

SUPPLIER ONBOARDING

BFS PeopleSoft Portal

Job Aid
Foreign Supplier Onboarding

UC Berkeley Foreign Supplier Onboarding

Register as Supplier

Help Guide & Instructions

Contents



- 4
- Overview 4
- Invitation Email 5
- Register as a Supplier 6
 - Welcome 6
 - Identifying Information 7
 - Unique ID & Company Profile 7
 - Profile Questions 7
 - Addresses 10
 - Contacts 10
 - Submit 12
 - What to expect next 12
 - Save for Later 13
 - Continue from where you left 14
- Notification Emails 15
 - Invitation 15
 - Save for Later 16
 - Submit for Approval 16
 - Supplier Approved 17
 - Supplier Denied 17
 - Request More Information 18

Forgot Password	19
Forgot Registration ID	20
Profile Questions.....	21



Overview

Here is an overview of the Supplier Registration process at UC Berkeley

- A UCB contact will send a supplier registration [invitation](#) email to a supplier contact.
- The supplier contact will receive an [email](#) with important information and a link to access the Supplier Registration pages.
- The supplier will enter their [supplier information](#) on the UCB Supplier Portal and submit the registration for approval. For a list of questions see the [Profile Questions](#).
- The UCB team will approve, deny or request additional information from the supplier.
- If the registration is approved, the supplier and the UC contact will receive [emails](#) letting them know the supplier is ready for use in the UCB procurement system.
- If the registration is denied, the supplier will get an [email](#) with the reason for denial.
- If more information is requested, the supplier contact will get an [email](#) explaining what is required. The supplier contact will [re-access](#) their registration, fill in the required additional information and re-submit for approval.
- During the registration the supplier contact may [save for later](#) at any time.

Invitation Email

To begin the registration process, you will need to get an invitation email from a UC Berkeley contact.

To register copy the Access Code and click on the [Register as a Supplier](#) link from the email.

Please download and complete the Foreign Bank Authorization Form before beginning your registration.

Note: If you are a US based company or individual please ask your UCB contact to send the appropriate domestic invitation.

UC Berkeley - Foreign Supplier Registration Invitation

 **Do_Not_Reply@berkeley.edu** <Do_Not_Reply@berkeley.edu> 
5:30 PM

To: dan.white@berkeley.edu

Dear Pierre Lafontaine,

You have been invited to register as a supplier for the University of California, Berkeley.

Please use the link and access credentials below to self-register on our website.
[Register as a Supplier.](#)

Access Code: LGFGT71190
Expiration Date: 2021-05-01

To prepare: Please complete the [Foreign Bank Authorization Form](#) and attach it to your registration form when prompted.

As a foreign supplier, your payment method will be setup as a wire transfer or with the Payment Plus option (enrollment option detail provided after approval of supplier setup).

Please use the link below to access detailed instructions and help guide.
[Registration Help Guide](#)

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu.
Be sure to include your Registration ID when emailing.

Thank you,

Vending Team
University of California, Berkeley
vending.berkeley.edu

Register as a Supplier

After clicking on the link, you will be directed to a series of pages with information UCB will need to register your organization as a supplier in the UCB purchasing system.

On each step you will need to complete the information and click the Next button to move to the next step. If you have entered something incorrectly you will get an error message, and will be required to correct the data before moving on.

Note: All fields marked with an asterisk * are required.

Welcome

Welcome - Step 1 of 5

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

Once you submit, you will **NOT** be able to do any modifications on-line unless the Supplier team specifically sends you an email. Contact the vendoring team for any changes you may need to make after submitting.

If you have any questions on the registration process, please email to: ven_bsvm@berkeley.edu

CAUTION: DO NOT use the browser back button. You may lose previously entered data.

Select an activity below: ?

Start a new registration form

* Access Code * Invitation Email ID

What type of entity do you represent?

