



APPENDIX C

PAYMENT PROCESSING INFORMATION FOR USDA APHIS VS HPAI INDEMNITY CLAIMS (DUNS NUMBERS AND SAM REGISTRATION)

Requirements

Claimants (both poultry owners and contract growers) for HPAI indemnity claims must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and be currently registered in the System for Award Management (SAM) database to receive an indemnity payment from USDA APHIS. APHIS uses the DUNS number to comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. Further, claimants enter and maintain their banking information in SAM which is fed into APHIS' financial system for payments. The DUNS is a one-time registration and SAM is an initial registration and annual renewal, with updates for changes, such as for banking. Some claimants may already have registered for business purposes. Refer to the U.S. Government Code of Federal Regulations [Title 2 Grants and Agreements](#) for more information.

Indemnities associated with commercial premises must obtain a DUNS number and register in SAMS for indemnity payment processing. In rare cases where an individual claimant refuses to use the DUNS/SAM process for HPAI indemnity payment, they may submit an EFT bank form (including Social Security Number) for payment processing. Please see APHIS guidance on DUNS and SAM for more information on specific exemptions.

Individual claimants are strongly encouraged to use the DUNS/SAM process because it allows for rapid payment processing and provides the greatest security for private banking information. However, the Code of Federal Regulations does allow this exemption for individuals:

The DUNS/SAM requirements do not apply to an individual who applies for or receives Federal financial assistance as a natural person (i.e., unrelated to any business or non-profit organization he or she may own or operate in his or her name).

After you have registered in SAMS, contact your HPAI Case Manager or the APHIS VS District Office and provide your DUNS number.

To be completed by the APHIS VS Case Manager or VS District Office:

APHIS VS Contact Information for HPAI Claimants:
Name of Contact Person (Case Manager, Administrative Officer (AO), or other APHIS VS contact):
Phone:
Address:
Fax:

Additional information is also available from the APHIS-HPAI Budget Team (hpai.budget.team@aphis.usda.gov)

DETAILED INSTRUCTIONS FOR OBTAINING A DUNS NUMBER AND SAM REGISTRATION

In order to begin the process of paying your VS 1-23 indemnity claim there are two items that producers need to be completed. Completion of these items is necessary for you to be able to receive payment from USDA.

STEP ONE: Obtaining a Data Universal Number System (DUNS)

- **What is a DUNS number?** The Dun & Bradstreet (D&B) Data Universal Number System is a unique 9 character number used to identify your organization. The Federal government uses this number to track how Federal money is allocated.
- **How do I get my DUNS number?** If you would like to register for this number you can either visit the Dun & Bradstreet (D&B) website at <https://iupdate.dnb.com/iUpdate/confirmSource.htm> or call 1-866-705-5711. Registration is free of charge and takes about 10 days to be activated online.

Another option is to call a PTAC (Procurement Technical Assistance Center) counselor in your State to have your number activated in 24–48 hours. www.aptac-us.org

Please see the chart below to determine what information is needed for DUNS registration:

Corporations / Partnerships	Sole Proprietorship (individual owners)
<ul style="list-style-type: none">• Name of organization• Organization address• Name of CEO or organization owner• Legal structure of organization (corporation, partnership, etc.)• Year the organization started• Primary type of business• Total number of employees	<ul style="list-style-type: none">• Last name, First name• Home address• Claimant Name• Sole Proprietorship• Year animals were initially purchased• Private owner• Number of employees must be at least 1

Below is a screenshot of a company that registered for a DUNS number online.

The screenshot shows the Dun & Bradstreet Government iUpdate interface. At the top, the logo and 'Government iUpdate' title are visible. A progress bar indicates five steps: 1. Personal Info., 2. Company Info., 3. Review Details, 4. Request Confirmation, and 5. Order Complete (100% Completed). A confirmation message states: 'Thank you, your request has been successfully submitted to Dun & Bradstreet. All information will be reviewed and validated by Dun & Bradstreet. Requests must conform with Dun & Bradstreet's standard data policies and may not be entered if outside these policies. Dun & Bradstreet may contact the registered account holder to validate submitted information.' A 'Continue' button is present below the message. A note at the bottom states: 'Please note: Most submittals take 1 business day to be investigated depending on the complexity & type of request.'

