



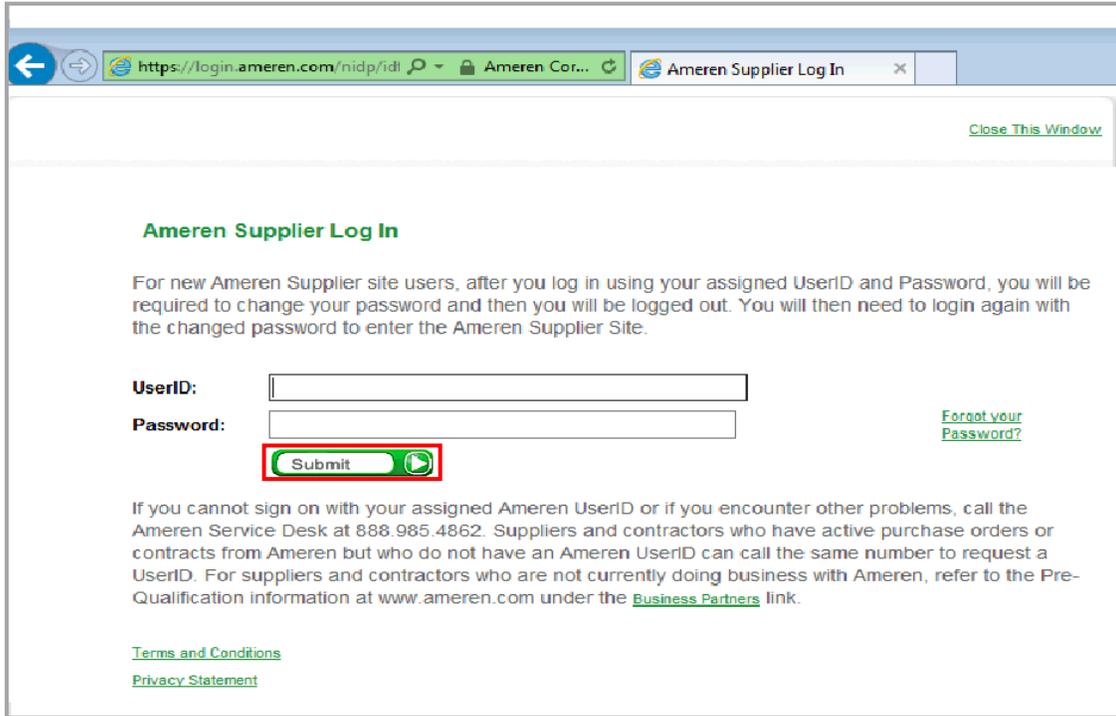
# **AMEREN SOURCING SUPPLIER**

## **RFQ Training Manual**

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**Login to Oracle & 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.<br> |

Enterprise Search   Search Results Display Preference  Logged In As **PROCESS\_PERFORMANCEGROUP@AMEREN**

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](#)
- [AMPOS Supplier Portal Full Access](#)
- [AMPOS Supplier Profile Manager](#)

**Worklist**

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.<br> |

Enterprise Search   Search Results Display Preference

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

Oracle Applications Home Page

**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
  - ⊕ Sourcing
  - ⊕ **Sourcing Home Page**
  - ⊕ Worklist
- ⊕ AMPOS iSupplier Portal Full Access
- ⊕ AMPOS Supplier Profile Manager

**Worklist** Full List (8)

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</a>                                | 11/27/2017 |            |

| Step | Action  |
|------|---|
| 4.   | Click the <a href="#">Sourcing Home Page</a> link.<br> |

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## Acknowledge Intent to Participate

The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with 'Navigator' and 'Favorites' menus, and 'Home' and 'Logout' links. Below this, there are tabs for 'Negotiations' and 'Assessments'. A search bar for 'Open Negotiations' is present with a 'Title' dropdown and a 'Go' button. The main content area displays a welcome message for 'TIFFANY PALLME' and a section titled 'Your Active and Draft Responses'. This section includes a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. Below this is another section titled 'Your Company's Open Invitations' with a table containing columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. The '1776005' negotiation number in the 'Your Company's Open Invitations' table is highlighted with a red box.

| 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 |         | 0               |
| <a href="#">1674257</a> | Active          | 01CCTMTESTONLY | <a href="#">947977.1</a> | Sys Verification Test  | RFQ  | 0 seconds |         | 0               |
| <a href="#">1674258</a> | Active          |                | <a href="#">914977</a>   | Test RFQ               | RFQ  | 0 seconds |         | 0               |
| <a href="#">1674259</a> | Active          |                | <a href="#">947980</a>   | Sys Verification       | RFI  | 0 seconds |         | 0               |
| <a href="#">1687262</a> | Active          |                | <a href="#">959975</a>   | Test - Quote Response  | RFQ  | 0 seconds |         | 0               |

| Supplier Site | Negotiation Number      | Title                             | Type | Time Left           |
|---------------|-------------------------|-----------------------------------|------|---------------------|
|               | <a href="#">1776004</a> | ENG_Underground                   | RFQ  | 20 hours 49 minutes |
|               | <b>1776005</b>          | Examples Services                 | RFQ  | 21 hours 23 minutes |
|               | <a href="#">1776008</a> | CUS EE MO MEEIA EVALUATION FOR... | RFQ  | Opens in 9 minutes  |

| Step | Action   |
|------|--|
| 5.   | Under <b>Your Company's Open Invitations</b> , click the <b>Negotiation Number</b> link.<br><b>1776005</b> |

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

Negotiations > RFQ: 1776005

Title: **Examples Services**  
 Status: **Active**  
 Time Left: **21:23:21**

Actions: Acknowledge Participation

Open Date: **01/04/2018 12:19:15**  
 Close Date: **01/05/2018 12:00:00**

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

Buyer: **Minor(SCProcPerf 1105), Katherine**  
 Quote Style: **Blind**  
 Description:

Outcome: **Contract Purchase Agreement**  
 Event:

**Terms**

Effective Start Date: \_\_\_\_\_  
 Effective End Date: \_\_\_\_\_  
 Bill-To Address: [VAR](#)  
 Ship-To Address: [VAR](#)  
 FOB: **DESTINATION**

Total Agreement Amount: \_\_\_\_\_  
 Payment Terms: **NET 30**  
 Carrier: \_\_\_\_\_  
 Freight Terms: **Collect Shipment**

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

**Requirements**

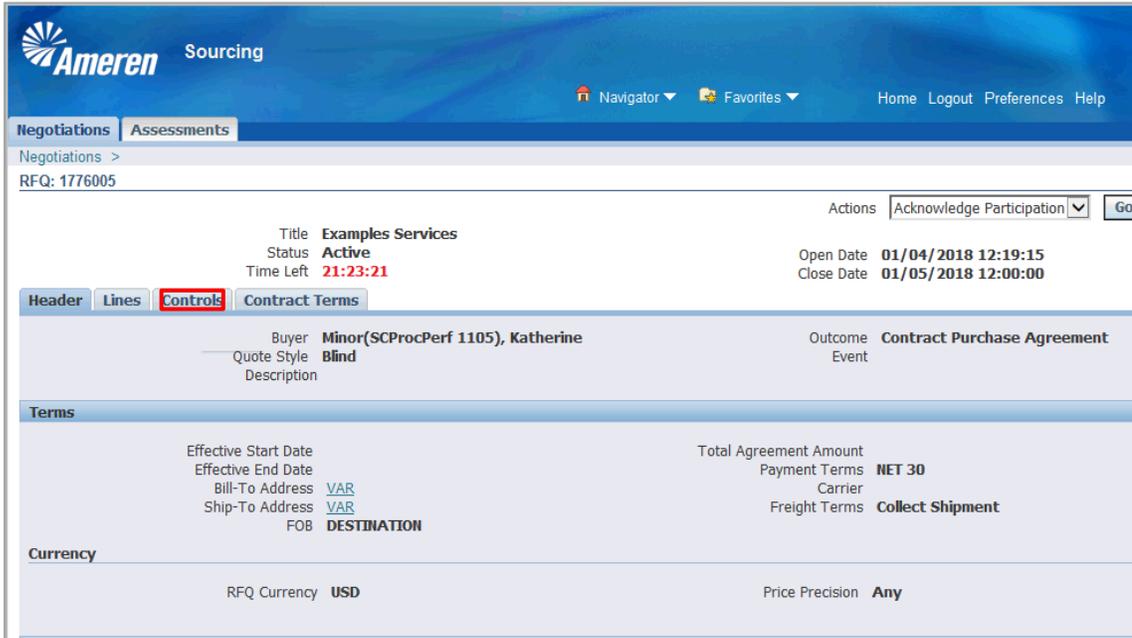
**Details Section**  
No results found.

