

IMPORTANT INSTRUCTIONS FOR ALL PROSPECTIVE VENDORS

- Vendors must have a Data Universal Numbering System (DUNS) number prior to registration. To obtain a DUNS number, call Dun & Bradstreet at 1-866-705-5711 or go to <http://ccr.dnb.com/ccr/pages/CCRSearch.jsp>
- Have your bank routing information available for electronic funds transfer.
- Once you receive your DUNS number, register in the Central Contractor Registration (CCR) Database. To complete this registration, go to the CCR website at <http://www.ccr.gov>. Once registered, you will receive a Marketing Partner Identification Number (MPIN) that will be required for FedTeDS registration. If assistance is needed with CCR registration, contact the CCR Helpdesk at 1-888-227-2423.
- Once CCR registration is complete, vendors must register with FedTeDS in order to download solicitation information. To complete this registration, go to <http://www.fedted.gov>. Click on the “Register with FedTeDS” link at the bottom left and then select “Begin Vendor/Contractor Registration Process”. If you need assistance, contact the Ogden Electronic Business Support Team at 1-866-618-5988 (toll free). The following information will be required to register:
 - Central Contractor Registration (CCR) Marketing Partner Identification Number (MPIN)
 - DUNS Number or CAGE Code
 - Telephone Number
 - E-Mail Address
- Once you are registered with FedTeDS, you will be able to download solicitation information. To find solicitations for the Pittsburgh District, vendors must go to the Federal Business Opportunity website at <http://www.fedbizopps.gov>. Click the “GO” button beside Find Business Opportunities at the top left side of the screen. From this page you can perform a search to locate any available government solicitation. To find an available solicitation for the Pittsburgh District, follow the steps below:
 - In the block titled “Full Text Search”, type “W911WN”
 - Scroll down and click on “Start Search”
 - View the list of projects
 - When you find the solicitation you are interested in, click the project title
 - On the following screen, click “Technical Data Package”
 - On the next screen, click the link “Available via the FedTeDS website”
 - This link will take you to the FedTeDS website. You must use your Username and Password that were created or assigned during your FedTeDS registration. Steps for downloading the technical data packages are available in the FedTeDS Vendor User Guide. If you need assistance using the FedTeDS website, call 1-866-618-5988 (toll free).