AMEREN SOURCING SUPPLIER

RFQ Training Manual

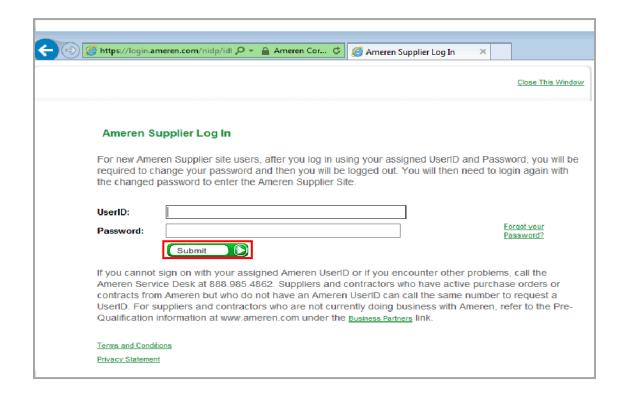# Table of Contents

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**.

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

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

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

Acknowledge Intent to Participate

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

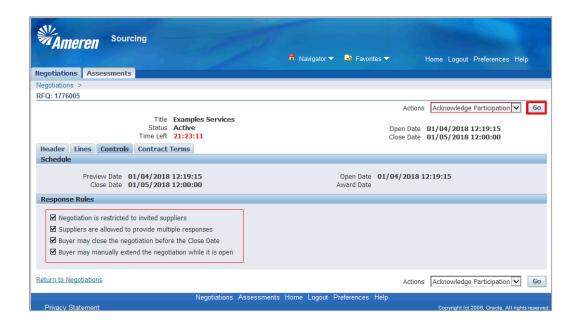| Step	Action
6.	Review the **Header Details** and **Note to Suppliers**. Click the **Title** link to **open and save** each attachment. 4B_Price Breakdown Template FINAL.xlsx

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

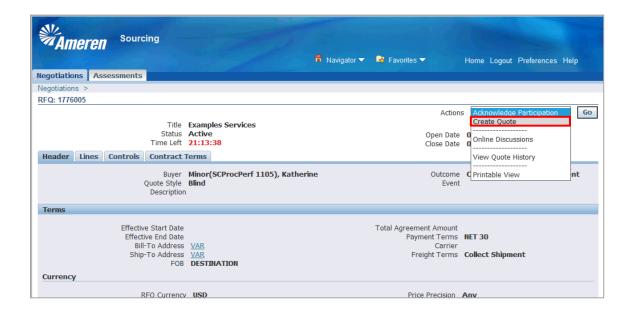| Step	Action
8.	Review the **Response Rules**. The **Actions** field should be pre-populated with **Acknowledge Participation**. Click the **Go** button.

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.

Terms and Conditions

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

Cancel   Accept

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

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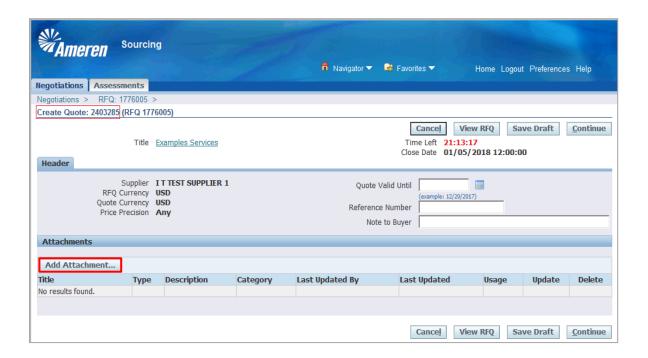
Step	Action
3.	Review the **Terms and Conditions**, and click the **I have read and accepted the terms and conditions** select box. ☐ I have read and accepted the terms and conditions

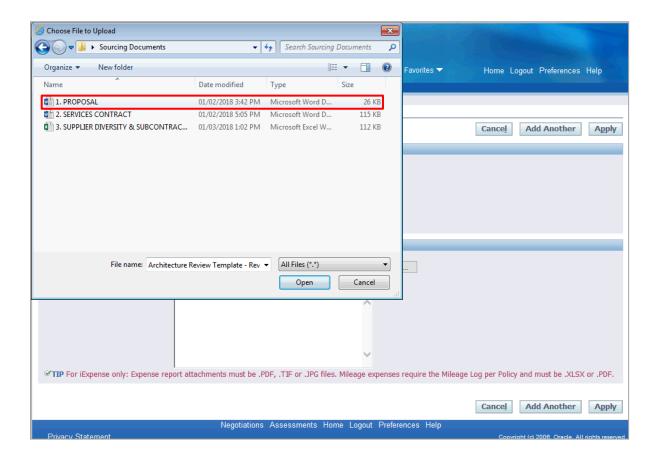| Step	Action
4.	Click the **Accept** button.

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.

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

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

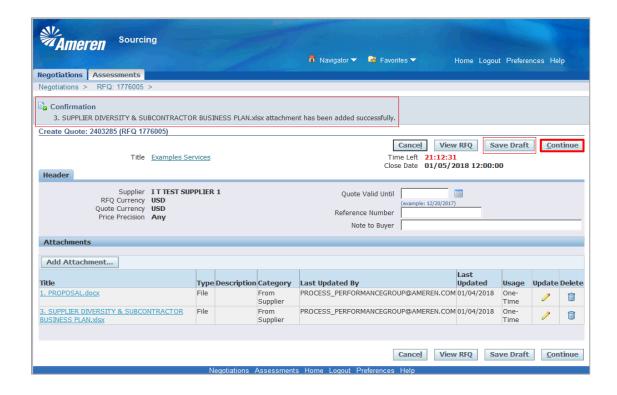| Step	Action
9.	A **Confirmation** message will be displayed indicating your first **attachment has been added successfully**. Click in the **Browse** button again. Browse...

