



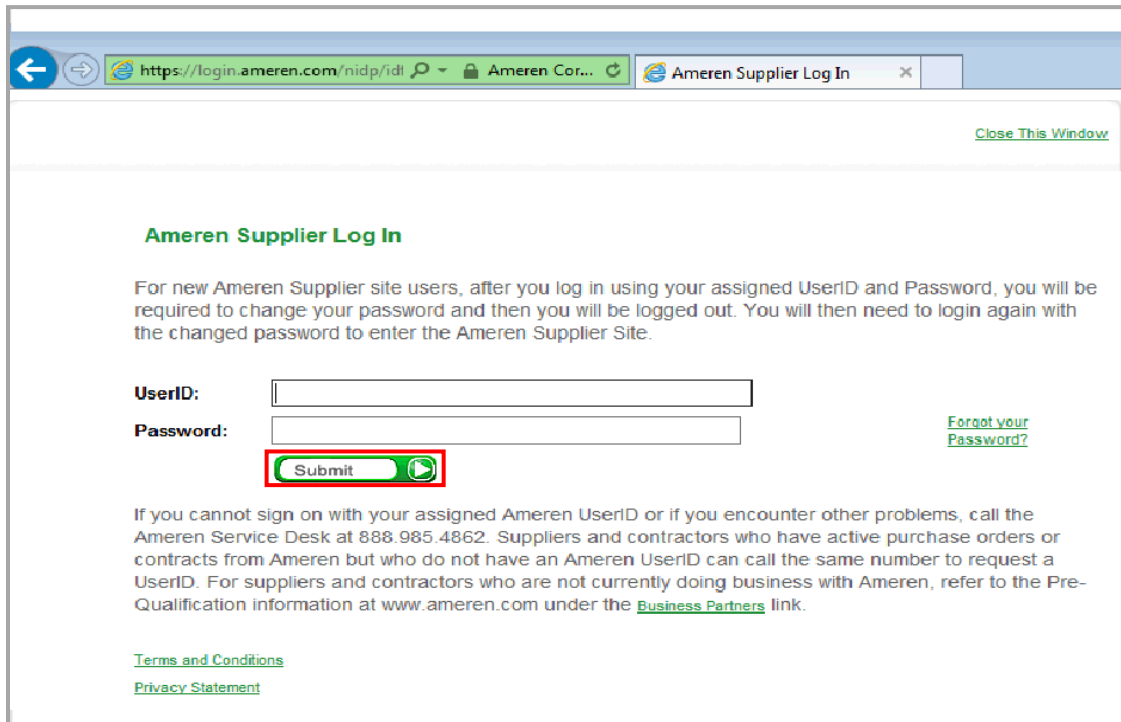
AMEREN SOURCING SUPPLIER

RFQ Training Manual

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Login to Oracle & Navigate to Sourcing Supplier Home Page



[Close This Window](#)

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:

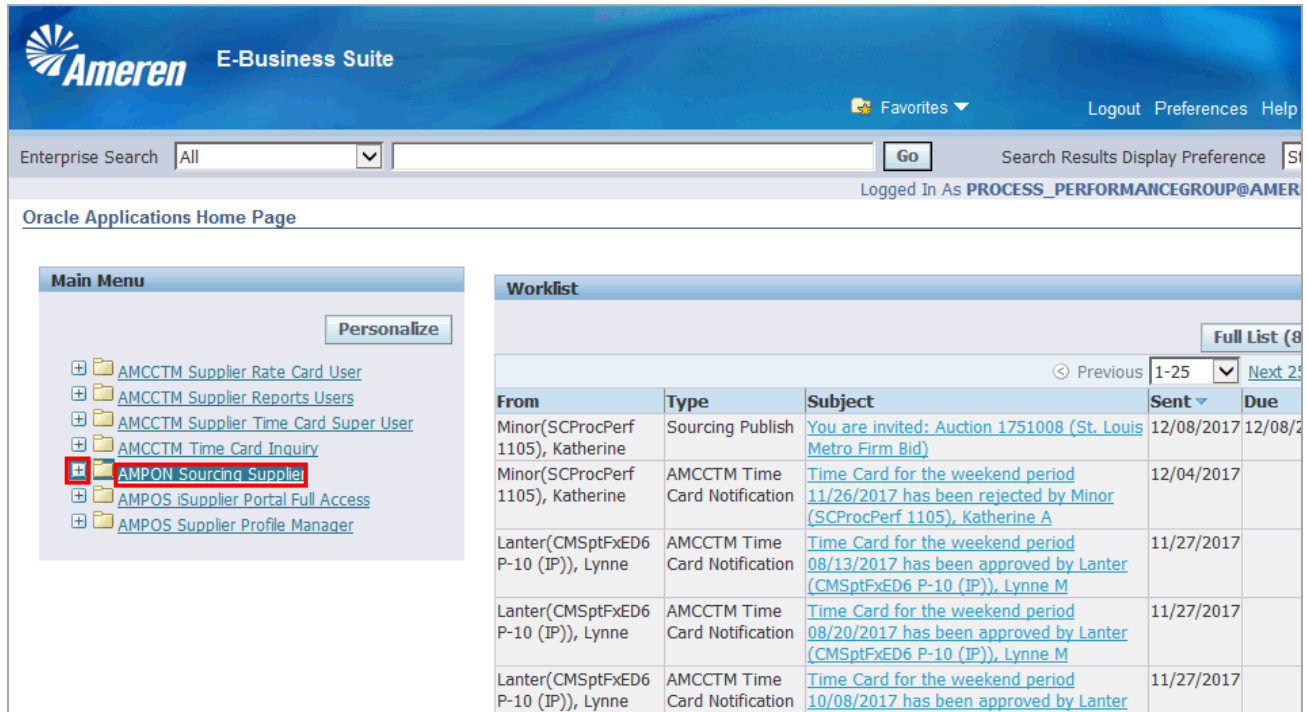
[Forgot your Password?](#)

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.

[Terms and Conditions](#)

[Privacy Statement](#)

Step	Action
1.	Navigate to Ameren's Oracle Login page: https://ebusiness.ameren.com. Enter your UserID (email address) and Password. Click the Submit button. If you have difficulty with login contact the Ameren Supplier Service Desk at 888-985-4862. Submit



The screenshot shows the Ameren E-Business Suite interface. At the top, there is a navigation bar with the Ameren logo, "E-Business Suite", and links for Favorites, Logout, Preferences, and Help. Below this is a search bar with "Enterprise Search" and a dropdown menu set to "All". A "Go" button is next to the search bar. To the right of the search bar, it says "Search Results Display Preference" and "Logged In As PROCESS_PERFORMANCEGROUP@AMER".

The main content area is titled "Oracle Applications Home Page". It is divided into two sections: "Main Menu" and "Worklist".

Main Menu: This section contains a list of responsibilities. The "AMPON Sourcing Supplier" responsibility is highlighted with a red box. Other responsibilities include "AMCCTM Supplier Rate Card User", "AMCCTM Supplier Reports Users", "AMCCTM Supplier Time Card Super User", "AMCCTM Time Card Inquiry", "AMPOS Supplier Portal Full Access", and "AMPOS Supplier Profile Manager". A "Personalize" button is also present.

Worklist: This section displays a table of tasks. The table has columns for "From", "Type", "Subject", "Sent", and "Due".

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	You are invited: Auction 1751008 (St. Louis Metro Firm Bid)	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A	12/04/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/20/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 10/08/2017 has been approved by Lanter	11/27/2017	

Step	Action
2.	Within the Main Menu click the AMPON Sourcing Supplier responsibility.  AMPON Sourcing Supplier

Oracle Applications Home Page

Enterprise Search: All Search Results Display Preference Logged In As PROCESS_PERFORMANCEGROUP@AMEREN.

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- Sourcing**
- AMPOS Supplier Portal Full Access
- AMPOS Supplier Profile Manager

Worklist

1-25

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	You are invited: Auction 1751008 (St. Louis Metro Firm Bid)	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A	12/04/2017	
Lanter(CMSptFxE06 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSptFxE06 P-10 (IP)), Lynne M	11/27/2017	
Lanter(CMSptFxE06 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/20/2017 has been approved by Lanter (CMSptFxE06 P-10 (IP)), Lynne M	11/27/2017	

Step	Action
3.	Click the Sourcing link. 

Enterprise Search Search Results Display Preference

Logged In As **PROCESS_PERFORMANCEGROUP@AMER**

Oracle Applications Home Page

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
 - Sourcing Home Page**
 - Worklist
- AMPOS iSupplier Portal Full Access
- AMPOS Supplier Profile Manager

Worklist

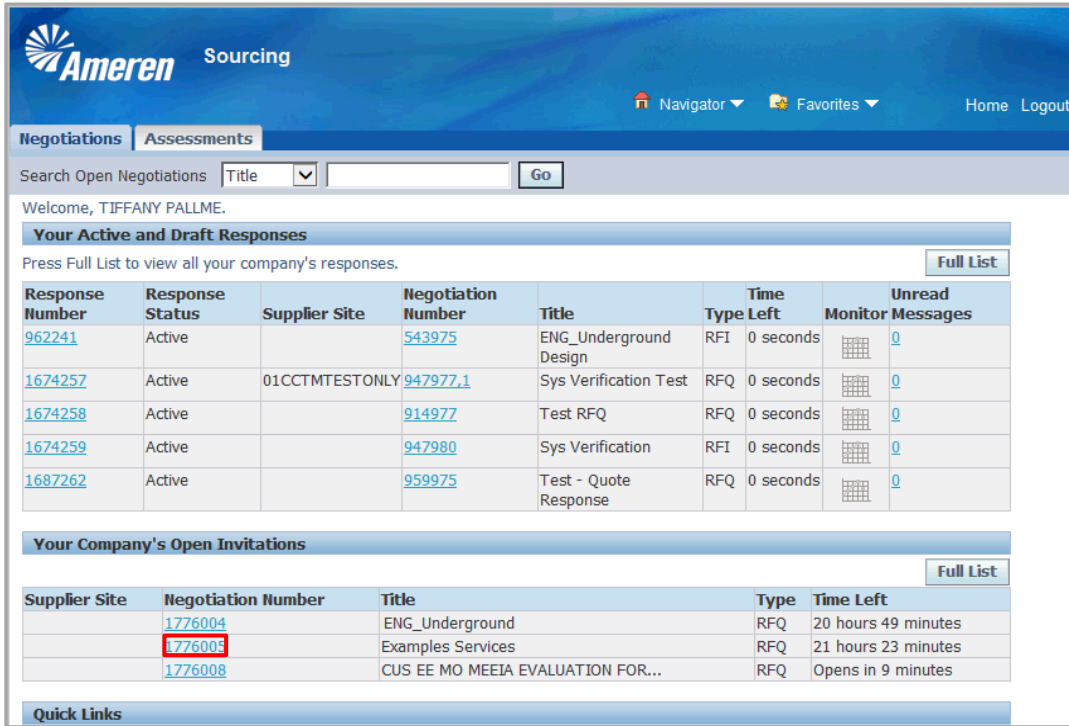
Previous 1-25

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	Sourcing Publish	You are invited: Auction 1751008 (St. Louis Metro Firm Bid)	12/08/2017	12/08/2017
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	Time Card for the weekend period 11/26/2017 has been rejected by Minor (SCProcPerf 1105), Katherine A	12/04/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/13/2017 has been approved by Lanter (CMSptFxE6 P-10 (IP)), Lynne M	11/27/2017	
Lanter(CMSptFxE6 P-10 (IP)), Lynne	AMCCTM Time Card Notification	Time Card for the weekend period 08/20/2017 has been approved by Lanter	11/27/2017	

Step	Action
4.	Click the Sourcing Home Page link.  Sourcing Home Page

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Acknowledge Intent to Participate



The screenshot shows the Ameren Sourcing portal interface. At the top, there's a header with the Ameren logo and 'Sourcing' text. Below the header, there are navigation links: 'Negotiations' and 'Assessments'. A search bar for 'Open Negotiations' is present with a 'Title' dropdown and a 'Go' button. The main content area is divided into two sections: 'Your Active and Draft Responses' and 'Your Company's Open Invitations'. The first section contains a table with columns: Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The second section contains a table with columns: Supplier Site, Negotiation Number, Title, Type, and Time Left. A 'Quick Links' section is at the bottom.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
962241	Active		543975	ENG_Underground Design	RFI	0 seconds		0
1674257	Active	01CCTMTESTONLY	947977.1	Sys Verification Test	RFQ	0 seconds		0
1674258	Active		914977	Test RFQ	RFQ	0 seconds		0
1674259	Active		947980	Sys Verification	RFI	0 seconds		0
1687262	Active		959975	Test - Quote Response	RFQ	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
	1776004	ENG_Underground	RFQ	20 hours 49 minutes
	1776005	Examples Services	RFQ	21 hours 23 minutes
	1776008	CUS EE MO MEEIA EVALUATION FOR...	RFQ	Opens in 9 minutes

Step	Action
5.	Under Your Company's Open Invitations , click the Negotiation Number link. 1776005

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations >

RFQ: 1776005

Actions Acknowledge Participation Go

Title **Examples Services**
Status **Active**
Time Left **21:23:21**

Open Date **01/04/2018 12:19:15**
Close Date **01/05/2018 12:00:00**

Header Lines Controls Contract Terms

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

Outcome **Contract Purchase Agreement**
Event

Terms

Effective Start Date
Effective End Date
Bill-To Address **VAR**
Ship-To Address **VAR**
FOB **DESTINATION**

Total Agreement Amount
Payment Terms **NET 30**
Carrier
Freight Terms **Collect Shipment**

Currency

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

Requirements

Details Section
No results found.

