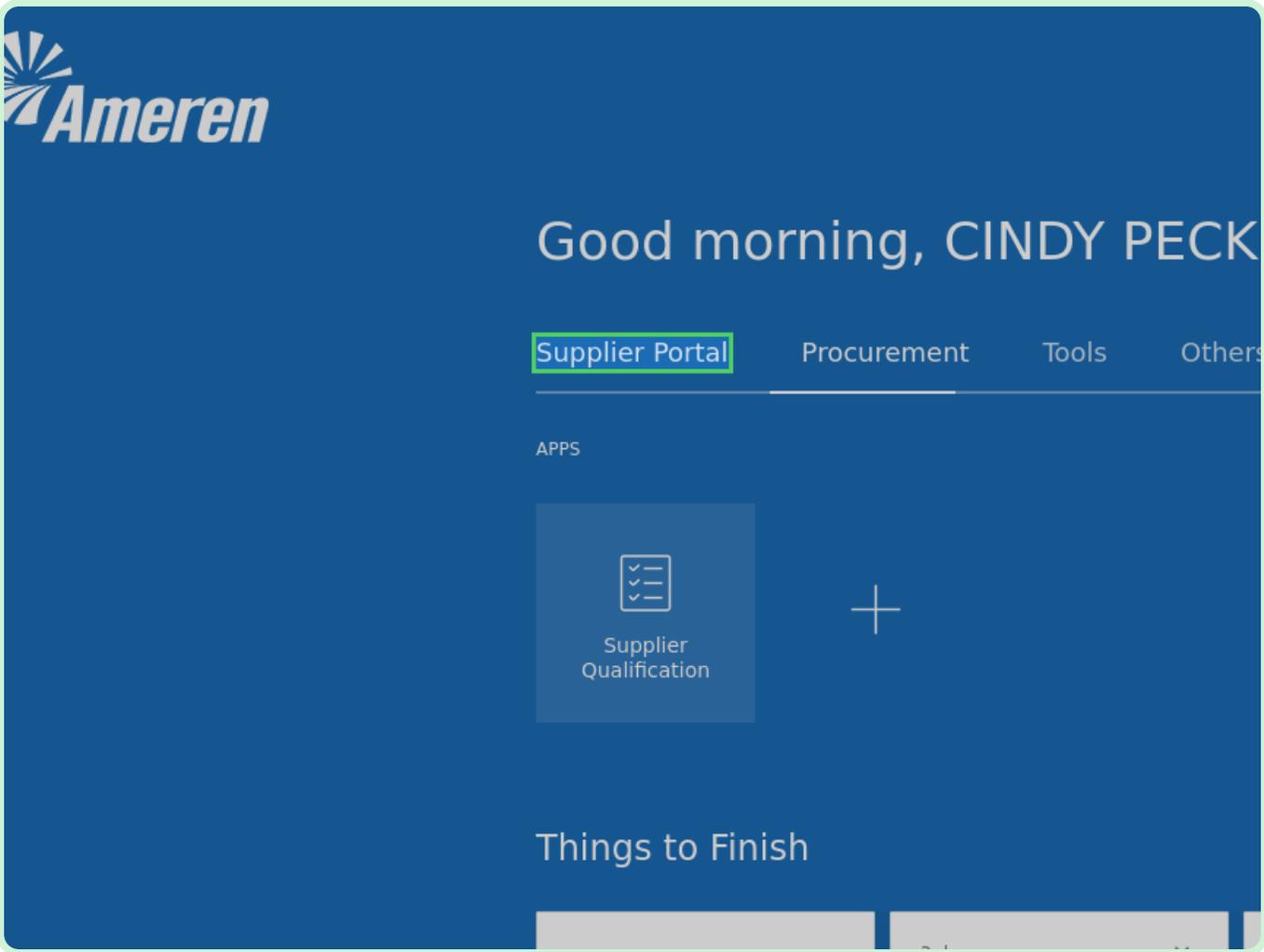# Search for POs and Invoices

🕐 Time to Completion: **4 minutes**

Users will learn how to search for purchase orders and invoices.
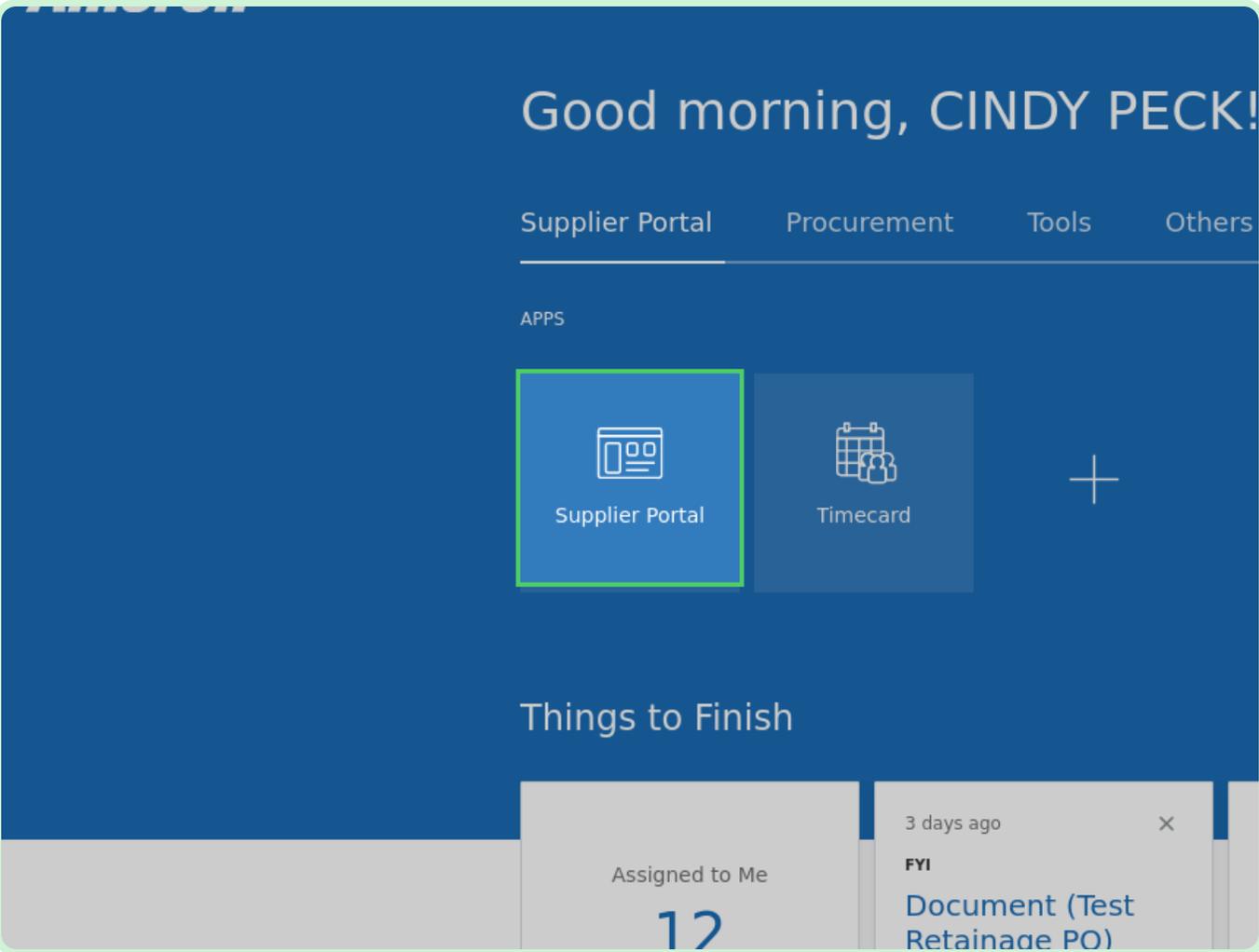
Step 1

