



CCTM SUPPLIER

RATE CARD

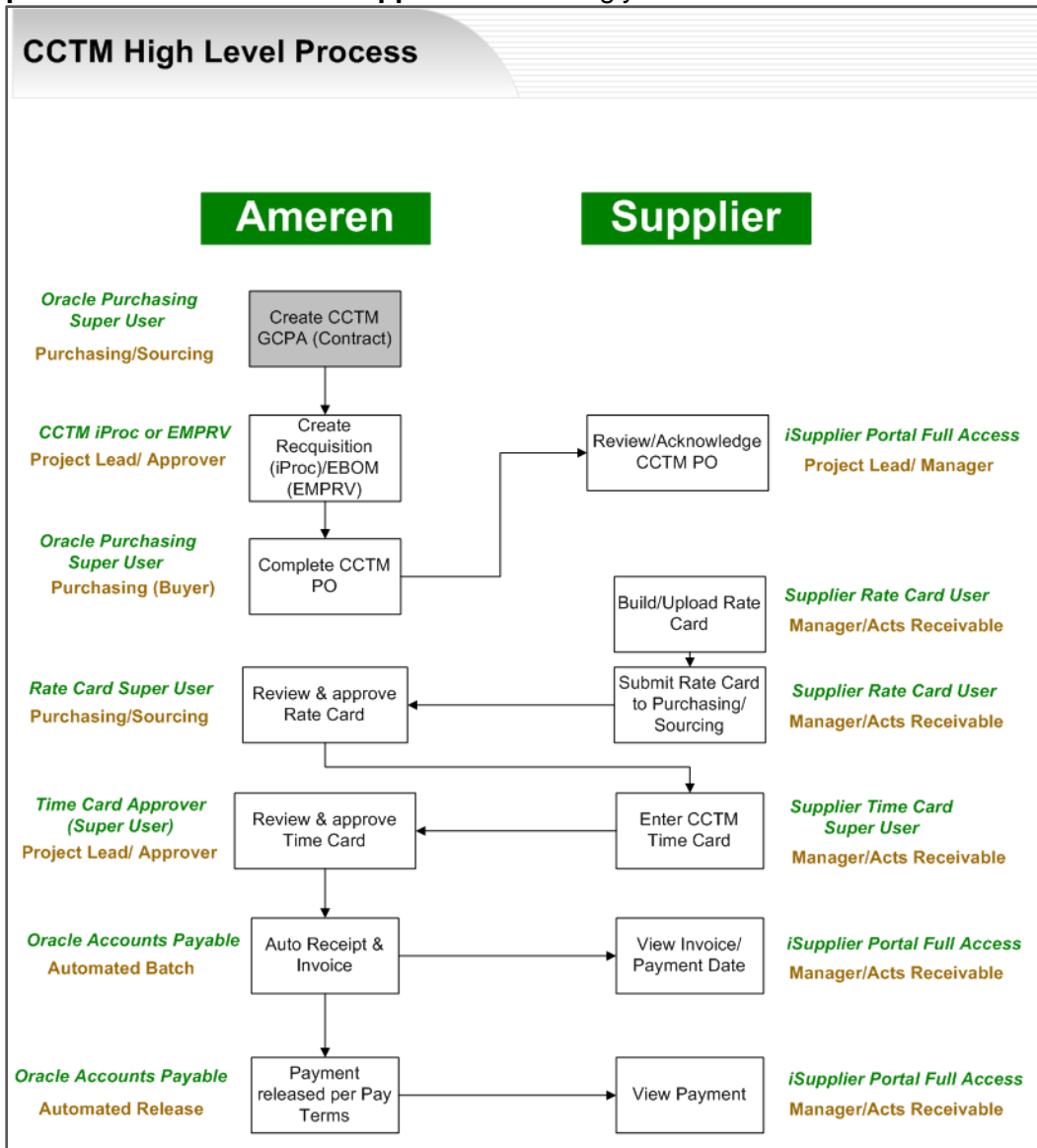
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S1.2 CREATE A RATE CARD: INTRODUCTION


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. | <p>Online Rate Card entry is recommended for Suppliers who have fewer than 10 rates.</p> <p>* From your Applications Home Page, when you click AMCCTM Supplier Rate Card User > Rate Card, you will be taken to your Rate Card Home.</p> <p>** 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)</p> |
| 2. | <p>To create a Rate Card online, click CCTM Create Rate Card.</p> <p>CCTM Create Rate Card</p> |

| Step | Action |
|------|---|
| 3. | <p>Beginning at the Rate Card Header, your company name will always be pre-populated in the Supplier Name field.</p> <p>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.</p> <p>* If you click the Search icon  a new window will open.</p> |

Search and Select: Contract Number



Search

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

Search By

Results

| Select | Quick Select | Contract Number | Contract Description | Supplier Name | Org Name | Start Date | End Date |
|-----------------------|--------------|-----------------|---|--------------------|----------------|------------|-----------|
| <input type="radio"/> | | 535765 | Victor's Test CCTM Contract - used for Victor's Buyer's Training Class - Test Purposes Only | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 03/28/2011 | 01/05/201 |
| <input type="radio"/> | | 535962 | Victor's Complex CCTM Test GCPA | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 03/28/2011 | 01/03/201 |
| <input type="radio"/> | | 566573 | CCTM Services Contract | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 08/01/2011 | 01/05/201 |
| <input type="radio"/> | | 579536 | CCTM Services Contract - Training | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 01/30/2012 | 01/05/201 |
| <input type="radio"/> | | 588999 | CCTM Services Contract - Training | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 05/28/2012 | 05/31/201 |
| <input type="radio"/> | | 603582 | CCTM Services Contract | IT TEST SUPPLIER 1 | AMEREN OP UNIT | 10/01/2012 | 01/05/201 |

