

## Update Contract Deliverables

**Audience:** Procurement Managers, Procurement Contract Administrators, Buyers

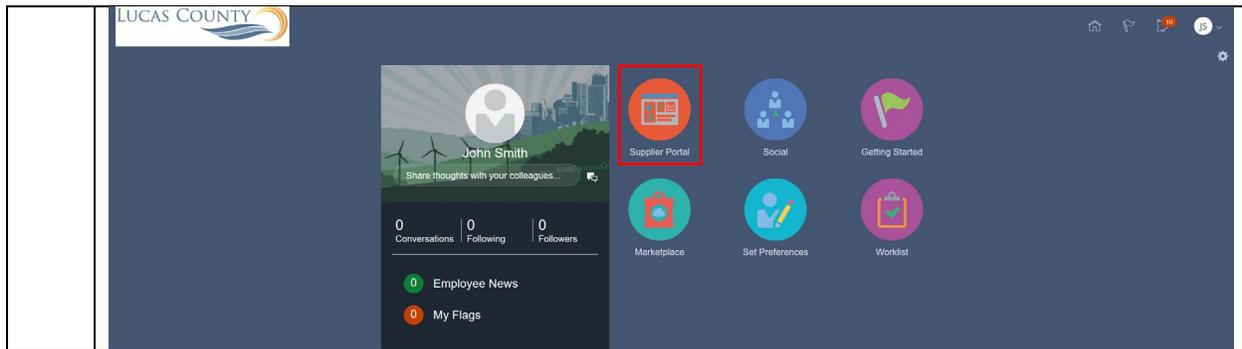
**Purpose:** You create and manage contract deliverables in two separate interfaces. You create the contract deliverables while the contract is in negotiations. You manage the deliverables while the contract is active and in the process of being executed except for internal deliverables with fixed due date that you can manually activate before the contract is active.

Here are how the two interfaces work:

1. You create the deliverable either in a contract terms template that can then be applied to the contract or directly in the contract. For the deliverable, you must enter the responsible party contact, the deliverable deadlines, and the notifications required.
2. If deliverables are present in a contract terms template you apply to a contract, then the deliverables get copied to the contract automatically. The type of deliverables that are applied automatically can vary based on the document type.
3. The application creates deliverable instances with the calculated deadlines based on your setups at the time the contract becomes active. For instance, if you created a deliverable that calls for the submission of a report every week after the contract is signed, then the application creates a separate instance of the deliverable for each week based on the date the contract was signed.
4. You and the responsible party contact use the Manage Deliverables page to access and update each deliverable instance. In the example, each week the deliverable instance that is due that week is updated, and any collateral attached.
5. Based on your setups, the parties are automatically notified when the deliverable is due or overdue, or when one of the parties changes its status (dashed lines).
6. The contractual deliverables you set up are listed in the printed contract terms when you add the deliverable variable to a clause.

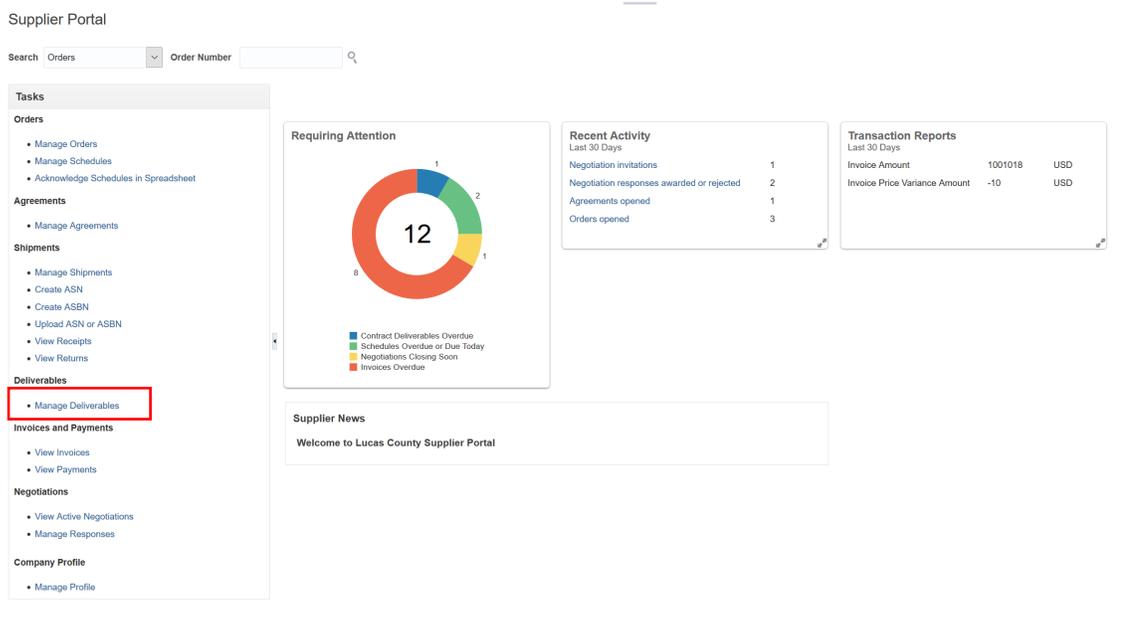
This job aid will assist you with responding to deliverable notification and updating the status.

