AMEREN SOURCING SUPPLIER

RFQ Training Manual

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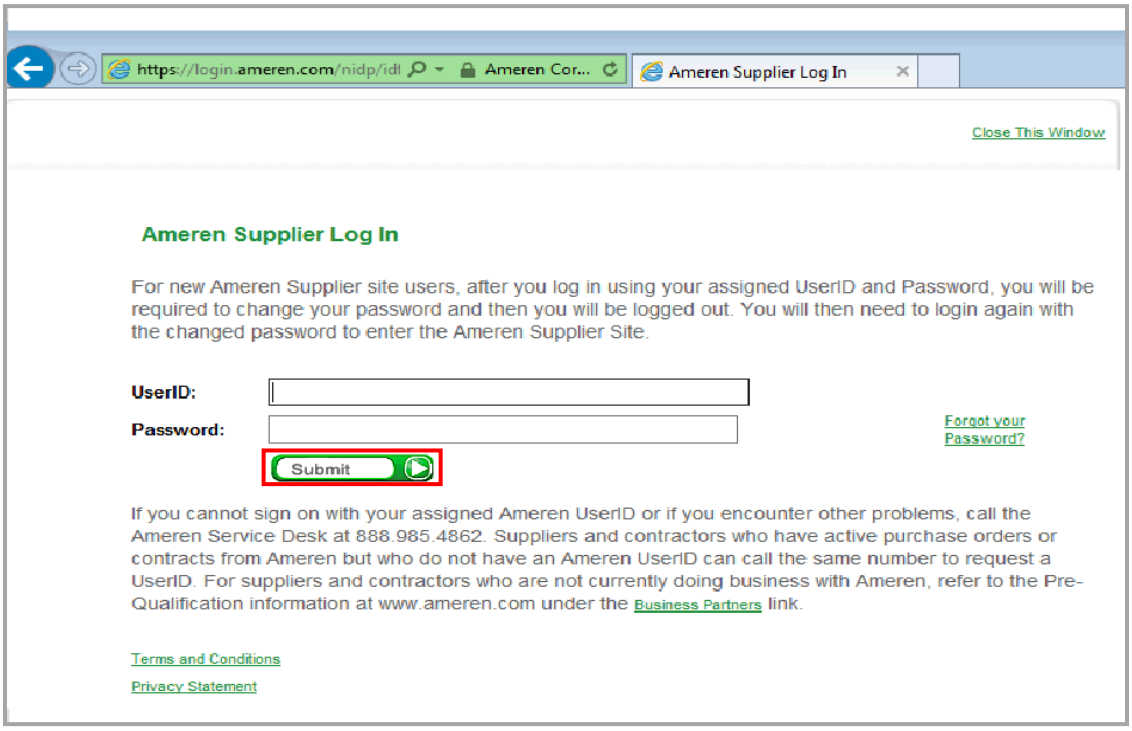
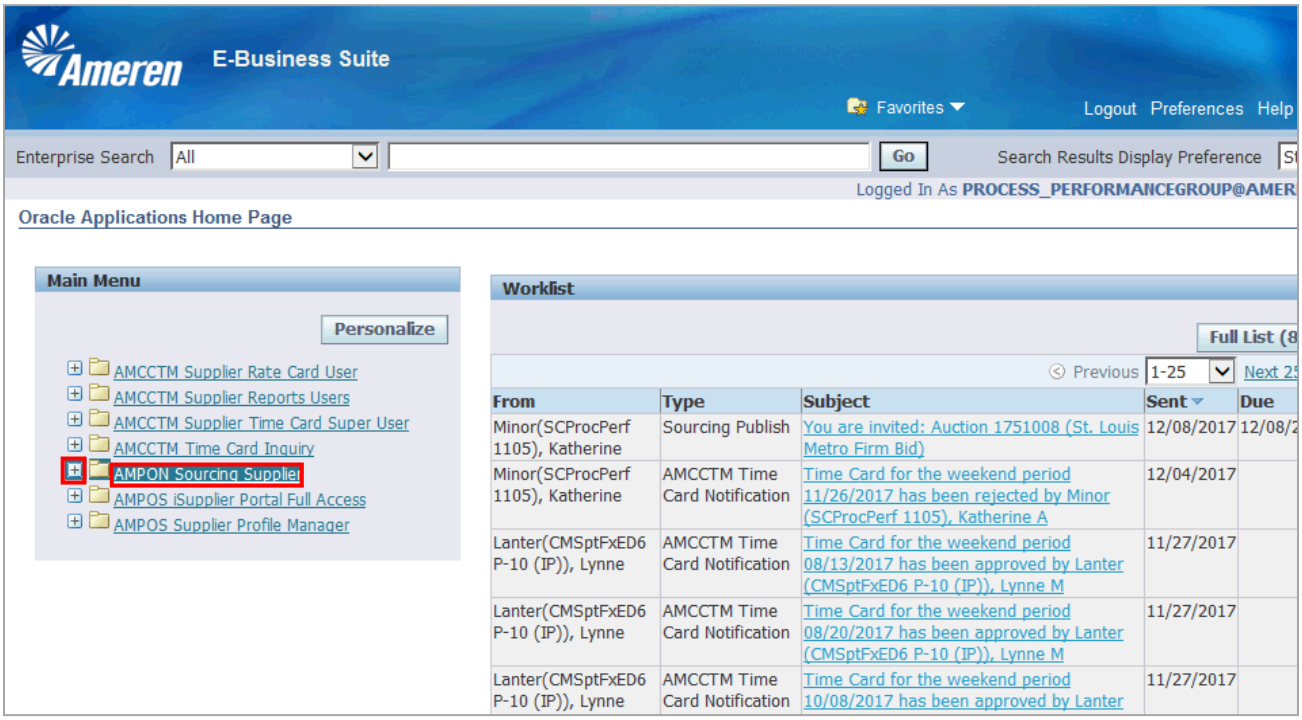
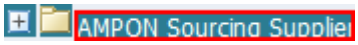
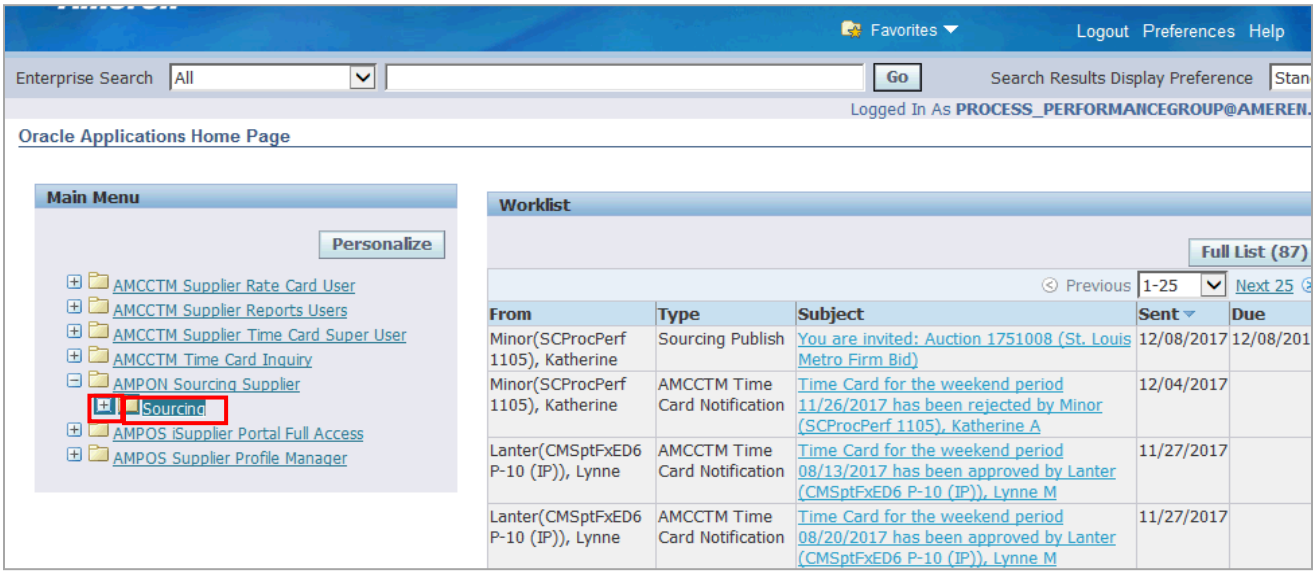
Login to Oracle & Navigate to Sourcing Supplier Home Page



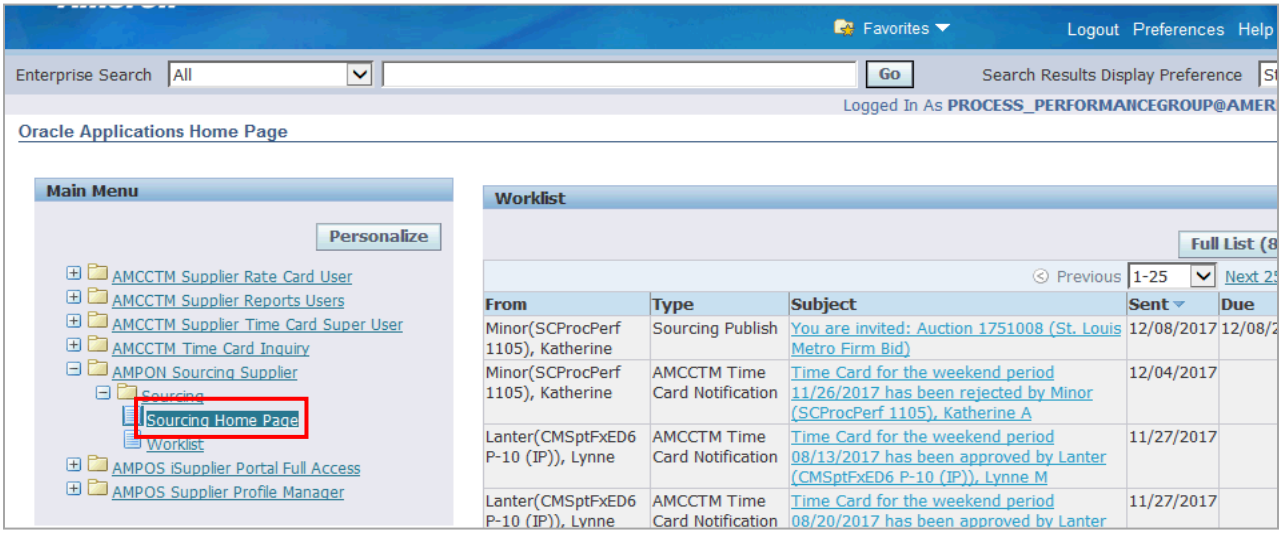
Step	Action
1.	Navigate to Ameren's Oracle Login page: h**ttps://ebusiness.ameren.com**. Enter your **UserID** (email address) and **Password**. Click the **Submit** button. If you have difficulty with login contact the **Ameren Supplier Service Des**k at **888-985-4862**. Submit

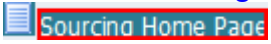


Step	Action
2.	Within the **Main Menu** click the **AMPON Sourcing Supplier** responsibility. 



