



Handbook

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Introduction:

The Central Contractor Registration (CCR) system is a central repository of all contractors wanting to do business with the Department of Defense (DoD). CCR is part of the government's ongoing reengineering of the procurement process to enhance service to customers and to lower costs. To receive contract awards from the DoD for solicitations issued after May 31, 1998 all companies and agencies must be registered in the CCR.

This handbook is intended to be a resource for those contractors who want to begin or continue selling to the DoD. It is designed to assist companies and agencies with registering in the CCR.

This document defines the purpose of the CCR, lists the benefits of registering in CCR, outlines the information required to create a registration or trading partner profile (TPP), and describes the CCR registration processes available to companies and agencies. This handbook also answers frequently asked questions and identifies sources of help.

Although there are several ways to register in CCR, this handbook emphasizes registering via the Internet (World Wide Web), as it is the fastest and most efficient method of registration.

This handbook is provided for information purposes only and the information herein is subject to change without notice.

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Introduction

The Central Contractor Registration system is a central repository of all companies and agencies wanting to do business with the DoD. Those companies and agencies **MUST** be registered and validated in the CCR prior to award of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998.

The CCR is a repository for company and agency data and is updated annually by registrants. CCR provides worldwide visibility of sources to government buyers and finance officers for the purpose of streamlining contract awards and payments.

The purpose of CCR is to:

- Help simplify and streamline the procurement process by increasing efficiency and lowering costs
- Increase worldwide visibility of vendor sources for specific goods and services and promote competition
- Save time and reduce errors by creating an accurate record of data or “trading partner profile” for each company or agency
- Avoid the need for companies and agencies to duplicate their registrations with multiple procurement offices
- Comply with the Debt Collection and Improvement Act of 1996 (Section 31001 of PL 104–134)
- Provide banking information to the Defense Finance and Accounting Service (DFAS) to enable contractors to be paid through Electronic Funds Transfer (EFT)

Why CCR was created

In October 1993, the President issued a memorandum that mandated the Government reform its acquisition processes. Subsequently, the Federal Acquisition Streamlining Act of 1994 was passed, requiring the establishment of a “single face to industry.” To accomplish this, the DoD identified a centralized, electronic registration process known as Central Contractor Registration as the single point of entry for businesses that want to become suppliers, or trading partners (TP), with the DoD. To this end, the Defense Federal Acquisition Regulation (DFAR), Subpart 204.7300, requires contractors to register in the CCR to conduct business with the Department of Defense.

Who registers in CCR

According to the DFARS 204.7302, after May 31, 1998, prospective companies and agencies must be registered in CCR prior to the award of a contract, basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998.

Any company or agency who wants to do business with the Department of Defense must register in CCR. This includes all contractors who wish to continue selling to the DoD and those who currently do not sell to the DoD but would like to start.

Prime contractors are not required to have their subcontractors register in CCR, as only companies interested in doing business directly with the DoD are required to register. If a prime's subcontractor wants to bid directly for contracts with the DoD, they should register in the CCR.

Exceptions to the CCR registration requirement

The DFARS policy requiring registration in CCR applies to all types of awards except the following:

- Purchases made with a Government-wide commercial purchase card
- Awards made to foreign vendors for work performed OUTSIDE the United States
- Classified contracts or purchases (ref. FAR 4.401)
- Contracts awarded by deployed contracting officers in the course of military operations, including but not limited to contingency operations as defined in 10 U.S.C. 101(a) (13), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies
- Purchases to support unusual or compelling needs of the type described in FAR 6.302-2

Types of registrants: EDI-capable vs. Non-EDI

There are two categories of registrants in the CCR: Electronic Data Interchange (EDI)-capable trading partners and non-EDI trading partners. EDI trading partners communicate their trading issues with the DoD using computer to computer communications transmitted through a service called a Value Added Network (VAN), while non-EDI contractors communicate with the DoD through the Internet, telephone, or by a paper-based method (fax or mail). You may become registered as an EDI trading partner or non-EDI trading partner at any time by changing your existing registration or in CCR. For more information, contact the Electronic Commerce Information Center (ECIC) at (800) 334-3414, Monday through Friday, 0800-1800 EST; or by email at dodedi@hq.dla.mil.

Benefits of registering in CCR

CCR registration provides world-wide visibility of sources to government buyers and finance officers for the purpose of streamlining contract awards and payments. Although the timetable for implementing EDI and other electronic procurement systems varies among different agencies, EFT is already the preferred method of payment. The CCR database will be used to verify contractor data and EFT capability for receiving payments.

Specifically:

- Contract awards and payments can be made quickly by electronically exchanging contractor-specific data with procurement, finance, and other automated information systems (AIS).
- CCR enables the contractor to provide a one-time registration with the DoD.
- CCR enables greater access to all DoD procurement agencies for both EDI and non-EDI-capable firms.
- Reduction of time spent entering contractor information (one time registration with annual updates versus completely new data entry).
- An increased visibility of world-wide sources for specific goods and services within the users' geographical performance preferences to promote competition.
- Enables contractors the opportunity to increase sales opportunities.
- Registration will eventually replace the solicitation mailing list application (SF 129).

Information needed to register in CCR

There are two types of registrations in the CCR: the Short Registration and the Long Registration. The amount and type of information you will need to gather depends on the registration type you choose.

How to determine which registration to use — Short or Long

Short Registration: This is a basic registration that covers the minimum information required by the DoD to be registered in CCR.

Long Registration: This registration includes all of the information requested on the Short Registration plus the option to add information over and above the minimum requirements. For example, you may wish to provide additional details on security and quality standards your company meets, or the types of goods and services you sell. This is the registration that **MUST** be used if you are registering as an EDI-capable trading partner since the Short Registration does not have a section to provide your EDI information. If you are not EDI-capable, but are unsure whether to use the Short Registration or the Long Registration, you may wish to review the section of this handbook on [Optional Information that may be provided on the Long Registration](#) to determine if providing this information would be beneficial to you.

