



Ameren Services



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CCTM Ameren Supplier

March 20, 2011

Table of Contents

Chapter One: Introduction to CCTM	5
Lesson 1-1: CCTM Processing Flow	6
Lesson 1-2: Terms and Concepts	8
Lesson 1-3: Benefits of CCTM	9
Lesson 1-4: Training and Support	. 10
Chapter Two: Basics and Navigation	.13
Lesson 2-1: iSupplier Security	
Lesson 2-2: Log on to Ameren's iSupplier Portal	
Lesson 2-3: Change Your Password	
Lesson 2-4: Roles and Responsibilities	
Lesson 2-5: Navigate to a CCTM Page	
Lesson 2-6: Use CCTM Page Elements	
Lesson 2-7: Search for a Value	
Lesson 2-8: Use the Calendar	
Lesson 2-9: Log out of CCTM	.25
Chapter Three: Creating Rate Cards	27
Lesson 3-1: Rate Card Process Flow	28
Lesson 3-2: Search for Rate Cards	
Lesson 3-3: Create Rate Cards — Online or File Upload?	
Lesson 3-4: Enter Rate Card Online and Submit for Approval	
Lesson 3-5: Download and Complete a Rate Card Template	
Lesson 3-6: Upload the Completed Rate Card	
Lesson 3-7: Add Attachments	
Lesson 3-8: View Rate Card Notifications	
Lesson 3-9: Correct Rejected Rate Cards	
Chapter Four: Modifying Approved Rate Cards	53
Lesson 4-1: Modify Approved Rate Cards Online	
Lesson 4-2: Modify Approved Rate Cards via Export	
Lesson 4-2: Viewing and Correcting Upload Failures	
Lesson 4-4: Correct Rejected Rate Card Modifications	
-	
Chapter Five: Entering Time Cards	
Lesson 5-1: Time Card Process Flow	
Lesson 5-2: Glossary	
Lesson 5-3: View Time Cards.	
Lesson 5-4: Enter Fixed Price Time Card Online	
Lesson 5-5: Enter Time and Material Time Cards – Online or File Upload?	
Lesson 5-6: Enter Labor for Time and Materials Individual Daily Time Card Online	
Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online	. 85

Lesson 5-8: Enter Material Costs for Time and Material Time Cards	
Lesson 5-9: Enter Expenses for Time and Material Time Cards	90
Lesson 5-10: Bulk Daily Time Entry	92
Lesson 5-11: Bulk Weekly Time Entry	96
Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards	
Lesson 5-13: Add Attachments	103
Lesson 5-14: Download Time Card Template for File Upload	
Lesson 5-15: Upload Time Card	
Lesson 5-16: Correct Rejected Time Card	
Lesson 5-17: Delete a Time Card	117
Lesson 5-18: Adjust Time Cards	119
Lesson 5-19: View Time Card Notifications	122
Chapter Six: Entering Project Management Data	
Lesson 6-1: Enter Project Management Data	
Chapter Seven: CCTM Reports	
Lesson 7-1: Time Card Report	130
Lesson 7-2: Invoice Reconciliation Report	134
Chapter Eight: Summary Information	
Lesson 8-1: Supplier Requirements	

Chapter One: Introduction to CCTM

Chapter Objectives:

- Describe CCTM and its functions
- Describe the CCTM processing flow
- Define new terms
- List the training and support materials

Estimated Lesson Time: 15 minutes

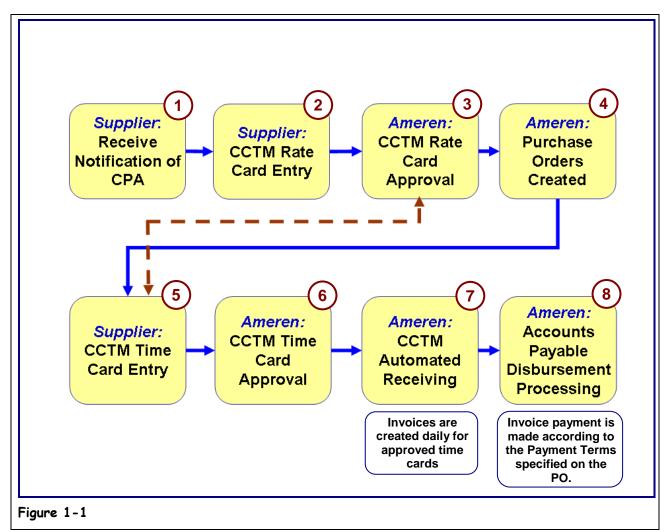
The Contractor Cost Tracking Module (CCTM) enables Ameren to capture costs associated with service procurement and enables prompt payment to suppliers for services delivered. CCTM provides a collaborative tool that enables Ameren suppliers to enter job cost and management information and Ameren to review and approve that information.

Suppliers can enter:

- rate cards for specific time periods or specific contracts
- time cards for labor, equipment, material, expenses, and taxes
- project management information such as percent complete or estimates at complete.

This training will provide you with information about logging on and off the CCTM system, navigation within the system, entering rate cards, entering time cards for fixed price and time and materials contracts, and entering project management information. You will also learn how to search for information, upload and download templates, and how to attach documents to CCTM records.





CCTM processing involves collaboration between Ameren and suppliers. The overall process flow is shown in Figure 1-1.

1. The supplier receives Contract Purchase Agreement (CPA) or purchase order notification from Ameren.

The notification tells the supplier that the agreed upon contract requires CCTM input.

2. As specified, the supplier inputs rate card information in CCTM.

The rate card provides the applicable period and contract to which rates apply. The rate card identifies the craft, local, work type, rate type and unit of measure to be used. Rate card information can be input online within CCTM or uploaded using the template provided in the application. If necessary, rate card information can be provided to an authorized Ameren user for input into CCTM. Rate cards are not required for fixed price purchase orders.

3. The rate card information is reviewed and approved by an authorized Ameren approver.

The approver ensures that the submitted rate card references agreed-upon rates. If necessary, the rate card is rejected and returned to the supplier for correction.

7

4. After the rate card is entered and approved in the system, purchase orders can be created as releases against the contract. The purchase order information is provided to the supplier.

The purchase order provides additional information such as a job number and the terms and conditions for entering CCTM data.

5. The supplier inputs CCTM time card and project management information.

Time card information is input by the supplier in accordance with the terms and conditions provided on the purchase order. For time and materials projects, the supplier inputs labor, equipment, material, and expenses data. For fixed price projects, milestones and amounts associated with the project are entered. Time card information can be entered online or uploaded to CCTM using a template. If necessary, time card information can be provided to an authorized Ameren user for input into CCTM.

When required, project management information such as estimated cost at completion and estimated date of completion are also entered. Time card information entered in CCTM for time and materials purchase orders is automatically validated against the associated rate card.

6. Completed time cards are reviewed and approved by authorized Ameren approvers.

The Ameren approver ensures that the information submitted is correct and in accordance with the terms and conditions of the purchase order. If necessary, a time card or a time card line is rejected and returned to the supplier for correction.

If the approver has not approved the email within 7 days, a reminder email will be sent to the approver and his supervisor indicating that action needs to be taken on the time card.

7. An automated invoice process runs daily and creates a receipt/invoice for approved CCTM time cards.

A receipt/invoice for approved time cards is automatically created. CCTM invoices interface to Ameren's Accounts Payable (AP) system.

8. Accounts Payable processes invoice payments according to the payment terms specified on the PO. The supplier receives an Ameren Payment Alert email notification.

An electronic payment for the invoice is made. The payment is made according to the payment terms specified on the purchase order. The Supplier receives an ACH (Automated Clearing House) email notification when the payment is made. The email notification includes the Vendor Reference Numbers for the time cards that were paid on the invoice.

The supplier can enter their internal invoice number in the Vendor Reference field on CCTM time cards. The Vendor Reference Number is included in the ACH email alert and allows the supplier to easily match the payment to their internal invoice.

Lesson 1-2: Terms and Concepts

Throughout this training, a variety of terms and acronyms are used. Additional terms and acronyms are posted on the supplier web site.

Table 1-1: Key	Terms
Term	Description
CPA	<u>C</u> ontract <u>P</u> urchase <u>A</u> greement. An agreement between Ameren and its suppliers about specific terms and conditions. Standard purchase orders reference CPAs. Standard purchase orders provide the specifics about goods and services ordered. A CPA does not indicate a commitment to purchase – the purchase order defines the purchase commitment.
DOJM	<u>D</u> istribution <u>O</u> peration <u>J</u> ob <u>M</u> anagement is the work management system used by Ameren's Energy Delivery. DOJM job numbers identify the work to be completed on a task item basis. You may need to reference a DOJM job number when entering a CCTM time card.
EMPRV	<u>E</u> lectronic Data System (EDS) <u>M</u> aintenance <u>P</u> rocess <u>R</u> eengineering <u>V</u> ision is the work management system used by Ameren's Generation, Generation Technical Services (GTS), Energy Delivery Technical Services (EDTS), and Energy Delivery (ED) Fleet Services groups. Employees in these groups use EMPRV to requisition CCTM services.
iProcurement	An Oracle application used by Ameren to create requisitions and issue purchase orders. iProcurement interfaces to EMPRV, Oracle Contracts, and Oracle Purchasing.
iSupplier Portal	iSupplier Portal is a web-based application that provides suppliers with the capability to review the transactions that have occurred between their company and Ameren. It enables suppliers to view and acknowledge purchase orders, submit change requests to purchase orders, view receipts and returns, submit and view invoices and view payments.
Receiving	The certification that the materials or services ordered were received. The receipt is interfaced to Oracle Accounts Payable for automated payment processing.

9

Lesson 1-3: Benefits of CCTM

CCTM provides the following benefits to Ameren and its suppliers:

- When applicable, a single rate card can be maintained across contracts for a supplier.
- Rate cards are entered directly into the CCTM system. Authorized Ameren approvers review and approve rate cards online.
- Job information from other Ameren systems can be linked to supplier input.
- A single screen is used to enter labor times, details for equipment, material, miscellaneous expenses, and taxrelated information. Authorized Ameren approvers review and approve time cards online.
- The mode of entry is flexible data can be input by a supplier super user or by individual supplier users. In addition, information can be entered directly online into CCTM, or uploaded from a template.
- Suppliers can view the status of rate cards and time cards online in real time.
- Milestone information can be captured for reporting purposes.
- Payment processing is expedited through automated receiving.

Lesson 1-4: Training and Support

1. To get Help via phone, call **888-857-5640**.

If you have problems logging in to iSupplier Portal or if you have questions related to using CCTM or iSupplier Portal, contact the Ameren Service Desk at 888-857-5640.

2. To locate training and support materials online, go to <u>www.ameren.com</u>.

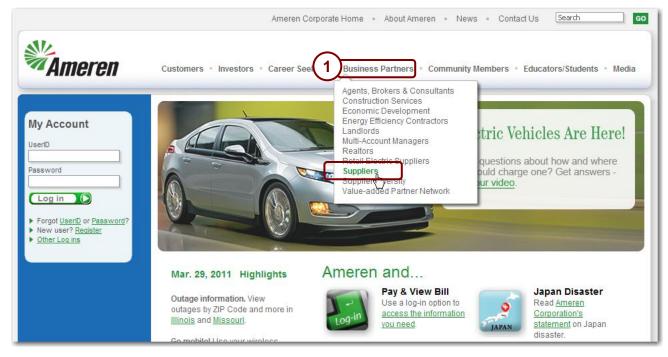


Figure 1-2

3. Point at Business Partners and then click Suppliers, as shown above in Figure 1-2. The *Suppliers* page displays as shown in Figure 1-3 on the next page.





4. Click the **Supplier Training** link, as shown in 2 in Figure 1-3.

The Supplier Training Materials page displays, similar to Figure 1-4 below. Training Manuals, FAQs (Frequently Asked Questions) and Quick Reference Guides are located on this page. Quick Reference Guides are 2-3 page guides which include condensed instructions for common tasks.

	Ameren Corporate Home • About Ameren • News • Contact Us
Ameren	Customers • Investors • Career Seekers • Business Partners • Community Members • Educators/Students • Media
Suppliers	Supplier Training Materials
	Sourcing
	Sourcing Training Manual (10/26/09)
	iSupplier Portal
	Training Manual (5/5/09)
	Quick Reference Guides
	Acknowledge a Purchase Order (5/5/09)
	Submit an Invoice (8/12/09)



5. Click a link on this page to open a document.

Chapter Two: Basics and Navigation

Chapter Objectives:

- Describe CCTM system security
- Log onto to CCTM
- Change your default CCTM password
- List CCTM responsibilities and menu items
- Navigate between fields and pages
- Describe CCTM page elements and functions
- Search for valid values
- Use the calendar
- Log out of CCTM

Estimated Lesson Time: 30 minutes

The Contractor Cost Tracking Module (CCTM) system is a customized Ameren system. CCTM is a web-based application with certain unique characteristics. In this chapter, you will learn your responsibilities for ensuring data integrity, how to log onto and out of the system, and how to use CCTM features.

Lesson 2-1: iSupplier Security

When you are granted access to Ameren's iSupplier Portal, you will be given a user ID and password. Your user ID and password are linked to the roles and responsibilities granted to you, and provide a unique identification in the system. In addition, the combination of your user ID and password ensure that you see only the contract and purchase order information that is associated with your company. You cannot view rate card or time card information for any other company.

When you first log on to CCTM, you will be required to change your default password in the system. The procedure for changing your default password will be addressed later in this chapter.

Never share your assigned user ID and password with anyone. System security can be compromised if you do so.

Lesson 2-2: Log on to Ameren's iSupplier Portal

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required t	o change yo	ur password	and then you v	vill be logged				
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In order to view or enter data in CCTM, you must first log onto Ameren's iSupplier portal.

- **1**. To access the Ameren Supplier Login page, go to <u>https://ebusiness.ameren.com/</u>. You can create a shortcut on the computer desktop or create a Favorite for easy access to this page.
- **2.** Type your user name in the UserID field. Your user name is <u>not case sensitive</u>. Your user name is supplied when you are granted access to the *Ameren Supplier Login* page.
- **3.** Type your password in the **Password** field. Your password <u>is case sensitive</u>.

A default password is supplied when you are granted access to the *Ameren Supplier Login* page. When you type your password, a series of asterisks (****) appear in the *Password* field.

NOTE: The first time you log onto the portal, you will be prompted to change your default password. Changing your password is addressed in the next lesson.

4. Click Login.

If you are required to change your password, go to Lesson 2-3: Change Your Password. If you are not required to change your password, go to Lesson 2-5: Navigate to a CCTM Page.

Forgot your Password? If you cannot get logged in, click the Forgot your Password? link and the system will email you a new temporary password which can be used to log in.

Problems? If you have problems logging into or using CCTM, contact the Ameren Service Desk at 888-857-5640.

Lesson 2-3: Change Your Password

365. And then some	·	My Home	My Business	About Us	Investors	Careers	7	
hange Password								
o change your passwor	d, enter your c	urrent passwo	rd, your new p	bassword, ar	nd confirm ye	our new pa	ssword	
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LD Password								
EW Password								
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Submit Cancel								
Copyright © 2005 Amere	P Comisso			Ci+o	<u>Map</u> Co	ntact Us	Legal	Privacy Statemen

1. In the Old Password field, type the default password assigned to you.

The Current Password field is case sensitive.

- 2. In the NEW Password field, type your new password. The *New Password* field is case sensitive.
- **3.** In the Confirm NEW Password field, type your new password again. You must type your password exactly as you typed it in the *New Password* field.
- **4**. Click Submit.

You have successfully changed your password.

Password Rules:

- Passwords are case sensitive.
- Must include one letter and one number.
- Minimum password length is 6 characters and the maximum length is 14 characters.
- Cannot include repeating characters; for example," aabb" is not allowed but "joejoe"
- Cannot be the same as your userid.
- Cannot include the word "ameren".

IMPORTANT: For problems or questions related to using CCTM, contact the Ameren Service Desk at 888-857-5640.

Lesson 2-4: Roles and Responsibilities

When you are granted access to Ameren's iSupplier Portal and CCTM, you will be assigned a user responsibility. Your user responsibility determines the type of records you can create and save in CCTM, data that you can view, and CCTM pages that are available to you.

Table 2-1: CCTM Respons	sibilities
Role	CCTM Access
AMCCTM Rate Card User	An AMCCTM Rate Card User can enter or modify rate cards. Rate cards are then used for time card cost calculations. Rate card entry is addressed later in this course.
AMCCTM Time Card User	An AMCCTM Time Card User
	 may be restricted to entering only his or her time sheet entries.
	cannot enter Project Management Data.
	can only view the time cards which they have submitted.
AMCCTM Time Card Super User	AN AMCCTM Time card Super User can:
••••	enter time for others.
	enter Project Management information.
	 view all the time cards that have been submitted by anyone within their company.
AMCCTM Time Card Inquiry	This responsibility allows you to view rate cards and time cards which have been entered for your company. You cannot create or modify rate cards or time cards using this responsibility.
AMCCTM Supplier Reports Users	This responsibility is used to create reports. There are two reports available, the Invoice Reconciliation Report and the Time Card Listing Report.

 Table 2-1: CCTM Responsibilities lists the CCTM responsibilities.

Lesson 2-5: Navigate to a CCTM Page

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			Favorites	
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Super User AMCCTM Supplier Time Car				
AMCCTM Time Card Inquiry AMPON Sourcing Supplier				
AMPOS iSupplier Portal Full	Access			
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In order to navigate to a page, you must start from the Navigator on the *E-Business Suite Home* page as shown in **Figure 2-7**. You click a responsibility from the left side of the Navigator. Based on the role you select, a list of menu options appears in the right side of the Navigator.

Caution: When you are navigating in CCTM, avoid using your browser Back or Forward buttons. Use CCTM navigation features such as page tabs or links to navigate.

NOTE: Your assigned roles may be different than those displayed in Figure 2-7.

- **1**. Click the AMCCTM Time Card User or Super User link as shown in 1 in Figure 2-7.
- A list of responsibilities appears as shown in 2 in Figure 2-8.
- **2.** Click the **Time Card** link as shown in **2** in Figure 2-8.

The CCTM Timecard Home page appears as shown in Figure 2-9.

- **3.** Click CCTM Timecard in the blue task bar as shown in 3 in Figure 2-9.
- The *Time Card Search* page appears as shown in Figure 2-10.
- **4**. Click the Home link to return to the E-Business Suite Home page as shown in 4 in Figure 2-10. The *E-Business Suite Home* page appears.

Lesson 2-6: Use CCTM Page Elements

CCTM 2 Rate Notifications CCTM 1 Home Logout Preferences Personalize Page Diagnostics
CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card 3 User Name
Create Rate Card * Indicates required field 4 Submit Save Download Template Upload File Cancel
Rate Card Header 6 OU Name AMEREN OP UNIT * Supplier Name PATENT CONSTRUCTION Contract Specific 05/02/2010 Contract Number Enter / Select the approver name only when submitting the rate card. During upload pleat leave this blank.
Rate Card Details No of Row(s) to Add Add Delete Row Select None Select None Craft Local Torktype Rate Type Rate (\$) "UOM "Effective From "Effective To Comments Doylog/2019 Doylog/2019 Doylog/2010 Submit Save Download Template Upload File Cancel Cancel Submit Save Download Template Upload File Cancel Cancel
Figure 2-11

Page Elements

Pages in CCTM display a variety of data entry fields, page elements and features. The page elements are explained below.

1. Click links to go to different pages within CCTM.

Links are typically underlined. Always single-click links. Do not double-click links.

2. Click page tabs to go to other pages within CCTM.

Page tabs may vary based on the user responsibility you are granted. The active page tab (the page you are currently viewing) is always a darker color than the other page tabs. Typically, links at the bottom of CCTM pages correspond to page tabs.

3. Click page names in the blue task bar.

Page names in the blue task bar vary based on the page tab you select. In **Figure 2-11**, the *Rate* tab was selected, so the page names in the task bar all refer to rate card pages. The active page (the page you are currently viewing) appears in bold text.

4. Click buttons to perform actions.

Buttons trigger an action in CCTM, such as saving a record or submitting a record for approval.

5. Click the Magnifying Glass button to search for valid values for a field.

If a *Magnifying Glass* button appears to the right of a field, it means that a large list of valid values for that field exists. When you click the *Magnifying Glass* button, a search page opens. Searching for values will be addressed later in this chapter.

6. Click the Calendar button to search for a date.

When you click the *Calendar* button, a pop-up window opens that enables you to select a date.

7. Click in check boxes to select them

When you click in a check box, a checkmark appears. To clear the checkmark, click in the check box again.

8. Type data in fields.

Remember that if a *Magnifying Glass* button appears to the right of a field or if a drop-down list appears in a field, there is a set of valid values for that field. Other data entry fields are free-form meaning you can type data directly into the field.

9. Click drop-down lists to select a valid value for a field.

When a drop-down list appears in a field, it indicates that a short list of valid values for the field exists.

10. Observe Tips.

Some pages provide tips that let you know when or how you should use a page element.

Field Navigation

In general, your cursor does not automatically advance to the next field after you enter data. You must navigate from field to field by pressing the $\langle Tab \rangle$ key or by clicking in the next field. Do not press the $\langle Enter \rangle$ key to try to move from field to field.

Lesson 2-7: Search for a Value

					Ho	me Logout Preferences	Personalize Page Diag	nostics
M Dat	a Time	Notificatio	ns					
				CCTM Timecard Uploa	d Status CCTM	Timecard Upload		
				Contraction of the second s			User Name	
	ates require				(2		
	Card Searc		1			1)		
			-	ect the PO	Poriode will default	* Week Ending Da	·	Go
- 11- 1	uture weer	centuring ren	ous are not and	owed. I deare week chang	Trenous win derdun	to current week ending	penou.	
	2-12							
gure	: 2-12							
earch	n and Sel	ect: Selec	t the PO					
							Cancel	Select
Searc	ch							
Searc	ch							
		m, select a	ı filter item ir	n the pulldown list and	enter a <u>valu</u> e in 1	the text field, then sel	lect the "Go" button.	
To fin	d your ite			n the pulldown list and	-(2)	the text field, then sel	lect the "Go" button.	
To fin			a filter item ir	n the pulldown list and	enter a value in Go	the text field, then sel	lect the "Go" button.	
To fin Searcl	d your ite h By PO I			n the pulldown list and	-(2)	the text field, then se	lect the "Go" button.	\sim
To fin	d your ite h By PO I			n the pulldown list and	-(2)	the text field, then sel	lect the "Go" button.	3
To fin Searcl	d your ite h By PO I			n the pulldown list and	-(2)	the text field, then sel		3
To fin Searcl	d your ite h By PO I			n the pulldown list and	-(2)	the text field, then sel		
To fin Searcl	d your ite h By PO I			n the pulldown list and	-(2)	the text field, then sel		
To fin Searcl Resul	d your ite h By PO I Its Quick	Number		n the pulldown list and	G0 2	the text field, then sel		
To fin Searcl Resul	d your ite h By PO I Its Quick Select	Number PO Number	• 4 PO Type		Go 2 Org Name	PO Description	S Previous 1-10	• <u>Next 10</u> (
To fin Searcl Resul	d your ite h By PO I Its Quick	Number	•[4		Go 2 Org Name	PO Description EMPRV Requisition #	Previous 1-10 286378: Job #JR50388	• <u>Next 10</u> (
To fin Searcl Resul	d your ite h By PO I Its Quick Select	Number PO Number	• 4 PO Type Time and	Supplier Name	Go 2 Org Name AMEREN OP	PO Description	Previous 1-10 286378: Job #JR50388	• <u>Next 10</u> (
To fin Searcl Resul	d your ite h By PO I Its Quick Select	Number PO Number	• 4 PO Type Time and	Supplier Name	Go 2 Org Name AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater	Previous 1-10 286378: Job #JR50388 shell leak	• <u>Next 10</u> (
To fin Searcl Resul	d your ite h By PO I Its Quick Select	PO Number 400215	• 4 PO Type Time and Material	Supplier Name	Go 2 Org Name AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition #	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076	• <u>Next 10</u> (3020: Scaffo 5210: Repl
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215	• 4 PO Type Time and Material Time and	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition #	Previous 1-10 286378: Job #JR50388 shell leak	• <u>Next 10</u> (3020: Scaffol 5210: Repl
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215	• 4 PO Type Time and Material Time and	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition # Bom 258010 install s	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076 caffold 90 & 91 on HEp	Next 10 (3020: Scaffol 5210: Repl 52102 Boiler
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215 400226	• 4 PO Type Time and Material Time and Material	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition # Bom 258010 install s EMPRV Requisition #	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076 caffold 90 & 91 on HEp 286388: Job #JR04076	Next 10 (3020: Scaffol 5210: Repl 5210: Boiler 5248: relp
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215 400226	• 4 PO Type Time and Material Time and Material Time and	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP UNIT AMEREN OP	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition # Bom 258010 install s EMPRV Requisition #	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076 caffold 90 & 91 on HEp	Next 10 @
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215 400226	• 4 PO Type Time and Material Time and Material Time and	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP UNIT AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition # Bom 258010 install s EMPRV Requisition # bom 258225-install o	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076 caffold 90 & 91 on HEp 286388: Job #JR04076	Next 10 (3020: Scaffol 5210: Repl 5210: Repl 5248: relp 106,110
To fin Search Resul	d your ite h By PO I Its Quick Select	PO Number 400215 400226 400231	4 PO Type Time and Material Time and Material Time and Material	Supplier Name	Go 2 Org Name AMEREN OP UNIT AMEREN OP UNIT AMEREN OP UNIT	PO Description EMPRV Requisition # to access G-1 Heater EMPRV Requisition # Bom 258010 install s EMPRV Requisition # bom 258225-install o EMPRV Requisition #	Previous 1-10 286378: Job #JR50388 shell leak 286385: Job #JR04076 caffold 90 & 91 on HEp 286388: Job #JR04076 or modify scaffold 105,3	Next 10 (3020: Scaffo 5210: Repl b EDu2 Boiler 5248: relp 106,110 3210: scaffol

When a *Magnifying Glass* button appears by a field, it is an indication that a list of set values is available for that field. If you know the exact value that you want, you can type that value directly in the field. If you are not certain of the value, you must search for it. When you search for a value, you must use the expected format. For instance, when you search for a purchase order number, you must use a numeric format.

CCTM allows you to use a wildcard character (%) to in your search.

- If you type 4, your results list displays all your POs that start with 4.
- If you type %4, your results list displays all your POs that contain 4.

- **1**. Click the Select the PO field Magnifying Glass button as shown in 1 in Figure 2-12. The *Search and Select: Select the PO* pop-up window appears.
- 2. In Search By text field, type your search criterion and press Go as shown in 2 in Figure 2-13. In this instance, type 401 to search for all purchase orders that start with "401". The purchase orders that match the search criterion appear under *Results*.

NOTE: A maximum of 10 POs can be displayed at a time. To view additional matches, click the drop-down list and select the next 10 matches, or click the *Next 10* link as shown in 3.

3. Click the Quick Select button for the purchase order for which you want to enter data. You can also select the purchase order by clicking the *Select* circle for the applicable purchase order, and then clicking *Select*. When you select the purchase order, the *Search and Select: Select the PO* page closes and the *Time Card Search* page appears. The purchase order that you select appears in the *Select the PO* field.

NOTE: You can select only one purchase order.

Lesson 2-8: Use the Calendar

Жатеген сстм
- Alingi GII Home Logout Preferences Personalize Page Diagnostics
PM Data Time Notifications
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload
* Indicates required field
Time Card Search
OU Name AMEREN OP UNIT * Select the PO 500016 * Week Ending Date Image: Comparison of Compar
Figure 2-14
May 2009
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 30 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Cancel
Figure 2-15
SV/
Ameren CCTM
Home Logout Preferences Personalize Page Diagnostics
PM Data Time Notifications
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload User Name
* Indicates required field
Time Card Search 2 OU Name AMEREN OP UNIT * Select the PO 500016 * Week Ending Date 05/03/2009
OU Name AMEREN OP UNIT · * Select the PO 500016 · * Week Ending Date 05/03/2009 · 60
Figure 2-16

Many CCTM input pages require you to enter a date to create and save records. If you know the date, you can type it in a date field. You can also select the applicable date from a calendar.

1. Click the Calendar button to the right of a field as shown in 1 in Figure 2-14.

The current date is highlighted in the Pick a Date pop-up window that appears as shown in Figure 2-15.

2. Click the applicable date on the calendar.

The *Pick a Date* pop-up window closes and the *Time Card Search* page appears. The selected date appears in the field as shown in 2 in Figure 2-16.

Lesson 2-9: Log out of CCTM

PM Data Time Notifications CCTM Timecard Home CCTM Time	Home Logout Preferences Personalize Page Diagnostics
* Indicates required field	User Name
Time Card Search	
OU Name AMEREN OP UNIT	* Select the PO 500016 < * Week Ending Date 05/03/2009 < Go
• TIP Future week Ending Periods an	e not allowed. Future Week Ending Periods will default to current week ending period.
Figure 2-17	
SV.	Contact Us Login Search 🥑
🛛 🖉 Ameren 🌇	
365. And then some.	My Home My Business About Us Investors Careers
	Ameren Supplier Login Please Log In For new Ameren Supplier site users, after you login using your assigned userID and password, you will be required to change your password and then you will be logged out. You will then need to login again with the changed password to enter the Ameren Supplier Site. UserID: Password: Login Terms and Conditions Privacy Statement
Copyright © 2006 Ameren Service Figure 2-18	ss Site Map Contact Us Legal Privacy Statement

Always click the *Logout* link to exit the CCTM application.

1. Click the Logout link as shown in 1 in Figure 2-17.

The Ameren Supplier Login page appears as shown in Figure 2-18.

