



CCTM SUPPLIER

CCTM4 Enhancements

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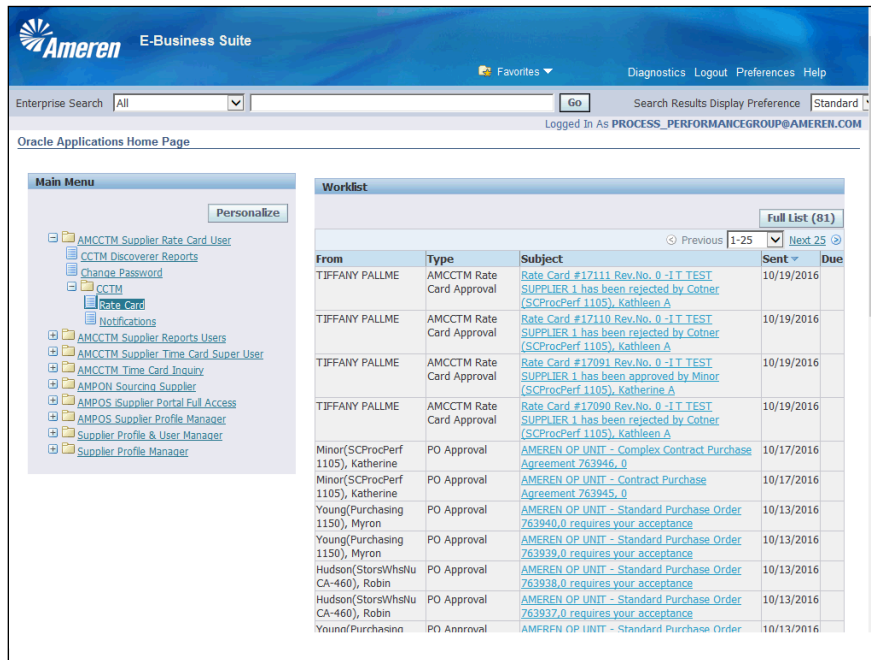
RATE CARD ENHANCEMENTS: INTRODUCTION

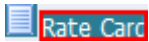
Enhancements have been introduced to the Rate Card process and functionality, to streamline and improve the user experience:

- Add new fields, and display data for all current fields, in the Rate Card History window.
- Add additional Craft combinations to an in-process Change request.
- Display more robust error messages in the Rate Card upload process.

Original CCTM functionality allowed the Supplier to submit Time Cards against Rate Card Craft combinations for which changes were Pending Submission or Approval. As a result, Time Cards were submitted (and sometime approved/receipted) with incorrect rates, requiring additional time to reconcile. New functionality will not allow the addition of Craft combinations to a Time Card when changes are Pending Submission or Approval, with Effective Dates covering the entire Time Card period. When a rate change is pending with Effective Dates covering a portion of the Time Card period, units/hours can only be reported for dates not included in the change.

Rate Card History



Step	Action
1.	To review Rate Card History click the AMCCTM Supplier Rate Card User responsibility, click the CCTM folder, and then click the Rate Card link. 

Step	Action
2.	Choose a Rate Card from your Rate Card Home Page or click the CCTM Rate Search link to search for and open an Approved Rate Card... CCTM Rate Search

Step	Action
3.	Click the Go button. Go

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
17111	Global	0	763945	IT TEST SUPPLIER 1	12/28/2015	01/06/2019	Approved	Minor(SCProcPerf 1105), Katherine A		
17090	Global	0	763934	IT TEST SUPPLIER 1	12/28/2015	01/06/2019	Pending Submission		Minor (SCProcPerf 1105), Katherine A	
15670	Global	7	672093	IT TEST SUPPLIER 1	10/05/2015	09/25/2016	Approved	Minor(SCProcPerf 1105), Katherine A		
15270	Global	0	672093	IT TEST SUPPLIER 1	06/08/2015	10/04/2015	Approved	PROCESS_PERFORMANCEGROUP@ameren.com		
15231	Global	2	704510	IT TEST SUPPLIER 1	12/29/2014	12/31/2017	Approved	Minor(SCProcPerf 1105), Katherine A		
14850	Global	0	672093	IT TEST SUPPLIER 1	04/28/2014	06/07/2015	Approved	PROCESS_PERFORMANCEGROUP@ameren.com		

Step	Action
4.	Click a Rate Card Number , 17111 in this example, to view details.

Rate Card Header

Rate Card Number: 17111, Revision Number: 0, Contract Number: 763945
 Supplier Name: IT TEST SUPPLIER 1, Effective From: 12/28/2015, Effective To: 01/06/2019

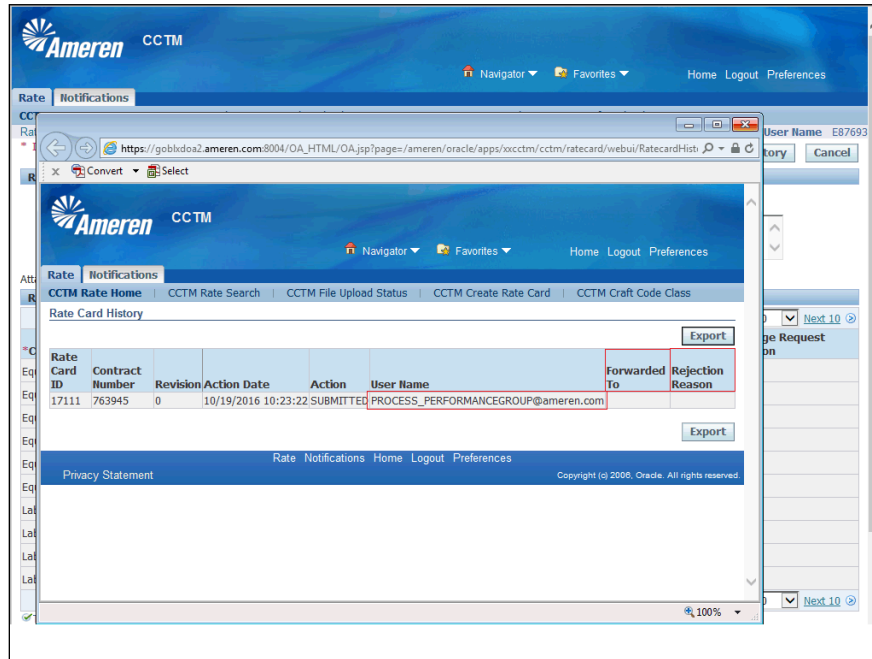
Rate Card Details

Show Details for: Active, All, In-Active

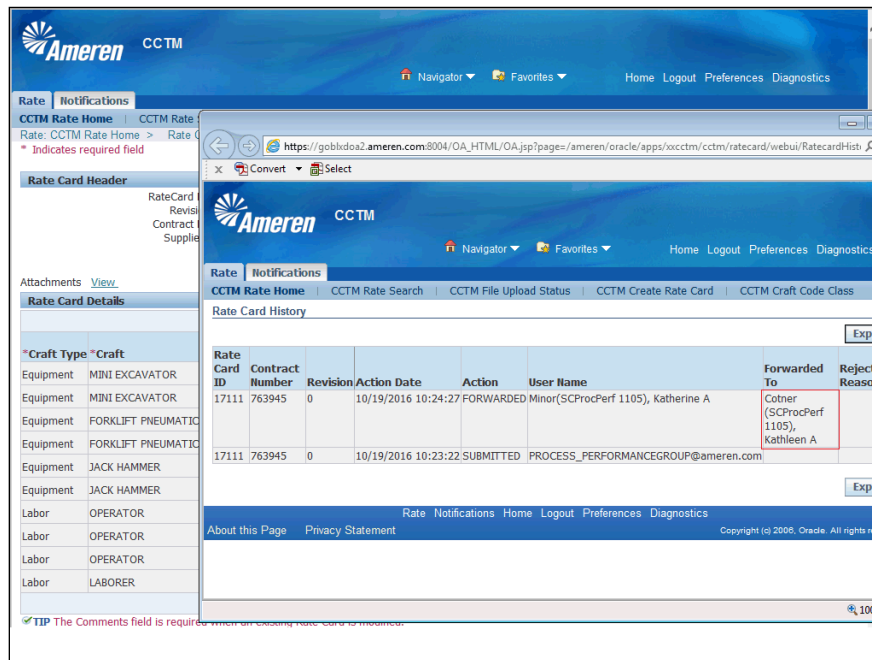
Indicates Modified - Indicates New - Indicates Rejected

Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		DT	Hours	110	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		OT	Hours	105	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		DT	Hours	140	12/28/2015	01/06/2019
Labor	ELECTRICIAN	AA-NEW			ST	Hours	55	12/28/2015	01/06/2019
Labor	ELECTRICIAN	AA-NEW			OT	Hours	82.5	12/28/2015	01/06/2019

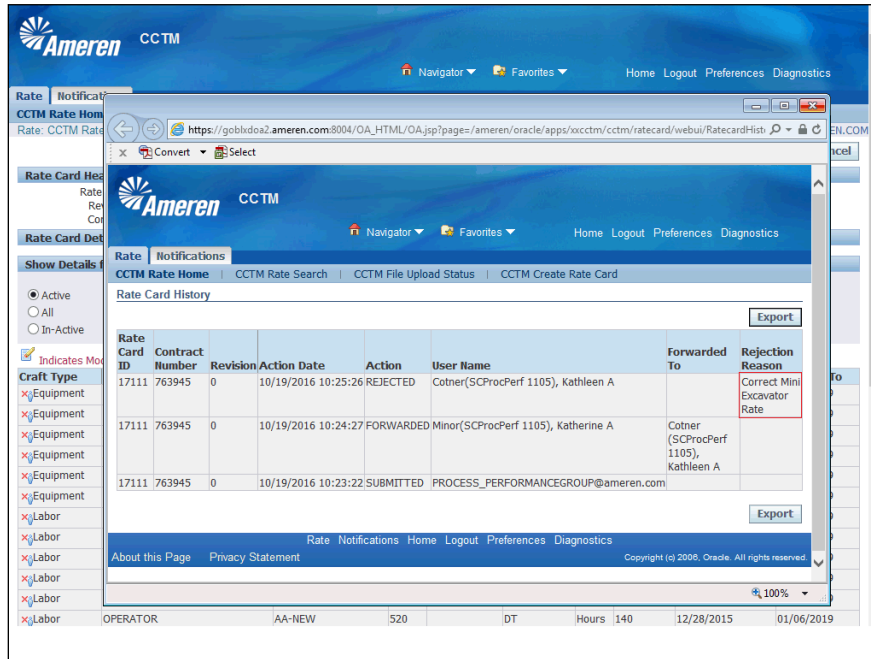
Step	Action
5.	Click the View Rate Card History button.



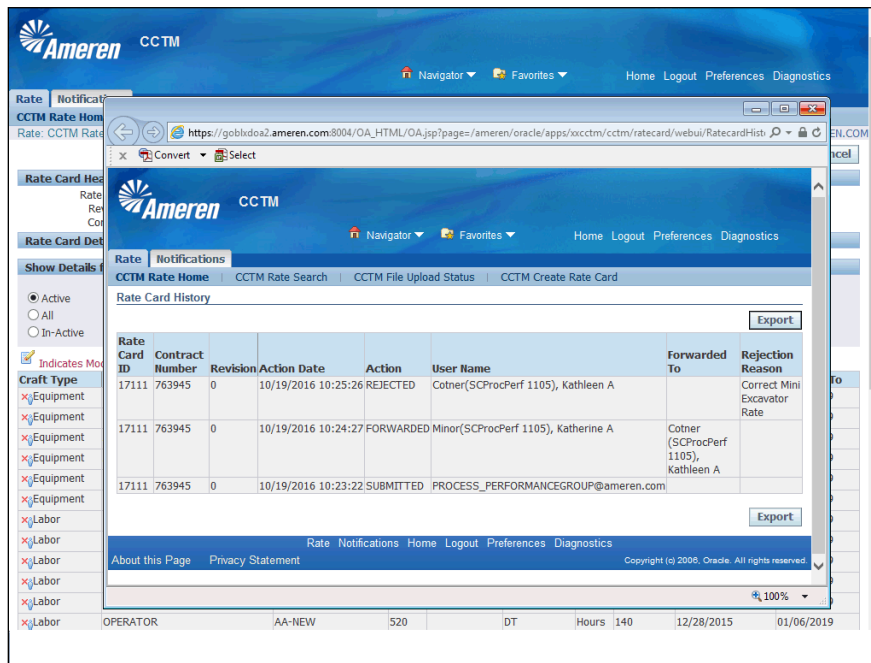
Step	Action
6.	The User Name field will now be populated with the submitting Supplier User . Two new fields have been added: Forwarded To and Rejection Reason .



Step	Action
7.	When a Rate Card Approver completes a forward action for pending rate changes, the Forwarded To field will be populated with the new Approver's name.



Step	Action
8.	When a Rate Card Approver takes action to reject changes, the Rejection Reason field will be populated to show rejection details



Step	Action
9.	Click the x to close your Rate Card History window.



Rejected Rate Card Changes: Retained for Resubmittal

Rate Card Header

Rate Card Number: 17111
 Revision Number: 0
 Contract Number: 763945

Supplier Name: IT TEST SUPPLIER 1
 Effective From: 12/28/2015
 Effective To: 01/06/2019

Rate Card Details

Indicates Modified - Indicates New - Indicates Rejected

Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		DT	Hours	110	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		OT	Hours	105	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		DT	Hours	140	12/28/2015	01/06/2019

Step	Action
1.	With new functionality, when a new Rate Card or rate changes have been rejected, your details will be retained with some fields open for update and resubmittal. To review rejections and proceed with corrections, click the View Rejections button.

Rate Card Header

RateCard Number: 17111
 Revision Num: 0
 Contract Number: 763945
 Supplier Name: IT TEST SUPPLIER 1

Effective From: 12/28/2015
 Effective To: 01/06/2019
 Rejection Reason: Correct Mini Excavator Rate

Rate Card Details

*Craft Type	Craft	*Craft Code Class	Work Local Type	*Rate Type	*UOM (\$)	Effective From	Effective To	Change Request Reason
Equipment	MINI EXCAVATOR	AA-NEW		ST	Hours 115	12/28/2015	01/06/2019	
Equipment	MINI EXCAVATOR	AA-NEW		OT	Hours 145	12/28/2015	01/06/2019	
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Week 495.6	12/28/2015	01/06/2019	
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Day 165.2	12/28/2015	01/06/2019	
Equipment	JACK HAMMER	AA-NEW		ST	Week 156.32	12/28/2015	01/06/2019	
Equipment	JACK HAMMER	AA-NEW		ST	Day 52.11	12/28/2015	01/06/2019	
Labor	OPERATOR	AA-NEW	520	ST	Hours 70	12/28/2015	01/06/2019	
Labor	OPERATOR	AA-NEW	520	OT	Hours 105	12/28/2015	01/06/2019	
Labor	OPERATOR	AA-NEW	520	DT	Hours 140	12/28/2015	01/06/2019	
Labor	LABORER	AA-NEW	1084	ST	Hours 55	12/28/2015	01/06/2019	

Step	Action
2.	Click the Ok button.

Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		DT	Hours	110	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019

Step	Action
3.	A confirmation message will indicate The Rate Card is now available for modification and re-submission . Click the CCTM Rate Home link. CCTM Rate Home

Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate Card Change Requested By/Submitter
17111	Global	0	763945	I T TEST SUPPLIER 1	12/28/2015	01/06/2019	Pending Submission	PROCESS_PERFORMANCEGROUP@ameren.com
17090	Global	0	763934	I T TEST SUPPLIER 1	12/28/2015	01/06/2019	Pending Submission	Minor(SCProcPerf 1105), Katherine A

Step	Action
4.	The previously submitted Rate Card will be displayed in your Rate Cards in Pending Submission Stage section. Click the Rate Card Number, 17111 in this example, to review the changes. 17111

The screenshot shows the CCTM Rate Card interface. At the top, there are navigation tabs for 'Rate' and 'Notifications'. Below this, there are links for 'CCTM Rate Home', 'CCTM Rate Search', 'CCTM File Upload Status', and 'CCTM Create Rate Card'. A user name 'PROCESS_PERFORMANCEGROUP@AMEREN.COM' is displayed. A toolbar contains buttons for 'Export', 'Upload', 'Review Craft Changes', 'View Rate Card History', 'Delete Rate Card', and 'Cancel'. The 'Review Craft Changes' button is highlighted with a red box.

Rate Card Header

Rate Card Number: 17111
 Revision Number: 0
 Contract Number: 763945
 Supplier Name: IT TEST SUPPLIER 1
 Effective From: 12/28/2015
 Effective To: 01/06/2019

Rate Card Details

Radio buttons: Active, All, In-Active

Indicates Modified - Indicates New - Indicates Rejected

Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
Labor	LABORER	AA-NEW	1084		DT	Hours	110	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		OT	Hours	105	12/28/2015	01/06/2019
Labor	OPERATOR	AA-NEW	520		DT	Hours	140	12/28/2015	01/06/2019

Step	Action
5.	Click the Review Craft Changes button.

The screenshot shows the CCTM Rate Card interface with the 'Rate Card Details' section expanded. It includes a toolbar with 'Add Another Row', 'Delete from Change Request', and 'Add more Crafts'. A table lists various craft types and their associated rates and effective dates. The 'Change Reason' column is highlighted.

Rate Card Header

Rate Card Number: 17111
 Revision Num: 0
 Contract Number: 763945
 Supplier Name: IT TEST SUPPLIER 1
 Effective From: 12/28/2015
 Effective To: 01/06/2019
 Approver: [Dropdown]

Attachments: None | Add...

Rate Card Details

Buttons: Add Another Row, Delete from Change Request, Add more Crafts

Select	Craft Type	Craft	Craft Code Class	Local Type	Work	Rate Type	UOM	Rate (\$)	Effective From	Effective To	Change Reason
<input type="checkbox"/>	Labor	GENERAL FOREMAN	AA-NEW		DT	Hours	120	12/28/2015	01/06/2019		
<input type="checkbox"/>	Labor	PROJECT MANAGER	AA-NEW		ST	Hours	104.5	12/28/2015	01/06/2019		
<input type="checkbox"/>	Labor	PROJECT MANAGER	AA-NEW		OT	Hours	130.63	12/28/2015	01/06/2019		
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		ST	Hours	55	12/28/2015	01/06/2019		
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		OT	Hours	82.5	12/28/2015	01/06/2019		
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		DT	Hours	110	12/28/2015	01/06/2019		
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		ST	Hours	115	12/28/2015	01/06/2019		
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		OT	Hours	145	12/28/2015	01/06/2019		
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Week	495.6	12/28/2015	01/06/2019		
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Day	165.2	12/28/2015	01/06/2019		

Step	Action
6.	Rate Card Details will be shown with specific fields open for updates: Rate , Effective From , Effective To , and Change Reason . You have the option to Add Another Row , Delete Rows , or Cancel Change Request , if you wish to begin the process from scratch.

Rate Card Header

RateCard Number 17111 Effective From 12/28/2015
 Revision Num 0 Effective To 01/06/2019
 Contract Number 763945 Approver Minor(SCProcPerf 1105)
 Supplier Name IT TEST SUPPLIER 1

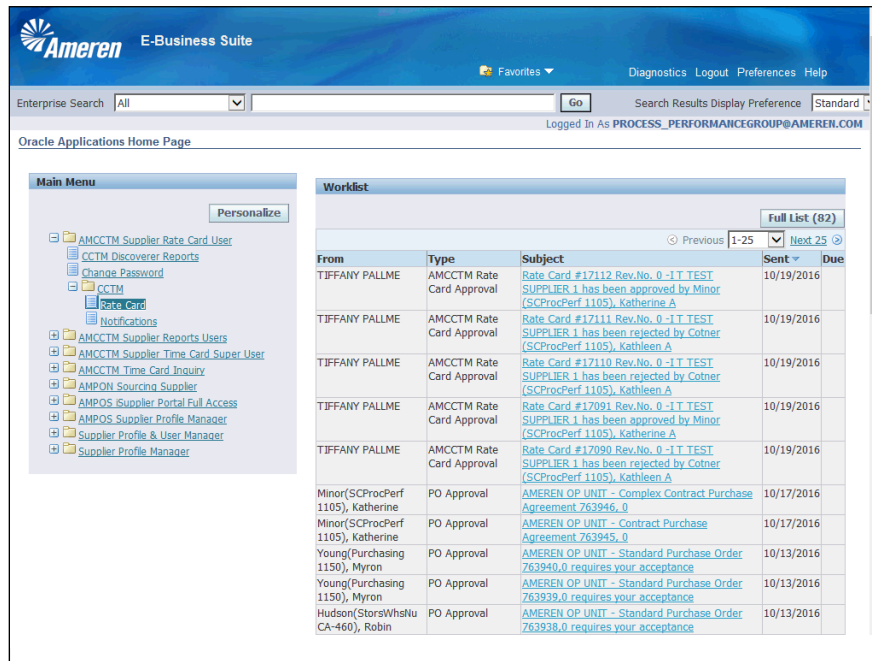
Rate Card Details

Select	*Craft Type	*Craft	*Craft Code Class	Work Local Type	*Rate Type	*UOM	*Rate (\$)	*Effective From	*Effective To	Change Reason
<input type="checkbox"/>	Labor	GENERAL FOREMAN	AA-NEW		DT	Hours	120	12/28/2015	01/06/2019	
<input type="checkbox"/>	Labor	PROJECT MANAGER	AA-NEW		ST	Hours	104.5	12/28/2015	01/06/2019	
<input type="checkbox"/>	Labor	PROJECT MANAGER	AA-NEW		OT	Hours	130.63	12/28/2015	01/06/2019	
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		ST	Hours	55	12/28/2015	01/06/2019	
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		OT	Hours	82.5	12/28/2015	01/06/2019	
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW		DT	Hours	110	12/28/2015	01/06/2019	
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		ST	Hours	115	12/28/2015	01/06/2019	
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		OT	Hours	145	12/28/2015	01/06/2019	
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Week	495.6	12/28/2015	01/06/2019	
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW		ST	Day	165.2	12/28/2015	01/06/2019	

Step	Action
7.	Otherwise, update open fields as required , Add an Attachment , populate the Approver field, and click the Save and Submit button as usual.

