



Respond to Questionnaires (QRG)

Applies to:	Ameren Supplier
Description:	Respond to Questionnaire
Sub-Application	Oracle Cloud ERP
Prerequisites	None
Estimated Time to Completion	5 - 10 minutes

Introduction

This article can be used by Ameren Suppliers to Respond to Questionnaires that Ameren sends.

Complete these steps:

Step	Illustration
<p>1. Receive Email with request to respond to Questionnaire.</p> <p>Click on the Respond to Questionnaire link under the Recommended Actions Section.</p>	
<p>2. Login to the Portal</p> <p>NOTE: if you do not know your password click on the Forgot Password link, put in your username (your email address) and the system will send you a code to login with)</p>	



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3. If you do not have the email click on the Supplier Portal

The screenshot shows the Ameren Supplier Portal dashboard. At the top, there is a navigation bar with the Ameren logo, a 'Need Help?' button, and user information for 'CAROL CARPUNKY'. Below the navigation bar, there are tabs for 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Under the 'Supplier Portal' tab, there are two app icons: 'Supplier Portal' and 'Timecard'. The 'Supplier Portal' icon is highlighted with a red box.

4. Under the Qualification section click on Manage Questionnaires.

The screenshot shows the 'Supplier Portal' interface. On the left, there is a sidebar menu with various sections: 'Orders', 'Agreements', 'Contracts and Deliverables', 'Consigned Inventory', 'Invoices and Payments', 'Negotiations', 'Qualifications', and 'Company Profile'. Under the 'Qualifications' section, the 'Manage Questionnaires' link is highlighted with a red box. The main content area shows a 'Requiring Attention' card with a large '1' and a 'Questionnaires' label, and two 'Recent Activity' cards with 'No data available' messages.

5. Click on the Questionnaire Title

The screenshot shows the 'Manage Questionnaires' search results page. At the top, there are search filters for 'Questionnaire Title', 'Questionnaire', 'Supplier Site', 'Status', 'Response Due Date', and 'Supplier Contact'. Below the filters, there is a table of search results. The first row is highlighted, and the 'Supplier Onboarding for FAKE SUPPLIER 1' link is highlighted with a red box.

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
11000001	Supplier Onboarding for FAKE SUPPLIER 1		Not started		



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6. Start filling out the questions click the right arrow after each section to advance to the next questionnaire.

Need Help?

Respond to Questionnaire: Supplier Onboarding for FAKE SU... Save Save and Close Submit Cancel

Time Zone Central Standard Time

Questionnaire

Title Supplier Onboarding for FAKE SUPPLIER Supplier FAKE SUPPLIER 1 Status Draft

Procurement BU AMS BU Supplier Site Due Date

Requested By Tiffany Palmie Responder CAROL CARPUNKY Attachments None

Questions

Tax Progress 1. Tax ▶

* 1. Do you perform any services in Missouri (employee or agent)?
 a. Yes
 b. No

* 2. Do you store any inventory products in Missouri?
 a. Yes
 b. No

* 3. Do you use Reps or Agents (non-employees) in Missouri for any reason?
 a. Yes
 b. No

* 4. How do you solicit orders in Missouri?
 a. In Person
 b. Via Phone
 c. Email
 d. Other

7. You can see your progress with the bar.
8. If you need go back to a previous section, click the left arrow next to the section name.

Need Help?

Respond to Questionnaire: Supplier Onboarding for FAKE SU... Save Save and Close Submit Cancel

Time Zone Central Standard Time Last Saved 9/19/23 8:33 AM

Questionnaire

Title Supplier Onboarding for FAKE SUPPLIER Supplier FAKE SUPPLIER 1 Status Draft

Procurement BU AMS BU Supplier Site Due Date

Requested By Tiffany Palmie Responder CAROL CARPUNKY Attachments None

Questions

Legal Progress 2. Legal ◀

* 12. Do you have knowledge of any current or former employee of an Ameren company or his/her family member who has one of the following relationships with the Supplier or any of the Supplier's affiliated companies:
(a) Is an employee, owner, shareholder, partner, member, officer or director of the Supplier; or
(b) Has a financial interest in or financial relationship with the Supplier?

(If above yes) Please provide the name of the Ameren employee and/or the name and relationship of the family member, and state the nature of the relationship to the Supplier (Employee/Relationship).

9. If you miss a question, you will get an error telling you which question or section you missed so you can go back and complete the section. All sections / questions must be answered for you to submit.

Error

You can't submit the questionnaire because question 41 in section COI requires a response. (POQ-3645094)

OK

10. Once you have completed all the questions and submit you will get a confirmation statement letting you know you have submitted the questionnaires.

Confirmation

The response to the Supplier Onboarding for FAKE SUPPLIER 1 questionnaire was submitted.

OK



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Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	09/6/2023	Document Creation	Tiffany Pallme