



# Ameren.com Registration (QRG)

<b>Applies to:</b>	Suppliers
<b>Description:</b>	How to fill out the registration form on Ameren.com
<b>Sub-Application</b>	Oracle Cloud - Ameren Supplier Portal
<b>Prerequisites</b>	None
<b>Estimated Time to Completion</b>	5 - 10 minutes

## Introduction

This article can be used by suppliers to learn how to submit a request to be a new supplier.

## Complete these steps:

Step	Illustration
<ol style="list-style-type: none"> <li>1. Go to <b>Ameren.com</b></li> <li>2. In the Search box at the top of the page type the word <b>Supplier</b> and click the <b>magnifying glass icon</b> to search</li> </ol>	
<ol style="list-style-type: none"> <li>3. Select <b>Business Partners – Supplier</b> from the list of available pages.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Click the <b>register here</b> link under the Become a Supplier and Grow With Us section.  <a href="https://www.ameren.com/business-partners-suppliers">Business Partners - Suppliers - Ameren.com</a> </li> </ol>	

- Type your **email address** in the email box.
- Click the **Send Access Code** button to get a 2 factor authentication code sent.

**Ameren**

## Supplier Registration

Always use work mail with domain name

**Enter your email**  
Get a one-time access code to start.

Email

**Send Access Code**

- You will receive an email with a code to use to log in. Copy this code.

[EXTERNAL] Access Code for Your Supplier Registration

noreply-erp-dev2@oraclecloud.ameren.com  
To: Pallme, Tiffany A  
Expires: 07/12/2026  
Mon 01/13/2025 10:30 AM

Retention Policy: Default 18 Month email retention (1 year, 6 months)

**PhishAlarm**  
If any aspect of this email seems suspicious, click the Report Suspicious button.

**EXTERNAL SENDER STOP.THINK.QUESTION.**  
Verify unexpected requests before opening links or attachments.

Here's the access code you requested.

**q4p75r4D**

The code expires in 15 minutes.

- Type the copied code into the **Access Code** box.
- Click **Continue** button

**Ameren**

## Supplier Registration

Always use work mail with domain name

**Enter your code**  
Use the code we've sent to email tpallme@ameren.com.  
The code expires in 15 minutes.

Access Code:

**Continue**

Get a new code

### Company Details

- Fill out ALL the **Company Details** area.
- If there is something you need the approver to know type a note in the **Note to Approver** box. If not you can leave it blank.
- Click the **Continue** button.

Supplier Registration

### Company Details

Company: New Test Prospective: 1 | Website: | Country: United States

Reseller ID: 55698523547 | Tax Registration Number: | Organization Type: Corporation

Supplier Type: Company | Note to Approver: Note to Approver Testing

Additional Information

HACS Code: 52568 | Year Established: 1994 | Parent Company Name: | From: 1,000 or More Customers

Number of Employees: | Percentage of Workforce which is Unionized: | Annual Revenue In Dollars: |

WII Expiry Date: | Organization Type: |

Cancel Save **Continue**

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- Company Details
- Contacts**
- Addresses
- Business Classifications
- Products and Services

### Contacts

- Enter 1<sup>st</sup> Contact's information. If only one contact needed click the **Continue** button.
- If more contacts need to be added then click the **Add Another Contact** button enter the information and click the **Continue** button when all contacts have been added.

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## Supplier Registration

### Contacts

Contact 1  
Enter contact details. Registration communications will be sent to this contact.

First Name  Last Name  Email: tiffany.pallme@gmail.com

Job Title  Country: US | Mobile: +1

Country: US | Phone: +1  Ext:

Is this an administrative contact?  Yes  No  
Administrative contact will receive general communications from us.

Does this contact need a user account?  Yes  No  
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?  
Admins at Ameren & users who can create, also communications from this contact.

**+ Add Another Contact**

Last updated 2 minutes ago

Cancel Save **Continue**

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- Company Details
- Contacts**
- Addresses
- Business Classifications
- Products and Services

## Addresses

15. Address Name enter **AMEREN USE ONLY**
16. Click the box next to the type of address you are adding:  
 Receiving Purchase Orders – This address type means this is the physical location a Purchase Order would be sent if sent by USPS.  
 Receive Payments – This address type means this address is where a check would go if a check was mailed USPS.  
 Bid on RFQs – This address is only used if you are only bidding on an RFQ/RFI/RFP.
17. Fill out ALL address information. If you are needing to add more than one address click the **Add Another Address** button. Once all addresses have been added click the **Continue** button.  
**Note: You must have at least one Purchasing Address and one Payment Address. They can be the same address.**

### Addresses

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Address 1

Address Name  Required What's this address used for? Select at least 1 purpose.

