



Ameren.com Registration (QRG)

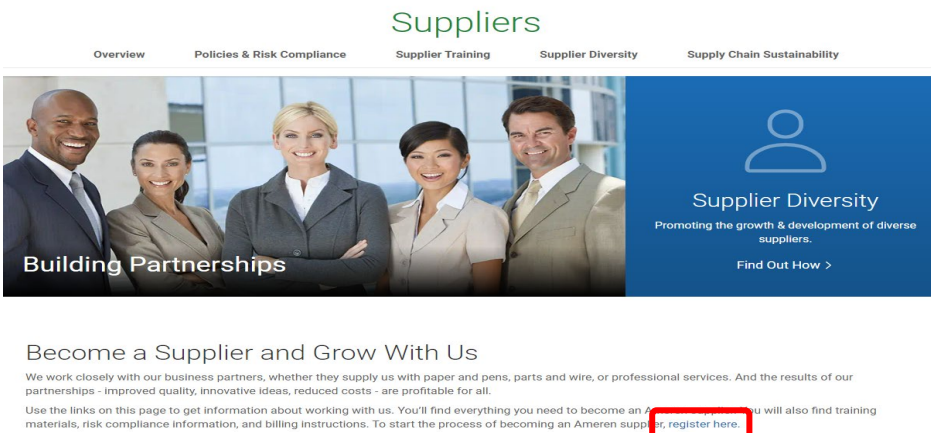
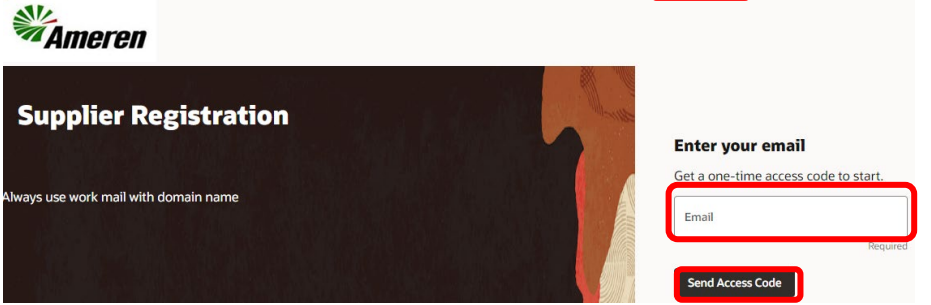
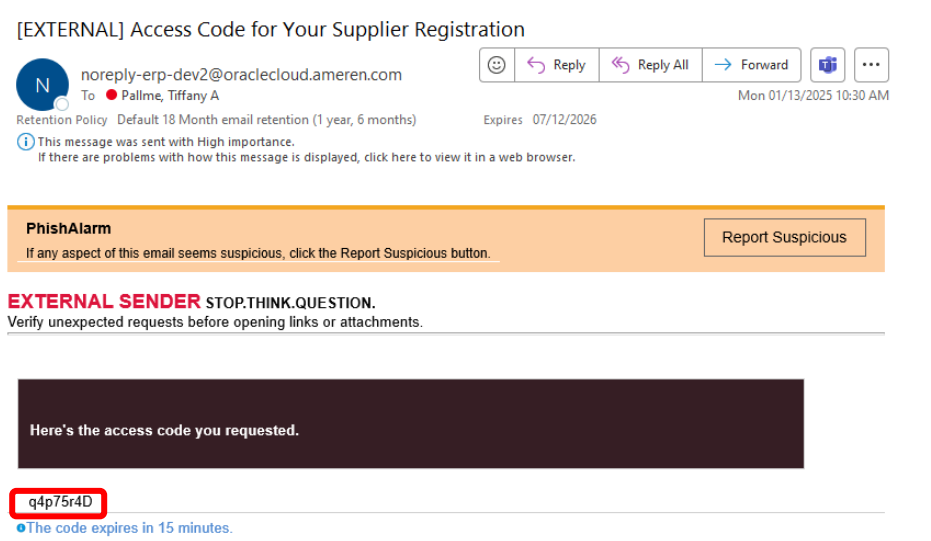
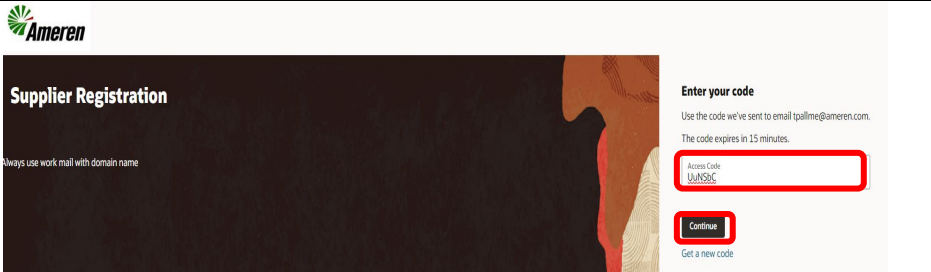
Applies to:	Suppliers
Description:	How to fill out the registration form on Ameren.com
Sub-Application	Oracle Cloud - Ameren Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 - 10 minutes

Introduction

This article can be used by SC Co-Workers to assist suppliers and suppliers to learn how to submit a request to be a new supplier. There are 3 ways (Supplier Diversity, Smart Energy Plan (SEP) and Non-Diverse) to register to become a supplier at Ameren. Below are directions for each way.

