

Creating supplier timecards – Fixed Price Services (Spreadsheet Upload)

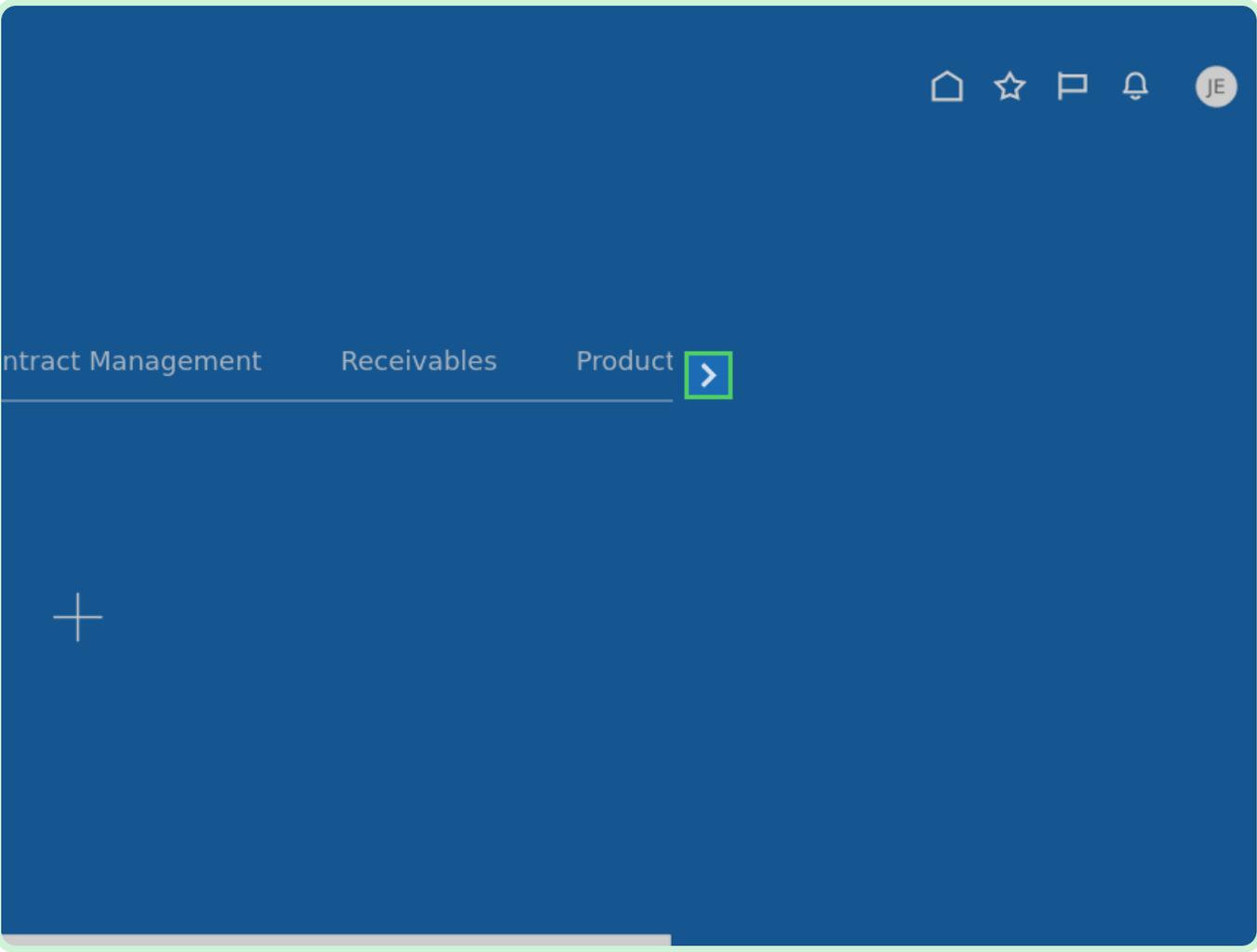
🕒 Time to Completion: **12 minutes**

You will learn how to create and upload a Supplier Timecard using an Excel spreadsheet template.

Step 1

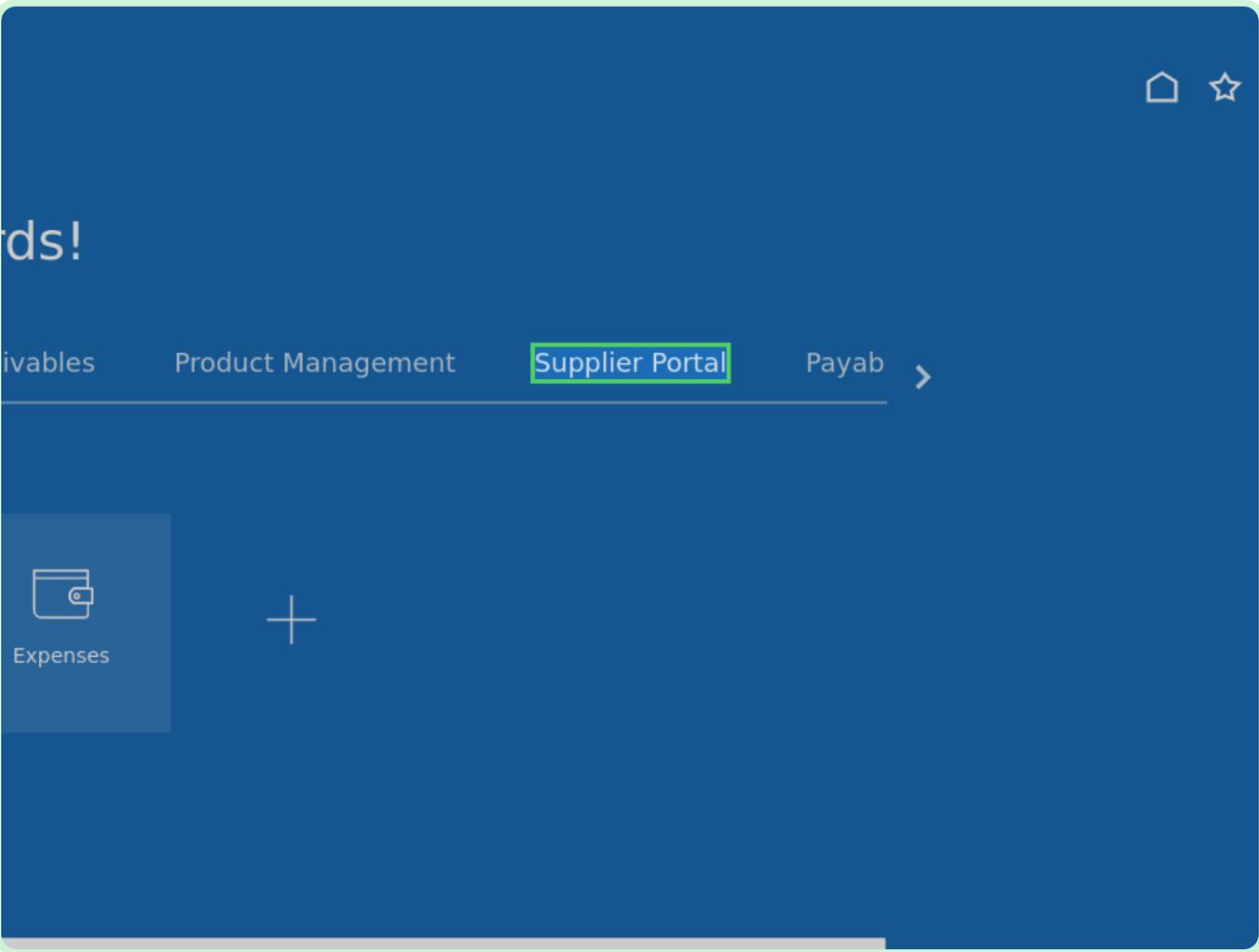
Select **Right arrow**.

In the live environment, to locate your desired work area, you may need to select the **Right arrow** icon multiple times.



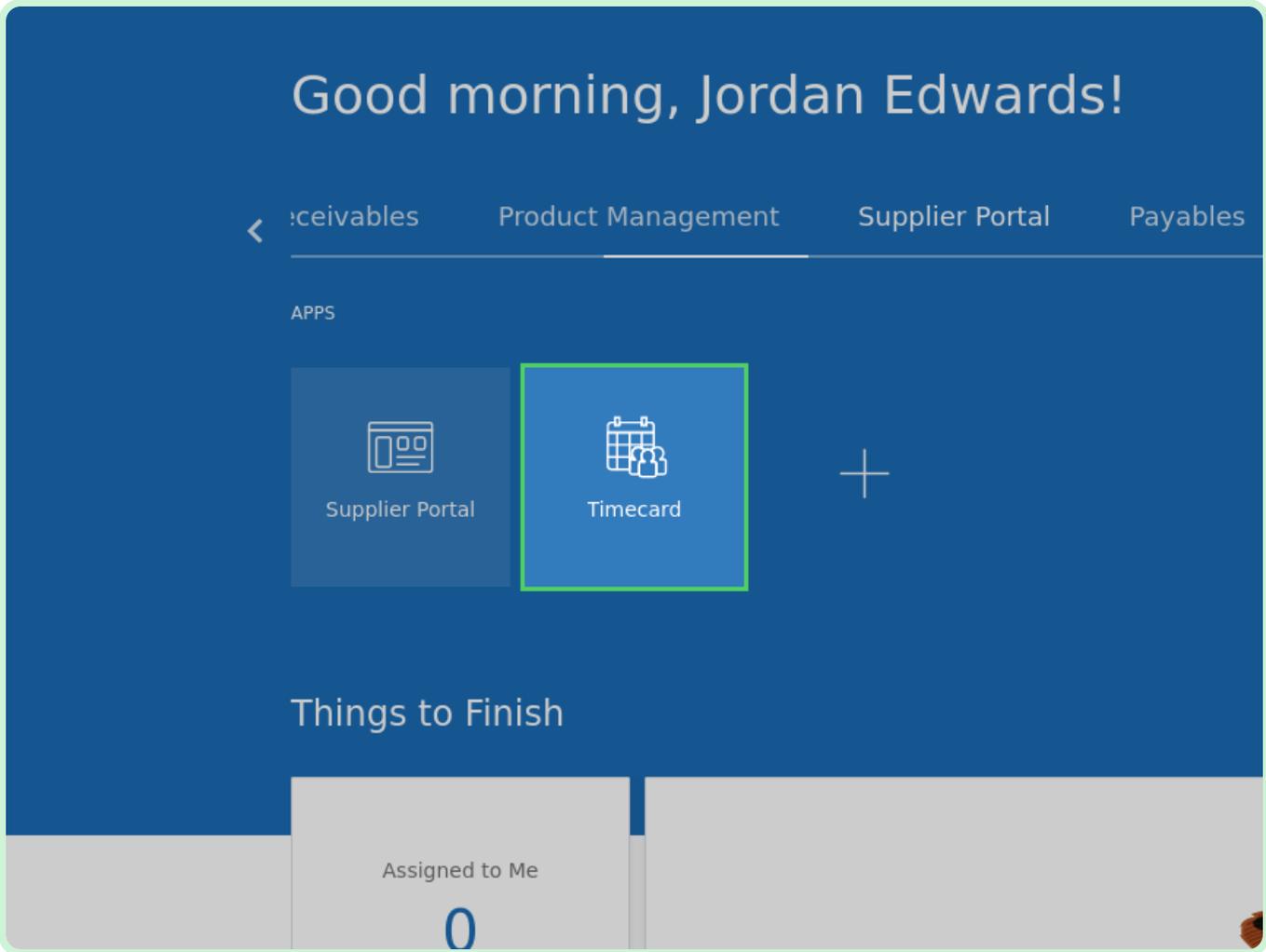
Step 2

Select **Supplier Portal**.



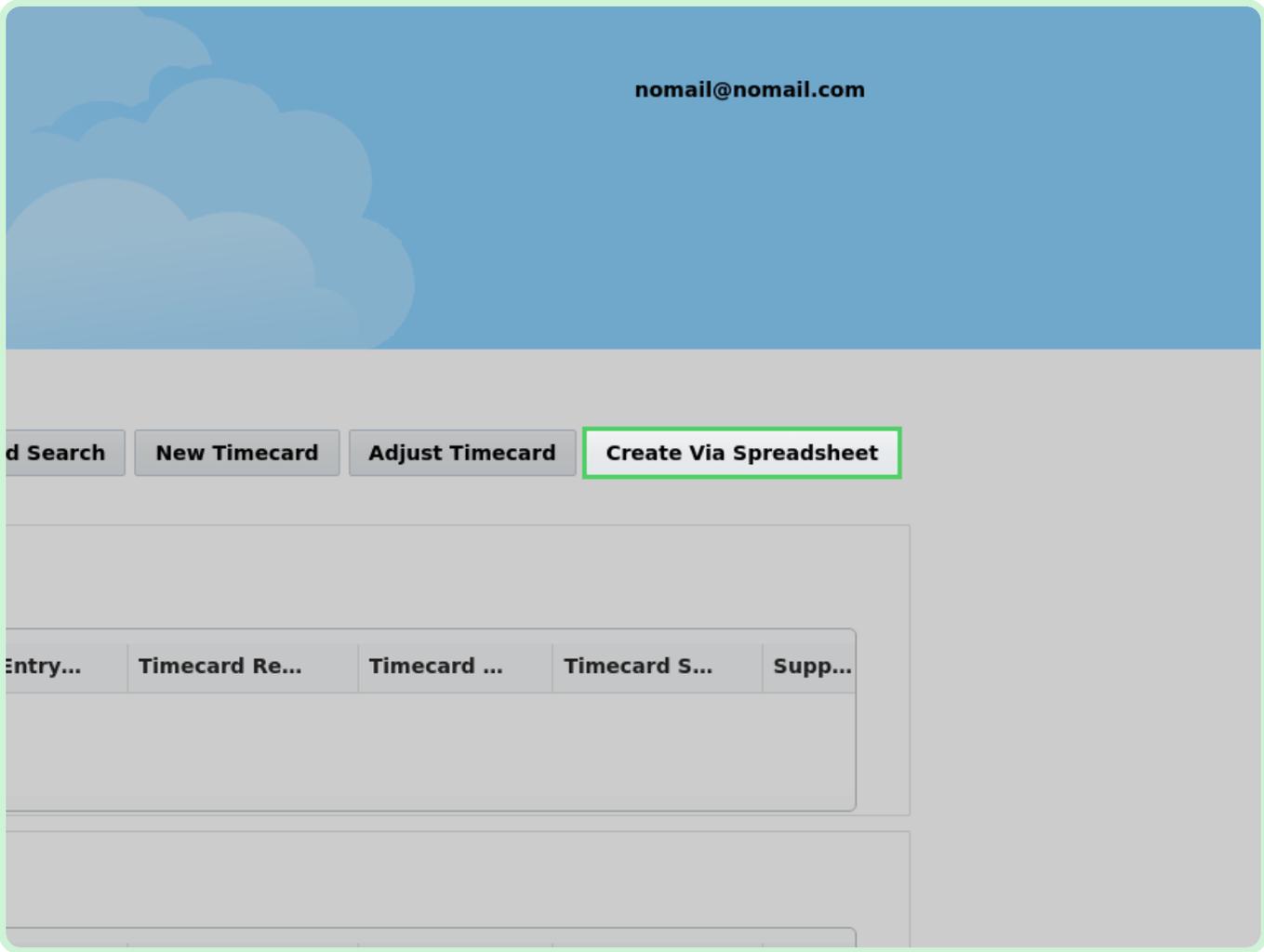
Step 3

Select **Timecard**.



