


# Creating a Service Entry Sheet

In SourceHub

Under Create/Request on the SourceHub home page, click "Create and Submit SES & Credit Memo"

Create / Request

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

 217

Pending

At the bottom of the left bar titled Review and Edit, select the light blue "Add SES" button

Review and Edit SES(218) PO# 4300023360 (SES# 495388)

Search SES/CM #	
495388	\$1,000.00
PO# 4300023360	11/29/2018
ALTON & SOUTHERN GATEWAY	
aWDASDF	
495344	\$0.10
PO# 4300021521	08/28/2018
LARAMIE SUB	
test	
495345	\$17,179.00
PO# 4300021521	08/28/2018
LARAMIE SUB	
Copied	
495343	\$2.00
PO# 4300021521	08/28/2018
LARAMIE SUB	
Testing Copy Feature	
157532	\$3,978.63

Overview Service Items Comments Miscellaneous

PO Item Description: #10 Default Line Item Group

PO Work description: Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."

\*Work Date: 11/29/2018 To: 11/29/2018

\*Work Performed:

Region: NORTHERN

Service Unit: ALTON & SOUTHERN

Facility: ST LOUIS MO - GATEWAY YARD...

Subdivision: ALTON & SOUTHERN GATEWAY

Milepost From: #####.## To: #####.##

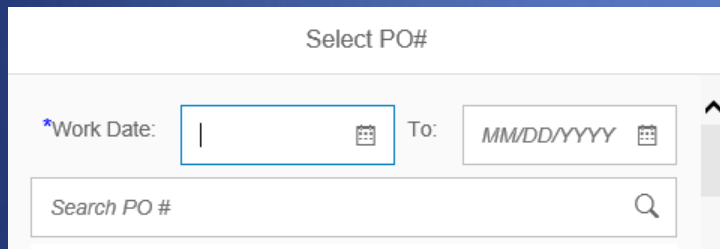
Delivery Location: ZZ , 98

UP Gang#:

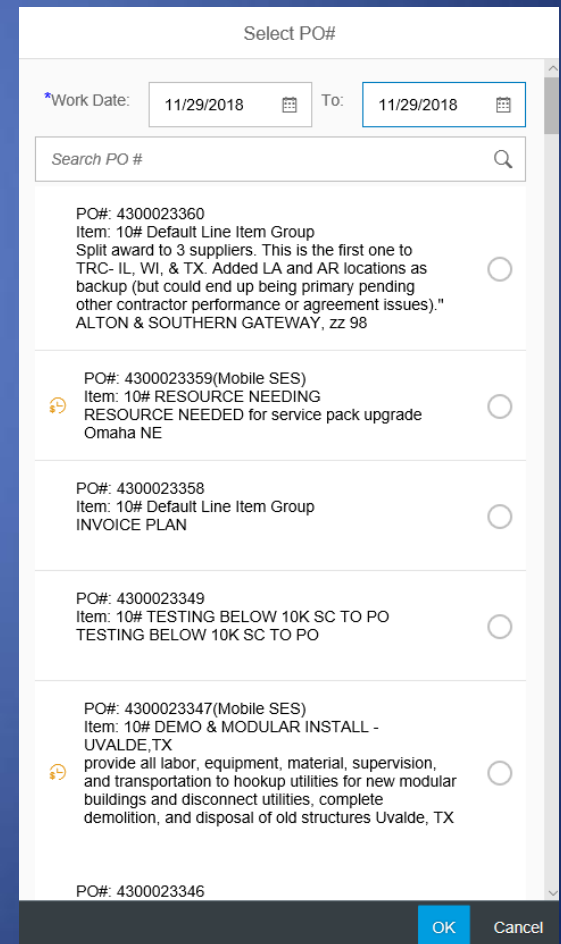
Invoice Date: 11/29/2018 \*Supplier Reference #: 3221

Add SES +Credit Memo Next Save PDF Delete

On the dialog box titled "Select PO#" enter the work date in the "Work Date" section (NOTE: work date CANNOT be in the future) and the PO # in the "Search PO #". Alternatively, you can scroll through the list to find the correct PO.



