

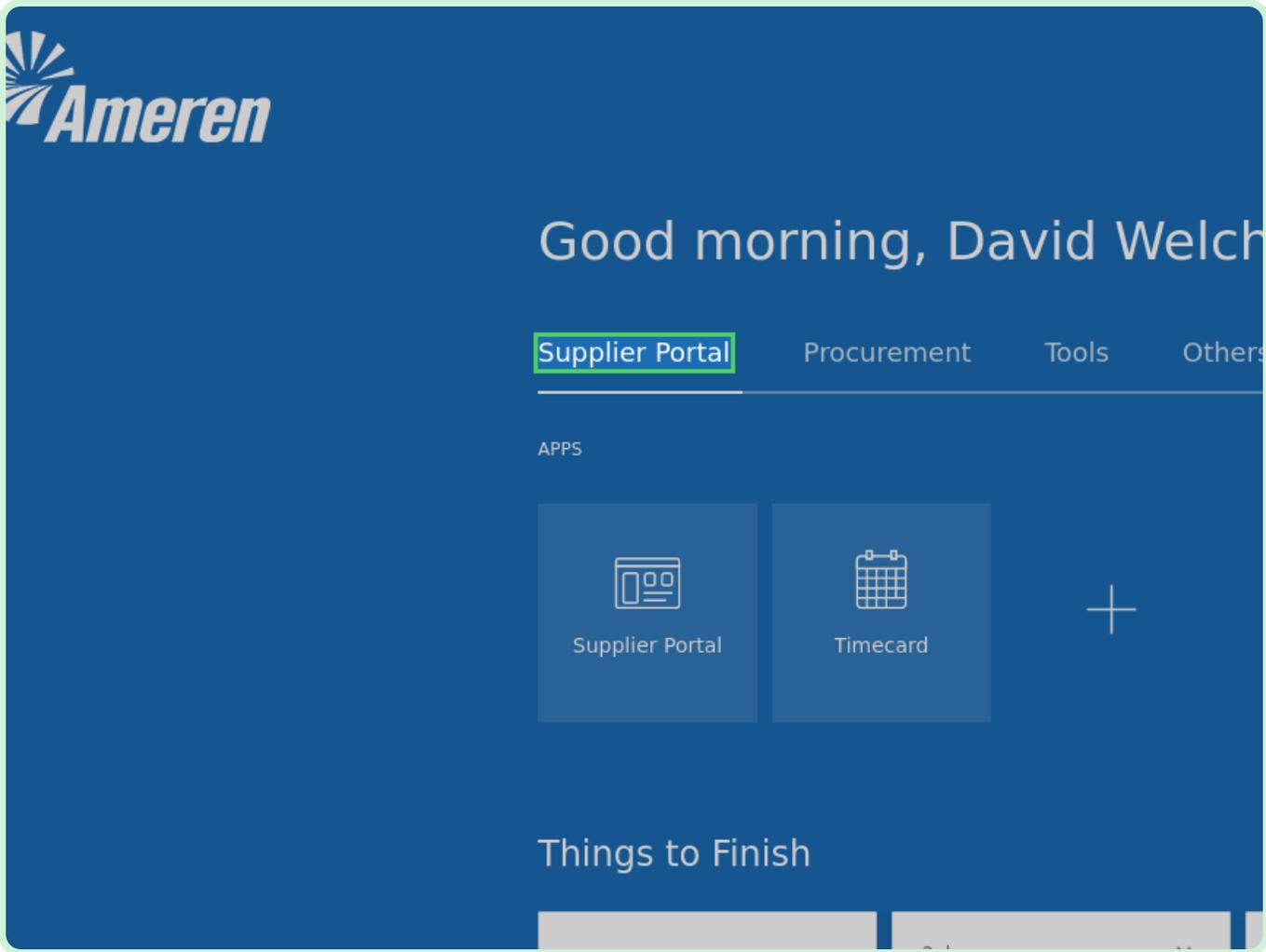
Submit Change Requests Against Material POs on Supplier Portal

🕒 Time to Completion: **3 minutes**

You will learn how to submit a change request against a material purchase order (PO) through the Supplier Portal.

