

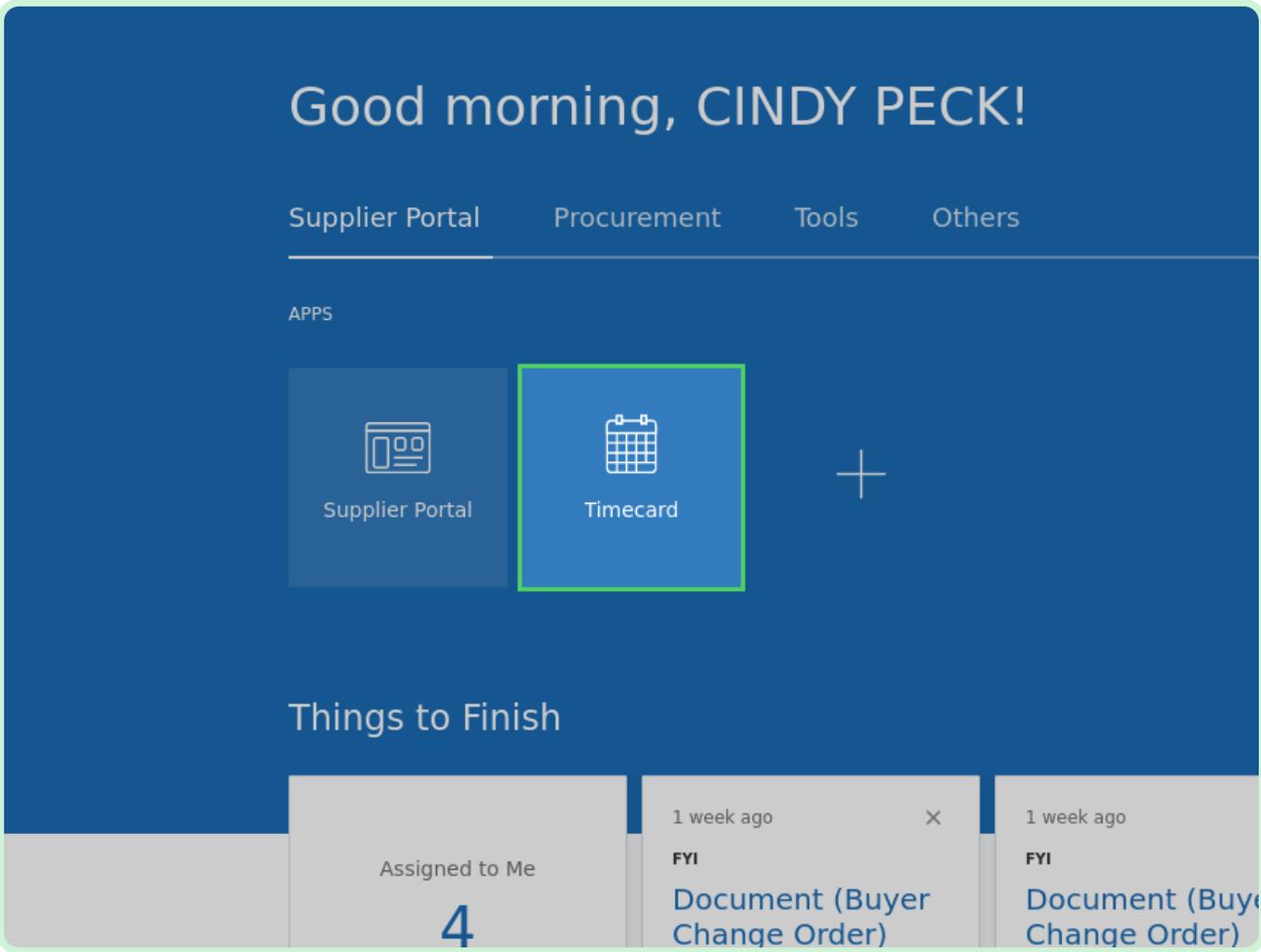
Creating supplier timecards – Oracle SSP – Time and Material- Individual Daily

🕒 Time to Completion: **9 minutes**

This will teach you how to create supplier timecards.

