



D-U-N-S Number Acquisition /SAM Registration Information

The Florida Department of Agriculture and Consumer Services has received new reporting requirements from the United States Department of Agriculture that require monthly reporting into their federal system. In order to meet these reporting requirements, each agency/organization that receives funds under the Food and Nutrition Program must be registered in the System for Award Management (SAM). In order to register in SAM, the agency/organization must have a DUNS number. This is the number that the federal government uses to track the receipt of federal funds by local organizations.

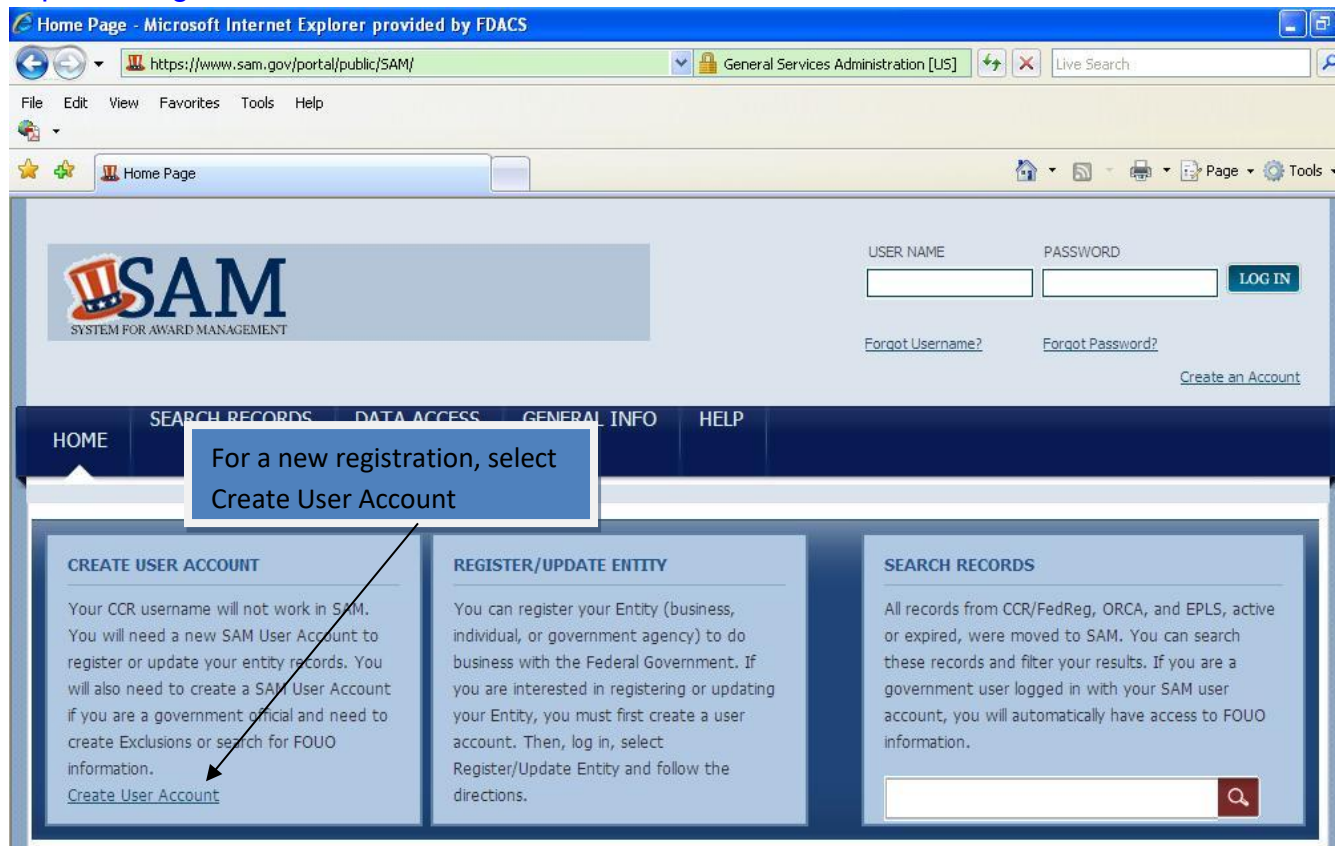
All prospective sponsors must do the following:

- 1) Register for DUNS Number <https://iupdate.dnb.com/iUpdate/companylookup.htm>

The screenshot shows the DnB iUpdate website in a Microsoft Internet Explorer browser. The address bar displays <https://iupdate.dnb.com/iUpdate/companylookup.htm>. The website has a yellow and blue header with the D&B iUpdate logo and navigation links: iUpdate Home, D&B Home, Get a D&B D-U-N-S® Number, Business Credit Basics, and Contact Us. A progress bar indicates the registration steps: STEP 1 (Company Look-up), 2 (Verify Identity), 3 (Auth. Exam), 4 (Security Settings), and 5 (Registration Complete), with a 0% completion status. The main content area is titled "Get Started, Locate Your Company" and includes a "Search Tips" section with instructions to enter company information and click "Search". Below this are input fields for "Business Name" and "City" (with a dropdown menu set to "AK") and a "Search" button. A blue callout box with an arrow pointing to the "Click here" link in the "Search Tips" section contains the text: "For New Registrations, select Click here". The footer contains copyright information for Dun & Bradstreet, Inc. (2000-2010) and links to various resources.

2) Register in SAM (System for Award Management)

<https://sam.gov/SAM/>



3) Forward the email confirmation you receive that states “SAM Registration is Activated” to your Prospective Sponsor Specialist. This email contains both your DUNS number and the SAM CAGE code.

The Subject Line of the email will read:

Registration Activated for SPONSOR NAME / 123456789 / 12345