



Ameren Sourcing Supplier RFQ

Acknowledge Intent to Participate & Submit a Quote

*This document is confidential and is intended
solely for the use and information of Ameren*

Revised 09/11/2015

ACCESS ORACLE EBUSINESS & VIEW RFQ DETAILS

Login to Oracle eBusiness Applications

<https://ebusiness.ameren.com>

Navigate to Ameren's **Oracle eBusiness Log In** page. Enter your **UserID** (email address) & your **Password**. Click the **Submit** button to login.

Ameren Supplier Log In

For new Ameren Supplier site users, after you log in using your assigned UserID and Password, you will be required to change your password and then you will be logged out. You will then need to login again with the changed password to enter the Ameren Supplier Site.

UserID:

Password:

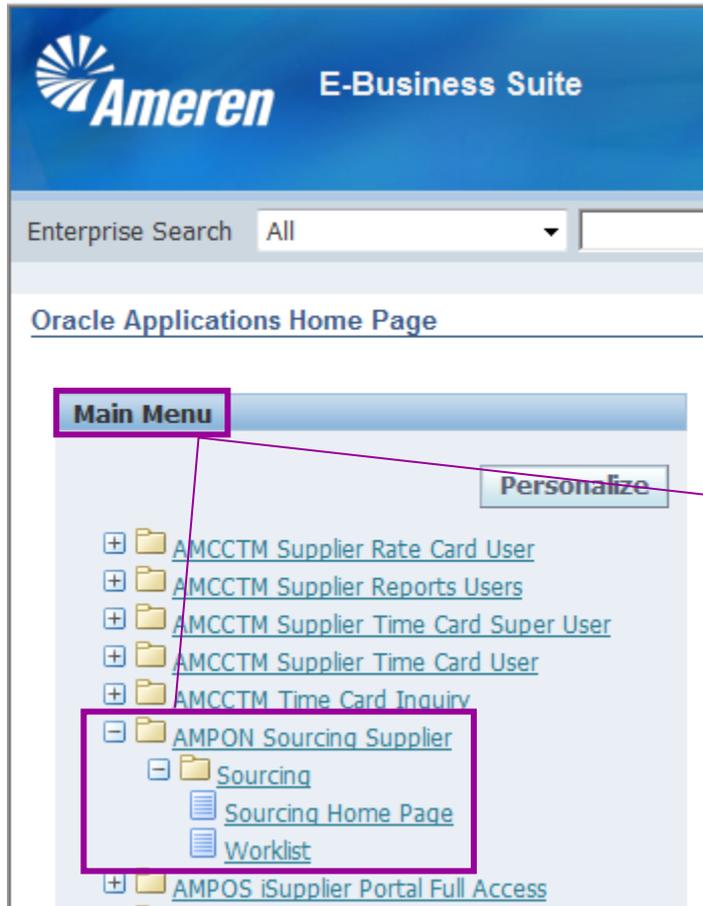
Submit

[Forgot your Password?](#)

If you cannot sign on with your assigned Ameren UserID or if you encounter other problems, call the Ameren Service Desk at **888-985-4862**. Suppliers and contractors who have active purchase orders or contracts from Ameren but who do not have an Ameren UserID can call the same number to request a UserID. For suppliers and contractors who are not currently doing business with Ameren, refer to the Pre-Qualification information at www.ameren.com under the [Business Partners](#) link.

Difficulty with Login:
Click **Forgot Your Password?** link
OR
Contact the **Supplier Service Desk**

Navigate to RFQ via AMPON Sourcing Supplier Responsibility



In the **Main Menu** click to expand your **AMPON Sourcing Supplier** responsibility.

Click to expand the **Sourcing** folder & click **Sourcing Home Page**.

View Open Invitation

Negotiations

Search Open Negotiations Title

Welcome, TIFFANY PALLME.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor
1994265 	Resubmission Required	00TESTONLY	1242989-2	Test RFQ	RFQ	5 days 21 hours	
962241	Active		543975	ENG_Underground Design	RFI	0 seconds	
1674257	Active	01CCTMTESTONLY	947977,1	Sys Verification Test	RFQ	0 seconds	
1674258	Active		914977	Test RFQ	RFQ	0 seconds	
1674259	Active		947980	Sys Verification	RFI	0 seconds	

 Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
00TESTONLY	1242989-2.1	Test RFQ	RFQ	5 days 21 hours
	1316997	Example Services	RFQ	6 days 23 hours

Under **Your Company's Open Invitations** click the **Negotiation Number** to view RFQ details.