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

Rate Card Header

Revision Number: 0
 OU Name: AMEREN OP UNIT
 * Supplier Name: I T TEST SUPPLIER 1
 * Contract Number: 588999
 * Effective From: 05/28/2012
 * Effective to: 05/31/2015
 Approver: []

Rate Card Details

Add Delete Row




| Select | *Craft Type | *Craft | *Craft Code Class | Local | Worktype | *Rate Type | *Rate (\$) | *UOM | *Effective From | *Effective To | Comments |
|----------------------|-------------|--------|-------------------|-------|----------|------------|------------|------|-----------------|---------------|----------|
| No search conducted. | | | | | | | | | | | |

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

| Step | Action |
|------|--|
| 7. | <p>Craft Type is a required field and forced choice. You will click the Drop Down Arrow and choose Chemical, Equipment or Labor.</p> <p>Labor</p> |

| 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. | <p>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.</p> <p>* 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.</p> |

| 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.  * 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.  * Note the Submit button is not active at this point.  |

Confirmation
The Rate Card 10928 Rev.No. 0 has been created.

Create Rate Card
* Indicates required field

Rate Card Header

Revision Number: 0
OU Name: AMEREN OP UNIT
* Supplier Name: IT TEST SUPPLIER 1
* Contract Number: 588999
* Effective From: 05/28/2012
* Effective to: 05/31/2015
Approver: [Search]

Attachments: None **Add**

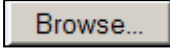

Rate Card Details **Add**

No of Row(s) to Add: 5 **Add** **Delete Row**

Select All | Select None

| Select | *Craft Type | *Craft | *Craft Code Class | Local | Worktype | *Rate Type | *Rate (\$) | *UOM | *Effective From | *Effective To |
|--------------------------|-------------|---------|-------------------|-------|----------|------------|------------|-------|-----------------|---------------|
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | | ST | 70 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | | OT | 105 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | | ST | 55 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | | OT | 82.5 | Hours | 05/28/2012 | 05/31/2015 |

| Step | Action |
|------|---|
| 20. | <p>The page will refresh and you will see a Confirmation indicating the Rate Card has been created with an assigned number, 10928, for example.</p> <p>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.</p> <p>Add</p> <p>* Contact your designated Sourcing/Purchasing Approver with questions regarding the attachment.</p> <p>** You will be directed to a new page.</p> |

| Step | Action |
|------|---|
| 21. | <p>CCTM allows a File, URL or Text attachment Type.</p> <p>* 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. </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> |
| 22. | <p>If you plan to include multiple attachments, click the Add Another button. Otherwise, click the Apply button, to complete one attachment. </p> <p>* You will be redirected to the Create Rate Card page.</p> |

Confirmation
Attachment "ITTestSupplier-RateCard-588999.xlsx" has been added successfully but not saved. Complete your work to save your attachment.

Create Rate Card
* Indicates required field

Submit **Save** Download Template Upload File Cancel

Rate Card Header

Revision Number: 0
OU Name: AMEREN OP UNIT
* Supplier Name: IT TEST SUPPLIER 1
Contract Specific:
* Contract Number: 588999

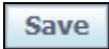
* Effective From: 05/28/2012
* Effective to: 05/31/2015
Approver:

Attachments [View](#) **Add**

Rate Card Details

No of Row(s) to Add: 5 **Add** **Delete Row**

| Select | *Craft Type | *Craft | *Craft Code Class | Local | Worktype | *Rate Type | *Rate (\$) | *UOM | *Effective From | *Effective To |
|--------------------------|-------------|---------|-------------------|-------|----------|------------|------------|-------|-----------------|---------------|
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | | ST | 70 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | | OT | 105 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | | ST | 55 | Hours | 05/28/2012 | 05/31/2015 |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | | OT | 82.5 | Hours | 05/28/2012 | 05/31/2015 |

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

eren CCTM Home Logout Preferences

Home | CCTM Rate Search | CCTM File Upload Status | **CCTM Create Rate Card** | CCTM Craft Code Class User Name E87693

Card

Required field Submit Save Download Template Upload File Cancel

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

Header

Revision Number 0 * Effective From 05/28/2012
 OU Name AMEREN OP UNIT * Effective to 05/31/2015
 * Supplier Name IT TEST SUPPLIER 1 Approver Nelms(SCProcPerf)
 Contract Specific
 * Contract Number 588999