The screenshot shows the top portion of the "Select PO#" dialog box. It features a title bar with the text "Select PO#". Below the title bar, there are two date selection fields: "\*Work Date:" followed by a text input field containing a vertical bar and a calendar icon, and "To:" followed by a text input field containing "MM/DD/YYYY" and a calendar icon. Below these fields is a search bar labeled "Search PO #" with a magnifying glass icon on the right.



The screenshot shows the full "Select PO#" dialog box with a list of PO items. The title bar reads "Select PO#". The "Work Date" and "To" fields are both set to "11/29/2018". The search bar is empty. The list contains five items, each with a radio button for selection:

- PO#: 4300023360  
Item: 10# Default Line Item Group  
Split award to 3 suppliers. This is the first one to TRC- IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."  
ALTON & SOUTHERN GATEWAY, zz 98
- PO#: 4300023359(Mobile SES)  
Item: 10# RESOURCE NEEDED  
RESOURCE NEEDED for service pack upgrade  
Omaha NE
- PO#: 4300023358  
Item: 10# Default Line Item Group  
INVOICE PLAN
- PO#: 4300023349  
Item: 10# TESTING BELOW 10K SC TO PO  
TESTING BELOW 10K SC TO PO
- PO#: 4300023347(Mobile SES)  
Item: 10# DEMO & MODULAR INSTALL -  
UVALDE, TX  
provide all labor, equipment, material, supervision,  
and transportation to hookup utilities for new modular  
buildings and disconnect utilities, complete  
demolition, and disposal of old structures Uvalde, TX

At the bottom of the list, the PO# 4300023346 is partially visible. The dialog box has "OK" and "Cancel" buttons at the bottom right.

The PO# you entered or selected will be displayed, click OK. All of the items associated with the PO will show up.

Select PO#

\*Work Date: 11/28/2018 To: 11/28/2018

4300023360


PO#: 4300023360  
Item: 10# Default Line Item Group  
Split award to 3 suppliers. This is the first one to TRC-IL, WI, & TX. Added LA and AR locations as backup (but could end up being primary pending other contractor performance or agreement issues)."  
ALTON & SOUTHERN GATEWAY, zz 98

OK Cancel

Ensure the correct PO item and PO work description show up on the new SES. The SES number is also listed.




PO# 4300023360 (SES# 495383)


Service Items	Comments	Miscellaneous
PO Item Description: <a href="#">#10 Default Line Item Group</a>		
PO Work description: 		


Enter info into all areas marked with a


blue \* asterisk


\*Work Date: 08/28/2018 To: 08/28/2018 

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

\*Region: NORTHERN 

\*Service Unit: DENVER 


Facility: CHEYENNE WY - CHEYENNE YARD 

\*Subdivision: LARAMIE SUB 


\*Milepost From: 00.1 To: 00.2

Delivery Location: cheyenne , WY


UP Gang#:

Invoice Date: 11/29/2018  \*Supplier Reference #:

Enter supplier reference number. This is a number used internally by the supplier. The number cannot be duplicate. If you do not have one, type in the SES #.

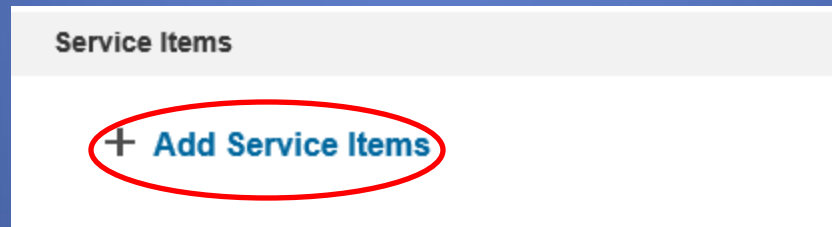


UP Gang#:

