

Enrolling for ACH Direct Deposit Quick Reference Guide

Purpose: This document provides instructions for how to submit a request to update your payment method via the Supplier Portal.

Audience: Suppliers with access to the Ascension Supplier Portal

General Information

To enroll for ACH direct deposit OR to update your ACH direct deposit banking details, you will need to download the Ascension ACH form and then attach it to your request within the Supplier Portal. Please follow the instructions below to submit your request.

If you do not have a user ID for the Ascension Supplier Portal, please refer to the <u>Supplier Portal Access Quick Reference</u> <u>Guide</u> for instructions to create a user ID.

If you are encountering an error when logging in to the Ascension Supplier Portal, refer to the <u>Supplier Portal Log In</u> <u>Issues Quick Reference Guide</u>.

Instructions

- 1. Navigate to the Ascension Supplier Portal: https://supplierportal.ascension.org
- 2. Click the **Update Your Information** button.



3. A new browser tab will open. Enter your user ID and password in the Oracle PeopleSoft login and click the **Sign In** button. **Note:** Both your user ID and password are case sensitive.



User ID Password Select a Language English Sign In	
Password Select a Language English Sign In	
Select a Language English Sign In	
English Sign In	
Sign In	~
Enable Screen Reader Mode	

4. If you have more than one supplier ID number, you will be prompted to select the supplier that you would like to submit the change for. Select the supplier from the dropdown option and click **Create New Request.**

Supplier Change Request Selection					
Select Suppl	lier				
*Supplier	0000064931 - WORLD WIDE TECHNOLOGY V				
	Create New Request				

5. On the **Welcome** page, fill in all required fields for the **Requestor Information** section. Your name and email address will auto-populate, but please update both fields so that this information is correct for your request.

Welcome	Company Profile	Addresses	Contacts	Payment Profile	Submit
Welcome (SF We Sel mo infc app you	Test account IRED-IT) Icome! Iect from the train stops at dify your information. Whi ormation is complete you c proval, or save and return ir request.	oove to view and en required can submit for later to complete	Exit Exit Requestor Information *Requestor Name *Requestor Title *Requestor Email *Requestor Phone	Save for Later	
			Exit	Save for Later	Review Changes Previous Next

6. Click the **Next** button to move on to the **Company Profile** page.



7. To enroll for ACH direct deposit OR to update your ACH account information, click the **ACH Form** link to open the ACH form.

Welcome	Company Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	evious Next 🕨
Company Pro	ofile				Review Changes
View or update Classification o	general information about f Outside Party. Profile qu	ut your company. Ao uestions allow us to	dditional Name refers gather diversity data	to the DBA on your W-S and other information re	 Most vendors have a egarding your company
Unique ID & CON	*Supplier Additional	Name YOUR COMPAN	Y NAME		
				View/Modify Attachmen	nt (26)
				ACH Form	

- 8. Save a local copy of the ACH form to your computer.
- 9. The ACH form is an editable PDF. Complete all fields electronically and be sure to save your changes after you have completed all fields.
- 10. Once you have completed the form and saved all information to the local file, click the **View/Modify Attachments** link to attach the form to your request.
 - a. On the Supplier Attachment page, click the Add Attachment button.
 - b. A new row will appear in the Attachments list. Click the Upload button to attach your completed ACH form.
 - c. On the **File Attachment** pop up, click **Choose File** and locate the completed ACH form that you saved on your computer.
 - d. Select the file and click Open.
 - e. Click the Upload button.
 - f. The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK** to return to the Company Profile page of the change request.
- 11. On the **Company Profile** page, complete all required questions in the **Profile Questions** section.

Profile Questions
*Is your company a disadvantaged, minority, small veteran, woman, or underutilized business?
v
*Is this a contracted provider?
⊖ Yes
ONo
*Provide detail as to why the supplier is being added/changed and attach any related documentation above including contracts.
*Will this vendor provide supplies to Ascension?
⊖ Yes
○ No



12. After you have completed all required fields on the **Company Profile** page, click the **Submit** icon in the top navigation bar. Please note that your request will not be processed until you have confirmed your changes and clicked the final Submit button.

Welcome	Company Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	revious Next 🕨

- 13. On the **Submit** page, you will be prompted to review and confirm your changes. Your email address will autopopulate. Please verify that this is the correct email address to send updates related to this request.
- 14. Click the **Review** button if you would like to review your changes.

Welcome	Company Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	Previous Next 🕨
Review and S	Submit Changes				
Select the "Revi Changes" and t	iew" button to review the hen click "Submit".	e change request inf	formation. When read	y to submit, check the	box for "Confirm
Email communi	cation regarding this req	uest will be sent to:			
yourname@company	.com				
Confirm Changes					
Review	Sub	mit			

15. Once you are confident that all required information is included in your request, check the box next to **Confirm Changes** then click the **Submit** button.

Review and Submit Changes
Select the "Review" button to review the change request information. When ready to submit, check the box for "Confirm Changes" and then click "Submit".
Email communication regarding this request will be sent to:
yourname@company.com
Confirm Changes
Review Submit

16. After submitting your request you will see the Supplier Change Request Submit Confirmation screen with the Change Request ID. You will receive email updates about this request and can view the status of the request via the Supplier Portal.