



# The Business Partner Network

IPAC Conference

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## Overview

- ▶ As a part of the Integrated Acquisition Environment's Intragovernmental Transactions effort, OMB has mandated registration in the Business Partner Network's Federal Agency Registration (BPN-FedReg) database for all federal government buying and selling offices that perform intragovernmental transactions.
- ▶ Each registration has a unique identifier called the BPN number which they use to start a BPN registration.
- ▶ Per OSD guidance, all DoD buying and selling entities must have an accurate and up-to-date BPN Number and BPN Registration by 1 July 2004.
- ▶ A ConOps will be issued jointly by OSD(C) and OSD (AT&L) to provide policy and guidance for the obtaining, use, maintaining, and dissemination of the BPN Number and BPN record.



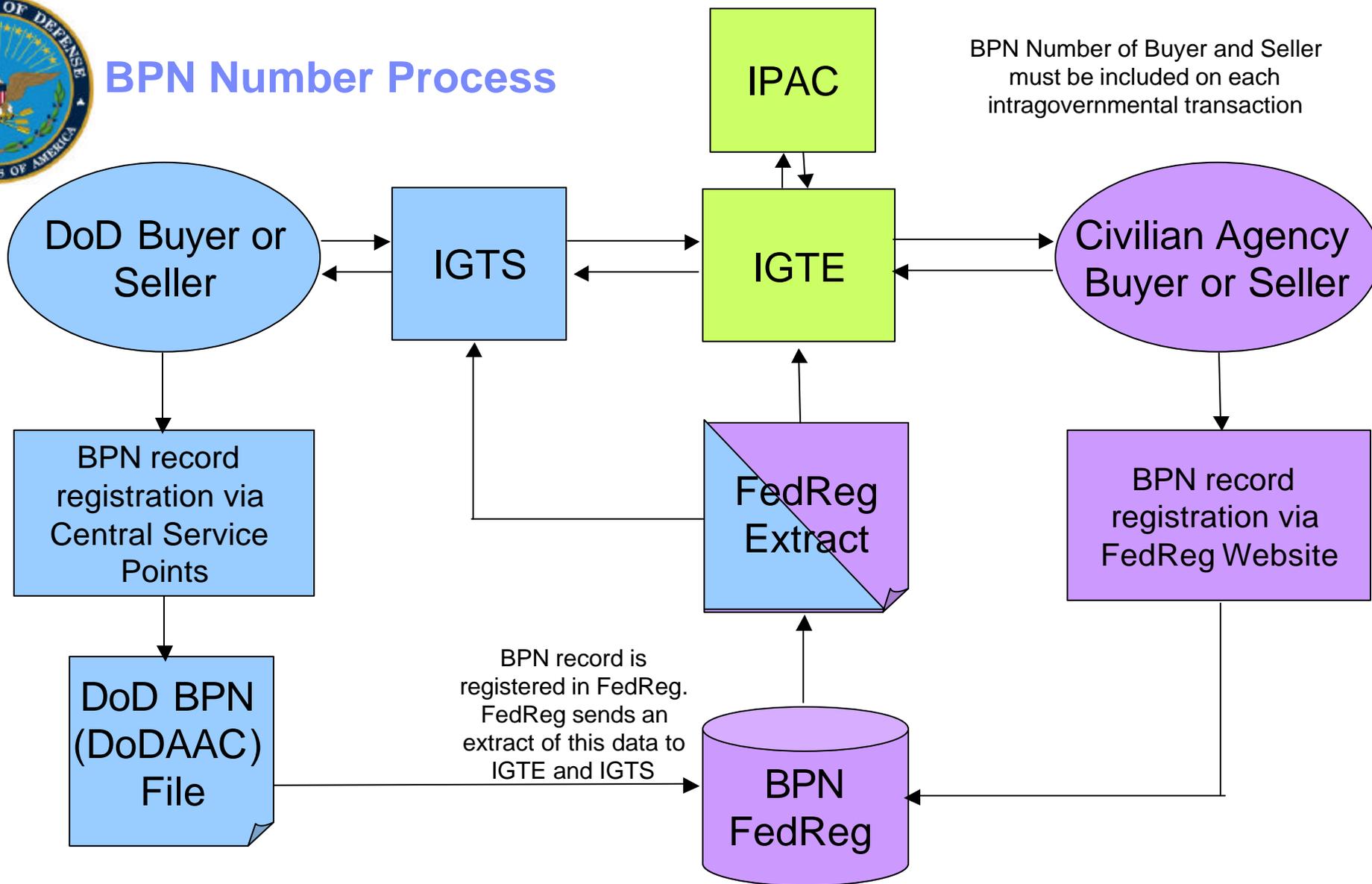
## The Business Partner Network

- ▶ Part of the Integrated Acquisition Environment – a network of systems that provide information about all trading partners: vendors, government sellers, grantees.
- ▶ Civilian agencies register directly in the Business Partner Network's Federal Agency Registration system (FedReg)
- ▶ DoD activities register via the DoDAAC process, and an extract of this registration is sent to FedReg
- ▶ Not the same as CCR. Original OMB memo (M-03-01) called for Central Contractor Registration (CCR) to be federal registration point. FedReg has been created to meet this need.
- ▶ FedReg sends the data to the Intragovernmental Transactions Exchange (IGTE) and to Intragovernmental Transaction System (IGTS) where it is attached to intragovernmental transactions



# BPN Number Process

BPN Number of Buyer and Seller must be included on each intragovernmental transaction





## The Business Partner Network Number

- ▶ The unique record number in BPN
  - For civilian agencies this is the 9-digit DUNS
  - For DoD activities this is the Trading Partner Number (aka “Modified DoDAAC”) which is the letters DOD plus the 6-digit DODAAC.
  - BPN Number is the generic term and encompasses both numbers
- ▶ Specific to a physical location
- ▶ BPN Number of both trading partners must be attached as a data element to each intragovernmental transaction
- ▶ BPN Number must be part of the transaction through the IPAC process



## The DoD BPN File

- ▶ Created and administered by DAASC and DLMSO
- ▶ Uses the DoDAAC file as a base
- ▶ Adds the additional fields required by OMB – initial dump filled fields based on standard logic
