



# Supplier Information Form

Version9 – FEB2024

## Guidelines for New Registration and Registration Modifications

This is a single standardized form applicable to all suppliers of CRC Services, LLC and its Affiliates (“CRC”) that are invited to be registered in CRC’s system and/or that are already registered in CRC's system.

1. Complete the Buyer-Supplier Registration Information Form and have a duly authorized employee of your Company sign.
  - a. **Complete only the necessary sections, indicating the action to be executed:**
    - i. **"Add":** Complete only the "New Data" column (if you are a new Supplier, use this section)
    - ii. **"Remove":** Complete only the "Old Data" column. The old data will be inactivated.
    - iii. **"Modify":** If new data will replace old data, complete both the "Old Data" and "New Data" columns. The old data will be inactivated and the new data will be added.
  - b. If more than one change is required in the same section, please complete and submit as many copies of that section as necessary (e.g. two new addresses).
2. Scan and email the signed form and suitable support documents requested to [SCM\\_SupplierCoord@crc.com](mailto:SCM_SupplierCoord@crc.com). The original document is not required to be mailed via postal service.
3. CRC personnel will review and validate the information. Additional information and documentation may be requested to support the new registration/registration modification.
4. If applicable, CRC personnel will modify the information in CRC system and send an email when the modification has been completed.
5. If you have access to the iSupplier Portal, changes will be visible in such Portal.

Country	Mandatory Support Documentation applicable to Country-based Suppliers for Section 1 – Company Structure
United States of America	* W-9 (must include all names doing business under – DBAs) * California Withholding Forms 587 (Non-Resident) or 590 (CA Resident)
Others	* Applicable equivalent documentation of the Country of Origin

Supplier Contact Person To Verify the Form Information	
Full Name	<input type="text"/>
Job Title	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Supplier Tax Information	
Legal Entity Name	<input type="text"/>
Taxpayer ID	<input type="text"/>
Legal Structure	<input type="text"/>
Jurisdiction of Organization	<input type="text"/>
Federal Form Attached	<input type="checkbox"/> W-9 <input type="checkbox"/> W-8
State Form Attached	<input type="checkbox"/> 587 <input type="checkbox"/> 590

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Section 1 – Company Structure		
Data Change Type		
Indicate Type	<input type="checkbox"/> New CRC Supplier	
	<input type="checkbox"/> Legal Name Change <input type="checkbox"/> Merger <input type="checkbox"/> Acquisition <input type="checkbox"/> Corporate Structure Change <input type="checkbox"/> Close Out	
Company Structure		
	Old Data (to be inactivated)	New Data (to be added)
Parent Company	<input type="text"/>	<input type="text"/>
Legal Name	<input type="text"/>	<input type="text"/>
Taxpayer ID	<input type="text"/>	<input type="text"/>
Legal Structure	<input type="text"/>	<input type="text"/>
Modification Only		
Has the new Supplier assumed all of the obligations and liabilities in the Agreements with CRC, and will the new Supplier be responsible for all of former Supplier’s agreements with CRC?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable  If YES, specify the effective date: <input type="text"/>	
Did the new Supplier obtain the right to be paid the accounts payable owed by CRC under its agreement(s) with the former Supplier?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable  If YES, specify the effective date: <input type="text"/>	
Comments:	<input type="text"/>	

**Note:**

- Attach documentation to demonstrate new corporate structure changes.
- **United States based Supplier:** Attach signed W-9 Tax ID form.

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## Section 2 – Purchasing Information

Supplier designates the following Purchasing Addresses to receive Sourcing and Purchasing Documents (Contracts, Purchase Orders, etc.). If your company needs to designate additional addresses, please complete and submit as many copies of this section as necessary.