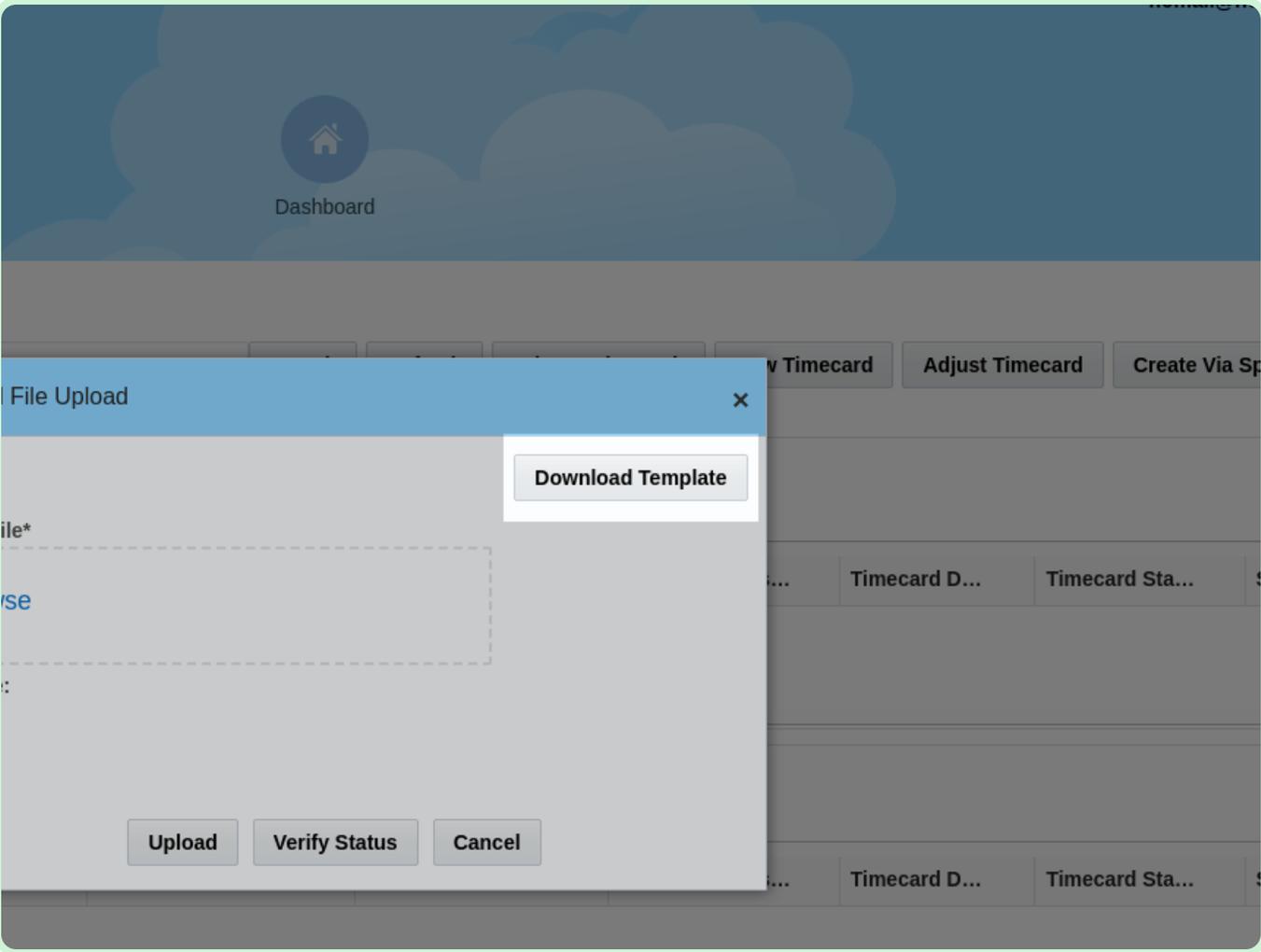
Step 4

Select **Create Via Spreadsheet**.



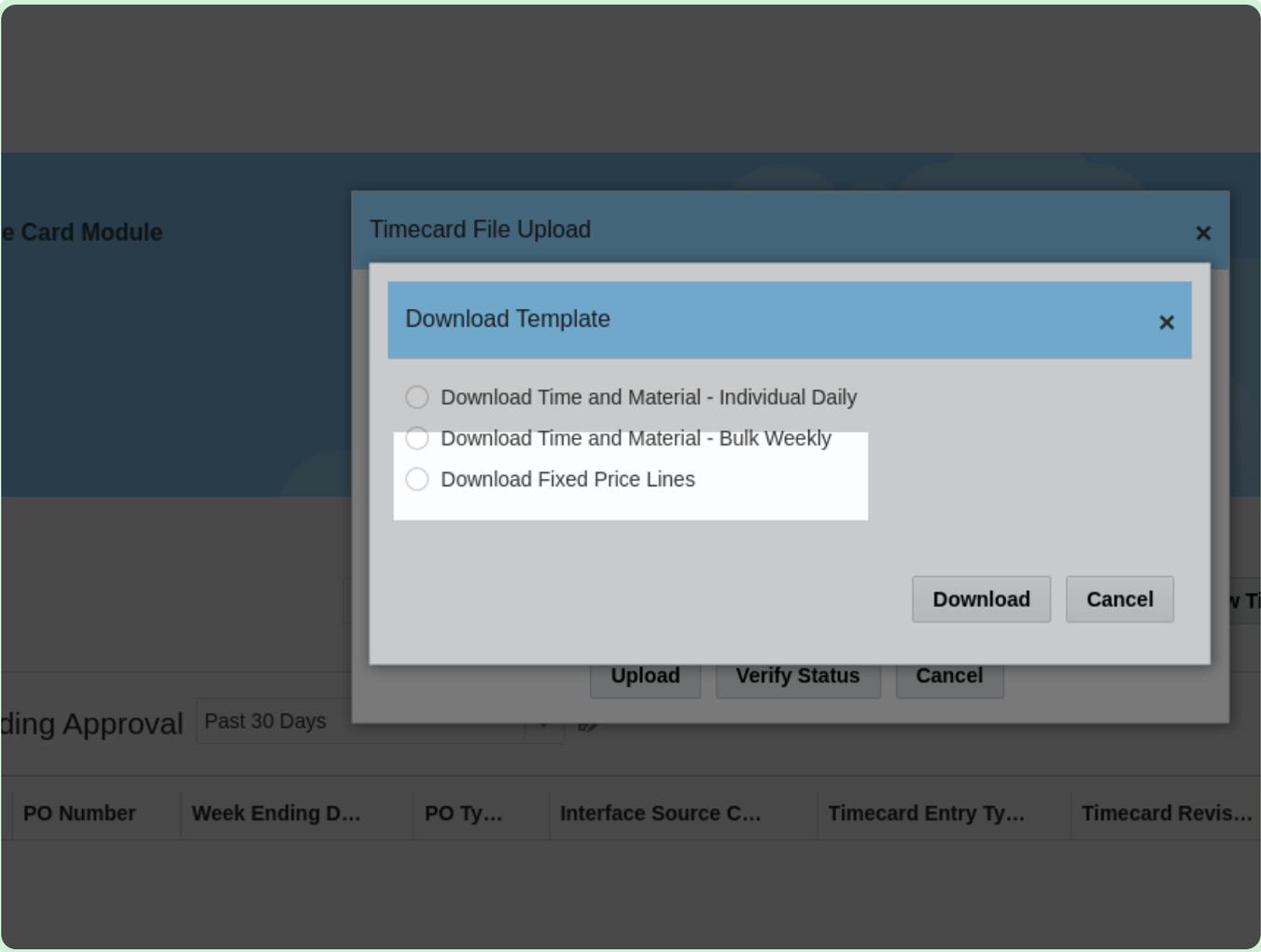
Step 5

In the Timecard File Upload window, select **Download Template**.



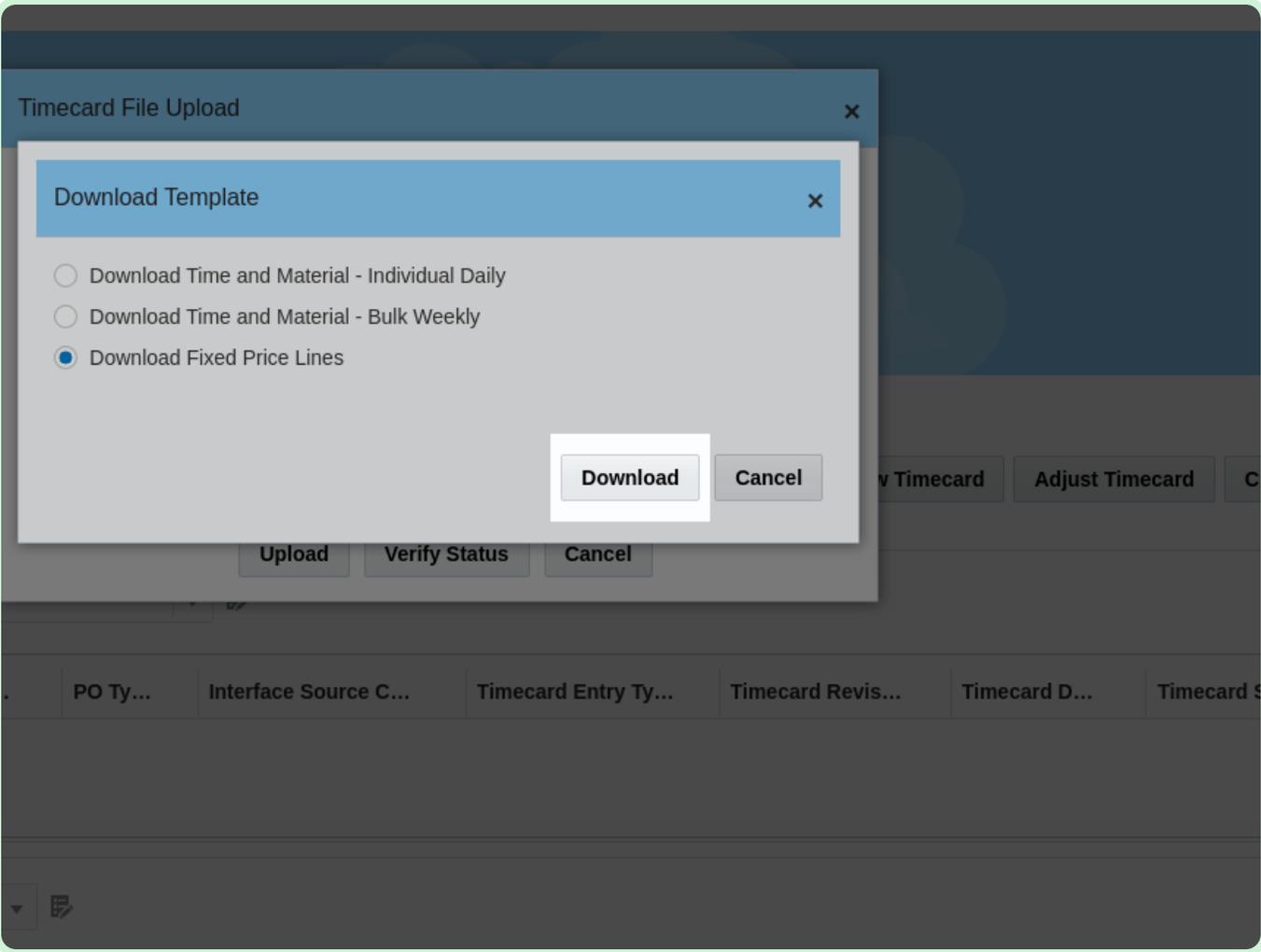
Step 6

In the Download Template window, select **Download Fixed Price Lines**.



