

## MBS Billing– DLA.mil

### Overview

1. The System for Award Management (SAM) has added a new requirement when entities (example. Hotels) try to register or renew, that they must now have their owner's CAGE code (Commercial and Government Entity).
2. Owners may go to the Defense Logistics Agency (DLA) website and request a CAGE code.
3. This job aid will provide assistance in obtaining navigating and requesting a CAGE code.

### Requirements

1. In order to request a code you will need Legal Business Name, address (P.O. Box not allowed), Tax Identification Number (TIN), Dun & Bradstreet provided DUNS number, Company Official Point of Contact name, and email address & phone number for that person

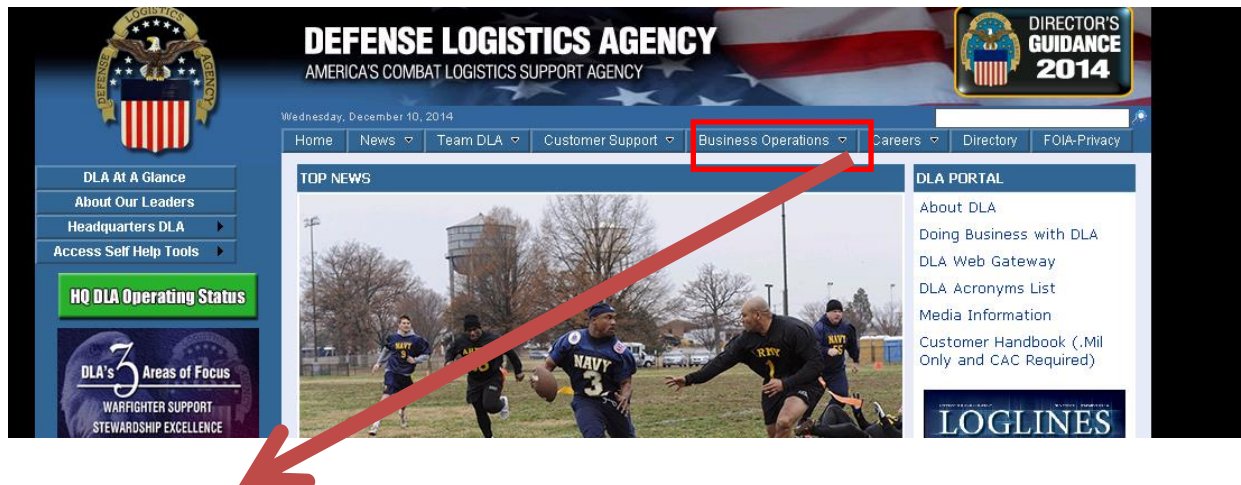
### Procedure

For ownership level only to request a CAGE code (full registration not required)

Please copy and paste into your browser:

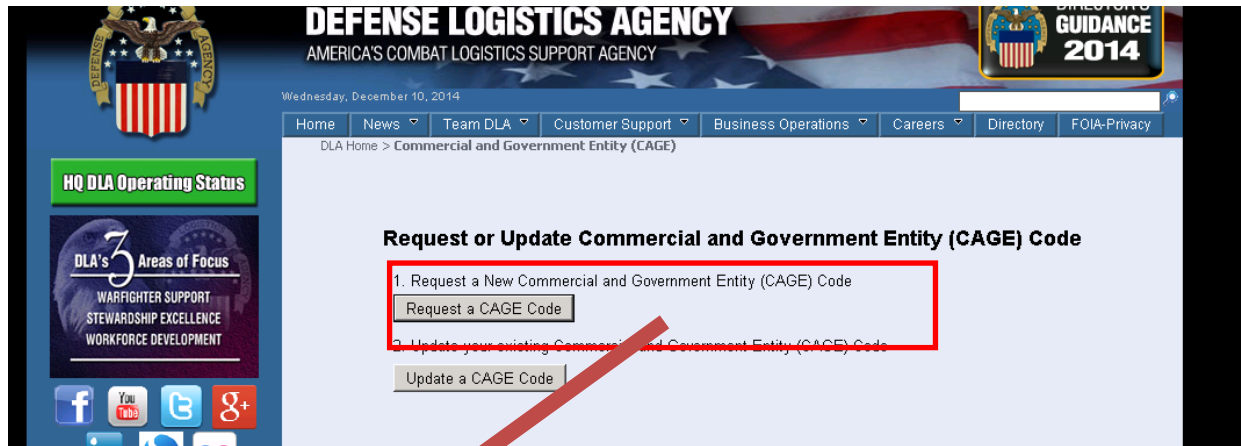
<http://www.dla.mil>

This will take you to the DLA (Defense Logistics Agency) home page:



Click on the drop down and select CAGE Code

This is your next screen:



Make sure you click on option 1. (Option 2 will take you into the SAM registration, which you will **not** want to do, that is for the hotels as they do the contracts and bids.)

