



REQUESTING RETENTION PAYMENT

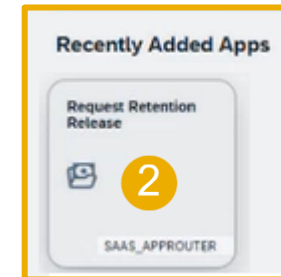
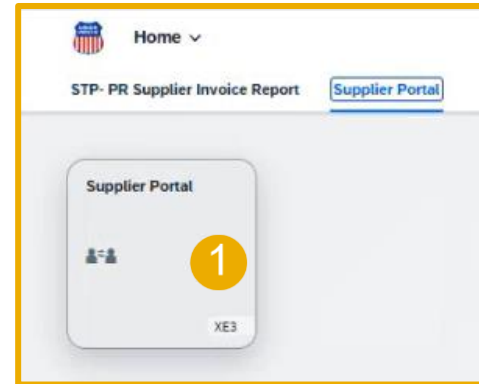
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Work Zone

13 May 2026



Access Request Retention Release

1. Log into the Supplier Portal.
2. Open the **Request Retention Release** tile.
3. View all POs with Retention amounts details including:
 - Retention amount held
 - Retention amount released



Request Retention Release ▾
All ▾ | Search

Request/Search Retention Release Request

Retention Release All Requests

Purchase order with retention (8)

Contract#	PO #	Line #	Item Description	Start Date	Payment Releaser	Ret %	Amt Inv To Date	Ret Amt Held	Ret Amt Released
4900004548	4300222300	10	Canyon Sub MP 264.85	09/26/2024	Cody Coombs	10%	\$1,075,085.19	\$24,508.52	\$83,000
4900004816	430023977	10	POCATELLO 101.8	12/10/2024	Cody Coombs	10%	\$4,074,639.58	\$35,231.61	\$372,232.35
4900004943	4300249062	10	BRIDGE 285.04 - HOUSTON SUB	02/20/2025	Kevin Hier	10%	\$900,742.6	\$6,762.6	\$52,311.66
4900005163	4300255047	10	BRIDGE 659.64 - LAKE CHARLES SUB	05/20/2025	Kevin Hier	10%	\$687,416.5	\$31,552.95	\$27,188.7
4900005165	4300255127	10	FRESNO SUB 149.41	05/20/2025	Isaac Cherry	10%	\$3,232,616	\$323,261.6	\$0
4900005223	4300258382	10	FRESNO SUB 41.51	06/23/2025	Isaac Cherry	10%	\$100,000	\$10,000	\$0
4900005316	4300264920	10	WACO SUB BR. 963.07	08/22/2025	Kevin Hier	10%	\$3,065,682.05	\$151,089.26	\$155,478.96
4900005518	4300278822	10	BRINKLEY 50.67	01/07/2026	James Moss	10%	\$1,026,764	\$102,676.4	\$0

Submitting Request Retention Payment

1. Select applicable purchase order for the release request.
2. Download and complete the lien waver.
3. Upload the signed lien waver.
4. Select **Request Release** in the bottom right corner to submit the request to Union Pacific.

The screenshot shows the 'Request/Search Retention Release Request' interface. At the top, there are tabs for 'HEADER', 'RETENTION INVOICES (2)', and 'ATTACHMENTS/COMMENTS'. The 'HEADER' section displays the following information:

- PO Line: 4300222356 10
- Item Description: Canyon Sub MP 264.85
- Start Date: 06/26/2024
- Payment Releaser:
- Retention Invoices: 2
- Total: \$24,508.52

The 'Retention Invoices (2)' section contains a table with the following data:

<input checked="" type="checkbox"/>	SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held
<input checked="" type="checkbox"/>	5325371	48858	12/17/2025	\$112,000.00	\$11,200.00
<input checked="" type="checkbox"/>	5332300	48397	12/23/2025	\$133,085.19	\$13,308.52

The 'Attachments/Comments' section shows 'No Attachments' and a '+ Add attachment (Download, Sign & Upload Lien Waiver)' button. Below this is a 'Comments:' text area. At the bottom right, there are three buttons: 'Request Release', 'Export Retention Request', and 'PDF'. Numbered callouts 1 through 4 are placed on the interface to correspond with the steps in the list on the left.

Troubleshooting / FAQs

Why is my payment lower than my SES amount?

Retention deductions may apply to the project or contract.

Where can I see the retained amount?

Retention information appears on the SES review/summary page. It can also be viewed in the Request for Retention Release tile.

When will retained amounts be paid?

Retained amounts are released after work completion, request submission, and review and approval by Union Pacific.