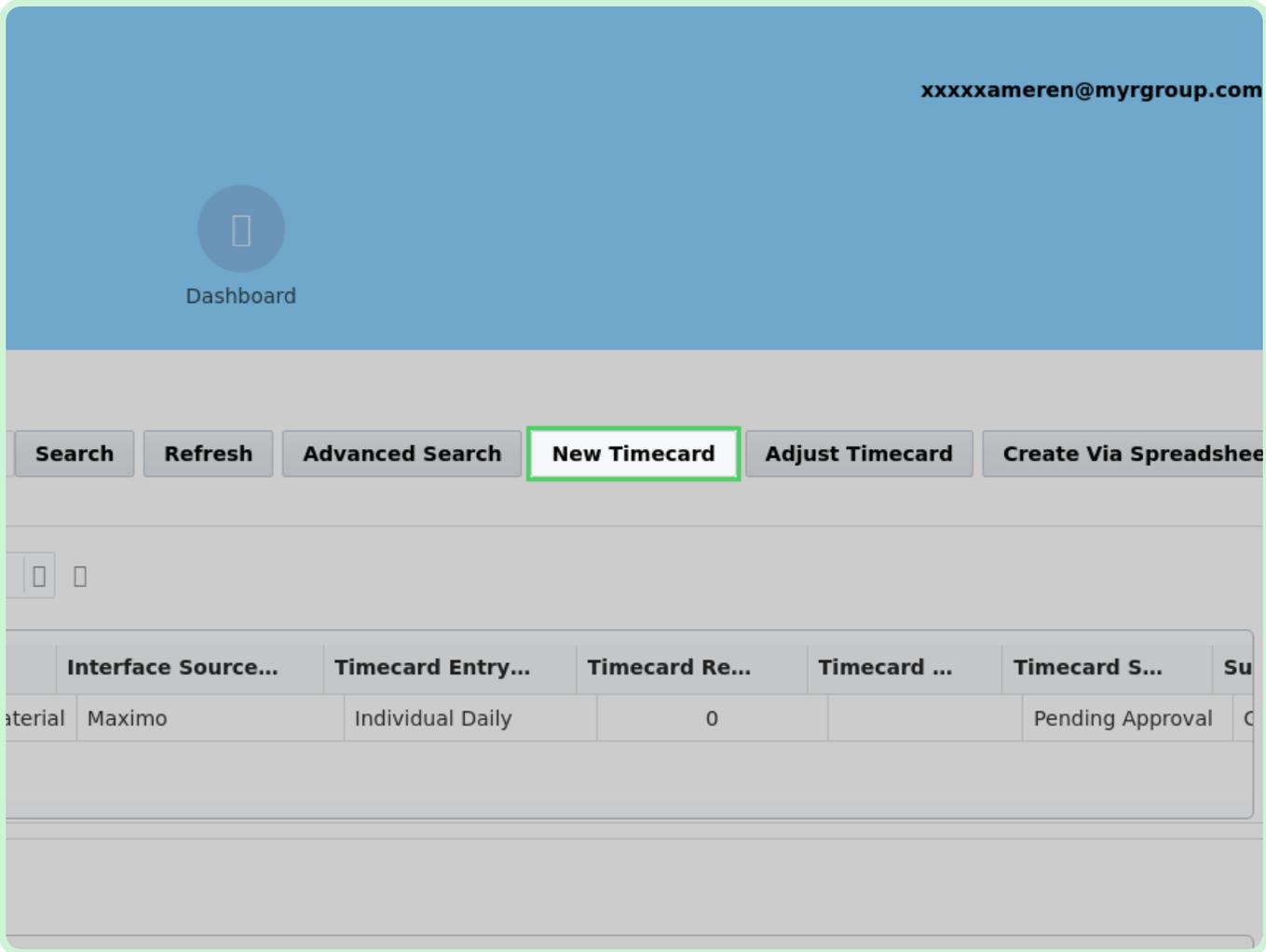
Step 1

Select **Timecard**.



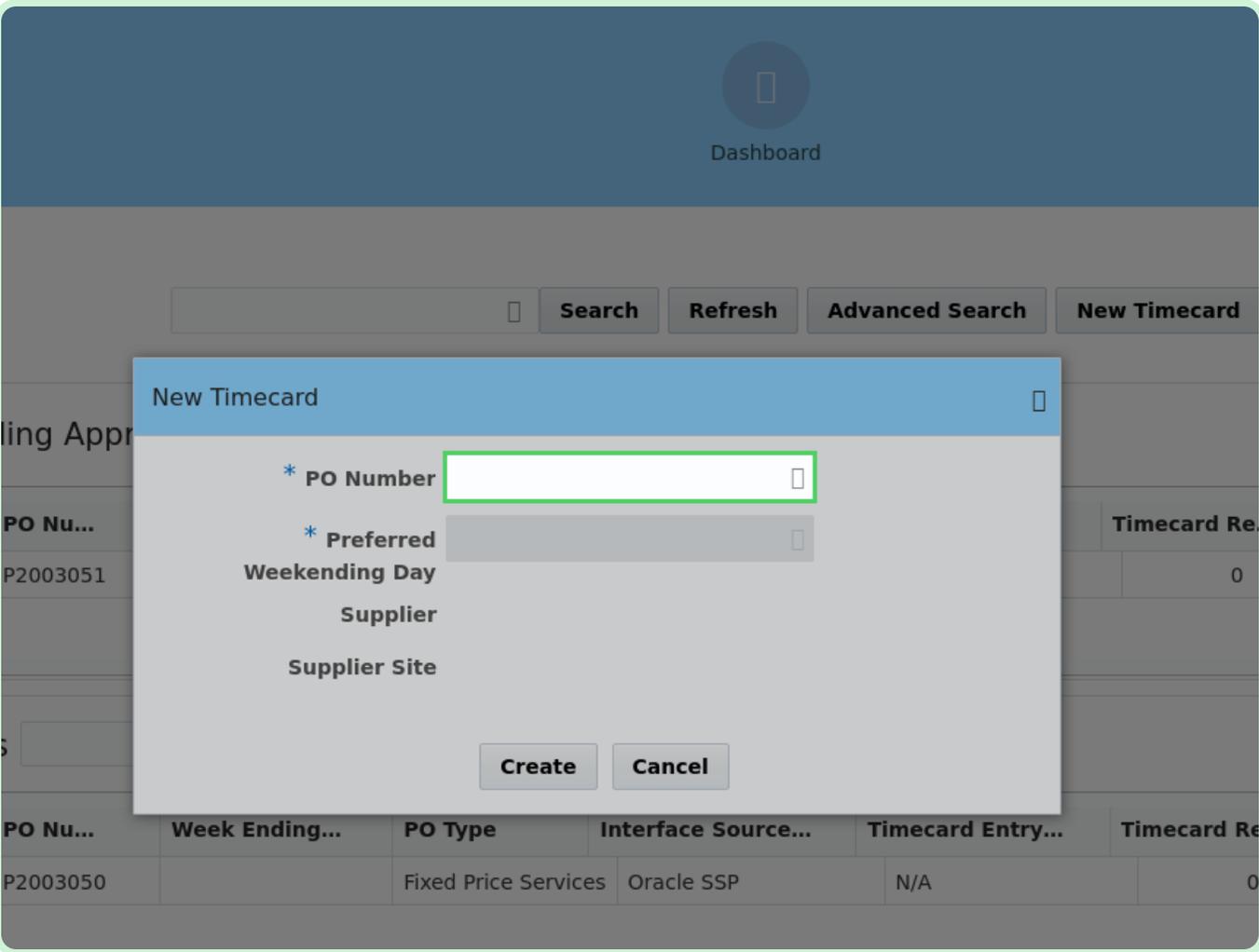
Step 2

Select **New Timecard**.