View Add


Details

Rows to Add 5 Add Delete Row

Select None

| Rate Type | *Craft | *Craft Code Class | Local | Worktype | *Rate Type | *Rate (\$) | *UOM | *Effective From | *Effective To |
|-----------|-----------|-------------------|-------|----------|------------|------------|-------|-----------------|---------------|
| or | FOREMAN | AA-NEW | | | ST | 70 | Hours | 05/28/2012 | 05/31/2015 |
| or | FOREMAN | AA-NEW | | | OT | 105 | Hours | 05/28/2012 | 05/31/2015 |
| or | LABORER | AA-NEW | | 1084 | ST | 55 | Hours | 05/28/2012 | 05/31/2015 |
| or | LABORER | AA-NEW | | 1084 | OT | 82.5 | Hours | 05/28/2012 | 05/31/2015 |
| mpment | JACK HAMM | AA-NEW | | | ST | 52.11 | Day | 05/28/2012 | 05/31/2015 |
| mpment | JACK HAMM | AA-NEW | | | ST | 156.32 | Week | 05/28/2012 | 05/31/2015 |

| Step | Action |
|------|--|
| 25. | <p>Through discussions with Ameren Sourcing/ Purchasing representatives, you should have received the name of an Approver to whom the Rate Card should be submitted.</p> <p>* 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.</p> |
| 26. | <p>When your Rate Card is complete click the Submit button. Submit</p> |

| Step | Action |
|------|--|
| 27. | <p>The page will refresh to display a Confirmation message stating the Rate Card was submitted successfully.</p> <p>Click CCTM Rate Home. </p> |

CCTM
Home Logout Preferences

Rate
Notifications

CCTM Rate Home
CCTM Rate Search
CCTM File Upload Status
CCTM Create Rate Card
CCTM Craft Code Class

Rate Card Home

Rate Cards in Pending Submission Stage

Previous
1-5
Next 5

| Rate Card Number | OU Name | Rev Num | Contract Number | Supplier Name | Effective From | Effective To | Status | Rate Card Change Requested By/Submitter |
|------------------|---------|---------|-----------------|---------------|----------------|--------------|--------|---|
| | | | | | | | | |



Rate Cards in Pending Approval Stage

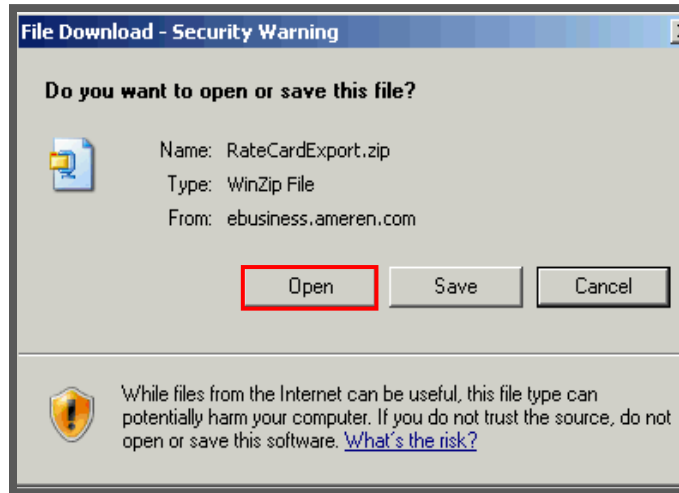
| Rate Card Number | OU Name | Rev Num | Contract Number | Supplier Name | Effective From | Effective To | Status | Rate Card Approver/Submitted To | Rate Card Change Requested By/Submitter |
|-----------------------|---------|---------|-----------------|--------------------|----------------|--------------|------------------|---------------------------------------|---|
| 11228 | Global | 0 | 603582 | IT TEST SUPPLIER 1 | 10/01/2012 | 01/05/2014 | Pending Approval | Nelms(SCProcPerf 1105), Christopher W | Minor(SCProcPerf 1105), Katherine A |

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

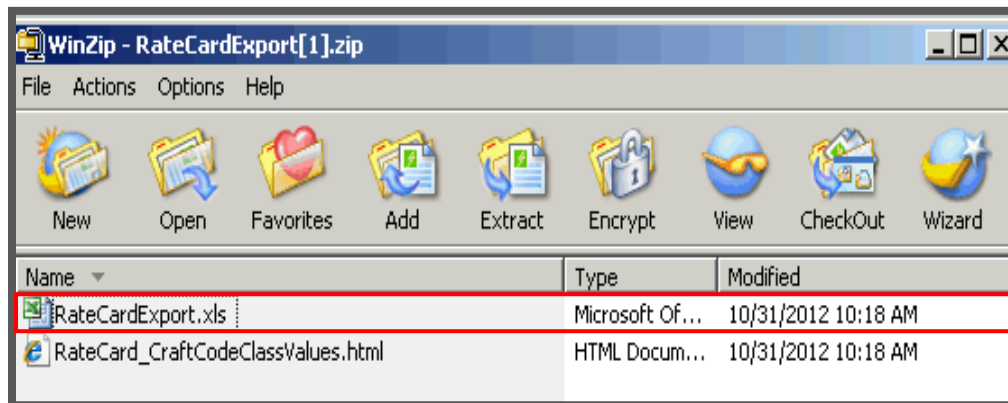
S1.2.2 Download a Rate Card Template

| Step | Action |
|------|---|
| 1. | <p>From your Applications Home Page, when you click AMCCTM Supplier Rate Card User > Rate Card, you will be taken to your Rate Card Home.</p> <p>*** 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)</p> |
| 2. | <p>To Download a Rate Card Template, click CCTM Create Rate Card.</p> |

