CCTM Supplier

Create a New Rate Card (File Upload)

Rate cards include the negotiated rates for labor, equipment and chemicals for any work that the supplier does at a time and materials rate. Rate cards must be entered in the system and approved by an Ameren buyer before the supplier can create time cards for a Time & Materials PO. Fixed Price POs do not reference rate cards.

- Contract Specific Rate Cards: The rates are applied to all POs which are created as a release against the contract.
- During the rate card's effective time period, the rate card can be modified to reflect newly negotiated rates for labor, equipment and chemicals. All rate card modification requests must be approved or rejected by an Ameren supply chain representative. Modified rates are not available for use on a time card until they have been approved by an Ameren supply chain representative.
- Rates can reflect hourly or unit based pricing.
- 1. Log in to Ameren's iSupplier application (https://ebusiness.ameren.com).
- 2. Click AMCCTM Supplier Rate Card User on the Home page and then click the Rate Card link that displays to the right.

3. Click CCTM Create Rate Card on the blue taskbar. This feature is used to create a rate card for a ne contract/time period.	found.
If needed, download a If you already have a template skip to Step 9.	
4. Enter or select the contrac number.	
5. The Effective From (a Monday) and Effective to (a Sunday) dates default from the contract and should not be changed.	Rate Card Header Revision Number OU Name AMEREN OP UNIT * Supplier Name CCTM Supplier 1, Inc. * Contract Number 455502
The rates can be used on time cards during the specified time period.	Rate Card Details Add Delete Row Select *Craft Type *Craft *Craft Code Class No search conducted. *Craft *Craft *Craft Code Class
 Click the Download Template button. 	Submit Save Download Template Upload File Cancel
7. Click Open in the File Download box The file opens in a zip utili window similar to the one shown in Figure 3 below.	File Download - Security Warning Image: Comparison of the provided and the prov

8. Double-click the	WinZip - RateCardExport[2].zip								
RateCardExport.xls file to open it.	New Open Favorites Add Extract Encrypt View CheckOut Wize	ard							
The file is in txt format and can be opened in any application that accepts the txt format. The file displays similar to Figure 4 below.		Size Rat 286 33							
	Selected 0 files, 0 bytes Total 1 file, 286 bytes	0							
Enter your rates for labor, equipment and chemicals in the file template.									

	Δ	В	С	D	F	F	G	Н	1	J	K	L	М	N	0	Р
1	Record Ty	Supplier Name	Contract Number	Hdr Start Date	Hdr End Date	Craft Type	Craft Name	Craft Code Class	Local	Work Place	Rate Type	Unit Of Measurement	Rate	affective From	Effective To (omments
2	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 1	ST	HOURS	12.5	09/14/2009	01/06/2013	
3	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 1	OT	HOURS	13.5	09/14/2009	01/06/2013	
4	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 1	DT	HOURS	14.5	09/14/2009	01/06/2013	
5	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 2	ST	HOURS	13.5	09/14/2009	01/06/2013	
6	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 2	ОТ	HOURS	14.5	09/14/2009	01/06/2013	
7	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 1	AA-NEW	109	SHIFT 2	DT	HOURS	15.5	09/14/2009	01/06/2013	
8	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 2	AA-NEW	109		ST	HOURS	13.5	09/14/2009	01/06/2013	
9	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 2	AA-NEW	109		OT	HOURS	14.5	09/14/2009	01/06/2013	
10	Create	CCTM Supplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	APPRENTICE 2	AA-NEW	109		DT	HOURS	15.5	09/14/2009	01/06/2013	
11	Create	CCTTSupplier 1, Inc.	455502	09/14/2009	01/06/2013	LABOR	FOREMAN	AA-NEW	109	\frown	ST	HOURS	20.5	09/14/2009	21/06/2013	
12	Create	10 plier 1, Inc.	455502	09/14/20	6/2013	LABOR	FOREMAN	AA-NEW	109	(9)	от	HOURS	21.5	09/14/2	2 06/2013	
13	Create	C pplier 1, Inc.	455502	09/14/200	06/2013	LABOR	FOREMAN	AA-NEW	109		DT	HOURS	22.5	09/14/20	06/2013	

- 9. Complete the rate card fields, as shown in 9 above; refer to the Rate Card Fields handout for more information.
- **10.** Copy the header information in the first 5 columns down to each line on the rate card; see 10 above.

The Supplier Name must be in the same format that is used in Ameren's system.

11. Ensure that the Hdr Start Date and Hdr End Date are copied down on all rate card lines. The Hdr Start Date and Hdr End Date are the same for all rate card lines.

These dates cover the time period during which the approved rates will be available for use on time cards.

12. Set the **Effective From** date and **Effective To** date for each rate; see 12 above.

These dates are the dates during which the rate will be available for use on time cards. The dates must fall within the dates specified in the Hdr Start and Hdr End Date.

13. Click File \rightarrow Save As .	Save As	?×
Navigate to a <i>Save in</i> location on your computer and enter a <i>File name</i> for the rate card.	Save in: Ameren Rate Cards	
 In the Save as type drop- down list, select CSV (Comma delmited)(*.csv). 	Desktop My Network Places	
The file must be in csv format to be uploaded to CCTM.	My Documents Computer	
15. Click Save.	Cracle R12 Training	
A prompt displays indicating that some formatting features might be lost.	File <u>n</u> ame: Rate Card (4-6-09 to 4-11-10).csv	15 Save
16. Click Yes at the prompt to save the modified file in csv format.		Cancel

