AMEREN SOURCING SUPPLIER

Reverse Auction Training Manual

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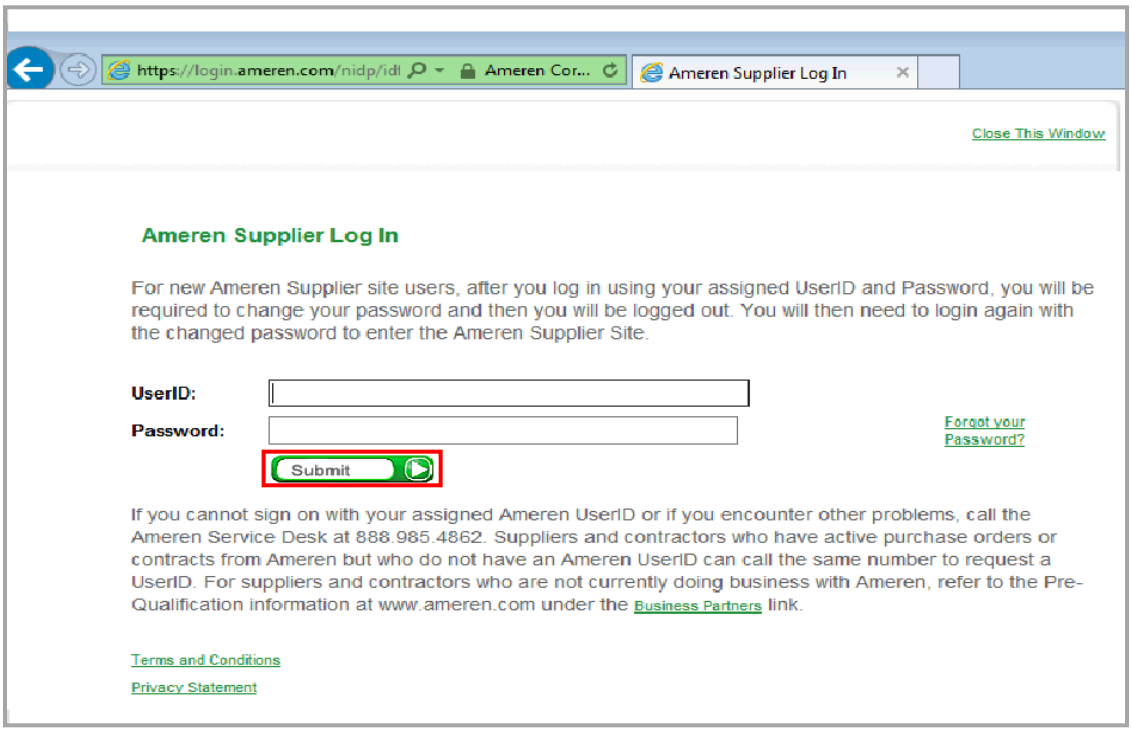
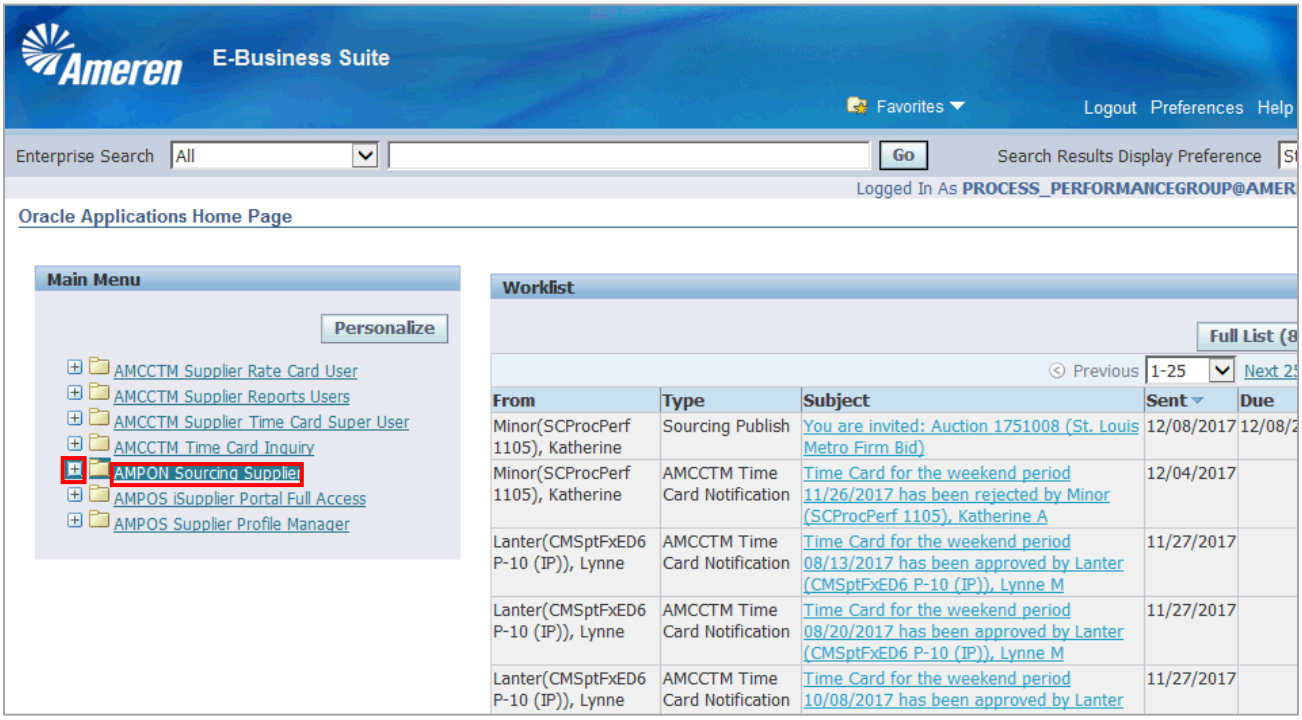
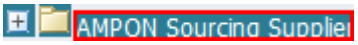
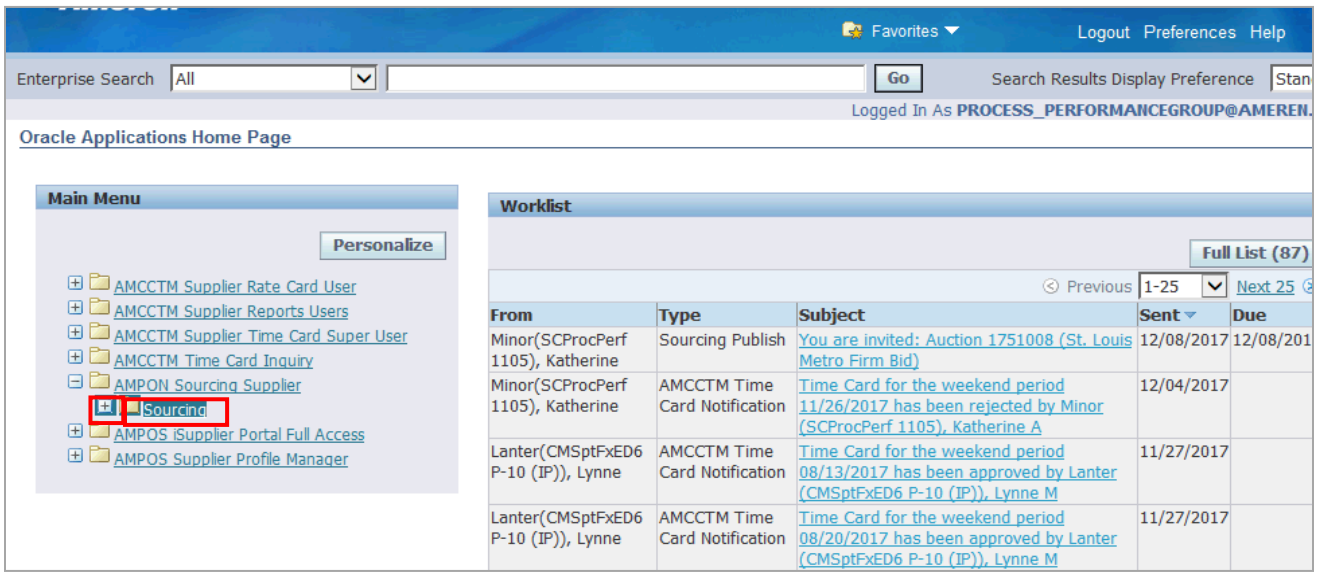
Login to Oracle and Navigate to Sourcing Supplier Home Page



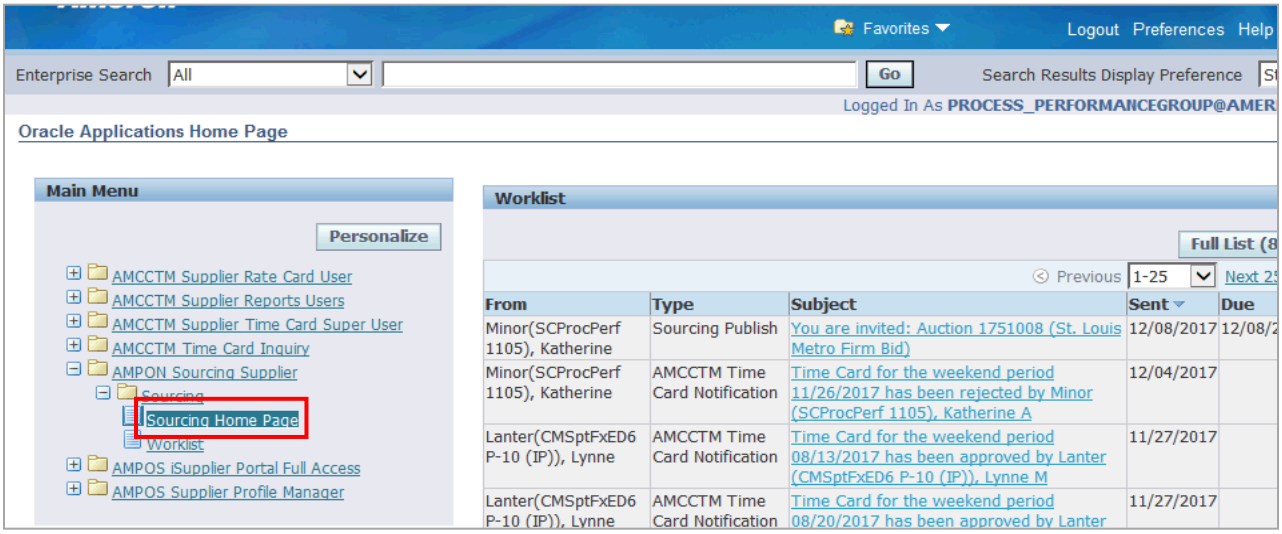
Step	Action
1.	Navigate to Ameren's Oracle Login page: h**ttps://ebusiness.ameren.com**. Enter your **UserID** (email address) and **Password**. Click the **Submit** button. If you have difficulty with login contact the **Ameren Supplier Service Des**k at **888-985-4862**.



Step	Action
2.	Within the **Main Menu** click the **AMPON Sourcing Supplier** responsibility. 

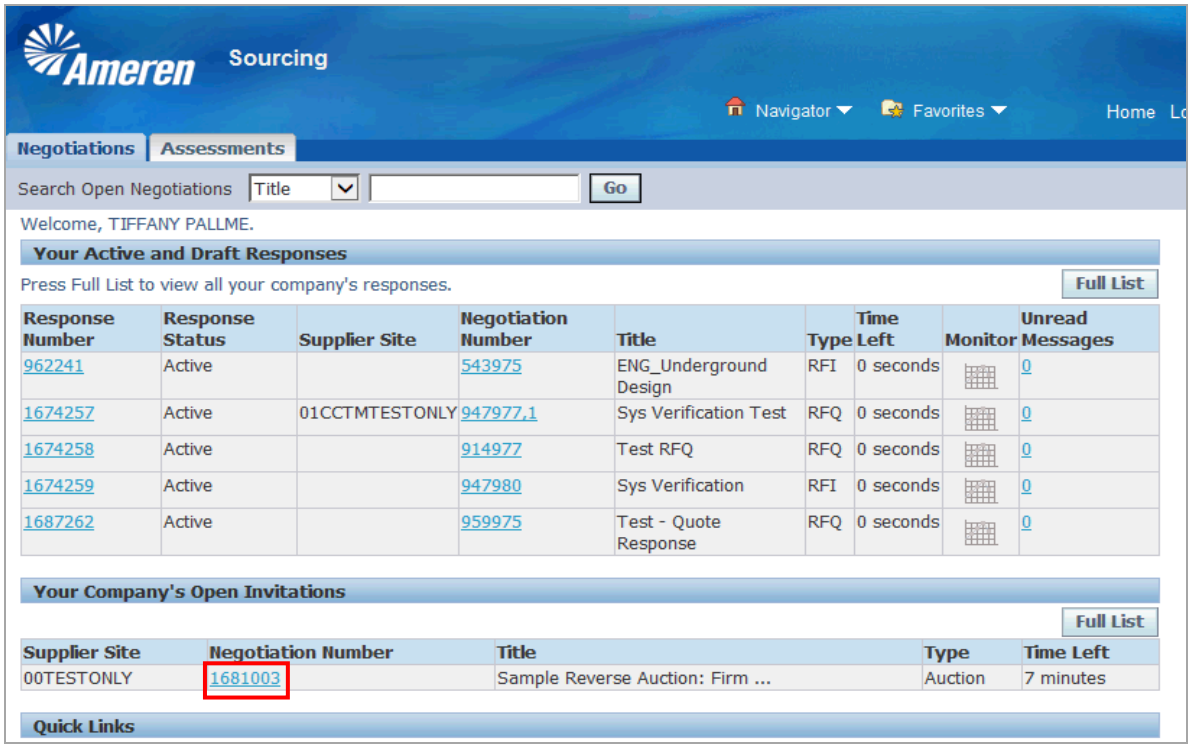


Step	Action
3.	Click the **Sourcing** link.

