

SOP FOR NCAGE REGISTRATION

1. **Introduction.** NATO Commercial and Government Entity (NCAGE), is a unique identifier code assigned to suppliers or various government or defence establishments/agencies. NCAGE code provides a unique and standardised method of identifying a given facility at a specific location/country akin to Aadhaar Card. Directorate of Standardisation (DoS) as National Codification Bureau (NCB, India) is the sole agency authorised to allot NCAGEs for all Indian Entities. NCAGE is a five digit alpha numeric format. As Tier II nation, India has been allotted a format “#***Y”.

2. **Format for NCAGE.** The following formats are applicable for NCAGE Codes as per the Status (Tier I/Tier II) and country wise :-
 - (a) **Tier I.** Tier I country are assigned country codes with S***#.
 - (b) **Tier II.** India as a Tier II Country is assigned with format “#***Y”
 - (c) (# - numerical, * - alphanumeric).

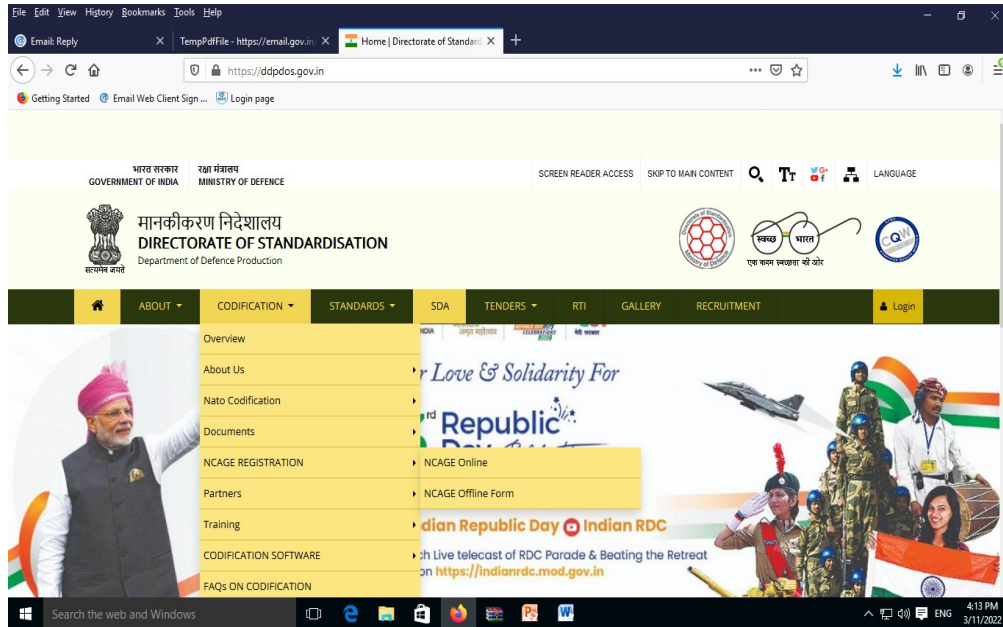
3. **Importance of NCAGE.** NCAGE is used for following purposes:-
 - (a) To identify MSME base in defence for use by the Services, through a single platform.
 - (b) To boost export potential by giving global visibility to Indian entities.
 - (c) To facilitate Indian manufactures & other companies to do business with US government by registering in SAM (System Award Management)
 - (d) To generate NSN for codification.
 - (e) All Defence manufacturers are identified and allotted NCAGE through JSG 015:2021, post capacity verification by the QA agencies (DGQA/DGAQA/DGNAI) and DPSUs.

Procedure for obtaining NCAGE

4. Manufacturer/Supplier/vendor is to apply for online registration through DDP (DoS) (www.ddpdos.gov.in) or NSPA website (www.nspa.nato.int). The Supporting documents like GST, PAN and Udhog Aadhaar (if applicable) are to be forwarded separately. All AsHSP, DPSUs, CQAs and private entity are NCAGE Code. Detailed procedure for NCAGE allotment is given below. NCAGE allotment can be undertaken by the following three methods:-
 - (a) **Method 1:** Through DoS website (Recommended)
 - (b) **Method 2:** Through NSPA website
 - (c) **Method 3:** Through IDM Portal (Only for Defence Manufacturers/Suppliers)

6. Method 1: DoS Website.

(a) **Step1.** Go to URL <https://ddpdos.gov.in/>. Main page of DoS opens. Select **Codification>NCAGE Registration > NCAGE Online**. A blank NCAGE request form appears.