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



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

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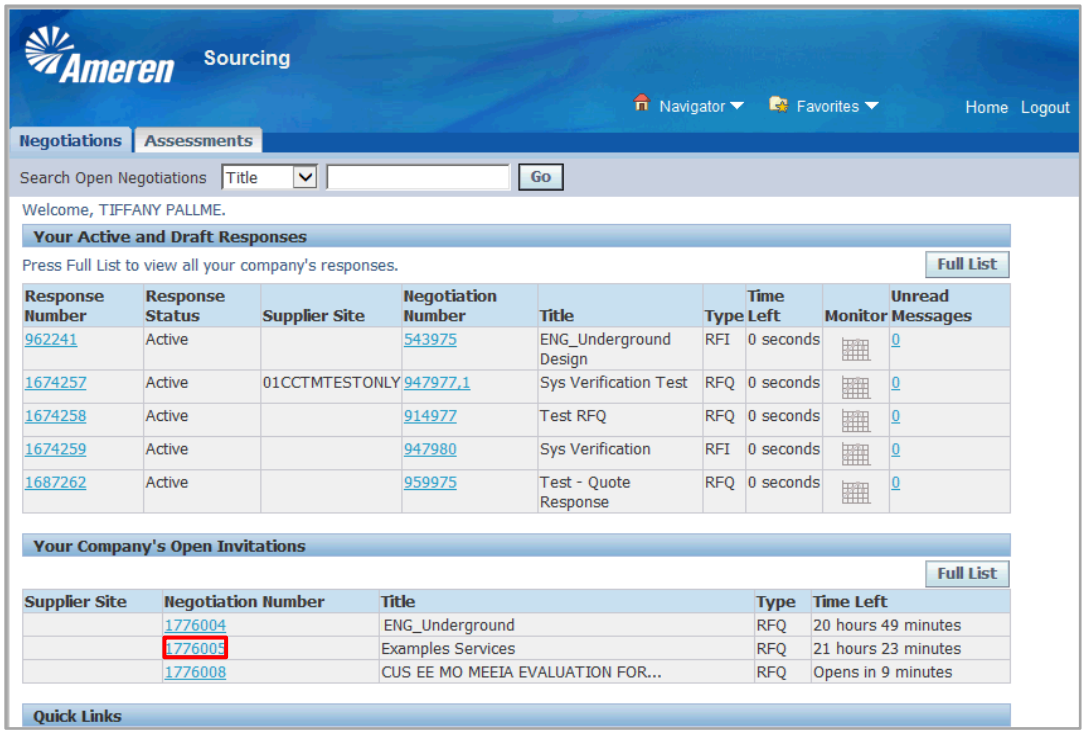
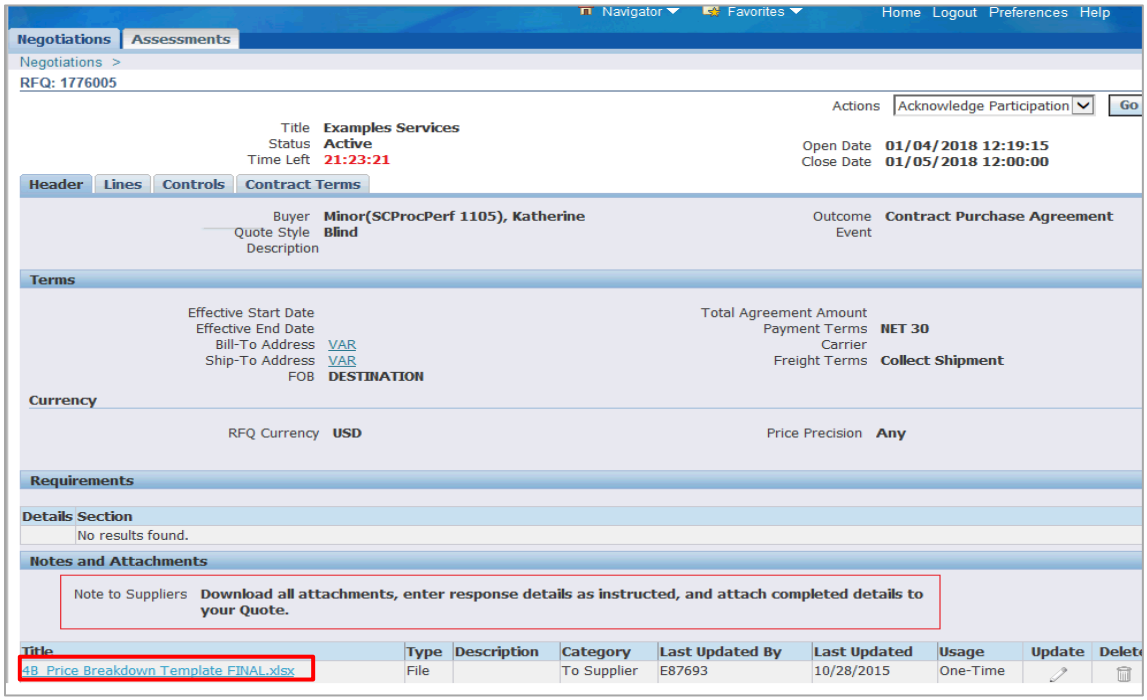
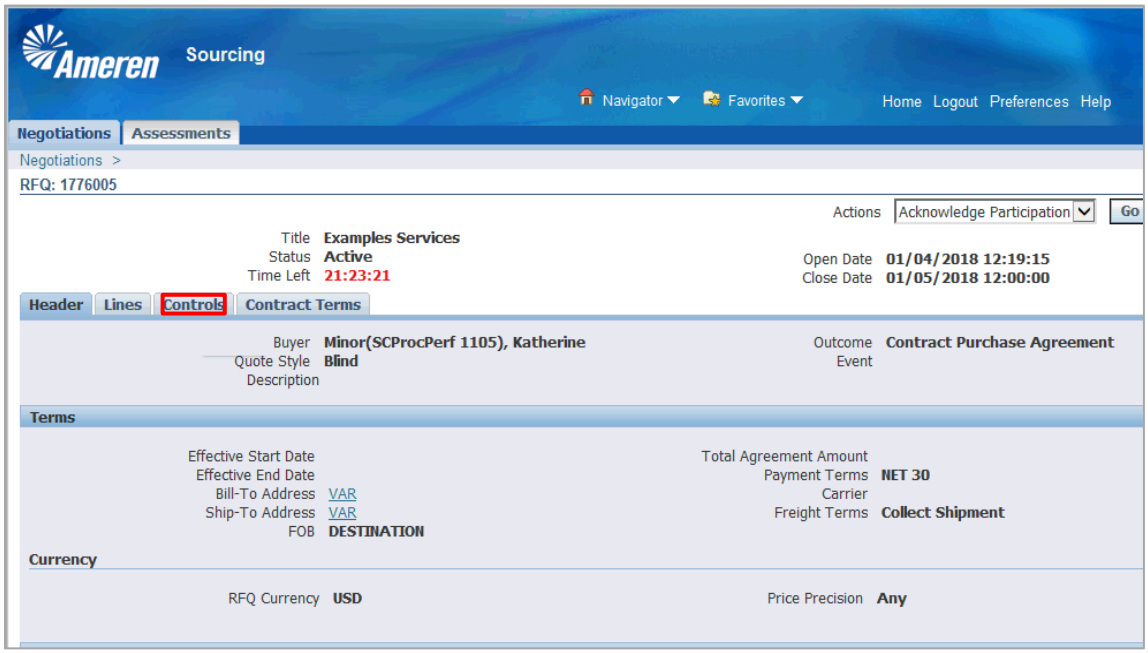
Acknowledge Intent to Participate



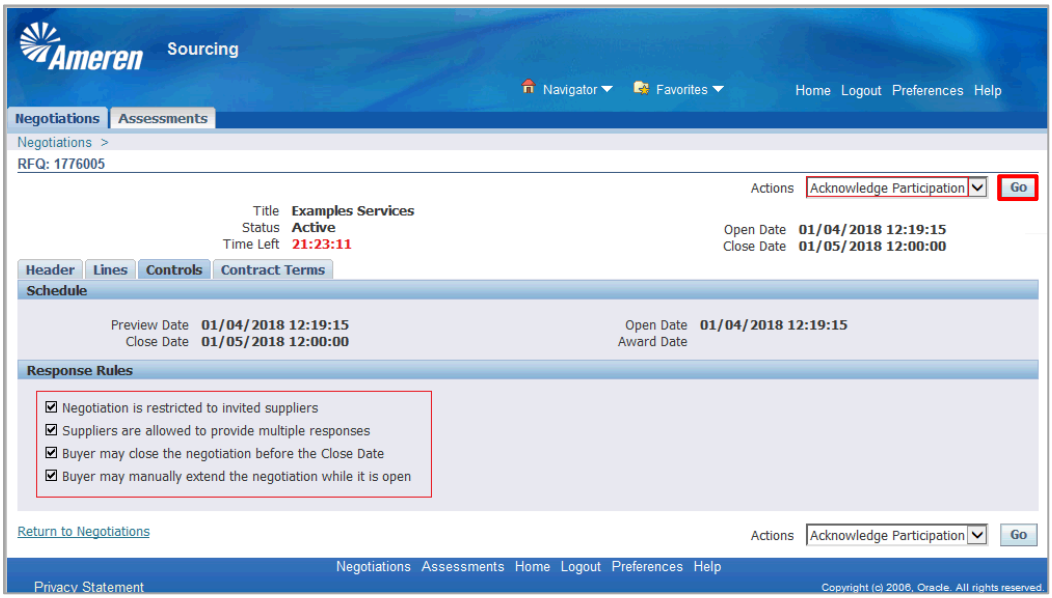
Step	Action
5.	Under **Your Company's Open Invitations**, click the **Negotiation Number** link. 1776005



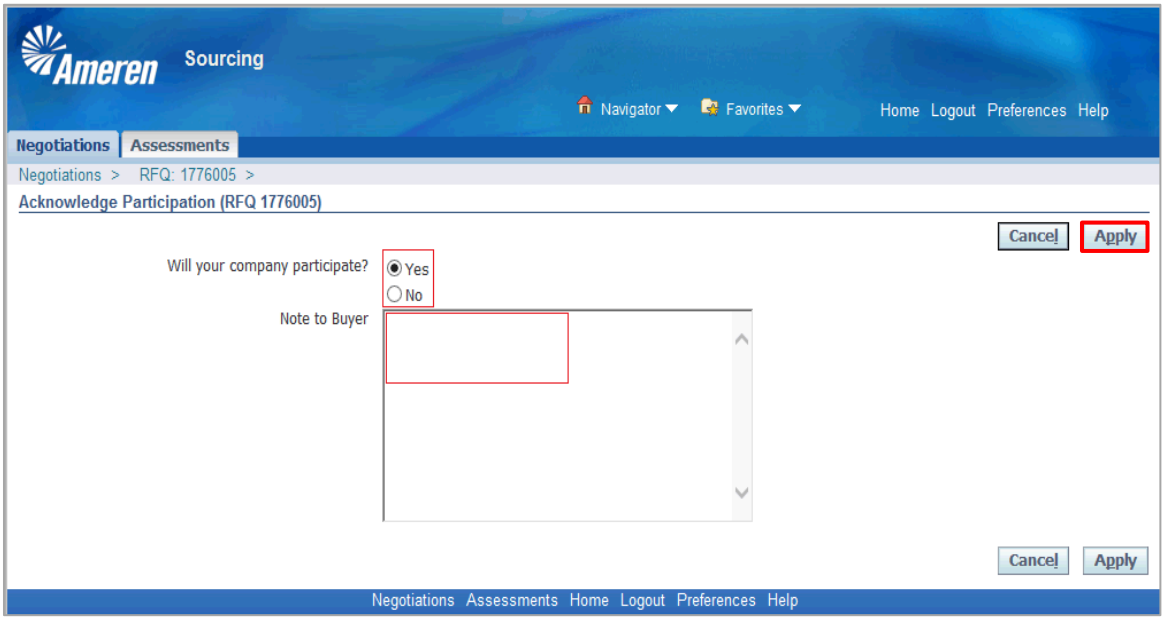
Step	Action
6.	Review the **Header Details** and **Note to Suppliers**. Click the **Title** link to **open and save** each attachment. 4B_Price Breakdown Template FINAL.xlsx



Step	Action
7.	Click the **Controls** tab. **Controls**



Step	Action
8.	Review the **Response Rules**. The **Actions** field should be pre-populated with **Acknowledge Participation**. Click the **Go** button. Go



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

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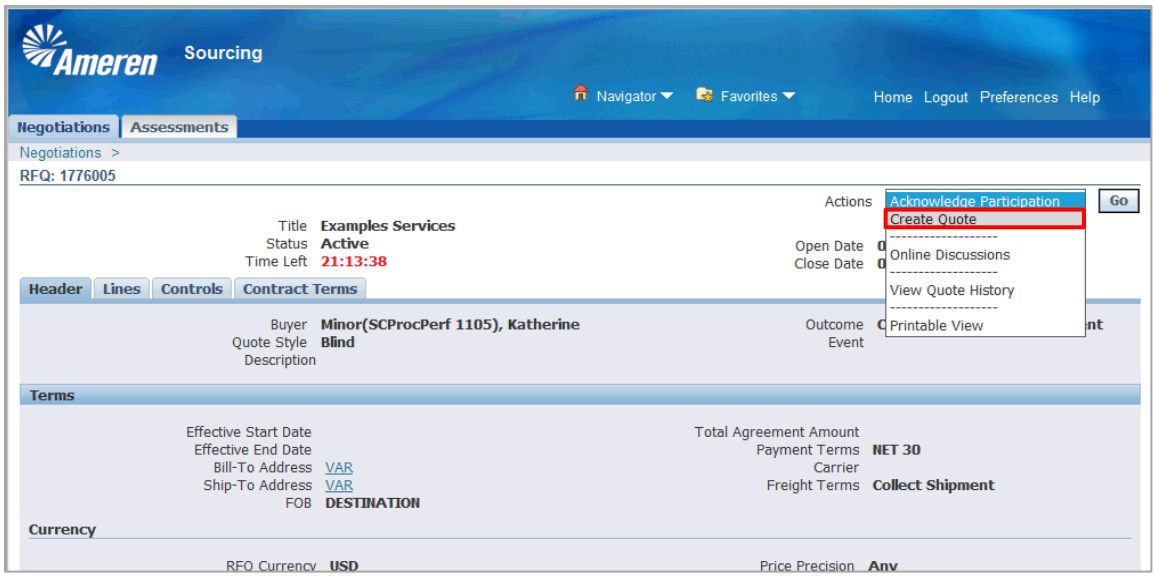
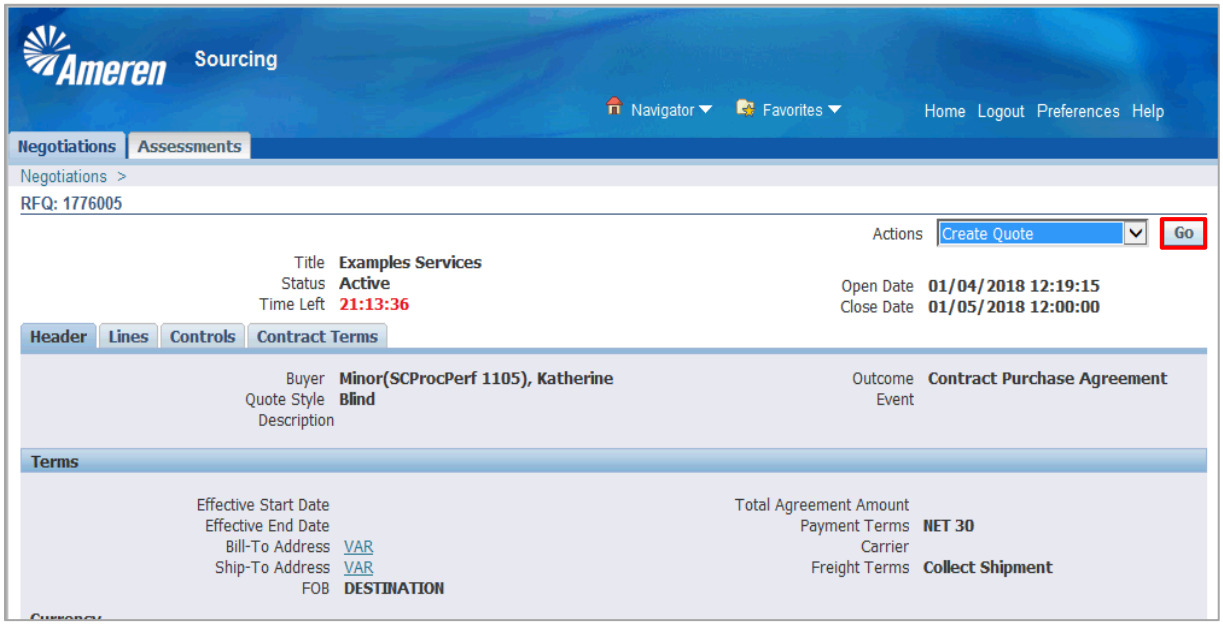
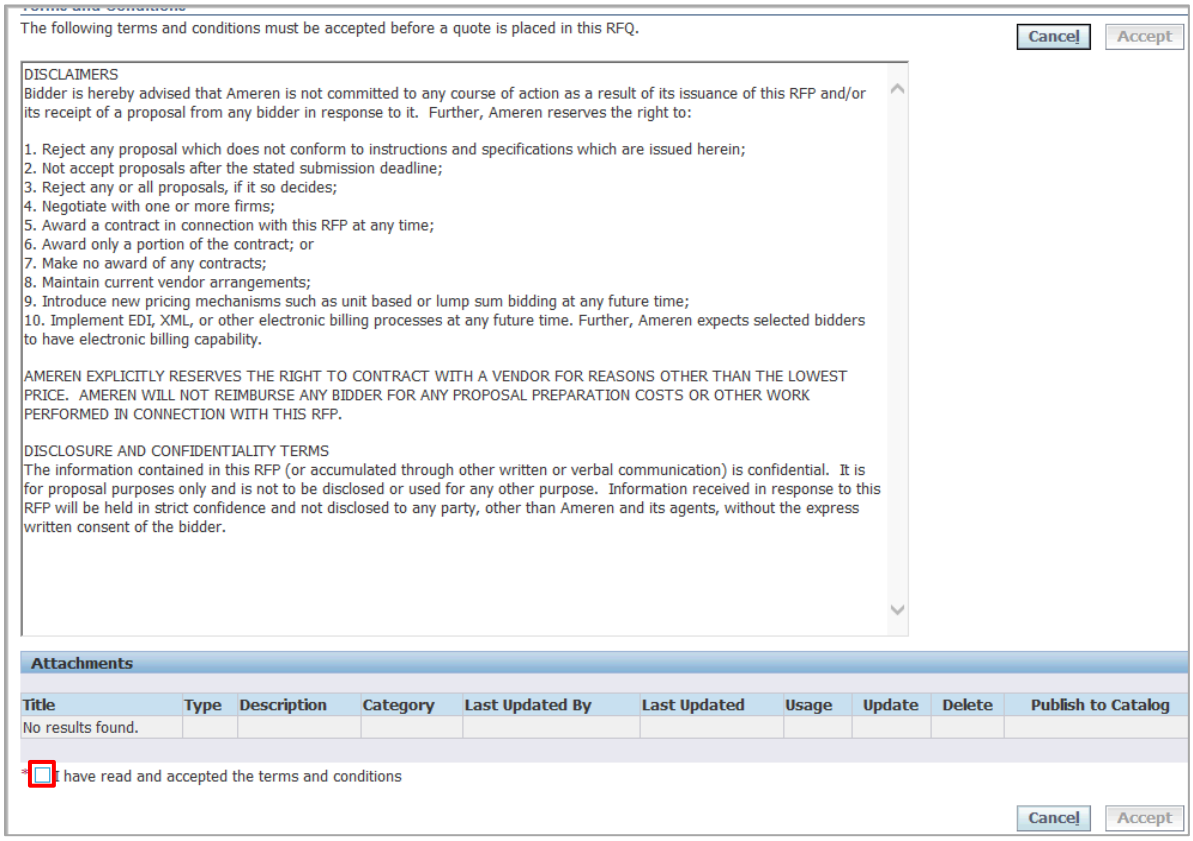
Submit Quote



