



Guidance for Obtaining a DUNS Number

An Additional Help document for
ADS Chapter 302

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GUIDANCE FOR OBTAINING A DUNS (Data Universal Numbering System) NUMBER

As stated in FAR 4.6, the contracting officer must identify and report a Contractor Identification Number for each successful offeror. A Data Universal Numbering System (DUNS) number, which is a nine-digit number assigned by Dun and Bradstreet Information Services to an establishment, is the Contractor Identification Number for Federal contractors.

All vendors (including foreign businesses and individuals¹) receiving USAID awards over the monetary threshold established in the FAR must obtain the DUNS number themselves. In addition, all vendors doing business with the Federal Government must be registered in the Central Contractor Registration (CCR) database (<http://www.ccr.gov/>), unless they qualify for one of the exemptions set forth at FAR 4.11 or Agency regulations or directives. In order to register in the CCR, a DUNS number is required.

Contractors/Vendors Obtaining a DUNS Number: Contractors located within the United States can obtain their DUNS number (at no charge) by calling Dun and Bradstreet (D&B) at 1-866-705-5711, or via the internet at <http://www.dnb.com>.

For contractors located outside the United States, D&B has Information Service offices worldwide. To obtain the location and contact information of the local D&B office, those contractors can also visit <http://www.dnb.com>. See FAR 52.204-6.

As required by FAR 4.6, if the successful offeror does not provide its number, the contracting officer must contact the offeror and assist them in obtaining the DUNS number.

Please note: M/OAA/CAS no longer maintains an account with Dun & Bradstreet to cover the costs of obtaining DUNS numbers and is no longer able to assist COs or vendors to obtain a DUNS number. Although the USAID Library <http://ppc.usaid.gov/library/> remains the resource for obtaining D&B Company reports, the USAID Library is also not able to assist COs in obtaining DUNS numbers.

NEW AGENCY CODES: For future reference, please be advised that the Agency Code for USAID is 7200. The Contracting Office Code is 72000.

POINT OF CONTACT: Should you need further information on DUNS numbers, please visit the M/OAA Solutions Center at <http://inside.usaid.gov/M/OP/SolutionsCenter/other/duns.htm> or contact dunsdorequest@usaid.gov. Please direct any questions regarding DUNS numbers to Judy Britt, M/OAA/CAS, at (202) 712-0397.

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¹ See also <http://inside.usaid.gov/M/OP/SolutionsCenter/other/duns.html>