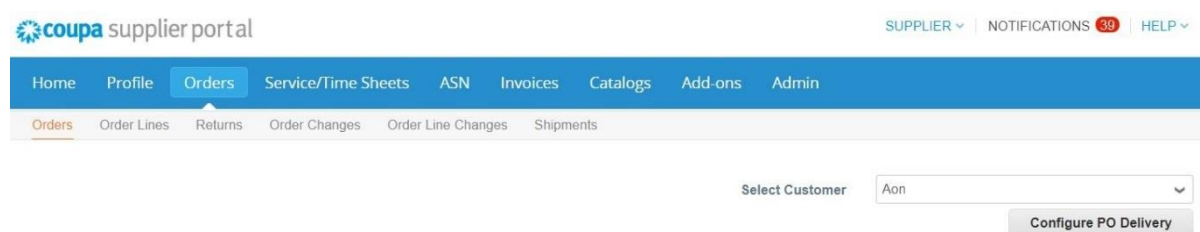



Supplier Invoicing

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 into [CSP](#).
2. Select **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. 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 **Create Invoice** screen.
 - 4.1. The **Choose Invoicing Details** pop-up window will be displayed. Select the address you would like to remit- to by clicking **Select** (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 Invoicing Details

* Legal Entity
testuk
+ Add New

Invoice From
addressuk1
cityuk1
87654
United Kingdom
United Kingdom (GB123456789)

* Remit-To
Select
+ Add New

* Ship From Address
Select
+ Add New

Cancel

4.2. If the correct Remit-To Address does not appear and you would like to add an address, then use the button “**Add New**”.

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).

Delete
Cancel

Save as Draft

Calculate
Submit

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

Admin
Legal Entity Setup
Add Legal Entity

Users
Merge Requests
Legal Entity Setup

Legal Entity
testuk
Actions

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

4.2.4. Click **Add Now**.


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

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

Select Customer Aon

Invoices

Create Invoices 


Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	05/18/20	Draft	GB0041000187427	100.00 GBP	No	 


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

 From

* Invoice #

* Invoice Date 

Payment Term 30D

Date of Supply 


* Currency

Delivery Number

Status Draft


Image Scan No file chosen


Supplier Note


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

* Supplier SUPL-000048686-GB

* Supplier VAT ID

* Invoice From Address 

* Remit-To Address 



* Ship From Address 

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.

Lines

Type	Description	Price	100.00	✕
	testuk1	100.00		
PO Line	Contract	Supplier Part Number	Service Expiration Date	
GB0091000187426-1			None	

6.2. Enter the quantity in the **Quantity** field.



Lines Line Level Taxation

Type	Description	Qty	UOM	Price	100.00	✕
	testuk2	10	Each	10.00		
PO Line	Contract	Supplier Part Number	Service Expiration Date			
GB0041000187427-1			None			

For Services PO:

6.3. Enter a price in the **Price** field.

Lines

Type	Description	Price	100.00	✕
	testuk1	100.00		
PO Line	Contract	Supplier Part Number	Service Expiration Date	
GB0091000187426-1			None	

7. Enter any shipping and handling information

Totals & Taxes

Lines Net Total	100.00
Lines VAT Totals	0.00
<hr/>	
Shipping	<input type="text"/>
<hr/>	
Handling	<input type="text"/>
<hr/>	
Misc	<input type="text"/>
<hr/>	
Total VAT	0.00
Net Total	100.00
Gross Total	100.00

8. Enter the tax information in the **VAT Rate** (Tax Description) fields or under each PO line, if applicable. Click **Calculate**, then **Submit**.

8.1. Attach a copy of the original invoice (except Canada, United States and United Kingdom).

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

Invoices

SUPL [redacted] -GB invoice #test1uk is processing ×

Create Invoices i

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
test1uk	05/07/20	Processing	GB0091000187426	105.00 GBP	No	

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

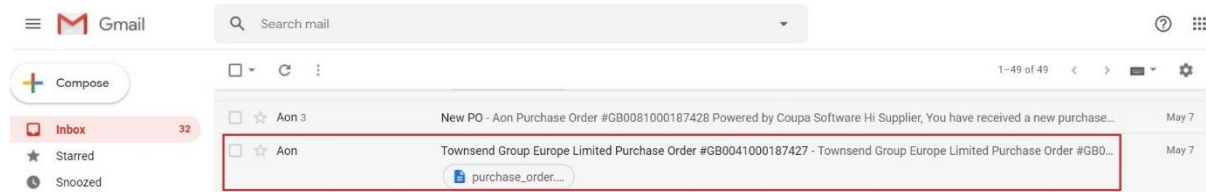
10. After the invoice is approved and matched with the PO, the invoice will be paid according to Aon's standard payment terms, or to the payment terms contractually agreed upon between Aon and the supplier. Payment details will be reflected in Coupa and the CSP.