Chapter Three: Creating Rate Cards

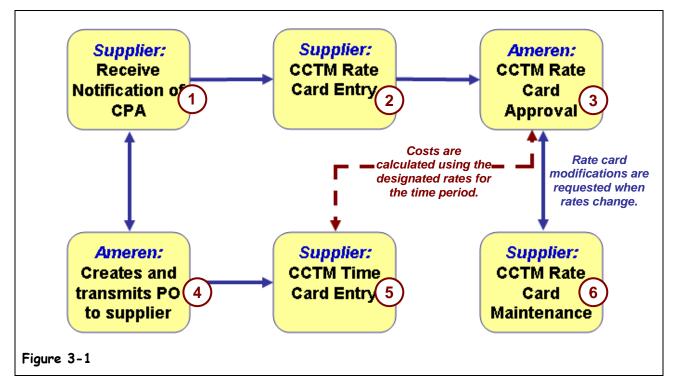
Chapter Objectives:

- Describe the rate card process flow
- Search for rate cards
- Identify standards for rate card entry
- Enter rate cards online
- Download a rate card template
- Upload a completed rate card template
- Identify common rate card upload errors
- Add attachments to rate cards
- View Notifications
- Correct Rejected Rate Cards

Estimated Lesson Time: 30 minutes

Rate cards are a vital component of the CCTM application. Data entered on rate cards is used to calculate costs for time card entries for time and materials contracts. A rate card can be specific to a particular contract or can be used to identify general rates for a supplier.

Lesson 3-1: Rate Card Process Flow



Rate card entry requires collaboration between suppliers and Ameren. The rate card process flow is shown in Figure 3-1.

1. Ameren notifies the supplier of a contract purchase agreement (CPA) award.

The CPA identifies the terms and conditions associated with the contract.

2. As specified, the supplier enters rate card information into CCTM. Supporting documentation must be attached and submitted with the rate card.

The rates may include labor, chemical, and equipment costs. The supplier enters the applicable rates online in CCTM or enters data into a spreadsheet which is then loaded into the system using an upload process.

New rate cards are uploaded for new contracts, time periods or contract extensions.

3. Ameren reviews the rates online in CCTM.

The rates are reviewed for compliance with agreed-upon terms for the contract. If necessary, the rates are rejected and returned to the supplier for modification.

- **4.** When the rates are approved, Ameren creates purchase orders against the contract. Each purchase order is a release against the contract and is governed by the terms and conditions in the contract.
- **5.** As work is performed against a purchase order, the supplier enters time cards in CCTM. Time cards can be entered online in CCTM or uploaded to CCTM using a template. The time cards are verified against the rate cards for the contract.

6. Modify existing rate cards, as needed.

You can add new rates, delete existing rates, or modify existing rates, as needed, for example when a union rate increase needs to be reflected on an existing rate card. Requests for rate card modifications, along with supporting documentation, must be submitted to and approved by a supply chain representative.

Lesson 3-2: Search for Rate Cards

	Diagnostics Logout Preferences Help Personalize Page Logged In As
acle Applications Home Page	Logged IT As
AMCCTM Supplier Rate Card User AMCCTM Supplier Reports Users AMCCTM Supplier Time Card Super User AMCCTM Supplier Time Card User AMCCTM Supplier Time Card User AMCCTM Time Card Inquiry AMPON Sourcing Supplier	Favorites Personalize Personalize Image: Time Card (CCTM) Image: CCTM Reports (CCTM Reports) Image: Comparison of the compari
Ameren E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
ure 3-2 E-Business Suite acle Applications Home Page	Diagnostics Logout Preferences Help Personalize Page Logged In As

Rate cards that have been entered in the system can be viewed online.

NOTE: You can only view rate cards for your company. You cannot view rate cards for other suppliers.

1. In the left side of the Navigator, click the AMCCTM Rate Card User link as shown in 1 in Figure 3-2.

A list of responsibilities appears in the right side of the Navigator.

2. Click the Rate Card link as shown in 2 in Figure 3-3.

The CCTM Rate Search page appears as shown in Figure 3-4.

CCTM Rate H CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card User Name JOHN@SUPPLIER1.CO Simple Search Please enter a Supplier Name and/or Contract Number and/or Status and select the Go bu OU Name AMEREN OP UNIT AMEREN OP UNIT
Simple Search Please enter a Supplier Name and/or Contract Number and/or Status and select the Go bu This rate card will be effective for the dates shown
Please enter a Supplier Name and/or Contract Number and/or Status and select the Go bu This rate card will be effective for the dates shown
2 Supplier Name Contract Number Status Go Clear
Search Results OU Rev Contract Supplier Effective Effective Rate Card Rate Card Change
Rate Card Number Viane Num Number Name From To Status Approver/Submitted To Requested By/Submitter Attachments
4527 5 0 CCTM Supplie 01/04/2010 12/30/2012 Approved Hammitt(CSFTrnSvcs 204), Theresa G

Figure 3-4

3. Select CCTM Rate Search, as shown in 1 above.

- **4.** Enter search criteria in one or more of the following fields listed below. To view all rate cards for your organization, leave all fields blank.
 - *Supplier Name* The value in the *Supplier Name* field defaults to your organization name as entered into CCTM and cannot be changed.
 - *Contract Number*: See 2 in Figure 3-4. Enter the contract for which you want to view rate cards. If you do not know the contract number, use the *Magnifying Glass* button to search for a contract number. Leave the *Contract Number* field blank to view all rate cards for a supplier.
 - *Status:* See 3 in Figure 3-4. Use the drop-down list to select a rate card status. Rate card statuses are:
 - *Approved* Ameren has reviewed and approved the rate card.
 - *Pending Approval* The rate card has been submitted but has not been approved.
 - *Pending Submission* The rate card has been entered and saved but not submitted for approval.
 - *Rate Modification Rejected* The rate card has been reviewed and rejected by an Ameren approver.
- 5. When all search criteria have been entered, click Go as shown in 4 in Figure 3-4.

A list of rate cards matching the search criteria appears under Search Results.

6. Select the rate card you want to view by clicking the Rate Card Number link for the applicable rate card as shown in 5 in Figure 3-4.

The Rate Card Header page appears as shown in Figure 3-5.

NOTE: The status of the rate card used in this example is *Approved*. The *Rate Card Header* page might be slightly different depending on the rate card status.

ate Notification									
CTM Rate Home	CCTM Rate Search	CCTM File Uplo	oad Status 📋 C	CTM Creat	e Rate Card				
Rate: CCTM Rate Se	arch >						U	ser Name JOHN	@SUPPLIER1.(
						Export	Upload	Request change	s Cance
Rate Card Header	·								
Revisio	d Number 4527 n Number 0 t Number		Effec	tive From	CCTM Supplie 01/04/2010 12/30/2012	er 1, Inc.			
Rate Card Details									
Show Details for Active All In-Active	1		2						
Active Active All In-Active	1 d - X Indicates New - X In	ndicates Rejecte	2		(3	_		
Active All In-Active Indicates Modifie	one		_/	s Local Wo	ork Type R	3 ate Type	UOM Rate (\$) Effective Fro	m Effective 1
Active All In-Active Indicates Modifie Select All Select Type	one	C		s Local Wo	ork Type R	ate Type	UOM Rate (Hours 22.5	5) Effective From 01/04/2010	m Effective 1 12/30/2012
Active All In-Active Indicates Modifie Select All Select M Select Type Equipment	Craft	C		s Local Wo		ate Type			
Active All In-Active Indicates Modifile Select All Select Hi Select Craft Type Equipment Equipment	one Craft 24X40 DIRECTIONAL BORI	C		s Local Wo	S	ate Type T	Hours 22.5	01/04/2010	12/30/2012
Active All In-Active Indicates Modifie Eelect All Select Hit Equipment Equipment Equipment	nc Craft 24X40 DIRECTIONAL BORI BUCKET TRUCK 53-65'	C		s Local Wo	S'	ate Type T T	Hours 22.5 Hours 35.15	01/04/2010 01/04/2010	12/30/2012 12/30/2012
Active All C All C In-Active Indicates Modifie Select All Select All Select All Select All Equipment Equipment Equipment Equipment	Craft 24X40 DIRECTIONAL BORI BUCKET TRUCK 53-65' BUTT FUSION MACHINE	E MACHINE		s <mark>local</mark> Wo	s s s	ate Type T T T T	Hours 22.5 Hours 35.15 Hours 37.5	01/04/2010 01/04/2010 01/04/2010	12/30/2012 12/30/2012 12/30/2012

Figure 3-5

6. To view different rates, select an option under Show Details for, see 1 in Figure 3-5.

- Active Select this option to view only your currently effective rates.
- All Select this option to view all rates regardless of the effective date.
- *In-Active* Select this option to view only your outdated rates.
- 7. If you have requested rate changes, icons reflect the current status, see 2 in Figure 3-5.
 - Vou have requested a rate change.
 - You have added a new rate to the rate card.
 - Your rate change request was rejected by the Ameren approver.
- **8.** To sort the rates, click a raised column heading as shown in **3**.
- **9.** To view additional rates, click the Next or Previous links located on the right, above or below the list.

Lesson 3-3: Create Rate Cards — Online or File Upload?

Rate cards can be entered online or through a file upload process. The method you choose generally depends on the number of rate card lines you must enter. If you must enter many lines, you may find it more efficient to use the file upload process. If you need to enter only a few lines, you may prefer to enter your rate card online. You are not required to use one method exclusively. You can use either method depending on business requirements.

Whether you enter rate cards directly into CCTM or by file upload, you should adhere to certain data standards for identifying your *Craft, Local, Work Type*, and *Rate Type* codes. These codes will be used when entering time card information into the system and should be easy for users in your organization to understand. In addition, the codes that you use should be easy for Ameren approvers to understand.

The suggested standards are agreed upon between the buyer and supplier during the Request for Quote process:

Lesson 3-4: Enter Rate Card Online and Submit for Approval

In the online entry mode, all rate card data is entered into the CCTM rate card forms. Enter a rate card online when:

- You do not have very many rates to enter.
- You do not have access to use the file upload process using a template.

Rate Notifications CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card 1
User Name JOHN@SUPPLIER1.CON Create Rate Card * Indicates required field Submit Save Download Template Upload File Cancel Image: Submit Button will be enabled & Attachment Link will be visible once rate card is created and saved. Cancel Cancel
Rete Card Header Revision Number 0 OU Name AMEREN OP UNIT * Supplier Name CCTM Supplier 1, Inc. * Contract Specific 2 * Contract Number 455502
Rate Card Details and should not be changed. Add Delete Row Select *Craft Type *Craft *Craft Code Class Local Worktype *Rate Type *Rate (\$) *UOM *Effective From *Effective To Comments
Submit Save Download Template Upload File Cancel

Figure 3-6

1. In the Rate Card application, click **CCTM Create Rate Card** as shown in 1 above.

The Create Rate Card page displays as shown in Figure 3-6.

2. Enter the Contract Number as shown in 2 above.

Click the Magnifying Glass and then click Go, if you need to search for your contract number.

3. The Effective From date and the Effective to date default to the contract period and should not be changed, see 3 above.

The Effective From date will be a Monday date. The Effective To date will be a Sunday date.

Continued on next page

Rate Notifications
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card
User Name JOHN@SUPPLIER1.CON
Create Rate Card
* Indicates required field Submit Save Download Template Upload File Cancel
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is created and saved.
Rate Card Header
Revision Number 0 * Effective From 09/14/2009
OU Name AMEREN OP UNIT
* Supplier Name CCTM Supplier 1, Inc.
Contract Specific Enter / Select the approver name only when submitting
Contract Number 455502
Rate Card Details
No of Row(s) to Add Add Delete Row
Select All Select None
Select *Craft Type *Craft Code Class Local Worktype *Rate Type *Rate (\$) *UOM *Effective From *Effective To Comments
Labor BOILERMAKI AA-NEW Q 65 ST 25.65 Hours 09/14/2009 01/06/2013
Equipment PICKUP TRU AA-NEW ST 15 Day 09/14/2009 01/06/2013 Image: Comparison of the second sec
Submit Save Download Template Upload File Cancel



- 4. Click Add to add a line to the rate card, as shown in 3 above.
 - To add multiple rows: Select a value from the *No of Row(s) to Add* drop-down list and then click *Add*.
 - To delete a row: Click the *Select* check box for the row and then click *Delete Row*.
- 5. Complete the rate card fields. Refer to Table 3-1: Rate Card Fields on the next page for details.

The supplier will work with the Ameren buyer to determine the standards that should be used for rate card values.

6. Continue adding rows to the rate card until all your rates have been entered. Click Save frequently to save your data.

Important: The Attachment Add button becomes available **after** you have clicked the Save button.

7. Click the Add Attachments button, as shown in 4 below. You <u>must</u> attach supporting documentation before the system will allow you to submit the rate card.

If you need detailed instructions on how to add the attachment, refer to Lesson 3-7: Add Attachments.

Supporting documentation should include any documents which justify the submitted rates, such as the Excel spreadsheet which was used during rate negotiation and emails related to rate approval.

Rate Card Header	
Revision Number 0 OU Name AMEREN 0	Effective to 01/06/2013
* Supplier Name CCTM Sup Contract Num 455502	Approver LaBeaume(StratSo)
Attachments None Add	

- **8.** Click the Magnifying Glass and select the rate card approver as shown in **5** above.
- **9.** When you are ready to submit the rate card for approval, click **Submit**. A confirmation message will display, similar to the one shown below.

Rate Notifications		
CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card		
	User Name	NAME OF TAXABLE PARTY AND A DESCRIPTION OF TAXABLE PARTY.
Confirmation		
The Rate Card 3667 has been created and submitted to LaBeaume(StratSourc 645), Kenneth J for approval successfully.		

Note: You will receive an error message if you have not added a supporting attachment to your rate card.

Table 3-1:	Rate Card	Fields
Field	Required	Description
Craft Type	Required	Select one of the following values: Labor, Chemical or Equipment
Craft	Required	Enter the craft name; examples include, Trimmer, Foreman, Boilermaker, Jackhammer, Bucket Truck, and Hydrogen.
Craft Code Class	Required	Enter AA-New for the Craft Code class or select a craft code class from the list.
Local	Optional	 Labor craft types: Enter the local if rates are different for different physical locations or labor unions. Examples include 649-IL, 702, or Coffeen. Equipment craft types: Eenter local information only if equipment rates differ by location. Chemical craft types: Leave the <i>Local</i> field blank.
Worktype	Optional	 For labor craft types, enter a work type if rates vary depending on the type of work performed even though the Craft/Local combination is the same. For instance, there may be a difference in rates for a <i>Lineman</i> craft in local <i>649-IL</i> depending on whether the work in performed on a <i>Substation</i> or <i>Transmission Line</i>. For equipment craft types, enter a work type only if equipment rentals vary depending on the type of work performed. For chemical craft types, leave this field blank.
Rate Type	Required	 Labor craft types: Rates may differ depending on the shift or whether overtime rates apply. Examples include Straight Time, Overtime, Shift 1, etc. Equipment craft types: Enter a rate type if equipment rental costs vary by the time that the work is performed. Chemical craft types: Enter STANDARD in this field.
Rate (\$)	Required	Enter the rate in US Dollars. The rate will be used to calculate amounts for crafts that are entered on time cards.
UOM	Required	Select a Unit of Measure (UOM): 100's, Day, Each, Feet, Gallons, Hours, Miles, Meter and Week.
Effective From	Required	The effective starting date for the rate is defaulted from the date entered in the header. Update the effective start date for the rate, if needed. This date must fall within the dates specified in the header. The date will not be available for entry on time cards prior to this date.
Effective To	Required	The effective ending date for the rate is defaulted from the date entered in the header. Update the effective ending date for the rate, if needed. This date must fall within the dates specified in the header. This rate will not be available for entry on time cards after the date specified.
Comments	Optional	You may enter a comment regarding the rate card line.

Lesson 3-5: Download and Complete a Rate Card Template

Use the file upload process to enter rate cards when you have many lines to upload. When you use the rate card template, you can copy data (such as the supplier name, from and to dates, and record type) to the individual data rows.

The CCTM rate card file upload process consists of the following steps:

- 1. Download the template. The template is in text file format and is included in a zip file.
- 2. Open the template in a spreadsheet program for example, Excel. The template can be opened in any program that allows you to create a CSV file.
- 3. Complete the rate card.
- 4. Save the completed rate card as a Comma Separated Value (*.CSV) file.
- 5. Upload the template.
- 6. Monitor the upload process.
- 7. If necessary, correct any errors encountered in the upload process and reinitiate the upload process.
- 8. Open the uploaded rate card, attach the supporting documentation and submit the rate card for approval.
- **NOTE:** If your organization does not use Excel or WinZip, check with your internal IT department for information about downloading and opening the template.

Rate Notifications
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card
User Name JOHN@SUPPLIER1.CON
Create Rate Card
* Indicates required field Submit Save Download Template 4 and File Cancel
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is created and saved.
Rate Card Header
Revision Number 0 OU Name AMEREN OP UNIT * Supplier Name CCTM Supplier 1, Inc. Contract Specific Approver * Contract Number 455502
Rate Card Details
Add Delete Row
Select *Craft *Craft *Craft *Craft Code Class Local Worktype *Rate *Rate *UOM *Effective *Effective To Comments
No search conducted.
Submit Save Download Template Upload File Cancel

Figure 3-8

1. In the Rate Card application, click CCTM Create Rate Card as shown in 1 above. The *Create Rate Card* page displays as shown above.

2. Enter the **Contract Number** as shown in 2 above.

Click the Magnifying Glass and then click Go, if you need to search for your contract number.

3. The Effective From date and the Effective To date default from the contract and should not be changed, see 3 above.

The *Effective From* date will be a Monday date. The *Effective To* date will be a Sunday date.

4. Click **Download Template** as shown in 4 above.

The File Download - Security Warning pop-up window appears similar to below.

File Dow	nload - Security Warning	×								
Do you	want to open or save this file?									
2	Name: RateCardExport.zip Type: WinZip File From: goblxdoa3.ameren.com									
	Open Save Cancel]								
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?										

5. Click Open. The file opens similar to Figure 3-9 on the next page.

€]wi	inZip - I	RateCard	lE xport[1].	zip						<u>- 🗆 ×</u>
File .	Actions	Options	Help							
Ke Ne	ew (Open	Favorites	Add	Extract	Encrypt	Solution View	CheckOut	Wizard	
Name										
Name RateCardExport.xls Open this file to see which values can be entered in the Craft Code Class field.										
										►
Selecte	ed 0 files	, 0 bytes			Total 2	files, 9KB			() 🛈 //.

Figure 3-9

6. Double-click the RateCardExport.xls file.

The file opens in Excel as shown in **Figure 3-10**. **IMPORTANT:** Do not delete the header row. The header row is the first row in the file and it identifies the column names.

	Α	В	С	D	E	F	G	Н	1	J	К	L	М	N	
1	Record Ty	Supplier N	Contract N	Hdr Start Dat	Hdr End Dat	Craft Type	Craft Nam	Craft Code	Local	Work Plac	Rate Type	Unit Of M	Rate	Effective Fr	Effe
2	Create	CCTM Sup	455502	09/14/2009	01/06/2013	Labor	Boilermak	AA-NEW	65	i		Hours	25.25	09/14/2009	0:
3	Create	CCTM Sup	455502	09/14/2009	01/06/2013	Equipmen	Pickup Tru	AA-NEW				Day	16	09/14/2009	0:

Figure 3-10

7. Complete the information for each line on the rate card. Refer to the information below and to Table 3-2: Rate Card Fields on the next page for details.

You must enter the following information on each line on the rate card. *Note* that you can copy the values in these fields to all rows in the rate card:

- *Record Type* —For new rate cards, enter *Create*.
- Supplier Name The supplier name must be in the format that Ameren uses.
- Contract Number You must enter a contract number on each line.
- *Hdr Start Date (MM/DD/YY)* (Header Start Date) The rate card will be effective starting on the date entered in this field. This value defaults to the contract period and should not be changed.
- *Hdr End Date (MM/DD/YY)* (Header End Date) The rate card will expire on the date entered in this field. This value defaults to the contract period and should not be changed.

Field	Required	Description
Craft Type	Required	Select one of the following values: Labor, Chemical or Equipment
Craft	Required	Enter the craft name; examples include Trimmer, Foreman, Boilermaker, Jackhammer, Bucket Truck, and Hydrogen.
Craft Code Class	Required	Enter AA-New for the Craft Code class or enter a craft code class from the list of values provided in the RateCard_CraftCodeClassValues.html file.
Local	Optional	 Labor craft types: Enter the local if rates are different for different physical locations or labor unions. Examples include 649-IL, 702, or Coffeen. Equipment craft types: Enter local information only if equipment rates differ by location. Chemical craft types: Leave the <i>Local</i> field blank.
Work Place	Optional	 For labor craft types, enter a work type if rates vary depending on the type of work performed even though the Craft/Local combination is the same. For instance, there may be a difference in rates for a <i>Lineman</i> craft in local <i>649-IL</i> depending on whether the work in performed on a <i>Substation</i> or <i>Transmission Line</i>. For equipment craft types, enter a work type only if equipment rentals vary depending on the type of work performed. For chemical craft types, leave this field blank.
Rate Type	Required	 Labor craft types: Rates may differ depending on the shift or whether overtime rates apply. Examples include Straight Time, Overtime, Shift 1, etc. Equipment craft types: Enter a rate type if equipment rental costs vary by the time that the work is performed. Chemical craft types: Enter STANDARD in this field.
Rate (\$)	Required	Enter the rate in US Dollars. The rate will be used to calculate amounts for crafts that are entered on time cards. IMPORTANT: Do not use dollar sign format, enter the rate as a number, for example, 10.25.
Unit of Measurement	Required	Select a Unit of Measure (UOM): 100's , Day , Each , Feet , Gallons , Hours , Miles , Meter and Week .
Effective From	Required	The effective starting date for the rate is defaulted from the date entered in the header. Update the effective start date for the rate, if needed. This date must fall within the dates specified in the header. The date will not be available for entry on time cards prior to this date. The date format is MM/DD/YYYY.
Effective To	Required	The effective ending date for the rate is defaulted from the date entered in the header. Update the effective ending date for the rate, if needed. This date must fall within the dates specified in the header. This rate will not be available for entry on time cards after the date specified. The date format is MM/DD/YYYY.
Comments	Optional	You may enter a comment regarding the rate card line.

8. When you have finished entering all rates, click File \rightarrow Save As.

The Save As dialog box appears as shown below.

Save As	212	1
Save in:	🛅 Ameren Rate Cards 💽 🕲 🗸 🖄 🧱 🤊	
My SharePoi		
My Recent Documents		
🚞 Admin		
🚱 Desktop		
Second Se		
Documents		
S My Computer		
Oracle R12 Training		
🚞 My Site	Save the file in csv format	
	File name: Ameren Rate Card 01-4-10 to 12-30-12.csv	
	Save as type: CSV (Comma delimited) (*.csv)	
Too <u>l</u> s 🔻	Save 4 ancel	

9. Complete the following fields:

- 1. Select a *Save in* folder as shown in 1above.
- 2. In the Save as type drop-down list, select CSV (Comma delimited) (*.csv) as shown in 2 above
- 3. Enter a file name in the *File name* field, as shown in 3 above. <u>Do not</u> use quotes ("Rate Card").
- 4. Click *Save* as shown in 4 above.

10. A *Microsoft Excel* dialog box appears similar to the one shown below. Click Yes.

NOTE: The dialog box may vary depending on program that your organization uses.

Microsoft	Office Excel
i)	Ameren Rate Card 01-4-10 to 12-30-12.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help

Lesson 3-6: Upload the Completed Rate Card

Rate Notifications
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Care
User Name JOHN@SHEPLIER1.COM
Create Rate Card
* Indicates required field Submit Save Download Template Upload File Cancel
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is created and saved.
Rate Card Header
Revision Number 0 8 Effective From 09/14/2009 3 3
OU Name AMEREN OP UNIT
* Supplier Name CCTM Supplier 1, Inc.
Approver Approver Select the approver name only when
* Contract Number 455502 Q
Rate Card Details
Add Delete Row
Select *Craft Type *Craft *Craft Code Class Local Worktype *Rate Type *Rate (\$) *UOM *Effective From *Effective To Comments
No search conducted.
Submit Save Download Template Upload File Cancel

Figure 3-11

Rate cards created using a template must be uploaded to CCTM. To upload a rate card, you must:

- 1. Locate and select the file.
- 2. Initiate the upload process.
- 3. Monitor the upload process.
- 4. If necessary, correct any errors and reinitiate the process.
- 5. Submit the rate card for approval.
- **1**. In the Rate Card application, click CCTM Create Rate Card as shown in 1 above. The *Create Rate Card* page displays as shown above.
- 2. Enter the Contract Number as shown in 2 above.

The contract number on this page must match the contract number in the file.

3. The Effective From date and the Effective To date default to the contract period and should not be changed, see 3 above.

IMPORTANT! The values must match the *Hdr Start Date (MM/DD/YY)* field and the *Hdr End Date (MM/DD/YY)* field in the file template.

4. Click Upload File as shown in 4 above.

The Upload File - Status page appears as shown in Figure 3-12.

Rate Notifications	
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card	
	User Name JOHN@SUPPLIER1.CON
Upload File - Status	
* Select File for Upload C:\Documents and Setting Browse	Upload
Data File Loader Batch Requests:	
View By All Jobs Go	

Figure 3-12

5. Click Browse as shown in 5 above. A choose file window opens. Navigate to the completed rate card file location, click the file to select it, and click Open.

The file path will display in the Select File for Upload field, similar to example shown above.

6. Click Upload as shown in 6 above.

A **Confirmation** message "The Batch Number ######### has been launched successfully." displays.

Rate Not	tifications												
CCTM Rate	Home 9	M Rate Search 👔	CCTM File U	pload Status 👘	CCTM Create Rate Card	l							
	User Name JOHN@SUPPLIER1.CON												
Upload Fil	Upload File - Status												
	Upload Cancel												
		* Sel	ect File for U	pload	Brows	e							
					5,010								
Data File	Loader Batch	Requests:											
View By	All Jobs 💌	Go	\frown	_									
Data File Type	Batch Number 🔻		Status	Successful Lines	Rejected Batch Run Lines Date	Dotaile	Comments						
Rate Card		RateCardExport.cs		12	0 03/29/2011		The Rate Card# 4590 has been created successfully.						
Rate Card	20858814	RateCardExport.cs	Completed	11	2 03/29/2011		The batch request has failed. Please look at the details and reupload the file after corrections						

7. Periodically, click Go as shown in 7 above until the Status field displays Completed.

You may need to click Go several times to refresh the data on the screen until the Status field displays Completed.

- 8. Review the rate card Comments as shown in 8 above; the current rate card submission always appears on the top line.
 - If the comments field indicates that the batch request has failed, click the **blue Details** icon to view the errors. You must then correct the errors in the file and begin the upload process again.
 - If the comments field indicates that the rate card has completed successfully you can continue with the next step.
- **9.** After the rate card has been created successfully, you must submit the rate card for approval. Click CCTM Rate Home as shown in 9 above.

The CCTM Rate Home page appears as shown in Figure 3-13 on the next page.

Rate Noti	fications								
CCTM Rate	Home	CCTM	Rate Search	CCTM File U	Jpload Status	CCTM C	reate Rate Ca	rd	
Rate Card H	lome								
Rate Cards	in Pending	Submis	ssion Stage						
Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate Card Approver/Submitted To	Rate Card Change Requested By/Submitter
<u>4590</u>	10 ^{pal}	0	455502	CCTM Supplier 1, Inc.	09/14/2009	01/06/2013	Pending Submission		John@supplier1.com
Rate Cards	in Pending	Approv	al Stage						
Rate Card Number	OU Name	Rev Num		Supplier Name	Effective From	Effectiv To		ate Card Approver/Submitted To	Rate Card Change Requested By/Submitter
No results found.									
Rate Cards	in Rejecte	d Stage							
Rate Card Number	OU Name	Rev Num		Supplier Name	Effective From	Effectiv To		ate Card Approver/Submitted To	Rate Card Change Requested By/Submitter
No results found.									

Figure 3-13

10. Click the Rate Card Number link in the *Rate Cards in Pending Submission Stage* section, see 10 above.

The *Rate Card* page displays as shown in Figure 3-14 below.

Rate Notifications	5										
CCTM Rate Home	CCTM Rate Search CCTM	1 File Upload Status 🛛	CCTM	Create Rate C	24						
Rate: CCTM Rate Home > User Name JOHN@SUPPLIER1.C											
			Ехро	rt Upload	Review	Craft (Changes	Delete Rate Ca	ard Cancel		
Rate Card Header											
	Number 4590				Supplier 1, In	с.					
	n Number 0 t Number 455502	E		From 09/14 re To 01/06	•			card is in Pendi ete Rate Card b	ng Submission		
Rate Card Details								ou notice error			
Show Details for C Active C All C In-Active						corr click of th rate	ect the rak this buttone rate ca	te card before s	submitting it, current version n correct the		
Indicates Modified	🗹 Indicates Modified - 🗱 Indicates New - 🌂 Indicates Rejected										
Craft Type Craf	t	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To		
💥 Equipment 🛛 DW 8	3020 TRENCHER	AA-NEW			STD	Hours	17.25	09/14/2009	01/06/2013		
錄 Equipment EQUI	PMENT TRAILER	AA-NEW			STD	Hours	12.25	09/14/2009	01/06/2013		

Figure 3-14

11. Click Review Craft Changes as shown in 11 above.

The Submit Rate Card page appears as shown in Figure 3-15 on the next page.