(b) **Step 2.** Fill up the request form. Field marked with astrix (*) are mandatory

DIRECTORATE OF STANDARDISATION (NCB INDIA)
REQUEST FOR NCAGE CODE

Please check availability of NCAGE Code on <https://eportal.nspa.nato.int/ac135public/scage/cagelist.aspx> prior to filling of NCAGE request.

Note : (*) indicates mandatory fields

Request No. (System Generated)	Creation Date (System Generated)
INDNCB ●●●●●●	03 / 11 / 2022
Request Type*	Emergency Level*
<input type="radio"/> Creation <input type="radio"/> Update	<input checked="" type="radio"/> Routine <input type="radio"/> Emergency

Initiator Data

First Name*	Country*
<input type="text"/>	-- Select Country --
Last Name	Email*
<input type="text"/>	<input type="text"/>
Organization Name*	Phone Number*
<input type="text"/>	<input type="text"/>
Address*	Fax Number
<input type="text"/>	<input type="text"/>

Organization Data - Generals	
SCAGE/NCAGE Code <input type="text"/>	Identification Number(IDN) <input type="text"/>
Organization Name* <input type="text"/>	Reasons for Registration* <input type="radio"/> SAM <input type="radio"/> SAM (for Defence) <input type="radio"/> Defence <input type="radio"/> Others
Type of Entity* <input type="radio"/> MANUFACTURER <input type="radio"/> VENDOR <input type="radio"/> SERVICES PROVIDER <input type="radio"/> INTERNATIONAL ORG <input type="radio"/> Other...	Categories of goods/services* <input type="text"/>
Organization Data - Geographical Location	
Street (line I)* <input type="text"/>	City* <input type="text"/>
Street (line II) <input type="text"/>	Postal Code* <input type="text"/>
Organization Data - Postal Location	
Post Office Box <input type="text"/>	City <input type="text"/>
Postal Code <input type="text"/>	
Organization Data - Contact	
Phone Number* <input type="text"/>	Email* <input type="text"/>
Fax Number <input type="text"/>	Website URL <input type="text"/>
Organization Data - Additional Information	
Organisation Bar Code (EAN/UCC) <input type="text"/>	Universal Standard Product And Services Classification (UNSPSC) <input type="text"/>
International Standard Industrial Classification <input type="text"/>	North American Industry Classification System (NAICS) <input type="text"/>
Statistical Classification of Economic Activities (NACE) <input type="text"/>	

Identification Number & Document (Attach)

<p>GST Number*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>GST File*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="button" value="Browse..."/> No file selected. </div> <p><small>Upload requirements</small></p>
<p>PAN Number*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>PAN File*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="button" value="Browse..."/> No file selected. </div> <p><small>Upload requirements</small></p>
<p>UDYOG AADHAR Number*</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>UDYOG AADHAR File*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="button" value="Browse..."/> No file selected. </div> <p><small>Upload requirements</small></p>
<p>CIN Number</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>CIN File</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="button" value="Browse..."/> No file selected. </div> <p><small>Upload requirements</small></p>
<p>OTHER</p> <div style="display: flex; gap: 10px;"> <input style="width: 150px; height: 25px;" type="text" value="Type of Document"/> <input style="width: 150px; height: 25px;" type="text" value="Number"/> </div>	<p>Others</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="button" value="Browse..."/> No file selected. </div> <p><small>Upload requirements</small></p>

CAPTCHA

X L E X W F

What code is in the image?

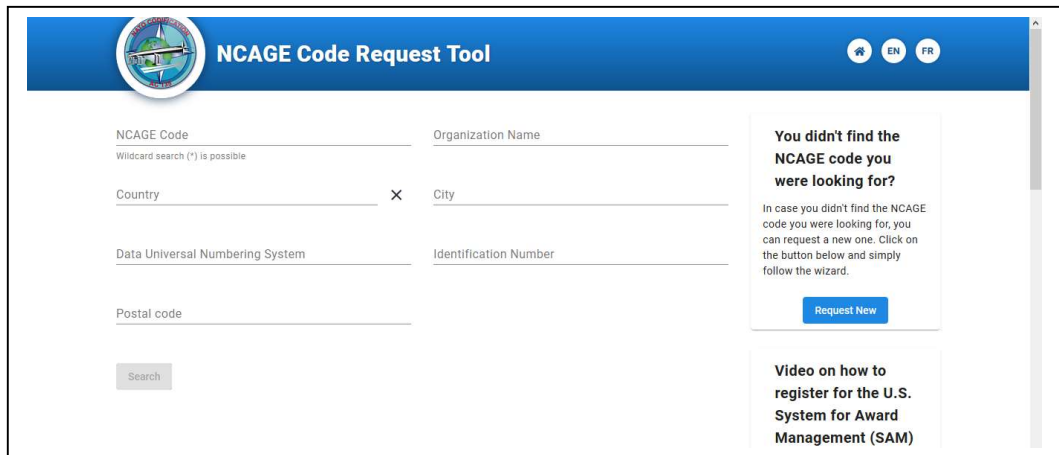
Enter the characters shown in the image.