Notes and Attachments

Note to Suppliers **Download all attachments, enter response details as instructed, and attach completed details to your Quote.**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
4B_Price Breakdown Template FINAL.xlsx	File		To Supplier	E87693	10/28/2015	One-Time		

Step	Action
6.	Review the Header Details and Note to Suppliers. Click the Title link to open and save each attachment. 4B_Price Breakdown Template FINAL.xlsx


Sourcing

 Navigator ▼
  Favorites ▼
 Home Logout Preferences Help

Negotiations Assessments

Negotiations >

RFQ: 1776005

Actions Acknowledge Participation ▼ Go

Title Examples Services
 Status Active
 Time Left 21:23:21

Open Date 01/04/2018 12:19:15
 Close Date 01/05/2018 12:00:00

Header Lines **Controls** Contract Terms

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

Outcome Contract Purchase Agreement
 Event

Terms

Effective Start Date
 Effective End Date
 Bill-To Address VAR
 Ship-To Address VAR
 FOB DESTINATION

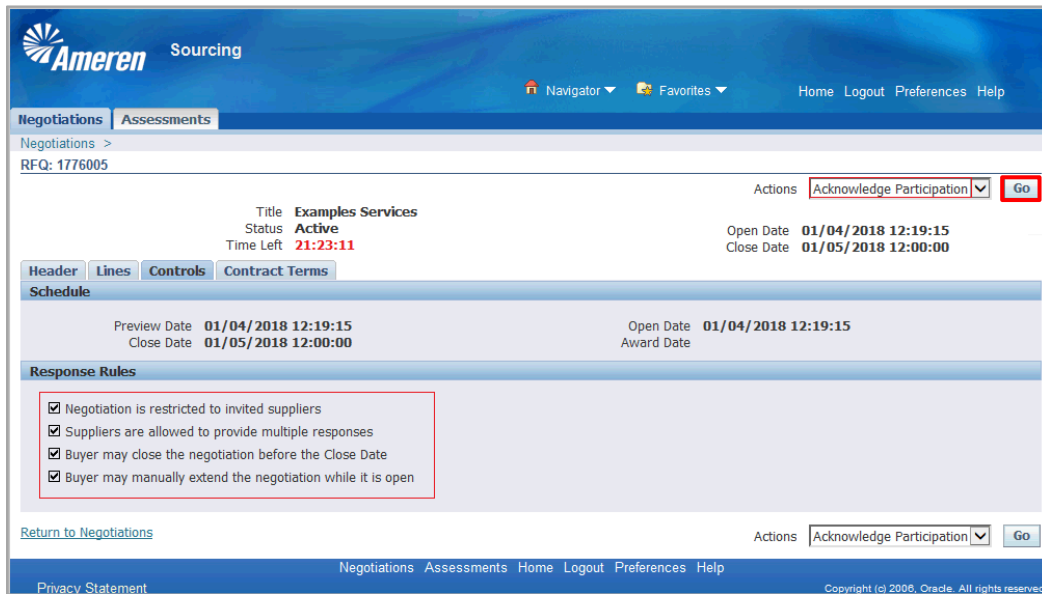
Total Agreement Amount
 Payment Terms NET 30
 Carrier
 Freight Terms Collect Shipment

Currency

RFQ Currency USD

Price Precision Any

Step	Action
7.	Click the Controls tab. Controls



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005

Title **Examples Services**
Status **Active**
Time Left **21:23:11**

Open Date **01/04/2018 12:19:15**
Close Date **01/05/2018 12:00:00**

Header Lines Controls Contract Terms

Schedule

Preview Date **01/04/2018 12:19:15** Open Date **01/04/2018 12:19:15**
Close Date **01/05/2018 12:00:00** Award Date

Response Rules

- ☒ Negotiation is restricted to invited suppliers
- ☒ Suppliers are allowed to provide multiple responses
- ☒ Buyer may close the negotiation before the Close Date
- ☒ Buyer may manually extend the negotiation while it is open

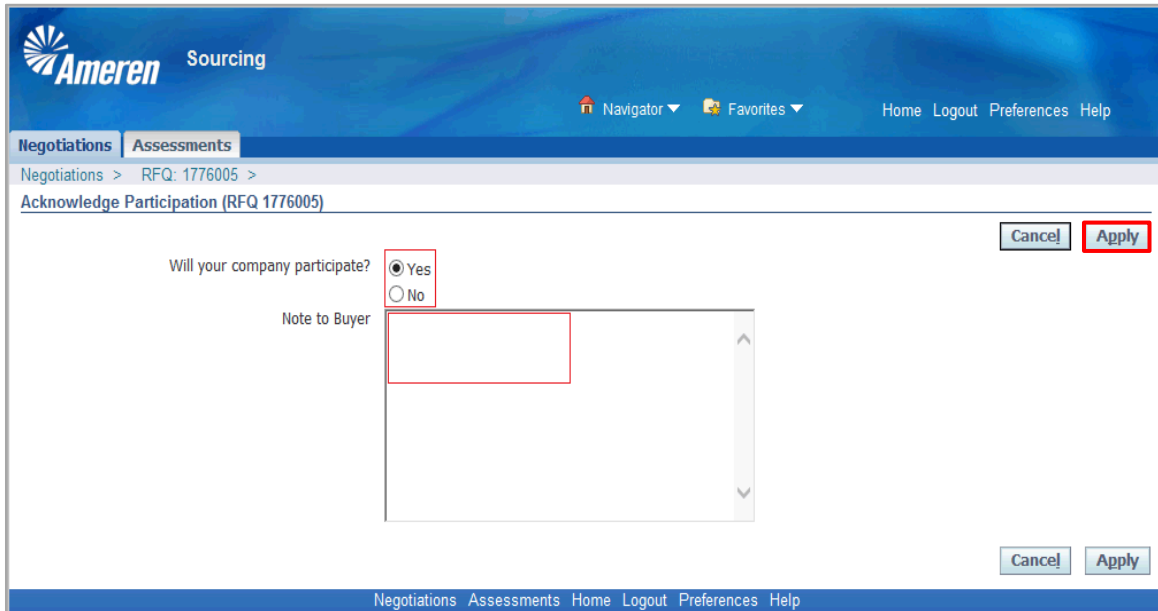
[Return to Negotiations](#)

Actions Acknowledge Participation **Go**

Negotiations Assessments Home Logout Preferences Help

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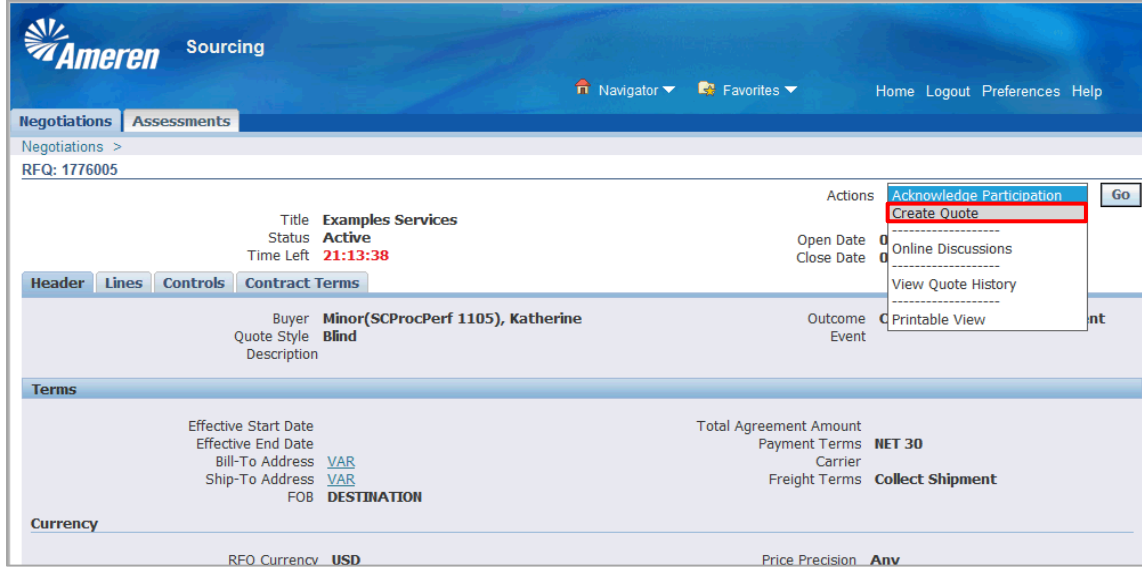
Step	Action
8.	Review the Response Rules. The Actions field should be pre-populated with Acknowledge Participation. Click the Go button. Go



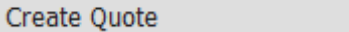
Step	Action
9.	Will your company participate is pre-populated as Yes. If you choose not to participate, click the No select circle. Enter a Note to Buyer as applicable. Click the Apply button. Apply

[Return to Table of Contents](#)

Submit Quote



The screenshot shows the Ameren Sourcing web application. The top navigation bar includes the Ameren logo, 'Sourcing' text, and links for Navigator, Favorites, Home, Logout, Preferences, and Help. Below this, there are tabs for 'Negotiations' and 'Assessments'. The main content area displays details for RFQ: 1776005. Key information includes: Title 'Examples Services', Status 'Active', Time Left '21:13:38', Buyer 'Minor(SCProcPerf 1105), Katherine', Quote Style 'Blind', and Description. The 'Actions' dropdown menu is open, showing options: Acknowledge Participation, Create Quote (highlighted with a red box), Online Discussions, View Quote History, and Printable View. The 'Terms' section shows Effective Start Date, Effective End Date, Bill-To Address (VAR), Ship-To Address (VAR), FOB (DESTINATION), Total Agreement Amount, Payment Terms (NET 30), Carrier, and Freight Terms (Collect Shipment). The 'Currency' section shows RFO Currency as USD and Price Precision as Any.

Step	Action
1.	Click the Actions dropdown and choose Create Quote . 



Sourcing

[Navigator](#)
[Favorites](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Negotiations](#)
[Assessments](#)

[Negotiations >](#)

RFQ: 1776005

Title
Examples Services

Status
Active

Time Left
21:13:36

Open Date
01/04/2018 12:19:15

Close Date
01/05/2018 12:00:00

Header
Lines
Controls
Contract Terms

Buyer
Minor(SCProcPerf 1105), Katherine

Quote Style
Blind

Description

Outcome
Contract Purchase Agreement

Event

Effective Start Date

Effective End Date

Bill-To Address
VAR

Ship-To Address
VAR

FOB
DESTINATION

Total Agreement Amount

Payment Terms
NET 30

Carrier

Freight Terms
Collect Shipment

Step	Action
2.	Click the Go button. 

Terms and Conditions

Cancel
Accept

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.

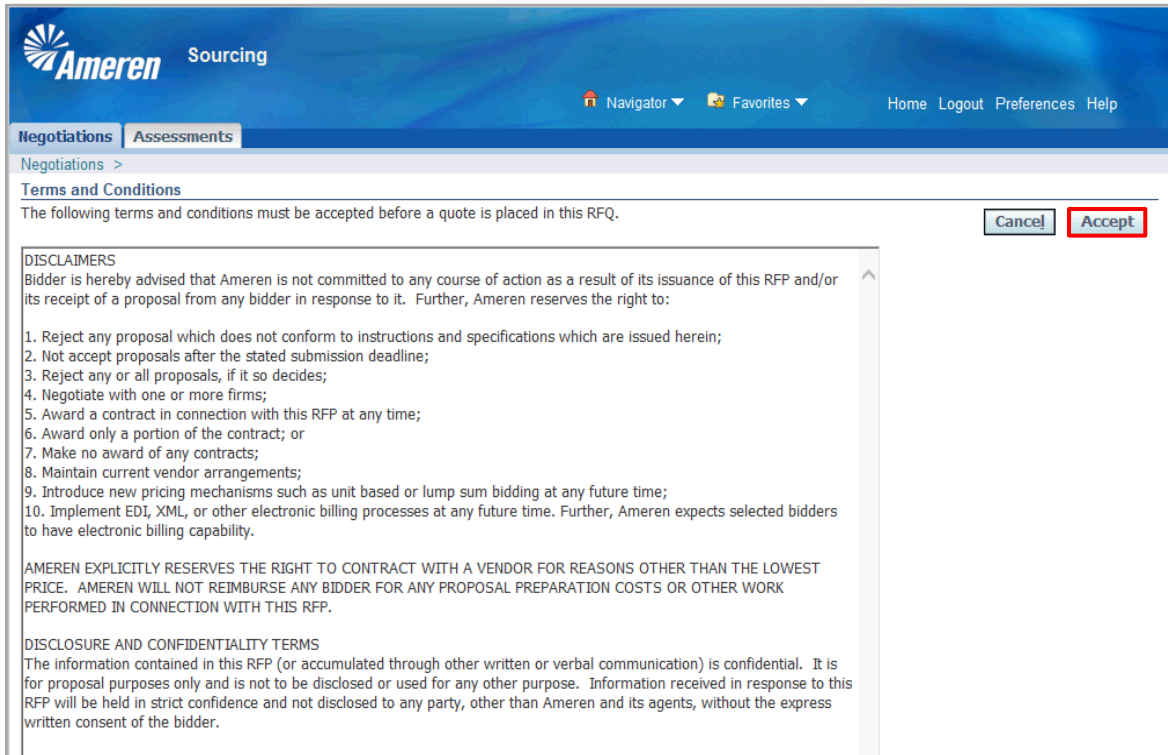
Attachments

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

☐ I have read and accepted the terms and conditions

Cancel
Accept

Step	Action
3.	Review the Terms and Conditions , and click the I have read and accepted the terms and conditions select box. ☐ I have read and accepted the terms and conditions



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations >

Terms and Conditions

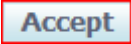
The following terms and conditions must be accepted before a quote is placed in this RFQ.

