



## Supplier: PO Transmission and Acknowledgement

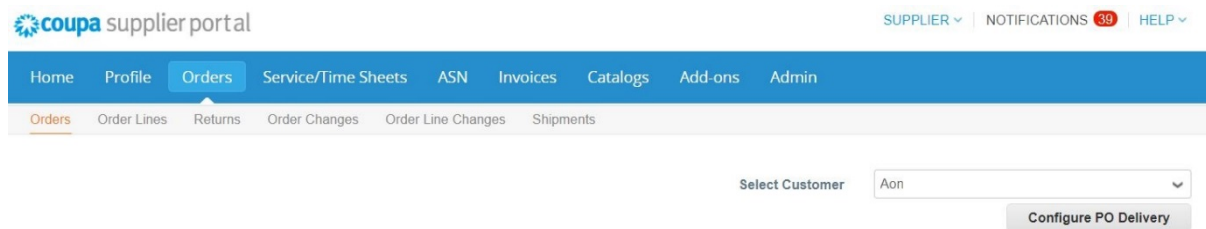
The PO must be first transmitted to the supplier, so that it can be fulfilled. Suppliers will most frequently receive POs via:

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 doing 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.

### 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

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 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**

**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** X

**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**

**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.

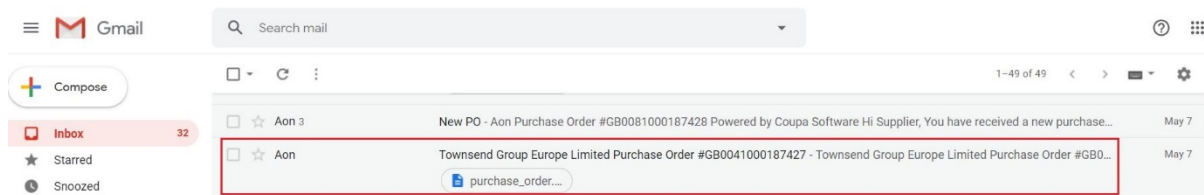
## Via Email from the Purchase Order

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](mailto: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 University

© 2024 Aon plc

Last Updated: January 2024



Purchase Order #GB0041000187427 Inbox x

 **Aon** <do\_not\_reply@aon-test2.coupahost.com>  
to me ▾

**AON** Townsend Group Europe Limited Purchase Order #GB0041000187427

Powered by 

Four buttons are displayed in a row: **Create Invoice** (blue), **Acknowledge PO** (grey, highlighted with a red border), **Add Shipment Tracking** (grey), and **Add Comment** (grey).

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** ✕

<b>Status</b> Issued - Sent via Email	<b>Shipping</b>
<b>Order Date</b> 05/07/20	<b>Ship-To Address</b> 1205 Upgrade street San Mateo, CA 11111 United States Location Code: 3010 Attn:
<b>Revision Date</b> 05/07/20	<b>Terms</b> Best Way
<b>Requester</b>	<b>Shipment Tracking</b> <span>+ Add</span>
<b>Email</b>	No shipment tracking.
<b>Payment Term</b> 30D	
<b>Attachments</b> None	
<b>Acknowledged</b> <input checked="" type="checkbox"/>	
<b>Assigned to</b> <input type="text" value="Select"/>	