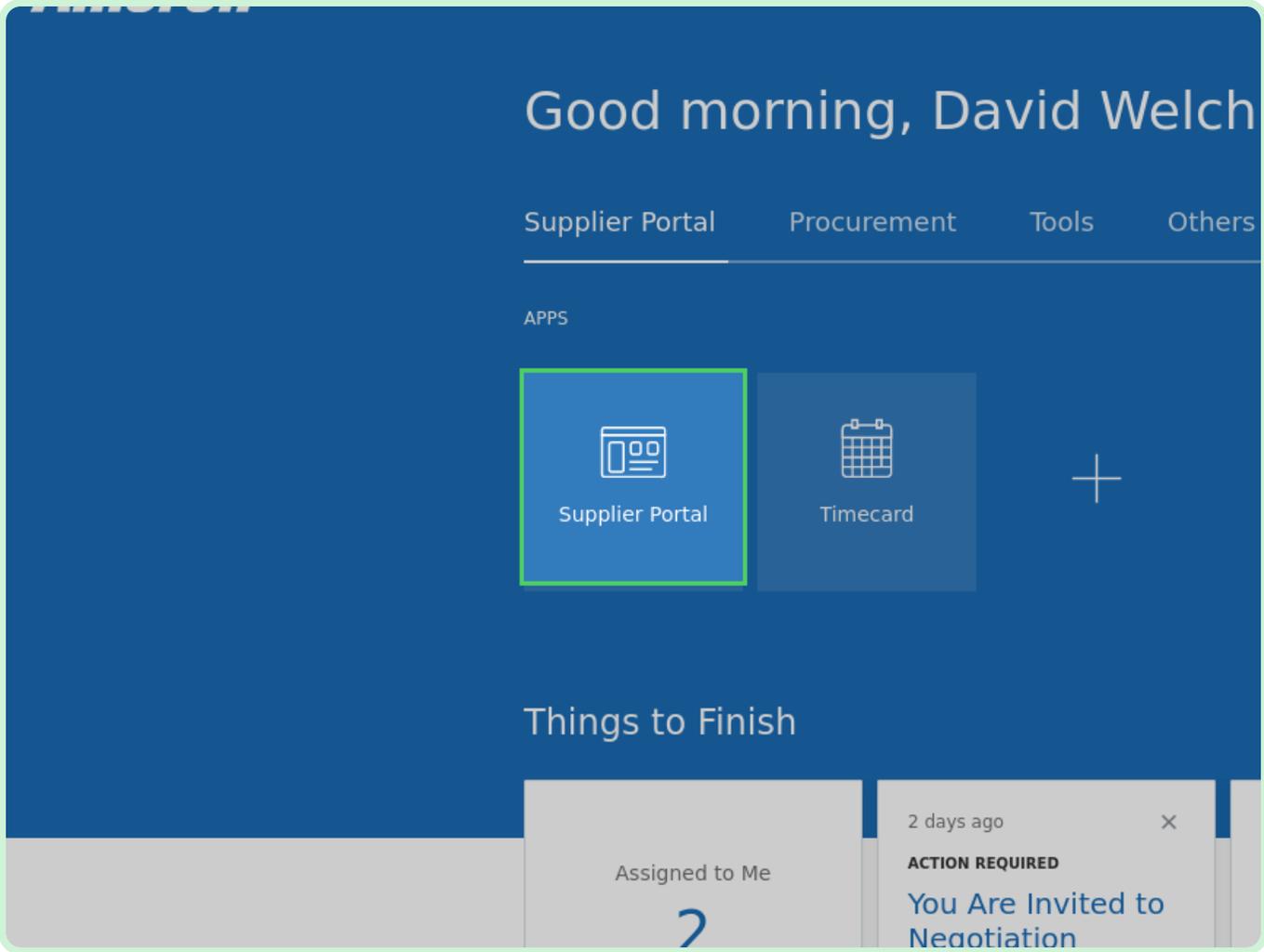
Step 1

Select **Supplier Portal**.



Step 2

Select **Supplier Portal**.



Step 3

Select **Manage Orders**.

The screenshot displays 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, followed by a search icon. A left-hand navigation menu titled "Tasks" includes sections for "Orders", "Agreements", "Contracts and Deliverables", "Consigned Inventory", and "Invoices and Payments". Under the "Orders" section, "Manage Orders" is highlighted with a green box. Other items in the "Orders" section include "Manage Schedules" and "Acknowledge Schedules in Spreadsheet".

