Central Contractor Registration Privacy and Security Statement

******************************WARNING*********************************

This is a U.S. Federal Government computer system

"FOR OFFICIAL USE ONLY"

This system is subject to monitoring. Therefore, you can assume no expectation of privacy. Unauthorized activities are subject to disciplinary action including criminal prosecution. Furthermore, you expressly consent to our use of cookies and clear GIFs (Graphic Interchange Format files) when you use our services.

******************************WARNING*********************************

Thank you for visiting the Central Contractor Registration (CCR) website and reviewing the following privacy and security statement.

The CCR Website is part of the Integrated Acquisition Environment, one of the E-Government initiatives in the President's Management Agenda.

We are strongly committed to maintaining the privacy of your personal information and the security of CCR computer systems. With respect to the collection, use and disclosure of personal information, the agencies involved in the development of CCR make every effort to ensure compliance with applicable Federal law, including, but not limited to, The Privacy Act of 1974, The Paperwork Reduction Act of 1995, and The Freedom of Information Act. Collection of that information is authorized by Defense Federal Acquisition Regulation, 48 C.F.R. Subpart 204.7302; Debt Collection Improvement Act of 1996, Public Law 104-134; Government Streamlining Act of 1994, Public Law 103-355.

The principal purpose for collecting data is to have a primary database for current, accurate, and complete Federal contractor and grantee registrant information. The CCR provides a central database and application suite that records, validates, and distributes specific data about government and commercial trading partners. CCR validates registrants' information and electronically shares it—as secure encrypted data—with appropriate federal agencies' finance offices to facilitate electronic funds transfer (EFT) payments. CCR shares that data with federal government procurement and electronic business systems. The CCR is not designed to collect personally identifying information from individuals who are not acting in their entrepreneurial capacities. Click here to see the data elements and descriptions of the information collected via CCR registration. The CCR Public Search allows the viewing of public information about CCR registrants. Private information is restricted to authorized government officials. Registrant provided contact information, including email addresses and company address information, may be used to forward items of interest.

Unauthorized attempts to upload or modify information or exceed assigned privileges are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.

Our automatic collection and storage is limited to:
- the web pages you visit on www.ccr.gov,
- the Uniform Resource Locator (URL) of the website you came from if you linked directly to www.ccr.gov and the URL of the website you visit next,
- your browser type (e.g., Internet Explorer, Firefox),
- the time and date of your visit,
- and your Internet Protocol (IP) address.

If your browser accepts them, we use session cookies, persistent cookies, or clear GIFs to collect Personal Data about your use of our site. We track IP addresses solely in conjunction with session cookies to analyze our Web page flow. We aggregate the data to statistically analyze user behavior to help us enhance our service content and improve site navigation.

We have no control over, we do not review, nor does our Privacy Advisory apply to websites, content, or to any collection of data or other transactions after you link to a third party website.

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Required Statement	Statement
System Use Notification	**System Use Notification (provided by eAuth)** *******************WARNING******************* You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer. *******************WARNING*******************

RULES OF BEHAVIOR (DRAFT)

Rules of behavior guidelines for the use of [agency] information systems include, but are not limited to, the following:

1. Users shall protect their UserIDs and passwords from disclosure.

2. Participants shall ensure that password resets are performed securely.

3. Users shall change their password if compromised (i.e., if someone else knows their password, user shall immediately notify their supervisor or security administrator for all suspected or confirmed password compromises).

4. Participants shall not program their login or password into automatic script routines or programs.

5. Users shall log off, sign off, or lock the computer system when going to lunch or a break, or any time they leave their computer or terminal.

6. Participants shall retrieve all hard-copy printouts in a timely manner. If the originator or receiver of a printout cannot be determined, dispose of it accordingly.

7. Users shall inform their supervisor about all sensitive applications or data that will be placed on a system and on any equipment processing sensitive information, so that appropriate security measures can be implemented.

8. Participants must not use [agency] computers or licensed software for personal use beyond those set by the limited personal use policy.

9. Users shall not use personal equipment or software for official business without their supervisor's written approval; sensitive information is not permitted on personal computers.

