



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

August 7, 2008

Dear Vendor,

Effective 10/01/2003, all vendors, including individual contractors, wishing to do business with the government **MUST** be registered in the Central Contractor Registry (CCR). The CCR is the primary vendor database for all government agencies. Both current and potential government vendors and contractors are required to obtain a Data Universal Numbering System (DUNS) Number and register in CCR in order to be awarded purchase orders and contracts. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must then update or renew their registration annually to maintain an active status, and will be notified by email when it is time to renew. This improvement will put vendors who do business with DOC and other Government agencies in charge of supplying and updating all the data that the Government uses for contract payment purposes. CCR registration will ensure current and accurate vendor data, which will facilitate timely payments. CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT).

Steps to register: (Step 1 MUST be done first)

1. Call Dun & Bradstreet (DNB) at 866-705-5711 to get a DUNS Number. This is a simple process whereby you give DNB your name (or business name), address, phone number and the product/service you are planning on providing the government. The DUNS Number will be given to you over the phone. This process should only take a couple of minutes. DNB has a website (<http://www.dnb.com>) which is best used by established businesses. Individual contractors would be better served via a telephone call.
2. Go to the website: <http://www.ccr.gov> to obtain information, assistance, and get registered in the CCR. Vendors and contractors must complete a 6-page questionnaire and submit the completed form electronically. Individual contractors are considered to be a small business entity. In 48 hours you will be notified by email from CCR that the registration is complete and you will be given a Trading Partner Identification Number (TPIN) when the registration is active. It is mandatory that all vendors and contractors have a valid email address and home phone number.

For assistance with this process you may call me at 508-495-2112. Please keep track of your DUNS # or the TPIN number. You will need these numbers in future business transactions with the government. This information will need to be updated annually to keep your registration in the CCR current.

Sincerely,

Pamela L. Hastings
Purchasing Office
NMFS/NOAA
pamela.hastings@noaa.gov
508-495-2112