Your next page:



Click on "Accept", this is for ownership CAGE requests only.

Then:

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, December 10, 2014

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DLA Home > Commercial and Government Entity (CAGE)

**CAGE Code Request**

Select one:

- ☐ 1. Are you a U.S. Federal Government Agency/Activity?
- ☒ 2. Are you a U.S. Commercial Company/Firm, Organization or Government Entity (non-federal)?
- ☐ 3. Are you a non-U.S. entity (government or commercial)?
- ☐ 4. Are you a Sole Proprietor business?

Cancel

Click option 2, wait just a second or two and it will move to the next screen. (Shown below in multiple parts)

**DEFENSE LOGISTICS AGENCY**  
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DLA Home > Commercial and Government Entity (CAGE)

**CAGE Code Request**

**Section B: Govt Agency/Firm/Company/Sole Proprietor**  
**To be completed by State/Local Government Agency, Firm, Company, Organization, Sole Proprietor etc.**  
**This information will be used to establish the CAGE Code.**

**Primary Purpose for this CAGE Code:\*** Ownership of Offeror Requirement

Requesting a CAGE code for an "owner" entity pursuant to FAR subpart 4.1802(b) requirements and the presence of FAR provision 52.204-YY or 52.212-3 in a solicitation. An "owner" means an entity that owns or controls one or more other entities. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees. For the government's purposes here, only other companies/organizations/government entities can be considered "owners". Individuals who own stock or other controlling interest, or who own a sole proprietorship, are not considered "owners".

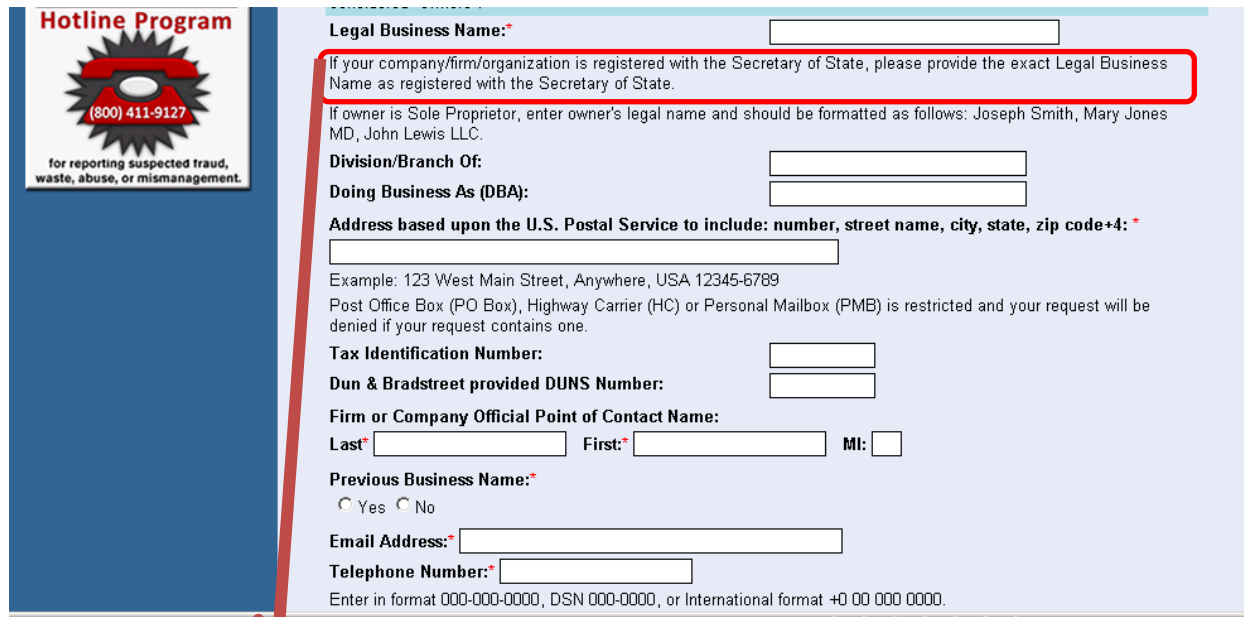
**Legal Business Name:\***

If your company/firm/organization is registered with the Secretary of State, please provide the exact Legal Business Name as registered with the Secretary of State.

