



American
Heart
Association.

Job Aid

Finding Purchase Orders - Supplier Portal

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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

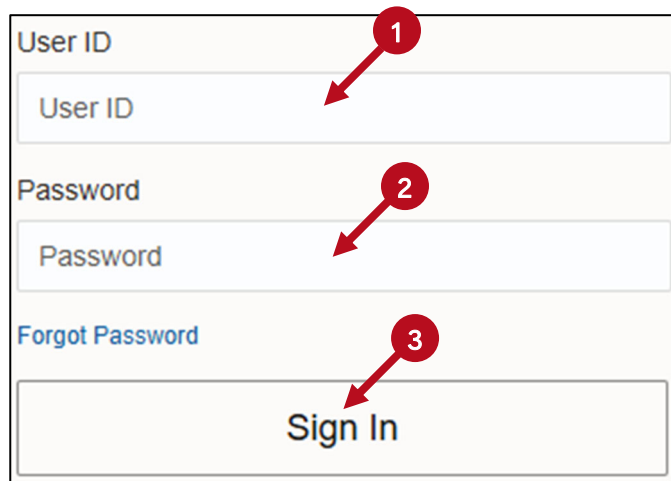
Log Into the Supplier Portal

Step	Task Instructions
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- | | |
|----|---|
| 1. | Use the following link to access our Supplier Portal: |
|----|---|

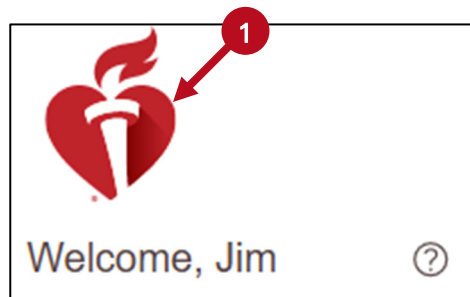
<https://aha-ibojb.fa.ocs.oraclecloud.com/>

- | | |
|----|---|
| 2. | Enter your User ID (note: same as your email address) and Password then select Sign In . |
|----|---|



The screenshot shows a login form with three main sections. The first section is labeled 'User ID' and contains a text input field with 'User ID' as a placeholder. A red arrow with the number '1' points to this field. The second section is labeled 'Password' and contains a text input field with 'Password' as a placeholder. A red arrow with the number '2' points to this field. The third section contains a link labeled 'Forgot Password' and a large 'Sign In' button. A red arrow with the number '3' points to the 'Sign In' button.

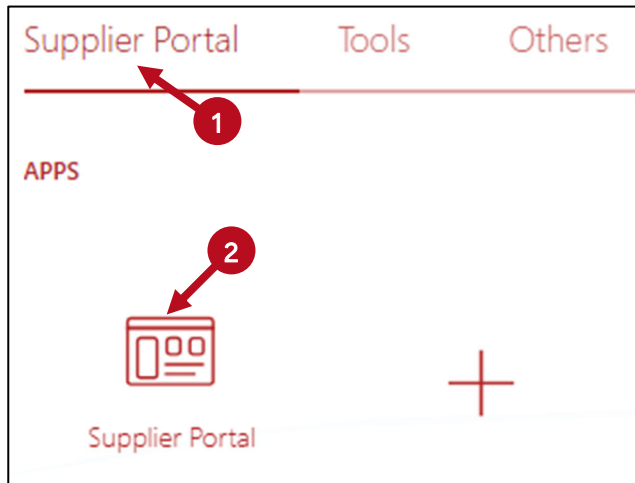
- | | |
|----|---|
| 3. | Select the AHA logo (Heart and Torch) at the top left of screen to access your Homepage. |
|----|---|



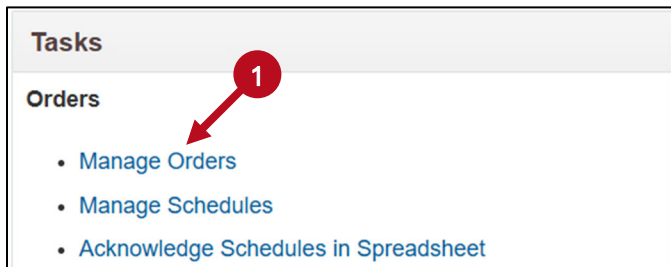
Find and Review Purchase Orders

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 Closed 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.

Search

Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Form Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PUR000094AHA	9/21/25	Consulting services for Project	Main Address	OIC, P2P	17,500.00	USD	Closed for R...		9/21/25
CON205628	6/2/25	Test Standalone Provider	Main Address	McConnell, Karla	200,000.00	USD	Closed for R...		6/2/25

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

Purchase Order: PUR000094AHA ?

Acknowledge View PDF Actions Refresh Done

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General

Sold-to Legal Entity American Heart Association Inc

Supplier Best Corp Inc.

Ordered 17,500.00 USD

Bill-to BU US BU **2**

Supplier Site Main Address

Description Consulting services for Project

Order PUR000094AHA

Supplier Contact

Source Agreement

Status Closed for Receiving

Additional Contact Email

Supplier Order

Buyer P2P OIC

Bill-to Location AHA National Center **3**

Creation Date 12/25

Ship-to Location 100 Main Street
Suite 205
Steve Smith
77001
Houston, TX Harris

4

Terms Notes and Attachments

Required Acknowledgment No

Shipping Method

Payment Terms Net 30

Freight Terms — Pay on receipt

FOB — Confirming order

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered	Status
1		Consulting and design services	100	Hour	175.00	175.00	17,500.00	Closed for ...

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