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.

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**.

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.

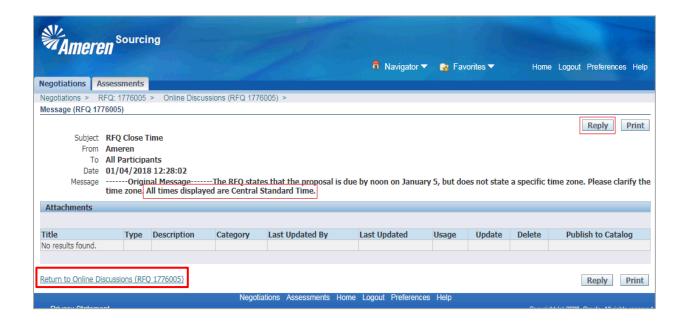| Step	Action
6.	You will be taken back to the **Online Discussions** page, where your message is displayed. Click the **RFQ** link review RFQ details. RFQ: 1776005 >

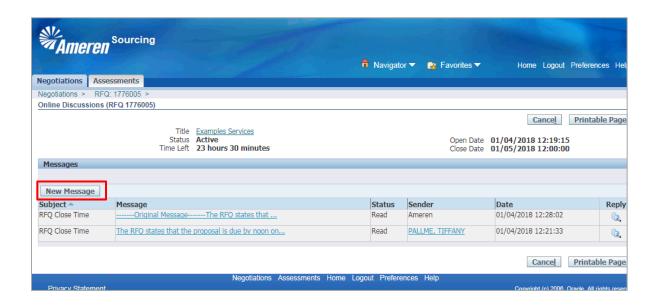| Step	Action
7.	On your RFQ Details page, a notification will be displayed when you receive a new message. Click the **1 Unread Messages** link. This will take to your **Online Discussions** page. ![1 Unread Messages icon] 1 Unread Messages

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 ...

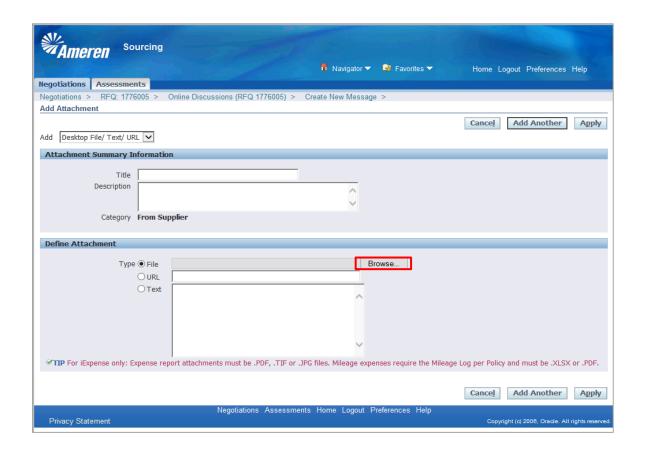| Step	Action
9.	When entering a reply, the responder can choose to retain or delete the **Original Message**. If the Original Message is retained, the response will be displayed directly after. You can click the **Reply** button to respond to this message. Otherwise, click the **Return to Online Discussions**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

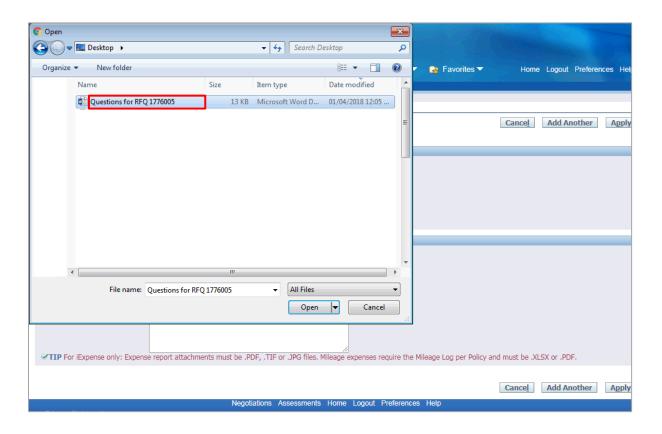| Step	Action
10.	To send a separate inquiry, click the **New Message** button.

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. ![Add Attachment...]

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

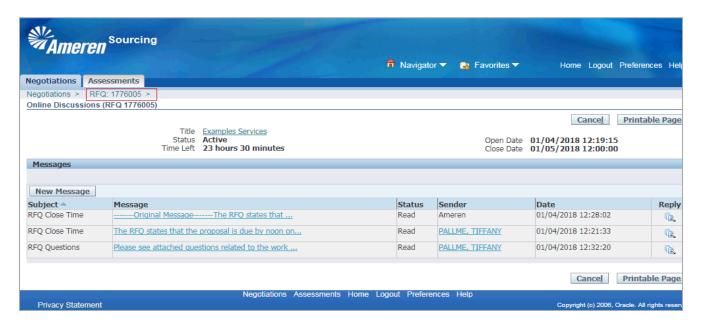| Step	Action
13.	Navigate to the document you want to send and double-click the **Name** field.
	Questions for RFQ 1776005

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

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

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