Overview

iSupplier Portal enables you to view all Purchase Orders submitted to Your Company. This lesson shows how to view those invoices and the attachments that have been submitted.

You may view:	Purchase Orders Changes to PO's Acknowledgements

1. Go to Isupplier Portal. url https://ebusiness.ameren.com
2. Click the Responsibility **AMPOS iSupplier Portal; Full Access**

3. Choose the **Home Page** link

4. Click the **Orders** tab. You can also click the **Purchase Orders** link on the right side of the page or the **Full List** button under the **Orders At a Glance** Section.

5. Click the blue underlined **PO #** (this will open the po)	
6. At the top right hand corner of the page there is a Action Dropdown list. Choose View PDF and click GO. This will open the PDF version of the PO.	
NOTE: If you can not easily find the po and you have the po number You can put the PO # the Search box on the Home Page and Click Go and it will pull up the web version of the PO.	