



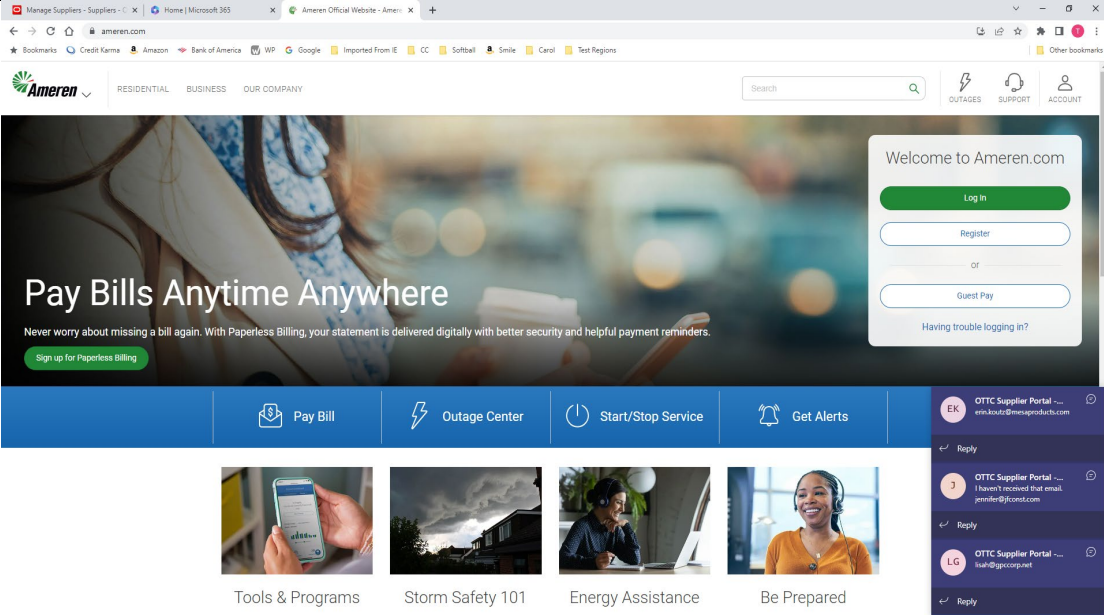
Ameren.com Registration (QRG)

Applies to:	Suppliers
Description:	How to fill out the registration form on Ameren.com
Sub-Application	Oracle Cloud - Ameren Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 Minutes

Introduction

This article can be used by SC Co-Workers to assist suppliers and suppliers to learn how to submit a request to be a new supplier. There are 3 ways (Supplier Diversity, Smart Energy Plan (SEP) and Non-Diverse) to register to become a supplier at Ameren. Below are directions for each way.

Complete these steps:

Step	Illustration
1. Go to Ameren.com	



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2. In the Search box put in Supplier.



RESIDENTIAL BUSINESS OUR COMPANY

Search



3. Select Registration Form.

Become a Supplier and Grow With Us

We work closely with our business partners, whether they supply us with paper and pens, parts and wire, or professional services. And the results of our partnerships - improved quality, innovative ideas, reduced costs - are profitable for all.

Use the links on this page to get information about working with us. You'll find everything you need to become an Ameren supplier. You will also find training materials, risk compliance information, and billing instructions. To start the process of becoming an Ameren supplier, [register here](#).

4. Fill in your company name

The screenshot shows the 'Register Supplier: Company Details' form. At the top, there is a blue header with the Ameren logo and navigation icons. Below the header is a progress bar with six steps: 1. Company Details (highlighted), 2. Contacts, 3. Addresses, 4. Business Classifications, 5. Products and Services, and 6. Review. The form title is 'Register Supplier: Company Details'. Below the title are navigation buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. A note states: 'Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.' The form contains several input fields: '* Company' (text box), '* Tax Organization Type' (dropdown menu), 'Supplier Type' (dropdown menu), 'Corporate Web Site' (text box), '* Tax Country' (dropdown menu), 'Taxpayer ID' (text box), 'Tax Registration Number' (text box), and 'Note to Approver' (text area). At the bottom, there is an 'Attachments' section showing 'None' with a plus sign.



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5. Fill in the Tax Organization Type.

The screenshot shows the 'Company Details' step of the registration process. The 'Company' field is filled with 'Maverick Solutions'. The 'Tax Organization Type' dropdown menu is highlighted with a green border. Below it are fields for 'Supplier Type', 'Corporate Web Site', and 'Attachments'. The 'Contact Information' section below has fields for 'First Name', 'Last Name', 'Email', and 'Confirm Email'.

