#### **2018 Cost Report Submission Process**



We're using a new cost system for BAJA SAE for the 2018 season.

Several teams have asked about how the cost submission process should work, so we wanted to offer a step-by-step instruction to avoid any misunderstanding about how to submit the report you've worked to create.

This is in two steps (you are required to complete both):

- Online Cost System Submission (via CDSweb and the new and improved method)
- eBOM Upload Submission (via the Report Submission method)

Pay attention to <a href="https://bajasae.net/go/cost">https://bajasae.net/go/cost</a> for updates about the new system.

#### In This Document



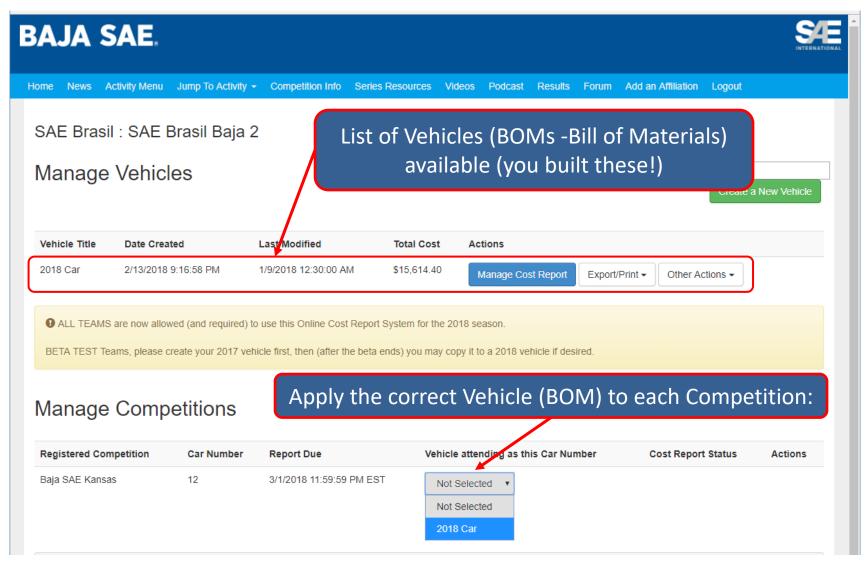
- How to submit your report via the Online Cost System
- How to submit your report via the eBOM method