Complete these steps:

Step	Illustration
1. Go to Ameren.com 2. In the Search box at the top of the page type the word Supplier and click the magnifying glass icon to search	
3. Select Business Partners – Supplier from the list of available pages.	

<p>4. Click the register here link under the Become a Supplier and Grow With Us section.</p> <p>Business Partners - Suppliers - Ameren.com</p>	 <p>The screenshot shows the 'Suppliers' page with a navigation bar (Overview, Policies & Risk Compliance, Supplier Training, Supplier Diversity, Supply Chain Sustainability). A banner features a group of diverse professionals and the text 'Building Partnerships'. To the right, a blue box promotes 'Supplier Diversity' with a 'Find Out How >' link. Below the banner, the section 'Become a Supplier and Grow With Us' contains introductory text and a red-bordered link that says 'register here'.</p>
<p>5. Type your email address in the email box.</p> <p>6. Click the Send Access Code button to get a 2 factor authentication code sent.</p>	 <p>The screenshot shows the 'Supplier Registration' form. It includes the Ameren logo and a note: 'Always use work mail with domain name'. On the right, there is a section 'Enter your email' with the instruction 'Get a one-time access code to start.' Below this is an 'Email' input field with a red border and a 'Send Access Code' button, also with a red border.</p>
<p>7. You will receive an email with a code to use to log in. Copy this code.</p>	 <p>The screenshot shows an email titled '[EXTERNAL] Access Code for Your Supplier Registration' from 'noreply-erp-dev2@oraclecloud.ameren.com' to 'Pallme, Tiffany A'. It includes a 'PhishAlarm' warning bar and an 'EXTERNAL SENDER STOP.THINK.QUESTION.' notice. A dark box contains the text 'Here's the access code you requested.' Below this, the code 'q4p75r4D' is displayed in a red-bordered box, followed by a note: 'The code expires in 15 minutes.'</p>
<p>8. Type the copied code into the Access Code box.</p> <p>9. Click Continue button</p>	 <p>The screenshot shows the 'Supplier Registration' form again. In the 'Enter your code' section, the user is prompted to 'Use the code we've sent to email tpallme@ameren.com. The code expires in 15 minutes.' The 'Access Code' input field contains 'UUN56C' and is highlighted with a red border. Below it is a 'Continue' button, also with a red border.</p>

Company Details

10. Fill out ALL the **Company Details** area.
11. If there is something you need the approver to know type a note in the **Note to Approver** box. If not you can leave it blank.
12. Click the **Continue** button.

Supplier Registration

Company Details

Company: New Test Prospective 1 Website: Country: United States

Taxpayer ID: 33698521547 Tax Registration Number: Organization Type: Corporation

Supplier Type: Company Note to Approver: Note to Approver Testing

Additional Information

NAICS Code: 32568 Year Established: 1994 Parent Company Name: Enter 150 or fewer characters.

Number of Employees: Percentage of Workforce which is Unionized: Annual Revenue in Dollars:

W9 Expiry Date: Organization Type:

Cancel Save **Continue**

Contacts

13. Enter 1st Contact's information. If only one contact needed click the **Continue** button.
14. If more contacts need to be added then click the **Add Another Contact** button enter the information and click the **Continue** button when all contacts have been added.

Supplier Registration

Contacts

Contact 1 Enter contact details. Registration communications will be sent to this contact.

First Name: Last Name: Email: tiffanypallme@gmail.com

Job Title: Country: US Mobile: +1

Country: US Phone: +1 Ext:

Is this an administrative contact? Administrative contact will receive general communications from us. ☒ Yes ☐ No

Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks. ☒ Yes ☐ No

What user roles does this contact need?

+ Add Another Contact

Last updated 2 minutes ago

Cancel Save **Continue**

Addresses

15. Address Name enter **AMEREN USE ONLY**
16. Click the box next to the type of address you are adding: Receiving Purchase Orders – This address type means this is the physical location a Purchase Order would be sent if sent by USPS. Receive Payments – This address type means this address is where a check would go if a check was mailed USPS. Bid on RFQs – This address is

Supplier Registration

Addresses

Address 1

Address Name: What's this address used for? Select at least 1 purpose. ☐ Receive Purchase Orders ☐ Receive Payments ☐ Bid on RFQs

Country/Region: United States

Address Line 1: Address Line 2: Address Line 3:

State: County: City:

Postal Code: Postal Code+4:

Email: Country: US Phone: +1 Ext:

Which contacts are associated to this address?

