

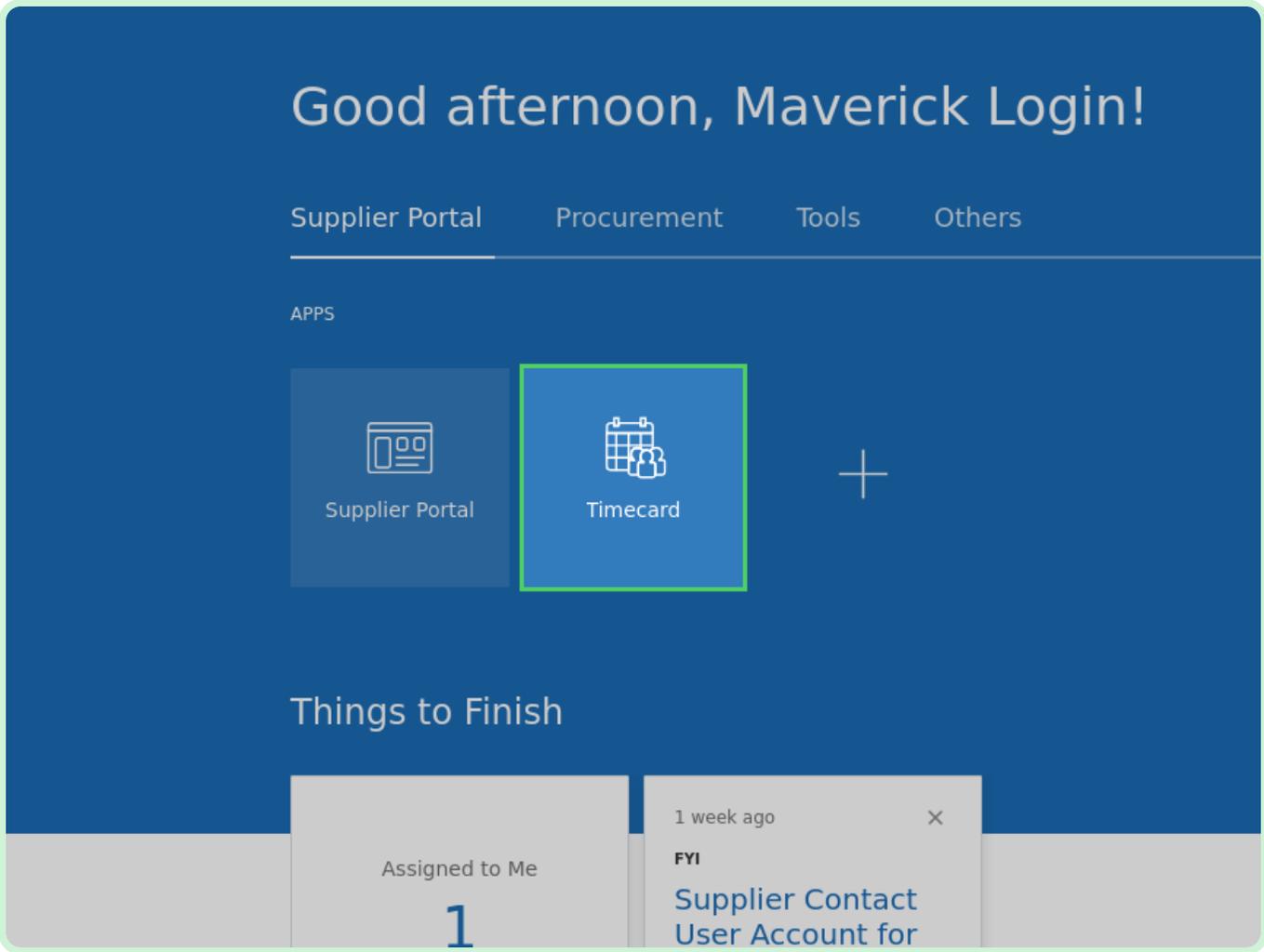
Creating a supplier timecard for EMPRV PO

🕒 Time to Completion: **28 minutes**

You will learn how to create a supplier timecard for EMPRV PO for three different types- Individual Daily, Bulk Weekly, and Fixed Price Materials.

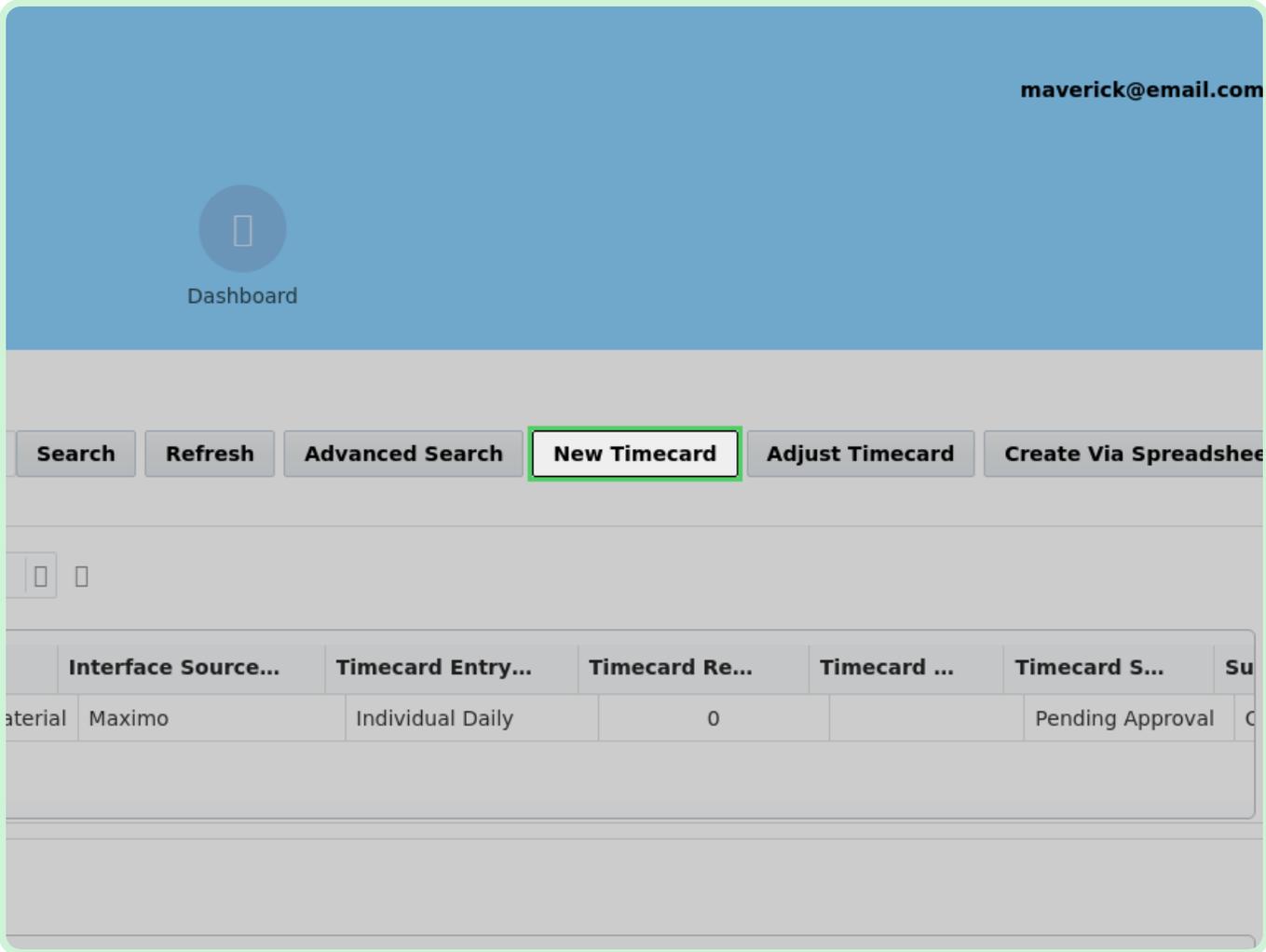
Step 1

Select **Timecard**.



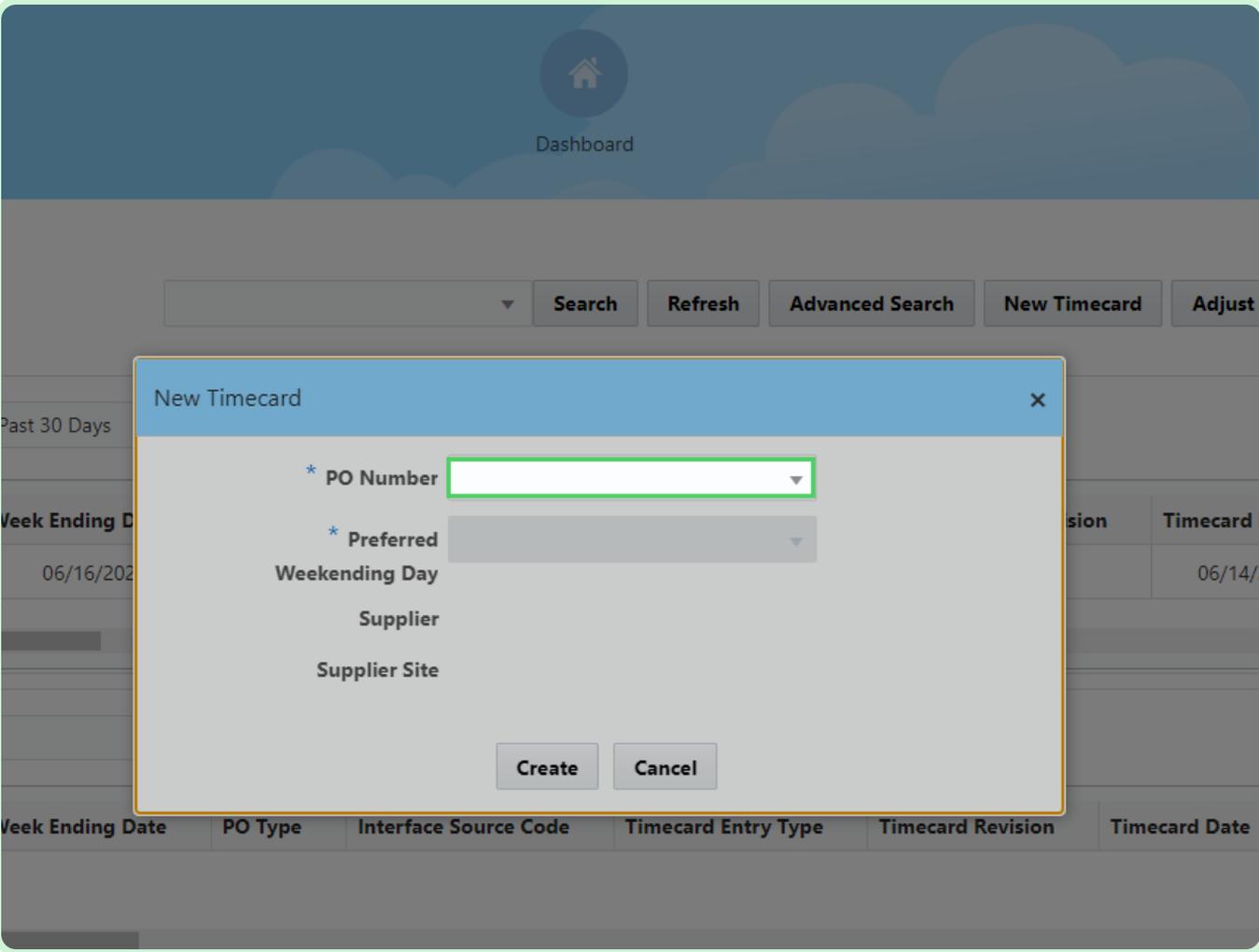
Step 2

Select **New Timecard**.



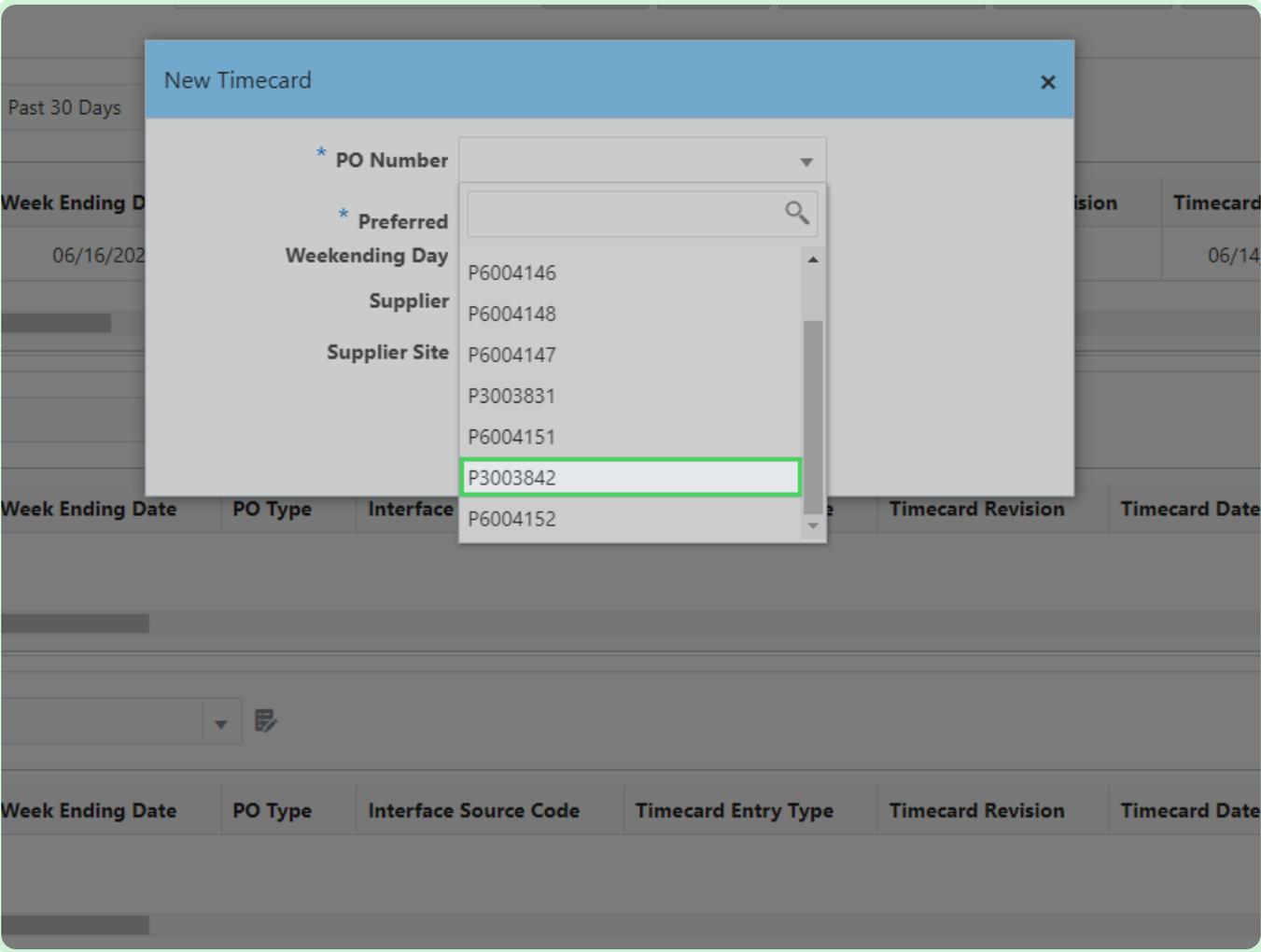
Step 3

Select **PO Number**.



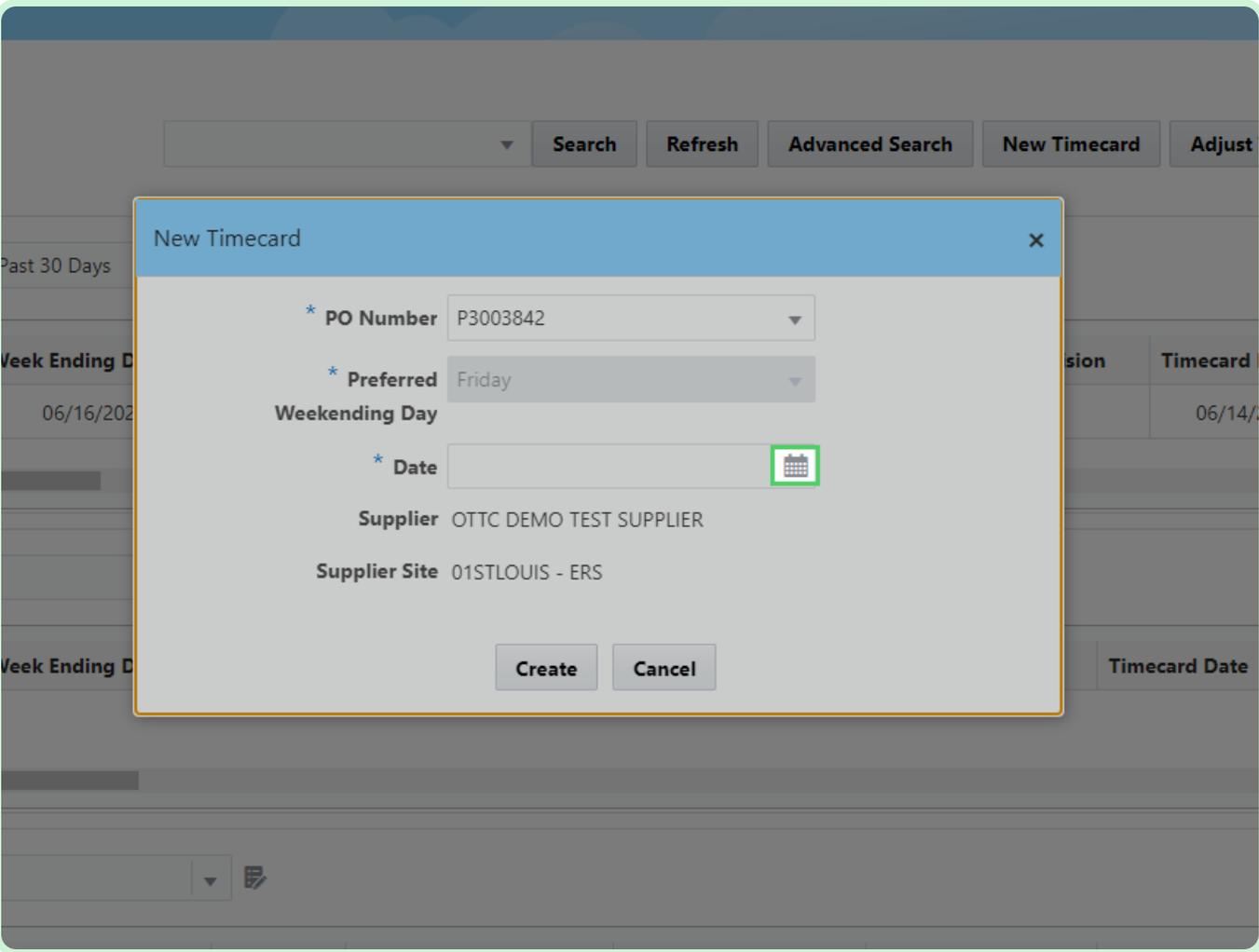
Step 4

In the PO Number drop-down list, select **P3003842**.



