CCTM SUPPLIER

RATE CARD

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S1.2 CREATE A RATE CARD: INTRODUCTION

The Rate Card is a vital component of the CCTM application. For every contract negotiated between Ameren and a Service Supplier, Time & Materials and/or unit-based rates are included. When a CCTM Supplier is notified of a GCPA (Global Contract Purchase Agreement) award, the first step in the CCTM process is to create a Rate Card that includes all negotiated fixed rates for Labor, Equipment and/or Chemicals. Within a CCTM Rate Card a number of fields are presented, where some require data while others are optional. Similarly, some fields require specific forced choice data while others are free-text.

A Rate Card can be created **Online**, or an Excel template can be completed for **Upload** to CCTM. **Online** Rate Card creation is only recommended when **fewer than 10 Rates** were negotiated with the Contract. Otherwise Rate Card template **Upload** is the preferred method as data can be populated, copied and pasted in an Excel file. After the Rate Card has been created online or uploaded to CCTM successfully, it is **submitted to an Ameren Sourcing representative** for review and approval. Going forward, **CCTM Time Cards** will be populated with data directly from the Rate Card, where the Supplier reports the **number of hours/units** completed per day, across a **Monday - Sunday period**, for each **Individual** or for each **Craft**. Rates and total dollars are auto-populated and calculated in the Time Card. As rates change through the course of the contract period, the **Rate Card can be updated and submitted for approval** accordingly.
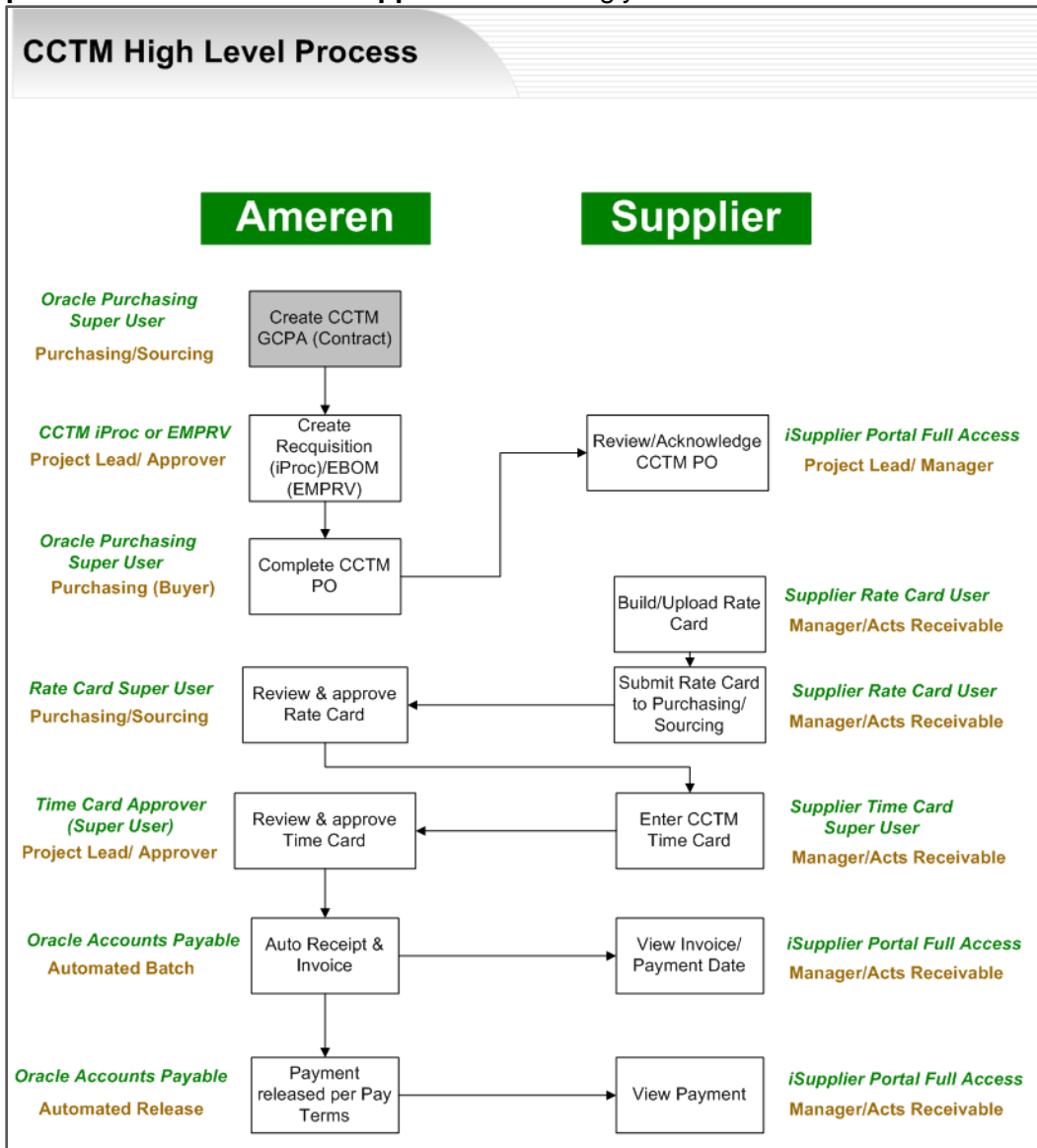
S1.2.1 Create a Rate Card Online

