

# ***iSupplier Portal***

## ***Ameren Supplier***

### **Training Manual**

**Ameren Services**



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# Table of Contents

<b>Chapter One: Introduction</b> .....	<b>5</b>
Lesson 1-1: Overview of iSupplier Portal .....	6
Lesson 1-2: Help and Support .....	8
Lesson 1-3: Login to iSupplier .....	9
Lesson 1-4: iSupplier Portal Home Page .....	10
Lesson 1-5: Notifications Page .....	12
Lesson 1-6: How to Enter Search Criteria .....	14
<b>Chapter Two: Purchase Orders</b> .....	<b>17</b>
Lesson 2-1: Purchase Orders Page .....	18
Lesson 2-2: Open, View & Print Purchase Orders .....	20
Lesson 2-3: Acknowledge a Purchase Order .....	22
Lesson 2-4: Submit Change Requests .....	26
Lesson 2-5: View Change Order History .....	28
Lesson 2-6: View Blanket Agreements and Releases .....	30
Lesson 2-7: View Revision History .....	32
<b>Chapter Three: Shipments</b> .....	<b>35</b>
Lesson 3-1: View Delivery Schedules .....	36
Lesson 3-2: View Receipts .....	37
Lesson 3-3: View Returns .....	38
Lesson 3-4: View Overdue Receipts .....	39
Lesson 3-5: Assess On-Time Performance .....	40
<b>Chapter Four: Invoice and Payment</b> .....	<b>41</b>
Lesson 4-1: Submit an Invoice or Credit Memo .....	42
Lesson 4-2: View Invoices .....	48
Lesson 4-3: View Interface Invoices .....	50
Lesson 4-4: View Payments .....	52
<b>Chapter Five: Retainage Release</b> .....	<b>57</b>
Lesson 5-1: Create a Retainage Release .....	58
Lesson 5-2: View and Update Retainage Releases .....	62



# Chapter One: Introduction

## Chapter Objectives:

- Understand how you can use iSupplier to manage your business transactions with Ameren

## Chapter Tasks:

- Learn how to log in to iSupplier
- Learn how to navigate and search within the application

**Estimated Lesson Time: 5 minutes**

Oracle iSupplier Portal enables web-based communication between Ameren and its suppliers. As a supplier using Oracle iSupplier Portal, you can:

- view and acknowledge purchase orders
- submit change requests
- view receipts
- submit and view invoices
- view payments
- view notifications

# Lesson 1-1: Overview of iSupplier Portal

Oracle iSupplier Portal is a communication tool that enables Ameren and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available 24 hours a day, 7 days a week (24x7).

Benefits associated with using iSupplier include:

- Provides suppliers full access to their purchase orders (POs), which improves efficiency by decreasing the number of calls between suppliers and Ameren Supply Chain.
- Provides 24x7 access.
- Provides a central location for all PO information, and gives suppliers access to historical PO information.
- E-mails notification of pending orders to suppliers and provides them inbox functionality to help them manage their orders from Ameren.
- Reduces paperwork, fax, and e-mail communications.
- Allows suppliers to electronically respond to certain PO types with changes.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Eliminates mail float; when invoices are entered online, Ameren receives them immediately.
- Reduces invoice administrative costs; for example, paper invoice and mail costs.
- Enhances the visibility of the transactions that occur between Ameren and its suppliers.

You can use iSupplier Portal to complete the tasks which are listed in the following tables.

**If Ameren has ordered goods and services from you, you can:**

<b><i>Tasks</i></b>	<b><i>Lesson Number</i></b>
View existing orders from Ameren, including any attachments.	Lesson 2-2
View and print Portable Document Format (PDF) versions of purchasing documents, clauses and other contract terms.	Lesson 2-2
Acknowledge purchase orders.	Lesson 2-3
Submit change requests to purchase orders.	Lesson 2-4
View your current blanket purchase agreements and associated releases, if applicable, with Ameren.	Lesson 2-6
View an audit trail of any revisions for a purchase order.	Lesson 2-7

**If you have already made a shipment to Ameren, you can:**

<b><i>Tasks</i></b>	<b><i>Lesson Number</i></b>
View receipts.	Lesson 3-2
View returns.	Lesson 3-3
View on-time delivery performance.	Lesson 3-5
Submit electronic invoices by selecting a purchase order and direct-billing Ameren.	Lesson 4-1
View invoices.	Lesson 4-3
View payments.	Lesson 4-5

### Lesson 1-2: Help and Support

If you have problems logging in to iSupplier Portal or if you have questions related to using iSupplier Portal, contact the Ameren Service Desk at 888-857-5640.



## Lesson 1-3: Login to iSupplier

To use iSupplier Portal, you must be registered with Ameren. When you are logged in to iSupplier Portal, you are only able to view transactions which occur between your company and Ameren.

1. To login to iSupplier Portal, go to <https://ebusiness.ameren.com/>.

You can add this link to your *Favorites* for easy access in the future.

**Ameren Supplier Login**

**Please log In**

For new Ameren Supplier site users, after you login using your assigned userID and password, you will be required to change your password and then you will be logged out. You will then need to login again with the changed password to enter the Ameren Supplier Site.

UserID:

Password:

**Login**

If you cannot sign on with your assigned Ameren UserID or if you encounter other problems, call the Ameren Service Desk at 1-888-857-5640. Suppliers and contractors who have active purchase orders or contracts from Ameren but who do not have an Ameren UserID can call the same number to request a UserID. For suppliers and contractors who are not currently doing business with Ameren, refer to the Pre-Qualification information at [www.ameren.com](http://www.ameren.com) under the "Suppliers and Contractors" link.

[Terms and Conditions](#)  
[Privacy Statement](#)

2. Type the **UserID** and **Password** which were provided to you and click **Login**; see 2 above.

**Important:** Your password is case sensitive. You might be prompted to change your password before continuing.

**Ameren E-Business Suite**

Home Logout Preferences Help Personalize Page

Logged In As

Oracle Applications Home Page

**Navigator**

AMCCTM Supplier Rate Card User  
 AMCCTM Supplier Reports Users  
 AMCCTM Supplier Time Card Super User  
 AMRON Sourcing Supplier  
 AMPOS iSupplier Portal Full Access

Please select a responsibility.

**Favorites**

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

**TIP** Ameren Employee Need Help? Call the ASC Service Desk: 314-55(4-4357).  
**TIP** Supplier User Need Help? For RFQ or PO questions, contact your Ameren buyer. For CCTM project related questions, contact your Ameren job or work order supervisor. For invoice/payment questions, technical difficulties, or other problems call the Ameren Supplier Service Desk at 1-888-857-5640.

3. Click the **AMPOS iSupplier Portal Full** link, see 3 above.

**NOTE:** You can return to the Ameren E-Business Suite page, shown above, at any time by clicking the *Home* link in the top right corner of the page.

### To log out of iSupplier Portal:

Click the *Logout* link in the upper right corner of the window when you are finished with your session.

Note: You are automatically logged out of iSupplier Portal if you are inactive for 60 minutes.

## Lesson 1-4: iSupplier Portal Home Page

After you log in to iSupplier Portal, the iSupplier Home page displays as shown below.

The screenshot shows the iSupplier Portal interface. At the top, the Ameren logo and 'iSupplier Portal' text are visible. A navigation bar contains links for Home, Logout, Preferences, Help, Personalize Page, and Diagnostics (callout 1). Below this is a blue taskbar with tabs for Home, Orders, Shipments, Finance, and Intelligence (callout 2). A search field with a dropdown menu set to 'PO Number' and a 'Go' button is located below the tabs (callout 3). The main content area is divided into several sections: 'Notifications' (callout 4) with a table of purchase order acceptance requests; 'Orders At A Glance' (callout 5) with a table of purchase orders; and a 'Planning' sidebar (callout 6) with links for Orders, Shipments, Receipts, Invoices, and Payments.

Subject	Date
<a href="#">AMEREN OP UNIT - Standard Purchase Order 501244,0 requires your acceptance</a>	03/02/2009 10:11:56
<a href="#">AMEREN OP UNIT - Standard Purchase Order 501243,0 requires your acceptance</a>	03/02/2009 10:10:41
<a href="#">AMEREN OP UNIT - Standard Purchase Order 501241,1 requires your acceptance</a>	03/02/2009 09:58:11
<a href="#">AMEREN OP UNIT - Standard Purchase Order 501240,0 requires your acceptance</a>	03/02/2009 09:51:56
<a href="#">AMEREN OP UNIT - Standard Purchase Order 501239,0 requires your acceptance</a>	03/02/2009 09:39:00

PO Number	Description	Order Date
<a href="#">501244</a>		03/02/2009 10:10:33
<a href="#">501243</a>		03/02/2009 10:05:38
<a href="#">501241</a>		03/02/2009 09:57:04
<a href="#">501240</a>		03/02/2009 09:47:00
<a href="#">501239</a>		03/02/2009 09:37:12

1. **Global Links:** Global links, see 1 above, are available on all Oracle iSupplier Portal pages.
  - **Home:** Returns you to the Ameren E-Business Suite Navigator page where you can select another application or action.
  - **Logout:** Logs you out of the Ameren E-Business Suite.
  - **Preferences:** Allows you to set user preferences, including selecting a start page to automatically open when you log into the portal.
  - **Help:** Opens the Oracle iSupplier Portal Help.
2. **Tabs:** Tabs, see 2 above, are used to organize pages by category. When you click a tab, related page links display on the blue taskbar that appears directly below the tab.
3. **Search:** The search field, see 3 above, enables you to jump directly to a specific purchase order, shipment, invoice or payment. To search:
  1. Select a document type (purchase order, shipment, invoice or payment) from the drop-down list.
  2. Enter the document number.
  3. Click Go.

- 4. Notifications:** The Notifications section, see 4 on the previous page, displays your 5 most recent open notifications.

Notifications are copies of the e-mail messages that you receive regarding the transactions that have occurred. Some notifications are view only, while others require action. Open notifications are those that you have not viewed or acted on.

- Click a subject link to view the notification.
- Click the Full List button to access the Notifications page. You can view a complete list of your notifications on this page.

- 5. Orders At a Glance:** This section, see 5 on the previous page, displays your five most recent purchase orders.

- Click a PO number link to view the purchase order details.
- Click the Full List button to view the Purchase Orders page.

- 6. Quick Links:** This section, see 6 on the previous page, displays the procure-to-pay flow through the iSupplier Portal application. Selected pages appear here for easy access. Click any link to go directly to the corresponding page.

## Lesson 1-5: Notifications Page

You receive e-mail notifications for various events that occur throughout the procure-to-pay process. The Notifications page provides access to the notifications that you have received. You can review the notifications which have been sent or view notifications which you have accidentally deleted from your inbox.

1. Click the **Home** tab and then click the **Full List** button in the Notifications section to open the Notifications page.

The screenshot shows the Ameren iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Intelligence. Below the navigation bar, there is a 'View' dropdown menu set to 'Open Notifications' and a 'Go' button. A table of notifications is displayed below, with columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. The 'Subject' column contains links to purchase orders. Red circles and lines highlight the 'Go' button and the 'Subject' column header.

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501244,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501243,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501241,1 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501240,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501239,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501238,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501237,0 requires your acceptance</a>	03/02/2009	
<input type="checkbox"/>	Szostak(Purchasing 1150), Scott	PO Approval	<a href="#">AMEREN OP UNIT - Standard Purchase Order 501236,0 requires your acceptance</a>	03/02/2009	

2. If necessary, select a **notification type** from the drop-down list and click the **Go** button, see 2 above.

Available notification types are:

- **Open Notifications:** A list of notifications which you have not yet viewed or responded to.
- **All Notifications:** A complete list of all notifications that have been sent.
- **FYI Notifications:** A list of the notifications that do not require a response.
- **Notification From Me:** A list of any notifications that you have sent.
- **To Do Notifications:** A list of notifications which require your response.

3. If you want to sort the list, click a raised column heading, see 3 above. Click the same column heading again to reverse the sort order, for example from A-Z order to Z-A order.