Basic registration information

This information is necessary to fill out both the Short Registrations

DUNS Number – This is required from all registrants. The Data Universal Numbering System (D-U-N-S) number is a unique, nine-digit company identification number. If you do not have a D-U-N-S number, call Dun & Bradstreet (D&B) at (800) 333-0505. The process to request a D-U-N-S number takes about ten minutes and is free of charge. If your company already has a D-U-N-S number, the D&B representative will advise you over the telephone. Be prepared to provide your business address, telephone number, business start date, and type of business. If you have Internet access, you can also submit your request for a D-U-N-S number through D&B's Web site at <http://www.dnb.com/aboutdb/dunsform.htm>

D-U-N-S + 4 – This is an option for organizations with multiple divisions or operating units that want to identify their subsidiaries. A parent company might want to use the D-U-N-S + 4 option if their subsidiaries submit invoices directly to the DoD rather than through the parent company. Parent companies can add four additional characters (alphanumeric) of their choice to their D-U-N-S to identify and enable each subsidiary to establish a separate trading partner profile in CCR. These 4-digit identifiers are assigned and maintained by the parent company, NOT Dun & Bradstreet. Parent companies MUST first be successfully registered in the CCR and must also register the D-U-N-S + 4 identifiers before registrations for any of their affiliates using the DUNS +4 are accepted.

CAGE Code – The Commercial and Government Entity (CAGE) code is a five-character, vendor identification number administered by the Defense Logistics Information Service (DLIS) and used extensively within the DoD. Companies who have an address in the U.S. may submit their CCR registration without a CAGE code if they do not have one and a CAGE code will be assigned. Companies who do not have a U.S. address MUST include a CAGE code on their application and may contact DLIS to obtain information on how to obtain one. CCR will verify all submitted CAGE codes so make every effort to use a current CAGE code on your application. DLIS has placed a CAGE code search feature on the Internet. You can check your CAGE code yourself at http://131.87.1.54/cage/cage_search.htm or call DLIS at (888) 352-9333.

U.S. Federal TIN – Your Taxpayer ID Number (TIN) is either the Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS) or Social Security Number (SSN). Check for your TIN with your accounting and payroll personnel. You can also contact the IRS at (800) 829-1040 to verify your TIN. If you are operating as an individual/sole proprietorship, you MUST use the number that you file taxes under; this number may be either an EIN or an SSN. If your taxes are paid by a parent company, indicate the parent company's TIN. 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.

Legal Business Name and Doing Business As – The legal name by which your company pays taxes. Your legal business name must match the name you use to register your TIN with the IRS and must be the name your D–U–N–S is registered under. If you commonly use another name for normal operations, such as a franchise or licensee name, then include that in the following space. Sole proprietors should enter their name in lieu of the name of their business.

Address – You must include a physical street address where your business is located; P.O. Box and “in care of addressing” **MAY NOT BE USED AS THE FIRST LINE OF YOUR STREET ADDRESS. Important:** If you are unable to receive mail at your street address, you **MUST** also provide a valid mailing address where correspondence can be sent to you. You should include this address in the extra space provided for the street address. Your mailing address may include a P.O. Box or “in care of addressing.” The nine–digit zip code (5 + 4) is the preferred form for U.S. addresses.

Division Name and Number – If you do business as a division of a larger company, be sure to indicate the proper name for your division. If some other identifier commonly distinguishes your division, enter that in the following space. Otherwise, leave blank.

Date Business Started – The date your business was started in its present form. This may be used to distinguish your firm from other firms with similar names.

Accounting Period Closes – The day on which you close your fiscal year. For example, if you use the calendar year, the proper closing date would be 12/31/1998.

Average # of Employees and Average Annual Revenue – Be sure to provide accurate information about the number of employees and three–year average annual receipts for your firm. Use \$1.0 for negative revenues. These values help determine your business size classification.

Corporate Status – Indicate the legal form of your business. Be sure to enter the state or country of incorporation, if applicable. If you are a Limited Liability Company (LLC) or S–Corporation, select the “Corporation” option.

Business Class Check Boxes – Check all the descriptions that apply to your business. If you are unsure whether your firm qualifies under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines or visit the SBA Web site at <http://www.sba.gov>.

Additional Contact – Although it is not required, it is recommended that you provide contact information for an alternate person at your firm in case questions arise when your primary contact is not available.

SIC Codes – Standard Industrial Classification (SIC) codes are part of 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. Two Web sites offer search engines that will show possible codes based on key word descriptions: <http://www.ecrc.camp.org/siccodes/foursic-sql.html> and <http://www.osha.gov/oshstats/sicser.html>. In addition, the on-line registration enables you to perform a SIC code search. When searching for applicable SIC codes, be sure to consider all of the different types of products and services your company offers.

Use this section to list all the classification codes that apply to your firm's products and services. If your firm performs service and repair work along with sales, be sure to list the appropriate service codes in addition to those for the basic product itself. This will help assure that you are considered for service contracts.

Banking & EFT Information – Information to pay your company via EFT is required by ALL registrants unless you are a foreign company doing business OUTSIDE the U.S. and are not currently receiving EFT or fall under the limited exceptions listed in the Federal Acquisitions Regulation (FAR) Section 32.1002 (c-d). EFT is the legally mandated method of payment for all Federal agencies; therefore, you MUST obtain this information to complete your registration application. This information can be obtained by contacting your bank or financial institution. Your local branch manager or regular banking contact should be able to get this information for you from the bank's Automated Clearing House (ACH) coordinator.

Financial Institution Name and ABA Routing Transit ID – The number provided by your banker. This MUST be a nine-digit number.

Account Number, Type, & Lock-box Number – The appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is checking, savings, or a lock-box. If you prefer to use a lock-box service, enter the appropriate account number in the space provided (this must be at least one digit and no more than seventeen digits long).

Authorization Date – The date when the EFT information you submitted is valid and in effect. Your registration may be used to initiate changes in EFT/banking deposit information (i.e., if you change banks or accounts). The authorization date identifies the effective date for the EFT data furnished. If no authorization date is entered, it will default to the date of CCR application.

