Central Contractor Registration Handbook

March 2003

Any questions regarding this handbook
please contact the
CCR Assistance Center
888-227-2423
or
269-961-4725

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Welcome to CCR

Introduction

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury. The CCR collects, validates, stores and disseminates data in support of agency missions.

Both current and potential government vendors are required to register in CCR in order to do be awarded contracts by the DoD, NASA , DoT and Treasury. 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 annually to maintain an active status.

CCR validates the vendor's 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 several government procurement and electronic business systems.

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

Who registers in CCR?

- According to the DFARS 204.7302, NASA, 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 Government, they should register in the CCR.

- EFT and assignment of claims as stated FAR 52.232-33 Para. 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 Government, is incorrect EFT information within the meaning of paragraph (d) of this clause."

- All Government Agencies that perform contract work.

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 of this document, 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".

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the on-line registration takes approximately 30 minutes 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 then you will you receive two letters via U.S. mail or E-mail. This first notice is to welcome you to CCR and will include a copy of your registration. Please make sure you review the registration for accuracy.

The second notice contains your confidential Trading Partner Identification Number (TPIN). The TPIN is sent separately for security reasons. Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is required to make or request any changes or updates to your active registration. The TPIN is your confidential password, to change your CCR information. The TPIN is not to be used on contracts or other 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 DUNS number and click "Search". The registration status is located at the top of the page.

Or

You may confirm your registration by calling the CCR Assistance Center at (888) 227-2423 or (269) 961-4725 internationally. The Interactive Voice Response (IVR) System for CCR Status allows a calling-party to check the status of their CCR registration based on entry of a DUNS number. Call 1-888-352-9333 - and select CCR from the Menu (Option 3)

Valid Statuses are:

Registered/Active
Pending: Registration is in process of being validated
Inactive: Registration has been cancelled or expired
Invalid: DUNS number is incorrect. Contact D&B to verify the DUNS number.

The calling party can always speak to a live agent for additional explanation.

How to Renew, Change or Cancel an Active Registration

Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. You must use your DUNS number in conjunction with your TPIN number when making and/or 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 government.

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

- You may voluntarily cancel your registration at any time by going on line with your DUNS and TPIN or contacting the CCR Assistance Center at (888) 227-2423 or (269) 961-4725. If you cancel your registration, your information will be removed from the CCR database. If you cancel your registration by mistake, you may also call (888) 227-2423 or (269) 961-4725 to reinstate that registration.

To initiate any changes or submit a renewal:

Changes can be made to your registration by:

1. Going to CCR's homepage http://www.ccr.gov and clicking on Active Registrations, Renew or Update".
2. Enter your DUNS number and TPIN, then click "submit".
3. Make the necessary changes then click the "validate/save" 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 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.

Two ways to cancel an active registration:

1. Go to www.ccr.gov and click on "Update your Registration". Enter your DUNS number and TPIN and click "submit". On the next screen click "Delete Profile" to cancel your registration.
2. Contact the CCR Assistance Center at (888) 227-2423 or (269) 961-4725 internationally.

Foreign Registrants

Reminder: Foreign companies that perform work outside the United States are not required to register in CCR in order to receive a government contract. However, if you perform work inside the U.S or its territories or wish to otherwise register you must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source.

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 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 by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to nato poc (http://www.dlis.dla.mil/nato_poc.asp). Search for a CAGE Code on our website: http://www.dlis.dla.mil/cage_welcome.asp.

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 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge.

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

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

CAGE Code - The Commercial And Government Entity (CAGE) Code is a five character ID number used extensively within the Department of Defense and NASA. Vendors with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at http://www.dlis.dla.mil/cage_welcome.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
Research Institution
JWOD Nonprofit Agency
(JWOD Supplier)
Nonprofit Organization
Historically Black College/University
Federal Agency
8(a) Program Participant
Service Location
Manufacturer of Goods
Hub Zone (Historically Underutilized
Business)
Minority Institution
Labor Surplus Area Firm
S-Corporation

Educational Institution
Municipality

Emerging Small Business
Construction Firm
Foreign Supplier
Service-Related Disabled Veteran
Minority Owned Business
Woman Owned Business
Small Disadvantaged Business

Veteran Owned
American Indian Owned
Limited Liability Company
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/epcd/naics02 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.

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 DUNS 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/or 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 DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, 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 your area. 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 1-888-227-2423.

APPENDIX B

Example of a “TPIN Letter”

THE COMPANY
Attn:
60 MAIN STREET
1200 Boogie Woogie Avenue
ANDOVER, MA 01810-5498

SUBJECT: Trading Partner Identification Number (TPIN) Assignment

Your confidential TPIN is: 1997F12345
Your registration expires on **01/01/2001**.

The TPIN is a confidential number that is required for subsequent changes and/or renewal of your registration. At any time you feel your TPIN has been compromised please contact our CCR Assistance Center toll free at 888-227-2423 or 269-961-4725 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 DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, 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 1-888-227-2423.

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 DUNS 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 DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, 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 TPP 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 1-888-227-2423.

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 DUNS 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 DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, 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:

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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 1-888-227-2423.