



CCTM SUPPLIER

RATE CARD

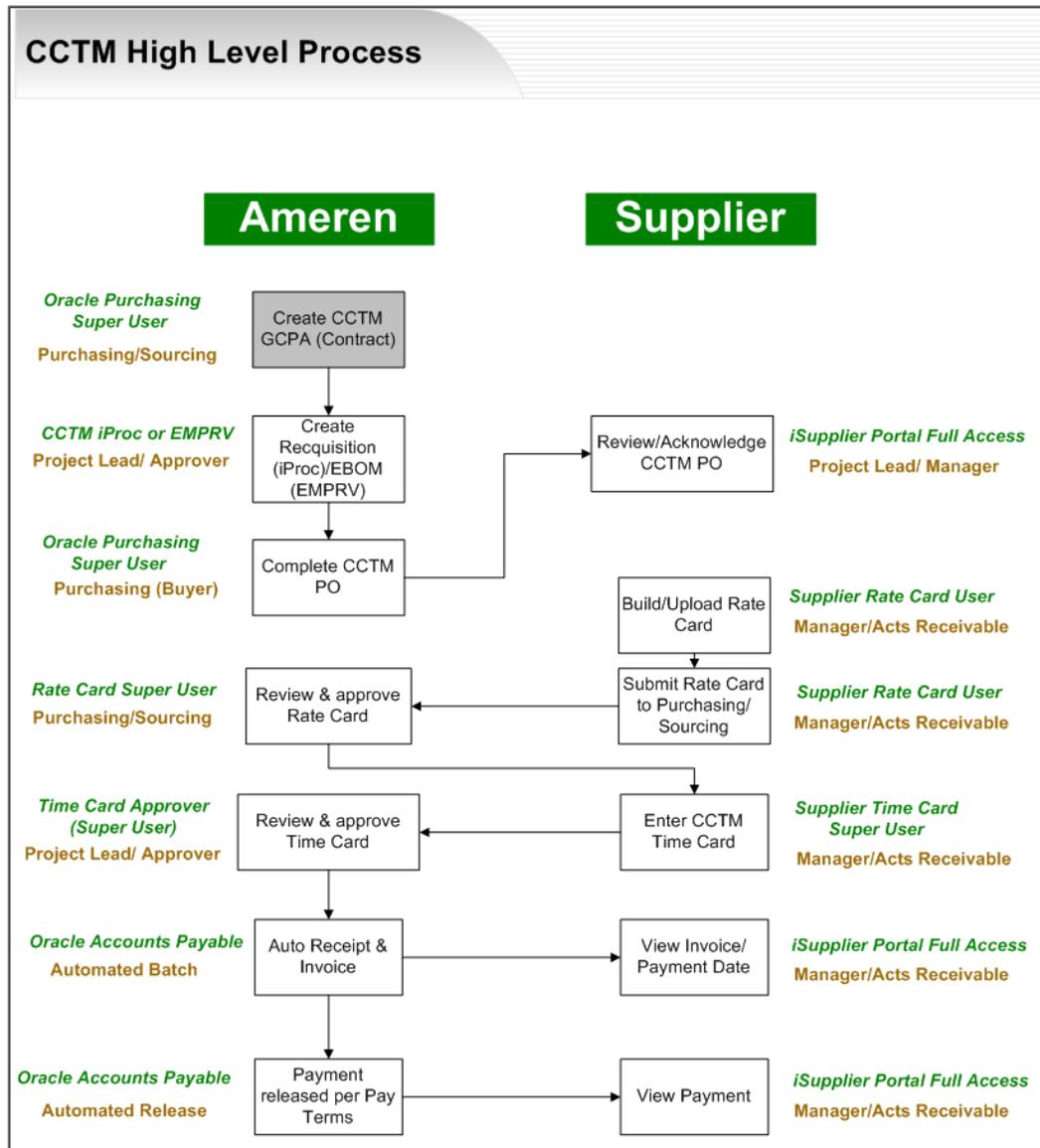
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S1.2 CREATE A RATE CARD: INTRODUCTION

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 by week. 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 Specific
 * Contract Number: 588999

* Effective From: 05/28/2012
 * Effective to: 05/31/2015
 Approver: [Searchable field]

Enter / Select the approver name only when submitting the rate card. During upload please leave this blank.

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>

CCTM

[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 E8769

Create Rate Card

* Indicates required field

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

Rate Card Header

Revision Number	0	* Effective From	05/28/2012
OU Name	AMEREN OP UNIT	* Effective to	05/31/2015
* Supplier Name	I T TEST SUPPLIER 1	Approver	
<input checked="" type="checkbox"/> Contract Specific		Enter / Select the approver name only when submitting the rate card. During upload please leave this blank.	
* Contract Number	588999		

Rate Card Details

No of Row(s) to Add

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

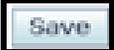
Select	*Craft Type	*Craft	*Craft Code Class	Local	Worktype	*Rate Type	*Rate (\$)	*UOM	*Effective From	*Effective To
<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> Chemical Equipment Labor </div>								05/28/2012	05/31/2015

Privacy Statement
Rate Notifications Home Logout Preferences
Copyright (c) 2006, Oracle. All rights reserved.

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> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin-top: 5px;"> Labor </div>

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 Specific
 * Contract Number: 588999

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

Attachments: None

Rate Card Details

No of Row(s) to Add: 5

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.	The page will refresh and you will see a Confirmation indicating the Rate Card has been created with an assigned number, 10928 , for example.

