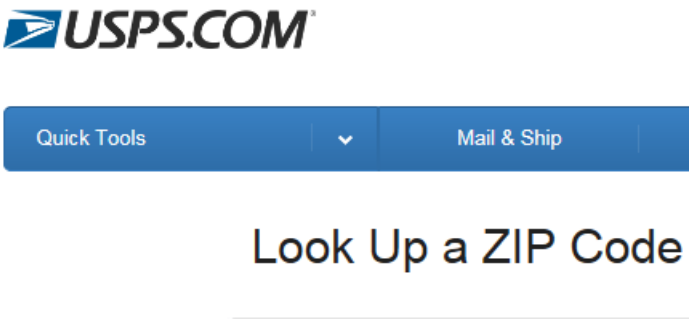
Changing Zip Code +4 in SAM

Ensuring Transparency of Government Contracts



To correct a zip code in SAM.GOV (System for Award Management), first update your account with the correct Zip code +4 in Dun and Bradstreet (D&B). But before updating your address in D&B, please check your Zip code by using the USPS Zip Code Look-Up web site at https://tools.usps.com/go/ZipLookupAction_input

Correcting your Zip code +4 will ensure transparency of Department of Defense contracting data within Government procurement repositories such as Federal Procurements Data System Next Generation (FPDS-NG). All DOD contracts issued within the United States must be properly aligned and associated to a Zip +4 code.

dun & bradstreet

Once you verify your Zip code +4, access your account in D&B using this web site: http://fedgov.dnb.com/webform. Make changes as necessary. Verify that the change took place before proceeding. For assistance, contact the D&B Government Customer Resource Center at 1-866-705-5711. You may also contact D&B by email, govt@dnb.com. (For hearing impaired customers, the TTY Line is 1-866-807-1679.)

Once your Dun and Bradstreet account is updated, update your SAM account by refreshing your D&B data. Go to https://www.sam.gov and log in. Then, follow these steps:

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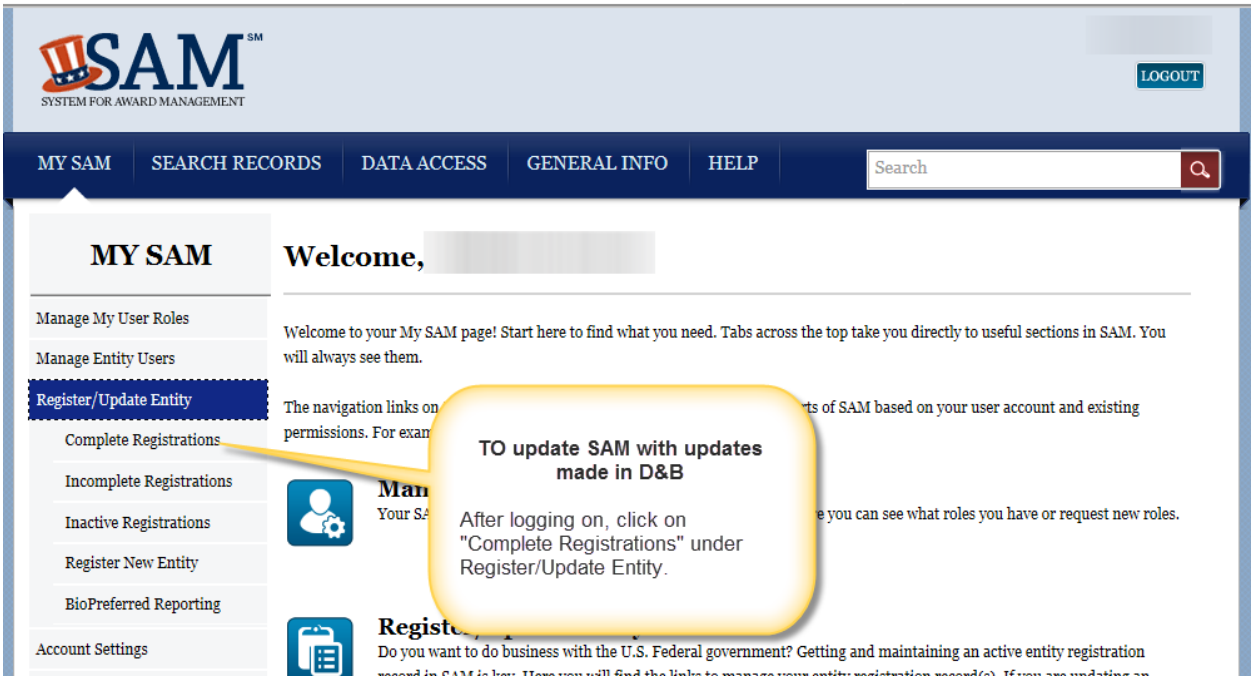

