

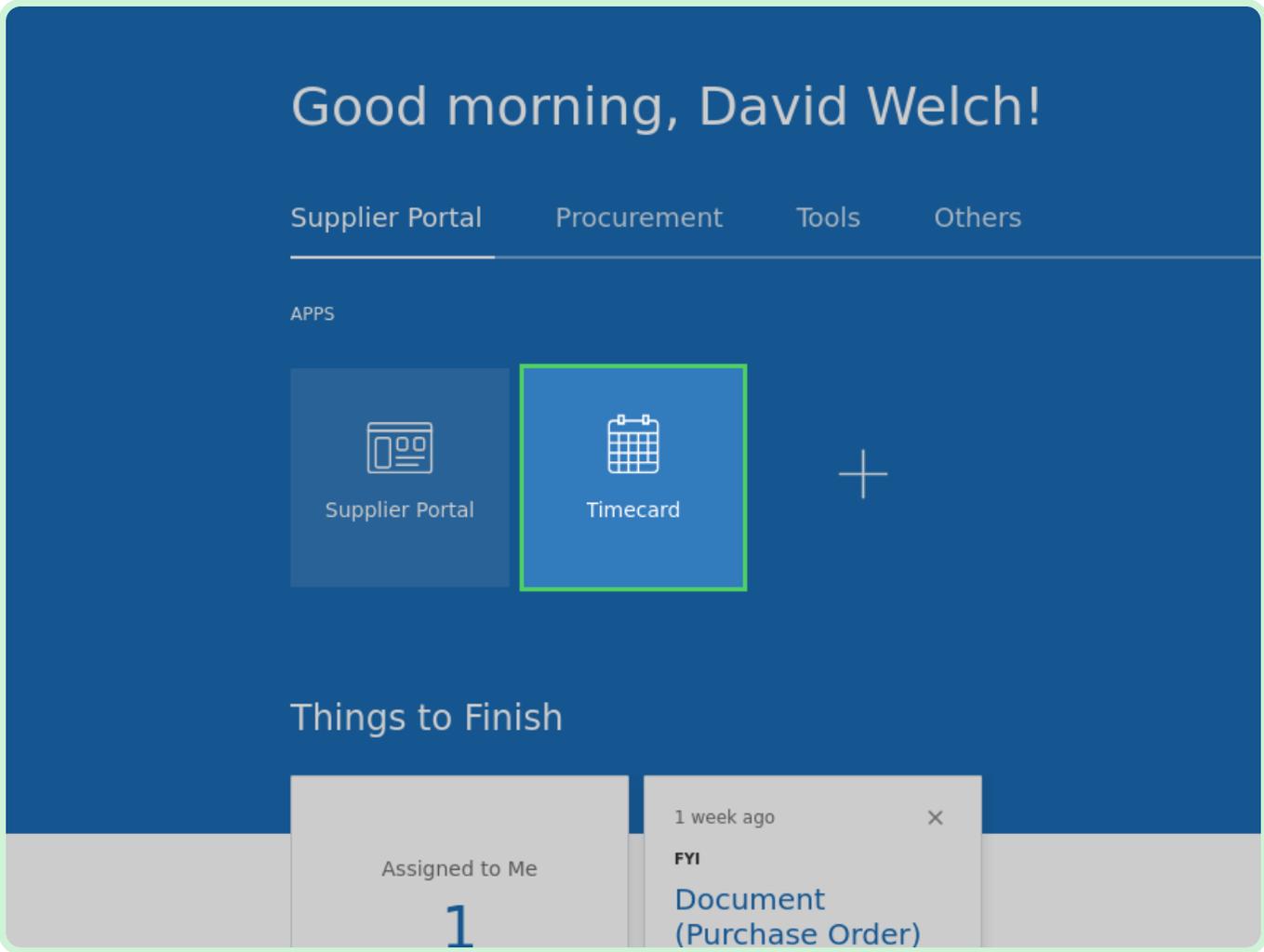
Creating supplier timecards – Fixed Price Services (Manual)

🕒 Time to Completion: **6 minutes**

This tutorial will teach you how to create a supplier timecard for fixed price services.

Step 1

Select **Timecard**.