## **Accessing the Online Cost System**

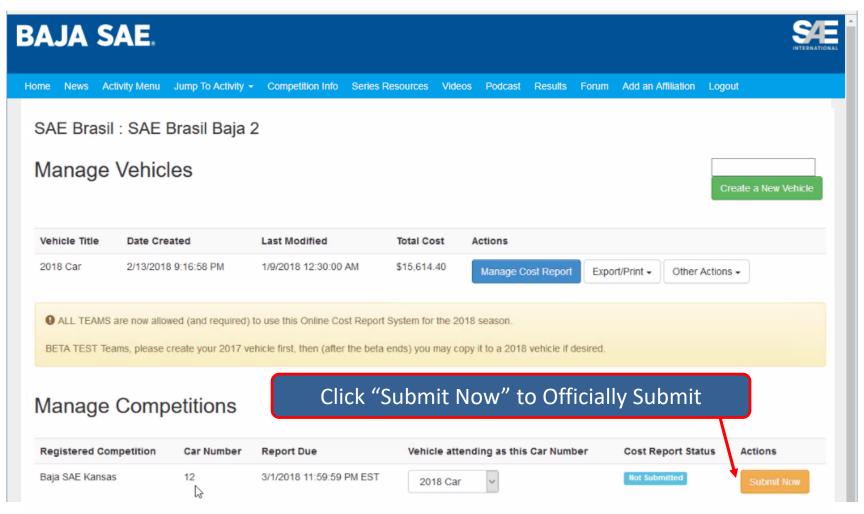




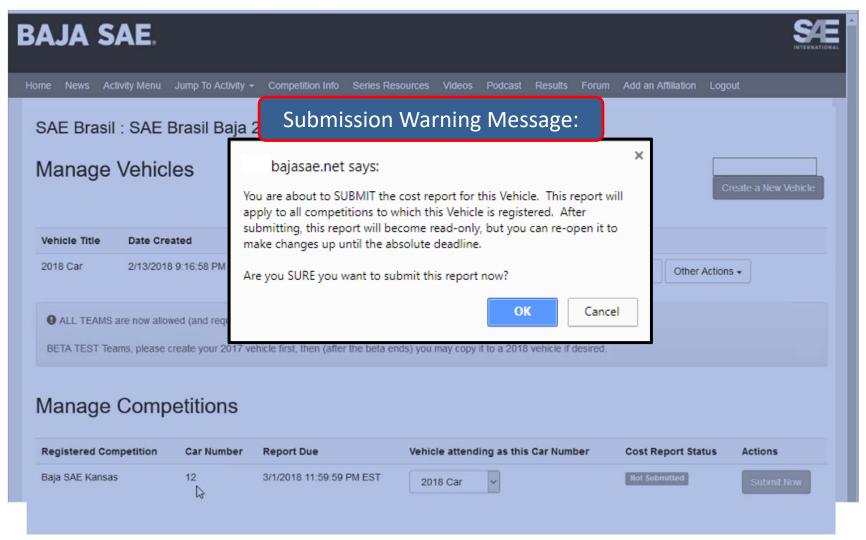




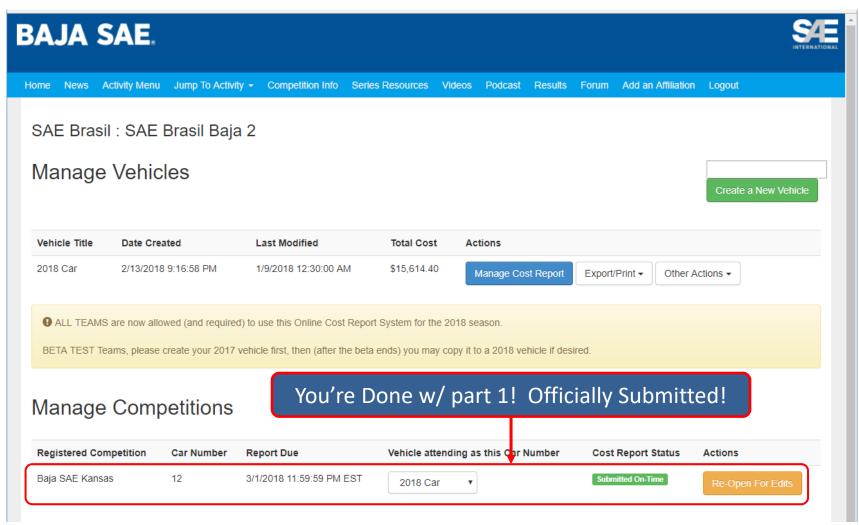














Note: You might need Re-Open the report if you need to edit again

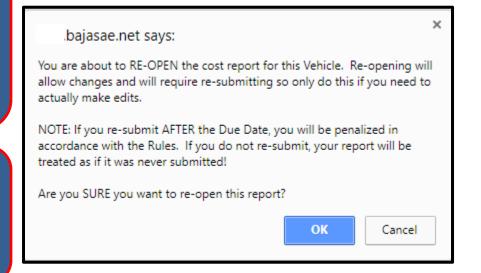
Manage Competitions

Registered Competition Car Number Report Due Vehicle attending as this Car Number Cost Report Status Actions

