



INTERNATIONAL
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ADMINISTRATION

Selling to NATO

The NATO Support Procurement Agency (NSPA) Registration Process

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Mary Lynn Landgraf, Senior International Trade Specialist

Micheal Zimmer, Research Assistant and Intern

NSPA Contacts, Piotr Piotrkowski & Marc Entringer



Brief Overview of NSPA

Because the U.S. is a NATO nation, U.S. companies are eligible to bid for contracts with the NATO Support Agency. However, companies need to register at the NATO Support and Procurement Agency (NSPA) registration site.



This is a basic “How To” register your company with NSPA for NATO procurement. We will guide you through the steps to registration.

NATO Procurement Processes: Summary

- Businesses interested in procuring contracts with NATO headquarters or operational divisions are advised to use various resources to increase the probability of getting their company details into vendors' databases.
- NATO has a number of different agencies that have their own acquisition processes, and the procurement of goods is generally based on the identification of a particular budgetary line instead of the needs of particular agencies. In this regard, the most prominent agencies are NSPA, NC3A, NCSA, NACMA and NAPMA, along with procurement from NATO headquarters. **NSPA is the most appropriate self registration site for many commodities and services, including textile and textile related products.**
- NATO procurement offers great potential trade opportunities for U.S. companies in sectors ranging from security and defense to maintenance and repair services.
- This presentation will highlight some of the points of contact for companies interested in doing business in the defense, aerospace, military, safety and security areas primarily, as well as a handful of other sectors of indirect interest.



NATO Procurement Processes: Resources

- NSPA buys a fair number of services and general items from office supplies to marketing services. In addition to reviewing NSPA's list of Systems and Equipment, you should review the Logistics Services drop down menu located here:
<http://www.nspa.nato.int/en/organization/Logistics/Logistics.htm>
- For an idea of what good and services you might have an opportunity to sell to the agency in the future you can find listings of contracts that NSPA has awarded in the past several years here:
<https://eportal.nspa.nato.int/eProcurement/Content/AllProcurementContents.aspx?r=3>
- US suppliers that want to compete for NSPA contracts can register at:
<https://eportal.nspa.nato.int/eProcurement/default.aspx>

The Importance of NSPA Registration



NSPA's main task is to assist NATO nations by organizing common procurement and the supply of spare parts and arranging maintenance and repair services necessary for the support of various weapon systems in their inventories. This assistance is available whenever two or more nations operate the same system and have made a conscious decision to use NSPA's support facilities.

As NATO's premier logistics Agency, NSPA provides cooperative logistics services to its customers – the NATO nations and other NATO bodies – underpinned by three basic principles: consolidation, centralization and competition.

- **Consolidation.** NSPA consolidates identical or similar logistics requirements expressed by two or more of its customers. The consolidation of requirements means larger quantities can be ordered, resulting in lower prices.
- **Centralization.** By placing their requirements with NSPA, customers have the added advantage of addressing a single entity rather than having to deal with a multitude of suppliers.
- **Competition.** NSPA's international competitive bidding allows a widest market to be scoured to obtain the best quality at the lowest prices.

Step 1:

This site will give you an overview of NSPA

Begin Registration
Process:
NSPA Homepage
(<http://www.nspa.nato.int/>)



Step 2:

To register to do business with NSPA, go to https://eportal.nspa.nato.int/public/default_eportal.aspx, click on “Supplier Registration,” and follow the directions



The screenshot displays the NSPA ePortal website. At the top, a blue header reads "Welcome to Procurement" and features the NSPA logo (NATO Support Agency). Below the header is a navigation bar with links for "NSPA Website", "ePortal Website", and "Logon", along with a language selector set to "eng". The main content area is titled "Business @ NSPA" and contains a list of links: "How to do Business with NSPA?", "Supplier Registration", "Future Business Opportunities", "Requests For Proposals", and "eCat1" - Direct On-Line Ordering". A large, stylized compass rose logo is centered on the page. To the right, a "Procurement @ NSPA" section lists: "General Rules And Provisions", "Forms", "Competition Advocacy", "Contracts Awarded", and "External Links". At the bottom, the text reads: "NATO UNCLASSIFIED - © 2012 - NATO Support Agency, NSPA - Rue de la Gare - L-8302 Capellen - G.D. Luxembourg".

