

IAE Bulletin No. 2 Intra Governmental Transaction

Agency Registration Official (ARO) Frequently Asked Questions

Welcome to IAE's Bulletins

This flyer addresses questions you may have about the Agency Registration Official (ARO) requirement for Federal intragovernmental buyers and sellers. This requirement was established in the memorandum from OMB to CIO/CFO/PEC's, subject Business Partner Network, dated October 7, 2002. See <http://www.acqnet.gov/AcqNet/egov/bpnetworkv15ts.doc>.

What is an Agency Registration Official (ARO)?

The ARO is responsible for managing the Business Partner Network (BPN) registration of agency buying and selling organizations engaged in Federal intragovernmental transactions.

What is the Business Partner Network (BPN)?

The BPN is an expansion of the Central Contractor Registration (CCR) to include all trading partners.

What's involved?

Each agency must have at least one point of contact called the Agency Registration Official. Depending on the agency, additional staff may be used to support registration of bureaus, regions, field offices, etc. The appropriate organizational level for registration will be determined by each agency. DUNS numbers will be used as the unique ID for each registration.

The ARO(s) will have a password to enter the intragovernmental information for buyer and/or seller organizations. If additional support is needed, the ARO will have the ability to assign more passwords for the agency. Any users needing assistance will contact their ARO.

What level person should be the Agency Registration Official?

That's up to the agency. The ARO should be a government employee who will attend training and be responsible for the registration information.

What is the purpose of registration?

The information in your registration records will be used in a new system for intragovernmental transactions. This system will support the standardization and reconciliation of those transactions as described in the OMB Memorandum "Business Rules for Intragovernmental Transactions." See <http://www.whitehouse.gov/omb/memoranda/m03-01.html>.

Does every office in the agency need to register?

Agencies must determine their necessary organizational hierarchy. Register those organizations necessary to support ordering, billing, and collection functions, and to identify offsetting revenue and expense transactions for consolidated financial statement preparation. At a minimum, an entry for each agency and bureau or major component is mandatory.

Where do we enter this information?

All registration will be online. Visit www.ccr.gov and click the Federal Agency Registration link.

What assistance and support will the AROs get?

Each registration field on the screen will have drop-down or free-form text entry boxes. Explanations will be available on each field. In addition, IAE will provide formal training for AROs in early December. A help line will be available for additional assistance.

When do we start?

Agencies must designate AROs by November 1st, 2002. IAE will hold a half-day information session for AROs on November 7, 2002. Further details will be sent directly to each ARO. At this meeting, we'll explain more about the role of the registration official as well as the preliminary duties.

More 

Agency Registration Official (ARO) FAQs

Page 2

What information do AROs need to create a registration record?

For **each organization** you are registering, you will need:

- Agency name
- Bureau name
- DUNS Number
- EIN (agency's employer ID number or TIN)
- Agency location code
- Treasury index code
- Disbursing office code
- Points of Contact (POCs) for registration and for eliminations. POC data includes:
 - Name
 - Email
 - Phone including extension
 - Fax
 - Street address
 - City
 - Country
 - State
 - Zip or zip + 4
 - Postal code if foreign
- Business type (buyer and/or seller)

For **each selling organization** you are registering, you also will need:

- Annual revenue
- Credit card accepted (Y or N)
- Merchant ID number (if credit card is Y)
- Federal Supply Class (FSC) and North American Industry Classification System (NAICS) to describe the goods or services provided (See www.census.gov/pub/epcd/www/NAICS.html.)
- POC for sales and accounts receivable (See POC data elements listed above.)

For **each buying organization** you are registering, you also will need:

- POC for accounts payable (See POC data elements listed above.)

The information in this flyer also can be found at, AcqNet.gov by clicking on E Gov Initiatives, and at CCR.gov by clicking on the Federal Agency Registration icon.

What are the next steps?

In preparation for the **November 7, 2002** meeting, AROs should:

1. Provide the name of your ARO to Teresa Sorrenti (teresa.sorrenti@gsa.gov).
2. Obtain a copy of your agency's DUNS Number Family Tree. To do this, please contact Dee Marie Davis at 610-882-7882 (DavisDee@dnb.com) or Shannon Williams at 703-807-5077 (williamss@dnb.com). This tree lists the bureaus and offices in your agency that have already been assigned DUNS numbers. The DUNS Number is location-specific and division-specific. So each location of your agency/bureau/division will have its own DUNS Number. This tree will also show you the hierarchy or the relationships between the entities within your agency. So each entity will be linked to the Department Headquarters DUNS.
3. Verify that the information for your agency and bureaus is correct. Determine if any organizations are missing from the tree. If changes are needed please call 1-800-333-0505. At the prompt, enter your phone number followed by the pound sign (#) and then select option 3. At the meeting, IAE will explain more about how this information will be used..
4. If you do not have generic email addresses for accounts payable, accounts receivable and sales, you will need to create them. For example, accountspayable@youragency.gov.

How long will it take to register this information?

If you have all the information at your fingertips, only about 15 minutes per registration record. **Registrations must be completed by January 31, 2003.**

How often do we update the information?

The AROs and designates will update their information on an as-needed basis with an annual revalidation requirement.