

# CCR – Central Contractor Registration

## General Information

### **Why Register?**

The Federal Acquisition Regulation (FAR), requires that all companies doing business with the Federal Government must 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](http://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 your 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](http://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 delisted 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](http://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.