



SEARCH SES & PAYMENT STATUS

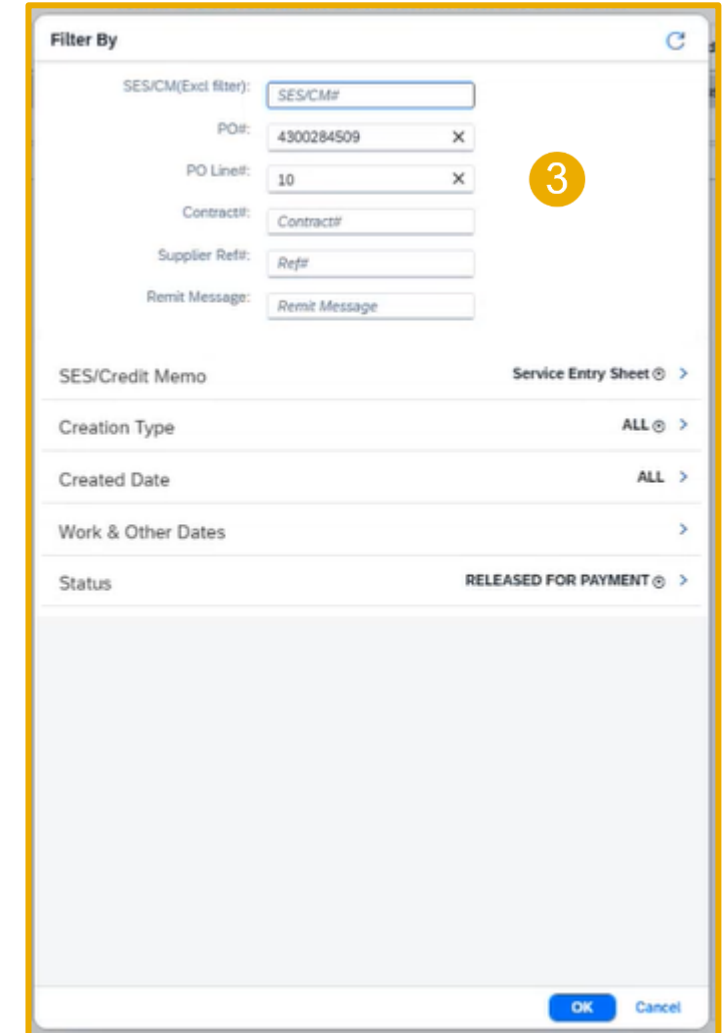
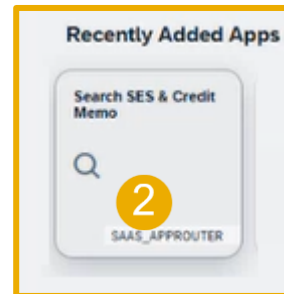
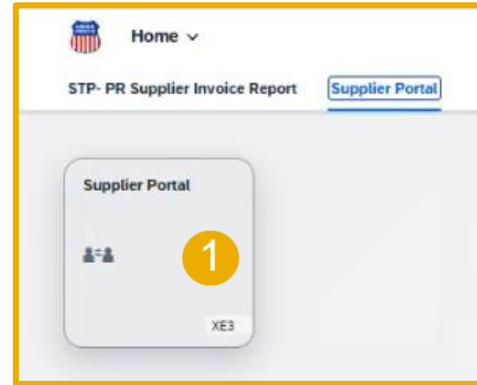
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Work Zone

13 May 2026



Accessing SES & Credit Memo Search

1. Log into the Supplier Portal.
2. Open the **Search SES & Credit Memo** tile.
3. Use the filter fields to search for specific SES or Credit Memo records. Available filters include:
 - SES/Credit Memo number,
 - Creation type
 - Created Date
 - Work From/To dates
 - Status



Searching for SES Records

Additional date and status filters are available to help refine the search results.

The 'Filter By : Work Date' dialog box features a list of radio button options: 'All' (selected), 'Last 1 Year', 'Last 90 Days', 'Last 60 Days', 'Last 30 Days', 'Last 7 Days', and 'Specific Date'. Below the list are 'From:' and 'To:' input fields with calendar icons. 'OK' and 'Cancel' buttons are at the bottom.

The 'Filter By : Dates' dialog box contains six rows of date filters, each with a text input field and a calendar icon: 'Work Start From', 'Work To Date', 'Submit From', 'Submit To', 'Payment Due From', and 'Payment Due To'. 'OK' and 'Cancel' buttons are at the bottom.

