

System for Award Maintenance (SAM) Registration

Contact Information:

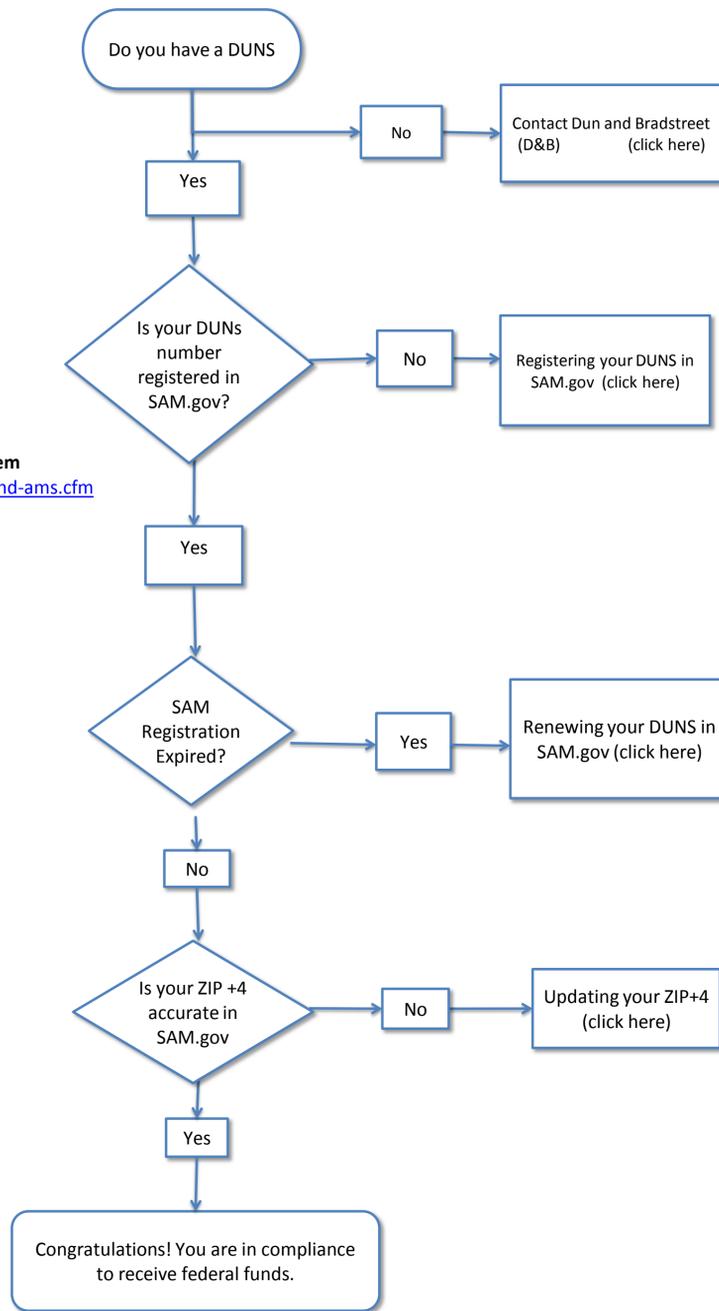
Dun & Bradstreet
<http://www.dnb.com/>
Business Registration Team
Ph: 866-705-5711

System for Award Maintenance
www.SAM.gov
Ph: 866-606-8220

United States Postal Service
www.USPS.com
Ph: 800-275-8777

USPS Address Management System
<https://ribbs.usps.gov/locators/find-ams.cfm>
Seattle
Ph: 253-214-1765
Salt Lake City
Ph: 801-974-2313

GRA Administrator
Alexis Neufeld
aneufeld@sde.idaho.gov
Ph: 208-332-6871



Obtaining a DUNS Number with Dun and 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 D-U-N-S 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 and Bradstreet or by contacting Customer Service.