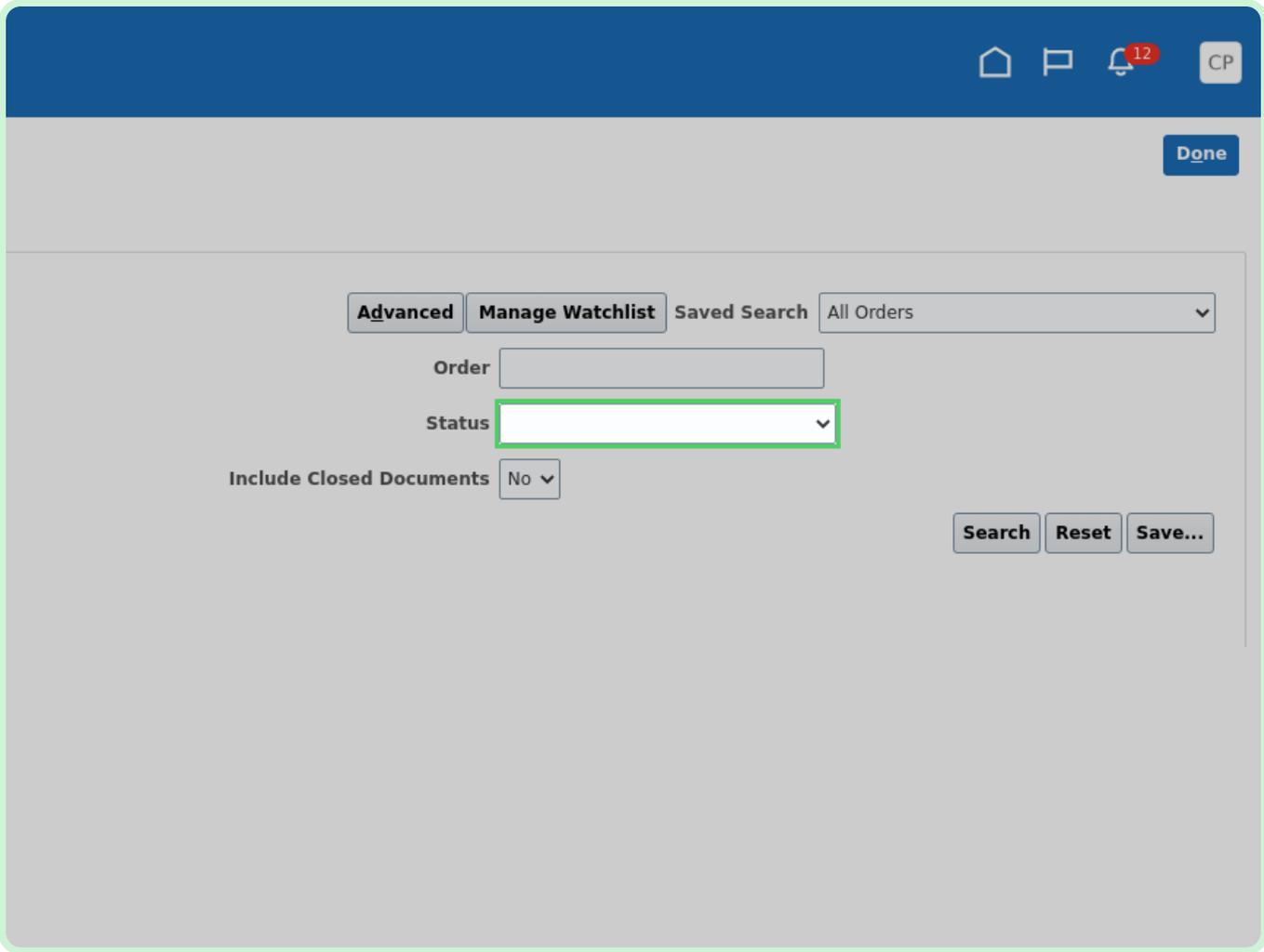Select **Supplier Portal**.

Step 2

Select **Supplier Portal**.

