DUNS Number & SAM FAQs

Beginning October 1, 2010, all Cooperator/Recipients receiving federal awards must have a DUNS (Data Universal Numbering System) Number and be registered with the CCR (Central Contractor Registration) as outlined in 2 CFR Part 25, *Financial Assistance Use of Universal Identifier and Central Contractor Registration*. As of July 2012, the CCR was incorporated into the System for Award Management (SAM).

DUNS Number Requirements

Who needs a DUNS number?
All organizations receiving Federal financial awards (i.e., grant, cooperative agreement, contract) or subawards must have a DUNS number. Individuals are exempt.

How do I find out if my organization already has a DUNS number?
Your chief fiscal officer, treasurer, business manager, executive director, or accountant is likely to be able to provide your organization's DUNS number. Many larger organizations such as universities, non-profits, and other private contractors are likely to already have a DUNS number. If you don't know if you have one, you can search the Dun & Bradstreet website: http://fedgov.dnb.com/webform/CCRSearch.do.

I've received federal grants/cooperative agreements for several years without a DUNS number. Why do I need one now?
Although these requirements have existed for a number of years for contracts, the regulations were officially implemented for grants and cooperative agreements in the Federal Register on September 14, 2010. The regulation had an effective date of October 1, 2010. In addition, this is a new requirement for subawardees.

Who can obtain a DUNS number for my organization?
An authorizing official of the organization, not a project director, should request a DUNS number. The following is a list of the information you will need in order to obtain it:

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

How much will it cost to get a DUNS number?
Obtaining a DUNS number is **FREE** for all federal grant, cooperative agreement, and contract applicants. Contact Dun & Bradstreet directly using the contact options listed above and you will quickly and easily obtain a DUNS number at no charge. There are companies who may offer to help you obtain a DUNS number for a fee, but this service is not necessary.

Dun & Bradstreet may also offer to sell their products to you for a fee, but purchase is not required to obtain a DUNS number.

How do I obtain a DUNS number?

DUNS numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through D&B's website. Typical turnaround time for a web request is 1-2 business days. If you need your DUNS number immediately, you can make the request by phone (US, Puerto Rico and Virgin islands only) and will be assigned a DUNS number during the call.

Contact Dun & Bradstreet
Phone: **866-705-5711**
Website: http://fedgov.dnb.com/webform/displayHomePage.do

My organization is not in the United States. Do I still need a DUNS number?

DUNS numbers are required for all organizations, foreign or domestic, doing business with the Federal Government. In rare instances, a foreign cooperator whose award or subaward is less than $25,000 can request a waiver from ARS/EAD. EAD may approve the request for a waiver when it is determined that it is impractical for the foreign cooperator to comply with the DUNS and SAM requirements.

My organization has more than one DUNS number. How do I know which one to use?

DUNS numbers are issued by the physical location of the organization. Therefore, some organizations may have multiple DUNS numbers. Use the DUNS number associated with the location of the organization that is doing business with ARS.

SAM Registration

What is SAM?

SAM is an online system that combines several federal procurement systems and the Catalog of Federal Domestic Assistance. The first phase of SAM includes the functionality from the following systems: Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Future phases will include additional systems.

CCR is the Central Contractor Registration database within SAM. It is a federally operated database that collects, validates, and disseminates information about organizations that do business with the federal government via contracts, grants, and cooperative agreements.

Who has to register with SAM?

Any organization that is receiving a financial assistance award from ARS must be registered in SAM. All organizations who require a DUNS number, as defined above, must also register with SAM before a grant/cooperative agreement/contract can be issued.

How do I register with SAM?

To register with SAM, go to http://www.sam.gov/, and click "Create User Account" to begin or call 1-866-606-8220 for assistance. Your organization must have a valid DUNS number and you must know your organization's Federal Tax Identification Number (TIN). Foreign organizations do not need a TIN number to register in SAM; however, they will need an NCAGE code (see below for additional FAQs on obtaining a CAGE code).

Be sure to use the primary DUNS number for your organization, which should be the same DUNS number used on the grant/cooperative agreement/contract as described above.

SAM registration must be renewed at least every 12 months to remain valid.

How do I find out if my organization is already registered in SAM?

You can perform a public search in SAM to find your organization's registration. Go to the SAM website, and enter the DUNS number, CAGE Code, or organization name in the "Search Records" box. If your organization chose the "opt out of public display" option in its registration, you will not be able to see that registration on the public search site unless you log in with your user name and password.

CAGE/NCAGE Codes

Once you have received a DUNs number you will need to contact the Defense Logistics Agency and request a CAGE Code:

http://www.dlis.dla.mil/cage_welcome.asp
https://www.natolog.com/AC135Public/scage/CageList.aspx

What is a CAGE code?

A CAGE Code is a five (5) position unique identifier for entities doing or wishing to do business with the Federal Government. The format and character position of the code vary based on the country of origin. Foreign organizations are assigned an NCAGE code.

Why do I need a CAGE code?

The CAGE code is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location. The code may be used for a Facility Clearance, Pre-Award survey Engineering Rights, automated Bidders Lists, pay processes, source of supply, etc. In some cases, prime contractors require their sub-contractors to have a CAGE Code. A CAGE code is required to register in SAM.

How do I get a CAGE code?

If you do not have a CAGE Code and are a U.S. company, one will be assigned to you when you register in SAM.   If you already have a CAGE Code, it will be identified and applied to your Trading Partner Profile (TPP) when you register in SAM.

My organization is not in the United States. How do I get a NCAGE code?

To request an NCAGE code from a non-US country, connect to https://www.natolog.com/AC135Public/scage/CageList.aspx. This site is hosted by the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg. Select the "CAGE Code Request" tab at the top of the website. First, you must verify if a NCAGE code already exists by entering your organizations name. If your search does not find an existing NCAGE, click on the button at the bottom called "Request New CAGE." Follow the instructions provided on the website. After you submit your request, you will automatically receive: 1) a request confirmation/validation e-mail message and 2) a second e-mail message once the CAGE request is processed (assignment of the code or reject of the request).

Once you have received the CAGE Code you will then need to register the DUNS Number and CAGE Code with SAM at www.sam.gov.