Welcome! The program will begin at 11:00 AM EST.

If you would like to view live closed captioning, keep the meeting open and in another window go to this link:


The slide presentation and a recording of this forum will be posted to the IAE space on Interact.GSA.gov after the event.

Please post questions to the Q&A log. Thank you!
Getting a Unique Entity ID (SAM)

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IAE Stakeholder Forum
January 25, 2022
Questions We Will Answer Today

- **What** Is the Unique Entity ID? **When** Is it Changing?
- **Why** Is the Change from the DUNS Number to Unique Entity ID (SAM) Happening?
- **What** Does the Unique Entity ID (SAM) **Mean for Me**?
- **FAQs About the Unique Entity ID (SAM)**
  - Is a DUNS Number the same as the UEI?
  - Does the UEI expire?
  - Does the UEI impact the CAGE/NCAGE Code?
  - I’m a prime awardee; how do I get my subs’ UEI?
  - I have a UEI, but on SAM.gov, it says “not registered.” What does that mean?
  - If I was awarded a grant under my DUNS Number, do I now report using my UEI?
  - Will someone send me our UEI?
  - Do I need a registration? Do I need a UEI?
- **Getting a Unique Entity ID (SAM)** With or Without New Registration
- **Getting Help** After April 2022
What Is the Unique Entity ID (SAM) and When Is it Changing?
**What Is the Unique Entity ID?**

**DUNS Number**

The **authoritative** unique entity identifier used by the federal government **today** is the **DUNS Number**

- The DUNS Number is a 9-character numeric value
- Managed, granted, and owned by Dun & Bradstreet

**DUNS 012345678**

**Unique Entity ID (SAM)**

The **authoritative** unique entity identifier used by the federal government **in the future** will be the **Unique Entity ID (SAM)**

- The Unique Entity ID (SAM) is a 12-character alphabetic numeric value
- Managed, granted, and owned by the government

**SAM ABC012345678**
### When is the Unique Entity ID Changing?

<table>
<thead>
<tr>
<th>Today</th>
<th>On April 4, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>- DUNS Number is the authoritative identifier</td>
<td>- Unique Entity ID (SAM) is the authoritative identifier</td>
</tr>
<tr>
<td>- Unique Entity ID (SAM) is available in search and display of all IAE systems, not authoritative</td>
<td>- DUNS Number is <strong>not</strong> available in IAE systems</td>
</tr>
<tr>
<td>- Users can get a Unique Entity ID (SAM) in SAM.gov with a DUNS Number from D&amp;B</td>
<td>- Users get a Unique Entity ID (SAM) in SAM.gov—the DUNS Number is no longer needed</td>
</tr>
<tr>
<td>- People who need to change legal business name, address, etc. go to D&amp;B</td>
<td>- People who need to change legal business name, address, etc. go to SAM.gov and make the changes in SAM.gov</td>
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</tbody>
</table>
Why Is the Change from the DUNS Number to Unique Entity ID (SAM) Happening?
Why Is the Change from DUNS to Unique Entity ID Happening?

- Changing from DUNS to the Unique Entity ID (SAM) is a federal governmentwide initiative.

- The Office of Management and Budget (OMB) directed federal agencies to complete their transition to the Unique Entity ID (SAM) no later than April 4, 2022.

The federal government is streamlining the entity registration process and making it easier for entities to do business with the federal government.

Entities will be assigned an identifier during registration or can request one at SAM.gov without needing to register.

You will not need to go to a third party to obtain an identifier or to get help.
Agency Implementation across the Federal Government

Federal agencies you do business with will provide information about how to use the Unique Entity ID in their award and payment processes.

- For example, Grants.gov has already initiated its transition.
- Go to: [grants.gov/web/grants/forms/planned-uei-updates.html](http://grants.gov/web/grants/forms/planned-uei-updates.html)

Federal agencies are managing their own Unique Entity ID transition plans.

- They will update their own:
  - Procurement award processes and systems
  - Grant award processes and systems
  - Invoicing and payment processes and systems
What Does the Unique Entity ID (SAM) Mean for Me?
What Does the New Unique Entity ID Mean for Me? (1 of 6)

I already have a SAM.gov registration.

