



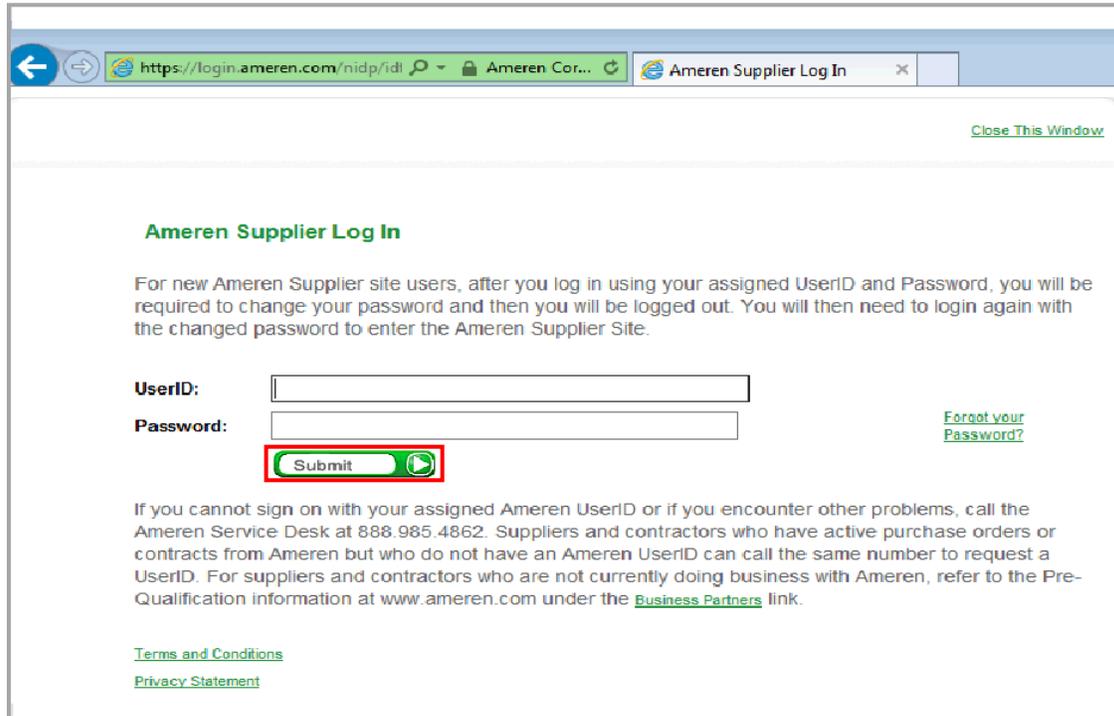
# **AMEREN SOURCING SUPPLIER**

## **Reverse Auction Training Manual**

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**Login to Oracle and Navigate to Sourcing Supplier Home Page**



Step	Action
1.	<p>Navigate to Ameren's Oracle Login page: <a href="https://ebusiness.ameren.com">https://ebusiness.ameren.com</a>.</p> <p>Enter your <b>UserID</b> (email address) and <b>Password</b>.</p> <p>Click the <b>Submit</b> button.</p> <p>If you have difficulty with login contact the <b>Ameren Supplier Service Desk</b> at <b>888-985-4862</b>.</p> 

**Main Menu**

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier**
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager

**Worklist**

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	<a href="#">You are invited: Auction 1751008 (St. Louis Metro Firm Bid)</a>	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A</a>	12/04/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M</a>	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/20/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M</a>	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 10/08/2017 has been approved by Lanter</a>	11/27/2017	

Step	Action
2.	Within the <b>Main Menu</b> click the <b>AMPON Sourcing Supplier</b> responsibility. 

Enterprise Search   Search Results Display Preference  Favorites Logout Preferences Help

Oracle Applications Home Page Logged In As PROCESS\_PERFORMANCEGROUP@AMEREN

**Main Menu** Personalize

- [AMCCTM Supplier Rate Card User](#)
- [AMCCTM Supplier Reports Users](#)
- [AMCCTM Supplier Time Card Super User](#)
- [AMCCTM Time Card Inquiry](#)
- [AMPON Sourcing Supplier](#)
- [AMPOS Sourcing Supplier](#)
- [AMPOS Supplier Portal Full Access](#)
- [AMPOS Supplier Profile Manager](#)

**Worklist** Full List (87)

Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	<a href="#">You are invited: Auction 1751008 (St. Louis Metro Firm Bid)</a>	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A</a>	12/04/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M</a>	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/20/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M</a>	11/27/2017	

Step	Action
3.	Click the <b>Sourcing</b> link. 

Enterprise Search   Search Results Display Preference  Favorites

Logged In As **PROCESS\_PERFORMANCEGROUP@AMER**

**Oracle Applications Home Page**

**Main Menu**

- [AMCCTM Supplier Rate Card User](#)
- [AMCCTM Supplier Reports Users](#)
- [AMCCTM Supplier Time Card Super User](#)
- [AMCCTM Time Card Inquiry](#)
- [AMPON Sourcing Supplier](#)
  - [Sourcing](#)
  - [Worklist](#)
- [AMPOS iSupplier Portal Full Access](#)
- [AMPOS Supplier Profile Manager](#)

**Worklist**

Previous

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	<a href="#">You are invited: Auction 1751008 (St. Louis Metro Firm Bid)</a>	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A</a>	12/04/2017	
Lanter(CMSpFxED6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSpFxED6 P-10 (IP)), Lynne M</a>	11/27/2017	
Lanter(CMSpFxED6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	<a href="#">Time Card for the weekend period 08/20/2017 has been approved by Lanter</a>	11/27/2017	

Step	Action
4.	Click the <b>Sourcing Home Page</b> link. 

## Review Auction Details & Submit Intent to Participate

The screenshot shows the 'Negotiations' section of the Ameren Sourcing portal. It includes a search bar for open negotiations, a welcome message for Tiffany Pallme, and two main sections: 'Your Active and Draft Responses' and 'Your Company's Open Invitations'. The 'Open Invitations' table contains one entry with a highlighted negotiation number.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">962241</a>	Active		<a href="#">543975</a>	ENG_Underground Design	RFI	0 seconds		<a href="#">0</a>
<a href="#">1674257</a>	Active	01CCTMTESTONLY	<a href="#">947977.1</a>	Sys Verification Test	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674258</a>	Active		<a href="#">914977</a>	Test RFQ	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674259</a>	Active		<a href="#">947980</a>	Sys Verification	RFI	0 seconds		<a href="#">0</a>
<a href="#">1687262</a>	Active		<a href="#">959975</a>	Test - Quote Response	RFQ	0 seconds		<a href="#">0</a>

Supplier Site	Negotiation Number	Title	Type	Time Left
00TESTONLY	<a href="#">1681003</a>	Sample Reverse Auction: Firm ...	Auction	7 minutes

Step	Action
1.	On your Negotiations Home Page, within <b>Your Company's Open Invitations</b> section, click the <b>Negotiation Number</b> link to access the Auction. <a href="#">1681003</a>

The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, the auction ID '1681003' is displayed. The main content area shows the following details:

- Title:** Sample Reverse Auction: Firm Bid Services
- Status:** Preview
- Time Left:** Opens in 23 hours 57 minutes
- Open Date:** 12/13/2017 09:30:00
- Close Date:** 12/13/2017 09:45:45
- Buyer:** Minor(SCProcPerf 1105), Katherine
- Bid Style:** Open
- Outcome Event:** Standard Purchase Order
- Payment Terms:** NET 30
- Carrier:** (blank)
- Freight Terms:** Collect Shipment
- Bill-To Address:** VAR
- Ship-To Address:** VAR
- FOB:** DESTINATION

The 'Header' tab is highlighted with a red box. Other tabs include 'Lines', 'Controls', and 'Contract Terms'.

