

## ENTERING FEDERAL AGENCY INFORMATION AT BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

**Business Partner Network (BPN)** is a site for Federal Registration of bureau information which facilitates the processing of intragovernmental transactions.

**Registering in the BPN Federal Agency Registration (FedReg):** OMB Memorandum M-03-01 requires all Government agencies that engage in buying or selling goods/services to other federal agencies to register in the Federal Agency Registration database (FedReg). At a minimum for the National Park Service (NPS), this registration will be at the Park level. Registration at the Park level will assist us in identifying intragovernmental transactions below the Regional level. In the near future, the registration data will be used to route intragovernmental transactions electronically through the Intragovernmental Transaction Portal (IGTP), currently being tested, and to facilitate automated settlement through Treasury's IPAC System.

**Registering in Central Contractor Registration (CCR):** Until all intragovernmental transactions are routed through IGTP, some agencies may be required to register at CCR ([www.ccr.gov](http://www.ccr.gov)) as well. This may include agencies that receive payment via an electronic funds transfer (EFT) or whose trading partner (e.g., DoD, NASA) requires a CAGE code be submitted.

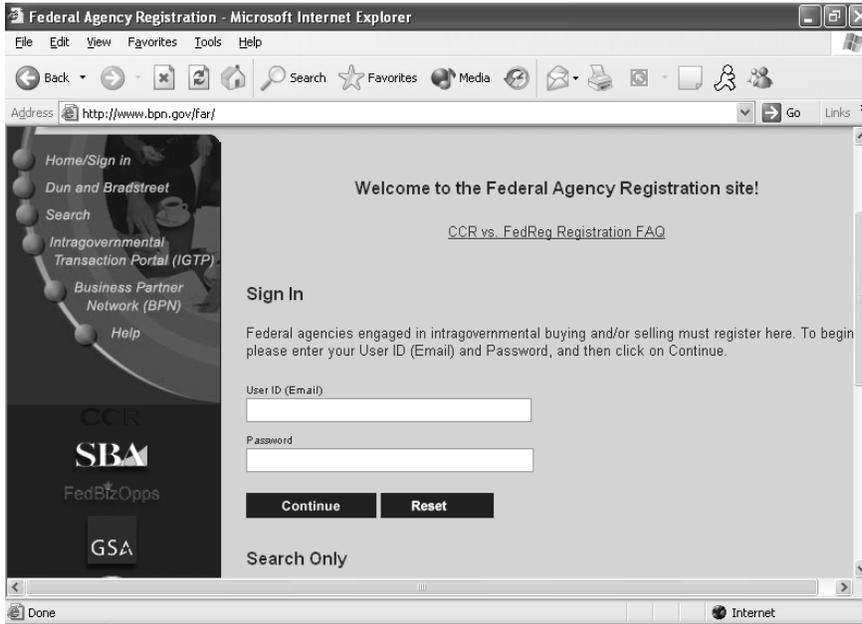
In the future, these two systems will be integrated to provide a single registration for government users. However, in the short term, government offices need to determine in which system(s) they need to be registered, and proceed accordingly.

To register as a Federal Agency, go to the website for Business Partner Network at <http://www.bpn.gov> and click on the link for “Federal Agency Registration.”



## ENTERING FEDERAL AGENCY INFORMATION AT BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS

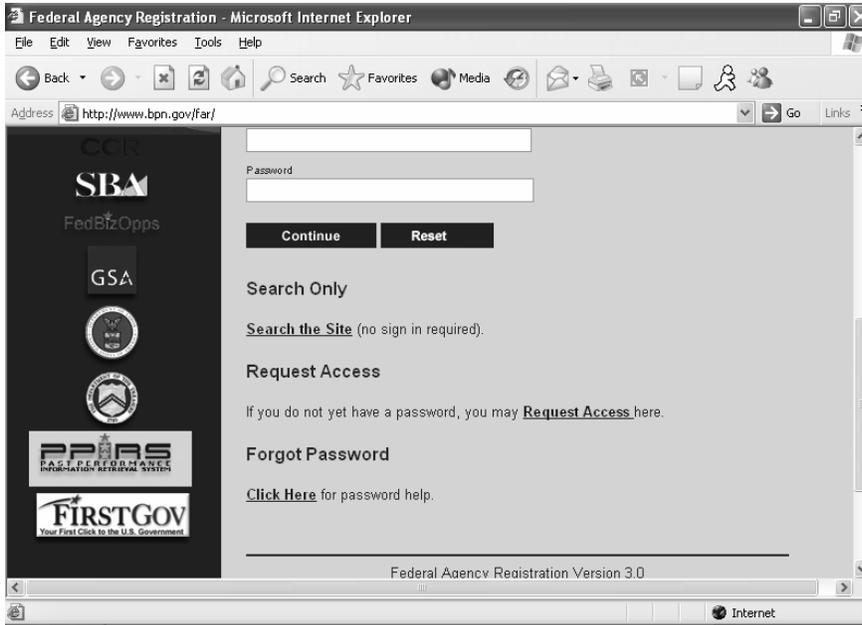
Once this window opens, you will need to sign in with a User ID and Password.



If you do not already have a User ID and password, you will need to scroll down and click on “Request Access.”



## ENTERING FEDERAL AGENCY INFORMATION AT BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR INTERAGENCY ACQUISITION AGREEMENTS



To request access, you need to complete the “Create/Edit User Account.”



