Unique Entity Identifier (SAM)

Transition Overview
Joint Governance

October 28, 2021
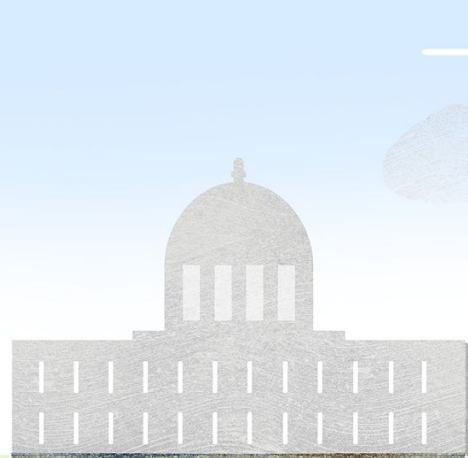
Agenda

- **Overall UEI/EVS Rollout Schedule**
- **Who needs a Unique Entity ID(SAM)?**
- **Demo: Getting a Unique Entity ID (SAM) without SAM Registration**
- **Preview: Incorporating Getting a Unique Entity ID(SAM) into the SAM.gov entity registration process**
- **User Resources for the Transition**

Overall UEI/EVS Rollout Schedule

Agenda

TODAY

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

- The DUNS Number is a 9-character numeric value

- Managed, granted, and owned by Dun & Bradstreet

APRIL 4, 2022

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

- The Unique Entity ID (SAM) is a 12-character <u>alpha-</u>numeric value

- Managed, granted, and owned by the government

On April 4, 2022, the DUNS Number is no longer used as the entity identifier for federal awards.

When is the Unique Entity ID Changing?

Unique Entity ID (SAM) is introduced in all IAE systems

The federal government stops using the DUNS Number to identify entities

Before May 24, 2021	Current Period	On April 4, 2022
◉ DUNS Number is the unique entity ID	◉ DUNS Number is the unique entity ID ◉ Unique Entity ID (SAM) is available, but is not authoritative	◉ Unique Entity ID (SAM) is authoritative
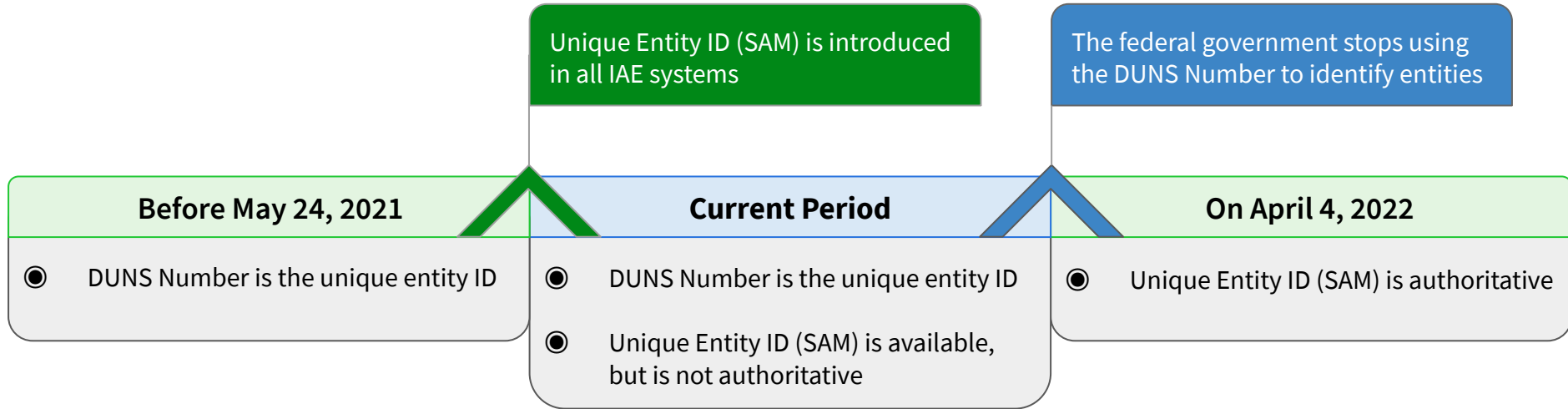
IAE Transition in Detail

Today
Unique Entity ID (SAM) is:
- ✓ Assigned to all entities registered in SAM.gov
- ✓ Viewable in all IAE systems for search and display included in IAE APIs and extracts
- ✓ Interfacing systems may send either the Unique Entity ID (SAM) or the DUNS Number to IAE systems
- ✓ Subaward recipients can apply for Unique Entity ID (SAM) on SAM.gov
  - ○ Does not require complete entity registration

