

Overview

Use the *View Invoices* feature to view your company's invoice information that has been entered into Ameren's Accounts Payable system as of May 21, 2007.

This page displays only the invoices which have been processed by the Accounts Payable (AP) department. If you have submitted invoices which are not displayed on this page, they are probably still being processed by AP. You can click the View Interface Invoices button to search for the invoices which are waiting to be processed or approved.

1. Go to <https://ebusiness.ameren.com> and login.
2. Click **AMPOS iSupplier Portal Full Access** and then click **Home Page**.
3. Click the **Finance** tab, and then click **View Invoices** in the blue taskbar below the tabs.
4. Enter your **search criteria**, for example a PO number to view all invoices that have been paid for a specific PO, and click **Go**. Leave the search criteria fields blank if you want to view all your invoices.
5. The following invoice information is displayed:
 - Invoice Number: Your invoice number. If your company provides CCTM services, the Ameren generated invoice number will begin with "CCTM". Ameren generated invoices for ERS begin with "ERS".
 - Invoice Date: The date the invoice was created.
 - Amount: The total amount due on this invoice.
 - Due: The amount remaining after payment is made; the amount is 0 if the invoice has been fully paid.
 - Status: The status of the invoice within Ameren's Accounts Payable (AP) department.
 - On Hold: If the Invoice has been place on hold by AP, a link to the hold status information is displayed
 - Due Date: The date on which the payment is due to be paid based on your payment terms.
 - Payment: If payment has been made for this invoice, a link to payment information appears here.
 - Attachments: If the invoice was submitted electronically and included attachments, you can click the link to view the attachments.
6. Click an **Invoice Number** link to view Invoice Details.
7. Click a **Payment Number** link on any page to view Payment Details.

Invoice Details Page

The invoice details page displays invoice and payment details.

Click the Scheduled Payments tab to view a listing of payments that are paid or pending.

Click the Hold Reasons tab to view any Accounts Payable Holds that have been placed on the invoice.

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Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: 123456789-UEC (Total USD 1549.80)

Currency=USD Export

General		Amount Summary		Payment Information	
Invoice Date	02/26/2009	Item	1549.80	Paid	1549.80
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	0.00
Attachments	None	Tax	0.00 i	Status	Paid
Supplier	XXXXXXXXXX	Prepayment	0.00	Payment Date	04/01/2009
Supplier Site	02CINCINNATI	Retainage	0.00	Payment	1006
Address	XXXXXXXXXX	Withholding Tax	0.00	Term	NET 30
	CINCINNATI, OH 452641998	Total	1549.80		

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		774.9		2.00		1549.80	0.00		501027	1	1	Reichardt(SCProcPerf 1105), Tiffany A	

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Hold Reasons

When Accounts Payable has placed an invoice On Hold, the Hold Reasons tab provides details related to the holds which have been placed on the invoice.

Invoice Lines | Scheduled Payments | **Hold Reasons**

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
LINE VARIANCE	Total of Invoice Lines does not equal Invoice Amount	03/06/2009			
DIST VARIANCE	Total of invoice distributions does not equal invoice amount	03/06/2009			

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Payment Details Page

Click a Payment number link on any page to view a list of invoices that were included on the payment.

Payment: 1006 (Total USD 1549.80) Export

Payment Date	04/01/2009	Supplier	XXXXXXXXXX
Method		Supplier Site	
Status	Negotiable	Address	PO BOX 641998
Status Date	04/01/2009		CINCINNATI OH 452641998
		Bank Account	UEC

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
123456789-UEC	02/26/2009	Standard	USD	1549.80		Paid	1549.80 501027		

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