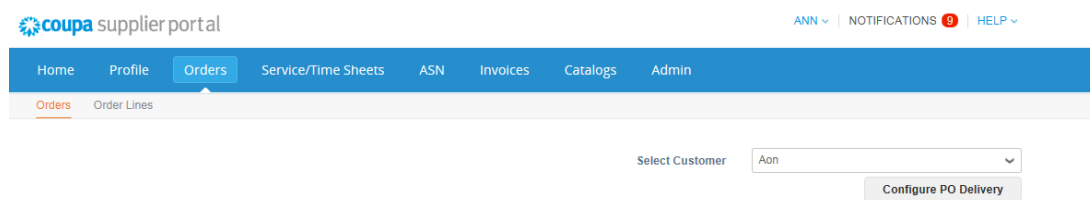


Supplier Invoicing

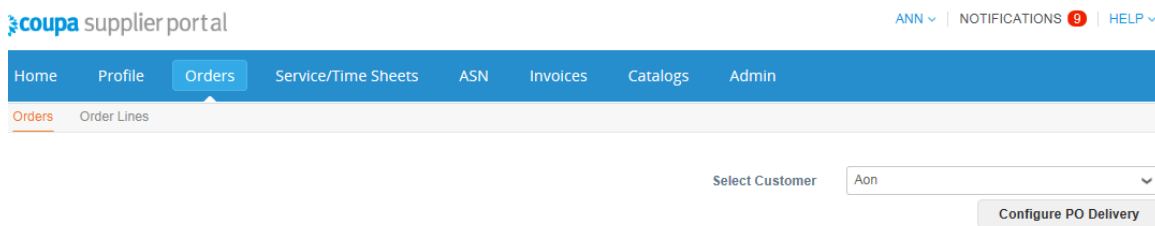
There are two ways to create electronic invoices – via the Coupa Supplier Portal (CSP) and the purchase order email (as known as “flipping the PO”).

Create PO Backed Invoice via CSP

1. Log in to [CSP](#).
2. Select the **Orders** tab.












3. Find the PO you would like to flip into an invoice. You can either scroll through the list of POs or search for it. Once you have found the specific PO row, under the **Actions** column, click the 📄 icon to flip the PO into an invoice.



Purchase Orders

Instructions From Customer

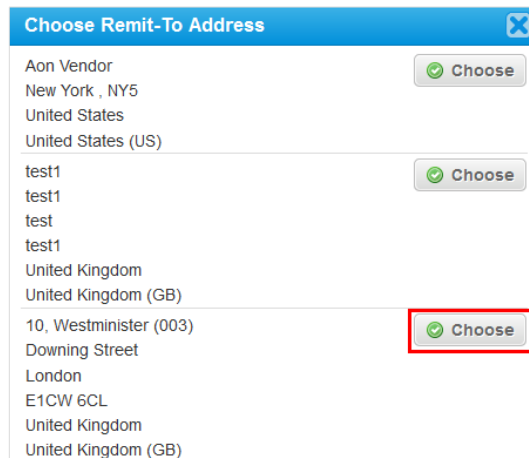
Please acknowledge the purchase order. All invoices must be submitted to invoices@eon-sandbox.coupacloud.com. You have the option of creating an electronic invoice through this PO or use electronic submission through the Coupa Supplier Network. If you would like more information on how to electronically submit invoices at Aon, please contact supplier.enablement@aon.com. For timely payments, please put EFT details on your invoice.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
NL0011000034150	06/28/17	Issued	None	IT Consulting services	No	2,000.00 USD	  
NL0021000034123	05/11/17	Issued	None	1 Each of Device 2.45652.2	No	45.00 EUR	  
NLD011000034089	04/20/17	Issued	None	2 Each of AppDev 22.2.2	No	7,900.00 EUR	  

4. The page refreshes to display the **Create Invoice** screen.

4.1. The **Choose Remit-To Address** pop-up will be displayed. Select the address you would like to remit- to by clicking **Choose** (continue to step 6).

Note: If there is only one Remit-To address stored in your profile, then Coupa will default to that address and there will be no pop-up to choose an address. If there is no Remit-To address stored within the system, Coupa will ask you to create one.