By default, the results list is sorted by date sent from most recent to oldest. Column headings include:

- **Type:** The notification type.
- **Sent:** Date when the notification was sent to you.
- **Due:** If entered, date by which the notification should be completed.
- **Status** (*All Notifications* view only): Open (needs a response), Closed (response was entered), Canceled (response no longer required).

4. To view a notification, click a **Subject** link.

The notification displays in a new window.

- 5. For notifications that do not require a response, click **OK** to indicate that you have viewed the link.**

After you click OK to indicate that you have read the message, the notification status will change to closed and the notification will no longer appear in your Open notifications list.

- 6. For notifications that require a response, for example, to accept a PO, refer to the appropriate lesson in this manual for detailed instructions.**

After you have taken an action, for example accepted or rejected a PO, the notification status will change to closed, and the notification will no longer appear in your Open notifications list.

## Lesson 1-6: How to Enter Search Criteria

Many tasks begin with searching for the items that you want to view or act on. To view all available items, simply click the Go button without entering any information in the search fields. If you want to narrow the search results to a smaller number of items, you can enter search criteria. This lesson explains how to enter search criteria in iSupplier Portal.

When entering information in any field on a search page, you can use the percent wildcard character (%) to represent unknown characters. The placement of the wildcard determines the search results that are returned:

- If you type **west**, your results list displays all matches that **start with west**, for example, *west* or *western*.
- If you type **%west**, your results list displays all matches that **contain west**, for example, *southwestern*.

### Entering information in free form text fields; refer to 1 above.

Free form text fields allow you to enter any text in the field.

#### 1. Type a complete or partial value in the field.

For example, you could type the PO number as 396 to return all POs that begin with 396, for example, 39611 and 39688.

### Entering information in date fields; refer to 2 above.

There are two ways to enter a date. You can type the date or select it from a calendar. If the system gives you an error message for a date that you have typed, select the date using the calendar to ensure that the date is entered in the expected format.

#### 1. Type a date directly in the field. The date must be entered in MM/DD/YYYY format.

For example, enter 03/01/2010.

#### 2. To select a date from the calendar, click the **Calendar** icon to open the calendar. Select a **Month** and **Year** from the drop-down lists, and then click a **date** on the calendar to select it.

### Entering information in fields with Magnifying Glasses; refer to 3 above.

When a Magnifying Glass appears to the right of a field, it indicates that a list of pre-defined values exists for the field. Values entered in this field must match a value that is in the list.

#### 1. If you know the value, you can type it directly in the field.

**Tip!** If you know the properly formatted value, you can type enough unique characters in the field and then press the <Tab> key to have the value auto-complete in the field. For example, if you type Ameren Op in the Business Unit field and press the <Tab> key, *Ameren Op Unit* will be entered in the field.

#### 2. To search for a value, click the **Magnifying Glass** to the right of a field.

A *Search and Select* page displays similar to the one shown below.

Search and Select: Status

Cancel Select




**Search**

To find your items, select a filter item in the dropdown list and enter a value in the text field, then select the "Go" button.

Search By: Check Status

**Results**


Previous 1-10 Next 10

Select	Quick Select	Check Status
<input type="radio"/>		Cleared
<input type="radio"/>		Cleared but Unaccounted
<input type="radio"/>		Issued
<input type="radio"/>		Negotiable

3. Select a **Search By** value from the drop-down list, see 4 above
4. Type your **search criterion** in the Search by field, see 5 above. Use the % wildcard character as needed.
 

**NOTE:** If you would like to view all possible valid values, leave the *Search by* field blank.
5. Click **Go**, see 6 above.
 

The values that match the search criterion appear in the *Results* list.
6. To view another page of results, click the **Next** or **Previous** link, see 7 above.
 

You can also use the drop-down list to view another page.
7. Click the  **Quick Select** icon to select a value from the list.
 

You can also click the **Select** option circle to the left of the applicable value, and then click the **Select** button. After you select a value, the Search and Select page closes, and the value is entered in the corresponding field.





# Chapter Two: Purchase Orders

## Chapter Objective:

- Learn how to view POs and blanket agreements including their associated releases.
- Learn how to use iSupplier Portal to communicate your responses and change requests for Ameren POs.

## Chapter Tasks:

- View and print purchase orders
- Acknowledge purchase orders
- Submit change requests
- View agreements

**Estimated Lesson Time: 20 minutes**

When Ameren enters a purchase order for your company, you receive an e-mail notification and the purchase order details are available to you in iSupplier Portal.

Using information available on the Orders tab, you can acknowledge purchase orders and enter change requests for purchase orders. If applicable, you can view supplier blanket agreements and the releases that have been made against the agreement. You can also view the revision history of a purchasing document and print copies of the purchase order associated with each revision.

## Lesson 2-1: Purchase Orders Page

The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Finance', and 'Intelligence'. Below this is a blue taskbar with 'Purchase Orders' highlighted. A 'Purchase Orders' link is also visible in the top right. A 'Multiple PO Change' button and an 'Export' button are located in the top right area. Below the taskbar, there's a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also present. Below the search area, there are buttons for 'Acknowledge', 'Request Changes', and 'View Change History'. A table of purchase orders is displayed with columns for PO Number, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table is sorted by Order Date. A red box highlights the first row of the table.

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	501243	AMEREN OP UNIT	Standard PO		03/02/2009 10:10:33	Szostak (Purchasing 1150), Scott A	USD	10.00	Buyer Change Pending		
<input type="radio"/>	501241	AMEREN OP UNIT	Standard PO		03/02/2009 10:05:38	Szostak (Purchasing 1150), Scott A	USD	100.00	Buyer Change Pending		
<input type="radio"/>	501241	AMEREN OP UNIT	Standard PO		03/02/2009 09:57:04	Szostak (Purchasing 1150), Scott A	USD	48.00	Buyer Change Pending		
<input type="radio"/>	501240	AMEREN OP UNIT	Standard PO		03/02/2009 09:47:00	Szostak (Purchasing 1150), Scott A	USD	50.00	Buyer Change Pending		
<input type="radio"/>	501239	AMEREN OP UNIT	Standard PO		03/02/2009 09:37:12	Szostak (Purchasing 1150), Scott A	USD	00.00	Buyer Change Pending		

The Purchase Orders page allows you to view details associated with purchase orders, contracts, blanket agreements and blanket releases. This lesson explains the features that are available on this page.

1. Click the **Orders** tab and then click **Purchase Orders** in the blue taskbar below the tabs, see 1 above.

The *Purchase Orders* page displays the most recent 25 purchase orders.

**NOTE:** Another way to open this page is to click the *Purchase Orders* quick link on the Home tab.

2. To view a different group of purchase orders, select the **view type** from the drop-down list and click **Go**, see 2 above.

Available view options are: *All Purchase Orders*, *Purchase Orders to Acknowledge* and *Purchase Orders Pending Supplier Change*.

3. Click the **Advanced Search** button, see 3 above, to search by PO Number, Document Type, Order Date or Buyer.

**NOTE:** You can enter a blanket release PO number, for example, 292584-989, in the PO Number field on the search page.

4. To export the information to a spreadsheet, click **Export**, see 4 above.

Only the information that is currently displayed on the page is exported to the spreadsheet. The spreadsheet data can then be formatted or printed. This feature also provides the possibility for your company to upload spreadsheet data into other programs that your company uses.

5. To change the way that the information is sorted, click a **raised column heading**, see 5. Click the column heading again to reverse the sort order, (from A-Z to Z-A).

## 6. Summary information is displayed for each result, see 6.

- The *Document Type* and *Status* determine the actions that are available to you.
  - Global Contract Agreement: Ameren uses *Global Contract Purchase Agreements (GCPAs)* to specify the terms and conditions associated with a purchase, should it be made. When the actual items are purchased, a standard purchase order is created which references the existing contract (GCPA) and specifies the goods or services that are being purchased and their delivery schedule.
  - Standard Purchase Order: Standard purchase orders specify the goods or services being purchased, and include costs, quantities, delivery schedules and accounting. Standard POs which reference contracts are referred to as Release POs. Standard POs are also created for one-time purchases.
  - Complex Standard Purchase Order: A PO which can or does include retainage. A percentage of the payment is withheld from all invoices processed for POs which include retainage. The retained amount is released to the supplier after the project or work has been completed and verified.
  - Blanket Agreement: Ameren uses *Blanket Purchase Agreements (BPAs)* to purchase materials at an agreed upon rate for a specific time period. A blanket agreement specifies the pricing for the materials should they be purchased. At Ameren, the term Blanket Purchase Agreement or BPA is specific to a stock material purchase.
  - Global Blanket Agreement: Ameren uses *Global Blanket Purchase Agreements (GBPAs)* to purchase itemized non-stock materials or services at an agreed upon rate. A GBPA specifies the pricing for these materials or services should they be purchased. When the actual material or service is purchased, a standard purchase order is created which references the GBPA.
  - Blanket Release: Ameren creates a *Blanket Release* purchase order to order items that are contained in a blanket purchase agreement (BPA).
- Available Status types are:
  - Requires Acknowledgement: Pending acknowledgement by the supplier.
  - Acknowledged: Supplier has acknowledged the purchase order, but not all items were accepted.
  - Partially Acknowledged: Supplier has not acknowledged all the items on the purchase order. The supplier must open the PO and respond to all lines before any actions can be processed for the PO.
  - Accepted: Supplier has acknowledged the purchase order and accepted all items.
  - Rejected: Supplier has acknowledged the purchase order and rejected all items.
  - Supplier Change Pending: Supplier has requested a change to the purchase order, and the Ameren buyer has not yet responded to the request.
  - Buyer Change Pending: An Ameren buyer has made a change to the PO and the PO is currently in the process of being re-approved.
  - Open: Displays for purchase orders that do not require acknowledgement
  - Closed: Displays for purchase orders that have been closed.
- The Acknowledge By date is the date by which you must respond for POs that require acknowledgement.
- Linked information includes:
  - **PO Number:** Click this link to view the PO header information and details. The information displayed varies based on the PO type. A summary of the amount received and invoiced is shown.
  - **Revision:** Indicates the current PO revision number. Click this link to access the Purchase History page which displays details related to the changes that have been made to the PO.
  - **Buyer:** Click this link to view the Ameren buyer's email address and other information.

## 7. After selecting a PO, you can click an action button, see 7.

Action buttons are also available on the PO information and details page. Valid actions are dependent on the associated PO's *Document Type* and *Status*.

- Acknowledge: Valid for POs with a status of *Requires Acknowledgement*.
- Request Changes: Valid for POs with a status of Open or Accepted that have not been fully received.
- View Change History: Valid for all statuses.

## Lesson 2-2: Open, View & Print Purchase Orders

Home | Orders | Shipments | Finance | Intelligence

Create Invoices | View Invoices | View Payments

Orders: Purchase Orders >

Standard Purchase Order: 501027, 1 (Total USD 1722.00)

Currency=USD

5 Actions View PDF Go Export

**Order Information**

3

6

**General**

Total **1722.00**

Supplier [REDACTED]

Supplier Site **00FAIRVIEWHEIGH**

Address [REDACTED]

**FAIRVIEW HEIGHTS, IL 62208**

Buyer [Reichardt\(SCProcPerf 1105\), Tiffany A](#)

Order Date **02/26/2009 14:08:12**

Description **TEST ITEM # 2**

Status **Closed**

Note to Supplier **TEST NOTE TO SEE IF IT INHERITS TO RELEASE PO's**

Operating Unit **AMEREN OP UNIT**

★ Sourcing Document

Supplier Order Number

Attachments **None** ★

[View Transmission History](#)

**Terms and Conditions**

Payment Terms **NET 30**

Carrier **UPS GROUND**

FOB **DESTINATION**

Freight Terms **Prepaid Shipment**

Shipping Control

**Ship-To Address**

Address **GENERAL OFFICE BUILDING  
800 S 21ST ST  
ST LOUIS, MO 63103**

**Bill-To Address**

Address **ACCOUNTS PAYABLE SECTION  
P O BOX 66892  
ST LOUIS, MO 63166-6892**

**Summary**

Total **1722.00**

Received [1722.00](#)

Invoiced [1722.00](#)

Payment Status [Paid](#)

**PO Lines**

4

[Show All Details](#) [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments
1	Goods		123B	TEST ITEM # 2	EACH	861	2	1722.00	Closed	

**Shipments**

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Supplier Status	Supplier Line	Split Reason
		Ordered	Received	Invoiced	Ordered	Received	Invoiced						
1	<a href="#">021A AMEREN GOB STL</a>	861	861	861	1722.00	<a href="#">1722.00</a>	<a href="#">1722.00</a>	03/28/2009 00:00:00	03/28/2009 00:00:00	Paid	Closed		

[Return to Orders: Purchase Orders](#)

5 Actions View PDF Go Export

You can view and print purchase order details on the purchase order and details page shown above.