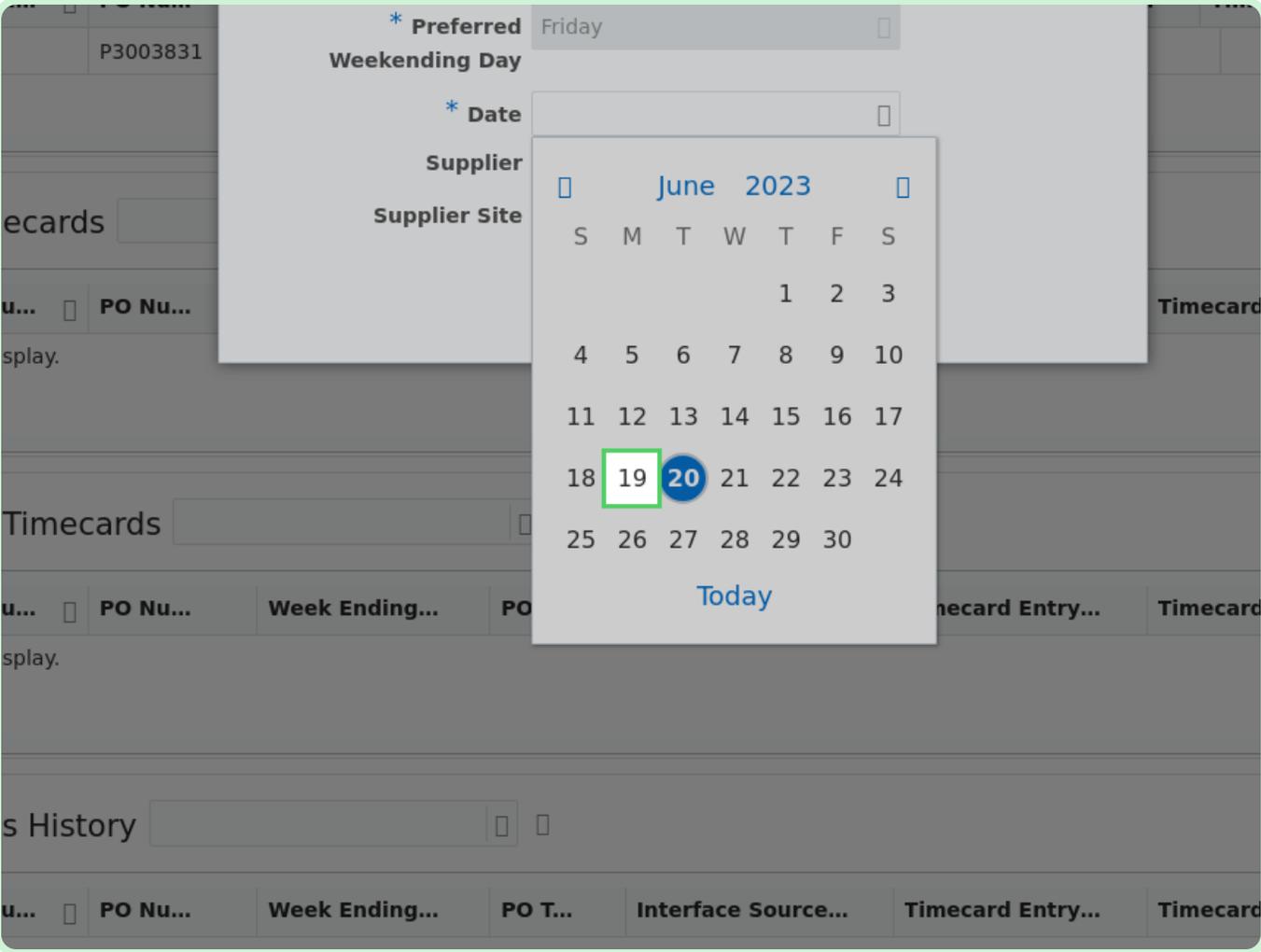
Step 5

Select **Date**.



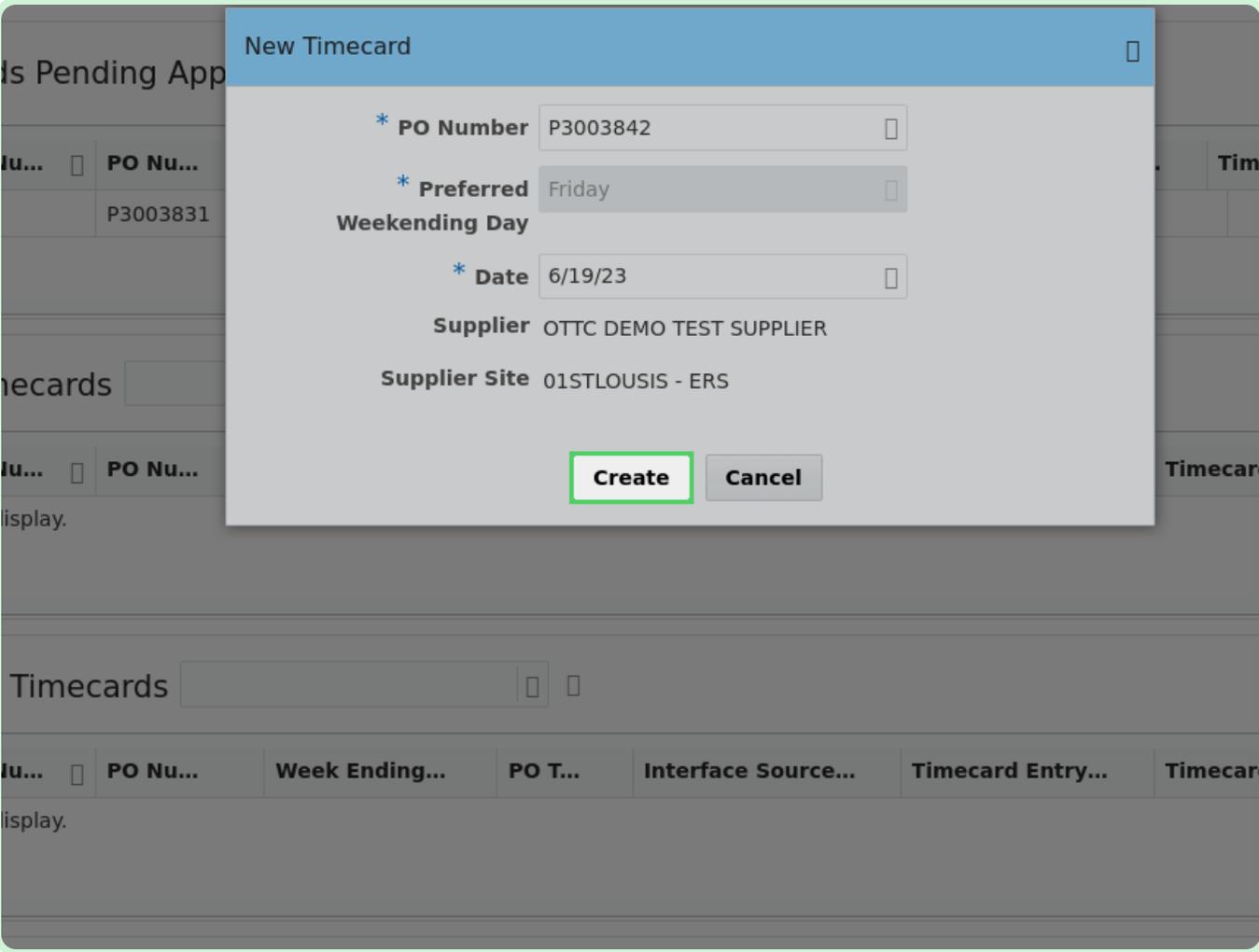
Step 6

In the Date drop-down list, select **19**.



Step 7

Select **Create**.



Step 8

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

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

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

About
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Step 9

Select **Craft**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

+ × [List Icon] [Edit Icon] [Save Icon]

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

About
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Step 10

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

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

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* Line Number	Search PO Line	* PO Line	Project	Task
1				

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

About Created

Step 11

Select **Job Number**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

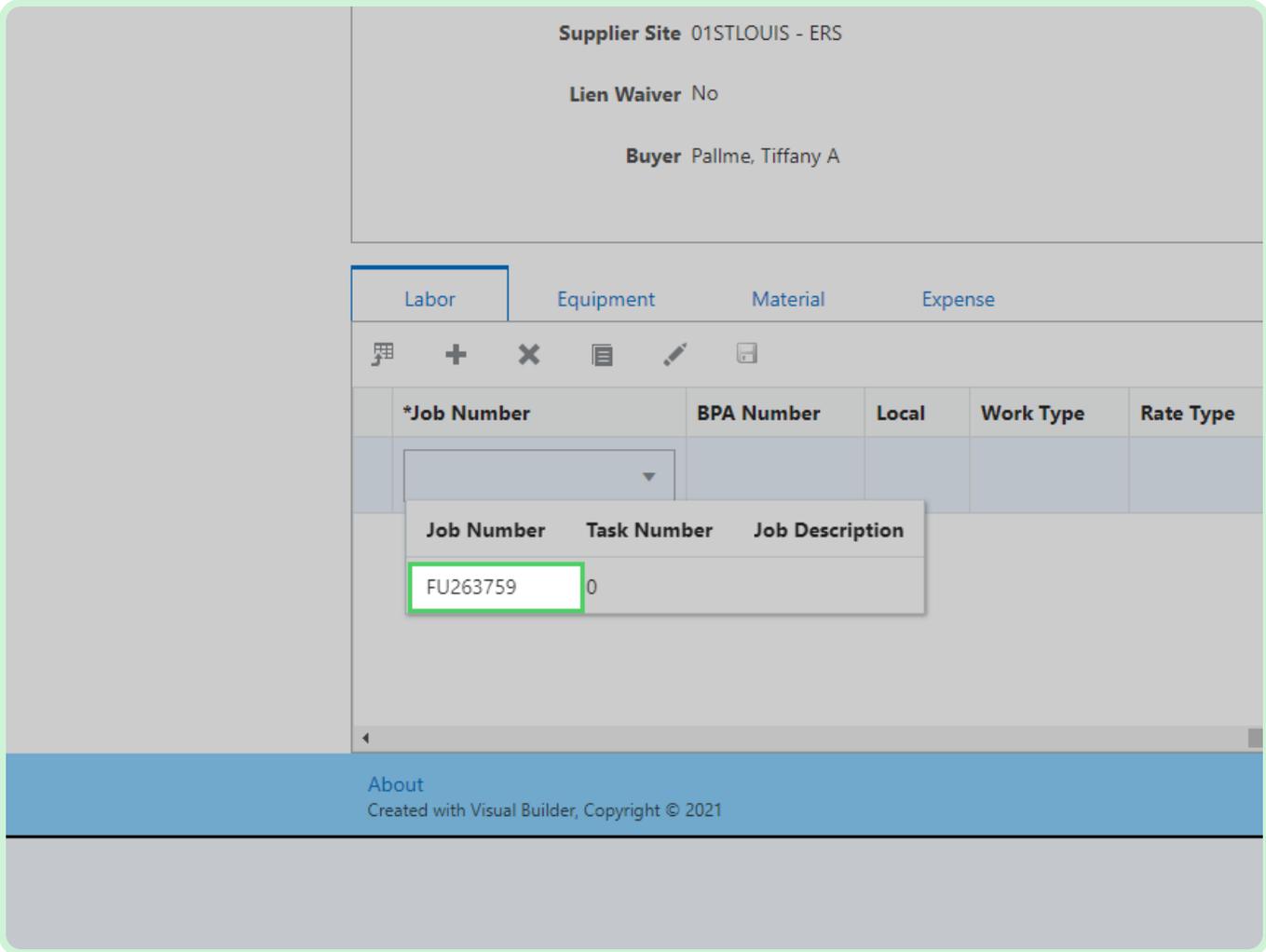
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*Job Number	BPA Number	Local	Work Type	Rate Type
<input type="text"/>				

About
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Step 12

In the Job Number drop-down list, select **FU263759**.



Step 13

In the **FRI-Jun-16** field, type **8.00**.

Supplier Site 01STLOUIS - ERS Total Timecard Hours 0

Waiver No Total Timecard Amount \$0.00

Buyer Pallme, Tiffany A

Equipment Material Expense

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BPA Number	Local	Work Type	Rate Type	FRI-Jun-16	SAT-Jun-17	SUN-Jun-18	MON-Jun-19
A1003724	159	1003		0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲

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Step 14

In the **MON-Jun-19** field, type **8.00**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

	FRI-Jun-16	SAT-Jun-17	SUN-Jun-18	MON-Jun-19	TUE-Jun-20	WED-Jun-21	THU-Jun-22
e	8.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲

Step 15

In the **Consultant Name** field, type **Joe Consultant**.

The screenshot shows a software interface with a table. At the top left, there are two labels: "al Timecard Hours 0" and "Timecard Amount \$0.00". Below these is a table with two columns: "Attachment" and "* Consultant Name". The "Attachment" column contains a paperclip icon. The "* Consultant Name" column contains a text input field with a green border, indicating it is the active field for the current step. The table is part of a larger form with a blue header bar at the bottom.

Step 16

Select **Equipment**.

Timecard Entry Type Individual Daily

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor **Equipment** Material Expense

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Price	Total Hours	Total Amount	Comments
	16.00	\$16.00	

Step 17

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

The screenshot shows a software interface with a header section containing the following information:

- Supplier** OTTC DEMO TEST SUPPLIER
- Site Id**
- Supplier Site** 01STLOUIS - ERS
- Lien Waiver** No
- Buyer** Pallme, Tiffany A

Below the header is a navigation bar with four tabs: Labor, Equipment, Material, and Expense. The 'Equipment' tab is selected and highlighted with a blue border.

Under the 'Equipment' tab is a toolbar with several icons. The first icon is a grid, followed by a plus sign (+) which is highlighted with a green square, then an 'X' icon, a list icon, a pencil icon, and a document icon.

Below the toolbar is a table with the following columns:

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

At the bottom of the interface is a blue footer bar containing the text: "About" and "Created with Visual Builder, Copyright © 2021".

Step 18

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor **Equipment** Material Expense

+ -

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

About
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Step 19

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

The screenshot shows a software interface with the following elements:

- Supplier Site:** 01STLOUIS - ERS
- Lien Waiver:** No
- Buyer:** Pallme, Tiffany A
- Tabs:** Labor, **Equipment**, Material, Expense
- Search PO Line:** A dropdown menu is open, showing a list of results. The first result, '1', is highlighted with a green border.

* Line Number	Search PO Line	* PO Line	Project	Task
2				

Line Number	Project	Task	Feeder Reference	Distribution Num
1	P0716	M-PBCW-512000	FU26375900	1

About
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Step 21

In the Craft drop-down list, select **SE0000002**.

The screenshot shows a software interface with a header section and a table below. The header section contains the following information:

- Supplier Site: 01STLOUIS - ERS
- Lien Waiver: No
- Buyer: Pallme, Tiffany A

Below the header is a navigation bar with four tabs: Labor, Equipment, Material, and Expense. The 'Equipment' tab is selected and highlighted with a blue border.

Under the 'Equipment' tab, there is a toolbar with icons for grid, add, delete, list, edit, and print. Below the toolbar is a table with the following columns: Line, * PO Line, Project, and Task.

Line	* PO Line	Project	Task
▼	1	P0716	M-PBCW-512000

Below this table is a larger table with the following columns: BPA Number, BPA Line Number, Item, Item Description, and a partially visible column on the right.

BPA Number	BPA Line Number	Item	Item Description	
A1003724	11	SE0000001	AIR MOVER-NEGATIVE-1,000 CUBIC FEET PER MINUTE-TIMECARD-HOUR	1
A1003724	12	SE0000002	AIR MOVER-NEGATIVE-2,000 CUBIC FEET PER MINUTE-TIMECARD-HOUR	1
A1003724	13	SE0000003	ANALYZER-BATTERY-TIMECARD-HOUR	1
A1003724	14	SE0000004	ANALYZER-CABLE-TIMECARD-HOUR	1
A1003724	15	SE0000005	ANALYZER-POWER-COMMUNICATIONS-TIMECARD-HOUR	1

The item SE0000002 in the second row of the table is highlighted with a green border.

