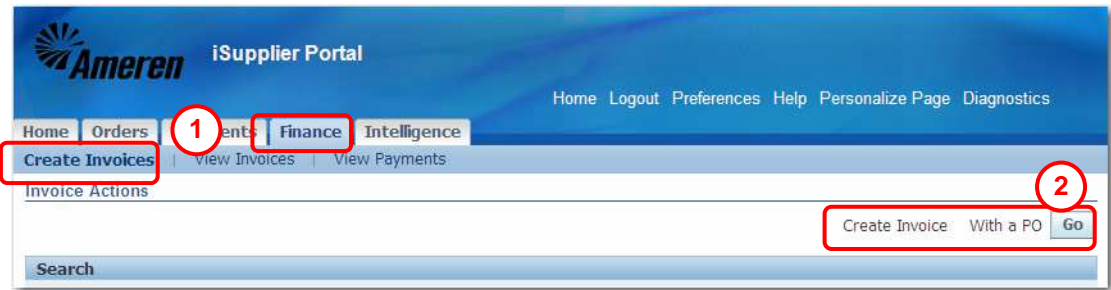|	
1. Click the **Finance** tab and then click **Create Invoices** on the blue taskbar see **1**. *The Invoices page displays as shown.* **2.** Click the **Go** button, see **2**. *The Create Invoice: Purchase Orders page displays as shown below.*	
3. Enter the **PO #** and click **Go**, see **3**. *The items on an invoice must be for a single PO.* **4.** Click the Select **check boxes** for the items that you want to add to the invoice, see **4**. *Click the Select All link if you want to add all PO lines to the invoice.* **5.** Click **Next,** see **5**.	
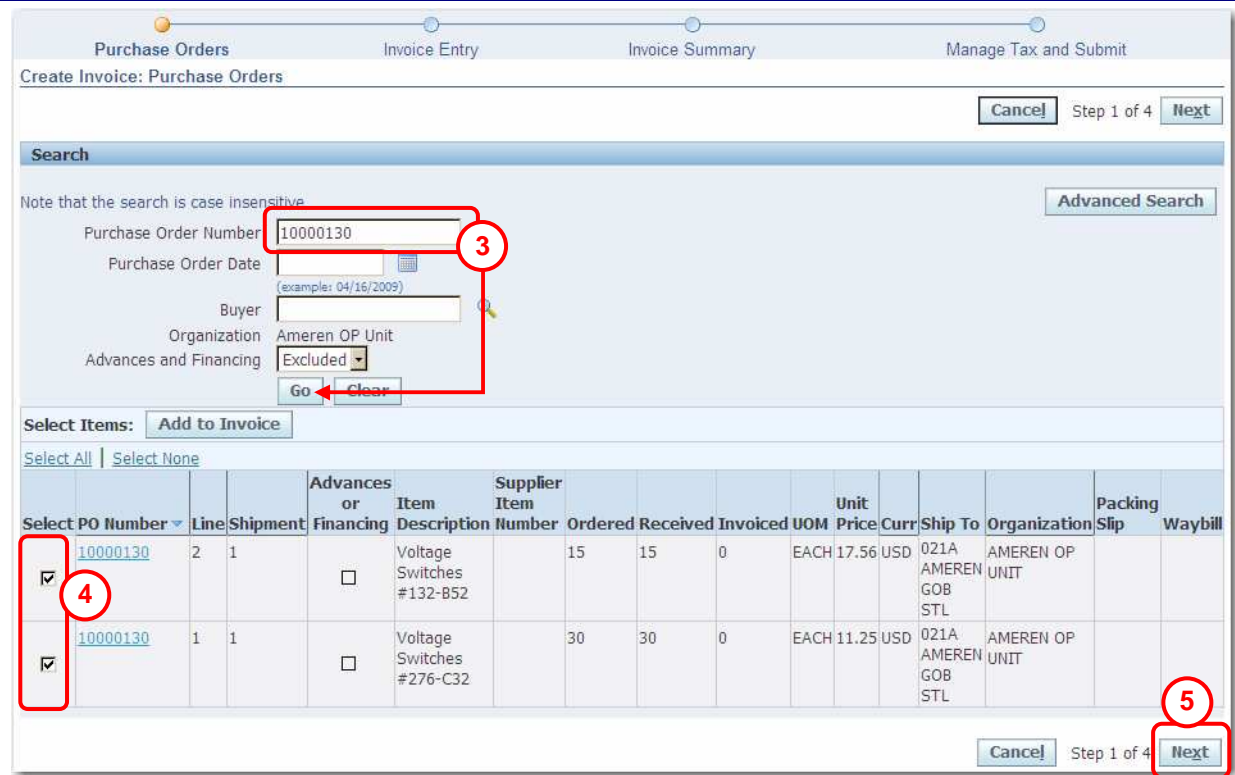
6. Click the **Remit To Magnifying Glass**, see **5**, and then click **Go** in the search window that opens. Click the **Quick Select** icon for the address where invoice payment should be sent.

