

Leverancier: Inkooporder (IO) overdracht en bevestiging

Voordat een leverancier aan de slag kan met een inkooporder (IO), dient deze eerst aan hen te worden verstuurd. Leveranciers ontvangen IO's voornamelijk via:

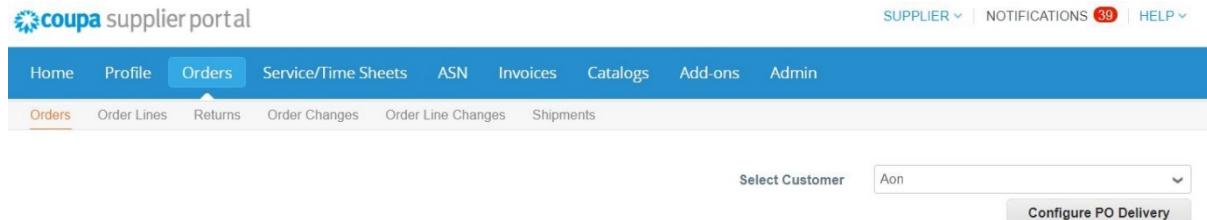
Coupa Supplier Portal (CSP), of

E-mail.

Het elektronisch ontvangen van IO's zorgt voor een doeltreffende wisselwerking. Indieners van de IO's kunnen zien of de IO's ontvangen zijn door de Leverancier. Na het ontvangen van de IO, dient de Leverancier dit te bevestigen. Als Leverancier kunt u de IO bevestigen/erkennen voordat u aan de order voldoet; op deze manier weet Aon dat er gewerkt wordt aan het voldoen aan de order. Hoewel het bevestigen van de IO optioneel is, raadt Aon sterk aan dat u de IO's bevestigt, zodra u deze ontvangt. U kunt dan verder gaan met het voldoen aan de order en de facturering.

Via CSP

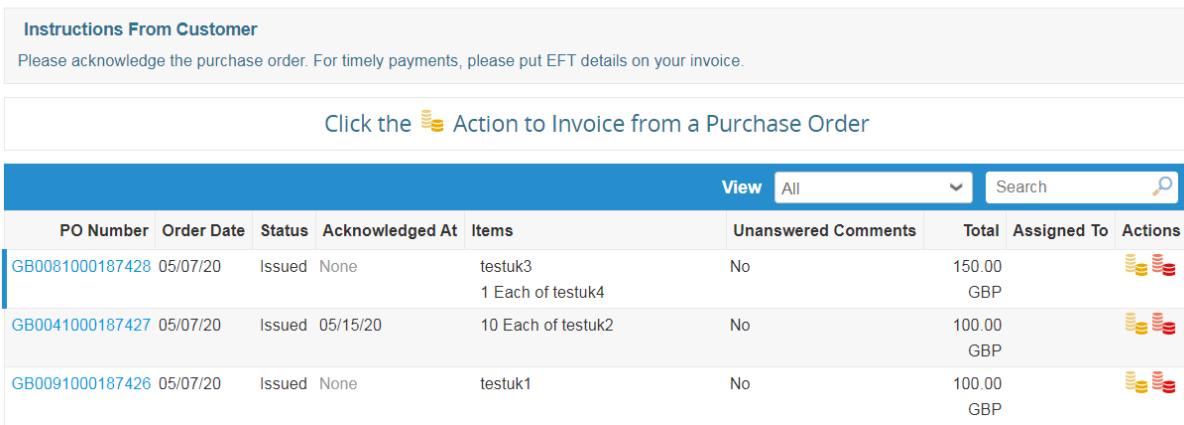
1. Log in op [CSP](#).
2. Selecteer het tabblad bestellingen.



The screenshot shows the Coupa Supplier Portal interface. At the top, there are links for Home, Profile, Orders (which is highlighted in blue), Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. Below this is a secondary navigation bar with links for Orders, Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. On the right side of the header, there are buttons for 'SUPPLIER' (with a dropdown arrow), 'NOTIFICATIONS' (with a red badge showing '39'), and 'HELP'. The main content area displays a table of purchase orders. The columns are: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row shows an order with PO number GB0081000187428, issued on 05/07/20, status Issued, acknowledged at None. The items listed are testuk3 and 1 Each of testuk4, with a total of 150.00 GBP. The second row shows an order with PO number GB0041000187427, issued on 05/07/20, status Issued, acknowledged at 05/15/20. The items listed are 10 Each of testuk2, with a total of 100.00 GBP. The third row shows an order with PO number GB0091000187426, issued on 05/07/20, status Issued, acknowledged at None. The items listed are testuk1, with a total of 100.00 GBP. There are also 'Select Customer' and 'Configure PO Delivery' buttons above the table.