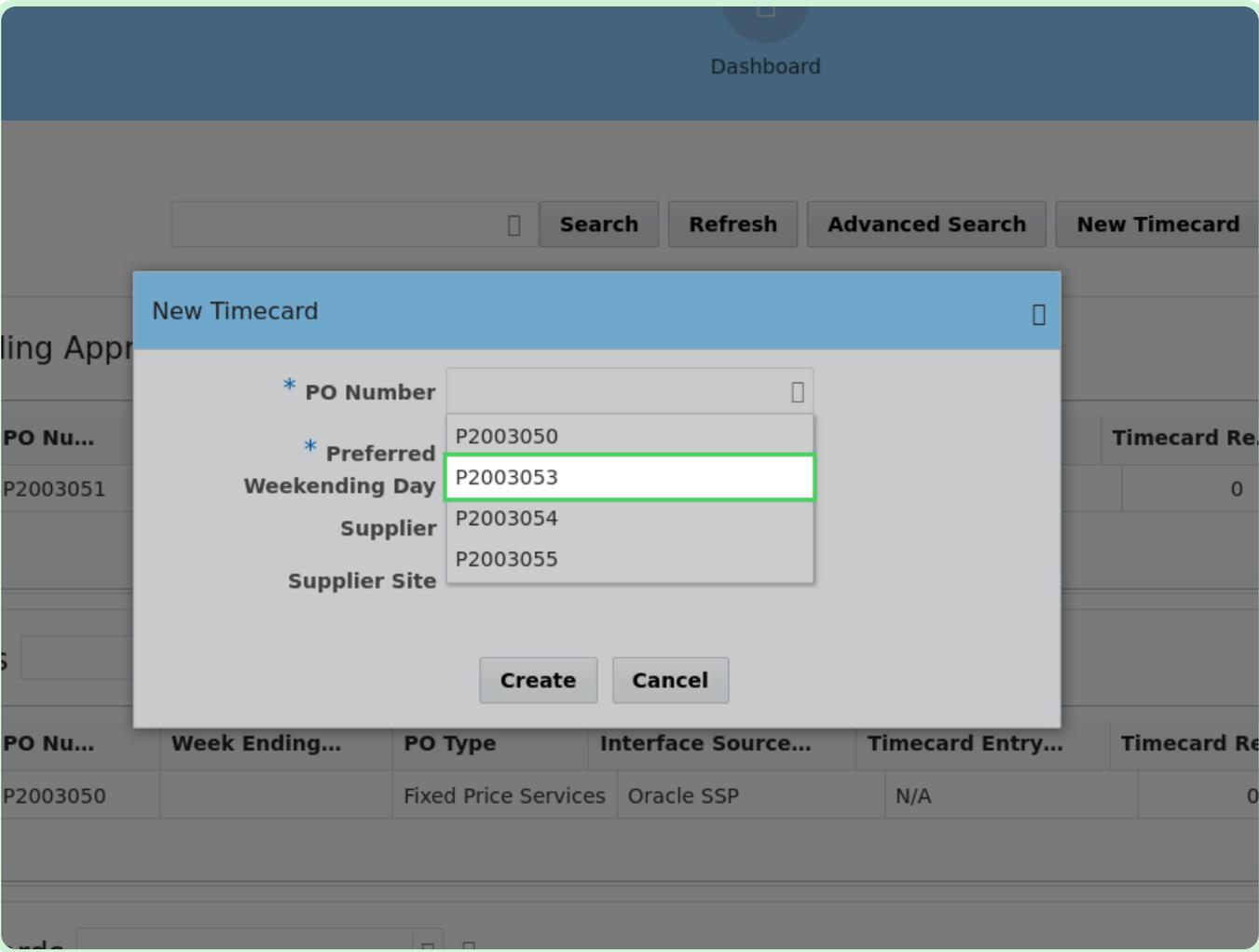
Step 3

Select **PO Number**.



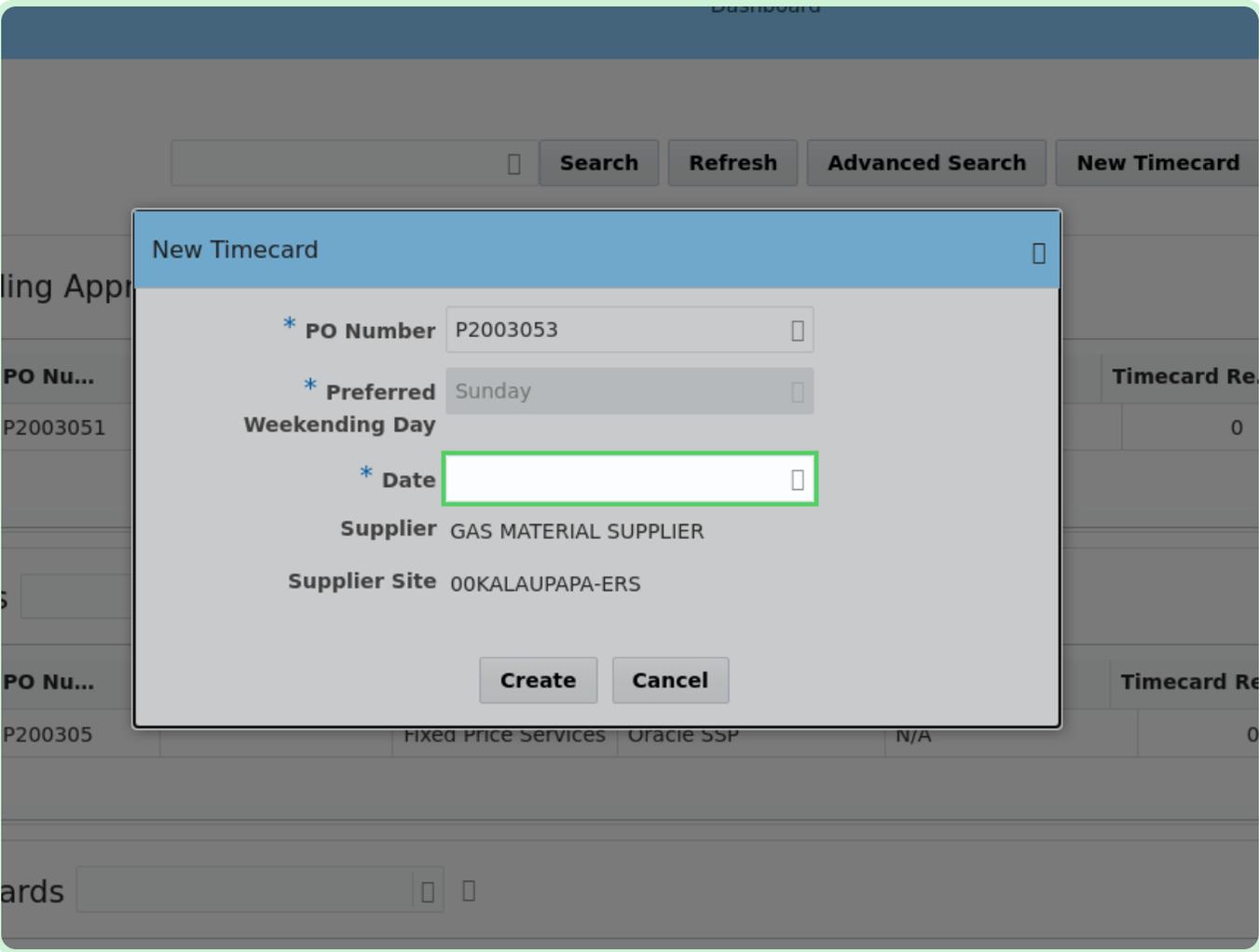
Step 4

In the PO Number drop-down list, select **P2003053**.