	Rate Home	CCTM Rate Search CCTI	M File Upload Status	0	CCTM Cre	eate Rate Card								
	CCTM Rate Ho					- (User	Nam	e JOHN@SUPPLIER1.	
Indi	ates required	TIEID				- (14	Save and Su	ubmit Sav	e	Cancel Cha	nge I	Request Cancel	
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is saved.														
Rate Card Header														
RateCard Number 4590 Effective From 09/14/2009 Revision Num 0 Effective To 01/06/2013														
Contract Number 455502 Approver LaBeaume(StratSourc 64														
			CTM Supplier 1, Inc						Approv	er	Labeaume(Stra	atsou		
tach	ments None	Add (12)												
TIP			fy the attachment.											
Rate	Card Details	s												
Add	Another Ro	Delete from Change Red	ulost								Provid	ue 🗖	-10 of 12 💌 Next 2	
			lucse								Grievie			
elect	All Select N	lone				ork							Change Request	
					VV	OFK								
elec	*Craft Type	e *Craft	*Craft Code Class		Local Ty	pe *Rate Ty	pe *UOM	*Rate (\$)	*Effective Fro	m	*Effective To	,	Reason	
elec	t *Craft Type Equipment	e * Craft PICKUP TRUCK	*Craft Code Class AA-NEW	Q	Local Ty	pe *Rate Ty STD	pe *UOM Day		*Effective Fro 09/14/2009		*Effective To 01/06/2013			
					Local Ty			16						
	Equipment	PICKUP TRUCK PICKUP TRUCK	AA-NEW	٩	Local Ty	STD	Day	16	09/14/2009		01/06/2013			
	Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER	AA-NEW AA-NEW	Q Q	Local Ty	STD STD	Day Hours	16 3 17.25	09/14/2009 09/14/2009		01/06/2013			
	Equipment Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER	AA-NEW AA-NEW AA-NEW AA-NEW	Q Q Q	Local Ty	STD STD STD	Day Hours Hours	16 3 17.25 12.25	09/14/2009 09/14/2009 09/14/2009		01/06/2013 01/06/2013 01/06/2013			
	Equipment Equipment Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER EQUIPMENT TRAILER HOLEBORER, TEXOMA 300-500	AA-NEW AA-NEW AA-NEW AA-NEW		Local Ty	STD STD STD STD STD	Day Hours Hours Hours	16 3 17.25 12.25 32.45	09/14/2009 09/14/2009 09/14/2009 09/14/2009		01/06/2013 01/06/2013 01/06/2013 01/06/2013			
	Equipment Equipment Equipment Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER EQUIPMENT TRAILER HOLEBORER, TEXOMA 300-500 MINI EXCAVATOR	AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW		Local Ty	STD STD STD STD STD STD	Day Hours Hours Hours Hours	16 3 17.25 12.25 32.45 22.85	09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009		01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013			
	Equipment Equipment Equipment Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER EQUIPMENT TRAILER HOLEBORER, TEXOMA 300-500 MINI EXCAVATOR PIPE TRAILER 4"	AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW		LocalTy	STD STD STD STD STD STD STD	Day Hours Hours Hours Hours Hours	16 3 17.25 12.25 32.45 22.85 3.25	09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009		01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013			
	Equipment Equipment Equipment Equipment Equipment Equipment Equipment	PICKUP TRUCK PICKUP TRUCK DW 8020 TRENCHER EQUIPMENT TRAILER HOLEBORER, TEXOMA 300-500 MINI EXCAVATOR PIPE TRAILER 4" POLE TRAILER	AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW AA-NEW		Local Ty	STD STD STD STD STD STD STD STD STD	Day Hours Hours Hours Hours Hours Hours	16 3 17.25 12.25 32.45 22.85 3.25 7.75	09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009 09/14/2009		01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013 01/06/2013			

Figure 3-15

12. Click Add, as shown in 12 above. IMPORTANT: You must attach supporting documentation to justify your rates. The system will not allow you to submit the rate card until you have added a supporting attachment.

Supporting documentation should include document(s) which justify the submitted rates, such as an Excel spreadsheet which was used during rate negotiation and emails related to rate approval.

Refer to Lesson 3-7: Add Attachments if you need instructions on how to add the attachment.

13. Select the Ameren Approver as shown in 13 above.

14. Click Save and Submit as shown in 14 above.

A confirmation message appears as shown below and the rate card status changes to Pending Approval.



Rate Card has been submitted to LaBeaume(StratSourc 645), Kenneth J for approval

Lesson 3-7: Add Attachments

Rate Notifications	
CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card	
Rate: CCTM Rate Search > Rate Card Screen >	User Name JOHN@SUPPLIER1.CO
* Indicates required field	Save and Submit Save Cancel Change Request Cancel
IP Submit Button will be enabled & Attachment Link will be visible once rate card is sa	ved.
Rate Card Header	
RateCard Number 4587 Revision Num 0 Contract Number 600001 Supplier Name CCTM Supplier 1, Inc. Attachments View Mathematical Supplier 1 Please save the chang re you Add/Modify the attachment.	Effective From 01/04/2010 Effective To 12/30/2012 Approver LaBeaume(StratSourc 64
Rate Card Details	
Add Another Row Delete from Change Request	③ Previous 1-10 of 29 • Next 10 ③

Figure 3-16

Attachments must be included each time a rate card is submitted or modified. The system will not allow you to submit a rate card without an attachment. Attachments are supporting documents that justify the rates or rate modicfications which are included on a rate card submission. Attachments can be a file (such as a Word document or a spreadsheet) or text that you enter directly into CCTM.

The Attachment Add button becomes available after a rate card has been saved.

1. Click Add, as shown in 1 above.

The Add attachment page displays as shown below.

Add Attachment
Cancel Add Another Apply
Add Desktop File/ Text/ URL (4) (5)
Attachment Summary Information
Title Ameren Rates Description Fully loaded labor rates for contract 600001 Category Miscellaneous
Define Attachment
Type © File C:\Documents and Settings\E41236\Desktop\Ameren Ra Browse 3
Cance! Add Another Apply



- 2. Enter a Title and Description for the attachment, as shown in 2.
- **3.** Select the Type of attachment you want to add:
 - *File*—If you select this option, you must provide the file path for the attachment.
 - Text If you select this option, type the text into the field to the right of the Text option button.
- 4. If you are adding a file attachment, click Browse, as shown in 3.
- **5.** A choose file window opens. Navigate to the file you want to attach, click the file to select it, and click **Open**.

The file path displays as shown above.

6. If you need to include additional attachments, click Add Another as shown in 4.

Repeat steps 2 through 5 as required.

7. When you have finished adding attachments, click Apply as shown in 5.

A confirmation message displays as shown below.

Rate Notifications		
CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card		
Rate: CCTM Rate Search >	User Name	100.000 - 10.000 - 100.000 - 100.000
Confirmation Labor Rates.xls attachment has been added successfully.		

Modifications: While you are on this page, you can modify attachments by clicking the View link, as shown in 1. The Attachments page displays as shown below. You can Update or Delete an attachment on this page.

You will not be able to modify existing attachments after the rate card has been submitted for approval.

Attachments	5												
Search	Search												
Note that the search is case insensitive Title Go D Show More Search Options													
Title	Type Description	Category		Last Updated	Usage	Update	Delete	Publish to Catalog					
<u>Ameren</u> <u>Rates</u>	File Fully loaded rates approved by Ken LaBeaume on 04/29/10	Miscellaneous	JOHN@SUPPLIER1.COM	08/27/2010	One- Time	1	Î	R					
<u>Return to Edi</u>	t Rate Card Screen												

Lesson 3-8: View Rate Card Notifications

Ameren E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications Home Page	Logged In As
Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Time Card Super AMCCTM Supplier Time Card User AMCCTM Supplier Time Card User AMCCTM Time Card Inquiry AMPON Sourcing Supplier AMPON Sourcing Supplier AMPON Signation Supplier	Favorites Personalize Personalize Image: Colspan="2">CCTM Reports (CCTM Reports) Image: Rate Card (CCTM)

Figure 3-18

When an Ameren approver approves or rejects a rate card, you will receive an e-mail notification. The email notifications alert you to actions that have occurred in CCTM. The notifications can also be viewed in CCTM.

NOTE: You will receive additional notifications depending on your responsibilities within the iSupplier portal.

1. From the E-Business Suite home page, click the AMCCTM Rate Card User link as shown in 1 above.

2. Click the **Notifications** link as shown in **2** above.

NOTE: You can also view the *Notifications* page by clicking the *Notifications* tab on the *Rate Card* page.

The *Worklist* page displays as shown below. By default, your open notifications are displayed. Open notifications are those which you have not viewed or taken action on.

Notifica	ations				
Notifica	ations >				
Workli	st				
View	All Notifications	Go (3)			
Select	t Notifications: Open	Reassign Close	S Previou	s 1-25 -	Next 25 📎
Select	All Select None				
Select	From	Туре	Subject	Sent 🔻	Due Status
	Bankasa - 12 (177 (198)	AMCCTM Rate Card Approval	Rate Card #3669. CONSTRUCTION SYSTEMS has been rejected by Hammitt (CSFTrnSvcs 204), Theresa G	4 ²⁰⁰⁹	Closed
	Ahlers(Purchasing 1150), Timothy	PO Approval	AMEREN OP UNIT - Standard Purchase Order 10000130,0 requires your acceptance	05/01/2009	Open

- **3.** To see all your notifications, select All Notifications from the View drop-down list and click Go as shown in 3 above.
- **4.** Click a **Subject** link to view more information about a notification as shown in 4 above.

The notification details appear as shown in Figure 3-19.

Ameren CCTM	Diagnostics He	ome Logout F	Preferences Help) Personalize Pag
Votifications > Worklist >				
Information This notification has been closed and did not require a response.				
Rate Card #3669- has been rejected by Hammitt(C	SFTrn Svcs 204), 1	Theresa G		
From To Sent 05/03/2009 22:36:04 Closed 05/03/2009 22:36:29 ID 6039749 Responder Hi . The Rate Card is rejected. Rejection Reason : Submitted rates are not as specified in the contract.		<u>ok</u> 5)	
Regards. Hammitt(CSFTmSres 204), Theresa G Return to Worklist 6 Display next notification after my response				



- 5. Review the notification details.
- **6.** When you are finished:
 - Click OK to indicate that you have read the notification, as shown in 5 above.

When you click OK, the notification is removed from the Open notifications list. You can view the notification later by selecting All Notifications.

- Click the Return to Worklist link to view more notifications as shown in 6 in Figure 3-19.
- Click the Home link to return to the E-Business Suite home page.

Lesson 3-9: Correct Rejected Rate Cards

Rate Notifi	cations	-			1								
CCTM Rate H	ome	1)™	Rate Search	CCTM F	ile Uploa	ad Status	C	CTM Cre	ate Rate Ca	ard			
Rate Card Ho	me												
Rate Cards in Pending Submission Stage													
Rate Card Number	OU Name	Rev Nun		t Supp Name		Effective From		ffectiv o	-	Rate (Appro	Card over/Submitted To	Rate Card Change Requested By/Submitter	
No results found.													
Rate Cards in	Pending	Approv	al Stage										
Rate Card Number	OU Name	Rev Nun		t Supp Name		Effective From		ffectiv o	-	Rate (Appro	Card over/Submitted To	Rate Card Change Requested By/Submitter	
No results found.													
Rate Cards in	Rejecte	d Stage						_					
Rate Card	OU	Rev	Contract	Supplier	Effe	ective	Effec	tive 🚺			Rate Card	Rate Card Change Requested	
Number	Name	Num	Number	Name	Fro	m	То	5	Status		Approver/Submitted To	By/Submitter	
⁴⁵⁹⁰ (2)	Global	0	455502	CCTM Supp 1, Inc.	lier 09/:	14/2009	01/06		Rate Modific Rejected	ation		John@supplier1.com	

Figure 3-20

If your rate card is rejected by an Ameren approver, you must correct the rate card and resubmit it for approval.

NOTE: For information about correcting rejections to a modified, approved rate card, refer to Chapter 4, Lesson 4-3, Correct Rejected Rate Card Modifications.

1. In the CCTM Rate Card application select CCTM Rate Home, as shown in 1 above.

A list of rate cards appears in the Search Results as shown above.

2. Click the Rate Card Number link in the Rate Cards in Rejected Stage, as shown in 2 above.

The Rate Card page displays as shown below. If the rate card is rejected before the first approval, all lines from the rate card are rejected.

Rate No	otifications												
CCTM Rat	te Home	CCTM R	Rate Search	CCTM F	File Upload Status	CCTM	Create	Rate Car	ď				
Rate: CCT	TM Rate Hor	ne >										User Name 10H	M@SUPPLIER1.CO
									E	xport	Upload	View Rejectio	ns Cancel
Rate Ca	ard Header											(3)	
	Revision	l Number Number t Number	0			Effective	From	CCTM Su 09/14/ 01/06/		с.		U	
Rate Ca	ard Details												
Show D	etails for												
© Active C All C In-Ac	-												
🗹 Indica	ites Modified	- 🛱 Indic	ates New - 👋	Indicates	Rejected								
Craft Typ	pe Craf	t			Craft Code Class	Local	Work	Туре	Rate Type	UOM	Rate (\$)	Effective From	Effective To
<mark>×</mark> ₀Equipm	nent DW 8	020 TREN	ICHER	ł	AA-NEW			:	STD	Hours	17.25	09/14/2009	01/06/2013
× _ۇ Equipm	nent EQUI	PMENT TR	RAILER	ł	AA-NEW				STD	Hours	12.25	09/14/2009	01/06/2013

3. Click View Rejections as shown in 3 in above.

The rejection reason is displayed as shown in Figure 3-21 on the following page.

Rate M	Notifications											
CCTM Ra	ate Home 🔰	CCTM Rate Search	CCTM File Upload	Statu	JS	CCTM Crea	ate Rate Card					
Rate: CC	TM Rate Home	> Rate Card Scr	een >								User Name	10HN@SUPPLIER1.CO
* Indicat	tes required fiel	ł									(4)	Ok Cancel
Rate C	ard Header										\sim	
		RateCard Number	4590						Effe	ective From	09/14/2009	
		Revision Num	0						E	Effective To	01/06/2013	
		Contract Number	455502						Reject	ion Reason	Rates are not in	A
		Supplier Name	CCTM Supplier 1, I	nc.							agreement with	
											contract	~
											Mandatory for Rejec	tion
Attachme	ents None											
Rate C	ard Details											
											③ Previous	1-10 💌 <u>Next 10</u> 🗵
						Work			Rate	Effective	Effective	Change Request
*Craft T	Type *Craft		*Craft Code Class		Local	Туре	*Rate Type	*UOM	(\$)	From	То	Reason
Equipme	nt PICKUP TR	UCK	AA-NEW	Q			STD	Day	16	09/14/2009	01/06/2013	

Figure 3-21

4. After reviewing the rejection reason, click Ok as shown in 4 above.

The Rate Card page appears as shown below.

Rate Notifications								
CCTM Rate Home CCTM Rate Search CCTM	1 File Upload Status 🛛	CCTM Create	e Rate Car	ď				
							User Name	JOHN@SUPPLIER1.CO
The Rate Card # 4590 is now available for modifie	ation and re-submissio	on.				\frown		
				Export	Upi		eview Craft C	hanges Cancel
Rate Card Header								
Rate Card Number 4590 Revision Number 0 Contract Number 455502		Supplier Name Effective From Effective To	09/14/	2009				
Rate Card Details								
Show Details for								
Active								
C All O In-Active								
🖉 Indicates Modified - 🗱 Indicates New - 🌾 Indicate	s Rejected							
Craft Type Craft	Craft Code Class	Local Worl	k Type	Rate Type	UOM	Rate (\$)	Effective Fro	om Effective To
Equipment DW 8020 TRENCHER	AA-NEW				Hours		09/14/2009	01/06/2013
發Equipment EQUIPMENT TRAILER	AA-NEW			STD	Hours	12.25	09/14/2009	01/06/2013

5. Click Review Craft Changes as shown in 5 above.

The Rate Card Screen page appears as shown in Figure 3-22 on the next page

Rate	Notifications	\$													
сстм в	Rate Home	CCTM Rate Search	I CCTM F	File Upload Statu:	5	CCTM Crea	ite Rate Card								
Rate: C	CCTM Rate Hor	me >						\sim				User	Nam		LIER1.CO
* Indic	ates required fi	ield						(12)[Save and S	ubmit Sav	e Cai	ncel Chai	nge Reg	uest Ca	ancel
ЭТІР	Submit Button v	will be enabled & Atta	achment Link	will be visible on	ce rat	e card is sa	ved.						5 1		
Rate	Card Header														
		RateCard Nu		0						Effective Fro					
	6		n Num O							Effective 7	<u>01/0</u>	6/2013		(2
	(IV/	lumber 455							Approv	er] 🔍 (1	1)
Attachn			Name Con	M Supplier 1, In	ic.										
														_	
	None_	Add													
⊗тр	save the	e changes before you	Add/Modify t	the attachment.											
	save the	e changes before you	Add/Modify t	the attachment.											
≪π Rat	save the	e changes before you										③ Previo	us 1-10	of 12 🔽 🛚	l <u>ext 2</u>
≪TIP Rat Add	8 save the Details	e changes before you										S Previo	ous 1-10	of 12 💌 N	<u>lext 2</u> ⊗
CTIP Rat Add Select	8 Save the Details Another Row	e changes before you w Delete from Ch	hange Requ	est		Wol							Cha	ange Reque	
CTIP Rat Add Select	8 Solution Row	e changes before you w Delete from Ch	hange Requ		5		rk e [*] Rate Ty	e *UOM *	Rate (\$)	*Effective Fro		© Previo	Cha		
CTIP Rat Add Select	8 betails Another Row All Select No	e changes before you w Delete from Ch	hange Reque	est	s] Q			e *UOM * Day		*Effective Fro	m *Effe		Cha	ange Reque	
CTIP Rat Add Select	Another Row All Select No	e changes before you v Delete from Ch one *Craft	hange Reque *C	est Craft Code Class	;] Q] Q		e *Rate Ty	E E	16		m *Effe	ctive To 5/2013	Cha Rea	ange Reque	
CTIP Rat Add Select	Another Row All Select No Craft Type Quipmont F	e changes before you v Delete from Ch one *Craft BICKUP TRUCK	hange Reque *C A	est Craft Code Class A-NEW	9		e *Rate Ty STD	Day	16	09/14/2009	m *Effe	ctive To 5/2013	Cha	ange Reque	

Figure 3-22

6. If you want to delete this rate card so that you can upload a new rate card file in its place, click Cancel Change Request, as shown in 6, and then click Yes to the confirmation prompt.

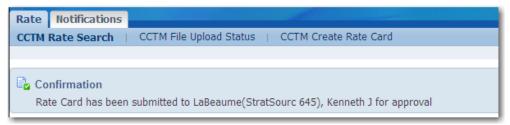
Selecting this action deletes or removes the current rate card. You can now update the rate card file; upload it again; and resubmit it to the Ameren approver.

- 7. To delete one or more rows, click the **Select** check box for the row and click **Delete from** Change Request, as shown in 7 above.
- **8.** To add more rates, click Add Another Row and enter the rate information, see 8 above.
- **9.** To make changes to an existing rate, edit the fields as shown in 9 above.
 - *Rate* (\$) If applicable, enter the new rate.
 - *Effective From* If applicable, enter the new start date for the rate.
 - *Effective To* If applicable, enter the new end date for the rate.
- **10.** Click Add, as shown in 10 above, and attach supporting documentation for the rates.
- **11**. Enter an Approver name as shown in **11** above.

If you do not know the approver name, you can use the Magnifying Glass to search for an approver name.

12. After all data has been entered, click Save and Submit as shown in 12 above.

A confirmation message displays as shown below.



Chapter Four: Modifying Approved Rate Cards

Chapter Objectives:

- Modify Rate Cards
- Export Rate Cards
- Correct Rejected Rate Card Modifications

Estimated Lesson Time: 30 minutes

You can maintain your approved rate cards in CCTM. Maintenance consists of updating rate cards to add or delete lines and updating craft rates because of new rate agreements. You can update rate cards directly online in CCTM, or by exporting an existing rate card from CCTM, making modifications, and uploading the modified file.

Lesson 4-1: Modify Approved Rate Cards Online

Rate	Notification	s									
CCTM	Rate Home	ССТМ	Rate Se	earch C	CTM File Uplo	ad Status 🛛	CCTM Crea	te Rate Ca	ard		
		\square								User Name	JOHN@SUPPLIER1.CON
Sim	ole Search										
Please	e enter a Supp	ier Name	and/or	Contract Nun	<u>her and/or S</u>	tatus and sele	ect the Go bu	tton to see	e the results.Note that the se	arch is not case se	nsitive.
	(OU N	ame /	AMEREN OP U							
	9	upplier N	ame 🛛	CCTM Supplie	r 1, Inc.						
	Cor	tract Nur	nber		(🔍 (1)					
		S	tatus 🖡								
				Go Clea	r	-)					
Sear	ch Results			do olca							
										Rate Card Chan	ge
		OU	Rev	Contract	Supplier		Effective		Rate Card	Requested	
Rate	Card Numbe	🔻 Nam	e Num	Number	Name	From	То	Status	Approver/Submitted To	By/Submitter	Attachments
4527	γ		0		CCTM	01/04/2010	12/30/2012	Approved	Hammitt(CSFTrnSvcs 204),		
					Supplier 1, Inc.				Theresa G		

Figure 4-1

You can request changes for rates on approved rate cards; for example to reflect union increases or new labor or equipment rates. If you are modifying just a few rates, it is easy to request your changes online. Each line that is modified requires a change request reason; enter a descriptive reason so that your approver will know why you are requesting the rate change.

When you are requesting changes, enter your changes a few weeks in advance of the dates that you want the changes to take effect; this ensures that the rates will be submitted and approved prior to the date that you need to begin entering them on time cards.

1. Open the CCTM Rate Card application and select the CCTM Rate Search page. Enter your search criteria and click Go as shown in 1 above.

A list of rate cards matching the search criteria displays in the Search Results grid as shown above.

2. Click the Rate Card Number link for the rate card you want to modify as shown in 2 above.

The *Rate Card* page displays as shown in Figure 4-2.

Rate I	Notifications										
CCTM Ra	ate Home	CCTM Rate Search	CCTM File Up	load Status	CCTM Cr	eate Rate Card		(
Rate: CC	CTM Rate Sea	rch >						(4 Juser	r Name JOHN@	SUPPLIER1.CO
							Export	Upload	Ree	quest changes	Cancel
Rate C	ard Header										
		Number 4527 Number 0 Number			ffective From	e CCTM Supp m 01/04/201 o 12/30/201	.0				
Rate C	ard Details										
Show I	Details for										
Select A	cates Modified				su lu u		Parts Town		Data (C)		
Selec	3 bor	Craft		Craft Code (Effective From	
	Labor	APPRENTICE: 4TH 1					TIME & ONE-HALF			01/04/2010	12/30/2012
		GROUNDMAN - EQUI					STRAIGHT TIME			01/04/2010	12/30/2012
	Labor	APPRENTICE: 7TH 1					TIME & ONE-HALF			01/04/2010	12/30/2012
	Labor	GROUNDMAN - EQUI	PMENT OPERATOR		51	TRANSMISSION	TIME & ONE-HALF	Hours	34.25	01/04/2010	12/30/2012
	Labor	APPRENTICE: 7TH 1	000 HOURS		51	TRANSMISSION	STRAIGHT TIME	Hours	29.75	01/04/2010	12/30/2012
	Labor	APPRENTICE: 2ND 1	000 HOURS		51	TRANSMISSION	STRAIGHT TIME	Hours	24.75	01/04/2010	12/30/2012
	Labor	WELDER / FITTER					ST	Hours	35.85	01/04/2010	12/30/2012

3. Click the **Select** check box for the lines you want to modify as shown in **3** above.

If you only want to add new rates and are not changing any existing rates leave the boxes unchecked.

4. Click Request changes as shown in 4 above.

The *Rate Card* page displays as shown in Figure 4-3.

Rate Notifications	Click this button to discard any changes and return the rate card to Approved status.
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card	<u> </u>
Rate: CCTM Rate Search > Rate Card Screen >	User Name JOHN@SUPPLIER1.COM
* Indicates required field	t Save Cancel Change Request Cancel
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is saved.	Cancer Change Request Cancer
Rate Card Header	
Revision Num 1	e From 01/04/2010 aver to 12/30/2012 pprover 9 9
Attachments None Add	
TTP Places cave the changes before you A if the attachment.	
Rate Card Details	
No of Row(s) to Add Another Row Delete from Change Request	
Select All Select None	
Select *Craft Type *Craft Code Class Local Work Type *Rate Type *UOM *Rate (\$)	*Effective From *Effective To *Change Request
Labor APPRENTICE: 4TH 1000 HOURS AA-NEW S1 TRANSMISSION TIME & ONE-HALF Hours 23.	5 01/04/2010 🔲 12/30/2012 🔲 UNION INCREASE 🧿
Equipment AIR COMPRESSOR	5 01/04/2010 🔲 12/30/2012 🔲 NEW EQUIPMENT
TIP The Comments field is required when an existing Rate Card is modified.	
If the Craft Code Class is blank, enter AA-	t Save Cancel Change Request Cancel
New. Otherwise, do not change.	t Save Cancel Change Request Cancel

5. To modify an existing rate, update the following fields (you cannot change any other fields):

- Craft Code Class: If this field is blank, enter AA-New; otherwise do not change the value.
- **Rate:** Enter the new rate.
- Effective From: Enter the start date for the new rate. You can enter a past date, <u>only if</u> the rate has not been used on any time cards during or after that date.
- Effective To: Enter the end date for the new rate. The effective to date must be today's date or a future date.
- Change Request Reason: You must enter a change request reason for each line that you update.

6. To enter a new labor, equipment or chemical rate:

- Click *Add Another Row* to add a new rate card line as shown in **6**.
- Enter or select the *Craft Type*, *Craft*, *Craft Code Class (AA-new)*, *Local* (optional), *Work Type* (optional), *Rate Type*, *UOM* (100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week), *Effective From* date, *Effective To* date, and *Change Request Reason*.
- 7. To make a rate inactive, so that it will no longer display on the rate card:
 - Enter the date that the rate will expire on in the *Effective From* and *Effective To* fields. The date entered must be today's date or a date in the future.
 - Enter a change request reason.
- 8. Click Add, as shown in 8, and attach supporting documentation to justify the rate modification request.

9 Enter an approver name in the Approver field, as shown in 9 above.

You can click the Magnifying Glass to search for an approver name, if needed.

10. After you have completed your change requests, click **Save and Submit** as shown in 10 above.

A confirmation message displays on the page as shown below and the rate card status changes to Pending Approval.

Rate	Notifications	
ССТМ І	Rate Search	CCTM File Upload Status CCTM Create Rate Card
	a	
🔄 🖸 Coi	nfirmation	
Rat	e Card has been	submitted to LaBeaume(StratSourc 645), Kenneth J for approval

Lesson 4-2: Modify Approved Rate Cards via Export

Ameren	сст	М			-			Home Loo	out Preferences	Diagnostics
Rate Notifications										Singheomos
	CCTM Ra	ate Se	arch C	CTM File Uplo	ad Status	CCTM Crea	ite Rate Ca	ard		
C									User Name	JOHN@SUPPLIER1.COM
Simple Search										
Su	OU Nan oplier Nan act Numb Stat	ne A ne C er C us C	MEREN OP U CTM Supplie	NIT v				e the results.Note that the se		
Rate Card Number 🔻			Contract Number	Supplier Name		Effective To	Status	Rate Card Approver/Submitted To	Rate Card Chan Requested By/Submitter	ge Attachments
4527 2		0		CCTM Supplier 1, Inc.	01/04/2010	12/30/2012	Approved	John@supplier1.com		

Figure 4-4

If you need to request rate changes for many lines on a rate card, you can request the changes by submitting the changes in a file which you upload to CCTM.

To request changes using the file upload method:

- 9. Export the rate card file and save it on your PC. The file is in text file format and is included in a zip file.
- 10. Open the file in a spreadsheet program and make the required changes. The template can be opened in any program that allows you to create a CSV file, for example, Excel.
- 11. Save the file as a Comma Separated Value (*.CSV) file.
- 12. Import the rate modification file into CCTM.
- 13. Monitor the upload process.
- 14. If necessary, correct errors in the file and import the file again.
- 15. Submit the rate card for approval in CCTM.

NOTE: If your organization does not use Excel or WinZip, check with your internal IT department for information about downloading and opening the template.

- **1.** On the CCTM Rate Search page, enter search criteria, and click **Go** as shown in 1 above.
- A list of rate cards matching the search criteria displays in the Search Results grid as shown.
- 2. Click the Rate Card Number link of the rate card you want to modify as show in 2 above.

The Rate Card Header page displays as shown in Figure 4-5 on the next page.

Rate Notifications								
CCTM Rate Home CCTM Rate Search CCTM File U	pload Status C	CTM Creat	e Rate Card					
Rate: CCTM Rate Search >			(3			User	Name JOHN@	SUPPLIER1.CO
			Ý	Export	Upload	Re	quest changes	Cancel
Rate Card Header								
Rate Card Number 4527			CCTM Supplier	1, Inc.				
Revision Number 0 Contract Number			01/04/2010 12/30/2012					
Rate Card Details								
€ Active C All C In-Active								
Indicates Modified - 🗱 Indicates New - 🏹 Indicates Rejec	ted							
Select All Select None		l						
Select Craft Type Craft	Craft Code Class	Local Wo		te Type	UOM Ra		Effective From	
Equipment 24X40 DIRECTIONAL BORE MACHINE			ST		Hours 22	.5	01/04/2010	12/30/2012
Equipment BUCKET TRUCK 53-65'			ST		Hours 35	.15	01/04/2010	12/30/2012



3. Click **Export** as shown in 3 above.

A File Download dialog box displays similar to the one shown below.

File Dow	nload - Security Warning	\ge
Do you	want to open or save this file?	
2	Name: RateCardExport.zip Type: WinZip File From: goblxdoa3.ameren.com Open Save Cancel]
٢	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do no open or save this software. <u>What's the risk?</u>	ł

4. Click Open.

A Zip utility window opens similar to the one shown below.

