



CREATING A SES INVOICE

—
Work Zone

13 May 2026



Creating a New SES

1. Log into Work Zone, and select the **Create SES/Credit Memo** tile.
2. SES in saved status are visible in the left-hand panel. You can select one of these to continue editing and submit.
3. To create a new SES, select **+SES** at the bottom left to begin the SES.

The screenshot displays the 'Create and Submit SES and Credit Memo' interface. The top navigation bar includes 'Home', 'STP- PR Supplier Invoice Report', and 'Supplier Portal'. The 'Recently Added Apps' section features five tiles: 'Accept POs', 'Create SES/Credit Memo' (highlighted with a yellow circle and the number 1), 'Search Contracts', 'Search SES & Credit Memo', and 'Search POs'. Below this is a list of existing SES items with columns for ID, amount, date, and status. A yellow box highlights the list, with a yellow circle and the number 2 pointing to the 'Rejected' status of the first item. At the bottom left, a yellow box highlights the '+SES' and '+Credit' buttons, with a yellow circle and the number 3 pointing to the '+SES' button. The right side of the interface shows the 'Review and Edit SES(10)' form, which includes fields for 'Purchase Order', 'PO Item Description', 'PO Work Description', 'PO Location', 'Payment Due Date', 'Work Date', 'Work Performed', and 'Supplier Reference #'. The 'Service Items' table shows one item: 'Material charges-excluding tax' with a quantity of 6000.00. The 'Location' section shows 'Region: 01 - NORTHERN' and 'Service Unit: 19 - NORTHERN CALIFORNIA'.

Entering Work Dates & Selecting Purchase Order

1. Enter the Work From and Work To dates.
2. Enter the Purchase Order (PO) number in the search field or select the appropriate PO from the populated list.
3. After selecting the appropriate Purchase Order (PO), select **Add SES**.

Select Purchase Order and Work Dates

Work From Date: * **1**

Work To Date: *

Please enter PO# or Line/Work Description or City Or Subdivision **2**

PO#	Line Description	Work Description	Location
<input type="radio"/> 4300284591	10# FS_TST_5.13.26	TEST MARKUP AND FUEL	CRYSTAL LAKE IND LD , Omaha
<input type="radio"/> 4300284586	10# FS_TST_5.13.26	TEST MARKUP AND FUEL	CRYSTAL LAKE IND LD , Omaha
<input type="radio"/> 4300284585	10# Legislative Advocacy-NE	Test 45590	12 Dallas
<input type="radio"/> 4300284581	10# Legislative Advocacy-NE	Test	Omaha
<input type="radio"/> 4300284579	10# FS_TST_5.13.26	Testing - markup	AURORA (BNSF) , Omaha
<input type="radio"/> 4300284578	10# FS_TST_5.13.26	Testing - markup	AURORA (BNSF) , Omaha
<input type="radio"/> 4300284557	10# FS_TST_5.13.26	Testing - markup	AURORA (BNSF) , Omaha
<input type="radio"/> 4300284550	10# FS_TST_5.13.26	Testing - markup	AURORA (BNSF) , Omaha
<input type="radio"/> 4300284544	10# Test ZALLNONAFE Item Desc	Test ZALLNONAFE Work Desc	Chicago
<input type="radio"/> 4300284543	10# Service line 1	SP002	ALHAMBRA SUB 12 , Dallas
<input type="radio"/> 4300284540	10# Service line 1	SP002	ALHAMBRA SUB 12 , Dallas
<input type="radio"/> 4300284532	10# Test ZALLNONAFE Item Desc	Test ZALLNONAFE Work Desc	Chicago

3

Entering SES Header Information

1. Purchase Order (PO) Work From and Work To dates automatically populate based on the PO selected.
2. Enter the description for the work performed.
3. Enter a unique SES reference number. The system will generate an error if a duplicate reference number is used.

