

Payment Compass

UC San Diego

Payment Status Company My Contact Info Help

Company Name Legal Structure and Tax UC Relationship Purchase Order Distribution Good and Services Info Business Classifications Payment Options Review and Submit

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Initial Information

Legal Name

Legal Name?
(Enter the name of the individual or company/organization to be paid as it is used for legal, administrative, and other official purposes. For individuals/sole proprietors, please enter "last name, first name")

Are you/your company doing business as (DBA) another name or acronym?

For US income tax purposes where are you/your company headquartered?

Legal Name

Another name or acronym

--None--

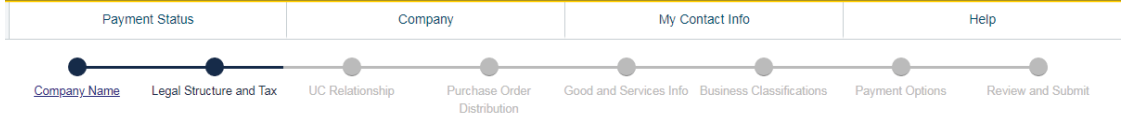
Next

***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.

Payment Compass UC San Diego



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Legal Structure and Tax

<h3>Legal Structure and Tax Questions</h3> <p>What is your legal structure? ⓘ <i>(If you are not a US citizen/company, return to the previous page and change the country selected)</i></p> <p>What is your US Tax ID?</p> <p>Federal Entity Identification Number (FEIN)</p> <p>Social Security Number (SSN)</p> <p>Exempt Payee Code (if any) ⓘ</p> <p>Exempt from FATCA reporting Code (if any) ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Individual/Sole Proprietor</p> <p style="background-color: #e0e0e0;">Individual/Sole Proprietor</p> <p>C Corporation</p> <p>S Corporation</p> <p>Partnership</p> <p>Trust/Estate</p> <p>Limited Liability Company – S Corporation</p> <p>Limited Liability Company – C Corporation</p> <p>Limited Liability Company – Partnership</p> <p>Limited Liability Company - Single Member</p> <p>Other (Higher Ed/Non-Profits, etc)</p> </div> <p>--None--</p> <p>--None--</p>	<h3>Tax / Legal Address</h3> <p>Legal Name</p> <p>Address Line 1</p> <p>Address Line 2</p> <p>City</p> <p>Country</p> <p>State/Province/Region</p> <p>ZIP/Postal Code</p> <p>Email address for general inquiries</p> <p>Phone number for general inquiries</p> <p>Website</p>
<h3>Duns and Bradstreet Number</h3> <p>Do you have a DUNS number? <i>(For more information, visit www.dnb.com)</i></p>	<h3>Certification of W9 Information</h3> <p>This form serves as a US W9 Tax Form substitute. Under penalties of perjury, by checking this checkbox I certify that:</p> <ol style="list-style-type: none"> 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: <ol style="list-style-type: none"> a. I am exempt from backup withholding, or b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c. the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (as defined by the IRS); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p><input type="checkbox"/> I certify</p>

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UC Relationship

Relationship to UC San Diego

Please confirm any relationship you/your company have with the University of California and its employees.

If circumstances related to any of the relationships below change, it is your responsibility to promptly notify the University of California.

Employee-Supplier Relationship (select all that apply)

Available		Chosen
Current UC Employee		
Former UC Employee		
Relative of UC Employee		
UC Retiree		
No Relationship		

Debarment Status

Are you/your company presently debarred, suspended, proposed for debarment, or declared ineligible for award of state or federal contracts or participation in state or federal assistance programs or activities?

