

Overview

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

You may request changes to:

Blanket Agreements: Price and price breaks and Supplier Item

Blanket Releases: Quantity Ordered, Promised Date and Supplier Order Line

Goods POs: Quantity Ordered, Promised Date and Supplier Order Line

Service POs: Promised Date and Supplier Order Line

1. Go to <https://ebusiness.ameren.com> and login.
2. Click **AMPOS iSupplier Portal Full Access**
3. Click **Home Page**.

Ameren E-Business Suite

Oracle Applications Home Page

Navigator

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPOS iSupplier Portal Full Access** (2)
- Supplier Profile & Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Directory)

AMPOS iSupplier Portal Full Access

- Home Page** (3)
- Change Password
- Retainage Release
- Retainage Release

Logout Preferences Help

Logged In As PROCESS_PERFORMANCEGROUP@AMEREN

Favorites

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

TIP Ameren Employee Need Help? Call the ASC Service Desk: 314-55(4-4357).

TIP Supplier User Need Help? For RFQ or PO questions, contact your Ameren buyer. For CCTM project related questions, contact your Ameren job or work order supervisor. For invoice/payment questions, technical difficulties, or other problems call the Ameren Supplier Service Desk at 1-888-857-5640.

Privacy Statement

Logout Preferences Help

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4. Click the **Orders** tab, clicking on the **FULL LIST** or the **Purchase Orders** links will take you to the same page.

Home **Orders** Shipments Finance Intelligence

Search PO Number

Notifications

Subject	Date
AMEREN OP UNIT - Standard Purchase Order 575310.6 requires your acceptance	02/26/2012 12:24:43
AMEREN OP UNIT - Standard Purchase Order 575311.0 requires your acceptance	02/26/2012 09:38:46
AMEREN OP UNIT - Contract Purchase Agreement 566573.2 requires your acceptance	12/15/2011 13:15:47
AMEREN OP UNIT - Standard Purchase Order 566605.0 requires your acceptance	12/15/2011 11:27:21
AMEREN OP UNIT - Standard Purchase Order 536824.3 requires your acceptance	09/01/2011 13:18:31

Orders At A Glance

PO Number	Description	Order Date
575310	CCTM Services-Accounting Split Test	02/26/2012 12:23:44
575311	CCTM Services-DOJM Test	02/26/2012 09:37:47
568385	TEST BLANKET	01/05/2012 12:58:27
566573	CCTM Services Contract	12/15/2011 13:14:39
566605	CCTM Services, Maintenance and Construction	12/15/2011 11:26:30

Planning

- Orders
 - Agreements
 - Purchase Orders** (5)
 - Purchase History
- Shipments
 - Delivery Schedules
 - Overdue Receipts
- Receipts
 - Receipts
 - Returns
 - On-Time Performance
- Invoices
 - Invoices
- Payments
 - Payments

Logout Preferences Help

5. Click the circle next to the **PO Number** in the blue taskbar below the tabs to select the **Purchase Order to Change**.
6. Click the **Request Changes** button. This will open the Purchase Order to allow the changes.

Home Orders Shipments Finance Intelligence

Purchase Orders | Agreements | Purchase History | RFQ

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders **Go** (6) Advanced Search

Select Order: Acknowledge **Request Changes** View Change History

Select PO Number	Rev Unit	Operating Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
10000118 (5)	0	AMEREN OP UNIT	Standard PO	Tool Purchases for Sioux Power Plant	04/28/2009 21:35:30	Alarcon (SCProcPerf 1105), Victor H	USD	2550.00	Accepted	

Previous 1-25 Next 25

7. Chose **all** the lines to change by Clicking the **Show All Details** button at the top of the list of PO Lines or chose just **one** line to change by clicking on the **plus sign** next to the word **show**.

View Transmission History

PO Details

Show All Details Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods			This is line item one for test order for iSupplier Portal supplier diversity symposium	USD	1	2200	2200.00	Open		
Show	2	Goods			This is line item two for test order for iSupplier Portal supplier diversity symposium	USD	1	3300	3300.00	Open		
Show	3	Goods			This is line item three for test order for iSupplier Portal supplier diversity symposium	USD	1	1100	1100.00	Open		

Return to Orders: Purchase Orders

Actions Request Changes Go Expo

8. Change the **Quantity**, **Price** and/or **Promise Date**. If the box is white you can edit it.

9. You must add a reason as to why you are making this change and the **Action** is **Change**

10. Click **Submit**

Home Orders Shipments Finance Intelligence Home Logout Preferences Help

Details

Line	Type	Item	Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Config ID	Attachments	Reason	
Hide	1	Goods			This is line item one for test order for iSupplier Portal supplier diversity symposium	USD	1	2200	2200.00					Open					

Shipments

Shipment Location	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Promise Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Submit Reason	Action
	021A AMEREN 608 ST	1		2200.00		04/09/2010 00:00:00	04/09/2010 00:00:00					Accepted			

Additional Change Requests

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

Cancel Cancel Entire Order Printable View View Change History Submit

11. The Change Request has been submitted to the buyer.

Ameren iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments Finance Intelligence

Purchase Orders Agreements Purchase History RFQ

Change Order Confirmation

Change Request for Purchase Order 483113 has been submitted for approval.

Return to Purchase Order Summary

Home Orders Shipments Finance Intelligence Home Logout Preferences Help

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