Updating Your Pay Terms
Quick Reference Guide

> **Purpose**: This document provides instructions to submit a request to update your pay terms for Ascension payments.
> **Audience**: Ascension Suppliers

General Information

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

If you do not have a user ID for the Ascension Supplier Portal, please refer to the Supplier Portal Access Quick Reference Guide for instructions to create a user ID.

If you are encountering an error when logging in to the Ascension Supplier Portal, refer to the Supplier Portal Log In Issues Quick Reference Guide.

Instructions

1. Navigate to the Ascension Supplier Portal: https://supplierportal.ascension.org
2. Click the **Update Your Information** button.
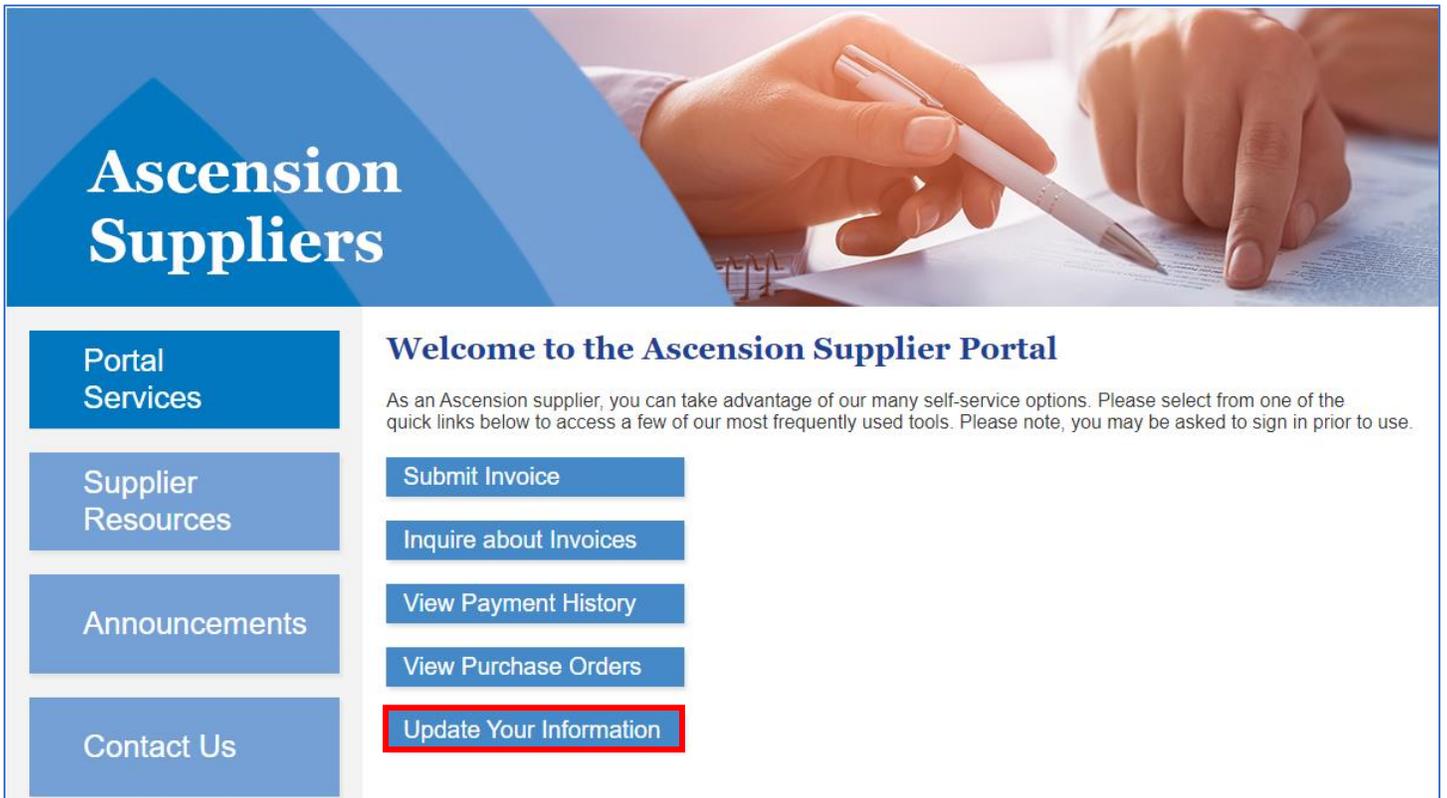
3. A new browser tab will open. Enter your user ID and password in the Oracle PeopleSoft login and click the **Sign In** button. **Note:** Both your user ID and password are case sensitive.
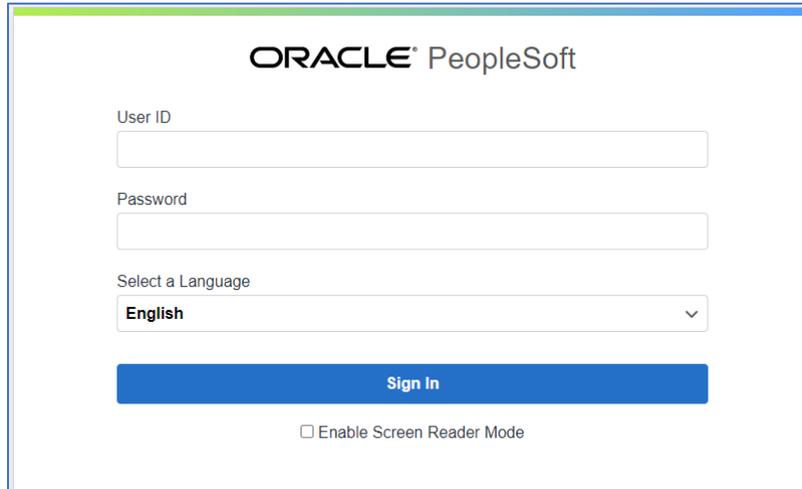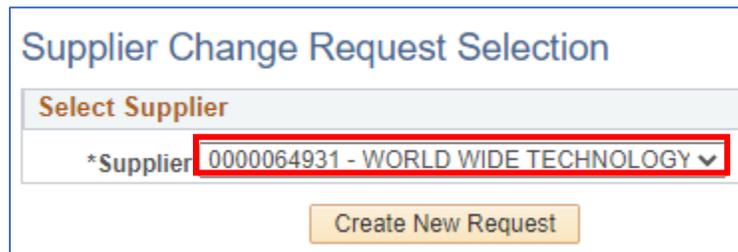
ORACLE PeopleSoft