Business

Individual

Continue from where you left

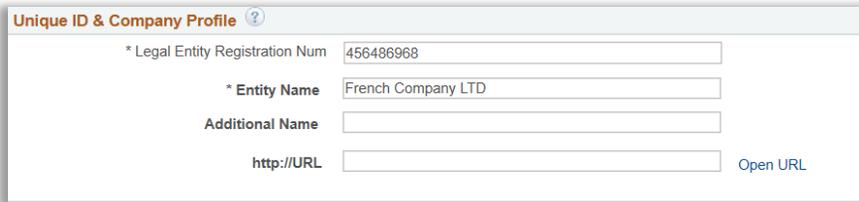
* Required field

- **Please read the instructions before starting.**
- Enter the Access Code from the email.
- Enter Business or Individual
- Enter the Email address - it must match the Invitation receiver's email.
- Continue from where you left off is applicable if you 'Save for Later' or if more information is required during the supplier vetting process. These are explained in separate sections of this document.
- Click Next to move to step 2.

Identifying Information

- Please follow the Instructions to enter data in the Unique ID & Company Profile section.
- Enter all applicable information.
- Click on  to expand the question.
- **Entering the data as explained helps UCB process your registration request more efficiently.**
- When done, click Next to move to step 2 or Save for Later to come back to the registration at a later time.

Unique ID & Company Profile



Unique ID & Company Profile ?

* Legal Entity Registration Num

* Entity Name

Additional Name

http://URL [Open URL](#)

- Legal Entity Registration Num - Required
 - Enter your government issued identification number that uniquely identifies your organization or as an individual
 - Do not add any dashes or slashes
- Entity Name - Required
 - Enter your exact Company Name
 - If you are an individual, enter your name as Last Name,First Name with no spaces.
 - Example: Doe,John
- Additional Name - Optional
 - Enter a DBA if applicable.
- [http://url](#) – Optional

Profile Questions

- If there is a magnifying glass  or a downward arrow  next to the field, you will need to click it and select the correct response(s).
- Go to the [Profile Questions](#) Section for a complete list of questions and valid answers.
- **Remember:** All fields with an asterisk * are required.

- Supplier Classification - Required
 - Please use the magnifying glass to select Foreign Supplier, which is the only valid value.
- UC Berkeley Staff Contact Name - Required
 - Enter the name of your UCB Contact as First Name Last Name
 - Example: John Doe
- UC Berkeley Staff Contact Phone - Optional
 - Enter the contact's phone number, if known.
- UC Berkeley Staff Contact email address - Required
 - Enter the contact's email address

- Remember you can click on  to expand the questions for easier reading.
- Select Yes or No for each of the Conflict of Interest questions.
- If you responded Yes to any of these questions you must fill out a Conflict of Interest Form:
 - https://controller.berkeley.edu/sites/default/files/conflict_of_interest_11-16-2018.docx

- Certificate of Insurance
 - Required: Click the magnifying glass and choose “I acknowledge”
- Attach a Certificate of Insurance if available.
- Submit Invoices via Transcepta
 - We highly recommend that suppliers use Transcepta to submit their invoices.
 - To enroll or get more information click: <http://connect.transcepta.com/berkeley>
- Preferred Payment Option
 - Wire is our preferred payment method.
 - Please download and complete the Foreign Bank Authorization form click: <https://controller.berkeley.edu/sites/default/files/foreignbankauthorizationform.pdf>
 - Attach the completed form in the supporting documentation section below.
 - Manual Check
 - If wire does not work for your organization you can request a check. This will take longer to deliver than a wire payment.
- Intellectual Property
 - If you answer Yes to either of these questions you must first become an Authorized Licensee. To apply go to the following URL and select “Internal Campus Supplier” : <https://clc.com/home/get-licensed/>
- Attach Supporting Documents, Certificates, Forms, etc.
 - Attach any additional documents here.
- Comments
 - Enter any additional information you want to share.

Addresses

- You must enter at least one address.
- When done Click Next to move to step 2 or Save for Later to come back the registration at a later time.

The screenshot shows a web form titled 'Addresses - Step 3 of 5'. At the top, there is a progress bar with five steps: 'Welcome', 'Identifying Information', 'Addresses' (highlighted), 'Contacts', and 'Submit'. Below the progress bar are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Addresses - Step 3 of 5' and contains the following text: 'You must enter one primary address. If you have separate remit or invoice addresses you may enter them but they are not required.' and 'Note: The email address entered for the primary address will be the default PO dispatch email address.' There are two main sections: 'Primary Address' and 'Other Addresses'. The 'Primary Address' section has a search icon and a dropdown for 'Country' (FRA France), and input fields for 'Address 1' (106 Rue de la Pompe), 'Address 2', 'Address 3', 'Post Office', 'City' (Paris), 'Postal' (75116), 'Department' (75 Paris), and 'Email ID'. The 'Other Addresses' section has a search icon and a dropdown for 'Country' (FRA France), and input fields for 'Address 1', 'Address 2', 'Address 3', 'Post Office', 'City', 'Postal', 'Department', and 'Email ID'. Below the 'Other Addresses' section, there is a checkbox labeled 'Remit To Address' which is checked, with the text 'Address for remitting payment' below it. At the bottom of the form are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'.