**Notes and Attachments**

Note to Suppliers: **Download all attachments, enter response details as instructed, and attach completed details to your Quote.**

| Title  | Type | Description | Category    | Last Updated By | Last Updated | Usage    | Update | Delete |
|--|------|-------------|-------------|-----------------|--------------|----------|--------|--------|
| <a href="#">4B_Price Breakdown Template FINAL.xlsx</a> | File |             | To Supplier | E87693          | 10/28/2015   | One-Time |        |        |

| Step | Action  |
|------|---|
| 6.   | Review the <b>Header Details</b> and <b>Note to Suppliers</b> .<br><br>Click the <b>Title</b> link to <b>open and save</b> each attachment.<br><br><a href="#">4B_Price Breakdown Template FINAL.xlsx</a> |



The screenshot shows the Ameren Sourcing interface for RFQ 1776005. The page title is 'Examples Services' with a status of 'Active' and a time left of '21:23:21'. The 'Controls' tab is highlighted in red. Key details include: Buyer: Minor(SCProcPerf 1105), Katherine; Quote Style: Blind; Outcome Event: Contract Purchase Agreement; Effective Start Date: 01/04/2018 12:19:15; Effective End Date: 01/05/2018 12:00:00; Payment Terms: NET 30; Carrier: Collect Shipment; Freight Terms: Collect Shipment; Currency: USD; Price Precision: Any.

| Step | Action  |
|------|---|
| 7.   | Click the <b>Controls</b> tab.<br><b>Controls</b> |

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations >  
RFQ: 1776005

Title **Examples Services**  
Status **Active**  
Time Left **21:23:11**

Open Date **01/04/2018 12:19:15**  
Close Date **01/05/2018 12:00:00**

Header Lines Controls Contract Terms

**Schedule**

Preview Date **01/04/2018 12:19:15** Open Date **01/04/2018 12:19:15**  
Close Date **01/05/2018 12:00:00** Award Date

**Response Rules**

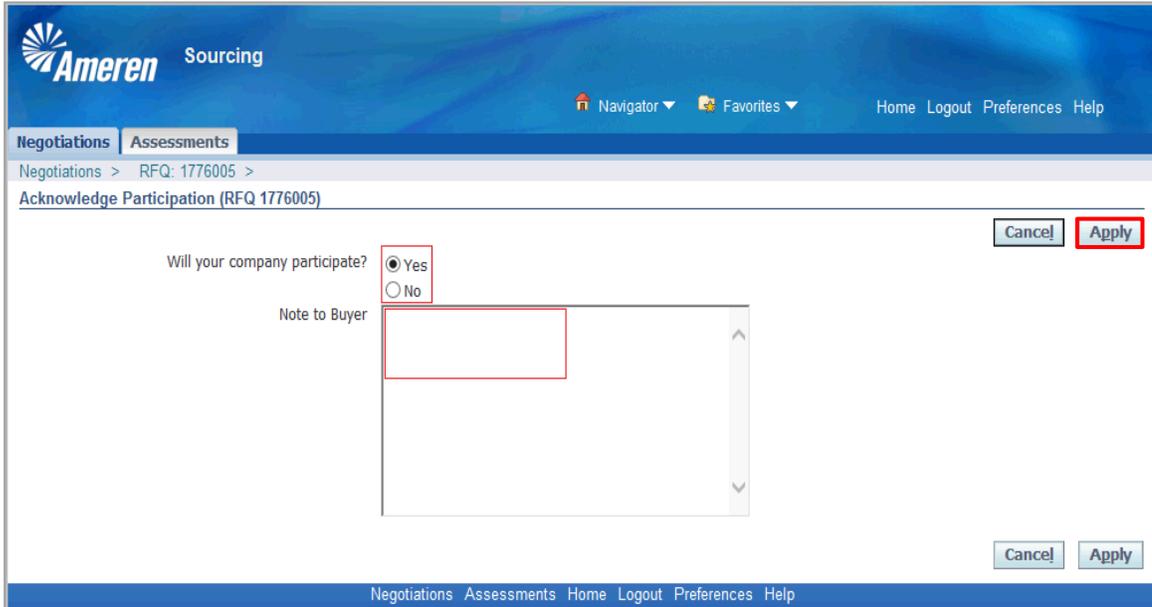
- Negotiation is restricted to invited suppliers
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

[Return to Negotiations](#)

Actions Acknowledge Participation Go

Privacy Statement Negotiations Assessments Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

| Step | Action   |
|------|--|
| 8.   | <p>Review the <b>Response Rules</b>.</p> <p>The <b>Actions</b> field should be pre-populated with <b>Acknowledge Participation</b>. Click the <b>Go</b> button.</p> <p><b>Go</b></p> |



| Step | Action  |
|------|---|
| 9.   | <p><b>Will your company participate</b> is pre-populated as <b>Yes</b>. If you choose not to participate, click the <b>No</b> select circle.</p> <p>Enter a <b>Note to Buyer</b> as applicable.</p> <p>Click the <b>Apply</b> button.</p>  |

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**Submit Quote**

The screenshot shows the Ameren Sourcing interface for RFQ 1776005. The page includes a header with the Ameren logo and navigation links. Below the header, there are tabs for 'Negotiations' and 'Assessments'. The main content area displays RFQ details: Title 'Examples Services', Status 'Active', and Time Left '21:13:38'. An 'Actions' dropdown menu is open, showing options: 'Acknowledge Participation', 'Create Quote' (highlighted with a red box), 'Online Discussions', 'View Quote History', and 'Printable View'. Other details include Buyer 'Minor(SCProcPerf 1105), Katherine', Quote Style 'Blind', and various terms like 'Effective Start Date', 'Payment Terms NET 30', and 'Freight Terms Collect Shipment'.

| Step | Action  |
|------|---|
| 1.   | Click the <b>Actions</b> dropdown and choose <b>Create Quote</b> .<br> |

The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, the RFQ number '1776005' is displayed. The main content area shows details for 'Examples Services', including its status as 'Active' and a time left of '21:13:36'. There are 'Open Date' and 'Close Date' fields. A 'Create Quote' button is highlighted with a red box, and a 'Go' button is also highlighted with a red box. Below the main details, there are sections for 'Header', 'Lines', 'Controls', and 'Contract Terms', each with various sub-fields like 'Buyer', 'Quote Style', 'Effective Start Date', etc.

| Step | Action   |
|------|--|
| 2.   | Click the <b>Go</b> button.<br> |

The following terms and conditions must be accepted before a quote is placed in this RFQ.

**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  |
|------|---|
| 3.   | Review the <b>Terms and Conditions</b> , and click the <b>I have read and accepted the terms and conditions</b> select box.<br><input type="checkbox"/> I have read and accepted the terms and conditions |

**Ameren Sourcing**

Navigator Favorites Home Logout Preferences Help

**Negotiations Assessments**

Negotiations >

**Terms and Conditions**

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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.