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

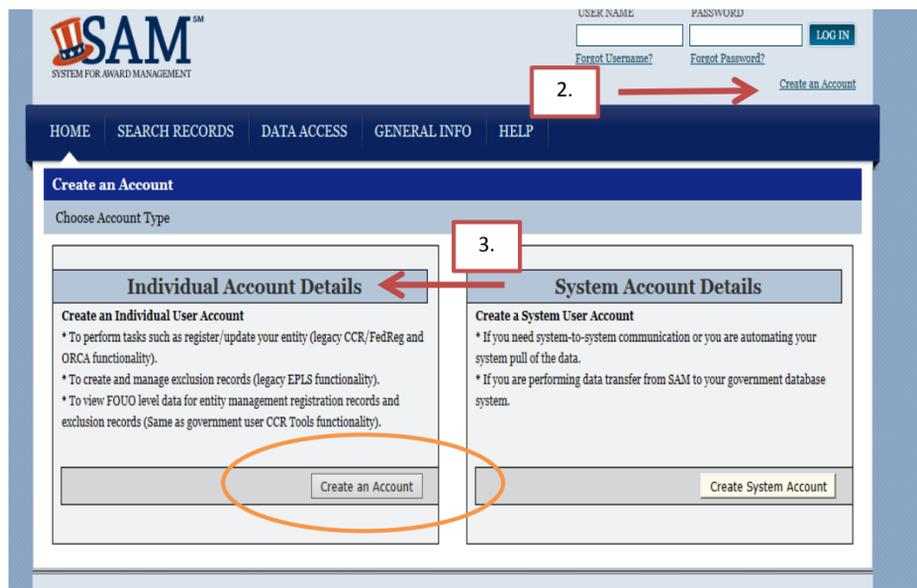
Customer Service: 1-800-526-9018

[**Return to Flow Chart and click here****](#)**

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

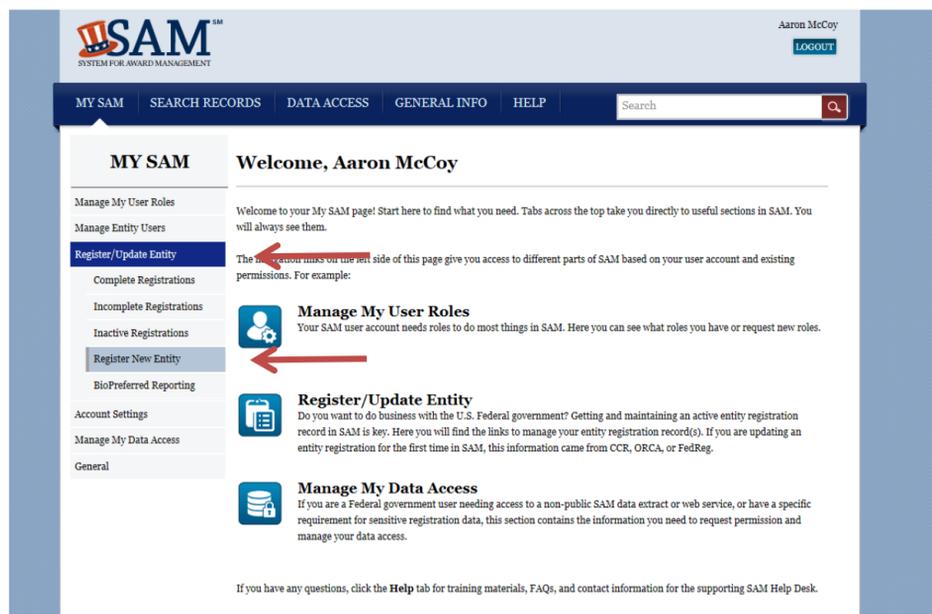
1. Go to www.SAM.gov
2. From the home screen, click “Create an Account” (upper right corner)
3. Under “Individual Account Details”, click “Create an Account”.



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” --> 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, see “renewing SAM.gov”.](#)

[**If you are unsure the status of your registration, click here to learn how to view details about registration.**](#)



9. Click "Start Registration"
 - a. Complete "Purpose of Registration"
 - b. Complete "Core Data"
 - c. Complete "Representations and Certifications"
 - d. Complete "Points of Contact"

SYSTEM FOR AWARD MANAGEMENT

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.