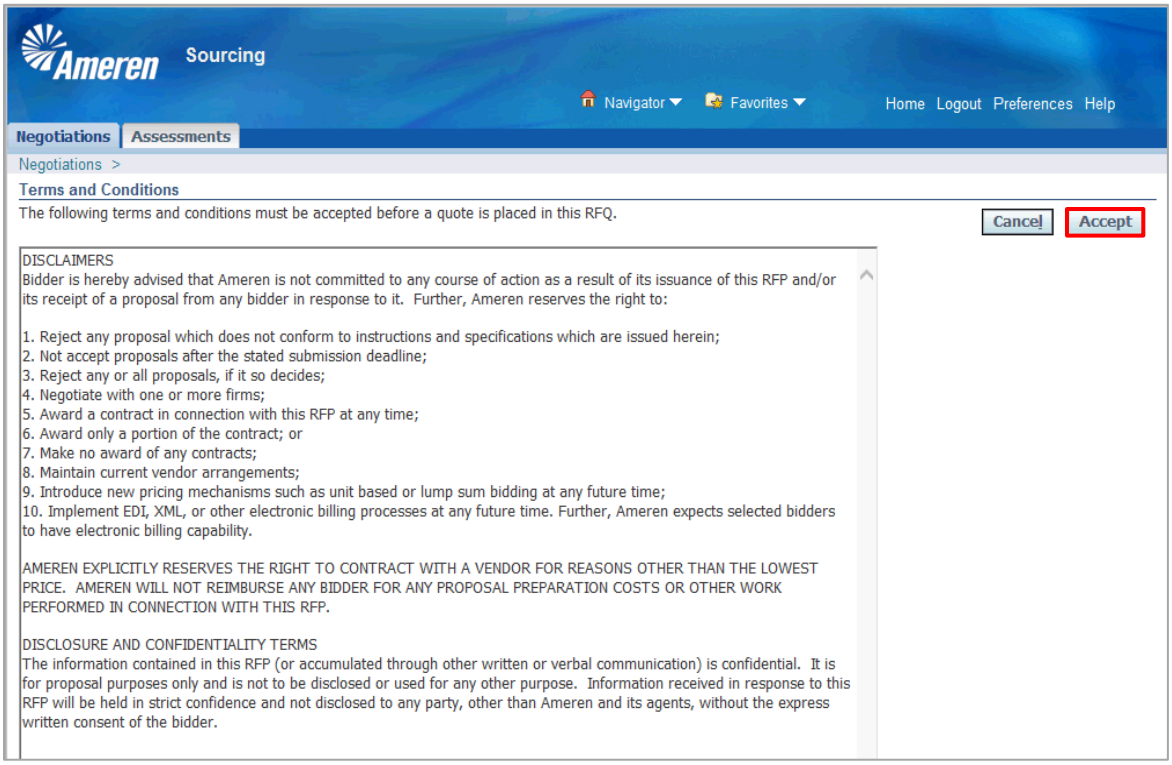
Step	Action
1.	Click the **Actions** dropdown and choose **Create Quote**. Create Quote



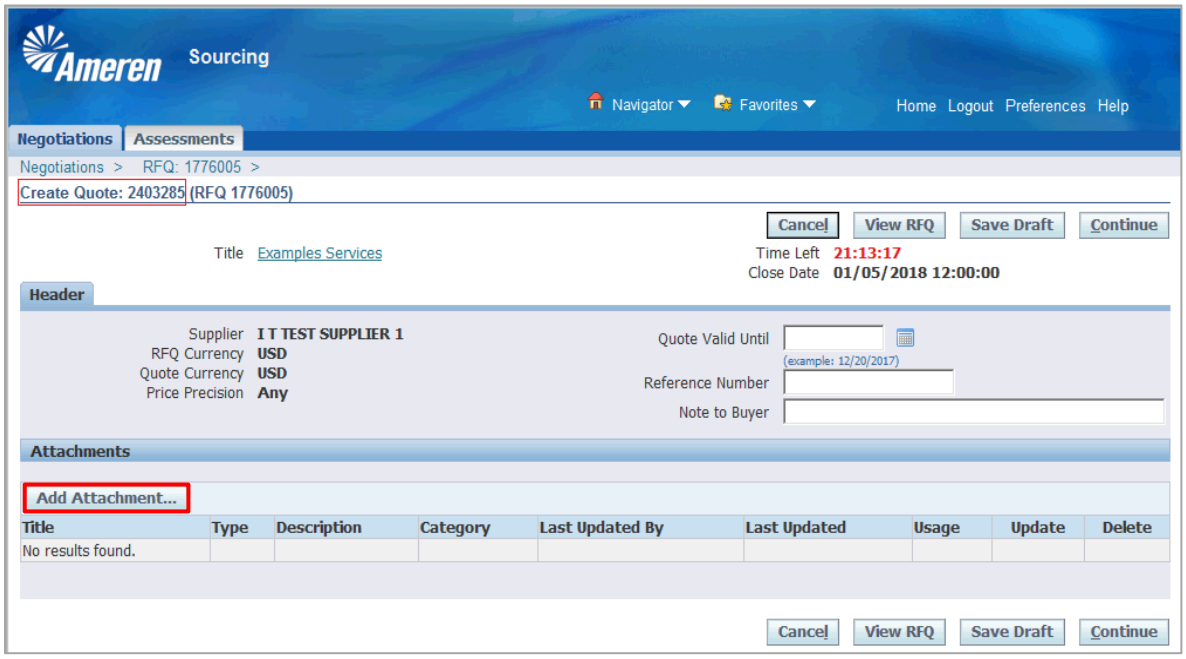
Step	Action
2.	Click the **Go** button. Go



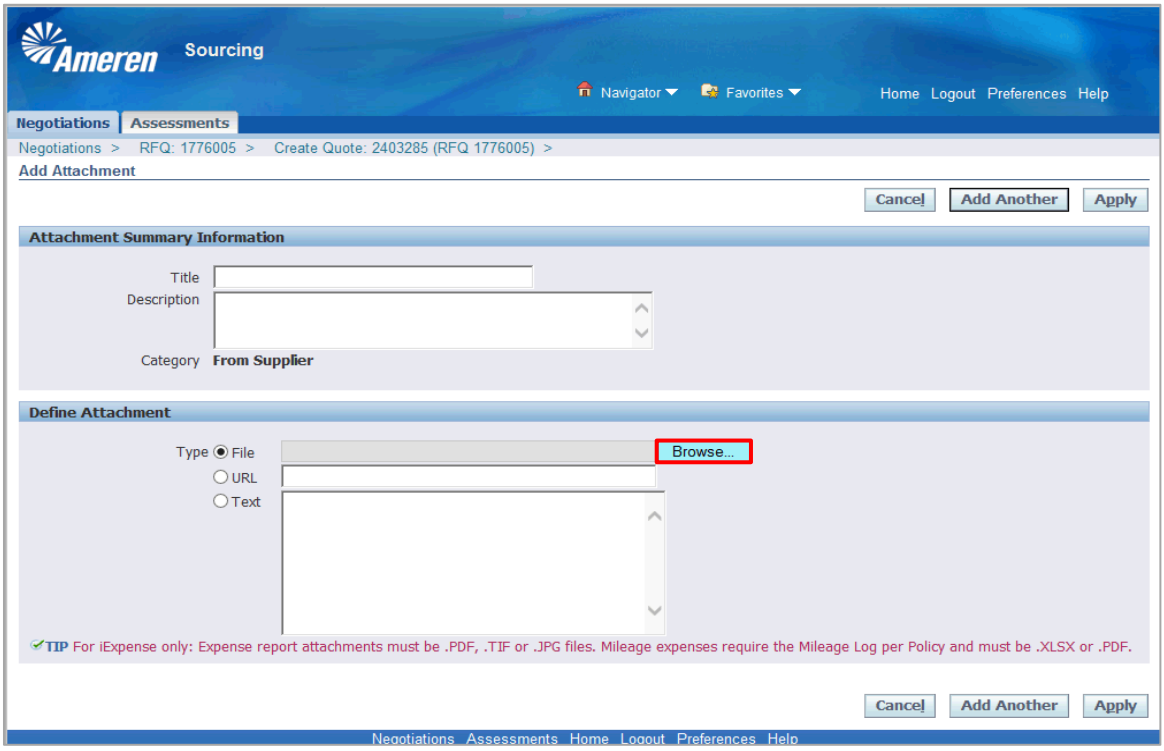
Step	Action
3.	Review the **Terms and Conditions**, and click the **I have read and accepted the terms and conditions** select box. I have read and accepted the terms and conditions



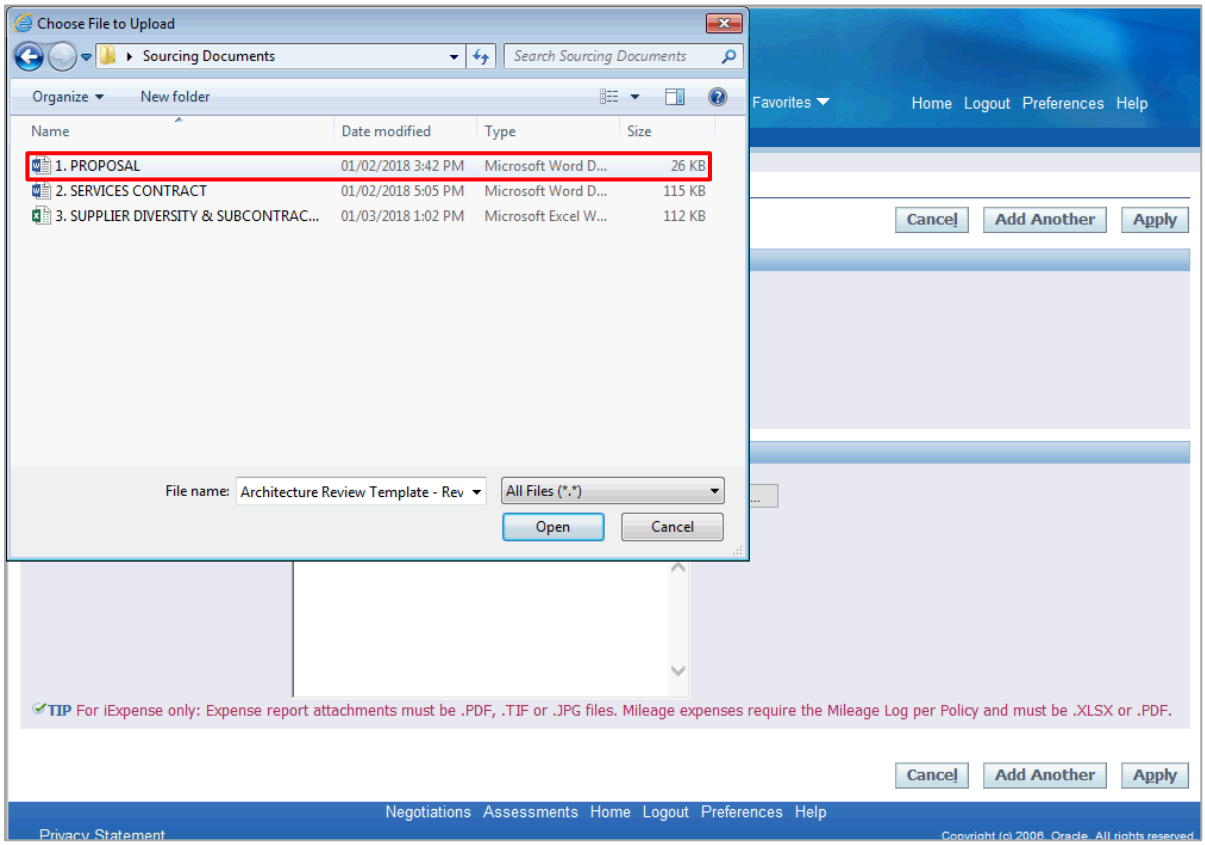
Step	Action
4.	Click the **Accept** button.