Step	Action
2.	<p>At the top of the page, review the: <b>Status</b>, <b>Time Left</b>, <b>Open Date</b>, &amp; <b>Close Date</b>.</p> <p>Below the Header tab, note the <b>Bid Style</b>. <b>Open</b> indicates, when the Auction is active, you will see the bid <b>Amount</b> for all Suppliers participating. Additional participating Supplier names WILL NOT be displayed.</p>

Auction: 1681003

Actions: Acknowledge Participation

Title: **Sample Reverse Auction: Firm Bid Services**  
 Status: **Preview**  
 Time Left: **Opens in 23 hours 57 minutes**

Open Date: **12/13/2017 09:30:00**  
 Close Date: **12/13/2017 09:45:45**

Header **Lines** Controls Contract Terms

Buyer: **Minor(SCProcPerf 1105), Katherine**  
 Bid Style: **Open**  
 Description: **Standard Purchase Order**

Outcome: **Standard Purchase Order**  
 Event:

**Terms**

Bill-To Address: [VAR](#)  
 Ship-To Address: [VAR](#)  
 FOB: **DESTINATION**

Payment Terms: **NET 30**  
 Carrier:  
 Freight Terms: **Collect Shipment**

**Currency**

Auction Currency: **USD**  
 Price Precision: **Any**

**Requirements**

**Details Section**  
 No results found.

**Notes and Attachments**

**Note to Suppliers** Detailed instructions for review and action on attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Sourcing Supplier Auction Response.pptx</a>	File		To Supplier	E87693	12/13/2017	One-Time		

Step	Action
3.	<p>Also within the <b>Header</b> tab, in the <b>Notes and Attachments</b> section, review the <b>Note to Suppliers</b> and click the <b>Title</b> link to <b>open</b> and <b>save</b> each attachment.</p> <p>Click the <b>Lines</b> tab.</p> <p><b>Lines</b></p>

The screenshot shows the 'Sourcing' interface for an auction. The title is 'Sample Reverse Auction: Firm Bid Services'. The status is 'Preview' and it opens in 23 hours 57 minutes. The open date is 12/13/2017 09:30:00 and the close date is 12/13/2017 09:45:45. The 'Lines' tab is selected, showing a table with one line item: 'Sample Auction Line' with a quantity of 1. The 'Display Rank As' is set to '1,2,3...' and 'Ranking' is 'Price Only'. The 'Cost Factors' are 'Buyer & Supplier' and 'Price Tiers' are 'None'. There are 'Return to Negotiations' and 'Acknowledge Participation' buttons.

Step	Action
4.	<p>Navigate to the <b>Lines</b> tab. Note Display <b>Rank As</b> and <b>Ranking. 1, 2, 3...</b> and <b>Price Only</b> indicate the lowest bid amount will be ranked as 1, and the Supplier with this ranking will be awarded when the Auction closes.</p> <p>Click the <b>Line</b> link to review line details.  <a href="#">Sample Auction Line</a></p>

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > Auction: 1681003 >

Line: 1 (Auction 1681003)

Item		Currency	USD
Rev		Price Precision	Any
Description	Sample Auction Line	Start Price	
Category	TRE	Target Price	100,000
Unit of Measure	USD	Need-By From	
Quantity	1	Need-By To	
Ship-To Address	VAR		

**Notes and Attachments**

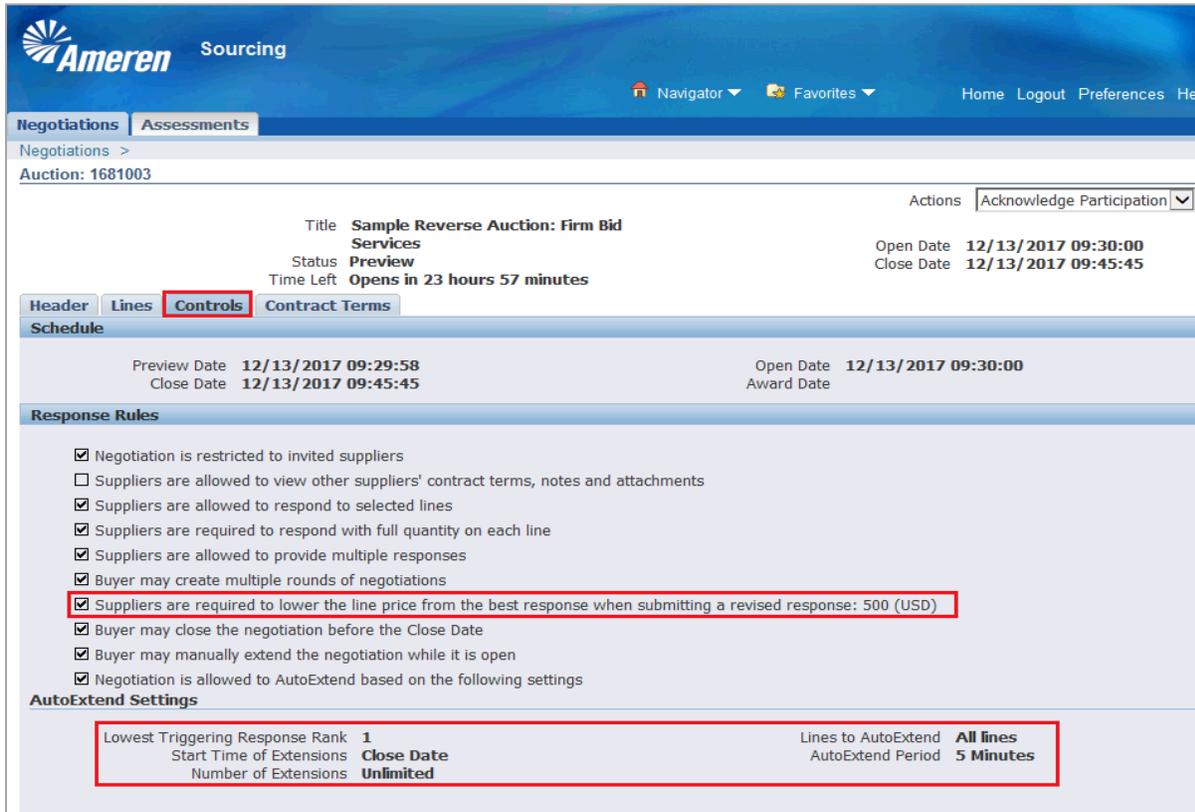
Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

[Return to Auction: 1681003](#)

Negotiations Assessments Home Logout Preferences Help

Step	Action
5.	<p>If a <b>Target Price</b> is displayed, you will be required to submit bids lower than that amount. No Target Price indicates the <b>initial bid</b> can be any amount.</p> <p>Click the <b>Return to Auction</b> link.</p> <p><a href="#">Return to Auction: 1681003</a></p>



**Auction: 1681003**

Title: **Sample Reverse Auction: Firm Bid Services**  
 Status: **Preview**  
 Time Left: **Opens in 23 hours 57 minutes**

Open Date: **12/13/2017 09:30:00**  
 Close Date: **12/13/2017 09:45:45**

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

**Schedule**

Preview Date: **12/13/2017 09:29:58**  
 Close Date: **12/13/2017 09:45:45**  
 Open Date: **12/13/2017 09:30:00**  
 Award Date:

**Response Rules**

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may create multiple rounds of negotiations
- Suppliers are required to lower the line price from the best response when submitting a revised response: 500 (USD)**
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Negotiation is allowed to AutoExtend based on the following settings

**AutoExtend Settings**

Lowest Triggering Response Rank	<b>1</b>	Lines to AutoExtend	<b>All lines</b>
Start Time of Extensions	<b>Close Date</b>	AutoExtend Period	<b>5 Minutes</b>
Number of Extensions	<b>Unlimited</b>		

Step	Action
6.	<p>Navigate to the <b>Controls</b> tab.</p> <p><b>Review Response Rules:</b>            * <b>Suppliers are required to lower the line price when submitting a revised response</b> indicates additional must decrease by the minimum amount displayed.</p> <p><b>Review AutoExtend Settings:</b>            * <b>Lowest Triggering Response Rank</b> indicates AutoExtend is triggered when a <b>better bid is submitted</b> for current winning bid.</p> <p>* <b>Start Time of Extensions &amp; AutoExtend Period: Close Date</b> indicates, when a triggering bid is submitted in the final 5 minutes of the auction, the auction will automatically extend for <b>5 minutes</b> past the scheduled close time.</p>

**Auction: 1681003**

Title: **Sample Reverse Auction: Firm Bid Services**  
 Status: **Preview**  
 Time Left: **Opens in 23 hours 57 minutes**

Open Date: **12/13/2017 09:30:00**  
 Close Date: **12/13/2017 09:45:45**

Actions: Acknowledge Participation **Go**

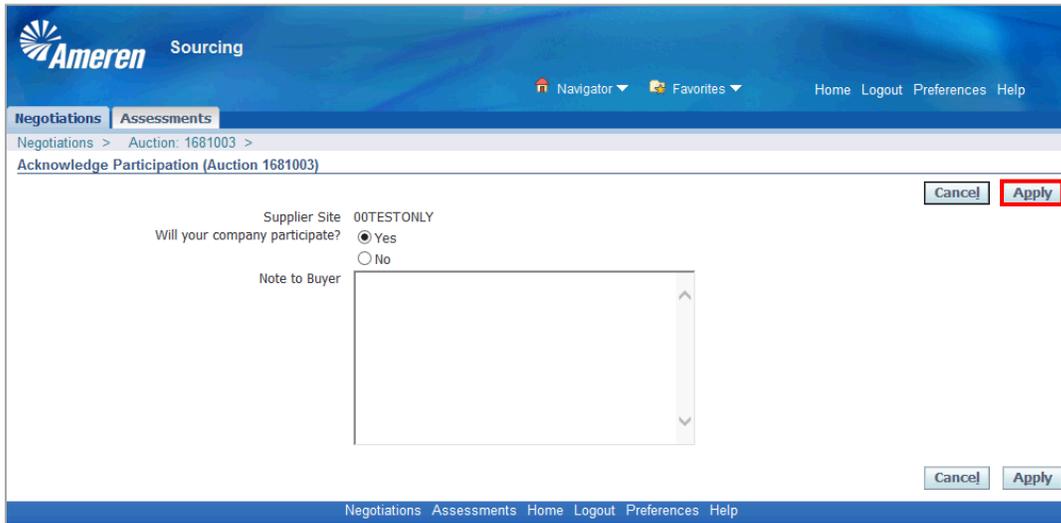
**Response Rules**

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may create multiple rounds of negotiations
- Suppliers are required to lower the line price from the best response when submitting a revised response: 500 (USD)**
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Negotiation is allowed to AutoExtend based on the following settings

**AutoExtend Settings**

Lowest Triggering Response Rank	<b>1</b>	Lines to AutoExtend	<b>All lines</b>
Start Time of Extensions	<b>Close Date</b>	AutoExtend Period	<b>5 Minutes</b>
Number of Extensions	<b>Unlimited</b>		

Step	Action
7.	When you have completed review of Auction details, confirm <b>Acknowledge Participation</b> is displayed in the <b>Actions</b> field, and click the <b>Go</b> button.



**Ameren Sourcing**

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > Auction: 1681003 >

**Acknowledge Participation (Auction 1681003)**

Supplier Site 00TESTONLY

Will your company participate?  Yes  No

Note to Buyer

Cancel Apply

Cancel Apply

Negotiations Assessments Home Logout Preferences Help

Step	Action
8.	Click the <b>Apply</b> button. 

**Ameren Sourcing** | Home | Logout | Preferences | Help

Navigator | Favorites

**Negotiations** | Assessments

Negotiations >

**Auction: 1681003**

Actions: Acknowledge Participation | Go

Title: **Sample Reverse Auction: Firm Bid Services**  
 Status: **Preview**  
 Time Left: **Opens in 23 hours 57 minutes**

Open Date: **12/13/2017 09:30:00**  
 Close Date: **12/13/2017 09:45:45**

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

Buyer: **Minor(SCProcPerf 1105), Katherine**  
 Bid Style: **Open**  
 Description: **Standard Purchase Order**

Outcome Event: **Standard Purchase Order**

**Terms**

Bill-To Address: [VAR](#)  
 Ship-To Address: [VAR](#)  
 Payment Terms: **NET 30**  
 Carrier: **Collect Shipment**  
 Freight Terms: **Collect Shipment**  
 FOB: **DESTINATION**

**Currency**

Auction Currency: **USD**  
 Price Precision: **Any**

**Requirements**

**Details Section**

No results found.

**Notes and Attachments**

Note to Suppliers: **Detailed instructions for review and action on attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Sourcing_Supplier_Auction_Response.pptx</a>	File		To Supplier	E87693	12/13/2017	One-Time		

Step	Action
9.	You will be taken back to <b>Auction</b> details.

## Supplier Bidder: Create Bid

The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. A welcome message reads 'Welcome, TIFFANY PALLME.'.

The main content area is divided into two sections:

- Your Active and Draft Responses:** This section includes a 'Full List' button and a table with the following data:
 

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">962241</a>	Active		<a href="#">543975</a>	ENG_Underground Design	RFI	0 seconds		<a href="#">0</a>
<a href="#">1674257</a>	Active	01CCTMTESTONLY	<a href="#">947977.1</a>	Sys Verification Test	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674258</a>	Active		<a href="#">914977</a>	Test RFQ	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674259</a>	Active		<a href="#">947980</a>	Sys Verification	RFI	0 seconds		<a href="#">0</a>
<a href="#">1687262</a>	Active		<a href="#">959975</a>	Test - Quote Response	RFQ	0 seconds		<a href="#">0</a>
- Your Company's Open Invitations:** This section includes a 'Full List' button and a table with the following data:
 

Supplier Site	Negotiation Number	Title	Type	Time Left
00TESTONLY	<a href="#">1681003</a>	Sample Reverse Auction: Firm ...	Auction	7 minutes

Below these sections is a 'Quick Links' area with buttons for 'Messages' and 'View Responses'.