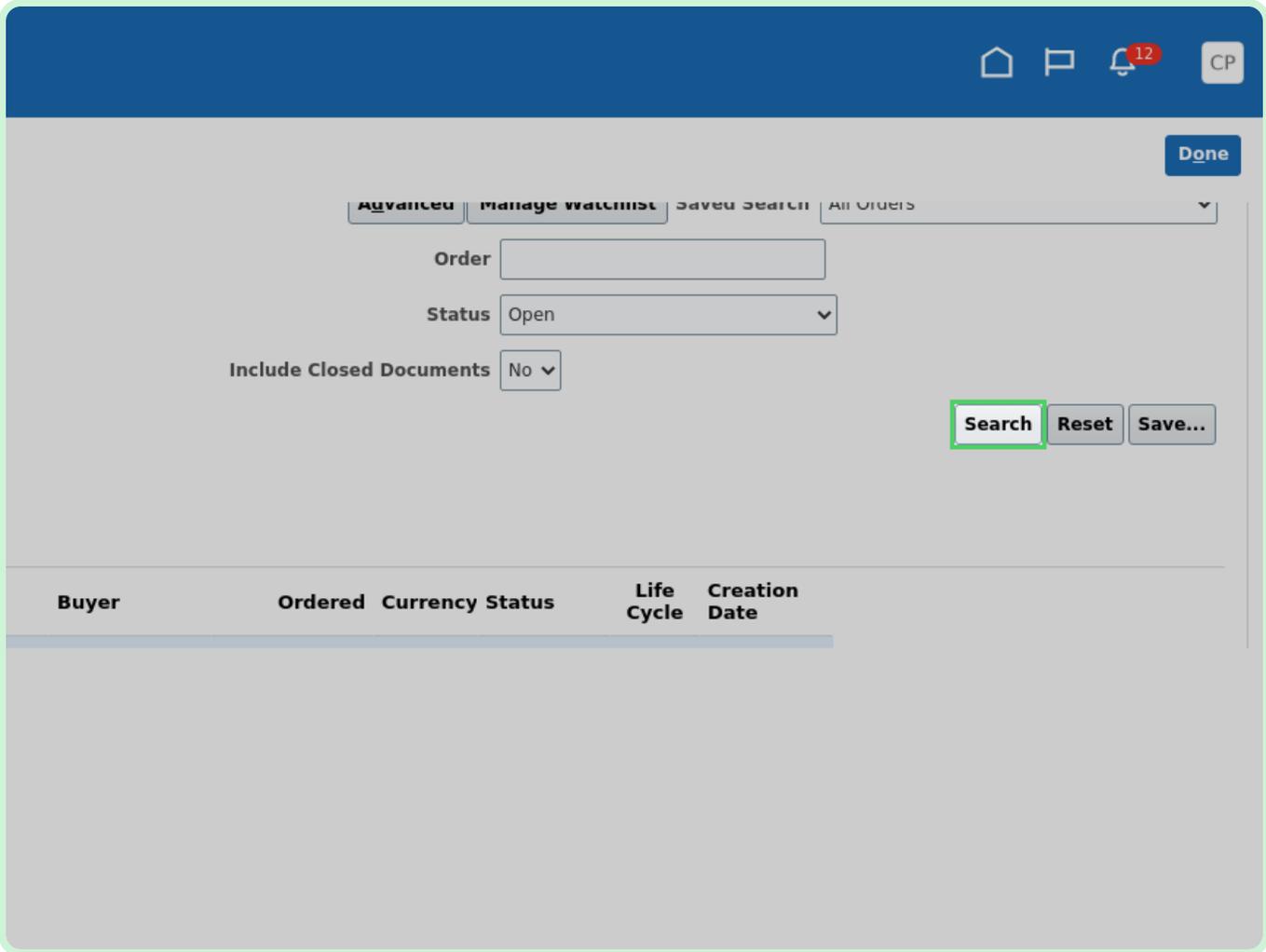# Step 3

Select **Manage Orders**.

Step 4

In the **Status** drop-down list, select **Open**.

