

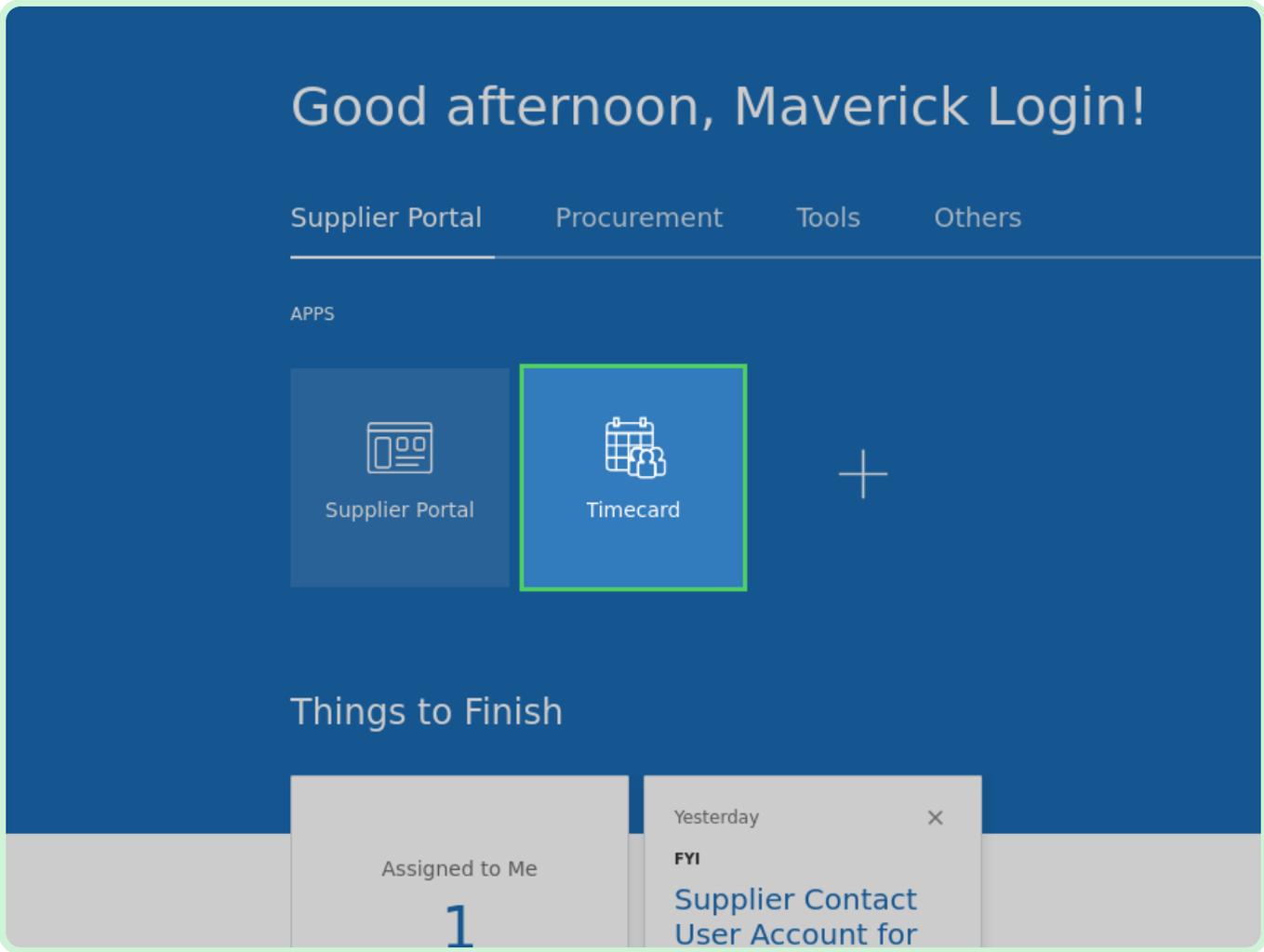
# Creating a supplier Timecard for Maximo PO

🕒 Time to Completion: **21 minutes**

This will teach you how to create a supplier timecard for Maximo requisitions.

# Step 1

Select **Timecard**.



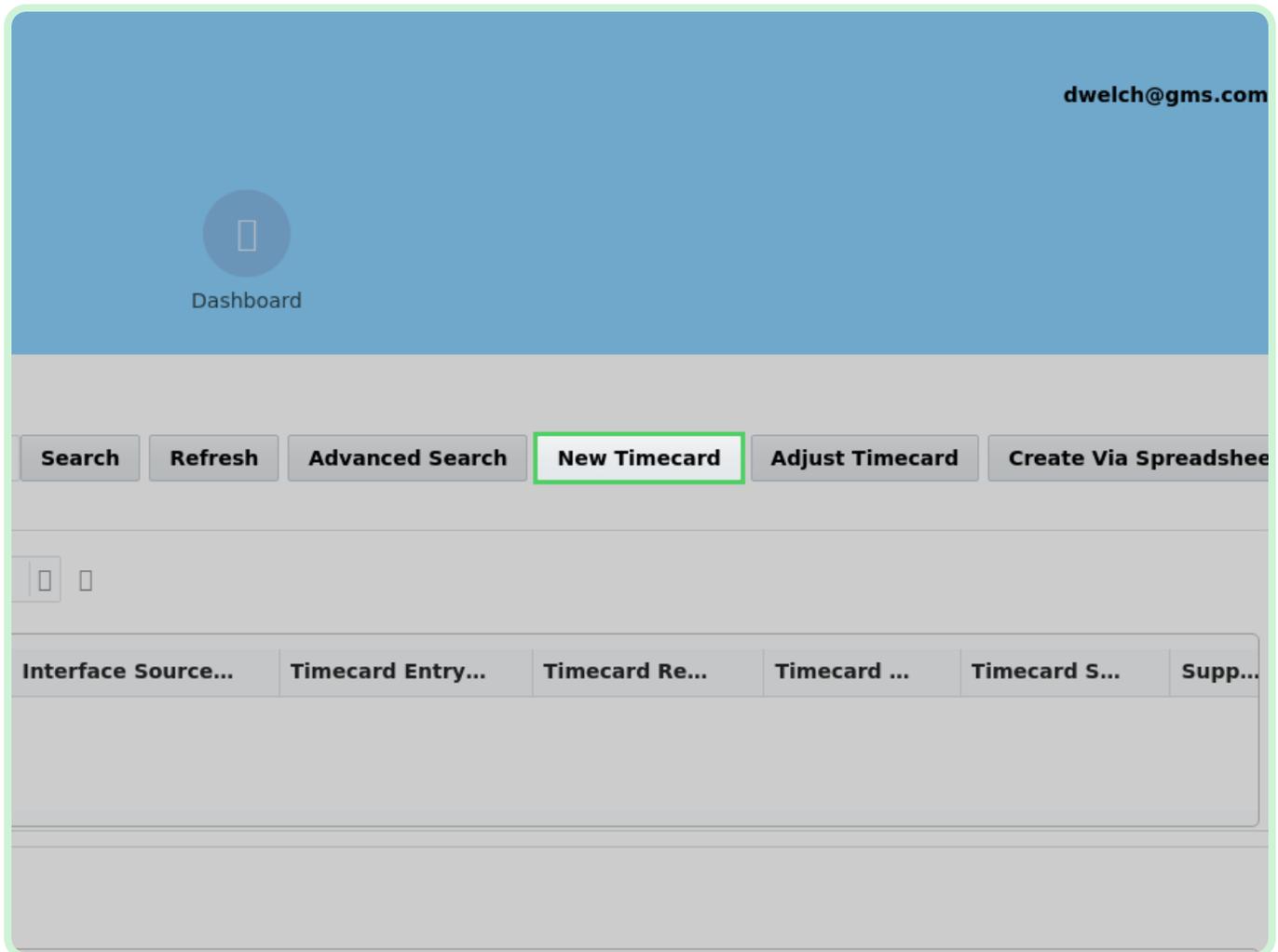
## Step 2

Select **New Timecard**.

You will begin with creating a new timecard for a PO with an Individual Daily Timecard Entry Type.

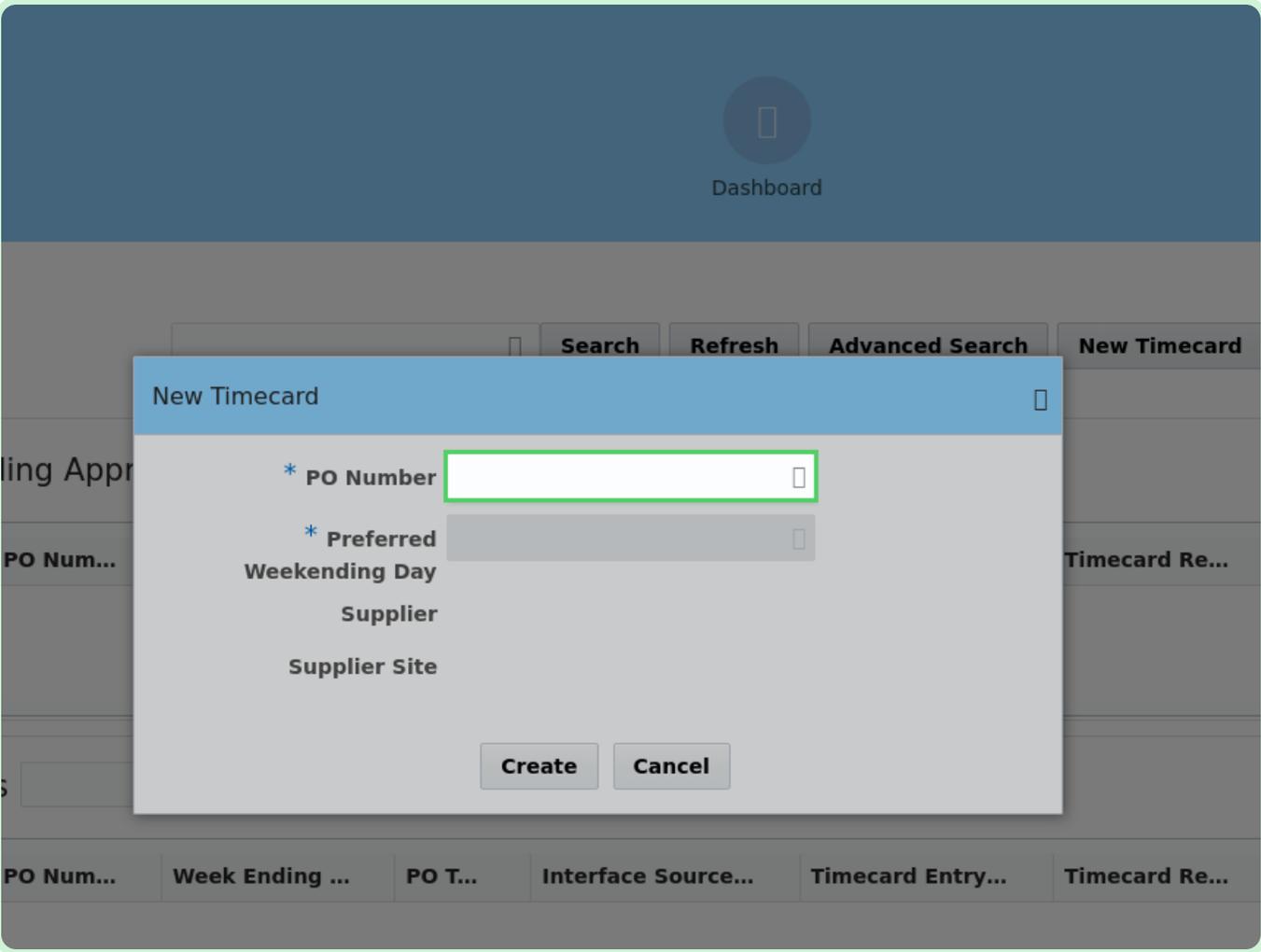
**Note**

Pre-Requisite: An Acknowledged Timecard CPA, Approved BPA Rate Cards, and Approved Timecard POs are already created in Oracle Fusion for the particular Supplier.



# Step 3

Select **PO Number**.



## Step 4

In the **PO Number** drop-down list, select **P3003831**.

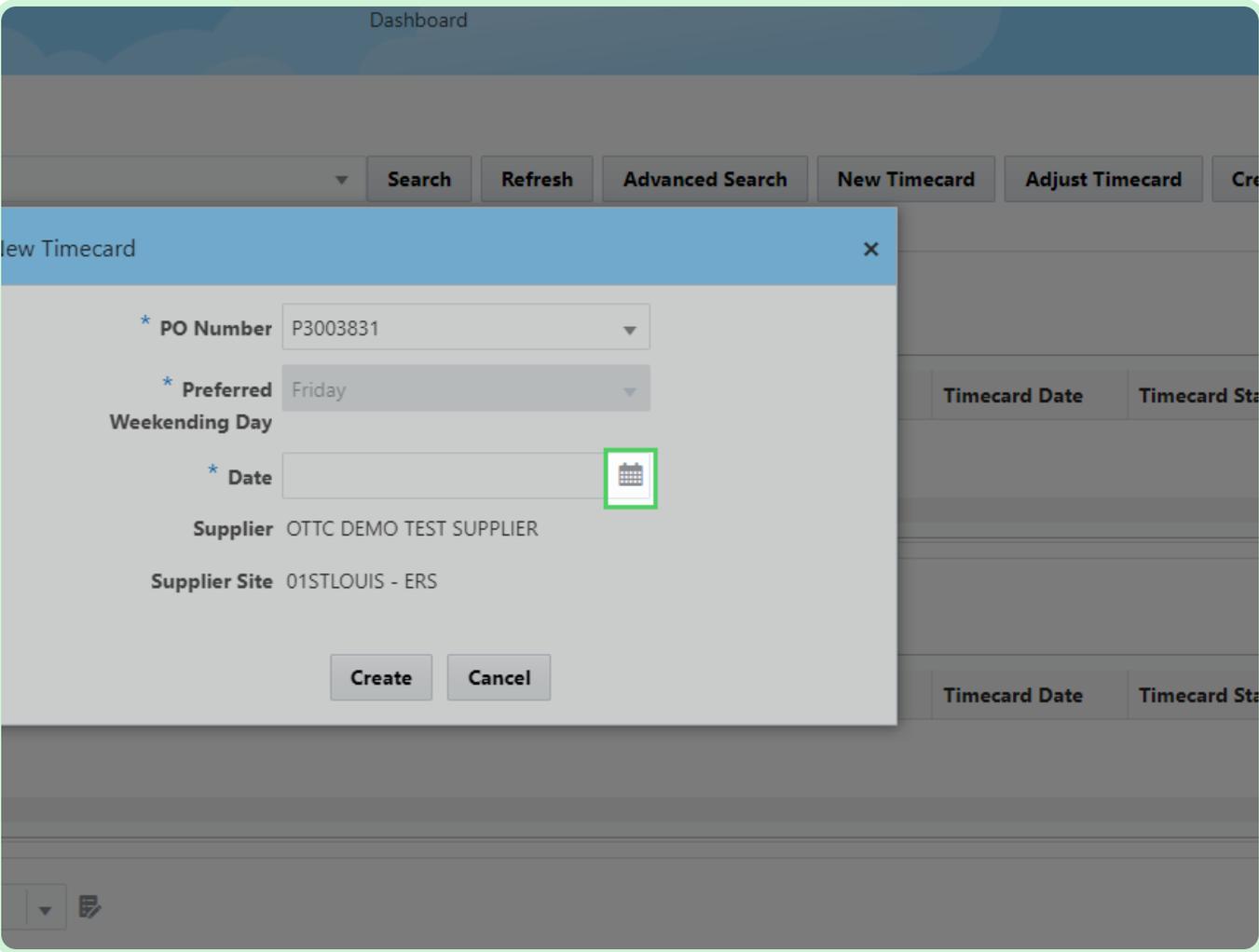
**Note**

If you did not see your PO listed, it may need to be acknowledged from the Supplier Portal.

The screenshot shows a 'New Timecard' dialog box overlaid on a web application interface. The dialog box has a blue header with the text 'New Timecard' and a close button (X). Below the header, there are several fields: '\* PO Number', '\* Preferred Weekending Day', 'Supplier', and 'Supplier Site'. The '\* PO Number' field is a dropdown menu that is currently open, displaying a list of PO numbers: P3003813, P3003814, P6004146, P6004148, P6004147, P3003831, and P6004151. The option 'P3003831' is highlighted with a green border. The background of the application is dimmed, showing a table with columns for 'Week Ending Date', 'PO Type', 'Interface Source Code', 'Timecard Entry Type', 'Timecard Revision', and 'Timecard Date'. At the top of the application, there are buttons for 'Search', 'Refresh', 'Advanced Search', 'New Timecard', and 'Adjust'.

# Step 5

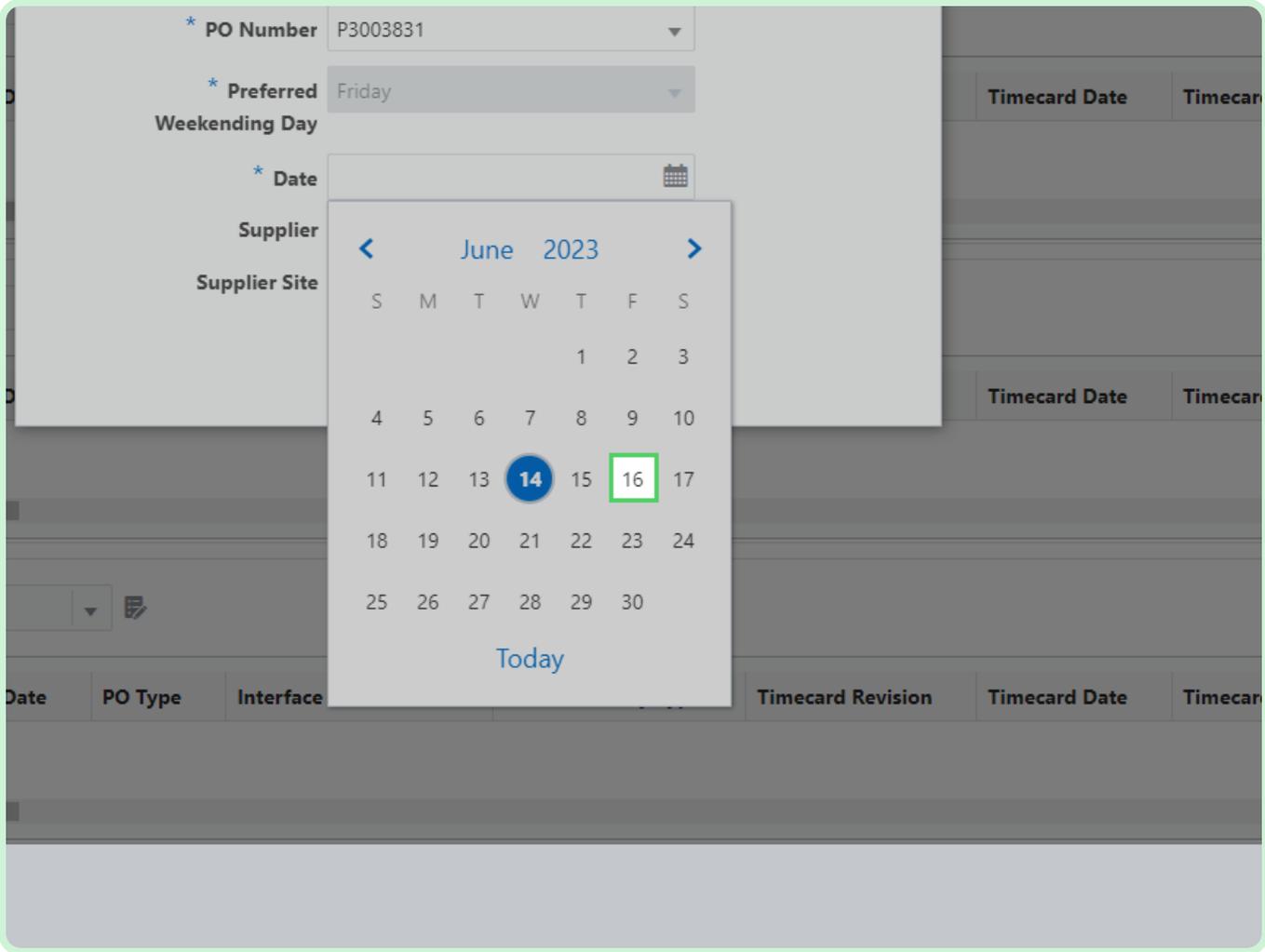
Select **Select Date**.



