



# JCCS Middle East Vendor User Guide

# What is JCCS?

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The **Joint Contingency Contracting System (JCCS)** is a system that was created in 2006 to help US contract office personnel locate vendors overseas to contract with for US government contracts. an application to support identifying available vendors in your AOR and making sure they are safe to contract with and pose no threat to US assets or personnel.

- Centralized repository of vendors by region
- CAGE Code validation and referral
- Vendor Review
- Tooltips ⓘ to support users
- Flexible user management tools, so one person might manage multiple companies, or multiple people might work together on a single company.
- Internal Message Wall
- Account Status Indicators
- Solicitation feed from SAM and from local contract officers advertising available work.



# Register Your Company





## Joint Contingency Contracting System

Sign In

Home

Resources

### Welcome, Vendors!

The Joint Contingency Contracting System (JCCS) allows you to register to be reviewed for consideration for US Government contracts performed in Africa and Middle East. You will also be able to view solicitations available for local work in these areas and submit proposals in response.

If this is your first time visiting JCCS, you can click **Resources** for user guides and FAQs to assist you with the registration process. Click **Register** to create your account.

Register

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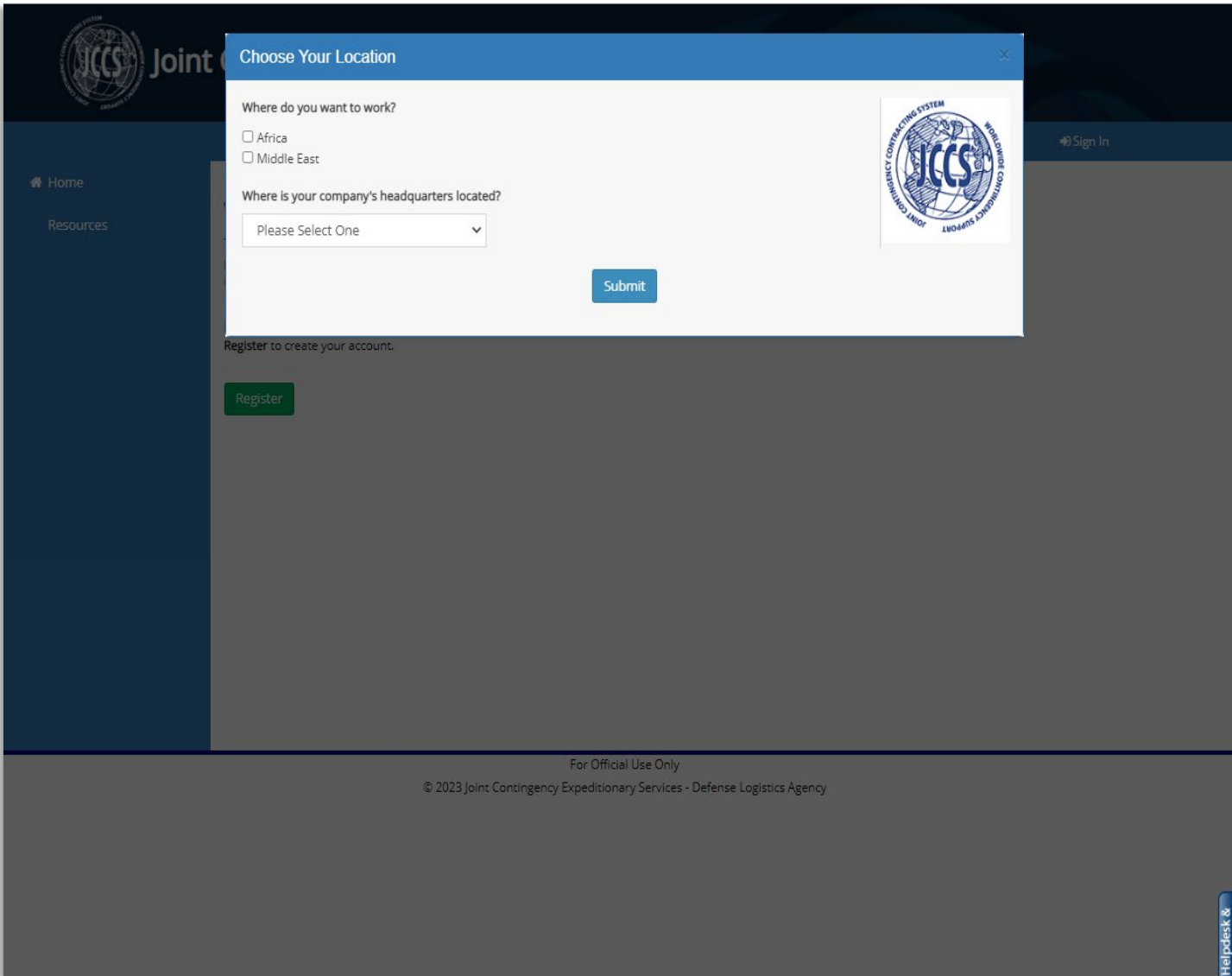
Helpdesk &  
Feedback