- Email Address
 - If you require Purchase Orders to be emailed, the email address for the Primary Address will be used.
- Remit Address
 - Only check this box if the Remit Address is different than the Primary Address
 - The Remit to Address section will only be expanded if you check the box.

Contacts

- Click Add Contact
- You must enter at least one contact.

Welcome Identifying Information Addresses **Contacts** Payment Information Submit

Exit Save for Later Previous Next

Contacts - Step 4 of 6

Enter Contact information

** Important Note: Contact User ID is for the future use only **

Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Exit Save for Later Previous Next

* Required field

Add Contacts

Contact Information ?

* First Name John Primary Contact

* Last Name Doe

Title

* Email ID john.doe@acme.com

* Telephone 4158887777 Ext

Fax Number

Contact Type General

User Profile Information ?

* Requested User ID jdoe1000

Description

Language Code English

Time Zone

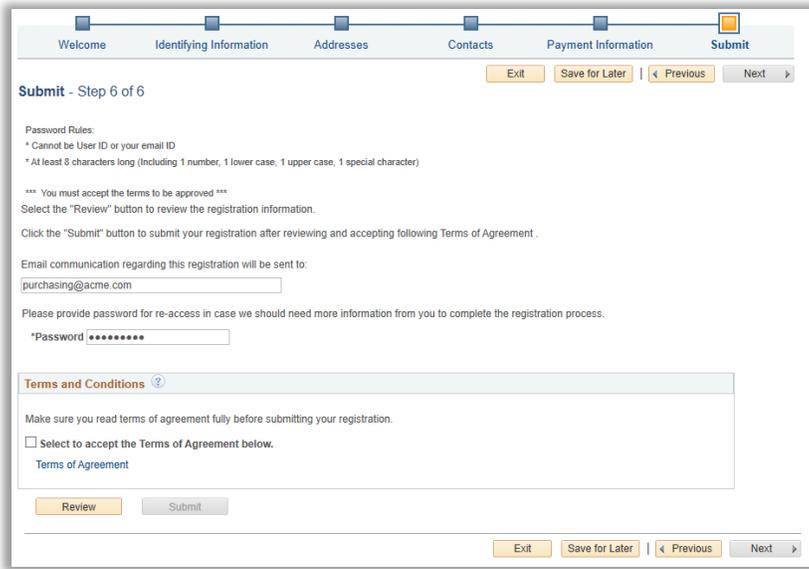
Currency Code US Dollar

OK Cancel

- Enter all applicable data.
- You must enter all required fields (*).
- *User Profile Information is not being used at this time*, but you will need to pick a unique user ID for possible future use. If you get a message that your user ID is already chosen, please try another.
- No other Profile Information fields are required so you can leave as shown.

Submit

- Enter the information, read and accept the Terms of Agreement to submit your registration for approval.



The screenshot shows a web form titled "Submit - Step 6 of 6". At the top, there is a progress bar with six steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit (highlighted in orange). Below the progress bar are navigation buttons: Exit, Save for Later, Previous, and Next. The main content area includes:

- Password Rules:**
 - * Cannot be User ID or your email ID
 - * At least 8 characters long (Including 1 number, 1 lower case, 1 upper case, 1 special character)
- *** You must accept the terms to be approved ***
- Select the "Review" button to review the registration information.
- Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.
- Email communication regarding this registration will be sent to:
 -
- Please provide password for re-access in case we should need more information from you to complete the registration process.
 - *Password
- Terms and Conditions** (with a help icon):
 - Make sure you read terms of agreement fully before submitting your registration.
 - Select to accept the Terms of Agreement below.
 - [Terms of Agreement](#)
- Buttons: Review (highlighted in orange), Submit (disabled)

At the bottom, there are navigation buttons: Exit, Save for Later, Previous, and Next.