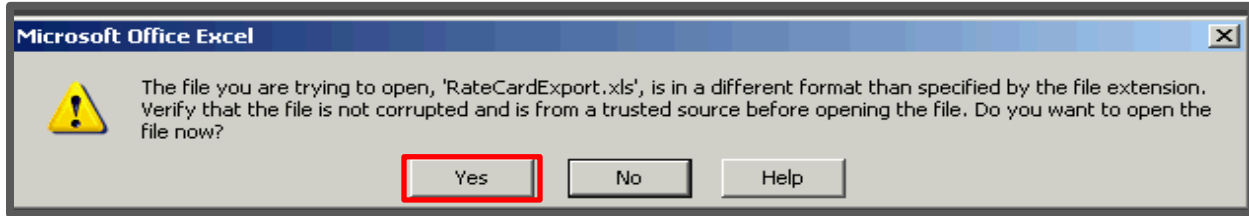
| Step | Action |
|------|---|
| 3. | CCTM requires that every Rate Card reference a Global Contract Purchase Agreement (GCPA). If you know the Contract Number , you can type the number in the field and push the Tab key on your keyboard. Otherwise, you can use the Search icon.  |
| 4. | When the Contract 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. |

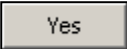


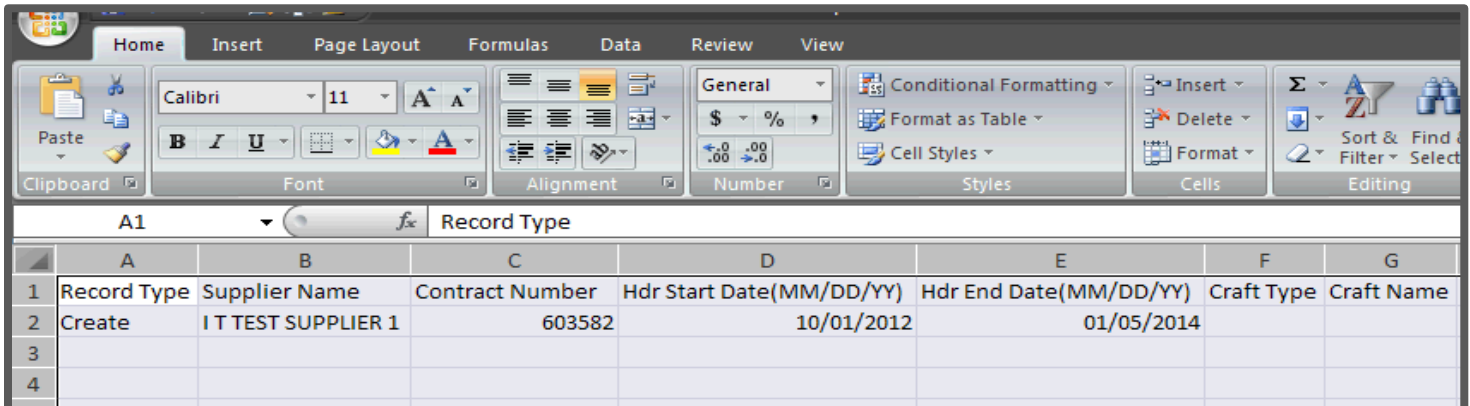
| Step | Action |
|------|---|
| 6. | Click the Open button.  * A Win Zip window will open. |



| 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. | <p>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.</p> <p>** 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.</p> |

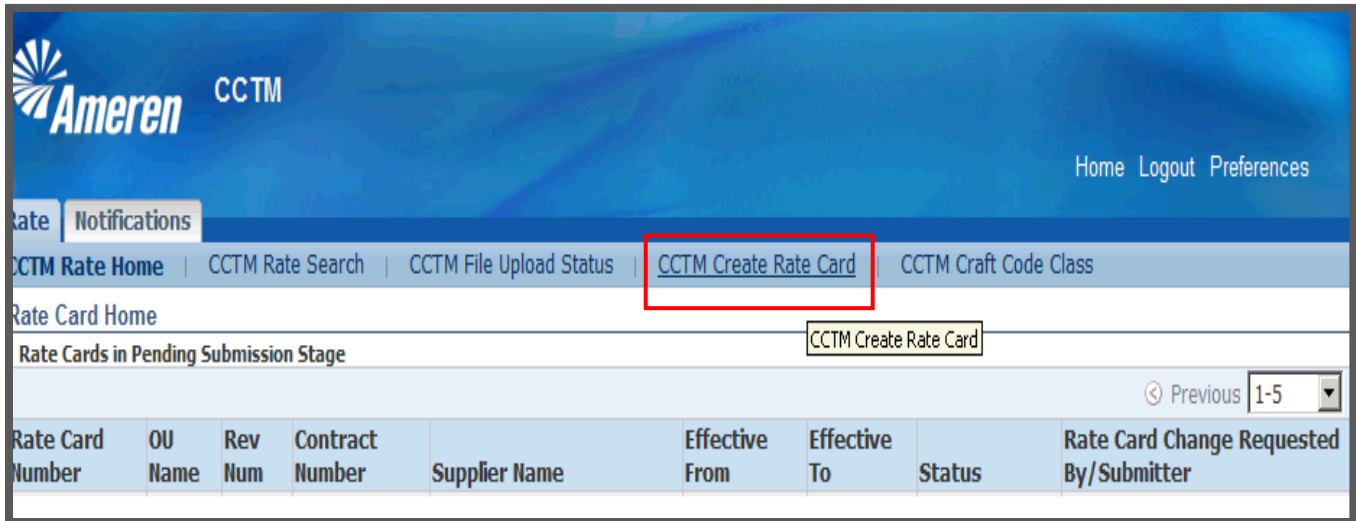
S1.2.3 Rate Card Template Field Descriptions

| | 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 | *Equipmen |
| 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). | t *Chemical |