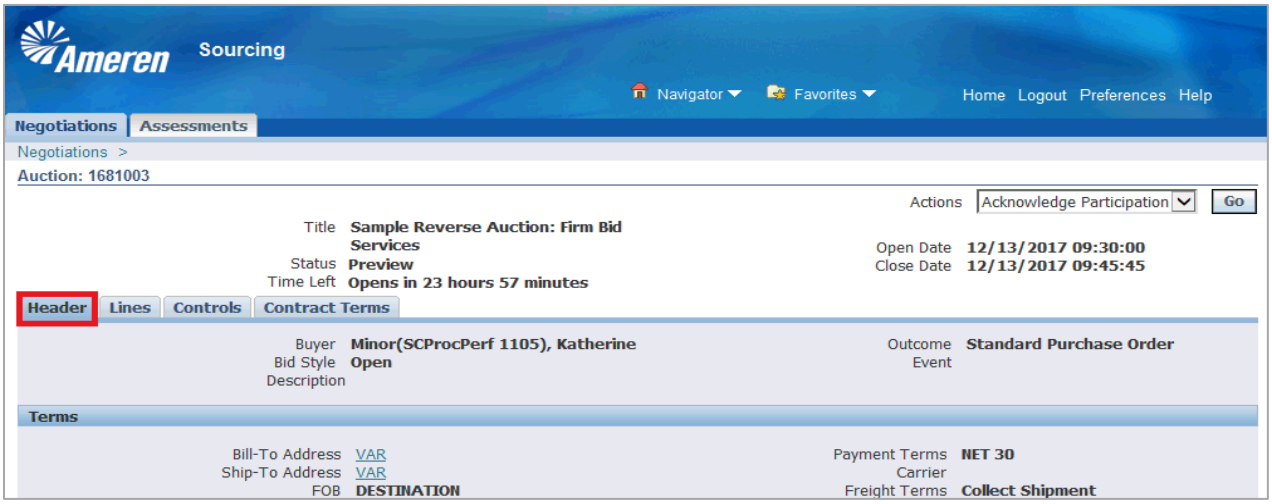


Step	Action
4.	Click the **Sourcing Home Page** link. Sourcing Home Page

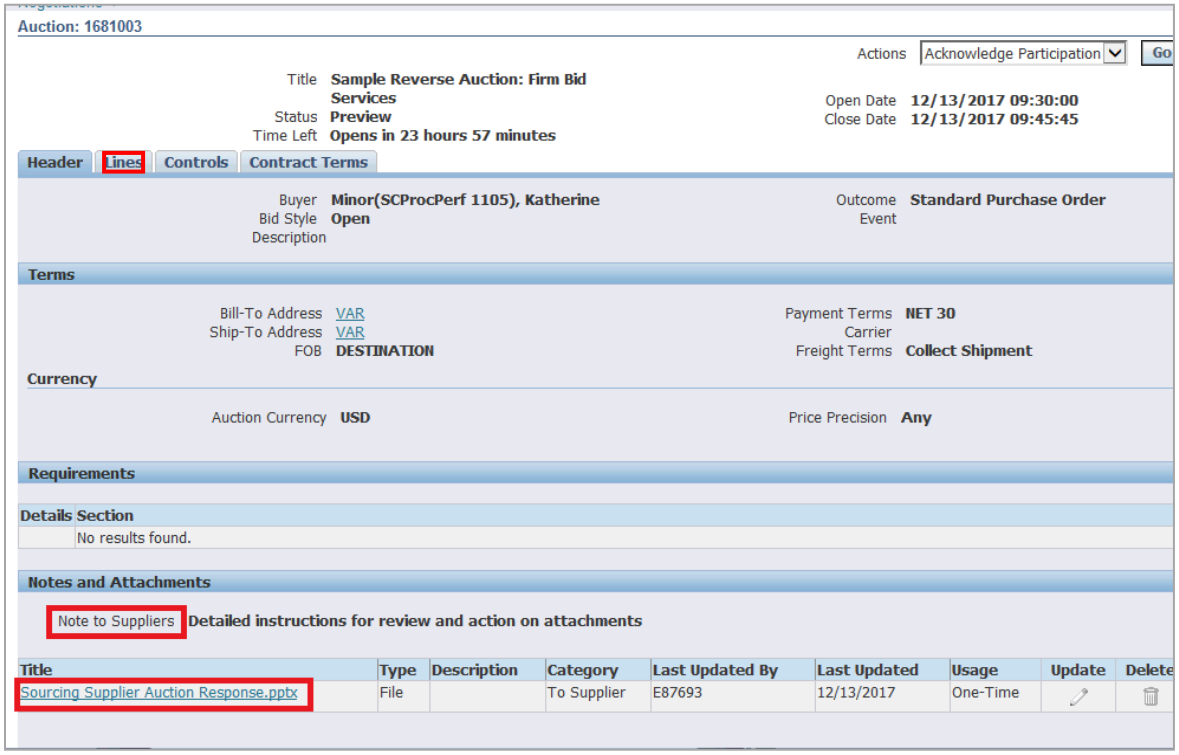
Review Auction Details & Submit Intent to Participate



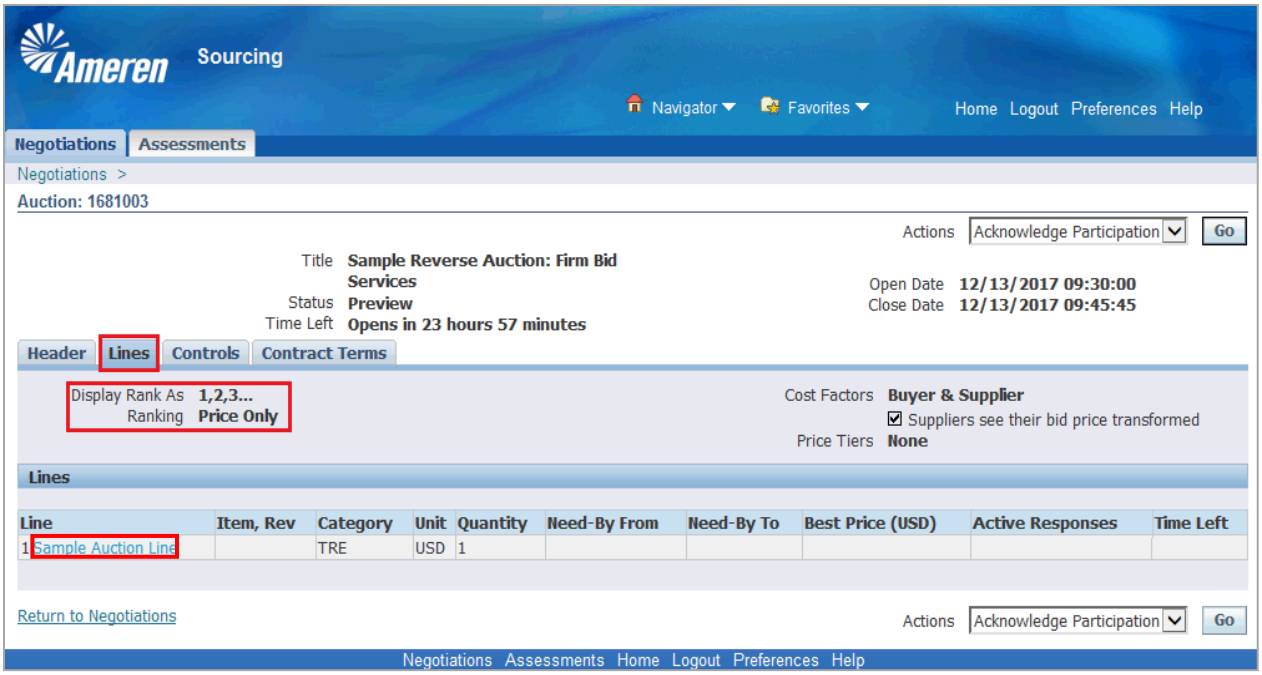
Step	Action
1.	On your Negotiations Home Page, within **Your Company's Open Invitations** section, click the **Negotiation Number** link to access the Auction. 1681003



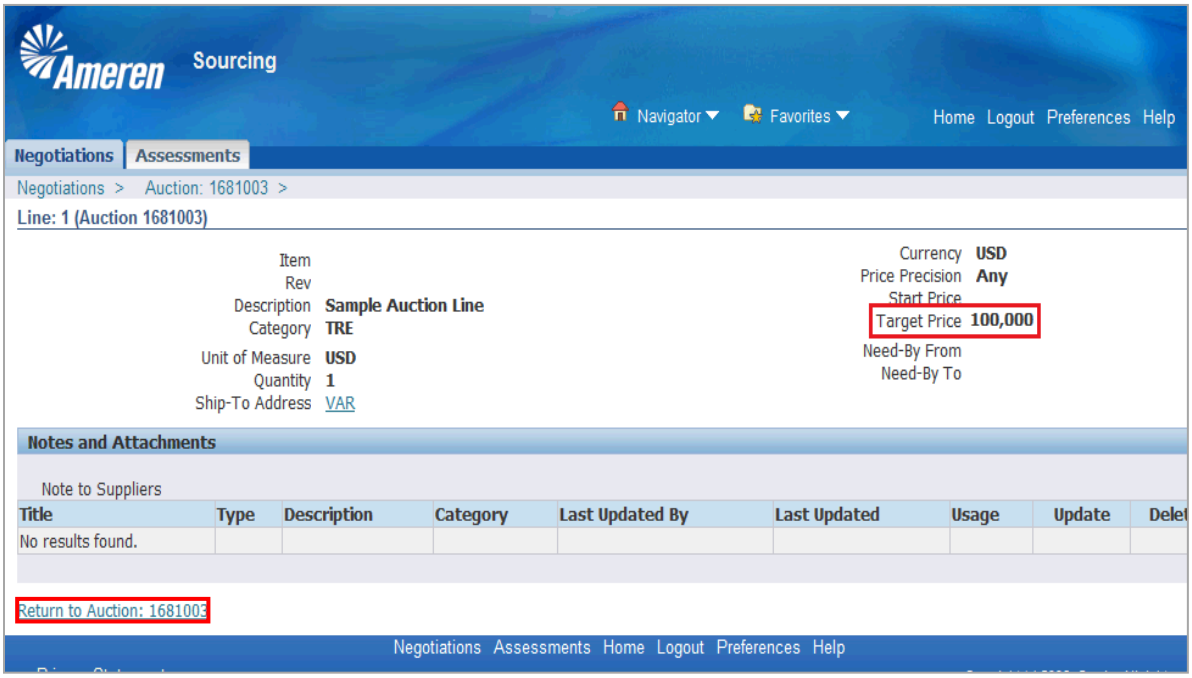
Step	Action
2.	At the top of the page, review the: **Status**, **Time Left**, **Open Date**, & **Close Date**. Below the Header tab, note the **Bid Style**. **Open** indicates, when the Auction is active, you will see the bid **Amount** for all Suppliers participating. Additional participating Supplier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



