APPENDIX C

ENTERING FEDERAL AGENCY INFORMATION AT BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

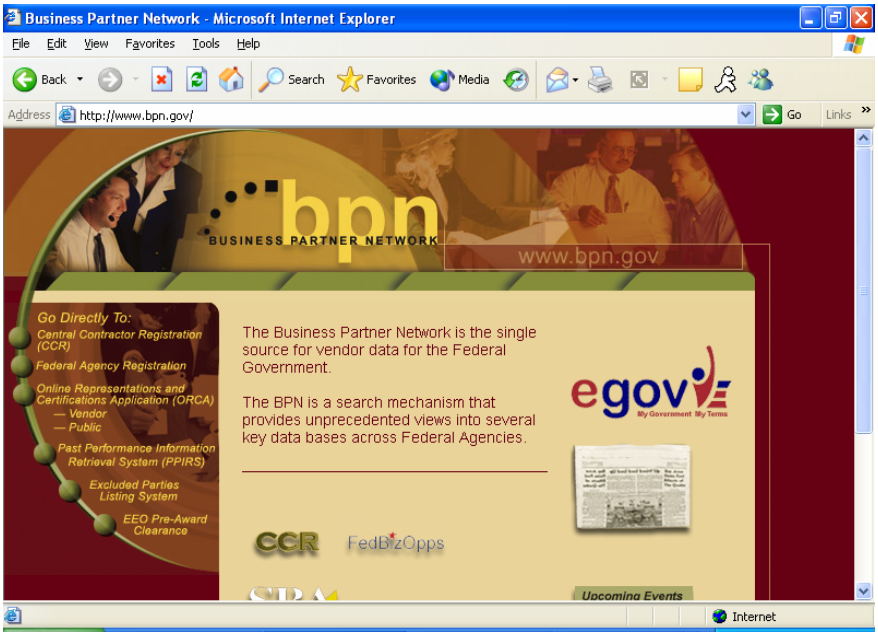
Business Partner Network (BPN) is a site for Federal Registration of bureau information which facilitates the processing of intragovernmental transactions.

Registering in the BPN Federal Agency Registration (FedReg): OMB Memorandum M-03-01 requires all Government agencies that engage in buying or selling goods/services to other federal agencies to register in the Federal Agency Registration database (FedReg). At a minimum for the National Park Service (NPS), this registration will be at the Park level. Registration at the Park level will assist us in identifying intragovernmental transactions below the Regional level. In the near future, the registration data will be used to route intragovernmental transactions electronically through the Intragovernmental Transaction Portal (IGTP), currently being tested, and to facilitate automated settlement through Treasury's IPAC System.

Registering in Central Contractor Registration (CCR): Until all intragovernmental transactions are routed through IGTP, some agencies may be required to register at CCR (www.ccr.gov) as well. This may include agencies that receive payment via an electronic funds transfer (EFT) or whose trading partner (e.g., DoD, NASA) requires a CAGE code be submitted.

In the future, these two systems will be integrated to provide a single registration for government users. However, in the short term, government offices need to determine in which system(s) they need to be registered, and proceed accordingly.

To register as a Federal Agency, go to the website for Business Partner Network at http://www.bpn.gov and click on the link for "Federal Agency Registration."



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Once this window opens, you will need to sign in with a User ID and Password.

If you do not already have a User ID and password, you will need to scroll down and click on "Request Access."

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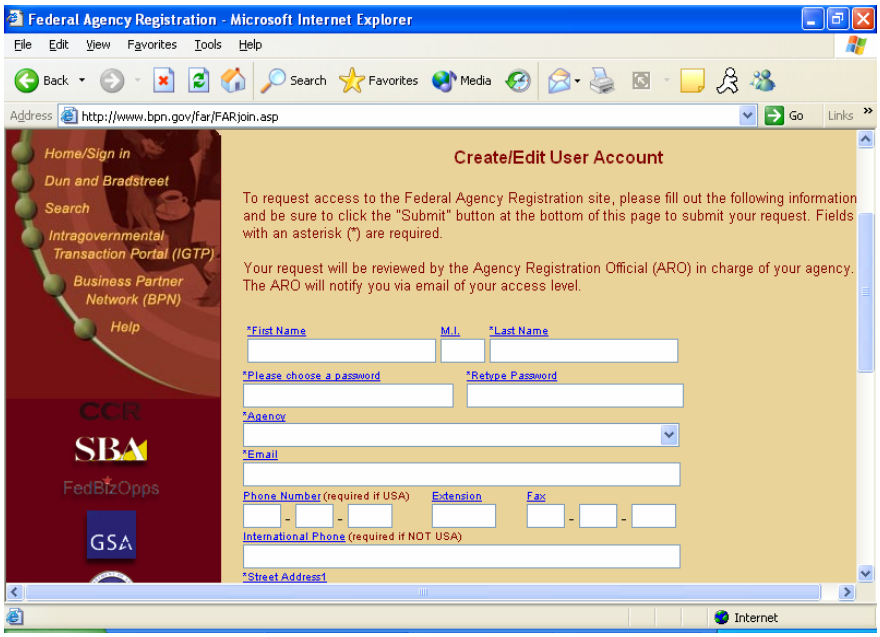
To request access, you need to complete the "Create/Edit User Account."



