

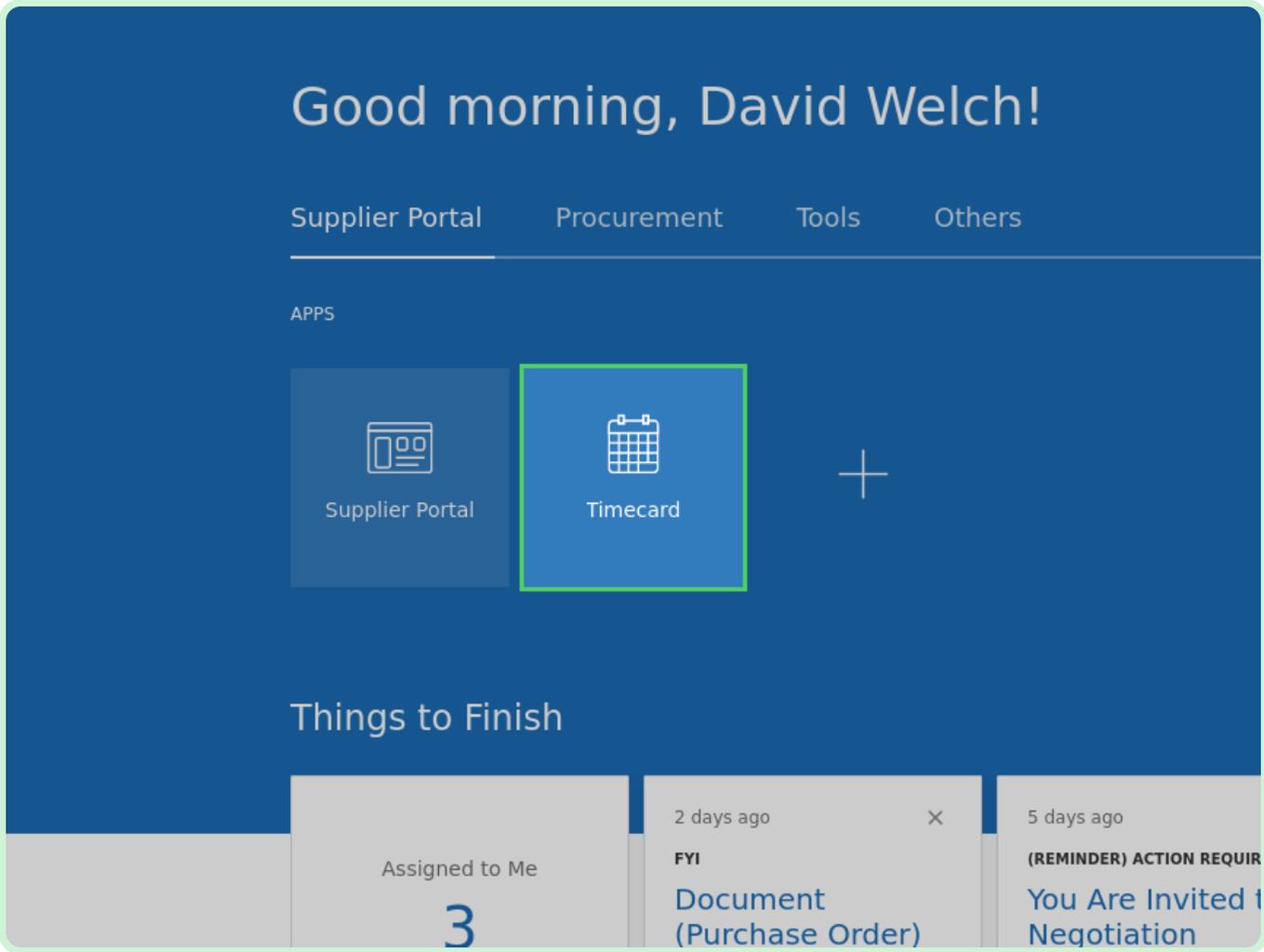
# Creating supplier timecards – Time and Materials (Spreadsheet Upload)

🕒 Time to Completion: **37 minutes**

You will create a supplier timecard for two different timecard types- Time and Materials Individual Daily and Bulk Weekly. You will create these timecards using a spreadsheet.

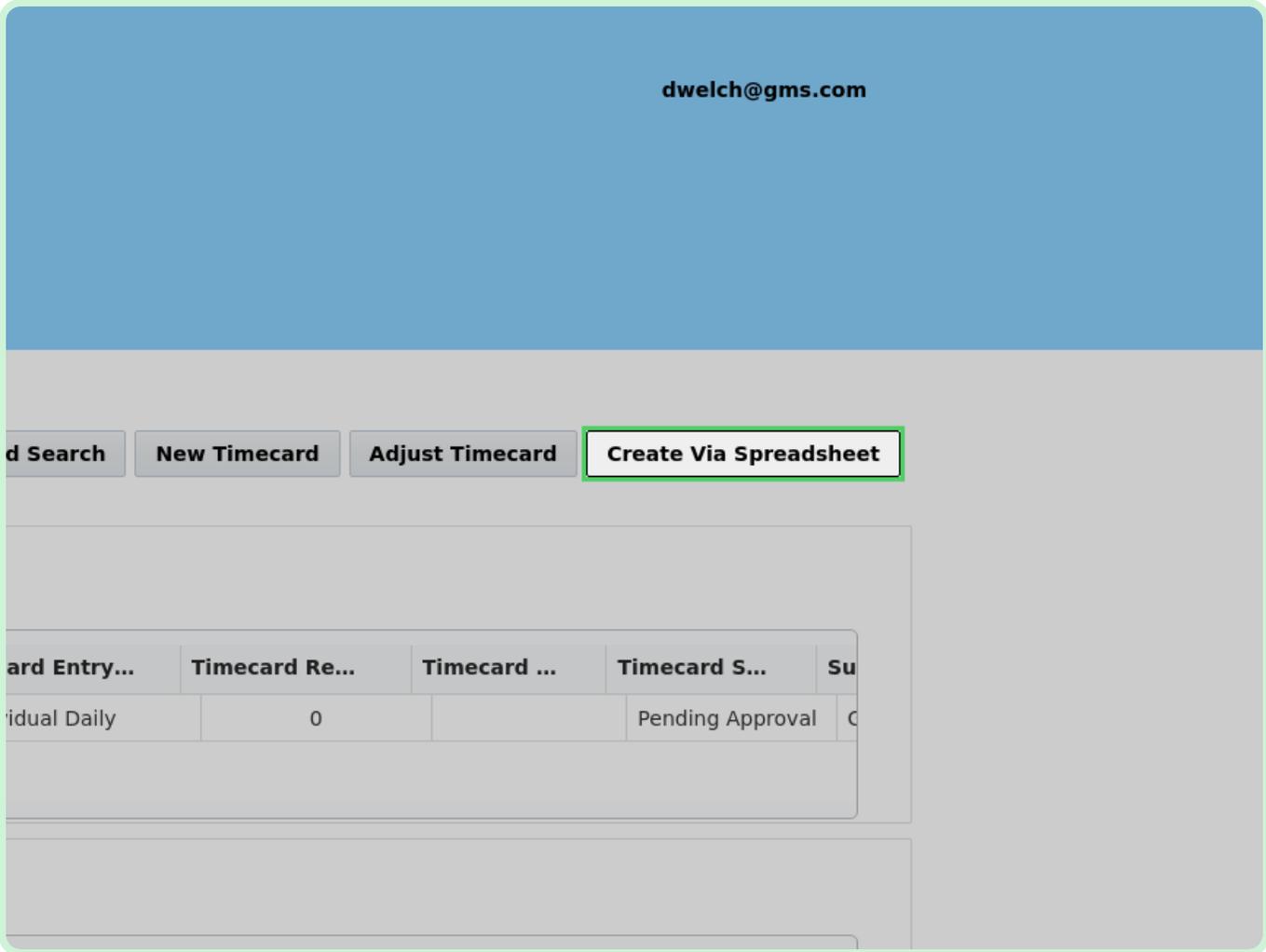
# Step 1

Select **Timecard**.



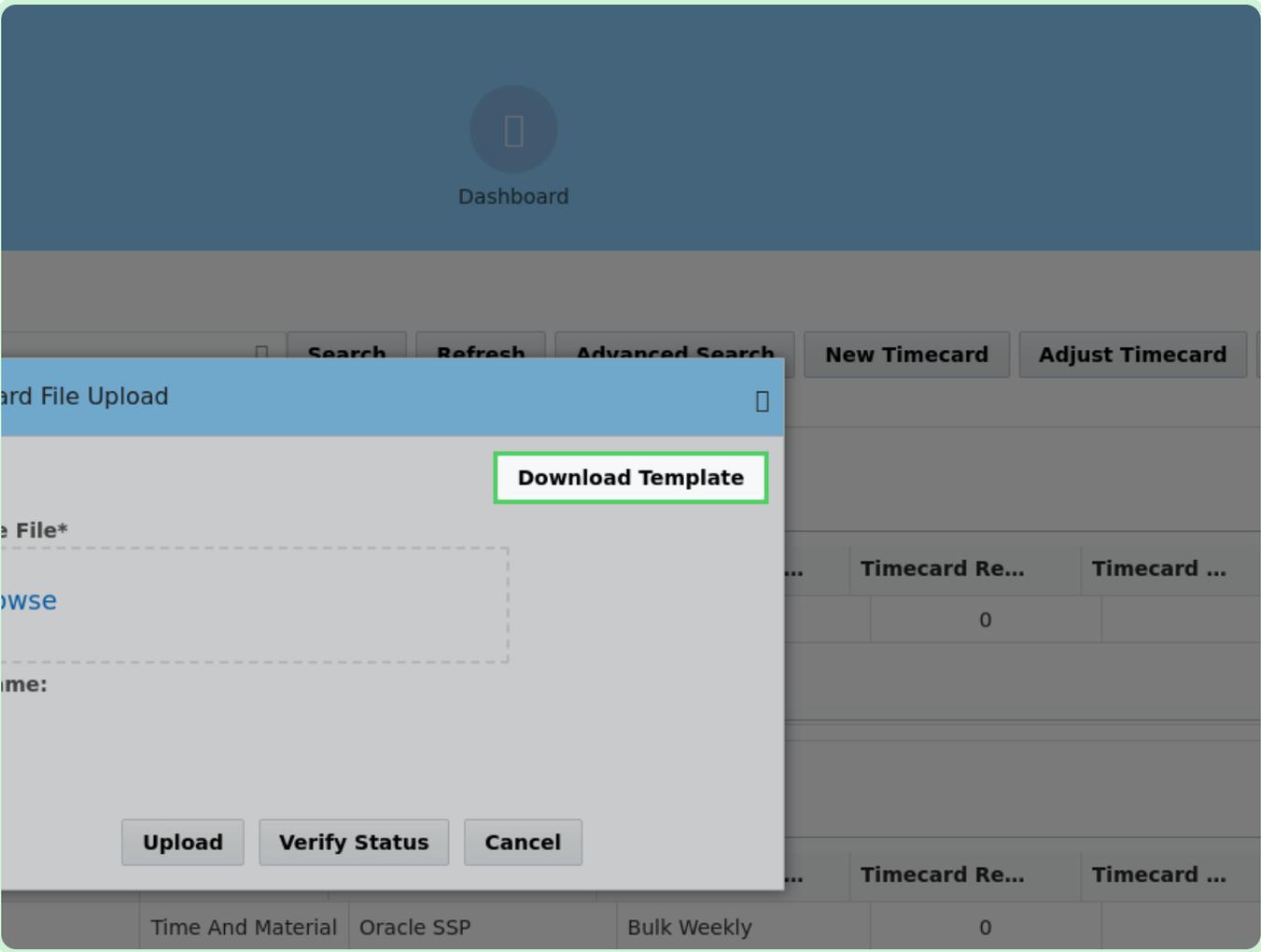
# Step 2

Select **Create Via Spreadsheet**.



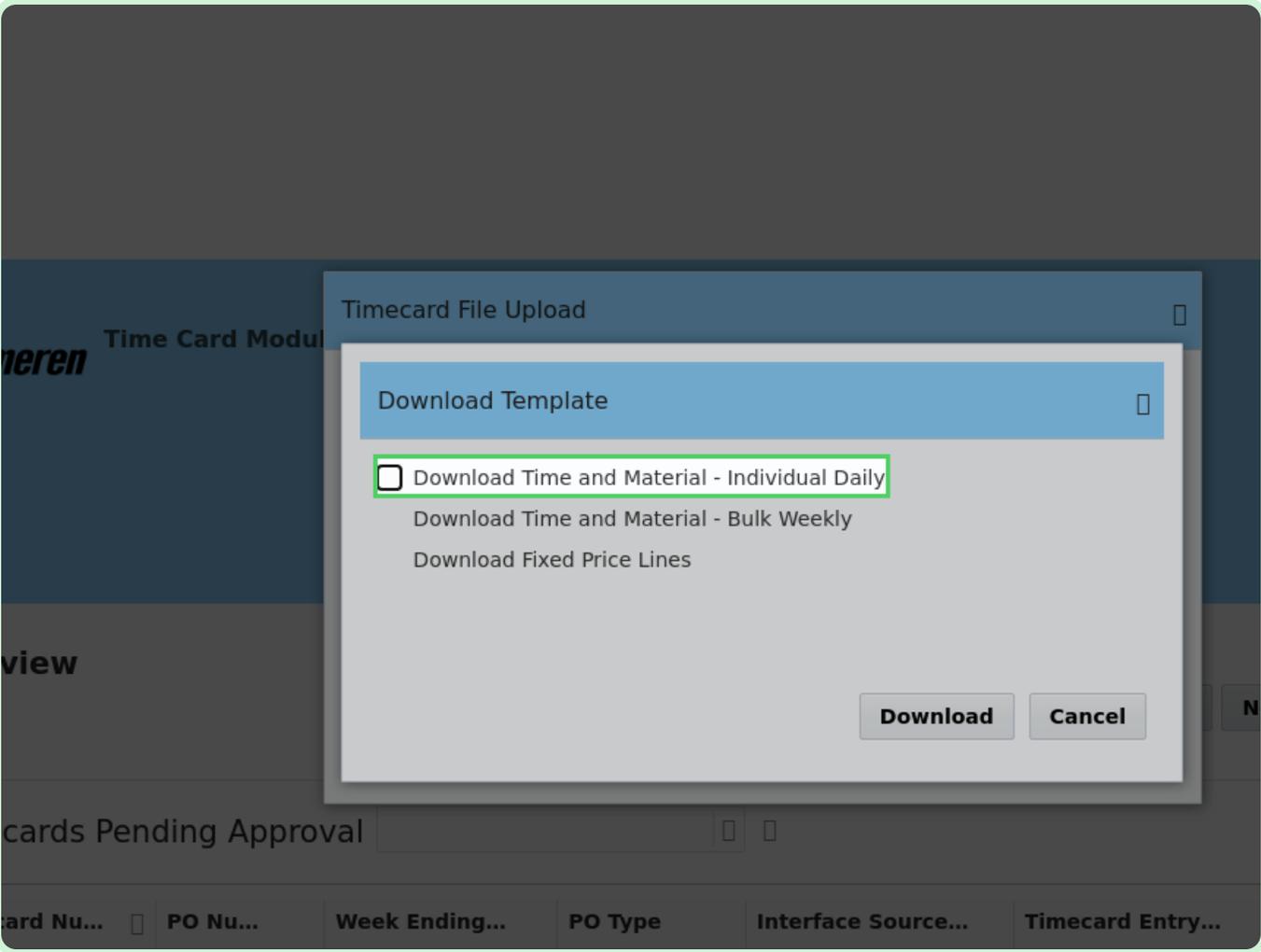
# Step 3

Select **Download Template**.



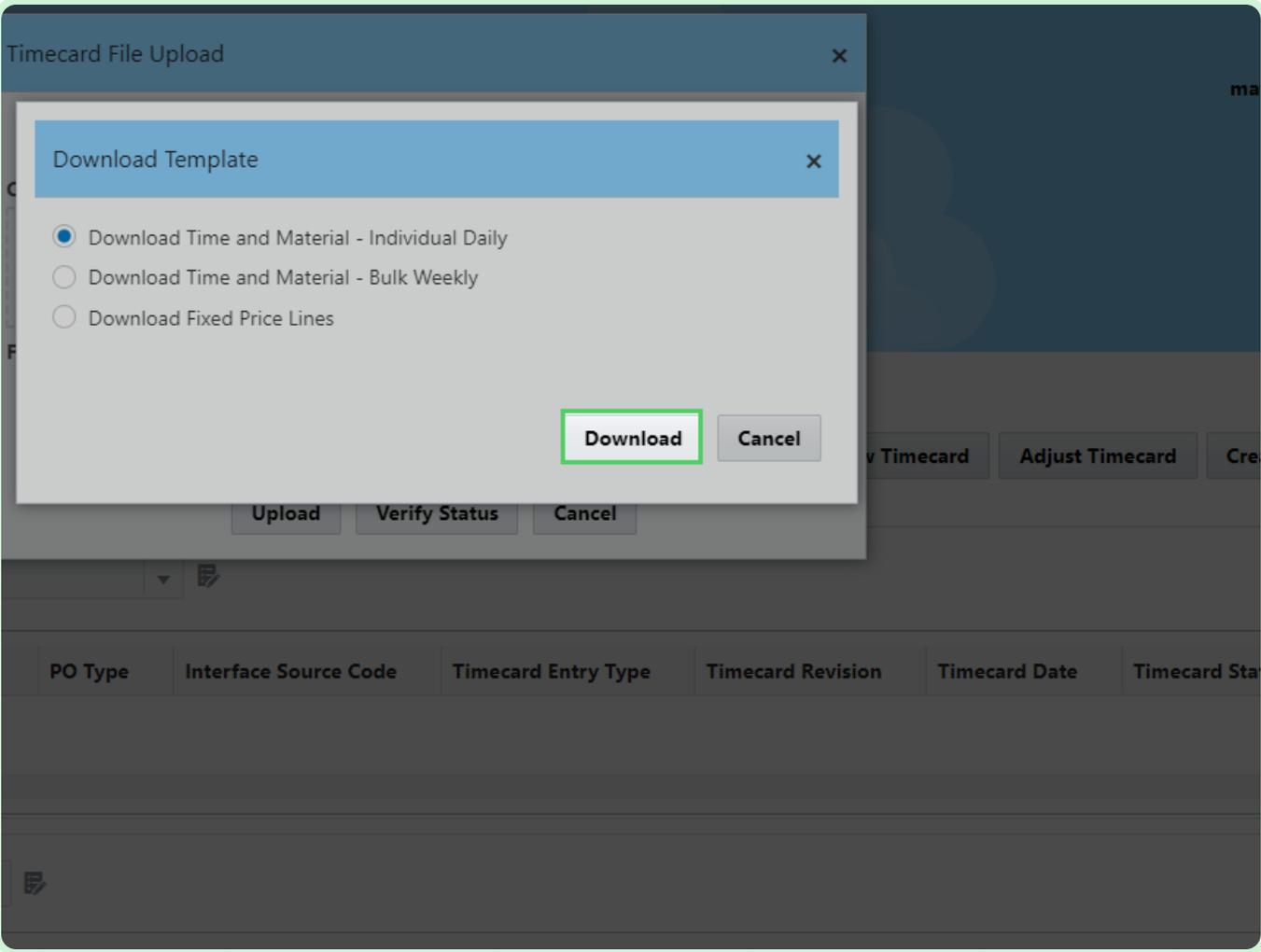
# Step 4

Select the **Download Time and Material - Individual Daily** checkbox.



# Step 5

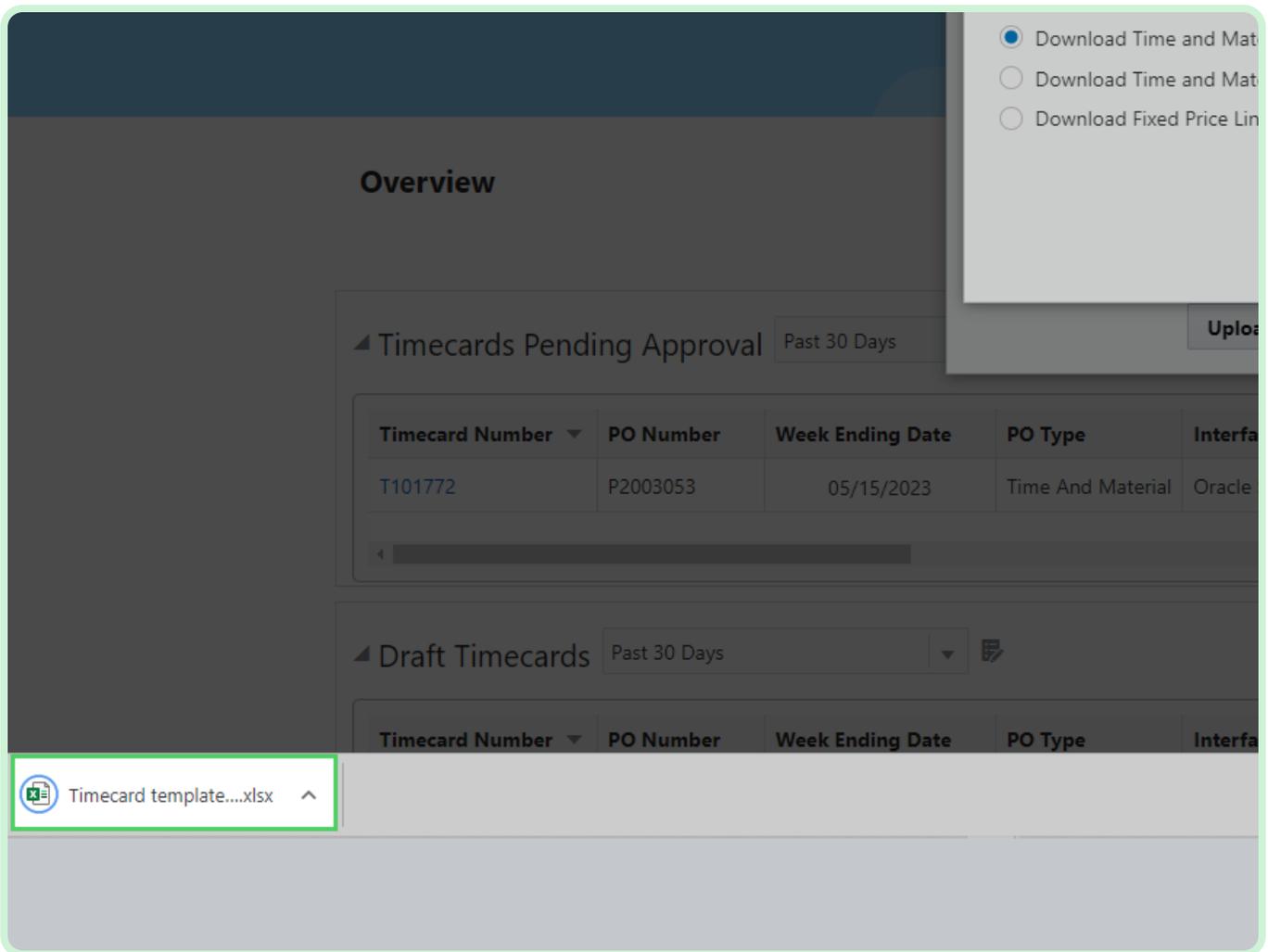
Select **Download**.



## Step 6

Select **Timecard template time and materials individual Daily - Individual Daily.xlsx**.

This will open the file in Excel.



The screenshot shows a web application interface with a dark theme. A dropdown menu is open in the top right corner, displaying three options: "Download Time and Mat" (selected), "Download Time and Mat", and "Download Fixed Price Lin". Below the menu, the main content area is titled "Overview" and contains two sections: "Timecards Pending Approval" and "Draft Timecards". Both sections have a "Past 30 Days" filter. The "Timecards Pending Approval" section contains a table with the following data:

Timecard Number	PO Number	Week Ending Date	PO Type	Interfa
T101772	P2003053	05/15/2023	Time And Material	Oracle

The "Draft Timecards" section also contains a table with the same headers. At the bottom left, a taskbar shows a file named "Timecard template....xlsx" with an Excel icon, which is highlighted with a green border.

# Step 7

## Select Timecard Headers.

3. Filling all the Timecard Lines worksheet (Labor, Equipment, Expense, Materials) is not mandatory  
4. The date format should be in "YYYY-MM-DD" format.

**Instructions**

1. Download the file [Timecard Template Time and Materials - Individual Daily] from Timecard Application
2. Save the file in your local machine
3. Fill all the required details in Timecard Headers and Timecard Lines worksheet of the file
4. Save the file once the data is entered
5. Browse and select the saved file from your local machine
6. Click on Upload to upload the file

**UOM Mapping**

UOM Code	UC
BC	BL
BD	BU
BG	BA
BR	BA
BT	BC
BX	BC
CF	CU
CL	CY
CM	CE
CN	CA
CO	CC
CS	CA
CT	CA

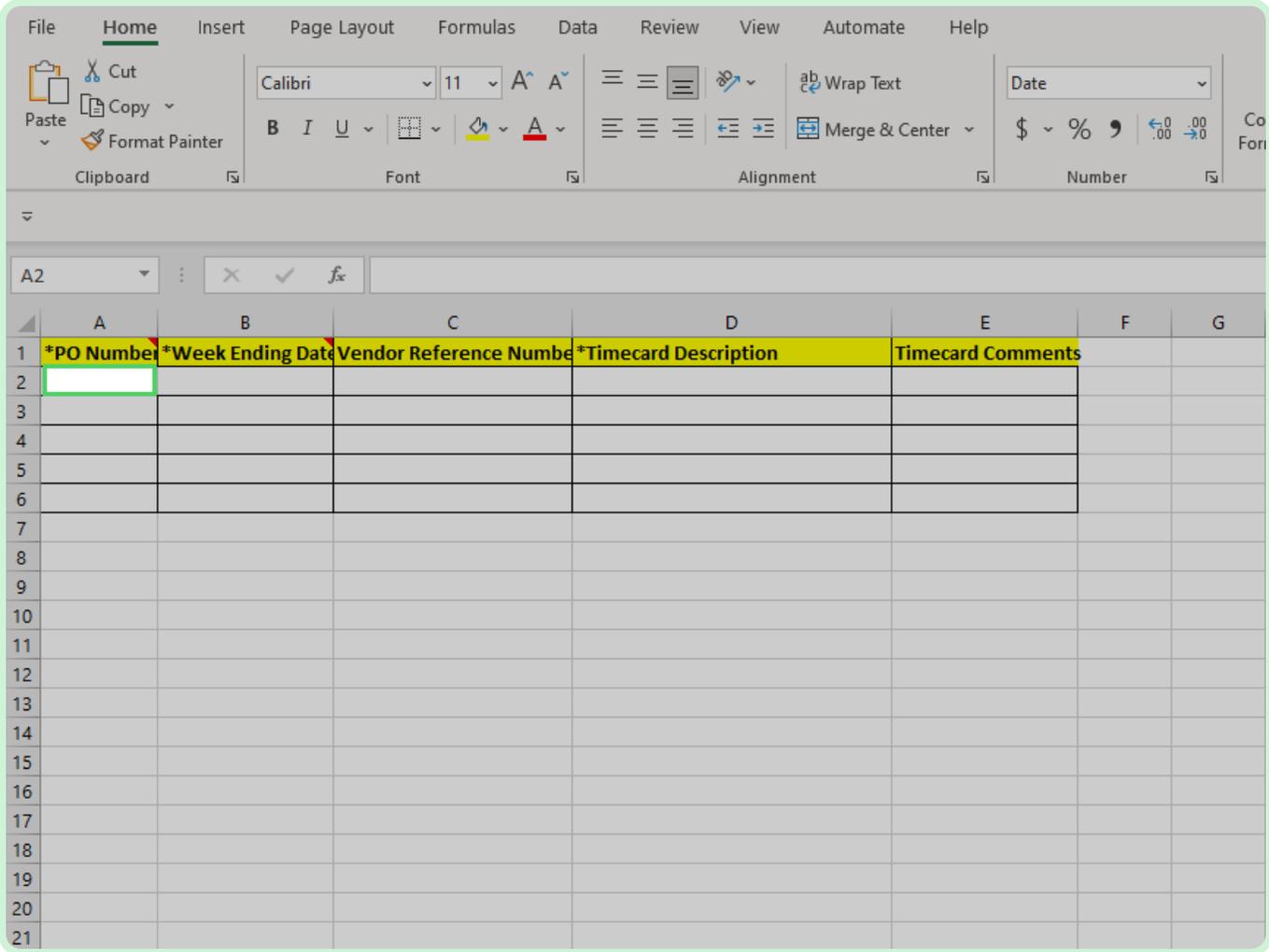
Ready Accessibility: Investigate

Instructions | Timecard Headers | Timecard Lines Labor | Timecard Lines Equipment | Timecard Lines Material

# Step 8

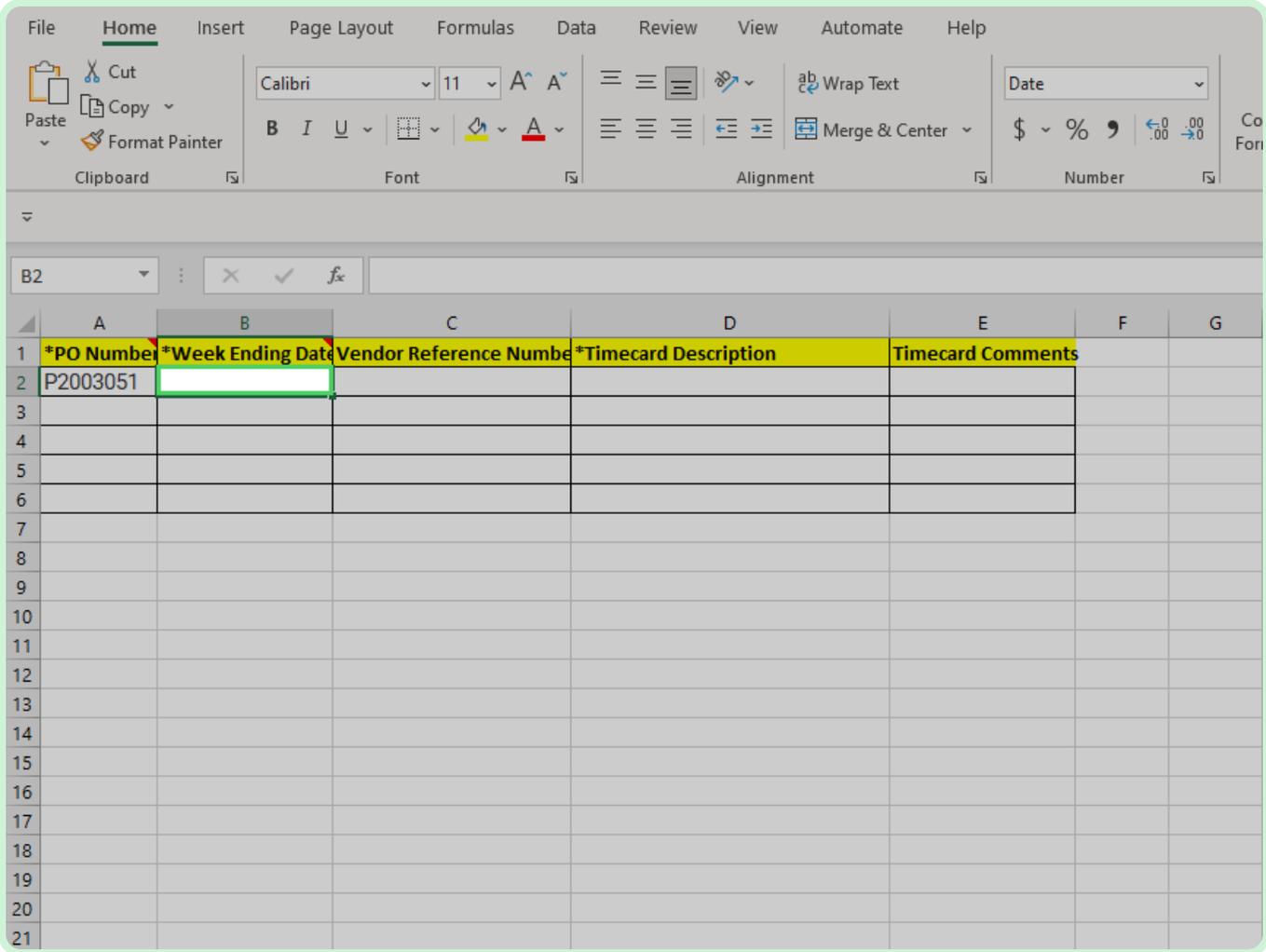
In the **PO Number** field, type **P2003051**.

Any field marked with an asterisk or a red flag is required.



# Step 9

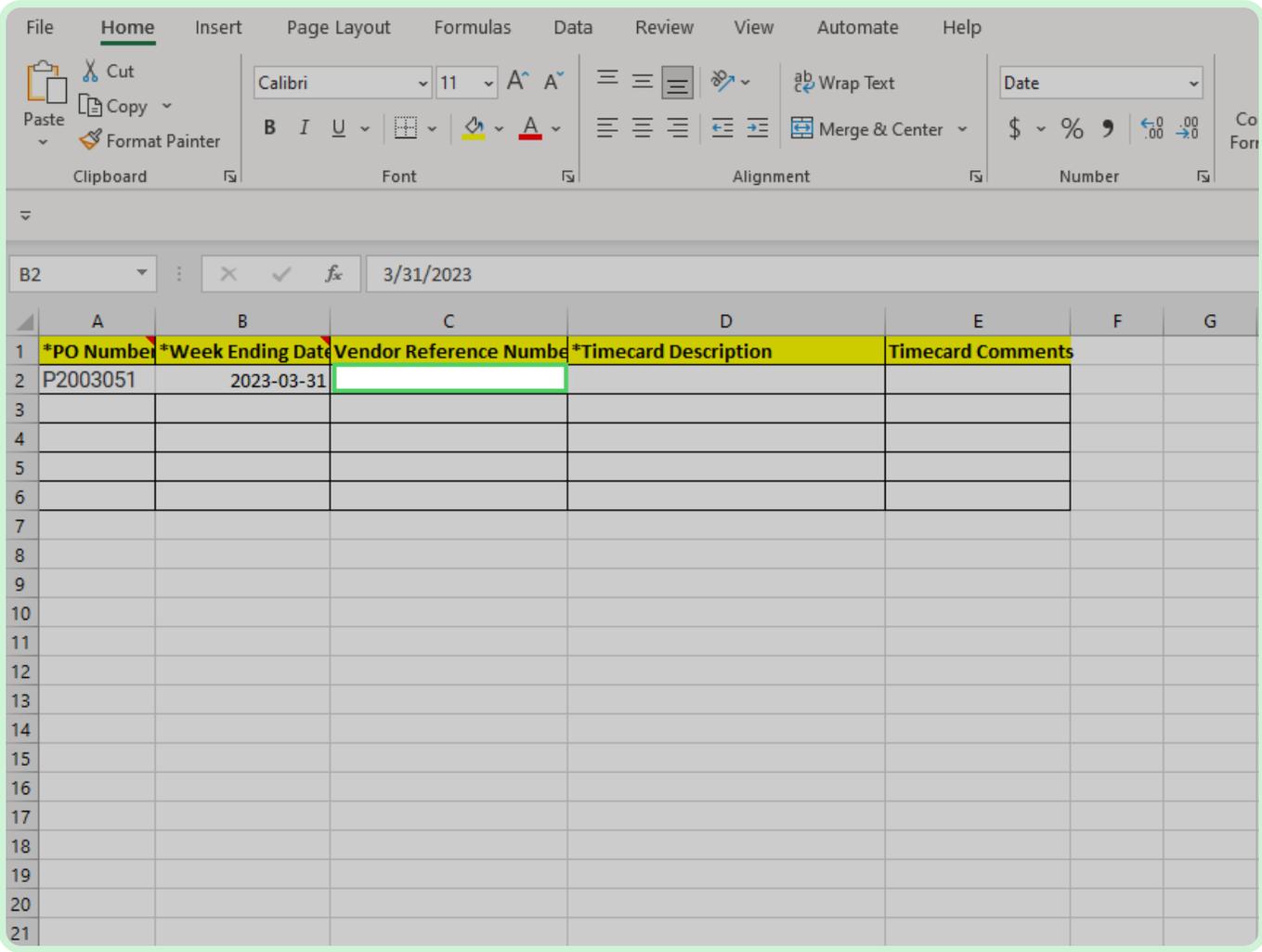
In the **Week Ending Date** field, type **2023-03-31**.



# Step 10

## View Vendor Reference Number.

This is an optional field. If you want to notate your own invoice number, you can do that here.

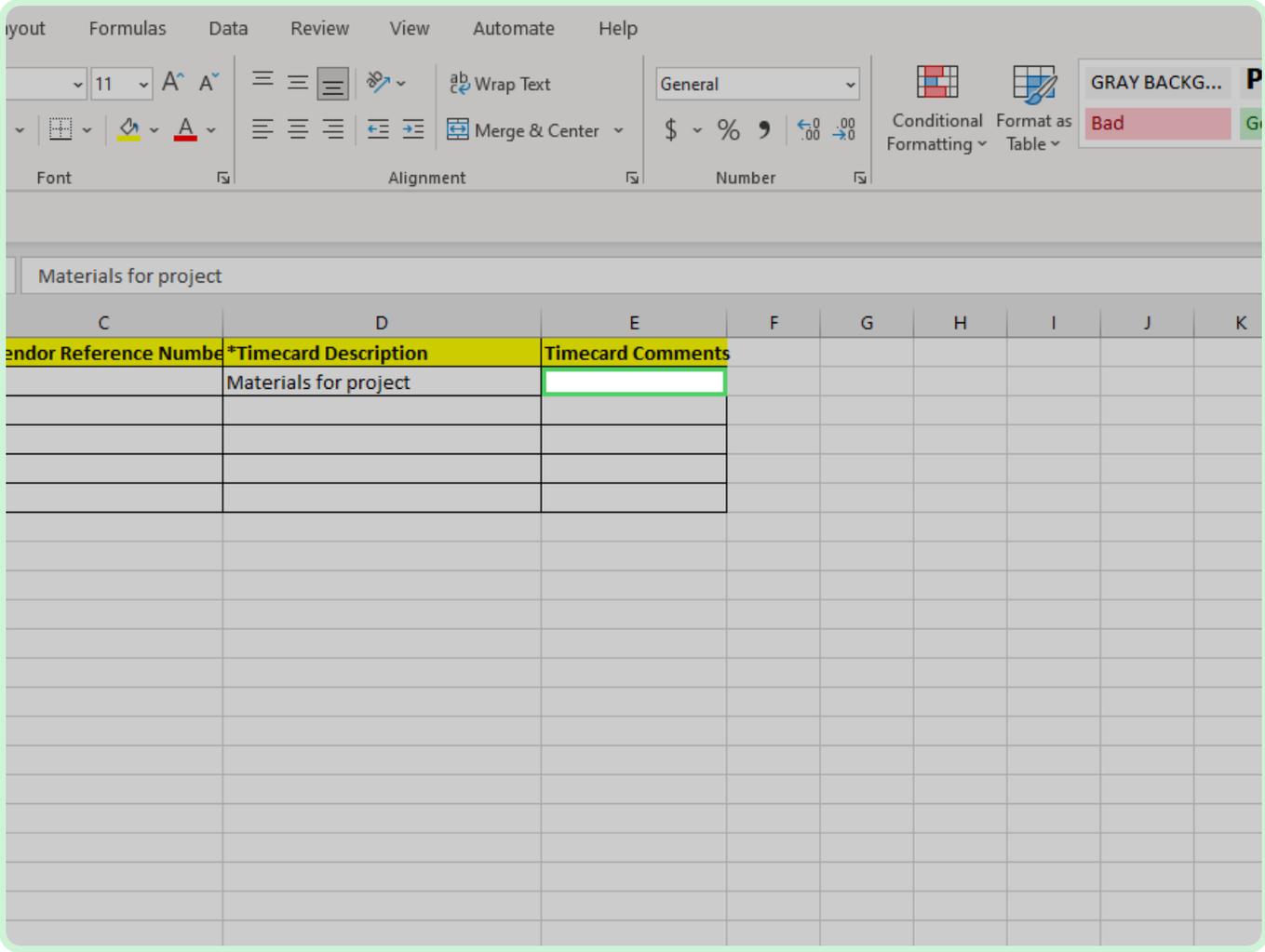




# Step 12

## View Timecard Comments.

This is an optional field. If you want to add any additional comments, you can do that here.



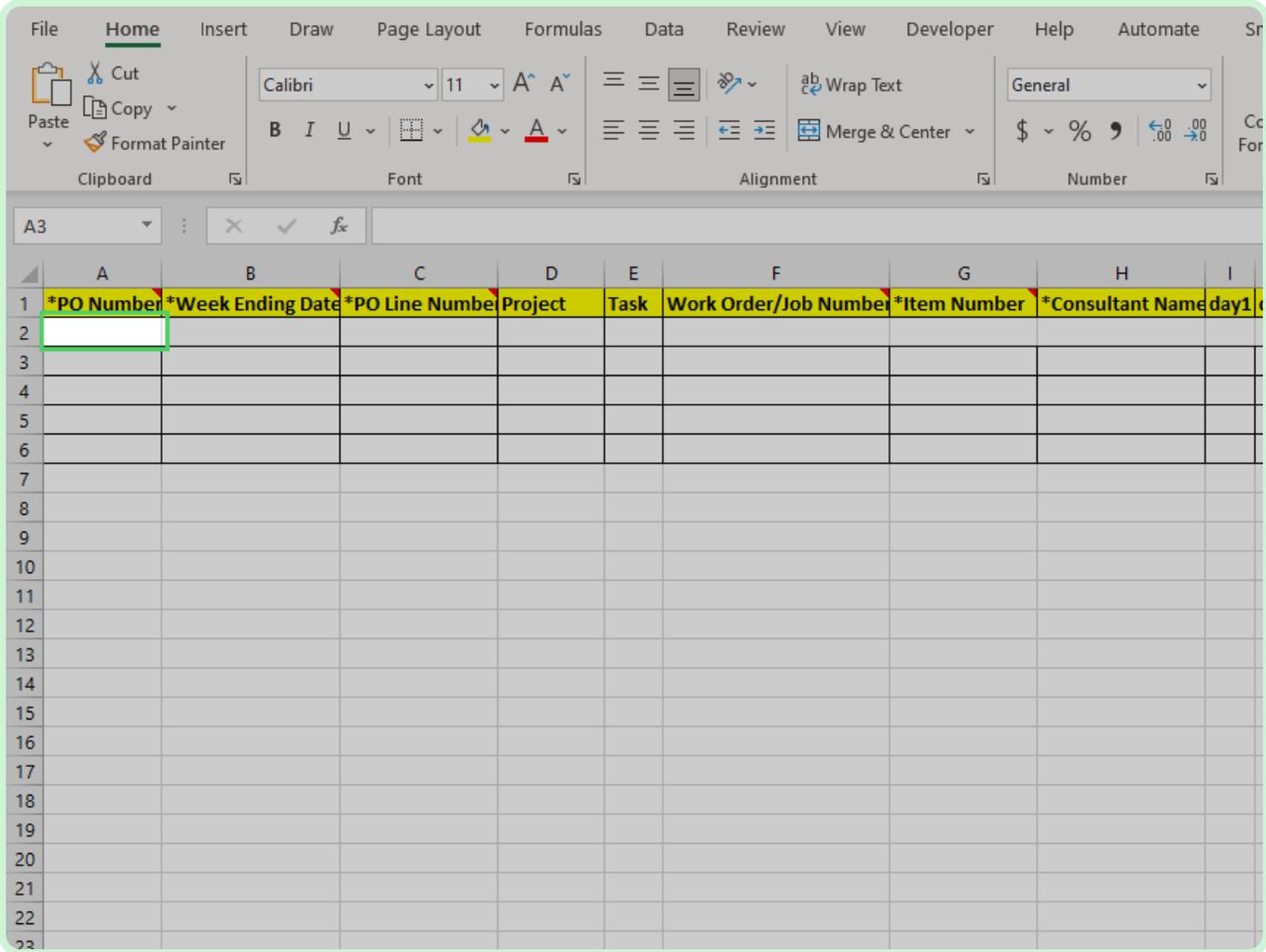
# Step 13

Select **Timecard Lines Labor**.