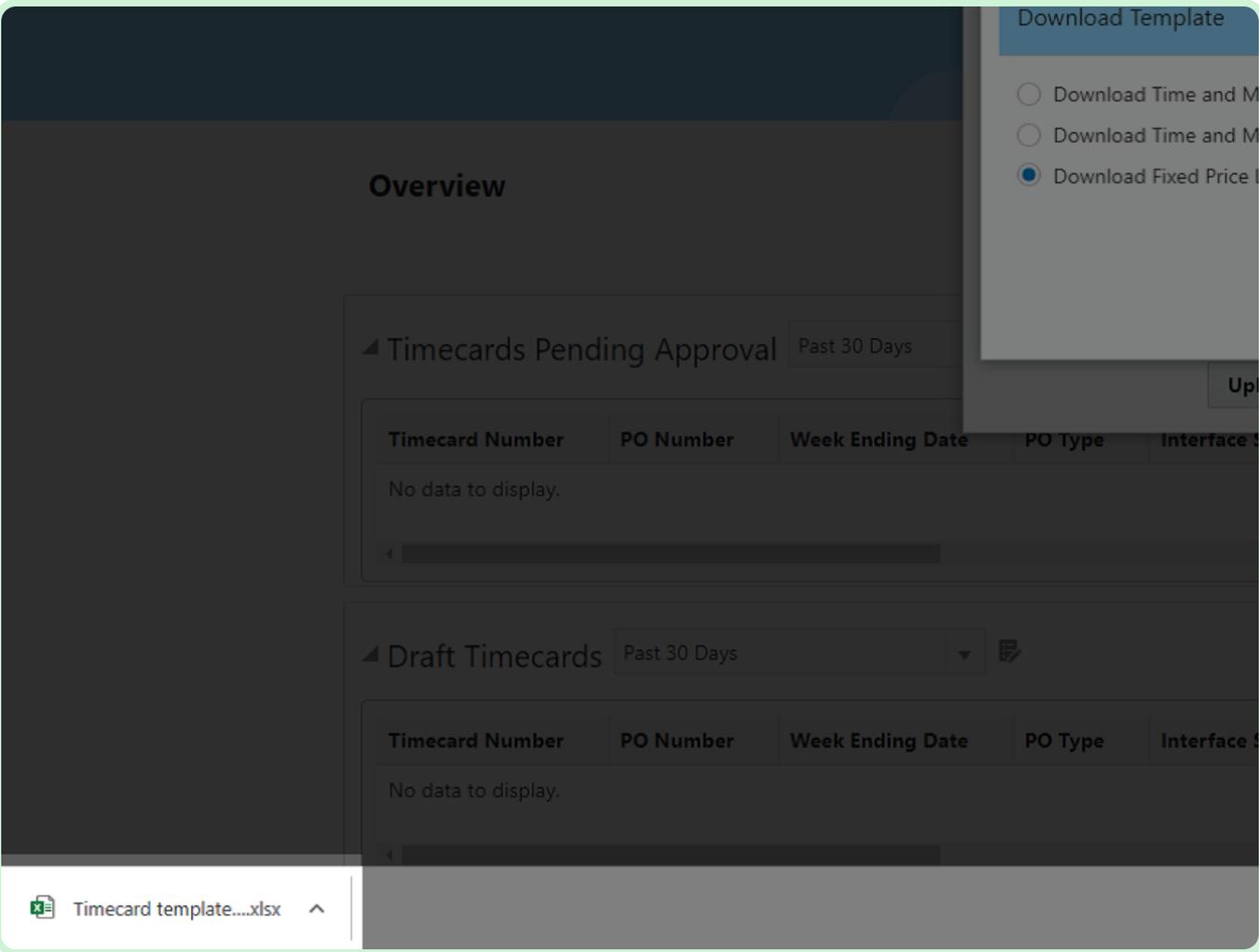
Step 7

Select **Download**.



Step 8

Select **Timecard template....xlsx**.



Step 9

View **Timecard template Fixed Price - Initial Version (2) - Excel**.

Whatever the file name is when you download the template will have to remain the same when uploaded.

Timecard Application
Timecard Bulk Upload Template - Fixed Price Lines

Overview
The spreadsheet data import process to create Timecards in Timecard PaaS Application

Key Points

1. Please fill all the mandatory fields marked in (*) sign.
2. The date format should be in "YYYY-MM-DD" format.
3. PO Line Number and Milestone Amount in Timecard Lines worksheet are Number fields. Invalid entry would be treated as null.

Instructions

1. Download the file [Timecard Template Fixed Price Lines] from Timecard Application
2. Save the file in your local machine
3. Fill all the required details in Timecard Headers and Timecard Lines worksheet of the file
4. Save the file once the data is entered
5. Browse and select the saved file from your local machine
6. Click on Upload to upload the file

Step 10

View **Timecard Application**.

Review the instructions on how to complete the Timecard Application.

	A	B	C
2		Timecard Application	
3		Timecard Bulk Upload Template - Fixed Price Lines	
4			
5		Overview	
6		The spreadsheet data import process to create Timecards in Timecard PaaS Application	
7			
8		Key Points	
9		1. Please fill all the mandatory fields marked in (*) sign.	
10		2. The date format should be in "YYYY-MM-DD" format.	
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13		Instructions	
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15		2. Save the file in your local machine	
16		3. Fill all the required details in Timecard Headers and Timecard Lines worksheet of the file	
17		4. Save the file once the data is entered	
18		5. Browse and select the saved file from your local machine	
19		6. Click on Upload to upload the file	
20			
21		Revision History	
22		Date	Software Release
23		5/30/2022	V1

Step 11

Select Timecard Headers.

3. PO Line Number and Milestone Amount in Timecard Lines worksheet are Number fields. Invalid entry would be treated as null.

Instructions

1. Download the file [Timecard Template Fixed Price Lines] from Timecard Application
2. Save the file in your local machine
3. Fill all the required details in Timecard Headers and Timecard Lines worksheet of the file
4. Save the file once the data is entered
5. Browse and select the saved file from your local machine
6. Click on Upload to upload the file

Revision History

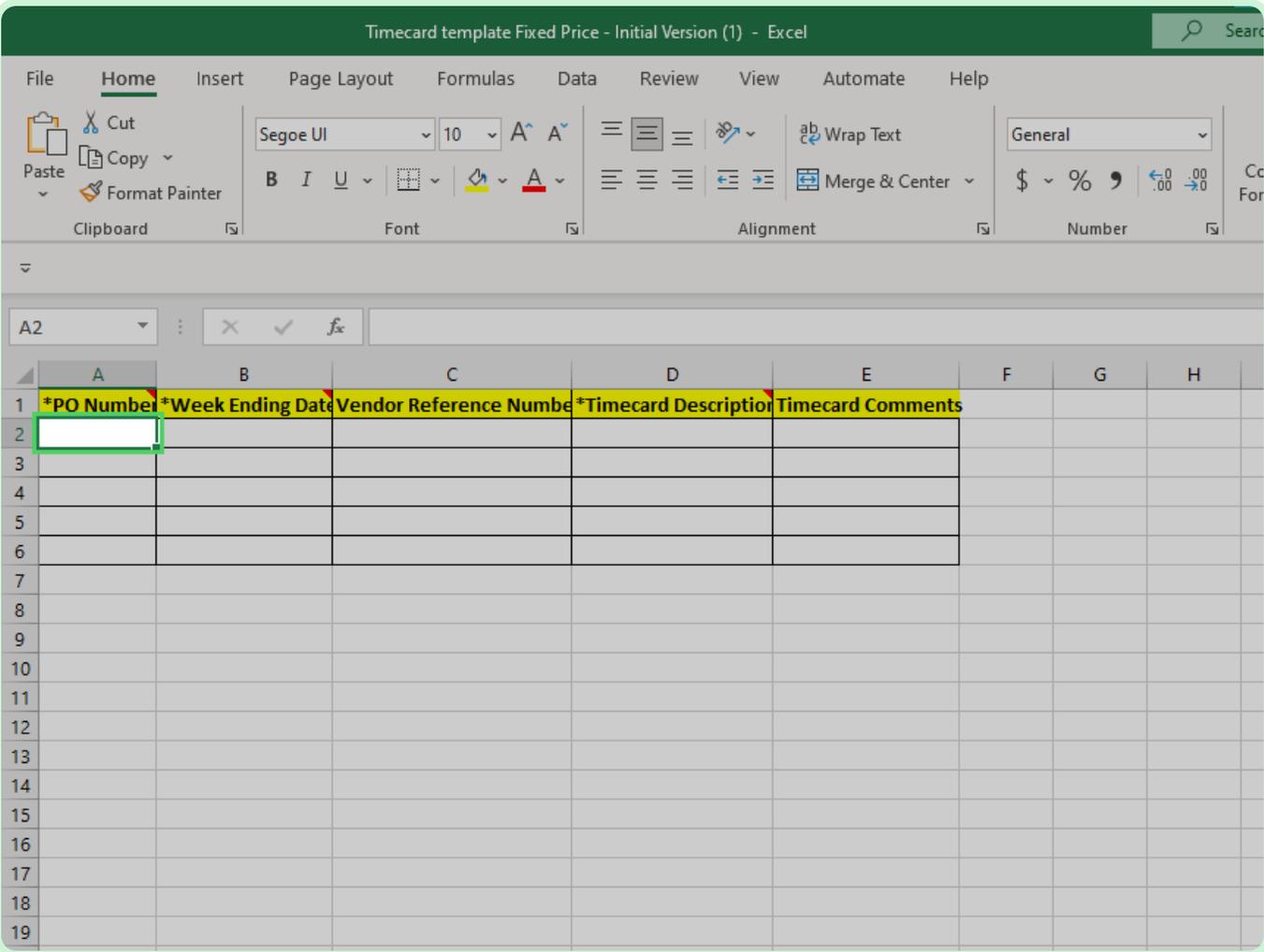
Date	Software Release
5/30/2022	V1

Ready Accessibility: Investigate

Step 12

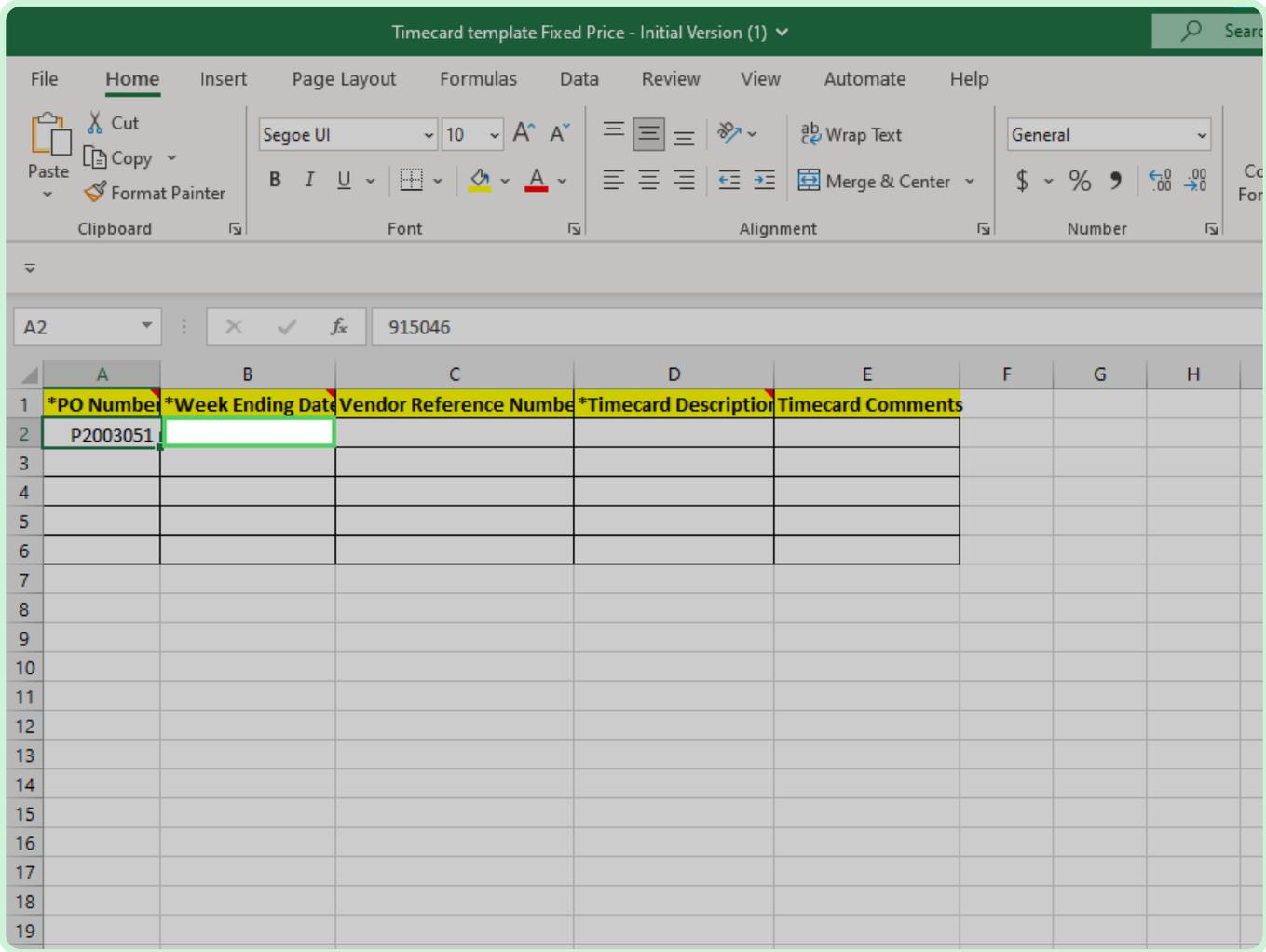
In the **PO Number** field, type **P2003051**.

Any field marked with an asterisk or a red flag is required.



