



Updating Your Company Address Quick Reference Guide

Purpose: This document provides instructions to submit a request to update your company's address via the Supplier Portal. This includes adding a new address or removing an address that is no longer valid.

Audience: Ascension Suppliers

General Information

All suppliers are required to keep at least one physical address on file. If the address on your W-9 has changed, you must attach a copy of your updated W-9.

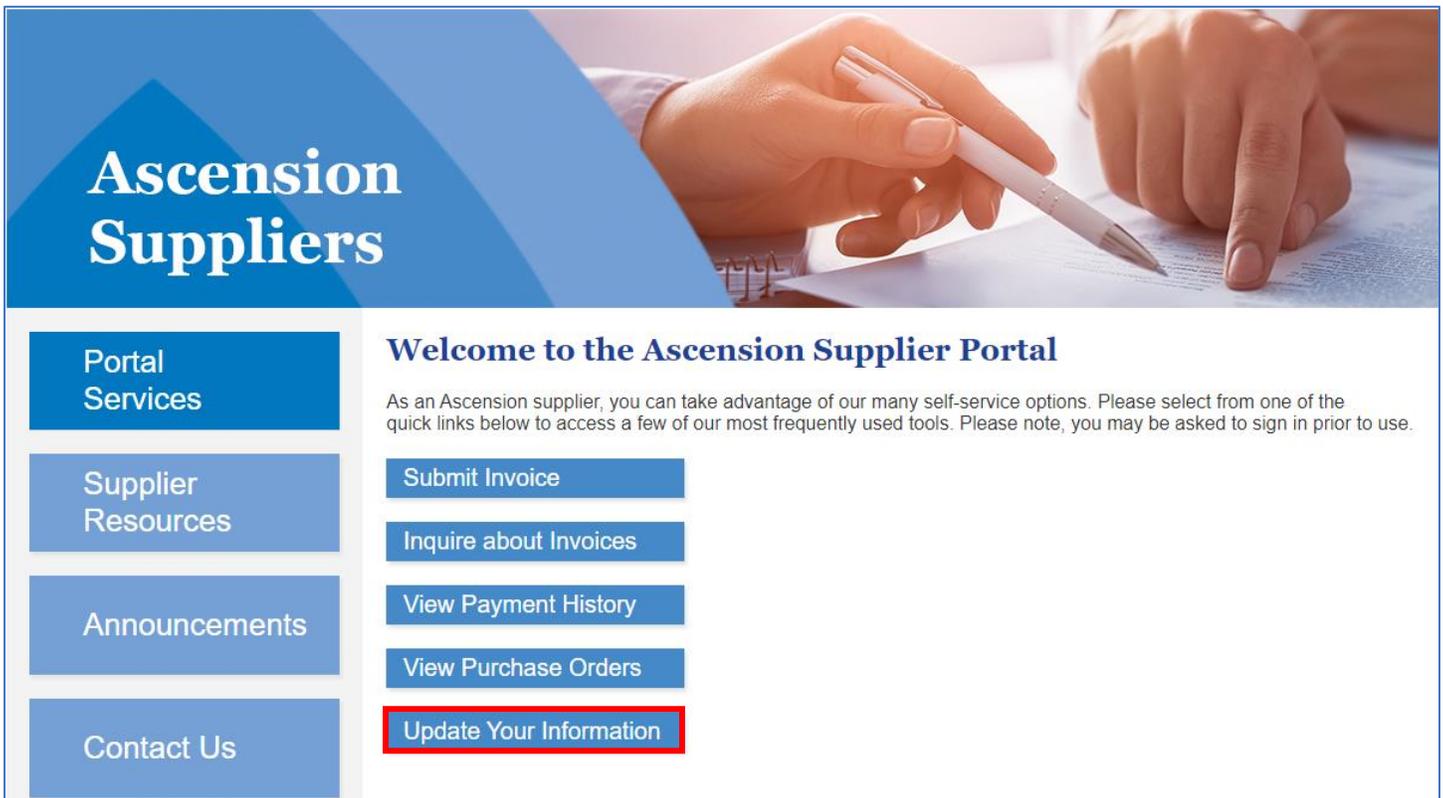
Please note that you cannot overwrite an existing address. Instead, please check the box to remove the invalid address and follow the instructions to add the new address.

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.





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.

The screenshot shows the Oracle PeopleSoft login interface. It features a white background with the Oracle logo and 'PeopleSoft' text at the top. Below this are four input fields: 'User ID', 'Password', and 'Select a Language' (with 'English' selected). A blue 'Sign In' button is centered below the fields. At the bottom, there is a checkbox labeled '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**.

The screenshot shows the 'Supplier Change Request Selection' page. It has a blue header with the title. Below the title is a section titled 'Select Supplier' containing a dropdown menu. The selected option is '*Supplier 0000064931 - WORLD WIDE TECHNOLOGY'. Below the dropdown is a yellow 'Create New Request' button.