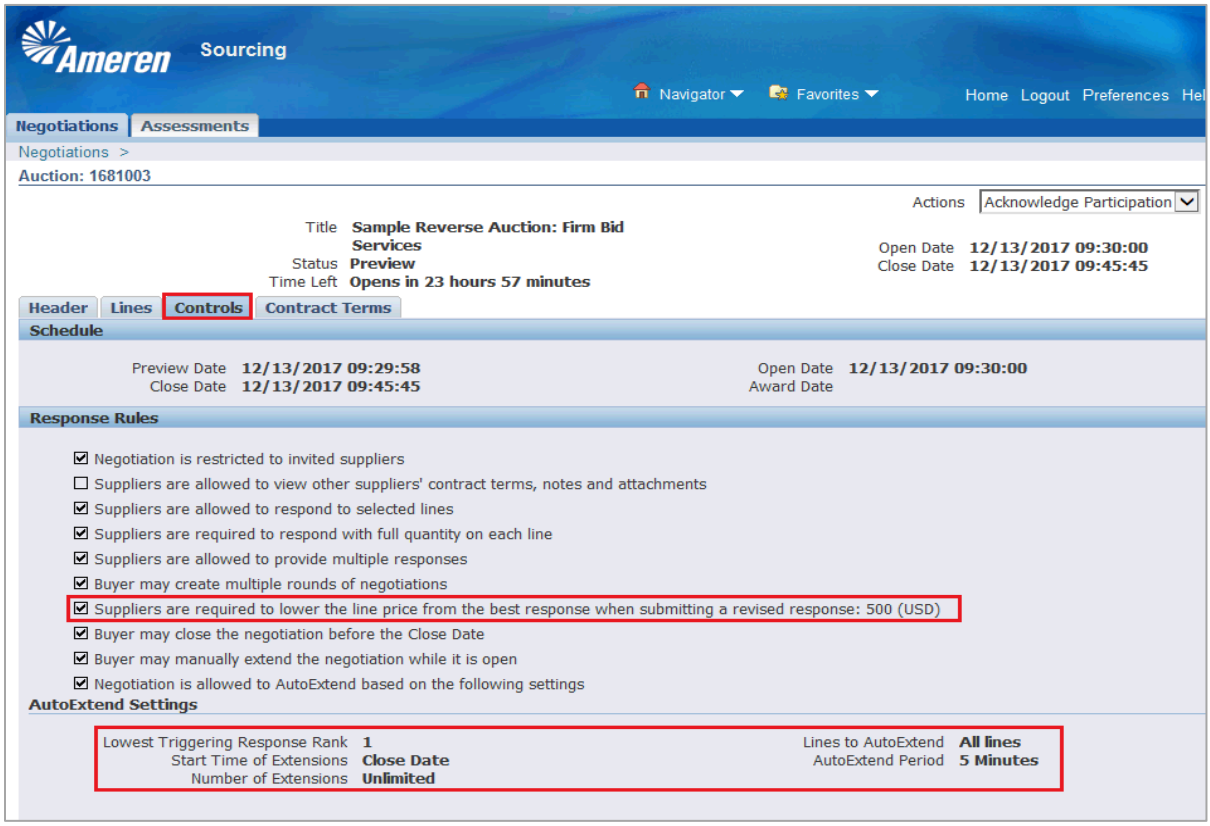
Step	Action
3.	Also within the **Header** tab, in the **Notes and Attachments** section, review the **Note to Suppliers** and click the **Title** link to **open** and **save** each attachment. Click the **Lines** tab. Lines



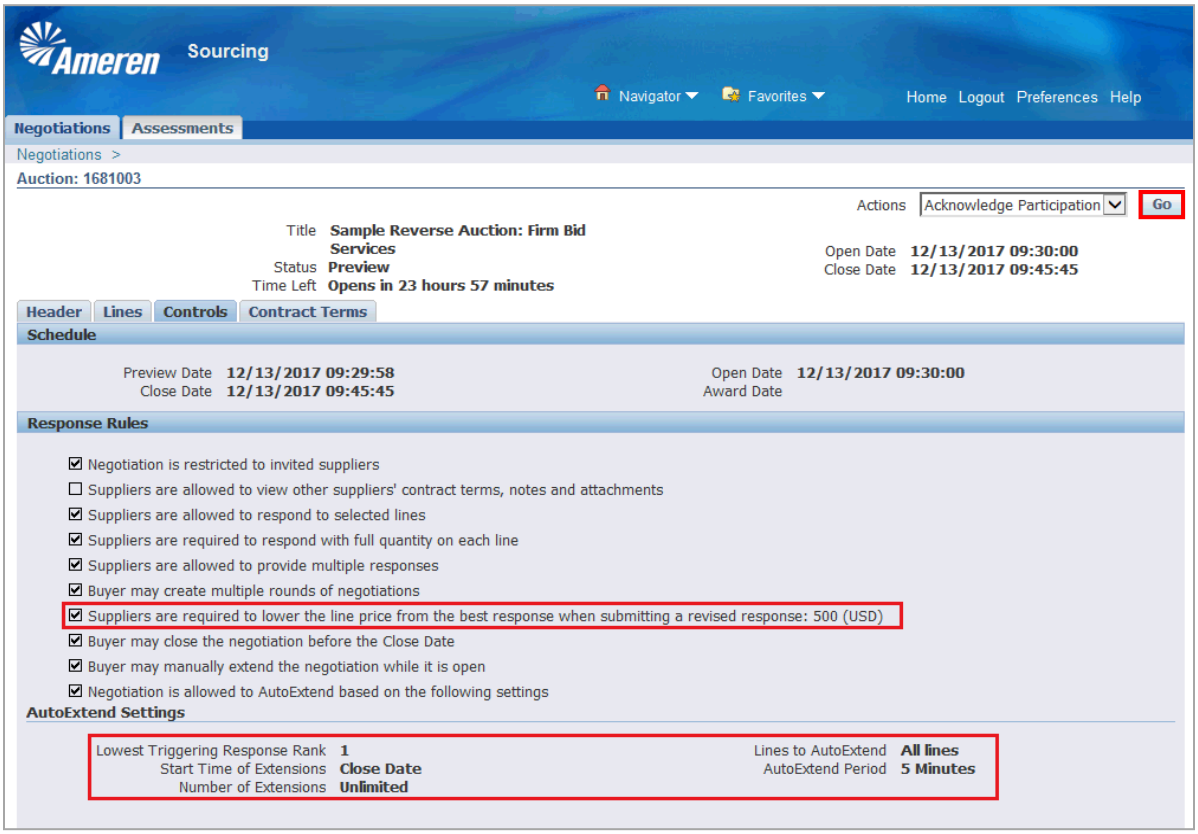
Step	Action
4.	Navigate to the **Lines** tab. Note Display **Rank As** and **Ranking. 1, 2, 3...** and **Price Only** indicate the lowest bid amount will be ranked as 1, and the Supplier with this ranking will be awarded when the Auction closes. Click the **Line** link to review line details. Sample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



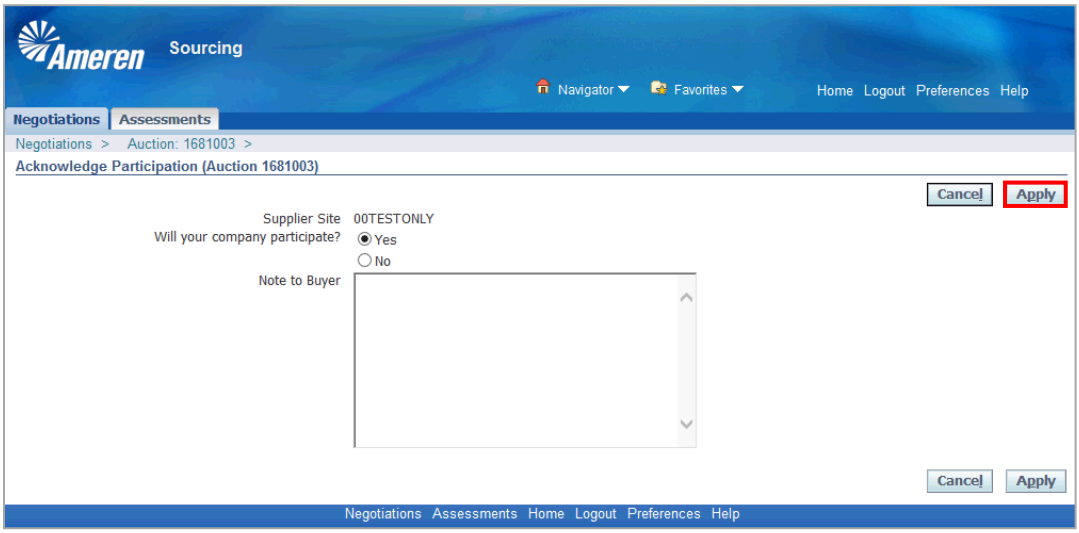
Step	Action
5.	If a **Target Price** is displayed, you will be required to submit bids lower than that amount. No Target Price indicates the **initial bid** can be any amount. Click the **Return to Auction** link. Return to Auction: 1681003



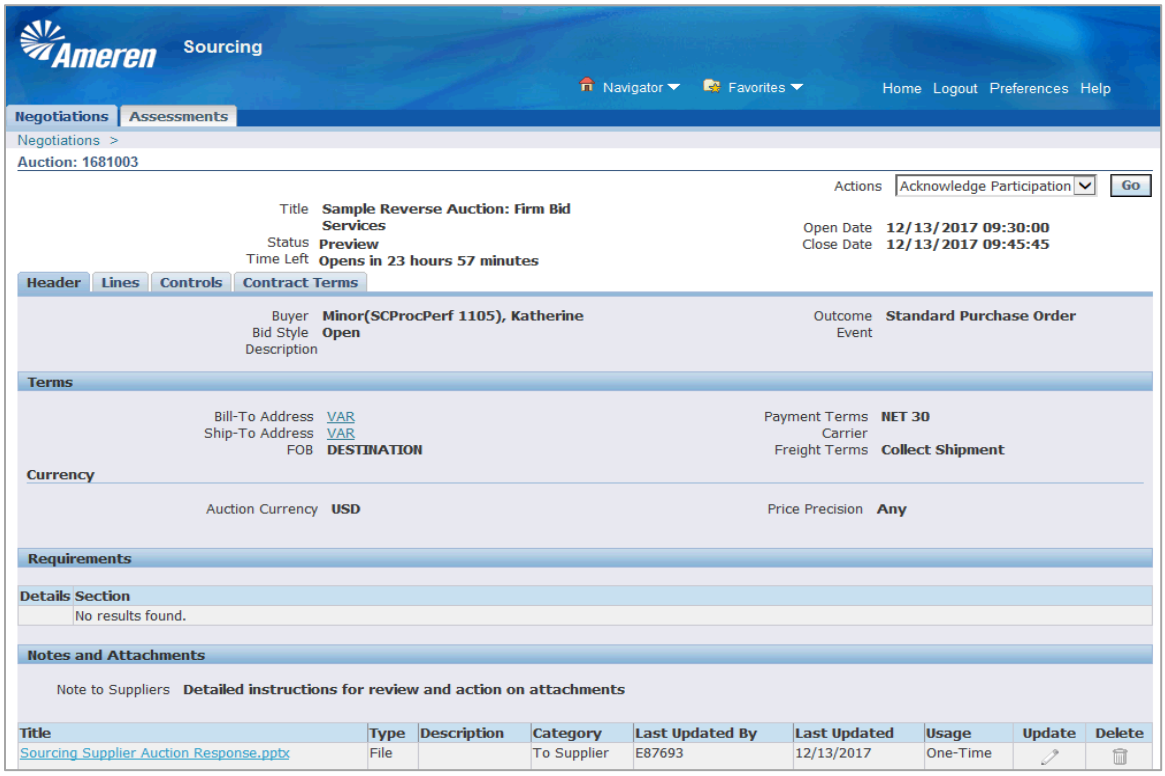
Step	Action
6.	Navigate to the **Controls** tab. **Review Response Rules**: * **Suppliers are required to lower the line price when submitting a revised response** indicates additional must decrease by the minimum amount displayed. **Review AutoExtend Settings**: * **Lowest Triggering Response Rank**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



