

# Changing Zip Code +4 in SAM

## Ensuring Transparency of Government Contracts



Quick Tools



Mail & Ship

### Look Up a ZIP Code

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](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.



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](mailto: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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## Ensuring Transparency of Government Contracts

**MY SAM** **LOGOUT**

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP Search

**MY SAM** **Welcome,**

Manage My User Roles  
Manage Entity Users  
**Register/Update Entity**  
Complete Registrations  
Incomplete Registrations  
Inactive Registrations  
Register New Entity  
BioPreferred Reporting  
Account Settings

TO update SAM with updates made in D&B  
After logging on, click on "Complete Registrations" under Register/Update Entity.

**MY SAM** **Complete Registrations** **Content**

Active Registrations

**Page Description**

Please search and select an entity for which you want to view, update or deactivate the profile. If the record is associated with an entity on the federal hierarchy, only the Entity Management record will be deactivated. To register a new entity in SAM, please select the Register New Entity link.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Registration Details table (on the right).

**Important: If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.**

**Search for an Entity :**

Legal Business Name:   
DUNS:   
DoDAAC:   
(N)CAGE:   
Office Code:

Search Clear

Entity List	Registration Details
<input type="checkbox"/> <b>John Doe</b>	

Your name will appear here. Double-click on it.

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## Ensuring Transparency of Government Contracts

Register/Update Entity

- Complete Registrations
- Incomplete Registrations**
- Inactive Registrations
- Register New Entity
- BioPreferred Reporting

Account Settings

Manage My Data Access

General

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Registration Details table (on the right).

**Important:** If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.

DoDAAC Legal Business Name

- DoDAAC Legal Business Name
- DUNS
- DoDAAC
- DUNS +4

### Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

(N)CAGE:

Office Code:

Entity List	Registration Details
<p><input type="checkbox"/> <b>John Doe</b></p> <p>1. Click on your name</p> <p>2. Your company details will appear here</p> <p>3. Click on "update entity"</p>	<p>Entity Name: <input type="text"/></p> <p>DUNS Number: <input type="text"/></p> <p>DoDAAC: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Registration Status: Work In Progress</p> <p>Address Update Required: No</p> <p><input type="button" value="UPDATE ENTITY"/> <input type="button" value="VIEW"/> <input type="button" value="DELETE"/></p>

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## Ensuring Transparency of Government Contracts

**MY SAM** | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

**Update Entity** | DUNS: | CAGE Code:

**MY SAM**

- Manage My User Roles
- Manage Entity Users
- Register/Update Entity
- Account Settings
- Manage My Data Access
- General

**Purpose of Entity Update**

**Page Description**

The system will guide you through the entity update process based on the answer you provide below. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registration prior to its set expiration date.

What would you like to update?

Please select a value

- Purpose of Registration and remaining entity registration
- All sections applicable to the registration besides the Purpose of Registration
- Points of Contact (POC) ONLY

CANCEL

1. Select "All sections applicable to the registration besides the Purpose of Registration"

2. Next

NEXT

SAM | System for Award Management 1.0 | IBM v1.P.34.20150710-1415 | WWW9

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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## Ensuring Transparency of Government Contracts

**Register Entity** Kuzma, William

**Core Data** DUNS: CAGE Code:

Verify DUNS Information

**Page Description**

Please review the information retrieved from Dun & Bradstreet (D&B) for your entity's DUNS Number carefully. After you click "Save & Continue" on this page, the information from D&B will appear in your entity's registration. You cannot change this information in SAM. If the information returned is incorrect, please select "Cancel" and go to D&B to make the necessary updates.

*If D&B sent you confirmation that your updates were completed more than 24 hours ago, and you don't see the updated information displayed under "Details Returned from D&B," select the "Refresh D&B Data" button.*

Details Entered by the User	Details Returned from D&B
DUNS: [input]	DUNS: [input]
Legal Business Name: [input]	Legal Business Name: [input]
Doing Business As: [input]	Doing Business As: [input]
Address Line 1: [input]	Address Line 1: [input]
Address Line 2: [input]	Address Line 2: [input]
City: [input]	City: [input]
State: [input]	State: [input]
ZIP/Postal Code: [input]	ZIP/Postal Code: [input]
Country: [input]	Country: [input]

**1. Click on Refresh D&B Data**

**2. After updating, save and continue**

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.