⊇WinZip File Action		dExport[1]. Help	zip						
View New		Favorites	Add		B	View	CheckOut	Wizard	
New	Open	Favorites	Auu	Туре	Encrypt	Modified		Size	Ra
≇i RateCar	dExport.xls]			osoft Exc		9 11:10	1,553	8
4									
Selected O files, O bytes Total 1 file, 2KB									

5. Double-click RateCardExport.xls.

The file opens similar to the example shown in Figure 4-6 on the next page.

[А	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р
	1	Record Ty	Supplier N	Contract N	Hdr Start Da	Hdr End Dat	Craft Type	Craft Nam	Craft Cod	Local	Work Pl	Rate Type	Unit O	Rate	Effective Fr	Effective To	Change
	2	Update	CCTM Sup	plier 1, Inc	01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSN	TIME & OI	Hours	22.5	05/04/2010	12/30/2012	Union I
(1		Update	CCTM Sup	plier 1, Inc	01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSN	TIME & OI	Hours	23.5	05/04/2010	12/30/2012	Union I
C	4	Create	CCTM Sup	plier 1, Inc	01/04/2010	12/30/2012	Equipmen	Air Comp	AA-NEW			STD	Hours	12.5	05/04/2010	12/30/2012	new ec

6. You must delete all rows that you are not requesting changes to.

- 7. To modify an existing rate, update the following fields (you cannot change any other fields):
 - Craft Code Class: If this field is blank, enter AA-NEW, otherwise do not change.
 - **Rate:** Enter the new rate.
 - Effective From: Enter the start date for the new rate. You can enter a past date, <u>only if</u> the rate has not been used on any time cards during or after that date.
 - Effective To: Enter the end date for the new rate. The effective to date must be today's date or a future date.
 - Change Request Reason: You must enter a change request reason for each line that you update.

8. To enter a new labor, equipment or chemical rate:

- Enter *Create* as the Record Type, as shown in **1**above.
- Copy the Supplier Name, Contract Number, Hdr Start Date, and Hdr End Date to the new line.
- Enter the Craft Type (Labor, Equipment or Chemical), Craft Name, Craft Code Class (AA-NEW), Local (optional), Work Type (optional), Rate Type, UOM (100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week), Effective From date, Effective To date, and Change Request Reason.

9. To remove an existing rate so that it will no longer display on the rate card:

- Enter the date that the rate will expire on in the *Effective From* and *Effective To* fields. The date entered must be the date the file will be uploaded or a date in the future.
- Enter a change request reason.

10. After all changes have been entered, click File \rightarrow Save As.

The *Save As* dialog box displays as shown in **Figure 4-7** on the next page.

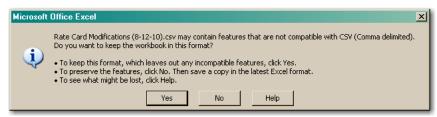
Save As	2	<u>? × </u>
Save <u>i</u> n:	Ameren Rate Cards	💽 🕑 • 🖄 🗙 📑 🖬 •
My SharePoi My Recent Documents Admin Documents My Network Places My Documents My Computer Oracle R12 Training My Site		
Tools •	File name: Rate Card Modifications (8-12-10).csv Save as type: CSV (Comma delimited) (*.csv)	5 Save Cancel



11. Complete the following fields:

- 1. Select a *Save in* folder as shown in 2above.
- 2. In the Save as type drop-down list, select CSV (Comma delimited) (*.csv) as shown in 3 above
- 3. Enter a file name in the File name field, as shown in 4 above. Do not use quotes ("Rate Card").
- 4. Click *Save* as shown in 5 above.

A dialog box displays similar to the one shown below. The dialog box may be different based on the program that your organization uses.



- 12. Click Yes to save your changes.
- **13.** Return to the CCTM Rate card application and open the rate card that you are modifying.

The Rate Card displays as shown in **Figure 4-8** on the next page.

Rate Notifications								
CCTM Rate Home CCTM Rate Search CCTM File U	pload Status 📋 CCT	FM Creat	e Rate Card	(1				
Rate: CCTM Rate Search >				U.		User	Name JOHN@	SUPPLIER1.CO
				Export	Upload	Red	quest changes	Cancel
Rate Card Header								
Rate Card Number 4527 Revision Number 0 Contract Number	Effectiv	e From	CCTM Supplier 01/04/2010 12/30/2012	1, Inc.				
Rate Card Details								
Show Details for © Active © All © In-Active Mindicates Modified - All Indicates New - Mindicates Reject	ted							
Select All Select None								
Select Craft Type Craft	Craft Code Class L	ocal Wo	rk Type Rat	те Туре	UOM F	Rate (\$)	Effective From	Effective To
Equipment 24X40 DIRECTIONAL BORE MACHINE			ST		Hours 2	2.5	01/04/2010	12/30/2012
Equipment BUCKET TRUCK 53-65'			ST		Hours 3	5.15	01/04/2010	12/30/2012

14. Click Upload as shown in 1 above.

The Upload File Status page displays as shown below.

Rate Notifications	
CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card	
Rate: CCTM Rate Search > Rate Card Screen >	User Name JOHN@SUPPLIER1.COM
Upload File - Status	
* Select File for Upload C:\Documents and Settine Browse 2	Upload 3 el
Data File Loader Batch Requests:	
View By All Jobs 🔽 Go	

- **15.** Click **Browse** as shown in 2 above.
- **16.** Navigate to the modified rate card file location, click the file to select it, and click Open.
- **17.** Click Upload as shown in 3 above.

A confirmation message displays.

e Card
User Name JOHN@SUPPLIER1.CON
Upload Cancel
Browse
ch Run (2) Details Comments
19/2011 The Rate Card# 4527 has been updated successfully.

18. Click Go, periodically, as shown in 1 above, until the Status field displays Completed.

You may need to click Go several times before the Status field displays Completed.

- **19.** Review the rate card Comments as shown in 2 above; the current rate card submission always appears on the top line.
 - If the comments field indicates that the batch request has failed, click the 📃 blue Details icon to view the errors. You must then correct the errors in the file and begin the upload process again. Refer to Lesson 4-3: Viewing and Correcting Upload Failures on page 64 for information on this process.
 - If the comments field indicates that the rate card has completed successfully you can continue with the next step.

20. After the rate card has been updated successfully, you must submit the rate card for approval. Click CCTM Rate Home as shown in 3 above.

The CCTM Rate Home page appears as shown below.

Dete	No. ALC	cations	1000							
Rate	_									
ССТМ	Rate H	ome 🛛	CCTM	Rate Search	CCTM File U	Ipload Status	CCTM Cr	eate Rate Card	1	
Rate C	Card Ho	me								
Rate	Cards in	Pending	Submis	ssion Stage						
Rate (Numb			Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate Card Approver/Submitted To	Rate Card Change Requested By/Submitter
<u>4527</u>	(4)		1		CCTM Supplier 1, Inc.		12/30/2012			John@supplier1.com
Rate	Cards in	Pending	Approv	al Stage						
Rate (Numb		OU Name	Rev Num		Supplier Name	Effective From	Effectiv To		te Card prover/Submitted To	Rate Card Change Requested By/Submitter
No res found.										
Rate	Cards in	Rejecte	d Stage							
Rate (Numb		OU Name	Rev Num		Supplier Name	Effective From	Effectiv To		te Card prover/Submitted To	Rate Card Change Requested By/Submitter
No res found.										

21. Click the modified Rate Card Number link in the Rate Cards in Pending Submission Stage section as shown in 4 above.

The *Rate Card* page displays as shown in **Figure 4-10** on the next page.

Rate Notifications							
CCTM Rate Home CCTM Rate Search CCTM File Upload Stat	us CCTM Create F	Rate Car	ď				
Rate: CCTM Rate Home >					Use	er Name JOHN@	SUPPLIER1.COM
	Export	Jpload	Review Craft	Chang	jes D	elete Rate Card	Cancel
Rate Card Header					(5)	
Rate Card Number 4527 Revision Number 1 Contract Number	Supplier Name C Effective From 0 Effective To 1	1/04/2	010		Ċ		
Rate Card Details							
Show Details for © Active							
C All							
C In-Active							
🖉 Indicates Modified - 🗮 Indicates New - 🌾 Indicates Rejected							
Craft Type Craft Loope mork th	ne rates which	е	Rate Type	UOM	Rate (\$)	Effective From	Effective To
Equipment 24X40 DIRECTIONAL BORE MACHI			ST	Hours	22.5	01/04/2010	12/30/2012
Equipment AIR COMPRESSOR	n changed.		STD	Hours	12.5	05/04/2010	12/30/2012
Equipment BUCKET TRUCK 53-65'	ノ		ST	Hours	35.15	01/04/2010	12/30/2012

22. Click Review Craft Changes as shown in 5 above.

All requested changes are summarized as shown below.

									Click thi	is button if y	ou want to d	iscard chang
Rate	Notification	s							and retu	urn the rate	card to Appro	oved status.
Rate: C(* Indica	ate Home CTM Rate Ho ates required	field	e Card Screen >	M File Upload Status		Create Rate Card	8	Save	e and Submit		· · ·	JOHN@SUPPLIER1
	Card Header		ed of Accounter E	interviti de visible once	race cara	is saved.						
	None	Add e changes be			с.				CIR		\$/2010 5/2012 uume(StratSourc 64	7
	Another Ro		from Change Re	quest								
	All Select No		3									
	*Craft Type			*Craft Code Class	Loca	l Work Type	*Rate Type	*UOM	*Rate (\$)	*Effective From	n *Effective To	*Change Req
	Labor	APPRENTICE	: 2ND 1000 HOURS	AA-NEW	9 51	TRANSMISSION	TIME & ONE-HALF	Hours	22.5	05/04/2011	12/30/2012	Union Increas
	Labor	APPRENTICE	: 4TH 1000 HOURS	AA-NEW	9 51	TRANSMISSION	TIME & ONE-HALF	Hours	23.5	05/04/2011	12/30/2012	Union Increas
	Equipment	AIR COMPRE	SSOR	AA-NEW	9		STD	Hours	12.5	05/04/2010	12/30/2012	new equipmer
⊘ттр т	he Comment	s field is requi	ired when an exist	ing Rate Card is modif	ìed.							
								Save	and Submit	Save C	ancel Change Red	uest Cancel

- **23.** Review the changes. You can make additional changes on this page, if needed.
- **24.** Click Add, as shown in 6 above, and attach supporting documentation to justify the requested rate changes. You must add a supporting attachment.
- **25.** After changes are completed, select the Approver as shown in 7 above. Click the *Magnifying Glass* to search for and select an approver, if needed.
- **26.** Click Save and Submit as shown in 8 above.

A confirmation message displays similar to the one below and the rate card status changes to Pending Approval.

Confirmation
Rate Card has been submitted to LaBeaume(StratSourc 645), Kenneth J for approval

Lesson 4-3: Viewing and Correcting Upload Failures

Rate	Notifications						
ССТМ І	Rate Search	CCTM File Upload Status	CCTM Cr	eate Rate Card			
Rate: 0	CCTM Rate Sear	h > Rate Card Screen >				User	Name
Upload	d File - Status						
							Upload Cancel
		* Select F	ile for Upload		Browse		
Data	File Loader Bat	ch Requests:				<u> </u>	
View	By All Jobs	GO				(1)	
Data I				Successful	Rejected Batch Run		
Type	Number	▼ File	Status	Lines	Lines Date	Details Comments	
Rate C	ard 156354	10 Rate Card Modifications (05-06-09).csv	Completed	2	1 05/04/2009	The batch request has details and reupload th	failed. Please look at the ne file after corrections



If the upload process is not successful, CCTM will display an error message. If this is the case, you must review the error, correct the error condition in the file, and reinitiate the upload process.

1. If the batch request fails, click the Details 📃 icon as shown in 1 above.

The Rejections page displays as shown below.

Rate Notifications				
CCTM Rate Search	CCTM File Upload S	tatus CCTM Create Rate Card		
			User Name	Start I Stratt - Start
Rejections				
				Cancel
Rejected Lines in Da	ata File Upload Requ	est Id # 15635410		
Line Number Field Typ	e Error Description	Suggested Corrective Action		
1 Comment	ts Invalid	Please enter the comments when uploading the modified crafts for an existing rate card.		
(2)				Cancel

2. Review the Suggested Corrective Action.

NOTE: The *Line Number*, as shown in 2 above, indicates the line in the spreadsheet which contains the error. The line number reference does not include the column heading line in the file. In this instance, the line that requires correction is spread sheet line 2 as shown below.

1		A	В	С	D	E	F	G	H		J	K	L	M	N	0
	1	Record T	y Supplier N	Contract N	Hdr Start Dat	Hdr End Dat	Craft Type	Craft Nam	Local	Work Place	Rate Type	Unit Of Me	Rate	Effective Fro	Effective To	Change Requ
Π	2	Update	Patent Co	501616	05/04/2009	05/02/2010	Labor	APPRENT	109	SHIFT 1	OT	Hours	13.5	05/25/2009	05/02/2010	
	3	Update	Patent Co	501616	05/04/2009	05/02/2010	Labor	APPRENT	109	SHIFT 1	DT	Hours	15.5	05/25/2009	05/02/2010	union increas
	4	Create	Patent Co	501616	05/04/2009	05/02/2010	Equipment	Air Compr	essor		Standard	Daγ	5.25	05/05/2009	05/02/2010	new equipme

3. Correct the file, save the changes and begin the upload process again.

Lesson 4-4: Correct Rejected Rate Card Modifications

MAmer	en	ссти	N						Home Logo	It Preferences Diagnostics
Rate Notificat	tions									
CCTM Rate Hon	e (CCTM R	ate Search	CCTM File Upl	oad Status	CCTM Crea	ite Rate Card			
Rate Card Hom	e									
Rate Cards in Pe	ending Si	ubmissi	on Stage							
Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	e Effecti To		Rate (Appro	Card over/Submitted To	Rate Card Change Requested By/Submitter
No results found.										
Rate Cards in Pe	nding A	pproval	Stage							
Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	e Effecti To		Rate (Appro	Card over/Submitted To	Rate Card Change Requested By/Submitter
No results found.										
Rate Cards in Re	jected 9	Stage								
indee cond to			Contract Number	Supplier Name	Effective From	Effective To	Status		Rate Card Approver/Submitted To	Rate Card Change Requested By/Submitter
4527 1))		CCTM Supplier 1, Inc.	01/04/2010	12/30/2012	Rate Modific Rejected	ation		John@supplier1.com

Figure 4-12

If an Ameren approver rejects a rate card modification, you will receive a notification about the rejection (For information about viewing notifications, see Chapter 3: Creating Rate Cards, Lesson 1-8: View Notifications). If a rate card modification is rejected, you must:

- 1. Open the rejected rate card modification.
- 2. View the rejection reason.
- 3. Correct the rate card modifications.
- 4. Submit the rate card modifications for Ameren approval.

1. Open the CCTM Rate Card application and go to the CCTM Rate Home page.

A list of rate cards matching the search criteria displays in the Search Results grid as shown above.

2. Click the Rate Card Number link in the Rate Cards in Rejected Stage section as shown in 1 above.

The *Rate Card* page displays as shown in Figure 4-13.

Rate Notifications									
CCTM Rate Home CCTM	Rate Search CCTM File	Upload Status 👔 C	CTM Creat	e Rate Card			\sim		
Rate: CCTM Rate Home >							(3	or Name JOHN	SUPPLIER1.
					Exp	ort	Upload	View Rejection	Cance
Rate Card Header									
Rate Card Numb	er 4527				pplier 1, Inc.				
Revision Numb				om 01/04/ 2					
Contract Numb	er		Effective	To 12/30/2	2012				
Rate Card Details									
Show Details for									
	When rate chang	nes are reiec	ted all	rate					
Active									
O All	changes include			rejected					
O In-Active	An icon marks th	ne rejected ra	ites.						
🖉 Indicatos Montried - 🗱 Ind	icates New - 淞 Indicates Re	iected							
Craft Type Craft		Craft Code Class	Local Wo	ork Type	Rate Type	UOM	Rate (\$)	Effective From	Effective T
Equipment 24X40 DIRECT	IONAL BORE MACHINE				ST	Hours	22.5	01/04/2010	12/30/2012
×@Equipment AIR COMPRES	SOR	AA-NEW			STD	Hours	12.5	05/04/2010	12/30/2012
Equipment BUCKET TRUC	K 53-65'				ST	Hours	35.15	01/04/2010	12/30/2012

3. Click View Rejections as shown in 3 above.

The rejected lines and the approver's rejection reason are displayed similar to the example shown below.

Rate Noti	fications									
CCTM Rate	Home CCTM Rate Search	CCTM File Upload Sta	tus	CCTM Create Ra	ate Card				(
	Rate Home > Rate Card Scree	en >							User Na	4 HN@SUPPLIER1.CO
* Indicates r	required field									Ok Cancel
Rate Card	Header									
	RateCard Number Revision Num							ve From 01/ ective To 12/	04/2010	
	Contract Number	0				Rei		-	ase resubmit	
	Supplier Name	CCTM Supplier 1, Inc						110	h fully loaded	
									or breakdown	5 💌
								Man	datory for Rejectio	on in its second s
Attachments						_				
Rate Card	Details			1						
*Craft Type	e *Craft	*Craft Code Class	Loca	Work Type	*Rate Type	*иом		Effective From	Effective To	*Change Request Re
Labor	APPRENTICE: 2ND 1000 HOURS				TIME & ONE-HALF			01/04/2010		UNION INCREASE
Labor	AFFRENTICE, 2ND 1000 HOURS		51	I KANSMISSION		nours	22.5	05/04/2011		UNION INCREASE
Labor	APPRENTICE: 4TH 1000 HOURS	AA-NEW	51	TRANSMISSION	TIME & ONE-HALF	Hours	23.5	01/04/2010	12/30/2012	UNION INCREASE
								05/04/2011	(¥	
Equipment	AIR COMPRESSOR	AA-NEW			STD	Hours	12.5	05/04/2010	12/30/2012	NEW EQUIPMENT
TIP The C	comments field is required when a	n existing Rate Card is r	nodified							
										Ok Cancel

- **4.** When you are finished viewing the rejected lines and rejection reason click Ok as shown in 4 above.
 - All rate modification requests are discarded and the Rate Card status returns to Approved.

5. If you want to resubmit the change request, refer to the instructions in either:

- Lesson 4-1: Modify Approved Rate Cards Online on page 54.
- Lesson 4-2: Modify Approved Rate Cards via Export on page 57.

Chapter Five: Entering Time Cards

Chapter Objectives:

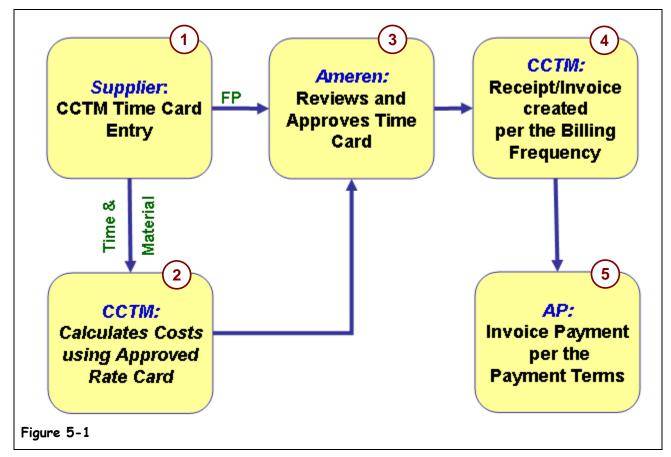
- Describe the relationship between rate cards and time cards in CCTM
- Identify the different methods of time card entry
- View time cards and identify time card status
- Enter fixed price time cards and milestones online
- Enter time and materials time cards online
- Add attachments to time cards
- Download a time card template
- Upload a completed time card template
- Correct a rejected time card
- Make adjustments to time cards
- Modify an approved time card
- View notifications
- Run the time card report

Estimated Lesson Time: 2 hours

Time cards are entered into CCTM to record costs for work performed by individuals and groups, materials, equipment, and other expenses. For time and materials purchase orders, an approved rate card is used to calculate costs. For fixed price time cards, milestones are entered and costs associated with those milestones are recorded.

Fixed price timecards are always entered online. Time and materials timecards can be entered using an online entry method or by uploading a file which includes the timecard details.

Lesson 5-1: Time Card Process Flow



Time cards are entered on a weekly basis. A supplier user can enter one time card per PO per week ending period. The time card process flow is shown in Figure 5-1.

1. The supplier enters the time card into CCTM to record the costs of work performed.

Each supplier user can enter one time card per PO per week ending period. Supporting receipts for materials and expenses must be scanned and included as attachments.

2. For time and materials entries, CCTM calculates costs using the approved rate card for the period or contract. For fixed price entries, no rate card validation is performed.

Rates are calculated for chemical, labor, and equipment charges. Material, and expense costs are not subject to rate card verification but attachments are required to support the entries.

- **3.** The designated Ameren approver reviews and approves or rejects the time card submission. If the time card is rejected, the time card is returned to the supplier for correction. If the time card has not been approved within 7 days, a reminder email is sent to the approver and his supervisor.
- **4.** An automated receiving process generates receipt/invoices for approved time cards. Receipt/invoices are generated daily for approved time cards. The system passes the receipt/invoice to Accounts Payable for processing.
- **5.** An electronic payment for the receipt/invoice is processed according to the PO payment terms. Ameren sends an ACH (Automated Clearing House) payment alert notification email to the supplier.

Lesson 5-2: Glossary

In this chapter, a variety of terms will be used. It is important that you understand these terms. Additional terms and acronyms are posted on the supplier web site.

Table 5-1: Key Te	rms							
Term	Definition							
Fixed Price	A type of time entry requiring the entry of a milestone and the total costs for achieving the milestone. Individual time entry can be entered, when required. Rate cards are not required for fixed price time cards.							
Time and Materials	A type of time entry requiring separate entries for labor, equipment, material, and expense costs. Rate cards are required for time and materials time entry.							
Bulk Entry	A type of time and materials entry where time is entered in bulk for all workers in a particular craft combination. For example, if 10 linemen worked on a job, there would be a single time card line on which you would enter the total hours worked by the 10 linemen. Bulk entry may be daily, weekly or monthly based on the terms and conditions for the contract or job.							
Craft Combination	For time and materials entry, this is the combination of craft type, craft, local, work type, and rate type approved on a rate card. Time and materials entries must reference valid craft combinations.							
Individual Daily Entry	A type of time and materials entry where time is entered for each person who works on the job or PO.							
Time Card Status	The current status of a time card in CCTM. The statuses are:							
	Approved — The time card has been approved by an Ameren approver.							
	• Draft — The time card has been entered into or uploaded into CCTM, but it has not yet been submitted for approval.							
	• Pending Approval — The time card has been submitted for approval but is not yet approved.							
	• Receipt – The time card amounts have been fully receipted. Time cards with a status of receipt cannot be modified.							
	Rejected — The time card has been rejected and returned for correction.							

Lesson 5-3: View Time Cards

Ameren E-Busines	s Suite	Diagnostic	cs Logout Preferences Help Personalize Page
			Logged In As
Oracle Applications Home Page			
Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Reports Users AMCCTM Supplier Time Card Sup User AMCCTM Supplier Time Card use AMCCTM Time Card Inquity AMCOM Sourcing Supplier		Personalize	Favorites Personalize Ime Card (CCTM) CCTM Reports (CCTM Reports) Rate Card (CCTM)



E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications Home Page	Logged In As
Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Time Card Super User AMCCTM Supplier Time Card User AMPON Sourcing Supplier AMPON Sourcing Supplier AMPON Supplier Portal Full Access	Favorites Personalize Image: Control Reports (CCTM Reports) Rate Card (CCTM)

Figure 5-3

1. From the E-Business Suite Home page, click the AMCCTM Supplier Time Card User or Super User link as shown in 1 in Figure 5-2.

A list of responsibilities displays in the right side of the Navigator.

2. Click the Time Card link as shown in 2 in Figure 5-3.

The CCTM Time Card Home page displays as shown in Figure 5-4.

PM Data	Time Notifi	cations							Home	Logout Preferences Diagnos	stics
CCTM Time	ecard Home	ССТМ ТІ	imecard	CCTM	Timecard U	pload Stat	tus CCTM Timecard Upload				
										User Name JOH	N@SUPPLIER1.C
	AMEREN OP U										
	is In Draft Stage er OU Name	Supr	nlier		Submitter		Time Card Period(Week Endin	a Date) 🔺	Total Timecard Amount	Comment/Change Reason	Attachment
			•					g batej -		connicite, change reason	Accounter
<u>499000</u>			M Supplier	ier 1, Inc. John@supplier1.com 03/07/2010			03/07/2010	1,554.75			
	is In Pending Sta	-		Section Materia	. There for	and marks		Tabal	T	t/Channel Damage	0.44 h h
PO Numbe		lame Su	pplier S	Submitte	r Time G	ard Perio	od(Week Ending Date)	Iotal	Timecard Amount Comme	nt/Change Reason	Attachments
No results	tound. Is In Approved S										
	er OU Name		nlior		Submitter		Time Card Period(Week Endin	a Data)	Total Timocard Amount	Comment/Change Reason	Attachment
ro numbe	Number OU Name Supplier		pilei		Submitter		The card Period (week Ending Date) =		Total fillecard Allount	comment/ change Reason	Attachinen
<u>455711</u>		IEREN OP UNIT CCTM Supplier 1, Inc. John@supplier1.com 04/04/2010					6,968.94				
	ls In Rejected S	tage				1					
PO		C				-		Total Timecard			
Number	OU Name	Supplier		Submitt	er	Time Car	rd Period(Week Ending Date) 4	<u> </u>	Amount Rejection Reas		Attachmen
<u>455711</u>	AMEREN OP UNIT	CCTM Su Inc.	TM Supplier 1,)4/04/2010		2,012.50 The job # is incorrect; please change to IPMN000017				
499000	AMEREN OP	CCTM Su Inc.	ipplier 1,	ier 1, John@supplier1.com 04/04/2		04/04/20	010		4,014.75 Bucket Truck hours need to be corrected to 3 hours per day		

Figure 5-4

Time cards are grouped according to status.

- Draft Time Cards in draft status have not been submitted to Ameren for review and approval.
- Pending Approval Time cards have been submitted to Ameren and are pending review and approval.
- Approved Time cards have been approved and are ready to be invoiced. The automated receipt/invoice process runs nightly to create invoices for approved time cards. After the invoice is created, the time card is assigned a status of Receipt and the time card is no longer displayed on the TimeCard Home page.
- Rejected The Ameren approver has rejected one or more time card lines. You must correct the time cards and resubmit them to an Ameren approver.

A maximum of five time cards can be displayed for each status. If more than five time cards are associated with a particular status, click the drop-down list or the Next 5 link to view additional time cards.

Time cards reference purchase orders and are entered on a weekly basis. Review the time card period or amount to ensure that you are selecting the correct time card.

3. To view time card details, click the **PO Number** link for the time card that you want to view.

The Time Card Main Screen displays as shown in Figure 5-5 on the next page.

NOTE: This example uses a time and materials time card. A fixed price time card will look a bit different.

Time Card Main Screen	
* Indicates required field	Delete Time card
PO Header Details	
PO Number 499000 Comments EMPRV Requisition #2900001: PO Type Time and Material Job #JR08047420: Boilermaker PO Revision 0 Package for U1 Fall Outage OU Name AMEREN OP UNIT Supplier Name CCTM Supplier 1, Inc. Buyer Buyer Lawrence(SupChnOps), Mark	
Time Card Details	
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Hours 44 Total Amount 1,554.72	5
Total Labor Amount 1,122.00 Total Equipment Amount 402.16 Total Material Amount 4.91 Total Expense Amount 25.68	
* Attachments None Add Vendor Reference Number AM-499000-030710 CONTRACT Add Vendor Reference Number Add Vendor Add Vend	
Timecard Listing Mode All Go TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode 'Receipt'. Labog Equipment Material Expense	is set to 'ALL' or
Labor Details	
Select All Select Nor 1	
PO Line Job Craft Combination Badge Consultant Mon, Mar Tue, Mar Wed, Mar Thu, Mar Fri, Mar Sat, Mar Sun, Mar Total Total	Job
Select Status Number Number Craft Local WorkType RateType UOM Number Name 01 02 03 04 05 06 07 Hours/Units Amou	it Comments Descri
Draft 1 JR080474/20 LABORER ST Hours Tel, Jeff 10 2 10 22 533.50	CCTM Supplie cover v platfor with ta
	from h

Figure 5-5

4. Review the information on the Labor tab.

This time card is for individual daily entry. Totals for Labor, Equipment, Materials and Expenses are summarized in the Time Card Details section

5. Click the **Equipment** link as shown in **1** above to switch to the Equipment tab.

The *Equipment* tab displays as shown in Figure 5-6 on the next page.