Step 22

Select **Job Number**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor **Equipment** Material Expense

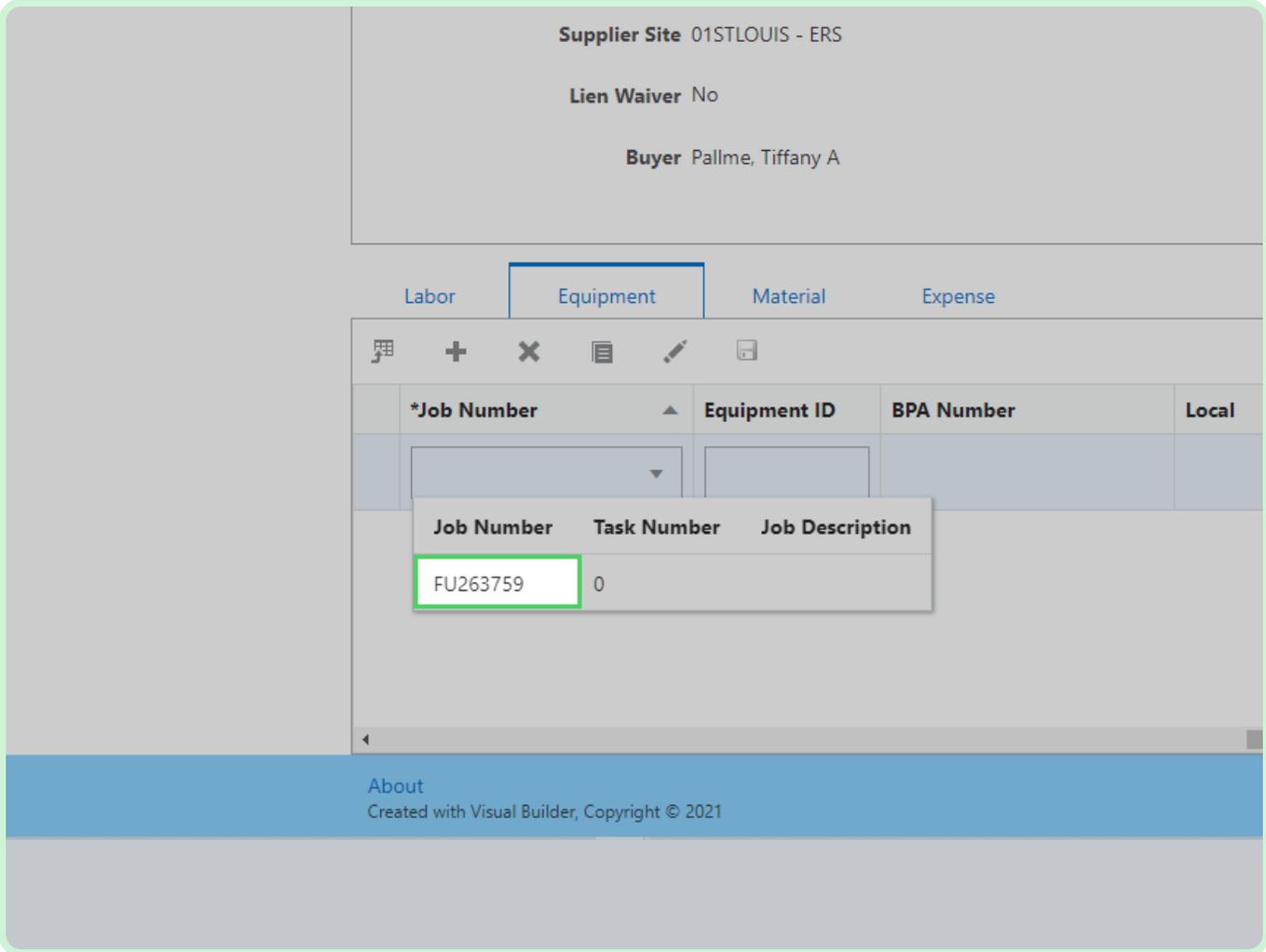
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*Job Number	BPA Number	Local	Work Type	Rate Type
<input type="text"/>				

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Step 23

In the Job Number drop-down list, select **FU263759**.



Step 24

In the **FRI-Jun-16** field, type **8.00**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor **Equipment** Material Expense

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Rate Type	Rate Type	FRI-Jun-16	SAT-Jun-17	SUN-Jun-18	MON-Jun-19
3	1.8X	0.00	0.00	0.00	0.00

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Step 25

In the **MON-Jun-19** field, type **8.00**.

JIS - ERS Total Timecard Hours 0

Total Timecard Amount \$0.00

Tiffany A

Material Expense

	FRI-Jun-16	SAT-Jun-17	SUN-Jun-18	MON-Jun-19	TUE-Jun-20	WED-Jun-21	THU-Jun-22
	8.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲

Step 26

Select **Material**.

Timecard Entry Type Individual Daily

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

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

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Rate Type	FRI-Jun-16	SAT-Jun-17	SUN-Jun-18	MON-Jun-19
3	8.00	0.00	0.00	8.00

Step 27

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

The screenshot shows a software interface with the following elements:

- Supplier Information:**
 - Supplier: OTTC DEMO TEST SUPPLIER
 - Site Id:
 - Supplier Site: 01STLOUIS - ERS
 - Lien Waiver: No
 - Buyer: Pallme, Tiffany A
- Navigation Tabs:** Labor, Equipment, **Material** (selected), Expense
- Table Controls:** A toolbar containing icons for a grid, a plus sign (highlighted with a green box), a close button (X), a list icon, a pencil icon, and a save icon.
- Table:**

* Line Number	Search PO Line	* PO Line	Project	Task
No data to display.				
- Footer:** About
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Step 28

Select **Search PO Line**.

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense

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

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Step 29

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

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense

+ -

* Line Number	Search PO Line	* PO Line	Project	Task
3				

Line Number	Project	Task	Account
1	P0716	M-PBCW-512000	UEC.CE.512000.83A0.580.PBCW0.000.EC.0

About
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Step 30

Select **Job Number**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Expense

	*Job Number	* Material Description
3CW-512000	<input type="text"/>	<input type="text"/>

Step 31

In the Job Number drop-down list, select **FU263759**.

The screenshot shows a software interface with a grey background. At the top right, there are two summary fields: "Total Timecard Hours 0" and "Total Timecard Amount \$0.00". Below these, there is a section with a blue border and the word "Expense" in blue text. Underneath is a table with three columns: "Task", "*Job Number", and "* Material Description". The "Task" column contains the text "M-PBCW-512000". The "*Job Number" column has a dropdown menu that is open, showing a list of options. The first option is "FU263759", which is highlighted with a green border. The dropdown menu also shows "Task Number" as "0" and "Job Description" as an empty field. The bottom of the interface features a blue horizontal bar.

Task	*Job Number	* Material Description
M-PBCW-512000	<input type="text" value="FU263759"/>	

Job Number	Task Number	Job Description
FU263759	0	

Step 32

In the **Material Description** field, type **Pipes and sheet metal**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Expense

	* Material Description	UOM
▼	<input type="text"/>	EACH

Step 33

In the **Unit Price** field, type **10.99**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

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

Step 34

In the **Quantity** field, type **5.00**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

	UOM	Unit Price	* Quantity		Amount	Comments
	EACH	10.99	0.00		\$0.00	

Step 35

In the **Consultant Name** field, type **Sue Consultant**.

The screenshot shows a software interface with a table. At the top left, there are labels for 'Hours 0' and 'Amount \$0.00'. Below these is a table with two main columns: 'Attachment' and '* Consultant Name'. The 'Attachment' column contains a paperclip icon. The '* Consultant Name' column contains an empty text input field with a green border. A blue bar is visible at the bottom of the interface.

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

Step 36

Select **Expense**.

Timecard Entry Type Individual Daily **Total Equ**

Supplier OTTC DEMO TEST SUPPLIER **Total N**

Site Id **Total E**

Supplier Site 01STLOUIS - ERS **Total**

Lien Waiver No **Total Ti**

Buyer Pallme, Tiffany A

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

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	UOM	Unit Price	* Quantity			Amount	Comments
	EACH	10.99	5.00	▼	▲	\$54.95	

Step 37

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

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material **Expense**

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

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Step 38

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material **Expense**

+ × [List Icon] [Pencil Icon] [Save Icon]

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

About
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Step 39

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

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material **Expense**

+ × [] [] []

* Line Number	Search PO Line	* PO Line	Project	Task
4	[]			

Line Number	Project	Task	Feeder Reference	Distribution Num
1	P0716	M-PBCW-512000	FU26375900	1

About
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Step 40

Select **Job Number**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Pallme, Tiffany A

Labor Equipment Material **Expense**

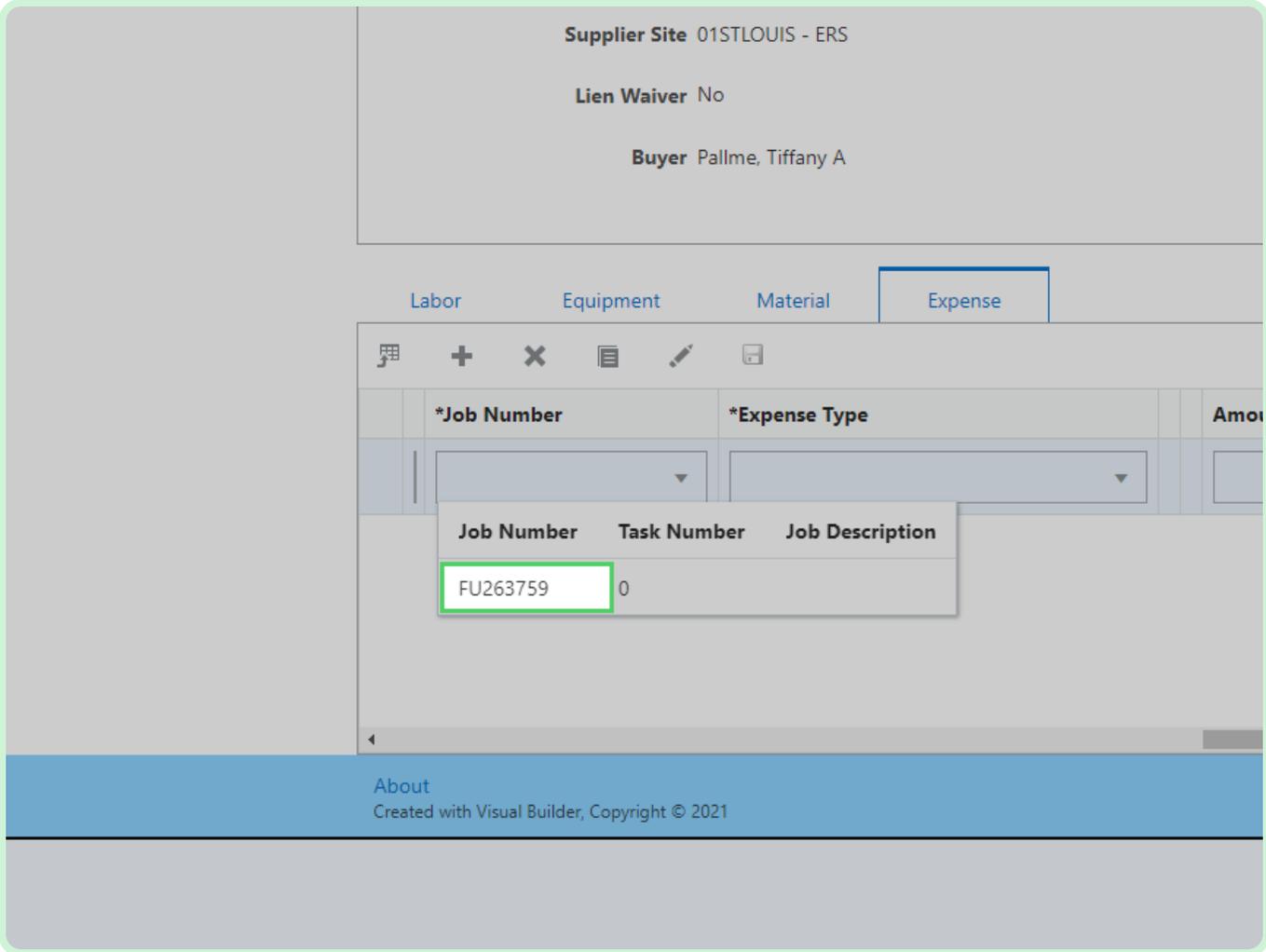
+ X [List Icon] [Edit Icon] [Save Icon]

*Job Number	*Expense Type	Amou
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Step 41

In the Job Number drop-down list, select **FU263759**.



Step 42

Select **Expense Type**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Expense

*Job Number	*Expense Type	Amount	* Comments
FU263759/0		\$0.00	

Step 43

In the Expense Type drop-down list, select **Equipment Rental**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Expense

*Job Number	*Expense Type	Amount	* Comments
FU263759/0	<ul style="list-style-type: none">Car RentalEquipment RentalFuel SurchargeHotel AccommodationMaterial Handling Charge	\$0.00	

Step 44

In the **Amount** field, type **36.00**.

The screenshot shows a software interface for entering timecard data. At the top, there are two summary fields: "Total Timecard Hours 0" and "Total Timecard Amount \$0.00". Below these is a table with three columns: "*Expense Type", "Amount", and "* Comments". The first row of the table has "Equipment Rental" in the first column, "\$0.00" in the second column, and an empty field in the third. The "\$0.00" value in the Amount column is enclosed in a green rectangular box, indicating it is the current focus for editing. The interface has a light gray background with a blue horizontal bar at the bottom.

*Expense Type	Amount	* Comments
Equipment Rental	\$0.00	

Step 45

In the **Comments** field, type **Equipment rental**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Amount	* Comments	Attachment	* Consultant Name
\$36.00	<input type="text"/>		

Step 46

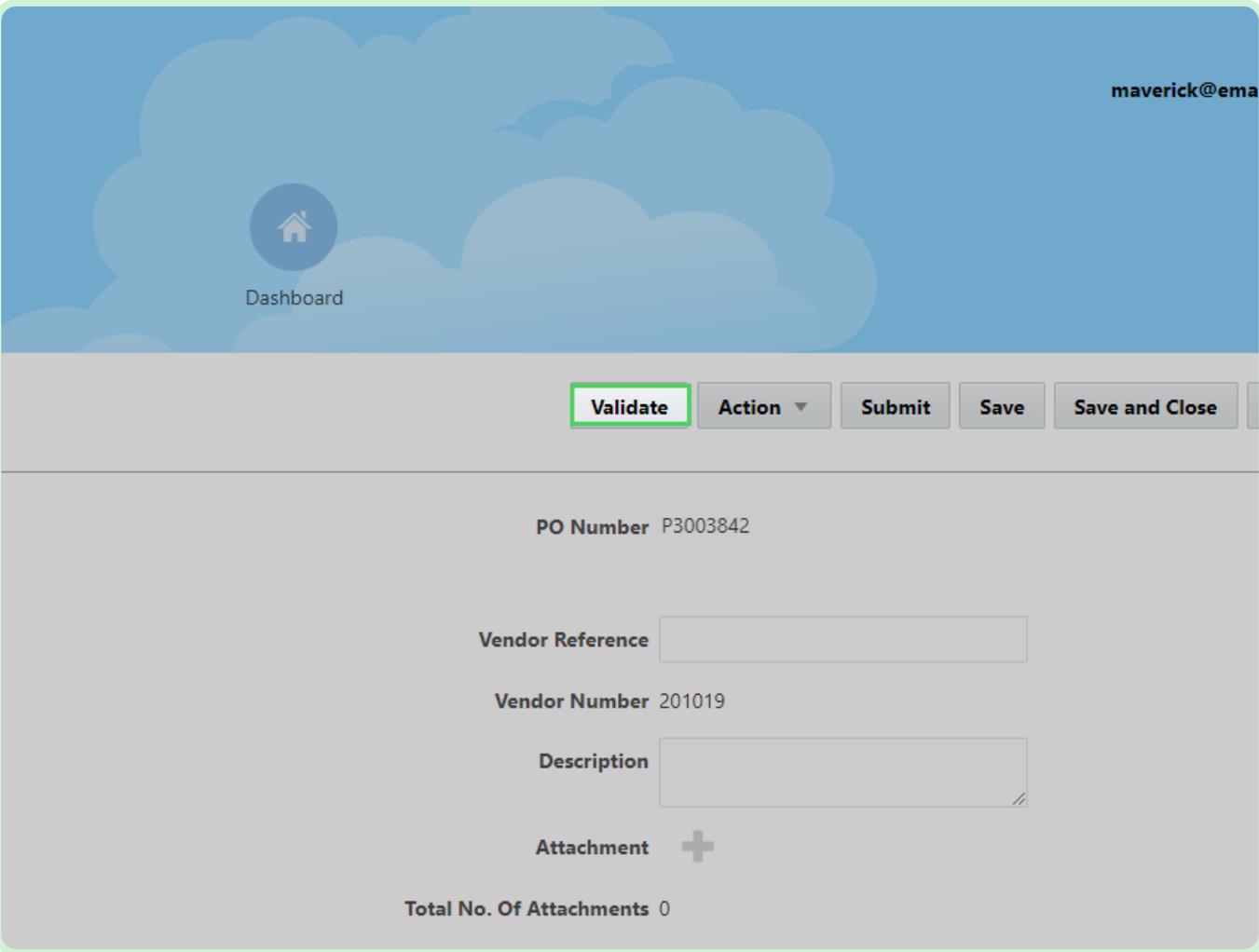
In the **Consultant Name** field, type **Carmen Consultant**.

The screenshot shows a software interface with a table. At the top left, there are labels for 'Hours 0' and 'Amount \$0.00'. Below these is a table with three columns: an empty column, 'Attachment', and '* Consultant Name'. The '* Consultant Name' column contains a text input field with a green border. Below the table is a blue horizontal bar. The interface is light gray with rounded corners.

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

Step 47

Select **Validate**.



Step 48

Select **Close**.

