



Ameren Sourcing Supplier RFQ

Acknowledge Intent to Participate & Submit a Quote

*This document is confidential and is intended
solely for the use and information of Ameren*

Revised 09/11/2015

ACCESS ORACLE EBUSINESS & VIEW RFQ DETAILS

Login to Oracle eBusiness Applications

<https://ebusiness.ameren.com>

Navigate to Ameren's **Oracle eBusiness Log In** page. Enter your **UserID** (email address) & your **Password**. Click the **Submit** button to login.

Ameren Supplier Log In

For new Ameren Supplier site users, after you log in using your assigned UserID and Password, you will be required to change your password and then you will be logged out. You will then need to login again with the changed password to enter the Ameren Supplier Site.

UserID:

Password:

Submit

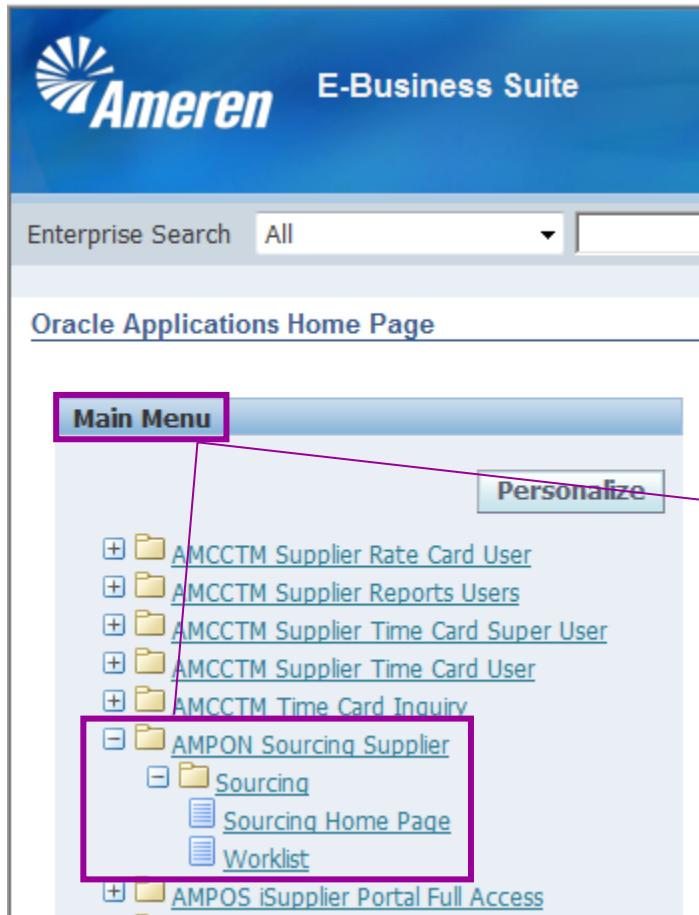


[Forgot your Password?](#)

If you cannot sign on with your assigned Ameren UserID or if you encounter other problems, call the Ameren Service Desk at **888-985-4862**. Suppliers and contractors who have active purchase orders or contracts from Ameren but who do not have an Ameren UserID can call the same number to request a UserID. For suppliers and contractors who are not currently doing business with Ameren, refer to the Pre-Qualification information at www.ameren.com under the [Business Partners](#) link.

Difficulty with Login:
Click **Forgot Your Password?** link
OR
Contact the **Supplier Service Desk**

Navigate to RFQ via AMPON Sourcing Supplier Responsibility



In the **Main Menu** click to expand your **AMPON Sourcing Supplier** responsibility.

Click to expand the **Sourcing** folder & click **Sourcing Home Page**.

View Open Invitation







Negotiations


Search Open Negotiations

Welcome, TIFFANY PALLME.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor
1994265 	Resubmission Required	00TESTONLY	1242989-2	Test RFQ	RFQ	5 days 21 hours	
962241	Active		543975	ENG_Underground Design	RFI	0 seconds	
1674257	Active	01CCTMTESTONLY	947977,1	Sys Verification Test	RFQ	0 seconds	
1674258	Active		914977	Test RFQ	RFQ	0 seconds	
1674259	Active		947980	Sys Verification	RFI	0 seconds	

 Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
00TESTONLY	1242989-2.1	Test RFQ	RFQ	5 days 21 hours
	1316997	Example Services	RFQ	6 days 23 hours

Under **Your Company's Open Invitations** click the **Negotiation Number** to view RFQ details.