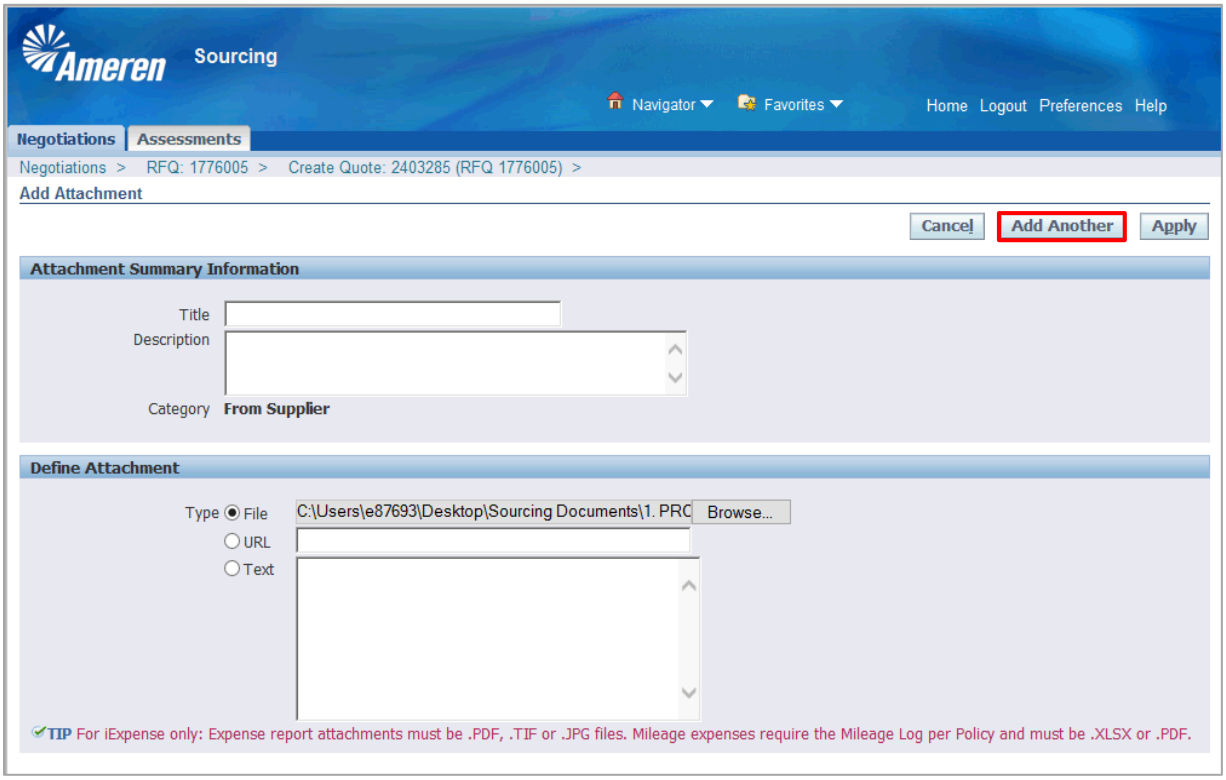
Step	Action
5.	Your **Quote** (Response) number will be displayed at the top of the page. Click the **Add Attachment...** button to attach all required documents as instructed in the RFQ. Add Attachment...



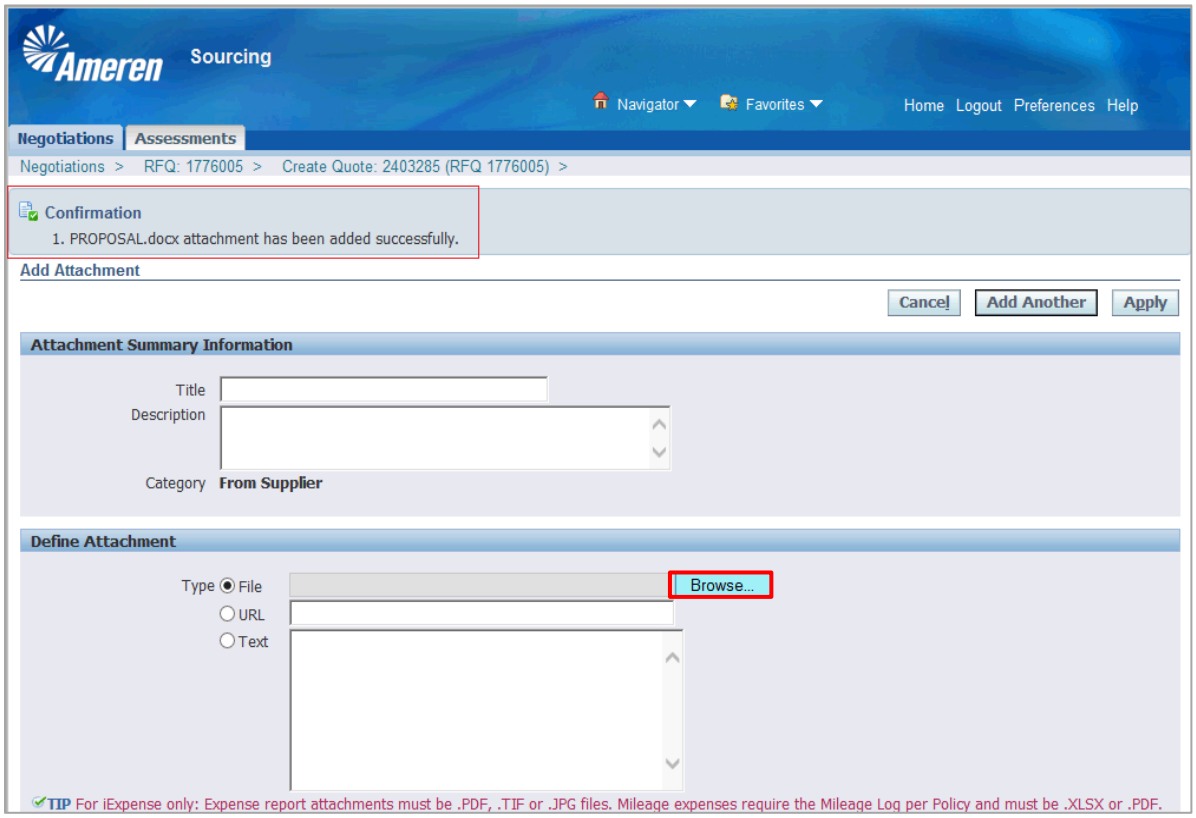
Step	Action
6.	Click in the **Browse** button. Browse...



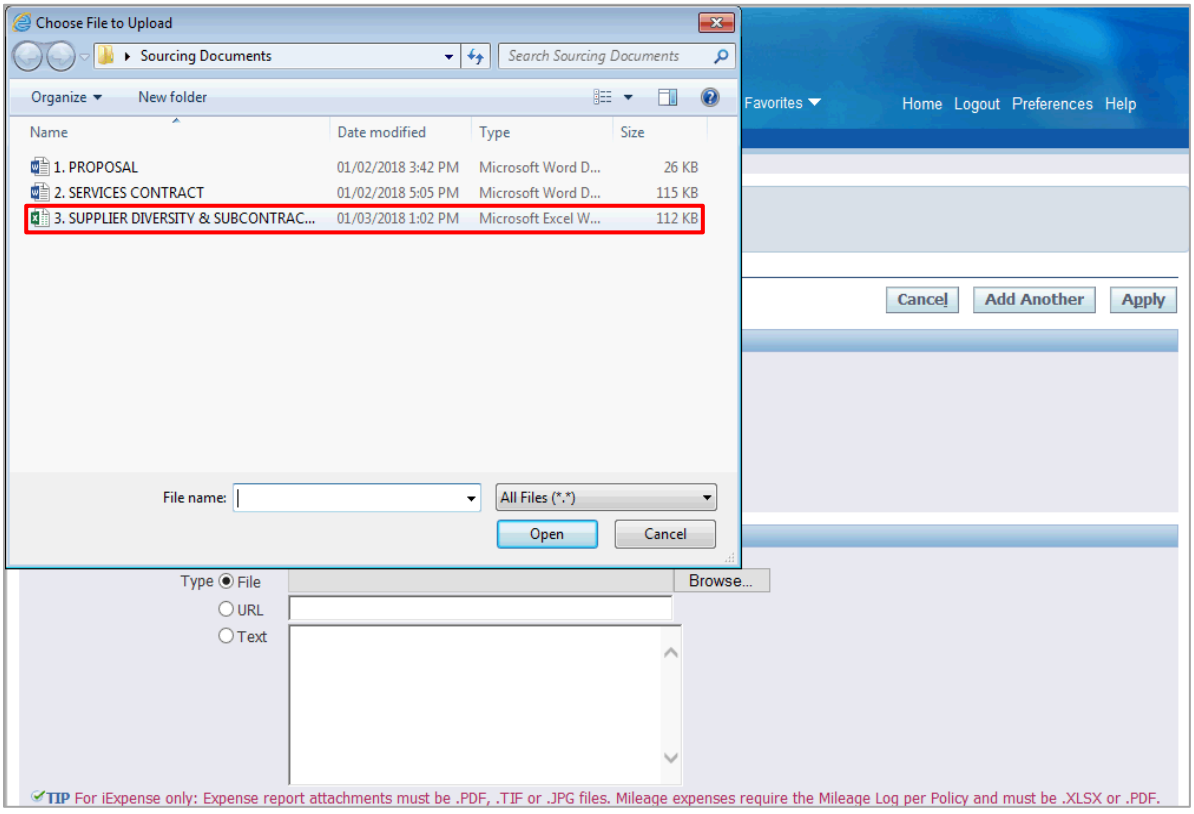
Step	Action
7.	Navigate to first document you wish to include and double-click **File Name**.



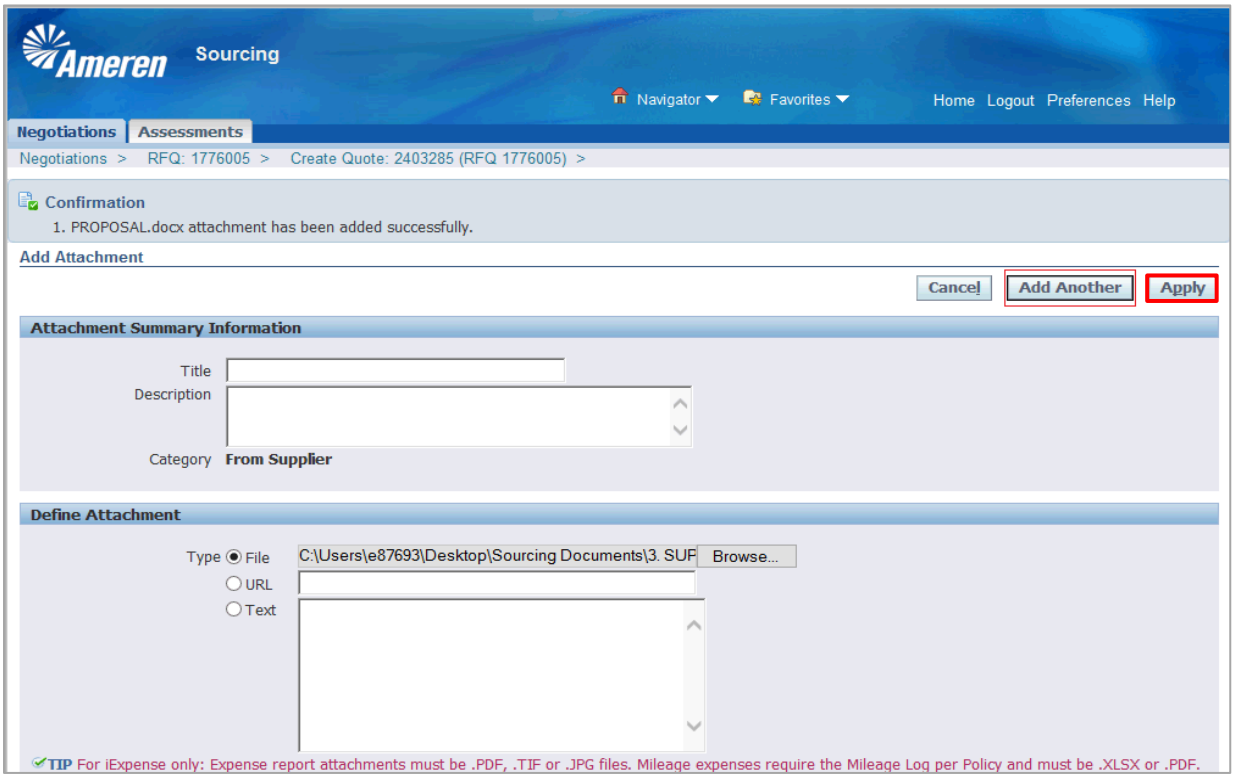
Step	Action
8.	Click the **Add Another** button. Add Another