The screenshot shows a software window with a grey header bar containing a close button (X) in the top right corner. Below the header is a blue banner with a cloud graphic. A toolbar contains buttons for **Validate**, **Action** (with a dropdown arrow), **Submit**, **Save**, **Save and Close**, and **Cancel**. The main form area contains the following fields:

- PO Number** P3003842
- Vendor Reference**
- Vendor Number** 201019
- Description**
- Attachment**
- Io. Of Attachments** 0

Step 49

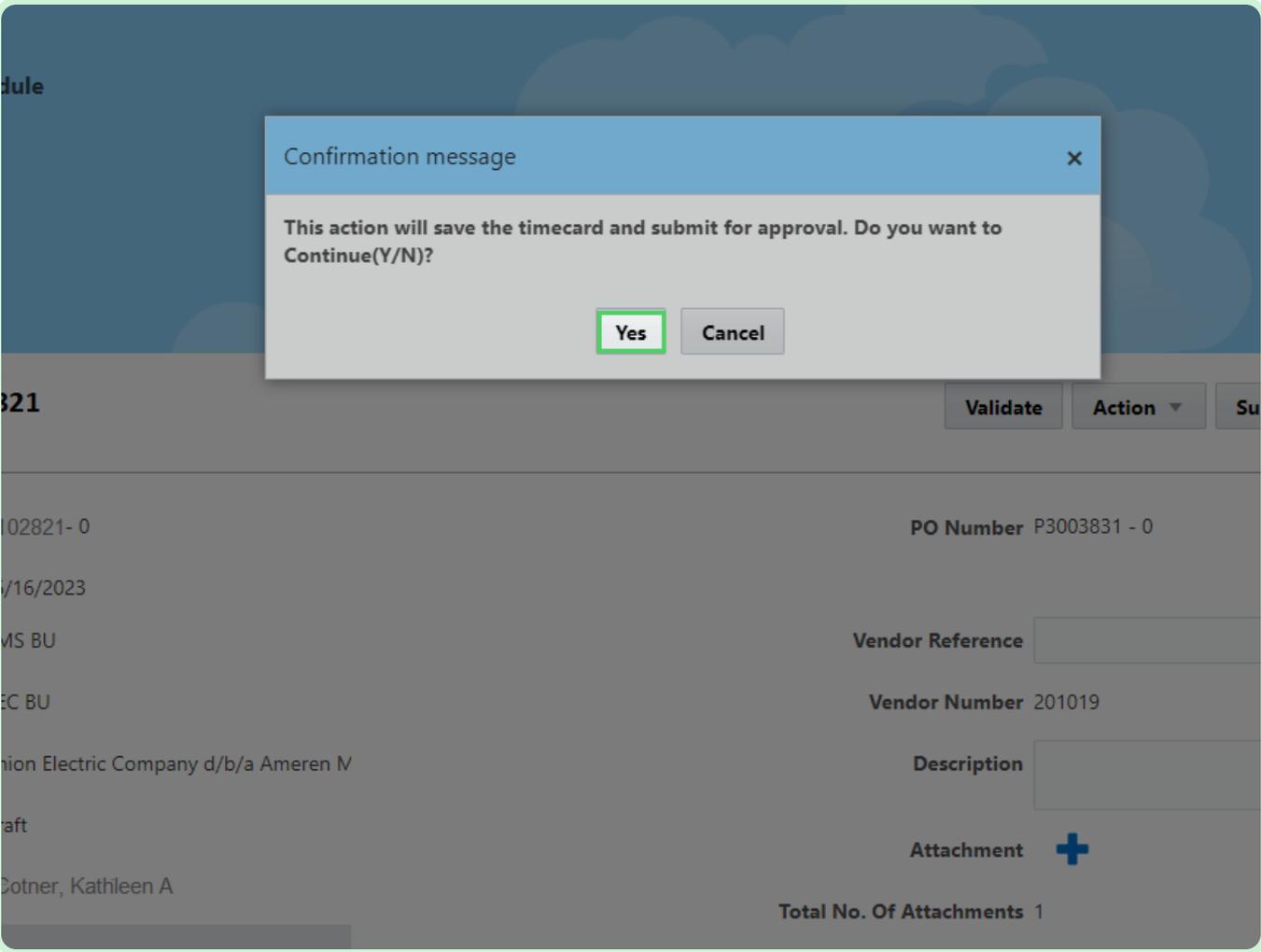
Select **Submit**.

The screenshot shows a web interface with a blue header containing a home icon and the text 'Dashboard' on the left, and the email address 'maverick@email.com' on the right. 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 form area contains the following fields:

- PO Number** P3003842
- Vendor Reference**
- Vendor Number** 201019
- Description**
- Attachment**
- Total No. Of Attachments** 0

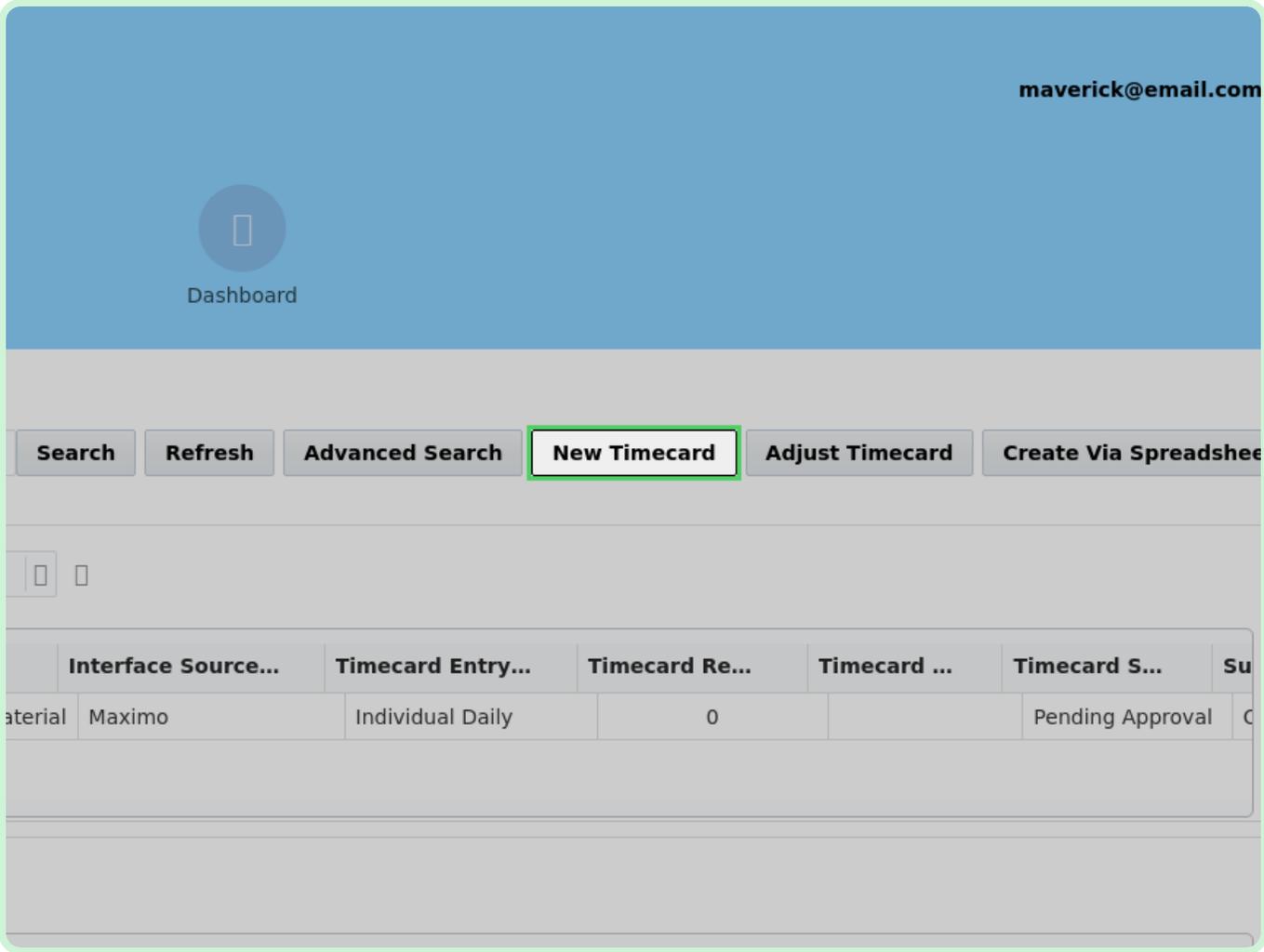
Step 50

Select **Yes**.



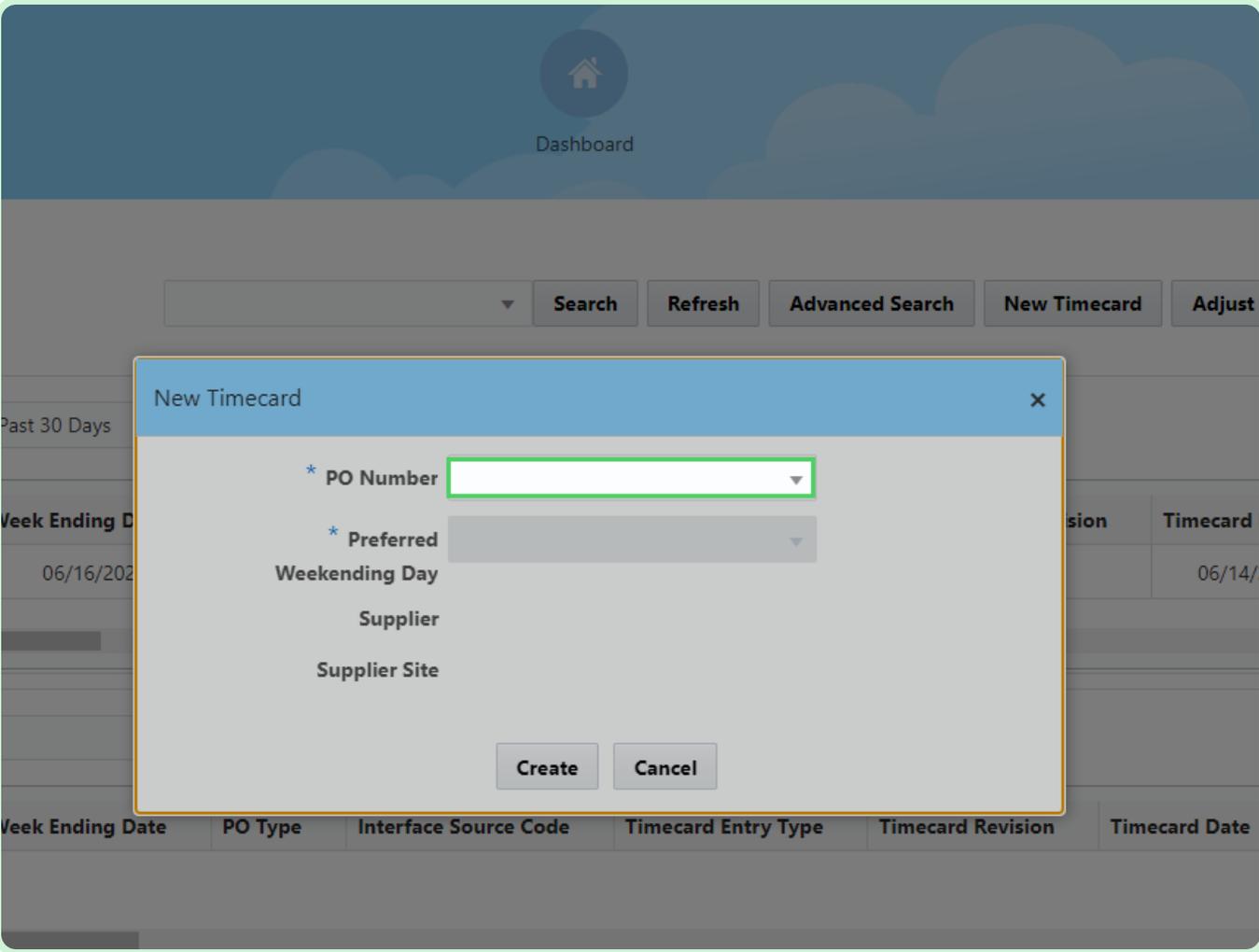
Step 51

Select **New Timecard**.



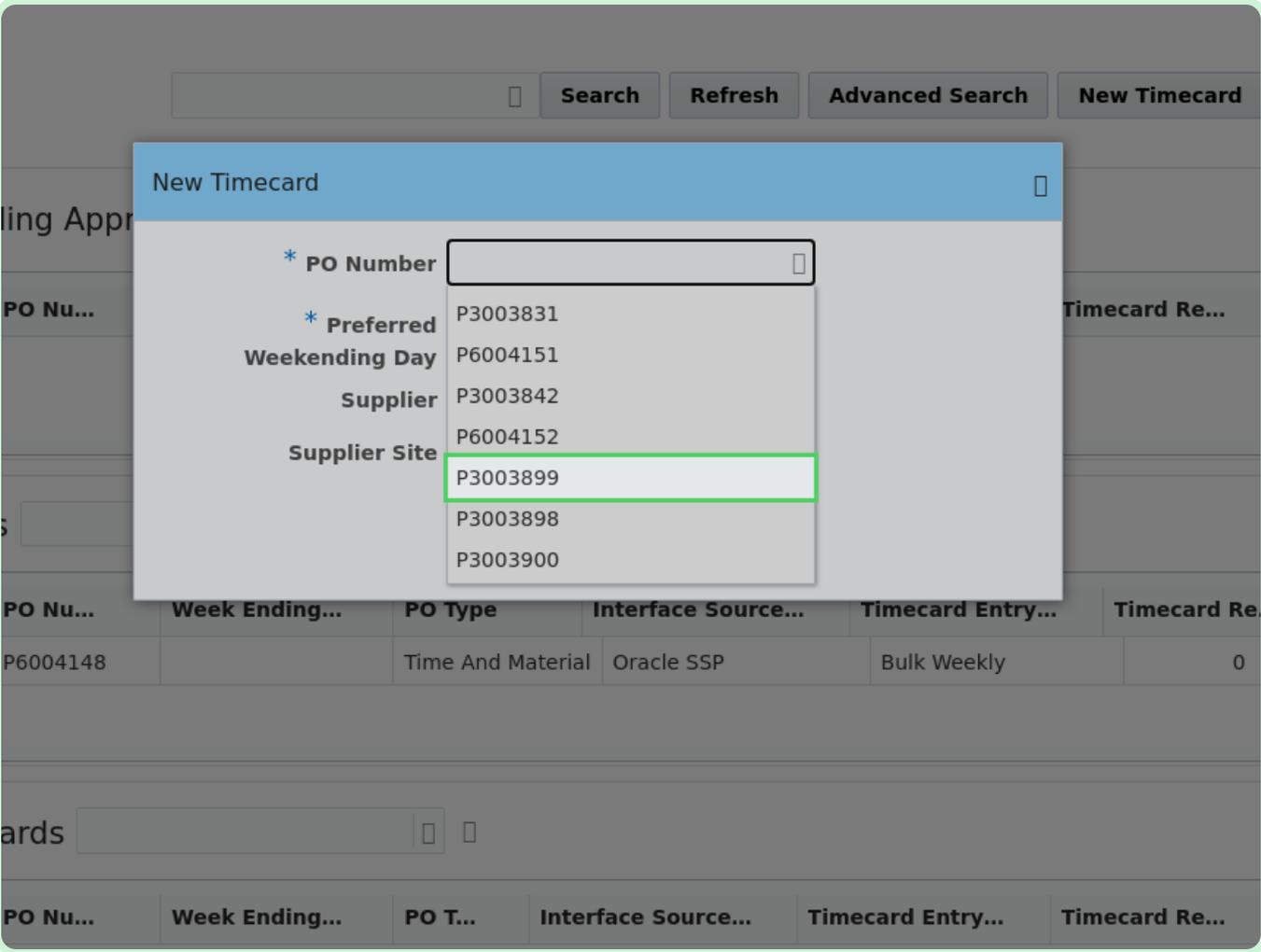
Step 52

Select **PO Number**.



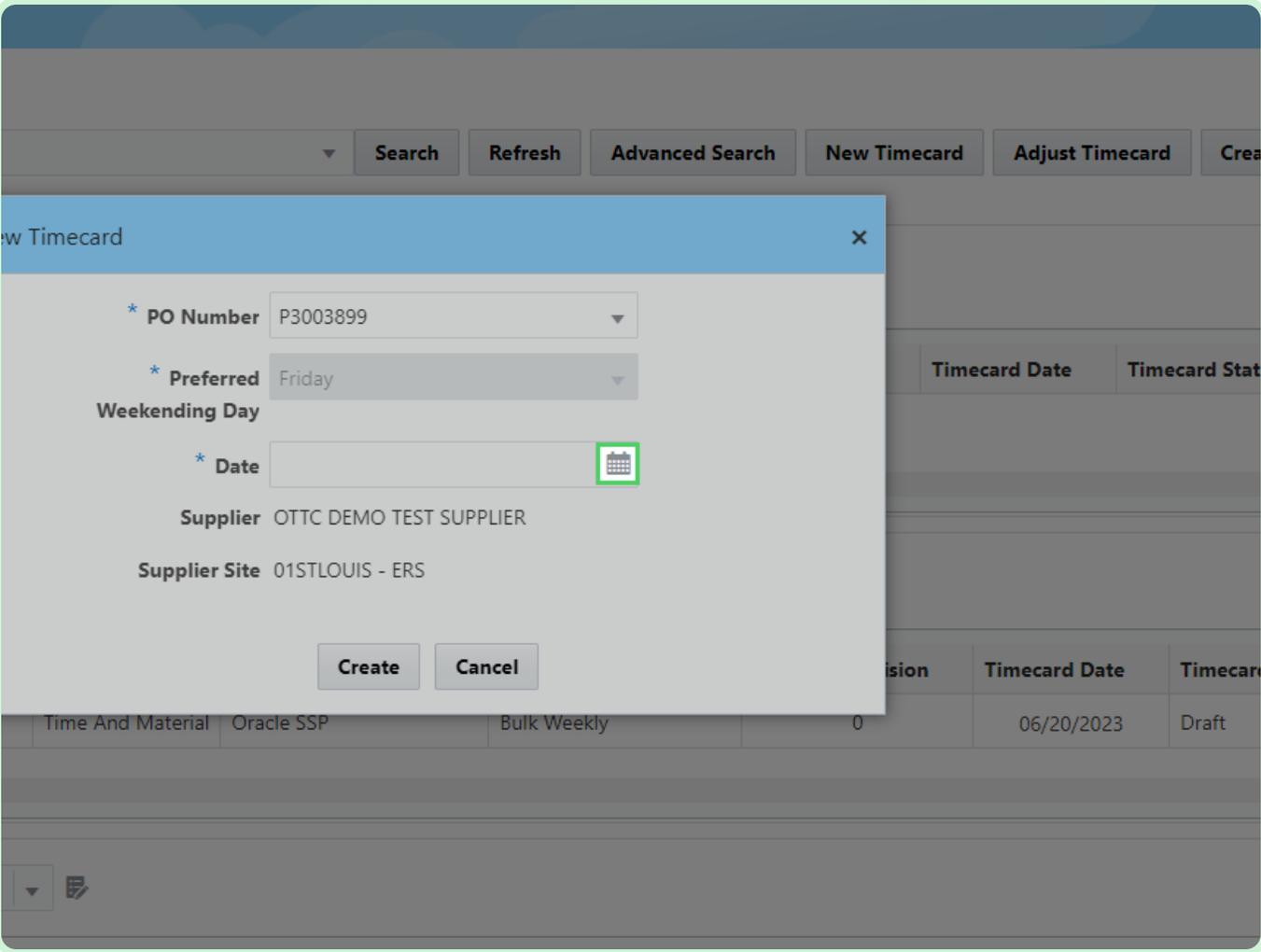
Step 53

In the PO Number drop-down list, select **P3003899**.



