

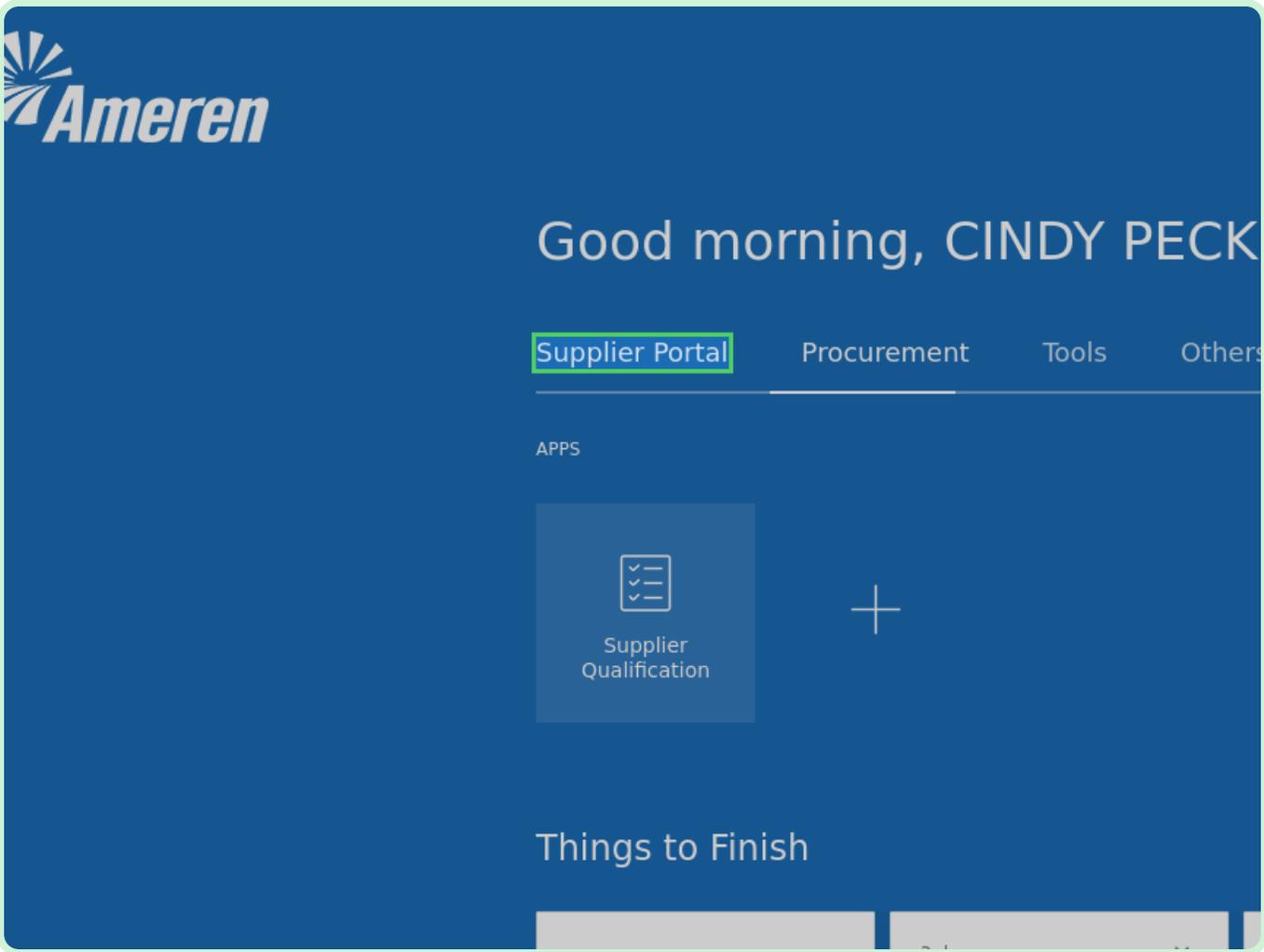
Search for POs and Invoices

🕒 Time to Completion: **4 minutes**

Users will learn how to search for purchase orders and invoices.