6. Pick your Tax Country from the Dropdown.

The screenshot shows the 'Tax Country' dropdown menu open, displaying a list of countries and their corresponding codes. The 'United States' option is highlighted with a green border. The list includes Tunisia (TN), Turkmenistan (TM), Turks and Caicos Islands (TC), Tuvalu (TV), Türkiye (TR), Uganda (UG), Ukraine (UA), United Arab Emirates (AE), United Kingdom (GB), and United States (US). A 'Search...' field is visible at the bottom of the dropdown.



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7. Enter the Taxpayer ID.

The screenshot shows a registration form with a blue header and a grey body. At the top right, there are icons for home, star, flag, and bell. Below the header, there are two steps: '5 Products and Services' and '6 Review'. The 'Review' step is active. On the right side, there are buttons for 'Back', 'Next', 'Save for Later', and 'Register'. The 'Next' button is highlighted. In the center, there are several input fields: '* Tax Country' with a dropdown menu set to 'United States', '* Taxpayer ID' with a text input field highlighted in green, 'Tax Registration Number' with a text input field, and 'Note to Approver' with a larger text area.

7. Enter your contact information.

First Name
Last Name
Email Address x 2
to confirm

Your Contact Information

Enter the contact information for communications regarding this registration.

* First Name

* Last Name

* Email

* Confirm Email



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8. Click **Next**

5 — 6

Products and services Review

Back **Next** Save for Later Register Cancel

* Tax Country United States

* Taxpayer ID 981802611

Tax Registration Number

Note to Approver

9..

Company Details **Contacts** Addresses Business Classifications Products and Services Review

Register Supplier: Contacts

Back **Next** Save for Later Register Cancel

Enter at least one contact.

Actions View Format + Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Contact, Fake		Fake@contact.com	✓	✓		

10. To Add more contacts click the **Create** button and add the information.

Ameren

Company Details **Contacts**

Register Supplier: Con... ?

Enter at least one contact.

Actions View Form **+ Create** Edit Delete Freeze Detach Wrap

Name

est, Maverick



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11. Fill out the information needed:

First Name
Last Name
Job Title
Phone Number (this is the number that you will use to receive the login code text).
Email Address

Create Contact

Salutation

* First Name

Middle Name

* Last Name

Job Title

Administrative contact

Phone

Mobile

* Email

User Account

Create user account

12. Click the Create user Account box to get access to the Portal.

13. Click Next

5 — 6

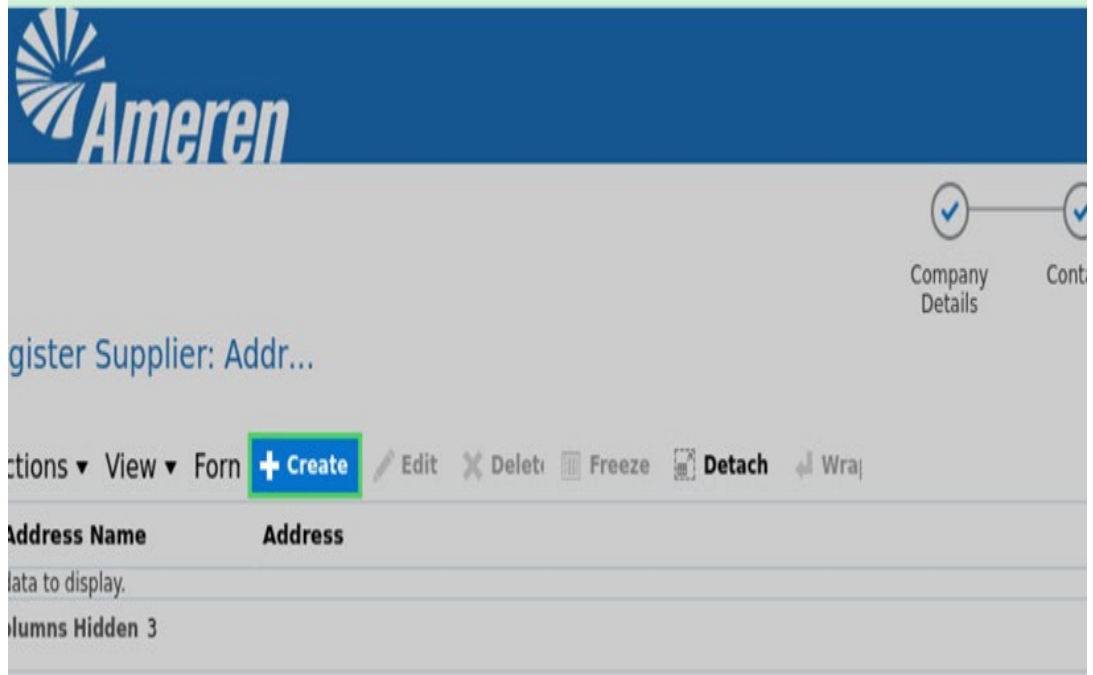
ducts and services Review

Email	Administrative Contact	Request User Account	Edit	Delete
mavericktester2@test....	—	✓		✕
mavericktest@test.com	✓	✓		✕



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15. Add Supplier Address (es) by clicking on the **Create** button.



