

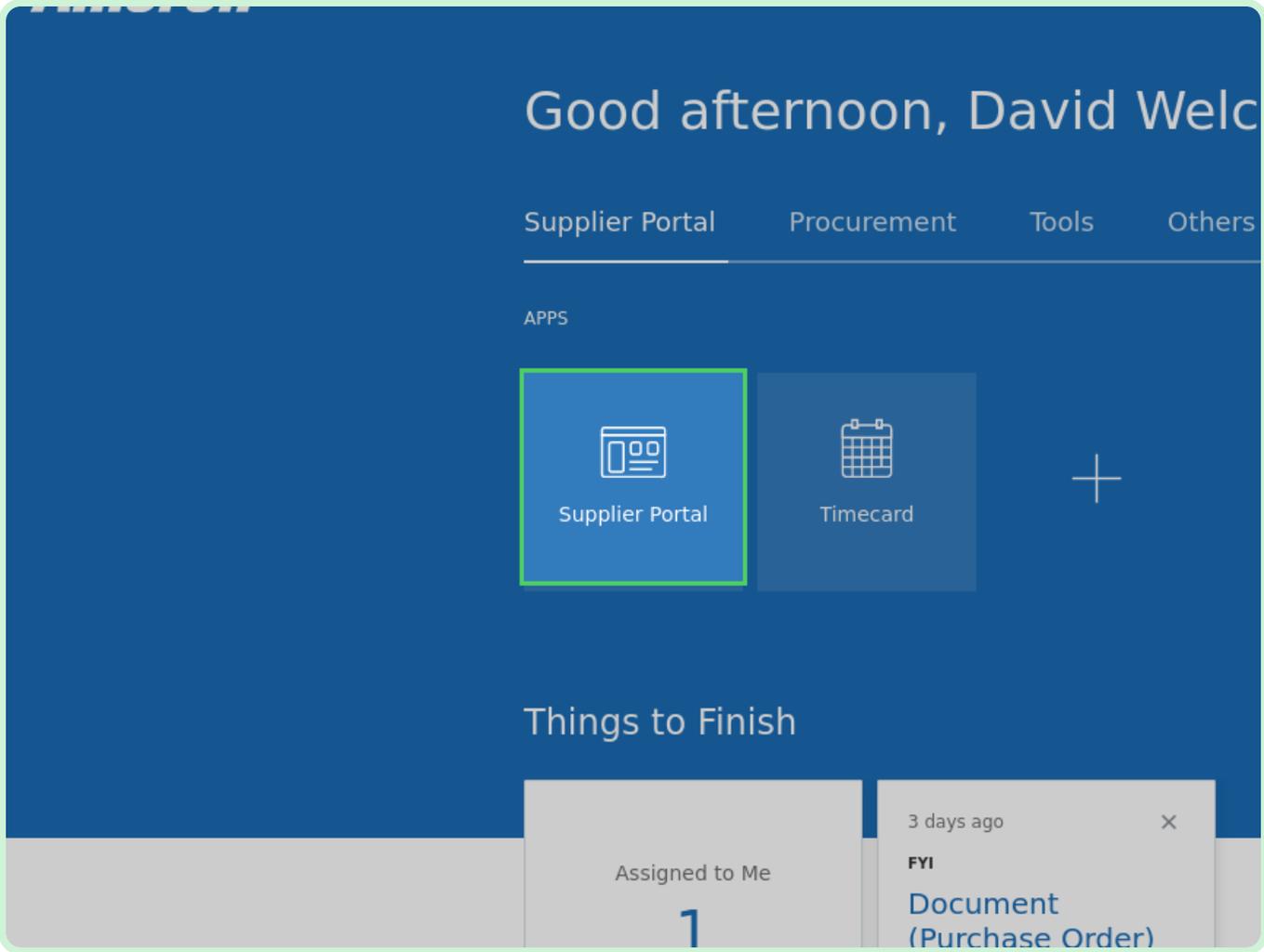
Suppliers - Update Profile

🕒 Time to Completion: **14 minutes**

You will learn how to update a supplier profile.

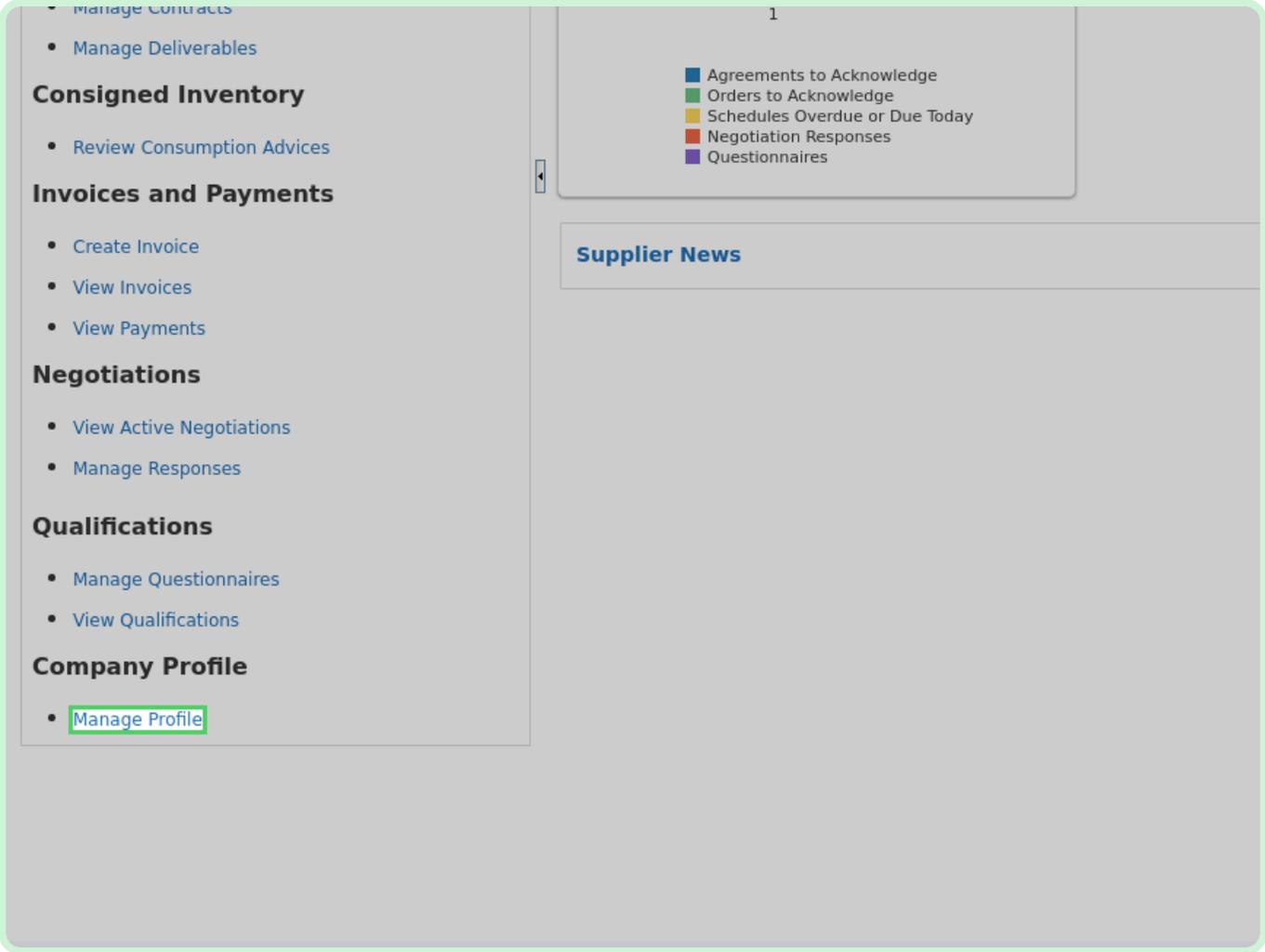
Step 1

Select **Supplier Portal**.