Action		
Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)	
	Old Data (to be inactivated)	New Data (to be added)
Address	[ ]	[ ]
City	[ ]	[ ]
State	[ ]	[ ]
Country	[ ]	[ ]
Postal Code/Zip Code	[ ]	[ ]
Contact	[ ]	[ ]
Phone Number	[ ]	[ ]
Email	[ ]	[ ]
Comments	[ ]	

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Section 3 – Invoicing Company Name and Addresses		
<p>Supplier designates the following Invoicing Payment Addresses to remit payments to. If your company needs to designate additional addresses, please complete and submit as many copies of this section as necessary.</p>		
<b>Action</b>		
Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)	
Same as Purchasing Address	<input type="checkbox"/> YES ( <b>SKIP THIS SECTION</b> ) <input type="checkbox"/> NO (Provide information below)	
	<b>Old Data (to be inactivated)</b>	<b>New Data (to be added)</b>
Address	[REDACTED]	[REDACTED]
City	[REDACTED]	[REDACTED]
State	[REDACTED]	[REDACTED]
Country	[REDACTED]	[REDACTED]
Postal Code/Zip Code	[REDACTED]	[REDACTED]
Contact	[REDACTED]	[REDACTED]
Phone Number	[REDACTED]	[REDACTED]
Email	[REDACTED]	[REDACTED]
Comments	[REDACTED]	

**Note:**

Provide banking information in the next section for electronic payments, which is CRC's preferred method of payment.

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## Section 4 – Assignment of the Supplier’s “iSupplier Portal” Security Administrator

The "iSupplier Portal" Security Administrator will be the person responsible for managing other Supplier's Users access and responsibilities in the Portal and maintain accurate accesses and up-to-date information. The Supplier can assign an alternate person for co-administration. CRC suggests that your company assigns a CRC Account Manager or responsible person as one of the iSupplier Security Administrators within the form. Supplier agrees to immediately communicate to CRC any modification of these assignments by completing this section and submitting form to [SCM\\_SupplierCoord@crc.com](mailto:SCM_SupplierCoord@crc.com).

CRC will grant the "iSupplier Portal" Security Administrator and an optional alternate access to the "iSupplier Portal".

When an iSupplier Portal Supplier Security Administrator and/or alternate are registered in the iSupplier Portal by CRC, an automatic email is sent to the user with their username and a **temporary** password. You must log into the iSupplier Portal within 24 hours of receiving your credentials. If you do not log in within 24 hours, the password will expire. Use the Login Assistance Hyperlink in the iSupplier Portal Login Screen to reset the password.

**IMPORTANT: After the assigned iSupplier Portal Security Administrators log in to the iSupplier Portal, they can add any CRC-related key contact as an iSupplier Portal user.** An iSupplier User is any person who participates in commercial processes such as request for information or quotation, purchasing or contracting, contractual documentation submission, invoicing or payments, etc. The instructions for adding contacts can be found in the iSupplier Quick Reference Guide Supplier Administrator at <http://www.crc.com/our-business/doing-business-with-us>.

### Action

Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)
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### NEW Supplier Setup Only

	Supplier Security Administrator	Alternate (Optional)
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Job Title	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	

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CURRENT Supplier Modification Only		
	Old Data (to be inactivated)	New Data (to be added)
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Job Title	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	

**Important: If your company is currently doing business with CRC, but does not have access to the iSupplier Portal, please contact your CRC Contact Person to request the registration.**

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Section 5 – Assignment of Invoicing Users			
An Invoicing User will be responsible for entering invoices for your company in the iSupplier Portal.			
<b>Action</b>			
Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)		
<b>New Supplier Setup Only</b>			
	<b>Invoicing User</b>	<b>Alternate</b>	<b>Alternate</b>
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input style="width: 100%; height: 100%;" type="text"/>		
<b>Current Supplier Modification Only</b>			
	<b>Old Data (to be inactivated)</b>	<b>New Data (to be added)</b>	
First Name	<input type="text"/>	<input type="text"/>	
Last Name	<input type="text"/>	<input type="text"/>	
Job Title	<input type="text"/>	<input type="text"/>	
Phone Number	<input type="text"/>	<input type="text"/>	
Email Address	<input type="text"/>	<input type="text"/>	
Comments	<input style="width: 100%; height: 100%;" type="text"/>		

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## Section 6 – Invoicing Company Banking Information for Electronic Payments

CRC's preferred payment method is ACH (electronic direct deposit). Banking Information will be required for payment. Please provide the information needed below. If your company needs to designate an additional account, please complete and submit as many copies of this section as necessary.