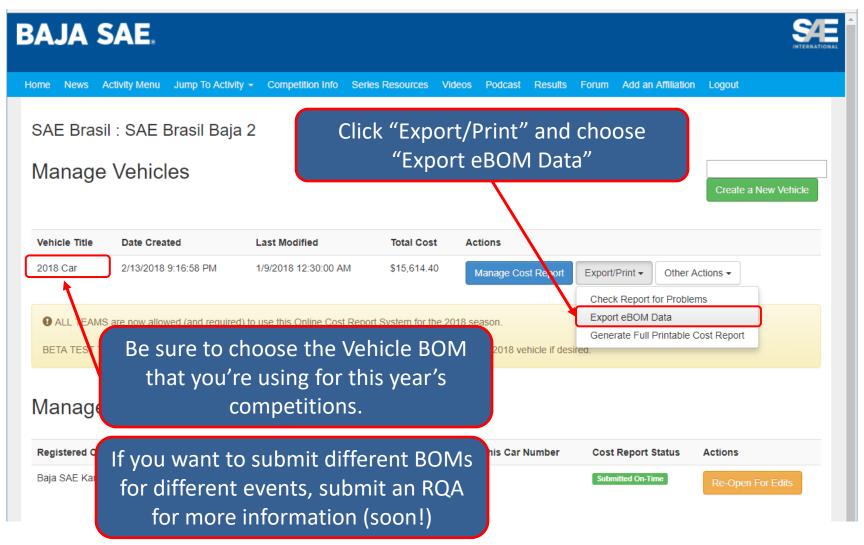
Baja SAE Kansas 12 3/1/2018 11:59:59 PM EST 2018 Car Re-Open For Edits

VERY IMPORTANT: If you Re-Open the report, you are UNSUBMITTING it. You must RESUBMIT the report and your Cost Event score will be subject to penalties if you resubmit it late.

**VERY IMPORTANT**: If you Re-Open the report <u>after</u> the Due Date, you are automatically penalizing your Cost Event score.





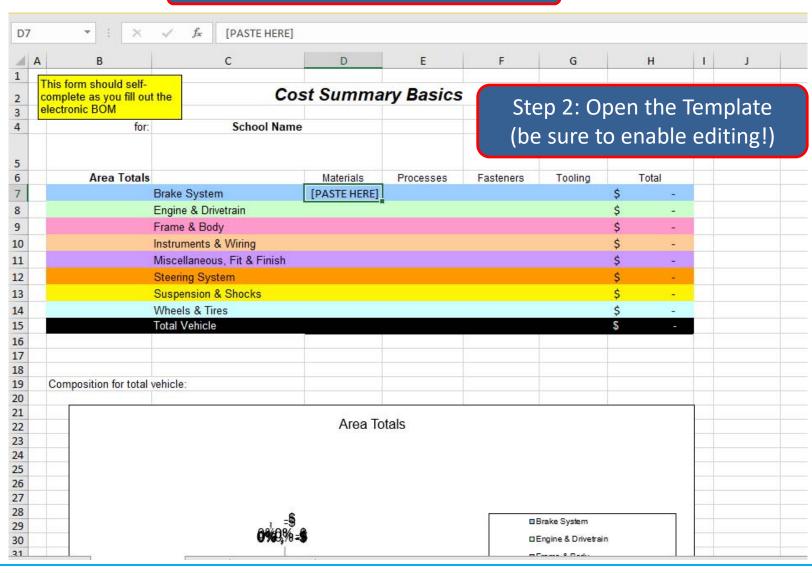








#### eBOM Template File





#### eBOM Export Page

SAE Brasil : SAE Brasil Baja 2 Vehicle: 2018 Car

#### Electronic Bill-of-Materials (eBOM) Export

Step 1: Download and use THIS special eBOM TEMPLATE for use with the online cost repo

Step 2: Open the above template in MS Excel. Copy and paste the following contents into the

Step 2: Copy & Paste Cost Summary
Data into the Template

#### Cost Summary

	0.0000	0.0000	0.0000	0.0000	0.0000
Make sure to co	0.0000	0.0000	0.0000	0.0000	0.0000
	0.0000	0.0000	0.0000	0.0000	0.0000
everything!	0.0000	0.0000	0.0000	0.0000	0.0000
6.6.76	0.0000	0.0000	0.0000	0.0000	0.0000

