Oracle UPK - Supplier View
User Productivity Kit Overview
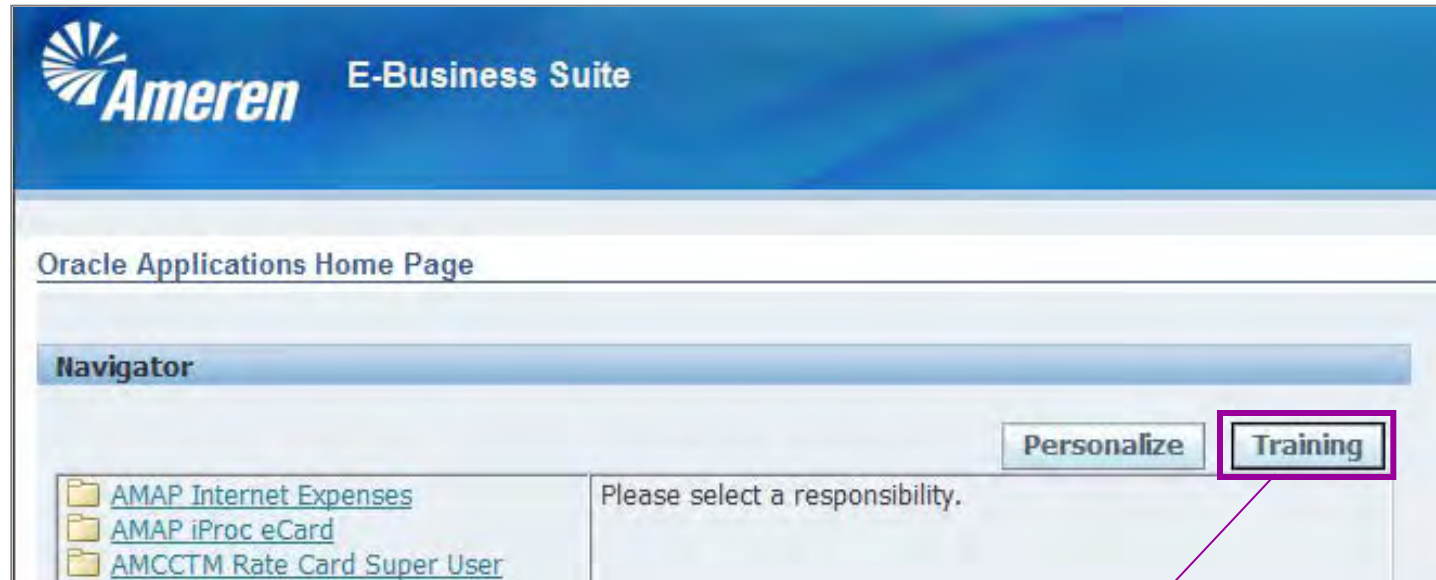
UPK- What is it?

- A synchronized content platform for creating documentation, training, and process support.

- Content is made available through a player.

- Player
  - ***See It! Mode*** enables a user to learn by watching an animated demonstration of the steps for a task being performed in a simulated environment. All required activities (mouse click, data entry) are completed automatically.
  - ***Try It! Mode*** enables a user to learn interactively in a simulated environment. The user is prompted for mouse clicks and/or data entry to complete the task.
  - ***Do It! Mode*** will eventually guide you as you perform the selected task in the live application. If you choose this from the player, you can scroll freely through topic frames.

Oracle UPK - Overview

Find UPK Topics

On your **Oracle Applications Home Page** click the **Training** button.

* A new window will open.

Find UPK Topics (Cont.)

Oracle Application UPK Content

Oracle Modules	UPK Content Links
Oracle iSupplier	Oracle iSupplier
Oracle CCTM	Oracle CCTM

Under **UPK Content Links** click the **Oracle CCTM** link.

* A new window will open.

Open UPK Topics

Sound playback requires the use of Adobe Flash Player 9.0.124 or higher.

