iSupplier Portal

Acknowledge Multiple PO's

Overview

iSu	iSupplier Portal enables you to acknowledge more than one PO at time. This lesson shows how to acknowledge											
mu	Iltiple purchase orders a	at the same time.										
1.	Go to https://ebusiness.amere	Ameren E-Business Suite										
	n.com and login.			Go Search Results Dienlay Pro	Favorites Logout Preferences Help							
2.	Click AMPOS iSupplier	Tracle Applications Home Page		Jear Uniteduite Display Inc	Logged In As PROCESS_PERFORMANCEGROUP@AMEREN.C							
3.	Click Home Page.	Main Manu										
		Personalize	Worklist		Full list							
			From	Tumo Publicat	O Previous 1-25 ▼ Next 25 ②							
			PROCESS_PERFORMANCEGROUP@AMEREN.0	COM AMCCTM Rate Card Approval Approved by Minor()	Rev.No. 0 - I T TEST SUPPLIER 1 has been 06/23/2014 SCProcPerf 1105), Katherine A							
			Drawve(ILOpsSpt), Clifford	AMCCTM Time Card Time Card for the w Notification approved by Drawwe	weekend period 12/22/2013 has been 06/17/2014 e(ILOpsSpt.), Clifford M 06/17/2014 weekend period 06/01/2014 has been 06/17/2014							
			Pray(SubConsSIL), William	Notification approved by Pray(S AMCCTM Time Card Time Card for the w	VubConsSIL), William Paul weekend period 06/01/2014 has been 06/17/2014							
			Pray(SubConsSIL), William	AMCCTM Time Card Time Card for the w Notification approved by Pray(S	VubConsSL), William Paul veekend period 06/01/2014 has been 06/17/2014 SubConsSL), William Paul							
4.	Click the Orders tab.	Home Orders Shipments Finance Intellige	ence									
	Please Note: Clicking on the Full List or the Purchase Orders links on the right of the page will take you to the	Search PO Number										
		Notifications	/		Planning							
		Subject	210 6 requires your accentance	Full List Date 02/25/2012 12:24:43	Orders Agreements Burchase Orders							
	same page.	AMEREN OP UNIT - Standard Purchase Order 5753 AMEREN OP UNIT - Contract Purchase Agreement	566573,2 requires your acceptance	02/26/2012 09:38:46 12/15/2011 13:15:47	Purchase History Shipments							
		AMEREN OP UNIT - Standard Purchase Order 5660 AMEREN OP UNIT - Standard Purchase Order 5360	505,0 requires your acceptance 324,3 requires your acceptance	12/15/2011 11:27:21 09/01/2011 13:18:31	Delivery Schedules Overdue Receipts							
		Orders At A Glance			Receipts Receipts Redurns							
		PO Number Description		Full List	On-Time Performance Invoices							
		575310 CCTM Services-Accounting S 575311 CCTM Services-DOJM Test	plit Test	02/26/2012 12:23:44 02/26/2012 09:37:47	• Invoices Payments							
		566385 TEST BLANKET 566573 CCTM Services Contract 566605 CCTM Services, Maintenance	and Construction	01/05/2012 12:58:27 12/15/2011 13:14:39 12/15/2011 11:26:30	<u>Payments</u>							
5.	Click the Multiple PO	Home Orders Shipments Finance	Intelligence									
	Change button in the top right hand corner of the page	Purchase Orders Agreements Pu	urchase History RFQ	F								
		Purchase Orders			Multiple PO Change Export							
		Views										
6.	From the Dropdown	iSupplier Portal		Contraction of the Party of the								
	Menu chose Shipments Requiring Acknowledgement. Click Go	** Ameren		Navigator 🔻 😽 Favorites 👻 Home	Logout Preferences Personalize Page Diagnostics							
		Home Orders Shipments Finance Intelligen Purchase Orders Agreements Purchase Histor	<mark>ce</mark> γ ∣ RFQ									
7.		Orders: Purchase Orders > Change Multiple Purchase Orders										
		Lines Shipments			Cancel Apply Export							
		Personalize Stack Layout: (ChangeShipContainer)										
		Personalize "Views"										
		View Overdue Shipments	GO		Advanced Search							
		Defat Overdue Snipments Shipments Due in One Meak The Snipments Requiring Acknowledgement	6									
		All Shipments Promised Quantity Ordered		я	Reason Action -							
		Price										
		Select Shipments: Apply Default Values	Dromicod Noo	d-Bv	Supplier							
		Select PO Number Line Shipment Date Type It	em/Job Description Location Date Date	UOM Ordered Received Price Amount	Order Line Status Attachments Split Reason Actions							
		conauctea.			Canaal Ak. Fire							
					Cancei Apply Export							

