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.

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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.

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3. Click **CCTM Create Rate Card** on the blue taskbar.

*This feature is used to create a rate card for a new contract/time period.*
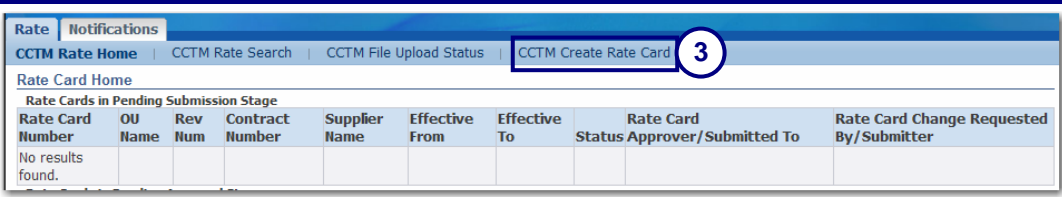
If needed, download a blank file template.

If you already have a template, skip to Step 9.

4. Enter or select the contract number.

5. The **Effective From** (a Monday) and **Effective to** (a Sunday) dates default from the contract and should not be changed.

The rates can be used on time cards during the specified time period.
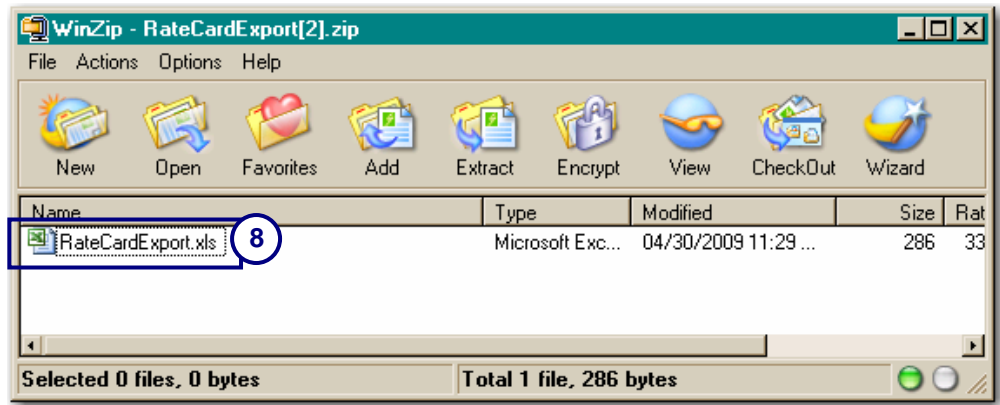
6. Click the **Download Template** button.

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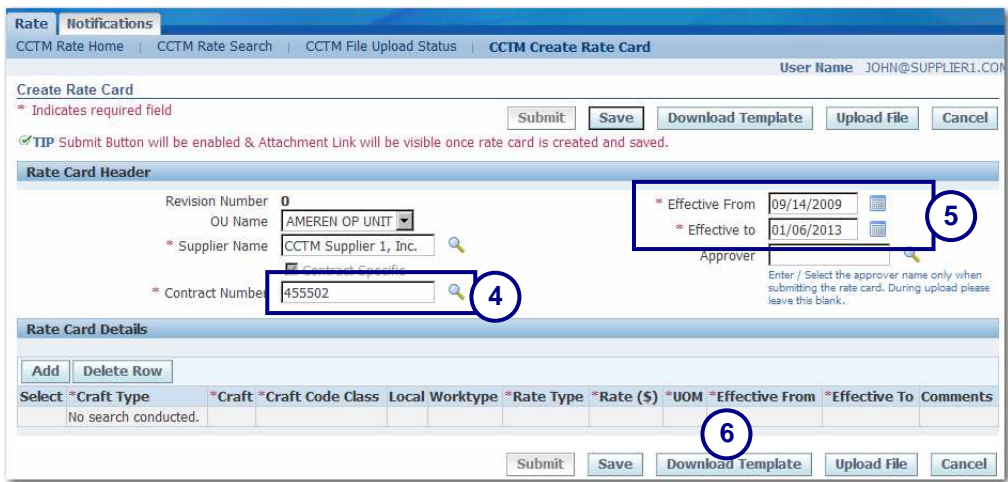
7. Click **Open** in the File Download box

The file opens in a zip utility window similar to the one shown in Figure 3 below.

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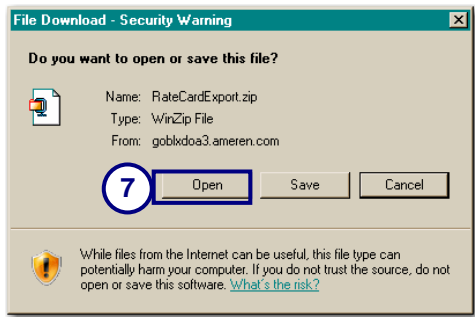
8. Double-click the **RateCardExport.xls** file to open it.

The file is in txt format and can be opened in any application that accepts the txt format. The file displays similar to Figure 4 below.

Enter your rates for labor, equipment and chemicals in the file template.

