

REGISTRATION and UPDATING PROCEDURES FOR COMMERCIAL AND GOVERNMENTAL ENTITY CODE (CAGE) or a NATO CAGE (NCAGE)

BACKGROUND

The U.S. established the Commercial and Governmental Entity Code (CAGE), a code assigned to organizations (manufacturers, distributors, organizations, etc.) to facilitate the supply chain.

The NATO Codification System (NCS) was established in 1954. In order to differentiate between the U.S. and NATO systems, CAGE was referred to as NATO COMMERCIAL and GOVERNMENTAL ENTITY CODE (NCAGE) in the NCS community. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same code.

The registration process begins with two critical elements:

1. Physical location of your business/organization
2. Who your business/organization wishes to conduct business with.

REGISTRATION for A NCAGE/CAGE CODE

If you are a:

- Non-US Company/Organization, wishing to conduct business with the U.S. Government and/or Non-US Government, proceed to STEP 1.
- U.S. Company/Organization **ONLY** wishing to do business with Non-US government, proceed to STEP 1.
- U.S. Company/Organization wishing to conduct business with the U.S. Government to include Foreign Government, proceed to System for Award Management <http://www.sam.gov/>.

1) Get an NCAGE/CAGE Code:

- a. Register with [NATO Support Agency \(NSPA\)](#) using the NCAGE Tool to request a NATO Commercial and Governmental Entity (NCAGE) Code.
- b. First, check to see if an NCAGE Code is already assigned for your company.
 - i. Enter the name of your organization, country or city where it is located and then select the Enter key or the magnifying glass icon.

The screenshot displays the 'NATO Codification Tools' web interface. At the top, there is a navigation bar with 'NMCRL-WEB', 'NMCRL-DVD', 'CAGE Code Request', and 'ACodP2/3'. A search bar contains 'eng'. Below the navigation bar, the page title is 'Home > CAGE Code Request'. A message box states: 'Welcome in the online Cage Code request tool. STEP 1 : Screening/search on existing CAGE Codes (activated with [icon]).' The main content area is titled 'Search Criteria' and contains two columns of input fields. The left column includes 'CAGE Code', 'Organization Name', 'Country', and 'City'. The right column includes 'Postal Code', 'Phone Number', 'Website URL', and 'Identification Number (IDN)'. Three orange arrows on the left point to the 'Organization Name', 'Country', and 'City' fields. A single orange arrow on the right points to the search icon (magnifying glass) in the top right corner of the search criteria box.

Hint: This application will search for all entries that match the search terms you enter. For that reason, to ensure that your search is comprehensive, keep your search terms as unique and short as possible and avoid common names. For example, if your organization's name is *Zoran Global Enterprises*, enter *Zoran* and leave out the other words: Otherwise, you will end up with a long listing that includes all of the companies with the words *Global* and *Enterprises* in them, along with all the companies that have *Zoran* in them. You can use more than one search field, and it is usually a good idea to select the nation your organization is located in along with a key word in the Organization Name field.

- c. If the search does not result in a match to an existing NCAGE code:
 - i. Click [Request New CAGE] button in the bottom right hand corner of the screen.
 - ii. Follow the directions to obtain an NCAGE Code. **Note:** You may be directed to the National Codification Bureau (NCB) if your organization is located in the United Kingdom or France.

- d. NSPA will forward your request to the applicable National Codification Bureau (NCB) if your organization is located in a [NATO or Tier 2 nation](#). The NCB will assign your NCAGE Code.
 - e. NSPA will assign an “S” or “I” prefix NCAGE code if your organization is:
 - i. Located in a country which does not participate with AC/135
 - ii. Located in a Tier 1 nation
 - iii. An international organization
 - f. The applicable NCB or NSPA will notify you of your assigned NCAGE code by email. This process varies depending on the NCB and may take up to **14 business days**. If requested to validate the NCAGE request by email, please follow the related instructions.
 - g. NSPA and the appropriate NCB will forward all NCAGE Code information daily/weekly/monthly based on their internal procedures for transmission to all AC/135 nations.
 - h. Validate your NCAGE/CAGE information in <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. If this information is not correct, contact the NCB or NSPA who assigned your NCAGE/CAGE, located in Annex.
- 2) **After obtaining an NCAGE, Foreign Organizations wanting to do business with U.S. Government must:**
- a. Confirm that the NCB or NSPA has submitted your correct legal business name and/or physical address by going to the Business Identification Number Cross Reference System (BINCS) and enter your NCAGE code at: https://www.logisticsinformationservice.dla.mil/bincs/begin_search.aspx and click Search.