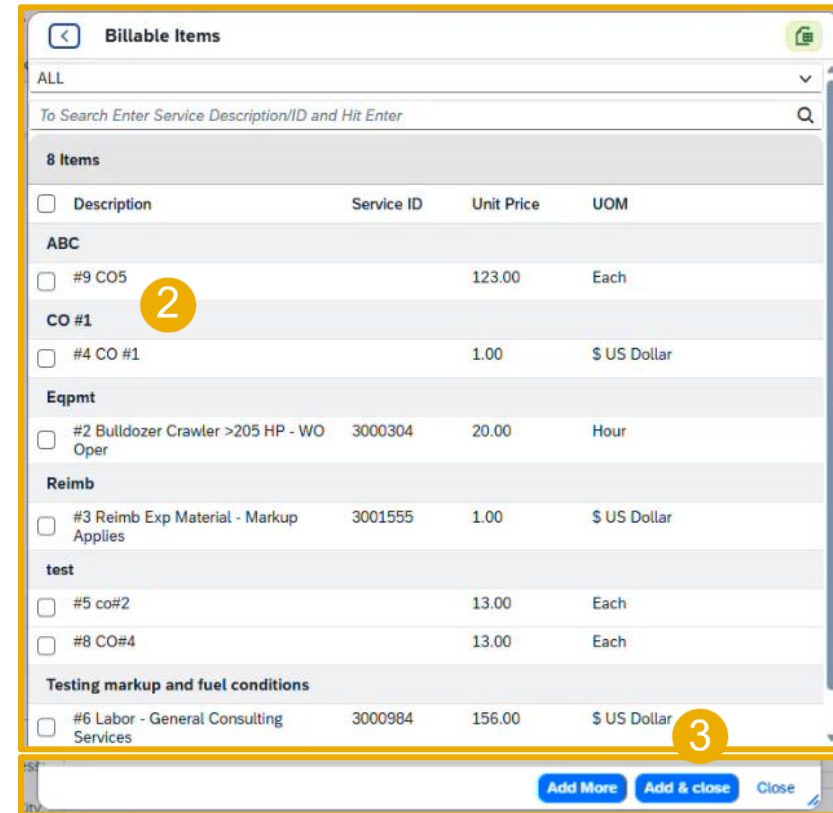
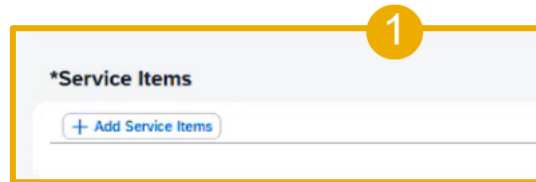
The screenshot shows a web interface for entering SES header information. At the top, it displays 'Invoice Total:\$0.00', 'SES# 5540219 (PO# 4300276272)', and 'Status :Draft'. Below this is a navigation bar with tabs: 'OVERVIEW', '*SERVICE ITEMS', 'LOCATION', 'ROUTING COMMENTS (2)', '*ATTACHMENTS (0)', and 'MISCELLANEOUS'. The 'Overview' section contains the following fields:

- Purchase Order#: 4300276272
- PO Item Description: #10 Crew for concrete pier repair over Hwy
- PO Work Description: Crew for concrete pier repair over Hwy 90, Valentine Sub MP 698.71
- PO Location: „Van Horn,TX,
- Work Date: * 05/07/2026 (with a calendar icon)
- To: 05/07/2026 (with a calendar icon)
- Work Performed: * clean nop yard (with a red asterisk and a yellow circle '2' annotation)
- Supplier Reference #: * ABC48484 (with a yellow circle '3' annotation)

Yellow circles with numbers 1, 2, and 3 are overlaid on the 'To' date field, the 'Work Performed' text, and the 'Supplier Reference #' text, respectively, to highlight the steps described in the list above.

Adding Service Line Items

1. Select **Add Service Items**.
2. From the new window, select all applicable services.
3. Select **Add & Close**.





Updating Quantities

5. Select the arrow to the right of the service item.
6. Update the quantities for each service item.
7. Review pricing information. Unit price is pulled in from the contract.
8. Provide any additional comments.
9. Select **Save**.

***Service Items**

[+ Add Service Items](#)

ItemNo	Description	Service ID	Qty	UOM	Unit Price	Extn Amt	
Eqpmt (1)							
10	Bulldozer Crawler >205 HP - WO Oper	3000304	0.00	Hour	20.00	\$0.00	
Reimb (1)							
20	Reimb Exp Material - Markup Applies	3001555	0.00	\$ US Dollar	1.00	\$0.00	
	<i>Enter Contractor Name</i>						

Quantity (Each):*

 6

Unit Price:*

 7

Comments

 8

Extended Amt: 0.00 * \$1.00 = \$0.00

9

[Save](#) [Remove](#)

Entering Location Information

1. Complete the required SES fields. Required fields may vary depending on the contract and Purchase Order (PO) configuration.
2. Fields marked with a red asterisk (*) indicate required information that must be completed before submission.
3. Provide the **Remit To** information to be printed on the check.