Time (Card Ma	in Scree	n																		
* Indic	ates req	uired field	ł																D	elete Time	card
PO H	eader D	otails																			
1011	cauci b	Couns																			
			PO Numbe PO Typ	er 49900 e Time a		rial				Co		EMPRV R Job #JR0									
			PO Revisio	n O								Package									
			OU Nam	e AMER	EN OP UNI					Supplie		CCTM Sup Lawrence			ark						
Time	Card De	etalis																			
Entry	Туре І	ndividual	l , Daily		Time	e Card	Period(Wee	ek Ending D	ate) (03/07/201	0			Tot	tal Hours	44	Т	otal Amount	1,554.75		
Total	Labor Ai	mount 1,	,122.00		Tota	al Equip	oment Amo	unt 402.1	l 6		To	tal Materia	l Amount	4.91		Т	otal Expe	nse Amount	25.68		
* Atta	achments	s None	Add Vend	or Referen	ce Numbe	r AM	499000-03	0710			1	* Chang	je Reason						A 		
Øтп	Attachr	_	ith supporting	document	ation is re	nuired	to submit a	a time card	or a ti	me card revi		7							7		
	7 teed cm	nendo) w	ian supporting	document	adon io re	quircu	to Submit (or a a	ne cara revi	50011										
Time	card Listi	ing Mode	All	-	Go																
	• To upd	ate a Tim		the Time	Card's sta	tus fro	m the Time	e Card Listin	ng Mod	e drop-dowr	n list and o	click Go bu	ton.You ca	annot upda	ate a Tin	ne Card v	when the T	Time Card List	ing Mode	is set to 'ALL	.' or
	'Receip																				
	r Equi oment D	· ·	Material	<u> </u>																	
Equi	ment D	etalis -		\smile																	
<u>Select</u>	All Se	lect None																			
					Cr	aft Co	mbination														
Select		PO Line Number		Craft Type	Craft	Local	NorkType	RateType		Equipment Id	Mon,Mai 01						Sun,Mai 07	Total Hours/Units	Total Amount		PO Line Descrit
	Draft		JR080474/20					ST	Hours		10	2	10					22	402.16		001-Pro
					TRAILER																labor, materia
																					supervi
_				_		_	_				_		_		_	_					and exp

6. Review the information on the Equipment tab.

Daily entries have been made for equipment costs.

7. Click the Material tab as shown in 2 above to switch to the Material tab.

The *Material* tab displays as shown in Figure 5-7 on the next page.

Time Card Main Screen	
* Indicates required field Delete Time	ard
PO Header Details	
PO Number 499000 Comments EMPRV Requisition #2900001: PO Type Time and Material Job #JR08047420: Boilermaker PO Revision 0 Package for UI Fall Outage OU Name AMEREN OP UNIT Supplier Name CCTM Supplier 1, Jinc. Buyer Lawrence(SupChnOps), Mark	
Time Card Details	
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Hours 44 Total Amount 1,554.75	
Total Labor Amount 1,122.00 Total Equipment Amount 402.16 Total Material Amount 4.91 Total Expense Amount 25.68	
* Attachments None Add Vendor Reference Number AM-499000-030710	
TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.	
Timecard Listing Mode All Go TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL 'Receipt'.	or
Labor Equipment Material Expense (3)	
Material Details	
Select All Select None	
PO Line Job Unit Select Status Number Number *Item Description Quantity Price *UOM *Amount Comments PO Line Description Job Description Attach	nents
Draft 1 JR080474/20 PVC Tubing 1 4.91 Each 4.91 001-Provide labor, materials, supervision, and expertise to perform CCTM Supplier to cover the work outlined in Ameren specification GE-1307. The work work platforms with consist of repairs and modifications to the Rush Island FOR REMAINING ITEM DESCRIPTION SEE ATTACHMENT	

- 8. Review the information on the Material tab.Material cost details have been entered for this time card. A supporting attachment has been added to the line.
- 9. Click the Expense tab as shown in 3 above to switch to the Expense tab.

The *Expense* tab displays as shown in Figure 5-8 below.

Time Card Main Screen * Indicates required field Delete	e Time card
PO Header Details	
PO Number 499000 Comments EMPRV Requisition #2900001: PO Type Time and Material Job #JR08047420: Boilermaker PO Revision 0 Package for U1 Fall Outage OU Name AMEREN OP UNIT Supplier Name Buyer Buyer Lawrence(SupChnOps), Mark	
Time Card Details	
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Hours 44 Total Amount 1,554.75 Total Labor Amount 1,122.00 Total Equipment Amount 402.16 Total Material Amount 4.91 Total Expense Amount 25.68 * Attachments None Add Vendor Reference Number AM-499000-030710 * * Change Reason * * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. * * * *	to 'ALL' or
Select All Select None PO Line Job	
	lttachments
	and Submit

Figure 5-8

10. Review the expense details.

Lesson 5-4: Enter Fixed Price Time Card Online

Ameren	сстм							
PM Data Time Not	tifications CCTM Tir		CTM Timecard Up		Preferences	Personalize Page	Diagnostics	
OU Name AMEREN OF							User Name	E4123
PO Number No results found.	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)		Total Timecard A	mount	



Fixed price time cards are entered directly into CCTM. Rate cards are not required for fixed price time cards although you can enter time details, as requested. You can attach supporting documentation to the time card. For instructions about attaching files to a time card, refer to Lesson 5-13: Add Attachments.

CAUTION: The system will not allow you to create a time card for a PO that has been closed.

1. In the CCTM Timecard application, click CCTM Timecard as shown in 1 above.

The Time Card Search page displays as shown below.

Ameren CCTM			Home	e Logout Preferences	Diagnostics
PM Data Time Notifications					
CCTM Timecard Home CCTM Timeca	ard 📋 CCTM Timecard Upload Statu:	s CCTM Tim	ecard Upload		
				User Name	JOHN@SUPPLIER1.CO
* Indicates required field Time Card Search OU Name AMEREN OP UNIT TIP Future Week Ending Periods are not		199027 Q	Week Ending	Date \$\overline{13/07/2010}	
About this Page Privacy Statement	PM Data Time Notifications	Home Logout F	Preferences Diagnostics	Copyright (c) 20	06, Oracle. All rights reserved

2. Enter the **PO number**, as shown in **2** above.

If you do not know the purchase order number, use the Magnifying Glass to search for it.

3. Enter the Week Ending Date, as shown in 3 above.

The date must be a Sunday date. If you do not know the week ending date, use the *Calendar* button to select a week ending date.

4. Click **Go** as shown in 4 above.

The Time Card Main Screen page displays as shown in Figure 5-10 on the next page.

PM Data Time Notifications				
CCTM Timecard Home CCTM Timecard CCTM Tim	necard Upload Status 🔋 CCTM Timecard Uploa	ad		
			User Nam	e JOHN@SUPPLIER1.COM
Time Card Main Screen * Indicates required field				
Indicates required field				Delete Time card
PO Header Details				
PO Number 499027 PO Type Fixed Price PO Revision 0 OU Name AMEREN OP UNIT	Supplier Name	EMPRV Requisition #2900017: Job #JR08047420: Fixed Price Boilermaker Package for U1 Fall Outage CCTM Supplier 1, Inc. Lawrence(SupChnOps), Mark		
Time Card Details				
Entry Type Individual , Daily Tin	ne Card Period(Week Ending Date) 03/07/201	LO	Total Hours Tota	al Amount
* Attachments None Add Vendor Reference Number		* Change Reason		×
Timecard Listing Mode Draft Go TIP To update a Time Card, select the Time Card's stat set to 'ALL' or 'Receipt'.	tus from the Time Card Listing Mode drop-down	list and click Go button.You cannot	update a Time Card when the Time	Card Listing Mode is
FP Labor				
FP Details				
TIP You cannot delete a line that has been previously a	pproved.			
Select Status	*Job Number PO Line Amount	*Milestone *Amount	PO Line Description	Job Description
No results found.				
Add Another Row Save Delete				

5. Click Add Another Row as shown in 5 above.

A new blank row displays as shown in Figure 5-11 on the next page.

Time Card Main Screen	
* Indicates required field	Delete Time card
PO Header Details	
PO Number 499027 PO Type Fixed Price Pice Pice Boilermaker Package for U1 OU Name AMEREN OP UNIT Boilermaker Package for U1 GUI Name AMEREN OP UNIT Boilermaker Package for U1 Fall Outage CCTM Supplier 1, Inc. Buyer Lawrence(SupChnOps), Mark	e card lines
Time Card Desa	
* Attachments View Add Vendor Reference Number AMRN-499027-03072010	Amount
 TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode Draft Go TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card status from the Card status from the Time Card status from the Card status from the Time Card status from the Card status from the	ard Listing Mode is
FP Labor FP Details	
TIP You cannot delete same that has been previously approved.	
Select All Select None	
PO Line PO Line Select Status Number *Job Number Amount *Milestone PO Line Description	Job Description
perform the work outlined in Ameren specification GE-1307.	CCTM Supplier to cover work platforms with tarps, from handr /
Add Another Row Save Delete	

- **6.** As required, complete the following fields:
 - Vendor Reference Number You can enter your internal invoice number in the Vendor Reference Number field for payment tracking purposes as shown in 1 above. The Vendor Reference Number is included in the ACH payment alert email when the timecard's associated invoice is paid. The Vendor Reference Number is also displayed on the Invoice Report.
 - **PO Line** If required, enter the PO Line Number as shown in 2 above.
 - Job Number If the Job Number field is displayed on a time card, enter the applicable job number as shown in 2 above. For EMPRV POs, you can search for the job number. For DOJM POs, you must type the job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
 - *Milestone* Enter a milestone as shown in 2 above; the milestone is an agreed upon payment based on a percentage of work completed or a specific progress point.
 - Amount Enter the payment amount associated with the milestone as shown in 2 above.
- 7. Click Add, as shown in 3 above, to attach supporting documents to your time card. The system will not allow you to submit the timecard without a supporting document attached.
- 8. Change Reason is only required when resubmitting a time card.
- 9. If you need to enter labor details, click the Labor tab as shown in 4 above.

The Labor tab displays as shown in Figure 5-12 on the next page.

Time Card Details												
Entry Type Individual, Daily	Tin	ne Card Period(Week E	Ending Date) 03	/07/2010)		т	otal Hours		Total Amou	int	
* Attachments <u>View</u> Add Vendor F TIP Attachment(s) with supporting d		VIRN-499027-0307201(ad to submit a time ca		revision.	* Change Reaso	n				4		
Timecard Listing Mode Draft	Go											
TIP To update a Time Card, select the 'Receipt'.	ne Time Card's status f	rom the Time Card Lis	sting Mode drop-c	lown list a	nd click Go button.You	u cannot upo	date a Time Ca	rd when the	Time Card	d Listing Mode	is set to 'ALL	' or
FP Labor												
Labor Details												
TIP You cannot delete a line that has	been previously appro	wed.										
Select All Select None												
PO Line Select Status Number * Job Number	*Craft	Local Work	Type *UOM	Badge Number			fue.Mar Wed. 02 03	Mar Thu.Ma 04		Sat.Mar Sun 06 07		Units Cc
												Г
Draft 1 JR080474/20		309	Hours	Q12345	Conover(CO	8	8 8	8			□]	
		(5)										
Add Another Row Save	Delete											
Return to Timecard Search							App	rover Ham	mitt(CSFT	rnSvcs 20	Save and Su	bmit

Figure 5-12

10. Click Add Another Row to create a new blank row.

11. Complete the following fields as shown in 5 above:

- *PO Line (required)* Enter or select the applicable purchase order line.
- Job Number If the Job Number field is present, you must enter the job number. For EMPRV POs, you can search for the job number. For DOJM purchase orders, you must type the job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
- *Craft (required)* Enter the employee's craft.
- *Local (optional)* Enter the union local, if applicable.
- Work Type (optional) Enter the work type for which you want to enter time.
- UOM (required) Enter the unit of measure; for example, hours, day, feet, etc.
- **Badge Number** (*Individual Daily Entry Type only*) If the contractor has an Ameren Badge, enter a "Q" followed by the 5 or 6 digit employee reference number on the badge.
- *Consultant Name* (*Individual Daily Entry Type only*) If you did not enter a badge number, you must enter the contractor name.
- Daily Time entry fields Enter the number of hours or units for each day as shown in 1 in above.

NOTE: If the time card is set for bulk weekly entry, only a single time entry field displays.

11. To submit the completed time card to the Ameren Approver, click Save and Submit.

A confirmation message displays as shown below. The time card status changes to Pending Approval.

PM Data Time Notifications	
CCTM Timecard Home CCTM Timecard	CCTM Timecard Upload Status CCTM Timecard Upload
Confirmation	
Time Card Submitted Successfully	

Lesson 5-5: Enter Time and Material Time Cards - Online or File Upload?

For time and material time cards, you have the option of entering time cards online in CCTM or uploading the time card data from a file. The method you select depends on the number of time card lines you must enter each reporting period.

When you enter time card information directly online, many fields, such as craft combinations, units of measure, and expense types are searchable, meaning that you can select valid values from a list.

If you have many time card lines to enter, you may find it more efficient to use the time card file template. In addition, the file template can be reused for subsequent time card entry (for instance, you can change the week ending date and any other applicable information and upload the file.) When using the file template to enter time, you must type the craft combination values directly into the file template. Since the associated *rate card* provides the details for the craft combinations which need to be entered on the time card, you might find it helpful to have a printed copy of the rate card to use as a reference when entering the craft combinations on the time card.

Lesson 5-6: Enter Labor for Time and Materials Individual Daily Time Card Online

Time cards for Individual daily PO types require you to enter daily time for each individual on a project. When you enter time, you enter the PO line number, job number (for EMPRV and DOJM POs), the craft combination from an approved rate card, the individual's Ameren badge number or name, and the number of hours that individual worked for during the week ending period. You must also enter daily amounts for equipment usage. Material and expense costs can also be entered. You also include supporting documents as attachments to the time card.

- For information about adding attachments to a time card, refer to Lesson 5-13: Add Attachments.
- For information about entering bulk daily time cards online, refer to Lesson 5-10: Bulk Daily Time Entry
- For information about entering bulk weekly online, refer to Lesson 5-11: Bulk Weekly Time

CAUTION: You cannot enter a time card for a purchase order that has been closed.

<i>Атеген</i> сстм		2	Home Logout	Preferences	Diagnostics
PM Data Time Notifications					
CCTM Timecard Home CCTM Time	card TM Timecard Up	oad Status CCTM Tir	mecard Upload		
				User Name	JOHN@SUPPLIER1.COM
* Indicates required field		\bigcirc			\bigcirc
Time Card Search				710	
OU Name AMEREN OP UNIT	* Select the PO	499000	* Week Ending Date	03/07/2010	Go
TIP Future Week Ending Periods are	not allowed. Future Week End	ing Periods will default to	current week ending period	od.	
			······································		
	PM Data Time Notification	ns Home Logout Prefe	erences Diagnostics		1
About this Page Privacy Statement				Copyright (c) 200	6, Oracle. All rights reserved.

Figure 5-13

- **1**. In the CCTM Timecard application, click CCTM Timecard as shown in 1 above. The *Time Card Search page displays*.
- Enter the PO Number as shown in 2 above.If you do not know the purchase order number, use the *Magnifying Glass* to search for it.
- **3.** Enter the time card Week Ending Date as shown in 3 above. The week ending date must be a Sunday date. You can click the *Calendar* icon to select a date.
- **4.** Click Go as shown in 4 above. The *Time Card Main Screen* displays as shown in Figure 5-14 on the next page.

CCTM Timecard Ione CCTM Timecard Upload Status CCTM Timecard Upload Time Card Main Screen Isser Name IOHN@SUPPLIERLCOM * Indicates required field Delete Time card PO Header Details Comments EMPRV Requisition PO Revision 0 0 Out name AMEREN OP UNIT Vou can delete a Time Card if all the lines on the time card are in Draft status. Supplier Name Comments EMPRV Requisition #70900011: Job #70000011: Job #700000011: Job #7000000000000000000000000000000000000
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* Indicates required field PO Header Details PO Number 499000 PO Type Time and Material OU Name AMEREN OP UNIT OU Name AMEREN OP UNIT Time Card Details Entry Type Individual, Daily Total Equipment Amount Total Equipment Amount * Attachments None Add Vendor Reference Number * Attachments None Add Vendor Reference Number * Attachments * Attachments * Attachments * Attachments * Attachments * Or Attachments * Attachments * Attachments * Attachments * Or Attachments * Attachment * Attachments * Attachment * Atta
PO Header Details PO Number 499000 PO Type Time and Material PO Revision 0 OU Name AMEREN OP UNIT Comments EMPRV Requisition #2900001: Job #JR08047420: Boilermaker Package for UI Fall Outage CCTM Supplier 1, Inc. Buyer Lawrence(SupChnOps), Mark Time Card Details Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Labor Amount Total Equipment Amount Total Equipment Amount * Attachments None Add Vendor Reference Number Comments at time card or a time card revision. Timecard Listing Mode Traft Go Time Card Status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card Ween the Time Card Listing
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PO Type Time and Material PO Revision 0 OU Name AMEREN OP UNIT DU NAME AMER
OU Name AMEREN OP UNIT Package for UI Fail Outage CCTM Supplier 1, Inc. Buyer Can't ale fin Draft status. Supplier Name Buyer Supplier Name CCTM Supplier 1, Inc. Buyer Can't ale fin Draft status. Time Card Details Time Card Period(Week Endine Date) 03/07/2010 Total Hours Total Amount Total Labor Amount Total Equipment Amount Total Amount Total Expense Amount Total Expense Amount * Attachments None Add Vendor Reference Number * Change Reason * * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. * Timecard Listing Mode Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing
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Entry Type Individual , Daily Time Card Period(Week Endine Date) 03/07/2010 Total Hours Total Amount Total Labor Amount Total Equipment Amount Total Equipment Amount Total Expense Amount * Attachments None Add Vendor Reference Number Amount * Change Reason * Change Reason * Change Reason * Change Reason * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.
Total Labor Amount Total Equipment Amount Total Expense Amou
* Attachments None Add Vendor Reference Number Change Reason Compared to submit a time card or a time card revision.
Attachments None Add Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode Draft Go Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing
TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode Draft Go Image: Im
Timecard Listing Mode Draft Go
🕫 TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing
🕫 TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing
Mode is set to 'ALL' or 'Receipt'.
Labor Iquipment Material Expense
Labor dupment matchai Lapense
2 te a line that has been previously approved.
Add Craft
Craft Combination Badge Consultant Mon, Mar Tue, Mar Wed, Mar Thu, Mar Sat, Mar Sat, Mar Sot, Mar Total Total
Select Status Number Number Craft Local WorkType RateType UOM Number Name 01 02 03 04 05 06 07 Hours/Units Amount Commen
No results
found.
Save Delete

5. Enter a Vendor Reference Number as shown in 1 above.

Use this field to enter your unique invoice number to help you track payment for this time card. The Vendor Reference Number will be displayed on the ACH payment alert email notification which is sent to the supplier when the invoice associated with the time card is paid.

6. Click Add Craft as shown in 2 above.

The Search and Select: Add Craft pop-up window displays as shown in Figure 5-15 on the next page.

earch	n and Se	lect: Add	Craft				
							Cance <u>l</u> Selec
Searc	ch						5
							\bigcirc
				the pulldown list	and enter a value in the text fie	eld, then select the "Go" butt	on.
Searc	h By Cra	ft Combin	ation 🝷 car	rp%newton	Go (3)		
Resul	lts						
						S Pre	vious 1-20 - Next 20
elect	مام کا الم	ect None					
	All Sele	ect None Local	WorkType	Rate Type	Unit Of Measurement	Start Date Active	End Date Active
elect			WorkType NEWTON	Rate Type	Unit Of Measurement Hours	Start Date Active	
elect	Craft	Local					End Date Active
elect	Craft CARP	Local 347	NEWTON	DT1	Hours	06/02/2008	End Date Active 05/31/2009
elect	Craft CARP CARP	Local 347 347	NEWTON NEWTON	DT1 DT2	Hours Hours	06/02/2008 06/02/2008	End Date Active 05/31/2009 05/31/2009
elect	Craft CARP CARP	Local 347 347 347	NEWTON NEWTON	DT1 DT2 DT3	Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008	End Date Active 05/31/2009 05/31/2009 05/31/2009
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	Craft CARP CARP CARP CARP	Local 347 347 347 347 347 347	NEWTON NEWTON NEWTON NEWTON NEWTON	DT1 DT2 DT3 OT1 OT2 OT2	Hours Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008	End Date Active 05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009
	Craft CARP CARP CARP CARP CARP	Local 347 347 347 347 347 347 347	NEWTON NEWTON NEWTON NEWTON NEWTON	DT1 DT2 DT3 OT1 OT2 OT3 OT3	Hours Hours Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008	End Date Active 05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009

Figure 5-15

7. Select a Search By option from the drop-list, as shown in 3 above.

You can search by Craft, Local, Work Type, Rate Type, Unit of Measurement, or Craft Combination.

8. Enter your search text and click Go. Do not enter search text if you want to view a list of all labor crafts.

A list of crafts matching the search criteria displays in the Results grid as shown above.

NOTE: Example: Enter "fore" to find all entries that start with "fore", such as foreman. Enter "%fore" to find all entries that contain the text "fore", such as foreman, carpenter foreman and general foreman.

9. Click the check boxes for the crafts that you want to add to the time card as shown in 4 above.

10. Click the **Select** button as shown in **5** above.

The *Time Card Main Screen* displays the selected crafts as shown in Figure 5-16 on the next page.

Entry Type Individual, I	Daily	Time (Card Period(Week Ending D	oate) 03/07/2	2010			То	tal Hours		Total	Amount	
Total Labor Amount		Total Equipmen	nt Amount	Tota	l Material Ame	ount			Total Exp	ense Arr	ount		
* Attachments	Vendor Refer	ence Number	AMRN-499000-03072010		4	* Change	e Reason						4
✓ TIP Attachment(s) with	TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.												
_													
Timecard Listing Mode	-	GO								~ .			
Mode is set to 'ALL'		me Card's statu	is from the Time Card Listir	ng Mode drop-d	own list and c	lick Go but	ton.You ci	annot upda	ite a Time	e Card w	hen the T	ime Card L	listing
Labor Equipment M	aterial Expens	se											
Labor Details													
TIP You cannot delete a	line that has bee	n previously ap	proved.										
Add Craft													
Select All Select None													
PO Line			Craft Combination		Consultant			Wed,Mar	Thu,Mar	Fri,Mai	Sat,Mar		
Select Status Number Jo	b Number	Craft Lo	cal WorkType RateType	UOM Number	Name	01	02	03	04	05	06	07	Hours/Unit
(
Draft 1 JR	.080474/20 🔍	OPERATOR	ST	Hours Q12345	Conover(CO	10	2	10					
				_									
Draft 1 JR	.080474/20 🔍	LABORER	ST	Q83451	Flint(CONSC	10	2	10					
				<u>ا</u>									
\frown													
())													
Save Delete													

Figure 5-16

11. Complete the following fields as shown in 1 above:

- *PO Line (required)* Enter or select the applicable purchase order line. For EMPRV jobs, the PO line number defaults based on the *Job Number* entered.
- *Job Number* If the Job Number field is present, you must enter the job number. For EMPRV POs, you can search for the job number. For DOJM purchase orders, you must type the job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
- **Badge Number** If the contractor has an Ameren Badge, enter a "Q" followed by the 5 or 6 digit employee reference number on the badge. Only valid badge numbers are accepted.
- *Consultant Name* If you entered a badge number, the associated Consultant Name is defaulted in the field. If you did not enter a badge number, you must enter the contractor's name.
- Daily Time entry fields Enter the number of hours or units worked each day as shown in 1 in above.

12. Click Save as shown in 2 on Figure 5-16.

The time card is saved, but not submitted for approval.

- **13.** If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.
 - If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
 - If you need to enter equipment costs, click the *Equipment* tab. Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
 - If you need to enter material costs, click the *Material* tab. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
 - If you need to enter expenses, click the *Expense* tab. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online

Time Card Details															
Entry Type Individu	al , Daily		Time Card	l Period(Week I	Ending Date)	03/07/2	010				Total H	lours	Tota	Amount	
Total Labor Amount		т	otal Equipment Ar	nount		Total	Material /	Amount			Tota	I Expense	Amount		
* Attachments View Add Vendor Reference Number AMRN-499000-03072010															
✓TIP Attachment(s)		irtina docume	entation is require	d to submit a fir	me card or a t	time card r	evision.								7
	inal cappo	rang occarre	interent is require.												
Timecard Listing Mod	e Draft		Go												
TIP To update a Ti Mode is set to			ne Card's status fr	om the Time Ca	ard Listing Mo	de drop-do	wn list an	id click Go	button.You	ı cannot	update a	Time Car	d when the	Time Card	Listing
Labor Equipment		al Expense	e												
Equipment Details															
TIP You cannot de		hat has been	previously approv	/ed.											
Add Equipment	(2)														
riad Equipment	~		Craft Combinat	ion											
PO Lin Select Status Numbe		Craft Type Craft	LocalWorkType	PatoTupo II0	Equipment								Total Hours/Uni	Total	Commont
No	number	Type crarc	LOCALWOIKType	Katerype oo	MILU	01	02	03	04	03	00	07	Hours/ offi	5 Alliount	comments
results found.															
Save Delete															

Figure 5-17

When equipment costs must be entered for a reporting period, you must make individual daily entries for each craft combination.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

- **1**. Click the **Equipment** tab.
- 2. If applicable, enter a Vendor Reference Number as shown in 1 in above.

Use this field to help track payment for this time card.

3. Click Add Equipment as shown in 2 above.

The Search and Select: Add Equipment pop-up window displays as shown in Figure 5-18 on the next page

Search and Select List of Values - Microsoft Internet Explorer provided by Ameren									
Search and Select: Add Equipment									
Cancel Select									
Search									
To find your item, select a filter iter	n in the pulldown lis	t and enter a valu	e in the text field, then sele	ect the "Go" button.					
Search By CraftCode	truck	GO	(1)						
			\mathcal{L}						
Results									
a construction of the second									
Select All Select None	Level West Torres	Deter Transforder	unit of Management	Charle Date Anti-	Fact Data Active				
SelectCraftType CraftCode	Local WorkType		Unit Of Measurement	Start Date Active	End Date Active				
Equipment TRUCK RENTAL	ALL LOC	STANDARD	Hours	06/02/2008	05/31/2009				
Equipment TRUCK RENTAL	ALL LOC	STANDARD	Day	06/02/2008	05/31/2009				
Ab 2 Page									
	Cancel Select								
					-				
4									
Done.				🗸 Trusted sites	🔍 100% 🔻 🎢				

4. Select a Search by criterion from the drop-down list as shown in 1 above.

You can search by Craft, Local, Work Type, Rate Type, Unit of Measurement, or Craft Combination.

5. Enter your Search text and click Go as shown in 1 above. Leave the search field blank to view a list of all equipment crafts.

A list of crafts matching the search criteria displays in the Results grid as shown above.

NOTE: You can use the % wildcard in your search text. For example, %truck would find all crafts that include truck such as Pickup Truck, Truck Rental, etc.

- 6. Click the check boxes for the equipment that you want to include on your time card as shown in 2 above.
- 7. Click Select as shown in 3 above

The *Time Card Main Screen* displays the selected crafts s shown in Figure 5-19 on the next page.

Time Card Details			
Entry Type Individual , Daily	Time Card Period(Week Endin	ing Date) 03/07/2010	Total Hours Total Amount
Total Labor Amount	Total Equipment Amount	Total Material Amount	Total Expense Amount
* Attachments View Add	erence Number AMRN-499000-030720:	010 🔺 * Char	nge Reason
✓TIP Attachment(s) with supporting docu	umentation is required to submit a time c	card or a time card revision.	·
Timecard Listing Mode Draft TIP To update a Time Card, select the Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material Expe Equipment Details TIP You cannot delete a line that has be	nse	Listing Mode drop-down list and click Go b	outton.You cannot update a Time Card when the Time Card Listing
Add Equipment			
Select All Select None			$\widehat{}$
2011	Craft Combination		(5)
PO Line Select Status Number Job Number	Craft Type Craft Local WorkType R	RateType UOM Equipment Id	Mon,Mar Tue,Mar Wed,Ma 01 02 03 04 05 06 07 Ho
6	Equipment PICK- UP TRUCK	ST Hours	
Save			
Return to Timecard Search			Approver Hammitt(CSFTrnSvcs 21 Save and Submit Delete Time card

8. Complete the following fields:

- *PO Line* Enter the purchase order line number. For EMPRV jobs, the PO Line number defaults based on the *Job Number* entered.
- Job Number For EMPRV and DOJM jobs, enter the job number that the equipment is charged to as shown in 4 above. You can click the Magnifying Glass to search for an EMPR job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- Daily Time You must enter the number of equipment hours for each day as shown in 5 above

9. Click **Save** as shown in 6 above.

- **10.** If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.
 - If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
 - If you need to enter material costs, click the *Material* tab. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
 - If you need to enter expenses, click the *Expense* tab. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-8: Enter Material Costs for Time and Material Time Cards

Time Card Main Screen					
* Indicates required field					Delete Time card
PO Header Details					
PO Number 499 PO Type Time PO Revision 1 OU Name AME	e and Material	Supplier Name	EMPRV Requisition #2900001: Job #JR08047420: Boilermaker Package for U1 Fall Outage CCTM Supplier 1, Inc. Lawrence(SupChnOps), Mark		
Time Card Details					
Entry Type Individual , Daily	`	ek Ending Date) 03/07/2		Total Hours	Total Amount
Total Labor Amount	Total Equipment Amount	Total	Materi	Total Expens	e Amount
* Attachments <u>View</u> Add Vendor Re TIP Attachment(s) with supporting doc	eference Number AMRN-499000- cumentation is required to submit a		evision	n	X
Timecard Listing Mode Draft TIP To update a Time Card, select the Mode is set to <u>All I or 'Renei</u> nt'.	Go e Time Card's status from the Time	Card Listing Mode drop-do	wn list and click Go button. You	cannot update a Time Ca	ard when the Time Card Listing
Labor Equipment Material Expo	pense				
TIP You cannot delete a line that has b	been previously approved.				
Select Status	per *Job Number *Item Descrip	tion Quantity Unit Pric	e *UOM *Amount Comment	s PO Line Description	Job Description Attachments
Add Another Row Save	Delete				

Figure 5-20

IMPORTANT: You must attach a supporting receipt/invoice for all items entered on the Materials tab.

1. Click the Material tab.

2. If applicable, enter a Vendor Reference Number as shown in 1 above.

Use this field to enter your internal invoice number or to help track payment for this time card. The Vendor Reference Number prints on the ACH payment notification and the Invoice Report.

3. Click Add Another Row as shown in 2 above.

A new blank row displays as shown in Figure 5-21 on the next page.

