



United States  
Department of  
Agriculture

September 23, 2003

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Farm and Foreign  
Agricultural Services

## NOTICE TO THE TRADE

Farm Service  
Agency

### **Subject: Central Contractor Registration (CCR) System**

Kansas City  
Commodity Office  
P.O. Box 419205  
Kansas City,  
Missouri  
64141-6205

The United States Department of Agriculture's (USDA) Kansas City Commodity Office (KCCO) is in the process of implementing the CCR. USDA's finance and procurement personnel are conducting a large-scale effort to streamline and improve our vendor data and ensure that vendors doing business with USDA are registered in CCR. Implementation of CCR will put vendors who do business with USDA and other Government agencies in charge of supplying the data used for contract payment purposes and will ensure current and accurate vendor data to facilitate timely payments.

Inasmuch as the Final Rule has not been released that governs CCR, we anticipate that beginning October 1, 2003, vendors that do business with USDA will be required to register in the CCR before they can be awarded contracts, blanket agreements, blanket purchase agreements or basic ordering agreements. Payments to contractors will also be dependent on completion of the CCR. When contracts are assigned pursuant to the Federal Acquisition Regulation (FAR) Assignment of Claims provision (FAR 32.8), the assignee must also be separately registered in the CCR database for the purposes of processing payments. However, the assignee is not required to register prior to the contract award. For USDA procurement awards dated prior to October 1, 2003, contract modifications will be issued requiring that vendors register in the CCR database. We strongly encourage all vendors to register with CCR now to avoid bottlenecks as the October 1 deadline approaches.

More specific information on the proposed FAR change to require use of CCR can be viewed on the CCR website at <http://www.ccr.gov>.

The CCR requires a one-time business registration, with mandatory annual updates, and allows vendors to control the accuracy of their own business information. There is no cost to register in CCR and the data from registrations will be used for procurement and payment purposes. The financial data, which includes the electronic funds transfer (EFT) data collected by CCR, will assist USDA in complying with the Debt Collection Improvement Act (DCIA) of 1996.

The preferred method for completing a registration is via the Internet at <http://www.ccr.gov>. A CCR handbook is available at that site to provide detailed information regarding data vendors will need prior to beginning the on-line registration. Vendors must have a DUNS number in order to begin registration. To obtain this free nine-digit identification number (if one is not already assigned), call Dun & Bradstreet, Inc., at (866) 705-5711.

The average CCR registration takes about 48 hours to process and become active in the CCR database. A welcome letter or electronic mail notice will be sent to each vendor once registration becomes active. Additionally, the individual each company designates as its CCR point of contact will receive the company's Trading Partner Identification Number (TPIN) through the U.S. mail. This TPIN is very important because any subsequent changes a vendor wishes to make to its registration, including updates as part of the annual renewal process, will require entry of the TPIN along with the vendor's DUNS number.

Vendors are cautioned that KCCO will not be sending any supplemental or extraneous correspondence related to CCR registration, e.g., requests to verify TPIN or DUNS numbers or other company information. Disregard any requests received via regular mail or fax. They may be from an unauthorized source attempting to gather a vendor's proprietary business information. The TPIN number is a confidential password into a company's CCR information and should only be given to authorized personnel.

The CCR website at <<http://www.ccr.gov>> has posted a Security Alert for all to read. If vendors feel that their company's TPIN has been compromised, please call the CCR Helpdesk at 888-277-2423 to request a new one.

Until further notice, KCCO will not be automatically informed of changes in CCR information. Consequently, vendors are responsible for informing KCCO through their Marketing Specialists of any changes in their corporate information such as name and address, banking connections, ACH and DUNS numbers, as well as any new or differing assignee relationships. This is in addition to the required vendor self-registration on CCR. The vendor community will be informed through a Notice to the Trade from KCCO when this manual notification process is no longer needed.

Please direct any inquiries relating to implementation of CCR to the appropriate KCCO Marketing Specialist.

USDA appreciates vendors' prompt cooperation in registering in the CCR System. We look forward to partnering with them in this important Government-wide initiative.