Step 13

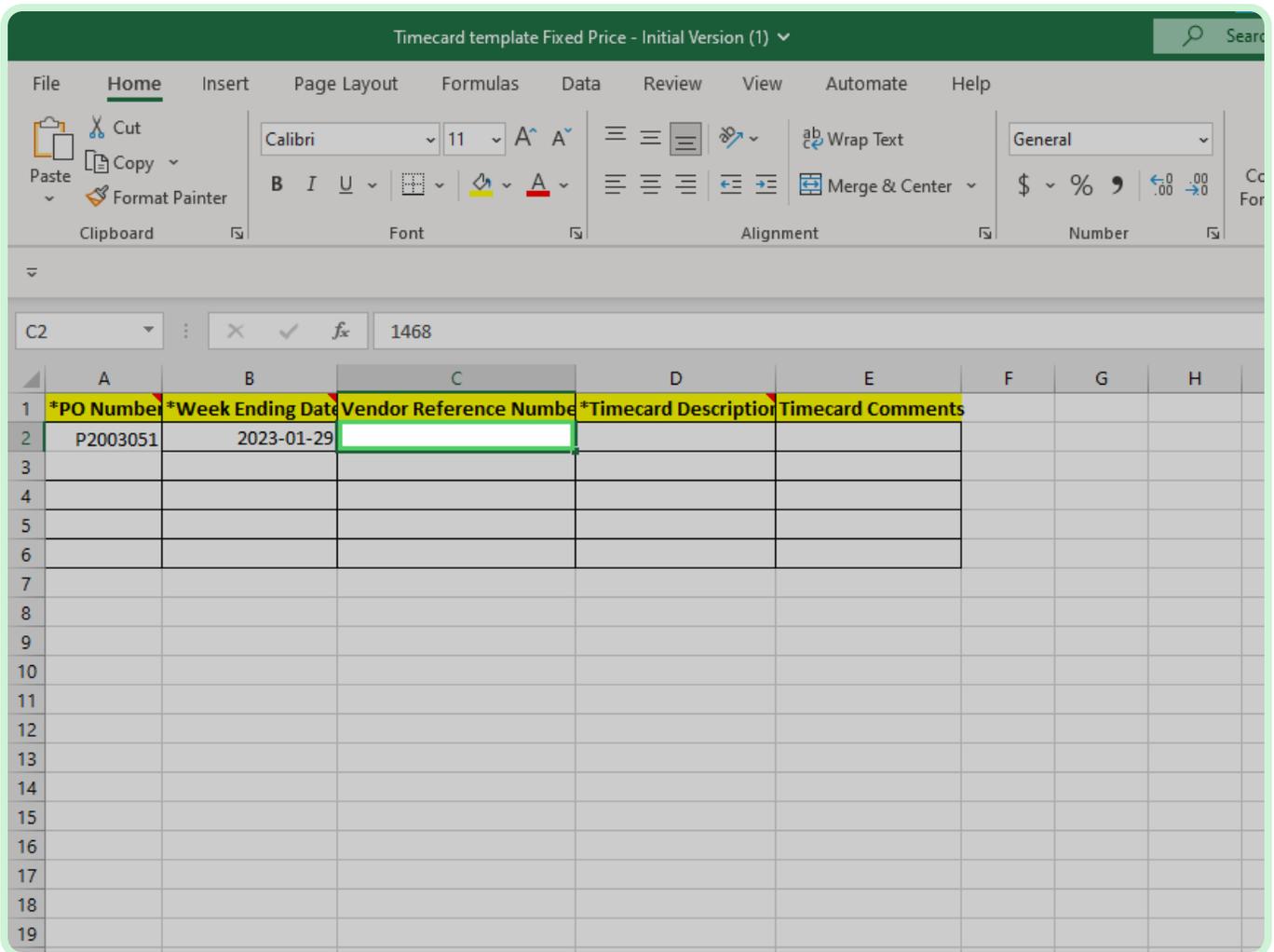
In the **Week Ending Date** field, type **2023-01-29**.



Step 14

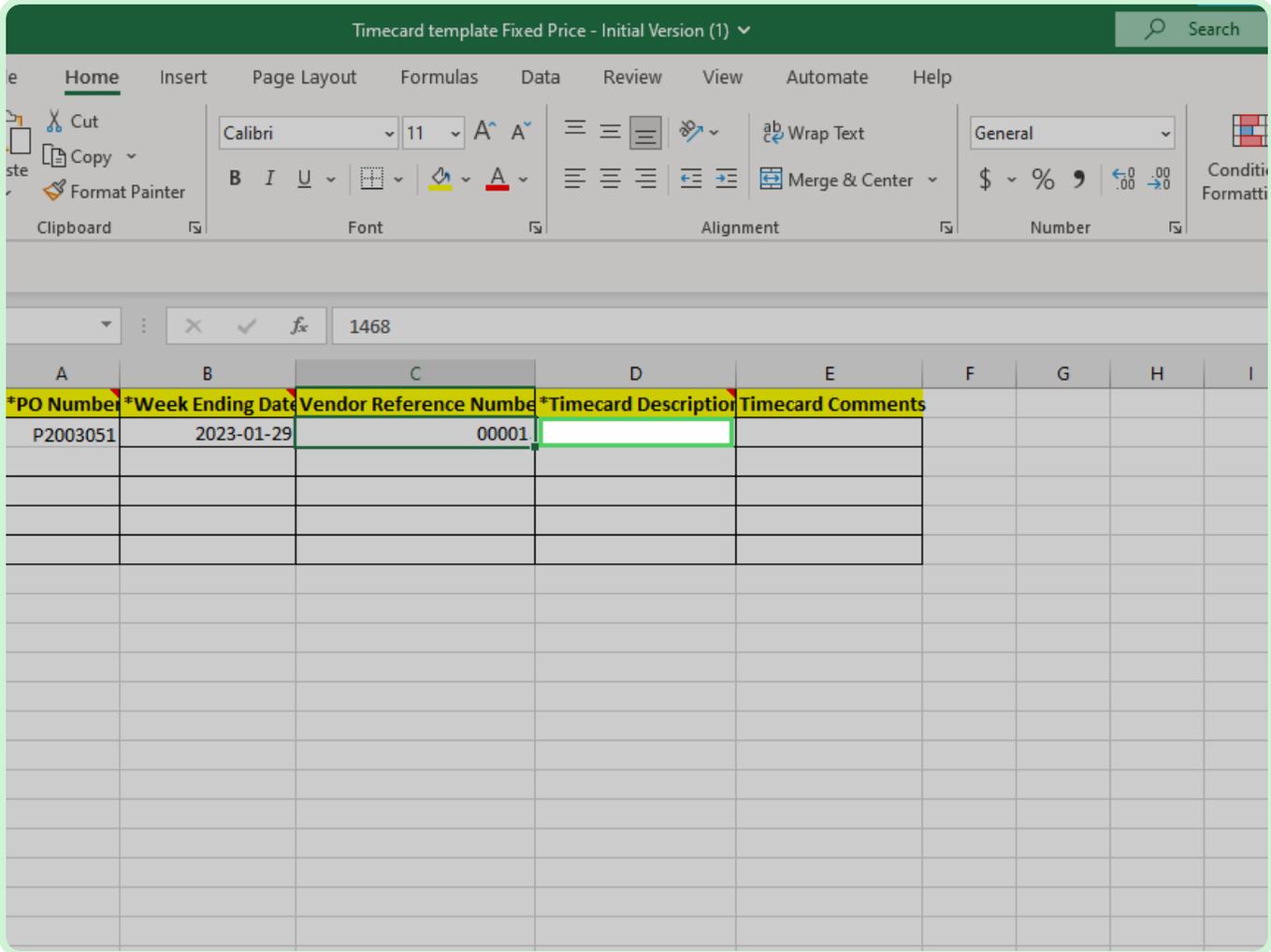
In the **Vendor Reference Number** field, type **00001**.

This is an optional field. If you want to notate your own invoice number, you can do that here.



Step 15

In the **Timecard Description** field, type **Timecard for week ending on January 29th 2023**.



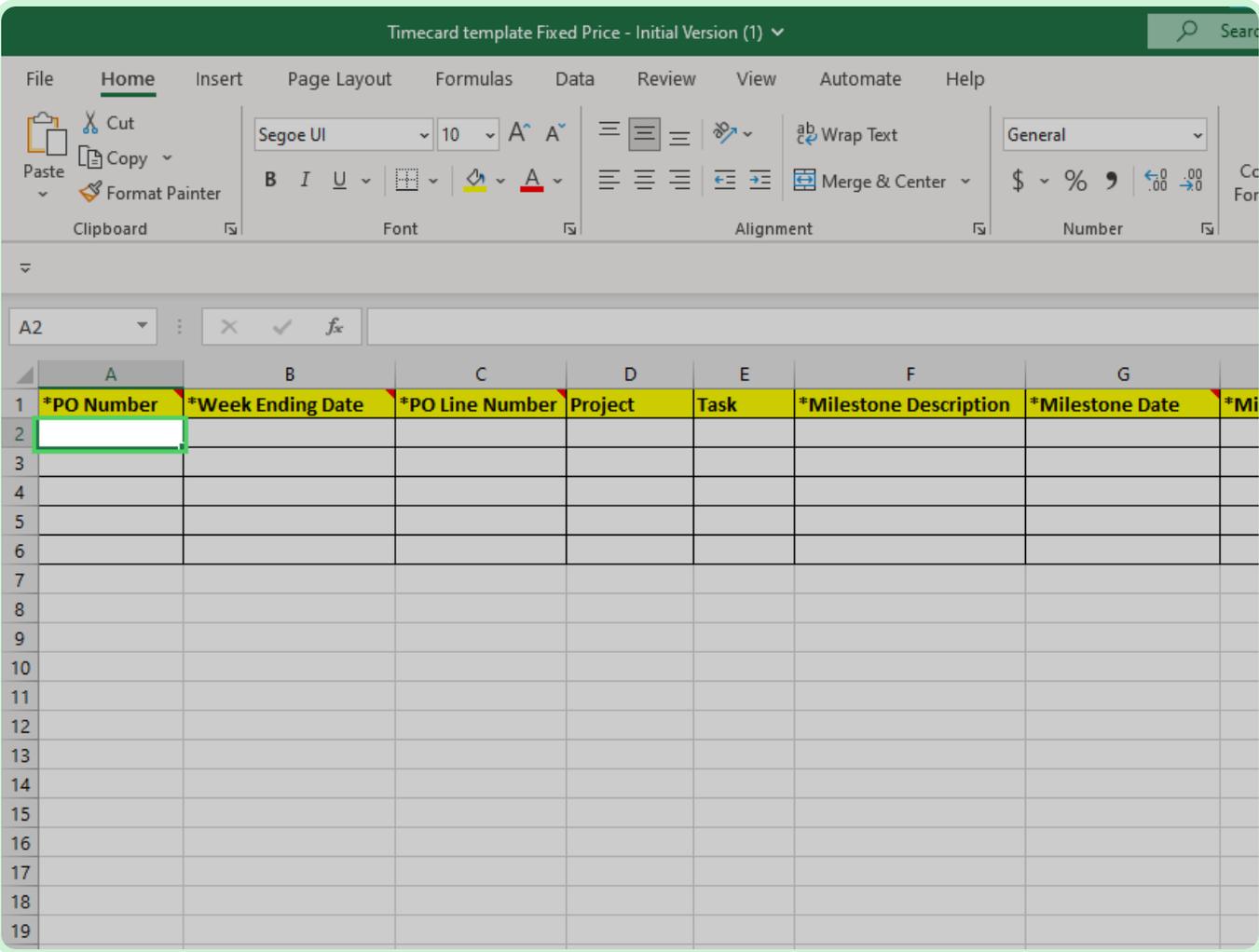
Step 17

Select **Timecard Lines**.

The image shows a screenshot of a software application interface. On the left side, there is a vertical list of row numbers from 8 to 36. The main area is a large, empty grid. At the bottom, there is a navigation bar with three tabs: 'Instructions', 'Timecard Headers', and 'Timecard Lines'. The 'Timecard Lines' tab is highlighted with a green border. To the right of the tabs is a plus sign icon. At the very bottom left, there is a status bar that says 'Ready' and 'Accessibility: Investigate'.

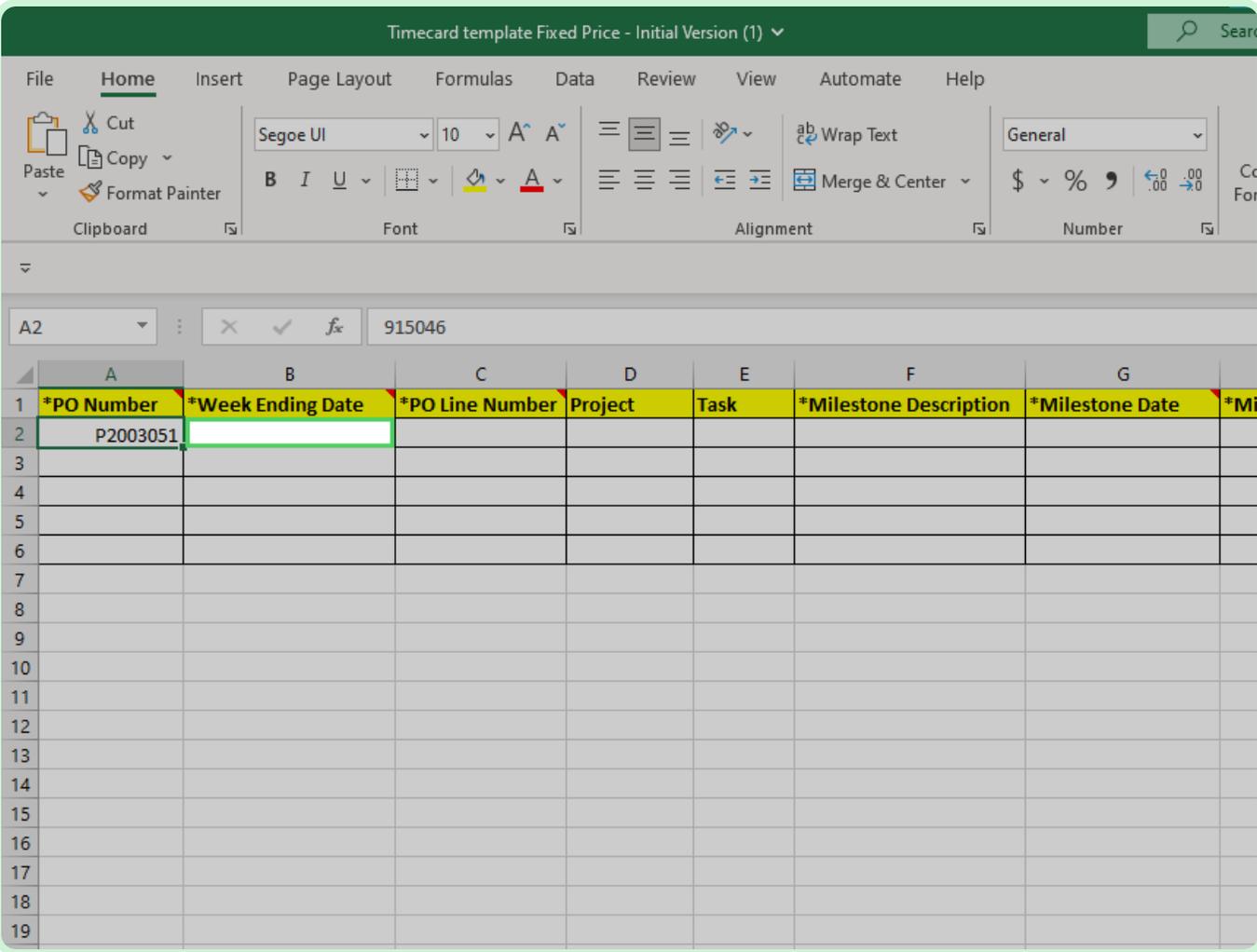
Step 18

In the **PO Number** field, type **P2003051**.



