

Getting a D&B D-U-N-S Number

Guide for FDA D-U-N-S Number Pilot Participants

Data Universal Numbering System (D-U-N-S) Number—The D-U-N-S Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The D-U-N-S Number is site specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a D-U-N-S Number.

Determining/Obtaining a D-U-N-S Number for your own Establishment (US-based Locations)

D&B’s worldwide database currently covers over 130 million businesses which means that your entity may already have a D-U-N-S Number assigned to it. You may choose one of the no-cost options below to determine your establishment’s existing D-U-N-S Number.

<p>Option 1: Your company is part of the D&B Top 5,000 Family Tree Listing</p>	<p>Contact FDA at SPL@fda.hhs.gov to determine if your organization is included in the D&B Top 5,000 Family Tree Listing. If your organization is included in the Listing, then FDA will refer to you the D&B Linkage Team to obtain D-U-N-S Number information for your specific location, as well as for D-U-N-S Number information for your entire corporate family.</p>
<p>Option 2: Your company is already a D&B customer</p>	<p>Your company’s Credit/Risk Department may already be doing business with D&B and may have its own D-U-N-S Number. Contact the department representative to see if <i>your physical location</i> has its own D-U-N-S Number.</p> <p>Alternatively, you may ask your internal contact for the name of your D&B Representative and contact him/her to determine your establishment D-U-N-S Number.</p>
<p>Option 3: Contact D&B via Phone</p>	<ol style="list-style-type: none"> 1. Call 1-800-234-3867 2. Enter your phone number 3. Select Option 2 4. Select Option 2 5. When you speak with a D&B representative tell them that you would like the Existing D-U-N-S Number for your business location, and provide the necessary information to the D&B representative so that they can provide your D-U-N-S Number

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<p>Option 4: Contact via D&B via the Web</p>	<ol style="list-style-type: none">1. Go to www.dnb.com2. Click on the <Get a D&B D-U-N-S Number> tab3. Enter your Business Name, City, and State, and click <Next>4. If your entity already exists in D&B's database, the entity name will appear and you will be asked for your e-mail and contact information. A confirmation e-mail from D&B CRC Sales & Service will provide further instructions on contacting D&B to obtain your entity's D-U-N-S Number. There will be no charge for this service.5. If your entity was not found in D&B's database, click on <Get a D-U-N-S Number: NO CHARGE> option to begin the on-line application process <p style="text-align: center;"><i>You will need to provide the information below to obtain a D-U-N-S Number:</i></p> <p>Contact Information</p> <ul style="list-style-type: none">• First Name• Last Name• Title• Email Address• Company Telephone Number <p>Company Information</p> <ul style="list-style-type: none">• Name of Business (full legal name)• Business Address (including suite or floor #)• City, State, Zip code• Local Phone Number• Name of CEO/Business Owner• Legal structure of the business (Corporation, Partnership etc.)• Year Business Started• Primary Line of Business (e.g. Drug manufacturer)• Total Number of Employees (including principals, and part-time) <ol style="list-style-type: none">6. Once you have completed the on-line application, you will be asked whether you would like to expedite the D-U-N-S Number assignment process. (If you chose one of the fee-based options, you will be asked for billing/credit card information). If you <i>do not</i> choose to expedite, your D-U-N-S Number will be assigned within 30 business days, free of charge, and will be communicated to you by D&B.
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**Determining/Obtaining a D-U-N-S Number for your Establishment
(International Locations)**

Entities outside the United States should follow one of these two options to obtain a D-U-N-S Number at no cost:

Option 1: Contact D&B via Phone	<ol style="list-style-type: none">1. Call 1-800-234-38672. Enter your phone number3. Select Option 14. Select Option 25. Select Option 2 (International Customer Service)6. A D&B representative will provide the phone number for the country's local D&B office to be contacted for D-U-N-S Number Assignment
Option 2: Contact D&B via the Web	<ol style="list-style-type: none">1. Go to www.dnb.com2. At the top of the page, select the country or region where your entity is based3. On the region/country page, click on <D&B D-U-N-S Number> or <Get a D-U-N-S Number>4. Follow the page information on how to get a D-U-N-S Number (depending on the country or region, the D-U-N-S application may be via the phone or internet)

**Determining/Obtaining the Existing D-U-N-S Number for your
Agent(s) or Importers**

In order to access the D-U-N-S Number and D&B information for entities other than your own, you may choose to obtain a D&B subscription for D&B Business ID Reports. The D&B ID offers basic information on a particular company, such as D&B D-U-N-S Number, company name, address, telephone number, SIC code, location, primary contact name and line of business. Access to these reports may cost as little as \$3.55 per report. If you need to access multiple reports, call D&B at 1-866-794-1580 to inquire about volume pricing.

Please note: Due to D&B's verification procedures, a business entity may not request or apply for a new D-U-N-S Number on behalf of *another* business entity.

Questions about D&B and the D-U-N-S Number assignment process, should be directed to Ryan Paul, D&B Government Solutions, at paulr@dnb.com.