

ORACLE SOURCING SUPPLIER GUIDE

Updated
May 1, 2007



Table of Contents

Sourcing Application Help and Support	4
Requirements	4
How to Use this Guide	5
Module 1: Oracle Sourcing Basics	6
Section 1-1 Login to Oracle Sourcing	7
Section 1-2 Navigation	9
Section 1-3 Change Your Password	10
Section 1-4 Edit Your Personal Information	11
Module 2: Negotiation Basics.....	12
Section 2-1 How Negotiations Work	13
Section 2-2 Email Invitation	14
Section 2-3 Print RFI, RFQ or Auction Details	15
Section 2-4 Acknowledge Participation	17
Section 2-5 Open a Draft Response.....	19
Section 2-6 View Negotiations and Award Decision Results.....	20
Section 2-7 Online Discussions	22
Section 2-8 Worklist Access	24
Module 3: Request for Information (RFI)	25
Request for Information (RFI) Checklist.....	26
Section 3-1 View an RFI.....	27
Section 3-1.1 View RFI Attributes	28
Section 3-1.2 Download File Attachments.....	29
Section 3-1.3 View RFI Lines	31
Section 3-1.4 View Sourcing Conditions for an RFI	32
Section 3-2 Create an RFI Response	33
Section 3-2.1 Enter RFI Header Details	34
Section 3-2.2 Add Attachments to a Response	35
Section 3-2.3 Enter RFI Line Details Online	36
Section 3-2.3 Enter RFI Line Details Online (Line Level Attributes).....	37
Section 3-2.4 Respond by Spreadsheet (Export the Spreadsheet)	38
Section 3-2.4 Respond by Spreadsheet (Complete the Spreadsheet).....	39
Section 3-2.4 Respond by Spreadsheet (Import the Spreadsheet).....	40
Section 3-2.5 Review and Submit Your Response.....	41
Module 4: Request for Quotation (RFQ).....	42
Request for Quotation (RFQ) Checklist	43
Section 4-1 View an RFQ	44
Section 4-1.2 Download File Attachments.....	45
Section 4-1.3 View RFQ Lines	47
Section 4-1.4 View Sourcing Conditions for an RFQ	48
Section 4-2 Export an RFQ to a Spreadsheet	49
Section 4-2.2 Export an RFQ to a Spreadsheet (Complete a Spreadsheet).....	50
Section 4-3 Create an RFQ Response	51
Section 4-3.1 Enter RFQ Header Details	52
Section 4-3.2 Add Attachments to a Response	53
Section 4-3.3 Enter RFQ Line Details (Online)	54
Section 4-3.3 Enter RFQ Line Details (Online - Line Level Attributes).....	55
Section 4-3.3 Enter RFQ Line Details (Upload Spreadsheet Quote)	56
Section 4-3.4 Review and Submit Your Quote	57
Section 4-4 View the Quote Details You Submitted	58
Section 4-5 Submit a New Quote (Re-Quote).....	59

Module 5: Auctions	60
Auction Checklist.....	61
Section 5-1 View an Auction	62
Section 5-1.2 Download Auction Attachments.....	63
Section 5-1.3 View Auction Lines	65
Section 5-1.4 View Sourcing Conditions for an Auction.....	66
Section 5-2 Export an Auction to a Spreadsheet (Export the Spreadsheet)	67
Section 5-2 Export an Auction to a Spreadsheet (Bid by Spreadsheet)	68
Section 5-3 Create an Auction Response	69
Section 5-3.1 Enter Auction Header Details	70
Section 5-3.2 Add Attachments to a Response	71
Section 5-3.3 Enter Auction Line Details (Online)	72
Section 5-3.3 Enter Auction Line Details (Online - Line Level Attributes).....	73
Section 5-3.3 Enter Auction Line Details (Upload Spreadsheet Bid).....	74
Section 5-3.4 Review and Submit Your Bid.....	75
Section 5-4 Monitor Auction (View Your Bid Details).....	76
Section 5-5 Create Bid (Re-bid an Auction).....	77
Section 5-6 Power Bid	78
Section 5-7 Cancel Proxy Bidding	80
Section 5-8 Bid History	82
Update History	83

Sourcing Application Help and Support

If you have questions related to using the Sourcing application, please contact the Ameren Service Desk at 888-857-5640.

They will answer your question or forward your call to the appropriate contact person, as applicable.

Requirements

To use Oracle Sourcing Supplier, you must meet the following software and hardware minimum requirements:

Hardware Requirements

- Internet access
- 56K modem
- 16 MB RAM
- 266 MHz Pentium processor

Software Requirements

- A standard Web browser, such as Netscape Navigator (version 4.5 or later, but not 6.x) or Internet Explorer (version 5.0 or later).
- Your browser must have cookies enabled.
A cookie is a small amount of information that a Web site uses to identify you.
- Your browser must support Secure Socket Layer (SSL) connections.
SSL is a high-level security protocol which is used for protecting the confidentiality of data that is transmitted over the Internet.
- Adobe Reader is required to view and print formatted negotiation details.
- “Zip” utility software, such as WinZip or Netzip, is required to download quote/bid spreadsheets.
- Microsoft Excel is required to prepare a quote/bid by spreadsheet.

How to Use this Guide

Ameren uses the Oracle Sourcing module as part of its standard business practice as it provides a consistent model/process for contract execution, delivers significant internal and external efficiency gains, supports the strategic sourcing process through the use of attributes which embed total cost of ownership thinking into standard business processes and provides for information exchange with other Oracle applications.

When using this guide, note the formatting of particular text throughout the document.

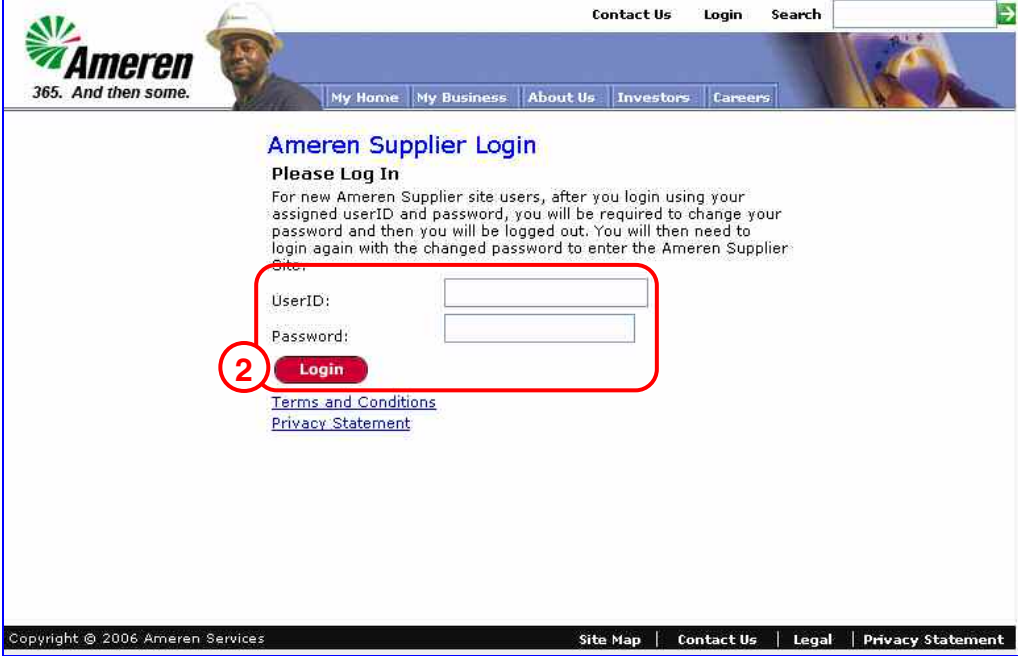
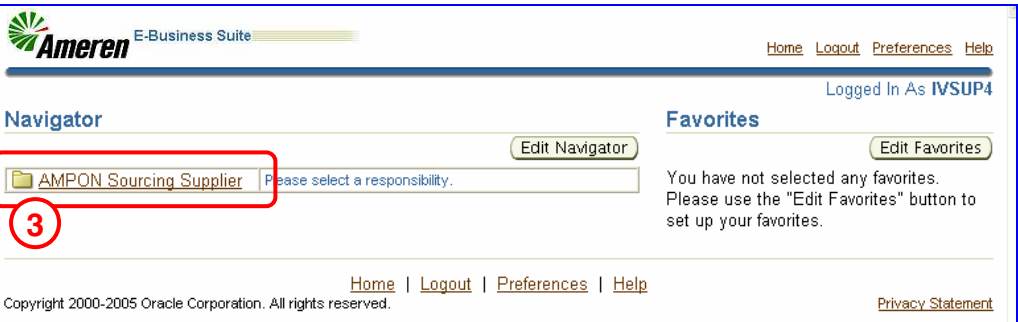
- Number references exist on screen shots. Steps refer to the numbered references for ease of use.
- **Note** represents important points related to actions required in a step or section.

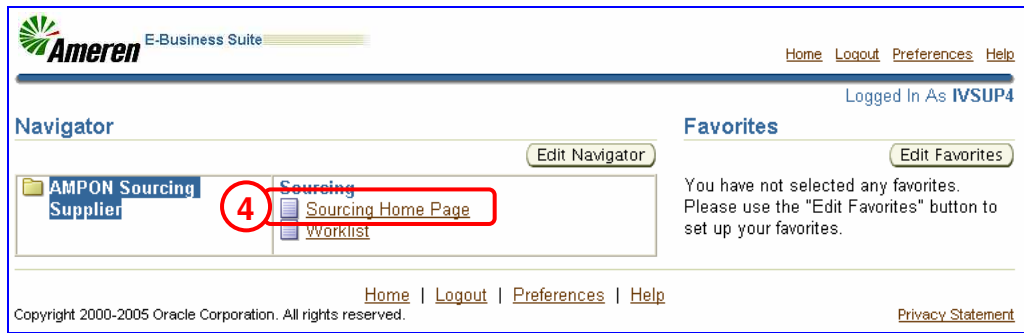
Refer to the following modules contained in this guide for further task lists and instructions:

- Features common to all negotiations, see page 13
- RFI checklist and instructions, see page 23
- RFQ checklist and instructions, see page 43
- Auction checklist and instructions, see page 61

Module 1: Oracle Sourcing Basics

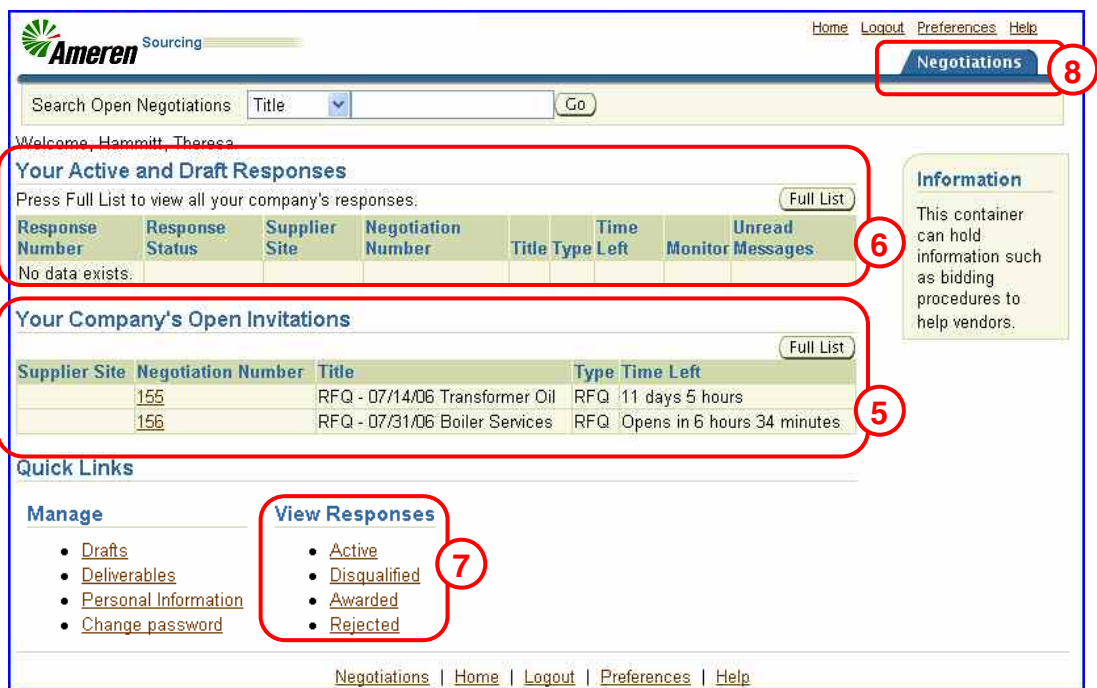
Section 1-1 Login to Oracle Sourcing

1	<p>You will receive an email addressed from wf_oae when you are invited to participate in a negotiation. You can click the link supplied in the email or you can go to https://ebusiness.ameren.com/ to login.</p>
	 <p>The screenshot shows the Ameren Supplier Login page. At the top, there is the Ameren logo with the tagline '365. And then some.' and navigation links: 'My Home', 'My Business', 'About Us', 'Investors', and 'Careers'. The main heading is 'Ameren Supplier Login' followed by 'Please Log In'. Below this, there is a message for new users: '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.' There are two input fields for 'UserID:' and 'Password:', and a red 'Login' button. A red box highlights these fields and the button, with a red circle containing the number '2' next to the button. Below the input fields are links for 'Terms and Conditions' and 'Privacy Statement'. At the bottom, there is a copyright notice 'Copyright © 2006 Ameren Services' and navigation links: 'Site Map', 'Contact Us', 'Legal', and 'Privacy Statement'.</p>
2	<p>Type your UserID and Password and click the Login button; see 2 above.</p>
Note	<p>The first time that you log in, you will be prompted to change your password before you can continue.</p>
Note	<p>If you cannot access the Login screen shown above, contact your IT department for assistance.</p>
	 <p>The screenshot shows the Ameren E-Business Suite interface. At the top, there is the Ameren logo and 'E-Business Suite' text. Navigation links include 'Home', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'IVSUP4'. The 'Navigator' section has a red box around the 'AMPON Sourcing Supplier' link, with a red circle containing the number '3' next to it. Below the link is a text box that says 'Please select a responsibility.' There is also an 'Edit Navigator' button. The 'Favorites' section has an 'Edit Favorites' button and a message: 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.' At the bottom, there is a copyright notice 'Copyright 2000-2005 Oracle Corporation. All rights reserved.' and navigation links: 'Home', 'Logout', 'Preferences', 'Help', and 'Privacy Statement'.</p>
3	<p>Click the AMPON Sourcing Supplier link to enter the Ameren Sourcing Supplier module; see 3 above.</p>



4 Click the Sourcing Home Page link to proceed to the Sourcing home page; see 4 above.

Note Oracle Sourcing will automatically log you out if you are inactive for 60 minutes. If you receive a message that you have been automatically logged out, click the Logout link and then log back in to Oracle Sourcing.



5 *Your Company's Open Invitations* shows any negotiations that you have been invited to participate in, but have not yet responded to; see 5 above. The negotiation **Type** (RFI, RFQ or Auction) and the **Time Left** to submit a response are displayed in this section. You click a **Negotiation Number** to view or print negotiation details or to respond to a negotiation.

6 *Your Active and Draft Responses* shows the negotiations that you have responded to (Active) or are in the process of creating a response for (Draft); see 6 above. A Response Number is assigned to each draft that you have saved or response that you have submitted. You click the Response Number to view the response details.

7 *View Responses* allows you to view your active and draft responses, and disqualified, awarded or rejected responses; see 7 above.

8 You can return to this page at any time by clicking the Negotiations tab; see 8 above.

Section 1-2 Navigation

The screenshot shows the Oracle Sourcing interface for a quote. At the top, there is a navigation bar with the Ameren logo and links for Home, Logout, Preferences, and Help. A 'Negotiations' tab is highlighted. Below the header, the quote details are displayed, including the title 'RFQ 234 Boiler Service', time left, style, currency, contact, and supplier information. An 'Attachments' table lists a file named 'Ameren Boiler Service Specification.doc'. The 'Lines' section contains a table with columns for Line, Rank, Start Price, Target Price, Quote Price Unit, Estimated Quantity, Estimated Total Amount, Target Minimum Release Amount, Quote Minimum Release Amount, and Quote Active Total Quotes. At the bottom, there are navigation links for Negotiations, Home, Logout, Preferences, and Help, along with a copyright notice and a Privacy Statement link.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Boiler Service Specification.doc	File	Boiler Service Specification	From Supplier	SUP_BCPOWER	07/11/2006	One-Time		

Details	Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount	Quote Active Total Quotes
Show	1	Boiler cleaning foreman			1,575 EACH					Blind
Show	1.1	Overheads			275 USD					Blind
Show	1.2	Insurance			200 USD					Blind
Show	2	Transformer components								Blind
Show	2.1	Circuit breaker			55 EACH					Blind
Show	2.2	Electrical switch			25 EACH					Blind

1 Click the Negotiations tab or Negotiations link to return to the main negotiation page.

2 Click the Actions drop-down arrow to see what types of functions are currently available for the item you are viewing.

3 Click the links that are provided on the page to navigate back to a previous page.

Note Avoid using the Internet browser's Back button to navigate back to a previous page.

4 Click the Home link to return to the Home page, which is the first page that you see after you login.

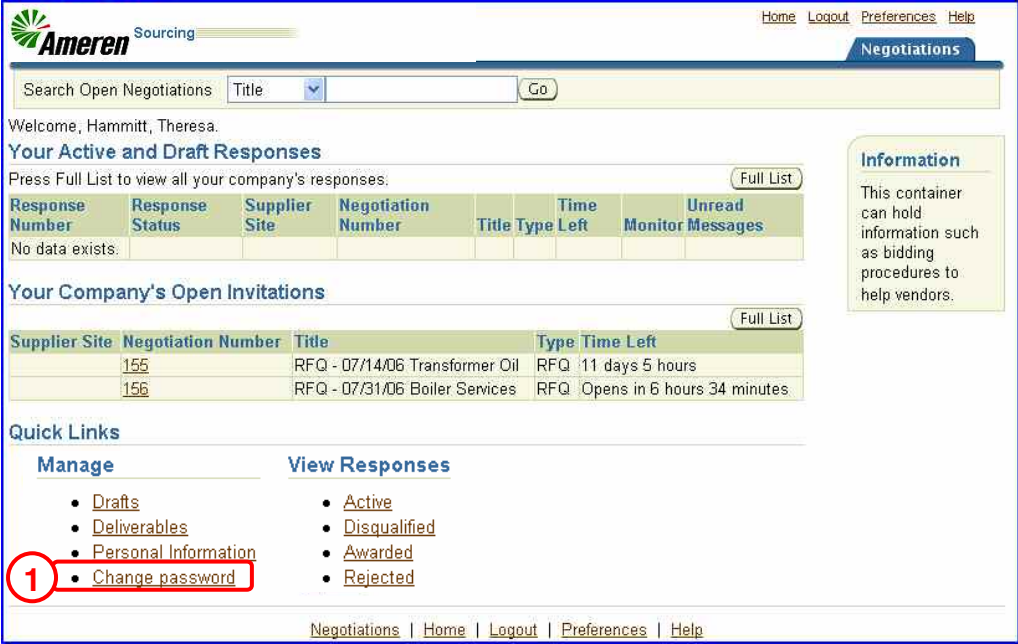
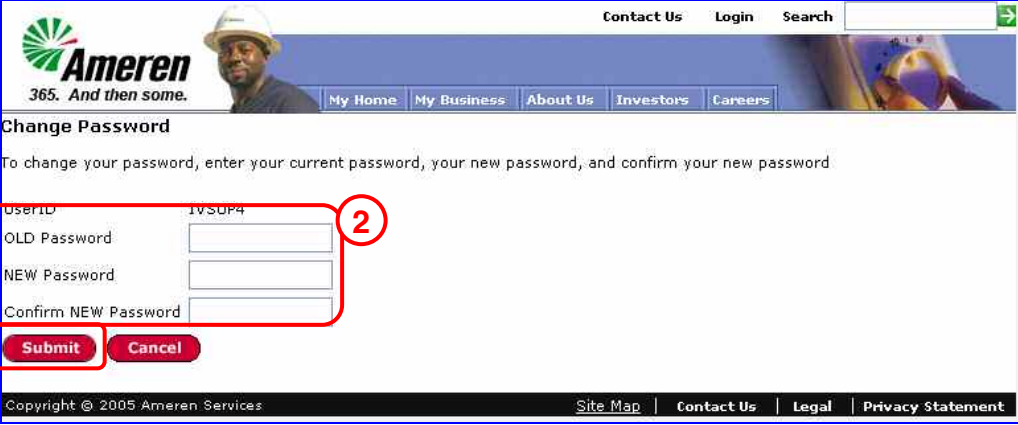
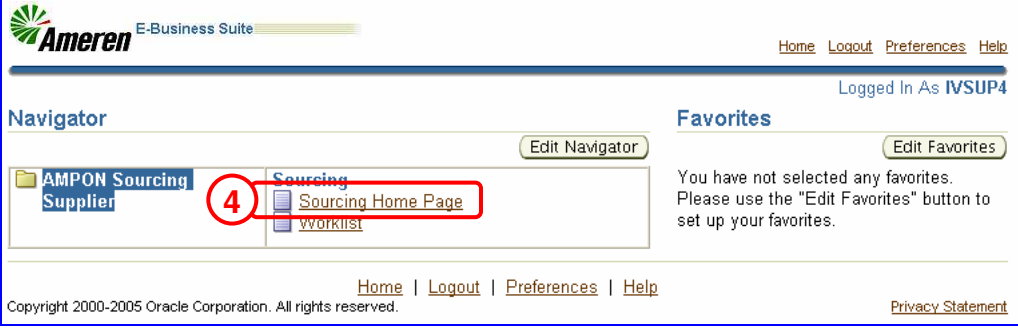
5 Click the Logout link to end your session.

6 Click the Preferences link to change your password.

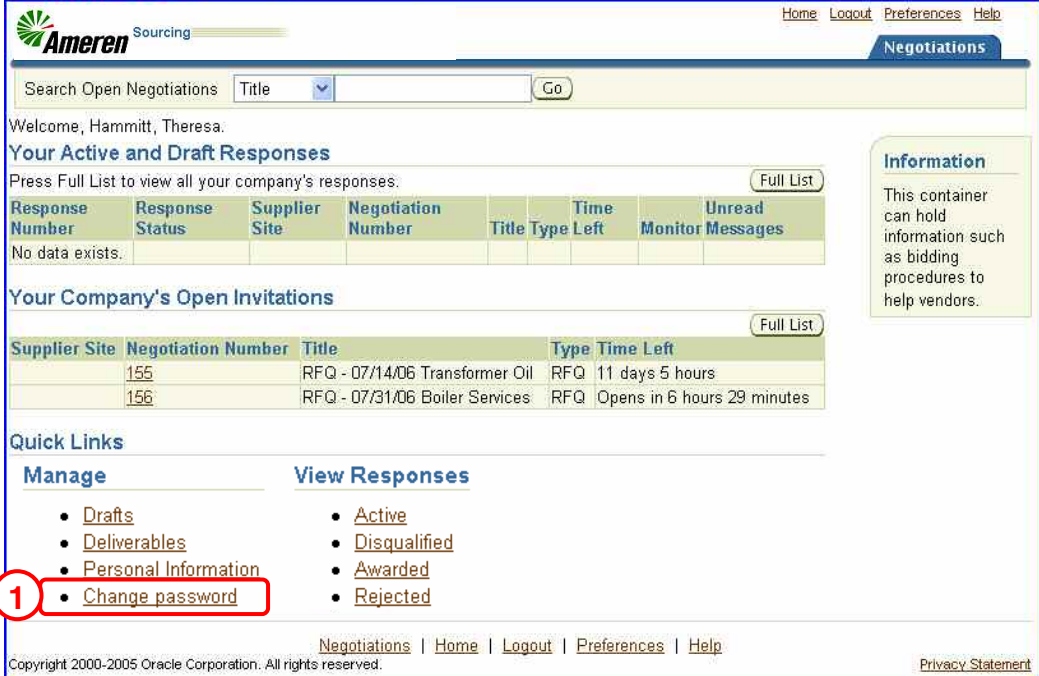
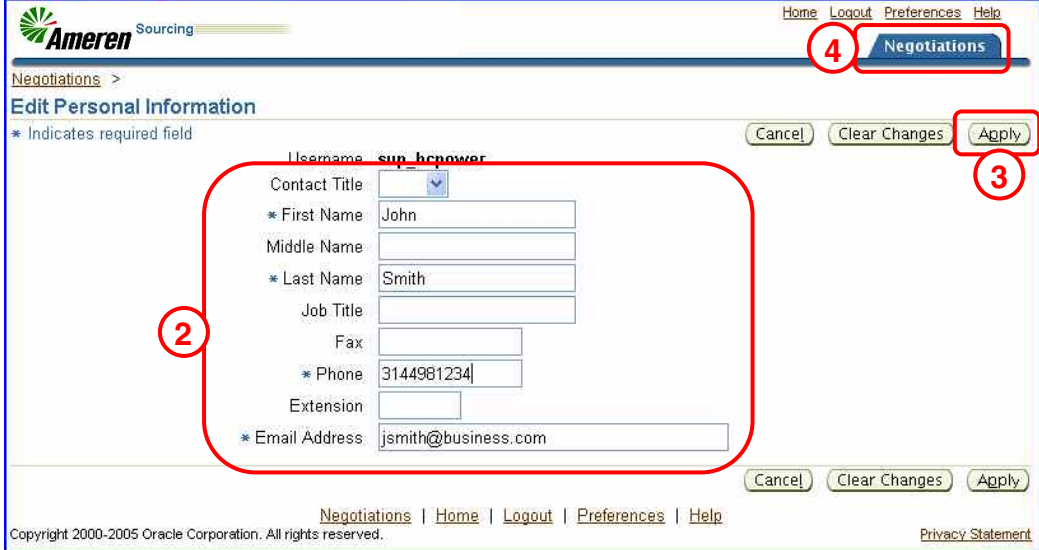
7 Click the Help link to open a new window with links to helpful topics on how to use the system.

