United States Department of Agriculture
Natural Resources Conservation Service

DUNS and SAM

Helping People Help the Land

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Introduction
A Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registration in the System for Award Management (SAM) are required for entities to receive federal payment using an Employee Identification Number (EIN) (also known as a tax identification number).

What is a DUNS number?
A DUNS number is a unique nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. D&B verifies the existence of a business entity globally and assigns DUNS numbers for each physical location of a business. Obtaining a DUNS number is **FREE** for all entities doing business with the Federal Government.

Entities (using an EIN) must provide their DUNS number to the NRCS field office during the application phase if they will be receiving a NRCS program payment. The Federal Government will use the DUNS number to better identify related organizations that are receiving funding under contracts and agreements. For more information, the DUNS user guide is located at: http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

What is SAM?
SAM is a free website that combines various functions into one website. In the past, entities were required to register with the Central Contractor Registration (CCR) if being awarded a Federal Government contract. With the consolidation of websites, entities now create a SAM account. If you had an active record in the CCR, you have an active record in SAM. If your business information has been changed, you must update the information in SAM.

Registration with SAM must be renewed at least once every 12 months to remain valid and for the participant to be eligible to receive program payment. Registration must be maintained for the length of the participant's contract with NRCS.

A. How to Request a DUNS Number:
Obtaining a DUNS number is **FREE.** A DUNS number will be provided when the request is processed.

By the Internet - Visit http://fedgov.dnb.com/webform to request a DUNS number (encouraged and fastest method).
- or –
By Fax - The process is as follows:
1. The entity calls 1-866-705-5711 and provides their fax number.
2. A DUNS representative faxes a 3 page document.
3. Entity completes the document and faxes back to DUNS.
4. After the process is completed, the entity will receive a confirmation email.

Provide the NRCS field office your DUNS number:
If you have received notification from your local NRCS field office that your application has been preapproved, you will need to provide your DUNS number to the field office as soon as possible to ensure the NRCS contract can be finalized in a timely period.

B. How to Create a SAM Account:

Upon receiving the DUNS number, entities must establish and maintain current information in SAM. It is **FREE** to register with SAM.

To create and update a SAM account:

1. Go to the website http://www.sam.gov/
2. Click on Create an Account.
3. Choose Individual account.
4. Provide the requested information and submit your account information.
5. Receive the email from "notifications" and click through the sam.gov link to validate/activate your account.
6. Register your entity in SAM and submit the online registration. You will receive an email confirming that registration is in process.

Registration with SAM must be renewed at least once every 12 months to remain valid and for the participant to be eligible to receive program payment. SAM sends notification to the registered entity by email 60, 30, and 15 days prior to expiration. Therefore, it is important to maintain a current email address within SAM.

For assistance with the above steps for creating a SAM account or for information regarding maintaining registration, the General Services Administration has produced a recorded webinar for participants needing to create or update their entity registration on SAM. The recorded webinar may be viewed at the following website: http://www.youtube.com/watch?v=mmHcKCchaiY.