February 2022
Users will transition to new workflow:
- ✓ See additional help on screen
- ✓ UEI (DUNS) and D&B are still used for validation
- ✓ UEI (SAM) still assigned through process

Q1 FY 2022	Q2 FY 2022	Q3 FY 2022

We are here

User acceptance testing of EVS process in SAM.gov

April 4, 2022
Transition complete
- ✓ New validation process in place for Unique Entity ID (SAM) assignment at SAM.gov
- ✓ DUNS Number no longer appears in any IAE interface/screen

On April 4, 2022, the DUNS Number is no longer used as the entity identifier for federal awards.

Who needs a Unique Entity ID (SAM)?

I'm an entity already registered in SAM.gov

You've already been assigned a Unique Entity ID!

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

Starting now, you can request a Unique Entity ID (SAM) in SAM.gov. **No registration required**.

Continue to use your DUNS Number for reporting. Starting on **April 4, 2022**, you will only use the Unique Entity ID (SAM) for reporting.

I pull award data and reports from IAE systems and view the DUNS Number.

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 will be provided and **the DUNS field will go away**.

I search for entity and contract award information using the DUNS Number.

Today, you can use the DUNS Number and/or the Unique Entity ID (SAM) to search entities. Starting on April 4, 2022, you can only use the Unique Entity ID (SAM).

I'm going to register my entity in the future. Do I still need the DUNS Number? How do I get a Unique Entity ID (SAM)?

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.

I'm going to register my entity in the future. Do I still need the DUNS Number? How do I get a Unique Entity ID (SAM)?

After April 4, 2022, you will be assigned a Unique Entity ID (SAM) as part of the SAM.gov registration process. You no longer need to get a DUNS Number for SAM.gov entity registration.

What Does Getting a Unique Entity ID (SAM) Look Like now?

DEMO

Sign In

Home   Search   Data Bank   Data Services   Help

SAM.GOV®

🏳 **Official U.S. Government Website**
100% Free

The Official U.S. Government System for:

Contract Opportunities
(was fbo.gov)

Contract Data
(Reports ONLY from fpds.gov)

Wage Determinations
(was wdol.gov)

Federal Hierarchy
Departments and Subtiers

Assistance Listings
(was cfda.gov)

Entity Information
Entity Registrations, Disaster Response
Registry, Entity UEI and Exclusions

Entity Reporting
SCR and Bio-Preferred Reporting

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get
started doing business with the federal government.

Get Started

Renew Entity

✓ **Check Registration Status**

Already know what you want to find?

| Select Domain... ▾ | e.g. 1606N020Q02 | 🔍 |

New
Homepage
Options

SAM.GOV®   System for Award Management | For People Who Make, Receive, and Manage Federal Awards

15

SAM.GOV®

Home   Search   Data Bank   Data Services   Help

Entity Management

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

Register Entity

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

Get Unique Entity ID

Once signed in:
from any of the 'get started' pages a help page for determining which path to take
- full registration
- just need a UEI (SAM)

If you opt to complete the full registration, your entity will be assigned a UEI (SAM) automatically as part of the process. No additional steps needed.

If you already have a registration, you already have a UEI(SAM). Just go to the main search.

Easy view of steps so user knows where they are in process

Unique Entity Identifier is still authoritatively the DUNS until April 4th 2022

Entity validation to get the UEI (SAM) will be against D&B information.

Fields adapt based on user input, country will change ZIP fields and entering the ZIP will auto populate the state and city

1 Enter Entity Information   **2** Validate Information   **3** Request UEI   **4** Receive UEI

Enter Entity Information
All the following information will be used to validate your entity, unless marked as optional.

DUNS   Unique Entity ID

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City   State

Cancel   Help   Next

SAM.GOV®

Matches displayed are based on a comparison of data entered by the user to D&B data.

We do take a near match - in the case shown 'Parkway' was entered by the user, and 'PKWY' is in the record

If no matches are found, the user will be directed to D&B as they are still the source until April 4th.

Just as with registrations, the entity can determine they want the UEI to show publicly or just be restricted to federal users.

It the entity is already registered in SAM, the user will be notified and given easy path to request a role.

Request UEI

ⓘ **Entity Already Registered**
This entity has already been assigned a unique entity ID and is registered in SAM. To access this entity, you must request a role from its administrator.