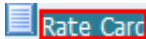
Save and Submit

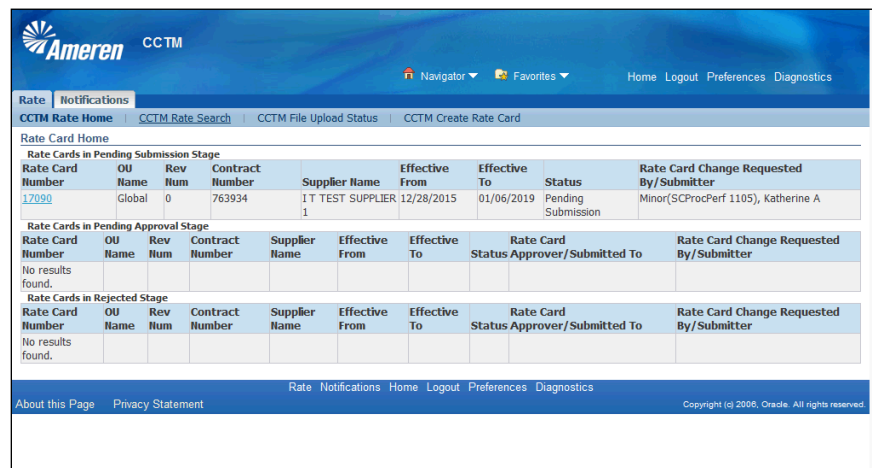
Rate Card Change Request (Online)



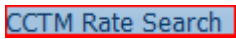
The screenshot shows the Ameren E-Business Suite interface. On the left is the Main Menu with a 'Personalize' button. The menu items include: AMCCCTM Supplier Rate Card User, CCTM Discoverer Reports, Change Password, CCTM, Rate Card, Notifications, AMCCCTM Supplier Reports Users, AMCCCTM Supplier Time Card Super User, AMCCCTM Time Card Inquiry, AMPON Sourcing Supplier, AMPON Supplier Portal Full Access, AMPON Supplier Profile Manager, Supplier Profile & User Manager, and Supplier Profile Manager. On the right is the Worklist, which displays a table of tasks. The table has columns for From, Type, Subject, Sent, and Due. The tasks listed are related to Rate Card Approvals and PO Approvals.

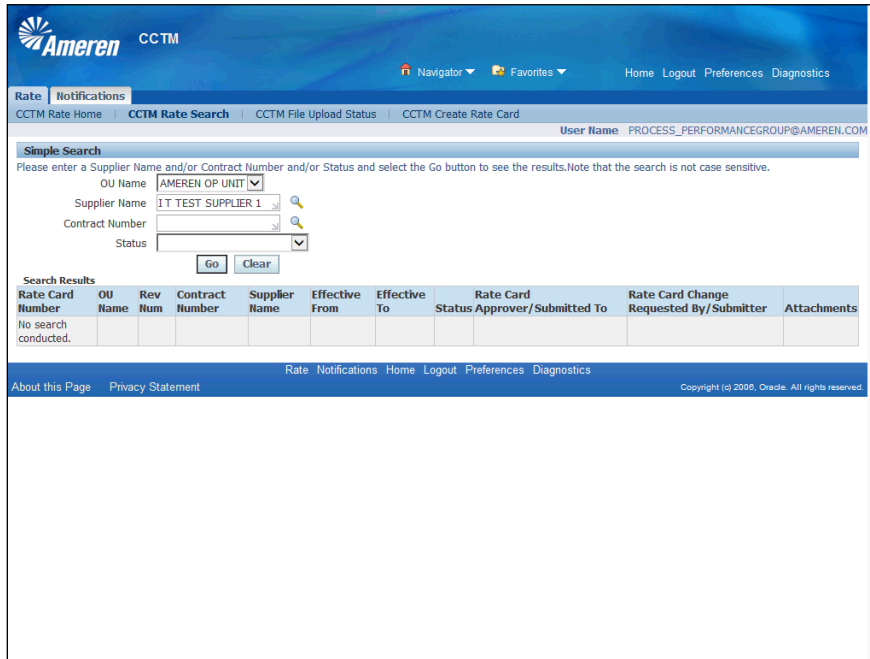
From	Type	Subject	Sent	Due
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17112 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17111 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Colner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17110 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Colner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17091 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17090 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Colner (SCProcPerf 1105), Kathleen A	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Complex Contract Purchase Agreement 763945_0	10/17/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 763945_0	10/17/2016	
Young(Purchasing 1150), Myron	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763940_0 requires your acceptance	10/13/2016	
Young(Purchasing 1150), Myron	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763939_0 requires your acceptance	10/13/2016	
Hudson(StorsWhsNu CA-460), Robin	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763938_0 requires your acceptance	10/13/2016	

Step	Action
1.	<p>New functionality will allow you to add additional Craft Combinations to an in-process manual Rate Card Change Request. To request Rate Card Changes, click to expand your AMCCTM Supplier Rate Card responsibility, click the CCTM folder, and then click the Rate Card link.</p> 

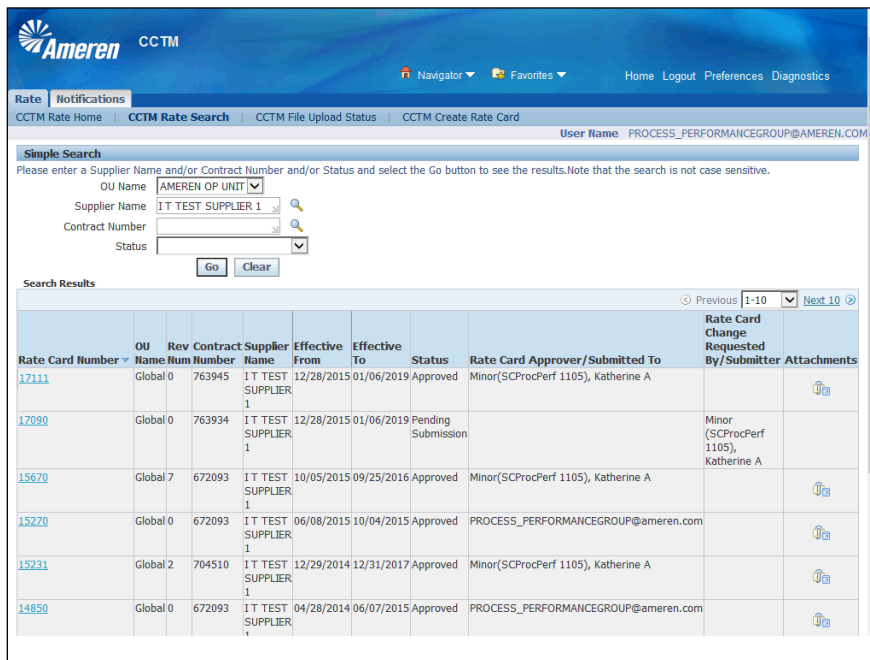


The screenshot shows the Ameren CCTM Rate Card Home page. It features a navigation bar with 'Rate' and 'Notifications' tabs. Below the navigation bar are links for 'CCTM Rate Home', 'CCTM Rate Search', 'CCTM File Upload Status', and 'CCTM Create Rate Card'. The main content area is divided into three sections: 'Rate Cards in Pending Submission Stage', 'Rate Cards in Pending Approval Stage', and 'Rate Cards in Rejected Stage'. Each section contains a table with columns for Rate Card Number, OU Name, Rev Num, Contract Number, Supplier Name, Effective From, Effective To, Status, and Rate Card Change Requested By/Submitter. The 'Pending Submission Stage' table shows one entry with Rate Card Number 17090, OU Name Global, Rev Num 0, Contract Number 763934, Supplier Name IT TEST SUPPLIER 1, Effective From 12/28/2015, Effective To 01/06/2019, Status Pending Submission, and Rate Card Change Requested By/Submitter Minor(SCProcPerf 1105), Katherine A. The other two sections show 'No results found.'

Step	Action
2.	<p>On your Rate Card Home Page, click the CCTM Rate Search link.</p> 



Step	Action
3.	Click the Go button.



Step	Action
4.	Click the Rate Card Number, 17111 in this example, for which you would like to request changes.

Rate Card Header
 Rate Card Number 17111 Supplier Name IT TEST SUPPLIER 1
 Revision Number 0 Effective From 12/28/2015
 Contract Number 763945 Effective To 01/06/2019

Rate Card Details

Indicates Modified - Indicates New - Indicates Rejected

Select	Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
<input checked="" type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		OT	Hours	105	12/28/2015	01/06/2019

Step	Action
5.	Click the Select box next to the Craft Combinations requiring changes, and click the Request changes button.

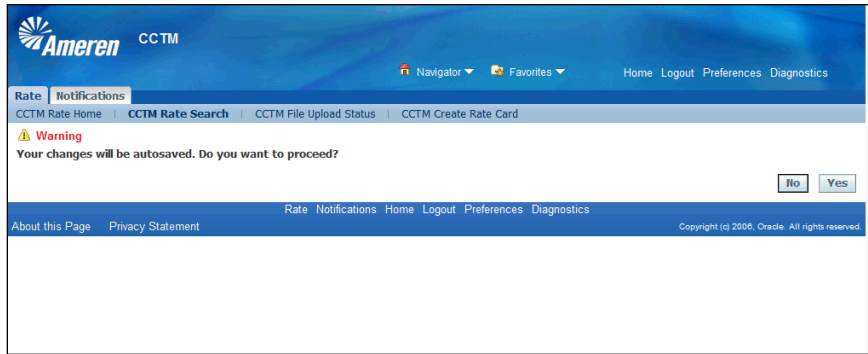
Rate Card Header
 RateCard Number 17111 Effective From 12/28/2015
 Revision Num 1 Effective To 01/06/2019
 Contract Number 763945
 Supplier Name IT TEST SUPPLIER 1


Rate Card Details

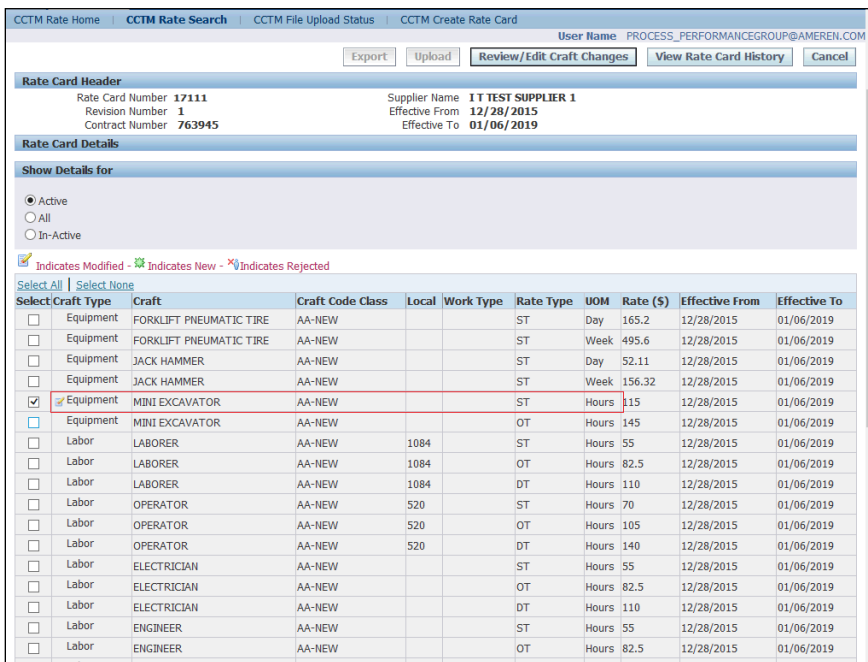
Add Another Row Delete from Change Request Add more Crafts


Select	Craft Type	Craft	Craft Code Class	Work Local Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To	Change Request
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		ST	Hours	115	12/28/2015	01/06/2019	

Step	Action
6.	On your Rate Card Details page, you now have the option to Add more Crafts as needed.



Step	Action
7.	<p>If you click to add additional Crafts, you will receive a warning message indicating Your changes will be auto saved. Do you which to proceed? Click the Yes button.</p> <p></p>



Step	Action
8.	<p>You will be taken back to your list of Craft Combinations. An Indicates Modified icon will be shown next to any Craft Combinations included in the current request. Click the Select box for any additional Craft Combinations.</p> <p>**Note the Craft Combination included in the current request was chosen in this example as well.</p> <p></p>

CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | CCTM Create Rate Card

User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Export Upload **Review/Edit Craft Changes** View Rate Card History Cancel

Rate Card Header

Rate Card Number 17111 Supplier Name IT TEST SUPPLIER 1
 Revision Number 1 Effective From 12/28/2015
 Contract Number 763945 Effective To 01/06/2019

Rate Card Details

Show Details for

Active
 All
 In-Active

Indicates Modified - Indicates New - Indicates Rejected

Select All | Select None

Select	Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Week	495.6	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	12/28/2015	01/06/2019
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	12/28/2015	01/06/2019
<input checked="" type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	12/28/2015	01/06/2019
<input checked="" type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW			OT	Hours	145	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		ST	Hours	55	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		ST	Hours	70	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		OT	Hours	105	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		OT	Hours	140	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	ELECTRICIAN	AA-NEW			ST	Hours	55	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	ELECTRICIAN	AA-NEW			OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	ELECTRICIAN	AA-NEW			OT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/>	Labor	ENGINEER	AA-NEW			ST	Hours	55	12/28/2015	01/06/2019

Step	Action
9.	Click the Review/Edit Craft Changes button.

Review/Edit Craft Changes

Ameren CCTM

Navigator Favorites Home Logout Preferences Diagnostics

Rate Notifications

CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | CCTM Create Rate Card

Rate: CCTM Rate Search >

* Indicates required field

Save and Submit Save Cancel Change Request View Rate Card History Cancel

TIP Submit Button will be enabled & Attachment Link will be visible once rate card is saved.

Rate Card Header

RateCard Number 17111 Effective From 12/28/2015
 Revision Num 1 Effective To 01/06/2019
 Contract Number 763945
 Supplier Name IT TEST SUPPLIER 1
 Approver

Attachments None Add

TIP Please save the changes before you Add/Modify the attachment.

Rate Card Details

Add Another Row Delete from Change Request Add more Crafts

Select All | Select None

Select	Craft Type	Craft	Craft Code Class	Work Local Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To	Change Request
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		ST	Hours	115	12/28/2015	01/06/2019	
<input type="checkbox"/>	Equipment	MINI EXCAVATOR	AA-NEW		OT	Hours	145	12/28/2015	01/06/2019	

TIP The Comments field is required when an existing Rate Card is modified.


Save and Submit Save Cancel Change Request View Rate Card History Cancel

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Step	Action
10.	When you Select a Craft Combination included in the current request , it will not be repopulated on the Rate Card Details page. Only the new Combination(s) chosen will be populated.
	Update all required fields: Rate, Effective From, and Change Request Reason, Add Attachment, Approver, and Save and Submit as usual.

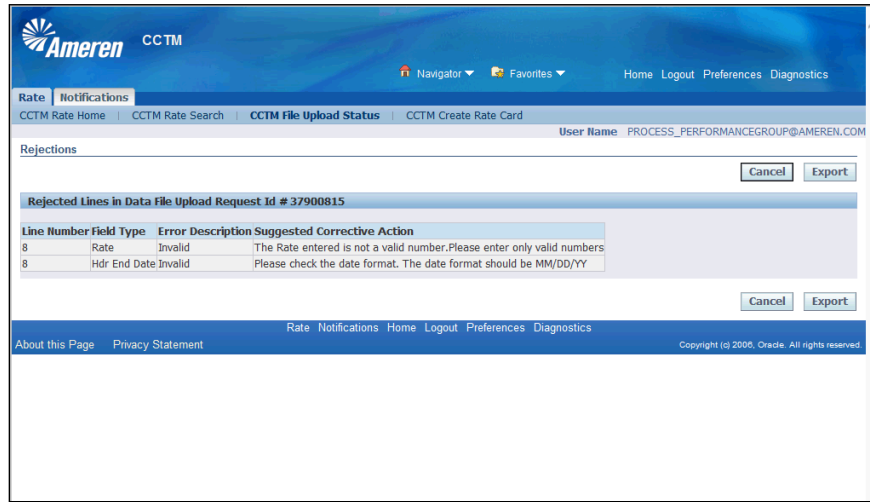
Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Lines	Date	Details	Comments
Rate Card	37900815	IT Test Supplier RC 763934.csv	Completed	27	0	1	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Rate Card	37900813	IT Test Supplier RC 763934.csv	Failed	0	0	0	10/19/2016		AMCCTM Rate Card Upload File Validation Failed. View details for more information.
Rate Card	37900800	IT Test Supplier RC 763945.csv	Completed	28	0	0	10/19/2016		The Rate Card# 17112 has been created successfully.
Rate Card	37900796	IT Test Supplier RC 763945.csv	Completed	28	0	0	10/19/2016		The Rate Card# 17111 has been created successfully.
Rate Card	37900788	IT Test Supplier RC 763945.csv	Completed	28	0	0	10/19/2016		The Rate Card# 17110 has been created successfully.
Rate Card	37899729	IT Test Supplier RC 763945.csv	Completed	28	0	0	10/17/2016		The Rate Card# 17091 has been created successfully.
Rate Card	37899725	IT Test Supplier RC 763934.csv	Completed	28	0	0	10/17/2016		The Rate Card# 17090 has been created successfully.

TIP Job History will be displayed for 60 days from the load date
TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
11.	<p>Finally, new Rate Card functionality will include additional and more robust error messages in the Rate Card upload process. When a new Rate Card or Rate Card change upload is completed with 1 or more Rejected Lines, click the Details icon to view Rejection Details.</p> 

Line Number	Field Type	Error Description	Suggested Corrective Action
7	Craft Name	Invalid Record	Field value length exceeded for Record num 7Maximum length allowed 100

Step	Action
12.	<p>Suggested Corrective Actions will provide more detailed information. For instance, when a Craft Name exceeds the maximum number of characters allowed.</p>



Step	Action
13.	Other examples include a Rate entered with a \$, or cell format is changed in a Header End Date field of the Excel template.

TIME CARD ENHANCEMENTS: INTRODUCTION

Time Card Restrictions for Pending Rate Card Changes: Original CCTM functionality allowed the Supplier to submit Time Cards against Rate Card Craft combinations for which changes were Pending Submission or Approval. As a result, Time Cards were submitted with incorrect rates, requiring additional time to reconcile. New functionality will not allow the addition of Craft combinations to a Time Card when changes are Pending Submission or Approval, with Effective Dates covering the entire Time Card period. When a rate change is pending with Effective Dates covering a portion of the Time Card period, units/hours can only be reported for dates not included in the change.

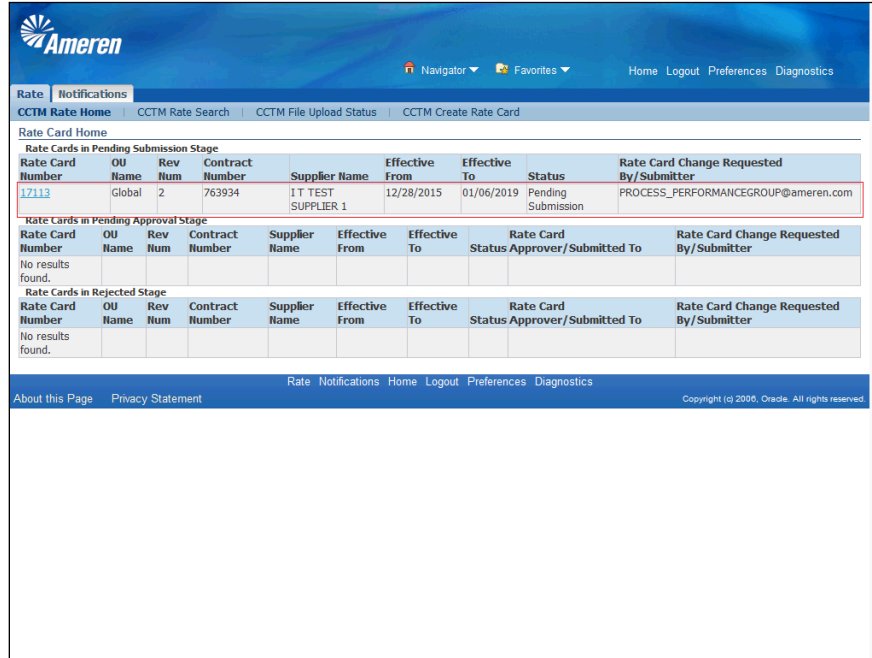
Time Card Requirements for Diverse Subcontractor: In an attempt to improve tracking the inclusion and spend for Diverse Subcontractors, two new fields have been added to the Time Card: Diverse Subcontractor and Subcontractor Name. When reporting Labor or Equipment details against a Time & Materials type Purchase Order, or Milestones against a Fixed Price Purchase Order, if the work was completed by a Diverse Subcontractor, the Supplier is expected to report the same and include the Subcontractor Name.