Contact Information – The appropriate contact information for the ACH coordinator at your bank, as well as your in-house accounts receivables person. 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.

Remittance Address – The name and proper mailing address to receive remittance information. If the address is the same as your general business address in the “General Information” section, you can check the box and leave this section blank.

Registration Acknowledgement – The person acknowledging the registration should enter their name, provide a contact telephone number, and the acknowledgment date.

Correspondence Check Boxes – How do you want to receive correspondence about your registration? E-mail and fax are the preferred ways to communicate. Note that e-mail addresses refer to Internet e-mail, not a local area network e-mail address within your office.

This marks the end of a basic registration and is all of the information that is required on the Short Registration. If you choose to include any optional additional information, you must use the Long Registration. If you choose to register as being EDI-capable, you must provide your EDI information on the EDI section of the Long Registration.

Optional information that may be provided on the Long Registration

This section is designed as a guide for registrants who would like to add additional information to their application in the CCR system. This optional information, includes a range of topics from which you may elect to provide more information if it is to your benefit to do so.

Some of the information that the Long Registration requests is pertinent only to firms who are registering as being EDI-capable. This technical information is given at the end of this section, as it does not apply to trading partners who are not registering as being EDI-capable. EDI-capable firms may wish to register via a VAN. Most of the required EDI information must be obtained from the VAN anyway.

For assistance, call the CCR Assistance Center at (888) 227-2423 or the Electronic Commerce Information Center (ECIC) at (800) 334-3414.

ADDITIONAL CONTACTS

Information on the person or office designated as the administrative contact. If individuals other than the registering party are to serve as the point of contact, provide their name, phone number, and the type of contact they are serving as. Types of contacts include:

- ACH coordinator
- Authorized financial contact
- Authorized signature
- Certifier
- EDI coordinator
- Information contact
- Owner (only if vendor is an individual or sole proprietorship)

OTHER MAIL ADDRESSES

You may provide one or more additional mailing addresses (different from the address of the registering party). You may provide a contact name and phone number for each address.

PARENTS AND AFFILIATES

If the registering party has parent and/or affiliate organizations associated with their business, please provide the following:

- D-U-N-S number
- Name
- Address
- U.S. Federal TIN (parent only)
- Average number of employees
- Three-year average annual revenue

PREVIOUS NAMES

All previously used business names.

QUALITY STANDARDS

The approved standards used within your organization. Select all applicable standards from the pop-up menu on the Web or from the list on the registration form. If the applicable standard is unavailable, you may add it.

PARTY RECEIVING PURCHASE ORDER

If the party receiving purchase orders operates from an address different than the registering party, then provide the following information:

- DUNS number
- Name
- Address
- CAGE code (if known)
- Name of contact
- Contact phone number

PARTY SUBMITTING QUOTE

If the party authorized to submit quotes on behalf of the registering party operates from a different address, provide the following information:

- DUNS number
- Name
- Address
- CAGE code (if known)
- Name of contact
- Phone number

PERFORMANCE LOCATIONS

Indicate where the registering party's products are manufactured. If the performance location is different than the registering party, provide the following information:

- D-U-N-S number
- Name
- Address
- Contact name
- Phone number

SBA CERTIFIER

This section should be completed if you are a firm participating in a program under Section 8(a) of the Small Business Act [15 U.S.C. 637 (a)], in which the Small Business Administration (SBA) enters into contracts on behalf of and then subcontracts with the participating firm. Please provide the name, address, and point of contact of the regional SBA office that certified the registering party as a small business with 8(a) status. If this firm has been certified by more than one SBA office, enter each. Enter, and then proceed with additional certifying offices. This is devoted to 8(a) firms only.

SEND COPIES TO

All of the parties who should receive solicitations that operate from another address. Fill out the company name, D-U-N-S number, address, contact name, and phone number.

TARGETED BUSINESS LOCATIONS

The geographic location(s) where your company is interested in providing goods and services. If interested in conducting business internationally, enter the geographical area, as applicable. If interested in doing business only in certain geographic areas within the U.S., enter each applicable state code. Registrants may enter multiple states and countries.

SECURITY LEVELS

If applicable, you may provide either the security levels of your facility or workplace and/or the overall highest security clearance held by employees at your facility. The security levels are top-secret, secret, non-classified, and confidential.

PREVIOUS FEDERAL IDENTIFICATION NUMBER

Some vendors may have been previously assigned a Federal identification number issued by a government agency for a previous vendor registration process. If you have such a number, submit it in this section and cite the agent who issued the number.

INFORMATION REQUIRED FOR EDI-CAPABLE TRADING PARTNERS ONLY

The following information on EDI parameters is technical information required ONLY from vendors who are registering as being EDI-capable and does not pertain to other registrants. These vendors should consult with their Value Added Network (VAN) representative to obtain this information. For further assistance on EDI registration through a VAN, call the Electronic Commerce Information Center (ECIC) at (800) 334-3414.

EDI parameters requests information about the electronic system environment as it pertains to the EDI capability of your company or related parties. You will be asked to provide your:

- Sender ID qualifier
- Sender ID code
- Application sender's code
- EDI coordinator's name and phone number
- EDI systems media capability (this should be either "point-to-point" or "service contract provider"). If you select "point-to-point" you must provide your e-mail address; if you select "VAN/VAS" you must provide the name and phone number of your VAN/VAS.
- EDI translation type and code
- EDI software ID, version, and release date (if known)
- Capabilities: at least one capability must be provided: either "send", "receive", or "in-production send and receive".
- ANSI ASC X12 version and release (e.g. 003010)
- Organization scope (Federal, DoD, government [transitional])
- Transaction set ID code (e.g. 820), the variant, and the revision. These fields together compose the version control number of an implementation convention. To obtain the version control numbers of a particular implementation convention, access <http://www.itsi.disa.mil/>.

