

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:

- Go to iSupplier Portal. url <https://ebusiness.amerent.com>
- Click the Responsibility **AMPOS iSupplier Portal; Full Access**

Purchase Orders Changes to PO's Acknowledgements

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Supplier Time Card User
- AMCCTM Time Card Inquiry
- AMPOS Sourcing Supplier
- AMPOS iSupplier Portal Full Access**
- Supplier Profile & User Manager
- Supplier Profile Manager
- Supplier Profile Manager (View-only Contact Director)

Worklist

From	Type	Subject	Sent
Azar(SX Eng), David	AMCCTM Time Card Notification	Time Card for the weekend period 06/22/2014 has been approved by Azar(SX Eng), David	03/09
Jensen(POSTechSpt), Jonathon	AMCCTM Time Card Notification	Time Card for the weekend period 04/27/2014 has been approved by Jensen(POSTechSpt), Jonathon M	02/27
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Standard Purchase Order 6726359.1 requires your acceptance	01/26
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Standard Purchase Order 6726359.1 requires your acceptance	08/15
Pallme(SCProcPerf 1105), Tiffany	PO Supplier Change	AMEREN OP UNIT - Response to your change request for Standard Purchase Order 6726359.1	08/15
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676356.0 requires your acceptance	07/20
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676355.0 requires your acceptance	07/20
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676353.0 requires your acceptance	07/20
Hudson(StorWhslu CA-460), Robin	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676352.0 requires your acceptance	07/20
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676351.0 requires your acceptance	07/20
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676350.0 requires your acceptance	06/30
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Blanket Purchase Agreement 663452.0 requires your acceptance	03/24
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676350.0 requires your acceptance	09/15
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 676349.0 requires your acceptance	09/15
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 641458.0 requires your acceptance	09/12
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 610819.1 requires your acceptance	08/23
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 610850.0 requires your acceptance	08/22
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 624988.0 requires your acceptance	05/21
David(SCGenM), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 614148.0 requires your acceptance	03/11
David(SCGenM), James	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612412.0 requires your acceptance	01/24
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 612389.0 requires your acceptance	01/24
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607245.0 requires your acceptance	12/05
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 607232.0 requires your acceptance	12/05
Offerman(Purchasing 645), Kenneth	PO Approval	AMEREN OP UNIT - Standard Purchase Order 566605.0 requires your acceptance	12/15
Alarcon(SCProcPerf 1105), Victor	PO Approval	AMEREN OP UNIT - Standard Purchase Order 536824.3 requires your acceptance	09/01

- Choose the **Home Page** link

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- Home Page**
- Change Password
- Retainance Release
- Reports
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Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 674515.0 requires your acceptance	06/30
Pallme(SCProcPerf 1105), Tiffany	PO Approval	AMEREN OP UNIT - Blanket Purchase Agreement 663452.0 requires your acceptance	03/24
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 641458.0 requires your acceptance	09/15
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 641458.0 requires your acceptance	09/15
Udey(StratSourc 645), Matthew	PO Approval	AMEREN OP UNIT - Standard Purchase Order 641458.0 requires your acceptance	09/12

- 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.

Home Orders Shipments Finance Intelligence

Search PO Number Go

Notifications

Subject	Date
AMEREN OP UNIT - Standard Purchase Order 575310.6 requires your acceptance	02/26/2012 12:24:43
AMEREN OP UNIT - Standard Purchase Order 575311.0 requires your acceptance	02/26/2012 09:38:46
AMEREN OP UNIT - Contract Purchase Agreement 566573.2 requires your acceptance	12/15/2011 13:15:47
AMEREN OP UNIT - Standard Purchase Order 566605.0 requires your acceptance	12/15/2011 11:27:21
AMEREN OP UNIT - Standard Purchase Order 536824.3 requires your acceptance	09/01/2011 13:18:31

Orders At A Glance

PO Number	Description	Order Date
575310	CTTM Services-Accounting Split Test	02/26/2012 12:23:44
575311	CTTM Services-DOJM Test	02/26/2012 09:37:47
568385	TEST BLANKET	01/05/2012 12:58:27
566573	CTTM Services Contract	12/15/2011 13:14:39
566605	CTTM Services, Maintenance and Construction	12/15/2011 11:26:30

Planning Orders

- AMCCTM Supplier Reports
- Purchase Order**
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

5. Click the blue underlined PO # (this will open the po)

The screenshot shows the Ameren iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Finance, and Intelligence. Below these, there are sub-tabs for Purchase Orders, Agreements, Purchase History, and RFQ. A search bar is visible with the text "All Purchase Orders" and a "Go" button. A table of Purchase Orders is displayed with columns for PO Number, Rev, Operating Unit, Supplier, Document Type, Description, Order Date, Buyer, Amount, Status, Acknowledge By, and Attachments. The PO number 676353 is circled in red.

Select	PO Number	Rev	Operating Unit	Supplier	Document Type	Description	Order Date	Buyer	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	676359	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO		01/26/2015 14:54:18	Palme(SCProCPerf 1105), Tiffany.A	10,000.00	Requires Acknowledgment		
<input type="radio"/>	676599	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	Test PO with Attachments	01/26/2015 14:47:59	Palme(SCProCPerf 1105), Tiffany.A	10,000.00	Closed		
<input type="radio"/>	676653	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO		08/15/2014 14:51:30	Palme(SCProCPerf 1105), Tiffany.A	99.00	Closed		
<input type="radio"/>	676336	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	S256 Ge-Live Test	07/20/2014 13:50:50	Wiley(StratSours 645), Matthew.David	0.00	Closed		
<input type="radio"/>	676355	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO		07/20/2014 13:45:02	Minor(SCProCPerf 1105), Katherine.A	0.00	Closed		
<input type="radio"/>	676354	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO		07/20/2014 13:40:26	Minor(SCProCPerf 1105), Katherine.A	0.00	Closed		
<input type="radio"/>	676353	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO		07/20/2014 13:38:59	Minor(SCProCPerf 1105), Katherine.A	0.00	Closed		

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.

The screenshot shows the details of a Standard Purchase Order (676353) for a total of USD 10,000.00. The page includes sections for Order Information, General, Terms and Conditions, and Summary. In the top right corner, there is an Actions dropdown menu with options: Acknowledge, Acknowledge, View PDF, View Receipts, View Invoices, View Payments, and View Shipments. The 'View PDF' option is circled in red, and a 'Go' button is also circled in red.

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.

The screenshot shows the Home Page of the Ameren iSupplier Portal. At the top, there are navigation tabs for Home, Orders, Shipments, Finance, and Intelligence. Below these, there is a search bar with the text "Search PO Number" and a "Go" button. The search bar and the "Go" button are circled in red.