Step 2

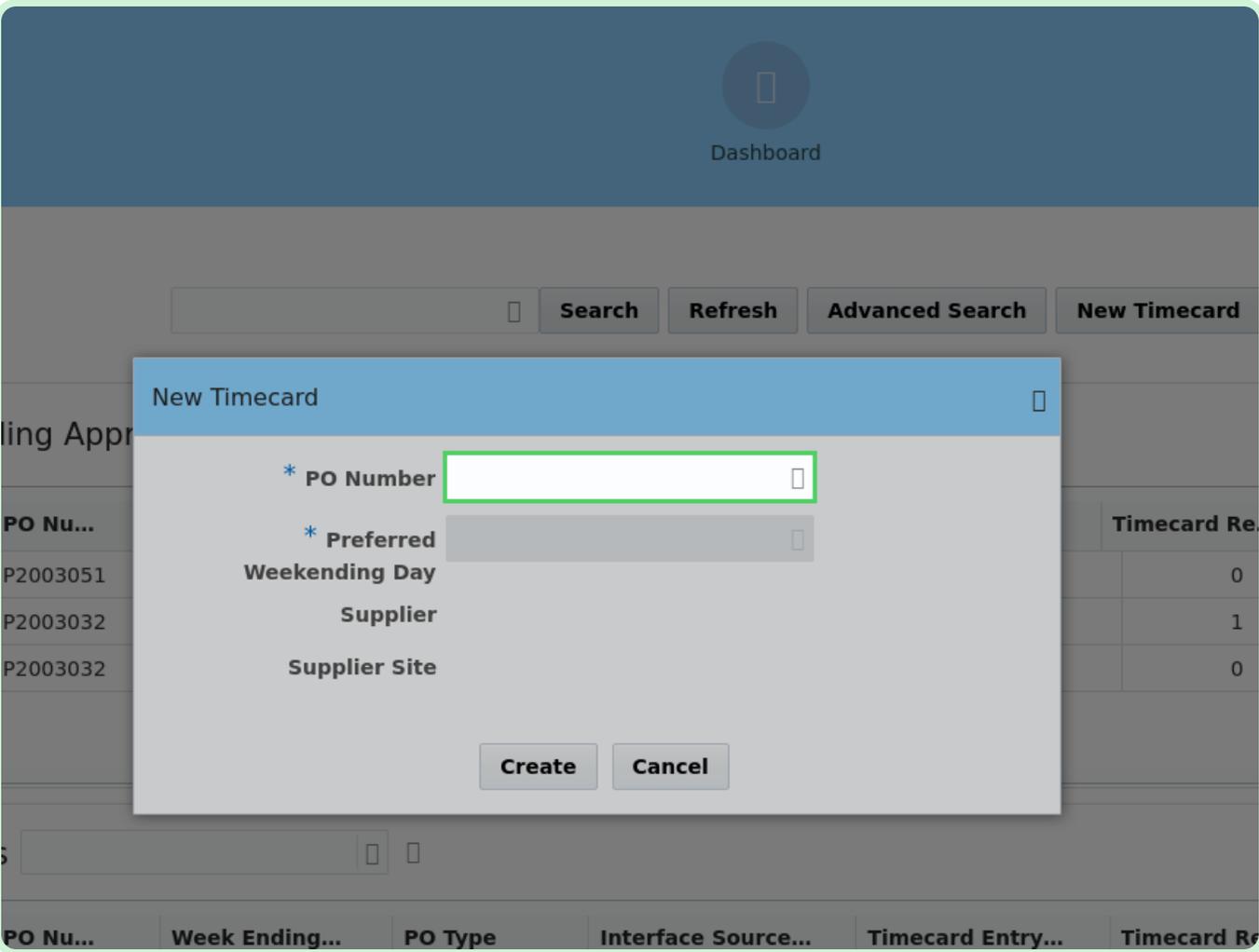
Select **New Timecard**.

The screenshot shows a web application interface with a blue header bar containing the email address **TPALLAME@GMSUPPLIER.COM**. Below the header is a grey navigation bar with several buttons: **Search**, **Refresh**, **Advanced Search**, **New Timecard** (highlighted with a green border), **Adjust Timecard**, and **Create Via Spreadsheet**. Below the navigation bar is a table with the following columns: **Interface Source...**, **Timecard Entry...**, **Timecard Re...**, **Timecard ...**, **Timecard S...**, and **Su**. The table contains three rows of data:

	Interface Source...	Timecard Entry...	Timecard Re...	Timecard ...	Timecard S...	Su
aterial	Maximo	Individual Daily	0		Pending Approval	C
aterial	Oracle SSP	Individual Daily	1		Pending Approval	C
aterial	Maximo	Individual Daily	0		Pending Approval	C

Step 3

In the New Timecard dialog, select **PO Number**.