The 'Filter By : Status' dialog box displays a list of status options, each with a checked checkbox: 'All', 'Draft', 'Submitted with errors', 'Submitted', 'Release for payment', 'Rejected', 'Reassigned', 'Processing Queue', 'Paid', 'Deleted', and 'Cancelled'. 'OK' and 'Cancel' buttons are at the bottom.

Reviewing SES Status

1. Locate the appropriate SES record in the search results.
2. Review the SES status column for the current approval status.
3. Select the SES record to view additional details and workflow information.

Search SES & Credit Memo 2

SES/Credit Memo Count(9) Search SES/CM#

Filter By: POI:4300284509, Creation Type:ALL, Created Date:ALL, Status:ALL

SES/CM#	POI/Contract#	Start/ End Date	Location	Work Performed	Ref#	Assigned To	Status	Submit /Due Date	Payment Status	Amount
5539660	4300284509-10	05/05/2026 05/05/2026	FRESNO SUB MP50.76-50.76	Haul equipment to site	REF-HAUL	xmie110 SRVBUYER1	Release for payment	05/05/2026-06/04/2026	Payment due in 27 days	\$225.00
5539671	4300284509-10	05/06/2026 05/06/2026	FRESNO SUB		4300284509-CM	xmie110 SRVBUYER1	Release for payment	05/06/2026-06/05/2026	Payment due in 28 days	(\$11.00)
5539701	4300284509-10	05/07/2026 05/07/2026			REF 5539701CM	xmie110 SRVBUYER1	Submitted	05/07/2026-06/06/2026	Payment due in 29 days	(\$50.00)
5539703	4300284509-10	05/07/2026 05/07/2026			REF 5539703CM	xmie110 SRVBUYER1	Submitted	05/07/2026-06/06/2026	Payment due in 29 days	(\$30.00)
5539704	4300284509-10	05/07/2026 05/07/2026			REF 5539704CM	xmie110 SRVBUYER1	Rejected	05/07/2026		(\$24.00)
5540217	4300284509-10	05/07/2026 05/07/2026	FRESNO SUB MP10-20	SES	SES-5540217	xmie110 SRVBUYER1	Rejected			\$6,000.00

Reviewing SES Details

1. Open the SES record to review detailed information, including Overview, Accounting, Reference to SES, Comments, Attachments, and Payment Details.
2. Review the available sections for additional status, approval, and payment details.

Search SES & Credit Memo

Credit Memo# 5539665 (PO# 4300284509)

OVERVIEW ACCOUNTING REFERENCE TO SES (0) COMMENTS (3) ATTACHMENTS(1) PAYMENT DETAILS

Overview

Status: Submitted with errors
Requested Credit: \$100.00

Accounting

Company Code: Company Code: UP CORPORATION

Cost Center	GL Account	Network	Activity	Maint Order	Amount
30208	506380	95163	0140		\$100.00

Total Credit Memo: \$100.00

Reference to SESs (0)

SES #	Sup. Ref#	Sbms Date	Pyemt Date	Location	Work Performed	Amount
No data						

Comments (3)

Assigned To	Routing Type	Date Assigned	Date Action Taken	Action Taken By	Comments
ZA CONSTRUCTION LLC	Created by Supplier	05/06/2026	05/06/2026	ZACHARY R AINSWORTH	
ZACHARY R AINSWORTH	Submitted by Supplier	05/06/2026	05/06/2026	ZACHARY R AINSWORTH	
xmie110 SRVBUYER1	Credit Memo Approved	05/06/2026	05/06/2026	Snehlata Gupta	

Search SES & Credit Memo

SES# 5539574 (PO# 4300284475)

OVERVIEW SERVICE ITEMS ACCOUNTING ROUTING COMMENTS(4) ATTACHMENTS(0) PAYMENT DETAILS TRACKING

Payment Details

Payment Doc#: 2006672650
 Payment Date: 04/29/2026
 Payment Amount: \$27,360.00
 Payment Method: UPRR Bank transfer ACH Reg
 Check#:
 Check Cashed: 0000-00-00

Troubleshooting / FAQs

Why can't I find my SES?

Verify filters and expand the date range.

Why is my SES still pending?

The SES may still be awaiting Union Pacific approval.

Where can I see rejection comments?

Open the SES and review the workflow/routing section.