

# Verifying Vendor's Addresses on Contract Documents and in FPDS-NG



Recent reviews of Federal Procurement Data System – Next Generation (FPDS-NG) records show that many of the vendor addresses on contract documents do not match the vendor addresses in FPDS-NG. Per Federal Acquisition Regulation (FAR) subpart 4.11, the vendor is required to register in the Central Contractor Registration (CCR) prior to contract award. To this extent, Contracting Officers need to ensure the vendor address on the contract document matches the vendor address on the CCR registration. If the vendor address on the contract document does not match CCR, the vendor information in FPDS-NG will not be reported accurately.

## **What address is acceptable?**

Either the physical or mailing address listed in CCR is acceptable on the contract document. However, only the physical address will show on FPDS-NG reports even though a vendor may have a physical address several states removed from their mailing address.

## **Ways a Contracting Officer can ensure the vendor address on a contract document is accurate:**

- **The vendor address in CCR does not match the vendor location you are doing business with.** The Contracting Officer must choose the vendor DUNS Number associated with the address that matches the contract document. Some vendors have multiple DUNS numbers associated with their different locations. The Contracting Officer should not rely solely on the vendor's word that the DUNS number for that location is correct. Contracting Officers may need to search CCR by the

vendor name, rather than the DUNS number, to find the correct DUNS number associated with the vendor's address.

- **The vendor's address is not in CCR.** Some vendors may not have all of their locations registered in CCR. However, it is the Contracting Officer's responsibility to ensure that the vendor's address reflected in the contract document is registered in CCR prior to contract award. The DUNS 'plus 4 digits' number structure exists in CCR so that vendors can register multiple locations.
- **The vendor's address in CCR is not in the Integrated Acquisition System (IAS).** The Contracting Officer must contact their respective Foundation Financial Information System (FFIS) Vendor Coordinator to request the vendor's information be added or updated in FFIS. This will update the vendor's address in IAS so the Contracting Officer can select the correct address for their contract document.

The Acquisition Programs and Oversight Branch will continue to review FPDS-NG records for accuracy.

If you have any questions regarding this Alert, please contact Angelia Fleming Loggie, Acquisition Systems Program Manager, at 301-504-1730, or via e-mail at [angelia.flemingloggie@ars.usda.gov](mailto:angelia.flemingloggie@ars.usda.gov).

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