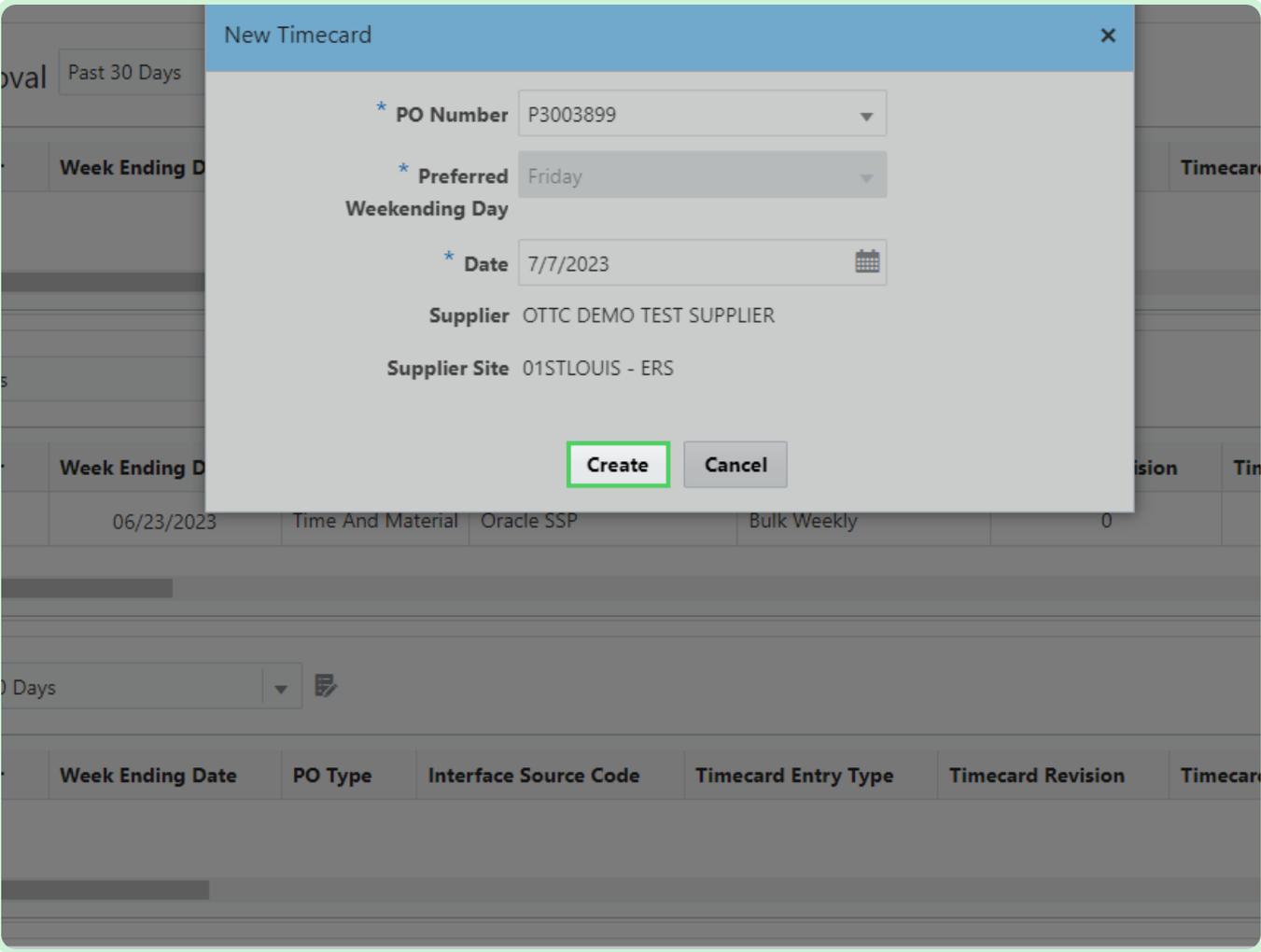
Step 54

Select **Date**.



Step 56

Select **Create**.



Step 57

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

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment Material Expense

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

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Step 58

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor | Equipment | Material | Expense

☰ + ✕ ☰ ✎ 📄

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

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Step 59

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

Supplier Site 01STLEO015 - ER3

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment Material Expense

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

Line Number	Project	Task	Account
1	0A718	I-IMIS-107000	UEC.CE.107000.78A0.630.IMIS0.000.EX.0000

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Step 61

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

The screenshot shows a software interface with a header section containing the following text:

- Supplier Site: ST. LOUIS - ER3
- Lien Waiver: No
- Buyer: Ahlers, Timothy J

Below the header is a tabbed interface with four tabs: Labor, Equipment, Material, and Expense. The 'Labor' tab is selected.

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

Below the toolbar is a table with the following columns: * Line Number, Search PO Line, * PO Line, Project, and Task.

* Line Number	Search PO Line	* PO Line	Project	Task
1		1	0A718	I-IMIS-107000

A dropdown menu is open below the 'Search PO Line' column, showing a list of items:

BPA Number	BPA Line Number	Item	Item Description
A1003724	1	SL0000001	ACCOUNTANT-PROJECT-TIMECARD-HOUR
A1003724	2	SL0000002	ACCOUNTANT-SENIOR-TIMECARD-HOUR

The item 'SL0000001' is highlighted with a green border.

At the bottom of the interface, there is a blue footer bar with the text: "About Created with Visual Builder, Copyright © 2021".

Step 62

Select **Job Number**.

Project Site 01STLOUIS - ERS Total Timecard Hours 0

Waiver No Total Timecard Amount \$0.00

Buyer Ahlers, Timothy J

Material Expense

*Job Number	BPA Number	Local	Work Type	Rate
<input type="text" value=""/>	A1003724	159	1003	

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Step 63

In the Job Number drop-down list, select **FU263579**.

Supplier Site: ST. LOUIS - ER3 Total Timecard Hours: 0

Job Waiver: No Total Timecard Amount: \$0.00

Buyer: Ahlers, Timothy J

Equipment Material Expense

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*Job Number	BPA Number	Local	Work Type
<input type="text" value=""/>	A1003724	159	1003

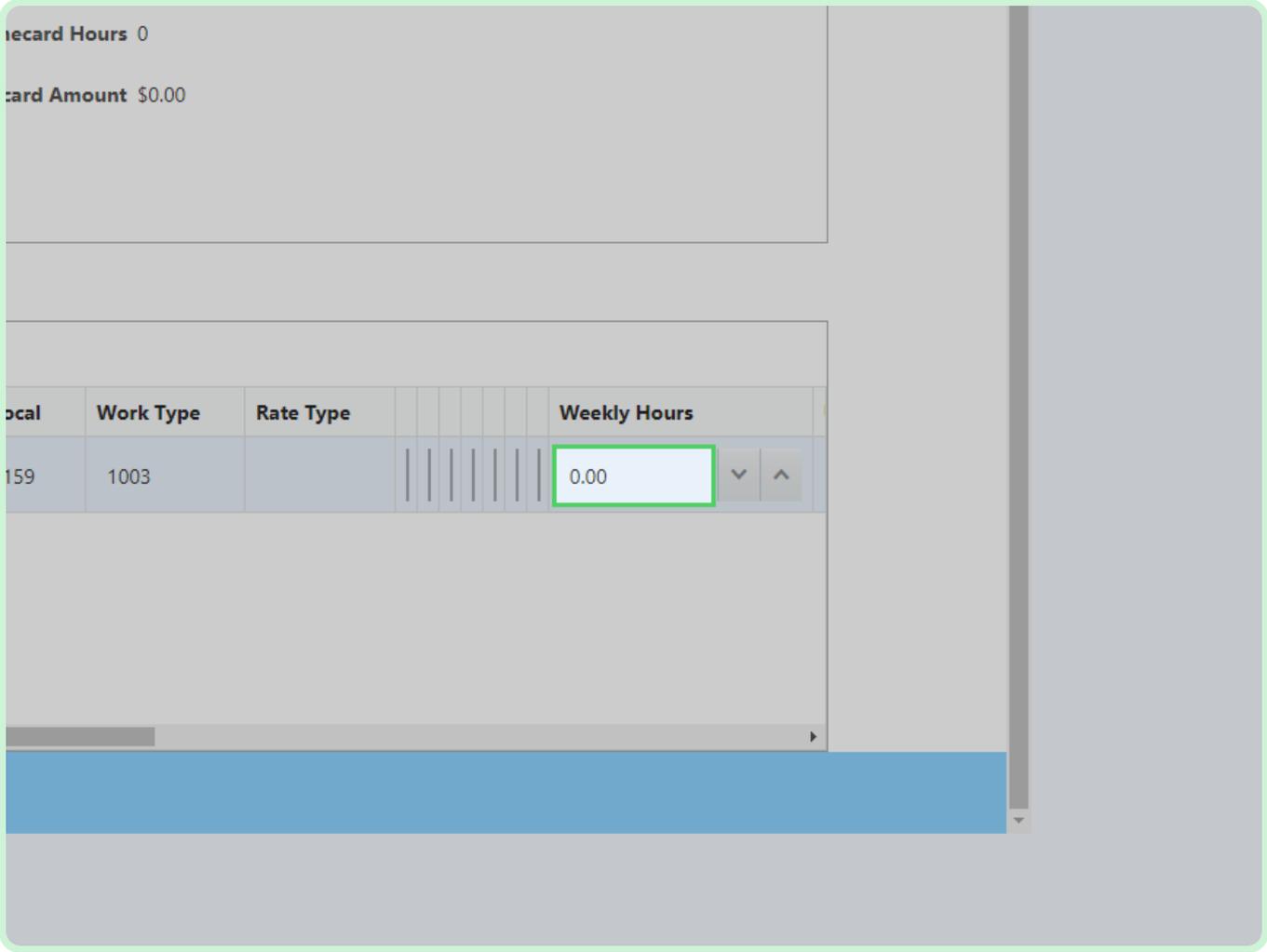
Job Number	Task Number	Job Description
FU263759	0	

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Step 64

In the **Weekly Hours** field, type **20.00**.

Alternatively, you can use the **Increment** and **Decrement** icons to adjust the **Weekly Hours**.



Step 65

Select **Equipment**.

Timecard Entry Type Bulk Weekly

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor **Equipment** Material Expense

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BPA Number	Local	Work Type	Rate Type							Weekly Hours	UOM
A1003724	159	1003								20.00	▼ ▲ HR

Step 66

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

The screenshot shows a software interface with a header section and a main content area. The header section contains the following information:

- Supplier** OTTC DEMO TEST SUPPLIER
- Site Id**
- Supplier Site** 01STLOUIS - ERS
- Lien Waiver** No
- Buyer** Ahlers, Timothy J

Below the header is a navigation bar with four tabs: **Labor**, **Equipment** (selected), **Material**, and **Expense**.

Under the **Equipment** tab, there is a toolbar with several icons. The first icon is a grid, and the second icon is a plus sign (+) inside a green square, which is highlighted. Other icons include a close (X), a list, a pencil, and a save icon.

Below the toolbar is a table with the following columns:

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

At the bottom of the interface, there is a blue footer bar containing the text: **About** and Created with Visual Builder, Copyright © 2021.

Step 67

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor **Equipment** Material Expense

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

About
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Step 68

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

The screenshot shows a software interface with a header section containing the following information:

- Supplier Site: 0131E0015 - ER3
- Lien Waiver: No
- Buyer: Ahlers, Timothy J

Below the header is a navigation bar with four tabs: Labor, Equipment (selected), Material, and Expense. Underneath the tabs is a toolbar with icons for grid, add, delete, list, edit, and save.

The main area contains a table with the following columns: * Line Number, Search PO Line, * PO Line, Project, and Task. The first row of data is:

* Line Number	Search PO Line	* PO Line	Project	Task
2	[Dropdown]			

Below this table is a detailed view table with columns: Line Number, Project, Task, and Account. The first row of data is:

Line Number	Project	Task	Account
1	0A718	I-IMIS-107000	UEC.CE.107000.78A0.630.IMIS0.000.EX.0000

The '1' in the 'Line Number' column of the detailed view table is highlighted with a green box. At the bottom of the interface, there is a blue footer bar with the text: "About Created with Visual Builder, Copyright © 2021".

Step 70

In the Craft drop-down list, select **SE0000002**.

Total Timecard Amount \$0.00

Expense

* Craft	Craft Type	Craft Description	
<input type="text"/>			
BPA Number	BPA Line Number	Item	Item Description
A1003724	11	SE0000001	AIR MOVER-NEGATIVE-1,000 CUBIC FEET PER MINUTE-TIME
A1003724	12	SE0000002	AIR MOVER-NEGATIVE-2,000 CUBIC FEET PER MINUTE-TIME
A1003724	13	SE0000003	ANALYZER-BATTERY-TIMECARD-HOUR
A1003724	14	SE0000004	ANALYZER-CABLE-TIMECARD-HOUR
A1003724	15	SE0000005	ANALYZER-POWER-COMMUNICATIONS-TIMECARD-HOUR

Step 71

In the **Weekly Hours** field, type **20.00**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Rate Type	Weekly Hours	UOM
1.8X	0.00	HR

Step 72

Select **Material**.

Timecard Entry Type Bulk Weekly

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

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

Equipment ID	BPA Number	Local	Work Type
<input type="text"/>	A1003724	159	1003

Step 73

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

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment **Material** Expense

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

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Step 74

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment **Material** Expense

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

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Step 75

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

The screenshot shows a software interface with a header section containing the following text: **Supplier Site** 0131E0015 - ER3, **Lien Waiver** No, and **Buyer** Ahlers, Timothy J. Below this is a navigation bar with tabs for **Labor**, **Equipment**, **Material** (which is selected), and **Expense**. Underneath the tabs is a toolbar with icons for grid, add, delete, list, edit, and save. The main area contains a table with the following columns: *** Line Number**, **Search PO Line**, *** PO Line**, **Project**, and **Task**. The first row of the table has the value '3' in the *** Line Number** column. A dropdown menu is open from the **Search PO Line** column, showing a list of options. The first option in the dropdown is '1', which is highlighted with a green border. Below the dropdown, a detailed view of the selected item is shown with the following data: **Line Number** 1, **Project** 0A718, **Task** I-IMIS-107000, and **Account** UEC.CE.107000.78A0.630.IMIS0.000.EX.0000. At the bottom of the interface, there is a blue footer bar with the text 'About' and 'Created with Visual Builder, Copyright © 2021'.

Step 76

Select **Job Number**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment **Material** Expense

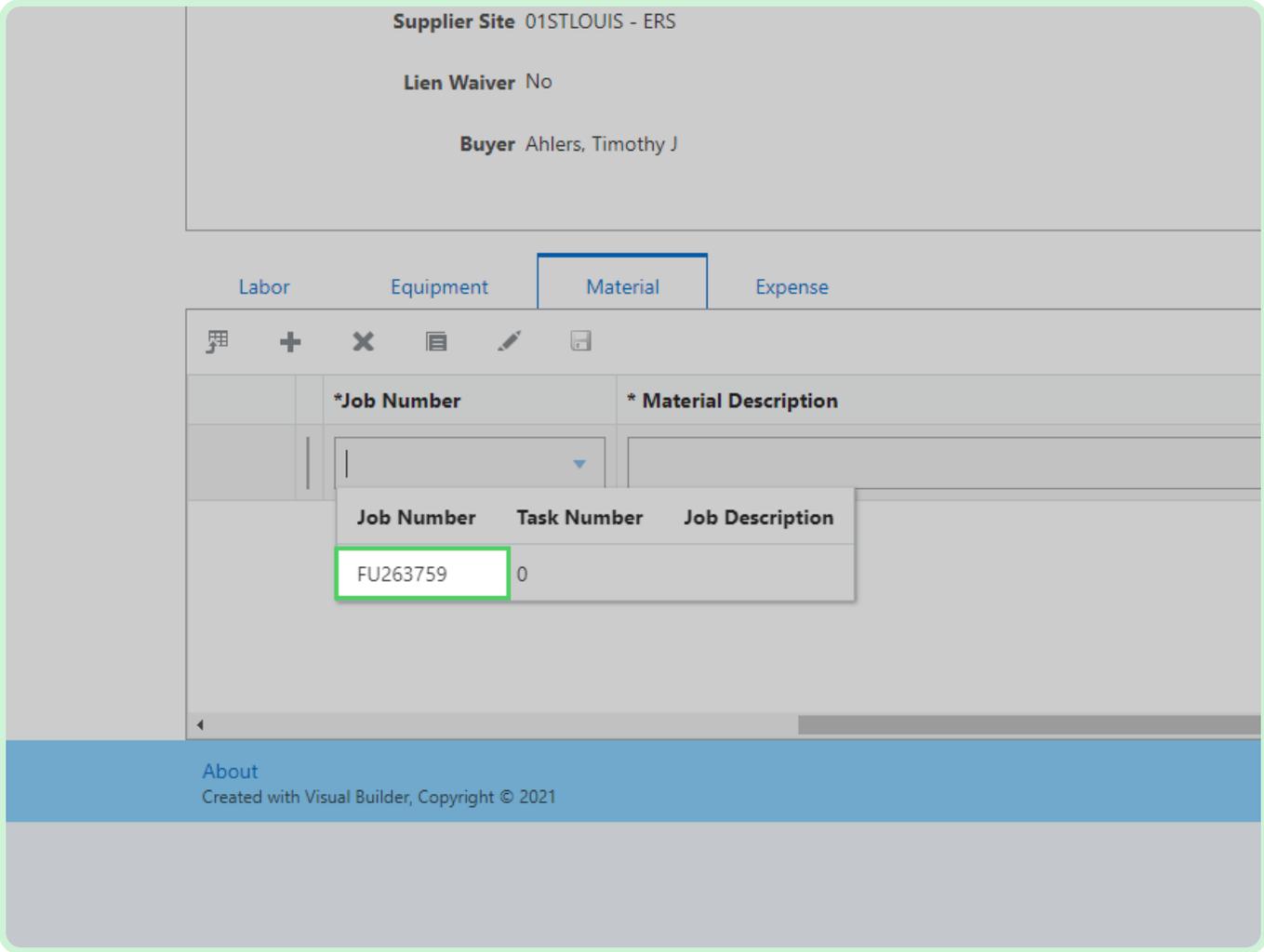
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*Job Number	*Material Description
<input type="text"/>	<input type="text"/>

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Step 77

In the Job Number drop-down list, select **FU263579**.