No

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To select an option,

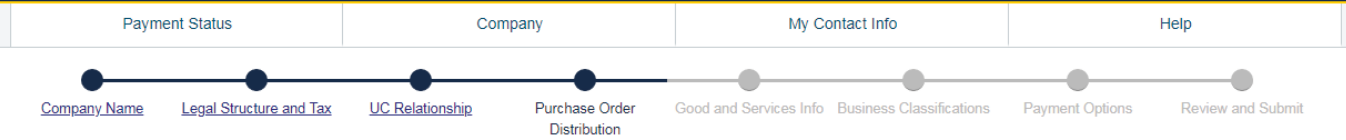
- (1) Highlight the relationship status in the "Available" box.
- (2) Click the right-pointing arrow to move it to the "Chosen" box.
- (3) The option will be in the "Chosen" box and the field will be completed

Available		Chosen
Current UC Employee		
Former UC Employee		
Relative of UC Employee		
UC Retiree		
Candidate		
No Relationship		

Available		Chosen
Current UC Employee		No Relationship
Former UC Employee		
Relative of UC Employee		
UC Retiree		

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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 or DBA differs by fulfillment center)

Add Fulfillment Address

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

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[Terms & Conditions](#) |

Fulfillment Address

1. Enter the Information

What is your/your company's fulfillment address?
 Another address (provided below) --None--
 Legal/Permanent address (provided earlier)
 Another address (provided below)

Legal Name --None--

DBA/Division

Address Line 1

Address Line 2

City

Country --None--

State/Province/Region --None--

ZIP/Postal Code

How should we send you Purchase Orders? --None--

2. Click the "Save Address" button.

Save Address

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

Done

Goods and Services Information

What will you/your company be providing to UC San Diego?

Goods

Description of the Goods/Services you provide

If "Goods" or "Goods and Services" is selected, the highlighted areas will appear.

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? --None--

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

Goods and Services Information

What will you/your company be providing to UC San Diego?

Description of the Goods/Services you provide

Services

If "Services" or "Goods and Services" is selected, the highlighted areas will appear.

Select all locations where services could be performed

Available		Chosen
California	▶	UC San Diego Campus or Property
United States		
Internationally	◀	

Please select any of the following that are true:

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- 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.

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Goods and Services Information

What will you/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
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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?

Catering

You have indicated that you/your company will provide catering or food preparation services on UC San Diego's campus or property. As such, please provide a copy of your Health Permit from the San Diego County Department of Environmental Health Food and Housing Division (FHD) below.

Health Permit

[Add Attachment](#)

No attachments to display

Please make sure to attach the requested document

Marketplace Registration **GOODS AND SERVICES** – Checkbox (Business Associate’s Agreement)

Questions? Contact us via ASKsupport@ucsd.edu

Goods and Services Information

What will you/your company be providing to UC San Diego?

Description of the Goods/Services you provide

Select all locations where services could be performed

Available	Chosen
California	UC San Diego Campus or Property
United States	
Internationally	

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Business Associate's Agreement

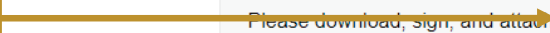
You've indicated that in providing services to the UC, your company will have access to patient health information.

Please download, sign, and attach UC's Standard Business Associate Agreement: <https://www.ucop.edu/procurement-services/policies-forms/index.html>

The executed agreement can be attached here

No attachments to display

Please make sure to attach the requested document



Goods and Services Information

What will you/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:

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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/your company 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/or 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 you/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 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
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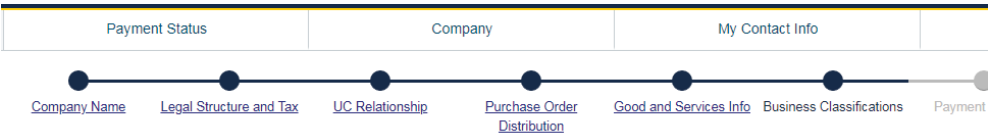
Department of Industrial Relations

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

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***NOTE:** If you select a small-business classification, you must prepare to provide official documentation outside of this registration process.

Business Classifications

Small and Diverse Business Classifications

Our proactive business approach encourages the use of multiple small business categories through collaborative relationships reflect diverse campus, business needs and local small businesses. In order to increase the University's spend with small and diverse business California complies with state and Federal law and has been designed to optimize contracting opportunities in the area of procurement other professional services.

