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Sourcing Application Help and Support

If you have questions related to using the Sourcing application, please contact the Ameren Service Desk at 888-857-5640.

They will answer your question or forward your call to the appropriate contact person, as applicable.

Requirements

To use Oracle Sourcing Supplier, you must meet the following software and hardware minimum requirements:

Hardware Requirements

- Internet access
- 56K modem
- 16 MB RAM
- 266 MHz Pentium processor

Software Requirements

- A standard Web browser, such as Netscape Navigator (version 4.5 or later, but not 6.x) or Internet Explorer (version 5.0 or later).
- Your browser must have cookies enabled. A cookie is a small amount of information that a Web site uses to identify you.
- Your browser must support Secure Socket Layer (SSL) connections. SSL is a high-level security protocol which is used for protecting the confidentiality of data that is transmitted over the Internet.
- Adobe Reader is required to view and print formatted negotiation details.
- “Zip” utility software, such as WinZip or Netzip, is required to download quote/bid spreadsheets.
- Microsoft Excel is required to prepare a quote/bid by spreadsheet.
How to Use this Guide

Ameren uses the Oracle Sourcing module as part of its standard business practice as it provides a consistent model/process for contract execution, delivers significant internal and external efficiency gains, supports the strategic sourcing process through the use of attributes which embed total cost of ownership thinking into standard business processes and provides for information exchange with other Oracle applications.

When using this guide, note the formatting of particular text throughout the document.

- Number references exist on screen shots. Steps refer to the numbered references for ease of use.
- **Note** represents important points related to actions required in a step or section.

Refer to the following modules contained in this guide for further task lists and instructions:

- Features common to all negotiations, see page 13
- RFI checklist and instructions, see page 23
- RFQ checklist and instructions, see page 43
- Auction checklist and instructions, see page 61
Module 1: Oracle Sourcing Basics
### Section 1-1 Login to Oracle Sourcing

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You will receive an email addressed from <strong>wf_oae</strong> when you are invited to participate in a negotiation. You can click the link supplied in the email or you can go to <a href="https://ebusiness.ameren.com/">https://ebusiness.ameren.com/</a> to login.</td>
</tr>
<tr>
<td>2</td>
<td>Type your UserID and Password and click the Login button; see 2 above. <strong>Note</strong> The first time that you log in, you will be prompted to change your password before you can continue. <strong>Note</strong> If you cannot access the Login screen shown above, contact your IT department for assistance.</td>
</tr>
<tr>
<td>3</td>
<td>Click the AMPON Sourcing Supplier link to enter the Ameren Sourcing Supplier module; see 3 above.</td>
</tr>
</tbody>
</table>
Click the Sourcing Home Page link to proceed to the Sourcing home page; see 4 above.

**Note**
Oracle Sourcing will automatically log you out if you are inactive for 60 minutes. If you receive a message that you have been automatically logged out, click the Logout link and then log back in to Oracle Sourcing.

Your Company's Open Invitations shows any negotiations that you have been invited to participate in, but have not yet responded to; see 5 above. The negotiation Type (RFI, RFQ or Auction) and the Time Left to submit a response are displayed in this section. You click a Negotiation Number to view or print negotiation details or to respond to a negotiation.

Your Active and Draft Responses shows the negotiations that you have responded to (Active) or are in the process of creating a response for (Draft); see 6 above. A Response Number is assigned to each draft that you have saved or response that you have submitted. You click the Response Number to view the response details.

View Responses allows you to view your active and draft responses, and disqualified, awarded or rejected responses; see 7 above.

You can return to this page at any time by clicking the Negotiations tab; see 8 above.
Section 1-2  Navigation

1. Click the Negotiations tab or Negotiations link to return to the main negotiation page.

2. Click the Actions drop-down arrow to see what types of functions are currently available for the item you are viewing.

3. Click the links that are provided on the page to navigate back to a previous page.

Note: Avoid using the Internet browser’s Back button to navigate back to a previous page.

4. Click the Home link to return to the Home page, which is the first page that you see after you login.

5. Click the Logout link to end your session.

6. Click the Preferences link to change your password.

7. Click the Help link to open a new window with links to helpful topics on how to use the system.

8. Show and Hide links can be used to control how much information is displayed on the page.
Section 1-3  Change Your Password

1. Click the Negotiations tab, and then click the Change password link; see 1 above.

2. Type your old and new passwords in the text boxes; see 2 above.

3. Click the Submit button to save your changes; see 3 above.

4. Click the Sourcing Home Page link, see 4 above, to return to the Negotiations page.
Section 1-4  Edit Your Personal Information

1  Click the Personal Information link in the Manage section on the Negotiations tab; see 1 above.

2  Update the text boxes as needed; see 2 above.

   Fields marked with asterisks (*) are required and must have an entry.

Note  It is suggested that you create a new user ID if you need to change your email address.

3  Click the Apply button to save your changes; see 3 above.

   If successful, a confirmation message will be displayed at the top of the page.

4  Click the Negotiations tab, see 4 above, to return to the Negotiations page.
This module contains instructions for processes which are common to all the negotiation types.

The negotiation process allows you to:

1. Receive email notification to participate in a negotiation.
2. View or print the details of the negotiation.
3. Acknowledge your intent to participate in the negotiation.
4. Prepare a response, quote or bid as applicable.
5. Save a draft of your response.
6. Review and submit your response, quote or bid to Ameren.
7. Monitor email notifications and results.

During the negotiation process, suppliers receive email notifications for the following events:

- preview or open negotiation
- reminders
- early close of an RFQ or Auction
- extended close of an RFQ or Auction
- disqualification of a submitted bid or quote
- canceled negotiation
- award of an RFQ or auction

To view specific instructions for each of the three negotiation types:

- **Request for Information (RFI)**
  Refer to Module 3.

- **Request for Quote (RFQ)**
  Refer to Module 4.

- **Auctions**
  Refer to Module 5.
When Ameren invites you to participate in a negotiation, you receive an email notification which includes a link to access the negotiation.

**Note**

1. Click the link included in the email to login and view the negotiation; see 1 above.

2. You can use the link shown in 2 above to acknowledge your intent to participate. If you are going to view the details of the negotiation before indicating your intent, it might be easier to use the process given in Section 2-4 to acknowledge your participation.