→ Determine Purpose
● Confirm Purpose

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

[***Return to Flow Chart and click here***](#)

System for Award Maintenance (SAM)

www.sam.gov

Federal Help Desk

<https://www.fsd.gov/fsd-gov/home.do>

(866) 606-8220

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 and Bradstreet (D&B).

****If you are unsure the status of your registration, click here to learn how to view details about registration.****

1. If necessary, contact D&B directly and 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. Takes about 24-48 hours for D&B to update the information.
2. Log in to SAM.gov
3. Click on "Register/Update Entity" --> Click "Inactive Registrations or Complete Registrations"
 - a. If you do not see "Inactive or Complete Registrations" contact the Federal Help desk to have your profile completed.

MY SAM Inactive Registrations

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

Legal Business Name:
DUNS:
DoDAAC:
(N)CAGE:
Office Code:

Search Clear

4. Click on appropriate Entity from list --> Click "Update Entity"
 - a. If your entity is not listed, please contact the entity Point of Contact or the Federal Help desk and have your DUNS number added to your profile (Ph: 866-606-8220). If you are not the current Point of Contact and are not able to contact the prior (POC) SAM may require you to mail a notarized letter stating your relationship to the entity.

Legal Business Name:
DUNS:
DoDAAC:
Office Code:

Search Clear

Download Your Active SAM Registrations (XML)

Entity Name
IDAHO STATE BOARD OF EDUCATION

Registration Details

Entity Name: IDAHO STATE BOARD OF EDUCATION
DUNS Number: 784381949
DoDAAC:
Address:
690 W State St Ste 307
BOISE, ID 83720-0004
Registration Status: Active
Address Update Required: No

UPDATE ENTITY VIEW DEACTIVATE

5. Below "What would you like to update?" field, select "Purpose of Registration and remaining entity registration" drop down box. Then click next.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM Update Entity IDAHO STATE BOAR

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

6. Validate and confirm "Purpose of Registration".
7. Validate and update "Core Data". In "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.

The screenshot shows the 'Verify DUNS Information' page in the SAM.gov system. The page is for the entity 'IDAHO STATE BOARD OF EDUCATION' with DUNS: 784381949 and CAGE Code: 3FCX9. The main content area is divided into two columns: 'Details Entered by the user' and 'Details returned from D&B'. Both columns show identical information: DUNS: 784381949, Legal Business Name: IDAHO STATE BOARD OF EDUCATION, Doing Business As: Idaho State Department of Education, Address Line 1: 650 W State St Ste 307, Address Line 2: BOISE, State: ID, ZIP/Postal Code: 83720-0001, and Country: UNITED STATES. A 'REFRESH D&B DATA' button is circled in orange. The page also includes a 'Purpose of Registration' section with a 'Page Description' and a 'Status Indicators' section on the right. At the bottom, there are buttons for 'BACK TO USER DASHBOARD', 'CANCEL', and 'SAVE AND CONFIRM'.

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.

*****Return to Flow Chart and click here*****

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www.sam.gov

Federal Help Desk

<https://www.fsd.gov/fsd-gov/home.do>

Ph: 866-606-8220

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's zip codes. Both addresses should have the zip code +4 listed. If the zip code is currently not present, please check https://tools.usps.com/go/ZipLookupAction_input to verify there is a +4 issued for your current address. If one is not issued please contact the United States Postal Service to have the +4 issued for your zip code.

****If you are unsure the status of your registration, click here to learn how to view details about registration.****

If you need to have the zip+4 issued, you may contact or have your Post Master contact the USPS Regional Office. There are two regional offices that represent the states of Idaho; Seattle, or Salt Lake.