- Enter the email you want to use for all communications with UCB during the approval process.
 - You may need this to revise your registration, so please make note.
- Enter a password
 - Please note the password rules.
 - You may need this to revise your registration, so please make note.
- Click on the Terms of Agreement hyperlink to read UCB policies.
- You must click the box 'Select to accept Terms of Agreement Below' to continue.

What to expect next

- After you submit, you will get a confirmation [email](#) that your registration has been submitted for approval.
- Within 5 business days you should receive either an [approved](#) or [denied](#) email.
- You may receive a 'Request for Information' [email](#). If this happens, follow the [save for later](#) functionality to access your registration, and re-submit when you have finished updating the requested information.

Save for Later

- At any time during the process you may Save for Later.
- Click on Save for Later.
- You will receive a confirmation [email](#) once this is saved.



- Provide an email ID and a password.
- Click OK

Save for Later

Your In-Progress registration form will be saved and email communication regarding the registration will be sent to:

You may change to send emails:

To resume your registration, a password will be required:
*Password

- **MAKE NOTE OR SAVE THIS PAGE! You will need all 4 values to continue your registration.**

Save for Later

Your In-Progress registration form has been saved and you may resume your registration request at a later time.

To resume your registration request, the following information will be required when you re-access your request. E-mail communication regarding the registration will be sent to mentioned E-mail ID.

* Registration ID	0000000145	
* Tax Identification Number		999999999
*Email ID		<input type="text" value="dxxxxxxxx@yahoo.com"/>
*Password		*****

Would you like to resume registration now?

- To continue your registration, click on the link provided in your invitation email.

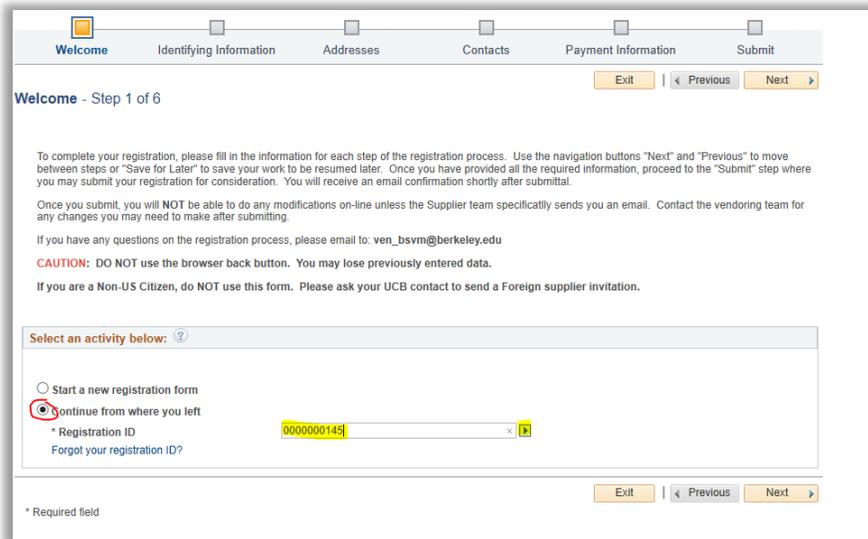
- To continue your registration, click on the link provided in your invitation email.

Please use the link and access credentials below to self-register on our website.
[Register as a Supplier.](#)

- **NOTE: You will also need to follow this procedure if the UCB Vendor team asks you for additional information during the approval process.**

Continue from where you left

- Use this option to complete a registration you saved for later or to update a registration when you get a request for additional information email from the UCB vendoring team.
- Click on 'Continue from where you left'.
- Enter your Registration ID and click on the arrow  icon.
- Note: Your registration ID will NOT be included in your original invitation email, but you can click on 'Forgot your registration ID' to retrieve it via email.



Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

Once you submit, you will NOT be able to do any modifications on-line unless the Supplier team specifically sends you an email. Contact the vendoring team for any changes you may need to make after submitting.

If you have any questions on the registration process, please email to: ven_bsvm@berkeley.edu

CAUTION: DO NOT use the browser back button. You may lose previously entered data.

If you are a Non-US Citizen, do NOT use this form. Please ask your UCB contact to send a Foreign supplier invitation.

