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Job Aid

Participating in a Sourcing Event

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Before You Begin

When to Use This Job Aid

This Job Aid is intended to provide suppliers with directions for using AHA's Supplier Portal to participate and respond to a sourcing event (RFI, RFQ or RFP). Topics include:

- Log Into the Supplier Portal
- Find the Sourcing Event
- Access and Download all Documents/Attachments
- Acknowledge Participation
- Ask Questions to AHA
- Prepare and Submit your Response

Prerequisites

The following prerequisites must be met before you can access our Supplier Portal and send an invoice.

- 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
- AHA published a RFI, RFQ or RFP and invited your organization to participate as a prospective bidder

Related Job Aids

Reference the following job aids for additional guidance:

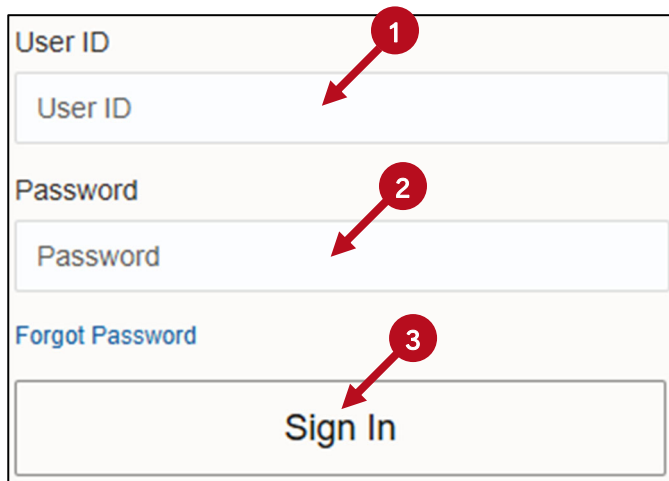
- Navigating the Supplier Portal
- Maintaining Your Supplier Profile

Participating in a Sourcing Event

Step 1: Log Into the Supplier Portal

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



The screenshot shows a login form with the following elements:

- User ID**: A text input field with a red arrow labeled '1' pointing to it.
- Password**: A text input field with a red arrow labeled '2' pointing to it.
- Forgot Password**: A blue link below the password field.
- Sign In**: A button at the bottom with a red arrow labeled '3' pointing to it.

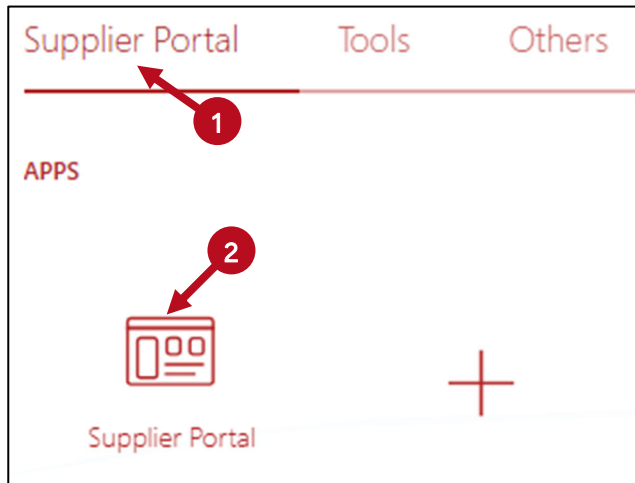
- | | |
|----|---|
| 3. | Click on the AHA's logo (Heart and Torch) at the top left of screen to access your Homepage. |
|----|---|



