



Introduction

This information is designed to assist vendors in registering with the Government's Central Contractor Registration (CCR) system. It is a simple guide to assembling all the required information and filling out the hard copy CCR registration form. *This workbook and CCR Form do not contain all data elements possible to answer for CCR, just the mandatory elements.* For more detailed instructions, and answers to frequently asked questions, please **download the CCR Handbook** on www.ccr2000.com

In an effort to streamline the acquisition process, the Federal Government has established the CCR database system. The CCR serves as a centralized repository of information about vendors qualified to do business with the Government. CCR will be used to verify payment data for electronic payments.

There are 3 ways to register in the CCR database.

1. If you have Internet access, you can register by completing a registration form at the CCR web site. The Internet address for this site is www.ccr.dlsc.dla.mil
2. If you have arranged for electronic data interchange (EDI) capability through a Value Added Network (VAN) that deals with the Government, they can help you register (for a fee) through an electronic transaction known as an 838 Trading Partner Profile. This is the quickest and easiest method for EDI capable vendors.
3. If you do not have Internet access, you can complete the paper registration form and mail or fax the application to the CCR Assistance Center. [Hours of operation are 7AM – 5 PM Eastern Standard Time](#). The address of the Assistance Center is:

Department of Defense
Central Contractor Registration
74 Washington Avenue N. Ste 7
Battle Creek, MI 49017-3084

Phone: 1-888-227-2423 In USA
616-961-4725 Outside USA
FAX: 616-961-7243

You may fax the forms to the number shown, however, any problems with legibility of data may cause delay or rejection of your application. You may phone the above number for help also.

Information You Will Need

It may be necessary to make some outside contacts to secure all the information you need for registration. The items listed here may require a few phone calls to collect. Having them on hand will enable you to complete a successful registration with CCR.

DUNS number - The Data Universal Numbering System (DUNS) number is a unique nine character identification number. Call Dun and Bradstreet at 1-800-333-0505 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. If you already have a DUNS number, the D&B representative will advise you over the phone. If a new number must be created, it will be issued within three working days. If you have Internet access you can also submit your request for a DUNS number through D&B's web site. The address www.dnb.com

CAGE code - The Commercial And Government Entity (CAGE) code is a five character ID number used extensively within the Department of Defense. Vendors with a US 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. Foreign vendors must include a CAGE code on the registration or it will be considered incomplete. Foreign vendors may contact their country's representative in obtaining a NATO CAGE code. See http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm for a list of e-mail addresses, phone numbers and contact points. The Defense Logistics Information Service, who administers the CAGE code system, has placed a CAGE code search feature on the Internet. If you have Internet access you can check your CAGE code yourself. The address is: www.dlis.dla.mil/CAGESEARCH

US Federal TIN - Your Taxpayer ID Number is the Employer ID Number issued by the Internal Revenue Service. You may contact the IRS at 800-829-1040 to verify your TIN. If you are operating as an individual/sole proprietorship, your social security number will suffice. If a parent vendor pays your taxes, indicate the parent vendor's taxpayer identification number.

Banking & EFT Information - You will need to get banking numbers and information on EFT services from your bank. They should be able to get this information for you from the bank's Automated Clearing House (ACH) Coordinator.

If you wish to have EDI remittance advice (820 transaction sets) sent to you through a VAN rather than together with payments to your bank, then you must complete your 838 registration through your VAN. Do not use the Registration Application.

If you need information on EDI capable banks (i.e., value-added banks) in your area, which are able to process remittance information that accompanies ACH/CTX transactions, you may reach NACHA at (703) 742-9190 or Department of the Treasury at (202) 874-6810. It is your responsibility to check out the capabilities and associated costs of any financial institution.

SIC Codes - Standard Industrial Classification (SIC) codes are a numbering system that identifies the type of products and/or services your company provides. The business reference section of your local library may have manuals describing these codes in detail. If you have Internet access, two sites offer search engines that will show possible codes based on key word descriptions. These are located at www.ecrc.camp.org/sic.html and www.osha.gov/oshstats/sicser.html When searching for applicable SIC codes be sure to consider all the different types of products and services you provide.

Instructions for Registration Form

The CCR Registration Application form has recently been revised to simplify and speed the registration process. This new form has a minimum amount of required information for a successful registration. Unless otherwise noted, ALL items on this form must be completed. Exceptions to this rule are noted in instructions below.

