CCR Data Element Business Rules

September 24, 2008 Revision 14

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Battle Creek, MI

New, Changed, and Deleted CCR Elements

Rev.	Release	Date	Element list
14	4.08.2.2	9/24/2008	Added Disaster Relief Registry elements
13	4.08.02	8/4/2008	Added Business Types: 　G3 Alaskan Native Servicing Institution (ANSI) 　G5 Native Hawaiian Servicing Institution (NHSI) Changed Usage to Optional: 　Location Average Annual Receipts 　Changed Location Number of Employees Added No Public Display field name Modified Appendix A Note A1.
12	4.08.01.2	5/7/2008	Added Foreign Province field Added text "and special characters" to MPIN verbiage
11	4.08.01	4/10/2008	Deleted: Zero is not permitted as average employee total from the previous year.
10	4.07.3.4	2/6/2008	SJR-0021-08 Corrected 80 Hospital and KM Planning Commission as two separate business types. Corrected spelling A2 business type: "Woman-owned" Updated 60 and ZR business types: Mandatory
9	4.07.3.4	12/3/2007	Added: None Modified: "Revenue" changed to "Receipts", Minor changes to Organization Types and Business Types; Number of NAICS allowed Deleted: Removed Organization Type 2U
8	4.07.3.3	11/5/2007	Added: Barrels Capacity, Megawatt Hours, Barrels Capacity Modified: None Deleted: None

Field Name: ABA Routing ID
Usage: Conditional
Type: Numeric
Length: 9
Multiple: No
Rules: Any valid 9-digit number contained in the American Bankers Association list of valid financial institutes for Electronic Funds Transfer (EFT) payments. Must be used for USA trading partners.

Field Name: Account Number
Usage: Conditional **Type:** Alphanumeric and Symbols
Length: 30
Multiple: No
Rules: Any valid number containing an account number of valid financial institutes checking or savings account. Must be used for USA trading partners.

Field Name: Account Type
Usage: Conditional
Type: Alphanumeric
Length: 1
Multiple: No
Rules: A "C" for checking or "S" for saving. Note: Must be entered if a financial institute was entered.

Field Name: Area Served   **(Added v4.08.2.2)**
Usage: Conditional
Type: Alphanumeric
Length: 50
Multiple: Yes
Rules: Combines with DR Registry Control Code to specify Area Served for the Disaster Relief Registry. Data values will be an MSA number, State Code, County Code or empty when the DR Registry Control Code is "ANY".

Field Name: Authorization Date
Usage: Conditional
Type: Numeric
Length: 8
Multiple: No
Rules: Effective date of EFT account authorization in MMDDYYYY format. This date will be displayed in MM/DD/YYYY format. Note: Authorization Date will be entered automatically each time the CCR registration is updated/renewed. The Authorization Date will be the same as the date updated. Authorization Date must be present if an ABA Routing Number/financial institute was entered.

Field Name: Average Annual Receipts   **(Modified v4.07.3.4)**
Usage: Mandatory
Type: Numeric
Length: 15
Rules: From 1- to 15-digit numeric value, no imbedded spaces. Average yearly receipts for the past three years for all world wide affiliates, branches, etc. No decimals, rounded to the nearest dollar. This number must be equal to or greater than the Location Average Annual Receipts number.

Field Name: Barrels Capacity
Usage: Optional
Type: Numeric
Length: 38
Rules: A number showing Barrels per Day of Operational Atmospheric Crude Oil Distillation capacity of all affiliates of a registrant using the following NAICS code.
        324110
This number is used in the Small Business determination by the Small Business Administration (SBA).