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Cancel **Accept**

| Step | Action   |
|------|--|
| 4.   | Click the <b>Accept</b> button.<br> |

**Ameren Sourcing**

Negotiations > RFQ: 1776005 >  
 Create Quote: 2403285 (RFQ 1776005)

Buttons: Cancel, View RFQ, Save Draft, Continue

Title: [Examples Services](#)

Time Left: 21:13:17  
 Close Date: 01/05/2018 12:00:00

**Header**

Supplier: I T TEST SUPPLIER 1  
 RFQ Currency: USD  
 Quote Currency: USD  
 Price Precision: Any

Quote Valid Until:  (example: 12/20/2017)  
 Reference Number:   
 Note to Buyer:

**Attachments**

**Add Attachment...**

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

Buttons: Cancel, View RFQ, Save Draft, Continue

| Step | Action   |
|------|--|
| 5.   | <p>Your <b>Quote</b> (Response) number will be displayed at the top of the page.</p> <p>Click the <b>Add Attachment...</b> button to attach all required documents as instructed in the RFQ.</p> <p><b>Add Attachment...</b></p> |

**Attachment Summary Information**

Title

Description

Category **From Supplier**

**Define Attachment**

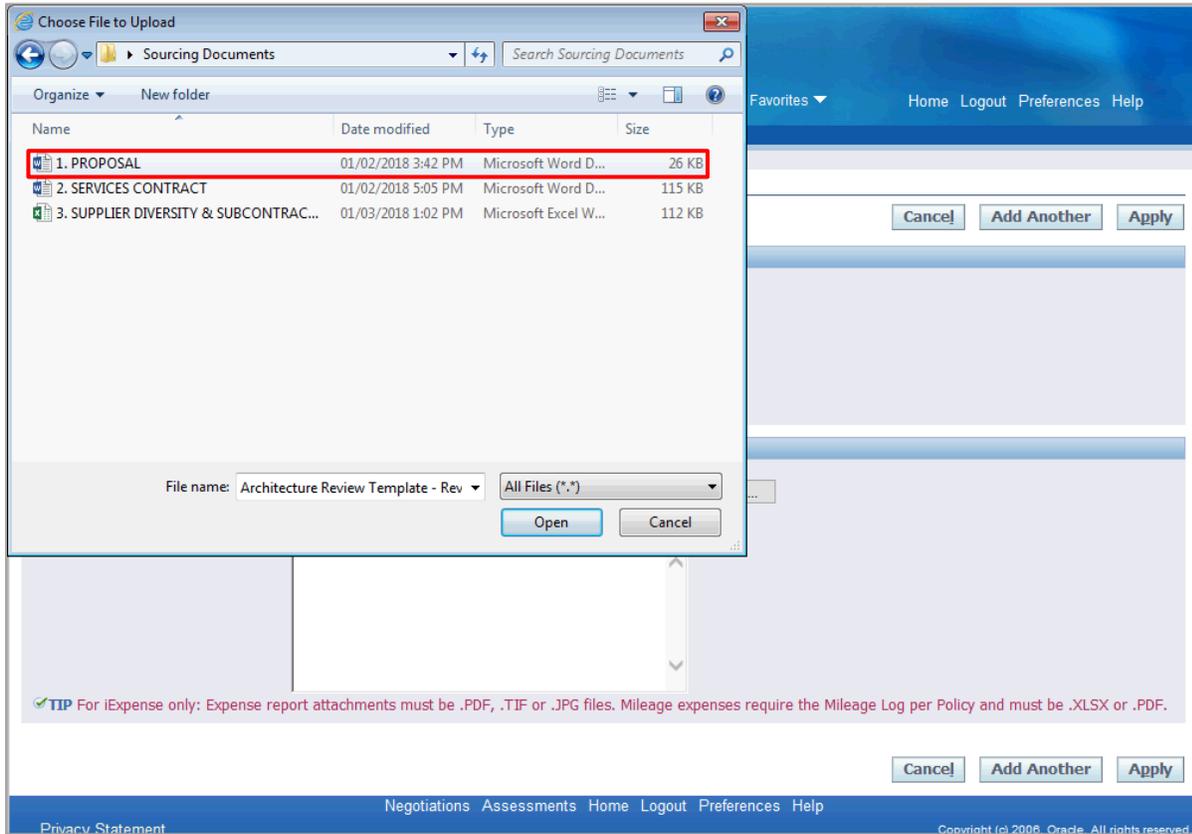
Type  File  **Browse...**

URL

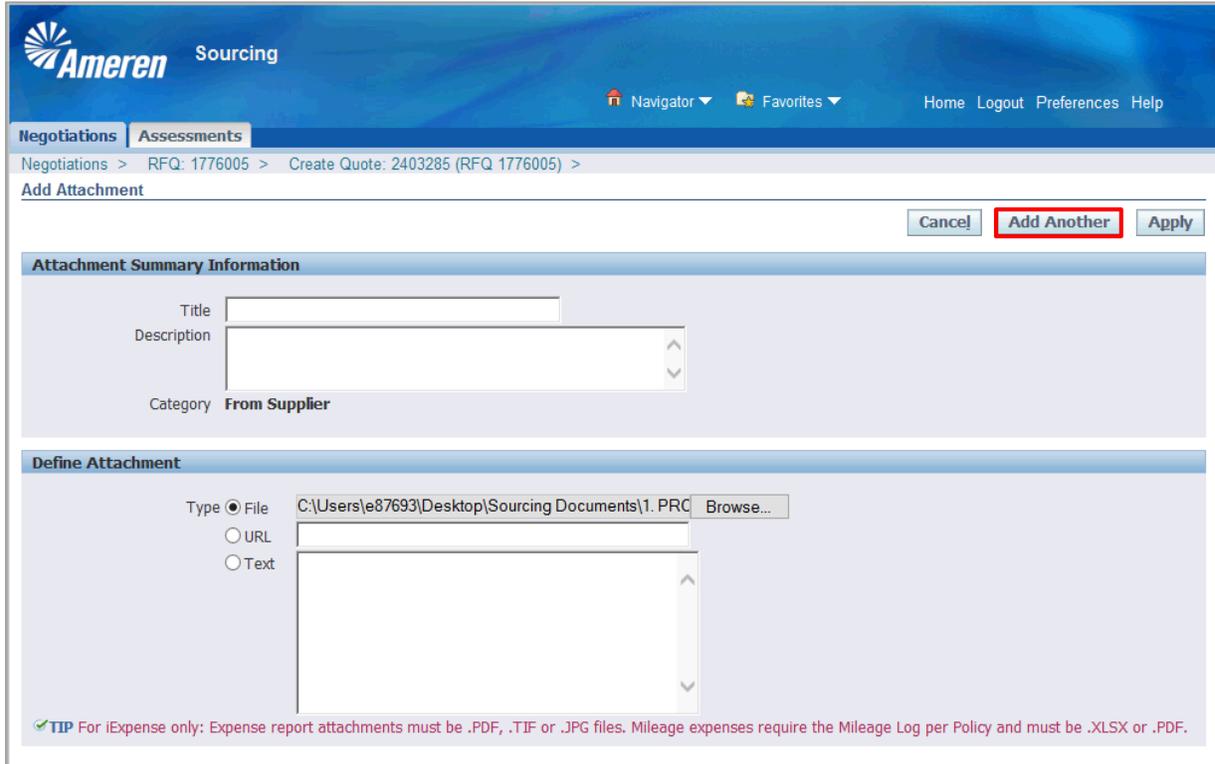
Text

TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.

| Step | Action  |
|------|---|
| 6.   | Click in the <b>Browse</b> button.<br> |



| Step | Action   |
|------|--|
| 7.   | Navigate to first document you wish to include and double-click <b>File Name</b> . |