Time Card Details			
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010	Total Hours	Total Amo	unt
Total Labor Amount Total Equipment Amount Total Material Amount	Total Exper	nse Amount	
* Attachments view Add vendor Reference Number AMRN-499000-03072010 * Change Real vendor Reference Number Attachment(s) with supporting documentation is required to submit a time card or a time card revision.	son		×
Timecard Listing Mode Draft Go TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.Yu Mode is set to 'ALL' or 'Receipt'.	ou cannot update a Time (Card when the Time (Card Listing
Labor Equipment Material Expense Material Details			
Image: Select All Select None PO Line Unit			
Select Status Number *Job Number *Item Description Quantity Price *UOM Amount Comments	PO Line Description	Job Description	Attachments
Draft 1 JR080474/20 Q PVC Tubing 1 4.91 Each 4.91	Provide labor, materials, supervision, and expertise to perform the work the	CCTM Supplier to cover work platforms with tarps, from handr /	() +
Add Another Row Delete	fall outage		
Return to Timecard Search	Approver Hammitt(CS	GFTrnSvcs 20 Save	e and Submit
		Dele	te Time card

4. Complete the following fields as shown in **1** above:

- *PO Line* Enter the PO line number. For EMPRV jobs, the PO Line Number defaults based on the Job Number entered.
- *Job Number* For EMPRV and DOJM jobs, you must enter the job number that the material costs apply to. You can use the Magnifying Glass to search for an EMPRV Job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- *Item Description* Enter a description of the material.
- *Quantity* Enter a quantity; you can use a quantity of 1 and a Price equal to the total amount on the invoice/receipt.
- Unit Price Enter the unit price of the item; this can be the total amount on the invoice/receipt.
- *UOM* Select the unit of measure.
- *Comments* If desired, enter comments about the material cost.
- *Attachments* If applicable, click the *Plus* sign to attach the scanned materials receipt. Refer to Lesson 5-13: Add Attachments for information about adding attachments.

5. Click Save as shown in 2 in Figure 5-21.

The time card is saved, but not submitted to the approver.

- **6.** If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.
 - If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
 - If you need to enter expenses, click the *Expense* link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-9: Enter Expenses for Time and Material Time Cards

Time Card Main Screen
* Indicates required field Delete Time card
PO Header Details
PO Number 499000 Comments EMPRV Requisition PO Type Time and Material #2900001: Job PO Revision 1 #JR08047420: Boilermaker OU Name AMEREN OP UNIT Package for U1 Fall Outage Supplier Name CCTM Supplier 1, Inc. Buyer Lawrence(SupChnOps), Mark
Time Card Details
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Hours 44 Total Amount 1,176.41 Total Labor Amount 1,122.00 Total Equipment Amount 49.50 Total Management Amount 4.91 Total Expense Amount 0.00 * Attachments View Add Vendor Reference Number AmRN-499000-03072010 Change Reason * TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision. Timecard Listing Mode Draft Go * TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.
Labor Equipment Material Expense
Expense Details
TIP You cannot delete a line that has been previously approved.
Select Status Line Number *Job Number *Expense Type *Description *Amount Comments PO Line Description Job Description Attachments No results found

Figure 5-22

When expenses must be entered for a reporting period, you can enter the total expense cost for the period for each expense.

IMPORTANT: You must attach a supporting receipt/invoice for all items entered on the Expense tab.

1. Click the **Expense** tab.

2. If applicable, enter a Vendor Reference Number as shown in 1 above.

Use this field to enter your internal invoice number or to help track payment for this time card. The Vendor Reference Number prints on the ACH payment notification and the Invoice Report.

3. Click Add Another Row as shown in 2 above.

A new blank row displays as shown in Figure 5-23 on the next page.

Time Card De	tails								
Entry Type In	dividual , Daily	Time Card Period(Week Endin	ng Date) 03/07/2010		Total	Hours 4	4 To	tal Amount 1,176.	41
Total Labor Am	iount 1,122.00	Total Equipment Amount 4	1 9.50 To	otal Material A	amount 4.91		Total Expe	ense Amount 0.00	
* Attachments	Vendor Referen	ce Number AMRN-499000-030		/ision.	* Change Reason				A
TIP To upda	ig Mode Draft The a Time Card, select the Time set to 'ALL' or 'Receipt'.	Go Card's status from the Time Ca	ard Listing Mode drop-dow	n list and clic	k Go button. You c	annot upo	date a Time C	ard when the Time (Card Listing
	oment Material Expense								
Expense Deta	ails								
✓TIP You can	not delete a line that has been p								
Select All Sele	at None	(3)							
Select Status	PO Line Number *Job Number	*Expense Type	*Description	* A mount	Comments	DO Lino	Decorintion	Job Description	Attachments
						Provide I	ahor.		Attachments
Draft	1 JR080474/20	Equipment Rental	Pneumatic Drill	25.68	<u> </u>	and expe	rtise to	CCTM Supplier to cover work platforms with	+
						fall outar	the work the Ie	tarps, from handr /	
Add Anoth	ner Row Save Delet	B							\frown
	(4)							(5)
Return to Timec	ard Search				4	Approver	Hammitt(CS	FTrnSvcs 20 Save	e and Submit
								Dele	te Time card

4. Complete the following fields as shown in 3 above:

- *PO Line* Enter a PO line number. For EMPRV jobs, the PO Line Number defaults based on the *Job Number* entered.
- Job Number For EMPRV and DOJM jobs, enter the job number that the material costs apply to. You can use the Magnifying Glass to search for an EMPRV job. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- *Expense Type* Select an expense type from the drop-down list. Expense types include Car Rental, Equipment Rental, Fuel Surcharge, Hotel Accommodation, Material Handling Charges, Meals and Miscellaneous.

NOTE: Use the Material Handling Charges expense type to enter markup for materials that were entered on the Materials tab.

- *Description* Enter an expense description.
- *Amount* Enter an expense amount.
- *Comments* You can enter comments regarding the expense.
- *Attachments* If applicable, click the *Plus* icon to attach the scanned expense receipts. Refer to Lesson 5-13: Add Attachments for information about adding attachments.
- **5.** Click **Save** as shown in 4 above.
- **6.** When you are finished entering data, click Add to attach supporting documentation. You must attach a supporting document before the system will let you submit the time card for approval.
- 7. Click Save and Submit as shown in 5 above.

Lesson 5-10: Bulk Daily Time Entry

Ameren CCTM		
		Home Logout Preferences Diagnostics
PM Data Time Notifications		
CCTM Timecard Home CCTM Timecard	CCTM Timecard Upload Status CCTM	1 Timecard Upload
		User Name ECARTER@GOSCHECK.COM
* Indicates required field		
Time Card Search	<u>(1)</u>	
OU Name AMEREN OP UNIT 🔽 🔭 SI	elect the PO 522848	* Week Ending Date 03/06/2011 🔲 Go
	llowed. Future Week Ending Periods will defaul	

Figure 5-24

When using the bulk daily entry type, you enter the total daily hours worked for each craft. For example, if 5 carpenters were on the job, there is a single line for the carpenter craft and the total hours worked by the five carpenters is entered in the hours field.

Bulk daily entry time cards are very similar to individual daily time cards. The *Equipment, Material*, and *Expense* tabs are exactly the same as those used when entering individual daily costs. The *Labor* tab is slightly different from individual daily time cards. Bulk daily entry does not require entry of badge numbers or consultant names.

- Refer to Lesson 5-13: Add Attachments for information about adding attachments.
- Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
- Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. On the Time Card Search page, enter the PO Number as shown in 1 above

If you do not know the exact purchase order number, click the *Magnifying Glass* button to search for it.

2. Enter the Week Ending Date as shown in 2 above

The week ending date must be a Sunday date. If you do not know the exact date, click the *Calendar* button to select a date.

NOTE: The date format may vary based on your user preferences.

3. Click **Go** as shown in **3** above

The Time Card Main Screen displays as shown in Figure 5-25 on the next page.

PM Data Time Notifications		
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload		
	User Name	ECARTER@GOSCHECK.CO
Time Card Main Screen		
* Indicates required field		Delete Time card
PO Header Details		
PO Number 522848 Comments Utility Pole Inspection for		
PO Type Time and Material Ameren Illinois Division VI PO Revision 0 Supplier Name SCHECK INDUSTRIAL		
OU Name AMEREN OP UNIT CORPORATION		
Buyer Bernstein(ConsDept 1150), Shelle		
Time Card Details		
Entry Type Bulk , Daily Time Card Period(Week Ending Date) 03/21/2010	Total Hours To	tal Amount
Total Labor Amount Total Equipment Amount Total Material	Total Expense Amount	
* Attachments None Add Vendor Reference Number Change Reason		*
TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.	I	
Timecard Listing Mode Draft Go		
TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You ca	nnot undate a Time Card when t	he Time Card Listing
Mode is set to 'ALL' or 'Receipt'.	inot apade a rine cara wien a	te finite cara Libang
Labor Equipment Material Expense		
Labor Details		
Ine that has been previously approved.		
Add Craft		

Figure 5-25

4. Enter a Vendor Reference Number as shown in 4 above.

Use this field to help track payment for this time card.

5. Click Add Craft as shown in 5 above.

The Search and Select: Add Craft pop-up window displays as shown in Figure 5-26 on the next page.

earc	h and Select L		s - Microsoft in	ternet Explorer pl	rovided by Ameren					
	Cancel Select									
Sear	ch						(3)			
To fi	nd your itom or	oloct a filtor	itom in the nul	Idown list and o	ntor a value in the text field, the	an coloct the "Co" button	\bigcirc			
					nter a value in text field, the	en select the Go button.				
ear	ch By Craft Cor	mbination	 %newton 	%st	Go					
Resi	ilte									
test	lits									
	and a strain									
elect	All Select No	one								
	\sim	Local	WorkType	Rate Type	Unit Of Measurement	Start Date Active	End Date Active			
elec	\sim		WorkType NEWTON	Rate Type ST1	Unit Of Measurement Hours	Start Date Active 06/02/2008	End Date Active			
elec	\sim	Local								
elec	2	Local 347	NEWTON	ST1	Hours	06/02/2008	05/31/2009			
elec	2 CARP	Local 347 347	NEWTON NEWTON	ST1 ST2	Hours Hours	06/02/2008 06/02/2008	05/31/2009 05/31/2009			
	CARP CARP	Local 347 347 347 347	NEWTON NEWTON	ST1 ST2 ST3	Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009			
	CARP CARP CARP CARPF	Local 347 347 347 347 347	NEWTON NEWTON NEWTON	ST1 ST2 ST3 ST1	Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009 05/31/2009			
	2 CARP CARP CARPF CARPF	Local 347 347 347 347 347 347	NEWTON NEWTON NEWTON NEWTON	ST1 ST2 ST3 ST1 ST1 ST2	Hours Hours Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009			
	2 CARP CARP CARPF CARPF CARPF	Local 347 347 347 347 347 347 347	NEWTON NEWTON NEWTON NEWTON NEWTON	ST1 ST2 ST3 ST1 ST2 ST3 ST1 ST2 ST3	Hours Hours Hours Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009 05/31/2009			

Figure 5-26

6. Select a Search By criteria from the drop-down list.

You can search by Craft, Local, Work Type, Rate Type, Unit of Measurement, or Craft Combination.

7. Enter your search text and click Go as shown in 1 in Figure 5-26. Leave the search field blank to return a list of all labor crafts.

A list of crafts matching the search criteria displays in the *Results* grid.

Entering "fore" in the search field returns all entries that start with "fore", such as foreman and foreman-spray crew. Entering "%fore" in the search field returns all entries that include "fore", such as foreman and carpenter foreman.

- 8. Click the Select check boxes for the crafts that you want to add to the time card as shown in 2 above.
- 9. Click Select as shown in 3 above.

The Time Card Main Screen displays as shown in Figure 5-27 on the next page.

Time Card Details			
Entry Type Bulk , Daily	Time Card Period(Week Ending Date)	03/21/2010	Total Hours Total Amount
Total Labor Amount	Total Equipment Amount	Total Material Amount	Total Expense Amount
* Attachments None Add Vendor	r Reference Number	* Change Reason	
	documentation is required to submit a time car		
Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material E: Labor Details TIP You cannot delete a line that ha Add Craft Select All Structure 4	xpense is been previously approved.	(5)	nnot update a Time Card when the Time Card Listing
PO Line Select Status Number Craft	Local WorkType RateType UOM 15	1ar Tue,Mar Wed,Mar 16 17 18 19 20 2	Sun,Mar Total Total P 21 Hours/Units Amount Comments D
Draft 1 SAFETY	NEWTON BOILER MAINTENANCE ST DAY Hours 24 2010		
Draft 1 PROJECT	NEWTON BOILER MAINTENANCE ST DAY Hours 8 2010		
Save 6			
Return to Timecard Search			Approver Hammitt(CSFTrnSvcs 20 Save and Submit Delete Time card

10. Complete the following fields:

- **PO Line Number** Enter the PO line number as shown in 4 above. You can click the *Magnifying Glass* to search for a purchase order line number. For EMPRV, the PO line number is entered when you select the job.
- Job Number For EMPRV and DOJM jobs, enter the job number that you are charging time to as shown in 4 above. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- *Daily Time* Enter the total number of daily hours worked for the craft as shown in 5 above.

11. Click Save as shown in 6 above.

- **12.** If no further data entry is required, click Add to attach supporting documentation to your timecard, and then click Save and Submit. You must attach a supporting document or the system will not allow you to submit the time card for approval.
 - If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
 - If you need to enter equipment costs, click the *Equipment* link. Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
 - If you need to enter material costs, click the *Material* link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
 - If you need to enter expenses, click the *Expense* link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-11: Bulk Weekly Time Entry

<i>Атегеп</i> сстм	Home Logout Preferences Diagnostics
PM Data Time Notifications	
CCTM Timecard Home CCTM Timecard	CCTM Timecard Upload Status CCTM Timecard Upload
	User Name ECARTER@GOSCHECK.COM
* Indicates required field Time Card Search	
OU Name AMEREN OP UNIT 💌 🔭 Sel	t the PO 522848 * Week Ending Date 03/06/2011 60
	ved. Future Week Ending Periods will default to current week ending period.

Figure 5-28

For bulk weekly time entry for labor, you enter the total hours worked that week by craft. For example, if five carpenters worked eight hours each day for five days, you would have one time card line for the carpenter craft with 200 entered in the hours field. You also enter total weekly hours or costs for equipment. You enter costs on the Material and Expense tabs just as you do for individual daily time cards.

- Refer to Lesson 5-13: Add Attachments for information about adding attachments.
- Refer to Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards for information about entering equipment costs.
- Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. On the Time Card Search page, enter the purchase order PO Number as shown in 1 above. If you do not know the purchase order number, click the *Magnifying Glass* to search for it.

2. Enter the Week Ending Date as shown in 2 above.

The week ending date must be a Sunday date. You can click the Calendar icon to select a date.

3. Click Go as shown in 3 above.

The Time Card Main Screen displays as shown in Figure 5-29 on the next page.

Time Card Main Screen	n										
* Indicates required field											Delete Time card
PO Header Details											
	PO Revision	Time and Ma				Supplier	Name Buyer	Utility Pole Inspection fr Ameren Illinois Division SCHECK INDUSTRIAL CORPORATION Bernstein(ConsDept 11: Shelle	VI		
Time Card Details											
Entry Type Bulk , Wee Total Labor Amount	- Vend	Total Ed	quipmen	t Amour	Week Ending Da It 522848-030720:		2010 Total M	late 4 unt * Change Rea		urs I Expense Amou	
* Attachments None TIP Attachment(s) wi Timecard Listing Mode TIP To update a Time Mode is set to 'Al	Draft e Card, select	documentatio	n is requ Go	ired to	submit a time ca	ird or a time (<u> </u>		Time Card wher	n the Time Card Listing
Labor Equipment	матена	Expense									
	e a line that l	nas been previo	ously ap	proved.							
					Craft Combina						
Select Status No results found.	PO Lin	e Number	Craft	Local	WorkType	RateType	UOM	Total Hours/Units	Total Amount	Comments	PO Line Description
Save Delete											

4. Enter the Vendor Reference Number as shown in 4 above.

Use this field to help track payment for this time card.

5. Click Add Craft as shown in 5 above.

The Search and Select: Add Craft pop-up window displays as shown in Figure 5-30 on the next page.

	h and Select: Add	l Craft					Cancel Select
_							Cancel Select
Sear	rch						
To fi	nd your item, select	a filter iter	m in the pulldo	own list and er	nter a value text field,	then select the "Go" butt	on.
Searc	ch By Craft Combin	ation 👻	%coffeen%	st	Go		
Searc	on by Let are combin		1				
Resu	ilts						
Calact							
	ft	Local	WorkType	Rate Type	Unit Of Measurement	Start Date Active	End Date Active
	All Select None	Local 725	WorkType COFFEEN	Rate Type	Unit Of Measurement Hours	Start Date Active	End Date Active
Selec	3 ft						
Selec	3 ft P-OCIP	725	COFFEEN	ST1	Hours	06/02/2008	05/31/2009
	3 P-OCIP CARP-OCIP	725 725	COFFEEN	ST1 ST2	Hours Hours	06/02/2008 06/02/2008	05/31/2009 05/31/2009
	3 P-OCIP CARP-OCIP CARP-OCIP	725 725 725	COFFEEN COFFEEN COFFEEN	ST1 ST2 ST3	Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009
	3 P-OCIP CARP-OCIP CARP-OCIP CARPF-OCIP	725 725 725 725	COFFEEN COFFEEN COFFEEN COFFEEN	ST1 ST2 ST3 ST1	Hours Hours Hours Hours	06/02/2008 06/02/2008 06/02/2008 06/02/2008	05/31/2009 05/31/2009 05/31/2009 05/31/2009

Figure 5-30

6. Select a search by criterion from the drop-down list.

You can search by Craft, Local, Work Type, Rate Type, Unit of Measurement, or Craft Combination.

7. Enter your search text and click Go as shown in 1 in above. Leave the search field blank to return all labor crafts.

A list of crafts matching the search criteria displays in the Results grid as shown above.

- 8. Click the Select check boxes for the crafts that you want to enter on your time card as shown in 2 above.
- 9. Click Select as shown in 3 above.

The Time Card Main Screen displays as shown in Figure 5-31 on the next page.

Time Card Deta	ls						
Entry Type Bulk	, Weekly	Time	Card Period(Week Ending Date) 03/07/2010		Total Hours	Total Amount
Total Labor Amo	nt	Total Equip	ment Amount	Total Material An	nount	Total E	xpense Amount
* Attachments	lone Add	Vendor Reference Num	ber AMRN-522848-03072010		* Change Reasor	۰ ۱	A
			required to submit a time card	or a time card revision.	2	I	V
Mode is se	a Time Car t to 'ALL' or	d, select the Time Card's : 'Receipt'.] status from the Time Card Listi	ng Mode drop-down list and	click Go button.You (cannot update a Tin	ne Card when the Time Card Listing
Labor Equipm	ent Mat	erial Expense					
	: delete a lir	ne that has been previousl	y approved.				
Select All Select	None				_		
	Line		Craft Combination	Total	Total		
2) Status Nu	mber	Craft L	ocal WorkType	RateType UOM_Hours/	Jnits Amount	Comments	PO Line Description
Draft	1 🔍	INSTRUMENT TECH FOREMAN	NEWTON BOILER MAINTENANCE 2010	ST DAY Hours 40	(1)		Utility Pole Inspection for Ameren
Draft	1 🔍	INSTRUMENT TECH	NEWTON BOILER MAINTENANCE 2010	ST DAY Hours 225	J		Utility Pole Inspection for Ameren
Save De	ete						
Return to Timecan	l Search					Approver Hamn	nitt(CSFTrnSvcs 20 Save and Submit
							Delete Time card

Figure 5-31

9. Complete the following fields as shown in **1** above:

- **PO Line Number** Enter the PO line number. Click the *Magnifying Glass* if you want to search for a purchase order line number. If you are entering an EMPRV job, the Purchase order line number will be defaulted when you select the job.
- Job Number For EMPRV and DOJM jobs, you must enter the job number that you are charging time to. Click the Magnifying Glass to search for an EMPRV job number. You must type the DOJM job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- Total Hours Enter the total number of hours worked during the week for all individuals in the craft.
- **10.** Click Save as shown in 2 above.
- **11.** If you are finished entering time card information, click Add to attach supporting documentation to your timecard, and then click Save and Submit. You must attach a supporting document or the system will not allow you to submit the time card for approval.
 - If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
 - If you need to enter equipment costs, click the *Equipment* link. Refer to Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards for information about entering equipment costs.
 - If you need to enter material costs, click the *Material* link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
 - If you need to enter expenses, click the *Expense* link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards

Time Card Main Screen					
* Indicates required field					Delete Time card
PO Header Details					
PO Revision 0	ime and Material	Supplier Name	Utility Pole Inspection for Ameren Illinois Division VI SCHECK INDUSTRIAL CORPORATION Bernstein(ConsDept 1150), Shelle		
Time Card Details					
Entry Type Bulk , Weekly	Time Card Period(Week Ending Date)	03/07/2010		Total Hours	Total Amount
Total Labor Amount	Total Equipment Amount	Total	Material Amount	Total Expens	se Amount
None	Reference Number		(1) hange Reason		×
Timecard Listing Mode Draft TIP To update a Time Card, select ti Mode is set to 'ALL' or 'Receipt'. Labor Equipment Material Ex Equipment Details	Go Go he Time Card Listin	g Mode drop-dov	wn list and click Go button.You cann	ot update a Time Ca	rd when the Time Card Listing
Add Equipment 2	s been previously approved.				
Select Status PO Line Num No results found. Save Delete	Craft Combination hber Craft Type Craft Local WorkType R	ateType UOM	Equipment Id Total Hours/Unit	s Total Amount	Comments PO Line Description
Return to Timecard Search			۵բ	prover Hammitt(C	SFTmSvcs 20 Save and Submit Delete Time card

Figure 5-32

When you enter equipment costs for bulk weekly time cards, you make a single entry for all hours for each craft combination for the week.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. Click the **Equipment** tab.

2. Enter a Vendor Reference Number as shown in 1 above.

Enter your internal invoice number in the Vendor Reference Number field for payment tracking purposes. The Vendor Reference Number is included in the ACH payment alert email when the timecard's associated invoice is paid. The Vendor Reference Number is also displayed on the Invoice Report.

3. Click Add Equipment as shown in 2 above.

The Search and Select: Add Equipment pop-up window displays as shown in Figure 5-33 on the next page.

Sea	rch a	and Selec	t: Add Equipme	nt					$-\gamma$
								(Cance <u>l</u> Select
Se	arch								
30	arci								
Te	find	your item,	select a filter iter	n in the	pulldown lie	t and enter a valu	text field, then sele	ect the "Go" button.	
50	arch	By CraftC	ode 🔹	truck		Go	3 text held, then set		
Se	arcii	by [cruite		er u ex					
Re	sults	5							
Sel	ect .	4 elect	None						
Sel	ect C	raftType	CraftCode	Local	WorkType	RateTypeCode	Unit Of Measurement	Start Date Active	End Date Active
	E	quipment	TRUCK RENTAL		ALL LOC	STANDARD	Hours	06/02/2008	05/31/2009
	E	quipment	TRUCK RENTAL		ALL LOC	STANDARD	Day	06/02/2008	05/31/2009
Ab	out th	nis Page							
								Ca	ncel Select
_									

4. Select a search by criterion from the drop-down list.

You can search by Craft, Local, Work Type, Rate Type, Unit of Measurement, or Craft Combination.

5. Enter your search text and click Go as shown in 3 in Figure 5-33. Leave the unlabeled field blank to return a list of all crafts.

A list of crafts matching the search criteria displays in the Results grid as shown above.

6. Click the check boxes for the crafts that you want to enter time for as shown in 4 above and click Select as shown in 5 above.

The Time Card Main Screen displays as shown in Figure 5-34 on the next page.

Time Card Details				
Entry Type Bulk , Weekly	Time Card Period(Week Ending Date)	03/07/2010	Total Hours	Total Amount
Total Labor Amount	Total Equipment Amount	Total Material Amount	Total Expense Arr	iount
* Attachments None Add	endor Reference Number AMRN-522848-03072010	* Change Rea:	son	A
TIP Attachment(s) with suppor	rting documentation is required to submit a time card	or a time card revision.		
Timecard Listing Mode Draft ≪TIP To update a Time Card, si Mode is set to 'ALL' or 'Re	Go elect the Time Card's status from the Time Card Listin celpt'.	ng Mode drop-down list and click Go button. Yo	u cannot update a Time Card wl	nen the Time Card Listing
Labor Equipment Materia	l Expense			
Equipment Details				
	hat has been previously approved.			
Add Equipment				
Select All Select None				
PO Line Cra	Craft Combination	Total	Total	
Select Status Number Tyr			nits Amount Comments	PO Line Description
Draft 1 C Equ	TRUCK 1/2 TON 4 NEWTON BOILER ipment X 2 MAINTENANCE 2010 STAND.	ARD Day		Utility Pole Inspection for Ameren Illinois Division VI
Save Delete				
Return Timecard Search			Approver Hammitt(CSFTri	hSvcs 21 Save and Submit
				Delete Time card

7. Complete the following fields as shown in 1 above:

- **PO Line Number** Enter the PO line number. Click the *Magnifying Glass* if you want to search for a purchase order line number. For EMPRV jobs, the PO line number is defaulted when you select the job number.
- Job Number For EMPRV and DOJM jobs, enter the job number that you are charging the equipment to. You can click the *Magnifying Glass* to search for an EMPRV Job number. You must type the DOJM job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- *Total Hours* Enter the total hours/units for the week for all equipment craft combinations.

8. Click Save as shown in 2 above.

- If you need to enter material costs, click the *Material* link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the *Expense* link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.
- **9.** If you are finished entering time card information, click Add to attach supporting documentation and then click Save and Submit. The system will not allow you to submit the time card without supporting documentation attached.

A confirmation message displays as shown below. If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.

違 Confirmation

Time Card Submitted Successfully

Time Card Main Screen				
* Indicates required field				
PO Header Details				
PO Number PO Type PO Revision	Time and Material	Supplier Name Buyer	EMPRV Requisition #224788: Job #JR03626402: Patent to install scaffold to repair leak on 3C mill chute PATENT CONSTRUCTION SYSTEMS Ryckman(Purchasing 1101), Gerald R	
Time Card Details				
the Time Card Listing Mode	Time Card Period(Week Ending Total Equipment Amount 70 endor Reference Number AM-09-041 Go elect the Time Card's status from the Time e is set to 'ALL' or 'Receipt'. Expense	.00 To 2	tal Material Amount 0.00	Total Expense Amount 0.00
✓ TIP You cannot delete a line th	at has been previously approved.			
Select All Select None PO Line Select Status Number *Job Num Draft 1 JR036264	I/02 • PVC Tubing		t *Amount Comments	PO Line Job Description Description Atta to install Wreck scaffold to Scaffold as repair leak required to on 3C mill support leak chute repair at /

Lesson 5-13: Add Attachments

Figure 5-35

All time cards must include at least one supporting attachment at the header level (1 above).

- Material and Expense items always require a supporting invoice/receipt to be attached.
- Other attachments must be included, as required by your Ameren approver.

To add attachments at the time card header level click *Add* as shown in 1 above. For Material and Expense time card entries, add attachments at the line level by clicking the *Plus* icon on the material or expense line as shown in 2 above.

1. Click Add to add an attachment to the header or the Plus icon to add an attachment to a material or expense line.

The Add Attachment page displays as shown in Figure 5-36 on the next page.

Add Attachment
Add Desktop File/ Text/ URL • Add Another 6
Attachment Summary Information
Title Description Lien Waivers Category Miscellaneous
Define Attachment
Type © File © URL © Text
Cance! Add Another Apply

Figure 5-36

- **2.** Enter a **Description** for the attachment, as shown in **3** above.
- **3.** Select the Type of attachment you want to add:
 - *File* If you select this option, you must provide the file path for the attachment.
 - *Text* If you select this option, type the text into the field to the right of the *Text* option button.
- 4. If you are adding a file attachment, click **Browse**, as shown in 4 above.
- **5.** A choose file window opens. Navigate to the file that you want to attach, click the file to select it, and click **Open**.

The file path displays as shown above.

- **6**. If you need to include additional attachments, click Add Another as shown in 5 above. Repeat steps 5 through 8 as required.
- 7. When you have finished adding attachments, click Apply as shown in 6 above.

A confirmation message displays as shown below.

PM Data Time Notifications	
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload	
	User Name
Confirmation Lowe's Material Receipt.tif attachment has been added successfully.	
Time Card Main Screen * Indicates required field	

8. Click Save to save your attachments.

You can edit or delete attachments as shown on the next page.

Time Card Details				
Entry Type Individual , Daily Ti	me Card Period(Week Ending Dat	te) 04/12/2009	Total Hours 72	Total Amount 4,560.48
Total Labor Amount 4,490.48	Total Equipment Amount 70.00	Total Material A	mount 0.00	Total Expense Amount 0.00
Attachments <u>View</u> 1 Vendor Ref	ference Number AM-09-0412			
Timecard Listing Mode Draft TIP To update a Time Card, select the Tim the Time Card Listing Mode is set to		Card Listing Mode drop-dow	n list and click Go button.	You cannot update a Time Card when
Labor Equipment Material Expens	se			
Material Details				
♂TIP You cannot delete a line that has been	n previously approved.			
Select All Select None				
PO Line Select Status Number *Job Number	*Item Description Qua	Unit ntity Price *UOM	*Amount Comments	PO Line Job Description Description Attachments
Draft 1 JR036264/02	VC Tubing	1 4.91 Each 💌	4.91	001-patend Erect / 1 to install Wreck scaffold to Scaffold as repair leak required to on 3C mill support leak chute repair at /
Add Another Row Save Del	ete			

Figure 5-37

9. To edit or delete an attachment, click the View link or the Paper Clip as shown in 1 above.

The Attachments page displays as shown below.