In the main content area, a "Requiring Attention" donut chart shows a total of 6 items. The chart is divided into four segments: "Agreements to Acknowledge" (blue, 2), "Orders to Acknowledge" (green, 2), "Schedules Overdue or Due Today" (yellow, 1), and "Questionnaires" (red, 1). A legend below the chart identifies these categories.

On the right side, there are two summary boxes: "Recent Activity Last 30 Days" listing "Negotiation invit", "Agreements cha", "Agreements ope", and "Orders opened"; and "Transaction Last 30 Days" listing "PO Purchase".

At the bottom of the main content area, a "Supplier News" section is partially visible.

Step 4

Select **Search**.

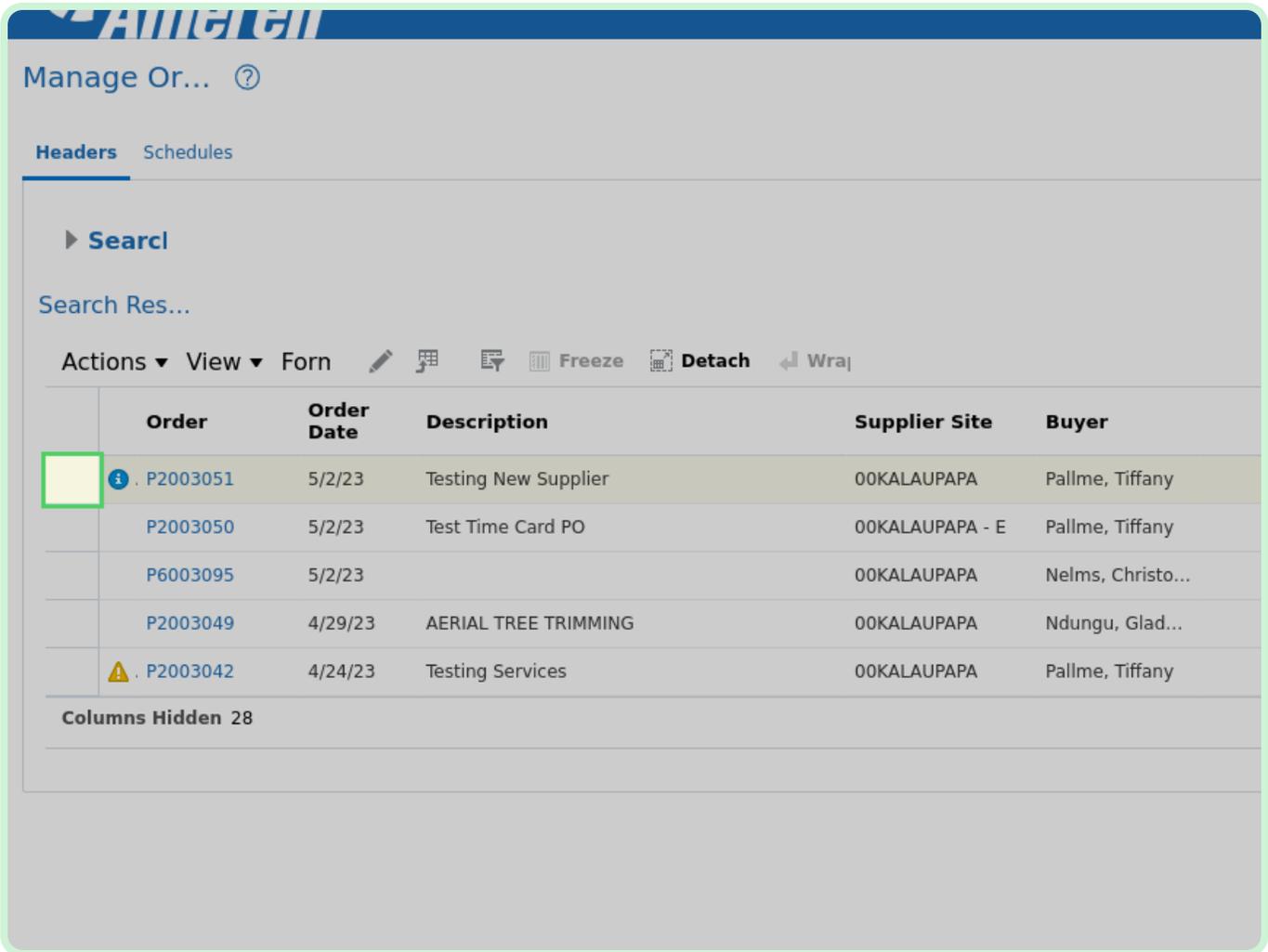
The screenshot shows a search interface with a blue header bar. In the top right corner, there is a blue button labeled "Done". Below the header, there are several filter options: "Advanced", "Manage Watchlist", "Saved Search", and a dropdown menu currently set to "All Orders". Below these are input fields for "Order" and "Status", and a checkbox labeled "Include Closed Documents" with a "No" dropdown. On the right side, there are three buttons: "Search" (highlighted with a green box), "Reset", and "Save...". At the bottom left, there is a table header with columns "Life Cycle" and "Creation Date".