Step	Action
1.	**Online** Rate Card entry is recommended for Suppliers who have **fewer than 10 rates**. * From your **Applications Home Page**, when you click **AMCCTM Supplier Rate Card User > Rate Card**, you will be taken to your **Rate Card Home**. ** On your **Rate Card Home** page, you will have a quick view of Rate Cards in process (**Rate Cards in Pending Submission Stage**, **Pending Approval Stage** and **Rejected Stage**)
2.	To create a Rate Card online, click **CCTM Create Rate Card**. CCTM Create Rate Card

Step	Action
3.	Beginning at the **Rate Card Header**, your company name will always be pre-populated in the **Supplier Name** field. CCTM requires that every Rate Card reference a Global Contract Purchase Agreement (**GCPA**). If you know the **Contract Number**, you can type the number in the field and push the **Tab** key on your keyboard, or you can use the **Search** icon. * If you click the **Search** icon 🔍 a new window will open.

Step	Action
4.	When you click the **Go** button ⬜**Go** the window will refresh to display a list of your Ameren CCTM GCPA's (**Contract Numbers**). Click the **Quick Select** icon ⬜ next to the appropriate **Contract Number**, **588999** in this example. * The window will close.

Step	Action
5.	When the **Contract Number** field is populated, the **Effective From** and **Effective To** fields will auto-populate as well. * **DO NOT CHANGE THE EFFECTIVE DATES IN A NEW RATE CARD!** ** The **Effective From** date will be the **Monday** previous to the effective date of the contract. *** The **Effective To** date will be the **Sunday** after the end date of the contract.
6.	To add a single Rate, click the **Add** button under **Rate Card Details**. **Add**

Step	Action
7.	**Craft Type** is a required field and forced choice. You will click the **Drop Down Arrow** and choose **Chemical**, **Equipment** or **Labor**. Labor

Step	Action
8.	The **Craft** field is required but free-text. Best practice is to take Craft names directly from rates outlined in the contract, **"FOREMAN"**, for example.
9.	The **Craft Code Class** field is required, forced choice, and for Ameren internal use only. When creating a new Rate Card, **AA-NEW** should be the designated **Craft Code Class** for all rates. You can type the **text in the field** and press your **Tab** key, or you can click the **Search** icon.
10.	The **Local** field is optional and free-text. It is typically used to designate **union affiliation** by Craft.
11.	The **Worktype** field is also optional and free-text. This field may be used to tie a Rate to a specific **Ameren location**.
12.	The **Rate Type** field is required but free-text. This parameter refers to Standard Time/ST, Over Time/OT, Double Time/DT, etc. Again, best practice is to take **Rate Type** directly from the list of rates outlined in the contract, **"ST"**, for example.
13.	The **Rate** field is required but free-text. Again, the **Rate** will come directly from those outlined in the contract, **"70"**, for example.
14.	The **UOM (Unit of Measure)** field is required and forced choice. You will click the **Drop Down Arrow** as you did for the Craft Type field and choose from **100's**, **Day**, **Each**, **Feet**, **Gallons**, **Hours**, **Miles**, **Meter**, **Week**.

