

Vendor Setup Matrix

This matrix is designed to help you complete a Vendor Setup Request form. To use the chart, first look at the name of the vendor and match it to the appropriate row under the Name/Entity column.

Payments for Goods and/or Services to Vendors:

Name/Entity	Goods or Services* Provided to Yale	TIN	Vendor Type	Organization Type	Federal or State Reportable (VCU only)
Corporation w/"Inc."	Goods or Services	EIN	Vendor	Corporation	N
501c-3 (Non-profit Corp.)	Goods or Services	EIN	Vendor	Corporation	N
PC (Professional Corp.)	Services	EIN	Vendor	Corporation	Y
LLC (Limited Liability Corp.)	Goods	EIN	Vendor	Corporation	N
LLC (Limited Liability Corp.)	Services	EIN	Vendor	Corporationp	Y
LLP (Limited Liability Partnership) or LP (Limited Partnership)	Goods	EIN or SSN	Vendor	Partnership	N
LLP (Limited Liability Partnership) or LP (Limited Partnership)	Services	EIN or SSN	Vendor	Partnership	Y
Individual's Name	Goods	EIN or SSN**	Vendor	Individual	N
Individual's Name	Services	EIN or SSN**	Vendor	Individual	Y

Note: All other company names that do not contain an entity "indicator" or use "Corporation" or "LTD" in their names should not be set up before clarifying the entity with the vendor. Simply call and ask company if they are incorporated.

*For Services, find out type and record on VSR. Examples of types of services: Rental payments to non-real estate companies, Royalties, Medical Groups, Physicians, Health Care Providers, Law firms, Accounting firms, Consultants, Caterers, Architects, Other Professional Service Providers

**If a SSN is provided along with an Individual's Name, ask the question, "Do you routinely provide services to one or more departments at Yale University and bill via an invoice?"

Payments for Honoraria, Travel & Misc. Reimbursements, Athletes & Entertainers to Non-Employees:

Name/Entity	Goods or Services Provided to Yale	TIN	Vendor Type	Organization Type	Federal or State Reportable (VCU only)
Individual's Name	Other*	SSN/ITIN	Non-Employee	Individual/ Foreign Individual	Y