**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > RFQ: 1776005 > Create Quote: 2403285 (RFQ 1776005) >

**Add Attachment**

Cancel **Add Another** Apply

**Attachment Summary Information**

Title

Description

Category **From Supplier**

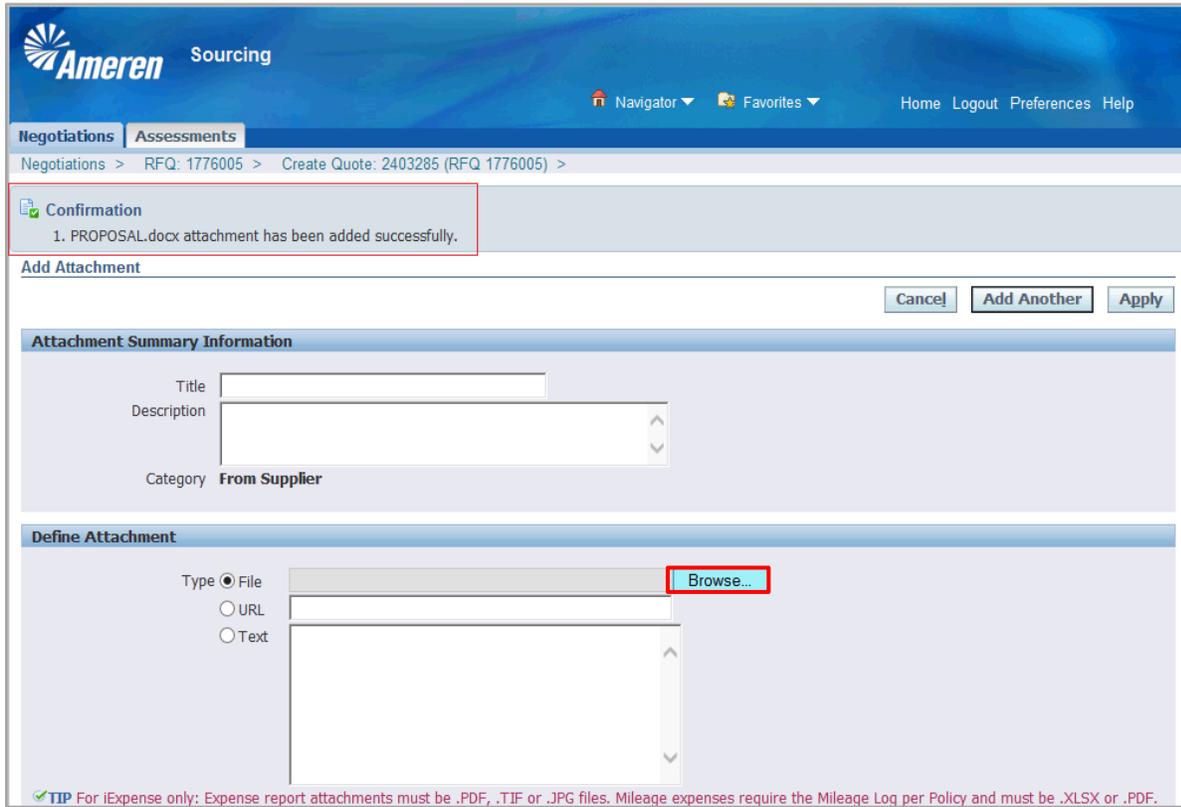
**Define Attachment**

Type  File  URL  Text

C:\Users\e87693\Desktop\Sourcing Documents\1. PRC

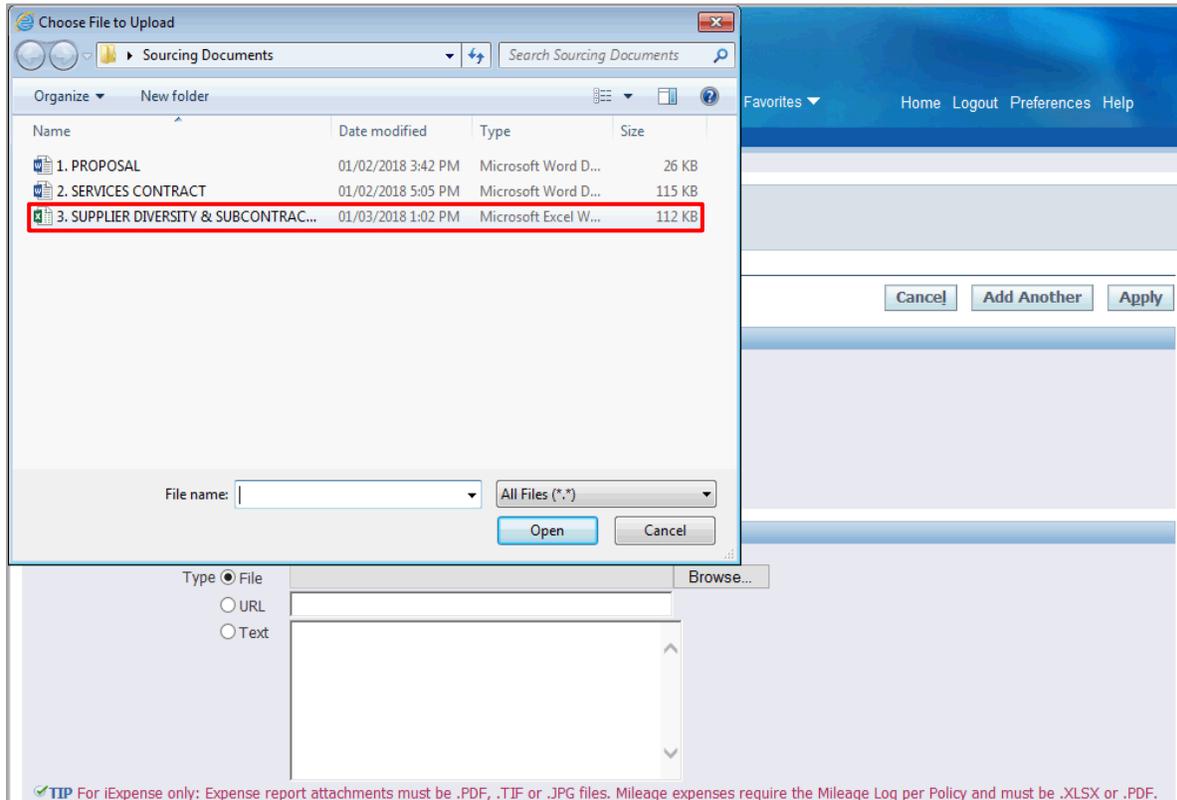
✓ TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.

| Step | Action   |
|------|--|
| 8.   | Click the <b>Add Another</b> button.<br><input type="button" value="Add Another"/> |



The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with the Ameren logo and the word "Sourcing". Below this, there are tabs for "Negotiations" and "Assessments". The current page is "Negotiations > RFQ: 1776005 > Create Quote: 2403285 (RFQ 1776005)". A confirmation message is displayed: "Confirmation 1. PROPOSAL.docx attachment has been added successfully." Below this, there is an "Add Attachment" section with "Cancel", "Add Another", and "Apply" buttons. The "Attachment Summary Information" section includes fields for "Title", "Description", and "Category" (set to "From Supplier"). The "Define Attachment" section has radio buttons for "File", "URL", and "Text". The "File" option is selected, and a "Browse..." button is highlighted with a red box. A tip at the bottom states: "TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF."

| Step | Action  |
|------|---|
| 9.   | <p>A <b>Confirmation</b> message will be displayed indicating your first <b>attachment has been added successfully</b>.</p> <p>Click in the <b>Browse</b> button again.</p>  |



| Step | Action  |
|------|---|
| 10.  | Navigate to next document you wish to include and double-click the <b>File Name</b> . |

| Step | Action   |
|------|--|
| 11.  | If you intend to include additional documents, click the <b>Add Another</b> button and follow the previous steps. Otherwise, click the <b>Apply</b> button.<br> |

The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, a confirmation message is displayed: 'Confirmation 3. SUPPLIER DIVERSITY & SUBCONTRACTOR BUSINESS PLAN.xlsx attachment has been added successfully.' Below the message, there are buttons for 'Cancel', 'View RFQ', 'Save Draft', and 'Continue'. The 'Continue' button is highlighted with a red box. The main form area is titled 'Header' and contains fields for 'Supplier' (IT TEST SUPPLIER 1), 'RFQ Currency' (USD), 'Quote Currency' (USD), and 'Price Precision' (Any). There are also fields for 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'. Below the header is an 'Attachments' section with a table listing two files: '1. PROPOSAL.docx' and '3. SUPPLIER DIVERSITY & SUBCONTRACTOR BUSINESS PLAN.xlsx'. The 'Continue' button is also present at the bottom of the form.

| Step | Action   |
|------|--|
| 12.  | <p>A <b>Confirmation</b> message will be displayed indicating your most recent <b>attachment has been added successfully</b>.</p> <p>You can click the <b>Save Draft</b> button and return to the Draft Quote at a later time.</p> <p>When you are ready to complete the process, click the <b>Continue</b> button.</p> <p></p> |

**Negotiations** | **Assessments**

Negotiations > RFQ: 1776005 >

Create Quote 2403285: Review and Submit (RFQ 1776005)