8 Show and Hide links can be used to control how much information is displayed on the page.

Section 1-3 Change Your Password

	 <p>The screenshot shows the Ameren Sourcing interface. At the top right, there are links for Home, Logout, Preferences, and Help. Below the search bar, the user is welcomed as Theresa Hammitt. The main content area is divided into sections: 'Your Active and Draft Responses', 'Your Company's Open Invitations', and 'Quick Links'. Under 'Quick Links', there are two columns: 'Manage' and 'View Responses'. The 'Manage' column contains links for Drafts, Deliverables, Personal Information, and Change password. The 'Change password' link is circled in red with a red '1' next to it.</p>
<p>1</p>	<p>Click the Negotiations tab, and then click the Change password link; see 1 above.</p>
	 <p>The screenshot shows the 'Change Password' form. It includes a header with the Ameren logo and navigation links. The form contains fields for User ID (IVSUP4), OLD Password, NEW Password, and Confirm NEW Password. The 'Submit' button is circled in red with a red '3' next to it. The 'NEW Password' field is circled in red with a red '2' next to it.</p>
<p>2</p>	<p>Type your old and new passwords in the text boxes; see 2 above.</p>
<p>3</p>	<p>Click the Submit button to save your changes; see 3 above.</p>
	 <p>The screenshot shows the 'E-Business Suite' Navigator. It features a search bar and a list of links. The 'Sourcing Home Page' link is circled in red with a red '4' next to it. Other links include AMPON Sourcing Supplier and vworklist. The page also includes a 'Favorites' section and a footer with copyright information.</p>
<p>4</p>	<p>Click the Sourcing Home Page link, see 4 above, to return to the Negotiations page.</p>

Section 1-4 Edit Your Personal Information

	 <p>The screenshot shows the Ameren Sourcing interface. At the top, there are navigation links for Home, Logout, Preferences, and Help. Below the navigation is a search bar for Open Negotiations. The main content area is divided into sections: 'Your Active and Draft Responses' (with a 'Full List' button), 'Your Company's Open Invitations' (with a 'Full List' button), and 'Quick Links'. The 'Quick Links' section is further divided into 'Manage' and 'View Responses'. Under 'Manage', there is a list of links: Drafts, Deliverables, Personal Information, and Change password. The 'Change password' link is circled in red with a red circle containing the number 1. Under 'View Responses', there is a list of links: Active, Disqualified, Awarded, and Rejected. At the bottom of the page, there are navigation links for Negotiations, Home, Logout, Preferences, and Help, and a Privacy Statement link.</p>
1	Click the Personal Information link in the Manage section on the Negotiations tab; see 1 above.
	 <p>The screenshot shows the 'Edit Personal Information' page. At the top, there are navigation links for Home, Logout, Preferences, and Help. Below the navigation is a 'Negotiations' tab, which is highlighted with a red circle containing the number 4. The main content area is a form for editing personal information. The form includes fields for Contact Title, First Name, Middle Name, Last Name, Job Title, Fax, Phone, Extension, and Email Address. The 'Apply' button is circled in red with a red circle containing the number 3. The form fields are circled in red with a red circle containing the number 2. At the bottom of the page, there are navigation links for Negotiations, Home, Logout, Preferences, and Help, and a Privacy Statement link.</p>
2	Update the text boxes as needed; see 2 above. <i>Fields marked with asterisks (*) are required and must have an entry.</i>
Note	It is suggested that you create a new user ID if you need to change your email address.
3	Click the Apply button to save your changes; see 3 above. <i>If successful, a confirmation message will be displayed at the top of the page.</i>
4	Click the Negotiations tab, see 4 above, to return to the Negotiations page.

Module 2: Negotiation Basics

Section 2-1 How Negotiations Work

This module contains instructions for processes which are common to all the negotiation types.

The negotiation process allows you to:

1. Receive email notification to participate in a negotiation.
2. View or print the details of the negotiation.
3. Acknowledge your intent to participate in the negotiation.
4. Prepare a response, quote or bid as applicable.
5. Save a draft of your response.
6. Review and submit your response, quote or bid to Ameren.
7. Monitor email notifications and results.

During the negotiation process, suppliers receive email notifications for the following events:

- preview or open negotiation
- reminders
- early close of an RFQ or Auction
- extended close of an RFQ or Auction
- disqualification of a submitted bid or quote
- canceled negotiation
- award of an RFQ or auction

To view specific instructions for each of the three negotiation types:

- **Request for Information (RFI)**
Refer to Module 3.
- **Request for Quote (RFQ)**
Refer to Module 4.
- **Auctions**
Refer to Module 5.

Section 2-2 Email Invitation

When Ameren invites you to participate in a negotiation, you receive an email notification which includes a link to access the negotiation.

Note

From **Alarcon(SCProcPerf 1105), Victor H** Company **AMEREN**
 To **SUP_MDA** Title **RFQ 234 Boiler Service**
 Sent **21-SEP-06 14:08:25** Number **304**
 Due **28-SEP-06 14:07:19**
 ID **455304**

Negotiation Preview **September 21, 2006 02:08 pm Central Time**

Negotiation Open **September 21, 2006 02:08 pm Central Time**

Negotiation Close **September 28, 2006 02:07 pm Central Time**

Supplier **MECHANICAL DYNAMICS & ANALYSIS**

Supplier **1** Site

Click [here](#) if you want to view the document before acknowledging intent to participate and/or to enter a response. If you are not already logged in, you will first be taken to a page where you will need to enter your user name and password.

To acknowledge participation click on "Please click here to Respond" link at the bottom of the email message. On the response page, please click on "YES" to indicate your intent to participate or on "NO" to decline the invitation; you may also enter a note to the buyer on the space provided on the bottom of the response page.

Action History

Num	Action Date	Action	From	To	Details
1	21-SEP-06 14:08:25	Submit	Alarcon (SCProcPerf 1105), Victor H	SUP_MDA	

Please click [here to Respond](#) **2**

This link can be used to indicate your participation.

1

Click the link included in the email to login and view the negotiation; see **1** above.

2

You can use the link shown in **2** above to acknowledge your intent to participate. If you are going to view the details of the negotiation before indicating your intent, it might be easier to use the process given in Section 2-4 to acknowledge your participation.

Note

During the negotiation process, suppliers receive email notifications for the following events:

- preview or open negotiation
- reminders
- early close of an RFQ or Auction
- extended close of an RFQ or Auction
- disqualification of a submitted bid or quote
- canceled negotiation
- award of an RFQ or auction

Section 2-3 Print RFI, RFQ or Auction Details

After you receive an email notification for a negotiation, you can view the negotiation details online or you can print a formatted copy of the negotiation details to review offline.

Search Open Negotiations Title

Welcome, Hammitt, Theresa.

Your Active and Draft Responses
Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
No data exists.							

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
155	RFQ - 07/14/06	Transformer Oil	RFQ	11 days 5 hours
156	RFQ - 07/31/06	Boiler Services	RFQ	Opens in 6 hours 29 minutes

Quick Links

Manage

- [Drafts](#)
- [Deliverables](#)
- [Personal Information](#)
- [Change password](#)

View Responses

- [Active](#)
- [Disqualified](#)
- [Awarded](#)
- [Rejected](#)

[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

1 Any negotiations that you have been invited to participate in and which you have not yet responded to appear in the *Your Company's Open Invitations* section. The negotiation type, RFI (Request for Information), RFQ (Request for Quote) or Auction appears in the Type column, see **1** above.

2 To view a negotiation, click a Negotiation Number link on the Negotiations tab; see **2** above.

Note Click the Full List button to see all negotiations in the list.

Negotiations >
RFQ: 155

Title **RFQ - 07/14/06 Transformer Oil**
Status **Active**
Time Left **11 days 3 hours**

Header | **Lines** | **Controls** | **Contract Terms**

Buyer **Hammitt(CSF ASC CS 204), Theresa**
Style **Blind**
Description **Transformer Oil**

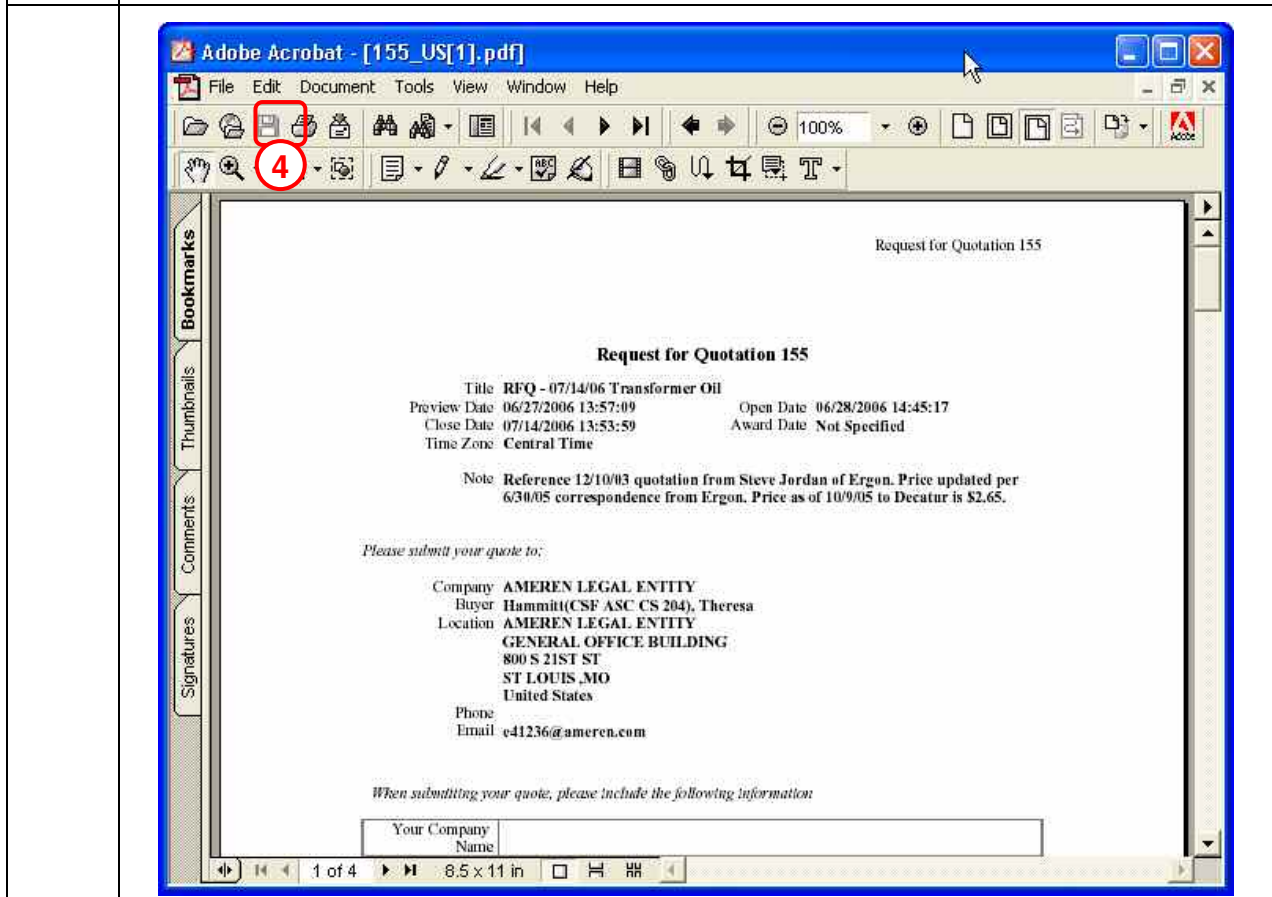
Actions Acknowledge Participation

- Acknowledge Participation
- Create Quote
- Open D
- Close D
- Online Discussions
- View Quote History
- Print RFQ
- Export to Spreadsheet

3 Select Print from the Actions drop-down list, and then click the Go button; see **3** above.



- 3** Click the Open button in the File Download dialog box that displays; see **3** above. *The file opens in Adobe Reader. If you do not have Adobe Reader on your computer, you can download a free copy from www.adobe.com. Check with your IT Department first to see if it is acceptable to download the software.*



- 4** Click the Print button on the Adobe Reader toolbar, see **4** above, to print a copy of the negotiation details.

Note The process to print the negotiation details is the same for RFI, RFQ and Auctions.

Section 2-4 Acknowledge Participation

After you have reviewed the negotiation details, you should acknowledge whether your company will participate in the negotiation. This informs the Ameren buyer of your intentions so that they know whether to expect a response from your company.

Search Open Negotiations Title

Welcome, Hammitt, Theresa.

Your Active and Draft Responses
Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
No data exists.							

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	155	RFQ - 07/14/06 Transformer Oil	RFQ	11 days 5 hours
	156	RFQ - 07/31/06 Boiler Services	RFQ	Opens in 6 hours 29 minutes

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information
- Change password

View Responses

- Active
- Disqualified
- Awarded
- Rejected

Negotiations | Home | Logout | Preferences | Help

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

- 1** Any negotiations that you have been invited to participate in and which you have not yet responded to appear in the *Your Company's Open Invitations* section. Click a Negotiation Number link, see **1** above, to view a negotiation.

Note Click the Full List button to see all negotiations in the list.

Negotiations >

RFQ: 155

Title **RFQ - 07/14/06 Transformer Oil**

Status **Active**

Time Left **11 days 3 hours**

Open Date **06/28/2006 14:45:17**

Close Date **07/14/2006 13:53:59**

Header | **Lines** | Controls | Contract Terms

Buyer **Hammitt(CSF ASC CS 204), Theresa**

Style **Blind**


Description **Transformer Oil**

Outcome **Blanket Purchase Agreement**

Event

Actions: Acknowledge Participation

- 2** Select Acknowledge Participation from the Actions drop-down list, and then click the Go button; see **2** above.

	
<p>3</p>	<p>Select Yes or No; see 3 above.</p>
<p>4</p>	<p>You can type a note to the Ameren buyer (optional); see 4 above.</p>
<p>5</p>	<p>Click the Apply button, see 5 above, to submit your acknowledgment to Ameren.</p>
<p>Note</p>	<p>When Ameren invites you to participate in a negotiation, you receive an email notification which includes a link which can be used to acknowledge your participation. The response page that the link accesses looks slightly different than the one above, but the process is comparable. Either method can be used to acknowledge participation.</p>

Section 2-5 Open a Draft Response

As you create your response, you might want to save a copy as you are working. You will also save a draft copy, if you need to log off before you complete the response. You can then open the draft and resume your response when you next login.

The screenshot shows the Ameren Sourcing interface. At the top, there are navigation links: Home, Logout, Preferences, Help. Below is a search bar for 'Search Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. A welcome message reads 'Welcome, Hammitt, Theresa.' The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. A table displays the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread	Monitor Messages
1056	Draft	00PHOFFMANESTAT	192	Valves RFI		41 days		

Below this table is the 'Your Company's Open Invitations' section with another 'Full List' button and a table:

Supplier Site	Negotiation Number	Title	Type	Time Left
00PHOFFMANESTAT	155	RFQ - 07/14/06 Transformer Oil	RFQ	8 days 5 hours

The 'Quick Links' section is divided into 'Manage' and 'View Responses'. The 'Manage' section includes links for Drafts, Deliverables, Personal Information, and Change password. The 'View Responses' section includes links for Active, Disqualified, Awarded, and Rejected. A red circle highlights the 'Drafts' link in the 'Manage' section.

At the bottom, there are navigation links: Negotiations | Home | Logout | Preferences | Help, and a footer with 'Copyright 2000-2005 Oracle Corporation. All rights reserved.' and a 'Privacy Statement' link.

1 If you have used the Save Draft feature to save your response, it appears in the *Your Active and Draft Responses* section with a response status of *Draft*; see **1** above.

Note If needed, click the Full List button to view all items in the list.

Note Once you have saved a response as a draft, the negotiation no longer appears in the *Your Company's Open Invitations* section.

2 To open the response so that you can continue working, click the response number link associated with the draft; see **2** above.

3 Click the Drafts link in the *Manage* section, see **3** above, for access to all your draft responses. Here you can review, edit and delete your draft responses.

Note If you delete a draft response, all your work on the response will be discarded and the negotiation will be moved back to the *Your Company's Open Invitations* section.

Section 2-6 View Negotiations and Award Decision Results

Any negotiations that you have participated in can be accessed on the Negotiations tab. You can view your active and draft responses. After award decisions have been made, you can view your responses which have been disqualified, awarded or rejected.

The screenshot shows the Ameren Sourcing interface. At the top, there's a search bar for 'Open Negotiations' and a 'Go' button. Below that, a welcome message for Theresa Hammitt is displayed. The main content area is divided into three sections: 'Your Active and Draft Responses' with a table of response details, 'Your Company's Open Invitations' with a table of RFQs, and 'Quick Links' with a 'View Responses' link circled in red and labeled '1'. A sidebar on the right contains an 'Information' box.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
1062	Active	00PHOFFMANESTAT	210	Valves RFI		35 days 23 hours	

Supplier Site	Negotiation Number	Title	Type	Time Left
	155	RFQ - 07/14/06 Transformer Oil	RFQ	3 days 4 hours
	156	RFQ - 07/31/06 Boiler Services	RFQ	23 days 5 hours
	227	Boiler Cleaning	RFQ	33 days 23 hours

1 To view your responses, click the appropriate link; see 1 above.

The screenshot shows the 'Active and Draft Responses' page. It includes a warning message about amended negotiations and a 'Select Response' button. Below is a table of response details. A red circle labeled '2' highlights the 'Response Number' link '1062', and another red circle labeled '3' highlights the 'Negotiation Number' link '210'.

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unre Mess
	1062	1	Active	Hammitt, Theresa	00PHOFFMAN	210	Valves RFI			35 days 23 hours		

2 The **Active and Draft Responses** page lists all your current active and draft responses. Click the Response Number link, see 2 above, to view information/quote details that you sent to Ameren.

3 Click the Negotiation Number link, see 3 above, to view the negotiation details.

The **Disqualified Responses** page lists responses which were disqualified. If your response was disqualified, the reason will be given; see 4 above.

The **Awarded Lines** page lists quote or bid items that you were successful on, including the award quantity and purchase order number; see 5 above. Further details will be provided by an Ameren representative once final assessment is complete.

The **Rejected Lines** page lists any items which were unsuccessful on your bid. The item attributes always appear on the rejected items page as they are not deemed to be a line item within the proposed supply agreement.

Note This is the only method of viewing negotiations you have previously been involved in. If the Active link does not yield results, try the Awarded, Disqualified or Rejected links.

Section 2-7 Online Discussions

If you need additional information or clarification regarding a negotiation, you can communicate with the buyer using the Online Discussions feature. These messages are not sent as emails; they are messages that are only accessible from within the Sourcing module.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Search Open Negotiations Title [v] Go

Welcome, Hammitt, Theresa.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Message
1062	Active	00PHOFFMANESTAT	210	Valves RFI		35 days 23 hours		1

Your Company's Open Invitations Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	155	RFQ - 07/14/06 Transformer Oil	RFQ	3 days 4 hours
	156	RFQ - 07/31/06 Boiler Services	RFQ	23 days 5 hours
	227	Boiler Cleaning	RFQ	33 days 23 hours

Quick Links

Manage

- Drafts
- Deliverables
- Personal Information
- Change password

View Responses

- Active
- Disqualified
- Awarded
- Rejected

Negotiations | Home | Logout | Preferences | Help

Copyright 2000-2005 Oracle Corporation. All rights reserved. Privacy Statement

1 There are two ways to access Online Discussions:

- Click the number in the Unread Messages column, see 1 above; and then skip to step 3.
- Click a negotiation number, see 2 above, and proceed with step 2.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 365

1 Unread Messages

Title **KPR - Output Contract For Rates**

Status **Active**

Time Left **19 days 1 hour**

Header Lines Controls Contract Terms

Buyer **Roundcount(DEV - Ops 280), Kevin**

Style **Blind**

Description

Actions: Acknowledge Participation [v] Go

Open Date

Close Date

Online Discussions

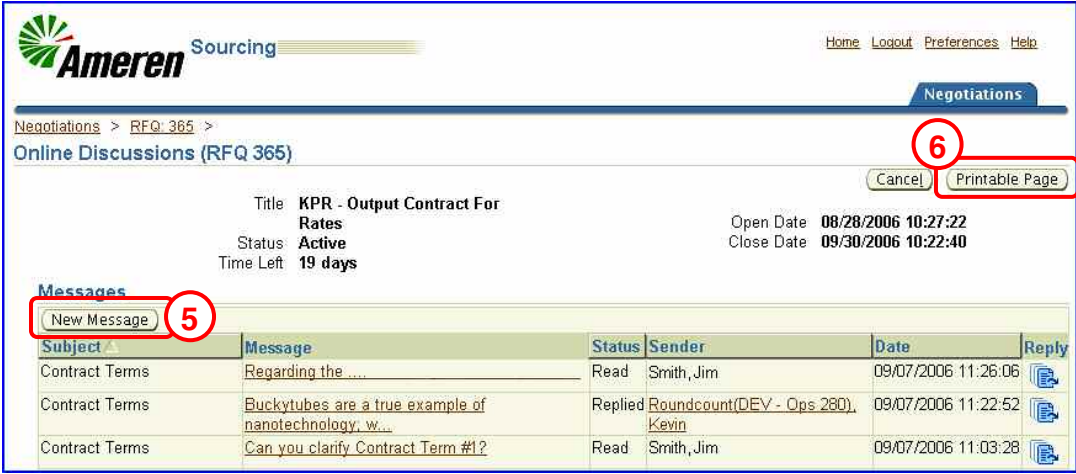
View Quote History

Print RFQ

Export to Spreadsheet

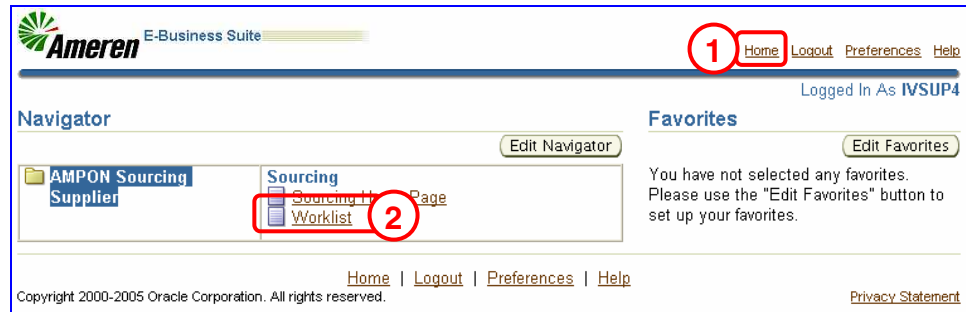
2 On a negotiation summary page, a message icon appears on the negotiation summary page, as shown in 3 above, if you have messages waiting. Click the link to open the Online Discussions page.

