



Ascension Amount Only (Blanket) Purchase Orders

Dear Supplier:

Beginning May 23rd, Ascension suppliers will start to receive a PDF of their Purchase Order (PO) for Amount Only (Blanket) POs. Previously, suppliers were provided Amount Only PO numbers directly from an Ascension facility requester.

Amount only POs will now be dispatched via fax or email to the intended supplier representative. Purchase orders will provide additional details, including the facility information, total available funds, and requester contact information.

Amount only POs are to be used solely for invoicing of the services listed on the PO and are intended to be set up with enough funds to cover the full services provided within the service dates listed on the PO. **Cumulative invoices should not exceed the total dollar amount listed on the purchase order.**

Suppliers should continue to submit all invoices to Ascension Accounts Payable at invoices@ascension.org. To ensure your invoice is processed without delay, you must provide the full 15-digit PO number on the invoice. Failure to provide a relevant PO number may result in your invoice being returned.

To view the remaining funds for a particular Amount Only PO or to see invoices and payments that have been applied to a PO, please log in to the Ascension Supplier Portal at <https://supplierportal.ascension.org>. If you have additional questions about an Amount Only PO or have concerns about the available funds, please reach out to the Ascension point of contact listed on the Amount Only PO.

Thank you for your partnership.

Ascension
1-317-334-8363 