Step	Action
15.	When creating a new Rate Card the **Effective From** and **Effective To** dates on **each Rate line** should be the same as the **Effective From** and **Effective To** dates in the **Rate Card Header**. * As **Rate changes** occur throughout the course of the contract period you will **change** the **Effective From** date for an individual Rate line, but the **Effective To date will always remain the same.**

Step	Action
16.	If you have more than 5 Rates to add, you can click the **Drop Down Arrow** next to **No of Row(s) to Add** and choose **5** or **10**.
17.	Click the **Add** button. [Add] * The page will refresh.
18.	**Five blank Rate lines** will appear. Continue completing fields across each Rate Line until all rates have been entered. * Each Rate line includes a **Craft Combination** (**Craft Type**, **Craft**, **Local**, **Work Type**, **Rate Type**, **Rate** and **UOM**). CCTM requires that the Craft Combination on each Rate Line be **unique**. For instance, the system would not allow **2 Foreman** Crafts with a **ST** (Straight Time) and an **OT** (Over Time) Rate Type, both at the same Rate of **$105**. ** Use **copy/paste** to quickly populate duplicate fields such as **Effective From** and **Effective To**.
19.	Once you have entered all Rate Card lines, you must click the **Save** button before proceeding. [Save] * Note the **Submit** button is not active at this point. [Submit]

Step	Action
20.	The page will refresh and you will see a **Confirmation** indicating the Rate Card has been created with an assigned number, **10928**, for example. You will also now see an **Attachments** section in the **Rate Card Header**. CCTM requires that you include an **attachment** when submitting a **new Rate Card**. To do so click the **Add** button. **Add** * Contact your designated **Sourcing/Purchasing Approver** with **questions regarding the attachment**. ** You will be directed to a new page.

Step	Action
21.	CCTM allows a **File**, **URL** or **Text** attachment **Type**. * To attach a **File**, click the **Browse** button. A **Choose File** window will open. **Search** for and **choose/ double-click** the file you want to attach. The **Choose File** window will close and the field will be populated. ** To attach a **URL**, click the **select circle** and enter a valid **URL** in the corresponding field. *** To attach a **Text** description, click the **select circle** and enter the **required text** in the corresponding field.
22.	If you plan to include multiple attachments, click the **Add Another** button. Otherwise, click the **Apply** button, to complete one attachment. * You will be redirected to the **Create Rate Card** page.

Step	Action
23.	On the **Create Rate Card** page a **confirmation** message will be displayed, indicating the attachment was **added successfully but not saved**. * You can click the **View** link view **attachments** you have added. ** You can click the **Add** button to provide additional attachments.
24.	As the Confirmation indicates, CCTM requires that you **Save** your attachment before the Rate Card can be submitted. Click the **Save** button.

Step	Action
25.	Through discussions with Ameren **Sourcing/ Purchasing representatives**, you should have received the name of an **Approver** to whom the Rate Card should be submitted. * Type the approver's **last name** in the **Approver** field and push your **Tab** key. If the text that you type matches an individual Rate Card Approver, the full name will be auto-populated in the Approver field. If the text that you type matches multiple Rate Card Approvers a **window** will open and display a list of names to select from.
26.	When your Rate Card is complete click the **Submit** button. [Submit]

Step	Action
27.	The page will refresh to display a **Confirmation** message stating the **Rate Card was submitted successfully**. Click **CCTM Rate Home**.

| 28.	You will see your Rate Card in the **Rate Cards in Pending Approval Stage**. * The Rate Card **Approver** will receive an automated email **notification**, indicating the Rate Card is **pending review and action**. ** **You** will receive an automated email **notification** when **action has been taken** on your Rate Card.