Explanation of the three methods of registering in CCR

The three ways to register in CCR are:

1. Internet at <http://ccr.edi.disa.mil/>

This is the fastest and most efficient method of CCR registration. By keying in your registration data directly through the CCR Web page on the Web you can minimize the chances for data entry errors.

2. VAN for EDI:

This method can be used if you wish to register as being EDI-capable through a Value Added Network (VAN) provider.

3. By fax or mail (Short Registrations ONLY):

If you are unable to register electronically, you can complete the paper registration and fax or mail the application to the CCR Assistance Center.

Basic steps to follow for each of the three methods of registration are detailed in subsequent sections of this document.

Registration costs:

There is no charge to register in CCR. However, you will probably spend some time gathering the information and filling out the registration application. This will be your primary cost.

How long it takes to register:

Once you have gathered all the necessary information, the registration takes approximately 45 minutes to complete, depending upon the size and complexity of your company. The DoD has established a goal of registering an applicant in the CCR within 48 hours after receipt of a **complete and accurate application via the Internet**.

Registration of an applicant submitting an application through a method other than the Internet may take up to 30 days.

Penalties for fraudulent registration

If you submit fraudulent registration information, you may be subject to administrative, civil, and/or criminal penalties.

How to register via the Internet

Going through the Internet (World Wide Web) is the fastest and most efficient way to register.

Basic steps:

1. Obtain a Data Universal Numbering System (D-U-N-S) number;
2. Choose the registration you wish to use and gather the necessary information required to complete registration for the registration you have chosen. For details on the information to gather before you register, see the section of this document, [Information Needed to Register](#). You may choose to fill out one of the following two registrations to complete an Internet registration depending on your specific needs:
 - a) Short Registration:** This is the information required to submit a basic registration.
 - b) Long Registration:** This registration enables you to provide additional information (e.g., on your company's security and quality standards, or information on the types of goods and services you sell) over and above the minimum information required to submit a basic registration. This is the only form that requests EDI information and MUST be used if you are registering as an EDI-capable trading partner. IF you are an EDI-capable trading partner, check with your VAN before registering.
3. Access the CCR online registration through the Web site at <http://ccr.edi.disa.mil>.
4. Complete and submit the selected online registration. If you already have the necessary information on hand, the online registration takes approximately 45 minutes to complete, depending upon the size and complexity of your company. You may verify your status at any time on the Web site at <http://ccr.edi.disa.mil> using your D-U-N-S number.
5. You will receive your confirmation letter and your Trading Partner Identification Number (TPIN) as confirmation via the U.S. Postal Service. This is your confirmation that your entry has been successfully registered. Your confirmation and TPIN will arrive in two separate letters via U.S. mail for security purposes. For more information see the section of this document, [How to Verify a Successful Registration](#).
6. You MUST update your information as it changes, or at least once a year, to avoid having your registration cancelled in the CCR. For more information on updates and changes, see the section of this document, [How To Renew, Change, Or Cancel A Registration](#).

Additional important information for Web users:

When you register via the Web, a temporary confirmation number will be assigned to you so that your application can be saved in the event you are unable to complete it during your initial online session. It is important that you write down your temporary confirmation number, as you must have it, along with your D-U-N-S number, to resume your application. Registrations-in-process are saved for up to 30 days for your convenience. Once you submit your application, the confirmation number becomes invalid.

How to register via EDI

Basic steps:

1. Obtain a D-U-N-S number and gather the necessary information required by your VAN for CCR registration. To obtain a D-U-N-S number, call Dun & Bradstreet at (800) 333-0505, or you may submit a request through the D&B Web site at <http://www.dnb.com/aboutdb/dunsform.htm>. D&B will verify your current D-U-N-S number or assign a D-U-N-S number if you do not already have one. There is no charge for this service.
2. Select a Value-Added- VAN service provider.
3. Gather the information necessary to fill out the appropriate sections of the Long Registration, which is required for all firms registering as being EDI--capable. For details on the information you will need, see the section of this handbook, [Information needed to Register](#). Consult your VAN for details.
4. CCR will return a functional acknowledgment to you. Upon approval, a trading partner profile confirmation will be sent through your VAN to you. You will then receive your TPIN as confirmation via U.S. mail. This is your confirmation that your entry has been successfully registered. You may verify your registration status at any time on the Web site at <http://ccr.edi.disa.mil>, using your D-U-N-S number. For more information, see the section of this document, [How to Verify A Successful Registration](#).
5. You MUST update your information at least once a year to avoid being cancelled in the CCR and should update your record anytime your information changes. For more information on updates and changes, see the section of this document, [How to Renew, Change, Or Cancel A Registration](#).

Additional information for EDI users:

Enforceability of electronic contracts

EDI transactions are the equivalent of paper documents for purposes of conducting business with the Federal government. DoD has been determined that contracts entered into electronically with the Federal Government using EDI are valid, enforceable contracts in the same manner as documents signed on paper and are admissible evidence for legal purposes. For EDI trading partners, EDI transactions will be the ordinary course of business with the Federal Government and, therefore, records of those transactions will be admissible as evidence in the same manner as a paper document. Transactions transmitted via EDI are subject to all applicable statutes, the DFARS, and agency supplements to the DFARS.

How to register via fax or mail

Please note the recommended method of registration is via the CCR Web page on the Internet.