Time Card Draft Enhancements: In the process of creating a manual Time & Materials Time Card, when the Supplier user clicks the Add Craft or Add Equipment button, the Rate will now be displayed for every Rate Card Craft Combinations. To streamline the Lien Waiver process and ensure a more timely payment release, when a CCTM Purchase Order is placed with Lien Waiver = Yes, Supplier users can attach required documentation to applicable Time Cards. With new functionality, a Tip message will be displayed in any Time Card Draft referencing this type of Purchase Order, indicating the same. When a Time Card is uploaded with errors or incorrect data, the associated line(s) are shown as unsuccessful, with error messages displayed for each line. However, original CCTM functionality displayed only one error message per Time Card line. As a result the Supplier was forced to upload a Time Card multiple times in order to view all errors. New CCTM functionality will display more error messages per line, per upload, enabling the Supplier to make more changes at once and reduce the number of subsequent upload attempts. Further, all error messages were re-evaluated and updated, to make them more informational. Finally, an Export button was added to the error Details page, allowing Suppliers to view all errors via MS Excel. For some CCTM Purchase Orders there are a significant number of Jobs associated or assigned, resulting in system performance issues. In these situations Supplier users, attempting to submit hefty Time Cards, have experienced an extended delay in the process. The Time Card process was re-evaluated, with implemented changes resulting in significant improvements in efficiency for: Supplier Time Card upload/Supplier review and submittal of uploaded Time Card draft/Supplier manual Time Card entry/Approver review and action for pending Time Cards.

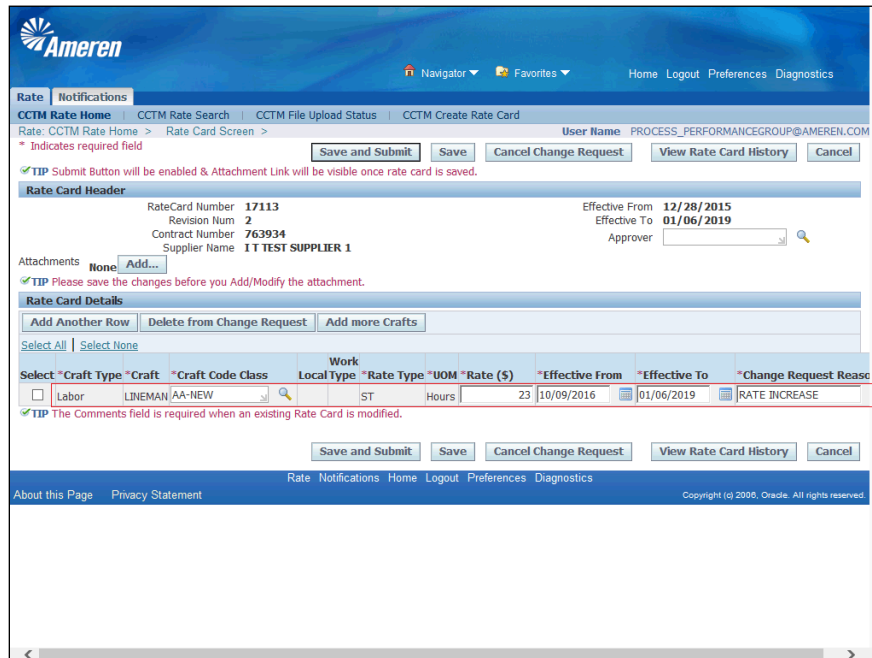
Time Card Restriction for PO with No Contract Number: Previously, if a Supplier attempted to submit a Time Card against a CCTM PO, placed with no Contract number referenced, an error message was displayed indicating no Rate Card exists for the PO/Time Card Week End date combination. However, when the Contract Number was added to the PO, it did not flow into CCTM and the Supplier user continued to receive the error. New functionality will not allow the Supplier to upload or create a manual Time Card if the PO does not have a Contract reference, with an error message displayed indicating the same. Now a Buyer can take action to update the PO Line reference accordingly, with successful Time Card submittal thereafter.

Time Card Action for Contract Number Change: In some circumstances, after a Time Card is created a user realizes the PO is referencing an incorrect Contract Number. Previously, when the PO was updated to reference the correct Contract, it was not reflected in CCTM, requiring IT intervention to perform a fix. New functionality allows the deletion of Time Cards in any of the following statuses, when there are no Time Cards in Receipt status: Draft/Pending Approval/Approved/Rejected. With these conditions met, a Buyer can now update the PO to reference the correct Contract. Thereafter, the Supplier can resubmit Time Cards against the PO, now including the appropriate Rate Card details.

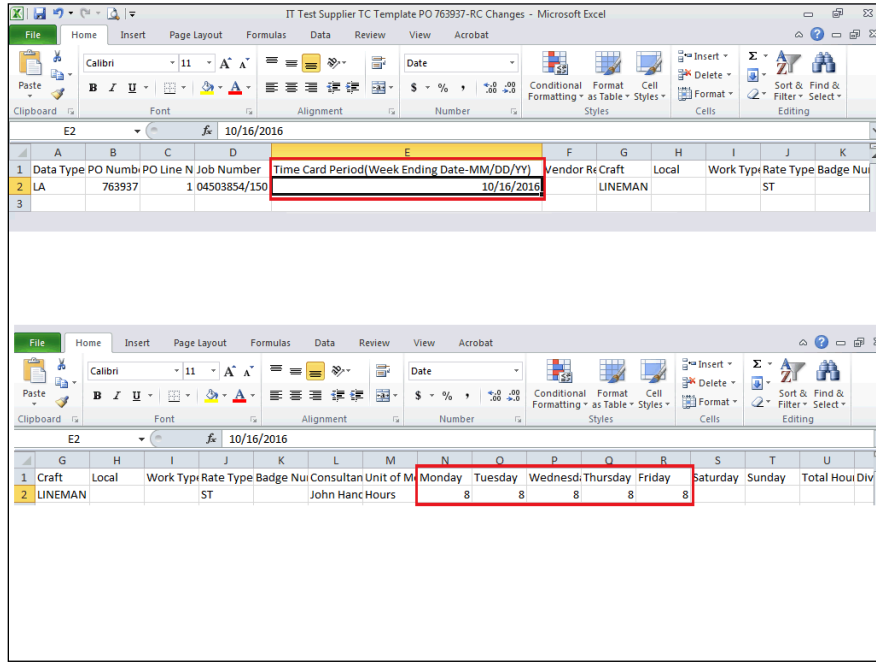
Time Card Restrictions for Rate Card Changes



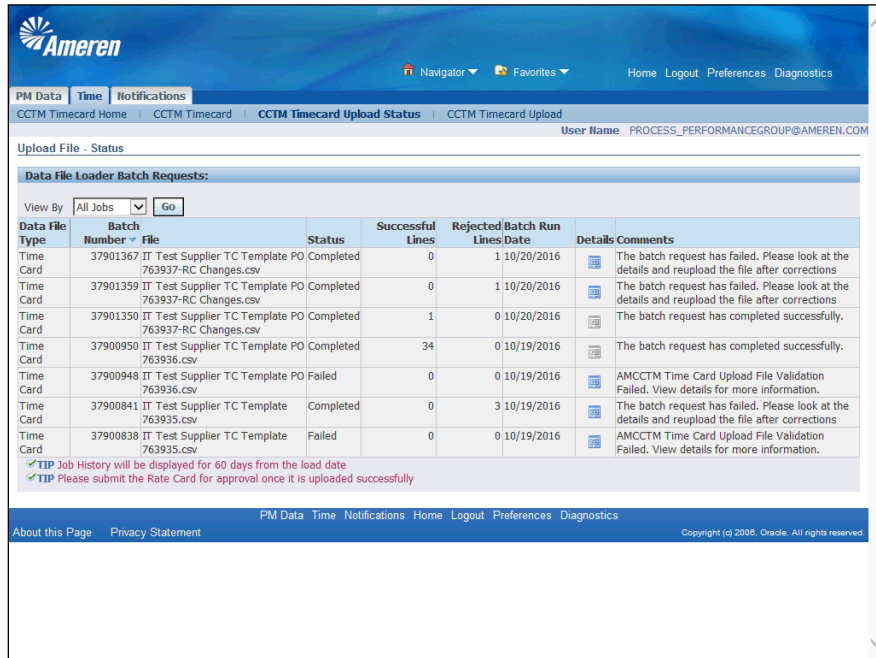
Step	Action
1.	With new functionality when a Rate Card Craft Combination is Pending Submission or Approval ...



Step	Action
2.	For example, when a Change Request is Pending Submission for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/09/2016 ...



Step	Action
3.	...and a Time Card is uploaded, including the pending Craft Combination, referencing a Week End Period covering ALL dates included in the pending Rate Change ...



Step	Action
4.	...the upload will complete with Rejected Time Card lines. Click the Details icon to view failure reasons and Suggested Corrective Action(s) .

Rejected Lines in Data File Upload Request Id # 37901367

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (10-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (11-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (14-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (13-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (12-OCT-16). Please contact the Buyer

Step	Action
5.	The Rate field Error Description will be shown as Invalid and the Suggested Corrective Action field will display a detailed explanation for every Date within the Time Card period reported against the pending Craft Combination.

Rate Card Header

RateCard Number: 17113
 Revision Num: 2
 Contract Number: 763934
 Supplier Name: I T TEST SUPPLIER 1

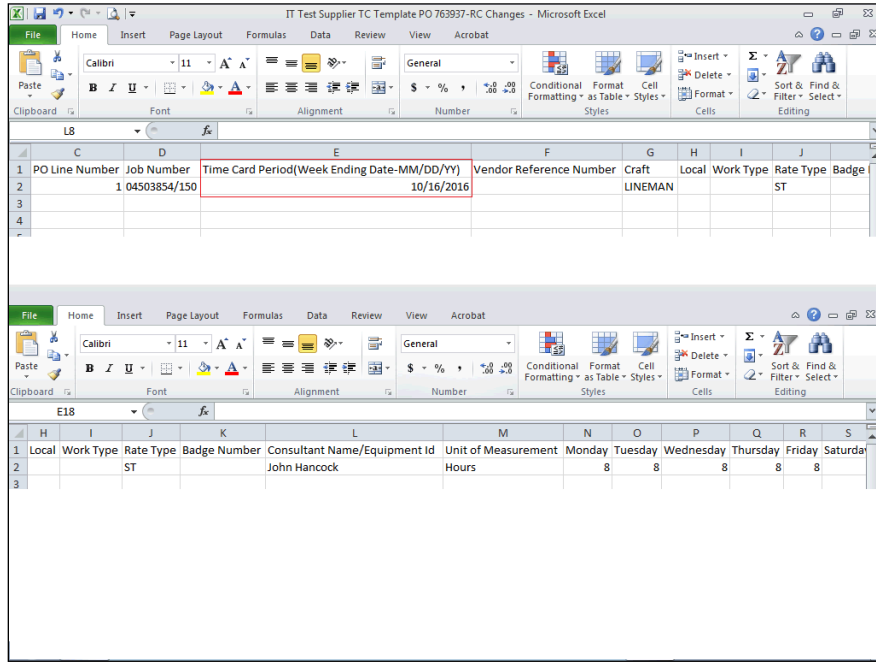
Effective From: 12/28/2015
 Effective To: 01/06/2019

Rate Card Details

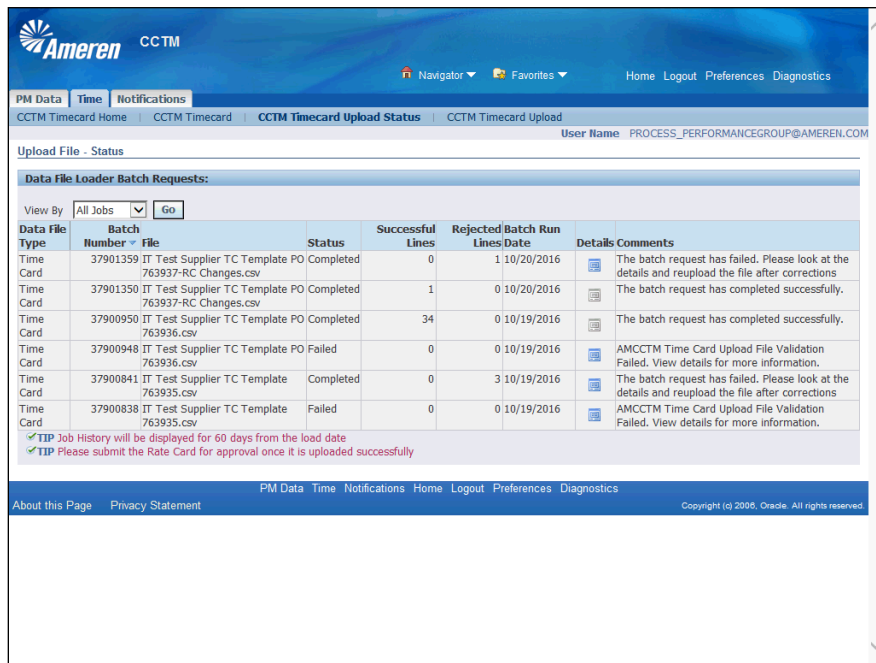
*Craft Type	*Craft	*Craft Code Class	Local Work Type	*Rate Type	*UOM	Rate (\$)	Effective From	Effective To	*Change Request Reason
Labor	LINEMAN	AA-NEW		ST	Hours	20	12/28/2015	01/06/2019	RATE INCREASE
						23	10/13/2016		


TIP The Comments field is required when an existing Rate Card is modified.

Step	Action
6.	Similarly, when a Change Request is Pending Submission or Approval, for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/13/2016...



Step	Action
7.	...and a Time Card template is uploaded referencing the Week End Period within which Rate Changes are pending...



Step	Action
8.	The upload batch will be Completed with that Line Rejected. Click the Details icon to view failure reasons and Suggested Corrective Action(s) . 

Rejections

Rejected Lines in Data File Upload Request Id # 37901359

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Rate	Invalid	The rate for the selected craft is in change pending status from (13-OCT-16) in the rate card(17113) so do not enter the time for (14-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (13-OCT-16) in the rate card(17113) so do not enter the time for (13-OCT-16). Please contact the Buyer

Step	Action
9.	However, the Rate field Error Description will be shown as Invalid , and the Suggested Corrective Action field will display a detailed explanation ONLY for those Dates within the Time Card period reported against the pending Craft Combination, on or after the pending Effective Date .

Rate Card Header

RateCard Number 17113 Effective From 12/28/2015
 Revision Num 1 Effective To 01/06/2019
 Contract Number 763934
 Supplier Name IT TEST SUPPLIER 1

Rate Card Details

*Craft Type	*Craft	*Craft Code Class	Local Work Type	*Rate Type	*UOM	Rate (\$)	Effective From	Effective To	*Change Request Reason
Labor	ENGINEER	AA-NEW		ST	Hours	55	12/28/2015	01/06/2019	RATE INCREASE
						60	10/09/2016		

*Indicates required field

TIP The Comments field is required when an existing Rate Card is modified.

Step	Action
10.	When a manual Time Card is created with Rate Card changes pending, for example, Engineer/ST/Hours , with an Effective From date of 10/09/2016 .

PU REVISION 0
Lien Waiver Y

Supplier Name I T TEST SUPPLIER 1
Buyer Hudson(StorsWhsNu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/16/2016** Total Hours Total Ar
Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** 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

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 Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select Status	PO Line Number	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct	Tue, Oct	Wed, Oct	Thu, Oct	Fri, Oct	Sat, Oct	Sun, Oct	Total Hours/Unit
No results found.											10	11	12	13	14	15	16	

Return to Timecard Search

Approver

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Step	Action
11.	When you click the Add Craft button within the Time Card Draft Labor tab... <input type="button" value="Add Craft"/>

Search and Select List of Values - Internet Explorer

Search and Select: Add Craft

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select All | Select None

Select Craft	Local	WorkType	Rate Type	Unit Of Measurement	Rate	Start Date Active	End Date Active
<input type="checkbox"/> ELECTRICIAN			DT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/> ELECTRICIAN			OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/> ELECTRICIAN			ST	Hours	55	12/28/2015	01/06/2019
<input type="checkbox"/> ENGINEER			DT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/> ENGINEER			OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			DT	Hours	140	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			OT	Hours	105	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			ST	Hours	70	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN 11			ST	Hours	145	12/28/2015	01/06/2019

Return to Timecard Search

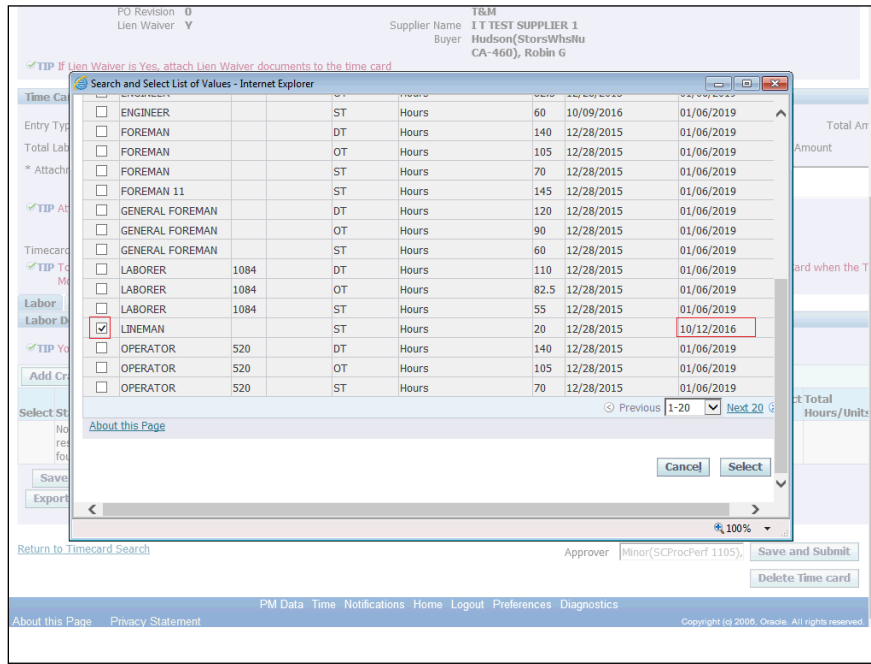
Approver

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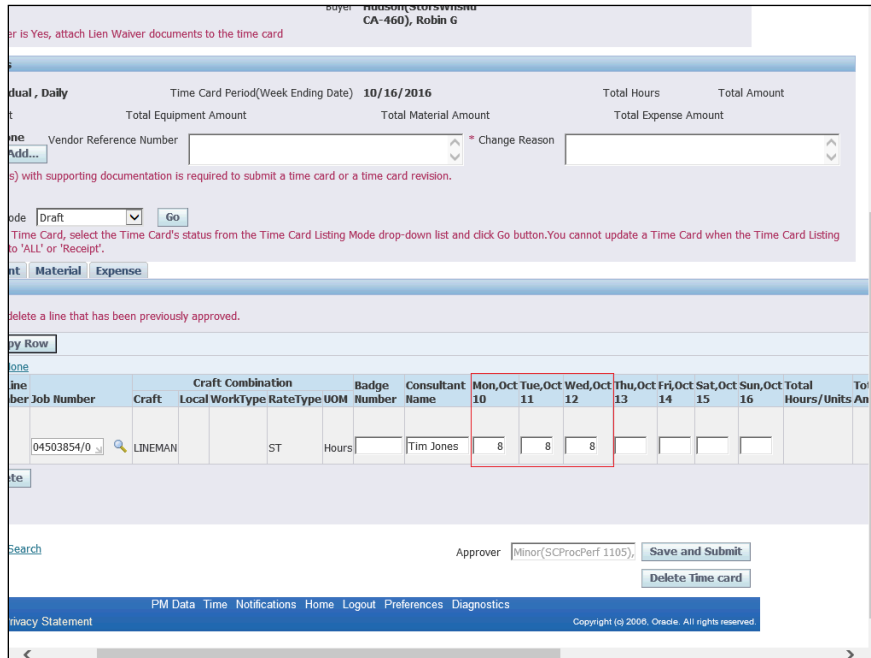
Step	Action
12.	...and click the Go button to search for and Select the Craft Combinations for which you wish to report weekly details, the Engineer/ST Craft Combination will not be available to select.

Step	Action
13.	Similarly, when a Change Request is Pending Submission or Approval, for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/13/2016 ...

Step	Action
14.	When you click the Add Craft button within the Time Card Draft... <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Add Craft</div>

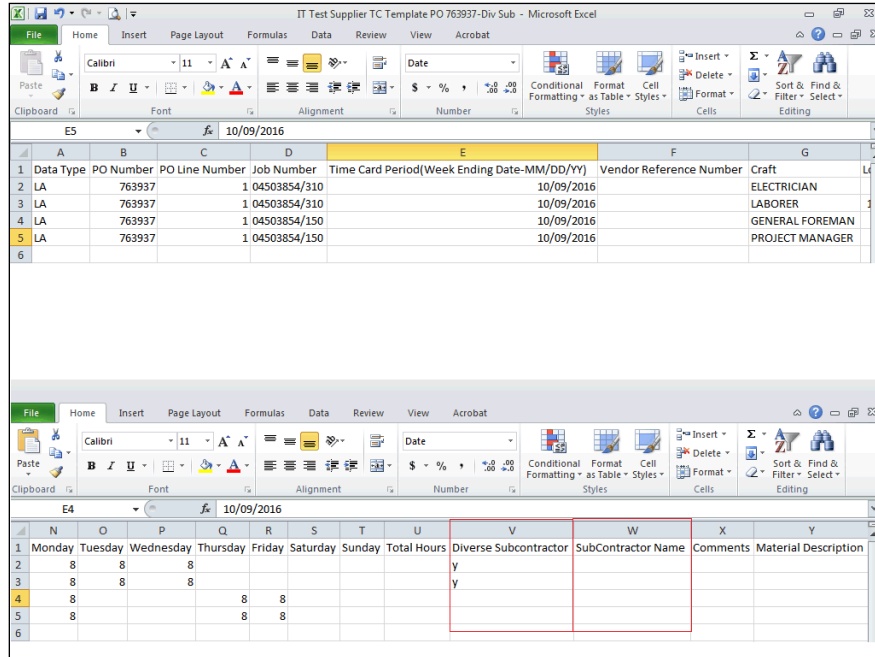


Step	Action
15.	...and click the Go button to search for and Select the Craft Combinations for which you wish to report weekly details, Lineman/ST will be displayed with an Effective To date of 10/12/2016 , allowing you to add it to your Time Card draft.



