

There are two ways to modify an existing rate card: online or via a file upload. This guide explains how to modify rate cards via a file upload method, which is useful if you have many lines that require rate changes.

You can make the following modifications to existing rate cards:

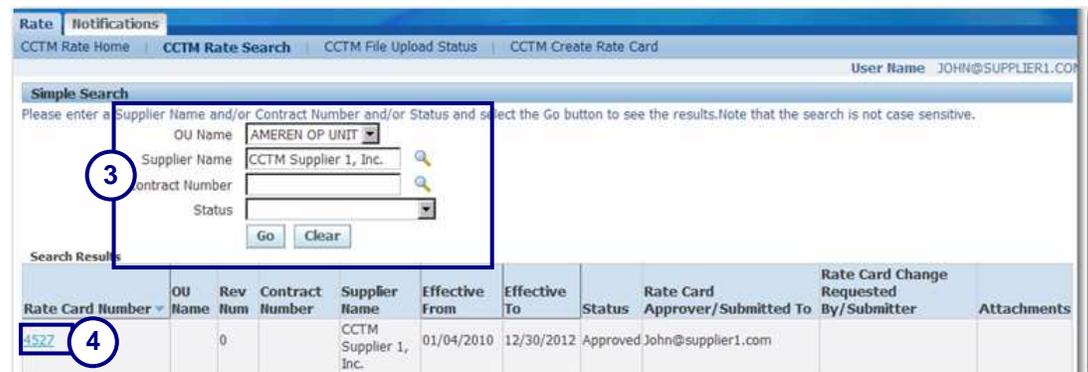
- Add rate card lines for new labor, equipment or chemical rates.
- Modify the rate associated with existing rate card lines.
- Expire, or remove, rate card lines from an existing rate card.

1. Log in to Ameren's iSupplier application.
2. Click **AMCCTM Supplier Rate Card User** on the Navigator page; then click the **Rate Card** link that displays on the right.

3. On the **CCTM Rate Search** page, click **Go**.

4. Click the **Rate Card Number** link of the rate card that you want to modify.

The Rate Card page displays as shown below.

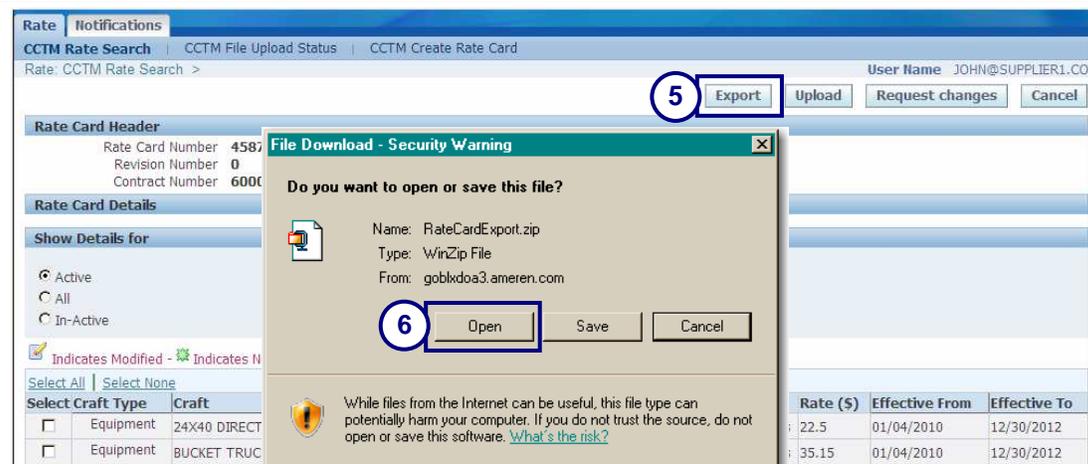


5. Click the **Export** button.

A File Download box displays similar to the one shown. The file is in zip file format and requires a program such as WinZip to open.

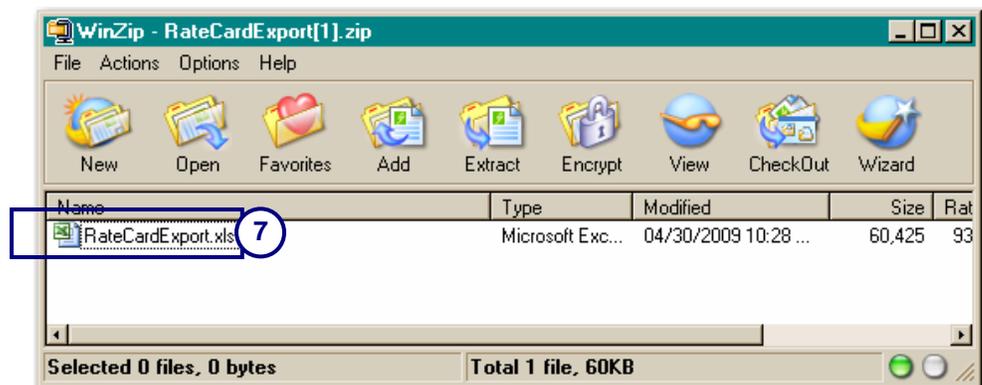
6. Click **Open**.

