

1. Are you a UC Davis Department Registering on behalf of Supplier?

- a. No
 - i. Please fill in UC Davis Contact's name and email address with whom you are working with.
 - ii. Freeform Fill in details - required
- b. Yes
 - i. Please fill in UC Davis Contact's name and email address with whom the supplier is working with.
 - ii. Freeform Fill in details - required

2. Please state business purpose with details - Example: Independent Contractor - editing services, Consulting services, Catering Services, Lab Equipment, Hotel, Individual - Honorarium, Fellowship stipend/award, Individual – Research participant/Human Subject, Performer, Rental/lease payment collection, Lab Equipment, Supplies, Goods Only, Services Only, etc.

- a. Freeform Fill in details - required

3. Attach Taxpayer ID Form

- a. US Based Company or Individual – Attach required W9 Form: www.irs.gov/pub/irs-pdf/fw9.pdf
 - i. Response Attachment required
- b. Foreign Based Company or Individual – Attach applicable W8 Form: <https://www.irs.gov/forms-pubs/about-form-w-8>
 - i. Response Attachment if applicable

4. Select one from the available Payment Terms below (For more information on payment terms please review the following webpage: <https://supplychain.ucdavis.edu/payment-methods>):

- a. Credit Card payment through US Bank Payment Plus (Immediate payment)
- b. ACH payment through Bottomline PaymodeX (NET 30 terms)
- c. Paper check (NET 60 terms)
- d. Certified Small Business ACH payment through Bottomline PaymodeX (NET 15 terms)
- e. Certified Small Business Paper check (NET 15 terms)
- f. Individual Paper Check (NET 15 terms)
- g. Select this option if you have an existing signed contract with the University in which Payment Terms have already been agreed upon.

5. Are you a California Certified Small Business?

Select one of the following:

- a. No
- b. Yes – Attach required California Certificate of Small Business
 - i. Attachment required

6. Are you performing services for the University?

Select one of the following:

- a. No
- b. Yes - Attach required Certificate of Insurance(COI): UC Davis COI requirement/Limit Info: <https://supplychain.ucdavis.edu/procure-contract/for-suppliers/insurance>
 - i. Attachment required

7. Is your service entity incorporated in the State of California?

- a. No

- b. Yes – Attach required Franchise Tax Board Form 590: – (for instructions to form view resource link: <https://www.ftb.ca.gov/pay/withholding/withholding-on-nonresidents.html>)
 - i. Attachment required

8. Are you a foreign supplier performing services in the United States?

Select one of the following:

- a. No
- b. Yes – Attach applicable W8 Form: <https://www.irs.gov/forms-pubs/about-form-w-8> - (If you are a foreign individual wishing to explore tax treaties, complete the nonresident tax determination system, Glacier. Request access here: <https://financeandbusiness.ucdavis.edu/systems/glacier/access-req>)
 - i. Attach required applicable W8 form required

9. Are you a current employee, former employee, or a near relative of an employee of any campus, medical center, and/or lab of the University of California?

Select one of the following:

- a. No
- b. Yes – Attach required Potential Conflict of Interest Form – (for blank form view resource link: https://supplychain.ucdavis.edu/sites/g/files/dgvnsk2181/files/inline-files/ConflictofInterest_0_2.pdf)
 - i. Attachment required

10. Please provide emailing address where you expect Purchase Order to be sent to:

- a. Email address for PO
 - i. Freeform Fill in details – required

11. Please provide emailing address where you expect 1099 to be sent to:

- a. Email address for 1099 Misc
 - i. Freeform Fill in details - if applicable