



# DUNS to UEI (SAM) Transition

*Bureau of Federal Compliance*



New Hampshire  
**Department  
of Education**

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- Why the change?
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# Overview

## DUNS

- Go to 3<sup>rd</sup> party to obtain
- Utilizing that number, register in SAM
- Current identifier to do business with the federal government
- Current number in ESS used as identifier for GAN purposes

## UEI (SAM)

- Starting April 4<sup>th</sup>, this will be your unique identifier to do business with the federal government
- Already assigned if you are registered in SAM
- UEI's are a 12 character alphanumeric value

**What you use now**



**What you will use 4/4/22**

# Why the change?

- Federal government-wide initiative
- Simplify the process

# What do I Need to Do?

- Ensure you are registered in SAM
  - Renewal required annually
  - Every District
- Report your UEI to the NHDOE by March 11, 2022.

# Reporting UEI Information to DOE

- Step 1
  - Login to myNHDOE system and access the Education Statistics System (ESS). Must be labeled a 'general user' to have access.
  - At the bottom you should see a survey titled 'Unique Entity ID Data Collection', click the arrow to the right to enter the survey
- Step 2
  - Fill in data information
    - Name, UEI, Expiration Date for SAM registration
  - Once completed, save AND certify!

# Why Am I Reporting This to NHDOE?

- Just as you previously reported your DUNS information to the NHDOE, you will now report your UEI information.
- This information is utilized primarily in GANs (Grant Award Notifications).
- This alphanumeric value is how we must recognize you when doing business with the federal government.

# FAQ's

- I am an entity already registered in SAM.gov, what does that mean for me?
  - Already assigned a UEI
  - Before April 4, 2022 you will continue to utilize your DUNS information
  - On April 4, 2022 DUNS will no longer be available in SAM and your UEI is your identifier with the federal government

- What it looks like in SAM now:

<b>Children's Museum Of New Hampshire, The</b> ● Active Registration		
<b>DUNS</b> Unique Entity ID	CAGE Code	Physical Address
151439163	4J8P7	6 Washington St, Dover, NH 03820 USA
<b>SAM</b> Unique Entity ID		
FAZ2RXBAFAZ1		



# FAQ's

- What if my entity is not registered in SAM.gov?
  - If you register before 4/4/22 you will still need to register utilizing a DUNS, you will also be assigned your UEI after registration with SAM.gov.
  - If you register on 4/4/22 or after, no DUNS is needed. Your UEI is assigned upon registration.

# FAQ's

- Will my UEI ever expire?
  - No. The UEI never expires, but your registration with SAM does. SAM registrations must be renewed every year.

# FAQ's

- Any entity wishing to do business with the federal government must be registered in SAM. What is considered an entity?
  - Entity refers to 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.
  - This also includes anyone wishing to bid on or get paid for federal contracts.

# Follow-Up FAQ's

- What if the name in SAM is the SAU?
  - If the 'doing business as' (DBA) name is the District, but the search name in the SAU, SAM has confirmed that this is alright.
- What do I do if in the survey we only have District information to report?
  - Please skip the SAU section. The survey will allow you to do this. Every District must have District information reported in the survey.
- What do I do if I certified the survey, but need to fix information?
  - Please email the Bureau of Federal Compliance and we will 'uncertify' the survey for you so you may go in and correct your issue. Please recertify after.

# Important Reminder!

- All entities must be registered individually:
  - SAU
  - District
- In the 2021 summer update, many Districts have reported their data missing from SAM. Re-registration was necessary. It appears in the transition that generally SAU information was kept, but District information was lost.

**PLEASE VERIFY ALL OF YOUR  
ENTITIES ARE REGISTERED IN SAM**

POP

QUIZ!

# Questions # 1

True or False.

On April 1, 2022 my entity will be identified with the federal government with a UEI.

False

Beginning April 4, 2022 your entity will be identified by a UEI with the federal government.

# Questions #2

True or False.

All SAU's and District's must report their UEI information to the NHDOE by March 11, 2022.

True

It is imperative we have this information before the transition takes place, so when UEI's go live on April 4, 2022 our system can recognize you by your UEI in regards to doing business with the federal government.



# Questions #3

When will my UEI expire?

Never

While UEI's never expire, your SAM registration does annually. Please ensure you register your entity in SAM annually.



# Resources

- NHDOE Federal Funds Information Sheet. DUNS Transition to UEI. [DUNS Transition to UEI Info Sheet .pdf \(nh.gov\)](#)
- SAM.gov. DUNS to Unique Entity ID (SAM) Transition. [SAM.gov | Duns - Sam UEI.](#)

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