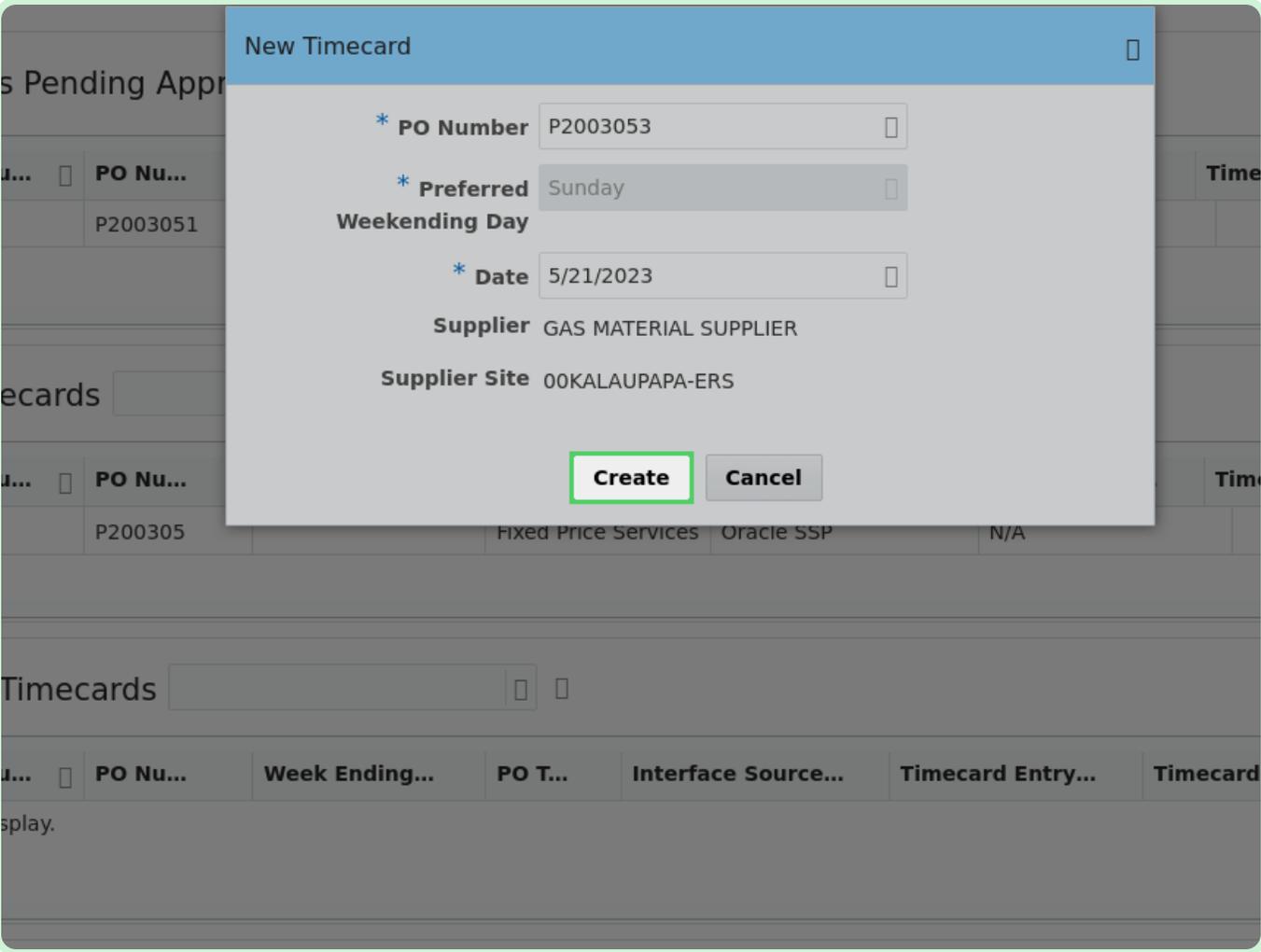
Step 5

Select **Date**.



Step 7

Select **Create**.



Step 8

Select **Create New Line**.

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

⌘ **+** ✕ 📄 ✎ 📁

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

About
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Step 9

Select **Search PO Line**.

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA-ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

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

About
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Step 10

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

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

- Site Id
- Supplier Site 00KALAUPAPA - ERS
- Lien Waiver Yes
- Buyer Pallme, Tiffany A

Below this 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 search, add, delete, list, edit, and save.

The main area contains a table with the following columns: * Line Num..., Search PO Line, * PO ..., and Project. The 'Search PO Line' dropdown is open, showing a list of items with the following columns: Line Number, Project, Task, and Feeder Reference.

Line Number	Project	Task	Feeder Reference
1	0C501	I-NBCL-107000	KA22102/100
1	0C501	I-NBCL-107000	KA22102/100
1	0C501	R-NBCL-108005	KA22102/100

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

Step 12

In the top row, in the **Craft** drop-down list, select **A1000029**.

AUPAPA - ERS

Total Expense Amount \$0.00

Total Timecard Hours 0

Total Timecard Amount \$0.00

Tiffany A

Material Expense

*Work Order Nu...	* Craft	Craft Type			
123					
		BPA Nu...	BPA Line Nu...	Item	Item Description
		A1000029	481259786	SVL100658	OPERATOR-JOURNEY
		A1000029	481260786	SVL100658	OPERATOR-JOURNEY
		A1000029	481261786	SVL100658	OPERATOR-JOURNEY
		A1000029	481262786	SVL100658	OPERATOR-JOURNEY
		A1000029	481263786	SVL100658	OPERATOR-JOURNEY

Step 13

In the **MON-May-15** field, type **8.00**.

Note
You can also use the **Increment** and **Decrement** arrow icons to select the appropriate unit of measure.

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor | Equipment | Material | Expense

+ -

Local	Work Type	Rate Type	MON-May-15	TUE-May-16	WED-May-17	THU-May-18
			0.00	0.00	0.00	0.00

Step 14

In the **TUE-May-16** field, type **8.00**.

Supplier Site 00KALAUPAPA - ERS Total Time

Lien Waiver Yes Total Timeca

Buyer Pallme, Tiffany A

Labor Equipment Material Expense

☰ + × ☰ ✎ ☰

Local	Work Type	Rate Type	MON-May- 15	TUE-May- 16	WED-May- 17	THU-May- 18	FRI-May- 19
			8.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲	0.00 ▼ ▲

Step 15

In the **Consultant Name** field, type **Shackleford, Rusty**.

Material Amount \$0.00		
Expense Amount \$0.00		
Timecard Hours 0		
Timecard Amount \$0.00		
	Attach...	* Consultant Name
<input type="text"/>		<input type="text"/>

Step 16

Select **Save**.

