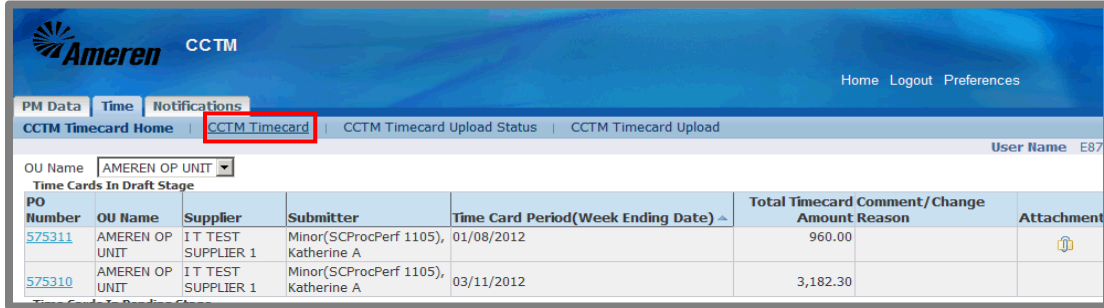
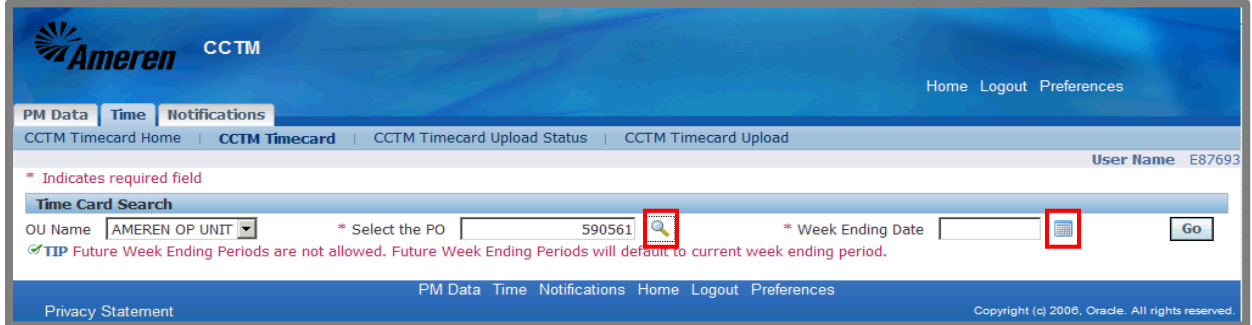


Create a Fixed Price CCTM Time Card

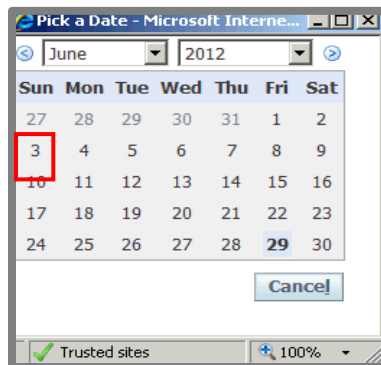
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|----|---|
| 1. | From your Oracle Applications Home Page select the AMCCTM Supplier Time Card Super User responsibility and click Time Card on the right side of your Navigator. You will be taken to your CCTM Time Card Home page. |
| 2. | To create a Fixed Price Time Card Click the CCTM Timecard link. |



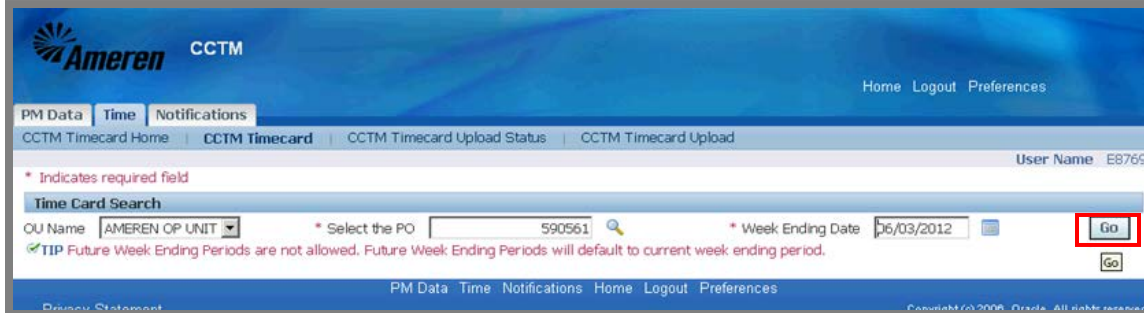
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|----|--|
| 3. | A valid PO number is required to create a CCTM Time Card. You can enter the PO number directly in the Select the PO field or use the magnifying glass icon to search. |
| 4. | A Week Ending Date is also required and must be a Sunday date. You can enter the date directly in the Week Ending Date field or click the Calendar icon. |






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| 5. | Click the appropriate Sunday date . The window will close, taking you back to the Time Card Search screen. |
|----|---|