# Registration

1. Go to: <https://www.jccs.gov/jccscoe>.
2. View the Government IT System message and click I agree.
3. Click **Vendor Login**.
4. Once on the JCCS Home Page, click **Register** to register for a new account.
5. Click **Helpdesk & Feedback** if you need to submit a helpdesk ticket.
6. Click Resources to view Frequently Asked Questions (FAQ) and download user guides.
7. Once you have clicked on Register the system will display a System Message
8. Read the JCCS Privacy Notice and Usage Messages.
9. All of the data you enter into the JCCS system is protected and accessed only by authorized US personnel. They have been trained to strictly protect your private information.
10. Click **I understand and wish to proceed**.

# Registration/Location

1. JCCS will display a **Choose Your Location** popup window.
2. Check the box(es) to indicate where you want to work.
3. Choose the country where your company is headquartered.
4. Click **Submit**.



The screenshot shows the JCCS (Joint Contingency Contracting System) registration page. A blue header bar at the top contains the JCCS logo and the text 'Joint Contingency Contracting System'. Below the header, a dark blue sidebar on the left lists 'Home' and 'Resources'. The main content area is white and features a 'Choose Your Location' popup window. This window has a blue title bar and contains two sections: 'Where do you want to work?' with radio buttons for 'Africa' and 'Middle East', and 'Where is your company's headquarters located?' with a dropdown menu labeled 'Please Select One'. A blue 'Submit' button is at the bottom right of the popup. To the right of the popup is a circular JCCS logo. Below the popup, the text 'Register to create your account.' is visible, followed by a green 'Register' button. At the bottom of the page, there is a footer with the text 'For Official Use Only' and '© 2023 Joint Contingency Expeditionary Services - Defense Logistics Agency'. A small 'Helpdesk & Feedback' button is located in the bottom right corner.



## Company Information

CAGE Code * ⓘ	UEI Number ⓘ	DUNS Number	Company Website Address ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name * ⓘ	Revenue Size *		
<input type="text"/>	Please Select One		
Address of Company Headquarters			
Street Number *	Street Name *	City *	Province/State/Prefecture * ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Zip Code *	CIK Number ⓘ	
United Arab Emirates	<input type="text"/>	<input type="text"/>	
Number of Offices *	Number of Employees *	Woman Owned? *	Stock Symbol
<input type="text"/>	<input type="text"/>	Please Select One	<input type="text"/>

## User Account Information

Email *	Position *		
<input type="text"/>	Nothing selected		
First Name *	Middle Name	Last Name *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Password * ⓘ	Confirm Password *		
<input type="text"/>	<input type="text"/>		

## Business Class ⓘ

[Continue](#)

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Helpdesk &amp; Feedback

# Vendor Basic Profile

- Cage Code:** In order for you to register your company within JCCS, you must enter your company's Cage Code.
- UEI Number:** The Unique Entity Identifier is replacing the DUNS number. You can get a UEI number by going to the SAM website at [www.sam.gov](http://www.sam.gov).
- DUNS Number:** This is optional.
- Company Website Address:** Enter your company's website.
- Company Name:** Entering your CAGE Code will automatically populate this field.
- Revenue Size:** Please select one.
- Address:** Make sure to enter your street number and street name separately, and do not abbreviate your city or province/state/prefecture. JCCS has to accommodate address formats from all over the world, and contract office personnel will not be able to search for your company effectively if you use abbreviations.
- CIK Number:** If you are a publicly traded vendor headquartered in the United States, enter this number.
- Stock Symbol:** This is a unique identifier used to represent publicly-traded companies in a specific market. If you have entered a CIK number, you will need to input your Stock Symbol as well.
- Number of Offices/Employees:** For large companies, you may round your employee number to the nearest 10.
- Woman Owned:** Please select Yes or No if your company is owned by a Woman.



