

Applies to:	Ameren Suppliers
Description:	Create a Retainage Release Invoice in Ameren Supplier Portal
Sub-Application	Ameren Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 – 10 minutes

Introduction

This article can be used by Ameren Suppliers to create a retainage release invoices in the Ameren Supplier Portal.

Complete these steps:

Step	Illustration	
Cancel Incomplete Invoice		
1.Log into Ameren SupplierPortal2.Navigate to the Ameren		33 Ç
Supplier Portal home screen. On the Supplier Poral Header. Click: Supplier Portal Tile	Good morning, CAROL CARPUNKY	
	Supplier Portal Procurement Tools Others	5
	APPS	
	Supplier Portal Timecard	



3. Under the Tasks Header,	Tasks					
Click: Create Invoices	Orders					
	Manage Orders					
	Manage Schedules Advanded as Schedules in Speedabast					
	Acknowledge Schedules in Spreadsheet					
	Agreements					
	Manage Agreements Contracts and Deliverables					
	Manage Contracts					
	Manage Contracts Manage Deliverables					
	Consigned Inventory					
	Review Consumption Advices					
	Invoices and Payments					
	Create Invoice					
	View Invoices					
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	* Supplier Site P6000053 I T TEST SUPPLIER 1 02IMPERIAL					
	Address P00004/9 TTTESTSUPPLIERT 02/IMPERIAL					
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Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	01/24/2025	Document Creation	Tiffany Pallme