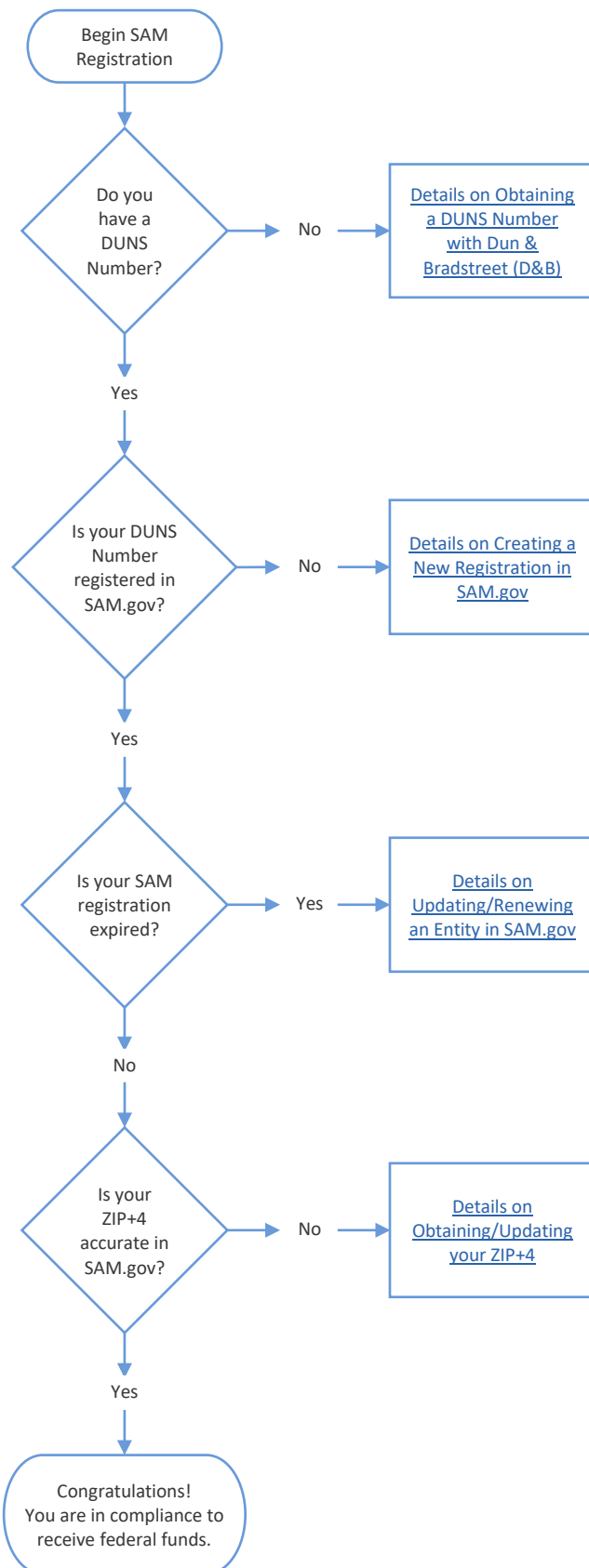


System for Award Maintenance (SAM) Registration



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

Obtaining a DUNS Number with Dun & Bradstreet

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)

<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

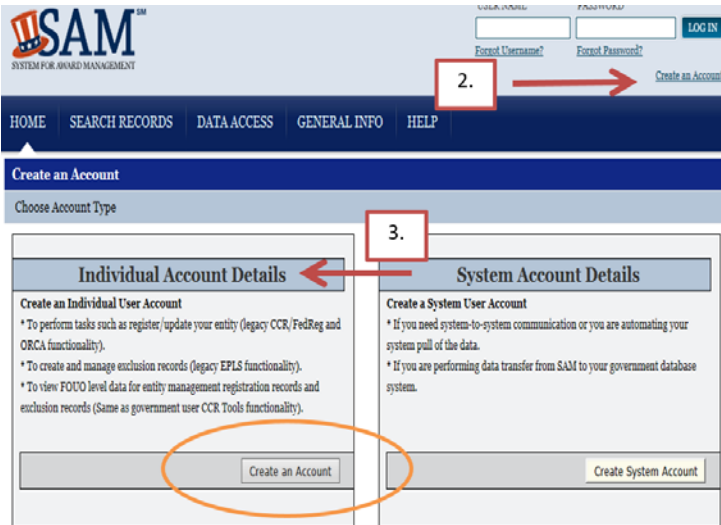
Information obtained from Dun & Bradstreet website, www.dnb.com.

[****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.