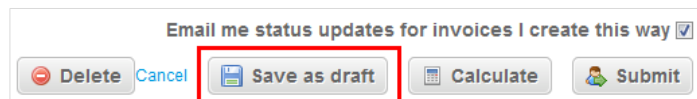
Choose Remit-To Address

Aon Vendor New York , NY5 United States United States (US)	<input checked="" type="checkbox"/> Choose
test1 test1 test test1 United Kingdom United Kingdom (GB)	<input checked="" type="checkbox"/> Choose
10, Westminster (003) Downing Street London E1CW 6CL United Kingdom United Kingdom (GB)	<input checked="" type="checkbox"/> Choose

4.2. If the correct Remit-To Address does not appear and you would like to add an address, then close the pop-up and complete the following to add a new Remit-To address:

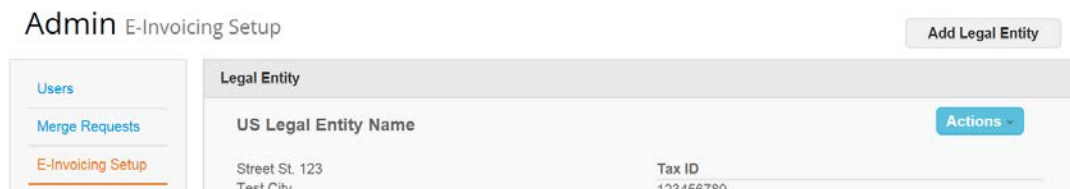
Note: If you submit an invoice with a new Remit-To address, the invoice will be put on hold until the new address is approved by the Aon Accounts Payable team. When you submit the invoice, you will receive a message stating that the invoice is on hold.

4.2.1. Scroll down and click **Save as draft** (if you do not want to lose your work thus far).



Email me status updates for invoices I create this way ☒

4.2.2. To add new Remit-To, navigate to Admin tab and the E-invoicing Setup section.



Admin E-Invoicing Setup

[Users](#)
[Merge Requests](#)
[E-Invoicing Setup](#)

Legal Entity

US Legal Entity Name

Tax ID

4.2.3. Click **Add Legal Entity** and input correct address, contact details and your tax ID.

4.2.4. Click **Save**.

4.2.5. Return to your invoice by clicking the **Invoices** tab from the panel..

coupa supplier portal ANN ▾ | NOTIFICATIONS 0 | HE


Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin


Select Customer

Invoices

Instructions From Customer
Please include the Requester's name on the invoice. Please attach invoice image scan if you create an invoice electronically via PO flip or CSN.

Export to ▾ View All ▾ Search 🔍

Invoice #	Created Date ▾	Status	PO #	Total	Unanswered Comments	Actions
None	07/03/17	Draft	NL0011000034150	2,000.00	No	
Inv 280602017	06/28/17	Pending Approval	NL0011000034150	2,120.00	No	
Inv 280602017	06/28/17	Disputed	NL0011000034150	4,028.00	Yes	

4.2.6. Select the  edit icon next to the invoice you were working on initially.

5. On the **Create Invoice** screen, input information into the required fields.


Note that required fields are indicated by an asterisk.

- Invoice #
- Invoice Date
- Currency

Create Invoice Create

General Info

* Invoice #

* Invoice Date 

Payment Term 45D


* Currency ▾

Delivery Number

Status Draft

Image Scan


Supplier Note


Attachments  Add [File](#) | [URL](#) | [Text](#)


From

* Supplier CSPTS-US

Supplier Tax ID ▾

* Invoice From Address AON Supplier 
Street
City, PC1234
United States

* Remit-To Address AON Supplier 
Street
City, PC1234
United States

* Ship From Address AON Supplier 
Street
City, PC1234
United States

6. As you scroll down the page, in the **Lines** section you will find more fields to input information.

For Goods PO:

- 6.1. Enter a price in the **Price** field.
- 6.2. Enter the quantity in the **Quantity** field.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	a4 paper - 200 sheets	50	Each	4.00	200.00

PO Line: [N02460000000515-1](#) Contract: Billing: Not Required—25102-Paper-6861005 Billing Notes:

[Add Line](#)

Subtotal	200.00
Shipping	0.000
Handling	0.000
Misc	0.000
Tax Code	<input type="text"/> 0 % 0
Tax	0.00
Total	200.00

Email me status updates for invoices I create this way ☒

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

For Services PO:

- 7.1. Enter a price in the **Price** field.

