



American
Heart
Association.

Job Aid

Navigating Supplier Portal

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Table of Contents

Before You Begin 3

Navigating Supplier Portal 4

 Log In and Access the Supplier Portal 4

 Navigating the Supplier Portal 6

 Change your Password 8

Before You Begin

When to Use This Job Aid

This Job Aid is intended to provide suppliers with an overview of navigating AHA's Supplier Portal including:

- Log In and Steps to Access the Supplier Portal
- Basic navigation including:
 - Tasks Panel
 - Supplier News Section
 - Notifications
- Change your password

Prerequisites

The following prerequisites must be met before you can access our Supplier Portal:

- 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

Related Job Aids

Reference the following job aids for additional guidance:

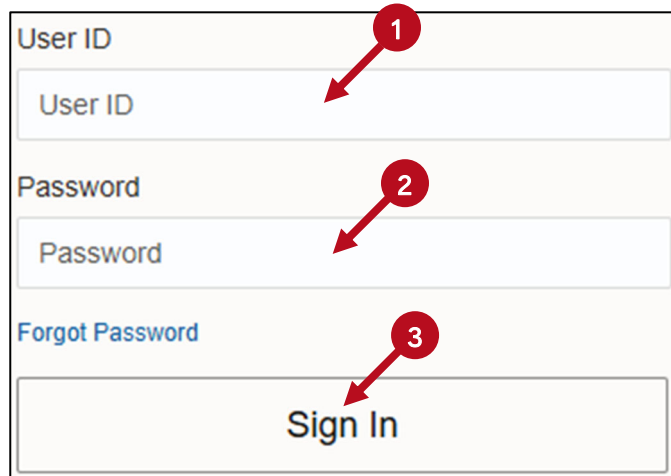
- Maintaining Your Supplier Profile
- Finding Purchase Orders
- Sending Invoices & Viewing Payment Status
- Participating in a Sourcing Event

Navigating Supplier Portal

Log In and Access the Supplier Portal

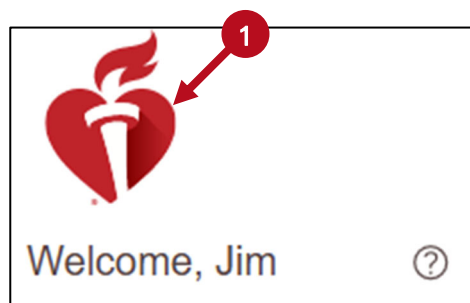
Step Task Instructions

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



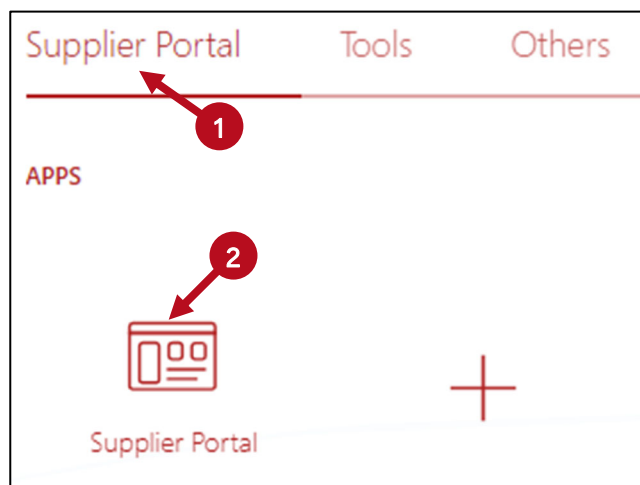
A screenshot of the login form for the Supplier Portal. The form is titled 'User ID' and 'Password'. It contains two input fields: 'User ID' and 'Password'. Below the 'Password' field is a link labeled 'Forgot Password'. At the bottom of the form is a 'Sign In' button. Three red arrows with numbers 1, 2, and 3 point to the 'User ID' field, the 'Password' field, and the 'Sign In' button respectively.

