

## Instruction on how to request a DUNS number and register in CCR

"In accordance with the U.S Federal rules, all firms or individuals doing business with the U.S. Government must have a DUNS number (Data Universal Numbering System).

A Data Universal Numbering System (DUNS) number, is the nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, and is the Identification Number for U.S. Federal Awardees.

Vendors must obtain their own DUNS numbers. At the D&B website <http://www.dnb.com>, you will click on "Get a DUNS Number". You will then click in the box entitled **For U.S. Government Contractors, Vendors and Grant Recipients**. You will reach CCR where you will click on **either Start new registration or Find my DUNS**. You will then click **under web registration**. **Find your country in the country drop down list and proceed**. You will have your DUNS within 48 hours.

You should be prepared to provide the following information:

1. Company legal business.
2. Tradestyle, doing business, or other name by which your entity is commonly recognized.
3. Company Physical Street Address, City, State, and ZIP Code.
4. Company Mailing Address, City, State and ZIP Code (if separate from physical).
5. Company Telephone Number.
6. Date the company was started.
7. Number of employees at your location.
8. Chief executive officer/key manager.
9. Line of business (industry).
10. Company Headquarters name and address (reporting relationship within your entity).

After you obtained your DUNS number, you must register in [ccr.gov](http://ccr.gov) (please see <https://www.bpn.gov/ccr/default.aspx>). Vendors' registrations in [ccr.gov](http://ccr.gov) are important for USAID to fulfill the validation of mandatory procurement reports.

In order to register, please find the detailed steps below:

1. Go to <https://www.bpn.gov/ccr/default.aspx>
2. Click on 'International Registrants'
3. Then click on NCAGE online form

4. In the second paragraph of the text in red font, click on <http://nmcrplus.namsa.nato.int>
5. In the NATO Codification tools screen, on top, click on CAGE Code Request
6. Fill in your organization name, and click on the magnifier on your right under the "search criteria". You will get a message saying that "no result has been found", so you click on "Request New CAGE" at the bottom of the page (right side)
7. Make sure you request for "S-CAGE" and not "I-CAGE". To do that,
  - Choose "private company" under "Type of Entity";
  - Emergency under Emergency Level;
  - Respond "no" to the question: "Is the entity to be registered ....";
  - Country: Madagascar. Then click on ok
8. On the next screen, you fill out all fields marked with \* (First Name, Last Name, email). Then, click on Step 2
9. Fill in the fields and then click on Step 3
10. On the Organization Data - Generals screen, choose all applicable responses. Under Questionnaire - future business, select "No" for the question related to "invitation to Tender" and "yes" to question saying "CAGE Code requested by the US CCR". Choose "No" as well to the Questionnaire - former CAGE Code. Then, click on Step 4.
11. You will be prompted to a screen asking you to verify the information you have provided. If ok, click on "Create".
12. Go back to [www.bpn.gov/bincs](http://www.bpn.gov/bincs) and check if your assigned NCAGE code is listed there. If not, send a message to [NCAGE@dla.mil](mailto:NCAGE@dla.mil).
13. If the NCAGE code is listed in the above website, then you can go back to <https://www.bnp.gov/ccr/international.aspx> and go to step 3 where you can "START REGISTRATION".

The above steps should be detailed enough to enable you to obtain your DUNS number, and to help you registered in ccr.gov. However, should you encounter any problems, please do not hesitate to contact me.

When you get registered, **please contact me as soon as possible**, and provide us with your DUNS number, and the CCR Cage Code Number; and record such numbers for reference in any future award(s) with the U.S. Government.

Your prompt action would be very much appreciated.

Thank you very much.