Field Name: Bonding Level   **(Added v4.08.2.2)**
Usage: Optional
Type: Numeric
Length: 38
Rules: The dollar value of a Service or Construction Bond. Used in the Disaster Relief Registry. This is reported in Extracts in the CCR Numbers section with the Code BL as shown here:

BL	1	Construction Bonding Level, Per Contract (dollars)
BL	2	Construction Bonding Level, Aggregate (dollars)
BL	3	Service Bonding Level, Per Contract (dollars)
BL	4	Service Bonding Level, Aggregate (dollars)

Field Name: Business Start Date
Usage: Mandatory
Type: Numeric
Length: 8
Rules: Full 8-digit numeric value, no spaces. In MM/DD/YYYY format. Date business was started or acquired. Note: EDI format is YYYYMMDD

Field Name: Business Types
Usage: Mandatory/Optional
Type: Alphanumeric
Length: 2
Multiples: No
Rules: Any valid 2-position text character, no leading spaces, must be uppercase. Must be from list of valid Business types. Only one is mandatory. Code A8 should not be used with code M8. See NOTE A1.

Use of only one of these three business types is mandatory.

Type	Name
V2	Grants
VN	Contracts
VW	Contracts and Grants

These Business Types are set by the U.S. Small Business Administration (SBA) and cannot be selected by the registrant directly.

Type	Name
A4	SBA Certified Small Disadvantaged Business
A6	SBA Certified 8(a) Program Participant
JT	SBA Certified 8(a) Joint Venture
XX	SBA Certified Hub Zone Firm

This business type is set or reset by AbilityOne.

A7	AbilityOne (formerly JWOD) Nonprofit Agency

The rest of the Business Types are all self-selected.   **(Modified v4.08.02)**

Type	Name
05	Alaskan Native Corporation Owned Firm
12	U.S. Local Government
1A	Minority Institution
1B	Tribally Owned Firm
1D	Small Agricultural Cooperative
1R	Private University or College
20	Foreign Owned and Located
23	Minority-Owned business
27	Self-Certified Small Disadvantaged Business
2F	U.S. State Government
2R	U.S. Federal Government
2U	Other Not-for-Profit Organization
2X	For-Profit Organization
3I	Tribal Government
6D	Domestic Shelter
77	Service Provider
80	Hospital
86	Interstate Entity
8B	Housing Authorities Public/Tribal

8U	Native Hawaiian Organization Owned Firm
95	Research and Development
A2	Woman-Owned Business
A3	Labor Surplus Area Firm
A5	Veteran Owned Business
A8	Nonprofit Organization
B1	Construction Firm
~~B9~~	~~Large Business~~
BZ	Foundation
C6	Municipality
C7	County
C8	City
E6	Architecture and Engineering (A&E)
FO	Township
FR	Asian-Pacific American Owned
FY	Veterinary Hospital
G3	Alaskan Native Servicing Institution (ANSI)
G5	Native Hawaiian Servicing Institution (NHSI)
G6	1862 Land Grant College
G7	1890 Land Grant College
G8	1994 Land Grant College
G9	Other than one of the preceding
GW	Hispanic Servicing Institution
H2	Community Development Corporation
H6	School District
HB	Historically Black College or University (HBCU)
HK	Community Development Corporation Owned Firm
HQ	DoT Certified Disadvantaged Business Enterprise
HS	Tribal College ~~(other than 1994)~~
KM	Planning Commission
LJ	Limited Liability Company
M8	Educational Institution
MF	Manufacturer of Goods
MG	Local Government Owned
NB	Native American Owned
NG	Federal Agency
OH	State Controlled Institution of Higher Learning
OW	American Indian Owned

OY	Black American Owned
PI	Hispanic American Owned
QF	Service Disabled Veteran Owned
QU	Veterinary College
QW	Federally Funded Research and Development Corp.
QZ	Subcontinent Asian (Asian-Indian) American Owned
T4	Port Authority
TR	Airport Authority
TW	Transit Authority
UD	Council of Governments
XS	S Corporation
XY	Indian Tribe (Federally Recognized)
ZR	Inter-Municipal
ZW	School of Forestry

Choosing 3I – Tribal Government will also set Organization Type to ZZ – Other.

Field Name: CAGE Code
Usage: Conditional
Type: Alphanumeric
Length: 5
Rules: Full 5-character alphanumeric value, no spaces. Must meet CAGE validation check. If USA profile and left blank, then a CAGE Code will be assigned by the Defense Logistics Information Services. Mandatory if non-USA profile. Must be in uppercase format.

