General Invoice Instructions

The following information is intended to provide instructions for invoicing the American Heart Association (AHA) for the products/services associated with the purchase order referenced above. Please carefully read the directions below as failure to follow these instructions will cause your payment to be delayed.

We offer two convenient methods for our suppliers to submit their invoice. Please submit your invoice using **only one of the methods** described below. If you attempt to submit your invoice using both methods, your payment will be delayed or not issued at all.

Preferred Method: Submit your invoice through our Supplier Portal
The AHA prefers you submit your invoice using our secure, self-service portal. This is the fastest & most accurate method for AHA to process and pay your invoice. Please follow the directions below. If you need more detailed instructions, please visit https://supplierresources.heart.org.

1. Access our Supplier Portal at https://aha-ibojjb.fa.ocs.oraclecloud.com/ and login using the username and password you/your organization setup during initial registration for our Supplier Portal.
2. Click on the **Supplier Portal tab**, then click on the **Supplier Portal Tile**.
3. Click the **Create Invoice Link** under the **Invoices and Payments Heading**.
4. Select the **PO#** you're placing your invoice against.
5. Complete **all required fields** marked with an asterisk and use the **Attachments** field to upload a PDF copy of your invoice.
6. Select the **PO line items** using the "select and add" icon ( ). that correspond to the lines you're invoicing and update the quantity & amount to match your invoice.
7. To add shipping and handling charges, use the "add" icon ( ) and select "Freight" as the line type.
8. At the top right of the page, press the **Save button** then press the **Submit button**.

Alternate Method: Submit a PDF copy of your invoice to AHA Accounts Payable
If your business is unable to utilize the preferred method above, you may send a PDF copy of your invoice to APInvoices@heart.org. To ensure timely and accurate payment, your invoice must strictly adhere to the following requirements. AHA will reject and return all invoices that fail to follow these requirements.

1. Reference you AHA Purchase Order # at the top of your invoice.
2. Include an invoice number that is unique, alpha-numeric values only & no longer than 50 characters.
3. The line-item information should be consistent with the line items listed in the above purchase order.
4. Freight & Shipping charges should be labeled as either "Freight", "Shipping" or "Shipping and Handling".