Step 3; Copy and paste the following contents into the BOM sheet of the eBom Excel document:

#### **BOM Report**

1	Brake System A1000	AA	Caliper Assembly 29.	5900 1 1	.89	00 27.2	800 0.52	200 0.00	000 29.	6900	^
2	Brake System 10001	AA	Front Caliper, AP CP4227	200.0000 2		200.0000	0.0000	0.0000	0.0000	400.0000	
3	Brake System 10002	AA	Rear Caliper Rear Caliper	112.5000 2		112.5000	0.0000	0.0000	0.0000	225.0000	
4	Brake System 10003	AA	Break Pads Brake pads	2.2600 1	2	2.2600	0.0000	0.0000	0.0000	27.1200	-
5	Brake System A1001	AA	Rotors and Spacers	8.1000 1		0.0000	7.4400	0.6600	0.0000	8.1000	
-					-						11

Step 4: Perform a quick sanity check on the information you pasted. Do the totals match what the Cost Module was reporting? Do any sections appear to be missing information? Does data on all rows seem to align to the proper columns?

Step 5: Update the other team-specific information in the eBOM Template, such as University, Competition Code, Year, Car Number, and Vehicle Total Cost (right side).

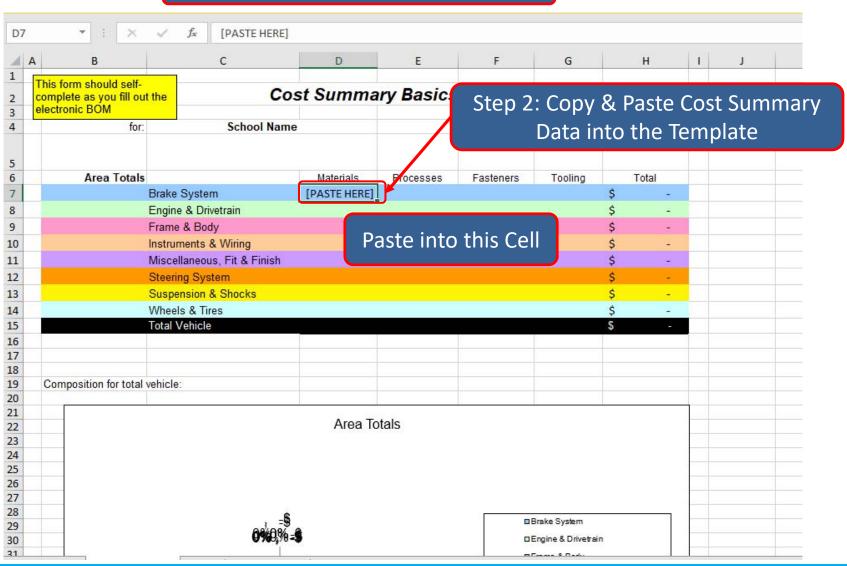
Step 6: Save the Excel document.

Step 7: Submit the document using the typical My Team's Report & Document Submissions area of CdsWeb

Note: This produces a snapshot of your Summary and BOM data as of this point in time. The eBOM document is NOT linked and you will need to repeat the above process if you change data in your BOM prior to submitting the eBOM document and online cost report.



