Automated Clearing House (ACH) is the preferred method of payment for Suppliers with domestic financial institutions. It allows for quick turnaround, easier tracked payments, and communication directly to the Supplier once remittance is issued. Due to the finality of remittance, it is important when requesting ACH Set-Up to be good stewards of the Supplier’s information, and to submit required documentation accurately and completely for timely processing. Below are guidelines to assist in the process.

1. **Determine whether the Supplier is existing in Workday** by completing the Find Suppliers Search in Workday. Here, the Supplier status and current default payment method should be verified. Suppliers not already existing in Workday require Supplier set-up, Suppliers existing in Workday require Supplier Change Requests (see Step 5 for additional details).

   a. Verify Supplier Status is Active by Checking the Supplier Status column; if listed as On Hold or Inactive, then a Supplier Change Request is required.

   b. Verify current payment method in the Supplier Default Payment Type column. If Check, then a Supplier Change Request is Required for ACH set-up. If ACH, verify the last four digits of the Account Number on the far right column titled Settlement Bank Accounts. Do not share this information with the Supplier; request that they provide the last 4 digits.
2. **If Supplier is not set-up with ACH, provide the Supplier with **Form 3401 FR.02**. The Supplier should complete Sections 2, 3, and 4. With the request to review Section 5 prior to signing and dating as the Supplier Representative. The Supplier should NOT lock the document after signing. As the Yale Requestor, you will be completing Sections 1 and 5, and verifying sections 2, 3, and 4 are complete and match the Supporting Documentation. The Supplier should return the Form completed with Supporting Documentation.

3. **Collect Supporting Documentation.** The intent of the Supporting Documentation is to allow verification of the information provided on the Form, such as the Supplier Name, Account Number, Routing Number and the Bank’s Name and Logo. The following are currently accepted:

   - Bank Statement
   - Signed Bank Letter
   - Voided Check
   - Miscellaneous Bank Documents

4. **Review and Submit the Supplier Payment Set-Up Request.** Once the Supplier has returned the Form and Supporting Documentation, complete Section 1 and review the Supplier’s Form entries to verify it matches the Supporting Documentation. Once this verification has been completed and is approved to be accurate, Sign and Date the Form as the Yale Requestor. Submit the Supplier Payment Set-Up Request.

   - For New Suppliers, Submit all documentation as Attachments to the Create Supplier Request in Workday (see Creating a Supplier Request Guide)
   - For Existing Suppliers, Submit all documentation as Attachments to supplier.change@yale.edu as a Supplier Change Request

5. **After Submission,** notify the Supplier that they may receive a secure email requesting identity verification from Yale’s Procurement or Treasury Office and additional information may be requested.

   - For New Suppliers, set-up as a Supplier Request, Shared Services will contact you through your Workday Inbox; your request will be either Approved and Added or Denied with a Request for Additional Information. The Status of your request can be found by Searching “My Supplier Requests” in the Workday Search Box.

For Existing Suppliers, set-up as a Supplier Change Request, Shared Services will contact you through your Outlook Inbox; your request will be either Approved and Added or Denied with a Request for Additional Information. The Status of your request can be inquired by contacting sharedservices@yale.edu.