The screenshot shows a 'Location' form with the following fields and annotations:

- Annotation 1:** Points to the top of the form.
- Annotation 2:** Points to the 'Subdivision' field, which is marked with a red asterisk (*).
- Annotation 3:** Points to the 'Remit to Message' field, which is marked with a red asterisk (*).

Fields and values shown in the form:

- Region: * 02 - SOUTHERN
- Service Unit: * 11 - TEXOMA
- Facility:
- Subdivision: * 0648 - VALENTINE SUB
- Milepost From: * 60 To: 60
- Address:
- City:
- State: * CO - Colorado
- Zip code:
- Invoice Date: 05/07/2026
- Remit to Message: * inv393939
- Is sales Tax applicable?: * No Yes
- Is this final SES?: * No Yes (Checking will prevent SES submission on this PO)
- Did these services involve waste disposal or recycling?: * No Yes

Completing Sales Tax Information

Sales tax information is required for all SES submissions. This is not additional comp added to the SES, only a reporting feature. All applicable taxes are included in the unit price.

1. Complete the required Sales Tax section.
2. Select whether sales tax applies.
3. If applicable, enter the sales tax amount.
4. Select if this is the final SES.

1

Is sales Tax applicable?:* No Yes 2

Sales tax amount remitted for SES:* \$1,500.00 3

Is this final SES?: No Yes (Checking will prevent SES submission on this PO) 4

Did these services involve waste disposal or recycling?:* No Yes

> Next Save Copy PDF PDF Export Delete

Entering Waste Disposal Details

1. Indicate if the service involved waste disposal or recycling.
2. If applicable, provide comments.

Did these services involve waste disposal or recycling?:* No Yes **1**

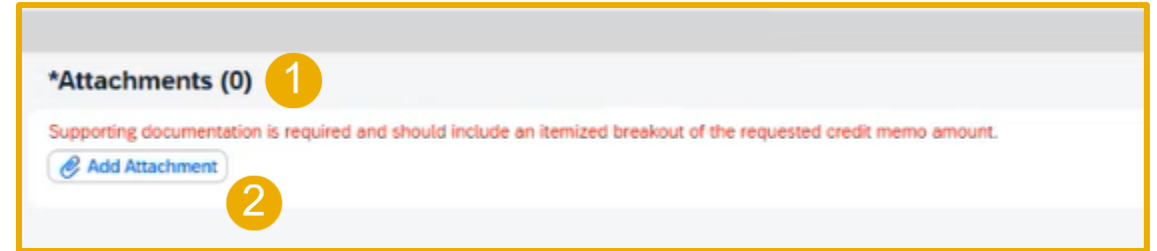
2 Waste disposal or recycling Comments:

Uploading Supporting Documentation

1. Navigate to the **Attachments** section.
2. Select **Add Attachment**.
3. Upload supporting documentation.
4. Select documentation category from the drop-down options.
5. Select **Add & Close**.

Examples of Supporting Documentation

- Work completion photos
- Backup invoices
- Service reports



Copying a SES

Use the **Copy** function to create a new SES from a previously submitted SES for recurring or similar work.

1. Select **Copy** at the bottom of the listed POs on the left side of the screen.
2. Search for the SES using SES number, PO number, SES request number, contract number or Work From/To dates.
3. Select the SES to copy.

The screenshot shows the 'Review and Edit SES(10)' interface. On the left, a list of SES items is displayed with columns for SES#, Amount, PO#, Date, and Status. The first item, 5540217, is highlighted in blue. At the bottom of the list, a yellow box highlights the 'Copy' icon, labeled with a '1'. The right side of the screen shows the 'Overview' section for the selected SES, including 'Invoice Total:\$6,000.00', 'Overview', '*Service Items', and 'Location'.

The screenshot shows the 'Search and Select SES' interface. It includes search criteria fields for SES#, PO#, Contract#, and Sup.Ref#, along with 'Work From/To Date' fields. A yellow box highlights the 'Search' button, labeled with a '2'. Below the search criteria is a table of results with columns for SES#, Sup.Ref#, Submission Date, Payment Due, Location, and Amount. The table lists several SES items, including 5540219, 5540217, 5539698, and 5539697. A yellow box highlights the 'Select' button at the bottom right of the table, labeled with a '3'.

Copying a SES

4. Update the Work From and Work To dates.
5. Enter a new, unique SES reference number.
6. Update the service quantities.
7. Review the SES and select **Save**.

