REGISTERING TO WORK WITH USAID
NATO Commercial and Government Entity (NCAGE)
A STEP-BY-STEP GUIDE

Visit WorkwithUSAID.org to learn more.
The U.S. Government assigns a Commercial and Government Entity (CAGE) code to organizations to facilitate the supply chain. For non-U.S.-based organizations, the code is referred to as the NATO Commercial and Government Entity (NCAGE) code.

The CAGE and NCAGE codes are basically the same type of code, with the NATO Support and Procurement Agency (NSPA) assigning an NCAGE code. Some organizations, depending on where they work—including those based in the United States—may have multiple CAGE and NCAGE codes.

To request an NCAGE code, you will need to provide the physical location of your organization. Use the Key Information Log to ensure you enter the exact information you used to register in DUNS.

At the end of this guide, find helpful links and a checklist to track your progress.
REQUEST YOUR NCAGE CODE

Begin registration at the NATO Codification Tool website. The first step is to conduct a search to see whether an NCAGE code is already assigned to your organization. If not, click “Request Now.”
WHAT DETAILS TO PROVIDE

The NCAGE Code Request Tool will walk you through a series of nine steps, as shown here.

In the webform, look for questions marked with an asterisk (*). Click on the small arrow near each question to select responses from a dropdown menu.

Tip
Follow a video walkthrough [here](#).
Use the dropdown menus to confirm your details.

- **Type of entity:** Select “Private Company,” “Governmental Entity,” “Individual,” or “Other.”
- **Other:** Choose type of NCAGE request, either “Routine: 10 (calendar days)” or “Emergency: 3 (business days).”
- **Country:** Select your country. Note those selecting Italy, United Kingdom, or United States you will be redirected to those countries’ national bureaus to make the request.
In Step 2, you will provide your organization’s name and DUNS number. Remember to use the exact name you used to register with DUNS—including any punctuation. You may provide additional information, such as your organization’s official identification number assigned by your government.
VALIDATE YOUR NCAGE CODE

● When you click “Submit” to request an NCAGE code, a pop-up window will appear that confirms your request and provides an NCAGE Request Reference number. Take a screenshot of this window in case you need to follow up on your request (see this helpful article for support).

● After you submit the initial request for an NCAGE code, an email will be sent to your organization’s point of contact (POC) asking them to confirm the request by clicking on an embedded link.

● The NATO Support and Procurement Agency (NSPA) will then assign the NCAGE code or forward the request to the relevant country’s National Codification Bureau (NCB). Once the NCAGE code is assigned, the U.S. CAGE Program Office will upload it to the NSPA portal. Your POC will also receive a confirmation email.

● Your POC needs to validate the new NCAGE code information by logging into the NSPA web portal.
  ● Click on the upper tab labeled “CAGE/NCAGE Code Request.”
  ● Enter the NCAGE code in the first screen, and then click the “Enter” key.
  ● At the bottom of the screen, a “Results” box will display. Select your entity/organization.

Here is a link to the NSPA web portal to validate your new NCAGE information.
Once the U.S. CAGE Program Office receives your NCAGE code, it will upload your information in the CAGE Search & Inquiry (CSI) system.

Search the CSI using your NCAGE code or DUNS number to confirm your organization’s record.

Tip
Go to the CSI [here](https://www.cageco.gov/).
CONFIRM NAME AND ADDRESS

Confirm that your organization’s name and address are listed correctly. The information must match exactly the information you use in the DUNS and SAM systems, including punctuation. (We inserted “XXXXX” or “Sample Company Name” where your information should display.) Then click “Details.”
CONFIRM DETAILS

Confirm that the details are listed correctly—including type of organization and POC.

Note: The CAO-ADP is an office code that is automatically generated for some NCAGE requests. It may appear on your entity registration, but you do not need to request it.

If there are errors, jump to page 12 to get to the NCAGE Tool Help Center.
Now that you have your NCAGE code, perform a search on the NATO Code Request Tool website to confirm it is assigned properly. If the information is correct on this site and in the CSI system, you may begin the SAM registration. (Find the SAM guide via the main Step-by-Step Guide).

If there are errors, visit the Help Center (learn more on the next page).
The NSPA offers answers to frequently asked questions (FAQs) and provides a user guide for partners to reference as they search for, request, or update an NCAGE code.

**Tip**
Find the NCAGE Tool Help Center [here](#).
If you have submitted an NCAGE request or update at NSPA and have not received an approval email, go to the NCAGE Code Request Tool website and click on the upper-right “National NCAGE Contacts” to enter the Help Center and find a list of contacts by country.

- Find the country where your organization is located and email the contact listed, including your NCAGE Request Reference number (which was provided in the confirmation window when you made your initial request).
- Note: If the country is not shown on the list, NSPA is the point of contact and may be reached at ncage@nspa.nato.int.

If the NCAGE code does not display in CSI but is located in the NCAGE Code Request Tool, email the DLA Contact Center at dlacontactcenter@dla.mil to report this discrepancy.

Find additional troubleshooting tips here.
RESOURCES
Follow the steps to request an NCAGE code and provide an email address to confirm the initial request. (Make sure emails from @dla.mil are not blocked.)

Write down or take a screenshot of the NCAGE Request Reference number that appears in the pop-up confirmation window in case you need to follow up.

Watch for an email and click on the embedded link to confirm the request.

Watch for another email confirming that your assignment was uploaded to the NSPA web portal. Log in to validate the new NCAGE code information at both the NSPA portal and in the CAGE CSI system.
HELPFUL LINKS

- Getting Started with Entity Registration
- Walkthrough of the entity registration process
- Key Information Log
- Registration and Updating Procedures for NSPA NCAGE
- NATO Codification Tool
- CAGE Search & Inquiry (CSI)
- NCAGE Tool Help Center