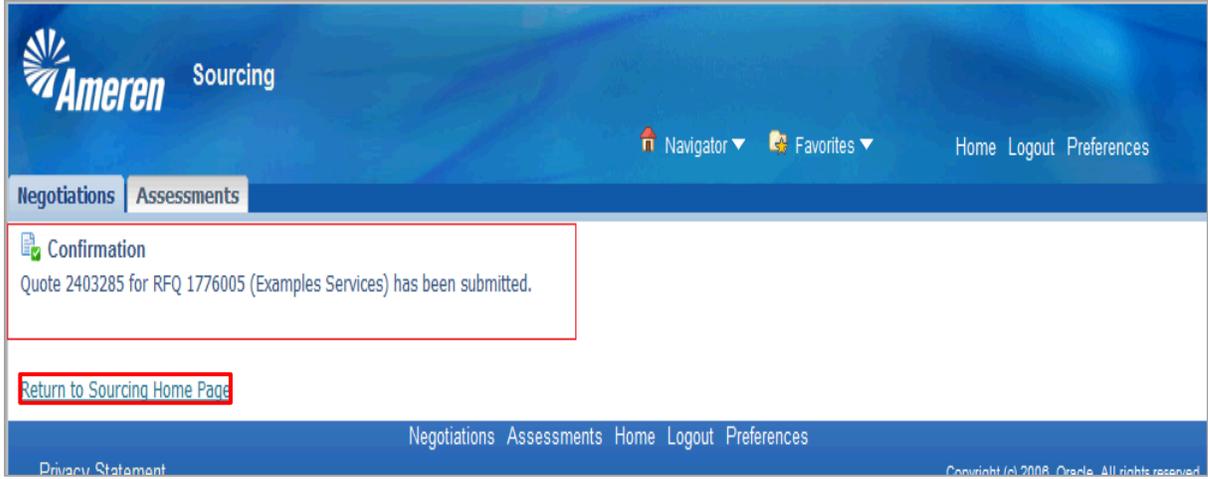
**Header**

|                 |                     |                   |                     |
|-----------------|---------------------|-------------------|---------------------|
| Title           | Examples Services   | Time Left         | 21:12:24            |
| Supplier        | I T TEST SUPPLIER 1 | Close Date        | 01/05/2018 12:00:00 |
| RFQ Currency    | USD                 | Quote Valid Until |                     |
| Quote Currency  | USD                 | Reference Number  |                     |
| Price Precision | Any                 | Note to Buyer     |                     |

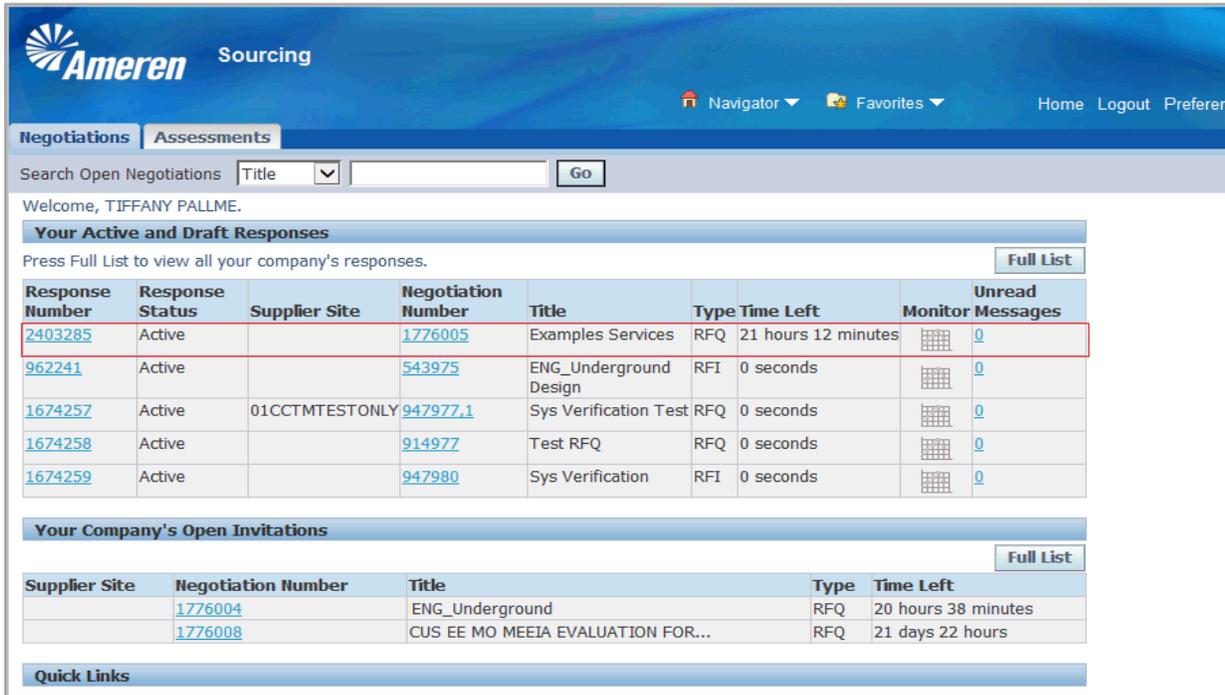
**Attachments**

| Title  | Type | Description | Category      | Last Updated By                     | Last Updated | Usage    | Update | Delete |
|--|------|-------------|---------------|-------------------------------------|--------------|----------|--------|--------|
| <a href="#">1. PROPOSAL.docx</a>   | File |             | From Supplier | PROCESS_PERFORMANCEGROUP@AMEREN.COM | 01/04/2018   | One-Time |        |        |
| <a href="#">3. SUPPLIER DIVERSITY &amp; SUBCONTRACTOR BUSINESS PLAN.xlsx</a> | File |             | From Supplier | PROCESS_PERFORMANCEGROUP@AMEREN.COM | 01/04/2018   | One-Time |        |        |

| Step | Action                          |
|------|---------------------------------|
| 13.  | Click the <b>Submit</b> button. |



| Step | Action  |
|------|---|
| 14.  | <p>A <b>Confirmation</b> message will be displayed indicating the <b>Quote has been submitted</b>.</p> <p>Click the <b>Return to Sourcing Home Page</b> link.</p> <p><a href="#">Return to Sourcing Home Page</a></p> |



The screenshot shows the 'Sourcing' section of the Ameren Oracle eBusiness Sourcing Supplier interface. 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 'Your Active and Draft Responses' section contains a table with columns for Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The 'Your Company's Open Invitations' section contains a table with columns for Supplier Site, Negotiation Number, Title, Type, and Time Left. A 'Quick Links' section is also visible at the bottom.

| Response Number         | Response Status | Supplier Site  | Negotiation Number       | Title                  | Type | Time Left           | Monitor | Unread Messages   |
|-------------------------|-----------------|----------------|--------------------------|------------------------|------|---------------------|---------|-------------------|
| <a href="#">2403285</a> | Active          |                | <a href="#">1776005</a>  | Examples Services      | RFQ  | 21 hours 12 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> |

| Supplier Site | Negotiation Number      | Title                             | Type | Time Left           |
|---------------|-------------------------|-----------------------------------|------|---------------------|
|               | <a href="#">1776004</a> | ENG_Underground                   | RFQ  | 20 hours 38 minutes |
|               | <a href="#">1776008</a> | CUS EE MO MEEIA EVALUATION FOR... | RFQ  | 21 days 22 hours    |

| Step | Action  |
|------|---|
| 15.  | Your <b>Response Number</b> for this Negotiation will now be displayed under <b>Your Active and Draft Responses</b> . |

[Return to Table of Contents](#)

## Online Discussions

There may be times when buyers, collaboration team members, and/or suppliers need to contact each other for additional information or clarification on a negotiation. Once a negotiation has been published, collaboration team members and suppliers can communicate with each other by entering into an ongoing conversation called an online discussion.

