JCCS NEXT GENERATION

User Guide for Vendors

What is JCCS NG?

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.

- 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.
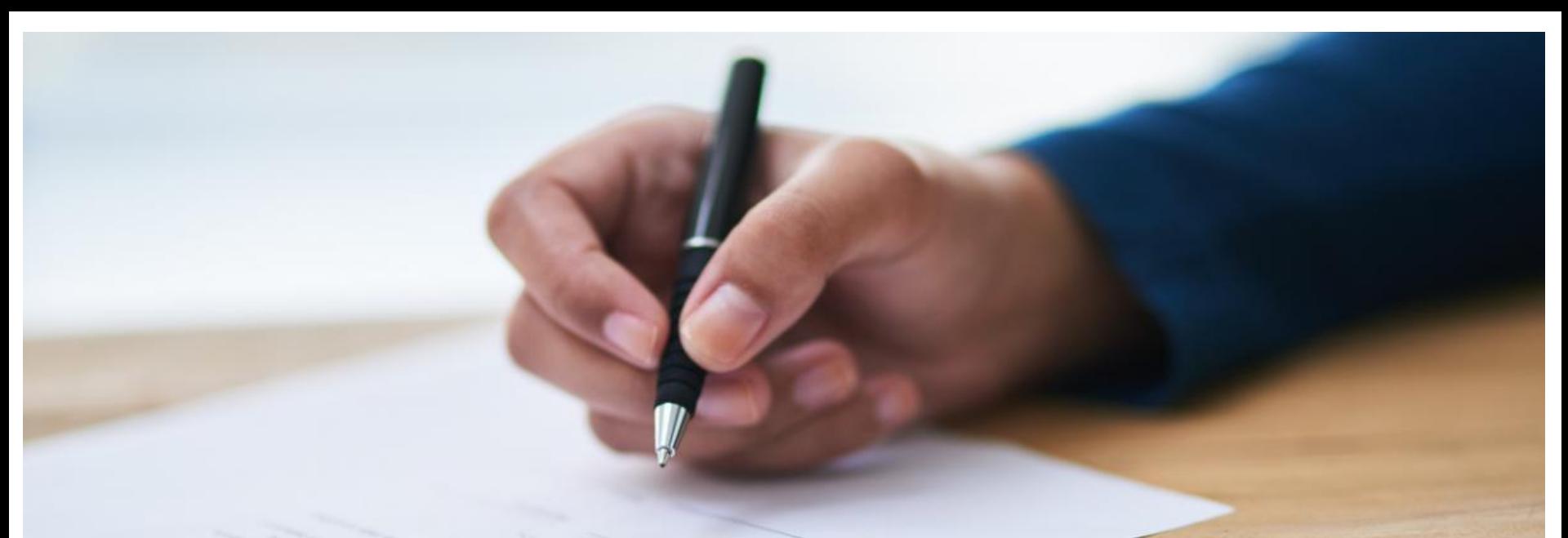
Registration Process

1. The upcoming slides will guide you through the JCCS registration process.

2. Enter your user profile information.

3. Enter your company profile information.

4. Verify your email address.

5. Once you have a CAGE code and have verified your email address, your account will be active and visible to all authorized US personnel.

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. The JCCS helpdesk cannot review your account or tell you its status.

Report Bugs and Issues

1. **Report!** While the JCCS team has done their best to test and release a smooth, functional system, it is inevitable that you will encounter issues that may be related to your local network, your browser, or something that for whatever reason we simply didn't catch. Please report these issues to us! The only way we can make the site better is if you report the bugs and glitches you encounter.

2. **Continued Development:** We will continuing to update JCCS NG to add new features and improve old ones. Pay attention to site announcements and alerts so you will be aware of upcoming patches and downtime.

3. **Submit a Ticket:** If something isn't working, or you have any questions about the JCCS website, please submit a helpdesk ticket at: https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk_newticket.aspx

JCCS NG Registration

CREATING YOUR JCCS PROFILE

Vendor Access to JCCS

1. Go to: https://www.jccs.gov/jccscoe/

2. View the Government IT System message and click **I agree**.
3. Click **Vendor Login.**

JCCS Home Page

1. Click **Helpdesk & Feedback** if you need to submit a helpdesk ticket.

2. Click **Resources** to view Frequently Asked Questions (FAQ) and download user guides.

3. Click **Register Now** if you need to register a new account.

Note: The US personnel reading and reviewing your profile do not necessarily speak Arabic, Pashtun, Farsi, and other languages. Please enter your profile information in English if you wish your company to be reviewed.

