



Dear Supplier:

In an effort to standardize our invoice submission methods, starting on Thursday, February 13th, we will no longer accept self-service invoices created via the Ascension Supplier Portal. Moving forward, please submit all invoices to Ascension Accounts Payable at invoices@ascension.org.

Please continue to use the [Ascension Supplier Portal](#) to review PO details, check the status of invoices, view and download payment history, view and download remittance details, and request to update your supplier data.

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 interact with Ascension through the order to cash cycle (Sales representatives, Billing, Accounts Receivable, et al.).

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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