## How to pull in Dun and Bradstreet data

NOTE: If any information was changed to a legal name, DBA name, or address with Dun and Bradstreet, the information must be pulled into SAM.

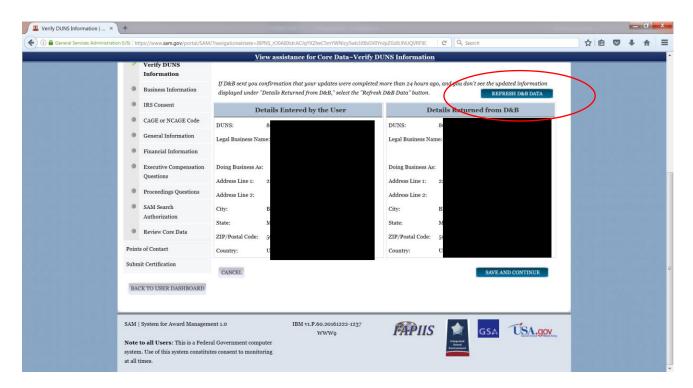
- 1. Login to SAM.gov.
- 2. Click on "entity registrations" on the left
- 3. Click on "existing entity registration"
- 4. Find the name of the school in the search box in the middle of the page and click on the name
- 5. Scroll to the bottom of the page and click "update" entity
- 6. Choose "purpose of registration and remaining entity registration" from the drop down, hit next
- 7. Hit next again
- 8. Hit next again
- 9. On the Dun and bradstreet page you need to manually enter your legal name and address how Dun and bradstreet has it on file. Hit next when done

Note: If you do not have this information, ask Christy Hendricks with OPI or Staci Cummins with the Dept. of Education what it is or call Dun and Bradstreet at 1866-705-5711 and ask them.

<u>Unique Identifier:</u> DUNS Number: *	
	DUNS Number for FREE from Dun & Bradstreet (D&B). For help, U.S. entities can contact contact practional entities can email <u>SAMhelp@dnb.com</u> .
Entity Name: A critical new step in entity validation requires e	each entity to self-report their Legal Business Name and Physical address.
Legal Business Name: *	<u> </u>
get your DUNS Number. Address Line 1: *	h your entity. Your SAM registration will not be activated if you used a mailing address to
Address Line 2: City: *	
State/Province: *	MONTANA ▼
ZIP/Postal Code: Country: *	UNITED STATES V
CANCEL	PREVIOUS NEXT

10. Hit the "refresh D&B data." This will pull in the new information. Hit save and continue when done.

NOTE: You will now hit save and continue until you are at the very end of the registration, you MUST hit "submit" at the end for the changes to take effect.



After you have re-submitted your registration, you must watch for an email from CAGE. CAGE usuall sends emails to entities who have updated their legal name or address (they will not send an email if only the DBA has been updated.) CAGE's emails come from an email ending in DLA.MIL. IF you get one of these emails you must respond within 3 business days.