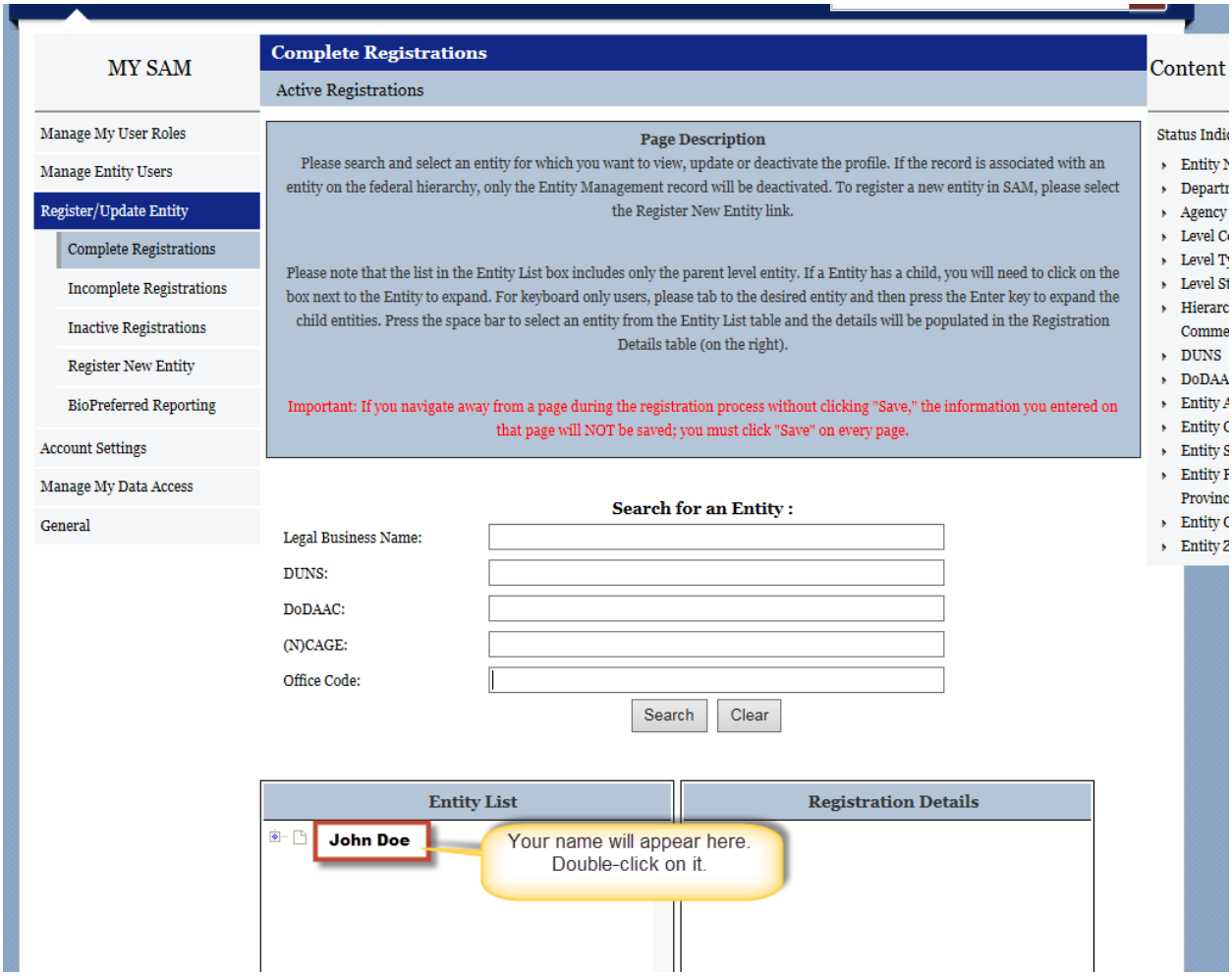