1. Click the **Orders** tab and then click **Purchase Orders** in the blue taskbar below the tabs. The *Purchase Orders* page displays.
2. Locate and click the **PO Number** link for the purchase order that you want to view. The *PO* information and details page displays as shown above.

**NOTE:** You can also open a Purchase Order or Blanket Release Purchase Order from the Search text box on the Home tab. To do this, enter the PO number or Blanket Release PO number (for example, 292584-989) in the Search text box and click Go.

**3. The Order Information area displays selected PO header information, see 3 on the previous page.**

- Sourcing Document: If a *number* link appears here (see below), it indicates that the document is a result of a sourcing event. Click the link to view the related sourcing document.
- Attachments: If a *View* link appears here, click the link to view the attached document.

**4. To view Shipments details, click the **Show All** link; see 4 on the previous page.**

The information that is displayed in the PO Details section varies based on the *Document Type* (Standard PO, Contract, Blanket Agreement, Blanket Release), the *Status* and the type of items on the PO. Items to note:

- Shipments Section: Displays current applicable shipment line information, such as Quantity Ordered and Quantity Received (goods) or Amount Received (services), Need-By Dates and Amounts and status (accepted or rejected).

**5. To view a copy of the Purchase Order document, select **View PDF** from the Actions list and click **Go**, see 5 on the previous page.**

A PDF version of your purchase order opens in a new window. You may print the PDF document from that window.


**6. Click the **Received**, **Invoiced**, or **Payment Status** links in the Summary section, see 6 on the previous page, to view receipts, invoices and payment details for the selected PO.**

**NOTE:** Received amounts are not always available. The invoiced amount only includes invoices which have been processed for payment; it may not include all invoices which have been submitted for payment.

**If you would like to:**

- **Acknowledge the PO:** Refer to Lesson 2-3: Acknowledge a Purchase Order.
- **Submit a change request:** Refer to Lesson 2-4: Submit Change Requests.

## Complex Standard Purchase Orders

PO Details																	
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>																	
Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Retainage Rate (%)	Status	Attachments	Reason	
<input type="checkbox"/>	1	Goods			XYZ CO. to provide Power Supply construction per attached quote dated 08/09/09	USD	1500000	1	1500000.00				10	Open			
Progress Payment																	
Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value (%)	Price	Ordered	Approved	Billed	Promised Date	Need-By Date	Payment Status	Status	Split Reason	Attachments
1	Milestone	XYZ CO. to provide Power Supply construction per attached quote dated 08/09/09	0144 <a href="#">BODY OF PO</a>		USD	1500000	100	1500000.00				12/31/2011 00:00:00	12/31/2011 00:00:00		Requires Acknowledgment		

Complex Standard Purchase Orders are issued when retainage is required. For retainage POs, a percentage of each payment is withheld for invoices which are submitted. Complex POs display the Retainage Rate (%) on the PO line. In this example, 10% will be withheld from each invoice payment for this PO.

The retained amounts are released after the project or work has been completed and verified by the Ameren Project Manager or as designated in the contract terms.

## Lesson 2-3: Acknowledge a Purchase Order

You receive an e-mail notification when a purchase order requires your response. The e-mail notification contains a link which can be used to acknowledge the purchase order. Some purchase orders include a date by which your response is required. When you acknowledge a purchase order, you communicate to Ameren that you have received, reviewed and accepted or rejected the purchase order. You can also request changes at the time that you acknowledge a purchase order. You can accept or reject an entire order, or you can respond at the shipment line level. For example, if you can fulfill only part of a purchase order, you can accept the shipments that you can fulfill and reject the others. You can also request changes to the order during acknowledgement. For example, if you cannot fulfill a shipment on the needed date, but can fulfill it a few days later, you can communicate a date change request instead of rejecting the shipment line.

1. Click the **Orders** tab and then click **Purchase Orders** in the blue taskbar below the tabs.

The *Purchase Orders* page displays as shown below.

PO Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<a href="#">C</a>	<a href="#">500534</a>	4		AMEREN OP UNIT	Global Blanket Agreement	IC - MISCELLANEOUS INDUSTRIAL MRO	02/20/2009 13:25:41	<a href="#">Alarcon (SCProcPerf 1105), Victor H</a>	USD	500000.00	Requires Acknowledgment		
<a href="#">C</a>	<a href="#">500793</a>	0		AMEREN OP UNIT	Standard PO		02/24/2009 12:43:15	<a href="#">Alarcon (SCProcPerf 1105), Victor H</a>	USD	1275.00	Requires Acknowledgment		

2. Click the **Select** circle to the left of the **PO Number** link for a purchase order with the status of **Requires Acknowledgment** and then click **Acknowledge**, see 2 above.

The *Acknowledge* page displays as shown on the next page. The information on the page varies depending on the document type and purchase order details.

3. Take one of two actions:
  - To accept or reject the entire order, proceed with the instructions for **Order Level Acknowledgement**.
  - To respond at the shipment level, skip to the instructions for **Shipment Level Acknowledgement**.

## Order Level Acknowledgement

Use order level acknowledgement when you want to accept or reject the entire order.

**Order Information**

**General Information**

Total: 2550.00  
 Supplier: [Redacted]  
 Supplier Site: 00FAIRVIEWHEIGH  
 Address: FAIRVIEW HEIGHTS, IL 62208  
 Buyer: Alarcon(SCProcPerf 1105), Victor H  
 Order Date: 02/24/2009 12:50:23  
 Description: Requires Acknowledgment  
 Note to Supplier: [Redacted]  
 Sourcing Document: [Redacted]  
 Organization: AMEREN OR UNIT  
 Supplier Order Number: [Redacted] **3**  
 Attachments: view

**Terms and Conditions**

Payment Terms: NET 30  
 Carrier: [Redacted]  
 FOB: DESTINATION  
 Freight Terms: [Redacted]  
 Shipping Control: [Redacted]  
 Ship-To Address: GENERAL OFFICE BUILDING, 800 S 21ST ST, ST LOUIS, MO 63103  
 Bill-To Address: ACCOUNTS PAYABLE SECTION, P O BOX 66892, ST LOUIS, MO 63166-6892

**PO Details**

**Details**

Line	Type	Item / Job Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier Name	Status	Global Agreement
1	Goods		[Redacted] <b>4</b>	Test Item 1 with ERS supplier	EACH	200	7.5	1500.00				Open	
2	Goods		[Redacted]	Test Item 2 with ERS supplier	EACH	100	10.5	1050.00				Open	

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Return to View Order Details | Cancel | **Reject Entire Order** | **Accept Entire Order** | Printable View | View Change History | Export | Submit

1. If desired, enter a **Supplier Order Number**, see 3 above. This is your reference number.
2. If applicable, enter a **Supplier Item** number, see 4 above.
3. Click the **Accept Entire Order** or **Reject Entire Order** button, see 5 above.

The *Acknowledge Purchase Order* page displays as shown below.

**Acknowledge Purchase Order 500794**

Description: [Redacted]  
 Currency: USD  
 Amount: 2550.00  
 Order Date: 02/24/2009 12:50:23  
 Action: Accept

Note to Buyer: [Redacted] **6**

Cancel | **Submit**

4. Enter a **Note to Buyer** and then click **Submit**, see 6 above.

A confirmation message displays indicating that your acknowledgement has been submitted to Ameren. The PO status field is updated to *Accepted* or *Rejected*.



### Shipment Level Acknowledgement

Use shipment level acknowledgement when you want to accept or reject lines at the shipment level or when you want to request changes associated with a single shipment line.

The screenshot displays the 'PO Details' section of the iSupplier Portal. At the top, the 'Supplier Order Number' field is highlighted with a red circle and the number 1. Below this, the 'Attachments' field shows 'None'. The 'Address' field contains 'ACCOUNTS PAYABLE SECTION, P O BOX 66892, ST LOUIS, MO 63166-6892'. The 'PO Details' section includes a 'Show All' link highlighted with a red circle and the number 2. Below this is a table of 'Details' with columns: Line, Type, Item/Job, Revision, Supplier Item, Description, UOM, Qty, Price, Amount, Delivered, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, and Reason. The first row is highlighted with a green circle and the number 4. Below the 'Details' table is the 'Shipments' section, which contains two tables. The first 'Shipments' table has columns: Ship-To, Shipment Location, Quantity Ordered, Price, Quantity Received, Amount Received, Amount Promised, Date, Need-By Date, Supplier Order Line, Discount (%), Start Effective Date, End Effective Date, Status, Attachments, Split Reason, and Action. The first row in this table is highlighted with a purple circle and the number 5. The second 'Shipments' table is similar but has a 'cannot fulfill' status and a 'Change' action. A green box labeled 'Line Item' is overlaid on the first 'Shipments' table, and a purple box labeled 'Shipment Line' is overlaid on the second. At the bottom of the page, the 'Submit' button is highlighted with a red circle and the number 8. Other buttons include 'Cancel', 'Reject Entire Order', 'Accept Entire Order', 'Printable View', 'View Change History', and 'Export'. A text box for 'Additional Change Requests' is also visible, with a red circle and the number 7 next to it.

**Important!** You must select an action on every shipment line when you use this method. Otherwise, the buyer will not be able to process your purchase order.

1. If desired, enter a **Supplier Order Number**, see 1 above. This is your reference number.
2. Click the **Show All** link to display shipment level details, see 2 above.
3. If applicable, enter a **Supplier Item** number, see 3 above.
4. If applicable, enter any **Price change requests (Line Item)** and a **reason**, see 4 above. You must enter a reason for change requests.
5. If applicable, enter any **Quantity or Promised Date change requests (Shipment Line)** and a **reason**, see 5 above.
6. **You must select an action on EVERY shipment line, see 6 above:**
  - **Change** – You must select change if you have made any changes to a shipment line.
  - **Accept** – Select Accept if you are accepting the line item. Even if you have requested a price change to the line item.
  - **Reject** – Select Reject if you do not want to fulfill the line item.



7. If applicable, enter any **Additional Change Requests**, see 7 above.
8. Click **Submit**, see 8 above.

A confirmation message displays as shown below. The PO status changes to *Acknowledged* (did not accept entire order), *Accepted* (accepted entire order), *Rejected* (rejected entire order), or *Supplier Change Pending* (requested changes to the order). If you requested a change, you will receive an e-mail notification when the Ameren buyer approves or rejects your change request.

## Lesson 2-4: Submit Change Requests

iSupplier Portal enables you to request changes to purchase orders when modifications are needed to fulfill an order. This lesson shows how to request changes to a purchase order after it has been acknowledged or accepted.