S1.2.2 Download a Rate Card Template

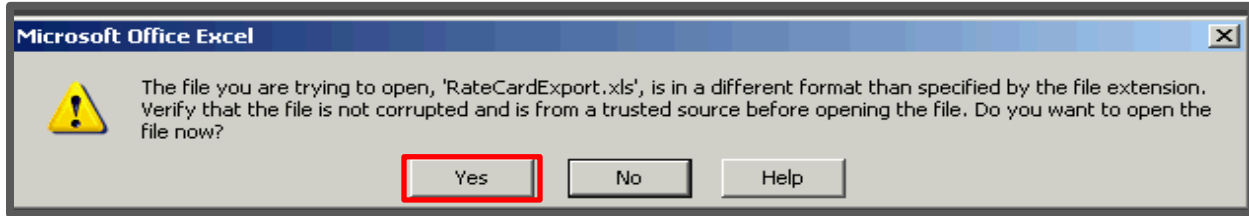| Step	Action
1.	From your **Applications Home Page**, when you click **AMCCTM Supplier Rate Card User > Rate Card**, you will be taken to your **Rate Card Home**. *** The **Rate Card Home** page gives you quick view of Rate Cards in process (**Rate Cards in Pending Submission Stage**, **Pending Approval Stage** and **Rejected Stage**)
2.	To Download a Rate Card Template, click **CCTM Create Rate Card**. CCTM Create Rate Card

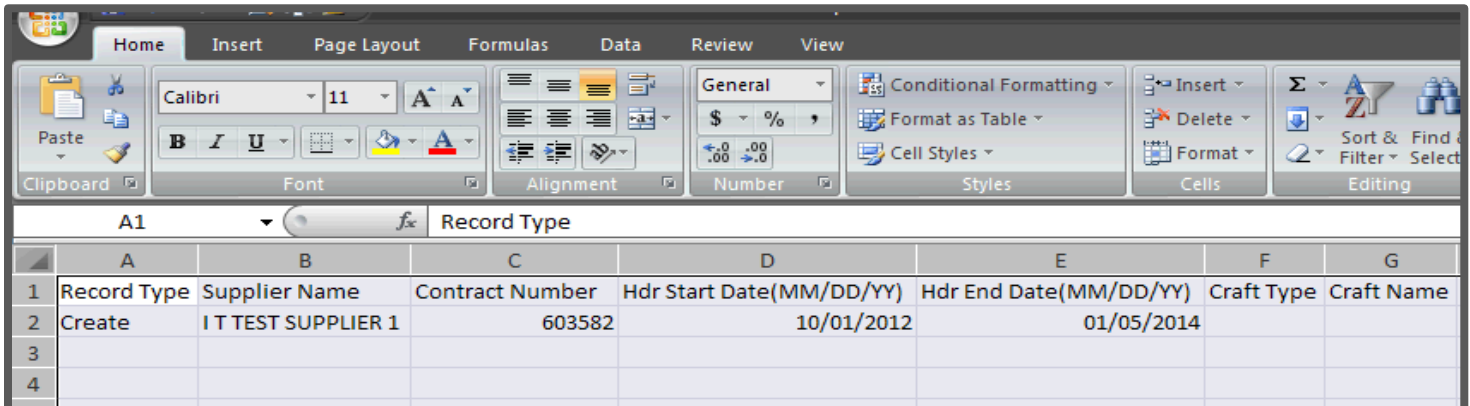| Step	Action
3.	CCTM requires that every Rate Card reference a Global Contract Purchase Agreement (GCPA). If you know the **Contract Number**, you can type the number in the field and push the **Tab** key on your keyboard. Otherwise, you can use the **Search** icon.
4.	When the **Contract Number** field is populated, the **Effective From** and **Effective To** fields will auto-populate as well. * **DO NOT CHANGE THE EFFECTIVE DATES IN A NEW RATE CARD!** ** The **Effective From** date will be the **Monday** previous to the effective date of the contract. *** The **Effective To** date will be the **Sunday** after the end date of the contract.
5.	With all required fields populated, click the **Download Template** button. * A **Download** window will open.
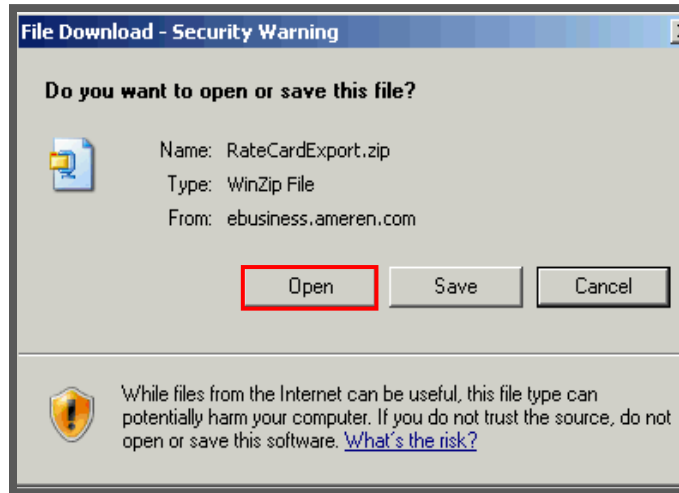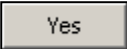
Step	Action
6.	Click the **Open** button. * A **Win Zip** window will open.
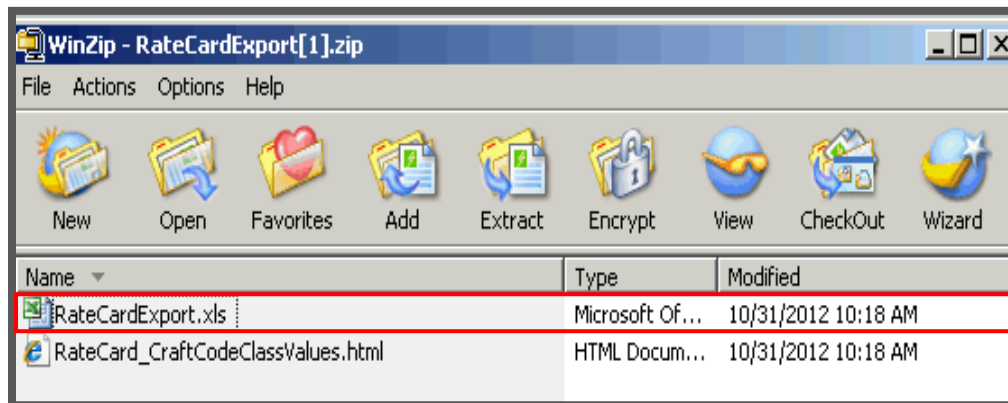
Step	Action
7.	Double-click the **RateCardExport.xls** list item.