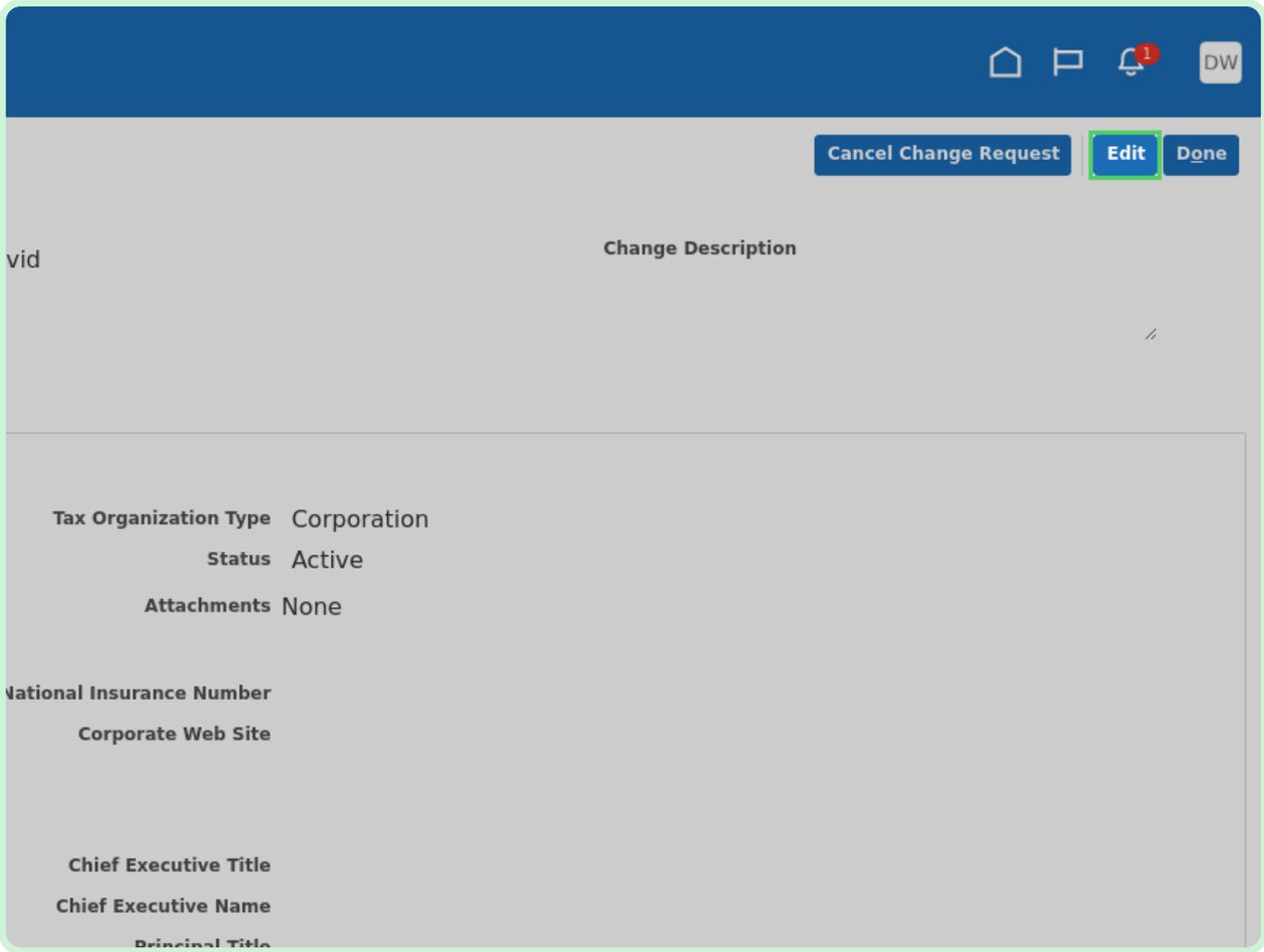
Step 2

Select **Manage Profile**.



Step 3

Select **Edit**.



Step 4

In the **Change Description** field, type **Change Supplier Portal**.

The screenshot shows a software interface with a dark blue header. Below the header, there is a breadcrumb trail with three dots. The main content area has a light gray background. A label 'Change Description' is positioned to the left of a white rectangular input field, which is highlighted with a green border. Below this field, there is a horizontal navigation bar with tabs: 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Underneath the navigation bar, there are several input fields and labels. On the left side, there are labels 'ne', 'er', 'oe', 'er', 'er', 'IC', and 'ed' next to their respective input fields. On the right side, there are labels 'Tax Orga', 'National Insur', 'Corpo', and 'Chief E'. The input field for 'ne' contains the text 'Gas Material Supplier'. The input field for 'oe' has a dropdown arrow. The input field for 'er' (second from top) contains the text '201013'. The input field for 'ed' contains the text 'ed'.

Step 5

View **Organization Details**.

Review the **Organization Details** tab, and confirm that no changes are required.

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

▲ **General**

* **Supplier Name**

Supplier Number 201013

Supplier Type

▲ **Identification**

D-U-N-S Number

Customer Number

SIC

▲ **Corporate Profile**

Year Established

Mission Statement

Year Incorporated

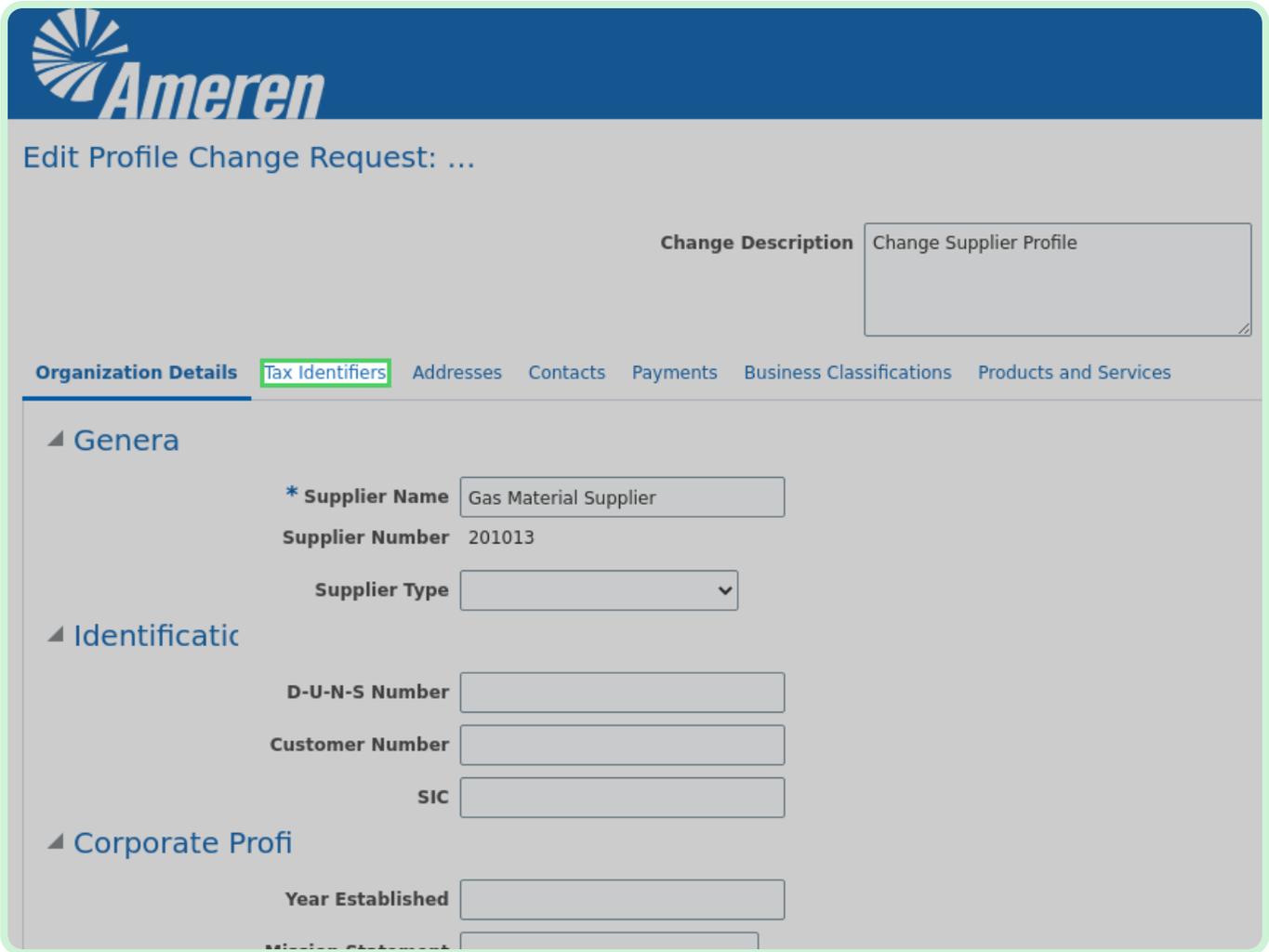
▲ **Financial Profile**

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Step 6

Select **Tax Identifiers**.