Lines Line Level Taxation

Type	Description	Price	Total
	Poster lamination service	200.00	200.00

PO Line: [N02460000000488-1](#) Contract: Billing: Not Applicable—25102 - Corporate Head Office-Commercial Printing-6861020 Billing Notes:

[Add Line](#)

Subtotal	200.00
Shipping	0.000
Handling	0.000
Misc	0.000
Tax Code	Standard <input type="text"/> 20 % 40.00
Tax	40.00
Total	240.00

Email me status updates for invoices I create this way ☒

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

7. Enter any shipping and handling information

8. Enter the tax information in the **Tax Code** fields or under each PO line if applicable. Click **Calculate** then **Submit**.

8.1. Attach a copy of your invoice. Instructions on doing so are available on [page 11](#).

9. After submitting, the page will refresh to display the invoice is processing.

Invoices

Instructions From Customer						
Please include the Requester's name on the invoice. Please attach invoice image scan if you create an invoice electronically via PO flip or CSN.						
Export to	View		All	Search		
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
25.05.18	05/25/18	Processing	N02461000080754	129.15 EUR	No	
None	05/25/18	Draft	N02461000080754	129.00 EUR	No	

10.

Note: If you submitted the invoice with a new Remit-To address, the status will display as 'On Hold.'

After the invoice is approved and matched with the PO, the invoice will be paid according to Aon's standard payment terms, or to the payment terms contractually agreed upon between Aon and the supplier. Payment details will be reflected in Coupa and the CSP.

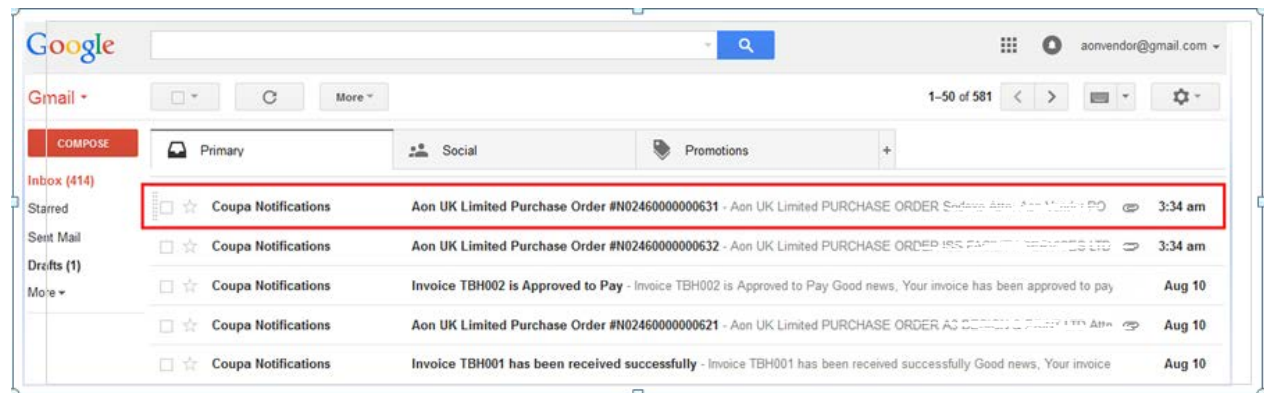
Supplier Invoicing – from your PO Email address

The PO will be automatically emailed to the Supplier.

1. Log in to your email account. POs will show up as **Coupa Notifications** in your mailbox.

Note: POs will be issued to a PO email address confirmed by the supplier and not to the primary contact email address (unless they are identical). Contact GSM Helpdesk Mailbox at gsmhelpdesk@aon.com if you are unsure which email you currently have on file or need to update.

2. Select the email of the PO you would like to flip into an invoice.



3. Click **Create Invoice**.

COMPOSE

Inbox (413)
Starred
Sent Mail
Drafts (1)
More ▾

Something's not right.
We're having trouble connecting to Google. We'll keep trying...
This may be caused by network or proxy issues. [Learn more.](#)

Aon UK Limited Purchase Order #N02460000000631

Create Invoice Acknowledge PO Add Comment

Aon UK Limited PURCHASE ORDER

AON

Sodexo
Attn: Aon Vendor


PO NUMBER N02460000000631
DATE 08/11/15
PAYMENT TERMS 30D
SHIPPING TERMS Best Way
CURRENCY GBP
CONTRACT
CONTACT aonp2p+2@gmail.com

Ship To
Aon UK Limited
COLMORE GATE
2 COLMORE ROW
BIRMINGHAM
B3 2QD
[View "Birmingham" location](#)

Bill To
Aon UK Limited
The Aon Centre, The Leadenhall Building
122 Leadenhall Street
London
EC3V 4AN
Attn: UK Accounts Payable Team

Line	Description	Qty	Unit	Price	Total
1	Vending, Coffee			1,000.00	1,000.00
				0 Units	1,000.00 GBP

4. The other option for suppliers is to acknowledge the PO and then proceed to invoicing:
- 4.1. Click **Acknowledge PO** in the email message. This opens Coupa in a new browser window/tab and you see the message 'Order Acknowledged.'
 - 4.2. On the Coupa screen, click **Create Invoice** (button with yellow stack of coins).