Step	Action
16.	However, you will only be allowed to report units/hours against dates for which changes are not pending . In this example you can only report Hours for Oct 10, 11, and 12 , given the pending Rate Change is Effective From Oct 13 .


Time Card Requirements for Diverse Subcontractor



Step	Action
1.	<p>Your Time Card Excel template will now include two additional Columns in the Labor/Equipment section: Diverse Subcontractor and Subcontractor Name. When reporting Labor or Equipment details for each Craft Combination, if the work was completed by a Diverse Subcontractor, enter an upper or lower case Y for each applicable Time Card Line.</p> <p>When a Y is entered you must also enter the Subcontractor Name accordingly. For all non-applicable Labor/Equipment lines, leave both fields blank.</p>

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37901384	IT Test Supplier TC Template PO 763937-Div Sub.csv	Completed	2	0	2/10/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901381	IT Test Supplier TC Template PO 763937-Div Sub.csv	Completed	0	4	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901374	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901367	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901359	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901350	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	1	0	10/20/2016		The batch request has completed successfully.
Time Card	37900950	IT Test Supplier TC Template PO 763936.csv	Completed	34	0	0/10/19/2016		The batch request has completed successfully.
Time Card	37900948	IT Test Supplier TC Template PO 763936.csv	Failed	0	0	0/10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.
Time Card	37900841	IT Test Supplier TC Template PO 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template PO 763935.csv	Failed	0	0	0/10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

TIP Job History will be displayed for 60 days from the load date
TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
2.	When these new fields are not populated correctly within the Excel template, your Time Card upload will complete with Rejected Lines . Click the Details icon to view failed Line Numbers and Suggested Corrective Action(s) . 

Rejections

Cancel Export

Rejected Lines in Data File Upload Request Id # 37901384

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Subcontractor Name	Invalid	The Subcontractor name is null when Diverse Subcontractor is checked ,Please enter Subcontractor Name.
2	Subcontractor Name	Invalid	The Subcontractor name is null when Diverse Subcontractor is checked ,Please enter Subcontractor Name.

Cancel Export

Step	Action
3.	In this example, a Time Card was uploaded with the Diverse Subcontractor field populated, while the Subcontractor Name field was left blank for each corresponding line.

Step	Action
4.	When creating a manual Time & Materials Time Card, populate Select the PO and Week Ending Date fields, and click the Go button.

Select	PO Line Number	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Number	Name	26	27	28	29	30	01	02	Total Hours/Uni
No results found.																		

Step	Action
5.	In your Labor tab, click the Add Craft button to search for and Select Craft Combinations as usual.

Buyer: Hudson(StorsWhsu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/02/2016** Total Hours: **0** Total Amount: **5**

Total Labor Amount: **0.00** Total Equipment Amount: **52.11** Total Material Amount: **0.00** Total Expense Amount: **0.00**

* Attachments [View](#) [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: [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 T Mode is set to 'ALL' or 'Receipt'.

Labor [Equipment](#) [Material](#) [Expense](#)

Labor Details

TIP You cannot delete a line that has been previously approved.

[Add Craft](#) [Copy Row](#)

Select All | [Select None](#)

Select	Status	PO Line Number	Job Number	Craft	Craft Combination Local WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Oct 02	Total	Total	Diverse	Subcontractor Name	Comments	
											Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours/Units	Amount	Subcontractor?			
<input type="checkbox"/>	Draft	1	04503854/150	ELECTRICIAN			ST	Hours		Tom Jones	8	8	8								<input type="checkbox"/>	ABC Company Inc	

[Save](#) [Delete](#) [Export Labor](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

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Step	Action
6.	Populate the PO Line Number and/or Job Number , Consultant Name and Date fields for each Craft Combination.

EN OP UNIT
4 Training EMPRV

ST SUPPLIER 1
in(StorsWhsu CA-460), Robin G

10/02/2016 Total Hours Total Amount
Total Material Amount Total Expense Amount

* Change Reason

ard revision.

p-down list and click Go button.You cannot update a Time Card Listing

Badge Number	Consultant Name	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Oct 02	Total Hours/Units	Total Amount	Diverse	Subcontractor Name	Comments
	Tom Jones	8	8	8							<input checked="" type="checkbox"/>	ABC Company Inc	

Approver: [Save and Submit](#)

Step	Action
7.	If the work was completed by a Diverse Subcontractor, click the Diverse Subcontractor? Select box for each applicable Time Card Line , and populate the Subcontractor Name field accordingly. For all non-applicable Labor lines , leave both fields blank. Press the left mouse button over the scrollbar and drag the mouse to the desired location.

PO Header Details

PO Number: 763937 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training EMPRV
 PO Revision: 0 Supplier Name: I T TEST SUPPLIER 1
 Lien Waiver: Y Buyer: Hudson(StorsWhsltu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours Total Amount

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None Vendor Reference Number: [Add...] * 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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Add Craft Copy Row

Select All Select None

Select	Status	PO Line	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, 26	Sep, 27	Tue, 28	Wed, 29	Thu, 30	Fri, 01	Sat, 02	Oct
<input type="checkbox"/>	Draft	1	04503854/150	ELECTRICIAN		ST		Hours		Tom Jones									

Save Delete

Export Labor

Return to Timecard Search Approver: Minor(SCProcPerf 1105) Save and Submit

Step	Action
8.	Click the Equipment tab.

PO Header Details

PO Number: 763937 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training EMPRV
 PO Revision: 0 Supplier Name: I T TEST SUPPLIER 1
 Lien Waiver: Y Buyer: Hudson(StorsWhsltu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours Total Amount

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None Vendor Reference Number: [Add...] * 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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | Material | Expense

Equipment Details

TIP You cannot delete a line that has been previously approved.

Add Equipment Copy Row

No results found.

Select	Status	PO Line	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Equipment Id	Mon, 26	Sep, 27	Tue, 28	Wed, 29	Thu, 30	Fri, 01	Sat, 02	Oct	Total Hours/Units

Save Delete

Export Equipments

Return to Timecard Search Approver: Minor(SCProcPerf 1105) Save and Submit Delete Time card

Step	Action
9.	Click the Add Equipment button to Search for and Select Craft Combinations as usual.

PO Header Details

PO Number: 763937 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training EMPRV
 PO Revision: 0 TRM
 Lien Waiver: Y Supplier Name: 11 TEST SUPPLIER 1
 Buyer: Hudson(StorsWhsltu
 CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours Total Am
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None 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: Draft

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | Material | Expense

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment Id	Craft Combination				
										Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30
<input type="checkbox"/>	Draft	1	04503854/310	Equipment	JACK HAMMER		ST	Day	JH6387	1				

Step	Action
10.	Populate the PO Line Number and/or Job Number , Equipment Id , and Date fields for each Craft Combination.

AMEREN OP UNIT
 CCTM4 Training EMPRV
 11 TEST SUPPLIER 1
 Hudson(StorsWhsltu
 CA-460), Robin G

10/02/2016 Total Hours Total Amount
 Total Material Amount Total Expense Amount

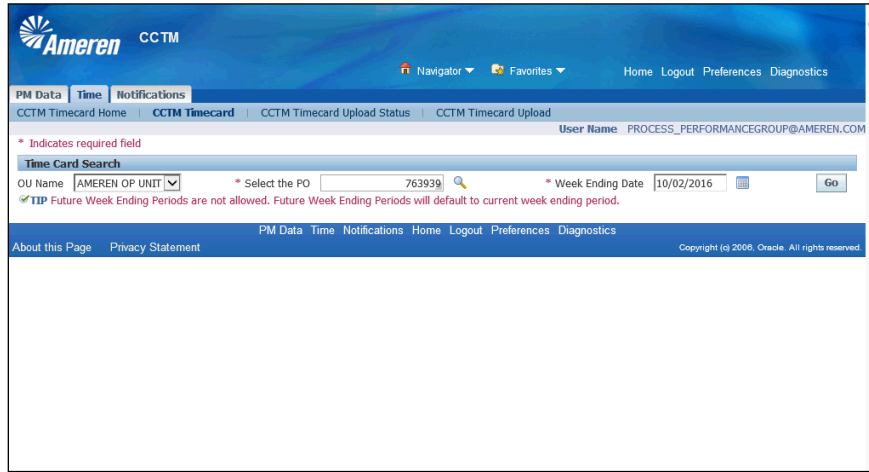
* Change Reason:


card revision.

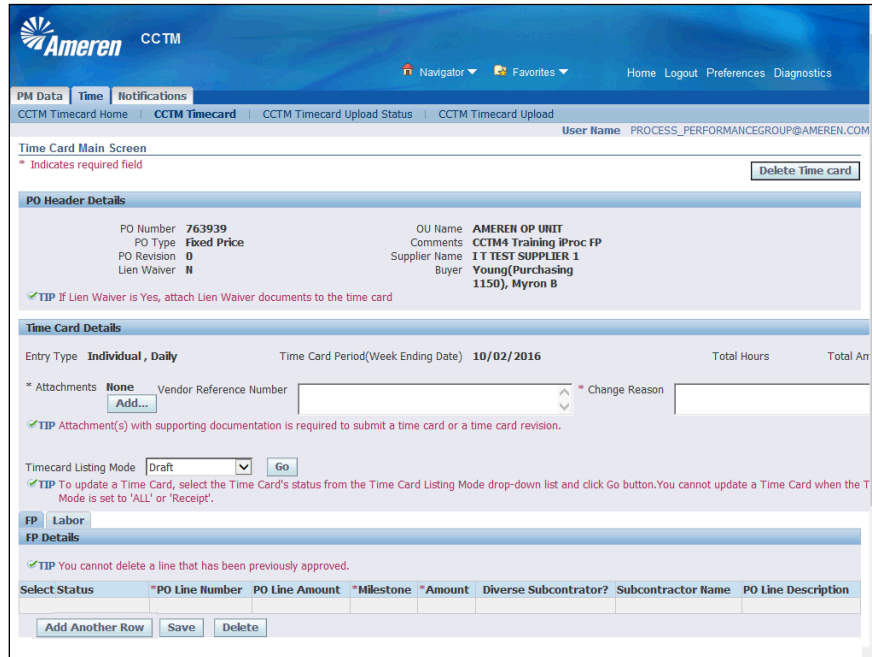
drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing

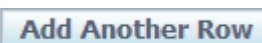
EQUIPMENT Id	Mon, Sep 26							Total Hours/Units	Total Amount	Diverse		Comments
	26	27	28	29	30	01	02			Subcontractor?	Subcontractor Name	
JH6387	1								<input checked="" type="checkbox"/>	Jack's Equipment Inc		

Step	Action
11.	For any Equipment details related to the use of a Diverse Subcontractor, click the Diverse Subcontractor? Select box for each applicable Time Card Line , and populate the Subcontractor Name field accordingly. For all non-applicable Equipment lines, leave both fields blank.



Step	Action
12.	When creating a manual Fixed Price Time Card, populate Select the PO and Week Ending Date fields, and click the Go button. 



Step	Action
13.	Within the FP tab click the Add Another Row button. 

PO Number 763939 OU Name AMEREN OP UNIT
 PO Type Fixed Price Comments CCTM4 Training iProc FP
 PO Revision 0 Supplier Name I T TEST SUPPLIER 1
 Lien Waiver II Buyer Young(Purchasing 1150), Myron B

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Am

* Attachments **None** Vendor Reference Number * Change Reason

Timecard Listing Mode **Draft**

FP Labor

FP Details

Select All | Select None

Select Status	PO Line Number	Amount	Milestone	Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	1	15,000.00	Phase 1 Step 10 Comple	1,000.00	<input checked="" type="checkbox"/>	ABC Company	CCTM4 Training iProc FP
<input type="checkbox"/> Draft	2	15,000.00	Project Nbr 2 50% Complete	7500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

Return to Timecard Search Approver Minor(SCProcPerf 1105)

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Step	Action
14.	Enter PO Line Number and/or Job Number, Milestone, and Amount as applicable for each Time Card Line. If work was completed by a Diverse Subcontractor, for a reported Milestone, click the Diverse Subcontractor? Select box for each applicable Time Card Line , and populate the Subcontractor Name field accordingly.

PO Number 763939 OU Name AMEREN OP UNIT
 PO Type Fixed Price Comments CCTM4 Training iProc FP
 PO Revision 0 Supplier Name I T TEST SUPPLIER 1
 Lien Waiver II Buyer Young(Purchasing 1150), Myron B

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Am

* Attachments **View** Vendor Reference Number * Change Reason

Timecard Listing Mode **Draft**

FP Labor

FP Details

Select All | Select None

Select Status	PO Line Number	Amount	Milestone	Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	1	15,000.00	Phase 1 Step 10 Comple	1,000.00	<input checked="" type="checkbox"/>	ABC Company	CCTM4 Training iProc FP
<input type="checkbox"/> Draft	2	15,000.00	Project Nbr 2 50% Comp	7,500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

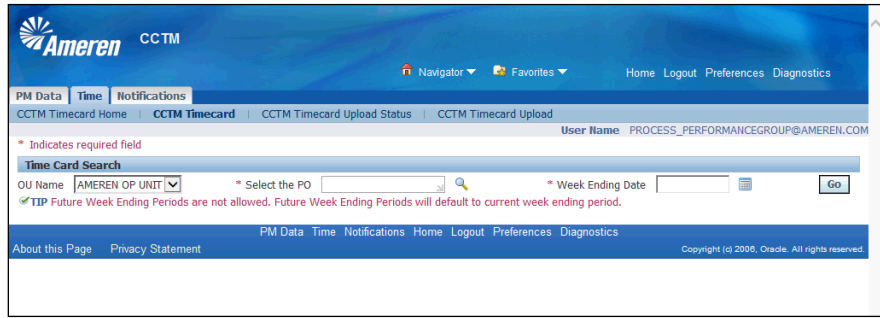
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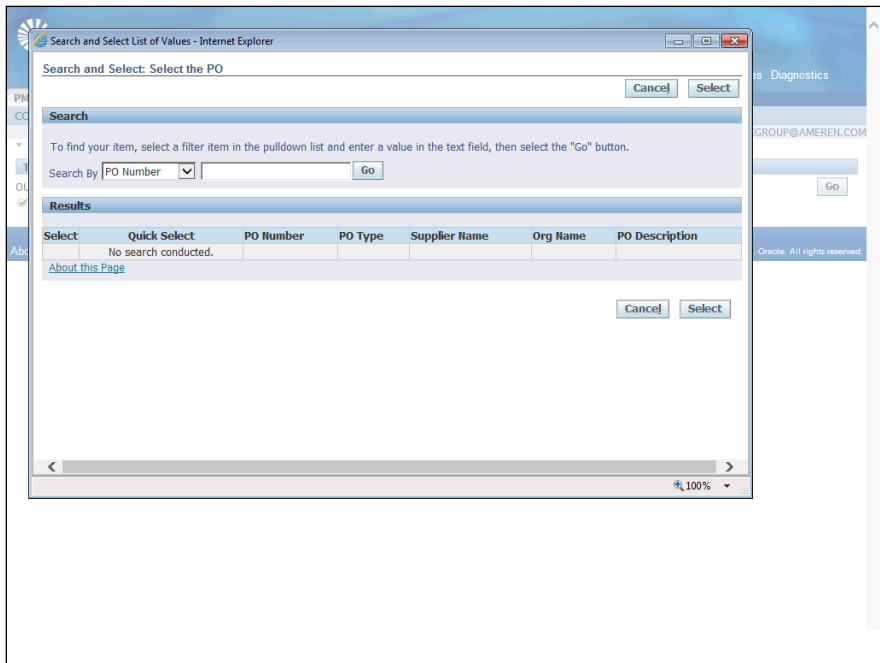
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Step	Action
15.	For all non-applicable Milestone lines , leave both fields blank. When your manual Time Card is completed, add an Attachment , and click the Save and Submit button as usual.

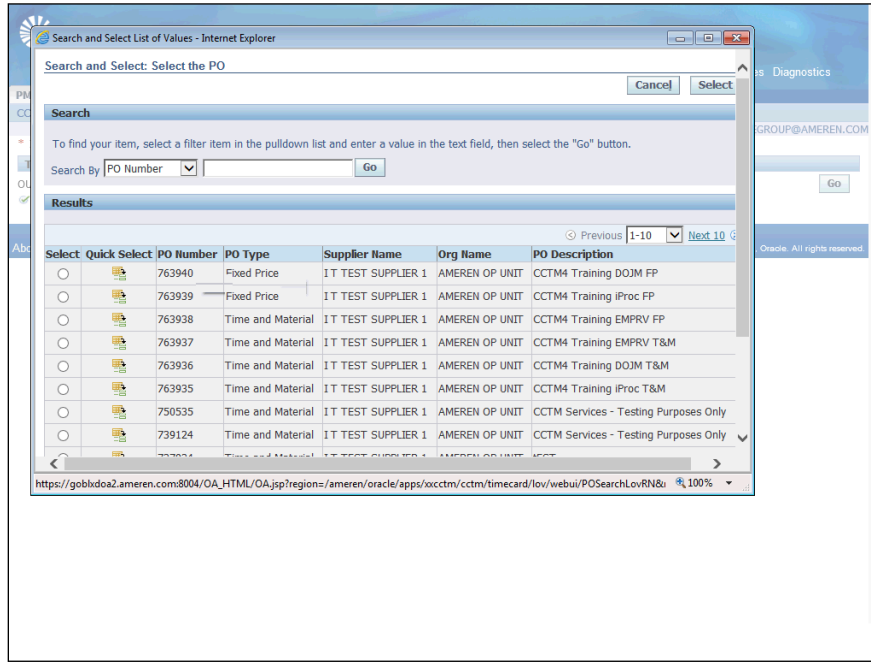
Time Card Draft Enhancements



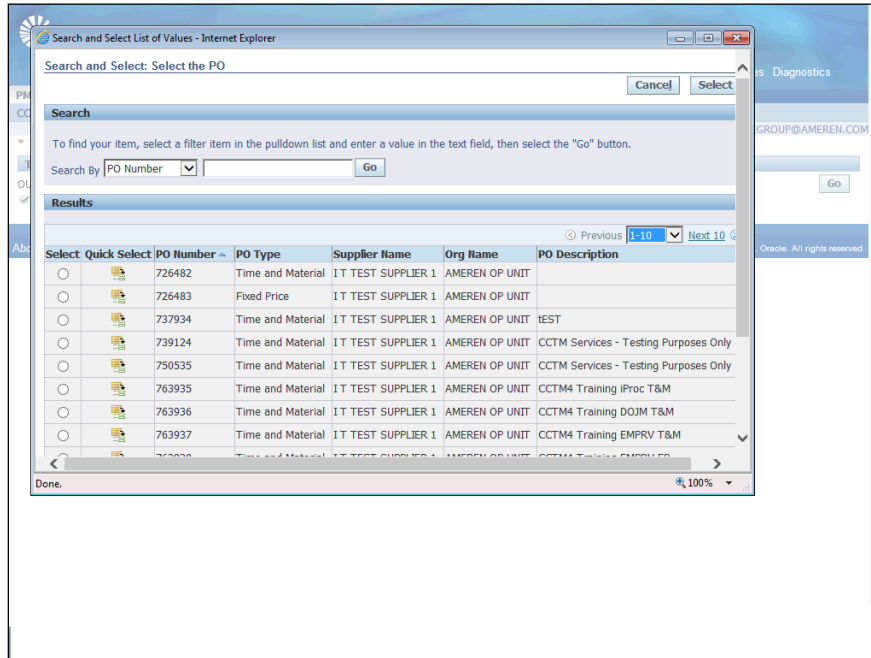
Step	Action
1.	When creating a manual Time Card (Fixed Price or Time and Material), you can click the Select the PO icon to search for a PO Number.



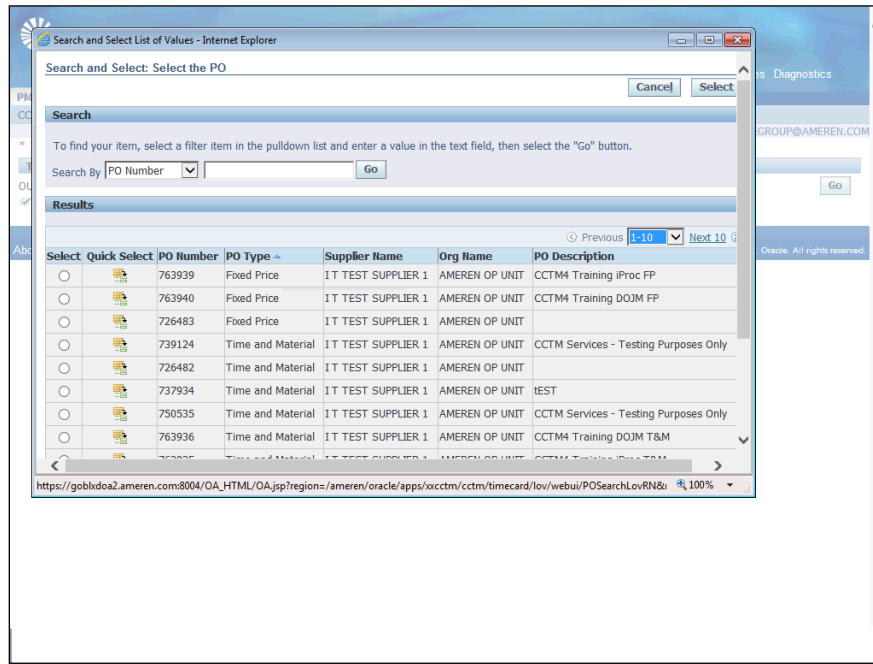
Step	Action
2.	Click the Go button to view all valid PO Numbers.