Another way to open the Online Discussions page is to select Online Discussions from the Actions drop-down list, as shown in 4 above, and click the Go button.

	 <p>The screenshot shows the Ameren Sourcing interface for RFQ 365. At the top, there are navigation links: Home, Logout, Preferences, and Help. Below the navigation bar, the page title is 'Online Discussions (RFQ 365)'. The main content area displays the discussion details: Title 'KPR - Output Contract For Rates', Status 'Active', and Time Left '19 days'. On the right side, the Open Date is '08/28/2006 10:27:22' and the Close Date is '09/30/2006 10:22:40'. There are two buttons: 'Cancel' and 'Printable Page'. The 'Printable Page' button is circled in red with the number '6'. Below the discussion details is a 'Messages' section. It contains a 'New Message' button, which is circled in red with the number '5'. Below the button is a table of messages:</p> <table border="1" data-bbox="370 436 1406 583"> <thead> <tr> <th>Subject</th> <th>Message</th> <th>Status</th> <th>Sender</th> <th>Date</th> <th>Reply</th> </tr> </thead> <tbody> <tr> <td>Contract Terms</td> <td>Regarding the</td> <td>Read</td> <td>Smith, Jim</td> <td>09/07/2006 11:26:06</td> <td></td> </tr> <tr> <td>Contract Terms</td> <td>Buckytubes are a true example of nanotechnology, w...</td> <td>Replied</td> <td>Roundcount(DEV - Ops 280), Kevin</td> <td>09/07/2006 11:22:52</td> <td></td> </tr> <tr> <td>Contract Terms</td> <td>Can you clarify Contract Term #1?</td> <td>Read</td> <td>Smith, Jim</td> <td>09/07/2006 11:03:28</td> <td></td> </tr> </tbody> </table>	Subject	Message	Status	Sender	Date	Reply	Contract Terms	Regarding the	Read	Smith, Jim	09/07/2006 11:26:06		Contract Terms	Buckytubes are a true example of nanotechnology, w...	Replied	Roundcount(DEV - Ops 280), Kevin	09/07/2006 11:22:52		Contract Terms	Can you clarify Contract Term #1?	Read	Smith, Jim	09/07/2006 11:03:28	
Subject	Message	Status	Sender	Date	Reply																				
Contract Terms	Regarding the	Read	Smith, Jim	09/07/2006 11:26:06																					
Contract Terms	Buckytubes are a true example of nanotechnology, w...	Replied	Roundcount(DEV - Ops 280), Kevin	09/07/2006 11:22:52																					
Contract Terms	Can you clarify Contract Term #1?	Read	Smith, Jim	09/07/2006 11:03:28																					
<p>3</p>	<p>You can take any of the following actions on the Online Discussions page:</p> <ul style="list-style-type: none"> ▪ To start a new discussion: Click the New Message button; see 5 above. Enter a subject and message and then click the Send button. Note that messages are sent as plain text which does not allow formatting. ▪ To read a message: Click a message click. ▪ To reply to a message: Click the Reply button in the opened message or on the Online Discussions page. The original message text is quoted in the message area. You might want to delete the original message text before entering and sending your reply. ▪ To print all messages associated with the discussion: Click the Printable Page button, as shown in 6 above, and then click the Print button in the window that opens. 																								
<p>Note</p>	<p>Discussions are identified by the subject that is entered in the initial message that is sent. If you would like to start a discussion on a new subject, click the New Message button so that you can enter the new subject.</p>																								

Section 2-8 Worklist Access

The Worklist provides access to a copy of all the emails that have been sent from the Ameren Sourcing module. You can use the Worklist to review the emails which have been sent, to view emails which you have accidentally deleted from your inbox, or to respond to email notifications.



- 1** If you are already working in Oracle Sourcing, you can click the Home link, as shown in **1** above, to access the Navigator page.
- Otherwise, log in to Oracle Sourcing, click Sourcing Supplier in the Navigator section and then click Worklist; as shown in **2** above.



- 2** If necessary, select the type of notifications you want to view from the drop-down list and click the Go button; as shown in **3**.
- **Open Notifications:** A list of notifications which you have not 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.

Note By default, the list is sorted by sent date from most recent to oldest, and then by subject in alphabetical order. Click a column heading if you want to sort the list by that column.

- **Sent:** Date when the notification was delivered.
- **Due:** Date by which the notification should be completed.
- **Status** (All Notifications view): Response is Open (needs a response), Closed (response was entered), Canceled (response no longer required).
- **End Date** (All Notifications view): Date when the notification was closed or canceled.

- 3** Click the Subject link, as shown in **4** above, to view or respond to the email notification.

Module 3: Request for Information (RFI)

Request for Information (RFI) Checklist

A Request for Information (RFI) is used to qualify suppliers and their goods and services for subsequent procurement activities. RFIs are used more for gathering information on goods and services provided by a supplier than to lock in particular price information. Typically, an RFI will contain prequalification documents and attribute questions for response as well as additional information for suppliers including an instruction letter and draft contract.

The RFI process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

	Mandatory	Optional
Step 1: Acknowledge Participation in an RFI		
Receive email notification to participate in RFI (see page 14)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acknowledge participation (see page 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step 2: Review RFI Information		
View or print RFI lines (view: see page 24, print: see page 15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download prequalification documents (see page 29)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete prequalification response	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complete other required information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step 3: Submit a Response to an RFI		
Select Create Response from the Actions drop-down list and click GO (see page 33)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read and accept the terms and conditions of the Oracle Sourcing site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create RFI header details (see page 34)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enter the RFI line details (see pages 36, 38)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add attachments including completed prequalification documents (page 35)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Save a draft of your response	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review your RFI response (see page 41)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Send messages to the Ameren buyers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit your response to Ameren (see page 41)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3-1 View an RFI

This section explains how to view the RFI details online. You can also print an RFI (see Section 2-3). After you have reviewed the RFI, be sure to acknowledge your intent to participate (see Section 2-4).

The screenshot shows the Ameren Sourcing web application interface. At the top, there is a navigation bar with links for Home, Logout, Preferences, and Help. Below this is a search bar for Open Negotiations. The main content area is divided into several sections:

- Welcome, Hammitt, Theresa.**
- Your Active and Draft Responses**: A section with a 'Full List' button and a table that currently shows 'No data exists.'
- Your Company's Open Invitations**: A section with a 'Full List' button and a table with the following data:

Supplier Site	Negotiation Number	Title	Type	Time Left
00PHOFFMANESTAT	192	Valves	RFI	41 days 23 hours

 The number '192' in the 'Negotiation Number' column is circled in red, and a red circle with the number '1' is placed to its left.
- Quick Links**: A section with two columns of links:
 - Manage**: Drafts, Deliverables, Personal Information, Change password.
 - View Responses**: Active, Disqualified, Awarded, Rejected.

At the bottom of the page, there are links for Negotiations, Home, Logout, Preferences, and Help, along with a Privacy Statement link and a copyright notice for Oracle Corporation.

- 1 Any negotiations you have been invited to participate in will be listed below the *Your Company's Open Invitations* section. Click the *Negotiation Number* link, see 1 above, to view or print details, acknowledge participation, or respond to a negotiation.

Section 3-1.1 View RFI Attributes

Since the purpose of an RFI is to obtain product and service related information, the Attributes section can be used to seek information regarding your company.

The screenshot displays the Ameren Sourcing interface for RFI 192. The page is titled 'Negotiations > RFI: 192'. It shows the following details:

- Title:** Valves
- Status:** Active
- Time Left:** 41 days 23 hours
- Open Date:** 07/05/2006 09:02:43
- Close Date:** 08/16/2006 08:56:41
- Buyer:** Alarcon(SCProcPerf 1105), Victor
- Style:** Blind
- Description:** Valves - Request for Information / Prequalification
- Payment Terms:** 2% 10 NET 30
- Carrier:** BEST WAY
- Freight Terms:** Prepaid Shipment
- RFI Currency:** USD
- Price Precision:** Any

The 'Attributes' section is expanded, showing the following links:

- Show All Details (highlighted with a red circle and the number 1)
- Hide All Details
- Details: Attribute Group
- Show GENERAL

- 1 Click the *Show All Details* link, see **1** above, to view details of RFI attributes. An RFI may not have attributes in every instance. If this is the case, the field will still expand but will not show any data.

Section 3-1.2 Download File Attachments

Any attachments and notes to suppliers appear in the Notes and Attachments section on the Header tab. Attachments can contain instructions or prequalification information. You can open or download the attachments to your computer.

The screenshot shows the 'Negotiations' interface for RFI: 192. The 'Header' tab is selected. The 'Notes and Attachments' section contains the following table:

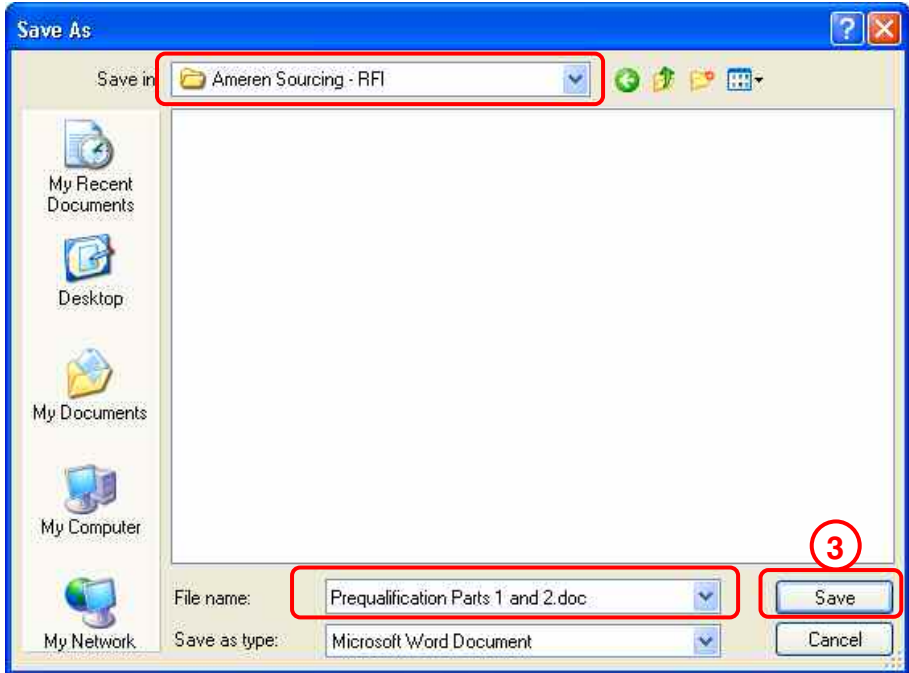
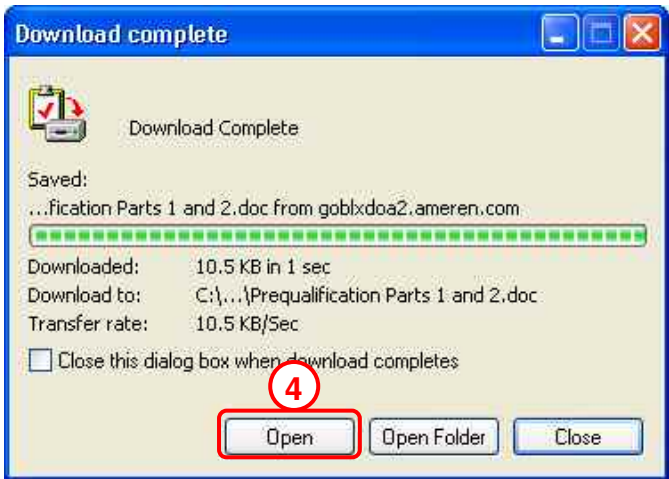
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
EHS Prequalification Part 3 - Risk Level.xls	File	Prequalification Part 3	To Supplier	Q47800	07/05/2006	One-Time		
EHS Prequalification Parts 1 and 2.doc	File	Prequalification Parts 1 and 2	To Supplier	Q47800	07/05/2006	One-Time		
EHS Prequalification Cover Letter.doc	File	Prequalification Cover Letter	To Supplier	Q47800	07/05/2006	One-Time		

- 1 To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present as shown above, download them one at a time.


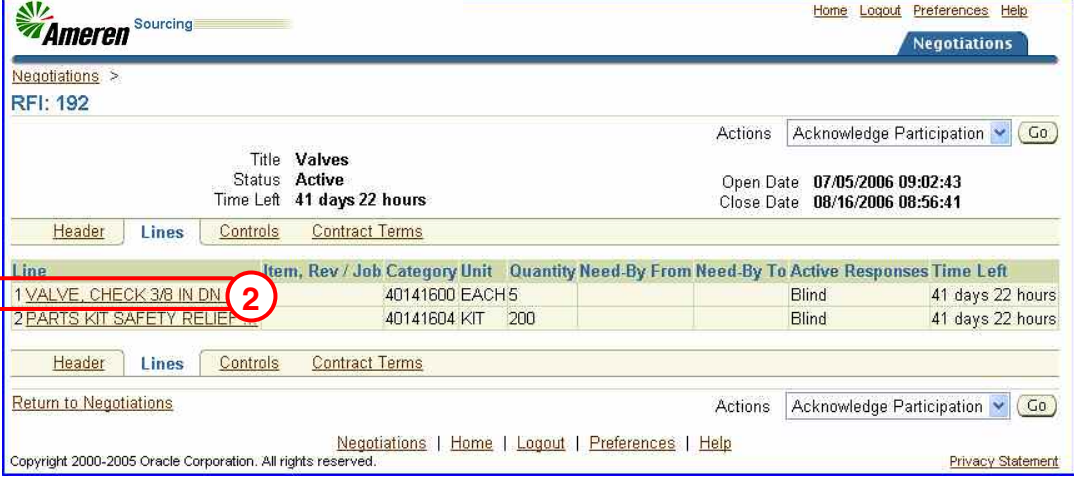
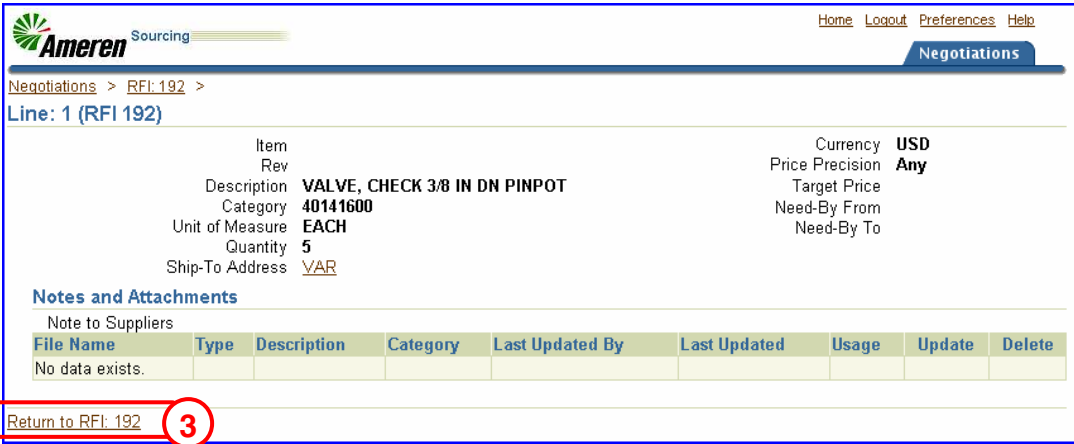
The screenshot shows a 'File Download' dialog box with the following information:

- Do you want to open or save this file?
- Name: Prequalification Parts 1 and 2.doc
- Type: Microsoft Word Document, 10.5 KB
- From: goblxdoa2.ameren.com
- Buttons: Open, Save, Cancel

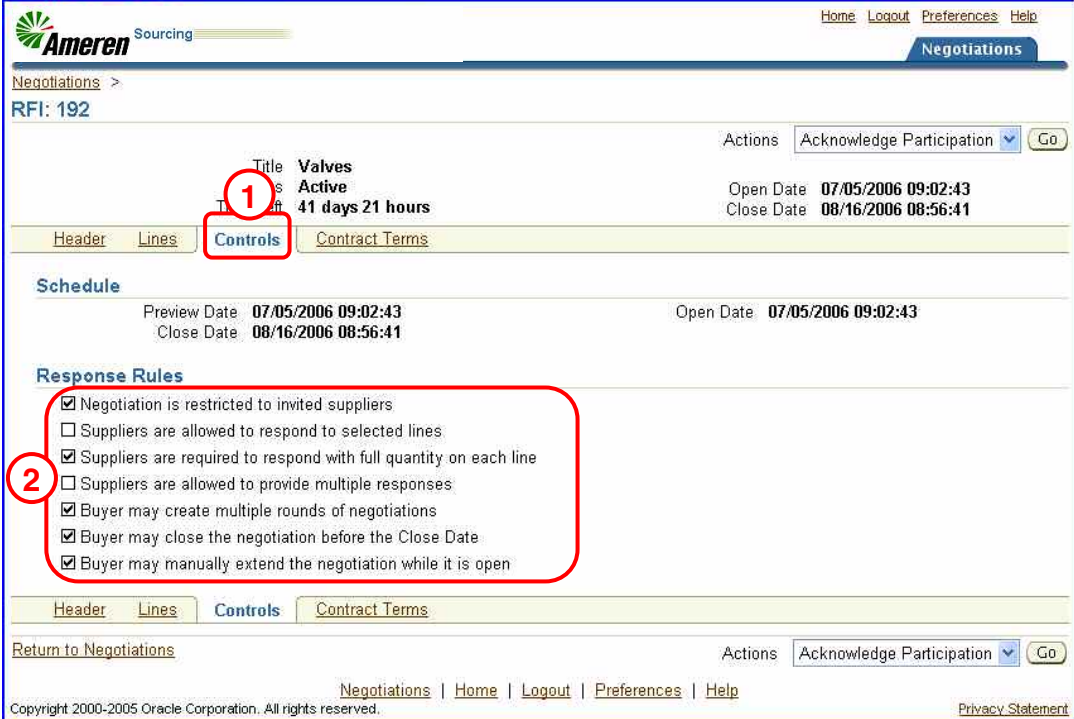
- 2 Click the Save button; see 2 above.

	
<p>3</p>	<p>Select a folder location on your computer/network and click the <i>Save</i> button; see 3 above.</p>
	
<p>4</p>	<p>Click the <i>Open</i> button, see 4 above, to view or edit the document. You can also navigate to the folder location selected in step 3 to open the file.</p>
<p>5</p>	<p>Repeat steps 1-4 in this section to download any other attachments.</p>

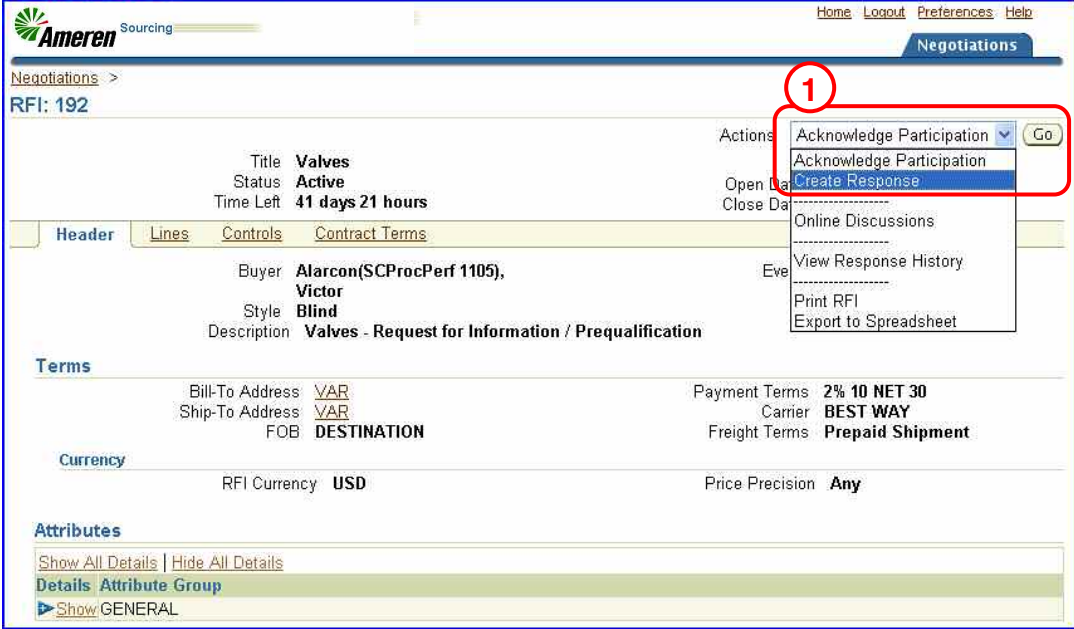
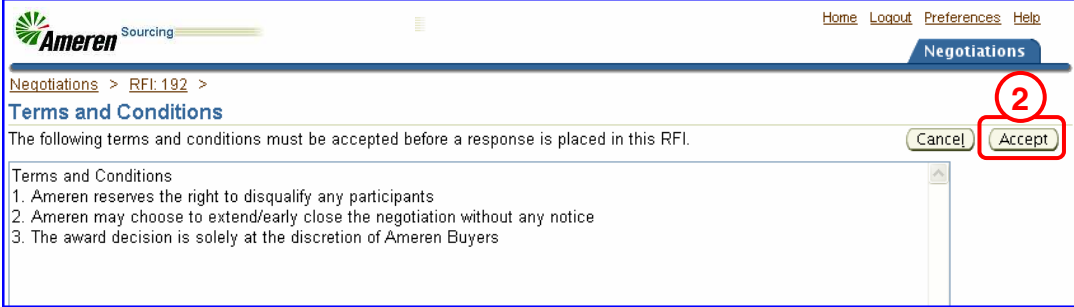
Section 3-1.3 View RFI Lines

	 <p>The screenshot shows the 'Negotiations' page for RFI: 192. The 'Lines' link in the navigation bar is circled in red with a '1' next to it. Other visible elements include the title 'Valves', status 'Active', time left '41 days 22 hours', and various terms and conditions.</p>
<p>1</p>	<p>Click the <i>Lines</i> link, see 1 above, to view information for all RFI lines.</p>
	 <p>The screenshot shows the 'Lines' view for RFI: 192. A table of RFI lines is displayed. The first line description '1 VALVE_CHECK 3/8 IN DN' is circled in red with a '2' next to it. The table includes columns for Line, Item, Rev / Job Category, Unit, Quantity, Need-By, From, Need-By To, Active Responses, and Time Left.</p>
<p>2</p>	<p>Click a Line description link, see 2 above, to view detailed line information.</p>
	 <p>The screenshot shows the detailed view for Line 1 (RFI 192). The 'Return to RFI: 192' link is circled in red with a '3' next to it. The page displays item details such as 'VALVE, CHECK 3/8 IN DN PINPOT', category '40141600', unit 'EACH', and quantity '5'. It also includes a 'Notes and Attachments' section with a table for notes to suppliers.</p>
<p>3</p>	<p>Click the <i>Return to RFI</i> link, see 3 above, to return to the Lines tab.</p>

Section 3-1.4 View Sourcing Conditions for an RFI

	 <p>The screenshot displays the Ameren Sourcing interface for a negotiation. At the top, the Ameren logo and 'Sourcing' are visible. The page title is 'Negotiations > RFI: 192'. A navigation bar includes 'Home', 'Logout', 'Preferences', and 'Help'. The main content area shows the negotiation details: Title 'Valves', Status 'Active', and Duration '41 days 21 hours'. The 'Open Date' is '07/05/2006 09:02:43' and the 'Close Date' is '08/16/2006 08:56:41'. Below this, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Controls' tab is selected and circled in red with a '1'. The 'Schedule' section shows 'Preview Date' and 'Close Date' as '07/05/2006 09:02:43' and '08/16/2006 08:56:41' respectively. The 'Response Rules' section is circled in red with a '2' and contains a list of conditions with checkboxes: 'Negotiation is restricted to invited suppliers' (checked), 'Suppliers are allowed to respond to selected lines' (unchecked), 'Suppliers are required to respond with full quantity on each line' (checked), 'Suppliers are allowed to provide multiple responses' (unchecked), 'Buyer may create multiple rounds of negotiations' (checked), 'Buyer may close the negotiation before the Close Date' (checked), and 'Buyer may manually extend the negotiation while it is open' (checked). At the bottom, there are 'Return to Negotiations' and 'Actions' buttons, and a footer with copyright information and a 'Privacy Statement' link.</p>
1	Click the <i>Controls</i> link; see 1 above.
Note	The RFI conditions are displayed in a read only format; see 2 above. You cannot change the conditions.