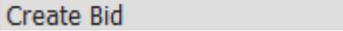
Step	Action
1.	On your Negotiations Home Page, within <b>Your Company's Open Invitations</b> section, click the <b>Negotiation Number</b> link to access the Auction. <a href="#">1681003</a>

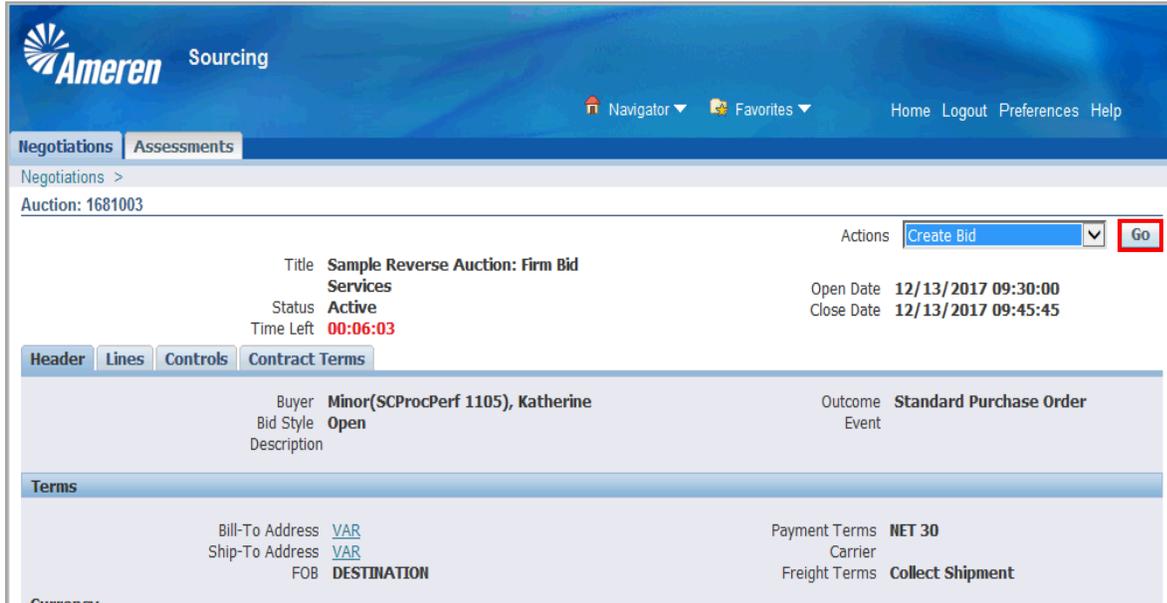
The screenshot shows the Ameren Sourcing interface for an auction. The main content area displays the following information:

- Title:** Sample Reverse Auction: Firm Bid Services
- Status:** Active
- Time Left:** 00:06:04
- Buyer:** Minor(SCProcPerf 1105), Katherine
- Bid Style:** Open
- Description:** (empty)
- Payment Terms:** NET 30
- Carrier:** (empty)
- Freight Terms:** Collect Shipment
- Auction Currency:** USD
- Price Precision:** Any

The 'Actions' dropdown menu is open, showing the following options:

- Acknowledge Participation
- Create Bid** (highlighted in red)
- Online Discussions
- View Bid History
- Analyze by Line
- Analyze by Bid
- Monitor Auction
- Printable View
- Export to Spreadsheet

Step	Action
2.	Click the <b>Actions</b> dropdown and choose <b>Create Bid</b> . 



The screenshot shows the Ameren Sourcing web application. At the top, there is a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below this, there are tabs for 'Negotiations' and 'Assessments'. The main content area displays details for an auction with ID '1681003'. The title is 'Sample Reverse Auction: Firm Bid Services', the status is 'Active', and the time left is '00:06:03'. The open date is '12/13/2017 09:30:00' and the close date is '12/13/2017 09:45:45'. There are buttons for 'Create Bid' and 'Go'. Below the auction details, there are sections for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Contract Terms' section shows buyer information: 'Minor(SCProcPerf 1105), Katherine', bid style 'Open', and outcome 'Standard Purchase Order Event'. The 'Terms' section shows address information: 'Bill-To Address VAR', 'Ship-To Address VAR', 'FOB DESTINATION', 'Payment Terms NET 30', 'Carrier', and 'Freight Terms Collect Shipment'.

Step	Action
3.	Click the <b>Go</b> button. 

The following terms and conditions must be accepted before a bid is placed in this auction.

**DISCLAIMERS**  
 Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to:

1. Reject any proposal which does not conform to instructions and specifications which are issued herein;
2. Not accept proposals after the stated submission deadline;
3. Reject any or all proposals, if it so decides;
4. Negotiate with one or more firms;
5. Award a contract in connection with this RFP at any time;
6. Award only a portion of the contract; or
7. Make no award of any contracts;
8. Maintain current vendor arrangements;
9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time;
10. Implement EDI, XML, or other electronic billing processes at any future time. Further, Ameren expects selected bidders to have electronic billing capability.

AMEREN EXPLICITLY RESERVES THE RIGHT TO CONTRACT WITH A VENDOR FOR REASONS OTHER THAN THE LOWEST PRICE. AMEREN WILL NOT REIMBURSE ANY BIDDER FOR ANY PROPOSAL PREPARATION COSTS OR OTHER WORK PERFORMED IN CONNECTION WITH THIS RFP.

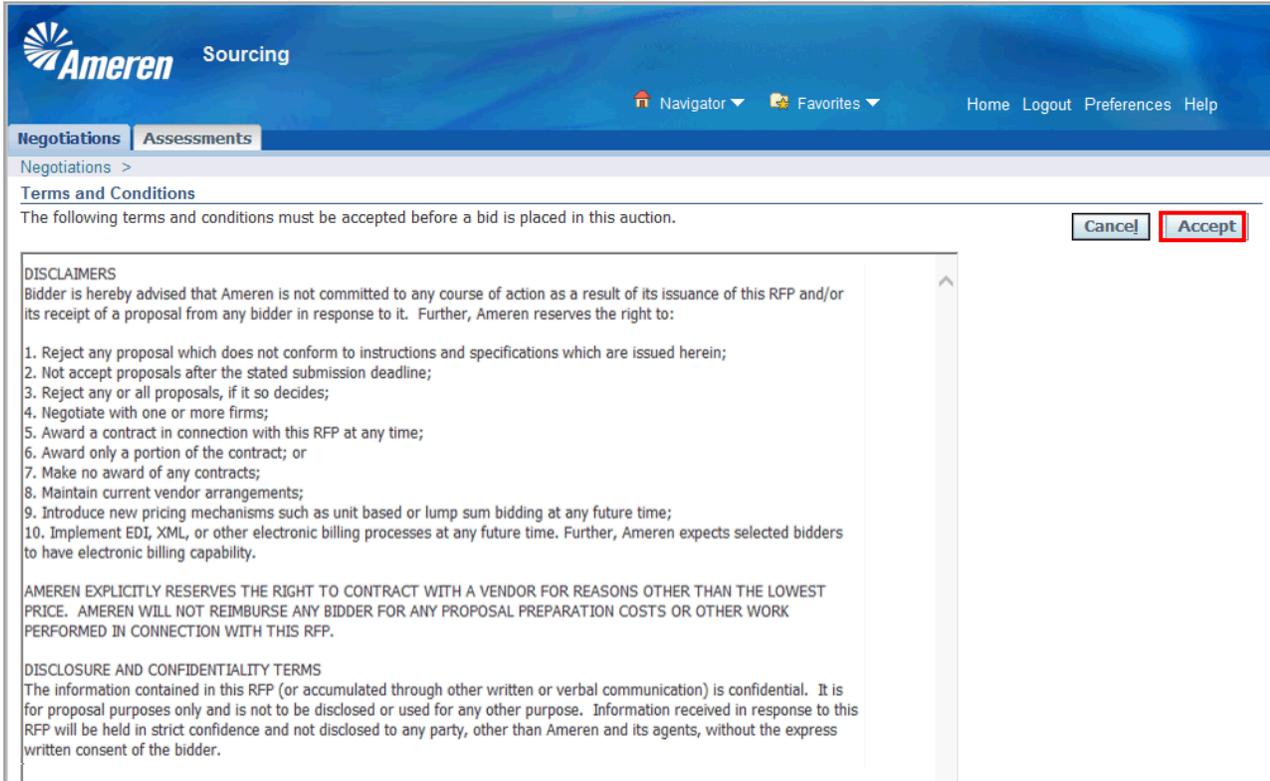
**DISCLOSURE AND CONFIDENTIALITY TERMS**  
 The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose. Information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than Ameren and its agents, without the express written consent of the bidder.