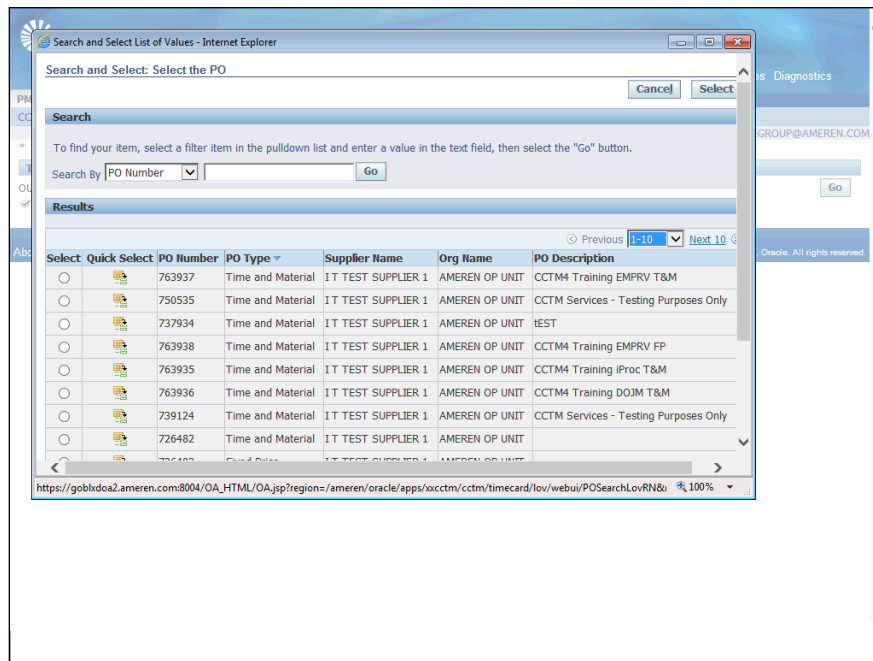
Step	Action
3.	<p>With new functionality, initial search results will now be displayed sorted by PO Number, in descending order. Results can then be further sorted in Descending or Ascending order, by clicking Column Headers.</p> <p>Click the PO Number column to sort in ascending order.</p> <p>PO Number</p>



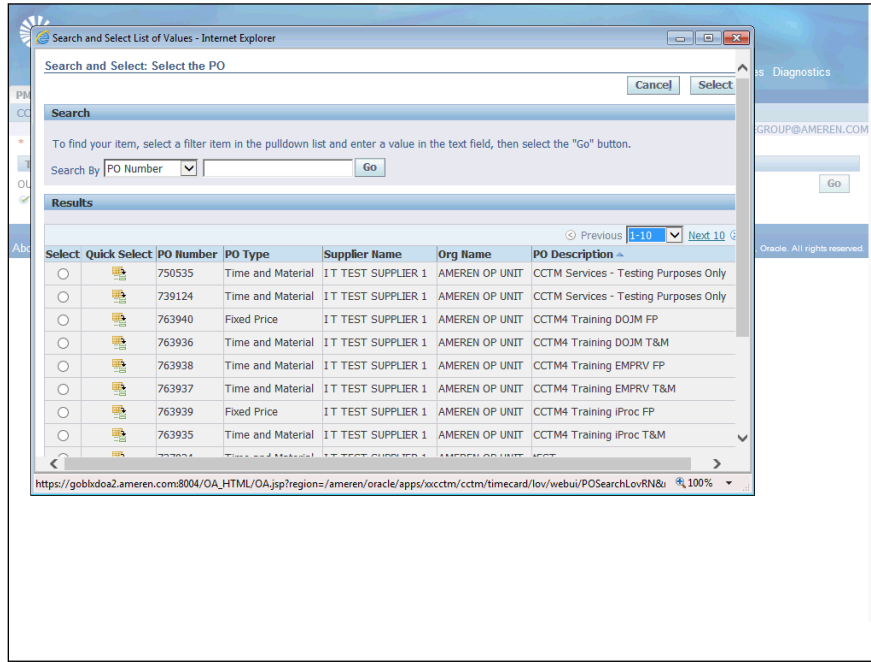
Step	Action
4.	<p>Click the PO Type column to sort results in descending order, from Fixed Price to Time and Material.</p> <p>PO Type</p>



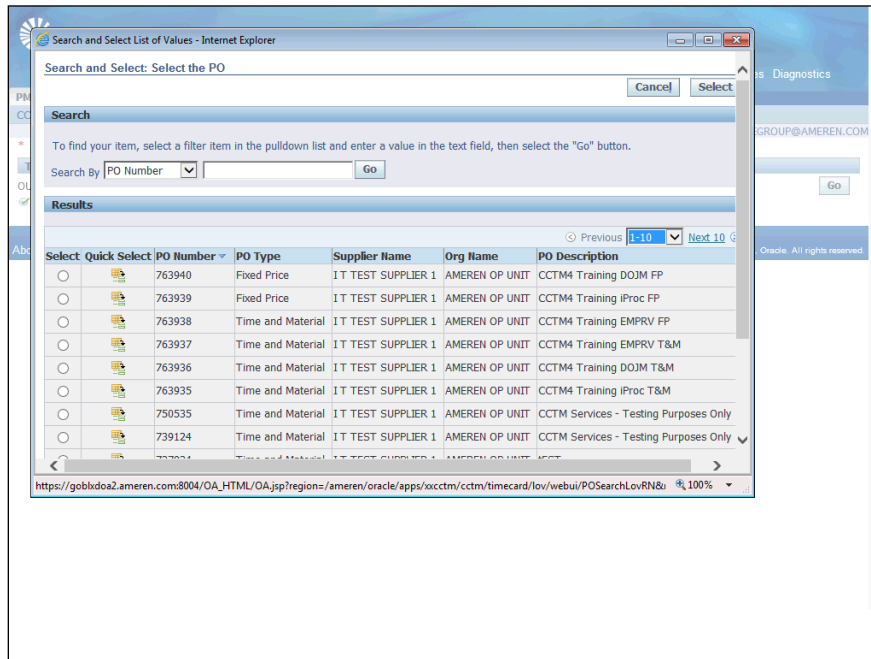
Step	Action
5.	Click the PO Type column again to sort results in ascending order, from Time and Material to Fixed Price .




Step	Action
6.	Click the PO Description column to sort search results in descending order. PO Description



Step	Action
7.	Click the PO Description column again to sort search descriptions in ascending order.



Step	Action
8.	Click the Quick Select icon for the PO Number against which you want to create a Time Card.

Step	Action
9.	Enter a Week Ending Date and click the Go button. 

Step	Action
10.	<p>The Lien Waiver field will now be displayed within the Time Card Approval Header along with other PO details. A Tip message will also be displayed indicating If Lien Waiver is Yes, attach Lien Waiver documents to the Time Card.</p> <p>*NOTE* In this case <u>the technology precedes the process.</u> There is <u>no current requirement for Time Card rejection or Supplier follow up, on the part of the Approver, if the documentation is not attached.</u> <u>Until Further notice you can continue with your current Lien Waiver submittal process.</u></p>

Time Card Main Screen
 User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM
 * Indicates required field

PO Header Details

PO Number: 763937
 PO Type: Time and Material
 PO Revision: 0
 Lien Waiver: Y

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training EMPRV
 TBM
 Supplier Name: 11 TEST SUPPLIER 1
 Buyer: Hudson(StorsWhsltu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/09/2016
 Total Hours: Total Am
 Total Labor Amount: Total Equipment Amount: Total Material Amount: Total Expense Amount

* Attachments: None Vendor Reference Number: Add... * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select Status	PO Line Number	Job Number	Craft	Local Work Type	Rate	Type	UOM	Number	Badge	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Total Hours/Units
No results found.																		

Step	Action
11.	In the Labor tab of a Time and Materials Time Card draft, click the Add Craft button.

Add Craft

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/09/2016
 Total Hours: Total Am
 Total Labor Amount: Total Equipment Amount: Total Material Amount: Total Expense Amount

* Attachments: None Vendor Reference Number: Add... * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Local Work Type	Rate	Type	UOM	Number	Badge	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Total Hours/Units
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN			ST	Hours			Tom Jones	8	8	8					
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN			ST	Hours			Jim Smith		4	8					

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Step	Action
12.	Search for and select relevant Craft Combinations, populate the PO Line Number and/or Job Number , Consultant Name , Date , and Subcontractor fields as applicable for every Time Card line. Click the Save button.

Save

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/09/2016** Total Hours: **36** Total Amount: **2,340.00**

Total Labor Amount: **2,340.00** Total Equipment Amount: **0.00** Total Material Amount: **0.00** Total Expense Amount: **0.0**

* Attachments: **None** 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: **Draft**

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line	Job Number	Craft	Local Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Oct 08
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN			ST	Hours		Jim Smith		4	8				
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN			ST	Hours		Tom Jones	8	8	8				

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Approver:

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Step	Action
13.	Click the Export Labor button.

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/09/2016** Total Hours: **36** Total Amount: **2,340.00**

Total Labor Amount: **2,340.00** Total Equipment Amount: **0.00** Total Material Amount: **0.00** Total Expense Amount: **0.0**

* Attachments: **None** 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: **Draft**

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line	Job Number	Craft	Local Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Oct 08
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN			ST	Hours		Jim Smith		4	8				
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN			ST	Hours		Tom Jones	8	8	8				

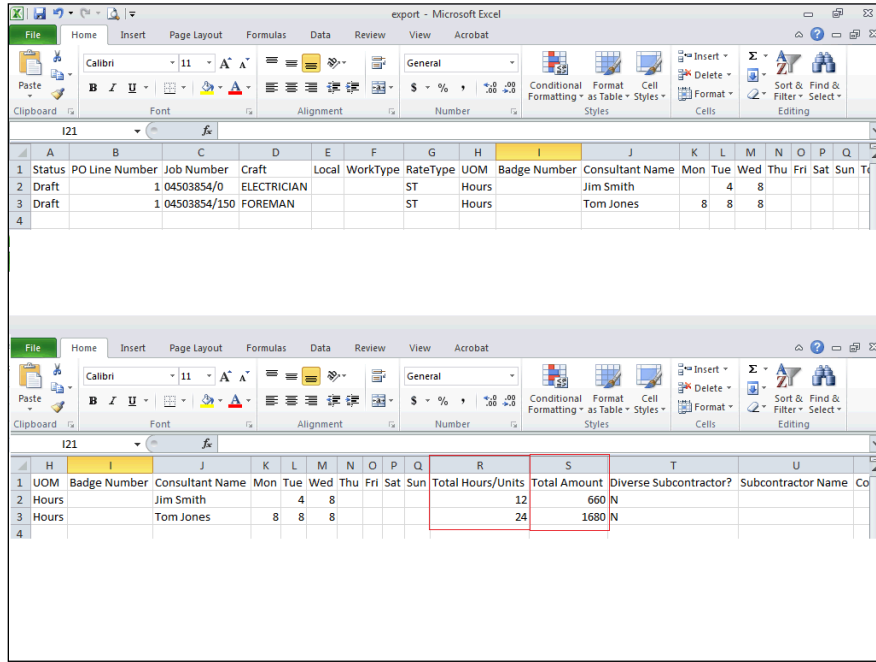
Return to Timecard Search

Approver:

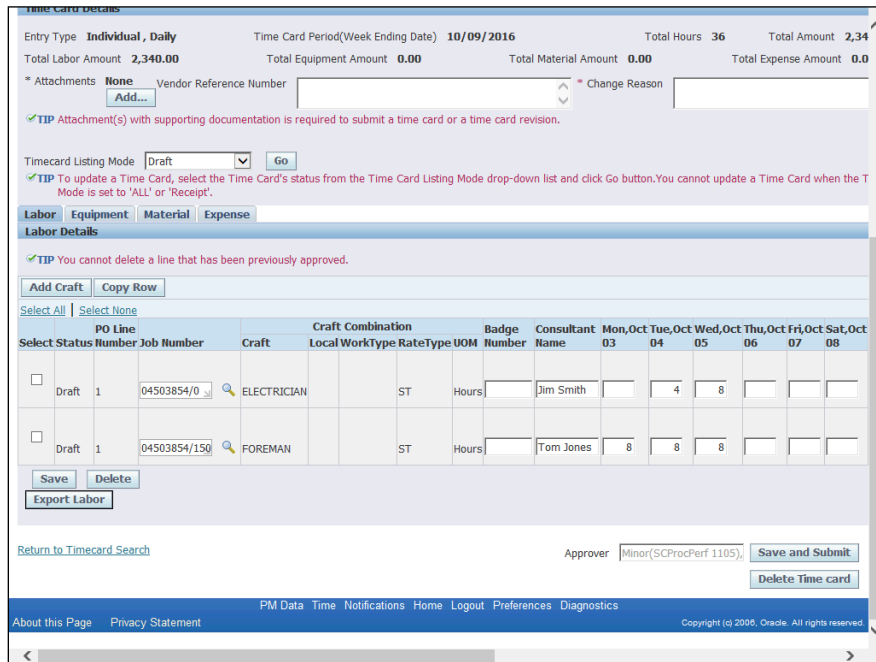
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Do you want to open or save export.csv from gobbdoo2.ameren.com?

Step	Action
14.	Click the Open button.



Step	Action
15.	An Excel file will open, displaying all Time Card Labor Details , including Total Hours/Units and Total Amount for each line.



Step	Action
16.	Within your online Time and Materials Time Card Draft, click the Equipment tab.

Lien Waiver Supplier Name I T TEST SUPPLIER 1
 Buyer Hudson(StorsWhsltu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,34**
 Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.0**

* Attachments **None** 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

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 T Mode is set to 'ALL' or 'Receipt'.

Labor

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select Status		PO Line	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment Id	Mon,Oct 03	Tue,Oct 04	Wed,Oct 05	Thu,Oct 06	Fri,Oct 07	Sat,Oct 08	Sun,Oct 09	Total Hours/Units	Av
<input type="checkbox"/>	<input type="checkbox"/>	Draft	1	Equipment	MINI EXCAVATOR		ST	Hours	MEX6397			4	1					
<input type="checkbox"/>	<input type="checkbox"/>	Draft	1	Equipment	JACK HAMMER		ST	Day	JH7215			1						

[Return to Timecard Search](#) Approver

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Step	Action
17.	Click the Add Equipment button. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Add Equipment</div>

PO Type **Time and Material** Comments **CCTM4 Training EMPRV T&M**
 PO Revision **0** Supplier Name **I T TEST SUPPLIER 1**
 Lien Waiver Buyer **Hudson(StorsWhsltu CA-460), Robin G**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,34**
 Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.0**

* Attachments **None** 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

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 T Mode is set to 'ALL' or 'Receipt'.

Labor

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select All Select None

Select Status		PO Line	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment Id	Mon,Oct 03	Tue,Oct 04	Wed,Oct 05	Thu,Oct 06	Fri,Oct 07	Sat,Oct 08	Sun,Oct 09	Total Hours/Units	Av
<input type="checkbox"/>	<input type="checkbox"/>	Draft	1	Equipment	MINI EXCAVATOR		ST	Hours	MEX6397			4	1					
<input type="checkbox"/>	<input type="checkbox"/>	Draft	1	Equipment	JACK HAMMER		ST	Day	JH7215			1						

Step	Action
18.	Search for and select relevant Craft Combinations, populate the PO Line Number and/or Job Number, Equipment Id, Date, Subcontractor fields as applicable for every Time Card line. Click the Save button. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Save</div>

CA-460, Robin G

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,96**
 Total Labor Amount **2,340.00** Total Equipment Amount **627.11** Total Material Amount **0.00** Total Expense Amount **0.1**

* Attachments **None** 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 **Draft**

✓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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Equipment Details

✓TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment Id	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri,Oct
										03	04	05	06	07
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	JACK HAMMER		ST	Day	JH7215		1			
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	MINI EXCAVATOR		ST	Hours	MEX6397		4	1		

Return to Timecard Search

Approver **Minor(SCProcPerf 1105)**

Step	Action
19.	Click the Export Equipment button. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Export Equipments</div>

CA-460, Robin G

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,96**
 Total Labor Amount **2,340.00** Total Equipment Amount **627.11** Total Material Amount **0.00** Total Expense Amount **0.1**

* Attachments **None** 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 **Draft**

✓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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Equipment Details

✓TIP You cannot delete a line that has been previously approved.

Select All | Select None

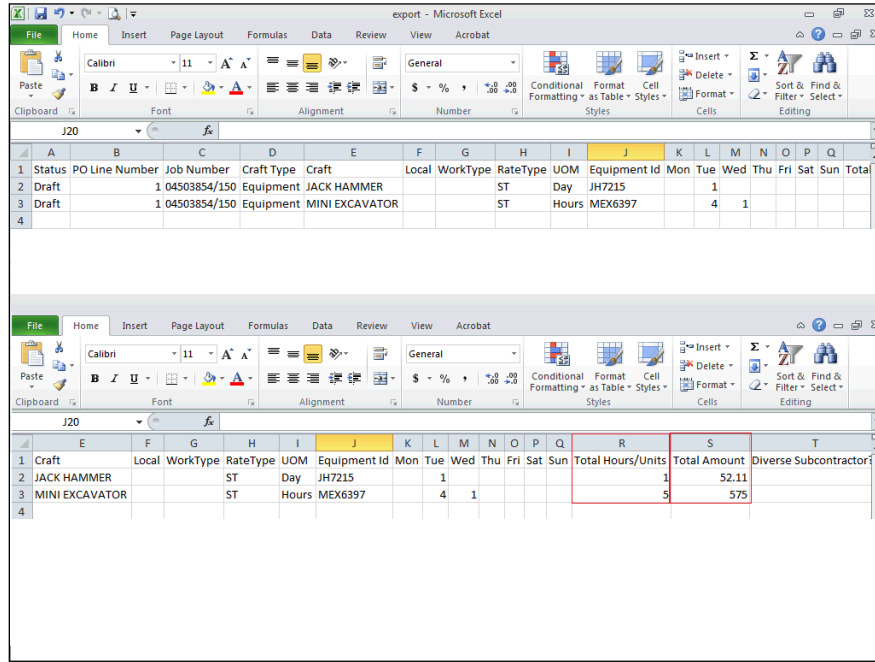
Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment Id	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri,Oct
										03	04	05	06	07
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	JACK HAMMER		ST	Day	JH7215		1			
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	MINI EXCAVATOR		ST	Hours	MEX6397		4	1		

Return to Timecard Search

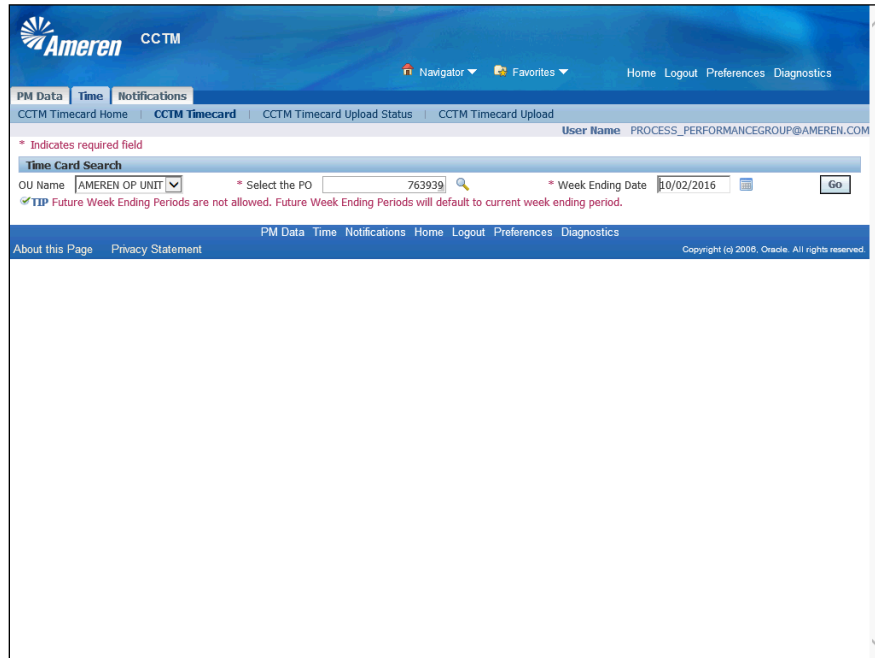
Approver **Minor(SCProcPerf 1105)**

Do you want to open or save export.csv from gobkdoz2.ameren.com? time card

Step	Action
20.	Click the Open button. <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Open</div>



Step	Action
21.	An Excel file will open, displaying all Time Card Equipment Details , including Total Hours/Units and Total Amount for each line.



Step	Action
22.	Details can be exported from a Fixed Price Time Card draft as well. Populate the Select the PO and Week Ending Date fields as usual, and click the Go button.



Step	Action
23.	<p>Within your FP tab, click the Add Another Row button.</p> <p>Add Another Row</p>

Step	Action
24.	<p>Enter PO Line Number and/or Job Number, Milestone, Amount, and Subcontractor fields as Applicable for each Time Card Line. Click the Add Another Row button to enter additional details as applicable.</p> <p>Add Another Row</p>

PO Header Details

PO Number: 763939 OU Name: AMEREN OP UNIT
 PO Type: Fixed Price Comments: CCTM4 Training iProc FP
 PO Revision: 0 Supplier Name: I T TEST SUPPLIER 1
 Lien Waiver: N Buyer: Young(Purchasing 1150), Myron B

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: Total Amount:

* Attachments: None 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: 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 T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

✓ TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PO Line Number	Amount	Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	1	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training iProc FP
<input type="checkbox"/> Draft	2	15,000.00	50% Complete	7500	<input type="checkbox"/>		CCTM4 Training iProc FP

Add Another Row Save Delete

Export

Return to Timecard Search Approver: Minor(SCProcPerf 1105) Save and Submit Delete Time card

Step	Action
25.	With all Time Card details entered, click the Save button.

PO Type: Fixed Price Comments: CCTM4 Training iProc FP
 PO Revision: 0 Supplier Name: I T TEST SUPPLIER 1
 Lien Waiver: N Buyer: Young(Purchasing 1150), Myron B

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 0 Total Amount: 7,900

* Attachments: None 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: 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 T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

✓ TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PO Line Number	Amount	Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	1	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training iProc FP
<input type="checkbox"/> Draft	2	15,000.00	50% Complete	7,500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

Add Another Row Save Delete

Export

Return to Timecard Search Approver: Minor(SCProcPerf 1105) Save and Submit Delete Time card

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
26.	Click the Export button.