You may request changes to:

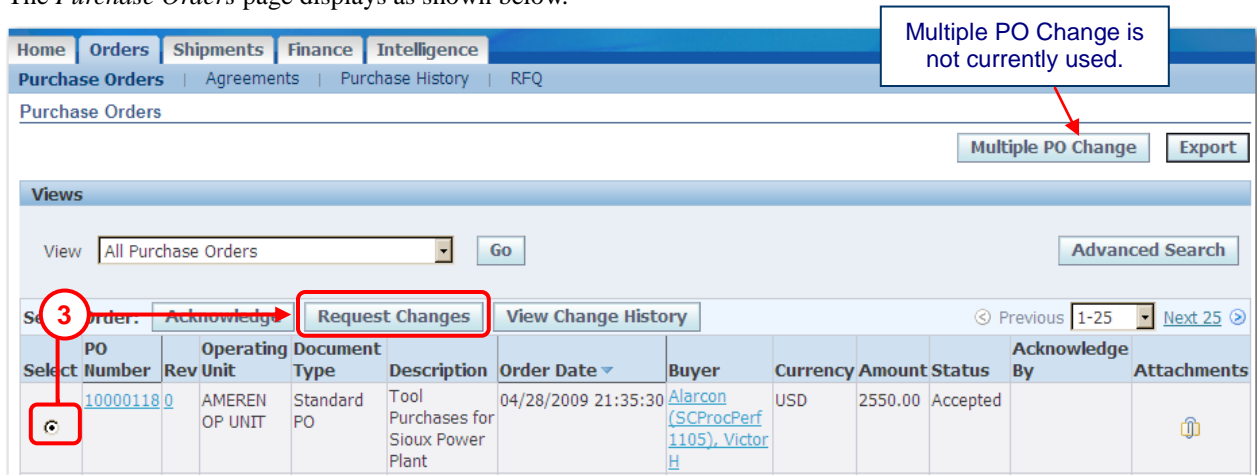
- Blanket Agreements: Price and price breaks and Supplier Item
- Blanket Releases: Quantity Ordered, Promised Date and Supplier Order Line
- Goods POs: Quantity Ordered, Promised Date and Supplier Order Line
- Service POs: Promised Date and Supplier Order Line

You cannot request changes to:

- Contracts
- POs that have been closed or fully received

**1. Click the **Orders** tab and then click **Purchase Orders** in the blue taskbar below the tabs.**

The *Purchase Orders* page displays as shown below.



**2. Locate the Purchase Order that you want to change, select the **PO** and then click **Request Changes**.**

You cannot use request changes for POs with a status of *Requires Acknowledgement*, *Pending Supplier Change* or *Closed*. The *Request Changes* page displays as shown on the next page.

The information displayed on the page varies depending on the document type and purchase order details.

Organization: AMEREN OP UNIT  
Supplier Order Number:   
Attachments: [View](#)

P O BOX 66892  
ST LOUIS, MO 63166-6892

**PO Details**

✓ **TIP** You can cancel the entire order or specific lines.  
✓ **TIP** Click on the Show link to view shipment details of a line  
[Show All](#) [Hide All](#)

Details	Line	Type	Item	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
<a href="#">Hide</a>	1	Goods				Test Item 1 with ERS supplier	EACH	200	7.5	1500.00					Open				

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	<a href="#">021A</a> <a href="#">AMEREN</a> <a href="#">GOB_STL</a>	200			1500.00		04/28/2009 21:34:34	04/28/2009 21:34:34					Accepted		out of stock ur	<a href="#">Change</a>
<a href="#">Show</a>	Goods												Open			

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

[Return to Purchase Orders](#)

To request a price change (line item) change:

- Enter the **price change requests (line item)** and the **reason** for the change, see 3 above.  
A reason is required if you enter changes.

To request Quantity or Promised Date (shipment) change:

- Click the **Show** link to the left of the line item that you need to change, see 4 above.
- Enter the **quantity or promised date changes (shipment)** and a **reason** for the change, see 5 above.
- Select **Change** from the Action drop-down list, see 6 above.

Enter any additional changes and submit your request:

- If applicable, enter any **Additional Change Requests**, see 7 above.  
You should enter the Line number and Shipment reference numbers in your request, if applicable.
- Click **Submit**, see 8 above.

A confirmation message displays as shown below. The PO status changes to *Supplier Change Pending*. You will receive an e-mail notification when the buyer approves or rejects your change request.

**Change Order Confirmation**

Change Request for Purchase Order 10000118 has been submitted for approval.

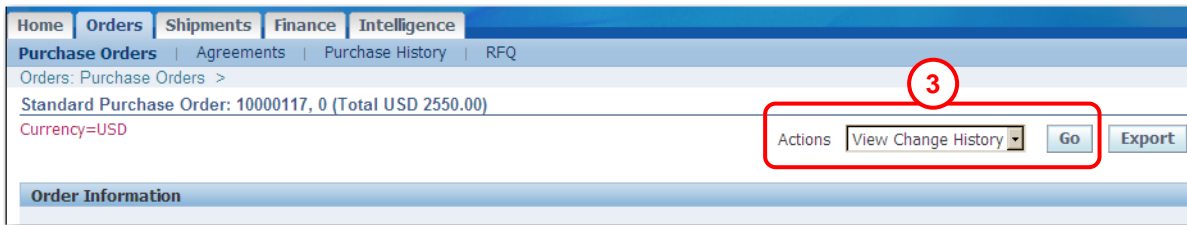
[Return to Purchase Order Summary](#)

## Lesson 2-5: View Change Order History

The *Change History for Order* page allows you to view the history of change requests that you submitted for a document, along with the corresponding buyer’s response to your change request.

1. Click the **Orders** tab and then click **Purchase Orders** in the blue taskbar below the tabs. The *Purchase Orders* page displays.

2. Locate and click the **PO Number** link for the purchase order that you want to view. The *PO* page displays as shown below.



3. Select **View Change History** from the **Actions** list and click **Go**, see 3 above. The *Change History for Order* page displays as shown below.

Change History for Standard Purchase Order: 10000117  
Currency=USD

✱ Indicates new values  
--- Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Line Number	Additional Changes	Split Request	Cancellation	Response
<a href="#">Hide</a>	04/28/2009 20:41:32.1					Test Item 1 with ERS supplier		EACH	7.5 7.25 ✱									No	No	Pending
Requested By: [redacted]      Responded By: [redacted] Change Reason: price decrease      Response Date: [redacted]																				
<a href="#">Show</a>	04/28/2009 20:41:32.2	1				Test Item 2 with ERS supplier	100	EACH	75 ✱			04/28/2009 20:21:56						No	No	Pending

[Return to Orders: Purchase Orders](#)

4. New, changed values are marked with a ✱, see 4 above. Old values, when present, appear above the new values.
5. Click a **Show** link, see 5 above, to view details of the Ameren Buyer’s response to your request. The Buyer Response field, in the rightmost column, indicates the status of the change request: *Pending*, *Accepted* or *Rejected*. Response details are not present for requests that are still pending an Ameren buyer’s response. A Response Reason will be displayed if the buyer has rejected your request.



Change History for Standard Purchase Order: 10000119  
 Currency=USD

Indicates new values  
 \*\* Indicates cancellation

6

Details	Request Date	Line	Shipment	Item	Supplier	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Line Number	Additional Changes	Split Request	Cancellation	Response	
<input type="checkbox"/> Hide	04/28/2009 22:33:01	1				Test Item 1 with ERS supplier		EACH	7.5 7.25 <input checked="" type="checkbox"/>									No	No	Accepted	
Requested By: [Redacted] Change Reason: <b>Price Decrease</b> Response Reason: [Redacted]																					
										Responded By: <b>Hammitt(CSFTTrnSvcS 204), Theresa G</b> Response Date: <b>04/28/2009 22:33:42</b>											
<input type="checkbox"/> Hide	04/28/2009 22:33:01	2	1			Test Item 2 with ERS supplier		EACH			04/28/2009 22:20:51 05/05/2009 03:32:42 <input checked="" type="checkbox"/>	04/28/2009 22:20:51							No	No	Accepted
Requested By: [Redacted] Change Reason: <b>Out of stock until May 4</b> Response Reason: [Redacted]																					
										Responded By: <b>Hammitt(CSFTTrnSvcS 204), Theresa G</b> Response Date: <b>04/28/2009 22:33:44</b>											

[Return to Orders: Purchase Orders](#)

- Click **OK** when you have finished reviewing the changes, see **6** above.  
 You are returned to the *PO* page shown in step 2.

## Lesson 2-6: View Blanket Agreements and Releases

Ameren uses *Blanket Agreements* to purchase materials at an agreed upon rate, for a specific period of time. A blanket agreement specifies the pricing for the materials should they be purchased. To order items that are contained in the blanket agreement, Ameren creates a *Blanket Release* purchase order.

If your company has blanket agreements with Ameren, you can access the agreements and releases from the *Agreements* page.

**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Orders** tab and then click **Agreements** in the blue taskbar below the tabs, see **1** below.

The *Supplier Agreements* search page displays as shown below.

2. Enter your **search criteria** and click **Go**, see **2** above. To display all agreements, do not enter search criteria. Refer to Lesson 1-5 for more information on entering search criteria.

The results list displays selected data for the blanket agreements which match the criteria entered.

- Amount Agreed: Total dollar value amount associated with the blanket purchase agreement.
- Amount Released: Total dollar amount released against the agreement to date.

3. Click the **PO Number** or **Order Date** column heading to sort by the information in the column. Click the column heading again to reverse the sort order.
4. Click a **PO Number** link, see **4** above, to view releases that have been made against the agreement.

The *Blanket Agreement* page is displayed as shown on the next page. This page displays all the releases that have been made to date.

Home | Orders | Shipments | Finance | Intelligence

Delivery Schedules | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Orders: Agreements >

Global Blanket Agreement: 500534 Revision: 4 (Total: USD 500000.00)

PO Number	500534	Approved Date	02/20/2009 13:25:41
Revision	4	Supplier	WOOLPERT ITC
Description	IC - MISCELLANEOUS INDUSTRIAL	Buyer	Alarcon(SCProcPerf 1105), Victor H
MRO		Amount Agreed	500000.00
Currency	USD	Status	
Amount Released	37556.00	Effective Start Date	02/20/2009
Global	Yes		
Effective End Date	02/28/2012		

**Releases**

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
501023	0	Approved	02/26/2009 12:32:36	USD	650.00	
501024	1	Approved	02/26/2009 14:23:37	USD	1378.00	
501025	1	Approved	02/26/2009 14:17:07	USD	1554.00	

**NOTE:** Global Blanket Purchase Agreements (GBPA) will show a standard PO number in the release column. Blanket Purchase Agreements (BPA) will show a blanket release PO number, for example 500534-112.

5. To view the release PO details, click a **PO Number** link, see 5 above.

Standard Purchase Order: 501032, 1 (Total USD 5310.00)

Currency=USD

6 Actions View Receipts Go Export

**Order Information**

<b>General</b>	<b>Terms and Conditions</b>	<b>Summary</b>
Total 5310.00	Payment Terms NET 30	Total 5310.00
Supplier	Carrier UPS GROUND	Received 5310.00
Supplier Site OOFAIRVIEWHEIGH	FOB DESTINATION	6 Invoiced 5310.00
		Payment Status Not Paid

6. To view receipts that have been entered for a release PO, select **View Receipts** from the **Actions** list and click **Go** or click the **Received** link, see 6 above.

The *Receipts* page displays as shown below.

Receipts for Standard Purchase Order: 501032

Export

Receipt Number	PO	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
363585	501032	1	1	TEST ITEM # 1	EACH	531		531		021A AMEREN GOB STL	02/26/2009 14:55:59	03/28/2009 00:00:00	03/28/2009 00:00:00	Early

7

Return to View Order Details

Export

7. To view the Receipt detail, click a **Receipt Number** link, see 7 above.

The *Receipt Transactions* page displays as shown below.

Receipt: 363585

Export

Creation Date	02/26/2009 14:56:03	Packing Slip	
Organization	AMEREN INVENTORY	Containers	
Supplier		Waybill/Airbill	
Supplier Site	OOFAIRVIEWHEIGH	Freight Carrier	
Shipment Number		Bill of Lading	
Shipment Date		Attachments	None

**Receipt Transactions**

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attachm
02/26/2009 14:55:59	03/28/2009 00:00:00	03/28/2009 00:00:00	Early	501032	1	1		TEST ITEM # 1	EACH	531		531		021A AMEREN GOB STL	

## Lesson 2-7: View Revision History

The Purchase Order Revision History page allows you to search for details related to the revision history of a purchase order. You can compare each revised PO to the original PO or the previous PO. You can also view all changes made to the PO.


**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Orders** tab and then click **Purchase History** in the blue taskbar below the tabs.

