What is DUNS?

- Unique 9-digit identification number
- DUNS Numbers may be requested for free from http://fedgov.dnb.com/webform
- Takes 1-2 business days; up to 5 for international organizations
- Tax Identification Number (TIN):
  - assigned by the U.S. Internal Revenue Service (IRS)
  - Foreign entities without paid employees in the US do not require a TIN
Steps for Registering with DUNS

• Step-by-step registration for DUNS
• Click “NEXT” to proceed in order

Click on green symbols for more information

• Take Notes
• Go to http://fedgov.dnb.com/webform to get started or search for “DUNS registration”

• Use Internet Explorer, not Google Chrome
Helpful Tips

When typing your business name, address and phone number:

Write this information down – you will need it later

You will need to enter the exact same information for: DUNS, (N)CAGE, and SAM each time, including updates.
Click on "Click here to request your D-U-N-S Number via the web" to get started.
Search

Click on the drop menu and scroll down until you find your country. Then click “Continue.”
Here the process will differ slightly depending on whether your organization is based in the U.S. or is based outside of the U.S.
Non-US Entities

- Provide the name of your business or organization as it appears on your articles of organization or your articles of incorporation.
- Enter your entity's address and phone number.
- Type the verification code as shown on the page. The example here will differ.
- Click "Submit."
Search

Dun and Bradstreet will search to see if your entity already has a DUNS number.

If you see your entity listed, click on "Request Your Existing D-U-N-S Number" to view it.
First-Time Registrants

If you are registering with Dun & Bradstreet for the first time, click on "Request a New D-U-N-S Number" to continue.
User Registration and Authentication

Under User Registration and Authentication, enter your:
- Name and Title
- Business email and phone
- Home address
- Name of business
- Company address (different from home address) and phone
<table>
<thead>
<tr>
<th>Your Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Full Legal First Name:</td>
</tr>
<tr>
<td>* Full Legal Last Name:</td>
</tr>
<tr>
<td>* Title at this Business:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Business Email:</td>
</tr>
<tr>
<td>* Business Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identity Validation Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: The information in this section will be used to authenticate your identity only. Failure to enter accurate information may cause your request to fail. Home information will not be used for marketing or displayed in your company credit report. Please provide your physical home address and phone number in the following section.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Home Address 1:</td>
</tr>
<tr>
<td>* Home City:</td>
</tr>
<tr>
<td>* Home State:</td>
</tr>
<tr>
<td>* Home Zip:</td>
</tr>
<tr>
<td>Home Country:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Legal Business Name of the business is how the business is registered with the IRS, Secretary of State, or used for legal purposes. Sole Proprietorships must use the owner's full legal name. E.g. John H Smith Junior should be entered as Smith Jr, John H.</td>
</tr>
</tbody>
</table>

| Name of the Business: |

ReCaptcha

- Type the text as it appears on the screen and click next. If you receive an error, try again.
Company’s Legal Name and Structure
Type in your company’s legal name.

Then select your legal structure from the drop-down menu. Options include:

- corporation,
- government,
- limited liability company,
- non-profit,
- partnership
- or proprietorship.
- Trade names include names that differ from the entity’s legal name.
**Address**

Enter your company's:
- **Physical Address.** First choose the country. Then enter the street, city, state if applicable, and postal code.
- If your mailing address is the same, check "same as physical address." If different, enter the information for your mailing address.

Remember - since you must enter this information exactly the same to register for a CAGE or NCAGE code and SAM, we suggest that you write this information down to use later.
Help with Definitions

At any point, click on a question mark to the left of a term for a definition.
SIC Codes

The Standard Industrial Classification or SIC Codes is a system for classifying industries by a four-digit code. The code is not unique to your organization; rather, it classifies your type of company or organization.

- Click '?' to the left of "Primary SIC code" to search for your organization's code, or go to http://www.osha.gov/oshstats/sicser.html. We'll walk through this in the next two slides.

- You also can access this website through the resource tab at the top right of this e-module.
SIC Code

- On the OSHA website, if you know your SIC Code already, enter it in first box and click "Submit."
- Otherwise, enter keywords below that relate to your organization, (e.g. "health" or "education") and click "Submit."
Search

- Click on the SIC MANUAL and search for a category that matches your organization.
Categories for SIC Codes

Some examples of categories for SIC codes likely to pertain to your organization are:

- **Division A**: Agriculture, Forestry and Fishing
- **Division C**: Construction
- **Division I**: Services - (Health Services, Educational Services)
- **Division J**: Public Administration

Scroll through the list and click on the category that most closely represents your organization.
Return to DUNS registration page in order to complete registration

Primary SIC code: 8231
Description of Operations: Libraries

Submit Your Request

If you have technical difficulties, please contact gov@d-b.co/
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Enter your SIC code into “Primary SIC Code” and the “Description of Operations” (of your organization).
Socioeconomic Data

Continue to “Socioeconomic Data.”

If your organization is U.S.-based and is minority owned, veteran owned, or women owned, select the appropriate response. Otherwise, select “No special Ownership status.”

Non-US based entities should select “No special Ownership status.”
Employees and Annual Sales/Revenue

Next, enter the number of employees and the annual sales or revenue.
### Optional information

If you have a parent organization, which is to say an organization which controls management and operations of your organization, enter that information here. You may enter any notes, though it is not required but optional.
Submit Request
Click "Submit Your Request" to finish.
Review your Information

On this last page, review your information.

• If it is correct, click “Yes, Continue.”
• If the information needs to be changed, Click “No, Change Information.”
• Confirmation email from D&B confirming your registration and containing a tracking ID number.
• Usually completed within 1-2 business days; for international organizations, may take up to 5 business days.
**Updates** to your information – must be made in DUNS, (N)CAGE (confirming in Business Identification Number Cross-reference System (BINCS)), & SAM.

To make a modification, use this [link](mailto:howtoworkwithusaid@usaid.gov), sign in, and select “View/Modify Your Information.”

Send feedback to [howtoworkwithusaid@usaid.gov](mailto:howtoworkwithusaid@usaid.gov)

Continue to (N)CAGE and SAM registration modules.