The image shows a screenshot of a software application interface. At the top, there is a grid of rows and columns. The rows are numbered from 12 to 38 on the left side. Below the grid, there is a navigation bar with several tabs: 'Instructions', 'Timecard Headers', 'Timecard Lines Labor', 'Timecard Lines Equipment', and 'Timecard Lines Material'. The 'Timecard Lines Labor' tab is currently selected and highlighted with a green border. Below the navigation bar, there is a status bar that reads 'Ready' and 'Accessibility: Investigate'.

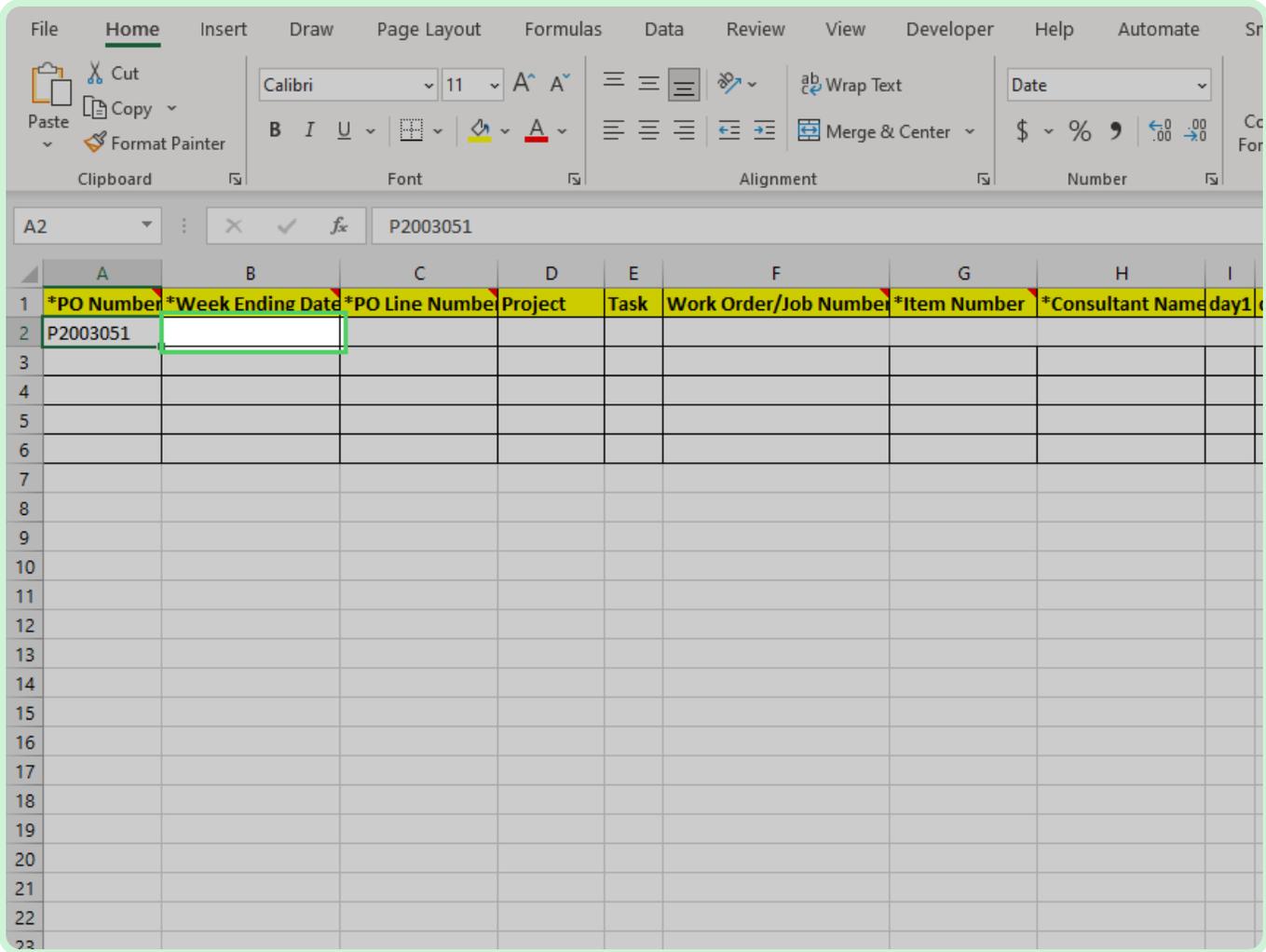
# Step 14

In the **PO Number** field, type **P3003051**.



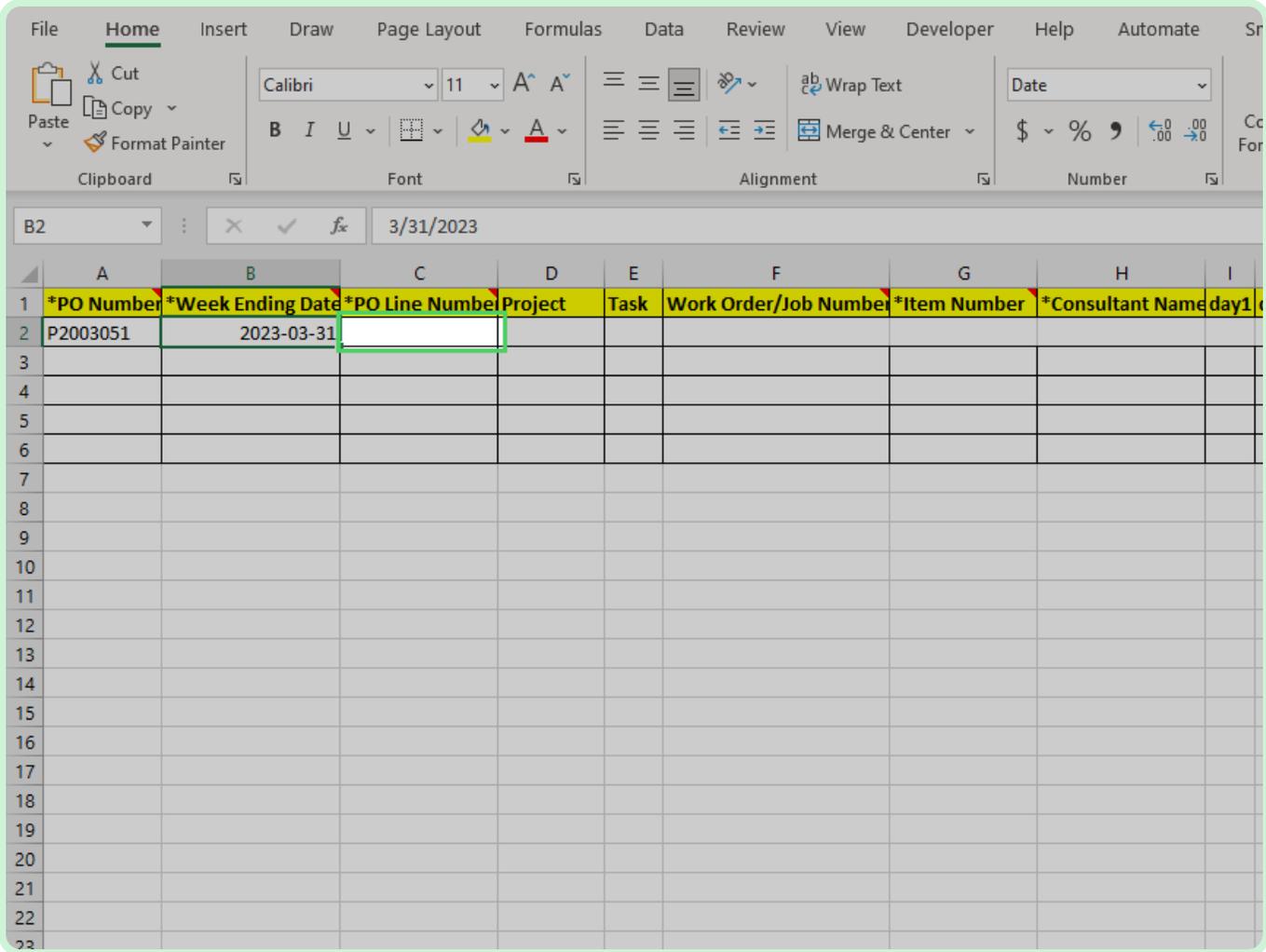
# Step 15

In the **Week Ending Date** field, type **2023-03-31**.



# Step 16

In the **PO Line Number** field, type **1**.



## Step 17

View **Work Order/Job Number**.

The **Work Order** number should be entered only for EMPRV, MAXIMO, and DOJM timecards.

Examples of work order/job numbers for EMPRV, MAXIMO, DOJM. The term work order/job number are the same. MAXIMO called it work order and EMPRV/DOJMS calls it job number.

Examples: Source Type – Work Order/Job Number

- EMPRV – JR100356
- MAXIMO – A1003213/001
- DOJM – 01MT10000054

File Home Insert Page Layout Formulas Data Review View Automate Help

Cut Copy Paste Format Painter

Clipboard

Calibri 11 A A

B I U

Font

Wrap Text

Alignment

Merge & Center

General

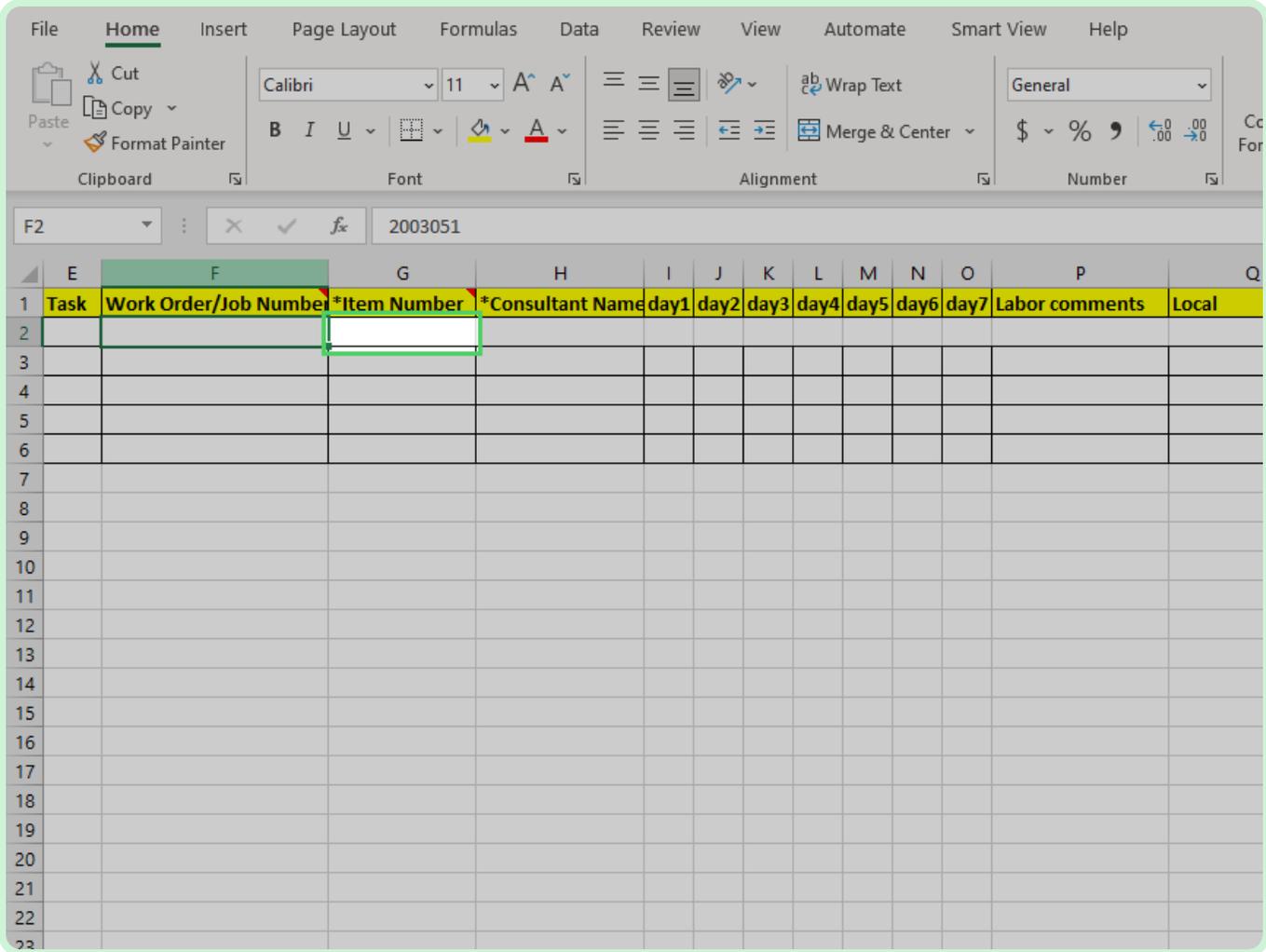
Number

S5

	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Task	Work Order/Job Number	*Item Number	*Consultant Name	day1	day2	day3	day4	day5	day6	day7	Labor comments	Local
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

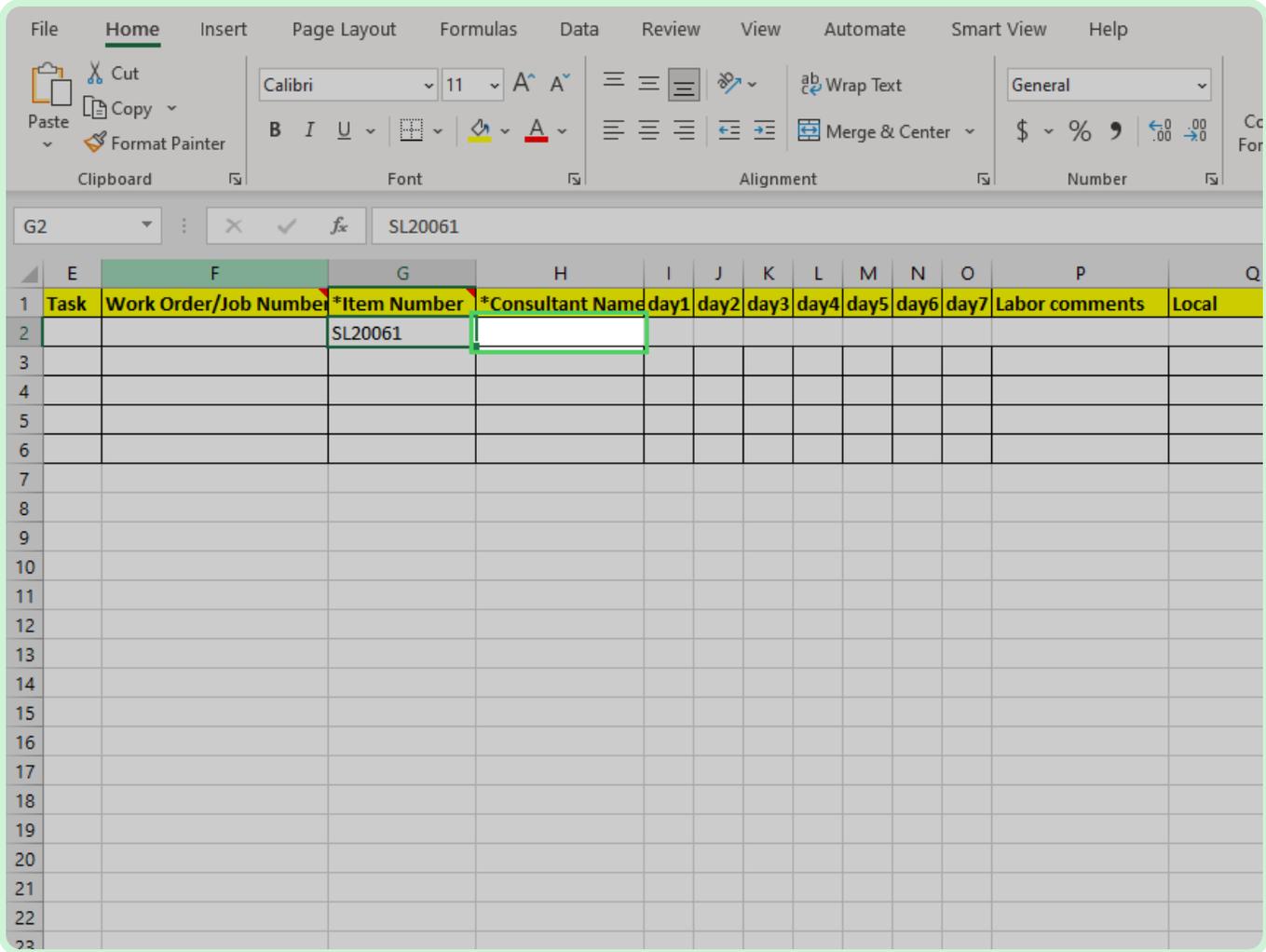
# Step 18

In the **Item Number** field, type **SL20061**.



# Step 19

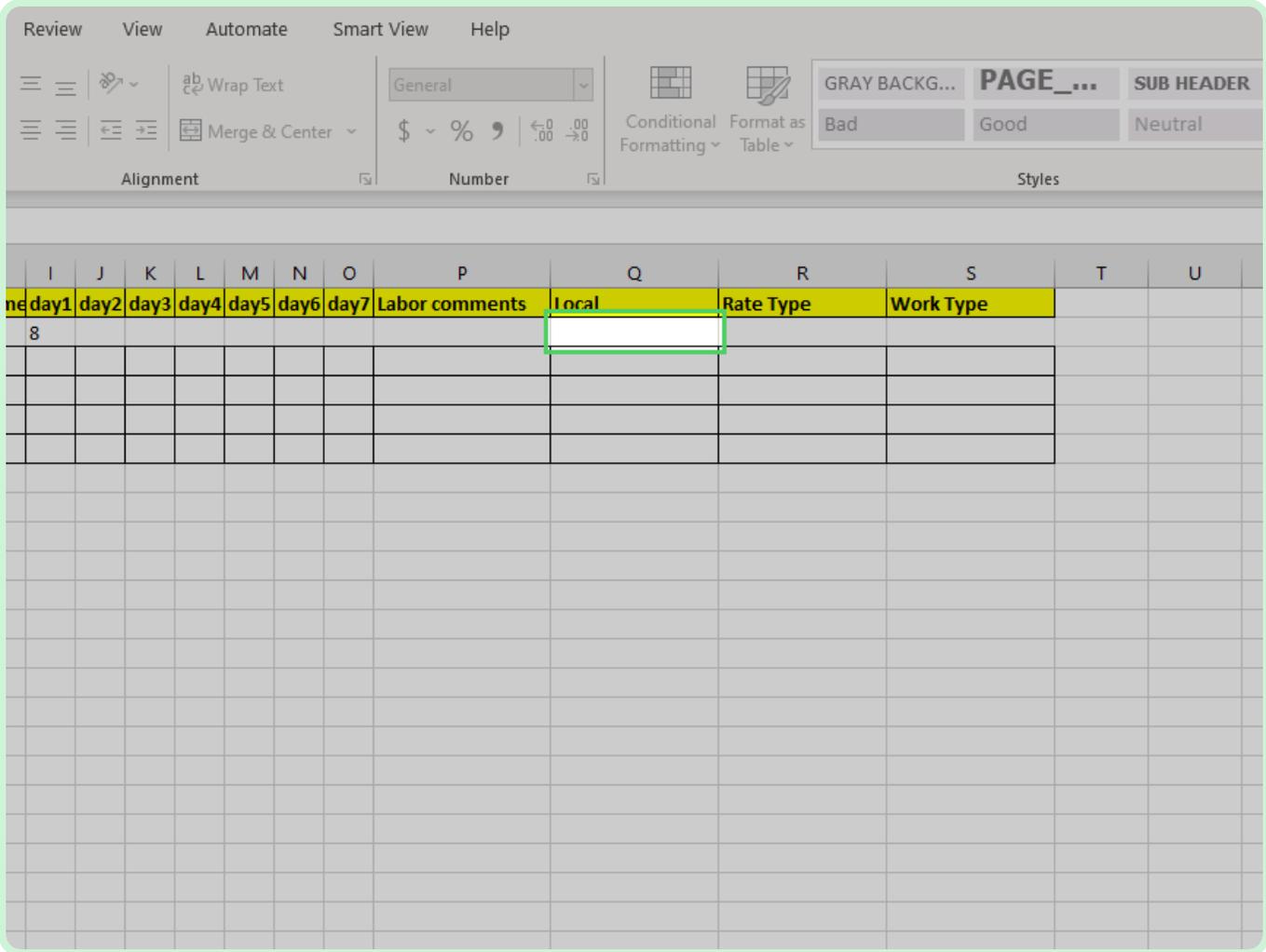
In the **Consultant Name** field, type **Welch, David**.





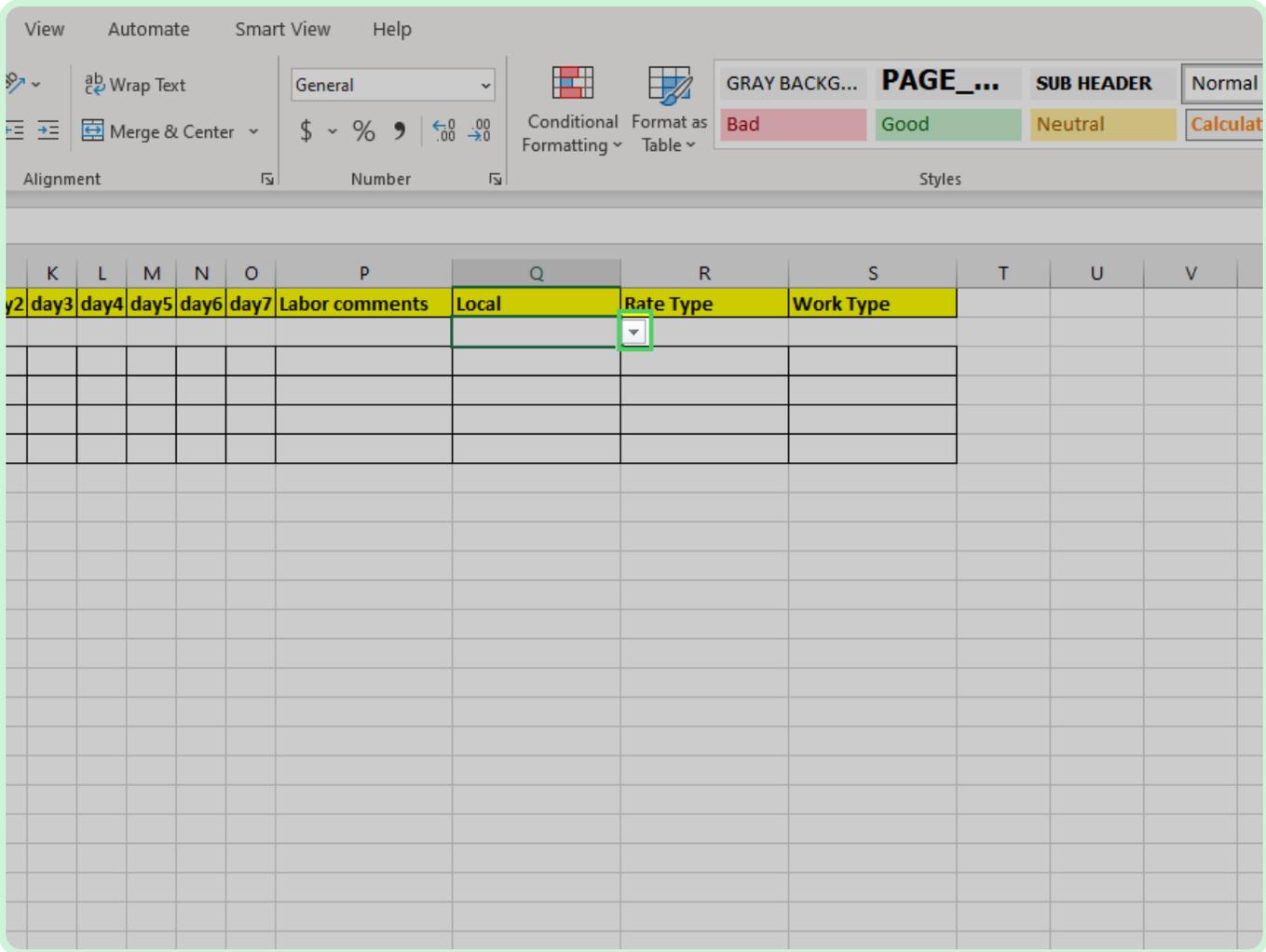
# Step 21

Select .



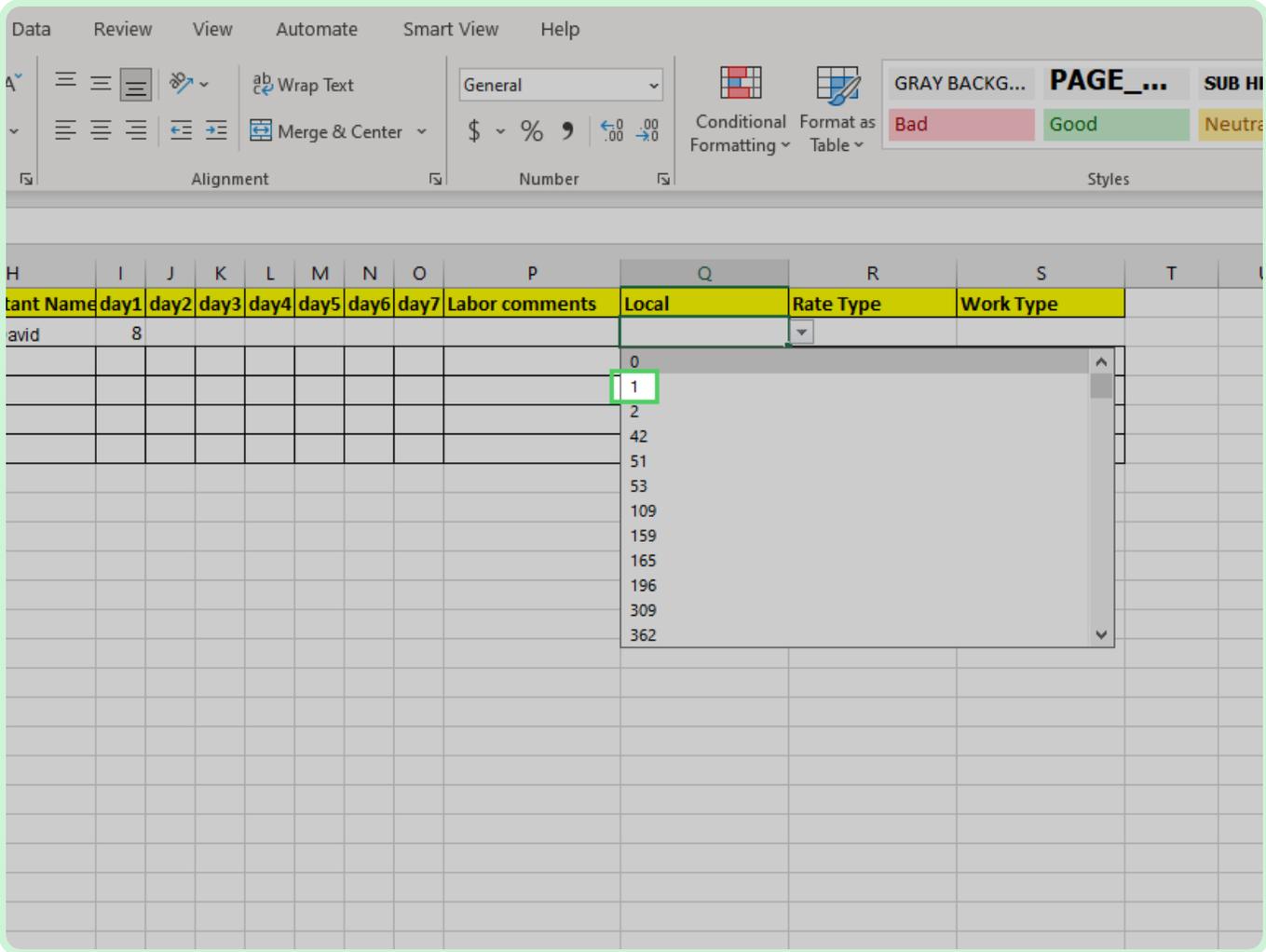
# Step 22

Select **Local** drop-down arrow.



# Step 23

In the Local drop-down list, select **1**.



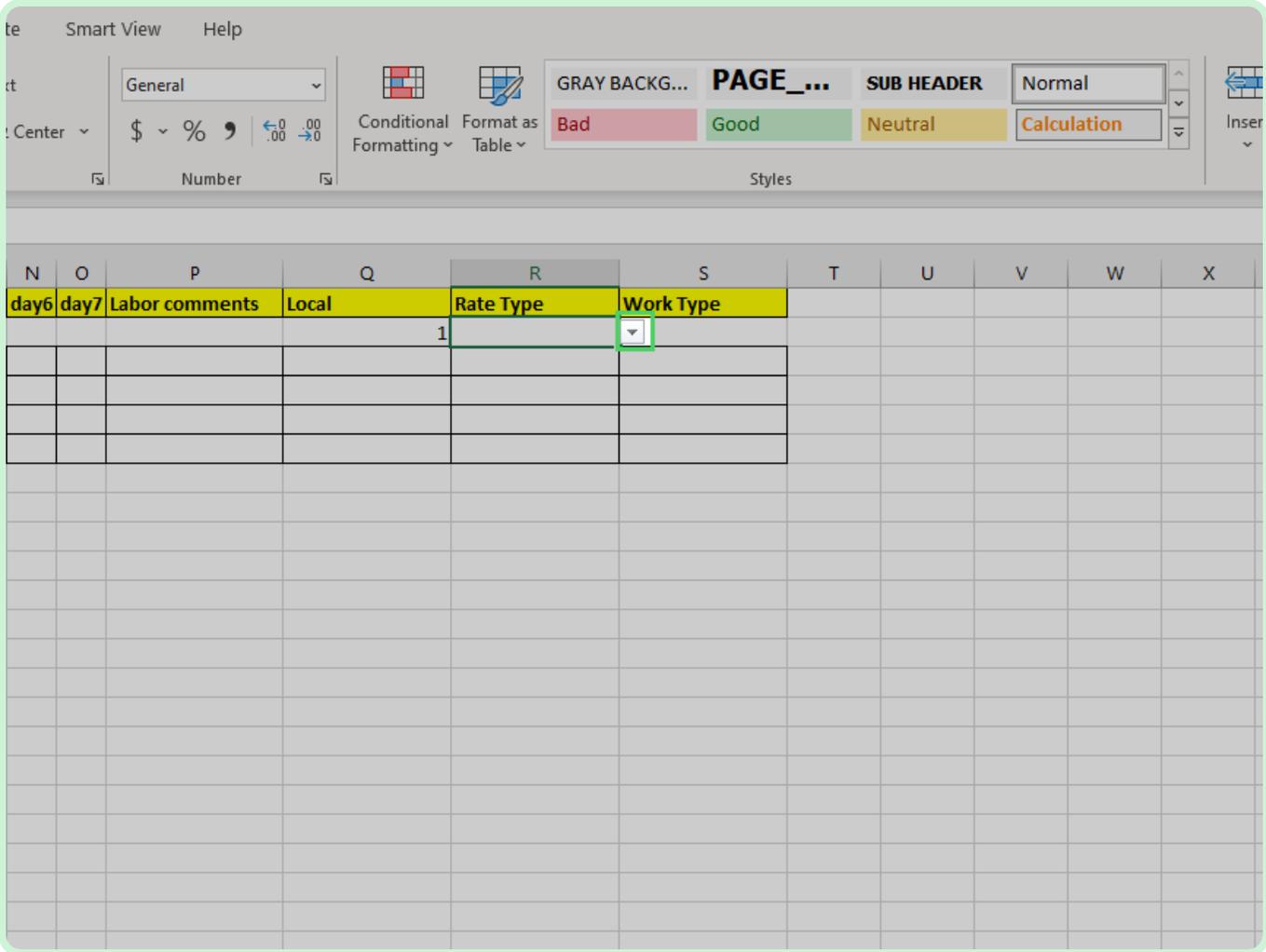
# Step 24

Select **Rate Type**.

The screenshot shows the Microsoft Excel interface. The ribbon includes 'Automate', 'Smart View', and 'Help'. The 'Number' group contains 'Wrap Text', 'Merge & Center', and 'Number' options. The 'Format as Table' group is active, showing a list of table styles: 'GRAY BACKG...', 'PAGE\_...', 'SUB HEADER', 'Normal', 'Bad', 'Good', 'Neutral', and 'Calculation'. The spreadsheet grid shows columns L through W. Row 1 contains headers: 'day4', 'day5', 'day6', 'day7', 'Labor comments', 'Local', 'Rate Type', and 'Work Type'. A dropdown menu is open for the 'Rate Type' cell in row 2, column R.

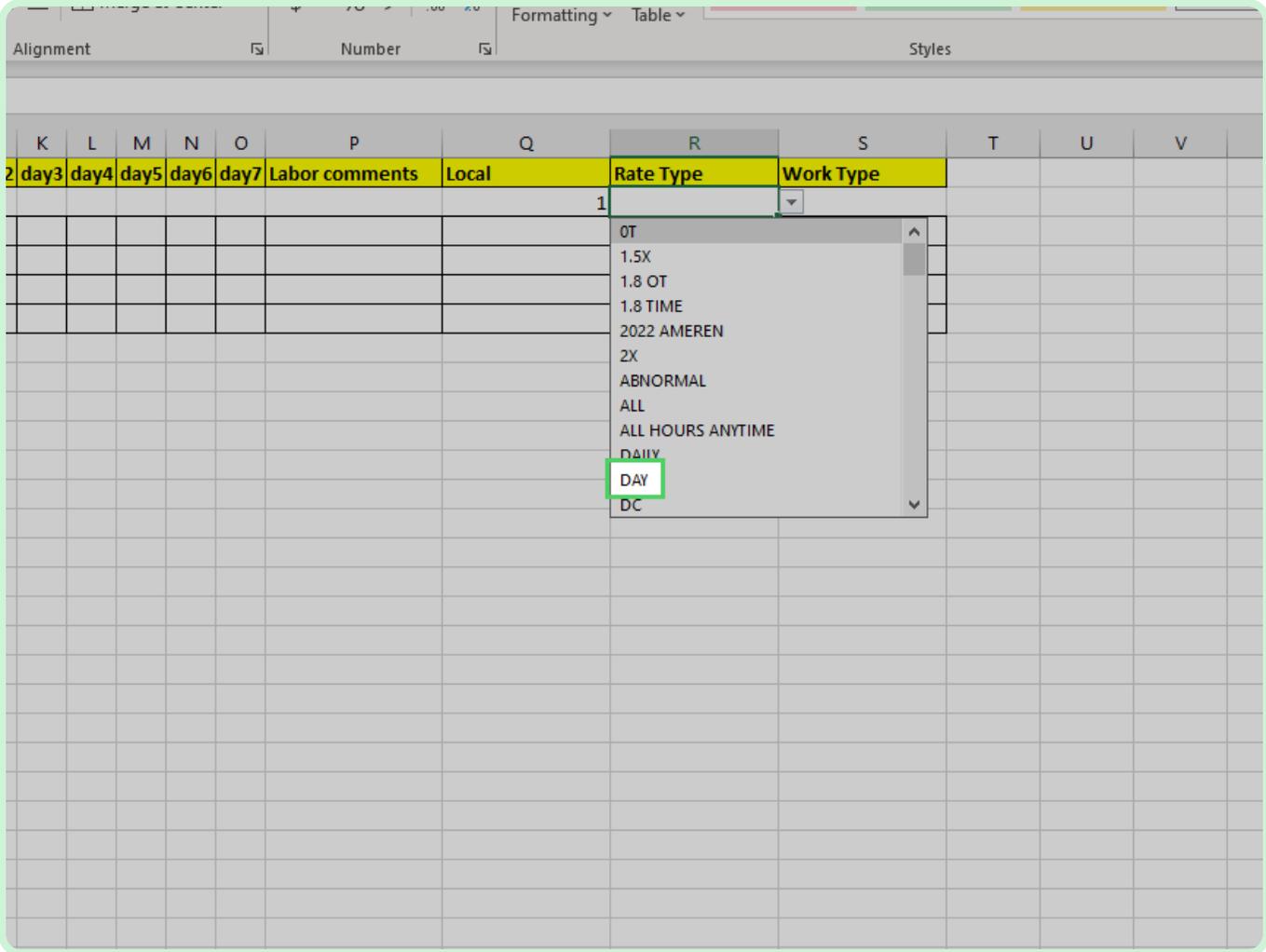
# Step 25

Select **Rate Type** drop-down arrow.



# Step 26

In the Rate Type drop-down list, select **DAY**.



# Step 27

Select **Work Type**.

The screenshot shows an Excel spreadsheet with the following data:

ay7	Labor comments	Local	Rate Type	Work Type
			1 DAY	[Dropdown Menu]

The ribbon at the top includes the following elements:

- Smart View | Help
- Number group: General, \$, %, , .00, .00
- Conditional Formatting | Format as Table
- Styles group: GRAY BACKG..., PAGE\_..., SUB HEADER, Normal, Bad, Good, Neutral, Calculation
- Cells group: Insert, Delete

# Step 28

Select **Work Type** drop-down arrow.

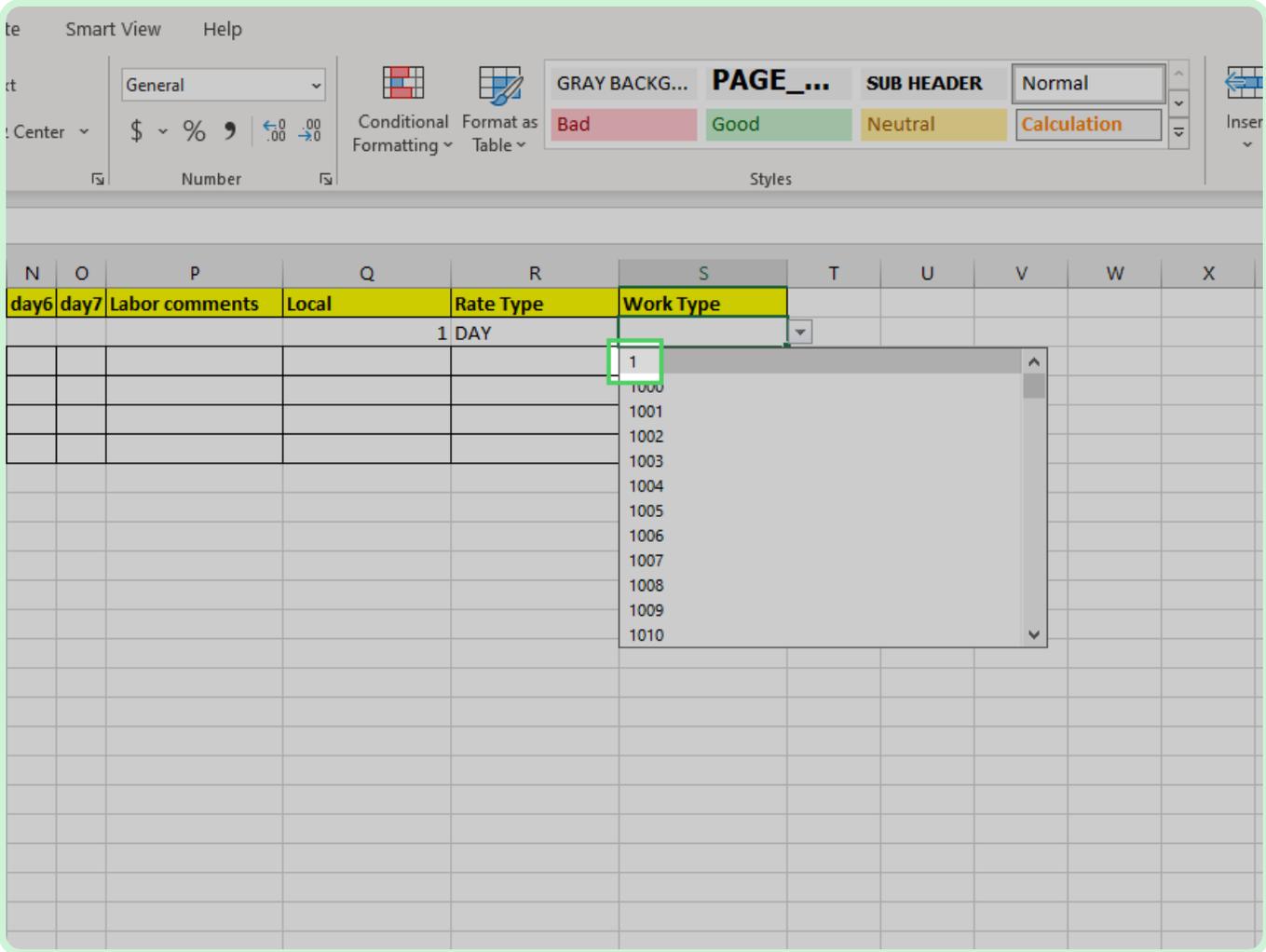
The screenshot shows the Microsoft Excel ribbon with the 'Styles' group selected. The ribbon includes 'Conditional Formatting', 'Format as Table', and 'Styles' (with options like 'GRAY BACKG...', 'PAGE\_...', 'SUB HEADER', 'Normal', 'Bad', 'Good', 'Neutral', 'Calculation'). The 'Cells' group includes 'Insert', 'Delete', and 'Format'. The spreadsheet grid shows columns P through Z. A table is defined with the following structure:

Comments	Local	Rate Type	Work Type
		1 DAY	

A green box highlights the drop-down arrow in the 'Work Type' cell of the first data row.

# Step 29

In the Work Type drop-down list, select **1**.