Supplier Invoicing – from your PO Email address

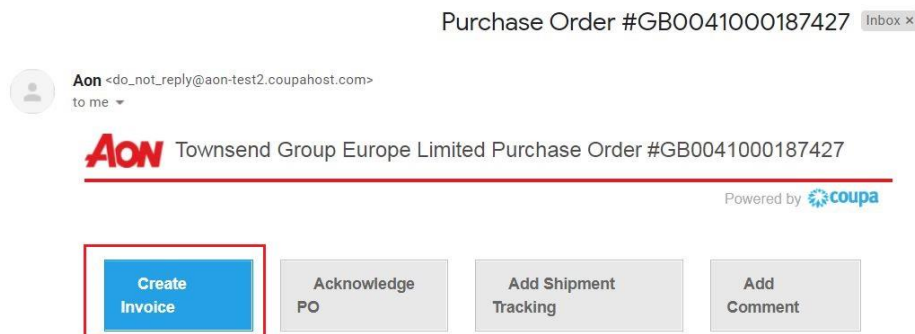
The PO will be automatically emailed to the Supplier.

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**.




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**.

Purchase Order #GB0041000187427

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: Kinga Laburda
Revision Date 05/07/20	Terms Best Way
Requester Kinga Laburda	Shipment Tracking  Add
Email kinga.laburda@aon.com	No shipment tracking.
Payment Term 30D	
Attachments None	
Acknowledged <input checked="" type="checkbox"/>	
Assigned to <input type="text" value="Select"/>	

Total 100.00 GBP

Create Invoice

Save

Print View

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 **Add Legal Entity** pop-up window will display. Select the address you would like to remit to by clicking **Select**.

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 **Add New**.

Choose Invoicing Details

* Legal Entity testuk + Add New

Invoice From addressuk1
cityuk1
87654
United Kingdom
United Kingdom (GB123456789)

* Remit-To Select + Add New


* Ship From Address Select + Add New


Cancel

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.

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

 General Info

 From

* Invoice #


* Invoice Date

05/18/20 


Payment Term

30D

Date of Supply

05/18/20 

* Currency

GBP 

Delivery Number

Status

Draft

Image Scan

Choose File


No file chosen

Supplier Note

* Supplier

SUPL-000048686-GB

* Supplier VAT ID

GB123456789 

* Invoice From Address


testuk
addressuk1
cityuk1
87654
United Kingdom
LTD.

* Remit-To Address

testuk
addressuk1
cityuk1
87654
United Kingdom

* Ship From Address

testuk
addressuk1
cityuk1

Attachments 

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

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. For United States: Do not modify the Tax Code Field. Manually enter the **exact value** (dollar and cents) in the **VAT Amount** field, click **Calculate**, then **Submit**.

7.3. Attach a copy of the original invoice (except Canada, United States and United Kingdom).

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**.

 Comments 

Enter Comment

Add Comment

10. You will be updated via the primary contact email address about the processing status.

PO Backed Credit Note

For a credit note that you need to submit to Aon, you should submit the credit note in PDF to the respective Aon Coupa inbox 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

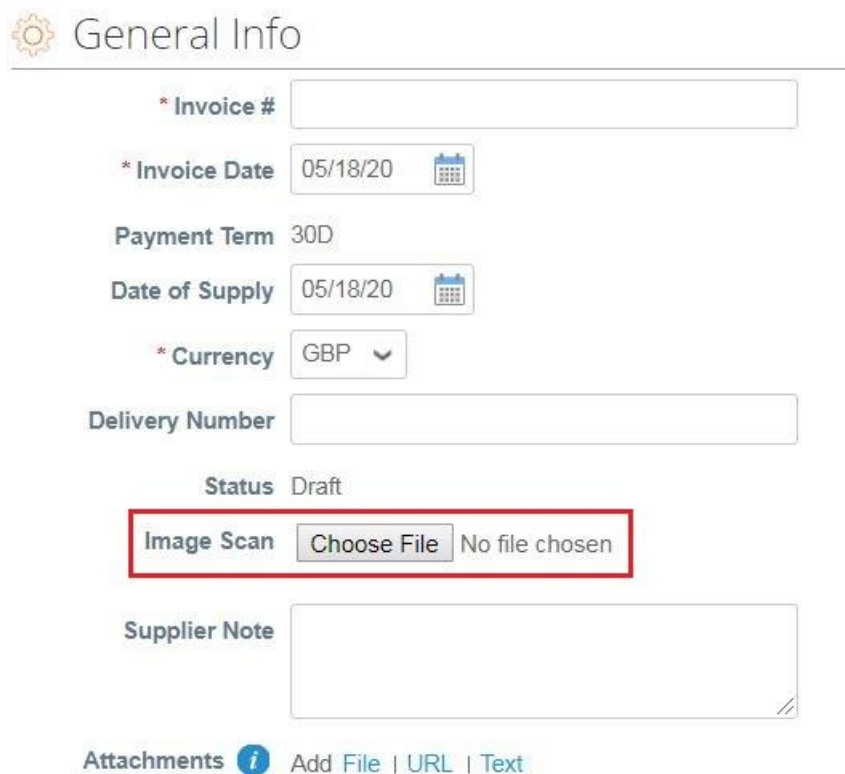
Suppliers registered in countries different than US, Canada or UK are required to attach either an image or a .pdf version of their invoice to each electronic Coupa invoice.

