

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)'. An orange arrow points to a search icon in the top right corner of the 'Search Criteria' box. Three orange arrows on the left side point to the 'Organization Name', 'Country', and 'City' input fields.

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.

The screenshot displays the 'Request New Cage Assignment' page. At the top, there is a navigation bar with 'NATO Codification Tools' and 'NSPA NATO SUPPORT AGENCY'. Below this, a breadcrumb trail shows 'Home > Request New Cage Assignment'. A blue information banner states: 'Current application allows to request NCAGE/CAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc'. The main form area is titled 'Country Check' and contains the following fields:

- Type of Entity***: A dropdown menu with the text '- Select a value -'.
- Emergency Level***: A dropdown menu with the text 'Routine'.
- Is the entity to be registered is a supranational organization?***: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Country***: An empty text input field.

A warning icon and text below the radio buttons state: 'Yes means I CAGE. No means CAGE.'

- 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
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BELGIUM	Mr. Patrick DEPETERSBOURG  +32 (2) 701 3643  +32 (2) 701 6095  nczbncage@mil.be
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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.)
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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 883 1537">📄 +30 (210) 7466 267</p> <p data-bbox="618 1543 846 1575">✉️ grncb@otenet.gr</p>
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Country/Agency	NCAGE matters
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Country/Agency	NCAGE matters
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Country/Agency	NCAGE matters
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