Review RFQ Details

Negotiations

Negotiations >
RFQ: 1316997

Title
Status
Time Left

Example Services
Active
6 days 23 hours

Actions Acknowledge Participation ▼

Open Date 09/11/2015 10:54:37
Close Date 09/18/2015 10:52:20

Header Lines Controls Contract Terms

Click each **Tab** to review details in the:
Header, Lines, Controls, Contract Terms

Header: Review Details, Supplier Note, & Attachments

Negotiations
Negotiations >
RFQ: 1316997

Header | Lines | Controls | Contract Terms

Title: Example Services
Status: Active
Time Left: 6 days 23 hours

Buyer: Minor(SCProcPerf 1105), Katherine
Quote Style: Blind
Description:

Open Date: 09/11/2015 10:54:37
Close Date: 09/18/2015 10:52:20

Outcome Event: Standard Purchase Order

Terms

Bill-To Address: VAR
Ship-To Address: VAR
FOB: DESTINATION

Payment Terms: NET 30
Carrier:
Freight Terms: Collect Shipment

Currency

RFQ Currency: USD
Price Precision: Any

In the **Header** tab note details such as **Close Date**, **Buyer**, **Outcome**, **Description**

Notes and Attachments

Note to Suppliers: Please download all attachments, enter response details as instructed, and attach completed documents to your Quote.

Title	Type	Description	Category	Last Updated By	Last Updated
Diverse Supplier Business Plan Template.xlsx	File		To Supplier	E87693	04/23/2015
Design Spec EC1234-1235.pdf					2015
Reference Drawings.pdf					2015

Under **Notes & Attachments** review **Note to Suppliers**.

Click each attachment **Title** and save to your network, for completion per instructions in **Note to Suppliers** and/or within each **Document**.

SUBMIT INTENT TO PARTICIPATE

Acknowledge Participation

Negotiations

Negotiations > RFQ: 1316997

Title **Example Services**
Status **Active**
Time Left **6 days 23 hours**

Open Date **09/11/2015 10:54:37**
Close Date **09/18/2015 10:52:20**

Actions Acknowledge Participation **Go**

Header Lines Controls Contract Terms

In your **Header** tab the **Action** field is defaulted to **Acknowledge Participation** - click the **Go** button.

Negotiations

Negotiations > RFQ: 1316997 > Acknowledge Participation (RFQ 1316997)

Will your company participate? ☒ Yes ☐ No

Note to Buyer

Cancel **Apply**

The **Will your company participate?** field is defaulted **Yes**.

Enter details in the **Note to Buyer** field as applicable.

Click the **Apply** button to send Acknowledgement to Ameren RFQ owner.

CREATE & SUBMIT QUOTE

Create Quote

The screenshot shows the 'Negotiations' section of a software interface. At the top, there's a blue header bar with 'Negotiations' and a breadcrumb 'Negotiations >'. Below this, the RFQ number 'RFQ: 1316997' is displayed. The main area is divided into tabs: 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is selected. It contains fields for 'Title' (Example Services), 'Status' (Active), 'Time Left' (6 days 23 hours), 'Buyer' (Minor(SCProcPerf 1105), Katherine), 'Quote Style' (Blind), and 'Description'. To the right, there are 'Open Date' (09/11/2015) and 'Close Date' (09/18/2015). Further right, there's an 'Actions' dropdown menu with options: 'Acknowledge Participation', 'Create Quote', 'Online Discussions', 'View Quote History', 'Printable View', and 'Export to Spreadsheet'. A 'Go' button is located to the right of the 'Actions' menu. Red boxes highlight the 'Header' tab, the 'Create Quote' option in the 'Actions' menu, and the 'Go' button. Red lines connect these elements to callout boxes.

Negotiations	
Negotiations >	
RFQ: 1316997	
Header Lines Controls Contract Terms	
Title	Example Services
Status	Active
Time Left	6 days 23 hours
Buyer	Minor(SCProcPerf 1105), Katherine
Quote Style	Blind
Description	
Open Date	09/11/2015
Close Date	09/18/2015
Outcome Event	Standard Pur
Actions	Acknowledge Participation Acknowledge Participation Create Quote Online Discussions View Quote History Printable View Export to Spreadsheet
	Go

You will be taken back to your **RFQ Header** tab.

Click the **Actions** field dropdown, choose **Create Quote**, & click the **Go** button.

