



Updating Your Company Name or DBA Quick Reference Guide

Purpose: This document provides instructions to submit a request to update your company name or DBA.

Audience: Ascension Suppliers

General Information

To update your company's name and/or DBA you must submit a change request via the Supplier Portal and attach an up-to-date copy of your company's W9 to the request. Please note that if your company's Tax ID Number has also changed, the request cannot be submitted via the Supplier Portal.

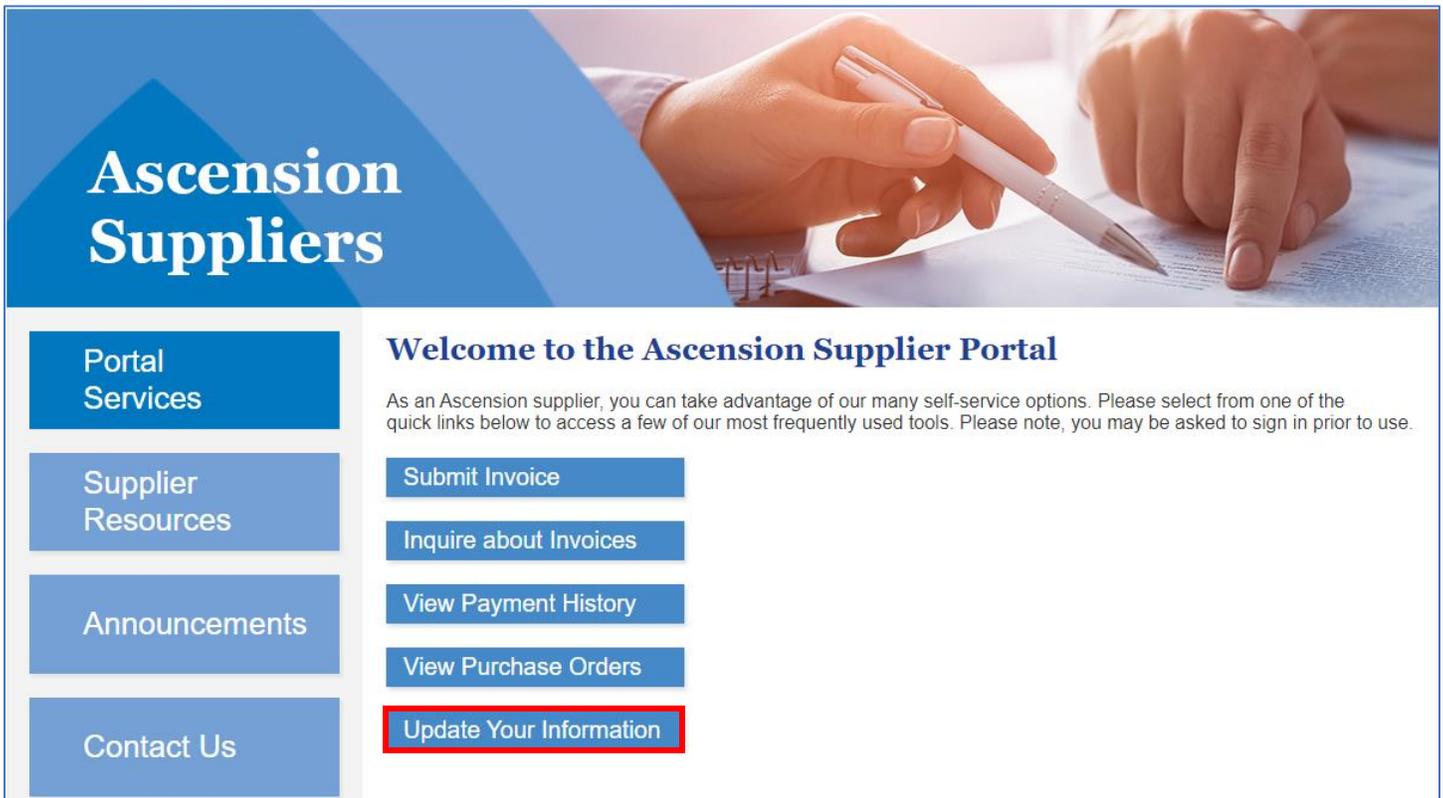
If your company's Tax ID Number has changed, please send an email to MDMSupplierRequests@TheResourceGroup.com and include your 10-digit Ascension supplier ID number and your previous Tax ID Number. Attach a copy of your updated W9 along with any other documentation related to the changes.

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.

- 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**.

- 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.

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



- 7. Under **Unique ID & Company Profile** you can update your Supplier Name and Additional Name (DBA). Please note that the Supplier Name must match the name on line 1 of your W-9, and the Additional Name must match the DBA/line 2 on your W9. You will need to attach an updated copy of your company's W9 for this change.

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 \(4\)](#)
ACH Form

- 8. To attach your W9, click the link **View/Modify Attachment** link.
- 9. On the **Supplier Attachment** page, click the **Add Attachment** button.

< Supplier Change Request

Supplier Attachment

SetID SHARE
Supplier ID 0000064931

Details Personalize | Find | View All | First 1-3 of 3 Last

File Name	Description	Date/Time Stamp	
SP31070_TIN_OIG_SAM_.pdf	TIN OIG SAM	05/10/2017 2:09:43PM	
World_Wide_Technology_Asynchrony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM	
World_Wide_Technology_Asynchrony_ACH_Info.pdf	ACH	05/10/2017 2:09:43PM	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment](#)

OK Cancel

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

5 [Upload](#) [View](#)

[Add Attachment](#)

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

File Attachment

[Choose File](#) No file chosen

[Upload](#) [Cancel](#)

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



- 13. The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK**.
- 14. 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?

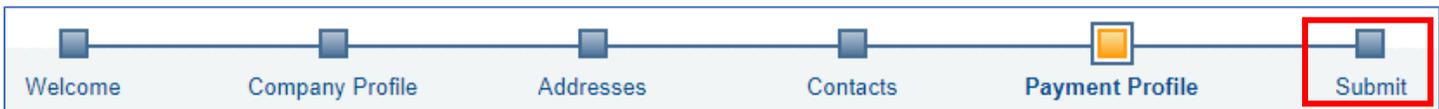
Yes
 No

*Will this vendor provide supplies to Ascension?

Yes
 No

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

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



- 16. 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

- 17. 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](#)