PO Type **Fixed Price** Comments **CCTM4 Training IProc FP**
 PO Revision **0** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **II** Buyer **Young(Purchasing 1150), Myron B**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **0** Total Amount **7,900**

* Attachments **None** Vendor Reference Number * Change Reason

Timecard Listing Mode **Draft**

FP Labor

FP Details

Select All | Select None

Select Status	PO Line Number	PO Line Amount	Milestone	Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	1	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training IProc FP
<input type="checkbox"/> Draft	2	15,000.00	50% Complete	7,500.00	<input type="checkbox"/>		CCTM4 Training IProc FP

Return to Timecard Search Approver **Minor(SCProcPerf 1105)**

PM Data Time Notifications Home Logout Preferences Diagnostics

Do you want to open or save **export.csv** from **gobkdoz2.ameren.com**?

Step	Action
27.	Click the Open button.

Status	PO Line Number	PO Line Amount	Milestone	Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
Draft	1	15000	Phase 1 Complete	400			CCTM4 Training IProc FP
Draft	2	15000	50% Complete	7500			CCTM4 Training IProc FP

Step	Action
28.	An Excel file will open, displaying all Time Card Fixed Price Details , including Milestone and Amount for each line.

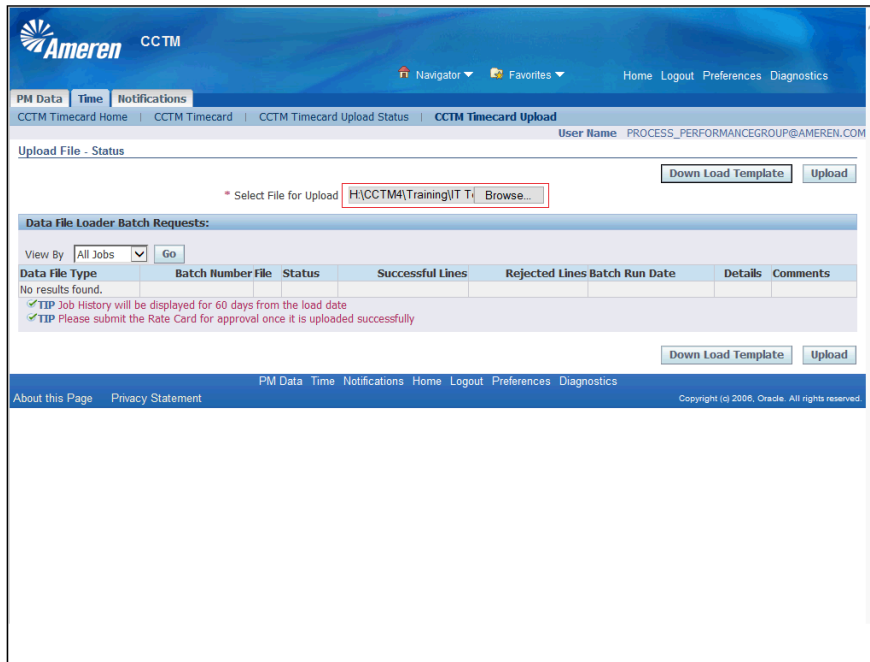
Time Card Restriction for PO with No Contract Number

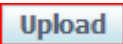
The screenshot shows the Oracle Applications Home Page. On the left is the 'Main Menu' with a tree structure. Under 'CCTM', the 'Time Card' link is highlighted. On the right is a 'Worklist' table with columns: From, Type, Subject, Sent, and Due. The table contains several entries related to Rate Card Approvals and PO Approvals.

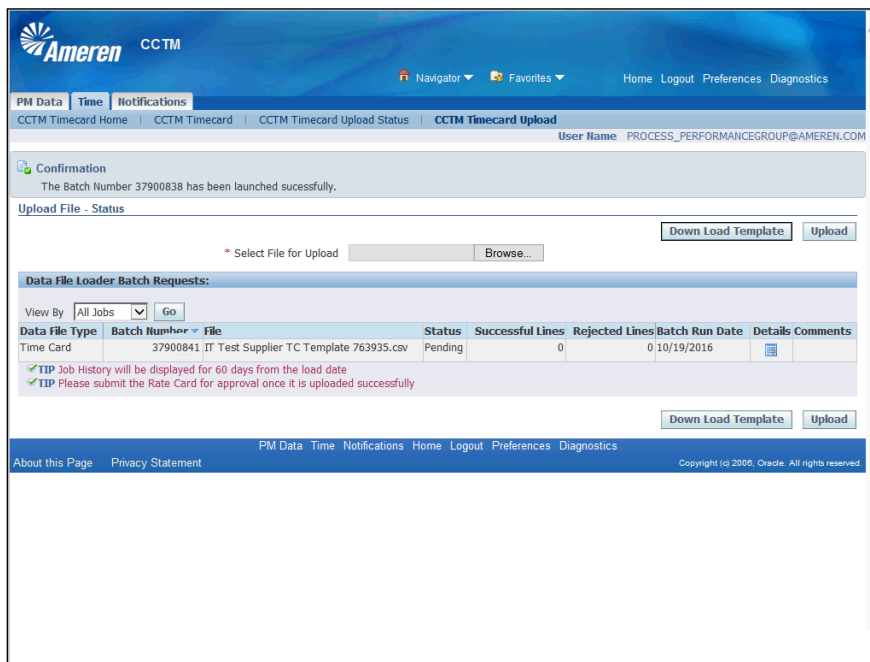
Step	Action
1.	To upload or create a manual Time Card, click your AMCCTM Supplier Time Card Super User responsibility under the Main Menu of the Oracle Applications Home Page, click the CCTM folder, and then click the Time Card link.


The screenshot shows the 'CCTM Timecard Upload' page. It features a table titled 'Time Cards In Draft Stage' with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, and Attachments. The table lists several time cards with their respective values and dates.

Step	Action
2.	When uploading, click the CCTM Timecard Upload link.



Step	Action
3.	Click the Browse button to search for and select your Excel CSV Time Card template, and then click the Upload button. 




Step	Action
4.	Click the Go button to refresh the page, as the upload Status processes from Pending to Running to Completed 

Data File Loader Batch Requests:

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Lines Date	Details	Comments
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Completed	0	0	3/10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

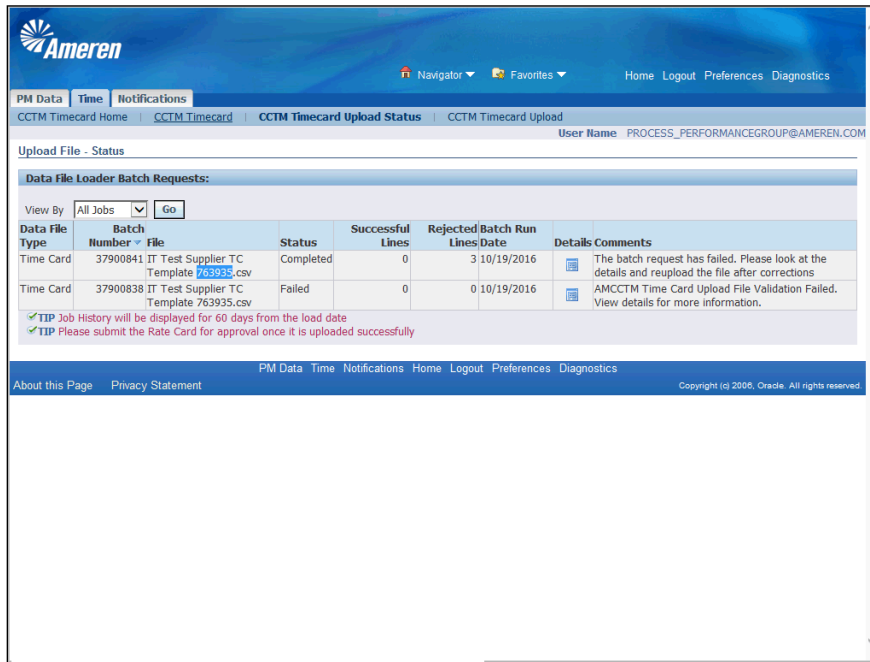
TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
5.	<p>When a Time Card is uploaded against a PO Number, for which no Contract is referenced, the batch will be Completed with all Time Card lines Rejected. Click the Details icon to view failure reasons and Suggested Corrective Action(s).</p> 

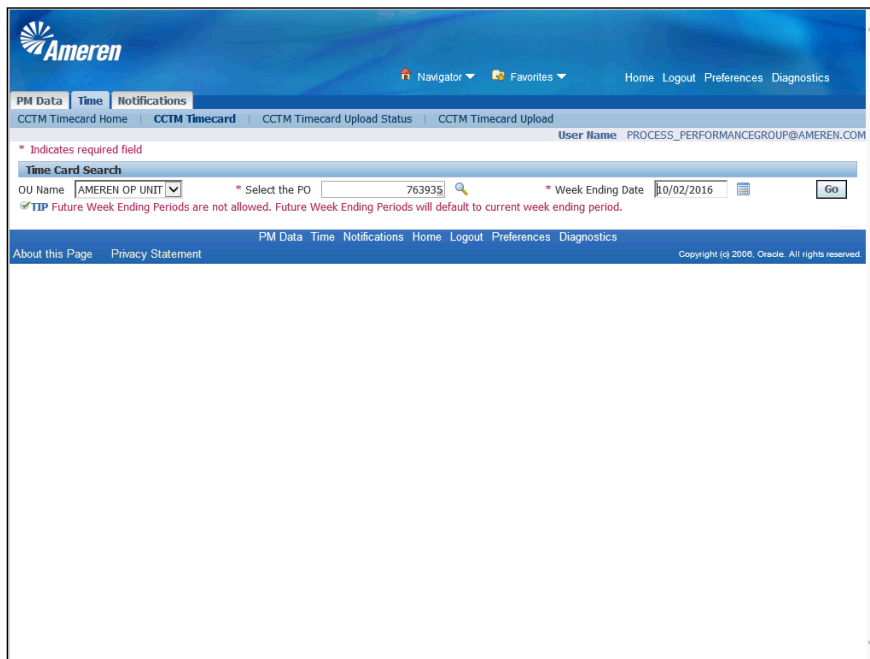
Rejected Lines in Data File Upload Request Id # 37900841

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
1	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.
2	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
2	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.
3	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
3	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.

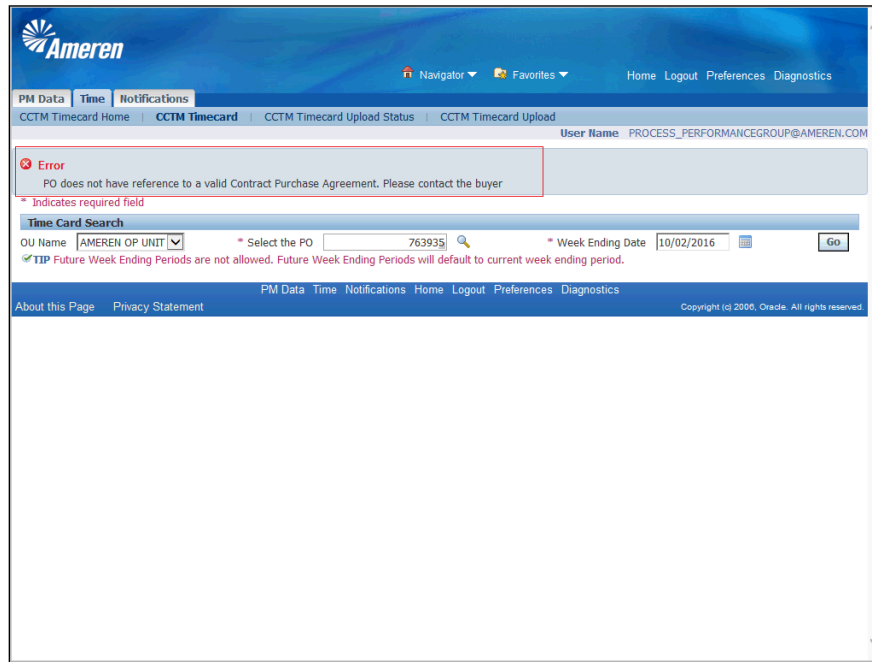
Step	Action
6.	<p>The Contract Num and Rate Card Field Types will be shown as Invalid, and the Suggested Corrective Action field will display a detailed explanation, prompting you to Contact the Buyer.</p>



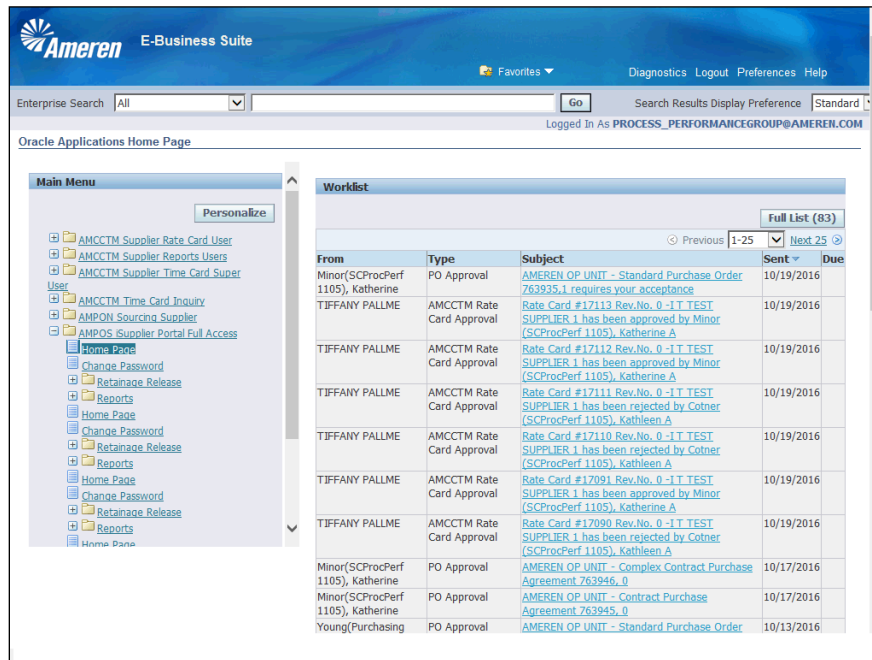
Step	Action
7.	To create a manual Time Card, click the CCTM Timecard link. CCTM Timecard



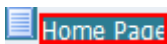
Step	Action
8.	When attempting a manual Time Card against a PO Number , for which no Contract is referenced, you will be able to populate the Select the PO and Week Ending Date fields as usual, and click the Go button. Go



Step	Action
9.	Rather than taking you to the Time Card draft page, an error will be displayed indicating PO does not have reference to a Valid Contract Purchase Agreement. Please contact the Buyer.



Step	Action
10.	To find name and contact information for the designated Buyer, click your AMPOS iSupplier Portal Full Access responsibility under the Main Menu on your Oracle Applications Home Page, and click the Home Page link.



Step	Action
11.	Click the Purchase Orders link.

Step	Action
12.	Click the Go button, and then click the appropriate PO Number to view PO details, 763935 in this example.

Step	Action
13.	<p>Within the Order Information General section, the Buyer name is displayed as an active link. In this example, click the Young (Purchasing 1150), Myron B link.</p>

Step	Action
14.	<p>An email address will be displayed for the designated Buyer.</p>

Time Card Action for Contract Number Change

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
Time Cards In Draft Stage							
575311	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00		
637046	AMEREN OP UNIT	I T TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	08/04/2013	500.00		
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/05/2014	586.32		
655313	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/12/2014	55.00		
672087	AMEREN OP UNIT	I T TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	05/04/2014	626.00		
Time Cards In Pending Stage							
763936	AMEREN OP UNIT	I T TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	10/09/2016	1,589.63		
Time Cards In Approved Stage							
No results found.							
Time Cards In Rejected Stage							
Total							

Step	Action
1.	To retrieve and delete a Time Card in Pending Approval status, navigate to your Supplier Time Card Supper User Home Page and click the PO Number link within your Time Card in Pending Stage section, 763936 in this example.

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **All**

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Craft Combination Local Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Ho
<input type="checkbox"/>	Pending Approval	1	8FRV174506	FOREMAN			ST	Hours	John Hancock		10	10						20

[Return to Timecard Search](#) Approver

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Step	Action
2.	Navigate to the first tab in which Time Cards details are pending and click the Timecard Listing Mode dropdown. <input type="text" value="All"/> <input type="button" value="v"/>

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **All**

TIP To update a 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 T Mode is set to 'All'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Craft Combination Local Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Ho
<input type="checkbox"/>	Pending Approval	1	8FRV174506	FOREMAN			ST	Hours	John Hancock		10	10						20

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Step	Action
3.	Click the Pending Approval list item. <input type="text" value="Pending Approval"/>

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **I T TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Pending Approval**

TIP To update a Time Card, select 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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Local	Craft Combination	Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Total Hours
<input type="checkbox"/>	Pending Approval	1	8FRV174506	FOREMAN			ST		Hours		John Hancock		10	10						20

[Return to Timecard Search](#) Approver

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Step	Action
4.	Click the Go button. <input type="button" value="Go"/>

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **I T TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Pending Approval**

TIP To update a Time Card, select 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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Local	Craft Combination	Work	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Total Hours
<input type="checkbox"/>	Pending Approval	1	8FRV174506	FOREMAN			ST		Hours		John Hancock		10	10						20

[Return to Timecard Search](#) Approver

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Step	Action
5.	Click the Select All link. <input type="button" value="Select All"/>

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) [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 **Pending Approval** [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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

Select All | Select None

Select Status	PO Line Number	Job Number	Craft	Local WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Ho
<input checked="" type="checkbox"/>	Pending 1	8FRV174506	FOREMAN			ST	Hours		John Hancock		10	10					20

[Edit](#) [Export Labor](#)

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

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Step	Action
6.	Click the Edit button.

Time Card Main Screen [Delete Time card](#)

* Indicates required field

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) [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 **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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

[Add Craft](#) [Copy Row](#)

Select All | Select None

Select Status	PO Line Number	Job Number	Craft	Local WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09
<input type="checkbox"/>	Draft	8FRV174506	FOREMAN			ST	Hours		John Hancock		10	10				

[Save](#) [Delete](#) [Export Labor](#)

Step	Action
7.	Navigate to the next tab in which Time Card details are pending, the Expense tab in this example.

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/09/2016 Total Hours: 20 Total Amount: 1,58
 Total Labor Amount: 1,400.00 Total Equipment Amount: 0.00 Total Material Amount: 0.00 Total Expense Amount: 189.6

* Attachments: [View](#) 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: [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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details


Select All | Select None

Select Status	*PO Line Number	*Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Export Expenses](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

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Step	Action
8.	Click the Timecard Listing Mode dropdown. 

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/09/2016 Total Hours: 20 Total Amount: 1,58
 Total Labor Amount: 1,400.00 Total Equipment Amount: 0.00 Total Material Amount: 0.00 Total Expense Amount: 189.6

* Attachments: [View](#) 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: [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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

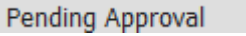
Select All | Select None

Select Status	*PO Line Number	*Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Export Expenses](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

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Step	Action
9.	Click the Pending Approval list item. 

PO Header Details

PO Number: 763936
 PO Type: Time and Material
 PO Revision: 1
 Lien Waiver: N

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training DOJM T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/09/2016
 Total Hours: 20
 Total Amount: 1,58

Total Labor Amount: 1,400.00
 Total Equipment Amount: 0.00
 Total Material Amount: 0.00
 Total Expense Amount: 189.6

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Pending Approval](#)

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 T Mode is set to 'ALL' or 'Receipt'.


Expense Details

Select All | Select None

Select Status	PO Line Number	Job Number	Expense Type	Description	Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Return to Timecard Search](#) Approver:

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Step	Action
10.	Click the Go button. 

PO Number: 763936
 PO Type: Time and Material
 PO Revision: 1
 Lien Waiver: N

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training DOJM T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/09/2016
 Total Hours: 20
 Total Amount: 1,58

Total Labor Amount: 1,400.00
 Total Equipment Amount: 0.00
 Total Material Amount: 0.00
 Total Expense Amount: 189.6

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Pending Approval](#)

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 T Mode is set to 'ALL' or 'Receipt'.


Expense Details

Select All | Select None

Select Status	PO Line Number	Job Number	Expense Type	Description	Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Return to Timecard Search](#) Approver:

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Step	Action
11.	Click the Select All link. 

PO Number 763936 OU Name AMEREN OP UNIT
 PO Type Time and Material Comments CCTM4 Training DOJM
 PO Revision 1 T&M
 Lien Waiver N Supplier Name I T TEST SUPPLIER 1
 Buyer Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Pending Approval**

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**


Expense Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Expense Type	Description	Amount	Comments	PO Line Description	Job Description	Attachments
<input checked="" type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Return to Timecard Search](#) Approver

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Step	Action
12.	Click the Edit button. 

Ameren CCTM Navigator Favorites Home Logout Preferences Diagnostics

PM Data | **Time** | Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen
** Indicates required field*

PO Header Details

PO Number 763936 OU Name AMEREN OP UNIT
 PO Type Time and Material Comments CCTM4 Training DOJM
 PO Revision 1 T&M
 Lien Waiver N Supplier Name I T TEST SUPPLIER 1
 Buyer Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Draft**


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 T Mode is set to 'ALL' or 'Receipt'.