Step 4

In the PO Number drop-down list, select **P2003051**.

Note

After selecting the appropriate **PO Number**, the **Supplier** and **Supplier Site** fields are automatically populated.

Dashboard

Search Refresh Advanced Search New Timecard

New Timecard

* PO Number

* Preferred Weekending Day

Supplier

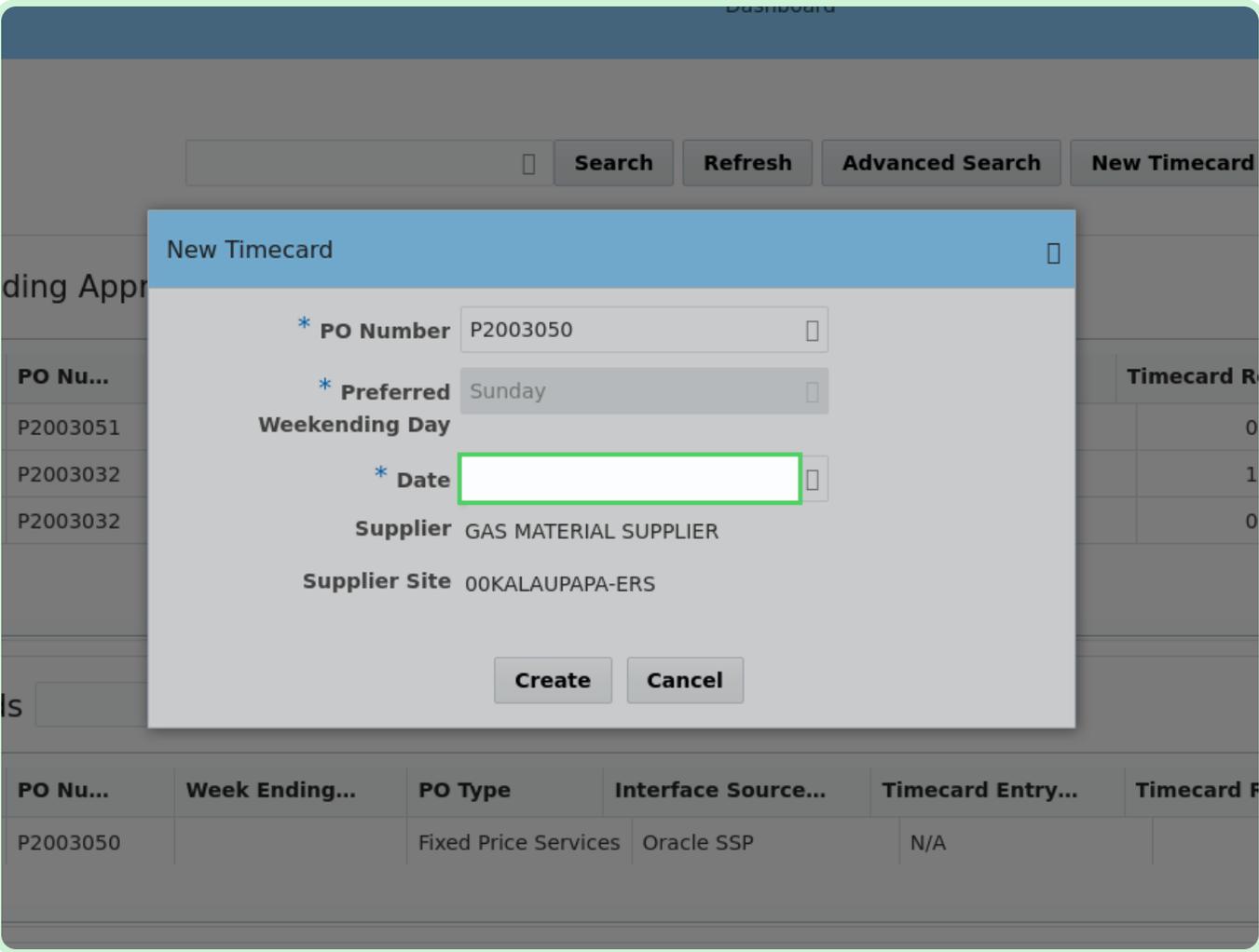
Supplier Site

Create Cancel

PO Nu...	Week Ending...	PO Type	Interface Source...	Timecard Entry...	Timecard Re
P2003051		Fixed Price Services	Oracle SSP	N/A	0
P2003032					1
P2003032					0

Step 5

In the **Date** field, type **4/2/2023**.