# Step 6

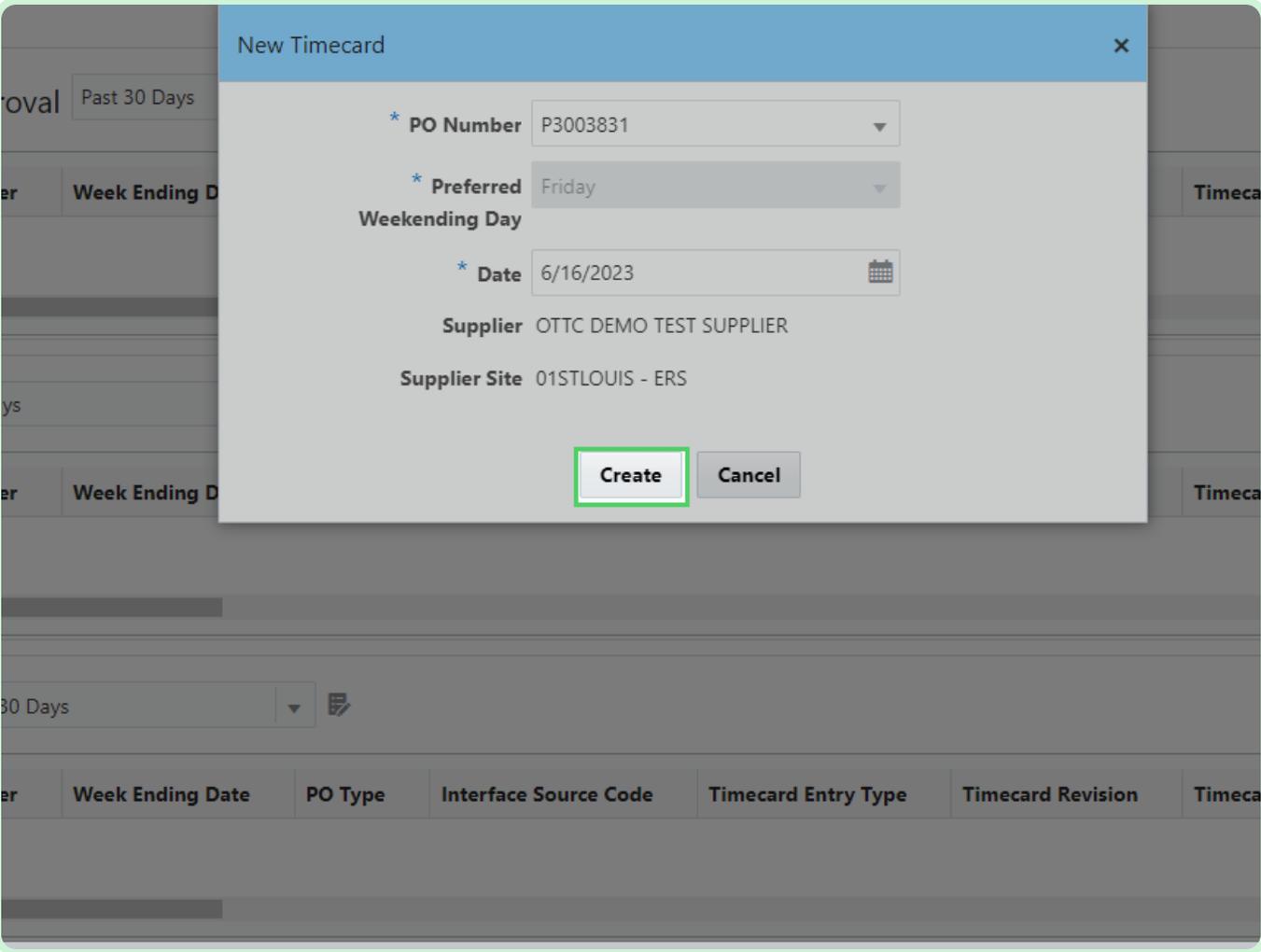
In the **June 2023** table, select **16**.

**Note**  
Your **Preferred Weekending Day** will be chosen on your first timecard. After that, you will not be able to change it.



# Step 7

Select **Create**.



# Step 8

In the Labor section, select **Add**.

**Note**  
Select the type of Timecard Lines. To do this, select the below section (**Labor, Equipment, Material, Expense**). In this example, you will add a timecard line under the **Labor** tab.

Interface Source Code Maximo

Interface Source Attribute

Timecard Entry Type Individual Daily

Supplier OTTC DEMO TEST SUPPLIER

Site Id MO-SUB

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Soto, Malena

Labor	Equipment	Material	Expense		
* Line Number	Search PO Line	* PO Line	Project		
No data to display.					

# Step 9

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Soto, Malena

Labor Equipment Material Expense

+ -

* Line Number	Search PO Line	* PO Line	Project
1	<input type="text"/>		

About  
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## Step 10

In the **Search PO Line** drop-down list, select **1**.

### **Note**

If this is a Maximo Blanket, the **Work Order Number** should populate automatically after selecting the PO line. If this is a Maximo Non-Blanket, the **Work Order Number** will need to be entered.

For a Maximo Blanket or for a Dojrn timecard, you will need to know and enter in your work order number. For Maximo Blanket Format: XXXXX/XXX. For Dojrn Format: XXXXXXXXX.

The screenshot shows a software interface with the following elements:

- Lien Waiver**: No
- Buyer**: Soto, Malena
- Navigation Tabs**: Labor (selected), Equipment, Material, Expense
- Icons**: Grid, Add (+), Remove (X), List, Edit (Pencil), Save (Disk)
- Main Table**:

* Line Number	Search PO Line	* PO Line	Project
1	[Dropdown]		
- Search PO Line Dropdown**:

Line Number	Project	Task	Feeder Reference
1	0A664	R-ECCO-108005	C492312/112
- Footer**: About  
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# Step 11

Select **Craft**.

Total Timecard Hours 0

Timecard Amount \$0.00

	*Work Order Number	* Craft	Craft
	<input type="text" value="C492312/112"/>	<input type="text" value=""/>	

## Step 12

In the **Craft** drop-down list, select **SL0000001**.

You will have multiple options for work orders. Please double-check and make sure you're selecting the correct work order.

Lien Waiver No Total Timecard Amount \$0

Buyer Soto, Malena

Equipment    Material    Expense

✕    📄    ✎    📁

Search PO Line	* PO Line	Project	Task
1	1	0A664	R-ECCO-108005

BPA Number	BPA Line Number	Item	Item Description
A1003724	1	SL0000001	ACCOUNTANT-PROJECT-TIMECARD-HOUR
A1003724	2	SL0000002	ACCOUNTANT-SENIOR-TIMECARD-HOUR
A1003724	3	SL0000003	ADMINISTRATOR-BENEFIT-1-PROGRAM-TIMECARD-HOUR
A1003724	4	SL0000004	ADMINISTRATOR-BENEFIT-2-PROGRAM-TIMECARD-HOUR
A1003724	5	SL0000005	ADMINISTRATOR-BENEFIT-3-PROGRAM-TIMECARD-HOUR

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## Step 13

In the **FRI-Jun-9** field, type **8.00**.

Since the **Timecard Entry Type** is *Individual Daily*, you will enter hours for only one day of the week. You can also use the **Up** and **Down** arrows to enter the appropriate unit of measure.

The screenshot displays a software interface for timecard entry. At the top, there are fields for 'Supplier Site' (01STLOUIS - ERS), 'Lien Waiver' (No), and 'Buyer' (Soto, Malena). Below these are tabs for 'Labor', 'Equipment', 'Material', and 'Expense'. A toolbar contains icons for adding (+), deleting (x), listing, editing, and saving. The main table has columns for 'BPA Number', 'Local', 'Work Type', 'Rate Type', and dates from 'FRI-Jun-9' to 'MON-Jun-12'. The 'FRI-Jun-9' cell contains '0.00' and is highlighted with a green border. Other date cells also show '0.00'. A blue footer bar contains the text 'out' and 'ated with Visual Builder, Copyright © 2021'.

BPA Number	Local	Work Type	Rate Type	FRI-Jun-9	SAT-Jun-10	SUN-Jun-11	MON-Jun-12
A1003724	159	1003		0.00	0.00	0.00	0.00

# Step 14

In the **Consultant Name** field, type **David Welch**.

**Note**  
If you are using the same **Item Number**, either the **Consultant Name**, **Work Type**, **Rate Type**, or **Local** has to be unique.

Total Timecard Hours 0

Timecard Amount \$0.00

	Attachment	* Consultant Name
		<input type="text"/>

# Step 15

Select **Save**.

**Supplier** OTTC DEMO TEST SUPPLIER

**Site Id** MO-SUB

**Supplier Site** 01STLOUIS - ERS

**Lien Waiver** No

**Buyer** Soto, Malena

Labor    Equipment    **Material**    Expense



Unit Price	Total Hours	Total Amount	Comments
00	8.00	\$8.00	

About  
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# Step 16

Select **Equipment**.

**Timecard Entry Type** Individual Daily

**Supplier** OTTC DEMO TEST SUPPLIER

**Site Id** MO-SUB

**Supplier Site** 01STLOUIS - ERS

**Lien Waiver** No

**Buyer** Soto, Malena

---

Labor **Equipment** Material Expense

⌘ + × 📄 ✎ 📁

Unit Price	Total Hours	Total Amount
1.00	8.00	

# Step 17

Select **Material**.

**Note**  
If you need to add a new line, follow the same steps as if you were creating a new timecard.

**Timecard Entry Type** Individual Daily

**Supplier** OTTC DEMO TEST SUPPLIER

**Site Id** MO-SUB

**Supplier Site** 01STLOUIS - ERS

**Lien Waiver** No

**Buyer** Soto, Malena

Labor    Equipment    **Material**    Expense

⌘ + × 📄 ✎ 🗑

				Total Hours	Total Amount	Comments
				0.00	\$0.00	

# Step 18

Select **Expense**.

**Note**

If you need to add a new line, follow the same steps as if you were creating a new timecard.

Timecard Entry Type Individual Daily Total Equi

Supplier OTTC DEMO TEST SUPPLIER Total M

Site Id MO-SUB Total E

Supplier Site 01STLOUIS - ERS Total 1

Lien Waiver No Total Tin

Buyer Soto, Malena

---

Labor    Equipment    **Material**    **Expense**

⌘    +    ×    📄    ✎    📁

	UOM	Unit Price	* Quantity			Amount	Comments
	▼	0.00	8.00    ▼    ▲			\$0.00	

# Step 19

In the Attachment row, select **Add Attachment**.

An **Attachment** is mandatory before submitting.

Validate Action ▾ Submit Save Save and Close Cancel

PO Number P3003831 - 0

Vendor Reference

Vendor Number 201019

Description

Attachment +

Total No. Of Attachments 0

Remaining PO Line Amount \$30,000.00

Total Labor Hours 8

Total Equipment Hours 0

Total Labor Amount \$8.00

Total Equipment Amount \$0.00

Total Material Amount \$0.00

# Step 20

Select **Add**.

**Timecard Creation :T102110**

Timecard Number T102110 - 0

Week Ending Date 06/16/2023

Procurement BU AMS BU

Requisition BU LFC BU

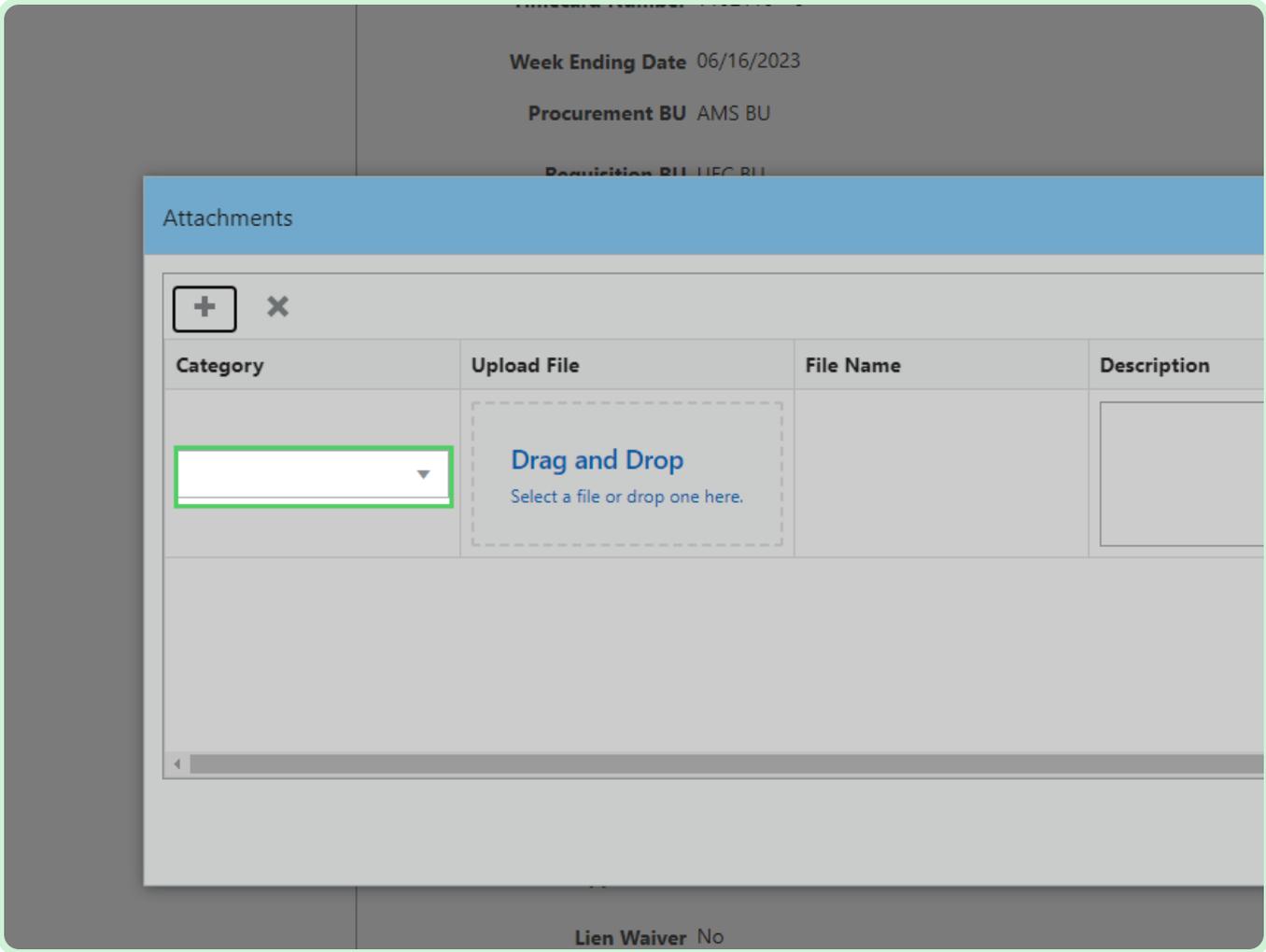
**Attachments**

**+** **x**

Category	Upload File	File Name	Description
No data to display.			

# Step 21

Select **Category**.



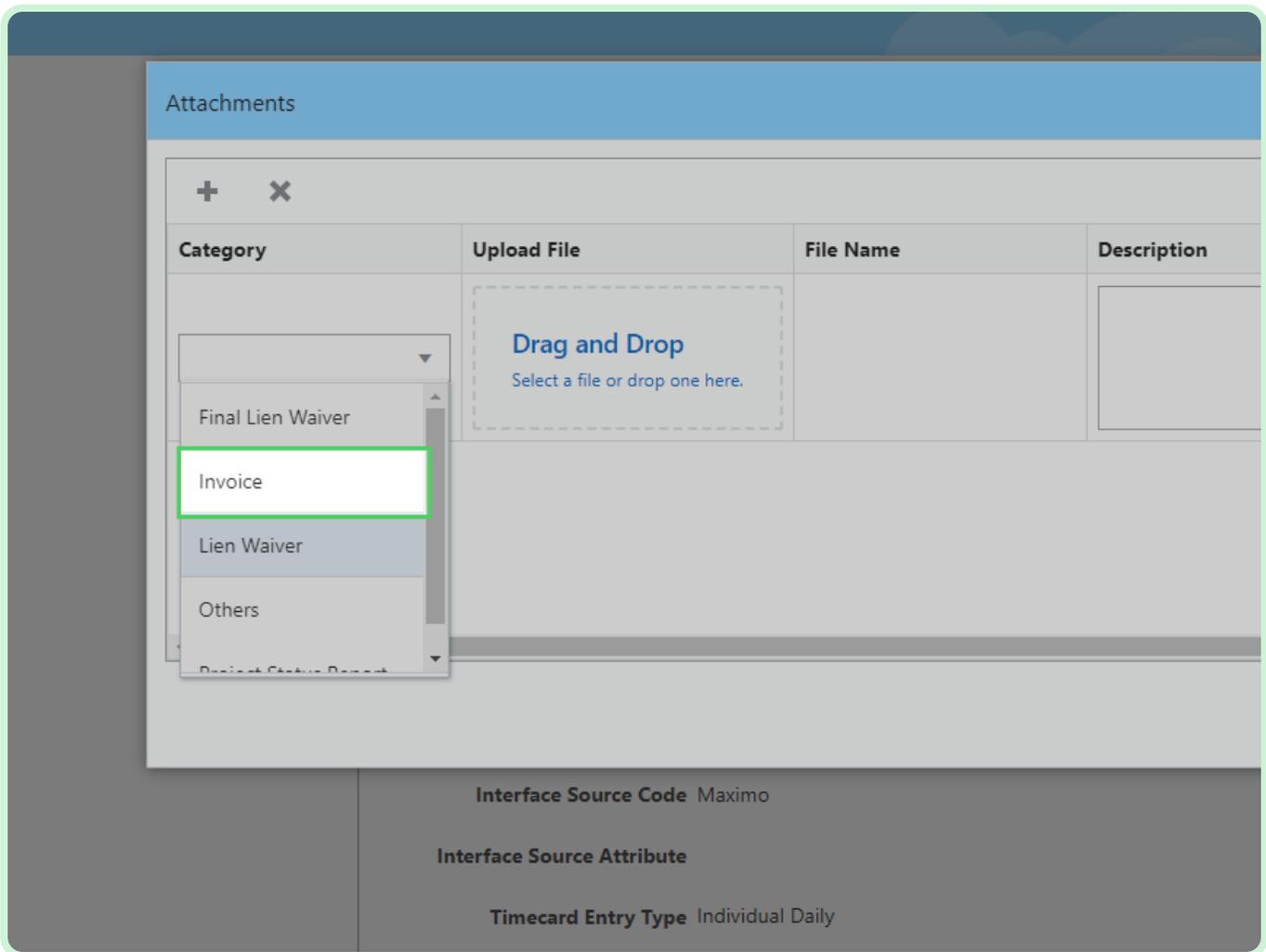
## Step 22

In the **Category** drop-down list, select **Invoice**.

**Note**

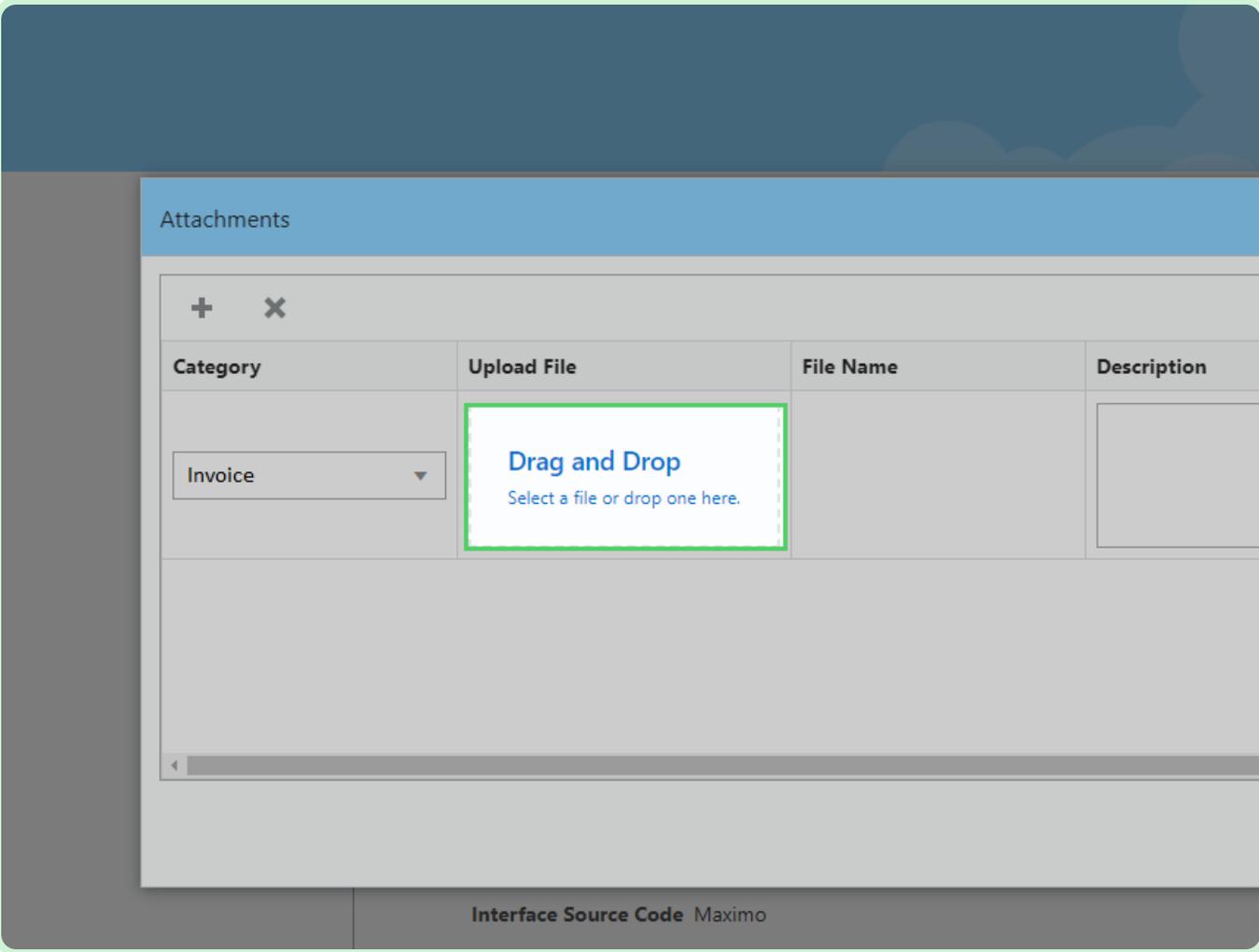
You have the option to select *Invoice*, *Lien Waiver*, *Project Status Report*, *Final Lien Waiver*, or *Other*.

In case the PO is enabled for lien waiver, the lien waiver attachment file is required.