User ID

Password

Select a Language

English

Sign In

☐ Enable Screen Reader Mode

4. 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.**
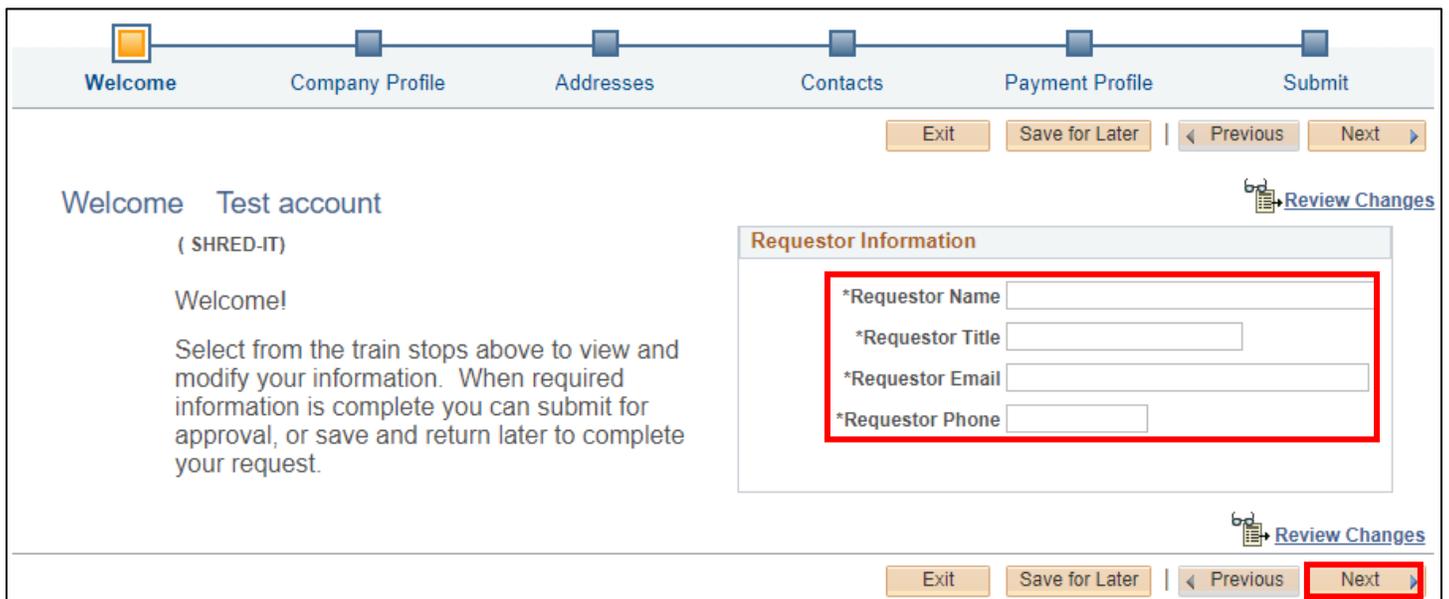

