

Use the *View Payments* feature to view the payments that Ameren has made on your invoices. You can view the details associated with the payment, including the invoices which were included in the payment. Payment information will only be available for invoices that were entered into Ameren's Accounts Payable system after May 21, 2007.

- Go to <https://ebusiness.ameren.com> and login.
- Click **AMPOS iSupplier Portal Full Access** and then click **Home Page**.
- Click the **Account** tab and then click **View Payments** in the blue taskbar below the tabs; see 1.
- Enter your search criteria and click **Go**; see 2. Leave the search criteria fields blank if you want to view all payments.
 - Payment: Click the Payment link to view payment details.
 - Payment Date: Date the payment was made.
 - Amount: The payment amount.
 - Method: How the payment was made, for example electronically or check.
 - Invoice: Click an Invoice link to view invoice details that were made on the payment.
 - PO Number: The PO numbers that payment was made for.
- Click a **Payment** link; see 3, to view a list of the invoices which were included in the payment as shown below.

- Click an **Invoice** link; see 4, to view the Invoice details page as shown below.