16. Fill out the information:

- Address Name (AMEREN USE ONLY)** (Ameren will change accordingly when approved)
- Address Lines**
- State**
- County**
- City**
- Postal Code**
- Note:** (If you pick the Zip Code first the rest fills in accordingly)
- Phone Number**
- Email Address**

Address

* Address Name Enter 'AMEREN USE ONLY'

* Country

* Address Line 1

Address Line 2

Address Line 3

* State

* County

* City

* Postal Code

Postal Code+4

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Email



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17. Pick the type of Address this is Ordering (address to send the Purchase Orders to) or Remit to (Address to send invoices to)

The screenshot shows a registration form with several dropdown menus. The 'State' dropdown is set to 'NC', 'County' to 'Durham', and 'City' to 'Durham'. The 'Postal Code' dropdown is open, displaying a list of postal codes for Durham, NC, ranging from 27517 to 27708. The option '27701, Durham, Durham, NC' is highlighted with a green box. Below the list is a 'Search...' field.

18. Click ok when all information is entered.

The screenshot shows the bottom portion of the registration form. It features a table with columns for 'Job Title', 'Email', 'Administrative Contact', and 'User Account'. Below the table are three buttons: 'Create Another', 'OK', and 'Cancel'. The 'OK' button is highlighted with a green box.



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19. Once you have clicked ok it will take you back out to the previous screen, and you can now click **Next** to get

Register Supplier: Addresses

Back Next Save for Later Register Cancel

Actions View Format Create Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
AMEREN USE ONLY	125 TEST WAY,MO Saint LouisAffton, 63125	+1 (314) 654-8965	Ordering; Remit to		

20. Click the +symbol to add any Business Classifications. If you do not qualify for any then you will click the None of the Classifications are applicable box.

Register Supplier: Business Classifications

Back Next Save for Later Register Cancel

None of the classifications are applicable

Actions View Format Create X Freeze Detach Wrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
[Empty table body]								



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21. Once you have added all the Business Classifications Click the Next Button.

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Smart Energy PI		Other	none	none	mm/dd/yy	mm/dd/yy	None +	
Small Business		Other	Small Business C	659841-C	07/01/20	06/30/20	+X	

22. Click the Select and Add button to add all Products and Services you can provide to Ameren.

Register Supplier: Products and S...

er at least one products and services category.

ctions View Form **Select and Add** X Remov Freeze

Category Name

ata to display.



Ameren.com Registration (QRG)

23. Click the box next to all the Products and Services you can provide to Ameren.

<input type="checkbox"/>	▶ EQUIPMENT MAINTENANCE AND REPAIR	EQUIPMENT MAINTENANCE AND RE
<input type="checkbox"/>	▶ EQUIPMENT RENTALS	EQUIPMENT RENTALS
<input type="checkbox"/>	▶ EQUIPMENT TRANSPORTATION	EQUIPMENT TRANSPORTATION
<input type="checkbox"/>	▶ ESTIMATING	ESTIMATING
<input type="checkbox"/>	▶ EXCAVATOR RENTAL	EXCAVATOR RENTAL
<input type="checkbox"/>	▶ EXTERNAL EVENTS	EXTERNAL EVENTS
<input type="checkbox"/>	▶ FABRICATION	FABRICATION
<input checked="" type="checkbox"/>	▶ FACILITIES ELECTRICAL SERVICES	FACILITIES ELECTRICAL SERVICES
<input type="checkbox"/>	▶ FAN MAINTENANCE	FAN MAINTENANCE

24. click the Ok button to apply your selections.

ES

Apply **OK** Cancel



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25. Click the Next button to go to the last section and review your entries.

Description	Remove
BUILDING AND GROUND MAINTENANCE	X
BUILDING MAINTENANCE SERVICES	X
BUILDING MANAGEMENT	X
BUILDING REPAIR AND CONSTRUCTION	X
FACILITIES ELECTRICAL SERVICES	X
MAINTENANCE	X

26. Review all Entries and click the **Register** button if everything is correct. If anything needs to be corrected click the back button to fix and then register..

Review Supplier Registration: FAKE SUPPLIER ?

Company Details

Company	FAKE SUPPLIER	Tax Country	United States
Tax Organization Type	Corporation	Taxpayer ID	986532147
Supplier Type	Supplier	Tax Registration Number	
Corporate Web Site		Note to Approver	



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Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	07/13/2023	Document Creation	Tiffany Pallme