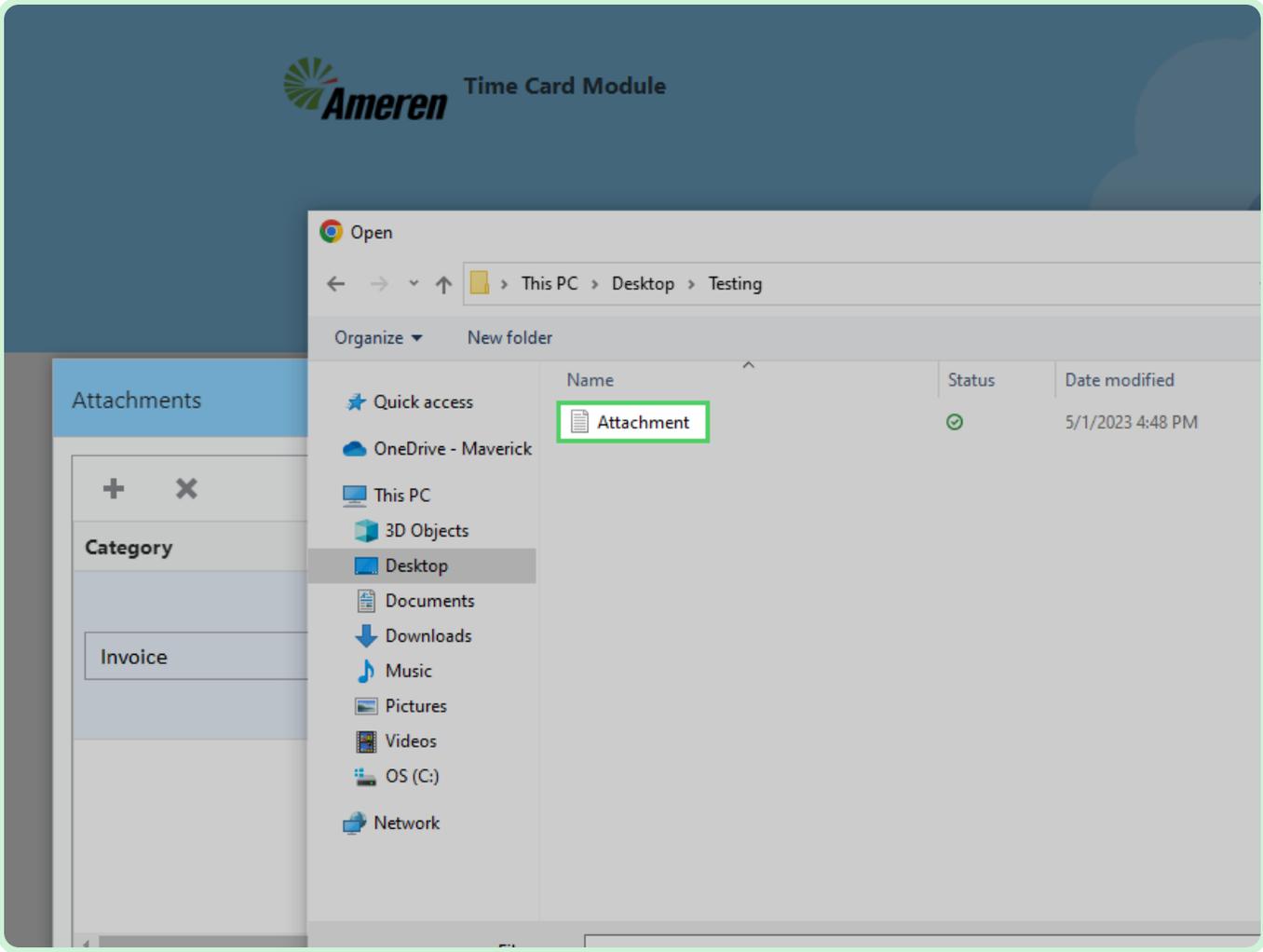
# Step 23

Select **Upload File**.



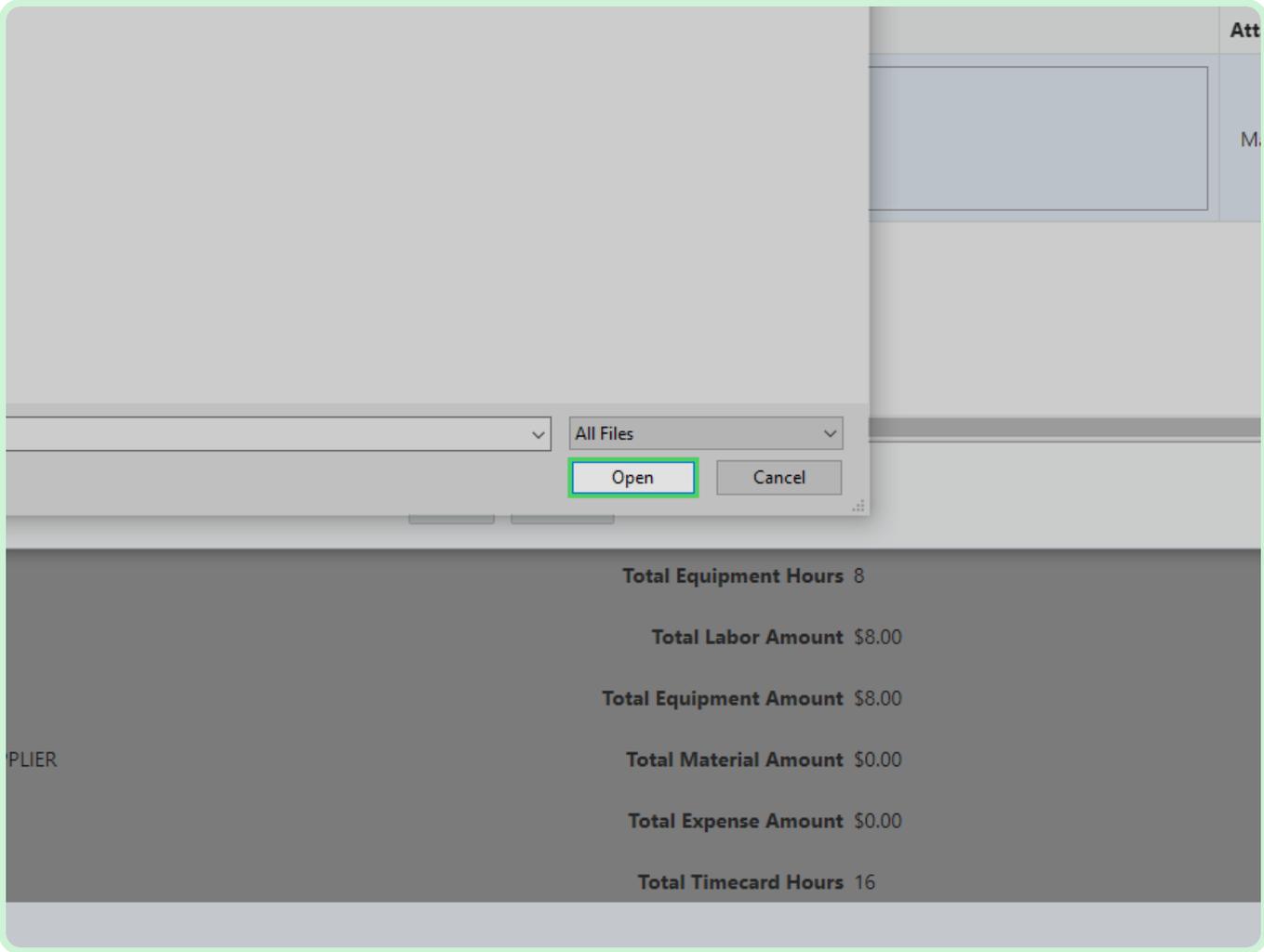
# Step 24

Select **Attachment**.



# Step 25

Select **Open**.



# Step 26

Select **Save**.

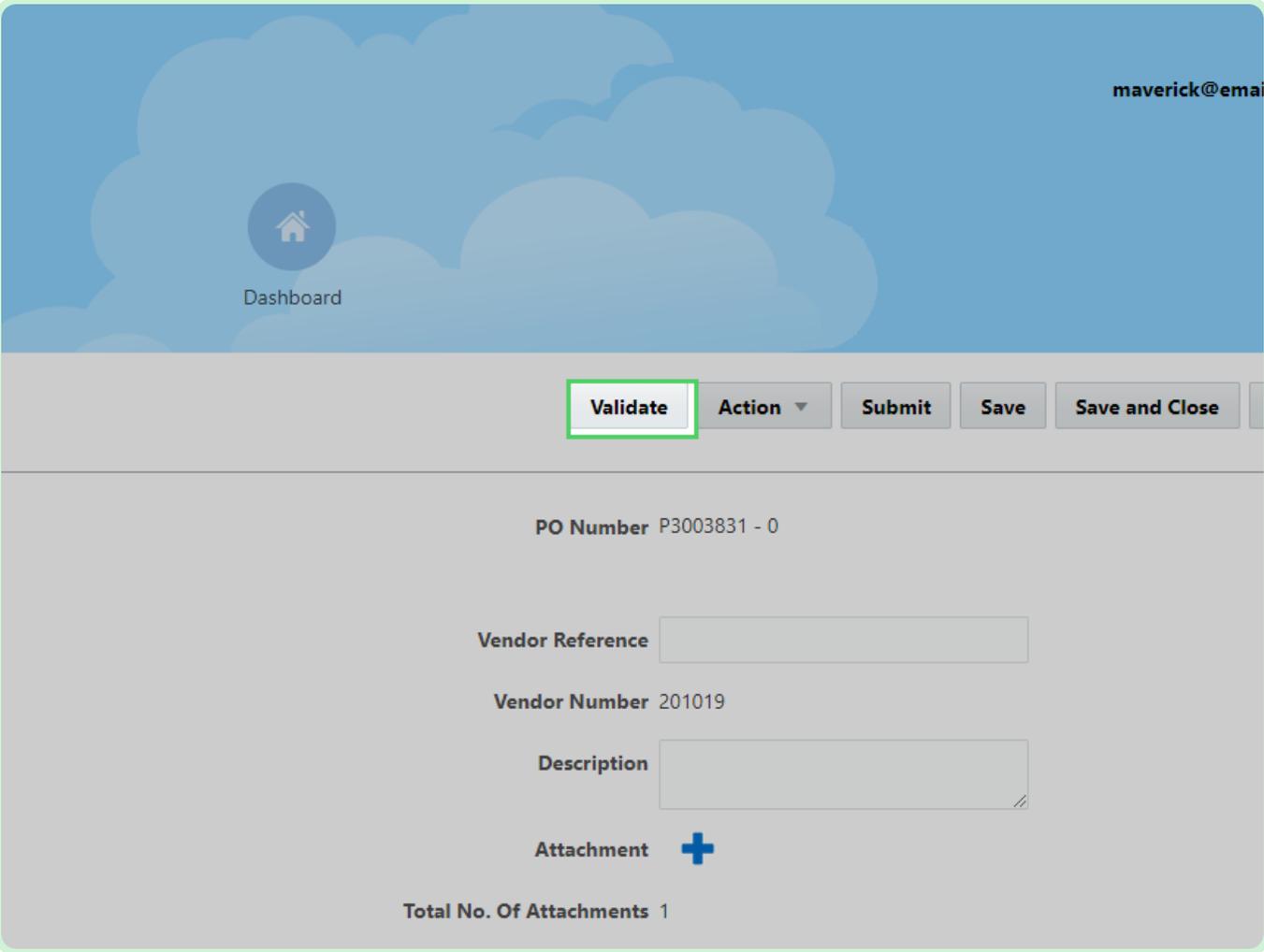
The screenshot shows a software interface with a table at the top and a summary section below. The table has two columns: 'File Name' and 'Description'. The first row contains 'Attachment.txt' in the 'File Name' column and an empty text area in the 'Description' column. Below the table is a horizontal separator line, followed by a bar containing two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a green border. Below this bar is a dark grey summary section with the following text:

aximo	<b>Total Equipment Hours</b> 8
	<b>Total Labor Amount</b> \$8.00
dividual Daily	<b>Total Equipment Amount</b> \$8.00
TTC DEMO TEST SUPPLIER	<b>Total Material Amount</b> \$0.00
O-SUB	<b>Total Expense Amount</b> \$0.00
STLOUIS - ERS	<b>Total Timecard Hours</b> 16

# Step 27

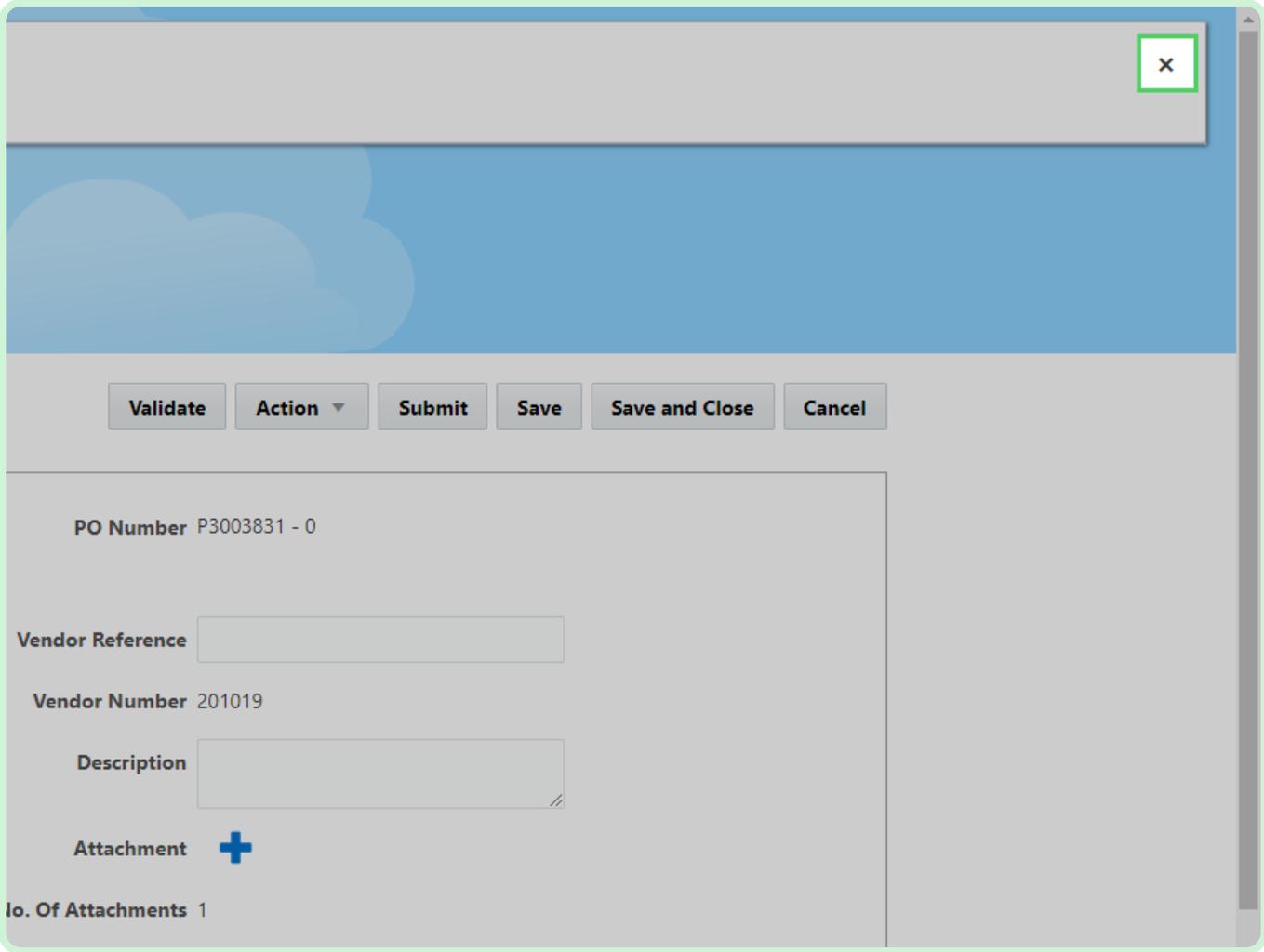
Select **Validate**.

You must select **Validate** before submitting your timecard.



# Step 28

In the Confirmation dialog, select **Close**.



The image shows a software dialog box with a light gray background and a blue header area. In the top right corner, there is a small square button with a black 'x' icon, which is highlighted with a green border. Below the header is a row of buttons: 'Validate', 'Action' (with a dropdown arrow), 'Submit', 'Save', 'Save and Close', and 'Cancel'. The main content area contains the following fields:

- PO Number** P3003831 - 0
- Vendor Reference** [text input field]
- Vendor Number** 201019
- Description** [text input field]
- Attachment** [blue plus icon]
- Io. Of Attachments** 1

# Step 29

Select **Submit**.

The screenshot shows a web application interface with a blue header and a grey content area. The header contains the email address "maverick@email.com" and a home icon labeled "Dashboard". The content area features a row of buttons: "Validate", "Action" (with a dropdown arrow), "Submit" (highlighted with a green border), "Save", "Save and Close", and "Cancel". Below the buttons is a form with the following fields:

- PO Number** P3003831 - 0
- Vendor Reference**
- Vendor Number** 201019
- Description**
- Attachment**
- Total No. Of Attachments** 1

# Step 30

Select **Yes**.

The image shows a confirmation dialog box overlaid on a timecard form. The dialog box has a blue header with the text "Confirmation message" and a close button (X). The main text of the dialog reads: "This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?". Below the text are two buttons: "Yes" and "Cancel". The "Yes" button is highlighted with a green border. In the background, a form is visible with fields for "PO Number" (P3003831 - 0), "Vendor Reference", "Vendor Number" (201019), "Description", and "Attachment" (with a plus sign icon). The "Total No. Of Attachments" is shown as 1. There are also buttons for "Validate", "Action", and "Submit" visible in the background.

## Step 31

Select **New Timecard**.

If your timecard was successfully submitted, it will appear in the Timecards Pending Approval section. If your timecard was not submitted, it will appear in the Draft Timecards section with all of your progress saved.

You will now create a new timecard for a PO with the Bulk Weekly Timecard Entry Type.

**i Note**

Pre-Requisite: An Acknowledged Timecard CPA, Approved BPA Rate Cards, and Approved Timecard POs are already created in Oracle Fusion for the particular Supplier.



Dashboard



Search

Refresh

Advanced Search

New Timecard

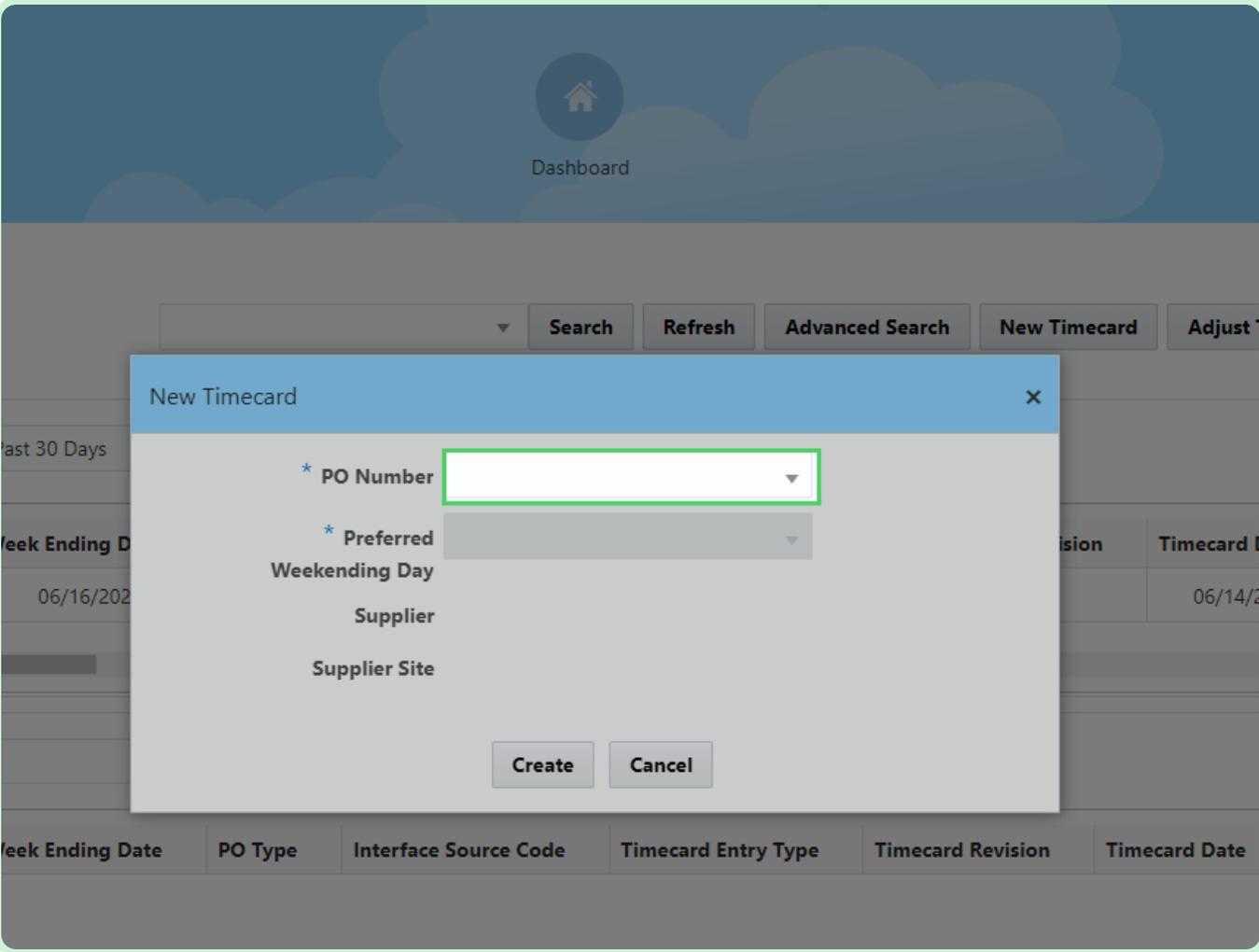
Adjust Timecard

Create Via Spreadsheet

Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard Date	Timecard Status	Subject
imo	Individual Daily	0	06/14/2023	Pending Approval	OT

# Step 32

Select **PO Number**.

