



## Updating Your Payment Method 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

### Contents

Logging In

Submitting Your Request

### Logging In

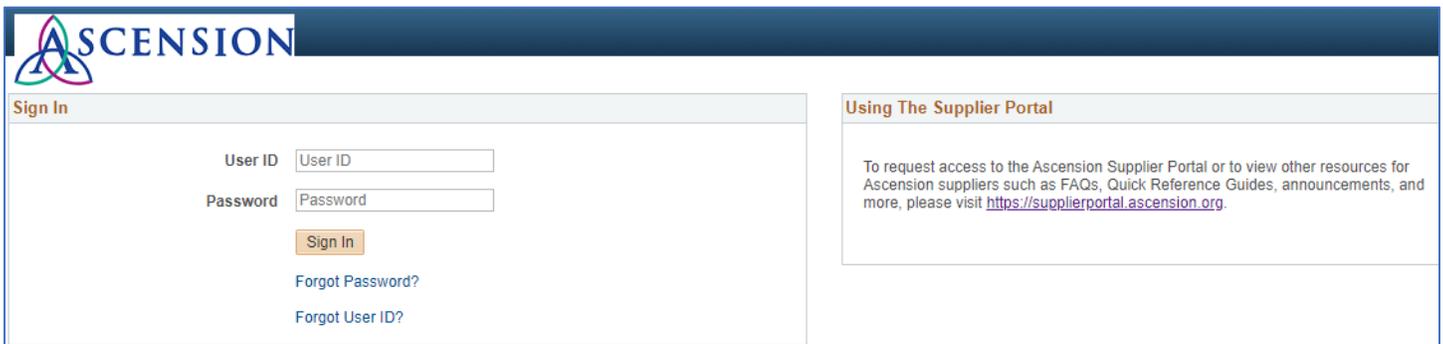
There are two ways to log in at <https://supplierportal.ascension.org> to submit a data change request.

#### Option 1:

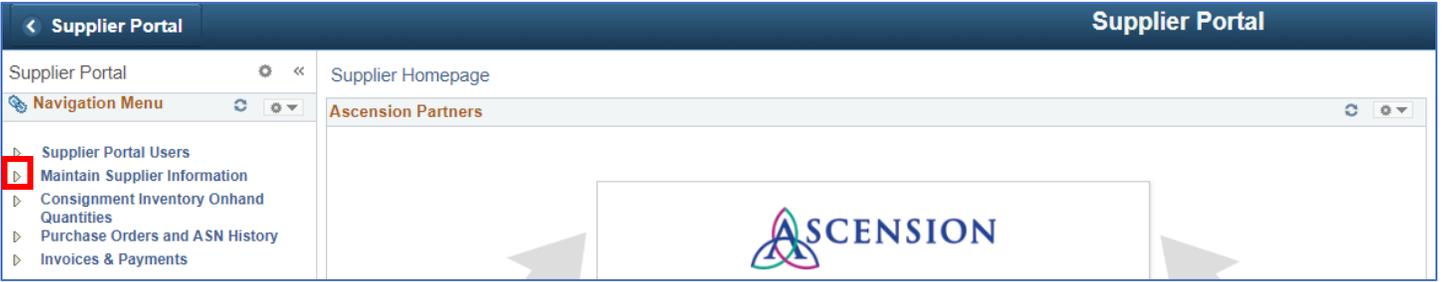
1. Click the **Sign In** button at the top right.



2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the **Forgot Password?** or **Forgot User ID?** links.



3. On the left-hand navigation, click the arrow next to **Maintain Supplier Information** to expand the menu options.



Supplier Portal Supplier Portal

Supplier Portal Supplier Homepage

Navigation Menu Ascension Partners

- Supplier Portal Users
- Maintain Supplier Information**
- Consignment Inventory Onhand Quantities
- Purchase Orders and ASN History
- Invoices & Payments