If your NCAGE/CAGE information is not correct, please wait another **24 to 48 hours** to allow for the transfer of information. Refer to STEP 6 for instructions for querying BINCS.

3) Get a DUNS Number:

- a. Register with [Dun & Bradstreet \(D&B\)](#) to get a Data Universal Numbering System (DUNS) Number for free by going to <http://fedgov.dnb.com/webform>.
- b. Make sure your organization's name and address match exactly what you entered to get your NCAGE Code.
- c. It takes up to **5 business days** to get an international DUNS number.

4) Register with the [System for Award Management \(SAM\)](#) and maintain an active registration.

- a. You must have your **NCAGE Code** and your **DUNS Number** before registering in SAM.
- b. Follow the guidance at SAM.gov for international registrants:
https://www.sam.gov/sam/transcript/Quick_Guide_for_International_Entity_Registration.pdf
- c. It can take up to 10 business days to process an international registration in SAM.
- d. If your registration is successfully completed in SAM and submitted to CAGE for final validation, you will receive an email confirmation and your SAM status will be updated to "Pending CAGE Validation".
- e. If your registration is not complete at SAM, your status will reflect what is required to complete the registration process.

5) Submit registration in SAM for CAGE validation:

- a. CAGE is the last step in the process for approving new and updates to NCAGE registrations.
- b. Please allow 5 business days for the CAGE validation process.
- c. If the NCAGE updates pass CAGE validation, the vendor's registration will be updated in CAGE and SAM with a new expiration date and the status will reflect active with the updated changes.
- a. If the NCAGE updates fail CAGE validation, the registration status will reflect "Failed CAGE Validation" in SAM and the reject reason will be sent to the email address supplied in SAM and the National Codification Bureau will receive the reject reason for correction, within 4 business days. Your application will not be processed until the information in the registration is corrected.

6) Check to see that the NCAGE data is registered in [BINCS](#) .

- a. BINCS is updated within **24-48 hours** after CAGE has processed the updates to the NCAGE registration.
- b. After the registration is active in CAGE and SAM, vendors and NCBs may review BINCS.
- c. BINCS is a public facing search engine for domestic and foreign vendors, suppliers and potential contractors supporting the federal supply chain to verify the registration information.
- d. If your DUNS information and SAM registration are active but BINCS has not been updated and the **5 business days** have been exceeded.
- e. External customers are required to contact the www.dlacontactcenter.mil to open a DLA service ticket that will be escalated to the CAGE office.
- f. The vendor will be contacted by the CAGE office and advised on where their registration is at in the process or what is required to complete their active registration.

https://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx

The user enters a valid NCAGE L2334 and selects enter.

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BINCS
BINCS Search

The data contained herein is for informational purposes only. If your company is listed with incorrect or incomplete data, please Contact us at once so we can correct the information.

GUIDELINES FOR SYSTEM USAGE:

The data contained herein is government owned information, and as such may not be reused or marketed for commercial use.

- Searches are for free, however DLA Logistics Information Services reserves the right to restrict access if unreasonable use of the system is made.
- Tailored data extracts are available to government agencies requiring additional information. An example of this type of extract would be all CAGE Codes within a specific ZIP Code. Also, a compact disc (CD) containing all the CAGE Codes is available for purchase. The title for this CD publication is the H Series. There are a variety of other publications on this disk, such as Federal Supply Classification, Federal Item Name, etc. To subscribe for publications email: subscriptions@dlamil. For additional information on either product, US Government agencies should direct their queries to <http://www.logisticsinformationsservice.dla.mil/cdrom.asp> (or Contact us).
- Now you're ready to start your search.

Search
CAGE: DUNS:
Company: Company, State:
Phone: -- Zip:
SIC: SIC, State:
JCP CERT#:

You may perform a wildcard search on a company name by placing a "?" after the name. BINCS will search by each individual word (up to three words). Example: WOOD WORKING? The partial company name must contain at least 3 characters in addition to the "?" The company name field will ignore common words such as "the" and "and." Example: ASP?