The screenshot shows the Ameren system interface for editing a supplier profile. At the top left is the Ameren logo. Below it, the page title is "Edit Profile Change Request: ...". On the right, there is a "Change Description" field containing the text "Change Supplier Profile". Below this is a horizontal navigation menu with the following items: "Organization Details", "Tax Identifiers" (which is highlighted with a green box), "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The main content area is divided into three sections, each with a collapsed arrow icon: "Genera", "Identificatic", and "Corporate Profi". The "Genera" section contains fields for: "* Supplier Name" (with the value "Gas Material Supplier"), "Supplier Number" (with the value "201013"), and "Supplier Type" (a dropdown menu). The "Identificatic" section contains fields for: "D-U-N-S Number", "Customer Number", and "SIC". The "Corporate Profi" section contains a field for "Year Established".

Step 7

View **Tax Identifiers**.

Review the **Tax Identifiers** tab, and confirm that no changes are required.

Change Description

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country

Taxpayer ID

Federal reportable

Federal Income Tax Type

State reportable

Transaction Tax

Tax Country

Tax Registration Number

Step 8

Select **Addresses**.

The screenshot shows the Ameren 'Edit Profile Change Request' interface. At the top left is the Ameren logo. Below it, the text 'Edit Profile Change Request: ...' is visible. On the right, there is a 'Change Description' field containing the text 'Change Supplier Profile'. Below this is a horizontal navigation bar with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses' (highlighted with a green box), 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The main content area is divided into two sections: 'Income Tax' and 'Transaction Tax'. Under 'Income Tax', there are fields for 'Taxpayer Country' (set to 'United States'), 'Taxpayer ID' (set to '221556442'), and 'Federal Income Tax Type'. There are also checkboxes for 'Federal reportable' and 'State reportable'. Under 'Transaction Tax', there are fields for 'Tax Country' and 'Tax Registration Number'.

Step 9

Select **Create**.

Ameren

Edit Profile Change Request: ...

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions ▾ View ▾ Form **+** ✎ ✕ Status Active ▾ Freeze Wrap

Address Name	Address
00KALAUPAPA - ERS	123 GMS Lane, HI KalawaoKalaupapa, 96742

Columns Hidden 3

Step 10

In the **Address Name** field, type **Address 1**.

Ameren

Edit Profile Change Request: ...

Create Address

* **Address Name**

* **Country**

* **Address Line 1**

Address Line 2

Address Line 3

* **State**

* **County**

* **City**

* **Postal Code**

Postal Code+4

Language

* **Address** Ordering
Purpose Remit to
 RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

Create

Step 11

In the **Address Line 1** field, type **123 Main Street**.

The screenshot shows the Ameren 'Create Address' form. The form is titled 'Create Address' and is part of a larger 'Edit Profile Change Request' interface. The form contains several fields and options:

- * Address Name:** Address 1
- * Country:** United States
- * Address Line 1:** (This field is highlighted with a green border, indicating where the user should enter '123 Main Street')
- Address Line 2:**
- Address Line 3:**
- * State:**
- * County:**
- * City:**
- * Postal Code:**
- Postal Code+4:**
- Language:**
- * Address:** Ordering
- Purpose:** Remit to, RFQ or Bidding
- Phone:** 1
- Fax:** 1
- Email:**
- Inactive Date:** m/d/yy
- Status:** Active

Step 12

Select **State**.

Ameren

Edit Profile Change Request: ...

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* State

* County

* City

* Postal Code

Postal Code+4

Language

* Address Ordering

Purpose Remit to

RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

Step 13

In the **State** drop-down list, select **AK**.

The image shows a 'Create Address' form with the following fields and options:

- * Address Name:** Address 1
- * Country:** United States
- * Address Line 1:** 123 Main Street
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- * State:** (dropdown menu open, showing a list of states with 'AK' highlighted)
- * County:** (empty)
- * City:** (empty)
- * Postal Code:** (empty)
- Postal Code+4:** (empty)
- Language:** (empty)
- * Address:** Ordering
- Purpose:** Remit to, RFQ or Bidding
- Phone:** 1
- Fax:** 1
- Email:** (empty)
- Inactive Date:** m/d/yy
- Status:** Active

Step 14

Select **County**.

Ameren

Edit Profile Change Request: ...

Organization Details Tax Identifier

Actions View Form

Address Name ▲ ▼

00KALAUPAPA - ERS

Columns Hidden 3

Create Address

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

* State

* County

* City

* Postal Code

Postal Code+4

Language

* Address Ordering

Purpose Remit to

RFQ or Bid

Phone

Fax

Email

Inactive Date

Status Active

Step 15

In the **Country** drop-down list, select **Anchorage**.

The screenshot shows a web form with the following fields and options:

- * Country:** United States (dropdown)
- * Address Line 1:** 123 Main Street
- Address Line 2:** (empty)
- Address Line 3:** (empty)
- * State:** AK (dropdown)
- * County:** (dropdown)
- * City:** (dropdown menu open, showing a list of cities in Alaska with 'Anchorage' highlighted)
- * Postal Code:** (empty)
- Postal Code+4:** (empty)
- Language:** (empty)
- Purpose:** Remit to, RFQ or Bidding
- Phone:** 1 (dropdown), (empty), (empty)
- Fax:** 1 (dropdown), (empty), (empty)
- Email:** (empty)
- Inactive Date:** m/d/yy (calendar icon)
- Status:** Active
- Create Another:** (button)

City	State
Aleutians East	AK
Aleutians West	AK
Anchorage	AK
Bethel	AK
Bristol Bay	AK
Chugach	AK
Copper River	AK
Denali	AK
Dillingham	AK
Search...	

Step 16

Select **City**.

The screenshot shows the Ameren logo at the top left. Below it is the text "Edit Profile Change Request: ...". A modal window titled "Create Address" is open, containing the following fields:

- * Address Name: Address 1
- * Country: United States
- * Address Line 1: 123 Main Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- * State: AK
- * County: Anchorage
- * City: (dropdown menu highlighted with a green box)
- * Postal Code: (dropdown menu)
- Postal Code+4: (empty)
- Language: (dropdown menu)
- * Address: Ordering
- Purpose: Remit to, RFQ or Bidding
- Phone: 1 (dropdown)
- Fax: 1 (dropdown)
- Email: (empty)
- Inactive Date: m/d/yy
- Status: Active

Step 17

In the **City** drop-down list, select **Anchorage**.

The image shows a web form with several fields. A dropdown menu is open for the 'City' field, showing a list of cities in Anchorage, AK. The 'Anchorage' option is highlighted with a green border. The form includes fields for Address Name, Country, Address Line 1, Address Line 2, Address Line 3, State, County, City, Postal Code, Postal Code+4, Language, Address, Purpose, Phone, Fax, Email, Inactive Date, and Status.

City	City
Anchorage	Anchorage, AK
Bird Creek	Anchorage, AK
Chugiak	Anchorage, AK
Eagle River	Anchorage, AK
Elmendorf Afb	Anchorage, AK
Fort Richardson	Anchorage, AK

Step 18

Select **Postal Code**.

The screenshot shows the Ameren logo at the top left. Below it is the text "Edit Profile Change Request: ...". A modal window titled "Create Address" is open, containing the following fields:

- * Address Name: Address 1
- * Country: United States
- * Address Line 1: 123 Main Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- * State: AK
- * County: Anchorage
- * City: Anchorage
- * Postal Code: (dropdown menu highlighted with a green box)
- Postal Code+4: (empty)
- Language: (dropdown menu)
- * Address: Ordering
- Purpose: Remit to, RFQ or Bidding
- Phone: 1 (dropdown)
- Fax: 1 (dropdown)
- Email: (empty)
- Inactive Date: m/d/yy
- Status: Active

Step 19

In the **Postal Code** drop-down list, select **99502**.

The screenshot shows a web form with several fields. The 'Postal Code' field is open, displaying a list of options. The first option, '99502 Anchorage, Anchorage, AK', is highlighted with a green border. Other options include 99503, 99504, 99505, 99506, 99507, 99508, 99509, and 99510. A 'Search...' field is at the bottom of the dropdown. Other form fields include 'Country' (United States), 'Address Line 1' (123 Main Street), 'State' (AK), 'County' (Anchorage), 'City' (Anchorage), 'Phone', 'Fax', 'Email', 'Inactive Date', and 'Status' (Active). A 'Create Another' button is visible on the right.

Postal Code	Address
99502	Anchorage, Anchorage, AK
99503	Anchorage, Anchorage, AK
99504	Anchorage, Anchorage, AK
99505	Anchorage, Anchorage, AK
99506	Anchorage, Anchorage, AK
99507	Anchorage, Anchorage, AK
99508	Anchorage, Anchorage, AK
99509	Anchorage, Anchorage, AK
99510	Anchorage, Anchorage, AK

Step 20

Select the **Ordering** checkbox.

Select the **Address Purpose** checkboxes that apply to the address being added. Add additional addresses for additional address purposes, if needed.