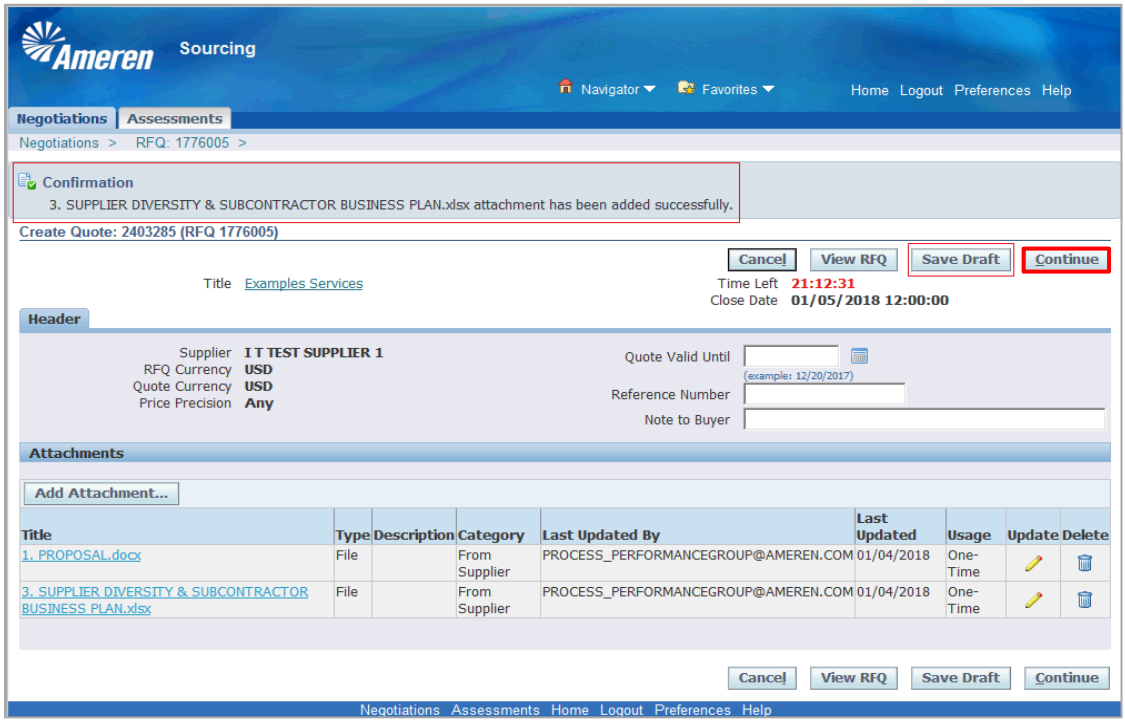
Step	Action
9.	A **Confirmation** message will be displayed indicating your first **attachment has been added successfully**. Click in the **Browse** button again. Browse...



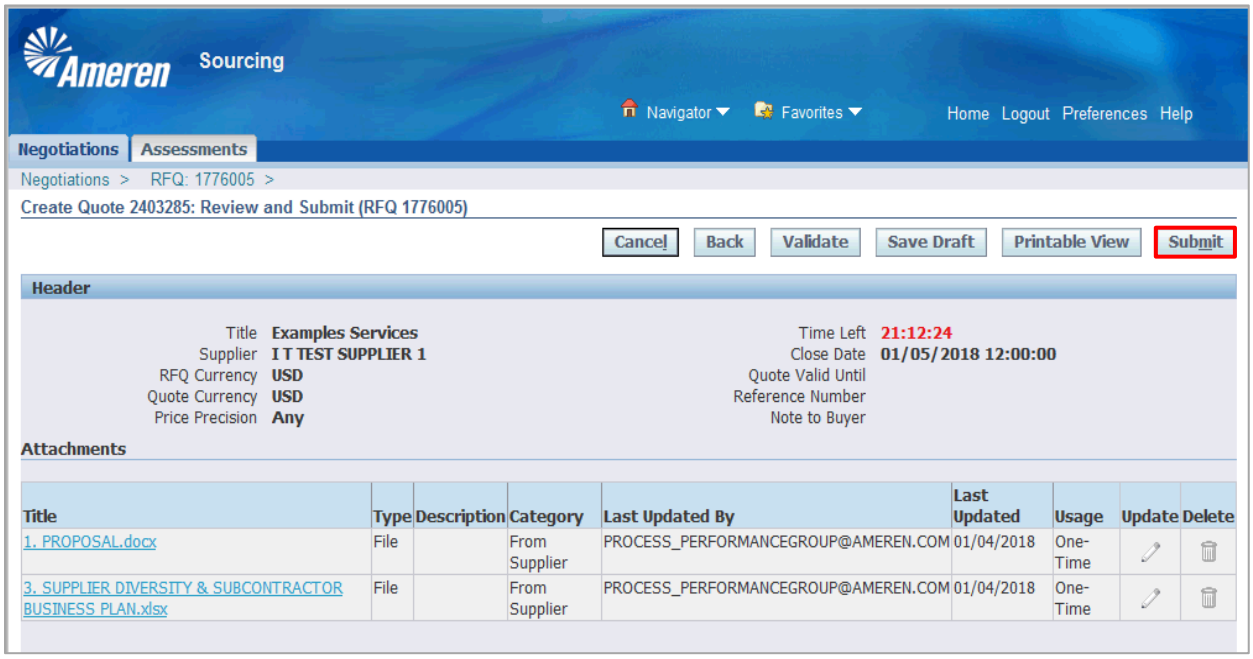
Step	Action
10.	Navigate to next document you wish to include and double-click the **File Name**.



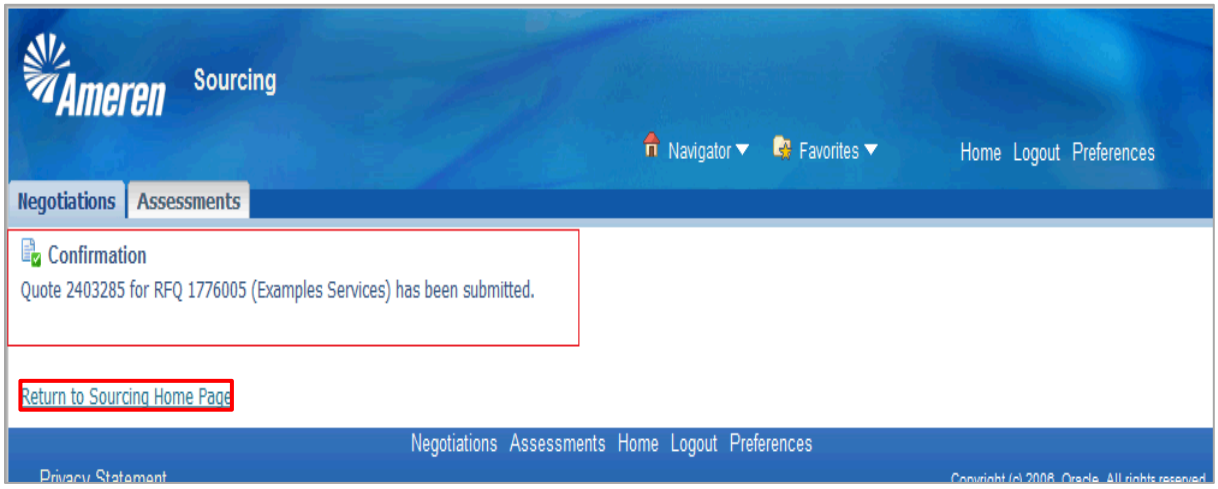
Step	Action
11.	If you intend to include additional documents, click the **Add Another** button and follow the previous steps. Otherwise, click the **Apply** button. Apply



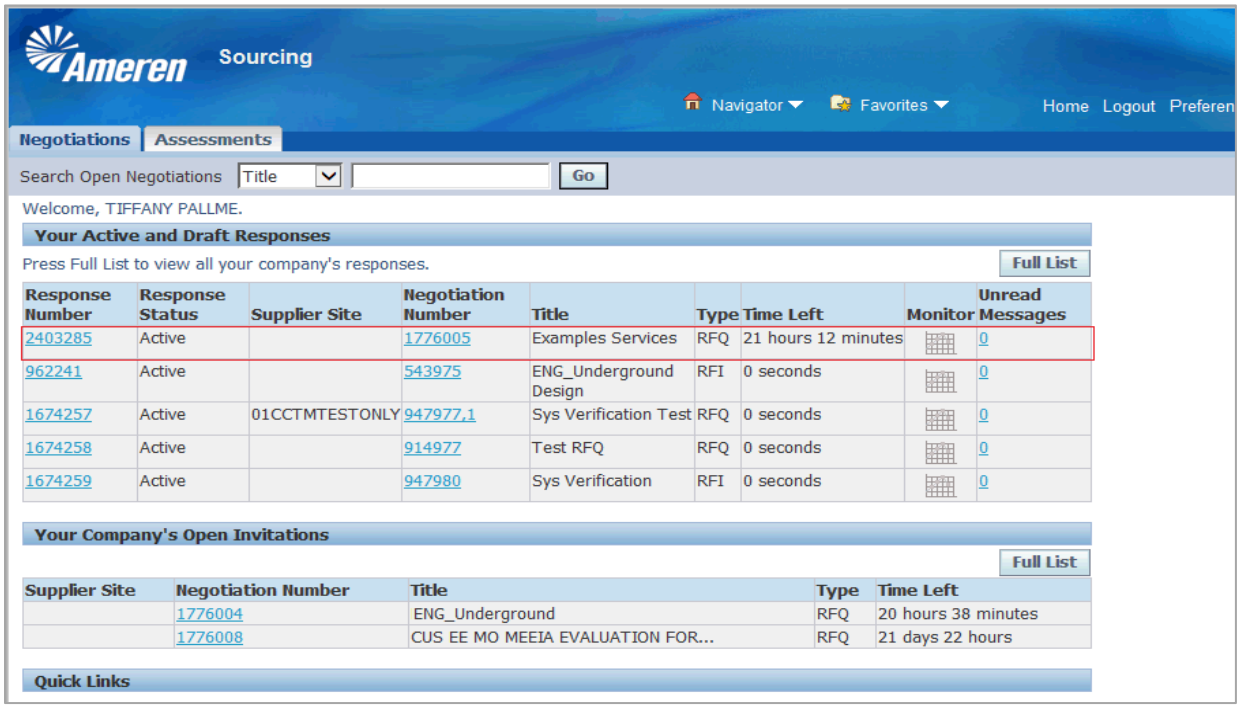
Step	Action
12.	A **Confirmation** message will be displayed indicating your most recent **attachment has been added successfully**. You can click the **Save Draft** button and return to the Draft Quote at a later time. When you are ready to complete the process, click the **Continue** button. Continue



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



Step	Action
14.	A **Confirmation** message will be displayed indicating the **Quote has been submitted**. Click the **Return to Sourcing Home Page** link. Return to Sourcing Home Page



Step	Action
15.	Your **Response Number** for this Negotiation will now be displayed under **Your Active and Draft Responses**.

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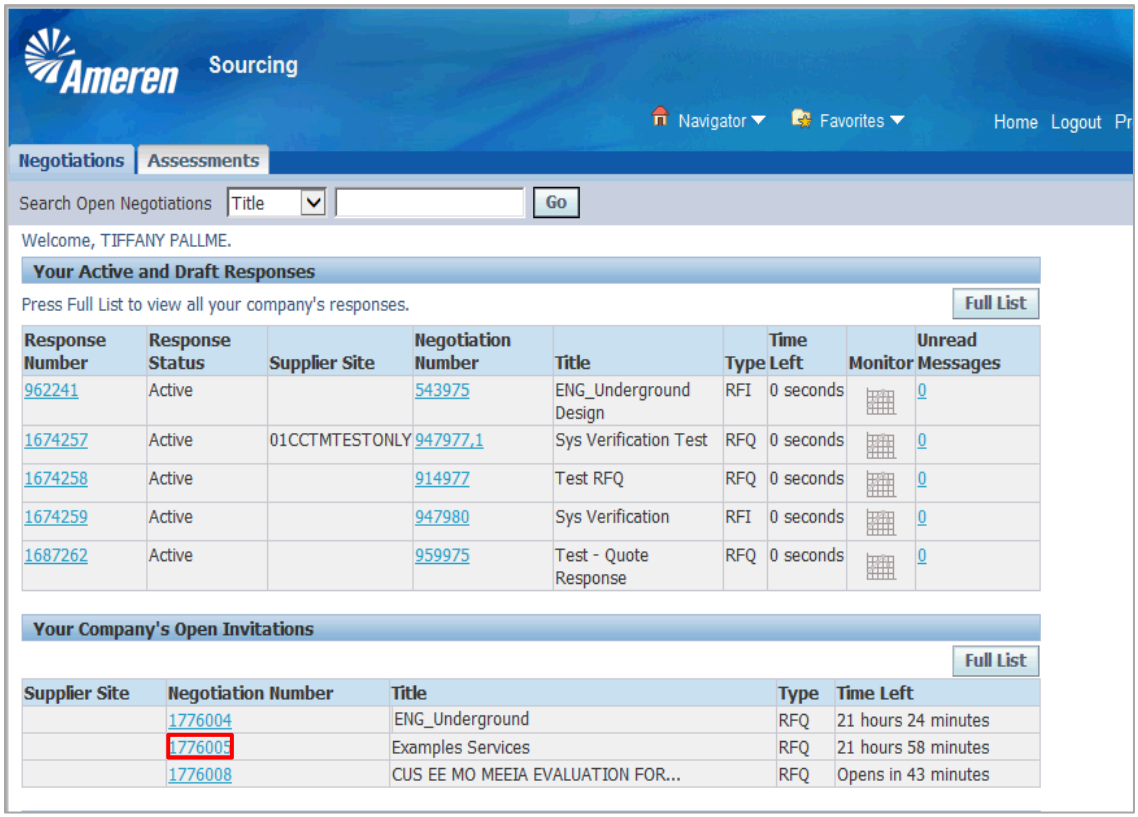
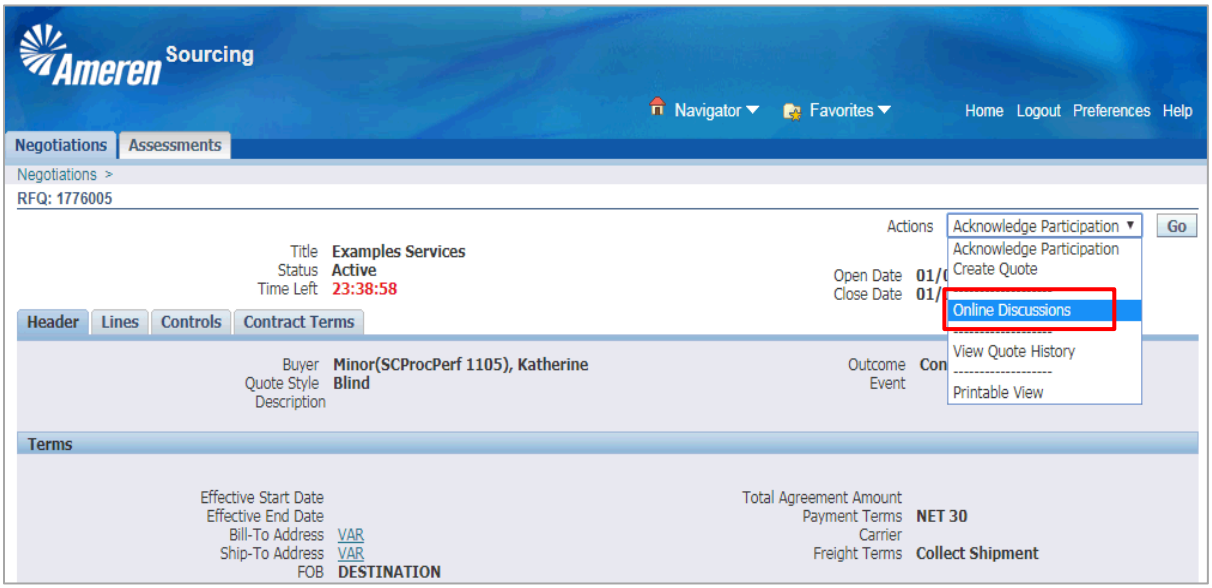
Online Discussions

