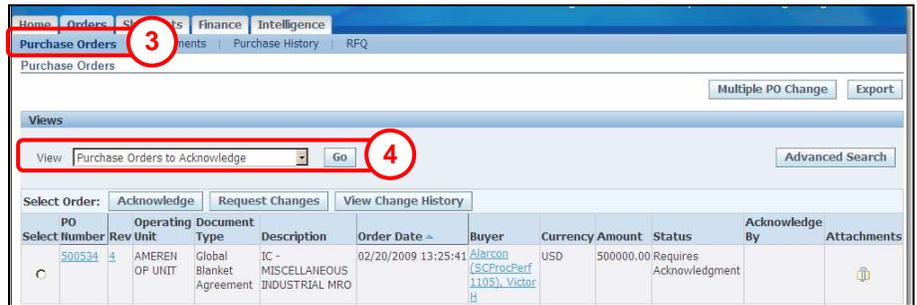


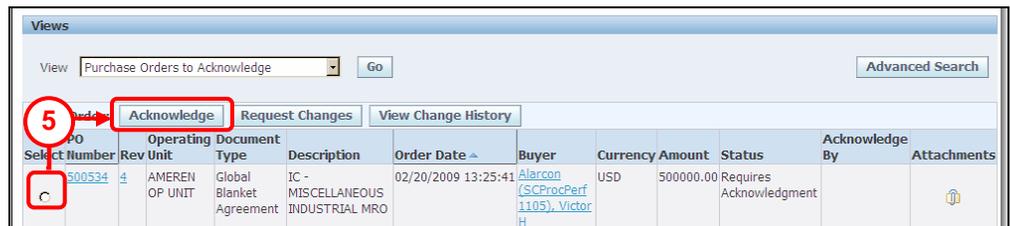
## Overview

If you receive an e-mail notification indicating that a purchase order requires your response, you must acknowledge the purchase order (PO) in iSupplier Portal. These instructions show how to accept or reject all items on the purchase order.

1. Go to <https://ebusiness.ameren.com> and login.
2. Click **AMPOS iSupplier Portal Full Access**, and then click **Home Page**.
3. Click the **Orders** tab, and then click **Purchase Orders** in the blue taskbar below the tabs.
4. Select **Purchase Orders to Acknowledge**, and click **Go**.



5. Select the PO, and then click the **Acknowledge** button.



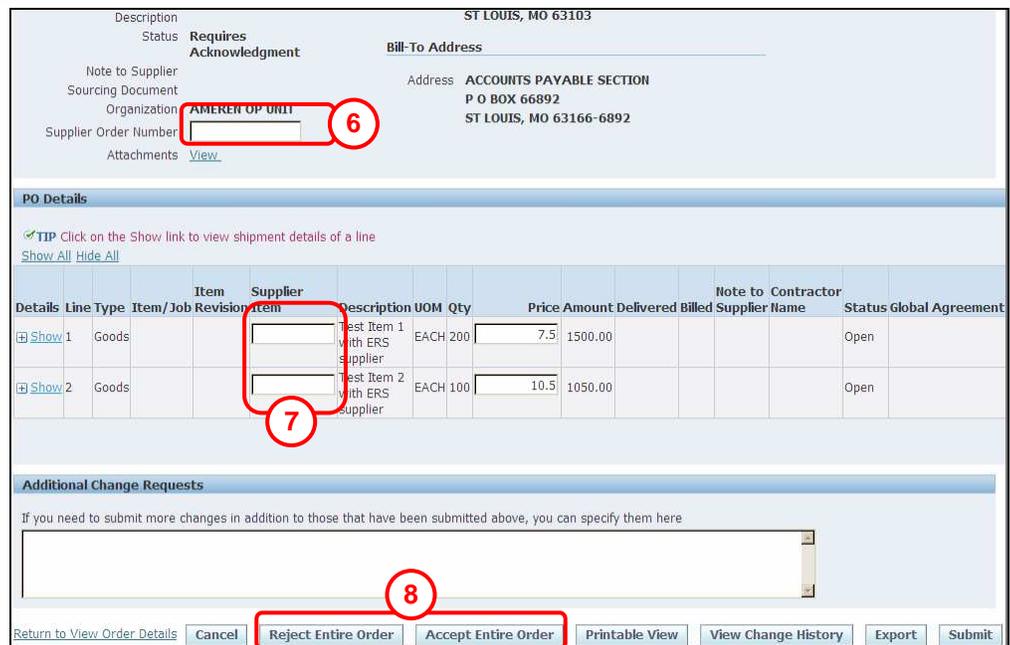
6. Optionally, enter a **Supplier Order Number**.

*This is your personal reference number.*

7. If applicable, enter a **Supplier Item** number.

8. Click either **Accept Entire Order** or **Reject Entire Order**.

**Note:** Do not enter any other information on this page.



9. Enter a **Note to Buyer**:  
 - *required* when you reject an order  
 - *optional* when you accept an order

10. Click **Submit**.

*A confirmation message displays and the PO status field is updated to either Accepted or Rejected.*

