



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.

add/edit supplier

Supplier Name: Search deactivated suppliers:

Supplier Address	Supplier Contact	Supplier Information
* Supplier Name: <input type="text" value="ABC School Supply"/> <input type="button" value="🔗"/> Supplier ID: <input type="text" value="718751"/> Address ID: <input type="text" value="943678"/> * Address Line 1: <input type="text" value="1501 Main St"/> Address Line 2: <input type="text"/> * City: <input type="text" value="Warrington"/> * State: <input data-bbox="300 1150 414 1171" type="text" value="Pennsylv"/> Or * Province: <input type="text"/> * Zip/Postal Code: <input type="text" value="8976"/> * Country: <input type="text" value="United States"/>	First Name: <input type="text" value="Brittany"/> Last Name: <input type="text" value="Thorrington"/> Phone: <input type="text" value="2154449300"/> Email: <input type="text" value="bthorrington@esmsoluti"/> PO Email: <input type="text" value="brittanyesm@gmail.com"/> (In the absence of an email address, orders will require manual processing.) Email Status: Pending Verification	Supplier EIN: <input type="text" value="Tax Identification Numbe"/> Supplier URL: <input type="text"/> Supplier GL Code: <input type="text"/> * Supplier Unique ID: <input type="text" value="123456"/> Map to Catalog Supplier: <input type="text" value="Select Supplier"/> Payment Terms: <input type="text" value="Select discount"/> Supplier Terms: add Deactivate Supplier: <input type="checkbox"/>

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.

Training - Email Verification Requested by ESM Inbox x



ESM <Orders_Training@esmsolutions.com>

to me ▾

Dear ABC School Supply,

ESM has indicated they would like to transmit purchase orders to your company via email.

Please [click here](#) to accept or decline this request.

If you have any questions, please contact entity_admin@esmsolutions.com from ESM.

Thank you,
ESM Solutions Customer Support

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

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.



esm purchase - supplier email verification

Welcome to the ESM Solutions Email Verification Page.

ESM would like to transmit purchase orders to your company via email at brittanyesm@gmail.com. Please select an option:

ACCEPT I will accept purchase orders from ESM using the specified email address. I acknowledge I am permitted to receive purchase orders on behalf of my company and will process these orders accordingly.

DECLINE I will not accept purchase orders from ESM using the specified email address for the reason specified below.

Enter reason for declining

Continue

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 Search deactivated suppliers:

Supplier Address	Supplier Contact	Supplier Information
* Supplier Name: <input type="text" value="ABC School Supply"/> <input type="button" value="Ⓜ"/> Supplier ID: <input type="text" value="718751"/> Address ID: <input type="text" value="943678"/> * Address Line 1: <input type="text" value="1501 Main St"/> Address Line 2: <input type="text"/> * City: <input type="text" value="Warrington"/> * State: <input type="text" value="Pennsylvan"/> Or * Province: <input type="text"/> * Zip/Postal Code: <input type="text" value="8976"/> * Country: <input type="text" value="United States"/>	First Name: <input type="text" value="Brittany"/> Last Name: <input type="text" value="Thorrington"/> Phone: <input type="text" value="2154449300"/> Email: <input type="text" value="bthorrington@esmsoluti"/> PO Email: <input type="text" value="brittanvesm@gmail.com"/> <small>(In the absence of an email address, orders will require manual processing.)</small> Email Status: Verified	Supplier EIN: <input type="text" value="Tax Identification Numbe"/> Supplier URL: <input type="text"/> Supplier GL Code: <input type="text"/> * Supplier Unique ID: <input type="text" value="123456"/> Map to Catalog Supplier: <input type="text" value="Select Supplier"/> <input type="button" value="v"/> Payment Terms: <input type="text" value="Select discount"/> <input type="button" value="v"/> Supplier Terms: add Deactivate Supplier: <input type="checkbox"/>

From: noreply@esmsolutions.com <noreply@esmsolutions.com>
Sent: Monday, July 2, 2018 12:54 PM
To: joe.smith@abc.com
Subject: Training - Supplier Email Verification Accepted

Dear Joe,

ABC School Supply has opted to accept purchase orders submitted to joe.smith@abc.com

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.

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.