



ACCEPTING A PURCHASE ORDER

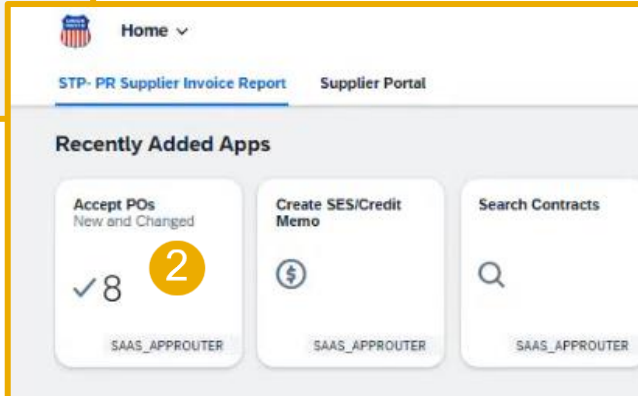
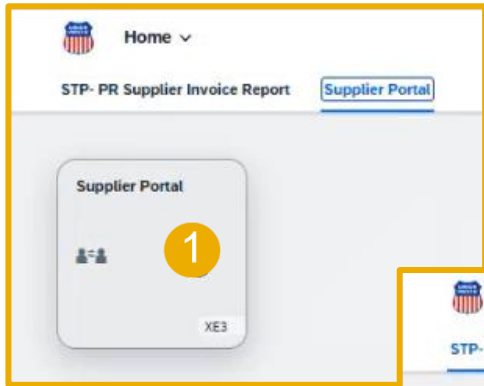
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Work Zone

13 May 2026



Accessing Purchase Orders

1. In Work Zone, open the **Supplier Portal** tile.
2. Select the **Accept POs** tile.
3. Review the list of purchase orders in the left panel awaiting acceptance.



A screenshot of the 'Accept POs' page. The page is titled 'Accept POs' and features a search bar and a list of purchase orders. The list includes the following items:

PO#	Amount	Description	Date	Status
4300281762	26,875.00	Vac truck to assist...	02/05/2026	NEW
4300281921	28,600.00	Pine Bluff Sub MP...	02/09/2026	NEW
4300282810	10,300.00	Martinez sub Rose...	02/23/2026	NEW
4300282811	3,200.00	Fresno sub Tree re...	02/16/2026	NEW
4300283152	7,600.00	Deliver and maint...	02/24/2026	NEW
4300283252	49,500.00	Navasota Sub MP ...	03/02/2026	NEW
4300283544	4,000.00	transload ITFX 55...	02/10/2026	NEW

The details for PO# 4300281762 are shown on the right side of the page. The details include:

- Supplier will not submit invoices for any contingency amounts(if applicable) without pre-approval by the Local Contact.
- CONTROLLED ACCESS CERTIFICATION (E-RAILSAFE) IS REQUIRED FOR THIS WORK.
- Line# 10 - ZA Construction - Heavy Equip Svcs 2024 for \$26,875.00 on 02/05/2026
- Status: Pending Supplier PO Acceptance
- Start/Est End Date: 02/05/2026 - 02/26/2026
- Work Description: Vac truck to assist in bridge repair.
- Maximum Amount: **\$21,500.00 + 25% contingency = \$26,875.00 (Bill at Contract Rates)**
- Payment Term: 0 Disc 0 Days 30 Net
- Billing Method: Daily Service Entry Sheet
- Delivery Address: Oroville, CA Service Unit: NORTHERN CALIFORNIA Subdivision: CANYON SUB MP 226.95 to 226.95
- Local Contact: Peter Charles Owen (916-789-5632) - POWEN@UP.COM
- MA Name: ZA Construction - Heavy Equip Svcs 2024 (MA-001110-2024)
- Contract#: 4700002186
- Product Category: Heavy Construction Equipment Services
- [View Change History \(1\)](#)

Accepting a Purchase Order

1. Select the purchase order from the list on the left panel to open it.
2. From the **Overview** button, review the purchase order details
3. Select the **Accept** in the bottom right corner.
4. Review the confirmation message.
5. Select **Accept** again to confirm.