- ▶ Creates a BPN file which is viewable and editable via a web site ([https://www.daas.dla.mil/tpn\\_inq/tpn\\_menu.html](https://www.daas.dla.mil/tpn_inq/tpn_menu.html))
- ▶ Viewable by all .gov and .mil, only editable by Central Service Points (CSPs)
- ▶ Sends this BPN file nightly to the BPN (FedReg) – it is then sent on to IGTE and IGTP
- ▶ Currently under construction – soon both the DoDAAC and the BPN part of the file will be editable via the web site (June 04)



## BPN Record Data

- ▶ Initial DoDAAC info is the base (sent from DoDAAF)
    - BPN Number (DOD+DODAAC)
    - Entity Name
    - Entity Address (TAC1)
  - ▶ Business Type
    - Buyer, Seller, or Both
  - ▶ Other Entity Information
    - ALC
    - DO
    - EIN
    - Treasury Index Code
    - Distribution Office
    - Accounting Station
  - ▶ Seller Info (only for Seller entities)
    - Annual revenue
    - Credit Card (yes/no)
    - Merchant ID
    - FSC, PSC, NAICS
  - ▶ Points of Contact (5 maximum)
    - Registration (all)
    - Eliminations (all)
    - A/R (only for Seller entities)
    - Sales (only for Seller entities)
    - A/P (only for Buyer entities)
- Note: to speed registrations, this data was initially pre-filled by DAASC for over 90K DoDAACs. However, this “standard” data needs to be reviewed and updated prior to 1 July 2004.



## Points of Contact

Organization	Role	POC	Email
DLMSO / DAASC	Created and maintains DoD BPN file	Jack Carter	Jackie.carter@dla.mil
OSD	Policy and guidance on use of BPN Number	AT&L - Lisa Romney Comptroller – Kathy Sherrill	<a href="mailto:Lisa.romney@osd.mil">Lisa.romney@osd.mil</a> Kathy.sherrill@osd.mil
OMB	Overall guidance, IGT Program Manager	Janet Allen	Janet.allen@gsa.gov
OSD AT&L (support)	CONOPS coordination and questions	Kris Wollenhaupt	<a href="mailto:Kristen.wollenhaupt@us.ibm.com">Kristen.wollenhaupt@us.ibm.com</a> or <a href="mailto:kristen.wollenhaupt.ctr@osd.mil">kristen.wollenhaupt.ctr@osd.mil</a>



## BPN Step-by-Step

- ▶ Reviewing your BPN record
  - Obtain your DoDAAC code
  - Go to [https://www.daas.dla.mil/tpn\\_inq/tpn\\_query\\_db.html](https://www.daas.dla.mil/tpn_inq/tpn_query_db.html) and enter your DoDAAC.
  - Review data
- ▶ Update your BPN record
  - See the ConOps for guidance on what type of data should be in each field to determine if changes need to be made
  - Contact your CSP and provide changes
  - For bulk changes, contact [Jackie.carter@dla.mil](mailto:Jackie.carter@dla.mil) for assistance
- ▶ Obtain a new DoDAAC (as necessary)
  - Contact your CSP