Select an activity below: [?](#)

Start a new registration form

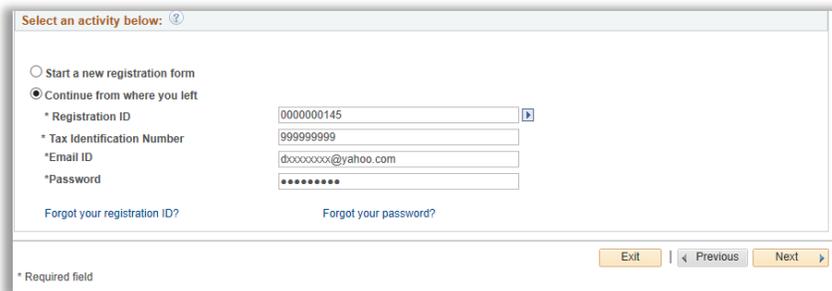
Continue from where you left

* Registration ID [x](#) [b](#)

[Forgot your registration ID?](#)

* Required field

- Enter your Tax ID Number, email ID and password and click Next.
- **Note: You can use the 'Forgot your registration ID' and 'Forgot your password' if needed. We will not be able to provide you with an email address or Tax Identification Number.**



Select an activity below: [?](#)

Start a new registration form

Continue from where you left

* Registration ID [x](#) [b](#)

* Tax Identification Number

* Email ID

* Password

[Forgot your registration ID?](#) [Forgot your password?](#)

* Required field

- You will be taken to the Identifying Information page
- You can change any information you wish and complete the registration.
- **Note: You will need to use the Next button to get to the subsequent pages.**

Notification Emails

There are multiple times when emails will be sent by the system. These are all sent by an email address called Do_Not_Reply@Berkeley.edu. No one is monitoring this email address and it is only used as a sender email address.

Invitation

UC Berkeley - Foreign Supplier Registration Invitation



Do_Not_Reply@berkeley.edu <Do_Not_Reply@berkeley.edu>
5:30 PM



To: dan.white@berkeley.edu

Dear Pierre Lafontaine,

You have been invited to register as a supplier for the University of California, Berkeley.

Please use the link and access credentials below to self-register on our website.

[Register as a Supplier](#).

Access Code: LGFGT71190

Expiration Date: ~~2021-05-01~~

To prepare: Please complete the [Foreign Bank Authorization Form](#) and attach it to your registration form when prompted.

As a foreign supplier, your payment method will be setup as a wire transfer or with the Payment Plus option (enrollment option detail provided after approval of supplier setup).

Please use the link below to access detailed instructions and help guide.

[Registration Help Guide](#)

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu.

Be sure to include your Registration ID when emailing.

Thank you,

Vendoring Team
University of California, Berkeley
vendoring.berkeley.edu

Save for Later

UC Berkeley Supplier Registration Save for Later Confirmation

 **Do_Not_Reply@Berkeley.edu** <Do_Not_Reply@Berkeley.edu>
7:51 AM 

To: [REDACTED]

Thank you for your interest in registering with University of California Berkeley. This e-mail is to inform you that your in-process registration request has been successfully saved.

To resume your registration application, click on the url in your invitation email and enter the following information:

- Registration ID: 0000000145
- E-mail ID: dan.white21@yahoo.com
- Password: (specified during registration request)

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu. Be sure to include your Registration ID when emailing.

Thank you,

Vending Team
University of California, Berkeley
<http://vending.berkeley.edu/>

Submit for Approval

Supplier completes and submits their registration for approval.

UC Berkeley - Your Registration request has been submitted for approval

 **Do_Not_Reply@Berkeley.edu** <Do_Not_Reply@Berkeley.edu>
5/8/2020 7:13 PM

To: Dan White

Your registration request, registration ID 0000000142 has been submitted for approval.

You will be notified at this email address of any changes in your registration status.

If you have any questions regarding your registration, please contact us by email at: ven_bsvm@berkeley.edu. Be sure to include your Registration ID when emailing.

Thank you,

Vending Team
University of California, Berkeley
vending.berkeley.edu

Supplier Approved

Supplier team's final approval and the supplier is ready for use.

UC Berkeley - Supplier Registration Approved

 **Do_Not_Reply@Berkeley.edu** <Do_Not_Reply@Berkeley.edu>
4/23/2020 3:28 PM 

To: Dan White

Welcome New UC Berkeley Supplier,

Your Registration ID 000000126 has been approved and you are now a UC Berkeley Supplier.