Basic steps:

1. Obtain a D-U-N-S number.
2. Obtain the appropriate registration form off the CCR Web site at <http://ccr.edi.disa.mil>, or by calling (800) 334-3414 or (888) 227-2423. You may choose to fill out one of the following two forms depending on your needs:
 - a) **Short Registration:** This form is used to submit a basic registration. It covers the minimum amount of information required by the Government to register with CCR.
 - b) **Long Registration:** This form enables you to provide additional information (e.g. on security and quality standards met by your company, or additional information on the types of goods and services you sell).
3. Gather the necessary information required for the registration you choose and complete the CCR application form. See the section of this handbook, [Information Needed To Register](#). Assure all required fields are completed. For questions about filling out the form, call the CCR Assistance Center at (888) 227-2423 or the Electronic Commerce Information Center (ECIC) at (800) 334-3414, Monday through Friday, 0800 – 1800 EST; or send an email to dodedi@hq.dla.mil.
4. Fax or mail the CCR application to the CCR Assistance Center:
CCR Assistance Center
74 Washington Street North
Suite 7
Battle Creek, MI
FAX: (616) 961 7243
5. When you submit your registration via fax or mail it can take up to 30 days to process. Once your registration is processed, you will receive a TPIN as confirmation of your registration. Your TPIN will be sent via U.S. mail for security reasons. If there are any problems with your registration, you will receive a letter notifying you of the incorrect or incomplete information, and requesting the necessary data be provided. For additional information, see the section of this handbook, [How To Verify A Successful Registration](#).
6. You MUST update your information at least once a year to avoid having your registration cancelled in the CCR. You should update your record anytime your information changes. For details on this, see the section of this handbook, [How To Renew, Change, Or Cancel A Registration](#).

How to verify a successful registration

Confirmation letter

If there are any problems with your registration, you will receive a letter notifying you of any incorrect or incomplete information, and requesting the necessary data be provided. If your registration is successful, you will receive a letter via U.S. mail congratulating you on your successful registration. This letter will include your CAGE code, or DoD contractor identification number, if you do not already have one.

If you registered as being EDI-capable through a VAN, you will be sent a trading partner profile confirmation through your VAN as well as a confidential TPIN through the U.S. Postal Service. This confirmation does NOT apply to the other methods of registration (Internet or fax/mail).

Trading Partner Identification Number

You will receive a second letter containing your confidential TPIN. This eleven-character number restricts access to your information--including your financial data--within CCR. Your TPIN will be sent separately via U.S. mail for security reasons. Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is required to make or request any changes or updates to your individual record or Trading Partner Profile .

Please safeguard the confidentiality of your TPIN. If you suspect the security of your TPIN has been compromised, you should immediately notify the CCR Assistance Center at (888) 227 2423.

Additional ways to confirm or check on the status of your registration

1. You may check the Web site at <http://ccr.edi.disa.mil> under “Status Query” for information on the status of your registration. You must provide your D-U-N-S number. For details, see the next section of this document, [Using Queries To Check The Status Of A Registration](#).
2. You may confirm your registration by calling the ECIC at (800) 334-3414 or the Interactive Voice Response (IVR) System at (800) 841-4431. You will need your D-U-N-S number.
3. You may also check your registration status by calling the CCR Assistance Center, option #2; this option also requires your D-U-N-S number.

Using queries to check the status of a registration

There are two categories of queries that can be performed on the World Wide Web at <http://ccr.edi.disa.mil>, “Check Your Status” and “Public Query”. Links to these queries can be found in the top right corner of the “Welcome” and “Security Warning” screen.

Check Your Status

This query enables the user to check on the status of an electronically submitted registration. Use this query to check on the status of your application if you have submitted a registration application but have not yet received a confirmation letter or TPIN to verify that your registration was successful. This tool is most useful for electronic submission. Faxed or mailed applications will show at a later time.

You **MUST** provide your D-U-N-S number (or D-U-N-S + 4) to use this query feature. To run a query, type in your D-U-N-S number and click the “Submit Query” button. You will then get a report on what stage your application is at in the registration process.

Public Query

This query enables the user to access basic public information (e.g. name, address, point of contact, CAGE code, and SIC codes) about any company registered in CCR by using any of the following criteria: D-U-N-S number, CAGE code, company name, or SIC code.

It is recommended you search by D-U-N-S number or CAGE code, as the other types of searches are likely to pull up a very large number of records and may take longer. Please note, when searching by company name, you must enter the name **EXACTLY** as it was keyed in upon registration. For example, “ABC Company, Inc.” and “ABC Company Inc.” would appear as two different entries. As many companies have similar names, you may wish to check addresses and contact names to verify the identity of a particular company.

To use this query, enter your search criteria and press the “Submit Query” button. At least **ONE** criterion is required to perform a query. If you choose to search by DUNS number, you must enter a complete number; a partial entry is allowed for the other fields.

How to renew, change, or cancel a registration

Important: Your Responsibilities

You, the contractor, are responsible for ensuring the accuracy of your company's CCR data and are the only one authorized to change your data. You must use your TPIN number when making and/or requesting any changes to your profile.

You must renew your registration at least once a year. If you do not renew your registration, CCR will cancel your registration. A canceled registration will affect your ability to conduct business with the DoD. In addition, you may voluntarily cancel your registration at any time. When you cancel your registration, your organization's name will no longer be furnished to DoD agencies.

If your status as a trading partner changes, you may change your registration at any time to reflect your status.

In addition, you are responsible for updating all of your registration information as it changes. If you are planning on changing your name, business affiliation, financial institution, financial account number, VAN, or mail box, you should provide this information as far in advance of the change as possible (preferably 30 days) and should include the date the change will be effective.

You are required to review and verify the accuracy of your trading partner profile in the CCR on an annual basis even if the information has not changed.

To initiate any changes, submit a renewal, or to cancel an existing registration in the CCR, you can use any one of the following registration methods:

1. *Internet (World Wide Web):*

The Internet is the recommended option for making changes to your registration since utilizing either of the other methods requires you to divulge your TPIN number to a third party. Changes may be entered at <http://ccr.edi.disa.mil>. If you update your information on the Web, you must hit the "submit" button for an update to register in the system.

2. *EDI:*

Send an EDI transaction through your VAN.

3. *Fax or Mail:*

Send changes to CCR Assistance Center.. See the section of this document, [How to Register via fax or mail](#) for fax numbers and addresses.

Security information

Access to registration information

Registration information is accessible to Federal government agencies and other authorized agents for purposes of doing business with your firm. The CCR does not publicly release information specific to your business income, financial institution, financial accounts, or other similar confidential information.

