

## **DUNS & CCR**

### **The *MAGIC* Numbers - PTAC Contacts:**

(Assistance with DUNS/CCR registration)

#### **Bernie Franks** - Procurement Counselor

Phone: 417.625.3029

Email: franks-b@mssu.edu

#### **Dennis Fitzgerald** - Procurement Counselor

Phone: 417.625.3001

Email: fitzgerald-d@mssu.edu

## **A Guide for DUNS and CCR Registration**

### **DUNS**

The Federal government requires that all applicants for Federal grants and cooperative agreements (with the exception of individuals other than sole proprietors) have a DUNS number. The DUNS (Data Universal Numbering System) is a unique nine-digit identification number provided by Dun & Bradstreet.

To obtain your DUNS number, you must call the Dun & Bradstreet dedicated DUNS Number Request Line at 1-866-705-5711. If you are not sure if you have a DUNS number you may call the same Request Line for assistance. The process to request a new DUNS number takes about 5-10 minutes and a DUNS number will be assigned to you at the conclusion of your call.

You will need to provide the following information:

- Legal Name
- Headquarters Name and Address for your organization
- Doing Business As (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State and Zip Code
- Mailing Address (is separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

Further information can be found in the Federal Register, located at:

<http://www.whitehouse.gov/goodbye/aac245e11f6fd01503841b10771a695af0b3de40.html>

## CCR

The Central Contractor Registration (CCR) is the primary vendor database for the Federal government. This database collects, validates, stores and disseminates data in support of agency acquisition missions. Both current and potential Federal government vendors are required to register in CCR in order to be awarded contracts by the Federal government. Vendors are required to complete this one-time registration and must update or renew annually to maintain an active status. If you fail to renew your registration, it will expire. An expired registration will affect your ability to conduct business with the Federal government.

Access the Central Contractor Registration website at <http://www.ccr.gov>.

---

### **OR CALL:**

<b>Heartland PTAC</b>	<b>Dennis Fitzgerald</b>	<b>417-625-3001</b>	
	<b>Bernie Franks</b>	<b>417-625-3029</b>	(rev. 090508)

---

Click on [Start New Registration](#) or [Update or Renew Registrations](#)

### **New Registrations**

Click on [Start New Registration](#)

If you are registering for the first time, you must complete all required fields. Information needed to register will include:

- DUNS number
- Legal Business Name and your DBA (Doing Business As)
- US Federal TIN (Taxpayer Identification Number)
- Physical Street Address
- Mailing Address
- Date Business Started
- Fiscal Year End Close Date
- Average Number of Employees
- Annual Revenue
- Type of Organization
- Type of Business
- Financial Institution
- ABA Routing Number
- Account Number and Type
- Automated Clearing House (ACH) Contact Information which includes an email or phone number for your financial institution.

Complete each screen as required. You will be unable to submit your registration online unless all of the mandatory information is provided. You will be notified of missing information by a list of “errors” on each page when you click “Validate/Save”. Once you have provided the information, click “Validate/Save” again to verify that all necessary fields are complete. Upon successful registration, a Registration Status window will appear, as follows:

“New Registration approval in Process as of (day of week, month, day, year). If timeframe is over 1 week, call CCR Customer Service at 888-227-2423”.

You can verify the status of your registration online by going to the CCR website at <http://www.ccr.gov> and clicking on “Search CCR”. Enter your DUNS number and click “Search”. Your registration status is located at the top of the page. See example that follows:

---

### General Information

---

Current Registration Status: **New Registration approval in Process as of Monday, February 27, 2006. If timeframe is over 1 week, call CCR Customer Service at 888-227-2423**

**Status located here ↑**

DUNS: 123123456  
DUNS PLUS4:  
CAGE/NCAGE Code:  
Legal Business Name: **COMPANY NAME HERE**  
Doing Business As (DBA): **DBA HERE**  
Division Name:  
Division Number  
Company URL:

Physical Street Address 1: **123 MAIN STREET**  
Physical Street Address 2:  
Physical City: **CALUMET**  
Physical State: **MI**  
Physical Zip/Postal Code: **49913-0000**  
Physical Country: **USA**

Mailing Name: **COMPANY NAME HERE**  
Mailing Address: **PO Box 123**  
Mailing Address 2:  
Mailing City: **CALUMET**  
Mailing State: **MI**  
Mailing Zip/Postal Code: **49913-0000**  
Mailing Country: **USA**

Business Start Date: **02/01/2000**

### Renewals

Click on [Update or Renew Registrations](#)

Enter your DUNS number and password  
Click “Submit”

Make any necessary changes and then click “Validate/Save Data” for an update to register in the system.

To submit a renewal with no changes, follow the instructions above with the exception of making changes to your information.

**Reminder:** You must click “Validate/Save Data” or the “Renew Profile” button in Registration Tools to activate the renewal even if none of your information has changed! New requirements may have been implemented since your last visit and you may receive an error on your renewal if a new requirement isn’t fulfilled.

**To Cancel a Registration**

Click on “Update or Renew Registration”

Enter your DUNS number and password

Click “Submit”

Click “Delete Profile” in the upper left corner to cancel your registration.