4. Click **Initiate Supplier Change**.



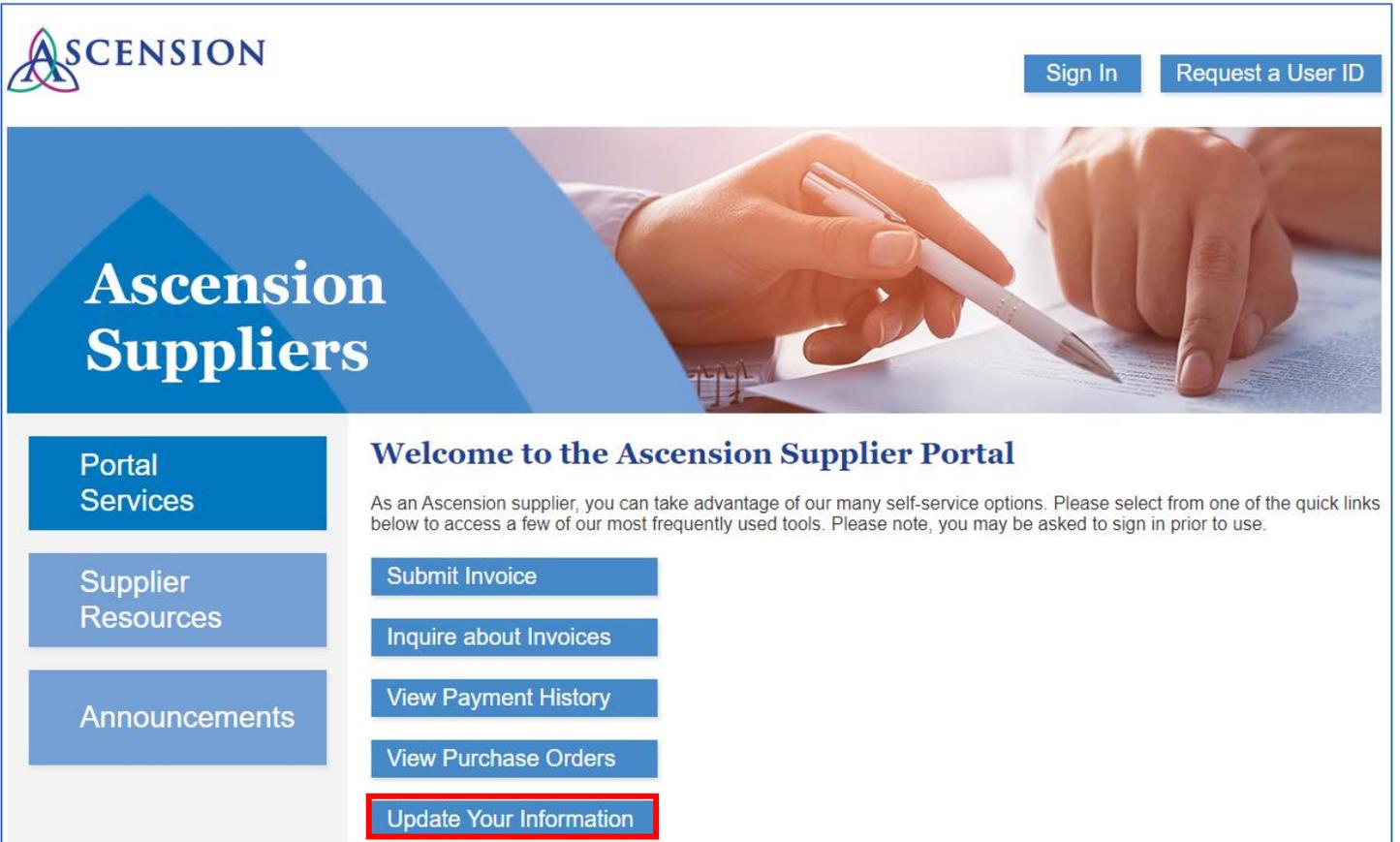
Supplier Portal Settings <<

Navigation Menu Refresh Settings

- Supplier Portal Users
- ▼ **Maintain Supplier Information**
  - Initiate Supplier Change**