Section 3-2 Create an RFI Response

	 <p>Ameren Sourcing Home Logout Preferences Help</p> <p>Negotiations</p> <p>Negotiations > RFI: 192</p> <p>Title Valves Status Active Time Left 41 days 21 hours</p> <p>Header Lines Controls Contract Terms</p> <p>Buyer Alarcon(SCProcPerf 1105), Victor Style Blind Description Valves - Request for Information / Prequalification</p> <p>Terms</p> <p>Bill-To Address VAR Payment Terms 2% 10 NET 30 Ship-To Address VAR Carrier BEST WAY FOB DESTINATION Freight Terms Prepaid Shipment</p> <p>Currency</p> <p>RFI Currency USD Price Precision Any</p> <p>Attributes</p> <p>Show All Details Hide All Details Details Attribute Group Show GENERAL</p> <p>Actions: Acknowledge Participation (dropdown), Acknowledge Participation, Create Response, Online Discussions, View Response History, Print RFI, Export to Spreadsheet. Go button.</p>
1	To respond to the RFI, select <i>Create Response</i> from the Actions drop-down list, and click the <i>Go</i> button; see 1 above.
2	 <p>Ameren Sourcing Home Logout Preferences Help</p> <p>Negotiations</p> <p>Negotiations > RFI: 192 ></p> <p>Terms and Conditions</p> <p>The following terms and conditions must be accepted before a response is placed in this RFI. Cancel Accept</p> <p>Terms and Conditions</p> <ol style="list-style-type: none">1. Ameren reserves the right to disqualify any participants2. Ameren may choose to extend/early close the negotiation without any notice3. The award decision is solely at the discretion of Ameren Buyers

Section 3-2.1 Enter RFI Header Details

The screenshot shows the 'Create Response' page for RFI 192. The page includes a header section with the following details:

- Title: Valves
- Supplier Site: 00PHOFFMANESTAT
- RFI Currency: USD
- Response Currency: USD
- Price Precision: Any
- Time Left: 41 days 20 hours
- Close Date: 08/16/2006 08:56:44
- Response Valid Until: [Calendar icon]
- Reference Number: [Text field]
- Note to Buyer: [Text area]

The 'Attachments' section includes an 'Add Attachments' button. The 'Attributes' table is as follows:

Group	Attribute	Attribute Type	Target Value	Response Value
GENERAL	How many years in business	Required		[Text input field]
GENERAL	Are you able to provide 24/7 technical support	Required		[Text input field]

The 'Lines' section is currently empty, showing 'No data exists.'

1 If desired, enter the date through which your response should be considered valid; see **1** above. Click the Calendar icon to select the date from a calendar. Leave this field blank, if you do not want to specify a validity period.

2 Optionally, enter a reference number for your internal tracking purposes only; see **2** above.

3 Optionally, enter notes which can be viewed by the Ameren buyer after they receive your response; see **3** above.

4 Answer any attribute questions by typing your response in the Response Value fields; see **4** above.

5 The Add Attachments button, see **5** above, is used to include file attachments with your response. See the next page for further instructions on adding attachments.

Note Click the Save Draft button as you are working or before you logout, to save a current copy of what you have entered so far.

Refer to Section 2-5 for information on how to open a draft response.

Section 3-2.2 Add Attachments to a Response

Attachments can be used as needed to attach prequalification responses or additional information. There are three types of attachments: File, URL (Internet address/link), and Text.

1 Click the *Add Attachments* button as shown on the preceding page.

2 Type a descriptive name for the attachment in the Description field; see 2 above.

3 To add a file attachment, select *File* as the attachment type; see 3 above.
The maximum file size for attachments is 10 Megabytes. If the file you need to attach is larger, split the file into several smaller files which can be individually attached. There is no limit to the number of files that can be attached.

4 Click the *Browse* button. In the dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name, and then click the *Open* button.

Note To add a link to a Web page, select URL as the attachment type and enter an Internet address/link in the adjacent field on the right.
 To add a text attachment, select Text as the attachment type and enter the text in the adjacent field on the right.

5 If you want to add another attachment, click the *Add Another* button; see 5 above.

6 Click the *Apply* button, see 6 above, after all attachments have been added.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
EHS Prequalification Part 3 - Risk Level.xls	File	EHS Prequalification Part 3 - Risk Level	From Supplier	SUP_BCPOWER	07/06/2006	On Tim		

Note The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see 7 above. To select a different file or update the description, click the Update (pencil) icon; see 8 above.

Section 3-2.3 Enter RFI Line Details Online

There are two ways to enter RFI line details.

- You can enter the line details online (covered in this section).
- You can download a Microsoft Excel spreadsheet, enter your details in the spreadsheet and then upload the spreadsheet. You may prefer this method (covered in Section 3-2.4) if there are a large number of line items or if several people will be contributing information for the response.

Note Not all RFIs include line items.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Negotiations > Create Response: 1061 (RFI 192)

Cancel View RFI Respond By Spreadsheet Save Draft Continue

Header

Title Valves Time Left **40 days 23 hours**
 Supplier Site **00PHOFFMANESTAT** Close Date **08/16/2006 08:56:41**
 RFI Currency **USD** Response Valid Until **07/31/2007**
 Response Currency **USD** (example: 06/21/2006)
 Price Precision **Any** Reference Number **1**
 Note to Buyer **Our mission is to provide excellent customer service.**

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
EHS Prequalification Parts 1 and 2.doc	File	EHS Prequalification Parts 1 & 2	From Supplier	SUP_BCPOWER	07/06/2006	One-Time		

Attributes

Group	Attribute	Attribute Type	Target Value	Response Value
GENERAL	How many years in business	Required		8
GENERAL	Are you able to provide 24/7 technical support	Required		NO, BUSINESS HOURS ONLY

Lines

Ⓞ Indicates more information requested. Click on the Update icon

Line	Update	Ship-To	Target Price	Response Price	Unit	Target Quantity	Response Quantity	Promise Date
1 VALVE, CHE		VAR			EACH	5		
2 PARTS KIT SAFETY...		VAR			KIT	200	200	

Cancel View RFI Respond By Spreadsheet Save Draft Continue

Negotiations | Home | Logout | Preferences | Help

1 If a pricing response is required, enter pricing details in the Response Price field; see **1** above.

2 Click the calendar icon, see **2** above, and select a promise date.

3 If the target symbol appears by a line item, it means that additional information is required. Click the Update (pencil shaped) icon, see **3** above, to drill down and respond to the line level attributes. Proceed to the next page for instructions on entering line level attributes.

Section 3-2.3 Enter RFI Line Details Online (Line Level Attributes)

This screen is reached by clicking the Update (pencil) icon that appears to the right of a line item. It provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous of this guide.

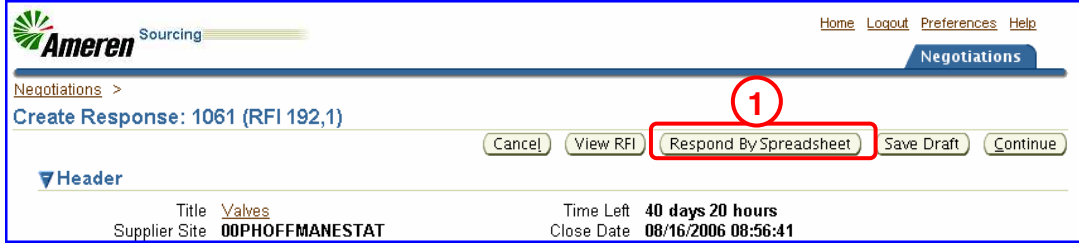
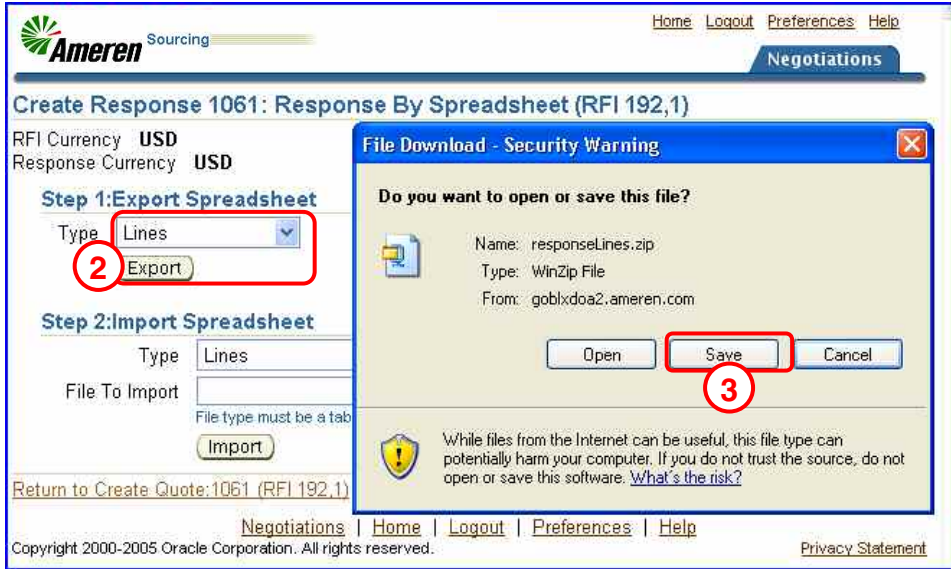
The screenshot shows the 'Create Response' interface for 'Line 1 (RFI 210)'. Key elements include:

- Line Selection:** A dropdown menu showing 'Line 2: PARTS KIT SAFETY RELIEF ...' with a 'Go' button (circled 5).
- Pricing Fields:** 'Response Price' (circled 1), 'Target Price', 'Target Quantity', and 'Response Quantity'.
- Attributes Table:** A table with columns 'Group', 'Attribute', 'Attribute Type', 'Target Value', and 'Response Value'. One row shows 'LEAD TIME' with a 'Response Value' field (circled 3).
- Attachments:** An 'Add Attachments' button (circled 4) and a table for listing attachments.
- Buttons:** 'Cancel', 'Save Draft', and 'Apply' buttons at the bottom right, with 'Apply' circled 6.
- Calendar:** A 'Promise Date' field with a calendar icon (circled 2).

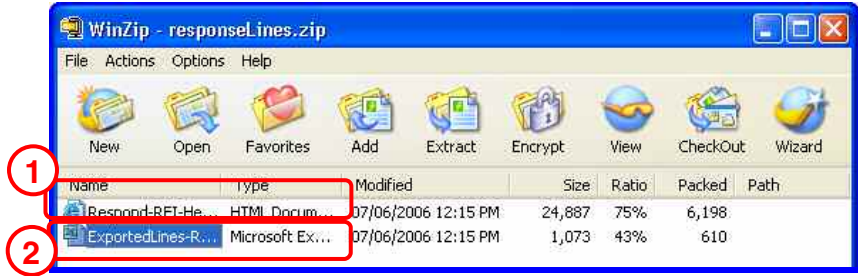
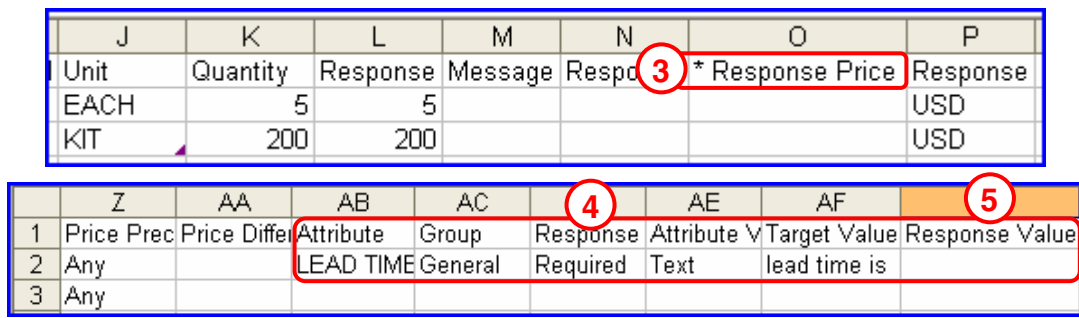
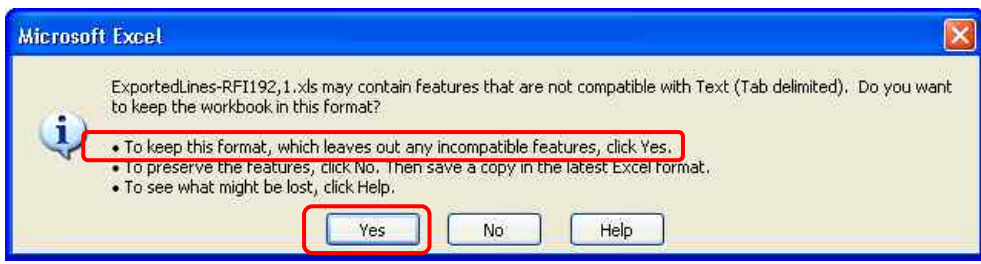
Group	Attribute	Attribute Type	Target Value	Response Value
General	LEAD TIME	Required	lead time is required from date of order to arrival in Saint Louis	

- 1 If a pricing response is required, enter pricing details in the Response Price field; see 1 above.
- 2 Click the calendar icon, see 2 above, and select a promise date.
- 3 Enter your response to any attributes; see 3 above.
- 4 If needed, add any attachments pertinent to the line item; see 4 above. Refer to Section 3-2.2 of this guide for further instructions on adding attachments.
- 5 If you want to enter details for other line items, select the line number, and click the Go button; see 5 above.
You can advance sequentially through all the line items by using the Go button.
- 6 When you have finished entering line details, click the Apply button, see 6 above, to return to the RFI response page.

Section 3-2.4 Respond by Spreadsheet (Export the Spreadsheet)

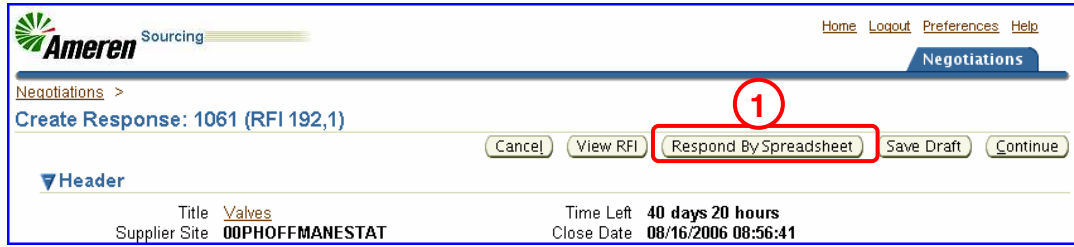
<p>There are two ways to enter RFI line details.</p> <ul style="list-style-type: none"> You can enter the line details online (covered in Section 3-2.3). You can download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing. (covered in this section.) You may prefer this method if there are a large number of line items or if several people will be contributing information for the response. 	
Note	Most RFIs will not include line items.
	
1	Click the Respond by Spreadsheet button; see 1 above.
	
2	Ensure that Lines is selected as the Type and click the Export button; see 2 above.
3	Click the Save button, see 3 above, and save the file to a location on your computer/network.
Note	The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file. Check with your IT Department if you need assistance.

Section 3-2.4 Respond by Spreadsheet (Complete the Spreadsheet)

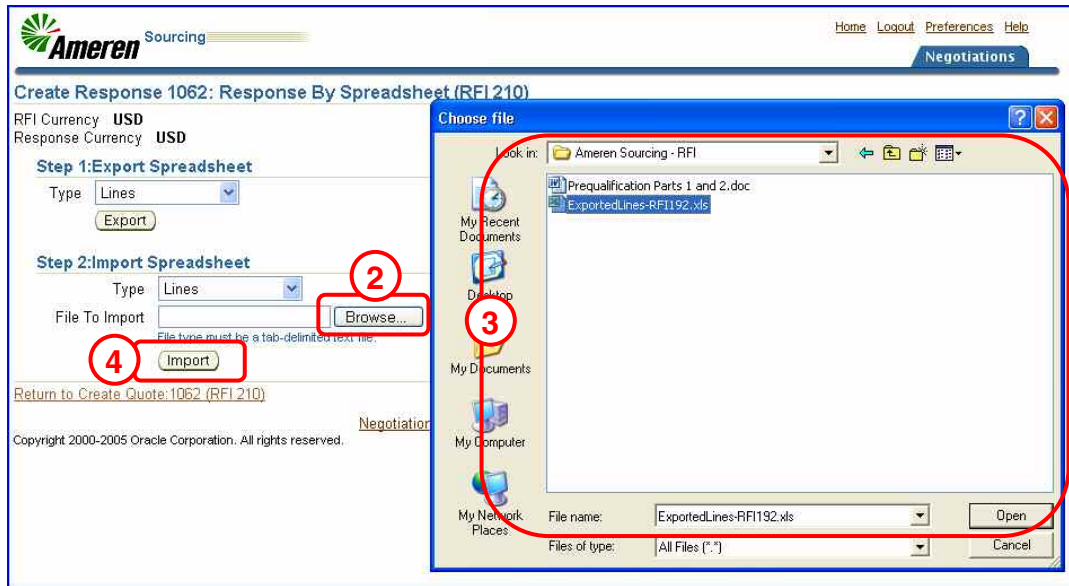
The downloaded zip file contains the spreadsheet and the instructions for completing the spreadsheet.	
1	Navigate to and open the downloaded zip file that contains the spreadsheet.
	
Note	The window shown above is for illustration only. Your window may look different if you are using a different “zip” program.
2	The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.
3	The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.
	
4	Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required, see 4 above, you must enter a Response Value, see 5 above.
5	After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be kept in Text (tab delimited) format in order to be uploaded.
	
6	If you are prompted to keep the file in Text format, click the Yes button.

Section 3-2.4 Respond by Spreadsheet (Import the Spreadsheet)

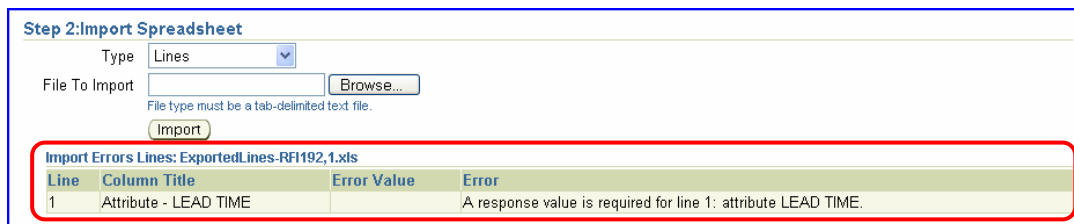
After you have completed the response spreadsheet, log into Oracle Sourcing and create or open the draft response that is associated with the spreadsheet.



- 1 Click the Respond by Spreadsheet button; see 1 above.

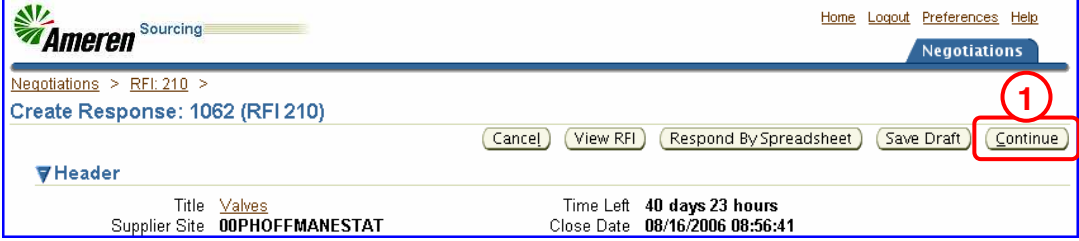
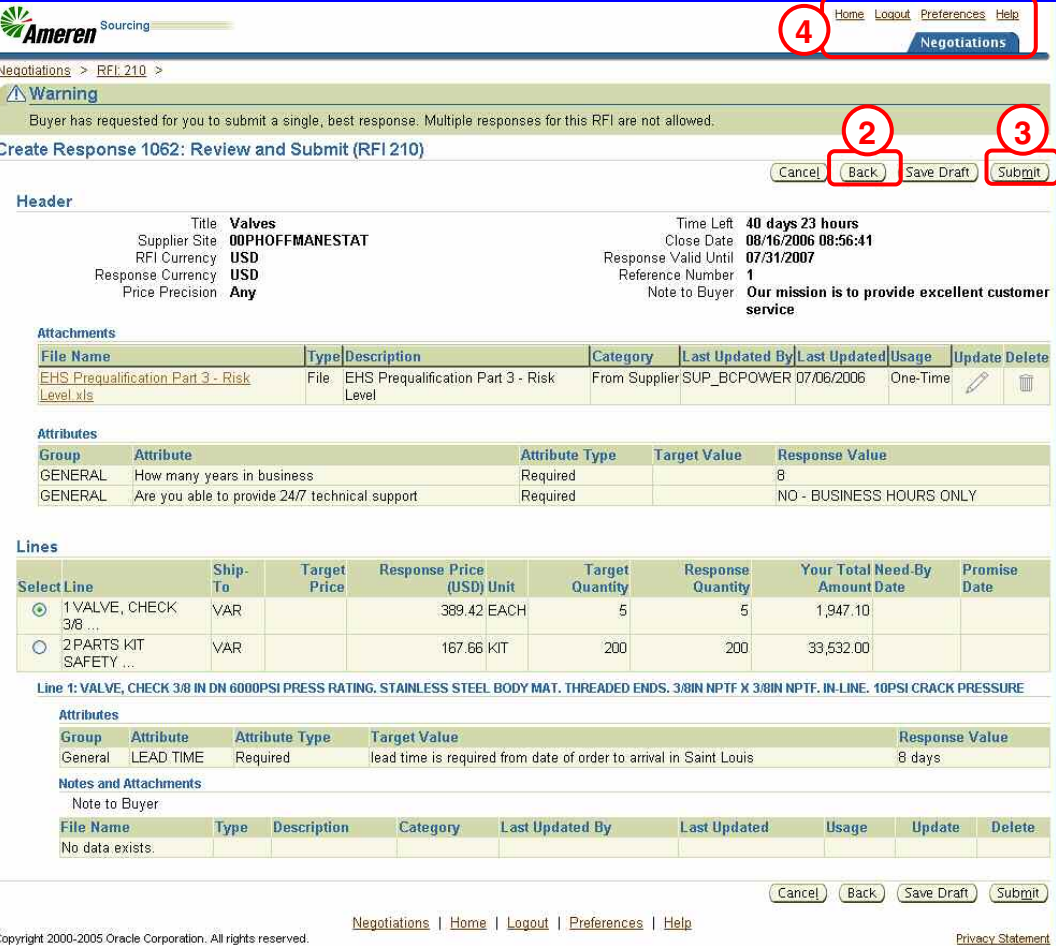


- 2 Ensure that Lines is selected as the Type, and click the Browse button; see 2 above.
- 3 Navigate to the spreadsheet file that contains your response. Select the file and click the Open button; see 3 above.
- 4 Click the Import button to upload the spreadsheet to Oracle Sourcing; see 4 above.



- Note** If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.

Section 3-2.5 Review and Submit Your Response

	
<p>1</p>	<p>After you have completed all requirements associated with the RFI response, click the Continue button on the response page; see 1 above.</p>
	
<p>2</p>	<p>Review the information. If you need to make changes to your response, click the Back button; see 2 above.</p>
<p>3</p>	<p>After you have verified that the information is correct, click the Submit button; see 3 above.</p>
<p>4</p>	<p>A confirmation page is displayed. When the confirmation page is displayed, it confirms that your response has been submitted to Ameren. Click the Negotiations page or click the Logout link to end your session; see 4 above.</p>
<p>Note</p>	<p>After you have submitted a response, the negotiation is moved from the <i>Your Company's Open Invitations</i> section to the <i>Your Active and Draft Responses</i> section.</p>

Module 4: Request for Quotation (RFQ)

Request for Quotation (RFQ) Checklist

A Request for Quotation (RFQ) enables Ameren buyers to collect quotes from suppliers. Typically, an RFQ will contain a list of items to quote and attribute questions for response as well as additional information for suppliers including an instruction letter, a draft contract and product specifications. Once suppliers have submitted an initial round of quotes, the buyer may fine-tune the RFQ and initiate detailed negotiations as necessary. The process may go through multiple rounds of negotiations and quotes before completion.