Overview

Purchase Order#: 4300276272
PO Item Description: #10 Crew for concrete pier repair over Hwy
PO Work Description: Crew for concrete pier repair over Hwy 90, Valentine Sub MP 698.71
PO Location: Van Horn, TX

Work Date: 05/07/2026 To: 05/07/2026

Work Performed: clean nop yard

Supplier Reference #: ABC48484

*Service Items

ItemNo	Description	Service ID	Qty	UOM	Unit Price	Extn Amt
(3)						
10	Material charges-excluding tax	3005469	0.00	Each	1.00	\$0.00
20	Service charges-excluding tax	3005470	0.00	Each	1.00	\$0.00
30	All other charges-excluding tax	3005471	0.00	Each	1.00	\$0.00

Invoice Total: \$0.00

Location

Next Save Copy PDF Export Delete

Reverting a SES

Use the Revert function to update SES submissions that are still pending approval.

1. Select **Revert Submitted SES** at the bottom of the listed POs on the left side of the screen.
2. Search for the SES using SES number, PO number, SES request number, contract number or Work From/To dates.
3. Select the SES to revert.

Invoice Total: \$6,000.00

Overview

SES#	Amount	PO#	Date	Status
5540217	\$6,000.00	4300284509	05/07/2026	Rejected
5539704	(\$24.00)	4300284509	05/07/2026	Rejected
5539702	(\$25.00)	4300284509	05/07/2026	Rejected
5539698	\$1,000.00	4300284508	05/07/2026	Rejected
5539697	\$0.00	4300284508	05/07/2026	Rejected
5539696	(\$100.00)	4300284509	05/04/2026	Rejected
5539666	\$10.00	4300284508	05/04/2026	Rejected
5539665	(\$100.00)	4300284509	05/05/2026	Rejected
5539662	\$15.00	4300284508	05/05/2026	Rejected

*Service Items

ItemNo	Description
(1)	
10	Material charges-exclud

Location

Search and Select SES

Search Criteria

SES#:

PO#:

Contract#:

Sup.Ref#:

Work From/To Date: To:

Search

SES#	Sup.Ref#	Submission Date	Payment Due	Location	Amount
<input type="radio"/> 5540219	ABC48484	05/07/2026	06/06/2026	VALENTINE SUB	\$1,120.00
<input type="radio"/> 5540217	SES-5540217			FRESNO SUB	\$6,000.00
<input type="radio"/> 5539698	SES-5539698	05/07/2026	06/06/2026	FRESNO SUB	\$1,000.00
<input type="radio"/> 5539697				FRESNO SUB	\$0.00

Select Cancel

Reverting a SES

4. Make the necessary updates to the SES.
5. Review the updated information
6. Select **Save** to resend the SES for approval.

Overview

Purchase Order#: 4300276272
PO Item Description: #10 Crew for concrete pier repair over Hwy
PO Work Description: Crew for concrete pier repair over Hwy 90, Valentine Sub MP 698.71
PO Location: Van Horn, TX
Work Date: 05/07/2026 To: 05/07/2026
Work Performed: Clean mop yard
Supplier Reference #: ABC48484

*Service Items

ItemNo	Description	Service ID	Qty	UOM	Unit Price	Extn Amt
(3)						
10	Material charges-excluding tax	3005469	0.00	Each	1.00	\$0.00
20	Service charges-excluding tax	3005470	0.00	Each	1.00	\$0.00
30	All other charges-excluding tax	3005471	0.00	Each	1.00	\$0.00

Invoice Total: 50.00

Location

Next Save Copy PDF Export Delete

Troubleshooting / FAQs

Why did I receive a duplicate reference number error?

SES reference numbers must be unique.

Why can't I submit my SES?

Required fields or attachments may be missing.

Why didn't I receive payment?

Payment timing depends on approval and payment terms.

Can I copy a previous SES submission to create a new one?

Yes. Suppliers can use the **Copy** function to create a new SES from a previously submitted SES, which is helpful for recurring or similar work tied to the same PO or contract.

Can I make changes to an SES after it has been submitted?

Yes. If the SES is still pending approval, suppliers can use the **Revert** function to pull the SES back from the approver queue, make updates, and resubmit it. However, once the SES has been approved, the Revert function is no longer available.

What happens if my SES is rejected?

If the SES is rejected, the SES is returned to the supplier's queue for updates and resubmission. Union Pacific will provide comments explaining the reason for the rejection, such as pricing discrepancies, missing information, or other mismatches. Suppliers should review the approver comments, make the necessary corrections, and resubmit the SES for approval.