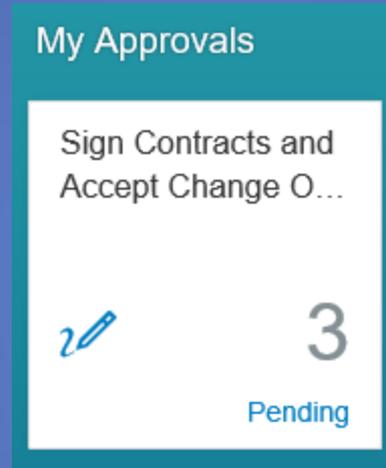


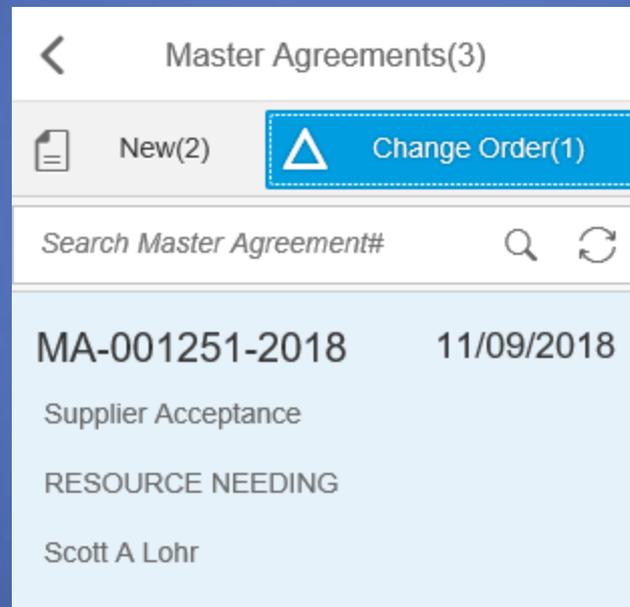
Accepting Change Orders

On the SourceHub landing page, click the Sign Contracts and Accept Change Order tile



You must be logged in as the Authorized Contract Signer to see this. If you do not have it, see help document “Adding Roles”

The left menu will have two options,
“New” and “Change Order”



Under “Change Order” click the change order you want to process

Master Agreements(3) MA-001251-2018 (Supplier Acceptance)

New(2) **Change Order(1)**

Search Master Agreement#

MA-001251-2018	11/09/2018
Supplier Acceptance	
RESOURCE NEEDING	
Scott A Lohr	

Header Information

Supplier Name:

Service Description: RESOURCE NEEDED for service pack upgrade

MA Name: RESOURCE NEEDING

Contract Term: 11/09/2018 - 11/09/2020

Contract Owner: [Scott A Lohr](#)

Master Agreement#: [MA-001251-2018](#)

Contract#: 4900000698

Change Order Details

Change Order#: 3

Change Reason: Adjust Scope

Change Comments: Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."

Effective Date: 11/20/2018

Change Details: [View Change Details](#)

I accept the change order. Except as expressly set forth herein, all other terms and conditions of the PO shall remain in full force and effect.

[Accept](#) [Reject](#) [PDF](#)

The Change Order Details will show the reason and comments regarding the change to the contract

△ Change Order Details

Change Order#: 3

Change Reason: Adjust Scope

Change Comments: Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."

Effective Date: 11/20/2018

Change Details: [View Change Details](#)

I accept the change order. Except as expressly set forth herein, all other terms and conditions of the PO shall remain in full force and effect.

Accept

Reject

PDF

Click the box to acknowledge that the original Terms and Conditions are in effect unless expressly changed

△ Change Order Details

Change Order#: 3

Change Reason: Adjust Scope

Change Comments: Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."

Effective Date: 11/20/2018

Change Details: [View Change Details](#)

I accept the change order. Except as expressly set forth herein, all other terms and conditions of the PO shall remain in full force and effect.

Accept

Reject

PDF

Click “Accept” or “Reject”

△ Change Order Details

Change Order#: 3

Change Reason: Adjust Scope

Change Comments: Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."

Effective Date: 11/20/2018

Change Details: [View Change Details](#)

I accept the change order. Except as expressly set forth herein, all other terms and conditions of the PO shall remain in full force and effect.

Accept Reject PDF

If you click Reject, use the comment box to explain why it was rejected

Confirm Reject

* Comments:

Reject Cancel