Step 78

In the **Material Description** field, type **Gaskets and fittings**.

te 01STLOUIS - ERS Total Timecard Hours 0

er No Total Timecard Amount \$0.00

er Ahlers, Timothy J

Material Expense

	* Material Description	UOM
▼	<input type="text"/>	EACH

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Step 79

In the **Unit Price** field, type **6.49**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

	UOM	Unit Price	* Quantity			Amount	Comm
	EACH	0.00	0.00			\$0.00	

Step 80

In the **Quantity** field, type **10.00**.

Supplier Site 01STLOUIS - ERS Total Timecard

Lien Waiver No Total Timecard A

Buyer Ahlers, Timothy J

Labor Equipment **Material** Expense

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	UOM	Unit Price	* Quantity		Amount	Comments
	EACH	6.49	0.00		\$0.00	

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Step 81

Select **Expense**.

Timecard Entry Type Bulk Weekly Total Equi

Supplier OTTC DEMO TEST SUPPLIER Total M

Site Id Total E

Supplier Site 01STLOUIS - ERS Total T

Lien Waiver No Total Tir

Buyer Ahlers, Timothy J

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

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	UOM	Unit Price	* Quantity			Amount	Comments
	EACH ▼	6.49	10.00 ▼ ▲			\$64.90	

Step 82

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

The screenshot shows a software interface with a header section containing the following information:

- Supplier** OTTC DEMO TEST SUPPLIER
- Site Id**
- Supplier Site** 01STLOUIS - ERS
- Lien Waiver** No
- Buyer** Ahlers, Timothy J

Below the header is a navigation bar with tabs for Labor, Equipment, Material, and Expense. The Expense tab is selected and highlighted with a blue border.

Under the Expense tab is a toolbar with several icons. The first icon is a plus sign (+) inside a green square, which is highlighted. Other icons include a grid, a close (X), a list, a pencil, and a save icon.

Below the toolbar is a table with the following columns:

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

At the bottom of the interface is a blue footer bar containing the text: "About" and "Created with Visual Builder, Copyright © 2021".

Step 83

Select **Search PO Line**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment Material **Expense**

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

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Step 84

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

The screenshot shows a software interface with a header section containing the following text: **Supplier Site** 0131E0015 - ER3, **Lien Waiver** No, and **Buyer** Ahlers, Timothy J. Below this is a navigation bar with tabs for **Labor**, **Equipment**, **Material**, and **Expense**. The **Expense** tab is selected. A toolbar with icons for search, add, delete, list, edit, and save is visible. Below the toolbar is a table with columns: *** Line Number**, **Search PO Line**, *** PO Line**, **Project**, and **Task**. The *** Line Number** field contains the value '4'. The **Search PO Line** dropdown menu is open, showing a list of search results with columns: **Line Number**, **Project**, **Task**, **Feeder Reference**, and **Distribution Num**. The first row in the dropdown is highlighted with a green border, showing the value '1' in the **Line Number** column, '0A718' in **Project**, 'I-IMIS-107000' in **Task**, 'JR11945700' in **Feeder Reference**, and '1' in **Distribution Num**. At the bottom of the interface, there is a blue footer bar with the text: **About** and Created with Visual Builder, Copyright © 2021.

Step 85

Select **Job Number**.

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Labor Equipment Material **Expense**

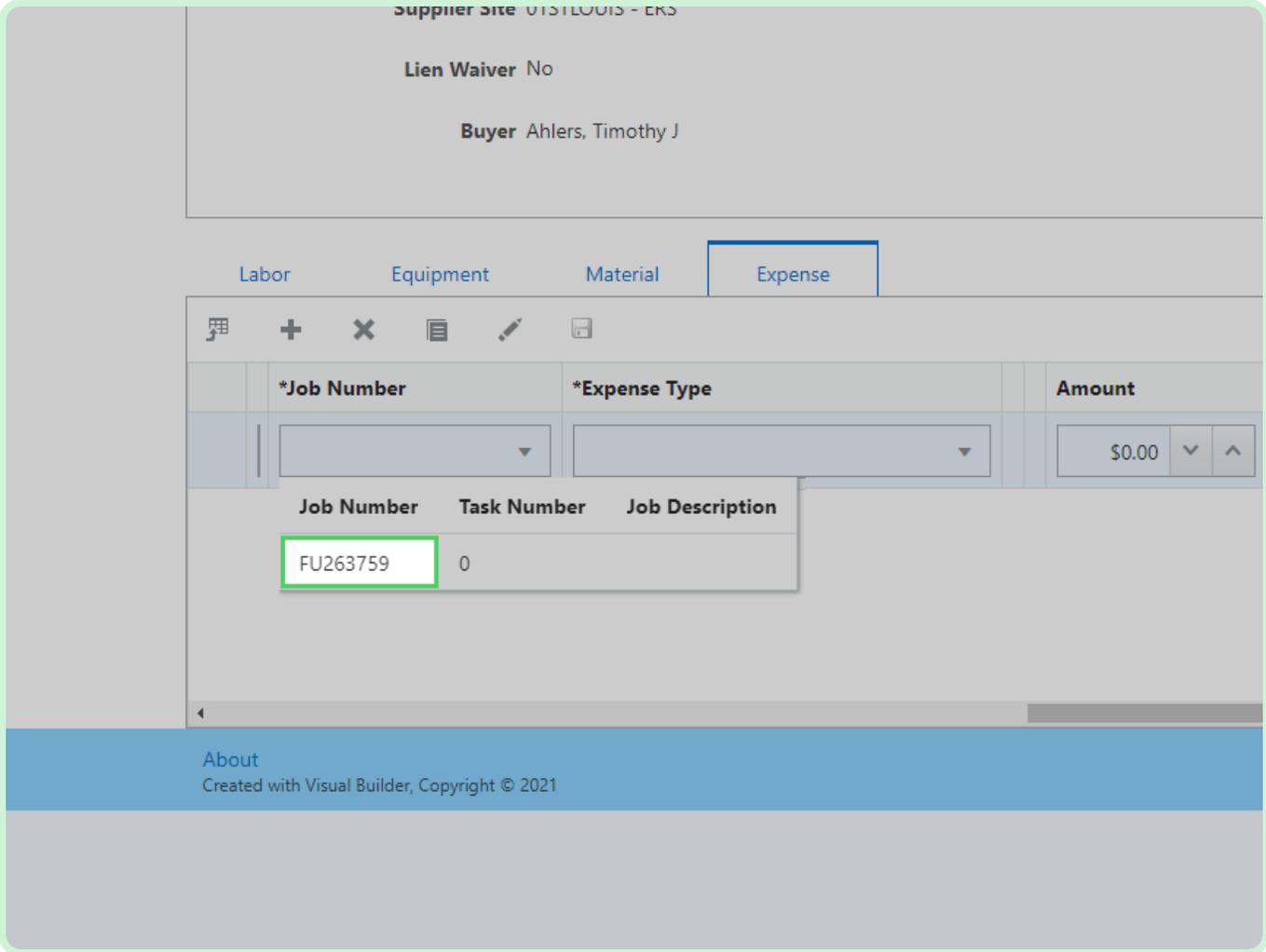
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*Job Number	*Expense Type	Amount
<input type="text"/>	<input type="text"/>	\$0.00 ▼ ▲

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Step 86

In the Job Number drop-down list, select **FU263579**.



Step 87

Select **Expense Type**.

Supplier Site 01STLOUIS - ERS Total

Lien Waiver No Total Ti

Buyer Ahlers, Timothy J

Labor Equipment Material **Expense**

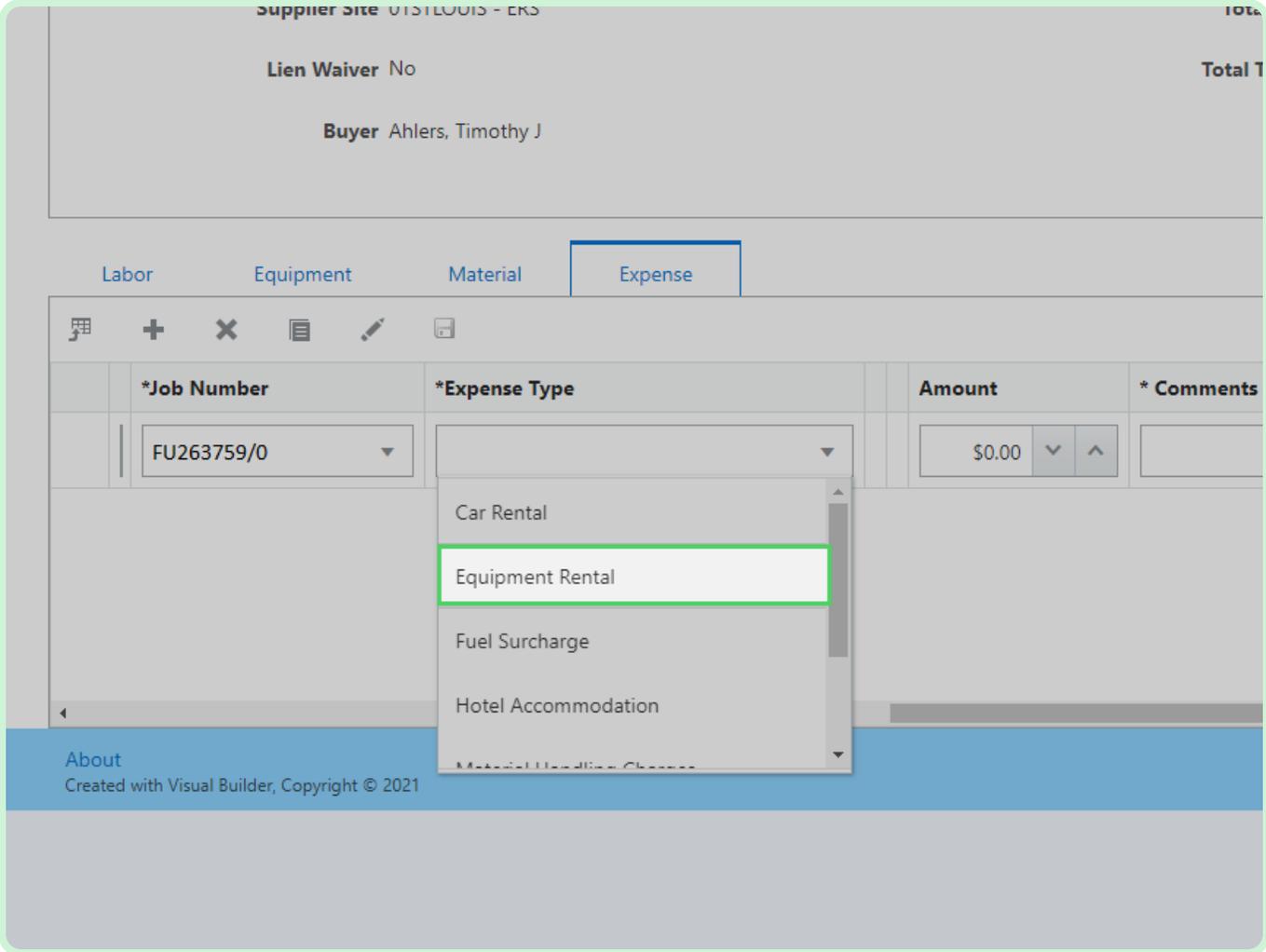
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*Job Number	*Expense Type	Amount	* Comments
FU263759/0	<input type="text"/>	\$0.00	

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Step 88

In the Expense Type drop-down list, select **Equipment Rental**.



Step 89

In the **Amount** field, type **64.99**.

Site 01STLOUIS - ERS Total Timecard Hours 0

iver No Total Timecard Amount \$0.00

yer Ahlers, Timothy J

Material Expense

*Expense Type	Amount	* Comments
<input type="text" value="Equipment Rental"/>	<input style="border: 2px solid green;" type="text" value="\$0.00"/>	

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Step 90

In the **Comments** field, type **Truck rental**.

Total Timecard Hours 0

Total Timecard Amount \$0.00

Amount	* Comments	Attachment	Consultant Name
\$64.99	<input type="text"/>		<input type="text"/>

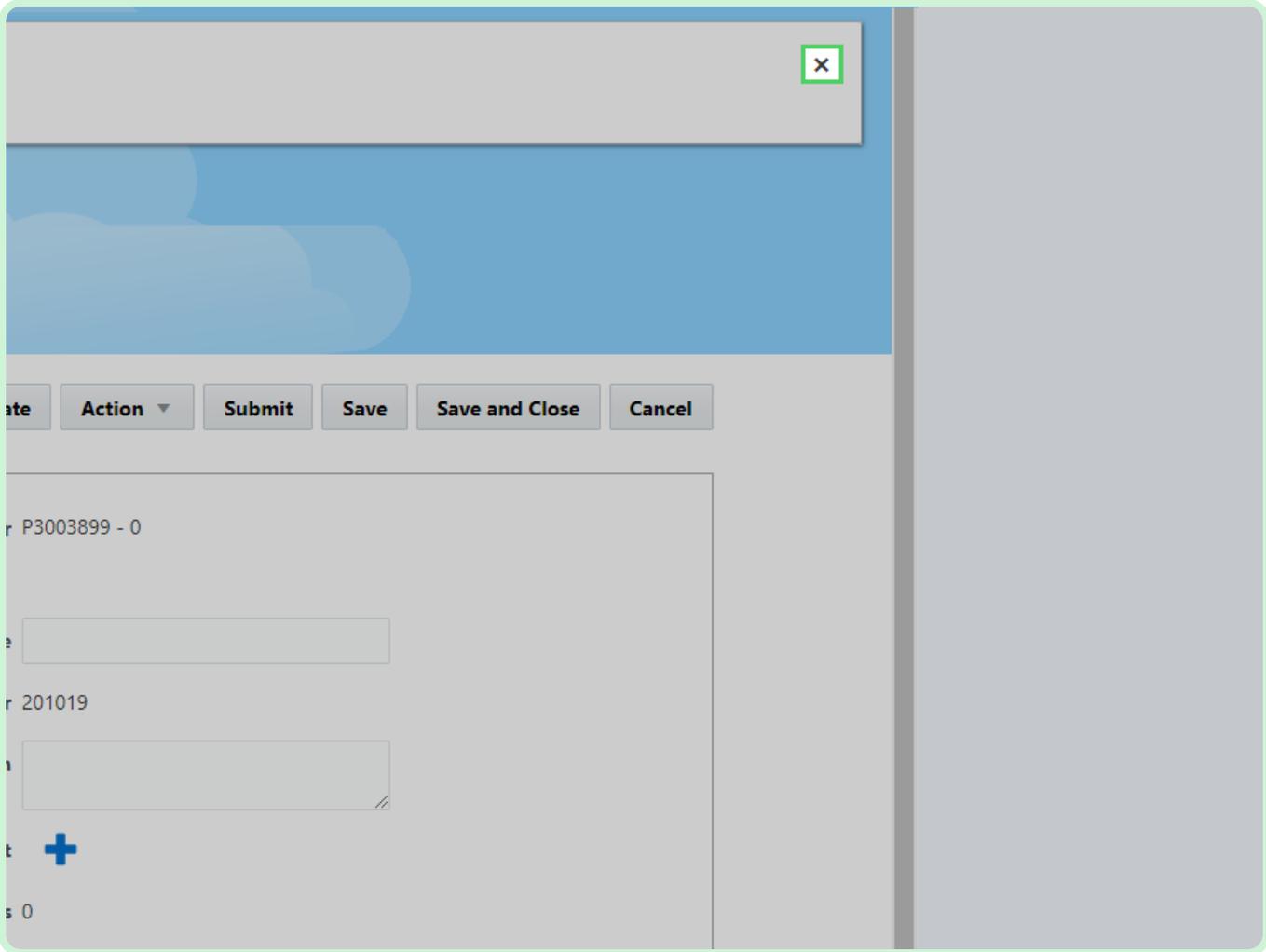
Step 91

Select **Validate**.

The screenshot shows a web application interface with a blue header and a grey main content area. In the top right corner of the header, the email address "maverick@ema" is displayed. On the left side of the header, there is a circular icon with a house symbol and the text "Dashboard" below it. The main content area features a horizontal bar with several buttons: "Validate" (highlighted with a green border), "Action" (with a dropdown arrow), "Submit", "Save", and "Save and Close". Below this bar, the form contains the following fields and labels: "PO Number" with the value "P3003899 - 0", "Vendor Reference" with an empty text input field, "Vendor Number" with the value "201019", "Description" with an empty text area, and "Attachment" with a blue plus sign icon. At the bottom of the form, it displays "Total No. Of Attachments 0".

Step 92

Select **Close**.



