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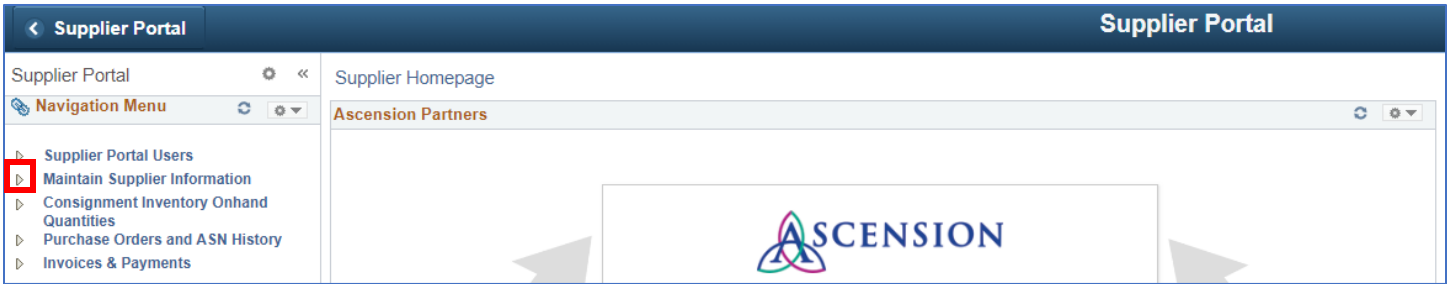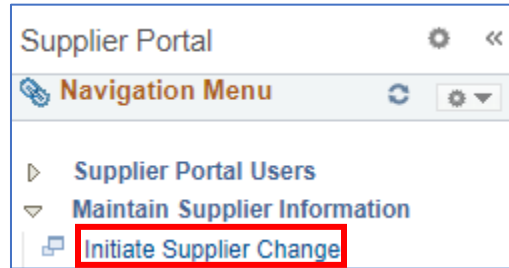
1. Click the **Sign In** button at the top right.

