iSupplier Portal Acknowledge a Purchase Order

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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 <u>https://ebusiness.ameren.</u> and login.	COM Home Orders Statis Finance Intelligence Purchase Orders anents Purchase History RFQ Purchase Orders
2. Click AMPOS iSupplier Portal Access, and then click Home P	Full Multiple P0 Change Export
 Click the Orders tab, and then a Purchase Orders in the blue taskbar below the tabs. 	View Purchase Orders to Acknowledge Go Advanced Search Select Order: Acknowledge Request Changes View Change History P0 Operating Document Order Date A Buyer Currency Amount Status Select Number Rev Unit Type Description Order Date A Buyer 002/02/2009 13/25-11 (Algreen USD 500000 00 Remires
4. Select Purchase Orders to Acknowledge, and click Go.	C OP UNIT Blanket MISCELLANEOUS (SCProcPerf Agreement INOUSTRIAL MRO 1105), Victor H
 Select the PO, and then click the Acknowledge button. 	Views Advanced Search Select Number Rev Unit Type Description Order Date Buyer Currency Amount Status By Attachments C 500534 4 MEEN Global IC - 02/20/2009 13:25:41 Go Advanced Search C 500534 4 MEEN Global IC - 02/20/2009 13:25:41 Adarcon S00000.00 Requires Adresement INDUSTRIAL MRO 1105), Victor 1105), Victor S00000.00 Requires Adknowledgment Image: Source Search
 Optionally, enter a Supplier Order Number. 	Description ST LOUIS, MO 63103 Status Requires Bill-To Address Note to Supplier Address Account's PAYABLE SECTION Sourcing Document Address Account's PAYABLE SECTION Organization American of the section of th
This is your personal reference number.	PO Details
7. If applicable, enter a Supplier Item number.	In the show link to view shipment details of a line Show All Hide All Item Supplier Details Line Data to Contractor Show All Hide All
 Click either Accept Entire Order or Reject Entire Order. 	B Show 1 Goods est Item 1 EACH 200 7.5 1500.00 Open H Show 2 Goods Hers EACH 100 10.5 1050.00 Open
Note: Do not enter any other information on this page.	Additional Change Requests If you need to submit more changes in addition to those that have been submitted above, you can specify them here
 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 	Acknowledge Purchase Order 500794 Description Currency USD Amount 2550.00 Order Date 02/24/2009 12:50:23 Action Accept Note to Buyer 9
Accepted or Rejected.	