## Company Information

<b>CAGE Code *</b> ⓘ	<b>UEI Number</b> ⓘ	<b>DUNS Number</b>	<b>Company Website Address</b> ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Company Name *</b> ⓘ	<b>Revenue Size *</b>		
<input type="text"/>	<div>Please Select One</div>		
<b>Address of Company Headquarters</b>			
<b>Street Number *</b>	<b>Street Name *</b>	<b>City *</b>	<b>Province/State/Prefecture *</b> ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Country *</b>	<b>Zip Code *</b>	<b>CIK Number</b> ⓘ	
<div>United Arab Emirates</div>	<input type="text"/>	<input type="text"/>	
<b>Number of Offices *</b>	<b>Number of Employees *</b>	<b>Woman Owned? *</b>	<b>Stock Symbol</b>
<input type="text"/>	<input type="text"/>	<div>Please Select One</div>	<input type="text"/>

## User Account Information

<b>Email *</b>			<b>Position *</b>
<input type="text"/>			<div>Nothing selected</div>
<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>	<b>Phone Number *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Password *</b> ⓘ	<b>Confirm Password *</b>		
<input type="password"/>	<input type="password"/>		

## Business Class ⓘ

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[Helpdesk & Feedback](#)

# User Basic Profile

1. **Email:** This will also be your login for the JCCS website.
2. **Position:** Click the dropdown box to select one or multiple positions.
3. **Phone Number:** This should be the number you use for work.
4. **Password:** Your password must be a strong password with a minimum of 15 digits and at least one capital letter, lower case letter, symbol, and number, our user profile information.
5. **Business Class:** Select the Business Class applicable to your business and that your company actually performs.
6. Click **Submit** at the bottom of the page.

# Registration Notices

1. It is important to note that only contract office personnel can review your account. The JCCS Helpdesk is specifically forbidden to review your account, submit your account for review, or tell you your account status. The helpdesk is for technical assistance for the website only.
2. After reading these notices, check the boxes for both I have read and understood these notices.
3. **Create my account** : Click on the Create my account button. You will receive an email to validate your email address and activate your account within 24 hours. Click the link to activate your account. You will not be able to log in until you have activated your account, so make sure to check your spam/junk email box if it doesn't arrive quickly.
4. **Important!** Your account is not complete just because you registered. You must log in and complete your questionnaire before you are ready to be reviewed for base access.

The screenshot displays the JCCS (Joint Contingency Contracting System) registration interface. A modal window titled 'Middle East Registration Notices' is open, detailing the next steps for account activation and providing important notices. Below the modal, the registration form is visible, including fields for email, name, phone number, and password.

**Middle East Registration Notices**

What happens next?

1. You will receive an email to activate your account.
2. Log in and complete your questionnaire. **Your account cannot be reviewed until your questionnaire is complete.**
3. If you are being considered for a contract, a contract officer will submit your account for review.

**Important Notice**

Your account *will not be reviewed automatically*. If a member of a contract office wants to consider you for an award, then they will review your JCCS account and submit you for approval. Only a member of a contract office can submit your account for approval.

Please note that the JCCS helpdesk is strictly forbidden to answer questions about your account status and cannot review your account or submit your account for approval.

☒ I have read and understood these notices

**Protect Your Data!**

- The JCCS helpdesk and US government personnel will **never** ask for your password.
- Authorized personnel will only use email addresses ending in "mil" or "gov." If you receive a message from someone soliciting information, check to make sure their email address, and the addresses of anyone on the CC line, end in "mil" or "gov."
- Never send sensitive information or documents (i.e. Passport, photocopies of IDs, financial information) via email. Please upload them to the correct places in your JCCS questionnaire. Anyone who is authorized to have this information should have JCCS access. If they do not have access, they are not authorized to have it and are not acting on behalf of the JCCS system or the US government.
- Once your company is reviewed, this result cannot be changed. Anyone who claims to be able to change this result is committing fraud.
- Registration in JCCS is free. Anyone charging you a fee to register you is defrauding you.
- If you are unsure about whether you should respond to an email or phone call, please submit a ticket to the JCCS helpdesk or ask your contract officer.

☒ I have read and understood these notices

[Create my account](#)

marywilson@crowndubai.com CEO, CFO, Project Man +

First Name \* Middle Name Last Name \* Phone Number \*

Mary Wilson 000-000-0011

Password \* ① Confirm Password \*

\*\*\*\*\*

Helpdesk & Feedback





# Manage Company Personnel



Home

Resources

My Account

My Companies

Proposals

Solicitations

## Editing User Profile

Email \*

marywilson@crowndubai.com

Position \*

CEO, CFO, Project Manager

First Name \*

Mary

Middle Name

Last Name \*

Wilson

Phone Number \*

000-000-0011

Password ⓘ

Confirm Password

Submit

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Helpdesk & Feedback

# Edit User Profile

1. If you need to update your personal information or email, click **My Account**.
2. Edit whichever fields you would like to update.
3. Enter your password. **Note:** You must enter your password to make any changes to your account.
4. Click **Submit**.
5. You will receive a message confirming that your profile has been updated.