 **Purchase Order #N02461000000620**

Order acknowledged

Status Issued Requested By [Redacted]
 Order Date September 1, 2015 Email aonp2p+2@gmail.com
 Ship-To Address COLMORE GATE
 2 COLMORE ROW
 BIRMINGHAM
 B3 2QD
 United Kingdom
 [Redacted]
 Payment Term 30D
 Shipping Best Way


Acknowledged ☒

Lines

Line	Item	Qty	Unit	Price	Total	Invoiced
1	Vendon, Coffee			1,000.00	1,000.00	0.00

Additional Information

Total 1,000.00 GBP

 **Create Invoice**

Note: It is recommended to acknowledge a PO when Aon sends in the order.

5. Based on whichever option you choose, you will reach the **Create Invoice** screen.

5.1. The **Choose Remit-To Address** pop-up will display. Select the address you would like to remit-to by clicking **Choose**.

Note: If there is only one Remit-To address stored in your profile, then Coupa will default to that address and there will be no pop-up to choose an address. If there is no Remit-To address stored within the system, Coupa will ask you to create one.

5.2. If the correct remit-to address does not appear, click **Create New Remit-To**.

Note: If you create a new address, the invoice will be put "on hold" as the new remit-to address will need to be approved by the Aon Accounts Payable team.

Choose Invoice From Address

Street

City, PC1234

United States

United States (123456789)

Most Recently Used

✓ Choose

Street

City, PC1234

Canada

Canada (123456789RT0001)

✓ Choose

6. On the **Create Invoice** screen, input the invoice number into the **Invoice #** field.

Note that all other required fields are indicated by an asterisk.

Create Invoice Create

<p>General Info</p> <p>* Invoice # <input type="text"/></p> <p>* Invoice Date <input type="text" value="05/25/18"/> </p> <p>Payment Term <input type="text" value="45D"/></p> <p>* Currency <input type="text" value="EUR"/></p> <p>Delivery Number <input type="text"/></p> <p>Status <input type="text" value="Draft"/></p> <p>Image Scan <input type="text"/> <input type="button" value="Browse..."/></p> <p>Supplier Note <div><div></div></div></p> <p>Attachments Add File URL Text</p>	<p>From</p> <p>* Supplier <input type="text" value="CSPTS-US"/></p> <p>Supplier Tax ID <input type="text" value="123456789"/></p> <p>* Invoice From Address <input type="text" value="AON Supplier"/> </p> <p>Street City, PC1234 United States</p> <p>* Remit-To Address <input type="text" value="AON Supplier"/> </p> <p>Street City, PC1234 United States</p> <p>* Ship From Address <input type="text" value="AON Supplier"/> </p> <p>Street City, PC1234 United States</p>
--	---

7. Scroll down to the **Lines** section and ensure all details are accurate, specifically the Price and the Quantity.
- 7.1. For Canada and UK: Select a tax code from the **Tax Code** dropdown and click **Calculate and then submit**.
- 7.2. United States: Do not modify the Tax Code Field. Manually enter the **exact value** (dollar and cents) in the **Tax Amount field**, click *Calculate*, then **Submit**.

- 7.3. Attach a copy of your invoice. Instructions on doing so are available on [page 11](#).
8. Keep the checkbox selected if you wish to receive email updates about the invoice status.
9. When you complete your edits, enter any comments for Aon and then click **Submit**.