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

The screenshot shows the 'Welcome' page in PeopleSoft. At the top, there is a navigation bar with tabs for 'Welcome', 'Company Profile', 'Addresses', 'Contacts', 'Payment Profile', and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area includes a 'Welcome Test account (SHRED-IT)' message and a 'Requestor Information' section. This section contains four input fields: '*Requestor Name', '*Requestor Title', '*Requestor Email', and '*Requestor Phone'. The 'Requestor Information' section is highlighted with a red box. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next', with the 'Next' button also highlighted with a red box.

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



7. If the address on your W-9 has changed, you must attach a copy of your updated W-9. Click the link **View/Modify Attachment**.

Welcome Company Profile Addresses Contacts Payment Profile Submit

Exit Save for Later Previous Next

Company Profile [Review Changes](#)

View or update general information about your company. Additional Name refers to the DBA on your W-9. Most vendors have a Classification of Outside Party. Profile questions allow us to gather diversity data and other information regarding your company

Unique ID & Company Profile

*Supplier Name

Additional Name

View/Modify Attachment (7)

ACH Form

8. On the **Add Attachment** page, click the **Add Attachment** button.

Add Attachment

Attached File	Attachment Description	User ID	First Name	Last Name	Date/Time Stamp	Upload
1 ACH.TeleflexLLC.C7462770_(1).pdf	UPDATED ACH	BUCHKD02	Deborah	Breiling	04/19/2021 3:02:53PM	<input type="button" value="Upload"/>
2 W9.pdf	W9	GLEWI020	Gregory	Lewis	07/24/2019 2:16:15PM	<input type="button" value="Upload"/>
3 TELEFLEX_LLC_ACH_VERIFICATION.pdf	ACH VERIFICATION	LBUCK001	Lisa	Buck	04/23/2021 7:05:13AM	<input type="button" value="Upload"/>
4 TELEFLEX.pdf	TIN OIG SAM	DJONE177	Daniel	Jones	05/02/2019 11:48:14AM	<input type="button" value="Upload"/>
5 TELEFLEX.msg	EMAIL REQ - W9	DJONE177	Daniel	Jones	05/02/2019 11:48:14AM	<input type="button" value="Upload"/>
6 Supplier_78533__Teleflex_LLC.msg	EMAIL REQUEST-W9	VJOSH003	Vjayta	Joshi	07/23/2019 2:25:10PM	<input type="button" value="Upload"/>
7 Teleflex_LLC_-_0000078533.msg	EMAIL REQUEST	VJOSH003	Vjayta	Joshi	07/24/2019 3:09:13PM	<input type="button" value="Upload"/>

9. A new row will appear in the **Attachments** section. Click the **Upload** button.

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10. On the **File Attachment** pop up, click **Choose File** and locate the W-9 file on your computer.

File Attachment

No file chosen

11. After you have selected the file, click the **Upload** button.

12. The file will now be displayed in the list of files on the **Add Attachment** page. Click **OK**.

13. On the **Company Profile** page, complete all questions in the **Profile Questions** section. Note that all questions are required.

Profile Questions

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

Information not available at this time

*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:

14. Click the **Next** button or click the **Addresses** icon in the top navigation bar to move on to the Addresses section.



15. On the Addresses page, click the **Edit** button if you need to remove an existing address or click **Add New Address** to add a new address. **Please note** that you cannot overwrite an existing address with a new address, so if you need to replace an address please remove the invalid address and add the new address separately.



Addresses

[Review Changes](#)

At least one physical address and phone number is required. Separate Remit and Ordering addresses can be added. If current address has a typo or is no longer active, select the appropriate edit/inactivate button. If you wish to add a new address, select the new address button. Please do not write over an address that is no longer active. It must be inactivated.

Description	Address Line 1	Change Action	Change Effective Date	Edit
PRIM CHANHASSEN MN	8140 MALLORY CT			Edit
Add New Address				

16. To remove an address, check the **Remove Address** box and click **OK**. Remember that you are required to keep at least one physical address on file, so if you are removing your only physical address, please also add the new physical address.

Address Information for PRIM CHANHASSEN MN

Remove Address

Address Information

Description PRIM CHANHASSEN MN

Country United States

Address 1

Address 2

City

County

Postal

State Minnesota

Email ID

Phone Information

Phone Type	Country Code	*Telephone (5555555555)	Extension	Remove
<input type="text" value="Business"/>	<input type="text" value="1"/>	<input type="text" value="952/474-1400"/>	<input type="text"/>	<input type="checkbox"/>

[Add Phone](#)