3. Click on the **AHA's logo** (Heart and Torch) at the top left of screen to access your Homepage.



Step Task Instructions

4. In the middle of the screen, click on the **Supplier Portal** option, then the **Supplier Portal** icon



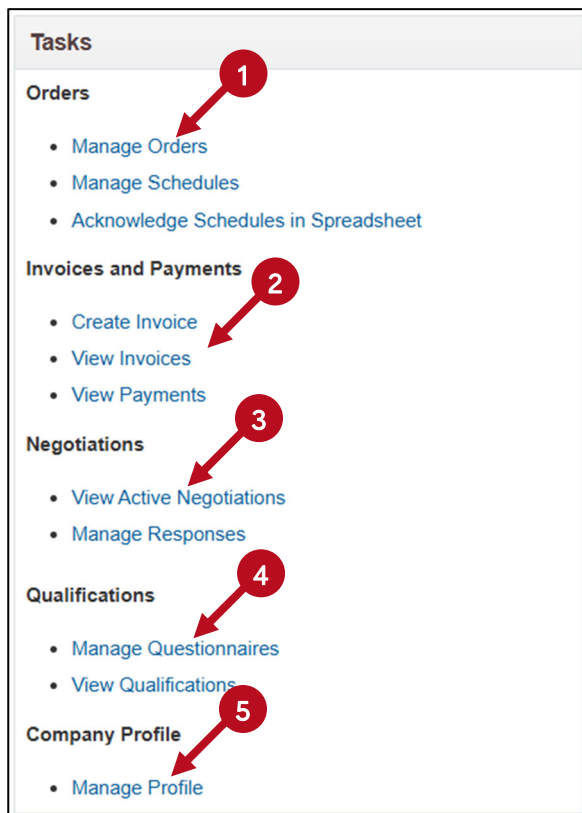
5. You will now see the main home screen for the supplier portal.



Navigating the Supplier Portal

Step Task Instructions

1. On the **left side of the screen**, you will see a list of **tasks** you can perform including:
 - 1) **Orders:** View all **Purchase Orders (POs)** AHA issued to your organization
 - 2) **Invoices and Payments:**
 - **Create & Submit Invoices** against the POs issued to your organization
 - **View Invoices** previously submitted to AHA
 - **View Payments** AHA issued to your organization
 - 3) **Negotiations:** View and respond to **Sourcing activities** such as **RFPs, RFQs & RFIs** the AHA has invited your organization to participate in or has publicly posted for any supplier to complete.
 - 4) **Qualifications:** View and respond to Questionnaires the AHA invited your organization to complete
 - 5) **Company Profile:** Manage your organization's supplier profile to keep updated with the latest details including your organization's Name, Tax ID, Addresses, Contacts and Bank Information.



Step Task Instructions

2. The **bottom of the screen** contains the **Supplier News** section with links to guides pertaining to the supplier portal along with contact information when you have questions and need to contact the AHA.

Supplier News

Welcome to the American Heart Association Supplier Portal. As an approved supplier contact you will have access to submit RFP responses, review Purchasing Documents, submit Invoices, and answer Questionnaires. Please use the link below to access instructional materials.

<https://supplierresources.heart.org>

For inquiries on how to utilize this portal, Please contact AHA.Supplier.Portal@heart.org.
For inquiries on Invoice and Payment status, Please contact PaymentInquiry@heart.org.

3. At the top right of the screen, you can access notifications using the bell icon. Notifications may include:

- New POs, Sourcing Events or Questionnaires issued to your organization
- Approval status for changes you submitted for your Supplier Profile
- Payments issued to your organization



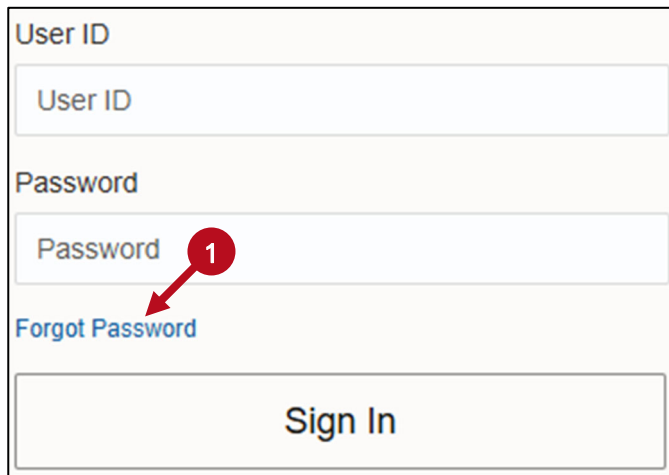
Change your Password

Step Task Instructions

1. Use the following link to access our Supplier Portal:

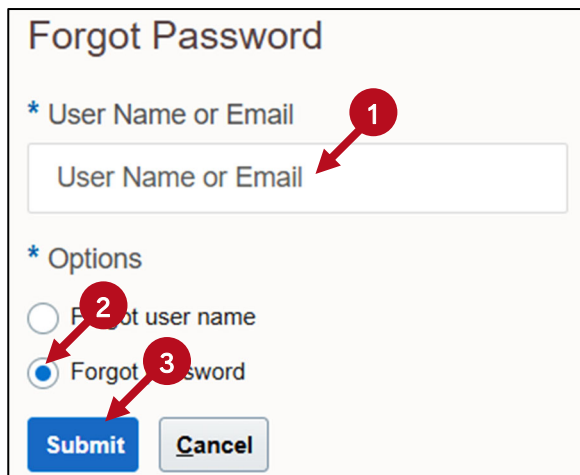
<https://login-aha-ibojib.fa.ocs.oraclecloud.com/>

