



## Updating Your Company Address Quick Reference Guide

**Purpose:** This document provides instructions for how to submit a request to update your company's address via the Supplier Portal.

**Audience:** Suppliers with access to the Ascension Supplier Portal

### Contents

Logging In

Adding or Inactivating an Address

Updating Your Remit Address

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:

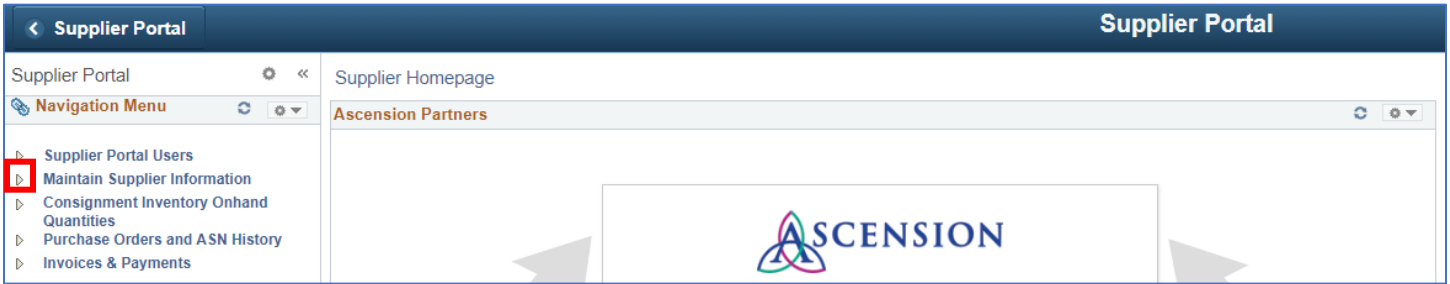
1. Click the **Sign In** button at the top right.



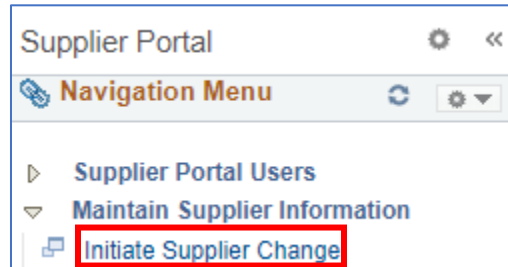
2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the **Forgot Password?** or **Forgot User ID?** links.