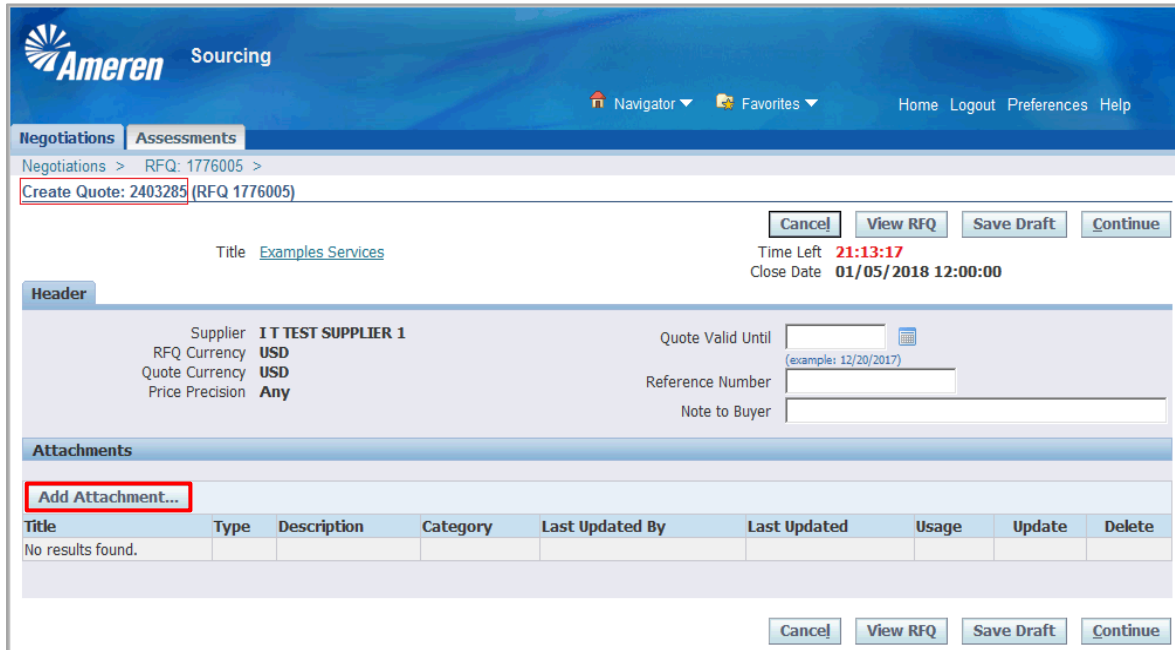
DISCLAIMERS
Bidder is hereby advised that Ameren is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a proposal from any bidder in response to it. Further, Ameren reserves the right to:

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.

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Step	Action
4.	Click the Accept button. 



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 >

Create Quote: 2403285 (RFQ 1776005)

Cancel View RFQ Save Draft Continue

Title [Examples Services](#)

Time Left **21:13:17**
Close Date **01/05/2018 12:00:00**

Header

Supplier	IT TEST SUPPLIER 1	Quote Valid Until	
RFQ Currency	USD		(example: 12/20/2017)
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

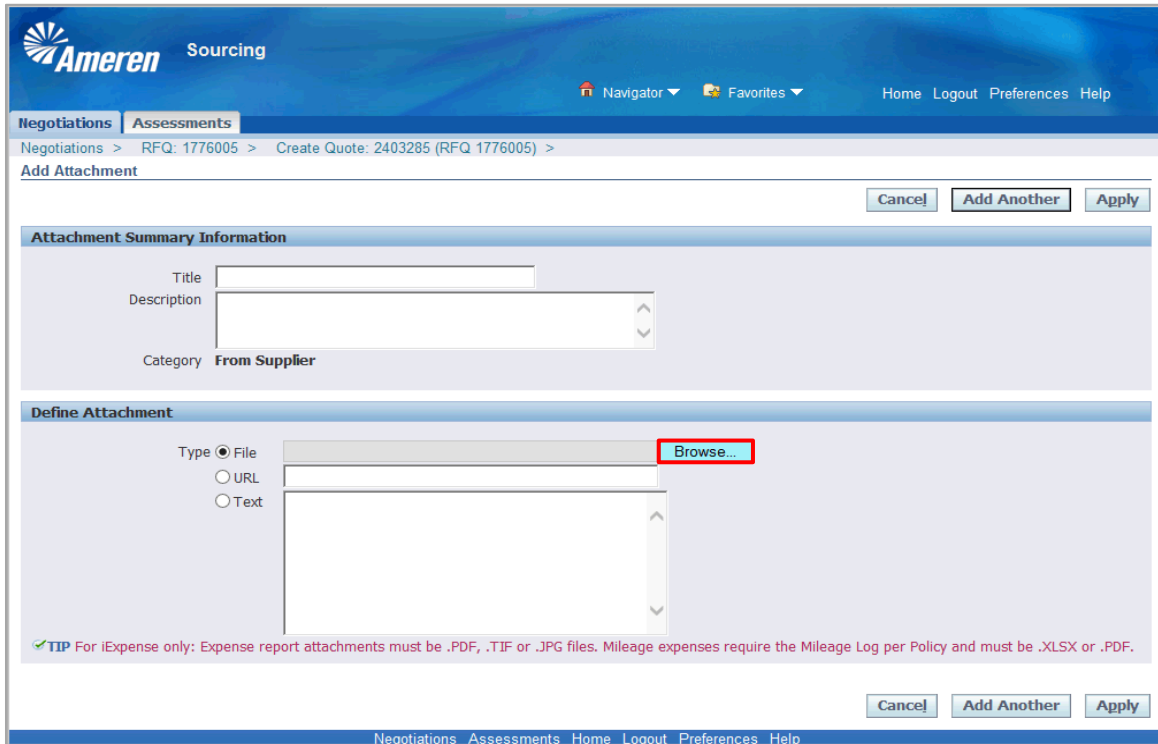
Attachments

Add Attachment...

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

Cancel View RFQ Save Draft Continue

Step	Action
5.	Your Quote (Response) number will be displayed at the top of the page. Click the Add Attachment... button to attach all required documents as instructed in the RFQ. Add Attachment...



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Create Quote: 2403285 (RFQ 1776005) >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category **From Supplier**

Define Attachment

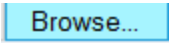
Type ☒ File ☐ URL ☐ Text

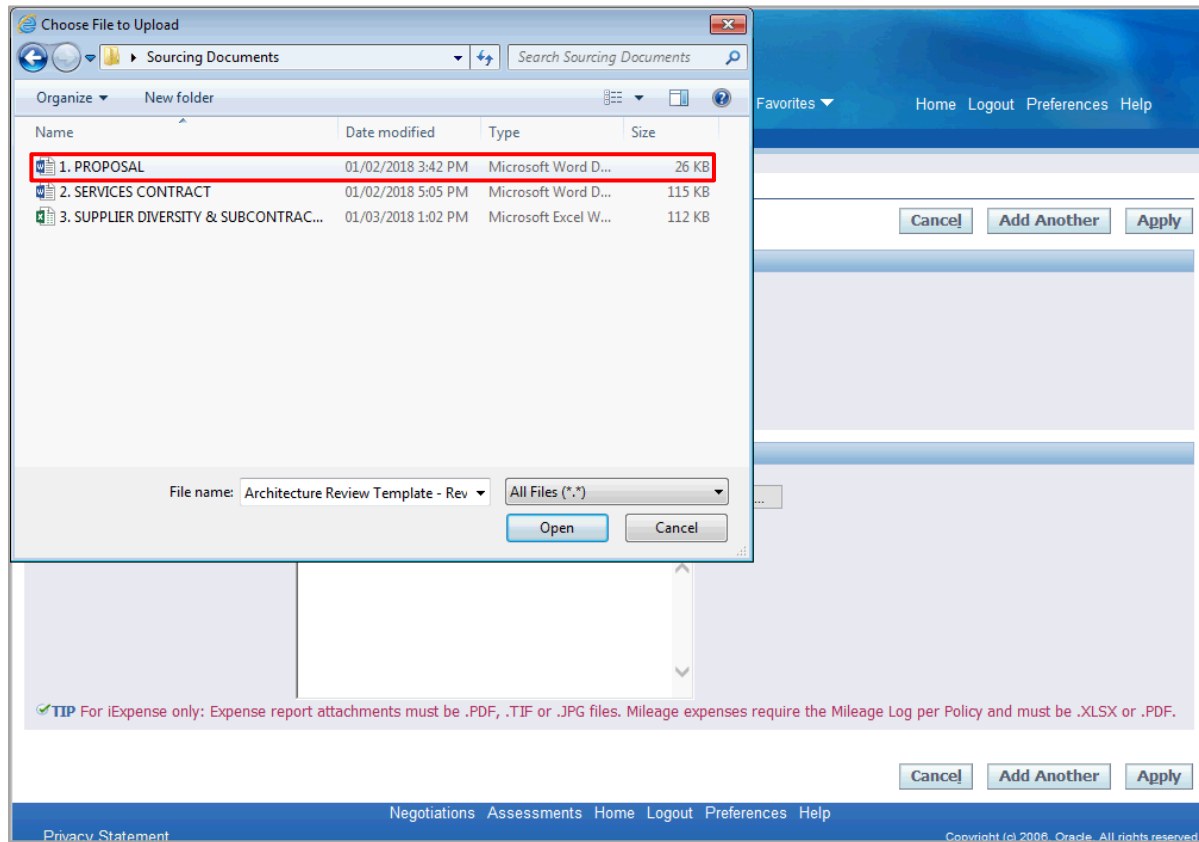
Browse...

TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.

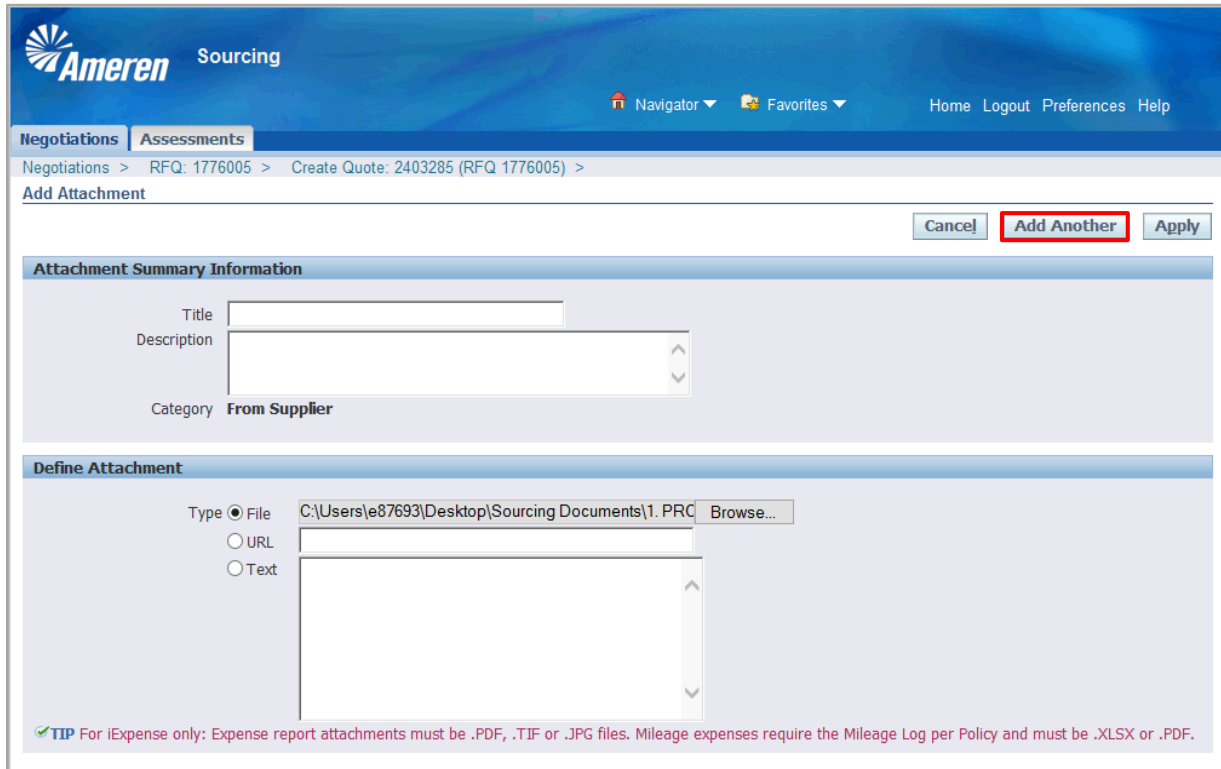
Cancel Add Another Apply

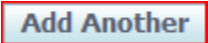
Negotiations Assessments Home Logout Preferences Help