Step 5

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

Warning

Make sure you do not select the order link.



Manage Or... ?

Headers Schedules

Search

Search Res...

Actions View Form     Freeze  Detach  Wrap

	Order	Order Date	Description	Supplier Site	Buyer
	P2003051	5/2/23	Testing New Supplier	00KALAUPAPA	Pallme, Tiffany
	P2003050	5/2/23	Test Time Card PO	00KALAUPAPA - E	Pallme, Tiffany
	P6003095	5/2/23		00KALAUPAPA	Nelms, Christo...
	P2003049	4/29/23	AERIAL TREE TRIMMING	00KALAUPAPA	Ndungu, Glad...
	P2003042	4/24/23	Testing Services	00KALAUPAPA	Pallme, Tiffany

Columns Hidden 28

Step 6

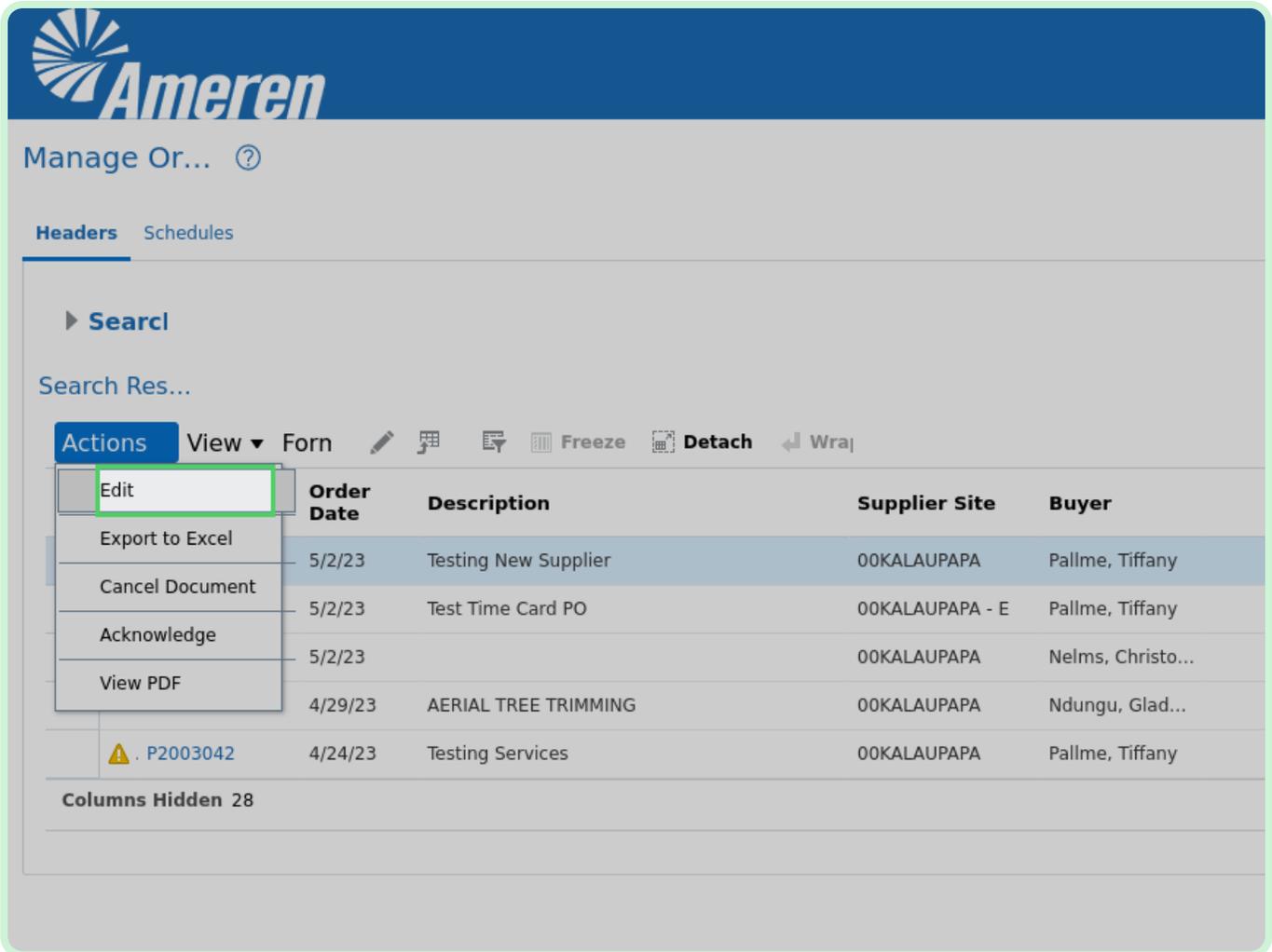
Select **Actions**.