Step 5

Select **Search**.

Step 6

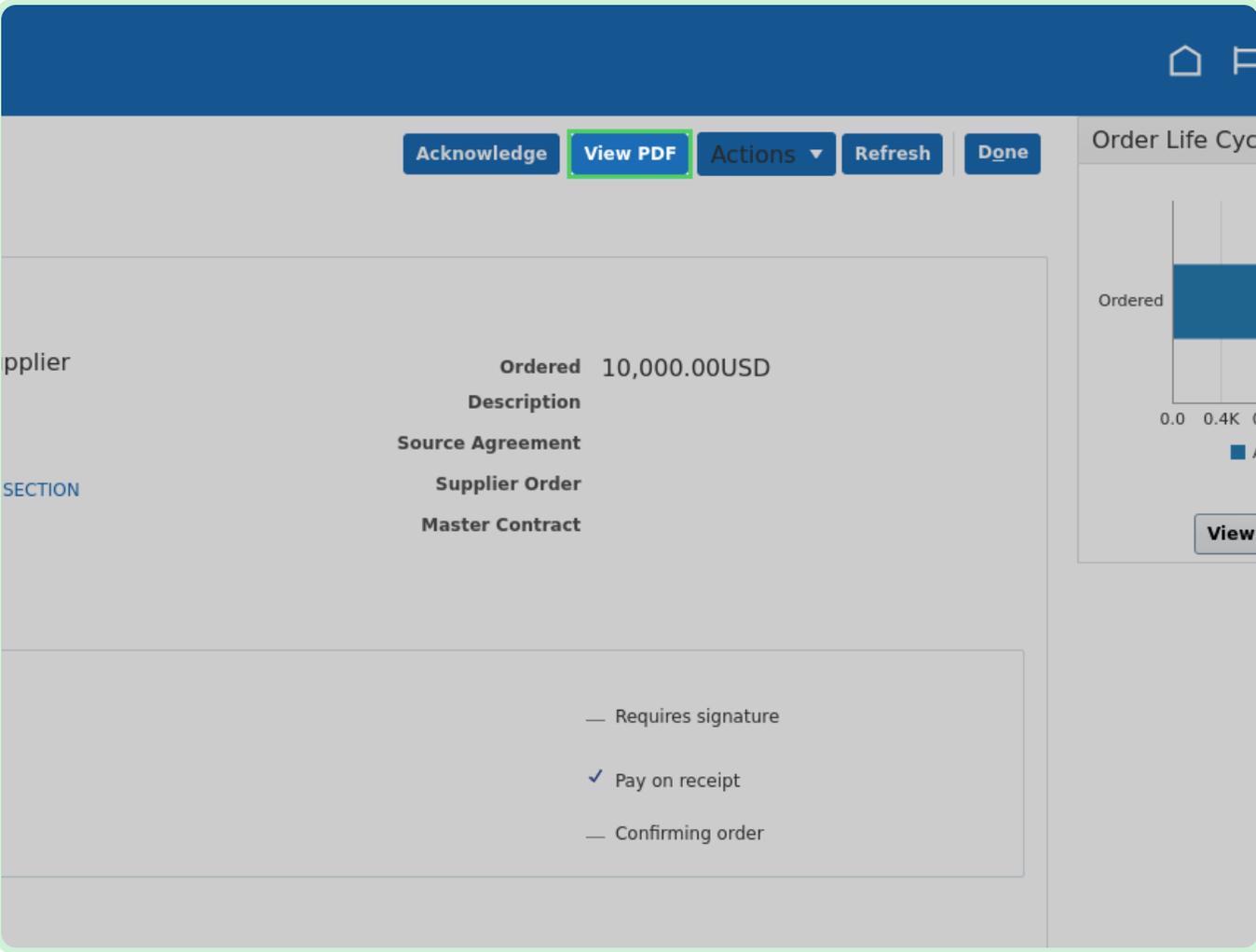In the **Search Results** table, select **P2003051**.

