



Instructions

This form is for internal Yale use only.

For Cintas and Ready Refresh/Nestle Waters/Poland Springs, monthly, General Accounting (GA) will receive and pay one University-wide supplier invoice and then charge back departments for actual usage.

Use this form to communicate billing information to General Accounting, including:

- a) Report a new supplier account number.
- b) Change of Chart of Account (COA) charging instructions* on an existing supplier account. Please include all "Required Information" below to ensure we have the most up-to-date information.
- c) Report an account closure.

*There is a validation specifically built into the Workday system to prevent charging a federal or federal pass-through grant (with FD02) and a non-federal grant (with FD28) for typical F&A type expenses without performing the necessary due diligence. Therefore, please ensure that the COA you have communicated to GA does not include these grant worktags. Please submit any questions regarding this to General Accounting jsald@yale.edu.

Questions and/or concerns regarding the process as it relates to supplier service or relationship should be submitted via the [Procurement Intake Portal](#) to engage Procurement staff.

Any issues regarding supplier performance, delivery, or account information (non-COA related) should be directed to the appropriate supplier via the contact information provided below.

Instructions for New Accounts or Changes to Existing Accounts

Bluetriton Brands Inc DBA ReadyRefresh

- 1. Contact ReadyRefresh/Nestle Waters/Poland Spring to setup the **new account** and initial delivery: 1-844-855-4596 or enterpriseVIP@bluetriton.com.
- 2. Fill out this form with your new account information. Submit it to General Accounting (jsald@yale.edu).
- 3. To change the COA on an existing account, fill out this form and submit it to General Accounting (jsald@yale.edu).

Cintas Corporation

- 1. Contact CINTAS to setup the **new account** and initial delivery: 1-203-481-2321 or 1-800-643-0789.
- 2. Fill out this form with your new account information. Submit it to General Accounting (jsald@yale.edu)
- 3. To change the COA on an existing account, fill out this form and submit it to General Accounting at jsald@yale.edu.

Required Information

Department Name	Delivery Address	Ops Mgr Name/Email Address	Lead Admin Name/Email Address	Sr. Director Name/Email Address
Delivery Attn (Name and Phone Number)		COA (include FD as well)		
Supplier Name	Select Action	Supplier Account Number	New Account Effective Date	Close Account Date
<input type="checkbox"/> Cintas <input type="checkbox"/> ReadyRefresh/Nestle Waters/Poland Spring	<input type="checkbox"/> New Account <input type="checkbox"/> Change Charging Instructions <input type="checkbox"/> Close Account			
Special Instructions / Comments for General Accounting				

Contact Information

Name of individual to contact for follow-up	
Contact phone number	