Currently all access to the CCR is through the Internet. The Web contains two different access levels for the CCR. One access enables contractors to register and maintain their data; the other is restricted to U.S. Government employees and other authorized agents in procurement, contracting, budget, finance, and logistics, as well as your VAN representative, if applicable.

The government uses the data internally to expedite the exchange of information among the various users of the data (e.g., purchasing, paying offices).

The most sensitive types of information are bank account and EFT information. This data is ONLY releasable to appropriate DoD payment offices. This information in CCR is not available to public query. Vendor information that is not releasable to the public is secure and available for viewing only by government users with a logon and password. Your entire vendor profile is viewable ONLY when you provide your D-U-N-S number and TPIN.

Security for the CCR can be broken into two categories: data input and data access after registration. Once you are registered and your profile data has been validated, you are entered into the CCR database and issued a unique private TPIN. Use of this TPIN is the only way to make changes or updates to a validated registration. Protect it as proprietary information. All EFT information, Tax Identification Numbers (TINs), and average annual revenue, are sensitive data, and as such are not allowed to be accessed. Only contractors, their agents, or DFAS personnel with a need to know have access to this data.

When you use the CCR Web site to register, you have a choice of using an unencrypted link to the CCR process or, you can switch to the secure site if your browser supports encryption. If your browser does not support data encryption, your information will be transmitted as plain text. When the data is in the CCR, the security level of that processor is C2 in compliance with DoDD 5200.28.

Accessibility of sensitive data

CCR data elements are listed below. Potential users of the data include the registrant; procurement and contracting; budget and finance; logisticians and other government personnel; industry and the general public; and VANs.

In the following table, each data element is identified as either being public information, which is fully releasable (R), or strict access control and not releasable (N). Alphabetical column headings are identified as follows:

A – Registrant

B – Procurement and Contracting

C – Budget and Finance

D – Logisticians and Other Government

E – General Public

F – Value Added Network (VAN) Providers

*** Data element is not releasable except for download to DFAS.**

<u>DATA ELEMENT DESCRIPTION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Type of application (initial, change, renewal, or cancel)	R	R	R	R	R	R
D-U-N-S Number	R	R	R	R	R	R
Applicant's Commercial and Government Entity (CAGE)	R	R	R	R	R	R
Applicant's Taxpayer Identifying Number (TIN)	R	N	N	*N	N	N
Applicant's legal and business name(s)	R	R	R	R	R	R
Any other names used by the applicant (if applicable, could be a component within a business)	R	R	R	R	R	R
Applicant's business address (number, street, city, county/parish, province/state, postal and country codes)	R	R	R	R	R	R
Applicant's mailing address (number and street or post office box, city, state, postal and county codes, if different from business address)	R	R	R	R	R	R
Applicant's administrative point of contact (telephone, fax, and e-mail)	R	R	R	R	R	R
Applicant's legal status (individual proprietor, partnership, S-corporation, corporation, nonprofit organization, state or local government, or educational institution)	R	R	R	R	N	N
Where incorporated (country or state)	R	R	R	R	N	N
Date business started or acquired	R	R	N	N	N	N
Parent company's name and D-U-N-S, if applicable	R	R	R	R	R	R

Parent company's address (number, street city, state, postal (zip) and country codes)	R R R R R R
Parent company's TIN	R N N N N N
Affiliate's TIN number(s)	R N N N N N
Applicant's type of business (manufacturing/supplies, research and development, construction, services, etc.)	R R R R R R
Business classification (e.g. woman-owned, minority-owned, veteran, tribal, etc.)	R R R R R R
8(a) certified and certifier, if applicable	R R R R R R
Business size (large, small , or emerging)	R R R R R R
Goods and/or services applicant provides (list all applicable SIC, PSC and FSC	R R R R R R
Other equipment, supplies, services not listed by SIC, PSC, or FSC	R R R R R R
Special manufacturing equipment/materials not listed above	R R N N N N
Targeted business locations (geographical areas where applicant is willing to conduct business)	R R R R R R
Applicant's, parent, and affiliates' average number of employees during the preceding twelve months and previous three-year average revenues	R N N N N N
Facility address where work is performed and level of quality assurance	R R N N N N
Facility security clearance (secret, top secret, OPM, DoD, or DOE)	R R N N N N
Highest employee security clearance	R R N N N N
Contract Administration Office, point of contact, telephone, fax, and e-mail	R R R R R R
Purchase card acceptance	R R R R R R
Party to receive solicitations if different than applicant's	R R R R R R
Party submitting quotes if different than applicant's	R R R R R R

Party to receive purchase orders if different than applicant's	R R R R R R
Party performing packaging (when required and different than applicant)	R R R R R R
Party authorized to sign legal documents (telephone, fax, e-mail)	R R R R N N
Applicant's authorized financial services point of contact (telephone, fax, e-mail)	R N N*N N N
Applicant's method of payment preference (CCD+ or CTX)	R N N*N N N
Remittance address when payment must be by check	R N N*N N N
Name of financial institution where payment is to be sent	R N N*N N N
Financial institution's address	R N N*N N N
America Bank Association number/nine-digit routing transit number	R N N*N N N
Account number (checking, savings, or lock-box)	R N N*N N N
Financial institution's point of contact (telephone, fax, e-mail)	R N N*N N N
Automated clearinghouse's point of contact (telephone, fax, e-mail)	R N N*N N N
Financial institution EFT remittance information capabilities	R N N*N N N
Alternate remittance name and mailbox address of service provider, if other than registrant or registrant's VAN	R R R N N N
EDI capabilities, if applicable	R R R R R R
EDI capabilities (transaction sets' versions and releases)	R R R R R R
Interfaces (APADES, ITEMP, ILSMIS, MADES, POPS, SAACONS, SANSFD, SPEDE, and/or SPS)	R R R R R R
Applicant's EDI point of contact, telephone, fax, e-mail	R R R R R R
Applicant's VAN name and DUNS	R R R R N R
Applicant's mailbox at the VAN	R R R R N N

Party to receive electronic remittance advice	R R R N N N
Representations and certifications acknowledgment	R R R R R R
Individual's name and title certifying application's accuracy	R R R N N N
Federal Electronic Commerce Acquisition Instructions acceptance	R R R R R R
TPIN	R N N N N N

Electronic Funds Transfer (EFT) Information

Why most payments are no longer made by check

Congress has mandated contract payment by EFT through the passage of the Debt Collection Improvement Act of 1996 (Public Law 104-134). The only exceptions to being paid by EFT are those defined by the U.S. Department of the Treasury. For more EFT Waiver information, you may contact DFAS at (800) 342-0375.

