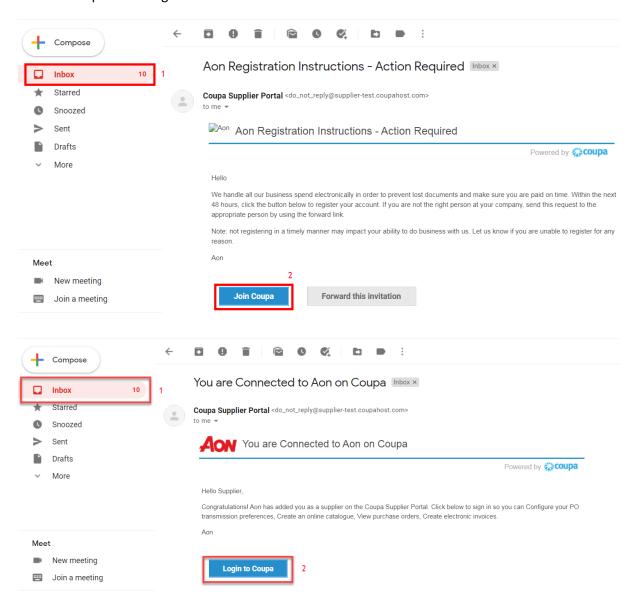


Coupa Supplier Portal Invitation

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with Aon. The CSP gives you the possibility to manage content and settings on a customer-by-customer basis, including viewing purchase orders, setting up delivery methods, creating catalogues, sending invoices and checking the status of transactions.

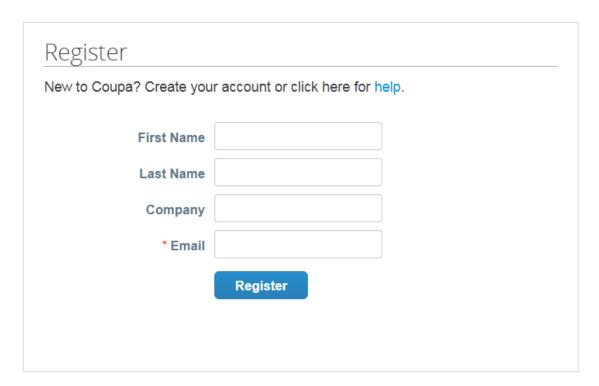
Getting set up on the CSP is easy - reach out to ssmhelpdesk@aon.com and provide the email address you want to use to sign into the portal. Once you accept the invitation and register, you will be automatically connected to Aon's CSP.

- 1. In order to connect to Coupa Supplier Portal (CSP), open the invitation message you received via e-mail
- 2. Click on the "Join Coupa"/" Login to Coupa" button. You will be taken to another screen to complete the registration.





3. If you do not have a CSP account, complete registration by filling out the required fields.



4. If you have an account in CSP, log in to the system with your credentials.