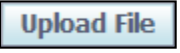
| | G | H | I | J | K |
|----|---------------------------|--------------------|------------------|------------------|------------------|
| 1 | Craft Name | Craft Code Class | Local | Work Place | Rate Type |
| 2 | OPERATOR | AA-NEW | 520 | | ST |
| 3 | OPERATOR | AA-NEW | 520 | | OT |
| 4 | OPERATOR | 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 PNMTTC TIRE | AA-NEW | | | ST |
| 26 | FORKLIFT PNMTTC 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 | Double Time, |
| | | | | rates per | etc |

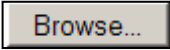

| | P | Q | R | S | T |
|----|---------------------|------------------|-----------------------------|------------------------|------------------|
| 1 | Unit Of Measurement | Rate | Effective From(MM/DD/YY) | Effective To(MM/DD/YY) | Comments |
| 2 | Hours | 70 | 01/30/2012 | 01/05/2014 | |
| 3 | Hours | 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 | documented | | | |
| | *Feet *Week | rates | | | |
| | *Gallons | negotiated | | | |
| | | with contract. | | | |

S1.2.4 Upload a Rate Card Template



| Step | Action |
|------|---|
| 1. | <p>CCTM Rate Card submittal is a two part process when the Upload method is utilized:</p> <ol style="list-style-type: none"> Upload the completed Rate Card Template successfully. Access the Rate Card Draft in CCTM and Submit with supporting documentation attached. <p>To Upload a completed Rate Card Template, click CCTM Create Rate Card.</p> <p>CCTM Create Rate Card</p> <p>* Before proceeding with the Rate Card upload confirm your Rate Card Excel template has been saved in CSV (Comma Delimited) format.</p> |

| Step | Action |
|------|--|
| 2. | <p>Beginning at the Rate Card Header, your company name will always be pre-populated in the Supplier Name field.</p> <p>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.</p> |
| 3. | <p>When the Contract Number field is populated, the Effective From and Effective To fields will auto-populate as well.</p> <p>* DO NOT CHANGE THE EFFECTIVE DATES IN A NEW RATE CARD!</p> <p>** The Effective From date will be the Monday previous to the effective date of the contract.</p> <p>*** The Effective To date will be the Sunday after the end date of the contract.</p> |
| 4. | <p>With all required fields populated, click the Upload File button. </p> <p>* You will be taken to a new page.</p> |

| 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.  |

Confirmation
The Batch Number 29505540 has been launched successfully.

Upload File - Status

* Select File for Upload

Data File Loader Batch Requests:

View By: All Jobs

| Data File Type | Batch Number | File | Status | Successful Lines | Rejected Lines | Batch Run Date | Details | Comments |
|----------------|--------------|------------------------------------|-----------|------------------|----------------|----------------|---------|--|
| Rate Card | 29505540 | ITTestSupplier-RateCard-603582.csv | Pending | 0 | 0 | 10/31/2012 | | |
| Rate Card | 29505431 | ITTestSupplier-RateCard-603582.csv | Completed | 22 | 4 | 10/31/2012 | | The batch request has failed. Please look at the details and reupload the file after corrections |

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 |
|------|---|
| 8. | <p>The page will refresh and a Confirmation message will display stating the upload batch was launched successfully.</p> <p>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.</p> <p>When the batch is Completed, you will see a number for:</p> <ul style="list-style-type: none"> * 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. |

Home Logout Preferences

Rate
Notifications

CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | **CCTM Create Rate Card** | CCTM Craft Code Class
User Name E87

Upload File - Status

* Select File for Upload

Data File Loader Batch Requests:


View By All Jobs

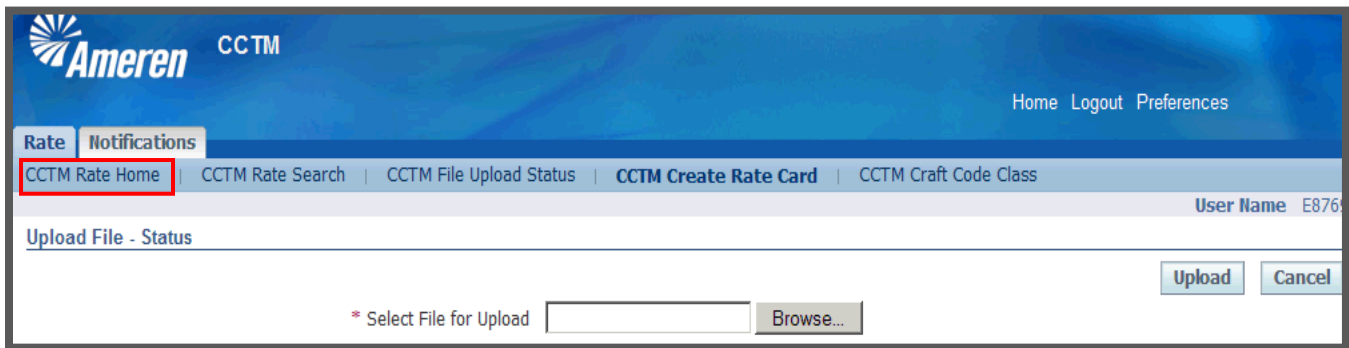
| Data File Type | Batch Number | File | Status | Successful Lines | Rejected Lines | Batch Run Date | Details | Comments |
|----------------|--------------|------------------------------------|-----------|------------------|----------------|----------------|---------|--|
| Rate Card | 29505540 | ITTestSupplier-RateCard-603582.csv | Completed | 22 | 4 | 10/31/2012 | | The batch request has failed. Please look at the details and reupload the file after corrections |
| Rate Card | 29505431 | ITTestSupplier-RateCard-603582.csv | Completed | 22 | 4 | 10/31/2012 | | The batch request has failed. Please look at the details and reupload the file after corrections |

