



Form 3401 FR.03
Supplier Contact Information Form

Revised 1/11/2021

Instructions:

- Use this form in conjunction with [Procedure 3401 PR.01 Supplier Setup and Change](#) to provide Supplier contact information to Accounts Payable.
- For new Suppliers, submit completed forms via the **Create Supplier Request** function in Workday.
- For existing Suppliers for which changes are needed to contact information, submit completed forms to supplier.change@yale.edu.

Section 1: Supplier Contact Information	
Supplier name (<i>company</i>):	
Supplier # (<i>if existing</i>):	
Accounts receivable ("AR") representative name:	
AR representative title:	
AR representative phone number:	

Section 2: Yale Requestor Information	
Yale department submitting request:	
Requestor name:	
Requestor email:	
Additional notes on request (<i>if applicable</i>):	

Questions?

Contact Accounts Payable at sharedservices@yale.edu