

HOW TO FIND YOUR SBA CUSTOMER ID NUMBER

CCR is an electronic gateway of procurement information -- for and about small businesses. It is a search engine for contracting officers, a marketing tool for small firms and a "link" to procurement opportunities and important information. It is designed to be a "virtual" one-stop-procurement-shop.

CCR is also where you can register your business as a Small Business and obtain the SBA Customer ID number often requested by contracting officials. This number is generated when you enter your data in the SBA Supplemental Pages of the CCR. This number is used to identify your firm in the SBA portion of the CCR database and is required on the Authorization and Certification form for the Electronic Application.

If you do not know your SBA Customer ID number, you may find it by doing a Small Dynamic Business Search from the CCR Home page (www.ccr.gov). On the search form, enter your EIN or Duns number and click on the "Search" button. If your firm is in the database, information will be displayed, including the Business Name. Place the cursor over the Business Name and the SBA Customer ID number will be listed in the URL address at the bottom of the window. The Customer ID number begins with the letter P and is followed by seven digits.