



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 registration form to [Secure Document Upload](#) or email to SupplierMgmtStaff@caltech.edu

****Incomplete form will be returned, and payee 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)*

Address 1

Address 2

City

State

Zip Code

Phone Num

Fax Num

Email

Website

PO/Sales Contact *(if different from above)*

Contact Name

PO Address 1

PO Address 2

City

State

Zip Code

Email

Phone Num

Accounts Receivable Contact *(if different from above)*

Contact Name

Payment Address 1

Payment Address 2

City

State

Zip Code

Email

Phone Num

2. Payment Method and Terms *(required)*

Direct Deposit (NET 55)

Check (NET55)

ePay – Virtual Card (NET15)

3. Business Information

DUNS Number

UEI Number

NAICS Code *(6 digits)*

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

4. California Sales & Use Tax Information *(required)*

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.	

5. 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/>

Required *(select one)* Small Business Large Business

Required *(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)

Required *(select one)* Minority-Owned Not Minority-Owned

African American Asian Pacific American Hispanic American

Native American Native Hawaiian Alaskan Native/Corp Other

Certifying Agency *(if applicable)*

Certificate Number *(if applicable)*

6. Conflict of Interest *(required)*

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.

Provide description:

7. DOJ Data Security *(required)*

Yes No Is Supplier, or any entity or person that owns it, (1) a "Covered Person" and/or (2) organized or chartered under the laws of, or has its principal place of business in, a "Country of Concern" (China, including Hong Kong and Macau, Russia, Iran, North Korea, Cuba, and Venezuela), as defined in 28 C.F.R. Part 202 ([DOJ Data Security Program](#))?

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. Please complete all required questions and fields before signing. **Incomplete form will be returned.***

Name		Title	
Signature		Date	