System for Award Maintenance (SAM) Registration

Contact Information:

Dun & Bradstreet
View the Dun & Bradstreet website
www.dnb.com
Business Registration Team
Phone: (866) 705-5711

System for Award Maintenance
View the SAM website
https://www.sam.gov/sam/

Federal Service Desk
View the Federal Service Desk website
http://www.fsd.gov/fsd=gov/home.do
Phone: (866) 606-8220

United States Postal Services
View the USPS website
www.USPS.com
Phone: (800) 275-8777

USPS Address Management System
View the USPS Address Management System
https://ribbs.usps.gov/locators/find-ams.cfm
Seattle
Phone: (253) 214-1765
Salt Lake City
Phone: (801) 974-2313

GRA Administrator
Katie Goicoechea
Email: graadministrators@sde.idaho.gov
Phone: (208) 332-6871
A DUNS Number is a unique nine-digit identification number for each physical location of your business. DUNS Number assignment is free for all businesses required to register with the federal government for contracts or grants. Once assigned, a DUNS Number is neither reused nor assigned to another business.

Used by the world’s most influential standards-setting organizations, the DUNS Number is recognized, recommended, and/or required by more than 200 global, industry, and trade associations, including the U.N., European Commission, and the U.S. Federal Government.

When registering for your DUNS Number, you will need the following on hand:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

How do I get my DUNS Number?

Online through Dun & Bradstreet or by contacting Customer Service at (800) 526-9018.

View the Dun & Bradstreet website
https://iupdate.dnb.com/iUpdate/viewIUpdateHome.htm


****Return to Flowchart****
Creating a New Registration in SAM.gov

**Purpose:** This document details how to create a new user account in SAM.gov and how to register your DUNS Number in SAM.gov.

1. Go to www.SAM.gov.
2. From the home screen, click “Create an Account” (upper right corner).

4. On the personal information page, enter the data in the mandatory fields and click “Next”.
5. Review information for accuracy and click “Submit”. Account has been created.
6. Using your new user account, Log in to SAM.gov.
7. Review and accept SAM Terms and Conditions.
8. Click on “Register/Update Entity”. Then click “Register New Entity”.

*Note: This is only for entities that have NEVER been registered in SAM.gov. If the entity has been registered before, go to Updating/Renewing an Entity in SAM.gov on page 5.*

*If you are unsure the status of your registration, go to How to Check Status of SAM.gov Registration on page 11.*
9. Click “Start Registration”.
   a. Complete “Purpose of Registration”.
   b. Complete “Core Data”.
   c. Complete “Representations and Certifications”.
   d. Complete “Points of Contact”.

10. Review and Click Submit.

View the System of Award Maintenance (SAM) website
https://www.sam.gov/sam/

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Phone: (866) 606-8220

***Return to Flowchart***
### Updating/Renewing an Entity in SAM.gov

**Purpose:** This document details how to renew/update a SAM.gov registration or how to import changes made to a DUNS Number in Dun & Bradstreet (D&B).

*If you are unsure the status of your registration, go to How to Check Status of SAM.gov Registration on page 11.*

1. If necessary, contact D&B directly, have any necessary information updated and ensure address matches USPS.com.
   a. This must be done first before the SAM registration can be updated.
   b. It takes about 24-48 hours for D&B to update the information.

2. Log in to SAM.gov.

3. Click on “Register/Update Entity”. Then click “Inactive Registrations” or “Complete Registrations".
   *If you do not see "Inactive Registrations“ or “Complete Registrations", contact the Federal Service Desk to have your profile completed.*

4. Click on the appropriate entity from the Entity List. Then click “Update Entity”.
   *If your entity is not listed, please contact the entity Point of Contact (POC) or the Federal Service Desk and have your DUNS Number added to your profile (Ph. (866) 606-8220). If you are not the current POC and are not able to contact the prior POC SAM may require you to mail a notarized letter stating your relationship to the entity.*
5. Below “What would you like to update?” select “Purpose of Registration and remaining entity registration” from the drop down box. Then click “Next”.

6. Validate and confirm "Purpose of Registration".

7. Validate and update Core Data. Click “Refresh D&B Data”. This should import the updated information from D&B and allow the entity to match their SAM.gov registration to their D&B registration.

Note: You will have to manually change the data in SAM.gov to accurately reflect the new imported data from D&B. If the imported data from D&B is incorrect, contact D&B to have the information updated and restart these instructions.

8. Click “Save and Confirm”.

9. Validate and update “Assertions”.

10. Validate and update “Representations and Certifications”.

11. Validate and update “Points of Contact”.

12. Click Submit.
Upon completion of this process the entities SAM.gov registration will be renewed and valid for a period of one year. Any new changes throughout the year to the DUNS information in D&B will need to be updated in SAM by following this process.