The *Purchase Order Revision History* search page displays as shown below. You can also access this page by clicking the Purchase History quick link on the Home tab.


2. Enter your search criteria and click **Go**, see 2 above. To display all POs, do not enter search criteria. Refer to Lesson 1-5 for more information on entering search criteria.

The results list displays purchase orders which match the criteria entered. The revision number associated with each PO is displayed in the **Rev** column.

3. Click the  icon associated with a compare option, see 3 above.

The PO Comparison Result Page is displayed as shown on the next page.

Note: Another way to view the revision history for a PO is to click the Revision Number link for a PO.

500534	4	AMEREN OP UNIT	Global Blanket Agreement	IC - MISCELLANEOUS INDUSTRIAL MRO	02/20/2009 13:25:41	<a href="#">Alarcon (SCProcPerf 1105), Victor H</a>	USD	500000.00	Requires Acknowledgment	
--------	---	----------------	--------------------------	-----------------------------------	---------------------	---	-----	-----------	-------------------------	---



Home | Orders | Shipments | Finance | Intelligence


Purchase Orders | Agreements | **Purchase History** | RFQ

Orders: Agreements >

**PO Comparison Result**

PO Number [500534](#)      Ship-To Location [VAR](#)      Bill-To Location [VAR](#)  
 Revision **4**      Ship Via **UPS GROUND**      Payment Terms **NET 30**  
 Type **Blanket Agreement**      FOB **DESTINATION**      Freight **Paid**  
 Currency **USD**      Total **500000.00**      Buyer [Alarcon\(SCProcPerf1105\), Victor H](#)

**Compare to Original PO**

 **TIP** Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision  
 Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
4	1					Unit Price	1	10
4	1					Supplier Item Number	123A	123A1
3	11	1104246				New		
2	10					New		

**Print Document Revisions**

[Return to Orders: Agreements](#)

4. To view another revision, click the associated **action** button, see 4 above.
5. To view or print a revision in PDF format, enter the **revision number** and click **Go**, see 5 above.  
 The File Download – Security Warning dialog box displays. Click **Open** to view the PO revision or **Save** to save the PO revision on your computer.



# Chapter Three: Shipments

## Chapter Objectives:

- Learn about iSupplier features that can help you manage your shipments and deliveries
- Learn how to track receipt and return information

## Chapter Tasks:

- View delivery schedules
- View receipts
- View returns
- View overdue receipts
- Review on-time performance information

**Estimated Lesson Time: 15 minutes**

iSupplier Portal enables you to view information related to shipments, including receipt and return information. In addition, you can utilize iSupplier Portal features to track your upcoming deliveries and monitor your on-time delivery performance.

Receiving information enables you to view your receipts, returns, and delivery performance.

## Lesson 3-1: View Delivery Schedules

The screenshot shows the Ameren iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Intelligence. Below this, a secondary menu highlights 'Delivery Schedules' (1). A search form is present with various input fields (2). An 'Export' button is located in the top right corner (4). Below the search form is a table of delivery schedules (3).

Organization	PO Number	Supplier Item	Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
AMEREN OP UNIT	<a href="#">501033</a>	123A1	TEST ITEM # 1	EACH	7	0	<a href="#">021A AMEREN GOB STL</a>	UPS GROUND			WOOLPERT INC	00FAIRVIEWHEIGH	03/28/2009 00:00:00	03/28/2009 00:00:00
AMEREN OP UNIT	<a href="#">501024</a>	123B	TEST ITEM # 2	EACH	689	500	<a href="#">021A AMEREN GOB STL</a>	UPS GROUND			WOOLPERT INC	00FAIRVIEWHEIGH	03/28/2009 00:00:00	03/28/2009 00:00:00
AMEREN OP UNIT	<a href="#">500796</a>		Test Item 1 with ERS supplier	EACH	1000	500	<a href="#">021A AMEREN GOB STL</a>				WOOLPERT INC	00FAIRVIEWHEIGH	03/26/2009 00:00:00	03/26/2009 00:00:00
AMEREN OP UNIT	<a href="#">500794</a>		Test Item 2	EACH	100	50	<a href="#">021A</a>				WOOLPERT INC	00FAIRVIEWHEIGH	03/26/2009 00:00:00	03/26/2009 00:00:00

Use the *Delivery Schedules* page to easily determine deliveries that need to be scheduled and deliveries that are past due.

### Export Button:

1. Click the **Shipments** tab and then click **Delivery Schedules** in the blue taskbar below the tabs, see 1 above.  
The *Delivery Schedules* search page displays as shown above.
2. Enter your **search criteria** and click **Go**, see 2 above. Refer to Lesson 1- 5 for more information on entering search criteria. Leave the search fields blank to display all items.  
The results list displays the POs that are not fully received and which match the criteria that was entered.  
**NOTE:** Click the Magnifying Glass icon to search for values to enter in a field.
3. Click a raised **column heading** to sort by the information in the column, see 3 above. Click the column heading again to reverse the sort order from ascending (A-Z) to descending (Z-A).
4. Click the **PO Number**, **Quantity Received** and **Ship-To Location** links to view further detail, see 4 above.


If you click the Quantity Received link, Receipt Transactions are displayed as shown below.

Receipt Number	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
363591	<a href="#">501024</a>	1	1	TEST ITEM # 2	EACH	689		500		<a href="#">021A AMEREN GOB STL</a>	02/26/2009 14:58:55	03/28/2009 00:00:00	03/28/2009 00:00:00	Early

## Lesson 3-2: View Receipts

The screenshot shows the Ameren iSupplier Portal interface. The navigation menu includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Intelligence'. The 'Shipments' tab is selected, and the 'Receipts' sub-tab is highlighted with a red circle labeled '1'. Below the navigation, there are links for 'Delivery Schedules', 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', and 'On-Time Performance'. The 'Receipts' link is also highlighted with a red circle labeled '1'. The main content area is titled 'View Receipts' and features a search form. The search form has fields for 'Receipt Number', 'PO Number' (with '500794' entered), 'Shipment Number', 'Shipped Date', 'Organization' (with 'AMEREN OP UNIT' selected), 'Item Number', 'Supplier Item', and 'Item Description'. A 'Go' button and a 'Clear' button are at the bottom of the search form. A red circle labeled '2' highlights the search form. To the right of the search form is an 'Advanced Search' button, highlighted with a red circle labeled '4'. Below the search form is a table of receipts. The table has columns: 'Receipt', 'Creation Date', 'Organization', 'Shipment Date', 'Packing Slip', 'Containers', 'Waybill/Airbill', 'Carrier', 'Freight', 'Bill of Lading', 'PO Number', and 'Invoice Attachments'. Two receipts are listed: '364050' and '363477'. The '364050' link is highlighted with a red circle labeled '3'. An 'Export' button is located at the bottom right of the table. A callout box points to an 'Export' button with the text 'Export the search results to a spreadsheet.'

The *Receipts Transactions* page provides a historical view of all receipts that have been recorded for goods and services that you have delivered.

1. Click the **Shipments** tab and then click **Receipts** on the blue taskbar, see 1 above.  
The *Receipts Transactions* search page displays as shown.
2. Enter your **search criteria** and then click **Go**, see 2 above. Click the **Magnifying Glass**  to search for and select a value. Leave the search fields blank to display all items.  
The results list displays the POs for which receipts exist and which match the criteria entered.
3. Click a **Receipt Number** or **PO Number** link to view further detail, see 3 above.  
If you click a Receipt Number, the Receipt Transactions are displayed as shown below.

Receipt Transactions														
Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location
04/29/2009 22:53:06	03/26/2009 00:00:00	03/26/2009 00:00:00	Late	<a href="#">500794</a>	1	1		Test Item 1 with ERS supplier	EACH	200		50		<a href="#">021A</a> <a href="#">AMEREN</a> <a href="#">GOB STL</a>

Another way to search for receipts:

1. Click the **Advanced Search** button, see 4 above.
2. Enter the **Search Criteria** and then click **Go**.

## Lesson 3-3: View Returns

The screenshot shows the Ameren iSupplier Portal interface. The 'Returns' tab is selected in the blue taskbar (1). The search form contains the following fields: Organization (AMEREN OP UNIT), PO Number, Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description (2). Below the search form is a table of return results (3) with the following data:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason
AMEREN OP UNIT	363477	500794		157-25	02/24/2009 14:22:52	Test Item 1 with ERS supplier		EACH	50	5	04/29/2009 22:55:25	RECEIPT-MATERIAL IS DAMAGED

An 'Export' button is located in the top right corner of the page, with a callout box stating 'Export the search results to a spreadsheet.' (4).

The *Returns Summary* page enables you to view the return history, the causes for goods returned by Ameren, and the inspection results of a shipment. The results list includes details such as quantity received, quantity returned and a reason for return.

**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Shipments** tab and then click **Returns** in the blue taskbar below the tabs, see 1 above.

The *Returns Summary* search page displays as shown above.

2. Enter your **search criteria** and click **Go**, see 2 above. Refer to Lesson 1- 5 for more information on entering search criteria.

The results list displays the POs for which returns exist and which match the criteria that was entered.

**NOTE:** Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.

3. Click a raised **column heading**, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order from ascending (A-Z) to descending (Z-A).
4. Click the **Receipt Number** and **PO Number** links to view further detail, see 4 above.

## Lesson 3-4: View Overdue Receipts

The screenshot shows the Ameren iSupplier Portal interface. The 'Shipments' tab is selected in the top navigation bar, and the 'Overdue Receipts' sub-tab is active. A search form is present with the following fields: Organization (AMEREN OP UNIT), PO Number (10000119), Item, Supplier Item, and Due Date (04/28/2009). Below the search form, a table displays the results. The table has the following columns: Organization, PO Number, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Buyer, and Supplier Config ID. The table contains two rows of data. The first row shows a PO Number of 10000119 for 'Test Item 1 with ERS supplier'. The second row shows a PO Number of 501033 for 'TEST ITEM # 1'. An 'Export' button is located in the top right corner of the page.

Organization	PO Number	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
AMEREN OP UNIT	<a href="#">10000119</a>		Test Item 1 with ERS supplier	04/28/2009 22:20:50	EACH	200	0	<a href="#">021A AMEREN GOB STL</a>		<a href="#">Hammitt (CSFTTrnSvcs 204), Theresa G</a>	
AMEREN OP UNIT	<a href="#">501033</a>	123A1	TEST ITEM # 1	03/28/2009 00:00:00	EACH	7	0	<a href="#">021A AMEREN GOB STL</a>	UPS GROUND	<a href="#">Reichardt (SCProcPerf 1105), Tiffany A</a>	

The *Overdue Receipts* page enables you to view the details associated with shipments for which receipts have not yet been entered.

**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Shipments** tab and then click **Overdue Receipts** in the blue taskbar below the tabs, see 1 above.  
The *Overdue Receipts* search page displays as shown above.
2. Enter your **search criteria** and click **Go**, see 2 above. Refer to Lesson 1- 5 for more information on entering search criteria.  
The results list displays the POs for which returns exist and which match the criteria that was entered.  
**NOTE:** Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.
3. Click a raised **column heading**, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order, for example from ascending (A-Z) to descending (Z-A).
4. Click the **PO Number**, **Ship-To Location** and **Buyer** links to view further detail, see 4 above.  
You can use the browser's back button to return to this page after viewing the detail.

## Lesson 3-5: Assess On-Time Performance

The screenshot shows the iSupplier Portal interface. The 'On-Time Performance' tab is selected in the blue taskbar. Below it, the 'Simple Search' form is visible, containing various search criteria fields. A table of results is displayed below the search form, with columns for PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Supplier Item, Description, UOM, Quantity Received, Waybill/Airbill Number, Carrier, Status, and Delivery Configuration Id. The 'Due Date' column is highlighted with a red circle (3), and the 'Receipt Number' and 'PO Number' links in the first row are highlighted with a red circle (4). An 'Export' button is also highlighted with a red circle (1) and a callout box that says 'Export the search results to a spreadsheet.'

