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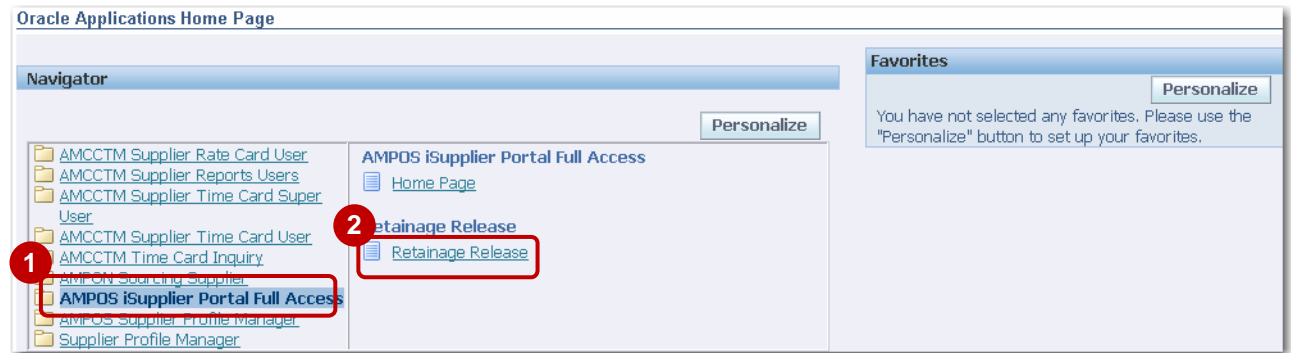
You can open a saved release so that you can complete it, check the status of retainage releases and resubmit retainage releases which have been rejected.

1. Login to iSupplier and click **AMPOS iSupplier Portal Full Access**, see **1**.

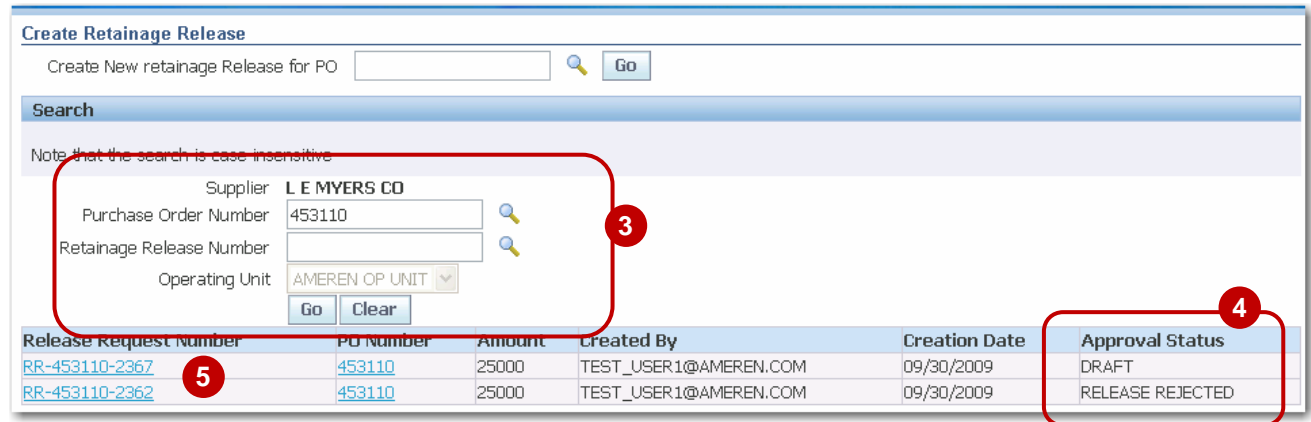2. Click **Retainage Release**, see **2**.

3. In the Search area, enter a **PO number** or a **Release Request Number** and click the **Go** button, see **3**.

   Click the Magnifying Glass if you need to search for a PO or Retainage Release Number.

4. Search results are displayed, along with the Release Request approval status, see **4**.

   Review the table at right for a description of the approval statuses.

To view release information, complete a saved (draft) request or edit a rejected release:

5. Click the Release Request Number, see **5**.

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

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

6. Requests that are in **Draft** status can be deleted by clicking the Delete button, see **6**.

7. For rejected releases, the rejection reason displays as shown, see **7**.

8. To add an attachment, for example Final Lien Waivers, click **Add**, see **8**.

   a. You can enter a Title and Description to identify the attachment (not required).

   b. To attach a file, click the **Browse** Button to locate the attachment.

   c. To add a text attachment, select Text and type your text in the area provided.

   d. Click **Add Another** to add another attachment or click **Apply** when finished.

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

You can enter your internal invoice or tracking number here.

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

Supplier						**Retainage Release**				

* Supplier L E MYERS CO
Tax Payer ID 361517230
* Remit To 02CHICAGO
Address 22386 NETWORK PLACE CHICAGO IL 606731223

Retainage Release Number RR-453110-2362
Write Off ☐
* Request Date 09/30/2009 15:39:06
(example: 09/16/2009 19:45:00)
Release Amount 25000
Status RELEASE REJECTED
Currency USD
Vendor Reference Number AMRN-453110
Attachments View Add

Items

Select	S No	PO Number	Line	PO Shipment Number	PO Shipment Amount	Agreed Retention Amount	Invoiced Amount	Retained Amount	Approved Released Amount	Unapproved Released Amt	Retention Amount To Be Released	Comments
☐	1	453110	1	1	1500000	150000	1500000	150000	0	0	25000	

PO Details

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

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

The *Items* section shows all PO lines along with associated retainage information:

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

In the **Items** section:

9. Check the **Select** boxes for the line(s) that you want to enter or correct, see **9**.

10. Edit the release amount, if needed, see **10**.

11. Enter any comments regarding the request (optional), see **11**.

12. Click **Submit** to complete your request, see **12**.

Items

Select	S No	PO Number	Line	PO Shipment Number	PO Shipment Amount	Agreed Retention Amount	Invoiced Amount	Retained Amount	Approved Released Amount	Unapproved Released Amt	Retention Amount To Be Released	Comments
☑	1	453110	1	1	1500000	150000	1500000	150000	0	0	25000	Final Lien Waivers attach

PO Details

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Save Submit Delete Back