**ENTERING FEDERAL AGENCY INFORMATION AT  
BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR  
INTERAGENCY ACQUISITION AGREEMENTS**

Once you've completed and submitted the "Create/Edit User Account," it will take approximately 24-hours for your request to be reviewed and approved. The approval is from the Office of Financial Management. It is recommended you notify the Office of Financial Management (debra\_j\_carey@ios.doi.gov) that you have a request for password pending. This will make the process go faster. You will receive an e-mail confirming your password status.

Once your account has been set up, you need to go in and complete the Federal Agency Registration form. For consistency throughout the National Park Service, you should complete the registration using the following guidance:

**Entity information is pulled forward from Dun and Bradstreet's records** and includes the following:

- Entity Name
- DUNS Number
- Address, and
- Country

**OFFICE - NATIONAL PARK SERVICE - HARPERS FERRY CENTER.**

Entity Information			
<b>Entity Name:</b>	NATIONAL PARK SERVICE - HARPERS FERRY CENTER	<b>DUNS:</b>	171865173
<b>Address1:</b>	HARPERS FERRY CTR	<b>Address2:</b>	
<b>City:</b>	HARPERS FERRY	<b>State:</b>	WV
<b>Zip:</b>	25425	<b>Country:</b>	USA

**ENTERING FEDERAL AGENCY INFORMATION AT  
BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR  
INTERAGENCY ACQUISITION AGREEMENTS**

**Registration information will require you to complete the following information:**

Employer Identification Number (EIN): This should always be 53-0197094.

Department Code: This should always be 14.

This code identifies the agency that oversees this bureau. Categories correspond to the Treasury Index of Agency Codes. In most cases, the Department Code will correspond to the agency to which the user works.

Agency Location Code: This should always be 14-10-0099 (AOC).

This is a numeric symbol used to identify the Department (14), Bureau (10), and Office. This 8-digit code corresponds to the registering office and must be associated in one-to-one relationships with the DUNS.

Disbursing Office: This should always be X0233.

This five-digit symbol is assigned by the Treasury Department IPAC system for their internal use. It is generally linked to a single Agency Location Code.

Business Type: This should always be “Buyer and Seller.”

Parent Name: This will default to “National Park Service.”

**ENTERING FEDERAL AGENCY INFORMATION AT  
BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR  
INTERAGENCY ACQUISITION AGREEMENTS**

Annual Revenue: This should be the total revenue from intragovernmental sales for the previous fiscal year rounded to the nearest whole dollar. This should be for the particular Park, Region, Service Center, or Field Office within the agency, not for the agency as a whole.

Agency Name: This will default to “United States Dept of Interior.”

Registration Information			
<b>EIN:</b>	53-0197094	<b>Department Code:</b>	14
<b>Agency Location Code</b>	14-10-0099	<b>Disbursing Office</b>	X0233
<b>Business Type:</b>	Buyer and Seller	<b>Parent Name:</b>	<u>NATIONAL PARK SERVICE</u>
<b>Annual Revenue:</b>	1	<b>Agency Name:</b>	UNITED STATES DEPT OF INTERIOR
<b>Merchant ID1:</b>		<b>Merchant ID2:</b>	

**ENTERING FEDERAL AGENCY INFORMATION AT  
BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR  
INTERAGENCY ACQUISITION AGREEMENTS**

**Point of Contact Information will require you to complete the following:**

- |                                      |   |
|--------------------------------------|---|
| Registration Point of Contact        | This should always be the BPN Point of Point with their telephone number, e-mail, and address.  |
| Eliminations Point of Contact        | This should always be someone in the Accounting Operation Center in Herndon, VA. Elizabeth Frye is currently assigned (as of 10/1/04).<br><br>Elizabeth Frye<br>Accounting Operation Center<br>PO Box 100000<br>13461 Sunrise Valley Drive<br>Herndon, VA 20171<br>(703) 487-9031<br>Elizabeth_Frye@nps.gov |
| Accounts Receivable Point of Contact | This should always be the Park, Region, or Service Center’s Senior Budget Person with their telephone number, e-mail, and address.  |
| Sales Point of Contact               | This should always be the Park, Region, or Service Center’s Senior Contracting Officer with their telephone number, e-mail, and address.  |
| Accounts Payable Point of Contact    | This should always be the Park, Region, or Service Center’s Senior Budget Person with their telephone number, e-mail, and address.  |

POC Information			
<b>Registration POC:</b>	<u>KIMBERLY STRITE</u>	<b>Eliminations POC:</b>	<u>ELIZABETH FRYE</u>
<b>Accounts Receivable POC:</b>	<u>JAN GAUTHIER</u>	<b>Sales POC:</b>	<u>JOANNE GROVE</u>
<b>Accounts Payable POC:</b>	<u>JAN GAUTHIER</u>		



**ENTERING FEDERAL AGENCY INFORMATION AT  
BUSINESS PARTNER NETWORK AND IN PROCUREMENT DESKTOP FOR  
INTERAGENCY ACQUISITION AGREEMENTS**

**AUDIT TRAIL:** The audit trail tracks activities that take place in the entity. The FedReg system tracks all changes to a record, including who made it. So you will be able to see who changed the record last. However, the system will not keep old data. Once you have changed the record, the old data is lost and the new saved in its place.

**In order to enter information for Federal Government agencies into Procurement Desktop, the Business Partner Network point of contact will need to provide the NPS IDEAS Coordinator with the registration information for input, review, and transmission in Procurement Desktop.**

**In addition to the registration information, also provide:**

- **Facts Department ID is always 14.**
- **Facts Bureau ID is always 07.**
- **IAA Contact Name, Title, Telephone Number, Fax Number, and e-mail address.**