The *On-Time Performance* page provides the delivery status of shipments you made against purchase orders. You can view your performance for timeliness of deliveries.

**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Shipments** tab and then click **On-Time Performance** in the blue taskbar below the tabs, see 1 above.

The *On-Time Performance* search page displays as shown above.

2. Enter your **search criteria** and click **Go**, see 2 above. Refer to Lesson 1- 5 for more information on entering search criteria.

The results list displays the POs for which receipts exist and which match the criteria that was entered.

**NOTE:** Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.

3. Click a raised **column heading**, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order, for example from ascending (A-Z) to descending (Z-A).
4. Click the **Receipt Number** and **PO Number** links to view further detail, see 4 above. You can use the browser's back button to return to this page after viewing the detail.



# Chapter Four: Invoice and Payment

## Chapter Objectives:

- Learn how to track invoice and payment information

## Chapter Tasks:

- Create and submit an invoice
- Create and submit a credit memo
- View invoices
- View interface invoices
- View payments

**Estimated Lesson Time: 15 minutes**

You can access invoice and payment information as well as review invoice status online using iSupplier Portal. If applicable, you can also create and submit online invoices.

## Lesson 4-1: Submit an Invoice or Credit Memo

If you are authorized, you can submit an invoice online based on purchase order lines for goods or services that you have fulfilled. You can invoice against open, approved, standard or blanket purchase orders that are not fully billed.

You can create a credit memo against purchase orders, including those that are fully billed, by using a negative quantity or amount.

### Review Ameren's Business Rules for Electronic Invoicing

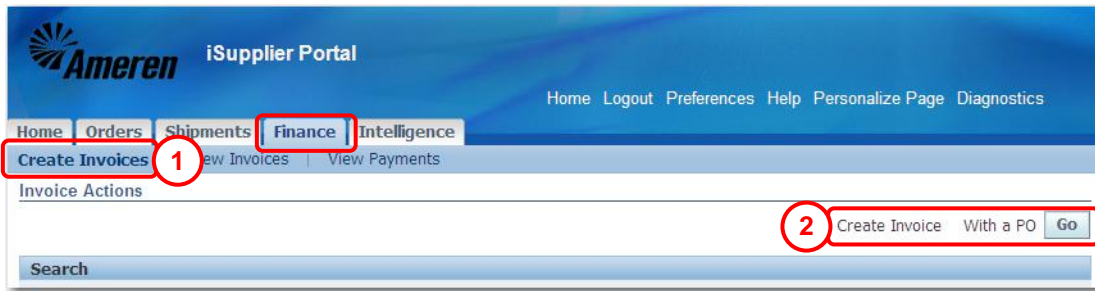
If you are not familiar with Ameren's business rules for electronic invoicing, click [here](#) to view the document. Follow the instructions below to locate this document on the Internet.

1. Go to [www.ameren.com](http://www.ameren.com).
2. Click **Suppliers and Contractors** in the Business Center section on the left side of the page.
3. Click **Business Rules for Electronic Invoicing** in the Supplier PO and Invoice Processing section.

#### IMPORTANT NOTES:

- You cannot submit invoices for CCTM POs or if you are an ERS supplier. Invoices are automatically generated for CCTM POs and for ERS suppliers.
- If the PO has a status of Requires Acknowledgement, you will not be able to create an invoice for the PO. You must acknowledge the PO before you can create an invoice for the PO.

## Create and submit an invoice



1. Click the **Finance** tab and then click **Create Invoices** on the blue taskbar, see 1 above.
2. Click the **Go** button, see 2 above.

The *Create Invoice: Purchase Orders* page displays as shown below.

The screenshot shows the 'Create Invoice: Purchase Orders' page. The search criteria are: Purchase Order Number (10000130), Purchase Order Date (empty), Buyer (empty), Organization (Ameren OP Unit), and Advances and Financing (Excluded). The 'Go' button is highlighted with a red circle and the number 3. Below the search criteria is a table of items with checkboxes in the 'Select' column. The checkboxes for the first two items are highlighted with a red circle and the number 4.


Select	Select PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	10000130	2	1	<input type="checkbox"/>	Voltage Switches #132-B52		15	15	0	EACH	17.56	USD	021A AMEREN GOB STL	AMEREN OP UNIT		
<input checked="" type="checkbox"/>	10000130	1	1	<input type="checkbox"/>	Voltage Switches #276-C32		30	30	0	EACH	11.25	USD	021A AMEREN GOB STL	AMEREN OP UNIT		

3. Enter the **PO number** and click **Go**, see 3 above.  
**NOTE:** You can only include items from a single PO on an invoice.
4. Select the **check boxes** for the line items to add to the invoice, see 4 above, and then click **Next**.

The *Create Invoice: Invoice Entry* page displays as shown on the next page.

Create Invoice: Invoice Entry  
\* Indicates required field

Supplier

\* Supplier Tax Payer ID  
\* Remit To 01CHICAGO  **5**

Address  
Remit To Bank Account  
Unique Remittance Identifier  
Remittance Check Digit

Invoice

\* Invoice Number AMN 09-0413-10000130 **6**  
\* Invoice Date 05/01/2009 **7**  
Invoice Type Invoice **7**  
Currency USD **8**  
Invoice Description Shipment delivered on 04/01/09 **8**  
Attachment None Add **9**

Customer

Customer Tax Payer ID SYS11976  
Customer Name AMEREN LEGAL ENTITY  
Address GENERAL OFFICE BUILDING ST LOUIS  
63103 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
10000130	2	1	Voltage Switches #132-B52		021A AMEREN GOB STL	15	15	7.56	EACH	263.4
10000130	1	1	Voltage Switches #276-C32		021A AMEREN GOB STL	30	30	1.25	EACH	337.5

Shipping and Handling

Charge Type	Amount	Description
Freight	12.50	UPS Overnight

Add Row **11**

Cancel Back Step 2 of 4 Next

5. **Remit To:** Click the **Magnifying Glass** and then click **Go** in the search window that opens. Click the **Quick Select** icon for the address where invoice payment should be sent.  
Ameren's supplier pay site code will be entered in the field as shown.
6. **Invoice Number and Invoice Date:** Enter your **invoice number** and the **invoice date**.
7. **Invoice Type:** Select **Invoice** or **Credit Memo**.
8. **Invoice Description:** Optionally enter a description for the invoice.
9. **Attachment:** If you need to include supporting attachments, click **Add**, see 9.
  - You can enter a Title and Description to identify the attachment (not required).
  - To attach a file, click the Browse Button to locate the attachment.
  - To add a text attachment, select text and type your text in the area provided.
  - Click Add Another to add another attachment or click Apply when finished.
10. **Quantity or Amount:** For each line item, enter the **Quantity/Amount** being invoiced, see 10. You cannot enter a quantity/amount which is greater than the Available Quantity/Amount.
  - **Goods:** Enter the quantity being invoiced. *For a credit memo, enter a negative quantity.*
  - **Services:** Enter the amount being invoiced. *For a credit memo, enter a negative amount.*
11. **Shipping and Handling:** If Shipping or Handling charges apply:
  - Click the **Add Row** button.
  - Select the Charge Type, **Freight** or **Miscellaneous**. Do not include tax or charges for additional shipped quantities as a miscellaneous charge.
  - Enter the **Amount** and **Description**. For *credit memos*, enter negative amounts.
12. Click **Next** when you are finished with this page.  
The *Create Invoice: Invoice Summary* page displays as shown on the next page.

Create Invoice: Invoice Summary

Cancel Back Step 3 of 4 Next

Supplier		Invoice	
* Supplier	XXXXXXXXXXXXXXXXXXXX	* Invoice Number	AMN 09-0413-10000130
Tax Payer ID	XXXXXXXXXX	* Invoice Date	05/01/2009
* Remit To	01CHICAGO	Invoice Type	Standard
Address		* Currency	USD
Remit To Bank Account	XXXXXXXX0267	Invoice Description	Shipment delivered on 04/01/09
Unique Remittance Identifier			Attachment <a href="#">Attachment List</a>
Remittance Check Digit			

**14**

Customer	
* Customer Tax Payer ID	SYS11976
Customer Name	AMEREN LEGAL ENTITY
Address	

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
10000130	2	1	Voltage Switches #132-B52		021A AMEREN GOB STL	15	15.			
10000130	1	1	Voltage Switches #276-C32		021A AMEREN GOB STL	30	30.			

Shipping and Handling	
Charge Type	
Freight	

**13**

Cancel Back Step 3 of 4 Next

Click the Back button to make changes to a previous page.

Click the Cancel button if you want to discard the invoice.

13. Review the information on the Invoice Summary page for correctness and completeness. Use the **Back** button if you need to make changes. Click **Cancel** if you want to discard the invoice and start a new one.
14. Click **Next** to continue.

Create Invoice: Manage Tax and Submit

Step 4 of 4

Supplier		Invoice	
* Supplier	XXXXXXXXXXXXXXXXXXXX	* Invoice Number	AMN 09-0413-10000130
Tax Payer ID	XXXXXXXXXX	* Invoice Date	05/01/2009
* Remit To	01CHICAGO	Invoice Type	Standard
Address		* Currency	USD
Remit To Bank Account	XXXXXX0267	Invoice Description	Shipment delivered 04/01/09
Unique Remittance Identifier			Attachment <a href="#">Attachment List</a>
Remittance Check Digit			

Customer	
* Customer Tax Payer ID	SYS11976
Customer Name	AMEREN LEGAL ENTITY
Address	

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
10000130	2	1	Voltage Switches #132-B52		021A AMEREN GOB STL 15		15.00	EACH	17.56	263.40
10000130	1	1	Voltage Switches #276-C32		021A AMEREN GOB STL 30		30.00	EACH	11.25	337.50

Shipping and Handling	
Charge Type	Amount Description
Freight	12.50 UPS Overnight

Tax Details			
<input type="button" value="Add Another Row"/>			
Charge Type	*Amount	Description	Record History
Tax	18.43	Tax on Line 1 amount	

Step 4 of 4

**15.** If the invoice items are taxable, click the **Add Another Row** button and enter the tax Amount and an optional description, see 15 above.

**NOTE:** Invoice tax amounts are evaluated based on the tax status associated with the PO. Ameren’s tax department reviews invoices which do not pass tax validation requirements.

**16.** Click **Submit Invoice** to submit the invoice to Ameren, see 16 above.

A confirmation message is displayed.

<p> Confirmation</p> <p>Invoice AMN 09-0413-10000130 is submitted to Accounts Payable department. After the invoice has been processed, you can query its status by using the Invoices tab.</p>
---

**NOTES:**

- You can use the *View Interface Invoices* feature to view a copy of the invoice which you submitted.
- You cannot change an invoice after you submit it. If you need to adjust an invoice which has been submitted, you can create a credit memo for the same purchase order items to net out the invoice charges. You can then create a new invoice for the purchase order items



## Lesson 4-2: View Invoices

The screenshot shows the Ameren iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Intelligence. The 'Finance' tab is selected, and the 'View Invoices' link is highlighted with a red circle labeled '1'. Below the navigation bar, there are buttons for 'View Interface Invoices' and 'Export', with a callout box pointing to the 'Export' button stating 'Export the search results to an Excel spreadsheet.' The main content area features a 'Simple Search' form with fields for Invoice Number, PO Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. A 'Go' button is located below the search fields, with a callout '2' pointing to it. Below the search form is a table of invoices with columns: Invoice, Invoice Date, Type, Currency, Amount, Due, Status, On Hold, Payment Status, Due Date, Payment Number, PO Number, Receipt, and Attachments. The first row of the table is highlighted with a red circle labeled '3', and the 'Payment Number' column in the second row is highlighted with a red circle labeled '5'. An 'Advanced Search' button is also visible on the right side of the search form.

Use the *View Invoices* feature to view your company’s invoice information that has been entered into Ameren’s Accounts Payable system as of May 21, 2007.

This page displays only the invoices which have been processed by the Accounts Payable (AP) department. If you have submitted invoices which are not displayed on this page, they are probably still being processed by AP. You can click the View Interface Invoices button to search for the invoices which are waiting to be processed or approved.