10. Participants will not install or use unauthorized software on [agency] equipment to include the use of freeware, shareware, or public-domain software without their supervisor's permission and without scanning it for viruses.

11. Participants shall comply with local office policy on the use of antivirus software.

	12. Users shall observe all software license agreements and will not violate federal copyright laws.
	13. Participants will not move equipment or exchange system components without their manager's or supervisor's approval.
	14. [Agency] computer equipment shall be physically protected from hazards such as liquids, food, staples, and paper clips.
	15. Users shall properly protect and label magnetic media.
	16. Participants must not disclose any dial-in telephone numbers or procedures that permit system access from a remote location.
	17. Users shall not disclose or discuss any [agency] information, whether sensitive or non-sensitive, with unauthorized individuals. The Privacy Act of 1974, 5 U.S.C. 552a, prohibits such disclosure.
	18. Participants shall be cognizant of the nature of security incidents and must promptly report them to their supervisor Examples include, but are not limited to, unauthorized disclosure of information; computer viruses; theft of equipment, software, or information; inappropriate use; and deliberate alteration or destruction of data or equipment.
Privacy Act Statement	The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this Website is 7 CFR Part 1400. The information will be used to evaluate bids to purchase commodities and provide services. The information collected may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in non-consideration. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

Public Burden Statement	Public Burden Statements
	According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information is 0560-0177. Authorities for the information collections in this system are cited below, and listed according to the category of information requested. Estimated reporting burdens, specific to each category, include the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
	Send comments regarding the burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden to: USDA-FSA-Kansas City Commodity Office Beacon Facility - Mail Stop 8768 Attn: Chief, BOSD, OMB No. 0560-0177 P.O. Box 419205 Kansas City, Missouri 64141-6205.
	The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.
	Vendor Offers - Public Burden Statement Information collected will be used to evaluate offers to purchase commodities or services. The authority for requesting the information is 15 USC 714. Public reporting burden for this collection of information is estimated to average 20 minutes per response.
	Program Agencies and Cooperating Sponsors Commodity Requests - Public Burden Statement Information collected will be used to request USDA to provide commodities for distribution under foreign and domestic food donation programs. The authority for requesting the information is 22 CFR 211 and 7 USC 612c notes. Public reporting burden for this collection of information is estimated to average 30 minutes per response.

	Ocean Carriers and their Agents Freight Offers - Public Burden Statement Information collected will be used to procure commodities for delivery to foreign destinations based on lowest-landed cost calculations using firm-fixed ocean rates. The authority for requesting the information is 48 CFR 470. Public reporting burden for this collection of information is estimated to average 12 minutes per response.
	Vendor Offers for Long Term Contracts (LTC) - Public Burden Statement Information collected will be used to evaluate bids for the procurement of agricultural commodities for KCCO's domestic feeding programs. The authority for requesting the information is 15 USC 714. Public reporting burden for this collection of information is estimated to average 2 hours per response.
	Ports - Public Burden Statement Information collected will be used to determine the port capacity for an invitation over a specified shipping period. The authority for requesting the information is 48 CFR 470. Public reporting burden for this collection of information is estimated to average less than 5 minutes per response.
	Freight Forwarders, stevedores and other receiving parties at U.S. ports - Public Burden Statement Information collected will be used to confirm delivery of goods to the port of export. The authority for requesting the information is 48 CFR 470. Public reporting burden for this collection of information is estimated to average less than 4 minutes per response.
	Vendor Delivery Status - Public Burden Statement Information collected will be used to update recipient agencies on the delivery status of their commodity orders. The authority for requesting the information is 48 CFR 46.4. Public reporting burden for this collection of information is estimated to average less than 5 minutes per response.

Invoice Certification Statement	Online Representations and Certifications Application (ORCA) Privacy and Security Statement *********************************WARNING********************************* This is a U.S. Federal Government computer system that is "FOR OFFICIAL USE ONLY" This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. *******************************WARNING*******************************
Non Disclosure Statement for CMS Modernization	C:\Documents and Settings\wesley.manı
Certificate of Analysis Certification Statement	I certify that the inspection results presented are true and valid. This certification with full knowledge of the provision of the 15 U.S.C. 71m(a), which provides a fine of not to exceed $10,000 or imprisonment of not more than five years or both, for making any statements knowing it to be false, for the purpose of influencing in any way the action of the Commodity Credit Corporation, and with full knowledge of the false, fictitious or fraudulent claim against the United States.

