

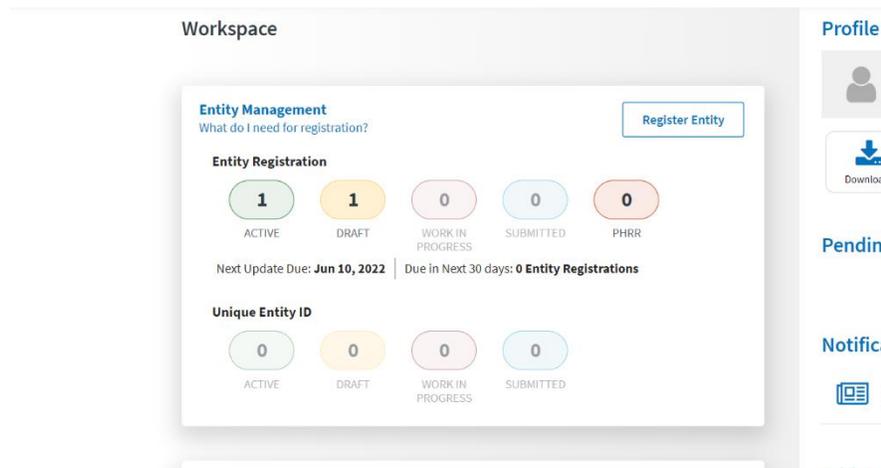
Unique Entity Identifier (UEI) Guidance

On April 4th, 2022, the [US federal government will stop using the DUNS number](#) to businesses and organizations designated as uniquely identify entities. At that point, businesses and organizations who receive (or want to receive) funding from the US government are required to use a Unique Entity Identifier (UEI) created in SAM.gov instead of a DUNS number. All new (international and local) subcontracts/subawards/grants that previously required a DUNS (any subcontract equal to or above \$30,000 and typically any subaward/grant equal to or above \$25,000) will need a UEI number instead of a DUNS.

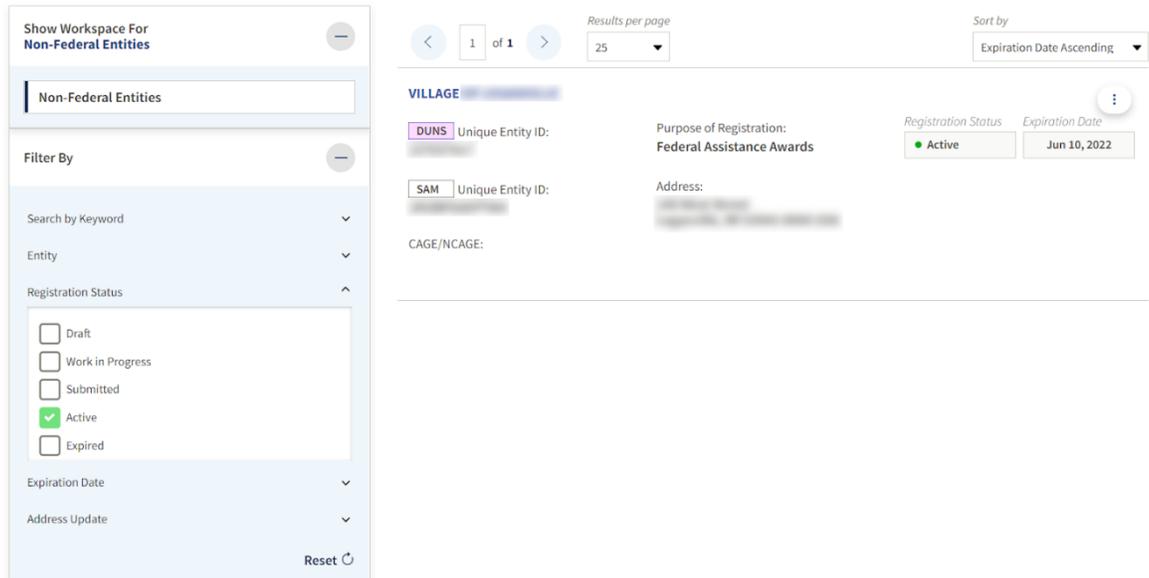
How does the Subcontractor/Subawardee/Grantee obtain a UEI number?

There are a few scenarios here:

1. **If the Subcontractor/Subawardee/Grantee is registered in SAM.gov today:** the Subcontractor/Subawardee/Grantee's UEI is already assigned and is viewable in SAM.gov. This includes inactive registrations. The UEI is currently located **below** the DUNS Number on the entity registration record. Remember, the subcontractor/subawardee/grantee must be signed in to their SAM.gov account to view entity records. The easiest way to find the UEI is to:
 - Log in to [SAM.gov](#).
 - In the Subcontractor Workspace, the Subcontractor/Subawardee/Grantee will select the numbered bubble above Active in the Entity Management widget.