## My Companies

	CAGE	Name	Main POC	Update Date	POC Type	
<a href="#">Edit</a>	SCZW9	CROWNE PLAZA DUBAI DEIRA	Mary Wilson	06/13/2023	Company Administrator	<a href="#">Delete</a>
<a href="#">Edit</a>	A009X	ARABIAN BADI BUILDERS FOR TRANSPORTATION	Mary Wilson	06/14/2023	Company Administrator	<a href="#">Delete</a>

[Register New Company](#)

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Helpdesk &  
Feedback

# My Companies

1. You can add and register more than one company in JCCS. When you click **My Companies**, you will see all the company accounts that are under your control.
2. **POC Type:** Each company can have more than one person assigned to manage it. If you have multiple persons managing your company, you will notice they have a different **POC Type**.
3. The **Company Administrator** is allowed to edit the company profile and give other users permission to edit the profile.
4. A **Point of Contact** can edit the company profile but cannot give other users permission to access it.
5. JCCS allows one person to manage multiple companies.
6. Click **Register New Company** to add a new company to the system.
7. If you want to allow someone else to help manage one of these companies, click **Edit**.



NEETO INTERNATIONAL WAREHOUSE MAILING  
CAGE Code #5KH45  
JCCS #134281

## Account Status



### Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class ①

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

### Invite User

Email (this will also be their Username) \*

msnat757+test1@gmail.com

Confirm Email \*

msnat757+test1@gmail.com

Send Invitation

### Edit Point of Contact Information

Email \*

msnat757+test1@gmail.com

Position \*

CEO, Project

First Name \*

Ms.

Middle Name

Last Name \*

Nat

Phone Number \*

000-000-0000

Make Company Administrator ☒

Save

# Company Contacts

1. You will be taken to that company's profile page. Open **Company Contacts**, and you can invite additional persons to edit and manage your company.
2. **Invite Contacts:** Click **Add Contact**, input their email, and click **Send Invitation**.
3. That person will receive an email invitation with a link to sign in and manage this company.
4. **Edit Company Administrator:** The Company Administrator is the only person that can invite additional persons into JCCS to manage the company.
5. **Designate a New Company Administrator:** If you are leaving the company, click **Edit** beside the Point of Contact that is replacing you, check **Make Company Administrator**, and click **Save**.
6. You will still be attached to the company, but that person will be the new Company Administrator.



# Complete Your Questionnaire





## Account Status



### Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class ⓘ

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

## Correspondence

View and reply to any messages you may have received from contract offices.

## Questionnaire Manager

View and edit your questionnaire.

## Document Manager

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

# Account Status

At the top of your company profile, you will see your **Account Status**. This indicates whether any information is missing. When you first log in, it will show as Incomplete, since you have not yet finished your questionnaire. You may see any of the following statuses:

- **Incomplete (Red X):** Please complete and certify your questionnaire. Once you have continue responding to proposals until a contract office member is ready to consider you for a contract. At this time, your company will be submitted for review.
- **Ready for Review (Black circle):** You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.
- **Complete (Green check mark):** Your review is complete, and your company is permitted to contract in Middle East until (the system will display an expiration date)
- **About to Expire (Orange Exclamation Point):** Your clearance for Middle East expires on (will display an expiration date). Please make sure your basic profile and questionnaire information are up to date and no documents have expired. A contract office member will have to submit your account to be reviewed again.
- **Expired (Red X) :** Your account needs to resubmitted for review. If you are actively performing on a US contract, please speak to your contract office and let them know your JCCS status has expired. If you do not have any active contracts, please continue to respond to proposals, and the contract office will resubmit you for review once they are considering you for a contract.



## Account Status



### Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class ⓘ

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

## Correspondence

View and reply to any messages you may have received from contract offices.

## Questionnaire Manager

View and edit your questionnaire.

## Document Manager

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

# Correspondence

The **Correspondence** area allows you to receive messages from contract office members. Make sure to check this section when you log in, especially after your account has been submitted for review. Any questions or issues with your account can be discussed here.



NEETO INTERNATIONAL WAREHOUSE MAILING  
CAGE Code #SKH45  
JCCS #134281

## Account Status



### Ready for Review

You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

## Correspondence

View and reply to any messages you may have received from contract offices.

