

Vendors Doing Business with Federal Agencies

All vendors who supply products or services to federal agencies must register with the Central Contractor Registration (CCR). There are three steps necessary to complete this registration process and to provide information that the agency requires for adding the vendor to the agency's accounting system database. Links to the pertinent web sites are provided below.

1. Vendors must first obtain a Data Universal Numbering System (D-U-N-S®) number. D-U-N-S® numbers are assigned by Dun & Bradstreet and each number is unique to a specific vendor. Those vendors who already have a D-U-N-S® number may proceed directly to step two.
2. Vendors must register with the Central Contractor Registration (CCR). Those vendors who are already registered with CCR may proceed directly to step three.
3. Vendors must complete the Vendor Information/Certification Form (AO213) and return it to the agency. The completed form can be submitted to the agency by mail, fax or e-mail.

Vendors are required to annually review and update, as necessary, their information in the CCR account. Failure to review and/or update the information annually will result in expiration of the CCR account.

Agency accounting databases do not interface with CCR. When vendor information is changed in CCR, the vendor is required to also report those changes to the agency by completing a new Vendor Information/Certification Form (AO213). Agencies will not update vendor information without written authorization. Failure to maintain current information in agency accounting databases may cause a delay in payment to the vendor.

Links

D-U-N-S® Registration	http://fedgov.dnb.com/webform
D-U-N-S® FAQs	http://fedgov.dnb.com/webform/displayFAQPage.do
CCR Registration	https://www.bpn.gov/ccr/default.aspx
CCR FAQs	https://www.bpn.gov/ccr/FAQ.aspx
AO213 Form	http://www.txeb.uscourts.gov/documents/AO213_New.pdf

Contact Information

US District Court
Attn: Finance Department
211 W Ferguson Room 106
Tyler TX 75702
Fax 903-590-1024
vendorinfo@txed.uscourts.gov

US Bankruptcy Court
Attn: Finance Department
110 N College Ave, 8th Floor
Tyler TX 75702
Fax 903-590-3226
vendorinfo@txeb.uscourts.gov

US Probation and Pretrial
Attn: Finance Department
211 W Ferguson, Room 224
Tyler TX 75702
Fax 903

Federal Public Defender
Attn: Finance Department
110 N College Ave, Suite 1122
Tyler TX 75702
Fax 903