



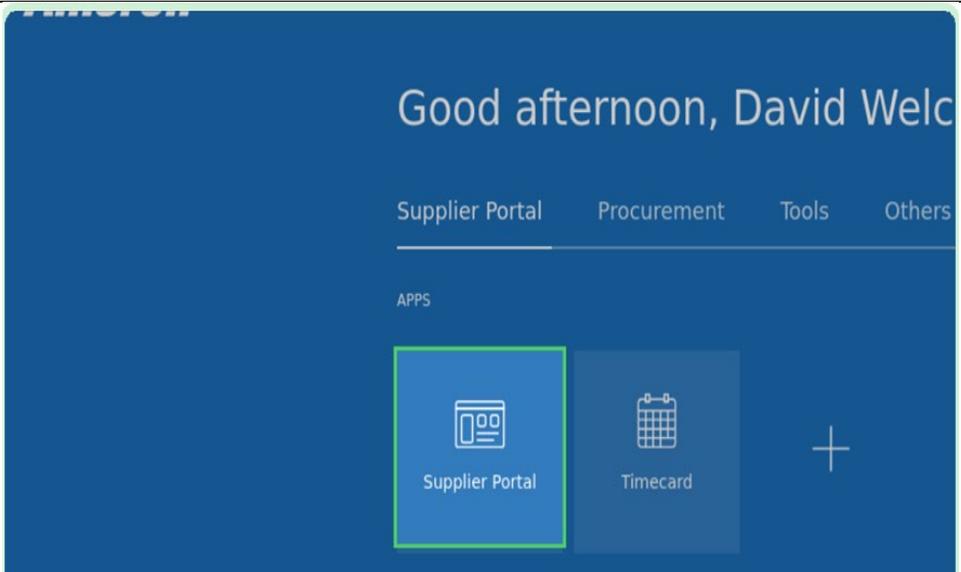
Add and Update Product & Services Categories QRG

Applies to:	Suppliers
Description:	Add and Update Product & Services Categories
Sub-Application	Oracle Cloud - Ameren Supplier Portal
Prerequisites	None
Estimated Time to Completion	4 Minutes

Introduction

This article can be used by SC Co-Workers to assist suppliers and suppliers to add and update products and services from the perspective of the supplier.

Complete these steps:

Step	Illustration
1. Locate Supplier Portal .	 A screenshot of the Oracle Cloud dashboard. At the top, it says "Good afternoon, David Welc". Below that are navigation links for "Supplier Portal", "Procurement", "Tools", and "Others". Under the heading "APPS", there are two app icons: "Supplier Portal" (highlighted with a green box) and "Timecard". A plus sign icon is also visible to the right of the "Timecard" icon.



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2. Select **Manage Profile**.

The screenshot shows a sidebar menu with the following sections:

- Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile** (highlighted with a green box)

On the right side of the screen, there is a legend with four items:

- Agreements to Acknowledge (blue square)
- Orders to Acknowledge (green square)
- Schedules Overdue or Due Today (yellow square)
- Questionnaires (red square)

Below the legend is a section titled "Supplier News".

3. Select **Edit**.

The screenshot shows a dialog box with a blue header bar containing a home icon and a close icon. The main content area is light gray and contains the text "Change Description Added new service". The word "vid" is partially visible on the left side of the dialog box.



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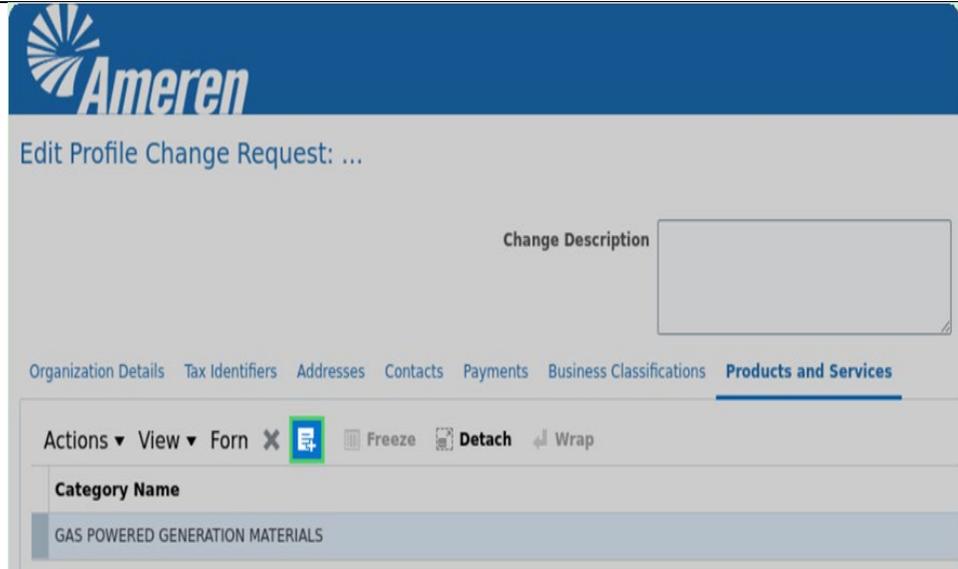
4. Select **Yes**.