Step	Action
8.	If you receive the **Excel Format** warning, click the **Yes** button.

Step	Action
9.	The Excel file will open in **Text (Tab Delimited)** format. CCTM requires the Rate Card template to be uploaded in **CSV (Comma Delimited)** format. However, some users will Save the file in **Excel Workbook (xlsx)** format while building the Rate Card, for ease of entry, and then **Save As CSV** format before uploading. ** On the first Rate Card data line after the Header row, columns A through E will be pre-populated with the data that you entered in CCTM, providing you with the ease of Copy/Paste to subsequent Rate Card lines.

S1.2.3 Rate Card Template Field Descriptions

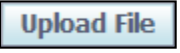|	A	B	C	D	E	F
1	**Record Type**	**Supplier Name**	**Contract Number**	**Hdr Start Date(MM/DD/YY)**	**Hdr End Date(MM/DD/YY)**	**Craft Type**
2	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
3	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
4	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
5	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
6	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
7	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
8	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
9	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
10	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
11	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
12	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
13	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
14	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
15	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
16	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
17	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
18	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
19	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
20	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
21	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Labor
22	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Equipment
23	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Equipment
24	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Equipment
25	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Equipment
26	Create	I T TEST SUPPLIER 1	579536	01/30/2012	01/05/2014	Equipment
27	**Required**	**Required**	**Required**	**Required**	**Required**	**Required**
28	**Forced Chce**	**Forced Chce**	**Forced Chce**	**Forced Chce**	**Forced Chce**	**Forced Chce**
29	*Create	Must be spelled	You can search for	When you chose a contract	When you chose a	*Labor
30	*Update	exactly as seen in	your contract # in	# in previous step,	contract # in previous	*Equipment
31		CCTM	**CCTM Create Rate Card** screen	**Effective From** field will populate in the same screen (coincides with contract start).	step, **Effective To** field will populate in the same screen (coincides with contract end).	*Chemical