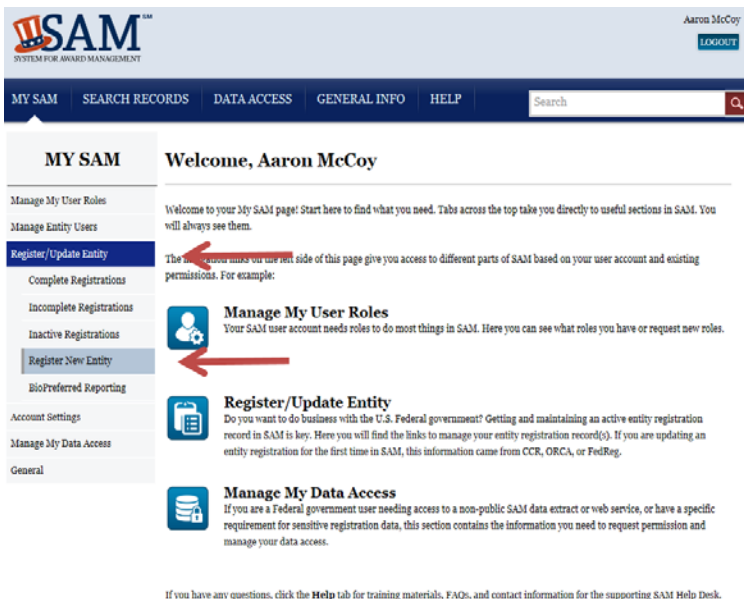
1. Go to www.SAM.gov.
2. From the home screen, click “Create an Account” (upper right corner).
3. Under “Individual Account Details”, click “Create an Account”.



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”.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP Search

Register Entity

Purpose of Registration

Determine Purpose of Registration

Registration Overview

Purpose of Registration (9a) Page Description

the system will guide you through the entity registration process based on the answers you provide below.

Core Data (9b) What type of entity are you? * Please select a value

Representations and Certifications (9c) Do you wish to bid on contracts? * Not Applicable

Points of Contact (9d) Do you want to be eligible for grants and other federal assistance? * Not Applicable

Submit Certification

Do you want to perform Intragovernmental Transactions (IGT)? Not Applicable

BACK TO USER DASHBOARD CANCEL PREVIOUS NEXT

10. Review and Click Submit.

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

<https://www.sam.gov/sam/>

[View the Federal Service Desk website](http://www.fsd.gov/fsd=gov/home.do)

<http://www.fsd.gov/fsd=gov/home.do>

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.

The screenshot shows the 'MY SAM' menu on the left side of the SAM.gov interface. The 'Register/Update Entity' option is selected, and its sub-menu is displayed. Within this sub-menu, 'Inactive Registrations' is highlighted with an orange circle. The main content area shows a 'Page Description' and a search form for entities.

MY SAM

- Manage My User Roles
- Manage Entity Users
- Register/Update Entity**
 - Complete Registrations
 - Incomplete Registrations
 - Inactive Registrations**
 - Register New Entity
 - Biopreferred Reporting
- Account Settings
- Manage My Data Access
- General

Inactive Registrations

Page Description

Please search and select an entity for which you want to view or update the profile. To register a new entity in SAM, please select the Register New Entity link.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Registration Details table (on the right).

Important: If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.

Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

OCNAGE:

Office Code:

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.

The screenshot shows the 'Entity List' and 'Registration Details' sections of the SAM.gov interface. The 'Entity List' table has a row for 'IDAHO STATE BOARD OF EDUCATION' which is highlighted with an orange circle. The 'Registration Details' section shows the details for this entity, including the DUNS Number, DoDAAC, and Address. The 'UPDATE ENTITY' button is highlighted with a red circle.

Manage Entity Users

- Register/Update Entity**
 - Complete Registrations**
 - Incomplete Registrations
 - Inactive Registrations
 - Register New Entity
 - Biopreferred Reporting
- Account Settings
- Manage My Data Access
- General

Entity List

Entity Name	DUNS Number	DoDAAC	OCNAGE	Office Code
IDAHO STATE BOARD OF EDUCATION	184230449			

Registration Details

Entity Name: IDAHO STATE BOARD OF EDUCATION

DUNS Number: 184230449

DoDAAC:

Address: 650 W State St Ste 300
BOISE, ID 83720-0000

Registration Status: Active

Address Update Required: No

- Below "What would you like to update?" select "Purpose of Registration and remaining entity registration" from the drop down box. Then click "Next".

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

MY SAM | Update Entity | IDAHO STATE BOARD OF EDUCATION

Purpose of Entity Update | DUNS: 784381949

Page Description

The system will guide you through the entity update process based on the answer you provide below. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registration prior to its set expiration date.

What would you like to update?

Purpose of Registration and remaining entity registration

CANCEL | NEXT

- Validate and confirm "Purpose of Registration".
- 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.