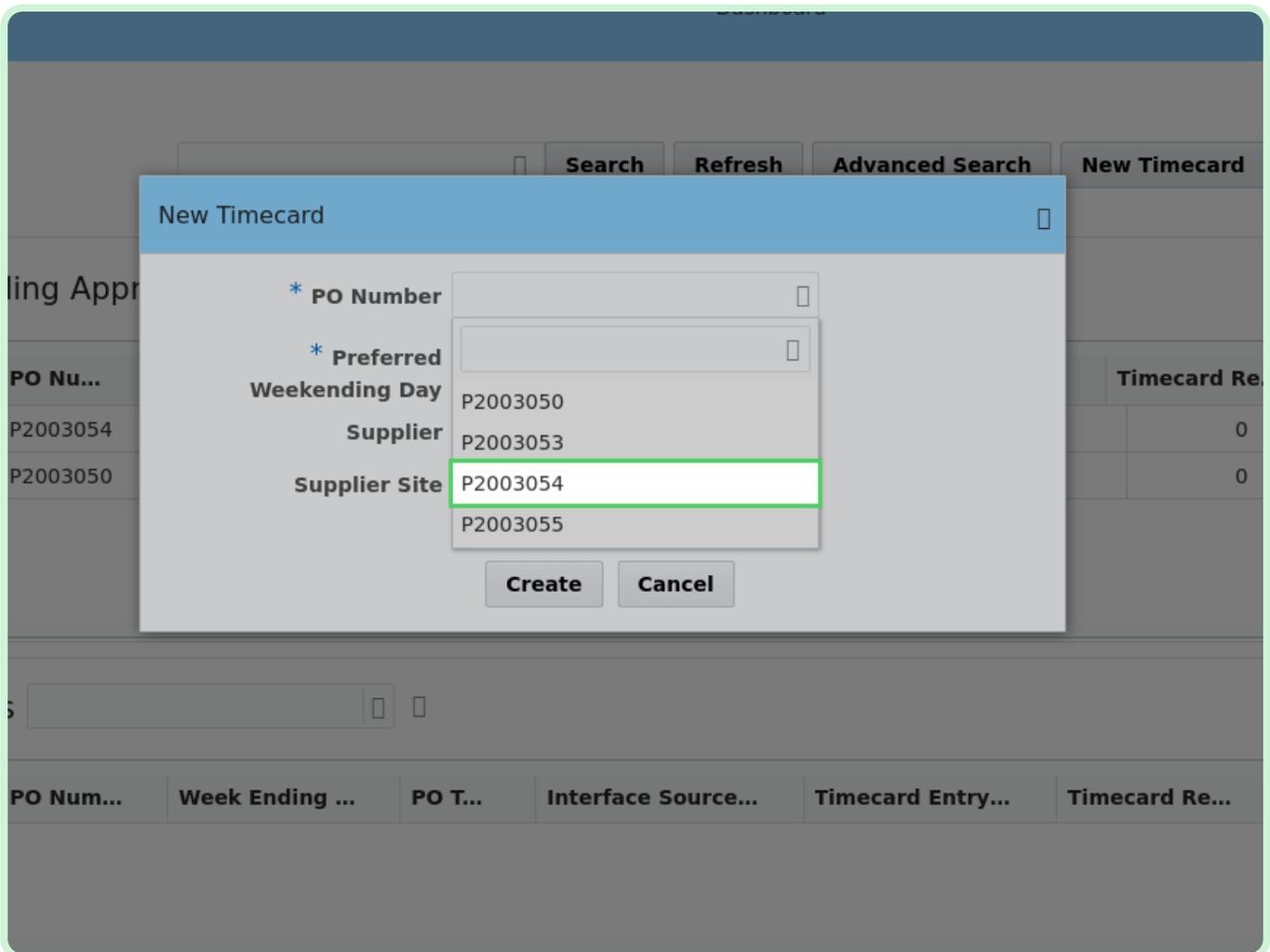


## Step 33

In the **PO Number** drop-down list, select **P2003054**.

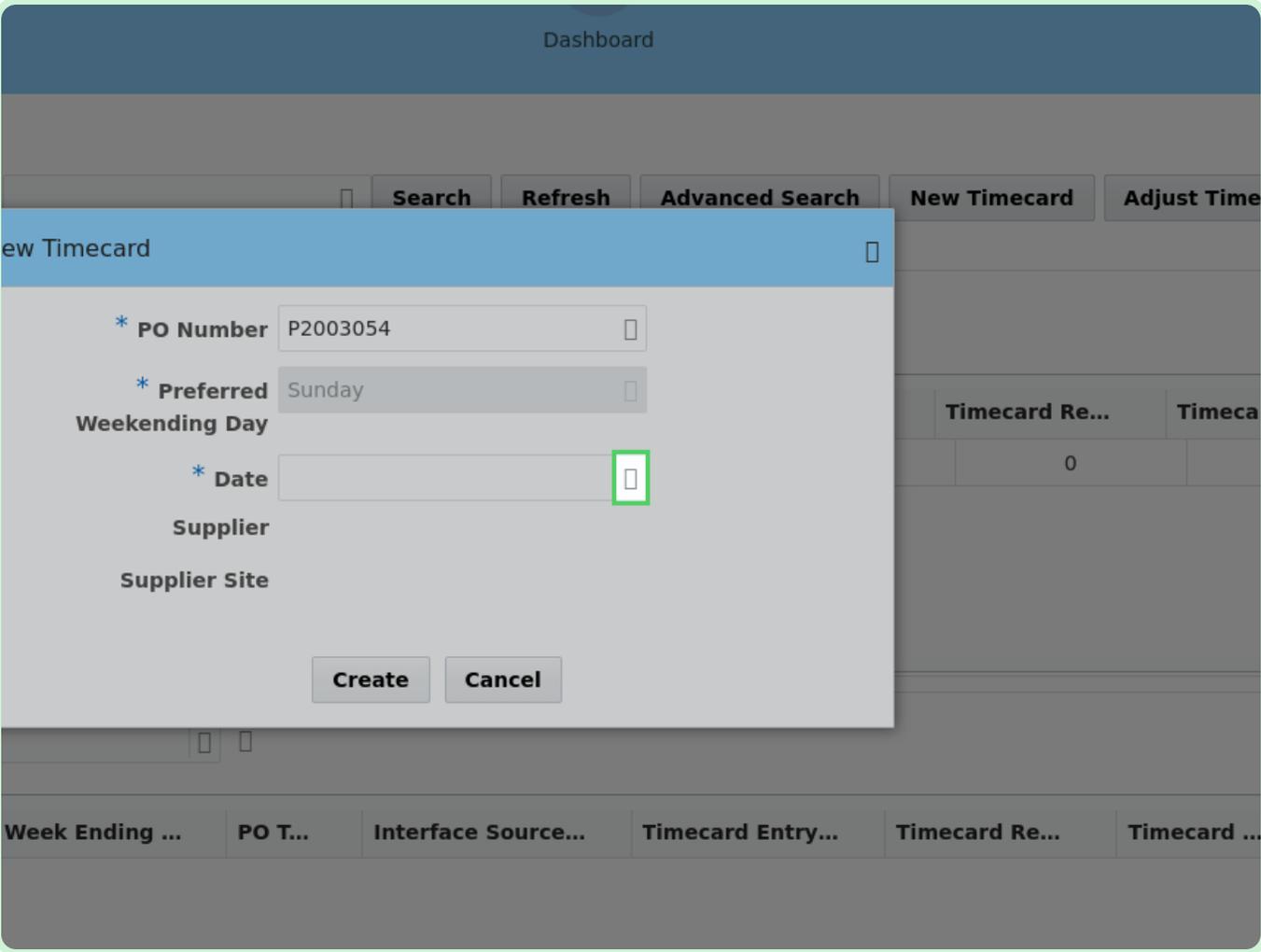
**Note**

If you did not see your PO listed, it may need to be acknowledged from the Supplier Portal.



# Step 34

Select **Select Date**.

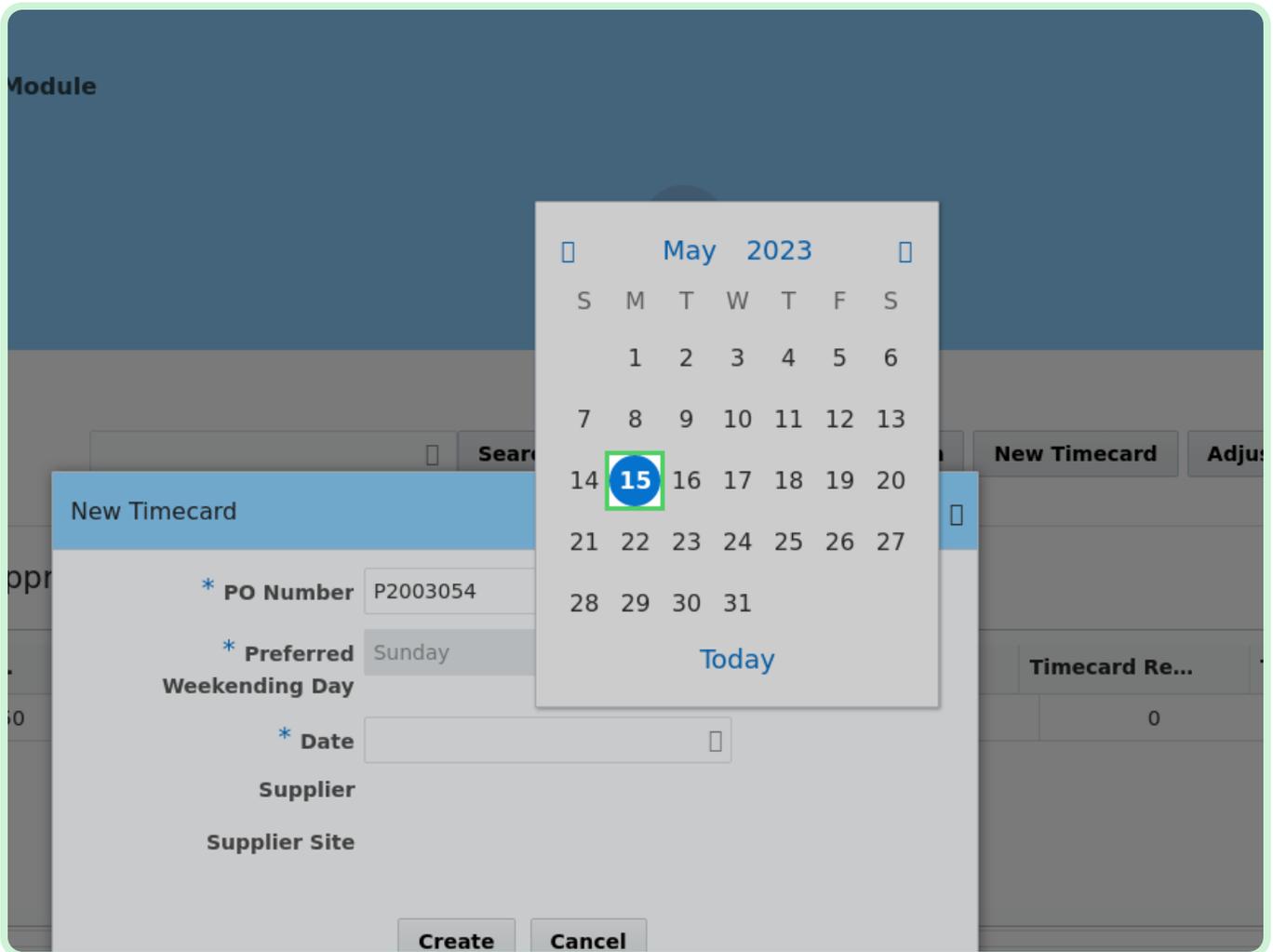


## Step 35

In the **May 2023** table, select **15**.

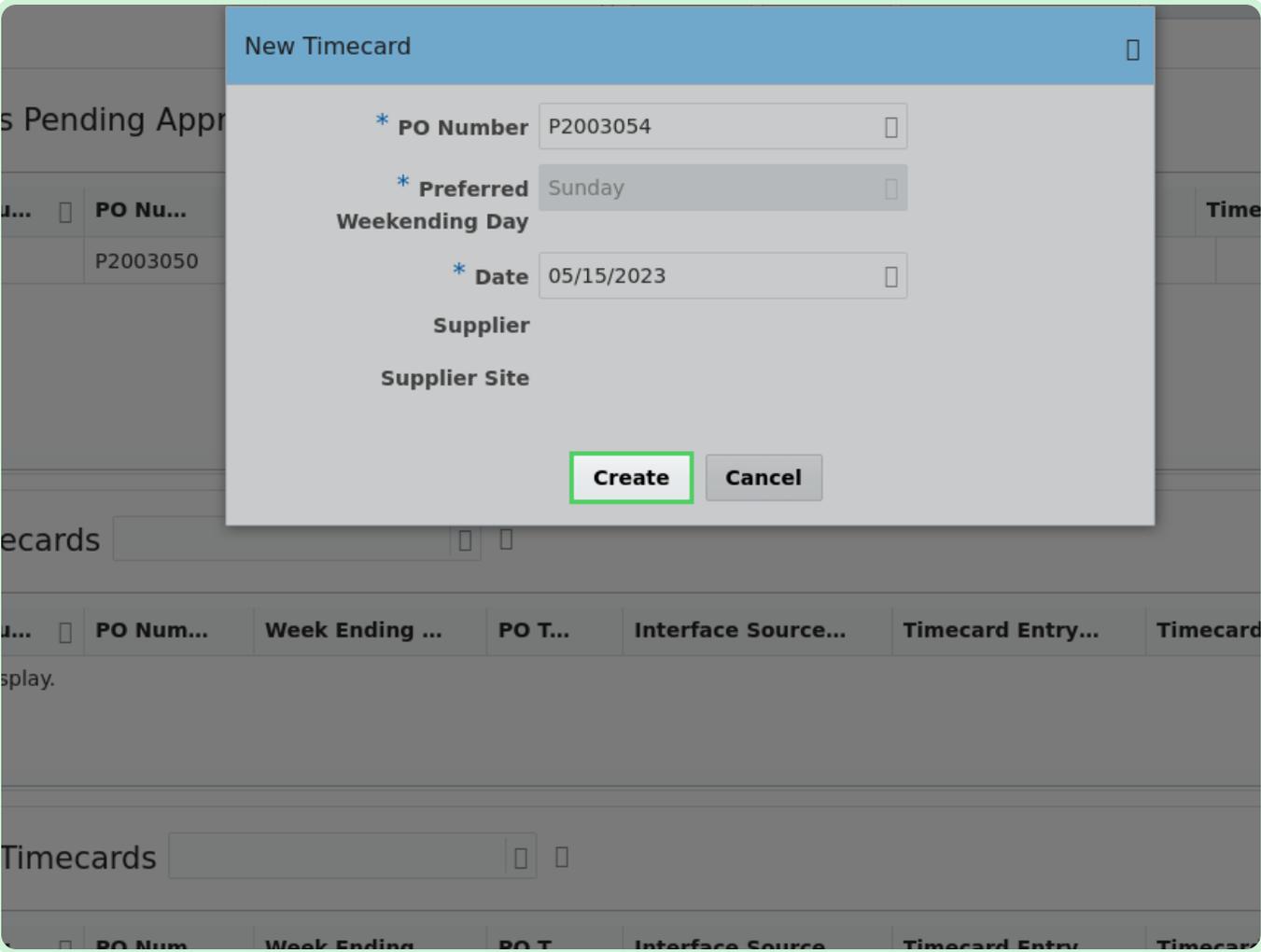
**Note**

Your **Preferred Weekending Day** will be chosen on your first timecard. After that, you will not be able to change it.



# Step 36

Select **Create**.



# Step 37

In the Labor section, select **Add**.

**Supplier** Gas Material Supplier

**Site Id**

**Supplier Site** 00KALAUPAPA - ERS

**Lien Waiver** No

**Buyer** Pallme, Tiffany A

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Labor    Equipment    Material    Expense

⌵    **+**    ✕    📄    ✎    📁

* Line Number	Search PO Line	* PO Line	Project
No data to display.			

# Step 38

Select **Search PO Line**.

Supplier Site 00KALAUPAPA - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

+ -

* Line Number	Search PO Line	* PO Line	Project
1	<input type="text"/>		

## Step 39

In the **Search PO Line** drop-down list, select **1**.

### **Note**

If this is a Maximo Blanket, the **Work Order Number** should populate automatically after selecting the PO line. If this is a Maximo Non-Blanket, the **Work Order Number** will need to be entered.

For a Maximo Blanket or for a Dojrn timecard, you will need to know and enter in your work order number. For Maximo Blanket Format: XXXXX/XXX For Dojrn Format: XXXXXXXXX.

The screenshot displays a Maximo interface with the following details:

- Supplier Site:** 00KALAUPAPA - ERS
- Lien Waiver:** No
- Buyer:** Pallme, Tiffany A

Below this information is a tabbed interface with four tabs: **Labor**, **Equipment**, **Material**, and **Expense**. The **Labor** tab is currently selected.

Under the tabs is a toolbar with icons for grid, add, delete, list, edit, and save.

The main table has the following columns: **\* Line Number**, **Search PO Line**, **\* PO Line**, and **Project**.

* Line Number	Search PO Line	* PO Line	Project
1	▼		

A dropdown menu is open from the **Search PO Line** column, showing a table with the following columns: **Line Number**, **Project**, **Task**, **Feeder Reference**, and **Dis**.

Line Number	Project	Task	Feeder Reference	Dis
1	C3170	I-XPTP-107000		1

The value **1** in the **Line Number** column of the dropdown menu is highlighted with a green box.

# Step 40

Select **Craft**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

	*Work Order Number	* Craft	Craft Type
PTP-107000	E123456/100	<input type="text"/>	

# Step 41

In the **Craft** drop-down list, select **SVL100788**.

Supplier Site 00KALAUPAPA - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor    Equipment    Material    Expense

+   -   [ ]   [ ]   [ ]

* Line Number	Search PO Line	* PO Line	Project
1	1	1	C3170

BPA Number	BPA Line Number	Item	Item Description
A1003202	1	SVL100788	SUPERINTENDENT-BENEFIT-1-HOUR-NUCLEAR MAINTENANCE AN
A1003202	2	SVL100006	ADMINISTRATOR-PROGRAM-NON-BENEFIT-1-HOUR-NUCLEAR MA
A1003202	3	SVL100008	ADMINISTRATOR-PROGRAM-NON-BENEFIT-3-HOUR-NUCLEAR MA

# Step 42

In the **Weekly Hours** field, type **40.00**.

Supplier Site 00KALAUPAPA - ERS Total Timecard Hours 0

Waiver No Total Timecard Amount \$0.00

Buyer Pallme, Tiffany A

---

Item Material Expense

MAINT [Pencil] [Save]

Local	Work Type	Rate Type								Weekly Hours	UOM	Unit Price
										0.00	HR	25.00

# Step 43

In the **Consultant Name** field, type **David Welch**.

**Note**  
If you are using the same **Item Number**, either the **Consultant Name**, **Work Type**, **Rate Type**, or **Local** has to be unique.

tal Timecard Hours 0

Timecard Amount \$0.00

	Attachment	Consultant Name
<input type="text"/>		<input type="text"/>

# Step 44

Select **Save**.

**Supplier** Gas Material Supplier

**Site Id**

**Supplier Site** 00KALAUPAPA - ERS

**Lien Waiver** No

**Buyer** Pallme, Tiffany A

---

Labor    Equipment    **Material**    Expense

⌘    +    ×    📄    ✎    **💾**

						Weekly Hours		UOM		Unit Price	
						0.00	▼ ▲			0.00	

# Step 45

Select **Equipment**.

**Timecard Entry Type** Bulk Weekly

**Supplier** Gas Material Supplier

**Site Id**

**Supplier Site** 00KALAUPAPA - ERS

**Lien Waiver** No

**Buyer** Pallme, Tiffany A

---

Labor **Equipment** Material Expense

☰ + ✕ 📄 ✎ 📄

	Weekly Hours	UOM	Unit Price
	0.00	▼ ▲	0.00

# Step 46

Select **Material**.

**Note**  
If you need to add a new line, follow the same steps as if you were creating a new timecard.

**Timecard Entry Type** Bulk Weekly

**Supplier** Gas Material Supplier

**Site Id**

**Supplier Site** 00KALAUPAPA - ERS

**Lien Waiver** No

**Buyer** Pallme, Tiffany A

Labor   **Equipment**   **Material**   Expense

⌘ + × ☰ ✎ 📄

Unit Price	Total Amount	Comments
0.00	\$0.00	

# Step 47

Select **Expense**.

**Note**  
If you need to add a new line, follow the same steps as if you were creating a new timecard.

**Timecard Entry Type** Bulk Weekly **Total Equip**

**Supplier** Gas Material Supplier **Total M**

**Site Id** **Total Ex**

**Supplier Site** 00KALAUPAPA - ERS **Total T**

**Lien Waiver** No **Total Tin**

**Buyer** Pallme, Tiffany A

---

Labor    Equipment    Material    **Expense**

⌘ + × 📄 ✎ 📁

	UOM	Unit Price	* Quantity			Amount	Comments
	EACH	0.00	100.00	▼ ▲		\$0.00	

# Step 48

Select **Add Attachment**.