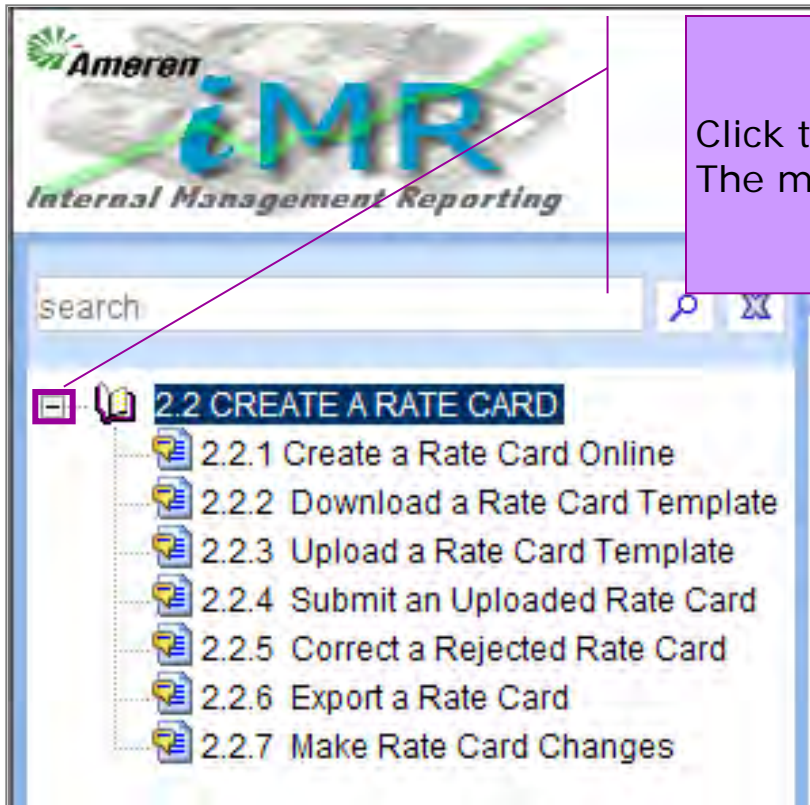You can install or update your version of the free Flash Player by downloading here.

Or

You can play content without sound by clicking here.

Please restart the topic after performing one of the above tasks.

If you get an **Adobe Flash Player** message you can **download the update** or you can **play content without sound**.
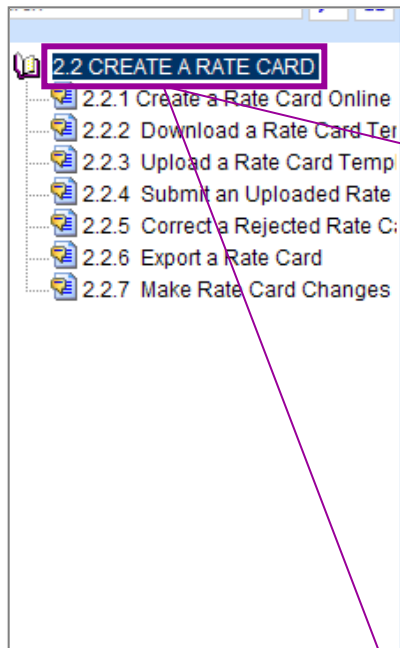
* Topics were created without sound.

Open UPK Topics (Cont.)

Click the **+** next to **2.2 Create a Rate CARD**. The module will expand to display 7 **Topics**.

2.2 CREATE A RATE CARD
- 2.2.1 Create a Rate Card Online
- 2.2.2 Download a Rate Card Template
- 2.2.3 Upload a Rate Card Template
- 2.2.4 Submit an Uploaded Rate Card
- 2.2.5 Correct a Rejected Rate Card
- 2.2.6 Export a Rate Card
- 2.2.7 Make Rate Card Changes

