

AMEREN SUPPLIER BILLING INSTRUCTIONS



Ameren pays invoices according to agreed-upon terms. Following the invoicing guidelines below will help support on-time payment. Exceptions usually delay payment.

Purchase Order Requirement

Ameren must ensure purchases of goods and services are properly authorized, accounted for and comply with internal policies. As a result, **purchase orders (POs) are required for all transactions unless they fall into one of the following exempt categories:**

- Transactions with civic, governmental or financial organizations
- Purchases of most utility services, transportation/freight, insurance, legal or legislative services, fuels, security, human resource services or real estate
- Invoices paid with a Visa corporate credit card, where appropriate

Invoice submission methods, in order of preference

1. Oracle iSupplier Portal

Oracle iSupplier Portal offers a web-based tool for the delivery, acknowledgement and printing of POs as well as an easy tool for invoice submission. Users may also view the status of invoices previously submitted.

iSupplier Portal invoicing requirements:

- Valid Ameren PO
- May only be used to submit invoices if the related PO was delivered via iSupplier Portal
- The supplier submitting the invoice must match the supplier named on the PO. For example, subcontractors cannot submit an invoice against a PO issued to contractor.
- Unit of measurement (UOM) must match the PO
- Invoice charges may not exceed two decimal places (no fractional cents)
- iSupplier Portal may not be used to submit invoices that were already paid by credit card
- For multi-line POs, invoice charges must be submitted against the correct PO line. Charging the incorrect PO line may cause delayed payment.

For additional information or to request training please contact process_performance@ameren.com with *iSupplier Portal Registration Inquiry* in the subject line.

2. Oracle Contractor Cost Tracking Module (CCTM)

CCTM provides select services suppliers with the ability to:

- **Maintain electronic rate cards** with negotiated labor/equipment rates. Upon approval, rate cards are the basis for all labor and equipment charges.
- **Submit time cards electronically** detailing charges for labor, equipment, material and expenses. Most commonly, time cards detail actual hours and expenses incurred. However, CCTM also allows for fixed price time card reporting.

CCTM time card entry requires a valid CCTM contract, along with an approved rate card, and a PO referencing the contract number. Approved time cards create invoices for payment, and suppliers can view invoice status in iSupplier Portal. Suppliers must submit CCTM time cards using only the CCTM application (do not submit using other methods).

For additional information or to request training please contact processperformance@ameren.com with *CCTM Registration Inquiry* in the subject line.

3. Email

Invoices not submitted by iSupplier Portal or CCTM should be emailed to one of two automated email addresses, depending on whether a PO is required.

- **PO required** (see above) AccountsPayablePOInvoices@Ameren.com
- **PO not required** (see above): AccountsPayableNonPOInvoices@Ameren.com

Follow these guidelines to help ensure invoices are processed as efficiently as possible:

DO

- Include the following on the invoice:
 - Valid PO number, release number and PO line item number(s), if applicable
 - Ameren legal entity being billed
 - Remit-To name (must match the PO supplier name)
 - Invoice number, invoice date and amount due
 - Payment terms (must agree to the related PO terms)
 - Description, unit price, and quantity
 - Ameren stock number, if applicable
 - Unit of Measure
 - Ameren individual requesting the goods or services
 - Freight/transportation tracking information, if applicable
- Submit invoices in .pdf format only (Word, Excel or other formats not accepted)
- Submit one invoice (including supporting documents, comments & special instructions) per .pdf file. Multiple .pdf files may be attached to one email.
- Include charges for only one PO or PO release per invoice
- Submit invoices only once
- Identify tax, freight or miscellaneous charges individually on an invoice. Ensure they are included on the same invoice as the charges to which they pertain. Miscellaneous charges must include a detailed description with supporting documentation attached.

DON'T

- Do not invoice debit and credit amounts on the same invoice. Credit memos must be invoiced separately.
- Do not submit invoices if they have already been paid with a credit card or by a third party
- Do not submit price quotes or pro forma invoices
- For a clearer image, do not use a highlighter on invoices
- Do not invoice greater quantities than what was ordered per PO

Invoices not submitted electronically or by email must follow the above requirements and should be submitted on white 8½ x 11 paper to Ameren Accounts Payable, Mail Code 230, PO Box 66892 St. Louis, MO 63166-6892.

Invoices that Ameren is unable to process for any reason will be returned by U.S. mail with an explanatory letter.

Other Important Information

Invoices from Suppliers Organized Outside the United States*

Suppliers organized outside the United States must include the following information on invoices in order to determine any IRS withholding and reporting requirements:

- A line stating the dollar amount pertaining to **services** performed or to be performed.
 - Examples of services include (but are not limited to) warranties & maintenance agreements, even if included in the price of the good, software support, memberships and subscriptions.
- The country in which any **services** were performed or will be performed. If performed both inside and outside the United States, an allocation of the charges must be made to each country in which the services were performed.

*A supplier is considered to be organized outside the United States if the entity or individual was required to submit the applicable IRS Form W-8 at the time of supplier set-up.

Freight Charges (Non-Parcel)

If freight charges apply, shippers must ship freight collect unless the Terms & Conditions provide otherwise. Ameren utilizes Logistics Planning Services (LPS) as its agent for transportation and freight payment services for all domestic and international shipments to or from any Ameren location. Refer to the Ameren PO for specific instructions or contact the Ameren buyer. Freight invoices must be mailed to:

Ameren
c/o LPS
731 Bielenberg Dr., Ste 108
Woodbury, MN 55125

For shipment routing inquiries go to <http://www.keyship.net/Ameren> or call 877.KEY.SHIP (539.7447).
The Ameren PO must be referenced on the Bill of Lading.

Lien Waivers & Retainage

A PO issued for construction services or materials may include lien waiver and/or retainage requirements in the Terms & Conditions. If applicable:

Lien Waivers - Failure to include fully completed lien waiver documentation with the invoice will result in delayed payment.

Retainage - Avoid common mistakes by clearly identifying the following on invoices:

- Gross amount of the invoice for work completed during the current billing period.
- Retention amount
- Net amount due

To request release of retainage previously withheld, submit the request using iSupplier Portal or submit an invoice to the appropriate Ameren contact. **Do not submit a request for retainage release to Accounts Payable.**

Method of payment

Ameren pays suppliers electronically by Visa credit card or by ACH (direct deposit).

Ameren is here to help!

For invoice and payment inquiries, contact AccountsPayable@ameren.com or Ameren's Supplier Hotline at 314.554.4468. For PO inquiries, contact the appropriate Ameren buyer or field representative directly.