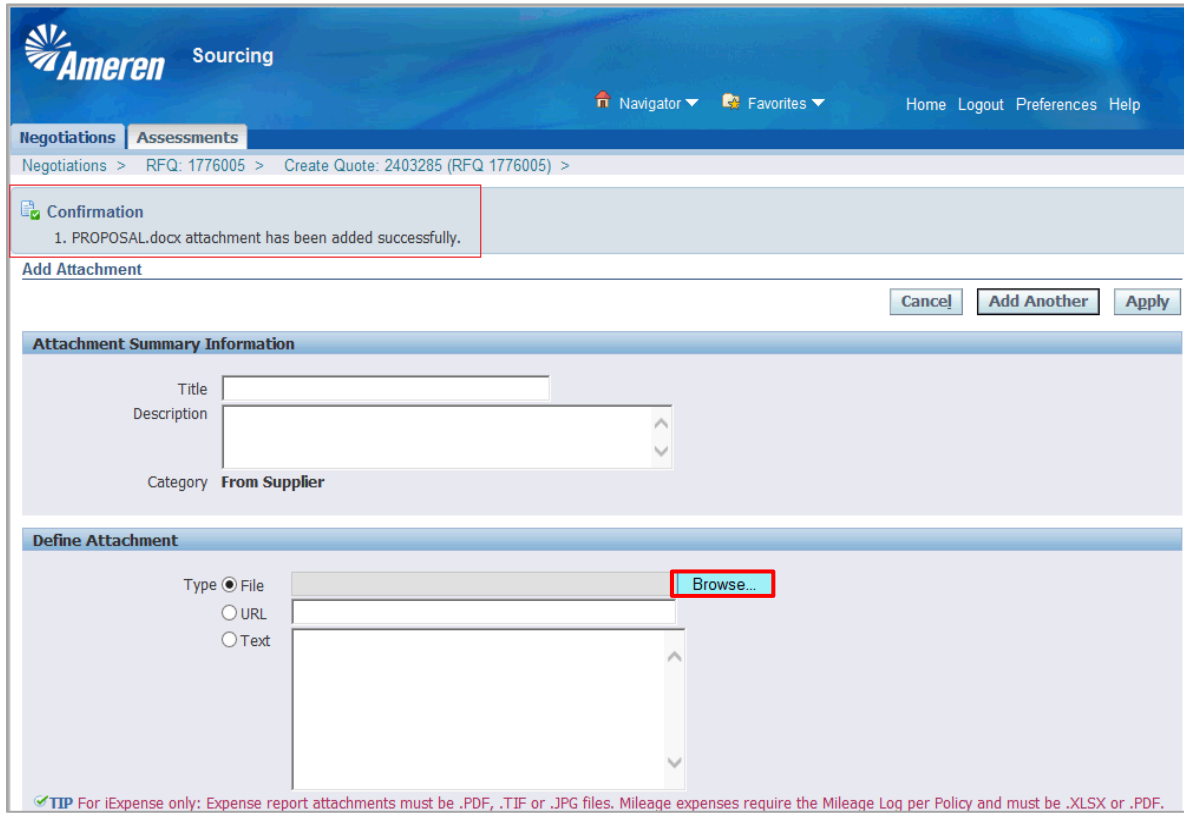
Step	Action
6.	Click in the Browse button. 



Step	Action
7.	Navigate to first document you wish to include and double-click File Name .

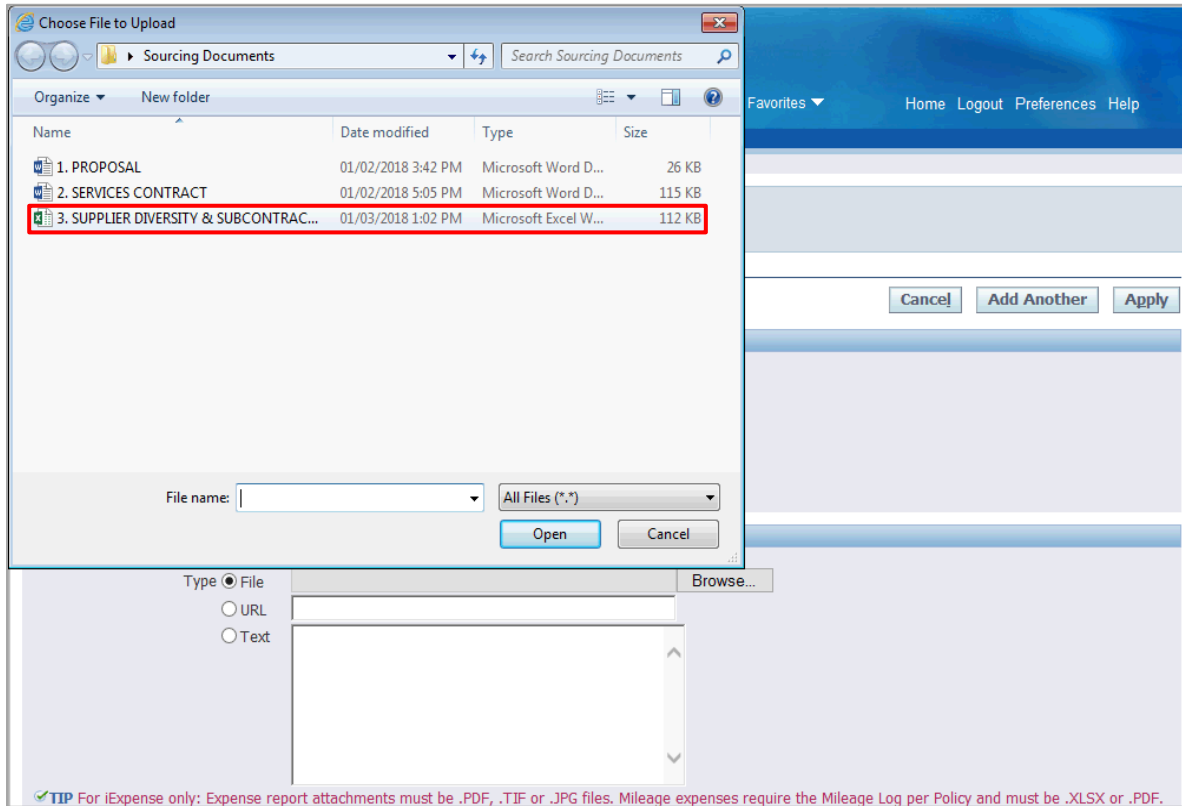


Step	Action
8.	Click the Add Another button. 

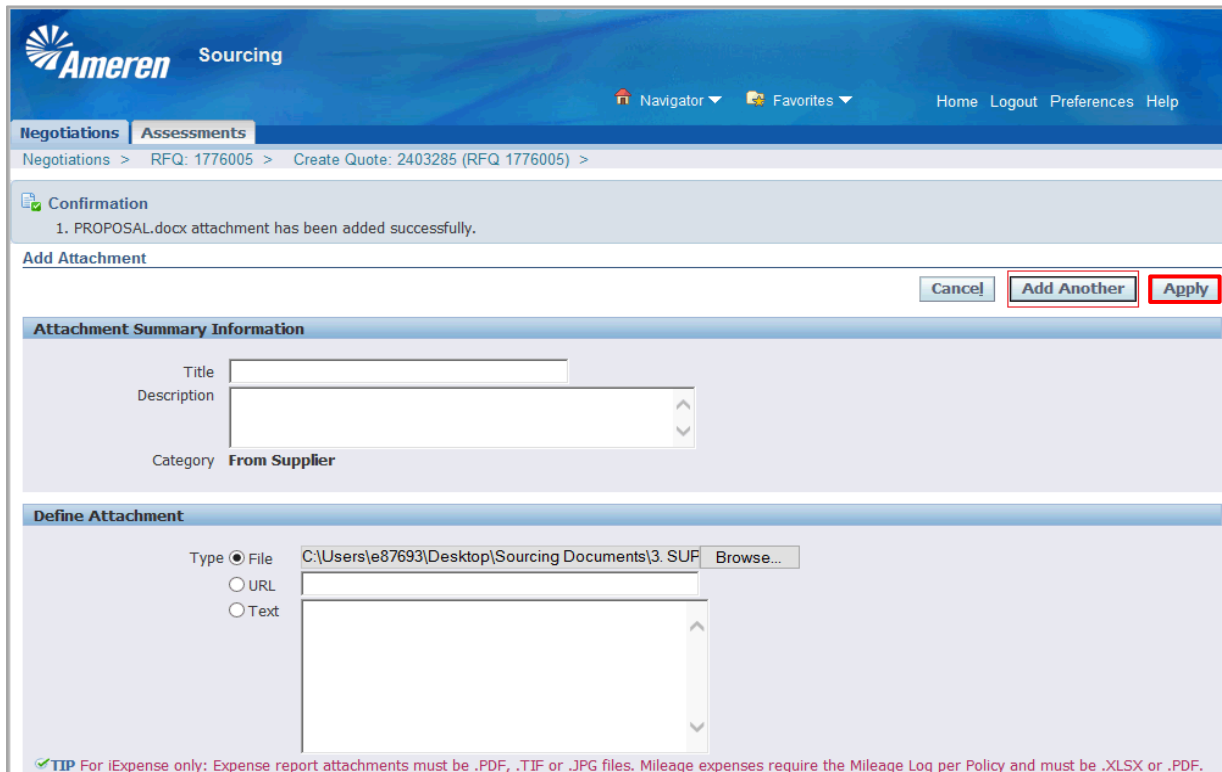


The screenshot shows the Ameren Sourcing interface. At the top, there's a navigation bar with 'Sourcing' and links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a breadcrumb trail reads 'Negotiations > RFQ: 1776005 > Create Quote: 2403285 (RFQ 1776005) >'. A confirmation message box states: 'Confirmation 1. PROPOSAL.docx attachment has been added successfully.' Below this is the 'Add Attachment' section with 'Cancel', 'Add Another', and 'Apply' buttons. The 'Attachment Summary Information' section includes fields for 'Title', 'Description', and 'Category' (set to 'From Supplier'). The 'Define Attachment' section has radio buttons for 'File' (selected), 'URL', and 'Text'. A 'Browse...' button is highlighted with a red box. A tip at the bottom states: 'TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.'

Step	Action
9.	A Confirmation message will be displayed indicating your first attachment has been added successfully. Click in the Browse button again. Browse...

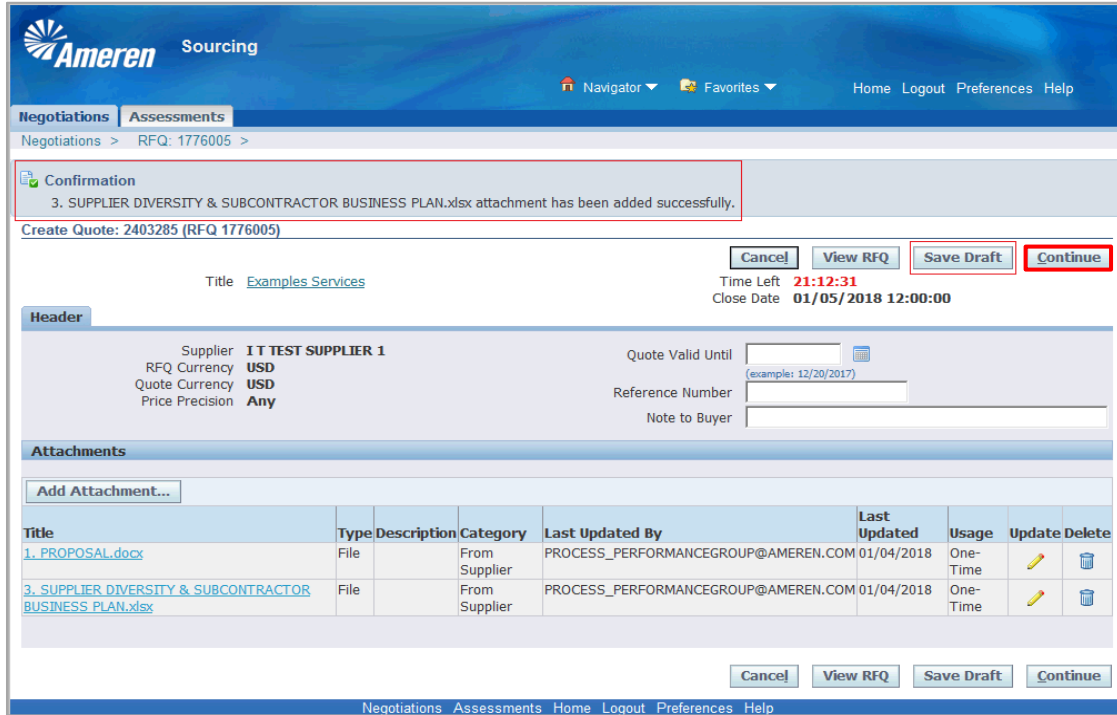


Step	Action
10.	Navigate to next document you wish to include and double-click the File Name .