Step 2: Find the Sourcing Event

Step Task Instructions

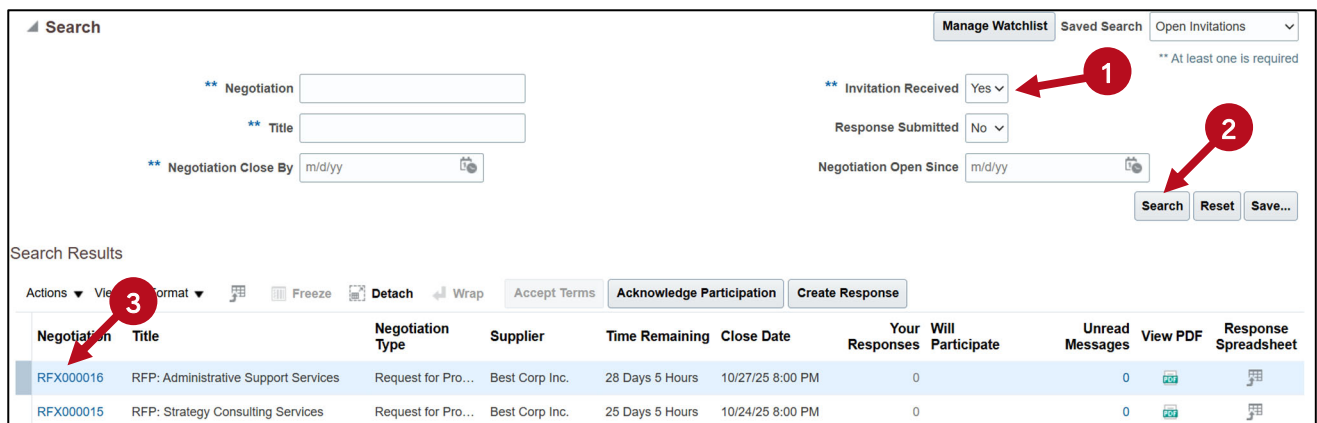
1. In the middle of the screen, click on the **Supplier Portal** option, then the **Supplier Portal** icon



2. You will now see the main home screen for the supplier portal. Under **Tasks** area, go to **Negotiations**, then click **View Active Negotiations**.



3. The Search Results will display the sourcing events your organization is invited to participate in. (Note: To search for a public sourcing event where your organization did not directly receive an invitation, set the **Invitation Received** option to "No", then press **Search**) Click on the **Negotiation** number you want to open.

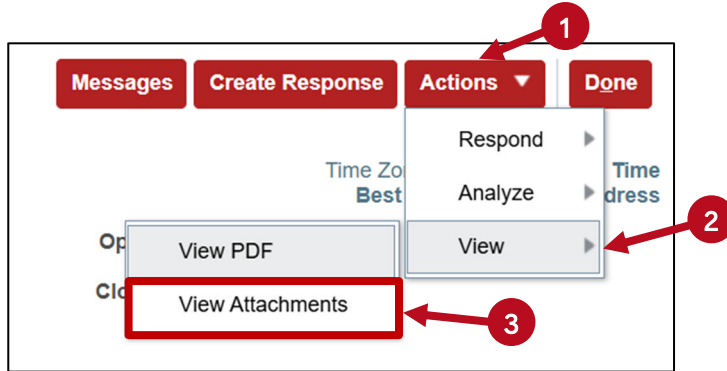


Step 3: Download Sourcing Event Attachments

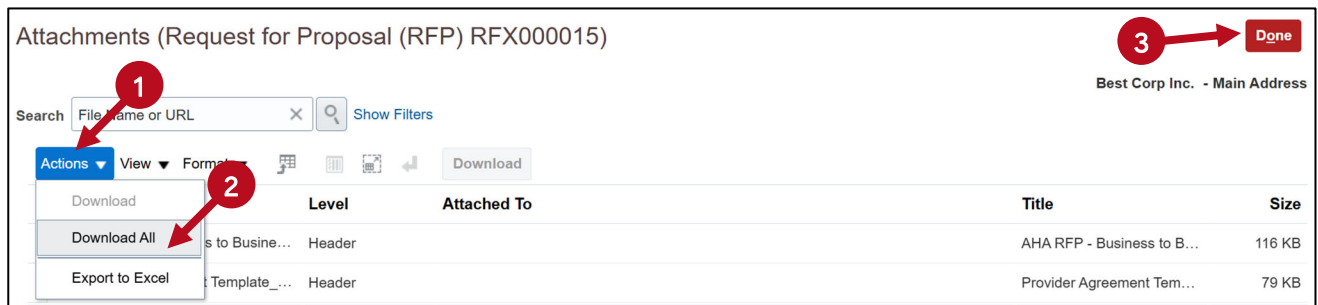
The attachments will contain all documentation pertaining to the sourcing event. This can include Background Details, Scope of Work, Requirements, Exhibits, Sample Contract and/or Response Forms

Step Task Instructions

1. In the top right of the screen, click on the **Actions** button, then the **View** option, then **View Attachments**



2. A new page will open showing all Attachments. Click the **Actions** menu, then the **Download All** option. After you've downloaded all attachments, click on the **Done** button.