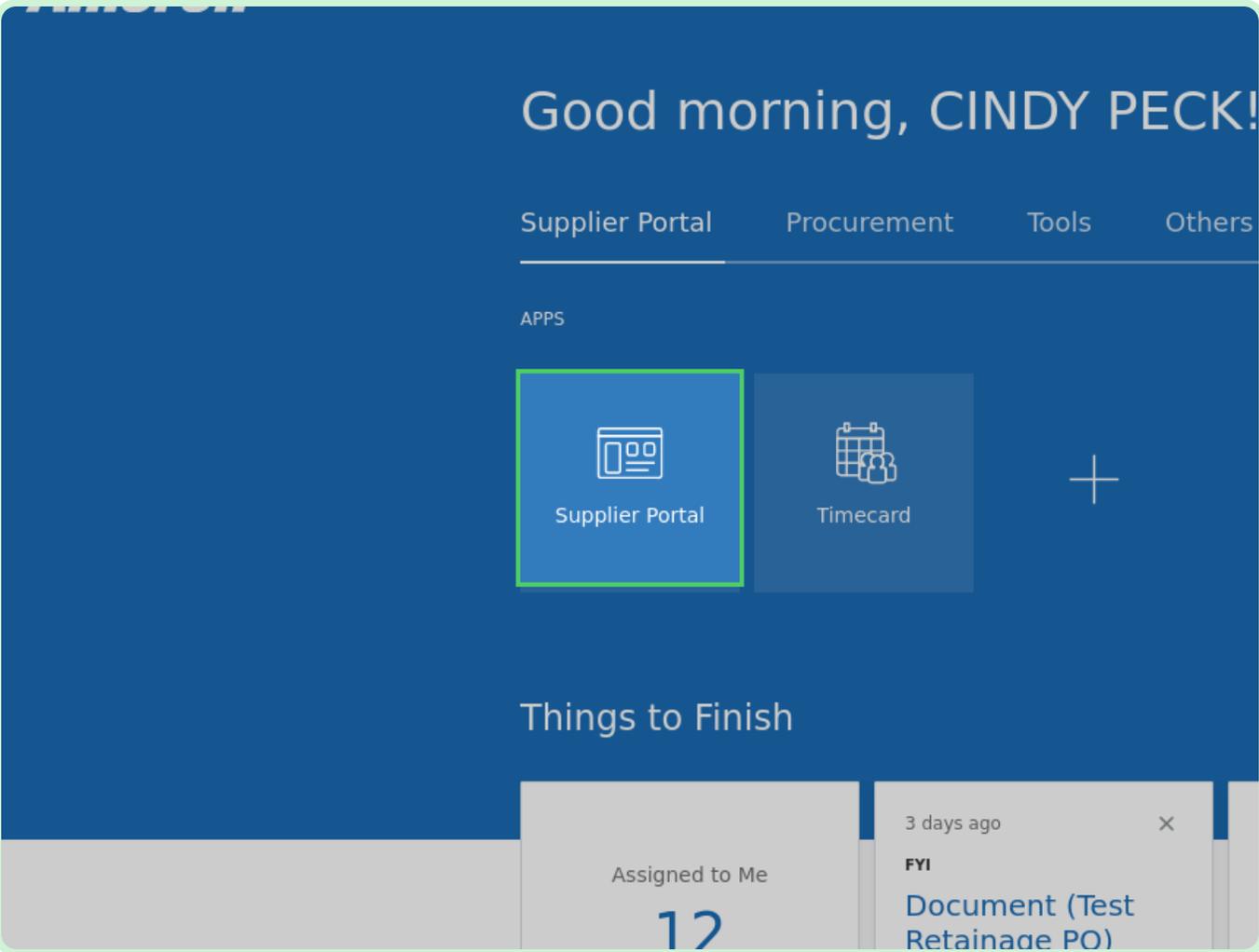
Step 1

Select **Supplier Portal**.



Step 2

Select **Supplier Portal**.