**Note**

During the negotiation process, suppliers receive email notifications for the following events:

- preview or open negotiation
- reminders
- early close of an RFQ or Auction
- extended close of an RFQ or Auction
- disqualification of a submitted bid or quote
- canceled negotiation
- award of an RFQ or auction
After you receive an email notification for a negotiation, you can view the negotiation details online or you can print a formatted copy of the negotiation details to review offline.

### 1
Any negotiations that you have been invited to participate in and which you have not yet responded to appear in the **Your Company's Open Invitations** section. The negotiation type, RFI (Request for Information), RFQ (Request for Quote) or Auction appears in the **Type** column, see 1 above.

### 2
To view a negotiation, click a Negotiation Number link on the Negotiations tab; see 2 above.

**Note**
Click the Full List button to see all negotiations in the list.

### 3
Select Print from the Actions drop-down list, and then click the Go button; see 3 above.
Click the Open button in the File Download dialog box that displays; see 3 above. The file opens in Adobe Reader. If you do not have Adobe Reader on your computer, you can download a free copy from www.adobe.com. Check with your IT Department first to see if it is acceptable to download the software.

Click the Print button on the Adobe Reader toolbar, see 4 above, to print a copy of the negotiation details.

Note The process to print the negotiation details is the same for RFI, RFQ and Auctions.
After you have reviewed the negotiation details, you should acknowledge whether your company will participate in the negotiation. This informs the Ameren buyer of your intentions so that they know whether to expect a response from your company.

Any negotiations that you have been invited to participate in and which you have not yet responded to appear in the Your Company’s Open Invitations section. Click a Negotiation Number link, see 1 above, to view a negotiation.

**Note** Click the Full List button to see all negotiations in the list.

Select Acknowledge Participation from the Actions drop-down list, and then click the Go button; see 2 above.
3. Select Yes or No; see 3 above.

4. You can type a note to the Ameren buyer (optional); see 4 above.

5. Click the Apply button, see 5 above, to submit your acknowledgment to Ameren.

Note: When Ameren invites you to participate in a negotiation, you receive an email notification which includes a link which can be used to acknowledge your participation. The response page that the link accesses looks slightly different than the one above, but the process is comparable. Either method can be used to acknowledge participation.
As you create your response, you might want to save a copy as you are working. You will also save a draft copy, if you need to log off before you complete the response. You can then open the draft and resume your response when you next login.

1. If you have used the Save Draft feature to save your response, it appears in the Your Active and Draft Responses section with a response status of Draft; see 1 above.

Note: If needed, click the Full List button to view all items in the list.

Note: Once you have saved a response as a draft, the negotiation no longer appears in the Your Company’s Open Invitations section.

2. To open the response so that you can continue working, click the response number link associated with the draft; see 2 above.

3. Click the Drafts link in the Manage section, see 3 above, for access to all your draft responses. Here you can review, edit and delete your draft responses.

Note: If you delete a draft response, all your work on the response will be discarded and the negotiation will be moved back to the Your Company’s Open Invitations section.
Any negotiations that you have participated in can be accessed on the Negotiations tab. You can view your active and draft responses. After award decisions have been made, you can view your responses which have been disqualified, awarded or rejected.

1. To view your responses, click the appropriate link; see 1 above.

2. The **Active and Draft Responses** page lists all your current active and draft responses. Click the Response Number link, see 2 above, to view information/quote details that you sent to Ameren.

3. Click the Negotiation Number link, see 3 above, to view the negotiation details.
The **Disqualified Responses** page lists responses which were disqualified. If your response was disqualified, the reason will be given; see 4 above.

The **Awarded Lines** page lists quote or bid items that you were successful on, including the award quantity and purchase order number; see 5 above. Further details will be provided by an Ameren representative once final assessment is complete.

The **Rejected Lines** page lists any items which were unsuccessful on your bid. The item attributes always appear on the rejected items page as they are not deemed to be a line item within the proposed supply agreement.

**Note** This is the only method of viewing negotiations you have previously been involved in. If the Active link does not yield results, try the Awarded, Disqualified or Rejected links.
If you need additional information or clarification regarding a negotiation, you can communicate with the buyer using the Online Discussions feature. These messages are not sent as emails; they are messages that are only accessible from within the Sourcing module.

There are two ways to access Online Discussions:

1. Click the number in the Unread Messages column, see 1 above; and then skip to step 3.
2. Click a negotiation number, see 2 above, and proceed with step 2.

On a negotiation summary page, a message icon appears on the negotiation summary page, as shown in 3 above, if you have messages waiting. Click the link to open the Online Discussions page.

Another way to open the Online Discussions page is to select Online Discussions from the Actions drop-down list, as shown in 4 above, and click the Go button.
3 You can take any of the following actions on the Online Discussions page:

- **To start a new discussion:** Click the New Message button; see 5 above. Enter a subject and message and then click the Send button. Note that messages are sent as plain text which does not allow formatting.

- **To read a message:** Click a message clink.

- **To reply to a message:** Click the Reply button in the opened message or on the Online Discussions page. The original message text is quoted in the message area. You might want to delete the original message text before entering and sending your reply.

- **To print all messages associated with the discussion:** Click the Printable Page button, as shown in 6 above, and then click the Print button in the window that opens.

**Note** Discussions are identified by the subject that is entered in the initial message that is sent. If you would like to start a discussion on a new subject, click the New Message button so that you can enter the new subject.
The Worklist provides access to a copy of all the emails that have been sent from the Ameren Sourcing module. You can use the Worklist to review the emails which have been sent, to view emails which you have accidentally deleted from your inbox, or to respond to email notifications.

1. If you are already working in Oracle Sourcing, you can click the Home link, as shown in 1 above, to access the Navigator page. Otherwise, log in to Oracle Sourcing, click Sourcing Supplier in the Navigator section and then click Worklist; as shown in 2 above.

2. If necessary, select the type of notifications you want to view from the drop-down list and click the Go button; as shown in 3.
   - **Open Notifications**: A list of notifications which you have not responded to.
   - **All Notifications**: A complete list of all notifications that have been sent.
   - **FYI Notifications**: A list of the notifications that do not require a response.
   - **Notification From Me**: A list of any notifications that you have sent.
   - **To Do Notifications**: A list of notifications which require your response.