Quote Draft: Read/Accept Terms & Conditions

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

DISCLAIMERS

Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to:

1. Reject any proposal which does not conform to instructions and specifications which are issued herein;
2. Not accept proposals after the stated submission deadline;
3. Reject any or all proposals, if it so decides;
4. Negotiate with one or more firms;
5. Award a contract in connection with this RFP at any time;
6. Award only a portion of the contract; or
7. Make no award of any contracts;
8. Maintain current vendor arrangements;
9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time;
10. Implement EDI, XML, or other electronic billing processes at any future time. Further, Ameren expects selected bidders to have electronic billing capability.

AMEREN EXPLICITLY RESERVES THE RIGHT TO CONTRACT WITH A VENDOR FOR REASONS OTHER THAN THE LOWEST PRICE. AMEREN WILL NOT REIMBURSE ANY BIDDER FOR ANY PROPOSAL PREPARATION COSTS OR OTHER WORK PERFORMED IN CONNECTION WITH THIS RFP.

DISCLOSURE AND CONFIDENTIALITY TERMS

The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose. Information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than Ameren and its agents, without the express written consent of the bidder.

Cancel

Accept



I have read and accepted the terms and conditions

Review the **Terms & Conditions**, click the **Select Box** indicating you have **read & accepted**, & click the **Accept** button.

Quote Draft: Header Details

Negotiations
Negotiations > RFQ: 1316997 >
Create Quote: 1994274 (RFQ 1316997)

Your **Quote** number will be shown at the top left on the draft page.

Cancel View RFQ Quote By Spreadsheet Save Draft

Time Left 6 days 23 hours
Close Date 09/18/2015 10:52:20

Title Example Services

Header Lines

Supplier I T TEST SUPPLIER 1
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until
(example: 08/27/2015)
Reference Number
Note to Buyer

In the **Header** tab, populate fields as applicable:
Quote Valid Until, Reference Number, Note to Buyer.

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click the **Add Attachment** button to upload **completed documents** per instructions outlined In the **RFQ Notes & Attachments** (slide 7).

Quote Draft: Add Attachments

Optional: Populate the **Title** & **Description** fields in **Attachment Summary Information** section.

If you have multiple Attachments, click the **Add Another** button & **repeat** the process.

When all attachments have been uploaded, click the **Apply** button.

Negotiations > RFQ: 1316997 > Create Quote: 1994274 (RFQ 1316997) > Add Attachment

Attachment Summary Information

Title

Description

Category From Supplier

Cancel Add Another Apply

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...


To add a **File** attachment, click the **Browse** button. **Search** for the document & **Double-Click** to populate the **File** field.

Name	Date modified	Type	Size
Bid-Form_Supplier Response	09/25/2014 10:25 ...	Adobe Acrobat D...	29 KB
Control_Enclosure_IT-Test-Supplier_Esti...	09/25/2014 10:59 ...	Microsoft Word D...	84 KB
Control_Enclosure_Supplier_Estimate	09/25/2014 10:27 ...	Adobe Acrobat D...	138 KB
Diverse_Supplier_Business_Plan_Template	09/25/2014 10:31 ...	Microsoft Excel W...	58 KB

me: Diverse_Supplier_Business_Plan_Template All Files

Open Cancel

Add Attachments: Complete & View/Update/Delete

 Confirmation
Diverse_Supplier_Business_Plan_Template.xlsx attachment has been added successfully.

Create Quote: 1994265 (RFQ 1242989-2)

You will be taken back to the **Quote Draft** page where a **Confirmation** is displayed indicating **attachment(s) added successfully**.

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left **6 days 21 hours**
Close Date **09/17/2015 08:40:06**

Title [Test RFQ](#)

Header **Lines**

Supplier **I T TEST SUPPLIER 1**
Supplier Site **00TESTONLY - I T TEST SUPPLIER 1, TEST ONLY, MO 99999, US**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**



Quote Valid Until
(example: 08/26/2015)

Reference Number

Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Diverse_Supplier_Business_Plan_Template.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	09/10/2015	One-Time		

You can **View**, **Update** or **Delete** attachments.

Click the **Lines** tab to view & populate required fields as applicable.


Create Quote: 1994274 (RFQ 1316997)


Title [Example Services](#)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 6 days 23 hours
Close Date 09/18/2015 10:52:20

Header Lines

Line	Update	RFQ Currency	Price Precision	USD Any	Ship-To	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Example Services				Any	VAR				EACH	100,000	100000	

 Indicates more information requested. Click the Update icon.