Step 19

In the **Week Ending Date** field, type **2023-01-29**.



Step 20

In the **PO Line Number** field, type **2**.

Note

Double-check and make sure you have the correct **PO Line Number**.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H
1	*PO Number	*Week Ending Date	*PO Line Number	Project	Task	*Milestone Description	*Milestone Date	*Milestone
2	915046	2023-01-25						
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Step 25

In the **Work Order/Job Number** field, type **A1003224**.

i Note

The **Work Order** number should be entered only for EMPRV, MAXIMO, and DOJM timecards

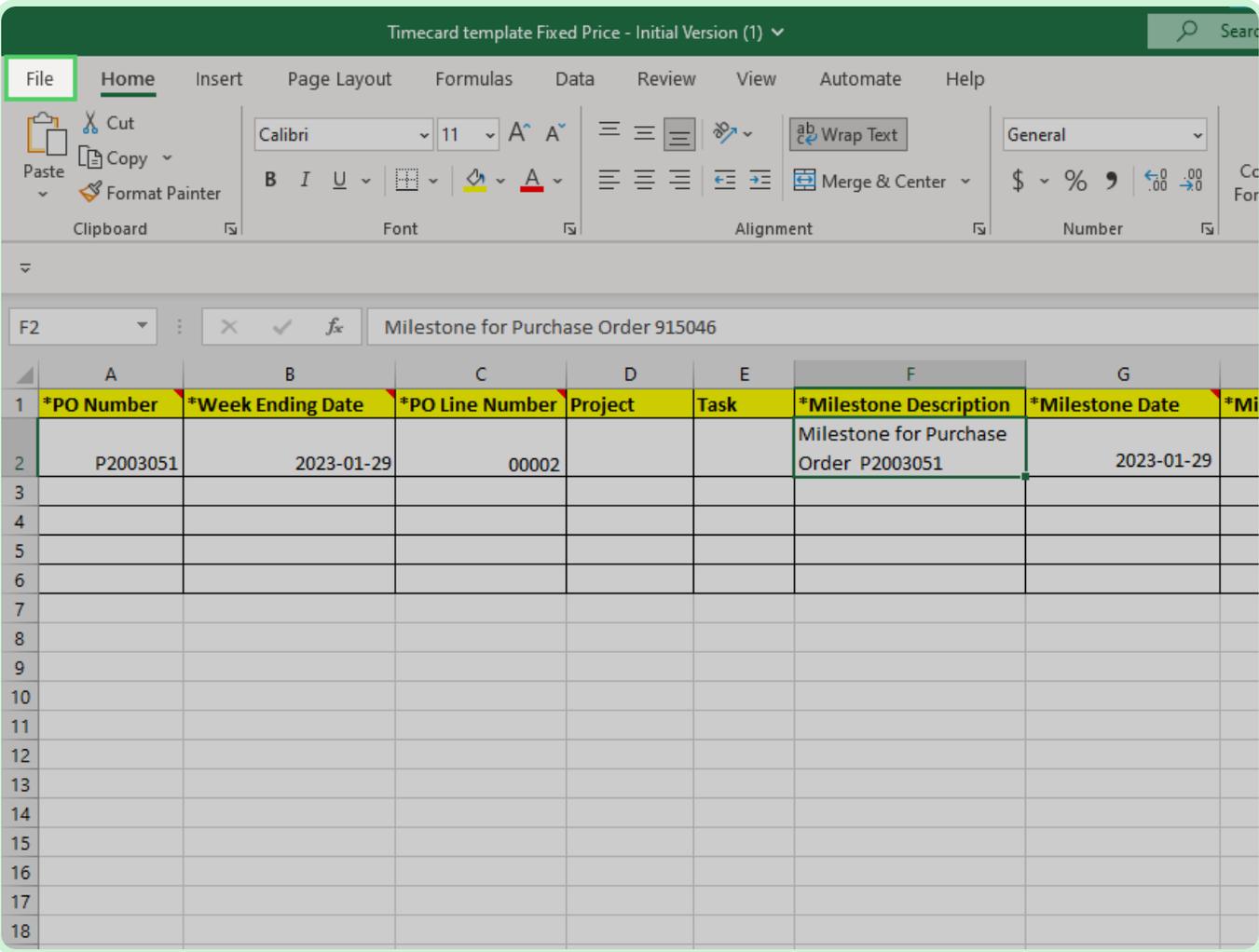
Examples of work order/job numbers for EMPRV, MAXIMO, DOJM. The term work order/job number are the same. MAXIMO called it work order and EMPRV/DOJMS calls it job number.

Examples: Source Type - Work Order/Job Number

- EMPRV - JR100356
- MAXIMO - A1003213/001
- DOJM - 01MT10000054

Step 26

Select **File**.

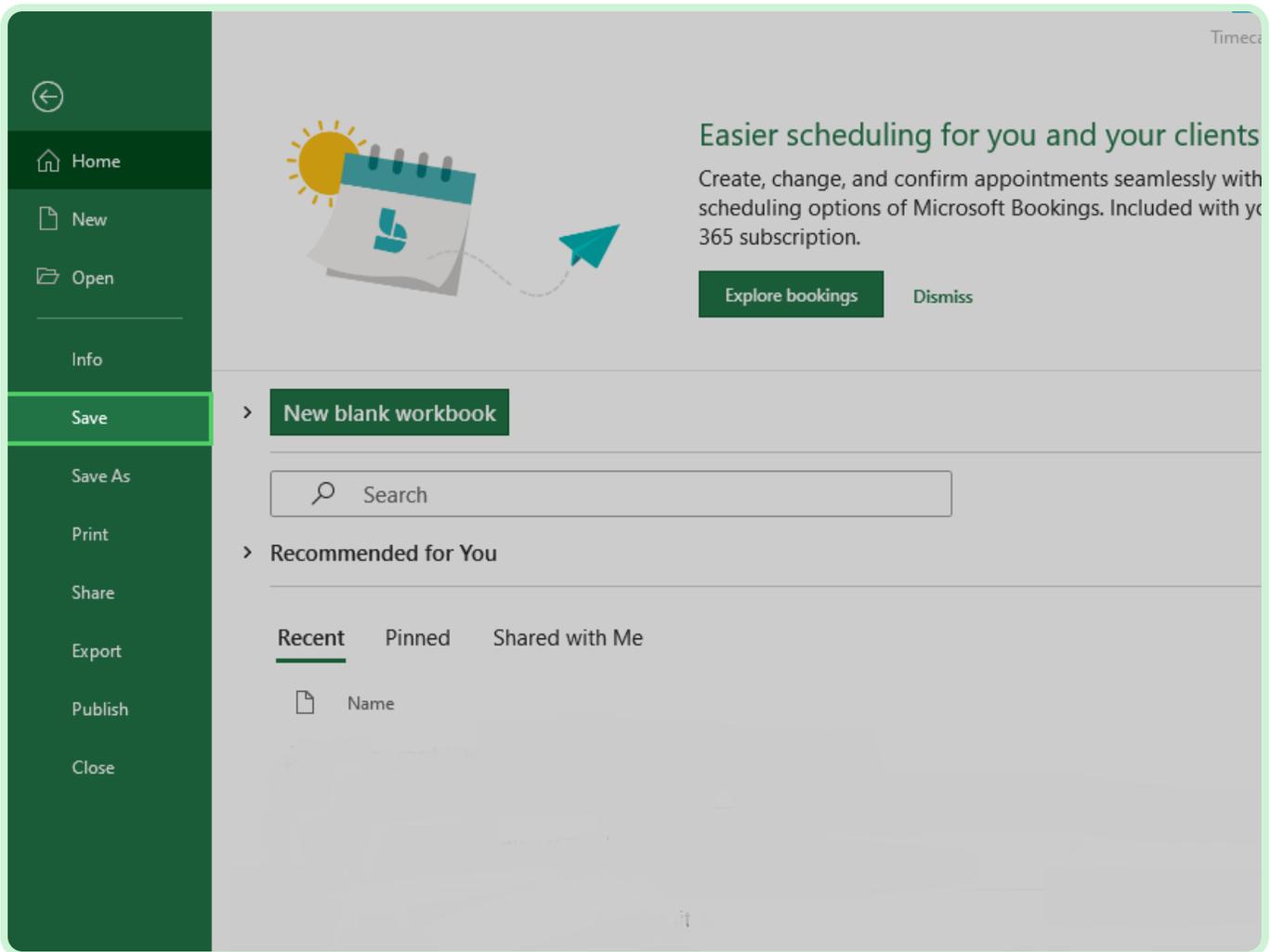


Step 27

Select **Save**.

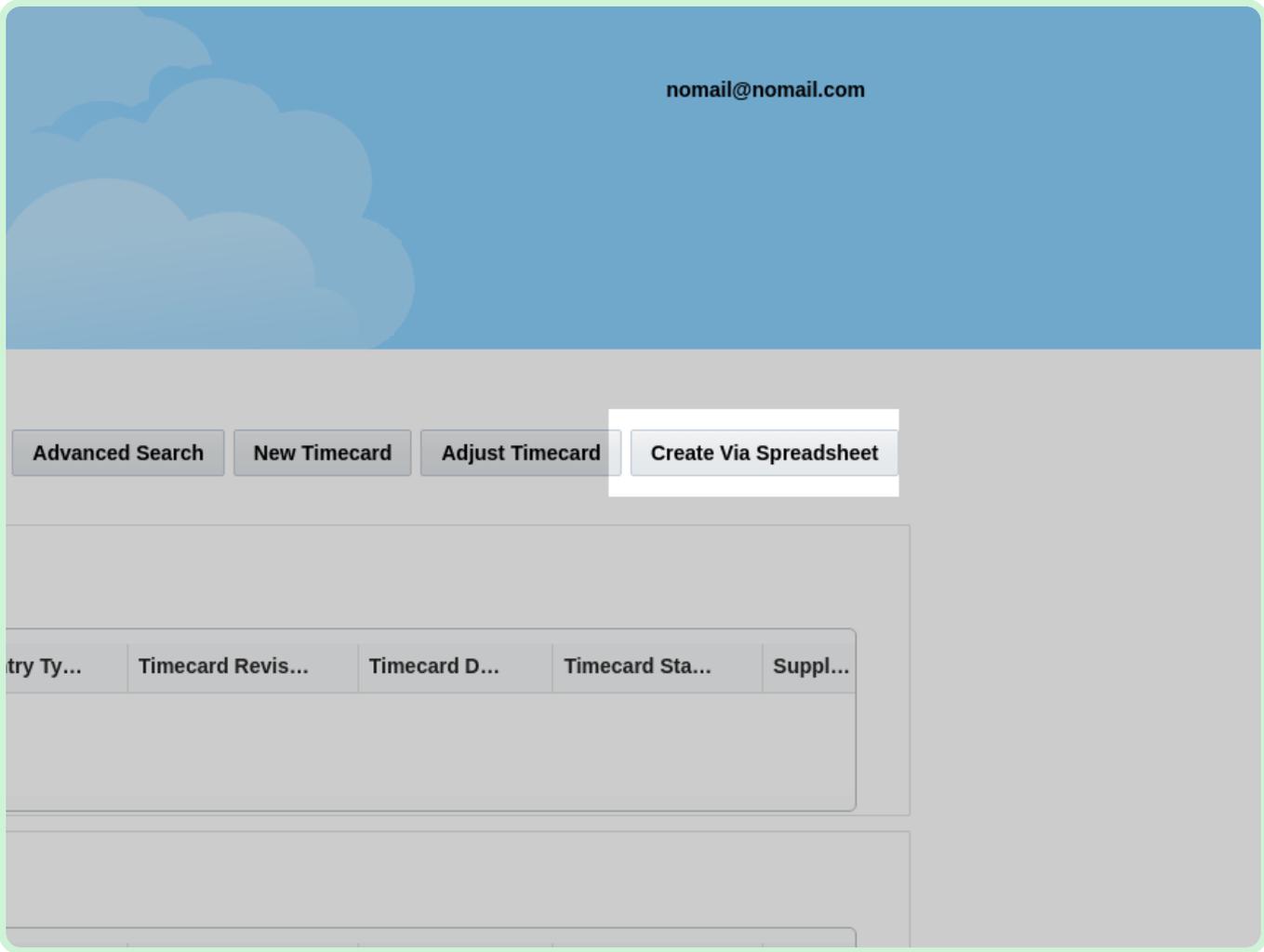
Note

When saving the timecard, the file name has to stay the same as the downloaded file name. After you save the timecard, return to your browser to begin the upload process.