**Note**
By default, the list is sorted by sent date from most recent to oldest, and then by subject in alphabetical order. Click a column heading if you want to sort the list by that column.
   - **Sent**: Date when the notification was delivered.
   - **Due**: Date by which the notification should be completed.
   - **Status** (All Notifications view): Response is Open (needs a response), Closed (response was entered), Canceled (response no longer required).
   - **End Date** (All Notifications view): Date when the notification was closed or canceled.

3. Click the Subject link, as shown in 4 above, to view or respond to the email notification.
Module 3: Request for Information (RFI)
A Request for Information (RFI) is used to qualify suppliers and their goods and services for subsequent procurement activities. RFIs are used more for gathering information on goods and services provided by a supplier than to lock in particular price information. Typically, an RFI will contain prequalification documents and attribute questions for response as well as additional information for suppliers including an instruction letter and draft contract.

The RFI process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

<table>
<thead>
<tr>
<th>Step 1: Acknowledge Participation in an RFI</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive email notification to participate in RFI (see page 14)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Acknowledge participation (see page 17)</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Review RFI Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>View or print RFI lines (view: see page 24, print: see page 15)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Download prequalification documents (see page 29)</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Complete prequalification response</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Complete other required information</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Submit a Response to an RFI</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Create Response from the Actions drop-down list and click GO (see page 33)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Read and accept the terms and conditions of the Oracle Sourcing site</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Create RFI header details (see page 34)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Enter the RFI line details (see pages 36, 38)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Add attachments including completed prequalification documents (page 35)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Save a draft of your response</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Review your RFI response (see page 41)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Send messages to the Ameren buyers</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Submit your response to Ameren (see page 41)</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>
This section explains how to view the RFI details online. You can also print an RFI (see Section 2-3). After you have reviewed the RFI, be sure to acknowledge your intent to participate (see Section 2-4).

Any negotiations you have been invited to participate in will be listed below the Your Company’s Open Invitations section. Click the Negotiation Number link, see 1 above, to view or print details, acknowledge participation, or respond to a negotiation.
Section 3-1.1 View RFI Attributes

Since the purpose of an RFI is to obtain product and service related information, the Attributes section can be used to seek information regarding your company.

1 Click the Show All Details link, see 1 above, to view details of RFI attributes. An RFI may not have attributes in every instance. If this is the case, the field will still expand but will not show any data.
Section 3-1.2 Download File Attachments

Any attachments and notes to suppliers appear in the Notes and Attachments section on the Header tab. Attachments can contain instructions or prequalification information. You can open or download the attachments to your computer.

1 To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present as shown above, download them one at a time.

2 Click the Save button; see 2 above.
3 Select a folder location on your computer/network and click the Save button; see 3 above.

4 Click the Open button, see 4 above, to view or edit the document. You can also navigate to the folder location selected in step 3 to open the file.

5 Repeat steps 1-4 in this section to download any other attachments.
Section 3-1.3 View RFI Lines

1. Click the Lines link, see 1 above, to view information for all RFI lines.

2. Click a Line description link, see 2 above, to view detailed line information.

3. Click the Return to RFI link, see 3 above, to return to the Lines tab.
Section 3-1.4  View Sourcing Conditions for an RFI

1. Click the Controls link; see 1 above.

Note The RFI conditions are displayed in a read only format; see 2 above. You cannot change the conditions.
Section 3-2  Create an RFI Response

1. To respond to the RFI, select Create Response from the Actions drop-down list, and click the Go button; see 1 above.

2. Read the terms and conditions. If you accept Ameren's Terms and Conditions, click the Accept button; see 2 above.
Section 3-2.1 Enter RFI Header Details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If desired, enter the date through which your response should be considered valid; see 1 above. Click the Calendar icon to select the date from a calendar. Leave this field blank, if you do not want to specify a validity period.</td>
</tr>
<tr>
<td>2</td>
<td>Optionally, enter a reference number for your internal tracking purposes only; see 2 above.</td>
</tr>
<tr>
<td>3</td>
<td>Optionally, enter notes which can be viewed by the Ameren buyer after they receive your response; see 3 above.</td>
</tr>
<tr>
<td>4</td>
<td>Answer any attribute questions by typing your response in the Response Value fields; see 4 above.</td>
</tr>
<tr>
<td>5</td>
<td>The Add Attachments button, see 5 above, is used to include file attachments with your response. See the next page for further instructions on adding attachments.</td>
</tr>
</tbody>
</table>

**Note**

Click the Save Draft button as you are working or before you logout, to save a current copy of what you have entered so far.

Refer to Section 2-5 for information on how to open a draft response.
# Section 3-2.2 Add Attachments to a Response

Attachments can be used as needed to attach prequalification responses or additional information. There are three types of attachments: File, URL (Internet address/link), and Text.

1. Click the *Add Attachments* button as shown on the preceding page.

2. Type a descriptive name for the attachment in the Description field; see 2 above.

3. To add a file attachment, select *File* as the attachment type; see 3 above. **The maximum file size for attachments is 10 Megabytes.** If the file you need to attach is larger, split the file into several smaller files which can be individually attached. There is no limit to the number of files that can be attached.

4. Click the *Browse* button. In the dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name, and then click the *Open* button.

**Note**
To add a link to a Web page, select URL as the attachment type and enter an Internet address/link in the adjacent field on the right.
To add a text attachment, select Text as the attachment type and enter the text in the adjacent field on the right.

5. If you want to add another attachment, click the *Add Another* button; see 5 above.

6. Click the *Apply* button, see 6 above, after all attachments have been added.

**Note**
The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see 7 above. To select a different file or update the description, click the Update (pencil) icon; see 8 above.
There are two ways to enter RFI line details.

- You can enter the line details online (covered in this section).
- You can download a Microsoft Excel spreadsheet, enter your details in the spreadsheet and then upload the spreadsheet. You may prefer this method (covered in Section 3-2.4) if there are a large number of line items or if several people will be contributing information for the response.

**Note** Not all RFIs include line items.

---

1. If a pricing response is required, enter pricing details in the Response Price field; see 1 above.

2. Click the calendar icon, see 2 above, and select a promise date.

3. If the target symbol appears by a line item, it means that additional information is required. Click the Update (pencil shaped) icon, see 3 above, to drill down and respond to the line level attributes. Proceed to the next page for instructions on entering line level attributes.
Section 3-2.3  Enter RFI Line Details Online (Line Level Attributes)

This screen is reached by clicking the Update (pencil) icon that appears to the right of a line item. It provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous of this guide.