Tax Year (YYYY): [input]  
*(Insert Most Recent Tax Year)*

Name of Individual Executing Consent: [input]

Title of the Individual Executing Consent: [input] Owner

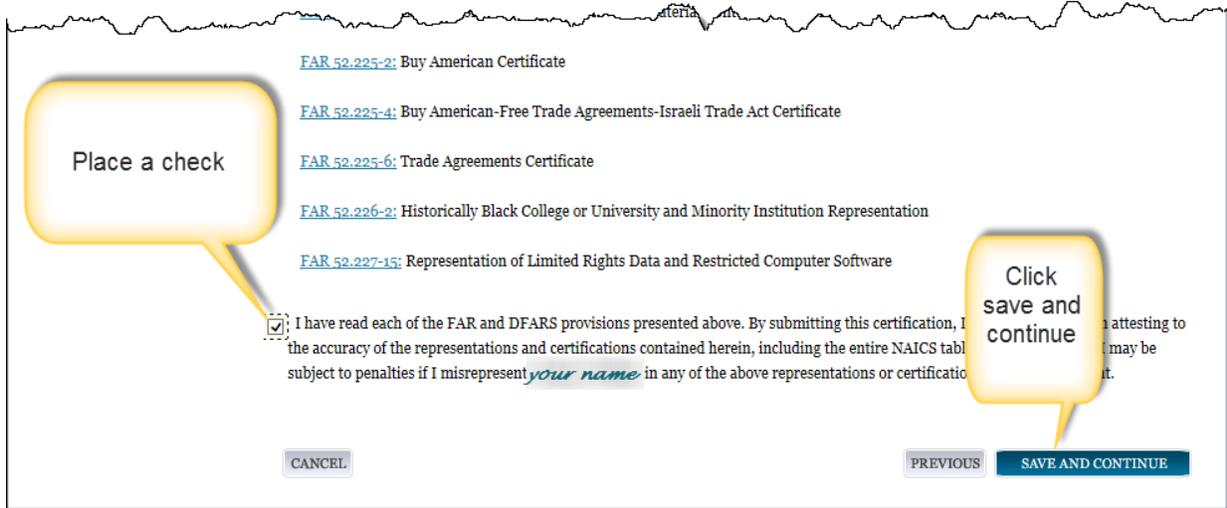
Signature: [input] Enter your MPIN here

Date: [input]

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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

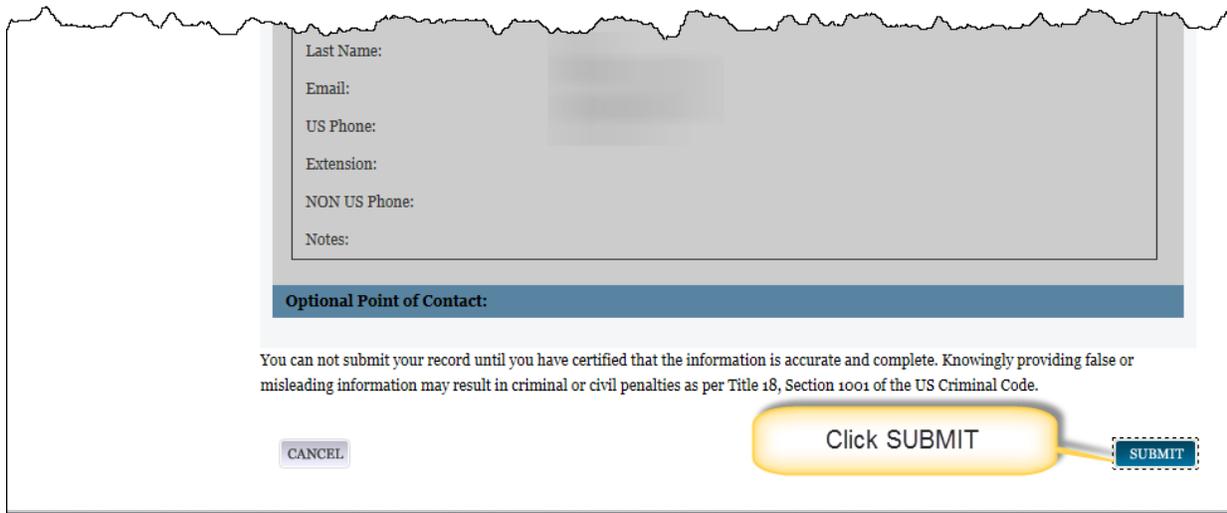


The screenshot shows a list of FAR/DFARS provisions with a callout box pointing to a checkbox. The callout box contains the text "Place a check". Another callout box points to the "SAVE AND CONTINUE" button with the text "Click save and continue".

[FAR 52.225-2: Buy American Certificate](#)  
[FAR 52.225-4: Buy American-Free Trade Agreements-Israeli Trade Act Certificate](#)  
[FAR 52.225-6: Trade Agreements Certificate](#)  
[FAR 52.226-2: Historically Black College or University and Minority Institution Representation](#)  
[FAR 52.227-15: Representation of Limited Rights Data and Restricted Computer Software](#)

I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I may be subject to penalties if I misrepresent *your name* in any of the above representations or certification.

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



The screenshot shows a form with fields for contact information and a "SUBMIT" button. A callout box points to the "SUBMIT" button with the text "Click SUBMIT".

Last Name:  
Email:  
US Phone:  
Extension:  
NON US Phone:  
Notes:

**Optional Point of Contact:**

You can not submit your record until you have certified that the information is accurate and complete. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.

Within 24 hours, your SAM account will update.

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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.*