Make sure you have, at least, one **Ordering** address and one **Remit to** address. This can be the same address.

Ameren

Edit Profile Change Request: ...

Create Address

* Address Name

* Country ▼

* Address Line 1

Address Line 2

Address Line 3

* State ▼

* County ▼

* City ▼

* Postal Code ▼

Postal Code+4

Language

* Address Ordering

Purpose Remit to
 RFQ or Bidding

Phone ▼

Fax ▼

Email

Inactive Date 📅

Status Active

Step 21

In the **Phone** field, type **800 123 1234**.

The image shows a software interface with a modal dialog box. The dialog box has a close button (X) in the top right corner. It contains the following fields and options:

- * Address Ordering
- Purpose Remit to
- RFQ or Bidding
- Phone 1 (The three input boxes are highlighted with a green border)
- Fax 1
- Email
- Inactive Date m/d/yy (with a calendar icon)
- Status Active

At the bottom of the dialog box are three buttons: "Create Another", "OK", and "Cancel".

In the background, a "Delete Ch" button is visible in the top right corner. Below the dialog box, a "Phone" field is visible with the value "+1 (555) 555-5555".

Step 22

In the **Email** field, type **gmsak@GMS.com**.

The image shows a screenshot of a software application window with a light gray background. On the left side, there is a vertical list of several input fields, some with dropdown arrows. The main area of the window contains a form with the following fields and options:

- * Address** Ordering
- Purpose** Remit to
- RFQ or Bidding
- Phone** 1 [dropdown] 800 [input] 123 [input] 1234 [input]
- Fax** 1 [dropdown] [input] [input]
- Email** [input field highlighted with a green border]
- Inactive Date** m/d/yy [calendar icon]
- Status** Active

At the bottom right of the form, there are three buttons: "Create Another", "OK", and "Cancel".

Step 23

Select **OK**.

The dialog box contains the following fields and options:

- * Address** Ordering
- Purpose** Remit to
 RFQ or Bidding
- Phone** 1 [dropdown] 800 123 1234
- Fax** 1 [dropdown] [] []
- Email** gmsak@GMS.com
- Inactive Date** m/d/yy [calendar icon]
- Status** Active

Buttons at the bottom: **Create Another**, **OK** (highlighted), **Cancel**

Step 24

View **Edit**.

On the **Contacts** tab, you can edit a contact by selecting the **Edit** icon.

The screenshot shows the Ameren system interface. At the top left is the Ameren logo. Below it is the text "Edit Profile Change Request: ...". To the right, there is a "Change Description" field containing the text "Change Supplier Portal". Below this is a navigation bar with tabs: "Organization Details", "Tax Identifiers", "Addresses" (which is selected and underlined), "Contacts", "Payments", "Business Classifications", and "Products and Services". Below the navigation bar is a toolbar with "Actions", "View", "Form", a plus sign, an edit icon (a pencil inside a square, highlighted with a green box), a close icon, "Status" (set to "Active"), "Freeze", and "Wrap". Below the toolbar is a table with two columns: "Address Name" and "Address". The table contains two rows: "OOKALAUPAPA - ERS" with address "123 GMS Lane, HI Kalawao Kalaupapa, 96742" and "Address 1" with address "123 Main Street, AK Anchorage Anchorage, 99502". At the bottom of the table area, it says "Columns Hidden 3".

Step 25

Select **Contacts**.

The screenshot shows the Ameren system interface. At the top left is the Ameren logo. Below it is the text "Edit Profile Change Request: ...". To the right, there is a "Change Description" field containing the text "Change Supplier Portal". Below this is a navigation menu with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts" (highlighted with a green box), "Payments", "Business Classifications", and "Products and Services". Below the navigation menu is a table with columns "Address Name" and "Address". The table contains two rows: "00KALAUPAPA - ERS" with address "123 GMS Lane, HI Kalawao Kalaupapa, 96742" and "Address 1" with address "123 Main Street, AK Anchorage Anchorage, 99502". Above the table are various controls: "Actions", "View", "Form", a plus sign, a pencil icon, an X icon, "Status" set to "Active", a Freeze icon, and a Wrap icon. Below the table, it says "Columns Hidden 3".

Step 26

Select **Create**.

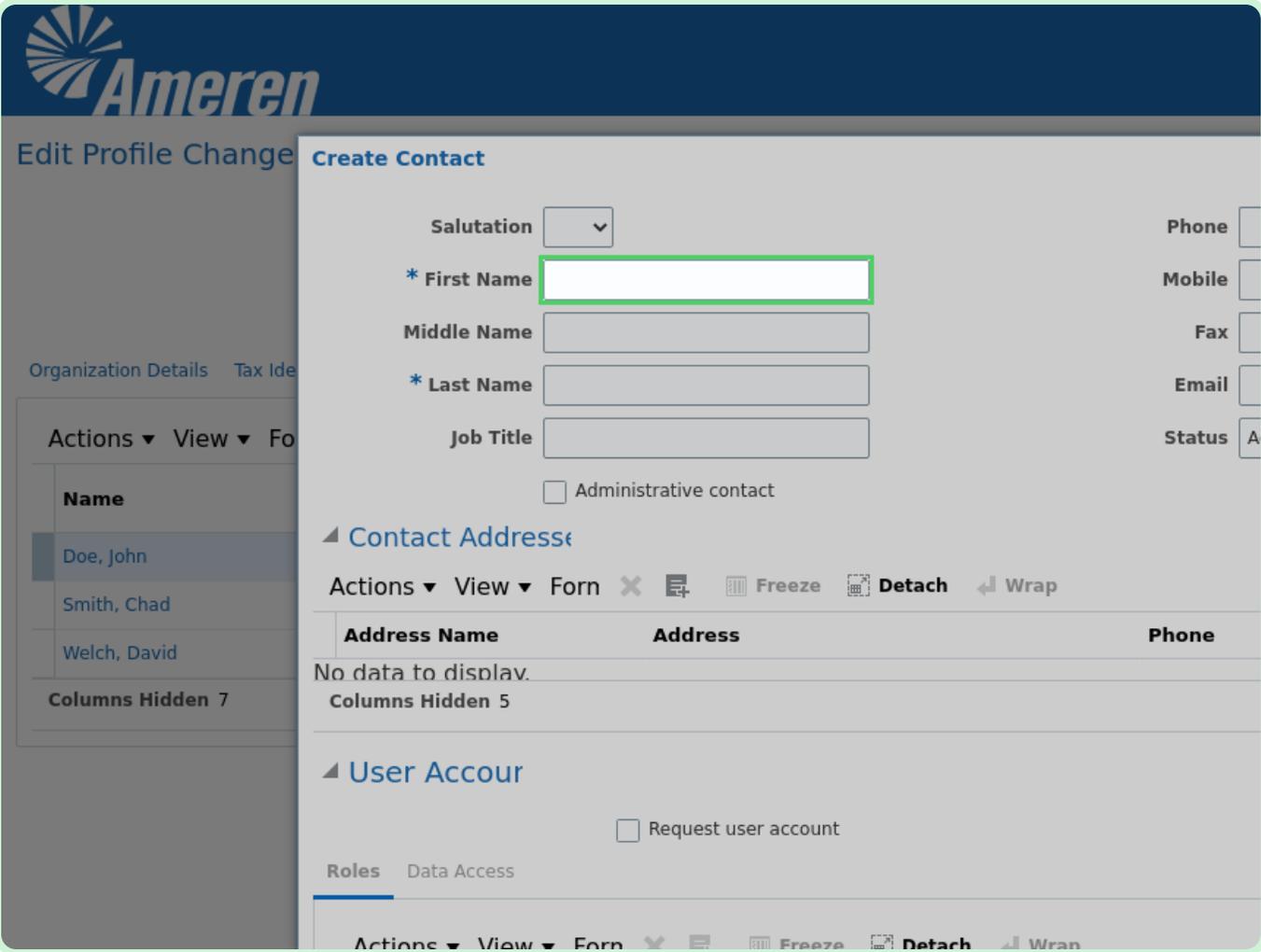
The screenshot shows the Ameren system interface. At the top left is the Ameren logo. Below it is the text "Edit Profile Change Request: ...". To the right is a "Change Description" field containing the text "Change Supplier Portal". Below this is a navigation bar with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Contacts" tab is selected. Below the navigation bar is a toolbar with the following items: "Actions" (dropdown), "View" (dropdown), "Form" (dropdown), a green box containing a "+" sign, a pencil icon, an "X" icon, "Status" (dropdown set to "Active"), "Freeze" (icon), "Detach" (icon), and "Wrap" (icon). Below the toolbar is a table with the following data:

Name	Job
Doe, John	CEO
Smith, Chad	Offi
Welch, David	CSR

Below the table is a section labeled "Columns Hidden 7".