Process Overview

Purpose

The purpose of this transaction is to create an advanced shipping notice (ASN). An ASN is an electronic notification of pending deliveries; an electronic packing list. The ASN can be used to list the contents of a shipment of goods as well as additional information relating to the shipment, such as order information, product description, physical characteristics, type of packaging, marking, carrier information, and configuration of goods within the transportation equipment. The ASN enables you to describe the contents and configuration of a shipment in various levels of detail and provides an ordered flexibility to convey information.

Process Trigger

Perform this procedure when an ASN is requested to be sent to the customer advising them of the shipment that is about to be received

Prerequisites

- Purchase Order must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Supplier Self Service** tab ➜ **Supplier Self Service** to go to the *Supplier Self Service* screen.

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

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Process Overview

Purpose

The purpose of this transaction is to use inspection lot information to record, process, and manage information for a quality inspection. The details included in an inspection lost is inspection processing data; inspection specifications; inspections results and usage decision information.

Process Trigger

Perform this procedure is to display the inspection information details for a specific commodity to ensure quality management adherence.

Prerequisites

- Material must exist in WBSCM
- Inspection Plan must exist for the material
- Material has been used on transactions in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Supplier** tab ➔ **Supplier Self Service** tab ➔ **Inspection Results Entry** folder ➔ **To go to** *Quality Certification Data Entry* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

Process Overview

Purpose

The purpose of this transaction is to display a user in WBSCM. If you are a User Administrator, you will be able to display all users within your organization. If you are an Organization Administrator, you will be able to display all users within your organization and sub-organizations. While this work instruction is dedicated to the display transaction, you will also see how to create, modify, and delete users.

Process Trigger

You need to check if a particular user exists in WBSCM, display the user's contact information, or see which security access has been assigned to that user. Use this procedure to display a user in WBSCM.

Prerequisites

- User must be created in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Admin** tab ➔ **Manage Users** folder to go to the *Manage Users* screen.

Tips and Tricks

- This transaction is in Display mode and will not allow you to modify any fields.
- Not all fields are used and only the R/O/C fields are defined.
- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

Process Overview

Purpose

The purpose of this transaction is to allow the vendor to create a plant or shipping locations.

Process Trigger

Perform this procedure when you need to create a vendor plant or shipping location.

Prerequisites

- Bid response
- Username and password

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Supplier** tab ➔ **Supplier Self Service** ➔ **Maintain Organization** screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

Process Overview

Purpose

The purpose of this transaction is to make any necessary updates to the inspection lot.

Process Trigger

Perform this transaction when updates need to be made to an inspection.

Prerequisites

- An inspection Lot must be created

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** ➔ **Supplier Self Service** ➔ **Inspection Result Entry** screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry
- Go to the Portal help for additional information
- Call Tech support for assistance
- Remember to always check your work

Process Overview

Purpose

The purpose of this transaction is to update inspection results.

Process Trigger

Perform this transaction when you need to update inspection results.

Prerequisites

- An inspection must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Supplier** ➔ **Supplier Self Service** ➔ **Inspection Results Entry** ➔ **Quality Data Entry screen**

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry
- Go to the Portal help for additional information
- Call Tech support for assistance
- Remember to always check your work

WBSCM

Process Overview

Purpose

The purpose of Advanced Shipping Notification (ASN) is to create a delivery notification automatically for the customer.

When an outbound ASN is generated for a delivery, referring to the sales order that was created, the invoice is generated automatically.

Process Trigger

Goods Receipt

Prerequisites

- Sales Order
- Purchase Requisition
- Purchase Order
- Goods Receipt

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Vendor Self-Service** tab ➜ **Upload Files (Multiple ASN) link** ➜ **to go to** *Create a Multiple ASN - SAP Web Dynpro* initial screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

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Process Overview

Purpose

The purpose of this document is to display an Advanced Shipping Notification document created by an external vendor. An ASN is created by the vendor to confirm quanities and shipping detail information of commodities against a Purchase Order (PO).