Why some EFT-capable vendors are still paid by check

(DFAS currently has 20 different financial systems that are being pared down to eight, then eventually to one, called the Defense Prompt Payment System (DPPS). Chances are your payment office is currently in transition from one system to another, which may cause delays in providing EFT. According to the Debt Collection Improvement Act of 1996, all Federal payments will be paid by EFT no later than January 1, 1999 excluding only limited exceptions.

How to track electronic payments back to specific contracts or purchase orders

Each payment issued by DFAS is accompanied by a remittance advice. These notices contain information you will need to track your payment back to a particular contract or purchase order. If you are EDI-capable, your remittance will either go to your VAN or your bank depending upon which you selected. If you are not EDI-capable, and you have made arrangements for EFT, your remittance will go to your bank. In this case, if you are not seeing the tracking information, you may need to discuss the problem with your bank or DFAS payment office. If you are receiving a check, the remittance advice should accompany the payment. If you are having problems, contact your appropriate payment office, or call the centralized DFAS Customer Support Office at (800) 746-4571 or DFAS EFT Customer Support at (800) 342-0375.

Help Desk Phone Numbers

CCR Assistance Center (888) 227-2423

Customer service site whose purpose is to help facilitate the CCR registration process. The user listens to a recorded message. If the user requesting an information package or has questions regarding CCR use option #1. If you would like to check the status of your registration use option #2. The office is open Mon.-Fri., 0800-1700 EST.

Requests for CCR Short Registration Forms (888) 227-2423

This phone number corresponds with the information given above. The user listens to a recorded message. It provides the fax number of the office (Johnstown/Palestine) the user may contact to request an information package.

DLIS Customer Service (888) 352-9333

Press option #3 to get help with CCR registrations from the DLIS Customer Service office in Battle Creek, MI.

This office is open Mon.-Fri., 0730-1630 EST.

DLIS CAGE Code Information (616) 961-4958

This number enables the user confirm or obtain their CAGE code. The office is open Mon.-Fri., 0730-1630 EST.

DFAS EFT Office (800) 342-0375

This office provides information on how to forward and receive payments electronically using routing numbers. It should be contacted with any questions related to the EFT process. The office is open Mon.-Fri., 0800-1700 EST.

Electronic Commerce Information Center (ECIC) (800) 334-3414

This office provides CCR registration assistance and is a source for a variety of EC/EDI related information. This office is open Mon.-Fri., 0800-1800 EST.

Dun & Bradstreet (800) 333-0505

This automated system gives the user two options: to receive their business information report or be assigned a DUNS number. The office is open Mon.-Fri., 0800-1800 EST.

Key Fax Numbers

CCR Assistance Center (616) 961 7243

The user can use this fax number to request a CCR registration form, request an information packet by mail or submit a completed registration.

DLIS CAGE/CCR Support (616) 961-5305

This fax number can be used if the user needs information related to CAGE codes and/or status/query requests.

Key Web Sites

CCR Homepage: <http://ccr2000.com>

This site provides comprehensive and accurate information about CCR, including its history and policy, how to register for CCR, information needed to register, what Contracting Officers must know about CCR, and frequently asked questions (FAQs). This site also enables users to access this CCR Handbook electronically, and provides a link to online registration.

Online Registration: <http://ccr.edi.disa.mil>

Enables the user to register with the CCR database by entering their data directly online. This is the fastest and easiest method. This site can also be used to check the status of a CCR registration or run a query to access basic public information about CCR registrants. It also provides information on alternatives to registering online.

Federal EC Navigator: http://www.acq.osd.mil/ec/navigator/whats_new.htm

Helps suppliers and buyers navigate electronic commerce (EC) information on the Web. It also provides assistance, news/current events, and online links to facilitate electronic purchasing.

Joint Electronic Commerce Program Office (JECPO) Homepage: <http://www.acq.osd.mil/jecpo>

This site provides information related to electronic commerce (EC). It tells the user how to get started, answers frequently asked questions, and contains a copy of the EC/EDI handbook, newsletters, and up-to-date policies related to EC.

SIC Codes: <http://www.osha.gov/oshstats/sicser.html>

Enables users to search the 1987 Standard Industrial Classification (SIC) Manual. Users can search by keyword or by a specified four-digit SIC. The page also permits the user to examine the manual structure.

Federal Supply Classification and Product Service Codes (FSC/PSC): <http://ec.saecrc.org/fsc/>

The San Antonio Electronic Commerce Resource Center (ECRC) homepage permits users to browse the entire list of Federal Supply Classification Codes (FSCs) or Product Service Codes (PSCs).

Small Business Administration (SBA): <http://www.sba.gov>

You may want to check this Web site to help you determine if your business qualifies for special contract status as an 8(a) firm (which includes minority owned and operated firms) or if any other business classes apply to you.

Approved VANs: http://www.acq.osd.mil/ec/van_list.htm

This site, a part of the JECPO homepage, contains a listing of DoD-certified Value Added Networks (VANs).

Glossary of Terms

8(a) Firm – These small businesses have special contract status (includes minority owned and operated firms) as established by the Small Business Administration (SBA). To learn more about 8(a) firms, contact your local SBA office or visit the SBA Web site at <http://www.sba.gov>.