1  If a pricing response is required, enter pricing details in the Response Price field; see 1 above.

2  Click the calendar icon, see 2 above, and select a promise date.

3  Enter your response to any attributes; see 3 above.

4  If needed, add any attachments pertinent to the line item; see 4 above. Refer to Section 3-2.2 of this guide for further instructions on adding attachments.

5  If you want to enter details for other line items, select the line number, and click the Go button; see 5 above.
   You can advance sequentially through all the line items by using the Go button.

6  When you have finished entering line details, click the Apply button, see 6 above, to return to the RFI response page.
There are two ways to enter RFI line details.

- You can enter the line details online (covered in Section 3-2.3).
- You can download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing. (covered in this section.) You may prefer this method if there are a large number of line items or if several people will be contributing information for the response.

Note: Most RFIs will not include line items.

1. Click the Respond by Spreadsheet button; see 1 above.

2. Ensure that Lines is selected as the Type and click the Export button; see 2 above.

3. Click the Save button, see 3 above, and save the file to a location on your computer/network.

Note: The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file. Check with your IT Department if you need assistance.
Section 3-2.4  Respond by Spreadsheet (Complete the Spreadsheet)

The downloaded zip file contains the spreadsheet and the instructions for completing the spreadsheet.

1. Navigate to and open the downloaded zip file that contains the spreadsheet.

![Image of WinZip window]

**Note**  The window shown above is for illustration only. Your window may look different if you are using a different “zip” program.

2. The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.

3. The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.

    | J | K | L | M | N | O | P |
    |---|---|---|---|---|---|---|
    | Unit | Quantity | Response | Message | Resp | Response |
    | EACH | 5 | 5 | | *Response Price | USD |
    | KIT | 200 | 200 | | USD |

4. Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required, see 4 above, you must enter a Response Value, see 5 above.

    | Z | AA | AB | AC | AE | AF |
    |---|---|---|---|---|---|
    | 1 | Price | Price | Attribute | Group | Response |
    | 2 | ANY | LEAD TIME | General | Required | Text |
    | 3 | ANY | | | | lead time |

5. After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be kept in Text (tab delimited) format in order to be uploaded.

![Microsoft Excel dialog]

6. If you are prompted to keep the file in Text format, click the Yes button.
### Section 3-2.4  Respond by Spreadsheet (Import the Spreadsheet)

After you have completed the response spreadsheet, log into Oracle Sourcing and create or open the draft response that is associated with the spreadsheet.

1. **Click the Respond by Spreadsheet button; see 1 above.**

2. **Ensure that Lines is selected as the Type, and click the Browse button; see 2 above.**

3. **Navigate to the spreadsheet file that contains your response. Select the file and click the Open button; see 3 above.**

4. **Click the Import button to upload the spreadsheet to Oracle Sourcing; see 4 above.**

**Note**  If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.
Section 3-2.5  Review and Submit Your Response

1. After you have completed all requirements associated with the RFI response, click the Continue button on the response page; see 1 above.

2. Review the information. If you need to make changes to your response, click the Back button; see 2 above.

3. After you have verified that the information is correct, click the Submit button; see 3 above.

4. A confirmation page is displayed. When the confirmation page is displayed, it confirms that your response has been submitted to Ameren. Click the Negotiations tab to return to the Negotiations page or click the Logout link to end your session; see 4 above.

Note: After you have submitted a response, the negotiation is moved from the Your Company’s Open Invitations section to the Your Active and Draft Responses section.
Module 4: Request for Quotation (RFQ)
Request for Quotation (RFQ) Checklist

A Request for Quotation (RFQ) enables Ameren buyers to collect quotes from suppliers. Typically, an RFQ will contain a list of items to quote and attribute questions for response as well as additional information for suppliers including an instruction letter, a draft contract and product specifications. Once suppliers have submitted an initial round of quotes, the buyer may fine-tune the RFQ and initiate detailed negotiations as necessary. The process may go through multiple rounds of negotiations and quotes before completion.

The RFQ process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

<table>
<thead>
<tr>
<th>Step 1: Acknowledge participation in an RFQ</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive email notification to participate in RFQ (see page 14)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Acknowledge participation (see page 17)</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Review RFQ information</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download RFQ attachments, if needed (see page 45)</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>View or print RFQ lines (view: see page 44, print: see page 15)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Download quoting spreadsheet (see page 49)</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Complete quotation off line</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Submit a Response to an RFQ</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Create Quote from the Actions drop-down list and click GO (see page 51)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Read and accept the terms and conditions of the Oracle Sourcing site</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Create RFQ header details (see page 52)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Enter the RFQ line details (see page 54) or Upload pre-prepared quotation spreadsheet (see page 56)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Save a draft of your response</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Review your RFQ response (see page 57)</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Send messages to the Ameren buyers</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Submit your response to Ameren (see page 57)</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>
This section explains how to view the RFQ details online. You might prefer to print a formatted copy of the RFQ details, see Section 2-3 for instructions. After you have reviewed the RFQ, be sure to acknowledge your intent to participate; see Section 2-4 for instructions.

1. Any negotiations you have been invited to participate in will be listed below the **Open Invitations** section. Click the **Negotiation Number** link, see 1 above, to view or print details, acknowledge participation, or respond to a negotiation.

2. Click the Show All Details link to view the header level attributes, if any; see 2 above.
Any attachments and notes to suppliers appear in the Notes and Attachments section on the Header tab. Attachments might contain special instructions or information that you need to respond to. You can open an attachment or download and save the attachment on your computer.

1. To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present, download them one at a time.

2. Click the Save button; see 2 above.
### Step 3
Select a folder location on your computer/network and click the *Save* button; see Step 3 above.

![Image showing the Save As dialog box with a file selected and the Save button highlighted]

### Step 4
Click the *Open* button, see Step 4 above, to view the document. You can also navigate to the folder location selected in Step 3 to open the file.