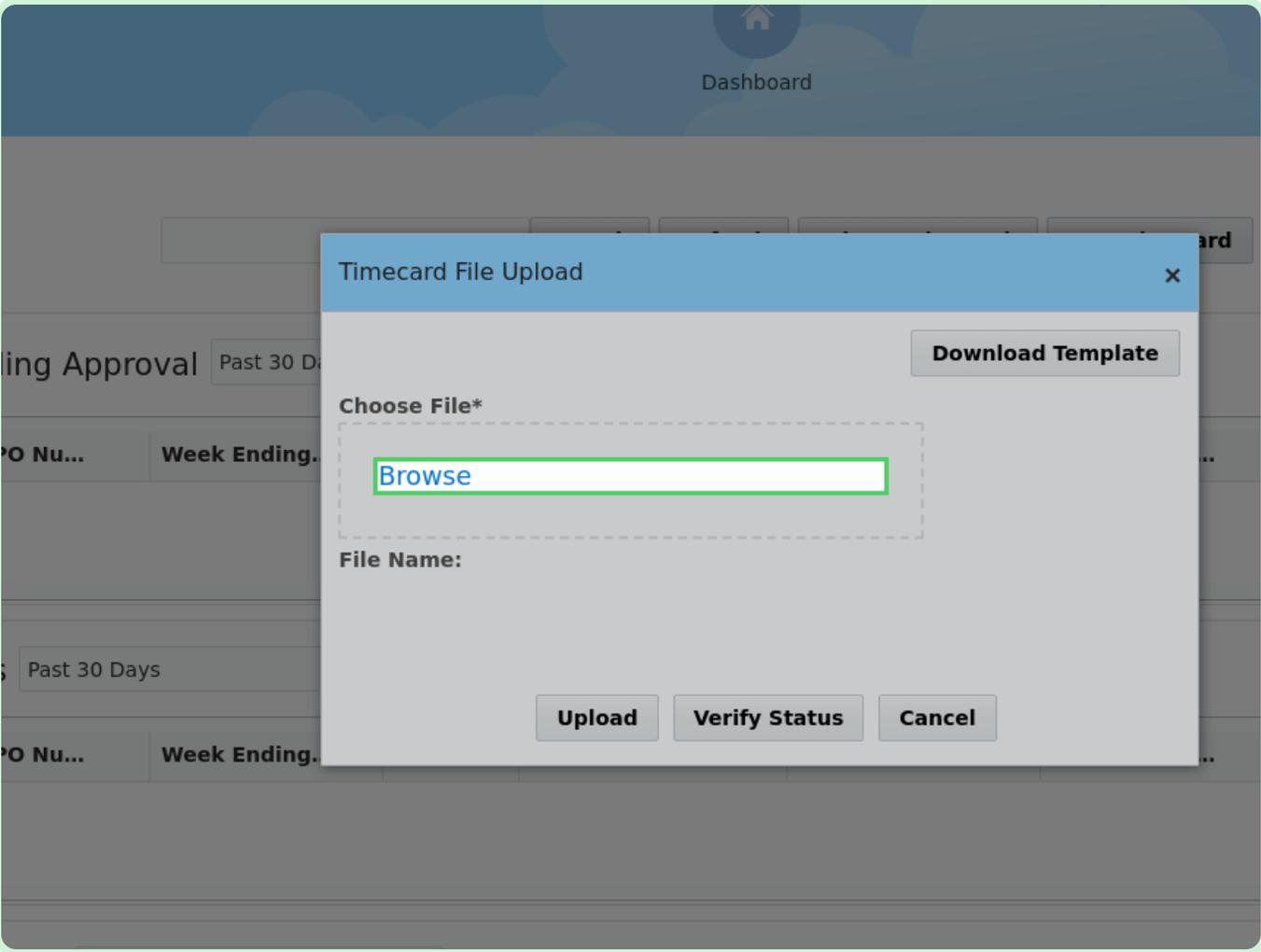
Step 28

Select **Create Via Spreadsheet**.



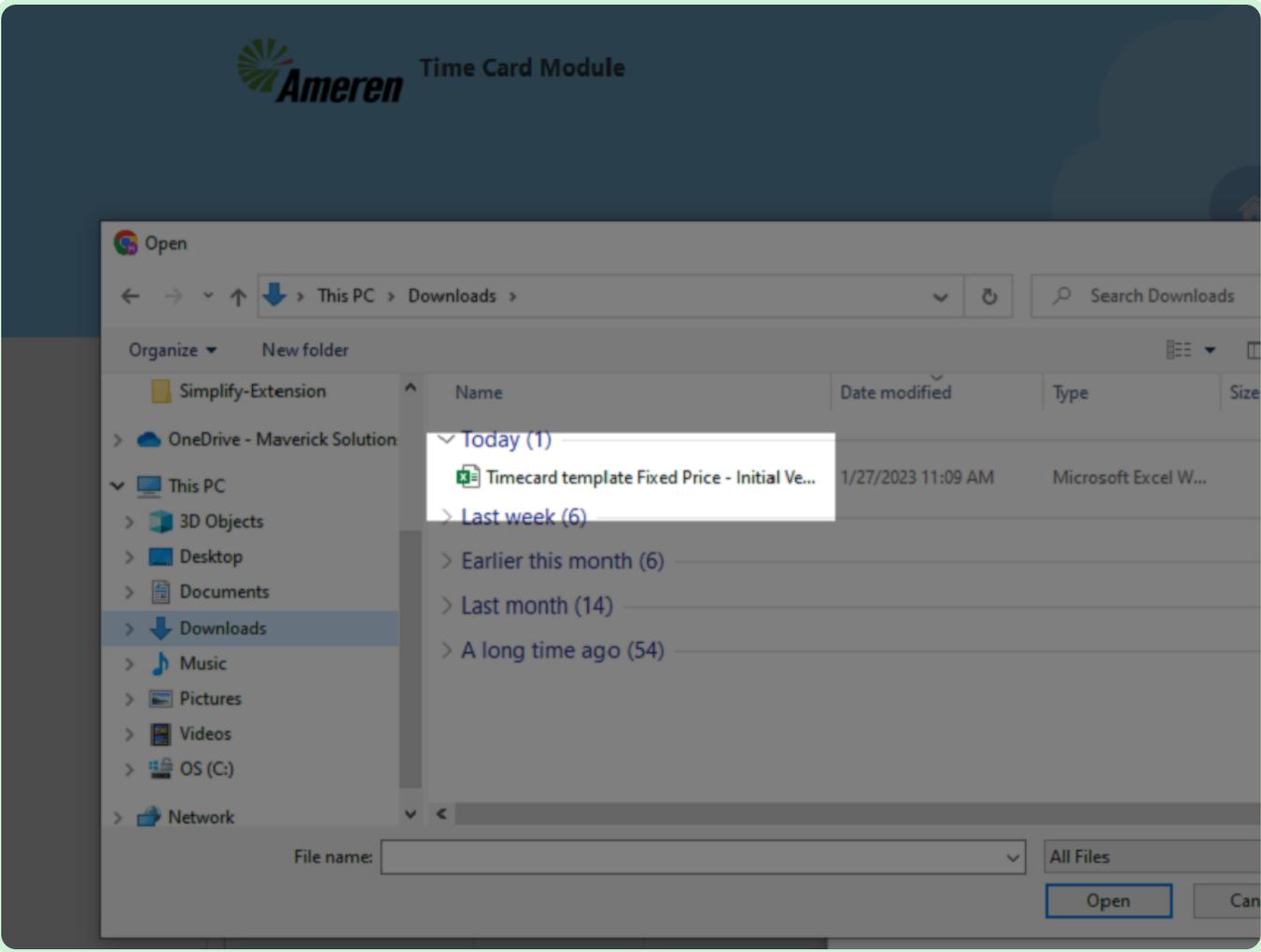
Step 29

In the Timecard File Upload window, select **Browse**.



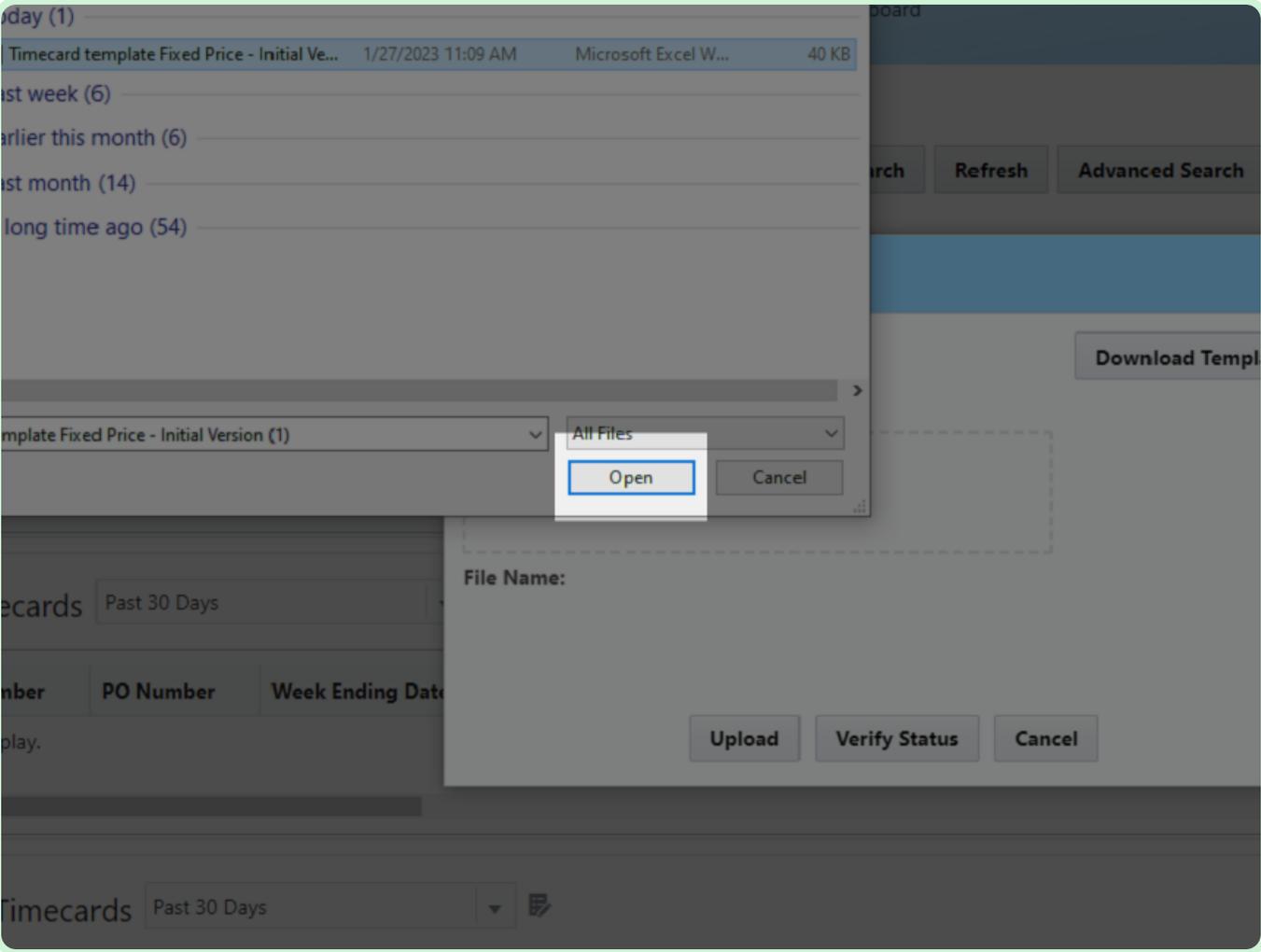
Step 30

Select **Timecard template Fixed Price - Initial Ve...**



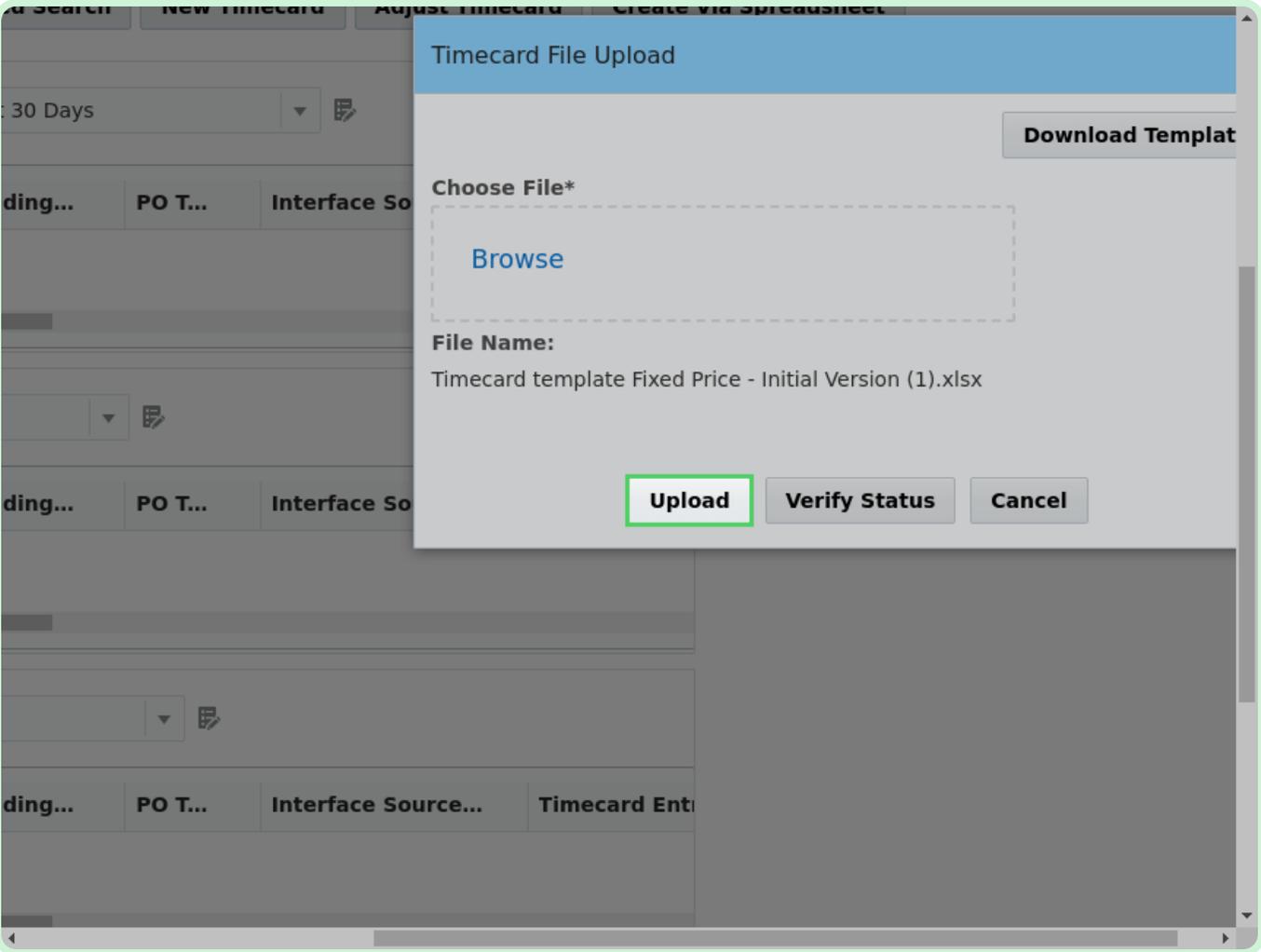
Step 31

Select **Open**.