Field Name: City
Usage: Mandatory
Type: Alphanumeric
Length: 35
Rules: Any valid alpha text representing a city name where the business resides. Must be in uppercase format, no leading spaces.

Field Name: Company Name/Legal Business Name
Usage: Mandatory
Type: Alphanumeric
Length: 120
Rules: Any valid text character, the legal name of the business. Uppercase format, no leading spaces.

Field Name: Company Security Level
Usage: Optional
Type: Numeric
Length: 2
Rules: Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

Field Name: Corporate Web Page URL
Usage: Optional
Type: Alphanumeric
Length: 200
Rules: Any freeform text up to 200 characters. Both upper and lower cases are acceptable.

Field Name: Correspondence Flag
Usage: Mandatory
Type: Alpha
Length: 1
Rules: Single alpha character: M = US Mail, F = Fax, and E = Email. Used to discern the preferred correspondence type.

Field Name: Country Code
Usage: Mandatory
Type: Alpha
Length: 3
Rules: Any valid 3-character country code found in the ISO3166 standard. Must be uppercase format.

Field Name: Country of Incorporation
Usage: Conditional
Type: Alpha
Length: 3
Rules: Full 3-character ISO3166 standard country code, no spaces. Mandatory for profiles incorporated in a foreign territory and not in the USA.

Field Name: County Code   **(Added v4.08.2.2)**
Usage: Optional
Type: Alphanumeric
Length: 5
Rules: A code for a county within a state used to designate an Area Served in the Disaster Relief Registry. County Codes are interpreted in CCR displays. An interpretation of the County Code list is available for CCR Extract and CCRXML users in a downloadable format.

Field Name: Credit Card Usage: Optional
Type: Alpha
Length: 1
Rules: One-character alpha value, no spaces. Use: Y for will do business with a Government credit card and N, the default, for will not do business with a credit card.

Field Name: Division Name
Usage: Optional
Type: Alphanumeric
Length: 60
Rules: Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Used to identify a division of a larger company.

Field Name: Division Number
Type: Alphanumeric
Length: 10
Rules: Any valid text characters from 1 to 10 in uppercase and no leading spaces. Used to identify a division by number of a larger company.

Field Name: Doing Business As (DBA)
Usage: Optional
Type: Alphanumeric
Length: 60
Rules: Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Must differ from legal business name.

Field Name: DR Registry Control Code   **(Added v4.08.2.2)**
Usage: Optional
Type: Alphanumeric
Length: 3
Rules: Disaster Relief Registry identification of the Area Served value. Codes are as follows:

CODE	Area Served value will be:
ANY	Blank
CTY	County ID
MSA	MSA (Metropolitan Statistical Area) Number
STA	State Code

Field Name: Dun and Bradstreet Data Universal Numbering System (DUNS)
Usage: Mandatory
Type: Numeric
Length: 9
Rules: Full 9-digit numeric, no spaces. Valid at D&B.

Field Name: DUNS + Four
Usage: Optional
Type: Alphanumeric
Length: 4
Rules: Full 4-character uppercase alphanumeric value, no spaces. Address must be equal to that of a DUNS record with a plus4 of spaces (Primary Profile). Used for multiple EFT remittance locations. CAGE Code must also differ from the primary profile record.

Field Name: Email
Usage: Conditional
Type: Alphanumeric
Length: 80
Multiple: Yes (2)
Rules: Email address. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3. Both upper and lower cases are acceptable.

Field Name: Employer Identification Number (EIN)
              [Also referred to as Taxpayer Identification Number (TIN) at times]
Usage: Conditional
Type: Numeric
Length: 9
Rules: Full 9-digit numeric, no spaces. Mandatory for USA non-government profiles only.

Field Name: Expiration Date
Usage: Mandatory
Type: Numeric
Length: 8
Rules: Full 8-position numeric date field in YYYYMMDD format. The date the registration will expire. This date will change with each update transaction processed against the TPP. Display format MM/DD/YYYY.