Note:

- Once accepted, the PO is removed from the supplier acceptance queue.
- Union Pacific receives confirmation that the PO was accepted.
- Suppliers do not receive a confirmation email after acceptance.

The screenshot shows the 'Accept POs' interface. On the left, a list of purchase orders is displayed with columns for PO#, amount, description, date, and status. The first PO, 4300281762, is highlighted. A yellow circle with the number '1' is placed over the 'Overview' button for this PO. The main panel shows the details for PO# 4300281762, including a warning about contingency amounts, a requirement for E-RAILSAFE certification, and a list of line items. A yellow circle with the number '2' is placed over the 'Overview' button. At the bottom right, there are three buttons: 'Accept' (green), 'Reject' (red), and 'PDF' (blue). A yellow circle with the number '3' is placed over the 'Accept' button.

The screenshot shows a 'Confirm Acceptance' dialog box. It contains the text 'Please confirm that you are accepting the selected purchase order.' and two buttons at the bottom: 'Accept' (green) and 'Cancel' (blue). A yellow circle with the number '4' is placed over the 'Accept' button, and another yellow circle with the number '5' is placed over the 'Accept' button.

Rejecting a Purchase Order

1. Open the purchase order from the list on the left panel.
2. Select the **Reject** button in the bottom right corner.
3. Enter reason explaining the rejection if prompted.
4. Confirm the rejection.

The screenshot displays the 'Accept POs' interface. On the left, a table lists POs to process:

PO#	Amount	Item	Date	Status
4300281762	26,875.00	Vac truck to assist...	02/05/2026	NEW
4300281921	28,600.00	Pine Bluff Sub MP...	02/09/2026	NEW
4300282810	10,300.00	Martinez sub Rose...	02/23/2026	NEW
	3,200.00		02/16/2026	NEW
	7,600.00		02/19/25	NEW

The right panel shows details for PO# 4300281762, including a note: 'Supplier will not submit invoices for any contingency amounts(if applicable) without pre-approval by the Local Contact.' and a requirement: 'CONTROLLED ACCESS CERTIFICATION (E-RAILSAFE) IS REQUIRED FOR THIS WORK.' Below this, a line item is shown: 'Line# 10 - ZA Construction - Heavy Equip Svcs 2024 for \$26,875.00 on 02/05/2026'. Further details include: Status: Pending Supplier PO Acceptance; Start/Est End Date: 02/05/2026 - 02/26/2026; Work Description: Vac truck to assist in bridge repair; Maximum Amount: \$21,500.00 + 25% contingency = \$26,875.00 (Bill at Contract Rates); Payment Term: 0 Disc 0 Days 30 Net; Billing Method: Daily Service Entry Sheet; Delivery Address: Oroville, CA Service Unit: NORTHERN CALIFORNIA Subdivision: CANYON SUB MP 226.95 to 226.95; Local Contact: Peter Charles Owen (916-789-5632) - POWEN@UP.COM; MA Name: ZA Construction - Heavy Equip Svcs 2024 (MA-001110-2024); Contract#: 470002186; Product Category: Heavy Construction Equipment Services.

The 'Rejection Confirmation' dialog box is open, showing the following text: 'If you want to accept the work but would like to request modification to the terms of the PO, please click CANCEL below and contact your Requester to discuss the modifications desired. By rejecting this PO, your company is declining to accept the work requested.' Below this is a 'Reject Reason*' field with a dropdown menu containing the following options: 'UNABLE TO MEET REQUESTED DELIVERY DATE', 'RESOURCES UNAVAILABLE', 'OTHER ISSUES', 'INACCURATE QUANTITIES OR OTHER QUANTITY CONCERNS', 'INACCURATE RATES OR OTHER RATE CONCERNS', 'INACCURATE CONTRACT', 'INACCURATE AMOUNT', and 'INACCURATE ACCOUNTING'. At the bottom of the dialog are 'Reject' and 'Cancel' buttons.



Troubleshooting / FAQs

Why did my PO disappear?

Accepted POs are removed from the acceptance queue.

Why didn't I receive a confirmation email?

Supplier confirmation emails are not generated after acceptance.

Why can't I see attachments?

Only attachments marked visible to supplier by the Union Pacific team are available.