

How Do I Get an UEI Number?

DUNS:

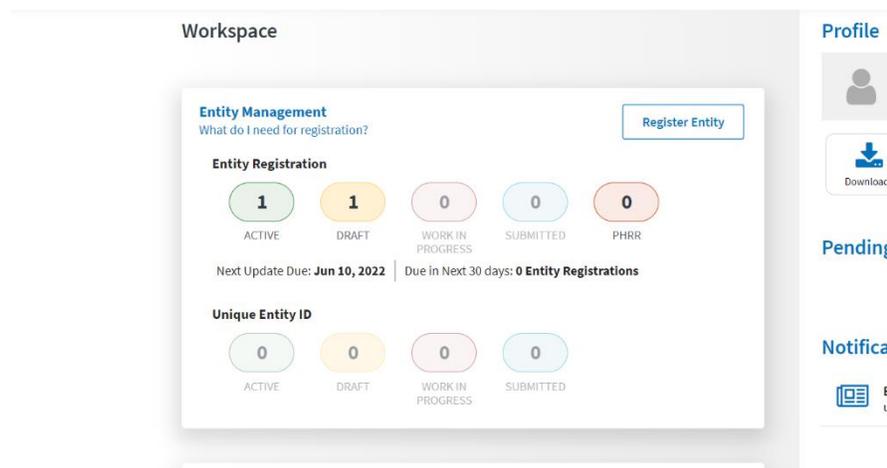
On April 4th, 2022, the [US federal government will stop using the DUNS number](#) to businesses and organizations designated as uniquely identify entities. At that point, businesses and organizations who receive (or want to receive) funding from the US government are required to use a Unique Entity Identifier (UEI) created in SAM.gov instead of a DUNS number. This transition allows the US government to streamline the entity identification and validation process, thus making it easier and less burdensome for entities to do business with the federal government.

If the subcontractor or subawardee initiated the process to obtain a UEI and is experiencing difficulty, please go to the end of this document for further guidance in the section titled Encountering Issues When Trying to Register for a UEI Number.

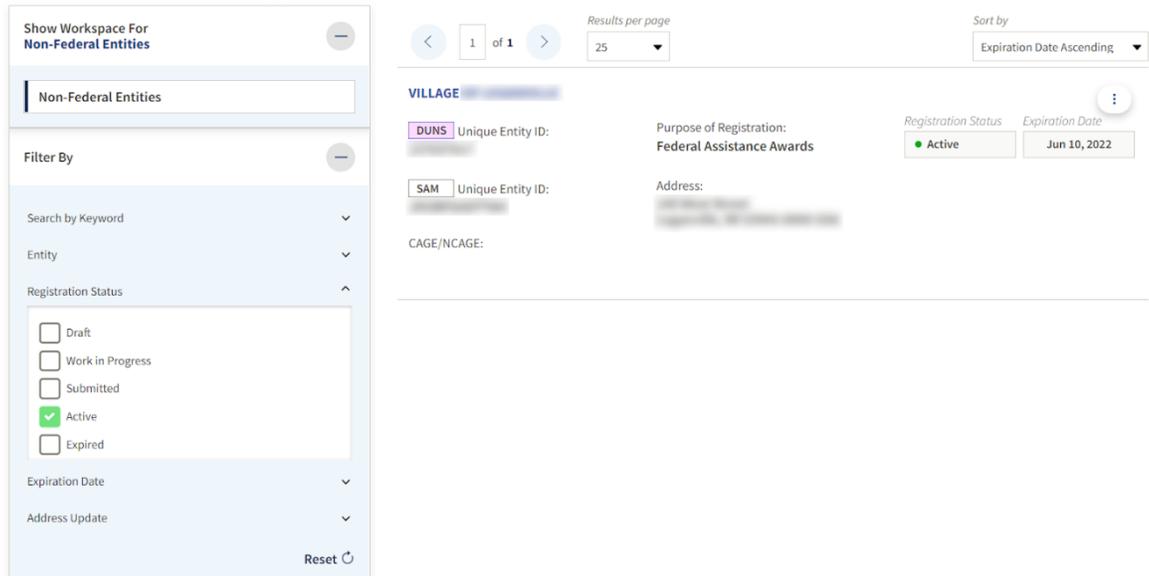
How does the Subcontractor/Subawardee/Grantee obtain a UEI number?

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.