Step 27

In the **First Name** field, type **Jane**.



Step 28

In the **Last Name** field, type **Doe**.

Ameren

Edit Profile Change Request: ...

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

Contact Address

Actions View Form Freeze Detach Wrap

Address Name	Address	Phone	Address
No data to display.			
Columns Hidden 5			

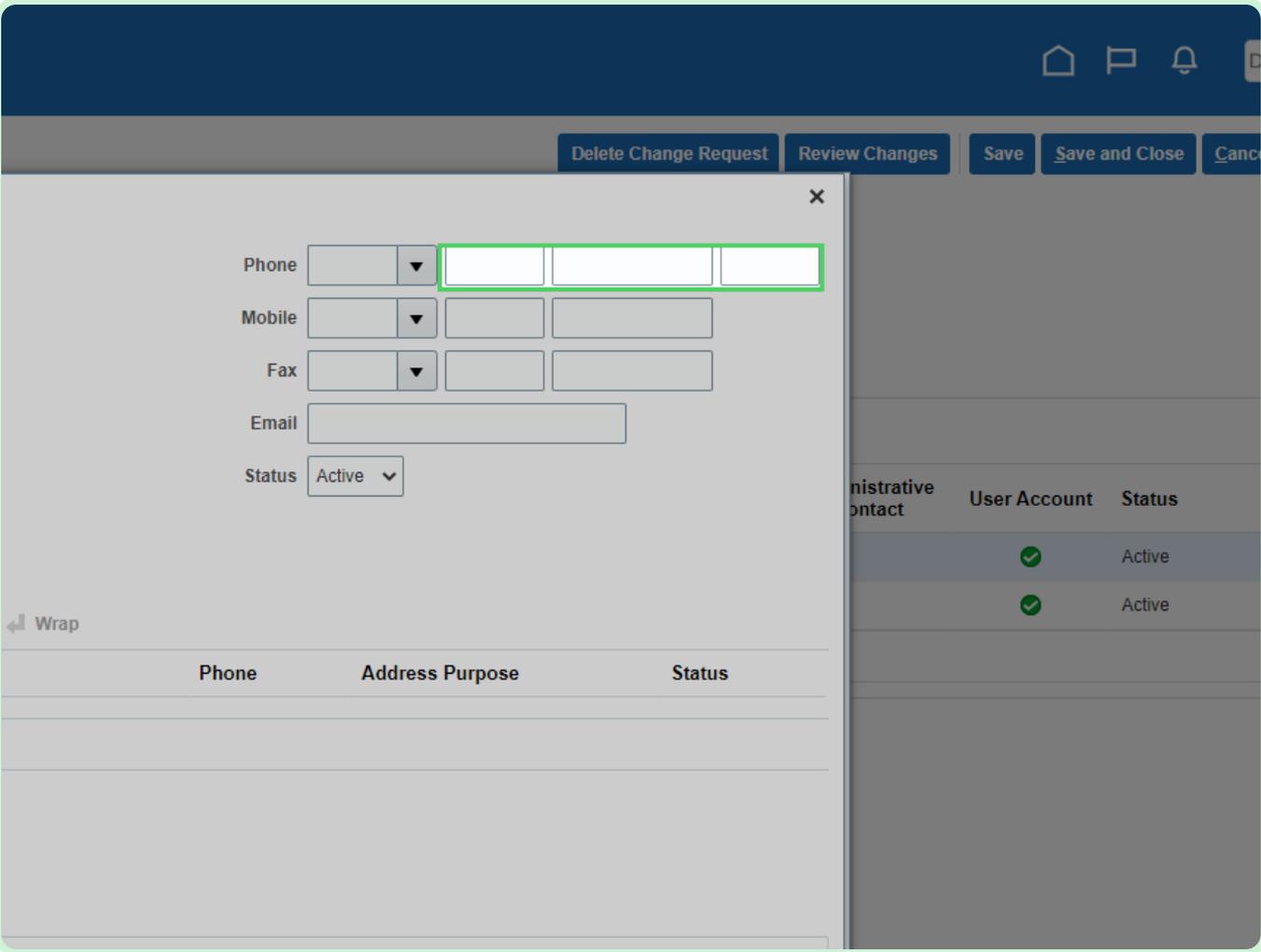
User Account

Request user account

Roles Data Access

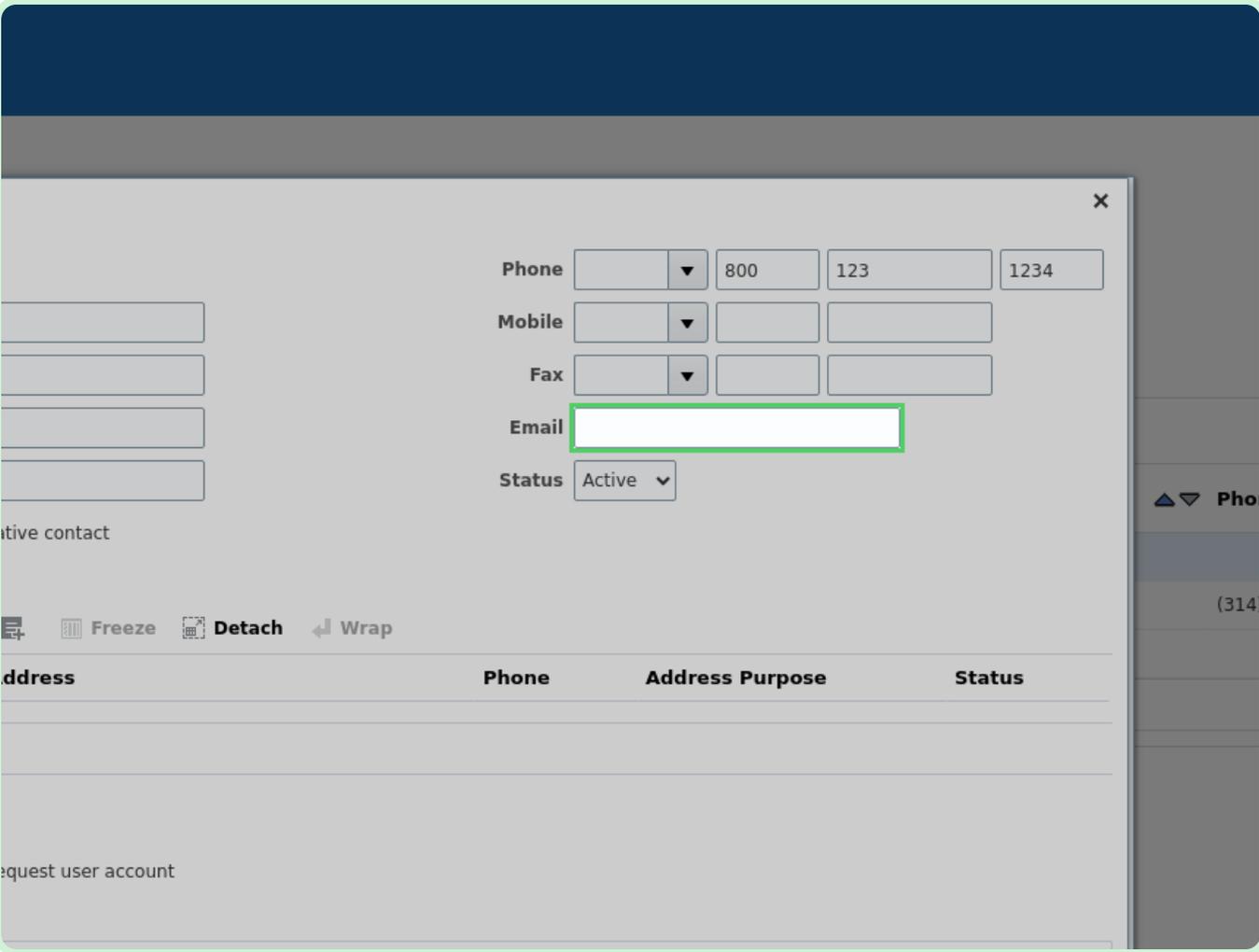
Step 29

In the **Phone** field, type **800 123 1234**.



Step 30

In the **Email** field, type **jane.doe@test.com**.



Step 31

In the **Job Title** field, type **Invoicing Manager - Purchasing**.