Step 7

Select **View PDF**.

> **ⓘ Note**
>
> Once you select **View PDF**, you will be shown your respective browsers downloads screen where you will select the downloaded Portable Document Format (PDF).

Step 8

View **PDF**.

After selecting the downloaded PDF, you will review the PDF for any abnormalities.

PURCHASE ORDER

PO #	REV NO	PO DATE
P2003051	0	02-MAY-2023

SUPPLIER: 201013-00KALAUPAPA
Gas Material Supplier
123 GMS Lane
Kalaupapa HI 96742
United States
Supplier Contact:

ORDER INSTRUCTIONS
1. ACKNOWLEDGE ORDER
2. IF THIS PO CANNOT BE FILLED BY YOU, THEN RETURN OR REJECT IT. **DO NOT** FORWARD PO TO ANOTHER SUPPLIER OR ENTITY TO FILL. AMEREN CAN ONLY ISSUE PAYMENT TO SUPPLIER LISTED ON THIS PO
3. BILLING PURCHASE ORDER NUMBER AND STOCK NUMBER MUST APPEAR ON ALL PACKING SLIPS, INVOICES AND CORRESPONDENCE.
4. THIS PURCHASE IS GOVERNED BY THE TERMS OF THE CONTRACT PURCHASE AGREEMENT (CPA), BLANKET PURCHASE AGREEMENT (BPA) OR AMEREN CONTRACT REFERENCED ON THE FACE OF THIS PURCHASE ORDER. IF NO CONTRACT IS REFERENCED, THIS PURCAHSE SHALL BE GOVERNED BY THE TERMS & CONDITIONS FOLLOWING THE ACKNOWLEDGEMENT SECTION OF THIS PURCHASE ORDER.
5. ALL PRICES AND AMOUNTS ON THIS ORDER ARE EXPRESSED IN USD.

SHIP TO: PO# P2003051
AMEREN ILLINOIS COMPANY
DECATUR SERVICE AREA
2460 N JASPER ST
IL MaconDecatur, 62525

BILL TO / AMEREN CONTRACTING ENTITY
AMEREN ILLINOIS COMPANY
ACCOUNTS PAYABLE SECTION
P O BOX 66892 MC230
Saint Louis,MO 63166

* See Freight Instructions Left of Buyer Details Below. *

Ameren Requester: Tiffany Pallme

TAX ID: 37-0211380

PAYMENT TERMS	URGENT	FOB/FREIGHT TERMS	SHIP VIA	TAX INFO	LIEN WAIVER REQD
IMMEDIATE		Destination/Collect Shipment	CHR	TAX INCLUDED	Yes

SPECIAL INSTRUCTIONS:

COPY
For Ameren Internal Use Only

COPY
For Ameren Internal Use Only

ITEM NO	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	DATE REQUIRED
1 1#	Please formally accept this order by: Testing New Supplier	10000	USD	1	10,000.00	31-May-2023

Step 9

Select **Done**.