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

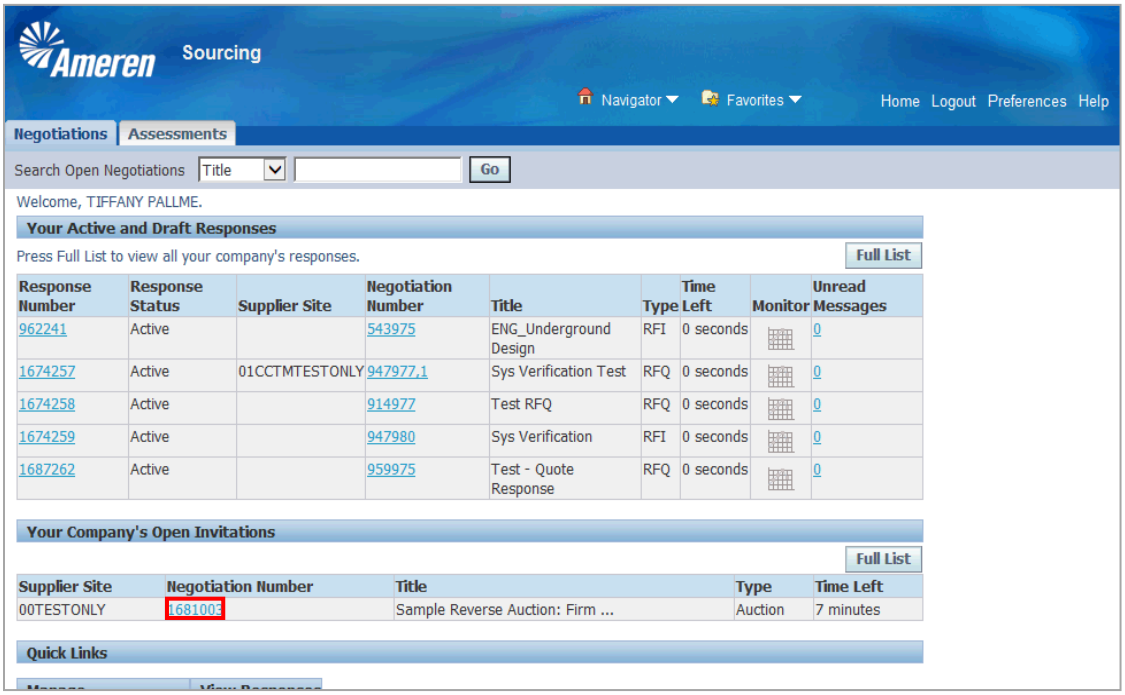


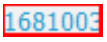
Step	Action
8.	Click the **Apply** button. Apply

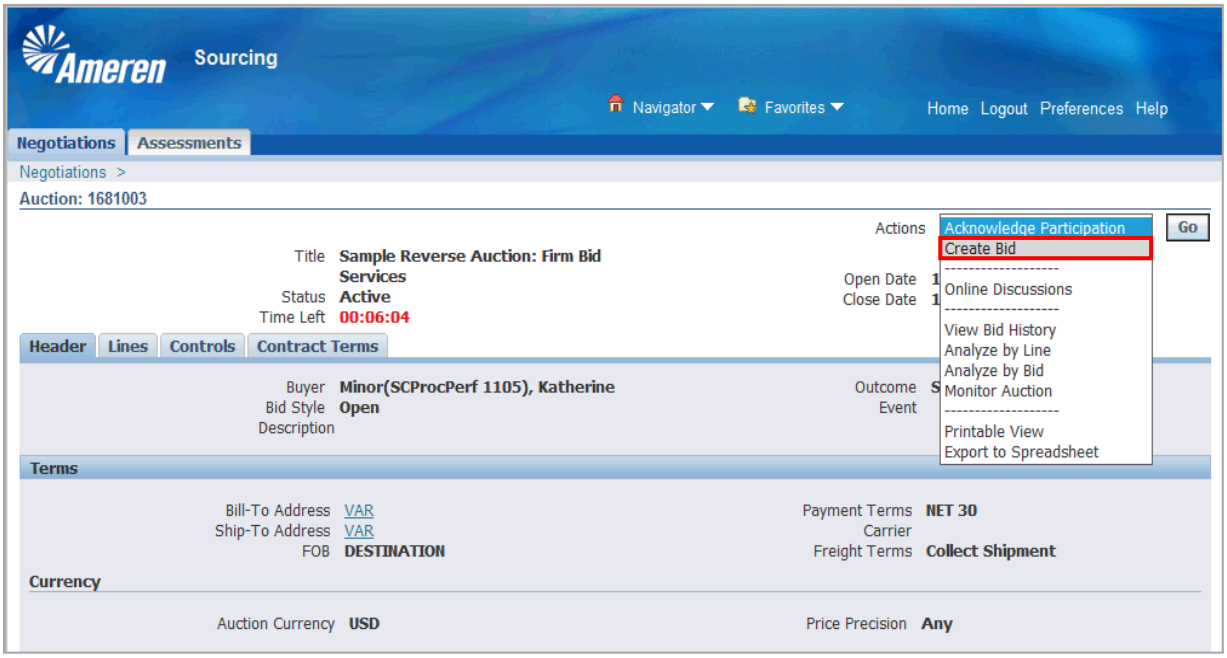


Step	Action
9.	You will be taken back to **Auction** details.

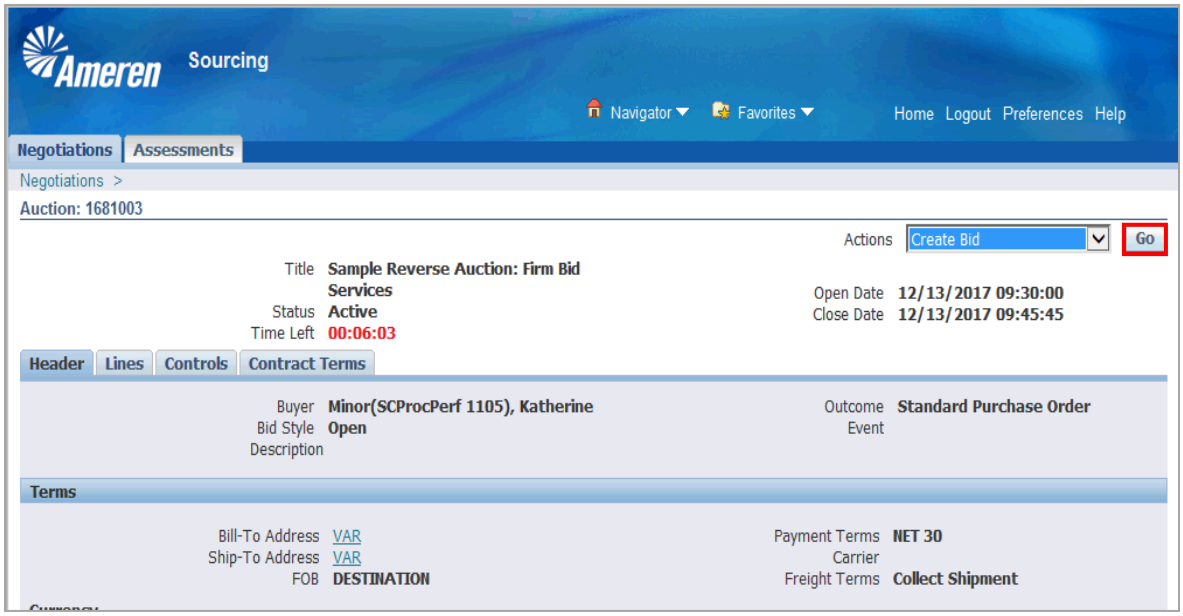
Supplier Bidder: Create Bid



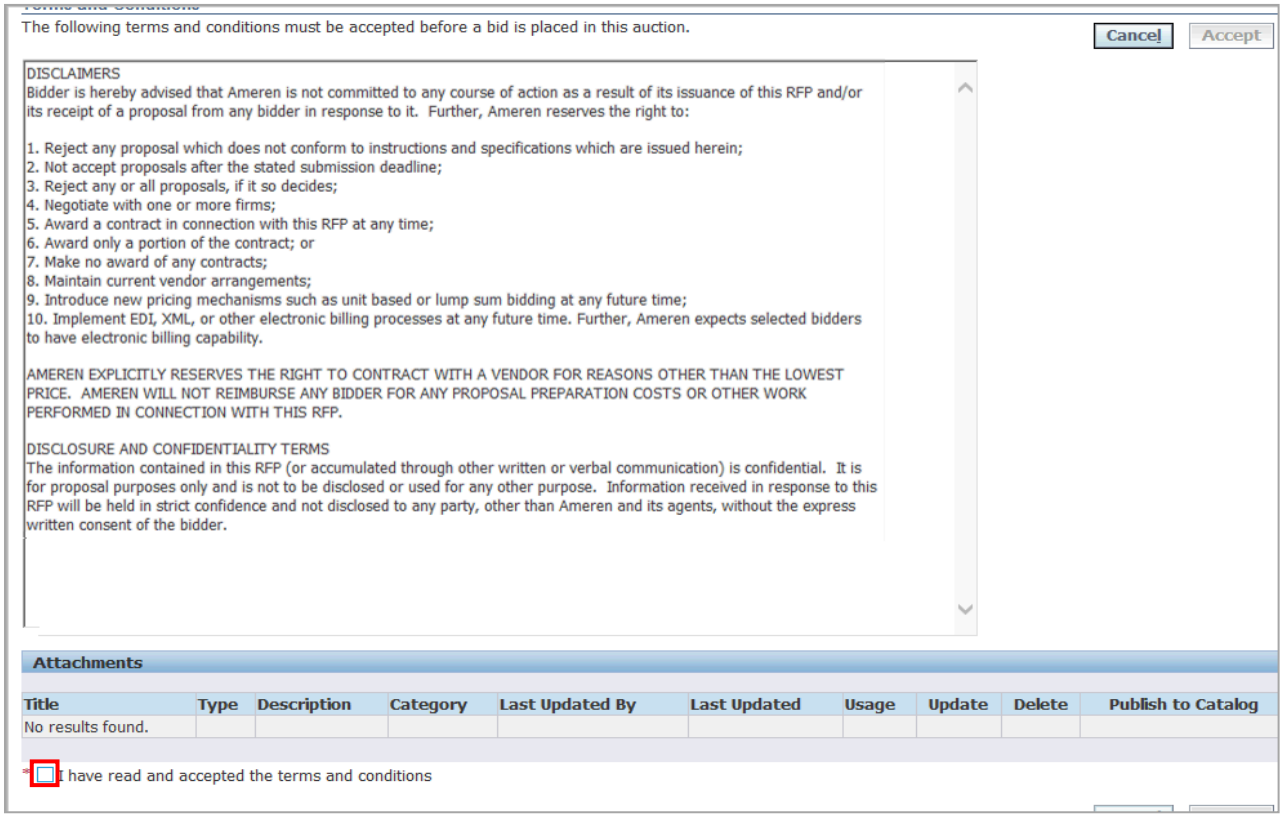
Step	Action
1.	On your Negotiations Home Page, within **Your Company's Open Invitations** section, click the **Negotiation Number** link to access the Auction. 



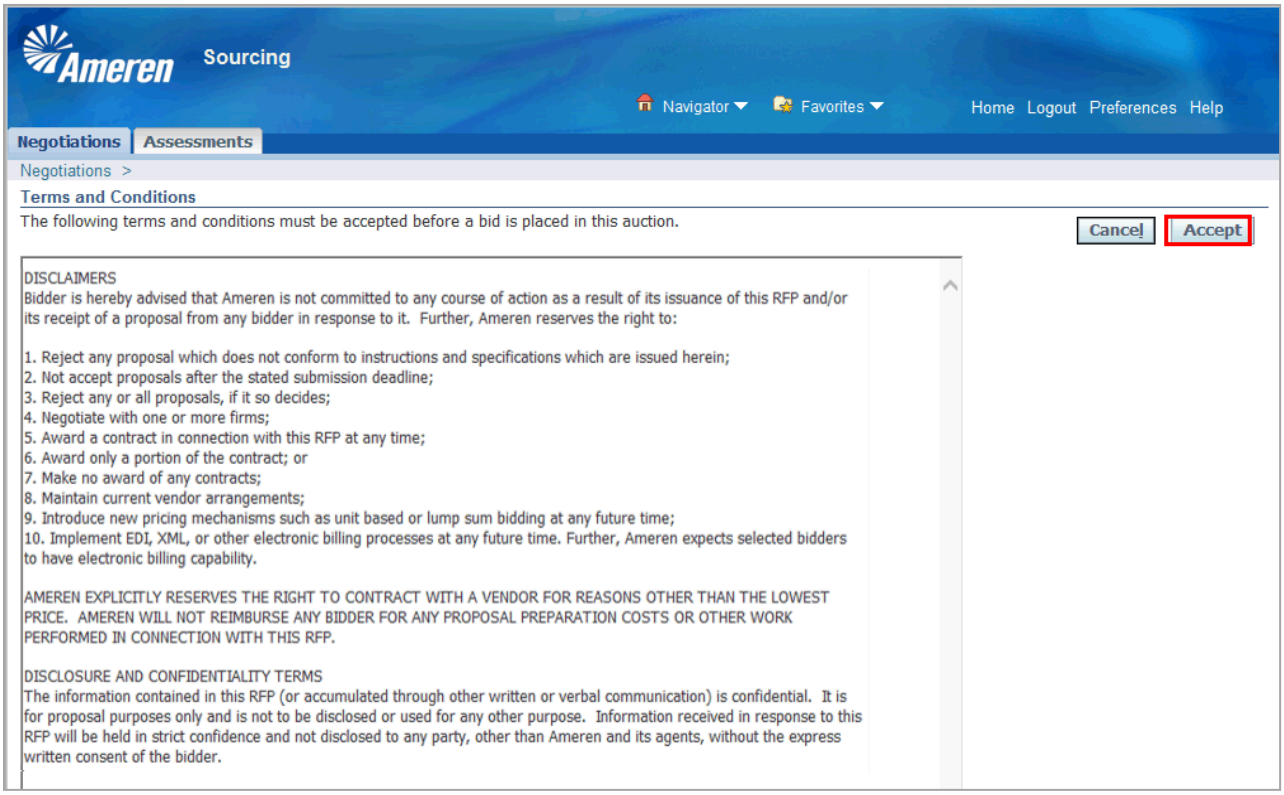
Step	Action
2.	Click the **Actions** dropdown and choose **Create Bid**. Create Bid



