

## Why the DUNS Number at FDA?

- The DUNS number is a universal identifier for business entities, recognized worldwide (each site of operation has its own unique DUNS Number)
- The submission of a facility name, address and DUNS Number improves the quality & accuracy of FDA registration data
- DUNS number provides validated unique identity for a business
- D&B conducts investigation of company and its ownership structure to eliminate duplication and validate data

## Unique Facility Identifier Requirements

- FDA currently requires food facilities to input a Unique Facility Identifier (UFI) during the registration and renewal process (21 CFR 1.232 (a)(2))
- DUNS number is the only UFI recognized by FDA
- Each production facility will need its own DUNS #
- Make sure to create, update, validate, name, address and DUNS via D&B Import Safety Portal

## Import Safety Portal

The purpose of the Import Safety Portal is to provide streamlined access to update and request new DUNS Numbers (for companies WORLDWIDE), for the purposes of interacting with the United States Government. Portal functionality assists users with the lookup, creation, and modification of DUNS Number data needed for the submission of entry / registration data. URL: <https://www.importregistration.dnb.com/>

### USER REGISTRATION

New users can register to access the Portal by clicking on the 'Register' button on the website and completing the on-line user registration form. After submitting the form, a system generated email will be sent to the registration email address to activate the user account. Users can manage their password by clicking on the 'Forgot Password' link on the portal's landing page.

### STANDARD VS. PREMIUM USER ACCOUNT ACCESS

There is no charge for a company to obtain their own DUNS Number from D&B, if the standard turnaround time (for an update or new DUNS Number) of 30 days is acceptable. If the portal user would like to request expedited service, obtain a DUNS Number for another party, or request multiple DUNS Numbers at one time, then a premium option (fee-for-service) can be utilized. If a premium option is selected, inquiries are typically completed within 7-15 days.

Portal users opting for the standard service will be allotted up to four inquiries at no charge, to be performed within 90 of user registration. If Portal users need to submit more than four inquiries, the premium option can be utilized. Also, if Portal users would like to upload a spreadsheet of multiple businesses/entity locations for lookup and/or inquiry submission, a premium option can be utilized.

### FACILITY LOOKUP

The first step to obtain an entity's DUNS Number, is to lookup a facility within the Dun & Bradstreet database.

### NAME AND ADDRESS SEARCH:

Enter the required input search fields (indicated with an asterisk) and click 'Lookup'. The 'List of Facilities' page will load with potential candidates sourced from the Dun & Bradstreet global database. Review the query results ('List of Facilities') for one of the following outcomes:

- Name and Address of D&B Record is Correct - Click on 'Accept & View DUNS' to obtain the DUNS Number.
- The candidate list questionable - Click 'Modify Existing Search' or 'Lookup Another Business' to return to the main search page and search for a facility using modified or different input data.
- Facility is found, but modifications to the Business Name or Address are needed - Click on the 'Update' button to initiate an inquiry request to modify the record.
- Facility is not found, or there are no candidates on the 'List of Facilities' page - Click on the 'Facility Not in the List' button or complete the 'Create Inquiry' form to initiate an inquiry request for a new DUNS Number.

### FEEDBACK

Users may submit questions, feedback or suggestions by clicking the 'Provide Feedback' button in the top, right-hand corner of the page. Additionally, questions or comments may be sent via to email to [ImportSafetySupport@DNB.com](mailto:ImportSafetySupport@DNB.com).

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