You’ve already been assigned a Unique Entity ID (SAM)!

It’s viewable on your entity registration record in SAM.gov.
I’m a sub-awardee NOT registered in SAM.gov and I use the DUNS Number for subaward reporting

- Request a Unique Entity ID (SAM) in SAM.gov today. A DUNS Number is still required. **No registration will be required.**
- Share your Unique Entity ID (SAM) with your prime(s) so they are ready to report after **April 4, 2022.**
I pull data and reports from IAE systems using APIs or the FPDS Atom Feed.

Go to the source site to review the specific changes that are occurring.

The Unique Entity ID (SAM) is available now, along with the DUNS Number, in SAM.gov APIs, data extracts, and the FPDS Atom Feed.

On **April 4, 2022**, only the new Unique Entity ID (SAM) will be provided and the DUNS fields will go away or return blank or null values.
I search for entity and award information using the DUNS Number.

- If you have **saved searches in SAM.gov** that use the DUNS Number, edit those searches to use the Unique Entity ID (SAM) before April 4, 2022. If you do not change those saved searches, **they will not work after April 4, 2022**.

- If you have **ad hoc contract data reports** that use a DUNS field, you must change those reports to use a Unique Entity ID (SAM) field. If you do not update your reports, **they will not work after April 4, 2022**. There are instructions on how to update your reports at FSD.gov (search for “ad hoc reports UEI”).
I’m a prime awardee and I use the DUNS Number for subaward reporting in FSRS

- Get your sub-awardees’ Unique Entity IDs. You can find them in SAM.gov by searching on the DUNS Number. If you cannot find it, contact your sub-awardee.

- Starting on **April 4, 2022**, use the Unique Entity ID (SAM) for reporting. The DUNS Number will no longer be in any system.
I’m going to register my entity in the future.

- **Before April 4, 2022**, go to D&B and get a DUNS Number, then go to SAM.gov to register your entity. You will be assigned a Unique Entity ID (SAM) as a part of the SAM.gov registration process.

- **After April 4, 2022**, go directly to SAM.gov to register, where you will be assigned a Unique Entity ID (SAM).
FAQs About the Unique Entity ID (SAM)
Is a DUNS Number the same as the Unique Entity ID (SAM)?

Answer

No, the UEI is owned and assigned by the federal government. The DUNS Number is owned and assigned by a private organization, Dun & Bradstreet.

The Unique Entity ID (SAM) is 12 characters long and alphanumeric. The DUNS Number is numeric and only 9 characters.

They are both identifiers assigned to a business or organization identifying them as unique. On April 4, 2022, the Unique Entity ID (SAM) will be the identifier used by the federal government to identify your business or organization.
Does the UEI expire?

Answer

No, once a Unique Entity ID (SAM) is assigned to your business or organization, it will not expire.

If you have a registration on SAM.gov, that expires and must be renewed each year to remain active. If your registration expires, you will still have a Unique Entity ID (SAM) assigned to your organization.
Does the Unique Entity ID (SAM) impact the CAGE/NCAGE code?

Answer
No, CAGE and NCAGE codes are completely separate from the Unique Entity ID (SAM).
I’m a prime awardee; how do I get my subs’ Unique Entity ID (SAM)?

Answer

You can search entity information on SAM.gov for your sub. If they have gotten their Unique Entity ID (SAM), it will be displayed on their entity record (if their information is set to public display).

If you can’t find their Unique Entity ID (SAM), reach out to your subs directly. They may need to go to SAM.gov and get their Unique Entity ID (SAM), or their information may not be publicly displayed.
I have a Unique Entity ID (SAM), but on SAM.gov, it says “not registered.” What does that mean?

Answer

Getting a Unique Entity ID (SAM) only and registration on SAM.gov are different.

Getting a Unique Entity ID (SAM) is a validation that your entity is what you say it is: a unique organization with its own physical address. “Getting a UEI” in SAM.gov refers to just that—getting a UEI only, not registration.

“Entity registration” is a more involved process where you provide certain information about your organization and get a Unique Entity ID (SAM) along the way (if you don’t already have one). “Register” in SAM.gov always refers to entity registration.
If I was awarded a grant under my DUNS Number, do I now report using my Unique Entity ID (SAM)?