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

I have read and accepted the terms and conditions

Step	Action
4.	<p><b>Review Terms and Conditions.</b></p> <p>Click the <b>Select</b> box to indicate <b>I have read and accepted the terms and conditions.</b></p> <p><input type="checkbox"/> I have read and accepted the terms and conditions</p>



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3. Reject any or all proposals, if it so decides;
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6. Award only a portion of the contract; or
7. Make no award of any contracts;
8. Maintain current vendor arrangements;
9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time;
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Step	Action
5.	Click the <b>Accept</b> button. 

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > Auction: 1681003 >

Create Bid: 2331282 (Auction 1681003)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title [Sample Reverse Auction: Firm Bid Services](#) Time Left **00:05:50**  
Close Date **12/13/2017 09:45:45**

Header **Lines**

Supplier **IT TEST SUPPLIER 1** Bid Valid Until    
Supplier Site **00TESTONLY - TEST ADDRESS, TESTING ONLY, IL 11111, US**  
Auction Currency **USD** Reference Number   
Bid Currency **USD** Note to Buyer   
Price Precision **Any**

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Negotiations Assessments Home Logout Preferences Help

Step	Action
6.	Click the <a href="#">Lines</a> tab.

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > Auction: 1681003 >

Create Bid: 2331282 (Auction 1681003)

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

Title: Sample Reverse Auction: Firm Bid Services

Time Left: 00:05:22  
Close Date: 12/13/2017 09:45:45

Header Lines

Auction Currency: USD  
Price Precision: Any  
Bid Currency: USD  
Proxy Bid Decrement: 500 USD

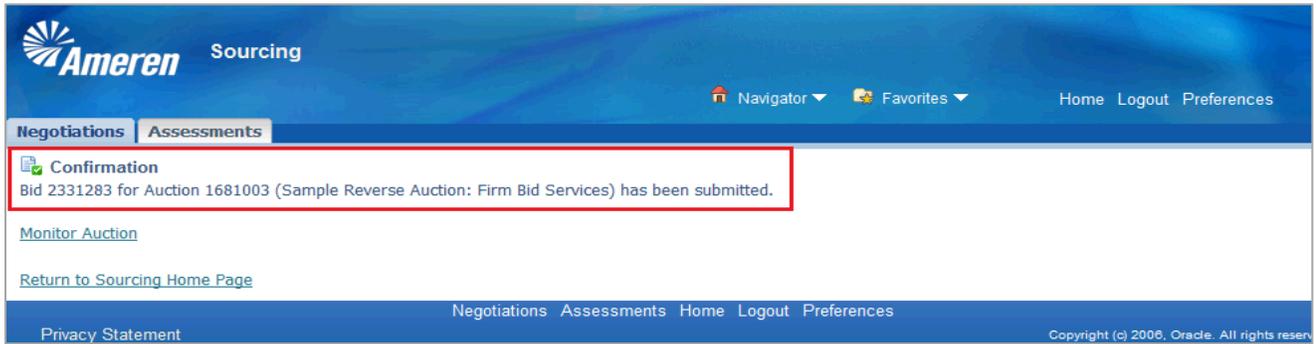
Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Bid Price	Proxy	Minimum	Unit	Target Quantity	Bid Quantity	Promised Date
1		Sample Auction Li...	VAR	No Bid	90,000	<input type="text" value=""/>	<input type="text" value="85000"/>	<input type="text" value=""/>		USD	1	1	<input type="text" value=""/>

Indicates more information requested. Click the Update icon.

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

Step	Action
7.	If a <b>Target Price</b> is displayed, enter any <b>Bid Price</b> lower than that amount. Click the <b>Continue</b> button. 

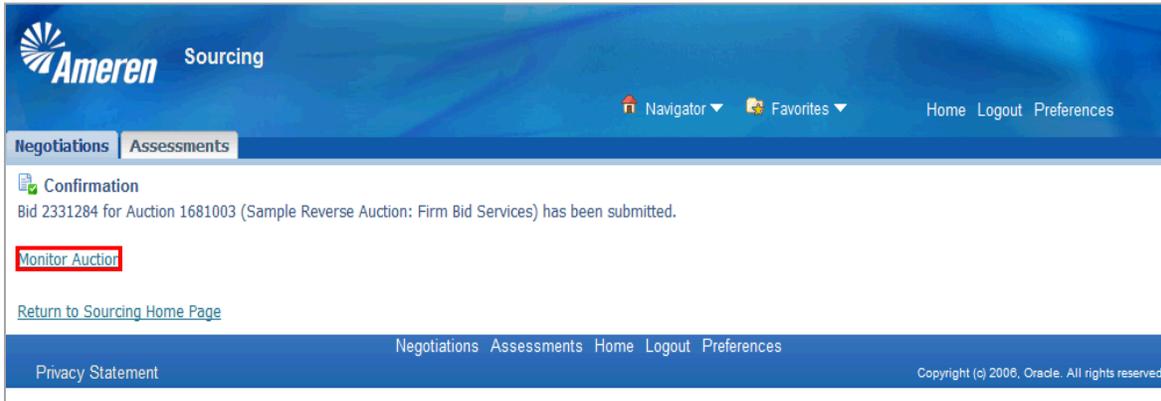
Step	Action
8.	Click the <b>Submit</b> button. 



Step	Action
9.	A <b>Confirmation</b> message will be displayed indicating your <b>bid was submitted successfully</b> .

## Supplier Bidder: Monitor Auction & Update Bid

As a Sourcing Supplier User, you can monitor negotiations in process to track the status of your responses. In an open auction you can easily monitor real-time activity, such as the rank of your response and the current best price, and take action as necessary. A countdown clock at the top of the page displays the remaining time before the auction closes.



Step	Action
1.	After submitting your initial bid click the <b>Monitor Auction</b> link.

**Monitor Auction: 1681003** AutoRefresh Interval: **6 seconds** **Set**

Title: [Sample Reverse Auction: Firm Bid Services](#) Open Date: **12/13/2017 09:30:00**  
 Status: **Active** Close Date: **12/13/2017 09:55:45**  
 Time Left: **00:08:55**

**Lines**

Bid Total (USD) **75,000.00**

Display only the lines on which I have bid  
 Display only the lines that I am currently losing

Update Bid	Line	Category	Time Left	Best Price Rank (USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Your Total Amount (USD)	Need-By Date	Promised Date
	1 Sample Auction Line	TRE	9 minutes	1 75,000	75,000		1	1	75,000.00		

[Return to Sourcing Home Page](#) **Create Bid**

Step	Action
2.	Click the <b>AutoRefresh Interval</b> dropdown and choose <b>6 seconds</b> . Click the <b>Set</b> button.  While noting <b>Time Left</b> , as the page refreshes, monitor changes to <b>Best Price</b> . 

