Manage Contract Types

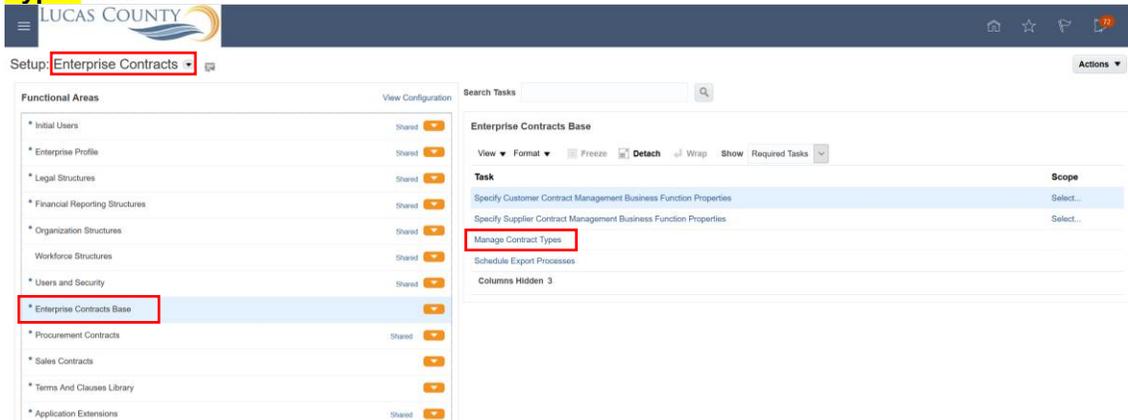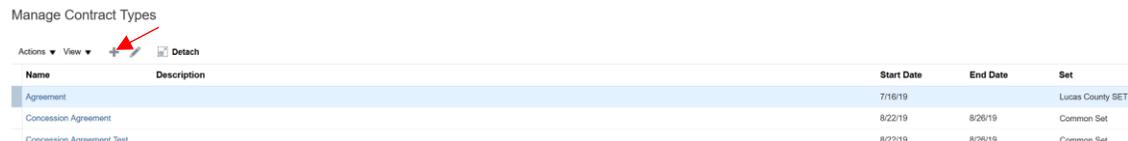**Audience:** Procurement Managers, Procurement Contract Administrators, Buyers

Purpose: A contract type is a contract category that you must select when creating a contract. It is a mandatory setup that determines the nature of the contract. For example, this step determines if the contract is a project contract, a purchasing contract, or simple nondisclosure or employment agreement. A contract type also specifies what kind of information you can enter and what contract lines, parties, and party contacts are permitted.
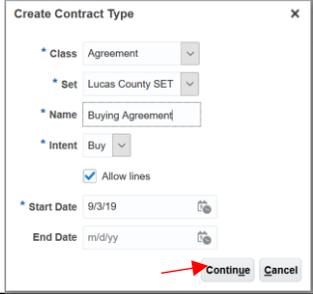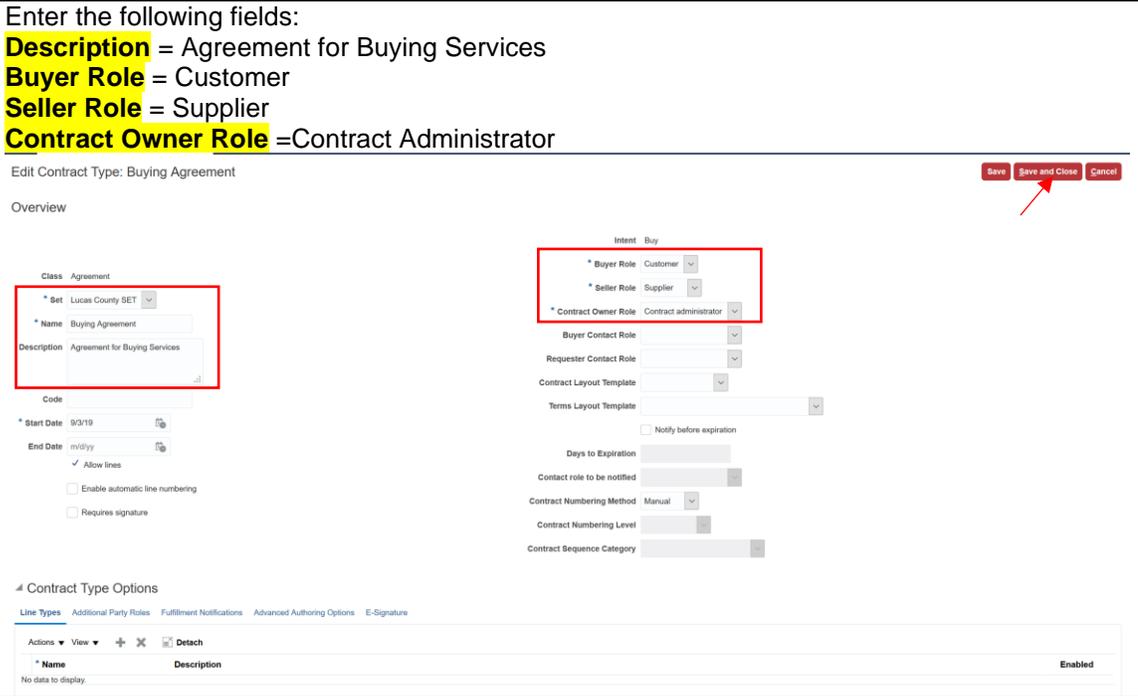
The contract type also specifies if electronic signature is required for contract acceptance and activation and if yes, then the standard email format to be used for notifying signers. In turn, the requirement for electronic signature means that you must designate contacts as signers on the contract. It also means that additional statuses and contract header actions are available. When setting up individual contract types, only a subset of the fields listed here are visible. For example, the project billing option entries are visible only in contract types with a sell-intent, and the notifications fields appear only for contract types with a buy-intent.