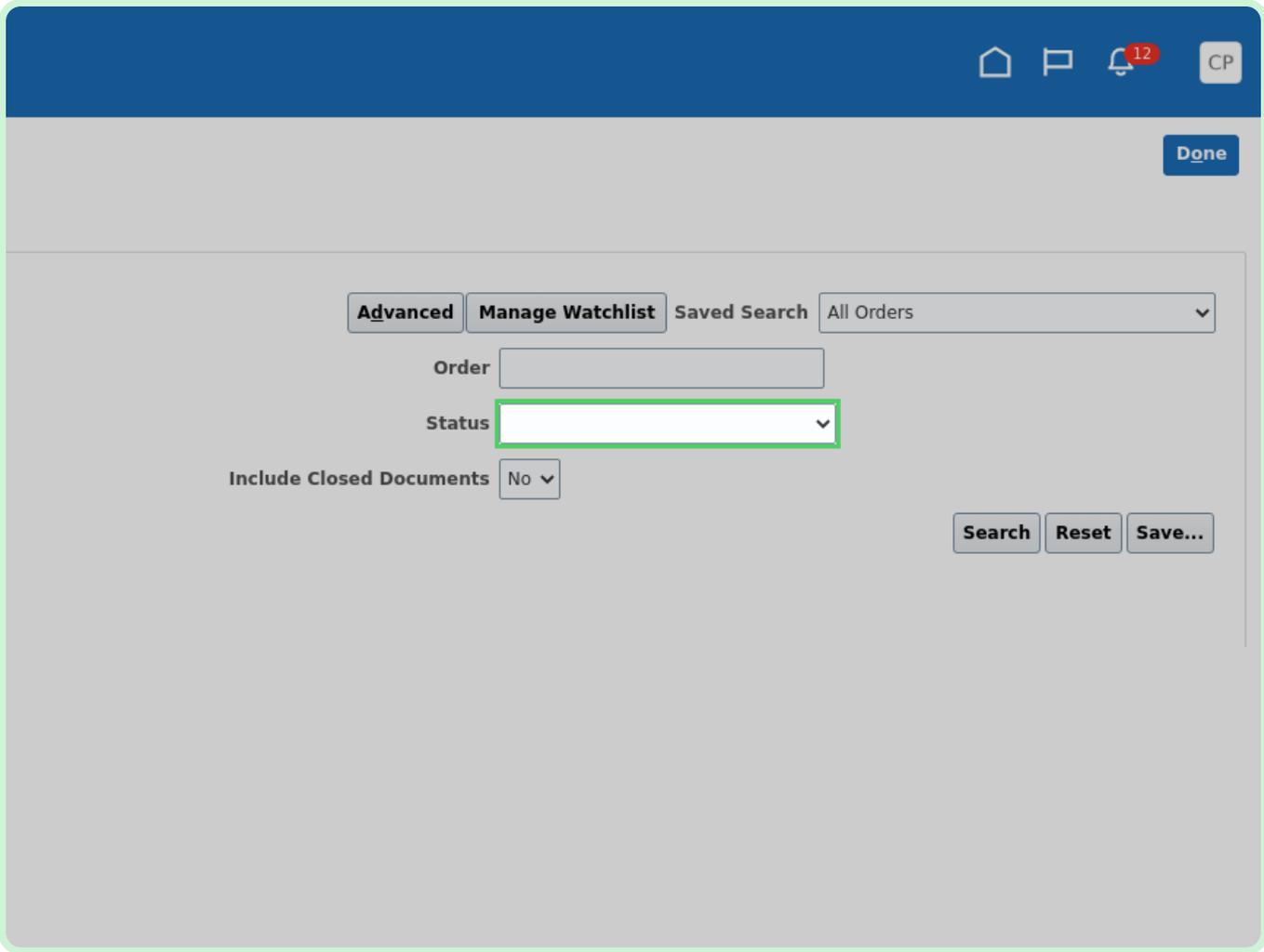
Step 3

Select **Manage Orders**.

The screenshot shows the Ameren Supplier Portal interface. At the top left is the Ameren logo. Below it, the text 'Supplier P...' is visible. A search bar contains 'Orders' in a dropdown menu and 'Order Number' in a text input field. On the left side, there is a 'Tasks' sidebar with categories: 'Orders' (containing 'Manage Orders', 'Manage Schedules', and 'Acknowledge Schedules in Spreadsheet'), 'Agreements' (containing 'Manage Agreements'), 'Contracts and Deliverables' (containing 'Manage Contracts' and 'Manage Deliverables'), 'Consigned Inventory' (containing 'Review Consumption Advices'), and 'Invoices and Payments' (containing 'Create Invoice'). The 'Manage Orders' option is highlighted with a green box. In the center, a 'Requiring Attention' donut chart shows a total of 1.69K. The chart is divided into four segments: 'Orders to Acknowledge' (blue, 21), 'Schedules Overdue or Due Today' (green, 1.69K), 'Negotiations Closing Soon' (yellow, 65), and 'Invoices Overdue' (red, 2). A legend below the chart identifies these categories. On the right side, there is a 'Recent Activity' section for the last 30 days, listing 'Agreements changed', 'Agreements opened', 'Orders opened', and 'Payments'. At the bottom, a 'Supplier News' section is partially visible.