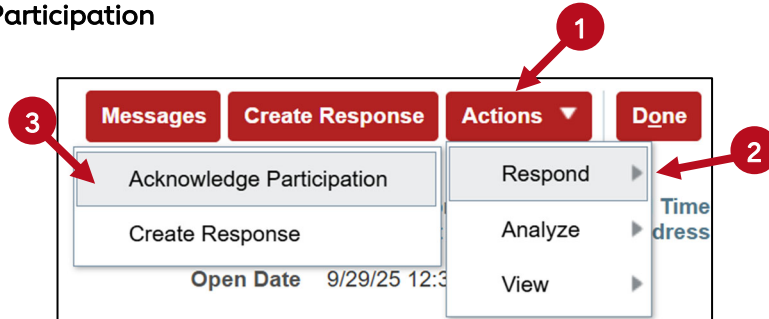


Step 4: Acknowledge Participation

Once you've reviewed all documentation and have decided if your organization will or will not participate, you must Acknowledge Participation.

Step Task Instructions

1. In the top right of the screen, click on the **Actions** button, then the **Respond** option, then **Acknowledge Participation**



2. A pop-up window will appear. Set the **Yes/No** option to indicate if your organization will or will not participate, enter a **Note** to provide comments pertaining to your decision, then press **OK**.

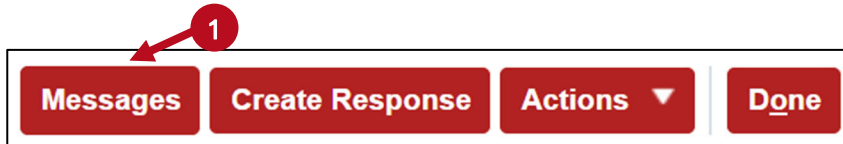
A screenshot of a pop-up window titled 'Acknowledge Participation' with a close button (X) in the top right corner. The window contains the following elements: a 'Site' label, a 'Will Participate' section with two radio buttons ('Yes' and 'No'), and a large text area labeled 'Note to Buyer'. Red numbered callouts indicate the sequence: 1 points to the 'Yes' radio button, 2 points to the 'Note to Buyer' text area, and 3 points to the 'OK' button at the bottom. The 'OK' button is labeled 'OK' and 'Cancel'.

Step 5: Ask Questions to AHA using the Messages Forum

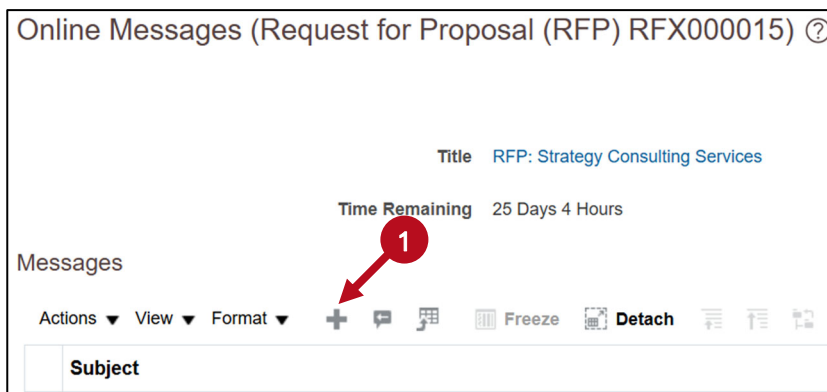
All bidders must submit questions using the Messages forum within the Sourcing Event.

Step Task Instructions

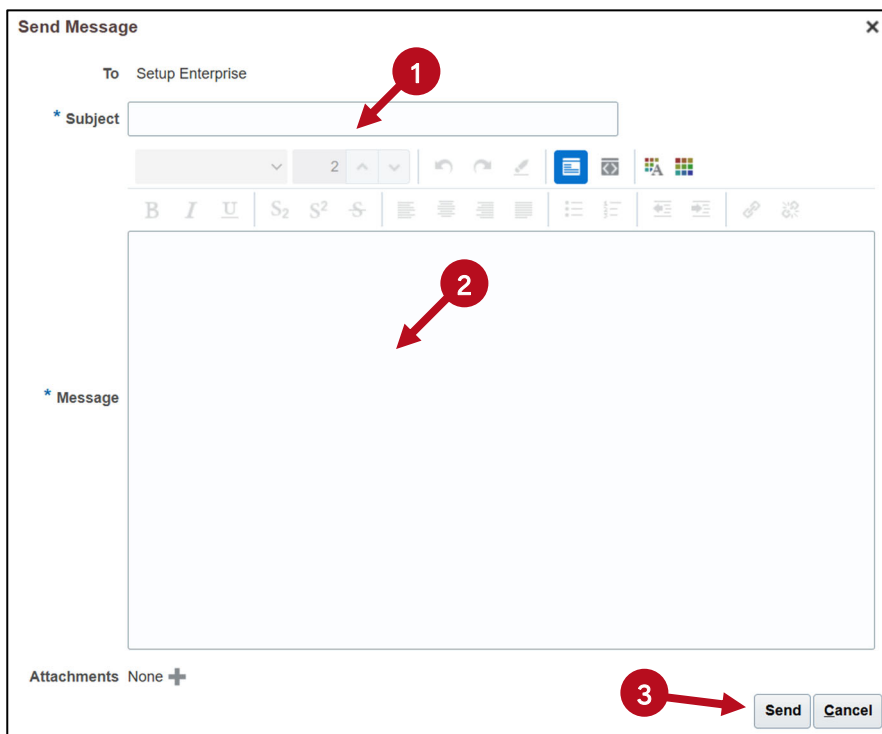
1. In the top right of the screen, click on the **Messages** button