The RFQ process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

	Mandatory	Optional
Step 1: Acknowledge participation in an RFQ		
Receive email notification to participate in RFQ (see page 14)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acknowledge participation (see page 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step 2: Review RFQ information		
Download RFQ attachments, if needed (see page 45)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View or print RFQ lines (view: see page 44, print: see page 15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download quoting spreadsheet (see page 49)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete quotation off line	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Step 3: Submit a Response to an RFQ		
Select Create Quote from the Actions drop-down list and click GO (see page 51)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read and accept the terms and conditions of the Oracle Sourcing site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create RFQ header details (see page 52)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enter the RFQ line details (see page 54) or Upload pre-prepared quotation spreadsheet (see page 56)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Save a draft of your response	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Review your RFQ response (see page 57)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Send messages to the Ameren buyers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit your response to Ameren (see page 57)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 4-1 View an RFQ

This section explains how to view the RFQ details online. You might prefer to print a formatted copy of the RFQ details, see Section 2-3 for instructions. After you have reviewed the RFQ, be sure to acknowledge your intent to participate; see Section 2-4 for instructions.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Search Open Negotiations Title Go

Welcome, Hammitt, Theresa.

Your Active and Draft Responses
Press Full List to view all your company's responses. (Full List)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1068	Active		155	RFQ - 07/14/06 Transformer Oil	RFQ	3 days		
1062	Active	00PHOFFMANESTAT	210	Valves	RFI	35 days 19 hours		

Your Company's Open Invitations (Full List)

Supplier Site	Negotiation Number	Title	Type	Time Left
	234	RFQ 234 Boiler Service	RFQ	30 days 23 hours

Quick Links 1

Manage View Responses

- Drafts
- Deliverables
- Personal Information
- Change password
- Active
- Disqualified
- Awarded
- Rejected

Negotiations | Home | Logout | Preferences | Help
Copyright 2000-2005 Oracle Corporation. All rights reserved. Privacy Statement

- 1 Any negotiations you have been invited to participate in will be listed below the *Open Invitations* section. Click the *Negotiation Number* link, see 1 above, to view or print details, acknowledge participation, or respond to a negotiation.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 234

Actions: Acknowledge Participation Go

Title **RFQ 234 Boiler Service**
Status **Active**
Time Left **30 days 23 hours**

Open Date **07/11/2006 13:21:56**
Close Date **08/11/2006 13:21:49**

Header Lines Controls Contract Terms

Buyer **Alarcon(SCProcPerf 1105), Victor**
Style **Blind**
Description

Outcome **Blanket Purchase Agreement**
Event

Terms

Effective Start Date
Effective End Date
Bill-To Address **VAR**
Ship-To Address **VAR**
FOB

Total Agreement Amount
Minimum Release Amount
Payment Terms **2% 10 NET 30**
Carrier
Freight Terms

Currency
RFQ Currency **USD**
Price Precision **Any**

Attributes

2 Show All Details Hide All Details
Details Attribute Group
▶ Show GENERAL

- 2 Click the Show All Details link to view the header level attributes, if any; see 2 above.

Section 4-1.2 Download File Attachments

Any attachments and notes to suppliers appear in the Notes and Attachments section on the Header tab. Attachments might contain special instructions or information that you need to respond to. You can open an attachment or download and save the attachment on your computer.

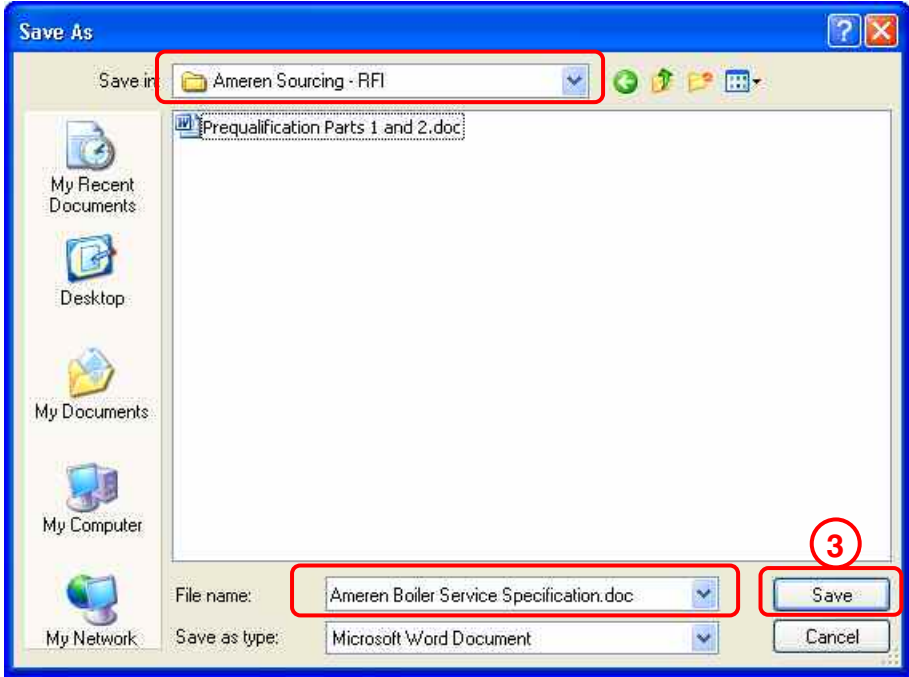
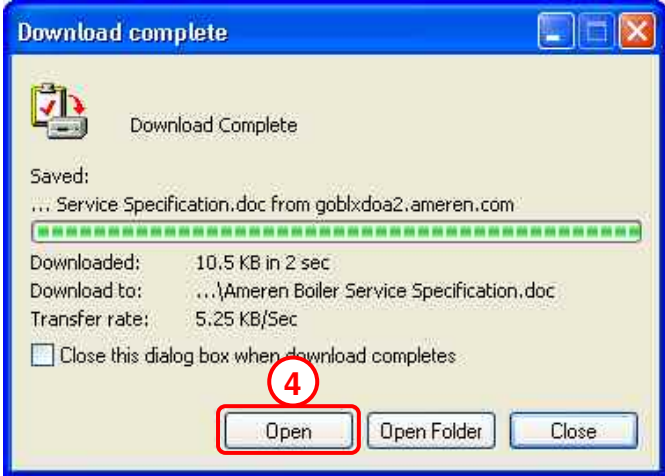
The screenshot shows the Ameren Sourcing interface for RFQ 234. The 'Notes and Attachments' section is expanded to show a table of attachments. A red circle with the number '1' highlights the 'File Name' column, specifically the link 'Ameren Boiler Service Specification.doc'.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Boiler Service Specification.doc	File	Ameren Boiler Service Specification	To Supplier: Q47800		07/11/2006	One-Time		

- 1 To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present, download them one at a time.



- 2 Click the *Save* button; see 2 above.

	
<p>3</p>	<p>Select a folder location on your computer/network and click the <i>Save</i> button; see 3 above.</p>
	
<p>4</p>	<p>Click the <i>Open</i> button, see 4 above, to view the document. You can also navigate to the folder location selected in Step 3 to open the file.</p>
<p>Note</p>	<p>Repeat steps 1-4 in this section to download any other attachments.</p>

Section 4-1.3 View RFQ Lines

Ameren Sourcing Home Logout Preferences Help

Negotiations

Negotiations > **RFQ: 234**

Title **RFQ 234 Boiler Service** Actions Acknowledge Participation Go

Status **Active** Open Date **07/24/2006 11:08:52**

Time Left **17 days 23 hours** Close Date **08/11/2006 11:08:08**

Header **Lines** Controls Contract Terms

Buyer **Alarcon(SCProcPerf 1105), Victor** Outcome **Blanket Purchase Agreement Event**

Style **Blind**

Description

Terms

Effective Start Date Total Agreement Amount

Effective End Date Minimum Release Amount

Bill-To Address VAR Payment Terms **2% 10 NET 30**

1 Click the *Lines* link, see 1 above, to view information for all RFQ lines.

Negotiations

Negotiations > **RFQ: 234**

Title **RFQ 234 Boiler Service** Actions Acknowledge Participation Go

Status **Active** Open Date **07/24/2006 11:08:52**

Time Left **17 days 23 hours** Close Date **08/11/2006 11:08:08**

Header **Lines** Controls Contract Terms

Display Rank As **1,2,3... Ranking Price Only** Price Factors **Buyer & Supplier**

Suppliers: see their quote price transformed

Price Tiers **Price Breaks**

Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (USD)	Active Responses	Time Left
1	Boiler cleaning foreman	40102000	EACH		Blind	Blind	17 days 23 hours
1.1	Overheads	40102000	USD		Blind	Blind	17 days 23 hours
1.2	Insurance	40102000	USD		Blind	Blind	17 days 23 hours
2	Transformer components				Blind	Blind	17 days 23 hours
2.1	Circuit breaker	30212001	EACH		Blind	Blind	17 days 23 hours
2.2	Electrical switch	30211908	EACH		Blind	Blind	17 days 23 hours

Header **Lines** Controls Contract Terms

Return to Negotiations Actions Acknowledge Participation Go

2 Click a Line description link, see 2 above, to view detailed line information.

Negotiations

Negotiations > RFQ: 278 > **Line: 2.2 (RFQ 234)**

Group **Transformer components** Currency **USD**

Item Price Precision **Any**

Rev Start Price

Description **Electrical switch** Target Price

Category **30211908** Minimum Release Amount

Unit of Measure **EACH**

Estimated Quantity

Attributes

Attribute	Group	Attribute Type	Value Type	Target Value
Switch/Actuation Method	General	Required	Text	Switch/Actuation type

Notes and Attachments

Note to Suppliers

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Return to RFQ: 234 3

3 Click the *Return to RFQ* link, see 3 above, to return to the Lines tab.

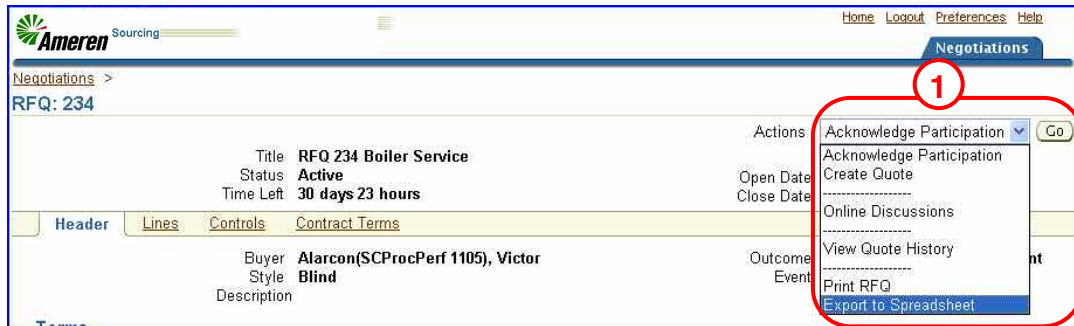
Section 4-1.4 View Sourcing Conditions for an RFQ

	<p>1 Click the <i>Controls</i> link; see 1 above.</p> <p>2 Important dates, if given, are displayed in the Schedule section, see 2 above.</p> <p>3 Note the RFI conditions, which are displayed in a read only format; see 2 above. You cannot change these conditions.</p>
--	---

Section 4-2 Export an RFQ to a Spreadsheet

You can select one of two ways to respond to line items on your quote.

- If you want to enter the line details online, skip to Section 4-3.
- If you want to download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing, continue with this section. You may prefer this method if there are a large number of line items or if several people will be involved in completing the quote.



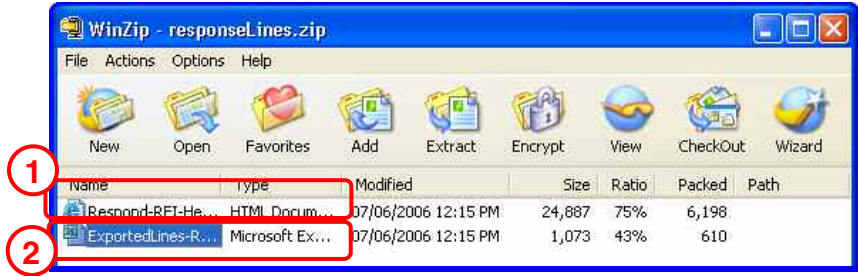
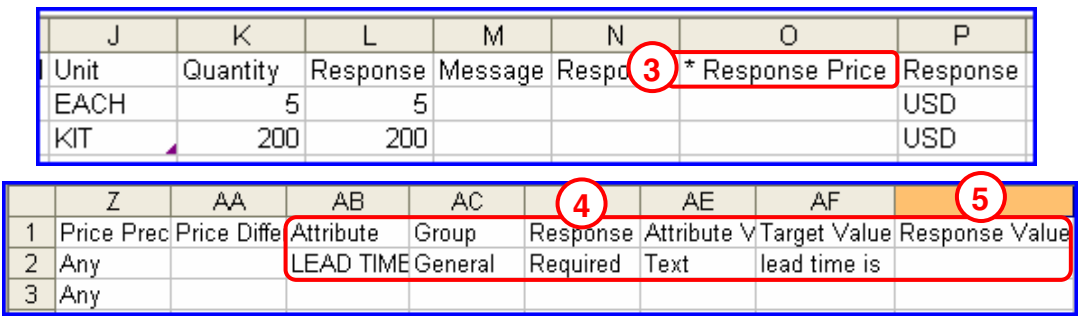
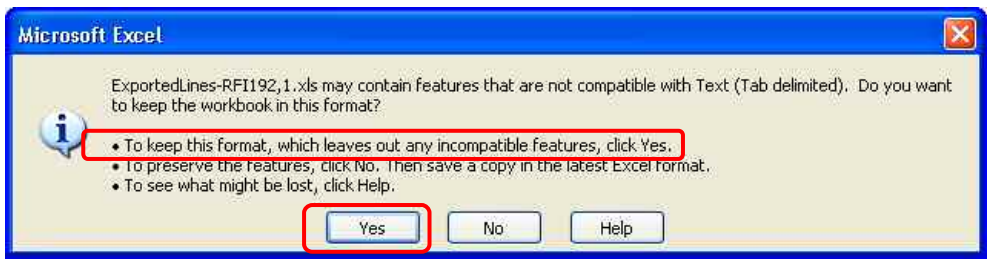
- 1 Select *Export to Spreadsheet* from the Actions drop-down list and click the *Go* button; see 1 above.



- 2 Ensure that Lines is selected as the Type and click the Export button; see 2 above.
- 3 Click the Save button, see 3 above, and save the file to a location on your computer/network.
- 4 Logout of Oracle Sourcing and complete the spreadsheet offline. Refer to the next section for information on completing the spreadsheet. After you have completed the spreadsheet, you log into Oracle sourcing and open the RFQ to create and complete your response.

Note The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file.

Section 4-2.2 Export an RFQ to a Spreadsheet (Complete a Spreadsheet)

The downloaded zip file contains the spreadsheet and instructions for completing the spreadsheet.	
1	Navigate to and open the downloaded zip file that contains the spreadsheet.
	
Note	The window shown above is for illustration only. Your window may look different if you are using a different “zip” program.
2	The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.
3	The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.
	
4	Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required; see 4 above, you must enter a Response Value; see 5 above.
5	After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (Tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be saved as Text (tab delimited) format in order to be uploaded.
	
6	If you are prompted to keep the file in Text format, click the Yes button.

Section 4-3 Create an RFQ Response

If you chose to complete the RFQ spreadsheet offline, you might need to log back in to Oracle Sourcing and open the RFQ to create the response. Refer to Section 4-1, if you need instructions on how to open the response.

The screenshot shows the Oracle Sourcing interface for RFQ 234. The page title is "RFQ: 234". The status is "Active" and the time left is "30 days 23 hours". The buyer is "Alarcon(SCProcPerf 1105), Victor" and the style is "Blind". The terms section includes "Effective Start Date", "Effective End Date", "Bill-To Address: VAR", "Ship-To Address: VAR", "FOB", "Total Agreement Amount", "Minimum Release Amount", "Payment Terms: 2% 10 NET 30", "Carrier", and "Freight Terms". The currency is "USD" and the price precision is "Any". The "Actions" dropdown menu is open, showing options: "Acknowledge Participation", "Acknowledge Participation", "Create Quote", "Online Discussions", "View Quote History", "Print RFQ", and "Export to Spreadsheet". A red circle with the number "1" is around the dropdown menu.

1

To respond to the RFQ, select *Create Quote* from the drop-down list, and click *Go*; see 1 above.

The screenshot shows the Oracle Sourcing interface for RFQ 234, specifically the "Terms and Conditions" page. The page title is "Terms and Conditions". The text reads: "The following terms and conditions must be accepted before a quote is placed in this RFQ." Below this text is a list of terms and conditions: "1. Ameren reserves the right to disqualify any participants", "2. Ameren may choose to extend/early close the negotiation without any notice", and "3. The award decision is solely at the discretion of Ameren Buyers". There are "Cancel" and "Accept" buttons. A red circle with the number "2" is around the "Accept" button.

2

Read the terms and conditions. If you accept Ameren's Terms and Conditions, click the *Accept* button; see 2 above.

Section 4-3.1 Enter RFQ Header Details

	<p>The screenshot shows the 'Create Quote' interface for RFQ 234. The 'Header' section contains the following fields:</p> <ul style="list-style-type: none"> Title: RFQ 234 Boiler Service Time Left: 30 days 23 hours Close Date: 08/11/2006 13:21:49 (highlighted with a red circle and '1') Quote Valid Until: [Date Picker] (highlighted with a red circle and '1') Reference Number: [Text Field] (highlighted with a red circle and '2') Note to Buyer: [Text Field] (highlighted with a red circle and '3') <p>The 'Attachments' section includes an 'Add Attachments' button (highlighted with a red circle and '4') and a table with columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table currently shows 'No data exists.'</p>
<p>1</p>	<p>If desired, enter the date through which your quote should be considered valid; see 1 above. Click the Calendar icon to select the date from a calendar. Leave this field blank, if you do not want to specify a validity period.</p>
<p>2</p>	<p>Optionally, enter a reference number for your internal tracking purposes only; see 2 above.</p>
<p>3</p>	<p>Optionally, enter notes which can be viewed by the buyer after they receive your response; see 3 above.</p>
<p>4</p>	<p>The Add Attachments button, see 4 above, is used to include file attachments with your quote. Any requested information or documentation supporting your overall quote should be attached here at the Header level. See the next page for further instructions on how to add an attachment.</p>
<p>Note</p>	<p>Click the <i>Save Draft</i> button as you are working or before you logout, to save a current copy of what you have entered so far. Refer to Section 2-5 for information on how to open a draft response.</p>

Section 4-3.2 Add Attachments to a Response

Any documentation supporting your overall quote should always be attached at the Header level of the response. Follow the steps below if you need to add an attachment.

1 Click the *Add Attachments* button as shown on the preceding page.

2 Type a descriptive name for the attachment in the Description field; see 2 above.

3 To add a file attachment, select *File* as the attachment type; see 3 above.
The maximum file size for attachments is 10 Megabytes. If the file you need to attach is larger, split the file into several smaller files which can be attached individually. There is no limit to the number of files that can be attached.

4 Click the *Browse* button. In the new dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name and then click the *Open* button.

Note To add a link to a Web page, select URL as the attachment type and enter an Internet address/link in the adjacent field on the right.
 To add a text attachment, select Text as the attachment type and enter the text in the adjacent field on the right.

5 If you want to add another attachment, click the *Add Another* button; see 5 above.











6 Click the *Apply* button, see 6 above, after all attachments have been added.

Attachments								
Add Attachments								
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Boiler Service Specification.doc	File	Boiler Service Specification	From Supplier	SUP_BCPOWER	07/11/2006	One Time		

Note The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see 7 above. To select a different file or update the description, click the Update (pencil) icon; see 8 above.


Section 4-3.3 Enter RFQ Line Details (Online)


This section contains instructions for preparing your quote online. The details that you will be asked to enter for the quote, will vary. If you prepared your quote by spreadsheet, skip to page 56.


Line	Update	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount
1  Boiler cleaning f...		Blind			<input type="text"/>	EACH				<input type="text"/>
1.1 Overheads		Blind			<input type="text"/>	USD				<input type="text"/>
1.2 Insurance		Blind			<input type="text"/>	USD				<input type="text"/>
2  Transformer compo...		Blind			<input type="text"/>					<input type="text"/>
2.1  Circuit breaker		Blind			<input type="text"/>	EACH				<input type="text"/>
2.2  Electrical switch		Blind			<input type="text"/>	EACH				<input type="text"/>

1 Enter prices for each line on the RFQ; see **1** above.

Note If a Start Price is given, the Quote Price that you enter must be less than the Start Price.

2 This symbol , see **2** above, indicates that items within line 1 (i.e. 1.1, 1.2) are part of a lot. Lots are collections of lines, giving a hierarchical structure to the sourcing document. A lot may be an assembled product or lines may be organized into lots to obtain the most competitive bid. Suppliers are required to evaluate the entire lot and place a bid at the lot level for speed and convenience. Suppliers may optionally provide line-level bids as well.

3 This symbol , see **3** above, indicates the items within line 2 (i.e. 2.1, 2.2) are grouped. Groups are collections of negotiation lines organized into groups for ease of analysis and award. Groups are collections of related lines that allow buyers to model market baskets.

4 If a target symbol  is present next to any of the Update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes; see **4** above. Notes to the Buyer and Attachments can also be added at the line level by clicking the pencil icon. The next page gives instructions on how to enter line level attributes.

5 Additional information might be required on this page. For example, if the quote is for a Blanket Service Agreement, you might have the option of entering a minimum release amount, see **5** above.

Section 4-3.3 Enter RFQ Line Details (Online - Line Level Attributes)

This page is reached by clicking the Update (pencil) icon that appears to the right of a line item. This page provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous page.

1 Enter a price in the Quote Price field; see **1** above. Your quote price must be less than the *Start Price*, if one is given.

2 Enter your response to any attributes in the Quote Value field; see **2** above.

3 If needed, add any notes or attachments pertinent to the line item; see **3** above. Refer to Section 4-3.2 of this guide for further instructions on adding attachments.

4 If you want to enter details for other line items, select the line number and click the Go button; see **4** above.
You can advance sequentially through all the line items by using the Go button.

5 When you have finished entering line details, click the Apply button, see **5** above, to return to the *Create Quote* page.

Section 4-3.3 Enter RFQ Line Details (Upload Spreadsheet Quote)

If you prepared your quote by spreadsheet, follow these instructions to upload the spreadsheet.

Ameren Sourcing

Home Logout Preferences Help

Negotiations

Negotiations > RFQ: 234 >

Create Quote: 1070 (RFQ 234)

Cancel View RFQ **Quote By Spreadsheet** Save Draft Continue

Header

Title RFQ 234 Boiler Service Time Left 30 days 22 hours

RFQ Currency USD Close Date 08/11/2006 13:21:49

- 1 Click the *Quote by Spreadsheet* button; see **1** above.

Ameren Sourcing

Home Logout Preferences Help

Negotiations

Create Quote 1070: Quote By Spreadsheet (RFQ 234)

RFQ Currency USD

Quote Currency USD

Step 1: Export Spreadsheet

Type Lines

Export

Step 2: Import Spreadsheet

Type Lines

File To Import **Browse...**

File type must be a tab-delimited text file.

Import

Return to Create Quote: 1070 (RFQ 234)

Negotiations

Copyright 2000-2005 Oracle Corporation. All rights reserved.

Choose file

Look in: Ameren Sourcing - RFI

Ameren Boiler Service Specification.doc

ExportedLines-RFI192.xls

ExportedLines-RFQ234.xls

Prequalification Parts 1 and 2.doc

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: ExportedLines-RFQ234.xls

Files of type: All Files (*.*)

Open

Cancel

- 2 Ensure that Lines is selected as the Type and click the Browse button; see **2** above.
- 3 Navigate to the spreadsheet file that contains your response. Select the file and click the Open button; see **3** above.
- 4 Click the Import button to load the spreadsheet; see **4** above.