Step 32

Select **Upload**.



Step 33

View **Information Batch 88 Uploaded Successfully.**

The timecard has been successfully uploaded.

Note

Once it goes through, it should be in *Draft* status. Then you will have to select the timecard and add your attachment and review the timecard before submitting for approval.

Take note of your **Batch Number** in the Confirmation dialog.

Information

Batch 88 Uploaded Successfully

Overview

Timecards Pending Approval Past 30 Days

Timecard Nu...	PO Nu...	Week Ending.
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No data to display.

Draft Timecards Past 30 Days

Timecard File Upload

Choose File*

Browse

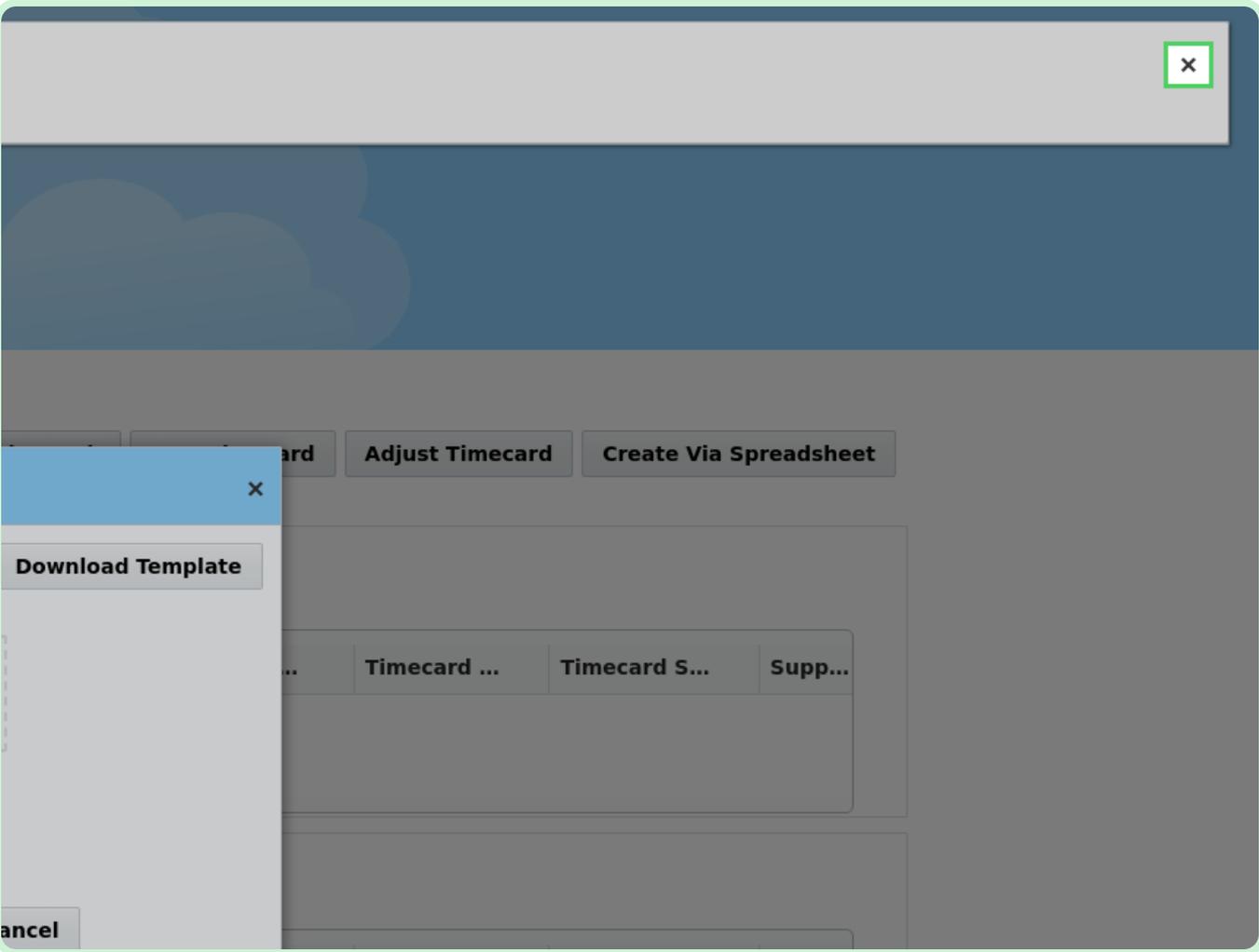
File Name:

Timecard template Fixed Pri

Uploa

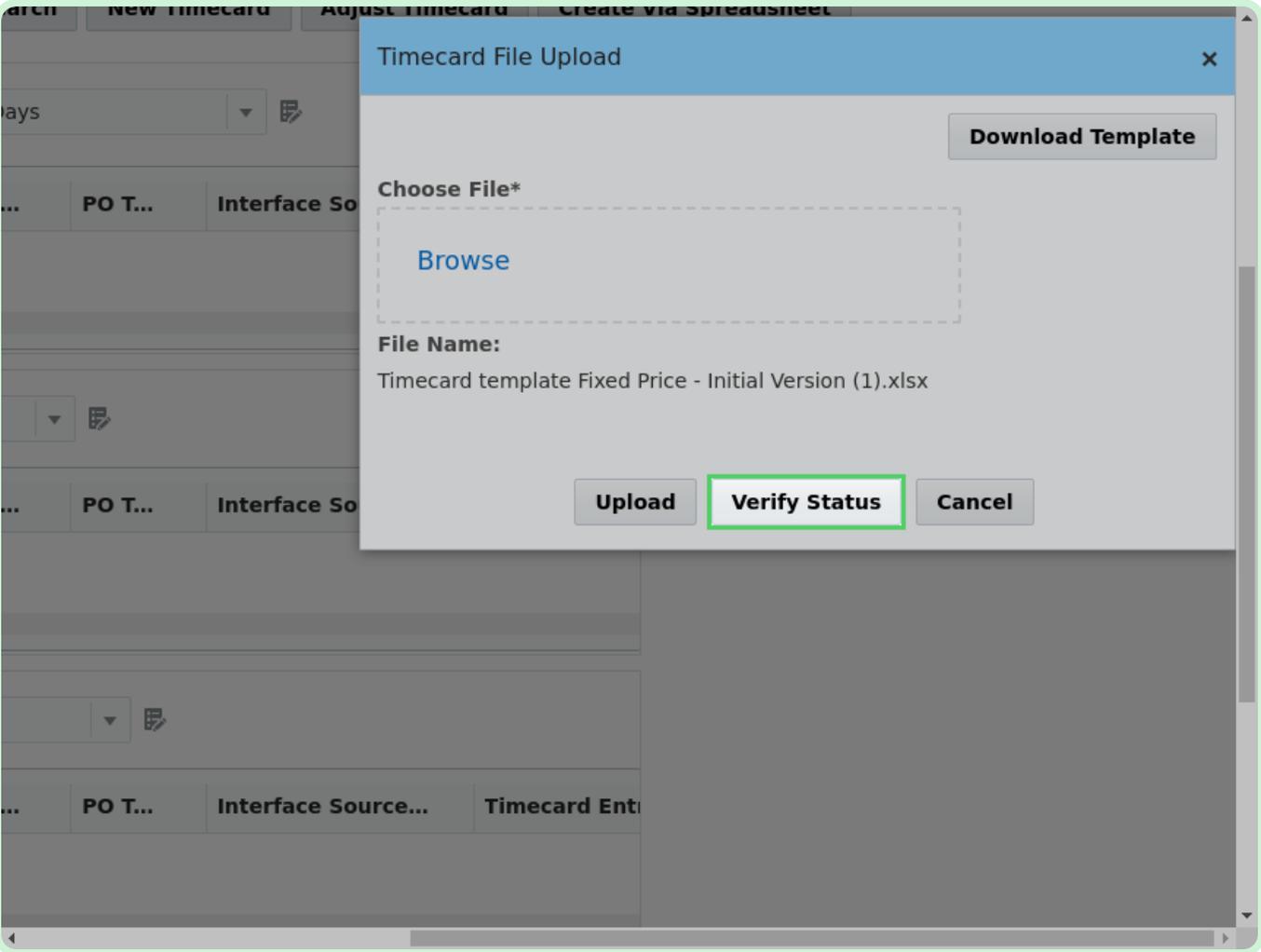
Step 34

In the Information window, select **Close**.



Step 35

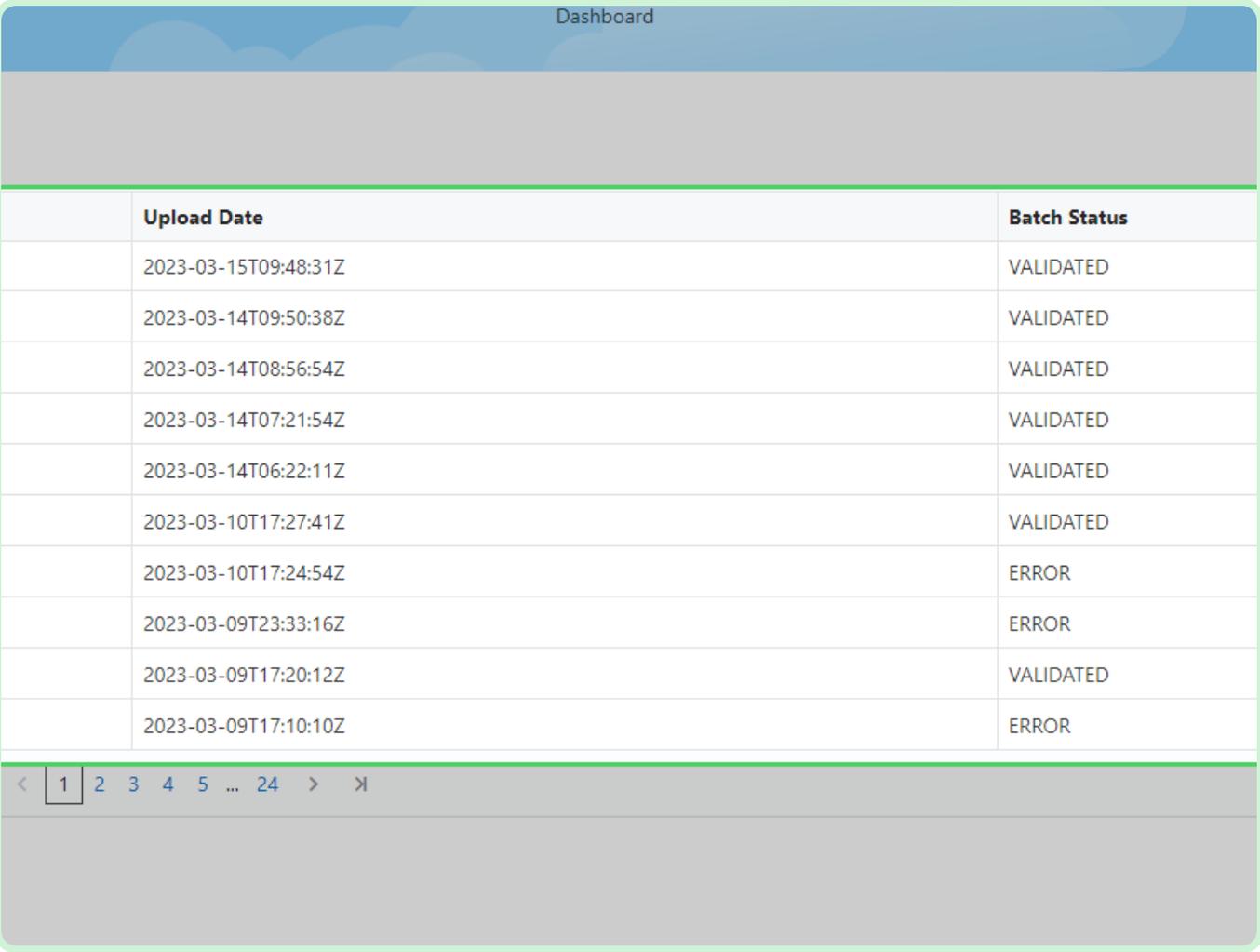
Select **Verify Status**.



