Central Contractor Registration Handbook

December 2005

If you have any questions regarding this handbook,
please contact the CCR Assistance Center at
888-227-2423
from within the U.S.
or
269-961-5757
Internationally
or
DSN 661-5757

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Welcome to CCR

Introduction

Central Contractor Registration (CCR) is the primary vendor database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Both current and potential federal government vendors are required to register in CCR in order to be awarded contracts by the federal government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

CCR validates the vendor information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized federal government offices. However, registration does not guarantee business with the federal government.

Who registers in CCR?

- According to the Federal Acquisition Regulation (FAR) policy FAR 4.1102 (October 1, 2003), "Prospective contractors shall be registered in the CCR database prior to award of a contract or agreement."
- Federal Acquisition Circular (FAC) 2001-16 amends the FAR policy to require contractor registration in the CCR database effective October 1, 2003. http://www.acqnet.gov/far/FAC/fac01016.pdf .
- According to the Defense Federal Acquisition Regulations Supplement (DFARS) policy, DFARS 204.7302, and National Aeronautics & Space Administration (NASA), Department of Transportation (DOT), and Treasury FAR Supplements, prospective vendors must be registered in CCR prior to the award of a contract—basic agreement, basic ordering agreement, or blanket purchase agreement. FAR clause 52.232-33 requires registration for payment.
- Prime contractors are not required to have their subcontractors register in CCR. If a prime's subcontractor wants to bid directly for contracts with the federal government, it should register in CCR.
- EFT and assignment of claims as stated in FAR 52.232-33 Paragraph H.:

  "EFT and assignment of claims: If the Contractor assigns the proceeds of this contract as

provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register in the CCR database and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the federal government, is incorrect EFT information within the meaning of paragraph (d) of this clause."

- Until all intra-governmental transactions are routed through the Intra-governmental Transaction Exchange (IGTE), some federal government agencies may be required to register in CCR as well. This may include agencies that receive payment via an EFT or whose trading partner [e.g., Department of Defense (DOD), NASA] requires a Commercial and Government Entity (CAGE) Code be submitted.

How to Register

Enter your registration on-line through the World Wide Web (www):

Step 1: For details on the information to gather before you register, see the section, "Information Needed to Register."

Step 2: Access the CCR online registration through the CCR homepage at http://www.ccr.gov. Click on "Start New Registration." You must have a Data Universal Numbering System (D-U-N-S) Number in order to begin the registration process.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the on-line registration takes approximately 1 hour to complete, depending upon the size and complexity of your company.

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. Clicking "Validate/Save" will save the incomplete registration. A list of information you are missing will appear on the "Show Errors" list. Registrations in process are saved for up to 120 days for your convenience. Once your complete registration is submitted, the confirmation number becomes invalid. A Trading Partner Identification Number (TPIN) will replace it when the registration is active.

How to Know Your Registration Was Successful

You will be unable to submit your registration on-line unless all of the mandatory information is provided. You will be notified of missing information by a list of "errors" on each page when you click "Validate/Save". Once you have provided the information, click "Validate/Save" again to verify that all necessary fields are filled.

If your registration was submitted successfully, you will receive notice either by U.S. Postal Service mail or email. The email notice contains a method to access your confidential Trading Partner Identification Number (TPIN). The TPIN access information is sent separately for security reasons. Receipt of your TPIN is your confirmation that you are successfully registered in CCR. The confidential TPIN allows access to your CCR data and is required to make or request any changes or updates to your active registration. The TPIN is **not** to be used on contracts or other federal government paperwork.

In addition to receiving these letters, you can verify the status of your registration on-line by visiting CCR's homepage at www.ccr.gov and clicking on "Search CCR". When prompted, enter your D-U-N-S Number and click "Search". The registration status is located at the top of the page.

Valid Statuses are:

- **Active:** Registration is Active.
- **Registered/Active Pending:** Registration is in process of being validated.
- **Inactive:** Registration has been cancelled or has expired.
- **Invalid:** D-U-N-S Number is incorrect. Contact D&B to verify the D-U-N-S Number.