S1.2.2 Add a Rate Card Attachment & Submit for Approval

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

Create Rate Card
* Indicates required field
Submit Save Download Template Upload File Cancel
TIP Submit Button will be enabled & Attachment Link will be visible once rate card is created and saved.

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
Contract Specific:
Approver:

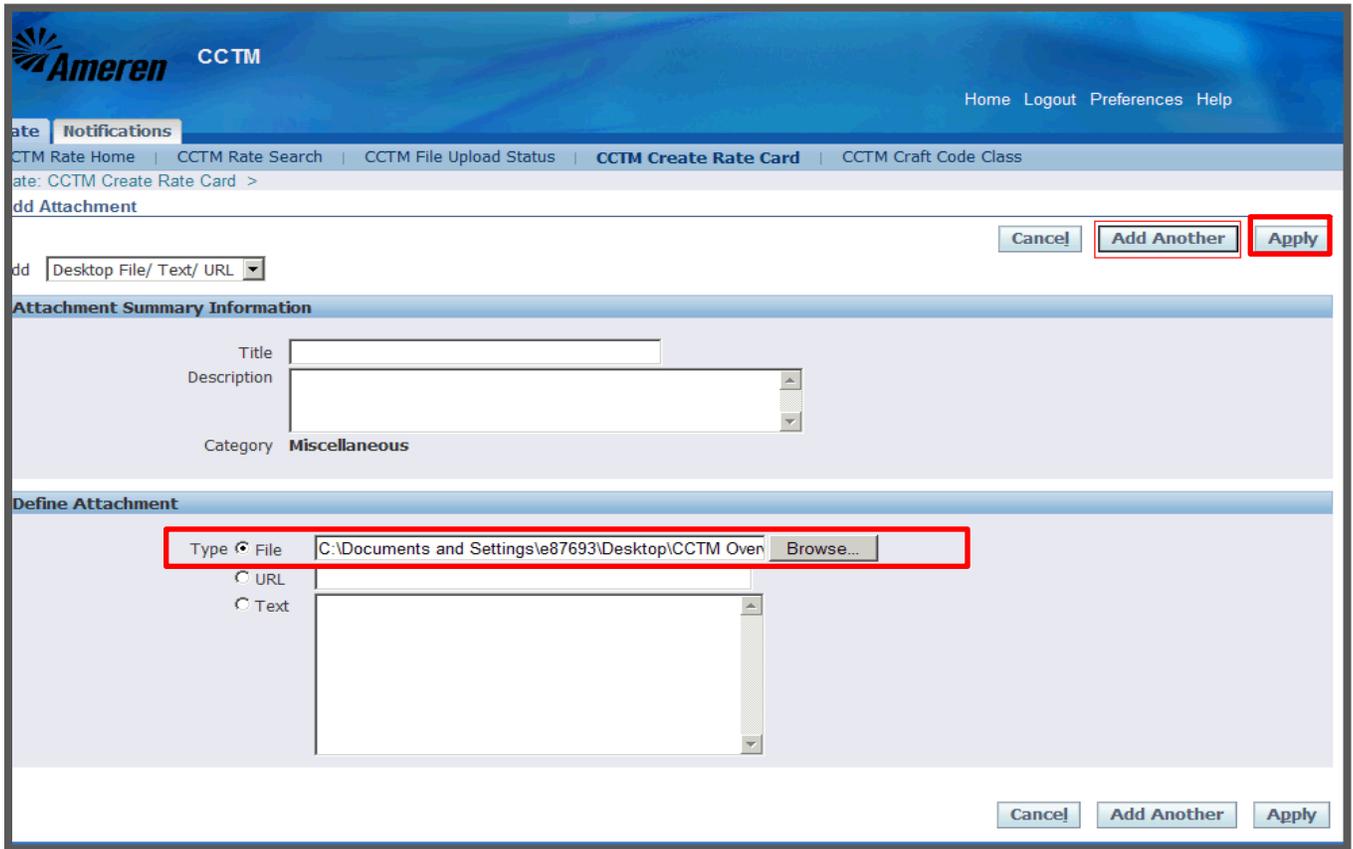
Attachments: None **Add**

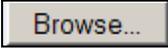
Rate Card Details Add

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

ifications
 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
 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 Nelms(SCProcPerf)

View **Add**

Details

to Add 5 **Add** Delete Row

Select None

Craft 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
6.	<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>
7.	<p>When your Rate Card is complete click the Submit button. </p>

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

The screenshot shows the Ameren CCTM interface. At the top, there is a navigation bar with 'Home', 'Logout', and 'Preferences'. Below this is a secondary navigation bar with links for 'CCTM Rate Home', 'CCTM Rate Search', 'CCTM File Upload Status', 'CCTM Create Rate Card', and 'CCTM Craft Code Class'. The main content area is divided into two sections:

Rate Cards in Pending Submission Stage

Rate Card Number	OU Name	Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate Card Change Requested By/Submitter
[Empty table body]								

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

- 9.** 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.

