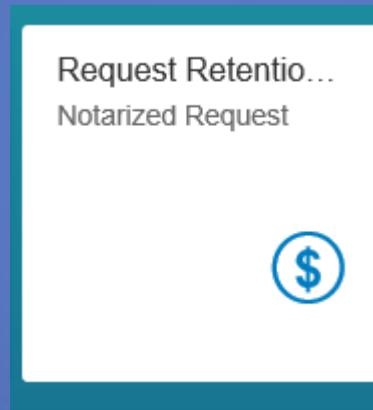


Requesting Retention Payment

On the SourceHub home page, click the “Request Retention” tab



# A list of projects with retention held will appear

Retention Release

Purchase order with retention (4)

Contract #	PO	LINE	Item Description	Start Date	Payment Releaser	Ret %	Amt Inv To Date	Ret Amt Held	Ret Amt Released	
4900000698	<a href="#">4300023359</a>	10	RESOURCE NEEDING	11/09/2018	<a href="#">Snehlata Gupta</a>	10%	\$4,867.1	\$486.71	\$0	
5100000083	<a href="#">4300023411</a>	10	One time invoice plan PO for 6800	03/08/2019	<a href="#">Snehlata Gupta</a>	10%	\$296.8	\$29.68	\$0	>
5100000084	<a href="#">4300023412</a>	10	Copy of One time invoice plan PO for 680	03/08/2019	<a href="#">Snehlata Gupta</a>	10%	\$60	\$6	\$0	>
5100000087	<a href="#">4300023422</a>	10	Testing last and next year spend fields	03/25/2019	<a href="#">Snehlata Gupta</a>	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					
Header	Retention Invoices (3)	Attachments/Comments			
PO/Line: <a href="#">4300023359</a> 10					
Item Description: RESOURCE NEEDING					
Start Date: 11/09/2018					
Payment Releaser: <a href="#">Snehlata Gupta</a>					
Retention Invoices: 3					
Total: \$486.71					
Retention Invoices (3)					
<input type="checkbox"/>	SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held
<input type="checkbox"/>	<a href="#">495546</a>	645	01/28/2019	\$3,730.00	\$373.00
<input type="checkbox"/>	<a href="#">495750</a>	888888	04/22/2019	\$969.00	\$96.90
<input type="checkbox"/>	<a href="#">495751</a>	4555454	04/22/2019	\$168.10	\$16.81

# Select the SES which need retention released


## Retention Invoices (3)

<input checked="" type="checkbox"/>	SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held
<input checked="" type="checkbox"/>	495546	645	01/28/2019	\$3,730.00	\$373.00
<input checked="" type="checkbox"/>	495750	888888	04/22/2019	\$969.00	\$96.90
<input checked="" type="checkbox"/>	495751	4555454	04/22/2019	\$168.10	\$16.81

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

Attachment Receipt

\*Select Attachment

Select Attachment 

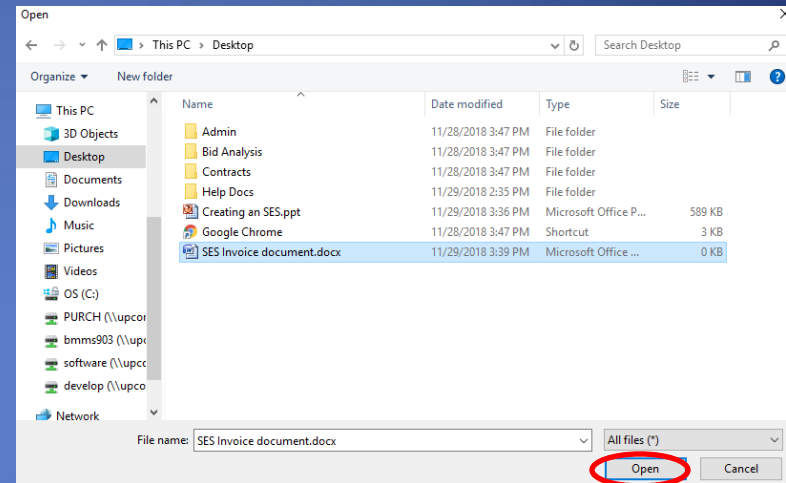
\*Category

Select Attachment Category

Description


Description

OK Cancel



Attachment Receipt

\*Select Attachment

Select Attachment 

\*Category

Select Attachment Category

Select Attachment Category


OTHER

LIEN RELEASE

OK Cancel

Attachment Receipt

\*Select Attachment

SES Invoice document.docx 

\*Category

Select Attachment Category

Description

Description

OK Cancel

# Add any comments

Comments :

# Click "Request Release"

< Invoice Application-Retention Release

Header   Retention Invoices (3)   Attachments/Comments

PO/Line: [4300023359](#) 10  
Item Description: RESOURCE NEEDING  
Start Date: 11/09/2018  
Payment Releaser: [Snehlata Gupta](#)  
Retention Invoices: 3  
Total: \$486.71

**Retention Invoices (3)**

<input checked="" type="checkbox"/>	SES #	Supplier Reference #	Invoice Date	Invoice Amt	Retention Amt Held
<input checked="" type="checkbox"/>	<a href="#">495546</a>	645	01/28/2019	\$3,730.00	\$373.00
<input checked="" type="checkbox"/>	<a href="#">495750</a>	888888	04/22/2019	\$969.00	\$96.90
<input checked="" type="checkbox"/>	<a href="#">495751</a>	4555454	04/22/2019	\$168.10	\$16.81

**Attachments/Comments**

[Request Release](#)



# Confirm request

## Request Confirmation

This request will be forwarded to: [Snehlata Gupta](#) for review.  
Please confirm this retention release request.

Confirm

Cancel