

How a foreign vendor can get the DUNS number and NCAGE Code they need in order to register in the System for Award Management (SAM) (to do Contracts/Grants with the United States Federal Government)

First, get (1) DUNS Number and (2) NCAGE Code

We strongly encourage you to get both (1) your Data Universal Numbering System (DUNS) number; and the (2) your NATO Commercial and Government Entity (NCAGE) code at the same time for two reasons:

- You do not need a DUNS Number to get an NCAGE Code, nor do you need an NCAGE Code to get a DUNS Number, but you need both before you can complete your System for Award Management (SAM) registration; and
- The U.S. Defense Logistics Agency's Business Identification Number Cross-reference System (BINCS) receives new and updated NCAGE information from NATO. SAM pulls the Legal Business Name and physical address from Dun and Bradstreet and checks them against BINCS. In order to pass this edit check, **the Legal Business Name and physical address listed for your DUNS number by Dun and Bradstreet must be ABSOLUTELY IDENTICAL (including spelling, capitalization, punctuation, spacing and what information appears on what line) to the Legal Business Name and physical address listed for your NCAGE Code in BINCS.** If there are any differences, SAM will produce an error and you will be unable to complete your SAM registration. You may be able to cut/paste from the DUNS request form to the NCAGE request form to help get around this if you fill out both forms at the same time.

Go to <http://fedgov.dnb.com/webform> (pictured below) and follow the instructions to get a free DUNS number. More information (including how to opt out of Dun and Bradstreet ads and mailing lists), see <https://www.statebuy.state.gov/pd/Documents/vndrduns.pdf>

The screenshot shows the D&B website interface. At the top, there is a yellow header with the D&B logo and the slogan "Decide with Confidence". To the right of the header, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header is a grey banner with the text: "Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government."

On the left side, there is a dark blue navigation menu with the following links: "Begin D-U-N-S Search/Request Process", "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility".

The main content area has a white background and contains the following text: "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees". Below this, it states: "Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. **Click here to request your D-U-N-S Number via the Web.** If your location, it can be created within 1 business day." A red arrow points to the "Click here" link. At the bottom of the main content area, it says: "For technical difficulties, contact govt@dnb.com".

At the bottom of the page, there is a yellow footer with the text: "Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com. Adding govt@dnb.com to your address book may help prevent our emails from being inadvertently blocked."

When filling out your DUNS number request...

- In the “Organization Information” section:
 - “Primary SIC Code”: Requires an Occupational Safety and Health Administration (OSHA) Standard Industrial Classification (SIC) Code . Enter the four-digit primary SIC code that best describes the company. For SIC code reference information, please refer to <http://www.osha.gov/oshstats/sicser.html> . For questions on which SIC code best applies to you, contact your Contracting Officer.
 - “Socioeconomic Data”: Enter the socioeconomic group which owns most of your firm.
- In the “Notes” section:
 - “Tax Number:” If you are required to pay U.S. taxes, enter your U.S. Tax Identification Number (TIN) here. If you are not required to pay U.S. taxes, enter your country’s local tax identification number (if your country uses tax identification numbers) here. Please note that if you are not required to pay U.S. taxes, you would enter your local country tax identification number here, but you would leave the Taxpayer Identification Number field in SAM blank.
 - “Email Address:” Please also enter your e-mail address where Dun and Bradstreet can communicate with you about your request for a DUNS number.

If you have problems getting your DUNS number...