	G	H	I	J	K
1	**Craft Name**	**Craft Code Class**	**Local**	**Work Place**	**Rate Type**
2	OPERATOR	AA-NEW	520		ST
3	OPERATOR	AA-NEW	520		OT
4	OPERATOR	AA-NEW	520		DT
5	LABORER	AA-NEW	1084		ST
6	LABORER	AA-NEW	1084		OT
7	LABORER	AA-NEW	1084		DT
8	LINEMAN	AA-NEW			ST
9	ELECTRICIAN	AA-NEW			ST
10	ELECTRICIAN	AA-NEW			OT
11	ELECTRICIAN	AA-NEW			DT
12	FOREMAN	AA-NEW			ST
13	FOREMAN	AA-NEW			OT
14	FOREMAN	AA-NEW			DT
15	GENERAL FOREMAN	AA-NEW			ST
16	GENERAL FOREMAN	AA-NEW			OT
17	GENERAL FOREMAN	AA-NEW			DT
18	PROGRAM MGR 10	AA-NEW			ST
19	PROGRAM MGR 10	AA-NEW			OT
20	PROGRAM MGR 11	AA-NEW			ST
21	PROGRAM MGR 11	AA-NEW			OT
22	PC 200 EXCAVATOR	AA-NEW			ST
23	MINI EXCAVATOR	AA-NEW			Active
24	MINI EXCAVATOR	AA-NEW			Standby
25	FORKLIFT PNMTC TIRE	AA-NEW			ST
26	FORKLIFT PNMTC TIRE	AA-NEW			ST
27	**Required**	**Required**	**Optional**	**Optional**	**Required**
28	**Free Text**	**Forced Chce**	**Free Text**	**Free Text**	**Free Text**
29	Taken directly from	*AA-NEW	Union	e.g. Work at	Standard,
30	documented rates	(Internal use)	Affiliation as	multiple sites,	Overtime,
31	negotiated with contract.		applicable	with different rates per	Double Time, etc
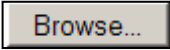
	P	Q	R	S	T
1	**Unit Of Measurement**	**Rate**	**Effective From(MM/DD/YY)**	**Effective To(MM/DD/YY)**	**Comments**
2	Hours	70	01/30/2012	01/05/2014	
3	Hours	105	01/30/2012	01/05/2014	
4	Hours	140	01/30/2012	01/05/2014	
5	Hours	55	01/30/2012	01/05/2014	
6	Hours	82.5	01/30/2012	01/05/2014	
7	Hours	110	01/30/2012	01/05/2014	
8	Hours	20	01/30/2012	01/05/2014	
9	Hours	55	01/30/2012	01/05/2014	
10	Hours	82.5	01/30/2012	01/05/2014	
11	Hours	110	01/30/2012	01/05/2014	
12	Hours	70	01/30/2012	01/05/2014	
13	Hours	105	01/30/2012	01/05/2014	
14	Hours	140	01/30/2012	01/05/2014	
15	Hours	60	01/30/2012	01/05/2014	
16	Hours	90	01/30/2012	01/05/2014	
17	Hours	120	01/30/2012	01/05/2014	
18	Hours	104.5	01/30/2012	01/05/2014	
19	Hours	130.63	01/30/2012	01/05/2014	
20	Hours	122	01/30/2012	01/05/2014	
21	Hours	152.5	01/30/2012	01/05/2014	
22	Hours	175	01/30/2012	01/05/2014	
23	Hours	115	01/30/2012	01/05/2014	
24	Hours	75	01/30/2012	01/05/2014	
25	Week	495.6	01/30/2012	01/05/2014	
26	Day	165.2	01/30/2012	01/05/2014	
27	**Required**	**Required**	**Required**	**Required**	**Optional**
28	**Forced Chce**	**Free Text**	Same as **Hdr Start Date** in a	Same as **Hdr End Date**	**Free Text**
29	*100's *Hours	Taken	new Rate Card	always.	
30	*Day *Miles	directly from			
31	*Each *Meter *Feet *Week *Gallons	documented rates negotiated with contract.			

S1.2.4 Upload a Rate Card Template

Step	Action
1.	CCTM Rate Card submittal is a **two part process** when the **Upload** method is utilized: 1. **Upload** the completed Rate Card Template successfully. 2. **Access** the Rate Card Draft in CCTM and **Submit** with supporting documentation attached. To Upload a completed Rate Card Template, click **CCTM Create Rate Card**. CCTM Create Rate Card * Before proceeding with the Rate Card upload confirm your Rate Card Excel template has been saved in **CSV (Comma Delimited)** format.