To determine which office to contact, perform a lookup located at: <https://ribbs.usps.gov/locators/find-ams.cfm>

Seattle

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
34301 19TH AVE S STE 247
FEDERAL WAY WA 98003-7088
Ph: 253-214-1765

Salt Lake City

ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
1760 W 2100 S
SALT LAKE CITY UT 84199-9321
Ph: 801-974-2313

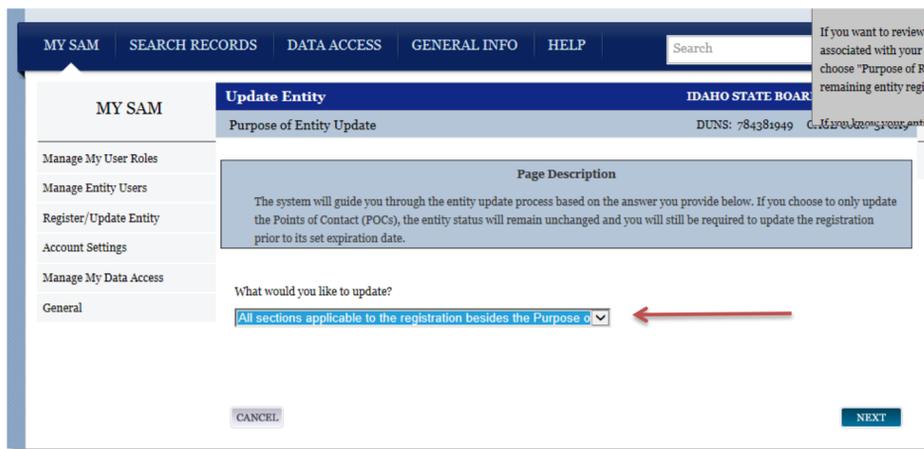
When contacting the appropriate regional office, please ask for the Product Information Quality Analyst. This person will be able to provide you with a zip+4 almost immediately, but it will take up to two weeks to load in USPS.

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

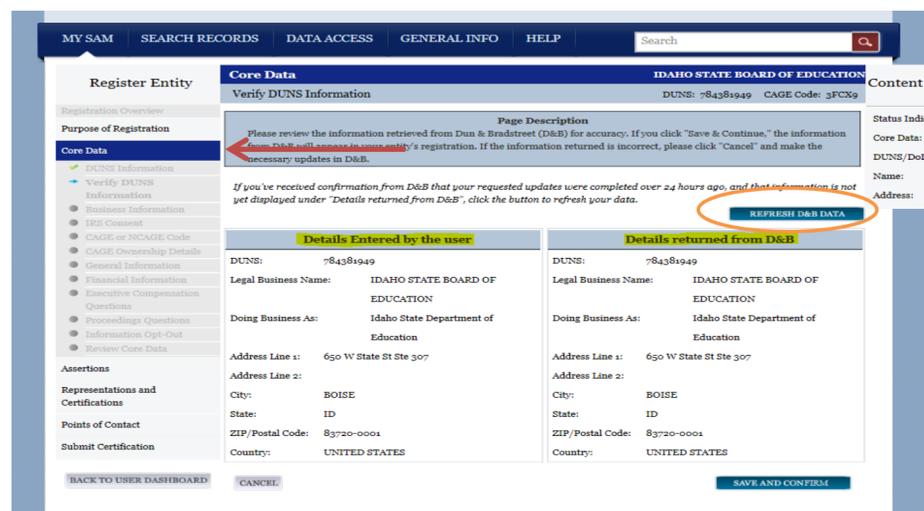
1. Contact D&B and have them verify the address listed on your DUNS number matches exactly what is listed with the United States Postal Service. If there are any discrepancies, have D&B update the address to match what is listed at www.USPS.com.
 - a. This must be done first before the SAM registration can be updated.
 - b. Takes about 24-48 hours for D&B to update the information.
 - c. D&B does not manually enter the zip+4, there is a daily "lookup" that will compare the data from D&B to the USPS and will transfer over the information. This is why both addresses must be identical.
2. Log-in to SAM.gov
3. Click on "Register/Update Entity" --> Click "Complete Registration"

4. Click on appropriate Entity from list --> Click "Update Entity"

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



6. Under 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.
 - a. 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

