As per USG latest guidelines, in order to do business with U.S.Government, you need to register your firm with SYSTEM FOR AWARD MANAGEMENT (SAM). The Contractor shall be registered in the **SAM** database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement and contract resulting from past and future solicitations. Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing. The SAM registration shall be for the same name and address identified on the contract. The Federal Acquisition Regulation requires that contractors be registered in SAM prior to being awarded a contract.

Please register your company with SAM. For registration of your company with SAM, kindly follow the instructions as mentioned below and provide us the complete information after getting registered. **This is a mandatory requirement.**

To register an entity in SAM, follow these steps:

Step 1: Access the SAM online registration at www.sam.gov.
Step 2: Create a User Account.
Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS**) number in order to begin the registration process.
Step 4: Complete and submit the online registration. If you already have the necessary information on hand (see the SAM User Guide), the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity.

DUNS**

- Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at ccr.dnb.com/ccr/pages/CCRSearch.jsp.
- Obtaining a DUNS number through this process is free of charge.
- When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list.

- Once you have a DUNS number, you can begin the CCR registration process.
- If registering online, go to www.ccr.gov - select "Start New Registration." You will need your DUNS number to start this registration.
- If registering using the paper copy of the registration template, complete the form, including your DUNS number, and mail to the address indicated above.

The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available online at www.ccr.gov. The CCR Customer Assistance Center can be contacted toll free at 1-888-227-2423.

What is CCR?

- CCR is the primary vendor database for the U.S. Federal Government.
- The information in CCR is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.
- CCR validates the vendor information and provides a secure central database for use by Federal Government agencies.

Registration in CCR

- The **preferred** method for registration is via the web at www.ccr.gov. A CCR handbook, a copy of the registration template, and online information about the registration process and information required are available at that site.
- Vendors may register by submitting the registration template to the Department of Defense, Central Contractor Registration, 74 Washington Ave. N., Suite 7, Battle Creek, MI 49017-3084.

Registration Process

- The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at ccr.dnb.com/ccr/pages/CCRSearch.jsp.
- Obtaining a DUNS number through this process is free of charge.
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- Once you have a DUNS number, you can begin the CCR registration process.
- If registering online, go to www.ccr.gov - select "Start New Registration." You will need your DUNS number to start this registration.
- If registering using the paper copy of the registration template, complete the form, including your DUNS number, and mail to the address indicated above.

Access to the CCR Database — Caution regarding TPIN number

- The CCR is designed to be a highly secure, single repository of vendor information.
- Vendors are required to enter financial information into CCR for the purpose of facilitating payments through electronic funds transfer. Only authorized Government representatives or the vendors themselves can access this financial information.
- Once registration is complete, each vendor receives a Trading Partner Identification Number (TPIN) that is his/her secure/confidential password. The TPIN should NOT be used on contracts or other Government paperwork. The TPIN is the vendor's confidential password to allow the vendor to access his/her data in the CCR database. Vendors need both their DUNS number and TPIN number to access their data. At a minimum, vendors will need to access their data annually. Vendors must renew/update their data annually to keep their CCR registration active.

- CENTRAL CONTRACTOR REGISTRATION (JULY 2006)

- (a) Definitions. As used in this clause—
- "Central Contractor Registration (CCR) database" means the primary Government repository for Contractor information required for the conduct of business with the Government.
- "Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.
- "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative

Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

- "Registered in the CCR database" means that—
- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and
- (2) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN validation to the Government as a part of the CCR registration process.
- (b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.
- (2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.
- (c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
- (1) An offeror may obtain a DUNS number—
- (i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at http://www.dnb.com; or
- (ii) If located outside the United States, by contacting the local Dun and Bradstreet office.
- (2) The offeror should be prepared to provide the following information:
- (i) Company legal business.
- (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (iii) Company Physical Street Address, City, State, and ZIP Code.
- (iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).
- (v) Company Telephone Number.

- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).
- (**d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.**
- (e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.
- (f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.
- (g)
- (1)
- (i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the

notification sufficient documentation to support the legally changed name.

- (ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.
- (2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.
- (h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at http://www.ccr.gov or by calling 1-888-227-2423, or 269-961-5757.

- (End of clause)