Job Aid

Finding Purchase Orders - Supplier Portal

Last Updated June 18, 2026

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Before You Begin

When to Use This Job Aid

This Job Aid is intended to provide suppliers with directions for using AHA's Supplier Portal to find Purchase Orders issued to your organization including:

- Log Into the Supplier Portal
- Search for Purchase Orders (POs)
- Download a PDF for a Purchase Order
- Review Important Information on a Purchase Order

Prerequisites

The following prerequisites must be met before you can access our Supplier Portal and Search for POs

- Your organization must have a supplier profile registered in AHA's instance of Oracle Cloud
- You are set up as a contact under your organization's supplier profile
- You registered a user account to access our Supplier Portal under your organization's supplier profile
- AHA issued a Purchase Order to your organization

Related Job Aids

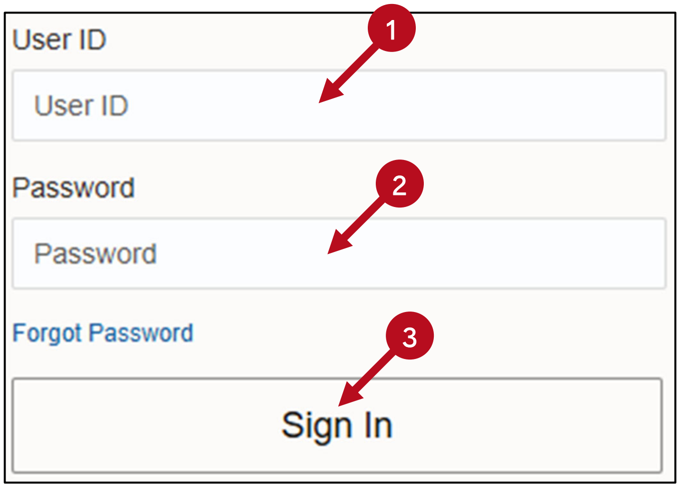
Reference the following job aids for additional guidance:

- Navigating the Supplier Portal
- Maintaining Your Supplier Profile
- Sending Invoices & Viewing Payment Status
- Participating in a Sourcing Event

Finding Purchase Orders - Supplier Portal

Log Into the Supplier Portal

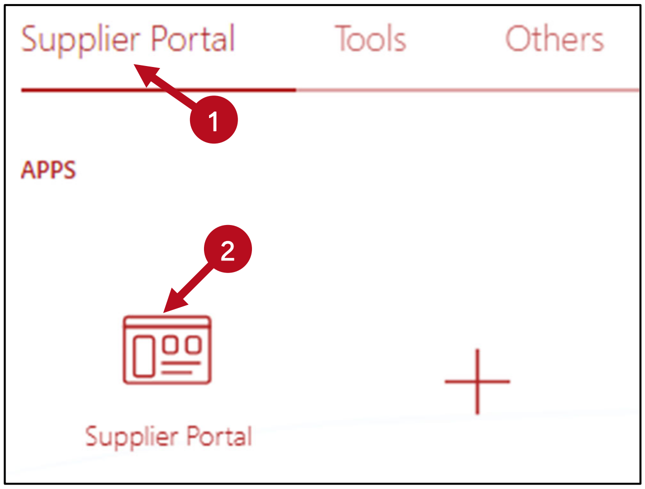
Step	Task Instructions
1.	Use the following link to access our Supplier Portal: https://aha-ibojjb.fa.ocs.oraclecloud.com/
2.	Enter your **User ID** (note: same as your email address) and **Password** then select **Sign In.**



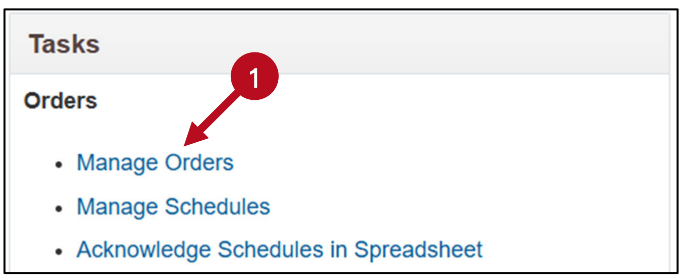
Step	Task Instructions
3.	Select the **AHA logo** (Heart and Torch) at the top left of screen to access your Homepage.

Find and Review Purchase Orders

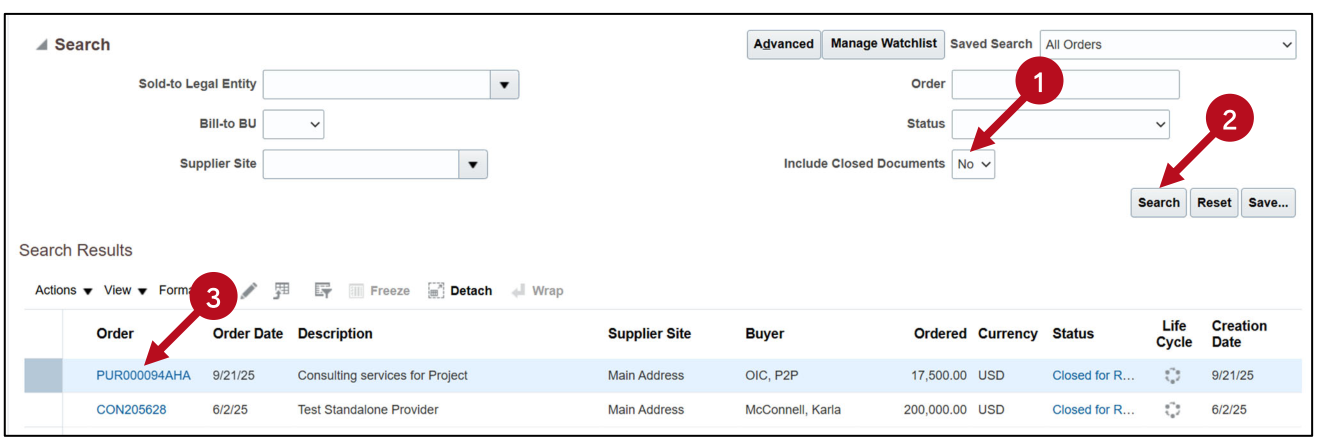
Step	Task Instructions
1.	Select the **Supplier Portal** tab, then the **Supplier Portal** icon



2. You will now see the main home screen for the supplier portal. Under **Tasks** area, locate the **Orders** section, then select **Manage Orders**.



3. In the search area, set the **Include Close Documents** option to "Yes", if you want the search results to include closed POs (fully invoiced). If this option is set to "No", the search results will only return open POs (not fully invoiced). Select the **Search** button, then select the Order number to view the PO details.



Step	Task Instructions
4.	Review the following information:

1) Click the **View PDF** button to download a PDF of the PO document. The PDF includes all information needed to fulfill the PO along with contact details of the PO requester and invoicing instructions.
2) **Purchase Order Number:** Number associated with the PO. If the PO is associated with a contract you hold with the AHA, the PO number will match the contract number. You must provide this number on all invoices that relate to the PO.
3) **Ship-to Location:** Address to ship products if the PO is requesting fulfillment of products
4) **Notes and Attachments:** Additional notes and attachments provided by the PO requester
5) **Line-Item Details:** Item Description, Quantity and Amount