

TRAINING MATERIAL – P2P CONTRACTS WITH SPEND VISIBILITY

CONTRACTS

By definition all catalog-based purchasing is contract based. No catalog content is available to the buyer unless the buyer and the supplier have agreed on it.

This is the case also with free-text form-based purchasing, the buyer and the supplier need to have agreed about the purchasing before the buyer can order goods or services from the supplier.

Often these agreements are documented in a format of a contract document stored in a contract repository or a real contract lifecycle management (CLM) system. Contract metadata can be imported to Basware P2P.

Basware P2P now offers visibility to contract based purchasing and invoicing. It is possible to list all the documents against a contract and to show and to export the total monetary value that has been purchased and invoiced against a contract.





CONTRACTS IN BASWARE P2P AND CONTRACT SPEND COLLECTION

CONTRACTS AND CONTRACT SPEND COLLECTION

- Contract metadata can be imported to Basware P2P by using
 - AnyERP
 - [Contracts API](#) of Basware API
- Imported contract metadata is read-only
- Contract metadata includes payment term. When creating an order, payment term from the contract overwrites the supplier's default payment term.
- All fields where contract number can be selected, the field should be configured as contract picker. Contract picker lists all active contracts for the supplier in question.
- Contract number is header level information in purchase orders and spend plans. If different lines in a purchase requisition have different contract numbers, the requisition will split to multiple orders.
On invoices contract number is coding information.
In order matching contract number is order line level information.



CONTRACT SPEND

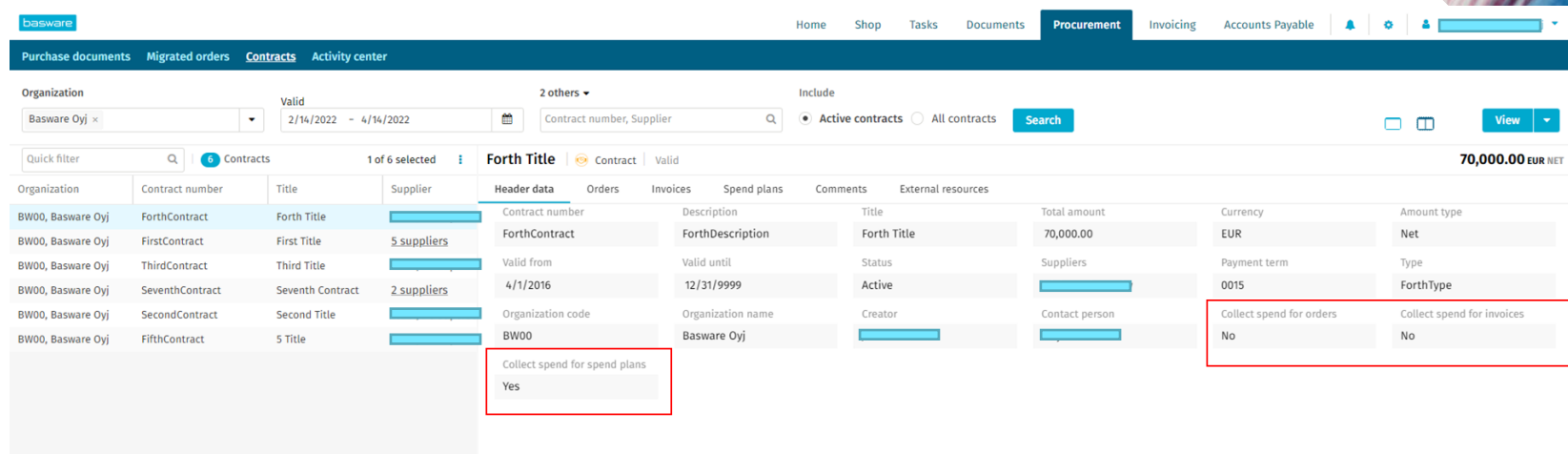
- As part of contract metadata import, for each contract separately, it can be defined whether contract spend is collected. This can be separately set for each three document types – orders, invoices, spend plans.
- Spend collection can be enabled only for contracts imported using Contracts API.
- Contract spend collection lists all orders, spend plans and invoices against that contract.
- Contract number for orders and spend plans is defined when the document is created. Contract number for invoices is defined when the invoice is matched. For invoices, contract number can also come from coding template.
- Contract spend collection covers the list of all three document types against that contract and a summary of all spend against that contract. Contract spend for each document type is collected separately.



CONTRACT METADATA IN BASWARE P2P

Contracts and contract metadata is in Purchase Professional Tools. Contracts can be accessed also in Purchase Personal, but contract spend is visible only in Purchase Professional Tools.

For this example contract, spend collection has been enabled for spend plans, but disabled for orders and invoices.