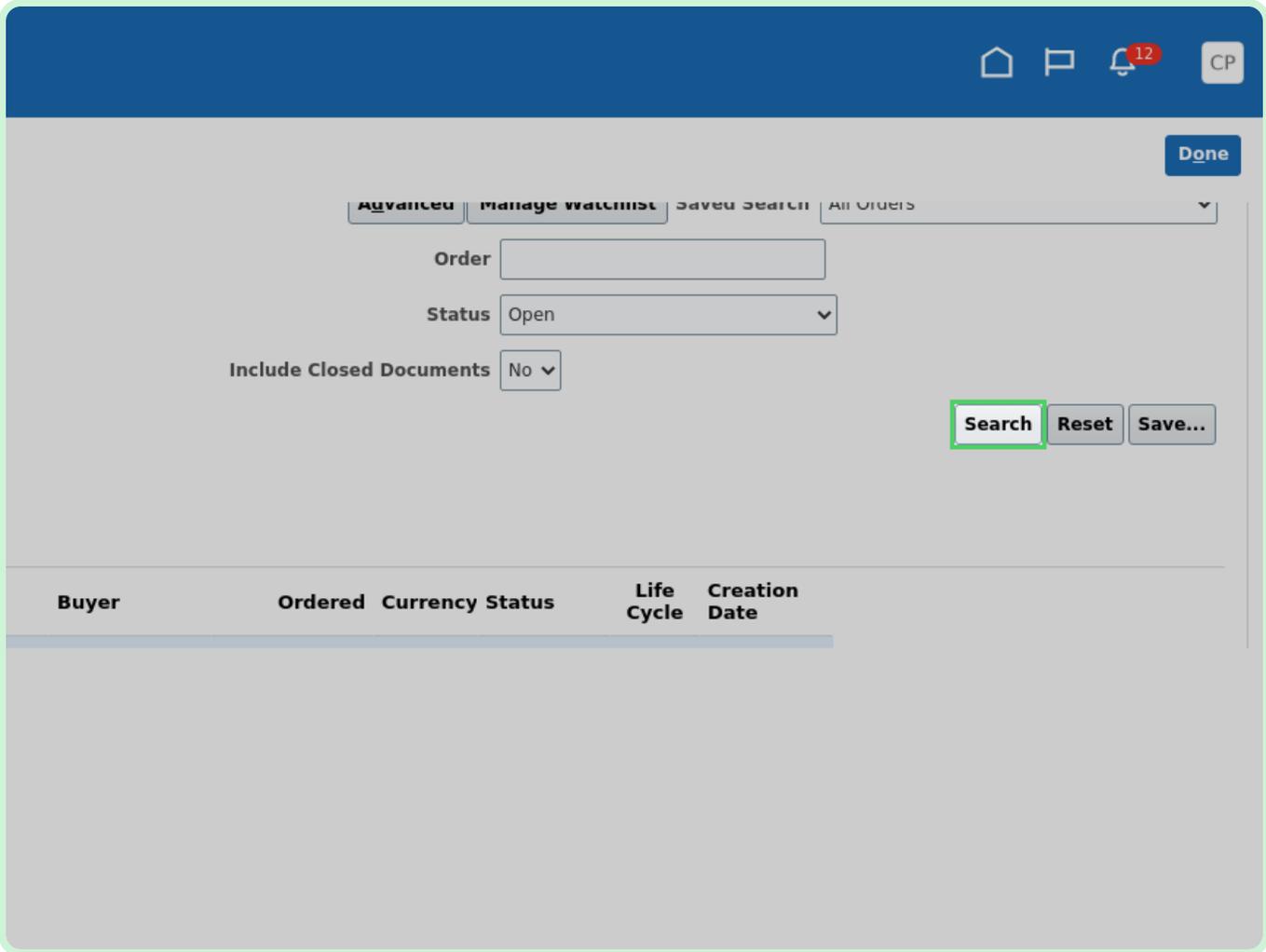
Step 4

In the **Status** drop-down list, select **Open**.



Step 5

Select **Search**.



Step 6

In the **Search Results** table, select **P2003051**.

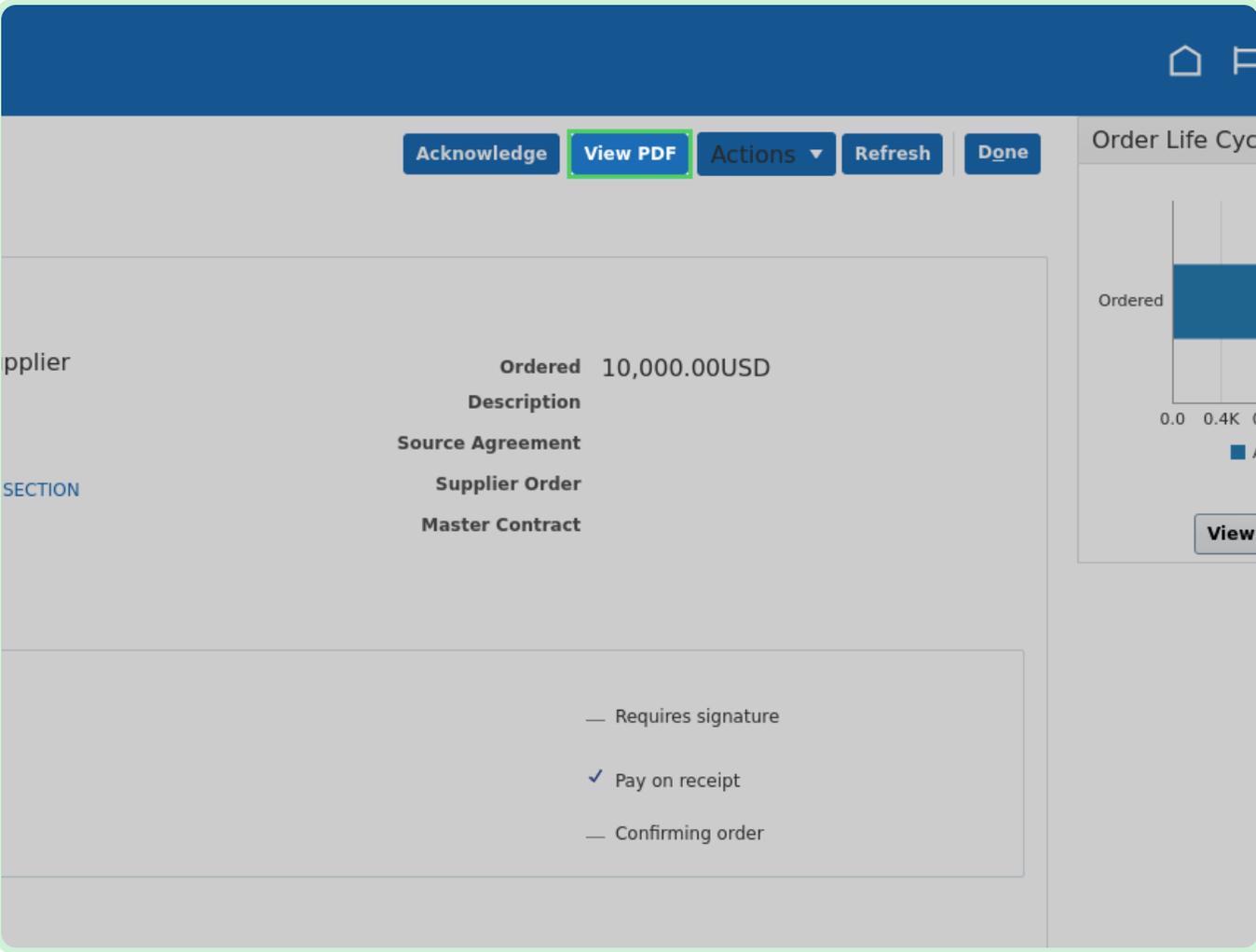
The screenshot shows the Ameren software interface. At the top left is the Ameren logo. Below it is a header area with the text "Manage Or..." and a help icon. There are two tabs: "Headers" and "Schedules". Below the tabs is a "Search" section with a "Search Res..." label. A toolbar contains several icons and labels: "Actions", "View", "Form", "Freeze", "Detach", and "Wrap". Below the toolbar is a table with the following data:

	Order	Order Date	Description
	P2003051	4/6/23	
	P2003032	3/20/23	test dk

Step 7

Select **View PDF**.

Note
Once you select **View PDF**, you will be shown your respective browsers downloads screen where you will select the downloaded Portable Document Format (PDF).



Step 8

View **PDF**.

After selecting the downloaded PDF, you will review the PDF for any abnormalities.

PURCHASE ORDER

Page 1 of 6

PO # P2003051	REV NO 0	PO DATE 02-MAY-2023
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SUPPLIER: 201013-00KALAUPAPA
Gas Material Supplier
123 GMS Lane
Kalaupapa HI 96742
United States
Supplier Contact:

SHIP TO: PO# P2003051
AMEREN ILLINOIS COMPANY
DECATUR SERVICE AREA
2460 N JASPER ST
IL MaconDecatur, 62525

*** See Freight Instructions Left of Buyer Details Below. ***

Ameren Requester: Tiffany Pallme

ORDER INSTRUCTIONS

1. ACKNOWLEDGE ORDER
2. IF THIS PO CANNOT BE FILLED BY YOU, THEN RETURN OR REJECT IT. **DO NOT** FORWARD PO TO ANOTHER SUPPLIER OR ENTITY TO FILL. AMEREN CAN ONLY ISSUE PAYMENT TO SUPPLIER LISTED ON THIS PO
3. BILLING PURCHASE ORDER NUMBER AND STOCK NUMBER MUST APPEAR ON ALL PACKING SLIPS, INVOICES AND CORRESPONDENCE.
4. THIS PURCHASE IS GOVERNED BY THE TERMS OF THE CONTRACT PURCHASE AGREEMENT (CPA), BLANKET PURCHASE AGREEMENT (BPA) OR AMEREN CONTRACT REFERENCED ON THE FACE OF THIS PURCHASE ORDER. IF NO CONTRACT IS REFERENCED, THIS PURCHASE SHALL BE GOVERNED BY THE TERMS & CONDITIONS FOLLOWING THE ACKNOWLEDGEMENT SECTION OF THIS PURCHASE ORDER.
5. ALL PRICES AND AMOUNTS ON THIS ORDER ARE EXPRESSED IN USD.

BILL TO / AMEREN CONTRACTING ENTITY
AMEREN ILLINOIS COMPANY
ACCOUNTS PAYABLE SECTION
P O BOX 66892 MC230
Saint Louis,MO 63166

TAX ID: 37-0211380

PAYMENT TERMS	URGENT	FOB/FREIGHT TERMS	SHIP VIA	TAX INFO	LIEN WAIVER REQD
IMMEDIATE		Destination/Collect Shipment	CHR	TAX INCLUDED	Yes

SPECIAL INSTRUCTIONS: COPY

ITEM NO	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	DATE REQUIRED
1 1*	Please formally accept this order by: Testing New Supplier	10000	USD		10,000.00	31-May-2023