Review RFQ Details

Negotiations

Negotiations >
RFQ: 1316997

Title **Example Services**
Status **Active**
Time Left **6 days 23 hours**

Open Date **09/11/2015 10:54:37**
Close Date **09/18/2015 10:52:20**

Actions Acknowledge Participation ▼

Header | Lines | Controls | Contract Terms

Click each **Tab** to review details in the:
Header, Lines, Controls, Contract Terms

Header: Review Details, Supplier Note, & Attachments

Negotiations
 Negotiations >
 RFQ: 1316997

Header | Lines | Controls | Contract Terms

Title: **Example Services**
 Status: **Active**
 Time Left: **6 days 23 hours**

Open Date: **09/11/2015 10:54:37**
 Close Date: **09/18/2015 10:52:20**

Buyer: **Minor(SCProcPerf 1105), Katherine**
 Quote Style: **Blind**
 Description:

Outcome Event: **Standard Purchase Order**

Terms

Bill-To Address: [VAR](#)
 Ship-To Address: [VAR](#)
 FOB: **DESTINATION**

Payment Terms: **NET 30**
 Carrier:
 Freight Terms: **Collect Shipment**

Currency

RFQ Currency: **USD**
 Price Precision: **Any**

In the **Header** tab note details such as **Close Date, Buyer, Outcome, Description**

Notes and Attachments

Note to Suppliers: **Please download all attachments, enter response details as instructed, and attach completed documents to your Quote.**

Title	Type	Description	Category	Last Updated By	Last Updated
Diverse Supplier Business Plan Template.xlsx	File		To Supplier	E87693	04/23/2015
Design Spec EC1234-1235.pdf					2015
Reference Drawings.pdf					2015

Under **Notes & Attachments** review **Note to Suppliers**.
 Click each attachment **Title** and save to your network, for completion per instructions in **Note to Suppliers** and/or within each **Document**.

SUBMIT INTENT TO PARTICIPATE

Acknowledge Participation

Negotiations > RFQ: 1316997

Title Example Services
Status Active
Time Left 6 days 23 hours

Open Date 09/11/2015 10:54:37
Close Date 09/18/2015 10:52:20

Header Lines Controls Contract Terms

Actions Acknowledge Participation Go

In your **Header** tab the **Action** field is defaulted to **Acknowledge Participation** - click the **Go** button.

Negotiations > RFQ: 1316997 > Acknowledge Participation (RFQ 1316997)

Will your company participate? Yes No

Note to Buyer

Cancel Apply

The **Will your company participate?** field is defaulted **Yes**.

Enter details in the **Note to Buyer** field as applicable.

Click the **Apply** button to send Acknowledgement to Ameren RFQ owner.

CREATE & SUBMIT QUOTE

Create Quote

Negotiations

Negotiations >
RFQ: 1316997

Title **Example Services**
Status **Active**
Time Left **6 days 23 hours**

Open Date **09/11/2015**
Close Date **09/18/2015**

Header | Lines | Controls | Contract Terms

Buyer **Minor(SCProcPerf 1105), Katherine**
Quote Style **Blind**
Description

Outcome Event **Standard Pur**

Actions: Acknowledge Participation, Acknowledge Participation, **Create Quote**, Online Discussions, View Quote History, Printable View, Export to Spreadsheet

Go

You will be taken back to your **RFQ Header** tab.

Click the **Actions** field dropdown, choose **Create Quote**, & click the **Go** button.

Quote Draft: Read/Accept Terms & Conditions

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

DISCLAIMERS

Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to:

1. Reject any proposal which does not conform to instructions and specifications which are issued herein;
2. Not accept proposals after the stated submission deadline;
3. Reject any or all proposals, if it so decides;
4. Negotiate with one or more firms;
5. Award a contract in connection with this RFP at any time;
6. Award only a portion of the contract; or
7. Make no award of any contracts;
8. Maintain current vendor arrangements;
9. Introduce new pricing mechanisms such as unit based or lump sum bidding at any future time;
10. Implement EDI, XML, or other electronic billing processes at any future time. Further, Ameren expects selected bidders to have electronic billing capability.

AMEREN EXPLICITLY RESERVES THE RIGHT TO CONTRACT WITH A VENDOR FOR REASONS OTHER THAN THE LOWEST PRICE. AMEREN WILL NOT REIMBURSE ANY BIDDER FOR ANY PROPOSAL PREPARATION COSTS OR OTHER WORK PERFORMED IN CONNECTION WITH THIS RFP.

DISCLOSURE AND CONFIDENTIALITY TERMS

The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose. Information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than Ameren and its agents, without the express written consent of the bidder.

Cancel

Accept



I have read and accepted the terms and conditions

Review the **Terms & Conditions**, click the **Select Box** indicating you have **read & accepted**, & click the **Accept** button.

Quote Draft: Header Details

Negotiations > RFQ: 1316997 >
Create Quote: 1994274 (RFQ 1316997)

Your **Quote** number will be shown at the top left on the draft page.

Cancel View RFQ Quote By Spreadsheet Save Draft

Title Example Services
Time Left **6 days 23 hours**
Close Date **09/18/2015 10:52:20**

Header Lines

Supplier **I T TEST SUPPLIER 1**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 08/27/2015)
Reference Number
Note to Buyer

In the **Header** tab, populate fields as applicable:
Quote Valid Until, Reference Number, Note to Buyer.

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Click the **Add Attachment** button to upload **completed documents** per instructions outlined in the **RFQ Notes & Attachments** (slide 7).

Add Attachments: Complete & View/Update/Delete

 Confirmation
Diverse_Supplier_Business_Plan_Template.xlsx attachment has been added successfully.

You will be taken back to the **Quote Draft** page where a **Confirmation** is displayed indicating **attachment(s) added successfully**.

