



## Updating Your Company Name or DBA Quick Reference Guide

**Purpose:** This document provides instructions for how to submit a request to update your company name or DBA via the Supplier Portal.

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

### Contents

General Information

Logging In

Submitting Your Request

### 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. This guide provides step-by-step instructions to submit the change.

**Note:** To update your company's Tax ID Number, send an email to [MDMSupplierRequests@TheResourceGroup.com](mailto: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 with the new Tax ID Number along with any other supporting documentation.

### 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.

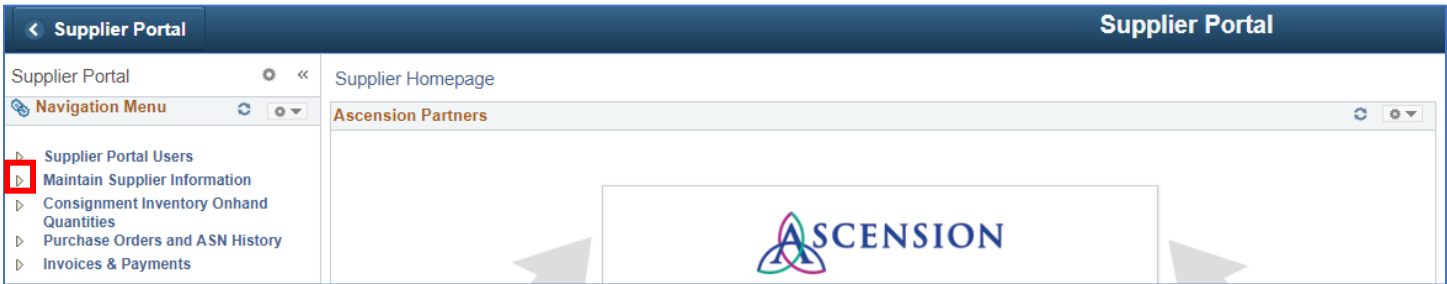


2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the **Forgot Password?** or **Forgot User ID?** links.

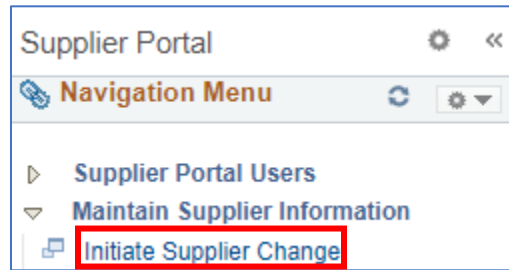


The image shows the top section of the Ascension Supplier Portal. On the left is a 'Sign In' form with fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot Password?' and 'Forgot User ID?'. On the right is a text box titled 'Using The Supplier Portal' with instructions on how to request access and a link to the portal.

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.

# Ascension Suppliers

Portal  
Services

Supplier  
Resources

Announcements

## 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](#)

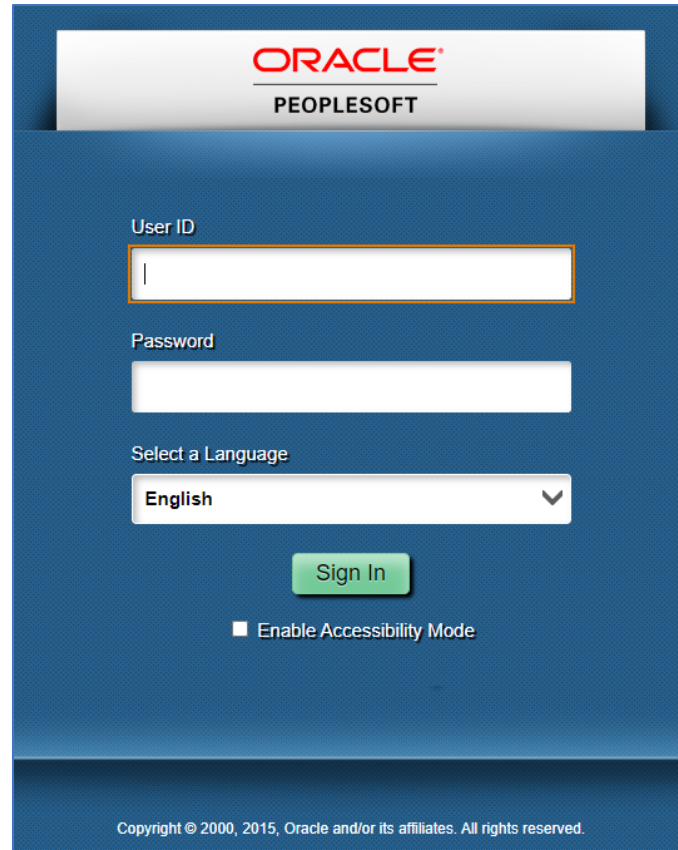
[Inquire about Invoices](#)

