
Procure-to-Pay Capability Summary

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SUBJECT: CAGE Standard Operating Procedure (<https://cage.dla.mil/Content/forms/sop.pdf>)

This Standard Operating Procedure (SOP) provides users with the policies and procedures for requesting and updating Commercial and Government Entity (U.S.CAGE) Code and North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Codes.

All actions that domestic and foreign entities can take in requesting or updating a CAGE/NCAGE code are contained in this single document with step-by-step instructions for each action. In short, this is a definitive, one stop guide to CAGE/NCAGE registration procedures for the public.

BACKGROUND: Registering for or updating a CAGE/NCAGE code is a protracted, multistep process, which can often span up to four separate agencies and companies. These include the following:

- System for Award Management (SAM)
- SAM Entity Validation System (Ernst & Young)
- NATO Support and Procurement Agency (NSPA)
- CAGE Program

Each agency/company in the process has multiple steps to complete registrations and requests that build on previous steps. This process can seem complex to an entity that attempts this for the first time. Prior to the creation of this SOP, procedures for each step of the registration/update process were fragmented and disorganized across several different documents published by multiple agencies. Procedures defined for CAGE and NCAGE codes were also contained in separate documents further adding to the complexity and decentralization of important information.

POLICY: The SOP, published by the Director, Defense Pricing & Contracting (DPC), formerly Defense Procurement & Acquisition Policy (DPAP), memo in August 2016, provides a definitive SOP that provides step-by-step instructions and procedures covering all aspects of registering or updating a CAGE/NCAGE from the beginning of the process to the end.

DEVELOPMENT: To create a definitive SOP for both CAGE/NCAGE registration procedures, the CAGE Program studied, mapped out, and documented the registration/update process. The program then combined existing CAGE SOPs and added embedded links for external procedures, forms, and instructions. The CAGE program centralized and included all relevant information to form this CAGE SOP.

IMPACT: The CAGE SOP provides the customer a definitive, clear and concise SOP that they can reference for all common needs related to requesting and updating a CAGE/NCAGE code. This helps the CAGE customer navigate a long multistep process without having to reference several different documents or continuously call for assistance.

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