☐ Fake Supplier fakesupplier@email.com

+ Add Another Address

Last updated 5 minutes ago

Cancel Save **Continue**

only used if you are only bidding on an RFQ/RFI/RFP.

17. Fill out ALL address information. If you are needing to add more than one address click the **Add Another Address** button. Once all addresses have been added click the **Continue** button.
- Note: You must have at least one Purchasing Address and one Payment Address. They can be the same address.**

Business Classifications

18. Click on the **Classification dropdown**. Select the **Business Classification** that your company qualifies for then fill out the information for that classification. If No Business Classification needed, click **None of the classification are applicable**.
19. If more than one classification click on the **Add Another Business Classification** button.
20. Once all Classifications have been added click the **Continue** button.

Supplier Registration

Business Classifications

Select a classification or confirm that none are applicable.

Classification

Minority Owned
Disabled Veteran Owned
Small Business
Veteran Owned
Women Owned
Local Presence
Business Continuity
None of the classifications are applicable

Business classification 1

Classification
Small Business

Subclassification

Certifying Agency
Other Certifying Agency

Certificate Number

Certificate Start Date
Certificate End Date

Notes

Attach current certificates and supporting documents

Drag and Drop
Select or drop files here.

URL
Add URL

No items to display.

+ Add Another Business Classification

Last updated 7 minutes ago

Cancel Save **Continue**

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Company Details
Contacts
Addresses
Business Classifications
Products and Services

Products & Services

21. Select the Product and Services that you are providing to Ameren.
22. Click **Submit** once ALL Product and Services have been selected.

Supplier Registration

Products and Services

Enter at least one products and services category.

Search by category or description

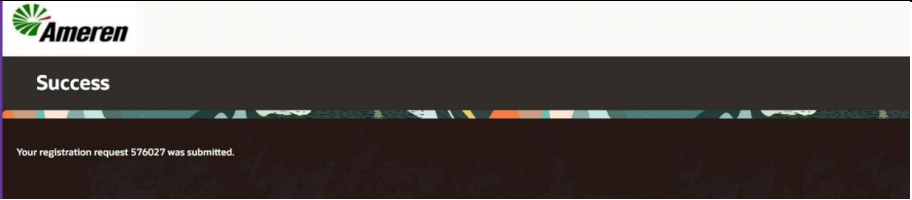
Category	Description
<input type="checkbox"/> ▶ SPL/APL SERVICES	SPL/APL SERVICES
<input type="checkbox"/> ▶ ABATEMENT TESTING / OVERSIGHT	ABATEMENT TESTING / OVERSIGHT
<input type="checkbox"/> ▶ AERIAL INSPECTIONS	DRONES, HELICOPTER INSPECTIONS
<input type="checkbox"/> ▶ AERIAL TREE TRIMMING	AERIAL TREE TRIMMING
<input type="checkbox"/> ▶ ANCHORS AND RODS	ANCHORS AND RODS
<input type="checkbox"/> ▶ APPLICATION DEVELOPMENT AND MAINTENANCE SERVICES	APPLICATION CONSULTING AND SUPPORT SERVICES, APPLICATION DEVELOPMENT MANAGEMENT ADM, APPLICATION MANAGEMENT SERVICES AMS, TECHNICAL SUPPORT OR HELP DESK SERVICES
<input type="checkbox"/> ▶ ARRESTORS	LIGHTNING ARRESTORS
<input type="checkbox"/> ▶ ASH SYSTEM MAINTENANCE	ASH SYSTEM MAINTENANCE
<input type="checkbox"/> ▶ BARGE AND MARINE	BARGE AND MARINE
<input type="checkbox"/> ▶ BOILER CLEANING	BOILER EXPLOSIVE CLEANING, BOILER WATER CANNON, BOILER WATER LANCE, BOILER WATER TREATMENT

Last updated 3 minutes ago

Cancel Save **Submit**

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Company Details
Contacts
Addresses
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Products and Services

<p>23. You have successfully submitted your registration. Note: This does not mean you are an Ameren Supplier yet. You will receive an email that says your registration has been submitted. The registration has to be approved and then you will be send an email asking you to answer some questionnaires. Once those have been submitted and approved you will then be an Ameren supplier.</p>	
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Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	08/23/2024	Document Creation	Tiffany Pallme
2.0	01/17/25	Revision for New UI	Tiffany Pallme