CAGE Code – A Commercial and Government Entity Code (CAGE), is a five character (alphanumeric) unique identifier generated by the Defense Logistics Information Service (DLIS) after your registration information has successfully been entered into the CCR and validated by Dunn & Bradstreet. If you already have a CAGE code, a new one will not be generated. You can obtain your current CAGE code by calling DLIS at (616) 961-4958.

DFARS – The Defense Federal Acquisition Regulation Supplement regulates pre-award and post-award requirements for all DoD solicitations. CCR is referenced in Sections 204.73 and 252.204-7004.

DFAS – The Defense Finance and Accounting Service (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.

DUNS Number – The D-U-N-S (Data Universal Numbering System) is a unique nine digit (all numeric) identification number for companies, organizations, or sole proprietorships, assigned by the Dun & Bradstreet Corporation. You can receive a D-U-N-S number by calling Dun & Bradstreet at (800) 333-0505. If any organization wants to identify their subsidiaries with a unique D-U-N-S number, they may include four additional characters (alphanumeric) of their choice, the D-U-N-S + 4-character. These 4-digit identifiers are established and maintained by the parent organization. It is the preferred ID for CCR.

ECIC – The Electronic Commerce Information Center (ECIC) provides the most current information on all government approved Value Added Networks for those companies seeking EDI access, and serves as a resource on electronic commerce issues. The ECIC can be reached at (800) 334-3414.

ECRC – Electronic Commerce Resource Centers (ECRC) are Defense Logistics Agency funded technical assistance centers that serve as a catalyst for a vast network of small and medium-sized enterprises to adopt electronic commerce. ECRCs also provide the Department of Defense and the other federal organizations with low-cost, high-quality products, goods, and services. There are presently sixteen ECRC locations. A listing of the ECRC nearest you can be obtained via the Internet at <http://www.ecrc.ctc.com>.

EDI – Electronic Data Interchange (EDI) technology enables two or more organizations to exchange information electronically, thereby eliminating the need for paper transactions.

EFT – Electronic Funds Transfer (EFT) is the method of forwarding and receiving payments electronically using routing numbers that include bank identification and checking account information. EFT is a requirement under Section 3332 of Title 31, United States Code, as amended by Public Law 104-134 (Omnibus Consolidated Rescissions and Appropriations Act of 1996 and Debt Collection Improvement Act of 1996).

Short REGISTRATION – This is the registration providing the minimum information required to successfully register your company with the CCR.--. You can access the online registration over the Internet or request a paper form by calling (888) CCR-2423.

FAR – The Federal Acquisition Regulation (FAR) states the rules and procedures that regulate the pre-award and post-award requirements for all government solicitations. The CCR is referenced in FAR clauses 4.503.

FSC/PSC – The Federal Supply Classification (FSC) or Product Service Codes (PSC) are used to identify the products and services your company supplies to the government and are similar to Standard Industrial Codes (SIC). The FSC is used to identify products and the PSC is used to identify services. These codes are not required on the Short Registration. You can get a list of all FSC/PSC by contacting your local ECRC or by visiting the Web at <http://ec.saecrc.org/fsc/>.

ISO (QUALITY STANDARD) – These are quality standard codes used for classifying manufacturing firms as defined by the International Standards Organization (ISO). More than one of the standards may apply. These are applicable to your firm if you are a manufacturing company or have a manufacturing division. If you are a manufacturing company and are unsure what quality codes are applicable, contact your Administrative Contract Officer (ACO).

LONG REGISTRATION – This registration is required for those businesses that are EDI-capable. It also enables any registrant to provide additional detailed information on their company [e.g.: regarding security and Quality Standards met, Federal Supply Classes (FSC), and Product Service Codes (PSC)]. This registration can be accessed on the CCR Web page at: <http://www.ccr.edi.disa.mil/ccr/>.

SF-129 – The Standard Form 129 is the Solicitation Mailing List Application.

SIC – The Standard Industrial Classification (SIC) coding system was developed to classify business establishments by the type of activity in which they are engaged. By providing a common method of classification, it facilitates the collection, tabulation, and analysis of data relating to businesses. This enables comparison and correlation of data collected by various government entities, trade associations, and other reporting groups. The SIC differs from other classification methods in that it covers the entire range of economic activity. An organizational SIC code identifies the type of activity (e.g.: agriculture, mining, construction, manufacturing, retail, wholesale, services, etc.) in

which they engage as well as the types of products or services they offer. SIC codes can be either four (basic) or eight (expanded) digits. Using SIC codes, government buyers may access the CCR to query those vendors with the appropriate SIC to meet their performance preferences. You can get a complete SIC code listing by accessing the Web at <http://www.osha.gov/oshstats/sicser.html>.

TIN – The Tax Payer Identification Number (TIN) is the number issued by the Internal Revenue Service (IRS) that companies use for income tax purposes. A TIN may be either an Employer Identification Number (EIN) or a Social Security Number (SSN). This number is needed to comply with the Debt Collection Improvement Act and for certain IRS 1099 income tax reporting requirements. Only certain DFAS personnel will have access to this information. If a vendor does not know or have this number, they must call the IRS to obtain it.

TPIN – Receiving your Trading Partner Identification Number (TPIN) means you have successfully registered within the CCR and are validated to do business with the DoD. Your confidential TPIN (eleven characters in length) must be used each time you change, renew, or cancel any existing CCR information.

VAN – A Value Added Network (VAN) is an enterprise that provides network connectivity and a value-added service such as X12 translation services, EDI to fax services, and other database services. Any enterprise certified by the Federal Government as providing connectivity to the virtual network may declare itself a VAN. The Federal Government will only send transactions to approved network service providers. However, there is no contractual relationship between the government and the contractor's chosen VAN. It is the responsibility of the contractor to acquire, test, maintain, and operate an electronic commerce system at their expense, including the cost of receiving and sending transactions through a VAN service provider. You may change your network service provider by giving advance notice (preferably 30 days) and changing your Trading Partner Profile within CCR to show your new electronic address (or mail box). Information on VAN testing and certification is available from the Defense Information Systems Agency (DISA) at (614) 692-5541.