

# FDA ACE/ITDS DUNS Portal Guide: How to Look Up a DUNS Number

The following document will provide step-by-step instructions on how to look-up a DUNS number using the FDA Automated Commercial Environment/ International Trade Data System (ACE/ITDS) DUNS Portal. Additionally, there is also information on how to update a firm record or request a new DUNS be created. Also see the DUNS Portal Quick User Guide on the [FDA ACE/ITDS](#) webpage.

**Step 1.**

Open a browser and type this URL address – <https://fdadunslookup.com>.

Forgot Password' and 'New User? Please click [Register](#)'."/>

**Step 1.a.**

If you have already created an account, type in your email address and password to login. If you have not yet created an account, skip step 1.a. and go to step 1.b.

Forgot Password' and 'New User? Please click [Register](#)'."/>

Step 1.b.

If you do not have an account and you want to create one, click the “Register” button.

Forgot Password' and 'New User? Please click [Register](#)'. A red arrow points to the 'Register' link." data-bbox="58 127 941 400"/>

**dun & bradstreet** **FDA ACE/ITDS DUNS Portal**

**Login**

Email:

Password:

[Login](#) [Clear](#)

Forgot Password? Please click [Forgot Password](#)

New User? Please click [Register](#)

Step 2.

To register, fill out the required information. Check the box to agree to the terms and conditions and click “Add user”. You should receive an email shortly after submitting your info that contains your login information.

Note: Please use your Business Email for verification purposes.

Email: \*

Confirm Email: \*

Password: \*

Confirm Password: \*

First Name: \*

Last Name: \*

Organization: \*

DUNS Number:

Country: \*

Street Address: \*

City: \*

State/Province: \*

Zip/Postal Code: \*

Phone Number: \*

I Agree to [The Terms and Conditions](#)

Upon successful login, you will be brought to the firm look-up page. From here, you can either search for a DUNS number, or validate a DUNS number that you already have.

DUNS Number must be 9 digit number. (Example: 12-345-6789)

Facility Name is required.

Street Address is required.

City is required.

Please select Country

### Step 3.

To search for a DUNS number, fill out the required information and click “Lookup”. **It is important to note that ALL facility name and address fields must be filled out regardless if you have a DUNS number or not.** If you have the DUNS number, you can include that in the search and the “Lookup” button will be replaced with a “Validate” button.

*For example, to search the DUNS number for Bayer Healthcare LLC, fill out the required information (Facility Name – Bayer Healthcare LLC, Street Address – 100 Bayer Road, City – Pittsburgh, Country – United States, State – Pennsylvania) and click “Lookup”.*



The screenshot shows the 'FDA ACE/ITDS DUNS Portal' search interface. The 'dun & bradstreet' logo is in the top left. The form contains the following fields and values:

- DUNS Number (Leave blank if Looking Up or Unknown):
- Facility Name: \* Bayer Healthcare LLC
- Street Address: \* 100 Bayer Road
- City: \* Pittsburgh
- Country: \* UNITED STATES (dropdown menu)
- State: \* Pennsylvania (dropdown menu)
- Zip/Postal Code:

At the bottom, there are two buttons: 'Lookup' and 'Clear Fields'. A red arrow points to the 'Lookup' button.

**Step 4.**

Your query may result in a number of firms appearing on your List of Facilities page. Choose the firm name and address that you know is **correct** by clicking “Accept & View DUNS”.

If the address needs to be updated, click “Update” and you will initiate an inquiry with Dun & Bradstreet which will result in the firm info being updated. *(Skip to step 6)*

**List of Facilities**  
Please choose the correct Facility from the list below or click "Facility not in the list" to submit an inquiry with Dun & Bradstreet.

Facility Details	Accept Existing D&B Record	Request Update of D&B Record
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-***-6961	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059741 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-***-0246	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer US Finance LLC <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4124943157 <b>Partial DUNS:</b> **-***-3207	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Cropscience Holding Inc. <b>Street Address:</b> 100 Bayer Rd Bldg 4 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-***-8838	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>

If you want to start another search, you can click on the “Lookup another business” button.

Finally, if the firm is not in the list, you can click on “Facility not in the list” and you will initiate an inquiry with Dun & Bradstreet which may result in a new DUNS number being created. *(Skip to step 6)*

<b>Facility Name:</b> Bayer Heritage Federal Credit Union <b>Street Address:</b> 100 Bayer Rd Bldg 6 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772887 <b>Partial DUNS:</b> **-***-8586	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 15230 <b>Partial DUNS:</b> **-***-0429	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Healthcare LLC <b>Street Address:</b> <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 15230 <b>Partial DUNS:</b> **-***-5990	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Chemicals Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-***-7966	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Finance Corporation <b>Street Address:</b> 100 Bayer Rd Bldg 4 <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059707 <b>Phone Number:</b> 4127772000 <b>Partial DUNS:</b> **-***-2852	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>
<b>Facility Name:</b> Bayer Corporation <b>Street Address:</b> 100 Bayer Rd <b>City:</b> Pittsburgh <b>State:</b> PA <b>Country:</b> USA <b>Zip/Postal Code:</b> 152059741 <b>Phone Number:</b> 4127781260 <b>Partial DUNS:</b> **-***-0704	<a href="#">Accept &amp; View DUNS</a>	<a href="#">Update</a>

[Lookup another business](#)    [Facility not in the list](#)

Step 5.

By clicking “Accept & View DUNS”, you will be taken to the results page that contains the full DUNS number for the firm. In addition to this, you will receive an email with the DUNS number and firm information.

Step 6.

If the firm data needs to be updated, or the facility you were searching for was not found, you can initiate an inquiry with Dun & Bradstreet. The inquiry will determine the firm record is updated or a new DUNS number will be created if no firm record exists.

To initiate this inquiry, complete the required information on the Create Inquiry/update page. Then click on “Create Inquiry”. The inquiry results will be emailed back to you once Dun & Bradstreet has completed the inquiry.