The file opens in a zip utility window similar to the one shown below.



7. Double-click the **RateCardExport.xls** file to open it.

The file is in txt format and can be opened in any application that accepts the txt format. It will open in Microsoft Excel if you have it installed on your computer. The file displays similar to what is shown on the next page.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record Ty	Supplier N	Contract N	Hdr Start Da	Hdr End Date	Craft Type	Craft Nam	Craft Code	Local	Work Pl	Rate Type	Unit Of	Rate	Effective Fr	Effective To	Change
2	Update	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSM	TIME & OT	Hours	22.5	05/04/2010	12/30/2012	Union I
3	Update	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSM	TIME & OT	Hours	23.5	05/04/2010	12/30/2012	Union I
4	Create	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Equipment	Air Compr	AA-NEW			STD	Hours	12.5	05/04/2010	12/30/2012	new ec

8. **Important:** Delete the rows which include rates that you are not modifying.

9. **To modify an existing rate:**

Update the following columns (**you cannot** modify the data in any other column):

- **Rate:** Enter the new rate.
- **Effective From:** Enter the start date for the new rate. The start date must be greater than or equal to today's date (or the date on which the file will be uploaded) and less than or equal to the date in the Hdr End Date column.
- **Effective To:** Enter the end date for the new rate. The start date must be greater than or equal to today's date (or the date on which the file will be uploaded) and less than or equal to the date in the Hdr End Date column.
- **Change Request Reason:** You must enter a change request reason for each line that you update.

10. **To expire an existing rate:**

Enter the date that the rate will expire on in the *Effective From* and *Effective To* column. The dates must be greater than or equal to today's date (or the date on which the file will be uploaded) and less than or equal to the date in the Hdr End Date column. You must enter a change request reason.

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

- Enter **Create** in the *Record Type* column.
- Copy the information in the *Supplier*, *Contract Number*, *Hdr Start Date* and *Hdr End Date* columns from an existing line to the new rate card line.
- Enter the *Craft Type* (Labor, Equipment or Chemical), *Craft Name*, *Craft Code Class* (enter **AA-NEW**) *Local* (optional), *Work Place* (optional), *Rate Type*, *Unit of Measure* (100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week), *Effective From* date, *Effective To* date, and *Change Request Reason*.

12. Click **File** → **Save As**.

Navigate to a *Save in* location on your computer and enter a *File name* for the rate card.

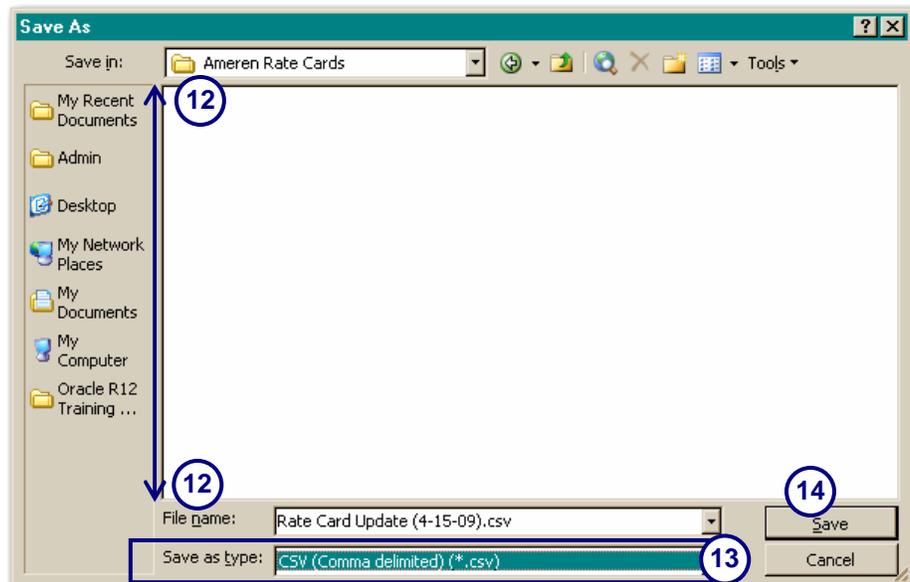
13. In the *Save as type* drop-down list, select **CSV (Comma delimited)(*.csv)**.

The file must be in csv format to be uploaded to CCTM.

14. Click **Save**.

A prompt displays indicating that some formatting features might be lost.

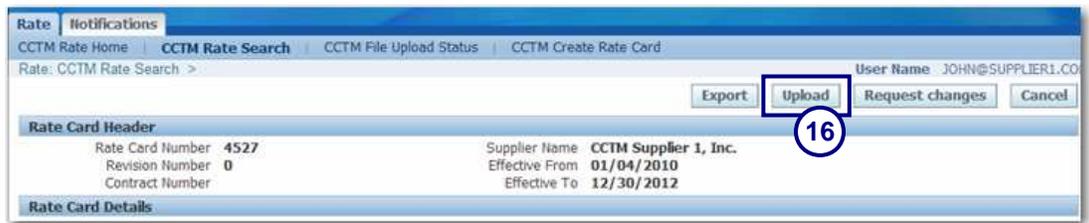
15. Click **Yes** at the prompt to save the modified file in csv format.