Creating the invoice


Create the invoice from either the CSP or Email Flip as you normally would ensure all required fields are populated.

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 request an invoice document.




The screenshot shows the 'General Info' section of an invoice form. It includes fields for Invoice #, Invoice Date (05/18/20), Payment Term (30D), Date of Supply (05/18/20), Currency (GBP), and Delivery Number. The Status is set to Draft. The Image Scan section has a 'Choose File' button and 'No file chosen' text, which is highlighted with a red box. Below this is a Supplier Note field. At the bottom, there is an Attachments section with a blue information icon and links for 'Add File', 'URL', and 'Text'.


 General Info

* Invoice #

* Invoice Date 05/18/20 

Payment Term 30D

Date of Supply 05/18/20 


* Currency GBP 

Delivery Number

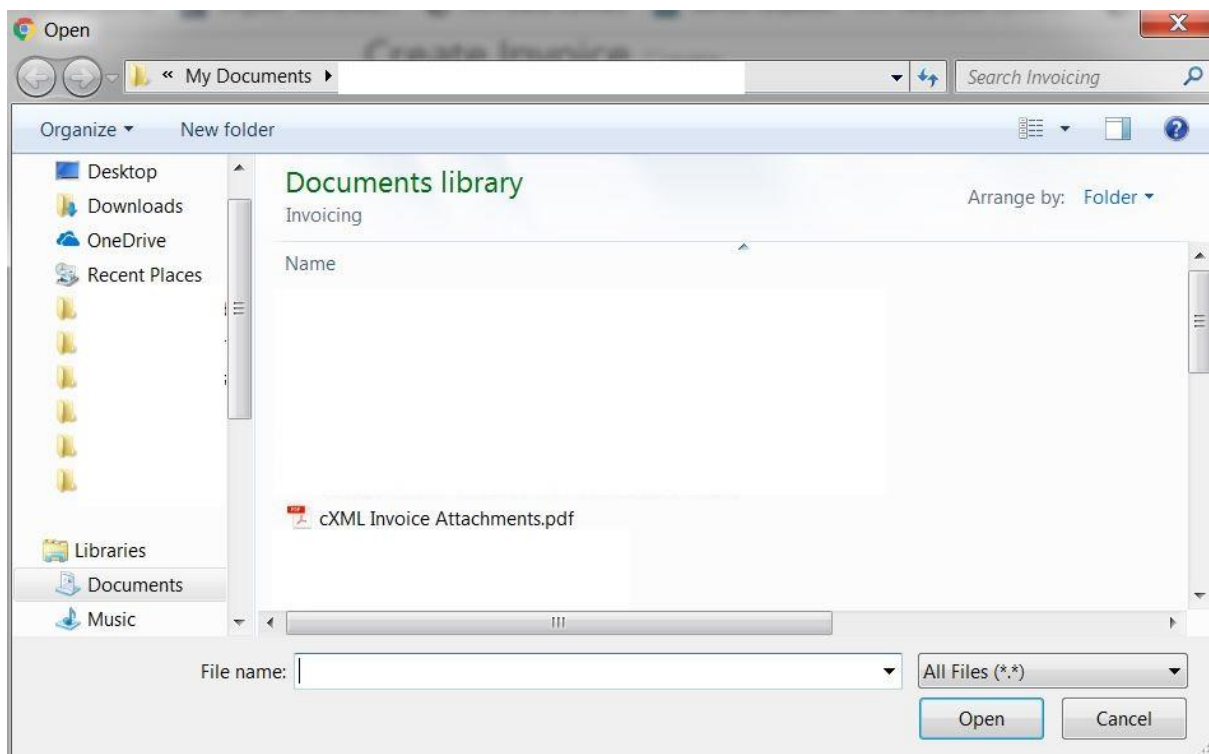
Status Draft

Image Scan No file chosen

Supplier Note

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

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.

Image Scan cXML Invoic...chments.pdf