

## Updating Your PO Dispatch Method Quick Reference Guide

**Purpose:** This document provides instructions to submit a request to update your company's dispatch method for Ascension purchase orders.

**Audience:** Ascension Suppliers

### General Information

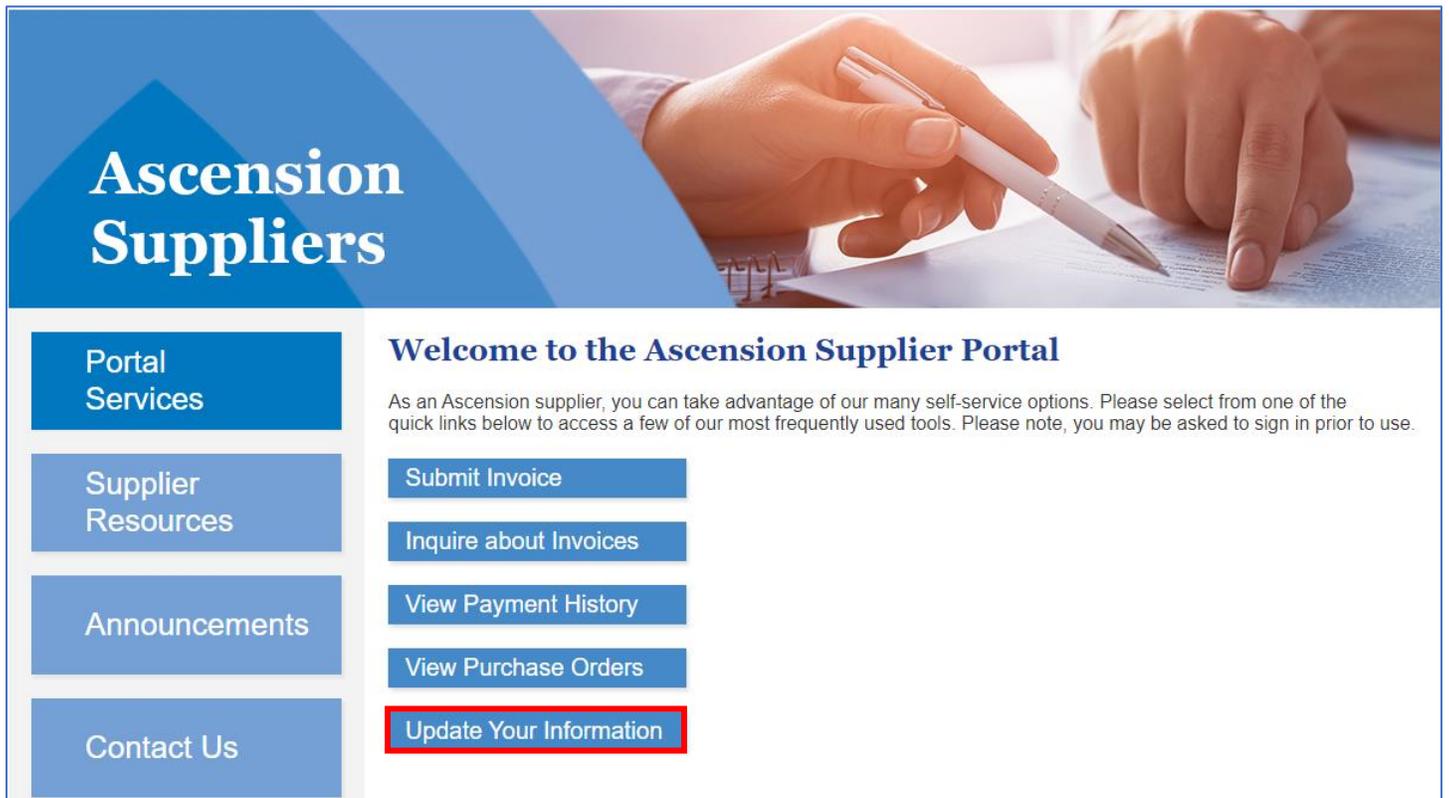
If you receive an Ascension PO that has incorrect information or that does not belong to your company or division, please call the Ascension Supplier Line at 317-334-8363 so that we can make the necessary corrections to the PO.