Step 6

Select **Create**.

New Timecard

* PO Number P2003050

* Preferred Weekending Day Sunday

* Date 4/2/2023

Supplier GAS MATERIAL SUPPLIER

Supplier Site 00KALAUPAPA-ERS

Create Cancel

PO Nu...	Week Ending...	PO Type	Interface Source...	Timecard Entry...	Time
P2003050		Fixed Price Services	Oracle SSP	N/A	
P2003032		Time And Material	Oracle SSP	Individual Daily	

Step 7

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

The screenshot shows a software interface with a grey background. At the top, there are several fields: **PO Type** Fixed Price Services, **Interface Source Code** Maximo, **Interface Source Attribute**, **Supplier** GAS MATERIAL SUPPLIER, and **Site Id**. Below these fields is a section titled "Fixed Price" with a blue border. Underneath this section is a toolbar with icons for a grid, a green square with a white plus sign (the "Add" button), a close icon (X), a list icon, an edit icon (pencil), and a save icon. Below the toolbar is a table with the following headers: *** Line Num...**, **Search PO Line**, *** PO ...**, and **Project**. The table body is currently empty. At the bottom of the interface, there is a blue footer bar containing the text "About" and "Created with Visual Builder, Copyright © 2021".

Step 8

Select **Search PO Line**.

PO Type Fixed Price Services

Interface Source Code Maximo

Interface Source Attribute

Supplier GAS MATERIAL SUPPLIER

Site Id

Fixed Price

⌘ + - ✕ 📄 ✎ 📁

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

About
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Step 9

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

Note

The **PO Line**, **Project**, and **Task** fields will automatically populate.

PO Type Fixed Price Services

Interface Source Code Maximo

Interface Source Attribute

Supplier GAS MATERIAL SUPPLIER

Site Id

Fixed Price

⌘ + - × 📄 ✎ 📄

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

Line Number	Project	Task	Feeder Referen
1	UEC00127	E-592-SRMA	C482685/100
2	UEC00127	E-592-SRMA	C482685/100

About
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Step 10

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

Price Services Attachment +

Total No. Of Attachments 0

Total Timecard Amount \$0.00

MATERIAL SUPPLIER Remaining PO Line Amount \$62,685.80

Ju...	Milestone Description	Milestone

1

Step 11

In the **Milestone Date** field, type **03/29/2023**.

Price Services Attachment +

Total No. Of Attachments 0

Total Timecard Amount \$0.00

MATERIAL SUPPLIER Remaining PO Line Amount \$62,685.80

	Milestone ...	Amo...	Comments
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

1

Step 12

Select **Save**.

Note

You only have to complete the Work Order fields if you have a Maximo, EMPRV, or Dojrn PO.

PO Type Fixed Price Services

Interface Source Code Maximo

Interface Source Attribute

Supplier GAS MATERIAL SUPPLIER

Site Id

Fixed Price

⌘ + - × 📄 ✎ 📄

* Line Num...	Search PO Line	* PO ...	Project	Task
1	1	1	UEC00127	E-592-

[About](#)
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Step 13

Select **Add Attachment**.

Note
An Attachment is mandatory before submitting.