Note
Be sure to save after you create a line or edit a line by selecting the **Save** icon.

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense



* Line Num...	Search PO Line	* PO ...	Project	Task
1	1	1	0C501	I-NBCL

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Step 17

Select **Material**.

Note
The same steps can be done in the **Equipment** tab.

Timecard Entry Type Individual Daily

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense

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* Line Num...	Search PO Line	* PO ...	Project	Task
1	1	1	0C501	I-NBCL-10

Step 18

Select **Create New Line**.

Note
These steps will be the same for each tab.

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense

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

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Step 19

Select **Search PO Line**.

Supplier Gas Material Supplier

Site Id

Supplier Site 00KALAUPAPA - ERS

Lien Waiver Yes

Buyer Pallme, Tiffany A

Labor Equipment **Material** Expense

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

About
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Step 20

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

The screenshot shows a software interface with a 'Search PO Line' dropdown menu. The dropdown is open, displaying a list of items. The first item, '1', is highlighted with a green border. The interface also shows a 'Supplier' section with fields for Site Id, Supplier Site (00KALAUPAPA - ERS), Lien Waiver (Yes), and Buyer (Pallme, Tiffany A). Below the dropdown, there are tabs for Labor, Equipment, Material, and Expense. The 'Material' tab is selected. At the bottom, there is an 'About' section with the text 'Created with Visual Builder, Copyright © 2021'.

* Line Num...	Search PO Line	* PO ...	Project
1			

Line Number	Project	Task	Account
1	0C501	I-NBCL-107000	UEC.D1.107000.02
1	0C501	I-NBCL-107000	UEC.D1.107000.02
1	0C501	R-NBCL-108005	UEC.D1.108005.02

Step 21

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

Material Supplier	Total Material Amount \$0.00
	Total Expense Amount \$0.00
AUPAPA - ERS	Total Timecard Hours 0
	Total Timecard Amount \$0.00
Tiffany A	

Material	Expense
----------	---------

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

1

Step 22

In the **Unit Price** field, type **150.00**.

Material Supplier **Total Material Amount** \$0.00

AUPAPA - ERS **Total Expense Amount** \$0.00

, Tiffany A **Total Timecard Hours** 0

Total Timecard Amount \$0.00

Material Expense

	UOM	Unit P...	* Quantity			Amo...	Com...
	Each						

1

Step 23

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

Note
You can also use the **Increment** and **Decrement** arrow icons to select the appropriate unit of measure.

The screenshot shows a software interface with a table. At the top, there are labels: "Supplier Site 00KALAUPAPA - ERS", "Lien Waiver Yes", and "Buyer Pallme, Tiffany A". Below these are tabs for "Labor", "Equipment", "Material", and "Expense", with "Material" selected. The table has columns for "UOM", "Unit Pri...", "* Quantity", "Amou...", and "Comments". The "UOM" column contains "Each" with a dropdown arrow. The "Unit Pri..." column contains "150.00". The "* Quantity" column has an empty input field highlighted with a green box and two arrow icons (down and up) to its right. The "Amou..." column is empty. The "Comments" column has an empty text area. At the bottom left, there is a blue bar with the text "About".

Step 25

Select **Expense**.

Timecard Entry Type Individual Daily **Total Equipm**

Supplier Gas Material Supplier **Total Mat**

Site Id **Total Exp**

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

Lien Waiver Yes **Total Time**

Buyer Pallme, Tiffany A

Labor Equipment Material **Expense**

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* Line Num...	Search PO Line	* PO ...	Project	Task
1	1	1	0C501	I-NBCL-107000

Step 26

View **Expense Type**.

The **Expense** tab is similar to how you will fill out the **Material** tab. The difference is the **Expense Type** field. The **Expense Type** options are *Car Rental, Equipment Rental, Fuel Surcharge, Hotel Accommodation, Material Handling Changes, Meals, and Miscellaneous*.

Material Supplier

Total Material Amount \$1,500.00

Total Expense Amount \$0.00

Material Supplier: AUPAPA - ERS

Total Timecard Hours 0

Total Timecard Amount \$0.00

Material Supplier: Tiffany A

Material | Expense

*Expense Type	Amount	* Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

1

Step 27

Select **Add Attachment**.