2. Click the **Create (+)** button



3. Enter your **Subject**, **Message** details and add any **Attachments** you want to include, then press **Send**



Step 6: Create & Submit your Response/Proposal

Step Task Instructions

1. In the top right of the screen, click on the **Create Response** button



2. Overview Page

Complete the following fields:

- 1) **Reference Number:** A number for your own internal tracking
- 2) **Note to Buyer:** Brief comment pertaining to your response/proposal
- 3) **Attachments:** Attach all documents you're submitting for your response/proposal
(Note: before adding any attachments on this page, verify if the Requirements page is included at the top of the screen. If so, complete the Requirements page first, then return to this page and add any remaining attachments that were not listed for you to attach within the Requirements)

 A screenshot of the 'Create Response (Proposal 3003): Overview' page. At the top, there is a progress bar with four steps: Overview (selected), Requirements, Lines, and Review. Below the progress bar are buttons: Messages, Respond by Spreadsheet (dropdown), Actions (dropdown), Back, Next, Save (dropdown), Submit, and Cancel. The page title is 'Create Response (Proposal 3003): Overview'. Below the title, it shows 'Title: RFP: Strategy Consulting Services' and 'Close Date: 10/24/25 8:00 PM'. On the right, it says 'Time Remaining: 25 Days 3 Hours' and 'Last Saved: 9/29/25 4:04 PM'. The 'General' section lists 'Supplier: Best Corp Inc.', 'Supplier Site: Main Address', 'Negotiation Currency: USD', 'Response Currency: USD', 'Price Precision: 2 Decimals Maximum', and 'Response Valid Until: m/d/yy h:mm a'. On the right side, there are three input fields: 'Reference Number' (highlighted with a red circle and arrow labeled 1), 'Note to Buyer' (highlighted with a red circle and arrow labeled 2), and 'Attachments: None' (highlighted with a red circle and arrow labeled 3).

3. Requirements Page

Depending on how AHA set up the sourcing event, bidders may be required to complete one or more questionnaires on this page to provide details on your organization's background &/or capabilities.

 A screenshot of the 'Create Response (Proposal 3003): Requirements' page. At the top, there is a progress bar with four steps: Overview, Requirements (selected), Lines, and Review. Below the progress bar are buttons: Messages, Respond by Spreadsheet (dropdown), Actions (dropdown), Back, Next, Save (dropdown), Submit, and Cancel. The page title is 'Create Response (Proposal 3003): Requirements'. Below the title, it shows 'Time Remaining: 25 Days 3 Hours' and 'Close Date: 10/24/25 8:00 PM'. The 'Section 1. RFX Requirements to Complete Submission' section contains a list of requirements: '1. Upload Response Documentation Here'. Below this, it says 'Bidders must submit the following documentation to respond to the RFX:' followed by a bulleted list: 'RFX Response Form (Please download this document from the Overview Page)', 'Evidence of Financial Standing', 'Certificate of Insurance', and 'AHA Provider Agreement with full redlines and comments (Please download this document from the Overview Page)'. Below the list, it says 'Please use the space below to summarize all documentation you're submitting with your RFX response then press the + sign next to Response Attachments to upload all documents.' There is a large text area for this summary. At the bottom, there is a button labeled 'Response Attachments: None' with a plus sign (highlighted with a red circle and arrow labeled 1).

Step Task Instructions

4. Lines Page

Depending on how AHA set up the sourcing event, bidders may be required to complete a pricing sheet on this page to propose pricing to the AHA.

5. Review Page

Perform a final review of your response/proposal, then press **Submit**

6. A confirmation message will appear indicating that your response/proposal was submitted. Press **OK**.



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