If owner is Sole Proprietor, enter owner's legal name and should be formatted as follows: Joseph Smith, Mary Jones MD, John Lewis LLC

Select from the drop down as noted: (Ownership of Offeror Requirement)

Then continue on



**Hotline Program**  
(800) 411-9127  
for reporting suspected fraud,  
waste, abuse, or mismanagement.

**Legal Business Name:\***

If your company/firm/organization is registered with the Secretary of State, please provide the exact Legal Business Name as registered with the Secretary of State.

If owner is Sole Proprietor, enter owner's legal name and should be formatted as follows: Joseph Smith, Mary Jones MD, John Lewis LLC.

**Division/Branch Of:**

**Doing Business As (DBA):**

**Address based upon the U.S. Postal Service to include: number, street name, city, state, zip code+4: \***

Example: 123 West Main Street, Anywhere, USA 12345-6789  
Post Office Box (PO Box), Highway Carrier (HC) or Personal Mailbox (PMB) is restricted and your request will be denied if your request contains one.

**Tax Identification Number:**

**Dun & Bradstreet provided DUNS Number:**

**Firm or Company Official Point of Contact Name:**  
**Last\***  **First\***  **MI:**

**Previous Business Name:\***  
☐ Yes ☐ No

**Email Address:\***

**Telephone Number:\***

Enter in format 000-000-0000, DSN 000-0000, or International format +0 00 000 0000.

Please note the requirement for the Legal Business Name. Fill in per your company's legal business name. and the other blanks, (Division of if appropriate, DBA if there is one). Please note all items with a red astrick \*, must be completed. Note the restrictions about no PO Box, Highway Carrier (HC) or Personal Mailbox, you will be denied.

If you have a previous business name and select that option, it will automatically open another box for you to fill with that previous business name. If you select no, just continue with the process.

For previous business name:

**Previous Business Name:\***  
☒ Yes ☐ No

**Previous Business Name:**

**Previous Business Address based upon the U.S. Postal Service to include: number, street name, city, state, zip code+4:**

Example: 123 West Main Street, Anywhere, USA 12345-6789  
Post Office Box (PO Box), Highway Carrier (HC) or Personal Mailbox (PMB) is restricted and your request will be denied if your request contains one.

**Commercial and Government Entity Code (CAGE):**

**Email Address:\***

**Telephone Number:\***

Enter in format 000-000-0000, DSN 000-0000, or International format +0 00 000 0000.

Complete as they request above

The next box is for Business Type Code, (I have the options displayed below).

Business Type Code:*		---Select---	Description
Type Code	Explanation		
A	US/Canada manufacturers		
C	Civilian Standards and Standards Organizations, including non-military government standards and standards organizations (example: ISO, DIN, BS, ANSI, etc.)		
E	Non-US Manufacturers		
F	Non-Manufacturers - Entities of the following types which do not manufacture: - Vendors/distributors - Sales offices - Retail establishments - Wholesale or jobbing establishments		
G	Service providers - Organizational entities that provide intangible services rather than products, such as the following: - Service organizations - Professional organizations, including engineering, construction and mining firms - Banks and universities - Providers of services, including consultation, training, research studies.		
H	Government departments or units, including military organizations		
M	Military Standards and Standards Organizations (example: STANAGS, MILSPECs, DEFSTANs, etc.)		

Final part:

	Small Disadvantaged Business Status:	
	---Select---	
	Number of employees:	<input type="text"/>
	Women-Owned Business Concern:	---Select---
	Additional Information	
		<input type="text"/>
		Up to 1000 characters allowed.
* Required Field		
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Shortly after you push submit, you should receive an email that they are processing your request. Within 10 business days you should receive your CAGE Code. If you have any questions or need assistance with this process you can contact the DLA Customer Interaction Center at [dlacontractcenter@dla.mil](mailto:dlacontractcenter@dla.mil) or call Commercial 1-877-3525-2252.

***“As an Owner, once you have obtained your own Cage code, please be sure to let all your hotels know what that Cage code is, as each hotel will need to include your (Owner) cage code, as part of their annual renewal process.”***