General Information

DUNS number - Enter the DUNS number for your business location/physical location. The DUNS +4 extension is a special code that can be assigned by your parent company, to identify vendors and is

limited to identifying different CCR records (such as different EFT/account information or divisions at the same address) for the same vendor at the same physical location. If you are certain that you need a +4 extension, and it has been assigned by the parent CCR, then enter it as well. Otherwise, use only the standard 9-digit DUNS number for your location. When entering the DUNS on the Internet, enter only the numbers; do not include the dashes. If you do not know your DUNS number, please call Dun & Bradstreet at 1-800-333-0505 or (610) 882-7000 or visit their web site at <http://www.dnb.com>

CAGE code - Vendors with an address outside the USA must complete this item. For vendors in the USA, the following applies:

- If you know the CAGE code for your business at your location enter it, you can search web site www.dlis.dla.mil/CAGESEARCH
- If you do not enter a CAGE code, one will be assigned if none exists, or your existing CAGE code will be verified and added to the registration unless you have moved and not notified the CAGE system personnel by calling DLIS Customer Service at 616-961-4725.

If you are outside the USA and do not have a CAGE code assigned, please contact your country's NATO representative, see [Information for Non-US CCR Registrants](http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm) http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm or call DLIS Customer Service at 616-961-4725.

Legal Business Name and Doing Business As - 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 space below the Legal Business Name as DBA (Doing Business As) name. Your legal business name as entered on the CCR registration MUST match the legal business name that Dun & Bradstreet has you registered under. If the information does not match, your registration may be rejected during processing.

US Federal TIN – The TaxPayer 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 at 1-800-829-1040. If you operate as an individual sole proprietorship, you must use your Social Security Number in the space to the right. 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 any 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 vendor, be sure 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.

Address - 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 provided for mailing address at the end of the registration form. Your street address, as entered on the CCR registration, MUST match the street address that Dun & Bradstreet has you registered under. 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.

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 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 Average 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. These cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs, commas or other symbols.

Corporate Information

Type of Organization - Check one of the boxes to indicate the legal form of your business. Be sure to 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. The foreign supplier designation is not for a US incorporated company that supplies to foreign locations.

Business Types - Check Boxes - Check all the descriptions that apply to your business. 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 Business/other unlisted type. If you check 8a Program Participant, you will be required to complete name and address of certifying party in the address section.

Goods and Services

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. 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 www.ecrc.camp.org/sic.html

PSC Codes – Product Service Codes are similar to SIC Codes. PSC codes are used only to identify services. This field is not mandatory.

FSC Codes – Federal Supply Classification Codes (4 numeric digits) are similar to SIC Codes. FSC codes are used only to identify products. This field is not mandatory, but can be entered if your products have an FSC assigned. See web site On Line Products in <http://www.dlis.dla.mil>

Financial Information

All registrants must complete this section; exceptions are noted below. Electronic Funds Transfer (EFT) is the 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.

Vendors that do not need to complete the EFT information include foreign vendors, utility companies, and government agencies. If you are unsure if your registration requires EFT information, please call the Registration Assistance Center.

Please note that if you wish to have EDI 820-remittance advice routed through a VAN rather than together with payments to your bank, then you must complete your 838 registration through your VAN. Do not use the Registration Application form.

Financial Institution Name and ABA Routing Transit ID – Provide the name of the bank, which you use, for banking purposes. ABA routing number is the American Banking Association nine-digit routing number. Enter the number provided by your bank. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner.

Account Number, Type, & Lock box 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. If you prefer to use a lock box service, enter the appropriate account number in the space provided. If you use a lock box for your banking purposes, you must also check "checking" under account type.

Authorization Date - Enter the date when EFT information submitted on this form is valid and in effect. This form may be used to initiate changes in EFT/banking deposit information (i.e. you change banks or

accounts) and the authorization date identifies the effective date for the EFT data furnished. When entering the date on the website, you must enter as mm/dd/yyyy.

ACH Information – ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. You must provide the area code as well as the phone number. This information is necessary in case problems occur with your EFT transfer; payment locations 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)

Credit Card information – Does your company accept credit cards for payment? This is a Yes or No question.

Address Information

Remittance Address – 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 who the check should be mailed to and fill in the appropriate information. If you use a lock box, and want checks mailed directly to the bank, put in the bank name and address here. When entering on the web site, this information is “read only” until a registration is first submitted. Once you submit the registration, go back and fill the information in completely; scroll all the way to the right and click the “ADD” button. After you have clicked the “add” button, then click submit again.