VALIDATED INFORMATION:

US TEST COMPANY 849 ● Public

DUNS UNIQUE ENTITY ID:
362261781

PHYSICAL ADDRESS
3501 CORPORATE PARKWAY
CENTER VALLEY, PA 18034
US

This entity is already registered in SAM. If this is your entity and you would also like to be able to manage it, you may request a role. Your request will be sent to the current administrator.

If this is not your entity, select **Start Over** to enter different business information. Select **Cancel** to exit.

Start Over   **Request Role**

‹ Previous   ✕ Cancel

If the Unique Entity ID (SAM) has not been assigned to the entity, the user will see the following screen.

The user must verify they are authorized to take this action for the entity.

If a Unique Entity ID (SAM) has already been assigned to the entity, the user will see the following screen.

The user is now associated to the entity and can accept any updates from D&B for items such as address changes.

The entity is NOT registered at this point. We do provide that in text on screen and a 'easy' button for them to start that process.

With this workflow there is NO change to the current registration screens or validations.

1 Enter Entity Information **2** Validate Information **3** Request UEI **4** Receive UEI

Receive UEI

You have already been assigned a Unique Entity ID.

N9JAWEY8SJD5

(i) **Unique Entity ID already assigned**
This entity has already been assigned the following unique entity ID, but is not registered in SAM. There are likely other users already also associated with this entity.

VERIFIED MATCH:

US TEST COMPANY 549 ● Public

DUNS UNIQUE ENTITY ID:
362261773

SAM UNIQUE ENTITY ID:
N9JAWEY8SJD5

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration] [Done]

Preview: Incorporating Getting a Unique Entity ID (SAM) into the SAM.gov entity registration process

Upon sign in, you go to 'get started' help page to determine which path to take
- full registration
- just need a UEI (SAM)

The 'Get Unique entity ID' process shown earlier stays the same.

This is the first step in a **non-federal entity registration** planned for February 2022.

Users will transition to the new workflow:
- ✓ See additional help on screen
- ✓ Changes to look and feel
- ✓ UEI (DUNS) and D&B are still used for validation
- ✓ UEI (SAM) assigned with current process.
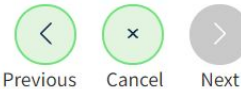
Purpose of Registration

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any federal government agencies desiring to do business with the government.

What type of entity are you registering?

○ Business or Organization

○ U.S. State Government

○ U.S. Local Government

○ Tribal Government

○ Foreign Government

Why are you registering this entity to do business with the U.S. government?

○ I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.

○ I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

‹ Previous   × Cancel   › Next

This page informs the non-federal user of upcoming steps.

The user can decide to change the Purpose of Registration or continue forward.

Confirm Purpose of Registration

Purpose of Registration
ALL AWARDS

[Change Purpose of Registration]

Based on the answers you provided on the previous page, you must complete the following entity registration sections.

ID Unique Entity ID   All registration types

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation

Core Data   All registration types

Core Data Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.

Assertions   "All Awards" only

Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.n

FAR and DFAR*S* Representations & Certifications   "All Awards" only

Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).n

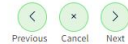**Points of Contact**   All registration types

The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in FAR S2.204-7 System for Award Management.

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

(<)   (×)   (>)
Previous   Cancel   Next

This is a help page to ensure entities are ready to complete the registration process.

This process does not change the required documents or needed information for a entity to register in SAM.

Gather Your Information

Purpose of Registration
ALL AWARDS

[Change Purpose of Registration]

U.S. REGISTRANTS:

⊘ **Entity Details:**
  Legal Business Name
  Physical Address
  Date of Incorporation (if applicable)
  State of Incorporation (if applicable)

⊘ **Taxpayer Information:**
  Taxpayer Identification Number (TIN)
  Taxpayer Name
  Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.

⊘ **Banking Information:**
  Routing Number
  Account Number
  Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).

INTERNATIONAL REGISTRANTS:

⊘ **Entity Details:**
  Legal Business Name
  Physical Address

⊘ **Taxpayer Information:**
  Taxpayer Identification Number (TIN)
  Taxpayer Name
  Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.

⊘ **Banking Information:**
  Routing Number
  Account Number
  Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).

⊘ **NCAGE Code:**
  NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA). If you don't already have one, you may request an NCAGE Code online for FREE from NSPA.
  ⊕ Go to NCAGE Request ⧉

Notes:
Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

‹ Previous   ✕ Cancel   › Next
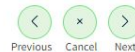
This should look familiar, as it matches the process for Get Unique Entity ID (SAM). As soon as the UEI is assigned to the entity, the user is taken to the current registration pages to complete core data and any other sections needed.