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 → Save As**. Navigate to a *Save in* location on your computer and enter a *File name* for the rate card.
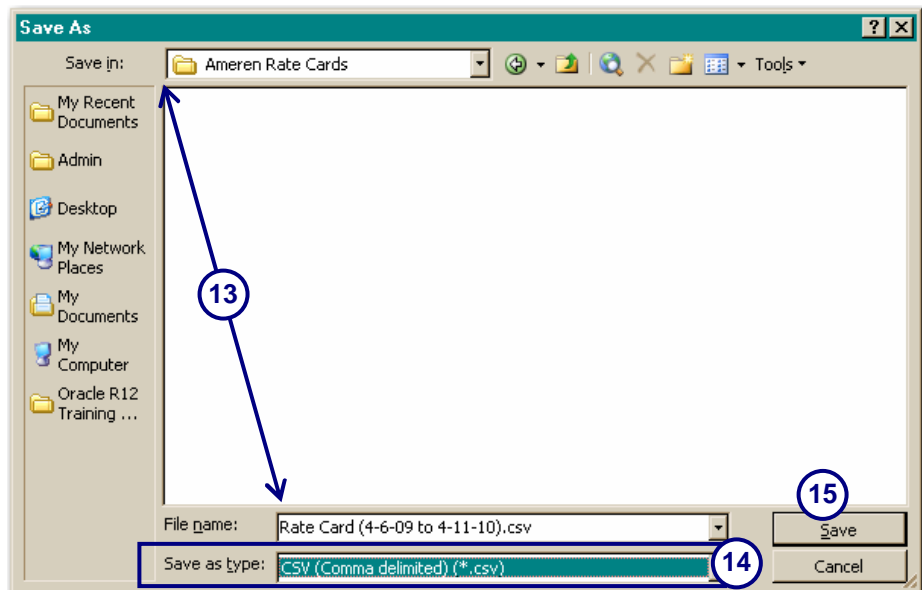
14. In the *Save as type* drop-down list, select **CSV (Comma delmited)(*.csv)**.

The file must be in csv format to be uploaded to CCTM.
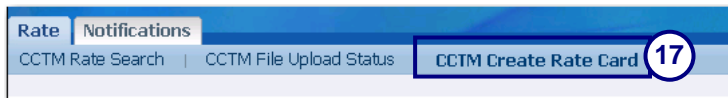
15. Click **Save**.

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

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

Upload the completed rate card.

17. Return to the *Rate Card User* application and click **CCTM Create Rate Card**.

18. Enter or select the contract number.

If you check this box, the contract number must also be entered in the Contract Number field in the file.

19. The **Effective From** (a Monday) and **Effective to** (a Sunday) dates are defaulted from the contract and shouldn't be changed.

The dates in the rate card file must match the Hdr Start Date and Hdr End Date.

20. Click **Upload File**.

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

22. Click **Upload** to initiate the file upload.

23. Click **Go** until the *Status* column displays "Completed" and the Comments column indicates that the rate card was created.

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 an Ameren buyer for approval.
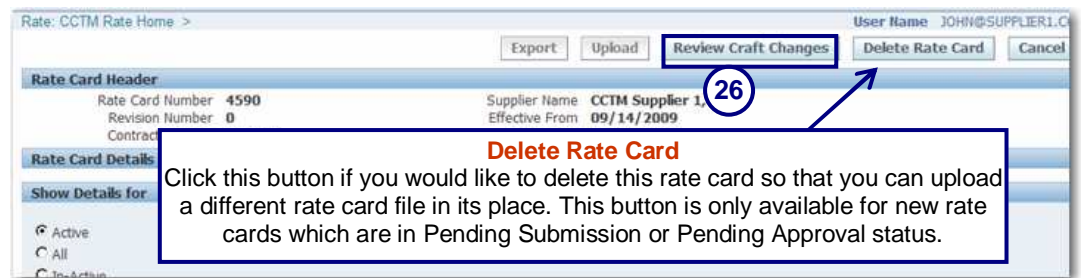
24. Click **CCTM Rate Home**.

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.

|	
26. Click **Review Craft Changes**. *The Rate Card page displays in edit mode.*	 **Delete Rate Card** 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.
27. If needed, you can update the rate card details or add new rate card lines. **28.** Click **Add** and attach supporting documentation to justify the rates. You must include an attachment. *Examples of supporting documents include rate documents which were approved during contract negotiations and approval emails.* **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.* **30.** Click **Save and Submit**. *A confirmation message is displayed. The rate card status changes to Pending Approval.*	
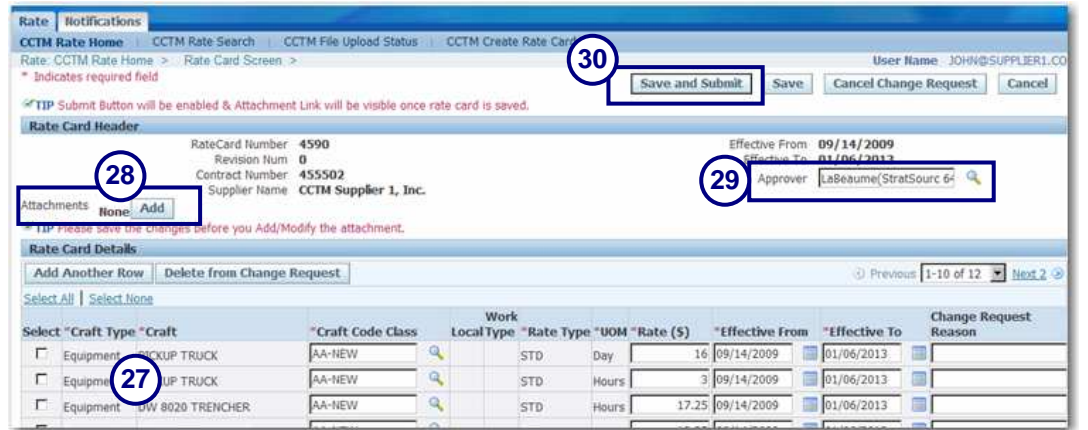
Ameren's rate card approval process.

- The designated Ameren approver receives an email notification when you submit a new rate card.

- The designated approver reviews the rate card and rejects or approves the rates.

- You receive an email notification informing you that the rate card has been rejected or approved.

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	Attachments
4527		0		CCTM Supplier 1, Inc.	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.