Field Name: FAX US only
Usage: Conditional
Type: Numeric
Length: 30
Multiple: Yes (2)
Rules: FAX Number is the number used for a USA location. This number is a full 10-digit number including the area code in (xxx)xxx-xxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

Field Name: Federal Debt Flag
Usage: Mandatory, provided by IRS
Type: Alpha/symbol
Length: 3
Rules: Federal Debt Flag will track status of an outstanding Delinquent Federal Debt owed by the CCR Registrant. This flag set to Yes will indicate that the registrant has been determined to have a *delinquent* obligation owed to the U. S. Federal Government as shown by records at the Department of the Treasury. This Yes/No/[-] flag will show in the detail profiles within CCR. No will mean the Treasury Department found no delinquent obligation. A non-entry [-] will indicate that this registrant has not yet been verified with Treasury. Foreign registrations are not verified.

Field Name: Federal Supply Class (FSC)
Usage: Optional
Type: Numeric
Length: 4
Multiple: Yes – limit 10
Rules: Any valid 4-position Federal Supply Classification code. No spaces.

Field Name: Fiscal Year End Close Date
Usage: Mandatory
Type: Numeric
Length: 4
Rules: Full 4-digit numeric value, no spaces. In MM/DD format. Date business accounting period closes. Note: EDI format inserts current year: YYYYMMDD.

Field Name: Foreign Province   **(Modified v4.08.1.2)**
Table: CCR_DUNS_DATA
Usage: Optional, No Edits.
Type: Alphanumeric
Length: 50
Rules: Stores province or other political subdivision (state, county, parish, department, etc.) data if applicable. This is for countries other than USA and Canada. The USA and Canada will continue to use the two character State/Province field already in CCR.

Field Name: Highest Employee Security Level
Usage: Optional
Type: Numeric
Length: 2
Rules: Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

Field Name: Location Average Annual Receipts
Usage: Optional   **(Modified v4.08.2)**
Type: Numeric
Length: 15
Rules: From 1- to 15-digit numeric value, no imbedded spaces. Average yearly receipts for the past three years *for this location.* No decimals, rounded to the nearest dollar. This number must be less than or equal to the Average Annual Receipts number.

Field Name: Location Number of Employees
Usage: Optional   **(Modified v4.08.02)**
Type: Numeric
Length: 7
Rules: From 1- to 7-digit numeric value, no imbedded spaces. Must be less than or equal to the Number of Employees value.

Field Name: Lockbox Number
Usage: Optional
Type: Alphanumeric
Length: 20
Multiple: No
Rules: Any valid alphanumeric value assigned by a financial institute. Note: Can only be entered if a financial institute was entered.

Field Name: Marketing Partner Identification Number (MPIN) **(Modified v4.08.1.2)**
Usage: Mandatory
Type: Alphanumeric
Length: 9
Multiple: No
Rules: A 9-character alphanumeric field; must include at least one alpha and one numeric character. Spaces and special characters are not allowed.

Field Name: Megawatt Hours
Usage: Optional
Type: Numeric
Length: 38
Rules: A number showing total Megawatt Hours (MWH) for the preceding fiscal year of all affiliates of a registrant using one of the following NAICS codes.
          221111, 221112, 221113, 221119, 221121, 221122
This number is used in the Small Business determination by the SBA.

Field Name: MSA (Metropolitan Statistical Area)   **(Added v4.08.2.2)**
Usage: Optional
Type: Alphanumeric
Length: 4
Rules: A code for a metropolitan area that may span county or state borders and is used in the Disaster Relief Registry to designate an area served. MSAs are interpreted in CCR displays. An interpretation of the MSA code list is available for CCR Extract and CCRXML users in a downloadable format.

Field Name: No Public Display   **(Added v4.08.02)**
Usage: Conditional
Type: Alpha
Length: 1
Multiple: No
Rules: A "Y" indicates No Public Display (NPD) in CCR Public Search. A " " or "no value" indicates I authorize my Public Data to be displayed in CCR Public Search.