**Note**
Repeat steps 1-4 in this section to download any other attachments.
Section 4-1.3  View RFQ Lines

1. Click the Lines link, see 1 above, to view information for all RFQ lines.

2. Click a Line description link, see 2 above, to view detailed line information.

3. Click the Return to RFQ link, see 3 above, to return to the Lines tab.
## Section 4-1.4 View Sourcing Conditions for an RFQ

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Click the <em>Controls</em> link; see <strong>1</strong> above.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Important dates, if given, are displayed in the Schedule section, see <strong>2</strong> above.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Note the RFI conditions, which are displayed in a read only format; see <strong>2</strong> above. You cannot change these conditions.</td>
</tr>
</tbody>
</table>
Section 4-2  Export an RFQ to a Spreadsheet

You can select one of two ways to respond to line items on your quote.

- If you want to enter the line details online, skip to Section 4-3.
- If you want to download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing, continue with this section. You may prefer this method if there are a large number of line items or if several people will be involved in completing the quote.

1  Select Export to Spreadsheet from the Actions drop-down list and click the **Go** button; see 1 above.

2  Ensure that Lines is selected as the Type and click the Export button; see 2 above.

3  Click the Save button, see 3 above, and save the file to a location on your computer/network.

4  Logout of Oracle Sourcing and complete the spreadsheet offline. Refer to the next section for information on completing the spreadsheet. After you have completed the spreadsheet, you log into Oracle sourcing and open the RFQ to create and complete your response.

**Note**  The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file.
Section 4-2.2  Export an RFQ to a Spreadsheet (Complete a Spreadsheet)

The downloaded zip file contains the spreadsheet and instructions for completing the spreadsheet.

1  Navigate to and open the downloaded zip file that contains the spreadsheet.

Note  The window shown above is for illustration only. Your window may look different if you are using a different “zip” program.

2  The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.

3  The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.

4  Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required; see 4 above, you must enter a Response Value; see 5 above.

5  After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (Tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be saved as Text (tab delimited) format in order to be uploaded.

6  If you are prompted to keep the file in Text format, click the Yes button.

Request for Quotation (RFQ)
Section 4-3 Create an RFQ Response

If you chose to complete the RFQ spreadsheet offline, you might need to log back in to Oracle Sourcing and open the RFQ to create the response. Refer to Section 4-1, if you need instructions on how to open the response.

1. To respond to the RFQ, select Create Quote from the drop-down list, and click Go; see 1 above.

2. Read the terms and conditions. If you accept Ameren’s Terms and Conditions, click the Accept button; see 2 above.
Section 4-3.1 Enter RFQ Header Details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If desired, enter the date through which your quote should be considered valid; see 1 above. Click the Calendar icon to select the date from a calendar. Leave this field blank, if you do not want to specify a validity period.</td>
</tr>
<tr>
<td>2</td>
<td>Optionally, enter a reference number for your internal tracking purposes only; see 2 above.</td>
</tr>
<tr>
<td>3</td>
<td>Optionally, enter notes which can be viewed by the buyer after they receive your response; see 3 above.</td>
</tr>
<tr>
<td>4</td>
<td>The Add Attachments button, see 4 above, is used to include file attachments with your quote. Any requested information or documentation supporting your overall quote should be attached here at the Header level. See the next page for further instructions on how to add an attachment.</td>
</tr>
</tbody>
</table>

Note Click the Save Draft button as you are working or before you logout, to save a current copy of what you have entered so far. Refer to Section 2-5 for information on how to open a draft response.
Any documentation supporting your overall quote should always be attached at the Header level of the response. Follow the steps below if you need to add an attachment.

1. Click the **Add Attachments** button as shown on the preceding page.

2. Type a descriptive name for the attachment in the Description field; see above.

3. To add a file attachment, select **File** as the attachment type; see above. **The maximum file size for attachments is 10 Megabytes.** If the file you need to attach is larger, split the file into several smaller files which can be attached individually. There is no limit to the number of files that can be attached.

4. Click the **Browse** button. In the new dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name and then click the **Open** button.

**Note** To add a link to a Web page, select **URL** as the attachment type and enter an Internet address/link in the adjacent field on the right.

To add a text attachment, select **Text** as the attachment type and enter the text in the adjacent field on the right.

5. If you want to add another attachment, click the **Add Another** button; see above.

6. Click the **Apply** button, see above, after all attachments have been added.

**Note** The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see above. To select a different file or update the description, click the Update (pencil) icon; see above.
Section 4-3.3 Enter RFQ Line Details (Online)

This section contains instructions for preparing your quote online. The details that you will be asked to enter for the quote, will vary. If you prepared your quote by spreadsheet, skip to page 56.

1. Enter prices for each line on the RFQ; see 1 above.

Note: If a Start Price is given, the Quote Price that you enter must be less than the Start Price.

2. This symbol indicates that items within line 1 (i.e., 1.1, 1.2) are part of a lot. Lots are collections of lines, giving a hierarchical structure to the sourcing document. A lot may be an assembled product or lines may be organized into lots to obtain the most competitive bid. Suppliers are required to evaluate the entire lot and place a bid at the lot level for speed and convenience. Suppliers may optionally provide line-level bids as well.

3. This symbol indicates the items within line 2 (i.e., 2.1, 2.2) are grouped. Groups are collections of negotiation lines organized into groups for ease of analysis and award. Groups are collections of related lines that allow buyers to model market baskets.

4. If a target symbol is present next to any of the Update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes; see 4 above. Notes to the Buyer and Attachments can also be added at the line level by clicking the pencil icon. The next page gives instructions on how to enter line level attributes.

5. Additional information might be required on this page. For example, if the quote is for a Blanket Service Agreement, you might have the option of entering a minimum release amount, see 5 above.
Section 4-3.3  Enter RFQ Line Details (Online - Line Level Attributes)

This page is reached by clicking the Update (pencil) icon that appears to the right of a line item. This page provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous page.

1. Enter a price in the Quote Price field; see 1 above. Your quote price must be less than the Start Price, if one is given.

2. Enter your response to any attributes in the Quote Value field; see 2 above.

3. If needed, add any notes or attachments pertinent to the line item; see 3 above. Refer to Section 4-3.2 of this guide for further instructions on adding attachments.

4. If you want to enter details for other line items, select the line number and click the Go button; see 4 above. You can advance sequentially through all the line items by using the Go button.

5. When you have finished entering line details, click the Apply button, see 5 above, to return to the Create Quote page.
Section 4-3.3 Enter RFQ Line Details (Upload Spreadsheet Quote)

If you prepared your quote by spreadsheet, follow these instructions to upload the spreadsheet.