The screenshot shows the Ameren Sourcing interface. At the top, there's a navigation bar with the Ameren logo, 'Sourcing' text, and links for Navigator, Favorites, Home, Logout, Preferences, and Help. Below this is a breadcrumb trail: Negotiations > RFQ: 1776005 > Create Quote: 2403285 (RFQ 1776005) >. The main content area has a 'Confirmation' message: '1. PROPOSAL.docx attachment has been added successfully.' Below this is the 'Add Attachment' section with 'Cancel', 'Add Another', and 'Apply' buttons. The 'Add Another' and 'Apply' buttons are highlighted with red boxes. The 'Attachment Summary Information' section includes fields for Title, Description, and Category (set to 'From Supplier'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected, and a file path is entered: 'C:\Users\e87693\Desktop\Sourcing Documents\3. SUP'. A 'Browse...' button is next to the path. At the bottom, a tip states: 'For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.'

Step	Action
11.	If you intend to include additional documents, click the Add Another button and follow the previous steps. Otherwise, click the Apply button. Apply



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 >

Confirmation
3. SUPPLIER DIVERSITY & SUBCONTRACTOR BUSINESS PLAN.xlsx attachment has been added successfully.

Create Quote: 2403285 (RFQ 1776005)

Cancel View RFQ Save Draft Continue

Title Examples Services Time Left 21:12:31 Close Date 01/05/2018 12:00:00

Header

Supplier IT TEST SUPPLIER 1
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until (example: 12/20/2017)
Reference Number
Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
1. PROPOSAL.docx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	01/04/2018	One-Time		
3. SUPPLIER DIVERSITY & SUBCONTRACTOR BUSINESS PLAN.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	01/04/2018	One-Time		

Cancel View RFQ Save Draft Continue

Negotiations Assessments Home Logout Preferences Help

Step	Action
12.	A Confirmation message will be displayed indicating your most recent attachment has been added successfully. You can click the Save Draft button and return to the Draft Quote at a later time. When you are ready to complete the process, click the Continue button. Continue


Sourcing

 Navigator
  Favorites
 Home Logout Preferences Help

Negotiations | **Assessments**

Negotiations > RFQ: 1776005 >

Create Quote 2403285: Review and Submit (RFQ 1776005)

Cancel Back Validate Save Draft Printable View **Submit**

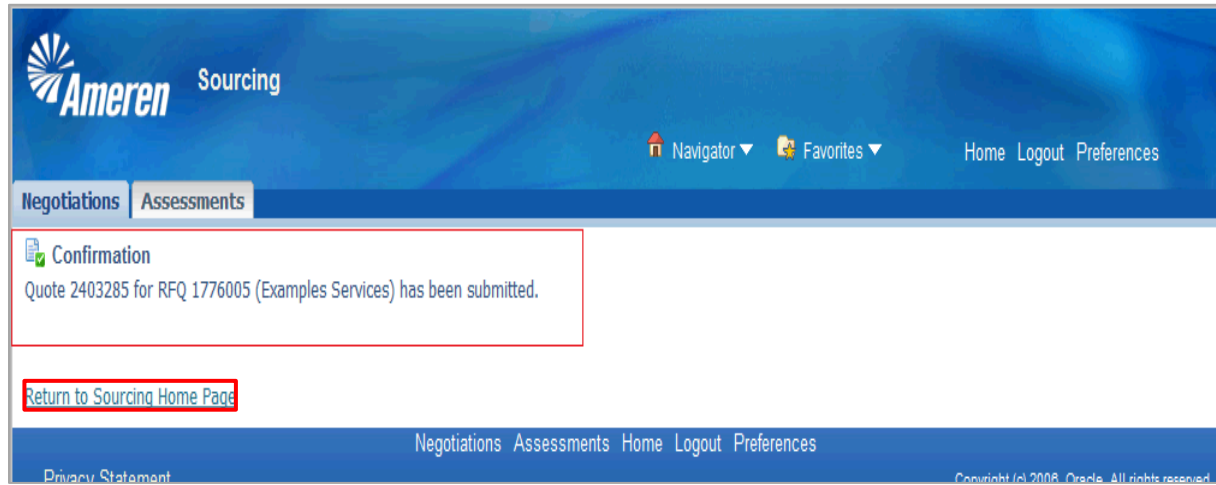
Header

Title	Examples Services	Time Left	21:12:24
Supplier	I T TEST SUPPLIER 1	Close Date	01/05/2018 12:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
1. PROPOSAL.docx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	01/04/2018	One-Time		
3. SUPPLIER DIVERSITY & SUBCONTRACTOR BUSINESS PLAN.xlsx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	01/04/2018	One-Time		

Step	Action
13.	Click the Submit button. 



Step	Action
14.	A Confirmation message will be displayed indicating the Quote has been submitted. Click the Return to Sourcing Home Page link. Return to Sourcing Home Page



Sourcing

[Home](#)
[Logout](#)
[Preferences](#)

[Navigator](#)
[Favorites](#)

[Negotiations](#)
[Assessments](#)

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
2403285	Active		1776005	Examples Services	RFQ	21 hours 12 minutes		0
962241	Active		543975	ENG_Underground Design	RFI	0 seconds		0
1674257	Active	01CCTMTESTONLY	947977.1	Sys Verification Test	RFQ	0 seconds		0
1674258	Active		914977	Test RFQ	RFQ	0 seconds		0
1674259	Active		947980	Sys Verification	RFI	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	1776004	ENG_Underground	RFQ	20 hours 38 minutes
	1776008	CUS EE MO MEEIA EVALUATION FOR...	RFQ	21 days 22 hours

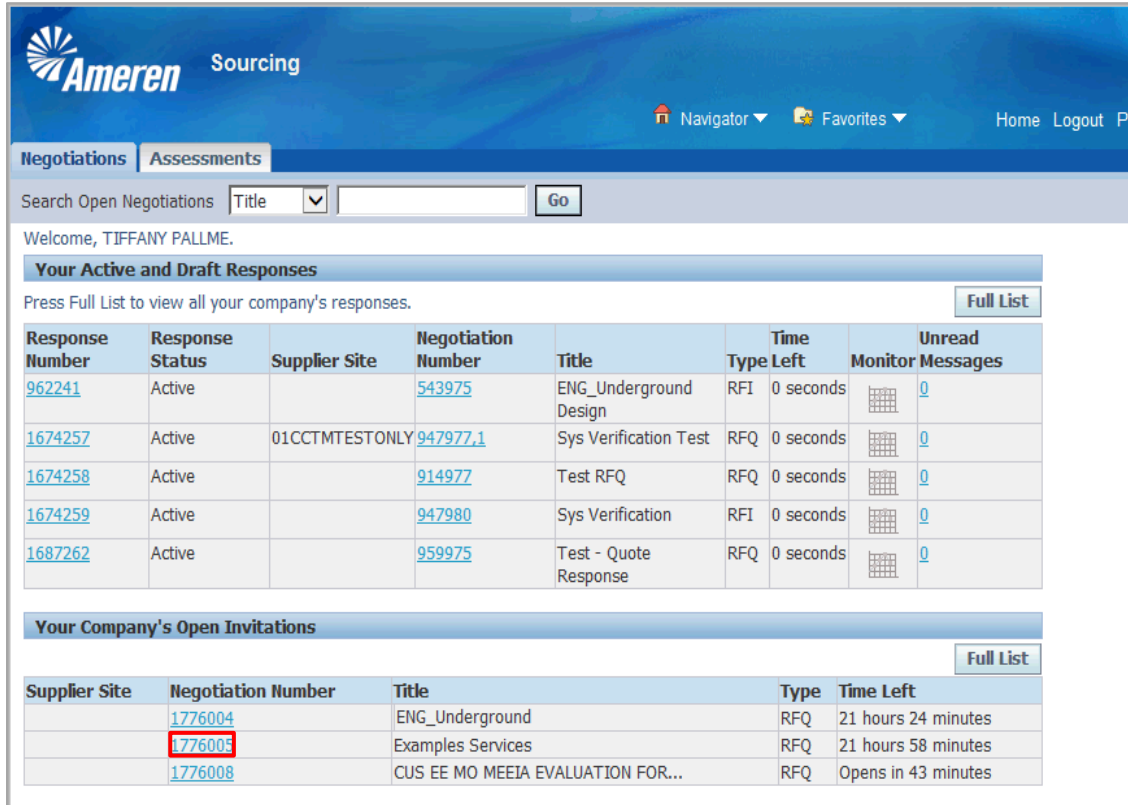
Quick Links

Step	Action
15.	Your Response Number for this Negotiation will now be displayed under Your Active and Draft Responses .

[Return to Table of Contents](#)

Online Discussions

There may be times when buyers, collaboration team members, and/or suppliers need to contact each other for additional information or clarification on a negotiation. Once a negotiation has been published, collaboration team members and suppliers can communicate with each other by entering into an ongoing conversation called an online discussion.



The screenshot shows the Ameren Sourcing interface. At the top, there's a header with the Ameren logo and 'Sourcing' text. Below the header, there are tabs for 'Negotiations' and 'Assessments'. A search bar for 'Open Negotiations' is visible, with a dropdown for 'Title' and a 'Go' button. The main content area is divided into two sections:

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

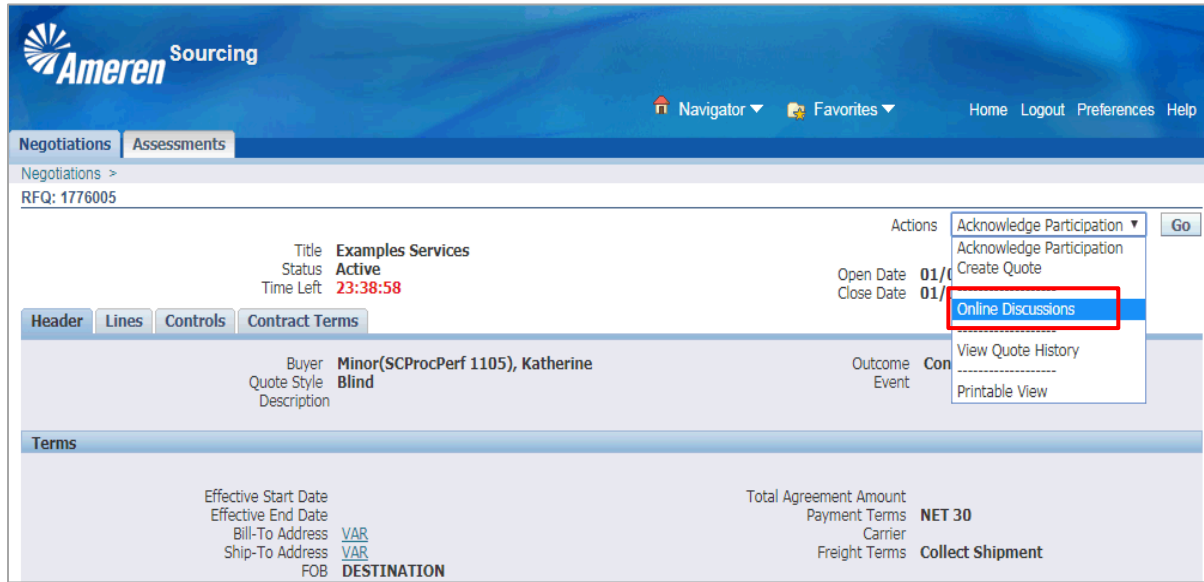
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
962241	Active		543975	ENG_Underground Design	RFI	0 seconds		0
1674257	Active	01CCTMTESTONLY	947977.1	Sys Verification Test	RFQ	0 seconds		0
1674258	Active		914977	Test RFQ	RFQ	0 seconds		0
1674259	Active		947980	Sys Verification	RFI	0 seconds		0
1687262	Active		959975	Test - Quote Response	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	1776004	ENG_Underground	RFQ	21 hours 24 minutes
	1776005	Examples Services	RFQ	21 hours 58 minutes
	1776008	CUS EE MO MEEIA EVALUATION FOR...	RFQ	Opens in 43 minutes

Step	Action
1.	To communicate via Online Discussions , navigate to your Sourcing Supplier Home Page and click the Negotiation Number link. 1776005



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations >
RFQ: 1776005

Title **Examples Services**
Status **Active**
Time Left **23:38:58**

Open Date 01/01/2011
Close Date 01/01/2011

Header Lines Controls **Contract Terms**

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

Outcome **Con**
Event

Actions
Acknowledge Participation
Acknowledge Participation
Create Quote
Online Discussions
View Quote History
Printable View

Go

Terms

Effective Start Date
Effective End Date
Bill-To Address **VAR**
Ship-To Address **VAR**
FOB **DESTINATION**

Total Agreement Amount
Payment Terms **NET 30**
Carrier
Freight Terms **Collect Shipment**

Step	Action
2.	Click the Actions dropdown and choose Online Discussions .