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

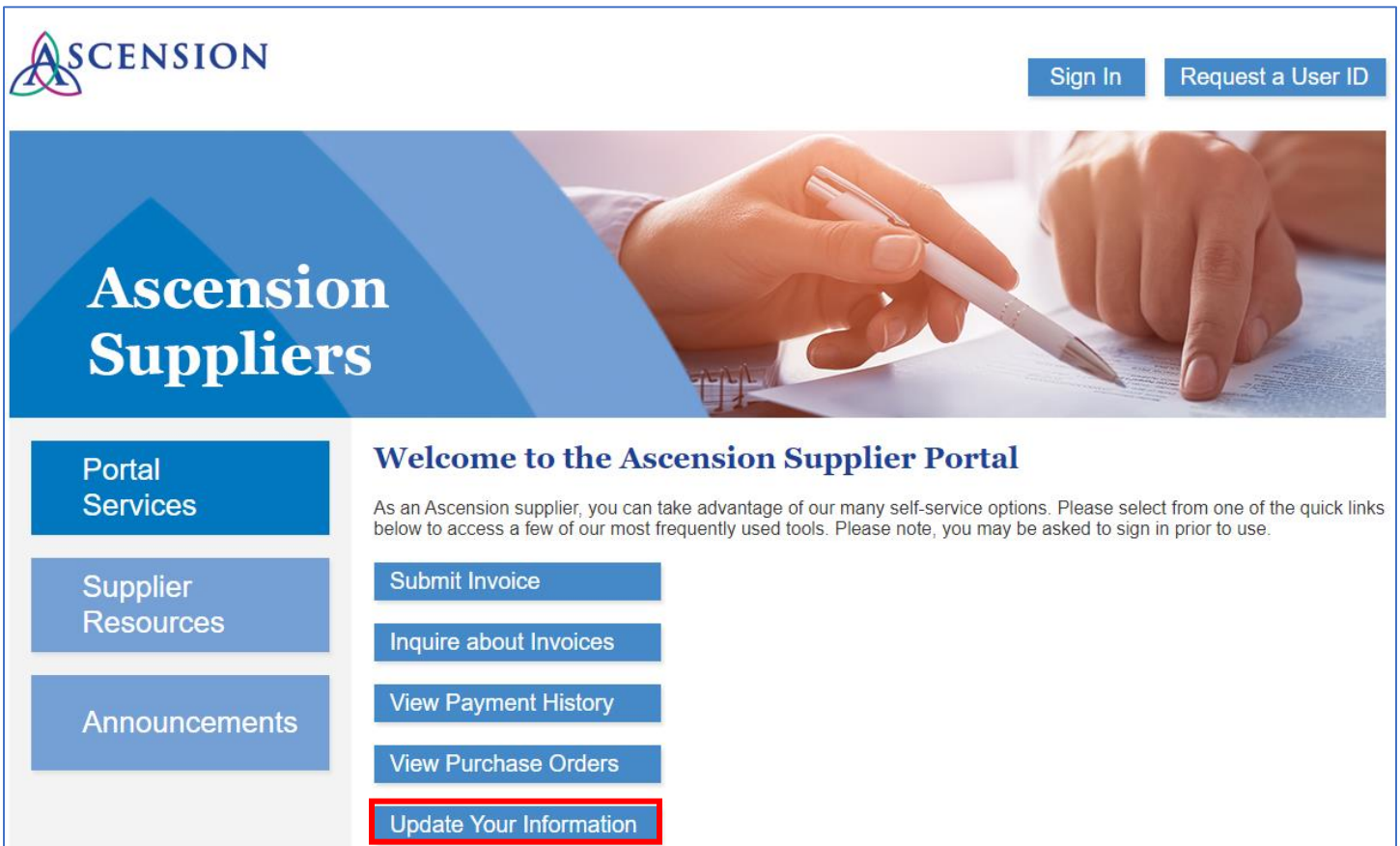


4. Click **Initiate Supplier Change**.



**Option 2:**

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





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

### 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**.

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 the address on your W-9 has changed, you must attach a copy of your updated W-9. Click the link **Add W9, ACH and other Attachments**.

**< 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

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**Details** Personalize | Find | View All | [Print] [Refresh] First 1-3 of 3 Last

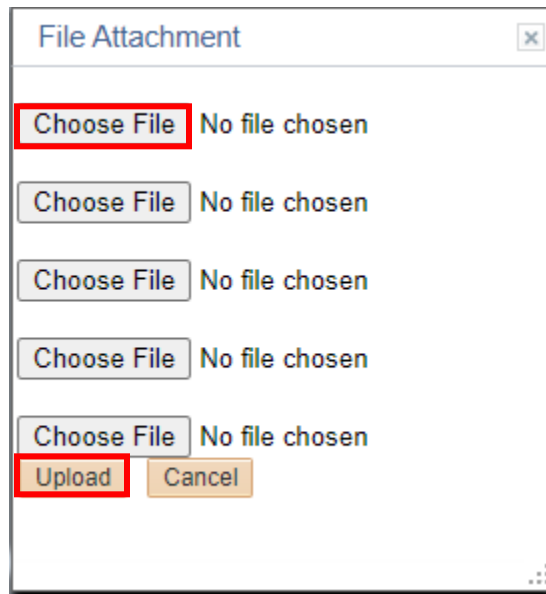
File Name	Description	Date/Time Stamp
SP31070_TIN_OIG_SAM_.pdf	TIN OIG SAM	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_ACH_Info.pdf	ACH	05/10/2017 2:09:43PM

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

- On the **File Attachment** pop up, click **Choose File** and locate the W9 file 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_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		
<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. Click the **Next** button to continue to the **Addresses** page.

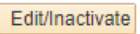
11. All addresses on file for your company will display. To add a new address, click the **Add New Address** button.

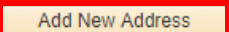
Welcome Company Profile **Addresses** Contacts Payment Profile Submit


Exit Save for Later | Previous Next

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/Inactivate
PRIM OAK BROOK IL	C/O PROFESSIONAL BUSINESS CONSULTANTS			



 [Review Changes](#)

Exit Save for Later | Previous Next

- The **Address Information** page will open. Enter the address.
- If this address is used for remittance and you would like Ascension to issue checks to your company's DBA name instead of the name on line 1 of your W-9, please expand the **Payment/Withholding Alt Names** section and enter the DBA name in the **Name 1** field.
- Click **OK**.