Answer

Each federal agency is responsible for managing how they shift from using the DUNS Number to using the Unique Entity ID (SAM).

Reach out directly to the awarding agency for instructions on when and how to use your Unique Entity ID (SAM).
Will someone send me our Unique Entity ID (SAM)?

Answer

GSA is not contacting organizations directly about the Unique Entity ID (SAM). If you have an entity registration, active or inactive, you can sign in to SAM.gov anytime and view your entity record where the Unique Entity ID (SAM) is displayed.

If you do not have a registration, but need a Unique Entity ID (SAM), you need to go to SAM.gov, choose “Get Started,” and select the “Get Unique Entity ID” option to get a UEI.
Do I need a registration? Do I just need a Unique Entity ID (SAM)?

Answer
It’s up to you and your organization. It’s a business decision.

Whether to register your entity depends on whether you want to be in charge of bidding on or applying directly for awards and assistance from the government.
To learn more see our new page on the transition on SAM.gov, linked from the homepage.
Access the **NEW UEI Quick Start Guide** or view **the video** on Getting a Unique Entity ID.

Also, more help is available on the FSD.gov home page. Access it [here](https://fsd.gov) (from fsd.gov)
Getting a Unique Entity ID (SAM)
With or Without a New Registration
Select Get Started to initiate a **new registration** or to just get a UEI (without a full registration).
Next, choose whether you need a registration or only a Unique Entity ID (SAM).

If you choose registration, you will be taken to the purpose of registration page.

If you choose to get Unique Entity ID (SAM), you will be taken to enter the entity information.

If you already have a registration, you already have a Unique Entity ID (SAM). Just go to the main search to view the UEI (SAM).
Selecting “Register entity” from the previous screen will take users here starting February 5, 2022.

Here you will need to determine your purpose of registration and whether you are bidding on contracts and financial assistance or just financial assistance.

The look is changing but the process remains the same.
You will be able to review your selected purpose of registration and see an outline of the upcoming steps you will need to complete based on your purpose of registration.

You will also be shown all the necessary documents or information before you move into the next step of entity registration.

You can decide to change the Purpose of Registration or continue forward.
Enter Entity Information

Today, when you choose to get a Unique Entity ID (SAM) only, you will go straight to this screen.

Starting February 5, 2022, if you are registering, you will see this screen after you choose your purpose of registration and entity type.

Until April 4, 2022, entering your DUNS Number is required.

After April 4, 2022, the DUNS Number is NOT required.
Confirm Entity Information

Here is where you will view the match of your entries to the information provided by Dun & Bradstreet.

You will confirm a match or, if no match, you will be instructed to contact Dun & Bradstreet.

You will also be given the option to limit your entity registration to just federal users searching SAM.
Request the UEI

Once you select your entity, one of three outcomes could happen:

a. Your entity is already registered and you can request a role
b. Your entity has already been assigned a UEI
c. Your entity is new to SAM.gov

If the entity is new, you will see the following screen. You must certify you are authorized to take this action for the entity.

Once you have the UEI, you can continue the registration process.
Getting Help After April 2022
Starting in April 2022, you will no longer use the DUNS Number to get a UEI or to register. You will no longer need to go to Dun & Bradstreet if you need help validating your entity.

Instead, there will be a “Create Incident” button where, if you need help getting your UEI (e.g. the system can’t find a entity match), the system can create a help ticket with your information and assign a ticket number. You will then receive the link to your ticket information.
Again, more help is available on the FSD.gov home page.

Access it here (from fsd.gov)
We Want Your Feedback!

Our feedback tool is on the footer of all pages on SAM.gov

We welcome you to provide feedback on this site.
If you have a technical issue or need a question answered, please go to the Federal Service Desk.
The Integrated Award Environment

See latest on how GSA is preparing for the federal transition at:
GSA.gov/EntityID

Join us on Interact for the latest updates:
interact.gsa.gov/group/integrated-award-environment-iae-industry-community

Join the Technical Interface Community by emailing
IAE_Admin@gsa.gov
Questions?

Thank you!