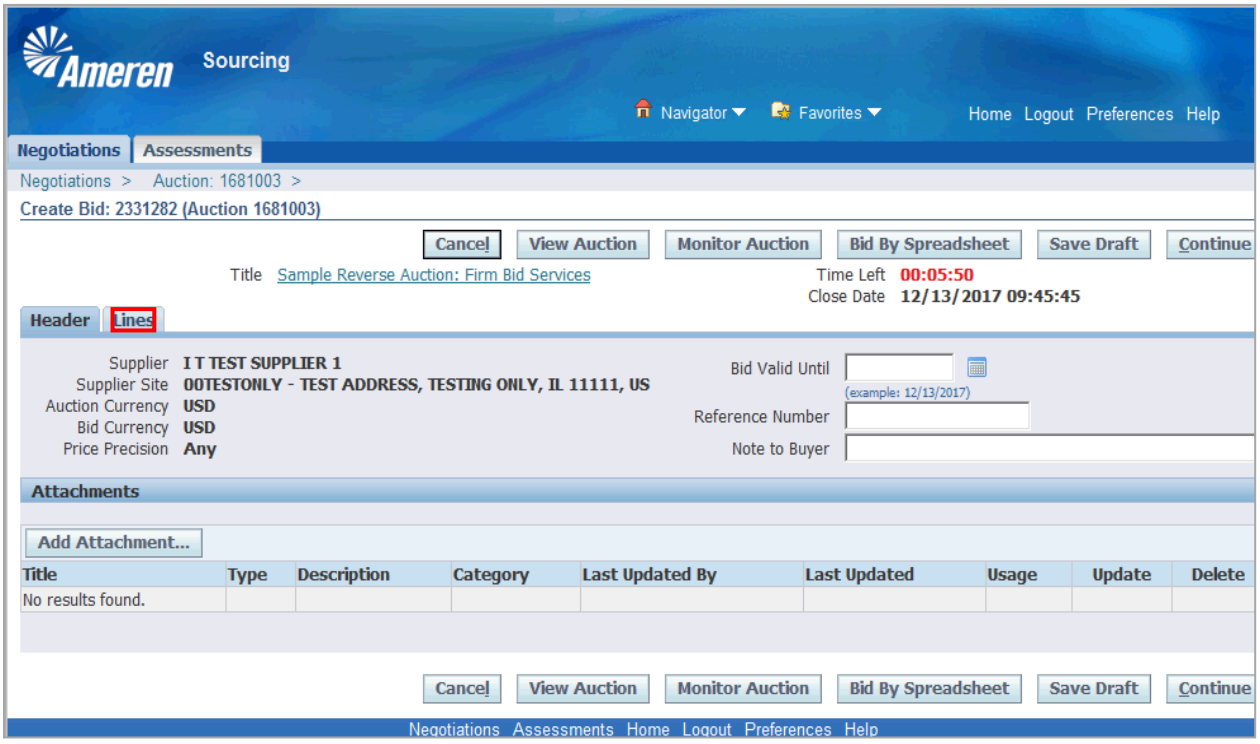
Step	Action
3.	Click the **Go** button. Go



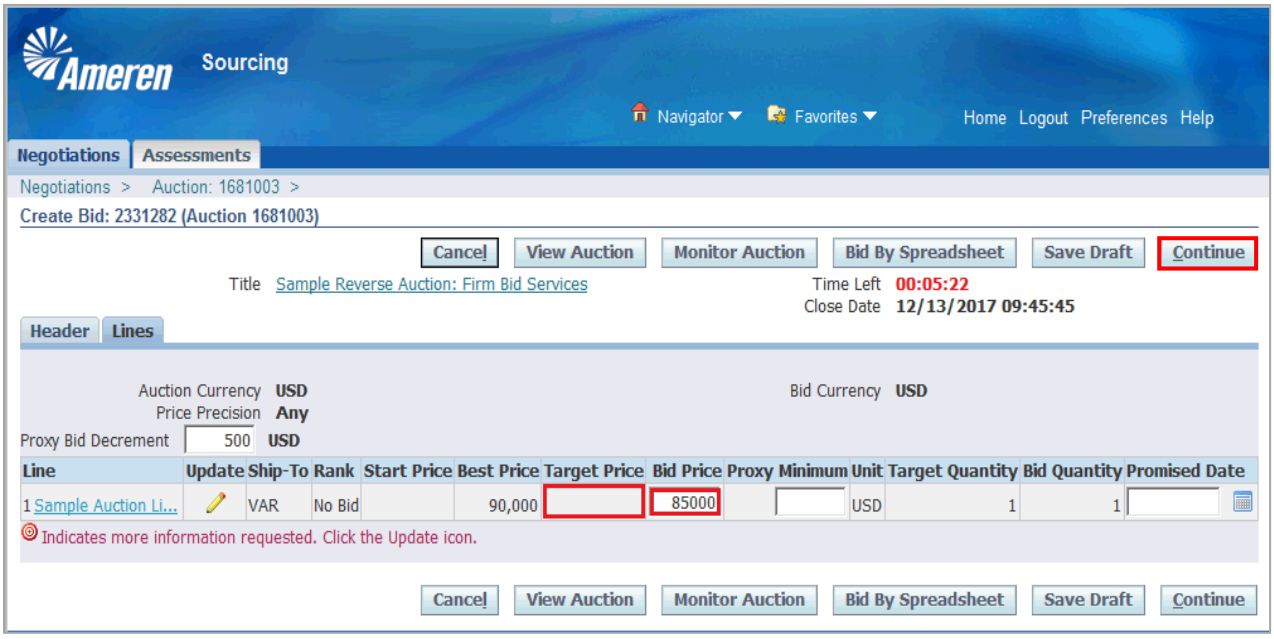
Step	Action
4.	Review **Terms and Conditions**. Click the **Select** box to indicate **I have read and accepted the terms and conditions**. ☐ I have read and accepted the terms and conditions



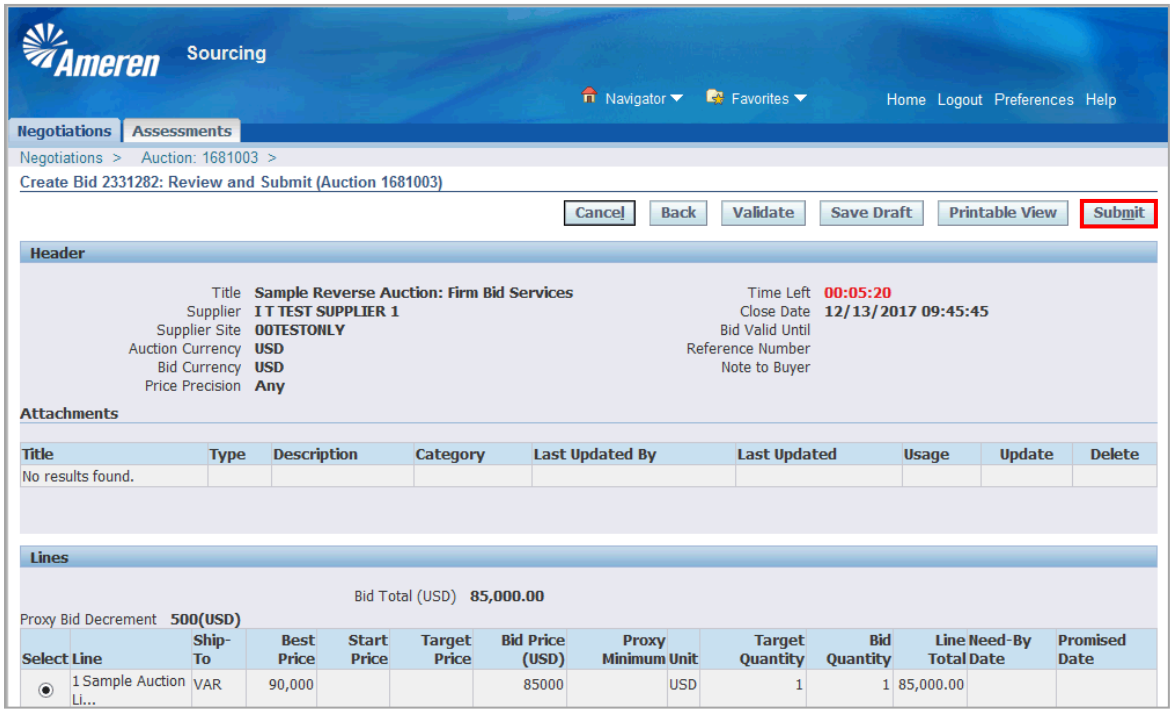
Step	Action
5.	Click the **Accept** button. Accept



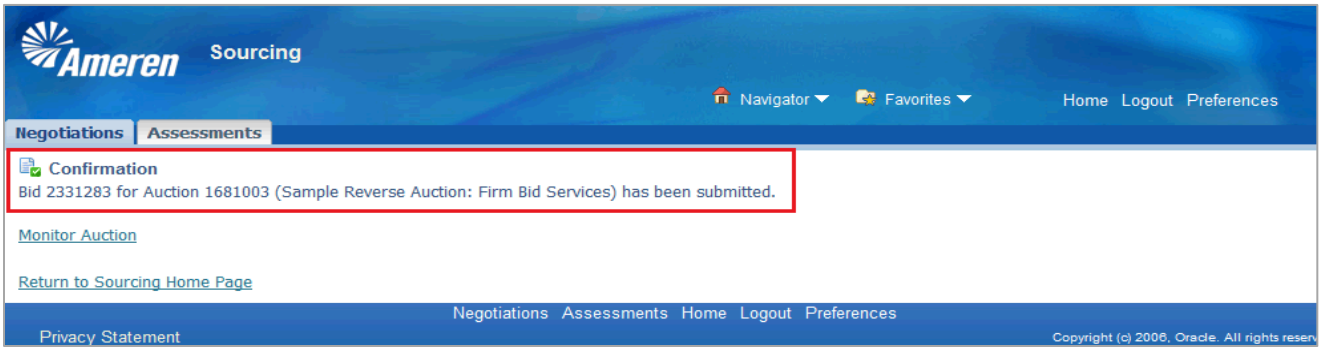
Step	Action
6.	Click the **Lines** tab. Lines



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



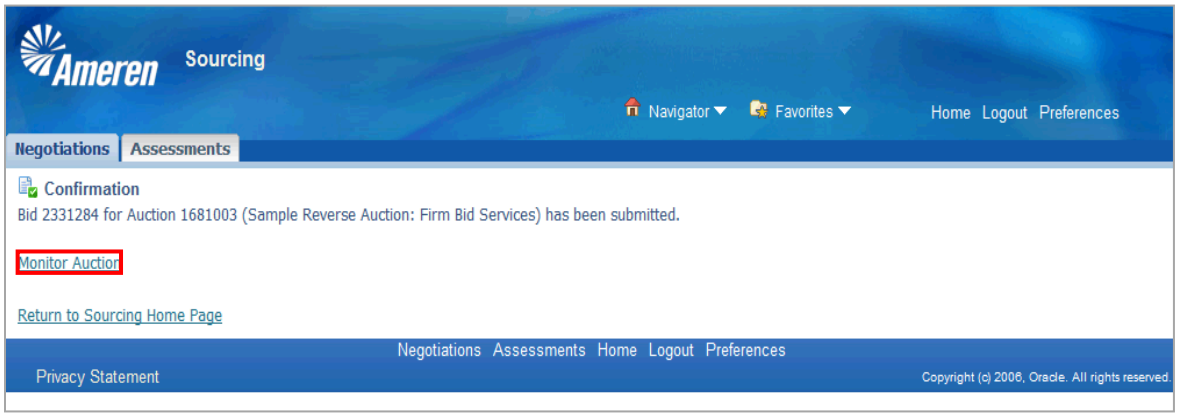
Step	Action
8.	Click the **Submit** button. Submit



