**Instructions:** Use this form annually to request reapproval to sell services to external customers. Per [Procedure 2100 PR.02](https://your.yale.edu/policies-procedures/policies-procedures-drafts) *External Sales Approval Process*, Requestors should use this form to confirm the appropriateness of the next year’s proposed fee schedule and confirm that no circumstances have arisen which would cause a re-evaluation of the Requestor’s authorization to sell externally. Submit completed form to the External Sales Approval Process Owner in response to the email you receive for renewal each year.

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| **Section I – Requestor Information** |
| **Name:** | Click here to enter text. | **Email:** | Click here to enter text. |
| **Yale unit/department:** | Click here to enter text. | **Phone:** | Click here to enter text. |

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| **Section II – External Sales Information** |
| **In the box below, please provide a brief description of the external services for which you are seeking reapproval.** |
| Click here to enter text. |

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| **Section III – Proposed Fee Schedule** |
| **In the box below, please detail the current versus the proposed fee schedule for external sales for the next year. Attach** [Form 1410 FR.14](https://your.yale.edu/policies-procedures/forms/1410-fr14-internal-service-providers-rate-calculation-manual) ***Internal Service Providers: Rate Calculation*, if applicable.**  |
| Click here to enter text. |

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| **Section IV – Change in Circumstances** |
| **In the box below, please detail any circumstances that have arisen which cause any of the following to no longer be true:*** **The types of non-Yale individuals, if any, who will need to come on campus were approved and are handled as stipulated in the approval process;**
* **The types of non-Yale research materials (defined as gases, materials or items (hazardous or otherwise) that contain any of the following substances: biological, chemical, and/or radioactive materials), tools, equipment, software, data, or other physical or intangible property that may be used in providing the services were approved and are handled as stipulated in the approval process;**
* **The Yale facilities and resources (defined as fixed or moveable equipment, datasets, subscriptions, technology, software, or materials and supplies) involved in providing the services are the facilities and resources that were approved;**
* **External customers have been screened for denied or restricted party status using Visual Compliance and do not have such status;**
* **The technology (e.g., devices, tools, reagents, software, animal models) used to provide the services was approved;**
* **All contracts are on an approved template;**
* **The process for executing contracts is the process that was approved during the approval process; and**
* **All products that are shipped as part of the contract will use** **[eShipGlobal](https://yale.eshipglobal.com/).**
 |
| Click here to enter text. |

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| **Section V – Requestor Certification** |
|[ ]  **Certification: By checking this box, I, as the Requestor, certify that the above proposed fee schedule is appropriate for the coming year. I further certify that all of the above statements are true and that I have disclosed and detailed any change in circumstance.** |