*****Return to Flow Chart and click here*****

Dun & Bradstreet

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

Business Registration Team

Ph: 866-705-5711

System for Award Maintenance

www.SAM.gov

Ph: 866-606-8220

United States Postal Service

www.USPS.com

Ph: 800-275-8777

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 website interface. At the top, there is a navigation bar with 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The 'SEARCH RECORDS' link is circled in orange and labeled with a red box containing the number '2.'. Below the navigation bar, there is a 'Search Records' section with instructions and search options. The 'ADVANCED SEARCH - ENTITY' button is circled in red and labeled with a red box containing the number '3.'. Other search options include 'QUICK SEARCH', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'.

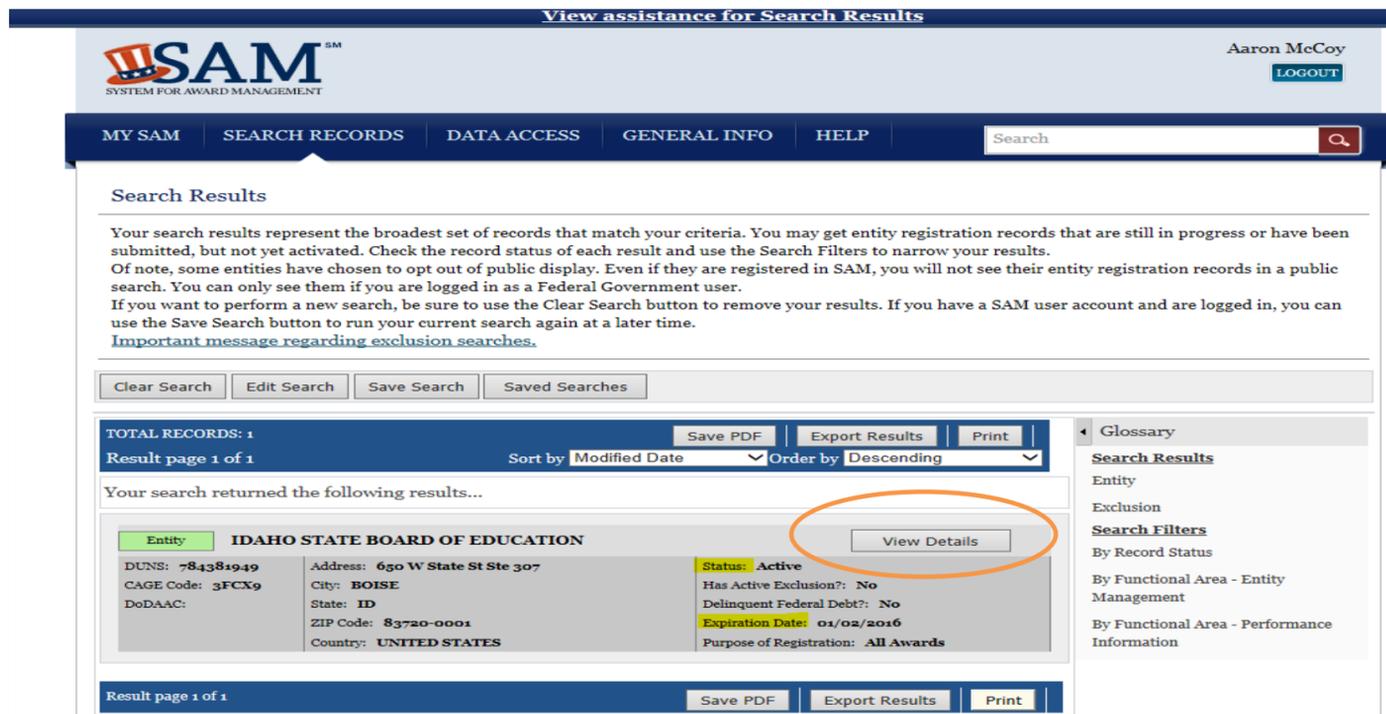
4. Under Advanced Search, make sure the following are checked:
 - Active Registration
 - Inactive Registration
 - Entity
 - DUNS

