## iSupplier Portal

## Add/Delete a Contact

Overview		
iSupplier Portal enables you to mon and view all documents from Amere	itor your company's contacts who will receive purchase c en.	orders, input invoices
You may changes the following information to your company's profile:	ContactsProducts & ServicesBanking DetailsInsurance CertificatesCompany AddressBusiness ClassificationsPay to address	
<ol> <li>Go to <u>https://ebusiness.ameren.com</u> and login.</li> <li>Click AMPOS Supplier Profile Manager</li> </ol>	E-Business Suite Enterprise Search All	€ Favortas ▼ Logout. Pr Logged In As PROCESS_PERFOR
3. Click Supplier Details.	Personalize      Control Society Ends Revolutions     Control Society Ends Revolutions     Control Society Ends     Control Society Ends     Control Society     Control     Contro     Control     Control     Control     Control     Control     C	Prev     this been approved by Astrifix Erg.]. David     Philips     Phil
4. Click the Contact Directory link.	AMPOS Supplier Profile Manager Suppler Administration  General  Ge	R Nacator V R Favories V Ho DURS Number Tax Registration Number Taxayer D Cautry of Tax Registration
	Directory Classification Banking Database Permet & Weaking Database Permet & Weaking Database Permet & Weaking Database Permet & More State Instruction More State Instructin More State Instruction More State Instruction	Last Updated         Usage         Update         Delete           02/02/2014         One-Time         2         3           09/09/2014         One-Time         2         3           09/09/2014         One-Time         2         3
5. Click Create button.	AMPOS Supplier Profile Manager Supplier Administration General Contact Directory : A Second as	n Nargator 🕈 Pavortes 🕶 Horne L
	Company Profile     Organization     Address Book     Unit      Normany     Address Book     Unit      Normany     Address Book     Unit      Normany     Address Book     Unit      Normany     Normany     Suncess     Sanking betals     Prome Number     Email     Contact Directory     Sanking     Sank	Status User Account Remove Add
<ol> <li>Fill in all information that is known. Information that must be filled is below: First Name Last Name Job Title or Department Contact Email Phone Area Code Phone Number</li> <li>Click Save. This will send a notification to the Administrator to accept or reject your change. The Change will usually be accepted or rejected with in 24 – 48 hrs.</li> </ol>	AMPOS Supplier Profile Manager  Navigator  Favorites  Favorites  Favorites  First Name  Kiddle Name  Last Name  Job Title  Denartment  Contact Email  Url	Home Logour Promises

To Delete a Contact	SV.										
8. From the Contact Directory choose	Ameren	AMPOS Suppli	er Profile Manager								
the person that you want removed							🕯 Navigator 🔻 🔒	Favorites 🔻	Home Logout Prefer	rences	
and click the Trash Can icon.	Supplier Administratio	n									
This will remove the person from	General	Contact Directory	: Active Contacts					C			
the list and send a notification to	Company Prone     Organization	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Uodate	
the Ameren administrator to accept	o Address Book	JUNE	NAPHAKORN		DLITS2SDEVELOPMENTTEAM@AMEREN.COM	Current	*	Î		1	
or reject.	Directory	TIFFANY	PALLME	314 206-0374 😲	PROCESS_PERFORMANCEGROUP@AMEREII.COM	Current	*	Û		1	
The Change will usually be	o Business Classifications	BOB	REINBOLD		BREINBOLD@AMEREIN.COM	Current	*	Î	8	1	
accepted or rejected with in 24 -	Barking Details     Contact Directory : Inactive Contacts										
48 hrs.	<ul> <li>Payment &amp; Invoicing</li> </ul>										