Maintaining your CCR Registration

Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. You must use your D-U-N-S Number in conjunction with your TPIN number when making and requesting any changes to your profile.
- You are responsible for updating all of your registration information as it changes.
- You must renew your registration at least once a year. If you do not renew your registration, it will expire. An expired registration will affect your ability to conduct business (receive contract awards or payments) with the federal government.

- Please remember that once you cancel your registration, all payments, if payments are being made, will cease. A vendor must remain active in CCR until all payments are made to avoid discontinuation.

- You may voluntarily delete your registration at any time by going on line with your D-U-N-S Number and TPIN or contacting the CCR Assistance Center at (888) 227-2423 or (269) 961-5757 (DSN: 661-5757). If you delete your registration, your information will be removed from the CCR database. If you delete your registration by mistake, you may also call to reinstate that registration.

To initiate any changes or submit a renewal:

Changes can be made to your registration by:

Step 1: Going to CCR's homepage, http://www.ccr.gov, and clicking on Update or Renew Registrations Using TPIN.

Step 2: Enter your D-U-N-S Number and TPIN, and then click "Submit".

Step 3: Make the necessary changes, and then click the "Validate/Save Data" button for an update to register in the system.

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click "Validate/Save Data" or the Renew Profile button in Registration Tools to activate the renewal even if none of your information has changed. Please be aware that new requirements may have been implemented since your last visit. You may receive an error on your renewal if a new requirement isn't fulfilled.

To cancel an active registration:

Go to www.ccr.gov and click on "Update or Renew Registration Using TPIN". Enter your D-U-N-S Number and TPIN and click "Submit". On the next screen click "Delete Profile" in the upper left corner to cancel your registration.

Special Requirements for Non U.S. Registrants

Non U.S. companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. According to the FAR, if the contractor is working for a department under the Department of Defense umbrella, they will need to register in CCR to receive payment from DFAS.

The NCAGE Code can be obtained directly from the Codification Bureau in your country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau. If your organization does not already have an NCAGE Code assigned, for most countries you can obtain one by connecting to Form AC135 (http://www.dlis.dla.mil/Forms/Form_AC135.asp). If you cannot submit this form by Internet, you can obtain an NCAGE Code by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp. Search for a CAGE Code on our website: http://www.dlis.dla.mil/cage_welcome.asp.

If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).

If you are incorporated outside the U.S., you must provide country of incorporation. Non U.S. vendors doing business outside the U.S. are not required to complete the Financial Information section of the registration.

Information Needed to Register

* Items are mandatory

General Information

* **Data Universal Numbering System (D-U-N-S) Number:** The Data Universal Numbering System (D-U-N-S) 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 access their website at http://ccr.dnb.com/ccr/pages/CCRSearch.jsp if you do not have a D-U-N-S Number. The process to request a D-U-N-S Number via phone takes about 10 minutes and is free of charge. Internet requests are fulfilled within 24 hours. Once a D-U-N-S Number has been issued, it will be available for use in CCR within 24 hours.

You must have a different nine-digit D-U-N-S Number for each physical location or different address in your company as well as each legal division that may be co-located. When entering your D-U-N-S Number, enter only the numbers; do not include dashes. As a result of obtaining a D-U-N-S Number, you might be included on D&B's marketing list that is sold to other companies. If you do not want your name or company name 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.

D-U-N-S +4: The use of D-U-N-S+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 D-U-N-S Number from Dun & Bradstreet at 1-866-705-5711.)

CAGE Code: The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. 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.dlis.dla.mil/cage_welcome.asp. NOTE: Vendors located outside of the U.S. are required to 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, 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 which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) (http:www.irs.gov/businesses/small/article/0,,id=104331,00.html) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) (http:/www.ssa.gov/replace_sscard.html).

If you do not know your TIN/EIN, contact the IRS at 1-866-255-0654 (Option 2). 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 (EIN 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 Federal Government to collect and report on delinquent amounts arising out of the offer's relationship with the Federal Government.

NOTE: As of October 30, 2005, all TINs will be validated by the IRS. You will not be allowed to have an active CCR registration without a validated TIN. The TIN matching process is a joint effort between the General Services Administration (GSA), Department of Defense (DOD), and the IRS to improve the quality of data in government acquisition systems. A notice has gone out to CCR registrants informing them of the IRS validation in CCR registration.