## Questionnaire Manager

View and edit your questionnaire.

Category	Name	Completion	Status	
Country of Origin	Kuwait	16/16	Certified	Edit

# Questionnaire Manager

1. You must complete your questionnaire before your account will be reviewed. Once it is done, your account status will change to *Ready for Review*.
2. **Country of Origin:** This is automatically assigned based on the address you entered for your company. It cannot be edited.
3. **Name:** The country this questionnaire is asking about.
4. **Completion:** How many questions have been completed out of the total questions.
5. **Status:** When it is complete and certified, it will be marked **Certified**.
6. Click **Edit** to open the questionnaire. It will open in a new browser tab.



## Questionnaire

1. General Information
2. Owned Locations
3. Rental Locations
4. Parent Company
5. Acquisitions, Joint Ventures, and Subsidiaries
6. Subcontractors
7. National Affiliations
8. Miscellaneous Affiliations
9. DoD Prime Contracts
10. DoD Subcontracts
11. Other Contracts
12. Key Personnel
13. Organization Chart
14. Financial Information
15. Licenses
16. Certify Questionnaire

- ☐ 1. Mailing Address
- ☐ 2. Owned Locations
- ☐ 3. Rental Locations
- ☐ 4. Parent Company
- ☐ 5. Acquisitions, Joint Ventures, and Subsidiaries
- ☐ 6. Subcontractors
- ☐ 7. National Affiliations
- ☐ 8. Miscellaneous Affiliations
- ☐ 9. DoD Prime Contracts
- ☐ 10. DoD Subcontracts
- ☐ 11. Other Contracts
- ☐ 12. Key Personnel
- ☐ 13. Organization Chart
- ☐ 14. Financial Information
- ☐ 15. Licenses
- ☐ 16. Certify Questionnaire

# Edit Questionnaire

1. Every section is required to complete the questionnaire, and most are self-explanatory. As you complete each one, the header will turn green to indicate the required information has been provided.
2. If something seems inapplicable, finish the rest of the questionnaire to the best of your ability, and then ask a contract office member for assistance.
3. Each section of the questionnaire loads and saves separately, so if you are on a slower internet connection, you are less likely to encounter timeout issues.

# Key Personnel/ Shareholders

- 1. Positions and Ownership:** JCCS will prompt you with text in red to indicate what information is required. Once you have provided it, the text will turn green.
- 2. Shareholder %:** This must equal 100% for the section to be complete.
- 3. Validation:** The requirement for personnel is that you include all executive-level positions as depicted on your organization chart. Your contract office will be checking to make sure the people on your organization chart match what is entered in section 12.

6. Subcontractors

7. National Affiliations

8. Miscellaneous Affiliations

9. DoD Prime Contracts

10. DoD Subcontracts

11. Other Contracts

12. Key Personnel

13. Organization Chart

14. Financial Information

15. Licenses

16. Certify Questionnaire

3. Rental Locations

4. Parent Company

5. Acquisitions, Joint Ventures, and Subsidiaries

6. Subcontractors

7. National Affiliations

8. Miscellaneous Affiliations

9. DoD Prime Contracts

10. DoD Subcontracts

11. Other Contracts

12. Key Personnel

While your organization structure may vary, all of executive-level employees are required.

Name	Email	Position	Ownership	% Shares	Phone	
<input type="checkbox"/> Ms. Nat	msnat757+test1@gmail.com	CFO			757-777-5555	<a href="#">Edit</a>
<input type="checkbox"/> Jordyn James	jordynjames@transport.com	CEO, Project Manager, JCCS Point of Contact	Owner	100.000000	757-000-0000	<a href="#">Edit</a>
<input type="checkbox"/> Ronald Isley	ronisley@lbrothers.com	COO, Security Manager			111-111-0000	<a href="#">Edit</a>

Delete Selected

100% Total

Add New

☒ Your shares percentage must equal 100.

☒ You must designate a company owner.

☒ You must include the JCCS Point of Contact.

☒ You must include the President OR the CEO.

☒ You must include the person responsible for tracking the contract finances (CFO/Accountant)

☒ You must include the person responsible for managing the government contracts. (COO/Contract Manager)

☒ You must include the person responsible for managing security on the contracts. (Security Manager)

Helpdesk & Feedback



6. Subcontractors

7. National Affiliations

8. Miscellaneous Affiliations

9. DoD Prime Contracts

10. DoD Subcontracts

11. Other Contracts

12. Key Personnel

13. Organization Chart

14. Financial Information

15. Licenses

16. Certify Questionnaire

Edit Personnel Information

First Name \*

Jorydn

Middle Name

Last Name \*

James

Son or Daughter of ⓘ

Kunya ⓘ

Tribe ⓘ

Office Phone \*

757-000-0000

Cell Phone \*

757-0000-0011

Email \*

jordynjames@transport.com

Position \*

CEO, Project Manager, JCCS Point of Contact

Title

☐ This person is a shareholder.