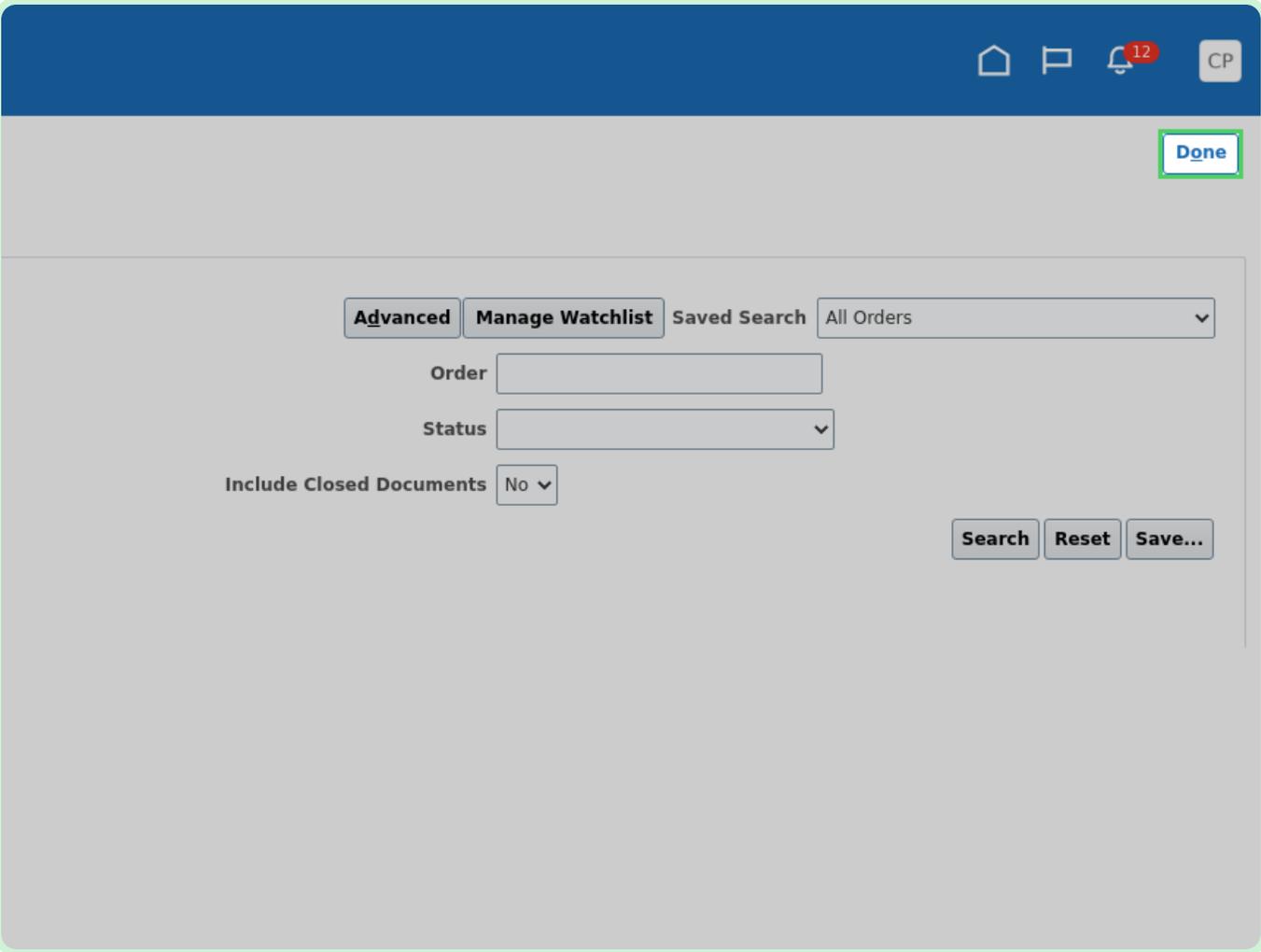
Step 9

Select **Done**.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (home, flag, notification with '12', and 'CP'). Below the header is a toolbar with buttons: 'Acknowledge', 'View PDF', 'Actions' (with a dropdown arrow), 'Refresh', and 'Done' (highlighted with a green border). The main content area is split into two columns. The left column displays an order summary with the following text: 'Ordered 10,000.00USD', 'Description', 'Source Agreement', 'Supplier Order', and 'Master Contract'. Below this is a list of conditions: '— Requires signature', '✓ Pay on receipt', and '— Confirming order'. The right column is titled 'Order Life Cycle' and features a horizontal bar chart. The chart has a single blue bar labeled 'Ordered' extending to the 1.6K mark on the x-axis. The x-axis is labeled 'Amount (USD)' and has tick marks at 0.0, 0.4K, 0.8K, 1.2K, 1.6K, and 2.0K. Below the chart is a 'View Details' button.

Step 10

Select **Done**.



Step 11

Select **View Invoices**.

Agreements

- [Manage Agreements](#)

Contracts and Deliverables

- [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](#)

1.69K
2K

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Negotiations Closing Soon
- Invoices Overdue

Orders opened
Payments

Supplier News

Step 12

Select **Search: Supplier**.

Note
You must use a mandatory field marked with double asterisk. You can enter information in additional search fields to narrow search results.

