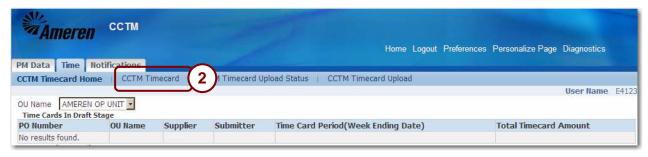# CCTM Supplier   Fixed Price Time Card
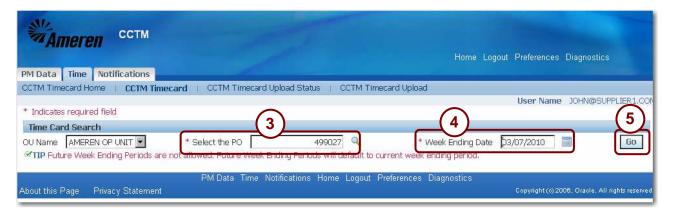
1. Log in to iSupplier Portal. Click **AMCCTM Supplier Time Card User** or **AMCCTM Supplier Time Card Super User** and then click **Timecard**.

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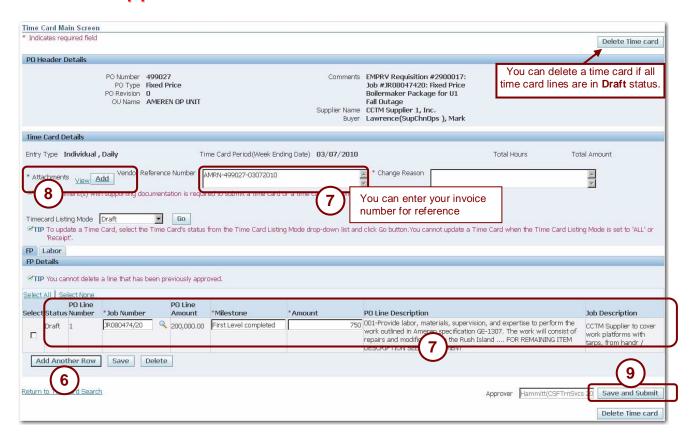
The *Time Card Search* page appears as shown below.

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.

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.