Acknowledge | View PDF | Actions ▼ | Refresh | **Done**

Order Life Cycle

Ordered   10,000.00USD
Description
Source Agreement
Supplier Order
Master Contract

— Requires signature

✓ Pay on receipt

— Confirming order

Ordered

0.0 0.4K 0.8K 1.2K 1.6K 2.0K

■ Amount (USD)

View Details

Step 10

Select **Done**.

Advanced   Manage Watchlist   Saved Search   All Orders

Order

Status

Include Closed Documents   No

Search   Reset   Save...

Done
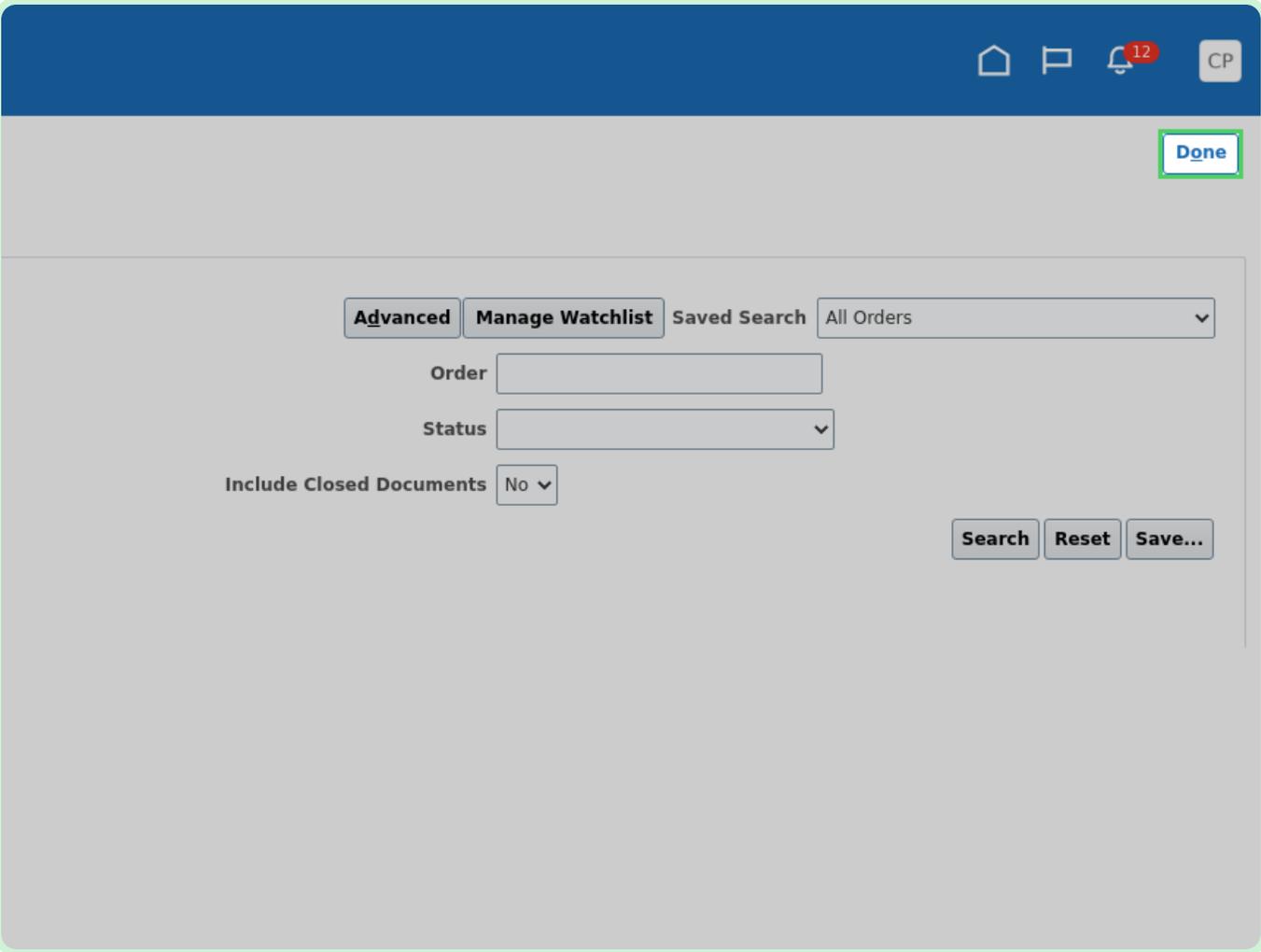
Step 11

Select **View Invoices**.