#### eBOM Template File



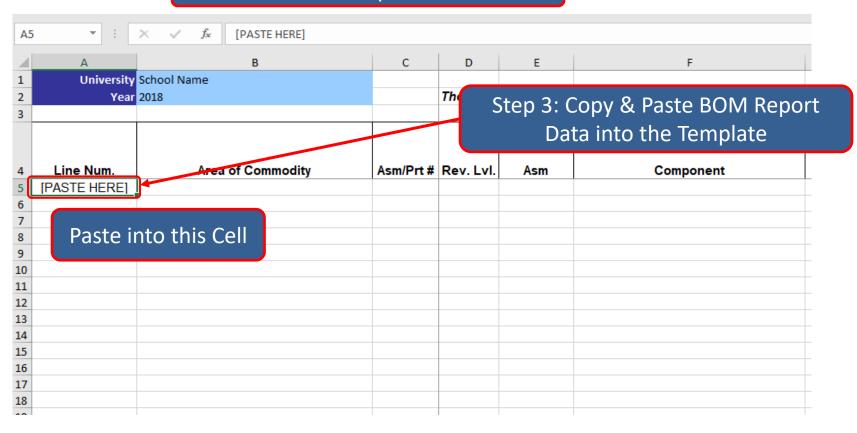


#### eBOM Export Page

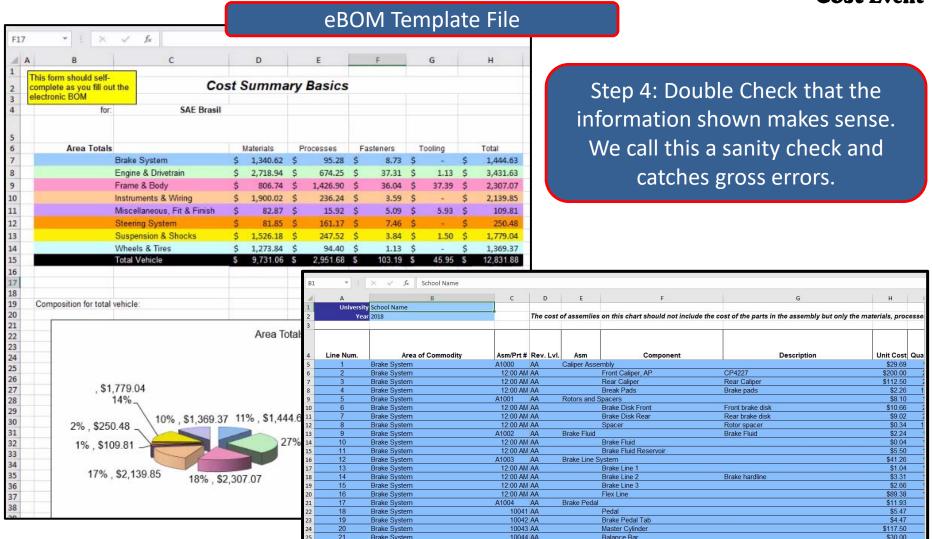
SAE Brasil: SAE Brasil Baja 2 Vehicle: 2018 Car Step 3: Copy & Paste BOM Report Electronic Bill-of-Materials (eBOM) Export Step 1: Download and use THIS special eBOM TEMPLATE for use with the online cost repo Data into the Template Step 2: Open the above template in MS Excel. Copy and paste the following contents into t Cost Summary 0.0000 Step 3: Copy and paste the following contents into the BOM sheet of the eBom Excel document: Make sure to copy everything! **BOM Report** Brake System A1000 AA Caliper Assembly 29.6900 1 1.8900 27.2800 0.5200 0.0000 29.6900 2 Brake System 10001 AA Front Caliper, AP CP4227 200.0000 2 200.0000 0.0000 0.0000 3 Brake System 10002 AA 4 Brake System 10003 AA Break Pads Brake pads 2.2600 12 2.2600 0.0000 0.0000 27.1200 Brake System A1001 AA Rotors and Spacers 8.1000 0.0000 7.4400 0.6600 0.0000 Step 4: Perform a quick sanity check on the information you pasted. Do the totals match what the Cost Module was reporting? Do any sections appear to be missing information? Does data on all rows seem to align to the proper columns? Step 5: Update the other team-specific information in the eBOM Template, such as University, Competition Code, Year, Car Number, and Vehicle Total Cost (right side). Step 6: Save the Excel document. Step 7: Submit the document using the typical My Team's Report & Document Submissions area of CdsWeb Note: This produces a snapshot of your Summary and BOM data as of this point in time. The eBOM document is NOT linked and you will need to repeat the above process if you change data in your BOM prior to submiting the eBOM document and online cost report.