Search										
ote that the search is case Title Show More Search Option Add Attachment		Go				(2			3	
itle	Туре	Description	Category	Last Updated By	Last Updated	Usage	Undate	Delete	Publish t	o Catalo
owe's Material Receipt.tif	File	Lowe's Material Invoice	Miscellaneous	MSUTTON@PCSHD.COM	05/04/2009	One-Time	2	Î	Ģ	<u>à</u>

- **10.** To edit the attachment, click the **Pencil** as shown in 2 above.
 - The attachment becomes available for editing.
- **11**. To delete an attachment, click the **Trashcan** as shown in **3** above.

A warning message displays as shown below.

A Warning
Are you sure you want to delete the attachment "Lowe's Material Receipt.tif" of attachment type File for this record?

12. Click Yes as shown in 4 to delete the attachment.

No

Lesson 5-14: Download Time Card Template for File Upload

Use the CCTM time card template to record and upload time and materials time cards when you have multiple lines of data to enter. The template can be reused each week by updating the reporting period dates, hours worked, and other costs as necessary.

When you export the template, a guide for completing the template (**TimeCard_Template_Readme.html**) is also downloaded. Refer to this file for information about completing the template.

The process to upload a time card file follows:

- 1. Download the template.
- 2. Open the template in a spreadsheet program, such as Excel.
- 3. Complete the time card.
- 4. Save the completed time card as a Comma Separated Value (*.CSV) file.

You can use the template in any program that enables you to create a *.CSV file. In the example used in this training, data from an excel file are interfaced to CCTM. If your organization uses a different spreadsheet program, check with your internal IT support for information about creating a *.CSV file.

- 5. Upload the completed template.
- 6. Monitor the upload process.
- 7. If necessary, correct any upload errors and restart the upload process.
- 8. Submit the time card for approval in CCTM.

PM Data	Time Notific	ations				_				
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload										
								User Na	ame JOHN	@SUPPLIER1.CO
OU Name	OU Name AMEREN OP UNIT									
Time Cards	In Draft Stage									
PO Number	OU Name	Supplie	r	Submitter	Time Card Period(Week Endin	g Date) 🔺	Total Timecard A	mount Comment/Chang	je Reason	Attachments
<u>499027</u>	AMEREN OP U	NIT CCTM S	upplier 1, Inc.	John@supplier1.com	03/07/2010					()
Time Cards	In Pending Sta	ge								
PO Number	OU Na	me Suppl	ier Submitt	er Time Card Perio	od(Week Ending Date)	Total	Timecard Amount	Comment/Change Reas	on	Attachments
No results fo	ound.									

Figure 5-38

1. In the CCTM Timecard application, click CCTM Timecard Upload as shown in 1 in Figure 5-38.

The Upload File - Status page displays as shown in Figure 5-39 on the next page.

	<i>геп</i> сстм				Hom	e Logout Preferend	ces Personalize Page	Diagnostics				
PM Data Tin	ne Notifications	5 										
CCTM Timecard	CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload											
Upload File - 3	Upload File - Status * Select File for Upload Browse User Name Down Load Template Upload											
Data File Loa	ader Batch Requ	ests:										
View By All	View By All Jobs 🔽 Go											
Data File Type	Batch Number	File	Status	Successful Lines	Rejected Batc Lines Date		Comments					
Time Card	15629298	Patent TIme Card.csv	Completed	5	0 05/01		The batch request has successfully.	completed				

2. Click Down Load Template as shown in 1 in Figure 5-39.

The File Download dialog box displays similar to the one shown below.

File Dow	nload - Security Warning	×
Do you	u want to open or save this file?	
2	Name: TimeCardExport.zip Type: WinZip File From: goblxdoa3.ameren.com Open Save Cancel]
۲	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do no open or save this software. <u>What's the risk?</u>	ıt

3. Click Open.

A WinZip dialog box displays similar to the one shown below.

🗐 WinZip -	TimeCard	Export[1].	zip					_ 🗆	×
File Actions	Options	Help							
New New	Open	Favorites	Add	Extract	Encrypt	View	CheckOut		<i>rour labor, equipment, al and expenses in the time le.</i>
Name				Туре		Modified		Size	Hat
🔊 TimeCard	Export.xls			Micros	oft Exc	05/04/200	19 8:35 PM	568	50
🦉 TimeCard	Template_	Readme.htm	nl ┥ 🗕	HTML	Docu	05/04/200	19 8:35 PM	20,252	85
•									etailed instructions which explain how
Selected 0 f	iles, O by	tes		Total 2 f	enter	r lapor, e	quipment,	material,	and expenses in the time card file.

4. Open the TimeCardExport.xls file.

The file displays similar to Figure 5-40 on the next page.

	A	В	С	D	E	F	G	Н		J	K-
1	Data Type	PO Number	PO Line Number	Job Number	Time Card Period	Vendor Reference	Craft	Loca	l Work Type	Rate Type	Badge N
2	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	9 SHIFT 1	ST	
3	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	9 SHIFT 1	OT	
4	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	9 SHIFT 2	ST	
5	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	9 SHIFT 2	OT	
6	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 2	109	9	ST	
7	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 2	109	9	OT	
8	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109	9	ST	
9	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109	9	OT	
10	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109	9	ST	
11	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109	9	OT	
12	LA	422918	1	JR107586/02	06/03/2007		FOREMAN	109	9	ST	
13	LA	422918	1	JR107586/02	06/03/2007		FOREMAN	109	9	OT	
14	LA	422918		JR107586/02	06/03/2007		GENERAL FOREM			ST	
15	LA	422918		JR107586/02	06/03/2007		GENERAL FOREM	4AN 109	9	OT	
	EQ	422918		JR107586/02	06/03/2007		TRUCK, PICK UP			STD	
	EQ	422918		JR107586/02	06/03/2007		WELDER, GAS			STD	
	MA	422918	1	JR107586/02	06/03/2007						For Ind
	EX	422918	1	JR107586/02	06/03/2007			For Lab			you m
20		The CCTM				Your invoice		quipment			number
21	The Data Type	PO number		For EMPRV		or tracking	cra		tion in the		
22	must be one of	must be	The	or DOJM time	The time	number for the		fields out			If your
23	the following	entered on	associated	cards, the	card week	timecard.		green mus			out at
24	values:	each line. If	PO line	corresponding	ending date	(optional)	r	match the			the bad
25	LA - Labor	_ applicable,	number must	job number	must be a			the rate	card.		line. Th
26	EQ - Equipment	you can	be entered on	must be	Sunday.						follov
27	MA - Material	include	each line.	entered on							Refe
28	EX - Expense	_ multiple PO		each line and							
29	CH - Chemical	numbers		must be valid for the PO.							For Bu
30		within a									time
31		single time		For iProc time							
32		card file.		cards, leave							
33				this field							1
34				blank.							

Figure 5-40

- 5. Select File, Save As to save the file on your PC.
- 6. Select the Save in location for the file.
- 7. Enter a File name. Do not enclose the name in quotes.
- 8. Select CSV (Comma delimited) (*.csv) from the Save as type drop-down list.
- 9. Click the Save button.
- **10.** Print a copy of the <u>Completed Time Card</u> (CSV File Example) on the Supplier Training Materials page on <u>www.ameren.com</u> for further instructions.

Lesson 5-15: Upload Time Card

Time cards created using a template must be uploaded in CCTM. After they are uploaded successfully, they must be submitted for approval. To upload a time card, you must:

- 1. Locate and select the file.
- 2. Start the upload process.
- 3. Monitor the upload process.
- 4. If necessary, correct any upload errors and restart the upload process.
- 5. Open the uploaded time card from the Time Cards in Draft Stage section and submit it for approval.

PM Data T	ime Notificatio				(1)			
PM Data 1	me nouncauo	ns			\bigcirc			
CCTM Timeca	ard Home CC	TM Timecard CCT	M Timecard Upload S	tatus CCTM Timecard Uplo	ad			
							User Name JOH	N@SUPPLIER1.CO
OU Name	MEREN OP UNIT	•						
Time Cards 1	In Draft Stage							
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week End	ing Date) 🔺	Total Timecard Amou	nt Comment/Change Reasor	Attachments
<u>499027</u>	AMEREN OP UNIT	CCTM Supplier 1, Inc.	John@supplier1.com	03/07/2010				Ŵ
Time Cards	In Pending Stage							
PO Number	OU Name	Supplier Submitt	er Time Card Peri	od(Week Ending Date)	Total	Timecard Amount Com	nent/Change Reason	Attachments
No results for	und.							

Figure 5-41

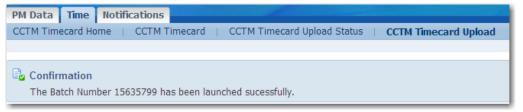
1. From the CCTM Timecard Home page, click the CCTM Timecard Upload link as shown in 1 in Figure 5-41.

The Upload File - Status page displays as shown below.

PM Data Time Notifications	
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload	
	User Name
Upload File - Status	(3)
(2)	Down Load Template Upload
* Select File for Upload C:\Documents and Setting Browse	
Data File Loader Batch Requests:	

- 2. Click Browse as shown in 2 above.
- 3. Navigate to the modified rate card file location, click the file to select it, and click Open.
- **4.** Click Upload as shown in 3 above.

A confirmation message displays as shown below. Continue with Figure 5-42 on the next page.



PM Data	Time H 6	ions		100				
CCTM Timeo	ard Home	CTM Timecard	d ССТМ Т	imecard Upload	Status C	CTM Timecar	d Upload	
								User Name
Upload File	e - Status							
								Down Load Template Upload
		*	* Select File fo	or Upload		Bro	wse	
Data File I	Loader Batch	Requests:						
View By	All Jobs 🖵	Go (4)	_					(5)
Data File	Batch		↓ ↓	Successful		Batch Run		
Туре	Number 🔻	File	Status	Lines	Lines	Date	Details	Comments
Time Card	15635799	Patent TIme Card.csv	Completed	5	0	05/04/2009		The batch request has completed successfully.
Time Card		Patent TIme Card.csv	Completed	0	5	05/04/2009	Ē	The batch request has failed. Please look at the details and reupload the file after corrections

Figure 5-42

5. Click **Go**, periodically, as shown in 4 above, until the **Status** field displays **Completed**.

You may need to click Go several times before the Status field displays Completed.

- **6.** Review the Comments as shown in **5** above; the current time card submission always appears on the top line.
 - If the comments field indicates that the batch request has failed, click the 📃 blue Details icon to view the errors. You must then correct the errors in the file and begin the upload process again.
 - If the comments field indicates that the time card has completed successfully you can continue with the next step.
- 7. After the time card has been uploaded successfully, you must submit the time card for approval. Click CCTM Timecard Home as shown in 6 above.

The CCTM Timecard home page appears as shown below.

PM Data Time Not	tifications							
CCTM Timecard Home	CCTM Timecard	d 📋 CCTM Ti	imecard Upload Si	tatus 📋 CCTM Timecard Uplo	bad			
							User Name	JOHN@SUPPLIER1.CON
OU Name AMEREN OF	P UNIT							
Time Card Praft St	age							
PO Numi 7 lame	Supplier	Sub	omitter	Time Card Period(Week End	ling Date) 🔺	Total Timecard Amour	t Comment/Change Re	ason Attachments
499000 MIEREN C	P UNIT CCTM Suppli	er 1, Inc. John	n@supplier1.com	03/06/2011		1,071.0	0	
Time Cards In Pending	Stage							
PO Number OI	U Name Supplier	Submitter	Time Card Perio	od(Week Ending Date)	Total	Timecard Amount Com	ient/Change Reason	Attachments
No results found.								
Timo Cande In Annaoue	d Etano							

8. Under Time Cards in Draft Stage, click the PO Number link for the file you just uploaded as shown in 7 above

The Time Card Main Screen page opens as shown in Figure 5-43 on the next page.

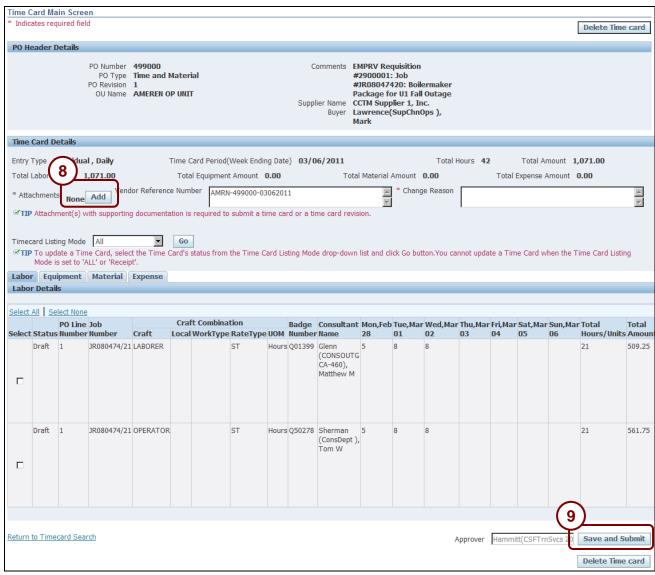


Figure 5-43

9. Click Add as shown in 8 above, and attach supporting documentation to the time card.

The system will not allow you to submit the time card if a supporting document is not attached. All Material and Expense entries require a supporting receipt or invoice.

10. Click Save and Submit as shown in 9 above.

A confirmation message displays as shown in below.

Confirmation

Time Card Submitted Successfully

Correcting File Upload Errors

PM Data	Time Notification	15			
CCTM Timed	ard Home 📋 CCTN	M Timecard CCT	M Timecard Upload	Status CCTM Timecard	Upload
					User Name
Upload File	- Status				
					Down Load Template Uplo
		* Select Fi	e for Upload	Brows	se
Data File I	Loader Batch Requ	iests:			
View By	All Jobs 🔽 Go				
Data File Type	Batch Number ▼ File	Status	Successful Lines		Details Comments
Time Card	15635818 Pate Card		ed 0	5 05/04/2	The batch request has failed. Please look at the details a reupload the file after corrections

Figure 5-44

When a timecard upload is not successful, CCTM displays an error message similar to the one shown in Figure 5-44. If this occurs, you must review the errors, correct the file, and upload the file again.

1. Click the **Details** button as shown in 1 in Figure 5-44.

The Rejections page displays as shown below.

Rejection	S		
Rejected	d Lines in D)ata File Uplo	ad Request Id # 15635818
Line Num	ber Field Ty	pe Error Des	cription Suggested Corrective Action
1	null	null	Invalid Job Number
2	null	null	Invalid Job Number
3	null	null	Invalid Job Number
4	2	null	Invalid Job Number
5		null	Invalid Job Number

2. Review the error message. When you are finished, correct the upload file and reinitiate the upload process.

NOTE: The header row on the file is not counted when CCTM displays the line number that is in error. For instance, Line Number 5 as shown in 2 above refers to spreadsheet row 6 as shown in 3 below.

	A	В	С	D	E	F	G	Н		J	K	L	M	N
1	Data Type	PO Numbe	PO Line N	Job Number	Time Card Pe	Vendor Re	Craft	Local	Work Type	Rate Type	Badge Nur	Consultant	Unit of Me	Monday
2	LA	391616	1	JR525989/0	03/15/2009	AM-213468	CARP	347	NEWTON	ST1		Smith, Bol	Hours	2
3	LA	391616	1	JR525989/0	03/15/2009		CARPGF	347	NEWTON	ST1		Klein, Greg	Hours	2
4	LA	391616	1	JR525989/0	03/15/2009		LABR	1197	NEWTON	ST1	2	Jones, Sus	Hours	2
5	IΔ	391616	1	JR525989/D	03/15/2009		SUPT		NEWTON	ST1	3)	Williams, F	Hours	2
6	LA	391616	1	JR525989/0	03/15/2009		CARP	347	NEWTON	ST1		Hagerty, T	Hours	2

Lesson 5-16: Correct Rejected Time Card

An Ameren approver may need to a reject a time card or time card line. When the decision to reject a time card or time card line is made, the Ameren approver must provide a rejection reason. You will receive an email message and an online notification when this occurs. When a time card or time card line is rejected, you must open the time card, make the required corrections, and resubmit the time card for approval.

	ecard Home		TM Timecan			rd Upload S	Status CCTM Timecard						
			_									User Name JOH	N@SUPPLIER1.0
)U Name	AMEREN OP	UNIT -	•										
Time Card	Is In Draft Sta	ge 🗌	-										
O Numbe	er OU Name		Supplier		Submitte	er	Time Card Period(Week	Ending Dat	te) 🔺 🛛	Total Tim	ecard Amount	Comment/Change Reaso	n Attachment
99027	AMEREN O	UNIT	CCTM Suppl	ier 1, Inc.	John@sup	plier1.com	03/07/2010						Φ
Time Card	s In Pending	stage											
PO Numbe	er OU	Name	Supplier	Submitt	er Time	Card Peri	iod(Week Ending Date)		Total Ti	mecard /	Amount Comme	ent/Change Reason	Attachments
lo results f	found.												
Time Card	s In Approve	l Stage											
O Numbe	er OU Name		Supplier		Submitte	er	Time Card Period(Week	Ending Dat	te) 🔺 🛛	Total Tim	ecard Amount	Comment/Change Reaso	n Attachment
55711	AMEREN O	UNIT	CCTM Suppl	ier 1, Inc.	John@sup	plier1.com	04/04/2010				6,968.94		
	s In Rejected	Stage											
PO										imecard			
lumbor	OU Name	Supp	lier	Submitt	er	Time Ca	rd Period(Week Ending D	ate) 🔺		Amoun	Rejection Rea	son	Attachment
199000	AMEREN OP JNIT	CCTN Inc.	(1) ^{r1,}	, John@su	pplier1.co	m 03/07/20	10				Please attach th Pneumatic Drill I	e receipt/invoice for the ental.	Ф
	AMEREN OP	CCTN Inc.	1 Supplier 1,	′ John@su	pplier1.co	m 04/04/20	10				The job # is inc IPMN000017	prrect; please change to	
55711	JNIT					m 04/04/20				4,014.75	Bucket Truck ho	urs need to be corrected to 3	1

Figure 5-45

1. From the CCTM Time Card Home page, under Time Cards in Rejected Stage, click the PO Number link as shown in 1 in Figure 5-45.

The Time Card Main Screen page displays as shown in Figure 5-46 on the next page.

Time Card Main Screen
* Indicates required field Delete Time card
PO Header Details
PO Number 499000 Comments EMPRV Requisition PO Type Time and Material #2900001: Job PO Revision 1 #3R08047420: Boilermaker OU Name AMEREN OP UNIT Package for U1 Fall Outage Supplier Name CCTM Supplier 1, Inc. Buyer Buyer Lawrence(SupChnOps), Mark
Time Card Details
Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/07/2010 Total Hours 44 Total Amount 1,202.09 Total Labor Amount 1,122.00 Total Equipment Amount 49.50 Total Material Amount 4.91 Total Expense Amount 25.68 * Attachments View Add Vendor Reference Number AMRN-499000-03072010 * Change Reason * <
Timecard Listing Mode All Go TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.
Labor Equipment Material Expense Rejections
Rejection Details
PO Line Number Rejection Reason 1 Please attach the receipt/invoice for the Pneumatic Drill rental.

Figure 5-46

2. Click the **Rejections** tab as shown in 2 above.

The Rejection Reason displays as shown above.

3. Review the rejection reason. When you are finished, click the Labor, Equipment, Material, or Expense tab as applicable to display the time card lines that require correction.

The selected tab displays as shown in Figure 5-47 on the next page.

Time (Card Main Scree	n															
* India	ates required field	1														Del	ete Time card
PO H	eader Details																
		PO Type PO Revision	r 499000 Time and 1 AMEREN				Supplier	Jo Pa Name C	MPRV Req ob #JR080 ackage fo CTM Suppl awrence(\$)47420: B r U1 Fall (lier 1, Inc	oilermako Jutage	er					
Time	Card Details																
Entry	Type Individual	, Daily		Time Card Peri	od(Week Endin	g Date) O	3/07/2010				Total	Hours	44	Tota	al Amount 1	l,202.09	
Total	Labor Amount 1,	,122.00		Total Equipme	ent Amount 4	9.50		Total	Material Ar	mount 4.	91		Tot	al Expense	e Amount 2	5.68	
* Atta	chments View	Add Vendor	Reference N	Number AMRN-4	99000-030720	10		A	* Change F	Reason						4	
	Attachment(s) w		documentati	on is required to s	ubmit a time c	ard or a tin	ne card revisio	, ⊤		I						$\overline{\mathbf{v}}$	
		in supporting	accamentaa	on to required to a	\sim												
	card Listing Mode		•	Go	1)												
ØШ	'Receipt'.	e Card, select	the Time Ca	rd's status from t	Card L	isting Mode	drop-down li	ist and cli	ck Go butto	n.You can	not update	a Time	e Card wh	ien the Tin	ne Card Listii	ng Mode is	set to 'ALL' or
Labo	r Equipment	Material E	xpense F	Rejections													
Labo	r Details																
Select	All																
<u>beidet</u>		Job		Craft Combina			Consultant	Mon,Ma	r Tue,Mar	Wed,Mai	Thu,Mar	Fri,Ma	r Sat,Ma	r Sun,Mai	Total	Total	Job
Select	Status Numbe			Local WorkType				01		03	04	05	06	07			Comments Des
	Rejected 1	JR080474/20	LABORER		ST Hou	urs Q83451	Flint (CONSOUTG	10	2	10					22	533.50	CCT Sup
							CA-460), Corey B										cove
•							Corey b										with
																	fron
	Rejected 1	JR080474/20	OPERATOR		ST Hou	urs Q12345		10	2	10					22	588.50	ССТ
							(CONSOUTG CA-460),										Sup
v							Terry A										plat
																	fron
		\sim															
		-(3)														
EC	lit																

Figure 5-47

4. Select Rejected from the Timecard Listing Mode drop-down and click Go as shown in 1 above.

5. Click the Select All as shown in 2 above and then click Edit as shown in 3 above.

The *Timecard Status* changes to *Draft*, and the selected lines open for editing as shown in Figure 5-48 on the next page.

Time	Card De	etails																			
Entry	Туре I	ndividua	l , Daily		Tin	ne Car	d Period(We	ek Ending (Date)	03/07/2	2010			То	tal Hours	44	т	otal Amou	nt 1,202.09		
Total	Labor Ar	mount 1	,122.00		т	otal Eq	uipment An	nount 49. 5	50		Tot	al Materia	l Amount	4.91		Т	otal Expe	nse Amour	nt 25.68		
* Atta	chments	5 View	Add Vendor F	Refer	ence Numbe	er 🗛	1RN-499000	-03072010				* Chan	ge Reason	Attache	d receo[t	for pneu	imatic dri	I	4		
L			ith supporting de	ocum	entation is r	equire	d to submit	a time card	l or a	time card		J	1						<u> </u>		
													Ľ	$\overline{}$							
		ng Mode			GO																
€ TIF	To upd Receip		ie Card, select th	ne Tir	me Card's st	atus fi	rom the Tim	e Card Listi	ng Mo	de drop-d	own list and o	lick Go bu	itton.You o	annot upd	ate a Tim	ie Card v	when the	Time Card	Listing Mode i	s set to 'A	LL' or
Labo			Material Ex	pens	e																
Labo	r Detail	s																			
ЭTI	You car	nnot dele	te a line that has	beer	n previously	appro	ved.														
Add	Craft																				
Select	All Se	lect None																			
0-1		PO Line	Joh Norshan		Cure ft		t Combina				Consultant									Total	
Select	status	Number	Job Number		Craft	Local	WorkType	katerype	UOM	Number	Name	01	02	03	04	05	06	07	Hours/Units	Amount	Comment
			JR080474/20	0	LABORER					092451	Flint(CONSC	10	2	10						500 50	
	Draft	T	pi(000474/20		LABORER			ST	Hours	000401	ringconse	10		10					22	533.50	·
	Draft	1	JR080474/20	٩	OPERATOR			ST	Hours	Q12345	Conover(CO	10	2	10					22	588.50	I
Sa	ive	Delete																	\frown		
																			(2)		
<u>Return</u>	to Time	card Sea	<u>rch</u>													Approv	er Ham	mitt(CSFTr	mSvcs 20 S	ave and §	Submit
																				elete Tim	e card
																			D	siece rim	caru

Figure 5-48

- **NOTE:** If you exit this page before clicking *Save and Submit*, the time card will be moved to the *Time Cards in Draft Stage* section on the *CCTM Time Card Home* page.
- **6.** Correct the time card.
- 7. Enter a Change Reason explaining the changes that you made as shown in 1 above.
- 8. Add a supporting Attachment, and then click Save and Submit as shown in 2 above.

A confirmation message displays as shown below

Confirmation

Time Card Submitted Successfully

Lesson 5-17: Delete a Time Card

PM Data	Time Notif	icatio	ns										
CCTM Time	ecard Home		TM Timecard	а сст	M Timecard	Upload S	itatus CCTM Timecard Up	load					
											User Name	JOHN	@SUPPLIER1.CO
OU Name	AMEREN OP L	JNIT 🛉	-										
Time Care	s In Draft Stag	e –											
PO Num	Name Name		Supplier		Submitter		Time Card Period(Week En	ding Date)	Total Timed	card Amount	Comment/Change Re	eason	Attachments
<u>499000</u>	EREN OP	UNIT	CCTM Suppl	ier 1, Inc.	John@suppl	ier1.com	03/07/2010			1,202.09			û
<u>499027</u>	AMEREN OP	UNIT	CCTM Suppli	ier 1, Inc.	John@suppl	ier1.com	03/07/2010						()
	ds In Pending St	_											
PO Numbe	er OUI	lame	Supplier	Submitt	er Time C	ard Perio	od(Week Ending Date)	Tot	al Timecard An	nount Comm	ent/Change Reason	1	Attachments
No results													
	ds In Approved												
PO Numbe	er OU Name		Supplier		Submitter		Time Card Period(Week En	ding Date)	Total Time	card Amount	Comment/Change Re	eason	Attachments
455711	AMEREN OP	UNIT	CCTM Suppli	ier 1, Inc.	John@suppl	ier1.com	04/04/2010			6,968.94			
Time Care	ds In Rejected S	tage											
PO									otal Timecard				
Number	OU Name	Sup	plier	Submit	ter	Time Ca	rd Period(Week Ending Dat	e) 🔺	Amount R	Rejection Re	ason		Attachments
<u>455711</u>	AMEREN OP UNIT	CCT Inc.	M Supplier 1,	′ John@s	upplier1.com	04/04/20	010		2,012.50 I	"he job # is in PMN000017	correct; please change t	to	
<u>499000</u>	AMEREN OP UNIT	CCT Inc.	M Supplier 1,	' John@s	upplier1.com	04/04/20	010		4 014 7F B		ours need to be correcte	ed to 3	
							go to CCTM Timecard tab. En Id craft and enter time against			ling Date and	click on Go. It will displa	y the T	C details, select

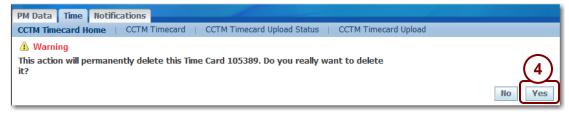
You can delete a time card if **all** time card lines are in draft mode. You can delete time cards that are in Pending Approval or Rejected stage, if you can edit the time card and place all lines in draft mode. The system will display an error message if the time card cannot be deleted.

1. Click the **PO number** to open the time card, see **1** above.

	To upd		Draft e Card, select t LL' or 'Receipt'.	he Ti	▼ Go me Card's st	2		e Card Listi	ing Mo	de drop-d	own list and (click Go bu	tton.You c	annot upo	late a Tim	e Card v	when the '	Time Card	Listing
Labo			Material E	(pen	se														
Labo	r Detail	s																	_
ØП	You car	nnot delet	e a line that ha	s bee	n previously	approv	ed.												
Add	Craft																		
Select	All Se	lect None																	
(PO Line					t Combina			Badge	Consultant								
Selec	t Status	Number	Job Number		Craft	Local	WorkType	RateType	UOM	Number	Name	01	02	03	04	05	06	07	Hours/Unit
	Draft	1	JR080474/20	٩	LABORER			ST	Hours	Q83451	Flint(CONSC	10	2	10					22
		J																	
	Draft	1	JR080474/20	٩	OPERATOR			ST	Hours	Q12345	Conover(CO	10	2	10					22
Sa	ave	Delete]																
<u>Return</u>	to Time	card Sear	<u>ch</u>											Approver	Hammitt	(CSFTrr		Save an	id Submit
_																	(3)	Delete	Time card

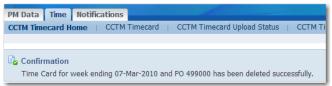
2. If the time card is not in Draft status, put the time card into draft status.

- a. Select the status from the Timecard Listing Mode drop list and click Go, see 2 above.
- b. Click Select All and then click the Edit button on the left, below the time card lines.
- **3.** Click Delete Time card, see 3 above.

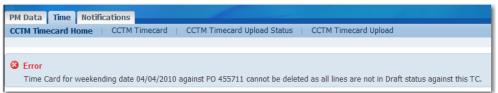


4. A Warning displays. Click Yes to delete the time card.

A confirmation message displays.



NOTE: An error message displays if the time card cannot be deleted.



Lesson 5-18: Adjust Time Cards

Mameren CCTM	Home Logout Preferences Diagnostics
PM Data Time Notifications	
CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard U	Upload
	User Name JOHN@SUPPLIER1.COM
* Indicates required field Time Card Search OU Name AMEREN OP UNIT Select the PO 499000 TIP Future Week Ending Periods are not allowed. Future week Ending Periods will default to current	2 * Week Ending Date 03/06/2011
PM Data Time Notifications Home Logout Preferen About this Page Privacy Statement	ces Diagnostics Copyright (o) 2006, Oracle. All rights reserved.