Get new captcha!

- (d) **Step 3.** Upload the scanned copies for verification and identification.
- (d) **Step 4.** Review filled request form and submit. Please note down the Request ID generated for future reference.
- (e) **Step 5.** Request will be received at DoS. NCAGE Team will process the request and allot the NCAGE, subject to meeting all the requirements. Clarifications, if any, will be sought from the Entity for rectification.
- (f) **Step 6.** On allotment, confirmation mail is sent to the initiator of request within five working days.

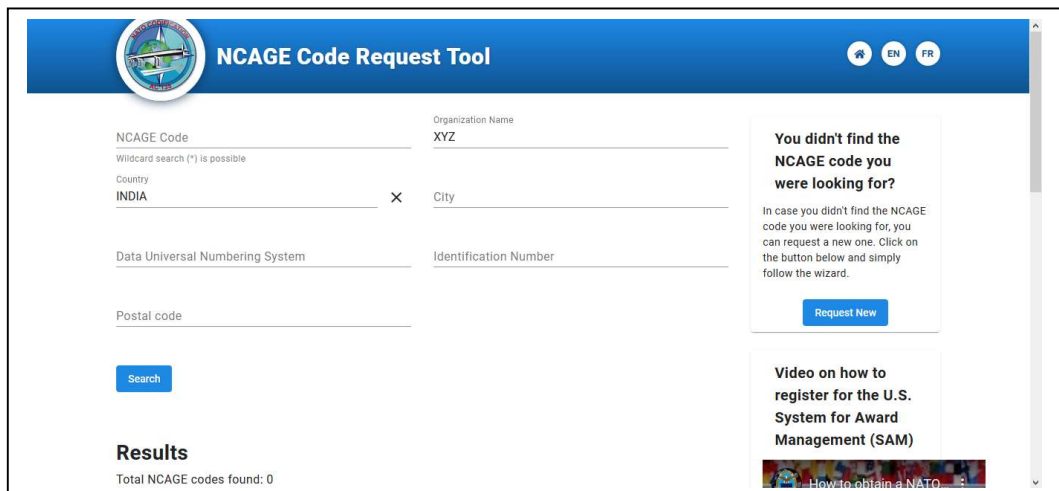
7. **Method 2 : Through NSPA website.**

- (a) **Step 1.** Go to URL- <https://eportal.nspa.nato.int/AC135Public/CageTool>. A screen as shown below appears.

