

Central Contractor Registration

Excerpt from the Central Contractor Registration Handbook - May 2007
http://www.ccr.gov/doc/CCR_Handbook.pdf

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term “assistance awards” includes grants, cooperative agreements and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered “registrants”.

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through Grants.gov must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

CCR validates the registrant 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.

How to Register

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

Step 1: Access the CCR online registration through the CCR home page 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 2: Complete and submit the online registration. If you already have the necessary information on hand (see below), the on-line registration takes approximately 1

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hour to complete, depending upon the size and complexity of your business or organization.

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 complete 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, the CCR Primary POC will receive notice either by U.S. Postal Service 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 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 any changes to your profile.
- You are responsible for updating all of your registration information as it changes, including ensuring that all changes to D&B and IRS are reflected in your CCR registration. Remember that the Legal Business Name and Physical Address information are now automatically input into your registration from D&B and it is your responsibility to keep this information updated at D&B. Companies within the U.S.A. may contact D&B at 866-705-5711. U.S.A. and non-U.S.A. companies may also use the web at <http://fedgov.dnb.com/webform/> to search, revise information, or request a D-U-N-S number.

- You must renew your registration at least every 12 months from the date you previously registered. However, you are strongly urged to renew more frequently to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.
- Please remember that once you cancel your registration, all payments, if payments are being made, will cease. A registrant must remain active in CCR until all payments are made to avoid discontinuation.
- You may voluntarily delete your registration at any time by going online 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.
- In the event the E-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.
- In the event the Registrant (also known as the CCR POC) leaves your organization, you must ensure that his or her alternate and successor have reference materials they need to continue the CCR update process. For instance, the CCR POC should have access to reference guides, names, and contacts of individuals involved with the CCR registration process and other information needed to update the CCR record.

Note: Each applicant is responsible for keeping the CCR information current and initiating changes or renewals. See the **Central Contractor Registration Handbook** for information on changing or renewing your registration information.