

## Data Universal Numbering System (DUNS) Number

The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun & Bradstreet (D&B).

The DUNS Number is site-specific and division specific. Therefore, each physical location of an entity will have its own DUNS Number. Further, each separate division or branch of an entity will have its own, unique DUNS Number. Through DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.

Business entities, self-employed individuals (doctors, lawyers, etc. who are engaged in a specific business activity), sole-proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.



Assignment of a DUNS number is absolutely FREE for all entities required to register with the federal government by a regulatory agency. This includes federal contractors and prospective government vendors."

### To obtain your DUNS Number: (Inside the US)

Please call the government dedicated, DUNS Number self-request line at:

**1-866-705-5711**

The process to request a DUNS number takes about 5-10 minutes

You will need to provide the following data elements to obtain a DUNS Number

- Legal Name
- Tradestyle, doing business as (dba), or other name in which your entity is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number

- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (Reporting relationship within your entity)

Note: The information presented here is for informational usage only and is copied directly from the Central Contractor Registration (CCR) website at: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

### To obtain your DUNS Number: (Inside or Outside the US)

If you are not in the United States, you must submit your DUNS Number request via the following URL:

**<http://fedgov.dnb.com/webform/>**

Then select on "[Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day" and complete the requested information

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Army NAF Contracting

**SNACS**

## New Vendor Account Request Form



# Instructions

Thank you for doing business with the US Army, Non Appropriated Fund Contracting Office (ANC)

Please take a moment to complete the following questionnaire so we can enter your information accurately in our SNACS Vendor database. This is an important first step in the process of awarding contracts.

Please complete all information. Here are some helpful hints:

- Vendor Name is your company or personal name as filed with the US Internal Revenue Service
- Complete the form to the right with your name and office information.
- Doing Business As (DBA) is what name your company goes by if different from the IRS Records. Contracts cannot be awarded to a DBA but we can list it in addition to the Vendor Name.
- Address. Our database has four separate addresses types: Mailing, Remit To, Purchase Order, and Solicitation. Please enter your Mailing address in the blanks provided and attach a separate page if you have other addresses for other types of correspondence.
- Tax ID Number (TIN) may be required, Please complete if asked
- IRS Form W-9 may be required.
- DUNS number is required. All vendors doing business with the US Federal government are required to have a DUNS number. If you do not have a DUNS Number please call.
- Please note: Our database can hold one or more Points of Contact (POC) for each address.
- Please note: Depending on the size and complexity of the contract being awarded, you may be required to provide additional information.

Thanks You  
Bruce J. Jones  
SNACS Lead Application Administrator

Vendor Name: \_\_\_\_\_

Doing Business As \_\_\_\_\_

Mailing Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_

ZIP \_\_\_\_\_

Country: \_\_\_\_\_

Primary Point of Contract

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Tax ID Number: \_\_\_\_\_

☐ Completed copy of W-9 required

☒ DUNS Number: \_\_\_\_\_

**DUNS NUMBER IS REQUIRED**

Remit To Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_

ZIP \_\_\_\_\_

Country: \_\_\_\_\_

Purchases Order Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_

ZIP \_\_\_\_\_

Country: \_\_\_\_\_