The screenshot displays the Basware P2P interface. The top navigation bar includes links for Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts Payable. The main content area shows a list of contracts under the 'Contracts' tab. The selected contract is 'Forth Title' with a total amount of 70,000.00 EUR NET. The contract details table shows the following information:

Organization	Contract number	Title	Supplier	Header data	Orders	Invoices	Spend plans	Comments	External resources	
BW00, Basware Oyj	ForthContract	Forth Title	[Link]	Contract number	ForthContract	ForthDescription	Forth Title	Total amount	Currency	Amount type
BW00, Basware Oyj	FirstContract	First Title	5 suppliers					70,000.00	EUR	Net
BW00, Basware Oyj	ThirdContract	Third Title	[Link]	Valid from	Valid until	Status	Suppliers		Payment term	Type
BW00, Basware Oyj	SeventhContract	Seventh Contract	2 suppliers	4/1/2016	12/31/9999	Active	[Link]		0015	ForthType
BW00, Basware Oyj	SecondContract	Second Title	[Link]	Organization code	Organization name	Creator	Contact person		Collect spend for orders	Collect spend for invoices
BW00, Basware Oyj	FifthContract	5 Title	[Link]	BW00	Basware Oyj	[Link]	[Link]		No	No

Below the table, there are two red boxes highlighting specific settings:

- A red box around the 'Collect spend for spend plans' setting, which is set to 'Yes'.
- A red box around the 'Collect spend for orders' and 'Collect spend for invoices' settings, both of which are set to 'No'.



COLLECTING CONTRACT SPEND FOR ORDERS

ENABLING CONTRACT SPEND FOR ORDERS

In order to collect contract spend for orders, the following pre-requisites are needed:

- Tenant setting for contract spend enabled
- Contracts are imported using Contracts API - order spend collection setting in contract metadata enabled

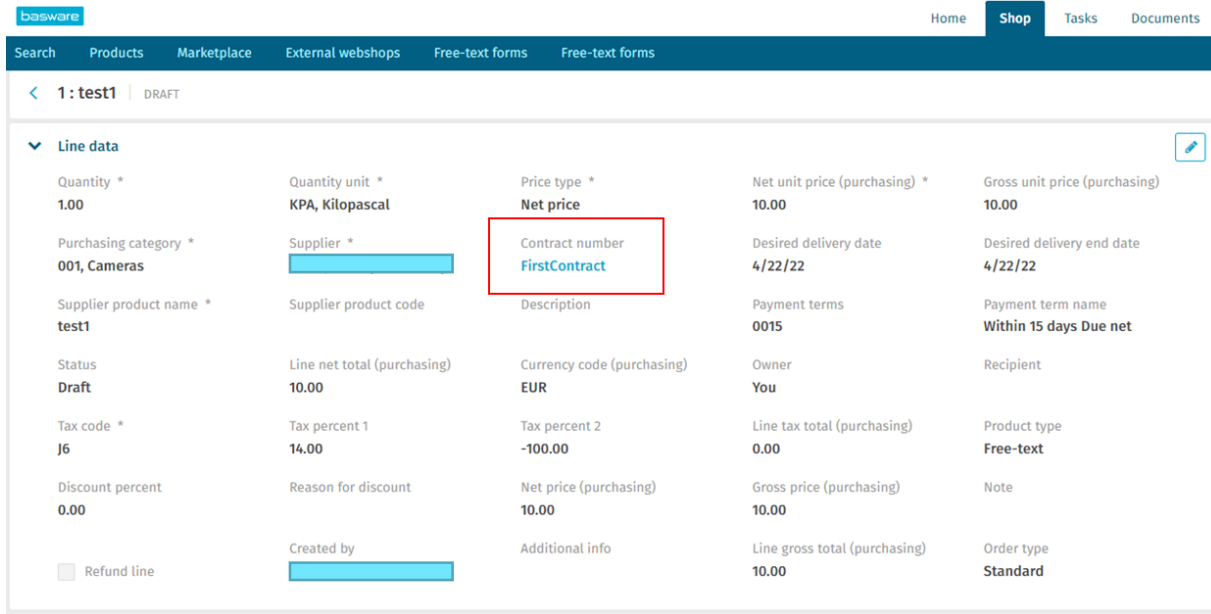
Contract spend is collected for all orders that are created in P2P or imported to P2P. Contract spend is not collected for matching orders.



CONTRACT NUMBER IN P2P PURCHASE

Contract number can be selected, changed and removed in Purchase requisition line data.

A free text form can also have contract picker in Contract number field.

