

# Creating a Mobile SES

In SourceHub

Click on “Create Mobile SES” on the SourceHub home page

Create Mobile SES  
Submit Daily (DWR)



Enter all information with a blue asterisk

New Service Entry Sheet

\*PO# / PIN

\*Entered by

\*Phone# (Number only, no dashes)

# Enter all information with a blue asterisk (Date CANNOT be in future)

< PO# 4300015102

**10# RV Svc Unit-As needed labor & heavy eqmt**  
Ditching work at Troy on two culvert locations  
WESTERN, ROSEVILLE

\*Work Date: 12/03/2018 to: 12/03/2018

\*Work Performed: *Please describe the work performed.*

\*Region: WESTERN

\*Service Unit: ROSEVILLE

Facility:

\*Subdivision: ROSEVILLE SUB

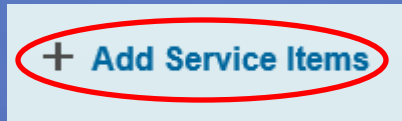
\*Milepost: #####.## to: #####.##

Delivery Location: Troy , CA

UP Gang#:

Supplier Reference#:

Click “Add Service Items” to add all applicable Billable Items



# Billable items related to the PO will show up

Billable Items

All service item categories

Search

**RV Svc Unit-As needed labor & heavy eqmt**

- Labor Equipment Operator - ST**  
1.1# Hour
- Labor Equipment Operator - OT**  
1.2# Hour
- Labor Equipment Operator - Dbl Time**  
1.3# Hour
- Labor Laborer - ST**  
1.4# Hour
- Labor Laborer - OT**  
1.5# Hour

Add Cancel

# Select needed line items

< Billable Items

All service item categories

Search

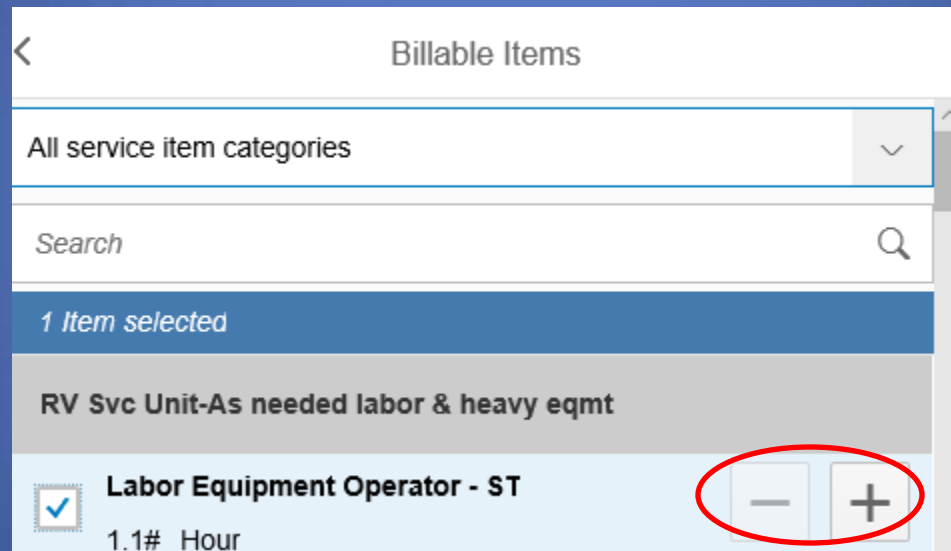
1 Item selected

RV Svc Unit-As needed labor & heavy eqmt

Labor Equipment Operator - ST  
1.1# Hour

- +

Click the (+) and (-) buttons to add a new line item with the same name. QUANTITY IS NOT SELECTED USING THESE BUTTONS.