Field Name: Non-US Phone Number
Usage: Conditional
Type: Alphanumeric
Length: 30
Multiple: Yes (2)
Rules: Non-US Phone Number is the number used for all locations outside of the USA. This number has no set format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

Field Name: –North American Industrial Classification System (NAICS)
Usage: Mandatory
Type: Numeric
Length: 6
Multiple: Yes – limit 1000   **(Modified v4.07.3.4)**
Rules: Valid 6-digit codes only, must be found in the NAICS_DATA table.

Field Name: Number of Employees   **(Modified v4.08.01)**
Usage: Mandatory
Type: Numeric
Length: 15
Rules: From 1- to 15-digit numeric value, no imbedded spaces. This is worldwide employees for all affiliate, branches, etc. Its value must be equal to or greater then the Location Number of Employees.

Field Name: Organizational Type
Usage: Mandatory
Type: Alphanumeric
Length: 2
Rules: Full 2-character alphanumeric value, no spaces. Only one Organizational Type allowed. Note: when 2J is selected, then Owner information is also required in the PER01 as OW, PER02 as Name, PER03 as Number.

Type	Name
2J	Sole Proprietorship
2K	Partnership or Limited Liability Partnership
2L	Corporate Entity (Not Tax Exempt)
8H	Corporate Entity (Tax Exempt)
2A	U.S. Government Entity
CY	Country - Foreign Government
X6	International Organization
~~2U~~	~~Other not-for-profit facility~~
ZZ	Other

Note:2U Removed   **(Deleted: v4.07.3.4)**

Field Name: Parent DUNS number
Usage: Optional
Type: Numeric
Length: 9
Rules: Full 9-digit numeric value, no spaces. Received from D&B.

Field Name: Point of Contact (POC) Name
Usage: Optional
Type: Alphanumeric
Length: 60
Rules: Any valid name of the point of contact type

Field Name: POC Street Address
Usage: Mandatory
Type: Alphanumeric
Length: 55
Rules: Any valid street address for the Point of Contact

Field Name: POC Type
Usage: Conditional/Mandatory/Optional
Rules: Point of Contact. Any valid text characters, no leading spaces, must be uppercase.
See NOTE A2.

Type	Name	Usage	Multiple
RI	Remittance Information	Mandatory	No
B3	Previous Business Name	Optional	No
QW	Government Parent	Optional	No
FE	Mailing Address	Mandatory	No
MJ	Financial Institute	Conditional	No
60	Sales Person (Government Business POC)	Mandatory	Two
R2	Reporting Officer (Past Performance POC)	Optional	Two
ZR	Validating Party (Electronic Business POC)	Mandatory	Two
AF	Authorized Financial Contact (Acct Rec)	Mandatory	No
CE	Certifier (Registrant Name)	Mandatory	No
EA	EDI Coordinator	Conditional	No
IC	Alternate Certifier(Alt. Contact Info-Registrant)	Mandatory	No
OW	Owner (Required for Sole Proprietor)	Conditional	No
CN	Corporate Information	Optional	No

Notes:
1. EA is mandatory if EDI data is entered.
2. OW is mandatory if corporation type is Sole Proprietor.
3. See also Phone Number, International Phone number, Fax number, and Email data element descriptions.
4. See NOTE A4 at the end of this document.
5. Phone Number, Fax number and email are mandatory for the Government Business POC, Past Performance POC, or Electronic Business POC fields.

Field Name: Postal Code
Usage: Optional
Type: Alphanumeric
Length: 35
Rules: Any alphanumeric code in uppercase format. Cannot contain USA ZIP codes.
Cannot contain imbedded spaces. Special characters: a dash "-" only.

Field Name: Product Service Code (PSC)
Usage: Optional
Type: Numeric
Length: 4
Multiple: Yes - limit 10
Rules: Any valid 4-position PSC code. No Spaces.

Field Name: Registration Date
Usage: Mandatory, machine generated
Type: Numeric
Length: 8
Rules: Full 8-position numeric date field in YYYYMMDD format. Date the initial registration was submitted. This date will not change. Display format MM/DD/YYYY.