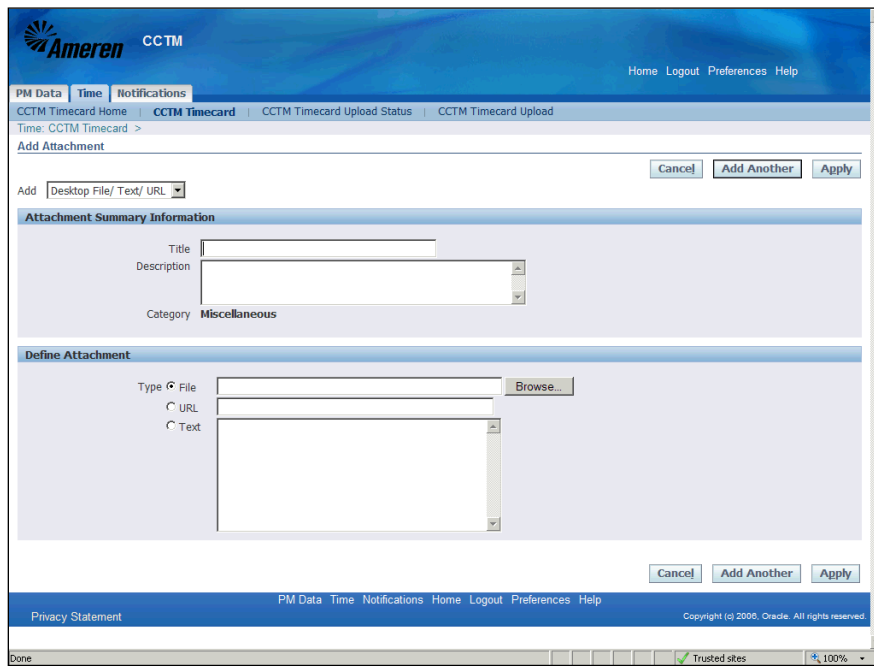


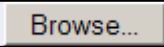
6.	The Week Ending Date is auto-populated from the calendar icon. Click the Go button.
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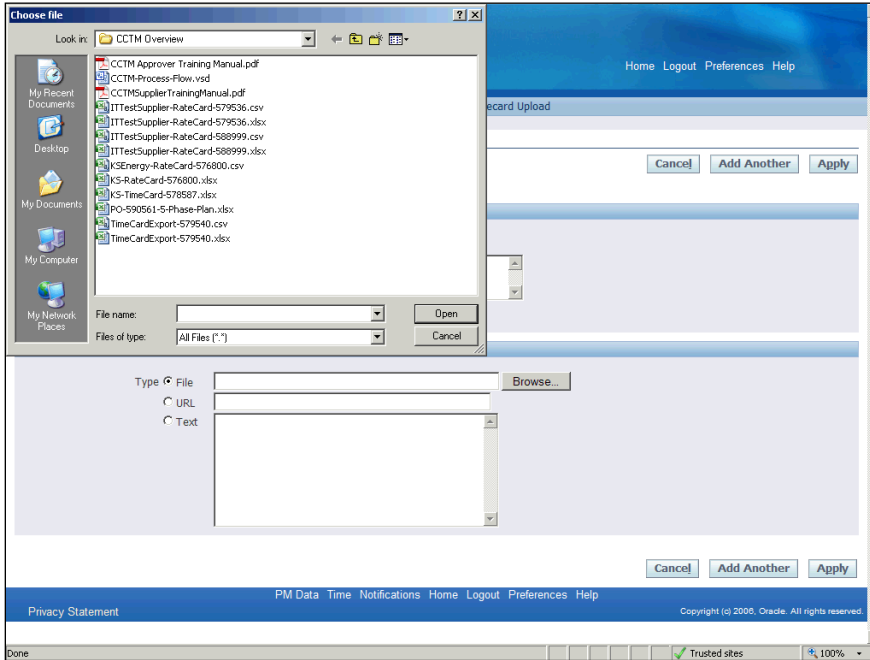


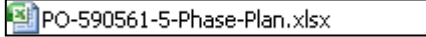
7.	<p>Your Time Card is separated into 3 sections - PO Header Details, Time Card Details and FP (Fixed Price) Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number and the Time Card Week Ending Date. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>
8.	<p>In the FP Details section Click the Add Another Row button.</p> <p>* The page will refresh</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Another Row</div>
9.	<p>If the PO is CCTM iProcurement based, you will be required to enter or search for a PO Line Number.</p> <p>* If the PO originated in one of Ameren's two work management systems you will be required to enter a valid Job Number as well.</p> <p>For this exercise, click the Magnifying Glass icon to search.</p> <p>* A new window will open.</p> 
10.	<p>In the Search and Select window, you can click the Go button to search for all PO Line Numbers. You can also narrow your search using the Search By fields. Select the parameter you would like to search by (PO Line Number, PO Line Description), type all or a portion (use % as wildcard) of the text you would like to search for, and click the Go button.</p> <p>For this exercise, click the Go button to search for all PO Line Numbers.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Go</div>

