

1. Log in to iSupplier Portal. Click **AMCCTM Supplier Time Card User** or **AMCCTM Supplier Time Card Super User** and then click **Timecard**.

The *Time Card Home* page appears as shown below.

2. From the CCTM Timecard Home page, click the **CCTM Timecard** link as shown in 2 above.

The *Time Card Search* page appears as shown below.

3. Enter or select the **PO number** that you want to enter a time card as shown in 3 above.
4. Enter or select the **week ending date** that you want to enter a time card for as shown in 4 above.
5. Click **Go** as shown in 5 above.

The *Time Card Main Screen* page appears as shown on the next page.

Time Card Main Screen

* Indicates required field

Delete Time card

PO Header Details

PO Number: 499027
 PO Type: Fixed Price
 PO Revision: 0
 OU Name: AMEREN OP UNIT

Comments: EMPRV Requisition #2900017:
 Job #JR08047420: Fixed Price
 Boilermaker Package for U1
 Fall Outage

Supplier Name: CCTM Supplier 1, Inc.
 Buyer: Lawrence(SupChnOps), Mark

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/07/2010
 Total Hours:
 Total Amount:
 * Attachments View Add
 Vendor Reference Number: AMRN-499027-03072010
 * Change Reason:
 Timecard Listing Mode: Draft Go
 TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.

FP Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PO Line Number	*Job Number	PO Line Amount	*Milestone	*Amount	PO Line Description	Job Description
<input type="checkbox"/>	Draft 1	JR080474/20	200,000.00	First Level completed	750	001-Provide labor, materials, supervision, and expertise to perform the work outlined in Ameren specification GE-1307. The work will consist of repairs and modification of the Rush Island FOR REMAINING ITEM	CCTM Supplier to cover work platforms with tarps, from handr /

Add Another Row Save Delete

Return to List and Search

Approver: Hammitt(CSFTmSvcs) Save and Submit Delete Time card

6. Click **Add Another Row** as shown in 6. You can add as many rows to the time card as needed.

7. Complete the following fields:

- **Vendor Reference Number (optional)** — You can enter a reference number of your choosing so that you can use it to track the payment for this time card.
- **Job Number (required)** — Enter the Job Number. If a Magnifying Glass is available, you can click the Magnifying Glass to search for the available job numbers and their associated descriptions.
- **Milestone (required)** — Enter the milestone which was completed for this billing. The milestone is an agreed upon event or a percentage complete which is associated with the progress payment.
- **Amount (required)** — Enter the amount you are billing on this timecard.

8. Click the **Add** button to attach supporting documentation to the time card. You must attach at least one document before the system will allow you to submit the time card.

Supporting documentation is determined by your Ameren approver; some examples might include signed time sheets, project updates, or job information/details.

9. After you have finished entering all information, click the **Save and Submit** button

A confirmation message is displayed below the blue bar at the top of the page

Retention(retainage): If retainage has been included on your PO, the retained amount will automatically be withheld when payment is made. After your project is completed, you can enter a retainage release request using the iSupplier Portal application to request that the retained amounts be paid. Refer to the Retainage Release quick guides for instructions on this process.