**Option 2:**

1. Click the **Update Your Information** button.



ASCENSION Sign In Request a User ID

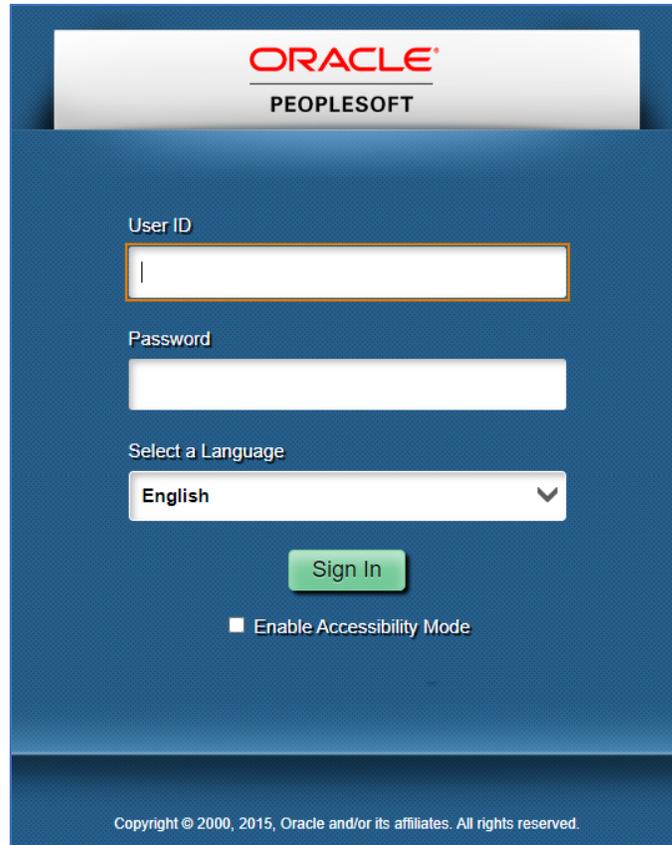
# Ascension Suppliers

**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.

- Portal Services
- Supplier Resources
- Announcements
- Submit Invoice
- Inquire about Invoices
- View Payment History
- View Purchase Orders
- Update Your Information**

2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.



ORACLE  
PEOPLESOFT

User ID

Password

Select a Language  
English ▼

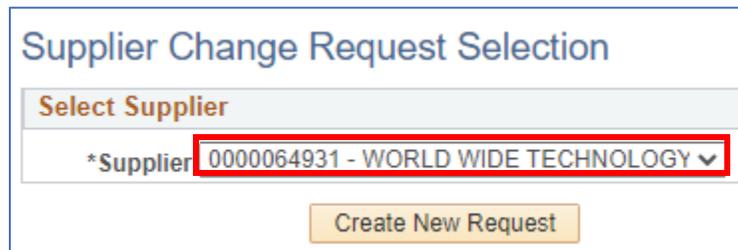
Sign In

Enable Accessibility Mode

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## Submitting Your Request

1. 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 Supplier

\*Supplier 0000064931 - WORLD WIDE TECHNOLOGY ▼

Create New Request

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

**< Supplier Change Request**

Welcome Company Profile Addresses Contacts Payment Profile Submit

Exit Save for Later | < Previous Next >

Welcome

( WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN)

Welcome!

Select from the train stops above to view and modify your information. When required information is complete you can submit for approval, or save and return later to complete your request.

**Requestor Information**

\*Requestor Name

\*Requestor Title

\*Requestor Email

\*Requestor Phone

[Review Changes](#)

Exit Save for Later | < Previous **Next >**

3. Click the **Next** button to move on to the **Company Profile** page.
4. If you are requesting to update your payment method to ACH direct deposit or if you need to update your ACH account information, click the **ACH Form** link to open the ACH form.
  - a. Save a local copy of the ACH form to your computer.
  - b. The form is an editable PDF. Please complete all fields electronically and be sure to save your changes after you have completed all fields.
  - c. Once you have completed the form and saved all information to the local file, click the link **Add W9, ACH and other Attachments** to attach the form to your request.

**< Supplier Change Request**

Welcome **Company Profile** Addresses Contacts Payment Profile Submit

Exit Save for Later | < Previous Next >

Company Profile for WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN

[Review Changes](#)

View or update general information about your company. Additional Name refers to the DBA on your W-9. Profile questions allow us to gather diversity data and other information regarding your company.