Sourcing

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[Favorites](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Negotiations](#)
[Assessments](#)

Negotiations >
RFQ: 1776005

Actions
Online Discussions

Go

Title Examples Services
Status Active
Time Left 23:38:56

Open Date 01/04/2018 12:19:15
Close Date 01/05/2018 12:00:00

Header Lines Controls Contract Terms

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

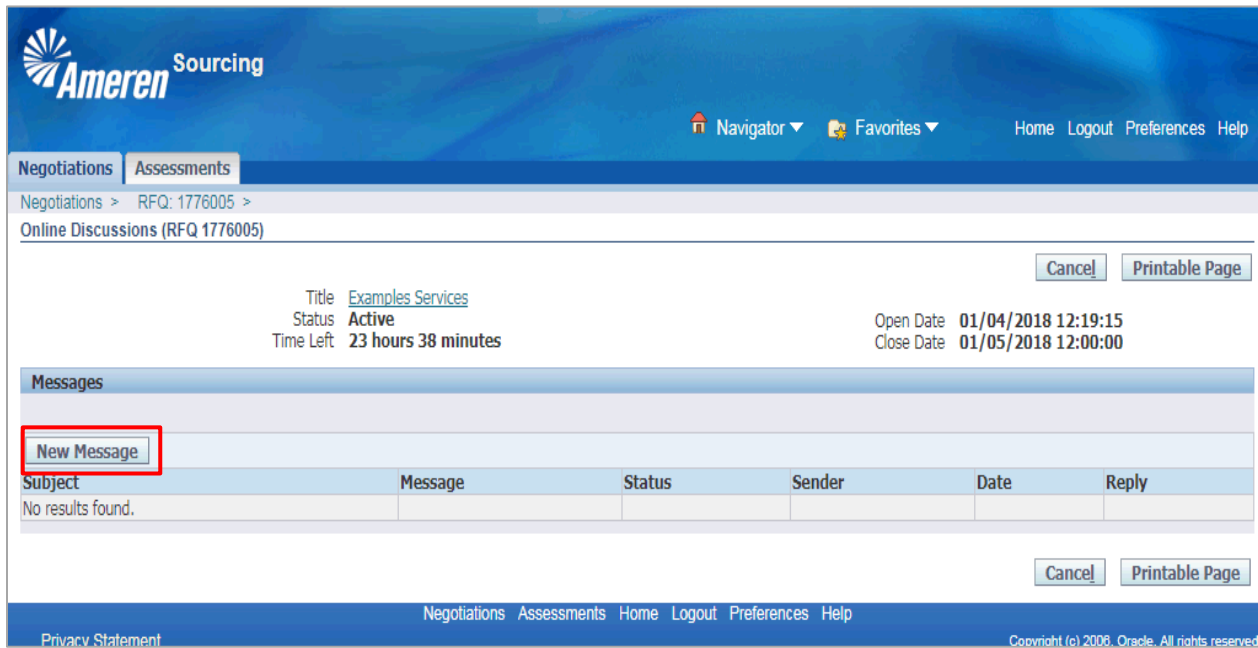
Outcome Contract Purchase Agreement
Event

Terms

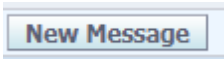
Effective Start Date
Effective End Date
Bill-To Address VAR
Ship-To Address VAR
FOB DESTINATION

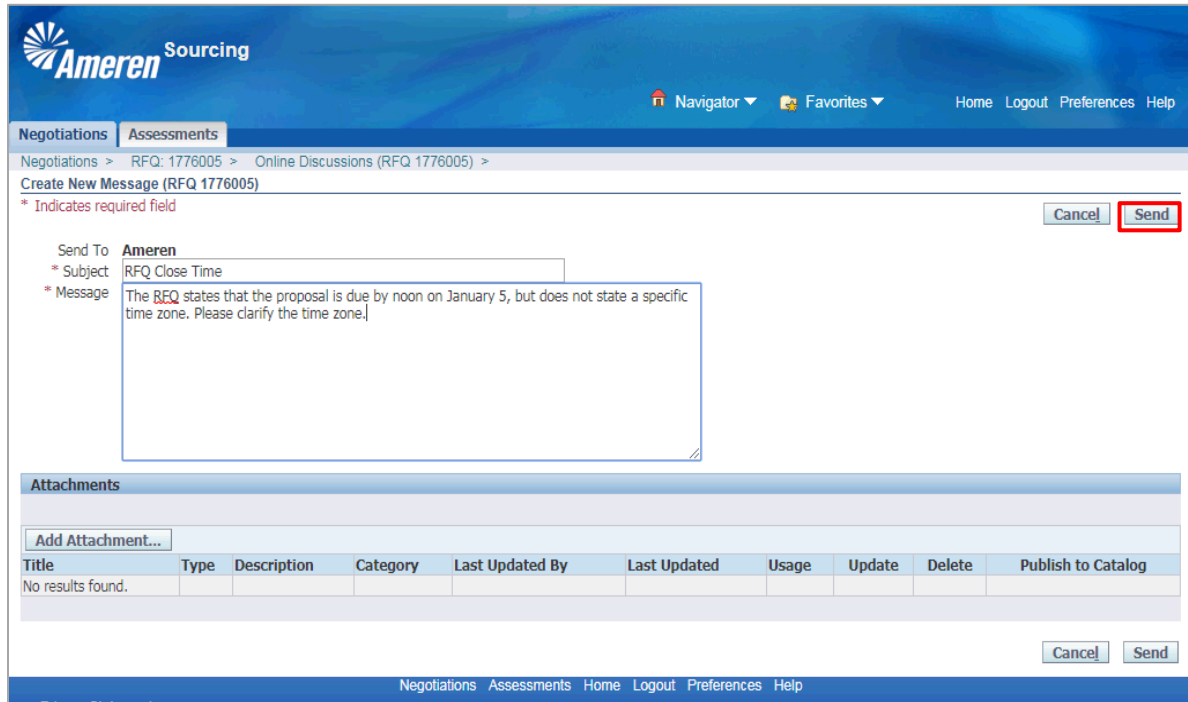
Total Agreement Amount
Payment Terms NET 30
Carrier
Freight Terms Collect Shipment

Step	Action
3.	Click the Go button. 



The screenshot shows the Ameren Sourcing web application. At the top, there is a navigation bar with the Ameren logo and the word 'Sourcing'. Below this, there are tabs for 'Negotiations' and 'Assessments'. The 'Negotiations' tab is selected, and the breadcrumb trail shows 'Negotiations > RFQ: 1776005 >'. The main content area is titled 'Online Discussions (RFQ 1776005)'. It displays details for a negotiation: Title 'Examples Services', Status 'Active', and Time Left '23 hours 38 minutes'. To the right, it shows the Open Date '01/04/2018 12:19:15' and Close Date '01/05/2018 12:00:00'. Below this, there is a 'Messages' section with a 'New Message' button highlighted by a red rectangle. A table below the button shows no results found. At the bottom, there is a footer with 'Privacy Statement' and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
4.	Click the New Message button.
	



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

Create New Message (RFQ 1776005)

* Indicates required field

Send To: Ameren

* Subject: RFQ Close Time

* Message: The RFQ states that the proposal is due by noon on January 5, but does not state a specific time zone. Please clarify the time zone.

Cancel Send

Attachments

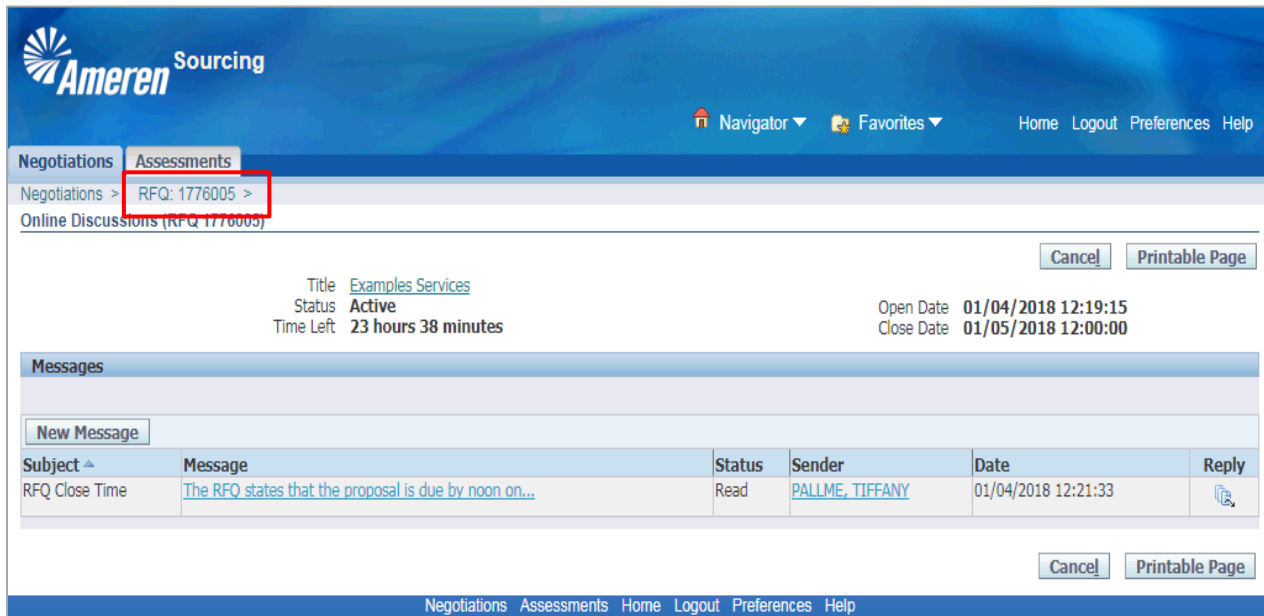
Add Attachment...

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

Cancel Send

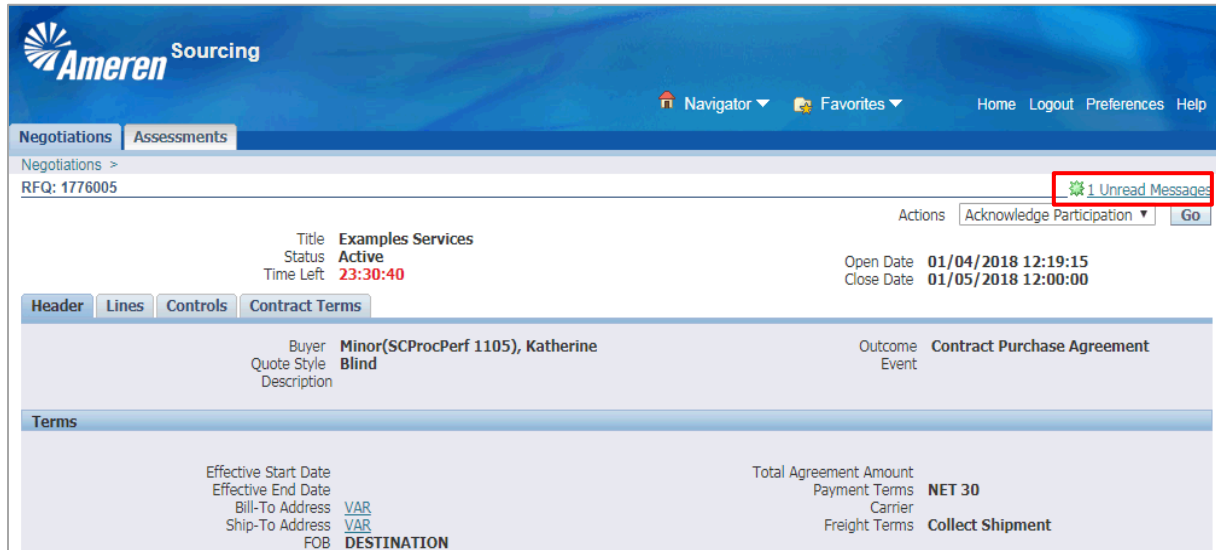
Negotiations Assessments Home Logout Preferences Help

Step	Action
5.	Enter a Subject and Message , and then click the Send button. 



The screenshot shows the Ameren Sourcing interface. At the top, there is a navigation bar with the Ameren logo and the word "Sourcing". To the right of the logo are links for "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help". Below the navigation bar, there are tabs for "Negotiations" and "Assessments". The "Assessments" tab is selected, and a link for "RFQ: 1776005" is highlighted with a red box. Below this, the page title is "Online Discussions (RFQ 1776005)". On the right side, there are "Cancel" and "Printable Page" buttons. In the center, there is a section for "Examples Services" with the status "Active" and a "Time Left" of "23 hours 38 minutes". To the right of this section, the "Open Date" is "01/04/2018 12:19:15" and the "Close Date" is "01/05/2018 12:00:00". Below this, there is a "Messages" section with a "New Message" button. A table of messages is displayed with columns for "Subject", "Message", "Status", "Sender", "Date", and "Reply". The first message has the subject "RFQ Close Time", the message "The RFQ states that the proposal is due by noon on...", a status of "Read", a sender of "PALLME, TIFFANY", and a date of "01/04/2018 12:21:33". At the bottom of the page, there are "Cancel" and "Printable Page" buttons, and a navigation bar with links for "Negotiations", "Assessments", "Home", "Logout", "Preferences", and "Help".

