

## Yale Procurement Department

To: Select Yale University Vendors  
From: John A. Mayes, Chief Procurement Officer  
RE: Important Supplier Payment Information - Effective Immediately

For improved timeliness in processing of your payments, and to improve the visibility of your purchase orders, invoices and payments, ***effective immediately, please send all invoices (PO and non PO) directly to Accounts Payable at the following address:***

**Yale University  
Accounts Payable  
P.O. Box 208228  
New Haven, CT 06520-8228  
United States**

Yale University now requires Purchase Orders (PO) for commonly purchased goods and services. For PO related purchases, please continue to include the PO number on the invoice. This approach is a best practice and yields the fastest, most accurate payment processing outcomes. Non-PO related purchases are now being discouraged as they contribute to slower payments, experience slower processing times and are more prone to error.

***Important Note: To avoid significant payment delays for non-PO invoices, vendors must now specify the related "Yale customer name" and the "Yale department name" on the invoice.*** Invoices without this information will experience delays in payment.

Finally, to streamline communications between the University and its suppliers, please use Yale's new self service supplier inquiry tool, iSupplier. The tool is designed specifically to aid suppliers in statusing POs, invoices, and payments. It can also enable vendors to inform us of their certified business classification such as Small Business, Women Owned, and Minority Owned. ***Please use Yale's iSupplier self service tool and do not contact Yale departments or Accounts Payable for such inquiries going forward.***

More information on iSupplier can be found here:

<http://www.yale.edu/procurement/suppliers/isupplier.html>

Please see *Vendor Guide to Invoice Requirements* included in this communication.

Thank you,

John A. Mayes  
Chief Procurement Officer  
Yale University Procurement Department

<http://www.yale.edu/procurement/suppliers/documents/CentralizedInvoiceDeliveryVendorCommunication-April2011.pdf>