Job Aid

Sending Invoices & Viewing Payment Status Using the 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 create and send invoices against Purchase Orders issued to your organization as well as view payment status. Topics include:

- Log Into the Supplier Portal
- Create and Send Invoices
- View Payment Status

Prerequisites

The following prerequisites must be met before you can access our Supplier Portal and send an invoice.

- 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

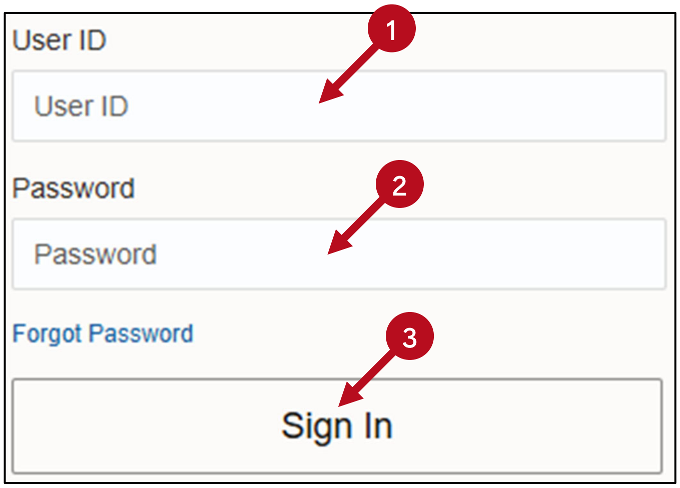
Reference the following job aids for additional guidance:

- Navigating the Supplier Portal
- Maintaining Your Supplier Profile
- Finding Purchase Orders
- Participating in a Sourcing Event

Sending Invoices & Viewing Payment Status Using the Supplier Portal

Log Into the Supplier Portal

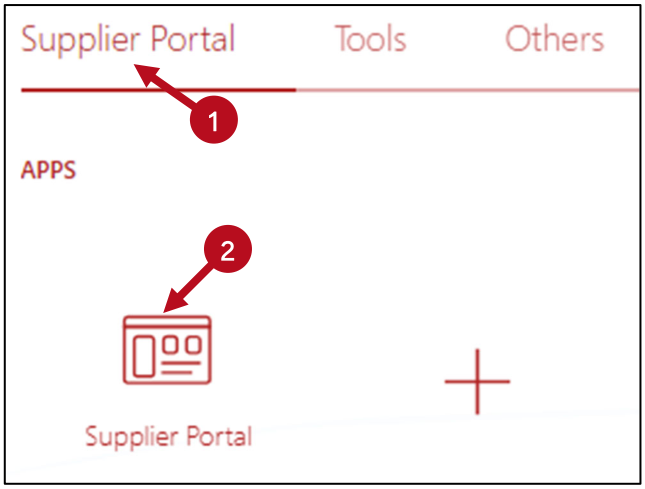
Step	Task Instructions
1.	Use the following link to access our Supplier Portal: https://aha-ibojjb.fa.ocs.oraclecloud.com/
2.	Enter your **User ID** (note: same as your email address) and **Password** then select **Sign In.**



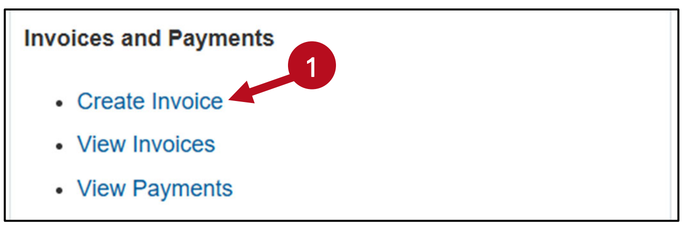
Step	Task Instructions
3.	Select the **AHA logo** (Heart and Torch) at the top left of screen to access your Homepage.