5. Select **Products and Services**.



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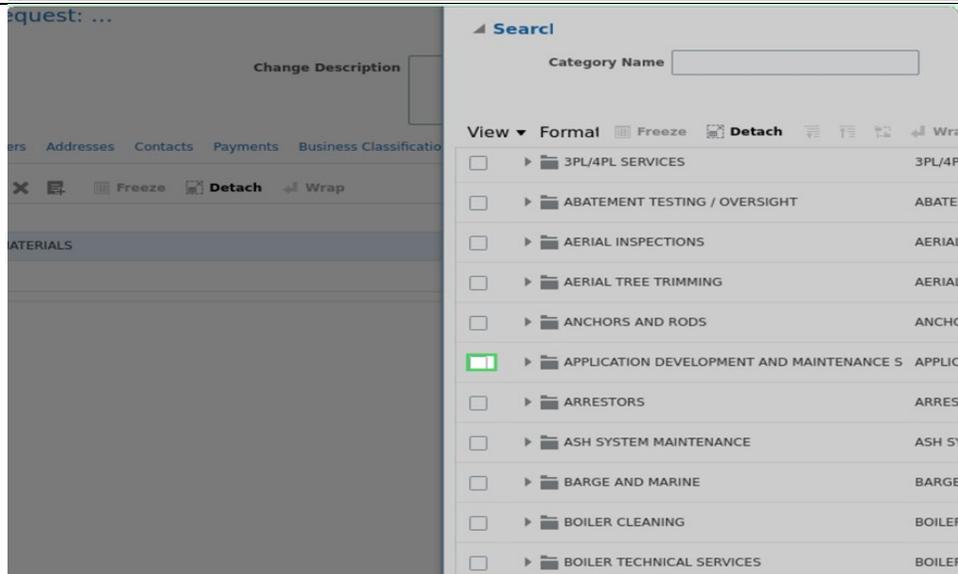
6. Select **Select and Add**.



7. Select the **Application Development and Maintenance Services** Checkbox.

Note:

Select as many products and services as applicable.





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8. Select **Apply**.

The screenshot shows a software interface with a list of categories on the left and a sidebar on the right. The categories listed are: "IAL TREE TRIMMING", "HORS AND RODS", "LICATION DEVELOPMENT AND MAINTENANCE SERVICES", "ESTORS", "SYSTEM MAINTENANCE", "GE AND MARINE", and "LER CLEANING". At the bottom of the list, there are three buttons: "Apply", "OK", and "Cancel". The "Apply" button is highlighted with a green box. The sidebar on the right has a "Delete Change Request" button at the top and a "Review" button. Below these, there is a "Description" section with a highlighted item "POWERED GENERATION MATERIALS".

9. In the search results, select the **Purchase Order** number.

The screenshot shows a software interface similar to the previous one. The categories listed are: "n", "VICES", "TESTING / OVERSIGHT", "ECTIONS", "E TRIMMING", "ND RODS", "N DEVELOPMENT AND MAINTENANCE SERVICES", "MAINTENANCE", "MARINE", and "ANING". At the bottom of the list, there are three buttons: "Apply", "OK", and "Cancel". The "OK" button is highlighted with a green box. The sidebar on the right has a "Delete Change Request" button at the top and a "Review" button. Below these, there is a "Description" section with a highlighted item "GAS POWERED GENERATION MATERIALS".



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10. In the **Change Description** field, type **Added New Service**.

The screenshot shows a web interface with a blue header. Below the header, there is a navigation menu with items: 'Messages', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Products and Services' item is selected and underlined. Below the navigation menu, there are three buttons: 'Freeze', 'Detach', and 'Wrap'. Below these buttons, there is a section titled 'FINANCE SERVICES'. In the center of the page, there is a text input field labeled 'Change Description' with a green border around it.

