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 https://bajasae.net/go/cost 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

Submit via Online Cost System

Submit via Online Cost System

Submit via Online Cost System

Submit via Online Cost System

Submit via Online Cost System

BAJA SAE ®
Cost Event

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 ▼	Submitted On-Time	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.

.bajasae.net says: ✕

You are about to RE-OPEN the cost report for this Vehicle. Re-opening will allow changes and will require re-submitting so only do this if you need to actually make edits.

NOTE: If you re-submit AFTER the Due Date, you will be penalized in accordance with the Rules. If you do not re-submit, your report will be treated as if it was never submitted!

Are you SURE you want to re-open this report?

[OK] [Cancel]

Submit via eBOM Upload

Submit via eBOM Upload

BAJA SAE®
Cost Event

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 report system only: CdsWeb eBOM Template

Step 2: Open the above template in MS Excel. Copy and paste the following contents into the Cost Summary sheet of the eBom Excel document:

Cost Summary

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000

Step 1: Download eBOM Template

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		29.6900	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	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	12	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

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.

Submit via eBOM Upload

eBOM Template File

Step 2: Open the Template (be sure to enable editing!)

Submit via eBOM Upload

BAJA SAE®
Cost Event

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

Cost Summary

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

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000

Make sure to copy everything!

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		29.6900	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	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	12	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

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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.

Submit via eBOM Upload

eBOM Template File

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

Paste into this Cell

Submit via eBOM Upload

BAJA SAE®
Cost Event

eBOM Export Page

SAE Brasil : SAE Brasil Baja 2   Vehicle: 2018 Car

Electronic Bill-of-Materials (eBOM) Export

Step 3: Copy & Paste BOM Report Data into the Template

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 th...

Cost Summary

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
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:

Make sure to copy everything!

BOM Report

1	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	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	12	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

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.

Submit via eBOM Upload

eBOM Template File

Step 3: Copy & Paste BOM Report Data into the Template

Paste into this Cell

Submit via eBOM Upload

BAJA SAE®
Cost Event

Step 4: Double Check that the information shown makes sense. We call this a sanity check and catches gross errors.

Submit via eBOM Upload

eBOM Template File

Step 5: Complete School Information

Step 6: SAVE!

Submit via eBOM Upload

BAJA SAE.
Cost Event

Step 7: Submit eBOM via CdsWeb

Click on "Report & Document Submissions"

Submit via eBOM Upload

Step 7: Submit eBOM via CdsWeb

Click here to submit your eBOM for all competitions

Submit via eBOM Upload

BAJA SAE   Step 7: Submit eBOM via CdsWeb   **SAE** INTERNATIONAL

Home   News   Activity Menu   Jump To Activity ▾   Competition Info   Series Resources   Videos   Podcast   Results   Forum   Add an Affiliation   Logout

Go Back To: My Team's Document Submissions

Cost eBOM
All Competitions

Due Date: 3/1/2018 12:00:00 AM EST

No Submissions Accepted After: 3/6/2018 12:00:00 AM EST

Submit a new or updated document

Allowed File Types: xls,xlsx

Maximum File Size: 5 MB

Select the file to upload:

[Choose File] BajaSAE_eB...CdsWeb.xls

Comment: [_____] [Upload Now]

Browse to select your saved eBOM file

Give some comments if desired
Click "Upload Now" to Submit

Submit via eBOM Upload

In This Document - Recap

- Submit your report via the <u>Online Cost System</u>
- 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
https://bajasae.net/go/cost and follow Baja SAE on social media
to make sure you don't miss any updates as we transition this
season!