Vendor Reference

Vendor Number 201013

Description

Attachment 

Total No. Of Attachments 0

Remaining PO Line Amount \$10,000.00

Total Labor Hours 0

Total Equipment Hours 0

Total Labor Amount \$0.00

Total Equipment Amount \$0.00

Total Material Amount \$0.00

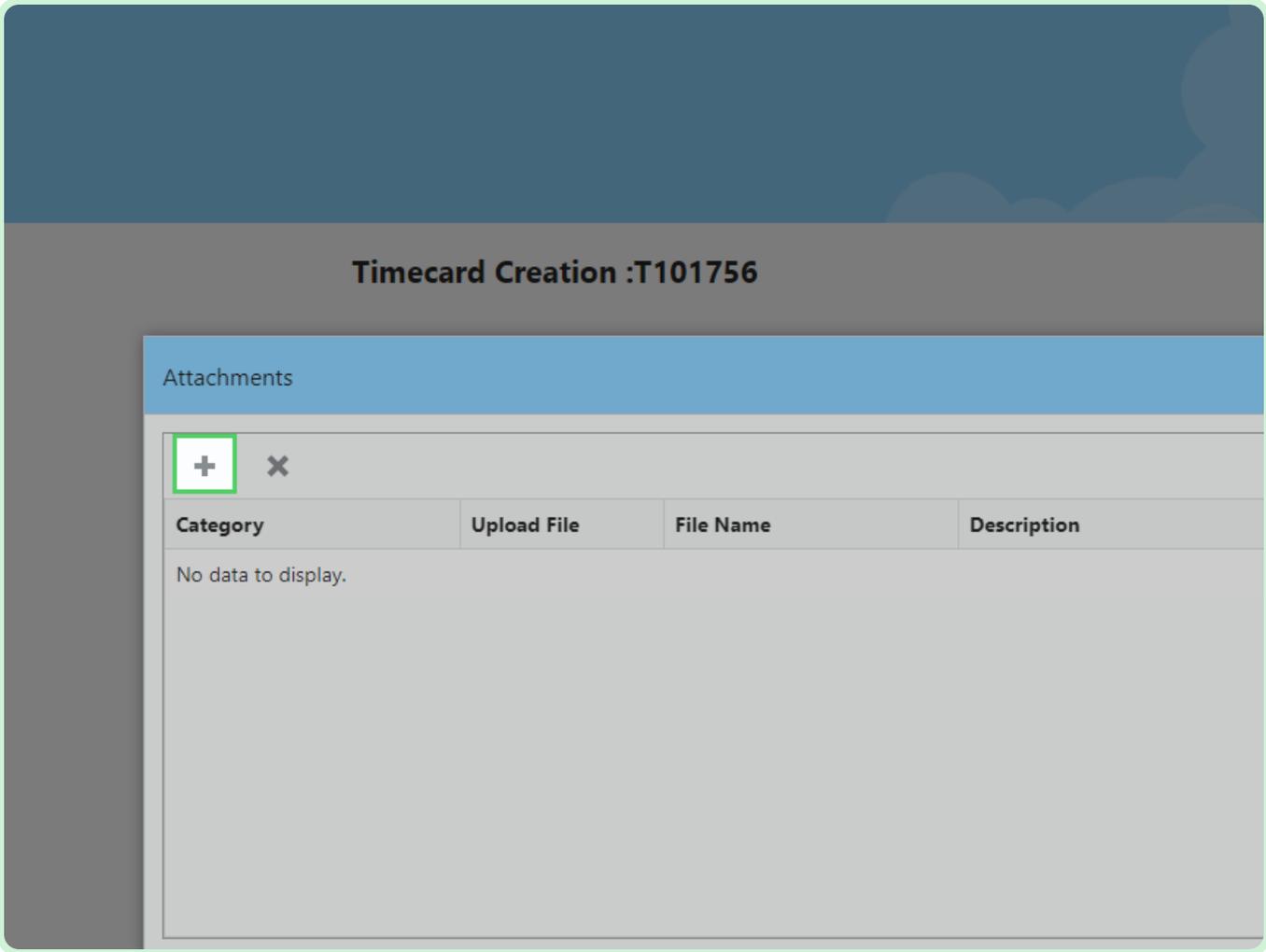
Total Expense Amount \$0.00

Total Timecard Hours 0

Total Timecard Amount \$0.00

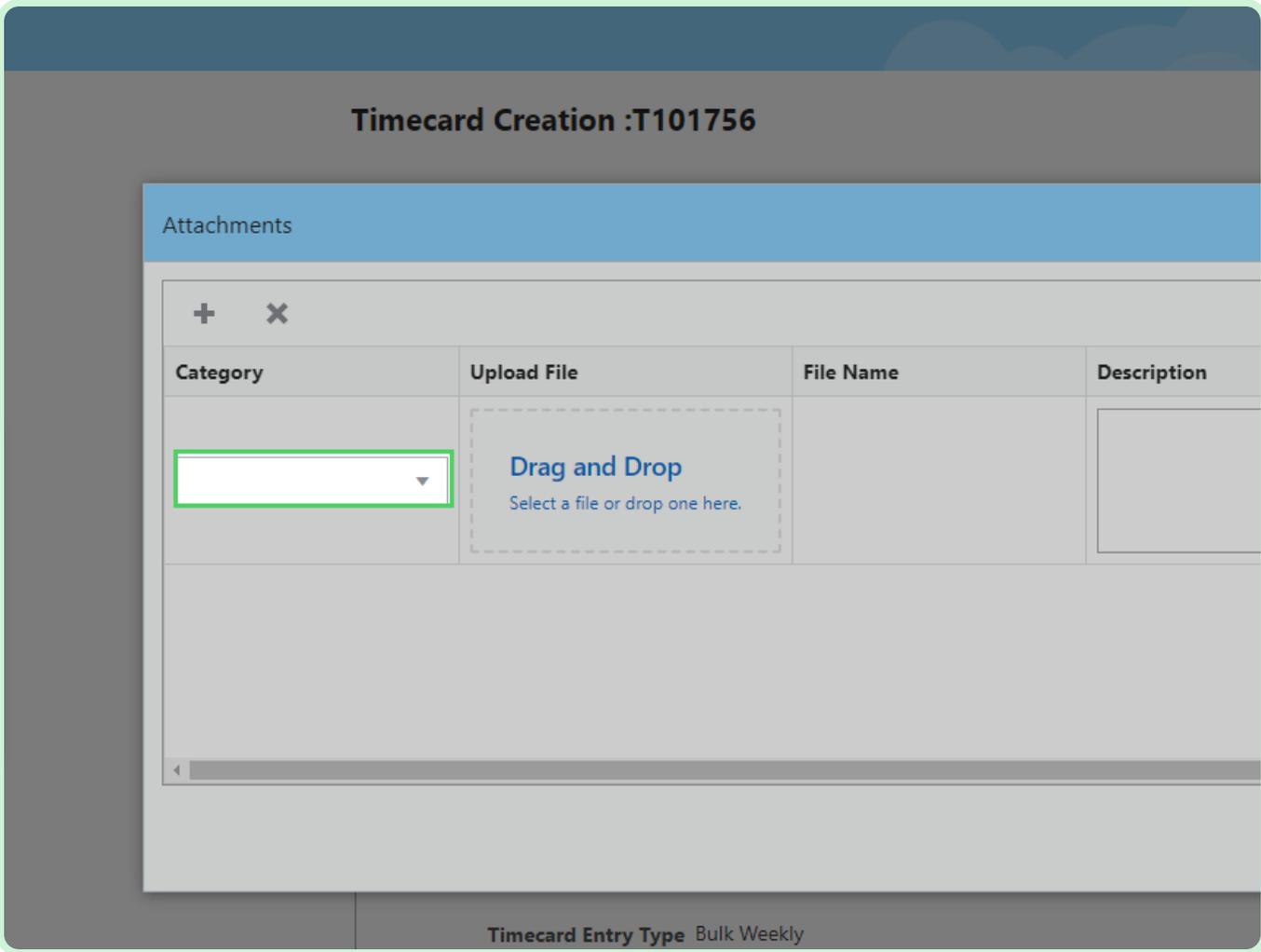
# Step 49

Select **Add**.



# Step 50

Select **Category**.



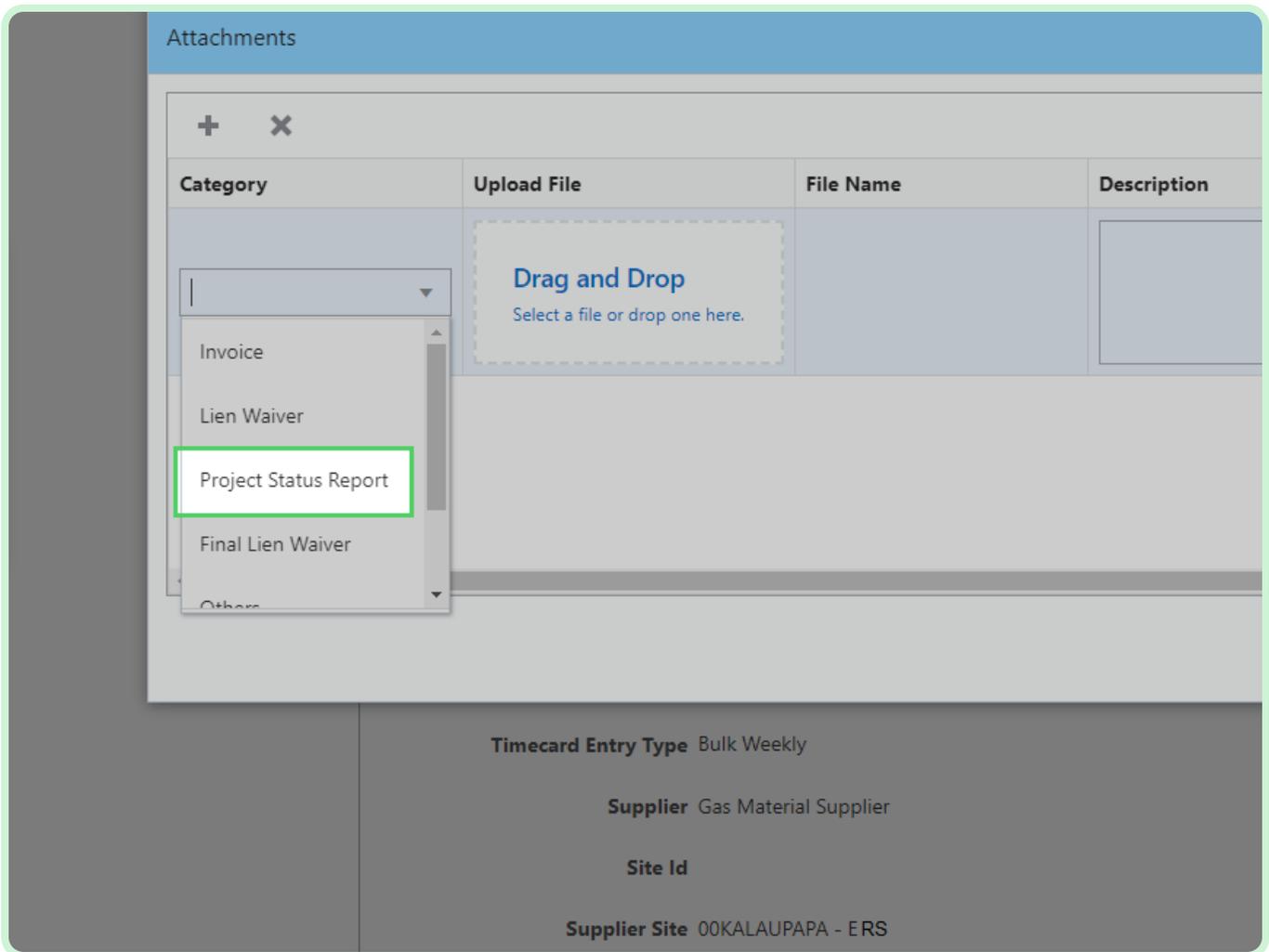
## Step 51

In the **Category** drop-down list, select **Project Status Report**.

**Note**

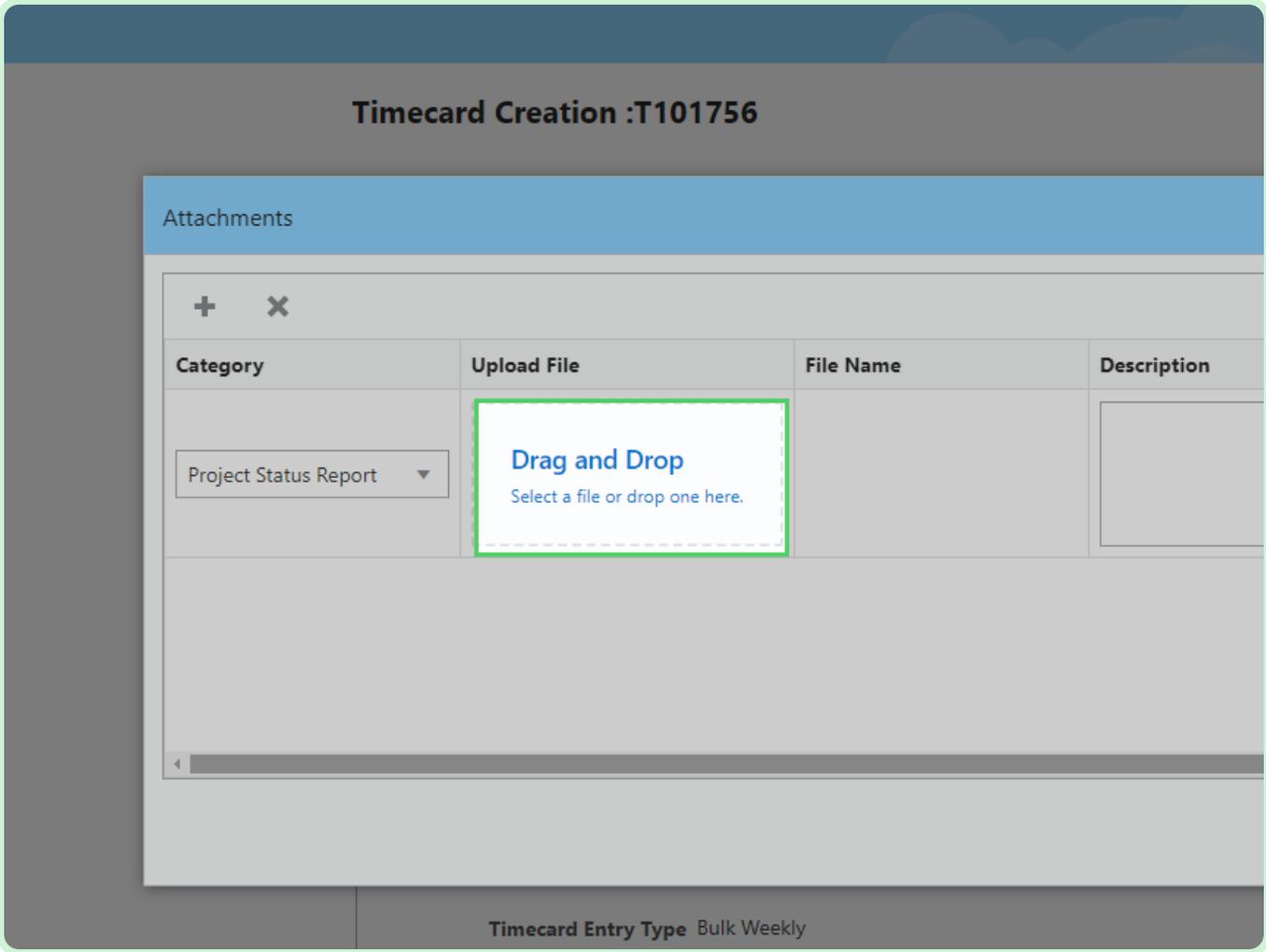
You have the option to select *Invoice*, *Lien Waiver*, *Project Status Report*, *Final Lien Waiver*, or *Other*.

In case the PO is enabled for lien waiver, the lien waiver attachment file is required.



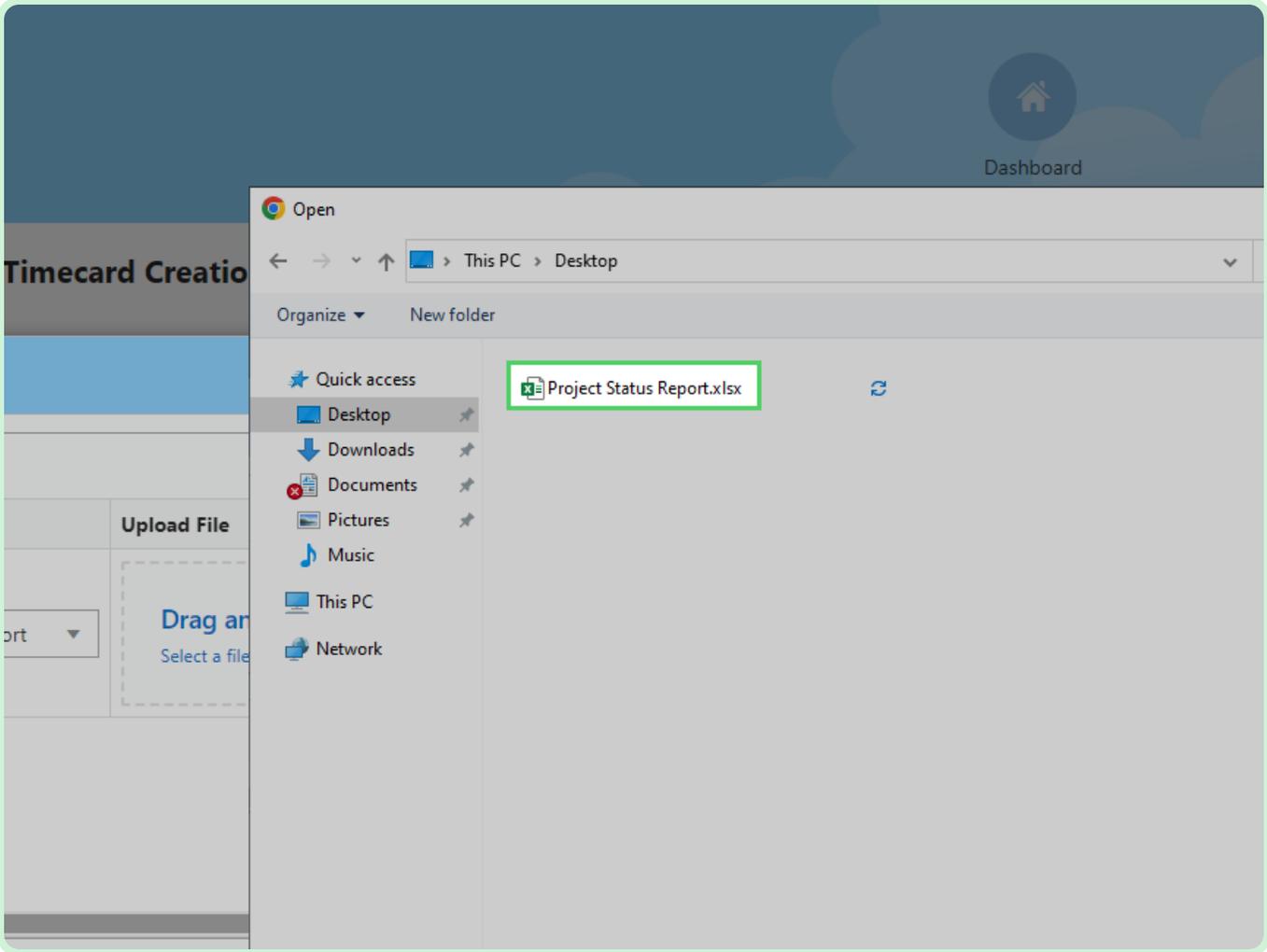
# Step 52

Select **Upload File**.



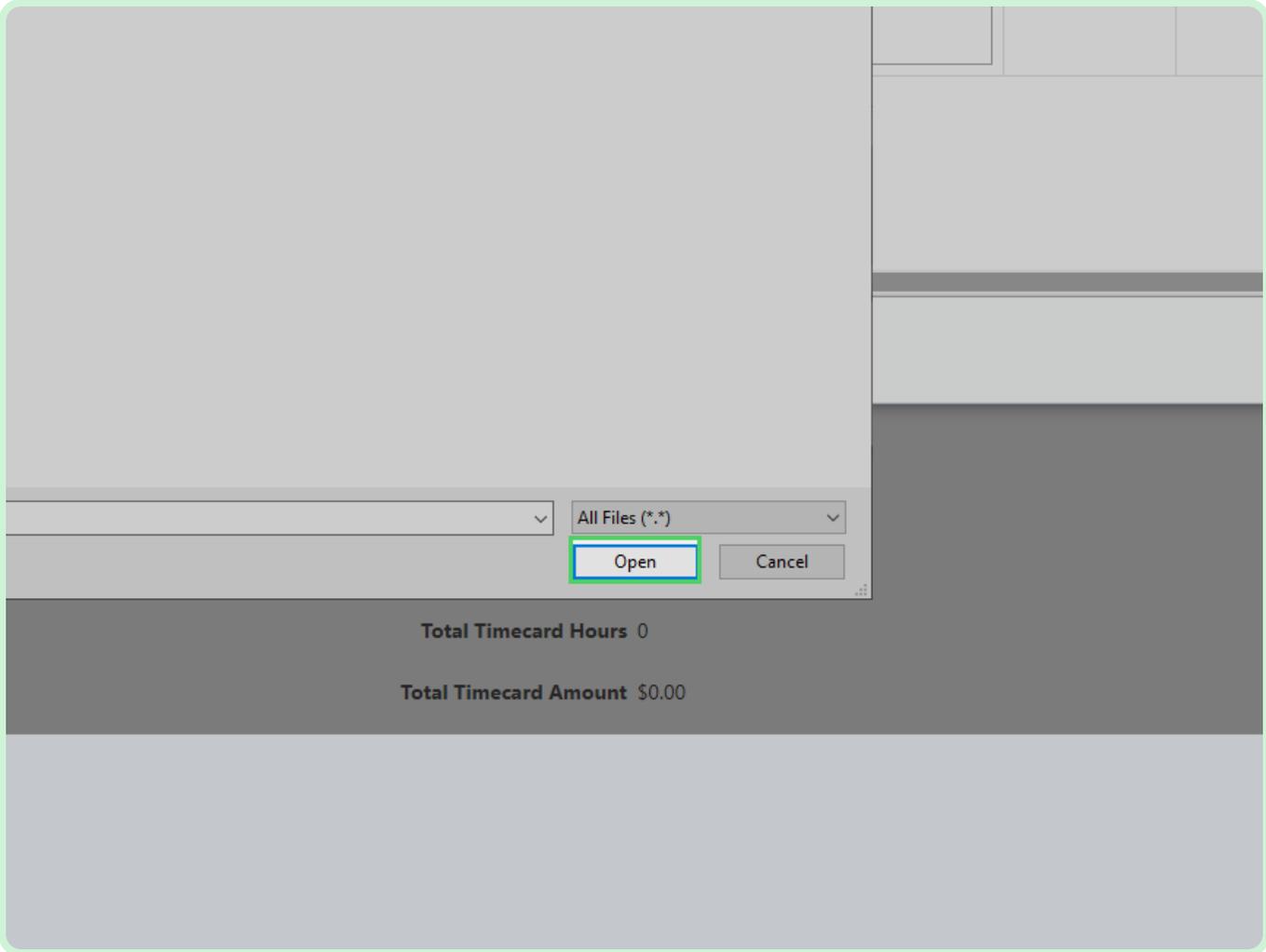
# Step 53

Select **Project Status Report**.