Create contract types by selecting the Manage Contract Types task from the Setup and Maintenance work area as part of the Enterprise Contracts offering in the Enterprise Contracts Base functional area. You can also create contract types in the Contracts work area by selecting Contract Types in the Setup task heading. In each contract type you can:

- Specify document numbering sequences for the category of global, ledger, legal entity or business unit level to enable automatic contract numbering on contracts.
- Specify if the contract includes lines and what can be entered into them.
- Specify if external item masters can be referenced.
- Make it mandatory to manually capture customer acceptance after internal contract approval.
- If electronic acceptance is required, enable the contract for electronic signature integration.
- Specify what primary and secondary parties can be entered during contract creation.
- Specify if one or more contacts on the contract must be designated as signers for electronic signature acceptance.
- Specify the layout templates that will be used for printing the contract and the contract terms.
- Specify if and when the contract owner is to be notified before the contract expires.
- Specify the billing options for project contracts.
- Enable the capture of contract risks.
- Enable the ability to relate a contract to other contracts.
- Permit the authoring of contract terms using the Contract Terms Library.

This job aid will assist you with creating and managing new enterprise contract types.

Step	Action
1	Log into Oracle. **Home Page** > **Setup and Maintenance** Select **Enterprise Contracts** > **Enterprise Contracts Base** and click the **Manage Contract Types** link.
2	Select **+** to **Create New Contract Type**.
3	Enter the following fields: **Class** = Agreement **Set** = Lucas County Set **Name** = Buying Agreement **Intent** = Buy **Allow Lines** = Yes.

	Create Contract Type ✕
	
	      * Class Agreement ▾
	       * Set Lucas County SET ▾
	     * Name Buying Agreement
	      * Intent Buy ▾
	           ☑ Allow lines
	* Start Date 9/3/19
	  End Date m/d/yy
	                 Continue Cancel

4	Click the **Continue** button.

5	Enter the following fields:
	Description = Agreement for Buying Services
	Buyer Role = Customer
	Seller Role = Supplier
	Contract Owner Role =Contract Administrator
	
	Edit Contract Type: Buying Agreement Save **Save and Close** Cancel
	
	Overview
	
	                                         Intent Buy
	                               * Buyer Role Customer ▾
	      Class Agreement * Seller Role Supplier ▾
	        * Set Lucas County SET ▾ * Contract Owner Role Contract administrator ▾
	      * Name Buying Agreement Buyer Contact Role ▾
	Description Agreement for Buying Services Requester Contact Role ▾
	                              Contract Layout Template ▾
	       Code Terms Layout Template ▾
	* Start Date 9/3/19 ☐ Notify before expiration
	  End Date m/d/yy Days to Expiration
	         ☑ Allow lines Contact role to be notified ▾
	         ☐ Enable automatic line numbering Contract Numbering Method Manual ▾
	         ☐ Requires signature Contract Numbering Level ▾
	                          Contract Sequence Category ▾
	
	⊿ Contract Type Options
	Line Types Additional Party Roles Fulfillment Notifications Advanced Authoring Options E-Signature
	Actions ▾ View ▾ ✚ ✕ ▣ Detach
	* Name Description Enabled
	No data to display.

6	Click the **Save** and **Close** button.

Contract Creation Process at a Glance