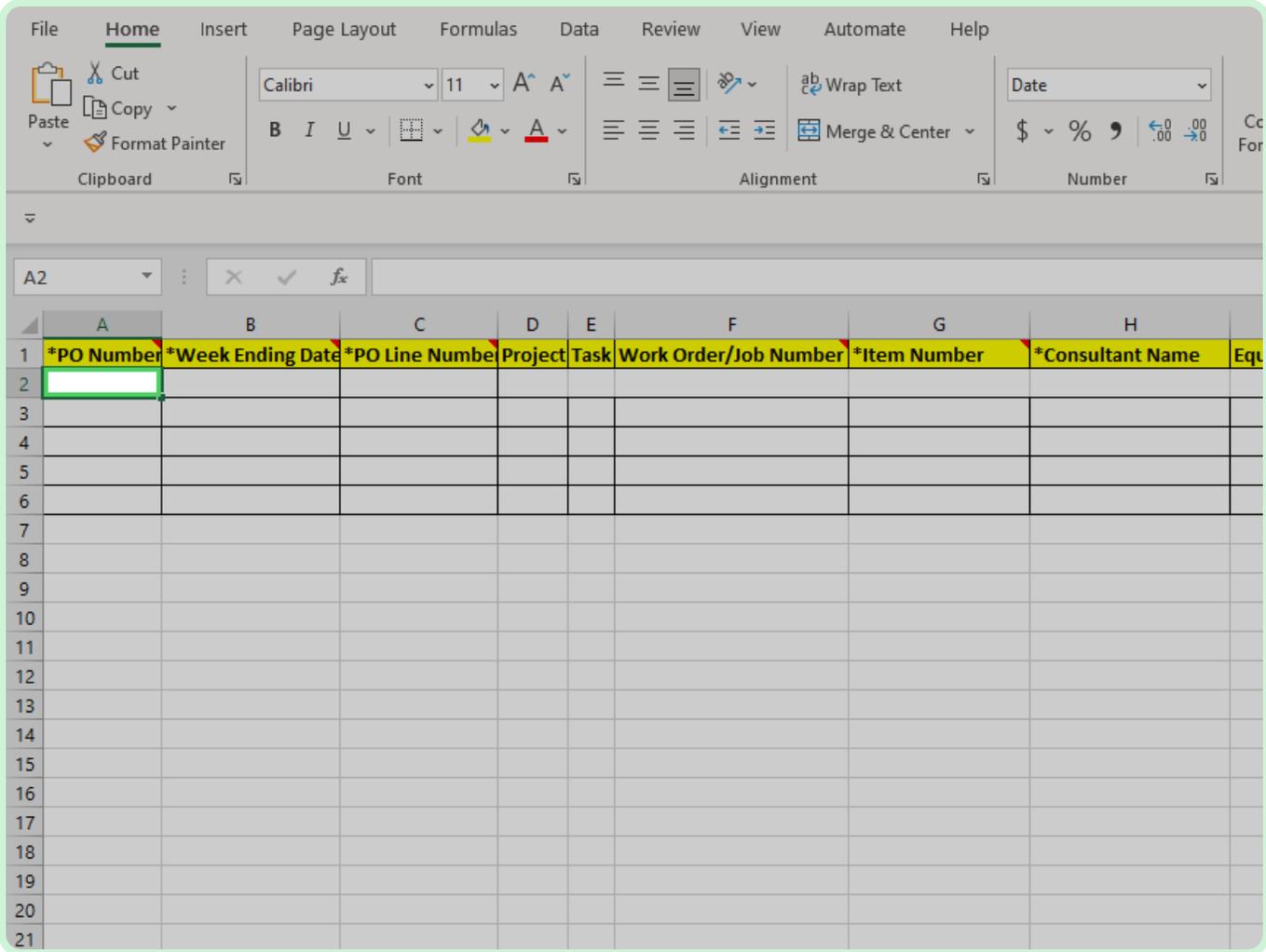
# Step 30

Select **Timecard Lines Equipment**.

The screenshot shows a software interface with a large grid area at the top. Below the grid is a navigation bar with several tabs: 'Timecard Headers', 'Timecard Lines Labor', 'Timecard Lines Equipment', 'Timecard Lines Material', and 'Timecard Lines Expense'. The 'Timecard Lines Equipment' tab is highlighted with a green border. Below the navigation bar, there is a search bar containing the text 'investigate' and a large grey rectangular area below that.

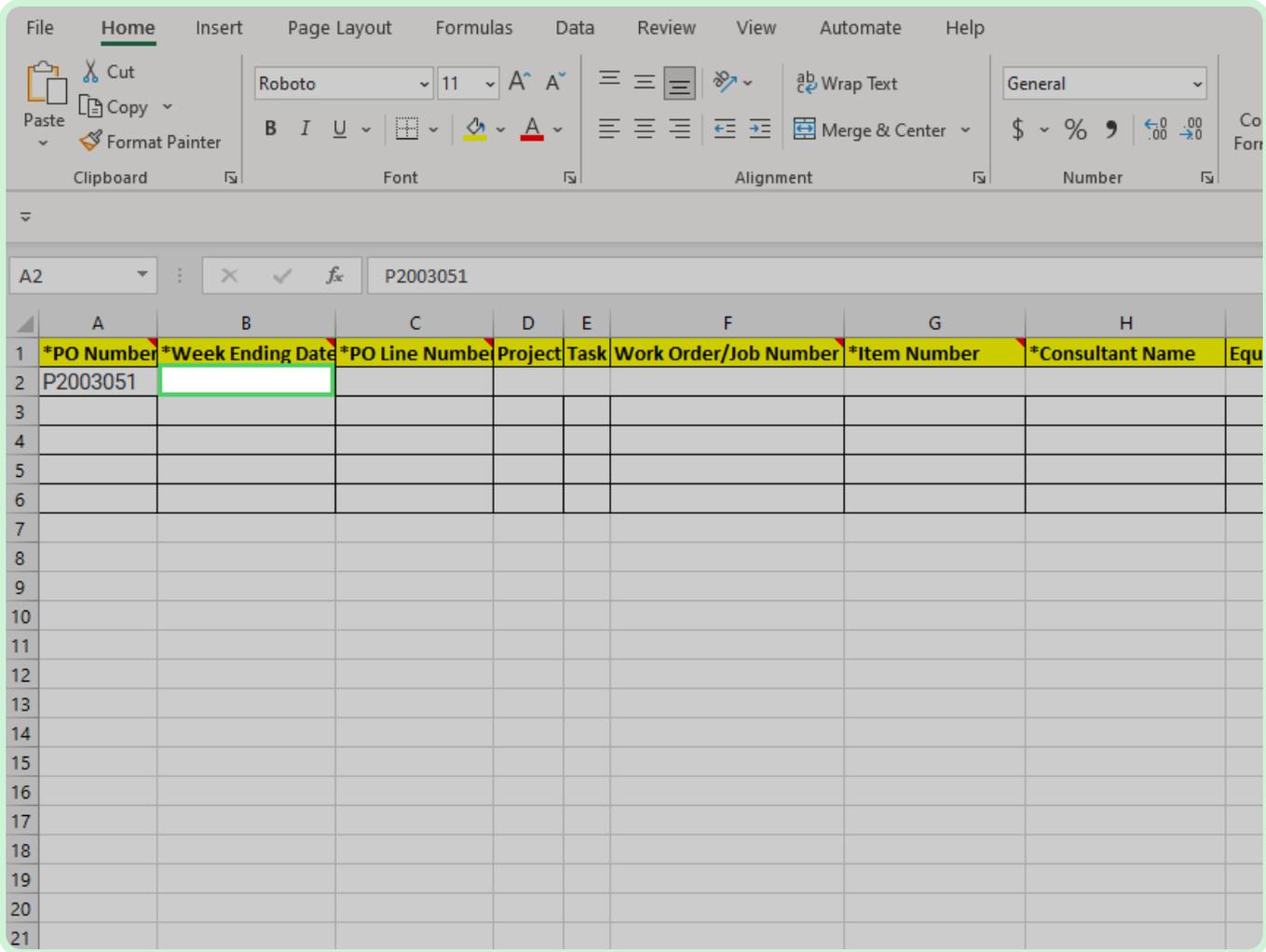
# Step 31

In the **PO Number** field, type **P2003051**.



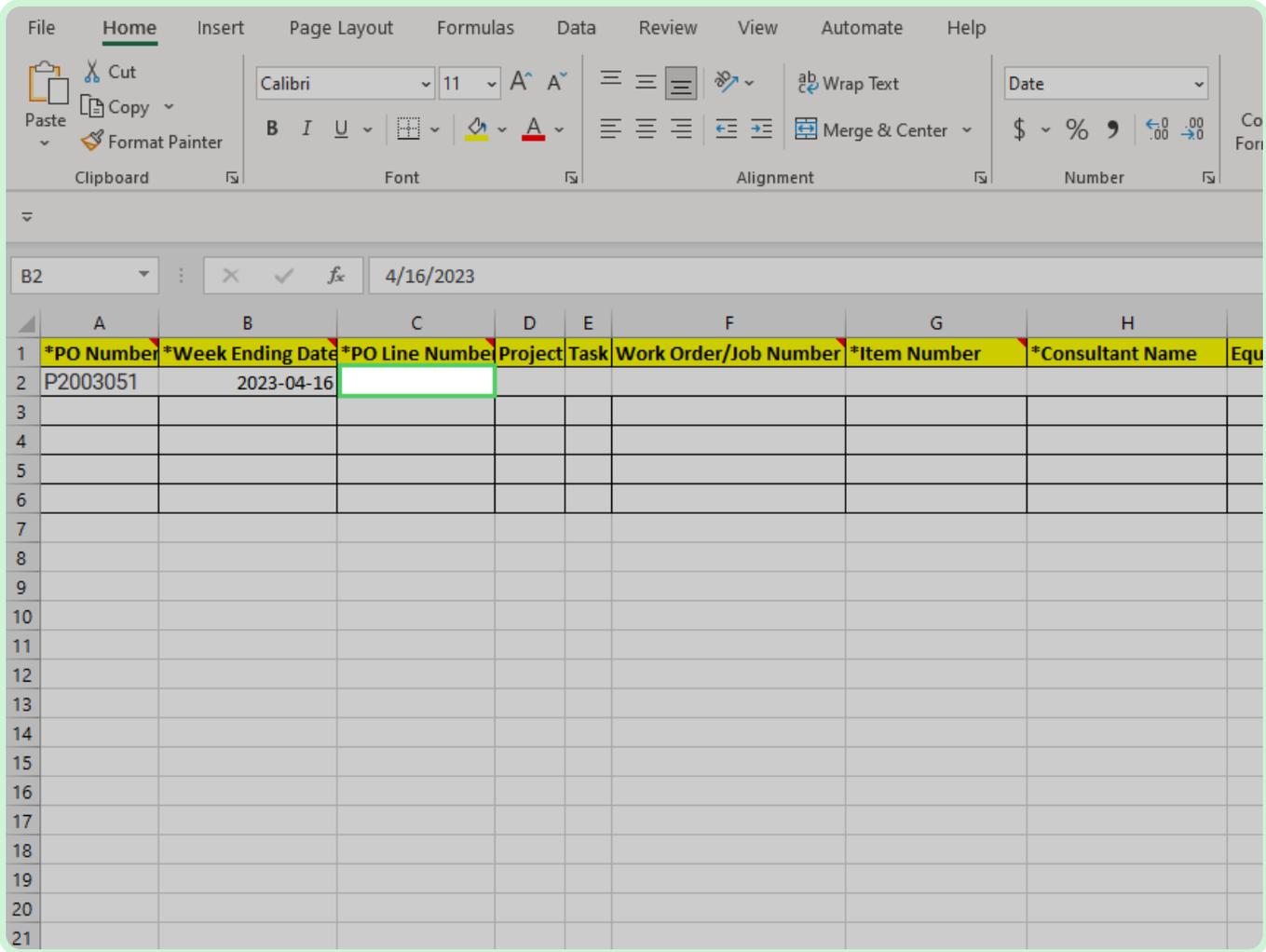
# Step 32

In the **Week Ending Date** field, type **2023-04-16**.



# Step 33

In the **PO Line Number** field, type **1**.



## Step 34

View **Work Order/Job Number**.

The **Work Order** number should be entered only for EMPRV, MAXIMO, and DOJM timecards

Examples of work order/job numbers for EMPRV, MAXIMO, DOJM. The term work order/job number are the same. MAXIMO called it work order and EMPRV/DOJMS calls it job number.

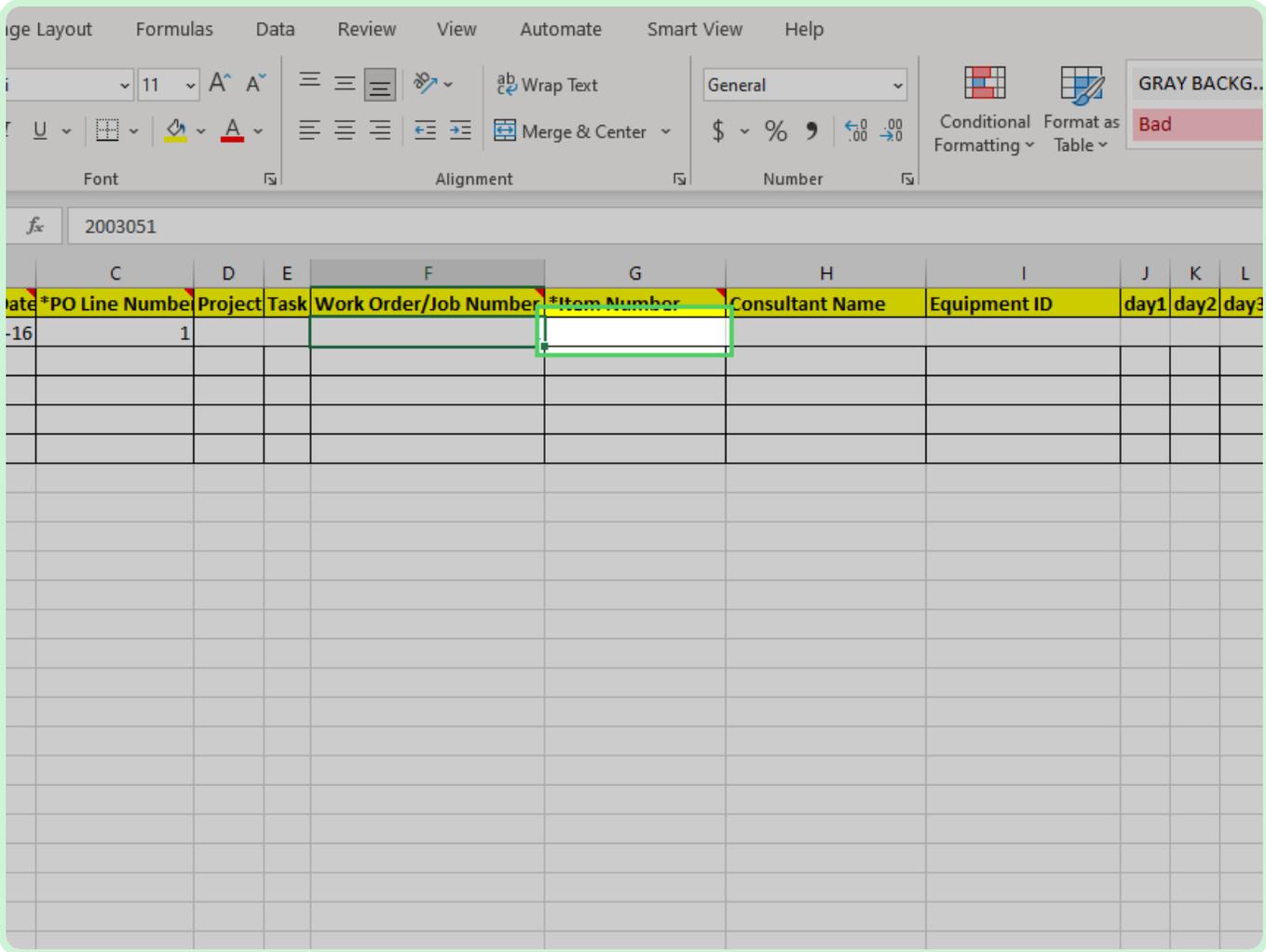
Examples: Source Type – Work Order/Job Number

- EMPRV – JR100356
- MAXIMO – A1003213/001
- DOJM – 01MT10000054



# Step 35

In the **Item Number** field, type **SE12311**.







# Step 38

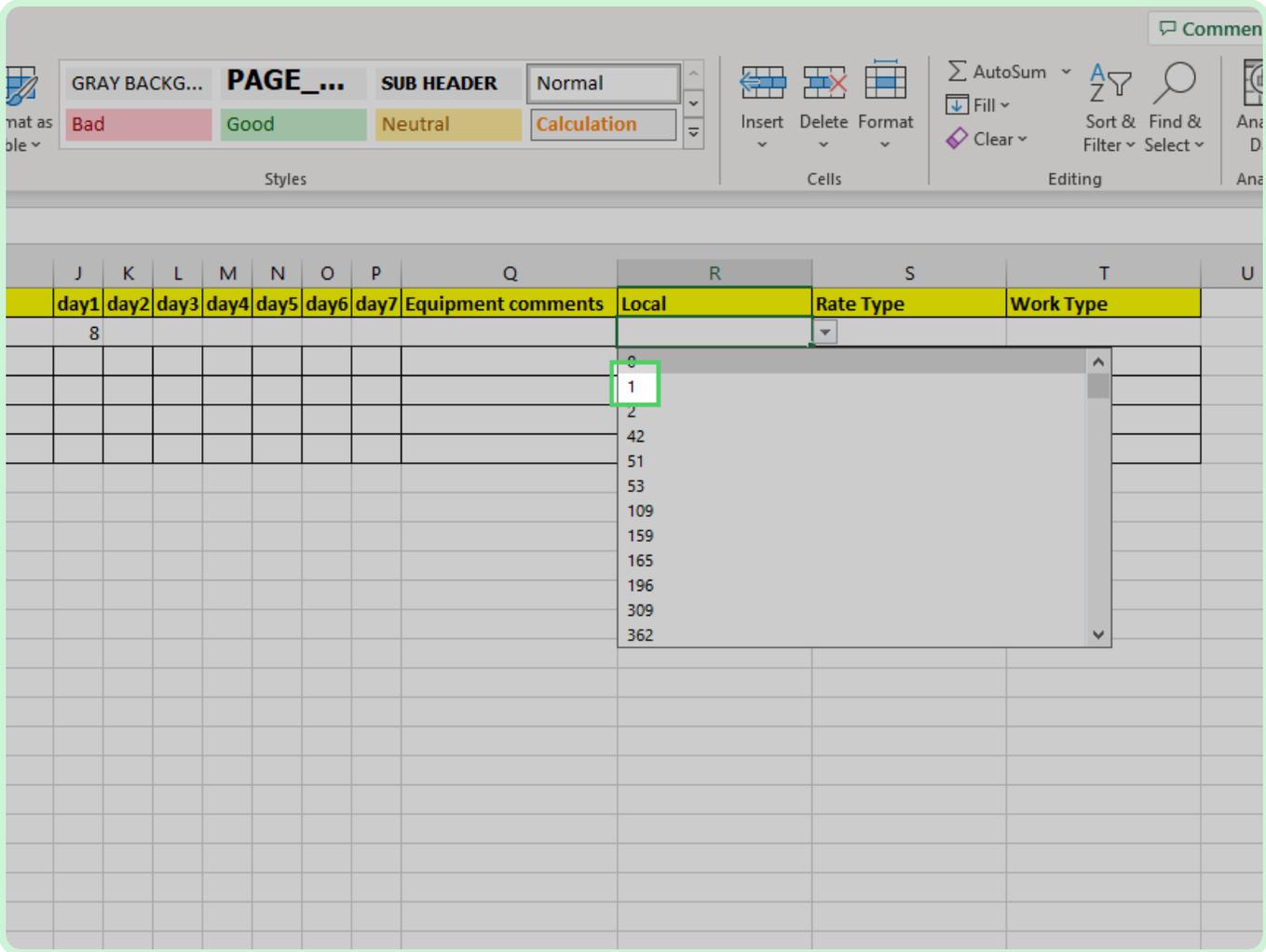
Select **Local**.

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes the following groups: **Styles** (with options like 'Normal', 'Calculation'), **Cells** (with 'Insert', 'Delete', 'Format'), **Editing** (with 'AutoSum', 'Fill', 'Clear', 'Sort & Filter', 'Find & Select'), and **Analysis** (with 'Analyze Data'). The spreadsheet grid below shows columns K through V and rows 1 through 8. Row 1 is highlighted in yellow and contains the following data: 'day2', 'day3', 'day4', 'day5', 'day6', 'day7', 'Equipment comments', 'Local', 'Rate Type', and 'Work Type'. The cell containing 'Local' in column R, row 1 is selected with a green border.



# Step 40

In the Local drop-down list, select **1**.

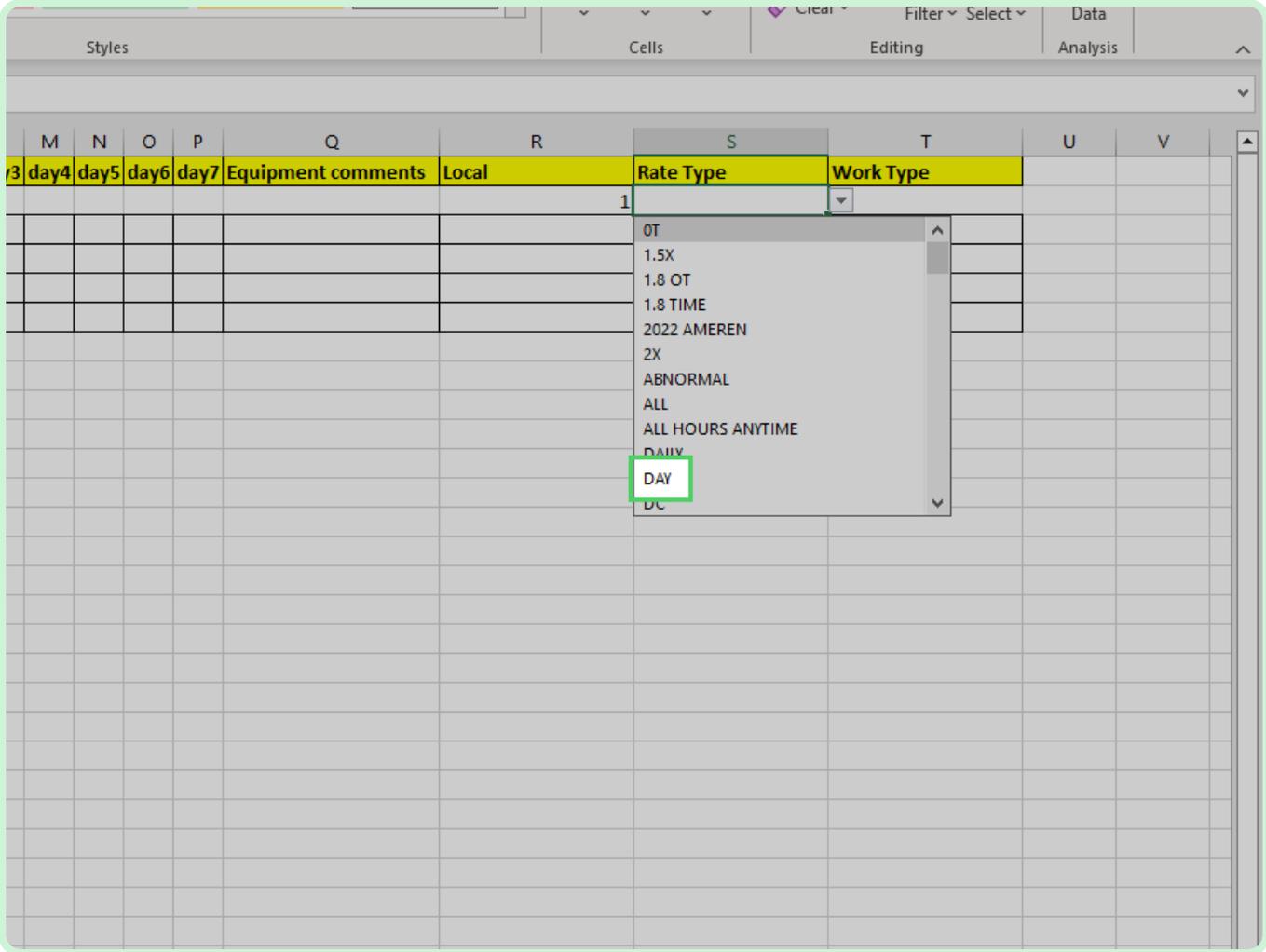






# Step 43

In the Rate Type drop-down list, select **DAY**.



# Step 44

Select **Work Type**.

The screenshot shows the Microsoft Excel ribbon with the 'Styles' group selected. The ribbon includes 'Comments' and 'Share' buttons. The 'Styles' group contains 'PAGE\_...', 'SUB HEADER', and 'Normal' style buttons. Below these are three colored buttons: 'Good' (green), 'Neutral' (yellow), and 'Calculation' (orange). The 'Cells' group includes 'Insert', 'Delete', and 'Format' buttons. The 'Editing' group includes 'AutoSum', 'Fill', 'Clear', 'Sort & Filter', and 'Find & Select' buttons. The 'Analysis' group includes 'Analyze Data'.

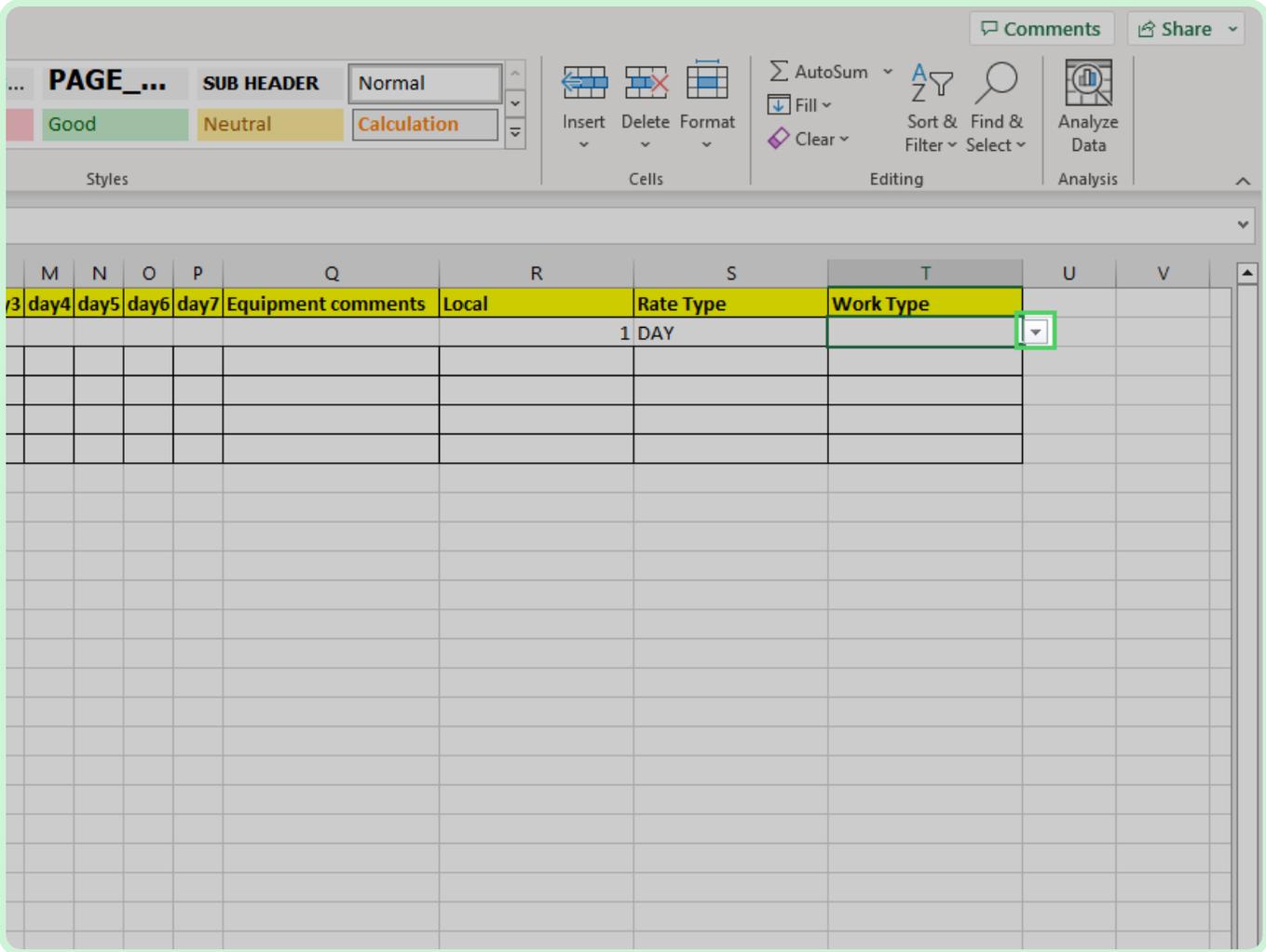
The spreadsheet grid shows columns M through V. Row 3 is highlighted in yellow and contains the following data:

M	N	O	P	Q	R	S	T	U	V
3	day4	day5	day6	day7	Equipment comments	Local	Rate Type	Work Type	
						1 DAY			

The 'Work Type' cell in row 3, column T, is highlighted with a green border and has a dropdown arrow pointing down.

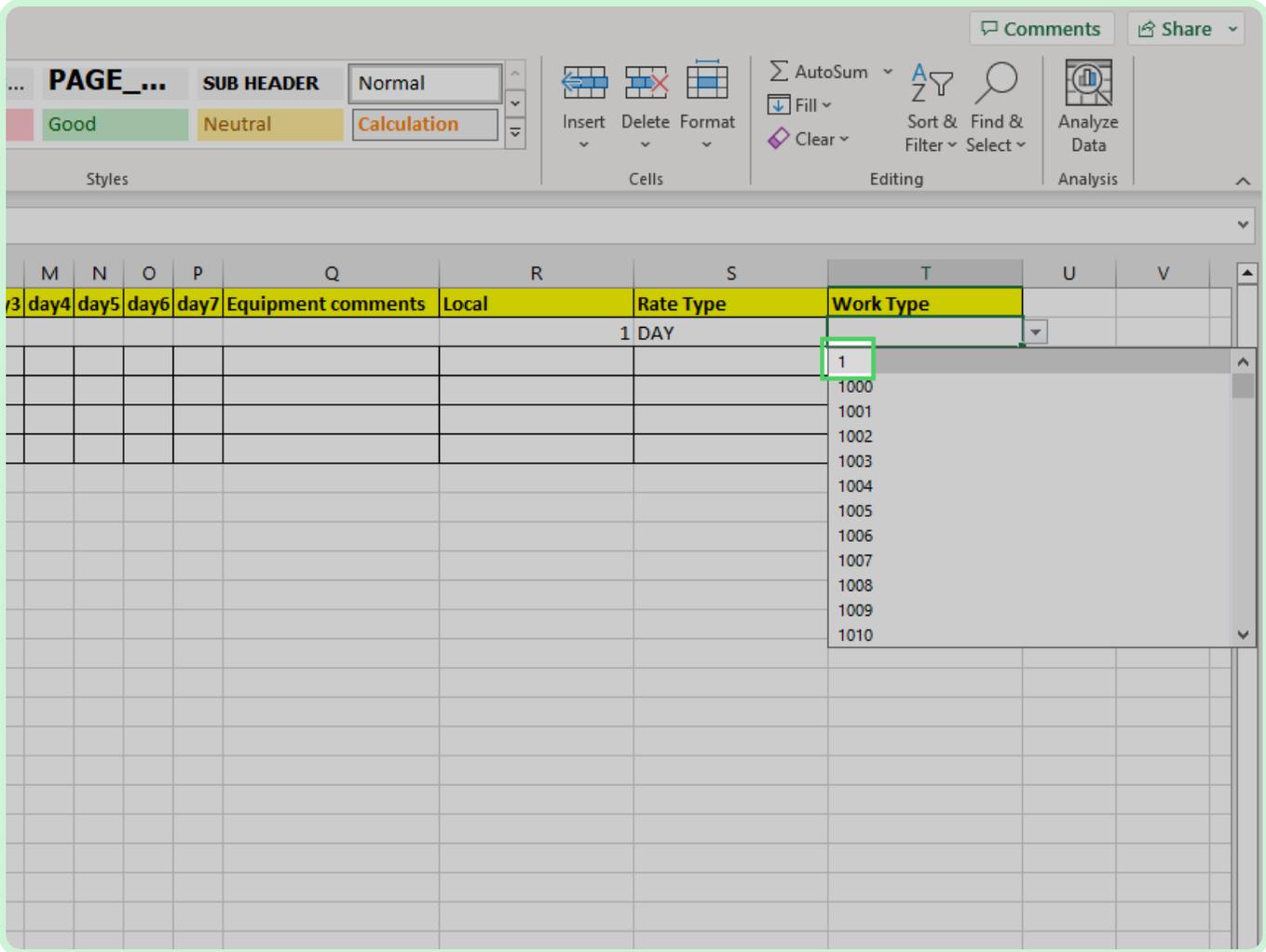
# Step 45

Select **Work Type** drop-down arrow.



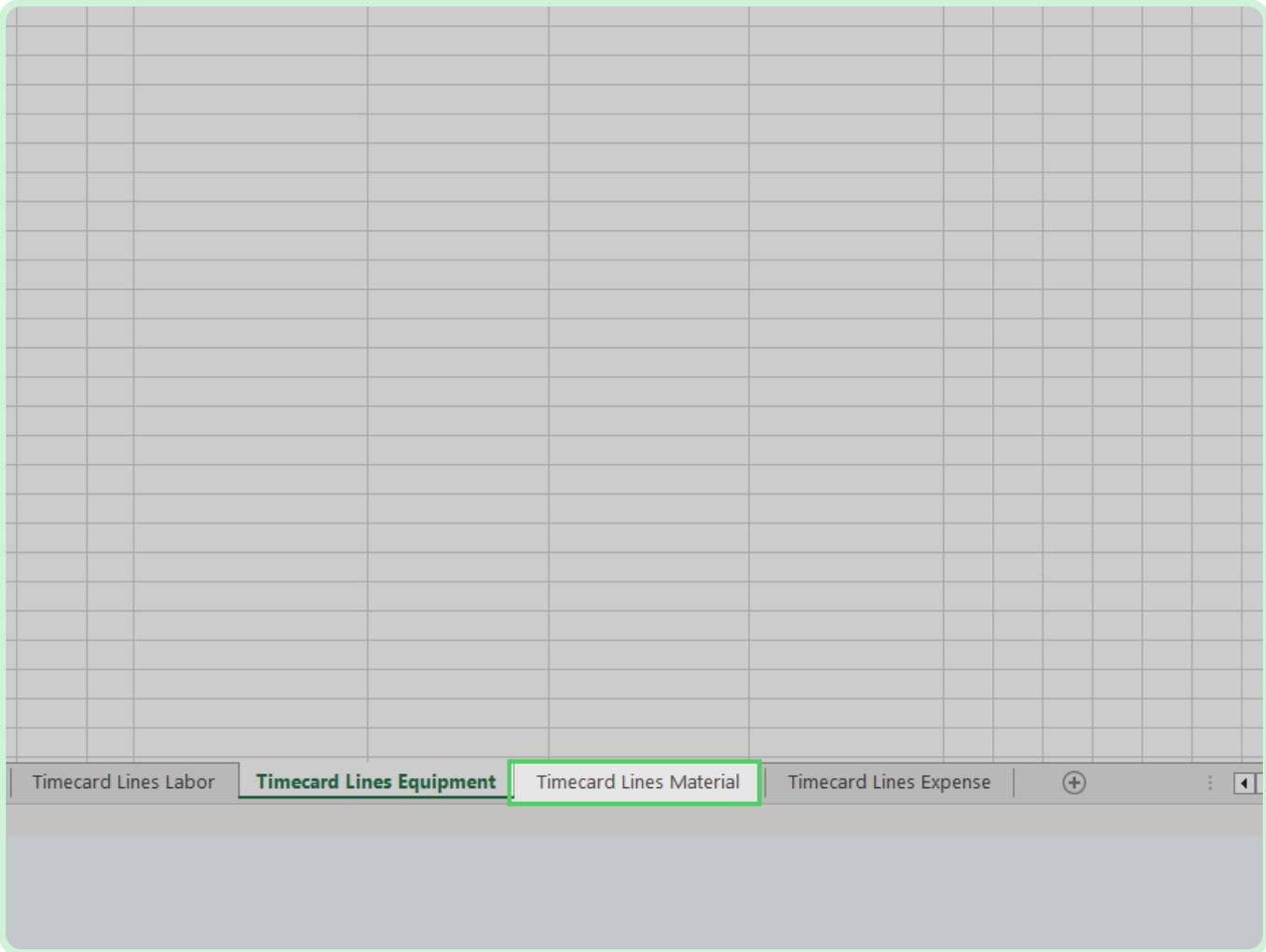
# Step 46

In the Work Type drop-down list, select **1**.



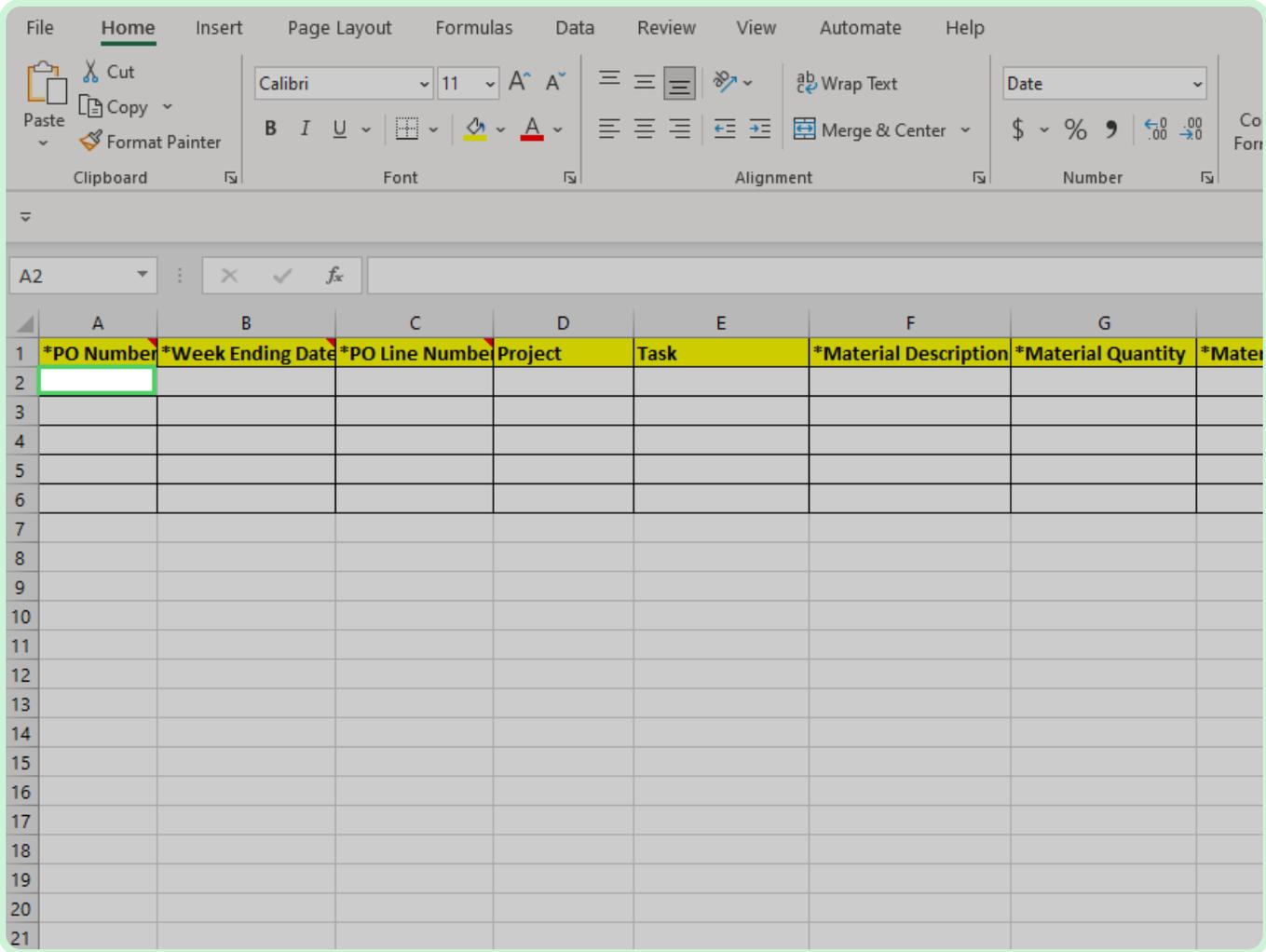
# Step 47

Select **Timecard Lines Material**.



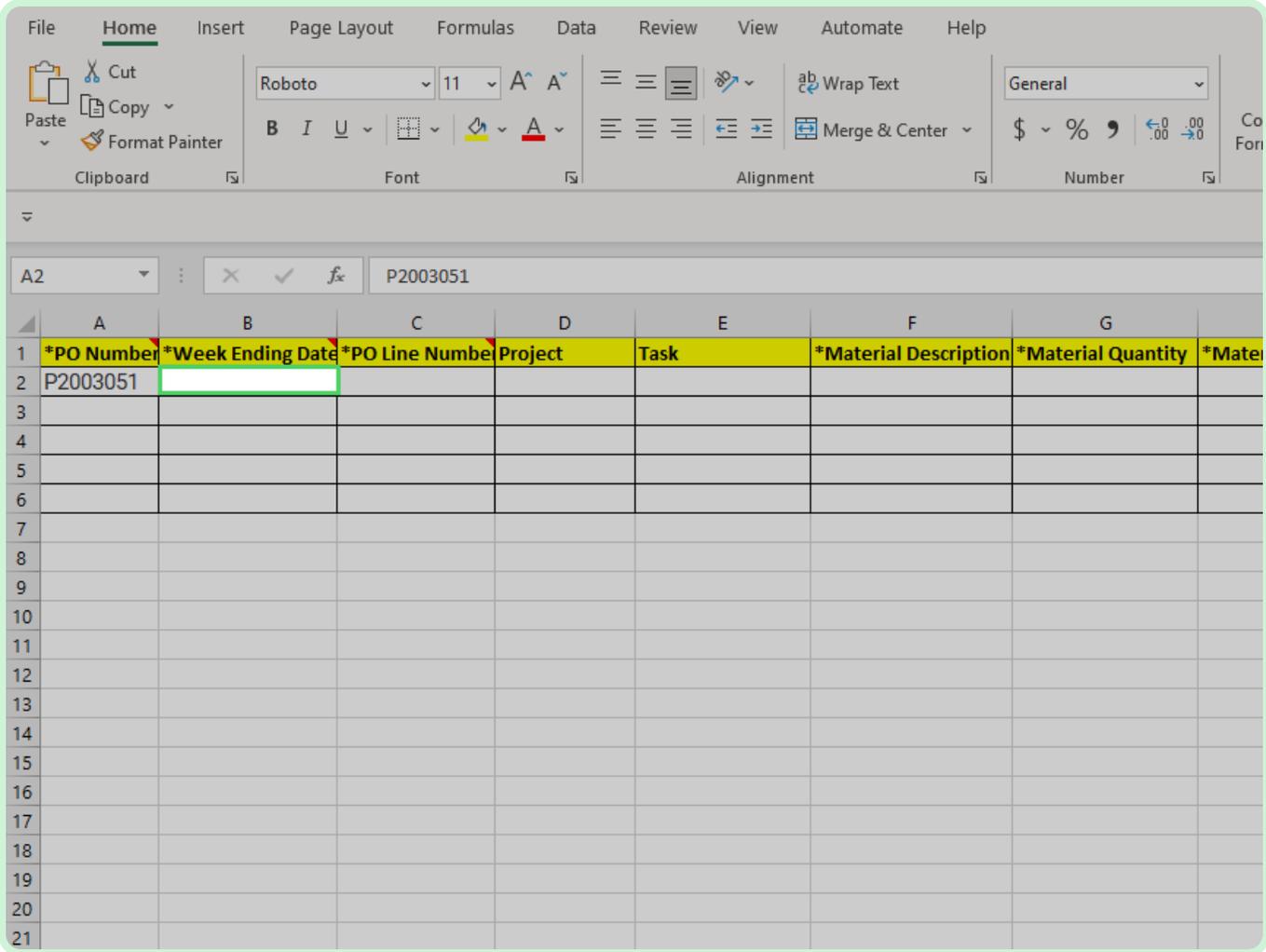
# Step 48

In the **PO Number** field, type **P2003051**.