# Step 54

Select **Open**.



# Step 55

Select **Save**.

File Name	Description
Project Status Report.xlsx	

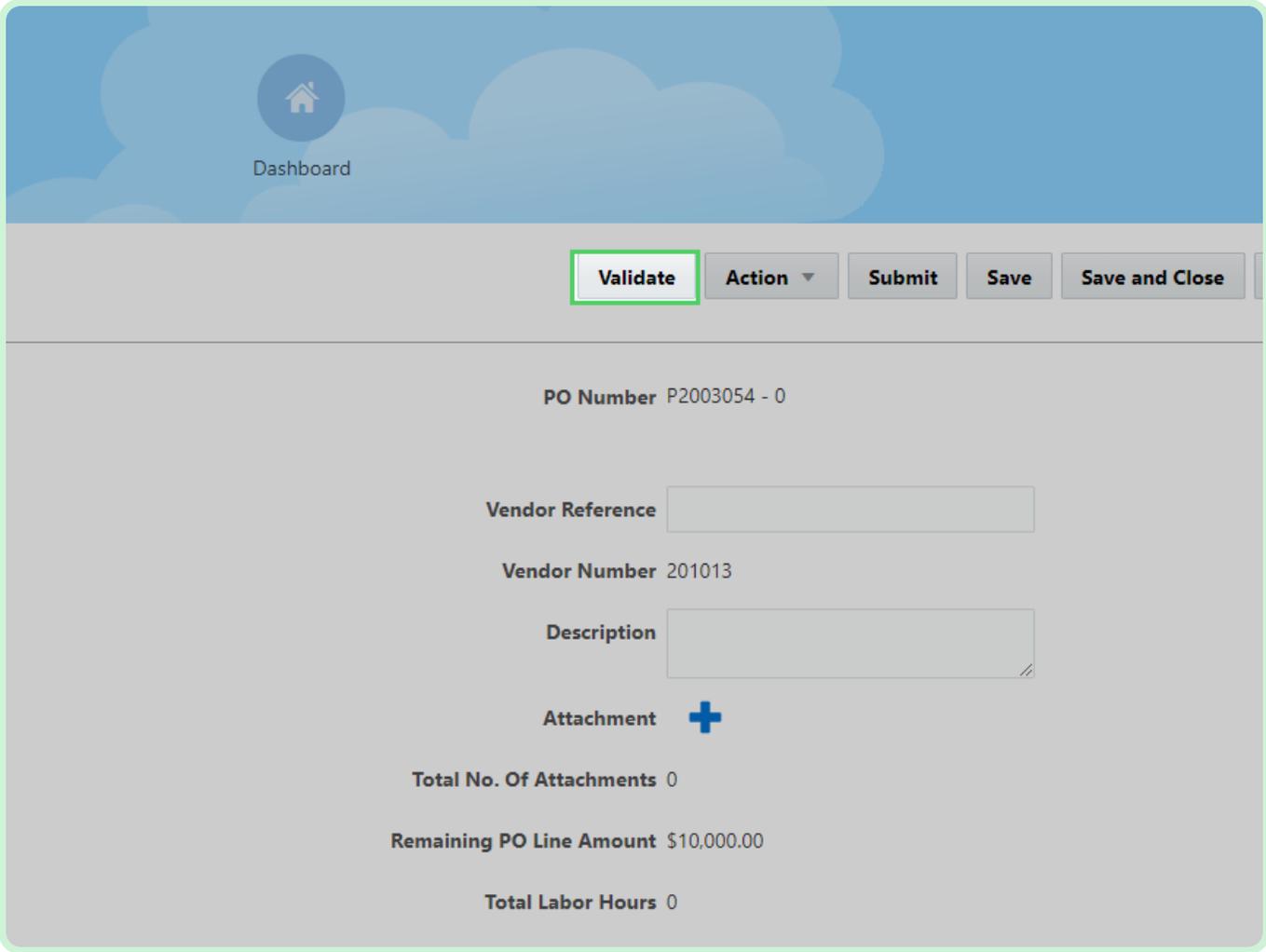
**Save** **Cancel**

Bulk Weekly	<b>Total Equipment Amount</b> \$0.00
as Material Supplier	<b>Total Material Amount</b> \$0.00
	<b>Total Expense Amount</b> \$0.00
KALAUPAPA - ERS	<b>Total Timecard Hours</b> 0
o	<b>Total Timecard Amount</b> \$0.00

# Step 56

Select **Validate**.

You must select **Validate** before submitting your timecard.



## Step 57

View **Timecard**.

Be sure to review the **Timecard Number** field, the **PO Number** field, the **Vendor Reference** field, the **Remaining PO Line Amount**, the various **Total Hours** and **Total Amount** fields, as well as the **Approver** field.

101756 - 0	PO Number P2003054 - 0
5/15/2023	
MS BU	Vendor Reference <input type="text"/>
IC BU	Vendor Number 201013
meren Illinois Company	Description <input type="text"/>
raft	Attachment 
allme, Tiffany A	Total No. Of Attachments 0
<input type="text"/>	Remaining PO Line Amount \$10,000.00
ime And Material	Total Labor Hours 0
Maximo	Total Equipment Hours 0
ulk Weekly	Total Labor Amount \$0.00
as Material Supplier	Total Equipment Amount \$0.00
	Total Material Amount \$0.00
	Total Expense Amount \$0.00
OKALAUPAPA - ERS	Total Timecard Hours 0

# Step 58

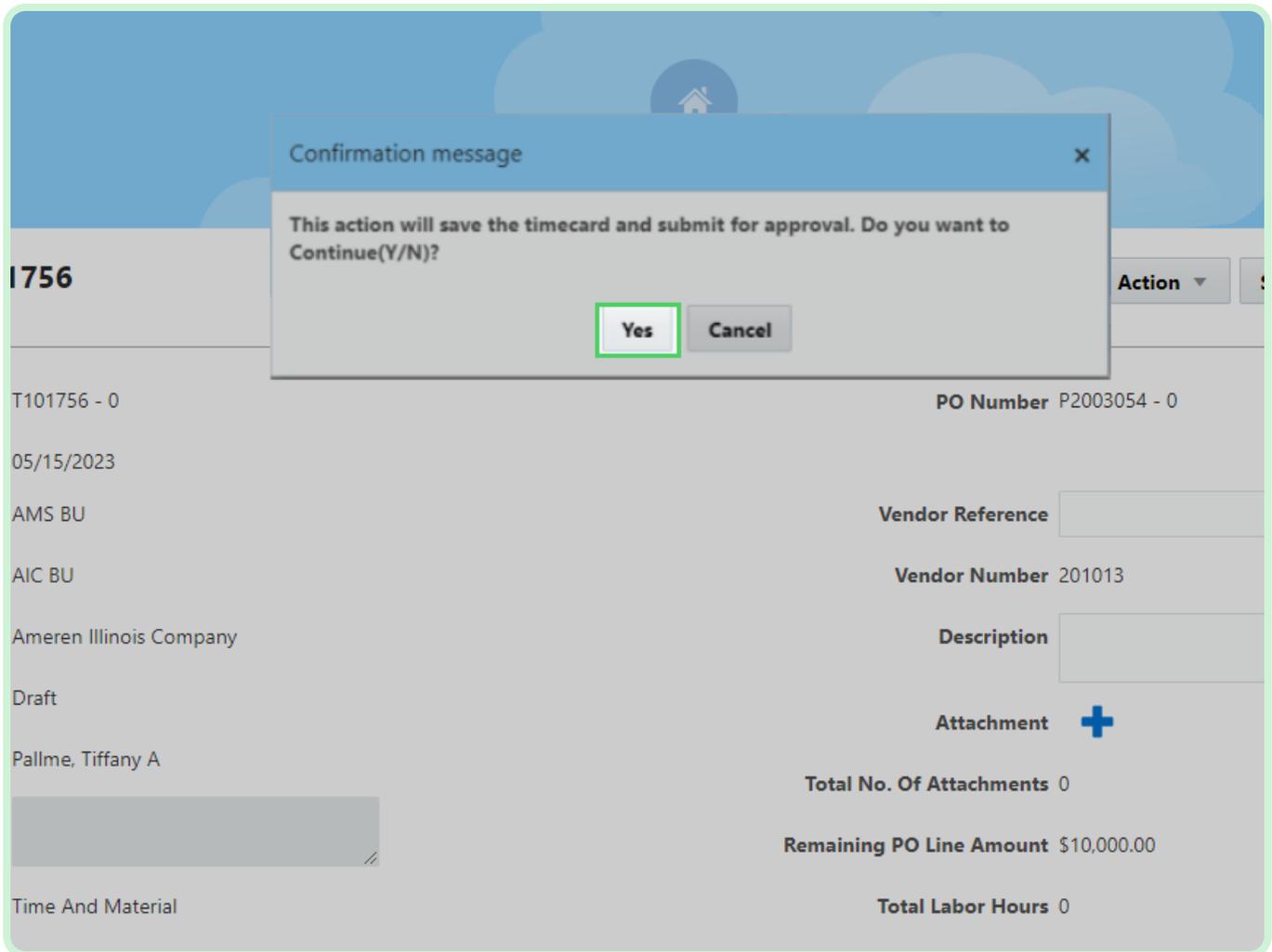
Select **Submit**.

The screenshot shows a software interface with a blue header containing a home icon and the text "Dashboard". Below the header is a row of buttons: "Validate", "Action" (with a dropdown arrow), "Submit" (highlighted with a green box), "Save", "Save and Close", and "Cancel". The main content area is a light gray box containing the following information:

- PO Number** P2003054 - 0
- Vendor Reference**
- Vendor Number** 201013
- Description**
- Attachment**
- Total No. Of Attachments** 0
- Remaining PO Line Amount** \$10,000.00
- Total Labor Hours** 0

# Step 59

Select **Yes**.



The screenshot shows a web application interface with a confirmation dialog box overlaid on a purchase order form. The dialog box, titled "Confirmation message", contains the text: "This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?". Below the text are two buttons: "Yes" (highlighted with a green border) and "Cancel".

The background form displays the following information:

- ID:** 1756
- Item:** T101756 - 0
- Date:** 05/15/2023
- Organization:** AMS BU
- Location:** AIC BU
- Company:** Ameren Illinois Company
- Status:** Draft
- Person:** Pallme, Tiffany A
- Category:** Time And Material
- PO Number:** P2003054 - 0
- Vendor Reference:** [Empty field]
- Vendor Number:** 201013
- Description:** [Empty field]
- Attachment:** [Add icon]
- Total No. Of Attachments:** 0
- Remaining PO Line Amount:** \$10,000.00
- Total Labor Hours:** 0

## Step 60

Select **New Timecard**.

Lastly, you will create a new timecard for a PO with a Fixed Price Services Timecard Entry Type.

**Note**

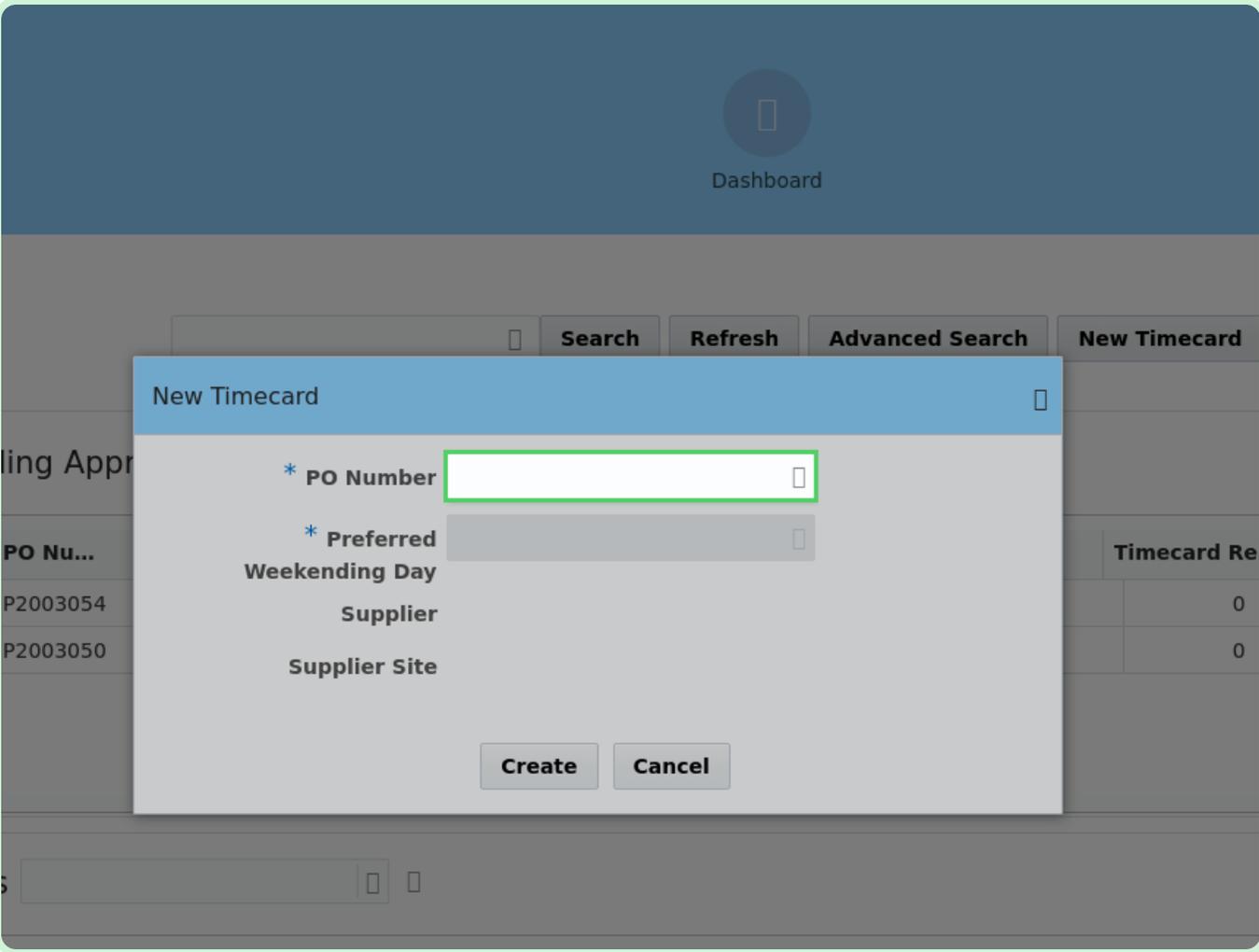
Pre-Requisite: Timecard CPA, Rate Cards and Requisition and Complex PO are already created in Oracle Fusion for the particular Supplier. And for the Complex PO created the **Timecard Entry Type** should be 'Fixed Price Services.'

The screenshot shows the Oracle Fusion Timecard interface. At the top right, the email address **dwelch@gms.com** is displayed. On the left, there is a circular icon with a document symbol and the label **Dashboard**. Below the dashboard area, there is a horizontal menu with several buttons: **Refresh**, **Advanced Search**, **New Timecard** (highlighted with a green border), **Adjust Timecard**, and **Create Via Spreadsheet**. Below the menu is a table with the following columns: **Interface Source...**, **Timecard Entry...**, **Timecard Re...**, **Timecard ...**, **Timecard S...**, and **Su**. The table contains two rows of data:

Interface Source...	Timecard Entry...	Timecard Re...	Timecard ...	Timecard S...	Su
Iaximo	Bulk Weekly	0		Draft	C
Iaximo	Individual Daily	0		Draft	C

# Step 61

Select **PO Number**.

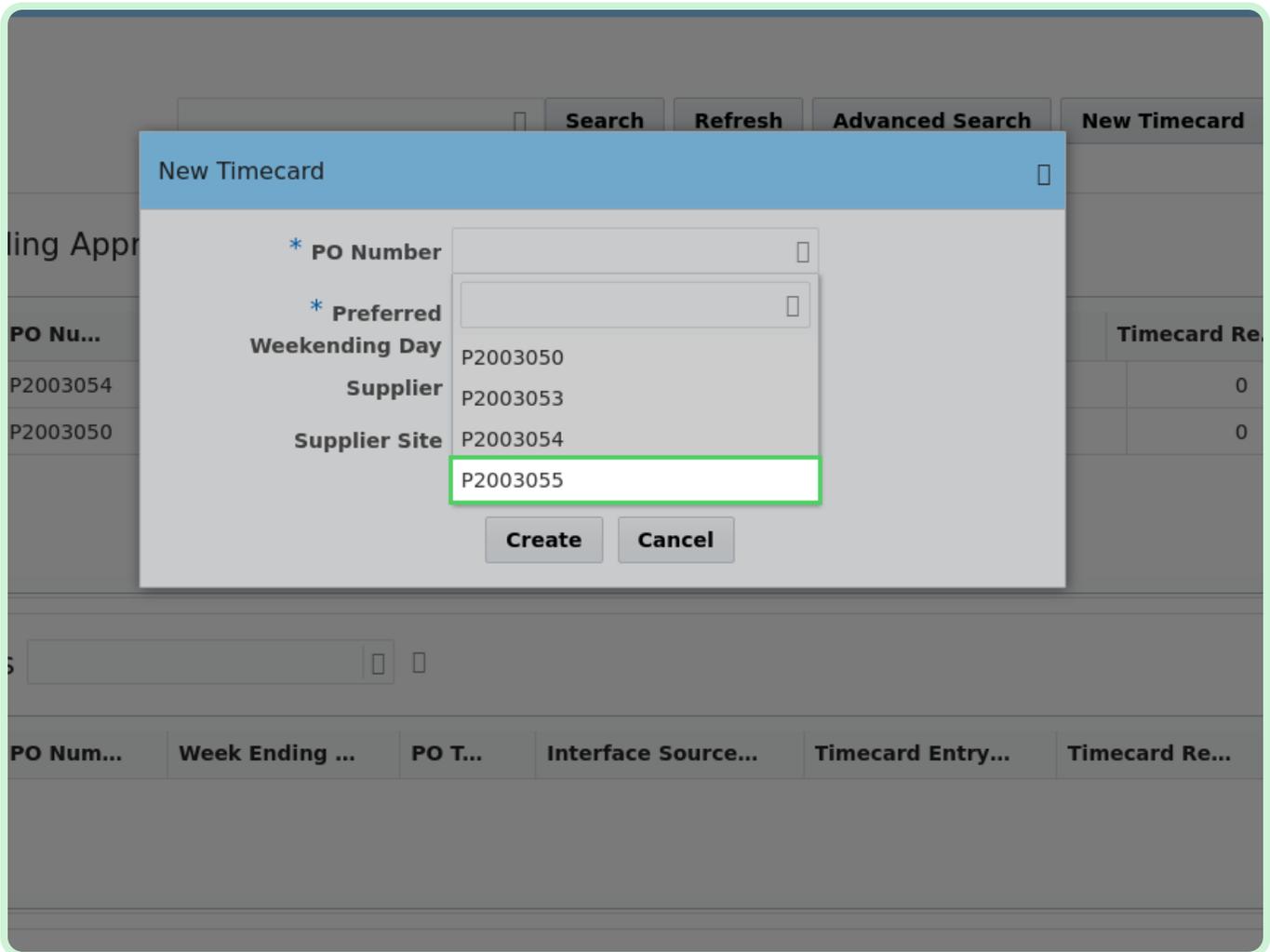


## Step 62

In the **PO Number** drop-down list, select **P2003055**.

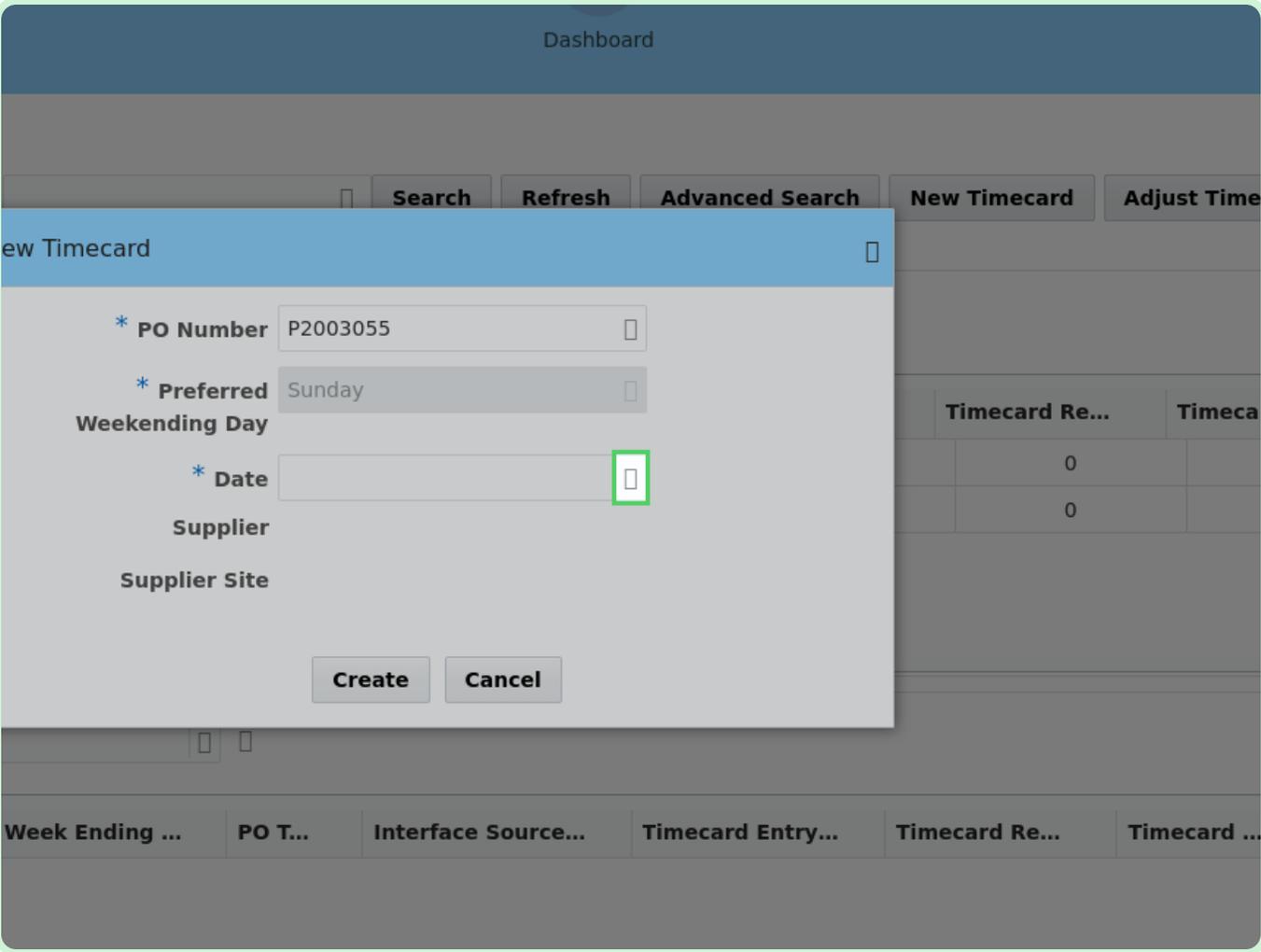
**Note**

If you did not see your PO listed, it may need to be acknowledged from the Supplier Portal.