The screenshot shows a search interface with a dark blue header. Below the header, there are four search fields, each with a double asterisk (**):

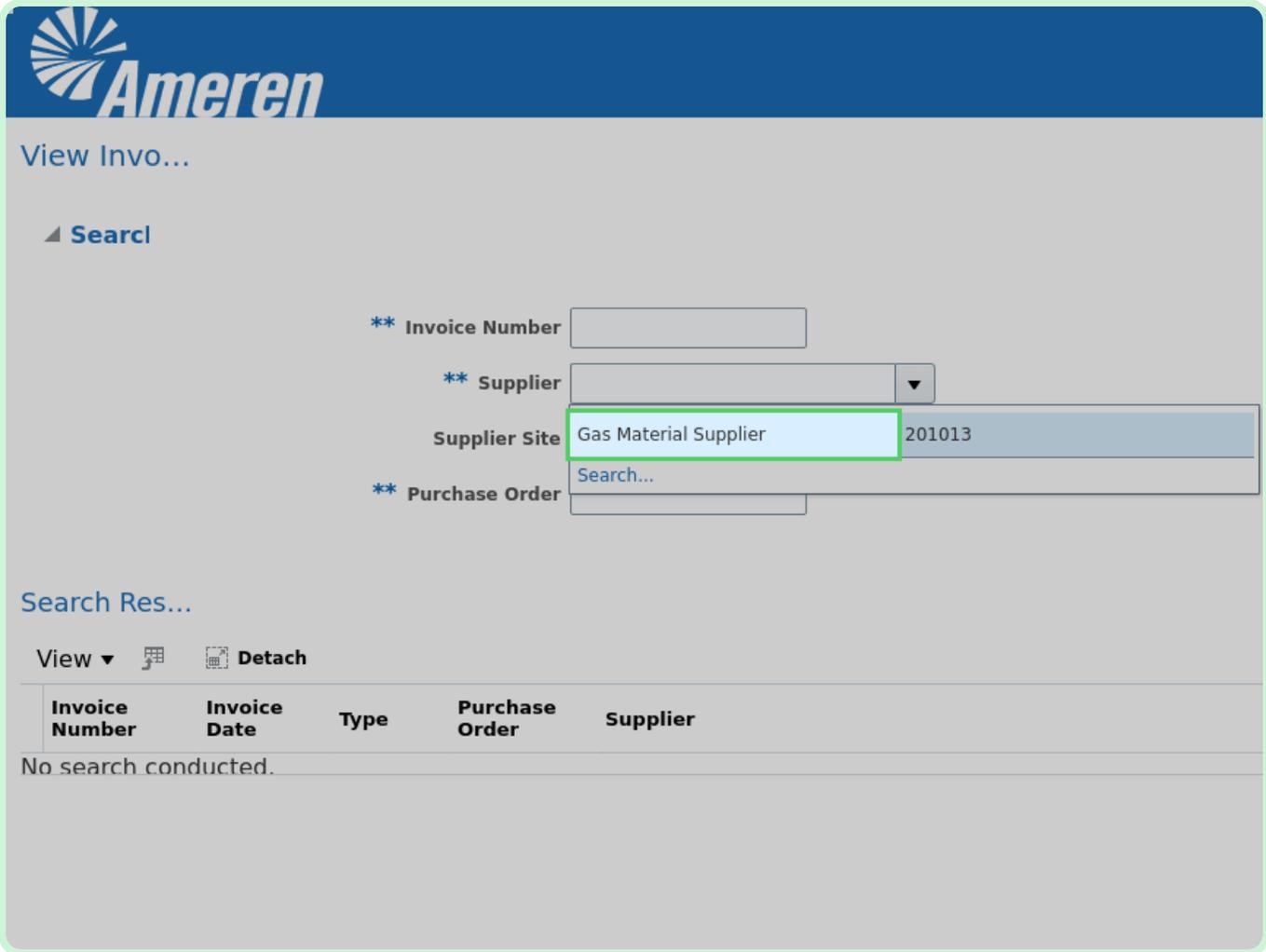
- ** Invoice Number**: A text input field.
- ** Supplier**: A dropdown menu with a green border around the arrow icon.
- Supplier Site**: A dropdown menu.
- ** Purchase Order**: A text input field.

Below the search fields, there is a table with the following columns:

Type	Purchase Order	Supplier

Step 13

In the Supplier drop-down list, select **Gas Material Supplier**.



Ameren

View Invo...

▲ Search

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Search Res...

View ▾   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
No search conducted.				

Step 14

Select **Search: Supplier Site**.