If you do not have a user ID for the Ascension Supplier Portal, please refer to the [Supplier Portal Access Quick Reference Guide](#) for instructions to create a user ID.

If you are encountering an error when logging in to the Ascension Supplier Portal, refer to the [Supplier Portal Log In Issues Quick Reference Guide](#).

### Instructions

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



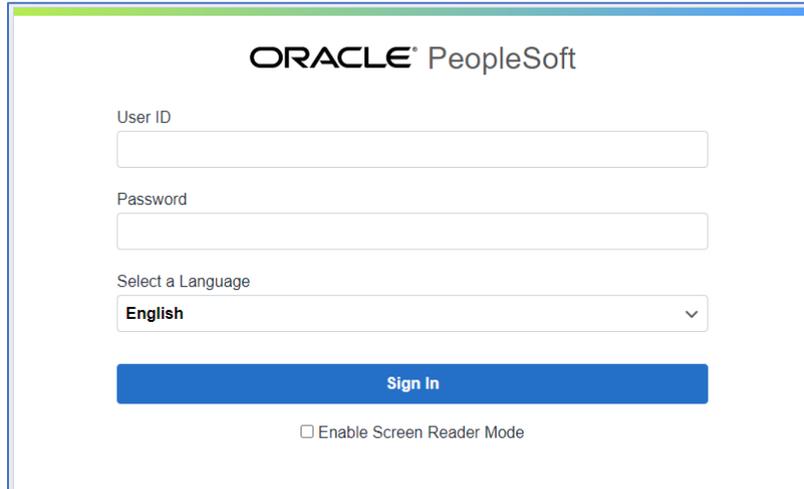
**Ascension Suppliers**

**Welcome to the Ascension Supplier Portal**

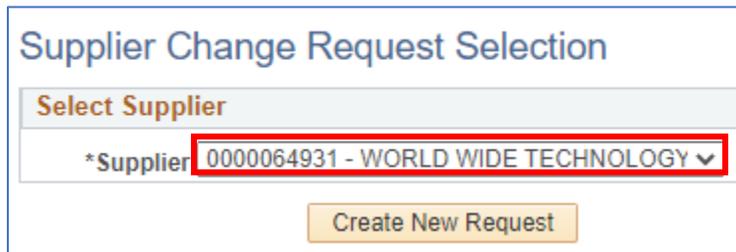
As an Ascension supplier, you can take advantage of our many self-service options. Please select from one of the quick links below to access a few of our most frequently used tools. Please note, you may be asked to sign in prior to use.

- Submit Invoice
- Inquire about Invoices
- View Payment History
- View Purchase Orders
- Update Your Information**