Create and Send Invoices

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

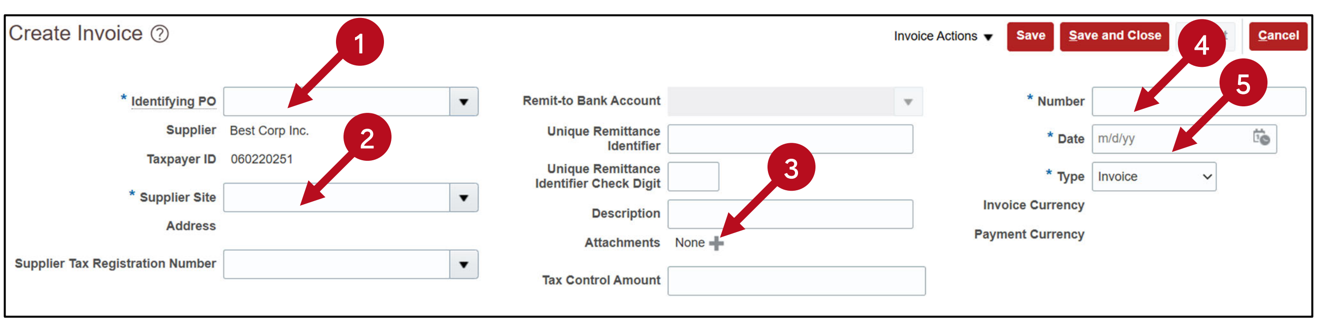


2. You will now see the main home screen for the supplier portal. Under **Tasks** area, locate the **Invoices and Payments** section, then select **Create Invoices.**

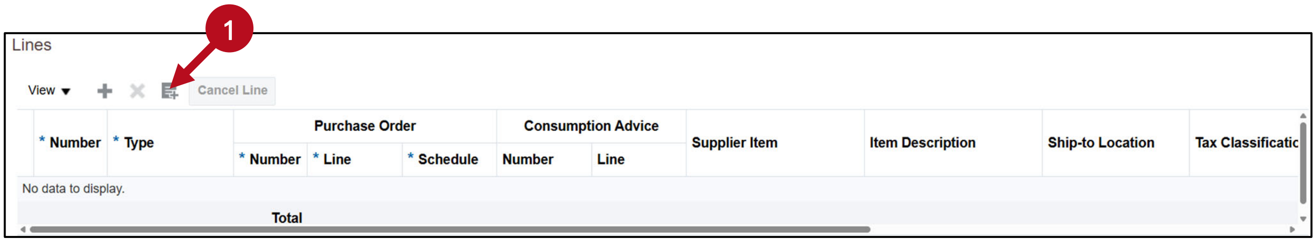


3. In the top section, complete the following fields:

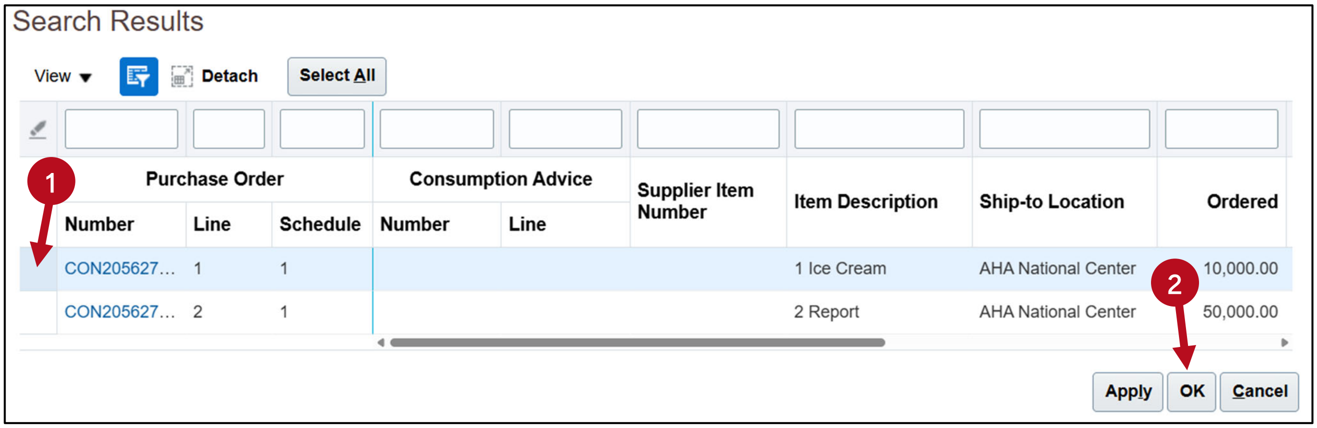
1) **Identifying PO:** Enter the first 3 letters of the PO number you wish to place the invoice against, then select the PO. (Note: most POs start with either “CON” or “PUR”)
2) **Supplier Site:** Select your Remit-To/Payment address
3) **Attachment:** Click the plus sign to attach a PDF copy of your invoice
4) **Number:** Enter your invoice number
5) **Date:** Select the date you’re entering this invoice