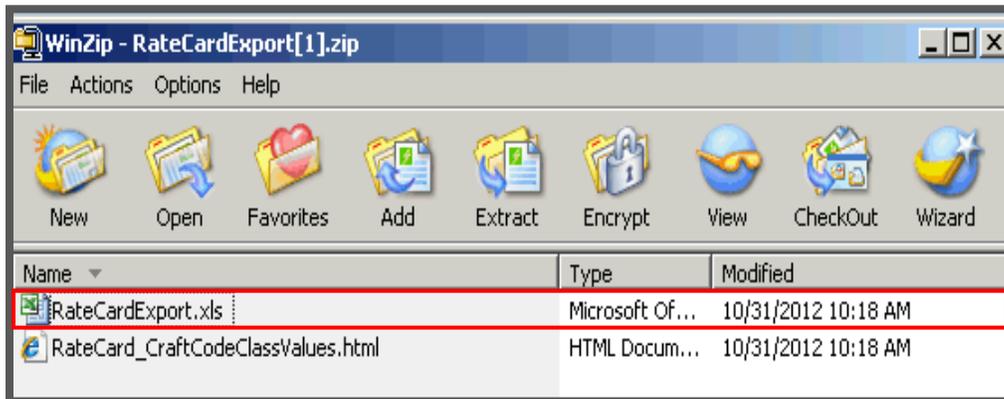
S1.2.3 Download a Rate Card Template

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> <p>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. <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>
5.	With all required fields populated, click the Download Template button.  <p>* A Download window will open.</p>

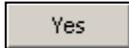


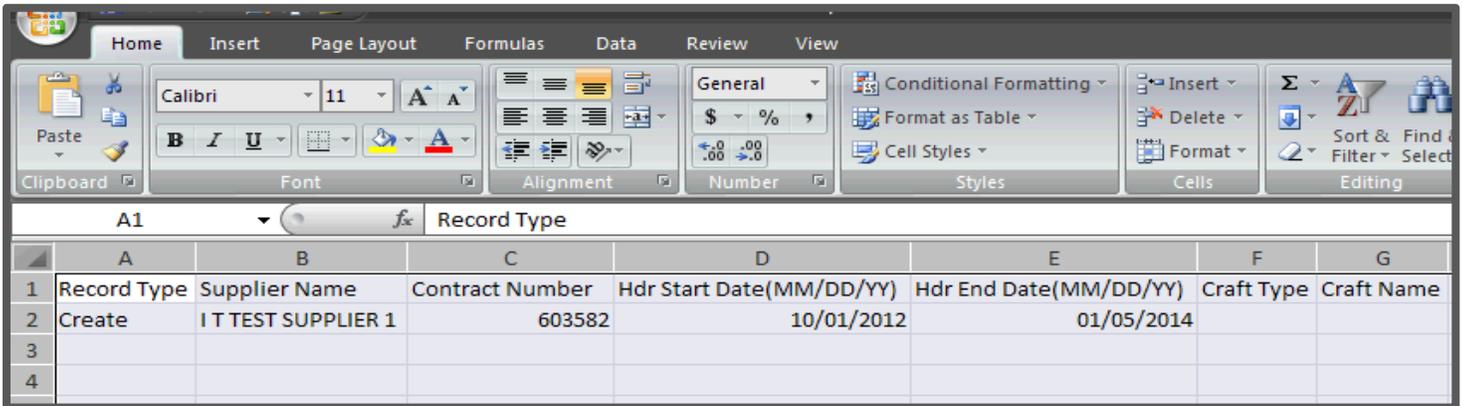
Step	Action
6.	Click the Open button.  * A Win Zip window will open.



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>

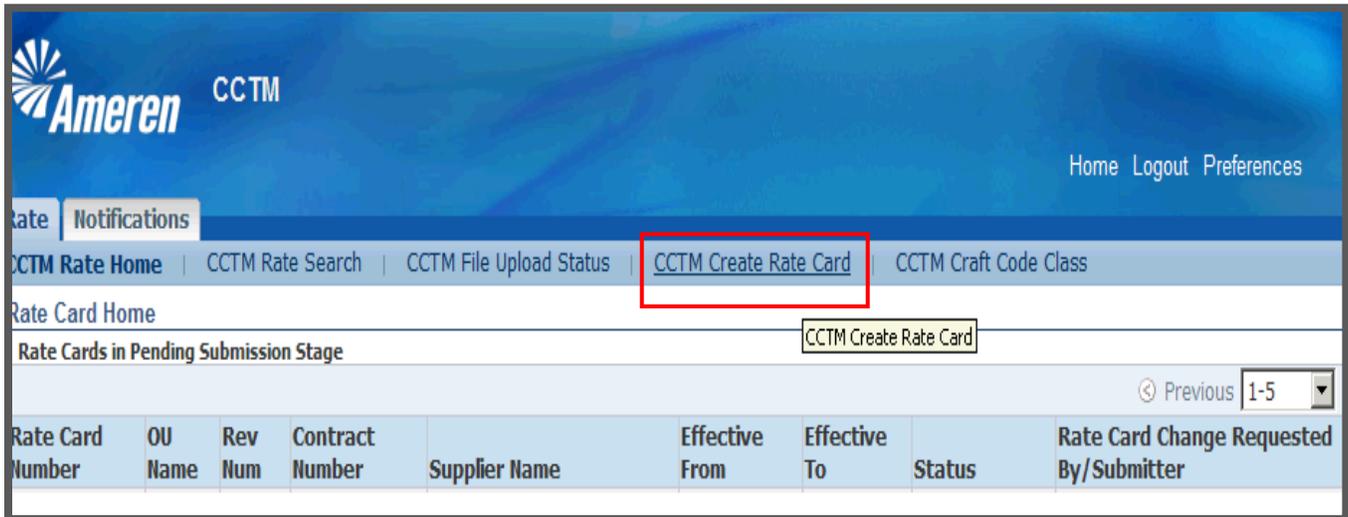
S1.2.4 Rate Card Template Field Descriptions

	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	<u>Required</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
28	<u>Forced Chce</u>	<u>Forced Chce</u>	<u>Forced Chce</u>	<u>Forced Chce</u>	<u>Forced Chce</u>	<u>Forced</u>
29	*Create	Must be spelled	You can search for	When you chose a contract	When you chose a	<u>Chce</u>
30	*Update	exactly as seen in	your contract # in	# in previous step,	contract # in previous	*Labor
31		CCTM	CCTM Create Rate	Effective From field will	step, Effective To field	*Equipment
			Card screen	populate in the same	will populate in the same	t
				screen (coincides with	screen (coincides with	*Chemical
				contract start).	contract end).	