Return to the *Rate Card* page, by following the instructions in Steps 1 - 4 on the first page.

16. Click Upload.

The Upload File –Status page displays as shown below.

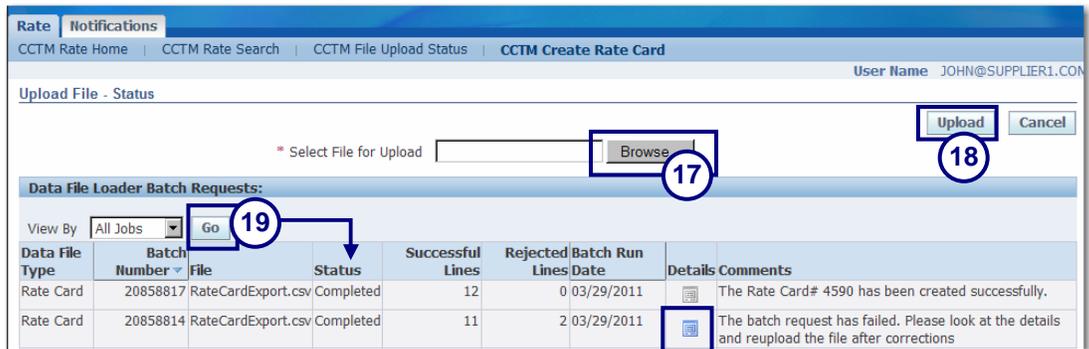


17. Click Browse. In the *Choose File* dialog box, navigate to the file location, select the modified rate card file and click **Open**.

18. Click Upload to initiate the file upload.

19. Click Go until the *Status* column displays "Completed".

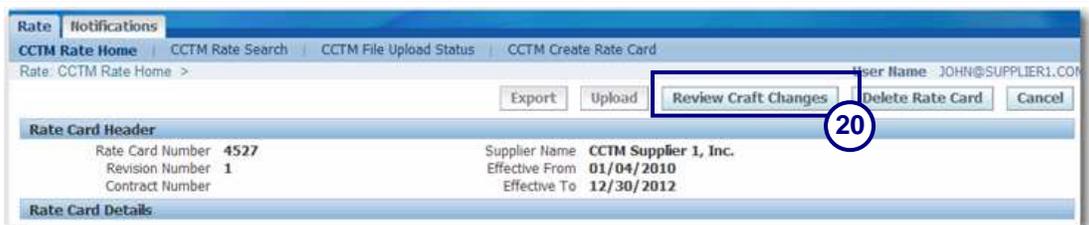
If necessary, correct errors and upload the file again.



If there are errors, click the blue icon to view the errors. Then correct the errors and upload the file again.

Go to the *CCTM Rate Home* page, and click the rate card number in the *Rate Cards in Pending Submission Stage* section.

20. Click Review Craft Changes.



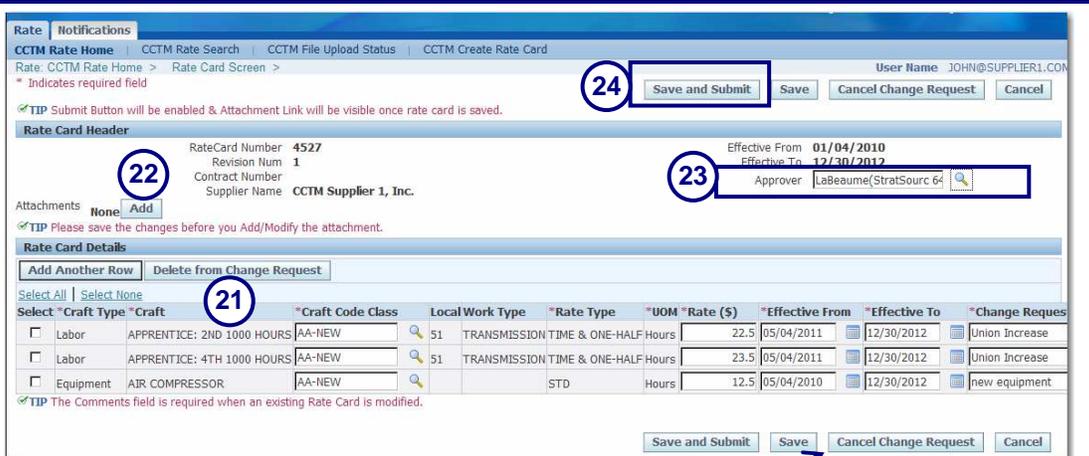
21. If needed, you can update the modified rate card details or add new rate card lines.

22. Click Add and attach supporting documentation to justify the requested rate changes. You must attach a document before you can submit the rates.

23. Click the Magnifying Glass to search for and select the rate card Approver.

24. Click Save and Submit.

A confirmation message is displayed.



Cancel Change Request

This button discards current modifications and returns the rate card to its previous status.