United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0201 – Room 3069-S
1400 Independence Avenue, SW.
Washington, D.C. 20250-0201

NOVEMBER 2003

NOTICE TO THE TRADE

CENTRAL CONTRACTOR REGISTRATION SYSTEM

FOR CONTRACTORS AND SUPPLIERS IN USDA'S PURCHASE PROGRAMS

To eliminate the need for submitting the same administrative information to multiple agencies within the Department of Defense (DOD), a Central Contractor Registration (CCR) system was developed by DOD. The CCR system created a single repository of vendor data for the entire DOD that, in addition, fulfilled the requirements of the Federal Acquisition Streamlining Act (FASA) of 1994. FASA required the establishment of a "single face to industry." As of October 1, 2003, the Federal Acquisition Regulations (FAR) were amended to require vendors that conduct business with the Department of Agriculture (USDA), as well as other Government agencies, to be registered in the CCR system before they can be awarded contracts. By registering in the CCR, vendors will supply only once the data used for contract payment purposes. This will ensure current and accurate vendor data to facilitate timely payments.

More specific information on the change to the FAR with respect to CCR and completion of the registration form can be accessed at: **http://www.ccr.gov**. A CCR Handbook is available at that site to provide detailed information regarding the data vendors will need prior to beginning the on-line registration. Vendors must have a Data Universal Number System (DUNS) number in order to begin registration. To obtain this free nine-digit identification number (if one is not already assigned), call Dun & Bradstreet, Inc., on (866) 705-5711. The CCR registration will take approximately 48 hours to process and for a vendor to become active in the CCR database. In addition, a welcome letter or electronic mail notice will be sent to each vendor once a registration becomes active.

Vendors are cautioned that Agricultural Marketing Service (AMS) contracting activities will not be sending any supplemental correspondence related to CCR registration (e.g., requests to verify a company's Trading Partner Identification Number (TPIN) or DUNS number or other company information). Disregard any requests received via regular mail or fax. They may be from an unauthorized source attempting to gather a vendor's proprietary business information. The TPIN number is a confidential password into a company's CCR information and should only be given to authorized personnel.

AMS will monitor the CCR system; however, AMS will not be automatically informed of changes in CCR information. Consequently, vendors are responsible for informing AMS through their commodity specialist of any changes in their corporate information such as name and address, banking connections, Automated Clearinghouse and DUNS numbers, as well as any new or differing assignee relationships. This is in addition to the required vendor

self-registration in CCR. The vendor community will be informed through a Notice to the Trade from AMS when this manual notification process is no longer needed.

AMS will implement certification of this requirement in offers beginning January 1, 2004. Additionally, AMS will monitor the CCR to ensure that vendors have properly registered in the CCR.

Please direct any inquiries relating to AMS' implementation of CCR to:

Henrietta Cooke, Program Analyst, Livestock and Seed Program (202) 720-2650
Catherine Smith, Assistant to the Chief, Poultry Programs (202) 720-7693
Linda Hinkle, Program Analyst, Fruit & Vegetable Program (202) 720-4517

USDA appreciates your prompt cooperation in registering in the CCR system. We look forward to partnering with you in this important governmentwide initiative.

Kenneth C. Clayton
Associate Administrator