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Once you've completed and submitted the "Create/Edit User Account," it will take approximately 24-hours for your request to be reviewed and approved. The approval is from the Office of Financial Management. It is recommended you notify the Office of Financial Management (debra_j_carey@ios.doi.gov) that you have a request for password pending. This will make the process go faster. You will receive an e-mail confirming your password status.

Once your account has been set up, you need to go in and complete the Federal Agency Registration form. For consistency throughout the National Park Service, you should complete the registration using the following guidance:

Entity information is pulled forward from Dun and Bradstreet's records and includes the following:

- Entity Name
- DUNS Number
- Address, and
- Country

OFFICE - NATIONAL PARK SERVICE - HARPERS FERRY CENTER.

Entity Information			
Entity Name:	NATIONAL PARK SERVICE - HARPERS FERRY CENTER	**DUNS:**	171865173
Address1:	HARPERS FERRY CTR	**Address2:**	
City:	HARPERS FERRY	**State:**	WV
Zip:	25425	**Country:**	USA

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Registration information will require you to complete the following information:

Employer Identification Number (EIN):	This should always be 53-0197094.
Department Code:	This should always be 14. This code identifies the agency that oversees this bureau. Categories correspond to the Treasury Index of Agency Codes. In most cases, the Department Code will correspond to the agency to which the user works.
Agency Location Code:	This should always be 14-10-0099 (AOC). This is a numeric symbol used to identify the Department (14), Bureau (10), and Office. This 8-digit code corresponds to the registering office and must be associated in one-to-one relationships with the DUNS.
Disbursing Office:	This should always be X0233. This five-digit symbol is assigned by the Treasury Department IPAC system for their internal use. It is generally linked to a single Agency Location Code.
Business Type:	This should always be “Buyer and Seller.”
Parent Name:	This will default to “National Park Service.”

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Annual Revenue: This should be the total revenue from intragovernmental sales for the previous fiscal year rounded to the nearest whole dollar. This should be for the particular Park, Region, Service Center, or Field Office within the agency, not for the agency as a whole.

Agency Name: This will default to "United States Dept of Interior."

Registration Information			
EIN:	53-0197094	**Department Code:**	14
Agency Location Code	14-10-0099	**Disbursing Office**	X0233
Business Type:	Buyer and Seller	**Parent Name:**	NATIONAL PARK SERVICE
Annual Revenue:	1	**Agency Name:**	UNITED STATES DEPT OF INTERIOR
Merchant ID1:		**Merchant ID2:**	

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Point of Contact Information will require you to complete the following:

Registration Point of Contact	This should always be the BPN Point of Point with their telephone number, e-mail, and address.
Eliminations Point of Contact	This should always be someone in the Accounting Operation Center in Herndon, VA. Elizabeth Frye is currently assigned (as of 10/1/04). Elizabeth Frye Accounting Operation Center PO Box 100000 13461 Sunrise Valley Drive Herndon, VA 20171 (703) 487-9031 Elizabeth_Frye@nps.gov
Accounts Receivable Point of Contact	This should always be the Park, Region, or Service Center's Senior Budget Person with their telephone number, e-mail, and address.
Sales Point of Contact	This should always be the Park, Region, or Service Center's Senior Contracting Officer with their telephone number, e-mail, and address.
Accounts Payable Point of Contact	This should always be the Park, Region, or Service Center's Senior Budget Person with their telephone number, e-mail, and address.