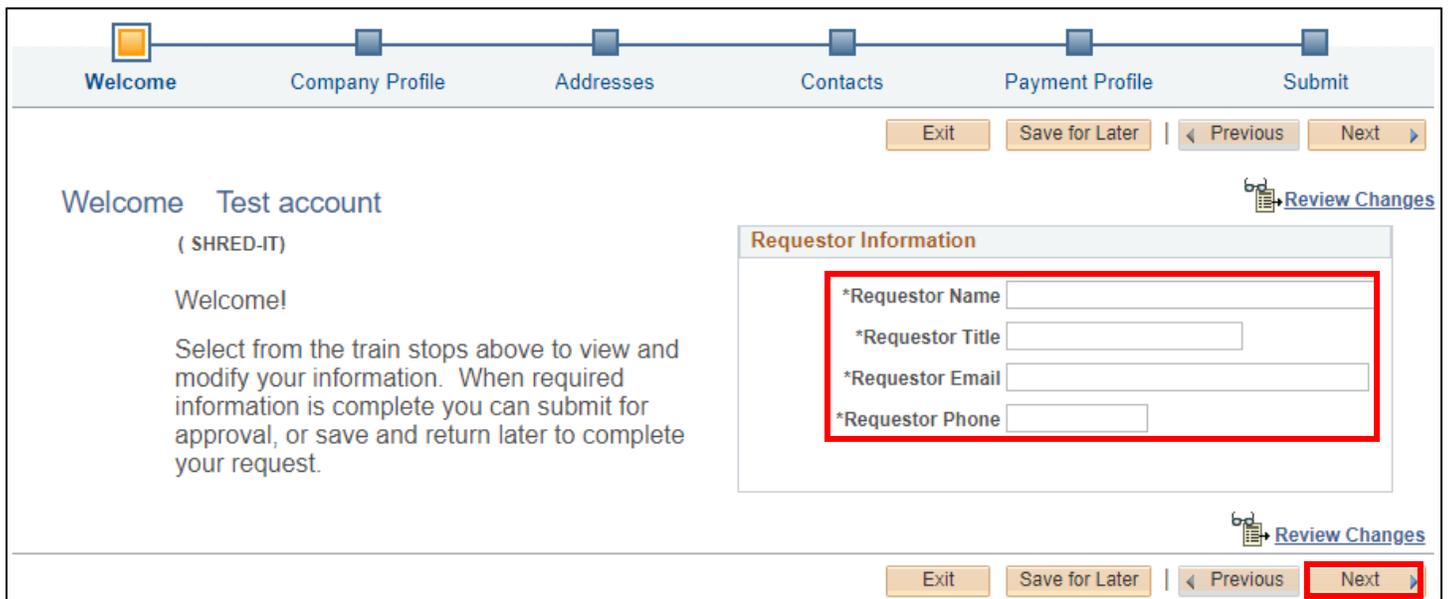
3. A new browser tab will open. Enter your user ID and password in the Oracle PeopleSoft login and click the **Sign In** button. **Note:** Both your user ID and password are case sensitive.



- 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**.



- 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 as needed so that this information is correct for your request.



- Click the **Next** button to move on to the **Company Profile** page.
- On the **Company Profile** page, complete all questions in the **Profile Questions** section. Note that all questions are required. In the text box, include details about the changes needed to your PO dispatch method.

**Profile Questions**

\*Is your company a disadvantaged, minority, small veteran, woman, or underutilized business?

\*Is this a contracted provider?

Yes  
 No

\*Provide detail as to why the supplier is being added/changed and attach any related documentation above including contracts.

\*Is this supplier an employee or affiliated with an employee?

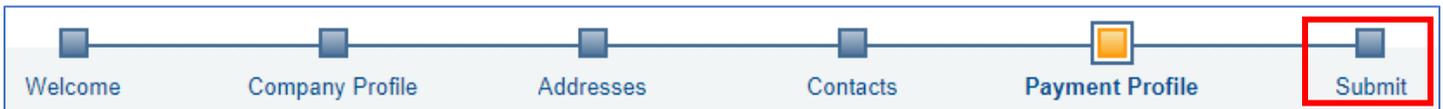
Yes  
 No

\*Will this vendor provide supplies to Ascension?

Yes  
 No

\*Please provide additional detail about the supplies being purchased from the vendor:

8. Click the **Submit** icon in the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.



9. On the **Review and Submit** page, you will be prompted to review your changes. Check the box to confirm your changes and click the **Submit** button. **Please note** that your request will not be submitted for processing until you have confirmed the changes and clicked the final 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:

**Confirm Changes**

10. 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.

**Supplier Homepage**

### Supplier Change Request Submit Confirmation

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**Pending Approval**

 You have successfully submitted your Supplier Change Request

Your Change Request ID 000000000000397

Any email regarding the request status will be sent to:  
TestpsftFSCM@ascensionhealth.org

 [Return to Supplier Change Request Selection Page](#)

 [Return to Supplier Home Page](#)