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

Register Entity | Core Data | IDAHO STATE BOARD OF EDUCATION

Verify DUNS Information | DUNS: 784381949 | CAGE Code: 3FCX9

Page Description

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

REFRESH D&B DATA

Details Entered by the user		Details returned from D&B	
DUNS:	784381949	DUNS:	784381949
Legal Business Name:	IDAHO STATE BOARD OF EDUCATION	Legal Business Name:	IDAHO STATE BOARD OF EDUCATION
Doing Business As:	Idaho State Department of Education	Doing Business As:	Idaho State Department of Education
Address Line 1:	650 W State St Ste 307	Address Line 1:	650 W State St Ste 307
Address Line 2:		Address Line 2:	
City:	BOISE	City:	BOISE
State:	ID	State:	ID
ZIP/Postal Code:	83720-0001	ZIP/Postal Code:	83720-0001
Country:	UNITED STATES	Country:	UNITED STATES

BACK TO USER DASHBOARD | CANCEL | SAVE AND CONFIRM

- Click "Save and Confirm".
- Validate and update "Assertions".
- Validate and update "Representations and Certifications".
- Validate and update "Points of Contact".
- 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/)

<http://www.dnb.com/>

Business Registration Team

Phone: (866)-705-5711

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

<https://www.sam.gov/sam/>

[View the Federal Service Desk website](http://www.fsd.gov/fsd=gov/home.do)

<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)

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.

[View the USPS Address Management System Office Locator on the USPS website](https://ribbs.usps.gov/locators/find-ams.cfm)

<https://ribbs.usps.gov/locators/find-ams.cfm>

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.

- Click on “Register/Update Entity”. Then click “Complete Registration”.

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

MY SAM

Complete Registrations

Active Registrations

Page Description

Please search and select an entity for which you want to view, update or deactivate the profile. If the record is associated with an entity on the federal hierarchy, only the Entity Management record will be deactivated. To register a new entity in SAM, please select the Register New Entity link.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Registration Details table (on the right).

Important: If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.

Search for an Entity :

Legal Business Name:

DUNS:

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

Manage Entity Users

Register/Update Entity

Complete Registrations

Incomplete Registrations

Inactive Registrations

Register New Entity

BioPreferred Reporting

Account Settings

Manage My Data Access

General

Page Description

Please search and select an entity for which you want to view, update or deactivate the profile. If the record is associated with an entity on the federal hierarchy, only the Entity Management record will be deactivated. To register a new entity in SAM, please select the Register New Entity link.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Registration Details table (on the right).

Important: If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.

Search for an Entity :

Legal Business Name:

DUNS:

DoDAAC:

Office Code:

Search Clear

Download Your Active SAM Registrations (XML)

Entity List	Registration Details
<input checked="" type="checkbox"/> IDAHO STATE BOARD OF EDUCATION	Entity Name: IDAHO STATE BOARD OF EDUCATION DUNS Number: 784384949 DoDAAC: Address: 650 W State St Ste 307 BOISE, ID 83720-0001 Registration Status: Active Address Update Required: No

UPDATE ENTITY **VIEW** **DEACTIVATE**

- 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”.

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

MY SAM

Update Entity

IDAHO STATE BOARD OF EDUCATION

Purpose of Entity Update

DUNS: 784384949

Page Description

The system will guide you through the entity update process based on the answer you provide below. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registration prior to its set expiration date.

What would you like to update?

All sections applicable to the registration besides the Purpose of Registration

CANCEL **NEXT**

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.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP Search

Register Entity

Core Data IDAHO STATE BOARD OF EDUCATION

Verify DUNS Information DUNS: 784381949 CAGE Code: 3FCX9

Page Description

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

REFRESH D&B DATA

Details Entered by the user	Details returned from D&B
DUNS: 784381949	DUNS: 784381949
Legal Business Name: IDAHO STATE BOARD OF EDUCATION	Legal Business Name: IDAHO STATE BOARD OF EDUCATION
Doing Business As: Idaho State Department of Education	Doing Business As: Idaho State Department of Education
Address Line 1: 650 W State St Ste 307	Address Line 1: 650 W State St Ste 307
Address Line 2:	Address Line 2:
City: BOISE	City: BOISE
State: ID	State: ID
ZIP/Postal Code: 83720-0001	ZIP/Postal Code: 83720-0001
Country: UNITED STATES	Country: UNITED STATES

BACK TO USER DASHBOARD CANCEL SAVE AND CONFIRM

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

[View the Dun & Bradstreet website](http://www.dnb.com/)

<http://www.dnb.com/>

Business Registration Team

Phone: (866)-705-5711

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

<https://www.sam.gov/sam/>

[View the Federal Service Desk website](http://www.fsd.gov/fsd=gov/home.do)

<http://www.fsd.gov/fsd=gov/home.do>

Phone: (866) 606-8220

[View the USPS website](http://www.usps.com)

[www.USPS.com](http://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".