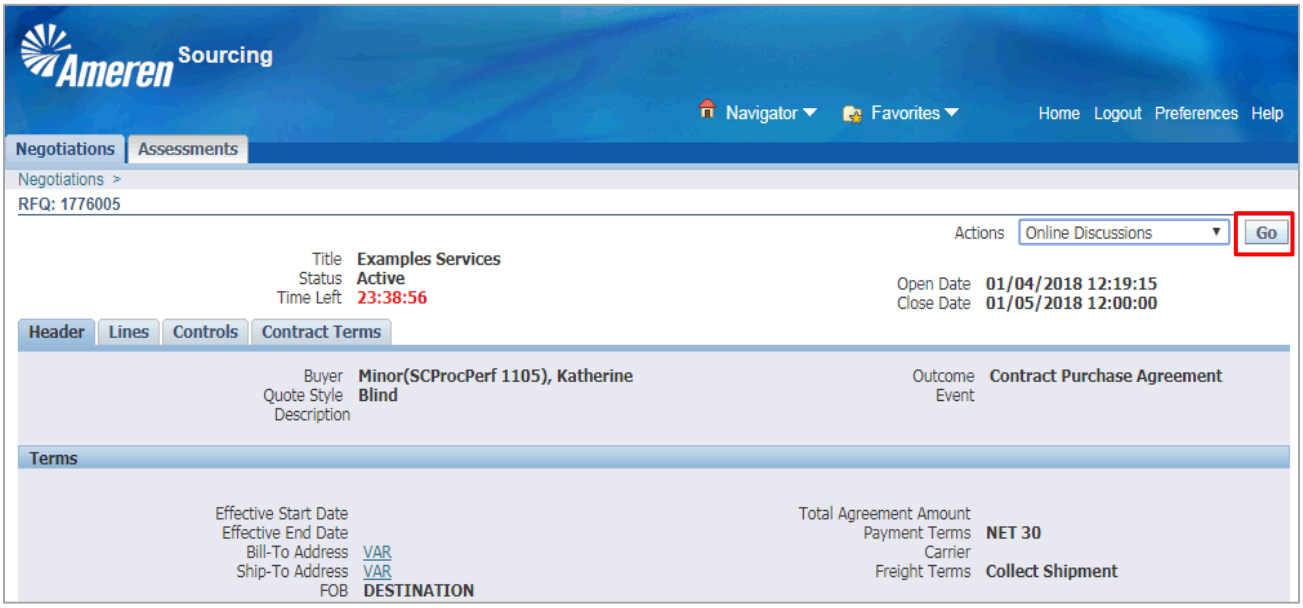
There may be times when buyers, collaboration team members, and/or suppliers need to contact each other for additional information or clarification on a negotiation. Once a negotiation has been published, collaboration team members and suppliers can communicate with each other by entering into an ongoing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



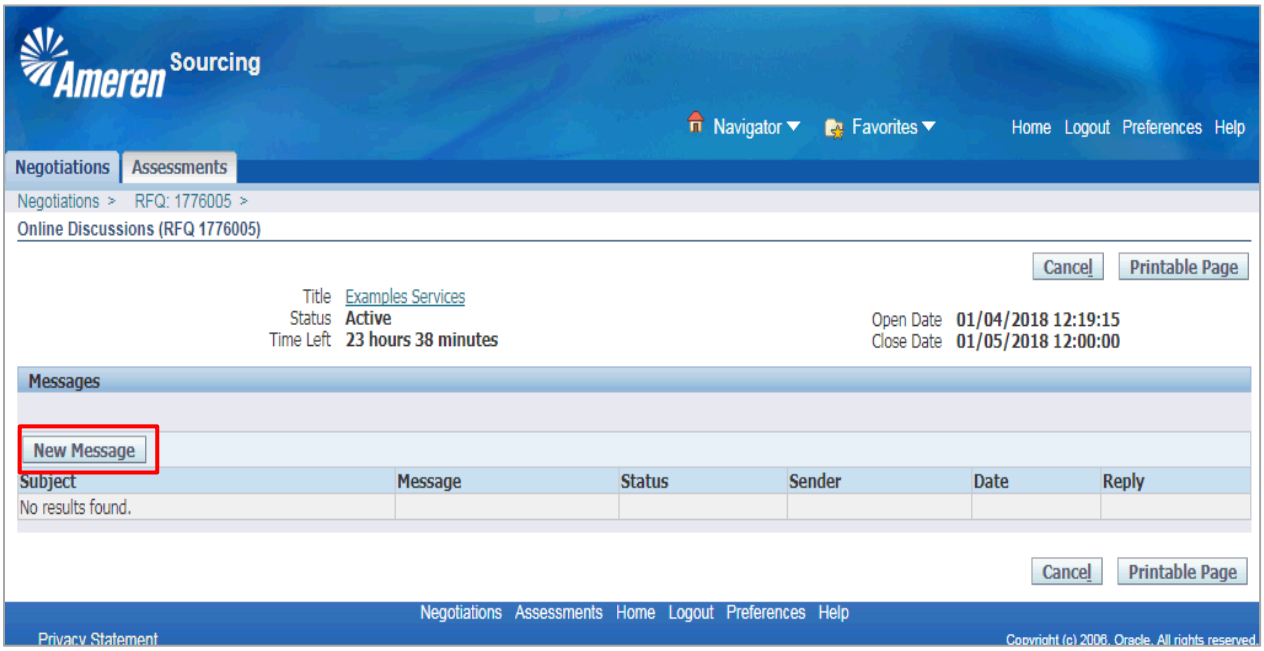
Step	Action
1.	To communicate via **Online Discussions**, navigate to your **Sourcing Supplier Home Page** and click the **Negotiation Number** link. 1776005

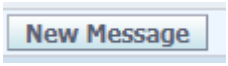


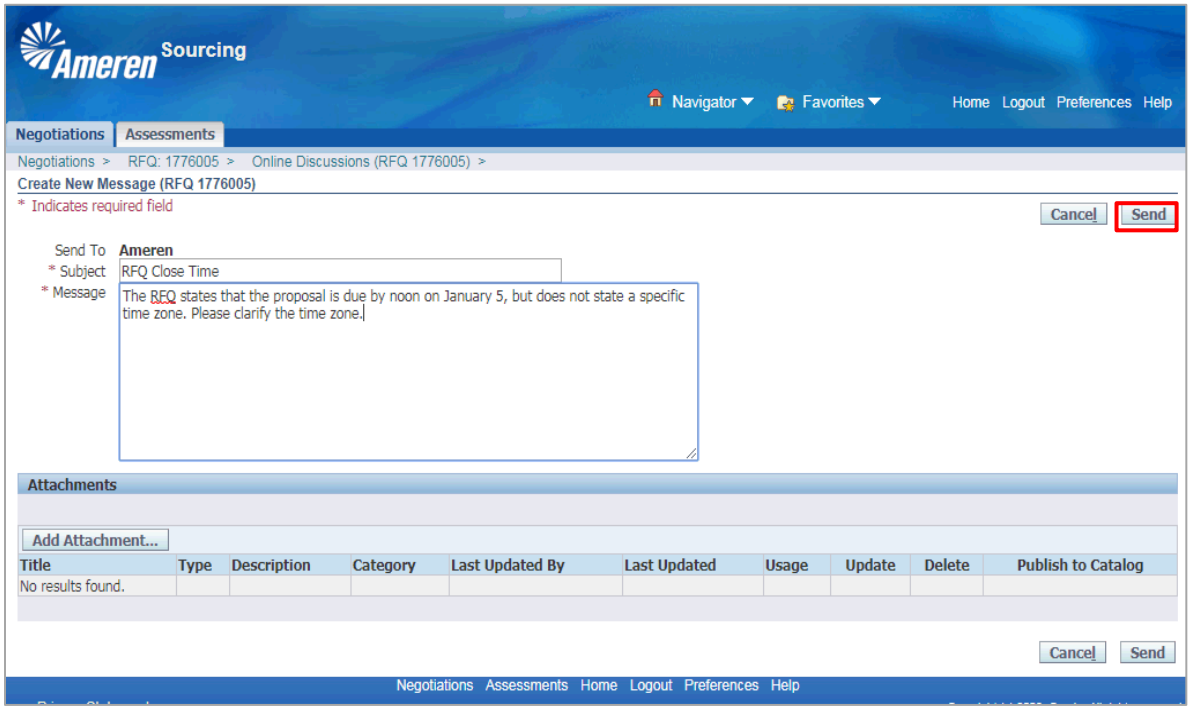
Step	Action
2.	Click the **Actions** dropdown and choose **Online Discussions**. ---------- Online Discussions



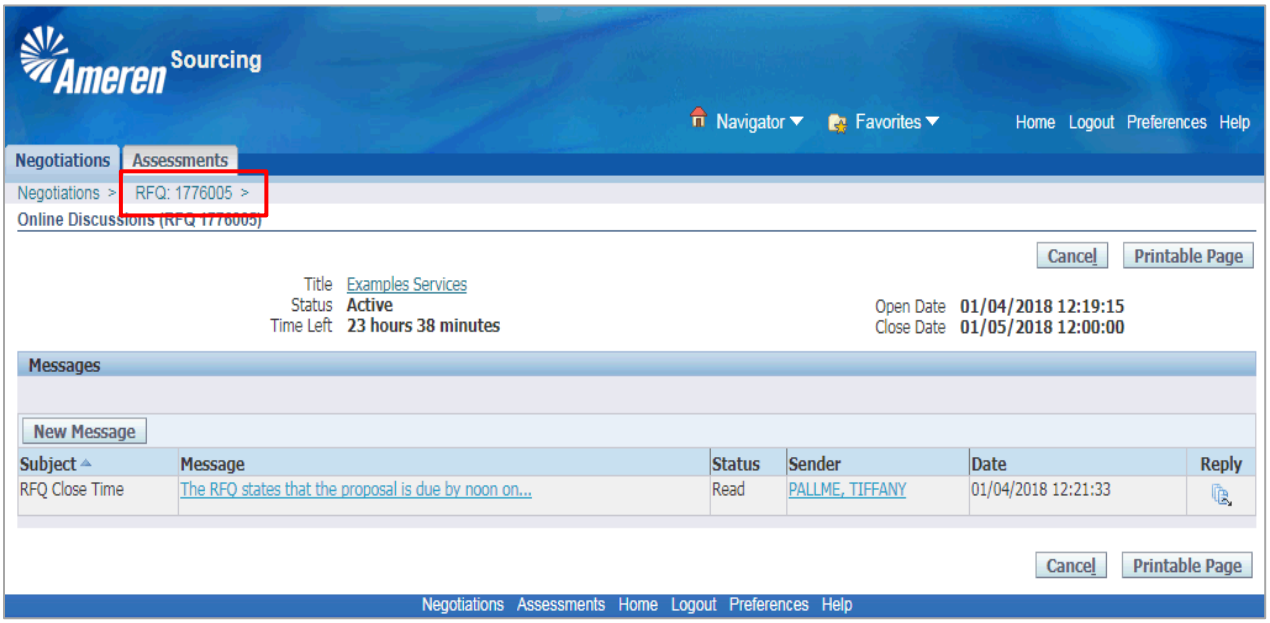
Step	Action
3.	Click the **Go** button. Go



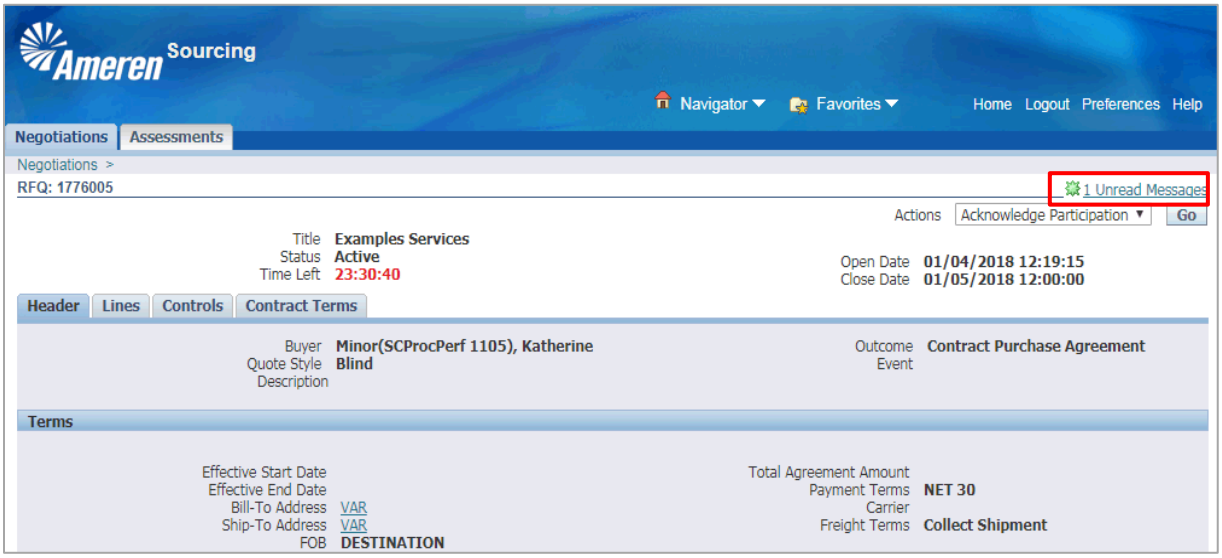
Step	Action
4.	Click the **New Message** button. 