Step 93

Select **Submit**.

maverick@email.com

Dashboard

Validate Action **Submit** Save Save and Close Cancel

PO Number P3003899 - 0

Vendor Reference

Vendor Number 201019

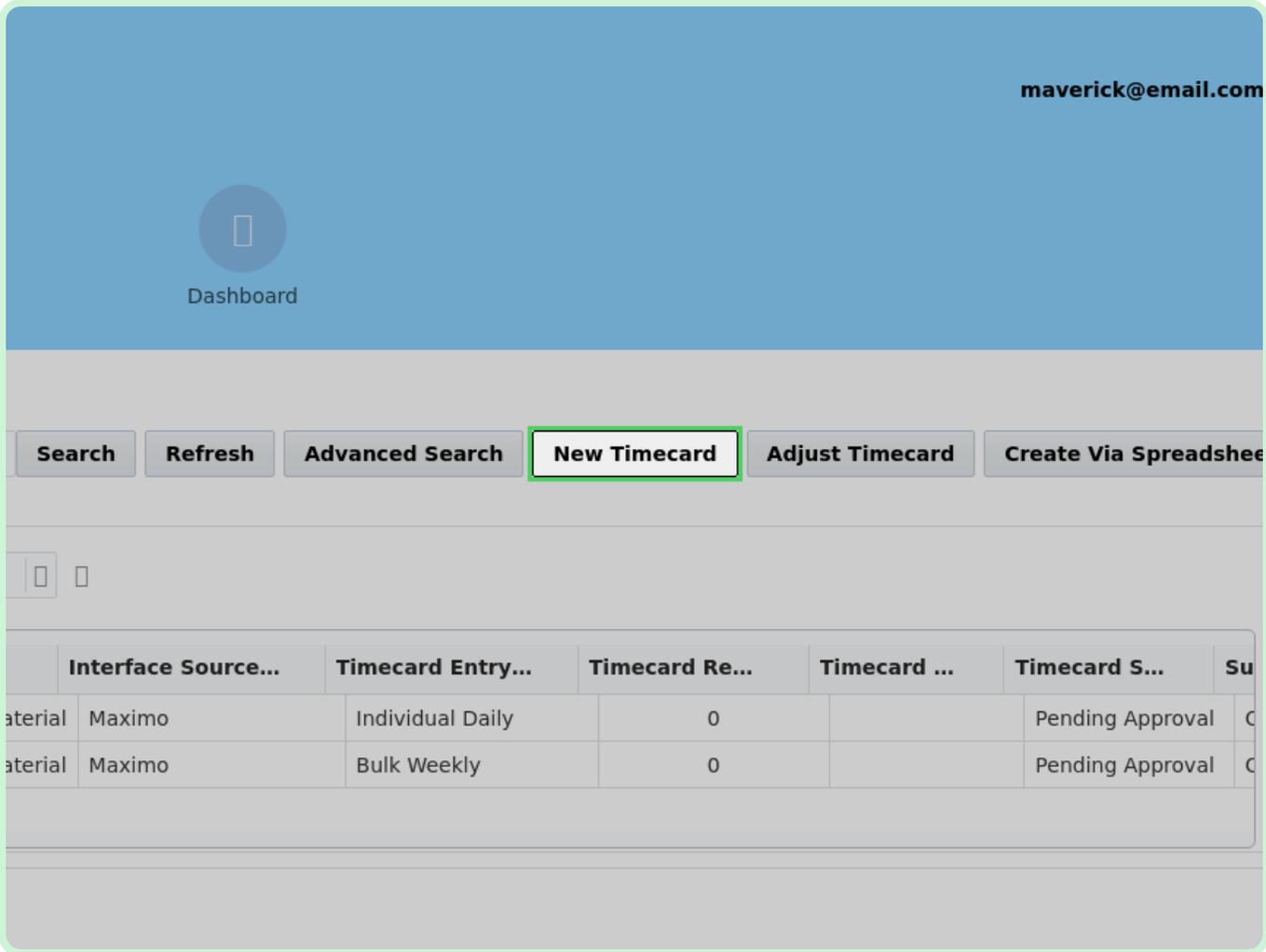
Description

Attachment

Total No. Of Attachments 0

Step 94

Select **New Timecard**.



Step 95

Select **PO Number**.

The screenshot shows a 'New Timecard' modal window. The 'PO Number' field is highlighted with a green border. Below it are 'Preferred Weekending Day', 'Supplier', and 'Supplier Site' fields. At the bottom are 'Create' and 'Cancel' buttons. The background shows a dashboard with a search bar and a table of timecard entries.

Week Ending Date	PO Type	Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard I
07/07/2023	Time And Material	EMPRV	Bulk Weekly	0	07/05/2
06/23/2023	Time And Material	Oracle SSP	Bulk Weekly	0	06/20/

Step 96

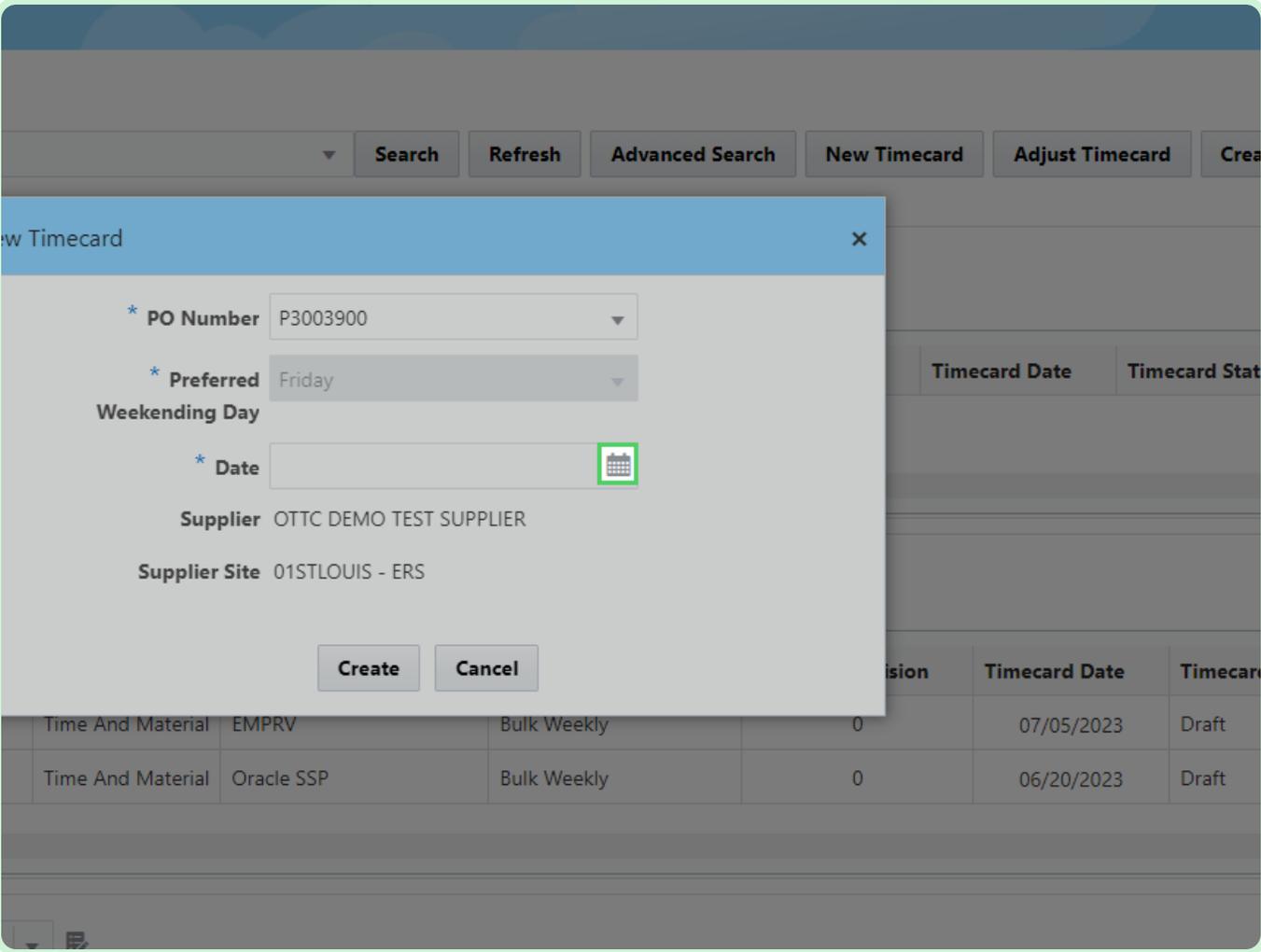
In the PO Number drop-down list, select **P3003900**.

The screenshot shows a 'New Timecard' dialog box with a search bar at the top containing 'Search', 'Refresh', 'Advanced Search', 'New Timecard', and 'Adjust'. The dialog has a blue header with the title 'New Timecard' and a close button 'X'. Below the header, there are several fields: '* PO Number' (a dropdown menu), '* Preferred Weekending Day', 'Supplier', and 'Supplier Site'. The dropdown menu for 'PO Number' is open, showing a list of PO numbers: P3003831, P6004151, P3003842, P6004152, P3003899, P3003898, and P3003900. The option 'P3003900' is highlighted with a green border. In the background, a table is visible with columns: 'Week Ending Date', 'PO Type', 'Interface Source Code', 'Timecard Entry Type', 'Timecard Revision', and 'Timecard Date'. The table contains two rows of data.

Week Ending Date	PO Type	Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard Date
07/07/2023	Time And Material	EMPRV	Bulk Weekly	0	07/05
06/23/2023	Time And Material	Oracle SSP	Bulk Weekly	0	06/20

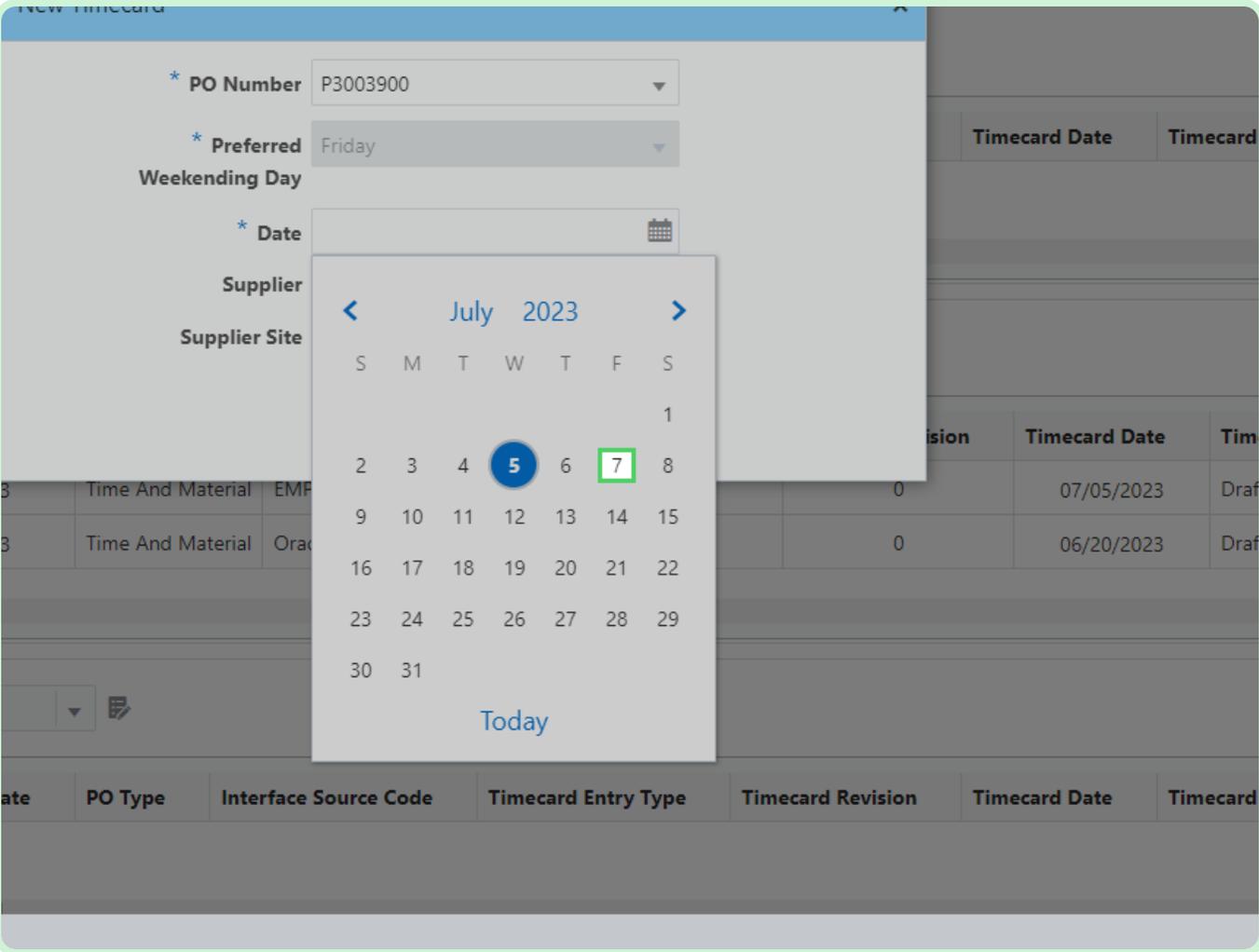
Step 97

Select **Date**.



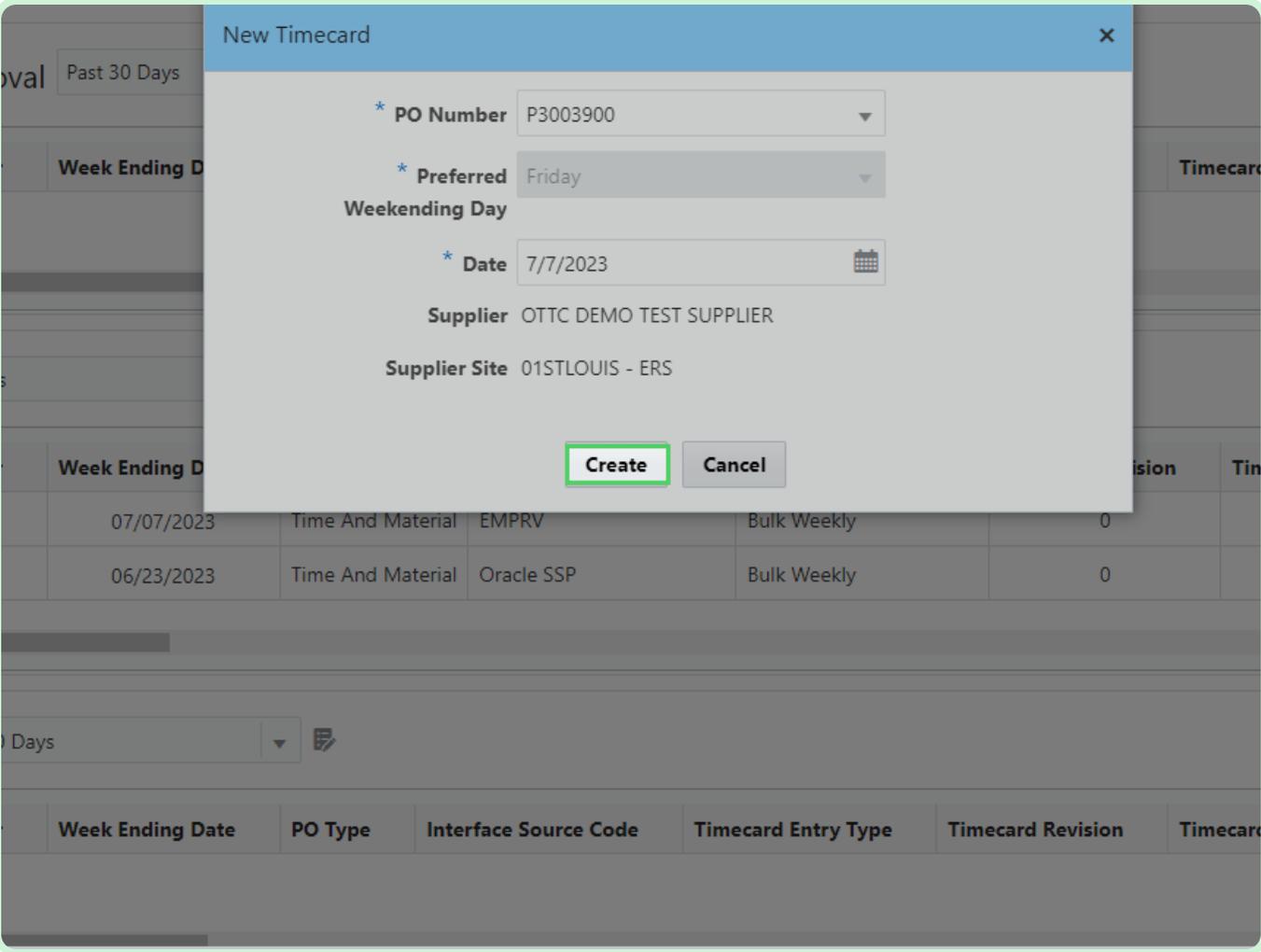
Step 98

In the Date drop-down list, select **7**.



Step 99

Select **Create**.



Step 100

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

The screenshot shows a software interface with the following elements:

- PO Type:** Fixed Price Services
- Interface Source Code:** EMPRV
- Interface Source Attribute:**
- Supplier:** OTTC DEMO TEST SUPPLIER
- Site Id:**

Below these details is a section titled "Fixed Price" containing a table with the following columns:

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

A toolbar above the table includes icons for a grid, a plus sign (highlighted with a green box), a close icon, a list icon, an edit icon, and a save icon.

At the bottom of the interface, there is a footer that reads: "About Created with Visual Builder, Copyright © 2021".

Step 101

Select **Search PO Line**.

Interface Source Attribute

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Fixed Price

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

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Step 102

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

Interface Source Attribute

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Fixed Price

* Line Number	Search PO Line	* PO Line	Project	Task
1				

Line Number	Project	Task	Feeder Reference	Distribution Num
1	0A718	I-IMIS-107000	JR11945700	1

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Step 103

Select **Job Number**.

Interface Source Attribute

Supplier OTTC DEMO TEST SUPPLIER

Site Id

Fixed Price

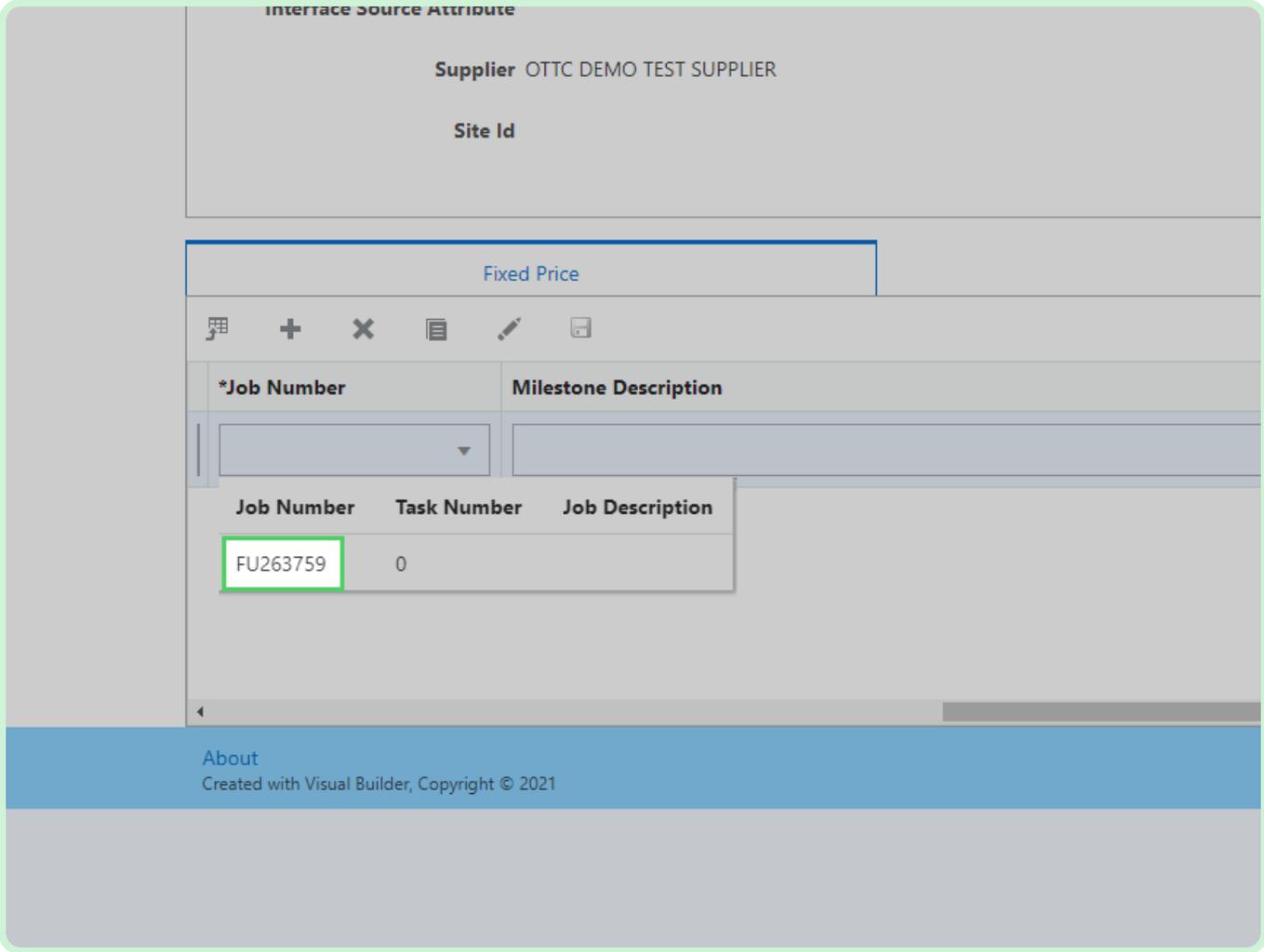
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*Job Number	Milestone Description
<input type="text"/>	

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Step 104

In the Job Number drop-down list, select **FU263579**.