Supplier Site 00KALAUPAPA-ERS

Lien Waiver No

Buyer Welch, David

Vendor Reference

Vendor Number 00002

Description

Attachment 

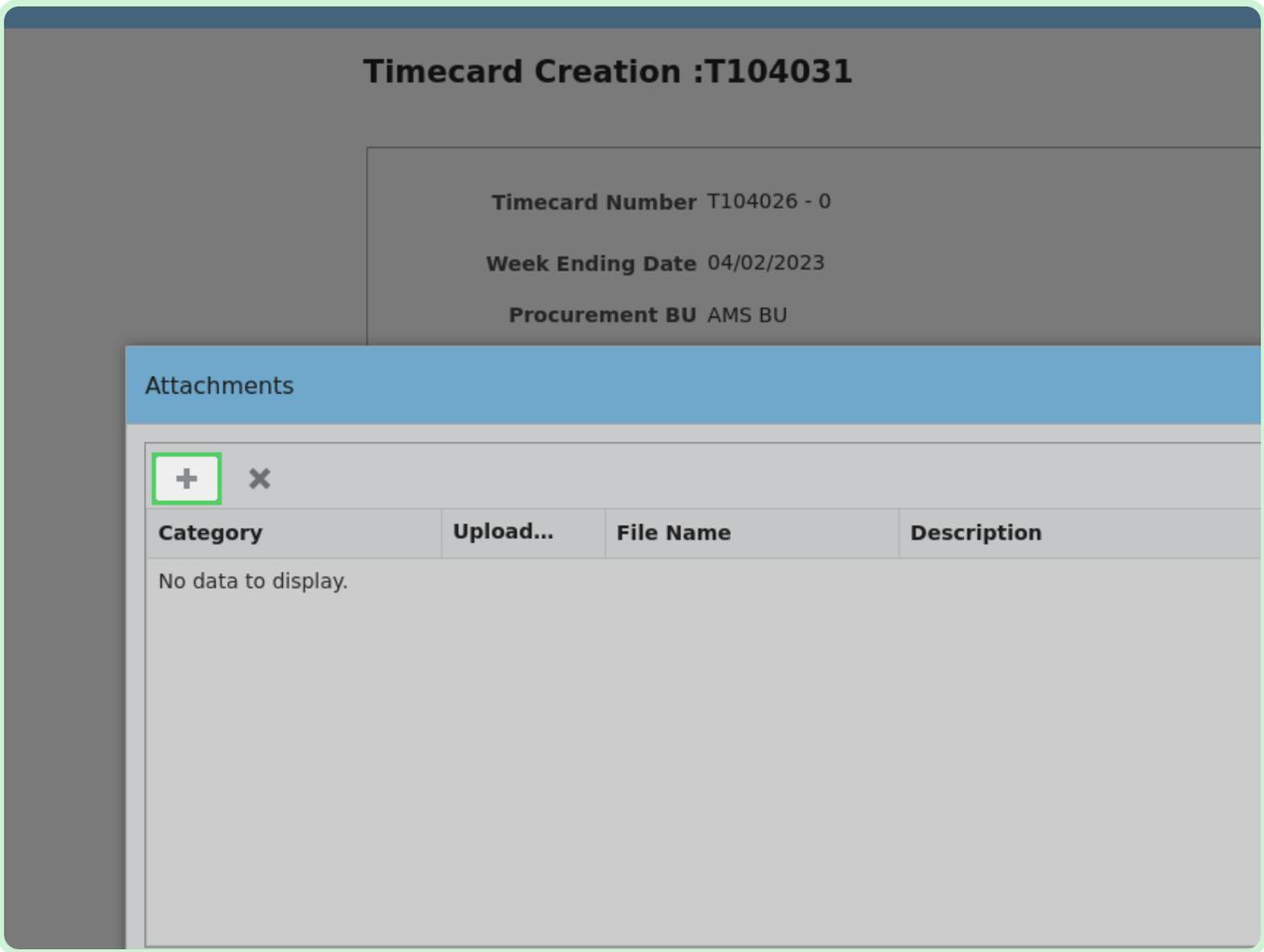
Total No. Of Attachments 0

Total Timecard Amount \$0.00

Remaining PO Line Amount \$62,685.80

Step 14

In the Attachments dialog, select **Add**.