The screenshot shows the 'Sourcing' section of the Ameren Oracle eBusiness Sourcing Supplier interface. It includes a search bar for 'Open Negotiations' and a 'Go' button. Below the search bar, there is a welcome message for 'TIFFANY PALLME'. The main content area is divided into two sections: 'Your Active and Draft Responses' and 'Your Company's Open Invitations'. Both sections include a 'Full List' button.

| 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           |
|---------------|-------------------------|-----------------------------------|------|---------------------|
|               | <a href="#">1776004</a> | ENG_Underground                   | RFQ  | 21 hours 24 minutes |
|               | <a href="#">1776005</a> | Examples Services                 | RFQ  | 21 hours 58 minutes |
|               | <a href="#">1776008</a> | CUS EE MO MEEJA EVALUATION FOR... | RFQ  | Opens in 43 minutes |

| Step | Action  |
|------|---|
| 1.   | To communicate via <b>Online Discussions</b> , navigate to your <b>Sourcing Supplier Home Page</b> and click the <b>Negotiation Number</b> link.<br><a href="#">1776005</a> |

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005

Title **Examples Services**  
 Status **Active**  
 Time Left **23:38:58**

Open Date 01/01/2011  
 Close Date 01/01/2011

Header Lines Controls **Contract Terms**

Buyer **Minor(SCProcPerf 1105), Katherine**  
 Quote Style **Blind**  
 Description

Outcome **Con**  
 Event

Actions: Acknowledge Participation, Acknowledge Participation, Create Quote, **Online Discussions**, View Quote History, Printable View

**Terms**

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

Total Agreement Amount  
 Payment Terms **NET 30**  
 Carrier  
 Freight Terms **Collect Shipment**

| Step | Action   |
|------|--|
| 2.   | Click the <b>Actions</b> dropdown and choose <b>Online Discussions</b> . |

**Ameren Sourcing**

Home | Navigator | Favorites | Home | Logout | Preferences | Help

Negotiations | Assessments

Negotiations >  
RFQ: 1776005

Actions: Online Discussions **Go**

Title: **Examples Services**  
 Status: **Active**  
 Time Left: **23:38:56**

Open Date: **01/04/2018 12:19:15**  
 Close Date: **01/05/2018 12:00:00**

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

Buyer: **Minor(SCProcPerf 1105), Katherine**  
 Quote Style: **Blind**  
 Description:

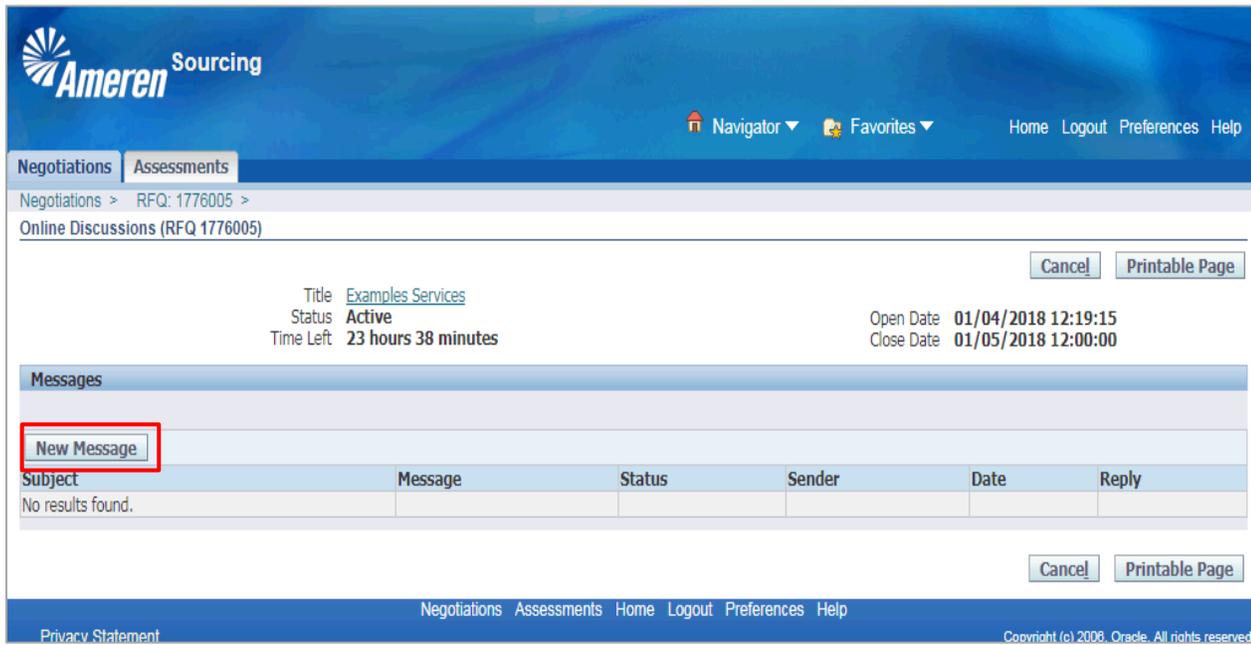
Outcome: **Contract Purchase Agreement**  
 Event:

**Terms**

Effective Start Date  
 Effective End Date  
 Bill-To Address: [VAR](#)  
 Ship-To Address: [VAR](#)  
 FOB: **DESTINATION**

Total Agreement Amount  
 Payment Terms: **NET 30**  
 Carrier  
 Freight Terms: **Collect Shipment**

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



The screenshot shows the 'Online Discussions (RFQ 1776005)' page. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, the page title is 'Online Discussions (RFQ 1776005)'. There are two buttons: 'Cancel' and 'Printable Page'. The main content area displays details for a discussion: Title 'Examples Services', Status 'Active', and Time Left '23 hours 38 minutes'. To the right, it shows 'Open Date 01/04/2018 12:19:15' and 'Close Date 01/05/2018 12:00:00'. Below this is a 'Messages' section with a 'New Message' button highlighted by a red rectangle. A table below the button shows 'No results found.' with columns for Subject, Message, Status, Sender, Date, and Reply. At the bottom of the page, there is a footer with 'Privacy Statement' and 'Copyright (c) 2008, Oracle. All rights reserved.'

| Step | Action                               |
|------|--------------------------------------|
| 4.   | Click the <b>New Message</b> button. |



**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

**Create New Message (RFQ 1776005)**

\* Indicates required field

Send To: Ameren

\* Subject: RFQ Close Time

\* Message: The RFQ states that the proposal is due by noon on January 5, but does not state a specific time zone. Please clarify the time zone.

Cancel Send

**Attachments**

Add Attachment...

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

Cancel Send

Negotiations Assessments Home Logout Preferences Help

| Step | Action  |
|------|---|
| 5.   | Enter a <b>Subject</b> and <b>Message</b> , and then click the <b>Send</b> button.<br> |

| Step | Action  |
|------|---|
| 6.   | <p>You will be taken back to the <b>Online Discussions</b> page, where your message is displayed.</p> <p>Click the <b>RFQ</b> link review RFQ details.</p> <p><a href="#">RFQ: 1776005 &gt;</a></p> |

The screenshot shows the 'Examples Services' RFQ details page. At the top right, there is a notification for '1 Unread Messages' highlighted with a red box. The page includes a navigation bar with 'Negotiations' and 'Assessments' tabs. The main content area displays the RFQ title, status (Active), and time left (23:30:40). It also shows the buyer information (Minor(SCProcPerf 1105), Katherine) and the outcome event (Contract Purchase Agreement). The 'Terms' section lists various conditions such as Effective Start/End Dates, Bill-To/Ship-To addresses, and Payment/Freight terms (NET 30, Collect Shipment).

| Step | Action  |
|------|---|
| 7.   | <p>On your RFQ Details page, a notification will be displayed when you receive a new message.</p> <p>Click the <b>1 Unread Messages</b> link. This will take to your <b>Online Discussions</b> page.</p> <p> <a href="#">1 Unread Messages</a></p> |

**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > RFQ: 1776005 >  
Online Discussions (RFQ 1776005)

Cancel Printable Page

Title: [Examples Services](#)  
Status: **Active**  
Time Left: **23 hours 30 minutes**