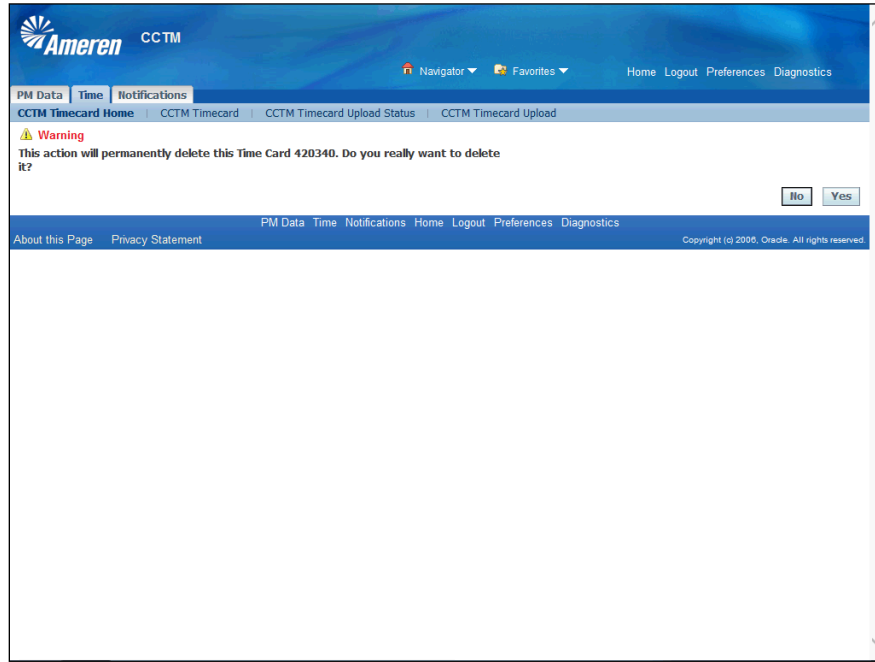
Labor | **Equipment** | **Material** | **Expense**


Expense Details

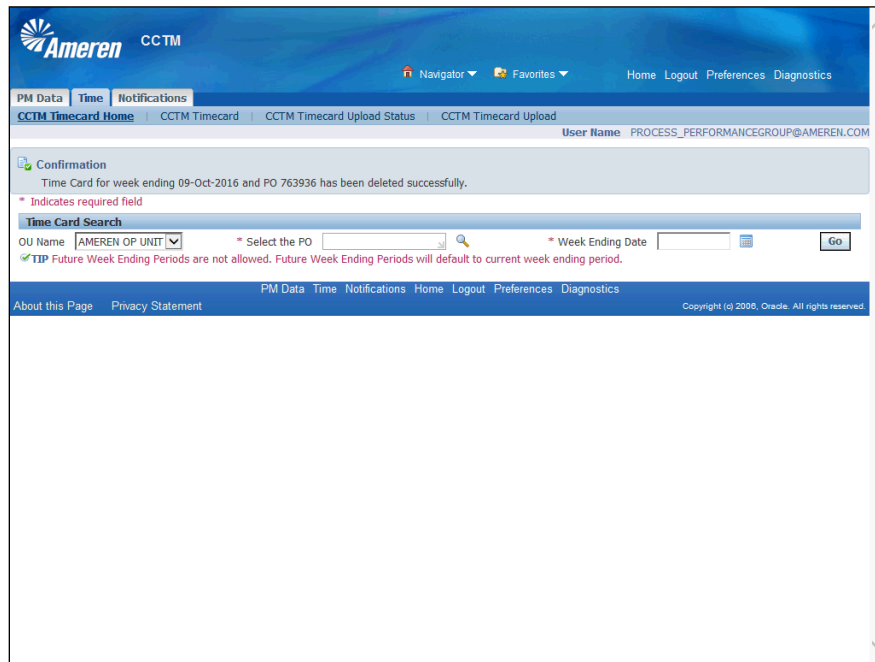
TIP You cannot delete a line that has been previously approved.


[Select All](#) | [Select None](#)

Step	Action
13.	When Time Card details have been retrieved, click the Delete Time card button. 



Step	Action
14.	A warning message will be displayed indicating this action will permanently delete this Time Card . Click the Yes button. 



Step	Action
15.	A confirmation message will be displayed indicating the Time Card was deleted successfully . Click the CCTM Timecard Home link. 

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00		
632046	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	08/04/2013	500.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/05/2014	586.32		
655313	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/12/2014	55.00		
672087	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	05/04/2014	626.00		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Rejection Amount	Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	
590561	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,000.00	asdfs	
763936	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	10/02/2016	2,215.94	Update Contract on PO Line 1	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
16.	To retrieve and delete a Time Card in Rejected status, click the PO Number link within your Time Cards in Rejected Stage section, 763936 in this example. Click the 763936 link. 763936

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen

* Indicates required field

[Delete Time card](#)

PO Header Details

PO Number: **763936** OU Name: **AMEREN OP UNIT**
 PO Type: **Time and Material** Comments: **CCTM4 Training DOJM T&M**
 PO Revision: **1** Supplier Name: **IT TEST SUPPLIER 1**
 Lien Waiver: **II** Buyer: **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/02/2016** Total Hours: **35** Total Amount: **2,215.94**
 Total Labor Amount: **2,007.50** Total Equipment Amount: **208.44** Total Material Amount: **0.00** Total Expense Amount: **0.00**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [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 T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense | Rejections

Expense Details

Select Status: *PO Line Number Job Number *Expense Type *Description *Amount Comments PO Line Description Job Description Attachments

No results found.

[Export Expenses](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

PM Data Time Notifications Home Logout Preferences Diagnostics

Step	Action
17.	Navigate to the first tab in which Time Cards details are pending, click the Labor link. Labor

PO number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: IT TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21
 Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.00

* Attachments: [View](#) Vendor Reference Number: * Change Reason:
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **Rejected** [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**

Labor Details

[Select All](#) [Select None](#)

Select	Status	PO Line Number	Job Number	Craft	Local	Work Type	Rate	Type	UOM	Badge Number	Consultant Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Other
<input type="checkbox"/>	Rejected	1	8FRV174511	ENGINEER				ST	Hours	Jim Smith			8	8					
<input type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN				OT	Hours	Tom Jones		3							
<input type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN				ST	Hours	Tom Jones	8	8							

[Edit](#) [Export Labor](#)

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105) [Save and Submit](#) [Delete Time card](#)

Step	Action
18.	Click the Timecard Listing Mode dropdown, click the Rejected list item, and then click the Go button. Click the Select All link. Select All

PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: IT TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21
 Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.00

* Attachments: [View](#) Vendor Reference Number: * Change Reason:
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **Rejected** [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**

Labor Details

[Select All](#) [Select None](#)

Select	Status	PO Line Number	Job Number	Craft	Local	Work Type	Rate	Type	UOM	Badge Number	Consultant Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Other
<input checked="" type="checkbox"/>	Rejected	1	8FRV174511	ENGINEER				ST	Hours	Jim Smith			8	8					
<input checked="" type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN				OT	Hours	Tom Jones		3							
<input checked="" type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN				ST	Hours	Tom Jones	8	8							

[Edit](#) [Export Labor](#)

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105) [Save and Submit](#) [Delete Time card](#)

Step	Action
19.	Click the Edit button. Edit

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21
 Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.4

* Attachments: [View](#) 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: All

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense** | **Rejections**

Labor Details

Select All | Select None

Select Status	PO Line Job Number	Craft	Craft Combination	Local WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Oct
<input checked="" type="checkbox"/>	Rejected 1	8FRV174511	ENGINEER			ST	Hours		Jim Smith				8	8			
<input checked="" type="checkbox"/>	Rejected 1	8FRV174515	ELECTRICIAN			OT	Hours		Tom Jones		3						
<input checked="" type="checkbox"/>	Rejected 1	8FRV174515	ELECTRICIAN			ST	Hours		Tom Jones	8	8						

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

Step	Action
20.	Click the Equipment tab.

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 T&M
 Lien Waiver: N Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21
 Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.4

* Attachments: [View](#) 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: All

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 T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense** | **Rejections**

Equipment Details

Select All | Select None

Select Status	PO Line Job Number	Craft Type	Craft	Craft Combination	Local WorkType	Rate	Type	UOM	Equipment UOM Id	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Oct
<input type="checkbox"/>	Rejected 1	8FRV174515	Equipment	JACK HAMMER			ST	Day	JH1364		4						4

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

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Step	Action
21.	Click the Timecard Listing Mode dropdown.

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 Supplier Name: IT TEST SUPPLIER 1
 Lien Waiver: N Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21

Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.00

* Attachments [View](#) 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: **All**

TIP To update a 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'.

Labor **Equipment** Rejections

Equipment Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local Work	Type	Rate	Type	UOM	Id	Equipment	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Oct 03	
<input type="checkbox"/>	Rejected	1	8FRV174515	Equipment	JACK HAMMER		ST	Day		JH1364		4									4

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

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Step	Action
22.	Click the Rejected list item.

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM
 PO Revision: 1 Supplier Name: IT TEST SUPPLIER 1
 Lien Waiver: N Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,21

Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.00

* Attachments [View](#) 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: **Rejected**

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

Equipment Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local Work	Type	Rate	Type	UOM	Id	Equipment	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Oct 03	
<input type="checkbox"/>	Rejected	1	8FRV174515	Equipment	JACK HAMMER		ST	Day		JH1364		4									4

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
23.	Click the Go button.

PO Number 763936 OU Name AMEREN OP UNIT
 PO Type Time and Material Comments CCTM4 Training DOJM
 PO Revision 1 T&M
 Lien Waiver N Supplier Name I T TEST SUPPLIER 1
 Buyer Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type Individual, Daily Time Card Period(Week Ending Date) 10/02/2016 Total Hours 35 Total Amount 2,21
 Total Labor Amount 2,007.50 Total Equipment Amount 208.44 Total Material Amount 0.00 Total Expense Amount 0.1

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode Rejected

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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** Material Expense Rejections

Equipment Details

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment UOM Id	Equipment							H
										Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input type="checkbox"/>	Rejected	1	8FRV174515	Equipment	JACK HAMMER		ST	Day	JH1364	26	27	28	29	30	01	02	4

[Return to Timecard Search](#) Approver Minor(SCProcPerf 1105)

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Step	Action
24.	Click the Select All link. <input type="button" value="Select All"/>

PO Number 763936 OU Name AMEREN OP UNIT
 PO Type Time and Material Comments CCTM4 Training DOJM
 PO Revision 1 T&M
 Lien Waiver N Supplier Name I T TEST SUPPLIER 1
 Buyer Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type Individual, Daily Time Card Period(Week Ending Date) 10/02/2016 Total Hours 35 Total Amount 2,21
 Total Labor Amount 2,007.50 Total Equipment Amount 208.44 Total Material Amount 0.00 Total Expense Amount 0.1

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode Rejected

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 T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** Material Expense Rejections

Equipment Details

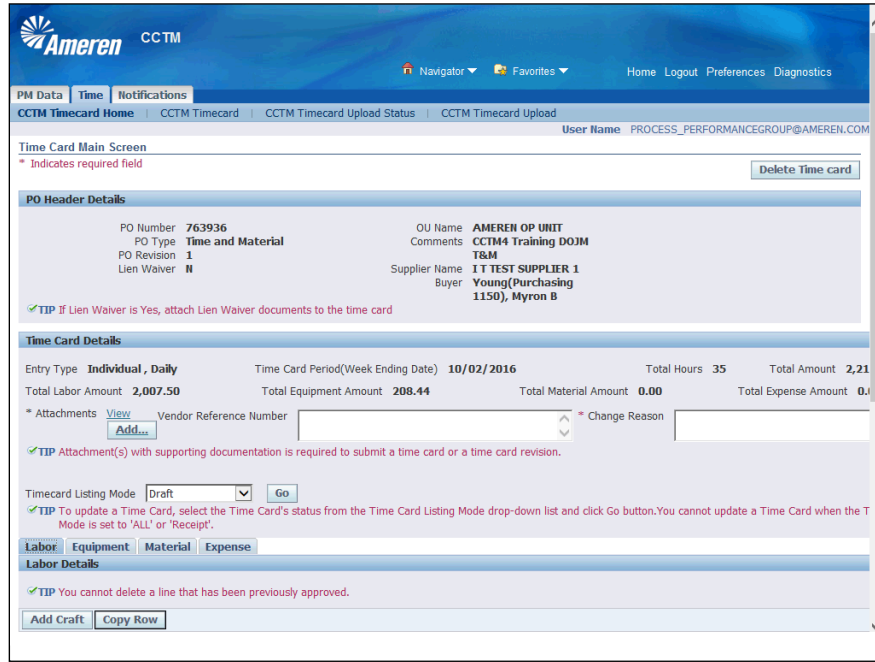
Select All | Select None


Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local WorkType	RateType	UOM	Equipment UOM Id	Equipment							H
										Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input checked="" type="checkbox"/>	Rejected	1	8FRV174515	Equipment	JACK HAMMER		ST	Day	JH1364	26	27	28	29	30	01	02	4

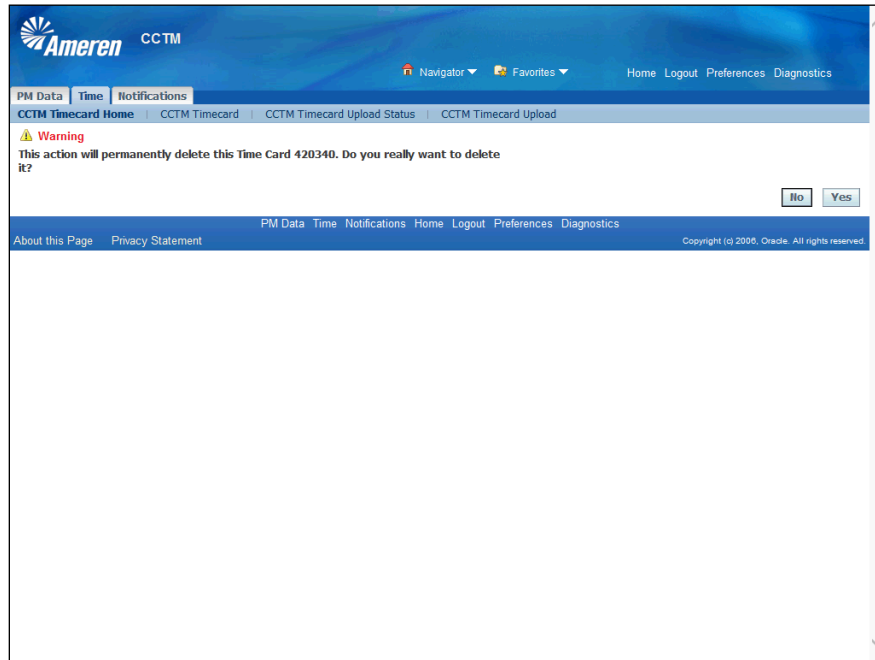
[Return to Timecard Search](#) Approver Minor(SCProcPerf 1105)


About this Page Privacy Statement PM Data Time Notifications Home Logout Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

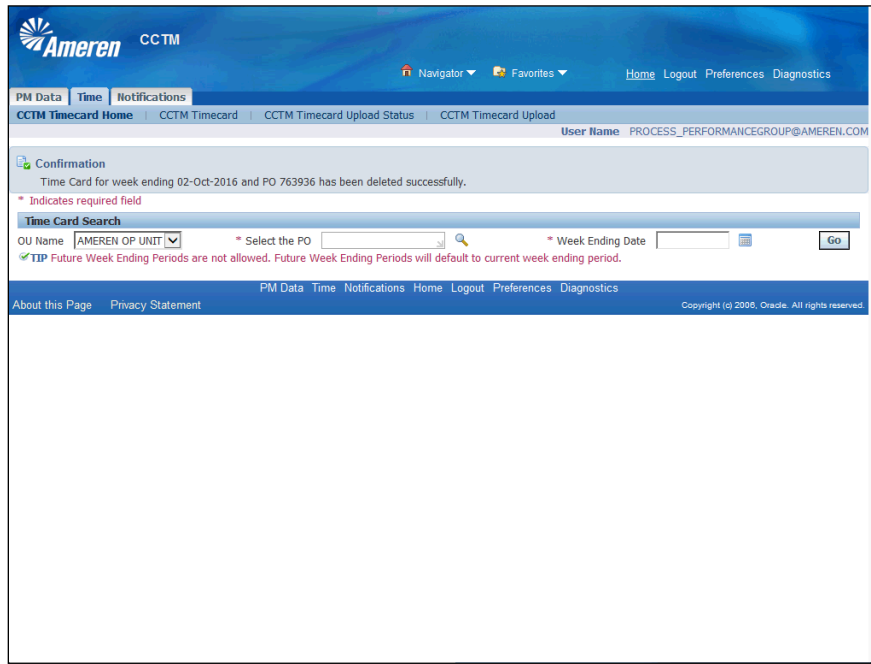
Step	Action
25.	Click the Edit button. <input type="button" value="Edit"/>




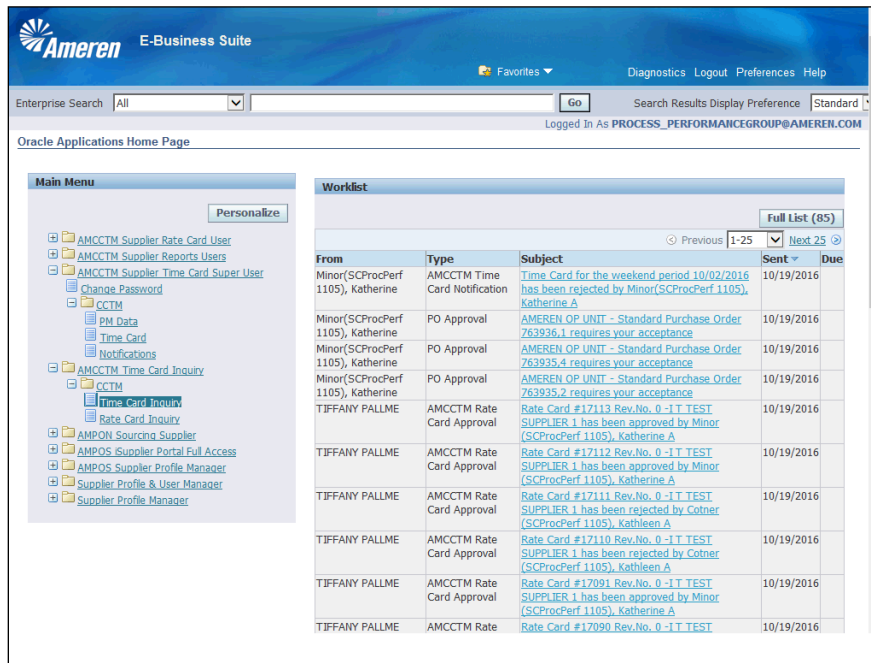
Step	Action
26.	Click the Delete Time card button. 

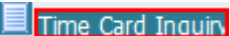


Step	Action
27.	A warning message will be displayed indicating this action will permanently delete this Time Card . Click the Yes button. 



Step	Action
28.	A confirmation message will be displayed indicating the Time Card was deleted successfully. Click the Home link. 



Step	Action
29.	Under the Main Menu of your Oracle Applications Home Page, click the AMCCTM Time Card Inquiry responsibility, click the CCTM folder, and then click the Time Card Inquiry link. 

Step	Action
30.	In the PO Number field, enter the PO corresponding to the Time Cards you have just deleted. You should get a No Items Found message.

Step	Action
31.	A window may open indicating No Items found as well. Click the Cancel button.

Search Parameters:

- OU Name: AMEREN OP UNIT
- Supplier Name: IT TEST SUPPLIER 1
- PO Number: 763936
- PO Source Type: [Dropdown]
- PO Type: [Dropdown]
- Job Number: [Text]
- Total Time Card Amount: [Range]
- PO Status: [Dropdown]
- Submitter Name: [Text]
- Time Card Period(Week Ending Date) From: [Date]
- To: [Date]
- Time Card Submit Date: [Date]
- Time Card Status: [Dropdown]
- Approver: [Text]
- Department: [Text]
- Ship To Location: [Text]
- Diverse Subcontractor: [Dropdown]

Buttons: Go, Clear

Search Results Table:

PO Number	OU Name	PO Type	PO Source Type	Supplier	Submitter	Time Card Period (Week Ending Date)	Total Timecard Amount	Time Card Status	PO Status	Approver	Department	Ship To Location
No search conducted.												

Step	Action
32.	Click the Go button.

Search Parameters:

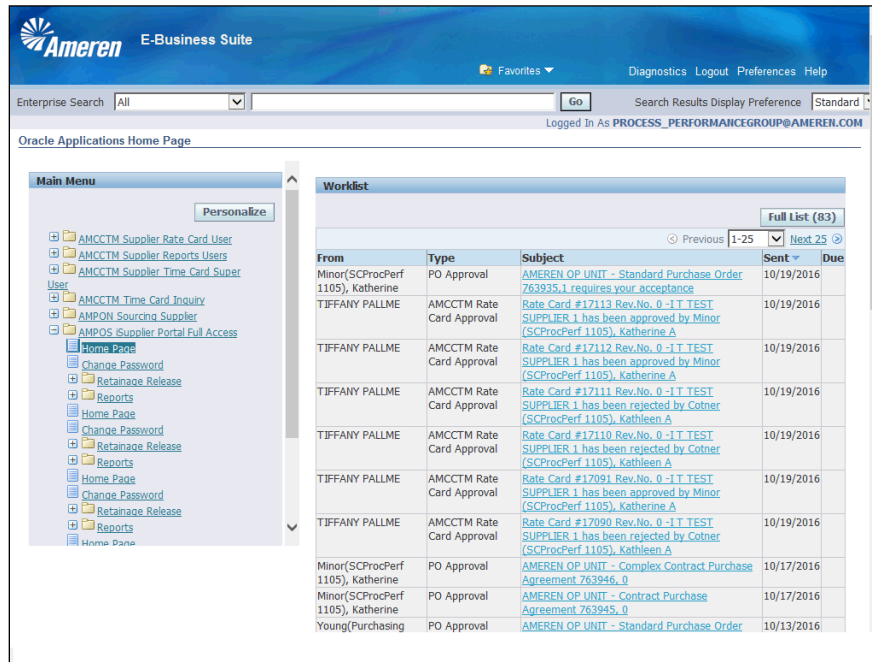
- OU Name: AMEREN OP UNIT
- Supplier Name: IT TEST SUPPLIER 1
- PO Number: 763936
- PO Source Type: [Dropdown]
- PO Type: [Dropdown]
- Job Number: [Text]
- Total Time Card Amount: [Range]
- PO Status: [Dropdown]
- Submitter Name: [Text]
- Time Card Period(Week Ending Date) From: [Date]
- To: [Date]
- Time Card Submit Date: [Date]
- Time Card Status: [Dropdown]
- Approver: [Text]
- Department: [Text]
- Ship To Location: [Text]
- Diverse Subcontractor: [Dropdown]

Buttons: Go, Clear

Search Results Table:

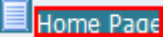
PO Number	OU Name	PO Type	PO Source Type	Supplier	Submitter	Time Card Period (Week Ending Date)	Total Timecard Amount	Time Card Status	PO Status	Approver	Department	Ship To Location
No results found.												

