



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 [Secure Document Upload](#)

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

1. Supplier Information & Contact

Legal Name (as registered with the IRS)

Business Name/DBA (if different from above)

Mailing Address

City

State

Zip Code

Phone Num

Fax Num

Email

Website

PO/Sales Contact (if different from above)

Name

PO Address

City

State

Zip Code

Email

Phone Num

Accounts Receivable Contact (if different from above)

Name

Remittance Address

City

State

Zip Code

Email

Phone Num

2. Payment Method and Terms

Direct Deposit (NET 55)

Check (NET55)

ePay – Virtual Card (NET15)

3. Business Information

DUNS Number

UEI Number

NAICS Code

NAICS Code Lookup: <https://www.census.gov/naics/>

Type of Service or Payment

Goods

Services

Goods & Services

Legal/Attorney

Consultant

Rent/Lease

Software

Medical Services

Human Subject

Alcohol/Wine

Perishables (fruits/vegetables)

Other

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 CDTFA to collect sales tax in CA.	CA Seller's Permit Number
I am not a CA supplier and I am not registered to collect sales tax in CA.	

4. Small Business Information

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: <https://www.sba.gov/>

A: Must select one: Small Business Large Business

B: Must select one: Women-Owned Not Women-Owned

Small Business Category (check all applicable categories)

VOSB (Veteran-Owned)	SDVOSB (Service-Disabled Veteran-Owned)
HUBZone (Historically Under-utilized)	SDB (Small Disadvantaged Business)
HBCU (Historically Black College/Univ)	MI (Minority Institution/College/University)

C: Must select one: Minority-Owned Not Minority-Owned

Minority Category (check category below)

African American	Asian Pacific American	Hispanic American
Native American	Native Hawaiian	Alaskan Native/Corp
Other Minority	Description	

Certifying Agency**Certificate Number**

Check this box if you are self-certified: I am a Small Business/Diversity Supplier but not officially registered with a Federal or State agency or any organization.

5. Conflict of Interest

Yes	No	Do you have any known conflict of interest (Caltech or JPL staff, faculty, or student)? If yes, additional review from the Office of Research Policy and Compliance is required.
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Provide description:**6. 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	