Unique Entity Identifier is still authoritatively the DUNS until April 4th 2022

Validations to get the UEI (SAM) will be against current DUNS and D&B information.

Fields adapt based on user input, country will change ZIP fields and entering the ZIP will auto populate the state and city

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Enter Entity Information
All the following information will be used to validate your entity, unless marked as optional.

DUNS Unique Entity ID

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

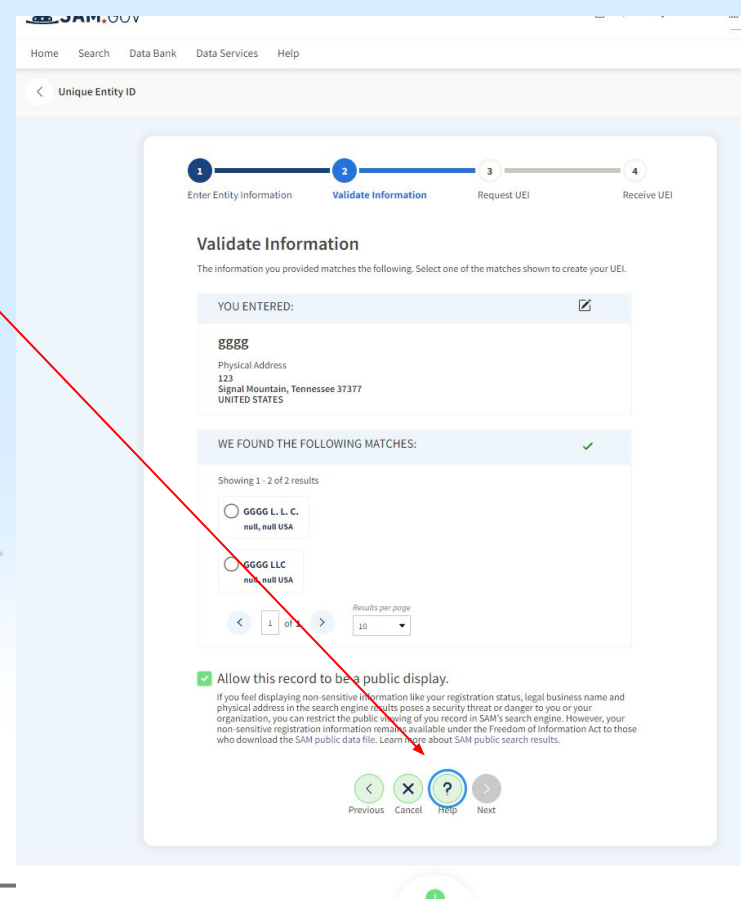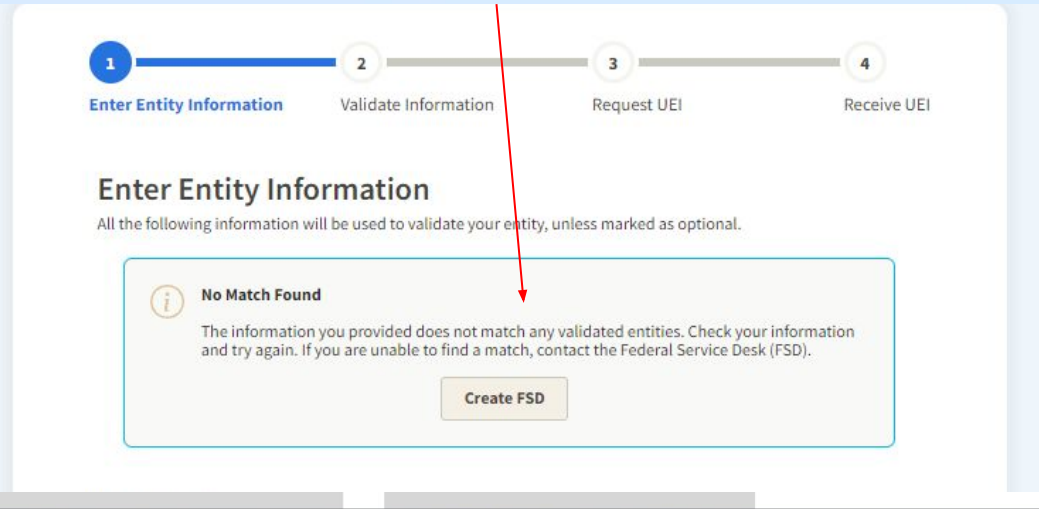Street Address 2 (Optional)

ZIP Code (+4)

City   State

Cancel   Help   Next

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By moving these pages into SAM, we can include additional help for the user.