Create Quote: 1994265 (RFQ 1242989-2)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Time Left **6 days 21 hours**
Close Date **09/17/2015 08:40:06**

Title [Test RFQ](#)

Header **Lines**

Supplier **I T TEST SUPPLIER 1**
Supplier Site **00TESTONLY - I T TEST SUPPLIER 1, TEST ONLY, MO 99999, US**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 08/26/2015)

Reference Number

Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Diverse_Supplier_Business_Plan_Template.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	09/10/2015	One-Time		

You can **View, Update** or **Delete** attachments.

Click the **Lines** tab to view & populate required fields as applicable.

Create Quote: 1994274 (RFQ 1316997)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [Example Services](#) Time Left 6 days 23 hours
Close Date 09/18/2015 10:52:20

Header **Lines**

RFQ Currency USD Price Precision Any Quote Currency USD

Line	Update	Ship-To	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date
1 Example Services		VAR			<input type="text"/>	EACH	100,000	100000	<input type="text"/>

 Indicates more information requested. Click the Update icon.

Optional: Click the **Update** icon to add a **Note to Buyer**

If instructions indicate all response details be included in **attached** documents, enter **1** in the **Quote Price** field.

Otherwise, enter **Quote Price** as applicable.

Optional: Enter **Promised Date**

Quote Draft: Save Draft

Negotiations > RFQ: 1316997 >

 Confirmation
Quote 1994274 for RFQ 1316997 (Example Services) has been saved as a draft.

Create Quote: 1994274 (RFQ 1316997)

Title [Example Services](#)

Time Left **6 days 23 hours**
Close Date ~~09/18/2015~~ 10:52:20

You can click the **Save Draft** button at any time, as you enter Quote details.

When you do, the page will refresh to show **Confirmation** indicating **successful save**.

Negotiations

Search Open Negotiations

Welcome, TIFFANY PALLME.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1994277						20 hours		0
1994265						20 hours		0
1994274	Draft		1316997	Example Services	RFQ	6 days 22 hours		0

With a **Saved Draft** you can leave the Quote, & return to your **Sourcing Home Page** to complete it at a later time (see slides 4-5).

Quote Draft: View RFQ Details

Create Quote: 1994274 (RFQ 1316997)

Cancel

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Title [Example Services](#)

Time Left **6 days 23 hours**
Close Date **09/18/2015 10:52:20**

Header Lines

You can click the **View RFQ** button within your Quote draft, to review RFQ **Header, Lines, Controls, & Contract Terms** details.

Negotiations

RFQ: 1316997

Actions

Title **Example Services**
Status **Active**
Time Left **6 days 22 hours**

Open Date **09/11/2015 10:54:37**
Close Date **09/18/2015 10:52:20**

Header Lines Controls **Contract Terms**

Buyer **Minor(SCProcPerf 1105), Katherine**
Quote Style **Blind**
Description

Outcome **Standard Purchase Order**
Event

Submit Quote: Review Quote Details

Create Quote: 1994274 (RFQ 1316997)

Title [Example Services](#)

Time Left **6 days 23 hours**
Close Date **09/18/2015 10:52:20**

Header Lines

To **Review & Submit** your Quote click the **Continue** button.

Create Quote 1994265: Review and Submit (RFQ 1242989-2)

Header

Title **Test RFQ**
Supplier **IT TEST SUPPLIER 1**
Supplier Site **00TESTONLY**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Time Left **6 days 19 hours**
Close Date **09/17/2015 08:40:06**
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Diverse Supplier Business Plan Template.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	09/10/2015	One-Time		

Contract Terms

Review Quote **Header & Line** details, **Attachments**, & **Contract Terms** as needed.

Lines

Quote Total (USD) **100,000.00**

Select Line	Ship-To	Start Price	Target Price	Quote Price (USD) Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1 Test RFQ	VAR			1 EACH	100,000	100000	100,000.00		

Submit Quote

Negotiations

Negotiations >

Create Quote 1994274: Review and Submit (RFQ 1316997)

Cancel Back Validate Save Draft Printable View Submit

If you find errors, click the **Back** button to update the Quote Draft.

Otherwise, click the **Submit** button.

Negotiations

Confirmation

Quote 1994274 for RFQ 1316997 (Example Services) has been submitted.

Return to Sourcing Home Page

Privacy Statement

Negotiations Home Logout Preferences

The page will refresh to show a **Confirmation** indicating your **Quote was submitted**.

Negotiations

Search Open Negotiations Title Go

Welcome, TIFFANY PALLME.

Your Active and Draft Responses

Press Full List to view all your company's responses. Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
1994277	Draft	00TESTONLY	1242989-2.1	Test RFQ	RFQ	5 days 20 hours		0
1994265	Resubmission Required	00TESTONLY	1242989-2	Test RFQ	RFQ	5 days 20 hours		0
1994274	Active	00TESTONLY	1242989-2	Example Services	RFQ	6 days 22 hours		0

Click the **Return to Sourcing Home Page** link or navigate to your **Sourcing Home Page** (see slides 4-5) any time, to view Quote details.

Response Status will be **Active**.