3. Selecteer het toepasselijke IO-nummer uit de lijst van orders. Indien u een lange lijst order hebt, kunt u een zoekopdracht uitvoeren in plaats van te scrollen door de lijst.

Purchase Orders



The screenshot shows the Aon Purchase Orders page. At the top, there is a section titled 'Instructions From Customer' with the text: 'Please acknowledge the purchase order. For timely payments, please put EFT details on your invoice.' Below this is a button labeled 'Click the  Action to Invoice from a Purchase Order'. The main content is a table of purchase orders. The columns are: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row shows an order with PO number GB0081000187428, issued on 05/07/20, status Issued, acknowledged at None. The items listed are testuk3 and 1 Each of testuk4, with a total of 150.00 GBP. The second row shows an order with PO number GB0041000187427, issued on 05/07/20, status Issued, acknowledged at 05/15/20. The items listed are 10 Each of testuk2, with a total of 100.00 GBP. The third row shows an order with PO number GB0091000187426, issued on 05/07/20, status Issued, acknowledged at None. The items listed are testuk1, with a total of 100.00 GBP. There are also 'View' and 'Search' buttons at the top of the table.

4. De pagina wordt vernieuwd om de IO-gegevens en het verzendadres weer te geven. Klik op het vakje Bevestigd (Acknowledged).

Purchase Order #GB0041000187427

The screenshot shows the purchase order details. On the left, there are several input fields: Status (Issued - Sent via Email), Order Date (05/07/20), Revision Date (05/07/20), Requester (Email), Payment Term (30D), and Attachments (None). Below these is a checkbox labeled "Acknowledged" which is checked. To the right, there is a "Shipping" section with a map icon, a "Ship-To Address" section with the address 1205 Upgrade street, San Mateo, CA 11111, United States, Location Code: 3010, and Attn: (empty). Below the shipping section is a "Terms" section with Best Way. Underneath the shipping section is a "Shipment Tracking" section with a cube icon, a link to "Shipment Tracking", and a green "Add" button. A note says "No shipment tracking."

5. Als bevestiging, zult u merken dat er een bericht verschijnt bovenaan het scherm.

Purchase Order #GB0041000187427

The screenshot shows the same purchase order details as the previous one. A green horizontal bar at the top indicates "Order acknowledged". The rest of the page is identical to the first screenshot, showing the shipping and tracking information.

Via e-mail uit de Inkooporder

Om een IO te bevestigen, volg deze stappen:

1. Als de Leverancier, kunt u inloggen op uw geregistreerde IO e-mailaccount. IO's zullen verschijnen als **Coups notificaties (Coupa notifications)** in uw mailbox.

Let op: IO's zullen worden uitgegeven aan een IO e-mailaccount dat is bevestigd door de leverancier en niet het voornaamste e-mailadres (tenzij deze identiek zijn). Neem contact op met aonsupplierscomms@aon.co.uk als u niet zeker weet welke e-mail u momenteel gebruikt of deze wenst te wijzigen.

2. Selecteer en open de toepasselijke Coupa Notificatie e-mail.

The screenshot shows a Gmail inbox with two new messages. The first message is from "Aon" with the subject "New PO - Aon Purchase Order #GB0081000187428 Powered by Coupa Software Hi Supplier, You have received a new purchase...". The second message is from "Townsend Group Europe Limited" with the subject "Purchase Order #GB0041000187427 - Townsend Group Europe Limited Purchase Order #GB0...". Both messages have a red box around them, indicating they are the ones to be selected and opened.

3. Bekijk de IO-informatie en bevestig dat u de IO hebt ontvangen. Klik op **Bevestig IO** (**Acknowledge PO**) om Aon in kennis te stellen dat u de order hebt gezien.

Purchase Order #GB0041000187427 Inbox ×

Aon <do_not_reply@aon-test2.couphost.com>
to me ▾

AON Townsend Group Europe Limited Purchase Order #GB0041000187427

Powered by

Create Invoice **Acknowledge PO** **Add Shipment Tracking** **Add Comment**

4. Coupa zal openen in een nieuwe browsertab of -venster. U zult bovenaan het scherm het bericht 'Order bevestigd' (Order Acknowledged) zien.

Purchase Order #GB0041000187427

Order acknowledged ×

Status Issued - Sent via Email

Order Date 05/07/20

Revision Date 05/07/20

Requester

Email

Payment Term 30D

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address 1205 Upgrade street
San Mateo, CA 11111
United States
Location Code: 3010
Attn:

Terms Best Way

Shipment Tracking Add

No shipment tracking.