



American
Heart
Association.

Job Aid

Preparing to Register as a Supplier

Last Updated March 27, 2026

This letter is to welcome you to the American Heart Association's (AHA) supplier base and prepare you for AHA's registration process for new suppliers. As a new supplier, you are **required to register with the AHA and set up your access to our Supplier Portal** (Hosted on Oracle Cloud) before you can receive your first payment. The registration process consists of 3 simple steps:

Step 1: Invitation from AHA

You will receive an email from an AHA representative with a link to the Supplier Registration Form along with registration instructions.

Step 2: Complete & Submit the Registration Form

Access the registration form and complete the information requested in the form. You will be required to provide the following details pertaining to you/your organization:

- **Company Details:** Legal Name, Taxpayer/Tax Registration Number, Signed W-9 or W-8 Form
- **Contacts:** Name and Email Address for relevant contacts (Primary Contact, Accounting, etc)
- **Addresses:** Principle Address and Payment Address
- **Bank Information:** Bank Name, Routing and Account Number along with proof of ownership
- **Business Classification:** Self acknowledgement if your organization is a Small or Diverse Business
- **Product/Service Offering:** Types of products/services your organization provides

Step 3: Setup Your Password for our Supplier Portal

After we approve your registration, you will receive an email with instructions to create a password to gain access to our Supplier Portal. Our supplier portal will allow you to receive Purchase Orders, send Invoices, view Payment Status and bid on New Business opportunities.

Additional Notes

Please collect the above information **now** before you receive an invitation to register. Be sure to complete the registration process **no later than 2 business days** after receiving the invitation. AHA cannot pay you/your organization until you complete all registration steps.

Need a W-9 or W-8 Form? Use the links below to download a blank form from the IRS' website:

- **W-9 (US Company or Individual):** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **W-8BENE (Non-US Company):** <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>
- **W-8BEN (Non-US Individual):** <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

Need Help?

If you need assistance with your registration, please visit <https://supplierresources.heart.org>.



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