Step	Action
1	Logon to Oracle as a Supplier who has Deliverables Assigned and Due.

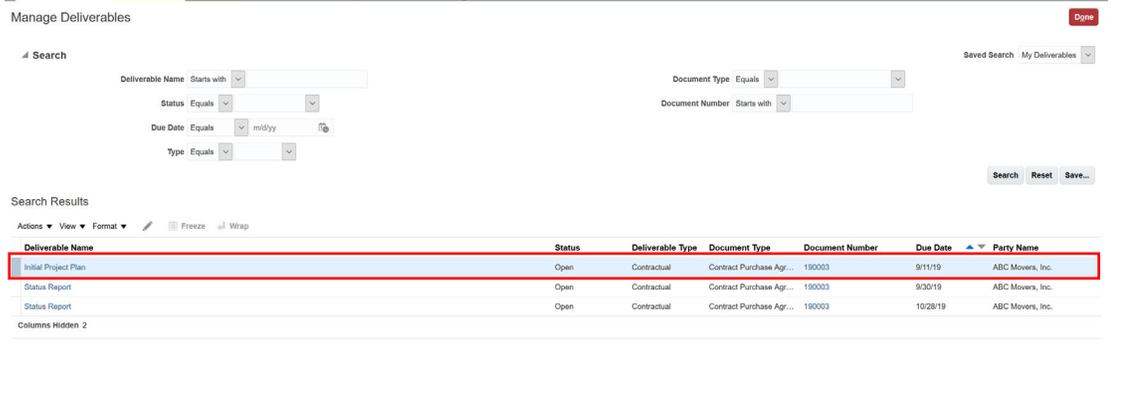


2 Click the **Supplier Portal** link.

3 Select **Manage Deliverables**.



4 Select a **Deliverable** that is approaching due date.



5 Click **Actions > Edit**



6 Update the **Notes** section with a description of the update. Click the **Attachments** link.

**Edit Deliverable: Initial Project Plan**

Name Initial Project Plan      Status Open

Type Contractual      Description

Responsible Party Type External

External Party Name ABC Movers, Inc.      Notes The Initial Project Plan has been reviewed and approved by our team. Attached is the updated and approved plan.

External Party Contact John Smith

Internal Party Name Lucas County

Internal Party Contact THOMASSON, AMANDA

Requester

Details Attachments Status History

Due Date      Notifications

Due Date 9/11/19       Prior to due date

Due Date Description      Period 1 Days

Period 1 Days       On status change

When After       When deliverable is overdue

Event Contract Started       Escalate after due date

▶ Additional Information

Save and Close Cancel

7 Select **Type** = File. Click the **Browse** button and select the file for attachment.

Type	* File Name or URL	Title	Description	Attached By
File	<input type="button" value="Browse..."/> No file selected.			John Smith

**Edit Deliverable: Initial Project Plan**

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External Party Contact John Smith

Internal Party Name Lucas County

Internal Party Contact THOMASSON, AMANDA

Requester

Details Attachments Status History

Actions View + X

Type	* File Name or URL	Title	Description	Attached By
File	Project Plan.xlsx <input type="button" value="Update..."/>	Project Plan.xlsx	Revised Project Plan	John Smith

Rows Selected 1      Columns Hidden 1

Save and Close Cancel

8 Select **Status** to Submitted.

**Edit Deliverable: Initial Project Plan**

Name: Initial Project Plan      **Status**: Submitted

Type: Contractual

Responsible Party Type: External

External Party Name: ABC Movers, Inc.

External Party Contact: John Smith

Internal Party Name: Lucas County

Internal Party Contact: THOMASSON, AMANDA

Requester:

Description:

Notes: The Initial Project Plan has been reviewed and approved by our team. Attached is the updated and approved plan.

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9 **Save and Close.** Status is now in **Submitted** status.

**Save and Close**   **Cancel**

Manage Deliverables

Search

Deliverable Name: Starts with [ ]

Status: Equals [ ]

Due Date: Equals [ ] m/d/yyyy

Type: Equals [ ]

Document Type: Equals [ ]

Document Number: Starts with [ ]

Search    Reset    Save...

Search Results

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Status Report	Open	Contractual	Contract Purchase Agr...	190003	9/30/19	ABC Movers, Inc.
Status Report	Open	Contractual	Contract Purchase Agr...	190003	10/28/19	ABC Movers, Inc.
Initial Project Plan	Submitted	Contractual	Contract Purchase Agr...	190003	9/11/19	ABC Movers, Inc.

The following figure shows two different interfaces you use to create and manage contract deliverables.