# Step 63

Select **Select Date**.

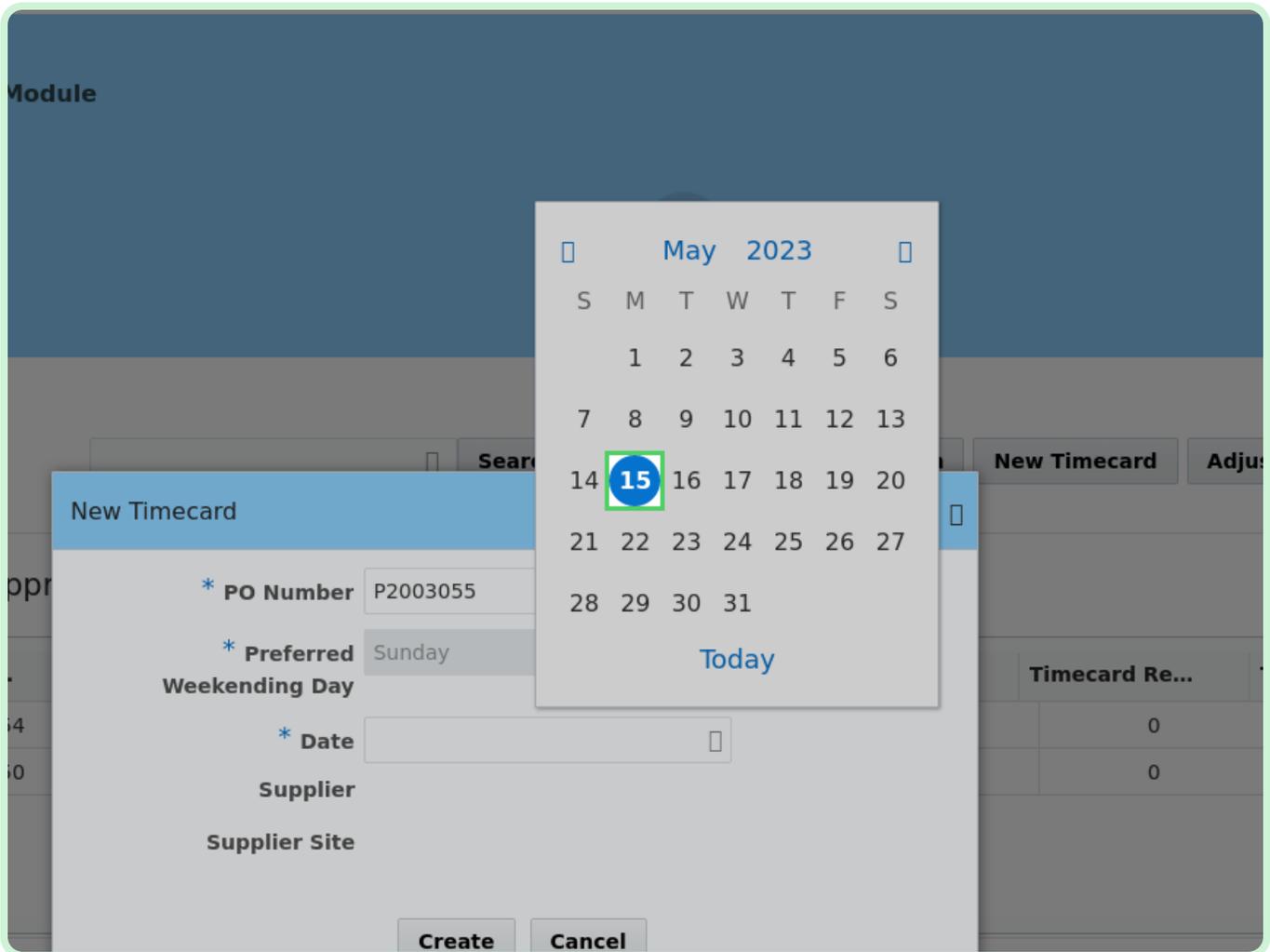


## Step 64

In the **May 2023** table, select **15**.

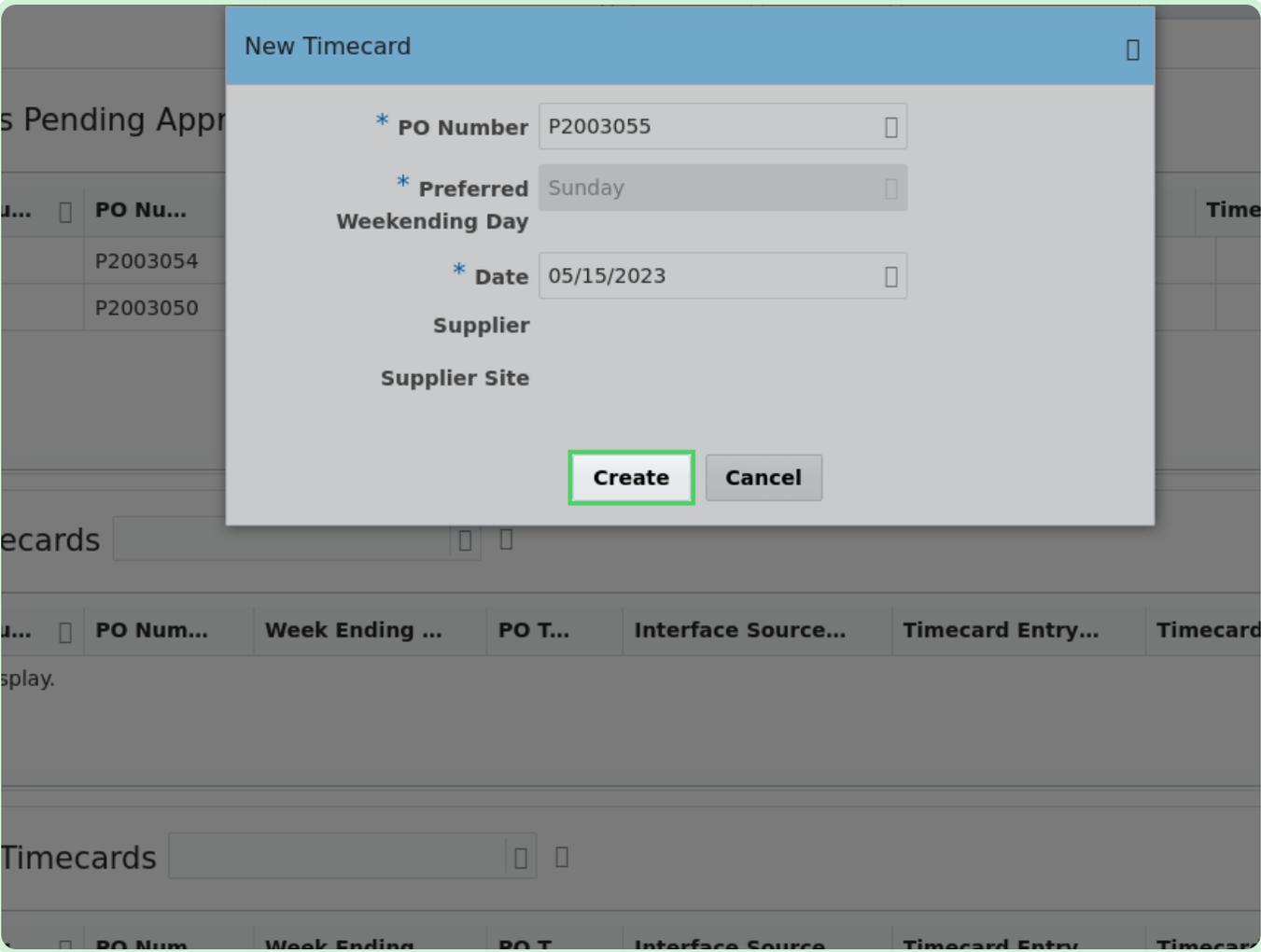
**Note**

Your **Preferred Weekending Day** will be chosen on your first timecard. After that, you will not be able to change it.



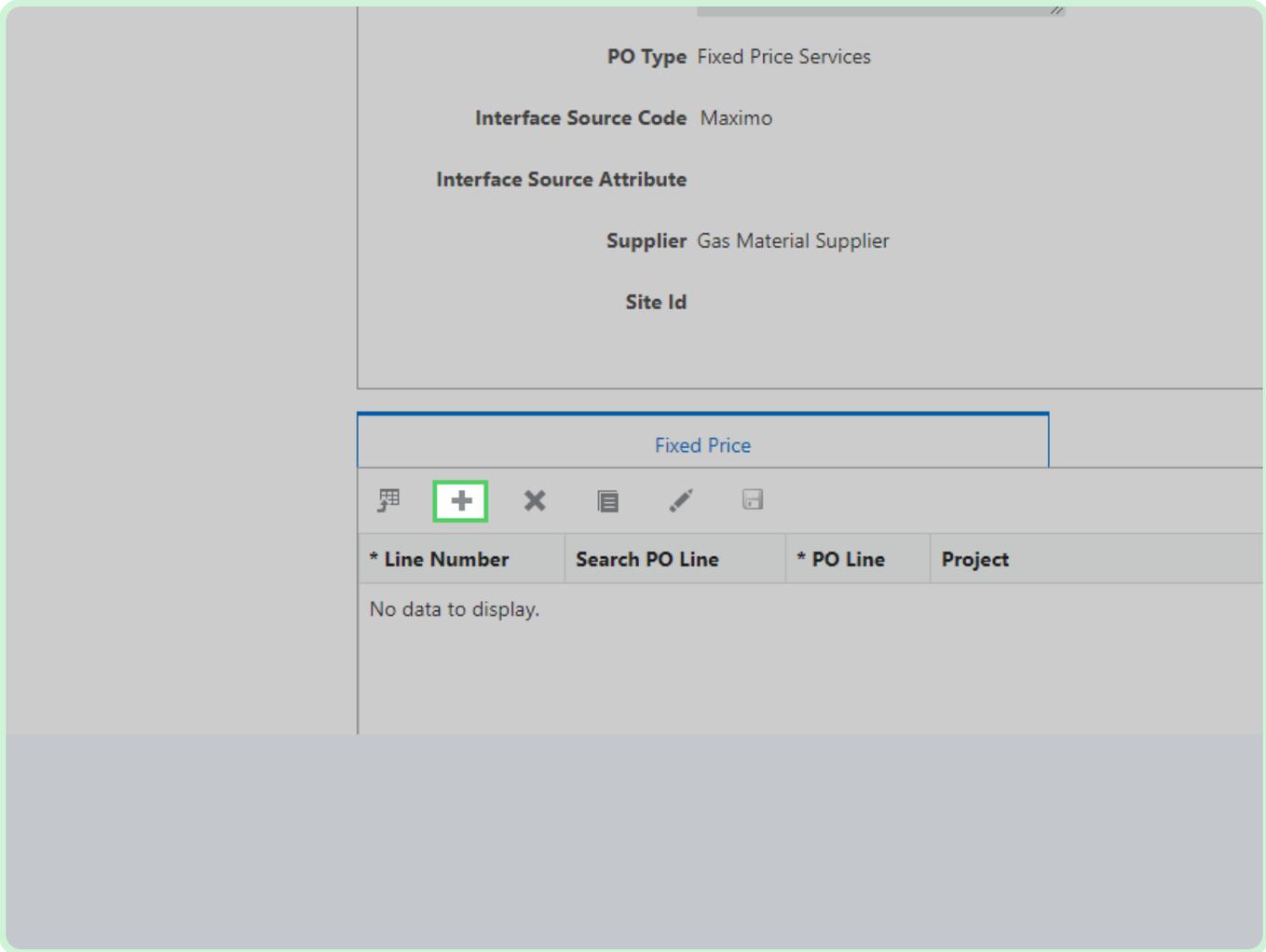
# Step 65

Select **Create**.



# Step 66

In the Fixed Price section, select **Add**.



# Step 67

Select **Search PO Line**.

PO Type Fixed Price Services

Interface Source Code Maximo

Interface Source Attribute

Supplier Gas Material Supplier

Site Id

Fixed Price

+ -

* Line Number	Search PO Line	* PO Line	Project
1	<input type="text"/>		

## Step 68

In the **Search PO Line** drop-down list, select **1**.

**Note**

If this is a Maximo Blanket, the **Work Order Number** should populate automatically after selecting the PO line. If this is a Maximo Non-Blanket, the **Work Order Number** will need to be entered.

For a Maximo Blanket, you will need to know and enter in your work order number. For Maximo Blanket Format: XXXXX/XXX.

* Line Number	Search PO Line	* PO Line	Project
1	▼		

Line Number	Project	Task	Feeder Reference	Dist
1	C3170	I-XPTP-107000		1

# Step 69

In the **Milestone Description** field, type **Milestone 1**.

The **Milestone Description** field is mandatory.

The screenshot shows a software interface with a table. At the top, there are two summary rows: "Total Timecard Amount \$0.00" and "Remaining PO Line Amount \$10,000.00". Below these is a table with a single column labeled "Milestone Description". The first row of the table is highlighted in light blue and contains an empty text input field, which is outlined with a green border. The rest of the table is currently empty.

# Step 70

In the **Milestone Date** field, type **03/27/23**.

The **Milestone Date** is different from the **Weekending Date**.

Total Timecard Amount \$0.00

Remaining PO Line Amount \$10,000.00

---

	Milestone Date	Amount	Comments
	<input type="text" value="03/27/23"/>	\$0.00	

# Step 71

View **Comments**.

You can enter any additional information in the **Comments** field if required.

Total Timecard Amount \$0.00

Remaining PO Line Amount \$10,000.00

Line Date	Amount	Comments
7/23 	\$0.00	<input type="text"/>

# Step 72

Select **Add Attachment**.

**Supplier Site** 00KALAUPAPA - ERS

**Lien Waiver** No

**Buyer** Pallme, Tiffany A

**Vendor Reference**

**Vendor Number** 201013

**Description**

**Attachment** 

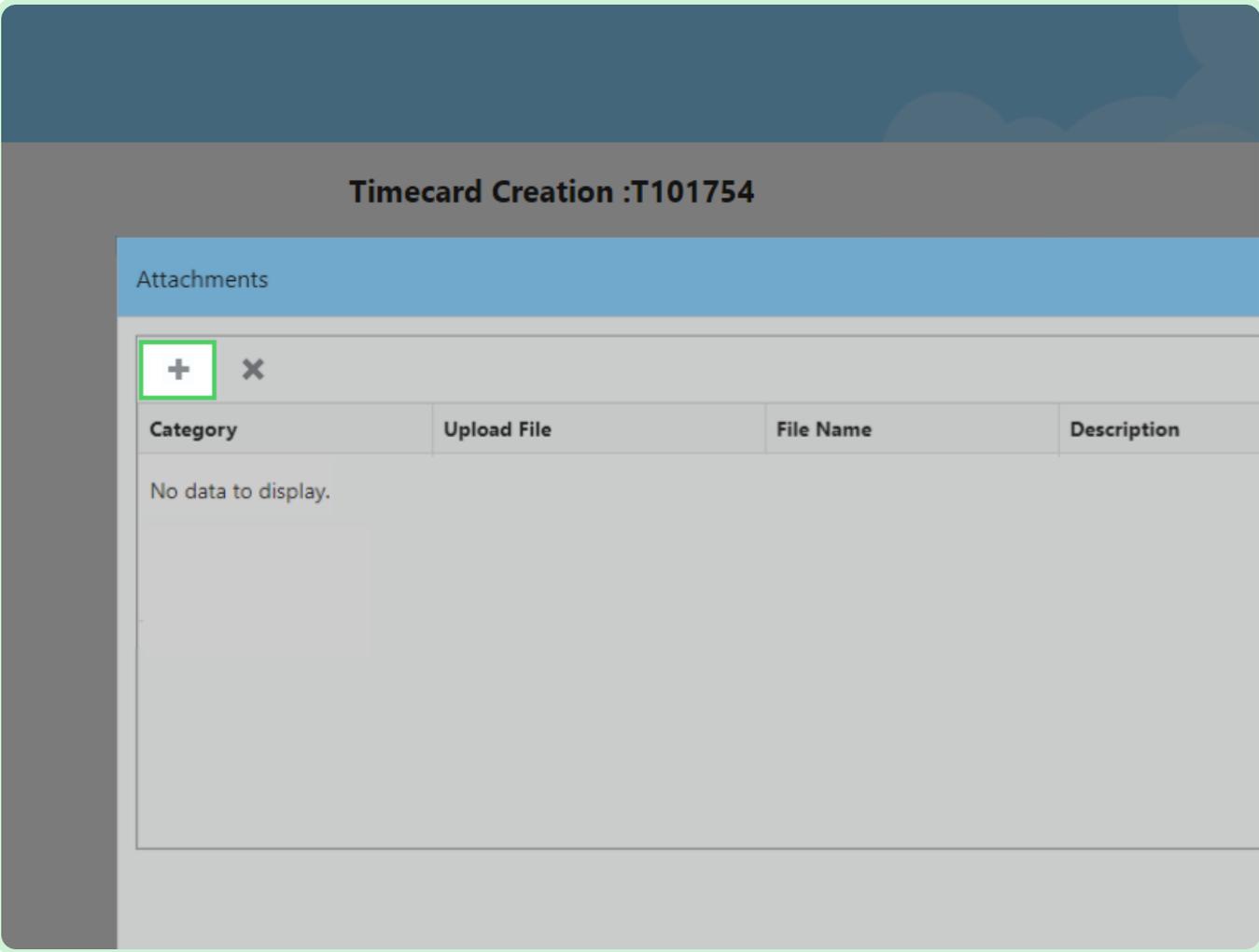
**Total No. Of Attachments** 0

**Total Timecard Amount** \$0.00

**Remaining PO Line Amount** \$10,000.00

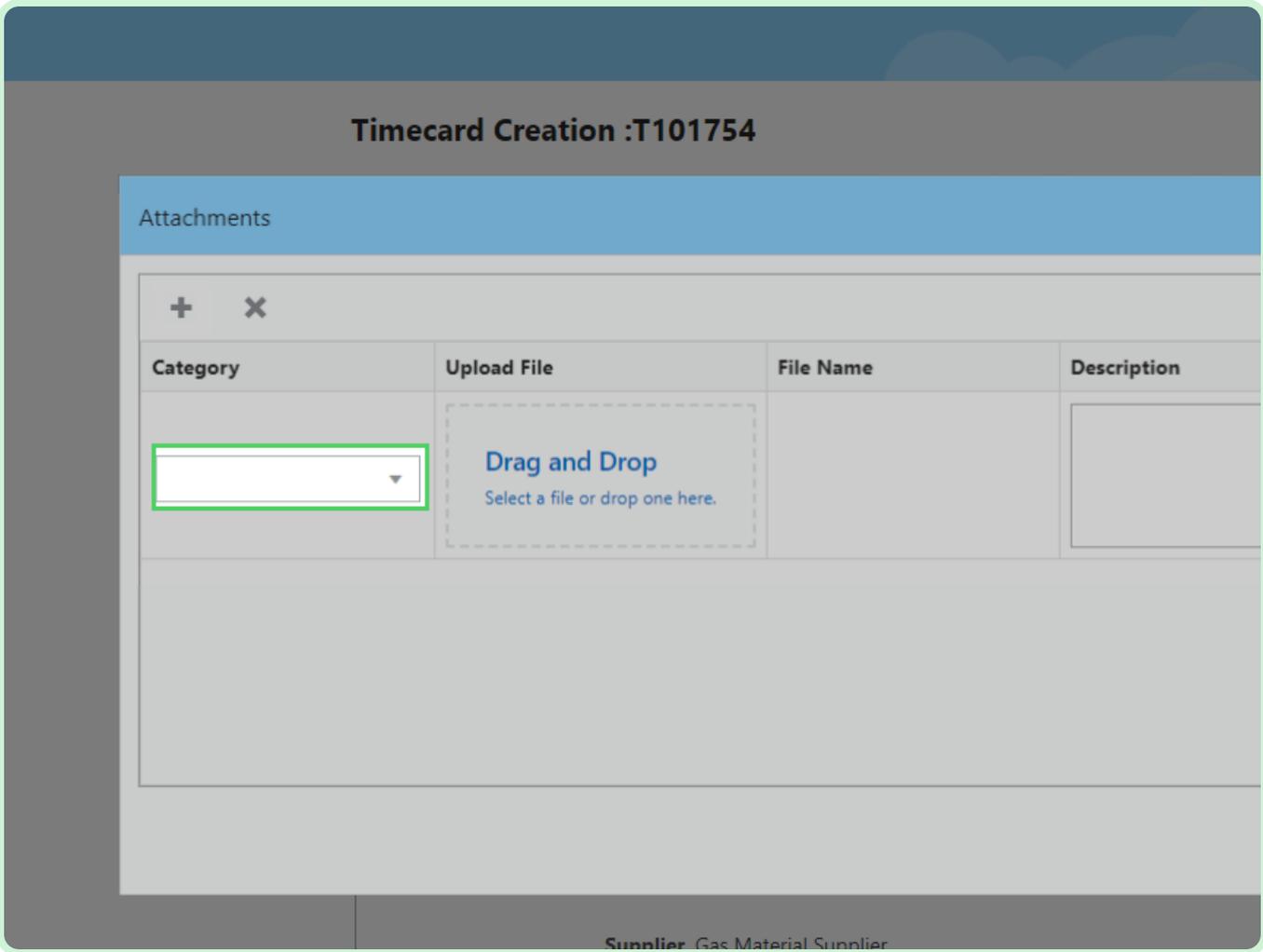
# Step 73

Select **Add**.