The Vendor information is displayed for NCAGE L2334

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BINCS
Company Details

BINCS Information

DUNS Number: 208952291 [Do a System for Award Management - SAM \(formerly CCR\) inquiry](#)
JCP Cert. Number: 0069460 [Do a JCP Inquiry](#)
CAGE Code: L2334

CAGE Information

Company Name: HOPE AERO PROPELLER & COMPONENTS INC
Status: Active Record
Parent CAGE:
Address: 7605 BATH ROAD
P.O. Box:
City: MISSISSAUGA
Postal Zone: L4T 3T1
CAO-ADP: SCN01A - HQ0337
State/Province: ONTARIO
Country: CAN
Voice Phone Number: 4166187164
Fax Phone Number: 905-677-5935
Date CAGE Code Established: 11/20/2003
Last Updated: 2/3/2014
Point of Contact: DANA KAY LADD
Company Web Site: [HTTP://WWW.HOPEAERO.COM](http://www.hopeaero.com)

- 7) If there is a change to the registration information, the organization representative authorized to submit changes must update their information in the following order:
- Update their NCAGE record with the applicable NCB or NSPA, located in Annex.

- b. Then update the DUNS record at D&B. Allow **24-48 hours** for the D&B changes to process before updating your record at SAM.
- c. Update the SAM registration. Allow up to **10 days** for processing after you submit the changes at SAM.
- d. Successful updates in SAM are electronically submitted to CAGE for final validation. Allow **5 business days** for processing after your status in SAM reflects "Pending CAGE Validation".
- e. If the NCAGE updates pass CAGE validation, the vendor's registration will be updated in CAGE and SAM with a new expiration date and the status will reflect active with the updated changes.
- f. If the NCAGE updates fail CAGE validation, the registration status will reflect "Failed CAGE Validation" in SAM and the reject reason will be sent to the government point-of-contact listed in SAM for that NCAGE.
- g. BINCS is updated within **24-48 hours** after CAGE has processed the updates to the NCAGE registration.

8) If there are any questions for organizations doing business with the U.S. Government that are having issues with registration in SAM and/or updating information, please use the following contact information:

- a. **D&B** – Contact samhelp@dnb.com (for customers located outside the U.S., Puerto Rico and U.S. Virgin Islands)
- b. **SAM** - Contact the Federal Service Desk (FSD):
 - i. U.S. Calls: 866-606-8220
 - ii. International Calls: 334-206-7828
 - iii. FSD's Hours of Operation are Monday - Friday, 8 a.m. to 8 p.m. Eastern Time
 - iv. To submit a question after hours or if there is a long wait time, use the "Submit a Question" [web form](#).
- c. **BINCS** - Toll Free: 1-877-352-2255
 - i. Commercial/FTS: 1-269-961-7766
 - ii. Email: [DLA Contact Center](#)
- d. [Government Industry Data Mart](#)

Annex: Points for Contact for NCAGE Matters

Country/Agency	NCAGE matters
AUSTRALIA	Mr. Michael GERANDT  +613 9282 7844  +613 9282 3358  NCB.CodificationCataloguingServices@defence.gov.au
AUSTRIA	Mrs. Dagmar RODINGER  +43 50201 1023293  +43 50201 1017070  ncbatncage@bmlvs.gv.at
BELGIUM	Mr. Patrick DEPETERSBOURG  +32 (2) 701 3643  +32 (2) 701 6095  nczbncage@mil.be
BRAZIL	Ms. Cristiane Maria ESTEVES  +55 (21) 2561 2317  +55 (21) 2101 0782  ncbbrncage@defesa.gov.br
BULGARIA	Mr. Peter IVANOV  +359 2 9220885  +359 2 9220643  ncbbgncage@mod.bg
CANADA	Mr. Ross PATTERSON  +1 (819) 939-0351  +1 (819) 939-0396  ncbcancage@forces.gc.ca (indicate addressee name on doc.)
CROATIA	Mr. Mladen KLINCOV  +385 1 4568 078  +385 1 4568 111  ncbcr@morh.hr
CZECH REPUBLIC	Mrs. Helena Princová  +420 973 213913

