



**Dear Supplier:**

As the purchase to pay agent for Ascension, we value the opportunity to work with you in advancing our mutual goal of providing the highest quality care to patients at the lowest cost. To achieve this, we support collaborative and mutually beneficial supplier relationships. Enhancing your familiarity and understanding of our processes and policies associated with Purchase Order (PO) Administration and Invoice Processing promotes adherence and consistency, which in turn enables us to meet our commitment of paying invoices on-time.

Beginning September 12, Ascension Accounts Payable will begin enhanced enforcement of the Ascension "No PO - No Pay" Policy. Regardless of submission method, the full 15-digit Ascension PO number must be included on all invoices. **Invoices that fail to reference an Ascension PO number will not be processed and will be placed in dispute status.** Suppliers submitting invoices via email to [invoices@ascension.org](mailto:invoices@ascension.org) from a monitored / reply-enabled account will receive timely notification through a return email when an invoice is placed in dispute status.

If you need to obtain the PO number to include on the invoice, please inquire with your internal customer service, billing, or order management team. Please note, Ascension Accounts Payable cannot provide a Purchase Order to reference.

To become more familiar with our processes and policies you may refer to the transactional requirements outlined in the guide found [here](#). We strongly encourage you to share this content with anyone in your organization who may be interacting with Ascension through the order to cash cycle (Sales representatives, Billing, Accounts Receivable, et al.).

For additional information, or for invoice and payment related inquiries, please log in to the [Ascension Supplier Portal](#).

We are grateful for your partnership and thank you for your service to our caregivers and mutual patients.

**Ascension Accounts Payable**

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