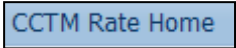
✔ Job History will be displayed for 60 days from the load date.

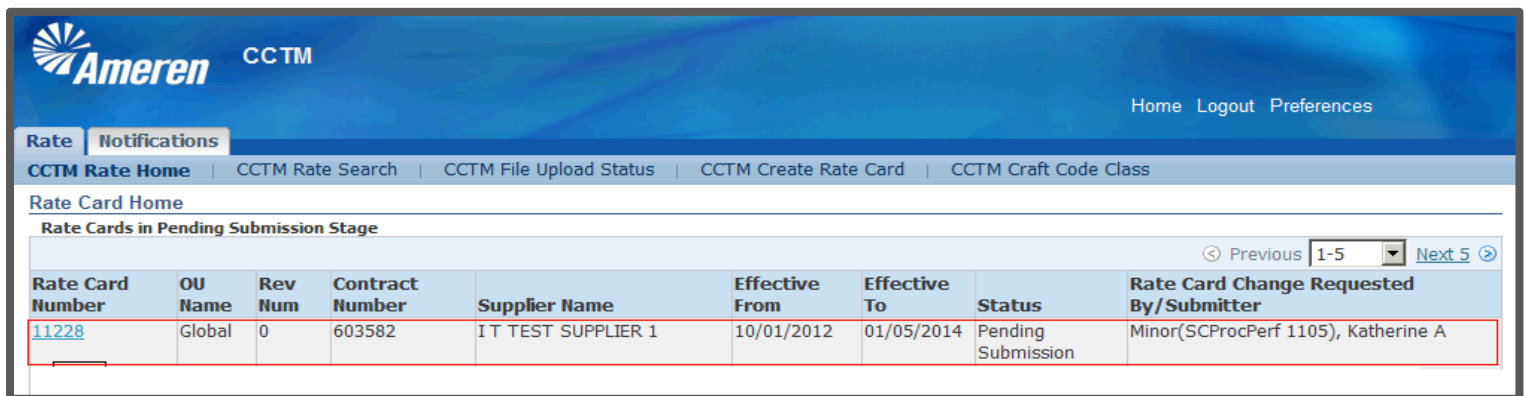
| Step | Action |
|-----------|--|
| 9. | <p>If there are any Rejected Lines, the Details icon will be blue and active. Click the Details icon to view Rate Card errors. </p> <p>* You will be taken to a new page.</p> |

| Line Number | Field Type | Error Description | Suggested Corrective Action |
|-------------|------------|---------------------|--|
| 19 | Craft | Invalid Combination | And overlap of periods for the combination of Craft + Local + Work Type + Rate Type + Unit of Measurement exist. Please delete the duplicate records or change the effective start and end dates |
| 20 | Craft | Invalid Combination | And overlap of periods for the combination of Craft + Local + Work Type + Rate Type + Unit of Measurement exist. Please delete the duplicate records or change the effective start and end dates |
| 21 | Craft | Invalid Combination | And overlap of periods for the combination of Craft + Local + Work Type + Rate Type + Unit of Measurement exist. Please delete the duplicate records or change the effective start and end dates |
| 22 | Craft | Invalid Combination | And overlap of periods for the combination of Craft + Local + Work Type + Rate Type + Unit of Measurement exist. Please delete the duplicate records or change the effective start and end dates |

| Step | Action |
|------|---|
| 10. | <p>The Rejections page will display the Rate Card Line Number that failed, the Field Type, an Error Description and the Suggested Corrective Action.</p> <p>* 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.</p> |
| 11. | <p>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.</p> <p>When you are finished reviewing the Rejections, click the Cancel button. </p> <p>* You will be redirected to the CCTM Create Rate Card page.</p> |



| Step | Action |
|------|---|
| 12. | <p>If the upload is completed successfully, with 0 Rejected Lines, congratulations! You now have a CCTM Rate Card Pending Submission.</p> <p>Click CCTM Rate Home. </p> |



| Step | Action |
|------|---|
| 13. | <p>You will see your Rate Card draft in the Rate Cards in Pending Submission Stage section of your Rate Card Home.</p> <p>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.</p> |

