Requesting Retention Payment

On the SourceHub home page, click the "Request Retention" tab

Request Retentio... Notarized Request

\$

A list of projects with retention held will appear

Retention Release										
Purchase order with retention (4)						Sea	rch	Q	$\uparrow_{\downarrow} \mathbf{Y}$	
Contract #	PO	LINE	Item Description	Start Date	Payment Releaser	Ret %	Amt Inv To Date	Ret Amt Held	Ret Amt Released	
4900000698	4300023359	10	RESOURCE NEEDING	11/09/2018	Snehlata Gupta	10%	\$4,867.1	\$486.71	\$0	\bigcirc
510000083	4300023411	10	One time invoice plan PO for 6800	03/08/2019	Snehlata Gupta	10%	\$296.8	\$29.68	\$0	>
510000084	4300023412	10	Copy of One time invoice plan PO for 680	03/08/2019	Snehlata Gupta	10%	\$60	\$6	\$0	>
510000087	4300023422	10	Testing last and next year spend fields	03/25/2019	Snehlata Gupta	10%	\$13	\$1.3	\$0	>

Select the PO you want retention payment for with the arrow

The Invoice application page will show up

<	Invoice Application-Retention Release								
F	Header	Retention Invoices (3) Att	tachments/Comments						
		PO/Line: 4300023 Item Description: RESOUR Start Date: 11/09/201 Payment Releaser: Snehlata Retention Invoices: 3 Total: \$486.71	359 10 CE NEEDING 8 Gupta						
F	Retention	nvoices (3)							
		SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held			
		495546	645	01/28/2019	\$3,730.00	\$373.00			
		495750	888888	04/22/2019	\$969.00	\$96.90			
		495751	4555454	04/22/2019	\$168.10	\$16.81			

Select the SES which need retention released

Retention Invoices (3)							
SES	# Supplier R	eference # Invoice Date	e Invoice Amt	Retention Amt H	eld		
✓ 495	546 645	01/28/2019	\$3,730.00	\$373.00			
✓ 495	750 888888	04/22/2019	\$969.00	\$96.90			
✓ 495	751 4555454	04/22/2019	\$168.10	\$16.81			

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

	Open	×
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*Select Attachment	Organize - New folder	• •
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	File name: SES Invoice document.docx All files (*)	~
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Add any comments

Comments :	

Click "Request Release"

<				Invoice Application-Retent	ion Release		
	Header	Retention Invoices (3) Attachments/Comments				
		PO/Line: Item Description: F Start Date: 1 Payment Releaser: S Retention Invoices: 3 Total: 5	4300023359 10 RESOURCE NEEDING 1/09/2018 Snehlata Gupta 3 5486.71				
	Retention I	nvoices (3)					
	✓	SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held	
	✓	495546	645	01/28/2019	\$3,730.00	\$373.00	
	 Image: A start of the start of	495750	888888	04/22/2019	\$969.00	\$96.90	
	✓	495751	4555454	04/22/2019	\$168.10	\$16.81	

Confirm request

Request Confirmation

This request will be forwarded to <u>Snehlata Gupta</u> for review. Please confirm this retention release request.

Confirm Cancel