatory approval task, which does not fit the requirement here
B. As a team member with a limited role and no approval rights
C. As a published clause in the library
D. As a commodity code on the workspace

Answer: B

Explanation:
The colleague joins the team with visibility but no authority to approve or edit

Question: 12

CHALLENGE 3 — Setting up the contract team and tasks
Which task type would capture the counterparty formally executing the agreement?

A. A signature task

B. A review task used to comment on content
C. A notification task that only alerts a user
D. An approval task authorizing internal spend

Answer: A

Explanation:
A signature task represents and tracks execution of the agreement by the counterparty
Topic: 2
Micro Skill Drill Exam

Question: 13

At Halveston Textiles in Porto, Portugal the legal group has drafted a standard limitation-of-liability paragraph that many contracts reuse. They want it stored once, centrally governed, and inserted into authored documents rather than retyped each time, and ask which repository holds such reusable approved text.
Where should the reusable approved paragraph be stored for insertion into contracts?

A. In the clause library as a managed, approved clause
B. As a separate attachment uploaded next to each contract workspace
C. As a value in a reporting fact so it appears on dashboards
D. As a hard-coded line inside every individual assembled document

Answer: A

Explanation:
As a governed clause in the clause library, which stores approved reusable text for insertion during authoring

Question: 14

Trenmark Foods in Utrecht, Netherlands routes each contract through a legal reviewer and then a finance approver, and finance must only act after legal has finished. A coordinator is configuring the tasks and needs the second approval to wait for the first rather than run at the same time.
How should the two tasks be arranged so finance acts only after legal?

A. Order the tasks serially so the finance task starts after the legal task completes
B. Set both tasks to run in parallel so they are worked at the same time, which does not fit the requirement here
C. Delete the legal task and let finance cover both reviews together
D. Make both tasks optional so approvers decide the order informally

Answer: A

Explanation:
A serial arrangement makes each task wait for the previous one, so finance begins only once legal has completed

Question: 15

Vornbeck Steel in Katowice, Poland has a published supply agreement whose pricing must change mid-term. The administrator opens the published workspace to edit the agreement and is prompted about creating an amendment. Leadership wants the original terms preserved as history while the new pricing takes effect.
What happens when the team edits the published contract to change pricing?

A. The published version is overwritten in place with no record of the prior terms, which does not fit the requirement here
B. A brand-new unrelated workspace is required with no link to the original
C. The workspace is locked permanently and can never be changed again
D. An amendment is created that supersedes the prior version while retaining it as history

Answer: D

Explanation:
Editing a published contract generates an amendment, so the new pricing takes effect while the earlier version is kept for the record

Question: 16

Cassalind Optics in Aarhus, Denmark has built a sourcing project template and made several revisions in draft. Buyers report the changes are not appearing when they create new projects. The template administrator realizes the edits are sitting in an unpublished version.
What must the administrator do so new projects pick up the revisions?

A. Ask each buyer to manually copy the changes into their live project
B. Publish the new version of the template
C. Revert the template to its previously published version
D. Export the template to a file and email it to the buyers

Answer: B

Explanation:
Publishing releases the revised version so newly created projects are based on the updated template

Question: 17

Brindlemoor Cordage in Tampere, Finland is adopting SAP Ariba Contracts and its legal lead wants the team to agree on the order of the contract lifecycle before starting. She keeps mixing up when authoring

happens relative to review and publishing, and asks a consultant to confirm the canonical sequence used by the application.
Which sequence reflects the SAP Ariba Contracts lifecycle?

A. Publish the workspace first, then author, then review the signed documents afterward, which does not fit the requirement here
B. Create the workspace, author the documents, review and approve, then finalize and publish
C. Review and approve before the workspace exists, then create it and author
D. Amend the contract, then create the workspace and author the base agreement

Answer: B

Explanation:
Authoring drafts the contract documents, review and approval clear them, and publishing then makes the finalized agreement active in the correct order

Question: 18

Draymoor Chemicals in Nantes, France is standing up a fresh Ariba realm. The consultant is deciding where to maintain suppliers, users, currency conversions and commodity codes centrally so every project draws from consistent reference data rather than ad hoc entries.
Where are these shared reference elements maintained during realm setup?

A. Inside each individual contract workspace as it is created
B. In the clause library alongside the reusable contract language, which does not fit the requirement here
C. In site administration, which holds the realm-wide reference and configuration data
D. Only in the exported reporting facts used for dashboards

Answer: C

Explanation:
Site administration centrally maintains users, suppliers, commodity codes and currency data that all projects draw on

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