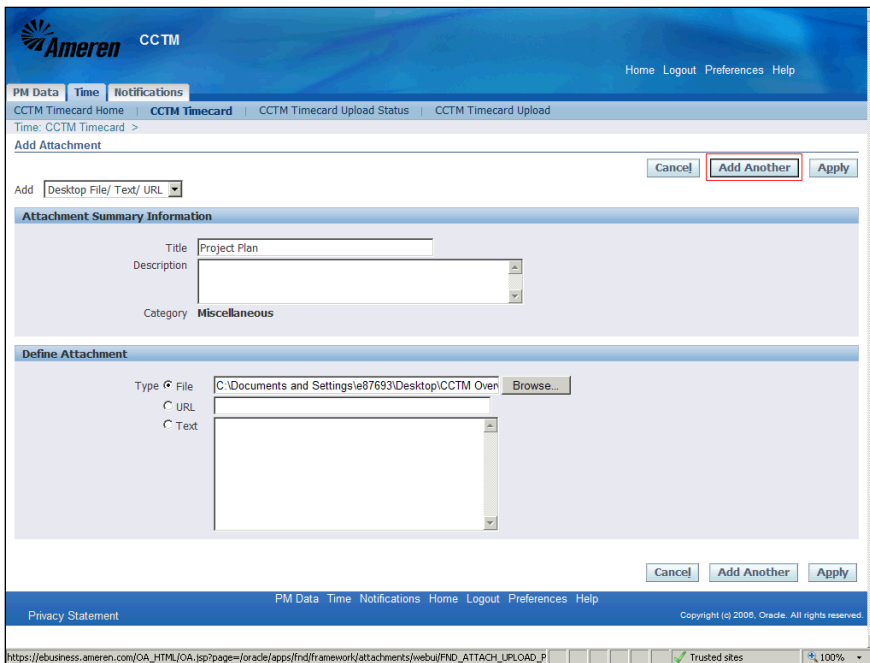
<p>11.</p>	<p>The page will refresh to display all PO Line Numbers and the PO Line Description for each.</p> <p>For this exercise, click the Quick Select icon for PO Line Number 1.</p> <p>* The window will close, taking you back to Time Card Details, where the PO Line Number field will now be populated.</p> 
<p>12.</p>	<p>CCTM requires that you enter a Milestone to indicate a percentage of work completed or a specific progress point.</p> <p>* Contact the Time Card approver designated for this PO, to identify how Milestones will be reported.</p> <p>For this exercise Type Phase I Complete in the Milestone field.</p>
<p>13.</p>	<p>Enter the total dollars associated with the Milestone in the Amount field.</p> <p>For this exercise Type 2000 in the Amount field.</p>
<p>14.</p>	<p>The Vendor Reference Number (VRN) field allows you to include corresponding invoice information, internal to your organization, to guide reconciliation back to your system of record. The VRN will be displayed on the ACH payment alert email notification, and with invoice and payment details in iSupplier Portal (see iSupplier Portal Supplier Invoicing)</p> <p>* The Change Reason field is required only when making changes to a rejected Time Card, or a Time Card that was submitted and then pulled back to Draft status.</p> <p>For this exercise, enter A50814 in the Vendor Reference Number field.</p>
<p>15.</p>	<p>CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card.</p> <p>* Contact the designated Approver for each PO to determine what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> 




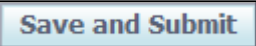
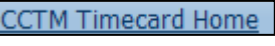
Step	Action
16.	<p>The Title field is optional. If you have multiple attachments you can populate the this field to name each attachment.</p> <p>For this exercise type Project Plan in the Title field.</p>
17.	<p>CCTM allows a File, URL or Text attachment Type.</p> <p>* To attach a File, click the Browse button to search for the corresponding file.</p> <p>** To attach a URL, click the select circle and enter a valid URL in the corresponding field.</p> <p>*** To attach a Text description, click the select circle and enter the required text in the corresponding field.</p> <p>For this exercise, click the Browse button.</p> <p>* A Choose File window will open.</p> <p></p>



Step	Action
18.	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the PO-590561-5-Phase-Plan.xlsx file.</p> <p>* The Choose File window will close.</p> 



Step	Action
19.	<p>If you plan to include multiple attachments, Click the Add Another button.</p> <p>For this exercise Click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <p></p>

Step	Action
20.	<p>After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button.</p> <p>Click the Save and Submit button.</p> <p></p>
21.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home.</p> <p></p>

Step	Action
22.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>** You can make changes to a Time Card in Pending or Approved status, but not after it has reached Receipt status. Refer to topic S1.3.5 Make Time Card Changes.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p> <p>**** If your Time Card is Rejected for any reason, refer to topic S1.3.8 Correct a Rejected FP Time Card.</p>