System Messages

1. Read the *JCCS Privacy Notice* and *Protect Your Data* Messages. The *Protect Your Data* message explains steps you should take to avoid falling prey to fraud.

2. 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.

3. Click **I understand and wish to proceed.**
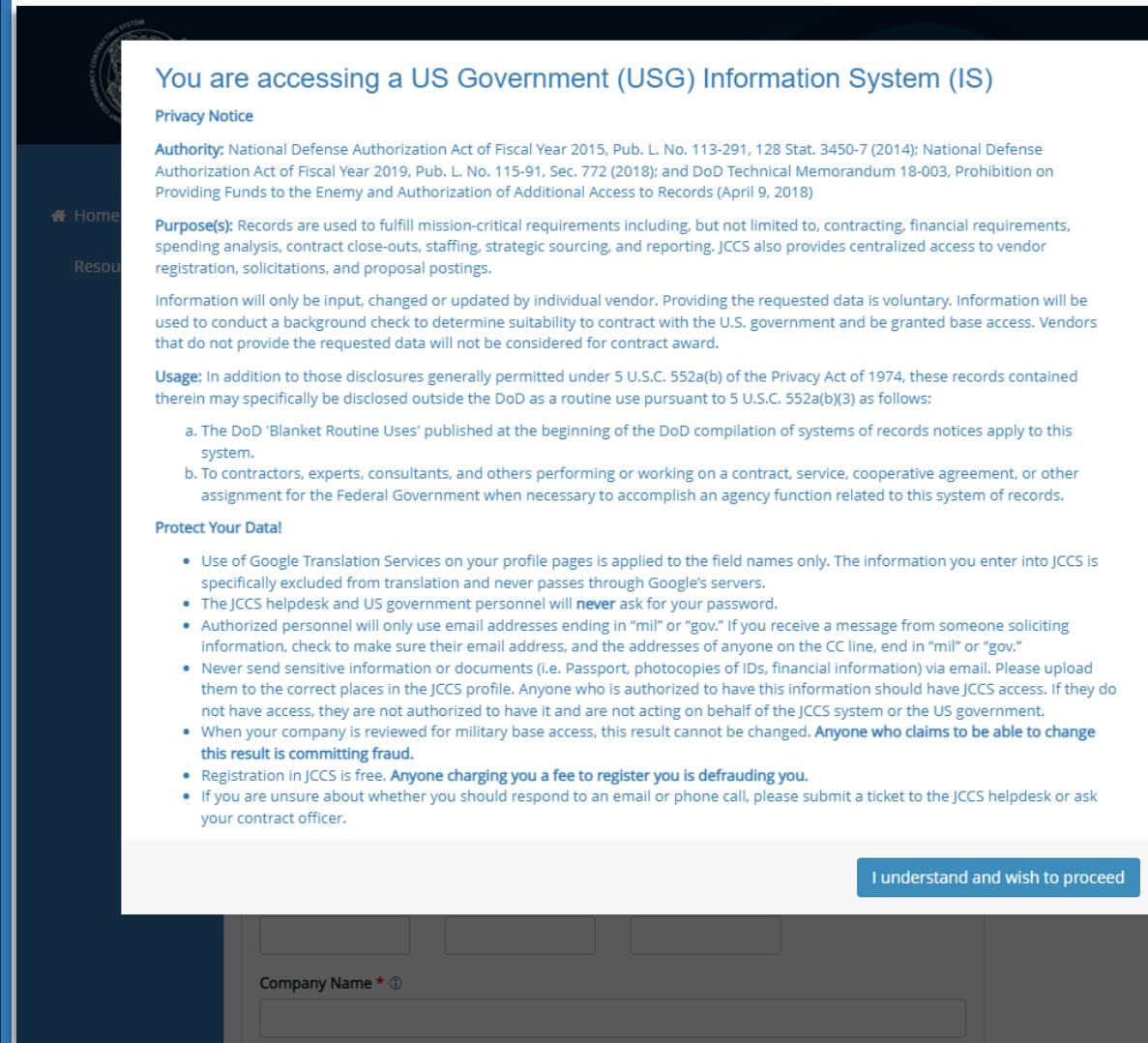
You are accessing a US Government (USG) Information System (IS)