	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.			

S1.2.5 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>

Rate Card Header

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

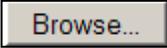
* Effective From: 05/28/2012
 * Effective to: 05/31/2015
 Approver:

Enter / Select the approver name only when submitting the rate card. During upload please leave this blank.

Rate Card Details

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

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.

CCTM

[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

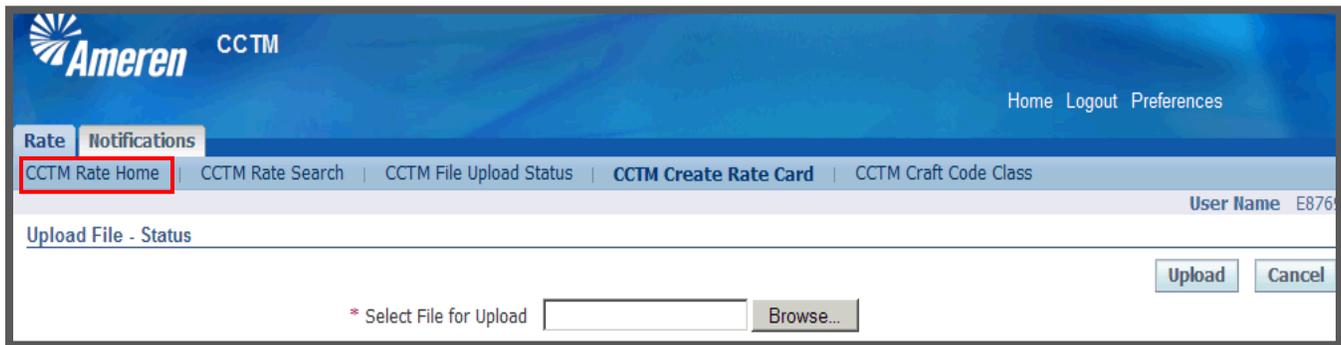
Step	Action
9.	<p>If there are any Rejected Lines, the Details icon will be blue and active. Click the Details icon to view Rate Card errors. </p> <p>* You will be taken to a new page.</p>

Rejections

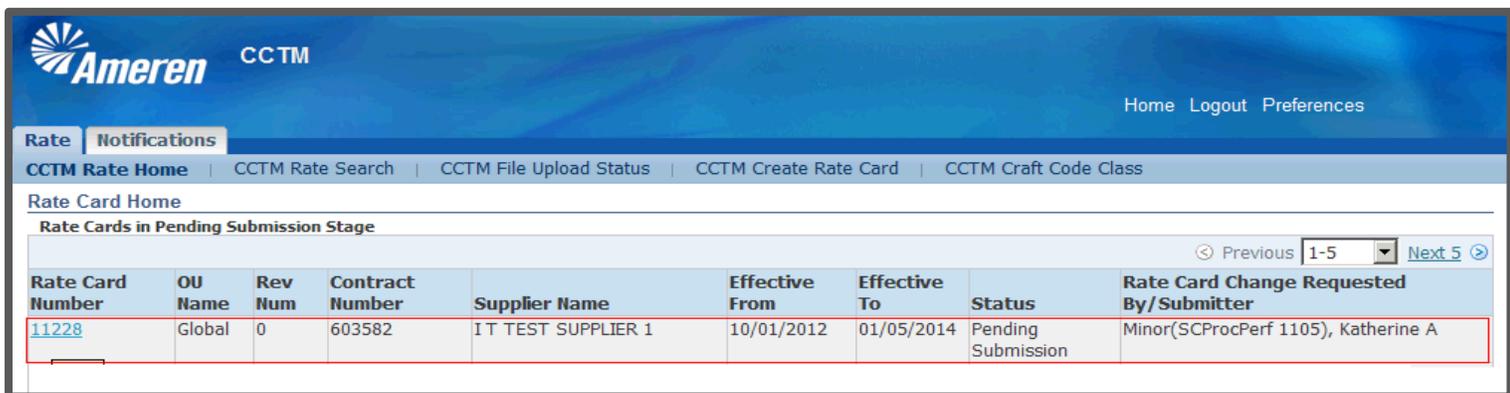
Rejected Lines in Data File Upload Request Id # 29505540

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>

S1.2.6 Review an Uploaded Rate Card

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

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

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
------------------	---------	---------	-----------------	---------------	----------------	--------------	--------	---------------------------------	---

Rate Cards in Rejected 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
------------------	---------	---------	-----------------	---------------	----------------	--------------	--------	---------------------------------	---

Step	Action
14.	<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	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
Equipment	JACK HAMMER	AA-NEW			ST	Week	156.32	10/01/2012	01/05/2014
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	10/01/2012	01/05/2014

Step	Action
15.	<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>
16.	<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>

