

## **NEW VENDOR PROFILE SUBMISSION PROCESS**

Vendors are now being asked to submit their contact and banking information, including the information needed for electronic funds transfer, to the Federal Government through the Central Contractor Registration, or CCR. This approach eliminates the need for vendors to submit this information separately to each of their Federal customers.

To register in CCR, use this link:

<http://www.ccr.gov>

The memorandum below explains the policy for why you must register in the CCR. **Please take time to read this important memorandum.**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

SEP 3-2003

**Dear Department of Commerce Vendor:**

**DOC IS MOVING TO IMPLEMENT THE CENTRAL CONTRACTOR REGISTRATION (CCR) SYSTEM**

Consistent with the President's principles for a citizen-centered, results-oriented and market-based Government, the U.S. Department of Commerce is taking steps to streamline and improve our vendor data. This is part of a Federal E-Government initiative known as the Integrated Acquisition Environment. We will be partnering with the Department of Defense Electronic Business Program Office to use the Central Contractor Registration (CCR) system. This improvement will put vendors, like you, who do business with DOC and other Government agencies, in charge of supplying and updating all the data that the Government uses for contract payment purposes. CCR registration will ensure current and accurate vendor data which will facilitate timely payments.

**By October 1, 2003, all vendors that do business with Commerce and the Federal Government must be registered in CCR. We strongly encourage all vendors to register with CCR now to avoid any bottlenecks as the September 30, 2003 deadline approaches.**

Proposed changes to the Federal Acquisition Regulation (FAR) will require, among other things, that contractors be registered in the CCR before award of any contract, basic agreement, blanket purchase agreements, or basic ordering agreement can be made, and that contract payments and/or new awards will be conditioned on CCR registration. The proposed FAR change will also require that contractors with existing contracts that require performance after September 30, 2003, register in the CCR. There are 5 exceptions to the CCR registration requirement, including purchases that use the government-wide purchase cards as the purchasing mechanism, certain emergency operations and urgent procurements, certain purchases where CCR registration could jeopardize national security, and awards to foreign vendors for work performed outside the United States. The proposed FAR change may be viewed on the CCR website at <http://www.ccr.gov> .

The CCR system is intended to be a highly secure, single repository of vendor data. Vendor registration will provide common data in one central location via a simple web application accessed by a web browser. You only need to register once. You control the accuracy of your business information and it will be accessible to all Federal agencies with which you do business. You have access to update your information whenever necessary. Annual renewal is required to remain active. There is no cost to register in CCR.

DOC will use your CCR registration data for payment and contract formation purposes. CCR registration will include your electronic funds transfer (EFT) data. This will expedite your contract payments and assist DOC in complying with the mandate that all Federal payments be made by EFT (Debt Collection Improvement Act of 1996).

The preferred method for completing a registration is via the World Wide Web at <http://www.ccr.gov> . There, a CCR Handbook is available to provide detailed information on

data you will need prior to beginning the on-line registration, as well as steps to walk you through the registration process. You must have a DUNS number in order to begin your registration. If you do not already have a DUNS number, please call Dun & Bradstreet, Inc., at 1-866-705-5711 or 610-882-7000. There is no cost to obtain a DUNS number.

The average CCR registration takes approximately 48 hours to process. You will be sent a welcome letter once your registration becomes active. Additionally, the individual you indicate as your CCR point of contact will receive your company's Trading Partner Identification Number (TPIN) through the U.S. mail. This TPIN is very important, because any subsequent changes you wish to make to your registration, including the annual renewal process, will require entry of your TPIN along with your DUNS number.

The Department cautions vendors that we will not be sending you any supplemental or extraneous correspondence related to your CCR Registration (e.g., requests to verify your TPIN or DUNS numbers) or requests for any other company information. If you receive any such requests via regular mail or fax, they should be disregarded. They may be from an unauthorized source attempting to gather your company's proprietary business information. Your TPIN number is a confidential password into your company's CCR information and should not be given to anyone. Please be assured that once you have completed your registration in CCR, the Department will have access to all the information it will need to do business with your company. The CCR website at <http://www.ccr.gov> has posted a Security Alert for all vendors to read. If you feel that your company's CCR number has been compromised, please have your CCR Point of Contact call the CCR Helpdesk at 888-227-2423 to request a new one.

The Department appreciates your prompt cooperation in registering in the CCR system. We look forward to partnering with you in this important Government-wide initiative to streamline and simplify contractor payments.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael S. Sade", with a long horizontal flourish extending to the right.

Michael S. Sade  
Director Acquisition Management and  
Procurement Executive

<http://www.ccr.gov>