Step 2: Import Spreadsheet

Type Lines

File To Import **Browse...**

File type must be a tab-delimited text file.

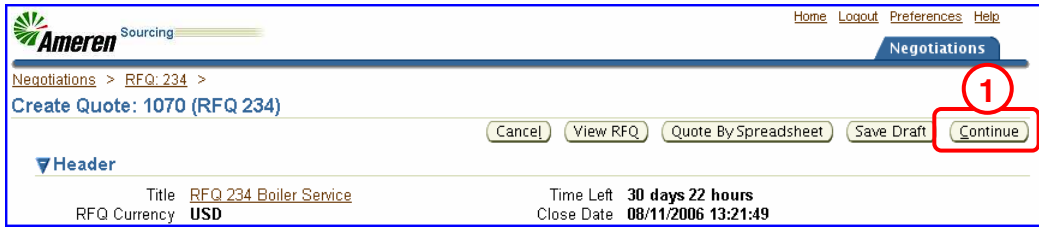
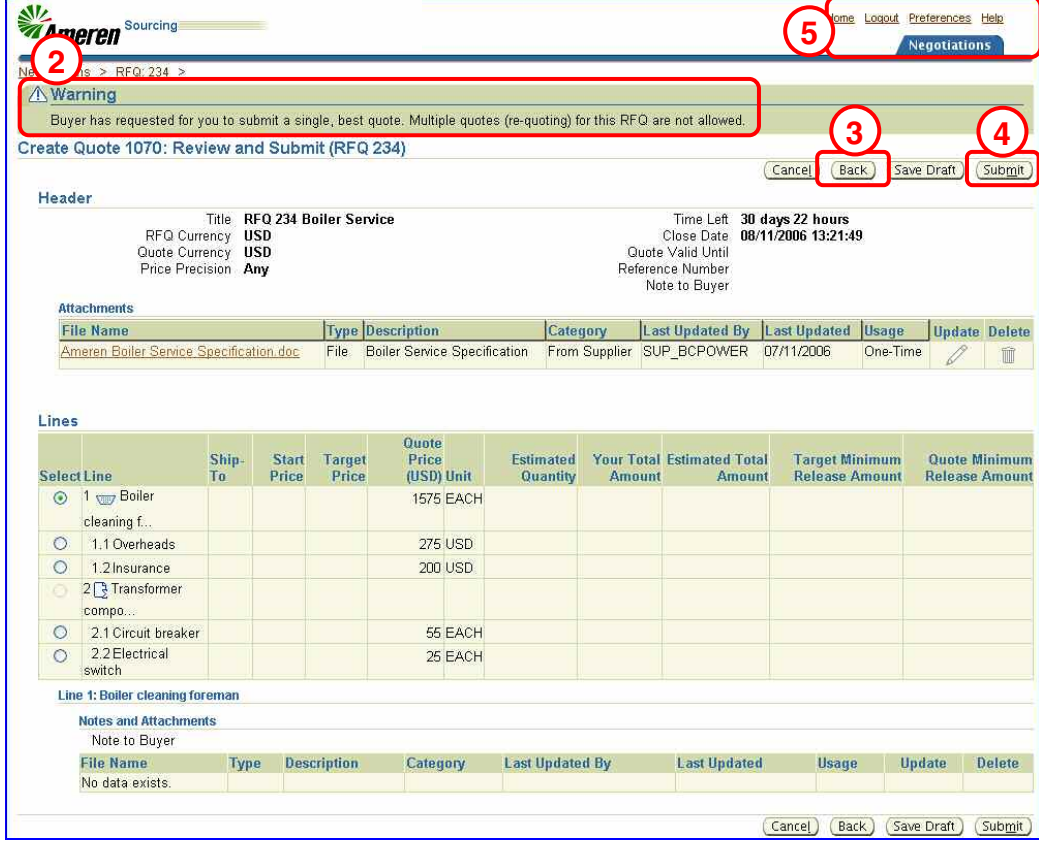
Import

Import Errors Lines: ExportedLines-RFI192,1.xls

Line	Column Title	Error Value	Error
1	Attribute - LEAD TIME		A response value is required for line 1: attribute LEAD TIME.

Note If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.

Section 4-3.4 Review and Submit Your Quote

	
<p>1</p>	<p>After all quote details have been entered, click the Continue button on the Create Quote page; see 1 above.</p>
	
<p>2</p>	<p>If the buyer is only allowing a single, best quote, a warning message displays; see 2 above.</p>
<p>3</p>	<p>Review the quote details. If you need to make changes, click the Back button; see 3 above.</p>
<p>4</p>	<p>After you have verified that the information is correct, click the Submit button; see 4 above.</p>
<p>5</p>	<p>A confirmation page is displayed, which confirms that your response has been submitted to Ameren. Click the Negotiations tab to return to the Negotiations page or click the Logout link to end your session; see 5 above.</p>
<p>Note</p>	<p>After you have submitted a quote, the negotiation is moved from the <i>Your Company's Open Invitations</i> section to the <i>Your Active and Draft Responses</i> section.</p>
<p>Note</p>	<p>Once a quote has been submitted, it cannot be canceled or retracted. You can contact the buyer who created the RFQ and ask to have your quote disqualified, but quote disqualification is at the discretion of the buyer.</p>

Section 4-4 View the Quote Details You Submitted

Any quotes that you have submitted appear in the *Your Active and Draft Responses* section.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Search Open Negotiations Title Go

Welcome, Hammitt, Theresa.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
1068	Active	00PHOFFMANESTAT	155	RFQ - 07/14/06 Transformer Oil	RFQ	2 days 23 hours	0
1070	Active	00PHOFFMANESTAT	234	RFQ 234 Boiler Service	RFQ	30 days 22 hours	0
1062	Active	00PHOFFMANESTAT	210	Valves	RFI	35 days 18 hours	0

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
No data exists				

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Changes required
- Active
- Disqualified
- Awarded
- Disputed

Information

This container can hold information such as bidding procedures to help vendors.

- 1 If necessary, click the Negotiations tab, and then click the Response Number link in the *Your Active and Draft Responses* section to view the response; see 1 above.

Negotiations >

Quote: 1070 (RFQ 234) Actions Online Discussions Go

Title [RFQ 234 Boiler Service](#)

Time Left **30 days 22 hours**

Style **Blind**

Quote Currency **USD**

Contact **Hammitt, Theresa**

Suppliers' Quote Number

Quote Status **Active**

Note to Buyer

Close Date **08/11/2006 13:21:49**

Ranking **Price Only**

Supplier **BABCOCK POWER INC**

Supplier Site

Quote Valid Until

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Boiler Service Specification.doc	File	Boiler Service Specification	From Supplier	SUP_BCPOWER	07/11/2006	One-Time		

Lines

[TIP All prices are in USD.](#)

[Show All Details](#) | [Hide All D.](#)

Details	Line	Rank	Start Price	Target Price	Quote Price Unit	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Quote Minimum Release Amount	Quote Active Total Quotes
Show	1 Boiler cleaning foreman	Blind			1,575 EACH					Blind
Show	1.1 Overheads	Blind			275 USD					Blind
Show	1.2 Insurance	Blind			200 USD					Blind
Show	2 Transformer	Blind								Blind

If the buyer has allowed participants to view the results, your rank will be listed in the Rank column; see 2 above. In this example, *Blind* indicates that suppliers cannot view the ranking; only the buyer can view the quotes.

- Note** The rank indicator specifies how the responses are ranked.
- The rank column displays "1" for the best Quote and sequentially numbers the remaining bids in order of rank.
 - If the RFQ is blind or sealed, the rank column displays "blind" or "sealed". In this type of quote, the supplier does not see ranking information.

Section 4-5 Submit a New Quote (Re-Quote)

If the buyer has allowed, you can submit a new quote (re-quote) during the time that the negotiation is Active. Your most recent quote is the one that the buyer will consider.

The screenshot shows the 'Negotiations' tab in the Ameren Sourcing system. At the top, there is a search bar for 'Open Negotiations' with a 'Go' button. Below the search bar, a welcome message is followed by the heading 'Your Active and Draft Responses'. A table lists three responses:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1068	Active	00PHOFFMANESTAT	155	RFQ - 07/14/06 Transformer Oil	RFQ	2 days 23 hours	[Grid Icon]	0
1070	Active	00PHOFFMANESTAT	234	RFQ 234 Boiler Service	RFQ	30 days 22 hours	[Grid Icon]	0
1062	Active	00PHOFFMANESTAT	210	Valves	RFI	35 days 18 hours	[Grid Icon]	0

Below the table is a section for 'Your Company's Open Invitations' which is currently empty. At the bottom, there are 'Quick Links' for 'Manage' (Drafts, Deliverables, Personal Information, Change password) and 'View Responses' (Active, Disqualified, Awarded, Rejected).

- 1 Click the Response Number link in the *Your Active and Draft Responses* section on the Negotiations tab to view the response; see 1 above.

The screenshot shows the details for 'Quote: 1070 (RFQ 234)'. The quote is active and has 17 days and 23 hours left. The supplier is BABCOCK POWER INC. An 'Actions' drop-down menu is open, showing options: 'Online Discussions', 'View Quote History', and 'Create Quote'. The 'Create Quote' option is highlighted in blue. A red circle with the number '2' is placed over the 'Create Quote' option and the 'Go' button next to it.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

- 2 Select Create Quote from the Actions drop-down list and click the Go button; see 2 above.

- 3 The quote will open with your current quote values displayed. Edit any existing values and resubmit the quote following the instructions given in this section.

Module 5: Auctions

Auction Checklist

An Auction is a competitive bidding process used to purchase items or services that are clearly defined. Typically, an Auction will contain a list of items to bid on and attribute questions for response as well as additional information for suppliers including an instruction letter, a draft contract and product specifications. Ameren buyers can tailor each auction to control who can see bids during the auction, whether multiple rounds of bidding are possible, and whether partial bids are allowed.

The Auction process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

	Mandatory	Optional
Step 1: Acknowledge Participation in an Auction		
Receive email notification to participate in an Auction (see page 14)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acknowledge participation (see page 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step 2: Download Auction Information		
View or print Auction lines (view: see page 62, print: see page 15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download bid spreadsheet (see page 67)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Complete quotation off line	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Step 3: Respond to an Auction		
Select Create Bid from the Actions drop-down list and click Go (see page 69)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read and accept the terms and conditions of the Oracle Sourcing site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Auction header details (see page 70)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enter the Auction line details (see page 72) or Upload pre-prepared bid spreadsheet (see page 74)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Save a draft of your response	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit your bid to Ameren (see page 75)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review your Auction bid status (see page 76)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 5-1 View an Auction

This section explains how to view the Auction details online. You might prefer to print a formatted copy of the Auction details, see Section 2-3 for instructions. After you have reviewed the Auction, be sure to acknowledge your intent to participate; see Section 2-4 for instructions.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Search Open Negotiations Title Go

Welcome, Hammitt, Theresa.

Your Active and Draft Responses
Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1062	Active	DOPHOFFMANESTAT	210	Valves	RFI	35 days		

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	238	Line Pipe & Fittings	Auction	5 days 23 hours

Quick Links

Manage **View Responses**

- Drafts
- Deliverables
- Personal Information
- Change password
- Active
- Disqualified
- Awarded
- Rejected

Negotiations | Home | Logout | Preferences | Help

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

Step Instructions

- Any negotiations you have been invited to participate in will be listed below the *Your Company's Open Invitations* section. Click the *Negotiation Number* link, see **1** above, to view or print details, acknowledge participation, or respond to a negotiation.

Negotiations

Negotiations > Active and Draft Responses >

Auction: 238 Actions Online Discussions Go

Title	Status	Time Left	Open Date	Close Date
Line Pipe & Fittings	Active	5 days 23 hours	07/12/2006 08:21:48	07/18/2006 08:21:42

Header **Lines** **Controls** **Contract Terms**

Buyer	Alarcon(SCProcPerf 1105), Victor	Outcome	Standard Purchase Order
Style	Open	Event	
Description	Line Pipe and Fittings for Meramec		

Terms

Bill-To Address	VAR	Payment Terms	2% 10 NET 30
Ship-To Address	VAR	Carrier	
FOB		Freight Terms	

Currency

Auction Currency	USD	Price Precision	Any
------------------	-----	-----------------	-----

Attributes

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

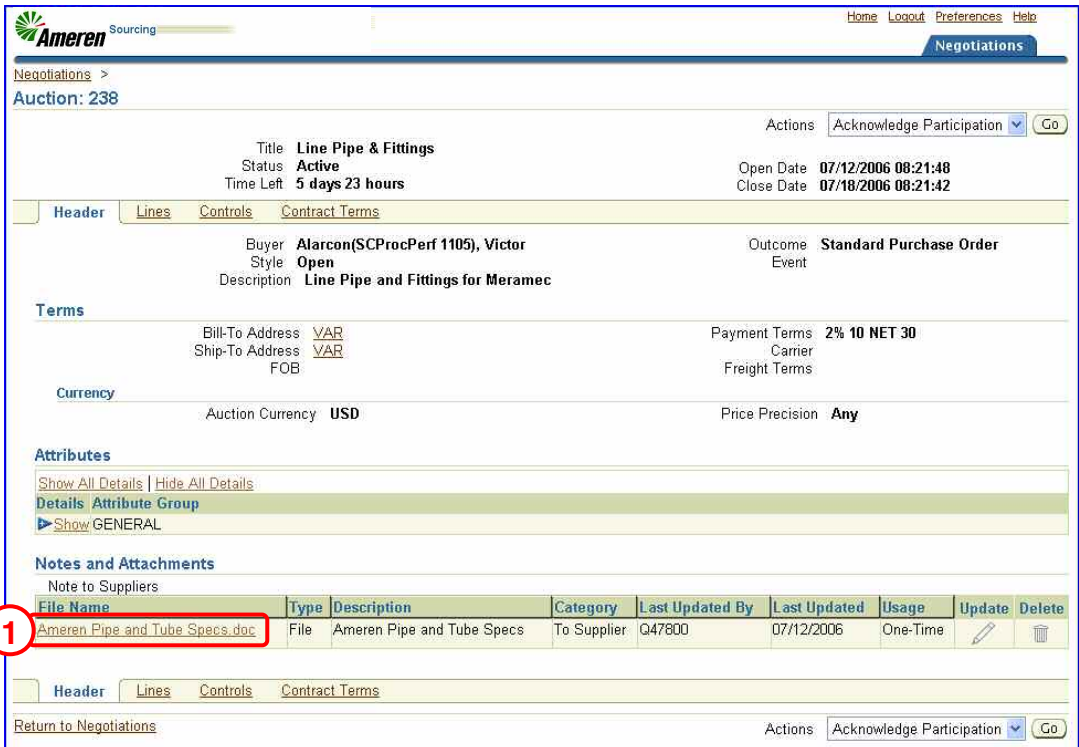
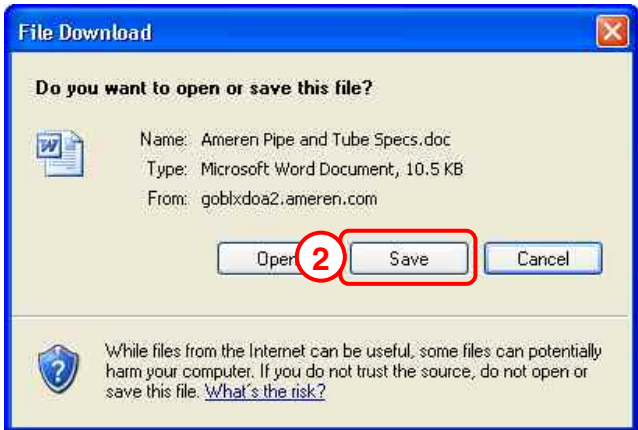
Details: Attribute Group

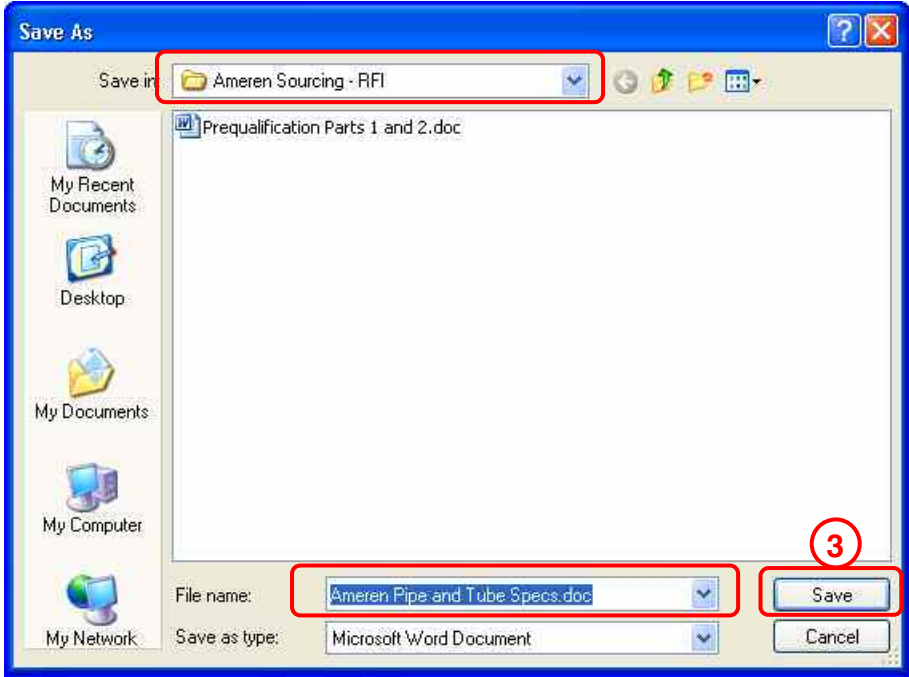
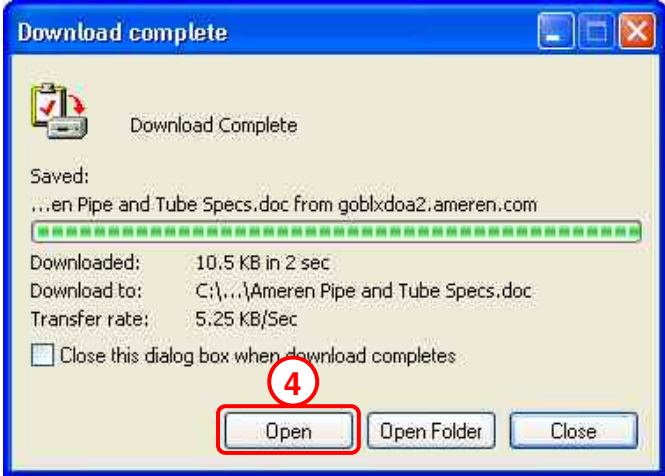
[Show GENERAL](#)

Notes and Attachments

- Click the Show All Details link to view the header level attributes, if any; see **2** above.

Section 5-1.2 Download Auction Attachments

	 <p>The screenshot shows the Ameren Sourcing interface for Auction: 238. The title is 'Line Pipe & Fittings' and the status is 'Active'. The time left is '5 days 23 hours'. The buyer is 'Alarcon(SCProcPerf 1105), Victor' and the style is 'Open'. The description is 'Line Pipe and Fittings for Meramec'. The outcome is 'Standard Purchase Order'. The terms include 'Bill-To Address VAR', 'Ship-To Address VAR', 'Payment Terms 2% 10 NET 30', and 'Auction Currency USD'. The 'Notes and Attachments' section shows a table with one entry: 'Ameren Pipe and Tube Specs.doc'. A red circle with the number '1' highlights the file name link.</p>
<p>1</p>	<p>Supplier notes and attachments, if any, will be listed in the Notes and Attachments section. To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present, download them one at a time.</p>
	 <p>The screenshot shows a Windows 'File Download' dialog box. The dialog asks 'Do you want to open or save this file?'. The file name is 'Ameren Pipe and Tube Specs.doc', the type is 'Microsoft Word Document, 10.5 KB', and it is from 'goblxdoa2.ameren.com'. The 'Save' button is highlighted with a red circle and the number '2'.</p>
<p>2</p>	<p>Click the Save button; see 2 above.</p>

	
<p>3</p>	<p>Select a folder location on your computer/network and click the <i>Save</i> button; see 3 above.</p>
	
<p>4</p>	<p>Click the <i>Open</i> button, see 4 above, to view or edit the document. You can also navigate to the folder location selected in Step 3 to open the file.</p>
	<p>Repeat steps 1-4 in this section to download any other attachments.</p>

Section 5-1.3 View Auction Lines

Negotiations

[Negotiations](#) > [Active and Draft Responses](#) >

Auction: 238

Actions

Title **Line Pipe & Fittings**
 Status **Active**
 Time Left **5 days 23 hours**

Open Date **07/12/2006 08:21:48**
 Close Date **07/18/2006 08:21:42**

Header **Lines** **Controls** **Contract Terms**

Buyer **Alarcon(SCProcPerf 1105), Victor**
 Style **Open**
 Description **Line Pipe and Fittings for Meramec**

Outcome **Standard Purchase Order**
 Event

Terms

Bill-To Address **VAR** Payment Terms **2% 10 NET 30**

1 Click the *Lines* link, see **1** above, to view information for all Auction lines.

Negotiations

[Negotiations](#) > [Active and Draft Responses](#) >

Auction: 238

Actions

Title **Line Pipe & Fittings**
 Status **Active**
 Time Left **5 days 23 hours**

Open Date **07/12/2006 08:21:48**
 Close Date **07/18/2006 08:21:42**

Header **Lines** **Controls** **Contract Terms**

Display Rank As **1,2,3...** Price Factors **Buyer & Supplier**
 Ranking **Price Only** Suppliers see their bid price transformed

Price Tiers **None**

Line	Item, Rev	Category	Unit	Quantity	Need-By	From	Need-By	To	Best Price (USD)	Active Responses	Time Left
1	ADAPTER PIPE, PIPE...		41103627	EACH	20				111.810125	1	Cancelled
2	ADAPTER, STRAIGHT MALE C...		40141719	EACH	30				97.693575	1	Cancelled
3	ADAPTER, STRAIGHT FEMALE...		40141719	EACH	50				97.2762	1	Cancelled
4	ADAPTER, STRAIGHT FITTIN...		41103627	EACH	500				102.627875	1	Cancelled
5	ADAPTER, ELECTRIC GROUND...		73171510	EACH	25				126.511	1	Cancelled

Header **Lines** **Controls** **Contract Terms**

[Return to Active and Draft Responses](#)

Actions

[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

2 Click a Line description link, see **2** above, to view detailed line information.

Negotiations

[Negotiations](#) > [Active and Draft Responses](#) > [Auction: 238](#) >

Line: 5 (Auction 238)

Item
 Rev
 Description **ADAPTER, ELECTRIC GROUNDED**
 Category **73171510**
 Unit of Measure **EACH**
 Quantity **25**
 Ship-To Address **VAR**

Currency **USD**
 Price Precision **Any**
 Start Price
 Target Price
 Need-By From
 Need-By To

Attributes

Attribute	Group	Attribute Type	Value Type	Target Value
LOAD	General	Required	Text	Maximum load

