

Ameren Supplier Billing Instructions

Purchase Order Requirement

Effective January 1, 2009, Ameren policy requires that all invoices reference a valid Ameren Purchase Order (PO) number. The only permitted exemptions to the PO requirement policy are:

- Payments to civic organizations, government entities, and financial institutions.
- Payments for most utility services, transportation/freight, insurance, legal fees, fuel, and real estate transactions.
- Ameren Visa Card transactions do not require a PO.

Questions regarding PO requirements must be directed to the Ameren employee who requested the materials or services.

Lien Waivers and Retention (Retainage) Requirement

If applicable, the Ameren PO issued for services and/or materials will include the lien waiver requirements in the Terms and Conditions. Failure to include the required documentation with the invoices submitted will result in a delay in payment.

If your Ameren PO requires retention to be withheld from invoice payments, this will be handled automatically by our financial system. To avoid the potential short-payment of your invoices, for example duplicate retention withheld, you must clearly identify:

1. The Gross Amount of the invoice for work completed during the current billing period.
2. The Retention Amount.
3. The Net Amount Due.

Retainage Release Request: Do not send invoices for the payment, or release, of the retention amount previously withheld to Ameren's Accounts Payable. Companies can either submit a request for the release using iSupplier Portal (see below) or submit an invoice to their Ameren contact to initiate the retention payment request.

Allowable Methods Of Invoice Submission To Ameren Accounts Payable

Ameren's methods for receiving invoices from its suppliers, in order of preference, are: (1) iSupplier Portal, (2) Contractor Cost Tracking Module (CCTM), (3) Email with PDF Invoice Attachments, and (4) U.S. Postal Service - Paper Invoices

iSupplier Portal Invoice Method

Ameren provides a web-based tool, iSupplier Portal, for PO delivery and invoice submission. iSupplier Portal allows your company to electronically acknowledge and print POs; to create and submit electronic invoices to Ameren; and to view the status of invoices submitted and processed by Ameren Accounts Payable.

To request registration for iSupplier Portal, please contact processperformance@ameren.com with "iSupplier Portal Registration Inquiry" in the subject line.

iSupplier Portal Invoicing Requirements:

- Your company may use iSupplier Portal to submit invoices for valid Ameren POs which are electronically delivered via iSupplier Portal.
 - If a PO is sent to your company outside iSupplier Portal (via fax, e-mail, or US Postal Service), your firm must submit invoices via e-mail or US Postal Service (refer to other invoicing options below).
 - Invoices for items that do not require a PO may not be submitted via iSupplier Portal. Your company should not accept an Ameren order without a PO number.
 - Do not submit an invoice for charges that were paid using an Ameren VISA credit card. If your company receives a PO for materials or services paid by credit card, you must acknowledge the PO, but do not submit any documents to Ameren Accounts Payable (i.e., credit card acknowledgement, invoice, etc.).
- The supplier name on the invoice must match the supplier name on the PO.

For example, a subcontractor cannot submit an invoice directly to Ameren against a PO issued to you. If it is necessary for your company to have another company fill an Ameren PO, the electronic invoice must be submitted by your company, not the company who filled the order.
- Invoiced quantities may not exceed two decimal places.
- Unit of measurement (UOM) on the electronic invoice must match that which is shown on Ameren's PO.
- Line items, taxes, freight and miscellaneous charges may not exceed two decimal places (no fractional cents).
- Do not bill miscellaneous charges separately. Tax, freight and other miscellaneous charges must be billed on the same invoice as the applicable materials or services, unless agreed to with Ameren in writing in advance. Miscellaneous charges must include a detailed description and supporting receipts must be scanned and attached.
- **Do not mail, fax or e-mail Ameren any invoice that has been or will be sent electronically.**

Contractor Cost Tracking Module (CCTM) Invoice Method

The CCTM application provides select service suppliers with the capability to:

- Maintain electronic rate cards detailing their negotiated labor and equipment rates.
Rate cards may be created manually or compiled into a worksheet by the supplier and uploaded into CCTM. Upon approval, the rate card becomes the basis for all labor and equipment charges submitted to Ameren.
- Submit charges for labor, equipment, material and expenses electronically via time cards.
Time cards detail the actual hours and expenses incurred by the supplier for the work that was done. Time cards. Can be entered online or uploaded via worksheet into CCTM.

In order to enter a time card in CCTM, the supplier must have a valid CCTM PO and an approved rate card. After an Ameren employee approves the hours and expenses entered on the time card, the Accounts Payable system automatically creates an invoice and the supplier is paid on terms. CCTM suppliers can view their invoices using the iSupplier Portal application.

CCTM suppliers should not send invoices directly to Ameren Accounts Payable department, nor should they submit invoices via iSupplier Portal. The Ameren Accounts Payable department will reject any invoices for CCTM POs that are submitted using other invoicing methods such as paper, email or iSupplier Portal.

Note: CCTM usage is reserved for Contractors doing significant, on-going business with Ameren. For further information on CCTM, contact the Process Performance team at process_performance@ameren.com with 'CCTM Registration Inquiry' in the subject line.