Open Date: **01/04/2018 12:19:15**  
Close Date: **01/05/2018 12:00:00**

**Messages**

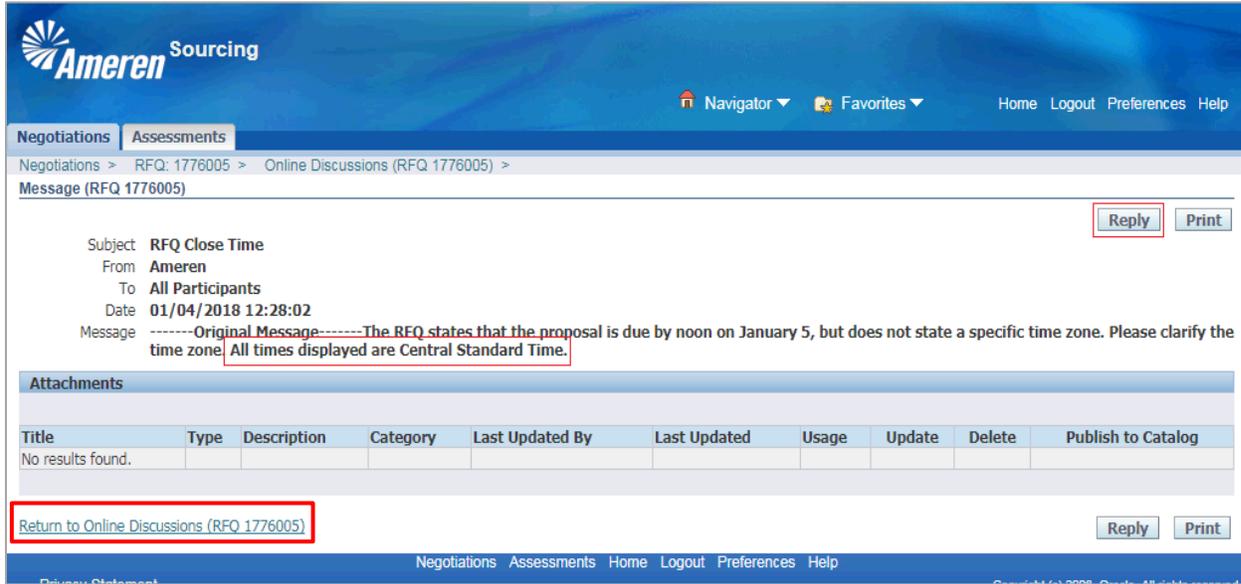
New Message

| Subject        | Message   | Status | Sender                          | Date                | Reply |
|----------------|---|--------|---------------------------------|---------------------|-------|
| RFQ Close Time | <span style="border: 1px solid red; padding: 2px;">-----Original Message-----The RFQ states that ...</span> | Unread | Ameren                          | 01/04/2018 12:28:02 |       |
| RFQ Close Time | <a href="#">The RFQ states that the proposal is due by noon on...</a>                                       | Read   | <a href="#">PALLME, TIFFANY</a> | 01/04/2018 12:21:33 |       |

Cancel Printable Page

Privacy Statement Negotiations Assessments Home Logout Preferences Help Copyright (c) 2006 Oracle. All rights reserved.

| Step | Action  |
|------|---|
| 8.   | <p>On your <b>Online Discussions</b> page, the list of messages will be sorted by the <b>most recent</b> sent or received.</p> <p>The <b>Status</b> field indicates <b>Read</b> or <b>Unread by you</b>.</p> <p>Click the <b>Message</b> link.</p> <p><span style="border: 1px solid lightblue; padding: 2px;">-----Original Message-----The RFQ states that ...</span></p> |



**Ameren Sourcing**

Home Logout Preferences Help

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

Message (RFQ 1776005)

Reply Print

Subject: RFQ Close Time  
 From: Ameren  
 To: All Participants  
 Date: 01/04/2018 12:28:02  
 Message: -----Original Message-----The RFQ states that the proposal is due by noon on January 5, but does not state a specific time zone. Please clarify the time zone. All times displayed are Central Standard Time.

**Attachments**

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

Return to Online Discussions (RFQ 1776005)

Reply Print

Negotiations Assessments Home Logout Preferences Help

| Step | Action  |
|------|---|
| 9.   | <p>When entering a reply, the responder can choose to retain or delete the <b>Original Message</b>. If the Original Message is retained, the response will be displayed directly after.</p> <p>You can click the <b>Reply</b> button to respond to this message. Otherwise, click the <b>Return to Online Discussions</b> link.</p> <p><a href="#">Return to Online Discussions (RFQ 1776005)</a></p> |

The screenshot shows the Ameren Sourcing web application. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, the page title is 'Online Discussions (RFQ 1776005)'. A 'New Message' button is highlighted with a red rectangular box. Below the button is a table of messages with columns for Subject, Message, Status, Sender, Date, and Reply. The first message is from 'Ameren' with the subject 'RFQ Close Time' and the message body '-----Original Message-----The RFQ states that...'. The second message is from 'PALLME, TIFFANY' with the subject 'RFQ Close Time' and the message body 'The RFQ states that the proposal is due by noon on...'. At the bottom of the page, there is a footer with 'Privacy Statement' and 'Copyright (c) 2008, Oracle. All rights reserved.'

| Step | Action   |
|------|--|
| 10.  | To send a separate inquiry, click the <b>New Message</b> button. |

**New Message**

**Ameren Sourcing**

Home Logout Preferences Help

Navigator Favorites

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

**Create New Message (RFQ 1776005)**

\* Indicates required field

Send To: Ameren

\* Subject: RFQ Questions

\* Message: Please see attached questions related to the work to be negotiated.

Cancel Send

**Attachments**

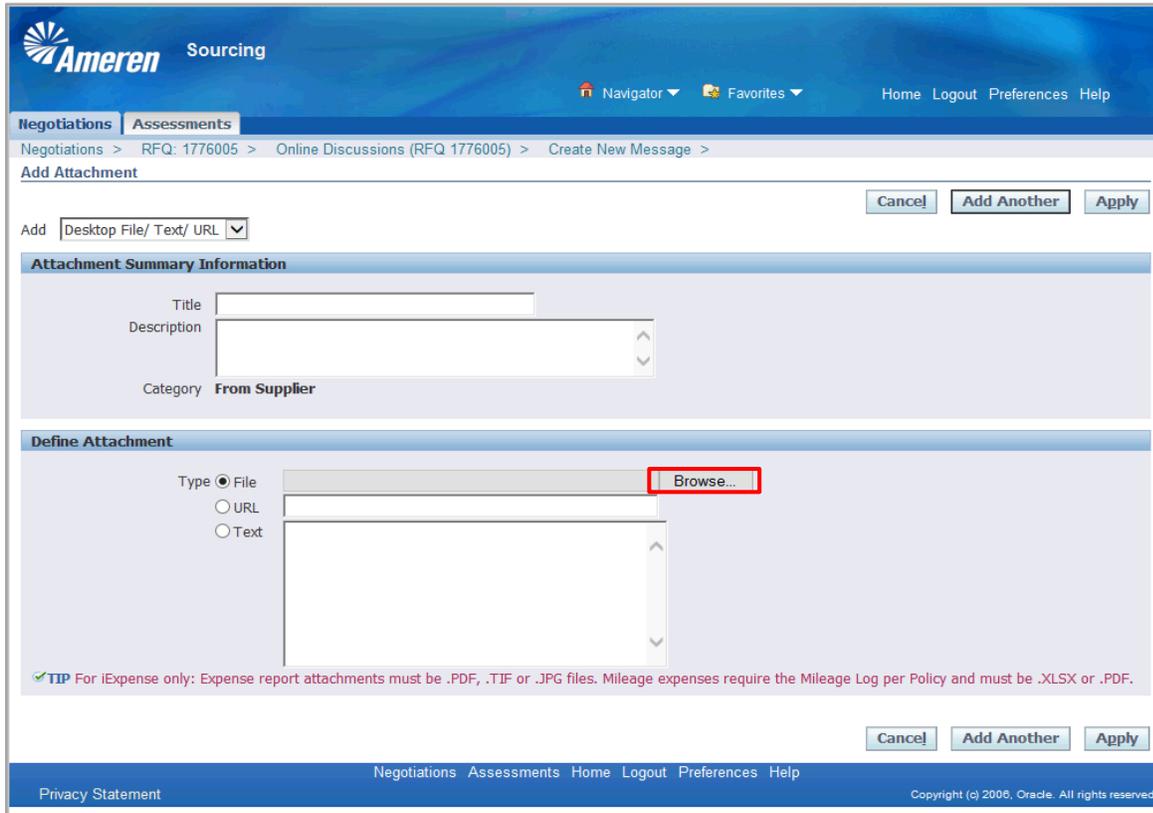
Add Attachment...