Below is a screenshot of the email confirmation that a DUNS number was requested online.

The screenshot shows an email titled 'Dun & Bradstreet iUpdate : Company Order Request'. The body of the email reads: 'Thank you, Your request has been successfully submitted to Dun & Bradstreet. All information will be reviewed and validated by Dun & Bradstreet. Please Find below your Order Information:'. Below this text is a table with the following data:

Trans. Id	Order Id	Company Information	Type of Request	Expected Delivery	Order Price
16202892	502107	Company Name, Company Address	Govt. Request	1 Business Day	\$0

Below the table, the email concludes with: 'Thank you for using iUpdate. Government iUpdate Customer Service'.

iUpdate is Dun & Bradstreet's Internet-based service that allows business principals to view, print, and request updates their company information.

CONFIDENTIALITY: The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above, who is an user of Dun & Bradstreet - iUpdate service. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication, and the information contained in it, is strictly prohibited. If you are not the intended recipient, please contact Dun & Bradstreet and immediately destroy all copies of the original message.

This is an automated mail. Please do not reply to this message.

Below is a screenshot of the email that you will receive from D&B with your new DUNS number.

PLEASE DO NOT REPLY TO THIS EMAIL

D&B has fulfilled your D-U-N-S number request. Your D-U-N-S number is **XXXXXXXXXX**.

For SAM registration, please enter your business name and address as follows:

Legal Business Name – Company Name will be listed

Address Line 1 – Company address will be listed

YOU MUST WAIT AT LEAST 24-48 BUSINESS HOURS BEFORE USING THIS DUNS NUMBER, ESPECIALLY IF YOU ARE GOING TO REGISTER IN SAM.

For SAM registration questions, please contact the **SAM Help Desk**: www.fsd.gov or call 1?866?606?8220

Steps for System for Award Management (SAM) Registrations:

1. Go to www.sam.gov.
2. Create a Personal Account and Login.
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Review Registration Overview and click "Start Registration"
5. Select the type of Entity (typically "Business or Organization")
6. Select "Yes" for "Do you wish to bid on contracts? Then Click "Next"
7. Confirm Purpose and Click "Next"
8. Complete "Core Data" as follows:
 - a. Validate your DUNS information.
 - b. Enter Business Information (TIN and so on).
 - c. Enter the CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter an NCAGE code.
 - d. Enter General Information (business types, organization structure, etc.).
 - e. Financial Information (Electronic Funds Transfer (EFT) Information).
 - f. Executive Compensation.
 - g. Proceedings Details.
9. Complete "Assertions" as follows:
 - a. Goods and Services (NAICS, PSC, etc.).
 - b. Size Metrics.
 - c. EDI Information.
 - d. Disaster Relief Information.
10. Complete "Representations and Certifications" as follows:
 - a. FAR Responses.
 - b. Architect-Engineer Responses.
 - c. DFARS Responses.
11. Complete "Points of Contact".

Your entity registration should become 3-5 days **after** the IRS validates your TIN information.

You need your entity's TIN and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. (A TIN is an Employer Identification Number (EIN) assigned by the IRS)

Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised that it will not be treated as "privacy act" data in SAM.

To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html. Activating a new EIN with the IRS takes 2-5 weeks.

You may receive a customer service survey in your e-mail. Please take a moment to provide your feedback.