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 E8769

* 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

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

Rate Card Details

Previous 1-10 of 26 **Next 10**

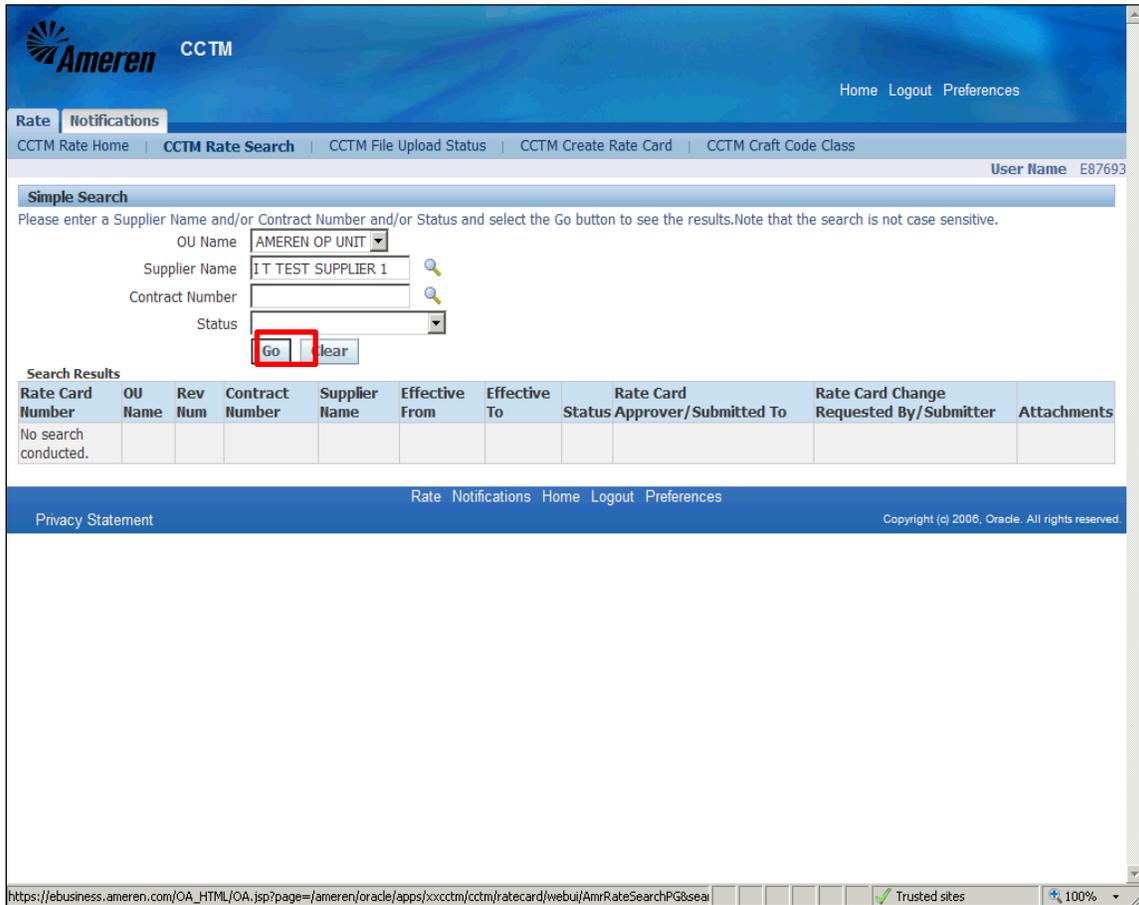
Select All | Select None

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
17.	The Rate Card Screen displays 10 Rates at a time. To view additional Rates click the Next 10 link. <input type="button" value="Next 10"/>

Step	Action
18.	<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>
19.	<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>** Refer to S1.2.2 Add a Rate Card Attachment & Submit for Approval</p>

S1.2.7 Make Rate Card Changes



Step	Action
1.	<p>Online Rate Card changes are recommended for Suppliers who have fewer than 10 rates to modify.</p> <p>* If you have more than 10 rates, refer to topics S1.2.2 Export a Rate Card and S1.2.3 Upload a Rate Card.</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. Click the CCTM Rate Search link.</p> <p>***On your Simple Search page click the Go button. The page will refresh to populate all Rate Cards.</p> <p></p>

The screenshot shows the CCTM web application interface. At the top, there is a navigation bar with 'Rate' and 'Notifications' tabs. 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 user name 'E87693' is displayed in the top right corner.

The main content area features a 'Simple Search' section with the following fields:

- OU Name: AMEREN OP UNIT (dropdown)
- Supplier Name: I T TEST SUPPLIER 1 (text input)
- Contract Number: (text input)
- Status: (dropdown)

 There are 'Go' and 'Clear' buttons below the search fields.

Below the search fields is a 'Search Results' table with the following columns:

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	Attachments
10947	Global	0	588999	I T TEST SUPPLIER 1	05/28/2012	05/31/2015	Approved	Minor(SCProcPerf 1105), Katherine A		
10507	Global	0	579536	I T TEST SUPPLIER 1	01/30/2012	01/05/2014	Approved	Minor(SCProcPerf 1105), Katherine A		
9927	Global	0	566573	I T TEST SUPPLIER 1	08/01/2011	07/29/2012	Approved	Minor(SCProcPerf 1105), Katherine A		

 The 'Rate Card Number' column header and the first row's value '10947' are highlighted with a red box.

At the bottom of the page, there is a footer with 'Privacy Statement' on the left and 'Copyright (c) 2008, Oracle. All rights reserved.' on the right. The browser address bar shows the URL: 'https://ebusiness.amerem.com/OA_HTML/OA.jsp?page=/amerem/oracle/apps/xcctm/cctm/ratecard/webui/AmrRateCardPG&rateid'.

