


# Rate Cards

This section explains how vendor rate cards are uploaded, stored, and accessed within MEplan. It outlines the process for attaching rate card documents to vendor records and how these documents can be viewed directly from plan lines during scheduling, ensuring planners have quick access to current pricing information.

- [Uploading Rate Cards](#)
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# Uploading Rate Cards

To upload rate cards into the system:

1. Navigate to the **Vendor Card** via the **Master Data** tab in the left-hand menu.
2. Search for and select the relevant vendor.
3. On the right-hand side of the vendor record, select the **Document icon** (  ) to open the vendor's **Rate Cards** page.
4. On the Rate Cards page, select the grey **Drag and Drop Upload** area to upload the Rate Card PDF.
5. Once uploaded, complete the required fields:
  - **Code**
  - **Description**
  - **Start Date**
  - **End Date**

The uploaded PDF will automatically populate the **Document** field and will appear as a hyperlink, allowing users to open and view the rate card directly from the system.

# Reviewing Rate Cards on Plan Lines

Rate cards can also be viewed during the scheduling process:

1. When selecting a vendor on a plan line, click the **arrow icon ( > )** on the right-hand side of the vendor field.
2. A pop-up window will appear displaying the available rate card documents for that vendor.
3. Select the relevant PDF to view the rate card while scheduling.