



**DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND
410th Contracting Support Brigade
Regional Contracting Office
Soto Cano Air Base
APO AA 34042**

6 Enero 2012

MEMORANDUM PARA ACTUALES Y FUTUROS CONTRATISTAS

**DE: 410TH CONTRACTING SUPPORT BRIGADE
SOTO CANO RCO, HONDURAS**

ASUNTO: Registros Requeridos de los Contratistas

1. Para poder hacer negociaciones con el Gobierno de los Estados Unidos todo contratista deberá estar registrado en Wide-area Work Flow (WAWF) en su sitio web <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml> y deberá estar en la disposición de aceptar pagos vía Transferencia Electrónica de Fondos (EFT). Para poder registrarse en WAWF, deben tomarse varios pasos primero. Este memorándum delinea los pasos requeridos.
2. Primero, el contratista deberá obtener un Número del Sistema Universal de Numeración de Datos (Data Universal Numbering System (DUNS)) de la firma Dun and Bradstreet visitando su sitio web <http://www.dnb.com/us>, pulsando el cursor en "D&B D-U-N-S Number®" en el margen superior del sitio web y luego seleccionando "Get a D&B D-U_N_S ® Number."
3. Una vez solicitado el Número DUNS, el contratista deberá solicitar inmediatamente un Código Contratista y Entidad Gubernamental NATO (NCAGE) visitando el sitio web <https://www.natolog.com/ac135public/> y pulsando en "CAGE Code Request" en el borde superior de la página y siguiendo las instrucciones.
4. Luego, una vez emitidos el Código NCAGE y el Numero DUNS, deberán registrarse en el Registro Central de Contratistas (CCR). Esto se logra visitando <https://www.bpn.gov/CCR/default.aspx>, pulsando en "Start New Registration" e introduciendo la información requerida.
5. Una vez que todas las acciones arriba mencionadas han sido completadas, el contratista ya puede registrarse en WAWF visitando <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml> y pulsando en "Registration" bajo "New User?". Para ayuda, los contratistas pueden pulsar en "Vendors – Getting Started Help" bajo "New User?"
6. Si hay alguna pregunta o para instrucciones específicas, por favor contacte la 410th Contracting Support Brigade, Oficina Regional de Contratos en la Base Aérea Soto Cano, Honduras al 2234-4634 Ext. 5220.

**RANDY T. SOLOMON, Capt, USAF
Chief, Regional Contracting Office**



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6 January 2012

MEMORANDUM FOR ALL CURRENT AND PROSPECTIVE CONTRACTORS

**FROM: 410TH CONTRACTING SUPPORT BRIGADE
SOTO CANO RCO, HONDURAS**

SUBJECT: Required Contractor Registrations

1. Contractors interested in taking advantage of business opportunities with the U.S. Government must be registered in Wide-area Work Flow (WAWF) at <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml> and able to accept payment by Electronic Funds Transfer (EFT). In order to register in WAWF, several steps must take place first. This memorandum outlines the required steps.
2. First, the contractor shall obtain a Data Universal Numbering System (DUNS) from Dun and Bradstreet by visiting <http://www.dnb.com/us>, holding the mouse pointer over "D&B D-U-N-S Number®" at the top of the website and then selecting "Get a D&B D-U_N_S ® Number."
3. After requesting a DUNS Number, the contractor shall immediately request a NATO Contractor and Government Entity (NCAGE) Code by visiting <https://www.natolog.com/ac135public/> and clicking on "CAGE Code Request" at the top of the page and following the instructions.
4. Next, after being issued a NCAGE Code and DUNS Number, they must register with Central Contractor Registration (CCR). This can be accomplished by visiting <https://www.bpn.gov/CCR/default.aspx>, clicking on "Start New Registration, and input the required information."
5. Once all of the above actions have been accomplished, the contractor can register with WAWF by visiting <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml> and clicking on "Registration" under "New User?" For help, contractors may click on "Vendors – Getting Started Help" under "New User?"
6. If there are any questions or for specific instructions, please contact the 410th Contracting Support Brigade, Regional Contracting Office at Soto Cano Air Base, Honduras at 2234-4634 Ext. 5220.

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Chief, Regional Contracting Office**