Agreements

- Manage Agreements

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Orders opened
Payments

1.69K

2K

■ Orders to Acknowledge
■ Schedules Overdue or Due Today
■ Negotiations Closing Soon
■ Invoices Overdue

Supplier News

Step 12

Select **Search: Supplier**.

> ℹ️ **Note**
>
> You must use a mandatory field marked with double asterisk. You can enter information in additional search fields to narrow search results.

Step 13

In the Supplier drop-down list, select **Gas Material Supplier**.
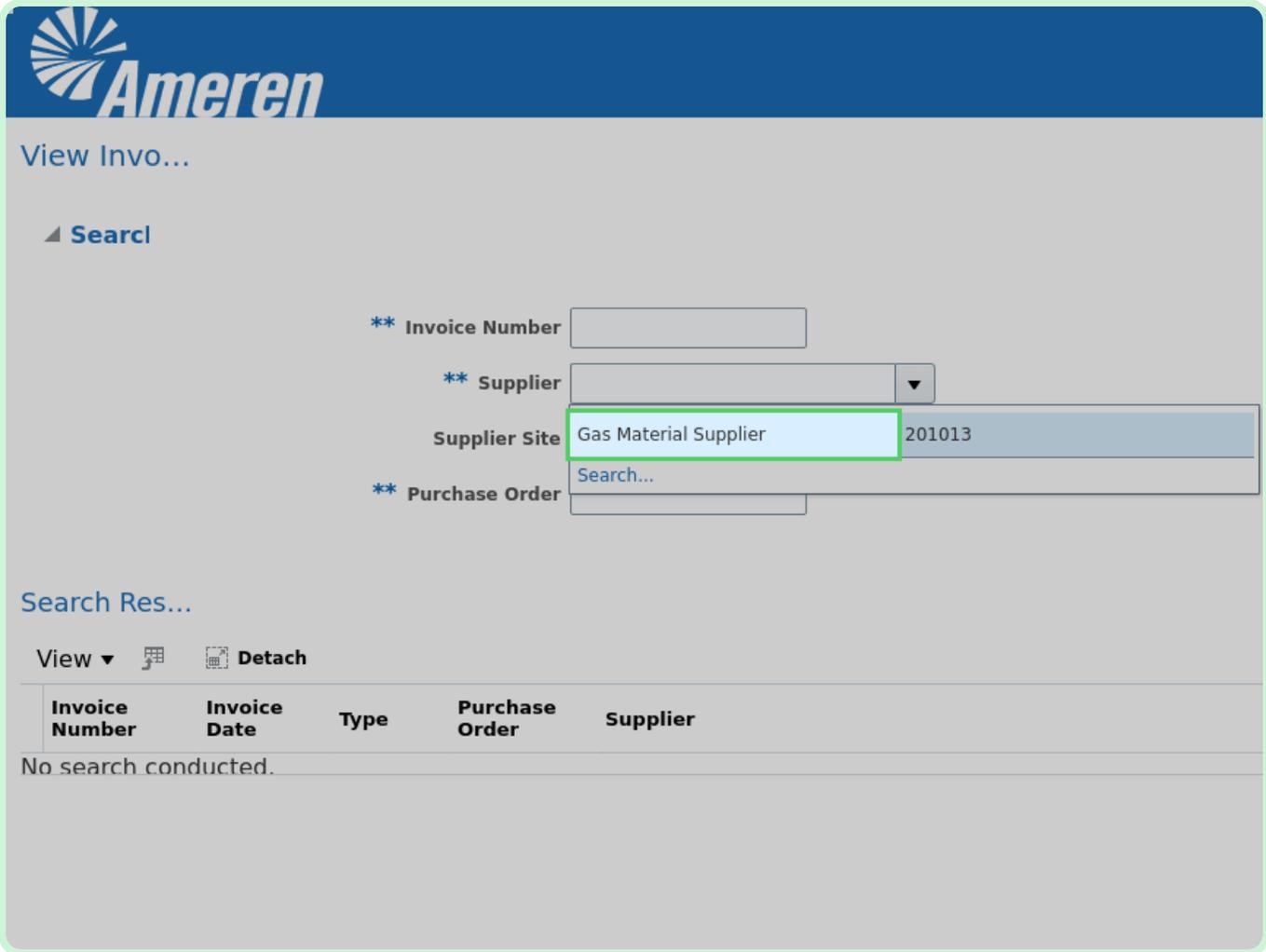
Step 14

Select **Search: Supplier Site**.