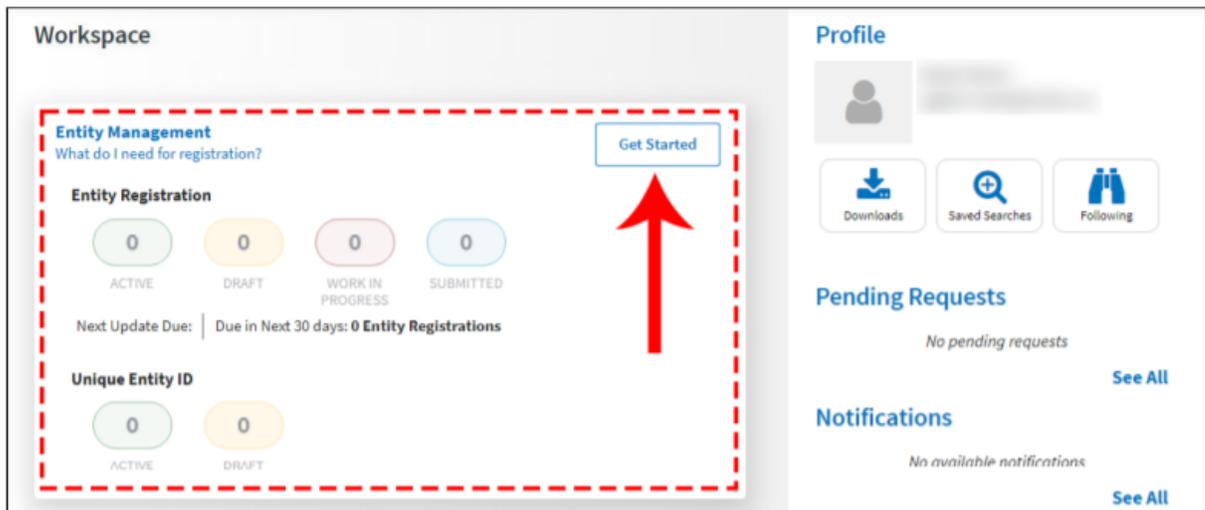


- The Subcontractor/Subawardee/Grantee should then see their record(s) appear, and the UEI number(s) appear on the left side of each record.



2. **The Subcontractor/Subawardee/Grantee has a DUNS Number but is not registered in SAM.gov:** if the Subcontractor/Subawardee/Grantee currently has a DUNS Number and does not want to complete a full entity registration in SAM.gov, they will need to follow the below steps:

- The Subcontractor/Subawardee/Grantee will go to SAM.gov and select “Sign In” from the upper right corner of the page.
- If the Subcontractor/Subawardee/Grantee doesn’t have a SAM.gov account, they will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov can be accessed [here](#). Once the Subcontractor/Subawardee/Grantee has created their user credentials, they will return to SAM.gov to complete their profile. After the Subcontractor/Subawardee/Grantee signs in, the system will navigate the Subcontractor/Subawardee/Grantee to Workspace. On the “Entity Management” widget, the subcontractor will select the “Get Started” button.



- On the next page, the Subcontractor/Subawardee/Grantee must enter information about their entity. All fields are required, unless marked as optional.

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

- On the next page, the subcontractor/subawardee/grantee will validate that the information provided is correct. The subcontractor/subawardee/grantee can deselect the checkbox near the bottom of the page if they want to restrict the public viewing of their entity information in SAM.gov. If they deselect the checkbox, only the subcontractor/subawardee/grantee and the US government users will be able to view their Unique Entity ID (SAM) record. Other entities and users of SAM.gov will not be able to view their Unique Entity ID (SAM) record. Then, the subcontractor/subawardee/grantee will select “Next.”

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

Terriagrade Floral Associates, LLC

DUNS Unique Entity ID

Physical Address

United States

WE FOUND THE FOLLOWING MATCH:

Terriagrade Floral Associates, LLC

DUNS Unique Entity ID

Physical Address

United States

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about SAM.gov public search results.



On the next page, the Subcontractor/Subawardee/Grantee is validated. The Subcontractor/Subawardee/Grantee will be asked to certify that they are authorized to conduct transactions on behalf of their entity. The Subcontractor/Subawardee/Grantee will select the checkbox to certify, then select the “Request Unique Entity ID” button.

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

Terriagrade Floral Associates, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

- On the last page, the Subcontractor/Subawardee/Grantee’s UEI ID will be displayed, and they can begin to use it in their subcontracts/subawards/grants.