Invoice Date:   \*Supplier Reference #:



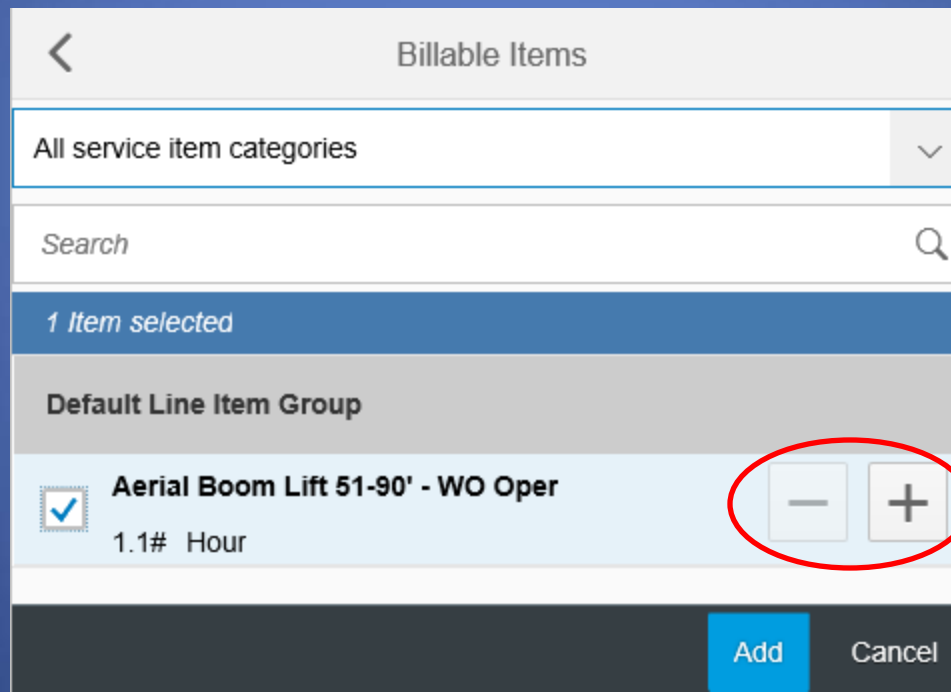
Click the "Add Service Items" prompt to attach applicable service items to the SES



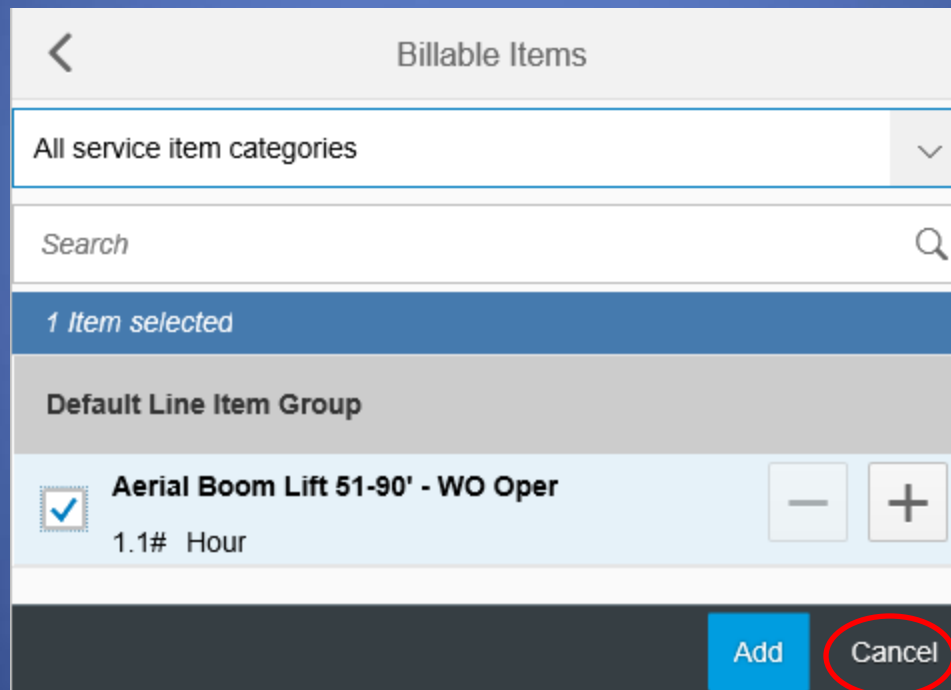
The billable items prompt will list all of the service item categories. Select the appropriate items and click "Add". The page will confirm that the item was added below the "billable items" box.