Supplier Name: Rubble,Barney
Supplier ID: 0000882937

Invoicing and Payment Process

For important information about the invoicing and payment process, please visit:

- Helpful Hints for Our Vendors - <https://controller.berkeley.edu/h4v>
- Electronic Invoice Submission - <http://connect.transcepta.com/berkeley>
- How to receive payments via Electronic Funds Transfer (EFT) - <https://controller.berkeley.edu/efr>
- Payment Plus - Single Use Credit Card Program - <https://controller.berkeley.edu/pps>

We assign vendor payment terms based upon invoice submission method and payment method.

Intellectual Property

If you plan on using UC Berkeley's Name, Logos, Trademarks, and or other Intellectual Property on products, you must first become an Authorized Licensee. For more information about the licensing process, please email: cal_licensing@berkeley.edu.

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu. Be sure to include your Supplier ID when emailing.

Thank you.
We look forward to a great partnership!

Vending Team
University of California, Berkeley
<http://vending.berkeley.edu/>

Supplier Denied

In the unlikely event that the supplier is denied, they will receive an email with the reason why.

From: <Do_Not_Reply@berkeley.edu>
Date: Tue, Apr 28, 2020 at 4:54 PM
Subject: UC Berkeley - Denial of your Supplier registration Request
To: <[kt\[REDACTED\]@berkeley.edu](mailto:kt[REDACTED]@berkeley.edu)>

We regret to inform you that after review of your recent Registration request ID 000000037, we have found that you do not meet our criteria for acceptance at this time.

Reason code: DENIAL-1
Comments: Perspective Supplier did not provide sufficient documentation -
This is the only 'deny' Reason Code listed - SVC

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu. Be sure to include your Registration ID when emailing.

Thank you,

Vending Team
University of California, Berkeley
<http://vending.berkeley.edu/>

Request More Information

During the approval process the Supplier Team has the opportunity to send an email to the supplier asking for additional information. The email is automated, but the comment is personalized by the Supplier Team. The supplier contact would be expected to sign on to their registration, update the required information and re-submit.

UC Berkeley Supplier Registration – Request for Additional Information

 **Do_Not_Reply@Berkeley.edu** <Do_Not_Reply@Berkeley.edu> 
8/5/2020 2:50 PM

To: Dan

Thank you for your interest in registering with University of California Berkeley.

Additional information is required from you so that we may complete the process.

Reason code: RMI-0001
Comments: Supplier requested to provide additional Information

To respond to this request, please click the link provided in the original invitation email, choose 'Continue from where you left' and enter the required information.

You will need the following:

- Registration ID: 0000000166
- Legal Entity Registration Num: (specified during registration request)
- E-mail ID: dan.v
- Password: (specified during registration request)

If you have any questions, please contact us by email at: ven_bsvm@berkeley.edu.
Be sure to include your Registration ID when emailing.

Thank you,

Vendoring Team
University of California, Berkeley
<http://vendoring.berkeley.edu/>

Forgot Password

If the supplier needs to sign on to the system and has forgotten their password, they can retrieve it. This would happen in Save for Later or Request More Information situations.

UC Berkeley Supplier Registration Access for request ID 0000000134

 **CG_TEST@berkeley.edu** <CG_TEST@berkeley.edu> 
4/29/2020 3:38 PM

To: Dan White

Thank you for your interest in registering with UC Berkeley. You are receiving this email in response to a forgotten password request. If you did not request your password, please contact us.

Your password is S[REDACTED]

If you have any questions regarding your registration request, please send email to ven_bsvm@berkeley.edu. Be sure to include your Registration ID when emailing.

Thank you,

Vending Team
University of California, Berkeley
<http://vending.berkeley.edu/>

Forgot Registration ID

If you have entered something incorrectly you will get an error message, and will be required to correct the data before moving on.

From: [Do Not Reply@Berkeley.edu](mailto:Do_Not_Reply@Berkeley.edu)
Sent: Monday, April 27, 2020 10:55 PM
To: [Dan White](#)
Subject: UC Berkeley - Registration ID

Your registration ID is 0000000132

If you have any questions, please send email to ven_bsvm@berkeley.edu.
Be sure to include your Registration ID when emailing.