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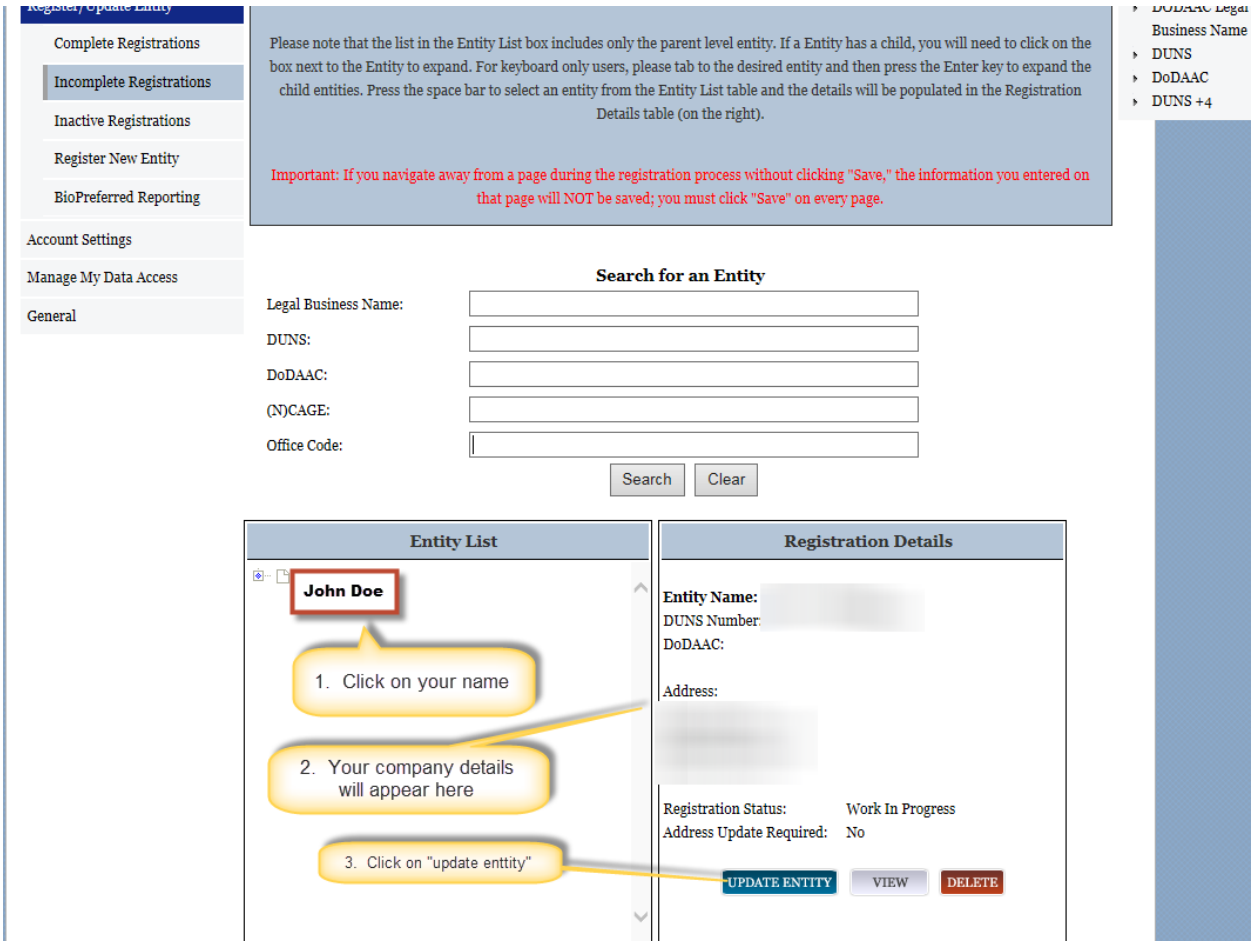