   Ameren's supplier pay site code will be entered in the field as shown.

7. Enter your **invoice number** and the **invoice date**, see **6**.

8. Select **Invoice** or **Credit Memo**, see **7**.

9. Optional, enter an **Invoice Description**.

10. Include the required attachments. If your PO & invoice require lien waivers to be submitted include them as an attament on the invoice. To add attachments, click **Add**, see **9**.

    a. You can enter a Title and Description to identify the attachment (not required).

    b. To attach a file, click the **Browse** Button to locate the attachment.

    c. To add a text attachment, select Text and type your text in the area provided.

    d. Click **Add Another** to add another attachment or click **Apply** when finished.

11. For each line item, enter the **Quantity/Amount** being invoiced, see **10**. For credit memos, enter a negative amount.
    You cannot enter a quantity/amount which is greater than the Available Quantity/Amount.

12. If Shipping or Handling charges apply, see **11**.

    a. Click the **Add Row** button.

    b. Select the Charge Type, **Freight** or **Miscellaneous**. Do not include tax or charges for additional shipped quantities as a miscellaneous charge.

    c. Enter the Amount and Description. For credit memos, enter negative amounts.

13. Click **Next** when you are finished with this page.

NOTE: If you add a Freight or Miscellaneous row that you do not need to use, enter a 0 in the Amount field.

14. Review the information on the Invoice Summary page for correctness and completeness. Use the **Back** button if you need to make changes. Click **Cancel** if you want to discard the invoice and start a new one, see **13**.

15. Click **Next** to continue, see **14**.

Create Invoice: Invoice Summary

Cancel   Back   Step 3 of 4   Next

(14)

Supplier

* Supplier	
Tax Payer ID	
* Remit To	**01CHICAGO**
Address	
Remit To Bank Account	**XXXXXX0267**
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	**AMN 09-0413-10000130**
* Invoice Date	**05/01/2009**
Invoice Type	**Standard**
* Currency	**USD**
Invoice Description	**Shipment delivered on 04/01/09**
	Attachment Attachment List

Customer

* Customer Tax Payer ID	**SYS11976**
Customer Name	**AMEREN LEGAL ENTITY**
Address	

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
10000130	2	1	Voltage Switches #132-B52		021A AMEREN GOB STL	15	15			
10000130	1	1	Voltage Switches #276-C32		021A AMEREN GOB STL	30	30			

Click the Back button to make changes to a previous page.

Shipping and Handling

Charge Type
Freight

Click the Cancel button if you want to discard the invoice.

(13)

Cancel   Back   Step 3 of 4   Next

Create Invoice: Manage Tax and Submit

Cancel | Back | Step 4 of 4 | Submit Invoice

Supplier

* Supplier ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Tax Payer ID ▓▓▓▓▓▓▓
* Remit To **01CHICAGO**
Address
Remit To Bank Account **XXXXXX0267**
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number **AMN 09-0413-10000130**
* Invoice Date **05/01/2009**
Invoice Type **Standard**
* Currency **USD**
Invoice Description **Shipment delivered 04/01/09**
Attachment **Attachment List**

Customer

* Customer Tax Payer ID **SYS11976**
Customer Name **AMEREN LEGAL ENTITY**
Address

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
10000130	2	1	Voltage Switches #132-B52		021A AMEREN GOB STL	15	15.00	EACH	17.56	263.40
10000130	1	1	Voltage Switches #276-C32		021A AMEREN GOB STL	30	30.00	EACH	11.25	337.50

Shipping and Handling

Charge Type	Amount	Description
Freight	12.50	UPS Overnight

Tax Details

(15)

Tax Details

Add Another Row

Charge Type	*Amount	Description	Record History
Tax	18.43	Tax on Line 1 amount	🔳

(16)

Cancel | Back | Step 4 of 4 | **Submit Invoice**

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16. If the invoice items are taxable, click the **Add Another Row** button and enter the **Tax Amount** and an optional description, see **15**.

NOTE: If you add a Tax field that you do not need to use, enter a 0 in the Amount field.

Invoice tax amounts are evaluated based on the tax status associated with the PO. Ameren's tax department reviews invoices which do not pass tax validation requirements.

17. Click **Submit Invoice** to submit the invoice to Ameren, see **16**.

A confirmation message is displayed.

- Click *View Invoices* on the blue taskbar and then click *View Interface Invoices* feature to view a copy of the invoice which you submitted.

- You cannot change an invoice after you submit it. If you need to adjust an invoice which has been submitted, you can create a credit memo for the same purchase order items to net out the invoice charges. You can then create a new invoice for the purchase order items.

| Home | Orders | Shipments | Finance | Intelligence |

Create Invoices | **View Invoices** | View Payments

View Invoices

View Interface Invoices | Export