



Updating Your Pay Terms Quick Reference Guide

Purpose: This document provides instructions for how to submit a request to update your pay terms via the Supplier Portal.

Audience: Supplier users with access to the Ascension Supplier Portal

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Logging In

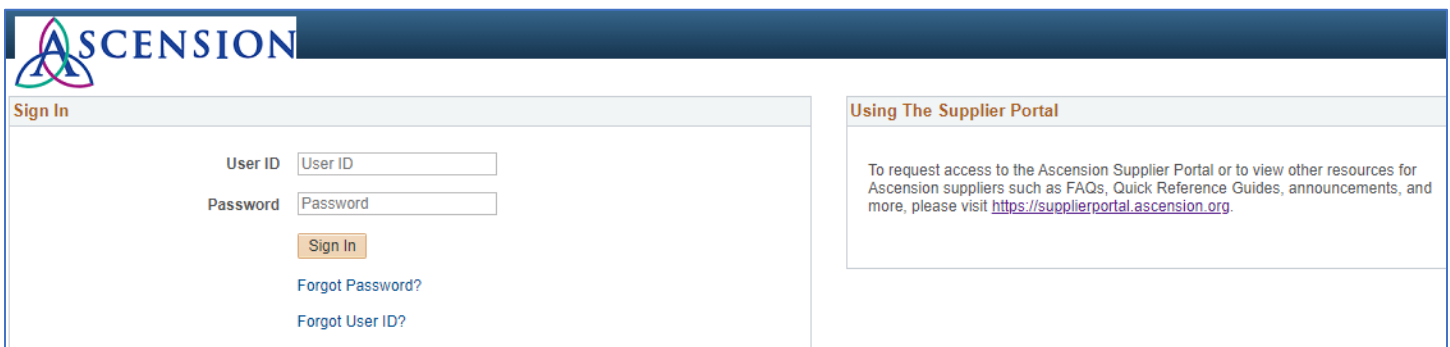
There are two ways to log in at <https://supplierportal.ascension.org> to submit a data change request.

Option 1:

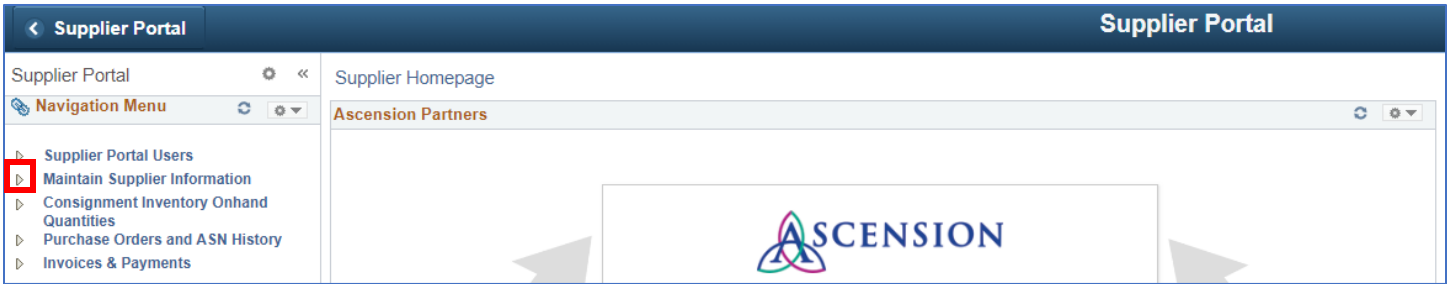
1. Click the **Sign In** button at the top right.



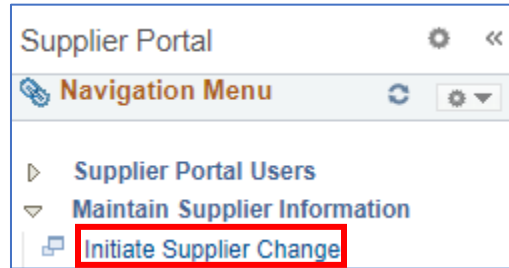
2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the **Forgot Password?** or **Forgot User ID?** links.