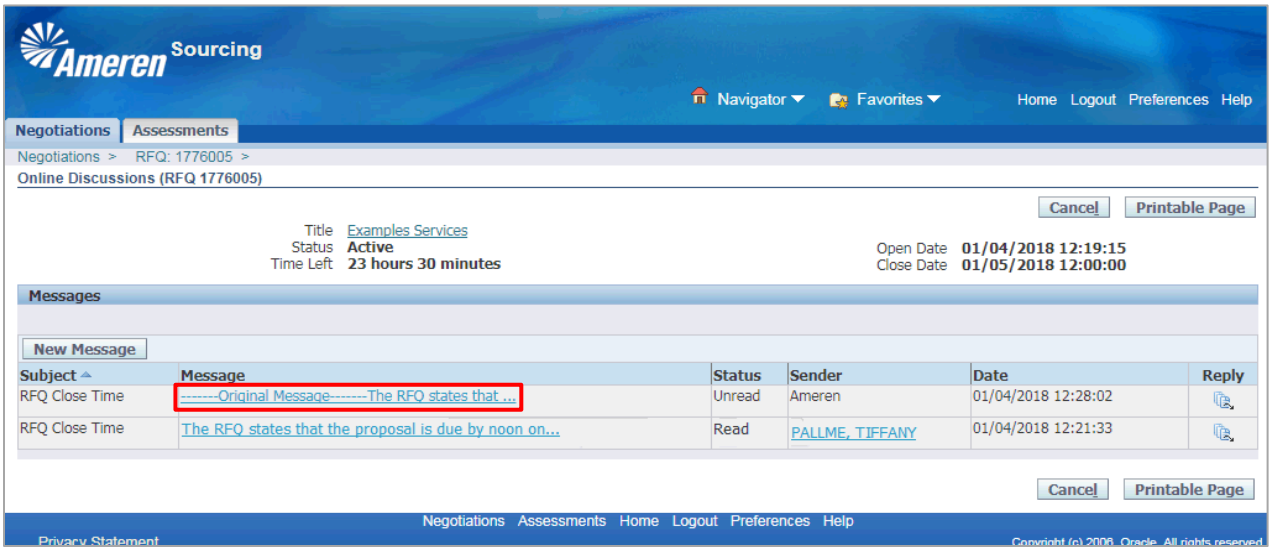
Step	Action
5.	Enter a **Subject** and **Message**, and then click the **Send** button. Send



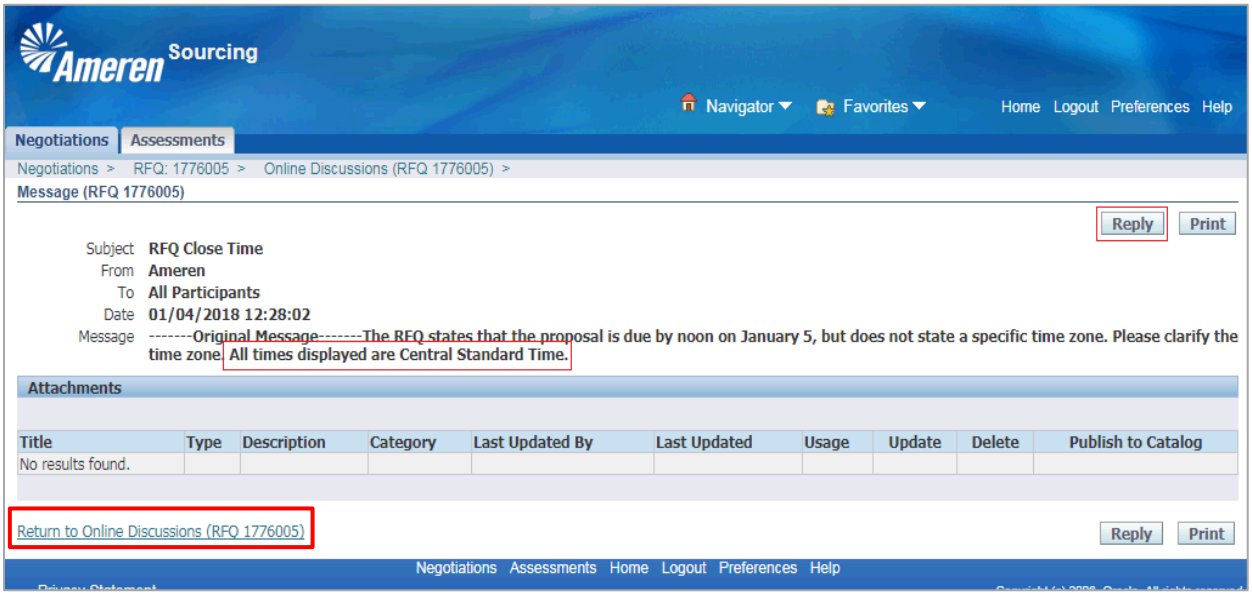
Step	Action
6.	You will be taken back to the **Online Discussions** page, where your message is displayed. Click the **RFQ** link review RFQ details. RFQ: 1776005 >



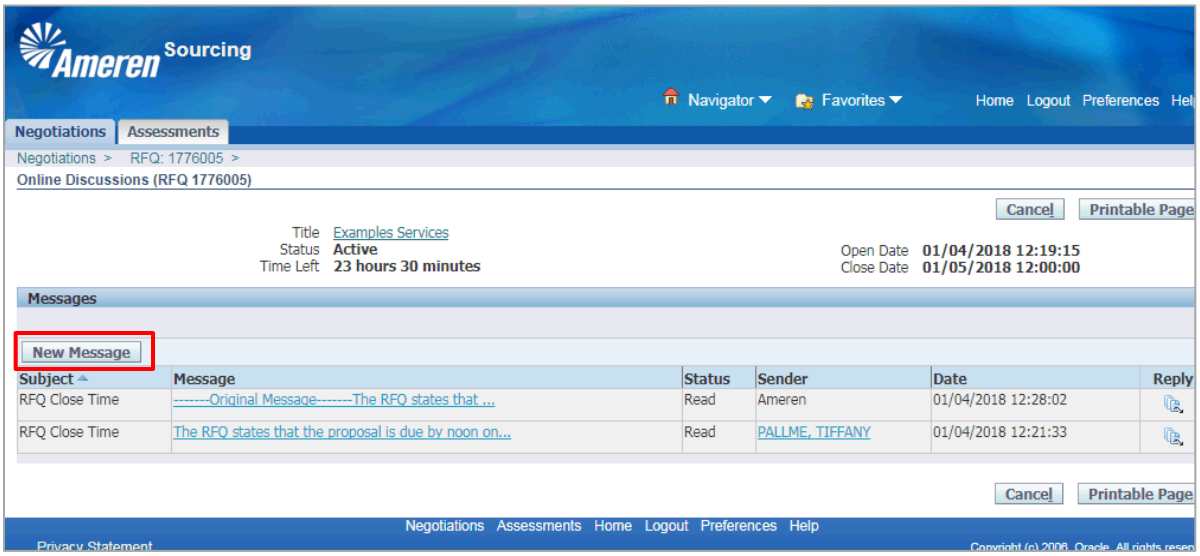
Step	Action
7.	On your RFQ Details page, a notification will be displayed when you receive a new message. Click the **1 Unread Messages** link. This will take to your **Online Discussions** page. 1 Unread Messages

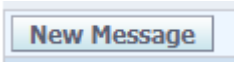


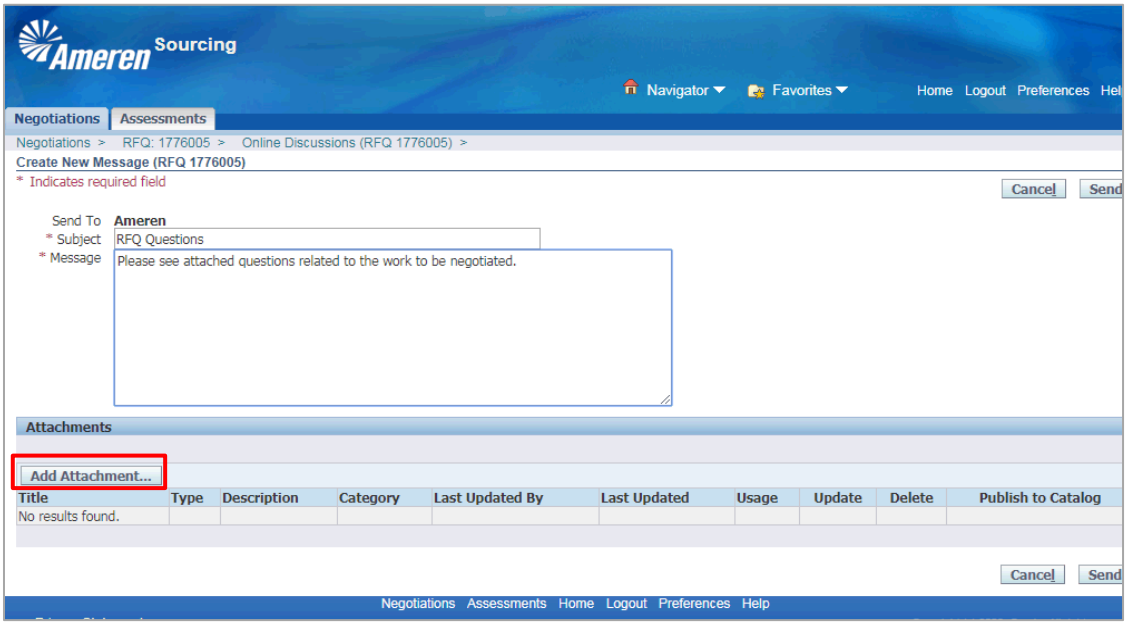
Step	Action
8.	On your **Online Discussions** page, the list of messages will be sorted by the **most recent** sent or received. The **Status** field indicates **Read** or **Unread by you**. Click the **Message** link. -------Original Message-------The RFQ states that ...

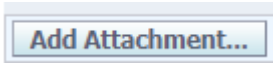


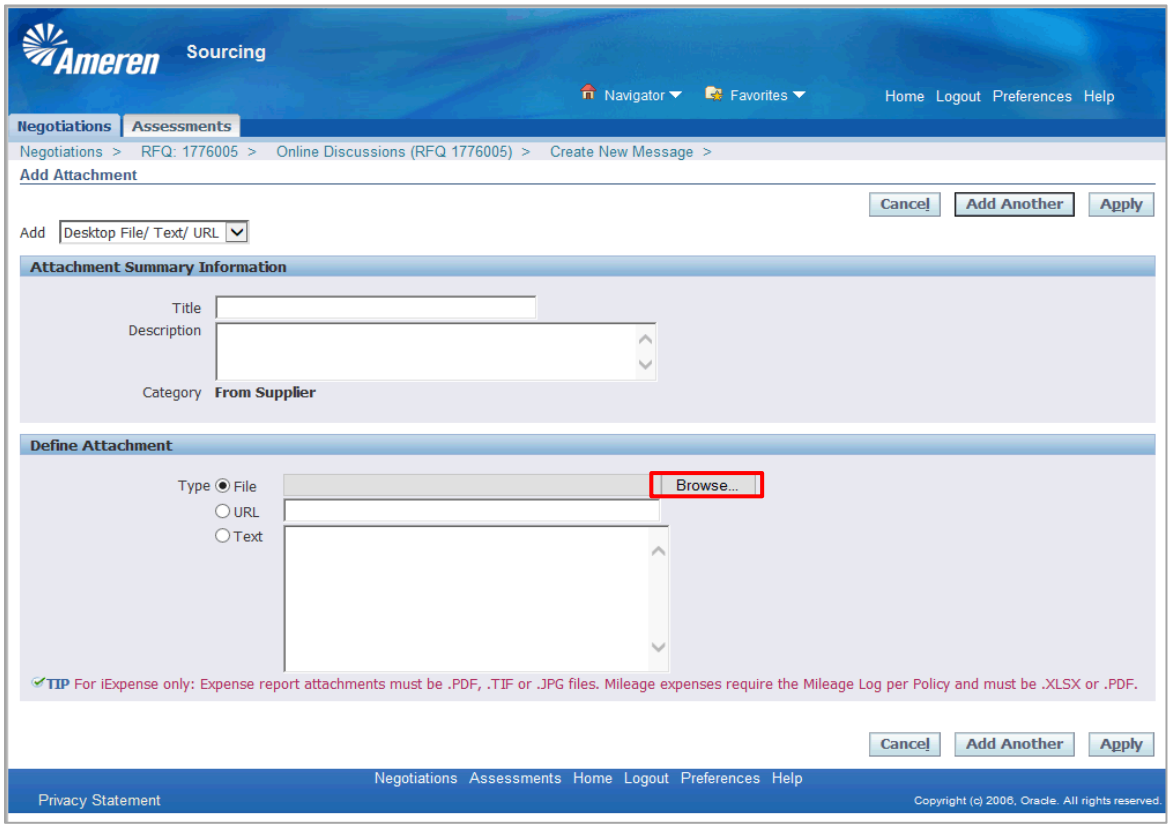
Step	Action
9.	When entering a reply, the responder can choose to retain or delete the **Original Message**. If the Original Message is retained, the response will be displayed directly after. You can click the **Reply** button to respond to this message. Otherwise, click the **Return to Online Discussions** link. Return to Online Discussions (RFQ 1776005)