Validate Action Submit Save Save and Close Cancel

PO Number P2003053 - 0

Vendor Reference

Vendor Number 201013

Description

Attachment 

Total No. Of Attachments 0

Remaining PO Line Amount \$8,500.00

Total Labor Hours 16

Total Equipment Hours 0

Total Labor Amount \$0.00

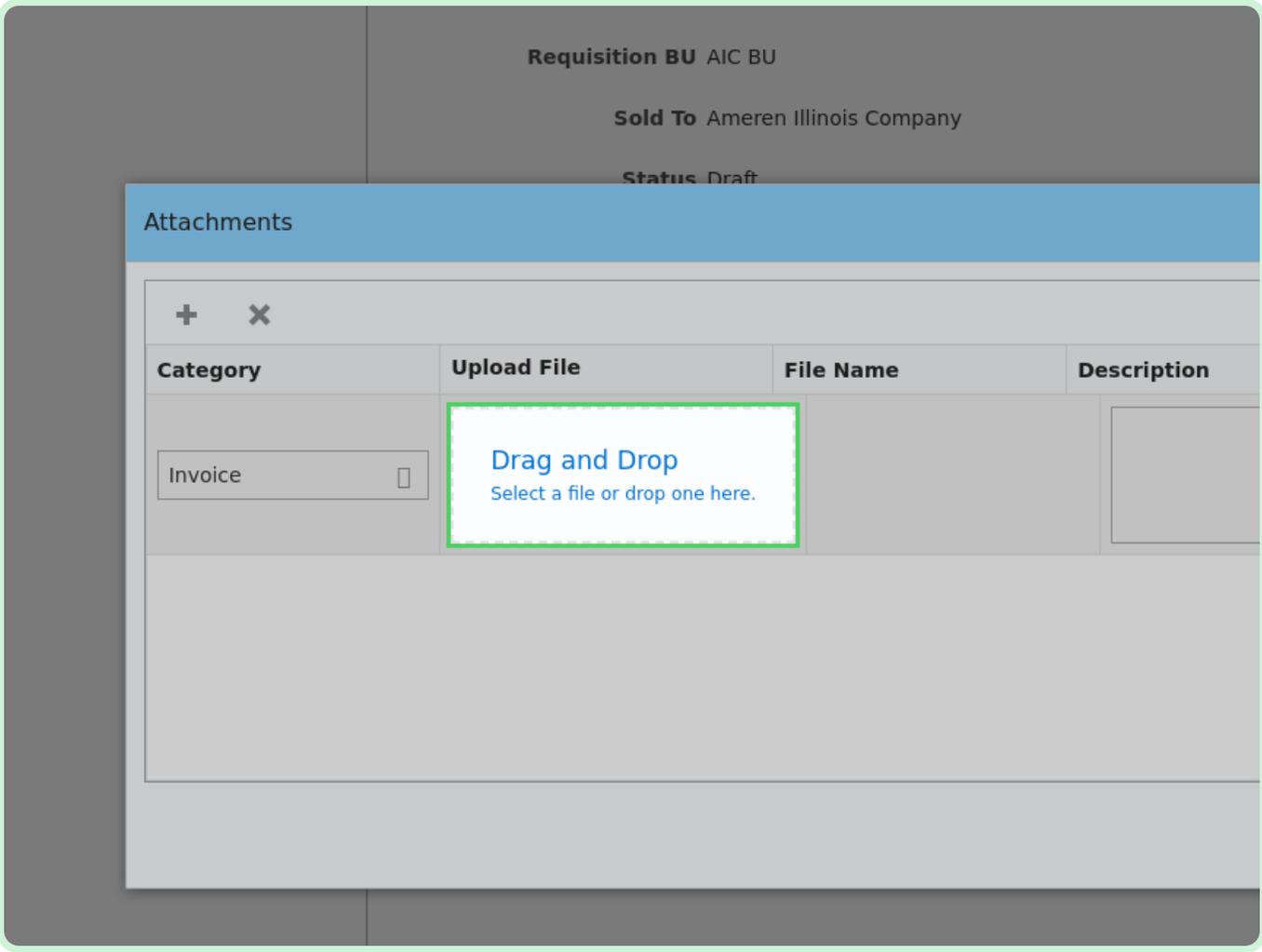
Total Equipment Amount \$0.00

Total Material Amount \$1,500.00

Step 28

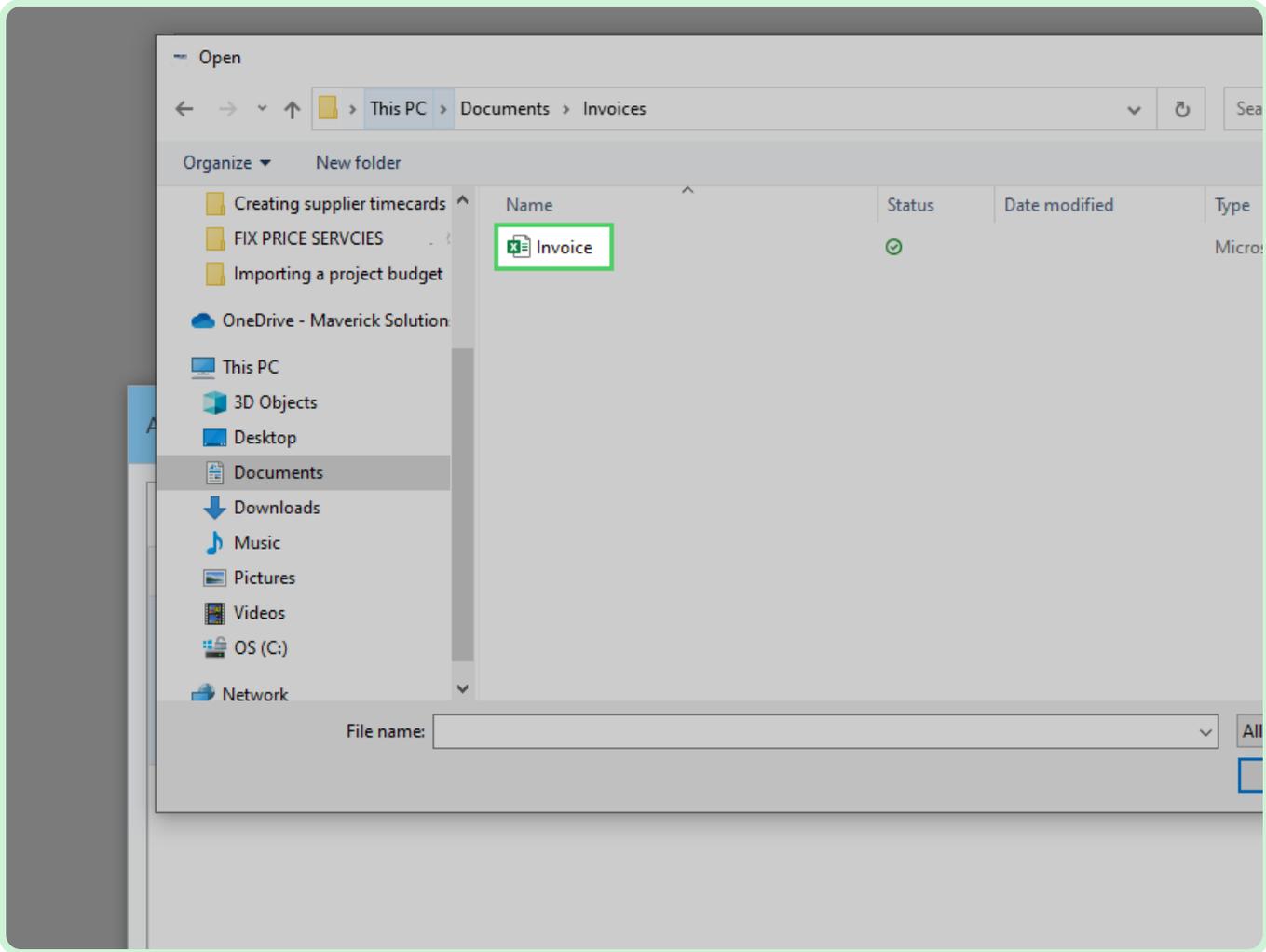
Select **Upload File**.

You can select the **Category** for the attachment type and you can select multiple attachments.