Lines Line Level Taxation

Type	Description	Price	Total
Vending, Coffee		1,000.00	1,000.00

PO Line: [N02460000000631-1](#) Contract: ☐ Billing: Not Required--25020-Vending - Coffee Svcs-6880345 Period: ☐ Billing Notes:

[Add Line](#)

Subtotal	1,000.00
Shipping	0.000
Handling	0.000
Misc	0.000
Tax Code	<input type="text"/> 0 % 0
Tax	0.00
Total	1,000.00

Email me status updates for invoices I create this way ☒

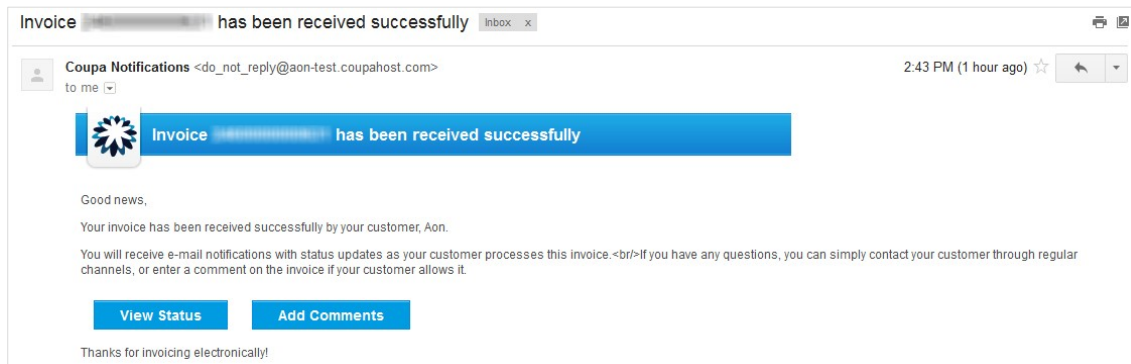
[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

Comments

“ ”

[Add comment](#)

10. You will be notified of the status of your invoice via email. You can click **View Status** in the acknowledgement email to check the invoice status.



PO Backed Credit Note

For a credit note that you need to submit to Aon, you should submit the credit note PDF to the Aon Coupa inbox (invoices@aon.coupahost.com) from your registered email address.

The Aon Accounts Payable team will follow their internal processes for handling and creating the credit note in Coupa. You will be updated via *the primary contact email address* about the processing status.

Attaching a File to an Invoice

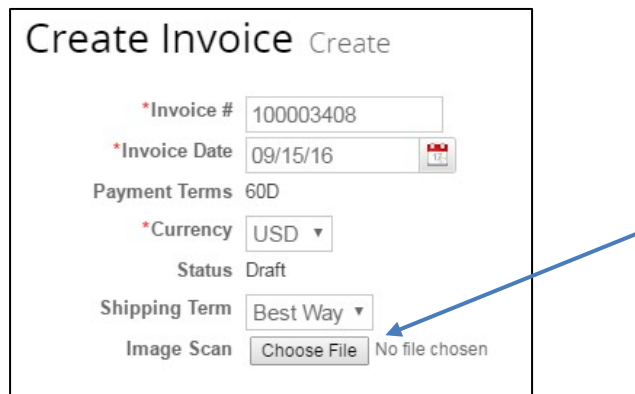
German suppliers are required to attach either an image or a .pdf version of their invoice to each electronic Coupa invoice.

Creating the invoice

Create the invoice from either the CSP or Email Flip as you normally would ensure all required fields are populated. For additional training on this process please click [here](#).

Attaching the file

Select the “Choose File” button located near the “Image Scan” field. Please note: **Do not upload** an invoice under the attachments section as this is not as visible to the Aon team and they may need to re-request an invoice document.

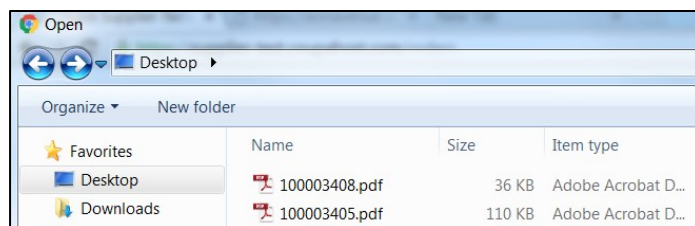


The screenshot shows the 'Create Invoice' form with the following fields and values:

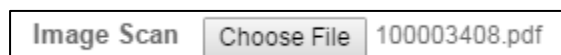
- *Invoice #: 100003408
- *Invoice Date: 09/15/16
- Payment Terms: 60D
- *Currency: USD
- Status: Draft
- Shipping Term: Best Way
- Image Scan: Choose File (No file chosen)

A blue arrow points from the 'Choose File' button to the 'Image Scan' label.

Browse for the file and select the right file to upload.



The name of the file will now be reflected next to the “Choose File” button.



The screenshot shows the 'Image Scan' field with the 'Choose File' button and the file name '100003408.pdf' displayed next to it.