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

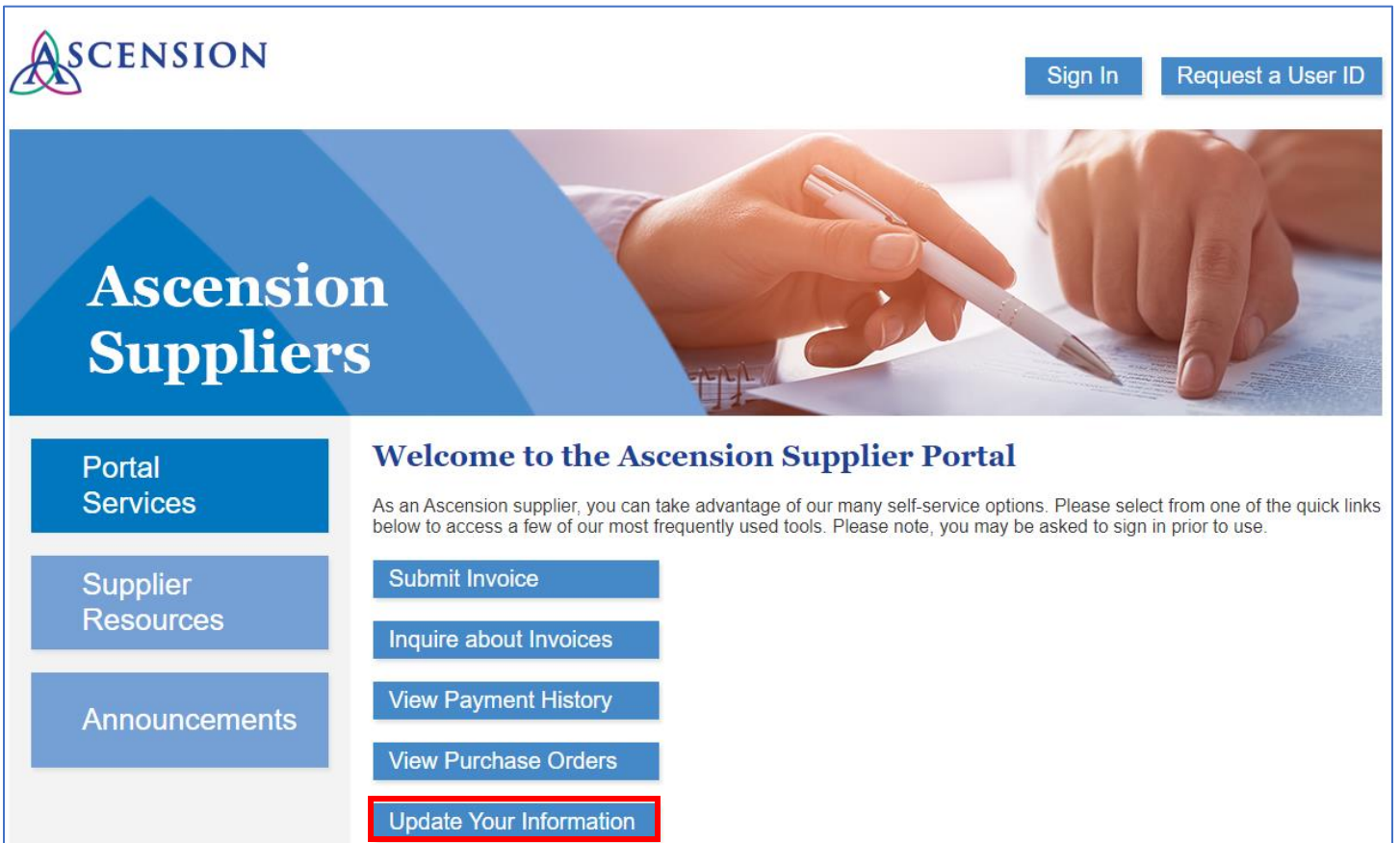


4. Click **Initiate Supplier Change**.

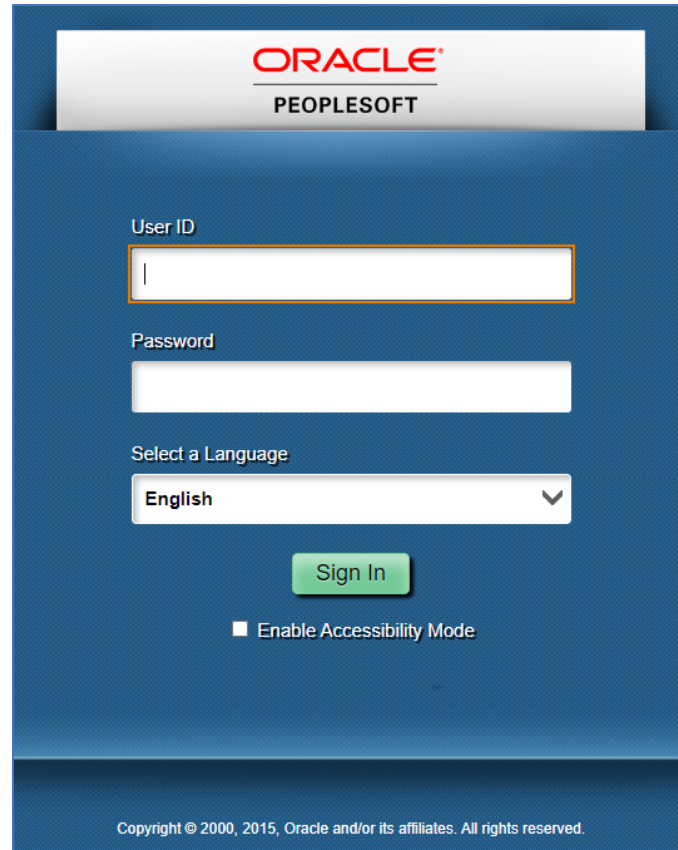


Option 2:

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



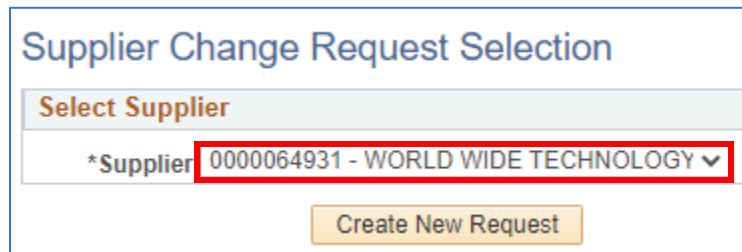
2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.



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. The title 'Supplier Change Request Selection' is 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 yellow 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 [Review Changes](#)