Step	Action
2.	Click the Rate Card Number link of the rate card that you want to modify, 10947 is chosen in this example. 10947

Step	Action
3.	<p>On your Rate Card Details page, ensure the Show Details for select circle is chosen for Active.</p> <p>* Click to Sort Rate fields such as Craft Type, Craft, Local (for this example), Work Type, Rate Type.</p> <p>Local</p>

Indicates Modified - * Indicates New - + Indicates Rejected - X

Select	Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
<input checked="" type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		DT	Hours	110	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084		ST	Hours	55	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		OT	Hours	105	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		ST	Hours	70	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		DT	Hours	140	05/28/2012	05/31/2015
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	05/28/2012	05/31/2015
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	PROGRAM MANAGER 10	AA-NEW			ST	Hours	104.5	05/28/2012	05/31/2015

Step	Action
4.	Click the Select box for ALL Craft combinations you want to modify, LABORER/1084/OT/Hours/82.5 for this example. <input type="checkbox"/>

Step	Action
5.	For this example the Select box next to LABORER/1084/DT/Hours/110 and LABORER/1084/ST/Hours/55 are also clicked. <input type="checkbox"/>

Rate Card Header

Rate Card Number: 10947 Supplier Name: IT TEST SUPPLIER 1
 Revision Number: 0 Effective From: 05/28/2012
 Contract Number: 588999 Effective To: 05/31/2015

Material Handling Charges

% Material Handling Charges:

Rate Card Details

Show Details for:

Active
 All
 In-Active

Indicates Modified - Indicates New - Indicates Rejected

Select	Craft Type	Craft	Craft Code Class	Local	Work Type	Rate Type	UOM	Rate (\$)	Effective From	Effective To
<input checked="" type="checkbox"/>	Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	05/28/2012	05/31/2015
<input checked="" type="checkbox"/>	Labor	LABORER	AA-NEW	1084		DT	Hours	110	05/28/2012	05/31/2015
<input checked="" type="checkbox"/>	Labor	LABORER	AA-NEW	1084		ST	Hours	55	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		OT	Hours	105	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		ST	Hours	70	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	OPERATOR	AA-NEW	520		DT	Hours	140	05/28/2012	05/31/2015
<input type="checkbox"/>	Equipment	JACK HAMMER	AA-NEW			ST	Day	52.11	05/28/2012	05/31/2015
<input type="checkbox"/>	Equipment	FORKLIFT PNEUMATIC TIRE	AA-NEW			ST	Day	165.2	05/28/2012	05/31/2015
<input type="checkbox"/>	Labor	PROGRAM MANAGER 10	AA-NEW			ST	Hours	104.5	05/28/2012	05/31/2015

Step	Action
6.	<p>With all applicable Craft Combinations chosen, click the Request Changes button.</p> <p>* You will be taken to the Rate Card Update Screen.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Request changes</div>

Step	Action
7.	<p>On your Rate Card Screen, the Approver, Craft Code Class, Rate (\$), Effective From, Effective To, and Change Request Reason fields will be open for modification.</p> <p>* DO NOT modify the Craft Code Class field or the Effective To field.</p> <p>** Enter the new amount in the Rate (\$) field within each Craft Combination, 82.5 for this example, excluding special characters such as \$.</p>

Step	Action
8.	<p>Enter the start date in the Effective From field for each new rate; 06/30/2012 is entered for this example.</p> <p>* This date can be in the past, but must be greater than the Week/End Date of the most recent Time Card submitted using this Craft Combination.</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 Search > 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 10947	Effective From 05/28/2012
Revision Num 1	Effective To 05/31/2015
Contract Number 588999	Approver <input style="width: 100px;" type="text"/>
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

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

Select	*Craft Type	*Craft	*Craft Code Class	Work		*Rate Type	*UOM	*Rate (\$)	*Effective From	*Effective To	*Change Request Reason
				Local	Type						
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	OT	Hours		85.50	06/30/2012	05/31/2015	New Local 1084 Contract
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	DT	Hours		114	06/30/2012	05/31/2015	New Local 1084 Contract
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	ST	Hours		57	06/30/2012	05/31/2015	New Local 1084 Contract

