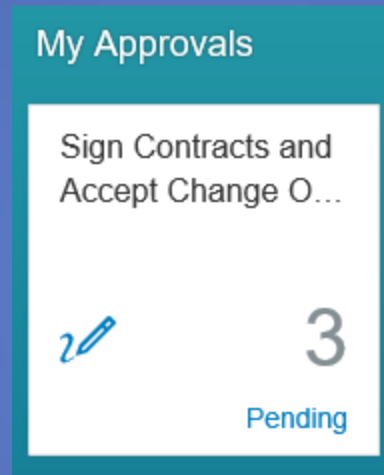


Signing Contracts

On the SourceHub landing page, click the Sign Contracts 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”

The screenshot shows a software interface for managing Master Agreements. At the top, there is a back arrow icon and the text "Master Agreements(3)". Below this, there are two main action buttons: a blue button with a document icon labeled "New(2)" and a grey button with a triangle icon labeled "Change Order(1)". Underneath these buttons is a search bar with the placeholder text "Search Master Agreement#" and icons for search and refresh. The main content area displays a list item with the ID "MA-000105-2019" and the date "04/05/2019". Below the ID and date, the status "Sent for Supplier Signature" is shown.

Master Agreements(3)	
New(2)	Change Order(1)
Search Master Agreement# <input type="text"/>	
MA-000105-2019	04/05/2019
Sent for Supplier Signature	

The “New” option is for new contracts that need to be signed

The screenshot shows a mobile application interface for managing Master Agreements. At the top, there is a back arrow icon and the title "Master Agreements(3)". Below the title, there are two main action buttons: "New(2)" in a blue box with a document icon, and "Change Order(1)" in a grey box with a triangle icon. A search bar is located below the buttons, containing the placeholder text "Search Master Agreement#" and search and refresh icons. The main content area displays a list of two master agreements. The first agreement has the ID "MA-000105-2019" and the date "04/05/2019". Its status is "Sent for Supplier Signature", the description is "Test 2019 SUPPLY EQUIPMENT TE", and the contact is "Murthy Kamisetti". The second agreement has the ID "MA-000133-2019" and the date "05/20/2019". Its status is "Sent for Supplier Signature", the description is "Insurance batch process testing", and the contact is "Scott A Lohr".

Master Agreement#	Date	Status	Description	Contact
MA-000105-2019	04/05/2019	Sent for Supplier Signature	Test 2019 SUPPLY EQUIPMENT TE	Murthy Kamisetti
MA-000133-2019	05/20/2019	Sent for Supplier Signature	Insurance batch process testing	Scott A Lohr

Click on the contract you want to sign and the details will populate

MA-000105-2019 (Sent for Supplier Signature)

Header Information

Service Description:

Contract Term: 04/05/2019 - 04/30/2022

Contract Owner: [Murthy Kamiseti](#)

Master Agreement#: [MA-000105-2019](#)

Contract#: [4200000025](#)

Insurance Compliance Status:

Compliance Updated Date:

Contract Document Details

Signature Phase Date: 04/05/2019 03:58:00

Contract Doc#: [TEST](#)

Document Name: Dev - Scrapped.doc (Ver# 1)

Date Added: 04/05/2019 03:58:00

Supplier Signature - Pending

Supplier Name:

Contract Doc#: [TEST](#)

I agree to contract terms and conditions

*Authorized Signer:

*Supplier Title:

[Sign & Execute](#)

The contract document will be under the Contract Document Details in “Contract Doc#”

Contract Document Details

Signature Phase Date: 04/05/2019 03:58:00




Contract Doc#: [TEST](#)

Document Name: Dev - Scrapped.doc (Ver# 1)

Date Added: 04/05/2019 03:58:00

Clicking the Contract Number will take you to eSourcing to view contract

Displaying: Contract Document in Master Agreement MA-000133-2019: Insurance batch process testing : CONTRACT-01349

 Document ▾  Actions ▾  Favorites

General

Name: CONTRACT-01349

Description:

Type: Contract

Check-Out Information


Checked Out By:


Check-Out Comment:

Final Signed Document

File name:

