

Supplier: PO Transmission and Acknowledgement

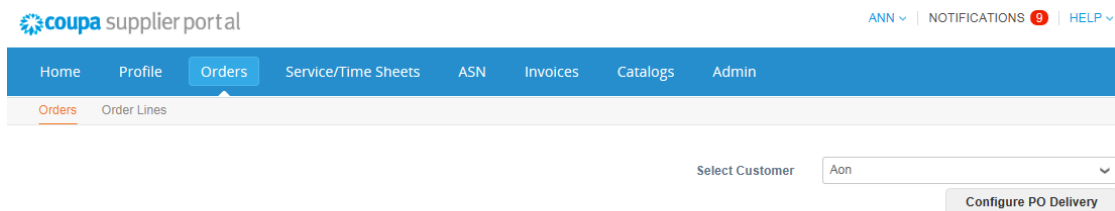
In order for the Supplier to fulfill a PO it must first be transmitted to them. Suppliers will most frequently receive POs via:

- Coupa Supplier Portal (CSP)
- Email, or

Receiving POs electronically will make the interaction efficient. Submitters will be able to see if the POs are received by the Suppliers. After receiving the PO, the Supplier should acknowledge it. As Suppliers, you have the ability to confirm/acknowledge the PO before fulfilling the order; this informs Aon that the order is in the process of being fulfilled. Even though acknowledging the PO is optional, Aon strongly recommends that you acknowledge the POs as soon as you receive them. You can then move onto fulfilling the order and invoicing.

Via CSP

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



Purchase Orders

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. All invoices must be submitted to invoices@aon-sandbox.coupa.com. You have the option of creating an electronic invoice through this PO or use electronic submission through the Coupa Supplier Network. If you would like more information on how to electronically submit invoices at Aon, please contact supplier.enablement@aon.com For timely payments, please put EFT details on your invoice.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
NL0011000034150	06/28/17	Issued	None	IT Consulting services	No	2,000.00 USD	
NL0021000034123	05/11/17	Issued	None	1 Each of Device 2.45652.2	No	45.00 EUR	
NLD011000034089	04/20/17	Issued	None	2 Each of AppDev 22.2.2. Maintenance	No	7,900.00 EUR	
NL0011000034082	04/18/17	Issued	None	2 Each of AppDev 34.0.9 Maintenance	No	7,560.00 EUR	

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

coupa suppliers aonvendor+2@gmail.com

Purchase Order #N02461000000569

Status Issued Requested By [redacted]
 Order Date August 25, 2015 Email [redacted]

Ship-To Address COLMORE GATE
 2 COLMORE ROW
 BIRMINGHAM
 B3 2QD
 United Kingdom
 Attn: [redacted]

Payment Term 45D
 Shipping Best Way

Acknowledged

- As a confirmation, you will notice a message appear at the top of the screen.

coupa suppliers aonvendor+2@gmail.com

Purchase Order #N02461000000569

Order marked as sent manually and acknowledged

Status Issued Requested By [redacted]
 Order Date August 25, 2015 Email [redacted]

Ship-To Address COLMORE GATE
 2 COLMORE ROW
 BIRMINGHAM
 B3 2QD
 United Kingdom
 Attn: [redacted]

Payment Term 45D
 Shipping Best Way

Acknowledged

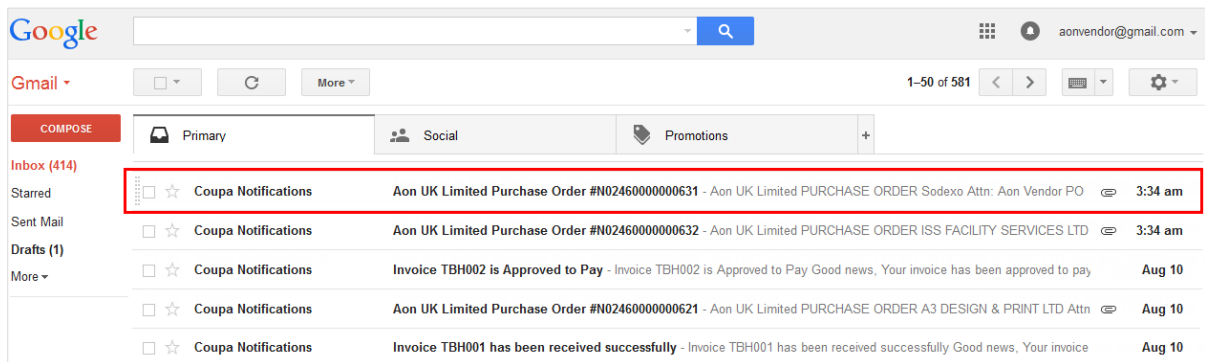
Via Email from the Purchase Order

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.




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.

Aon UK Limited Purchase Order #N0246000000631

Create Invoice

Acknowledge PO

Add Comment



**Aon UK Limited
PURCHASE ORDER**

Sodexo
Attn: Aon Vendor

PO NUMBER: N0246000000631
DATE: 08/11/15
PAYMENT TERMS: 30D
SHIPPING TERMS: Best Way
CURRENCY: GBP
CONTRACT:
CONTACT: aonp2p+2@gmail.com

Ship To
Aon UK Limited
COLMORE GATE
2 COLMORE ROW
BIRMINGHAM
B3 2QD
Attn: colmore@colmore.com

Bill To
Aon UK Limited
The Aon Centre, The Leadenhall
Building
122 Leadenhall Street
London
EC3V 4AN
Attn: UK Accounts Payable Team

Line	Description	Qty	Unit	Price	Total
1	Vending, Coffee			1,000.00	1,000.00
				0 Units	1,000.00 GBP

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



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Purchase Order #N02461000000620

Order acknowledged

Status	Issued	Requested By	[Redacted]
Order Date	September 1, 2015	Email	aonp2p+2@gmail.com
Ship-To Address	COLMORE GATE 2 COLMORE ROW BIRMINGHAM B3 2QD United Kingdom <small>[Redacted]</small>		
	Payment Term	30D	
	Shipping	Best Way	

Acknowledged