2. On the Sign-In page, click on the **Forgot Password** link



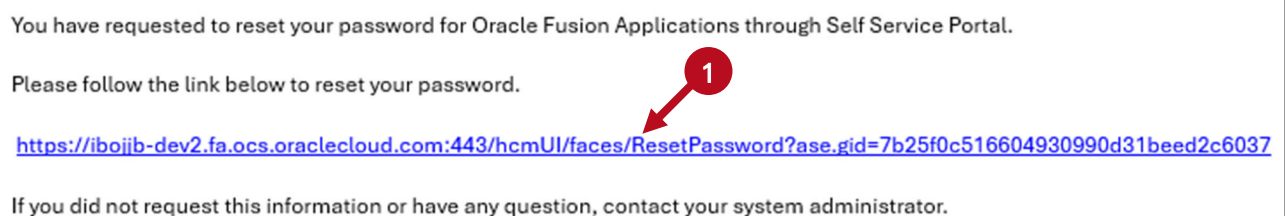
The screenshot shows a sign-in form with two input fields: 'User ID' and 'Password'. Below the 'Password' field is a blue link labeled 'Forgot Password'. A red circle with the number '1' and an arrow points to this link. At the bottom of the form is a 'Sign In' button.

3. Enter your **Email Address**, select the **Forgot password** option, then press **Submit**



The screenshot shows the 'Forgot Password' page. It has a text input field labeled '* User Name or Email'. Below it are two radio buttons under the heading '* Options': 'Forgot user name' and 'Forgot Password'. The 'Forgot Password' option is selected. At the bottom are 'Submit' and 'Cancel' buttons. Red circles with numbers 1, 2, and 3, along with arrows, point to the input field, the 'Forgot Password' radio button, and the 'Submit' button respectively.

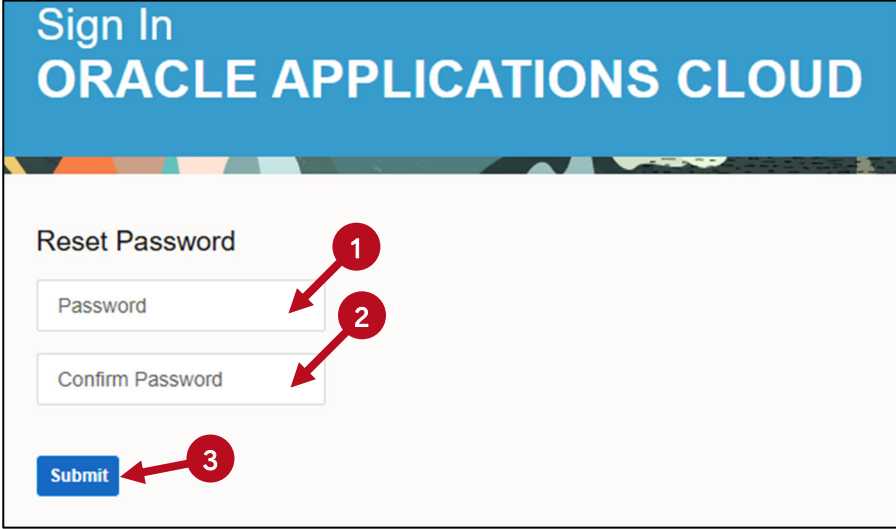
4. You will receive an email from our Supplier Portal. Click on the link to reset your password.



The screenshot shows an email message. The text reads: 'You have requested to reset your password for Oracle Fusion Applications through Self Service Portal. Please follow the link below to reset your password.' Below this is a blue hyperlink. A red circle with the number '1' and an arrow points to this link. The email concludes with: 'If you did not request this information or have any question, contact your system administrator.'

Step Task Instructions

5. Create a new password for your user account then press Submit



The screenshot shows the 'Sign In ORACLE APPLICATIONS CLOUD' header. Below it is a 'Reset Password' section. This section contains two text input fields: 'Password' and 'Confirm Password'. A blue 'Submit' button is located below these fields. Three red numbered arrows indicate the sequence of actions: arrow 1 points to the 'Password' field, arrow 2 points to the 'Confirm Password' field, and arrow 3 points to the 'Submit' button.



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