**Address Information**

Description

Country   United States

Address 1

Address 2

City

County

Postal

State

Email ID

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**Phone Information**

*Phone Type	Country Code	Telephone (5555555555)	Extension
<input type="text" value="Business"/> <input type="button" value="▼"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

**Payment/Withholding Alt Names**

Approved Changes Take Effect:  Approval Date  Future Date


15. To edit or inactivate an address, click the **Edit/Inactivate** button.



Welcome
Company Profile
Addresses
Contacts
Payment Profile
Submit

Exit | Save for Later | Previous | Next


### 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/Inactivate
PRIM OAK BROOK IL	C/O PROFESSIONAL BUSINESS CONSULTANTS			Edit/Inactivate

Add New Address

 [Review Changes](#)

Exit | Save for Later | Previous | Next

16. The **Address Information** page will open. Make necessary updates to the address. If you need to inactivate the address, change the **Effective Status** to Inactive. **Please note:** If you are requesting to inactivate the address that is on your W-9, please be sure to attach an updated copy of your W-9 on the **Company Profile** page of your request. Refer to steps 4-8 in this guide.

### Address Information

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#### Address Information

Description Effective Status Active ▼  
 Country USA United States  
 Address 1 1234 AMERICA WAY  
 Address 2 SUITE 55

City INDIANAPOLIS  
 County  Postal 46268  
 State IN Indiana  
 Email ID

#### Phone Information

Phone Type	Country Code	Telephone (5555555555)	Extension	Remove
Business ▼	1			<input type="checkbox"/>

Add Phone

#### ▶ Payment/Withholding Alt Names

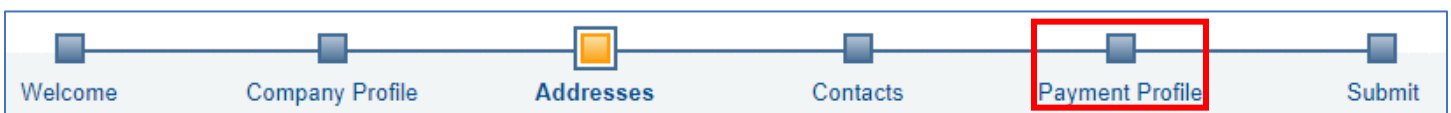
Approved Changes Take Effect:  Approval Date  
 Future Date 11/19/2020 [calendar icon]

OK
Cancel

17. Once you have made all necessary changes, click the **OK** button. If you need to update your Remit address, continue to the next section in this guide. If not, review the final section in this guide to submit your request.

## Updating Your Remit Address

1. To designate an address as your company's Remit address, click the **Payment Profile** icon in the top navigation.



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

[Welcome](#)
[Company Profile](#)
[Addresses](#)
[Contacts](#)
[Payment Profile](#)
[Submit](#)

[Exit](#)
[Save for Later](#)
[Previous](#)
[Next](#)

## Payment Profile

[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	03/12/2020	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

\*Required Field

[Review Changes](#)

[Exit](#)
[Save for Later](#)
[Previous](#)
[Next](#)

- 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.

### Payment Profile

#### Payment Profile for MAIN - MAIN

**Ordering**

Supplier GENERAL ELECTRIC COMPANY [Select a Different Address](#)

NON-AP PRINCETON NJ  
101 CARNEGIE CTR  
PRINCETON, NJ 08540

Expand All Collapse All [Select a Different Address](#)

**Payment Preferences**

\*Payment Terms ID

**Remitting**

Supplier GENERAL ELECTRIC COMPANY [Select a Different Address](#)

REMIT CHICAGO  
PO BOX 96483  
CHICAGO, IL 60693

**Payment Notification Preferences**

Enable Email Payment Advice

Email ID

Payment Method	Remove
Automated Clearing House	<input type="checkbox"/>

[Add Email Payment Method](#)

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

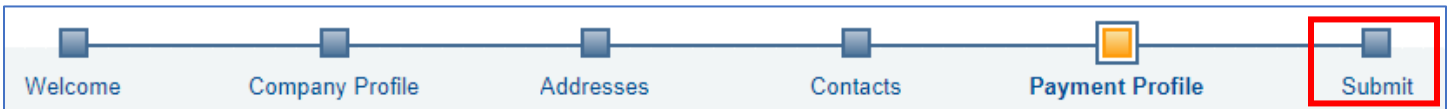
**Supplier Address Search**
**GENERAL ELECTRIC COMPANY**