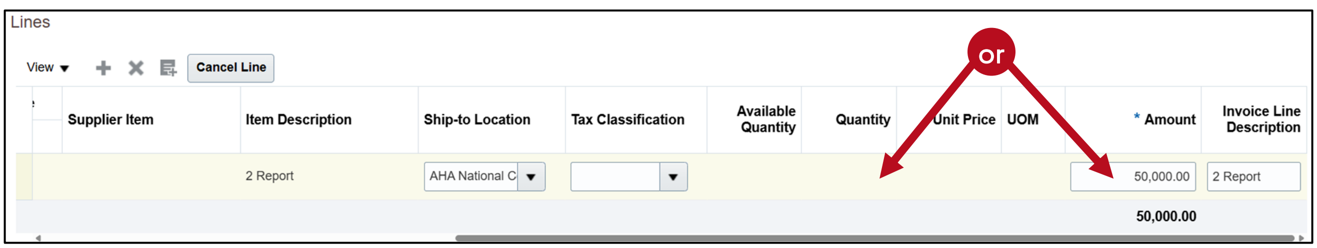
Step	Task Instructions
4.	Scroll down to the **Lines** section, then press the **Select and Add** button



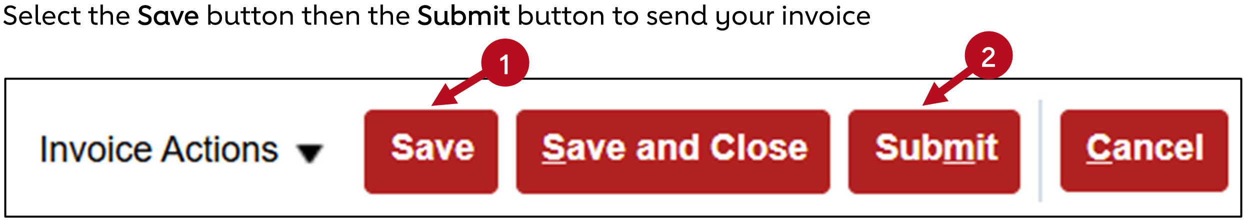
Step	Task Instructions
5.	Select the PO line(s) you want to invoice, then select the **OK** button



Step	Task Instructions
6.	The PO line(s) will be added to the invoice. Scroll to the right to update the Quantity or Amount you are invoicing (Note: The quantity or amount cannot exceed the open/un-invoiced amount on the PO)

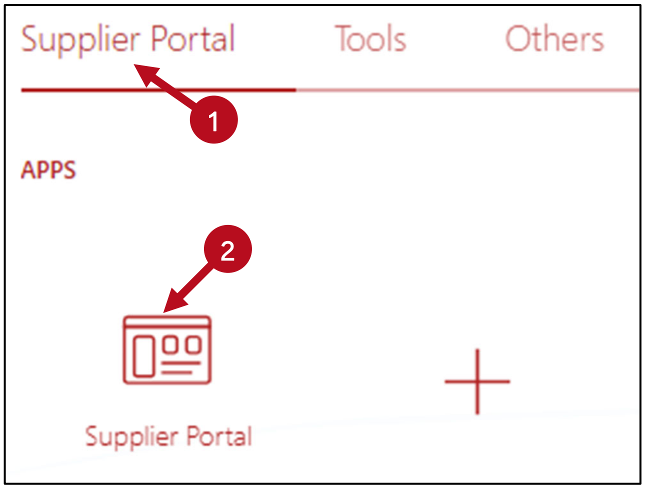


Step	Task Instructions
7.	Select the **Save** button then the **Submit** button to send your invoice