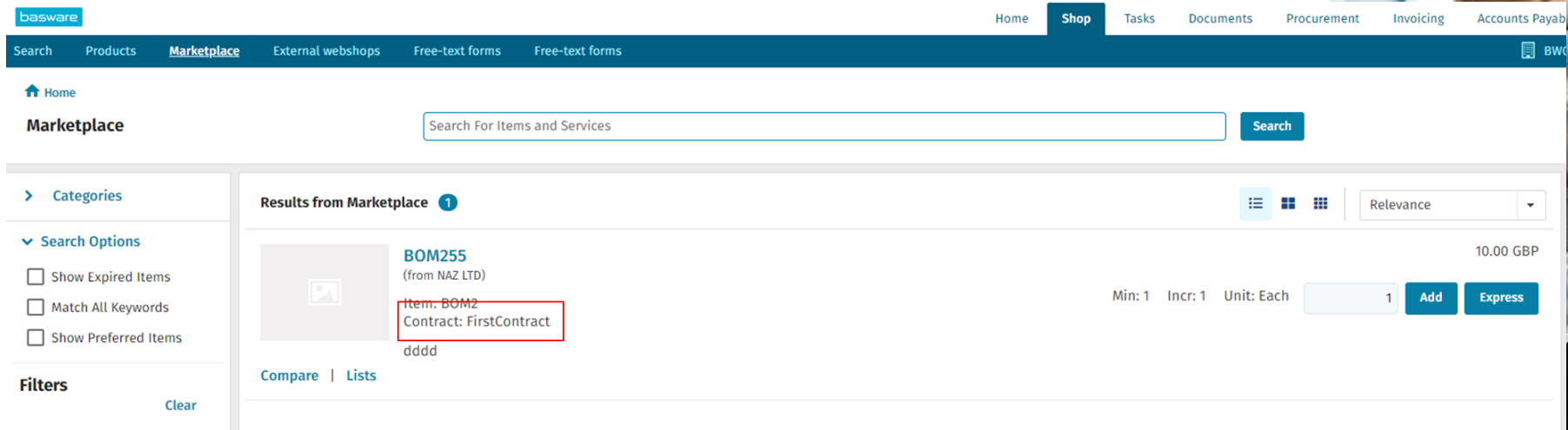


The screenshot displays the Basware P2P Purchase interface. The top navigation bar includes 'Home', 'Shop', 'Tasks', and 'Documents'. The main header shows '1: test1 | DRAFT'. The 'Line data' section is expanded, revealing a table with various fields. The 'Contract number' field, located under the 'Price type * Net price' section, is highlighted with a red box and contains the text 'FirstContract'. Other fields include 'Quantity * 1.00', 'Purchasing category * 001, Cameras', 'Supplier *', 'Supplier product name * test1', 'Status Draft', 'Tax code * J6', 'Discount percent 0.00', 'Quantity unit * KPA, Kilopascal', 'Supplier product code', 'Line net total (purchasing) 10.00', 'Tax percent 1 14.00', 'Reason for discount', 'Created by', 'Price type * Net price', 'Net unit price (purchasing) * 10.00', 'Desired delivery date 4/22/22', 'Payment terms 0015', 'Owner You', 'Line tax total (purchasing) 0.00', 'Gross price (purchasing) 10.00', 'Line gross total (purchasing) 10.00', 'Gross unit price (purchasing) 10.00', 'Desired delivery end date 4/22/22', 'Payment term name Within 15 days Due net', 'Recipient', 'Product type Free-text', 'Note', and 'Order type Standard'. A 'Refund line' checkbox is also visible at the bottom left.

Line data	
Quantity *	Quantity unit *
1.00	KPA, Kilopascal
Purchasing category *	Supplier *
001, Cameras	
Supplier product name *	Supplier product code
test1	
Status	Line net total (purchasing)
Draft	10.00
Tax code *	Tax percent 1
J6	14.00
Discount percent	Reason for discount
0.00	
	Created by
<input type="checkbox"/> Refund line	
Price type *	Net price
	Contract number
	FirstContract
Net unit price (purchasing) *	Gross unit price (purchasing)
10.00	10.00
Desired delivery date	Desired delivery end date
4/22/22	4/22/22
Payment terms	Payment term name
0015	Within 15 days Due net
Owner	Recipient
You	
Line tax total (purchasing)	Product type
0.00	Free-text
Gross price (purchasing)	Note
10.00	
Line gross total (purchasing)	Order type
10.00	Standard

CONTRACT NUMBER IN MARKETPLACE

Agreements in Marketplace can have a reference to a P2P contract. Items in that agreement will have the contract number when checked out to Basware P2P. Setting contract reference in an agreement is manual work. Contract reference is a free text field.



The screenshot displays the Basware Marketplace web application. The top navigation bar includes the 'basware' logo and links for Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts Payable. Below this is a secondary navigation bar with Search, Products, Marketplace (highlighted), External webshops, and two instances of Free-text forms. A search bar with the placeholder 'Search For Items and Services' and a 'Search' button is present. The left sidebar contains 'Categories' and 'Search Options' (Show Expired Items, Match All Keywords, Show Preferred Items). The main content area shows 'Results from Marketplace 1' with a list of items. The first item is 'BOM255 (from NAZ LTD)' with a price of '10.00 GBP'. A red box highlights the 'Contract: FirstContract' field. The item details include 'Item: BOM2', 'Contract: FirstContract', and 'dddd'. The bottom of the sidebar shows 'Filters' and a 'Clear' button.