Privacy Notice

Authority: National Defense Authorization Act of Fiscal Year 2015, Pub. L. No. 113-291, 128 Stat. 3450-7 (2014); National Defense Authorization Act of Fiscal Year 2019, Pub. L. No. 115-91, Sec. 772 (2018); and DoD Technical Memorandum 18-003, Prohibition on Providing Funds to the Enemy and Authorization of Additional Access to Records (April 9, 2018)

Purpose(s): Records are used to fulfill mission-critical requirements including, but not limited to, contracting, financial requirements, spending analysis, contract close-outs, staffing, strategic sourcing, and reporting. JCCS also provides centralized access to vendor registration, solicitations, and proposal postings.

Information will only be input, changed or updated by individual vendor. Providing the requested data is voluntary. Information will be used to conduct a background check to determine suitability to contract with the U.S. government and be granted base access. Vendors that do not provide the requested data will not be considered for contract award.

Usage: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

   a. The DoD 'Blanket Routine Uses' published at the beginning of the DoD compilation of systems of records notices apply to this system.

   b. To contractors, experts, consultants, and others performing or working on a contract, service, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function related to this system of records.

Protect Your Data!

- Use of Google Translation Services on your profile pages is applied to the field names only. The information you enter into JCCS is specifically excluded from translation and never passes through Google's servers.
- 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 the JCCS profile. 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.
- When your company is reviewed for military base access, 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 understand and wish to proceed

Company Name * ⓘ

Account Review

1. This notice explains the process for registration and review of your account by US Government contract office personnel.

2. It is important to note that *only contract office personnel can review your account.*

3. 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.

4. Click **I have read and understood these guidelines.**

CAGE CODE

1. Your CAGE code will be your ID in JCCS from now on. Every account in JCCS must have a CAGE code.

2. CAGE Codes are required in JCCS to ensure that each vendor account is unique. Your profile will not be visible to contract office personnel until you have a CAGE code.

3. If you have a CAGE code, enter it and click **Submit.** It will be validated and your company name will automatically populate to the registration form.

4. If you do not have a CAGE code, you will be told how to get one depending on your country of origin. Click **I do not have a CAGE code.**

Note: Do not register in JCCS more than once. Contract office personnel will not be able to see accounts with duplicate CAGE codes and it can cost you contract opportunities.

User Profile

1. **User Profile:** The top section of this page is your user profile information.

2. **Email:** This will also be your login for the JCCS website.

3. **Position:** Click the dropdown box to select one or multiple positions.

4. **Title:** If your position isn't listed, you may add it in this field.

5. **Phone Number:** This should be the number you use for work.

6. **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.

Basic Company Profile 1

1. **DUNS Number:** This is optional.

2. **CAGE Code:** If you entered your CAGE, it will appear here. If you do not have a CAGE yet, it will be grayed out.

3. **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.

4. **Company Name:** If you entered your CAGE, this should automatically fill in. If not, enter your full company name without abbreviations.

5. **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.

E-mail *
jane.doe@bestwidgets.com

Position *
CEO, Contract Manager

Title

First Name *
Jane

Middle Name

Last Name *
Doe

Phone Number *
000-000-0001

Language
English

Password * ⓘ
················

Confirm Password * ⓘ
················

Basic Profile

DUNS
1234567

CAGE Code

UEI Number
2345678

Company Name * ⓘ
Jane's Best Widgets

Address
Street Number *
123

Street Name * ⓘ
Fake Street

City *
Baghdad

Province/State/Prefecture * ⓘ
Baghdad

Country *
Iraq

Postal *
12345

Revenue Size *
Please Select One

Number of Offices *
2

Number of Employees *
25

Woman Owned? *
No

CIK ⓘ

Company Website URL ⓘ
https://www.janeswidgets.com

Additional Product/Service Keywords ⓘ
widgets, gears

Please check the region(s) where your company does business:
☐ Africa
☑ Middle East

Business Class ⓘ ⌃

Submit

Basic Company Profile 2

1. **Revenue Size:** Please select one.

2. **Number of Offices/ Employees:** For large companies, you may round your employee number to the nearest 10.