☒ This person is the company owner.

Capital Contributed \*

100000.00

Currency \*

US Dollar

Number of Shares \*

100

Percent of Shares \*

100.00

Ownership Start Date \*

12/20/2021

Nationality \*

United States

Replace Passport/National ID

Upload Document

Choose File

No file chosen

Expiration Date

09/06/2028

Identification Number

JJTRANSLIC3

Passport/National ID

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date
JJTRANSLIC3	Identification Documents	Jorydn_James_Passport_National_ID.pdf	06/23/2023		09/06/2028

Edit

Edit

Edit

Add New

# Owner/Shareholder

1. If this person is a shareholder and/or owner, you can check the relevant box and the shareholder/information will light up to allow you to input the information.
2. **Note:** Unless you check the box, the boxes will be grayed out.
3. **100% of shares are required to complete this section.** If you have shareholders that own less than 1% of a share, they can be combined into a single person called “Small Shareholders” and a list uploaded for them instead of the passport/national ID.

# Completed Section

1. This is what your corrected, completed section should look like! All positions are included, and all validations have turned green.

8. Miscellaneous Affiliations

9. DoD Prime Contracts

10. DoD Subcontracts

11. Other Contracts

12. Key Personnel

13. Organization Chart

14. Financial Information

15. Licenses

16. Certify Questionnaire

✔ 4. Parent Company

✔ 5. Acquisitions, Joint Ventures, and Subsidiaries

✔ 6. Subcontractors

✔ 7. National Affiliations

✔ 8. Miscellaneous Affiliations

✔ 9. DoD Prime Contracts

✔ 10. DoD Subcontracts

✔ 11. Other Contracts

✔ 12. Key Personnel

While your organization structure may vary, all of executive-level employees are required.

	Name	Email	Position	Ownership	% Shares	Phone	
<input type="checkbox"/>	Ms. Nat	msnat757+test1@gmail.com	CFO			757-777-5555	<a href="#">Edit</a>
<input type="checkbox"/>	Jorydn James	jorydnjames@transport.com	CEO, Project Manager, JCCS Point of Contact	Owner	100.000000	757-000-0000	<a href="#">Edit</a>
<input type="checkbox"/>	Ronald Isley	ronisley@lbrothers.com	COO, Security Manager			111-111-0000	<a href="#">Edit</a>

Delete Selected

100% Total

Add New

✔ Your shares percentage must equal 100.

✔ You must designate a company owner.

✔ You must include the JCCS Point of Contact.

✔ You must include the President OR the CEO.

✔ You must include the person responsible for tracking the contract finances (CFO/Accountant)

✔ You must include the person responsible for managing the government contracts. (COO/Contract Manager)

✔ You must include the person responsible for managing security on the contracts. (Security Manager)

# Organization Chart

The screenshot shows a web application interface. On the left is a blue sidebar with a list of navigation links: "and Subsidiaries", "6. Subcontractors", "7. National Affiliations", "8. Miscellaneous Affiliations", "9. DoD Prime Contracts", "10. DoD Subcontracts", "11. Other Contracts", "12. Key Personnel", "13. Organization Chart", "14. Financial Information", "15. Licenses", and "16. Certify Questionnaire". The main content area has a green header bar with a list of document types, each with a checkmark icon: "3. Rental Locations", "4. Parent Company", "5. Acquisitions, Joint Ventures, and Subsidiaries", "6. Subcontractors", "7. National Affiliations", "8. Miscellaneous Affiliations", "9. DoD Prime Contracts", "10. DoD Subcontracts", "11. Other Contracts", "12. Key Personnel", "13. Organization Chart", "14. Financial Information", and "15. Licenses". Below the "13. Organization Chart" link is a table with the following data:

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date
	Organization Chart	Jordyn_Jame_Organization_Chart.pdf	06/23/2023	12/22/2022	<a href="#">Replace</a>

On the right side of the main content area, there is a vertical blue button labeled "Helpdesk & Feedback".

