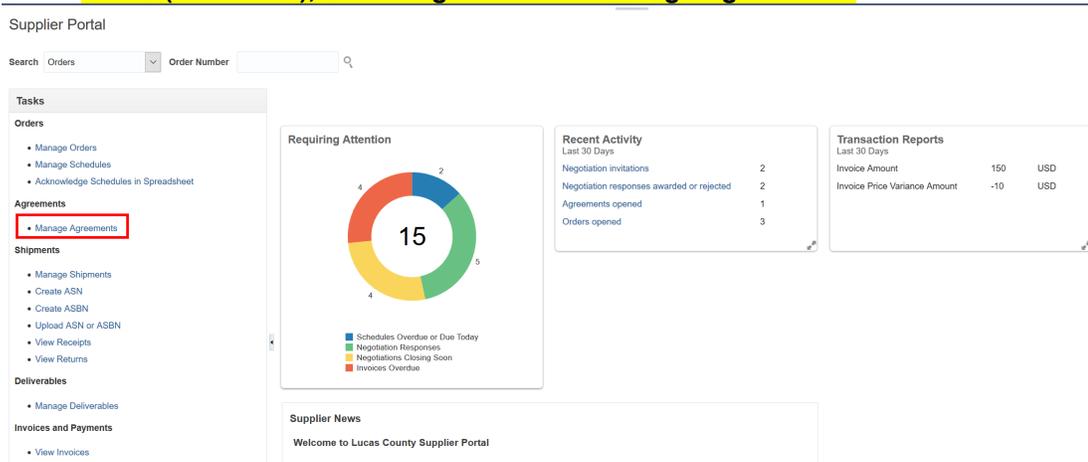
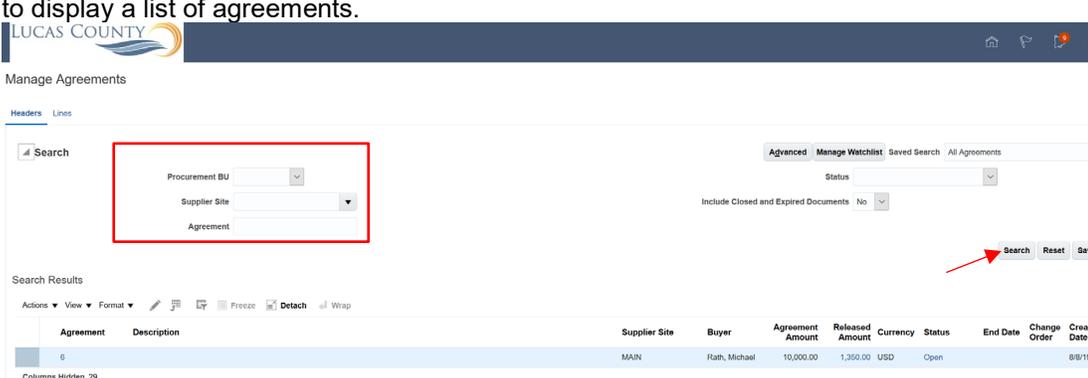
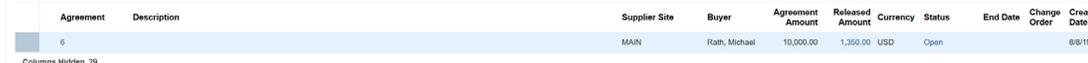
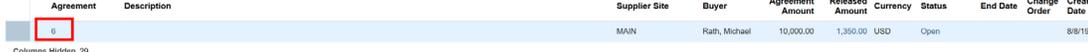


## View Supplier Agreements from the Supplier Portal

**Audience:** Supplier

**Purpose:** Managing the supplier agreement life cycle enables all key stakeholders of the supplier agreement; the procurement agent, the catalog administrator, and the supplier to track and monitor the execution cycle of the agreement and initiate and manage changes to the agreement, including cancellations. This job aid will assist you in viewing agreements from the supplier portal.

Step	Action																						
1	<p>Login to the <b>Home</b> and click on <b>Supplier Portal</b> icon.</p> <p>Under <b>Tasks (on the left), click &gt; Agreements &gt; Manage Agreements.</b></p> 																						
2	<p>Use the criteria to search a single agreement or leave fields empty then click the <b>Search</b> button to display a list of agreements.</p> 																						
4	 <table border="1"> <thead> <tr> <th>Agreement</th> <th>Description</th> <th>Supplier Site</th> <th>Buyer</th> <th>Agreement Amount</th> <th>Released Amount</th> <th>Currency</th> <th>Status</th> <th>End Date</th> <th>Change Order</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td>6</td> <td></td> <td>MAIN</td> <td>Rath, Michael</td> <td>10,000.00</td> <td>1,350.00</td> <td>USD</td> <td>Open</td> <td></td> <td></td> <td>8/8/19</td> </tr> </tbody> </table>	Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date	6		MAIN	Rath, Michael	10,000.00	1,350.00	USD	Open			8/8/19
Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date													
6		MAIN	Rath, Michael	10,000.00	1,350.00	USD	Open			8/8/19													
5	<p>Click the <b>Agreement ID.</b></p> 																						
6	<p>Review the Agreement information and click <b>Done.</b></p>																						

Contract Purchase Agreement: 6

Acknowledge View PDF Actions Done

Main

General

Procurement BU	Lucas County	Supplier	ABC Movers, Inc.	Start Date	8/8/19
Agreement	6	Supplier Site	MAIN	End Date	
Status	Open	Supplier Contact		Agreement Amount	10,000.00 USD
Buyer	Michael Rath	Supplier Agreement		Minimum Release Amount	
Creation Date	8/8/19	Communication Method	E-Mail	Released Amount	1,350.00 USD
		Email	marath@outlook.com	Description	

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Immediate	Freight Terms	None
		FOB	Destination
			— Pay on receipt
			— Confirming order

Additional Information

Context Prompt

7 Click Done.