To start in February, this will include a '?' in each step which takes the user to the appropriate help articles.

In April, this will include specific prompts for a user to directly create an incident with FSD

The created incident will include details to help the agents.

Starting in April 2022, the create incident option will be available when a user finds no matches when trying to validate the entity. The ticket will automatically include the user input data in step 1, and any matches shown to the user in step 2 of the process.

The created ticket will go directly to the entity validation service provider for help.

User can also upload additional documents or text to help an agent when reviewing the issue.

Users will get notification of FSD ticket number.

This is the first step to a **federal entity registration**.

We are keeping the check that a user must have the correct roles in order to access the page to start a registration for a federal entity.

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Requests   Notifications   Workspace   Sign Out

Home   Search   Data Bank   Data Services   Help

‹   Entity Registration

Purpose of Registration

An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any federal government agencies desiring to do business with the government.

What type of entity are you registering?

◯ U.S. Federal Government

Why are you registering this entity to do business with the U.S. government?

◯ I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.

◯ I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

◯ I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.

◯ I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

◯ I want to conduct IGTs with other U.S. government organizations and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

‹ Previous   × Cancel   › Next

This page informs the **federal** user of upcoming steps.

We are beginning conversations with various governance groups on the specific validations and connections between the Unique Entity ID (SAM), Federal Hierarchy, and the new Entity Validation Services for April 2022 transition.

Confirm Purpose of Registration

Purpose of Registration
ALL AWARDS & IGT

[**Change Purpose of Registration**]

Based on the answers you provided on the previous page, you must complete the following entity registration sections.

Unique Entity ID   All registration types

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation

Core Data   All registration types

Core Data Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.

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If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

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‹ Previous   ✕ Cancel   › Next

Agency System Owners - What to Expect During the Transition

What to Expect Now (Now - Apr 4, 2022)	What You Can Do to Prepare (Now - Apr 4, 2022)	What to Expect After Transition (Apr 4, 2022 and beyond)
Review SAM APIs which include both the DUNS Number & UEI (SAM) Use new version of FPDS ATOM feed with UEI (SAM) and crosswalk to populate UEI (SAM) in agency systems	Complete, test, and deploy agency system updates to use the UEI (SAM) Starting in Q1 FY22, interfacing systems may send either the UEI (SAM), the DUNS number, or both, to IAE systems	Discontinue use of DUNS Number for federal award purposes - SAM APIs only include UEI (SAM) - DUNS Number removed from SAM APIs - No data returned - DUNS Number removed from Extracts - No data returned *Systems can stay on the UEI(SAM) version used in preparation. After transition DUNS field will return blank data.

UEI (SAM) in APIs and Data Extracts

- SAM SFTP extracts are replaced by the Entity/Exclusions Extracts Download API

- All other data exchanges transitioned to APIs at SAM integration

- Documentation about using APIs to access SAM.gov entity and exclusion data is at **open.GSA.gov**

- For technical issues contact the FSD for assistance (fsd.gov)

- You can find more information about the System Accounts by reviewing the System Account User Guide at FSD.gov

- Ensure agency system owners are engaged in the transition by joining the IAE Technical Interface Community (email **IAE_Admin@gsa.gov** to join)

User Resources for the Transition

IAE Help Resources

Sign In

Home   Knowledge Base
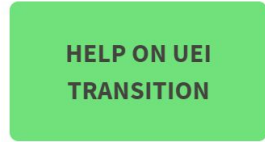
fsd.gov

Official U.S. Government Website
100% Free

Federal Service Desk

This site is for people who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

Need help? Get an answer fast!

Easily find all you need to know about SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov.

Search Here for Help (User Guides, FAQs, Videos, Definitions)

| Search | 🔍 |

HELP ON UEI TRANSITION

Consolidated help information on UEI Transition on FSD.gov home page. Access it here.

Access the NEW UEI Quick Start Guide

Register now for November 3, 2021 Stakeholder Meeting (Public)

Role Management - Communications Updates (Not UEI Specific)

IAE has recently posted some tools to help users navigate through the Role Management capabilities

- **Role Management User Guide**
  - A detailed guide that walks users through the the basics of Role Management, including requesting, assigning, invitations, and user management
  - PDF sent to CCB members in the weekly blast 10/26/2021
  - PDF posted to FSD 10/26/2021 and also added to the role index article

- **Reminder:**
  - Also please note that we recently posted an FSD article that provides details for specific roles and permissions including who should have them, what they allow, and that widgets are provided with access. Combined, these resources should address all role management concerns.

Questions?

Thank you!

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