Step	Action
6.	You will be taken back to the Online Discussions page, where your message is displayed. Click the RFQ link review RFQ details. RFQ: 1776005 >



Ameren Sourcing

Home Logout Preferences Help

Negotiations > RFQ: 1776005

1 Unread Messages

Actions Acknowledge Participation Go

Title **Examples Services**
Status **Active**
Time Left **23:30:40**

Open Date **01/04/2018 12:19:15**
Close Date **01/05/2018 12:00:00**

Header Lines Controls Contract Terms

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

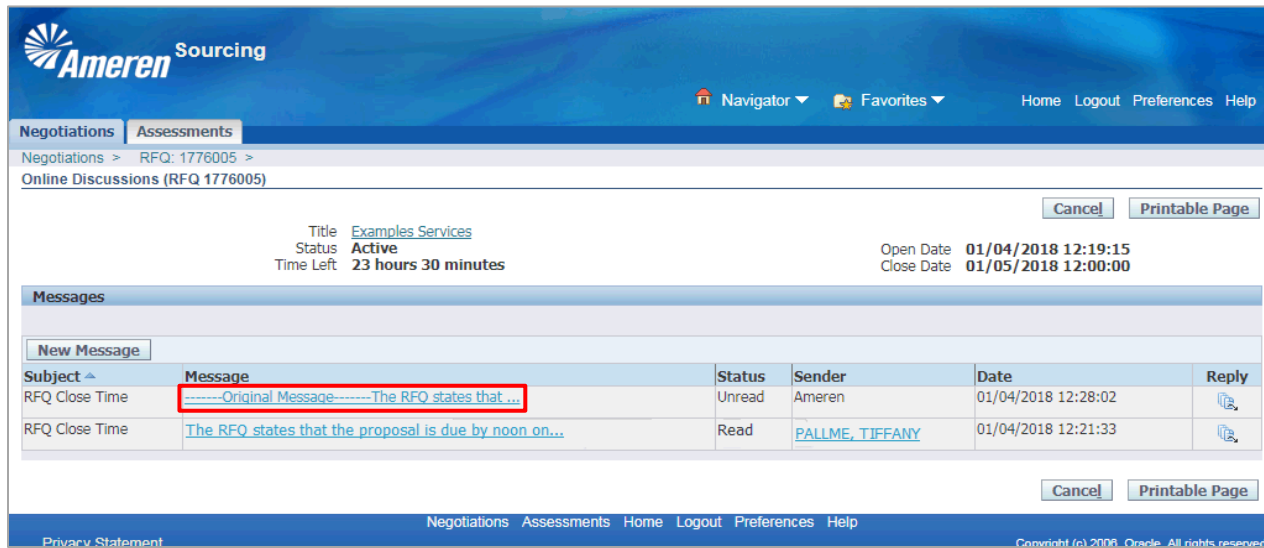
Outcome **Contract Purchase Agreement**
Event

Terms

Effective Start Date
Effective End Date
Bill-To Address [VAR](#)
Ship-To Address [VAR](#)
FOB **DESTINATION**

Total Agreement Amount
Payment Terms **NET 30**
Carrier
Freight Terms **Collect Shipment**

Step	Action
7.	On your RFQ Details page, a notification will be displayed when you receive a new message. Click the 1 Unread Messages link. This will take to your Online Discussions page. 1 Unread Messages



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005)

Cancel Printable Page

Title Examples Services
Status Active
Time Left 23 hours 30 minutes

Open Date 01/04/2018 12:19:15
Close Date 01/05/2018 12:00:00

Messages

New Message

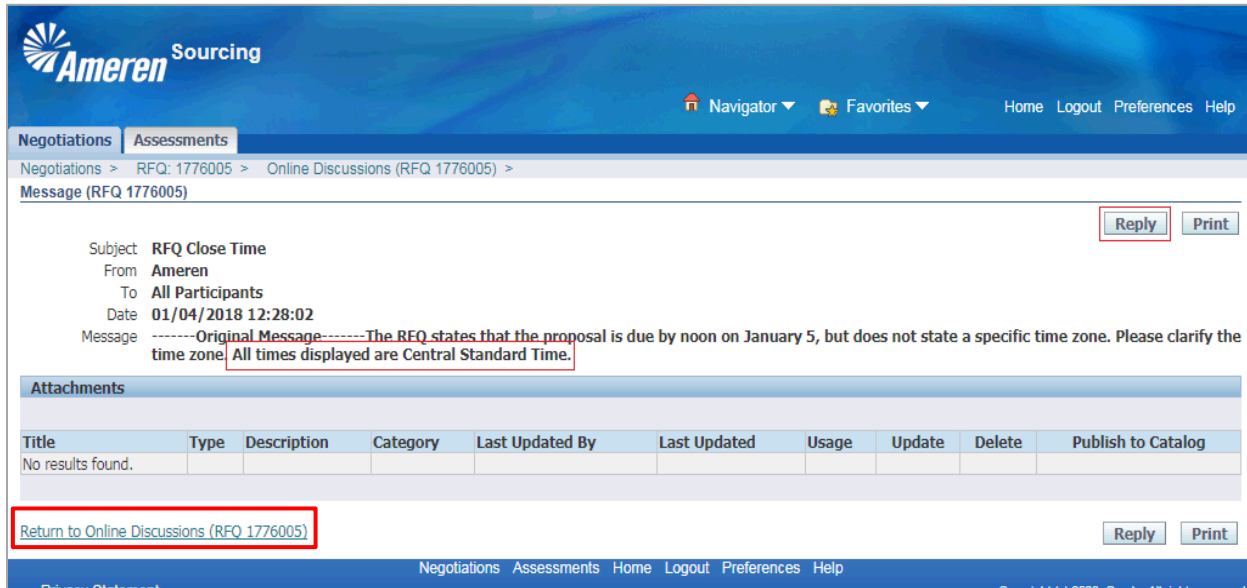
Subject	Message	Status	Sender	Date	Reply
RFQ Close Time	-----Original Message-----The RFQ states that ...	Unread	Ameren	01/04/2018 12:28:02	
RFQ Close Time	The RFQ states that the proposal is due by noon on...	Read	PALLME, TIFFANY	01/04/2018 12:21:33	

Cancel Printable Page

Negotiations Assessments Home Logout Preferences Help

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Step	Action
8.	On your Online Discussions page, the list of messages will be sorted by the most recent sent or received. The Status field indicates Read or Unread by you. Click the Message link. -----Original Message-----The RFQ states that ...



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

Message (RFQ 1776005)

Subject: RFQ Close Time
From: Ameren
To: All Participants
Date: 01/04/2018 12:28:02
Message: -----Original Message----- The RFQ states that the proposal is due by noon on January 5, but does not state a specific time zone. Please clarify the time zone. All times displayed are Central Standard Time.

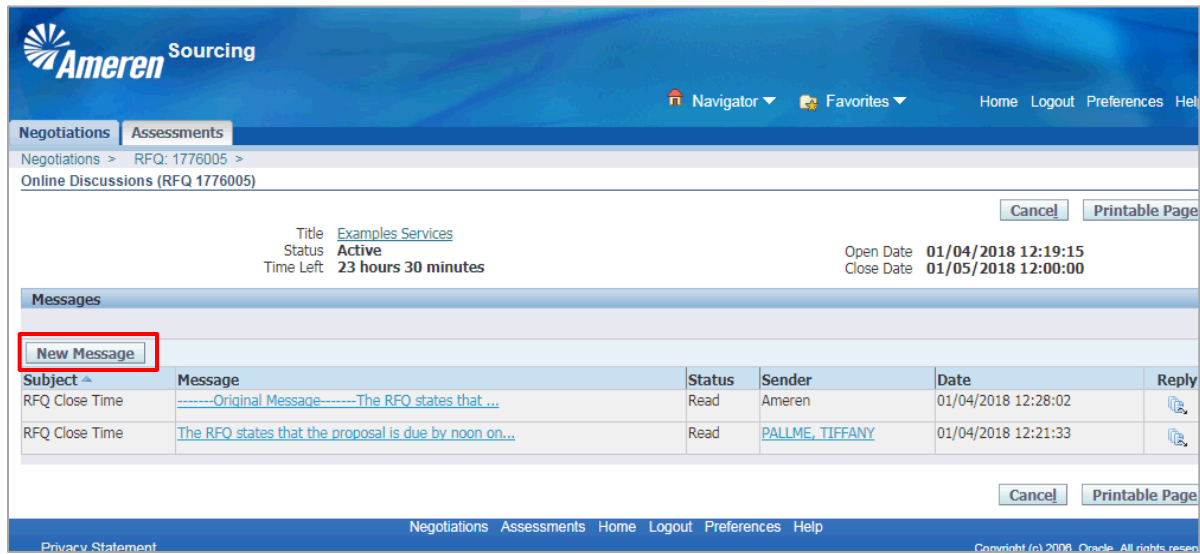
Attachments

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

Return to Online Discussions (RFQ 1776005)

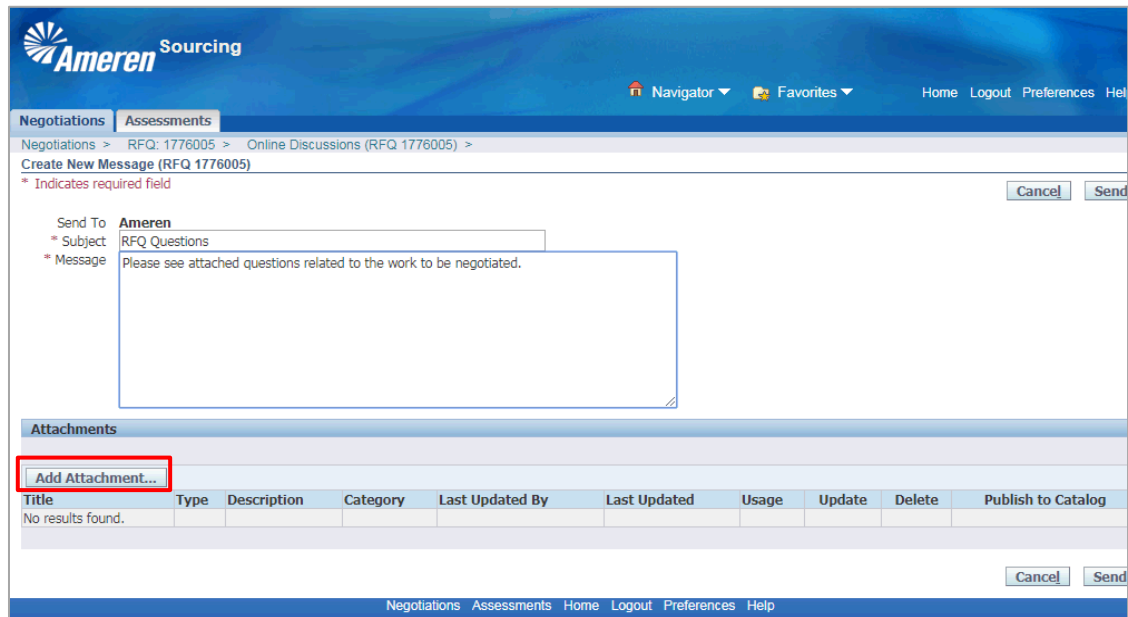
Negotiations Assessments Home Logout Preferences Help

Step	Action
9.	When entering a reply, the responder can choose to retain or delete the Original Message. If the Original Message is retained, the response will be displayed directly after. You can click the Reply button to respond to this message. Otherwise, click the Return to Online Discussions link. Return to Online Discussions (RFQ 1776005)



The screenshot shows the Ameren Sourcing Oracle eBusiness interface. At the top, there's a navigation bar with 'Negotiations' and 'Assessments' tabs. Below this, the breadcrumb trail reads 'Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005)'. The main content area displays details for the RFQ, including its title 'Examples Services', status 'Active', and time left '23 hours 30 minutes'. It also shows the open date '01/04/2018 12:19:15' and close date '01/05/2018 12:00:00'. A 'Messages' section is visible, containing a table of messages. A 'New Message' button is highlighted with a red rectangle. The bottom of the page features a footer with 'Privacy Statement' and 'Copyright (c) 2008 Oracle. All rights reserved'.

Step	Action
10.	To send a separate inquiry, click the New Message button.



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

Create New Message (RFQ 1776005)

* Indicates required field

Send To: Ameren

* Subject: RFQ Questions

* Message: Please see attached questions related to the work to be negotiated.

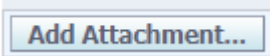
Attachments

Add Attachment...

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

Cancel Send

Negotiations Assessments Home Logout Preferences Help

Step	Action
11.	If you would like to send a document, specific to the negotiation or including multiple questions, enter a Subject and Message, and then click the Add Attachment button. 


