Reimbursements (Non-Yale)

In order to receive a reimbursement 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 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.

Supplier Gateway Support:

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

Invoice Checklist*: You will need to submit an invoice to archbusiness@yale.edu for the payment and include receipts and proof of payment.*

- 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.
- Sample receipts

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

If you have questions, contact the School of Architecture Business Office at **archbusiness@yale.edu**.