Thank you,

Vendoring Team
University of California, Berkeley
<http://vendoring.berkeley.edu/>

Profile Questions

This section has the questions and valid answers from the Profile Questions portion of the Foreign Supplier template.

#	Required	Question	Valid Answers
1	Yes	Supplier Classification:	Foreign Supplier
2	Yes	Supplier Federal Tax Classifications:	1 - C Corporation 2 - Trust/Estate 3 - S Corporation 4 - Partnership 5 - Other 6 - LLC-S Corporation 7 - LLC-P Partnership 8 - Individual Proprietor
3	Yes	UC Berkeley Staff Contact Name	Free Form
4	No	UC Berkeley Staff Contact Phone	Free Form
5	Yes	UC Berkeley Staff Contact email address	Free Form
6	Yes	Conflict of Interest question 1: Are you currently an employee of any entity of the University of California (including but not limited to any campus, medical center, lab or the Office of the President)?	Yes/No
7	Yes	Conflict of Interest question 2: Are you a former employee, within the last two years, of any campus, medical center, and/or lab of the University of California?	Yes/No
8	Yes	Conflict of Interest question 3: Are you a near relative of an employee of any campus, medical center, and/or lab of the University of California?	Yes/No
9	Yes	Conflict of Interest question 4: Is this agreement with the department in which you or your near relative currently or previously work?	Yes/No
10	No	If Supplier answered "Yes "to any of the four questions above: Supplier must complete Part B of the CONFLICT OF INTEREST FORM and attach it to this registration in this place. Note 1: A separate Part B is required for each individual identified above. Note 2: CONFLICT OF INTEREST FORM may be found at the location below: https://controller.berkeley.edu/sites/default/files/conflict_of_interest_11-16-2018.docx	Attachment
11	Yes	* Certificate of Insurance Acknowledgement: The University requires its contractors, vendors and consultants to issue certificates of insurance to the University providing evidence that the type of insurance and limits required by the contract are fulfilled. Supplier acknowledges it will, at its sole cost and expense, insure its activities in connection with providing Goods and/or Services to the	I acknowledge

		university and obtain, keep in force, and maintain the minimum limits set forth in the UC Terms & Conditions. https://supplychain.berkeley.edu/suppliers/university-california-terms-conditions-policies	
12	No	Please attach your Certificate of Insurance.	Attachment
13	Yes	Submit invoices via Transcepta: Transcepta is our preferred and most reliable method for Supplier invoice submission and processing. UC Berkeley utilizes Transcepta platform to process invoices. It is third-party electronic invoice service provider. This service guarantees secure delivery of all Supplier invoices, immediate confirmation of invoice delivery, and helps speed up the payables process. To enroll in Transcepta, please follow the instructions on Transcepta website: http://connect.transcepta.com/berkeley	Yes/No
14	Yes	Payment Option: Supplier must attach Foreign Bank Authorization form in order for this registration to be processed if wire transfer is selected	Manual Check Wire -Wire Transfer (Highly recommended)
15	Yes	Intellectual Property question 1: Are you applying to supply Campus with products that will be embellished with any of UC Berkeley’s Intellectual Property? Examples of Intellectual Property include, but not limited to: the UC’s Names, Department Names, Graduate School Names, Logos, Buildings, Statues, Mascot, etc.? If answer is Yes, then Supplier must first become an Authorized Licensee. Until Supplier is granted an "Authorized Licensee" license, Supplier may not use UC Berkeley Intellectual Property on products. Please follow the link: https://clc.com/home/get-licensed/ and select “Internal Campus Supplier”. If you have questions about the licensing process, please email: cal_licensing@berkeley.edu	Yes/No
16	Yes	Intellectual Property question 2: Are you applying to supply Campus with any apparel, headwear, headgear, bags, drinkware, school supplies, or any hard goods which are typically considered promotional items? If answer is Yes, then Supplier must first become an Authorized Licensee. Until Supplier is granted an "Authorized Licensee" license, Supplier may not use UC Berkeley Intellectual Property on products. Please follow the link: https://clc.com/home/get-licensed/ and select “Internal Campus Supplier”.	Yes/No

		If you have questions about the licensing process, please email: cal_licensing@berkeley.edu	
17	No	Attach Foreign Bank Authorization (wire form) and any additional supporting documentation. Please attach Conflict of Interest and Certificate of Insurance to their appropriate sections.	Attachment