#### eBOM Template File

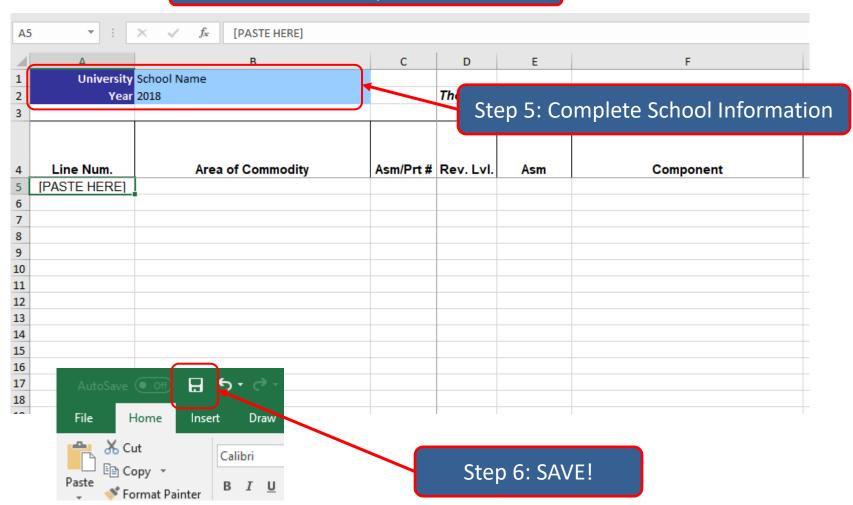




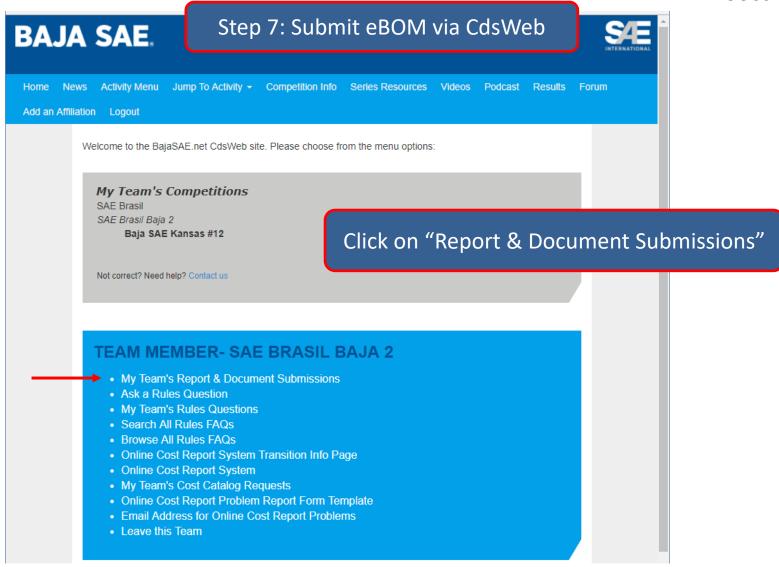




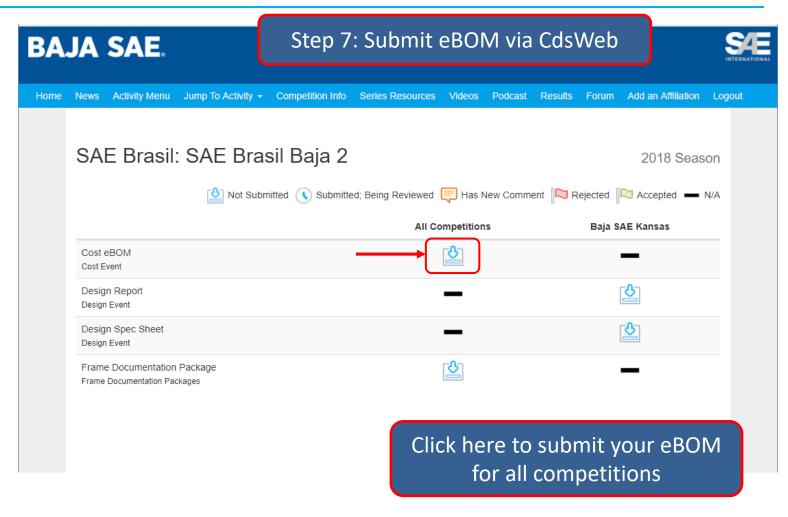
#### eBOM Template File



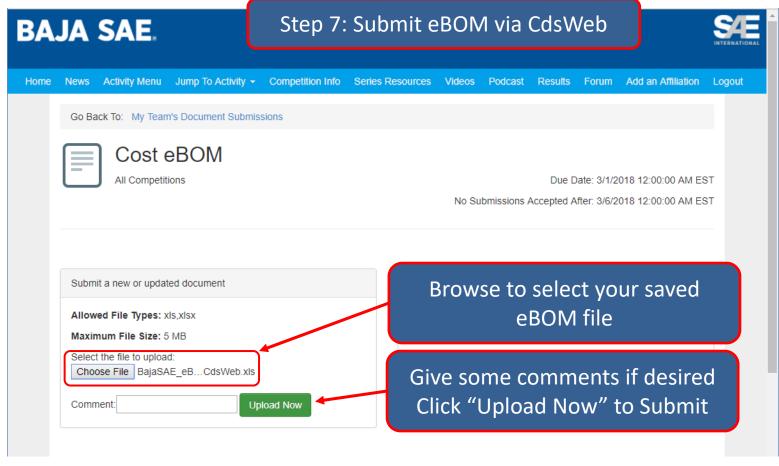




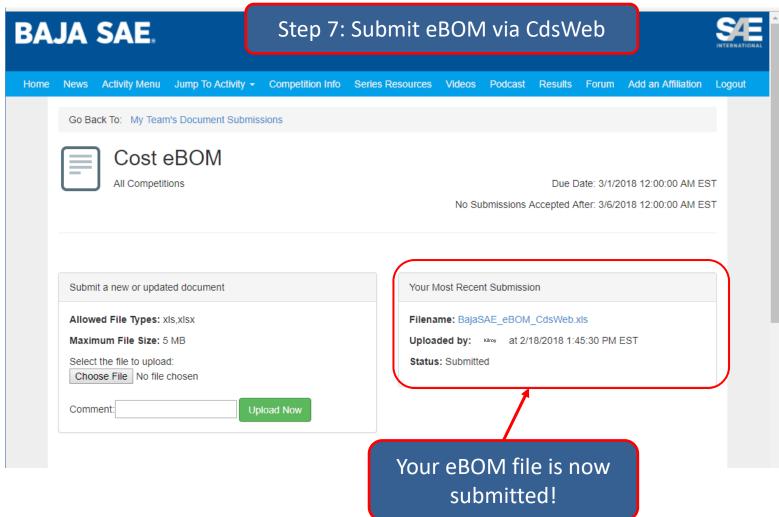












#### In This Document - Recap



- Submit your report via the Online Cost System
- Submit your report via the <u>eBOM method</u>
- Do both before the due date!
- If you must resubmit, you must do <u>both</u> again by the due date!
- If you plan to submit different BOMs for different events, let us know (soon!) via the Rules Question process.

#### Thanks!



Remember to check for updated info at <a href="https://bajasae.net/go/cost">https://bajasae.net/go/cost</a> and follow Baja SAE on social media to make sure you don't miss any updates as we transition this season!