



Form 3401 FR.04
Centralized Billing Account Maintenance

Revised 11/26/2018

Instructions

This form is for internal Yale use only.

- For Cintas, on a monthly basis, Yale Shared Services (YSS) will receive and pay one University-wide supplier invoice and then charge back departments for actual usage.
- For Ready Fresh/Nestle Waters/Poland Spring, on a quarterly basis, YSS 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 YSS, including:

- a) Change COA charging instructions on an existing supplier account;
- b) Report a new supplier account number with COA charging instructions; or
- c) Report an account closure.

Instructions for New Accounts or Changes to Existing Accounts

Nestle Waters North America d/b/a Poland Spring Water Co.

1. Contact Ready Fresh/Nestle Waters/Poland Spring to setup the **new account** and initial delivery: 1-203-496-5790 or dave.fahey@waters.nestle.com
2. Fill out this form with your new account number. Click on the "Submit" button at the bottom of the form to email the form to YSS
3. To **change the COA** on an existing account, fill out this form and click the "Submit" button to send to YSS (Cathy Champlin)

If you have problems with the above procedures or wish to report a problem or complaint to Yale University Purchasing, please contact Scott Lucker (scott.lucker@yale.edu).

Cintas Corporation

1. Contact CINTAS to setup the **new account** and initial delivery: 1-203-481-2321 or 1-800-526-6946
2. Fill out this form with your new account number. Click on the "Submit" button at the bottom of the form to email the form to YSS
3. To **change the COA** on an existing account, fill out this form and click the "Submit" button to send to YSS (Cathy Champlin)

If you have problems with the above procedures or wish to report a problem or complaint to Yale University Purchasing, please contact Claudine Alexandre (claudine.alexandre@yale.edu).

Action Required

Supplier Name:	Select Action:	Supplier Account Number:	New Account Effective Date:	Close Account Date:
<input type="checkbox"/> Cintas <input type="checkbox"/> Ready Fresh/Nestle Waters/Poland Spring	<input type="checkbox"/> New Account <input type="checkbox"/> Change Charging Instructions <input type="checkbox"/> Close Account			
			mm/dd/yyyy	mm/dd/yyyy

Special Instructions / Comments for YSS:	
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Contact Information

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

Final Steps

Upon completion of this form, click the "Submit" button below to forward to YSS.