Step	Action
2.	Beginning at the **Rate Card Header**, your company name will always be pre-populated in the **Supplier Name** field. CCTM requires that every Rate Card reference a Global Contract Purchase Agreement (**GCPA**). If you know the **Contract Number**, you can type the number in the field and push the **Tab** key on your keyboard, or you can use the **Search** 🔍 icon and click the **Go** button.
3.	When the **Contract Number** field is populated, the **Effective From** and **Effective To** fields will auto-populate as well. * **DO NOT CHANGE THE EFFECTIVE DATES IN A NEW RATE CARD!** ** The **Effective From** date will be the **Monday** previous to the effective date of the contract. *** The **Effective To** date will be the **Sunday** after the end date of the contract.
4.	With all required fields populated, click the **Upload File** button. * You will be taken to a new page.

Step	Action
5.	Click the **Browse** button. * A file window will open.
6.	Navigate to your completed Rate Card template and **double-click** the file or click the **Open** button. The file path will be populated in the **Select File for Upload** field
7.	Click the **Upload** button.

Step	Action
8.	The page will refresh and a **Confirmation** message will display stating the upload batch was launched successfully. Click the **Go** button to refresh the page periodically. As the batch runs (and as you refresh) the **Status** will progress from **Pending** to **Running** to **Completed**. When the batch is **Completed**, you will see a number for: * **Successful Lines** - Number of Rate Card lines in which all cells are populated as required and contain valid data. * **Rejected Lines** - Number of Rate Card lines in which at least one cell is not populated as required or does not contain valid data.

Step	Action
9.	If there are any **Rejected Lines**, the **Details** icon will be blue and active. Click the **Details** icon to view Rate Card errors. * You will be taken to a new page.

Step	Action
10.	The **Rejections** page will display the Rate Card **Line Number** that failed, the **Field Type**, an **Error Description** and the **Suggested Corrective Action**. * Since the Rate Card template includes a Header line, the **Line Number** indicated on this page will refer to the following **Line Number** in your Rate Card template. For instance, **Line Number 19** in this window indicates that you will correct **Line Number 20** in your Rate Card template.
11.	If one Rate Card line is Rejected in the upload, **the entire upload is rejected**. You will then **correct the errors and re-upload the Rate Card template** using the process you just reviewed. When you are finished reviewing the **Rejections**, click the **Cancel** button. * You will be redirected to the **CCTM Create Rate Card** page.
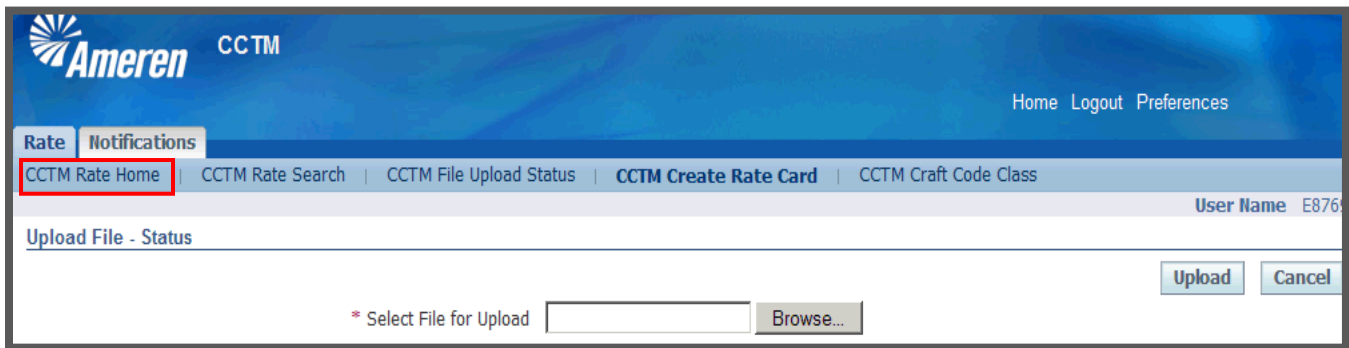
Step	Action
12.	If the upload is completed successfully, with **0 Rejected Lines**, congratulations! You now have a CCTM Rate Card **Pending Submission**. Click **CCTM Rate Home**.