POC Information			
Registration POC:	KIMBERLY STRITE	**Eliminations POC:**	ELIZABETH FRYE
Accounts Receivable POC:	JAN GAUTHIER	**Sales POC:**	JOANNE GROVE
Accounts Payable POC:	JAN GAUTHIER		

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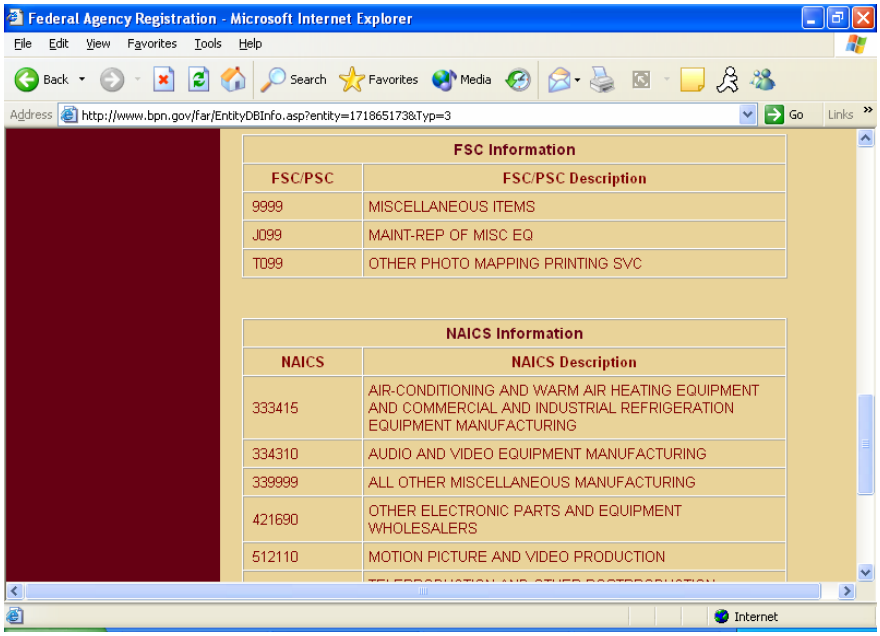
<u>FSC and NAICS Information will require you to complete the following:</u>

Product and Service Codes	You should include all of the Product and Service Codes that your Park/Region/Service Center uses.
NAICS Codes	You should include all of the North American Industry Classification System Codes that your Park/Region/Service Center uses.



FSC Information

FSC/PSC	FSC/PSC Description
9999	MISCELLANEOUS ITEMS
J099	MAINT-REP OF MISC EQ
T099	OTHER PHOTO MAPPING PRINTING SVC

NAICS Information

NAICS	NAICS Description
333415	AIR-CONDITIONING AND WARM AIR HEATING EQUIPMENT AND COMMERCIAL AND INDUSTRIAL REFRIGERATION EQUIPMENT MANUFACTURING
334310	AUDIO AND VIDEO EQUIPMENT MANUFACTURING
339999	ALL OTHER MISCELLANEOUS MANUFACTURING
421690	OTHER ELECTRONIC PARTS AND EQUIPMENT WHOLESALERS
512110	MOTION PICTURE AND VIDEO PRODUCTION

SAVING A RECORD: As you enter information, you will see a "Save and Continue" button at the bottom of each page. Clicking on the button saves the information on that page. If you log out while in the middle of the record, the system will save the partially completed record as an actual record. You may access that record at any time to complete it.

Once you've filled in all of the above information, you need to click on "continue." You will then be taken to a confirmation page.

UPDATING YOUR RECORD: Records must be updated at a minimum of **once a year**. Any user with access may update the record at any time. Just log on using your ID and Password, click the appropriate Agency, Bureau, or Offices from the Record Access list to enter the record. You will see all previously entered information. Just click through until you reach the data to update, make the changes, and then click through to the end. Your changes will be saved over the old record.

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AUDIT TRAIL: The audit trail tracks activities that take place in the entity. The FedReg system tracks all changes to a record, including who made it. So you will be able to see who changed the record last. However, the system will not keep old data. Once you have changed the record, the old data is lost and the new saved in its place.

In order to enter information for Federal Government agencies into Procurement Desktop, the Business Partner Network point of contact will need to provide the NPS IDEAS Coordinator with the registration information for input, review, and transmission in Procurement Desktop.

In addition to the registration information, also provide:

- **Facts Department ID is always 14.**
- **Facts Bureau ID is always 07.**
- **IAA Contact Name, Title, Telephone Number, Fax Number, and e-mail address.**