Country/Agency	NCAGE matters
	<p data-bbox="618 279 857 310">📄 +420 973 213930</p> <p data-bbox="618 317 911 348">✉️ ncbczncage@army.cz</p>
DENMARK	<p data-bbox="613 401 906 432">Mr. Thorsten E. JENSEN</p> <p data-bbox="618 438 829 470">☎️ +45 7257 5930</p> <p data-bbox="618 476 776 508">✉️ tej@mil.dk</p> <p data-bbox="613 514 906 546">or lars_johansen@mil.dk</p>
ESTONIA	<p data-bbox="613 594 802 625">Mrs. Piret LILLE</p> <p data-bbox="618 632 829 663">☎️ +372 717 4140</p> <p data-bbox="618 669 829 701">📄 +372 601 1120</p> <p data-bbox="618 707 846 739">✉️ piret.lille@mil.ee</p>
FINLAND	<p data-bbox="613 793 818 825">Ms. Outi LAUNIO</p> <p data-bbox="618 831 857 863">☎️ +358 299 460675</p> <p data-bbox="618 869 857 900">📄 +358 299 460912</p> <p data-bbox="618 907 802 938">✉️ ncbfin@mil.fi</p>
FRANCE	<p data-bbox="613 993 878 1024">Mr. Didier LE DIAGON</p> <p data-bbox="618 1031 867 1062">☎️ +33 (2) 9022 6127</p> <p data-bbox="618 1068 867 1100">📄 +33 (2) 9022 6126</p> <p data-bbox="618 1106 922 1138">✉️ ncbfrncage@ncb-fr.org</p>
GERMANY	<p data-bbox="613 1192 883 1224">Mr. Wolfgang MÜLLER</p> <p data-bbox="618 1230 867 1262">☎️ +49 2241 991 643</p> <p data-bbox="618 1268 867 1299">📄 +49 2241 991 419</p> <p data-bbox="618 1306 1089 1337">✉️ LogKdoBwNCBGE@bundeswehr.org</p>
GREECE	<p data-bbox="613 1392 980 1423">Cpt (HAF) Ioannis FOUSEKIS /</p> <p data-bbox="613 1430 948 1461">Mr. Valantis KIVRIKOSAIOS</p> <p data-bbox="618 1467 878 1499">☎️ +30 (210) 7466 281</p> <p data-bbox="618 1505 878 1537">📄 +30 (210) 7466 267</p> <p data-bbox="618 1543 846 1575">✉️ grncb@otenet.gr</p>
HUNGARY	<p data-bbox="613 1633 883 1665">Cpt. Tamás ROBOTKA</p> <p data-bbox="618 1671 834 1703">☎️ +36 1 398 4587</p> <p data-bbox="618 1709 834 1740">📄 +36 1 398 4648</p> <p data-bbox="618 1747 943 1778">✉️ ncbhuncage@hm.gov.hu</p>
ITALY	<p data-bbox="613 1833 943 1864">Mar. Massimiliano PAPARO</p>

Country/Agency	NCAGE matters
	<p>☎ +39 (06) 4735 5863 📠 +39 (06) 4735 4706 @ ncbit.ncage@sgd.difesa.it</p>
KOREA, REPUBLIC OF	<p>Mr. Jaekwang Cho ☎ +82 2 2079 4638 📠 +82 2 773 7587 @ cagerkr@korea.kr</p>
LATVIA	<p>Ms. Agnese ADMIDINA ☎ +371 6733 5168 📠 +371 6722 9150 @ agnese.admidina@mod.gov.lv</p> <p>-----</p> <p>Mr. Aivars SKULTANS ☎ +371 6733 5158 📠 +371 6722 9150 @ aivars.skultans@mod.gov.lv </p>
LITHUANIA	<p>Cpt. Vytautas GYLYS ☎ +370 (5) 2785 250 📠 +370 (5) 2103 793 @ ncblt@mil.lt</p> <p>-----</p> <p>Aristida MARGERIENE ☎ +370 (5) 2785 252 📠 +370 (5) 2103 793 @ aristida.margeriene@mil.lt</p>
LUXEMBOURG	<p>Luxembourg's NCAGEs are allocated by BELGIUM (NCAGE structure B***#)</p>
MALAYSIA	<p>Lt-Col. Azura binti Atan ☎ +60 3 4027 4382 📠 +60 3 4027 4374 @ azura.atan@mod.gov.my or ncage@mod.gov.my Cc to the director requested: jemaat@mod.gov.my</p>

