Supplier Invoice Request

Information and guidelines on Supplier Invoice Requests (SIR) are used to request payments for non-employees, or for goods and services with non-standard invoices. Examples may include:

- Travel or other university business expense reimbursement.
- Prize and awards and fellowships
- To pay licensing agencies, journal publishers, conference, Visa/SEVIS fees, and royalties, etc.
  - When a purchasing card cannot be used
  - It is not a standard invoice
  - If special handling is required

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Click here to access Workday.

Payments can be made by check, ACH/EFT, or wire

- For domestic payments, ACH/EFT is preferred. Use ACH Form 3205 FR.08
- For wire, payments use the Wire Payment Setup Form 3401 FR.01
- Checks will be mailed to the address on the supplier record, unless a special handling code is selected, such as ‘Special Pickup 2 Whitney’

Payments for international suppliers:

- Refer to the Payments to Non-US Individuals and Entities to determine required tax documentation
- Confirm that the W-8 BEN is on file and current by running the “Find Supplier- Yale” report in Workday. The last two columns of this report identify the date the W8 BEN was signed and the date it expires
- Collect all supporting documentation before entering the Supplier Invoice Request in Workday. Documentation must demonstrate why Yale University should pay the Supplier. Utilize the chart below to ensure that all required documents are attached

**SUPPLIER INVOICE REQUEST DOCUMENTATION: (ATTACH THE SUPPORTING DOCUMENTATION TO EACH REQUEST)**

For Domestic:

- Receipts >/= $75
- Conference Flyer
- Letter of invitation or email notification for the guest speaker, contract/agreements for services, entertainers etc. The Supplier’s full name and amount to be paid must be included
- CT A&E Tax information (If applicable)

For international – all documentation listed above for Domestic, and the following:

- To verify what supporting documentation is required, visit the Payment Planning Tool
- Fully completed International Information Form for services provided inside the US
- Yale University Students must complete the Foreign National Information System (FNIS) - Confirmation email from International Tax Office.
  - Register with the International Tax Department - All international students, scholars, faculty, and staff receiving any type of payment from the University are required to complete the Foreign National Information System (FNIS). You must include the following information:
    - Your name as it appears in the Yale Payroll System;
    - Employee ID and/or University Person Identifier (UPI, as printed on your Yale ID card;
    - Your Yale email, if available

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<th>ACTION TO TAKE</th>
<th>ESSENTIAL PROCESS DETAILS/HELPFUL TIPS</th>
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<td>1</td>
<td>Confirm the individual is not an employee of Yale</td>
<td>Employees should be reimbursed via an Expense Report</td>
</tr>
<tr>
<td>2</td>
<td>Confirm the supplier is set up in Workday</td>
<td>- Use the Find Supplier task in Workday</td>
</tr>
<tr>
<td>3</td>
<td>Collect all supporting documentation</td>
<td>- See SIR Required Documentation Chart above in Key Information</td>
</tr>
<tr>
<td>4</td>
<td>Confirm the correct Chart of Accounts (COA) to be charged</td>
<td>Check with your department business office</td>
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<tr>
<td>5</td>
<td>Identify the business purpose</td>
<td>Should answer: Who, What, Where, When, and Why. Tips can be found on the Business Purpose section of the Expense Report Checklist</td>
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| 1             | Create a Supplier Invoice Request | • Type “Create Supplier Invoice Request” in Workday search box  
• Use the training guide for step-by-step instructions |
| 2             | Enter required information | • Supplier Invoice Number: Enter “CR” for checks and/or ACH; “WR” for wire payments, plus the 7-digit TCN. Use the Transaction Control Number Generator to obtain a check request number  
• Visa type should be added to the Business Purpose field  
• Select the country of activity |

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| 1             | To check the status of the approval process, person responsible, and payment status, run the following reports | • Enter IR number directly into the Workday search box or run one of the reports listed in #2 (below)  
• The header information will provide a summary on approval  
• Additional details can be found on the Process History tab  
• If the Supplier Invoice Request has been approved, click on the SI number to find out payment status (Payments tab) |
| 2             | Run reports as needed | • Find Supplier Invoice Requests – Yale  
• Find Supplier Invoice – Yale report  
• My Business Processes in Flight – Yale  
• Invoice Aging in Progress – Yale  
• Find Suppliers – Yale  
• Non PO Invoice Activity – Yale |

- Create or Cancel Supplier Invoice Request PPT Guide  
- Create Supplier Invoice Request Video  
- Create Supplier Request  
- Payments to Non-US Individuals and Entities  
- Payment Planning Tool for Paying Individuals  
- Payment Planning Tool for Paying Entities  
- Transaction Control Number (TCN) Generator  
- 3401 PR.02 Supplier Invoice Request  
- Paying a non-employee individual or an entity
Related articles

- Requisition to Purchase Order
- Student Club Purchasing
- Enterprise Learning Credit (ELC)
- Supplier Set Up and Change Requests
- Grubhub - Yale Corporate Account