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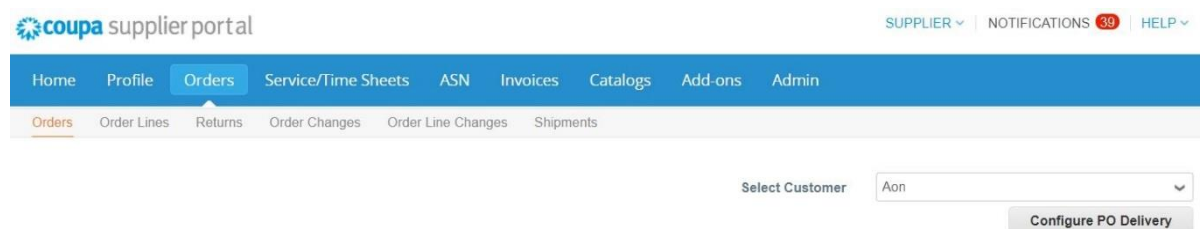
3. Select the applicable PO number from the list of orders. If you have a long list of orders, you can either scroll through the list or use the search functionality.

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	Select	

📍 **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	☑
Assigned to	Select

📍 **Shipping**

Ship-To Address 1205 Upgrade street
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Terms Best Way

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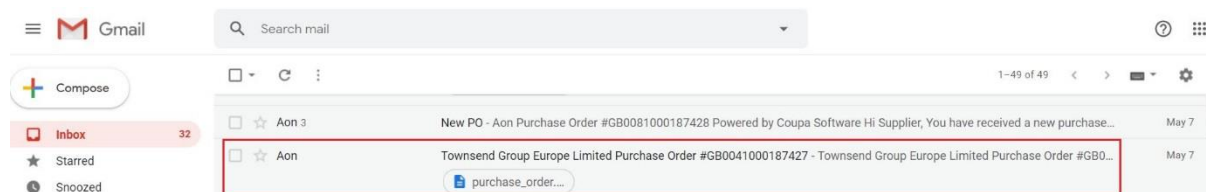
3. View the PO information or confirm that you have received the PO. Click Acknowledge PO to notify Aon that you have seen the order.

Purchase Order #GB0041000187427 [Inbox ×]

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

AON Townsend Group Europe Limited Purchase Order #GB0041000187427

Powered by ✺coupa

| Create Invoice | Acknowledge PO | Add Shipment Tracking | Add Comment |

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
Order Date 05/07/20
Revision Date 05/07/20
Requester
Email
Payment Term 30D
Attachments None
Acknowledged ☑
Assigned to [Select]

📍 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.