basware

Home Shop Tasks Documents Procurement Invoicing Accounts Payable

Search Products Marketplace External webshops Free-text forms Free-text forms

Home

Marketplace

Search For Items and Services Search

Categories

Search Options

- ☐ Show Expired Items
- ☐ Match All Keywords
- ☐ Show Preferred Items

Filters Clear

Results from Marketplace 1

Relevance

BOM255 (from NAZ LTD) 10.00 GBP

Item: BOM2 Contract: FirstContract dddd

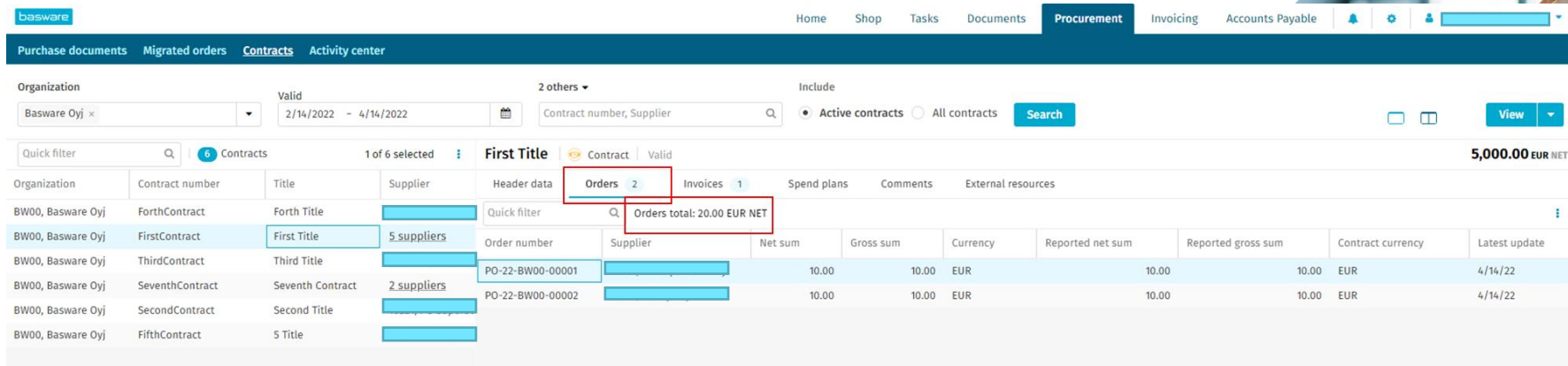
Min: 1 Incr: 1 Unit: Each 1 Add Express

Compare Lists

CONTRACT SPEND FOR ORDERS

In **Contracts** in Purchase Professional Tools, **Orders** tab lists all the orders that have been ordered against the contract in question. For each order, the order number and the supplier are listed. The order's sum is shown in relevant currencies.

Total order spend is shown as a summary in contract currency.



Organization: Basware Oyj x

Valid: 2/14/2022 - 4/14/2022

2 others v

Include: Active contracts (selected), All contracts

Search

View

Quick filter

6 Contracts

1 of 6 selected

First Title

Contract

Valid

5,000.00 EUR NET

Organization	Contract number	Title	Supplier	Header data	Orders 2	Invoices 1	Spend plans	Comments	External resources			
BW00, Basware Oyj	ForthContract	Forth Title		Quick filter	Orders total: 20.00 EUR NET							
BW00, Basware Oyj	FirstContract	First Title	5 suppliers	Order number	Supplier	Net sum	Gross sum	Currency	Reported net sum	Reported gross sum	Contract currency	Latest update
BW00, Basware Oyj	ThirdContract	Third Title		PO-22-BW00-00001		10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	SeventhContract	Seventh Contract	2 suppliers	PO-22-BW00-00002		10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	SecondContract	Second Title										
BW00, Basware Oyj	FifthContract	5 Title										

TRIGGERS TO COLLECT CONTRACT SPEND FOR ORDERS

Contract spend for orders is triggered when an order is created.

If the order is edited by buyer or by supplier, contract spend for that order changes.

If the order is cancelled by buyer or by supplier, contract spend for that order is deleted.

If contract number of an order is changed, contract spend for that order changes from the previous contract to the new contract.





COLLECTING CONTRACT SPEND FOR SPEND PLANS

ENABLING CONTRACT SPEND FOR SPEND PLANS

In order to collect contract spend for spend plans, the following pre-requisites are needed:

- Tenant setting for contract spend enabled
- Contracts are imported using Contracts API - order spend collection setting in contract metadata enabled

Note that spend plans also have *Contract code* and *Contract name* fields in their header. Contract number is the field that is used in the context of contract spend.

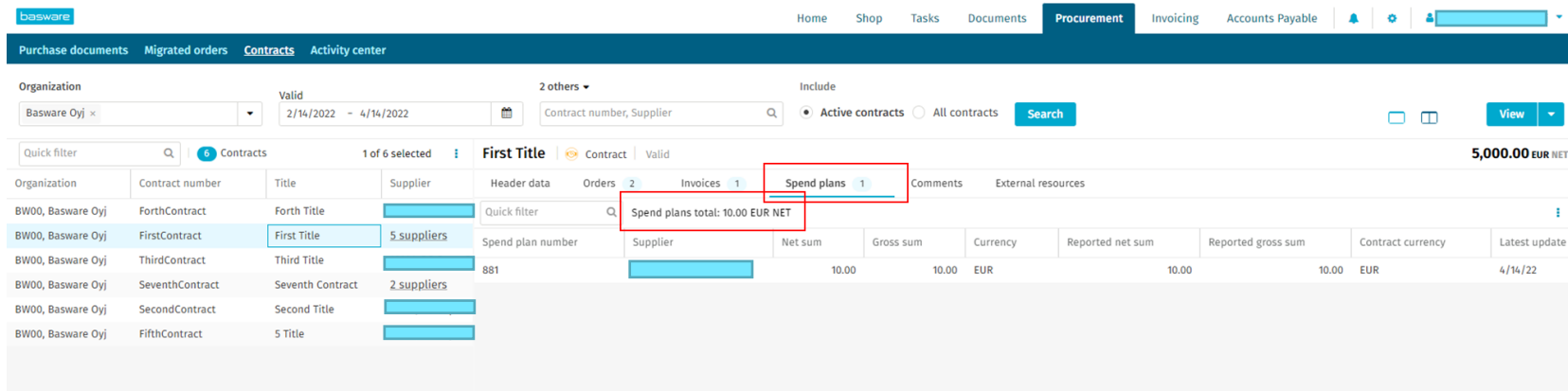
Contract spend is collected for all spend plans where an imported contract is selected in the plan header.



