

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 1958. 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 type of 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.

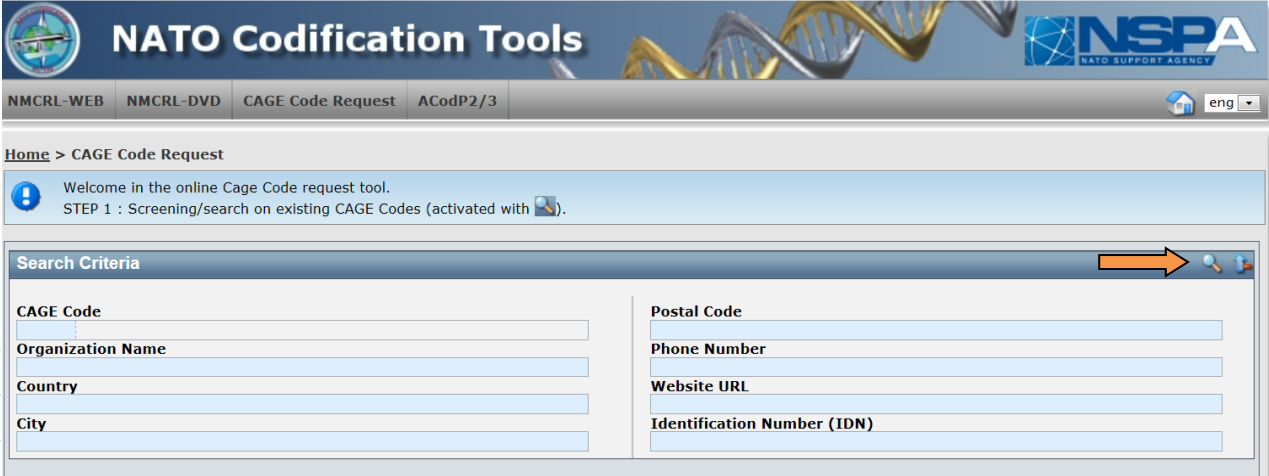
REGISTRATION for A NCAGE/CAGE CODE

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, wishing to do business with **ONLY** 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 \(SAM\)](#).

1) Get an NCAGE/CAGE Code:

- a. Register with [NATO Support Agency \(NSPA\)](#) using the NCAGE Tool to request a NCAGE/CAGE Code.
- b. First, check to see if an NCAGE/CAGE 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 links for 'NMCRL-WEB', 'NMCRL-DVD', 'CAGE Code Request', and 'ACodP2/3'. The 'CAGE Code Request' link is highlighted. A language dropdown menu is set to 'eng'. Below the navigation bar, the breadcrumb trail reads 'Home > CAGE Code Request'. A welcome message 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 a search form with the following fields: 'CAGE Code', 'Organization Name', 'Country', 'City', 'Postal Code', 'Phone Number', 'Website URL', and 'Identification Number (IDN)'. Three orange arrows on the left point to the 'Organization Name', 'Country', and 'City' input fields. A single orange arrow on the right points to the search button (magnifying glass icon).

Hint: If your organization's name is *Zoran Global Enterprises*, enter *Zoran* and leave out all 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.

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

The screenshot shows 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, there are tabs for 'NMCRL-WEB', 'NMCRL-DVD', 'CAGE Code Request', and 'ACodP2/3'. The main content area has a breadcrumb 'Home > Request New Cage Assignment' and a blue information box stating: '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'. Below this is a 'Country Check' form with 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 are visible below the radio buttons: '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/CAGE code by email. This process varies depending on the NCB and may take up to **14 business days**. If requested to validate the NCAGE/CAGE request by email, please follow the related instructions.
- g. NSPA and the appropriate NCB will forward all NCAGE/CAGE 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 that assigned your NCAGE/CAGE, located in the Annex to this document *unless your organization is located in a non-NATO nation, non-Tier 2 nation as defined in paragraph 1.e above. If your organization is of that type, with an "S" or "I" prefix code, you can change the NCAGE/CAGE information yourself using the following procedure:*
 - 1) Connect to <https://eportal.nspa.nato.int/ac135public/>
 - 2) Click on the tab labelled CAGE Code Request.
 - 3) Enter the NCAGE Code in the first screen, then the Enter key on your keyboard.
 - 4) At the bottom of the screen, you will see a Results box. Click on the line with your organization's name on it, which in turn will display a dropdown menu with two choices. Select "Request Update" from the dropdown menu.