Step 36

View **Batch Status**.

The **Batch Status** column displays information that can be used to determine if your batch was successfully posted.



Dashboard

	Upload Date	Batch Status
	2023-03-15T09:48:31Z	VALIDATED
	2023-03-14T09:50:38Z	VALIDATED
	2023-03-14T08:56:54Z	VALIDATED
	2023-03-14T07:21:54Z	VALIDATED
	2023-03-14T06:22:11Z	VALIDATED
	2023-03-10T17:27:41Z	VALIDATED
	2023-03-10T17:24:54Z	ERROR
	2023-03-09T23:33:16Z	ERROR
	2023-03-09T17:20:12Z	VALIDATED
	2023-03-09T17:10:10Z	ERROR

< 1 2 3 4 5 ... 24 > X

Step 37

In the **Upload Status** table, select **1281**.

Upload Status



Batch No	Upload Date
1320	2023-03-15T09:48:31Z
1304	2023-03-14T09:50:38Z
1303	2023-03-14T08:56:54Z
1302	2023-03-14T07:21:54Z
1300	2023-03-14T06:22:11Z
1281	2023-03-10T17:27:41Z
1280	2023-03-10T17:24:54Z
1269	2023-03-09T23:33:16Z
1267	2023-03-09T17:20:12Z
1266	2023-03-09T17:10:10Z

Page 1 of 24 (1-10 of 232 items) | K < 1 2 3 4 5 ... 24 > X

Step 38

View **Timecard File Upload Status**.

When a timecard file has been uploaded and is validated no errors will generate after opening the batch number. The **Timecard Number** will also be generated on the [Timecard File Upload Status](#) page.

Note

If there are multiple POs on your upload, any successfully uploaded PO will go into *Validated* status, and you can see them in the [Draft](#) status section. For all other POs, review your errors and correct them in the spreadsheet and then resubmit.

Timecard File Upload Status

Batch No : 1281

Status : VALIDATED

Total Number of Records : 202

Total Number of Error Records : 0

Total Number of Success Records : 202



Timecard Number	PO Number	Upload Status	Upload Date	PO Type
T103522	P2003051	VALIDATED	2023-03-10T17:27:49Z	Time And Material
T103523	P2003032	VALIDATED	2023-03-10T17:27:49Z	Time And Material

Page 1 of 1 (1-2 of 2 items) | K < 1 > X

Step 39

Select **Done**.

The screenshot shows a software interface with a table of error records. The table has three columns: 'Entry Type', 'No of Records', and 'Error Message'. There are two rows of data, both showing '101' in the 'No of Records' column. A 'Done' button is visible on the right side of the interface. The interface is mostly grey with a blue bar at the bottom.

Entry Type	No of Records	Error Message
	101	
	101	

Done

Step 40

In the **Upload Status** table, select **1280**.

Upload Status

Batch No	Upload Date
1320	2023-03-15T09:48:31Z
1304	2023-03-14T09:50:38Z
1303	2023-03-14T08:56:54Z
1302	2023-03-14T07:21:54Z
1300	2023-03-14T06:22:11Z
1281	2023-03-10T17:27:41Z
1280	2023-03-10T17:24:54Z
1269	2023-03-09T23:33:16Z
1267	2023-03-09T17:20:12Z
1266	2023-03-09T17:10:10Z

Page 1 of 24 (1-10 of 232 items) | K < 1 2 3 4 5 ... 24 > »

Step 41

View **Timecard File Upload Status**.

When a timecard file has been uploaded and is not validated, errors will generate after opening the batch number.

Timecard File Upload Status

Batch No : 1280

Status : ERROR

Total Number of Records : 202

Total Number of Error Records : 2

Total Number of Success Records : 200

Timecard Number	PO Number	Upload Status	Upload Date	PO Type
T103521	P2003050	ERROR	2023-03-10T17:25:03Z	
T103520	P2003032	ERROR	2023-03-10T17:25:03Z	

Page 1 of 1 (1-2 of 2 items) | K < 1 > X

Step 42

In the T103521 row, select **Message**.

Type	Entry Type	No of Records	Error Message
		101	MESSAGE
		101	MESSAGE

Done

Step 43

View **Error Details**.

Review the Error Details popup to verify the error in the timecard.

Header

PO Number : P2003050

Error Message : Weekend date is beyond the current weekending date - At File Line Number

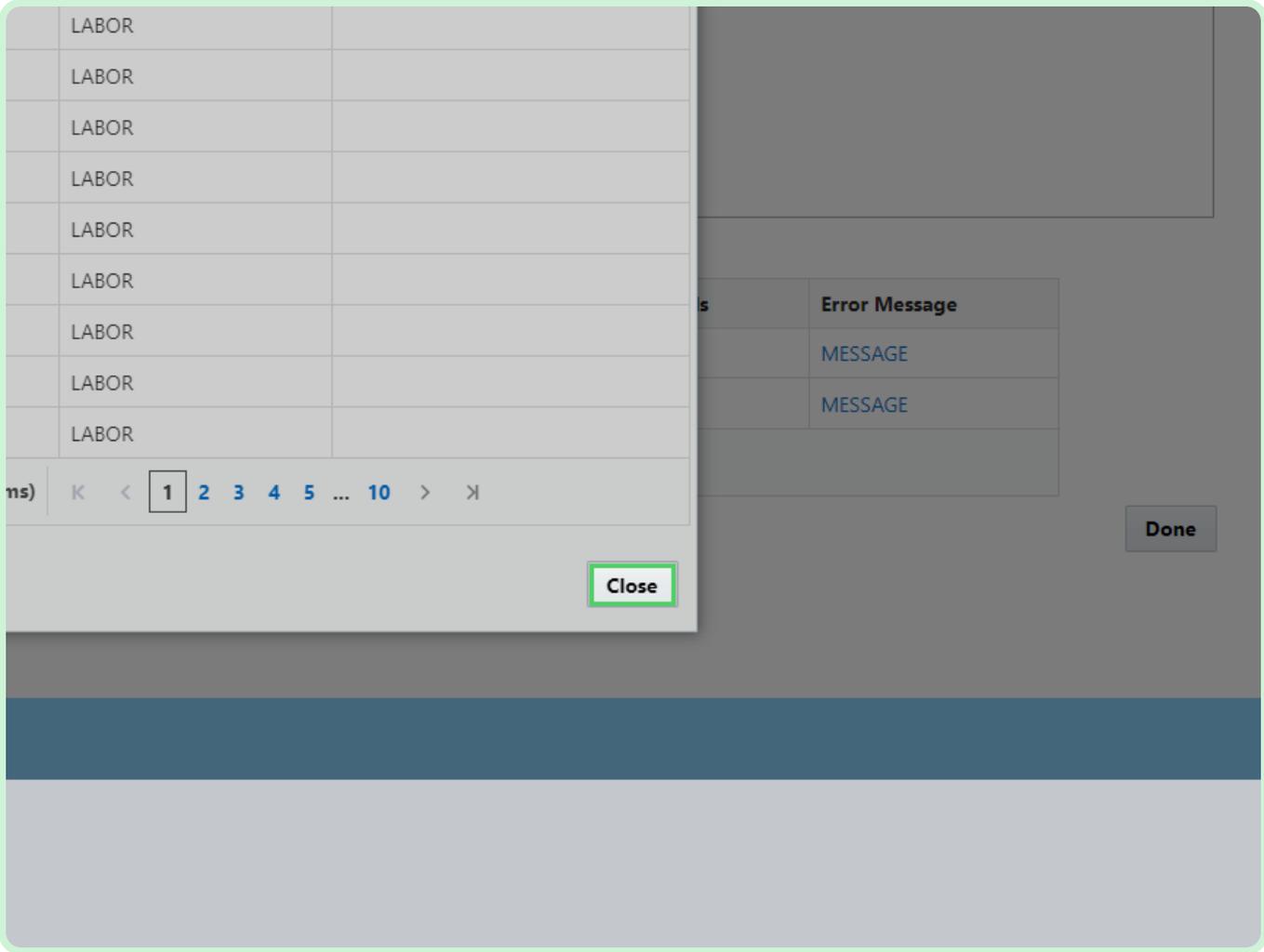
Lines

PO Line Number	Line Type	Error Message
1	LABOR	

Page 1 of 10 (1-10 of 100 items) | < 1 2 3 4 5 ... 10 >

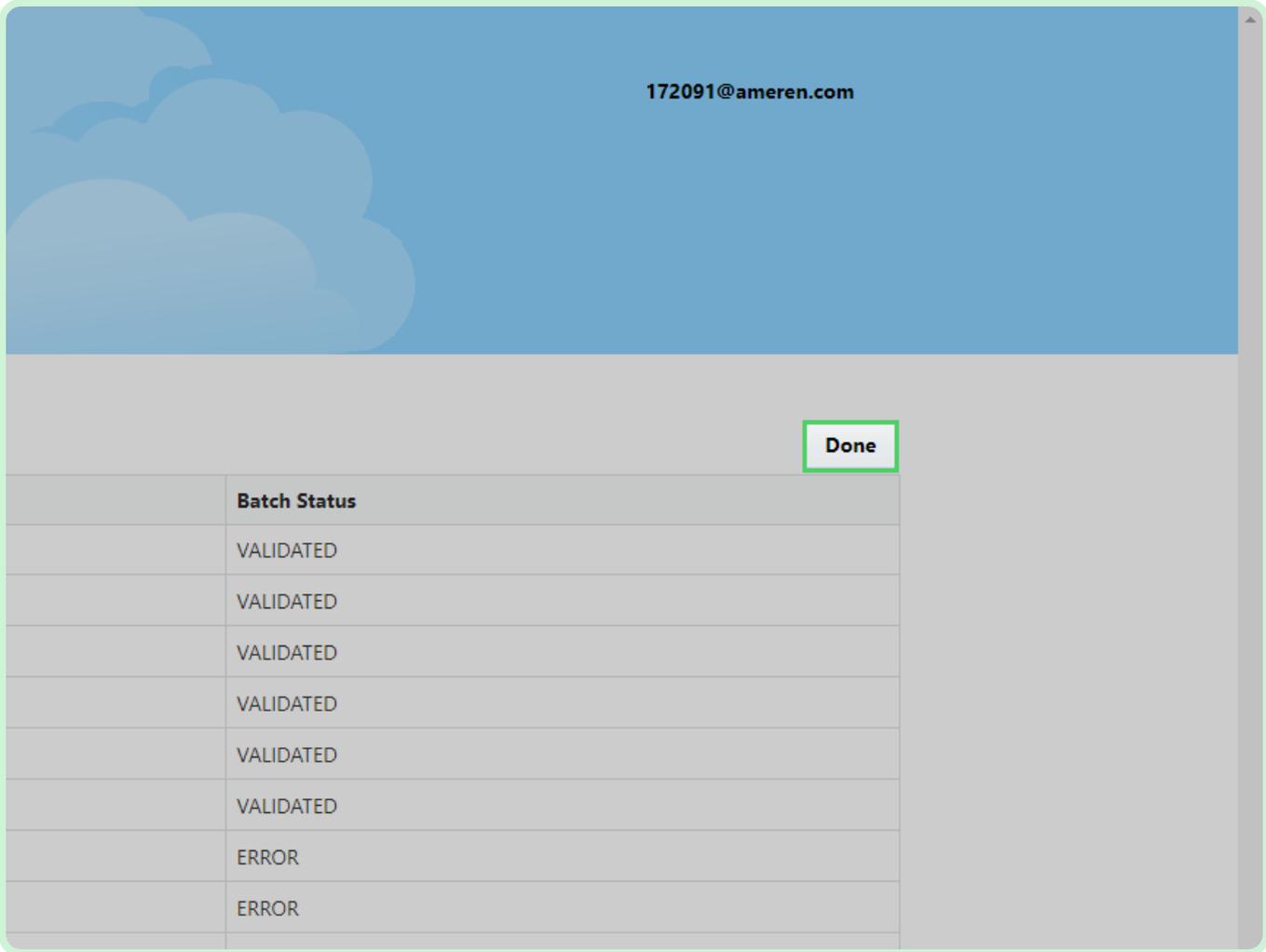
Step 44

Select **Close**.



Step 45

Select **Done**.



The screenshot shows a web interface with a blue header area containing the email address 172091@ameren.com. Below the header is a grey area with a 'Done' button highlighted by a green border. Underneath the button is a table with a 'Batch Status' column. The table contains 10 rows: 6 'VALIDATED' entries, 2 'ERROR' entries, and 2 empty rows at the bottom.

Batch Status
VALIDATED
ERROR
ERROR

Step 46

View **Draft Timecards**.

The validated timecard number will now be added to the Draft Timecards table.

The screenshot displays a web interface for managing timecards. At the top, there is a search bar with the text 'Search' and a user name 'kerresn'. Below this, there are four main sections, each with a title and a 'Past 30 Days' filter:

- Timecards Pending Approval**: Filtered for 'Past 30 Days'.
- Draft Timecards**: Filtered for 'Past 30 Days'. This section contains a table with the following data:
- Rejected Timecards**: Filtered for 'Past 30 Days'.
- Timecards History**: Filtered for 'Past 30 Days'.

Timecard Number	PO Number	Week Ending Date	PO Type	Interface Source Code	Timecard
T104295	P2003051	04/09/2023	Fixed Price Services	Maximo	N/A
T103523	P2003032	04/09/2023	Time And Material	Oracle SSP	Individual
T104291	P2003032	04/09/2023	Time And Material	Maximo	Individual
T104287	P2003050	04/09/2023	Time And Material	Oracle SSP	Individual
T104285	P2003032	04/09/2023	Fixed Price Services	Oracle SSP	N/A
T104090	P2003051	03/19/2023	Time And Material	Maximo	Bulk Week

Step 47

Close the tab.