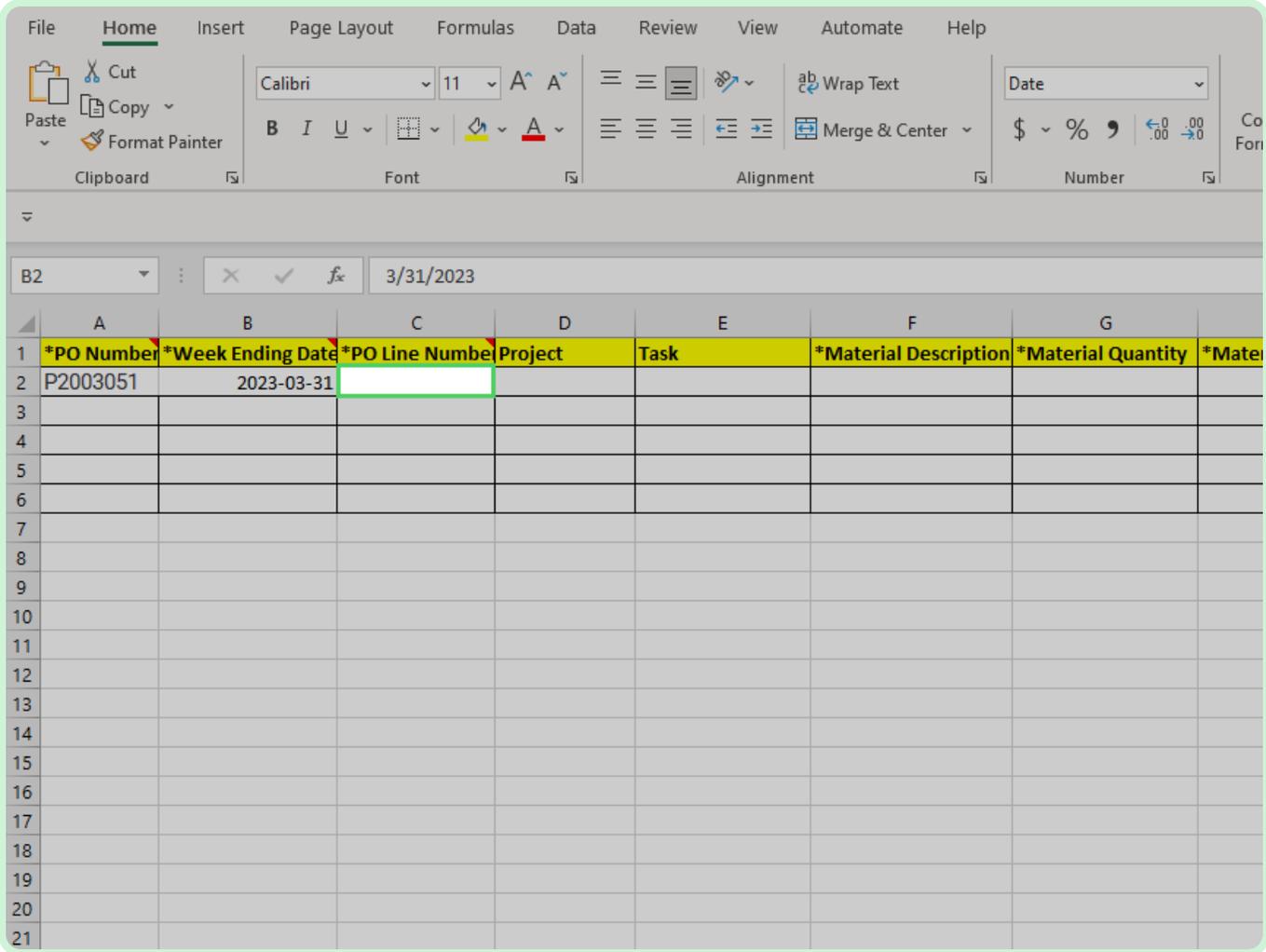
# Step 49

In the **Week Ending Date** field, type **2023-03-31**.



# Step 50

In the **PO Line Number** field, type **1**.



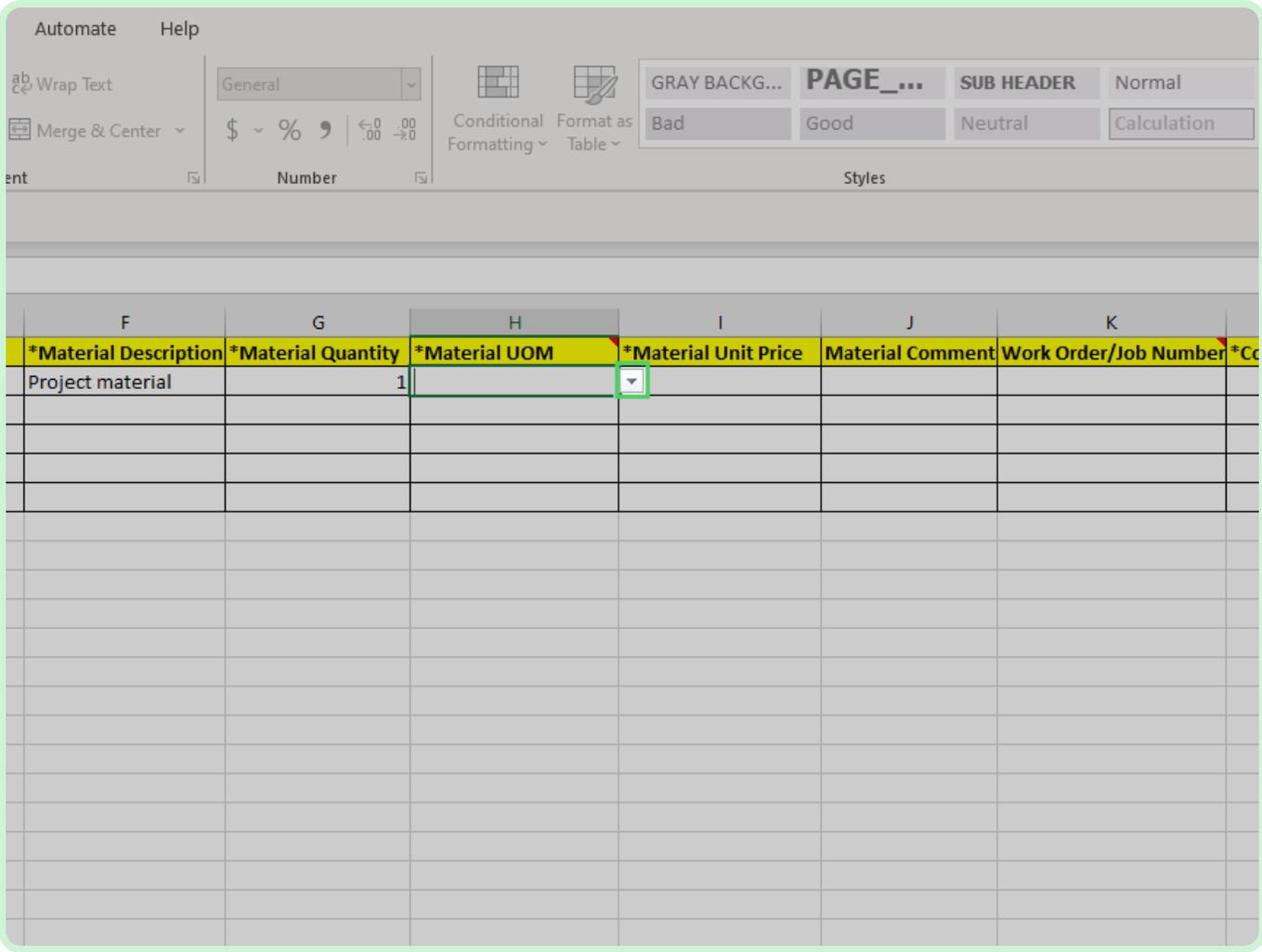




# Step 53

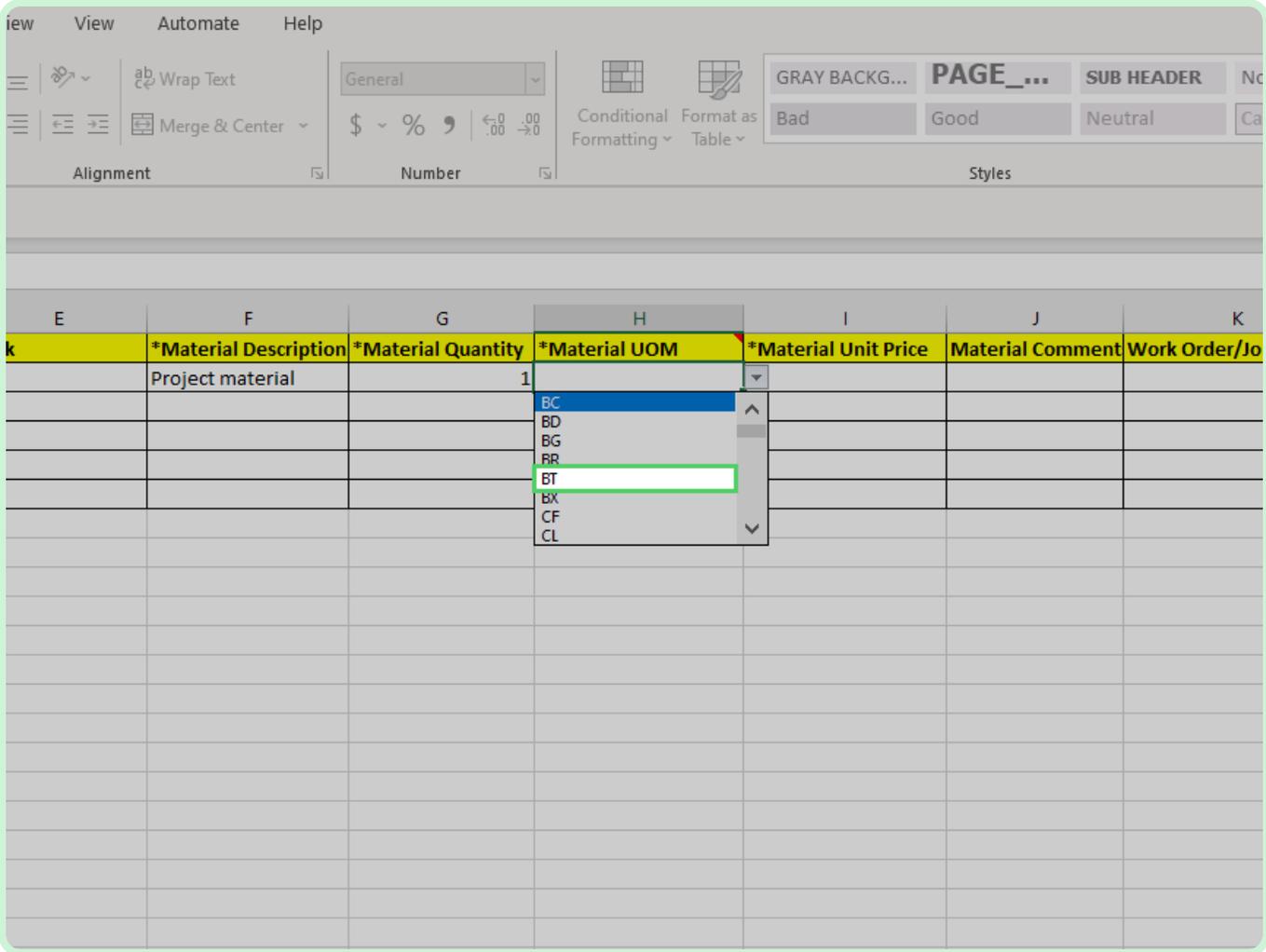
Select **Material UOM**.

In the live environment, you will need to double click the cell in order for the drop-down arrow to appear.



# Step 54

In the Material UOM drop-down list, select **BT**.

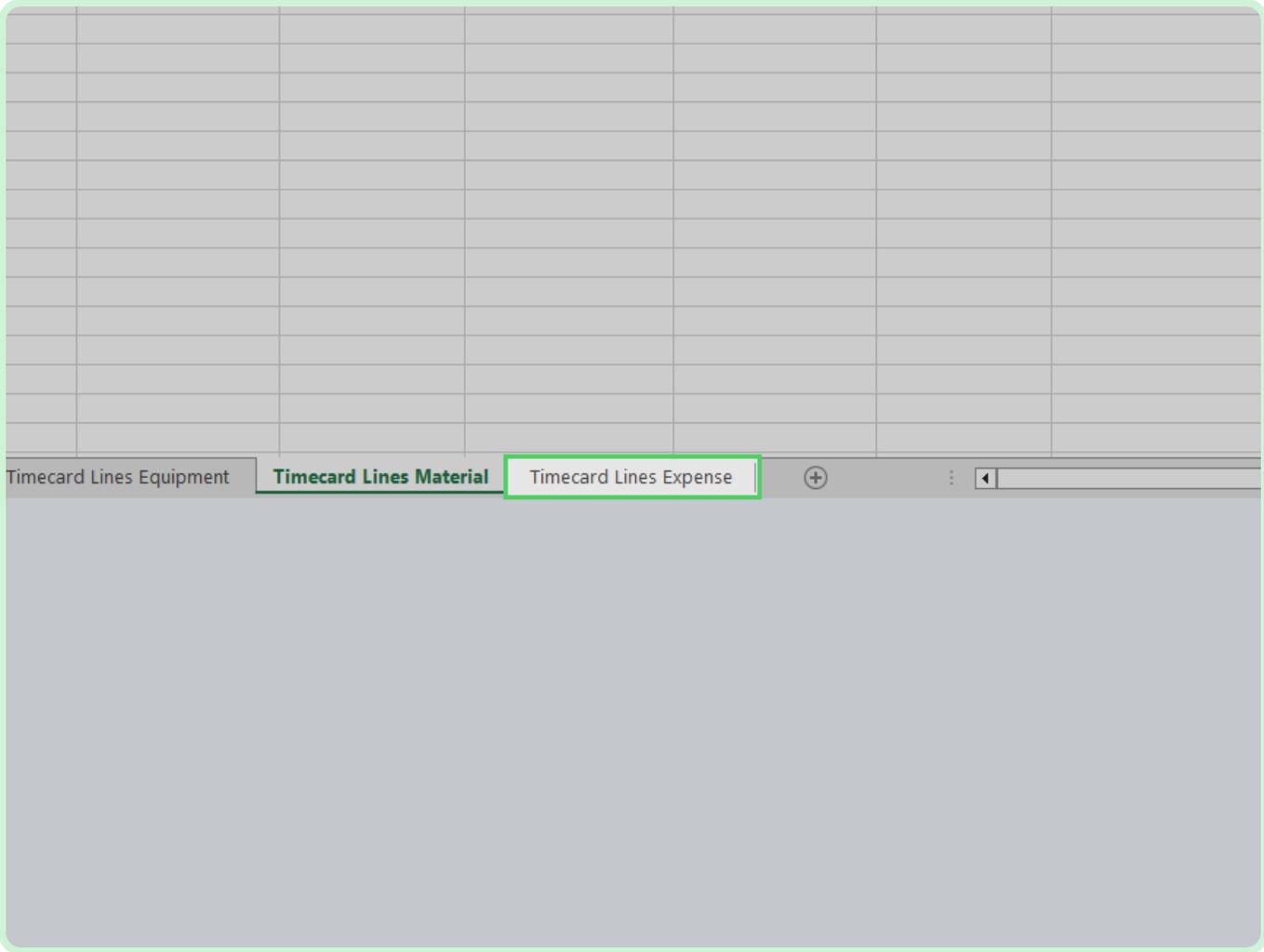






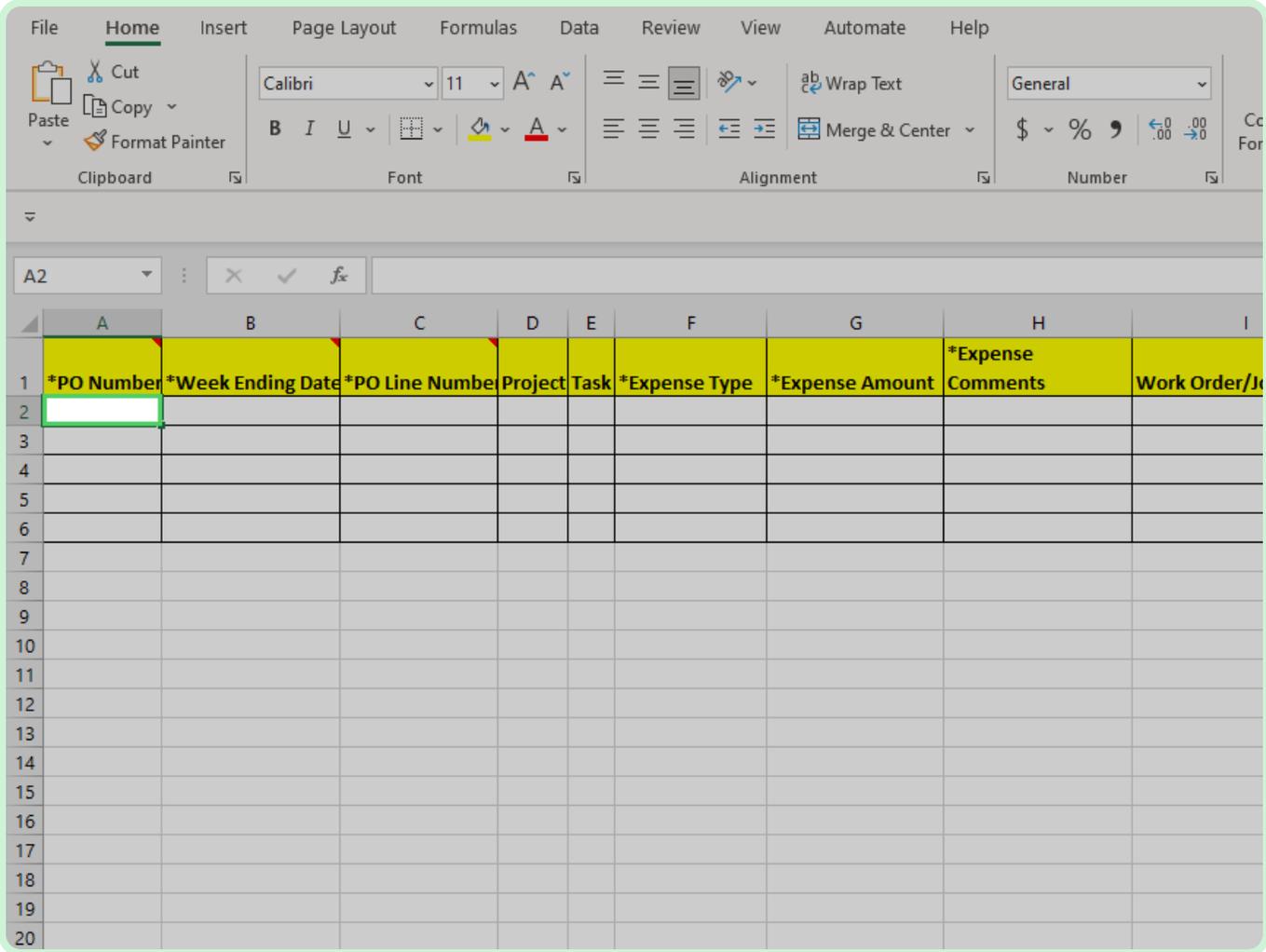
# Step 57

Select **Timecard Lines Expense**.



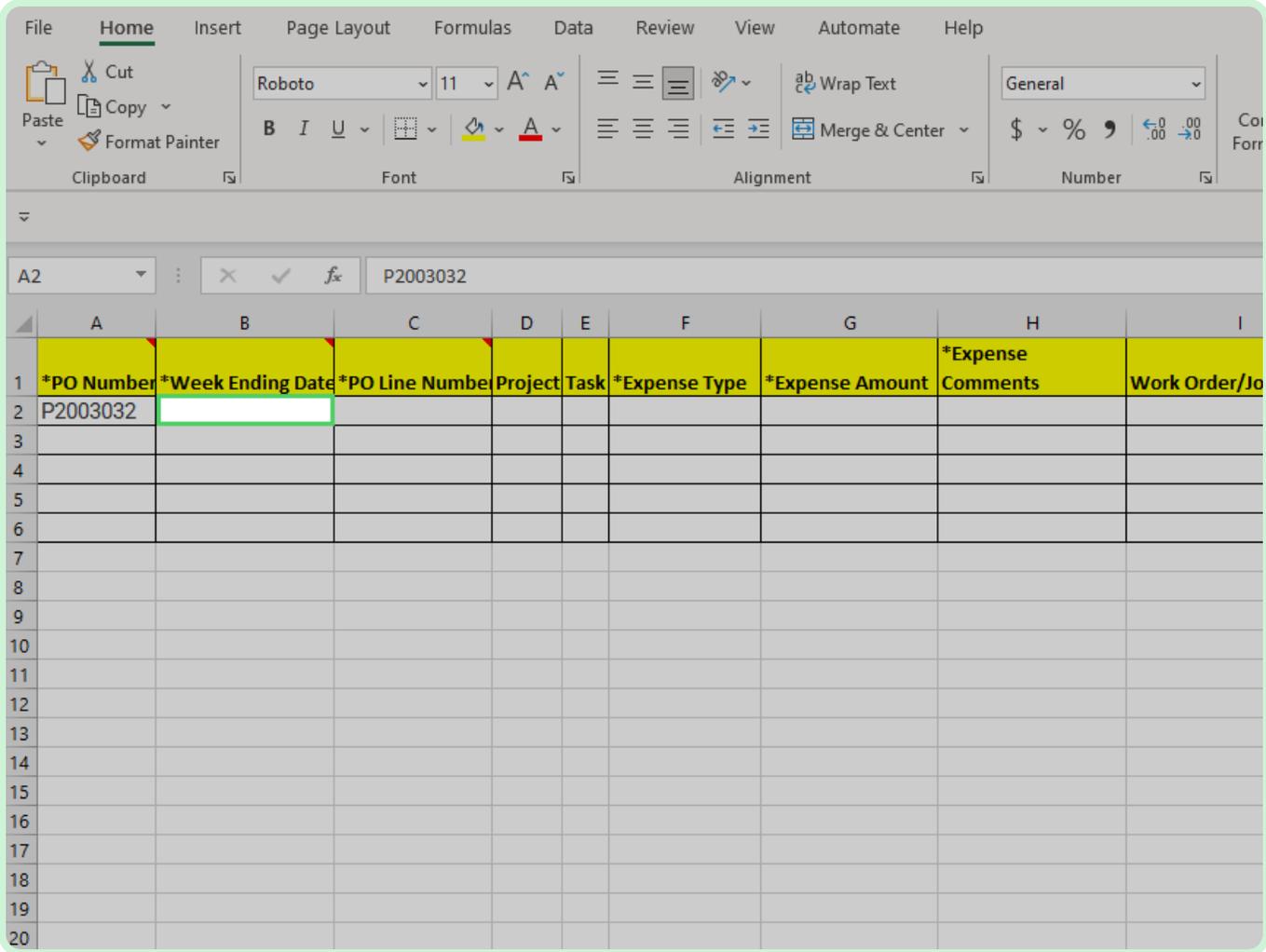
# Step 58

In the **PO Number** field, type **P2003032**.



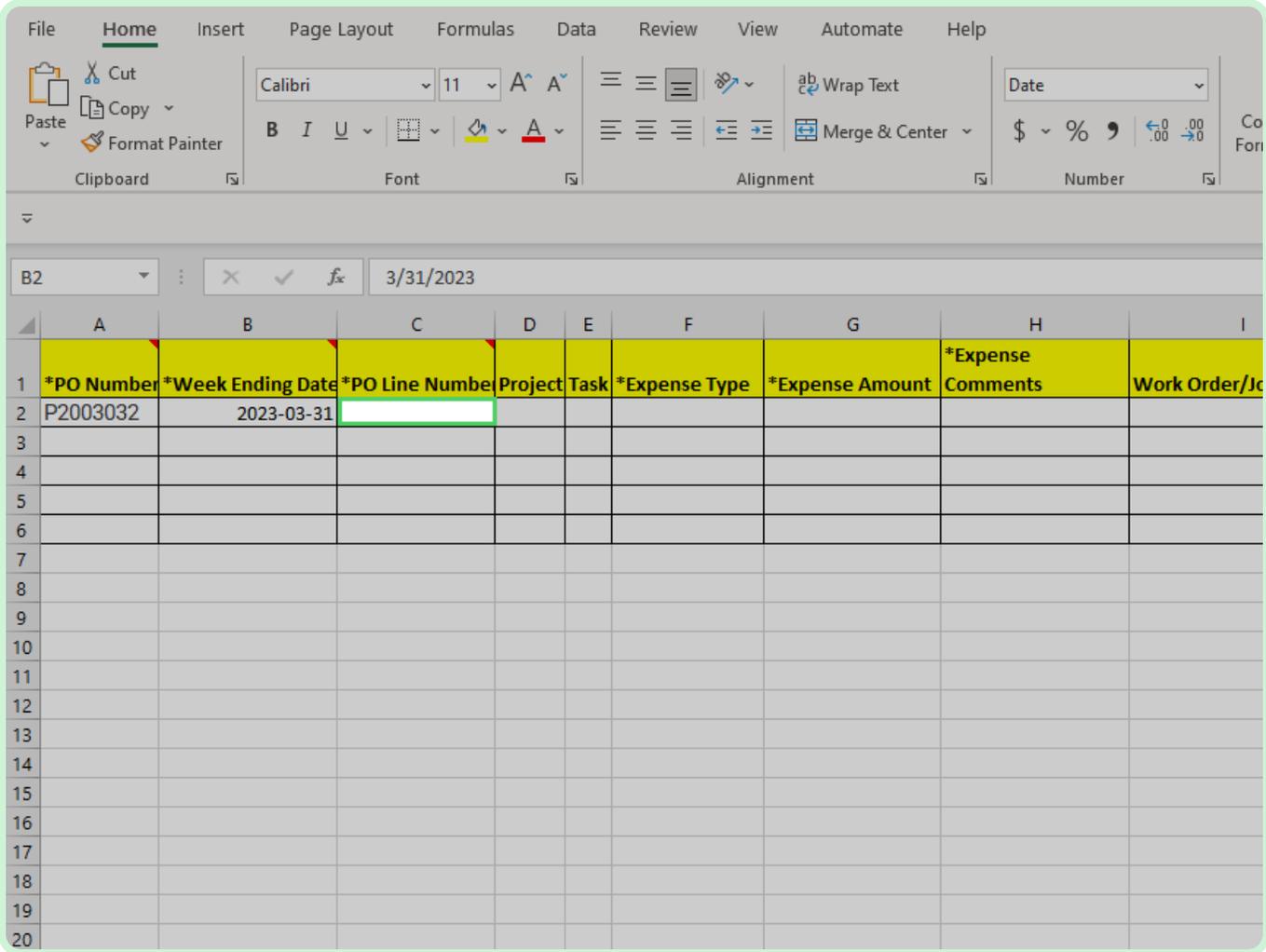
# Step 59

In the **Week Ending Date** field, type **2023-03-31**.



# Step 60

In the **PO Line Number** field, type **1**.





# Step 62

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

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

A	B	C	D	E	F	G	H	I
PO Number	*Week Ending Date	*PO Line Number	Project	Task	*Expense Type	*Expense Amount	*Expense Comments	Work Order/Job Num
003032	2023-03-31	1			EQUIP RENTAL			
					FUEL			
					HOTEL			
					MATERIAL			
					MEAL			
					MISC			
					CAR			





# Step 65

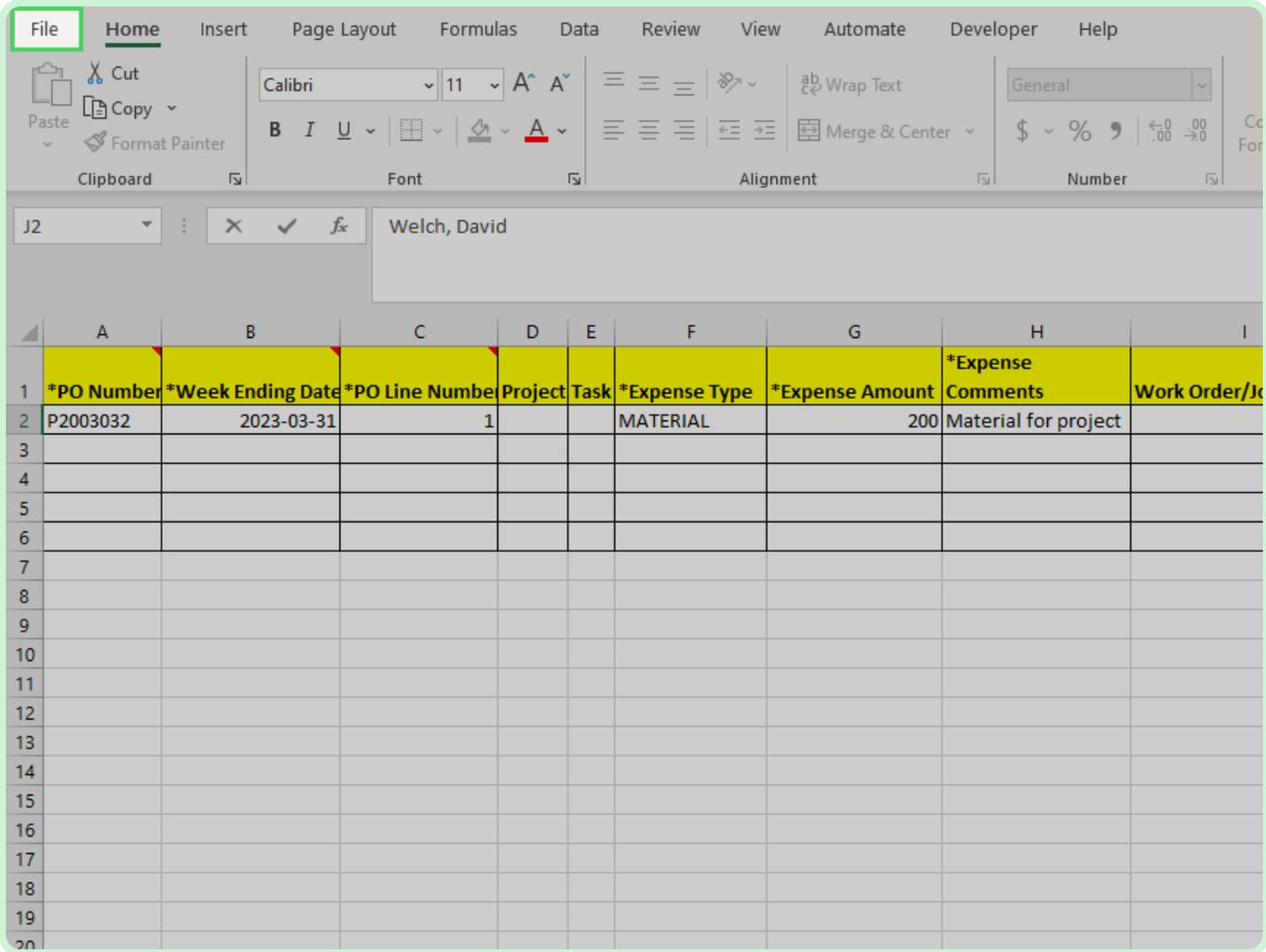
In the **Consultant Name** field, type **Welch, David**.

The screenshot shows the Microsoft Excel ribbon with the 'Styles' group selected. The ribbon includes options for 'Wrap Text', 'Merge & Center', 'Number' (with currency, percentage, and decimal symbols), 'Conditional Formatting', and 'Format as Table'. The 'Styles' group contains several style boxes: 'GRAY BACKG...', 'PAGE\_...', 'SUB HEADER', 'Normal', 'Bad', 'Good', 'Neutral', and 'Calculation'. Below the ribbon, a spreadsheet grid is visible with columns G through P. A table is defined in the grid with the following structure:

Expense Amount	*Expense Comments	Work Order/Job Number	*Consultant Name
200	Material for project		

# Step 66

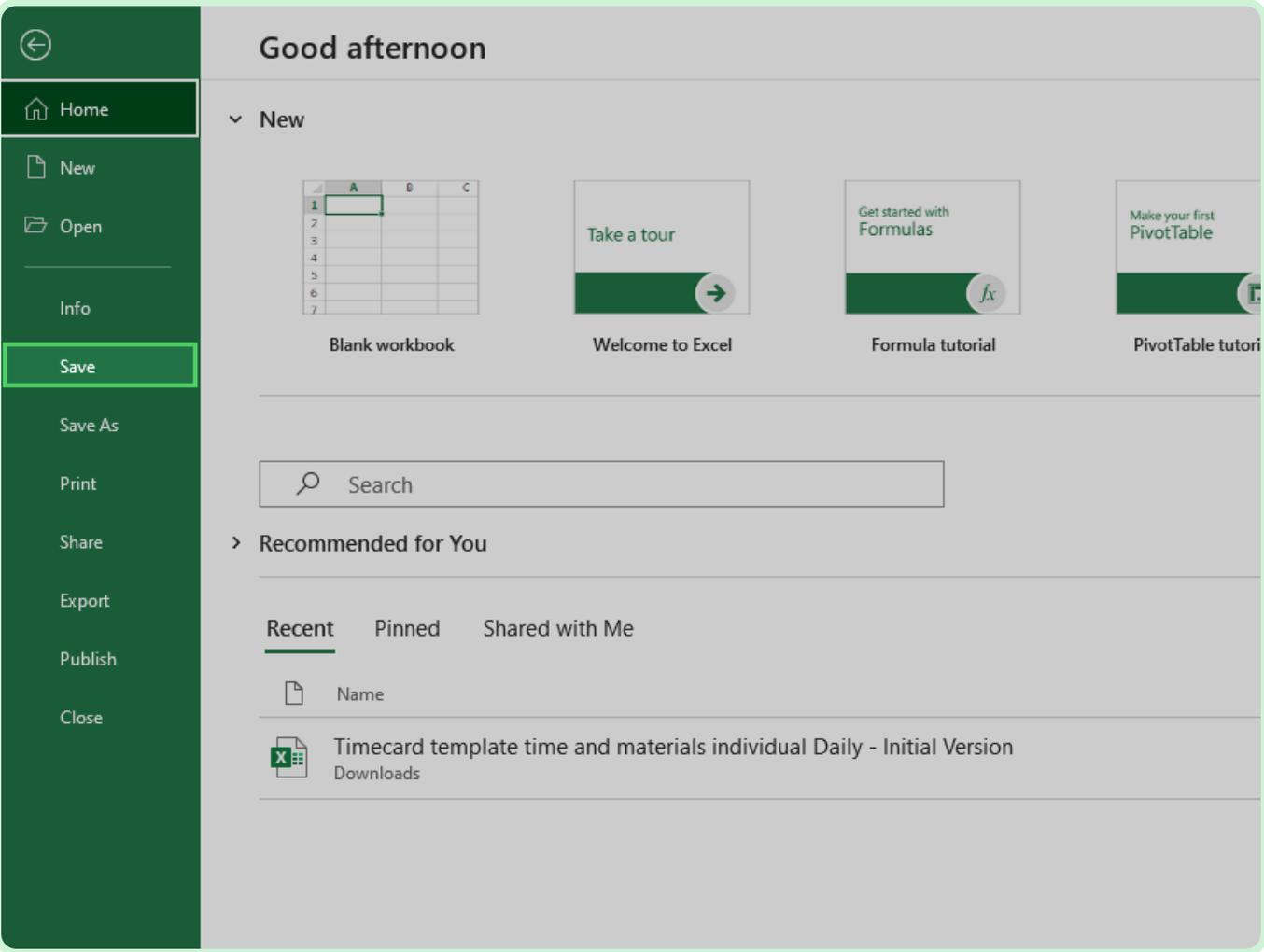
Select **File**.



# Step 67

Select **Save**.

The File Name must be kept the same as it was downloaded.



# Step 68

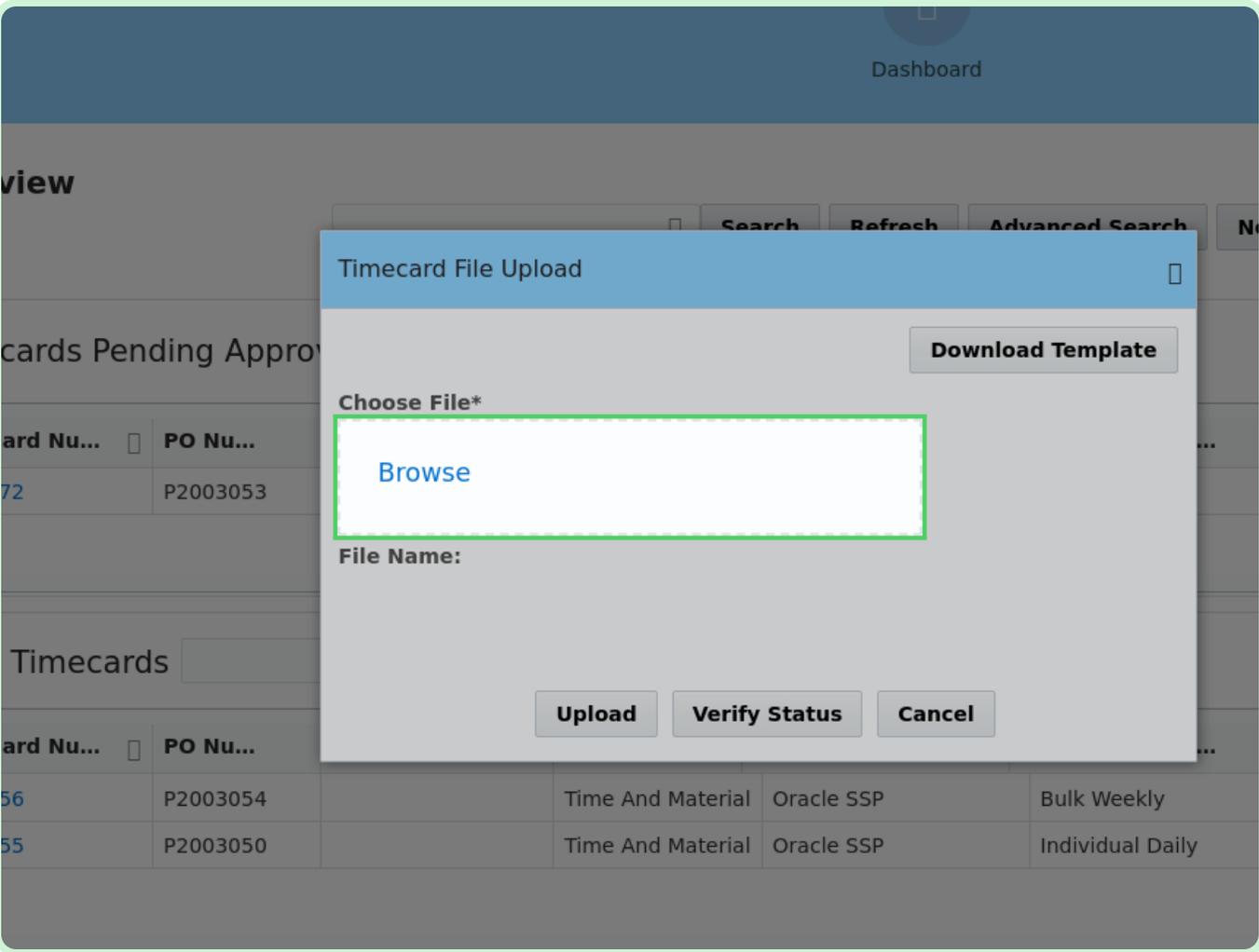
Close the tab.

The screenshot shows a web browser window with a single tab titled "Maverick Training". The address bar displays the URL "https://training.mavericksolutions.com". The Microsoft Excel ribbon is visible, with the "Home" tab selected. The spreadsheet below the ribbon has the following data:

	A	B	C	D	E	F	G	H	I
1	*PO Number	*Week Ending Date	*PO Line Number	Project	Task	*Expense Type	*Expense Amount	*Expense Comments	Work Order/Job
2	P2003032	2023-03-31	1			MATERIAL	200	Material for project	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

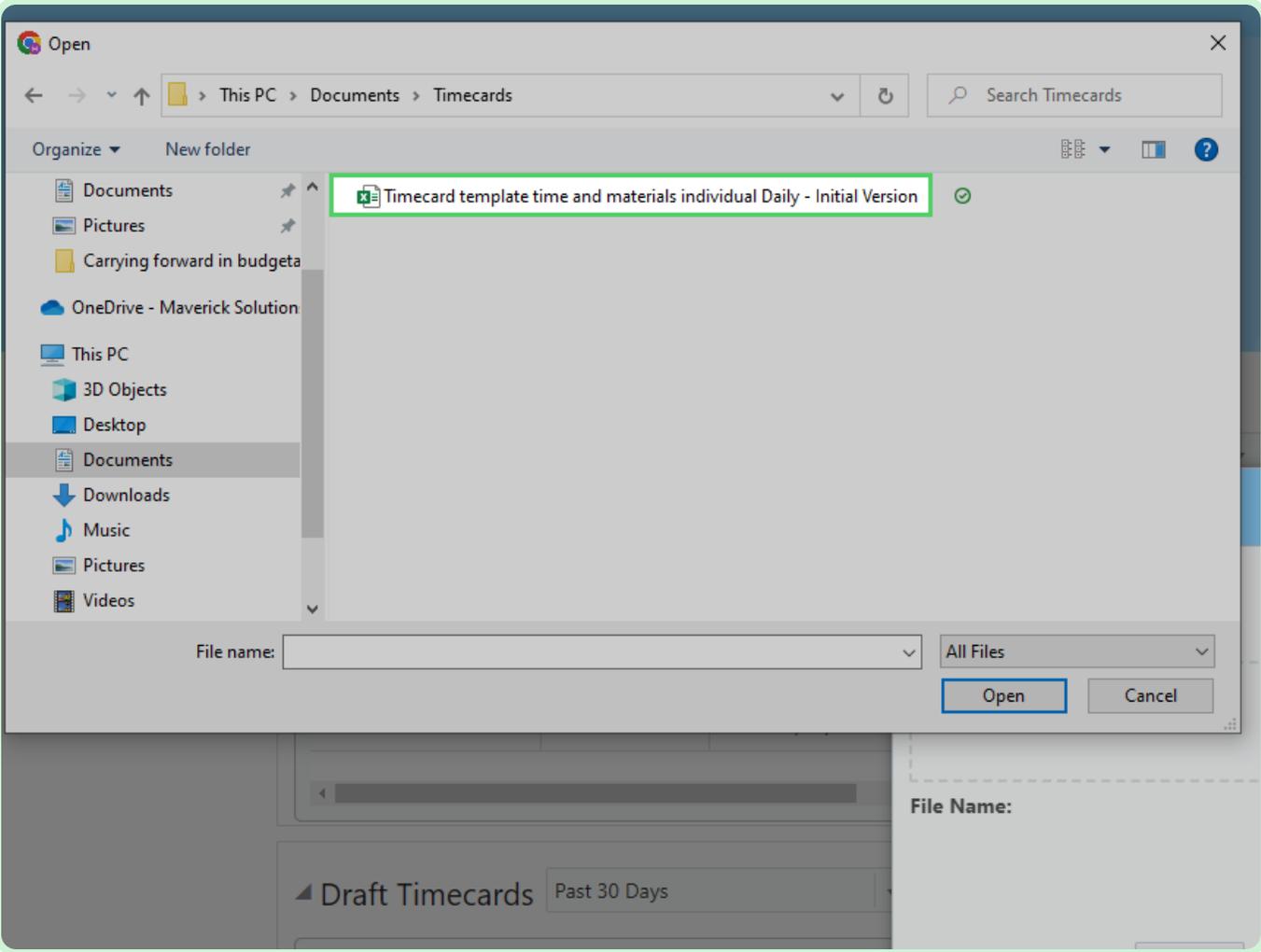
# Step 69

Select **Browse**.