Description	Address	City	State	Postal Code	Country
<input type="radio"/> NON-AP PRINCETON NJ	101 CARNEGIE CTR	PRINCETON	NJ	08540	USA
<input type="radio"/> NON-AP ISSAQUAH WA	5150 220TH AVE SE	ISSAQUAH	WA	98029	USA
<input type="radio"/> NON-AP PITTSBURGH PA	PO BOX 640200	PITTSBURGH	PA	15264	USA
<input type="radio"/> NON-AP REMIT POB ATLANTA GA	PO BOX 402076	ATLANTA	GA	30384-2076	USA
<input type="radio"/> NON-AP REMIT POB CHICAGO IL	2984 COLLECTION CENTER DR	CHICAGO	IL	60693-0029	USA
<input type="radio"/> NON-AP REMIT CHICAGO IL	ACCOUNTS RECEIVABLE	CHICAGO	IL	60693-0055	USA
<input type="radio"/> NON-AP REMIT POB PITTSBURGH PA	PO BOX 641936	PITTSBURGH	PA	15264-1936	USA
<input type="radio"/> NON-AP REMIT CHICAGO IL	75 REMITTANCE DR STE 1080	CHICAGO	IL	60675-1080	USA
<input type="radio"/> NON-AP REMIT - DALLAS	PO BOX 843553	DALLAS	TX	75284	USA
<input checked="" type="radio"/> REMIT CHICAGO	PO BOX 96483	CHICAGO	IL	60693	USA

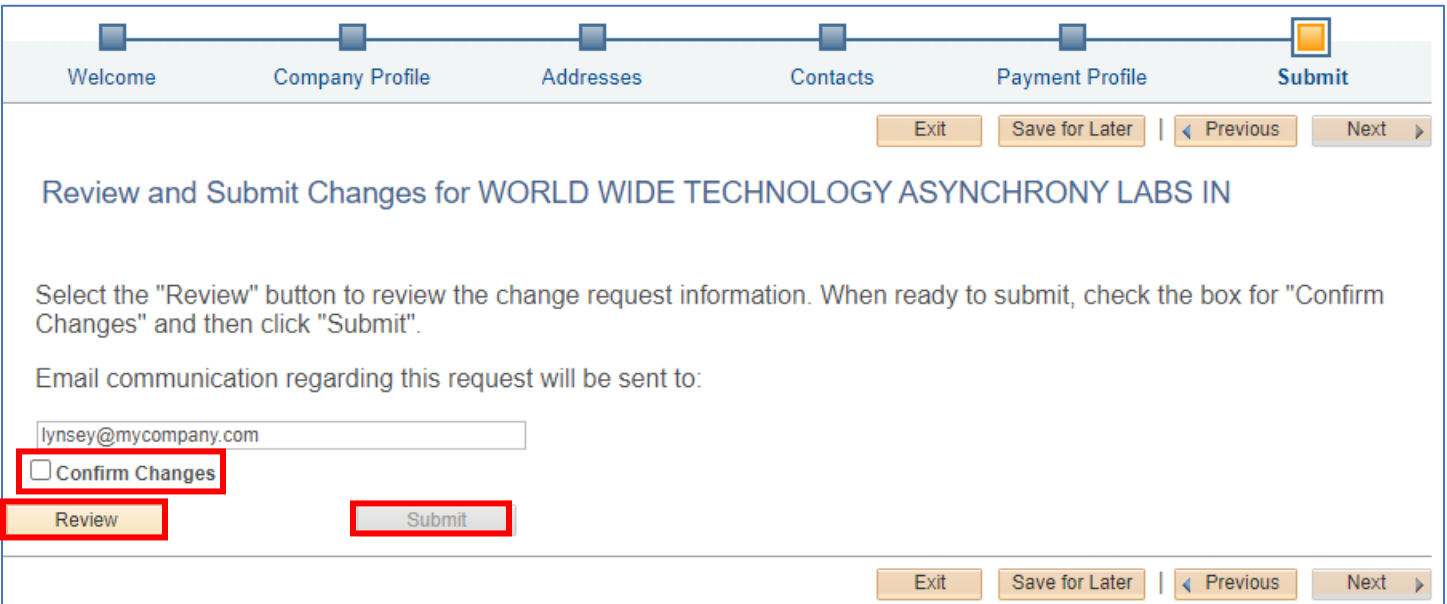
5. Click **OK** again on the **Payment Profile** page.

### Submitting Your Request

1. 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.



2. 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.



The screenshot shows the 'Review and Submit Changes' page. At the top, the navigation bar has 'Submit' highlighted with a red box. Below the navigation bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main heading is 'Review and Submit Changes for WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN'. Below this, there is a note: 'Select the "Review" button to review the change request information. When ready to submit, check the box for "Confirm Changes" and then click "Submit".' Underneath, it says 'Email communication regarding this request will be sent to:' followed by an email address field containing 'lynsey@mycompany.com'. Below the email field is a checkbox labeled 'Confirm Changes' which is highlighted with a red box. At the bottom of the form area are two buttons: 'Review' and 'Submit', both highlighted with red boxes. At the very bottom of the page are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'.

3. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.
4. Click the **Review** button if you would like to review your changes.




- 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.

**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](#)

- 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.