CONTRACT SPEND FOR SPEND PLANS

In **Contracts** in Purchase Professional Tools, **Spend plans** tab lists all the spend plans that have the contract in question. For each spend plan, the spend plan number and the supplier are listed. The spend plan's sum is shown in relevant currencies.

Total contract spend for the spend plan is shown as a summary in contract currency.



The screenshot displays the Basware Contracts interface. The top navigation bar includes links for Home, Shop, Tasks, Documents, Procurement (active), Invoicing, and Accounts Payable. Below this, a sub-navigation bar shows Purchase documents, Migrated orders, Contracts (active), and Activity center. The main content area is for the 'Contracts' section, showing a list of contracts for 'Basware Oyj'. The 'Spend plans' tab is selected, displaying a table of spend plans. A red box highlights the 'Spend plans' tab and a summary row showing 'Spend plans total: 10.00 EUR NET'. The table columns include Organization, Contract number, Title, Supplier, Spend plan number, Net sum, Gross sum, Currency, Reported net sum, Reported gross sum, Contract currency, and Latest update.

Organization	Contract number	Title	Supplier	Spend plan number	Net sum	Gross sum	Currency	Reported net sum	Reported gross sum	Contract currency	Latest update
BW00, Basware Oyj	ForthContract	Forth Title	[redacted]								
BW00, Basware Oyj	FirstContract	First Title	5.suppliers								
BW00, Basware Oyj	ThirdContract	Third Title	[redacted]	881	10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	SeventhContract	Seventh Contract	2.suppliers								
BW00, Basware Oyj	SecondContract	Second Title	[redacted]								
BW00, Basware Oyj	FifthContract	5 Title	[redacted]								

COLLECTING CONTRACT SPEND FOR SPEND PLANS

In order to collect contract spend for orders, the following pre-requisites are needed:

- Tenant setting for contract spend enabled
- Contracts are imported using Contracts API - order spend collection setting in contract metadata enabled

Contract spend is collected for all orders that are created in P2P or imported to P2P. Contract spend is not collected for matching orders.



TRIGGERS TO COLLECT CONTRACT SPEND FOR SPEND PLANS

Contract spend for spend plans is triggered when spend plan is activated.

Contract spend for spend plans is removed when spend plan is deactivated.





COLLECTING CONTRACT SPEND FOR INVOICES

ENABLING CONTRACT SPEND FOR INVOICES

In order to collect contract spend for invoices, the following pre-requisites are needed:

- Tenant setting for contract spend enabled
- Contracts are imported using Contracts API - order spend collection setting in contract metadata enabled
- Contract number has been set in coding mapping in relevant order matching categories from order line to invoice coding.

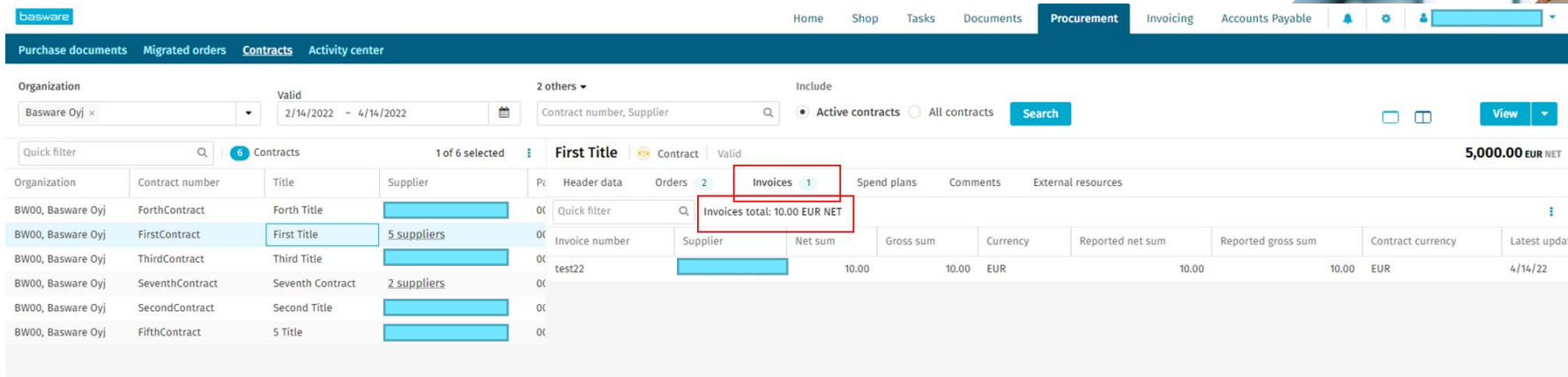
Note that invoices have contract number field also in their header in addition to coding. Contract number in coding is used in the context of contract spend.