	Type	Purchase Order	Supplier

** Invoice Number

** Supplier Gas Material Supplier ▼

Supplier Site ▼

** Purchase Order

ch

Step 15

In the Supplier Site drop-down list, select **00KALAUPAPA-ERS**.
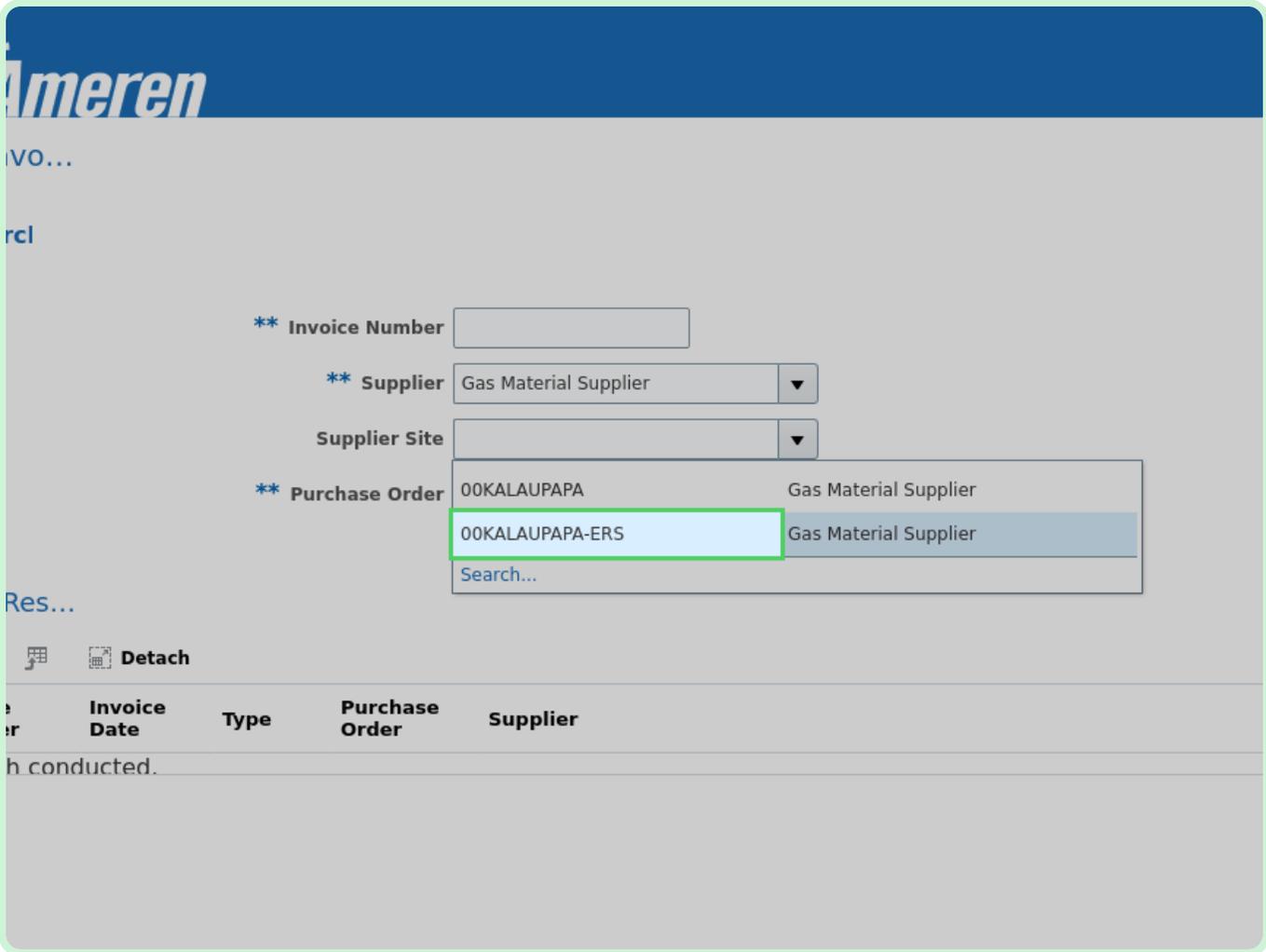
Ameren

vo...

rcl

** Invoice Number	
** Supplier	Gas Material Supplier ▼
Supplier Site	▼
** Purchase Order	00KALAUPAPA Gas Material Supplier
	00KALAUPAPA-ERS Gas Material Supplier
	Search...

Res...

📋   🖼 Detach

e er	Invoice Date	Type	Purchase Order	Supplier

h conducted.

Step 16

Select **Search**.

Step 17

Select **Home**.

> **ⓘ Note**
> In the <u>Search Results</u> table, note the status of the invoices in the *Invoice Status* column.