Overview

Use the **View Invoices** feature to view your company’s invoice information that has been entered into Ameren’s Accounts Payable system as of May 21, 2007.

This page displays only the invoices which have been processed by the Accounts Payable (AP) department. If you have submitted invoices which are not displayed on this page, they are probably still being processed by AP. You can click the View Interface Invoices button to search for the invoices which are waiting to be processed or approved.

1. Go to [https://ebusiness.ameren.com](https://ebusiness.ameren.com) and login.
2. Click **AMPOS iSupplier Portal Full Access** and then click **Home Page**.
3. Click the **Finance** tab, and then click **View Invoices** in the blue taskbar below the tabs.
4. Enter your **search criteria**, for example a PO number to view all invoices that have been paid for a specific PO, and click **Go**. Leave the search criteria fields blank if you want to view all your invoices.
5. The following invoice information is displayed:
   - **Invoice Number**: Your invoice number. If your company provides CCTM services, the Ameren generated invoice number will begin with “CCTM”. Ameren generated invoices for ERS begin with “ERS”.
   - **Invoice Date**: The date the invoice was created.
   - **Amount**: The total amount due on this invoice.
   - **Due**: The amount remaining after payment is made; the amount is 0 if the invoice has been fully paid.
   - **Status**: The status of the invoice within Ameren’s Accounts Payable (AP) department.
   - **On Hold**: If the Invoice has been place on hold by AP, a link to the hold status information is displayed
   - **Due Date**: The date on which the payment is due to be paid based on your payment terms.
   - **Payment**: If payment has been made for this invoice, a link to payment information appears here.
   - **Attachments**: If the invoice was submitted electronically and included attachments, you can click the link to view the attachments.
6. Click an **Invoice Number** link to view Invoice Details.
7. Click a **Payment Number** link on any page to view Payment Details.
**Invoice Details Page**

The invoice details page displays invoice and payment details. Click the Scheduled Payments tab to view a listing of payments that are payed or pending. Click the Hold Reasons tab to view any Accounts Payable Holds that have been placed on the invoice.

**Hold Reasons**

When Accounts Payable has placed an invoice On Hold, the Hold Reasons tab provides details related to the holds which have been placed on the invoice.

**Payment Details Page**

Click a Payment number link on any page to view a list of invoices that were included on the payment.