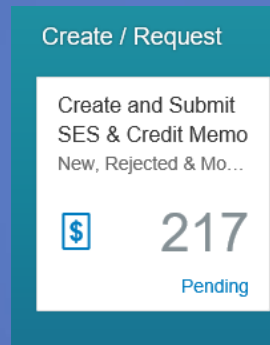


Creating a Credit Memo

In SourceHub

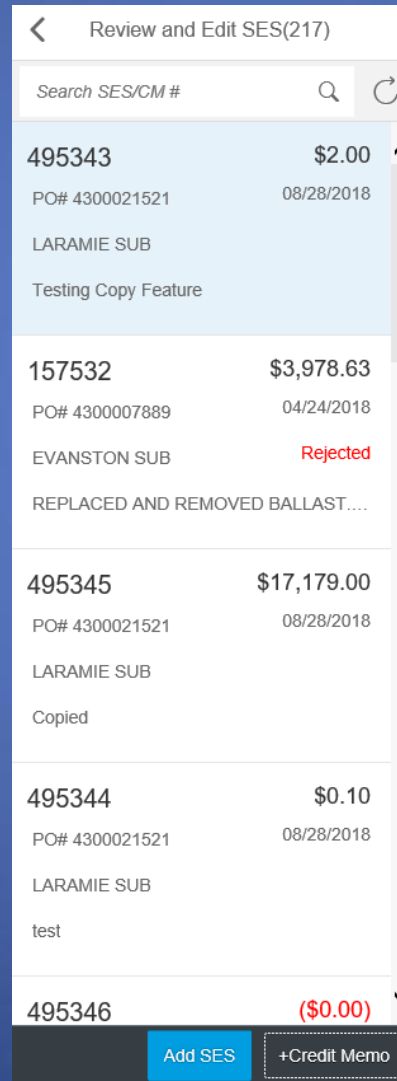
Under Create/Request on the SourceHub home page,
click "Create and Submit SES & Credit Memo"



The image shows a teal-bordered card with a white background. At the top, it says 'Create / Request'. Below that, the text reads 'Create and Submit SES & Credit Memo' followed by 'New, Rejected & Mo...'. In the center, there is a blue square icon with a white dollar sign, followed by the number '217'. Below the number, the word 'Pending' is written in a smaller, teal font.

Category	Value	Status
Create and Submit SES & Credit Memo	217	Pending

On the "Review and Edit SES" bar, click "Credit Memo" on the bottom of the screen



Review and Edit SES(217)

Search SES/CM #

495343	\$2.00
PO# 4300021521	08/28/2018
LARAMIE SUB	
Testing Copy Feature	
157532	\$3,978.63
PO# 4300007889	04/24/2018
EVANSTON SUB	Rejected
REPLACED AND REMOVED BALLAST...	
495345	\$17,179.00
PO# 4300021521	08/28/2018
LARAMIE SUB	
Copied	
495344	\$0.10
PO# 4300021521	08/28/2018
LARAMIE SUB	
test	
495346	(\$0.00)

Add SES +Credit Memo

Enter the PO # in the pop-up box, select the correct one and click OK

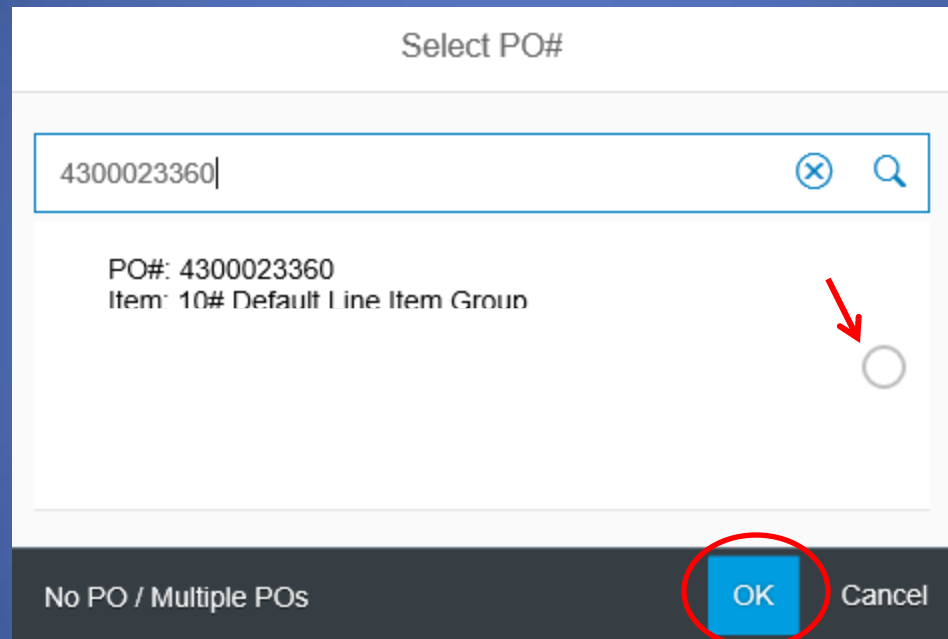
Select PO#

4300023360

PO#: 4300023360
Item: 10# Default Line Item Group

No PO / Multiple POs

OK Cancel



Enter a description on the next page in the box next to
"Request Description"

PO# 4300023360 (CM# 495386)

Overview Reference To SESs Comments *Miscellaneous

*Request Description:

Ensure the Vendor Account to Credit is accurate as well as the PO Item

Vendor Account to Credit: 1000023743

PO Item: Default Line Item Group

Invoice Date: MM/DD/YYYY



Enter the “Supplier Reference Number”. This is a number that is unique to each invoice. If applicable, fill in “Remit to Message”. Ensure the “Entered by/Phone” is correct