Step 3:

Registration Continued



Important Stipulations:

- It is mandatory to be registered as a supplier to do business with NSPA. As a registered supplier, you will be contacted for new RFPs (request for proposal) if your registered capabilities match the requirements of the RFP. In addition, you will have access to several e-Procurement applications.
- When you have completed the registration process, NSPA will take the necessary steps to obtain, if required, from the appropriate authority in your firm's host country, a certification that your firm is not ineligible to participate in procurement actions initiated by the national military services of that country. Only after this certification has been received, can your firm be entered into their Source File.

What Happens After Registration?

- The company will be listed in NSPA's Electronic Data Processing (EDP) system in a file called "non registered" until NSPA personnel either ACCEPTs or REJECTs the company.
- In both cases, the company will receive an email.
- If accepted, the email will contain the Login-ID (the password is the one given during the previous registration)-if password does not work, send an email to: source-file@nspa.nato.int
- The registered company will then have access to NSPA E-procurement and will be a potential source for RFQ processing.





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How to Ensure your Product(s) are Properly Codified

NSPA Registration Continued



Codification

Components of Codification Include

NATO Stock Number (NSN)=NATO Codification System(NCS)

- Stock Numbers
- How to retrieve or determine if your product has a stock number
- Multiple Resources to find stock numbers:

1.DLA WebFLIS

(https://www.logisticsinformationservice.dla.mil/pdfs/Quick_Reference_Guide_WebFLIS_2_0_May15.pdf)

2.NATO MCRL

(<http://www.nato.int/nmcrl>)



NATO Stock Number (NSN)

- **NSN is the official label applied to an item of supply that is repeatedly procured, stocked, stored, issued and used throughout the federal supply system.**
- NSN's are an essential part of the military's logistics supply chain used in managing, moving, storing and disposing of material.
- NSN is officially recognized by the U.S. government (DOD and federal agencies) NATO and many other governments around the world.
 - NSN's Value:
 - Reduces downtime- enables identification and location for quick ordering
 - Accounts for existing inventory and identifies shelf life of an item of supply
 - Centralizes item information on all items managed within US military services and federal agencies
 - Maximizes use of available spares: items that are interchangeable or substitutable
 - Cross-servicing involving many military services from many nations



Requesting and Assigning an NSN



Request:

- Manufacturers and suppliers **DO NOT** have the authority to request a NSN.
- Request usually happens when a requirement/need for that manufacturer's/supplier's item has been identified by a military service.

Who assigns NSN:

- Defense Logistics Agency Logistics Information Services (DLA Logistics Information Service).
- They assign all NSN's for military, federal, civil agencies and foreign nations for US made items - original equipment manufacturer (OEM) which reside in their logistical supply systems.
- Each assigned NSN is carefully reviewed, and cataloged. This information is stored and maintained in the Federal Logistics Information System (FLIS), managed by DLA Logistics Information Services for use in US and Foreign Governments logistical systems.

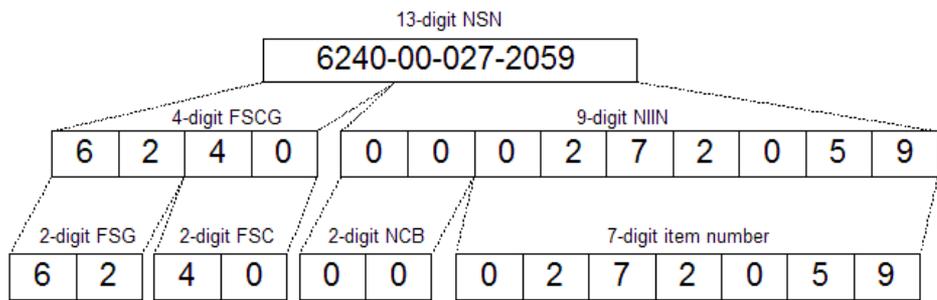


The NATO Codification System (NCS)