(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. Your pay terms will only be updated if a copy of your up-to-date contract is attached to the request. To attach your contract, 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

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

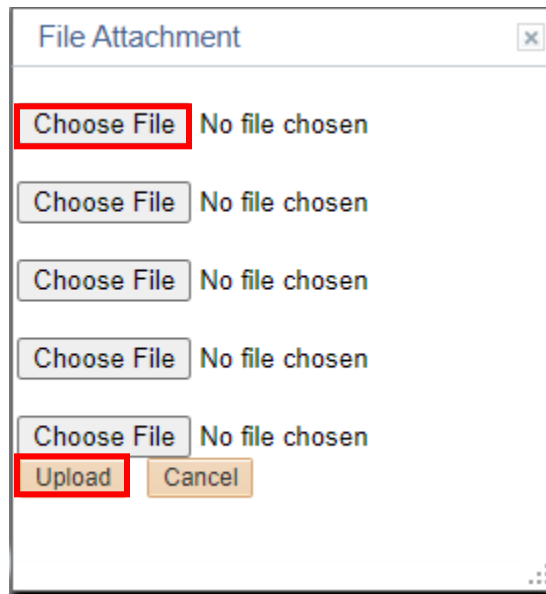
File Name	Description	Date/Time Stamp
SP31070_TIN_OIG_SAM_.pdf	TIN OIG SAM	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_Labs_Inc_W9.pdf	W9	05/10/2017 2:09:43PM
World_Wide_Technology_Asynchrony_ACH_Info.pdf	ACH	05/10/2017 2:09:43PM