[View Payment History](#)

[View Purchase Orders](#)

[Update Your Information](#)

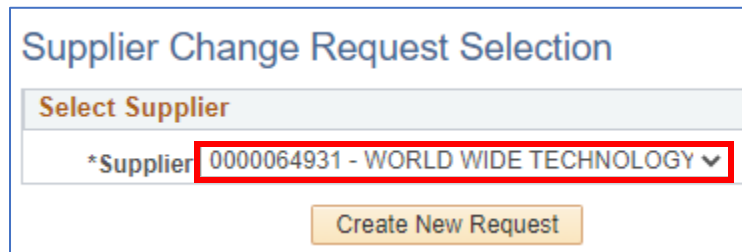
2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.



The image shows the Oracle PeopleSoft sign-in page. At the top, the Oracle logo and 'PEOPLESOFT' are displayed. Below this, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown menu is currently set to 'English'. A green 'Sign In' button is positioned below the language selection. At the bottom of the form area, there is a checkbox labeled 'Enable Accessibility Mode'. The footer of the page contains the copyright notice: 'Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved.'

## 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**.



The image shows a 'Supplier Change Request Selection' form. It has a title 'Supplier Change Request Selection' at the top. Below the title is a section titled 'Select Supplier'. Underneath this, there is a dropdown menu labeled '\*Supplier' with the selected option '0000064931 - WORLD WIDE TECHNOLOGY'. A red box highlights the dropdown menu. At the bottom of the form, there is a button labeled '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. Under **Unique ID & Company Profile** you can update your Supplier Name and Additional Name. 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.

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

Exit Save for Later | < Previous Next >

**Company Profile for ADVANCE INPATIENT MEDICINE**

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

Expand All Collapse All

**Additional ID Numbers**

Standard ID Qualifier	ID Number
Tax Identification Number	

5. To attach your W9, click the link **Add W9, ACH and other Attachments**.
6. 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

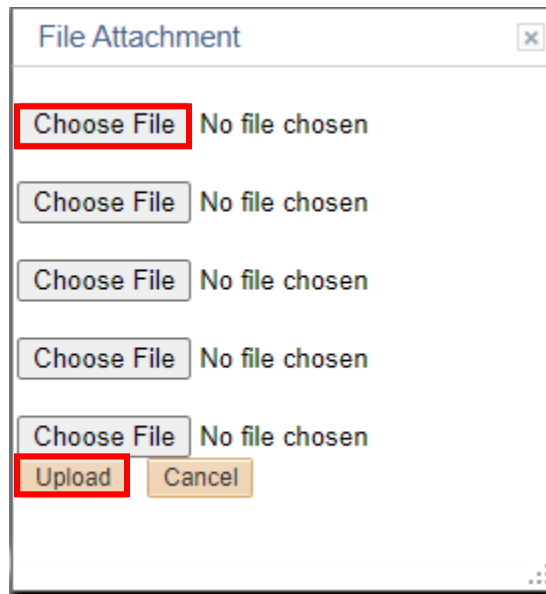
File Name	Description	Date/Time Stamp
SP31070_TIN_OIG_SAM_.pdf	TIN OIG SAM	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_ACH_Info.pdf	ACH	05/10/2017 2:09:43PM

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 completed 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_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

10. On the **Company Profile** page, complete all required questions in the **Profile Questions** section. Provide details about the change you are requesting.

**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

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

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



12. 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 changes and clicked the final Submit button.

- 13. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.
- 14. Click the **Review** button if you would like to review your changes.
- 15. 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.

16. 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.