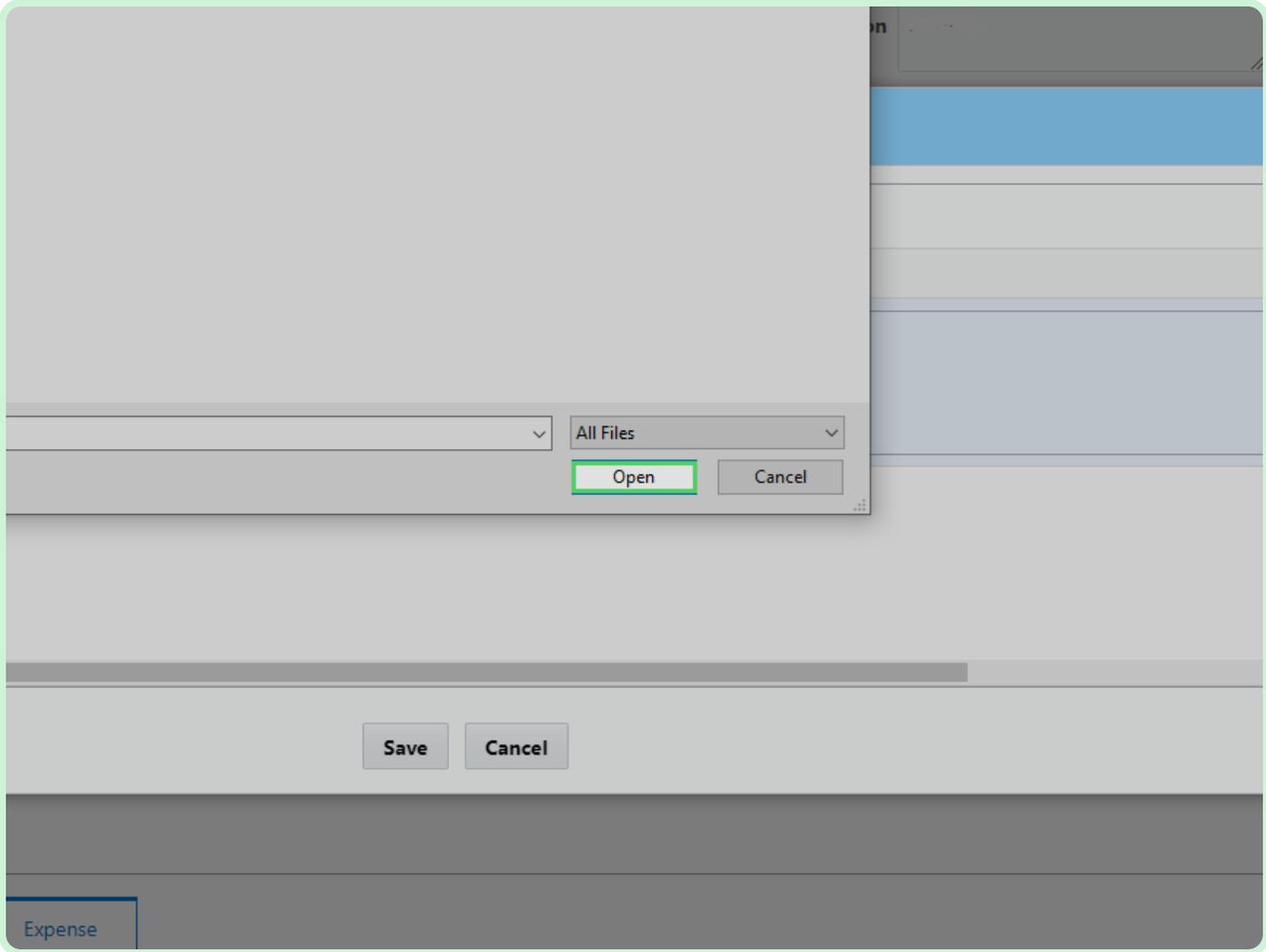
Step 29

Select **Invoice**.



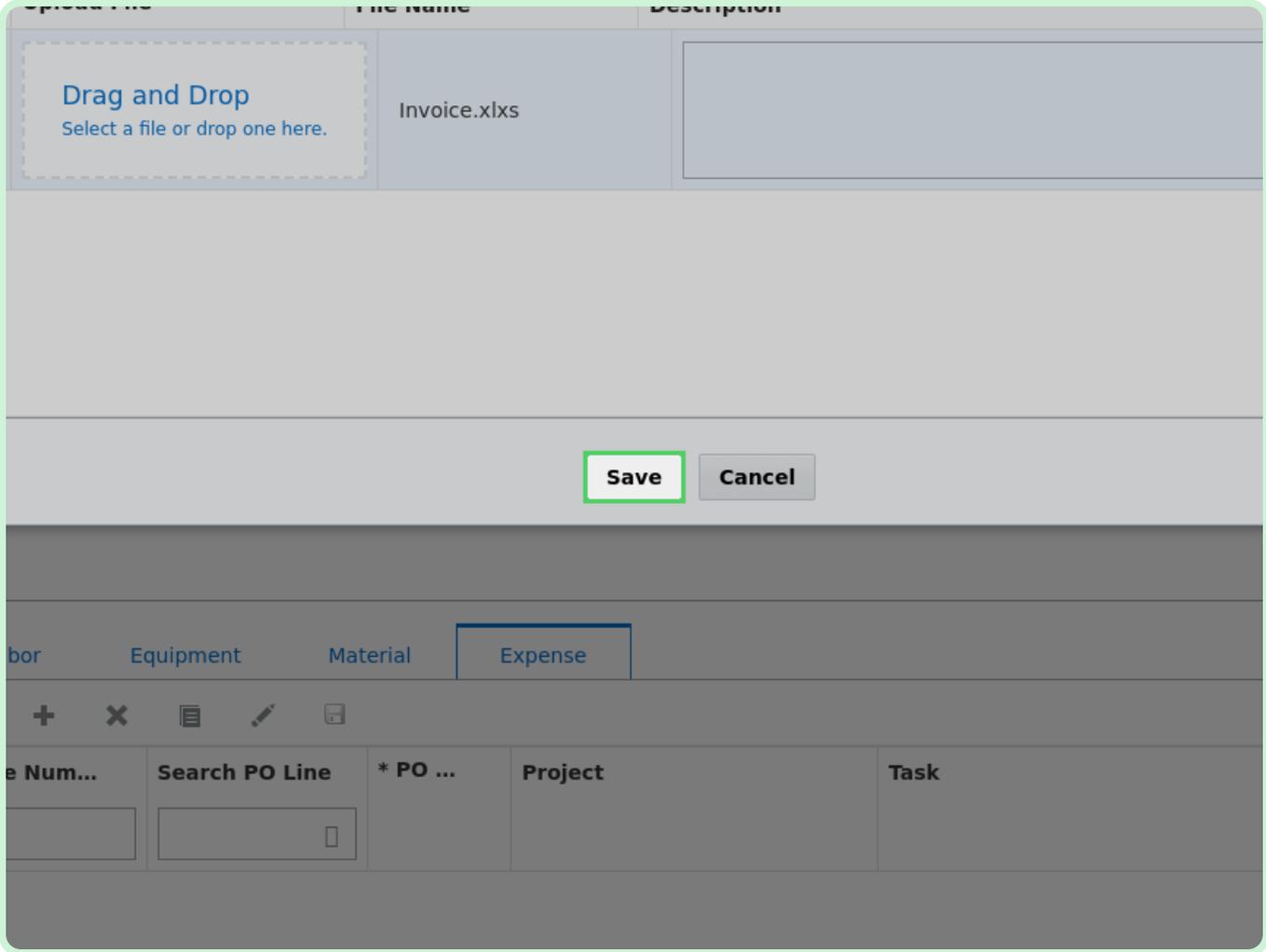
Step 30

Select **Open**.



