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.

DUNS Third Party Information
Dun & Bradstreet shares data with third party service providers, and they contractually require the data only be used for the intended purpose of the disclosure and that it be destroyed or returned when no longer needed; information may also be shared for legal or internal business purposes. For additional information or to request removal of your name from third party marketing agreements, please contact Dun & Bradstreet Customer Service at 1-800-234-3867 or send an e-mail to customerservice@dnb.com.

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:

<table>
<thead>
<tr>
<th>APHIS VS Contact Information for HPAI Claimants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person (Case Manager, Administrative Officer (AO), or other APHIS VS contact):</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Corporations / Partnerships</th>
<th>Sole Proprietorship (individual owners)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Name of organization</td>
<td>• Last name, First name</td>
</tr>
<tr>
<td>• Organization address</td>
<td>• Home address</td>
</tr>
<tr>
<td>• Name of CEO or organization owner</td>
<td>• Claimant Name</td>
</tr>
<tr>
<td>• Legal structure of organization (corporation, partnership, etc.)</td>
<td>• Sole Proprietorship</td>
</tr>
<tr>
<td>• Year the organization started</td>
<td>• Year animals were initially purchased</td>
</tr>
<tr>
<td>• Primary type of business</td>
<td>• Private owner</td>
</tr>
<tr>
<td>• Total number of employees</td>
<td>• Number of employees must be at least 1</td>
</tr>
</tbody>
</table>

Commercial and Individual Claimants

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

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

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:

<table>
<thead>
<tr>
<th>Trans. Id</th>
<th>Order Id</th>
<th>Company Information</th>
<th>Type of Request</th>
<th>Expected Delivery</th>
<th>Order Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>16202892</td>
<td>502107</td>
<td>Company Name, Company Address</td>
<td>Govt. Request</td>
<td>1 Business Day</td>
<td>$0</td>
</tr>
</tbody>
</table>

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 xxxxxxxxx.

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 1-866-606-78220

Steps for System for Award Management (SAM) Registrations:
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/article0, id=102787_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/](http://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](http://www.grants.gov).

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

![SAM Registration Page](https://www.sam.gov/registration)
2. You will see a “Before You Start” message. When ready, click **Continue**.
3. The next step is to complete the Purpose of the Registration.

4. After completing all the questions, you will be asked to “Confirm the Purpose” of your registration.
5. Along the way you will be asked about your core data, related to your DUNS registration.
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=2Dit002fK21wri2

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
7. 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.
8. Read over the SAMS Terms and Conditions, and click **Accept** to continue.
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**.
10. Read through each bulleted statement and then click on **Start Registration**.

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.