When items are selected, click “Add”. At the bottom of the screen, the webpage will confirm the service item has been selected

Billable Items

All service item categories

Search

1 Item selected

RV Svc Unit-As needed labor & heavy eqmt

|                                     |   |   |   |
|-------------------------------------|---|---|---|
| <input checked="" type="checkbox"/> | <b>Labor Equipment Operator - ST</b><br>1.1# Hour       | - | + |
| <input type="checkbox"/>            | <b>Labor Equipment Operator - OT</b><br>1.2# Hour       |   |   |
| <input type="checkbox"/>            | <b>Labor Equipment Operator - Dbl Time</b><br>1.3# Hour |   |   |
| <input type="checkbox"/>            | <b>Labor Laborer - ST</b><br>1.4# Hour                  |   |   |
| <input type="checkbox"/>            | <b>Labor Laborer - OT</b>                               |   |   |

Add Cancel

# Click “Cancel” to exit the prompt and return to the SES

The screenshot shows a mobile application interface titled "Billable Items". At the top, there is a back arrow and the title "Billable Items". Below the title, there is a dropdown menu labeled "All service item categories" with a downward arrow. Underneath is a search bar with the placeholder text "Search" and a magnifying glass icon. A blue bar indicates "1 Item selected". Below this is a grey header for the selected item: "RV Svc Unit-As needed labor & heavy eqmt". The main list contains five items, each with a checkbox, a description, and a quantity in hours:

- Labor Equipment Operator - ST**  
1.1# Hour
- Labor Equipment Operator - OT**  
1.2# Hour
- Labor Equipment Operator - Dbl Time**  
1.3# Hour
- Labor Laborer - ST**  
1.4# Hour
- Labor Laborer - OT**

Each item has a minus sign (-) and a plus sign (+) button to its right. At the bottom of the screen, there are two buttons: "Add" (in a blue box) and "Cancel". A red arrow points to the "Cancel" button.

The service items that were selected will show up under the “Add Service Items” button

 [Add Service Items](#)

RV Svc Unit-As needed labor & heavy eqmt

Labor Equipment Operator - ST  
Enter Employee and Hours



Click on the Line Item to edit the information. It will take you to the page below

**Add Service Items**

RV Svc Unit-As needed labor & heavy eqmt

**Labor Equipment Operator - ST**  
Enter Employee and Hours

> ✕



< Labor Equipment Operator - ST > ▾ ▴

**Labor Equipment Operator - ST**  
Service ID: 3001057

\*Employee Name:


Start Time:  End Time:

Meals:  Down/Travel:

Comments:

Enter the Employee Name, Start/End Time, Meals, and Down/Travel. Add any comments in the comments box.

\*Employee Name:

Tim Person 

Start Time: End Time:

0100 0500

Meals: Down/Travel:

1 2

Comments:

*Comments*

# Click the “Save” button to save all input info

< Labor Equipment Operator - ST ▾ ▲

**Labor Equipment Operator - ST**  
Service ID: 3001057


\*Employee Name:

Start Time:  End Time:

Meals:  Down/Travel:

Comments:

Save Save & Copy Remove



Add any information on Sub-Contractors and any comments in the boxes below.

Work Done

Sub-Contractors(s) :

Comments:

[+ Add attachment](#)



# Add any attachments by clicking “Add Attachment”

Work Done

Sub-Contractors(s):

Comments:

+ Add attachment



# When finished, click “Submit”

PO# 4300015102

\*Subdivision: ROSEVILLE SUB

\*Milepost: 1 to: 2

Delivery Location: Troy , CA

UP Gang#:

Supplier Reference#:

+ Add Service Items

RV Svc Unit-As needed labor & heavy eqmt

Labor Equipment Operator - ST  
Tim Person, 1 Hours > ⊗


Work Done

Sub-Contractor(s):

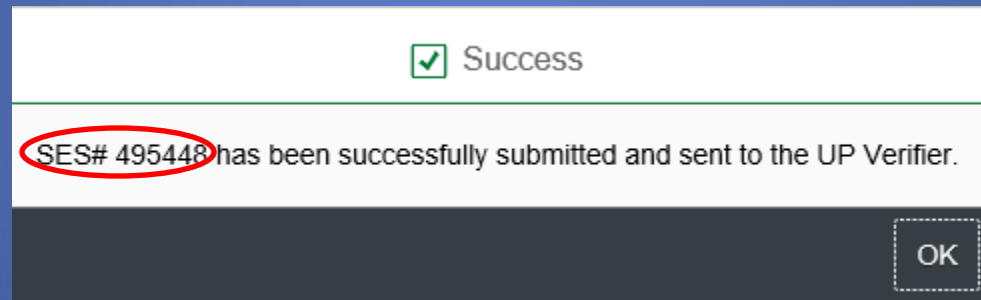
Comments:

+ Add attachment

**Submit** Save PDF Cancel



When complete, this box will appear.  
**Record the SES # for your records!**




The SES will be sent to a Verifier  
and will be returned to your queue  
with a response

# Click on the “Create and Submit SES & Credit Memo” tab

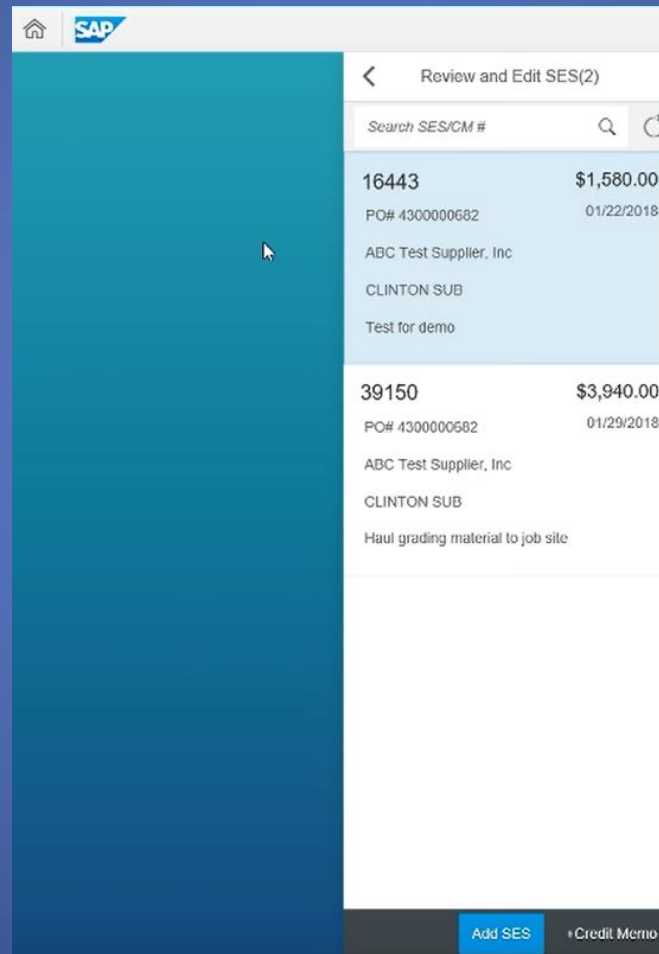
Create / Request

Create and Submit  
SES & Credit Memo  
New, Rejected & Mo...

 217

Pending

# SES up for review after Verification are listed on the left side bar



The screenshot shows the SAP mobile application interface for reviewing and editing SES items. The screen is titled 'Review and Edit SES(2)' and features a search bar for 'SES/CM #'. Two items are listed, each with a value and associated details.

| SES/CM # | Value      | PO#        | Date       | Supplier               | Sub         | Description                       |
|----------|------------|------------|------------|------------------------|-------------|-----------------------------------|
| 16443    | \$1,580.00 | 4300000682 | 01/22/2018 | ABC Test Supplier, Inc | CLINTON SUB | Test for demo                     |
| 39150    | \$3,940.00 | 4300000682 | 01/29/2018 | ABC Test Supplier, Inc | CLINTON SUB | Haul grading material to job site |

At the bottom of the screen, there are two buttons: 'Add SES' and '+ Credit Memo'.