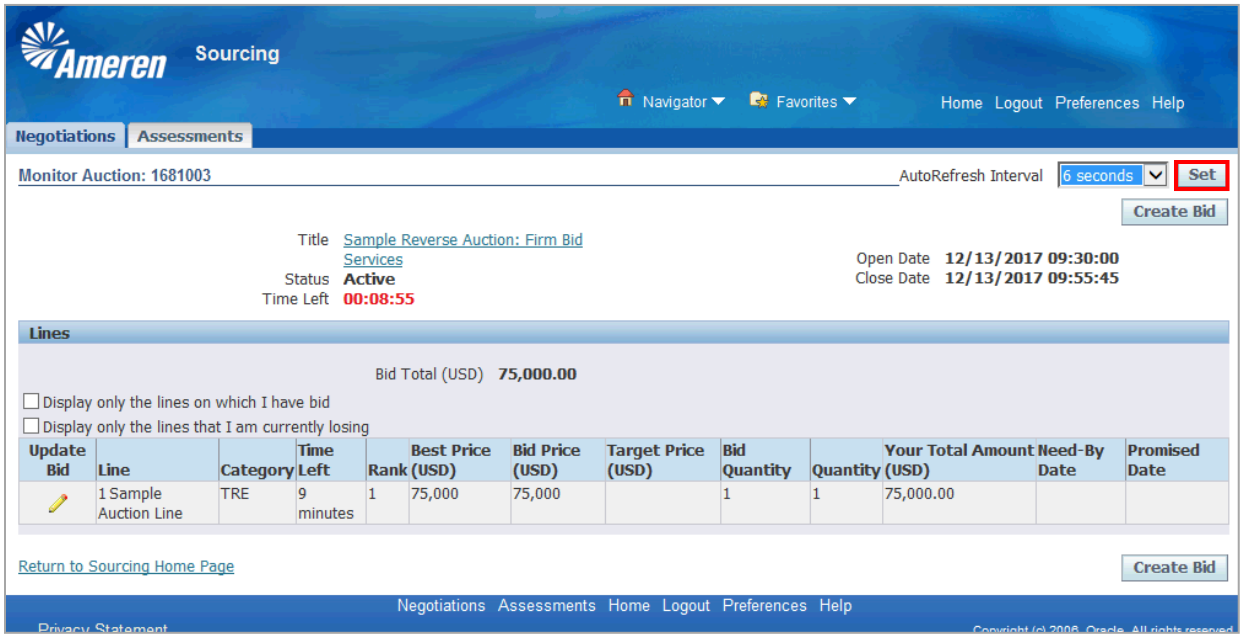
Step	Action
9.	A **Confirmation** message will be displayed indicating your **bid was submitted successfully**.

Supplier Bidder: Monitor Auction & Update Bid

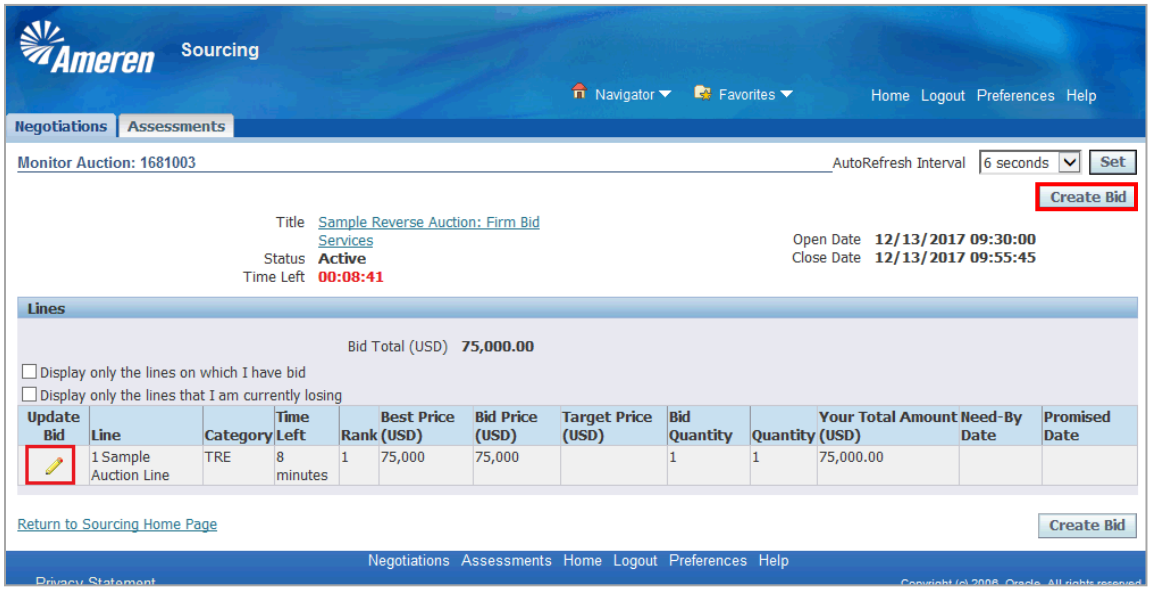
As a Sourcing Supplier User, you can monitor negotiations in process to track the status of your responses. In an open auction you can easily monitor real-time activity, such as the rank of your response and the current best price, and take action as necessary. A countdown clock at the top of the page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

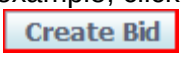


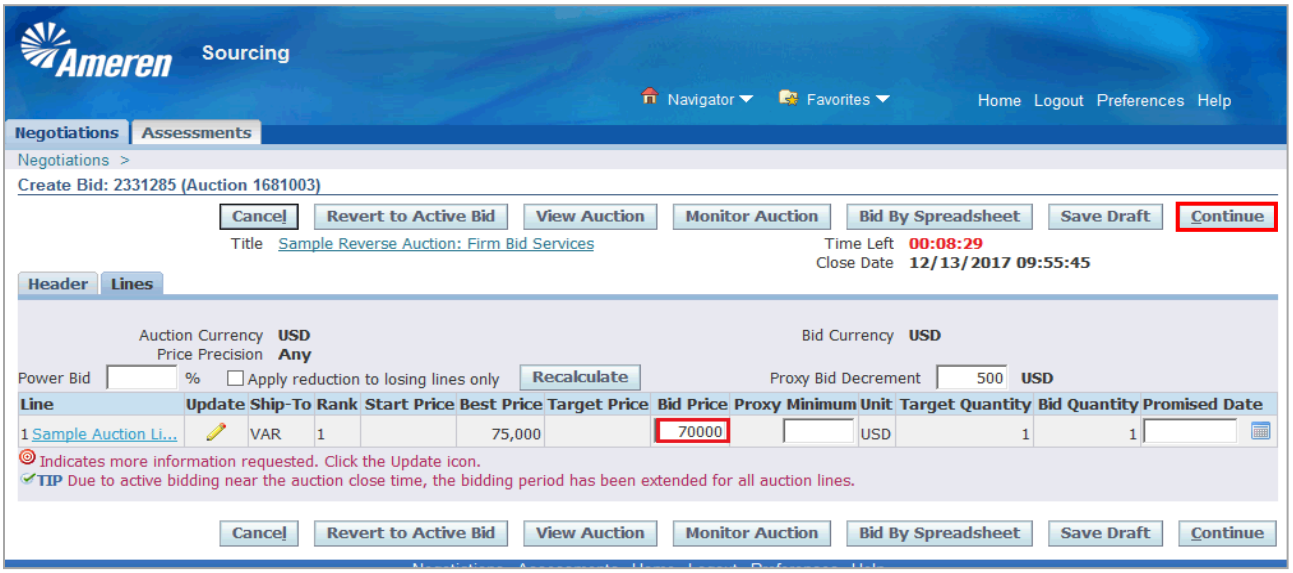
Step	Action
1.	After submitting your initial bid click the **Monitor Auction** link. Monitor Auction



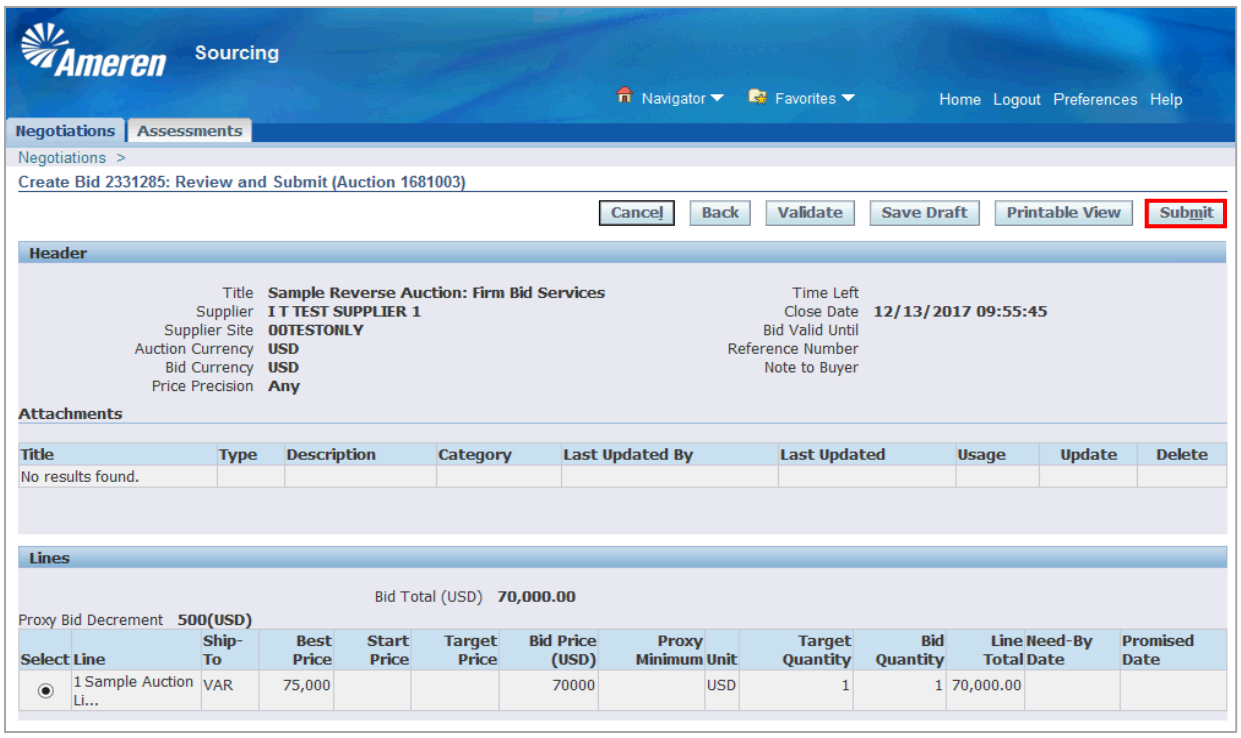
Step	Action
2.	Click the **AutoRefresh Interval** dropdown and choose **6 seconds**. Click the **Set** button. While noting **Time Left**, as the page refreshes, monitor changes to **Best Price**. Set



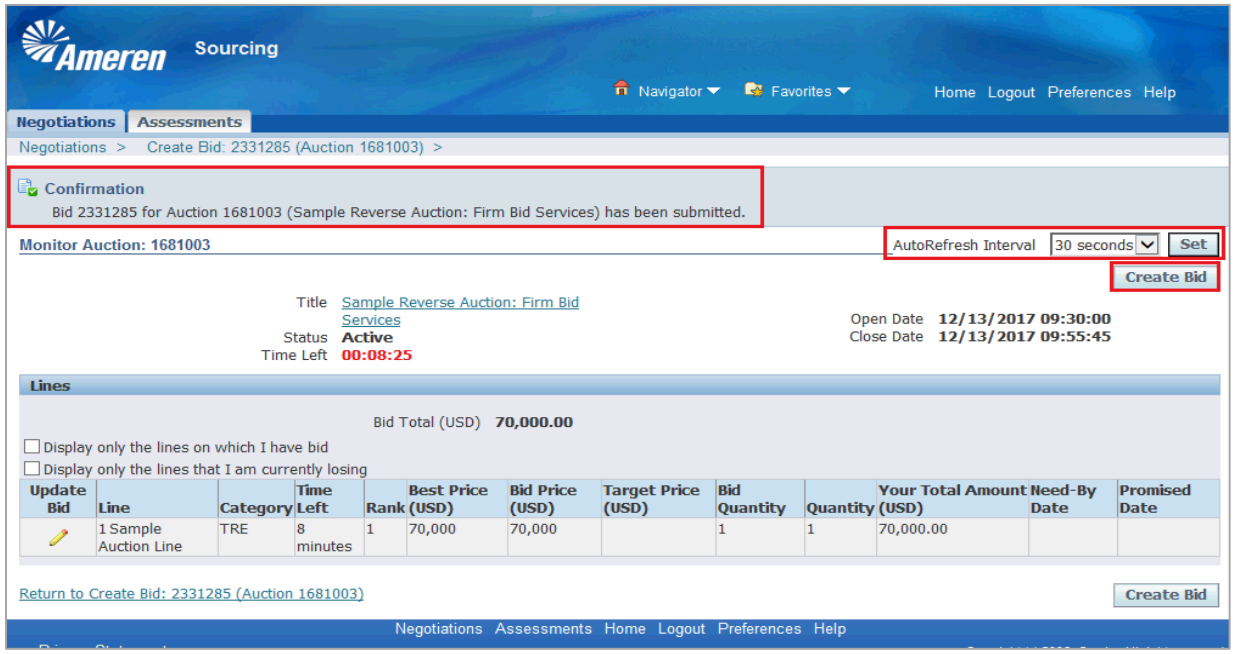
Step	Action
3.	When you are ready to submit subsequent bids, click the **Update Bid** icon or, in this example, click the **Create Bid** button. 