In order to complete your CCR registration and qualify as a vendor eligible to bid for federal government contracts or apply for federal grants, the TIN and Taxpayer Name combination you provide in CCR must match exactly to the TIN and Taxpayer Name used in federal tax matters.

It will take one to two business days to validate new and updated records prior to becoming active in CCR.

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 a number identifier commonly distinguishes your division, enter that in the division number field. Otherwise, leave blank.

Company URL: If applicable, provide your company's homepage URL. Both upper and lower cases are acceptable.

* **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." Your street address, as entered on the CCR registration, MUST match the street address assigned to your D&B D-U-N-S Number. 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 D-U-N-S Number.

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

* **City, State, Zip:** The nine-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, enter 12/31. When entering the information on the web site, you must enter as mm/dd.

* **Average Number of Employees:** Be sure to provide accurate information about the number of employees for your business, as this value is part of determining your business size classification. The calculation must include the employees of *all affiliates*, not just your individual branch. For more information, see http://www.sba.gov/size.

* **Annual Revenue:** Be sure to provide accurate information about the three-year average annual revenue for your business, as this value is part of determining your business size classification. The calculation must include the revenue of *all affiliates*, not just your individual branch. For more information, see http://www.sba.gov/size. 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 security level of the employee with the highest employee security level at that facility.

Corporate Information

* Items are mandatory

*** Type of Relationship with the U.S. Federal Government:**

Contracts: This option is for those who plan to respond to federal government contracts.

Grants: This option is for those who plan to respond to federal government grants.

Both Contracts and Grants: This option is for those who plan to respond to both federal government contracts and grants.

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

Corporate Entity (Not Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., 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 U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types.

Partnership

Sole Proprietorship

- * **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.

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 a small business, emerging small business, or a participant in SBA programs such as 8(a) and HUB Zone, this information will be inserted into your registration directly from SBA. You will not need to enter this information.

PLEASE NOTE: You should select business types that reflect the current status of your business. The business types are not an indication of the business opportunities you hope to pursue.

Type of Organization:

Corporate Entity, Not Tax Exempt
Corporate Entity, Tax Exempt
Partnership
Sole Proprietorship
U.S. Government Entity
Federal Government
Federal Agency
Federally Funded Research and Development Corporation
State Government
Local Government
City
County
Inter-municipal
Local Government Owned
Municipality
School District
Township
Foreign Government
International Organization
Other

Other Governmental Entities:

Airport Authority
Housing Authorities Public/Tribal
Interstate Entity
Planning Commission
Council of Governments
Port Authority
Transit Authority

Other Business/Organization Factors:

Foreign Owned and Located
Limited Liability Company
S Corporation

Types of Business:

Architecture and Engineering (A&E)
Community Development Corporation
Construction Firm
Domestic Shelter
Educational Institution
For Profit Organization
Foundation
Hispanic Servicing Institution
Hospital
JWOD Non-Profit Agency
Manufacturer of Goods
Nonprofit Organization
Other Not for Profit Organization
Research and Development
Service Provider
Veterinary Hospital

Education Entities:

1862 Land Grant College
1890 Land Grant College
1994 Land Grant College
Historically Black College or University (HBCU)
Minority Institutions
Private University or College
School of Forestry
State Controlled Institution of Higher Learning
Tribal College (other than 1994)
Veterinary College

Socio-Economic Factors: (* Business Size and SBA program participation are validated by SBA. These items are no longer self-certified.)
(These categories require that the firm is 51% owned and controlled by one or more members of the selected socio-economic group.)**
Large Business
Small Business*
Veteran Owned**
Service Disabled Veteran Owned**
Woman Owned**
Minority Owned**
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**

Socio-Economic Certifications:
DOT Certified Disadvantaged Business Enterprise

Federally Recognized Native American Entities:
Alaskan Native Corporation Owned Firm
American Indian Owned
Indian Tribe (Federally Recognized)
Native Hawaiian Organization Owned Firm
Tribal Government
Tribally Owned Firm

Other Socio-Economic Categories:
Community Developed Corporation Owned Firm
Labor Surplus Area Firm
Small Agricultural Cooperative

Goods/Services

* Items are mandatory

* **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 perform a search at http://www.census.gov/epcd/naics02. 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 perform a search at www.osha.gov/oshstats/sicser.html.

