

Supplier Setup & Changes

In order to receive payments or purchase orders from Yale, you must be set up as a supplier in Workday, Yale's financial system. The set-up is through the Yale **Supplier Gateway**, a secure, third-party Supplier-facing portal designed to streamline registration and reduce fraud. This platform allows Yale suppliers to create a profile and manage their information.

New Supplier Set Up:

To begin the process of registering you as a supplier with Yale University, you should complete a [Supplier Gateway – Contact Form](#) and submit it to **archbusiness@yale.edu**. After your form is processed, you will receive an email invitation from **yale.supplierportal@yale.edu** with directions for how to access and register in the Supplier Gateway.

Existing Supplier Update:

If you need to make any updates to your supplier record, you can do so by logging in to the [Supplier Gateway portal](#) from a secure browser. If you have never used the Supplier Gateway, complete and submit a "[Change Registration Type to Supplier Managed](#)" form to **archbusiness@yale.edu** to get access.

After we receive and process your form, you will receive an email invitation from **yale.supplierportal@yale.edu** with directions for how to access the Supplier Gateway.

Supplier Gateway Support:

The [Reference Guide for Suppliers](#), provides an overview of the registration process and key requirements.

Should you have any questions or need assistance during the registration process, contact the Finance Support Center (FSC) at **askfinance@yale.edu** or **(203) 432-5394**.

Business

Payment Terms and Options:

Standard payment terms are Net 45. Yale's preferred disbursement method is by ACH (domestic banks) and by wire (foreign banks). Payment by check is available, but strongly discouraged; payments rendered by check will result in longer turn-around time for payment.

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Invoice Checklist:

- Refer to the Yale's [Invoice Checklist](#)
- Bill to address should be "School of Architecture, 180 York Street, New Haven, CT 06511"
- The Invoice should include a description of good/service, generally exclude tax, and include an invoice number and remit to address.
- Purchase order (PO) number should be included, if applicable.

Tax Information:

Payments to foreign individuals and business for services performed in the U.S. may be subject to tax deductions. In some cases, a tax exemption can be requested. Contact the YSOA Business Office at **archbusiness@yale.edu** for more information.