Mailing Address – If you are unable to receive mail at your physical mailing address, enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If you use a P.O. box, enter that information here. 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.

Party Performing Certification - This is mandatory IF you check 8a Program Participant under “business types.” Please provide the name and address of the person at your company who handles the certification for your business.

Registration Acknowledgment

It is necessary to provide a name and phone number of someone at the company who has knowledge about CCR/government contracts as this is the person who will be called with questions regarding the CCR registration. The POC Registrant and the Alternate POC Contact are the only people authorized to share information with the CCR Assistance Center personnel. This will also be the person at the company who will receive all correspondence regarding CCR.

Correspondence Check Boxes - To promote prompt reception of information, e-mail or faxes are definitely the preferred modes of communication. However, at this time, the DOD mandated method of correspondence is U.S. Postal Mail. Note that e-mail addresses refer to Internet e-mail, not a local area network e-mail address within your office.

Alternate Contact – Please provide contact information for another responsible person at your company in case questions arise when the primary contact is not available.

Accounts Receivable Contact – Please provide contact information for the accounts receivable person at your company. 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.

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.

A Few Simple Questions and Answers about CCR

I have signed up with a VAN to do EDI. Do I need this workbook?

NO. If you have established EDI capability through a Government certified VAN you should register with CCR by filling out an 838 Trading Partner Profile transaction with the VAN. The 838 electronic registration also includes important information about the EDI capability of your VAN.

What does it cost to register in the CCR?

There is no charge to register through the CCR Assistance Center (AC) or via the Internet. However, you will probably spend some time gathering the information and filling out the form. There may be a nominal cost to submit the registration form (mail or fax), but your primary cost will be the time it takes to collect the information.

How will I know my CCR registration has been accepted?

Once your CCR registration has been successfully processed you will receive a confirmation and your Trading Partner Identification Number (TPIN). Processing may take several weeks, depending on workload. If you have Internet access you can also check your registration information by accessing the CCR web site at www.ccr.dlsc.dla.mil If your registration application is received with insufficient or illegible information, it will be returned, along with a request for corrections. Upon resubmission it will be processed.

Two Ways To Receive Assistance On Completing The CCR Application Or Questions Concerning Different Aspects of CCR. (i.e. internet, bids, purchase orders, invoices)

1. Electronic Commerce Resource Center Program

Website: <http://www.ecrc.ctc.com>

The Electronic Commerce Resource Centers (ECRCs) are private, government funded centers dedicated to helping smaller firms do business electronically. They provide help in selecting and implementing EDI, Internet based electronic commerce, and other computer tools for business. Services include training classes on a number of electronic commerce (EC) subjects and technical consultation support to help get you up and running.

The ECRC program is operated by organizations with funding support from the Defense Logistics Agency (DLA). They work together to provide business with a mix of technical and administrative support services in dealing with the Government. They are a part of DLA's commitment to making it easier for business to deal with the Government.

2. Procurement Technical Assistance Centers(PTAC)

Website: <http://www.dla.mil/ddas> The DLA administers, on behalf of the Secretary of Defense, the DOD PTA Cooperative Agreement Program under which Procurement Technical Assistance Centers (PTACs) provide assistance to business firms that want to sell goods and/or services to Federal, state and local governments. They assist with questions on purchase orders, invoices and the bidding process.

Defense Accounting and Finance Service (DFAS)

DFAS is responsible for reviewing, processing approving, and issuing all payments to contractors as well as ensuring collection of funds owed to the Department of Defense. If you have determined the information on your CCR registration to be accurate and you are still experiencing payment delays, please call DFAS Customer Service at 1-800-759-4571. The personnel of the CCR Registration Assistance Center

are unable to assist with specific payment questions. You may access the DFAS website at <http://www.dfas.mil/custsrv/index.htm>

If you have further questions, please call the Registration Assistance Center at 1-888-227-2423 or 616-961-4725 (outside USA). Hours of Operation are MONDAY THROUGH FRIDAY, 7 AM TO 5:30 PM (0700 TO 1730) EASTERN STANDARD TIME EXCLUDING HOLIDAYS. VOICE MAIL MESSAGES WILL BE TAKEN AFTER HOURS OR IF ALL LINES ARE BUSY. CALLS WILL BE RETURNED.

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