S1.2.5 Submit an Uploaded Rate Card

The screenshot shows the CCTM Rate Card Home page. At the top, there is a navigation bar with 'Home', 'Logout', and 'Preferences'. Below this is a breadcrumb trail: 'CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | CCTM Create Rate Card | CCTM Craft Code Class'. The main content area is titled 'Rate Card Home' and is divided into three sections: 'Rate Cards in Pending Submission Stage', 'Rate Cards in Pending Approval Stage', and 'Rate Cards in Rejected Stage'. The 'Rate Cards in Pending Submission Stage' section contains a table with the following data:

| Rate Card Number | OU Name | Rev Num | Contract Number | Supplier Name | Effective From | Effective To | Status | Rate Card Change Requested By/Submitter |
|------------------|---------|---------|-----------------|--------------------|----------------|--------------|--------------------|---|
| 11228 | Global | 0 | 603582 | IT TEST SUPPLIER 1 | 10/01/2012 | 01/05/2014 | Pending Submission | Minor(SCProcPerf 1105), Katherine A |

The 'Rate Cards in Pending Approval Stage' and 'Rate Cards in Rejected Stage' sections are currently empty.

| Step | Action |
|------|--|
| 1. | <p>From your Applications Home Page, when you click AMCCTM Supplier Rate Card User > Rate Card, you will be taken to your Rate Card Home.</p> <p>* 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).</p> <p>To review your newly uploaded Rate Card click the Rate Card Number, 11228 for example, in the Rate Cards in Pending Submission Stage section.</p> |

| Craft Type | Craft | Craft Code Class | Local | Work Type | Rate Type | UOM | Rate (\$) | Effective From | Effective To |
|------------|-----------|-------------------------|-------|-----------|-----------|-------|-----------|----------------|--------------|
| | Equipment | FORKLIFT PNEUMATIC TIRE | | | ST | Day | 165.2 | 10/01/2012 | 01/05/2014 |
| | Equipment | FORKLIFT PNEUMATIC TIRE | | | ST | Week | 495.6 | 10/01/2012 | 01/05/2014 |
| | Equipment | JACK HAMMER | | | ST | Day | 52.11 | 10/01/2012 | 01/05/2014 |
| | Equipment | JACK HAMMER | | | ST | Week | 156.32 | 10/01/2012 | 01/05/2014 |
| | Equipment | MINI EXCAVATOR | | | ST | Hours | 115 | 10/01/2012 | 01/05/2014 |

| Step | Action |
|------|---|
| 2. | <p>The Rate Card page displays all Rates included in the upload with a green icon indicating it is a new Rate.</p> <p>* You can click some of the column Titles to sort in ascending or descending order.</p> <p>** 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.</p> |
| 3. | <p>To review Rates in Draft form and add Attachments, click the Review Crafts button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Review Crafts</div> |

Home | Logout | Preferences

Rate | Notifications

[CCTM Rate Home](#) | [CCTM Rate Search](#) | [CCTM File Upload Status](#) | [CCTM Create Rate Card](#) | [CCTM Craft Code Class](#)

Rate: CCTM Rate Home > Rate Card Screen > User Name E8769

** Indicates required field*

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

Rate Card Header

| | |
|---|----------------------------------|
| RateCard Number 11228 | Effective From 10/01/2012 |
| Revision Num 0 | Effective To 01/05/2014 |
| Contract Number 603582 | Approver <input type="text"/> |
| Supplier Name IT TEST SUPPLIER 1 | |

Attachments None

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

Rate Card Details

Previous 1-10 of 26 [Next 10](#)

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

| Select | *Craft Type | *Craft | *Craft Code Class | Work Local Type | *Rate Type | *UOM | *Rate (\$) | *Effective From | *Effective To | Change Request Reason |
|--------------------------|-------------|----------|-------------------|-----------------|------------|-------|------------|-----------------|---------------|-----------------------|
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | ST | Hours | 70 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | OT | Hours | 105 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | DT | Hours | 140 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | ST | Hours | 55 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | OT | Hours | 82.5 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | DT | Hours | 110 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LINEMAN | AA-NEW | | ST | Hours | 20 | 10/01/2012 | 01/05/2014 | |

| Step | Action |
|-----------|---|
| 4. | <p>The Rate Card Screen displays 10 Rates at a time.</p> <p>To view additional Rates click the Next 10 link. Next 10</p> |

Ameren CCTM Home Logout Preferences

Rate Notifications

CCTM Rate Home | CCTM Rate Search | CCTM File Upload Status | CCTM Create Rate Card | CCTM Craft Code Class

Rate: CCTM Rate Home > Rate Card Screen > User Name E87693

* 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 **11228** Effective From **10/01/2012**
 Revision Num **0** Effective To **01/05/2014**
 Contract Number **603582** Approver
 Supplier Name **IT TEST SUPPLIER 1**

Attachments None **Add**


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

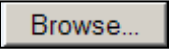

Rate Card Details

Add Another Row Delete from Change Request Previous 10 11-20 of 26 Next 6

Select All | Select None

| Select | *Craft Type | *Craft | *Craft Code Class | Work Local Type | *Rate Type | *UOM | *Rate (\$) | *Effective From | *Effective To | Change Request Reason |
|--------------------------|-------------|-----------------|-------------------|-----------------|------------|-------|------------|-----------------|---------------|-----------------------|
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | ST | Hours | 70 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | OT | Hours | 105 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | FOREMAN | AA-NEW | | DT | Hours | 140 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | GENERAL FOREMAN | AA-NEW | | ST | Hours | 60 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | GENERAL FOREMAN | AA-NEW | | OT | Hours | 90 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | GENERAL FOREMAN | AA-NEW | | DT | Hours | 120 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | PROJECT MANAGER | AA-NEW | | ST | Hours | 104.5 | 10/01/2012 | 01/05/2014 | |