Supplier Change Request Selection

Select Supplier

*Supplier 0000064931 - WORLD WIDE TECHNOLOGY ⌄

Create New Request

5. On the **Welcome** page, fill in all required fields for the **Requestor Information** section. Your name and email address will auto-populate, but please update both fields as needed so that this information is correct for your request.

Welcome · Company Profile · Addresses · Contacts · Payment Profile · Submit

Exit   Save for Later | ◄ Previous   Next ►

Review Changes

Welcome   Test account
(SHRED-IT)

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 ►

6. Click the **Next** button to move on to the **Company Profile** page.

7. 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 **View/Modify Attachment** link.

Company Profile

Ascension

View or update general information about your company. Additional Name refers to the DBA on your W-9. Most vendors have a Classification of Outside Party. Profile questions allow us to gather diversity data and other information regarding your company

Review Changes

Unique ID & Company Profile

*Supplier Name	YOUR COMPANY NAME
Additional Name	DBA

View/Modify Attachment (4)

ACH Form

8. 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 | 🗗 | 🖩 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_Asychrony_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]

9. A new row will appear in the **Attachments** section. Click the **Upload** button.

5		Upload	View
Add Attachment			

10. On the **File Attachment** pop up, click **Choose File** and locate the W-9 file on your computer.

File Attachment ✕

[Choose File] No file chosen

[Upload] [Cancel]

11. After you have selected the file, click the **Upload** button.

12. On the **Company Profile** page, complete all required questions in the **Profile Questions** section. Note that all questions are required.

Profile Questions

*Is your company a disadvantaged, minority, small veteran, woman, or underutilized business?

[Information not available at this time ▼]

*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.

[   ]
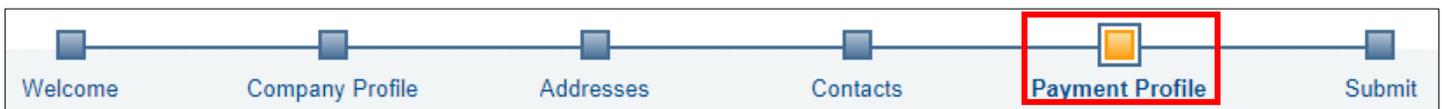
*Is this supplier an employee or affiliated with an employee?

○ Yes
● No

*Will this vendor provide supplies to Ascension?

● Yes
○ No

*Please provide additional detail about the supplies being purchased from the vendor:

[   ]

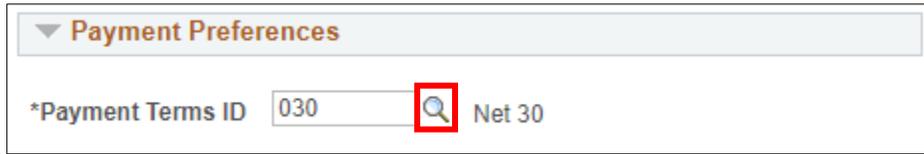13. In the top navigation, click the **Payment Profile** icon.

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

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

Payment Profile   📋→ Review Changes

To edit the Payment Profile, please click the "Edit" button. This section contains the ability to update the Ordering and Remitting addresses as well as the Payment Method. If requesting a Pay Terms change, please note this is 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	01/09/2023	☑	Edit

Ascension

15. On the **Payment Profile** page, click the magnifying glass to select the correct pay terms in the **Payment Preferences** section.
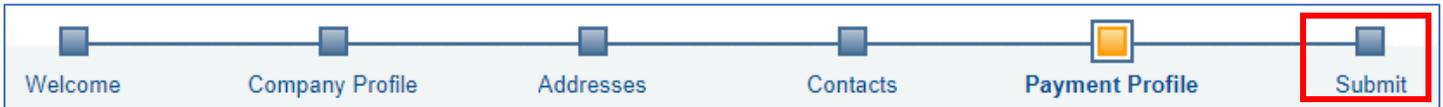

16. Click **OK** at the bottom of the page.

17. 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.

