

How to View Contract Documents

In SourceHub, scroll to “My Queues”
and click “e-Sourcing”



This will open up SAP Sourcing. Select the “Contracts” tab



This will open a list of all contracts associated with your company

| Master Agreement | |
|--------------------------------|---|
| Query: Supplier Agreement List | |
| Find: <input type="text"/> | In: ID <input type="text"/> <input type="button" value="Go"/> Results Last Updated: 11:40:27 AM (CST) |
| ID | Agreement Name |
| 9900745449 | Project Develop - Portland Harbor, OR |
| 9900755949 | Hvy Const Eqmt-Systemwide |
| 9900756048 | As needed Derailment/Emergency-Systemwide |
| MA-000072-2018 | St Louis Locomotive Servicing |
| MA-000133-2019 | Transloading Systemwide |
| MA-000482-2019 | General Rail Yd Cleaning - Great Lakes |
| MA-001163-2019 | FSP Testing - SUPSTS-14686 |
| MA-001164-2019 | FSP Testing -SUPSTS-14691 |
| MA-001165-2019 | SERVICE PACK TESTING MOBILE SC TO PO |
| MA-001168-2019 | Service Pack Testing 2019 ONE TIME |
| MA-001169-2019 | ONE TIME PROJECT WITH RETN |
| MA-001170-2019 | FSP Testing EBIX_CONTRACT_terminate |
| MA-001171-2019 | FSP Testing-Erailsafe |
| MA-001172-2019 | FSP Testing-Erailsafe - 1 |
| MA-001173-2019 | INVOICE PLAN CONTRACT |
| MA-001175-2019 | MATERIAL CONTRACT |
| MA-001176-2019 | Copy of MATERIAL CONTRACT-2 |
| MA-001177-2019 | as needed and amount issue |
| MA-001178-2019 | Testing SUPSTS-15092 |
| MA-001179-2019 | Testing SUPSTS-15159 |
| MA-001180-2019 | SUPSTS-15158 |
| MA-001181-2019 | SUPSTS-15157 |
| MA-001182-2019 | SUPSTS-15156 |
| MA-001183-2019 | SUPSTS-15155 |
| MA-001184-2019 | SUPSTS-15154 |
| MA-001185-2019 | SUPSTS-15153 |

Use the Find box to type in your MA number and click “Go”. The system will highlight the MA you searched for.

Master Agreement

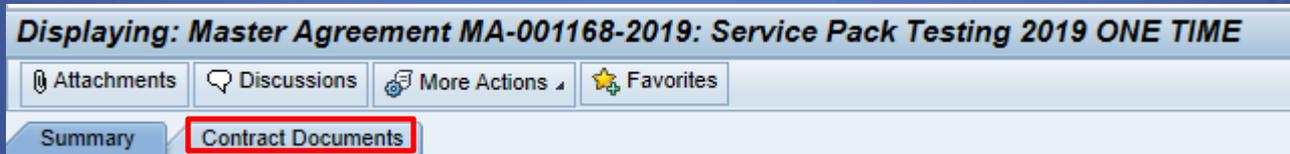
Query: Supplier Agreement List

Find: **MA-001168-2019** n: ID Results Last Updated: 11:40:27 AM (CST)

| ID | Agreement Name |
|--------------------------------|--------------------------------------|
| MA-001165-2019 | SERVICE PACK TESTING MOBILE SC TO PO |
| MA-001168-2019 | Service Pack Testing 2019 ONE TIME |

Click the Blue MA number to see the details of the agreement

On the MA screen, click the “Contract Documents” tab



Click on the Contract name

Displaying: Master Agreement MA-001168-2019: Service Pack Testing 2019 ONE TIME

Attachments Discussions More Actions Favorites

Summary Contract Documents

| Type | Name | Checked Out By | Status |
|----------|-----------------------|----------------|----------|
| Contract | CONTRACT-02948 | | Executed |

Page 1 of 1 Go Displaying 1-1 of 1 records.

The contract documents tab click the blue file name to download a word document of the contract

Displaying: Contract Document in Master Agreement MA-001168-2019: Service Pack Testing 2019 ONE TIME : CONTRACT-02948

Document Favorites

General

Name: CONTRACT-02948
Description:
Type: Contract

Check-Out Information

Checked Out By:
Check-Out Comment:

Final Signed Document

File name:

Version History

Compare

| | Date Added | File Name | Added By | Comment | Status |
|--------------------------|---------------------------|---------------------|---------------|---------|----------|
| <input type="checkbox"/> | 10/23/2019 12:11 PM (CDT) | CONTRACT-02948.docx | Union Pacific | | Executed |

Page 1 of 1 Go Displaying 1-1 of 1 records.

If a prompt appears, click Download