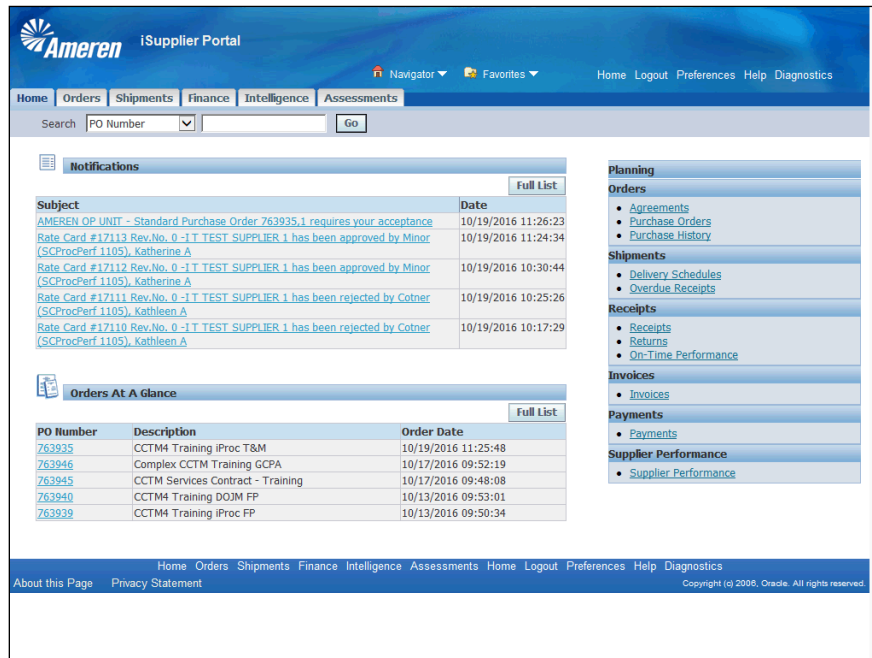
Step	Action
33.	Confirm No results found in the Search Results . You can now contact the Buyer to request a change in Contract reference within the Purchase Order.



The screenshot shows the Oracle Applications Home Page for the user PROCESS_PERFORMANCEGROUP@AMEREN.COM. The page features a 'Main Menu' on the left with a 'Personalize' button. The menu items include: AMCCCTM Supplier Rate Card User, AMCCCTM Supplier Reports Users, AMCCCTM Supplier Time Card Super User, AMCCCTM Time Card Inquiry, AMPOH Sourcing Supplier, and AMPOS Supplier Portal Full Access. Under 'Home Page', there are links for Change Password, Retainage Release, and Reports. The 'Worklist' on the right displays a table of pending tasks:

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763935,1 requires your acceptance	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17113 Rev.No. 0 -I T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17112 Rev.No. 0 -I T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17111 Rev.No. 0 -I T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17110 Rev.No. 0 -I T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17091 Rev.No. 0 -I T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17090 Rev.No. 0 -I T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Complex Contract Purchase Agreement 763946_0	10/17/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 763945_0	10/17/2016	
Young(Purchasing)	PO Approval	AMEREN OP UNIT - Standard Purchase Order	10/13/2016	

Step	Action
34.	To find name and contact information for the designated Buyer, click your AMPOS iSupplier Portal Full Access responsibility under the Main Menu on your Oracle Applications Home Page, and click the Home Page link. 

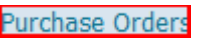


The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', 'Intelligence', and 'Assessments'. A search bar is present with 'PO Number' selected. The main content area is divided into several sections:

- Notifications:** A table listing recent notifications with columns for Subject and Date.

Subject	Date
AMEREN OP UNIT - Standard Purchase Order 763935,1 requires your acceptance	10/19/2016 11:26:23
Rate Card #17113 Rev.No. 0 -I T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 11:24:34
Rate Card #17112 Rev.No. 0 -I T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 10:30:44
Rate Card #17111 Rev.No. 0 -I T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:25:26
Rate Card #17110 Rev.No. 0 -I T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:17:29
- Orders At A Glance:** A table listing open orders with columns for PO Number, Description, and Order Date.

PO Number	Description	Order Date
763935	CCTM4 Training iProc T&M	10/19/2016 11:25:48
763946	Complex CCTM Training GCPA	10/17/2016 09:52:19
763945	CCTM Services Contract - Training	10/17/2016 09:48:08
763940	CCTM4 Training DOJM FP	10/13/2016 09:53:01
763939	CCTM4 Training iProc FP	10/13/2016 09:50:34
- Planning:** Includes links for Orders, Agreements, Purchase Orders, and Purchase History.
- Shipments:** Includes links for Delivery Schedules and Overdue Receipts.
- Receipts:** Includes links for Receipts, Returns, and On-Time Performance.
- Invoices:** Includes a link for Invoices.
- Payments:** Includes a link for Payments.
- Supplier Performance:** Includes a link for Supplier Performance.

Step	Action
35.	Click the Purchase Orders link. 

PO Number	Rev	Unit	Operating Supplier	Document Type	Description	Order Date	Buyer	Amount	Status	Acknowledge By	Attachments
763936	2		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	CCTM4 Training DOJM T&M	10/19/2016 13:56:03	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
763935	4		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	CCTM4 Training IProc T&M	10/19/2016 12:27:19	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
763946	0		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	Global Contract Agreement	10/17/2016 09:52:19	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
763945	0		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	Global Contract Agreement	10/17/2016 09:48:08	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
763940	0		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	Standard Contract DOJM FP	10/13/2016 09:53:01	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
763939	0		AMEREN OP UNIT	IT TEST SUPPLIER PO 1	Standard Contract DOJM FP	10/13/2016 09:50:34	Young (Purchasing 1150), Myron B	30,000.00	Closed		

Step	Action
36.	Click the Go button, and then click the appropriate PO Number to view PO details, 763936 in this example. 763936

General	Terms and Conditions	Summary
Total: 20,000.00	Payment Terms: NET 30	Total: 20,000.00
Supplier: IT TEST SUPPLIER	Carrier: FOB DESTINATION	Received: 9,865.57
Supplier Site: 01CCTMTESTONLY	Freight Terms: Collect Shipment	Invoiced: 9,865.57
Address: IT TEST SUPPLIER 1	Shipping Control:	Payment Status: Not Paid
TEST ONLY, MO 99999	Ship-To Address:	
Buyer: Young (Purchasing 1150), Myron B	Address: GENERAL OFFICE BUILDING	
Order Date: 10/19/2016 13:56:03	800 S 21ST ST	
Description: CCTM4 Training DOJM T&M	ST LOUIS, MO 63103	
Status: Requires Acknowledgment	Bill-To Address:	
Note to Supplier:	Address: ACCOUNTS PAYABLE SECTION	
Operating Unit: AMEREN OP UNIT	P O BOX 66892	
Sourcing Document:	ST LOUIS, MO 63166-6892	
Supplier Order Number:		
PRIORITY ORDER?		
SAFETY RELATED (For Callaway Contracts Only):		
AUTO GEN? Yes		
HANDLING RATE:		
LIEN WAIVER (Y/N) No		

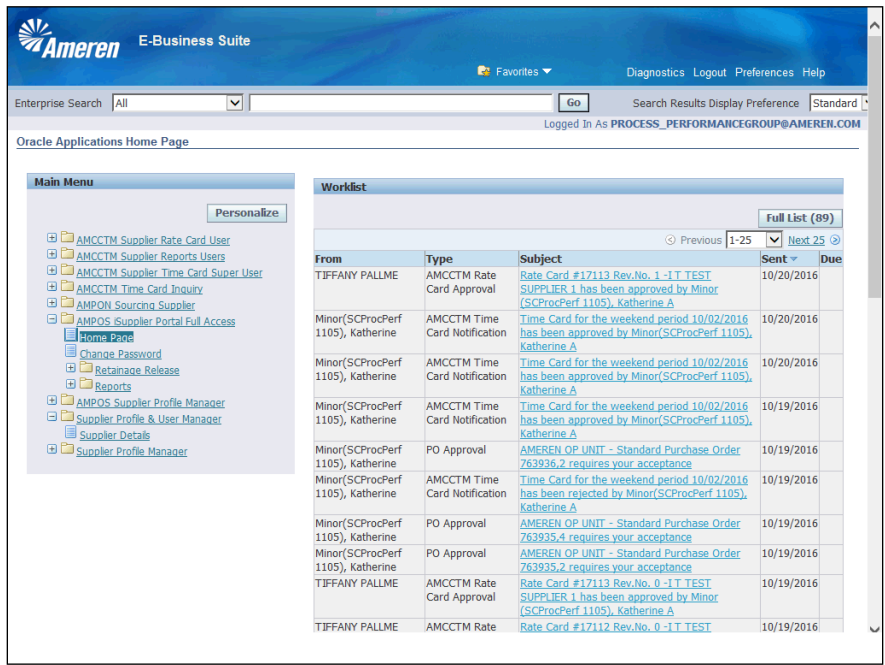
Step	Action
37.	Within the Order Information General section, the Buyer name is displayed as an active link. In this example, click the Young (Purchasing 1150), Myron B link. Young (Purchasing 1150), Myron B


Step	Action
38.	An email address will be displayed for the designated Buyer . 26878@ameren.com

ISUPPLIER PORTAL ENHANCEMENTS: INTRODUCTION

iSupplier Portal Invoice/Payment Description: While previous iSupplier Portal functionality displayed the Vendor Reference Number in the Invoice and Payment Descriptions, new functionality includes the addition of the Time Card Week End date to the same fields.

iSupplier Portal Invoice/Payment Description



Step	Action
1.	Under the Main Menu of your Oracle Applications Home Page, click the AMPOS iSupplier Portal Full Access responsibility and click the Home Page link.  Home Page

Step	Action
2.	Click the Invoices link.

Step	Action
3.	Enter any search criteria across the Simple Search parameters and/or click the Go button.

Create Invoices | **View Invoices** | View Payments

Home > View Invoices

View Interface Invoices | Export

Simple Search Adv

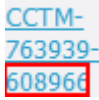
Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (examples: 10/20/2016)

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment to Supplier	Remit to Supplier Site	Due Date	Payment Number	PO Number	Receipt Date	Discount	Availa
CCTM-763939-608966	10/19/2016	Standard	USD	8,500.00	8,500.00	Approved	Not Paid		11/18/2016		763939	608966		
CCTM-763939-608965	10/19/2016	Standard	USD	9,865.57	9,865.57	Approved	Not Paid		11/18/2016		763936	608965		
CCTM-750535-592054	05/18/2016	Standard	USD	0.00	0.00	Cancelled	Not Paid		06/17/2016		750535	592054	05/28/2016	6.
TEST9	12/14/2015	Standard	USD	0.00	0.00	Cancelled	Not Paid		01/13/2016		726860			
CCTM-704523-561289	09/17/2015	Standard	USD	0.00	0.00	Cancelled	Not Paid		10/17/2015		704523	561289	09/27/2015	9.
123DONOT APPROVE	10/01/2014	Standard	USD	0.00	0.00	Cancelled	Not Paid		10/31/2014		676359			
TEST123	08/04/2014	Standard	USD	0.00	0.00	Cancelled	Not Paid		09/03/2014		676359			
CCTM-626988-465200	05/21/2013	Standard	USD	0.00	0.00	Cancelled	Not Paid		06/20/2013		626988	465200		

Step	Action
4.	Click the Invoice number, CCTM-763939-608966 in this example, to view details.



Ameren iSupplier Portal

Home | Orders | **Shipments** | Finance | Intelligence | Assessments

Create Invoices | **View Invoices** | View Payments

Home > View Invoices >

Standard Invoice: CCTM.763939.608966 (Total USD 8,500.00)

Currency=USD

Export

General		Amount Summary		Payment Information	
Invoice Date	10/19/2016	Item	8,500.00	Paid	0.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	8,500.00
Batch	20-OCT-2016	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	I T TEST SUPPLIER 1	Retainage	0.00	Payment	
Supplier Site	01CCTMTESTONLY	Withholding Tax	0.00	Term	NET 30
Address	I T TEST SUPPLIER 1 TEST ONLY, MO 99999	Total	8,500.00		
Description	Receipt Invoice automatically created on 19-OCT-16; VRI: ; TC Weekend Date:02-OCT-16				

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	CCTM4 Training IProc FP				400.00	0.00	0.00	Approved	763939	1	1	Young(Purchasing 1150), Myron_B	608966
2	Item	CCTM4 Training IProc FP				7,500.00	0.00	0.00	Approved	763939	2	1	Young(Purchasing 1150), Myron_B	608966
3	Item	CCTM4 Training IProc FP				600.00	0.00	0.00	Approved	763939	1	1	Young(Purchasing 1150), Myron_B	608966

Return to View Invoices

Home | Orders | Shipments | Finance | Intelligence | Assessments | Home | Logout | Preferences | Diagnostics

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Step	Action
5.	The TC Week End Date is now shown in the General - Description field... The same information is now shown via View Payments as well.

General

Invoice Date: 10/19/2016
 Status: Approved
 On Hold:
 Batch: 20-OCT-2016
 Attachments: None
 Supplier: I T TEST SUPPLIER 1
 Supplier Site: 01CCTMTESTONLY
 Address: I T TEST SUPPLIER 1
 TEST ONLY, MO 99999
 Description: Receipt Invoice automatically created on 19-OCT-16; VRN: ; TC
 Weekend Date: 02-OCT-16

Amount Summary

Item: 8,500.00
 Freight: 0.00
 Miscellaneous: 0.00
 Tax: 0.00
 Prepayment: 0.00
 Retainage: 0.00
 Withholding Tax: 0.00
 Total: 8,500.00

Payment Information

Paid: 0.00
 Discount Taken: 0.00
 Due: 8,500.00
 Status: Not Paid
 Payment Date:
 Payment:
 Term: NET 30

Line	Type	Description	Qty	UOM	Price	Tax	Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	CCTM4 Training iProc FP						400.00	0.00	Approved	263939	1	1	Young(Purchasing 1150), Myron B	608966
2	Item	CCTM4 Training iProc FP						7,500.00	0.00	Approved	263939	2	1	Young(Purchasing 1150), Myron B	608966
3	Item	CCTM4 Training iProc FP						600.00	0.00	Approved	263939	1	1	Young(Purchasing 1150), Myron B	608966

Step	Action
6.	Click the View Invoices link again.

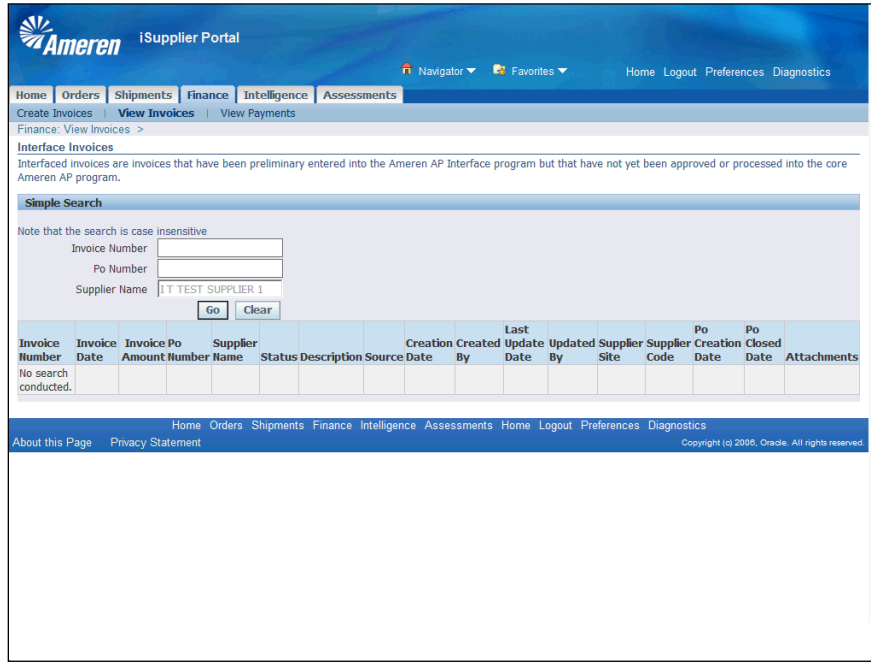
Simple Search

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

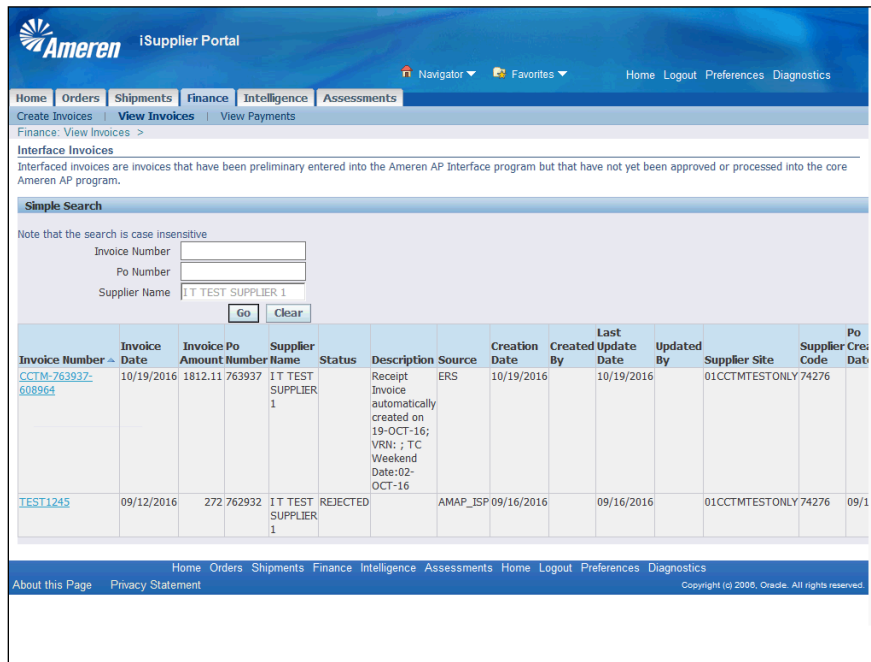
Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 10/20/2016)

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit- to Supplier Site	Due Date	Payment Number	Receipt	Discount	Availa Discor
CCTM-763939-608966	10/19/2016	Standard	USD	8,500.00	8,500.00	Approved		Not Paid		11/18/2016	763939	608966		
CCTM-763936-608965	10/19/2016	Standard	USD	9,865.57	9,865.57	Approved		Not Paid		11/18/2016	763936	608965		
CCTM-750535-592054	05/18/2016	Standard	USD	0.00	0.00	Cancelled		Not Paid		06/17/2016	750535	592054	05/28/2016	6.
TEST19	12/14/2015	Standard	USD	0.00	0.00	Cancelled		Not Paid		01/12/2016	726860			
CCTM-704523-561289	09/17/2015	Standard	USD	0.00	0.00	Cancelled		Not Paid		10/17/2015	704523	561289	09/27/2015	9.
123DONOT APPROVE	10/01/2014	Standard	USD	0.00	0.00	Cancelled		Not Paid		10/31/2014	676359			

Step	Action
7.	Click the View Interface Invoices button.



Step	Action
8.	<p>Interfaced Invoices are those pending final approval, typically by Construction Audit when Lien Waivers are required. Click the Go button.</p> <p>Go</p>



Step	Action
9.	<p>Click the Invoice number, CCTM-763939-608966 in this example, to view details.</p> <p>CCTM-763937-608964</p>

Invoice Number

Invoice Number **CCTM-763937-608964**
 Invoice Date **10/19/2016**
 Invoice Amount **1812.11**
 Last Update Date **10/19/2016**
 Creation Date **10/19/2016**
 Status
 Description **Receipt Invoice automatically created on 19-OCT-16; VRN: ; TC Weekend Date:02-OCT-16**
 Source **ERS**
 Created By
 Updated By
 Supplier **IT TEST SUPPLIER 1**
 Supplier Site **01CCTMTESTONLY**
 Supplier Code **74276**
 Po Number
 Po Creation Date
 Po Closed Date

Invoice Number	Invoice Line	Invoice Line Type	Invoice Line Amount	Invoice Line Quantity	Invoice Line Desc	Invoice Line Dist	Invoice Line Item	Desc	Po Number	Line	Desc	Price	Quantity	Uom	Taxable	D
CCTM-763937-608964	1	ITEM	52.11		001-CCTM4 Training	UEC.1.65.323.8LC.8LC.0.J02CB.01.W3A9.BV.0450385450	001-CCTM4 Training									
CCTM-763937-608964	2	ITEM	1707.89		001-CCTM4 Training	UEC.1.65.323.8LC.8LC.0.J02CB.01.W3A9.BV.0450385450	001-CCTM4 Training									
CCTM-763937-608964	3	ITEM	52.11		001-CCTM4 Training	UEC.1.65.323.8LC.8LC.0.J02CB.01.W3A9.BV.0450385410	001-CCTM4 Training									

Step	Action
10.	The TC Week End Date is now shown in the Invoice Number - Description field.