

Information Needed to Register

*Items are mandatory

General Information: This section contains mandatory fields

***Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711 or 610-882-7000 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. Please use the following instructions to navigate through the voice prompts:

- 1) enter "3" to Register your business and obtain a DUNS #
- 2) enter "2" for assistance. DO NOT PRESS "1" FOR eUPDATE
- 3) enter "1" to create a new listing
- 4) enter "1" for Federal Registration (Government Contractor Listing)

You can also register for your DUNS number at Dun & Bradstreet's web site:<https://www.dnb.com/product/eupdate/requestOptions.html>. Please note that registration via the web site may take a few days to complete.

If you already have a DUNS number, the D&B representative will advise you over the phone. You must have a different 9 digit DUNS for each physical location/different address in your company as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes. As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, D&B has asked that you contact them, anytime, at the same numbers noted above to request they be removed.

DUNS +4: The use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts. Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet at 1-866-705-5711. If you have questions regarding the use of DUNS +4 please contact our CCR Assistance Center at 1-888-227-2423.

CAGE Code - The Commercial And Government Entity (CAGE) Code is a five character ID number used extensively within the Department of Defense and NASA.

Vendors with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at http://www.gidm.dlis.dla.mil/bincs/begin_search.asp. Foreign vendors must include an NCAGE Code on the registration or it will be considered incomplete.

***Legal Business Name and Doing Business As (DBA)** - Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name for normal operations, such as a franchise or licensee name, then include that in the DBA space below the Legal Business Name. Your legal business name as entered on the CCR registration MUST match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing. Do not type "same" or "as shown above" in the DBA field.

***US Federal TIN** – The Tax Identification Number (TIN) is the nine-digit number companies use for income tax purposes. If you do not know your TIN, contact the Internal Revenue Service (IRS) at 1-800-829-1040. If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN or SSN on the web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789) Note: Authority: 31 U.S.C. 7701 (c) (3) Principal Purpose(s). The TIN may be used by the Government to collect and report on delinquent amounts arising out of the offerer's relationship with the Government.

Division Name and Number: If you do business as a division of a larger company, use this space to indicate the proper name for your division. If some other identifier commonly distinguishes your division, enter that in the space on the right. Otherwise, leave blank.

***Physical Street Address 1:** PO Box and c/o MAY NOT BE USED IN THIS SPACE. You must include a valid street address where your business is located. If you use a PO Box for correspondence, this may be included in the space allocated for "mailing address" under the tab "Address Info". Your street address, as entered on the CCR registration, MUST match the street address for which Dun & Bradstreet has you registered. If the information does not match, your registration may be rejected during processing. You may not register a branch of the business with the branch address and the headquarters DUNS number.

Physical Street Address 2: Use this space to continue your physical street address, if needed.

***City, State, Zip:** The 9-digit zip code is mandatory. When entering the nine-digit zip code on the web, enter numbers only; do not include the dash. (Example 123456789 not 12345-6789)

***Country:** Choose the appropriate country code abbreviation from the list provided.

Mailing Address Information: If you are unable to receive mail at your physical address enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If the Point of Contact is in a different location than the legal business address and wishes to receive the mail directly, please enter the appropriate address here.

***Date Business Started:** Enter the date your business was started in its present form. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (Example: 01/01/1995)

***Fiscal Year End Close Date:** Enter the day on which you close your fiscal year. For example, if you use the calendar year, this would be 12/31. When entering the information on the web site, you must enter as mm/dd.

***Average # of Employees and Annual Revenue** - Be sure to provide accurate information about the number of employees and 3-year average annual receipts for your business, as these values can determine your business size classification. Annual revenue cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs or commas.

Company Security Level: If applicable, choose the correct level of security for the facility.

Highest Employee security Level: If applicable, choose the highest level of security for an employee located at that facility.

Corporate Web Page URL: If applicable, provide a desired URL for your company.

Corporate Information: This section contains mandatory fields.

***Type of Organization:** You must choose one of the boxes to indicate the legal form of your business.

Sole Proprietorship

If you choose Sole Proprietorship as your status, you must complete ***Owner Information:** Mandatory if you have checked "Sole Proprietorship" as business type. You must provide the name and phone number of the owner of the business.

Corporate Entity (Not Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the USA. If you are incorporated outside the USA, you must provide Country of incorporation and check foreign supplier under business types.

Corporate Entity (Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the USA. If you are incorporated outside the USA, you must provide Country of incorporation and check foreign supplier under business types.

Partnership

U.S. Government Entity

- **Federal**
- **State**
- **Local**

Foreign Government

International Organization:

- Defined in the Code of Federal Regulations (26 CFR 1.6049-4) found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

Other

Note: If you are a Limited Liability Partners Company or S-Corporation, choose Corporation

***Business Types**

Check all the descriptions that apply to your business (you must choose at least one). If you are unsure of whether you qualify under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines. You may visit their web site at www.sba.gov. If none of the choices apply to you, you may check Emerging Small Business. If you check 8(a) Program Participant, you will be required to complete name and address of certifying party.

