

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.

Unique Identifier:

DUNS Number: *



If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or govt@dnb.com. International entities can email SAMhelp@dnb.com.

Entity Name:

A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.

Legal Business Name: *

Entity Physical Address:

Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.

Address Line 1: *

Address Line 2:

City: *

State/Province: *

ZIP/Postal Code:

Country: *

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.

Verify DUNS Information | ...

General Services Administration (US) https://www.sam.gov/portal/SAM/navigationalstate=JBPNS_I00ABXdcACiqYXZheC5mYWNicy5wb3J0bGV0YnlpZGdILNUQVRFXC

View assistance for Core Data-Verify DUNS Information

If D&B sent you confirmation that your updates were completed more than 24 hours ago, and you don't see the updated information displayed under "Details Returned from D&B," select the "Refresh D&B Data" button.

REFRESH D&B DATA

Details Entered by the User	Details Returned from D&B
DUNS: 8	DUNS: 8
Legal Business Name:	Legal Business Name:
Doing Business As:	Doing Business As:
Address Line 1: 2	Address Line 1: 2
Address Line 2:	Address Line 2:
City: B	City: B
State: M	State: M
ZIP/Postal Code: 5	ZIP/Postal Code: 5
Country: U	Country: U

CANCEL SAVE AND CONTINUE

BACK TO USER DASHBOARD

SAM | System for Award Management 1.0 IBM v1.P.60.20161222-1237 WWWg

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

FAPIS GSA USA.gov

After you have re-submitted your registration, you must watch for an email from CAGE. CAGE usually 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.