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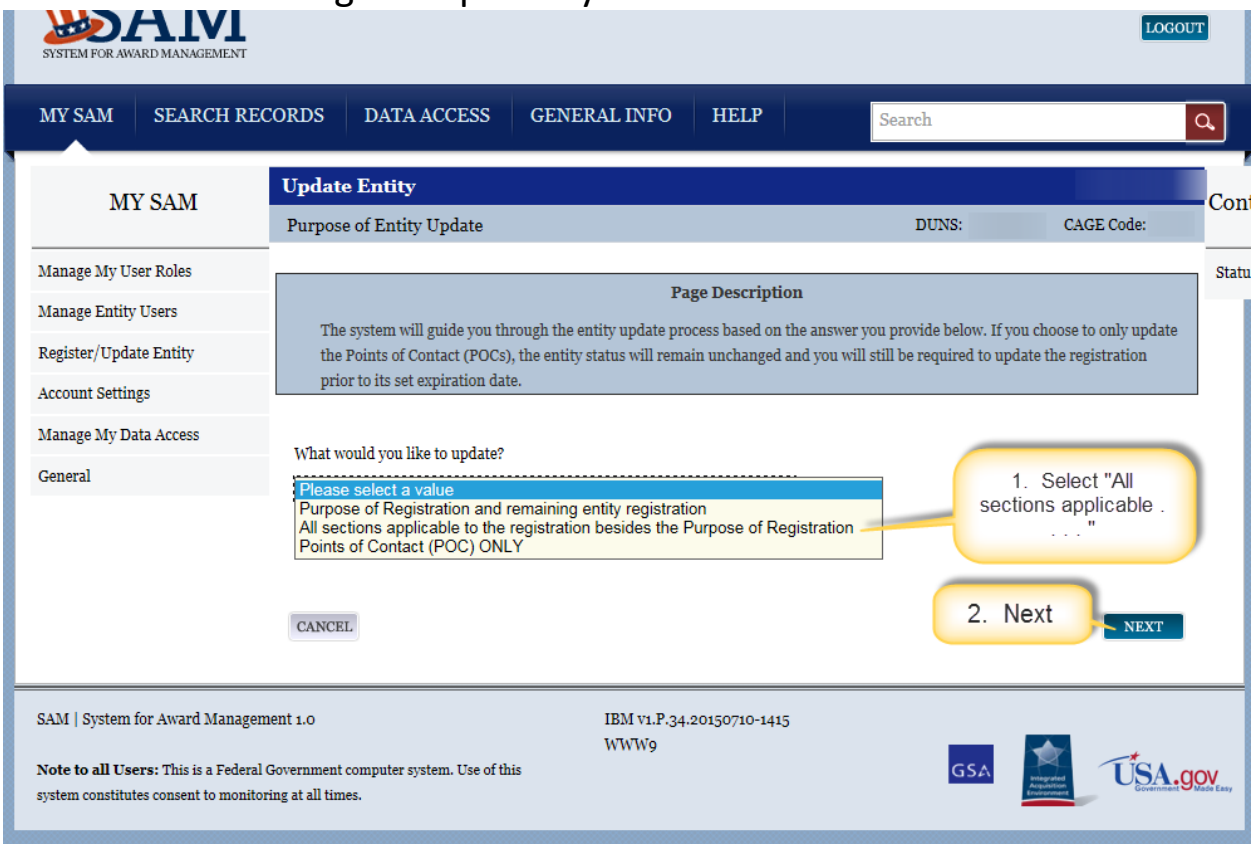

