

Supplier: PO Transmission and Acknowledgement

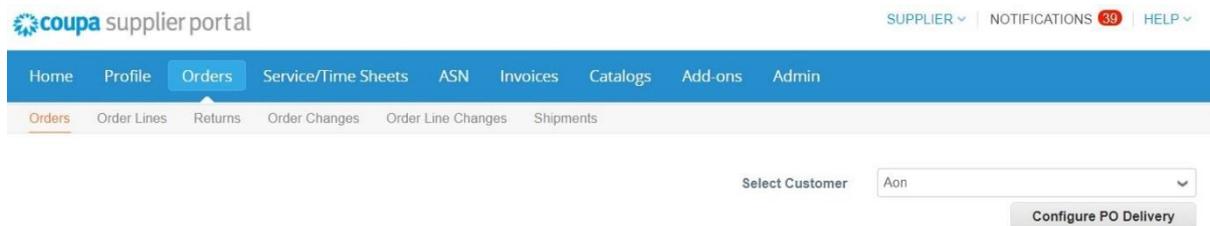
The Po must be first transmitted to the supplier, so that it can be fulfilled. Suppliers will most frequently receive POs via:

Coupa Supplier Portal (CSP), or
E-mail.

Receiving POs electronically will make the interaction efficient. Submitters will be able to see, if POs are received by suppliers. The supplier should confirm/acknowledge the PO, before it is fulfilled; this informs Aon that the order is in the process of being fulfilled. Even though acknowledging the PO is optional, Aon strongly recommends to do so as soon as POs are received. Then the supplier can move onto fulfilling the order and invoicing.

Via CSP

1. Log into [CSP](#).
2. Select Orders tab.



3. Select the applicable PO number from the list of orders. If you have a long list of orders, you can either scroll through the list or use the search functionality.

Purchase Orders

Instructions From Customer
Please acknowledge the purchase order. For timely payments, please put EFT details on your invoice.

Click the  Action to Invoice from a Purchase Order

						View	All	Search	
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
GB0081000187428	05/07/20	Issued	None	testuk3 1 Each of testuk4	No	150.00 GBP			
GB0041000187427	05/07/20	Issued	05/15/20	10 Each of testuk2	No	100.00 GBP			
GB0091000187426	05/07/20	Issued	None	testuk1	No	100.00 GBP			

4. The page refreshes to display the PO details and shipping address. Click the Acknowledged checkbox.

Purchase Order #GB0041000187427

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.

5. The notification will appear at the top of the screen as a confirmation.

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

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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.

Via Email from the Purchase Order

To acknowledge a PO, follow these steps:

1. Log into your registered PO 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 gsmhelpdesk@aon.com if you need to verify which address is set up as your PO or you would like to update it.*

2. Select and open the applicable Coupa Notification email.

Gmail

Compose

Inbox 32

Starred

Snoozed

Search mail

1-49 of 49

Aon 3 New PO - Aon Purchase Order #GB0081000187428 Powered by Coupa Software Hi Supplier, You have received a new purchase... May 7

Aon Townsend Group Europe Limited Purchase Order #GB0041000187427 - Townsend Group Europe Limited Purchase Order #GB0... May 7

purchase_order...

3. View the PO information or confirm that you have received the PO. Click Acknowledge PO to notify Aon that you have seen the order.

Purchase Order #GB0041000187427 Inbox x

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

AON Townsend Group Europe Limited Purchase Order #GB0041000187427

Powered by 

Four buttons are displayed in a row:

- Create Invoice** (blue button)
- Acknowledge PO** (grey button, highlighted with a red border)
- Add Shipment Tracking** (grey button)
- Add Comment** (grey button)

4. Coupa will open in a new browser tab or window. You will see the message 'Order Acknowledged' at the top of the screen.

Purchase Order #GB0041000187427

Order acknowledged ✕

Status Issued - Sent via Email	Shipping
Order Date 05/07/20	Ship-To Address 1205 Upgrade street San Mateo, CA 11111 United States Location Code: 3010 Attn:
Revision Date 05/07/20	Terms Best Way
Requester	Shipment Tracking + Add
Email	No shipment tracking.
Payment Term 30D	
Attachments None	
Acknowledged <input checked="" type="checkbox"/>	
Assigned to <input type="text" value="Select"/>	