The screenshot shows the Ameren 'Manage Orders' interface. At the top left is the Ameren logo. Below it is the title 'Manage Or...' with a help icon. There are two tabs: 'Headers' (selected) and 'Schedules'. A search bar is present with a 'Search' button. Below the search bar, the text 'Search Res...' is visible. A toolbar contains several icons and labels: 'Actions' (highlighted with a green box), 'View', 'Form', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table with the following columns: Order, Order Date, Description, Supplier Site, and Buyer. The table contains five rows of order data. At the bottom of the table area, it says 'Columns Hidden 28'.

Order	Order Date	Description	Supplier Site	Buyer
P2003051	5/2/23	Testing New Supplier	00KALAUPAPA	Pallme, Tiffany
P2003050	5/2/23	Test Time Card PO	00KALAUPAPA - E	Pallme, Tiffany
P6003095	5/2/23		00KALAUPAPA	Nelms, Christo...
P2003049	4/29/23	AERIAL TREE TRIMMING	00KALAUPAPA	Ndungu, Glad...
P2003042	4/24/23	Testing Services	00KALAUPAPA	Pallme, Tiffany

Step 7

In the **Actions** drop-down list, select **Edit**.



The screenshot shows the Ameren 'Manage Orders' interface. At the top left is the Ameren logo. Below it is the title 'Manage Or...' with a help icon. There are tabs for 'Headers' and 'Schedules'. A search bar is present with a 'Search' button. Below the search bar is a table of orders. The 'Actions' dropdown menu is open, highlighting the 'Edit' option. The table has columns for Order Date, Description, Supplier Site, and Buyer. The first row is highlighted in blue.

Order Date	Description	Supplier Site	Buyer
5/2/23	Testing New Supplier	00KALAUPAPA	Pallme, Tiffany
5/2/23	Test Time Card PO	00KALAUPAPA - E	Pallme, Tiffany
5/2/23		00KALAUPAPA	Nelms, Christo...
4/29/23	AERIAL TREE TRIMMING	00KALAUPAPA	Ndungu, Glad...
 P2003042	4/24/23 Testing Services	00KALAUPAPA	Pallme, Tiffany

Columns Hidden 28

Step 8

In the **Description** field, type **Changing line 1**.

Ameren

Edit Change Ord... ?

Change Order 2

* Description

Creation Date 5/5/23

Main Contract Terms

▲ Genera ?

Sold-to Legal Entity Ameren Illinois Company

Bill-to BU AMS BU

Order P2003051

Status Open

* Buyer Pallme, Tiffany

Creation Date 5/2/23

Terms Notes and Attachments

Payment Terms IMMEDIATE

Shipping

Step 9

In the **Quantity** field, type **20,000**.

