Doing Business *with* USDA

Central Contractor Registration (CCR) and Online Representations and Certification Application (ORCA)

Central Contractor Registration (CCR)

The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available on the World Wide Web at http://www.ccr.gov/. The CCR Customer Assistance Center can be contacted toll free at: 1-888-227-2423.

What is CCR?

- CCR is the primary vendor database for the U.S. Federal Government.
- The information in CCR is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.
- CCR validates the vendor information and provides a secure central database for use by Federal Government agencies.

Registration in CCR

- The **preferred** method for registration is via the World Wide Web at http://www.ccr.gov. A CCR handbook, a copy of the registration template, and on-line information about the registration process and information required are available at that site.

- Vendors may register by submitting the registration template to the Department of Defense, Central Contractor Registration 74 Washington Ave., N., Suite 7, Battle Creek, MI 49017-3084.

Registration Process

- The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at http://www.dnb.com/ccr/register/html.
- Obtaining a DUNS number through this process is free of charge.
- When you obtain a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list.
- Once you have a DUNS number you can begin the CCR registration process.
- If *registering on-line* go to http://www.ccr.gov/ - select "Start New Registration." You will need your DUNS number to start this registration.
- If *registering using the paper copy of the registration template*, complete the form, including your DUNS number, and mail to the address indicated above.

Access to the CCR Database – Caution regarding TPIN number

- The CCR is designed to be a highly secure, single repository of vendor information.
- Vendors are required to enter financial information into CCR for the purpose of facilitating payments through electronic funds transfer. Only authorized Government representatives or the vendors themselves can access this financial information.
- Once registration is complete, each vendor receives a Trading Partner identification Number (TPIN) that is his/her secure/confidential password. The TPIN should NOT be used on contracts or other Government paperwork. The TPIN is the vendor's confidential password to allow the vendor to access his/her data in the CCR database. Vendors need both their DUNS number and TPIN number to access their data. At a minimum, vendors will need to access their data annually. Vendors must renew/update their data annually to keep their CCR registration active.

Please note that registration in CCR does not guarantee business with the Federal Government.

On-Line Representations and Certifications Application (ORCA)

The Federal Acquisition Regulation (subpart 4.12) now requires that prospective contractors complete electronic annual representations and certifications in conjunction with their required registration in the CCR Database. These annual representations and certifications are submitted via the Online Representations and Certifications Application (ORCA), a part of the Business Process Network (BPN) at http://orca.bpn.gov.

What is ORCA?

- ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR representations and certifications required by solicitations.
- With ORCA, vendors have the ability to maintain their representation and certification information via the World Wide Web at http://orca.bpn.gov.
- Representations and certifications completed in ORCA will not need to be submitted with each offer (proposal or bid). Solicitations will include a provision that allows vendors to certify that their representations and certifications in ORCA are current, complete and accurate, or to list any exceptions/changes to those certifications.

Vendor Registration in ORCA

- To register in ORCA, you need to have an active Central Contractor Registration (CCR) record, a Marketing Partner Identification Number (MPIN) from your CCR record, and know your DUNS number
- Detailed information regarding ORCA and how to submit records is available on the ORCA website at http://orca.bpn.gov under Help and FAQs.