The screenshot displays the 'Billable Items' interface. At the top, there is a back arrow and the title 'Billable Items'. Below this is a dropdown menu for 'All service item categories' and a search bar labeled 'Search'. A blue banner indicates 'no items selected.'. Under the 'Default Line Item Group' section, the item 'Aerial Boom Lift 51-90' - WO Oper' is listed with a unit of '1.1# Hour'. A red arrow points to the selection checkbox. At the bottom right, the 'Add' button is circled in red, and the 'Cancel' button is visible next to it.





The (+) and (-) buttons are used to add a new line item with the same name, NOT to denote the quantity.



When done, click the cancel button to close the prompt and go back to the SES



Under the "Service items" box, click the arrow to the right of the (X) to edit.

Service Items				
+ Add Service Items				
Description	Qty	UOM	Unit Price	Extn Amt
<b>System-Wide Transloading</b>				
<b>20# Labor-Supervisor/Supt-ST-without vehicle</b> Enter Employee and Hrs	0	Hour	\$46.09	 
<b>30# Labor-Supervisor/Supt-OT-without vehicle</b> Enter Employee and Hrs	0	Hour	\$68.54	 

Enter the Quantity, Unit Price, and any comments on the next screen. Enter **quantity** in the box if the line item is based off **quantity**. Enter **dollar amount** if the line item is lump sum or **variable rate**. Click "Save" in the bottom right corner.


Default Line Item Group  
10# Aerial Boom Lift 51-90' - WO Oper  
Service ID: 3000006

\*Quantity (Hour):

\*Unit Price:

Comments:

Extended Amt:

 Save Remove

The program will take you back to the original SES screen. Ensure the Invoice Total is accurate.

### Service Items

+ Add Service Items

Description	Qty	UOM	Unit Price	Extn Amt	
<b>System-Wide Transloading</b>					
<b>20# Labor-Supervisor/Supt-ST-without vehicle</b> adfasd	5	Hour	\$46.09	<b>\$230.45</b>	⊗ >
<b>30# Labor-Supervisor/Supt-OT-without vehicle</b> dcasdf	4	Hour	\$68.54	<b>\$274.16</b>	⊗ >

**Invoice Total: \$504.61**

Add any comments for the SES in the Comments box.

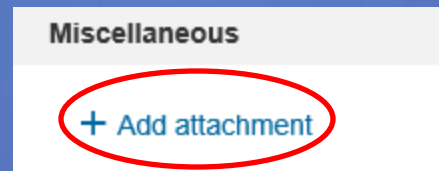
**Comments**

Assigned To	Routing Type	Date Assigned	Date Action Taken	Action Taken By	Comments
Supplier	Pending	11/28/2018			

Comments :