The UC system determines small and/or diverse business status using state and federal size standards.

Does your business qualify as a small or diverse supplier?
(All small and diverse business registrations will be reviewed to ensure accuracy and compliance with federal, state, and local reporting requirements)

Are you a UC San Diego Alumni Business?

Dropdown menu options: --None--, --None--, Yes, No, business is Large, Foreign, or Non-Profit, Decline to Answer

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

Federal Classifications

Select the appropriate Federal Classifications from the list below. For more information about each of these classifications, visit the Small Business Administration website (www.sba.gov/contracting)

Available: Small Business Concern, Small Disadvantaged Business, Women-Owned Small Business, Historically Black Colleges & Universities/MI, HubZone Small Business, Veteran Owned Small Business, Alaska Native Corporation (Not SBA Certified), Alaska Native Corporation (Not Small), No Federal Classifications

California State Classifications

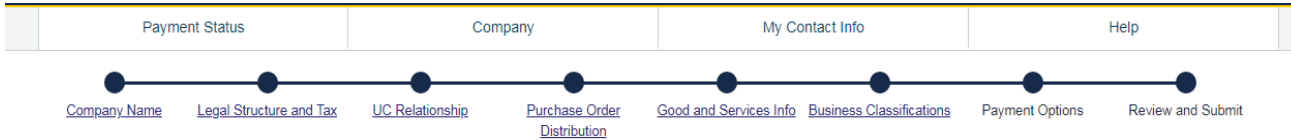
Select the appropriate Federal Classifications from the list below. For those business primary If you are a small and/or diverse business, primarily located in and conducting business in California, we highly recommend that you self-certify using the links below.

Available: Small Business Enterprise, Disadvantaged Business Enterprise, Disabled Veteran Business Enterprise, No California State Classifications

Other Classifications

Select the appropriate Classifications from the list below:

Available: 8(a) Business Development Program, AbilityOne, Minority Business Enterprise, Small Local Business Enterprise, Lesbian, Gay, Bi, Trans, Queer (LGBTQ), No Other Classifications



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Payment Options

Payment Options and Terms

As a UC San Diego supplier you can select the payment option and associated payment terms that best meet your business needs. All payment dates are calculated from the supplier invoice date. Invoice should be issued after product(s) or services are rendered.

Please select your payment method and associated payment terms from the options below. More information about UC San Diego's available payment methods and associated payment terms can be found at <http://pps.ucsd.edu/resources/invoicing-payments>

Preferred Payment and Terms Options

Virtual Credit Card payments issued at net zero terms. Regular credit card processing fees apply.

Standard Payment and Terms Options

Check payments with 1% discount when paid within 20 days, if payment cannot be issued within 20 days, no discount will be applied and payments will be issued within 30 days.

Check payments issued within 30 days.

Select a payment option. If you have any questions, please contact Disbursements@ucsd.edu

Remittance Address

Add Remittance Details

[Add Remittance Information](#)

Accounts Receivable Contact

If we have questions about your invoices or payments, who should we contact?

AR Contact Name

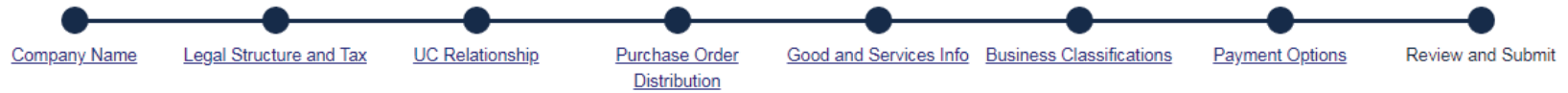
AR Contact Email

AR Contact Phone Number and Extension

Payment Compass

UC San Diego

Payment Status	Company	My Contact Info	Help
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Review and Submit

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.

[Previous](#) [Submit](#)