Contract spend is collected for all invoices where contract number of an imported contract ends up to coding.



CONTRACT SPEND FOR INVOICES

In **Contracts** in Purchase Professional Tools, **Invoices** tab lists all the invoices that have been matched to an order or spend plan that has the contract in question. For each invoice, the invoice number and the supplier are listed. The invoice's sum is shown in relevant currencies. Total invoice spend is shown as a summary in contract currency.



The screenshot displays the Basware Contracts Invoices tab. The interface includes a top navigation bar with tabs for Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts Payable. The main content area shows a list of contracts with columns for Organization, Contract number, Title, Supplier, and Spend plans. The 'Invoices' tab is selected, showing a list of invoices with columns for Invoice number, Supplier, Net sum, Gross sum, Currency, Reported net sum, Reported gross sum, Contract currency, and Latest update. A red box highlights the 'Invoices' tab and the 'Invoices total: 10.00 EUR NET' summary.

Organization	Contract number	Title	Supplier	Net sum	Gross sum	Currency	Reported net sum	Reported gross sum	Contract currency	Latest update
BW00, Basware Oyj	ForthContract	Forth Title	[Redacted]	10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	FirstContract	First Title	5 suppliers							
BW00, Basware Oyj	ThirdContract	Third Title	[Redacted]							
BW00, Basware Oyj	SeventhContract	Seventh Contract	2 suppliers							
BW00, Basware Oyj	SecondContract	Second Title	[Redacted]							
BW00, Basware Oyj	FifthContract	5 Title	[Redacted]							

CONTRACT SPEND FOR INVOICES

Contract number can be set to coding also by using **Coding templates**.

It is possible to add/change/remove the contract number in manual matching.

Contract number cannot be set in **Additional cost settings**, because there can be multiple suppliers in additional cost settings and that is not a meaningful use case for contracts. If the cost *Distribution type* something else than *dimensions from template*, then contract number goes automatically also to coding of additional costs.

Distribution types

New coding row, dimensions from template	▼
Distributed to biggest row	
New coding row, dimensions from biggest row	
New coding row, dimensions from template	
New coding row, dimensions from template except cost center	
New coding row, dimensions from template except account code	
New coding row, dimensions from biggest row except account code	
Distribute proportionally between cost centers	
Distribute equally to cost centers	
Distribute proportionally between all coding rows	



TRIGGERS TO COLLECT CONTRACT SPEND FOR INVOICES

Contract spend for invoices is triggered when invoice is transferred.

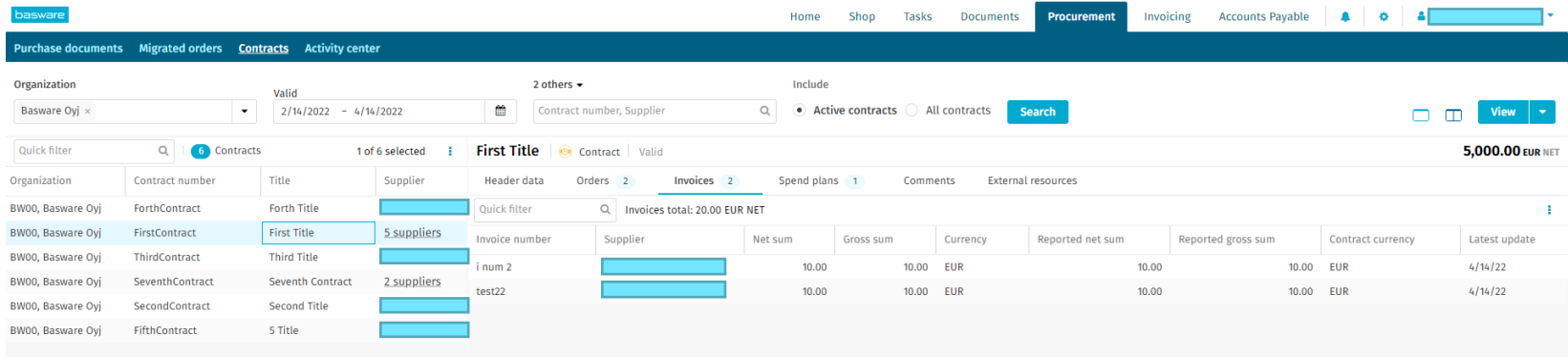
Any changes to the transferred invoice will not anymore impact collected spend. Changes to transferred invoices are seen as marginal use case.



TOTAL CONTRACT SPEND FOR INVOICES

Contract spend for invoices is collected for both invoices matched to orders and for spend plans.

In the image below, the first invoice in the list is an invoice for a spend plan and the latter invoice is an invoice for an order.



The screenshot displays the Basware Procurement Invoices page. The top navigation bar includes links for Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts Payable. The main header shows the organization as Basware Oyj and the valid date range from 2/14/2022 to 4/14/2022. The search criteria are set to 'Contract number, Supplier' and 'Active contracts'. The search results show a list of invoices with columns for Organization, Contract number, Title, Supplier, Invoice number, Net sum, Gross sum, Currency, Reported net sum, Reported gross sum, Contract currency, and Latest update. The first invoice is for a spend plan (FirstContract) and the second is for an order (SeventhContract).