*/s/ Steven P. Miteff*

*for*

George W. Aldaya

Director

Attachments:

CCR General Information

DUNS Number Guide

Registration Information




United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
for Administration

Office of  
Procurement and  
Property  
Management

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Room 302  
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20024-9300

TO: Procurement Council Members  
FROM: W. R. Ashworth  
Senior Procurement Executive   
SUBJECT: Central Contractor Registration (CCR) System

With the pending requirement for vendor registration in the Central Contractor Registration (CCR) system, and because of the proposed implementation date of October 1, 2003, I am requesting your agency's support of Department of Agriculture (USDA) efforts to have USDA vendors register in CCR.

By prior correspondence and briefings, updates regarding CCR and a summary and copy of the proposed rule (FAR Case 2002-018) that would amend the Federal Acquisition Regulation (FAR) have been provided. The proposed rule essentially mandates, with only a few exceptions, that vendors/contractors register in CCR prior to award, and requires that existing contractors whose contracts will extend beyond September 30, 2003 also register. The data from vendor registration in CCR will be used for payment purposes as well as by procurement for other business-related endeavors. The financial data in CCR, which includes electronic funds transfer (EFT) data, will be used for payment purposes. It is envisioned that the vendor business information in CCR will be used in other systems such as the new Federal Procurement Data System, Next Generation (FPDS-NG).

FAR Case 2002-018 is still in process. To date, the information we have is that the CCR AdHoc Committee has reviewed the comments received and recommendations have been prepared. We expect that the Civilian Agency Acquisition Council will receive the Committee report and recommendations for review shortly. October 1, 2003 remains the proposed effective date by which vendors must be registered in CCR.

To reduce the impact of the registration requirement, please strongly encourage your vendors to begin registering in CCR now. Attached is a sample letter to vendors, with applicable attachments, which can be used to notify vendors. Also attached is a copy of a general information sheet for vendors. A notice to vendors encouraging registration in CCR and providing further information is available on the USDA Procurement Home Page at [http://www.usda.gov/procurement/toolkit/webnotice\\_ccr.htm](http://www.usda.gov/procurement/toolkit/webnotice_ccr.htm).

With respect to the pending requirement to include CCR contract clauses, including FAR 52.232-33, "Payment by Electronic Funds Transfer – Central Contractor Registration," in solicitations and contracts, and to modify existing contracts to include these clauses, my

staff is closely monitoring the FAR Case and will provide notification as soon as available regarding the final requirements.

Again, I request your assistance in encouraging the USDA vendor community to register in CCR. I would also like to thank the Forest Service Acquisition Management Staff for their help in developing the attached sample letter and vendor information sheet.

Questions may be directed to Ms. Pat Honda of the Procurement Policy Division at 202-720-8924 or by email to [pat.honda@usda.gov](mailto:pat.honda@usda.gov).

#### Attachments

cc:

P. Healy, Deputy CFO

J. King, CFO Conf. Asst.

W. Snow, ACFO-FS

J. Brewer, ACFO-Operations

J. Marshall, ACFO-Policy

# DUNS Number Guide Government Vendors



## Data Universal Numbering System (DUNS) Number:

- The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, self-employed individuals (doctors, lawyers, etc. who are engaged in a specific business activity), sole-proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.

Assignment of a DUNS number is absolutely **FREE** for all entities required to register with the federal government by a regulatory agency. This includes federal contractors and prospective government vendors.

## To obtain your DUNS Number:

- Please call the government dedicated, DUNS Number self-request line at:

**1-866-705-5711**

- The process to request a DUNS number takes about 5-10 minutes
- You will need to provide the following data elements to obtain a DUNS Number
  - Legal Name
  - Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address (if separate)
  - Telephone Number
  - Contact Name
  - SIC Code (Line of Business)
  - Number of Employees at your location
  - Headquarters name and address (Reporting relationship within your entity)

## Please Note:

- As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, please request to be de-listed from D&B's marketing file.