8.	Select the PO's you	Home	Orders	s Shipi	ments Finance II	ntellige	nce PE	0												
	would like to	Purchase Orders Agreements Purchase History RFQ Orders: Purchase Orders > Change Multiple Purchase Orders																		
	acknowledge by clicking																			
	the Select All link at the	Cancel												Apply Exp						
	top or by clicking the	Lines Shipments Views																		
	individual boxes buy																			
	each PO # if you do not																			
	want to acknowledge all	- Default Values																		
	the PO's at one time										Reason									
9.	Under the Default Value					Quant	ity Orderec											Act	tion 📃 🔽	
	Section you can select						Price	•											Accept Ac	
	what actions you would	Selec	t Shipme	nts: A	pply Default Values														Cancel Change	
	like to make by typing in	Select	t All Sek	ect None							N	ood-Ru						Supplier Order	Reject	
	the boxes.	Selec	t Number	Line Shi	ipment Order Date 🔻	Туре	Item/Job	Descriptio	n Locatior	Promised Date	D	ate	UOM	Ordered	Received	Price	Amount	Line	Status A	
10.	Change the Quantity,		<u>672653</u>	1 1	06/12/2014 13:48:38	Goods		Test PO	021A AMEREN GOB STL	07/12/2014 00:00	:C 🔲 0: 0(7/12/201 0:00:00	4 EACH	100		1	100.00		Requires Acknowledgment	
	Date . If the box is white	V	<u>641458</u>	1 1	09/15/2013 14:51:34	сстм		Upgrade Test - CCT! Training Services	M 021A AMEREN GOB STL	10/12/2013 00:00	:C 🔲 10 00	0/12/201: 0:00:00	3			600	600.00		Requires Acknowledgment	
11.	you can edit it. You must add a	V	<u>641456</u>	1 1	09/15/2013 14:03:44	сстм		Upgrade Test - CCTI Training Services	M 021A AMEREN GOB STL	10/12/2013 00:00	:C 🗐 10	0/12/201: 0:00:00	3			500	500.00		Requires Acknowledgment	
	are making this change	V	<u>641405</u>	1 1	09/12/2013 14:33:36	сстм		Upgrade Test - CCTI Training Services	M D21A AMEREN GOB STL	10/12/2013 00:00	:C 🔲 10)/12/201:):00:00	3			600	600.00		Requires Acknowledgment	
	Change		<u>638552</u>	1 1	08/22/2013 08:44:56	сстм		Location A · CCTM Services	021A AMEREN GOB STL	09/21/2013 00:00	:C 🔲 09 00	9/21/201: D:00:00	3			1000	1000.00		Requires Acknowledgment	
12.	Click Apply		<u>638552</u>	2 1	08/22/2013 08:44:56	ССТМ		Location B - CCTM Services	- 021A AMEREN GOB STL	09/21/2013 00:00	:C 🔲 09 00	9/21/201: D:00:00	3			1000	1000.00		Requires Acknowledgment	
		-	<u>638552</u>	3 1	08/22/2013	ССТМ		Location C ·	021A	09/21/2013 00:00	:0 🔲 09	9/21/201	3			1000	1000.00		Requires	
											💊 Lo	Local intranet Protected Mode: Off 👘 🔹 🔍 10(
		7	Ø		3 💌 🗶) [<u>s</u>] [)) 🗿 🤇	<u> </u>		P	-		6		<u>م</u>	9:22 06/24	
13.	The Change Request has been submitted to the buyer.																			