Step	Action
13.	You will see your Rate Card draft in the **Rate Cards in Pending Submission Stage** section of your **Rate Card Home**. You are now ready to **Review** the Rate Card draft in CCTM, **Attach** supporting documentation and **Submit** it to a Sourcing/Purchasing representative for approval.

S1.2.5 Submit an Uploaded Rate Card

Step	Action
1.	From your **Applications Home Page**, when you click **AMCCTM Supplier Rate Card User > Rate Card**, you will be taken to your **Rate Card Home**. * On your **Rate Card Home** page, you will have a quick view of Rate Cards in process (**Rate Cards in Pending Submission Stage**, **Pending Approval Stage** and **Rejected Stage**). To review your newly uploaded Rate Card click the **Rate Card Number**, **11228** for example, in the **Rate Cards in Pending Submission Stage** section.

Step	Action
2.	The Rate Card page displays all Rates included in the upload with a **green icon** indicating it is a **new** Rate. * You can click some of the column **Titles** to **sort** in ascending or descending order. ** If you notice **multiple errors** and prefer to correct the Rate Card Template before submitting, click the **Delete Rate Card** button. You can then correct the Rate Card file and upload the corrected version for submission.
3.	To review Rates in **Draft** form and add **Attachments**, click the **Review Crafts** button. **Review Crafts**

Step	Action
4.	The **Rate Card Screen** displays 10 Rates at a time. To view additional Rates click the **Next 10** link. Next 10

Step	Action
5.	You can Click the **Next 6** link to view the remaining Rates. If you find mistakes, you have limited options for correcting online. * If you forgot to include a Rate Line, click the **Add Another Row** button. A blank row will be displayed for you to complete accordingly. ** If you need to delete a Rate Line click the Select box for that line, then click the **Delete from Change Request** button.
6.	CCTM requires that you include an **attachment** when submitting a **new Rate Card**. * A copy of the rates attached to the original Contract will typically suffice. Contact your designated **Sourcing/Purchasing Approver** with **questions regarding the attachment**. To add an **Attachment** click the **Add** button in the **Rate Card Header**. * You will be directed to a new page.

Step	Action
7.	CCTM allows a **File**, **URL** or **Text** attachment **Type**. * To attach a **File**, enter a **file name** in the **Title** field (optional) and click the **Browse** button to search for and choose the file you want to attach. The **File** field will be populated. ![Browse...] ** To attach a **URL**, click the **select circle** and enter a valid **URL** in the corresponding field. *** To attach a **Text** description, click the **select circle** and enter the **required text** in the corresponding field.
8.	If you plan to include multiple attachments, click the **Add Another** button. Otherwise, click the **Apply** button, to complete one attachment. ![Apply] * You will be redirected to the **Create Rate Card** page.

Step	Action
9.	On the **Create Rate Card** page a **confirmation** message will be displayed, telling you the attachment was **added successfully but not saved**. * You can click the **View** link view attachments you have added. ** You can click the **Add** button to provide additional attachments.

Step	Action
10.	Through discussions with Ameren **Sourcing/ Purchasing representatives**, you should have received the name of an **Approver** to whom the Rate Card should be submitted.
	You can type the approver's **last name** in the **Approver** field and push your **Tab** key.
	* If the text that you type matches an **individual** Rate Card Approver, the full name will be **auto-populated** in the **Approver** field.
	** If the text that you type matches **multiple** Rate Card Approvers, a **window will open** and display a list of names to select from.
	*** You can also click the **Search** icon to search for the **Approver name**.
11.	When your Rate Card is complete click the **Save and Submit** button.

Step	Action
12.	The page will refresh to display a **Confirmation** message indicating the **Rate Card was submitted successfully**. Click **CCTM Rate Home**.

Step	Action
13.	You will see your Rate Card in the **Rate Cards in Pending Approval Stage** section of your **Rate Card Home**. * The Rate Card **Approver** will receive an automated email **notification**, stating the Rate Card is **pending review and action**. ** **You** will receive an automated email **notification** when **action has been taken** on your Rate Card.