Payment terms IMMEDIATE Shipping method CRK
Freight Terms Collect Shipment
FOB Destination

at

Quantity Deviation Time Card Entry Mode
Document Type STANDARD Retainage Required? N

Form Freeze Detach Wrap

Description	Supplier Item	Quantity	UOM	* Price	Ordered	* Location	NOTE TO Supplier
Existing New Supplier	<input type="text"/>	10,000	US DOLLARS	<input type="text"/> 1.00	10,000.00	DECATUR SA	

Step 10

In the **Change Reason** field, type **Supply increase needed**.

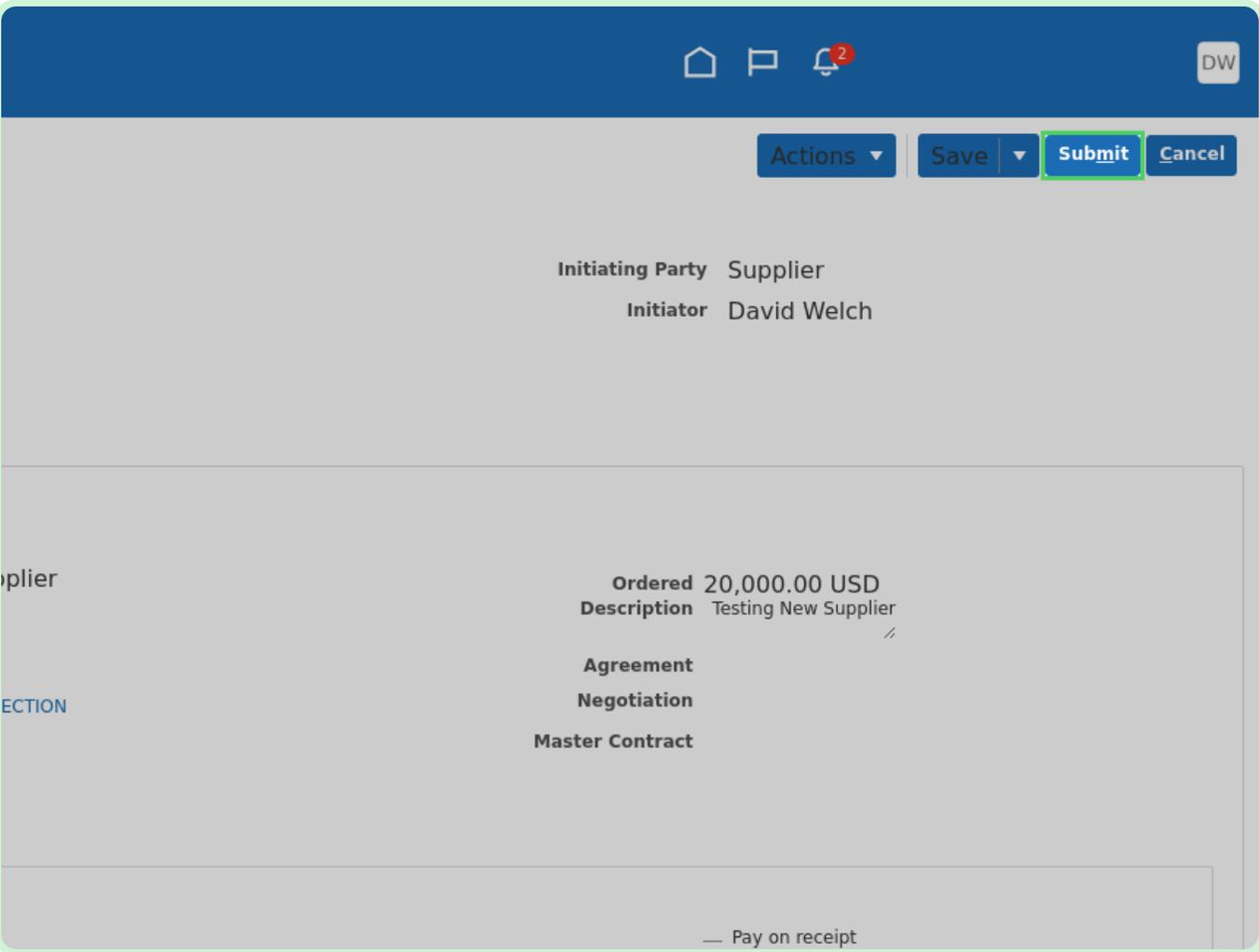
Shipping Method: **CHK** — Pay on
Freight Terms: **Collect Shipment** — Confirm
FOB: **Destination**