**Auction Details:**  
 Title: [Sample Reverse Auction: Firm Bid](#)  
 Status: **Active**  
 Time Left: **00:08:41**  
 Open Date: **12/13/2017 09:30:00**  
 Close Date: **12/13/2017 09:55:45**

**Lines**  
 Bid Total (USD) **75,000.00**

Display only the lines on which I have bid  
 Display only the lines that I am currently losing

Update Bid	Line	Category	Time Left	Rank	Best Price (USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Your Total Amount	Need-By Date	Promised Date
	1 Sample Auction Line	TRE	8 minutes	1	75,000	75,000		1	75,000.00		

[Return to Sourcing Home Page](#) [Create Bid](#)

Step	Action
3.	When you are ready to submit subsequent bids, click the <b>Update Bid</b> icon or, in this example, click the <b>Create Bid</b> button. 

**Negotiations** | **Assessments**

Negotiations >  
Create Bid: 2331285 (Auction 1681003)

Title Sample Reverse Auction: Firm Bid Services Time Left **00:08:29**  
Close Date **12/13/2017 09:55:45**

**Header** | **Lines**

Auction Currency **USD** Bid Currency **USD**  
Price Precision **Any**

Power Bid  %  Apply reduction to losing lines only  Proxy Bid Decrement  **USD**

Line	Update Ship-To	Rank	Start Price	Best Price	Target Price	Bid Price	Proxy	Minimum Unit	Target Quantity	Bid Quantity	Promised Date
1	<a href="#">Sample Auction Li...</a>	VAR	1		75,000	<b>70000</b>		USD	1	1	

Indicates more information requested. Click the Update icon.  
 **TIP** Due to active bidding near the auction close time, the bidding period has been extended for all auction lines.

Step	Action
4.	<p>If the <b>Proxy Bid Decrement</b> field is populated, your <b>new Bid Price</b> must be <b>lower than</b> the current displayed, by <b>at least that amount</b>. Update the <b>Bid Price</b> field to apply a new amount, and then click the <b>Continue</b> button.</p> <p><input type="button" value="Continue"/></p>

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

Negotiations | Assessments

Negotiations >  
Create Bid 2331285: Review and Submit (Auction 1681003)

Cancel Back Validate Save Draft Printable View Submit

**Header**

Title <b>Sample Reverse Auction: Firm Bid Services</b>	Time Left
Supplier <b>IT TEST SUPPLIER 1</b>	Close Date <b>12/13/2017 09:55:45</b>
Supplier Site <b>00TESTONLY</b>	Bid Valid Until
Auction Currency <b>USD</b>	Reference Number
Bid Currency <b>USD</b>	Note to Buyer
Price Precision <b>Any</b>	

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Lines**

Bid Total (USD) **70,000.00**

Proxy Bid Decrement **500(USD)**

Select Line	Ship-To	Best Price	Start Price	Target Price	Bid Price (USD)	Proxy Minimum Unit	Target Quantity	Bid Quantity	Line Need-By Total Date	Promised Date
<input checked="" type="radio"/> 1 Sample Auction Li...	VAR	75,000			70000	USD	1	1	70,000.00	

Step	Action
5.	Click the <b>Submit</b> button. <span style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Submit</span>

**Confirmation**  
 Bid 2331285 for Auction 1681003 (Sample Reverse Auction: Firm Bid Services) has been submitted.

Monitor Auction: 1681003      AutoRefresh Interval: 30 seconds      **Set**      **Create Bid**

Title: [Sample Reverse Auction: Firm Bid Services](#)  
 Status: **Active**      Open Date: 12/13/2017 09:30:00  
 Time Left: 00:08:25      Close Date: 12/13/2017 09:55:45

**Lines**  
 Bid Total (USD) 70,000.00

Display only the lines on which I have bid  
 Display only the lines that I am currently losing

Update Bid	Line	Category	Time Left	Rank	Best Price (USD)	Bid Price (USD)	Target Price (USD)	Bid Quantity	Quantity	Your Total Amount (USD)	Need-By Date	Promised Date
	1 Sample Auction Line	TRE	8 minutes	1	70,000	70,000		1	1	70,000.00		

[Return to Create Bid: 2331285 \(Auction 1681003\)](#)      **Create Bid**

Step	Action
6.	<p>You will be taken back to the <b>Monitor Auction</b> page with a <b>Confirmation</b> message displayed, indicating your Bid was submitted successfully.</p> <p>Reset the <b>AutoRefresh Interval</b> to <b>6 Seconds</b>, click the <b>Set</b> button, and continue monitoring the Auction. Click the <b>Create Bid</b> button and follow the previous steps to submit additional bids.</p>

## Supplier Monitor: Monitor Auction

As a Supplier, you can monitor negotiations in process to track the status of your responses. In an open auction you can easily monitor real-time activity, such as the rank of your response and the current best price, and take action as necessary. A countdown clock at the top of the page displays the remaining time before the auction closes.

The screenshot shows the Ameren Sourcing Supplier Portal. The main navigation bar includes 'Negotiations' and 'Assessments'. Below this is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. A welcome message for 'TIFFANY PALLME' is displayed. The primary section is 'Your Active and Draft Responses', which includes a 'Full List' button and a prompt to 'Press Full List to view all your company's responses.' Below this is a table with the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">2331282</a>	Active	00TESTONLY	<a href="#">1681003</a>	Sample Reverse Auction: Firm Bid Services	Auction	6 minutes		<a href="#">0</a>
<a href="#">962241</a>	Active		<a href="#">543975</a>	ENG_Underground Design	RFI	0 seconds		<a href="#">0</a>
<a href="#">1674257</a>	Active	01CCTMTESTONLY	<a href="#">947977.1</a>	Sys Verification Test	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674258</a>	Active		<a href="#">914977</a>	Test RFQ	RFQ	0 seconds		<a href="#">0</a>
<a href="#">1674259</a>	Active		<a href="#">947980</a>	Sys Verification	RFI	0 seconds		<a href="#">0</a>

Below the table is the 'Your Company's Open Invitations' section, which shows 'No results found.' and a 'Full List' button. At the bottom, there are 'Quick Links' for 'Manage' (Drafts, Deliverables, Personal Information) and 'View Responses' (Active, Disqualified, Awarded, Rejected). The footer contains navigation links: Negotiations, Assessments, Home, Logout, Preferences, Help.

Step	Action
1.	<p>Within <b>Your Active and Draft Responses</b> section, click the <b>Monitor</b> icon for the <b>Negotiation Number</b> associated with your Auction.</p> 

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Analyze by Line (Auction 1681003)

Title [Sample Reverse Auction: Firm Bid Services](#) Status **Active**  
 Close Date **12/13/2017 09:50:45**