Payment/Withholding Alt Names

Alternate Payment Name

Name 1

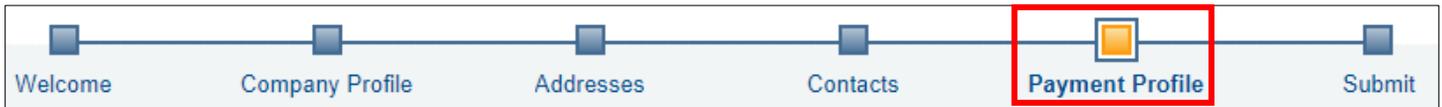
Name 2

Approved Changes Take Effect: Approval Date Future Date

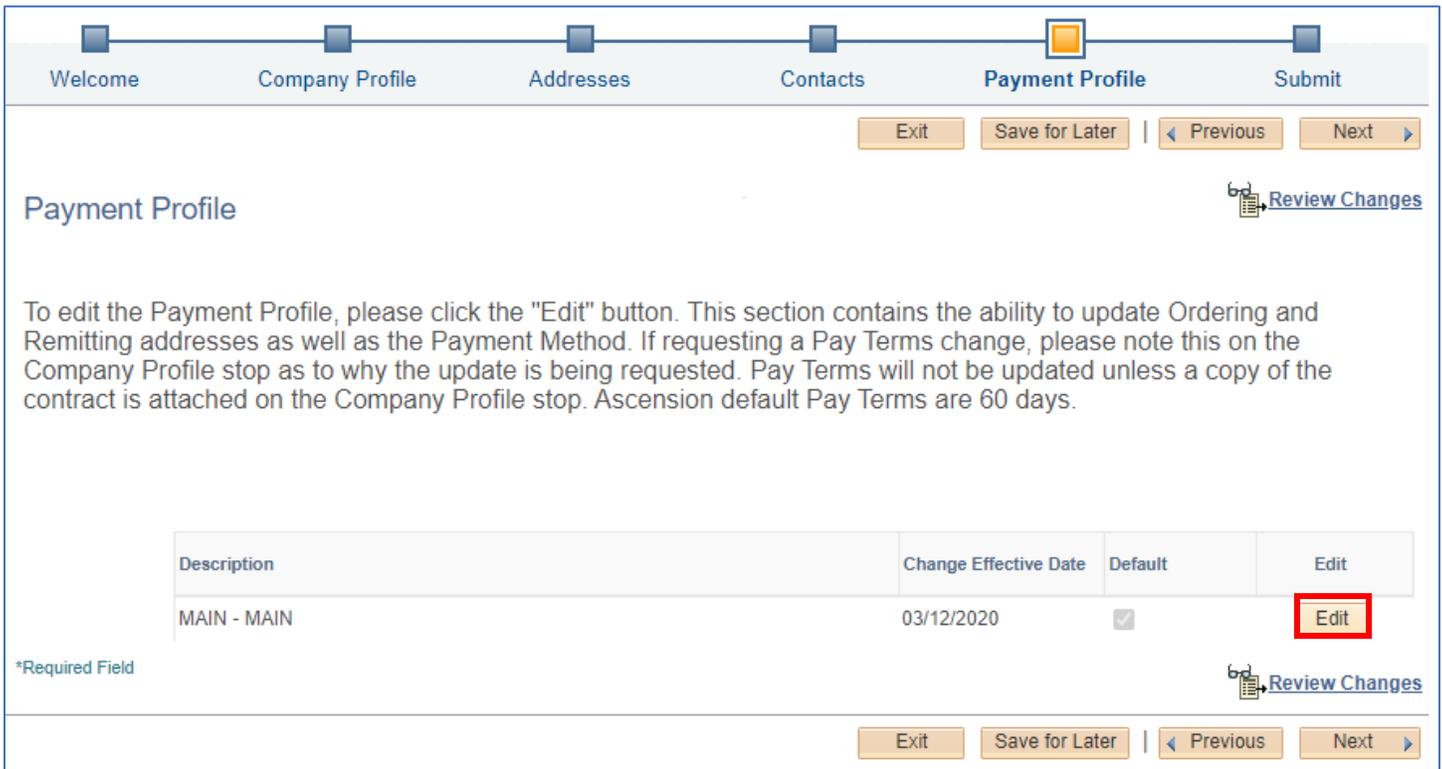
[OK](#) [Cancel](#)



17. If you need to update your Default Remit address, click the **Payment Profile** icon in the top navigation bar.



18. On the **Payment Profile** page, click the **Edit** button next to **MAIN – MAIN**.



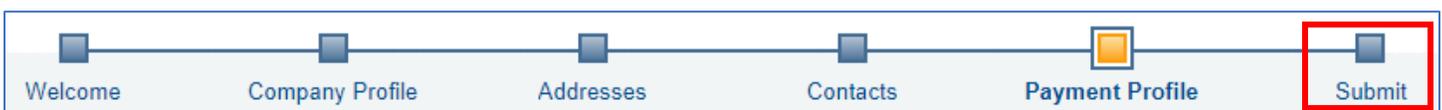
19. On the Payment Profile page for MAIN – MAIN, the Remit address will display at the top right. To change it to a different address, click the **Select a Different Address** link.



20. All addresses on file for your company will display. Select the address that should be used for remitting and click **OK**.

21. Click **OK** again on the **Payment Profile** page.

22. After you have made all necessary changes to your company address(es), click the **Submit** icon in the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.





23. 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

24. 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

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](#)