1. Your Organization Chart is a depiction of your company's executive-level personnel. Click Upload to add it.
2. Browse to the document, enter the file name and effective date, and click Save.
3. Accepted file types are .jpg, .jpeg, .png, .pdf, and Microsoft Office file types.
4. Maximum document size is 4 mb.
5. The document will appear in a small document manager.
6. Click Replace to replace the document.
7. Uploading a document marks this section complete.

# Financial Information

16. Certify Questionnaire

- 8. Miscellaneous Affiliations
- 9. DoD Prime Contracts
- 10. DoD Subcontracts
- 11. Other Contracts
- 12. Key Personnel
- 13. Organization Chart
- 14. Financial Information

You must include bank statements for the last six months

Document Type	
Balance Sheet	<a href="#">View</a>
Profit and Loss	<a href="#">View</a>
Tax ⓘ	<a href="#">View</a>
Rental Agreement	<a href="#">Upload</a>
Corporate Bank Statements (Including Hawala Receipts) ⓘ	<a href="#">View</a>
Local Bank Statements ⓘ	<a href="#">View</a>

Balance Sheets

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date
	Balance Sheet	Jordyn_Jame_FinancialDocument_Balance_Sheet.pdf	06/27/2023	01/01/2013	<a href="#">Replace</a>

1. You are required to upload the Balance Sheet, Profit and Loss Statement, Tax, Corporate Bank Statement, and Local Bank Statements. If your country does not have income tax, upload a document stating, “My country [Country Name], does not collect income tax.”
2. As you upload each document, the red box will turn into a green checkmark.
3. If “Corporate Bank” is listed on your questionnaire, you must provide statements for the last six months.
4. If you have any local banks in CENTCOM, please provide their statements in that section.
5. Click **View** beside each document type to view the uploaded documents. You can click to upload a new document in their place.

# Licenses

1. Section 15 works the same way as Financial Information.
2. Because of the wide variation in country and even local business standards, the only field required by JCCS is Business License. Once your business license is uploaded, this section will be marked complete.
3. If your country issues a Tax ID, Tax Certificate, or similar, you MUST provide it.
4. If your country uses an Articles of Association, you MUST provide it.
5. If you have an Industrial License, Commercial License, etc., please include those documents.

16. Certify Questionnaire

☒ 8. Miscellaneous Affiliations

☒ 9. DoD Prime Contracts

☒ 10. DoD Subcontracts

☒ 11. Other Contracts

☒ 12. Key Personnel

☒ 13. Organization Chart

☒ 14. Financial Information

☒ 15. Licenses

Please upload any business, commercial, industrial, or other licenses from your country of origin that pertain to your authorization to perform work

Document Type	
<input checked="" type="checkbox"/> Business License	<a href="#">View</a>
<input checked="" type="checkbox"/> Tax ID Number	<a href="#">View</a>
<input checked="" type="checkbox"/> Articles of Incorporation	<a href="#">View</a>
<input type="checkbox"/> Industrial License	<a href="#">Upload</a>
<input type="checkbox"/> Commercial License	<a href="#">Upload</a>
<input type="checkbox"/> Marketing Materials	<a href="#">Upload</a>
<input type="checkbox"/> Other License	<a href="#">Upload</a>

☒ 16. Certify Questionnaire

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Helpdesk & Feedback



# Certify Questionnaire

16. Certify Questionnaire

☒ 8. Miscellaneous Affiliations

☒ 9. DoD Prime Contracts

☒ 10. DoD Subcontracts

☒ 11. Other Contracts

☒ 12. Key Personnel

☒ 13. Organization Chart

☒ 14. Financial Information

☒ 15. Licenses

☐ 16. Certify Questionnaire

Please remember to keep this information up to date as your business changes to ensure your questionnaire is complete and accurate. Certifying this questionnaire is complete indicates to a contract officer that it is ready for their review. **Completing these questionnaires does not mean a contract officer will automatically review your account.** Your account will only be reviewed when you are under consideration for an award. Please continue to respond to solicitations, and when a contract officer decides to consider you for an award, they will then review your account.

I understand that if I do not provide all the required personnel, including the names and information of the person(s) inputting the information about this company into JCCS, it may result in refusal of base access. Sharing login credentials constitutes fraud, and if discovered, may result in the refusal of base access.

