



# Updating Your Company Name, DBA, or Tax ID Number 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

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:

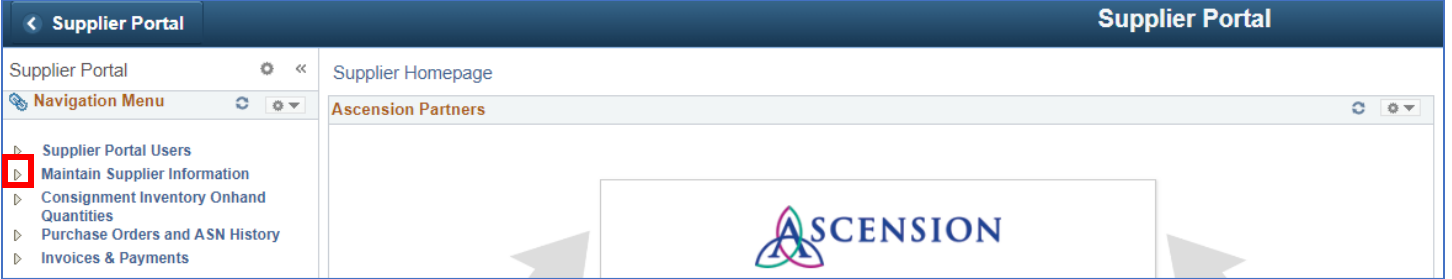
1. Click the **Sign In** button at the top right.