Process Trigger

Perform this procedure when details of the ASN are needed.

Prerequisites

- ASN must be created in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Procurement** tab ➜ **Supplier Self Service** folder ➜ **Supplier Self Service** to go to the *Supplier Self Service* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

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Purpose

The purpose of this transaction to review the details of a contract. Contract details can be used on the header or line item level. While there are a few different types of contracts in WBSCM, the views associated to a contract are the same.

Process Trigger

Perform this procedure any time the details of a contract need to be displayed and reviewed.

Prerequisites

- Contract must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Procurement** tab ➜ **Contract Administration** folder ➜ **Process Contract** link ➜ to go to the *Process Contract* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

Process Overview

Purpose

The purpose of this transaction is to display a Purchase Order (PO). Internal procurement users can access a PO to review business partner information, document history, item detail, versioning and associated follow-up documents.

Process Trigger

Perform this procedure anytime a PO needs to the reviewed.

Prerequisites

- PO must already exist in the WBSCM portal

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Procurement** tab ➜ **Contract Administration** folder ➜ Process Purchase Order link ➜ to go to the *Purchase Order* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required.

WBSCM

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Process Overview

Purpose

The purpose of this transaction is to create a customer shipment receipt. The shipment receipt is a means of confirming the customer received the inventory that was requested, and helps to provide details on what was received, when, how, who signed for it, and if there was any damage. The shipment receipt is also used for a 3 way match between a warehouse, vendor, and the customer. For Freight Forwarders, it provides confirmation that a shipment is officially on the ocean liner (ex. Maersk) and allows them to receive payment based on that confirmation.

Process Trigger

Perform this procedure when a customer has officially received inventory.

Prerequisites

- Sales Order/Purchase Order must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Shipment Receipt** folder ➜ **Enter Shipment** to go to the *Shipment Receipts* screen

Tips and Tricks

- It may be necessary to use the scroll buttons to display fields that may not immediately display on the screen
- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required

WBSCM

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Process Overview

Purpose

The purpose of this transaction is to enter and updated national warehouse delivery dates as needed.

Process Trigger

Perform this procedure when you need to enter or make changes to national warehouse delivery dates.

Prerequisites

- Warehouse and ship to must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Order Processing** tab ➔ **Organization Maintenance** folder ➔ **Maintain National Warehouse Delivery Calendar** to go to the *Selection/Source Delivery Calendar* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required
- Refer to the Help Option in the Portal for further assistance. To access Help from the Portal, click ▤ (the Options icon) which can be found on the upper right corner of the portal screen
- Remember to always check your work

Process Overview

Purpose

Use this transaction to edit the constraints established for your vendor organization.

Process Trigger

Constraints have already been established for your vendor organization. Use this procedure to edit them.

Prerequisites

- Constraints for your vendor organization must exist in the system before you can edit them.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Bid Management** tab ➜ **Manage Bid Constraints** to go to the *Manage Bid Constraints* initial screen

Tips and Tricks

- Not all fields are used and only the R/O/C fields are defined.
- The R/O/C represents Requried, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of a previous entry, which then deems it required.

Reminders

Refer to the Help Option in the Portal for further assistance. To access Help from the Portal, click the Options icon which can be found on the upper right corner of the portal screen.
Remember to always check your work.

WBSCM

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Process Overview

Purpose

The purpose of this transaction is to upload a shipment receipt (or batches of shipment receipts) in WBSCM.

Process Trigger

Perform this procedure when a shipment receipt needs to be uploaded.

Prerequisites

- Replenishment Order must exist for the warehouse
- Shipment receipt XML file must be created

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Order Processing** tab ➔ **Shipment Receipts** folder ➔ **Upload Shipment Receipt** to go to the *Upload GR* screen

Tips and Tricks

- The R/O/C represents Required, Optional, or Conditional field entry. A Conditional field entry is an entry that becomes required as a result of entering something previous to it, which then deems it required