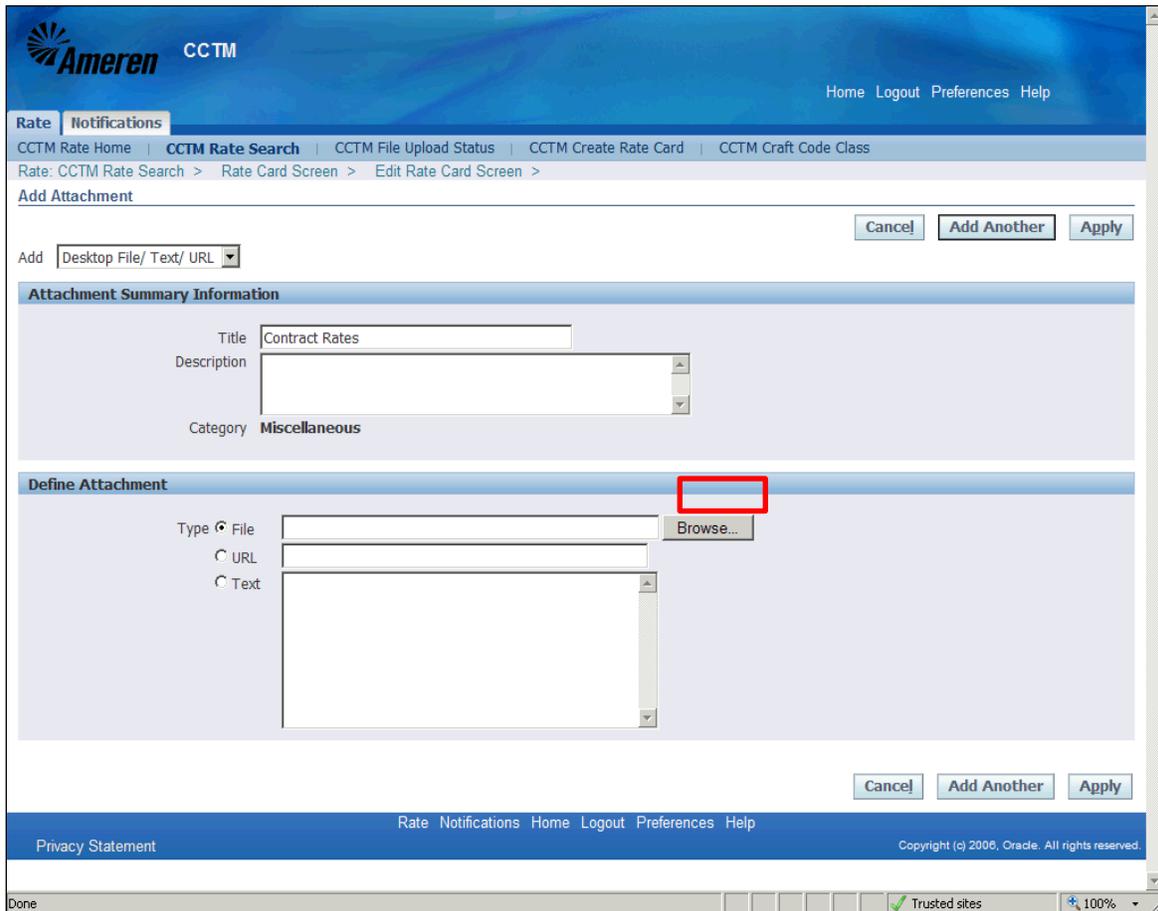
✔ **TIP** The Comments field is required when an existing Rate Card is modified.

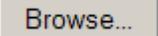
Save and Submit
Save
Cancel Change Request
View Rate Card History
Cancel

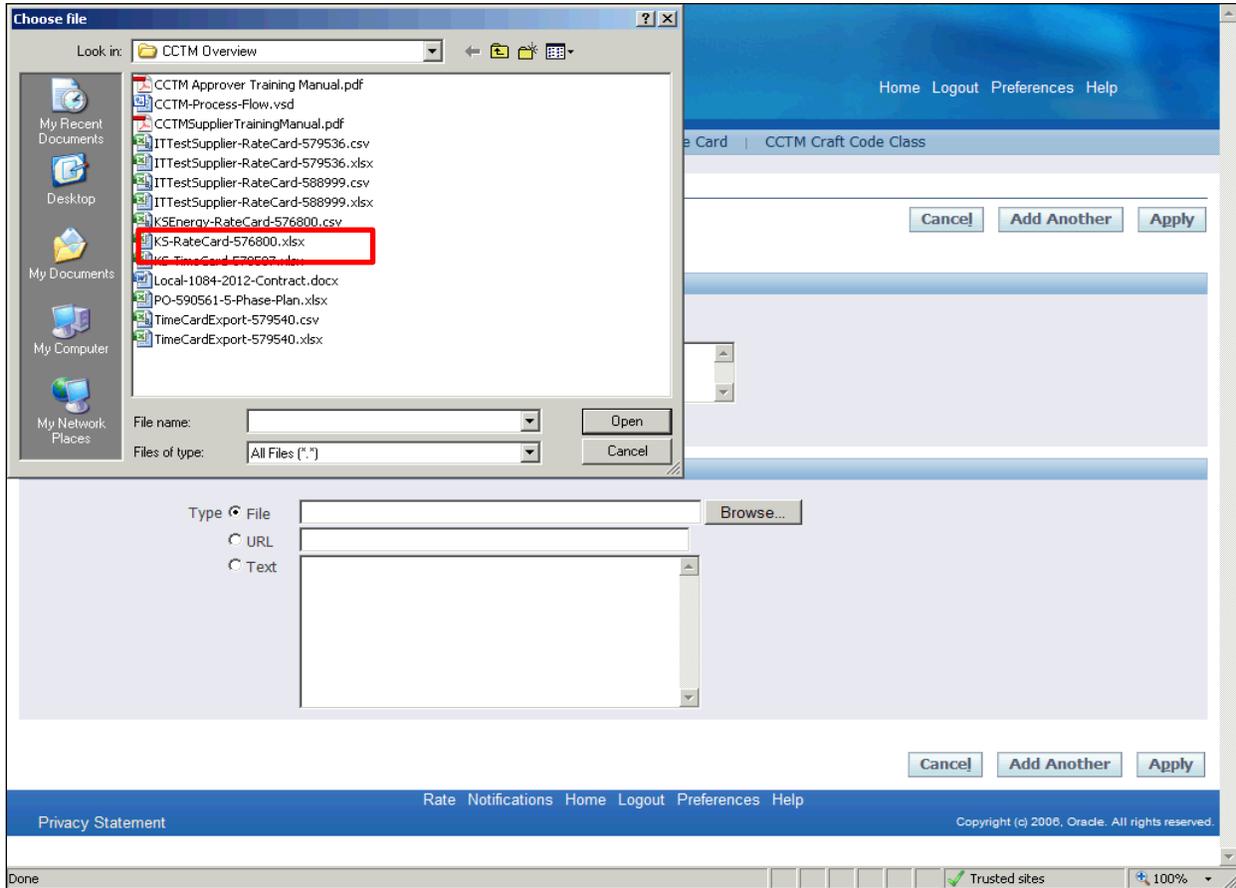
Privacy Statement
Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
9.	Enter an Explanation for the change in the Change Request Reason field, for each new rate, New Local 1084 Contract was entered for this example.