# Information Needed to Register

\*Items are mandatory

**General Information:** This section contains mandatory fields

**\*Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 1-866-705-5711 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. Please use the following instructions to navigate through the voice prompts:

- 1) enter "3" to Register your business and obtain a DUNS #
- 2) enter "2" for assistance. DO NOT PRESS "1" FOR eUPDATE
- 3) enter "1" to create a new listing
- 4) enter "1" for Federal Registration (Government Contractor Listing)

You can also register for your DUNS number at Dun & Bradstreet's web site:<https://www.dnb.com/product/eupdate/requestOptions.html>. Please note that registration via the web site may take a few days to complete.

If you already have a DUNS number, the D&B representative will advise you over the phone. You must have a different 9 digit DUNS for each physical location/different address in your company as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes. As a result of obtaining a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, D&B has asked that you contact them, anytime, at the same numbers noted above to request they be removed.

**DUNS +4:** The use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts. Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet at 1-866-705-5711. If you have questions regarding the use of DUNS +4 please contact our CCR Assistance Center at 1-888-227-2423.

**CAGE Code** - The Commercial And Government Entity (CAGE) Code is a five character ID number used extensively within the Department of Defense and NASA.

Vendors with a U.S. 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. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at [http://www.gidm.dlis.dla.mil/bincs/begin\\_search.asp](http://www.gidm.dlis.dla.mil/bincs/begin_search.asp). Foreign vendors must include an NCAGE Code on the registration or it will be considered incomplete.

**\*Legal Business Name and Doing Business As (DBA)** - 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 DBA space below the Legal Business Name. Your legal business name as entered on the CCR registration MUST match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing. Do not type "same" or "as shown above" in the DBA field.

**\*US Federal TIN** – The Tax 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 (IRS) at 1-800-829-1040. If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN or SSN on the web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789) 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 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 company, use this space 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.

**\*Physical Street Address 1:** PO Box and c/o MAY NOT BE USED IN THIS SPACE. 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 allocated for "mailing address" under the tab "Address Info". Your street address, as entered on the CCR registration, MUST match the street address for which Dun & Bradstreet has you registered. 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.

**Physical Street Address 2:** Use this space to continue your physical street address, if needed.

**\*City, State, Zip:** The 9-digit zip code is mandatory. When entering the nine-digit zip code on the web, enter numbers only; do not include the dash. (Example 123456789 not 12345-6789)

**\*Country:** Choose the appropriate country code abbreviation from the list provided.

**Mailing Address Information:** If you are unable to receive mail at your physical address enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. 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.

**\*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 End 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 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. Annual revenue cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs or commas.

**Company Security Level:** If applicable, choose the correct level of security for the facility.

**Highest Employee security Level:** If applicable, choose the highest level of security for an employee located at that facility.

**Corporate Web Page URL:** If applicable, provide a desired URL for your company.

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**Corporate Information:** This section contains mandatory fields.

**\*Type of Organization:** You must choose one of the boxes to indicate the legal form of your business.

**Sole Proprietorship**

If you choose Sole Proprietorship as your status, you must complete **\*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.



### **Corporate Entity (Not Tax Exempt)**

- If you choose Corporation as your status, you must 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.

### **Corporate Entity (Tax Exempt)**

- If you choose Corporation as your status, you must 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.

### **Partnership**

### **U.S. Government Entity**

- **Federal**
- **State**
- **Local**

### **Foreign Government**

### **International Organization:**

- Defined in the Code of Federal Regulations (26 CFR 1.6049-4) found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

### **Other**

Note: If you are a Limited Liability Partners Company or S-Corporation, choose Corporation

### **\*Business Types**

Check all the descriptions that apply to your business (you must choose at least one). 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](http://www.sba.gov). If none of the choices apply to you, you may check Emerging Small Business. If you check 8(a) Program Participant, you will be required to complete name and address of certifying party.

Tribal Government	Educational Institution
Research Institution	Municipality
Sheltered workshop (JWOD Supplier)	Emerging Small Business
Nonprofit Organization	Construction Firm
Historically Black College/University	Foreign Supplier
Federal Agency	Service-Related Disabled Veteran
8(a) Program Participant	Minority Owned Business
Service Location	Woman Owned Business
Manufacturer of Goods	Small Disadvantaged Business
Hub Zone (Historically Underutilized Business)	Veteran Owned
Minority Institution	American Indian Owned
Labor Surplus Area Firm	Limited Liability Company
S-Corporation	Large Business

**Minority Owned Business Specific Types** (Complete only if minority owned business is selected from above.)

Subcontinent Asian (Asian-Indian) American Owned  
Asian-Pacific American Owned  
Black American Owned  
Hispanic American Owned  
Native American Owned  
No Representation/None of the Above

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**Goods/Services:** This section contains mandatory fields.