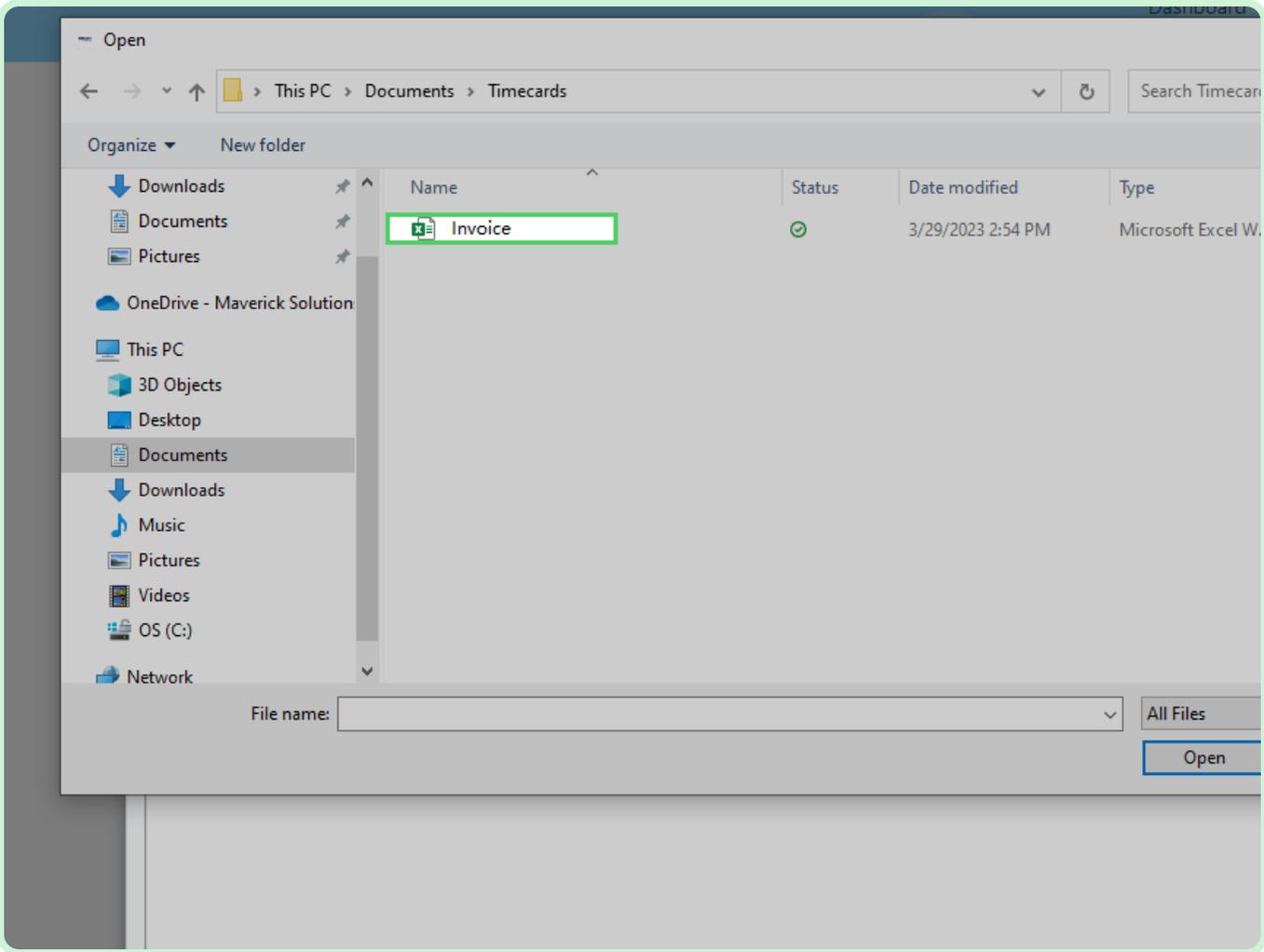


Step 15

Select **Select a file or drop one here..**

Step 16

Select **Invoice**.



Step 17

Select **Open**.

Step 18

Select **Category**.

	Timecard Number T104026 - 0

Step 19

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

Note

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

Step 20

Select **Save**.

Step 21

Select **Validate**.