View UPK Module Introduction Window

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. Before you review the topics in this module, take time to review the **Rate Card Field Description** guide in topic **2.2.1 Create a Rate Card Online**. You can print the guide or save it to your files for future reference.
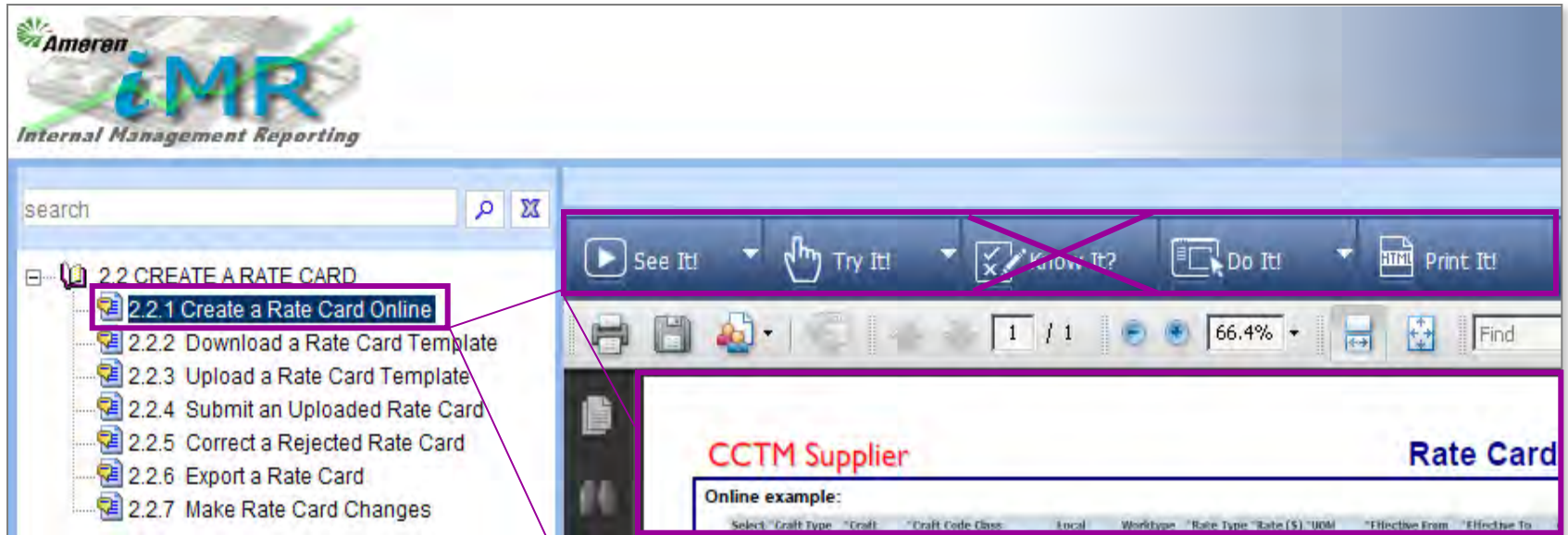
A Rate Card can be created **Online**, or an Excel template can be completed for **Upload** to CCTM. **Online** Rate Card creation is only recommended when **fewer than 10 Rates** were negotiated with the Contract. To learn this process refer to topic **2.2.1 Create a Rate Card Online**. Otherwise Rate Card template **Upload** is the preferred method as data can be populated, copied and pasted in an Excel file. To learn this process, refer to these topics in order: **2.2.2 Download a Rate Card Template, 2.2.3 Upload a Rate Card Template, 2.2.4 Submit an Uploaded Rate Card.**

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.

Click on the Module title **2.2 Create a Rate Card**.
The page will refresh to display text to the right –
An Introduction to CCTM Rate Cards.

* Read the Introduction thoroughly before viewing Topics.

View UPK Topics

Click on the **Topic title** you would like to review. The page will refresh and **Mode buttons** will appear to the right. A **document image** may appear in the window below.

* **Know It?** mode will not be used.

* You can **print** the **reference** document or **save** it to your files.

See It! Mode

You learn by **watching** - steps are completed automatically in a **simulated environment**.

* You can **Pause** to review a frame at your own pace.
* You cannot go **back** to a previous frame.
* Press your **Esc** key to exit the exercise.

Try *It!* Mode

You progress through frames by **performing the action** indicated in the text bubble.

* You can review each frame at your own pace.
* You cannot go **back** to a previous frame.
* Press your **Esc** key to exit the exercise.

Do It! Mode

Do It!   Actions ⨯

To create a Rate Card online, click **CCTM Create Rate Card**.

◀ ▶

You view frames in a small **separate window** with content at the top and the **Action** highlighted in the screenshot below.

* You can scroll freely through frames **forward or back**.

* You can **view** this window while you **work in the system**.

CCTM File Upload Status | CCTM Create Rate Card   CCTM Craft Code Class

CCTM Create Rate Card

Rev Num	Contract Number	Supplier Name	Effective From	Effective To	Status	Rate By/

Print *It!* Mode

2.2.1 Create a Rate Card Online

Step	Action
1.	**Online** Rate Card entry is recommended for Suppliers who have **fewer than 10 rates**. * If you have more than 10 rates, refer to topics **2.2.2 Download a Rate Card Template** and **2.2.3 Upload a Rate Card**. ** From your **Applications Home Page**, when you click **AMCCTM Supplier Rate Card User** > **Rate Card**, you will be taken to yo **Rate Card Home**. *** On your **Rate Card Home** page, you will have a quick view of Rate Cards in process (**Rate Cards in Pending Submission Stag Pending Approval Stage** and **Rejected Stage**)
2.	To create a Rate Card online, click **CCTM Create Rate Card**. CCTM Create Rate Card
3.	Beginning at the **Rate Card Header**, your company name will always be pre-populated in the **Supplier Name** field. 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. For this exercise, click the **Search** icon *A new window will open.

Opens to an **HTML** window. Content is displayed **step-by-step** in text, with a screen shot included below to illustrate the **link** or **icon** on which to take action.

* You can **Print** the page(s).
* You can **Save As** html or Text file.