

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 gsmhelpdesk@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.

Compose

Inbox 10 1

Starred

Snoozed

Sent

Drafts

More

Meet

New meeting

Join a meeting

Aon Registration Instructions - Action Required

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com> to me

Aon Registration Instructions - Action Required

Powered by coupa

Hello

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Aon

Join Coupa 2

Forward this invitation

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You are Connected to Aon on Coupa

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com> to me

Aon You are Connected to Aon on Coupa

Powered by coupa

Hello Supplier,

Congratulations! Aon has added you as a supplier on the Coupa Supplier Portal. Click below to sign in so you can Configure your PO transmission preferences, Create an online catalogue, View purchase orders, Create electronic invoices.

Aon

Login to Coupa 2

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

Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

* Email

Register

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

Log In

Welcome back! Login or click here for [help](#).

* Email Address

* Password

Log In

[Forgot Your Password?](#)