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

TPALLAME@GMSU

Dashboard

Validate Action Submit Save Save and Clo

PO Number P2003050 - 12

Supplier Site 00KALAUPAPA-ERS

Lien Waiver No

Buyer Welch, David

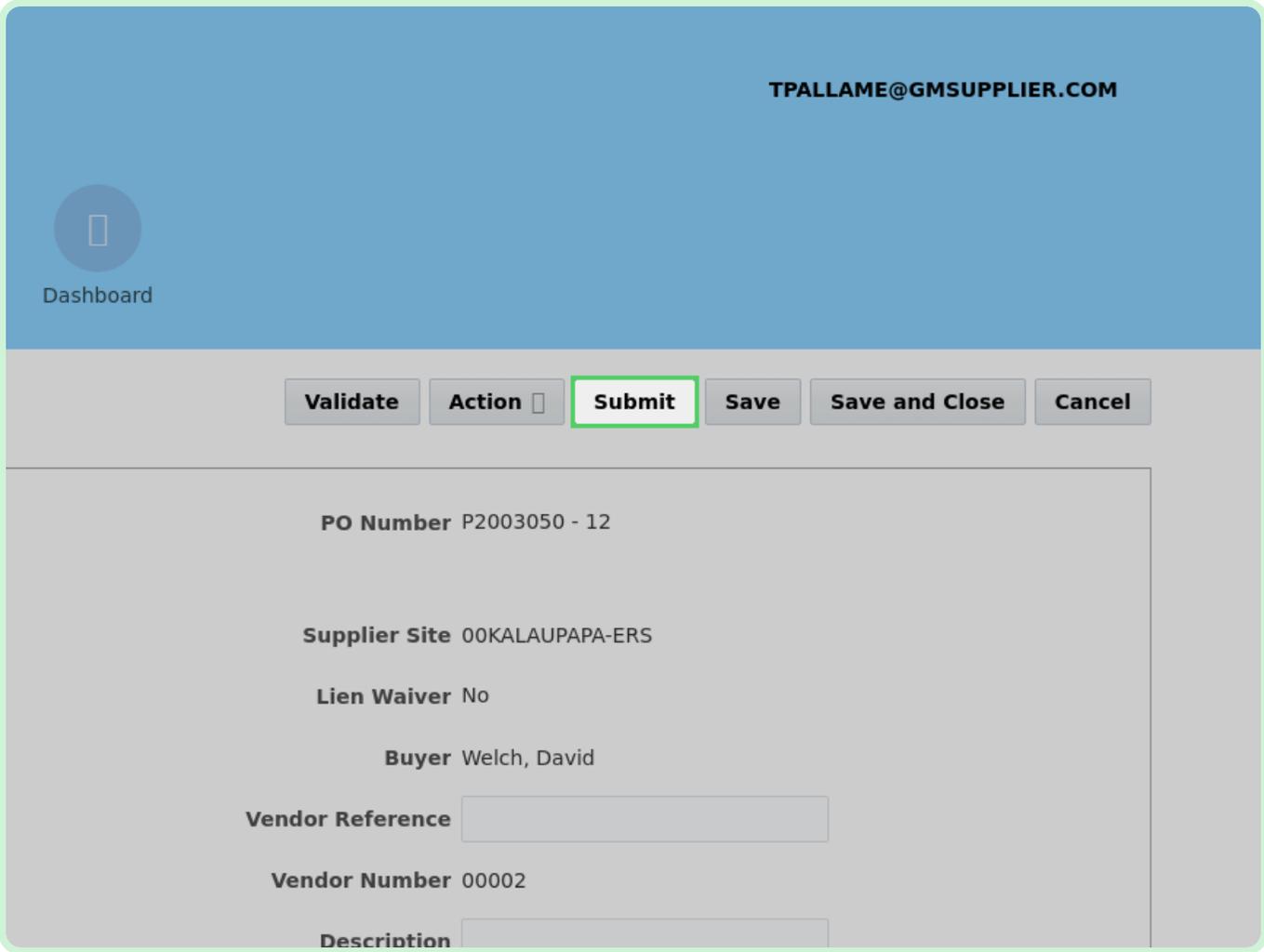
Vendor Reference

Vendor Number 00002

Description

Step 22

Select **Submit**.