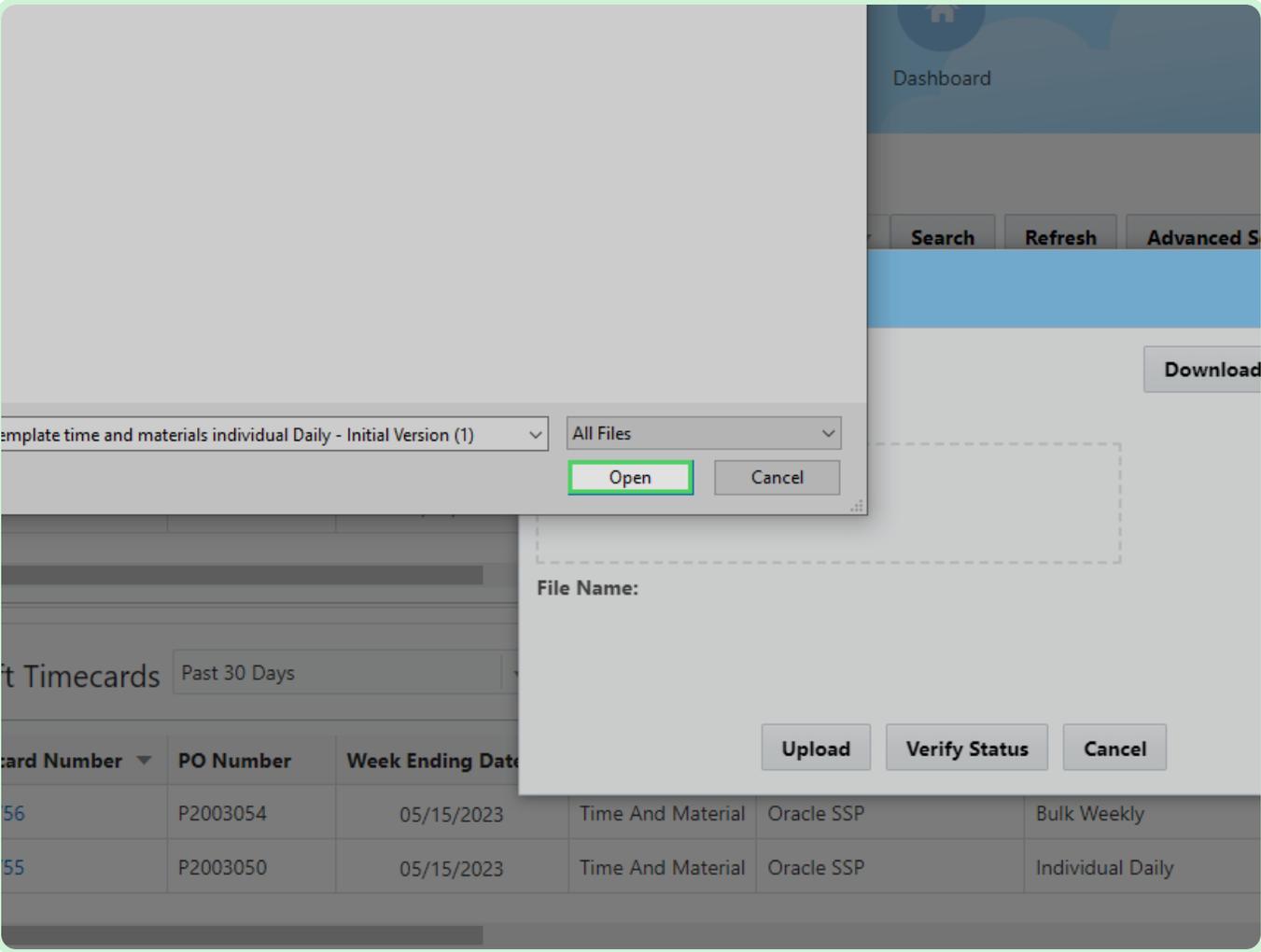
# Step 70

Select **Timecard template time and materials individual Daily -Initial Version.xlsx**.



# Step 71

Select **Open**.



# Step 72

Select **Upload**.

Timecard File Upload

Download Template

Choose File\*

Browse

File Name:  
Timecard template time and materials individual Daily - Initial Version.xlsx

Upload    Verify Status    Cancel

Timecard Nu...	PO Nu...	Week Ending...	PO T...	Interface Source...	Timecard Entry...
1772	P2003053				
1756	P2003054		Time And Material	Oracle SSP	Bulk Weekly
1755	P2003050		Time And Material	Oracle SSP	Individual Daily

ected Timecards

Timecard Nu... PO Nu... Week Ending... PO T... Interface Source... Timecard Entry...

data to display.

# Step 73

Select **Verify Status**.

The screenshot shows a 'Timecard File Upload' dialog box overlaid on a web application interface. The dialog box has a blue title bar with the text 'Timecard File Upload' and a close button. Below the title bar is a 'Download Template' button. The main area of the dialog is light gray and contains the following elements:

- Choose File\***: A section with a dashed border containing a 'Browse' button.
- File Name:**: A text field displaying 'Timecard template time and materials individual Daily - Initial Version.xlsx'.
- Buttons:** Three buttons at the bottom: 'Upload', 'Verify Status' (which is highlighted with a green border), and 'Cancel'.

The background interface is dimmed and shows a table with the following columns: 'PO Nu...', 'Week Ending...', 'PO T...', 'Interface Source...', 'Timecard Entry...', and 'Timecard Re...'. Some rows are visible, such as one with 'P2003053' and another with 'P2003054'.

# Step 74

View **Upload Status**.

Review the Upload Status table and verify that the submitted timecard has the appropriate **Batch Status**.

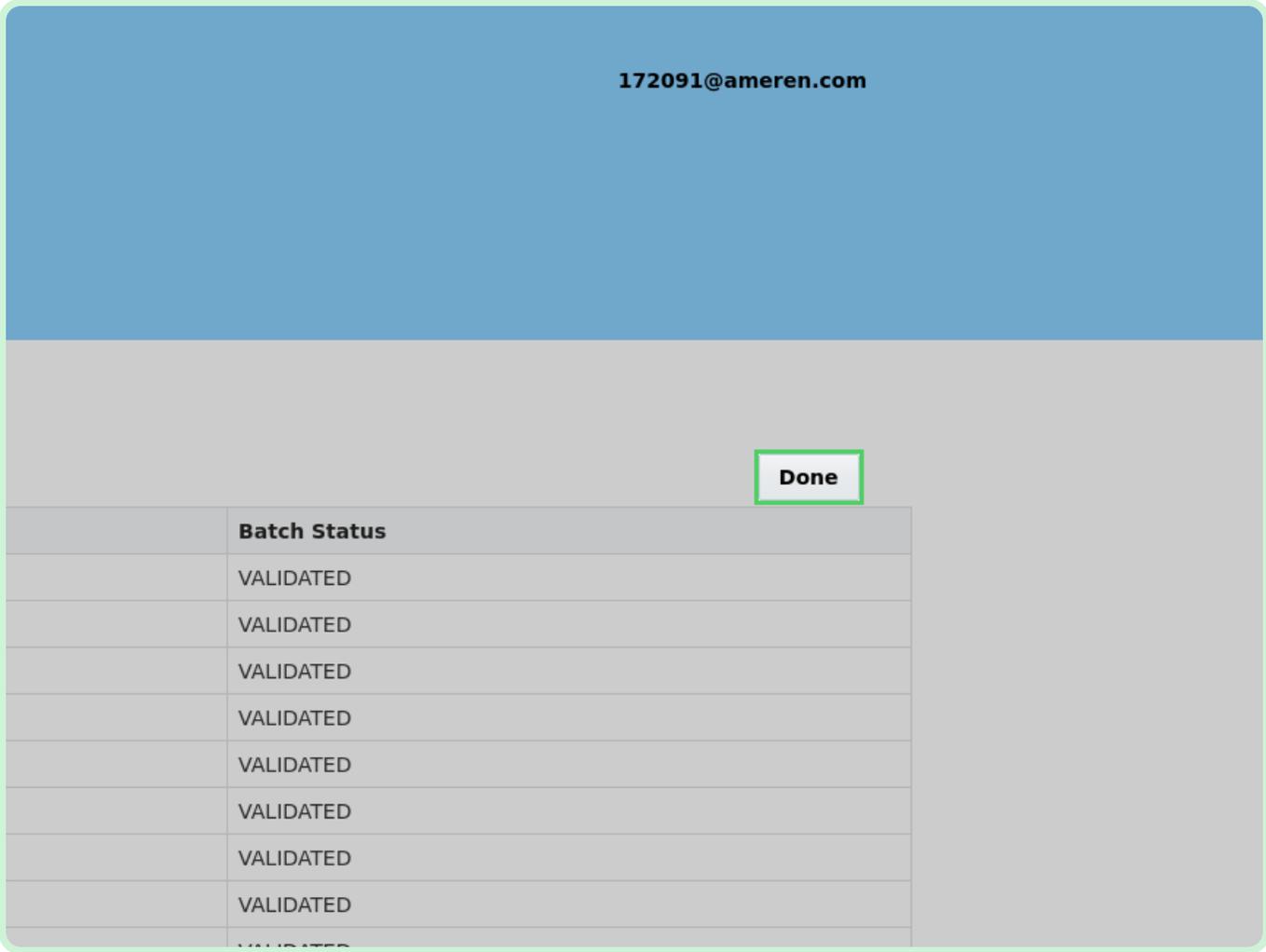
Upload Date	Batch Status
2023-04-10T13:50:01Z	VALIDATED
2023-04-10T13:45:27Z	VALIDATED
2023-04-10T13:44:26Z	VALIDATED
2023-04-10T13:40:26Z	VALIDATED
2023-04-10T13:32:15Z	VALIDATED
2023-04-10T13:29:03Z	VALIDATED
2023-04-10T11:53:20Z	VALIDATED
2023-04-10T11:25:15Z	VALIDATED
2023-04-10T07:53:41Z	VALIDATED
2023-04-10T07:51:00Z	VALIDATED

1 2 3 4 5 ... 28

# Step 75

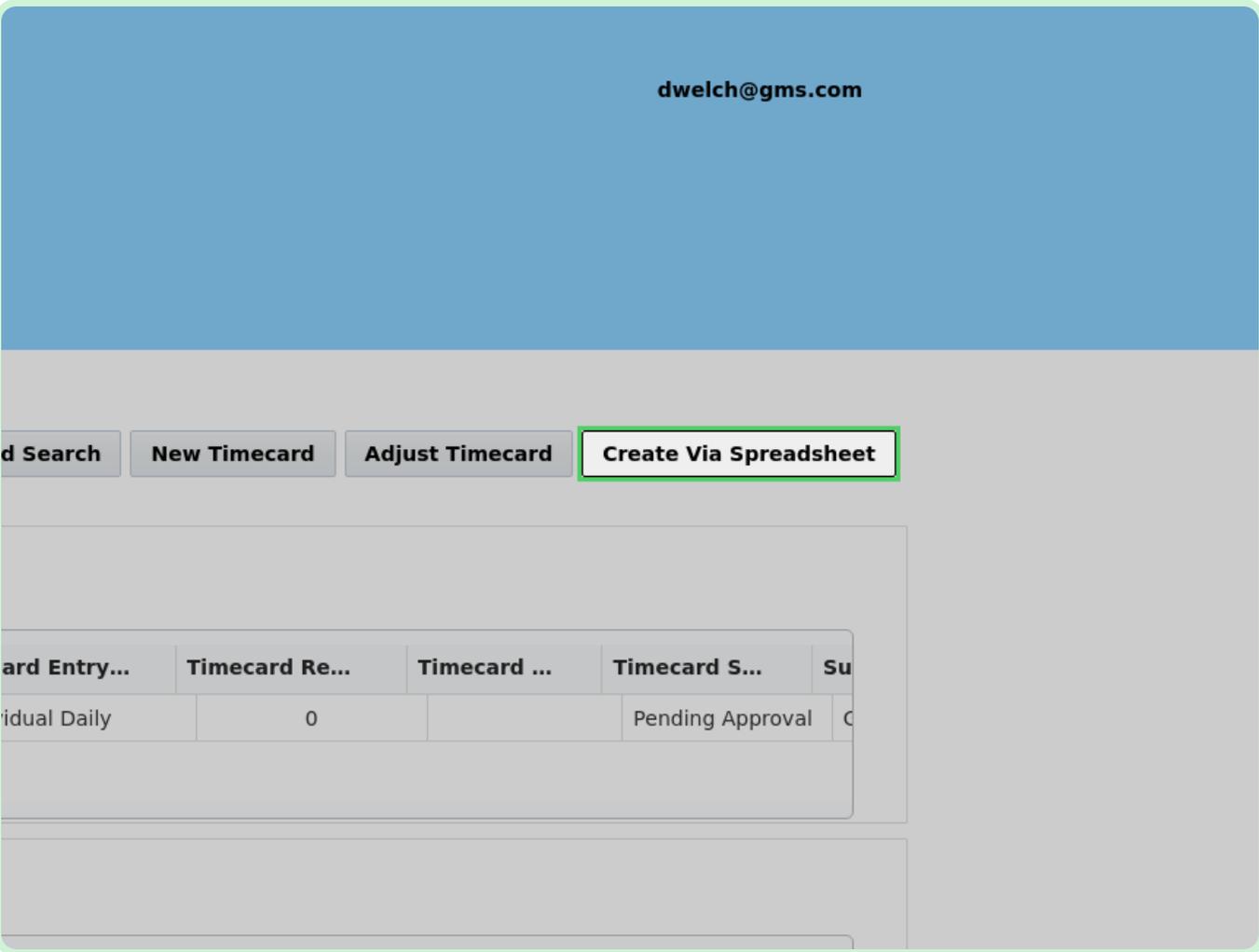
Select **Done**.

Next, you will download the Time and Material - Bulk Weekly template.



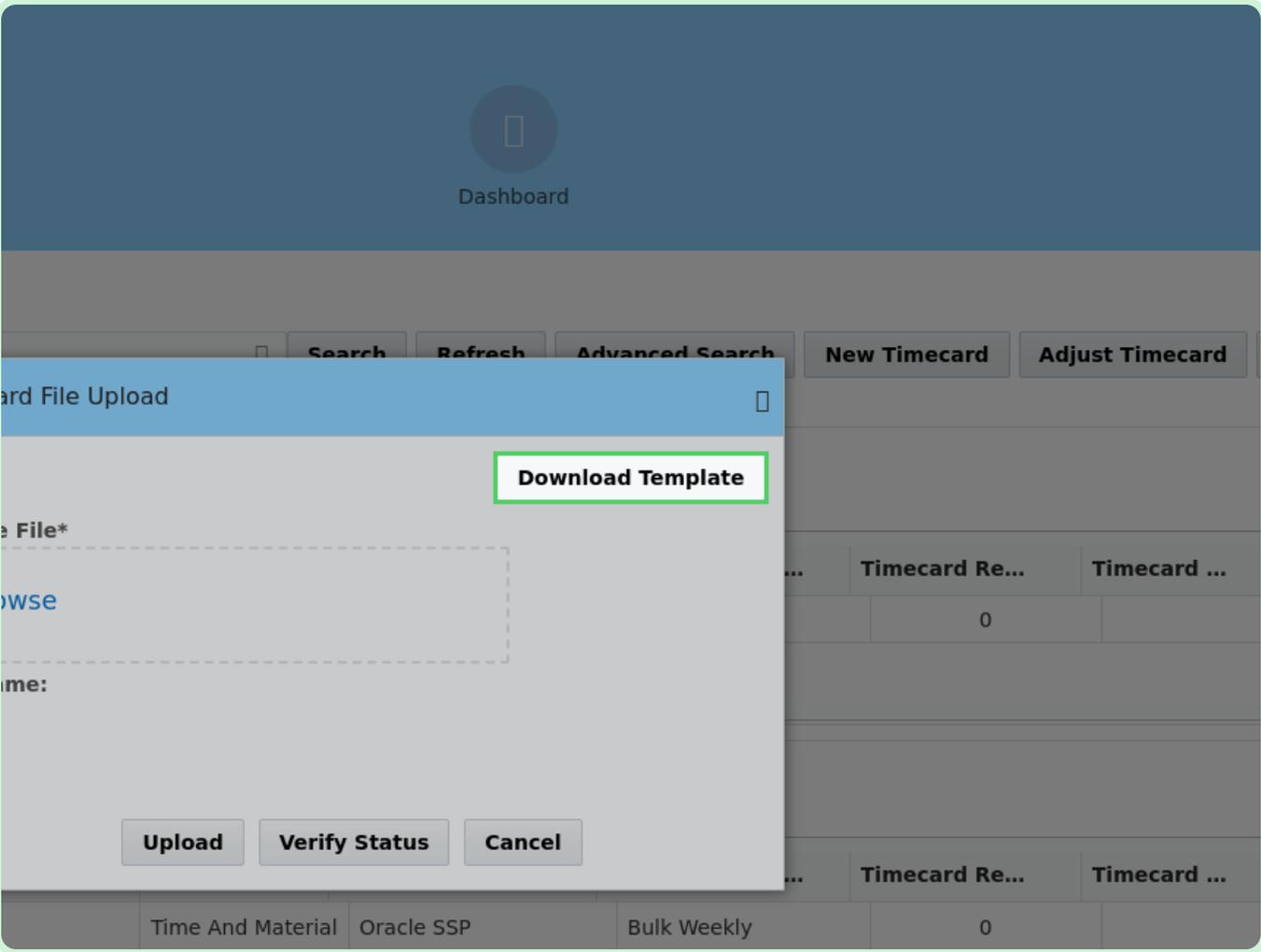
# Step 76

Select **Create Via Spreadsheet**.



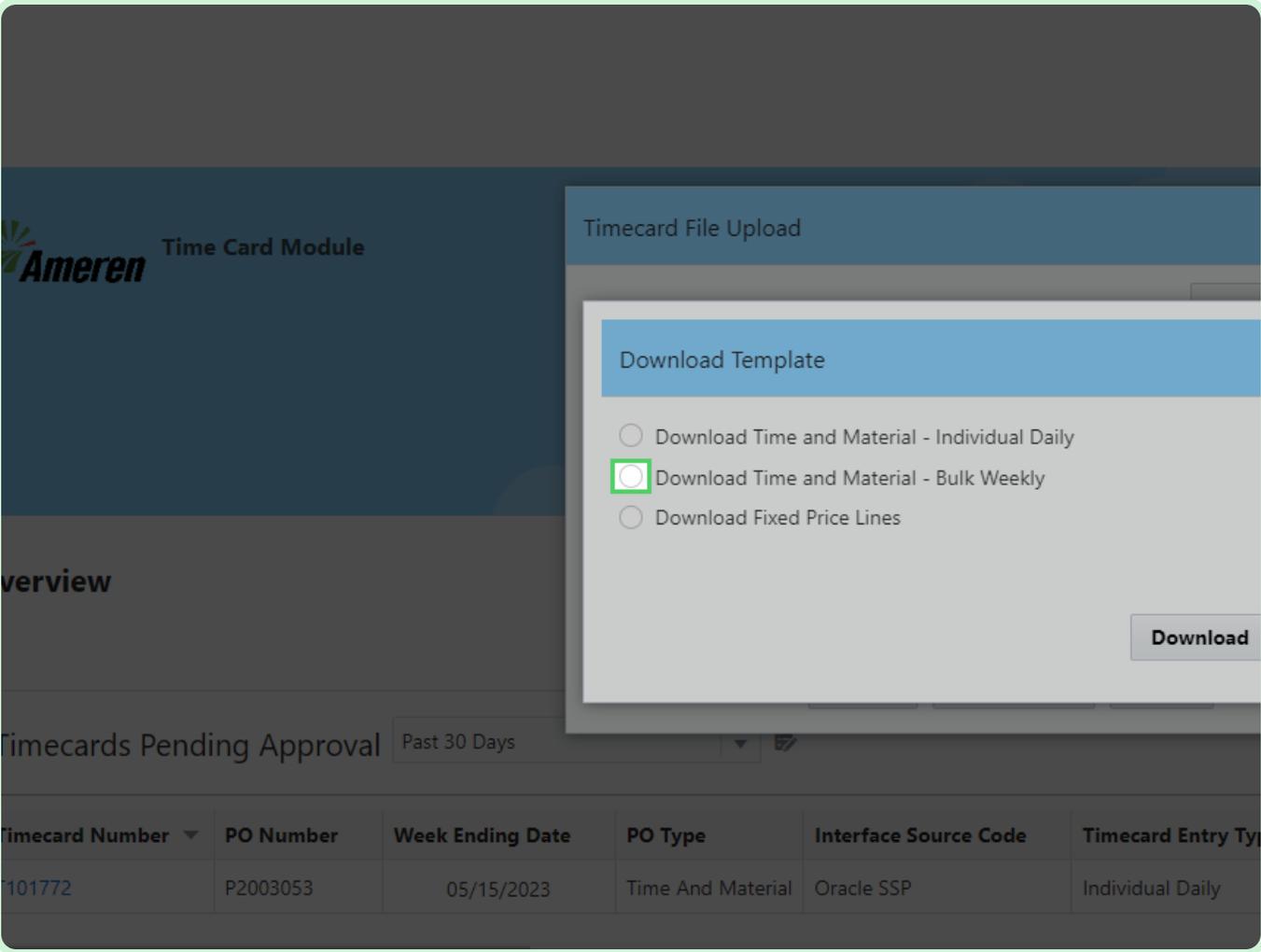
# Step 77

Select **Download Template**.



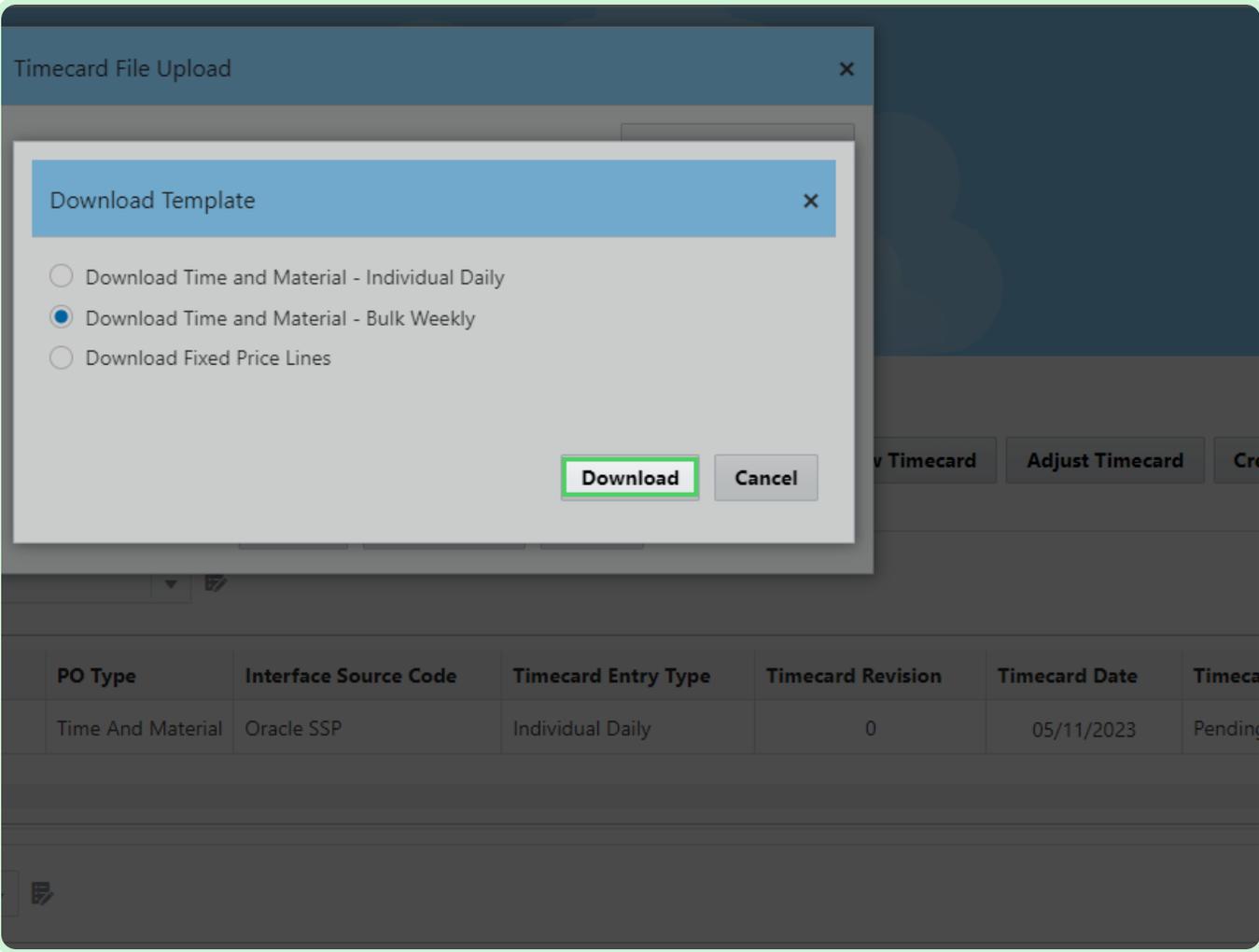
# Step 78

Select the **Timecard template time and materials Bulk Weekly** checkbox.



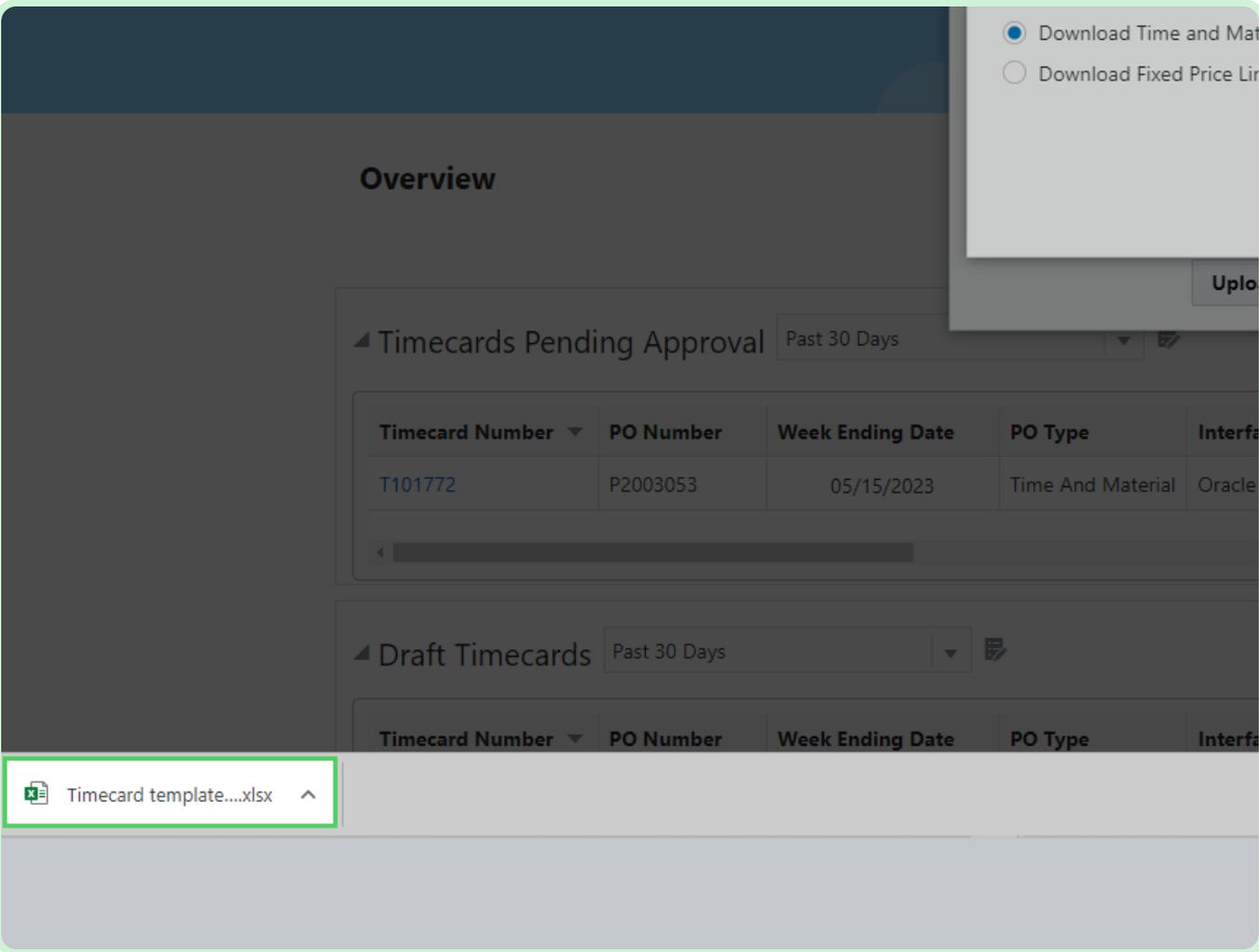
# Step 79

Select **Download**.



# Step 80

Select **Timecard template time and materials Bulk Weekly - Initial Version.xlsx**.



# Step 81

## Select Timecard Headers.

9 3. Filling all the Timecard Lines worksheet (Labor, Equipment, Expense, Materials) is not mandatory

10 4. The date format should be in "YYYY-MM-DD" format.

11

**Instructions**

1. Download the file [Timecard Template Time and Materials - Bulk Weekly] from Timecard Application

2. Save the file in your local machine

3. Fill all the required details in Timecard Headers and Timecard Lines worksheet of the file

4. Save the file once the data is entered

5. Browse and select the saved file from your local machine

12 6. Click on Upload to upload the file

13

14 **UOM Mapping**

15 **UOM Code** **UOM Name**

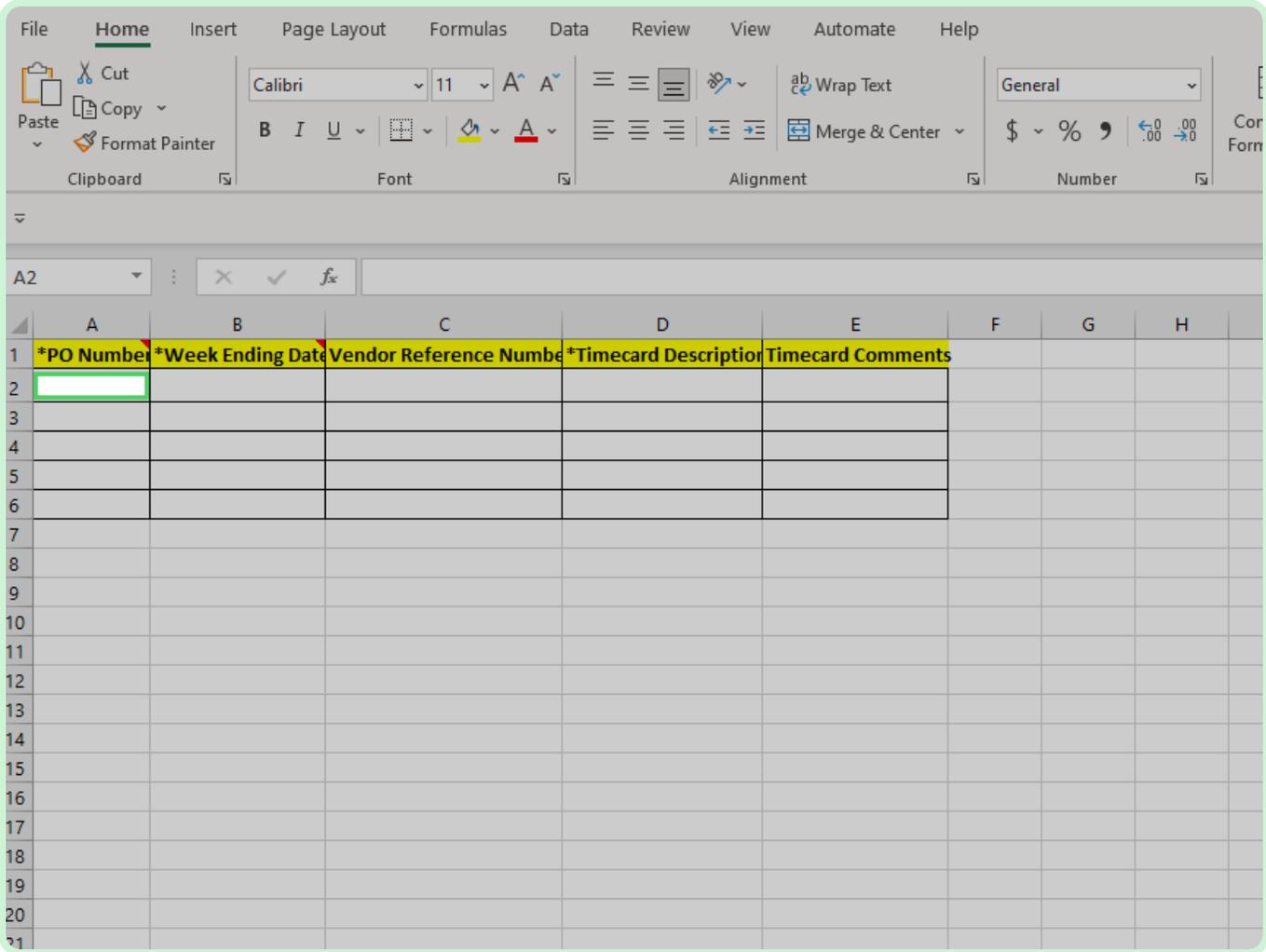
16 BC	BLOCK
17 BD	BUNDLE
18 BG	BAG
19 BR	BAR
20 BT	BOTTLE
21 BX	BOX
22 CF	CUBIC FOOT
23 CL	CYLINDER
24 CM	CENTIMETER
25 CN	CAN
26 CO	CONTAINER
27 CS	CASE
28 CT	CARTON

Instructions | **Timecard Headers** | Timecard Lines Labour | Timecard Lines Equipment | Timecard Lines Material

Ready Accessibility: Investigate

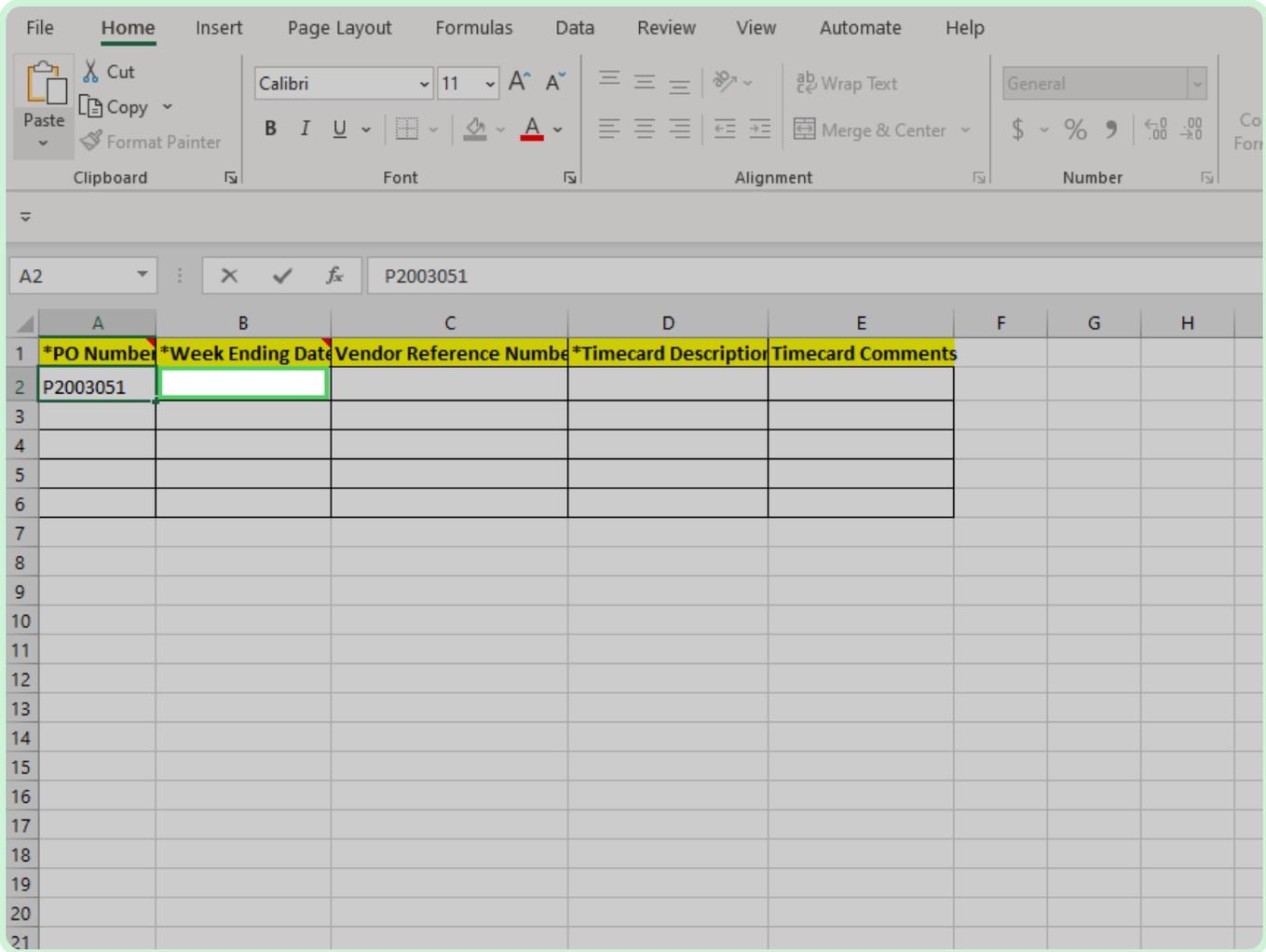
# Step 82

In the **PO Number** field, type **P2003051**.



# Step 83

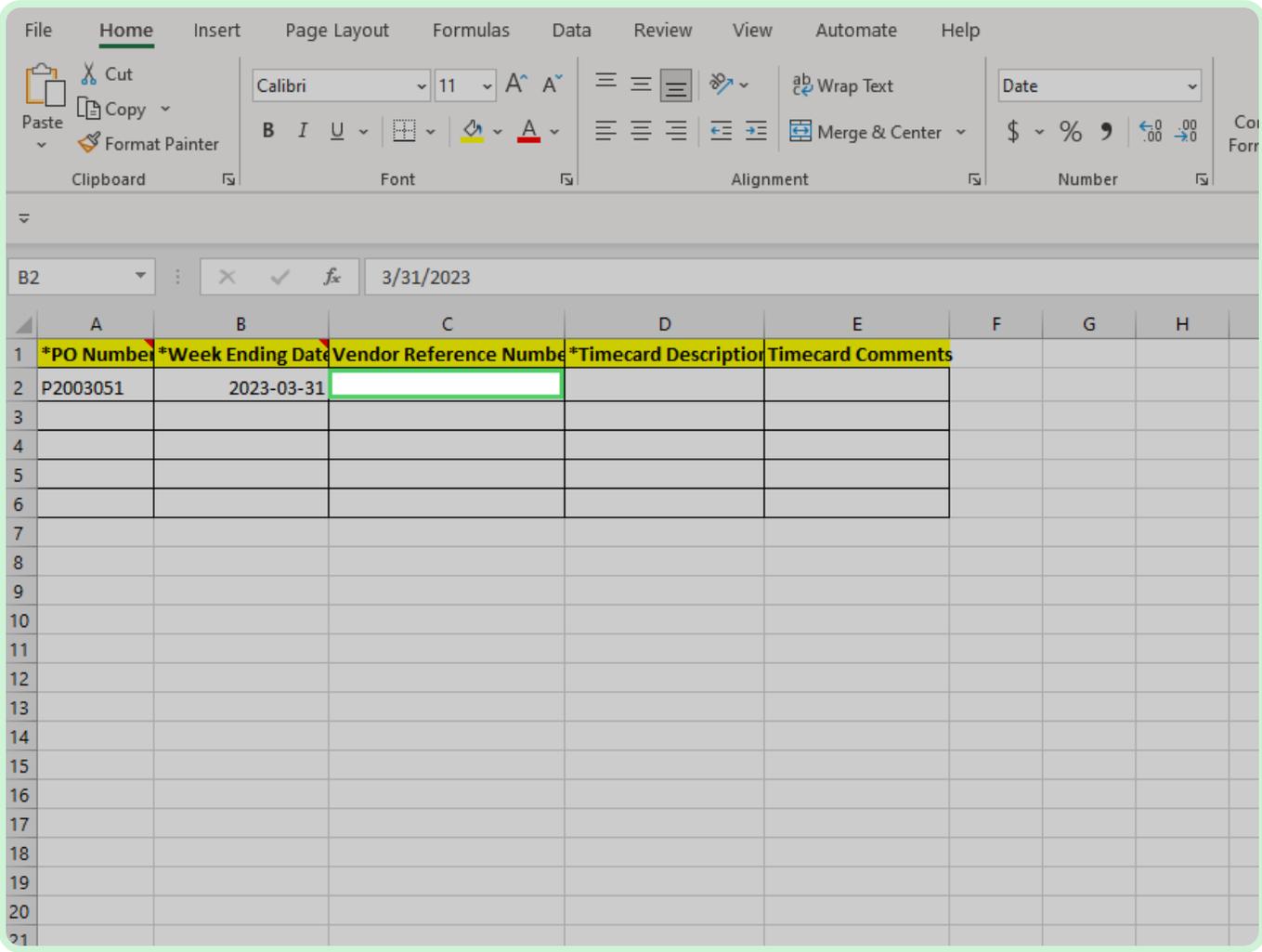
In the **Week Ending Date** field, type **2023-03-31**.