1. Click the Quote by Spreadsheet button; see 1 above.

2. Ensure that Lines is selected as the Type and click the Browse button; see 2 above.

3. Navigate to the spreadsheet file that contains your response. Select the file and click the Open button; see 3 above.

4. Click the Import button to load the spreadsheet; see 4 above.

Note: If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.
Section 4-3.4  Review and Submit Your Quote

After all quote details have been entered, click the Continue button on the Create Quote page; see 1 above.

If the buyer is only allowing a single, best quote, a warning message displays; see 2 above.

Review the quote details. If you need to make changes, click the Back button; see 3 above.

After you have verified that the information is correct, click the Submit button; see 4 above.

A confirmation page is displayed, which confirms that your response has been submitted to Ameren. Click the Negotiations tab to return to the Negotiations page or click the Logout link to end your session; see 5 above.

Note: After you have submitted a quote, the negotiation is moved from the Your Company’s Open Invitations section to the Your Active and Draft Responses section.

Note: Once a quote has been submitted, it cannot be canceled or retracted. You can contact the buyer who created the RFQ and ask to have your quote disqualified, but quote disqualification is at the discretion of the buyer.
Section 4-4  View the Quote Details You Submitted

Any quotes that you have submitted appear in the **Your Active and Draft Responses** section.

If necessary, click the Negotiations tab, and then click the Response Number link in the **Your Active and Draft Responses** section to view the response; see 1 above.

If the buyer has allowed participants to view the results, your rank will be listed in the **Rank** column; see 2 above. In this example, **Blind** indicates that suppliers cannot view the ranking; only the buyer can view the quotes.

**Note**

The rank indicator specifies how the responses are ranked.

- The rank column displays "1" for the best Quote and sequentially numbers the remaining bids in order of rank.
- If the RFQ is blind or sealed, the rank column displays “blind” or “sealed”. In this type of quote, the supplier does not see ranking information.
Section 4-5  Submit a New Quote (Re-Quote)

If the buyer has allowed, you can submit a new quote (re-quote) during the time that the negotiation is Active. Your most recent quote is the one that the buyer will consider.

1  Click the Response Number link in the *Your Active and Draft Responses* section on the Negotiations tab to view the response; see 1 above.

2  Select Create Quote from the Actions drop-down list and click the Go button; see 2 above.

3  The quote will open with your current quote values displayed. Edit any existing values and resubmit the quote following the instructions given in this section.
Auction Checklist

An Auction is a competitive bidding process used to purchase items or services that are clearly defined. Typically, an Auction will contain a list of items to bid on and attribute questions for response as well as additional information for suppliers including an instruction letter, a draft contract and product specifications. Ameren buyers can tailor each auction to control who can see bids during the auction, whether multiple rounds of bidding are possible, and whether partial bids are allowed.

The Auction process consists of the following mandatory and optional tasks. Instructions for completing these tasks begin on the following page.

<table>
<thead>
<tr>
<th>Step 1: Acknowledge Participation in an Auction</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive email notification to participate in an Auction (see page 14)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Acknowledge participation (see page 17)</td>
<td>☑️</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Download Auction Information</th>
<th>Mandateary</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>View or print Auction lines (view: see page 62, print: see page 15)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Download bid spreadsheet (see page 67)</td>
<td>☐</td>
<td>☑️</td>
</tr>
<tr>
<td>Complete quotation off line</td>
<td>☐</td>
<td>☑️</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Respond to an Auction</th>
<th>Mandatory</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Create Bid from the Actions drop-down list and click Go (see page 69)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Read and accept the terms and conditions of the Oracle Sourcing site</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Create Auction header details (see page 70)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Enter the Auction line details (see page 72) or Upload pre-prepared bid spreadsheet (see page 74)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Save a draft of your response</td>
<td>☐</td>
<td>☑️</td>
</tr>
<tr>
<td>Submit your bid to Ameren (see page 75)</td>
<td>☑️</td>
<td>☐</td>
</tr>
<tr>
<td>Review your Auction bid status (see page 76)</td>
<td>☑️</td>
<td>☐</td>
</tr>
</tbody>
</table>
Section 5-1  View an Auction

This section explains how to view the Auction details online. You might prefer to print a formatted copy of the Auction details, see Section 2-3 for instructions. After you have reviewed the Auction, be sure to acknowledge your intent to participate; see Section 2-4 for instructions.

Step  Instructions

1  Any negotiations you have been invited to participate in will be listed below the Your Company’s Open Invitations section. Click the Negotiation Number link, see 1 above, to view or print details, acknowledge participation, or respond to a negotiation.

2  Click the Show All Details link to view the header level attributes, if any; see 2 above.
Section 5-1.2  Download Auction Attachments

1  Supplier notes and attachments, if any, will be listed in the Notes and Attachments section. To download a file attachment, click a File Name link; see 1 above. If multiple attachments are present, download them one at a time.

2  Click the Save button; see 2 above.
3 Select a folder location on your computer/network and click the *Save* button; see 3 above.

4 Click the *Open* button, see 4 above, to view or edit the document. You can also navigate to the folder location selected in Step 3 to open the file.

Repeat steps 1-4 in this section to download any other attachments.
Section 5-1.3  View Auction Lines

1. Click the Lines link, see 1 above, to view information for all Auction lines.

2. Click a Line description link, see 2 above, to view detailed line information.

3. Click the Return to Auction link, see 3 above, to return to the Lines tab.
Section 5-1.4  View Sourcing Conditions for an Auction

1. Click the Controls link; see 1 above.

2. Important dates, if given, are displayed in the Schedule section, see 2 above.

3. Note the Auction conditions, which are displayed in a read only format; see 2 above. You cannot change these conditions.
You can select one of two ways to prepare your bid.

- If you are going to enter the line details online, skip to Section 5-3.
- If you want to download a Microsoft Excel spreadsheet from Oracle Sourcing, enter your details in the spreadsheet and then upload the completed spreadsheet to Oracle Sourcing continue with this section. You may prefer this method if there are a large number of line items or if several people will be involved in creating the bid.

1. Select Export to Spreadsheet from the Actions drop-down list; see 1 above.

2. Ensure that Lines is selected as the Type and click the Export button; see 2 above.

3. Click the Save button, see 3 above, and save the file to a location on your computer/network.

4. Logout of Oracle Sourcing and complete the spreadsheet offline. Refer to the next section for information on completing the spreadsheet. After you have completed the spreadsheet, you log into Oracle sourcing and open the RFQ to create and complete your response.

