

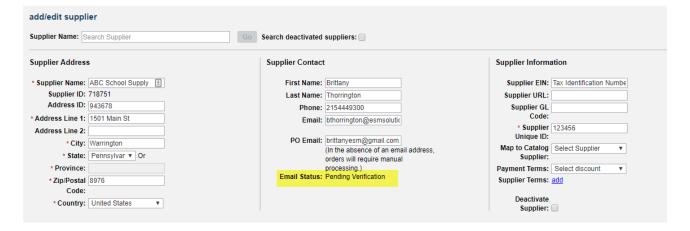
PO Email Verification Process



PO Email Verification Process

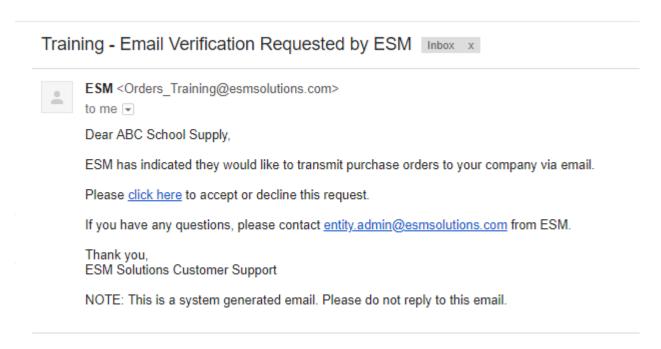
When using non-catalog suppliers, the customer may elect to add a PO Email to the supplier record. A PO email is used to send any non-catalog transactions electronically to the supplier. To utilize PO email as an electronic release method, the email address needs to be verified by the supplier. This document provides a brief walk-through on how this verification process works.

A PO email is added when creating a new supplier, or it can be added when editing an existing supplier. Note that the customer can only set up and verify PO emails for non-catalog suppliers. Catalog suppliers are setup and maintained by ESM Admin. Once the customer enters the PO email and selects update, there will be an email status of Pending Verification. The customer can monitor the email status to see if there has been any supplier activity.

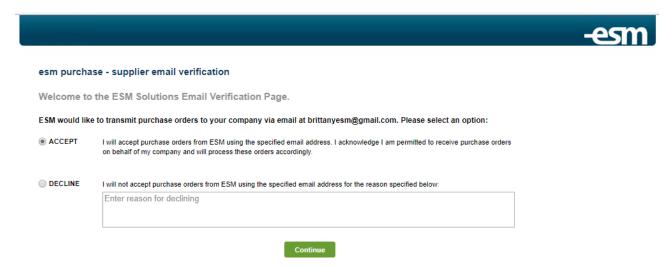




The email shown below is the verification email sent to the supplier. The supplier will need to select the link that says "click here" to respond to the request.



After the supplier clicks on the link, they will be directed to the page below to either Accept that they will receive orders from the customer or decline with reasoning.





After the supplier selects their response, they will receive the following submission screen.



Thank you for submitting your response. You may close this window.

If the supplier accepted the PO email verification, then the Email Status will say Verified and the customer will receive the following email notification.

add/edit supplier				
Supplier Name: Search Supplier Go Search deactivated suppliers:				
Supplier Address	Supplier Contact	Supplier Information Update		
* Supplier Name: ABC School Supply Laboratory Labora	First Name: Brittany Last Name: Thorrington Phone: 2154449300 Email: bthorrington@esmsolutic PO Email: brittanyesm@gmail.com (In the absence of an email address, orders will require manual processing.) Email Status: Verified	Supplier EIN: Tax Identification Numbe Supplier URL: Supplier GL Code: * Supplier 123456 Unique ID: Map to Catalog Select Supplier ▼ Supplier: Payment Terms: Select discount ▼ Supplier Terms: add		
* Country: United States v		Deactivate Supplier:		

From: noreply@esmsolutions.com <noreply@esmsolutions.com>

Sent: Monday, July 2, 2018 12:54 PM

To:

Subject: Training - Supplier Email Verification Accepted

Dear Joe,

ABC School Supply has opted to accept purchase orders submitted to

Transactions for this supplier can now utilize the Electronic Release Method. No further action is required.

If you have any questions, please contact your system administrator for assistance.

Thank you,

ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.

If the supplier declined the PO email verification, then the Email Status will say Unverified and the customer will receive the following email notification. The customer may add a new PO email for verification if applicable.

PO Email Verification Process



add/edit supplier		
Supplier Name: Search Supplier	Go Search deactivated suppliers:	
Supplier Address	Supplier Contact	Supplier Information
* Supplier Name: ABC School Supply Supplier ID: 718751 Address ID: 943678 * Address Line 1: 1501 Main St Address Line 2:	First Name: Brittany Last Name: Thorrington Phone: 2154449300 Email: bthorrington@esmsolutic PO Email: Where to send released (in the absence of an email address, orders will require manual	Supplier EIN: Tax Identification Numbe Supplier URL: Supplier GL Code: * Supplier 123456 Unique ID: Map to Catalog Supplier: Supplier:
* Province: * Zip/Postal 8976 Code: * Country: United States	processing.) Email Status: Unverified (brittanyesm+test@gmail.com)	Payment Terms: Select discount Supplier Terms: add Deactivate Supplier:

From: noreply@esmsolutions.com <noreply@esmsolutions.com>

Sent: Monday, July 2, 2018 1:26 PM

To:

Subject: Training - Supplier Email Verification Declined

Dear Joe,

ABC School Supply has declined purchase orders submitted to brittanyesm+test@gmail.com due to the reason specified below: This is not the correct email.

Transactions for this supplier will be released manually.

If you have any questions, please contact your system administrator for assistance.

Thank you,

ESM Solutions Customer Support

NOTE: This is a system generated email. Please do not reply to this email.



About ESM

At ESM, everything we do revolves around our customers. We know that your organization has specific needs and procedures, so we work with you to achieve a tailored, affordable solution. As a valued customer, your spend management goals are at the center of our business. With our dedicated solutions, services and people, our mission is to organize, manage, and analyze your spend data to help you make intelligent financial decisions.

We give our customers complete control of their spend through our comprehensive solution suite. Since ESM was founded in 1998, we have implemented our solutions saving our customers time, money and resources along the way.