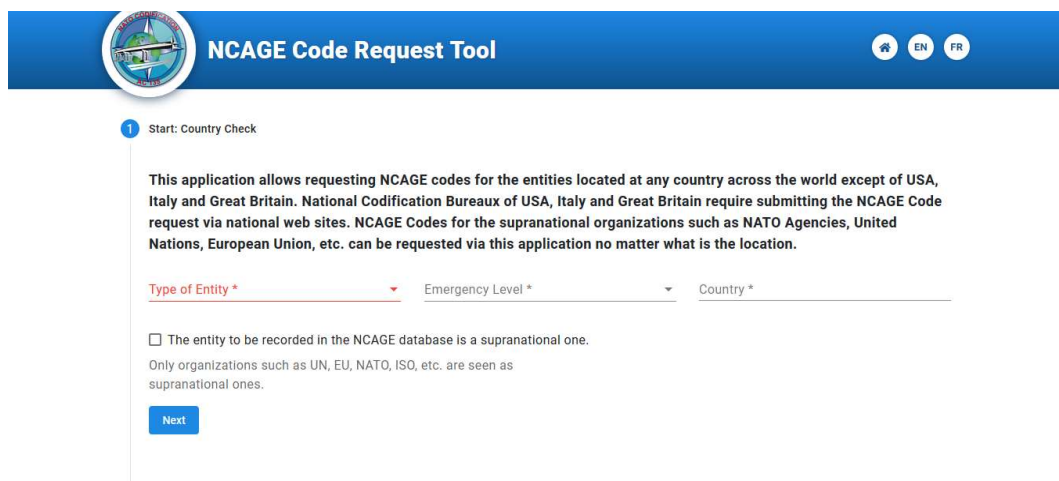


The screenshot shows the 'NCAGE Code Request Tool' interface. At the top, there is a blue header with the NATO logo and the text 'NCAGE Code Request Tool'. Below the header, there are several input fields: 'NCAGE Code' (with a note 'Wildcard search (*) is possible'), 'Organization Name', 'Country' (with a dropdown menu showing 'INDIA'), 'City', 'Data Universal Numbering System', 'Identification Number', and 'Postal code'. A 'Search' button is located at the bottom left. On the right side, there is a box titled 'You didn't find the NCAGE code you were looking for?' with a 'Request New' button. Below this, there is a video thumbnail titled 'Video on how to register for the U.S. System for Award Management (SAM)'.

- (b) **Step 2.** Enter Organisation details as shown below and click on 'Search'. If result appears Zero (0), this indicates that there is no matching NCAGE. To generate a new NCAGE, Click 'Request New' which gets activated.



This screenshot shows the same 'NCAGE Code Request Tool' interface as above, but with some fields filled in: 'Organization Name' is 'XYZ', 'Country' is 'INDIA', and 'City' is empty. The 'Search' button is now highlighted in blue. Below the search fields, there is a 'Results' section that says 'Total NCAGE codes found: 0'. The 'Request New' button is still visible on the right side.



This screenshot shows the 'NCAGE Code Request Tool' registration page. It features a blue header with the NATO logo and the text 'NCAGE Code Request Tool'. Below the header, there is a section titled '1 Start: Country Check'. The text explains that the application allows requesting NCAGE codes for entities located in any country except USA, Italy, and Great Britain. Below this text, there are three dropdown menus: 'Type of Entity *', 'Emergency Level *', and 'Country *'. A checkbox is present with the text 'The entity to be recorded in the NCAGE database is a supranational one. Only organizations such as UN, EU, NATO, ISO, etc. are seen as supranational ones.' A 'Next' button is located at the bottom.

(c) **Step 3.** Fill up the seven parameters/details in the form shown below and Click on '**Finish**':-

(d) **Step 4.** Request will be received at DoS. For applications received through NSPA website, DoS will seek **additional information** from Indian Entities as per details given below:-

(i) **Reasons for Registration.** One of the following to be ticked

- Defence
- SAM for Defence Product
- Only SAM (Other than Defence Products/ Services)
- Any Other Category

(ii) **Type of Entity.** One of the following to be ticked

- Manufacturer (E)
- Vendor (F)
- Service Provider (G)
- Others (G)

(iii) **Type of Product.** Write up of products supplied to Army, Navy, Air Force, Coast Guard and Other Entities like MHA (Contract Number and date)

(iv) **Supporting Documents.**

- PAN (IDN) - Mandatory
- GST (TEN) – To be furnished, if applicable
- Udhdyog Aadhaar (If applicable) (PIN) – To be furnished, if applicable

(e) **Step5.** Review filled request form and submit. Please note down the Request ID generated for future reference.

(f) **Step 6.** Request will be received at DoS. NCAGE Team will process the request and allot the NCAGE, subject to meeting all the requirements. Clarifications, if any, will be sought from the Entity for rectification.

(g) **Step 7.** On allotment, confirmation mail is sent to the initiator of request within five working days.

8. **Method 3: Through IDM Portal.** This is applicable only for Indian Defence Manufacturers, who have supplied equipment to services or intend supplying in future. Through this portal, NCAGE Certificate is issued by DoS. Further, if the manufacturer/vendor is already completed capacity verification, respective QA Agency/DPSU will issue NCAGE+ or RUN Certificate (Raksha Udhyaami Number). Detailed procedure is uploaded on IDM Portal (www.idm.gov.in) and also accessible through DDP DoS website <https://ddpdos.gov.in/>.

**BEST REGARDS FROM NCB
INDIA**

In case of any query contact NCB India at:-

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Email ID : oicncbindia.defstand@gov.in

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New Delhi -110 001