Note: The file is saved on your computer as a zip file. You need a program, such as WinZip (www.winzip.com) or Netzip (www.netzip.com) to open this file.
Section 5-2  Export an Auction to a Spreadsheet (Bid by Spreadsheet)

The downloaded zip file contains the spreadsheet and instructions for completing the spreadsheet.

1. Navigate to and open the downloaded zip file that contains the spreadsheet.

![WinZip screenshot]

Note: The window shown above is for illustration only. Your window may look different if you are using a different “zip” program.

2. The instruction file contains detailed instructions for filling out the spreadsheet; see 1 above. You can extract the file, or if your program allows, you can double-click the file icon to open it. Print the instructions to use as a reference when you complete the spreadsheet.

3. The response file is a Microsoft Excel spreadsheet; see 2 above. You can extract the file, or if your program allows, you can double-click the file icon to open the file and then select File, Save As to save the file to your computer/network.

4. Enter any required line details in the spreadsheet. An asterisk (*) by a column heading indicates a response is required; see 3 above. If line level attributes are present and the Response column indicates Required; see 4 above, you must enter a Response Value; see 5 above.

5. After you have entered your responses, save the spreadsheet. This spreadsheet is in Text (Tab delimited) format, which means that special formatting, for example bolded or highlighted text, is not allowed. The file must be saved as Text (tab delimited) format in order to be uploaded.

6. If you are prompted to keep the file in Text format, click the Yes button.
Auctions

Section 5-3 Create an Auction Response

If you chose to complete the Auction spreadsheet offline, you might need to log back in to Oracle Sourcing and open the Auction to create the response. Refer to Section 5-1 if you need instructions on how to open the Auction.

1. To respond to the Auction, select Create Bid from the Actions drop-down list and click the Go button; see 1 above.

2. Read the terms and conditions. If you accept Ameren’s Terms and Conditions, click the Accept button; see 2 above.
Section 5-3.1   Enter Auction Header Details

1. Click the Calendar icon and select a date for the Bid Valid Until field; see 1 above. This value should reflect the validity of the information you provide in the auction response. If a validity period does not exist, leave the field blank.

2. The reference number, see 2 above, is for your internal tracking only.

3. Optionally, enter notes which can be viewed by the buyer after they receive your response; see 3 above.

4. Enter any responses to line level attributes; see 4 above.

5. Add any attachments by clicking the Add Attachments button; see 5 above. Any documentation supporting your quotation should always be attached to this area of the response. See instructions for adding attachments on the next page.

Note: Click the Save Draft button as you are working to save a current copy of what you have entered so far. You can then continue working or Logout.

Refer to Section 2-5 for information on how to open a draft response.
Section 5-3.2  Add Attachments to a Response

Any documentation supporting your quotation should always be attached to this area of the response. Follow the steps below if you need to add an attachment.

1  Click the *Add Attachments* button as shown on the preceding page.

2  Type a descriptive name for the attachment in the Description field; see 2 above.

3  To add a file attachment, select *File* as the attachment type; see 3 above. **The maximum file size for attachments is 10 Megabytes.** If the file you need to attach is larger, split the file into several smaller files which can be attached individually. There is no limit to the number of files that can be attached.

4  Click the *Browse* button. In the new dialog box that opens, navigate to the folder location that contains the file you want to attach. Click the file name and then click the *Open* button.

**Note**
To add a link to a Web page, select *URL* as the attachment type and enter an Internet address/link in the adjacent field on the right.
To add a text attachment, select *Text* as the attachment type and enter the text in the adjacent field on the right.

5  If you want to add another attachment, click the *Add Another* button; see 5 above.

6  Click the *Apply* button, see 6 above, after all attachments have been added.

7  **Note**
The attachment details are displayed on the response page. To delete an attachment, click the Delete (trash can) icon; see 7 above. To select a different file or update the description, click the Update (pencil) icon; see 8 above.
If you are not using the bid by spreadsheet option, follow the instructions below to enter your bid online.

1. Enter your bid price for each item in this column; see 1 above. If a Start Price is given, your Bid Price must be less than the Start Price.

2. **Proxy bidding** allows the system to automatically rebid on your behalf whenever a competing bid price beats your bid price. In an auction that includes more than one item, you can proxy bid on some items and bid manually on others. You cannot proxy bid on any items that have price factors. When a proxy bid is entered on your behalf, the Response Number for the auction will change to reflect the proxy bid response that was submitted. You can also view the Bid History (Section 5-8) for the auction to see the proxy bid responses that have been submitted.

   To use the proxy bid feature, enter the amount by which you want to decrease the competing bid price in the Proxy Bid Decrement field; see 2 above. The proxy bid decrement amount will be applied to the current winning bid in the auction, not your own current bid.

3. If you opted to utilize the proxy bidding feature, enter the minimum amount you are willing to bid for each item on the corresponding line in this column; see 3 above. Proxy bidding on your behalf is automatically suspended if the bid price falls below the proxy minimum that you enter.

   **Note** If at any time you wish to change your proxy bid information, you can cancel your proxy bid and submit a new bid with the updated proxy information.

4. Click the Calendar icon and select the promise dates for all items with a date in the future; see 4 above.

5. If a target symbol is present next to any of the Update (pencil) icons, click the pencil icon to drill down and respond to the line level attributes; see 5 above. Attachments can also be added at the line level by clicking the pencil icon. The next page gives instructions for entering line level attributes.
Section 5-3.3  Enter Auction Line Details (Online - Line Level Attributes)

This page is reached by clicking the Update (pencil) icon that appears to the right of a line item. This page provides a comprehensive way to enter all the information associated with a line item, including line level attributes. If you prefer, you can use this screen to enter all your line details, as it includes the fields found on the previous page.

1. Enter a price in the Bid Price field; see above. Your bid price must be less than the Start Price, if one is given.

2. Enter your response to any attributes; see above.

3. If needed, add any attachments pertinent to the line item; see above. Refer to Section 5-3.2 of this guide for further instructions on adding attachments.

4. If you want to enter details for other line items, select the line number and click the Go button; see above. You can advance sequentially through all the line items by using the Go button.