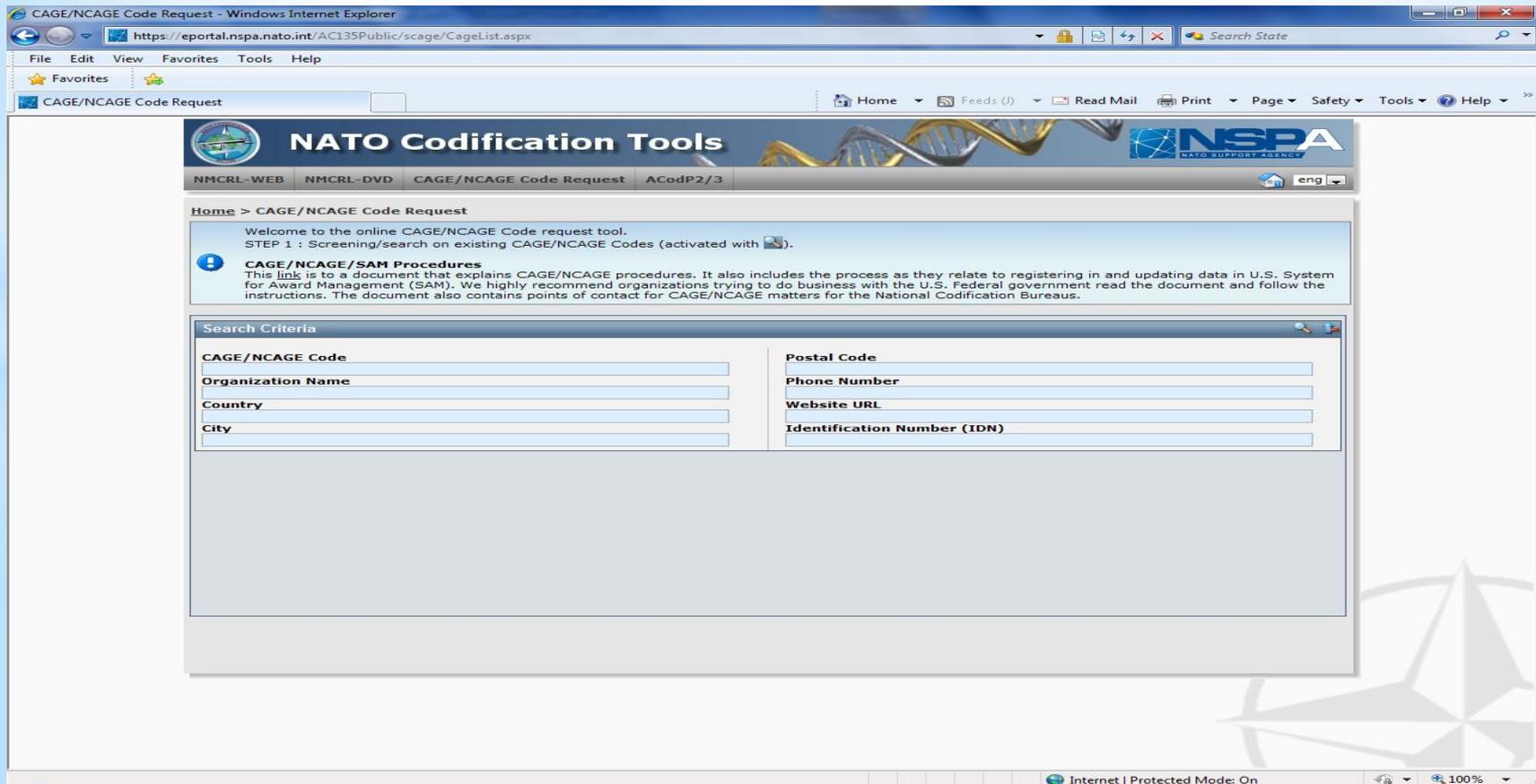
- E-mail the issue to both govt@dnb.com and SAMHelp@dnb.com. You can also add CCRHelp@dnb.com since this address may also still work.
- Contact Dun and Bradstreet at:
 - D&B Government Office**
 - 4350 N. Fairfax Dr., Suite 650
 - Arlington, VA 22203
 - USA
 - Phone 703-276-7856. They are open during normal U.S. business hours, Eastern time;
- Call Dun and Bradstreet at the office responsible for the country in which you are located. To find the D&B phone number go to the D&B website at <http://www.dnb.com>. In the center of the top of the first page, select the country you are in from the pull-down menu. That will take you to the D&B website appropriate for that country. That D&B website will, in turn, have a phone number you can call to reach the D&B office that covers that country. When you call, be sure to explain to D&B that you are requesting a DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements. (The DUNS number is free to such vendors. Otherwise, D&B may charge you for the DUNS number. D&B may attempt to sell you other services they offer. Only the DUNS number is free. The other services would be at your expense and are **not** required for U.S. Government grants or contracts. You are under no obligation to sign up for any of them.)

You can request an NCAGE by following this link:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

(pictured below) and follow the instructions to obtain an NCAGE.

The first step is a mandatory search for any NCAGE Codes you may already have:



When submitting your NCAGE Code request ...

- When asked if the entity to be registered is a supranational organization, please click “No” if you are not part of a member state. Member states transcend national boundaries or interest to share in the decision-making across national boundaries which vote on issues pertaining to the wider group such as the European Union (EU) and the World Trade Organization (WTO). NATO nations Points of Contacts website:
<http://www.nato.int/structur/AC/135/main/links/contacts.htm>
- If you cannot submit the online NCAGE form via the Internet, you can obtain an NCAGE Code by contacting the National Codification Bureau (NCB) of the country where your organization is located. Your country’s NCB contact information can be found at:
<http://www.nato.int/structur/AC/135/main/links/contacts.htm> .

Once you submit your NCAGE Code request ...

- If you receive an e-mail asking you to verify your e-mail address using a link in the e-mail, you must do so before your NCAGE Code request can be processed;
- Once your NCAGE Code request is processed (up to 14 business days, depending on the country) , you should receive an e-mail notifying you of your NCAGE Code. At that point, check <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> (where you originally requested your NCAGE Code) to make sure it is in that database (can take an additional 1 day to over a month, depending on the country involved).

If you have problems getting your NCAGE Code

- If you need to change any information regarding your NCAGE code, go to <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> (where you originally requested your NCAGE Code) to make the changes. Processing time will likely be about the same as when you originally requested your NCAGE code.
- If you need help getting a NCAGE code request or change request processed, contact your cognizant National Codification Bureau at <http://www.nato.int/structur/AC/135/main/links/contacts.htm> .
- If your NCAGE data does not copy over automatically into BINCS within 3 business days, contact the Logistics Information Service using one of the methods listed at <https://www.logisticsinformationservice.dla.mil/bincs/contact.aspx> .

Within 2-3 business days after the NCAGE Code shows up in NATO database, it will copy over to BINCS at http://www.dlis.dla.mil/BINCS/begin_search.aspx (shown below). Once your NCAGE Code shows up in BINCS, it will take SAM 24 to 72 hours to begin to use the NCAGE Code information.