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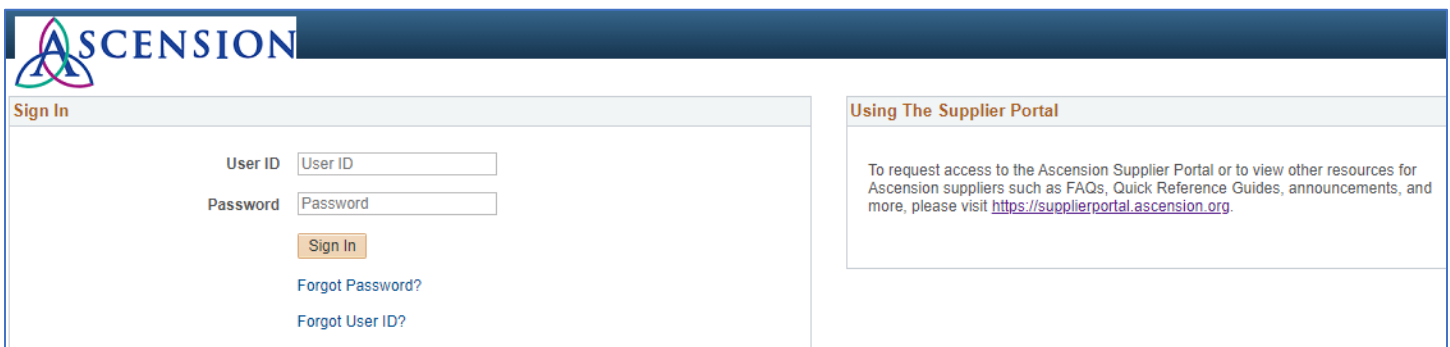
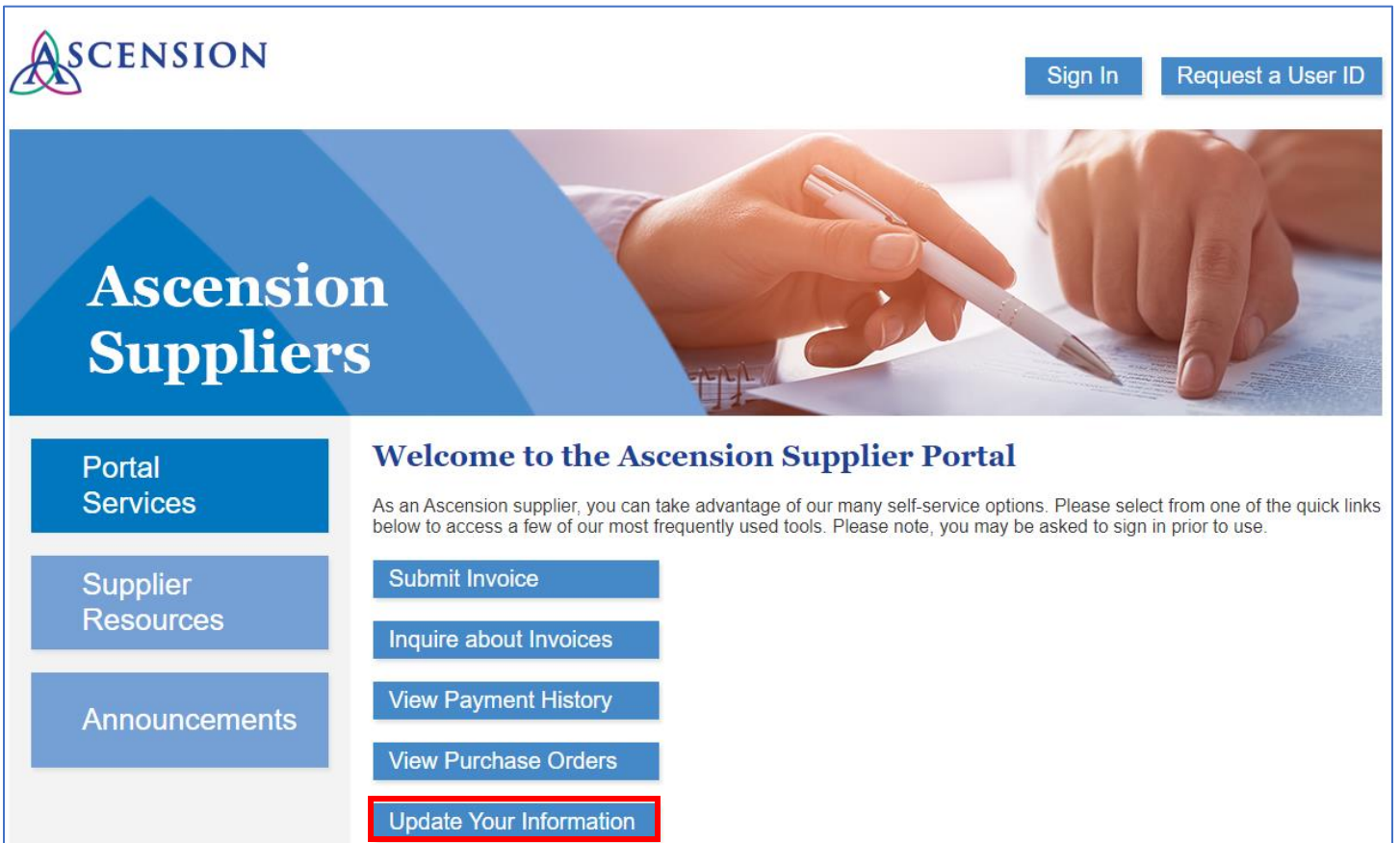3. On the left-hand navigation, click the arrow next to **Maintain Supplier Information** to expand the menu options.

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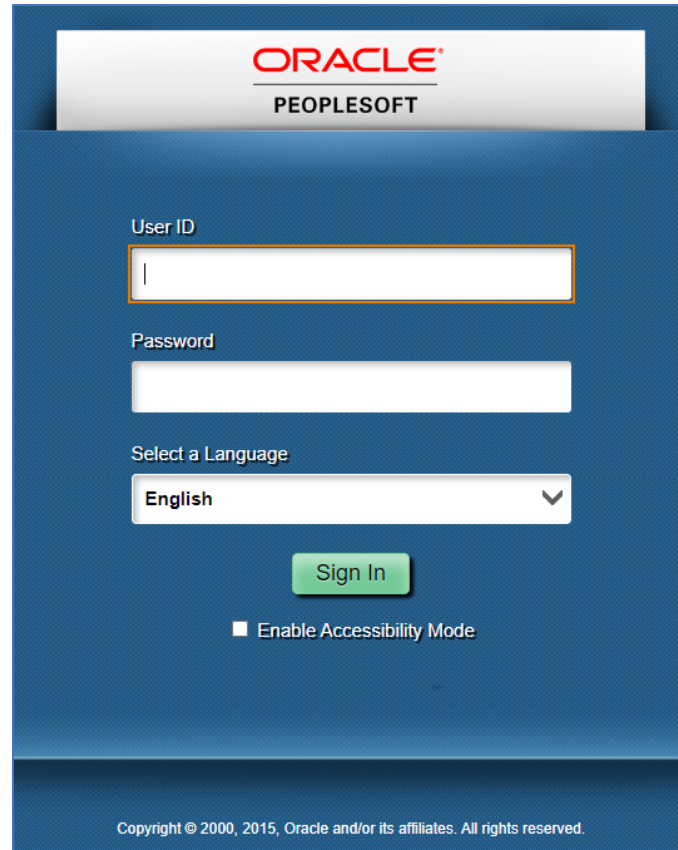4. Click **Initiate Supplier Change.**