Add any attachments associated with the SES on in the  
"Miscellaneous" box



# Select attachment in the "Attachment Receipt" pop-up and select a category. When done, click "OK"

Attachment Receipt

\*Select Attachment

Select Attachment 

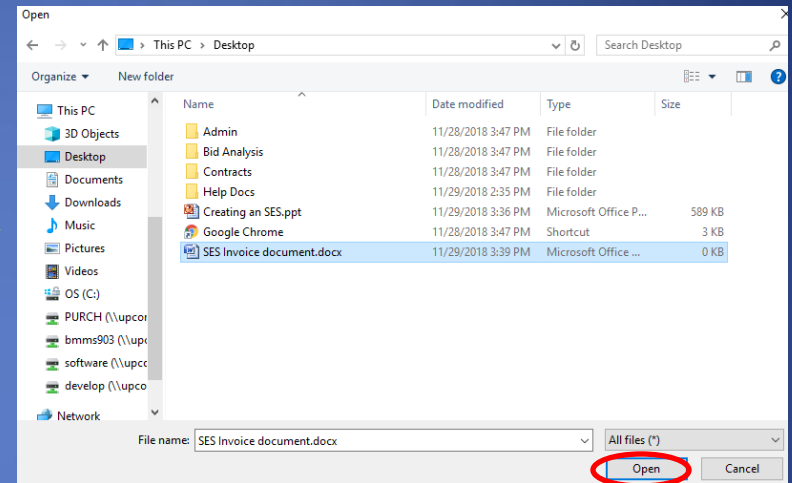
\*Category

Select Attachment Category

Description

Description

OK Cancel



\*Category

Select Attachment Category

Select Attachment Category

MATERIAL SUPPORT

SUBCONTRACTOR SUPPORT

OTHER REIMBURSABLE SUPPORT

TIMESHEET

PHOTO


MISCELLANEOUS

BUY AMERICA CERTIFICATE

CERTIFIED PAYROLL DOCUMENTATION

Attachment Receipt

\*Select Attachment

SES Invoice document.docx 

\*Category

Select Attachment Category

Description

Description

OK Cancel

Click the light blue "Next" button after you have ensured all of the data is accurate up to this point.

PO# 4300023360 (SES# 495388)

Overview **Service Items** Comments Miscellaneous

Description	Qty	UOM	UNIT PRICE	EXT AMT
<b>Default Line Item Group</b>				
10# Aerial Boom Lift 51-90' - WO Oper Enter Qty	0	Hour	\$1,000.00	

**Comments**


Assigned To	Routing Type	Date Assigned	Date Action Taken	Action Taken By	Comments
Supplier	Pending	11/29/2018			

Comments :

**Miscellaneous**

[+ Add attachment](#)

**Next** Save PDF Delete



On the next screen, ensure all data is correct

PO# 4300021521 (SES# 495344)					
Invoice total including markup and surcharges (2 Service Items) : <b>\$504.61</b>					
Description	Quantity	UOM	Unit Price	Extn Amt	Markup
System-Wide Transloading					
Labor-Supervisor/Supt-ST-without vehicle	5	Hour	\$46.09	\$230.45	>
Labor-Supervisor/Supt-OT-without vehicle	4	Hour	\$68.54	\$274.16	>
				Item Total:	\$504.61
				Markup & Surcharge:	0.00
				<b>Invoice Total:</b>	<b>\$504.61</b>
				<b>Retention Held(0%):</b>	
				<b>Payment Amount:</b>	<b>\$504.61</b>

If everything is accurate, click "Submit". If anything is inaccurate, click "Previous".



< PO# 4300021521 (SES# 495344)

Invoice total including markup and surcharges (2 Service Items ) :**\$504.61**

Description	Quantity	UOM	Unit Price	Extn Amt	Markup
System-Wide Transloading					
Labor-Supervisor/Supt-ST-without vehicle	5	Hour	\$46.09	\$230.45	>
Labor-Supervisor/Supt-OT-without vehicle	4	Hour	\$68.54	\$274.16	>

Item Total: \$504.61  
Markup & Surcharge: 0.00  
**Invoice Total: \$504.61**

**Retention Held(0%):**  
**Payment Amount: \$504.61**

Submit PDF Previous

When successful, the following dialog box will appear.  
**Record the SES number for your reference!**