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ Contact Address

Actions View Form Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose
No data to display.			
Columns Hidden 5			

▲ User Account

Request user account

Roles Data Access

Actions View Form Freeze Detach Wrap

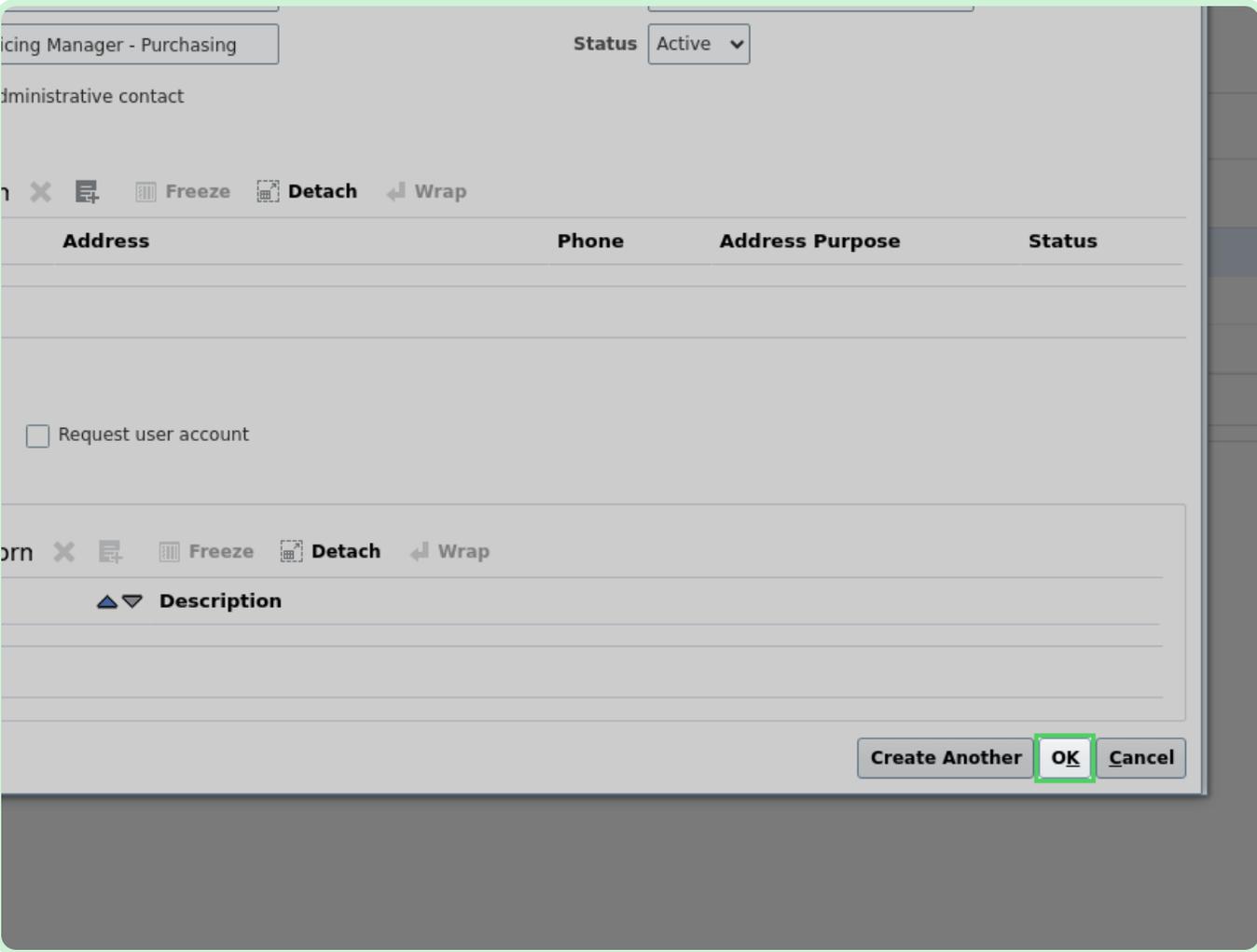
Role	Description
No data to display.	

Create An...

Step 32

Select **OK**.

Note
If necessary, you can select the **Create Another** button to add another new contact.



Step 33

View **Edit**.

On the **Contacts** tab, you can edit a contact by selecting the **Edit** icon.

The screenshot shows the Ameren system interface. At the top left is the Ameren logo. Below it is the text "Edit Profile Change Request: ...". To the right, there is a "Change Description" field containing the text "Change Supplier Portal". Below this is a navigation bar with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts" (which is underlined), "Payments", "Business Classifications", and "Products and Services". Below the navigation bar is a toolbar with icons for "Actions", "View", "Form", a plus sign, a pencil icon (highlighted with a green box), a minus sign, "Status" (set to "Active"), "Freeze", "Detach", and "Wrap". Below the toolbar is a table with the following data:

Name	Job
Doe, Jane	Inv
Doe, John	CEC
Smith, Chad	Offi
Welch, David	CSR

Below the table, it says "Columns Hidden 7".

Step 34

Select **Payments**.

The screenshot shows the Ameren system interface. At the top left is the Ameren logo. Below it, there is a header area with the text "Edit Profile Change Request: ...". To the right of this header is a "Change Description" field containing the text "Change Supplier Portal". Below the header is a navigation menu with several tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Payments" tab is highlighted with a green border. Below the navigation menu is a toolbar with various action buttons: "Actions", "View", "Form", a plus sign, a pencil icon, a minus sign, "Status" (set to "Active"), "Freeze", "Detach", and "Wrap". Below the toolbar is a table with the following data:

Name	Job Title
Doe, Jane	Invoicing
Doe, John	CEO
Smith, Chad	Office
Welch, David	CSR

Below the table, there is a section labeled "Columns Hidden 7".

Step 35

Select **Add Row**.

The screenshot shows the Ameren system interface for editing a profile change request. At the top, the Ameren logo is displayed. Below it, the page title is "Edit Profile Change Request: ...". A "Change Description" field contains the text "Change Supplier Portal".

Navigation tabs include: Organization Details, Tax Identifiers, Addresses, Contacts, **Payments**, Business Classifications, and Products and Services.

Under the "Payments" tab, there are two sub-sections: "Payment Methods" and "Bank Accounts".

The "Payment Methods" section features a table with the following structure:

Default	Payment Method
	Check
	FWT
	Manual Wire
	Other Payments
	SGHOSTCARD
	SH Check

Above the table, there are action buttons: "Actions" (dropdown), "View" (dropdown), "Form" (dropdown), a highlighted "+" button (Add Row), a right arrow ">>", "Freeze" (icon), "Detach" (icon), and "Wrap" (icon).

Step 36

In the **Payment Method** field, type **ACH**.

Profile Change Request: ...

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Form + X ✓ Freeze Detach Wrap

Default	Payment Method
	<input type="text"/>
	Check
	FWT
	Manual Wire
	Other Payments
	SGHOSTCARD
	SH Check

Step 37

Select **Bank Accounts**.

The screenshot shows the Ameren profile change request interface. At the top left is the Ameren logo. Below it is the text "Edit Profile Change Request: ...". To the right, there is a "Change Description" field containing the text "Change Supplier Portal". Below this is a navigation bar with tabs: "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Payments" tab is selected. Under "Payments", there are two sub-tabs: "Payment Methods" and "Bank Accounts", with "Bank Accounts" being the active one. Below the sub-tabs is a toolbar with icons for "Actions", "View", "Form", "Add", "Remove", "Checkmark", "Freeze", "Detach", and "Wrap". The main content area is a table with two columns: "Default" and "Payment Method". The "Payment Method" column contains a dropdown menu with "ACH" selected. Other options in the dropdown are "Check", "FWT", "Manual Wire", "Other Payments", and "SGHOSTCARD".

Step 38

Select **Create**.

The screenshot shows the Ameren web portal interface. At the top is the Ameren logo. Below it is the title 'Edit Profile Change Request: ...'. A 'Change Description' field contains the text 'Change Supplier Portal'. Below this are navigation tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (which is selected), 'Business Classifications', and 'Products and Services'. Under the 'Payments' tab, there are sub-tabs for 'Payment Methods' and 'Bank Accounts'. The 'Bank Accounts' sub-tab is active, showing a table with columns 'Primary' and 'Account Number'. The table has one row with a green checkmark in the 'Primary' column and the value 'XXXX1234' in the 'Account Number' column. Above the table are action icons: 'Actions', 'View', 'Form' (with a green box around the plus sign), a pencil, an 'X', a checkmark, 'Freeze', and 'Wrap'. Below the table, it says 'Columns Hidden 8'.

Step 39

Select **Search: Country**.

Note

In the live environment, depending on which **Country** you select, the **IBAN** field may also be required.

Ameren

Edit Profile Change Request: ...