# Step 84

## View Vendor Reference Number.

This is an optional field. If you want to notate your own invoice number, you can do that here.





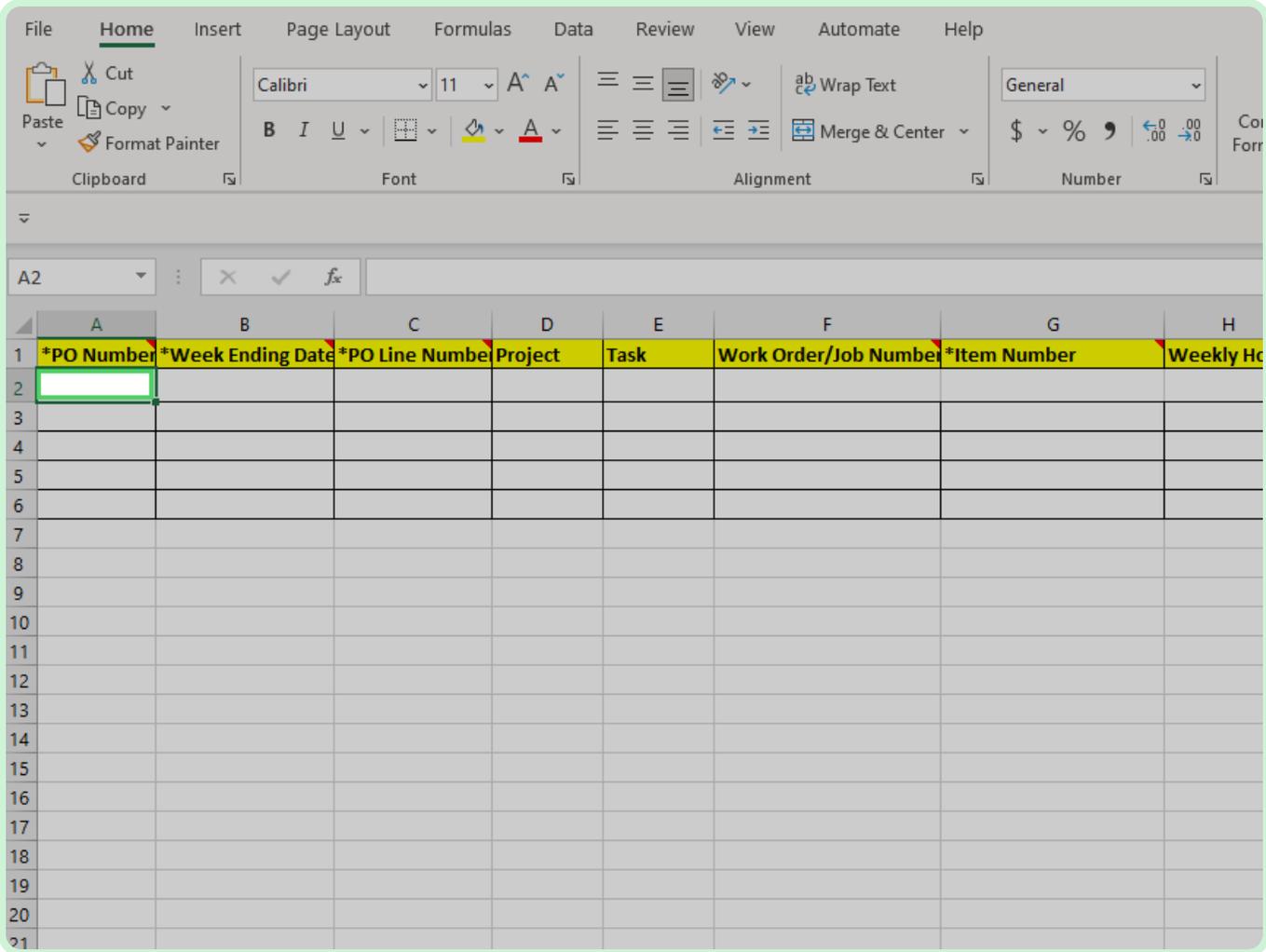
# Step 86

Select **Timecard Lines Labour**.

The image shows a screenshot of a software interface. At the top, there is a large grid with rows numbered 11 through 38. Below the grid is a horizontal tabbed menu with four tabs: 'Instructions', 'Timecard Headers', 'Timecard Lines Labour', and 'Timecard Lines Equipment'. The 'Timecard Lines Labour' tab is highlighted with a green border. To the right of the tabs, the text 'Timecard Lines Material' is visible. At the bottom left of the interface, the status bar shows 'Ready' and 'Accessibility: Investigate'.

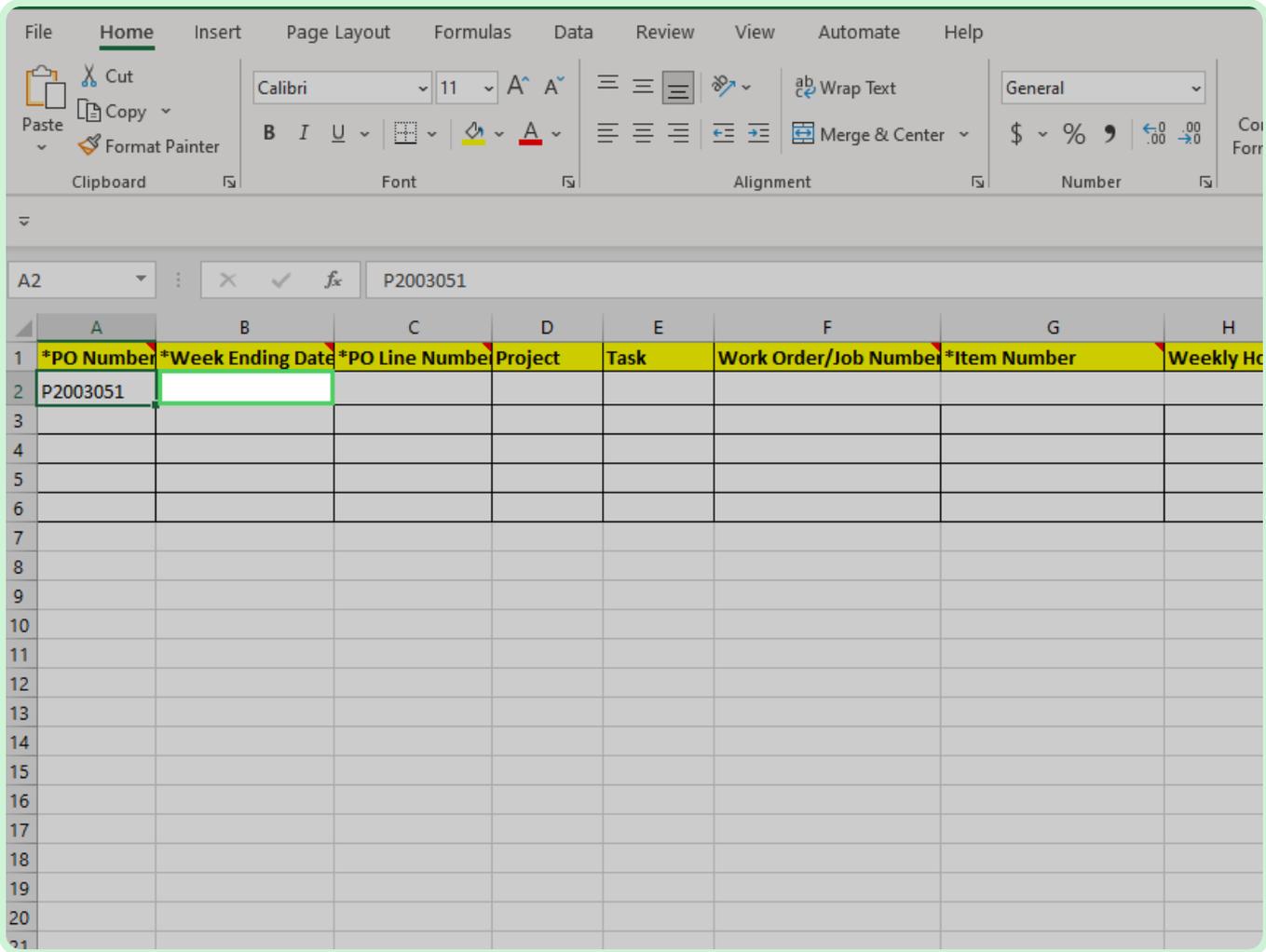
# Step 87

In the **PO Number** field, type **P2003051**.



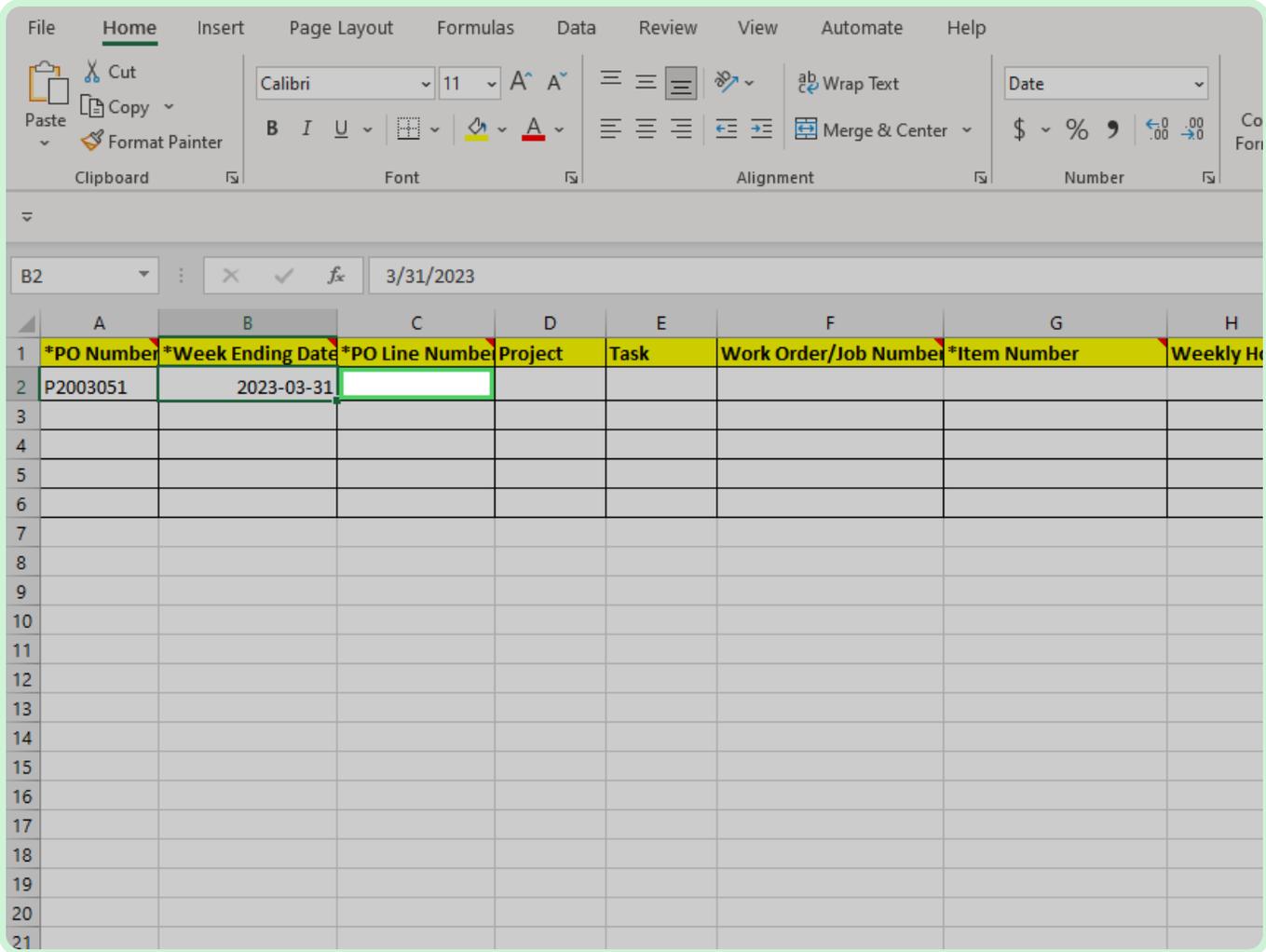
# Step 88

In the **Week Ending Date** field, type **2023-03-31**.



# Step 89

In the **PO Line Number** field, type **1**.



## Step 90

View **Work Order/Job Number**.

The **Work Order** number should be entered only for EMPRV, MAXIMO, and DOJM timecards

Examples of work order/job numbers for EMPRV, MAXIMO, DOJM. The term work order/job number are the same. MAXIMO called it work order and EMPRV/DOJMS calls it job number.

Examples: Source Type – Work Order/Job Number

- EMPRV – JR100356
- MAXIMO – A1003213/001
- DOJM – 01MT10000054









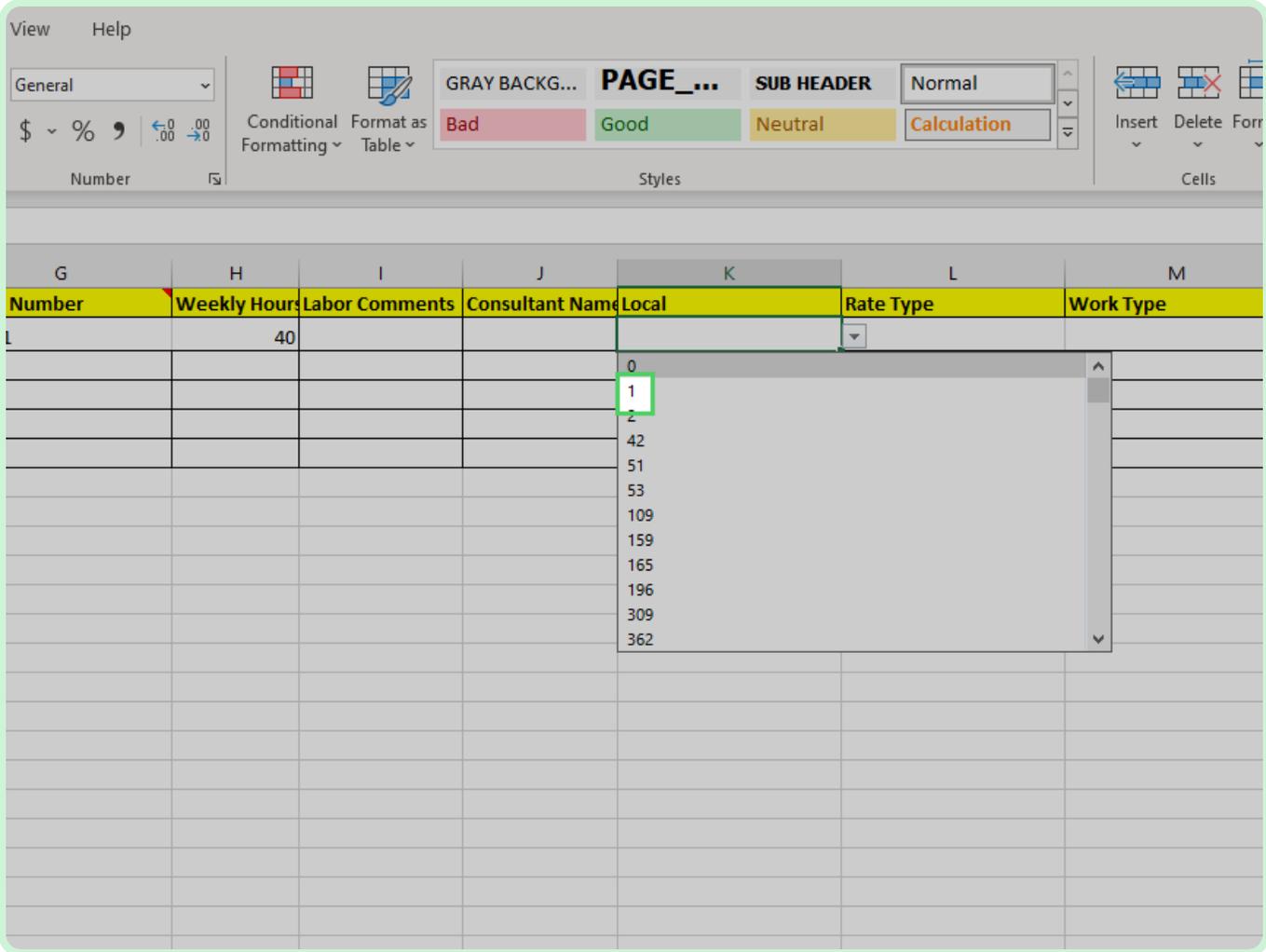
# Step 94

Select **Local drop-down arrow**.

The screenshot shows the Microsoft Excel ribbon with the 'Styles' group selected. The ribbon includes 'Conditional Formatting', 'Format as Table', and a list of styles: 'GRAY BACKG...', 'PAGE\_...', 'SUB HEADER', 'Normal', 'Bad', 'Good', 'Neutral', and 'Calculation'. The 'Cells' group contains 'Insert', 'Delete', and 'Format' options. The 'Editing' group contains 'AutoSum', 'Fill', and 'Clear' options. Below the ribbon is a spreadsheet with columns labeled H through O. The first row of data has a yellow background and contains the following text: 'Daily Hours' (40), 'Labor Comments', 'Consultant Name', 'Local', 'Rate Type', and 'Work Type'. A green box highlights a small drop-down arrow in the 'Local' cell of the first row.

# Step 95

In the Local drop-down list, select **1**.

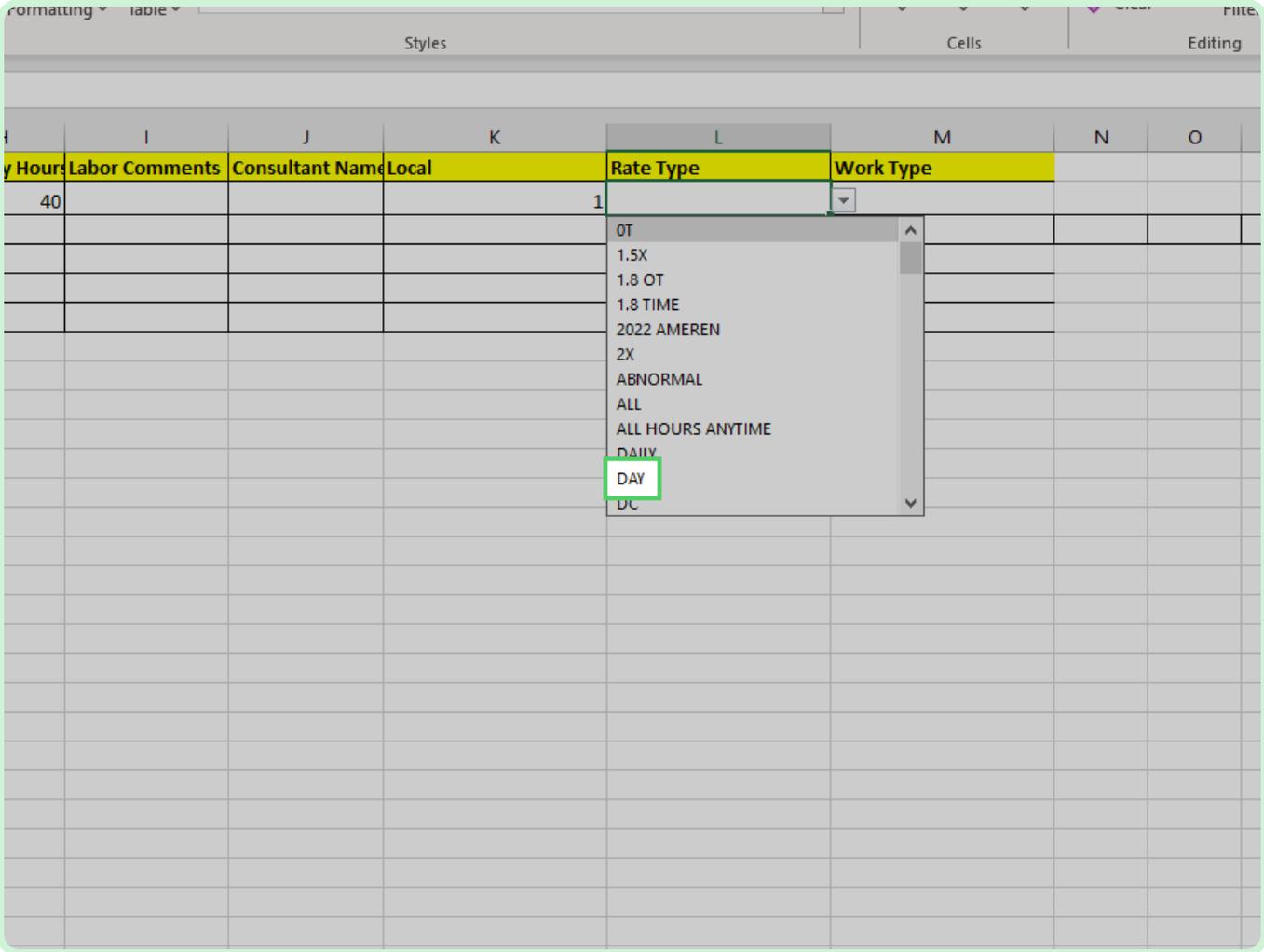






# Step 98

In the Rate Type drop-down list, select **DAY**.

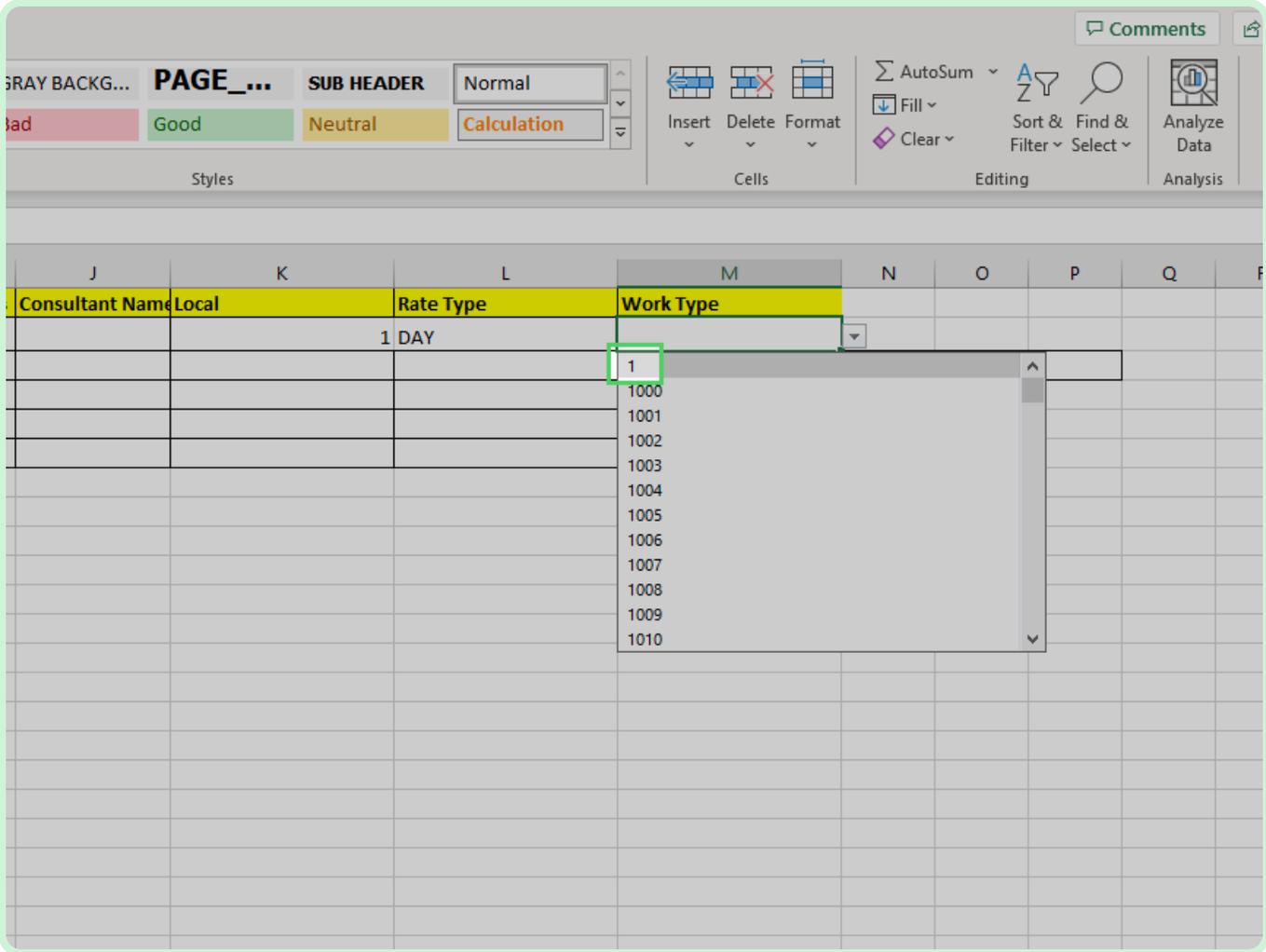






# Step 101

In the Work Type drop-down list, select **1**.



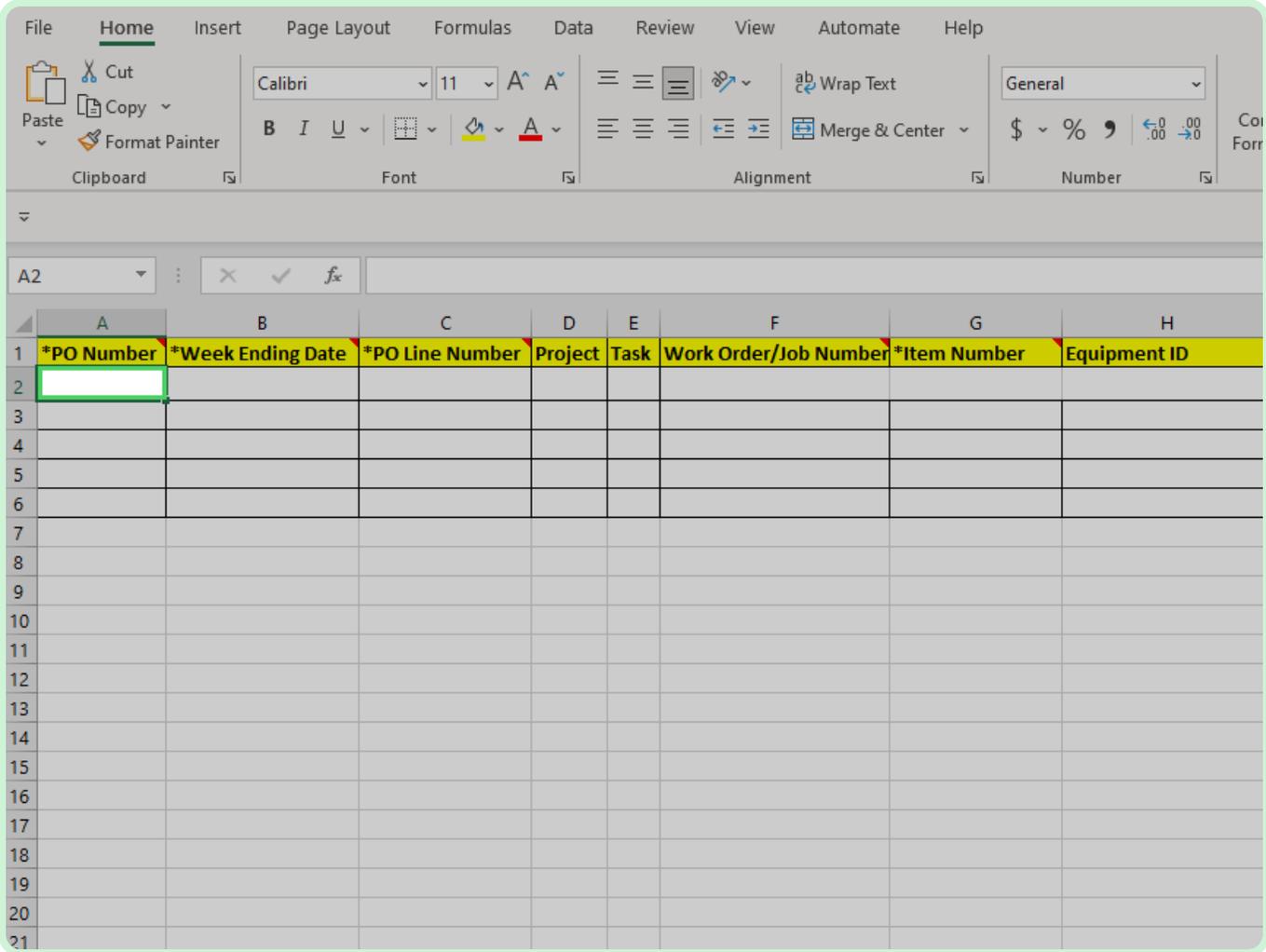
# Step 102

Select **Timecard Lines Equipment**.

The screenshot shows a software interface with a large grid area at the top. Below the grid is a navigation bar with several tabs: "...", "Timecard Headers", "Timecard Lines Labour", "Timecard Lines Equipment", "Timecard Lines Material", and "Timecard Lines Expense". The "Timecard Lines Equipment" tab is highlighted with a green border. Below the navigation bar, there is a small icon and the text "Accessibility: Investigate".

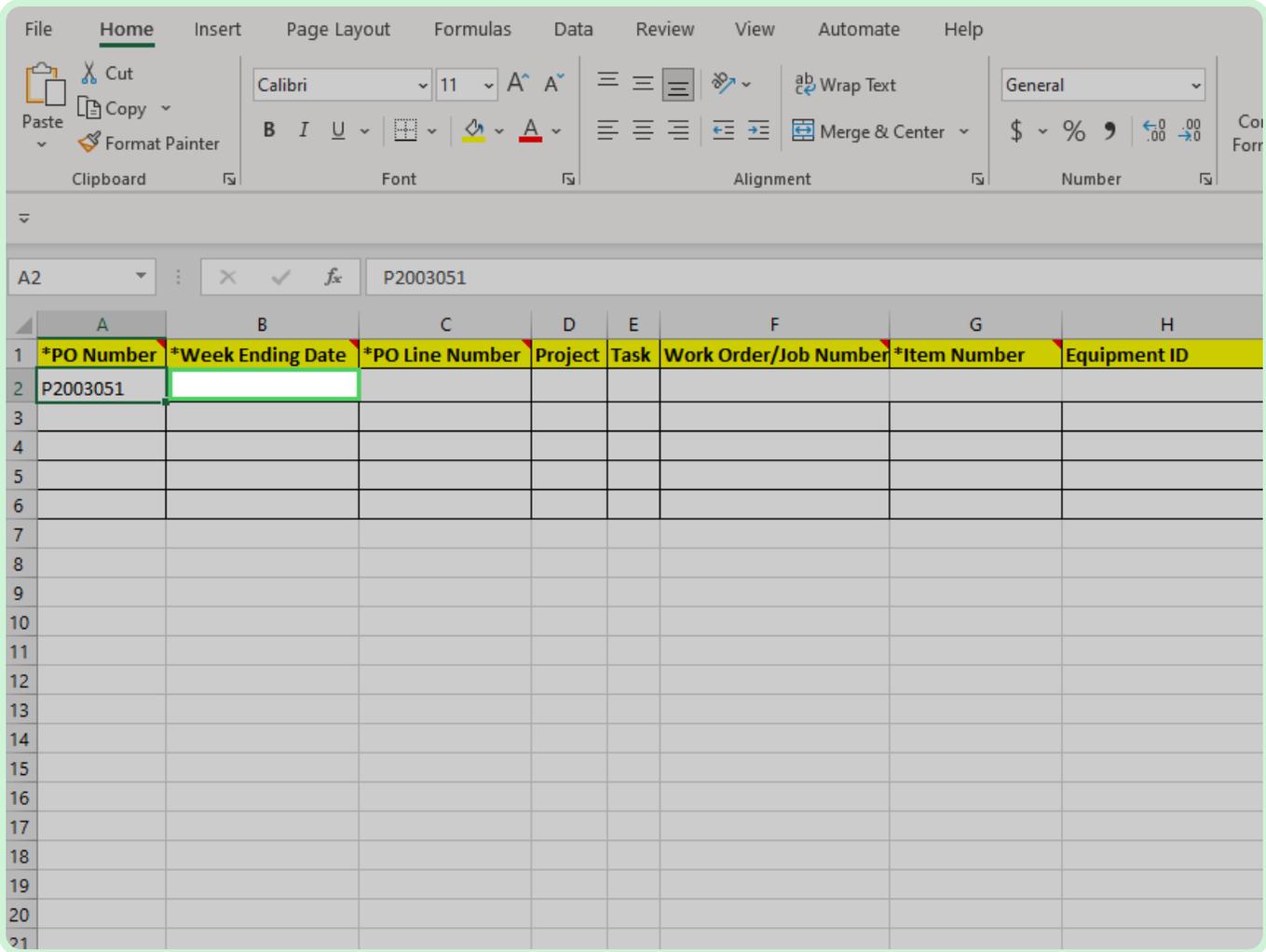
# Step 103

In the **PO Number** field, type **P2003051**.



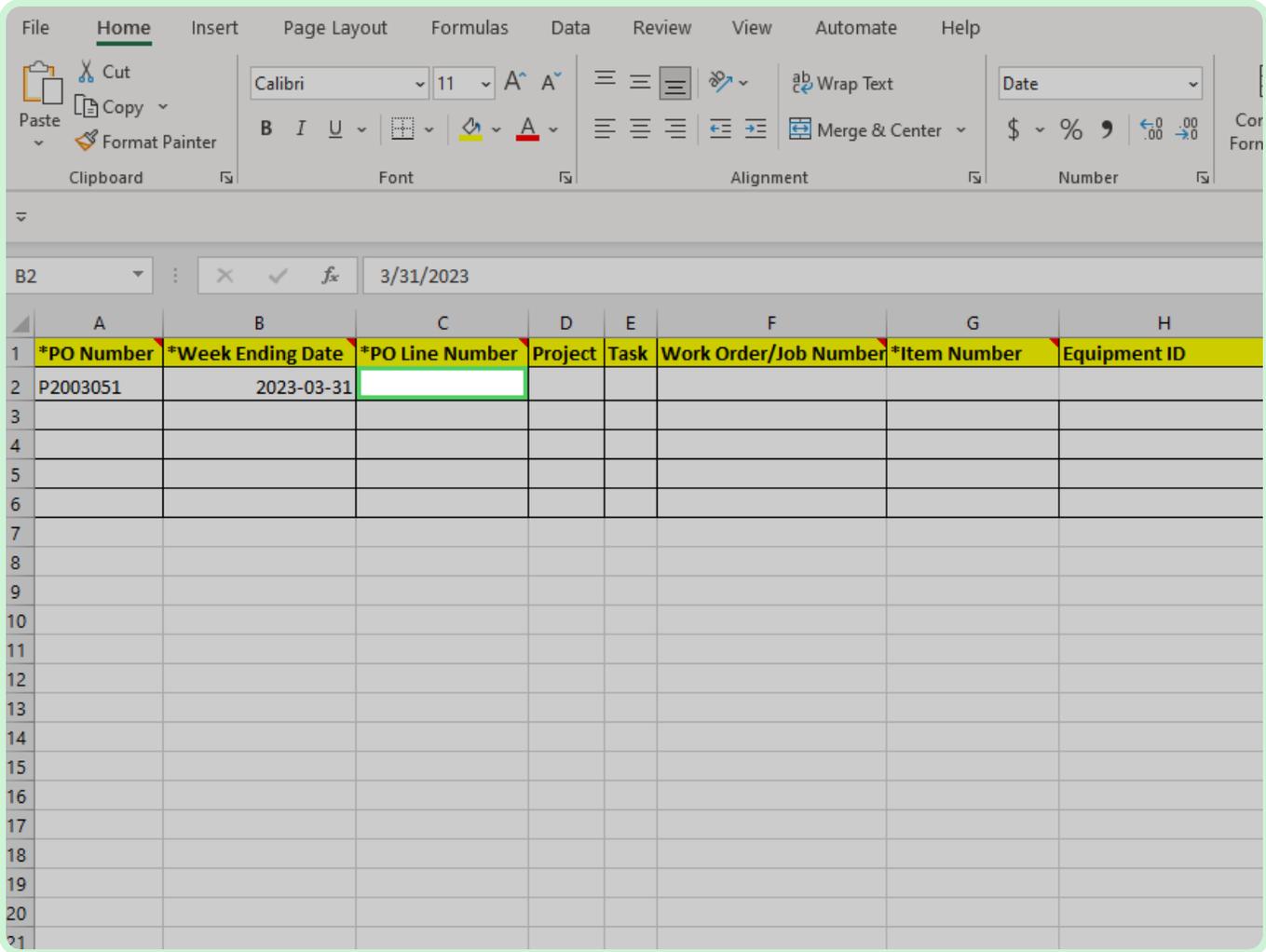
# Step 104

In the **Week Ending Date** field, type **2023-03-31**.



# Step 105

In the **PO Line Number** field, type **1**.



## Step 106

View **Work Order/Job Number**.

The **Work Order** number should be entered only for EMPRV, MAXIMO, and DOJM timecards

Examples of work order/job numbers for EMPRV, MAXIMO, DOJM. The term work order/job number are the same. MAXIMO called it work order and EMPRV/DOJMS calls it job number.

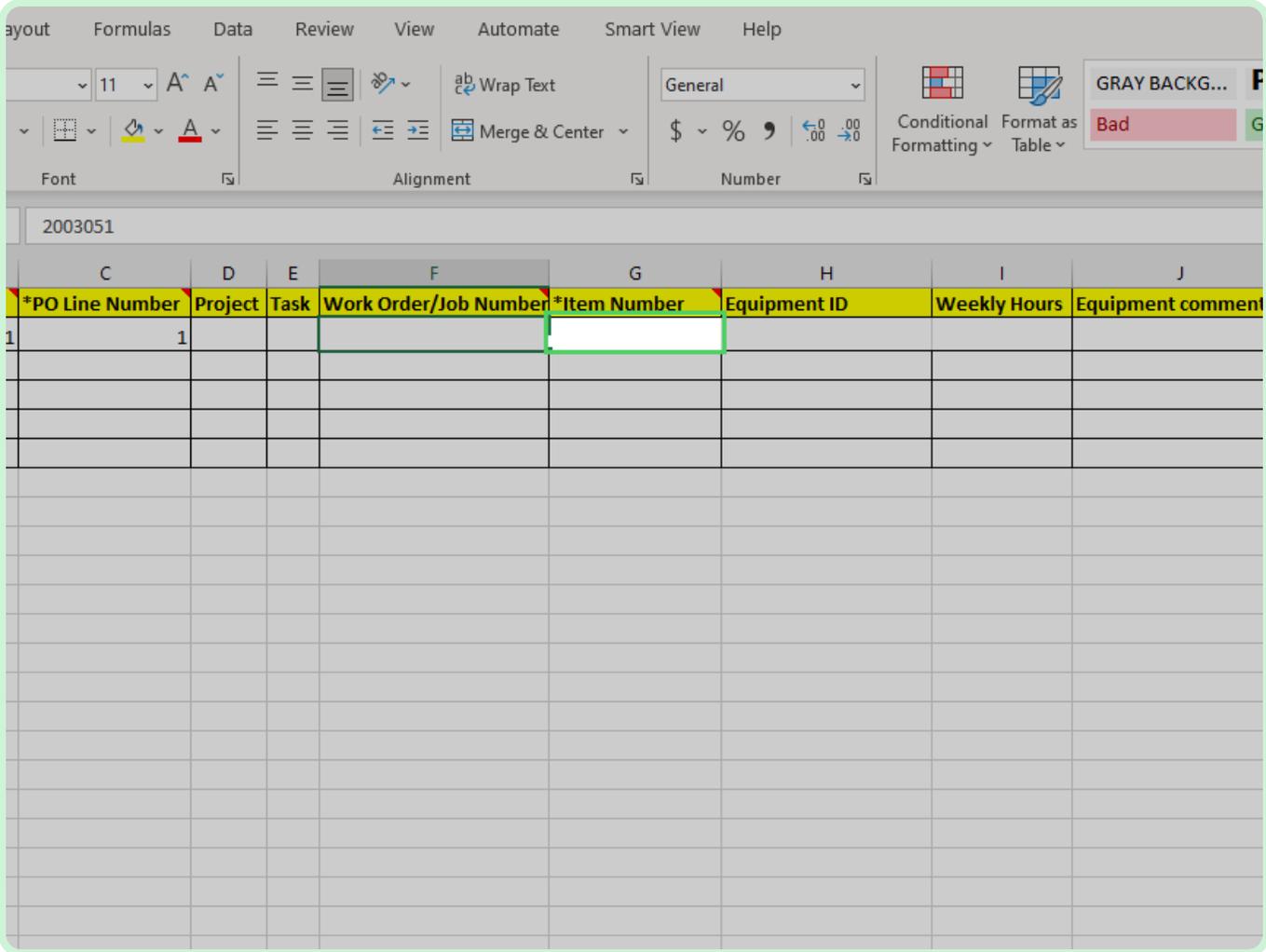
Examples: Source Type – Work Order/Job Number

- EMPRV – JR100356
- MAXIMO – A1003213/001
- DOJM – 01MT10000054



# Step 107

In the **Item Number** field, type **SE1231**.





