

Notes to Vendors on How to Obtain a DUNS Number

DUNS (Data Universal Numbering System) numbers: Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

1. Who must obtain a DUNS number? Your organization must provide a DUNS number when registering in the System for Award Management (SAM, at <http://www.sam.gov>) or if a Contracting Officer (CO) requires your organization to provide one, either in a solicitation or by other means. If your organization does not already have a DUNS number, it must obtain one from Dun and Bradstreet. A representative from your organization must register directly for a DUNS number. U.S. government employees cannot obtain a DUNS number on behalf of the organization, although they may assist the organization via such methods as a conference call, as long as a representative from the organization initiates the request and provides the required information. If you are requested by a D&B office to pay for a DUNS number designation or other issues arise with the registration, contact your CO.

2. How do we obtain a DUNS number?: There are two ways of getting a DUNS Number if your organization does not already have one:

a. **Online:** Go to <http://fedgov.dnb.com/webform> and follow the directions. This will allow you to search to see if your firm already has a DUNS number and, if they don't already have one, enter the data online and then receive the DUNS Number via e-mail. If you have any problems, contact Dun and Bradstreet using the phone numbers or e-mails listed on that website; OR

b. **Phone:** Call D&B and ask for a DUNS Number. To find the D&B phone number go to the D&B website at <http://www.dnb.com>. In the center of the top of the first page, select the country you are in from the pull-down menu. That will take you to the D&B website appropriate for that country. That D&B website will, in turn, have a phone number you can call to reach the D&B office that covers that country.

When you call, be sure to explain to D&B that you are requesting a DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements. (Otherwise, D&B may charge you for the DUNS number. D&B may attempt to sell you other services they offer. Only the DUNS number is free. The other services would be at your expense and are **not** required for U.S. Government grants or contracts. You are under no obligation to sign up for any of them.) The process of requesting a DUNS number takes about 10 minutes for domestic individuals and organizations, and

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may take longer for overseas individuals and organizations. If you already have a DUNS number, the D&B representative will advise you over the phone.

3. How many DUNS numbers do we need?

In most cases, only one will be necessary. Please note that for proper DUNS identification, vendors must have a separate DUNS number for each vendor location involved in a government contract, grant or cooperative agreement. If more than one physical address is involved, then you will need more than one DUNS number.

4. What information should we provide D&B to get a DUNS number?

D&B will ask for your Legal Business Name and address, among other data.

If you are a foreign vendor registering in SAM, you will also be required to obtain a NATO Commercial and Government Entity (NCAGE) Code before you can complete your SAM registration. Please note the **Legal Business Name and address provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to NATO for the NCAGE code.** The DUNS number name and address information will be fed automatically into SAM from the Dun and Bradstreet database. Once the NCAGE Code is granted, it will be input into the Defense Logistics Agency's (DLA's) Business Identification Number Cross-reference System (BINCS) at https://www.logisticsinformationservice.dla.mil/bincs/begin_search.aspx. Since SAM will also check BINCS for the NCAGE Code as well as the name and address in BINCS, if the information for the DUNS number does not match the information for the NCAGE Code, SAM will be unable to complete the validation of the SAM registration.

For foreign vendors, one way to help ensure the information for the DUNS number and the NCAGE code are the same is to apply for them at the same time, perhaps also cut/pasting from one request form to the other. You can apply for both at the same time since it is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number. However, both are needed before a vendor can complete their SAM registration. Since NCAGE Codes can take significantly longer to obtain than DUNS numbers, we recommend submitting the NCAGE request first.

5. Opting Out from Inclusion in D&B (DUNS Number) Marketing Lists: As a result of obtaining a DUNS number, your firm might be included on D&B's marketing list sold to other companies. Vendors not wanting to be on this list must either:

- a. **As part of the online application:** If applying for a DUNS number online, check the box at the end of the online registration next to the words, "Yes, I wish to have my entity excluded from the D&B marketing list"; OR

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b. **Phone, at the time of application or later:** Contact D&B to request you be removed either at the time you request a DUNS number or later. For the full explanation of how D&B uses vendor information, go to the D&B Privacy Policy page at <http://www.dnb.com/privacy-policy.html>. Once there, for the full list of uses and how to opt out of them, scroll down to the "You Have Choices" section and follow the instructions there. In addition, a multi-organization opt-out option is described in the paragraph entitled, "Third Party Advertisers".