Step	Action
4.	If the **Proxy Bid Decrement** field is populated, your **new Bid Price** must be **lower than** the current displayed, by **at least that amount**. Update the **Bid Price** field to apply a new amount, and then click the **Continue** button. Continue



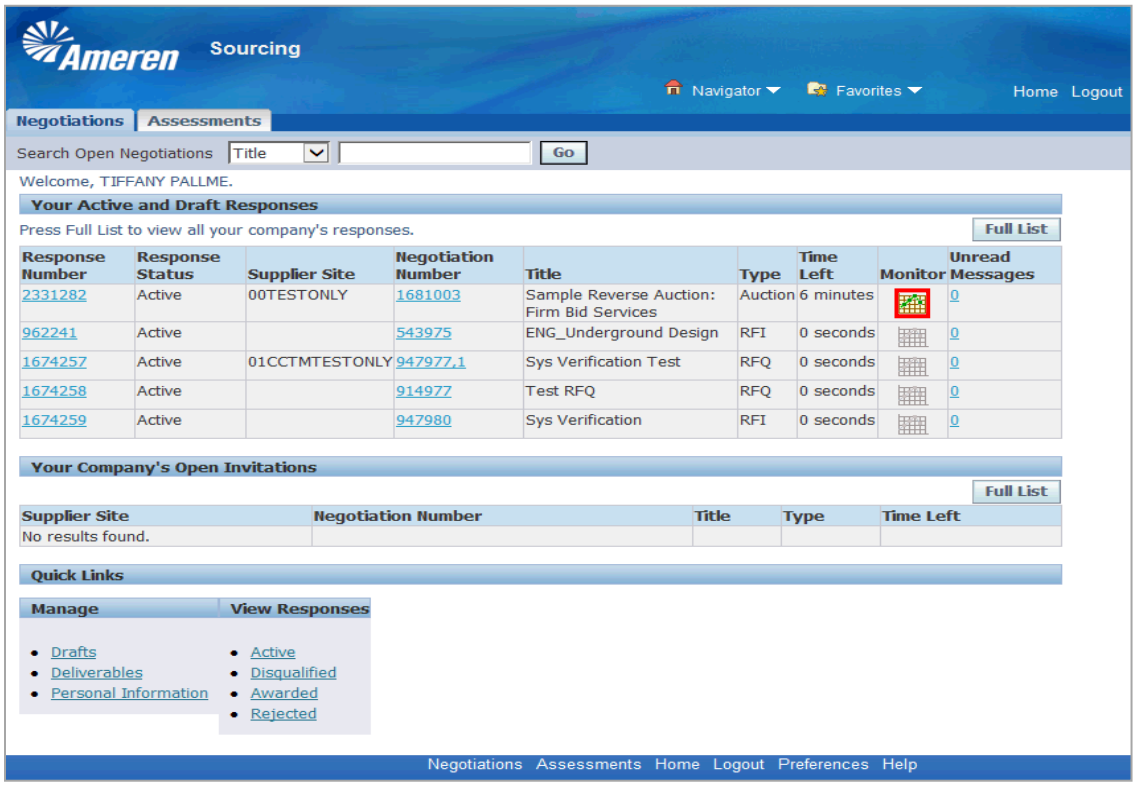
Step	Action
5.	Click the **Submit** button. Submit



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

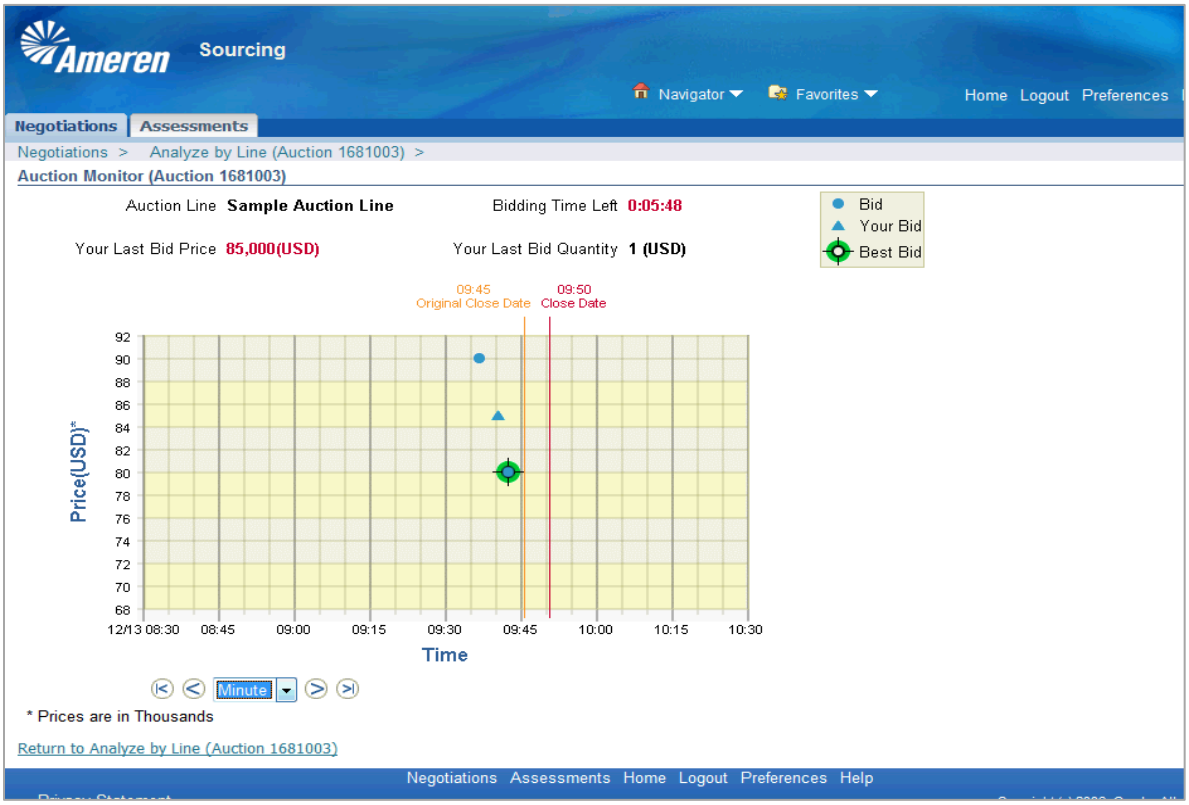
Supplier Monitor: Monitor Auction

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.

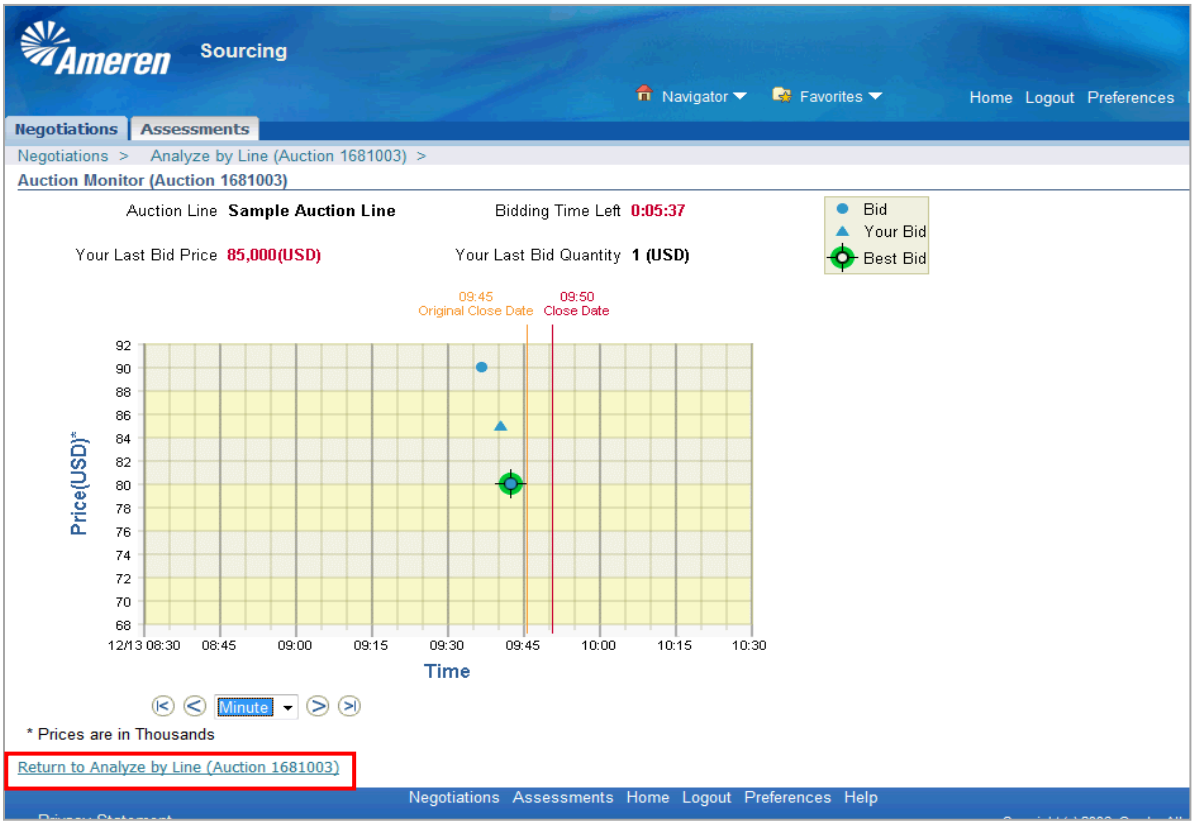


Step	Action
1.	Within **Your Active and Draft Responses** section, click the **Monitor** icon for the **Negotiation Number** associated with your Auction.

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



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



Step	Action
4.	On the **Analyze by Graph** page you can click the **Return to Analyze by Line** link. Return to Analyze by Line (Auction 1681003)

Step	Action
5.	Alternatively, click the **Select** circle, and then click the **Analyze** button. Analyze

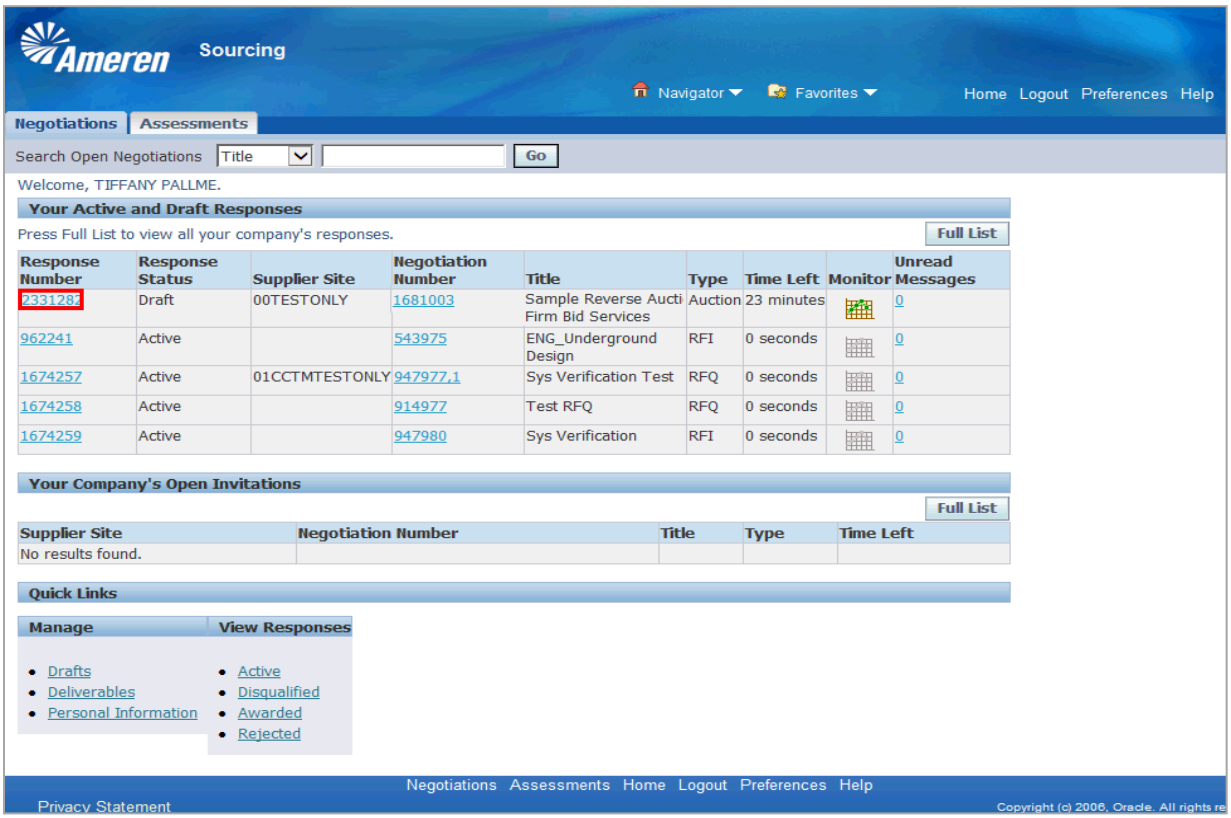
Step	Action
6.	This page displays a **list** with each line representing a **bid placed by each participant**, including the **Rank** and **Price**. **Rank 1** represents the **current best bid**.