**Unique ID & Company Profile**

\*Supplier Name

Additional Name

**Add W9, ACH and other Attachments (3)**

**ACH Form**

5. 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 | [Print] [Refresh] 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_Asynchroony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchroony_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

- On the **File Attachment** pop up, click **Choose File** and locate the completed ACH form that you saved on your computer.



- After you have selected the file, click the **Upload** button.
- The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK**.



**< Supplier Change Request ID**

Supplier Attachment

SetID SHARE  
Supplier ID 0000064931

**Details** Personalize | Find | View All | First 1-4 of 4 Last

File Name	Description	Date/Time Stamp	Remove	
SP31070_TIN_OIG_SAM_pdf	TIN_OIG_SAM	05/10/2017 2:09:43PM		
World_Wide_Technology_Asynchroony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM		
World_Wide_Technology_Asynchroony_ACH_Info.pdf	ACH	05/10/2017 2:09:43PM		
<b>ACH_Form_090420.pdf</b>		11/19/2020 9:15:51AM	<input type="checkbox"/>	New

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

Attachments (3)

**OK** Cancel

9. 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?**

**\*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.**

**\*Will this vendor provide supplies to Ascension?**

Yes  
 No

10. After you have completed all required fields on the **Company Profile** page, click the **Payment Profile** icon in the top navigation bar.

Welcome **Company Profile** Addresses Contacts **Payment Profile** Submit

11. On the **Payment Profile** page, click the **Edit** button.

Welcome   Company Profile   Addresses   Contacts   Payment Profile   Submit

Exit   Save for Later   |   ◀ Previous   Next ▶

### Payment Profile for WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN

 [Review Changes](#)

To edit the Payment Profile, please click the "Edit" button. This section contains the ability to update Ordering and Remitting addresses as well as the Payment Method. If requesting a Pay Terms change, please note this on the Company Profile stop as to why the update is being requested. Pay Terms will not be updated unless a copy of the contract is attached on the Company Profile stop. Ascension default Pay Terms are 60 days.

Description	Change Effective Date	Default	Edit
MAIN - MAIN	05/10/2017	<input checked="" type="checkbox"/>	<span style="border: 2px solid red; padding: 2px;">Edit</span>

\*Required Field

 [Review Changes](#)

Exit   Save for Later   |   ◀ Previous   Next ▶

- The **Payment Profile** page will open. Please note that you will not be able to edit many of the fields on this page. Our Master Data Management team will update your Payment Profile based on the information you provided on the ACH form you attached on the **Company Profile** page of your request.



## Payment Profile for MAIN - MAIN

### Ordering

Supplier WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN Select a Different Address

### Remitting

Supplier WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN PRIM MARYLAND HEIGHTS MO Select a Different Address

Expand All Collapse All Select a Different Address

### Payment Preferences

\*Payment Terms ID 030

### Payment Notification Preferences

Enable Email Payment Advice

Email ID

Payment Method

Remove

Automated Clearing House

Add Email Payment Method

### Procurement Options

\*Invoicing Address PRIM MAF

\*Returning Address PRIM MAR

\*Ship From Address PRIM MAF

\*Pricing Location MAIN

\*Freight Terms Code FEDEX

Consign Voucher Manual

\*PO Dispatch Method EML

### Additional Payables Options

#### Payment Control

\*Pay Group Code RP

Hold Payment

Separate Payment

#### Draft Processing Control

Payment Method Aut ACH

#### Bank

Bank

Account

#### Additional Payment Information

Pay Method Options Specify

\*Payment Method Automated Clearing House

\*Layout Option Use Bank Account Default

Layout

Handling Options Default from Higher Level

Payment Handling RE

Reschedule ID

Payment Request Interface

13. Under the **Payment Notification Preferences** section, check the box next to **Enable Email Payment Advice** and enter the email address that you would like the ACH remittance emails to be sent to.

14. Change the **Payment Method** dropdown to **Automated Clearing House**.

15. Scroll to the bottom of the page and click the **OK** button.

1. Click **Next** or click the **Submit** icon on the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.





16. On the **Submit** page, you will be prompted to review your changes. Please note that your request will not be submitted for processing until you have confirmed the changed and clicked the final Submit button.

17. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.

18. Click the **Review** button if you would like to review your changes.

19. 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.

20. 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.