Step 31

Select **Save**.



Step 32

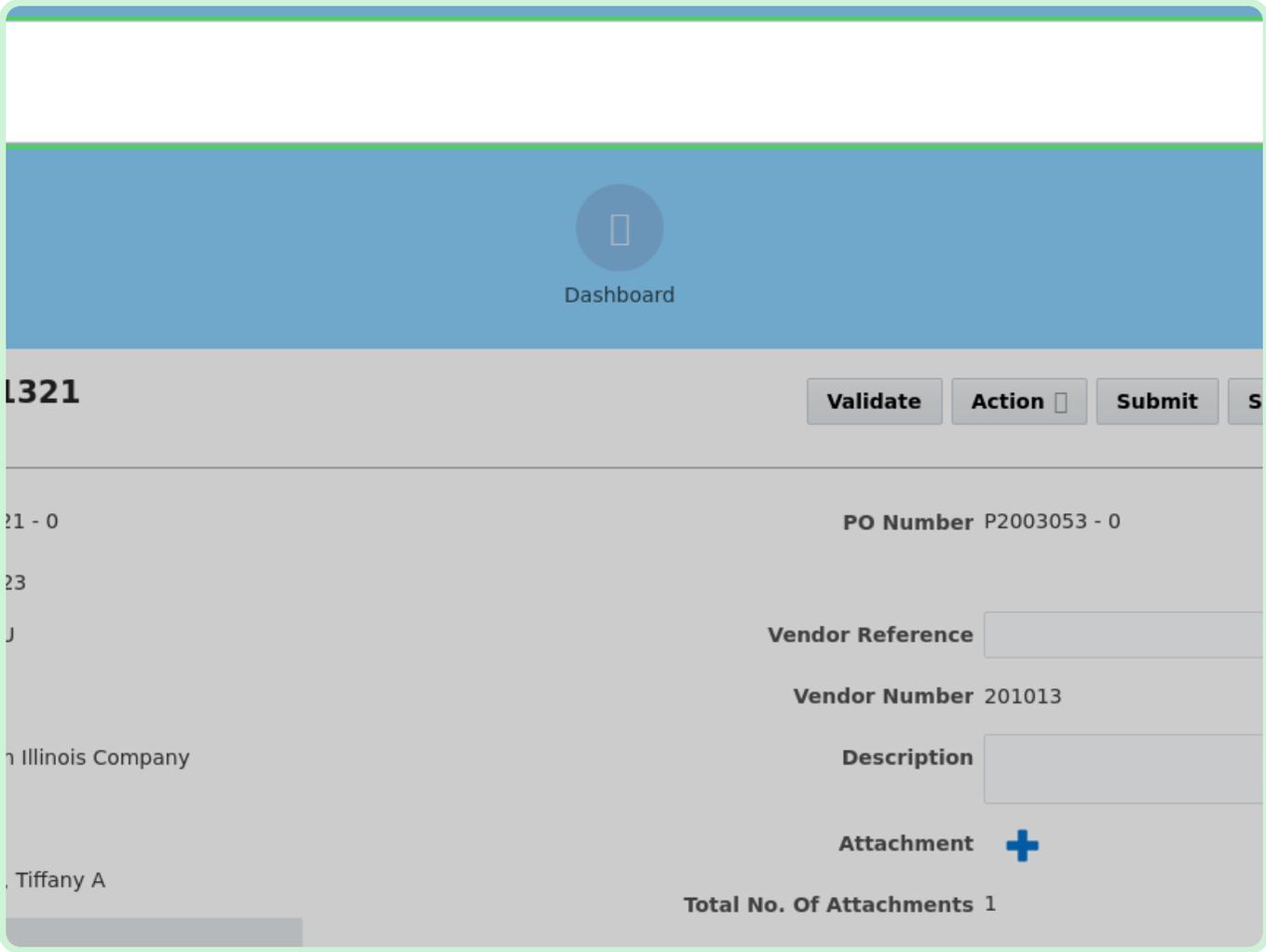
Select **Validate**.

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 'xxxxameren@my' is displayed. On the left side of the header, there is a circular icon containing a document symbol, with the word 'Dashboard' written below it. Below the header, a horizontal bar contains several buttons: 'Validate' (highlighted with a green border), 'Action' (with a dropdown arrow), 'Submit', 'Save', and 'Save and Clo'. The main content area displays the following information: 'PO Number P2003053 - 0', 'Vendor Reference' (with an empty text input field), 'Vendor Number 201013', 'Description' (with an empty text area), and 'Attachment' (with a blue plus sign icon). At the bottom of the main content area, it shows 'Total No. Of Attachments 1'.

Step 33

View **Confirmation**.

The timecard has been successfully validated.



Step 34

View **Save**.

Note

Selecting the **Save** button will save the timecard and your progress and allow you to keep working. Every time you had a line, you have to save the timecard.

The screenshot shows a web application interface for a timecard. At the top, the email address 'xxxameren@myrgroup.com' is displayed. Below this is a row of buttons: 'Validate', 'Action', 'Submit', 'Save', 'Save and Close', and 'Cancel'. The 'Save' button is highlighted with a green border. Below the buttons, the form contains the following fields and labels:

- PO Number** P2003053 - 0
- Vendor Reference** [text input field]
- Vendor Number** 201013
- Description** [text input field]
- Attachment** [blue plus icon]
- Total No. Of Attachments** 1

Step 35

Select **Save and Close**.

Note

The **Save and Close** button will not submit the timecard. It will save and close the timecard creation but will leave the timecard in draft status. For best practice, validate the timecard and then submit the timecard

xxxxameren@myrgroup.com

Validate

Action 

Submit

Save

Save and Close

Cancel

PO Number P2003053 - 0

Vendor Reference

Vendor Number 201013

Description

Attachment 

Of Attachments 1

Step 36

Close the tab.