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 contract 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		
ACH_Form_090420.pdf		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. In the top navigation, click the **Payment Profile** icon.

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

11. 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 for GENERAL ELECTRIC COMPANY [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	11/19/2020	<input checked="" type="checkbox"/>	Edit

*Required Field [Review Changes](#)

Exit Save for Later Previous Next

12. On the **Payment Profile** page, select the correct pay terms in the **Payment Preferences** section.

Payment Profile

Payment Profile for MAIN - MAIN

Ordering

Supplier ADVANCE INPATIENT MEDICINE [Select a Different Address](#)
PRIM OAK BROOK IL
C/O PROFESSIONAL BUSINESS CONSULTANTS
OAK BROOK, IL 60523-8723

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

Remitting

Supplier ADVANCE INPATIENT MEDICINE [Select a Different Address](#)
PRIM OAK BROOK IL
C/O PROFESSIONAL BUSINESS CONSULTANTS
OAK BROOK, IL 60523-8723

Payment Preferences

*Payment Terms ID **00**

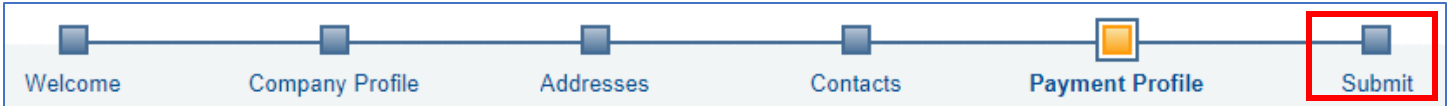
Payment Notification Preferences

Enable Email Payment Advice
Email ID
Payment Method [Remove](#)

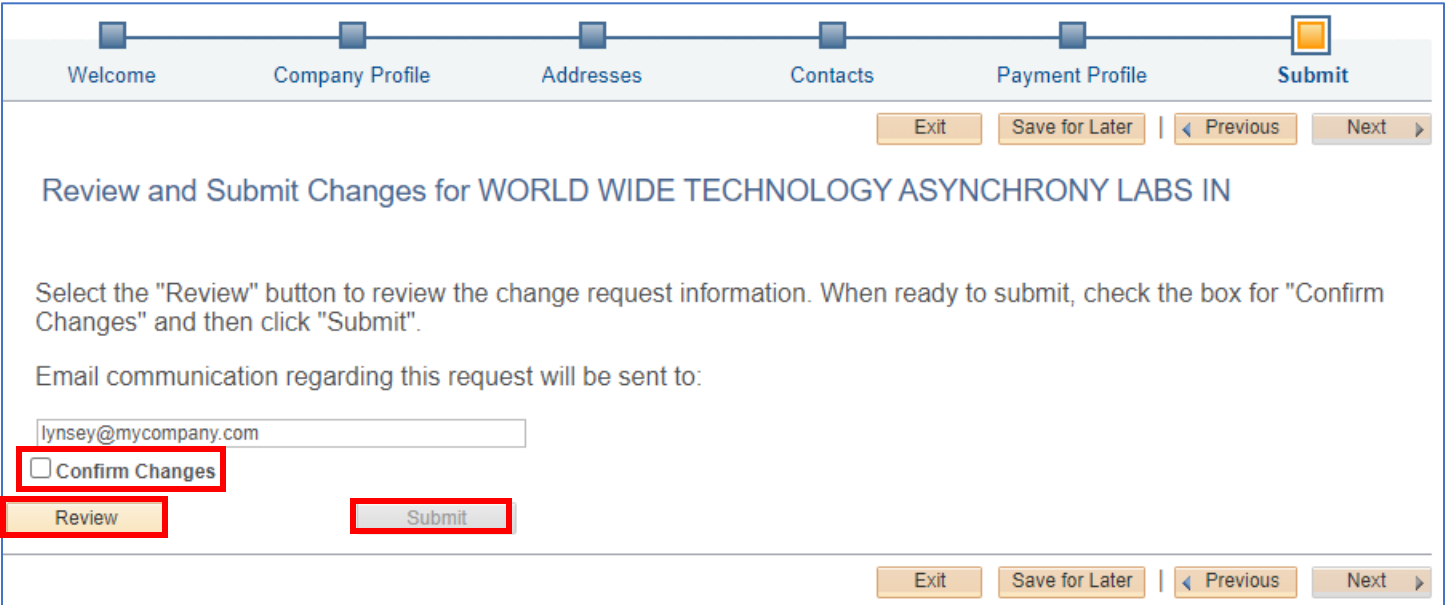
[Add Email Payment Method](#)