Step	Action
10.	<p>CCTM requires that you include an attachment when submitting a Rate Card Modification.</p> <p>* 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
<p>11.</p>	<p>You can optionally enter a Title and/or Description in the Attachment Summary Information section. For this example, Contract Rates was entered in the Title field.</p> <p>CCTM allows a File, URL or Text Attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, enter a file name in the field (optional) and click the Browse button to search for the corresponding file. ** 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. <p>For this exercise, click the Browse button.</p> <ul style="list-style-type: none"> * A Choose File window will open. <p></p>



Step	Action
12.	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the Local-1084-2012-Contract.docx file.</p> <p>* The Choose File window will close.</p> <p> Local-1084-2012-Contract.docx</p>

Step	Action
13.	<p>The File field will be populated.</p> <p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Create Rate Card page.</p> <p>Apply</p>

Step	Action
14.	<p>On the Rate Card Modification 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>

Confirmation
Attachment "Contract Rates" 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 **10947** Effective From **06/28/2012**
 Revision Num **1** Effective To **05/31/2015**
 Contract Number **588999** Approver
 Supplier Name **I T 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

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	LABORER	AA-NEW	1084	OT	Hours	85.5	06/30/2012	05/31/2015	NEW LOCAL 1084 CONTI
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	DT	Hours	114	06/30/2012	05/31/2015	NEW LOCAL 1084 CONTI
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	ST	Hours	57	06/30/2012	05/31/2015	NEW LOCAL 1084 CONTI

TIP The Comments field is required when an existing Rate Card is modified.

Save and Submit Save Cancel Change Request View Rate Card History Cancel

Rate Notifications Home Logout Preferences

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Step	Action
15.	<p>The Ameren Sourcing representative designated in the Buyer field of your CCTM Contract Agreement will be your Rate Card Approver.</p> <p>* You can type the approver's last name in the Approver field and push your Tab key or you can click the Search icon to search for the approver name.</p> <p>For this exercise nelms was entered in the Approver field and the Tab key was pushed.</p>

Rate Card Header

RateCard Number **10947** Effective From **05/20/2012**
 Revision Num **1** Effective To **05/31/2015**
 Contract Number **588999** Approver Nelms(SCProcPerf 1105)
 Supplier Name **I T 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	LABORER	AA-NEW	1084	OT	Hours	85.5	06/30/2012	05/31/2015	NEW LOCAL 1084 CONT
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	DT	Hours	114	06/30/2012	05/31/2015	NEW LOCAL 1084 CONT
<input type="checkbox"/>	Labor	LABORER	AA-NEW	1084	ST	Hours	57	06/30/2012	05/31/2015	NEW LOCAL 1084 CONT

Step	Action
16.	<p>If the text that you type matches an individual Rate Card Approver, the full name will be auto-populated in the Approver field, as it is in this example.</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>

Step	Action
17.	When your Rate Card Modification is complete click the Save and Submit button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Save and Submit </div>

Confirmation
Rate Card of Rev.No. 1 has been submitted to Nelms(SCProcPerf 1105), Christopher W for approval

Buttons: Export, Upload, Review Craft Changes, View Rate Card History, Delete Rate Card, Cancel

Rate Card Header

Rate Card Number	10947	Supplier Name	IT TEST SUPPLIER 1
Revision Number	1	Effective From	05/28/2012
Contract Number	588999	Effective To	05/31/2015

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
Labor	LABORER	AA-NEW	1084		OT	Hours	82.5	05/28/2012	05/31/2015
Labor	LABORER	AA-NEW	1084		DT	Hours	110	05/28/2012	05/31/2015
Labor	LABORER	AA-NEW	1084		ST	Hours	55	05/28/2012	05/31/2015
Labor	OPERATOR	AA-NEW	520		OT	Hours	105	05/28/2012	05/31/2015
Labor	OPERATOR	AA-NEW	520		ST	Hours	70	05/28/2012	05/31/2015
Labor	OPERATOR	AA-NEW	520		DT	Hours	140	05/28/2012	05/31/2015
Equipment	MINI EXCAVATOR	AA-NEW			ST	Hours	115	05/28/2012	05/31/2015

Step	Action
18.	<p>The page will refresh to display a Confirmation message stating the Rate Card Rev. was submitted successfully.</p> <p>Click the CCTM Rate Home or CCTM Rate Search link.</p> <p>CCTM Rate Search</p>

Simple Search
Please enter a Supplier Name and/or Contract Number and/or Status and select the Go button to see the results. Note that the search is not case sensitive.

OU Name: AMEREN OP UNIT
Supplier Name: IT TEST SUPPLIER 1
Contract Number:
Status:
Go Clear

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	Attachments
10947	Global	1	588999	IT TEST SUPPLIER 1	05/28/2012	05/31/2015	Pending Approval	Nelms(SCProcPerf 1105), Christopher W	Minor(SCProcPerf 1105), Katherine A	
10507	Global	0	579536	IT TEST SUPPLIER 1	01/30/2012	01/05/2014	Approved	Minor(SCProcPerf 1105), Katherine A		
9927	Global	0	566573	IT TEST SUPPLIER 1	08/01/2011	07/29/2012	Approved	Minor(SCProcPerf 1105), Katherine A		

Step	Action
19.	<p>When you click the Go button, you will see your Rate Card in Pending Approval Status.</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> <p>*** If your Rate Card is Rejected for any reason, refer to topic 2.2.6 Correct a Rejected Rate Card.</p>