1. Click the **Finance** tab and then click **View Invoices** on the blue taskbar, see 1 above.
2. Enter your **search criteria** and click **Go**, see 2 above. Leave the fields blank if you want to view all invoices.
  - Invoice Number: Your invoice number. If your company provides CCTM services, the Ameren generated invoice number will begin with “CCTM”. Invoices for ERS suppliers begin with “ERS”.
  - Invoice Date: The date the invoice was created.
  - Amount: The total amount due on this invoice.
  - Due: The amount remaining after payment is made; 0 if the invoice has been fully paid.
  - Status: The status of the invoice within Ameren’s Accounts Payable (AP) department.
  - On Hold: If the Invoice has been place on hold by AP, click the Hold status link to view details.
  - Due Date: The date on which the payment is due to be paid based on your payment terms.
  - Payment: If payment has been made for this invoice, a link to payment information appears here.
  - Attachments: If the invoice was submitted electronically and included attachments, you can click the link to view the attachments.
3. To view invoice details for the invoice, click an **Invoice Number** link, see 3 above. The *Invoice Details* page displays invoice and payment details, as shown on the next page.



Standard Invoice: 123456789-UEC (Total USD 1549.80)  
 Currency=USD

General		Amount Summary		Payment Information	
Invoice Date	02/26/2009	Item	1549.80	Paid	1549.80
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Attachments	None	Tax	0.00	Status	Paid
Supplier		Prepayment	0.00	Payment Date	04/01/2009
Supplier Site	02CINCINNATI	Retainage	0.00	Payment	1006
Address	CINCINNATI, OH 452641998	Withholding Tax	0.00	Term	NET 30
		Total	1549.80		

Export

Invoice Lines | Scheduled Payments | Hold Reasons **4**

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		774.9		2.00		1549.80	0.00		501027	1	1	Reichardt(SCProcPerf 1105), Tiffany A	

Return to Finance: View Invoices

If the PO includes retainage, the amount retained displays. The Paid amount will be the invoice Amount less the Retainage.

- Click the **Scheduled Payments** tab to view a listing of payments that are paid or pending. Click the **Hold Reasons** tab to view details of any Accounts Payable Holds which have been placed on the invoice.
- If present, click a **Payment Number** link on any page, see 5, to view a list of invoices which were included in the payment.

The Payment page displays payment information and a list of invoices which were included in the payment.

Payment: 1006 (Total USD 1549.80)

Payment Date	04/01/2009	Supplier	
Method		Supplier Site	
Status	Negotiable	Address	
Status Date	04/01/2009		
		CINCINNATI OH 452641998	
		Bank Account	UEC

Export

**Included Invoices**

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
<a href="#">123456789-UEC</a>	02/26/2009	Standard	USD	1549.80		Paid	1549.80 <a href="#">501027</a>		

Return to Invoice Details

Export

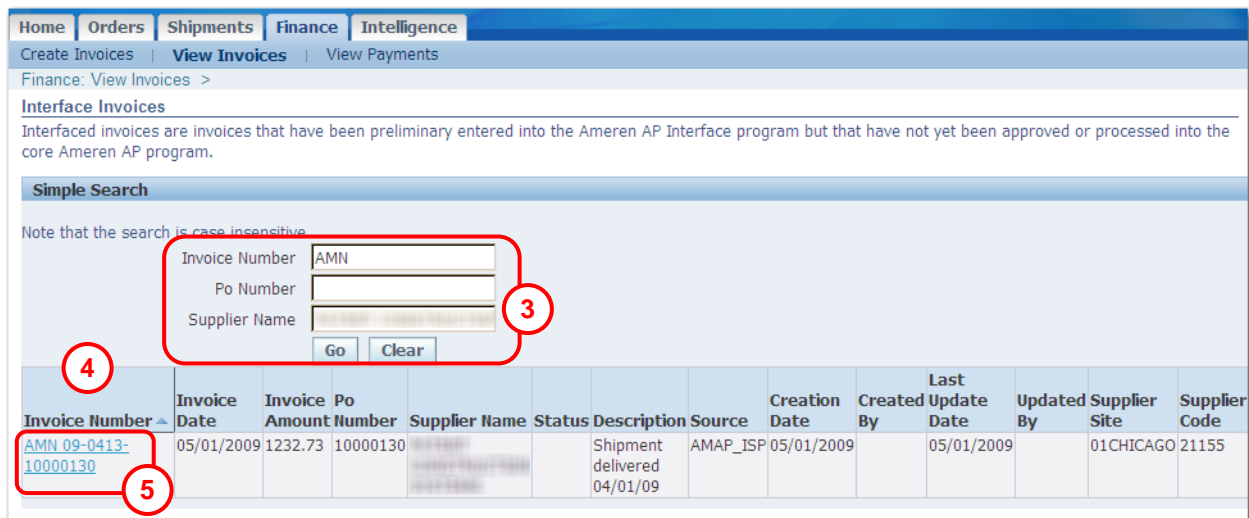
## Lesson 4-3: View Interface Invoices

The *View Interface Invoices* feature allows you to view invoices that have been received and entered into Ameren's Accounts Payable system, but that have not yet been processed by the Accounts Payable (AP) department.



1. Click the **Finance** tab and then click **View Invoices** on the blue taskbar, see **1** above.
2. Click **View Interface Invoices**, see **2** above.

The *Interface Invoices* page displays as shown below.



3. Enter your **search criteria** and click **Go**, see **3** above. Leave the search criteria fields blank if you want to view all available invoices.
  - If your company provides CCTM services, the associated invoices begin with **CCTM**.
  - If your company provides items designated as ERS, the associated invoices begin with **ERS**.
4. Click the **Invoice Number column heading**, see **4** above, to sort by the information in the column. Click the column heading again to reverse the sort order from ascending (A-Z) to descending (Z-A).
5. Click an **Invoice Number** link to view further detail, see **5** above.

The *Invoice Number* page displays as shown on the next page.

Home   Orders   Shipments   Finance   Intelligence																
Create Invoices   View Invoices   View Payments																
Finance: View Invoices > Interface Invoices >																
Invoice Number																
Invoice Number	AMN 09-0413-10000130															
Invoice Date	05/01/2009															
Invoice Amount	1232.73															
Last Update Date	05/01/2009															
Creation Date	05/01/2009															
Status																
Description	Shipment delivered 04/01/09															
Source	AMAP_ISP <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>															
Created By																
Updated By																
Supplier																
Supplier Site	01CHICAGO															
Supplier Code	21155															
Po Number	10000130															
Po Creation Date	05/01/2009															
Po Closed Date																
Interface Invoice Lines																
Invoice Number	Invoice Line	Invoice Line Type	Invoice Line Amount	Invoice Line Quantity	Invoice Line Desc	Invoice Line Dist	Invoice Line Item Desc	Po Number	Po Line	Po Line Desc	Po Unit Price	Po Quantity	Po Uom	Po Line Taxable	Po Line Closed Date	
AMN 09-0413-10000130	3	FREIGHT	12.5		UPS Overnight											
AMN 09-0413-10000130	4	TAX	18.43		Tax on Line 1 amount											

## 6. The Source field displays the invoice source:

- AMAP\_ISP – Manually created using iSupplier Portal
- CCTM – Automatically created as a result of the approval of a CCTM services time card
- ERS – Automatically created as a result of Electronic Receipt Settlement
- DR – Disbursement requests
- AMAP\_INVOICE\_EXCEL\_UPLOAD – invoices uploaded through custom excel tools
- INVOICE GATEWAY – Pre validation XML Gateway Source
- TELESOFT – Invoices from Telesoft applications

## Lesson 4-4: View Payments

The screenshot shows the Ameren iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Finance', and 'Intelligence'. The 'View Payments' link is circled in red and labeled '1'. Below this is a search section titled 'Simple Search' with a note 'Note that the search is case insensitive'. It contains several input fields: 'Payment Number', 'Invoice Number', 'PO Number', 'Status', 'Payment Amount From' to 'To', and 'Payment Date From' to 'To'. A 'Go' button and a 'Clear' button are at the bottom of the search section. A table of payments is displayed below, with columns: 'Payment', 'Payment Date', 'Currency', 'Amount', 'Method', 'Status', 'Status Date', 'Bank Account', 'Invoice', and 'PO Number'. The 'Payment' column is circled in red and labeled '3', and the 'Invoice' column is circled in red and labeled '5'. The first row of the table is circled in red and labeled '4'. An 'Export' button is located at the top right and bottom right of the table area.

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
<a href="#">1032</a>	04/01/2009	USD	172.20		Negotiable	04/01/2009	CIL	<a href="#">123456789-CIL</a>	501027
<a href="#">1006</a>	04/01/2009	USD	1549.80		Negotiable	04/01/2009	UEC	<a href="#">123456789-UEC</a>	501027
<a href="#">6026572</a>	01/02/2009	USD	8685.00	Electronic	Negotiable	01/02/2009	UEC	<a href="#">CCTM-383277-362388</a>	383277
<a href="#">1306665</a>	11/18/2008	USD	14555.00	Check	Negotiable	11/18/2008	UEC	<a href="#">CCTM-383277-360209</a>	383277
<a href="#">1306551</a>	11/17/2008	USD	12226.25	Check	Negotiable	11/17/2008	UEC	<a href="#">CCTM-383277-359979</a>	383277
<a href="#">1305230</a>	10/30/2008	USD	2023.75	Check	Negotiable	10/30/2008	UEC	<a href="#">CCTM-383277-359340</a>	383277

Use the *View Payments* feature to view the history of all the payments that Ameren has made for your invoices. Use this feature to view the details associated with the payment, including the invoices which were included in the payment. Historic payment information is not available; payment information is only available for invoices that were entered into the system beginning May 21, 2007.

**Export Button:** Use this button to export the currently displayed information to a spreadsheet.

1. Click the **Finance** tab and then click **View Payments** in the blue taskbar, see 1 above.  
The *Payment Summary* search page displays as shown above.
2. Enter your **search criteria** and click **Go**, see 2 above.  
Do not enter any search criteria if you want to view all payments. The results list displays the payment data that matches the criteria entered.
3. Click a raised **column heading**, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order, for example from ascending (A-Z) to descending (Z-A).
4. Click a **Payment** link, see 4 above, to view payment details and a list of the invoices which were included in the payment.

This link displays the *Payment Details* page, as shown on the next page. There can be one or more invoice lines in the Payments list depending on how many invoices were included in the payment. If you select a specific invoice, the *Invoice Details* page displays the details for the invoice.

Payment: 1006 (Total USD 1549.80)

Payment Date **04/01/2009**  
 Method  
 Status **Negotiable**  
 Status Date **04/01/2009**

Supplier  
 Supplier Site  
 Address  
**CINCINNATI OH 452641998**  
 Bank Account **UEC**

[Export](#)

**Included Invoices**

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
<a href="#">123456789-UEC</a>	0009	Standard	USD	1549.80		Paid	1549.80 <a href="#">501027</a>		

[Return to Finance: View Payments](#)

[Export](#)

- Click an **Invoice Number** link on any page, see 5, to view Invoice Details, as shown below. The invoice details page displays invoice and payment details.

Standard Invoice: 123456789-UEC (Total USD 1549.80)  
 Currency=USD

[Export](#)

General	Amount Summary	Payment Information
Invoice Date <b>02/26/2009</b> Status <b>Approved</b> On Hold Attachments <b>None</b> Supplier Supplier Site <b>02CINCINNATI</b> Address <b>CINCINNATI OH 452641998</b>	Item <b>1549.80</b> Freight <b>0.00</b> Miscellaneous <b>0.00</b> Tax <b>0.00</b> Prepayment <b>0.00</b> Retainage <b>0.00</b> Withholding Tax <b>0.00</b> Total <b>1549.80</b>	Paid <b>1549.80</b> Discount Taken <b>0.00</b> Due <b>0.00</b> Status <b>Paid</b> Payment Date <b>04/01/2009</b> Payment <b>1006</b> Term <b>NET 30</b>

[Invoice Lines](#) [Scheduled Payments](#) [Hold Reasons](#)

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		774.9		2.00		1549.80	0.00		<a href="#">501027</a>	1	1	<a href="#">Reichardt(SCProcPerf 1105)</a>	

[Return to Payment Details](#)

If the PO includes retainage, the amount retained displays. The Paid amount will be the invoice Amount less the Retainage.