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Upload the completed ra	ate card.
 Return to the Rate Card User application and click CCTM Create Rate Card. 	Rate Notifications CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card 17
18. Enter or select the contract number.	Rate Notifications CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card
<i>If you check this box, the contract number must also be entered in the Contract Number field in the file.</i>	Create Rate Card TIP 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
 The Effective From (a Monday) and Effective to (a Sunday) dates are defaulted from the contract and shouldn't be changed. 	OU Name AMEREN OP UNIT * Supplier Name CCTM Supplier 1, Inc. * Contract Number 455502 18 Approver Inc. Approver Enter / Select the approver name only when submitting the rate card. During upload please leave this blank. Rate Card Details Add Delete Row
The dates in the rate card file must match the Hdr Start Date and Hdr End Date.	Select "Craft Type "Craft "Craft Code Class Local Worktype "Rate Type "Rate (\$) "UOM "Effective From "Effective To Comments No search conducted.
20. Click Upload File.	
21. Click Browse . In the <i>Choose File</i> dialog box, navigate to the file location, select the modified rate card file and click Open .	Rate Notifications CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Card Upload File - Status User Name JOHN@SUPPLIERI.CON * Select File for Upload Browse (22)
22. Click Upload to initiate the file upload.	Data File Loader Batch Requests:
23. Click Go until the <i>Status</i> column displays "Completed" and the Comments column indicates that the rate card was created.	View By All Jobs Go 43 Data File Batch Batch Status Successful Rejected Batch Run Lines Date Details Comments Rate Card 20858817 RateCardExport.csv Completed 12 0 03/29/2011 Image: Comments Rate Card 20858814 RateCardExport.csv Completed 11 2 03/29/2011 The Rate Card# 4590 has been created successfully. Rate Card 20858814 RateCardExport.csv Completed 11 2 03/29/2011 Image: Comments
If necessary, click the Details icon to review any file errors. After correcting the errors in the rate card file, repeat steps 20-22.	The Upload File page displays all files that have been uploaded in the past 60 days. The current file being uploaded appears in the top row of the list.
Submit the rate card to a	an Ameren buyer for approval.
 24. Click CCTM Rate Home. 25. Click the Rate Card Number link in the Rate Cards in Pending Submission Stage section. The Rate Card page displays as shown on the next page. 	Rate Notifications CCTM Rate Home 24 Rate Search CCTM File Upload Status CCTM Create Rate Card Rate Card Home Rate Cards in Pending Submission Stage Rate Card Status Rate Card Rate Card Number Name Num Number Supplier Effective Rate Card Agerover/Submitter John@supplier1.com 1520 25 Jobal 0 455502 CCTM Supplier 09/14/2009 01/06/2013 Pending Submission Supplier1.com Rate Card 0U Rev Contract Supplier Effective Rate Card Rate Card By/Submitter John@supplier1.com 1, Inc. Submission Submission Submission Submission Rate Card 0U Rev Contract Supplier Effective Rate Card Rate Card Change Requested Number Name Num From To Status Approver/Submitted To By/Submitter No results None sults None sults
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26. Click Review Craft Changes . The Rate Card page displays in edit mode.	Rate: CCTM Rate Home > User Name 10HW6SUPPLERLC Export Upload Review Craft Changes Delete Rate Card Cancel Rate Card Number 9 Supplier Name CCTM Supplier 1 26 7 Rate Card Details 0 Effective From 09/14/2009 7 7 Rate Card Details Delete Rate Card Cancel 0 1 1 1 Show Details for Click this button if you would like to delete this rate card so that you can upload a different rate card file in its place. This button is only available for new rate cards which are in Pending Submission or Pending Approval status. Click this button.
27. If needed, you can update the rate card details or add new rate card lines.	Rate Notifications CCTM Rate Home CCTM Rate Search CCTM File Upload Status CCTM Create Rate Car Output User Name Indicates required field * Indicates required field Save and Submit Save Cancel Change Request Cancel
28. Click Add and attach supporting documentation to justify the rates. You must include an attachment.	TIP Submit Button will be enabled & Attachment Link will be visible once rate card is saved. Rate Card Header RateCard Humber 4590 Revision Num 0 Contract Number 45502 Contract Number 455502 01/06/2013 Attachments Supplier Name CCTM Supplier 1, Inc. * TIP rease save the clangers before you Add/Modify the attachment. TIP rease save the clangers before you Add/Modify the stachment.
Examples of supporting documents include rate documents which were approved during contract negotiations and approval emails.	Rate Card Details Add Another Row Delete from Change Request Into of 12 Into o
29. Click the Magnifying Glass to search for the designated rate card Approver.	
Tip! Type the approver's last name in the Approver text box and press the <tab> key to have the field auto-complete.</tab>	
30. Click Save and Submit.	
A confirmation message is displayed. The rate card status changes to Pending Approval.	
Ameren's rate card app	roval process.
-	approver receives an email notification when you submit a new rate card. r reviews the rate card and rejects or approves the rates.
 You receive an email no 	tification informing you that the rate card has been rejected or approved.
Search Results	

4527 0 CCTM Supplier 1, 01/04/2010 12/30/2012 Approved John@supplier1.com	Search Results	-									
4527 0 CCTM Supplier 1, 01/04/2010 12/30/2012 Approved John@supplier1.com		OU	Rev	Contract	Supplier	Effective	Effective				
4527 0 Supplier 1, 01/04/2010 12/30/2012 Approved John@supplier1.com	Rate Card Number 🔻	Name	Num	Number	Name	From	То	Status	То	By/Submitter	Attachments
Inc.	<u>4527</u>		0			01/04/2010	12/30/2012	Approved	John@supplier1.com		

- If the rate card is rejected, the rate card will display in the Rate Cards in Rejected Stage section on the CCTM Rate Home page. Click the Rate Card Number link, and then click the View Rejections button to review the rejection reasons. You must make the requested corrections to the rate card and resubmit it to the approver.
- If the rate card was approved, the rate card will display a status of "Approved". This means that the rates are now available for time card entry.