Product Service Codes (PSC Codes): PSC Codes are optional, four-character, and alpha-numeric. PSC Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at http://fpdcapp.gsa.gov/pls/fpdsweb/pscwiz.

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 SICs, PSCs, or FSCs, separate them with a comma only, no spaces. (Example: 1234,5231,9012)

Financial Information

* Items are mandatory

All registrants must complete this section except Non U.S. vendors doing business outside the U.S. and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Federal 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 nine-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. This number 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 a 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):** 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 should problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that email addresses requested under the contact entries refer to Internet email, not a local area network email 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, insert 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 federal government contracts. *Please note that this contact is not authorized to receive 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

* Items are mandatory

* **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 email or 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. Both upper and lower cases are acceptable for all email addresses.

* **CCR POC Alternate:** Provide name and a phone number for another person at your company should 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 federal government. An email address is required. Both upper and lower cases are acceptable for all email addresses. 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 federal government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. 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 EB POC is the person in the company responsible for authorizing individual company personnel access into federal 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://wawf.eb.mil to view detailed information on EB POC 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), Federal Technical Data Solutions (FedTeDS) etc.]. The MPIN is used to access these other systems, and you should guard it as such. The MPIN must contain nine characters—at lease one alpha and one numeric character each. It should not contain 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.

APPENDIX A

Example of a "CCR Welcome Letter"

THE COMPANY
Attn:
3025 MAIN STREET
MILWAUKEE, WI 53209

SUBJECT: Central Contractor Registration (CCR) Welcome

Registration Notification to D-U-N-S Number: 123456789

Congratulations on your successful CCR registration! Your confidential Trading Partner Identification Number (TPIN) has been assigned and will arrive in a separate mailing. The TPIN is a confidential number that is required for subsequent changes and renewal of your registration.

Please review the enclosed Registration for accuracy. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to vendors that are "Active".

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at http://www.ccr.gov. All you need to do is click on "Update my Registration" or "Renew my Registration" and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

For assistance contact the Procurement Technical Assistance Center (PTAC), http://www.dla.mil/db. Information about the PTAC is also available through your Small Business Administration (SBA) office.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX B

Example of a "TPIN Letter"

THE COMPANY
Attn:
60 MAIN STREET
ANDOVER, MA 01810-5498

SUBJECT: Trading Partner Identification Number (TPIN) Assignment

Your confidential TPIN is: XXXXXXXXXX

Your registration expires on 01/01/2001.

The TPIN is a confidential number that is required for subsequent changes and renewal of your registration. If at any time you feel your TPIN has been compromised, please contact our CCR Assistance Center toll free at 888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR as contracts will be awarded and payments made only to "Active" vendors.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at http://www.ccr.gov. All you need to do is click on "Update my Registration" or "Renew my Registration" and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, and then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance contact the Procurement Technical Assistance Center (PTAC), http://www.dla.mil/db, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX C

Example of a "30 Day to Expiration Letter"

The COMPANY OF LYNN
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Your registration in CCR expires on 09/01/2001.
Renewal Notification to D-U-N-S Number: 123456789

This is your second and final notification.

To maintain an "Active" status in CCR and continue receiving payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR as contracts will be awarded and payments made only to "Active" vendors.

Failure to renew your registration will cause all payments to stop immediately.

The preferred method for renewing a registration is via the World Wide Web (WWW) at http://www.ccr.gov. All you need to do is click on "Renew my Registration" and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance, contact the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/db, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

APPENDIX D

Example of an "Expiration Letter"

THE COMPANY
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Central Contractor Registration (CCR) Expiration Notice

Renewal Notification to D-U-N-S Number: 123456789

Your registration in CCR expired on 06/19/2001.

To return to an "Active" status in CCR and continue eligibility for future contracts and payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR as contracts will be awarded and payments made only to "Active" vendors.

The preferred method for renewing a registration is via the World Wide Web (WWW) at http://www.ccr.gov. All you need to do is click on "Renew my Registration" and enter your D-U-N-S Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

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For registration assistance, contact the Procurement Technical Assistance Center (PTAC), http://www.dla.mil/db, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.