*Supplier Reference #:

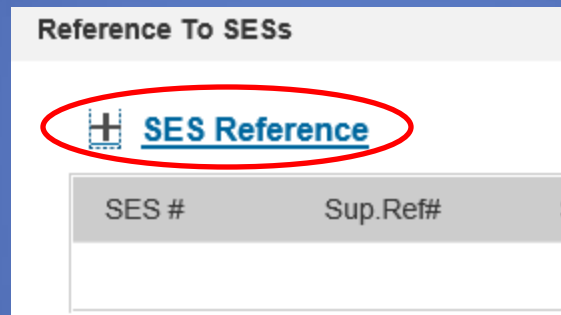
Remit to Message:

Entered by/Phone:

Enter the “Requested Credit” amount in the box

*Requested Credit:

Select the SES Reference button



Enter the SES #, Supplier Reference # and the SES Work Date in the pop-up dialog box, then click GO

SES Search

Contract#: 4700000300
PO#: 4300023360
SES#:
Sup.Ref#:
SES Work Date:

GO

<input type="checkbox"/> SES #	Sup.Ref #	Sbms Date	Pynt Due	Location	Amount
No data					

OK Cancel

Select the Correct SES and click OK


SES Search


Contract#: 4700000300
PO#: 4300023360
SES#:
Sup.Ref#:
SES Work Date: To:

<input type="checkbox"/> SES #	Sup.Ref #	Sbms Date	Pynt Due	Location	Amount
<input type="checkbox"/> 495383	24545	11/28/2018	12/28/2018	ALTON & SOUTHERN GATEWAY	\$1,000.00

When selected, the SES will show up in the "Reference to SES" box

Reference To SESs

 [SES Reference](#)

SES #	Sup.Ref#	Sbms Date	Pymt Date	Location	Work Performed	Amount
495383	24545	11/28/2018	12/28/2018	ALTON & SOUTHERN GATEWAY	dfhkasd	\$1,000.00 

Add any comments in the “Comments” section

Comments

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

Comments :

Add Supporting documentation in the "Miscellaneous" area.
Documentation is required and should include an itemized
breakout of the requested credit memo amount.

***Miscellaneous**

Supporting documentation is required and should include an itemized breakout of the requested credit memo amount.


[+ Add attachment](#)

Who will review this request?:

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

Attachment Receipt

*Select Attachment

Select Attachment 

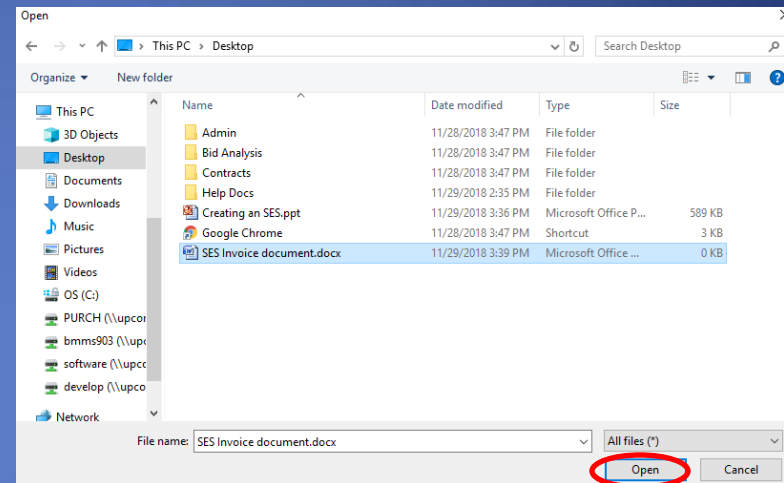
*Category

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

Attachment will show up under "Miscellaneous". If the file is the wrong one, click the red (X) to delete it.

***Miscellaneous**

Supporting documentation is required and should include an itemized breakout of the requested credit memo amount.

[+ Add attachment](#)

 blank.doc Nov 27 2018	Category: MISCELLANEOUS	 
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Who will review this request?: .

Click submit when finished

PO# 4300023360 (CM# 495386)

Overview **Reference To SESs** Comments *Miscellaneous

495383	24545	11/28/2018	12/28/2018	SOUTHERN GATEWAY	dfhkasd	\$1,000.00	⊗
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Comments


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



Comments :

***Miscellaneous**

Supporting documentation is required and should include an itemized breakout of the requested credit memo amount.


[+ Add attachment](#)

 blank.doc
Nov 27 2018

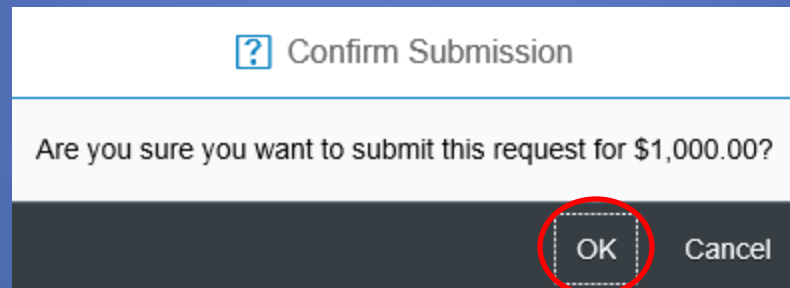
Category: MISCELLANEOUS  

Who will review this request?:

Submit Save PDF Delete



Confirm Submission will pop-up.
Confirm with OK, cancel with “Cancel”



A dialog box titled "Confirm Submission" with a question mark icon. The text inside asks, "Are you sure you want to submit this request for \$1,000.00?". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red dashed circle.

? Confirm Submission

Are you sure you want to submit this request for \$1,000.00?

OK Cancel