The screenshot shows a web interface with a blue header bar. Below the header, there are four input fields:

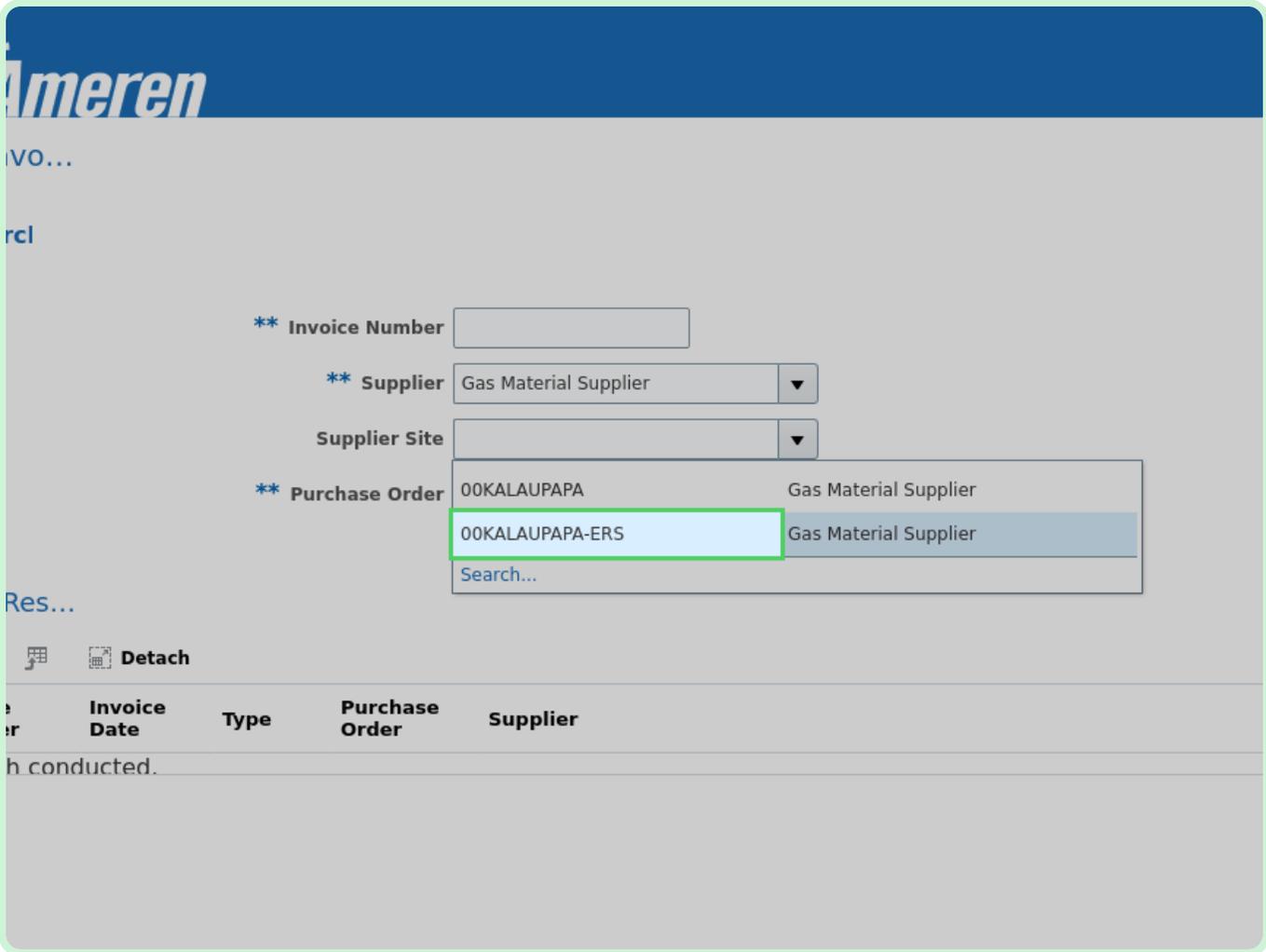
- ** Invoice Number**: A text input field.
- ** Supplier**: A dropdown menu with "Gas Material Supplier" selected.
- Supplier Site**: A dropdown menu, highlighted with a green box.
- ** Purchase Order**: A text input field.

Below the input fields, there is a table with the following structure:

Type	Purchase Order	Supplier

Step 15

In the Supplier Site drop-down list, select **00KALAUPAPA-ERS**.



Step 16

Select **Search**.

Saved Search

** At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments

Step 17

Select **Home**.

Note
In the Search Results table, note the status of the invoices in the *Invoice Status* column.

The screenshot shows a software interface with a dark blue header bar containing navigation icons (Home, Flag, Bell with 1 notification, and DW). Below the header is a search area with a 'Done' button in the top right. The search area includes a 'Advanced' button, a 'Saved Search' field, and a dropdown menu currently set to 'All Invoices'. A note below the dropdown states '** At least one is required'. There are four search filters: 'Consumption Advice' (text input), 'Invoice Status' (dropdown), 'Paid Status' (dropdown), and 'Payment Number' (text input). At the bottom right of the search area are 'Search', 'Reset', and 'Save...' buttons.

Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
00KALAUPAPA...	USD	0.00 USD	Incom...		
00KALAUPAPA...	USD	0.00 USD	Incom...		
00KALAUPAPA...	USD	0.00 USD	Incom...		