18. On the **Review and Submit** page, you will be prompted to review your changes. Check the box to confirm your changes and click the **Submit** button. **Please note** that your request will not be submitted for processing until you have confirmed the changes and clicked the final Submit button.
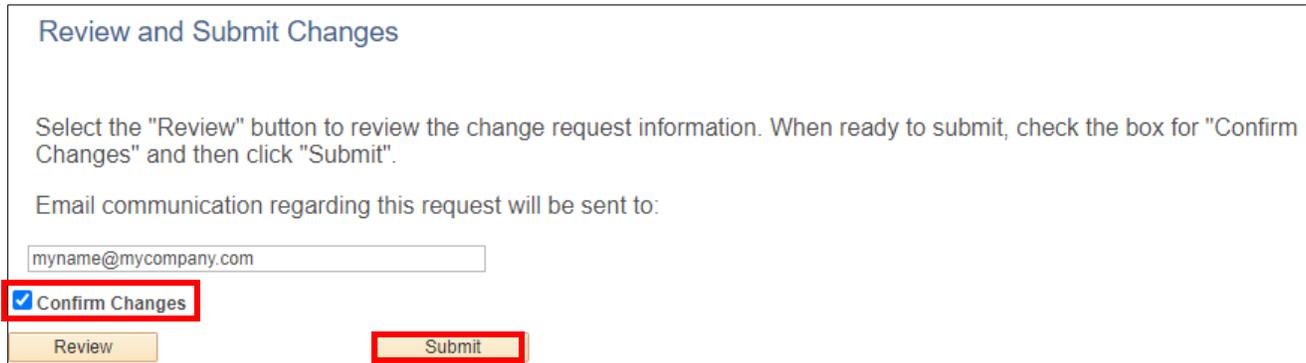

Review and Submit Changes

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:

myname@mycompany.com

☑ Confirm Changes

| Review | | Submit |

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.
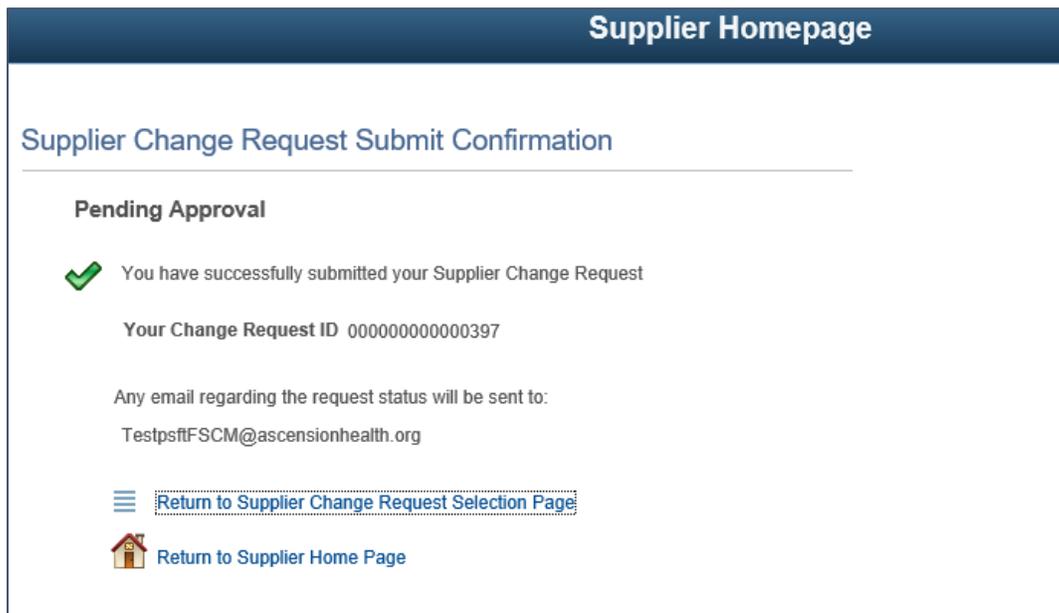
Supplier Homepage

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