



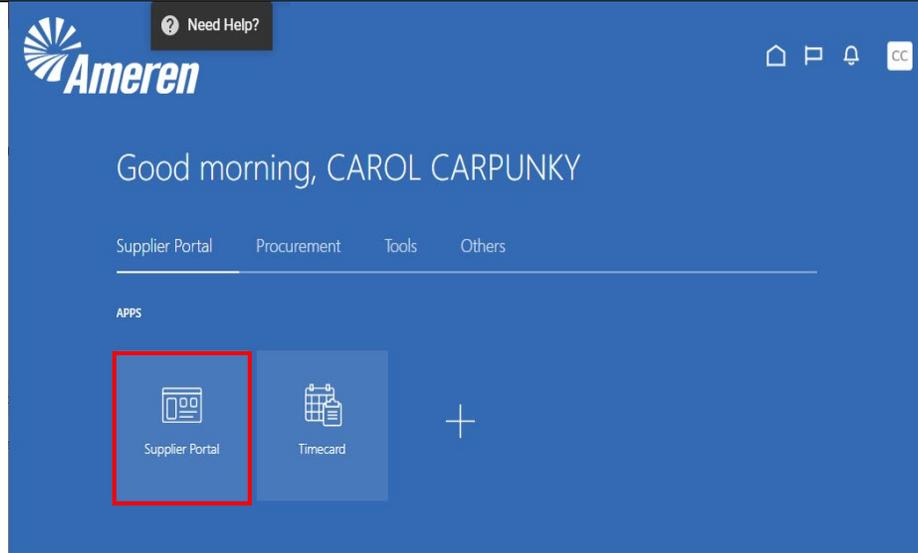
Create a Retainage Release Invoice (QRG)

Applies to:	Ameren Suppliers
Description:	Create a Retainage Release Invoice in Ameren Supplier Portal
Sub-Application	Ameren Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 – 10 minutes

Introduction

This article can be used by Ameren Suppliers to create a retainage release invoices in the Ameren Supplier Portal.

Complete these steps:

Step	Illustration
Cancel Incomplete Invoice	
<ol style="list-style-type: none">1. Log into Ameren Supplier Portal2. Navigate to the Ameren Supplier Portal home screen. On the Supplier Portal Header. Click: Supplier Portal Tile	 The illustration shows the Ameren Supplier Portal home screen. At the top left is the Ameren logo. To its right is a 'Need Help?' button. In the top right corner are icons for home, a flag, a bell, and a user profile labeled 'CC'. The main heading reads 'Good morning, CAROL CARPUNKY'. Below this is a navigation bar with 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Underneath is a section titled 'APPS' containing two tiles: 'Supplier Portal' (highlighted with a red box) and 'Timecard', followed by a plus sign.



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3. Under the Tasks Header, Click: Create Invoices

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice**
 - View Invoices
 - View Payments

4. Click: Identifying PO dropdown to select your PO number or type PO Number in box.

Ameren
Create Invoice ?

* Identifying PO [dropdown] Remit-to Bank Account [dropdown]

Supplier	P6000479	I T TEST SUPPLIER 1	02IMPERIAL
Taxpayer ID			
* Supplier Site	P6000053	I T TEST SUPPLIER 1	02IMPERIAL
Address	P6000479	I T TEST SUPPLIER 1	02IMPERIAL
Supplier Tax Registration Number	Search...		

5. Click: Remit-to Bank Account Choose the Bank Account in the dropdown that you want the payment to go to. (if it doesn't auto populate)

Remit-to Bank Account [dropdown]

Unique Remittance Identifier **BANK OF AMERICA NA XXX2874**

Unique Remittance Identifier Check Digit More...

6. Click: Number box (Type your company's invoice #)
7. Click: Date put in date of Release
8. Click: Type dropdown: Choose Retainage Release.

* Number **RR1**

* Date **9/25/23**

* Type **Retainage release**

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar



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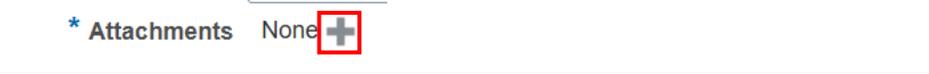
- 9. **Click: Lines dropdown.**
Select Retainage Release by Invoice Lines
- 10. **Click: Arrow Icon** to open lines to select



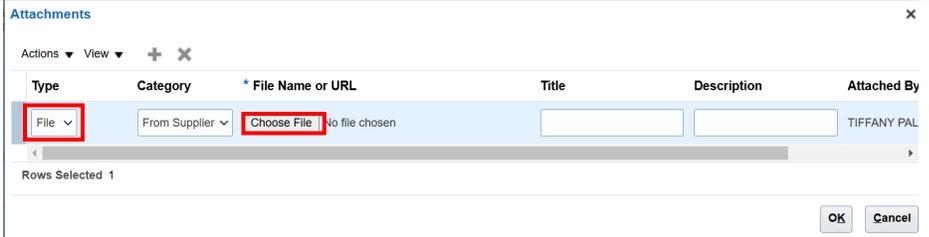
- 11. **Click: Line** that is needing to be released by clicking the Box under the Release column.
- 12. **Click: Release** button



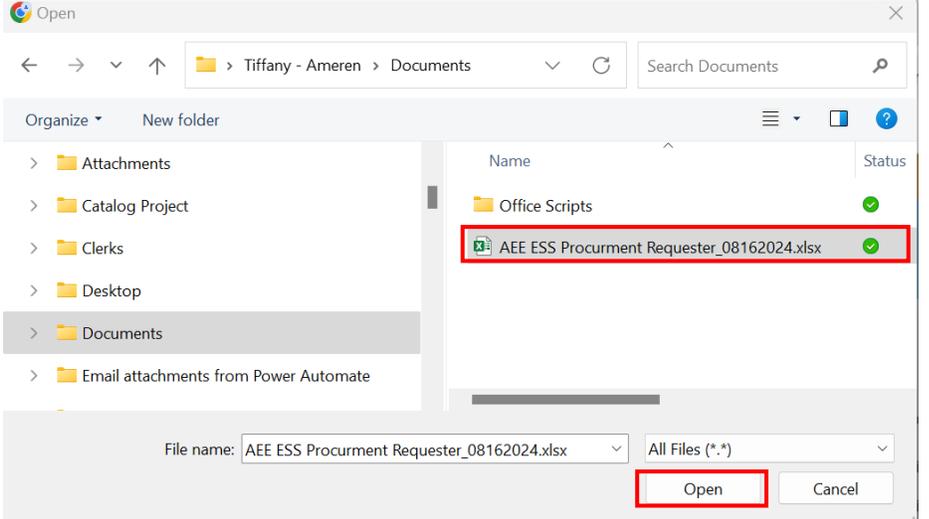
- 13. **Click: Plus icon** to add Attachments.



- 14. **Click: Type dropdown**
- 15. **Click: File.**
- 16. **Click: Choose File** button



- 17. **Click: Correct file.**
- 18. **Click: Open.**





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<p>19. Click: OK button.</p>	
<p>20. Click: Save.</p>	
<p>21. Click: Submit.</p>	
<p>22. Click: X to Close Confirmation pop up.</p>	
<p>23. Click: Done.</p> <p>Note: If necessary, you can select the Printable Page button to print a copy. You can also select the Create Another button to create another invoice.</p>	

Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	01/24/2025	Document Creation	Tiffany Pallme