



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

CREATING A DUNS NUMBER AND SAMS REGISTRATION

A Data Universal Number System (DUNS) number is required to participate in any United States Department of Agriculture (USDA) Child Nutrition Program and to receive payment from the Office of the State Superintendent of Education (OSSE). All participants must also register with the System for Award Management (SAM) and renew annually.

Below is a list of instructions to obtain a DUNS number and SAM registration.

Obtaining a DUNS Number

Obtaining a DUNS number is the first step in registering as an organization applicant in Grants.gov. The instructions below provide a walk through of the process to acquire a free DUNS number.

Purpose of DUNS

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how Federal money is allocated.

Before Registering for a DUNS Number

Check to ensure that your organization does not already have a DUNS number. Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

How to Register for a DUNS Number

- If your organization does not yet have a DUNS number, or has misplaced the number, visit the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number.
- Registering for a DUNS number is free of charge. If you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.
- You will need all of the information listed below to obtain a DUNS number:
 - Name of organization
 - Organization address
 - Name of the chief executive officer (CEO) or organization owner
 - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
 - Year the organization started
 - Primary type of business
 - Total number of employees (full and part-time)

How long does it take to obtain a DUNS number?

Allow up to two business days to obtain a DUNS number. In some cases a DUNS number can be provided in one business day.

Register with SAM

Registering with the System for Award Management (SAM) is the second step of registering as an organization applicant. The information below describes SAM and explains the free registration process.

Purpose of SAM

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

Before Registering with SAM

- Use the [SAM Status Tracker](#) to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).
- It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.
- The EBiz POC must renew your organization's SAM registration annually.

How to Register with SAM

To register with SAM, visit the [SAM website](#) with the following information:

- DUNS number
- [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#)
- A designated EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate an Authorized Organization Representative (AOR).

How long does it take to register with SAM?

Generally, it takes between 7 and 10 business days to register with SAM. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional two weeks to request and obtain an EIN from the IRS.

Looking for more detailed assistance or instructions using SAM?

For more details and information about SAM check out any of the following resources provided by the General Services Administration (GSA) on [SAM.gov](#):

- [System for Award Management User Guide](#)
- [Federal Support Desk](#)