Time Left **6 minutes**

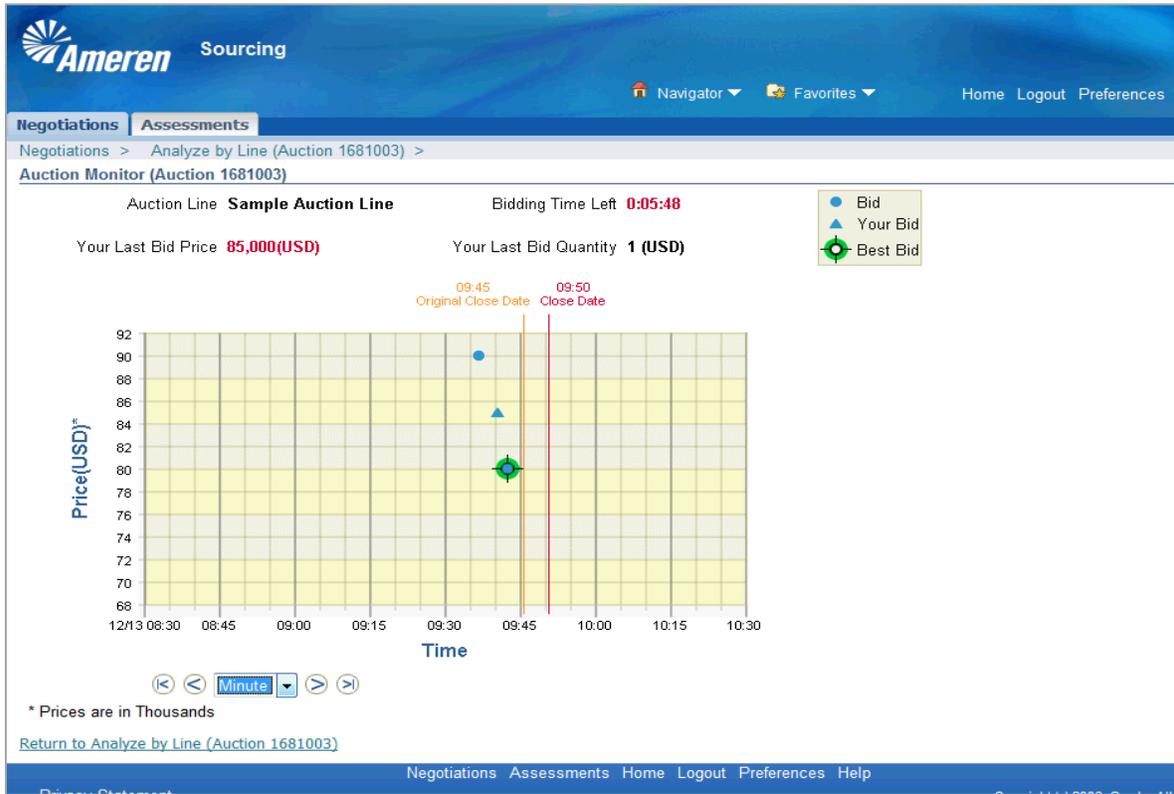
Select Line: **Graph Price** Analyze

Select	Line ^	Item, Rev	Active Bids	Best Bid	Best Bid Price (USD)	Best Bid Amount (USD)	Target Price (USD)
<input checked="" type="radio"/>	<a href="#">1 Sample Auction Line</a>		<a href="#">2</a>	<a href="#">2331283</a>	80,000	80,000.00	

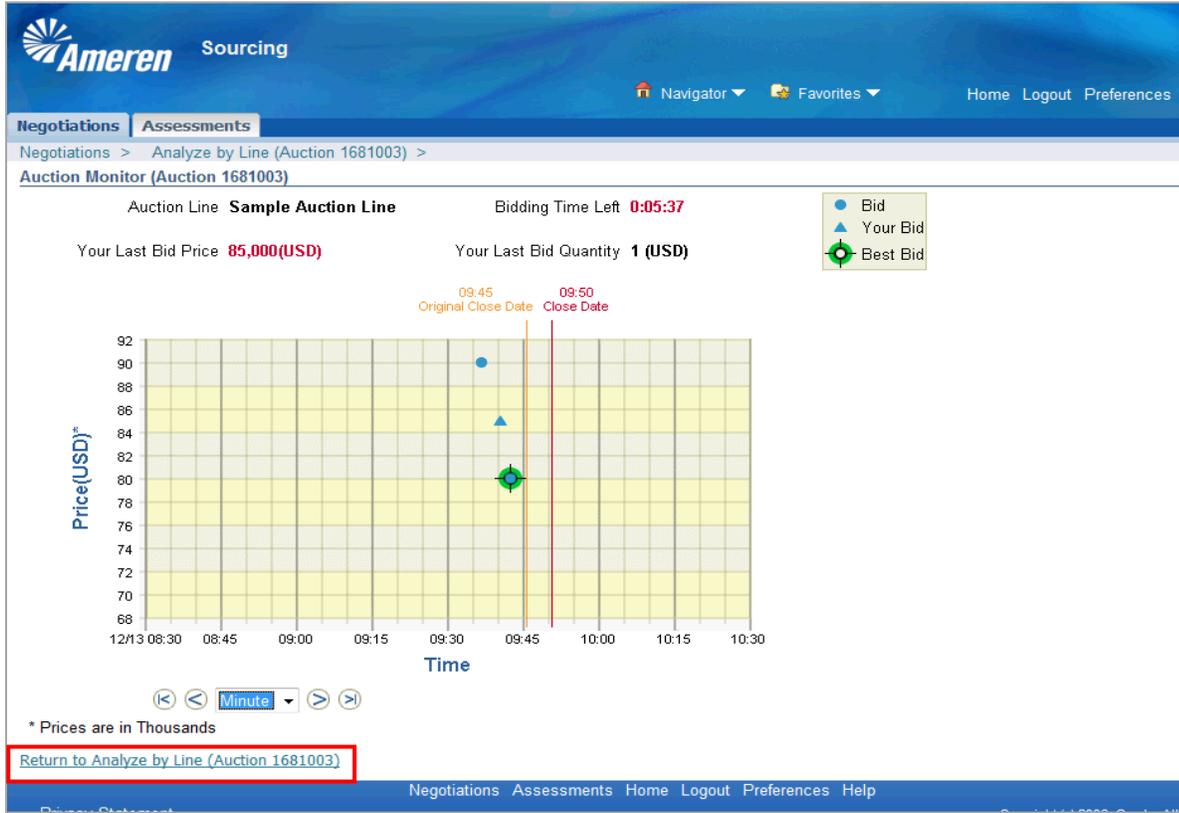
[Return to Negotiations](#)

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Step	Action
2.	<p>You will be taken to the <b>Analyze by Line</b> page. From this page you have two options for monitoring Auction updates.</p> <p>First, click the <b>Select</b> circle, and then click the <b>Graph Price</b> button.</p> <p><b>Graph Price</b></p>



Step	Action
3.	<p>At the top of the page note <b>Bidding Time Left</b> and <b>Your Last Bid Price</b>.</p> <p>Within the graph, the Y axis indicates <b>Price</b> by <b>Bid</b> and the X axis indicates <b>Time</b> by <b>Minute</b>, for each bid submitted.</p> <p>Each <b>circle</b> icon on the graph represents a single bid submitted by a <b>competing participant</b>. Each <b>triangle</b> icon represents a single bid placed by <b>your designated bidder</b>. The icon highlighted in <b>green</b> represents the current <b>best bid</b>.</p> <p>This page <b>refreshes</b> every <b>15 seconds</b> to display updated Auction details.</p>



Step	Action
4.	On the <b>Analyze by Graph</b> page you can click the <b>Return to Analyze by Line</b> link. <a href="#">Return to Analyze by Line (Auction 1681003)</a>

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Analyze by Line (Auction 1681003)

Title [Sample Reverse Auction: Firm Bid Services](#) Status **Active**  
 Close Date **12/13/2017 09:50:45**

Time Left **5 minutes**

Select Line:

Select Line ^	Item, Rev	Active Bids	Best Bid	Best Bid Price (USD)	Best Bid Amount (USD)	Target Price (USD)
<input checked="" type="radio"/> 1 <a href="#">Sample Auction Line</a>		<a href="#">2</a>	<a href="#">2331283</a>	80,000	80,000.00	

[Return to Negotiations](#)

Privacy Statement Negotiations Assessments Home Logout Preferences Help Copyright (c) 2008, Oracle. All rights reserved.