☒ I certify that the individual who is physically inputting the information into JCCS and uploading documents is already included in the Key personnel section of this questionnaire. If this person is not already listed in the Key Personnel Section, their information is as follows:

Data Entry Person	Email	Company Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Report & Feedback

1. Once all sections of your questionnaire are green, the certification section can be complete.
2. By checking the box, you are stating that you are the individual who physically inputted the information/document into JCCS and whose name is listed in the Key Personnel section of the Questionnaire.
3. If the person who has inputted all the required information/documentation into JCCS is not listed in the Key Personnel Section, they will need to provide the following information: Data Entry Person (their name), Email address, and the name of the Company that they are associated with in order to certify the Questionnaire.
4. Once the box has been checked or the required information has been provided, Click **I certify this information is complete and accurate.**
5. Close this browser tab.
6. Once you have certified your Questionnaire you will see a pop-up window stating: "This Questionnaire has been certified".
7. Please click Close.



## Account Status



### Ready for Review

You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

## Correspondence

View and reply to any messages you may have received from contract offices.

## Questionnaire Manager

View and edit your questionnaire.

Category	Name	Completion	Status	
Country of Origin	Kuwait	16/16	Locked	Locked

## Document Manager

# Ready for Review

1. On your original browser tab, click **Refresh**.
2. You will see the completion column and status column of your questionnaire have updated.
3. Your account status will be updated to **Ready for Review**.



**Account Status**

●

### Ready for Review

You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.

**Basic Company Profile**

^

View and edit the basic information for your company.

**Business Class** ⓘ

^

View and edit the types of work your company performs.

**Company Contacts**

^

View and manage the person(s) permitted to edit this company's information in JCCS.

**Correspondence**

^

View and reply to any messages you may have received from contract offices.

**Questionnaire Manager**

^

View and edit your questionnaire.

**Document Manager**

^

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date	Comment
WalterBID	Identification Documents	Walter_Beasley_Passport_National_ID.pdf	06/27/2023		06/02/2027	<a href="#">Replace</a>
	Organization Chart	Walter__Beasley_Organization_Chart.pdf	06/27/2023	01/19/2022		<a href="#">Replace</a>
	Balance Sheet	Walter__Beasley_FinancialDocument_Balance_Sheet.pdf	06/27/2023	02/01/2022		<a href="#">Replace</a>
	Profit and Loss	Walter__Beasley_FinancialDocument_Profit_Loss.pdf	06/27/2023	02/16/2022		<a href="#">Replace</a>

# Document Manager

1. All the documents you uploaded in your questionnaire can be viewed and managed in your document manager.
2. If any have expired and need to be replaced, you can do so here.
3. This is also where you will go to view and respond to any issues with your documents once your account is being reviewed.



# What Next?

**Your company will not be reviewed immediately.**

Contract officers will review your profile only when they are considering you for a contract.

View solicitations, submit proposals, and stay in contact with your local contract office for opportunities.



# Company Review





NEETO INTERNATIONAL WAREHOUSE MAILING  
CAGE Code #5KH45  
JCCS #134281

## Account Status



### Incomplete

There are problems with your account. Please make sure your questionnaire is complete and check under the Document Manager to make sure there are no expired documents or documents marked with an ! exclamation point. Once you have remedied these issues, please speak with a contract office member to continue your account review.

## Basic Company Profile

View and edit the basic information for your company.

## Business Class

View and edit the types of work your company performs.

## Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

## Correspondence

View and reply to any messages you may have received from contract offices.

## Questionnaire Manager

View and edit your questionnaire.

Category	Name	Completion	Status	
Country of Origin	Kuwait	16/16	Locked	Locked

## Document Manager

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date	Comment	
! JORYDNJAMESID1	Identification Documents	Jordyn_James_Passport_National_ID.pdf	06/27/2023		06/01/2026	This appears to be a female passport and has the wrong name. Please submit the correct passport.	Replace
! JILLSCOTT1	Identification Documents	Jill_Scott_Passport_National_ID.pdf	06/27/2023		01/01/2025	Please submit the correct passport for Jill Scott	Replace

# Review Process

1. Once a contract office submits you for review, there is a possibility that there might be an issue with your questionnaire or documents.
2. Watch your emails. You will get a notification if there is a question, and you will see a comment explaining whether your document needs to be updated or some similar issue.
3. Update the erroneous information, and check with your contract office to make sure there are no additional issues.

## Submit JCXS Helpdesk & Feedback

Please use the form below to submit your helpdesk ticket with the Joint Contingency Expeditionary Services (JCXS).

### Point of Contact

Name \*

Email \*

Phone

### How can we help?

Select Category \*

Account Management Issues



Description \*

Attachment (.txt, .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .gif, .csv, .ppt, .pptx, .xml, .tif, .zip)

Choose File No file chosen

Submit

# Questions?

Click the Helpdesk & Feedback button and submit a helpdesk ticket for assistance.

Helpdesk & Feedback

A Helpdesk Specialist will reply to assist you.