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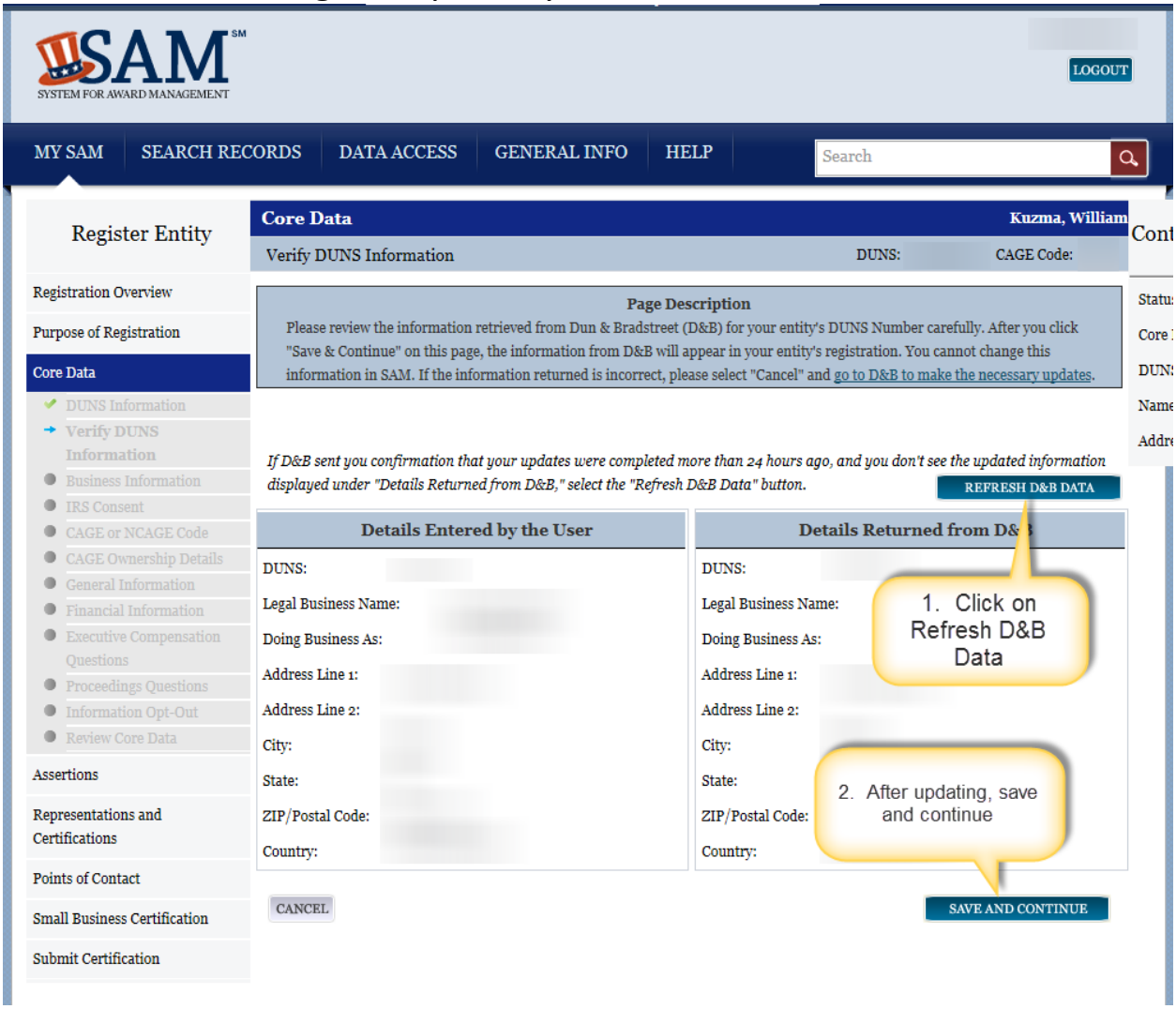
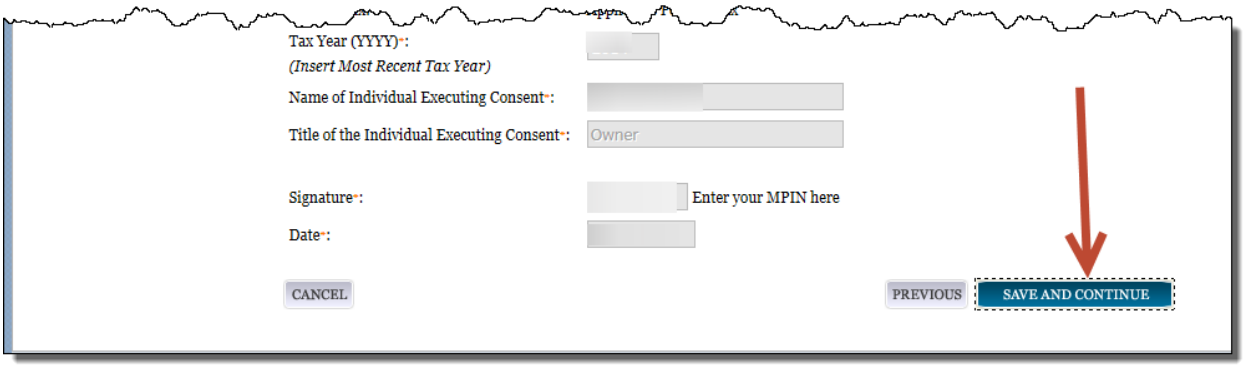


Make changes on any subsequent page if necessary. Keep clicking on the "Save and continue" button at the end of each page until you come to the FAR/DFARS provision page.



