



DUNS and sam.gov information

Purpose of these steps:

NEA Big Read is supported with federal funds from the National Endowment for the Arts, which requires organizations to have a DUNS (Data Universal Numbering System) number and be registered in sam.gov. Registration is free for both DUNS and SAM, but takes time to complete.

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.

How do I verify that my organization has a DUNS number?

Search for your organization at the Dun and Bradstreet website via this webpage:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>

If your organization does not appear in the search, you will need to request a DUNS number. Use this link to get your DUNS number: <http://fedgov.dnb.com/webform>. Getting your DUNS number will take one to two business days.

Sam.gov

All businesses, non-profits, and units of state and local government must be registered in sam.gov in order to receive federal payments and disbursements against contracts and grants.

How do I verify my entity is registered or view my registration status?

Your organization (entity) may already be in the sam.gov database. Perform a public search using your entity's name or DUNS number at www.sam.gov to find your organization's registration status. When you find your entity, the registration status will be displayed. If the status is "Active," then your entity is fully registered.

How do I register my organization in sam.gov?

If you cannot find your organization via searching the sam.gov database you will need to register. To register an entity in sam.gov, you will need a DUNS number. After obtaining your DUNS number, follow these steps:

Step 1: Create a User Account at www.sam.gov.

Step 2: Click on "Register New Entity" from the left side navigation pane under "Manage Entity."

Step 3: Complete and submit the online registration.

Step 4: **Very important!** Make sure that your registration is publicly searchable and indicate that you want to be eligible for grants. Your purpose of registration should be for "Federal Assistance Awards Only."

- [Watch a video about how to register your entity in sam.gov.](#)
- Get free sam.gov assistance from your local Procurement Assistance Technical Center (<http://www.aptac-us.org>).
- Refer to the [SAM User Guide](#)

Please be advised that the online sam.gov registration process can take some time complete, depending upon the size and complexity of your entity. It may take 7-10 business days for your registration to become active.

How do I renew my registration in sam.gov?

Your organization needs to renew its SAM registration annually. To renew your registration, follow these steps:

Refer to the [SAM User Guide](#) for more details on renewing and updating your registration.

HELP!

For free assistance with sam.gov, contact your local Procurement Assistance Technical Center (<http://www.aptac-us.org>) or the Federal Service Desk (<http://fsd.gov>).