**\*North American Industry Classification System (NAICS) Codes:** NAICS Codes are a method for classifying business establishments. You must supply at least one for your registration to be complete. If you do not know your NAICS codes, you may search on the Internet at [www.census.gov/naics](http://www.census.gov/naics) or you may utilize the link provided in this section. You must use six-digit NAICS Codes in your registration.

**\*Standard Industrial Classification (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, all numeric. 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](http://www.osha.gov/oshstats/sicser.html) or you may utilize the link provided in this section.

**Product Service Codes (PSC Codes):** PSC Codes are optional, 4 character, alpha-numeric. Product Service Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at <http://www.scrantonrtg.com/secrc/fsc-codes/fsc.html>

**Federal Supply Classification Codes (FSC Codes):** FSC Codes are optional, 4-numeric digits. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code by utilizing the link provided in this section, <http://www.dlis.dla.mil/h2> or <http://www.dlis.dla.mil/PDFs/h2.pdf>

When typing in your SIC's, PSC's, or FSC's separate them with a comma - no spaces or list them. (Example: 1234,5231,9012)

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**Financial Information:** This section contains mandatory fields

All registrants must complete this section except foreign vendors doing business outside the U.S, utility companies, and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Government's 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.

**Electronic Funds Transfer (EFT):**

**\*Financial Institution:** Name of the bank used for EFT/banking purposes. This field will be automatically filled from the ABA Routing Number provided below.

**\*ABA Routing Number:** ABA Routing number is the American Banking Association 9-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. Must be the EFT ABA Routing number, not the Wire Transfer ABA number.

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

**\*Automated Clearing House:** ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary in case problems occur with your EFT transfer; payment offices 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)

**\*Remittance Information:** 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 the party to whom the check should be mailed and fill in the appropriate information. If you use a lockbox, and want checks mailed directly to the bank, put in the bank name and address here.

**\*Accounts Receivable:** Provide contact information for the accounts receivable person at your company. An email address is required. 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.

**\* Credit Card Information:** Does your company accept credit cards for payment? This is a YES or NO question.

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**Point Of Contact:** This section contains mandatory fields.

**\*Registrant Name: Also known as the CCR POC.** List the name of the person that acknowledges that the information provided in the registration is current, accurate and complete. The person named here will be the ONLY person within the registering company to receive the Trading Partner Identification Number (TPIN) via U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. It is important that the person named here have knowledge about the CCR Registration. An email address is required.

**\*Alternate Contact:** Provide name and a phone number for another person at your company, in case questions arise when the primary contact is not available.

**Government Business POC:** This POC is that person in the company responsible for marketing and sales with the government. An email address is required. This POC and contact information, if entered, will be publicly displayed on the CCR Search Page. All contact methods are mandatory.

**Past Performance POC:** This POC is that person in the company responsible for administering the company's government past performance reports and response efforts. An email address is required. This POC and contact information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. . All contact methods are mandatory.

**Electronic Business POC:** The EBPOC is the person in the company responsible for authorizing individual company personnel access into government electronic business systems (e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)). POC and contact information is mandatory. This information will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory. Visit <https://rmb.ogden.disa.mil/vreg.htm - Step2> to view detailed information on EBPOC responsibilities for WAWF.

**Marketing Partner ID (MPIN):** This is a self-defined access code that will be shared with authorized partner applications (e.g., Past Performance Information Retrieval System (PPIRS), Technical Data Solutions (TeDS) etc.). The MPIN acts as your password in these other systems, and you should guard it as such. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

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## Electronic Data Interchange (EDI)

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI please contact your local Procurement Technical Assistance Center (PTAC) by visiting them at <http://www.dla.mil/db/procurem.htm>.

**EDI Contact Information:** If you are registering as an EDI-capable company, please provide an EDI Point Of Contact here.