Sincerely,

D&B Government Customer Response Center

STEP TWO: Getting Registered in the System for Award Management (SAM)

- **What is the System for Award Management (SAM)?** SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and the electronic payment processes.
- **How do I get registered in SAM?** Go to the SAM website: www.sam.gov/
The following information is needed:
 - DUNS number _____
 - Taxpayer Identification Number (TIN) or Employment Identification Number (EIN) _____
 - Designation of an E-biz point of contact (POC). _____

Note: The E-biz POC is issued a Marketing Personal Identification Number by SAM, which gives them the authority to designate AOR's. AOR's are staff members in your organization who are allowed to submit applications at www.grants.gov.

1. To begin your SAMS registration, make sure you have your DUNS number ready. Begin by clicking on Create User Account.

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and a 'View assistance for SAM.gov' link. Below the logo, there are fields for 'USER NAME' and 'PASSWORD' with a 'LOG IN' button. A 'Create an Account' link is also visible. The main content area is divided into three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' column contains a red arrow pointing to the 'Create User Account' button. Below this, there is a 'WHAT IS SAM?' section with a brief description of the system. At the bottom, there are links for 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'ATTENTION EXTRACT AND WEB SERVICE USERS'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 8:37 AM on 5/28/2015.

2. You will see a “Before You Start” message. When ready, click **Continue**.

Registration Overview

→ Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

Status

BEFORE YOU START

You will need the following information:

U.S. REGISTRANTS:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
- If you don't have a DUNS Number, you can [request one for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

INTERNATIONAL REGISTRANTS:

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support Activity (NSPA).
- If you don't have an NCAGE Code, you can [request one online for free](#)
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.
- If you don't have a DUNS Number, you can [request one for free](#) from D&B

CANCEL CONTINUE

3. The next step is to complete the Purpose of the Registration.

Register Entity

Purpose of Registration
Determine Purpose of Registration

Registration Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

What type of entity are you? *

Do you wish to bid on contracts? *

Do you want to be eligible for grants and other federal assistance? *

Do you want to perform Intragovernmental Transactions (IGT)?

CANCEL PREVIOUS NEXT

4. After completing all the questions, you will be asked to “Confirm the Purpose” of your registration.

Register Entity

Purpose of Registration
Confirm Purpose

Registration Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose

Core Data

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

CANCEL

PREVIOUS NEXT

Purpose of Registration: Federal Assistance Awards Only

You are required to complete the following sections: Core Data, Points of Contact

- Along the way you will be asked about your core data, related to your DUNS registration.

Register Entity	Core Data	Content Glossary
Registration Overview	DUNS Information	
Purpose of Registration	<p style="text-align: center;">Page Description</p> <p>Please enter your unique identifier information associated with the entity you want to register, i.e. the information associated with the DUNS Number you were assigned by Dun & Bradstreet (D&B).</p> <p>Mandatory fields are marked with an asterisk or star symbol. You must complete all mandatory fields before continuing to the next page.</p>	Status Indicators:
Core Data		Core Data:
<ul style="list-style-type: none"> → DUNS Information ● Verify DUNS Information ● Business Information ● CAGE or NCAGE Code ● General Information ● Financial Information ● Executive Compensation Questions ● Proceedings Questions ● Information Opt-Out ● Review Core Data 		DUNS/DoDAAC:
Points of Contact		Name:
Submit Certification		Address:
BACK TO USER DASHBOARD	<p>Public Identifier:</p> <p>DUNS Number:- <input type="text"/></p> <p>If you do not have a DUNS Number, please click here to request one</p> <p>For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: samhelp@dnb.com</p> <p>Name:</p> <p>D&B Legal Business Name: +- <input type="text"/></p> <p>DUNS Physical Address:</p> <p>Please enter the physical address you provided D&B when you registered for your DUNS Number. Your registration will not be activated if you used a mailing address to get your DUNS Number.</p> <p>Address Line 1:- <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City:- <input type="text"/></p> <p>State/Province:- <input type="text" value="Please select a value"/></p> <p>ZIP/Postal Code:- <input type="text"/> <input type="text"/></p> <p>Country:- <input type="text" value="UNITED STATES"/></p> <p>New! SAM now recognizes Kosovo, the Gaza Strip, and the West Bank. If your entity is located in one of these three places, please</p>	

6. Once the username setup is complete, you will receive an email that states the confirmation of your username. **You must follow the instructions to **CLICK THIS LINK** within 48 hours of receiving the email to activate your account. See example below of what the email looks like.**

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process. You may also copy and paste the URL into your browser address line to go directly to the web page.