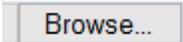
| Title             | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. |      |    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

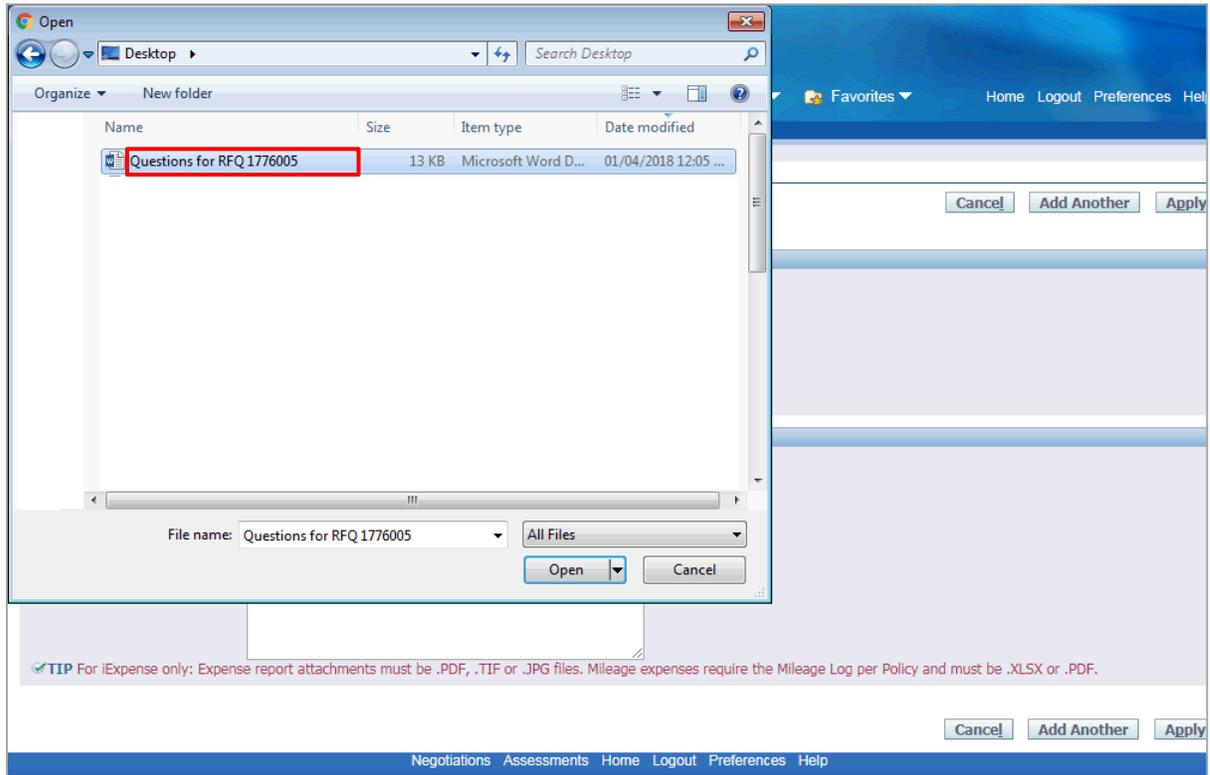
Cancel Send

Negotiations Assessments Home Logout Preferences Help

| Step | Action  |
|------|---|
| 11.  | <p>If you would like to send a <b>document</b>, specific to the negotiation or including <b>multiple questions</b>, enter a <b>Subject</b> and <b>Message</b>, and then click the <b>Add Attachment</b> button.</p>  |



| Step | Action   |
|------|--|
| 12.  | Click the <b>Browse</b> button.<br> |

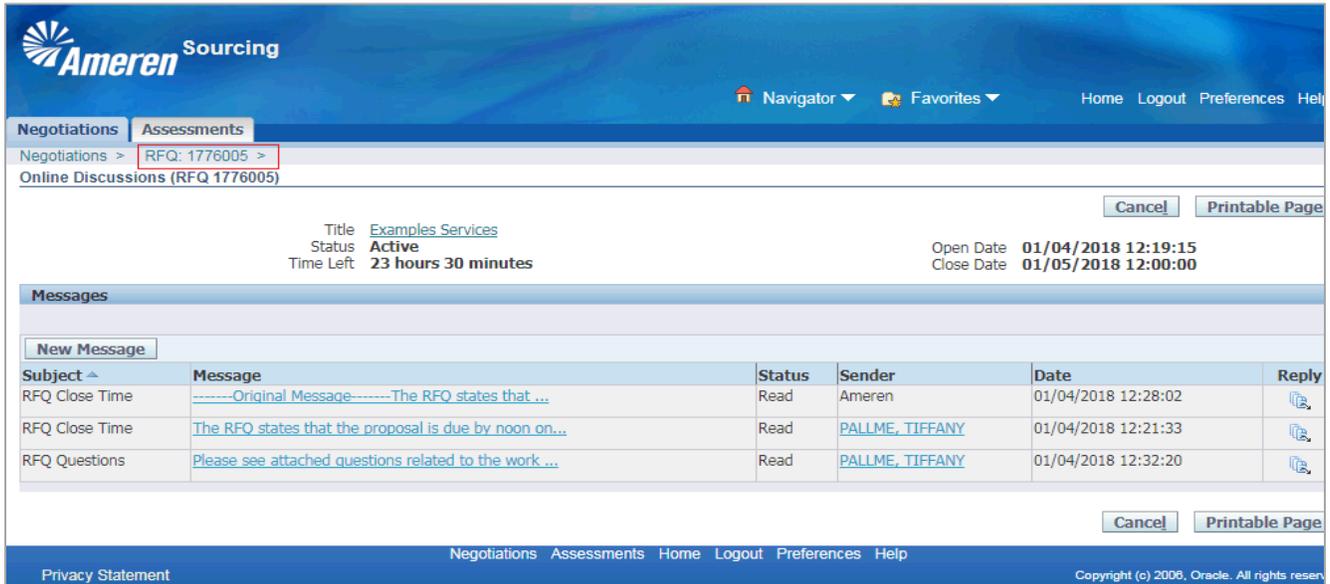


| Step | Action  |
|------|---|
| 13.  | Navigate to the document you want to send and double-click the <b>Name</b> field.<br><div style="border: 1px solid blue; background-color: #e6f2ff; padding: 2px; display: inline-block;">Questions for RFQ 1776005</div> |

| Step | Action   |
|------|--|
| 14.  | If you intend to send multiple documents click the <b>Add Another</b> button. Otherwise, click the <b>Apply</b> button.<br> |

The screenshot shows the Ameren Sourcing web application. At the top, there is a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, a breadcrumb trail reads 'Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >'. A confirmation message is displayed: 'Confirmation: Questions for RFQ 1776005.docx attachment has been added successfully.' Below the message is a 'Create New Message (RFQ 1776005)' form. The form includes a 'Send To' dropdown set to 'Ameren', a 'Subject' field with 'RFQ Questions', and a 'Message' text area containing 'Please see attached questions related to the work to be negotiated.' There are 'Cancel' and 'Send' buttons at the top right of the form. Below the form is an 'Attachments' section with a table listing the attached file 'Questions for RFQ 1776005.docx'. At the bottom of the page, there are 'Cancel' and 'Send' buttons again.

| Step | Action  |
|------|---|
| 15.  | <p>A <b>Confirmation</b> message will be displayed indicating your <b>attachment has been added successfully</b>.</p> <p>Click the <b>Send</b> button.</p> <p><b>Send</b></p> |



| Step | Action   |
|------|--|
| 16.  | You will be taken back to the <b>Online Discussions</b> page. Click the <b>RFQ</b> link to review <b>RFQ Details</b> . |

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