- Click the **Scheduled Payments** tab to view a listing of payments that are paid or pending.
- Click the **Hold Reasons** tab to view details for any Accounts Payable Holds which have been placed on the invoice.









# Chapter Five: Retainage Release

## Chapter Objectives:

- Understand the purpose of a retainage release
- Learn how to create a retainage release

## Chapter Tasks:

- Create a retainage release
- View and modify retainage releases

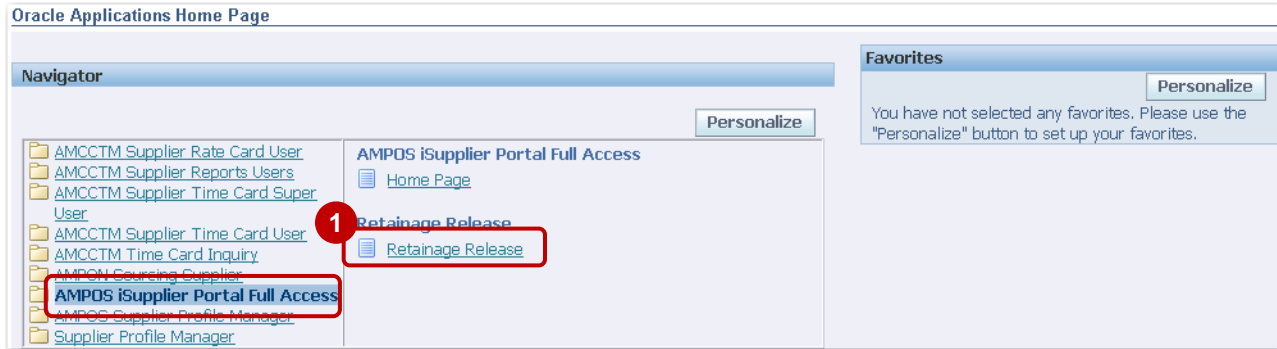
**Estimated Lesson Time: 10 minutes**

Retainage is a risk mitigation method which consists of withholding a percentage of each contractor/supplier payment. After the project or work has been completed and verified, or as specified in the contract, the supplier can request payment of the retained amounts.

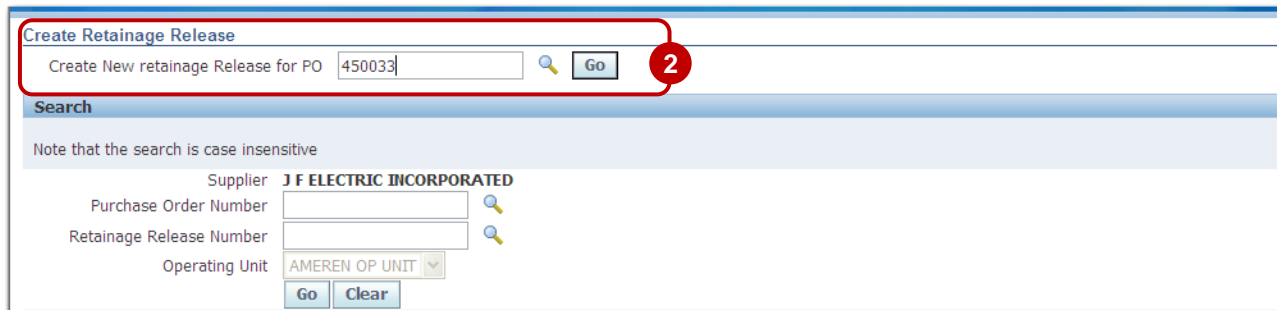
Retainage is required by Ameren policy for projects or work meeting specified criteria.

## Lesson 5-1: Create a Retainage Release

You create a retainage release upon completion of the work or project, or as designated in your contract/PO, to request that the retained amounts be paid.



1. Click **Retainage Release** on the Oracle Applications Home Page, see 1 above.



2. Enter the **PO number** and click **Go**, see 2 above.  
Click the Magnifying Glass if you need to search for a PO.

Create Retainage Release

You cannot enter information in this field. A retainage release number will be assigned after you save or submit the request.

Save Submit Back

**Supplier**

\* Supplier: **J F ELECTRIC INCORPORATED**  
 Tax Payer ID: 270012537  
 Remit To: 01EDWARDSVILLE **3**  
 Address: 100 LAKEFRONT PARKWAY PO BOX 570  
 EDWARDSVILLE IL 62025

Payment will be sent to this address, click the magnifying glass if you need to select a different payment address.

**Retainage Release**

Retainage Release Number: **4**  
 Write Off:   
 \* Request Date: 08/05/2009 14:33:51  
 (example: 07/21/2009 19:45:00)  
 Release Amount:  
 Status: **DRAFT**  
 Currency: **USD** **5**  
 Vendor Reference Number: **6**  
 Attachments: None Add

You can enter your internal invoice or tracking number here.

**Items**

PO Select	PO Number	Line	PO Shipment Number	PO Shipment Amount	Agreed Retention Amount	Invoiced Amount	Retained Amount	Approved Released Amount	Unapproved Released Amt	Retention Amount To Be Released	Comments
<input type="checkbox"/>	450033	1	1	799000	79900	799000	79900	0	0	0	

**PO Details**

Line	Type	Supplier Item	Description	UOM	Quantity	Price	Amount	Retainage Rate%	Status	Reason	Attachment
1	Goods		JF Electric non-lienable retainage full receipt #3	USD	799000	1	799000	10	CLOSED		

3. If you need to enter a different **Remit To** address, see 3.
  - a. Click the Magnifying Glass, see 4.
  - b. Click Go in the search window that opens.
  - c. Click the Quick Select icon for the address where the retainage payment should be sent. Ameren's supplier pay site code will be entered in the field as shown.
4. The **Request Date** defaults to today's date but can be changed if needed, see 4.
5. You can enter your personal invoice number, for payment tracking purposes, see 5. The Vendor Reference Number is printed on the invoice and on the payment notification.
6. If you need to include supporting attachments click **Add**, see 6.

Add Attachment

Cancel Add Another Apply **d**

Add: Desktop File/ Text/ URL

**Attachment Summary Information**

Title:

Description:  **a**

Category: Miscellaneous

**Define Attachment**

Type:  File  URL  Text **c**

Browse... **b**

- a. You can enter a Title and Description to identify the attachment (not required).
- b. To attach a file, click the **Browse** Button to locate the attachment.
- c. To add a text attachment, select **Text** and type your text in the area provided.
- d. Click **Add Another** to add another attachment or click **Apply** when finished.
- e. Click **Save** after you have finished adding attachments.

# 60 iSupplier Portal (Supplier)

In the **Items** section:

Select	PO Number	PO Line Number	PO Shipment Amount	PO Shipment Amount	Agreed Retention Amount	Invoiced Amount	Retained Amount	Approved Released Amount	Unapproved Released Amount	Retention Amount To Be Released	Comments
<input checked="" type="checkbox"/>	450033	1	1	799000	79900	799000	79900	0	0	79900	

Line	Type	Supplier Item	Description	UOM	Quantity	Price	Amount	Retainage Rate%	Status	Reason	Attachment
1	Goods		JF Electric non-lienable retainage full receipt #3	USD	799000	1	799000	10	CLOSED		

Save Submit Back

- Invoiced Amount – Total invoiced amount against the PO line to date.
- Retained Amount – Total amount retained by Ameren to date.
- Approved Released Amount – Retained amount which has been released/approved to date.
- Unapproved Released Amt – Retained amount which has been requested, but has not yet been approved by Ameren.

## 7. Check the Select boxes for the line(s) that you are requesting the release for, see 7.

This example shows a single PO line. If your PO has multiple lines, select all lines for which you are requesting the release.

**Please note:** If the PO has invoices which are currently pending lien waiver approval, you will not be able to check the box.

## 8. The release amount defaults to the current retained amount, but can be changed, see 8.

## 9. Enter any comments regarding the request (optional), see 10.

## 10. Click Save, see 10.

## 11. Click Submit to complete request, see 11.

A Confirmation Message Displays. After the retainage release has been approved and an invoice created, you can search for the invoice by entering the retainage release number in the invoice number field.



## Lesson 5-2: View and Update Retainage Releases

You can open a saved retainage release so that you can complete it, check the status of retainage releases and resubmit retainage releases which have been rejected.

1. Click **Retainage Release** on the Oracle Applications Home Page.

2. In the Search area, enter a **PO number** or a **Release Request Number** and click **Go**, see 2. Click the Magnifying Glass if you need to search for a PO or Retainage Release Number.
3. Search results are displayed, along with the **Release Request approval status**, see 3. See Table 5-1: Approval Statuses for a list of approval statuses and their meaning.
4. To view release information, complete a saved (draft) request or edit a rejected release, click the **Release Request Number**, see 4.

**Table 5-1: Approval Statuses**

<b>Approval Status</b>	<b>Description</b>
<b>Draft</b>	The release has been created and saved, but not submitted for approval.
<b>Pending Approval</b>	The release is pending approval by the Project Manager.
<b>Pending CA Review</b>	The release has been approved by the Project Manager and has been submitted to Construction Audit for final review and approval.
<b>Pending AP Action</b>	The release has been Approved by the Construction Auditor and has been sent to Accounts Payable for processing.
<b>Retainage Released</b>	The Invoice has been created for the release amount.
<b>Release Rejected</b>	The Project Manager has rejected your release; you must update the release and resubmit.
<b>Cancelled</b>	The Retainage Release request has been cancelled.

You cannot enter information in this field. The retainage release number is assigned after you save or submit the request.

Supplier

\* Supplier L E MYERS CO  
Tax Payer ID 361517230

\* Remit To 02CHICAGO  
Address 22386 NETWORK PLACE CHICAGO IL 606731223

Retainage Release Number RR-453110-2362

Write Off

\* Request Date 09/30/2009 15:39:06  
(example: 09/16/2009 19:45:00)

Release Amount 25000

Status RELEASE REJECTED

Currency USD

Vendor Reference Number AMRN-453110

Attachments [View](#) [Add](#)

Submit Delete Back

Payment will be sent to this address, click the magnifying glass if you need to select a different payment address.

You can enter your internal invoice or tracking number here.

Items

Select	S	PO	PO	PO	Agreed	Invoiced	Retained	Approved	Unapproved	Retention Amount To	Comments
	No	Number	Line	Shipment	Retention	Amount	Amount	Released	Released	Be Released	
			Number	Amount	Amount			Amount	Amt		
<input type="checkbox"/>	1	453110	1	1	1500000	150000	1500000	150000	0	25000	

PO Details

Line	Type	Item	Supplier	Description	UOM	Quantity	Price	Amount	Retainage	Status	Reason	Attachment
		Item							Rate%			
1	Goods			Project Test XYZ - Rebuild power support as referenced in Contract #12345	USD	1500000	1	1500000	10	CLOSED		

Rejection Comment  
Requestor Rejected:Please attach final lien waivers to this request and resubmit.

**Write-off** checkbox: The write-off checkbox is not editable. If this box is checked, it indicates that the Retained Amount will not be paid to the supplier.

5. Requests that are in Draft status can be deleted by clicking the **Delete** button, see 5.
6. For rejected releases, the rejection reason displays as shown, see 6.
7. To add supporting attachments, for example final lien waivers, click **Add**, see 7.
  - a. You can enter a Title and Description to identify the attachment (not required).
  - b. To attach a file, click the **Browse** button to locate the attachment.
  - c. To add a text attachment, select Text and type your text in the area provided.
  - d. Click **Add Another** to add another attachment or click **Apply** when finished.
8. Check the **Select** boxes for the line(s) that you want to enter or correct, see 8.
9. Edit the release amount, if needed, see 9.
10. Enter any comments regarding the request (optional), see 10.
11. Click **Submit** to complete your request, see 11.