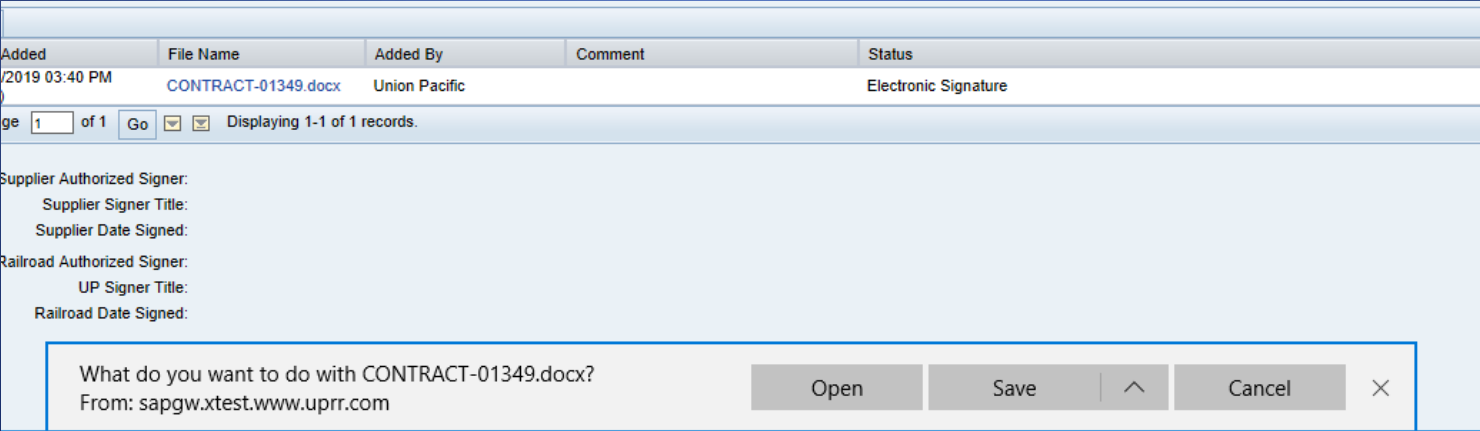
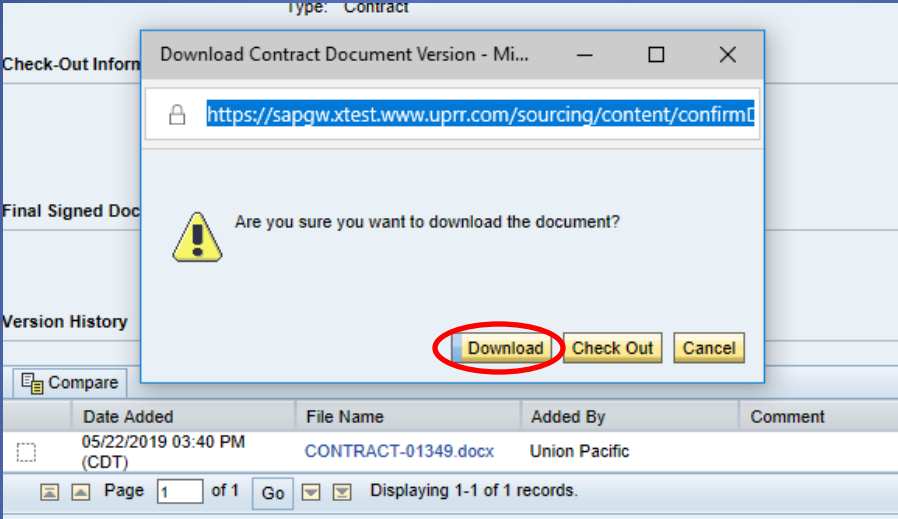
Version History

 Compare

	Date Added	File Name	Added By	Comment	Status
	05/22/2019 03:40 PM (CDT)	CONTRACT-01349.docx	Union Pacific		Electronic Signature

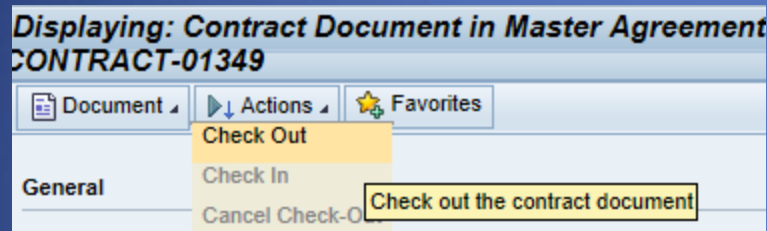
 Page 1 of 1  Displaying 1-1 of 1 records.