Time Card Entry Mode: **EDI REJECTION STATUS**
Retainage Required?: **PO Source Type**

* Price	Ordered	* Location	Note to Supplier	Change Reason
1.00	20,000.00	DECATUR SA		<input type="text"/>

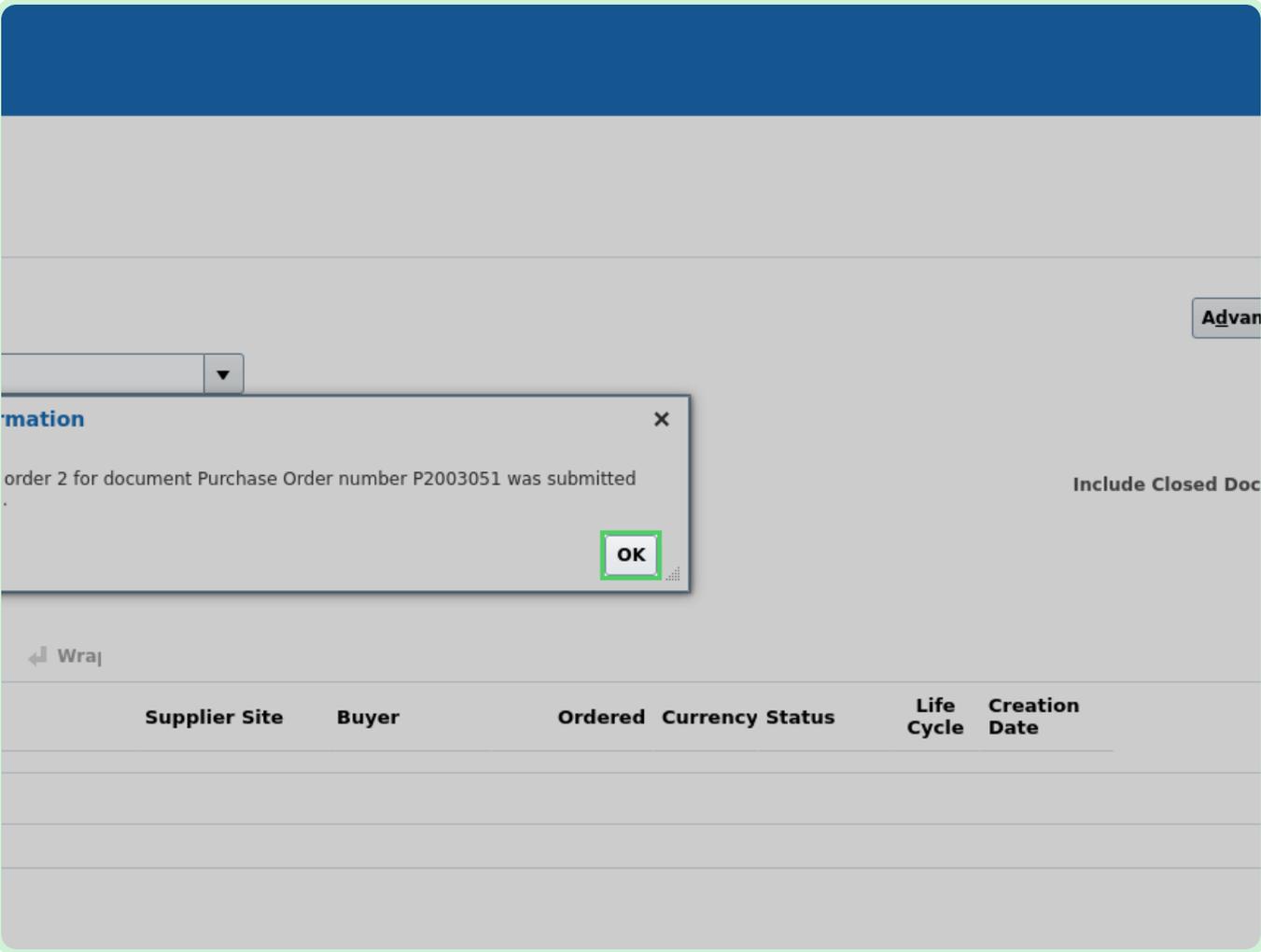
Step 11

Select **Submit**.



Step 12

Select **OK**.



Step 13

Select **Home**.