# Step 74

Select **Category**.



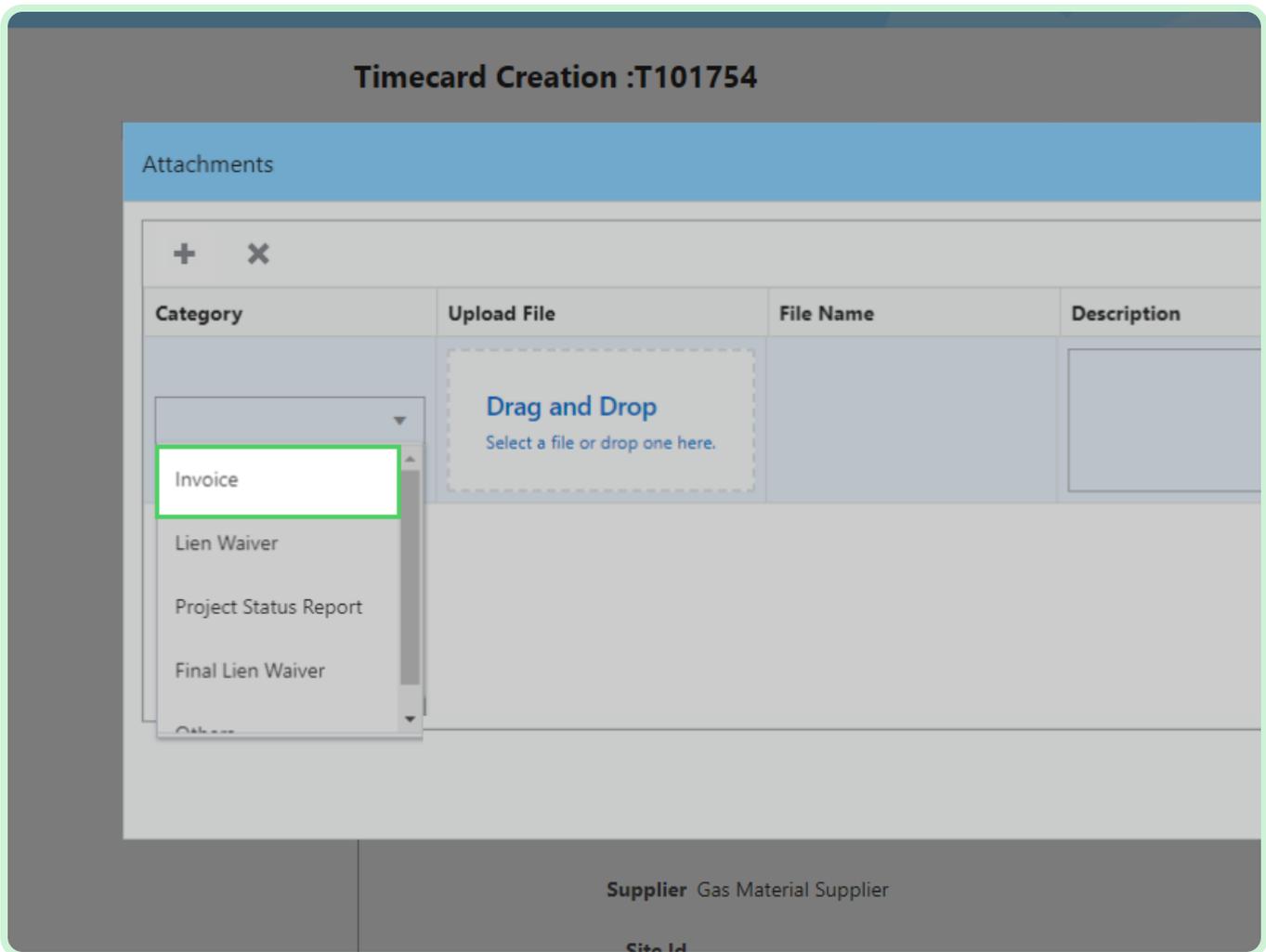
## Step 75

In the **Category** drop-down list, select **Invoice**.

**Note**

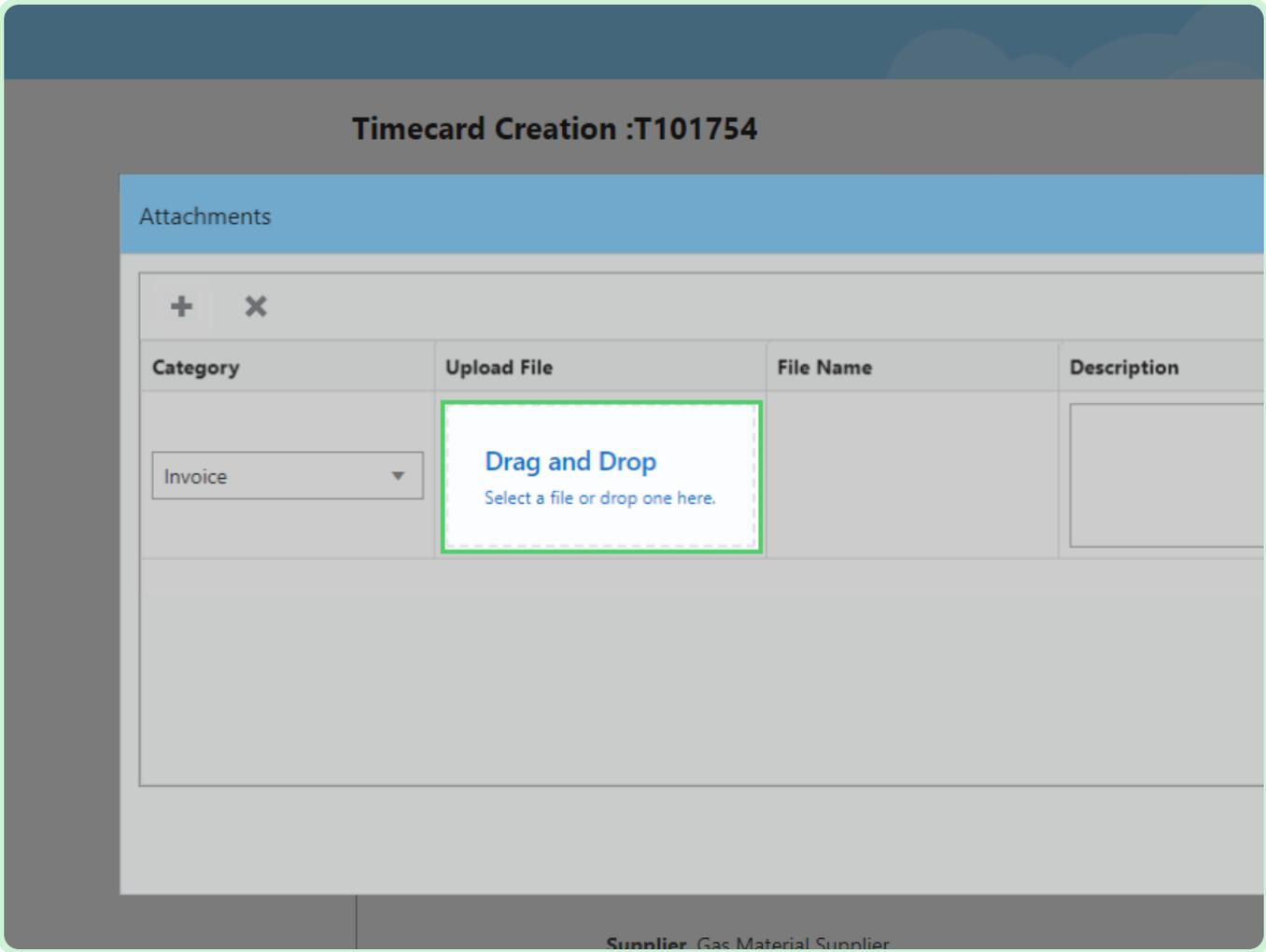
You have the option to select *Invoice*, *Lien Waiver*, *Project Status Report*, *Final Lien Waiver*, or *Other*.

In case the PO is enabled for lien waiver, the lien waiver attachment file is required



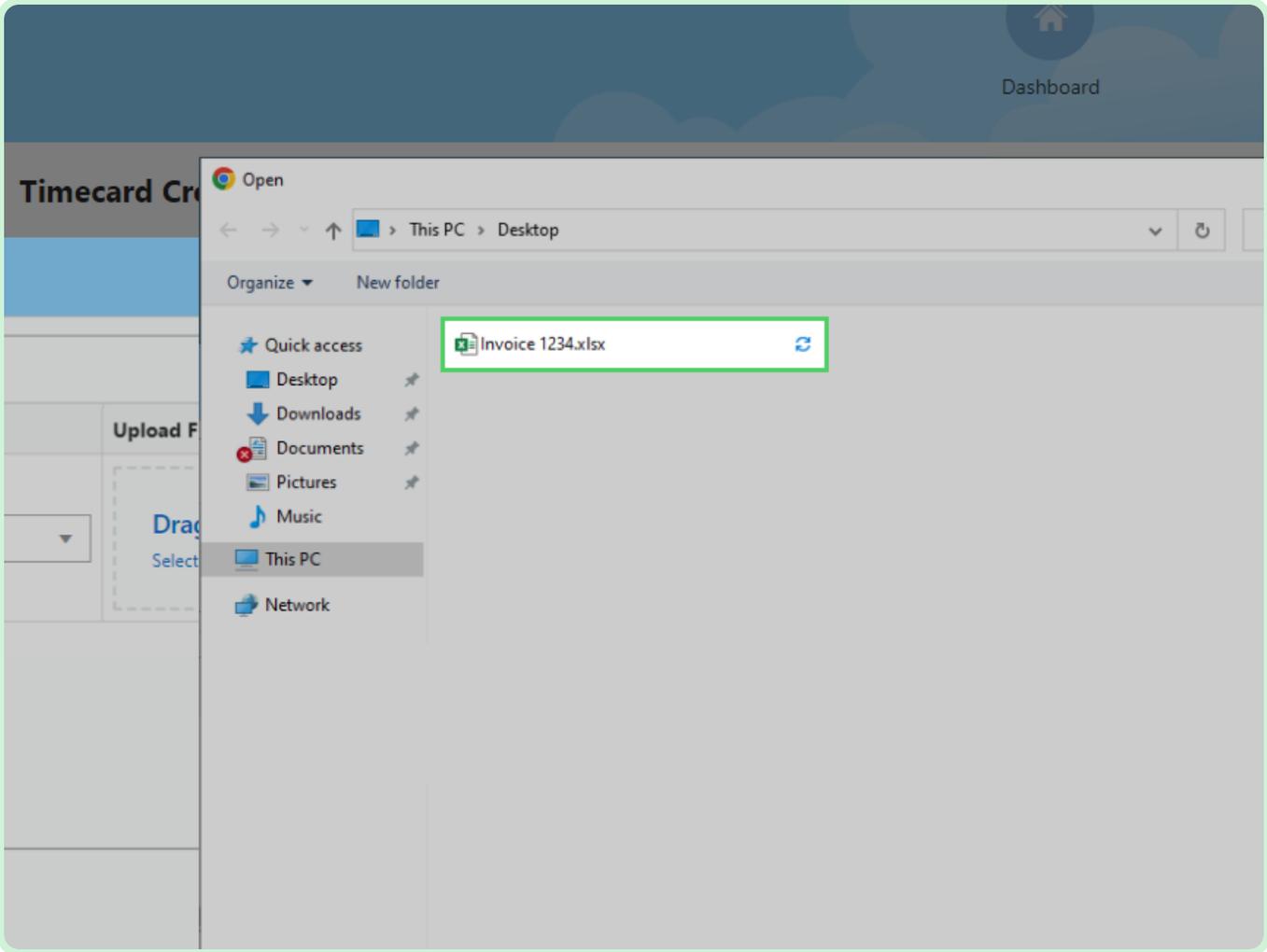
# Step 76

Select **Upload File**.



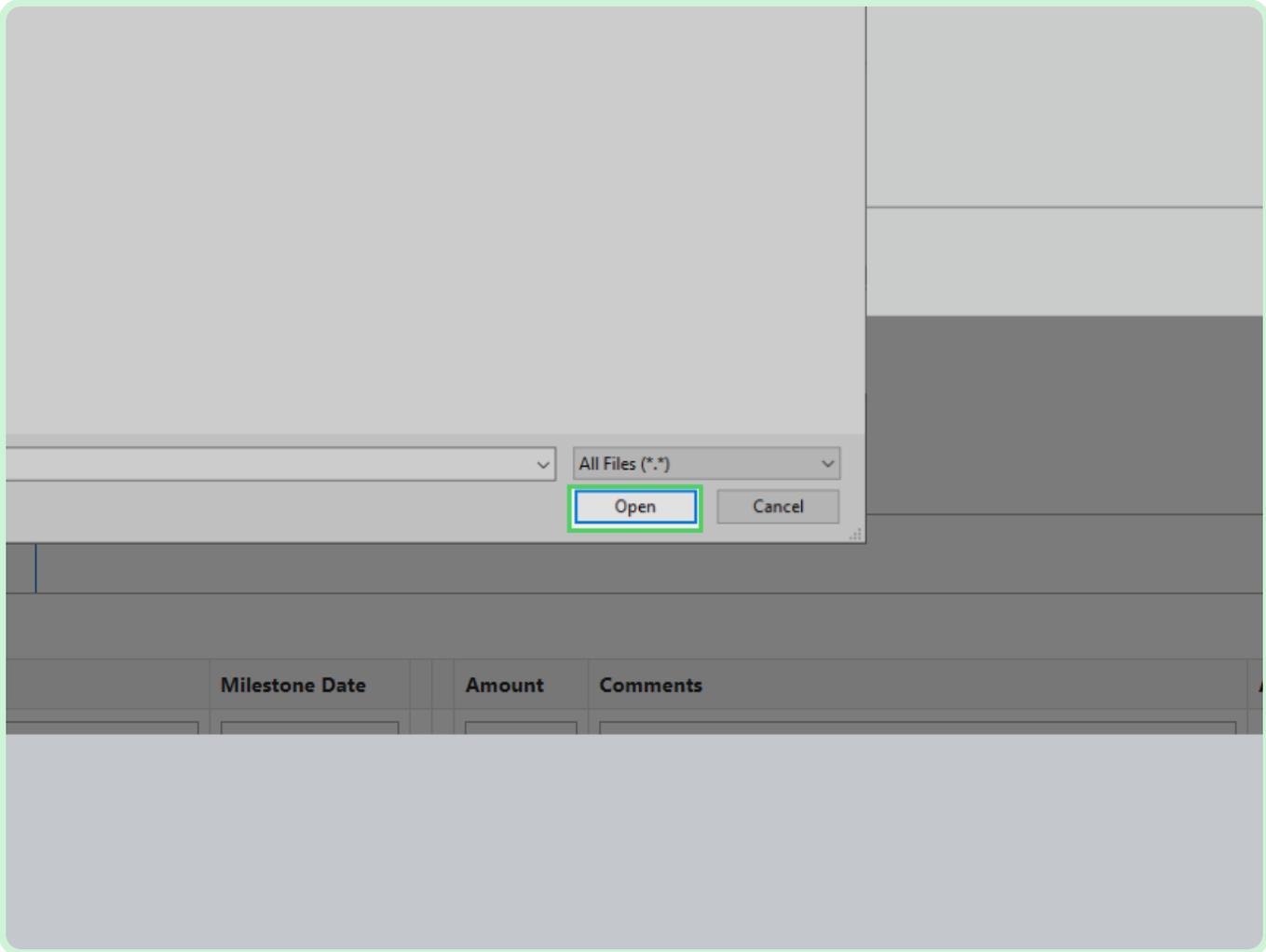
# Step 77

Select **Invoice 1234.xlsx**.



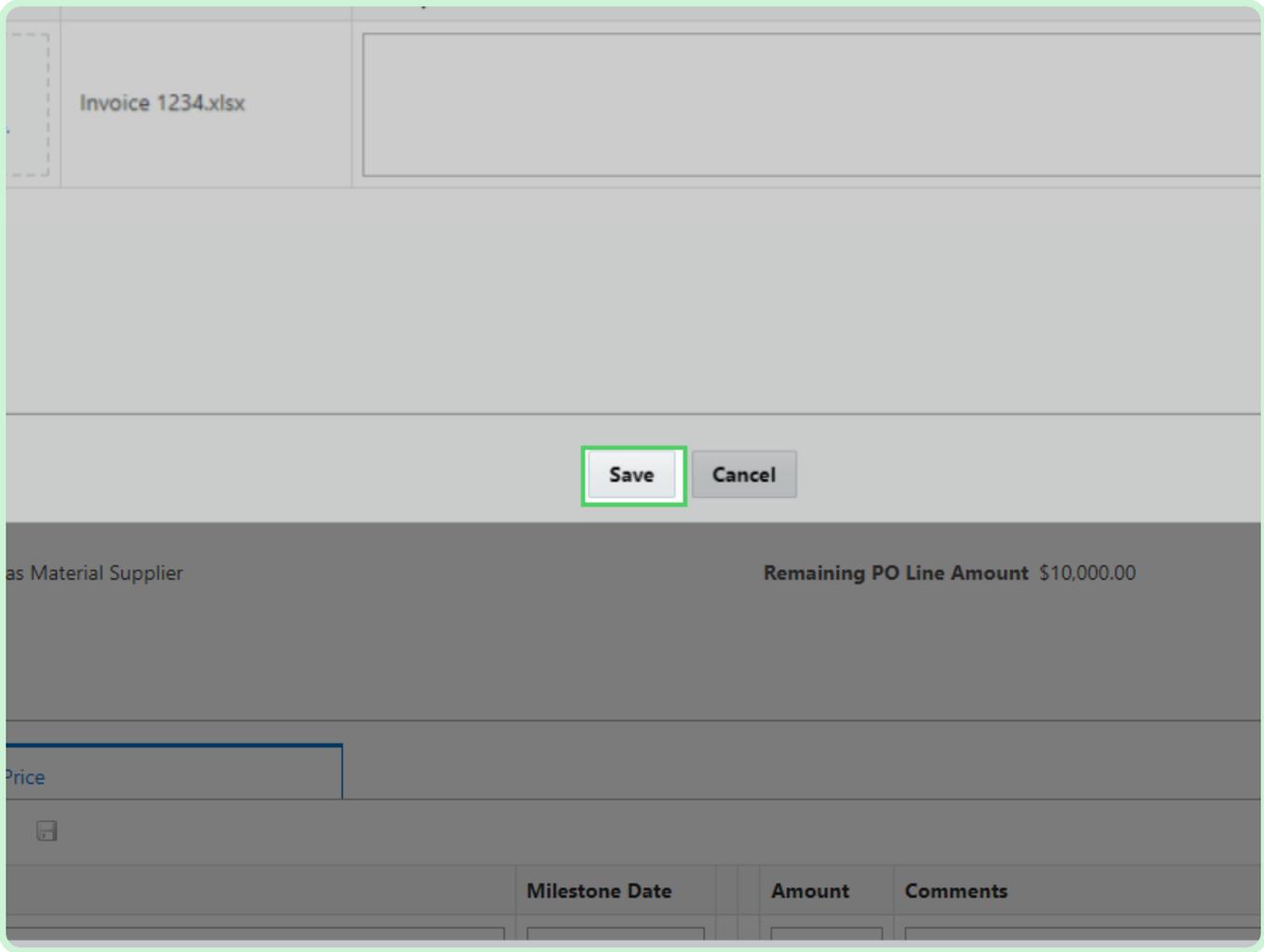
# Step 78

Select **Open**.



# Step 79

Select **Save**.



# Step 80

Select **Validate**.

You must select **Validate** before submitting your timecard.

Dashboard

**Validate** Action Submit Save Save and Close

PO Number P2003055 - 0

Supplier Site 00KALAUPAPA - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Vendor Reference

Vendor Number 201013

Description

Attachment **+**

Total No. Of Attachments 0

# Step 81

Select **Submit**.

The screenshot shows a software interface with a blue header containing a home icon and the text 'Dashboard'. Below the header is a row of buttons: 'Validate', 'Action' (with a dropdown arrow), 'Submit' (highlighted with a green border), 'Save', 'Save and Close', and 'Cancel'. The main content area is a form with the following fields:

- PO Number** P2003055 - 0
- Supplier Site** 00KALAUPAPA - ERS
- Lien Waiver** No
- Buyer** Pallme, Tiffany A
- Vendor Reference**
- Vendor Number** 201013
- Description**
- Attachment**
- Total No. Of Attachments** 0

# Step 82

Select **Yes**.

The screenshot shows a software interface with a confirmation dialog box. The dialog box is titled "Confirmation message" and contains the text: "This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?". Below the text are two buttons: "Yes" and "Cancel". The "Yes" button is highlighted with a green border. The background shows a timecard record for ID "754" with various fields like "Supplier Site", "Lien Waiver", "Buyer", "Vendor Reference", "Vendor Number", "Description", and "Attachment".

754	
T101754 - 0	5 - 0
05/15/2023	
AMS BU	Supplier Site 00KALAUPAPA - ERS
AIC BU	Lien Waiver No
Ameren Illinois Company	Buyer Pallme, Tiffany A
Draft	Vendor Reference
Pallme, Tiffany A	Vendor Number 201013
	Description
Fixed Price Services	Attachment +
Maximo	Total No. Of Attachments 0

# Step 83

Close the tab.