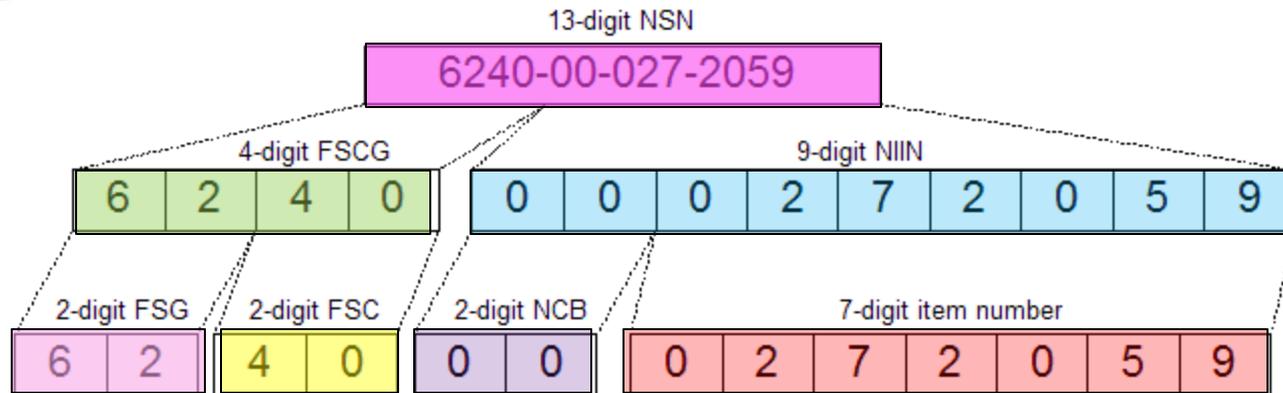


- NCS is comprised of US National Stock Numbers and NATO Stock Numbers
- NATO codification is based on U.S. Federal Catalog System
- Currently there are more than 18 million NSNs NATO-wide
- Used by 62 nations around the world, including 28 NATO countries (to find a list of the 28 NATO participating countries please follow) (<http://www.nato.int/structur/AC/135/main/links/ncs-country-codes.htm>)

A diagram of a 13-digit stock number



National/NATO Stock Number:13-Digit Code Breakdown



13- Digit NSN consists of:

4 Digit FSC/FSG: The commodity classification system used by the US and NATO

- 2 Digit FSG: Federal Supply Group
- 2-Digit FSC: Federal Supply Class

9 Digit NIIN: National Item Identification Number

- 2-Digit NCB: National Codification Bureau, Country of Origin
- 7-Digit item number: Item Serial Number

Additional Codification Resources



- **The guide to NATO Codification System**

http://www.nato.int/structur/ac/135/ncs_guide/e_guide.htm

This booklet contains an explanation of the NATO Codification System (NCS) as used by NATO nations, Agencies and Sponsored nations worldwide. It is intended as a guide for users of the system, including procurement and management organizations that are requested or required to include codification as part of their functions or obligations, and it also provides a useful reference for others with an interest in the system.

It has particular significance for manufacturers and contractors producing and supplying Item of Supply -IoS- in accordance with national or multi-national NATO contracts where use of the NATO Codification System is specified.

- **The Group of National Directors of Codification:**

<http://www.nato.int/structur/AC/135/main/links/contacts.htm>

This website contains an alphabetized list of all NATO countries, including contact information for each country's National Director of Codification.

NMCRL - NATO Master Catalogue of References for Logistics

The advantage of having access to NMCRL online is that suppliers/manufacturers are able to upload item images they offer under their part number. This is a PAID subscription ONLY. For further information visit:

<http://www.nato.int/nmcrl>

The NATO MCRL Catalogue's annual subscription fee starts at 800 Euros.