Option 2:

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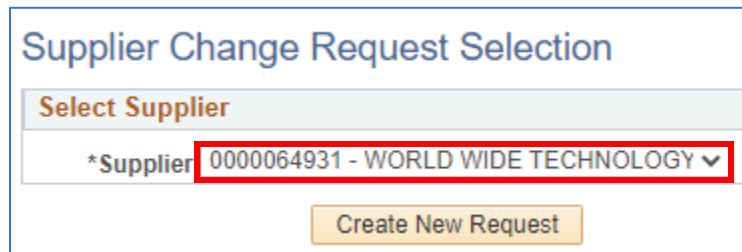
2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.

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.

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.**

5. On the **Supplier Attachment** page, click the **Add Attachment** button.

6. On the **File Attachment** pop up, click **Choose File** and locate the contract file on your computer.
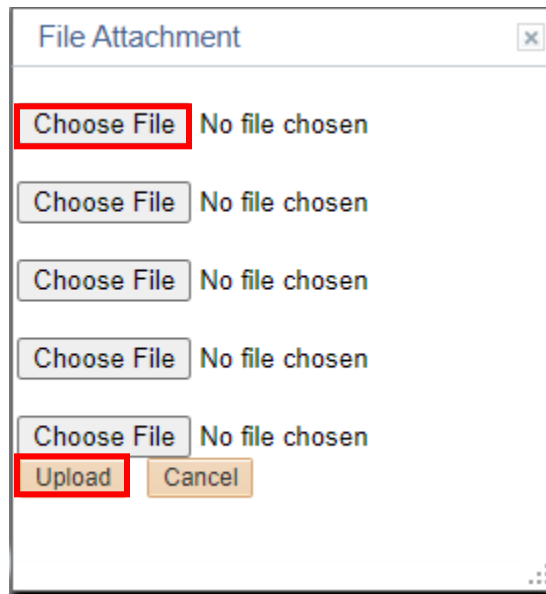
7. After you have selected the file, click the **Upload** button.

8. The file will now be displayed in the list of files on the **Supplier Attachment** page. Click **OK**.

9. On the **Company Profile** page, complete all required questions in the **Profile Questions** section.

10. In the top navigation, click the **Payment Profile** icon.

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

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

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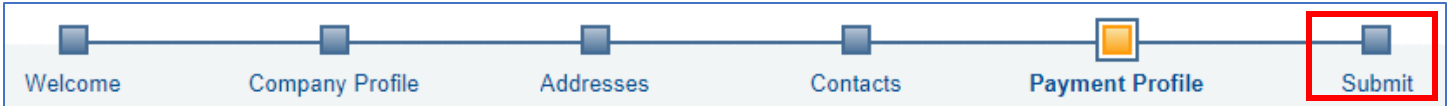
15. On the **Submit** page, you will be prompted to review your changes. Please note that your request will not be submitted for processing until you have confirmed the changed and clicked the final Submit button.