# Step 109

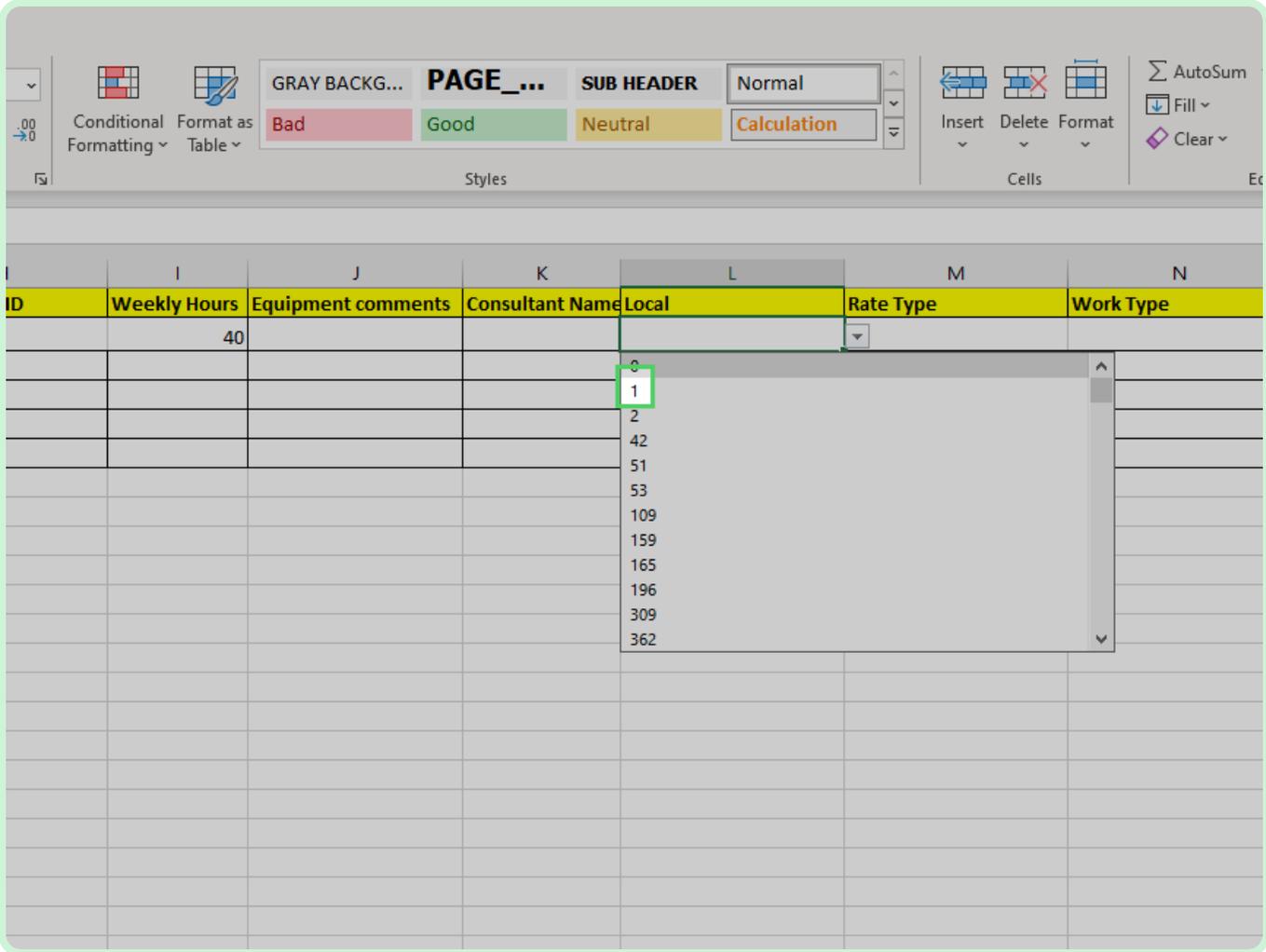
Select **Local**.

The screenshot shows the Microsoft Excel interface. The ribbon includes the 'Styles' group with options like 'GRAY BACKG...', 'PAGE\_...', 'SUB HEADER', 'Normal', 'Bad', 'Good', 'Neutral', and 'Calculation'. The 'Cells' group includes 'Insert', 'Delete', and 'Format'. The 'Editing' group includes 'AutoSum', 'Fill', 'Clear', 'Sort & Filter', and 'Filter'. The spreadsheet grid below has columns labeled I through O and rows 1 through 10. The header row (row 1) is highlighted in yellow and contains the following text: 'Weekly Hours' (column I), 'Equipment comments' (column J), 'Consultant Name' (column K), 'Local' (column L), 'Rate Type' (column M), and 'Work Type' (column N). The cell at row 2, column I contains the number '40'. The cell at row 2, column L is highlighted with a green border.



# Step 111

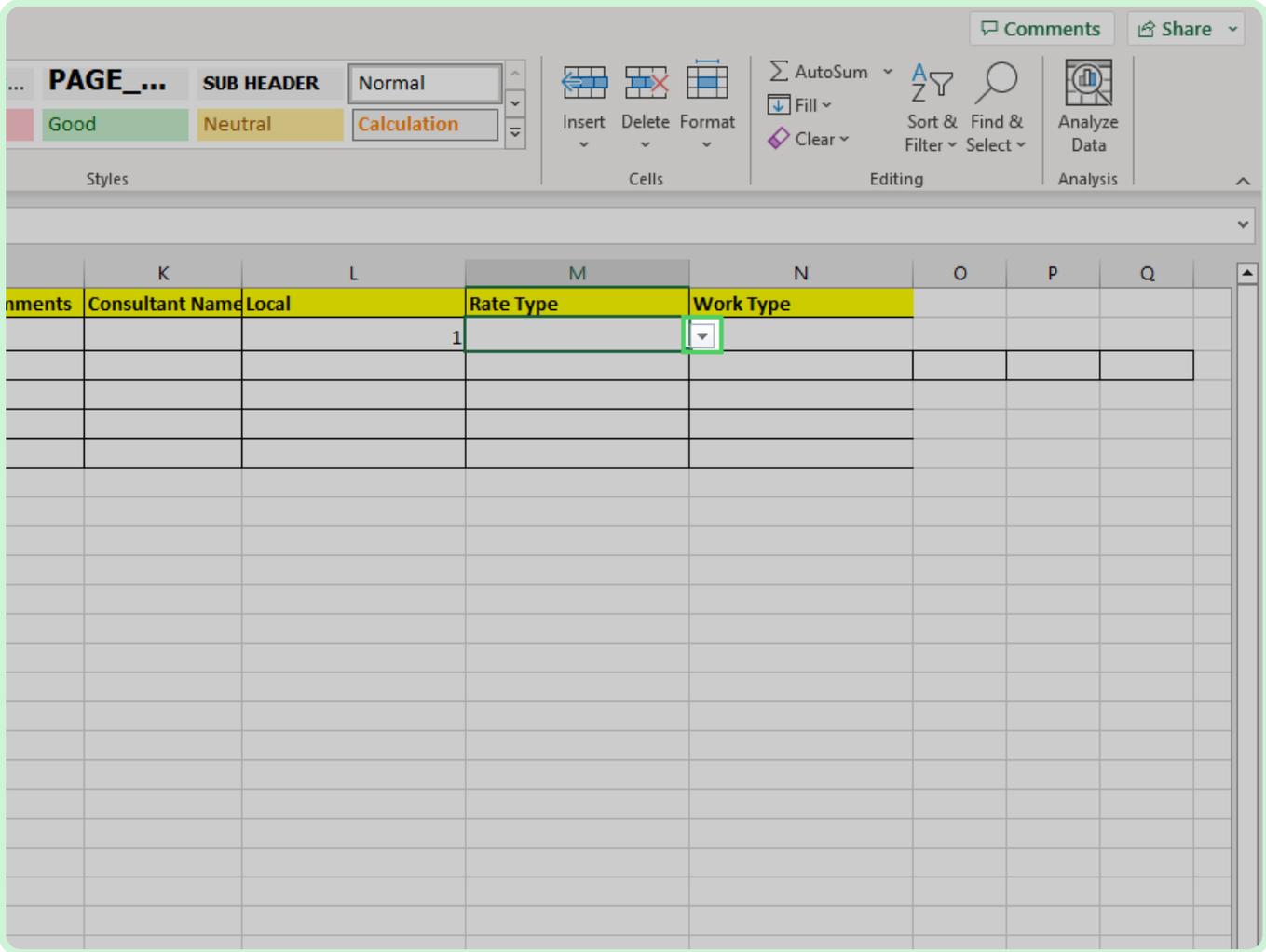
In the Local drop-down list, select **1**.





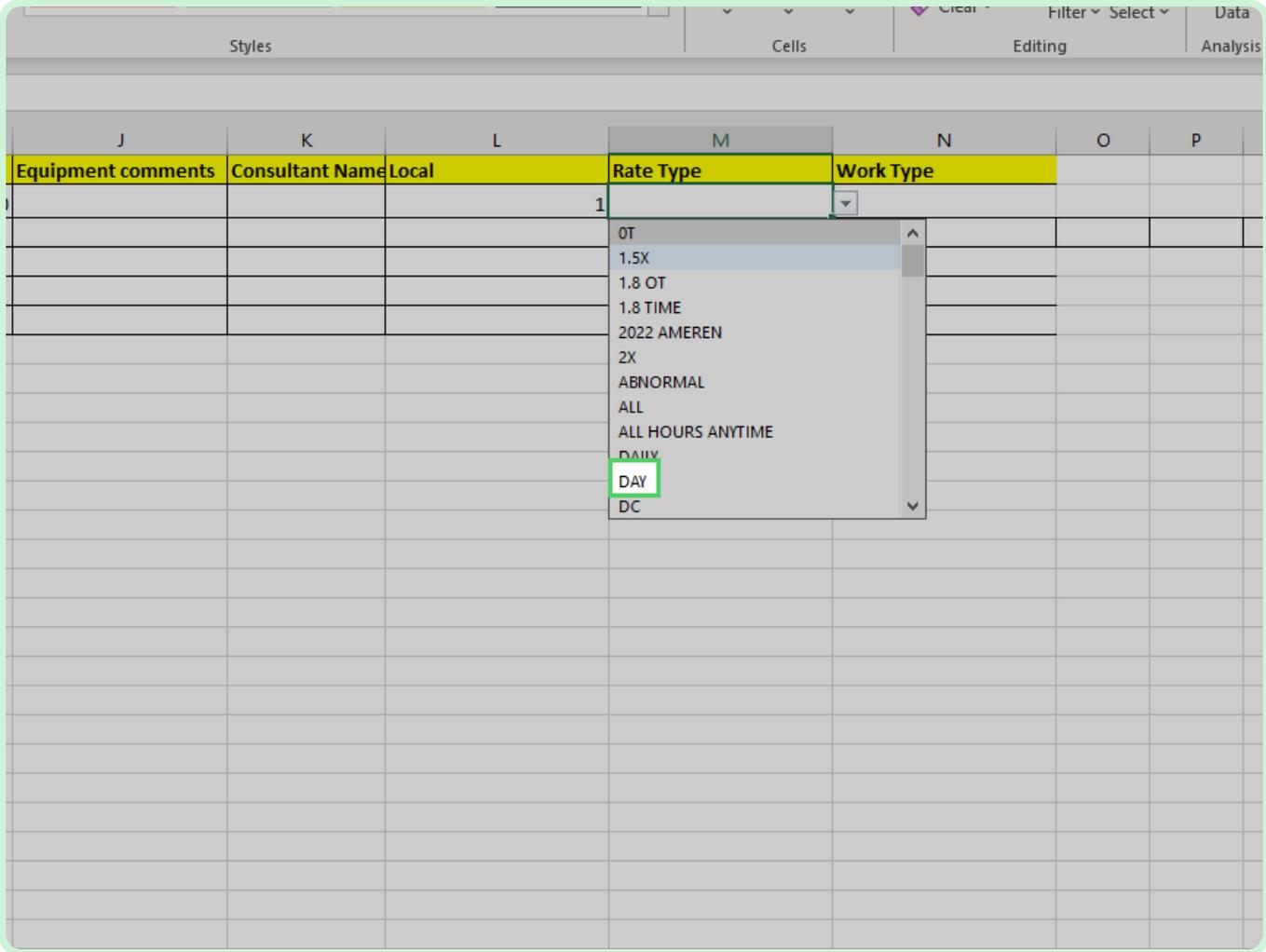
# Step 113

Select **Rate Type** drop-down arrow.



# Step 114

In the Rate Type drop-down list, select **DAY**.

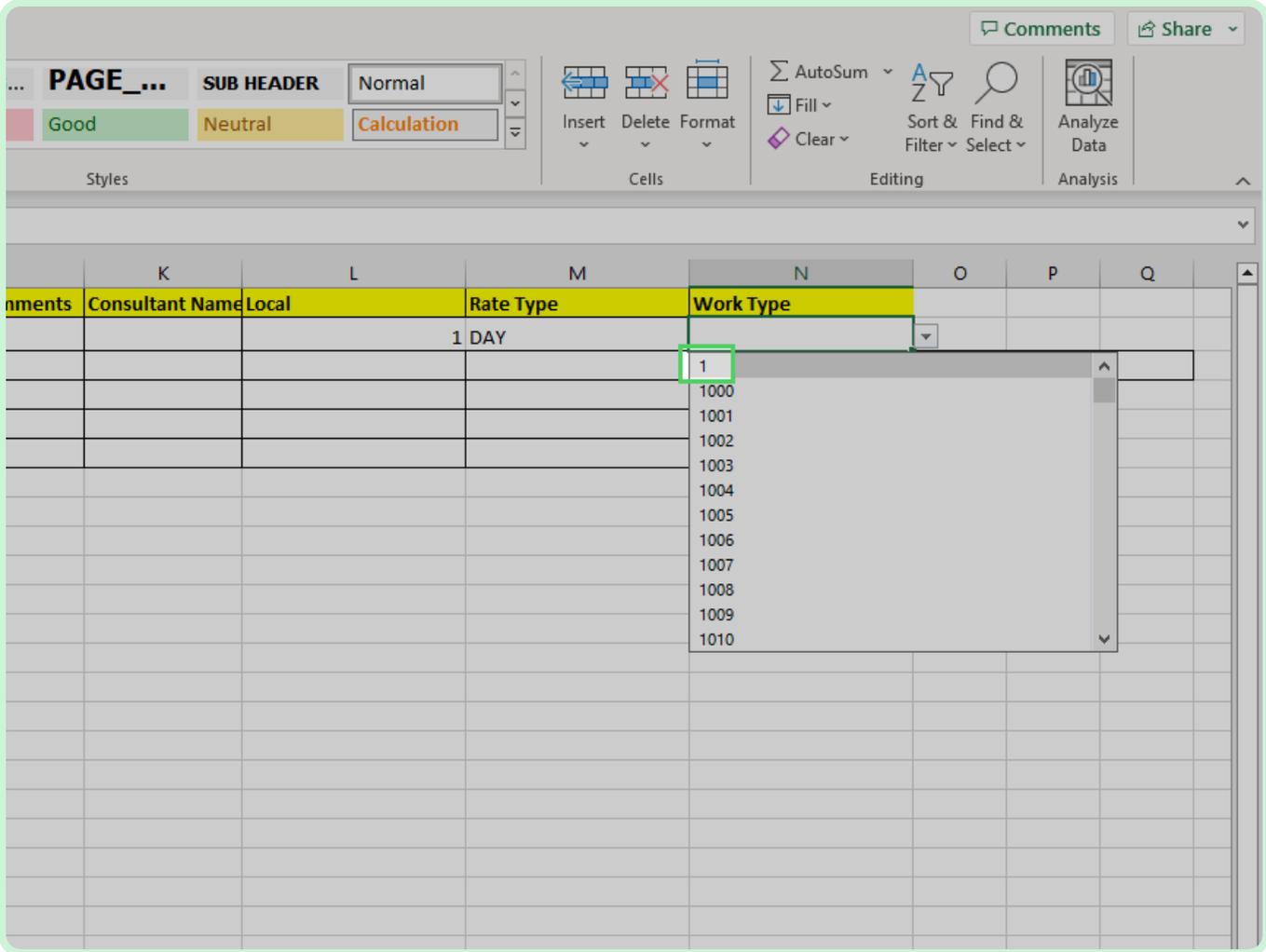






# Step 117

In the Work Type drop-down list, select **1**.



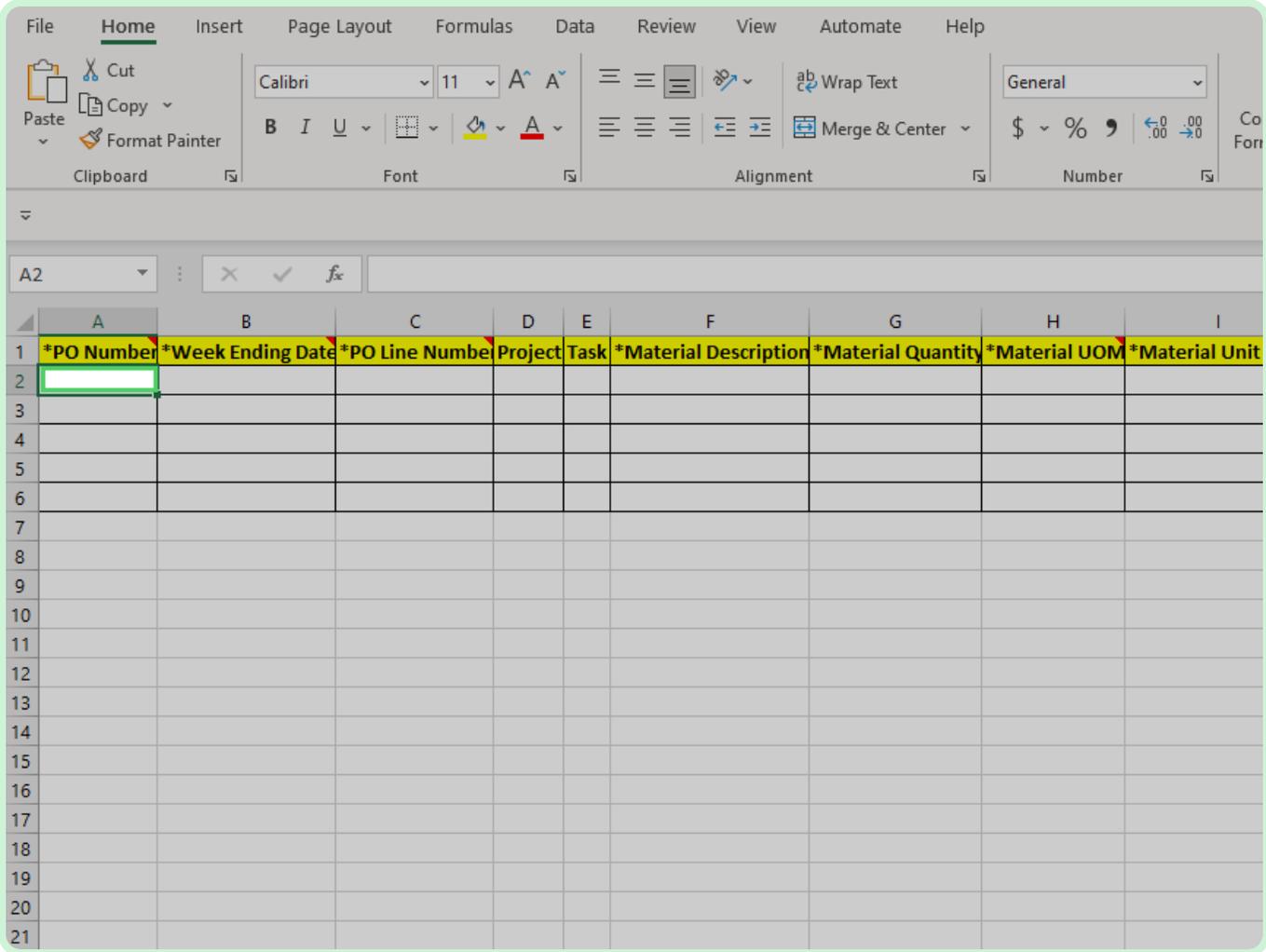
# Step 118

Select **Timecard Lines Material**.

The image shows a screenshot of a software interface. The top portion is a large, empty grid with approximately 20 columns and 30 rows. Below the grid is a horizontal tabbed menu with four tabs: 'Timecard Lines Labour', 'Timecard Lines Equipment', 'Timecard Lines Material', and 'Timecard Lines Expense'. The 'Timecard Lines Material' tab is highlighted with a green border. To the right of the tabs is a plus sign icon (+). Below the tabs is a solid grey rectangular area.

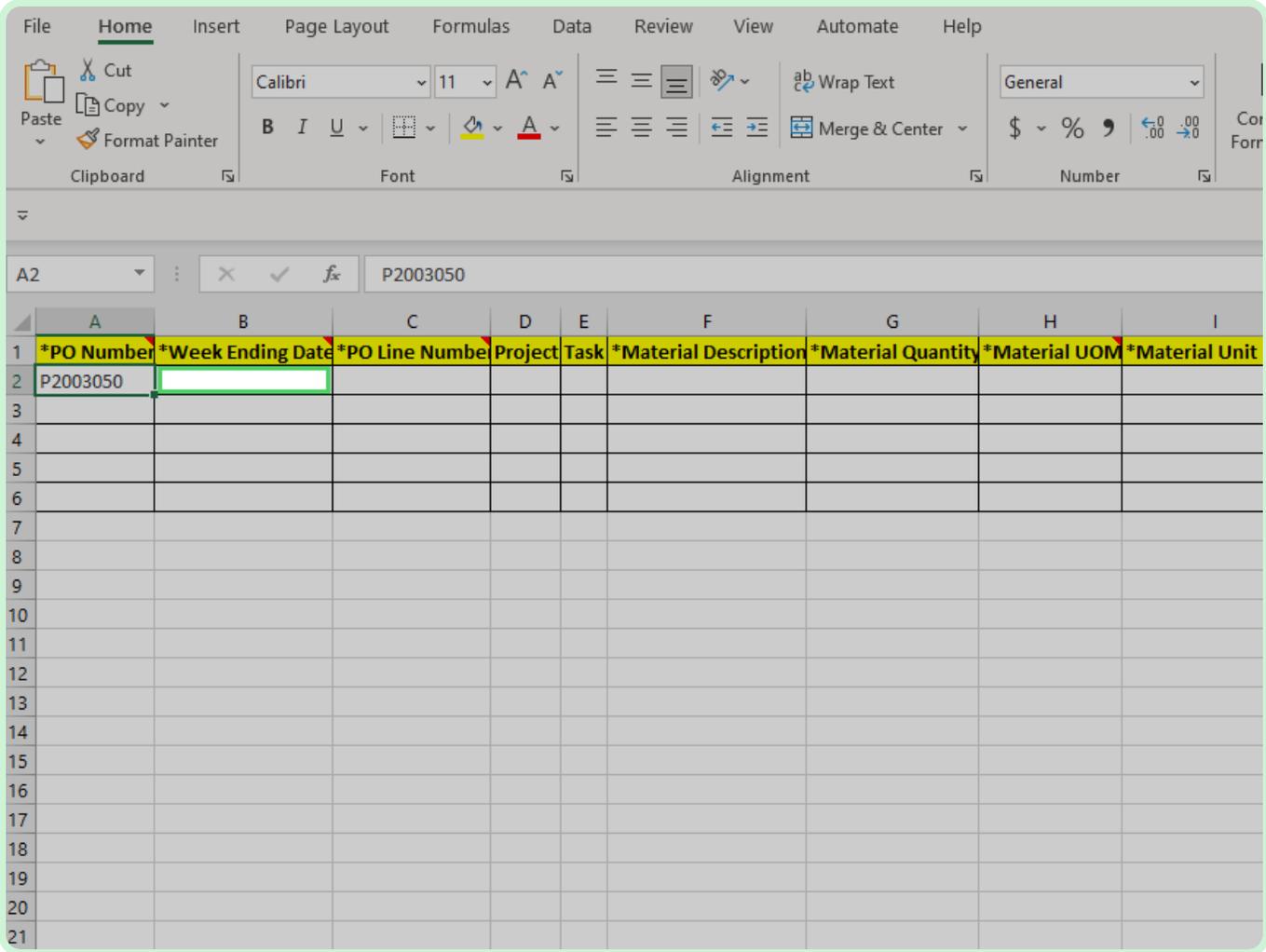
# Step 119

In the **PO Number** field, type **P2003050**.



# Step 120

In the **Week Ending Date** field, type **2023-03-31**.



# Step 121

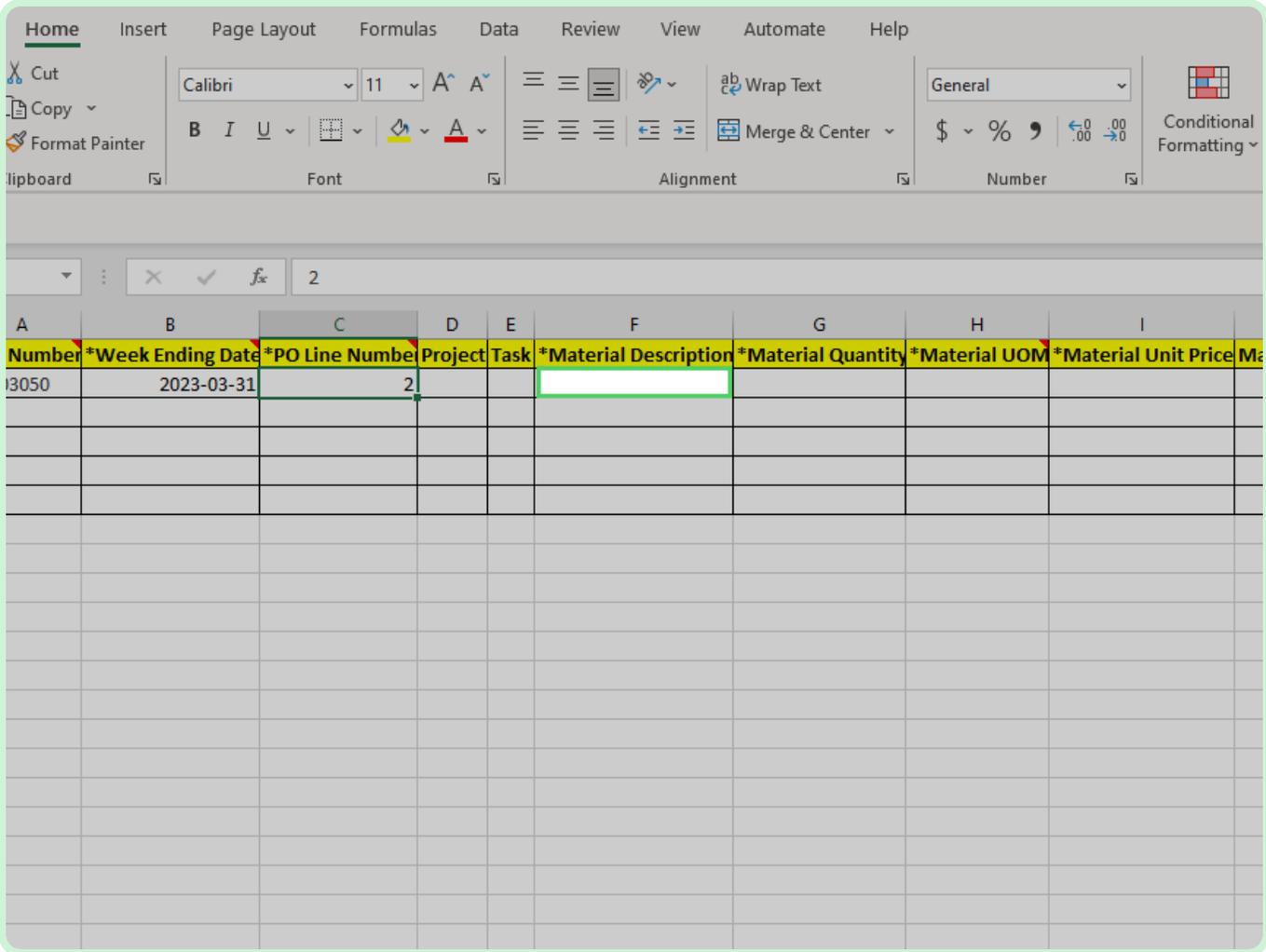
In the **PO Line Number** field, type **2**.

The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is B2, containing the date 3/31/2023. The spreadsheet contains a table with the following headers and data:

	A	B	C	D	E	F	G	H	I
1	*PO Number	*Week Ending Date	*PO Line Number	Project	Task	*Material Description	*Material Quantity	*Material UOM	*Material Unit
2	P2003050	2023-03-31							
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

# Step 122

In the **Material Description** field, type **Piping**.



# Step 123

In the **Material Quantity** field, type **10**.

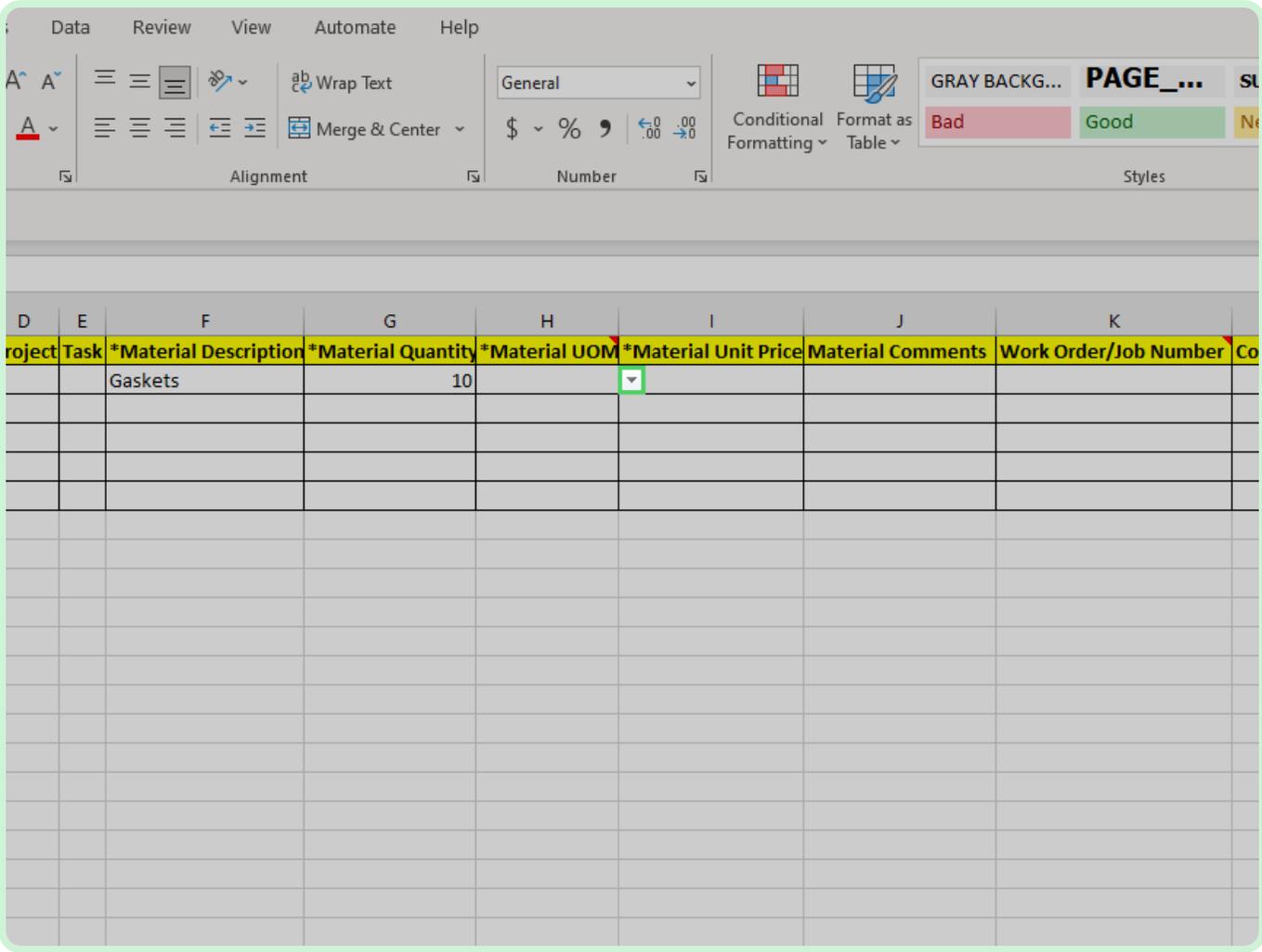
The screenshot shows the Microsoft Excel interface with the following elements:

- Excel Ribbon:** Page Layout, Formulas, Data, Review, View, Automate, Help. The Font, Alignment, and Number groups are visible.
- Formula Bar:** Contains the text "Gaskets".
- Worksheet:** A table with the following columns: **\*PO Line Number**, **Project**, **Task**, **\*Material Description**, **\*Material Quantity**, **\*Material UOM**, **\*Material Unit Price**, **Material Comments**. The first row of data shows "3-03-31" in the Date column, "2" in the PO Line Number column, and "Gaskets" in the Material Description column. The Material Quantity cell for "Gaskets" is highlighted and contains the value "10".

# Step 124

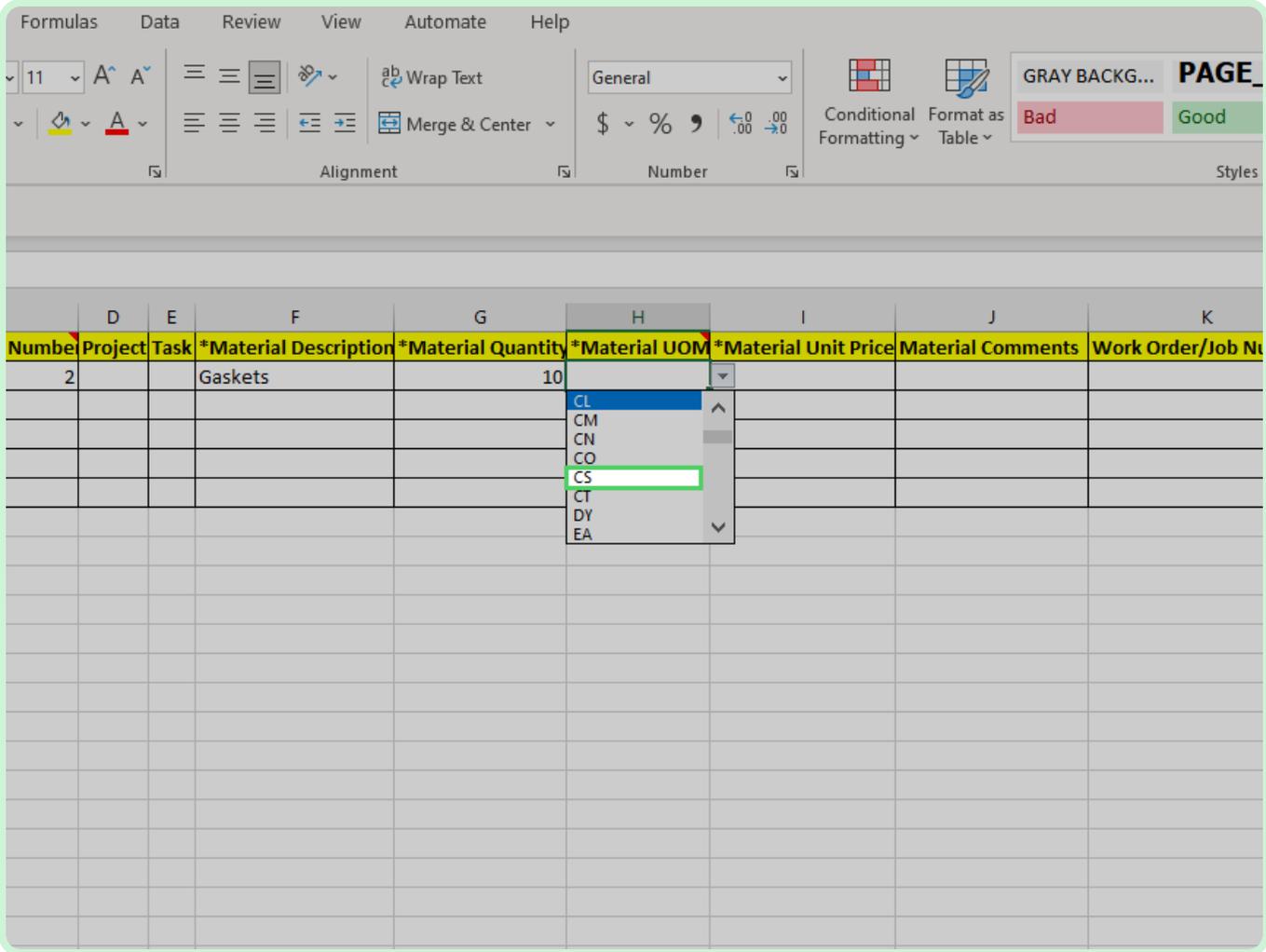
Select **Material UOM**.

In the live environment, you will need to double-click the cell in order for the drop-down arrow to appear.



# Step 125

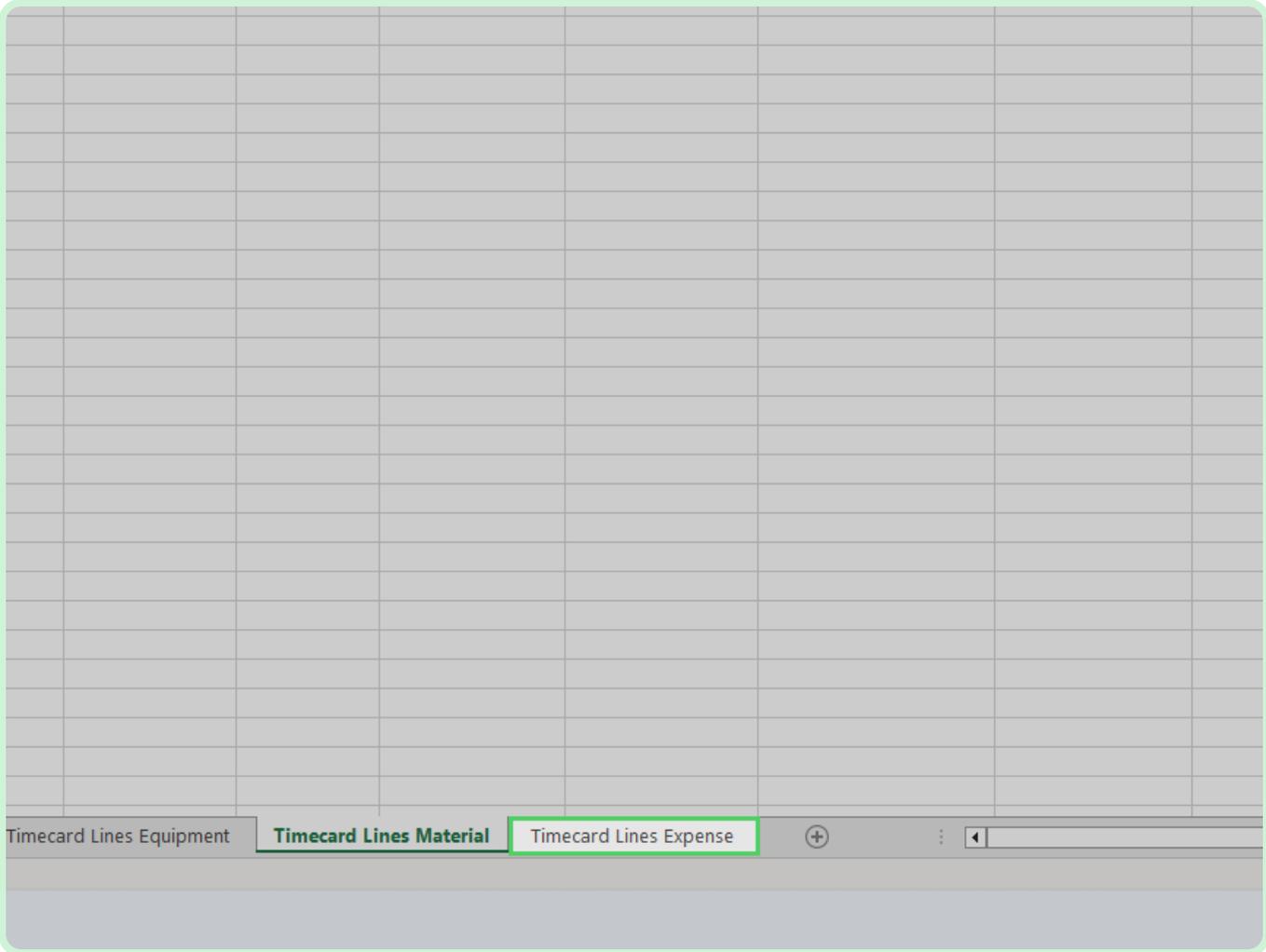
In the Material UOM drop-down list, select **CS**.





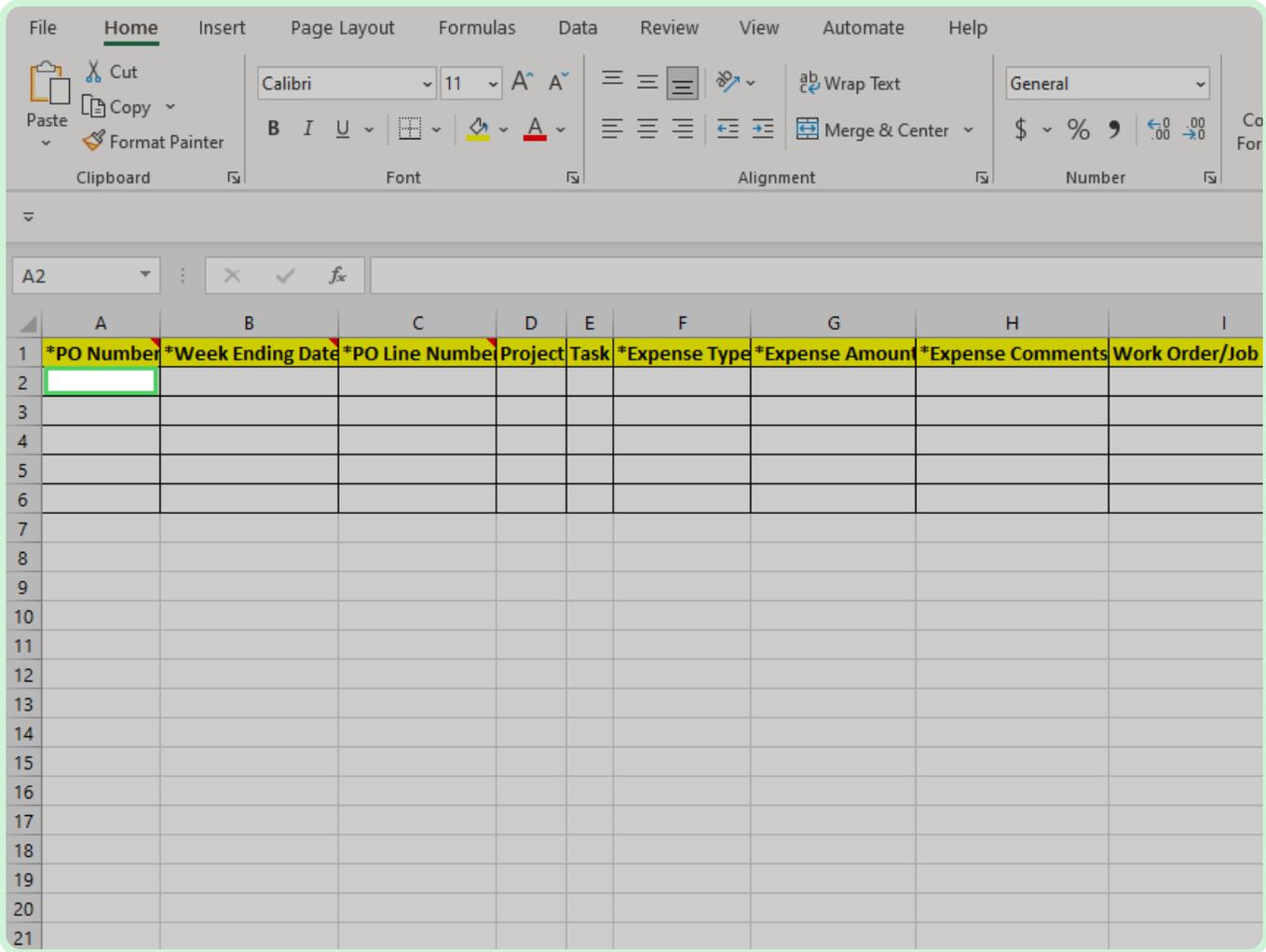
# Step 127

Select **Timecard Lines Expense**.