11. Select **Review Changes**.

The screenshot shows a web interface with a blue header. In the top right corner of the header, there are icons for home, a flag, a notification bell with a red '2', and a user profile icon labeled 'DW'. Below the header, there is a row of five buttons: 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. The 'Review Changes' button is highlighted with a green border. Below the buttons, there is a section titled 'Description' with a list of items: 'APPLICATION DEVELOPMENT AND MAINTENANCE SERVICES' and 'GAS POWERED GENERATION MATERIALS'.



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12. View Changes.

📌 Note:

Note that the category you selected now populates in this section.

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Review Chan...

Change Description Added new service

Products and Service

View ▾ Formal Freeze Detach Wrap

Category Name

+ APPLICATION DEVELOPMENT AND MAINTENANCE SERVICES

13. Select **Submit**.

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Home Flag Bell 2 DW

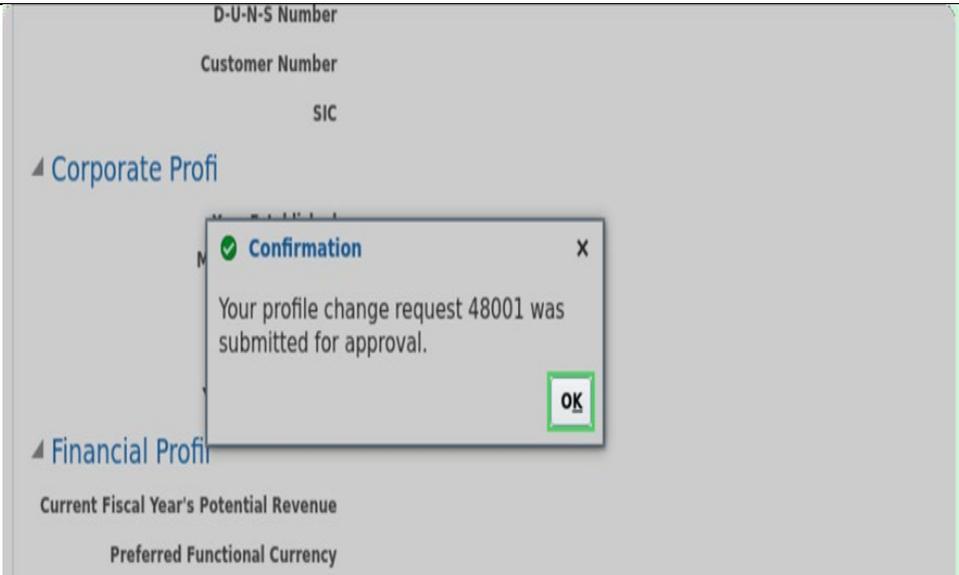
Edit Submit Cancel



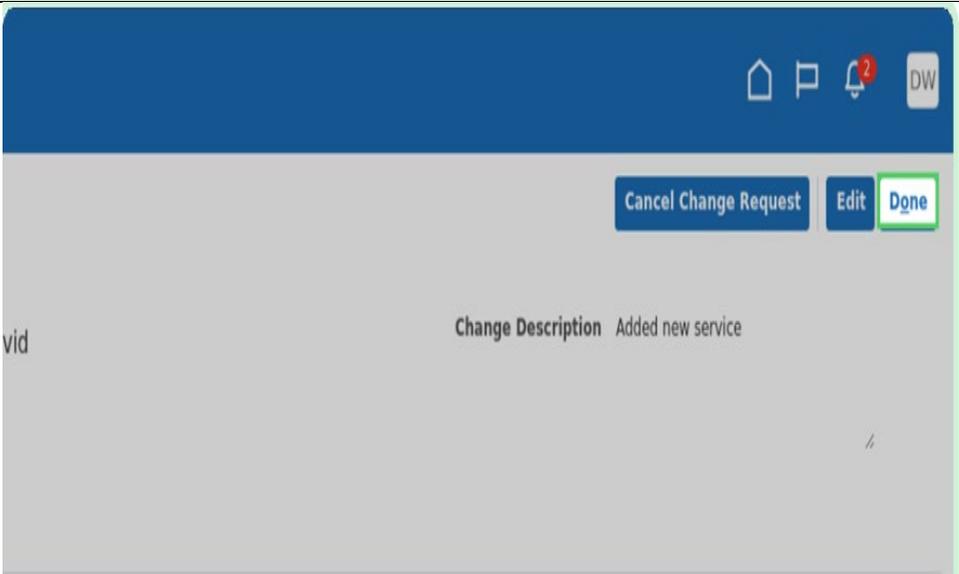
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14. Select **OK**.

 Note:
The change has now been submitted for approval.



15. Select **Done**.





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Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	6/30/23	Document Creation	Aaron Young