Field Name: SIC 2+2 Code
Usage: Optional
Type: Numeric
Length: 4
Multiple: Yes - limit 10
Rules: Combined with SIC Code to provide more granularity. Any valid 4-digit D&B SIC 2+2 code suffix. No spaces permitted.

Field Name: Social Security Number
Usage: Conditional
Type: Numeric
Length: 9
Rules: Full 9-digit numeric value assigned to an individual by the US Government, used when taxpayer ID number (TIN) is not available. Used only on a USA trading partner profile with an organizational type of "Sole Proprietorship".

Field Name: Standard Industrial Classification (SIC) Code
Usage: Mandatory
Type: Numeric
Length: 4
Multiple: Yes, 20
Rules: Four-position SIC code, any valid digit. At least one occurrence must be entered. No spaces allowed.

Field Name: State of Incorporation
Usage: Conditional
Type: Alpha
Length: 2
Rules: Two-character alpha abbreviation, no spaces. Mandatory for USA profiles only; must be state, province, or territory of the USA.

Field Name: State / Province Code
Usage: Conditional
Type: Alpha
Length: 2
Rules: Any valid 2-character USA state or possession or any valid Canadian Province. All other countries, this field is left blank.

Field Name: Street Address 1
Usage: Mandatory
Type: Alphanumeric
Length: 55
Rules: Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. The following strings are not acceptable for the Physical Address only: "PO BOX", "PO", "BOX", "C/O", "CO", "CARE OF", "POST OFFICE".

Field Name: Street Address 2
Usage: Optional
Type: Alphanumeric
Length: 55
Rules: Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. This is in addition to the Street 1 address. PO BOX and other items not allowed for line 1 may be entered here.

Field Name: Total Assets
Usage: Optional
Type: Numeric
Length: 38
Rules: A number showing in whole dollars the Total Assets of a registrant using one of the following NAICS codes: 522110, 522120, 522130, 522190, 522210, and 522293. This number is used in the small business determination by the SBA.

Field Name: US Phone Number
Usage: Conditional
Type: Numeric
Length: 10
Multiple: Yes (2)
Rules: Phone Number is the number used for a USA location. This number is a full 10-digit number excluding special or alpha characters: xxxxxxxxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

Field Name: US Phone Ext
Usage: Optional
Type: Alphanumeric
Length: 10
Multiple: No
Rules: Any valid telephone extension, if any.

Field Name: Zip Code
Usage: Mandatory
Type: Numeric
Length: 5
Rules: Any valid 5-digit Zip code for a USA state or province found in the National Zip and Post Office Directory, Publication 65. Not to be used when TPP is a Non-USA registrant. See also Postal code.

Field Name: Zip Code + 4
Usage: Mandatory
Type: Numeric
Length: 4
Rules: Any valid 4-digit Zip+4 code for a USA state or province. A valid Zip code+4 must be entered.

APPENDIX A – NOTES

A1: When codes 20, 2L, or 8H are used, then the Incorporated State or Incorporated Country must also be used. When 2J, 2K, 2L, 8H, 2A, CY, and X6 are used, then at least one business other than those listed must be used. When LJ or XS is used, then ZZ must be used. **(Modified v4.08.02)**

A2: The RI - Remittance address is mandatory for all trading partner profiles (TPP). If the TP is a government entity, the registrant must provide a QW-Government to identify the activity or agency of the registrant.

A3: The contact type numbers including the USA phone number, Non-US phone number, as well as the Email address are all mandatory fields; the fax number is optional. Only one of the numbers is then mandatory. All four are permitted. These numbers are not permitted unless the POC name is entered.

A4: Communication Number (ENE03). For commercial registrants, when ENE01 cites code SC, provide three-character VAN code of the certified VAN providing connectivity to the government for the party identified in the following N1 segment. For Government registrants, identify the site by specifying the data entry placed in the GS02 in interchanges being sent by the site. For those government registrants who are connected to the Government Electronic Commerce Infrastructure (ECI) via either a gateway or the DEBX, identify the site by specifying the "Site GS Code" entry for the registrant.