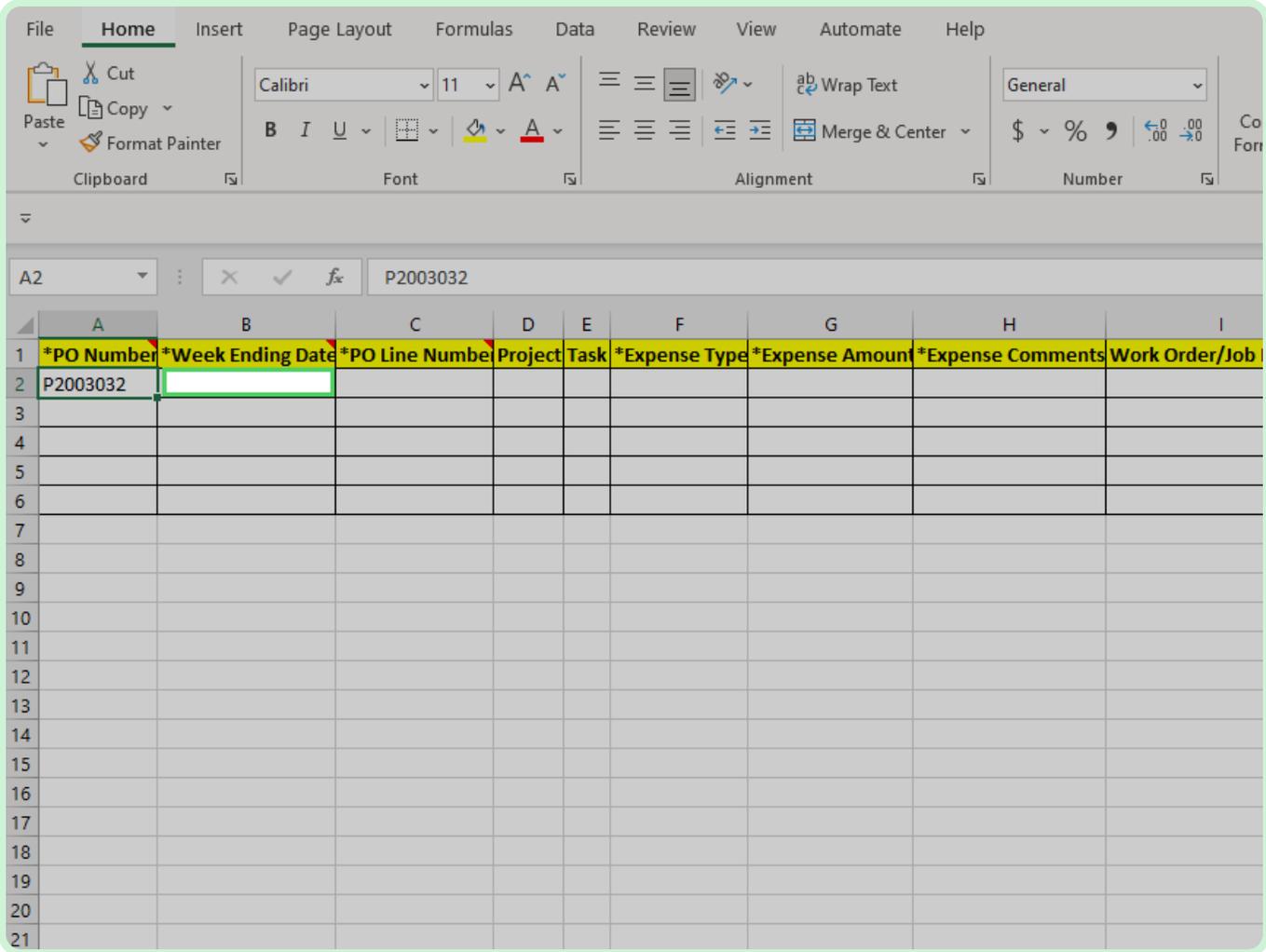
# Step 128

In the **PO Number** field, type **P2003032**.



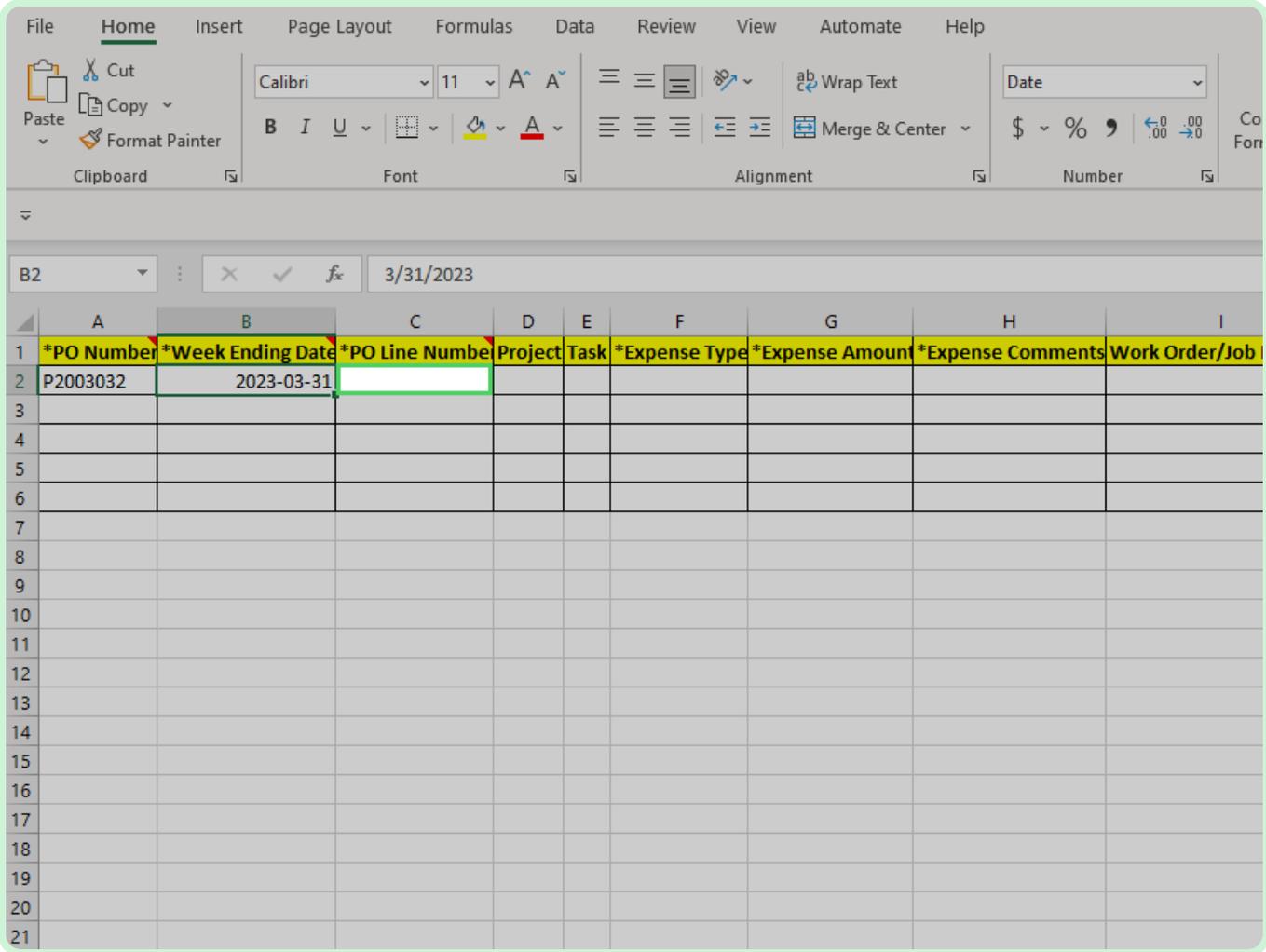
# Step 129

In the **Week Ending Date** field, type **2023-03-31**.



# Step 130

In the **PO Line Number** field, type **1**.





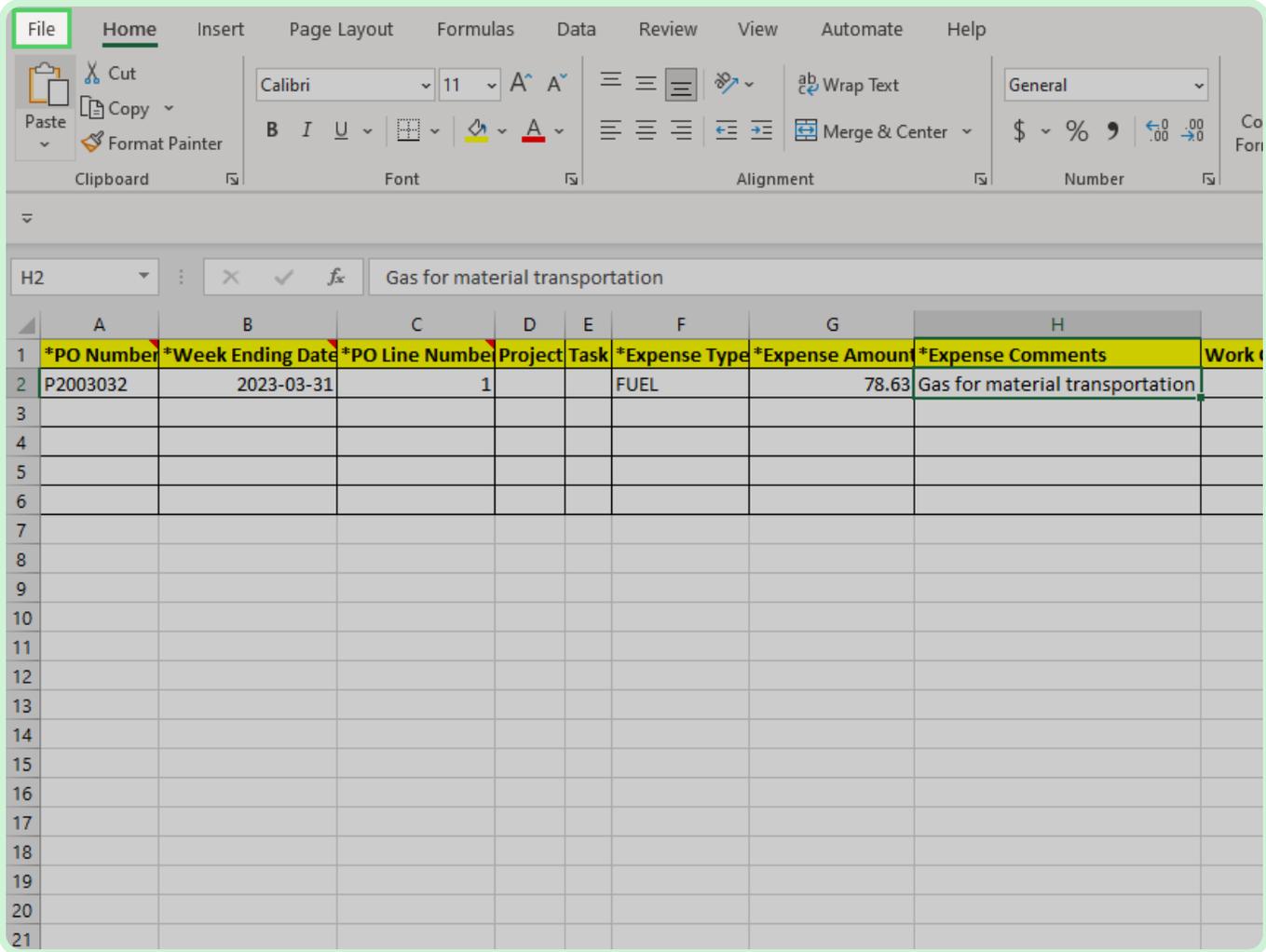






# Step 135

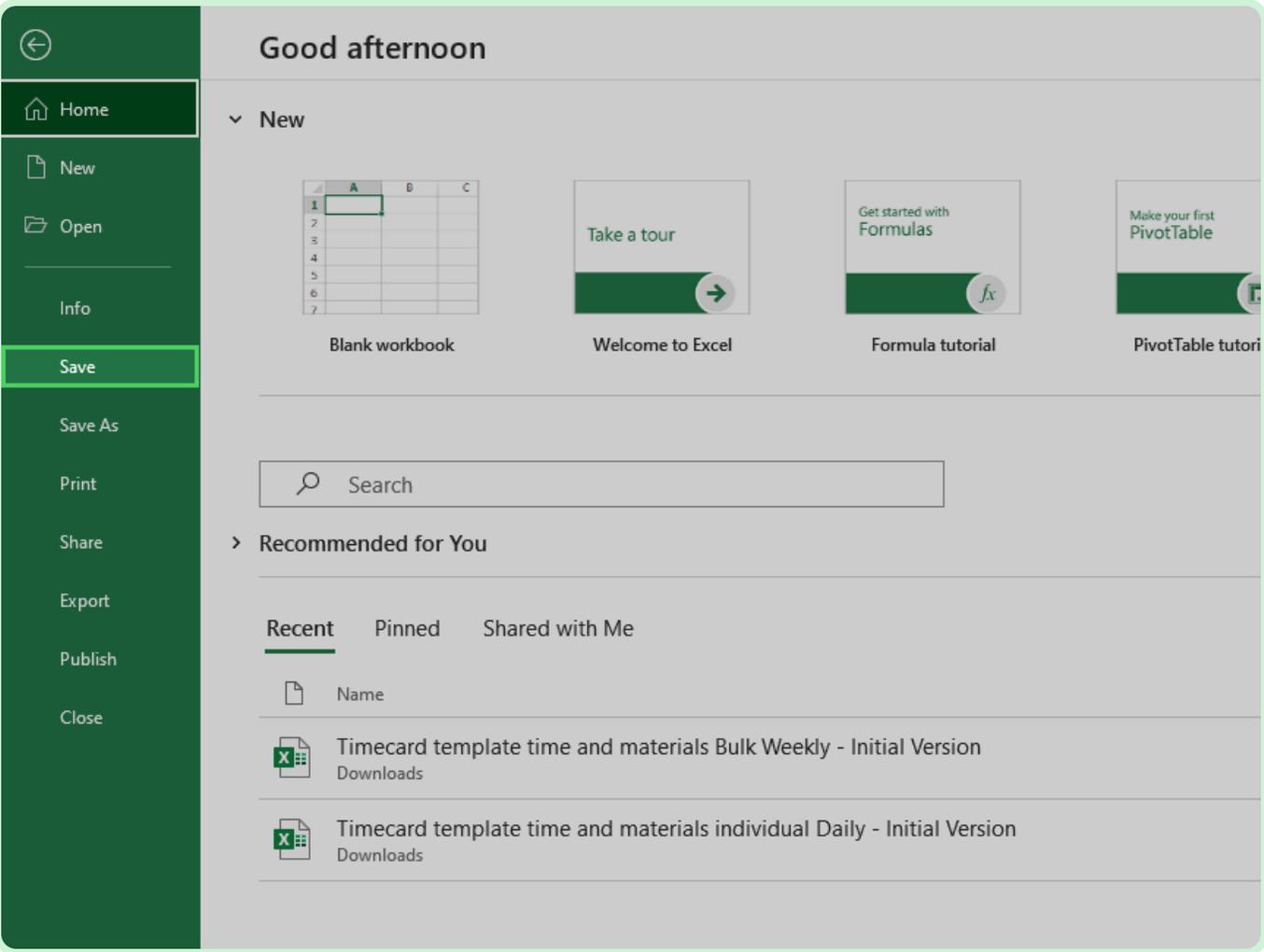
Select **File**.



# Step 136

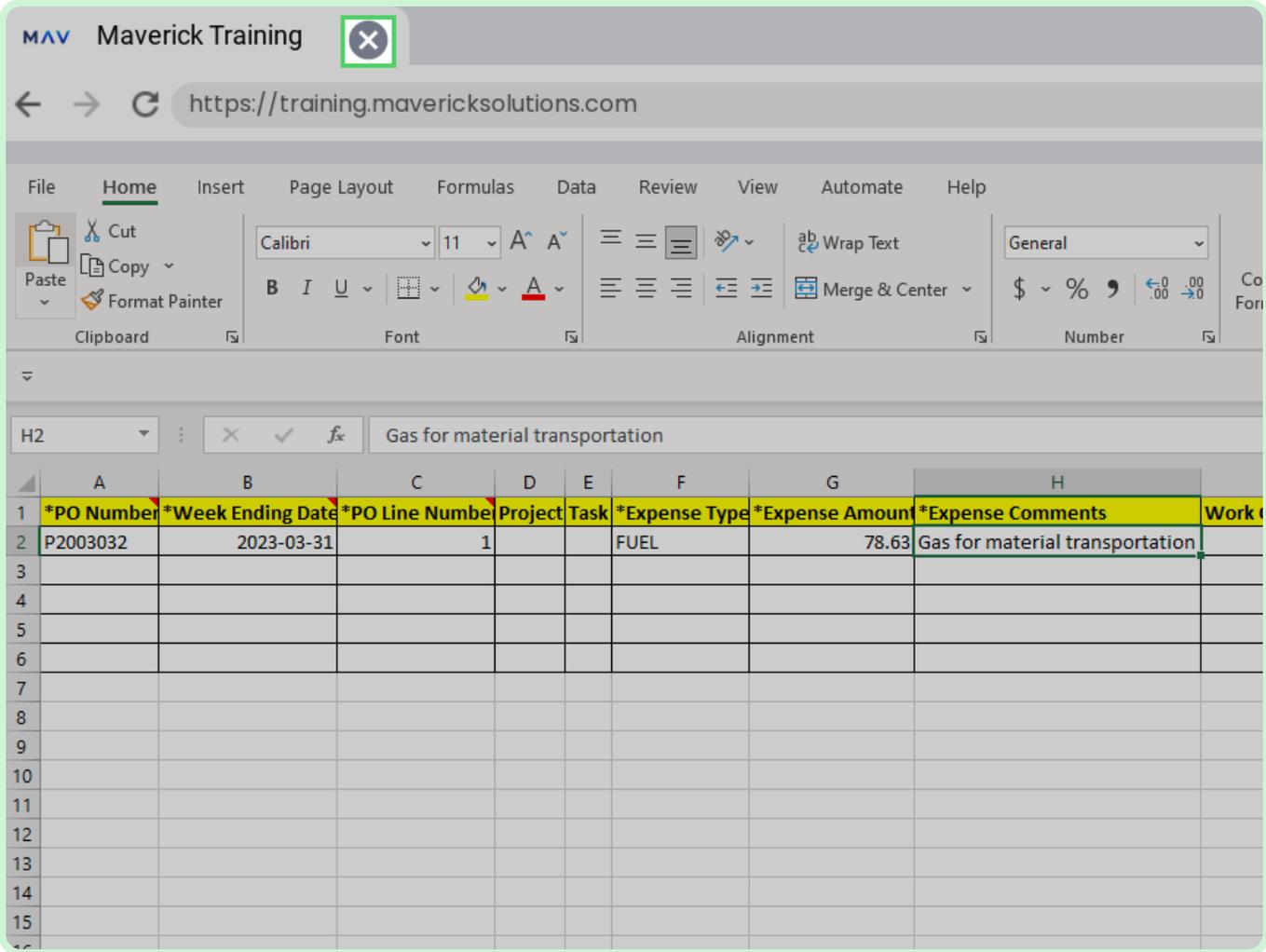
Select **Save**.

The File Name must be kept the same as it was downloaded.



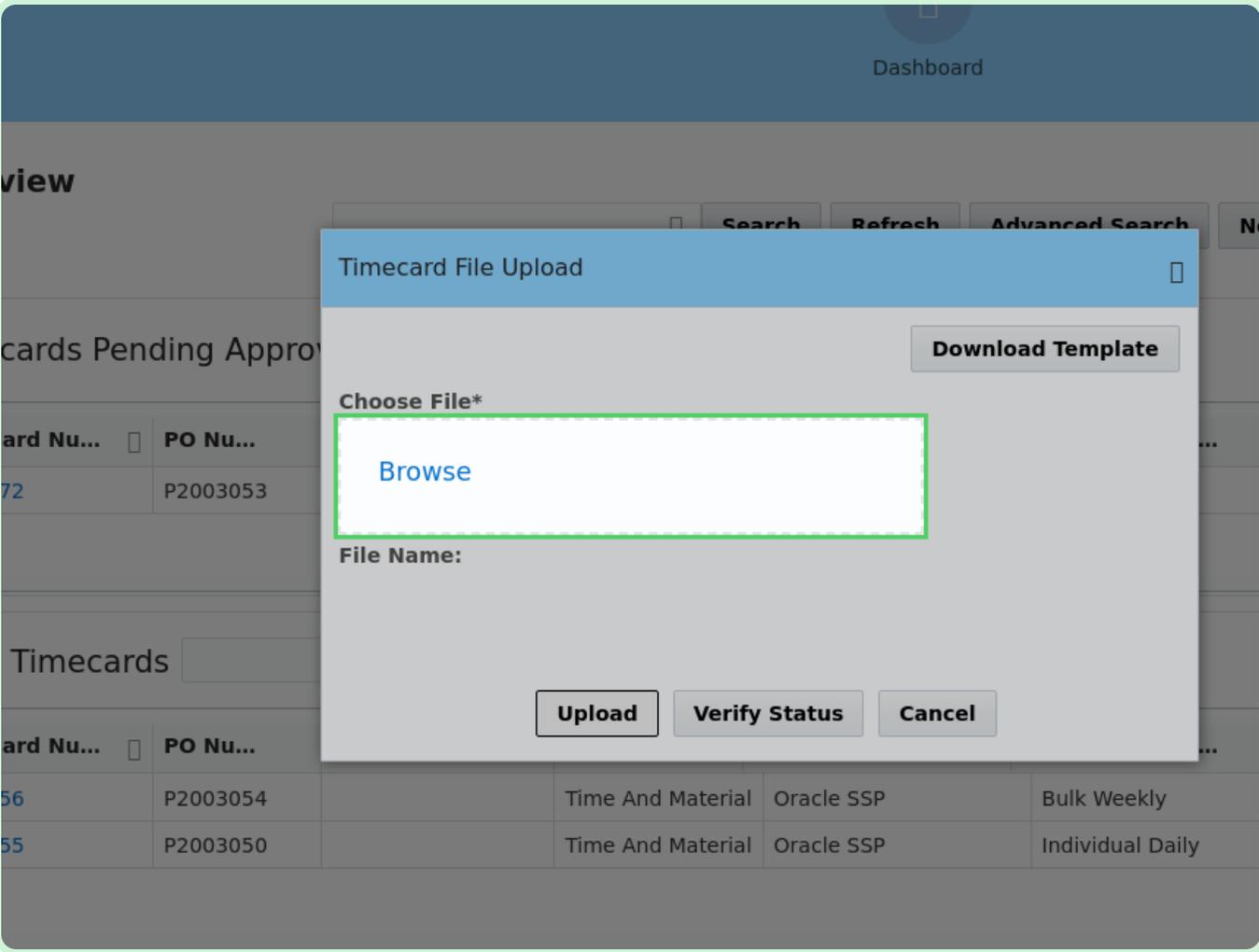
# Step 137

Close the tab.



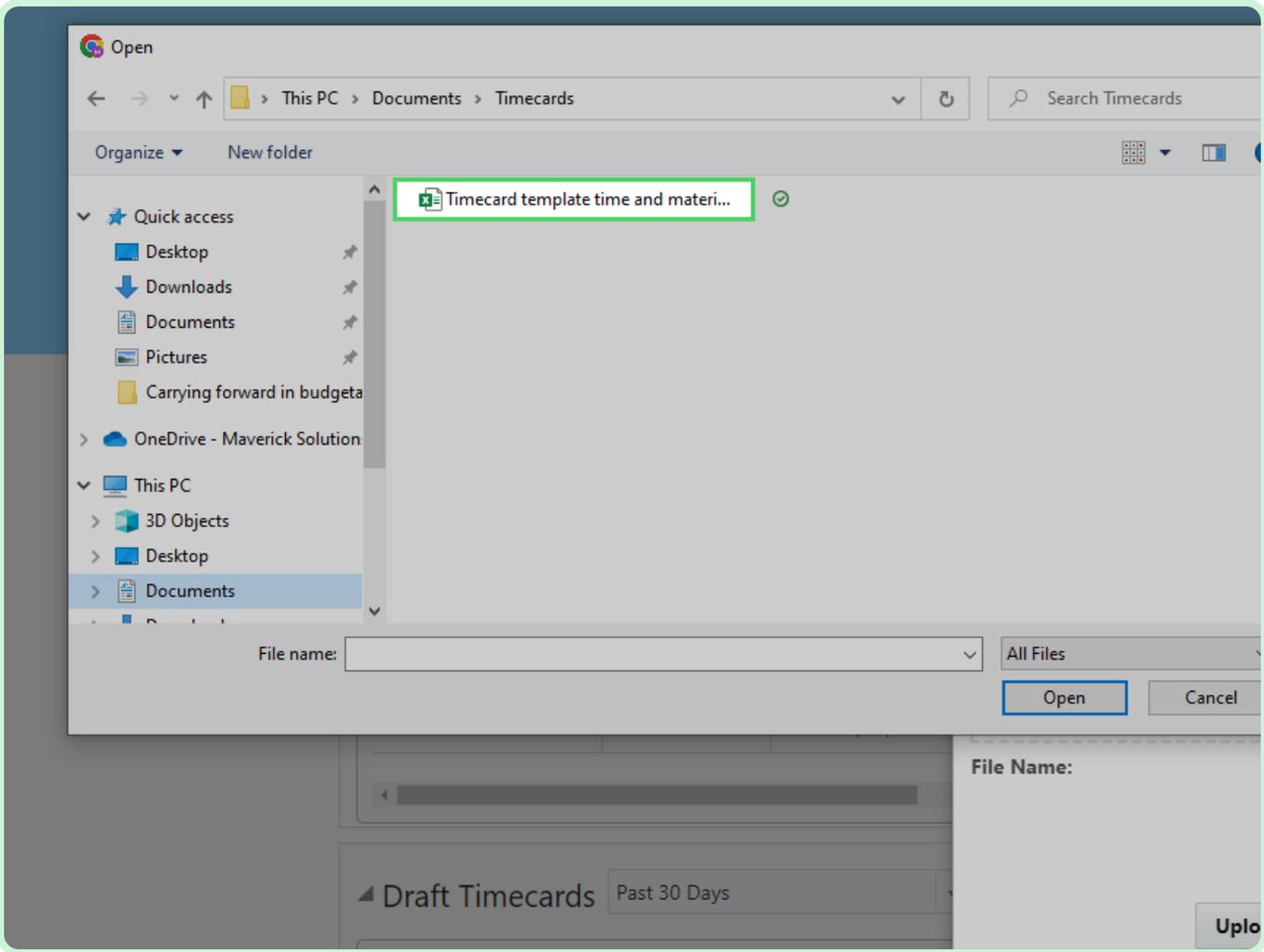
# Step 138

Select **Browse**.



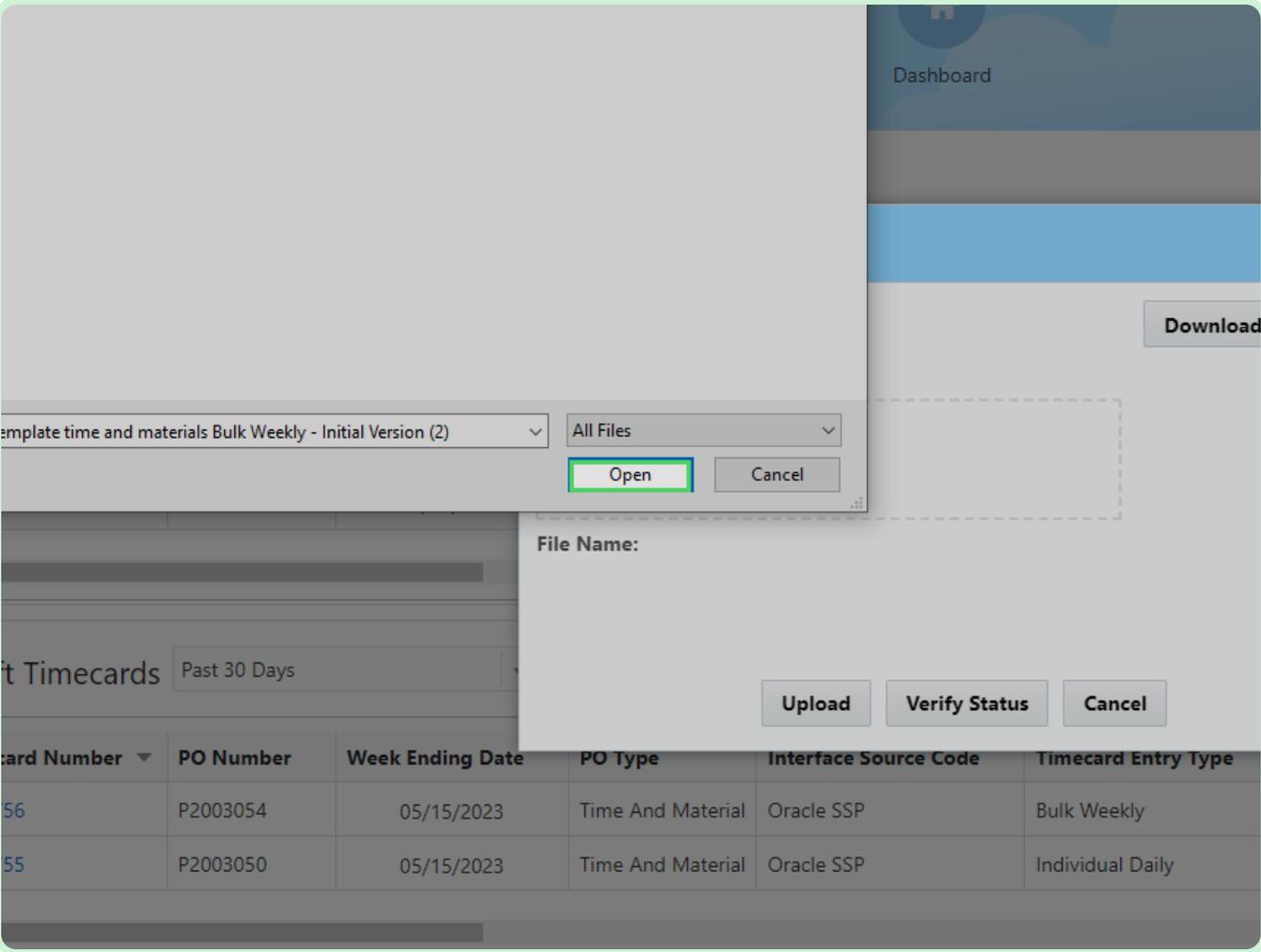
# Step 139

Select **Timecard template time and materials Bulk Weekly - Initial Version.xlsx**.



# Step 140

Select **Open**.



# Step 141

Select **Upload**.

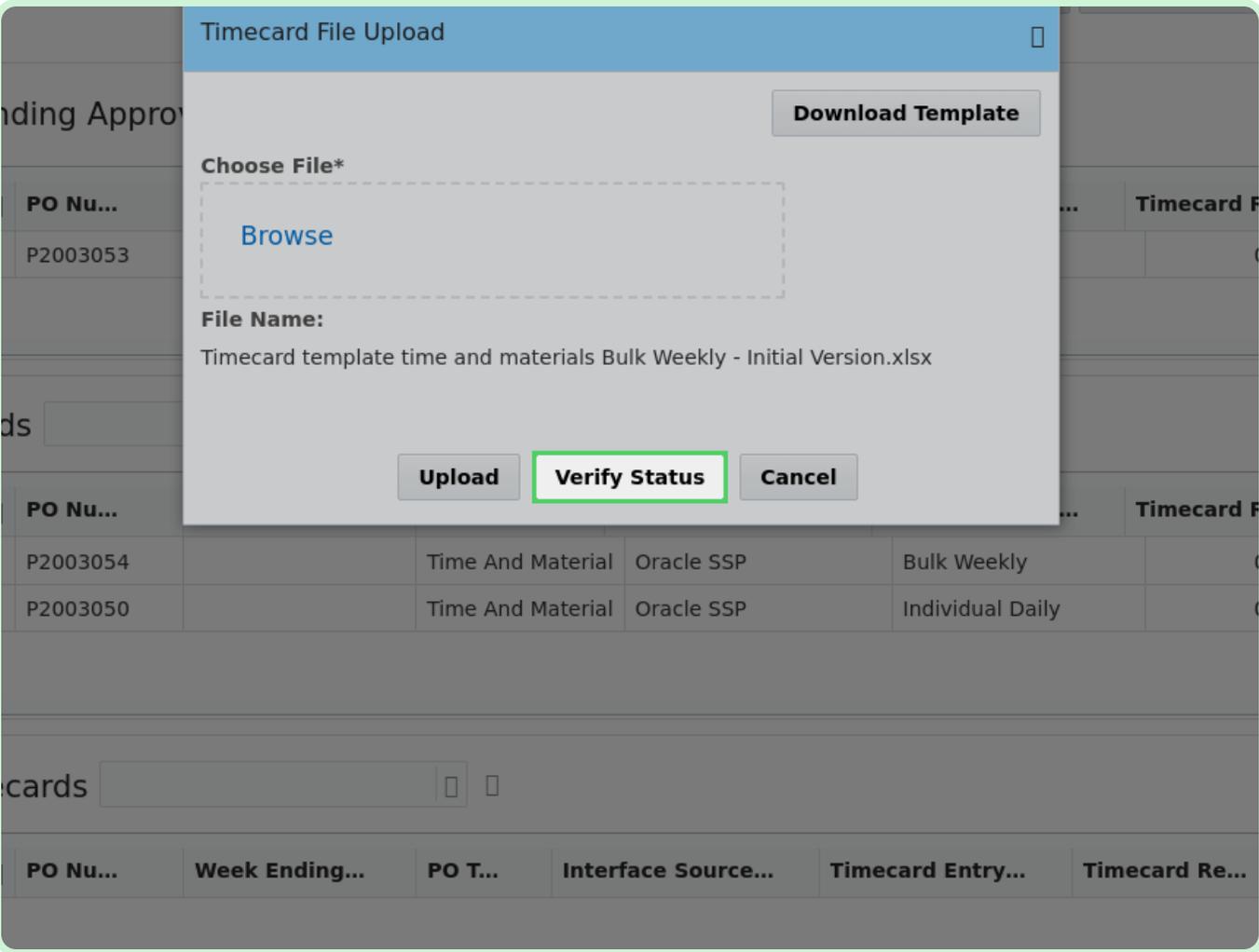
The screenshot shows a 'Timecard File Upload' dialog box overlaid on a web application interface. The dialog box contains the following elements:

- Download Template** button
- Choose File\*** section with a **Browse** button
- File Name:** Timecard template time and materials Bulk Weekly - Initial Version.xlsx
- Upload**, **Verify Status**, and **Cancel** buttons at the bottom.

The background interface shows a table of timecard data with columns for Timecard Number, PO Number, and other details. The 'Upload' button in the dialog is highlighted with a green border.

# Step 142

Select **Verify Status**.



## Step 143

View **Upload Status**.

Review the Upload Status table and verify that the submitted timecard has the appropriate **Batch Status**.

If the **Batch Status** shows an *ERROR*, select the *Batch No* link to view the error.

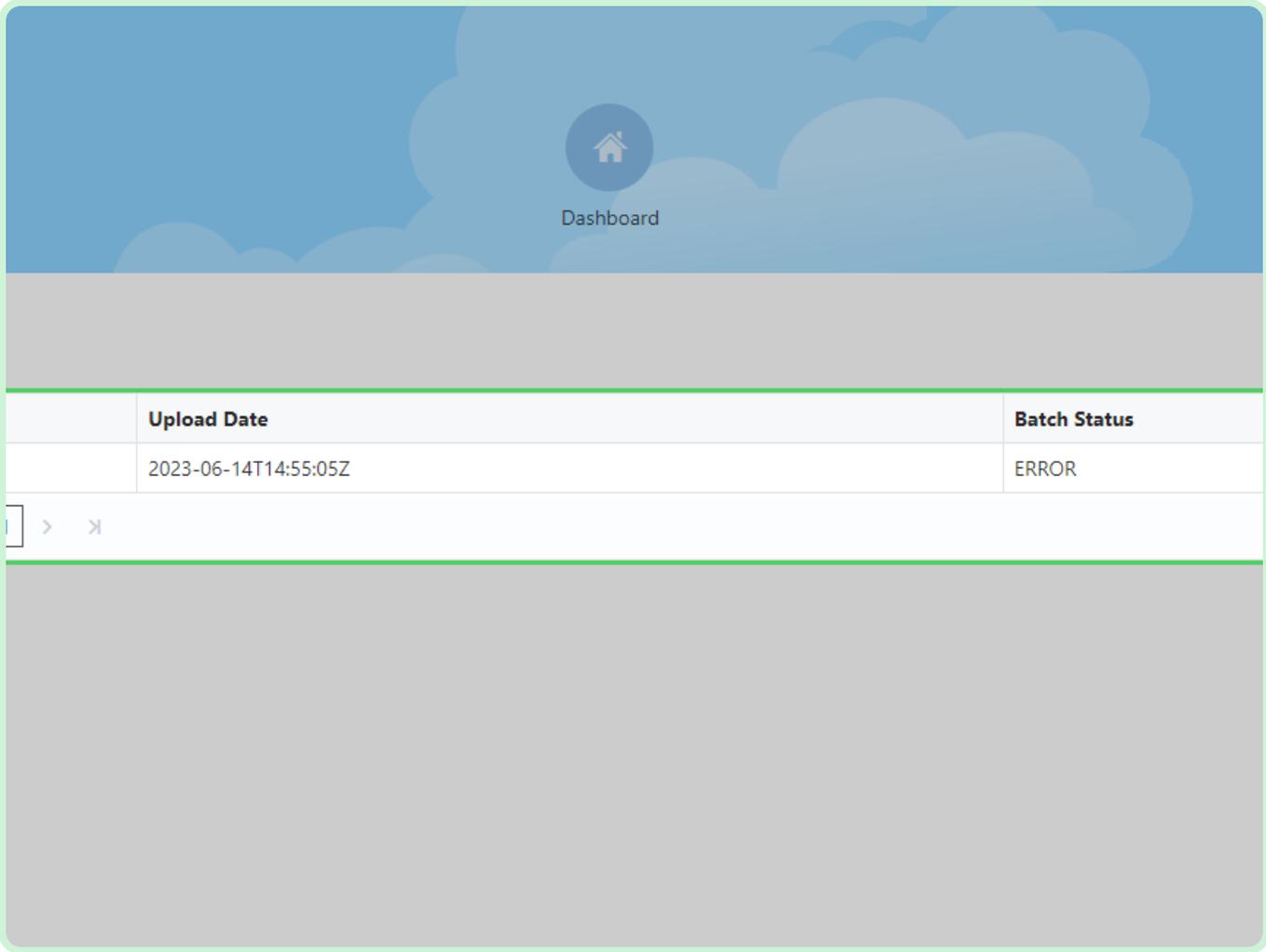
	Upload Date	Batch Status
	2023-04-10T15:50:01Z	VALIDATED
	2023-04-10T13:50:01Z	VALIDATED
	2023-04-10T13:45:27Z	VALIDATED
	2023-04-10T13:44:26Z	VALIDATED
	2023-04-10T13:40:26Z	VALIDATED
	2023-04-10T13:32:15Z	VALIDATED
	2023-04-10T13:29:03Z	VALIDATED
	2023-04-10T11:53:20Z	VALIDATED
	2023-04-10T11:25:15Z	VALIDATED
	2023-04-10T07:53:41Z	VALIDATED
	2023-04-10T07:51:00Z	VALIDATED

1 2 3 4 5 ... 28

# Step 144

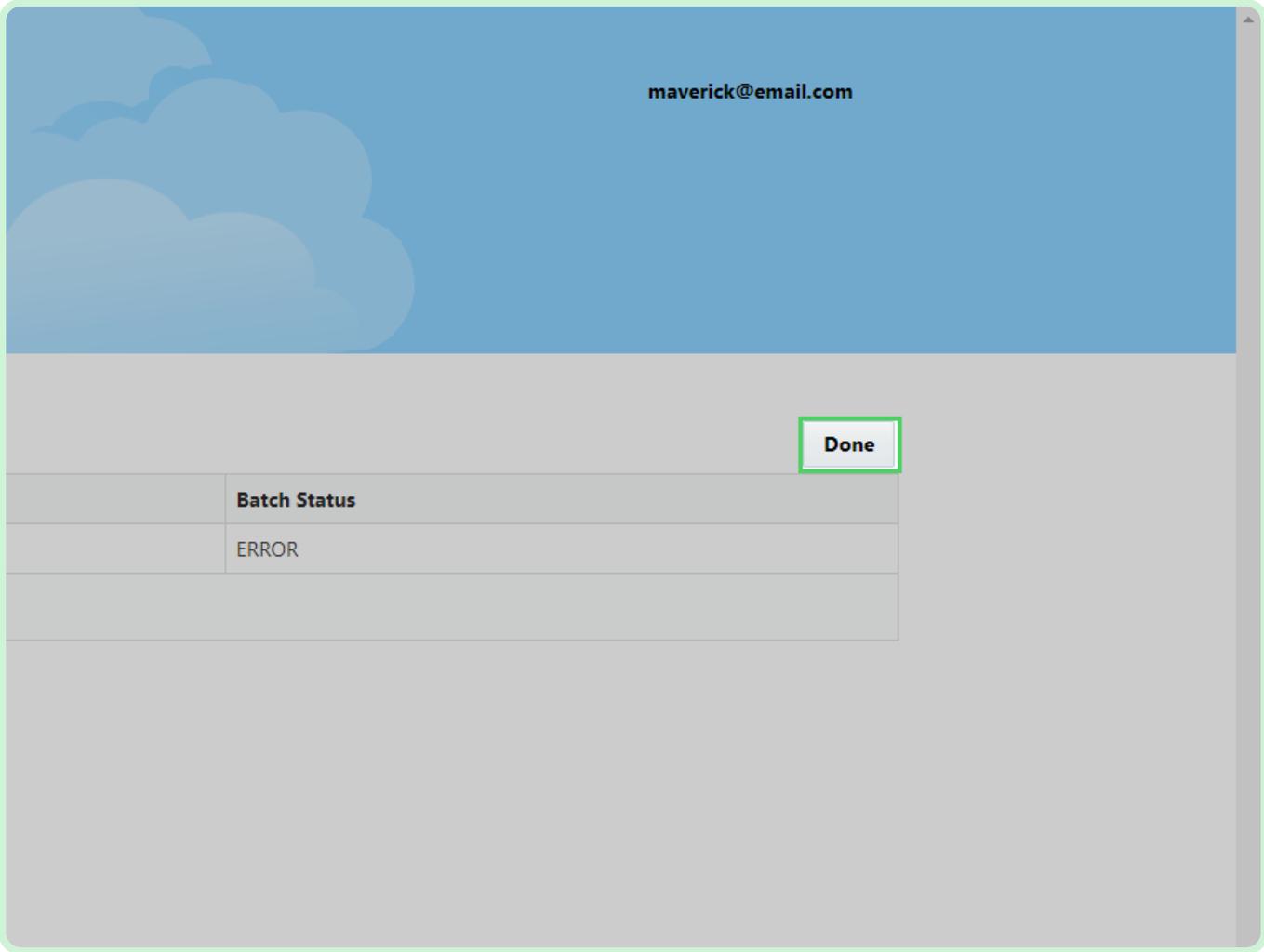
View **Upload Status**.

If there is an error for the upload the **Batch Status** field will generate *ERROR*.



# Step 145

Select **Done**.



# Step 146

Close the tab.

Closing the tab will return you to the Home page.