# The verified SES will show up. Make any needed edits.

PO# 4300000682 (SES# 39150)

Overview Service Items Comments Miscellaneous

PO Item Description: #10 Group 1

PO Work description: Test request for demo

\*Work Date: 01/29/2018 To: 01/29/2018

\*Work Performed: Haul grading material to job site

\*Region: NORTHERN

\*Service Unit: CHICAGO

Facility:

\*Subdivision: CLINTON SUB

\*Milepost From: 123.10 To: 123.10

Delivery Location: Clinton , IA

UP Gang#:

Invoice Date: MM/DD/YYYY Supplier Reference #: 12345

Verify/Reject Status: VERIFIED

Next Save PDF Delete

# Anything edited will show up with the word “Changed” next to it

Service Items

+ Add Service Items

| Description                                     | Qty | UOM    | Unit Price | Extn Amt   |   |   |
|---|-----|--------|------------|------------|---|---|
| <b>Group 1</b>                                  |     |        |            |            |   |   |
| 10# Labor Equipment Operator - ST<br>Jane Smith | 8   | Hour   | \$30.00    | \$240.00   | > | ⊗ |
| 20# Grading Lime Material - Furn Only           | 50  | US ton | \$100.00   | \$5,000.00 | > | ⊗ |
| 30# Bulldozer Crawler >205 HP - WO Oper<br>1234 | 7   | Hour   | \$100.00   | \$700.00   | > | ⊗ |

Invoice Total: \$5,940.00

The Comments section will show the trail of the SES up to this point. Add any needed comments.

**Comments**

| Assigned To                               | Routing Type   | Date Assigned | Date Action Taken | Action Taken By  | Comments   |
|---|----------------|---------------|-------------------|------------------|--|
| Supplier Mobile                           | Mobile created | 01/29/2018    | 01/29/2018        | MOBILE           | John was UP foreman on project :<br>Subcontractors- None |
| Marcia Tauriella                          | Verified       | 01/29/2018    | 01/29/2018        | Marcia Tauriella | Jane did a nice job hauling the<br>grading today         |
| Supplier ( ABC<br>Test Supplier,<br>Inc ) | Pending        | 01/29/2018    |                   |                  |  |

Comments :



# When finished click the “Next” button

PO# 430000682 (SES# 39150)

Overview **Service Items** Comments Miscellaneous

|  |    |        |          |            |   |   |
|--|----|--------|----------|------------|---|---|
| 20# Grading Lime Material - Furn Only <b>Changed</b> | 50 | US ton | \$100.00 | \$5,000.00 | > | ✕ |
| 30# Bulldozer Crawler >205 HP - WO Oper 1234         | 7  | Hour   | \$100.00 | \$700.00   | > | ✕ |

**Invoice Total: \$5,940.00**


**Comments**

| Assigned To                         | Routing Type   | Date Assigned | Date Action Taken | Action Taken By  | Comments  |
|-------------------------------------|----------------|---------------|-------------------|------------------|---|
| Supplier Mobile                     | Mobile created | 01/29/2018    | 01/29/2018        | MOBILE           | John was UP foreman on project : Subcontractors- None |
| Marcia Tauriella                    | Verified       | 01/29/2018    | 01/29/2018        | Marcia Tauriella | Jane did a nice job hauling the grading today         |
| Supplier ( ABC Test Supplier, Inc ) | Pending        | 01/29/2018    |                   |                  |   |

Comments :

**Miscellaneous**

**Next** Save PDF Delete



Ensure all data is accurate. If it is, click "Submit". If it is not, click "Previous"



PO# 4300000682 (SES# 39150)

Invoice total including markup and surcharges (3 Service Items) : **\$5,940.00**

| Description                         | Quantity | UOM    | Unit Price | Extn Amt   | Markup |
|-------------------------------------|----------|--------|------------|------------|--------|
| Group 1                             |          |        |            |            |        |
| Labor Equipment Operator - ST       | 8        | Hour   | \$30.00    | \$240.00   | >      |
| Grading Lime Material - Furn Only   | 50       | US ton | \$100.00   | \$5,000.00 | >      |
| Bulldozer Crawler >205 HP - WO Oper | 7        | Hour   | \$100.00   | \$700.00   | >      |

Item Total: \$5,940.00  
Markup & Surcharge: 0.00  
**Invoice Total: \$5,940.00**

Retention Held(0%):  
**Payment Amount: \$5,940.00**

Submit PDF Previous

# After Submitting, the SES will be sent to the releaser for approval