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

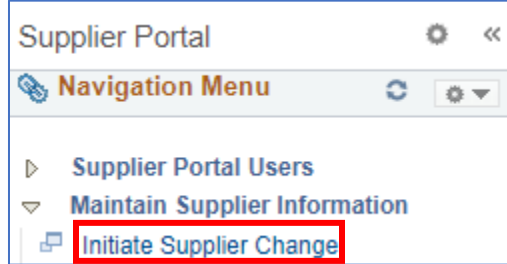
**Navigation Menu**

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

Ascension Partners



4. Click **Initiate Supplier Change**.



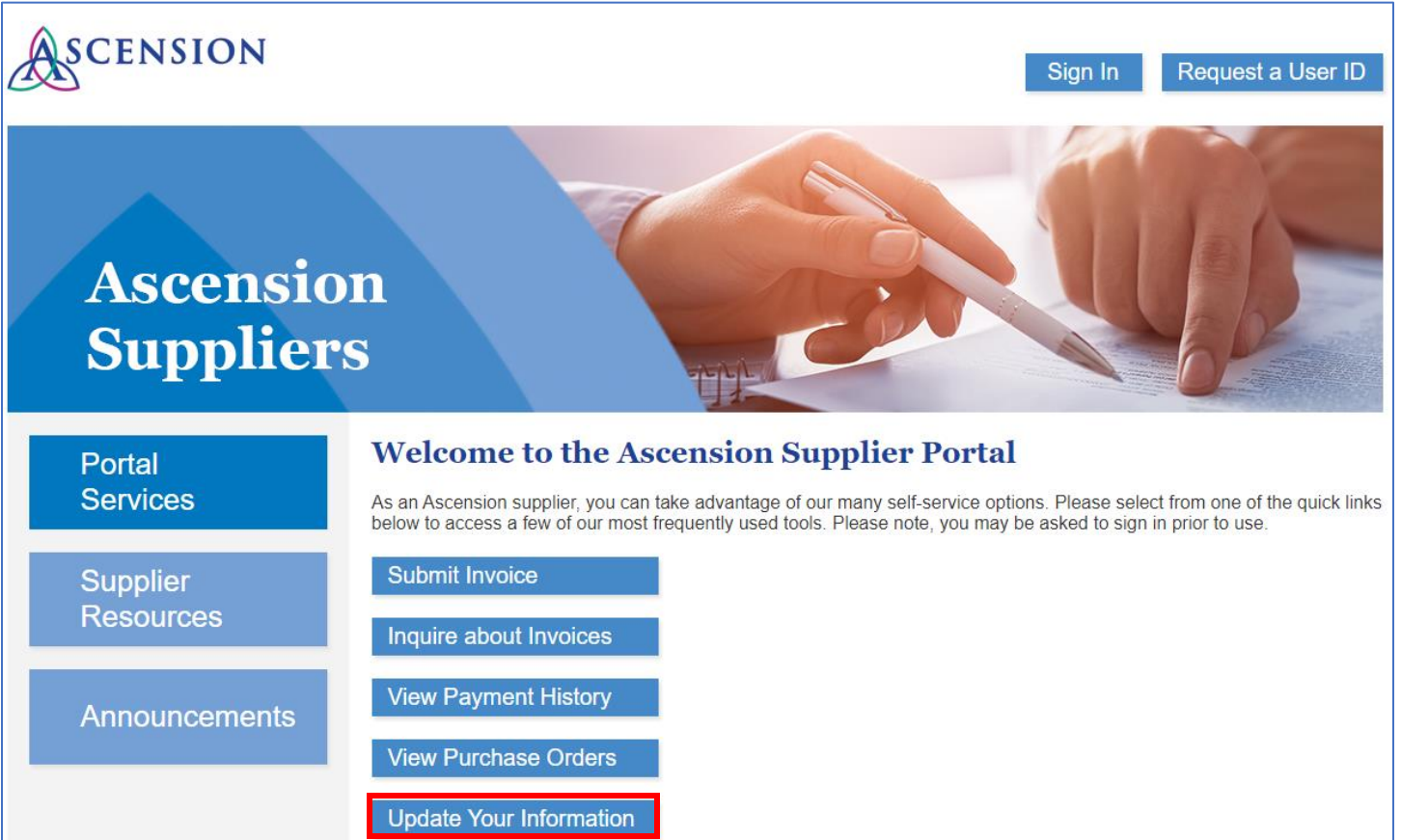
Supplier Portal Settings <<


**Navigation Menu** Refresh & Settings

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

**Option 2:**

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



 [Sign In](#) [Request a User ID](#)

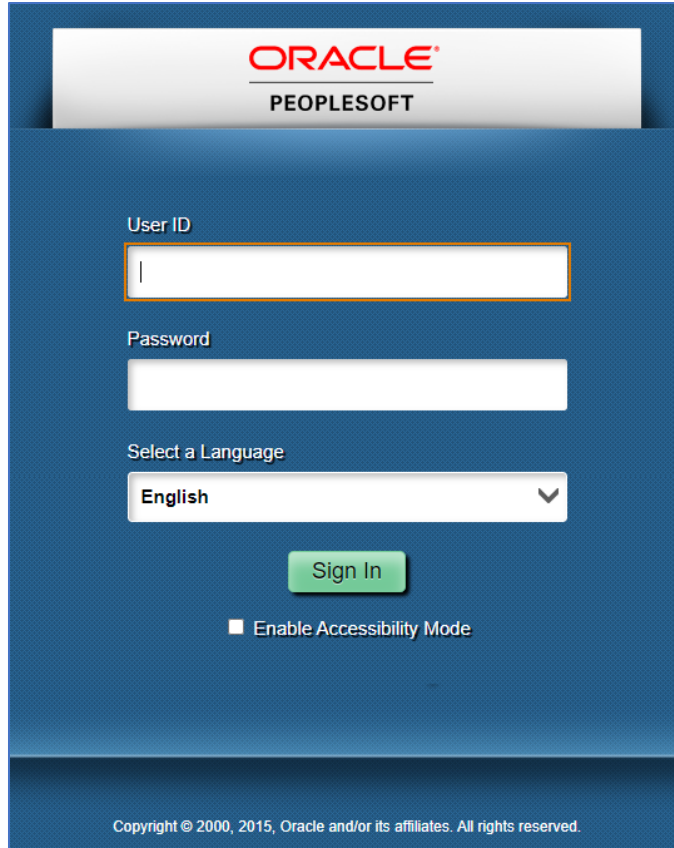
# Ascension Suppliers

**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 ▼

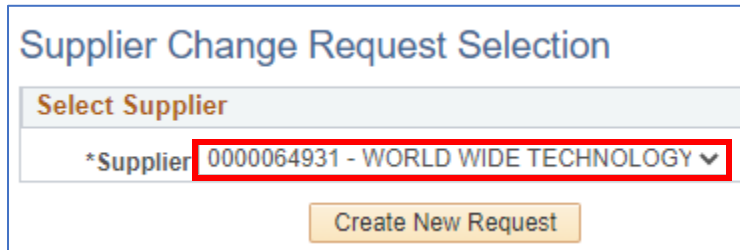
Sign In

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. 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**

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

Expand All Collapse All

**Additional ID Numbers**

Standard ID Qualifier	ID Number
Tax Identification Number	

5. To view the Tax ID number we have on file for your company, click the **Additional ID Numbers** section to expand it.
6. If your company's Tax ID Number has changed, please include details about this change in the **Profile Questions** section and attach an up-to-date copy of your W9.



- To attach your W9, click the link **Add W9, ACH and other Attachments**.
- On the **Supplier Attachment** page, click the **Add Attachment** button.

Supplier Attachment

SetID SHARE  
Supplier ID 0000064931

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.

File Attachment

**Choose File** No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

**Upload** Cancel

- 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

12. 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

13. 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**

14. 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.

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

Exit    Save for Later    < Previous    Next >

### Review and Submit Changes for WORLD WIDE TECHNOLOGY ASYNCHRONY LABS IN

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

**Review**                      **Submit**


Exit    Save for Later    < Previous    Next >

15. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.
16. Click the **Review** button if you would like to review your changes.
17. 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


**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](#)

18. 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.