Action		
Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)	
	Old Data (to be inactivated)	New Data (to be added)
Supplier's Bank Account Number	<input type="text"/>	<input type="text"/>
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Saving	<input type="checkbox"/> Checking <input type="checkbox"/> Saving
Electronic payment types allowed for this account	<input type="checkbox"/> ACH <input type="checkbox"/> Wire <input type="checkbox"/> Both	<input type="checkbox"/> ACH <input type="checkbox"/> Wire <input type="checkbox"/> Both
Supplier's Account Name	<input type="text"/>	<input type="text"/>
Bank Name	<input type="text"/>	<input type="text"/>
Bank Type (*)	<input type="checkbox"/> ABA <input type="checkbox"/> CHIPS <input type="checkbox"/> SWIFT <input type="checkbox"/> Other	<input type="checkbox"/> ABA <input type="checkbox"/> CHIPS <input type="checkbox"/> SWIFT <input type="checkbox"/> Other
Branch Type Number (ABA Routing Number)	<input type="text"/>	<input type="text"/>
IBAN (European & UK Banks)	<input type="text"/>	<input type="text"/>
Sort Code (UK Banks)	<input type="text"/>	<input type="text"/>
E-mail for remittance advice	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	

**Note:**

(\*) If selecting "Other", please explain it in the "Comments" field.



## Section 7 – California Disadvantaged Business Enterprise Survey

At California Resources Corporation (“CRC”), it is important that our business partnerships reflect the strength of California’s unique diversity. Our diverse business relationships contribute to the success and prosperity of the communities where we live and work.

CRC is conducting an optional survey to gather information on its supplier base to note Disadvantaged Business Enterprises, those with Sustainability Plans, and those that are based in California. Please assist us with gathering this information by completing this optional survey. Your participation in this survey is completely optional. Your decision to complete this optional survey or decline completing this optional survey will not impact your relationship with CRC.

If your company has been certified as a Disadvantaged Business Enterprise, please note the certification(s) below that apply:

Minority Type	<input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Black	<input type="checkbox"/> Asian Pacific <input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> Other <input type="checkbox"/> N/A
Small Business	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Woman Owned	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Disabled Veteran Owned	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Does your company have a sustainability plan, i.e. does your company participate in activities to reduce its energy consumption and/or take steps to minimize its greenhouse gas (GHG) footprint?

Examples could include; fuel efficient vehicles, energy efficient buildings, waste recycling, reduced water consumption or recycling efforts, recyclable/reusable packaging, etc.

Sustainability Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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CRC is also interested in knowing whether your company is California based. Examples of being California based include having your corporate headquarters in California or having a substantial presence in California. Is your business California based?

California Based	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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## Section 8 – Other Comments/Changes

Action		
Indicate Action	<input type="checkbox"/> Add (New Data) <input type="checkbox"/> Remove (Old Data) <input type="checkbox"/> Modify (Old Data/New Data)	
	Old Data (to be inactivated)	New Data (to be added)
Explain requested changes Not included in above sections.	█	█

**I hereby certify, on behalf of the Supplier identified below, that the Supplier has executed and agrees all of the information provided in this form (and any attachments hereto) is true and correct.**

**CRC reserves the right to require Supplier to undertake any other internal policies or procedures or to provide any additional information which, at its sole discretion may deem necessary for its registration process.**

<b>Signature</b>	
<b>Job Title</b>	█
<b>Print Full Name</b>	█
<b>Email</b>	█
<b>Phone Number</b>	█
<b>Date</b>	█