Figure 5-49

After a time card has been marked with a status of received, you cannot make changes to it. However, you might need to adjust previously submitted costs. For instance, adjustments to craft rates may be retroactive to a prior period, which requires you to make an adjustment for all previously submitted time cards to which the retroactive rates apply.

When adjustments are due to increases, you can submit a miscellaneous charge for the total amount using the *Expense* tab of a time and materials time card. You must attach supporting documentation for the charge. Documentation may consist of receipts for expenses or calculations for the rate increase. For information about adding attachments to time cards, refer to Lesson 5-13: Add Attachments.

You must also make an entry in the *Comments* field for the time card line. If you are submitting the adjustment for a week in which you must also record costs, you must enter your current costs on the applicable tabs as required.

If an adjustment results in a decrease to previously submitted time card costs, you must enter a credit memo for the decreased amount. Contact your Ameren representative for information about entering a credit memo.

CAUTION: You cannot enter a time card adjustment for a purchase order that has been closed.

1. On the Time Card Search page, enter the PO Number that you need to enter an adjustment for as shown in 1 above.

If you do not know the exact purchase order number, click the Magnifying Glass to search for it.

2. Enter the Week Ending Date field, as shown in 2 above.

The week ending date must be a Sunday date. If you do not know the exact date, click the *Calendar* button to select a date.

3. Click **Go** as shown in **3** above.

The Time Card Main Screen page displays as shown in Figure 5-50 on the next page.

PM Data	Time	Notification	5									
CCTM Tim	ecard Hor	ne CCTM	Timecard	CCTM Timec	ard Upload Status	CCTM Timeca	ard Upload					
										User Name	JOHN@SUPPL	IER1.COI
Time Care												
* Indicate:	s required	l field									Delete Time	card
PO Head	ler Detai	ls										
		PO Numbe	r 499000			Comments	EMPRV Requisiti	ion				
			e Time and	Material		commenta	#2900001: Job					
		PO Revisio					#JR08047420:					
		OU Nam	e AMEREN	OP UNIT			Boilermaker Pac U1 Fall Outage	kage for				
						Supplier Name	CCTM Supplier 1	, Inc.				
						Buyer	Lawrence(SupC	hnOps),				
							Mark					
Time Ca	rd Detaik	5										
Time out	d Detail	,										
Entry Typ	e Indivi	idual , Daily		Time Ca	rd Period(Week En	ding Date) 03/0	6/2011		Tota	l Hours	Total Amo	unt
Total Lab	or Amour	ıt	т	otal Equipment A	Amount	1	otal Material Amou	unt	Т	otal Expense An	nount	
		\	/endor Refer	ence Number				* Change Reason				
* Attachr	nents No	one Add						change reason				
	tachment(s) with suppo	rting docume	ntation is requir	ed to submit a time	card or a time ca	ard revision.					
Timesard	Licting M	ada Draft	•	Go								
	-	ode Draft Time Card, s			from the Time Cord	Listing Mode dro	n down list and slis	ck Go button.You car	unot undato	a Time Card w	han tha Tima (Cord List
		to 'ALL' or 'Re			rom the rime card	Listing Mode uro	p-down list and circ	ck Go Dullon, fou car	mot upuate	a rine Caru w	nen me rinne v	
Labor	Fauinme	nt Materi	Expense	_ \ · /								
Expense		ine materi	Expense									
Expense	occuib											
TIP Yo	u cannot	delete a line t	hat has been	previously appro	oved.							
Select Sta	atus		ine Number	*Job Number	*Expense Type	*Description	*Amount Comm	ents PO Line Des	scription	Job Descripti	on Attach	ments
	results fo				/P=				4			
Add	Another	Row Sa	ve Dele	te								
- Mad /	mound		Dele									

Figure 5-50

4. Click the **Expense** tab as shown in **4** above.

The Expense tab displays.

5. Click Add Another Row as shown in 5 above.

A new blank row displays as shown in Figure 5-51 on the next page.

Time Card Main Screen								
* Indicates required field	Delete Time card							
PD Header Details								
PO Number 499000 Comments PO Type Time and Material	s EMPRV Requisition #2900001: Job							
PO Revision 1	#JR08047420: Boilermaker							
OU Name AMEREN OP UNIT	Package for U1 Fall Outage e CCTM Supplier 1, Inc.							
	r Lawrence(SupChnOps), Mark							
Time Card Details								
<u> </u>								
Entry Ty (2) vidual , Daily Time Card Period(Week Ending Date) 03/06/								
	al Material Amount Total Expense Amount							
* Attachments None Add	* Change Reason							
TIP Attachments) with supporting documentation is required to submit a time card or a time card revision.								
Timecard Listing Mode Draft Go								
TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-o Mode is set to 'ALL' or 'Receipt'.	down list and click Go button. You cannot update a Time Card when the Time Card Listing							
Labor Equipment Material Expense								
Expense Details								
TIP You cannot delete a line that has been previously approved.								
	\sim							
Select All Select None								
Select Status Number *Job Number *Expense Type *Description	Amount Comments PD Line Description Job Description Attachments							
Draft 1 JR080474/20 🔍 Miscellaneous 🖃 Rate Adjustment	423.98 al 403 Increase Provide labor, materials, supervision, CCTM Supplier to							
	and expertise to cover work							
	perform the work the platforms with fall outage tarps, from handr /							
Add Another Row Save Delete	$\widehat{}$							
	(3)							
Deture to Timesond County								
Return to Timecard Search	Approver Hammitt(CSFTrnSvcs 20 Save and Submit							
	Delete Time card							

Figure 5-51

6. Complete the following fields as shown in 1 above:

- **PO Line** Enter or select the PO line.
- Job Number For EMPRV and DOJM jobs, you must enter a job number. Click the Magnifying Glass to search for an EMPRV Job number. DOJM job numbers must be typed in the field and consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- Expense Type Select Miscellaneous from the drop-down list.
- *Description* Enter "Rate Adjustment".
- Amount Enter the total adjustment amount. The amount cannot be a negative number.
- *Comments* You must enter a comment regarding the cost as shown in 1 in Figure 5-51.
- **7.** Click the Add button and attach the supporting documentation as shown in 2 above. For information about adding attachments to time cards, refer to Lesson 5-13: Add Attachments.

8. Click Save and Submit as shown in 3 above.

A confirmation message displays as shown below.

Confirmation Time Card Submitted Successfully

ASC/IT Computer Training Services

Lesson 5-19: View Time Card Notifications

MAmeren	E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications H	lome Page	Logged In As
User AMCCTM Supplie AMCCTM Time Ci AMPON Sourcing	er Time Card Super art Time Card Super Time Card User ard Inquiry	Favorites Personalize Personalize Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2">Colspan="2" Image: Colspan="2">Colspan="2" Image: Colspan="2">Rate Card (CCTM Image: Colspan="2">Colspan="2" Image: Colspan="2">Rate Card (CCTM)



When an Ameren approver approves or rejects a time card, you will receive an e-mail notification from Ameren Corporation with a subject line similar to: *FYI: Time Card for the weekend period 06/12/2005has been rejected by Jones(CSF ASC CS 204), William H.* You can also view the notifications in CCTM.

NOTE: You will receive additional notifications depending on your responsibilities within the iSupplier portal.

1. From the E-Business Suite home page, click the AMCCTM Supplier Time Card Super User link as shown in 1 above.

A list of responsibilities displays in the right side of the Navigator.

2. Click the Notifications link as shown in 2 above.

You can also access the *Notifications* page by clicking the *Notifications* tab in the *CCTM Time Card* application. The *Worklist* displays as shown in **Figure 5-53** on the next page.

	Ameren ^{сстм}	2	Diagnostics Home Logout Preferences Help Personalize	Page					
Notific	ations								
Notific	ations >	\sim							
Workl	Worklist (3)								
View	Open Notifications 🗾 Go	Ÿ							
Selec	t Notifications: Open R	eassign Close	③ Previous 1-25	- <u>Next 25</u> >					
Select	All Select None								
Selec	t From	Туре	Subject Ser	nt 🔻 🛛 Due					
	Hammitt(CSFTrnSvcs 204), Theresa	AMCCTM Time Card Notification	Time Card for the weekend period 03/01/2009 has been rejected by Hammitt (CSFTrnSvcs 204), Theresa G	4 009					
	Ahlers(Purchasing 1150), Timothy	PO Approval	AMEREN OP UNIT - Standard Purchase Order 10000130,0 requires your acceptance	01/2009					

Figure 5-53

- **3.** If needed, select a notification type from the View drop-down list and click Go as shown in 3 above.
- 4. Click a Subject link to view the notification as shown in 4 above.

The notification details appear similar to the example shown below.

		Diagnostics Home	T Preferences Help Personalize Page
Notifications > Work	ist >		6
Information This notification has	been closed and did not require a response.		
Time Card for the we	ekend period 03/01/2009 has been rejected	by Hammitt(CSFTrnSvcs 204), Theresa G	
To MARIE Sent 05/04, Closed 05/04, ID 604073 Responder Hi Sutton, Marie,	/2009 22:39:13 /2009 22:41:01 55 ekend period 03/01/2009 against the PO# 3916 s 204), Theresa G	16 has been Rejected	
PO Line Number	PO Line Description		Job Number Rejection Reason
1	001-JR525989.40 Scaffold support for Unit 2 AC	I silo and associated equipment per S&L spec.	JR525989/40 Please resubmit
References			
AMCCTM Tim	e Card Screen URL		
Return to Worklist	tilica ofter my response		

Figure 5-54

- 5. Review the notification details.
- **6.** When you are finished:
 - Click OK to indicate that you have read the notification.

When you click OK, the notification is removed from the *Open* notifications list. You can view the notification later by selecting All Notifications.

- Click the Return to Worklist link to view more notifications as shown in 5 above.
- Click the Home link as shown in 6 above to return to the E-Business Suite home page.

Chapter Six: Entering Project Management Data

Chapter Objectives:

- Describe the requirements for entering project management data
- Enter project management data in CCTM

Estimated Lesson Time: 15 minutes

When you enter project management data in CCTM, you are providing Ameren with your best estimates of:

- the job completion date.
- anticipated man hours and dollars required to complete a job.

You are required to enter project management data for certain jobs as requested by your Ameren time card approver.

You can update project management information whenever there is a business need to do so.

NOTE: Only users that have been assigned the responsibility of AMCCTM Supplier Super User can enter project management data.

Lesson 6-1: Enter Project Management Data

Ameren	E-Business Suite
	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications Ho	Logged In As
Oracle Applications no	ліе гаде
	Favorites
Navigator AMCCTM Supplier AMCCTM Supplier AMCCTM Supplier AMCCTM Time Cal AMPON Sourcing S AMPON Sourcing S AMPOS iSupplier P	r Time Card Super
Supplier User Nee	e Need Help? Call the ASC Service Desk: 314-55(4-4357). Id Help? For RFQ or PO questions, contact your Ameren buyer. For CCTM project related questions, contact your Ameren job or work order voice/payment questions, technical difficulties, or other problems call the Ameren Supplier Service Desk at 1-888-857-5640.
Figure 6-1	

1. From the E-Business Suite Home page, click the AMCCTM Supplier Time Card Super User link as shown in 1 above.

2. Click the PM Data link as shown in 2 above.

The PM Data page appears as shown below.

PM Data Time Notifications		
CCTM PM Data		
	User Name	
Project Management		
* Indicates required field		
Search PO		
* PO Number 385315	G0 3	
PO Details		
PO Number PO Revision PO Type	Comments Supplier Name	

3. Enter the purchase order number in the PO Number field and click Go, as shown in 3 above.

NOTE: Click the *Magnifying Glass* if you want to search for PO numbers.

The jobs associated with the PO appear in the *Project Management Details* grid as shown in Figure 6-2 on the next page. If project management data was previously entered for a job, the project management data is displayed in the grid

Project Management							
* Indicates required field							
Search PO							
* PO Number 385315	Go						
PO Details							
PO Re	umber 385315 evision 1 Type Time and Material			Comments Supplier Name	\$600,000 for facilitate par be associate	2 for PO increase o r PayneCrest EWOs yment of timecards ed to Item 1.	to
		If PM (hata has prev	viously beer	entered	for a job, the	two
Project Management Details							100
TIP Please Check the Select button	to enter or modify the PM Data	. most i	ecent update	s are uspia	iyeu in in	e griu.	
Expected Date of Completion should b	e in format MM/DD/RRRR		•				
Update and Save						F	
						③ Previous	1-10 of
РО Јођ	Estimated Cost at Completion	Expected Date of Completion	Remaining Duration (in Hours)	Remaining Man Hours	% Job Con	nplete	Last Updat
Select Line Job Number Descriptio	Completion n Old(in \$) New(in \$)	Completion Old New	Duration (in	Hours Old New	% Job Con Old Ne	nplete ew Comments	Last
	Completion n Old(in \$) New(in \$)	Completion Old New	Duration (in Hours)	Hours Old New	% Job Con	nplete	Last Updat

Figure 6-2

4. Click the Select checkbox for the jobs that you are updating as shown in 4 above.

The fields for the selected jobs become available for data entry as shown in Figure 6-3 on the next page.

Proj	ect I	lanagement D	etails			_								
Expe	cted	ase Check the S Date of Complet and Save					If proje for the					iously e elds.	ntered	1-10 of
Selec	PO t Lin	e Job Number	Job Description	Com	ed Cost at pletion New(in \$)		ted Date of ppletion New	Dura	aining tion (in urs) New	aining Man Hours New		Complete New	Comments	Last Upda By
ঘ	1	FU014201/01	This task is to track Electrical Contractor cost for LP Gene /	200	200	10/30/	/20 11/02/20	0	4	0	8 1	95		1
	1	FU019090/0/1	MBO Unit 1 Precipitator rappers- check and inspect, replace / CHK AND MTN A-AA RAPPERS	16979	19760	10/25/	/20 10/30/20	24	0	48		75 100		
□ Figu	1 re	FU019090/01			ouse over ng informa				e	Remaining e	ffort in h	ours Old		1000

5. You must enter a value in each field in the row. If a value has not changed, enter the old value in the field, as shown 1 above.

- Estimated Cost at Completion: New (in \$): Enter the estimated cost at completion in dollars.
- *Expected Date of Completion: New:* Enter the expected completion date.
- *Remaining Duration (in Hours):* New: Enter the total remaining hours needed to complete the work.
- *Remaining Man Hours: New:* Enter the remaining man hours. For example, if the Remaining Duration is 40 hours and 3 contractors will each be working 40 hours to complete the job, the Remaining Man Hours would be 120.
- % Job Complete: New: Report the % Job Complete against schedule, not costs.
- Comments: Enter optional comments regarding your update.

NOTE: If you want to cancel the PM data entry for a job, uncheck the Select box. Any values that you entered will be discarded and the previous values will display in the fields.

6. After you have completed the PM Data entry, click **Update and Save** as shown in 2 above.

The project management information is saved and can be reviewed by Ameren.

Chapter Seven: CCTM Reports

Chapter Objectives:

- Run the CCTM Time Card Report
- Run the Invoice Reconciliation Report

Estimated Lesson Time: 10 minutes

CCTM reports provide the capability to view time card summary information and to view invoice information.

Lesson 7-1: Time Card Report

You can run a summary report for time cards you have entered in the system. The report data can be sorted and displayed in a variety of ways.

E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications Home Page Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Time Card Super User AMCCTM Supplier Time Card User AMPOS Sourcing Supplier AMPOS Supplier Portal Full Access	Logged In As Favorites Personalize Time Card (CCTM) CCTM Reports (CCTM Reports) Rate Card (CCTM)

1. From the E-Business Suite Home page, click AMCCTM Supplier Reports Users and then click CCTM Reports as shown in 1 above.

The Schedule Request: Name page appears as shown below.

Reports			
CCTM Reports CCTM	M View Requests		
<u> </u>	0		
Name	Parameters	Layout	Review
Schedule Request: Nam	ne		
* Indicates required field			Cance! Step 1 of 4 Next
* Program Na	ame AMCCTM Time Card Listing Report	(2)	
Request Na	me Time Cards for PO# 332416		
	The name can later be used to search for this request	(3)	
		\bigcirc	Cancel Step 1 of 4 Next

- 2. Click the Magnifying Glass, as shown in 2 above.
- 3. In the Search window that opens, click the Go button and then click the Paulock Select icon to the left of the AMCCTM Time Card Report.

Optionally, enter a Request Name as shown in 3 above and then click Next. You can locate the report later, using the request name that you enter. The *Parameters* page displays as shown in Figure 7-4 on the next page.

Reports				
CCTM Reports CCTM	1 View Requests			
0			-0	
Name	Paramete	rs L	ayout	Review
Schedule Request: Para	ameters			(2)
* Indicates required field				Cancel Back Step 2 of 4 Next
Program Name	AMCCTM Time Card Listing R	eport		\sim
Request Name	Time Cards for PO# 332416			<u> (1) </u>
	* Org Name	AMEREN OP UNIT		\sim
	Supplier Name	PATENT CONSTRUCTION SYSTEMS		
	PO Number	332416	0	
	From Week End Date			
	To Week End Date			
	Timecard Status		9	
	Approver Name		9	
	Job Number			
	Group By		9	
				Cance! Back Step 2 of 4 Next

Figure 7-4

5. Select Ameren OP Unit in the Org Name field.

6. Enter any of the following search criteria as shown in 1 above.

- Supplier Name This field defaults to your company name and cannot be changed.
- PO Number Enter or select the PO Number for the report.
- *From Week End Date* Enter or select a start date for the report.
- To Week End Date Enter or select an end date for the report.
- *TimeCard Status* Enter or select a time card status for the report:
 - *Approved* The time card has been approved by Ameren.
 - *Draft* The time card has not yet been submitted to an Ameren approver.
 - *Pending Approval* The time card has been submitted to Ameren for approval.
 - *Receipt* The amounts on the time card have been receipted and invoiced.
 - *Rejected* The submitted time card has been rejected by the Ameren approver and returned to the supplier for correction.
- *Approver Name* Enter or select an approver name for the report.
- Job Number Enter all or part of a Job number.
- *Group By* You can group the information on the report by:
 - Approver
 - Job Number
 - Job Status (time card status)
 - None
 - PO Number

7. After you have entered your search criteria, click Next as shown in 2 in Figure 7-4.

The <i>Layout</i> page appea	rs as shown in		
Reports			
CCTM Reports CCTM	1 View Requests		
0	0		O
Name	Parameters	Layout	Review
Schedule Request: Layo	out		
			Cancel Back Step 3 of 4 Next
Program Name	AMCCTM Time Card Listing Re	eport	
Request Name	Time Cards for PO# 332416		_
	Template Name	AMCCTM TimeCard Listing Report Template	•
	Language	English:United States 💌	
	Format	EXCEL -	
		Preview	
			Cance! Back Step 3 of 4 Next

Figure 7-5 on the next page.

Reports			
CCTM Reports CCTM	1 View Requests		
0	0	_	
Name	Parameters	Layout	Review
Schedule Request: Layo	out		
			Cancel Back Step 3 of 4
Program Name	AMCCTM Time Card Listing Re	ort	(2)
Request Name	Language	MCCTM TimeCard Listing Report Templat nglish:Unite 1 is YCCI 1 Preview	
			Cance! Back Step 3 of 4 Next

Figure 7-5

8. Select a format as shown in 1 above.

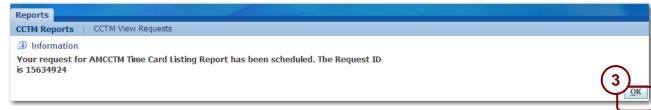
- *Excel* Select this option to view the output in Excel spreadsheet format.
- *HTML* (Hyper Text Markup Language) Select this option to view the output in a web format.
- *PDF* (Portable Document Format) Select this option to view the output using Adobe Acrobat.
- *RTF* (Rich Text Format) Select this option to view the output in Microsoft Word or WordPerfect format.

9. Click Next as shown in 2 above.

The Schedule Request: Review page displays.

10. Click Submit.

The Information page appears as shown below.



11. Click OK as shown in 3 above.

The Requests page appears as shown below. Your report is listed on the top line.

1	Reports							
	CCTM Re	ports CCTM View Requests						
1		ast 24 hours - Go 4						Search
	Status	Name	Phase	Scheduled Date	Details	Output	st ID F	Republish
	× .	Time Cards for PO# 332416 (AMCCTM Time Card Listing Report)	Completed	05/04/2009 00:08:11	Ē	đ	5 4924	<mark>₽</mark>
	× .	Timecards for PO# (AMCCTM Time Card Listing Report)	Completed	05/03/2009 23:45:22	Ē	đ	15634905	R

12. If necessary, click Go every 60 seconds until an Output icon display, see 4 above

13. Click the **Output** icon as shown in **5** above.

The report displays similar to **Figure 7-6** on the next page.

					<u>C</u>	CTM Tir	ne Card I	Listing Re	e <u>port</u>				
Appr	over Name :					1							
Տարր	lier Name :	10000	تصور بالموادر	Contraction of the local division of the loc		-							
P	O Number :	33 241 6				-							
From Ti	ime Period :					-							
Timec	and Status :					1							
Jo	b Number :					1							
Group	ping Mode :	None											
C&M PO(s	<u>s):-</u>												
T&M PO(s Broup By: NU Week End	LL Supplier	PO #	РО	Job #		T&M A	mounts(\$)		Total	Approval	Approver Name	Status	Submitted By
roup By: NU	LL	PO #	PO Ltne#	Job #	Labor	T&M A Equipment	mounts(\$) Expense	Material	Total Amount(\$)	Approval Pending Since		Status	Submitted By
roup By: NU Week End	LL Supplier	PO # 332416		Joh # JR038700/10	Labor 1,978.96			Material 0.00		Approval Pending Since	Approver Name Lucas(COF Mice), Virgil H III	Status Receipt	Submitted By

Figure 7-6

- **14.** You can save or print the report.
- **15.** If the report opened in a separate browser window, close the window when you are done viewing the report.

If the report opened in the same window, click the browser's **Back** S button to return to the CCTM application.

Lesson 7-2: Invoice Reconciliation Report

You can run a report to view the invoice which was created from your approved time cards. This report displays both the Ameren invoice number and the Vendor Reference Number. The Vendor Reference Number field is entered on the time card entry screen. You can enter your internal invoice number in the vendor reference number field on the timecard so that you can track payment for your invoices and time cards.

E-Business Suite	Diagnostics Logout Preferences Help Personalize Page
Oracle Applications Home Page	Logged In As MSUTTON@PCSHD.COM
Navigator AMCCTM Supplier Rate Card User AMCCTM Supplier Reports Users AMCCTM Supplier Time Card Super AMCCTM Supplier Time Card User AMCCTM Time Card Inquiry AMPON Sourcing Supplier AMPON	Favorites Personalize Personalize Image: Colspan="2">CCTM Reports (CCTM Reports) Image: Rate Card (CCTM)

1. From the E-Business Suite Home page, click AMCCTM Supplier Reports Users and then click CCTM Reports shown in 1 above.

The Schedule Request: Name page appears as shown below.

Reports			
CCTM Reports CCTM	View Requests		
<u> </u>	O		0
Name	Parameters	Layout	Review
Schedule Request: Name)		
* Indicates required field			Cancel Step 1 of 4 Next
* Program Nam	AMCCTM Invoice Reconciliation Report		
Request Nam	ne Invoice for PO# 455711		
* Operating Ur	The name can later be used to search for this request	3	
			Cancel Step 1 of 4 Next

- **2.** Click the Magnifying Glass, as shown in 2 above.
- **3.** In the Search window that opens, click the **Go** button and then click the **Part Quick Select** icon to the left of the AMCCTM Invoice Reconciliation Report.
- 4. Optionally, enter a Request Name as shown in 3 above and then click Next. You can locate the report later, using the request name that you enter. The *Parameters* page displays as shown in Figure 7-7 on the next page.

Reports						
CCTM Reports CCTM	1 View Requests					
0	0		-0-		0	
Name	Parameters	s L	ayout		Review	0
Schedule Request: Para	ameters					$\left(2\right)$
* Indicates required field				Cancel Back	Step 2 of 4	<u>ext</u>
Program Name	AMCCTM Invoice Reconciliat	tion Report		\sim	_	
Request Name	Invoice for PO# 455711			<u> </u>		- 1
	* Org Name	AMEREN OP UNIT				- 1
	* Supplier Name	CCTM Supplier 1, Inc.	0			- 1
	* Invoice Status	All		Q		- 1
		Invoices from both base and interface table				- 1
	* PO Number	455711	0			- 1
	Invoice Number			Q		- 1
	* Show Details	Yes	9			- 1
				Cance <u>l</u> Bac <u>k</u>	Step 2 of 4 Ne	e <u>x</u> t

Figure 7-7

5. Complete the following fields as shown in 1 above

- **Org Name** Select Ameren OP Unit.
- Supplier Name This field defaults to your company name and cannot be changed.
- *Invoice Status* Select one of the following values:
 - All Shows In Process and Processed invoices.
 - *In Process* Shows invoices that are currently being processed; these invoices are not yet visible on the View Invoices tab in iSupplier Portal.
 - *Processed* Shows invoices that have been processed; these invoices are visible on the View Invoices tab in iSupplier Portal.
- PO Number Enter or select the PO Number that you want to view invoices for.
- Invoice Number Select an invoice number or leave this field blank if you want to view all invoices.
- Show Details Enter or select Yes or No. Choose No if you want to view only the total amounts on the invoice. Choose Yes if you want to view the associated time card line details along with the total amounts.

6. Click Next as shown in 2 above.

The Layout page appears as shown below.

Reports			
CCTM Reports CCTM	M View Requests		
O	O	_	0
Name	Parameters	Layout	Review
Schedule Request: Lay	out		<u>\</u> 4
			Cancel Back Step 3 of 4 Next
Program Name	AMCCTM Invoice Reconciliat	on Report	
Request Name	Invoice for PO# 332416		
	Template Name	AMCCTM Invoice Reconciliation Report Te	emplate 👻
	Langua <u>ge</u>	English:United States -	
	Format		
		Preview	
			Cancel Back Step 3 of 4 Next

- 7. Select a format as shown in 3 above.
 - *Excel* Select this option to view the output in spreadsheet format.

- *HTML* (Hyper Text Markup Language) Select this option to view the output in a web format.
- *PDF* (Portable Document Format) Select this option to view the output using Adobe Acrobat Viewer.
- *RTF* (Rich Text Format) Select this option to view the output in Microsoft Word or WordPerfect format.

8. Click Next as shown in 4 above.

The Schedule Request: Review page appears.

9. Click **Submit** on the Review page.

The Information page appears as shown in Figure 7-8 on the next page.

Reports	
CCTM Reports CCTM View Requests	
Information Your request for AMCCTM Invoice Reconciliation Report has been scheduled. The Request ID is 15634947	

Figure 7-8

10. Click OK as shown in 1 above.

The *Requests* page appears as shown below.

Reports							
CCTM R	eports CCTM View Requests						
	ast 24 hours 60 2						Search
Status	Name	Phase	Scheduled Date	Details	Output	uest ID	Republish
× .	Invoice for PO# 332416 (AMCCTM Invoice Reconciliation Report)	Completed	05/04/2009 00:38:39	Ē	æ	634947	₽ 0
1	Report (AMCCTM Time Card Listing Report)	Completed	05/04/2009 00:24:49	Ē	¢1	15634937	R

11. If necessary, click Go every 60 seconds until an Output icon display, see 2 above

12. Click the Output icon as shown in 3 above.

The report displays similar to below. If a Vendor Reference Number was entered on the timecard, it is displayed on the report as shown in 4 below.

			CCTM Invoice Sumn	ary Report					
ΫC) Number 455711 – e Number	plier 1, Inc.							
	Format Details								
Invoice Nu			ount(\$)						
	711-372577 711-372578		981.44 981.44						
Total Amor		17(
I OTAL AMOU	int	175	962.88						
imecard D									
Week-	Submitted By /	Approved By /	Vendor	T&M Amount(\$)				Total	
Ending Date	Date	Date	Reference — Number	Labor	Equipment	Material	Expense	Amount(\$	
21-MAR-10	John@supplierl.com/ 13-APR-10	Hammitt (CSFTmSvcs 204), Thansa G/ 13-APR-10	AM-45571-0321-10	2842.55	4126.39	0	0	69683	
Labor		Cra ft Name	Consultant Name		Тс	otal Hours	Tota	l Amount(\$)	
		CREW LDR	TimJones		26		845		
		LABORER OPERATOR	Kevin Tipsword Larry Brown		23		557.75 615.25		
Equire out		WELDER / FITTER	SteveTeubner			23 23		82455	
Equipment		Craft Name 24X40 DIRECTIONAL BORE MACHINE	Consultant Name		Total Hours 22		Tota	Total Amount(\$ 49	
		BUTT FUSION MACHINE				22 31		825 155	

Chapter Eight: Summary Information

Chapter Objectives:

• Describe the hardware and software requirements for access to CCTM

Estimated Lesson Time: 5 minutes

Lesson 8-1: Supplier Requirements

In addition to taking this course, the following requirements must be met in order for you to use CCTM:

Hardware Requirements

- High speed broadband Internet Access
- 16 MB RAM
- 266 MHz Pentium processor

Software Requirements

- A standard Web browser, such as Netscape Navigator (version 4.5 or later, but not 6.x) or Internet Explorer (version 5.0 or later).
- Your browser must have cookies enabled. A cookie is a small amount of information that a web site uses to identify you.
- Your browser must support Secure Socket Layer (SSL) connections. SSL is a high-level security protocol that is used for protecting the confidentiality of data transmitted over the Internet.
- Adobe Reader is required to view and print some documents. A free download of Adobe Reader is available at: <u>http://www.adobe.com/products/acrobat/readstep2.html</u>
- "Zip" utility software, such as WinZip or Netzip, is required to download and open rate card and time card templates.
- A program, such as Microsoft Excel, that enables you to create Comma Separated Value (*.CSV) files is required to upload completed rate card and time card templates.