

Invoice Processing

- Submit the invoice for the **gross amount**.
- Retainage is automatically deducted from PO line amounts which include retainage.
- *Example:* If gross invoice amount is \$10,000, the payment amount will be \$9,000 and \$1,000 will be held as retainage.

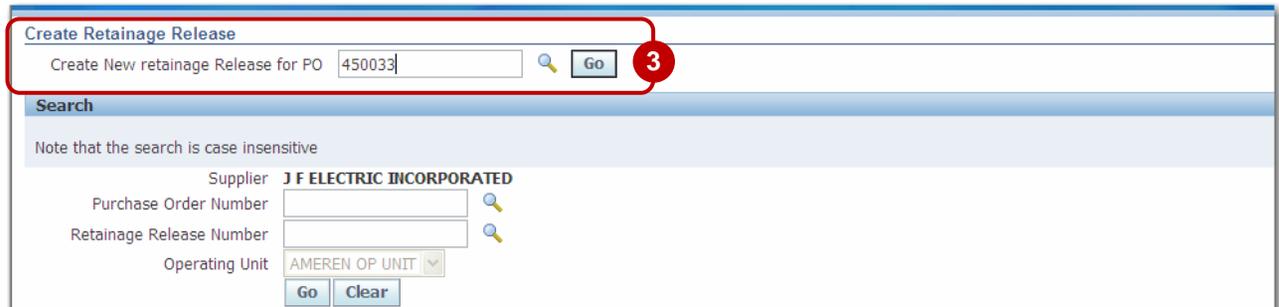
Retainage Release

- After you have completed the work and all required supporting documents, including lien waivers, have been submitted and approved, you can request that the retainage amount be released.
- Your retainage release request will be reviewed and approved by the project manager and Construction Audit.
- After the release request has been approved, an invoice will be created and you will receive an email notification.
- Accounts Payable will issue the retainage payment.

1. Login to iSupplier and click **AMPOS iSupplier Portal Full Access**, see **1**.
2. Click **Retainage Release**, see **2**.



3. Enter the PO number and click the **Go** button, see **3**.
- Click the Magnifying Glass if you need to search for a PO.*



4. If you need to enter a different Remit To address:
 - Click the **Magnifying Glass**, see 4.
 - Click **Go** in the search window that opens.
 - Click the **Quick Select**  icon for the address where the retention payment should be sent.

Ameren's supplier pay site code will be entered in the field as shown.

5. The Request Date defaults to today's date but can be changed if needed, see 5.
 6. You can enter your personal invoice number, for payment tracking purposes, see 6.
- The Vendor Reference Number is printed on the invoice and on the payment notification.*
7. If you need to include supporting attachments, for example, Final Lien Waivers, click **Add**, see 7.

- a. You can enter a Title and Description to identify the attachment (not required).
- b. To attach a file, click the **Browse** Button to locate the attachment.
- c. To add a text attachment, select Text and type your text in the area provided.
- d. Click **Add Another** to add another attachment or click **Apply** when finished.
- e. Click **Save** after you have finished adding attachments.

Create Retainage Release

You cannot enter information in this field. A retainage release number will be assigned after you save or submit the request.

Save Submit Back

Supplier

* Supplier **J F ELECTRIC INCORPORATED**
 Tax Payer ID **370913537**

Remit To **4**
 Address **100 LAKEFRONT PARKWAY PO BOX 570 EDWARDSVILLE IL 62025**

Payment will be sent to this address, click the magnifying glass if you need to select a different payment address.

Retainage Release

Retainage Release Number

Write Off

* Request Date **5**
(example: 07/21/2009 19:45:00)

Release Amount

Status **DRAFT**

Currency **USD** **6**

Vendor Reference Number **7**

Attachments **None** **Add**

You can enter your internal invoice or tracking number here.

Items

Select	PO Number	PO Line Number	PO Shipment Line Number	PO Shipment Amount	Agreed Retention Amount	Invoiced Amount	Retained Amount	Approved Released Amount	Unapproved Released Amt	Retention Amount To Be Released	Comments
<input type="checkbox"/>	450033	1	1	799000	79900	799000	79900	0	0	0	

PO Details

Line	Type	Supplier Item	Description	UOM	Quantity	Price	Amount	Retainage Rate%	Status	Reason	Attachment
1	Goods		JF Electric non-lienable retainage full receipt #3	USD	799000	1	799000	10	CLOSED		

Add Attachment

Cancel Add Another Apply **d**

Add

Attachment Summary Information

Title **a**

Description

Category **Miscellaneous**

Define Attachment

Type File **b** **Browse...**

URL

Text **c**

In the **Items** section:

8. Check the **Select** boxes for the line(s) that you are requesting the release for, see **8**.

This example shows a single PO line. If your PO has multiple lines, select all lines for which you are requesting the release.

Please note: If the PO has invoices which are currently pending lien waiver approval, you will not be able to check the box.

9. The release amount defaults to the current retained amount, but can be changed if needed, see **9**.

10. Enter any comments regarding the request (optional), see **10**.

11. Click **Save**, see **11**.

12. Click **Submit** to complete request, see **12**.

- Invoiced Amount – Total invoiced amount against the PO line to date.
- Retained Amount – Total amount retained by Ameren to date.
- Approved Released Amount – Retained amount which has been released/approved to date.
- Unapproved Released Amt – Retained amount which has been requested, but has not yet been approved by Ameren.

13. A confirmation message is displayed, see **13**.

14. A Retainage Release Number is assigned, see **14**.

You can review existing retainage releases by searching for them on the main retainage release page. After the Invoice is created, you will be able to view the invoice on the Finance page. The Retainage Release number is the invoice number.