E-mail PDF File Attachment Invoice Method

Ameren accepts e-mail invoice submissions to help minimize paper handling and to process your company's invoices faster. Refer to the content and format instructions for the Paper Invoice Method on page 3, as they also apply to PDF invoices sent by e-mail. Invoices submitted via e-mail will be systematically processed and must adhere to the following guidelines:

- One invoice or credit memo per each Adobe PDF file.
PDF files which contain more than one invoice will be deleted. Emails which include non-PDF file attachments will be rejected.
- Multiple PDF files can be attached to a single email.
- Supporting invoice documentation, for example, timesheets or other details, should be included as part of the PDF invoice file.
Separate attachments for the supporting documentation cannot be matched to the invoice in our system and will be deleted.
- Comments or special instructions, for example the Ameren contact, should be included in the body of the invoice and not in the email.
- Emailed invoice submission must be the first submission of the invoice. For example, the invoice has not previously been mailed, faxed, or submitted in another electronic format. Repeated instances of multiple invoice submissions will result in your emails being blocked.
- Invoices must only be e-mailed once.
- Use the appropriate e-mail address, based on whether a Purchase Order (PO) is required.
 - **Invoices Requiring a PO:** Suppliers submitting invoices for goods or services that do not fall into one of the exempted categories listed on page one are required to submit invoices to Ameren with a valid PO number. PO invoices may be emailed to AccountsPayablePOInvoices@Ameren.com.
 - **Invoices Not Requiring a PO:** Suppliers submitting invoices for goods or services that fall into one of the exempted categories listed on page one may invoice Ameren without a valid Ameren PO number. Non-PO invoices may be emailed to AccountsPayableNPOInvoices@Ameren.com.

Note: These are automated email boxes used by Ameren's electronic invoice management system. General email correspondence, such as past due inquiries, should not be sent to these addresses as it will not be read. General email correspondence and inquiries should be sent to AccountsPayable@Ameren.com.

Non-compliance

Ameren Accounts Payable will return any invoices that are not in compliance with the Billing Instructions. All invoices that do not follow these instructions will be returned to your company via US Postal Service regardless of the original invoice submission method.

Paper Invoice Method

Follow the instructions below to ensure proper and timely payment of your invoices.

- Before any invoices are processed, Ameren requires that you submit a completed Supplier Set-Up Information form, including your valid taxpayer identification number (TIN). For businesses, this will be your company's employer identification number (EIN). For individuals, this will be your social security number (SSN). If Ameren does not have this information on file, payment will not be processed.
- To expedite invoice processing please submit all invoices on 8 1/2 x 11 white paper.

Each invoice must include the following information:

- Appropriate and complete Ameren legal entity or business name and remittance address
- Invoice number and invoice date
- Payment terms and due date (must agree to Ameren PO)
- Unless otherwise exempted (see page 1), a valid PO number, PO line item number(s), and PO release number
- Description, price, and quantity of materials and/or services provided. Quantities billed cannot exceed the amount ordered per the Ameren PO. Inclusion of the Ameren stock number, if applicable, will help Ameren process your invoice faster. Itemized charges may include:
 - i. labor
 - ii. materials
 - iii. taxes
 - iv. freight
- The UOM per your invoice should be consistent with Ameren's PO, or provide a mathematical conversion formula on the invoice (i.e., gallons per pound).
- Total amount due
- Ameren contact name
- Freight/Transportation carrier tracking information, as applicable

Other Rules

- Supplies or services must be delivered to the "Ship To" address and acknowledged by the receivers of the goods or services before the invoice will be paid.
- Each invoice must include charges for no more than one PO or PO Release.
- Credits or credit memos applied against a PO must be invoiced separately from PO charges.
- Do not mail paper copies of any invoice that was submitted electronically (i.e. iSupplier Portal, CCTM, or PDF).
- Invoices already paid via credit card should not be mailed to Accounts Payable.
- Accounts Payable Policy is to process invoices only. Documents such as supplier statements, price quotes, or pro forma invoices will not be accepted as a basis for processing payments.
- Do not use a marker to highlight items on an invoice. This causes the highlighted area to be illegible when viewed through Ameren's imaging system.
- Accounts Payable is not responsible for invoices not submitted in the manner prescribed herein.

Submitting Your Invoice to Ameren

To expedite invoice processing, Ameren utilizes a centralized location for processing invoices. Sending invoices to locations other than Accounts Payable will delay payment. Unless you have prior approval from Ameren, invoices should be sent directly to Accounts Payable. The Accounts Payable mailing address is:

Ameren Accounts Payable (Mail Code 230)
P. O. Box 66892
St. Louis, MO 63166-6892

What Happens If You Do Not Comply With These Requirements?

Ameren wants to pay your firm in accordance with agreed upon terms. We greatly appreciate your cooperation in adhering to these requirements as it will help us to process your invoice faster. Any exception to these rules may delay payment of your invoice and will require additional communication and coordination between our companies, causing unnecessary delays in the payment process.

If we are unable to process your invoice for any reason, we will return it to you via US Postal Service regardless of the method you used to submit the invoice, along with a note explaining the reason. You should make all necessary corrections to the invoice and return it to Ameren for processing.

Preferred Method Of Payment

Ameren prefers to pay suppliers electronically via the ACH (Automated Clearing House) payment system. Please complete the Direct Deposit Registration Form and e-mail it to AccountsPayable@Ameren.com or fax it to 314.554.3443. Otherwise, your company's invoice will be paid by check and mailed via US Postal Service. For security reasons, Ameren does not allow a check to be picked up by an individual.

We're Here To Help You

For general Accounts Payable questions, contact Ameren's Accounts Payable Information Center at accountspayable@ameren.com or call our Supplier Hotline at 314.554.4468. For specific purchase order questions, contact your Ameren buyer or Ameren field representative directly.