Country/Agency	NCAGE matters
MOROCCO	Lt-Col. Tarik BENKARROUM / Cpt. Anas ELESFAR  +212 661643987  +212 522539246 ext 1119  ccm@far.ma Cc. tarikbenkarroum@hotmail.com
NETHERLANDS	Mr. Kees Pronk  +31 (70) 316 3025  +31 (70) 316 3793  ncbzncage@mindef.nl
NEW ZEALAND	Mrs. Cherry ZHONG  +64 4 587 2043  +64 4 587 2051  ncbnzncage@nzdf.mil.nz
NORWAY	Mr. Finn JOHANNESSEN  +47 6786 3791  +47 6786 3379  ncbnoncage@mil.no
POLAND	Ms. K. GRYGLASZEWSKA / Mrs. M. KAMINSKA  +48 (22) 6873 236 or 244  +48 (22) 6873 473  ncbpl@wp.mil.pl
PORTUGAL	Mr. Luis MONTEIRO  +351 21 302 7344  +351 21 302 7221  ncbptncage@defesa.pt
ROMANIA	Claudia PEREANU  +40 (21) 411 8813  +40 (21) 411 8813  ncbroncage@roncb.ro
RUSSIAN FEDERATION	Mr. Sergey FILIPPOV  +7 (495) 739 31 84

Country/Agency	NCAGE matters	
	<p data-bbox="618 279 873 310">📄 +7 (495) 953 02 72</p> <p data-bbox="618 317 1065 348">✉️ CodificationCentre@post.rusarm.ru</p>	
SINGAPORE	<p data-bbox="618 401 829 432">Mr. Paul LIM Y. S.</p> <p data-bbox="618 438 829 470">☎️ +65 6373 4036</p> <p data-bbox="618 476 829 508">📄 +65 6273 5354</p> <p data-bbox="618 514 919 546">✉️ lyongsoo@dsta.gov.sg</p> <p data-bbox="618 552 878 583">or ncbsn@dsta.gov.sg</p>	
SLOVAKIA	<p data-bbox="618 636 889 667">Mr. Peter PRIECINSKY</p> <p data-bbox="618 674 883 705">☎️ +421 (960) 338 920</p> <p data-bbox="618 711 883 743">📄 +421 (32) 744 2174</p> <p data-bbox="618 749 935 781">✉️ Peter.Priecinsky@mil.sk</p>	
SLOVENIA	<p data-bbox="618 837 854 869">Mrs. Uršula ČETINA</p> <p data-bbox="618 875 867 907">☎️ +386 (1) 471 2615</p> <p data-bbox="618 913 867 945">📄 +386 (1) 471 2521</p> <p data-bbox="618 951 906 982">✉️ urska.cetina@mors.si</p>	
SPAIN	<p data-bbox="618 1037 886 1068">Mr. Rogerio SANCHEZ</p> <p data-bbox="618 1075 850 1106">☎️ +34 91 270 4705</p> <p data-bbox="618 1113 850 1144">📄 +34 91 270 4653</p> <p data-bbox="618 1150 943 1182">✉️ ncbspncage@oc.mde.es</p>	
TURKEY	<p data-bbox="618 1239 813 1270">Mr. Riza DURDU</p> <p data-bbox="618 1276 865 1308">☎️ +90 312 410 6184</p> <p data-bbox="618 1314 865 1346">📄 +90 312 417 5488</p> <p data-bbox="618 1352 859 1383">✉️ tmkb@msb.gov.tr</p>	
UNITED KINGDOM	<p data-bbox="618 1440 873 1472">Mr. Edward McGUIRE</p> <p data-bbox="618 1478 862 1509">International Dialing :</p> <p data-bbox="618 1516 883 1547">☎️ +44 (141) 224 2250</p> <p data-bbox="618 1554 883 1585">📄 +44 (141) 224 2300</p> <p data-bbox="618 1591 813 1623">National Dialing :</p> <p data-bbox="618 1629 829 1661">☎️ 0141 224 2250</p> <p data-bbox="618 1667 829 1698">📄 0141 224 2300</p> <p data-bbox="618 1705 1081 1736">✉️ desimocsce-spt-ncb-ncage@mod.uk</p>	
UNITED STATES	DLA Logistics Information Service - CAGE	

Country/Agency	NCAGE matters
	<p data-bbox="613 279 867 310">☎ +1 (269) 961 7766</p> <p data-bbox="613 317 867 348">📄 +1 (269) 961 7766</p> <p data-bbox="613 354 948 386">✉ dlacontactcenter@dla.mil</p>
<p data-bbox="355 443 542 506">NATO Support Agency (NSPA)</p>	<p data-bbox="613 443 878 474">Mr. Patrice VERLAINE</p> <p data-bbox="613 480 846 512">☎ +352 3063 6145</p> <p data-bbox="613 518 846 550">📄 +352 3063 4145</p> <p data-bbox="613 556 902 588">✉ ncage@nspa.nato.int</p>