



**To:** Procurement Services Dropbox Users

**From:** Supplier Management

**Date:** April 29, 2025

**Re:** Dropbox Replacement

The Supplier Management Dropbox will be retired and replaced with improved technology. Supplier Management has transitioned our file submission process using Box application for uploading Form W9, Supplier Registration Form, Direct Deposit Form, and other confidential documents. With Box, suppliers and end users can upload multiple attachments at the same time. Additionally, Box can also store the uploaded documents without expiring compared to our current Caltech Dropbox.

IMSS will be deactivating the Supplier Management Dropbox link on 5/12/2025. Going forward, please use the new Box link: [Secure Document Upload](#) and update your browser bookmarks with this new link as well.

Please visit the [Procurement Services website](#) for the most current forms to ensure that our vendor community and direct deposit participants are provided with the correct form version. If you have any questions, please contact Supplier Management.

Thank you,

Supplier Management

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