Notes and Attachments

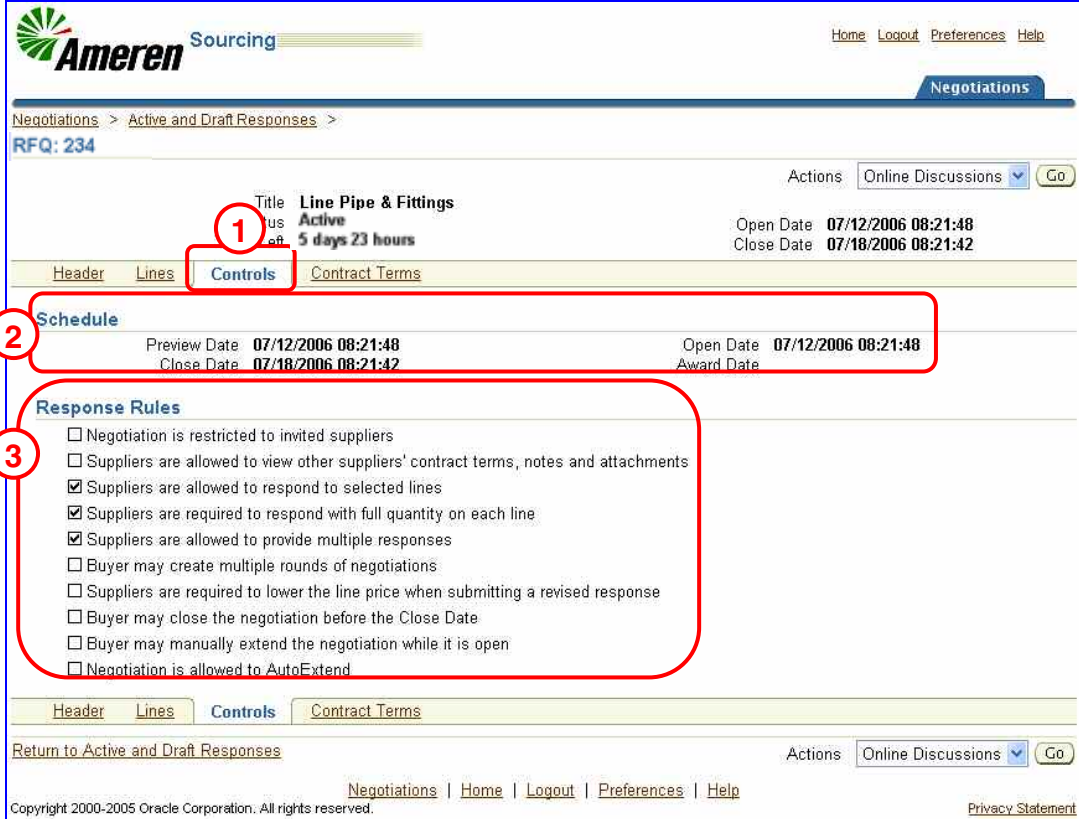
Note to Suppliers

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

[Return to Auction: 238](#)

3 Click the *Return to Auction* link, see **3** above, to return to the Lines tab.

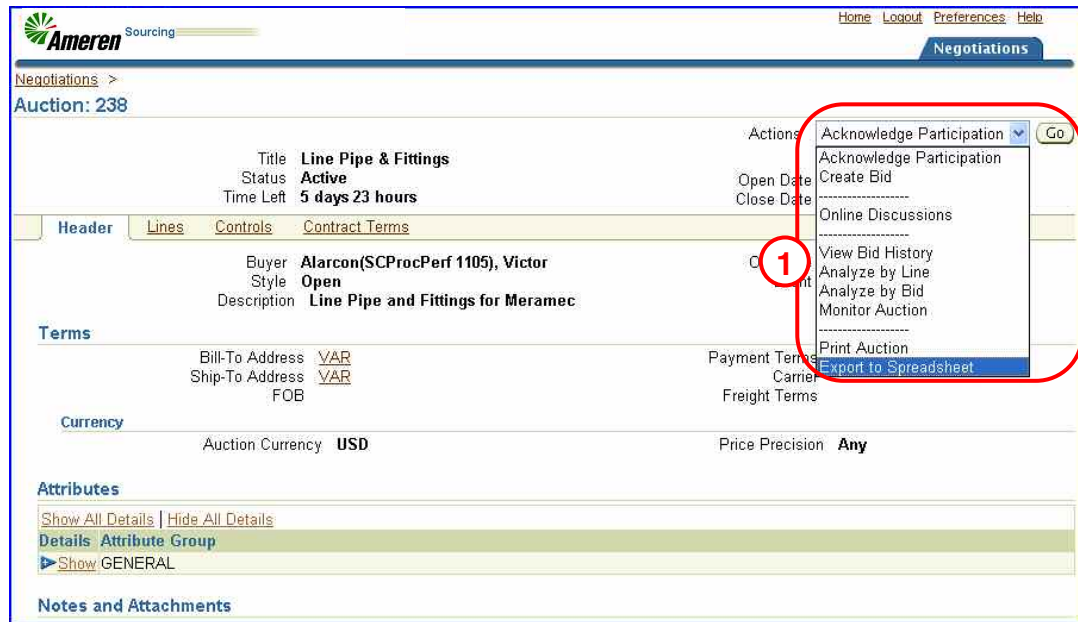
Section 5-1.4 View Sourcing Conditions for an Auction

	 <p>The screenshot displays the Ameren Sourcing interface for RFQ 234. The 'Controls' tab is highlighted with a red circle labeled '1'. The 'Schedule' section is highlighted with a red circle labeled '2' and shows dates: Preview Date 07/12/2006 08:21:48, Close Date 07/18/2006 08:21:42, Open Date 07/12/2006 08:21:48, and Award Date. The 'Response Rules' section is highlighted with a red circle labeled '3' and lists conditions such as 'Suppliers are allowed to view other suppliers' contract terms, notes and attachments' (checked), 'Suppliers are required to respond with full quantity on each line' (checked), and 'Suppliers are allowed to provide multiple responses' (checked).</p>
1	Click the <i>Controls</i> link; see 1 above.
2	Important dates, if given, are displayed in the Schedule section, see 2 above.
3	Note the Auction conditions, which are displayed in a read only format; see 2 above. You cannot change these conditions.

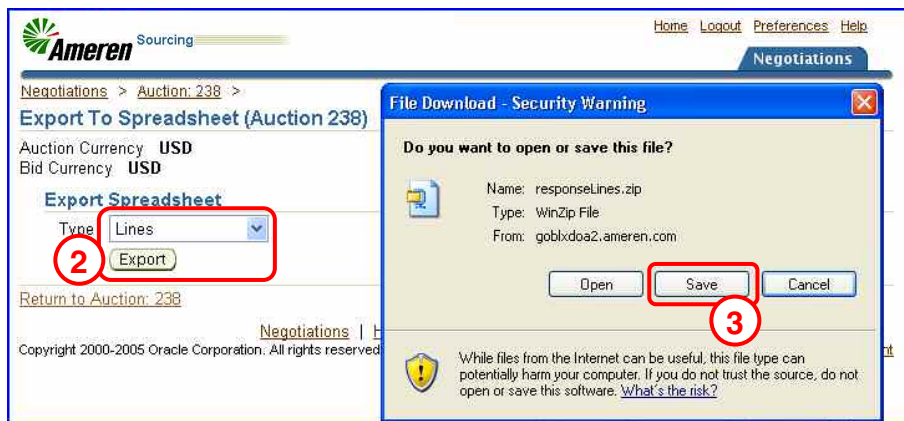
Section 5-2 Export an Auction to a Spreadsheet (Export the Spreadsheet)

You can select one of two ways to prepare your bid.

- If you are going to enter the line details online, skip to Section 5-3.
- If you want to download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing continue with this section. You may prefer this method if there are a large number of line items or if several people will be involved in creating the bid.



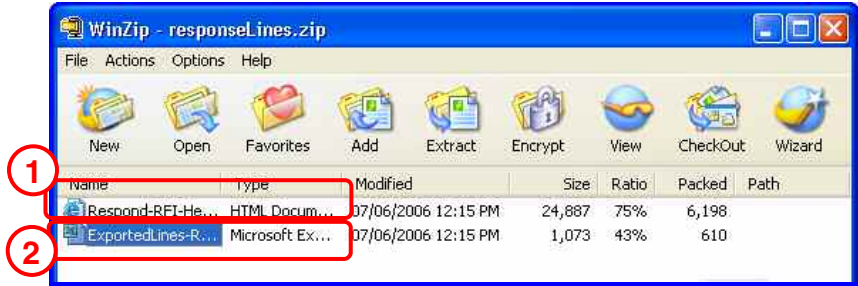
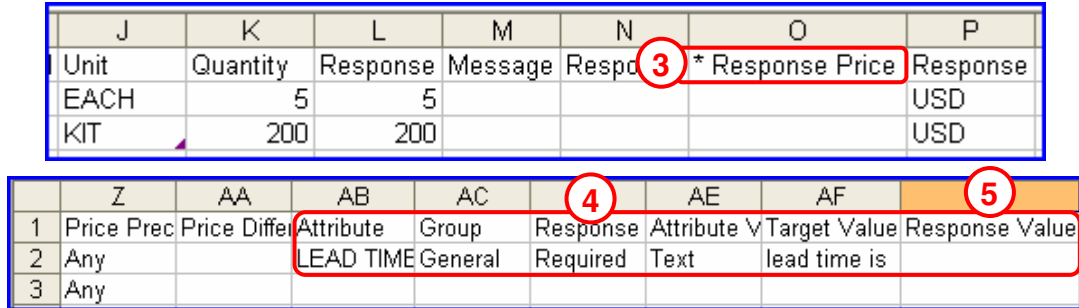
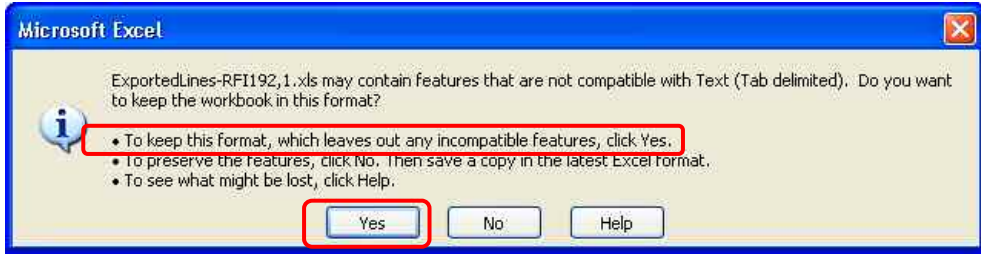
- 1 Select Export to Spreadsheet from the Actions drop-down list; see 1 above.



- 2 Ensure that Lines is selected as the Type and click the Export button; see 2 above.
- 3 Click the Save button, see 3 above, and save the file to a location on your computer/network.
- 4 Logout of Oracle Sourcing and complete the spreadsheet offline. Refer to the next section for information on completing the spreadsheet. After you have completed the spreadsheet, you log into Oracle sourcing and open the RFQ to create and complete your response.

Note The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file.

Section 5-2 Export an Auction to a Spreadsheet (Bid by Spreadsheet)

The downloaded zip file contains the spreadsheet and instructions for completing the spreadsheet.	
1	Navigate to and open the downloaded zip file that contains the spreadsheet.
	
Note	The window shown above is for illustration only. Your window may look different if you are using a different "zip" program.
2	The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.
3	The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.
	
4	Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required; see 4 above, you must enter a Response Value; see 5 above.
5	After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (Tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be saved as Text (tab delimited) format in order to be uploaded.
	
6	If you are prompted to keep the file in Text format, click the Yes button.

Section 5-3 Create an Auction Response

If you chose to complete the Auction spreadsheet offline, you might need to log back in to Oracle Sourcing and open the Auction to create the response. Refer to Section 5-1 if you need instructions on how to open the Auction.


1

To respond to the Auction, select *Create Bid* from the Actions drop-down list and click the *Go* button; see 1 above.

2

Read the terms and conditions. If you accept Ameren's Terms and Conditions, click the *Accept* button; see 2 above.

Section 5-3.1 Enter Auction Header Details


Home Logout Preferences Help

Negotiations

Negotiations > Auction: 238 >

Create Bid: 1072 (Auction 238)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Header

Title Line Pipe & Fittings	Time Left 5 days 23 hours
Auction Currency USD	Close Date 07/18/2006 08:21:44
Bid Currency USD	Bid Valid Until <input type="text" value=""/>
Price Precision Any	<small>(example: 06/27/2006)</small>
	Reference Number <input type="text" value=""/>
	Note to Buyer <input type="text" value=""/>

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

Attributes

Group	Attribute	Attribute Type	Target Value	Bid Value
GENERAL	Delivery	Required	Ship time in days	<input type="text" value=""/>

Lines

Proxy Bid Decrement **USD**

ⓘ Indicates more information requested. Click on the Update icon.

1	Click the Calendar icon and select a date for the Bid Valid Until field; see 1 above. This value should reflect the validity of the information you provide in the auction response. If a validity period does not exist, leave the field blank.
2	The reference number, see 2 above, is for your internal tracking only.
3	Optionally, enter notes which can be viewed by the buyer after they receive your response; see 3 above.
4	Enter any responses to line level attributes; see 4 above.
5	Add any attachments by clicking the Add Attachments button; see 5 above. Any documentation supporting your quotation should always be attached to this area of the response. See instructions for adding attachments on the next page.
Note	<p>Click the Save Draft button as you are working to save a current copy of what you have entered so far. You can then continue working or Logout.</p> <p>Refer to Section 2-5 for information on how to open a draft response.</p>

Section 5-3.2 Add Attachments to a Response

Any documentation supporting your quotation should always be attached to this area of the response. Follow the steps below if you need to add an attachment.

1 Click the *Add Attachments* button as shown on the preceding page.

2 Type a descriptive name for the attachment in the Description field; see 2 above.

3 To add a file attachment, select *File* as the attachment type; see 3 above.
The maximum file size for attachments is 10 Megabytes. If the file you need to attach is larger, split the file into several smaller files which can be attached individually. There is no limit to the number of files that can be attached.

4 Click the *Browse* button. In the new dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name and then click the *Open* button.

Note To add a link to a Web page, select URL as the attachment type and enter an Internet address/link in the adjacent field on the right.
 To add a text attachment, select Text as the attachment type and enter the text in the adjacent field on the right.

5 If you want to add another attachment, click the *Add Another* button; see 5 above.

6 Click the *Apply* button, see 6 above, after all attachments have been added.

Attachments								
Add Attachments								
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Pipe and Tube Specs.doc	File	Pipe and Tube Specifications	From Supplier	SUP_BCPOWER	07/12/2006	One Time		

Note The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see 7 above. To select a different file or update the description, click the Update (pencil) icon; see 8 above.

Section 5-3.3 Enter Auction Line Details (Online)

If you are not using the bid by spreadsheet option, follow the instructions below to enter your bid online.

The screenshot shows the 'Lines' interface with the following elements highlighted by red callouts:

- 2**: Proxy Bid Decrement field set to USD.
- 1**: Bid Price column for each line item.
- 3**: Proxy Minimum column for each line item.
- 4**: Promise Date column with calendar icons.
- 5**: Target symbol (a circle with a dot) next to the Update icon for line 5.

Line	Update	Ship To	Rank	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promise Date
1 ADAPTER_PIPE_PIP...		VAR	No Bid	No Bid	No Bid				EACH	20	20	
2 ADAPTER_STRAIGHT...		VAR	No Bid	No Bid	No Bid				EACH	30	30	
3 ADAPTER_STRAIGHT...		VAR	No Bid	No Bid	No Bid				EACH	50	50	
4 ADAPTER_STRAIGHT...		VAR	No Bid	No Bid	No Bid				EACH	500	500	
5 ADAPTER_ELECTRIC...		VAR	No Bid	No Bid	No Bid				EACH	25	25	

Buttons: Cancel, View Auction, Monitor Auction, Bid By Spreadsheet, Save Draft, Continue

Navigation: Negotiations | Home | Logout | Preferences | Help

1 Enter your bid price for each item in this column; see **1** above. If a *Start Price* is given, your Bid Price must be less than the Start Price.

2 **Proxy bidding** allows the system to automatically rebid on your behalf whenever a competing bid price beats your bid price. In an auction that includes more than one item, you can proxy bid on some items and bid manually on others. You cannot proxy bid on any items that have price factors. When a proxy bid is entered on your behalf, the Response Number for the auction will change to reflect the proxy bid response that was submitted. You can also view the Bid History (Section 5-8) for the auction to see the proxy bid responses that have been submitted.

To use the proxy bid feature, enter the amount by which you want to decrease the competing bid price in the Proxy Bid Decrement field; see **2** above. The proxy bid decrement amount will be applied to the current *winning* bid in the auction, not your own current bid.

3 If you opted to utilize the proxy bidding feature, enter the minimum amount you are willing to bid for each item on the corresponding line in this column; see **3** above. Proxy bidding on your behalf is automatically suspended if the bid price falls below the proxy minimum that you enter.

Note If at any time you wish to change your proxy bid information, you can cancel your proxy bid and submit a new bid with the updated proxy information.

4 Click the Calendar icon and select the promise dates for all items with a date in the future; see **4** above.

5 If a target symbol is present next to any of the Update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes; see **5** above. Attachments can also be added at the line level by clicking the pencil icon. The next page gives instructions for entering line level attributes.

Section 5-3.3 Enter Auction Line Details (Online - Line Level Attributes)

This page is reached by clicking the Update (pencil) icon that appears to the right of a line item. This page provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous page.

1 Bid Price field

2 Bid Value dropdown

3 Add Attachments button

4 Go button

5 Apply button

Group	Attribute	Attribute Type	Target Value	Bid Value
General	LOAD	Required	Maximum load	

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No data exists.								

- 1** Enter a price in the Bid Price field; see **1** above. Your bid price must be less than the *Start Price*, if one is given.
- 2** Enter your response to any attributes; see **2** above.
- 3** If needed, add any attachments pertinent to the line item; see **3** above. Refer to Section 5-3.2 of this guide for further instructions on adding attachments.
- 4** If you want to enter details for other line items, select the line number and click the Go button; see **4** above.
You can advance sequentially through all the line items by using the Go button.
- 5** When you have finished entering line details, click the Apply button, see **5** above, to return to the *Create Bid* page.

Section 5-3.3 Enter Auction Line Details (Upload Spreadsheet Bid)

If you prepared your bid by spreadsheet, follow the instructions below to upload the spreadsheet.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Negotiations > Auction: 238 >

Create Bid: 1072 (Auction 238)

Cancel View Auction Monitor Auction **Bid By Spreadsheet** Save Draft Continue

▼ Header

Title Line Pipe & Fittings Time Left **5 days 23 hours**

Auction Currency **USD** Close Date **07/18/2006 08:21:42**

- 1 Click the Bid by Spreadsheet button; see 1 above.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Create Bid 1072: Bid By Spreadsheet (Auction 238)

Auction Currency **USD**
Bid Currency **USD**

Step 1: Export Spreadsheet

Type Lines

Export

Step 2: Import Spreadsheet

Type Lines

File To Import C:\Documents and Settings\ Browse... 2

File type must be a tab-delimited text file.

Import 4

Return to Create Bid-1072 (Auction 238)

Negotiations

Copyright 2000-2005 Oracle Corporation. All rights reserved.

Choose file

Look in: Ameren Sourcing - RFI

Ameren Pipe and Tube Specs.doc
ExportedLines-Auction238.xls
Prequalification Parts 1 and 2.doc

File name: ExportedLines-Auction238.xls

Files of type: All Files (*.*)

Open Cancel

- 2 Ensure that Lines is selected as the Type and click the Browse button; see 2 above.
- 3 Navigate to the spreadsheet file that contains your bid. Select the file and click the Open button; see 3 above.
- 4 Click the Import button to load the spreadsheet; see 4 above.

Step 2: Import Spreadsheet

Type Lines

File To Import Browse...

File type must be a tab-delimited text file.

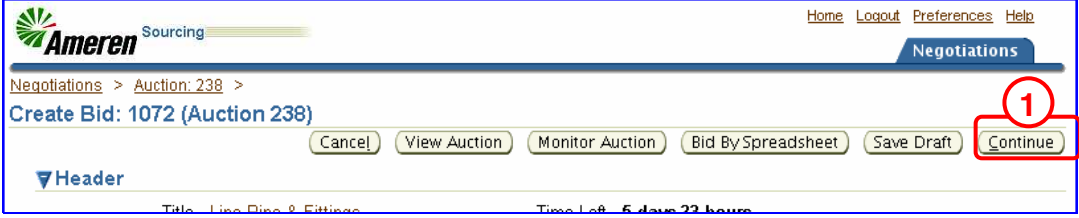
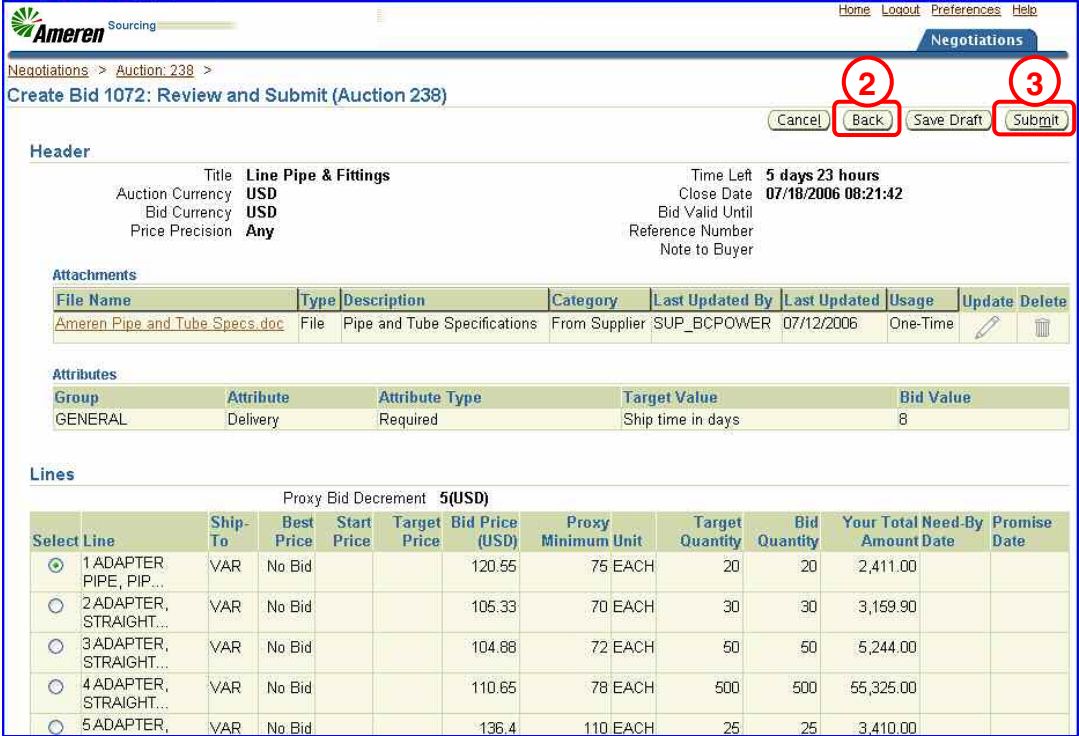
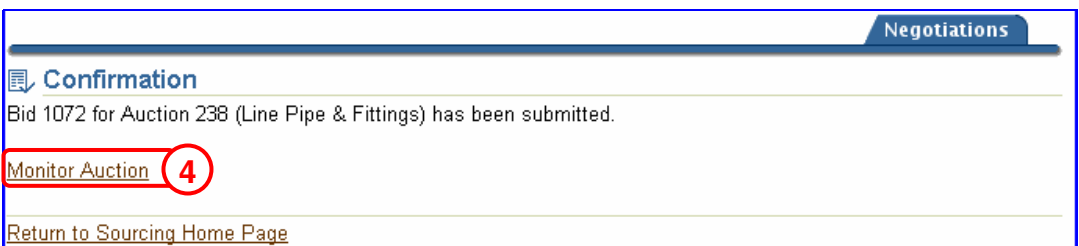
Import

Import Errors Lines: ExportedLines-RF192,1.xls

Line	Column Title	Error Value	Error
1	Attribute - LEAD TIME		A response value is required for line 1: attribute LEAD TIME.

- Note** If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.

Section 5-3.4 Review and Submit Your Bid

	
<p>1</p>	<p>After all bid requirements have been entered, click the Continue button on the Create Bid page; see 1 above.</p>
	
<p>2</p>	<p>Review the bid details. If you need to make changes, click the Back button; see 2 above.</p>
<p>Note</p>	<p>Click the browser's print button, if you would like to have a printed copy of your information.</p>
<p>3</p>	<p>After you have verified that all details are correct, click the Submit button; see 3 above.</p>
	
<p>4</p>	<p>A confirmation page displays after you have submitted your bid. If you want to check the results of the bid you submitted, click the Monitor Auction link; see 4 above.</p>
<p>Note</p>	<p>If you do not click the Submit button your bid will not be transmitted to the Auction environment. Ensure you see the confirmation screen shown above after clicking Submit.</p>

Section 5-4 Monitor Auction (View Your Bid Details)

The Monitor Auction page allows you to monitor the results of your bid. Price and rank information is automatically updated according to the AutoRefresh Interval shown in the upper right corner of the page. If this is an open auction, you will be able to see how your bid is ranked in comparison to other bidders.

- 1** If needed, open the Auction (see Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see **1** above. The Create Bid page will open. Click the Monitor Auction button on the Create Bid page.


