Creating supplier timecards - Fixed Price Services (Spreadsheet Upload)

Ime to Completion: 12 minutes

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

Select **Right arrow**.

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

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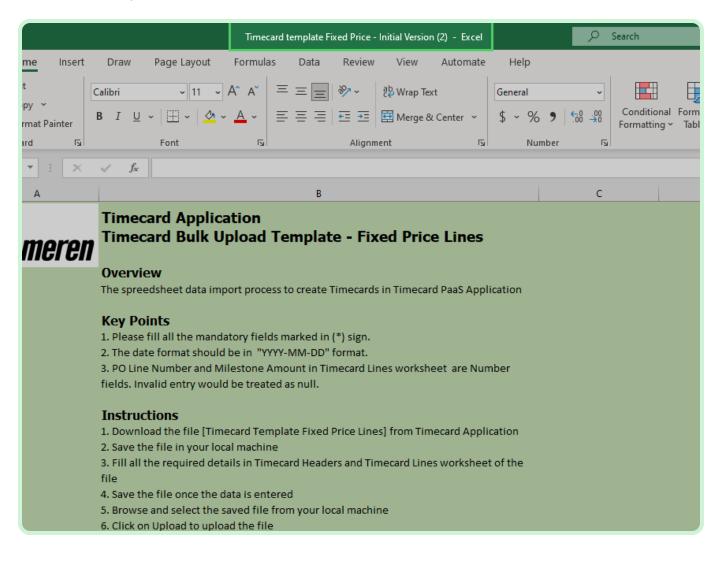
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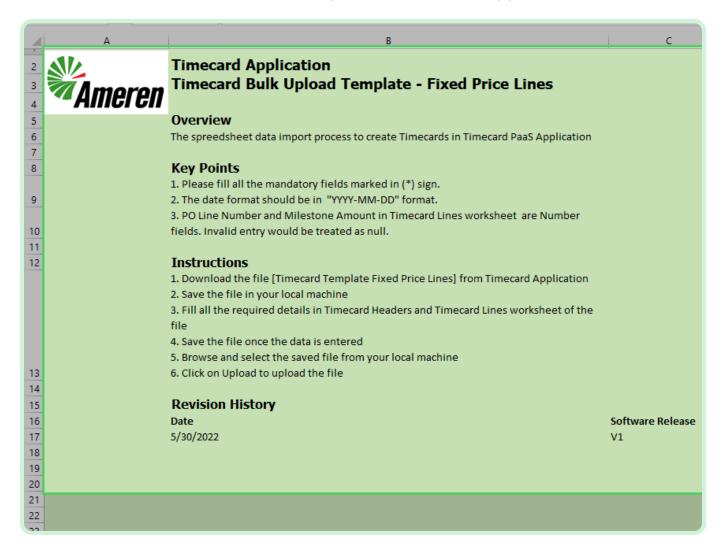
View Timecard template Fixed Price - Initial Version (2) - Excel.

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



View Timecard Application.

Review the instructions on how to complete the Timecard Application.



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

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

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

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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.

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

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View Timecard Comments.

Include any relevant information for the timecard, but the field is not required.

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

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

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In the Milestone Description field, type Milestone for Purchase Order P2003051.

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

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

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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.

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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 <u>Confirmation</u> dialog.

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View Batch Status.

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

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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
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In the Upload Status table, select 1281.

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03	2023-03-14T08:56:54
02	2023-03-14T07:21:54
00	2023-03-14T06:22:11
81	2023-03-10T17:27:412
80	2023-03-10T17:24:54Z
269	2023-03-09T23:33:16
267	2023-03-09T17:20:12
:66	2023-03-09T17:10:10

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 <u>Timecard File Upload Status</u> 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 <u>Draft</u> status section. For all other POs, review your errors and correct them in the spreadsheet and then resubmit.

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Select Done.

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

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1302	2023-03-14T07:21:542
1300	2023-03-14T06:22:112
1281	2023-03-10T17:27:412
1280	2023-03-10T17:24:54Z
1269	2023-03-09T23:33:16Z
1267	2023-03-09T17:20:12Z
1266	2023-03-09T17:10:10Z

View Timecard File Upload Status.

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

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T103520	P2003032	ERROR	2023-03-10T17:25:03Z	
Page 1 of 1 (1-2 of 2	items) K < 1 >	к		

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

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View Error Details.

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

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Select Done.

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View Draft Timecards.

The validated timecard number will now be added to the <u>Draft Timecards</u> table.

Draft Timecards	Past 30 Days	•	₽		
Timecard Number 🔻	PO Number	Week Ending Date	РО Туре	Interface Source Code	Timec
T104295	P2003051	04/09/2023	Fixed Price Services	Maximo	N/A
T103523	P2003032	04/09/2023	Time And Material	Oracle SSP	Individ
T104291	P2003032	04/09/2023	Time And Material	Maximo	Individ
T104287	P2003050	04/09/2023	Time And Material	Oracle SSP	Individ
T104285	P2003032	04/09/2023	Fixed Price Services	Oracle SSP	N/A
T104090	P2003051	03/19/2023	Time And Material	Maximo	Bulk W
7					

Close the tab.

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	Time Card Module
	Overview
	Timecards Pending Approval Past 30 Days
	▲ Draft Timecards Past 30 Days ♥ Timecard Number ▼ PO Number Week Ending Date PO Type Inter