*NOTE: Please use the name of the entity (either the individual person or the company) that the payment is being made out to.

If you are not sure, please confirm this with your UCSD contact.

*NOTE: If you are an individual person, please select the country that you reside in.
To select an option,
(1) Highlight the relationship status in the “Available” box.
(2) Click the right-pointing arrow to move it to the “Chosen” box.
(3) The option will be in the “Chosen” box and the field will be completed.
Purchase Order Distribution

**Fulfillment Center(s)**

What is your/your company's fulfillment address?  
(You can add multiple fulfillment centers if the PO Distribution method is DBA, differs by fulfillment center)

Moving to the next page will automatically save your progress. Need help completing the registration form? Invite a coworker to help report a problem through the "Help" tab.

**Fulfillment Address**

1. Enter the Information
   What is your/your company's fulfillment address?
   Legal name
   DBA/Division
   Address Line 1
   Address Line 2
   City
   Country
   State/Province/Region
   ZIP/Postal Code
   How should we send you Purchase Orders?

2. Click the "Save Address" button.
   Save Address

3. Click the "Done" button to return to the previous page.

UC San Diego 9500 Gilman Dr, La Jolla, CA 92039
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If “Goods” or “Goods and Services” is selected, the highlighted areas will appear.
### Goods and Services Information

What will your company be providing to UC San Diego?

- Services

Description of the Goods/Services you provide:

Select all locations where services could be performed:

<table>
<thead>
<tr>
<th>Available</th>
<th>Chosen</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>UC San Diego Campus or Property</td>
</tr>
<tr>
<td>United States</td>
<td></td>
</tr>
<tr>
<td>Internationally</td>
<td></td>
</tr>
</tbody>
</table>

Please select any of the following that are true:

- You may be providing software available for download/installation, copyrighted materials, and/or permissions
- You will be performing catering or food preparation services
- You may have access to patient health/medical information on behalf of UC San Diego
- You may receive, maintain, or transmit personally identifiable information or process credit card transactions on behalf of UC San Diego
- You may be performing construction, alteration, demolition, repair work or maintenance of a plant, building, structure, ground facility, utility system, or real property

### Insurance Required for Services

Insurance is required for all those suppliers coming on campus to perform services or deliver goods.

Please send a copy of your certificate of insurance with an additionally insured endorsement naming 'The Regents of California at the University of California, San Diego' as a certificate holder to our partner, Insurance Tracking Services, at uc@instracking.com

### Fair Work / Fair Wage

Note: All work performed on a UC San Diego property is subject to UC’s Fair Work, Fair Wage policy, which requires all contractors doing business with UC guarantee a $15 minimum hourly wage for their workers.
Please make sure to attach the requested document.
Please make sure to attach the requested document.

UC's Standard Business Associate Agreement: [https://www.ucsd.edu/policy/docs/forms/index.html](https://www.ucsd.edu/policy/docs/forms/index.html)
Goods and Services Information

What will your company be providing to UC San Diego?

Description of the Goods/Services you provide

Select all locations where services could be performed

Available
- California
- United States
- Internationally

Chosen
- UC San Diego Campus or Property

Please select any of the following that are true:

- You may be providing software available for download/installation, copyrighted materials, and/or permissions
- You will be performing catering or food preparation services
- You may have access to patient health/medical information on behalf of UC San Diego
- You may receive, maintain, or transmit protected personally identifiable information or process credit card transactions on behalf of UC San Diego
- You may be performing construction, alteration, demolition, repair work or maintenance of a plant, building, structure, ground facility, utility system, or real property

California Tax Status

Does your company hold a California Seller's Permit so that you can remit Sales Tax to the California Franchise Tax Board?

Data Security and Privacy

You've indicated that you will be receiving, maintaining, or transmitting personally identifiable information and/or processing credit card transactions on behalf of UC San Diego.

UC Appendix – Data Security and Privacy will apply to any and all purchases and agreements where your company receives, maintains or transmits UC Protected Information and/or has access to UC’s networks. You may view the most recent copy of the appendix here: https://www.ucop.edu/procurement-services/policies-forms/index.html
Goods and Services Information

What will your company be providing to UC San Diego?
Description of the Goods/Services you provide

Select all locations where services could be performed

Available
California
United States
Internationally

Chosen
UC San Diego Campus or Property

☑ You may be performing construction, alteration, demolition, repair work or maintenance of a plant, building, structure, ground facility, utility system, or real property

California Tax Status

Does your company hold a California Seller’s Permit so that you can remit Sales Tax to the California Franchise Tax Board?

Department of Industrial Relations

You’ve indicated you may provide services that include construction, alteration, demolition, repair work or maintenance of a plant, building, structure, ground facility, utility system, or any real property.

In order to procure the services you described, UC San Diego is required by the Department of Industrial Relations to obtain the following information

DIR Registration Number

Contractor’s License or Professional Services Number
If you do not have the appropriate certification, please select the other options "No" or "Decline to Answer".

For more information about how to be certified as a small business, please visit www.sba.gov/federal-contracting

*NOTE: If you select a small-business classification, you must prepare to provide official documentation outside of this registration process.
Select a payment option. If you have any questions, please contact Disbursements@ucsd.edu.
Review your registration details and click “Submit”! Please expect an email to confirm the processing of your registration as it can take 5-7 business days to be completed.

Certification

By submitting this form, you are providing your electronic signature and certifying that the information provided in this form is true and correct. If any of the information on this form changes, you will be responsible for updating the information provided in this portal.

Submit