3. **Woman Owned:** Please select Yes or No if your company is owned by a Woman.

4. **CIK:** If you are a publicly traded vendor headquartered in the United States, enter this number.

5. **Website:** Enter your company's website.

6. **Additional Keywords:** This is an additional search tool that will allow you to use keywords to describe the service(s) you provide and enhance contract office's ability to find you. Please use single words separated by commas for best results.

7. **Region:** Check the box or boxes to indicate where your company wants to work.

E-mail *
jane.doe@bestwidgets.com

Position *
CEO, Contract Manager

Title

First Name *
Jane

Middle Name

Last Name *
Doe

Phone Number *
000-000-0001

Language
English

Password *
••••••••••••••••

Confirm Password *
••••••••••••••••

Basic Profile

DUNS
1234567

CAGE Code

UEI Number
2345678

Company Name *
Jane's Best Widgets

Address
Street Number *
123

Street Name *
Fake Street

City *
Baghdad

Province/State/Prefecture *
Baghdad

Country *
Iraq

Postal *
12345

Revenue Size *
Please Select One

Number of Offices *
2

Number of Employees *
25

Woman Owned? *
No

CIK

Company Website URL
https://www.janeswidgets.com

Additional Product/Service Keywords
widgets, gears

Please check the region(s) where your company does business:
☐ Africa
☑ Middle East

Business Class

Submit

Business Classes

1. Selecting the classes applicable to your business will make it easier for contract offices to search for you.

2. Selecting ALL business classes will likely make contract offices exclude you from consideration. Please only select classes for work your company actually performs.

3. Click **Edit** next to the desired business class, then check the boxes for the applicable sub-classes.

4. Click **Close** to close the window.

5. Click **Submit** at the bottom of the page.

Business Class ⓘ   ⌄

Click edit to view the available business subclasses. Check the subclasses you want to add to your profile and then close the window and click Save.

CLASSES		
A - Agriculture, forestry and fishing		Edit
B - Mining and quarrying		Edit
C - Manufacturing		
D - Electricity, gas, steam and air conditioning supply		
E - Water supply; sewerage, waste management and remediation act		
F - Construction		
G - Wholesale and retail trade; repair of motor vehicles and motorcy		
H - Transportation and storage		
I - Accommodation and food service activities		
J - Information and communication		
K - Financial and insurance activities		
L - Real estate activities		
M - Professional, scientific and technical activities		
N - Administrative and support service activities		
O - Public administration and defense; compulsory social security		
P - Education		
Q - Human health and social work activities		
R - Arts, entertainment and recreation		
S - Other service activities		
T - Activities of households as employers; undifferentiated goods- and producing activities of households for own use		
U - Activities of extraterritorial organizations and bodies		

Add-Edit-Remove Business Classifications - Class S ✕

- ☐ 9411 - Activities of business and employers membership organizations
- ☐ 9412 - Activities of professional membership organizations
- ☐ 9420 - Activities of trade unions
- ☐ 9491 - Activities of religious organizations
- ☐ 9492 - Activities of political organizations
- ☐ 9499 - Activities of other membership organizations n.e.c.
- ☐ 9511 - Repair of computers and peripheral equipment
- ☐ 9512 - Repair of communication equipment
- ☐ 9521 - Repair of consumer electronics
- ☐ 9522 - Repair of household appliances and home and garden equipment
- ☐ 9523 - Repair of footwear and leather goods
- ☐ 9524 - Repair of furniture and home furnishings
- ☐ 9529 - Repair of other personal and household goods
- ☐ 9601 - Washing and (dry-) cleaning of textile and fur products
- ☐ 9602 - Hairdressing and other beauty treatment
- ☐ 9603 - Funeral and related activities
- ☐ 9609 - Other personal service activities n.e.c.

Close

Submit

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Helpdesk & Feedback

Registration Confirmation

1. You will receive a confirmation message confirming that your account has been created.

2. **CAGE Code:** If you do not have a CAGE code, this is the window where you will be referred to the correct CAGE authority for your country. Make sure to note down the URL or email address provided. You will need to go to that site to request a CAGE code. Once you have received it, you can go into your profile and add it yourself. Your company name will automatically update to match.

3. Read the rest of the message carefully and then click, "I have read and understood these guidelines."

4. **Account Activation:** 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.