Resubmit Disqualified Bid

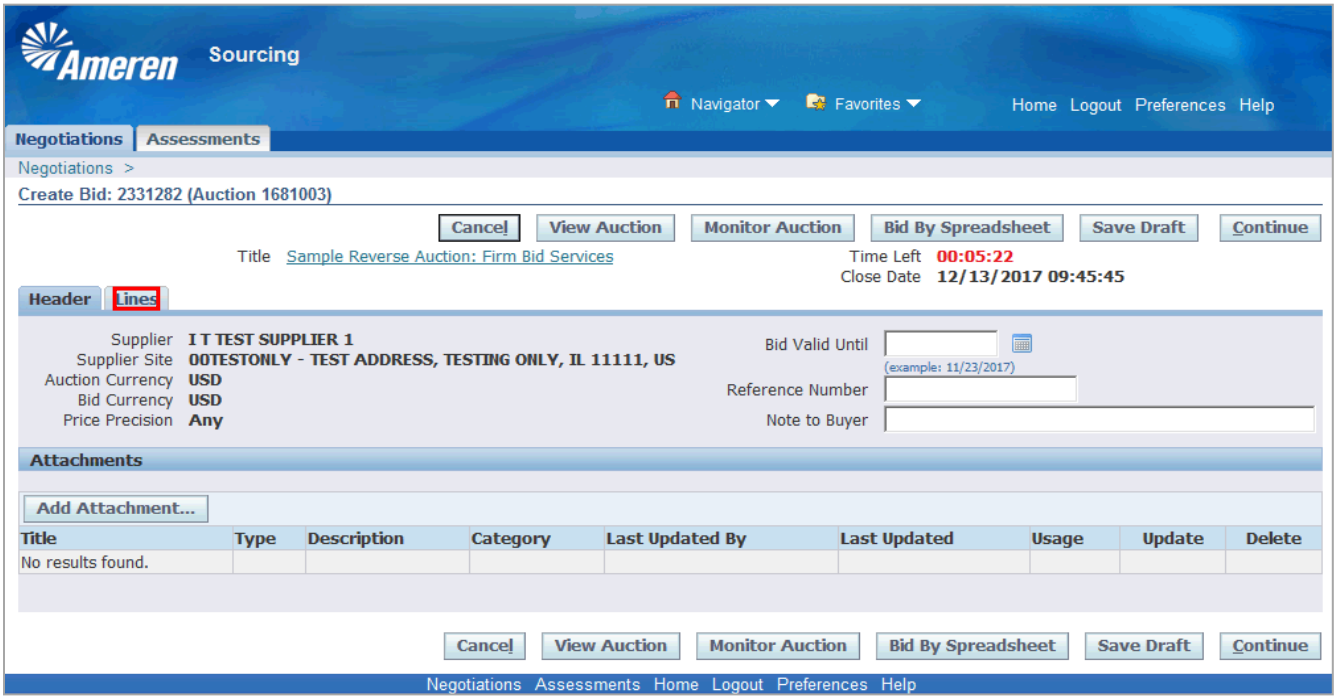
Through the auction process, it is reasonable to expect the occasional error in bid submission. For example, with the intent to enter an amount of $200,000, a slip of the finger may be missed resulting in a bid amount of $20,000.

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.

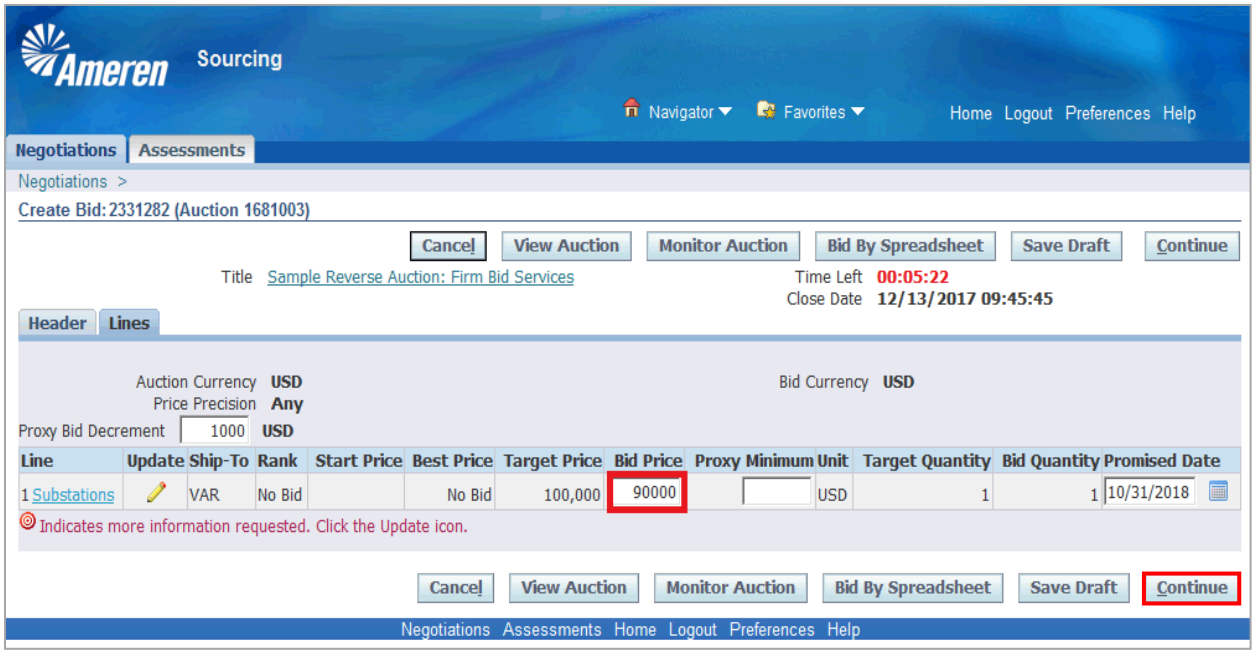
It is important to note, disqualification is up to the discretion of the Sourcing representative, dependent upon factors such as the request reason.



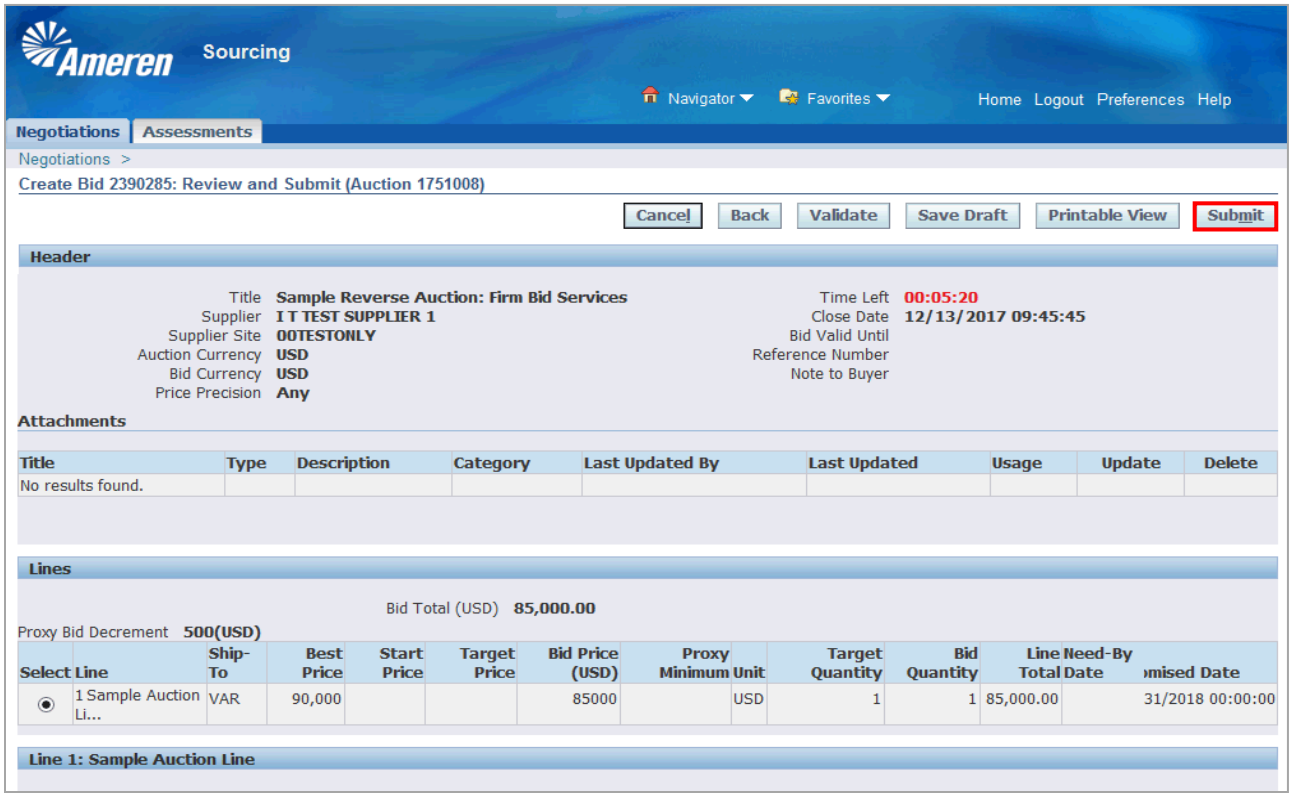
Step	Action
1.	Upon notification of bid disqualification, navigate to your **Sourcing Supplier Home Page**. **Response Status** will be displayed as **Draft**. Click the **Response Number** link. 2331281



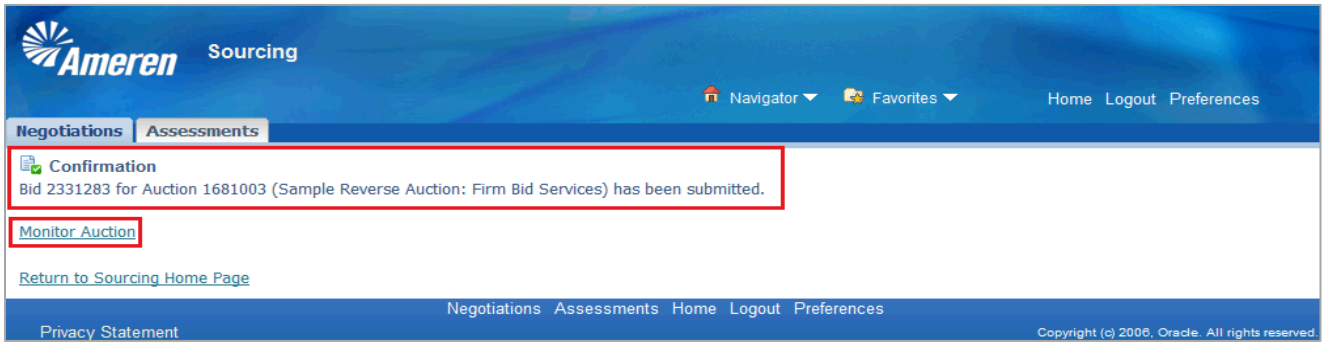
Step	Action
2.	Click the **Lines** link. Lines



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



Step	Action
4.	Click the **Submit** button. Submit



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