The Following DLA Logistics Information Service Should Only Be Used...

1. For general questions and data about U.S. NSNs, users can find information at: <http://www.logisticsinformationservice.dla.mil/>
2. For inquiries at DLA Logistics Information Services contact: +1-877-661-7766
3. For companies who have recurring questions regarding non-US NSNs, please obtain a subscription to NATO MCRL. The NATO MCRL can be purchased online at: <http://www.nato.int/nmcrl>
4. If you are unable to find the information you need via the aforementioned resources, please contact: ncbus@dla.mil

Defense Logistics Information Service



Resources and Point of Contacts

Point of Contact:

Mr. Marc Entringer

NATO Support Agency (NSPA)

Procurement Division/Source File Section

Telephone (011)(352) 3063-6319

Fax (011)(352) 3063-4319

Email: marc.entringer@nspa.nato.int



Websites:

<http://www.nspa.nato.int/>

<https://www.logisticsinformationservice.dla.mil>

<http://www.nato.int/cps/en/natolive/index.htm>

<http://www.dsca.mil/>

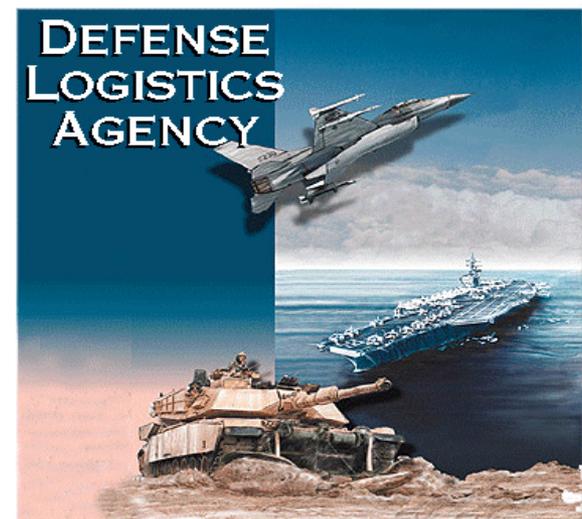
<https://eportal.nspa.nato.int/eProcurement/default.aspx>



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How to Codify your Products-Part II

Defense Logistics Agency
Logistics Information Service



Defense Logistics Agency (DLA) Logistics Information Service



The DLA Logistics Information Service is dedicated to provide worldwide logistics support throughout the Department of Defense. Their goal is to provide customers with quality products when they need them, in the environment and conditions they require and at the best value.

More importantly DLA Logistics Information Service serves as the National Codification Bureau (NCB) for the United States. As the U.S. National Codification Bureau (NCB), provides cataloging services on all matters related to international codification. In its role as NCB, DLA Logistics Information Service provides National Stock Number (NSN) assignments and item descriptions for items of supply that are manufactured in the United States. DLA Logistics Information Service is also the custodian for a number of cataloging tools used throughout the NATO Codification System (NCS), including the supply classification system and Item Identification Guides (IIGS). Further, DLA Logistics Information Service processes requests by U.S. Military Services and Civil Agencies for assignment of NATO National Stock Numbers by the other NATO countries, and conducts training for delegations from countries interested in joining the NCS.