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text" value="▼"/>	From Date	5/11
Account Number	<input type="text"/>	Inactive On	m/d/yy
Bank Name	<input type="text" value="▼"/>	IBAN	<input type="text"/>
Bank Branch	<input type="text" value="▼"/>	Currency	<input type="text"/>

Allow international payments

Additional Informat

Account Name	<input type="text"/>	Check Digits	<input type="text"/>
Alternate Account Name	<input type="text"/>	Account Type	<input type="text"/>
Account Suffix	<input type="text"/>	Description	<input type="text"/>

Step 40

In the **Country** drop-down list, select **Aland Islands**.

Ameren

Edit Profile Change Request: ...

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country	<input type="text"/>	▼	From Date	5/11
Account Number	Afghanistan	AF	Inactive On	m/d/yy
Bank Name	Aland Islands	AX	IBAN	<input type="text"/>
Bank Branch	Albania	AL	Currency	<input type="text"/>
▲ Additional Information	Algeria	DZ	Check Digits	<input type="text"/>
	American Samoa	AS	Account Type	<input type="text"/>
	Andorra	AD	Description	<input type="text"/>
	Angola	AO		
	Anguilla	AI		
	Antarctica	AQ		
	Antigua and Barbuda	AG		
	Search...			

Step 41

In the **Account Number** field, type **123456789**.

Ameren

Edit Profile Change Request: ...

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

* Account Number

Bank Name

Bank Branch

Allow international payments

From Date

Inactive On

IBAN

Currency

Account Name

Alternate Account Name

Account Suffix

Check Digits

Account Type

Description

Step 42

In the **IBAN** field, type **AL29NWBK60161331926819**.

marked as required.

From Date 5/11/23

Inactive On m/d/yy

IBAN

Currency ▼

Check Digits

Account Type ▼

Description

Step 43

In the **Account Name** field, type **Business Account 1221**.

The image shows a 'Create Bank Account' form with the following fields and values:

- Country:** Aland Islands (dropdown menu)
- Account Number:** 123456789
- Bank Name:** (empty dropdown menu)
- Bank Branch:** (empty dropdown menu)
- Allow international payments
- Additional Information:**
 - Account Name:** (empty text box, highlighted with a green border)
 - Alternate Account Name:** (empty text box)
 - Account Suffix:** (empty text box)

Step 44

In the **Account Type** drop-down list, select **Checking**.

The screenshot shows a web form for account creation. The form is divided into two columns. The left column contains fields for 'Islands' (a dropdown menu), a text input with '6789', another dropdown menu, and a third dropdown menu. Below these is the text 'w international payments'. The right column contains 'From Date' (5/11/23), 'Inactive On' (m/d/yy with a calendar icon), 'IBAN' (AL29NWBK60161331926819), and 'Currency' (a dropdown menu). At the bottom of the right column are 'Check Digits' (text input), 'Account Type' (a dropdown menu highlighted with a green border), and 'Description' (text input). A 'Create Another' button is located at the bottom right of the form.

Step 45

Select **OK**.

est: ...

is marked as required.

From Date 5/11/23

Inactive On 

IBAN

Currency ▼

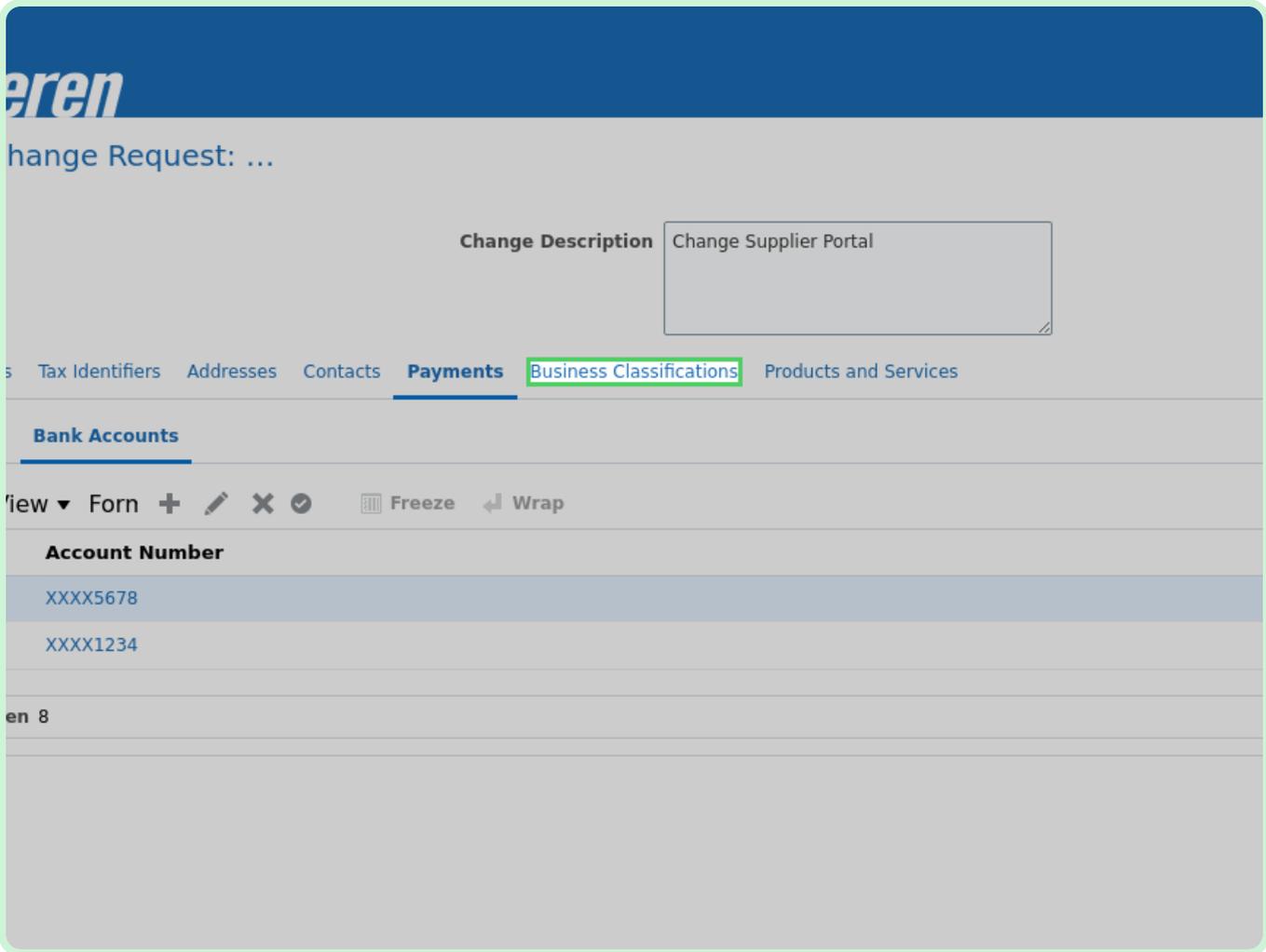
Check Digits

Account Type ▼

Description

Step 46

Select **Business Classifications**.



Step 47

View **Business Classifications**.

Review the **Business Classifications** tab, and confirm that no changes are required.

Edit Profile Change Request: ...

Change Description: Change Supplier Portal

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

None of the classifications are applicable

Actions View Form Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency
Minority Owned	African American	Current	Business Diversity Develo	
Women Owned		Current	Other	National Associati

Step 48

Select **Products and Services**.

The screenshot shows a web application interface with a dark blue header. Below the header, there is a 'Change Description' section with a text input field containing 'Change Supplier Portal'. Below this, there is a navigation bar with tabs: 'ses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Products and Services' tab is highlighted with a green border. Below the navigation bar, there are three icons: 'Freeze', 'Detach', and 'Wrap'. Below the icons is a table with the following columns: 'Subclassification', 'Status', 'Certifying Agency', 'Other Certifying Agency', 'Certificate', 'Start Date', and 'Expiration Date'. The table has two rows of data. The first row has 'African American' in the 'Subclassification' column, 'Current' in the 'Status' column, and 'Business Diversity Develo' in the 'Certifying Agency' column. The 'Expiration Date' column for this row contains a date input field with the placeholder 'm/d/yy'. The second row has a dropdown arrow in the 'Subclassification' column, 'Current' in the 'Status' column, 'Other' in the 'Certifying Agency' column, a dropdown arrow in the 'Other Certifying Agency' column, 'National Associati' in the 'Other Certifying Agency' column, 'Verified' in the 'Certificate' column, 'm/d/yy' in the 'Start Date' column, a calendar icon in the 'Start Date' column, and 'm/d/yy' in the 'Expiration Date' column.

Step 49

Select **Select and Add**.

Ameren

Edit Profile Change Request: ...

