

UKNCB DIY GUIDE TO HELP WITH CP&F SUPPLIER REGISTRATION

For companies with contracts with the UK MOD only

This guide has been created by UK NCB staff based on experience of helping people who encounter problems trying to register on the UK MOD CP&F as a supplier. The guide below is a supplement to the CP&F User Guides **22A to 22D** and not a replacement for them.

DIY GUIDE

Stage 1 Ensure you obtain a DUNS Number / Confirm your DUNS Number is up to date at www.dnb.co.uk contact number: 08702432344.

Note 1: Companies out with the UK should use <http://www.dnb.com/company.html> to confirm their local Dun & Bradstreet site.

Note 2: Your Primary address is the address you do business from, **not** your registered address.

Stage 2 You can check you have an NCAGE or obtain a UK NCAGE [here](#). For Non UK NCAGEs please use NSPA <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> or local NCAGE allocation site as per country of origin.

The Company Name, Address and Contact Number should be the same as your DUNS Number (Primary address).

Note3: *Non-UK NCAGEs will take 5 working days to appear on the CSIS application, CP&F registration cannot be completed prior to this.*

Please find a link to our NCAGE training module [here](#).

Note 4: While everything possible has been done to eliminate duplicate NCAGEs in the system, some still occur due to convergence of a business or merger between 2 businesses. If you believe you have a duplicate NCAGE please check with the countries you may have contracts with e.g. the US System of Award Management <https://cage.dla.mil/> to confirm the NCAGE in use, and inform your Commercial Officer who will contact this office. The Commercial Officer may have to update the outstanding CP&F registration.

Note 5: The use of a PO box number in lieu of a Street name and Premises name or number is strictly prohibited in the address line. The PO box has its own field and potentially own Post Code, (mail might go to an Admin Service etc). This is where the data in relation to the PO box should be recorded.