13. Click **OK** at the bottom of the page.

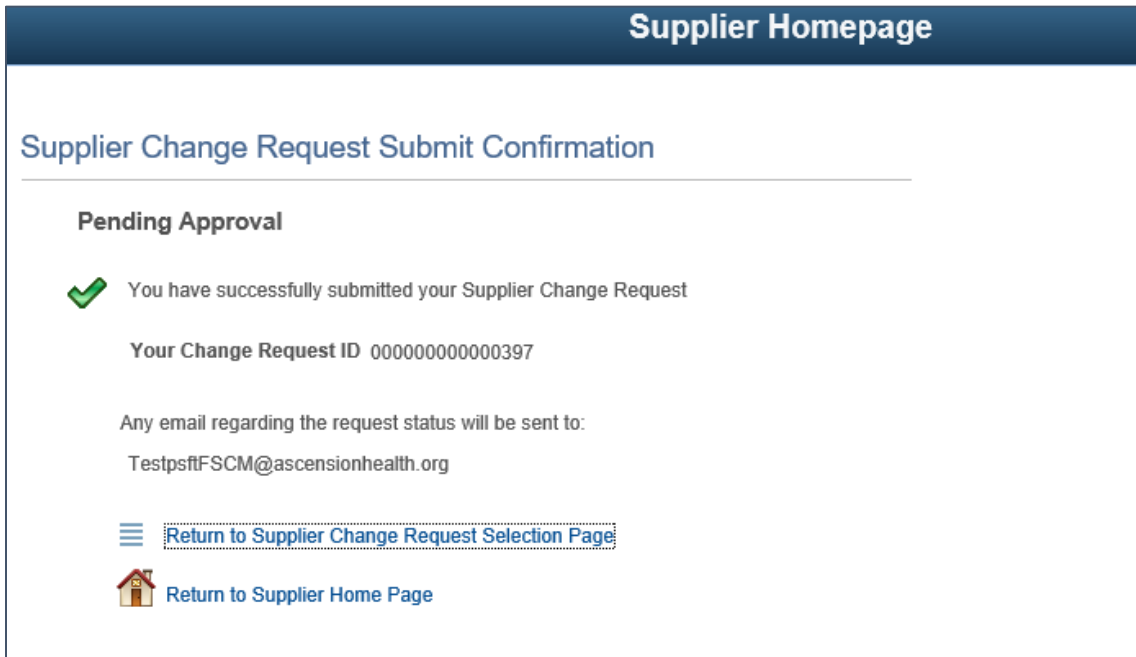
14. Click **Next** or click the **Submit** icon in the top navigation. **NOTE:** Your request is not submitted until you confirm your changes on the final Submit page.



15. 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.



16. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.
17. Click the **Review** button if you would like to review your changes.
18. 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.





19. 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.