The screenshot shows the SAM.gov homepage. A red box labeled '2.' highlights the 'SEARCH RECORDS' link in the top navigation bar. Below the navigation bar, the 'Search Records' section is visible. A red box labeled '3.' highlights the 'ADVANCED SEARCH - ENTITY' button in the 'ADVANCED SEARCH' section. The 'QUICK SEARCH' section includes a text input field for a search term, and 'DUNS Number Search' and 'CAGE Code Search' sections with their respective input fields.

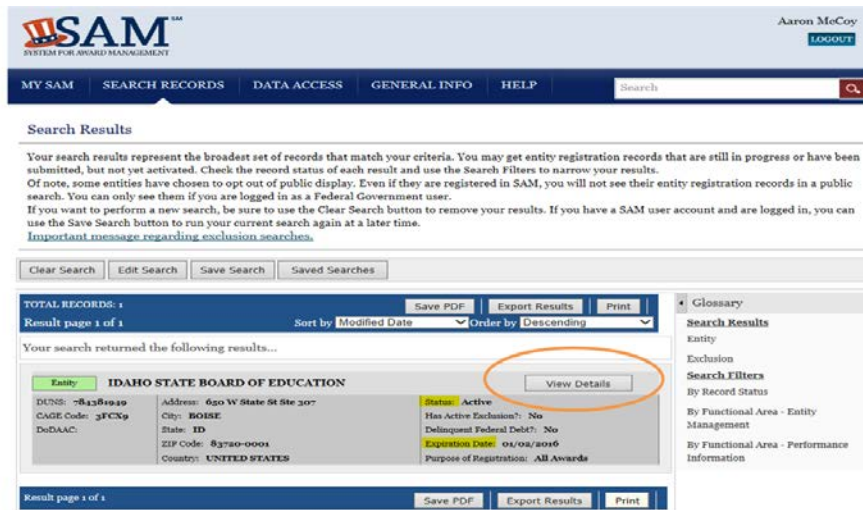
4. Under Advanced Search, make sure the following are checked:
 - a. Active Registration
 - b. Inactive Registration
 - c. Entity
 - d. DUNS

The screenshot shows the 'Advanced Search - Entity' page. The 'Entity' section is expanded, and the 'DUNS' radio button is selected. The 'DUNS' field contains the value '784381949'. The 'Entity Type' section is also expanded. The 'Active Registrations' checkbox is checked. The 'Inactive Registrations' checkbox is also checked. The 'Registrations with an Active Exclusion(s)' checkbox is unchecked. The 'Registrations with Delinquent Federal Debt' checkbox is unchecked. The 'SEARCH' button is highlighted. The 'CLEAR' button is also visible. The text 'Within an accordion, search will be performed with an OR condition. Between accordions, search will be performed with an AND condition.' is displayed.

5. Type in the Entity's DUNS Number and click "Search".

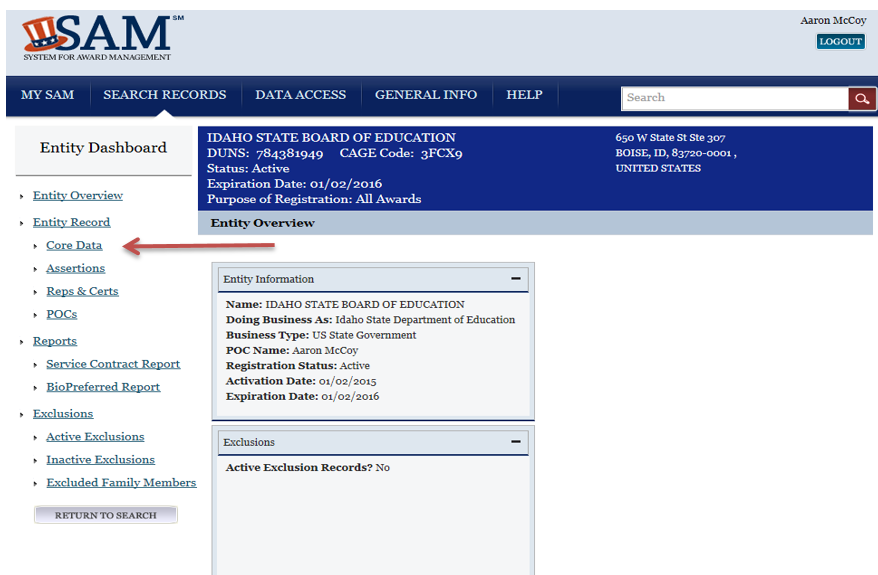
The search results will display information about the specific DUNS Number entered. If you do not see your entity listed it is possible it has never been registered or the information has not been made public.

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".
- This is where you can verify information about the physical and mailing addresses, zip+4, registration information, cage code and financial information.
 - 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****