Organization	Contract number	Title	Supplier	Invoice number	Net sum	Gross sum	Currency	Reported net sum	Reported gross sum	Contract currency	Latest update
BW00, Basware Oyj	ForthContract	Forth Title	[redacted]	[redacted]							
BW00, Basware Oyj	FirstContract	First Title	5.suppliers	[redacted]							
BW00, Basware Oyj	ThirdContract	Third Title	[redacted]	i num 2	10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	SeventhContract	Seventh Contract	2.suppliers	test22	10.00	10.00	EUR	10.00	10.00	EUR	4/14/22
BW00, Basware Oyj	SecondContract	Second Title	[redacted]								
BW00, Basware Oyj	FifthContract	5 Title	[redacted]								



CONTRACT SPEND EXPORT

CONTRACT SPEND EXPORT

Contract spend can be exported to external systems using two new Basware APIs:

- [ExportedContracts API](#) exports contract metadata and summary of contract spend for each document type
- [ExportedContractSpend API](#) exports each spend event for more detailed analysis

In order to allow contract spend export, tenant settings for both APIs need to be enabled.

Contract spend can be exported to Excel using the spend list's **Export to Excel** feature. The spend list shows up to 500 documents to ensure good performance. Excel export shows all the documents against the contract. If there are more than 500 documents listed in the Excel export, its layout does not follow the grid's layout.

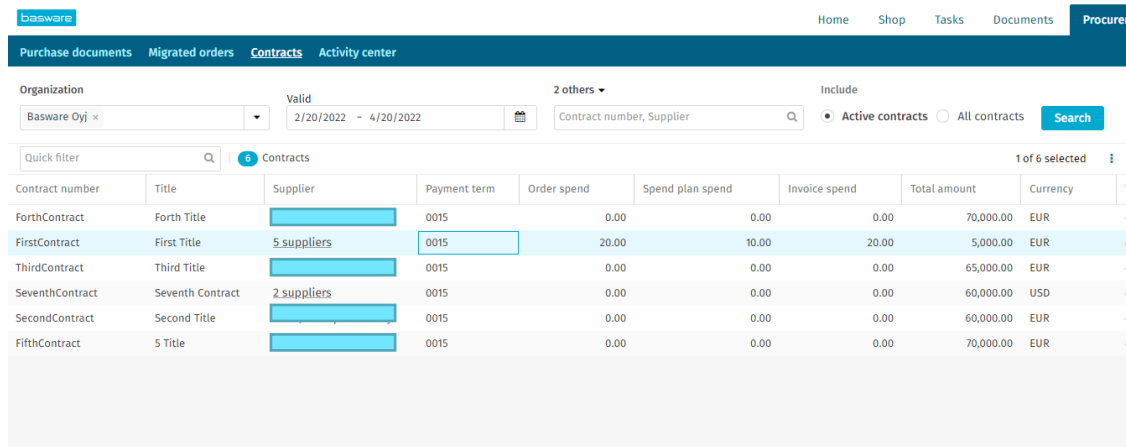




CONTRACT SPEND VISIBILITY

CONTRACT SPEND VISIBILITY FOR PROFESSIONAL USERS

In **Contracts** menu there is a list of all contracts. There are three tabs that show order, spend plan and invoice spend against all contracts.



The screenshot shows the Basware Contracts menu interface. At the top, there is a navigation bar with links for Home, Shop, Tasks, Documents, and Procurement. Below this, there is a sub-navigation bar with links for Purchase documents, Migrated orders, Contracts (selected), and Activity center. The main content area displays a table of contracts. The table has columns for Contract number, Title, Supplier, Payment term, Order spend, Spend plan spend, Invoice spend, Total amount, and Currency. The table is filtered to show 6 contracts. The first contract is 'ForthContract' with title 'Forth Title', supplier 'Forth', payment term '0015', and a total amount of 70,000.00 EUR. The second contract is 'FirstContract' with title 'First Title', supplier '5 suppliers', payment term '0015', and a total amount of 5,000.00 EUR. The third contract is 'ThirdContract' with title 'Third Title', supplier 'Third', payment term '0015', and a total amount of 65,000.00 EUR. The fourth contract is 'SeventhContract' with title 'Seventh Contract', supplier '2 suppliers', payment term '0015', and a total amount of 60,000.00 USD. The fifth contract is 'SecondContract' with title 'Second Title', supplier 'Second', payment term '0015', and a total amount of 60,000.00 EUR. The sixth contract is 'FifthContract' with title '5 Title', supplier 'Fifth', payment term '0015', and a total amount of 70,000.00 EUR.

