DUNS Number and SAM Expiration Date

OBJECTIVE

OSSE requires grant recipients to have a DUNS Number and a valid SAM Expiration Date to receive funds.

Users will be able to identify or register for a DUNS Number to input in CENTRAL DATA.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. OSSE requires the SAM's certification be updated in EGMS prior to disbursement of funds.

This document will walk users through the steps to locate and upload a SAM Expiration Date – Entity Overview Record.

CONTEXT

Organizations interested in receiving an education grant through OSSE must have a DUNS Number and a SAM Expiration Date.

DUNS NUMBER

The DUNS Number is a unique nine-digit identifier for business. It is used to establish a business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. DUNS, which stands for data universal number system, is used to and maintain accurate and timely information on businesses.[i]

The DUNS Number is input in the CENTRAL DATA – DUNS NUMBER tab.

DUNS Numbers may take a few days to arrive, plan accordingly. The DUNS Number is not required upon application, however users should seek to obtain a DUNS number as soon as possible. Should an applicant be selected for an OSSE grant award the DUNS Number is required before access to award funds.

SAM EXPIRATION DATE

Once a DUNS Number is obtained organizations may request a SAM Expiration Date.

SAM certification expires yearly. Prior to disbursement of funds, EGMS requires the upload and submission of a valid SAM date in CENTRAL DATA. The Reimbursement Request will auto-load the SAM Expiration Date contained in CENTRAL DATA. If the SAM date has expired a notification message will be generated upon the creation of the next Reimbursement Request. Users will be required to have a SAM Expiration Date for the submission of CENTRAL DATA and will also want to update the SAM Expiration Date prior to expiration to ensure there is no break in the disbursement of funds.

CREDENTIALS AND PERMISSIONS

The DUNS Number and SAM Expiration Date – Entity Overview Record may be uploaded to EGMS by users with the following permissions:

- Bookkeeper/Data Entry
- Authorized Rep/ District Admin

SEARCHING OR REGISTERING FOR A DUNS NUMBER

Please ensure your organization does not already have a DUNS Number. Many organizations already have a DUNS Number. Contact your financial department or authorizing official to identify your organizations DUNS Number.

DUNS Numbers may be identified by registered users through the following URL: https://fedgov.dnb.com/webform/pages/CCRSearch.jsp.

The option labeled "Find DUNS or Request new DUNS" will offer instructions to identify a DUNS Number.

After checking to ensure your organization does not have a DUNS Number, follow the site's instructions to register your organization for a DUNS Number.

Once the DUNS Number is retrieved, input the information in CENTRAL DATA – DUNS NUMBER:

LOCATING AND UPLOADING A SAM EXPIRATION DATE IN EGMS

CENTRAL DATA

The SAM is located in Central Data under the DUNS Number tab.

Within this tab are steps to access the Entity Overview Record:

LOCATING A SAM EXPIRATION DATE

SAM.gov provides convenient search options.

- Search your organization (no login is needed to access the Entity Overview).
    - In this example, we search for "District of Columbia"
- Locate your organization through the results.

- Click the View Details button – this will deliver the user to the Entity Overview page.

UPLOADING A SAM EXPIRATION DATE

- From the Entity Overview page either:
    - Save a screenshot, or
    - Use the Print functions to save the page as a PDF.
- When naming the document please use a naming convention that **avoids special characters** including the period ".". It is best to name the document with alphanumeric characters and possibly the dash or underscore.
- Upload the document in the space provided.

- SAVE the page and, when ready, submit Central Data.

Upon approval, the <u>next</u> Reimbursement Request will auto populate with the updated SAM Expiration Date.