After you submit your request, you will automatically receive:

1) A request confirmation/validation e-mail message => you have to activate the embedded link;

2) A second e-mail message once the CAGE request is processed (assignment of the code or reject of the request).

2) **After obtaining an NCAGE/CAGE, Non-US 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 to the U.S. CAGE System by going to the Business Identification Number Cross Reference System (**BINCS**) and enter your NCAGE/CAGE code and click Search.
- b. 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.
- c. BINCS is updated within **24-48 hours** after U.S. CAGE System has processed the updates to the NCAGE/CAGE 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@dlamail. For additional information on either product, US Government agencies should direct their queries to <http://www.logisticsinformationservice.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 Print View

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)

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/CAGE 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/CAGE 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 U.S. CAGE System 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) U.S. CAGE System validation based on SAM Registration:

- a. U.S. CAGE System is the last step in the process for approving new and updates to NCAGE/CAGE registrations.
- b. Please allow **5 business days** for the U.S. CAGE System validation process.
- c. If the NCAGE/CAGE updates pass U.S. CAGE System validation, the vendor's registration will be updated in the U.S. CAGE System and SAM with a new expiration date and the status will reflect active with the updated changes.
- d. If the NCAGE/CAGE updates fail U.S. CAGE System 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.
- e. After the registration is active in U.S. CAGE System and SAM, vendors and NCBs may review BINCS.

- f. If your DUNS information and SAM registration are active but BINCS has not been updated and the **5 business days** have been exceeded:
 - i. Customers are required to contact the www.dlacontactcenter.mil to open a DLA service ticket that will be escalated to the U.S.CAGE office.
 - ii. The vendor will be contacted by the U.S. CAGE office and advised on where their registration is at in the process or what is required to complete their active registration.

6) If there is a change to the registration information, the organization representative authorized to submit changes must update their information in the following order:

- a. 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 U.S. CAGE System 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 U.S. 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/CAGE.
- g. BINCS is updated within **24-48 hours** after CAGE has processed the updates to the NCAGE/CAGE registration.

7) 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
ALBANIA	Capt. Etleva BUFI  +355-4-222-4974  +355-4-222-4974  ncbal@aaf.mil.al or etleva.bufi@aaf.mil.al
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CANADA	Mr. Ross PATTERSON  +1 (613) 996-2952  +1 (613) 996-3493  ncbcancage@forces.gc.ca (indicate addressee name on doc.)

Country/Agency	NCAGE matters
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GREECE	Cpt (HAF) Ioannis FOUSEKIS / Mr. Valantis KIVRIKOSAIOS  +30 (210) 7466 281  +30 (210) 7466 267  grncb@otenet.gr

Country/Agency	NCAGE matters
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LUXEMBOURG	Luxembourg's NCAGEs are allocated

Country/Agency	NCAGE matters
	by BELGIUM (NCAGE structure B***#)
MALAYSIA	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
MOROCCO	Lt-Col. Tarik BENKARROUM / Cpt. Anas ELESFAR  +212 661643987  +212 522539246 ext 1119  ccm@far.ma Cc. tarikbenkarroum@hotmail.com
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PORTUGAL	Mr. Luis MONTEIRO

Country/Agency	NCAGE matters
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Country/Agency	NCAGE matters	
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UNITED KINGDOM	Mr. Edward McGUIRE International Dialing :  +44 (141) 224 2250  +44 (141) 224 2300 National Dialing :  0141 224 2250  0141 224 2300  desimocscm-tls-ncb-ncage@mod.uk	
UNITED STATES	DLA Logistics Information Service - CAGE  +1 (269) 961 7766  +1 (269) 961 7766  dlacontactcenter@dla.mil	
NATO Support Agency (NSPA)	Mr. Patrice VERLAINE  +352 3063 6145  +352 3063 4145  ncage@nspa.nato.int	