



# Submit Incomplete Profile Change Request (QRC)

|                                     |  |
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| <b>Applies to:</b>                  | Ameren Supplier                          |
| <b>Description:</b>                 | Submit Incomplete Profile Change Request |
| <b>Sub-Application</b>              | Oracle Cloud ERP                         |
| <b>Prerequisites</b>                | None                                     |
| <b>Estimated Time to Completion</b> | 5 - 10 minutes                           |

## Introduction

This article can be used by Ameren Suppliers to Submit Incomplete Profile Change Request that Supplier started but did not submit.

## Complete these steps:

| Step   | Illustration   |
|--|--|
| <p><b>1. Login to the Portal</b></p> <p><b>NOTE:</b> if you do not know your password click on the <b>Forgot Password</b> link, put in your username (your email address) and the system will send you a code to login with)</p> | <p>The illustration shows a utility worker in a white hard hat, safety glasses, and a high-visibility vest working on a wooden utility pole. To the right is a screenshot of the Ameren login portal. The portal features the Ameren logo at the top, followed by the word 'Login'. Below this are two input fields: 'UserID' with the example 'process_performancegroup@ameren.cor' and 'Password' with the example 'Welcome@2' and a 'HIDE' button. There are also checkboxes for 'Remember Me' and a link for 'Forgot Password?'. At the bottom is a green 'Log In' button.</p> |



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2. Click Supplier Portal.

The screenshot shows the Ameren Supplier Portal dashboard. At the top, there is a 'Need Help?' button and navigation icons. The main heading says 'Good morning, CAROL CARPUNKY'. Below this are tabs for 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Under the 'APPS' section, there are two icons: 'Supplier Portal' (highlighted with a red box) and 'Timecard'. A plus sign is also visible.

3. Click Manage Profile

The screenshot shows the 'Supplier Portal' interface. On the left, there is a sidebar with various categories: Orders, Agreements, Contracts and Deliverables, Consigned Inventory, Invoices and Payments, Negotiations, Qualifications, and Company Profile. Under 'Company Profile', the 'Manage Profile' link is highlighted with a red box. The main content area shows a 'Requiring Attention' section with a donut chart indicating 1 item, and 'Recent Activity' and 'Transaction Reports' sections, both showing 'No data available'.

4. Click Edit

The screenshot shows the 'Company Profile' page. At the top right, there are buttons for 'Delete Change Request', 'Edit' (highlighted with a red box), and 'Done'. Below this, there is a message: 'There are profile changes that aren't submitted. You must edit the changes to continue.' The page displays details for a change request: 'Last Change Request 210017', 'Request Status Draft', 'Requested By CARPUNKY, CAROL', 'Request Date 9/19/23', and 'Change Description updating profile'.



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|---|--|
| <p><b>5. Click Review Changes</b></p>   |  |
| <p><b>6. Click Submit</b></p>   |  |
| <p><b>7. You will get a confirmation once you have submitted the change. If you do not get a confirmation, you have not submitted the change request.</b></p> |  |

## Version Control

| Number | Date       | Purpose / Changes | Author(s)      |
|--------|------------|-------------------|----------------|
| 1.0    | 09/19/2023 | Document Creation | Tiffany Pallme |
|        |            |                   |                |