Change Description: Change Supplier Portal

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions ▾ View ▾ Form ✕ **Select and Add** Freeze Detach Wrap

Category Name
3PL/4PL SERVICES
GAS POWERED GENERATION MATERIALS

Step 50

Select the **APPLICATION DEVELOPMENT AND MAINTENANCE SERVICES** checkbox.

Note

Select as many products and services as applicable.

The screenshot displays a software interface with a search and filter panel on the right and a list of services on the left. The search panel includes a 'Search' header, a 'Category Name' input field, and a toolbar with options like 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. The list of services is as follows:

Category Name	Service Name	Service ID
<input type="checkbox"/>	▶ 3PL/4PL SERVICES	3PL/4P
<input type="checkbox"/>	▶ ABATEMENT TESTING / OVERSIGHT	ABATE
<input type="checkbox"/>	▶ AERIAL INSPECTIONS	AERIAL
<input type="checkbox"/>	▶ AERIAL TREE TRIMMING	AERIAL
<input type="checkbox"/>	▶ ANCHORS AND RODS	ANCHC
<input checked="" type="checkbox"/>	▶ APPLICATION DEVELOPMENT AND MAINTENANCE S	APPLIC
<input type="checkbox"/>	▶ ARRESTORS	ARRES
<input type="checkbox"/>	▶ ASH SYSTEM MAINTENANCE	ASH SY
<input type="checkbox"/>	▶ BARGE AND MARINE	BARGE
<input type="checkbox"/>	▶ BOILER CLEANING	BOILEF
<input type="checkbox"/>	▶ BOILER TECHNICAL SERVICES	BOILEF

Step 51

Select **Apply**.

The screenshot shows a software interface with a search and reset section at the top right. Below this is a list of services. At the bottom right, there are three buttons: 'Apply', 'OK', and 'Cancel'. The 'Apply' button is highlighted with a green border.

Description
3PL/4PL SERVICES
ASBESTOS TESTING / OVERSIGHT
AVIATION INSPECTIONS
AVIATION TREE TRIMMING
ANCHORS AND RODS
AVIATION DEVELOPMENT AND MAINTENANCE SERVICES
AVIATION RESTORS
AVIATION SYSTEM MAINTENANCE
AVIATION AND MARINE
AVIATION CLEANING

Step 52

Select **OK**.

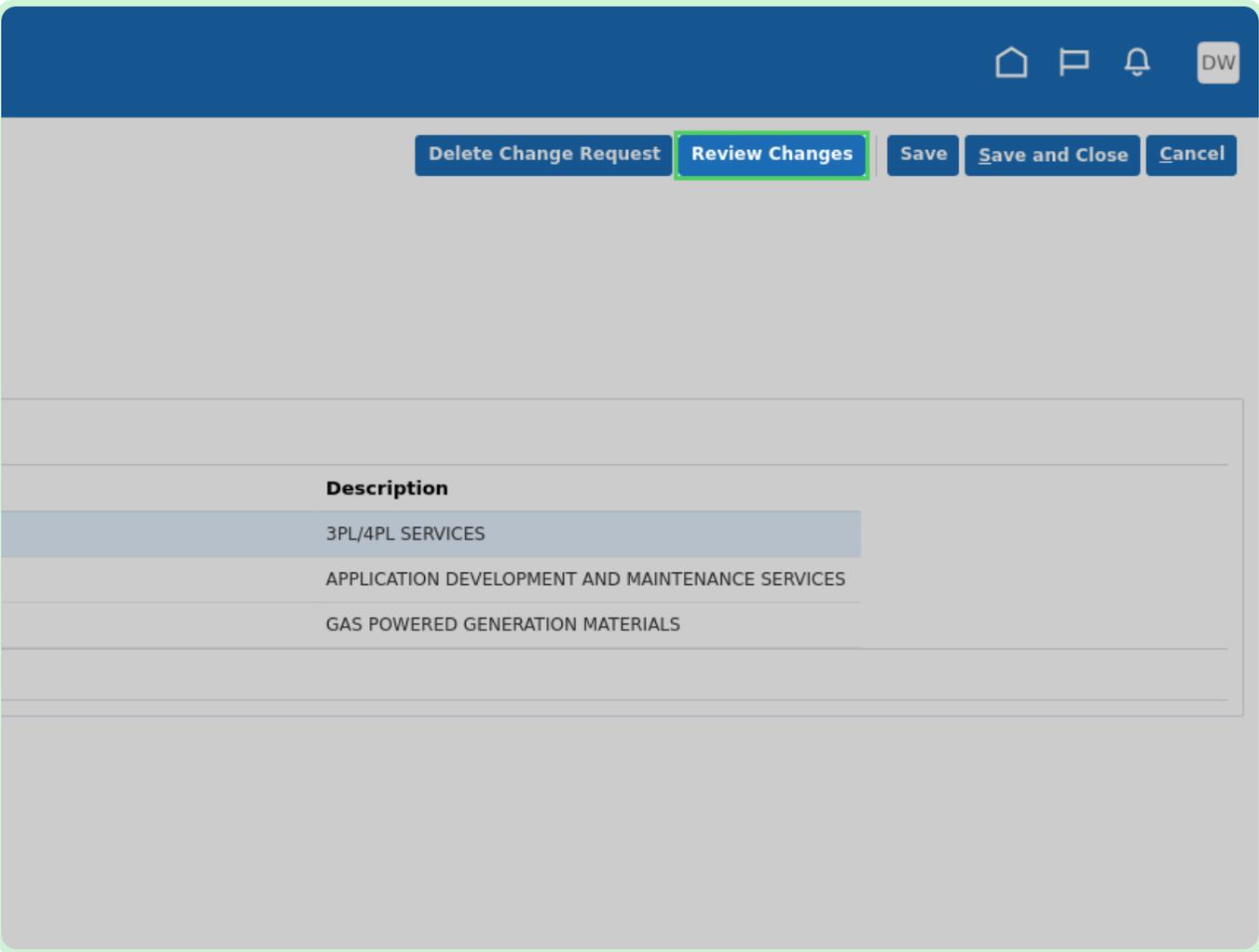
The screenshot shows a software interface with a search bar at the top right containing 'Search' and 'Reset' buttons. Below the search bar is a list of services on the left side, including 'on', 'VICES', 'TESTING / OVERSIGHT', 'ECTIONS', 'E TRIMMING', 'ND RODS', 'N DEVELOPMENT AND MAINTENANCE SERVICES', 'M MAINTENANCE', 'MARINE', and 'ANING'. On the right side, there is a 'Description' panel with a table containing the following entries:

Description
3PL/4PL SERVICES
APPLICATION DEVELOPMENT AND MAINT
GAS POWERED GENERATION MATERIALS

At the bottom of the interface, there are three buttons: 'Apply', 'OK', and 'Cancel'. The 'OK' button is highlighted with a green box.

Step 53

Select **Review Changes**.



Step 54

Select **Submit**.

Note
Review all of the changes marked with a green plus icon. If something is incorrect, select the **Edit** button to return and make the change.

The screenshot shows a web application interface with a dark blue header bar containing navigation icons (home, flag, bell with a red notification badge, and a user profile icon labeled 'DW'). Below the header, there are three buttons: 'Edit', 'Submit' (highlighted with a green border), and 'Cancel'. The main content area features a table with the following columns: Phone, Administrative Contact, User Account, Status, and Details. The table contains two rows of data. The second row has a green checkmark in the 'Administrative Contact' column. Below this table, there is another table with columns: IBAN, Currency, Bank Name, and Details. The second row of this table shows 'USD' for Currency and '1ST AMER BK' for Bank Name. Each row in both tables has a 'Details' icon in the final column.

Phone	Administrative Contact	User Account	Status	Details
			Active	
			Active	

IBAN	Currency	Bank Name	Details
	USD	1ST AMER BK	

Step 55

Select **OK**.

The screenshot shows the Ameren website interface. At the top left is the Ameren logo. Below it, the text "Company Pr..." is visible. A message states: "There is a profile change request pending approval. You may edit to make additional changes." Below this message, the following details are shown: "Last Change Request 45001" and "Request Status Pending Approval". A navigation menu includes "Organization Details", "Tax Identifiers", "Addresses", "Contacts", "Payments", "Business Classifications", and "Products and Services". The "Organization Details" section is expanded, showing sub-sections: "General" (with fields for Company: Gas Material S, Supplier Number: 201013, and Supplier Type), "Identification" (with fields for D-U-N-S Number, Customer Number, and SIC), and "Corporate Profile" (with fields for Year Established and Mission Statement). A "Confirmation" dialog box is overlaid on the page, containing the text: "Your profile change request 45001 was submitted for approval." and an "OK" button.

Step 56

Select **Home**.