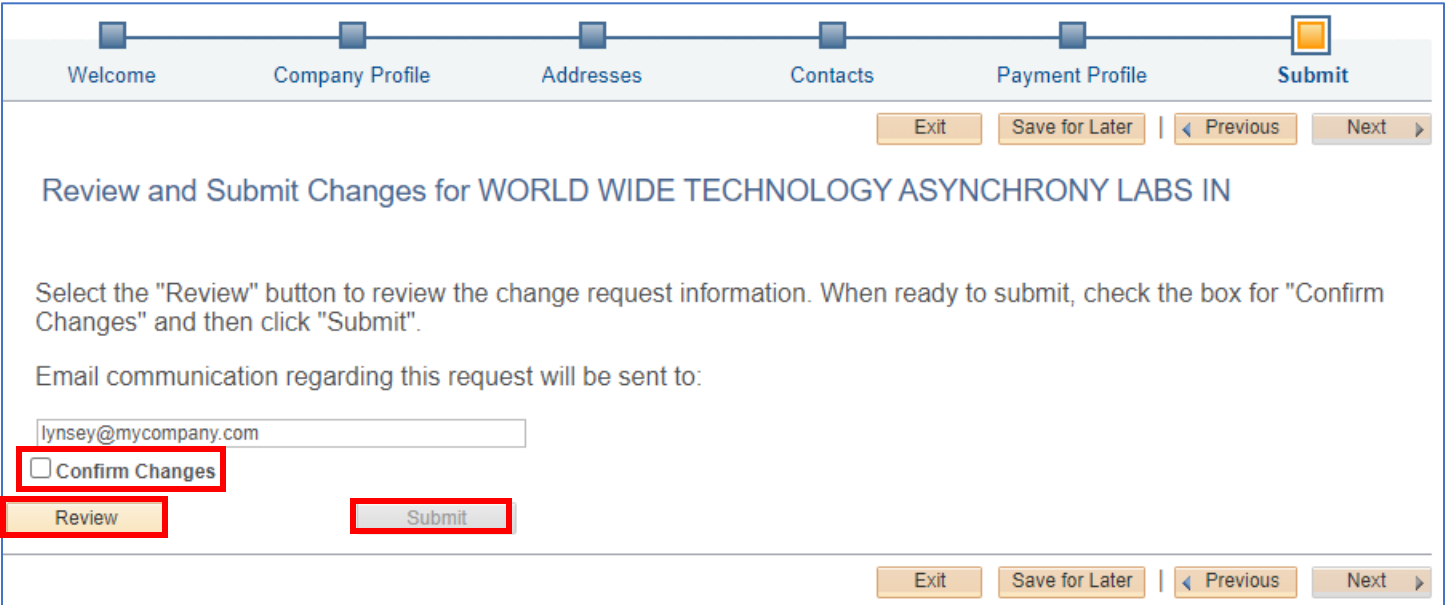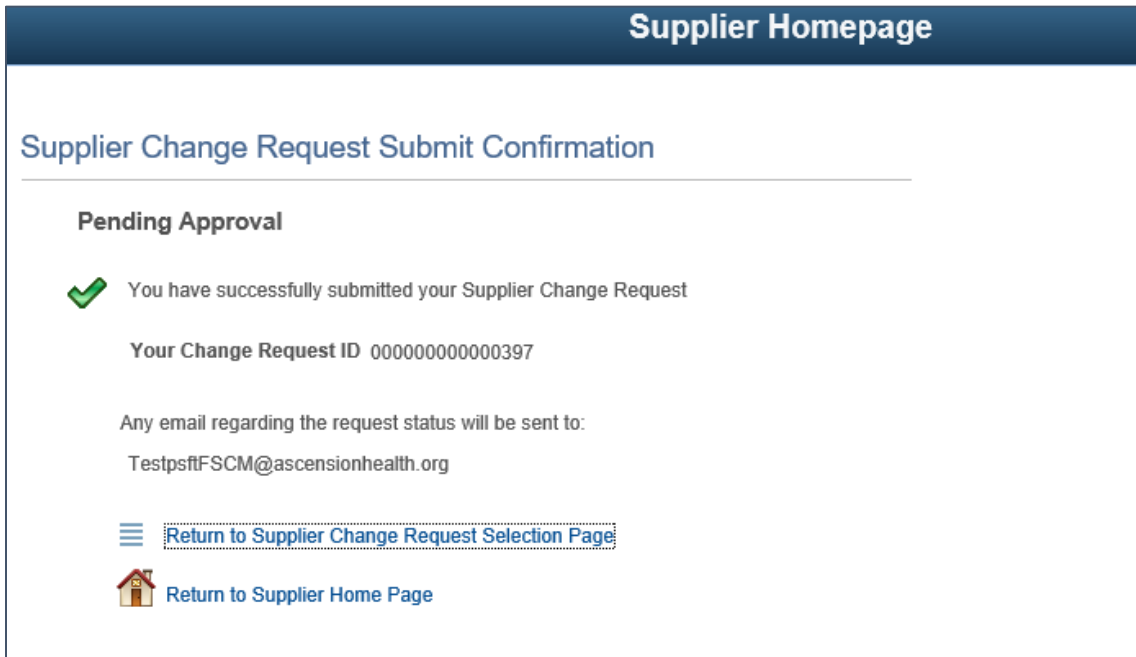16. Your email address will auto-populate. Please verify that this is the correct email address to send updates related to this request.

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.