Click the "File Name" to download the contract

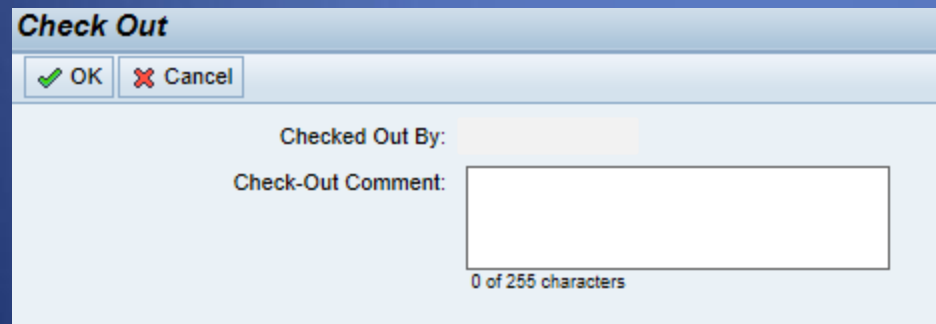


If any changes to the contract need to be made:

- Click Actions > Check Out



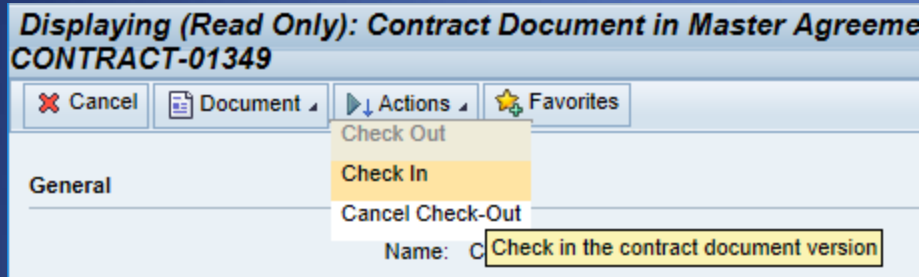
Add comments and click OK



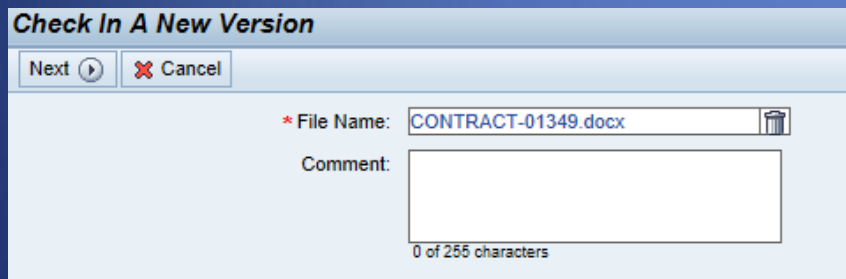
The "Check Out" dialog box features "OK" and "Cancel" buttons at the top. Below them, there is a "Checked Out By:" field with a light blue background. The "Check-Out Comment:" field is a text box with a white background and a thin border. Below the text box, it indicates "0 of 255 characters".

To send new contract edits to Union Pacific:

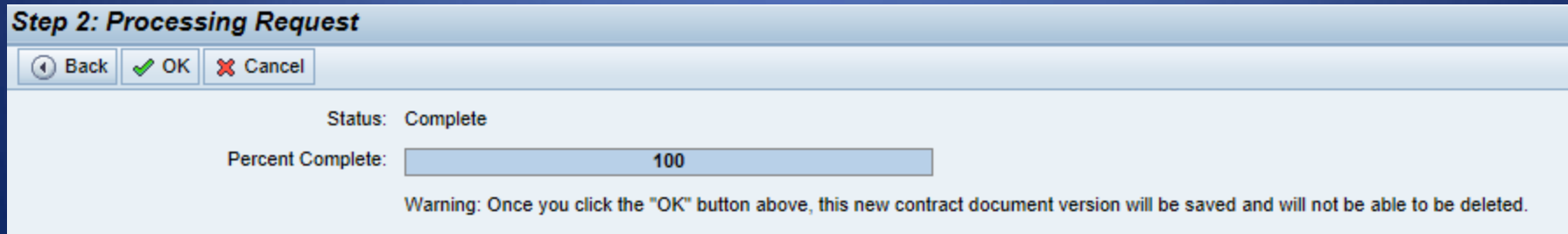
Actions > Check In



Find the new document on your computer and click next



Once complete, click OK and the contract will be sent to UP for legal review



When you are ready to sign:

- Check the box acknowledging that you agree to the Terms and Conditions
- Type your name, title, and the date

Supplier Signature - Pending

Supplier Name:


Contract Doc#: TEST

I agree to contract terms and conditions

*Authorized Signer:

*Supplier Title:

*Date: 

 **Sign & Execute**

- Then click Sign and Execute, this will send the contract back to UP for signature