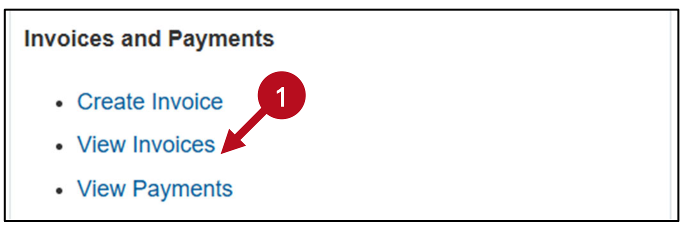


View Payment Status

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

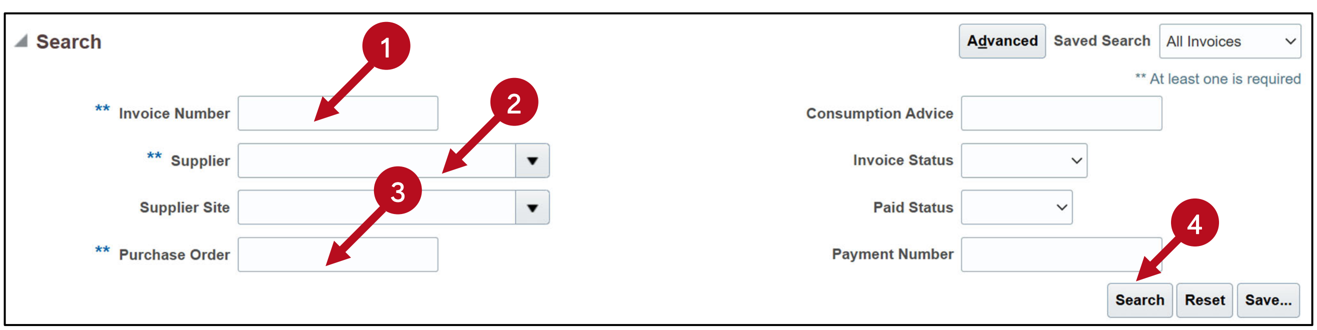


2.	You will now see the main home screen for the supplier portal. Under **Tasks** area, locate the **Invoices and Payments** section, then select **View Invoices.**



3.	Enter one of the following options then select the **Search** button to view the results

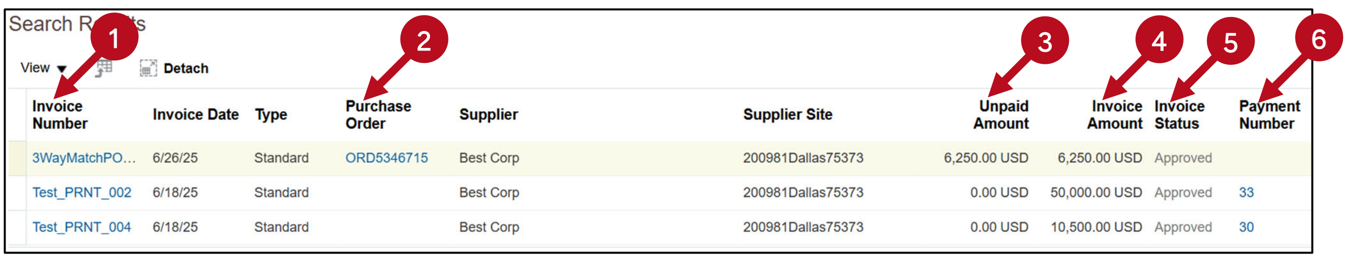
1) **Invoice Number:** Display a specific invoice
2) **Supplier:** Select your Supplier Name to view all invoices
3) **Purchase Order:** Display all invoices associated with a specific PO



Step	Task Instructions

4. The Search Results will display all invoices associated with the search criteria you entered. For each invoice, the search results display the following:

1) **Invoice Number:** The invoice number that you/your organization provided on the invoice
2) **Purchase Order:** The PO associated with the invoice
3) **Unpaid Amount:** Amount of the invoice that is unpaid
4) **Invoice Amount:** Original amount of the invoice
5) **Invoice Status:** Current processing stage of the invoice. Common statuses include:
   - **In Process:** The invoice was recently submitted and is in the initial stages of processing
   - **Approved:** The invoice has completed validation and approval processes
   - **Rejected:** The invoice was declined by the payables department or an approver.
   - **Canceled:** The invoice was canceled
   - **On Hold:** The invoice is temporarily stopped due to the amount billed exceeds the PO amount
6) **Payment Number:** A number will display only if a payment has been issued. Click on the number to view further details associated with the payment.


Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
3WayMatchPO...	6/26/25	Standard	ORD5346715	Best Corp	200981Dallas75373	6,250.00 USD	6,250.00 USD	Approved	
Test_PRNT_002	6/18/25	Standard		Best Corp	200981Dallas75373	0.00 USD	50,000.00 USD	Approved	33
Test_PRNT_004	6/18/25	Standard		Best Corp	200981Dallas75373	0.00 USD	10,500.00 USD	Approved	30

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