Optional: Click the **Update** icon to add a **Note to Buyer**


If instructions indicate all response details be included in **attached** documents, enter **1** in the **Quote Price** field.

Otherwise, enter **Quote Price** as applicable.

Optional: Enter **Promised Date**

Quote Draft: Save Draft

Negotiations > RFQ: 1316997 >

 **Confirmation**
Quote 1994274 for RFQ 1316997 (Example Services) has been saved as a draft.

Create Quote: 1994274 (RFQ 1316997)

Title [Example Services](#)

[Header](#) [Lines](#)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left **6 days 23 hours**
Close Date ~~09/18/2015~~ 10:52:20

You can click the **Save Draft** button at any time, as you enter Quote details.

When you do, the page will refresh to show **Confirmation** indicating **successful save**.

Negotiations								
Search Open Negotiations <input type="text" value="Title"/> Go								
Welcome, TIFFANY PALLME.								
Your Active and Draft Responses								
Press Full List to view all your company's responses. Full List								
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1994277						20 hours		0
1994265						20 hours		0
1994274	Draft		1316997	Example Services	RFQ	6 days 22 hours		0

With a **Saved Draft** you can leave the Quote, & return to your **Sourcing Home Page** to complete it at a later time (see slides 4-5).

Quote Draft: View RFQ Details

Create Quote: 1994274 (RFQ 1316997)

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Title [Example Services](#)

Time Left **6 days 23 hours**
Close Date **09/18/2015 10:52:20**

Header

Lines

You can click the **View RFQ** button within your Quote draft, to review RFQ **Header**, **Lines**, **Controls**, & **Contract Terms** details.

Negotiations

RFQ: 1316997

Actions [Create Quote](#) [Go](#)

Title **Example Services**
Status **Active**
Time Left **6 days 22 hours**

Open Date **09/11/2015 10:54:37**
Close Date **09/18/2015 10:52:20**

Header

Lines

Controls

Contract Terms

Buyer **Minor(SCProcPerf 1105), Katherine**
Quote Style **Blind**
Description

Outcome **Standard Purchase Order**
Event

Submit Quote: Review Quote Details

Create Quote: 1994274 (RFQ 1316997)

Title [Example Services](#)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left 6 days 23 hours
Close Date 09/18/2015 10:52:20

[Header](#) [Lines](#)

To **Review** & **Submit** your Quote click the **Continue** button.

Create Quote 1994265: Review and Submit (RFQ 1242989-2)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

[Header](#)

Title **Test RFQ**
Supplier **I T TEST SUPPLIER 1**
Supplier Site **00TESTONLY**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Time Left 6 days 19 hours
Close Date 09/17/2015 08:40:06
Quote Valid Until
Reference Number
Note to Buyer

[Attachments](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Diverse Supplier Business Plan Template.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	09/10/2015	One-Time		

[Contract Terms](#)

[Preview Contract Terms](#)

[Lines](#)

Quote Total (USD) 100,000.00

Select	Line	Ship-To	Start Price	Target Price	Quote Price (USD)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/>	1	Test RFQ	VAR			1 EACH	100,000	100000	100,000.00		

Review Quote **Header** & **Line** details, **Attachments**, & **Contract Terms** as needed.

Submit Quote

Negotiations

Negotiations >

Create Quote 1994274: Review and Submit (RFQ 1316997)

Cancel Back Validate Save Draft Printable View Submit

If you find errors, click the **Back** button to update the Quote Draft.

Otherwise, click the **Submit** button.

Negotiations

Confirmation
Quote 1994274 for RFQ 1316997 (Example Services) has been submitted.

[Return to Sourcing Home Page](#)

Privacy Statement Negotiations Home Logout Preferences

The page will refresh to show a **Confirmation** indicating your **Quote was submitted**.

Negotiations

Search Open Negotiations Title Go

Welcome, TIFFANY PALLME.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1994277	Draft	00TESTONLY	1242989-2.1	Test RFQ	RFQ	5 days 20 hours		0
1994265	Resubmission Required	00TESTONLY	1242989-2	Test RFQ	RFQ	5 days 20 hours		0
1994274	Active	00TESTONLY	1242989-2	Example Services	RFQ	6 days 22 hours		0

Click the **Return to Sourcing Home Page** link or navigate to your **Sourcing Home Page** (see slides 4-5) any time, to view Quote details.

Response Status will be **Active**.