The screenshot shows the 'Advanced Search - Entity' page. The 'Entity' checkbox is checked. Under 'Search Tips', there are instructions on how to use the search criteria. The 'Active Registrations' and 'Inactive Registrations' checkboxes are both checked. The 'Registrations with an Active Exclusion(s)' and 'Registrations with Delinquent Federal Debt' checkboxes are unchecked. The 'SEARCH' and 'CLEAR' buttons are visible. The 'Entity' section is expanded, showing the 'DUNS' radio button selected and the DUNS number '784381949' entered in the input field. The 'Entity Type' section is also visible but not expanded.

5. Type in 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.

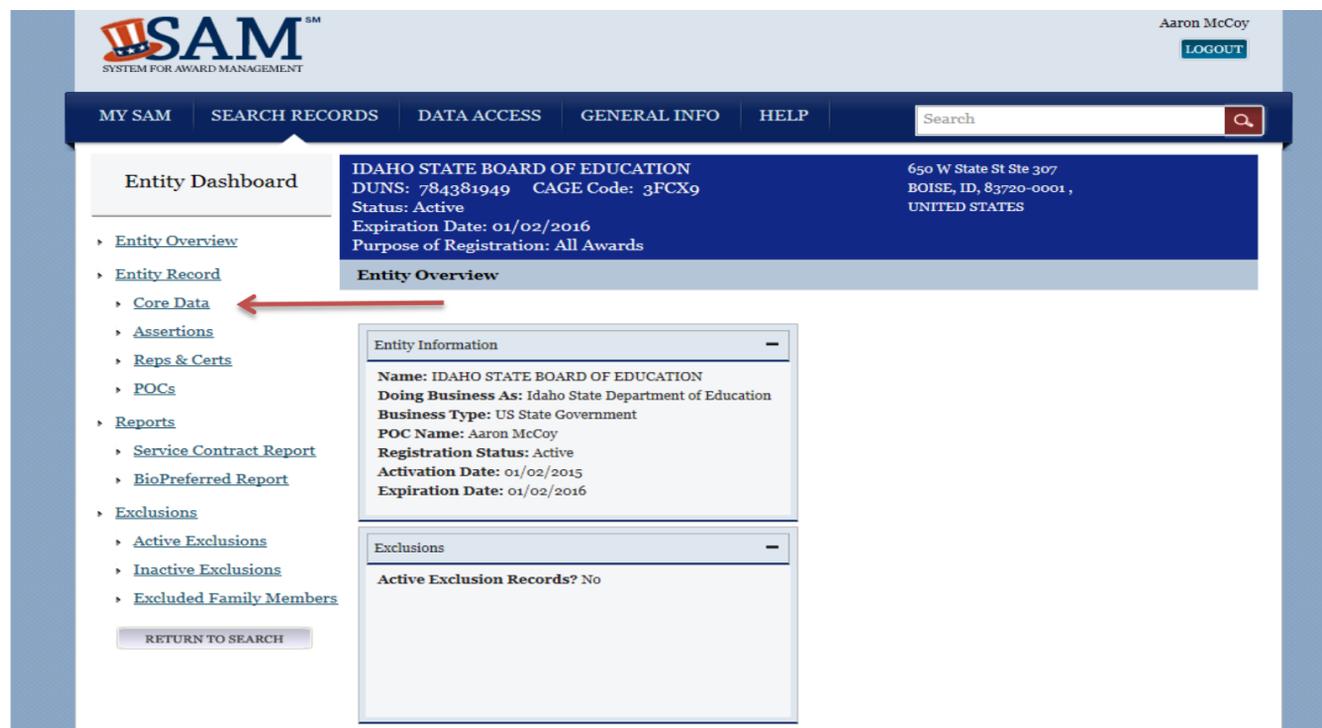
6. To view details click "View Details".



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 changes are needed to the address you will have to contact D&B first before the Sam information can corrected.



8. After necessary information has been reviewed, close web browser and return to appropriate step on flow chart.

[***Return to Flow Chart and click here***](#)