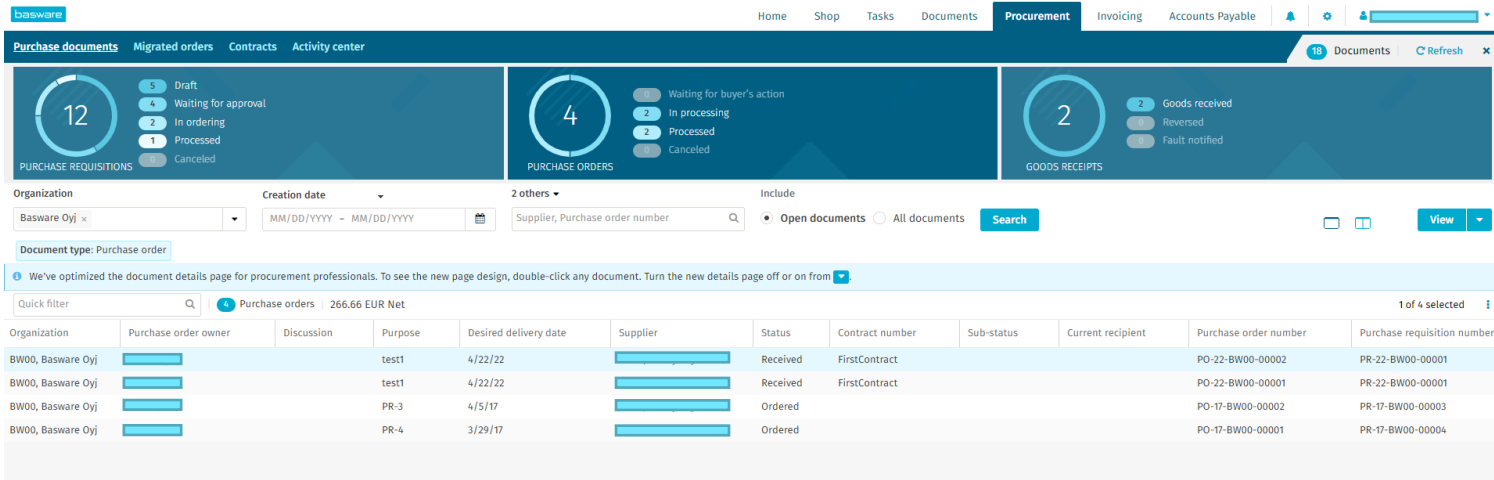
Contract number	Title	Supplier	Payment term	Order spend	Spend plan spend	Invoice spend	Total amount	Currency
ForthContract	Forth Title	Forth	0015	0.00	0.00	0.00	70,000.00	EUR
FirstContract	First Title	5 suppliers	0015	20.00	10.00	20.00	5,000.00	EUR
ThirdContract	Third Title	Third	0015	0.00	0.00	0.00	65,000.00	EUR
SeventhContract	Seventh Contract	2 suppliers	0015	0.00	0.00	0.00	60,000.00	USD
SecondContract	Second Title	Second	0015	0.00	0.00	0.00	60,000.00	EUR
FifthContract	5 Title	Fifth	0015	0.00	0.00	0.00	70,000.00	EUR

CONTRACT SPEND VISIBILITY FOR PROFESSIONAL USERS

In Purchase professional tools there is a list of all purchase orders. There is a tab that shows the contract against what the order has been made.

This list also shows what orders do not have a contract number. This allows following non-contract based ordering.

The same view is available also for spend plans.



The screenshot displays the Basware Procurement Professional Users interface. The top navigation bar includes links for Home, Shop, Tasks, Documents, Procurement (active), Invoicing, and Accounts Payable. The main content area is divided into three sections: Purchase Requisitions (12), Purchase Orders (4), and Goods Receipts (2). Each section has a circular progress indicator and a list of sub-statuses. Below these sections is a search and filter area with fields for Organization, Creation date, and Supplier, along with a search button. A table at the bottom lists purchase orders with columns for Organization, Purchase order owner, Discussion, Purpose, Desired delivery date, Supplier, Status, Contract number, Sub-status, Current recipient, Purchase order number, and Purchase requisition number.

Organization	Purchase order owner	Discussion	Purpose	Desired delivery date	Supplier	Status	Contract number	Sub-status	Current recipient	Purchase order number	Purchase requisition number
BW00, Basware Oyj			test1	4/22/22		Received	FirstContract			PO-22-BW00-00002	PR-22-BW00-00001
BW00, Basware Oyj			test1	4/22/22		Received	FirstContract			PO-22-BW00-00001	PR-22-BW00-00001
BW00, Basware Oyj			PR-3	4/5/17		Ordered				PO-17-BW00-00002	PR-17-BW00-00003
BW00, Basware Oyj			PR-4	3/29/17		Ordered				PO-17-BW00-00001	PR-17-BW00-00004



FAQ

FREQUENTLY ASKED QUESTIONS

Q: Do contracts limit ordering or invoicing?

A: No, budgets are for the purpose of limiting ordering. Contract total sum can be exceeded.

Q: Is contract spend collected for all invoices?

A: Yes, contract spend is collected for all invoices where imported contract ends up the the coding. This covers also invoices for matching orders.

Q: Is contract spend visible in Analytics?

A: No, contract spend can be exported to an external system using Basware APIs for further processing. Analytics does not handle contract spend.

Q: Contract spend is shown in Purchase Professional Tools. Is contract visibility available for AP-only customers?

A: Yes, there will be improvements that allow navigation from AP Pro to contracts in Purchase Professional Tools.



THANK YOU