

Registering to do Business with the Government

This checklist has been created to assist you in completing the registrations required to do business with the Commonwealth of Pennsylvania (CoPA) and the Federal Government. Please note: while completing the below registrations is required for government work, it is not a guarantee of future government sales.

Simply follow these nine easy steps to complete the registrations required for government contractors. Upon completion, maintain this checklist as a record of your registrations, as it will be necessary to reference this information in the future.

Business Name: _____

Commonwealth of Pennsylvania Checklist

Whether you are doing business with the Commonwealth of Pennsylvania or the Federal Government, it is essential to know the various industry classification codes that describe your products or services. You will need these industry classification codes to complete your required government registrations.

Identify Your Product and/or Service Codes for the CoPA

1) Commonwealth of Pennsylvania Product & Service Codes

In order to register as a vendor with the Commonwealth of Pennsylvania, you must identify your business’s CoPA Product or Service code(s). These codes are exclusive to CoPA contracting.

To determine your CoPA Product and/or Service codes(s), you may use the CoPA’s Commodity Code Look-Up website at: <http://www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx>

Or, to view an excel file of the complete code listing, visit www.dgs.state.pa.us. Once there, (in the How Do I? section), click “Certify as a Woman or Minority-Owned Business. Then, in the Resources section on the right side of the page, click “Code List.”

Or click: [Commonwealth of Pennsylvania Product & Service Codes](#)

List your CoPA Product and/or Service code(s) below:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

2) **Standard Industrial Classification System (SIC) Codes**

SIC codes are four digit numerical codes used by the US government to identify the primary business of a given establishment. You may find that more than one SIC code describes your business, so it is best to identify all of your relevant codes.

To determine your SIC code(s), visit <http://www.osha.gov/pls/imis/sicsearch.html>

List your SIC code(s) below:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Register to do Business with the Commonwealth of Pennsylvania

The following information represents the government registrations that are required if you wish to do business with the Commonwealth of Pennsylvania. Please complete the registrations in the order listed below.

3) **Data Universal Numbering System (DUNS) Number**

If you wish to work as a government contractor with either the Commonwealth of Pennsylvania or the Federal Government, you must have an ID number. Both the Commonwealth and Federal Government uses Dun & Bradstreet’s Data Universal Numbering System (DUNS) for this purpose. You must have a DUNS number before you can begin your Commonwealth or Federal registrations.

To register for a free DUNS number or to check whether your business has already been assigned a DUNS number, visit <http://fedgov.dnb.com/webform> or call 1-866-705-5711.

Recommended - As a result of obtaining a DUNS number, you will be included on D&B’s marketing list, which is sold to other companies. If you do not want your information on that list, simply ***ask to be de-listed from D&B’s marketing file when you request or update your DUNS number.***

List your DUNS Number: _____

4) Pennsylvania Supplier Portal

If you wish to do business with the Commonwealth of Pennsylvania, you must first register your business as a supplier with the PA Supplier Portal.

The easiest way to register is online at www.pasupplierportal.state.pa.us. Simply click on “New Supplier Registration” on the left side of the page to begin your registration. Upon completing the registration process, you will be assigned a six-digit vendor number. This number is required to bid on state contracts.

Note: You should register with the Supplier Portal as a “procurement supplier.”

List your PA Vendor Number: _____

**List your PA Supplier Portal
Username & Password:**

Username: _____

Password: _____

Federal Government Checklist

It is also important to know the various industry classification codes that describe your products or services in the Federal arena. You will need the following industry classification codes to complete your required Federal government registrations.

Identify Your Product and/or Service Codes for the Federal Government

5) North American Industry Classification System (NAICS) Codes

NAICS Codes (pronounced ‘nakes’) are six digit codes used to classify businesses into particular industries or economic activity. You may find that more than one NAICS code describes your business, so it is best to identify all of your relevant codes.

To determine your NAICS code(s), visit <http://www.census.gov/naics>

List your NAICS code(s) below:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

6) The Federal Supply Classification (FSC) (FOR COMMODITIES ONLY)

FSCs are a commodity classification codes used to describe items or commodities sold to the government. The FSC utilizes a four-digit coding structure. The first two digits of the code number identify the group, and the last two digits identify the classes within each group.

To determine your FSC code(s), visit: <http://www.outreachsystems.com/resources/tables/pscs/>

List your FSC code(s) below: (if applicable)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

7) Product Service Codes (PSC) (FOR SERVICES ONLY)

PSCs are classification codes used to describe services, such as engineering, management, or IT services. PSCs are alpha-numeric, from A to Z. Three numbers are added to the alphabetic character to further define the service type. Your business may have both PSC and FSC codes assigned to it.

To determine your FSC code(s), visit: <http://www.outreachsystems.com/resources/tables/pscs/>

List your FSC code(s) below: (if applicable)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Register to do Business with the Federal Government

The following information represents the government registrations that are required if you wish to do business with the Federal Government. Please complete the registrations in the order listed below. You will need your DUNS Number, which was created in Step #2 to complete the below registrations.

8) Central Contractor Registration (CCR)

If you wish to do business with the Federal Government, you must have an active registration in the Central Contractor Registration or CCR. Registration is free and can be done online at www.ccr.gov. It is necessary to renew/update your CCR registration last least once per year.

Before you begin your registration, it is good to review the **CCR User's Guide**, which is found online at <https://www.bpn.gov/ccr/doc/CCRUsersGuide.pdf>. The CCR User's Guide lists all of the information you

will need to have available in order to complete your CCR Registration.

Upon conclusion of the registration process, you will be assigned a Commercial & Government Entity (CAGE) Code and you will have created a Marketing Partner Identification Number (MPIN).

Date Completed: _____

List your CAGE Code: _____

List your MPIN: _____

List your CCR Website Username & Password: **Username:** _____

Password: _____

CCR Security Questions and Answers

	Questions	Answers
1.		
2.		
3.		
4.		
5.		

9) Online Representations and Certifications Application (ORCA)

ORCA is an e-Government initiative that was designed to replace the paper based Representations and Certifications (Reps and Certs) process, known as Section K in a standard Request for Proposal (RFP), by creating an Internet application that allows user access 24/7.

Vendors must be registered in ORCA if the solicitation to which you are responding requires the offeror to have an active registration in CCR. In general, if your business is actively bidding on federal solicitations, an ORCA registration is highly recommended.

You can complete your ORCA registration online at <https://orca.bpn.gov>. You will need your DUNS Number and MPIN to log-in to the ORCA site. It is necessary to renew/update your ORCA registration last least once per year.

Date completed: _____