USDA

United States Department of Agriculture

Office of the Assistant Secretary for Administration

Office of Procurement and Property Management

300 7th Street Southwest
Room 302
Reporters Building

Washington, DC
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.

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.

Attachments

cc:
P. Healy, Deputy CFO
J. King, CFO Conf. Asst.
W. Snow, ACFO-FS
J. Brewer, ACFO-Operations
J. Marshall, ACFO-Policy

Sample Notification Letter for Vendors

Vendor Name
Vendor Address

Dear   :

Contractors currently doing business with Department of Agriculture (USDA) and potential vendors are encouraged to register in the Central Contractor Registration (CCR) System.

We anticipate that, as of October 1, 2003, vendors doing business with the Federal Government will be required to register in CCR before they can be awarded contracts, blanket agreements, blanket purchase agreements or basic ordering agreements. Vendors with existing contracts, for which performance will continue after September 30, 2003, will also be required to register in CCR.

The exceptions to the proposed registration requirement are: purchases that use the governmentwide commercial purchase card as the purchasing mechanism; classified contracts; contracts awarded in the conduct of emergency operations; contracts to support unusual or compelling needs; award to foreign vendors for work performed outside the United States if it is impractical to obtain CCR. Information. A copy of the proposed rule can be found at http://www.ccr.gov/.

The CCR is designed to be a highly secure, single repository of vendor information. Vendors are able to register with identifying company information; including electronic funds transfer (EFT) data, and allows you to control the accuracy of your own business information. The data from your registration will be used for payment purposes, as well as by procurement for other business-related endeavors. A template containing the information necessary for registration can be found at http://www.ccr.gov/handbook.cfm. An excerpt of this included for your information. Only authorized government financial and procurement officials will be able to access the proprietary and sensitive data. Annual renewal/update by vendors is necessary to remain active.

The preferred method for completing registration is via the World Wide Web at http://www.ccr.gov/. A handbook and other information are available at that site, including information on how to obtain a DUNS number, which is required to begin the registration process. Attached is a "DUNS Number Guide for Government Vendors" which outlines a streamlined process for obtaining, free, of charge a DUNS number for the purpose of doing business with the Federal Government. Once a vendor has registered in CCR a Trading Partner Identification Number (TPIN) is mailed to the individual identified by the vendor as the CCR point of contact. The TPIN is very important, as it is required for any changes to the registration.

Although the final rule or actual implementation dates may change based on comments received, we strongly recommend early registration by vendors in CCR, as we do not anticipate substantial changes in the requirements regarding CCR. A notice to vendors recommending registration in CCR is available on the USDA Procurement Homepage at http://www.usda.gov/procurement/toolkit/webnotice_ccr.htm.

Sincerely,

Attachments

CCR – Central Contractor Registration
General Information

Why Register?
There is a proposed change to the Federal Acquisition Regulation (FAR), that beginning October 1, 2003, will require all companies to be registered in the CCR prior to being awarded a contract – not in CCR = no contract. Also, the registration must be renewed every 365 days.

Information Collected
CCR collects information about the company, including, general company information, the type of organization, business type, goods and services provided, financial and payment information (i.e. EFT), and points of contact. A template containing the information necessary for registration can be found at www.ccr.gov/handbook.cfm.

Security
Financial information is only available to the contractor and authorized government financial and procurement officials, and is not publicly released by CCR.

Getting Paid
When properly executed, Electronic Funds Transfer (EFT) makes for a faster more efficient method of payment. Vendor financial information found in CCR is received by the payment office on a daily basis and is used to make the vendor payments. Therefore, it is extremely important that you keep your information current in CCR. In addition, if your active registration expires while you are still under contract all payments will stop. Again, it is very important to keep you information current and your registration active. This means that you must renew your registration at least once every 365 days.

Processing Time
New registrations take approximately 48 hours to process in CCR. You can expect a shorter turn around, 24 hours, when you make an update or renew an active registration. If you notice your registration is "In- Process" for longer than mentioned here contact the CCR Assistance Center at 888-227-2423 or 269-961-4725.

How do I get a 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). A DUNS number is required for registration to CCR. Call D&B at 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 view these instructions for obtaining your DUNS Number at www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf.

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.

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 list you must notify D&B (1-800-333-0505) that you want to be de-listed from their marketing file.

NAICS - What are they and where do I find them?
The North American Industrial Classification System or "NAICS" (pronounced "Nakes") are new codes that were developed by the Census Bureau to replace the current SIC Code. NAICS recognize hundreds of new businesses in our economy, primarily in the fast growing service sector. NAICS classifications will be updated regularly to keep pace with changing business conditions and information needs. The new numbering system provides 5 levels of classification containing detailed codes that have a maximum of six digits. Visit the NAICS homepage at www.census.gov/epcd/www/naics.html.

What's a TPIN?
Trading Partner Identification Number (TPIN) is a confidential password provided to you upon activation in CCR. The TPIN, when used in conjunction with your DUNS number, gives you access to your entire registration - including EFT. The TPIN is mailed via the US Postal Service to the person listed as the "CCR Point of Contract" under the "Points of Contact" tab in the CCR. You need to use this TPIN in order to update and/or renew your registration so watch for this letter and DON'T throw it away! The TPIN is never provided to or used on government paperwork or contracts. If you've lost or feel that your TPIN has been compromised please contact our CCR Assistance Center at 888-227-2423 or 269-961-4725.

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 registeration 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 <u>same vendor</u> at the <u>same physical location</u>. 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. 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.

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. 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

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 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 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)

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.

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.

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.