CLICK THIS LINK to activate your account: <https://www.sam.gov/portal/public/SAM?activationCode=2DtH002fK21wrl2>

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management (SAM) Administrator

<https://www.sam.gov/portal/public/SAM>



- Once you click the link included in your email you will be brought to this screen. Enter your username and the password that you created.

The screenshot shows a web browser window with the SAM (System for Award Management) login page. The browser's address bar shows the URL "System for Award Manage...". The page has a blue header with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo, there are input fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the header is a dark blue navigation bar with white text for "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Login" and contains a sub-header "Enter Username and Password". Below this is a message: "Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below." The form contains two input fields: "Username:" and "Password:". Below the "Username:" field is a link for "Forgot Username?". Below the "Password:" field is a link for "Forgot Password?". A "Login" button is located at the bottom of the form. The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.P.27.20150327-1711", and "WWW?". There is also a "Note to all Users" stating: "This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times." Logos for GSA and USA.gov are also present in the footer.

8. Read over the SAMS Terms and Conditions, and click **Accept** to continue.

The screenshot shows the SAM System for Award Management interface. At the top, there is a navigation bar with the following links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar, the main content area is titled "SAM Terms and Conditions". Underneath this title, there is a section titled "I. Usage Agreement". The text of the agreement is as follows:

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

At the bottom right of the agreement text, there are two buttons: "DECLINE" and "ACCEPT". A red arrow points to the "ACCEPT" button.

At the bottom of the page, there is a footer with the following information:

SAM | System for Award Management 1.0
IBM v1.P.27.20150327-1711
WWW2

There are also logos for GSA, USA.gov, and the Department of Justice.

9. After accepting the SAMS terms and conditions you will be brought to a welcome screen; see the sample is below. Click on **Register/Update Entity**.

The screenshot shows the SAM (System for Award Management) interface. At the top, there is a browser address bar and several open tabs. The main header includes the SAM logo and the user's name, Donna Shultz, with a LOGOUT button. Below the header is a navigation bar with tabs: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is located on the right side of this navigation bar. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'MY SAM' section with a list of links: Manage My User Roles, Register/Update Entity (highlighted with a red arrow), Account Settings, Manage My Data Access, and General. The main panel displays a welcome message: 'Welcome, Donna Shultz'. Below the message is a paragraph explaining the purpose of the page and the navigation links. Three main sections are listed: 'Manage My User Roles', 'Register/Update Entity', and 'Manage My Data Access', each with a brief description and an icon. At the bottom of the main panel, there is a 'Please Note' box and a 'Notice Regarding 2012 NAICS Codes & Revised Size Standards' section. The Windows taskbar is visible at the bottom of the screen.

10. Read through each bulleted statement and then click on **Start Registration**.

The screenshot shows the SAM (System for Award Management) Registration Overview page. The page is titled "Registration Overview" and includes a navigation menu with options like "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A search bar is located in the top right. The main content area is divided into sections: "Core Data", "Assertions", "Representations & Certifications", and "Points of Contact". Each section has a brief description of the required information. A "START REGISTRATION" button is prominently displayed at the bottom right, with a red arrow pointing to it. The page also includes a "Content Glossary" and "Status Indicators" on the right side.

11. Once you have completed your SAMS registration, please contact the APHIS VS representative listed on the coversheet, and let them know you have finished registering in SAMS. You will need to provide your DUNS number in order for processing payment.