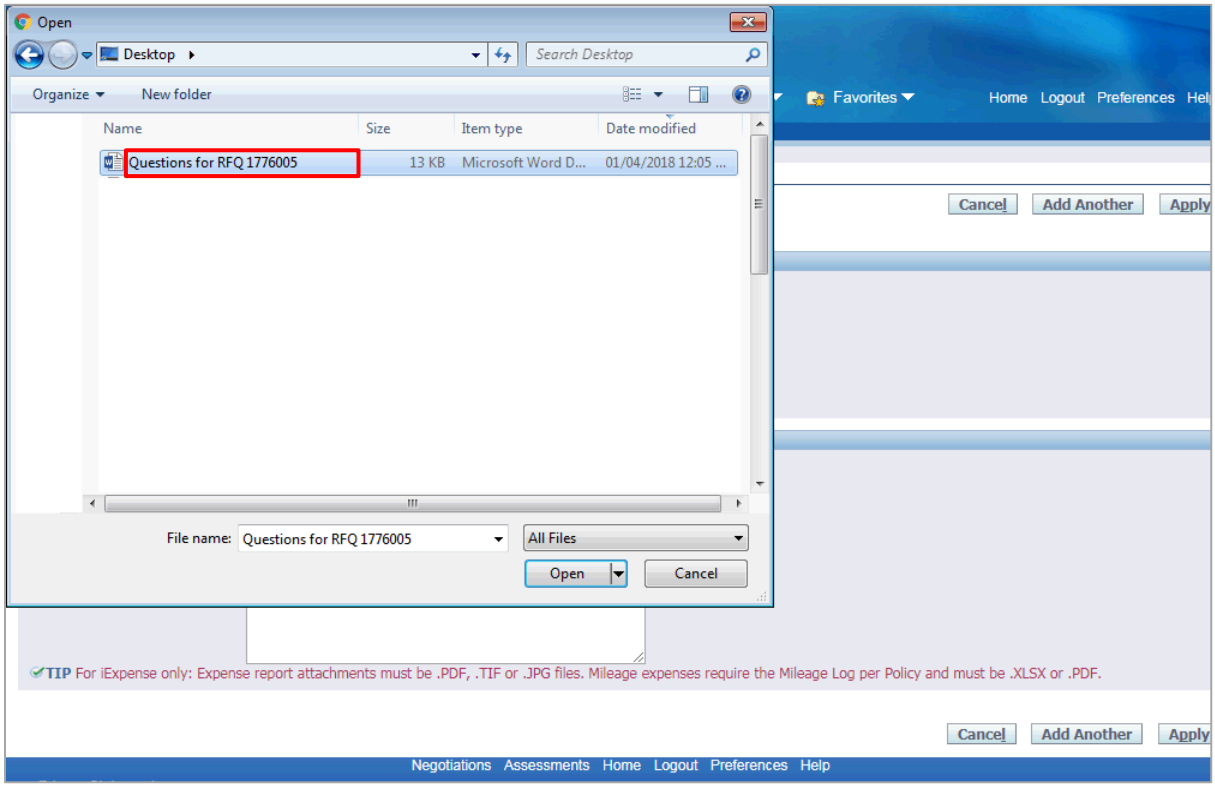
Step	Action
10.	To send a separate inquiry, click the **New Message** button. 



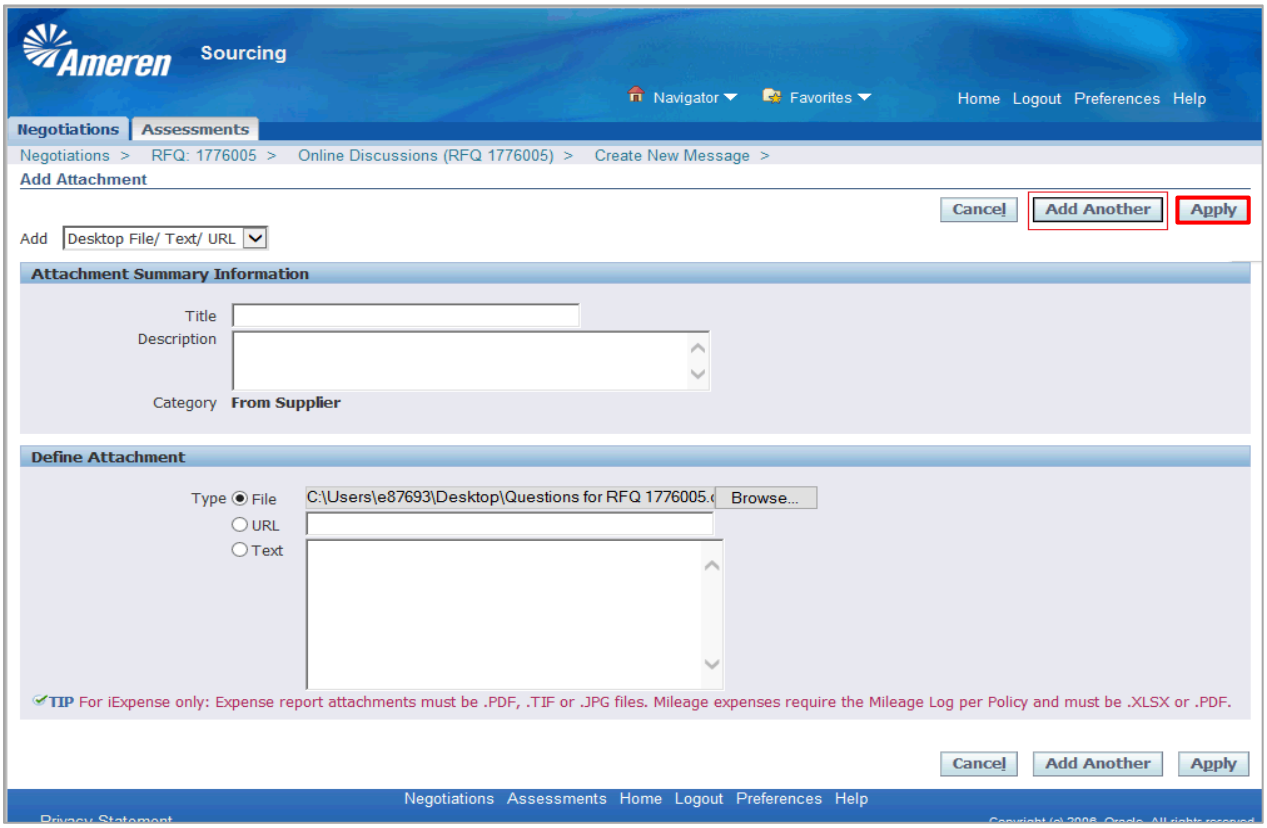
Step	Action
11.	If you would like to send a **document**, specific to the negotiation or including **multiple questions**, enter a **Subject** and **Message**, and then click the **Add Attachment** button. 



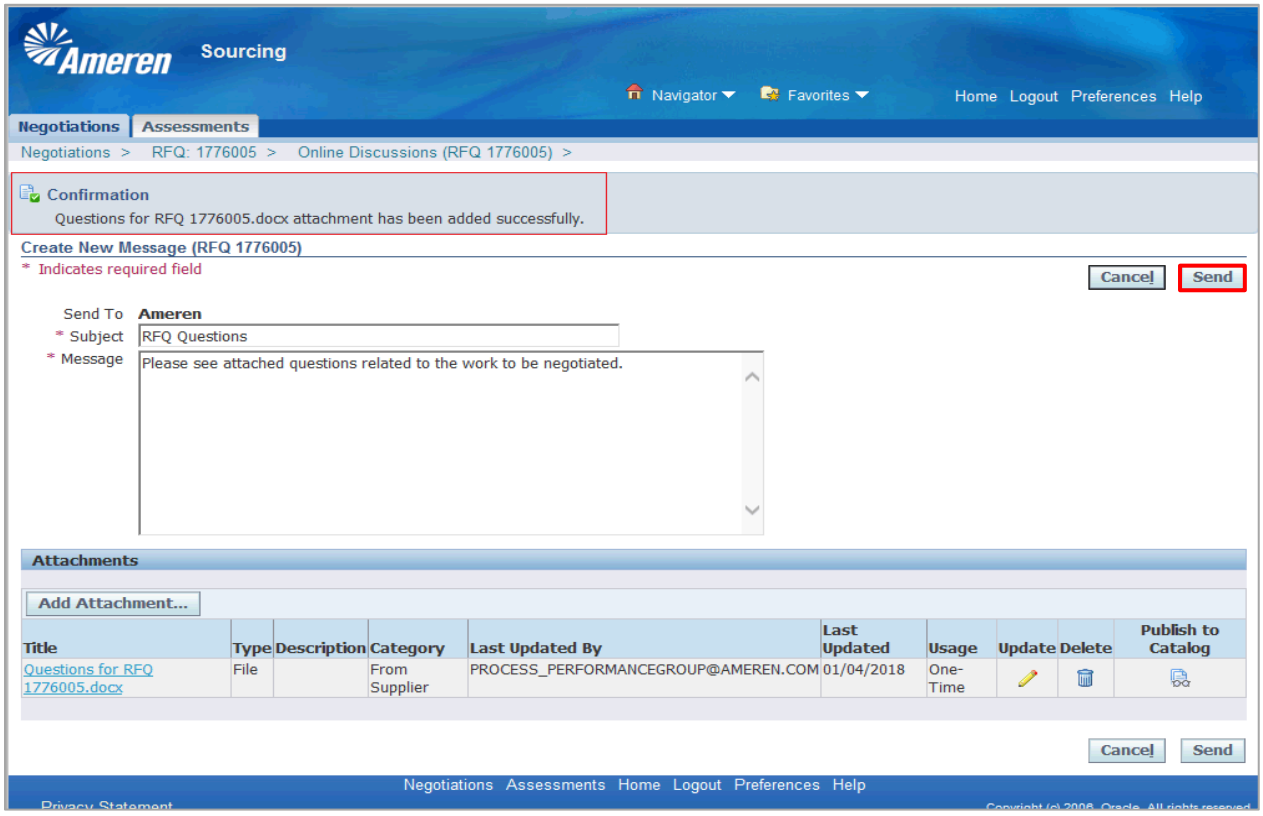
Step	Action
12.	Click the **Browse** button. Browse...



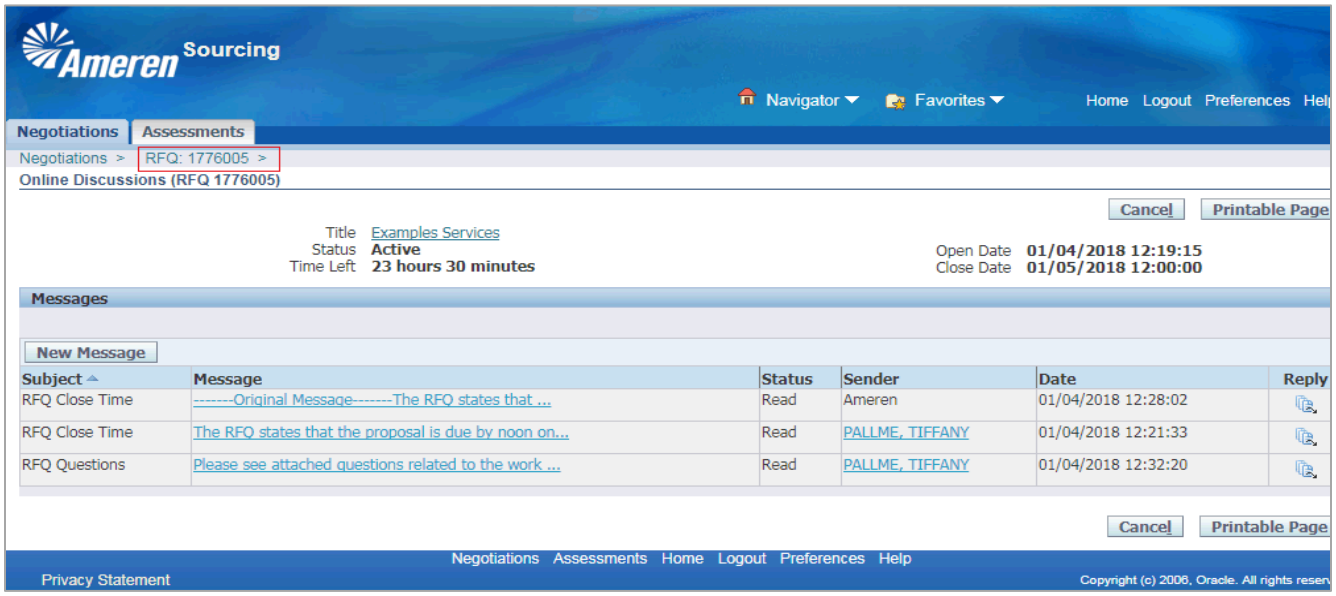
Step	Action
13.	Navigate to the document you want to send and double-click the **Name** field. Questions for RFQ 1776005



Step	Action
14.	If you intend to send multiple documents click the **Add Another** button. Otherwise, click the **Apply** button. Apply



Step	Action
15.	A **Confirmation** message will be displayed indicating your **attachment has been added successfully**. Click the **Send** button. Send



Step	Action
16.	You will be taken back to the **Online Discussions** page. Click the **RFQ** link to review **RFQ Details**.

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