

Rate Card Upload Fails – Details icon is not available	
Error Message	Possible Causes/Solutions
Data File Upload Request Failed. Please check the file format and verify that it is a comma delimited (CSV) file.	<ul style="list-style-type: none"> Save the file in CSV (*.csv) format and then initiate the upload again. To save a file in CSV format: <ul style="list-style-type: none"> Select File → Save As. Select CSV (Comma delimited)(*.csv) from the <i>Save as type</i> drop-down list. Verify that the file contains all the required columns and that the columns are in the correct order.
The batch request has failed. Please look at the details and re-upload the file after corrections.	There is an error in the data file. Click the Details icon and review the errors. Refer to the table below for a summary of data file errors.
Rate Card already exists for the supplier for the period specified.	There is an existing rate card in the system for the time period specified. You cannot create a new rate card for the time period, but you can modify the existing rate card. To modify the rate card, export the current rate card, modify the rate card lines as needed and upload the modified rate card file. Refer to the <i>CCTM Ameren Supplier</i> training manual for complete instructions on this process.
Rate Card is already under modification. Please cancel the modification request before uploading a new modification(s).	<p>If the rate card has already been modified and is in “Pending Submission” status, you need to cancel the current pending change request if you want to resubmit modifications. Note that you cannot cancel a request that is “Pending Approval” by an Ameren buyer. To cancel a pending change request:</p> <ul style="list-style-type: none"> Click the Rate Card number link on the CCTM Rate Search page. Click the Review Craft Changes button. Click the Cancel Change Request button. <p>When you cancel a change request, the rate card is returned to its previous status.</p>

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Record Type should be Create or Update.	<p>The value in the <i>Record Type</i> column must be either:</p> <ul style="list-style-type: none"> Create – Enter “Create” if you are uploading a rate card for a new time period. Update – Enter “Update” if you are making modifications to an existing rate card.
Please check the supplier name. This should be the same as that given in the rate card header.	The name entered in each row in the <i>Supplier Name</i> column in the data file must be entered as it appears on Rate Card pages.
Please check the contract number. This should be the same as that given in the rate card header.	<p>The value entered in each row of the <i>Contract Number</i> column must be:</p> <ul style="list-style-type: none"> The same as the contract number entered in the Rate Card Header when creating a new rate card. The contract number associated with the existing rate card when modifying an existing rate card. Do not enter a value if the rate card is not associated with a contract.

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The header start date entered in the uploaded file does not match with the date entered in the Create Rate Card page while uploading the file.	The value entered in each row in the <i>Hdr Start Date</i> column of the data file must be the same as the Effective From date which is entered in the Rate Card Header.
Please check the date format. The date format should be MM/DD/YY.	The value entered in each row in the <i>Hdr Start Date</i> column of the data file must be entered in MM/DD/YYYY format.
The header end date entered in the uploaded file does not match with the date entered in the Create Rate Card Screen while uploading the file.	The value entered in each row in the <i>Hdr End Date</i> column of the data file must be the same as the Effective To date which is entered in the Rate Card Header.
Please check the date format. The date format should be MM/DD/YY.	The value entered in each row in the <i>Hdr End Date</i> column of the data file must be entered in MM/DD/YYYY format.
The Craft Type is not entered. Please enter Labor, Equipment or Chemical.	Each row in the data file must have one of the following allowed values entered in the <i>Craft Type</i> column: Labor, Equipment or Chemical.
The craft type entered is not defined in the lookup AM_CCTM_RATE_CARD_CRFT_TYPE. Please add this in the lookup before using it.	Each row in the data file must have one of the following allowed values entered in the <i>Craft Type</i> column: Labor, Equipment or Chemical.
The Rate Type is not entered. Please enter the same.	Each row in the data file must have a value entered in the <i>Rate Type</i> column.
The Unit of Measurement is not entered. Please enter the same.	Each row in the data file must have one of the following allowed values entered in the <i>Unit of Measurement</i> column: 100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week.
The Unit of Measurement is not defined in the lookup AM_CCTM_RATE_CARD_UOM. Please add this in the lookup before using it.	Each row in the data file must have one of the following allowed values entered in the <i>Unit of Measurement</i> column: 100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week.
The Rate is not entered. Please enter the same.	Each row in the data file must have a numeric value entered in the <i>Rate</i> column. You cannot enter 0 or a negative number.
Rate cannot be zero or a negative number. Please enter a non-zero/non-negative value.	Each row in the data file must have a numeric value entered in the <i>Rate</i> column. You cannot enter 0 or a negative number.
The Rate entered is not a valid number. Please enter only valid numbers.	Each row in the data file must have a numeric value entered in the <i>Rate</i> column. You cannot enter 0 or a negative number.
Effective From date should be greater than or equal to sysdate.	When making a modification to an existing rate card, the value in the Effective From column must be greater than or equal to today's date and less than or equal to the value in the <i>Hdr End Date</i> column.
Effective From date should lie between the rate card start and end date.	When creating a new rate card, the value in the Effective From column must be greater than or equal to the value in the <i>Hdr Start Date</i> column and less than or equal to the value in the <i>Hdr End Date</i> column.
Effective To data should lie between the rate card start and end date.	When creating a new rate card, the value in the Effective To column must be greater than or equal to the value in the <i>Hdr Start Date</i> column and less than or equal to the value in the <i>Hdr End Date</i> column.
Please enter the comments when uploading the modified crafts for an existing rate card.	When modifying an existing rate card, you must enter a value in the <i>Change Request Reason</i> column in each associated row in the rate card.

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Overlap of periods for the combination of Craft + Local + Work Type + Rate Type + Unit of Measurement exist. Please delete the duplicate records or change the effective start and end dates.	There are two duplicate lines in the rate card data file. Each line must be a distinct craft combination (Craft Name + Local + Work Place + Rate Type + Unit of Measurement) or have different Effective From and Effective To dates.
The start date and end date of the craft combination conflicts with that already present in the database.	When modifying an existing rate card, be sure that you have deleted any rows in the rate card data file that are not being modified. If you are updating the rate for an existing craft combination (Craft Name + Local + Work Place + Rate Type + Unit of Measurement), the Effective From and Effective To dates must be different from those given for the craft combination in the existing rate card.
The Request Type has been set as Create but this conflicts with a record already existing in the data base.	When “Create” is entered as the value in the <i>Record Type</i> column, this indicates that you are adding a new rate card line. There cannot be an existing line for the craft combination (Craft Name + Local + Work Place + Rate Type + Unit of Measurement) in the rate card that you are modifying. If you want to modify an existing rate card line, the value in the <i>Record Type</i> column should be “Update”.
More than one record for the same craft combination with Record Type as Update exists in the uploaded file.	You can only upload one line marked as “Update” in the <i>Record Type</i> column for each existing craft combination (Craft Name + Local + Work Place + Rate Type + Unit of Measurement).
The Request Type has been set as Update but there is no equivalent record in the data base for the craft combination.	When the value in the <i>Record Type</i> column is “Update”, this indicates that an existing rate card line is being modified. There must be a matching line in the existing rate card. If you are creating a new line, the value in the <i>Record Type</i> column should be “Create”.