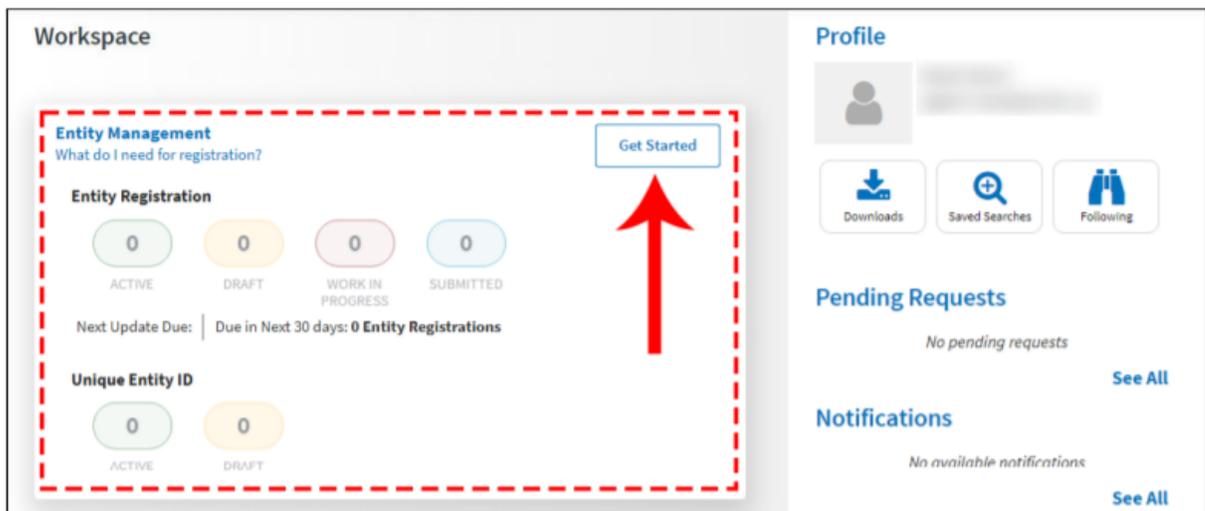


- The Subcontractor/Subawardee/Grantee should then see their record(s) appear, and the UEI number(s) appear on the left side of each record.



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.

The screenshot shows a four-step process for entering entity information. Step 1, 'Enter Entity Information', is the active step. Below the progress bar, the form contains the following sections:

- Enter Entity Information**
All the following information will be used to validate your entity, unless marked as optional.
- DUNS Unique Entity ID**
A text input field for the 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.
A text input field for the legal business name.
- 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.
A text input field for the physical address.
- Country**
A dropdown menu for selecting the 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:

Testgrade Floral Association, LLC

DUNS Unique Entity ID

Physical Address

United States

WE FOUND THE FOLLOWING MATCH:

Testgrade Floral Association, 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:

Testgrade Floral Association, 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.

Encountering Issues When Trying to Register for a UEI Number

We have received numerous reports about subcontractors and subawardees encountering issues when trying to register for a UEI number. This is an issue for partners worldwide and across the industry. USAID and SAM.gov are aware and SAM.gov is working on resolving the backlog of requests. Although there are several reports of UEI issues, we've also seen a number of organizations still able to go through the process and obtain a UEI.

For the time being, subcontractors/subawardees should follow the instructions for obtaining a UEI. If partners are having trouble at the validation stage, a suggestion to subcontractors/subawardees is to try clearing out the browser cache and history folders as this may be a factor. If this step does not work, then please encourage prospective partners to follow the process on SAM.gov for an Entity Validation Ticket. We understand that once these issues are resolved, there is still a delay in receiving a UEI. For further information [please see this guidance from SAM.gov](#).

If the subcontractor or subawardee has initiated the process to obtain a UEI and is having trouble or receiving error messages, below is guidance we recommend the project and subcontractor/subawardee take.

1. The subcontractor/subawardee should document, using screen-shots, if possible, the attempts made to obtain the UEI. Then, the PMU should communicate to USAID that the subcontractor/ subawardee will continue to follow-up to obtain the UEI number.
2. If the project has to move forward with a procurement or activity with a subcontractor/subawardee prior to the issuance of a UEI, the project or proposal team must continue to follow-up with and ensure that the subcontractor/ subawardee obtains the UEI even after the action is completed or a subcontract or sub-award is executed. Include in the subcontract/subaward that the sub is demonstrating that they are making every effort to obtain a UEI but that they are unable due to issues with SAM.gov. The sub/subawardee agrees to continue to make every effort to obtain a UEI and will provide Chemonics proof of their efforts every two weeks and when they obtain the UEI will provide to Chemonics a copy their record in SAM.gov.
3. Since moving forward without the UEI creates a potential question around cost allowability and a potential risk that we cannot bill the subcontractor/subawardee's work, a determination may be made that the cost would come out of the RBUs bottom line. For this reason, projects and proposal teams will need to continue following up and obtain SVP/BU Leader approval to move forward with a subcontract or subaward without the UEI.
 1. **Factors to be shared with an SVP to guide their approval/denial of such a request during implementation:** the requirement to obtain a UEI is \$30,000 or more for subcontracts and \$25,000 or more for sub-awards, so this wouldn't apply to any actions below these amounts. As much as PMU's can refrain from executing a subcontract and/or sub-award until new partner obtains a UEI is recommended but we realize

that may not be possible. Outline to the SVP the specific circumstances of the issue. In some cases, the project may want to consider making final payment contingent upon receiving a UEI and this could be a way for PMUs to mitigate the risk as partners may not otherwise be incentivized to obtain the number after they receive full payment.

2. **For a proposal:** No need to notify the SVP, however in our proposal we should indicate in any SAM certifications or other documentation requiring a UEI, that must be part of a proposal submission, that there are system errors, that there are attempts are being made to obtain the UEI, and that prior to or upon award the subcontractor or subawardee will obtain one.