

# Supplier Registration Form

## For U.S. Individuals and Business Entities



### Instructions

This form must be completed and submitted to Caltech Supplier Management. The information is required to add your business to Caltech's supplier database and payment systems. Upload the completed form to <https://pdropbox.caltech.edu> or email to [SupplierMgmtStaff@caltech.edu](mailto:SupplierMgmtStaff@caltech.edu)

**\*\*\*Suppliers with incomplete/missing forms cannot be added to Caltech's supplier database.\*\*\***

### 1. Supplier/Payee Information

<b>Legal Name</b> <i>(as registered with the IRS)</i>			
<b>Business Name/DBA</b> <i>(if different from above)</i>			
<b>Website/URL</b>			
<b>Remittance Address</b>			
<b>Mailing Address</b> <i>(if different from above)</i>			
<b>Contact Name</b>		<b>Phone Number</b>	
<b>E-Mail</b>		<b>Fax Number</b>	
<b>PO Contact</b> <i>(if different from above)</i>		<b>Phone Number</b>	
<b>E-Mail for PO</b> <i>(if different from above)</i>			
<b>Accounts Receivable Contact</b> <i>(if different from above)</i>		<b>Phone Number</b>	
<b>E-Mail for Remittance</b> <i>(if different from above)</i>			

### 2. Payment Terms

**NET15** *(if enrolled in e-Pay program)*

**NET55**

### 3. Payment Method

**Direct Deposit (EFT)**

**e-Pay** (virtual credit card)

**Check**

### 4. Business Information

I am not a resident of California but registered with the CA Secretary of State (SOS) to do business in the State. **Submit CA FTB Form 590.**

I provide items controlled under the International Traffic in Arms Regulations (ITAR).

<b>DUNS Number</b>		I do not have a DUNS Number
<b>UEI Number</b>		I do not have a UEI Number
<b>Primary NAICS Code:</b> <a href="https://www.census.gov/naics/">https://www.census.gov/naics/</a>		

Supplier Registration Form  
Continued – Page 2

5. Type of Service or Payment			
Supplier/Goods	Services	Medical Service	Legal/Attorney
Rent/Lease	Prize/Award	Royalty	Software
Human Subject	Honorarium	Other	
6. California Sales & Use Tax Information			
I am a CA supplier and collect sales tax in CA.			CA Seller's Permit Number
I am not a CA supplier but registered with the CDTFA to collect sales tax in CA.			
I am not a CA supplier and I am not registered to collect sales tax in CA. I do not have a CA Seller's Permit.			
7. Small Business Classification			
As a recipient of government funding, Caltech is required to collect and report information on suppliers classified as Small Business or Diversity Supplier. Additional information: <a href="https://www.sba.gov/">https://www.sba.gov/</a>			
<b>A: Must select one</b>	Women-Owned	Not Women-Owned	
<b>B: Must select one</b>	Large Business	Small Business <i>(select all applicable categories below)</i>	
	VOSB (Veteran-Owned)	SDVOSB (Service-Disabled Veteran-Owned)	
	HUBZone (Historically Under-utilized)	SDB (Small Disadvantaged Business)	
	HBCU (Historically Black College/Univ)	MI (Minority Institution)	
<b>C: Must select one</b>	Minority-Owned <i>(select category below)</i>		Not Minority-Owned
	African American	Asian Pacific American	Hispanic American
	Native American	Native Hawaiian	Alaskan Native/Corp
	Other Minority	Minority Desc.	
Certifying Agency			
Certificate Number			
Self-Certified: I am a Small Business/Diversity Supplier but not officially registered with a Federal or State agency.			
8. Certification and Signature			
I certify that all information provided on this form is true and accurate to the best of my knowledge and I am authorized to complete this form.			
Name		Title	
Signature/Date			