**Contact Information**

- **View the Dun & Bradstreet website**
  http://www.dnb.com/
  Business Registration Team
  Phone: (866)-705-5711

- **View the System of Award Maintenance (SAM) website**
  https://www.sam.gov/sam/

- **View the Federal Service Desk website**
  http://www.fsd.gov/fsd=gov/home.do
  Phone: (866) 606-8220

****Return to Flowchart****
Obtaining/Updating Zip+4

**Purpose:** The Zip +4 is a required field for FFATA reporting to accurately pull the congressional district for a specific DUNS Number. This document outlines the necessary steps to update the zip+4 in SAM.gov or how to have the zip+4 issued for a specific address.

If your DUNS Number is already registered in SAM.gov it is possible the zip+4 is incomplete. While registering or renewing the SAM registration make sure to check the physical and mailing address zip codes. Both addresses should have the zip code +4 listed. If the zip code is currently not present, check the United States Postal Service’s Look Up a Zip Code™ website to verify there is a +4 issued for your current address.

View the Look Up a Zip Code™ website
https://tools.usps.com/go/ZipLookupAction_input

*If you are unsure the status of your registration, go to How to Check Status of SAM.gov Registration on page 11.*

If a zip+4 needs to be issued, contact or have your Post Master contact the USPS Regional Office. Two regional offices represent the state of Idaho: Seattle or Salt Lake. To determine which office to contact go to the USPS Address Management System Office Locator on the USPS website.

**Seattle**
ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICES
34301 9TH AVE STE 247
FEDERAL WAY, WA 98003-7088
Phone: (253) 214-1765

**Salt Lake City**
ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICES
1760 W 2100 S
SALT LAKE CITY, UT 84199-9321
Phone: (801) 974-2313

When contacting the appropriate regional office, please ask for the Product information Quality Analyst. This person will be able to provide you with a zip+4 almost immediately but it will take up to two weeks to load in USPS.

After the USPS has issued the zip+4 and it is fully uploaded to www.USPS.com:

1. Contact D&B and have them verify the address listed on your DUNS Number matches exactly what is listed with the United States Postal Service. If there are any discrepancies, have D&B update the address to match what is listed at www.USPS.com.
   a. This must be done first before the SAM registration can be updated.
   b. If changes are made, it could take about 24-48 hours for D&B to update the information.
   c. D&B does not manually enter the zip+4. A daily "lookup" compares the data from D&B to the USPS and transfers over the information. This is why both addresses must be identical.

2. Log in to SAM.gov.
3. Click on “Register/Update Entity”. Then click “Complete Registration”.

4. Click on the appropriate entity from the Entity List. Then click “Update Entity”.

5. Below “What would you like to update?” select “All sections applicable to the registration besides the Purpose of Registration” in the drop down box. Then click “Next”.

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6. Validate and update Core Data. Click “Refresh D&B Data”. This should import the updated information from D&B and allow the entity to match their SAM.gov registration to their D&B registration. 

You will have to manually change the data in SAM.gov to accurately reflect the new imported data from D&B.

7. Click “Save and Confirm”.
8. Validate and update “Assertions”.
9. Validate and update “Representations and Certifications”.
10. Validate and update “Points of Contact”.
11. Click Submit.

Contact Information

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Phone: (866) 606-8220

View the USPS website
www.USPS.com
Phone: (800) 275-8777

****Return to Flowchart****
How to Check Status of SAM.gov Registration

**Purpose:** This document demonstrates how to view information about a specific DUNS Number and check the status of the registration in SAM.gov.

1. Go to www.SAM.gov.
2. Click on "Search Records".
3. Click on "Advanced Search".

4. Under Advanced Search, make sure the following are checked:
   a. Active Registration
   b. Inactive Registration
   c. Entity
   d. DUNS
5. Type in the Entity's DUNS Number and click "Search". The search results will display information about the specific DUNS Number entered. If you do not see your entity listed it is possible it has never been registered or the information has not been made public.

6. To view details click "View Details".

Clicking "View Details" will provide the ability to view details about the DUNS Number. This information includes point of contact, address, activation date, etc.

7. Click "Core Data".
   a. This is where you can verify information about the physical and mailing addresses, zip+4, registration information, cage code and financial information.
   b. If the address needs changed, you will have to contact D&B first before the SAM information can be corrected.

8. After reviewing the necessary information, close web browser and return to appropriate step on flowchart.

***Return to Flowchart***