Receive Purchase Orders  Receive Payments  Bid on RFQs

Country/Region  Required

Address Line 1  Required | Address Line 2  | Address Line 3

State  Required | Country  Required | City  Required

Postal Code  Required | Postal Code+4

Email  | Country  | Phone  | Ext

Which contacts are associated to this address?

Fake Supplier

**+ Add Another Address**

Cancel Save **Continue**

Last updated 5 minutes ago

Company Details  
 Contacts  
**Addresses**  
 Business Classifications  
 Products and Services

## Business Classifications

18. Click on the **Classification dropdown**. Select the **Business Classification** that your company qualifies for then fill out the information for that classification. If No Business Classification needed, click **None of the classification are applicable**.
19. If more than one classification click on the **Add Another Business Classification** button.
20. Once all Classifications have been added click the **Continue** button.

### Supplier Registration

#### Business Classifications

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Select a classification or confirm that none are applicable.

Classification

Small Business

Local Presence

Business Continuity

**None of the classifications are applicable**

Business classification 1

Classification  | Subclassification

Certifying Agency  | Other Certifying Agency  | Certificate Number

Certificate Start Date  | Certificate End Date

Notes

Attach current certificates and supporting documents

**Drag and Drop**  
Select or drop files here.

URL  | Add URL

No items to display.

**+ Add Another Business Classification**

Cancel Save **Continue**

Last updated 7 minutes ago

Company Details  
 Contacts  
 Addresses  
**Business Classifications**  
 Products and Services

## Products & Services

21. Select the Product and Services that you are providing to Ameren.
22. Click **Submit** once ALL Product and Services have been selected.

### Supplier Registration

#### Products and Services

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Enter at least one products and services category.

Search by category or description

Category	Description
<input type="checkbox"/> SPL/APL SERVICES	SPL/APL SERVICES
<input type="checkbox"/> ABATEMENT TESTING / OVERSIGHT	ABATEMENT TESTING / OVERSIGHT
<input type="checkbox"/> AERIAL INSPECTIONS	DRONES, HELICOPTER INSPECTIONS
<input type="checkbox"/> AERIAL TREE TRIMMING	AERIAL TREE TRIMMING
<input type="checkbox"/> ANCHORS AND RODS	ANCHORS AND RODS
<input type="checkbox"/> APPLICATION DEVELOPMENT AND MAINTENANCE SERVICES	APPLICATION CONSULTING AND SUPPORT SERVICES, APPLICATION DEVELOPMENT MANAGEMENT ADM, APPLICATION MANAGEMENT SERVICES AMS, TECHNICAL SUPPORT OR HELP DESK SERVICES
<input type="checkbox"/> ARRESTORS	LIGHTNING ARRESTORS
<input type="checkbox"/> ASH SYSTEM MAINTENANCE	ASH SYSTEM MAINTENANCE
<input type="checkbox"/> BARGE AND MARINE	BARGE AND MARINE
<input type="checkbox"/> BOILER CLEANING	BOILER EXPLOSIVE CLEANING, BOILER WATER CANNON, BOILER WATER LANCE, BOILER WATER TREATMENT

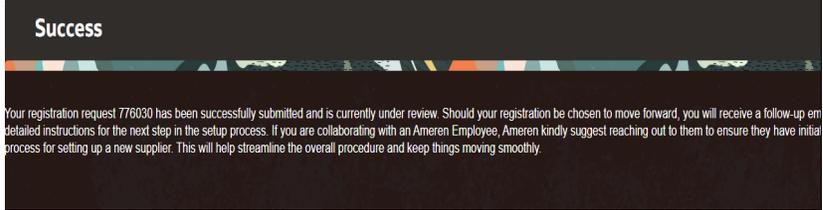
Cancel Save **Submit**

Last updated 2 minutes ago

Company Details  
 Contacts  
 Addresses  
 Business Classifications  
**Products and Services**

23. You have successfully submitted your registration.

**Note: This does not mean you are an Ameren Supplier yet. You will receive an email that says your registration has been submitted. The registration has to be approved and then you will be send an email asking you to answer some questionnaires. Once those have been submitted and approved you will then be an Ameren supplier.**



## Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	08/23/2024	Document Creation	Tiffany Pallme
2.0	01/17/25	Revision for New UI	Tiffany Pallme
3.0	7/8/25	Add new Confirmation Page	Tiffany Pallme