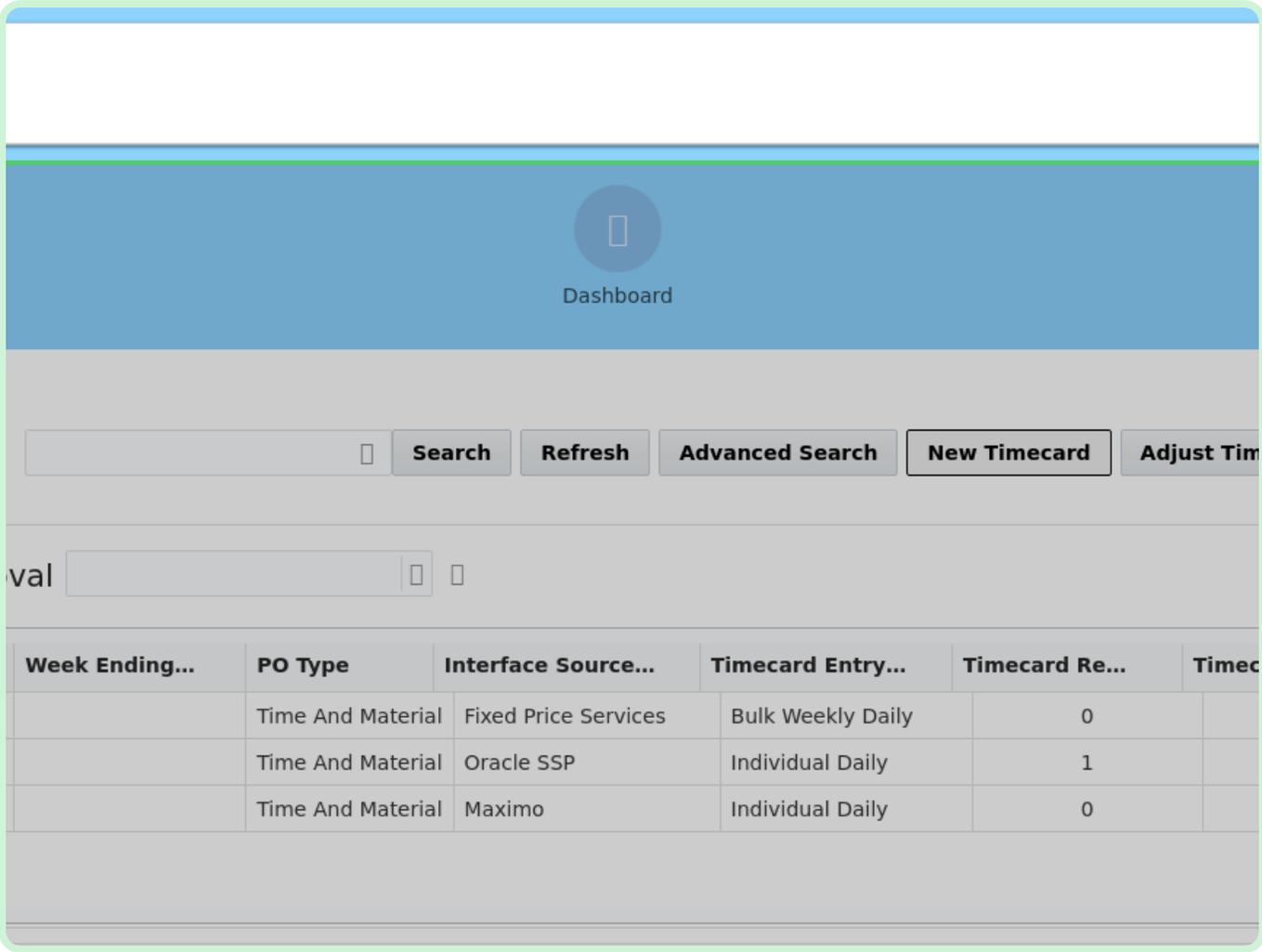
The screenshot shows a web interface with a blue header bar. In the top right corner of the header, the email address **TPALLAME@GMSUPPLIER.COM** is displayed. On the left side of the header, there is a circular icon containing a document symbol, with the text **Dashboard** below it. Below the header is a grey bar containing a row of buttons: **Validate**, **Action** (with a dropdown arrow), **Submit** (highlighted with a green border), **Save**, **Save and Close**, and **Cancel**. The main content area is a light grey box containing the following fields and values:

- PO Number** P2003050 - 12
- Supplier Site** 00KALAUPAPA-ERS
- Lien Waiver** No
- Buyer** Welch, David
- Vendor Reference**
- Vendor Number** 00002
- Description**

Step 23

View **Confirmation Submitted successfully!...**

The timecard has been successfully submitted and has been added to the Timecards Pending Approval pane.



Step 24

Close the tab.

Closing the tab will return you to the [Home](#) page.