Step	Action
5.	Alternatively, click the <b>Select</b> circle, and then click the <b>Analyze</b> button. <input type="button" value="Analyze"/>

The screenshot shows the 'Sourcing' section of the Ameren Oracle eBusiness Sourcing Supplier interface. The page title is 'Analyze Line: 1 (Auction 1681003)'. It displays auction details such as 'Sample Reverse Auction: Firm Bid Services', '5 minutes' time left, and a status of 'Active'. A table of bids is shown with columns for Supplier, Site, Contact, Bid, Rank, Price (USD), Bid Quantity (USD), and Promised Date. Two bids are listed: one from an unnamed supplier with a bid of 2331283 at rank 1 and a price of 80,000, and another from 'I T TEST SUPPLIER 1' with a bid of 2331282 at rank 2 and a price of 85,000. The interface includes navigation links like 'Home', 'Logout', 'Preferences', and 'Help', and a footer with 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved'.

Step	Action
6.	<p>This page displays a <b>list</b> with each line representing a <b>bid placed by each participant</b>, including the <b>Rank</b> and <b>Price</b>.</p> <p><b>Rank 1</b> represents the <b>current best bid</b>.</p>

## Resubmit Disqualified Bid

Through the auction process, it is reasonable to expect the occasional error in bid submission. For example, with the intent to enter an amount of \$200,000, a slip of the finger may be missed resulting in a bid amount of \$20,000.

If you submit a bid in error, you can contact the designated Sourcing representative directly and ask to have the bid disqualified. If approved, you and all other participants will receive a notification when the disqualification is completed. You can then take action to submit a new bid while the auction remains open.

It is important to note, disqualification is up to the discretion of the Sourcing representative, dependent upon factors such as the request reason.

The screenshot shows the 'Your Active and Draft Responses' section of the Ameren Sourcing portal. It features a table with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, and Unread Monitor Messages. The first row is highlighted with a red box around the response number 2331289, which is in a 'Draft' status. Other rows show various negotiation numbers and titles like 'Sample Reverse Auction Firm Bid Services', 'ENG\_Underground Design', 'Sys Verification Test', 'Test RFQ', and 'Sys Verification'.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Unread Monitor Messages
<b>2331289</b>	Draft	00TESTONLY	1681003	Sample Reverse Auction Firm Bid Services	Auction	23 minutes	0
962241	Active		543975	ENG_Underground Design	RFI	0 seconds	0
1674257	Active	01CCTMTESTONLY	947977,1	Sys Verification Test	RFQ	0 seconds	0
1674258	Active		914977	Test RFQ	RFQ	0 seconds	0
1674259	Active		947980	Sys Verification	RFI	0 seconds	0

Step	Action
1.	<p>Upon notification of bid disqualification, navigate to your <b>Sourcing Supplier Home Page</b>. <b>Response Status</b> will be displayed as <b>Draft</b>.</p> <p>Click the <b>Response Number</b> link.</p> <p><b>2331289</b></p>

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Create Bid: 2331282 (Auction 1681003)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title [Sample Reverse Auction: Firm Bid Services](#) Time Left **00:05:22**  
Close Date **12/13/2017 09:45:45**

**Header** **Lines**

Supplier **IT TEST SUPPLIER 1** Bid Valid Until   
Supplier Site **00TESTONLY - TEST ADDRESS, TESTING ONLY, IL 11111, US**  
Auction Currency **USD** Reference Number   
Bid Currency **USD** Note to Buyer   
Price Precision **Any**

**Attachments**

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Negotiations Assessments Home Logout Preferences Help

Step	Action
2.	Click the <a href="#">Lines</a> link.

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Create Bid: 2331282 (Auction 1681003)

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Title [Sample Reverse Auction: Firm Bid Services](#) Time Left **00:05:22**  
Close Date **12/13/2017 09:45:45**

Header Lines

Auction Currency **USD** Bid Currency **USD**  
Price Precision **Any**  
Proxy Bid Decrement  **USD**

Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Promised Date
1		VAR	No Bid		No Bid	100,000	90000	<input type="text"/>	USD	1	1	10/31/2018

Indicates more information requested. Click the Update icon.

Cancel View Auction Monitor Auction Bid By Spreadsheet Save Draft Continue

Negotiations Assessments Home Logout Preferences Help

Step	Action
3.	<p>The <b>Bid Price</b> field will be populated with the amount submitted prior to the disqualified bid.</p> <p>Update the <b>Bid Price</b> field to enter a <b>new amount</b>, and then click the <b>Continue</b> button.</p> <p></p>

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Create Bid 2390285: Review and Submit (Auction 1751008)

Cancel Back Validate Save Draft Printable View **Submit**

**Header**

Title **Sample Reverse Auction: Firm Bid Services** Time Left **00:05:20**  
 Supplier **IT TEST SUPPLIER 1** Close Date **12/13/2017 09:45:45**  
 Supplier Site **00TESTONLY** Bid Valid Until  
 Auction Currency **USD** Reference Number  
 Bid Currency **USD** Note to Buyer  
 Price Precision **Any**

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

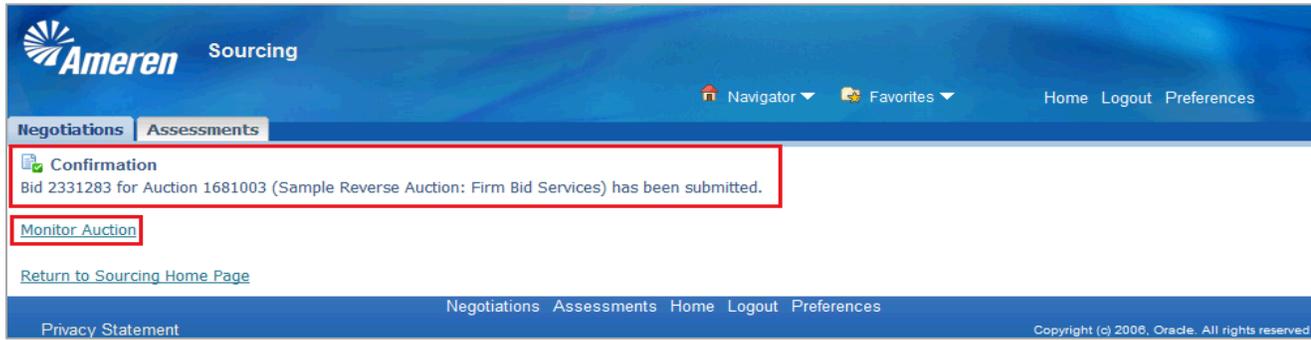
**Lines**

Proxy Bid Decrement **500(USD)** Bid Total (USD) **85,000.00**

Select	Line	Ship-To	Best Price	Start Price	Target Price	Bid Price (USD)	Proxy Minimum Unit	Target Quantity	Bid Quantity	Line Need-By Total	By Date	Revised Date
<input checked="" type="radio"/>	1 Sample Auction Li...	VAR	90,000			85000	USD	1	1	85,000.00		31/2018 00:00:00

**Line 1: Sample Auction Line**

Step	Action
4.	Click the <b>Submit</b> button. <b>Submit</b>



Step	Action
5.	A <b>Confirmation</b> message will be displayed indicating your <b>bid was submitted successfully</b> .  Click the <b>Monitor Auction</b> link to continue.