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

| Step | Action |
|------|---|
| 7. | <p>CCTM allows a File, URL or Text attachment Type.</p> <p>* 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. </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> |
| 8. | <p>If you plan to include multiple attachments, click the Add Another button. Otherwise, click the Apply button, to complete one attachment. </p> <p>* You will be redirected to the Create Rate Card page.</p> |

CCTM

[Home](#) [Logout](#) [Preferences](#)

Rate Notifications

CCTM Rate Home | [CCTM Rate Search](#) | [CCTM File Upload Status](#) | [CCTM Create Rate Card](#) | [CCTM Craft Code Class](#)

Rate: CCTM Rate Home > Rate Card Screen >
User Name E8769

Confirmation
Attachment "ITTestSupplier-RateCard-603582.csv" has been added successfully but not saved. Complete your work to save your attachment.

* 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 11228 | Effective From 10/01/2012 |
| Revision Num 0 | Effective To 01/05/2014 |
| Contract Number 603582 | Approver <input type="text"/> |
| Supplier Name IT TEST SUPPLIER 1 | |

Attachments View Add

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

Rate Card Details

Add Another Row Delete from Change Request

Previous 1-10 of 26 Next 10

| Select | *Craft Type | *Craft | *Craft Code Class | Work Local Type | *Rate Type | *UOM | *Rate (\$) | *Effective From | *Effective To | Change Request Reason |
|--------------------------|-------------|----------|-------------------|-----------------|------------|-------|------------|-----------------|---------------|-----------------------|
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | ST | Hours | 70 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | OT | Hours | 105 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | DT | Hours | 140 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | ST | Hours | 55 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | OT | Hours | 82.5 | 10/01/2012 | 01/05/2014 | |

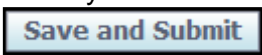
| Step | Action |
|-----------|---|
| 9. | <p>On the Create Rate Card page a confirmation message will be displayed, telling you the attachment was added successfully but not saved.</p> <p>* You can click the View link view attachments you have added.</p> <p>** You can click the Add button to provide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

Rate Card Header

RateCard Number **11228** Effective From **10/01/2012**
 Revision Num **0** Effective To **01/05/2014**
 Contract Number **603582** Approver **Nelms(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 Request Reason |
|--------------------------|-------------|----------|-------------------|-----------------|------------|-------|------------|-----------------|---------------|-----------------------|
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | ST | Hours | 70 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | OT | Hours | 105 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | OPERATOR | AA-NEW | 520 | DT | Hours | 140 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | ST | Hours | 55 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | OT | Hours | 82.5 | 10/01/2012 | 01/05/2014 | |
| <input type="checkbox"/> | Labor | LABORER | AA-NEW | 1084 | DT | Hours | 110 | 10/01/2012 | 01/05/2014 | |

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

Home Logout Preferences

CCTM Rate Home
CCTM Rate Search
CCTM File Upload Status
CCTM Create Rate Card
CCTM Craft Code Class

User Name E876

Confirmation
Rate Card of Rev.No. 0 has been submitted to Nelms(SCProcPerf 1105), Christopher W for approval

Export
Upload
Review Craft Changes
View Rate Card History
Delete Rate Card
Cancel

Rate Card Header

| | | | |
|------------------|--------|----------------|--------------------|
| Rate Card Number | 11228 | Supplier Name | IT TEST SUPPLIER 1 |
| Revision Number | 0 | Effective From | 10/01/2012 |
| Contract Number | 603582 | Effective To | 01/05/2014 |

Material Handling Charges

% Material Handling Charges

Save Charges

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 | 10/01/2012 | 01/05/2014 |
| | Equipment | FORKLIFT PNEUMATIC TIRE | AA-NEW | | ST | Week | 495.6 | 10/01/2012 | 01/05/2014 |
| | Equipment | JACK HAMMER | AA-NEW | | ST | Day | 52.11 | 10/01/2012 | 01/05/2014 |

| Step | Action |
|------------|---|
| 12. | <p>The page will refresh to display a Confirmation message indicating the Rate Card was submitted successfully.</p> <p>Click CCTM Rate Home. CCTM Rate Home</p> |

Home | Logout | Preferences

Rate | Notifications

[CCTM Rate Home](#) | [CCTM Rate Search](#) | [CCTM File Upload Status](#) | [CCTM Create Rate Card](#) | [CCTM Craft Code Class](#)

Rate Card Home

Rate Cards in Pending Submission Stage

Previous 1-5 Next 5

| Rate Card Number | OU Name | Rev Num | Contract Number | Supplier Name | Effective From | Effective To | Status | Rate Card Change Requested By/Submitter |
|------------------|---------|---------|-----------------|---------------|----------------|--------------|--------|---|
| | | | | | | | | |

Rate Cards in Pending Approval Stage

| 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 |
|-----------------------|---------|---------|-----------------|--------------------|----------------|--------------|------------------|---------------------------------------|---|
| 11228 | Global | 0 | 603582 | IT TEST SUPPLIER 1 | 10/01/2012 | 01/05/2014 | Pending Approval | Nelms(SCProcPerf 1105), Christopher W | Minor(SCProcPerf 1105), Katherine A |

Rate Cards in Rejected Stage

Previous 1-5 Next 5

| 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 |
|------------------|---------|---------|-----------------|---------------|----------------|--------------|--------|---------------------------------|---|
| | | | | | | | | | |

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