DLA Organizations and Other Service Activities

DLA Troop Support

- Provides United States armed services members with food, clothing, textiles, medicines, medical equipment, and construction supplies and equipment. Also supports United States humanitarian and disaster relief efforts.
- Website
 - <https://www.troopsupport.dla.mil/>

DLA Strategic Materials

- Stores 28 commodities with a current market value of over \$1.4 billion at 15 locations in the U.S. The stockpile of materials is intended to decrease dependence upon foreign sources of supply during national emergency.
- Website
 - <http://www.dla.mil/HQ/Acquisition/StrategicMaterials.aspx>



WebFLIS (Federal Logistics Information System)

WebFLIS Offers Two Versions of Inquiry:

1. Public Query

- No user id/password

Search by:

- NIIN, Item Name ,CAGE code for company information or CAGE/NSN pick list, Part Number, Partial Part Number, Cage Code/Part number, CAGE code/Partial Number Combination, or Company Name/Partial Part Number Combination

2. Restricted/Sign-On

- Common Access Card (CAC) enabled or user id/password required for Selected Output Views- All FLIS data(including current and Future Effective Dated data), Medical Keyword Inquiry



Option 2: DLA, WebFLIS is a free search and allows users to obtain basic information about NSN

Please visit:

<https://www.webflis.info/>

WebFLIS NSN Search Service. Advanced Web FLIS Keyword and Parameter Searches

WebFLIS NSN Search

Advanced National Stock Number Search



WebFLIS Search

NSN

WebFLIS Search

Alternate References:

NSN Search, NSN Lookup, Assist Quick Search, FEDLOG Online, WebFLIS Public Search, WebFLIS DLA, WebFLIS Navy, WebFLIS Army, WebFLIS USMC and WebFLI.

Further Reading:

- [Wikipedia - National Stock Number](#)
- [WebFLIS Public Search](#)
- [UK National Codification Bureau](#)
- [United States Department of Defense](#)
- [WebFLIS Link](#)
- [PUBLOG DLA](#)

DLA Logistics Information Contact

For NATO catalog inquiries in the United States please contact:

Ms. Carmen Bauman

International Logistics Data Manager
U.S. National Codification Bureau, Chief
DLA Logistics Information Services

74 Washington Avenue N.
Battle Creek, MI 49017

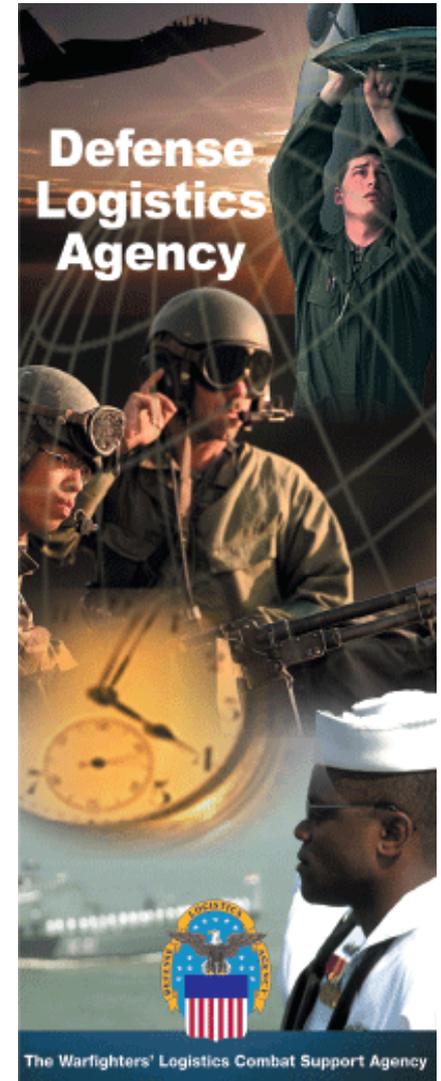
269-961-7752

DSN 661-7752

ncbus@dla.mil

Website:

<https://www.logisticsinformationservice.dla.mil>



Call When You Need Us!

Piotr Piotrkowski

Chief, Codification Support

NATO Procurement Support Agency

Telephone: 352 3063 6896

E-mail: piotr.piotrkowski@nspa.nato.int



Call When You Need Us!

Mary Lynn Landgraf

Senior International Trade Specialist

Office of Textiles & Apparel

U.S. Department of Commerce

Washington, DC 20230

Telephone: (202) 482-7909

Fax: (202) 482-2331

Email: Mary-Lynn.Landgraf@trade.gov