Tribal Government	Educational Institution
Research Institution	Municipality
Sheltered workshop (JWOD Supplier)	Emerging Small Business
Nonprofit Organization	Construction Firm
Historically Black College/University	Foreign Supplier
Federal Agency	Service-Related Disabled Veteran
8(a) Program Participant	Minority Owned Business
Service Location	Woman Owned Business
Manufacturer of Goods	Small Disadvantaged Business
Hub Zone (Historically Underutilized Business)	Veteran Owned
Minority Institution	American Indian Owned
Labor Surplus Area Firm	Limited Liability Company
S-Corporation	Large Business

Minority Owned Business Specific Types (Complete only if minority owned business is selected from above.)

Subcontinent Asian (Asian-Indian) American Owned
Asian-Pacific American Owned
Black American Owned
Hispanic American Owned
Native American Owned
No Representation/None of the Above

Goods/Services: This section contains mandatory fields.

***North American Industry Classification System (NAICS) Codes:** NAICS Codes are a method for classifying business establishments. You must supply at least one for your registration to be complete. If you do not know your NAICS codes, you may search on the Internet at www.census.gov/naics or you may utilize the link provided in this section. You must use six-digit NAICS Codes in your registration.

***Standard Industrial Classification (SIC) Codes:** Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits, all numeric. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may search on the Internet at www.osha.gov/oshstats/sicser.html or you may utilize the link provided in this section.

Product Service Codes (PSC Codes): PSC Codes are optional, 4 character, alpha-numeric. Product Service Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at <http://www.scrantonrtg.com/secrc/fsc-codes/fsc.html>

Federal Supply Classification Codes (FSC Codes): FSC Codes are optional, 4-numeric digits. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code by utilizing the link provided in this section, <http://www.dlis.dla.mil/h2> or <http://www.dlis.dla.mil/PDFs/h2.pdf>

When typing in your SIC's, PSC's, or FSC's separate them with a comma - no spaces or list them. (Example: 1234,5231,9012)

Financial Information: This section contains mandatory fields

All registrants must complete this section except foreign vendors doing business outside the U.S, utility companies, and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Government's preferred payment method and has been legally mandated for all contract payments. Contact your bank or financial institution for the necessary information to complete this section.

Electronic Funds Transfer (EFT):

***Financial Institution:** Name of the bank used for EFT/banking purposes. This field will be automatically filled from the ABA Routing Number provided below.

***ABA Routing Number:** ABA Routing number is the American Banking Association 9-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. Must be the EFT ABA Routing number, not the Wire Transfer ABA number.

***Account Number, Type, & Lockbox Number** - Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is checking or savings account. If you prefer to use a lockbox service, enter the appropriate account number in the space provided. If you use a lockbox for your banking purposes, you must also check "checking" under account type.

***Automated Clearing House:** ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary in case problems occur with your EFT transfer; payment offices must have a bank contact to call. Note that e-mail addresses requested under the contact entries refer to Internet e-mail, not a local area network e-mail address within your office. When entering the phone numbers on the web site, enter the numbers only; do not put in dashes or parentheses. (Example: 9995551212 not (999) 555-1212)

***Remittance Information:** This is the address where you would like a paper check mailed in the event an EFT transfer does not work. Please indicate on the name line the party to whom the check should be mailed and fill in the appropriate information. If you use a lockbox, and want checks mailed directly to the bank, put in the bank name and address here.

***Accounts Receivable:** Provide contact information for the accounts receivable person at your company. An email address is required. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your government contracts. *Please note that this contact is not authorized to receive and/or release information regarding the CCR registration to any Registration Assistance Center personnel.* It may be beneficial to have the accounts receivable contact also act as the additional contact for the registration.

*** Credit Card Information:** Does your company accept credit cards for payment? This is a YES or NO question.

Point Of Contact: This section contains mandatory fields.

***Registrant Name: Also known as the CCR POC.** List the name of the person that acknowledges that the information provided in the registration is current, accurate and complete. The person named here will be the ONLY person within the registering company to receive the Trading Partner Identification Number (TPIN) via U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. It is important that the person named here have knowledge about the CCR Registration. An email address is required.

***Alternate Contact:** Provide name and a phone number for another person at your company, in case questions arise when the primary contact is not available.

Government Business POC: This POC is that person in the company responsible for marketing and sales with the government. An email address is required. This POC and contact information, if entered, will be publicly displayed on the CCR Search Page. All contact methods are mandatory.

Past Performance POC: This POC is that person in the company responsible for administering the company's government past performance reports and response efforts. An email address is required. This POC and contact information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. . All contact methods are mandatory.

Electronic Business POC: The EBPOC is the person in the company responsible for authorizing individual company personnel access into government electronic business systems (e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)). POC and contact information is mandatory. This information will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory. Visit <https://rmb.ogden.disa.mil/vreg.htm - Step2> to view detailed information on EBPOC responsibilities for WAWF.

Marketing Partner ID (MPIN): This is a self-defined access code that will be shared with authorized partner applications (e.g., Past Performance Information Retrieval System (PPIRS), Technical Data Solutions (TeDS) etc.). The MPIN acts as your password in these other systems, and you should guard it as such. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

Electronic Data Interchange (EDI)

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI please contact your local Procurement Technical Assistance Center (PTAC) by visiting them at <http://www.dla.mil/db/procurem.htm>.

EDI Contact Information: If you are registering as an EDI-capable company, please provide an EDI Point Of Contact here.