

## **D-U-N-S Number**

Please go to <https://eupdate.dnb.com/requestoptions/government/ccrreg/>

### **D&B D-U-N-S Number Guide for Government Contractors & Grantees**

The D&B D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. D&B links the D&B D-U-N-S Numbers of parents, subsidiaries, headquarters and branches on more than 64 million corporate family members around the world. Used by the world's most influential standards-setting organizations, it is recognized, recommended and/or required by more than 50 global, industry and trade associations, including the United Nations, the U.S. Federal Government, the Australian Government and the European Commission. In today's global economy, the D&B D-U-N-S Number has become the standard for keeping track of the world's businesses.

### **D&B offers two options for obtaining a D-U-N-S® Number:**

#### **Web Registration**

Please go to <http://www.dnb.com/ccr/register.html> and provide the requested information about your business or organization. Within 48 hours, D&B will contact you via electronic mail with your D-U-N-S Number.

#### **Telephone**

Please contact D&B's Federal Government D-U-N-S® Number request line at **1.866.705.5711**

The process to request a D-U-N-S® Number by telephone takes between five and ten minutes. You will need to provide the following data elements to obtain a D-U-N-S® Number.

- Legal Name
- DBA (Doing Business As), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (See Appendix 1)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

## **Central Contractor Registration (CCR)**

Effective October 1, 2003, all grantees (vendors) doing business with the federal government must be registered on the Central Contractor Registration (CCR) website at <http://www.ccr.gov>.

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

Both current and potential government vendors are required to register in CCR in order to do be awarded contracts by the 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 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 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.

## **How to Register**

### **Step 1**

Review and fill out the attached Central Contractor Registration Worksheet. The electronic version is available at <http://www.baygateways.net/tools.cfm> in **Gateway Grants** under ***Financial and Reporting Information***.

### **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.

### **Step 4**

If you have questions, problems or need assistance in filling out the worksheet, please call Catherine Mueller at 410 267 5720.

## **Vendor Maintenance Form**

The Vendor Maintenance Form is an internal National Park Service contracting document for gathering some of the same information you provided the CCR. The information contained on this form will be provided for input into the Interior Department Electronic Acquisition System (IDEAS). An electronic version is available at <http://www.baygateways.net/tools.cfm> in **Gateway Grants** under ***Financial and Reporting Information***.

If you have questions about this form, please call Catherine Mueller at 410 267 5720.