

How to Update Existing Dun&Bradstreet (D&B) Information in SAM

What if the entity needs to update their Dun & Bradstreet (D&B) information?

Registrants with a completed SAM entity record can update their D&B information by going to their site at <http://fedgov.dnb.com/webform>. Updates can take up to two hours to process on the D&B website. The changes will be visible in SAM 24 hours after they have been made at D&B. If after 24 hours they do not see the changes, they can manually update their information by following the steps below:

Step 1: Login to SAM with your user ID and password.

Step 2: Select "Complete Registrations" under Manage Entity in the left navigation pane if record is currently active, or "Incomplete Registrations" if the record is not active (during renewal).

Step 3: Select the entity record that they want to update and click the "Update" button.

Step 4: Click the "Refresh D&B" button on the "Verify DUNS" page to view and accept their D&B information.

Registration in SAM and Dun & Bradstreet (DUNS) is free. There are businesses that provide services to entities to register or update SAM and DUNS. These businesses charge a fee for their services. They are not part of the federal registration process and entities do not have to use them. If an entity believes it should not have been charged for the services it received, the Department of Interior is not able to assist directly. The applicant should seek a refund from the company itself, or contact agencies such as the Better Business Bureau for further assistance.

If this did not answer your question, please refer to the Federal Service Desk (FSD) website at <https://www.fsd.gov> and enter your question in the search box.