Sourcing

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[Negotiations](#) >
 [RFQ: 1776005](#) >
 [Online Discussions \(RFQ 1776005\)](#) >
 [Create New Message](#) >

Add Attachment

[Cancel](#)
[Add Another](#)
[Apply](#)

Add

Attachment Summary Information

Title
 Description
 Category **From Supplier**

Define Attachment

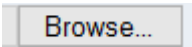
Type ☒ File
☐ URL
☐ Text

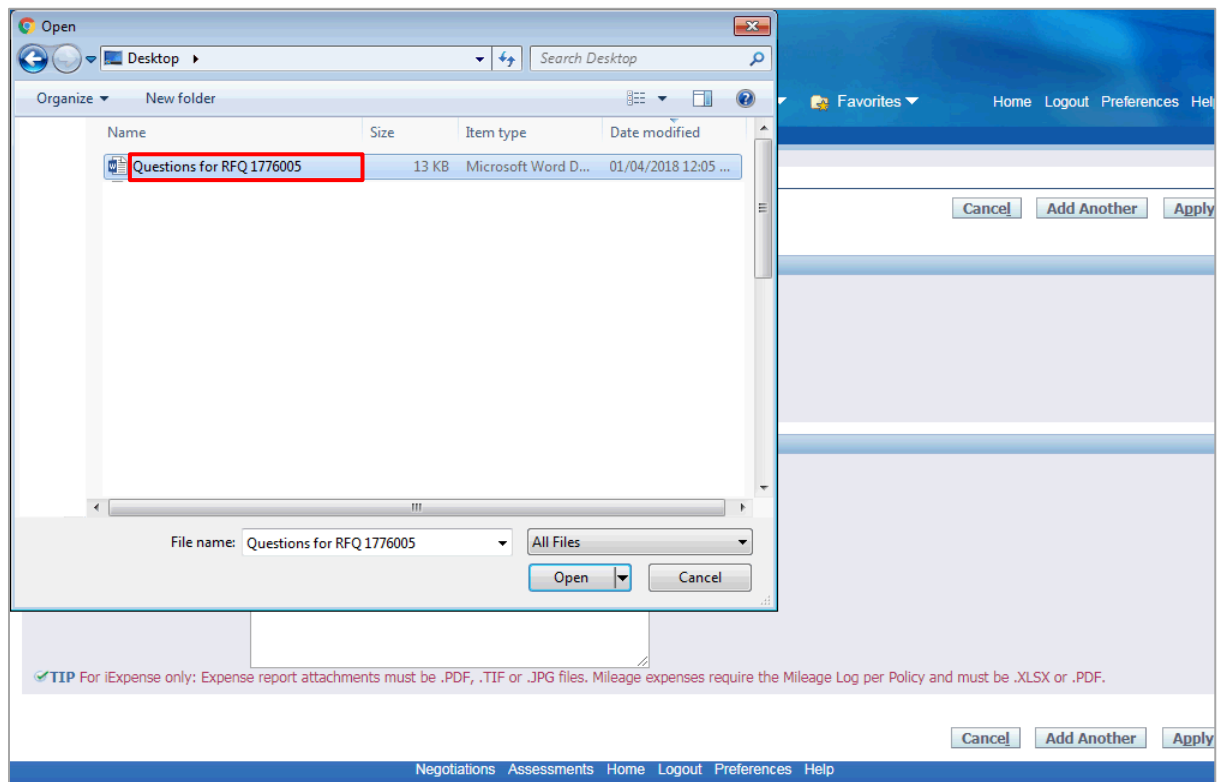
TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.

[Cancel](#)
[Add Another](#)
[Apply](#)

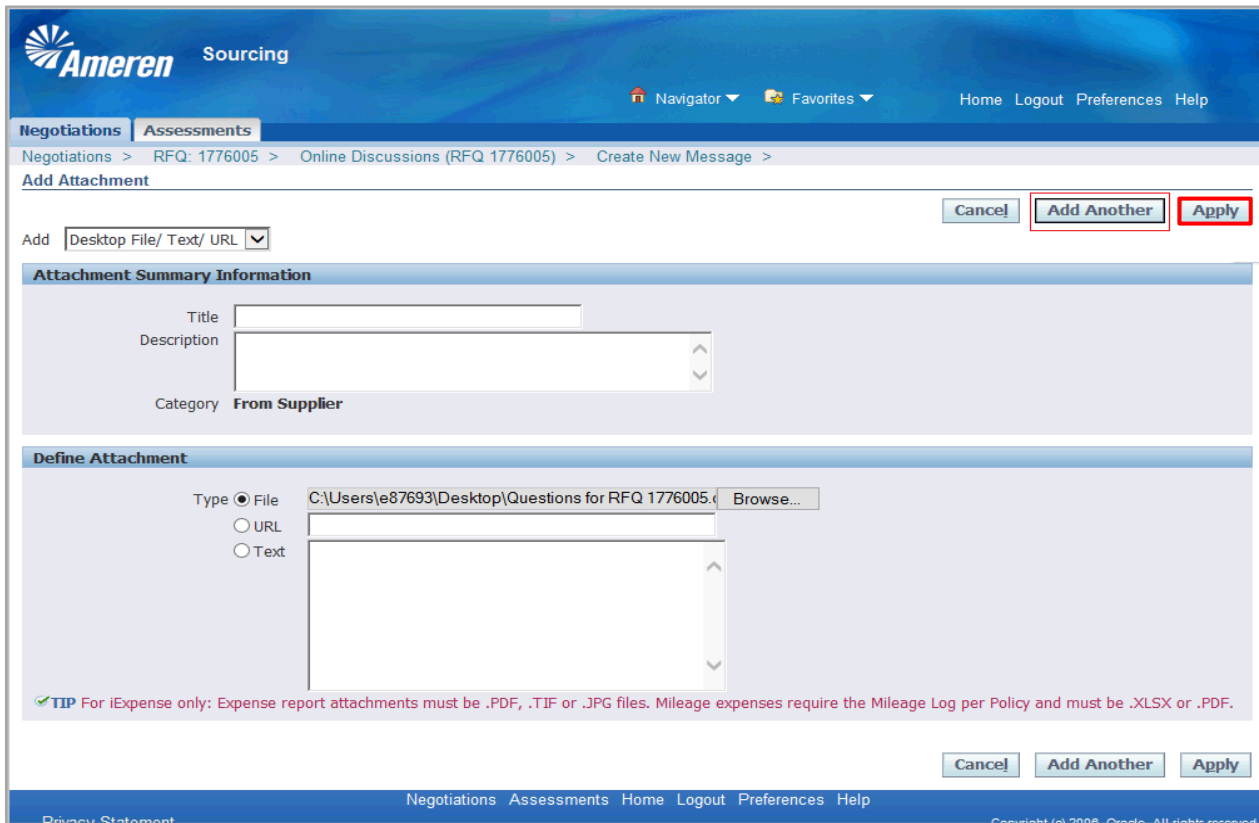
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[Help](#)

[Privacy Statement](#)
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Step	Action
12.	Click the Browse button. 



Step	Action
13.	Navigate to the document you want to send and double-click the Name field. Questions for RFQ 1776005



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) > Create New Message >

Add Attachment

Add Desktop File/ Text/ URL

Attachment Summary Information

Title

Description

Category **From Supplier**

Define Attachment

Type ☒ File ☐ URL ☐ Text

C:\Users\{e87693}\Desktop\Questions for RFQ 1776005.doc Browse...

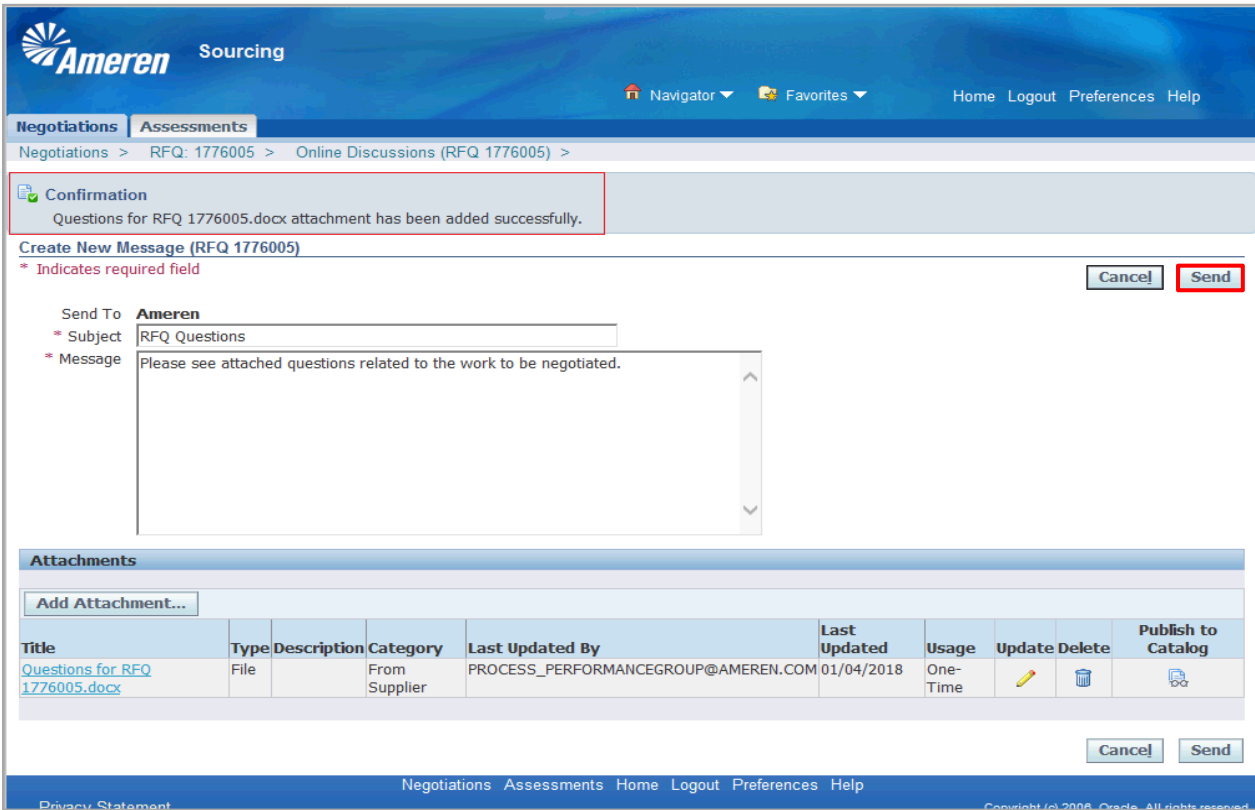
TIP For iExpense only: Expense report attachments must be .PDF, .TIF or .JPG files. Mileage expenses require the Mileage Log per Policy and must be .XLSX or .PDF.

Cancel Add Another Apply

Negotiations Assessments Home Logout Preferences Help

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Step	Action
14.	If you intend to send multiple documents click the Add Another button. Otherwise, click the Apply button.



Ameren Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations Assessments

Negotiations > RFQ: 1776005 > Online Discussions (RFQ 1776005) >

Confirmation
Questions for RFQ 1776005.docx attachment has been added successfully.

Create New Message (RFQ 1776005)
* Indicates required field

Send To: **Ameren**

* Subject: RFQ Questions

* Message: Please see attached questions related to the work to be negotiated.

Cancel Send

Attachments

Add Attachment...

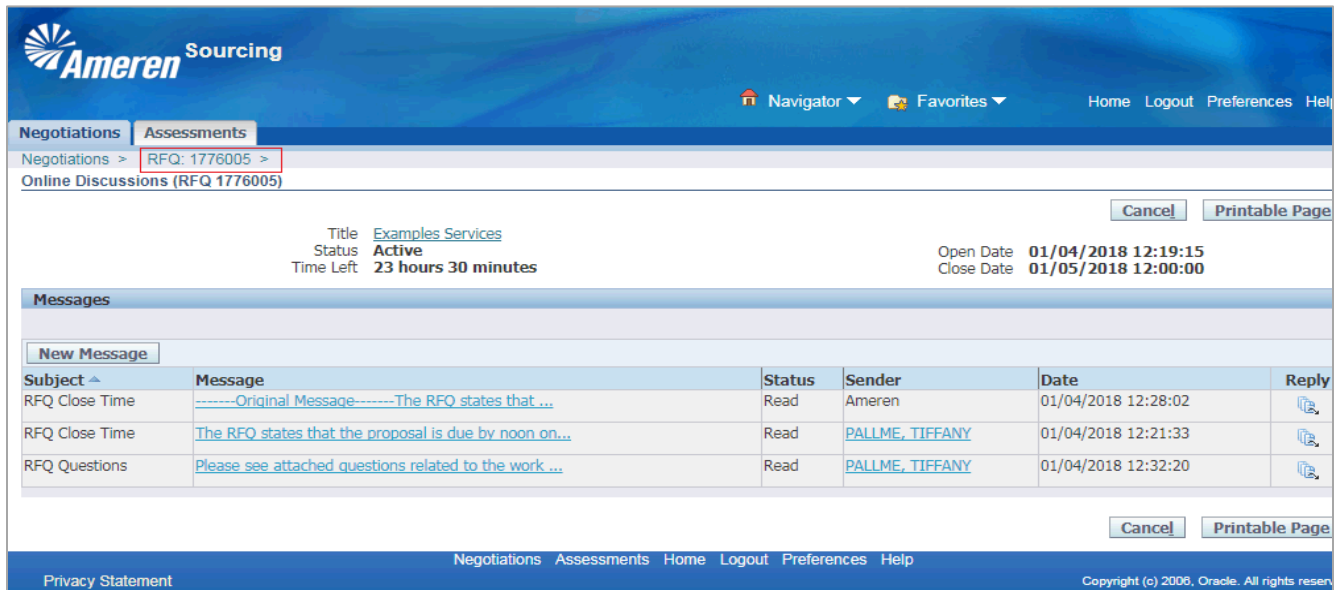
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Questions for RFQ 1776005.docx	File		From Supplier	PROCESS_PERFORMANCEGROUP@AMEREN.COM	01/04/2018	One-Time			

Cancel Send

Negotiations Assessments Home Logout Preferences Help

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Step	Action
15.	A Confirmation message will be displayed indicating your attachment has been added successfully. Click the Send button. Send



The screenshot shows the Ameren Sourcing web application. At the top, there's a navigation bar with the Ameren logo and 'Sourcing' text. Below it, there are tabs for 'Negotiations' and 'Assessments'. The 'Negotiations' tab is active, and a breadcrumb trail shows 'Negotiations > RFQ: 1776005 >'. The main content area displays 'Online Discussions (RFQ 1776005)'. It includes a 'Cancel' button and a 'Printable Page' link. Below this, there's a section for 'Messages' with a 'New Message' button. A table lists messages with columns for Subject, Message, Status, Sender, Date, and Reply. The messages are related to the RFQ close time and questions. At the bottom, there's a footer with 'Privacy Statement', navigation links, and copyright information.

Step	Action
16.	You will be taken back to the Online Discussions page. Click the RFQ link to review RFQ Details .

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