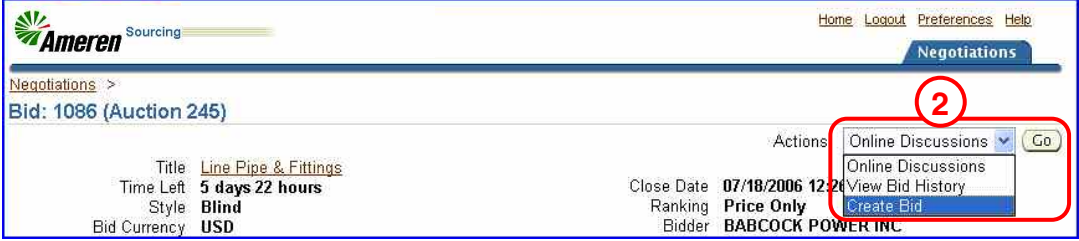
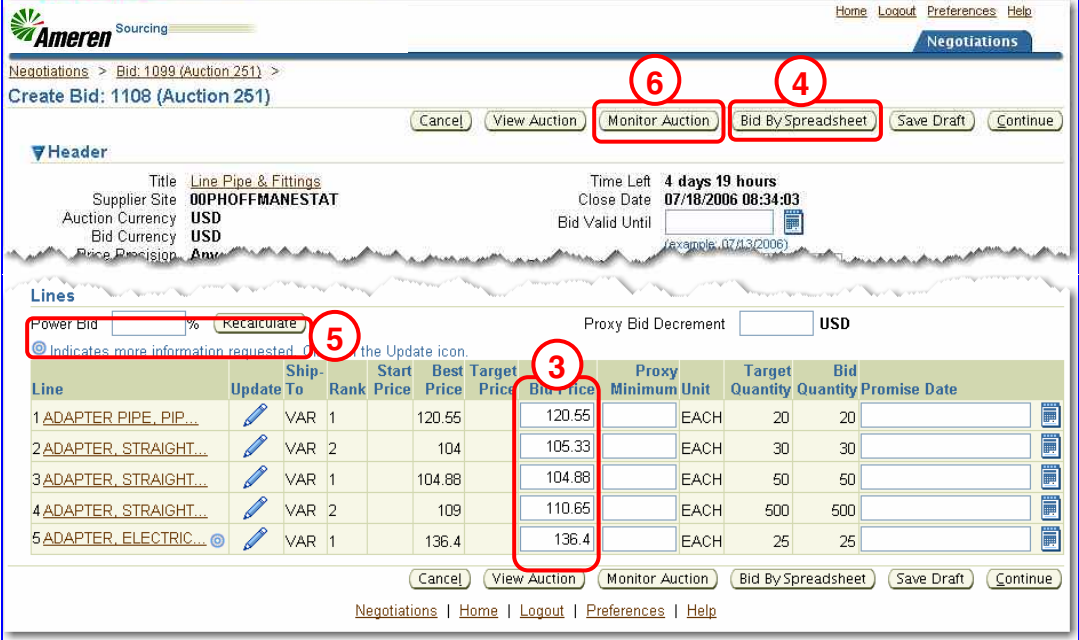
Line	Category	Time Left	Rank	Best Bid Price (USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Your Total Amount (USD)	Need-By Date	Promise Date
1 ADAPTER PIPE, PIPE FITTING	41103627	4 days 20 hours	1	120.55	120.55		20	20	2,411.00		
2 ADAPTER, STRAIGHT MALE COPPER	40141719	4 days 20 hours	2	104	105.33		30	30	3,159.90		
3 ADAPTER, STRAIGHT FEMALE COPPER	40141719	4 days 20 hours	1	104.88	104.88		50	50	5,244.00		
4 ADAPTER, STRAIGHT FITTING MALE	41103627	4 days 20 hours	2	109	110.65		500	500	55,325.00		
5 ADAPTER, ELECTRIC GROUNDED	73171510	4 days 20 hours	1	136.4	136.4		25	25	3,410.00		

- 3** The results of your current bid will be shown within the rank column of the Web page; see **3** above. *Blind* or *Sealed* indicates that suppliers cannot view the ranking; only the buyer can view the bids.

- 4** When a line shows a rank other than 1, you can place a new bid by clicking the Create Bid button, see **4** above, to improve your standing.

- Note** The rank indicator specifies how response rankings are displayed.
- If this is an open auction, the rank column will display "1" for the best Quote/Bid and sequentially number the remaining bids in order of rank.
 - If the auction is blind or sealed, the rank column will display *Blind* or *Sealed*. In this type of auction, the supplier does not see ranking or best bid price information.

Section 5-5 Create Bid (Re-bid an Auction)

	 <p>The screenshot shows the Ameren Sourcing interface. At the top, there are navigation links for Home, Logout, Preferences, and Help. Below that is a search bar for Open Negotiations. A welcome message is followed by a section for 'Your Active and Draft Responses'. A table lists responses with columns for Response Number, Status, Supplier Site, Negotiation Number, Title, Type, Time Left, and Unread Messages. The response number 1099 is circled in red with a '1' next to it.</p>
<p>1</p>	<p>Click the Response Number link on the Negotiations tab to open the auction; see 1 above.</p>
	 <p>The screenshot shows the details for Bid: 1086 (Auction 245). It includes fields for Title (Line Pipe & Fittings), Time Left (5 days 22 hours), Style (Blind), Bid Currency (USD), and Bidder (BABCOCK POWER INC). An Actions dropdown menu is open, and the 'Create Bid' option is highlighted with a red circle and the number 2.</p>
<p>2</p>	<p>Select Create Bid from the Actions drop-down list and click the Go button; see 2 above.</p>
	 <p>The screenshot shows the 'Create Bid: 1108 (Auction 251)' page. It features a 'Header' section with details like Title, Supplier Site, Auction Currency, Bid Currency, and Bid Valid Until. Below this is a 'Lines' table with columns for Line, Ship-Update To, Rank, Price, Start Price, Best Price, Target Price, Bid Price, Proxy Minimum, Unit, Target Quantity, Bid Quantity, and Promise Date. The 'Bid Price' column is circled in red with a '3'. A 'Power Bid' field is circled in red with a '5'. A 'Bid By Spreadsheet' button is circled in red with a '4'. A 'Monitor Auction' button is circled in red with a '6'.</p>
<p>3</p>	<p>Choose one of the following actions:</p>
	<ul style="list-style-type: none"> • Enter new bid prices for the items that you want to re-bid; see 3 above. Click the Continue button, review your bid details, and then click the Submit button.
	<ul style="list-style-type: none"> • Upload a new bid by spreadsheet; see 4 above. Refer to Section 5-3.3.
	<ul style="list-style-type: none"> • Enter a Power Bid; see 5 above. Refer to Section 5-7.
	<ul style="list-style-type: none"> • Monitor Auctions results; see 6 above. Refer to Section 5-4.

Section 5-6 Power Bid

Power Bid is a function that allows you to decrease your previous bid prices by a percentage value. The percentage you select will be removed from all bid prices whether you are winning or losing.

Note Power Bid is only available for your second and subsequent bids.

The screenshot shows the Ameren Sourcing interface for 'Bid: 1086 (Auction 245)'. The page includes navigation links (Home, Logout, Preferences, Help) and a 'Negotiations' tab. The bid details are: Title: Line Pipe & Fittings, Time Left: 5 days 22 hours, Style: Blind, Bid Currency: USD, Close Date: 07/18/2006 12:24, Ranking: Price Only, Bidder: BABCOCK POWER INC. The 'Actions' dropdown menu is open, showing options: Online Discussions, View Bid History, and Create Bid. The 'Create Bid' option is highlighted, and a red circle with the number '1' is placed over it.

1 If needed, open the Auction (see Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see **1** above.

The screenshot shows the Ameren Sourcing interface for 'Create Bid: 1080 (Auction 238)'. The page includes navigation links (Home, Logout, Preferences, Help) and a 'Negotiations' tab. The bid details are: Title: Line Pipe & Fittings, Time Left: 5 days 21 hours, Auction Currency: USD, Bid Currency: USD, Price Precision: Any, Close Date: 07/18/2006 08:21:42, Bid Valid Until: [input field], Reference Number: [input field], Note to Buyer: [input field]. The 'Attachments' section shows a table with columns: File Name, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete. The 'Attributes' section shows a table with columns: Group, Attribute, Attribute Type, Target Value, Bid Value. The 'Lines' section shows a table with columns: Line, Update, Ship To, Rank, Start Price, Best Price, Target Price, Bid Price, Proxy Minimum, Unit, Target Quantity, Bid Quantity, Promise Date. The 'Power Bid' field is highlighted with a red circle and the number '1'. The 'Continue' button is highlighted with a red circle and the number '2'.

1 Type the percentage decrease (for example, 7.25) and click Recalculate; see **1** above.

2 Click the Continue button to review your new bid; see **2** above.

	<div style="border: 1px solid blue; padding: 5px;"> <p>Lines</p> <p style="text-align: right;">Proxy Bid Decrement 5(USD)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select Line</th> <th>Ship-To</th> <th>Best Price</th> <th>Start Price</th> <th>Target Price</th> <th>Bid Price (USD)</th> <th>Proxy Minimum</th> <th>Unit</th> <th>Target Quantity</th> <th>Bid Quantity</th> <th>Your Total By Amount</th> <th>Need-By Date</th> <th>Promise Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 1 ADAPTER PIPE, PIP...</td> <td>VAR</td> <td>120.55</td> <td></td> <td></td> <td>111.810125</td> <td></td> <td>EACH</td> <td>20</td> <td>20</td> <td>2,236.20</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> 2 ADAPTER, STRAIGHT...</td> <td>VAR</td> <td>105.33</td> <td></td> <td></td> <td>97.693575</td> <td></td> <td>EACH</td> <td>30</td> <td>30</td> <td>2,930.81</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> 3 ADAPTER, STRAIGHT...</td> <td>VAR</td> <td>104.88</td> <td></td> <td></td> <td>97.2762</td> <td></td> <td>EACH</td> <td>50</td> <td>50</td> <td>4,863.81</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> 4 ADAPTER, STRAIGHT...</td> <td>VAR</td> <td>110.65</td> <td></td> <td></td> <td>102.627875</td> <td></td> <td>EACH</td> <td>500</td> <td>500</td> <td>51,313.94</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> 5 ADAPTER, ELECTRIC...</td> <td>VAR</td> <td>136.4</td> <td></td> <td></td> <td>126.511</td> <td></td> <td>EACH</td> <td>25</td> <td>25</td> <td>3,162.78</td> <td></td> <td></td> </tr> </tbody> </table> <p>Line 1: ADAPTER PIPE, PIPE FITTING</p> <p>Notes and Attachments</p> <p>Note to Buyer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>File Name</th> <th>Type</th> <th>Description</th> <th>Category</th> <th>Last Updated By</th> <th>Last Updated</th> <th>Usage</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="9">No data exists.</td> </tr> </tbody> </table> <p style="text-align: right;">3</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Save Draft"/> <input style="border: 2px solid red;" type="button" value="Submit"/> </p> </div>	Select Line	Ship-To	Best Price	Start Price	Target Price	Bid Price (USD)	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Your Total By Amount	Need-By Date	Promise Date	<input checked="" type="radio"/> 1 ADAPTER PIPE, PIP...	VAR	120.55			111.810125		EACH	20	20	2,236.20			<input type="radio"/> 2 ADAPTER, STRAIGHT...	VAR	105.33			97.693575		EACH	30	30	2,930.81			<input type="radio"/> 3 ADAPTER, STRAIGHT...	VAR	104.88			97.2762		EACH	50	50	4,863.81			<input type="radio"/> 4 ADAPTER, STRAIGHT...	VAR	110.65			102.627875		EACH	500	500	51,313.94			<input type="radio"/> 5 ADAPTER, ELECTRIC...	VAR	136.4			126.511		EACH	25	25	3,162.78			File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	No data exists.								
Select Line	Ship-To	Best Price	Start Price	Target Price	Bid Price (USD)	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Your Total By Amount	Need-By Date	Promise Date																																																																																					
<input checked="" type="radio"/> 1 ADAPTER PIPE, PIP...	VAR	120.55			111.810125		EACH	20	20	2,236.20																																																																																							
<input type="radio"/> 2 ADAPTER, STRAIGHT...	VAR	105.33			97.693575		EACH	30	30	2,930.81																																																																																							
<input type="radio"/> 3 ADAPTER, STRAIGHT...	VAR	104.88			97.2762		EACH	50	50	4,863.81																																																																																							
<input type="radio"/> 4 ADAPTER, STRAIGHT...	VAR	110.65			102.627875		EACH	500	500	51,313.94																																																																																							
<input type="radio"/> 5 ADAPTER, ELECTRIC...	VAR	136.4			126.511		EACH	25	25	3,162.78																																																																																							
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete																																																																																									
No data exists.																																																																																																	
<p>3</p>	<p>Review the new bid details, and then click the Submit button to submit your new bid to Ameren; see 3 above.</p>																																																																																																
	<div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: right;">Home Logout Preferences</p> <p style="text-align: right;">Negotiations</p> <hr/> <p>Confirmation</p> <p>Bid 1080 for Auction 238 (Line Pipe & Fittings) has been submitted.</p> <p>4 Monitor Auction</p> <p>Return to Sourcing Home Page</p> <p style="text-align: center;">Negotiations Home Logout Preferences</p> <p style="font-size: small;">Copyright 2000-2005 Oracle Corporation. All rights reserved. Privacy Statement</p> </div>																																																																																																
<p>4</p>	<p>This page displays to confirm the bid has been submitted. To check the result of the bid you resubmitted, click the <i>Monitor Auction</i> link; see 4 above.</p>																																																																																																
<p>5</p>	<p>Review the bid details and return to Section 5-5 of this guide to repeat the process, as needed, until completion of the Auction.</p>																																																																																																
<p>Note</p>	<p>After the Auction has closed, an Ameren representative will contact you to advise you of the result and the next steps in the negotiation process.</p>																																																																																																

Section 5-7 Cancel Proxy Bidding

In most cases, once proxy bidding has been initiated, it can be allowed to run to conclusion. However, there may be certain instances in which the bidder needs to end proxy bidding early. Usually, this happens when the bidder needs to update bid information. For example, the promise date offered by the bidder may need to be updated due to unforeseen situations at the time the proxy was begun. Or in a multi-attribute weighted negotiation, the bidder may wish to update the non-price related information to improve the price to total score ratio. In both these cases, the bidder may wish to halt the proxy bidding to update bid information.



Ameren Sourcing

Home Logout Preferences Help

Negotiations

Negotiations >

Bid: 1086 (Auction 245)

Title [Line Pipe & Fittings](#)

Time Left **5 days 22 hours**

Style **Blind**

Bid Currency **USD**

Close Date **07/18/2006 12:26:27**

Ranking **Price Only**

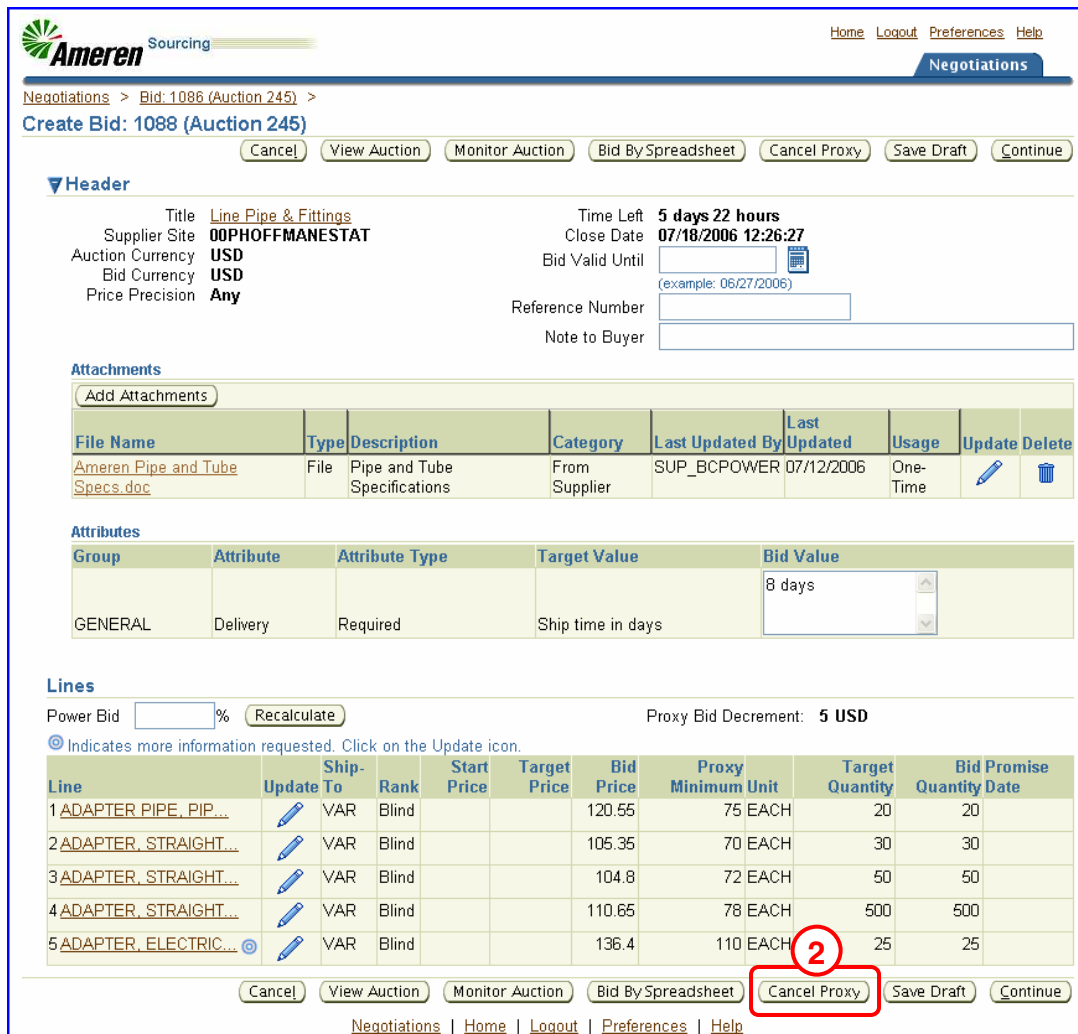
Bidder **BABCOCK POWER INC**

Actions

- Online Discussions
- Online Discussions
- View Bid History
- Create Bid**

Go

- 1 If needed, open the Auction (refer to Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see 1 above.



Ameren Sourcing

Home Logout Preferences Help

Negotiations

Negotiations > Bid: 1086 (Auction 245) >

Create Bid: 1088 (Auction 245)

Cancel View Auction Monitor Auction Bid By Spreadsheet Cancel Proxy Save Draft Continue

▼ Header

Title [Line Pipe & Fittings](#)

Supplier Site **00PHOFFMANESTAT**

Auction Currency **USD**

Bid Currency **USD**

Price Precision **Any**

Time Left **5 days 22 hours**

Close Date **07/18/2006 12:26:27**

Bid Valid Until

(example: 06/27/2006)

Reference Number

Note to Buyer

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Pipe and Tube Specs.doc	File	Pipe and Tube Specifications	From Supplier	SUP_BCPOWER	07/12/2006	One-Time		

Attributes

Group	Attribute	Attribute Type	Target Value	Bid Value
GENERAL	Delivery	Required	Ship time in days	8 days

Lines

Power Bid %

Proxy Bid Decrement: **5 USD**

Ⓢ Indicates more information requested. Click on the Update icon.

Line	Update	Ship-To	Rank	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Promise Quantity	Bid Promise Date
1 ADAPTER PIPE, PIP...		VAR	Blind			120.55	75	EACH	20	20	
2 ADAPTER, STRAIGHT...		VAR	Blind			105.35	70	EACH	30	30	
3 ADAPTER, STRAIGHT...		VAR	Blind			104.8	72	EACH	50	50	
4 ADAPTER, STRAIGHT...		VAR	Blind			110.65	78	EACH	500	500	
5 ADAPTER, ELECTRIC...		VAR	Blind			136.4	110	EACH	25	25	

Cancel View Auction Monitor Auction Bid By Spreadsheet **Cancel Proxy** Save Draft Continue

Negotiations | Home | Logout | Preferences | Help

- 2 Click the Cancel Proxy button; see 2 above.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Cancel Proxy Bidding (Auction 245)

The table below lists all lines which have proxy enabled. [Learn More](#)

Select Line: **4**

[Select All](#) | [Select None](#)

Select Line	Category	Bid Price (USD)	Target Price (USD)	Proxy Minimum Bid (USD)
<input type="checkbox"/> 1 ADAPTER PIPE, PIPE FITTING	41103627	120.55		75
<input type="checkbox"/> 2 ADAPTER, STRAIGHT MALE COPPER	40141719	105.35		70
<input type="checkbox"/> 3 ADAPTER, STRAIGHT FEMALE COPPER	40141719	104.8		72
<input type="checkbox"/> 4 ADAPTER, STRAIGHT FITTING MALE	41103627	110.65		78
<input type="checkbox"/> 5 ADAPTER, ELECTRIC GROUNDED	73171510	136.4		110

3

[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

3 To cancel proxy bidding on all lines, click the Cancel All Proxies button; see **3** above.

4 To cancel proxy bidding for selected lines, select the items you wish to remove the proxy bidding function from, and then click the Cancel Proxy button; see **4** above.

Ameren Sourcing Home Logout Preferences Help

Negotiations

Confirmation

All proxies have been cancelled.

Cancel Proxy Bidding (Auction 245)

The table below lists all lines which have proxy enabled. [Learn More](#)

Select Line	Category	Bid Price (USD)	Target Price (USD)	Proxy Minimum Bid (USD)
No data exists.				

5

[Negotiations](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Privacy Statement](#)

5 A message confirming the cancellation is displayed on the screen. If you would like to create a new bid (either manual or one that includes new proxy specifications), click the Create Bid button; see **5** above.

Refer to Section 5-5 to create the new bid.

Section 5-8 Bid History

You can review all bids which were submitted during the course of an auction.

- 1 If needed, open the Auction (refer to Section 5-1 for instructions). Select View Bid History from the Actions drop-down list, and click the Go button; see 1 above.

Supplier	Supplier Site	Contact	Bid	Status	Bid Total (USD)	Time of Bid	Bid Valid Until
BABCOCK POWER INC	00PHOFFMANESTAT	Hammitt, Theresa	1112	Active	67,785.50	07/13/2006 14:21:53	
BABCOCK POWER INC	00PHOFFMANESTAT	Hammitt, Theresa	1109	Archived	69,546.50	07/13/2006 13:41:06	
BABCOCK POWER INC	00PHOFFMANESTAT	Hammitt, Theresa	1086	Archived	69,546.50	07/12/2006 13:19:10	

- 2 Click a Bid link to review additional bid details; see 2 above.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Ameren Pipe and Tube Specs.doc	File	Pipe and Tube Specifications	From Supplier	SUP_BCPOWER	07/13/2006	One-Time		

Details	Line	Ship-To	Start Price	Target Price	Bid Price Unit	Target Quantity	Bid Need-By	Promise Date	Bid Total	Active
Show	1 ADAPTER PIPE, PIPE FITTING	VAR			120.55 EACH	20	20		2,411.00	Blind
Show	2 ADAPTER, STRAIGHT MALE COPPER	VAR			105.35 EACH	30	30		3,160.50	Blind
Show	3 ADAPTER, STRAIGHT FEMALE COPPER	VAR			104.8 EACH	50	50		5,240.00	Blind
Show	4 ADAPTER, STRAIGHT FITTING MALE	VAR			110.65 EACH	500	500		55,325.00	Blind
Show	5 ADAPTER, ELECTRIC GROUNDED	VAR			136.4 EACH	25	25		3,410.00	Blind

- 3 Click the *Return to* link to return to the Bid History page.

Update History

Date	Section	Change
9/22/06	1-4	Added the following Note: <i>It is suggested that you create a new user ID if you need to change your email address.</i>
9/22/06	2-2	Changes made to reflect the change in the email notification process.
9/22/06	2-4	Changed the final note to reflect the change in the email notification process.
9/22/06	2-7	Added a new section for the “Online Discussions” feature
9/22/06	2-8	Added a new section for the “Worklist” feature
9/22/06	All	Updated page number references within the document
5/1/2007		Added the Sourcing application Help Desk phone number: 888-857-5640