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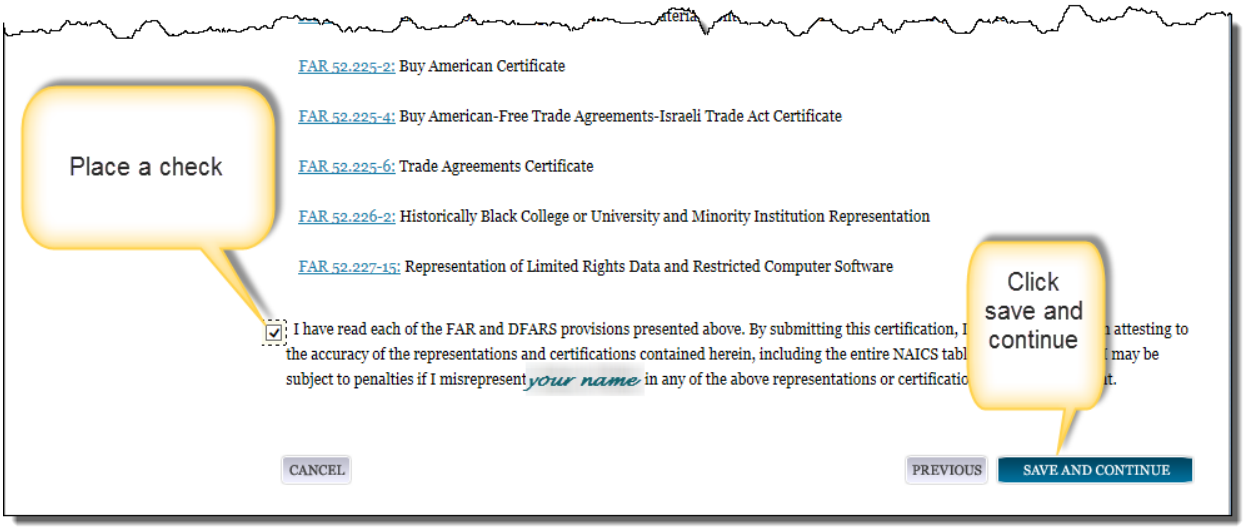
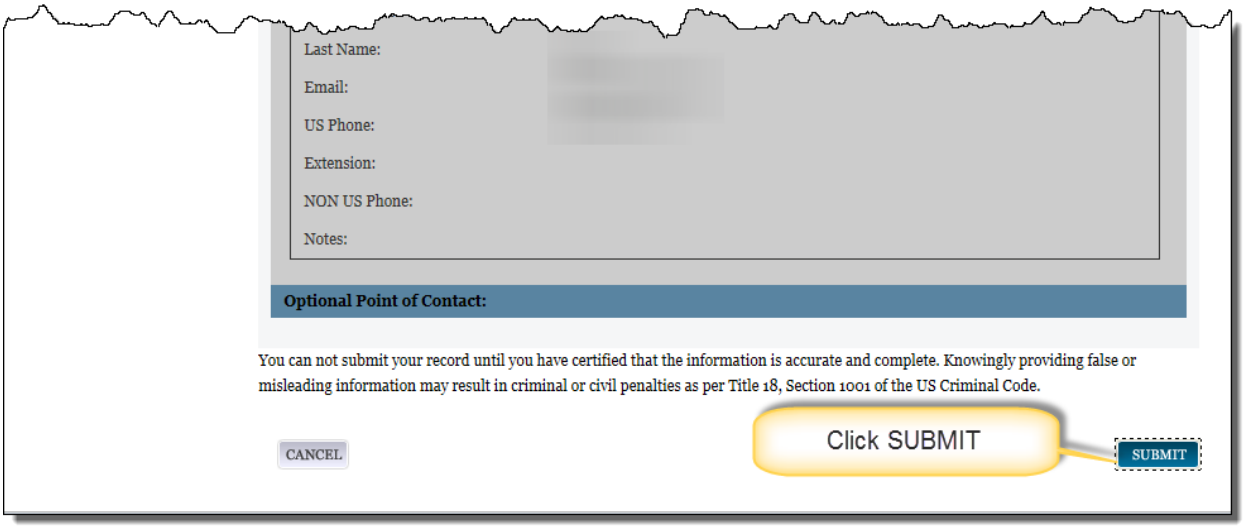
Ensuring Transparency of Government Contracts

When you come to the FAR/DFARS provisions page, click on the "I have read . . . " box



Continue to "Save and Continue" on each page. You will eventually come to the final page where you click on "SUBMIT."



Within 24 hours, your SAM account will update.

Ensuring Transparency of Government Contracts

Thank You.

Defense Logistics Agency

To provide best value logistics support to America's Armed Forces, in peace and war... around the clock, around the world.