5. When you have finished entering line details, click the Apply button, see above, to return to the Create Bid page.
Section 5-3.3  Enter Auction Line Details (Upload Spreadsheet Bid)

If you prepared your bid by spreadsheet, follow the instructions below to upload the spreadsheet.

1. Click the Bid by Spreadsheet button; see 1 above.

2. Ensure that Lines is selected as the Type and click the Browse button; see 2 above.

3. Navigate to the spreadsheet file that contains your bid. Select the file and click the Open button; see 3 above.

4. Click the Import button to load the spreadsheet; see 4 above.

Note: If the spreadsheet imports without errors, you will be returned to the Response page. If errors are detected in the import process, a message will be displayed as shown above and the file will not be imported. Correct the errors and then repeat the import process.
Section 5-3.4  Review and Submit Your Bid

1. After all bid requirements have been entered, click the Continue button on the Create Bid page; see 1 above.

2. Review the bid details. If you need to make changes, click the Back button; see 2 above.

   Note: Click the browser’s print button, if you would like to have a printed copy of your information.

3. After you have verified that all details are correct, click the Submit button; see 3 above.

4. A confirmation page displays after you have submitted your bid. If you want to check the results of the bid you submitted, click the Monitor Auction link; see 4 above.

   Note: If you do not click the Submit button your bid will not be transmitted to the Auction environment. Ensure you see the confirmation screen shown above after clicking Submit.
Section 5-4  Monitor Auction (View Your Bid Details)

The Monitor Auction page allows you to monitor the results of your bid. Price and rank information is automatically updated according to the AutoRefresh Interval shown in the upper right corner of the page. If this is an open auction, you will be able to see how your bid is ranked in comparison to other bidders.

1  If needed, open the Auction (see Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see 1 above. The Create Bid page will open. Click the Monitor Auction button on the Create Bid page.

3  The results of your current bid will be shown within the rank column of the Web page; see 3 above. **Blind or Sealed** indicates that suppliers cannot view the ranking; only the buyer can view the bids.

4  When a line shows a rank other than 1, you can place a new bid by clicking the Create Bid button, see 4 above, to improve your standing.

**Note**  The rank indicator specifies how response rankings are displayed.
- If this is an open auction, the rank column will display "1" for the best Quote/Bid and sequentially number the remaining bids in order of rank.
- If the auction is blind or sealed, the rank column will display **Blind or Sealed**. In this type of auction, the supplier does not see ranking or best bid price information.
Section 5-5  Create Bid (Re-bid an Auction)

1 Click the Response Number link on the Negotiations tab to open the auction; see 1 above.

2 Select Create Bid from the Actions drop-down list and click the Go button; see 2 above.

3 Choose one of the following actions:

- Enter new bid prices for the items that you want to re-bid; see 3 above. Click the Continue button, review your bid details, and then click the Submit button.
- Upload a new bid by spreadsheet; see 4 above. Refer to Section 5-3.3.
- Enter a Power Bid; see 5 above. Refer to Section 5-7.
- Monitor Auctions results; see 6 above. Refer to Section 5-4.
Power Bid is a function that allows you to decrease your previous bid prices by a percentage value. The percentage you select will be removed from all bid prices whether you are winning or losing.

### Note
Power Bid is only available for your second and subsequent bids.

1. If needed, open the Auction (see Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see 1 above.

2. Type the percentage decrease (for example, 7.25) and click Recalculate; see 1 above.

3. Click the Continue button to review your new bid; see 2 above.
Review the new bid details, and then click the Submit button to submit your new bid to Ameren; see 3 above.

This page displays to confirm the bid has been submitted. To check the result of the bid you submitted, click the Monitor Auction link; see 4 above.

Review the bid details and return to Section 5-5 of this guide to repeat the process, as needed, until completion of the Auction.

Note: After the Auction has closed, an Ameren representative will contact you to advise you of the result and the next steps in the negotiation process.
Section 5-7 Cancel Proxy Bidding

In most cases, once proxy bidding has been initiated, it can be allowed to run to conclusion. However, there may be certain instances in which the bidder needs to end proxy bidding early. Usually, this happens when the bidder needs to update bid information. For example, the promise date offered by the bidder may need to be updated due to unforeseen situations at the time the proxy was begun. Or in a multi-attribute weighted negotiation, the bidder may wish to update the non-price related information to improve the price to total score ratio. In both these cases, the bidder may wish to halt the proxy bidding to update bid information.

1 If needed, open the Auction (refer to Section 5-1 for instructions). Select Create Bid from the Actions drop-down list and click the Go button; see 1 above.

2 Click the Cancel Proxy button; see 2 above.
3. To cancel proxy bidding on all lines, click the Cancel All Proxies button; see 3 above.

4. To cancel proxy bidding for selected lines, select the items you wish to remove the proxy bidding function from, and then click the Cancel Proxy button; see 4 above.

5. A message confirming the cancellation is displayed on the screen. If you would like to create a new bid (either manual or one that includes new proxy specifications), click the Create Bid button; see 5 above.

Refer to Section 5-5 to create the new bid.
Section 5-8  Bid History

You can review all bids which were submitted during the course of an auction.

1. If needed, open the Auction (refer to Section 5-1 for instructions). Select View Bid History from the Actions drop-down list, and click the Go button; see 1 above.

2. Click a Bid link to review additional bid details; see 2 above.

3. Click the Return to link to return to the Bid History page.
## Update History

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<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/22/06</td>
<td>1-4</td>
<td>Added the following Note: <em>It is suggested that you create a new user ID if you need to change your email address.</em></td>
</tr>
<tr>
<td>9/22/06</td>
<td>2-2</td>
<td>Changes made to reflect the change in the email notification process.</td>
</tr>
<tr>
<td>9/22/06</td>
<td>2-4</td>
<td>Changed the final note to reflect the change in the email notification process.</td>
</tr>
<tr>
<td>9/22/06</td>
<td>2-7</td>
<td>Added a new section for the “Online Discussions” feature.</td>
</tr>
<tr>
<td>9/22/06</td>
<td>2-8</td>
<td>Added a new section for the “Worklist” feature.</td>
</tr>
<tr>
<td>9/22/06</td>
<td>All</td>
<td>Updated page number references within the document.</td>
</tr>
<tr>
<td>5/1/2007</td>
<td></td>
<td>Added the Sourcing application Help Desk phone number: 888-857-5640</td>
</tr>
</tbody>
</table>