Step 105

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

The screenshot shows a software interface with the following elements:

- Supplier:** OTTC DEMO TEST SUPPLIER
- Site Id:** (empty field)
- Total Timecard Amount:** (empty field)
- Remaining PO Line Amount:** \$10,000.00
- Fixed Price:** (selected option)
- Milestone Description:** (text input field with a green border)
- Milestone D:** (text input field)

At the bottom left, there is a footer: "er, Copyright © 2021".

Step 106

Select **Milestone Date**.

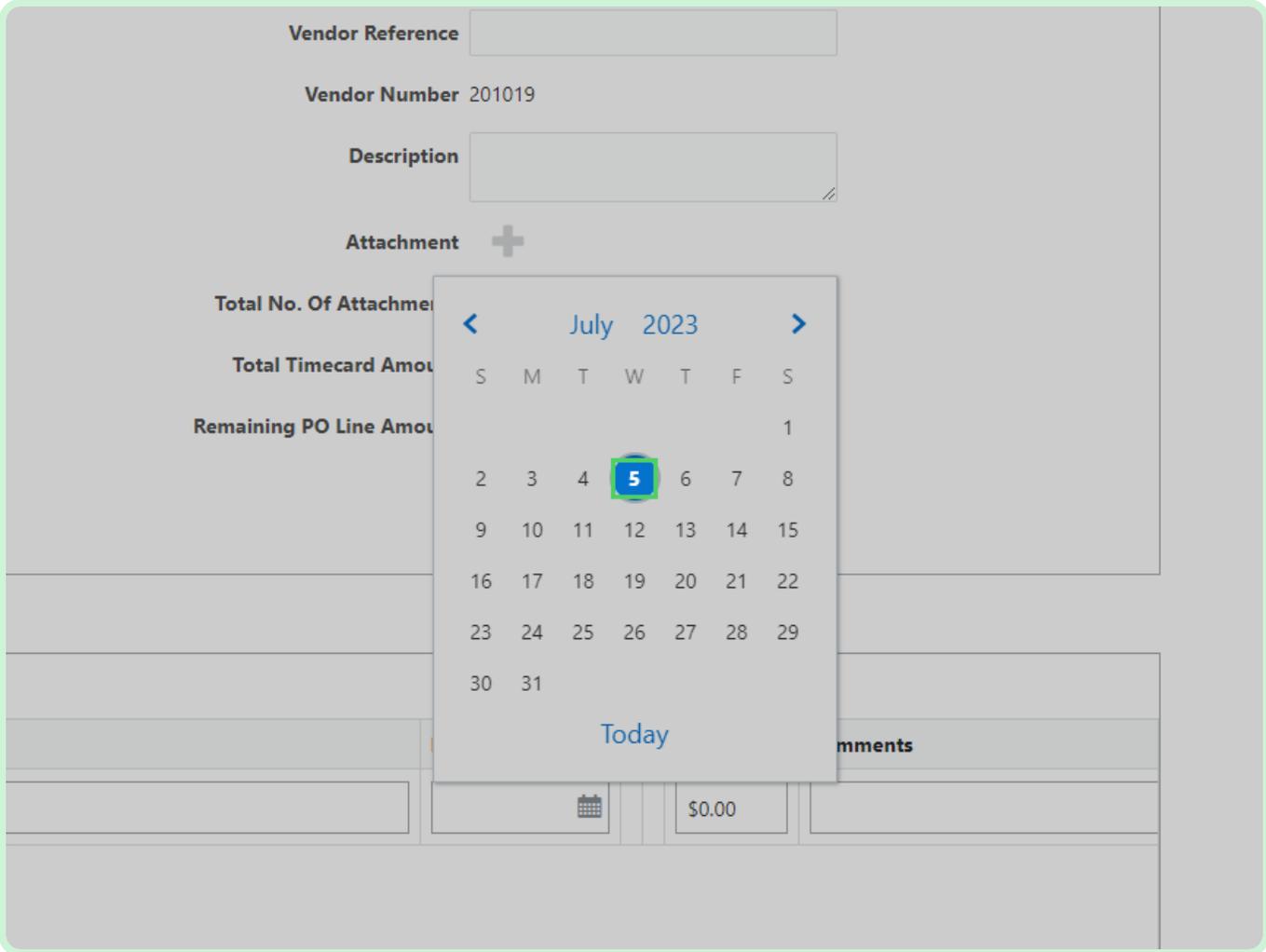
Total Timecard Amount

Remaining PO Line Amount \$10,000.00

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

Step 107

In the Milestone Date drop-down list, select **5**.



Step 108

In the **Amount** field, type **10.00**.

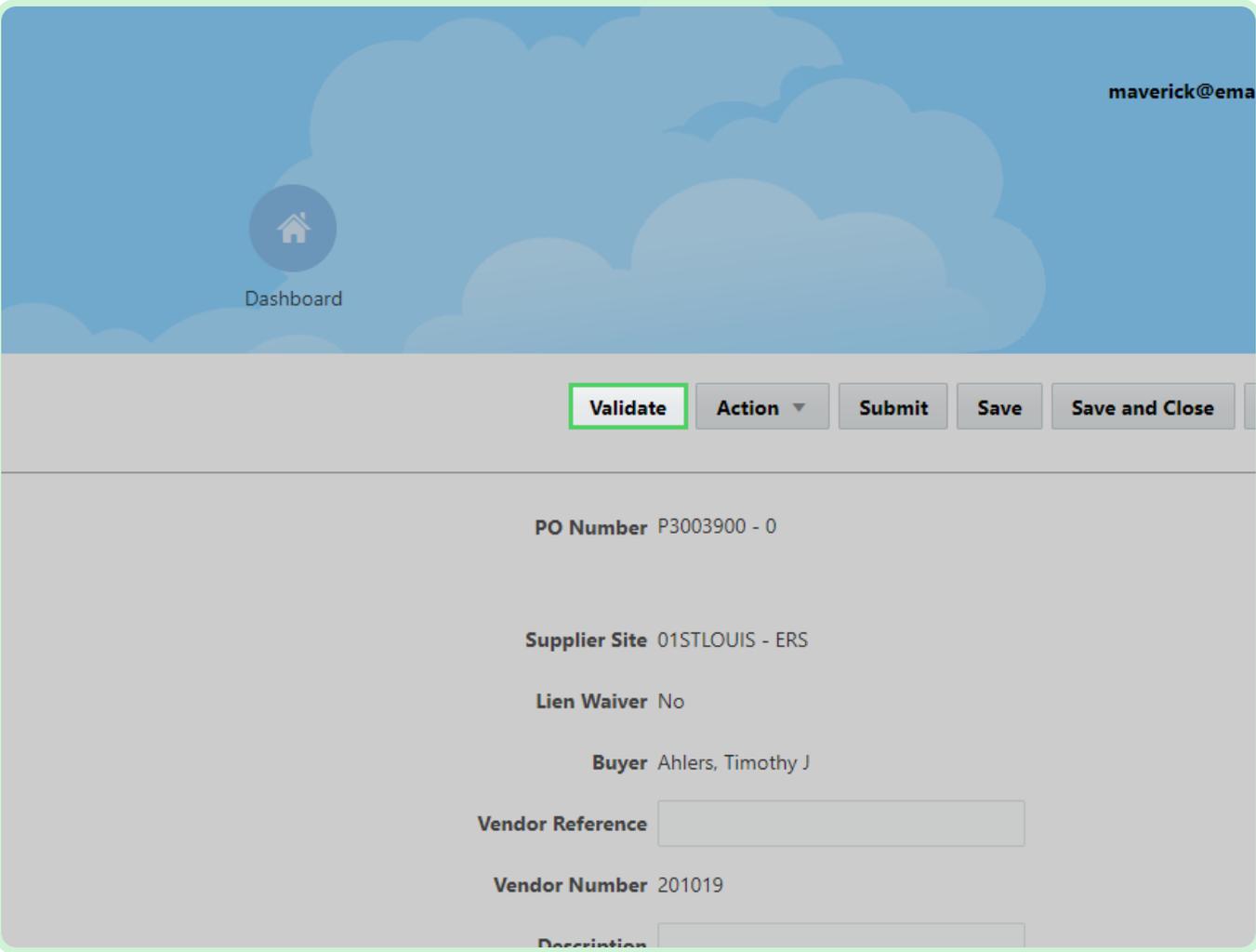
Total Timecard Amount

Remaining PO Line Amount \$10,000.00

	Milestone Date	Amount	Comments
	07/05/23 	\$0.00	

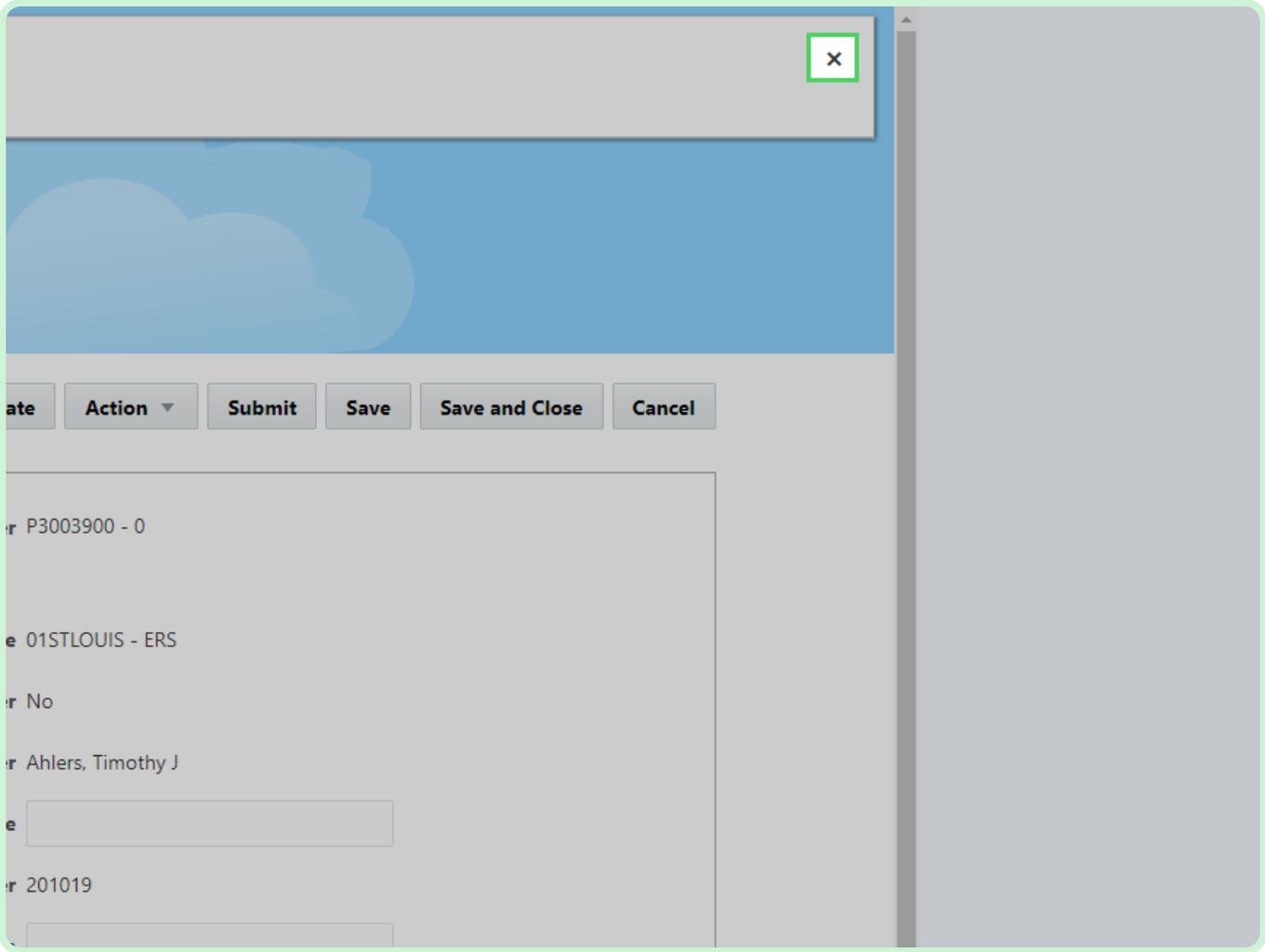
Step 109

Select **Validate**.



Step 110

Select **Close**.



Step 111

Select **Submit**.

maverick@email.com

Dashboard

Validate Action **Submit** Save Save and Close Cancel

PO Number P3003900 - 0

Supplier Site 01STLOUIS - ERS

Lien Waiver No

Buyer Ahlers, Timothy J

Vendor Reference

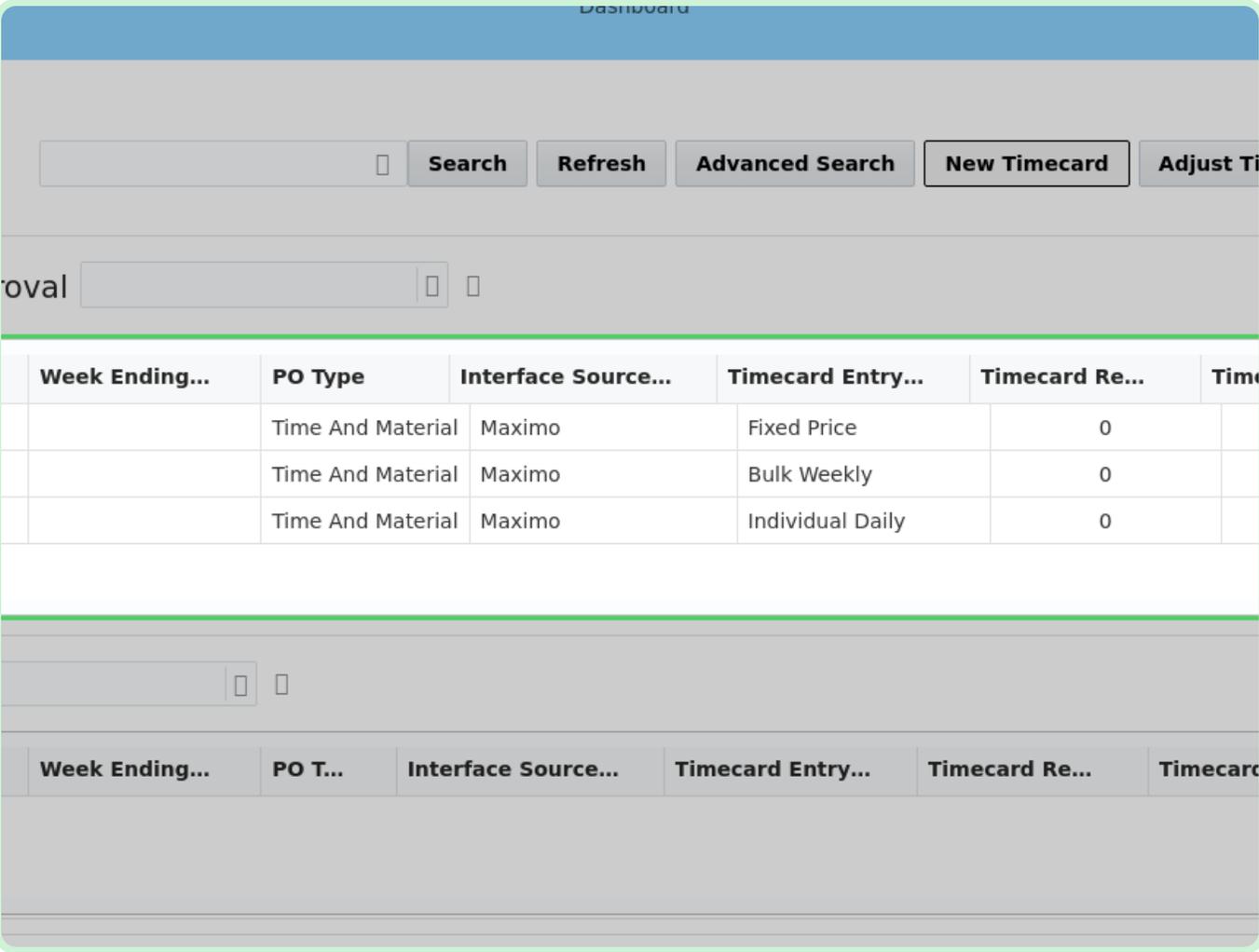
Vendor Number 201019

Description

Step 112

View **Timecards Pending Approval**.

The timecards have been created and are awaiting approval.



Step 113

Close the tab.

