

## VENDOR INFORMATION SHEET

**THE FOLLOWING INFORMATION IS REQUIRED:**

**\*\*Note: Vendor name and address should reflect the exact name and address used on IRS tax documentation and as a registered entity in SAM.gov.\*\***

**VENDOR NAME:** \_\_\_\_\_  
(please print)

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMIT TO ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**VENDOR POINT OF CONTACT NAME:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**UNIQUE ENTITY ID:** \_\_\_\_\_

\*As of 04 April 2022, the SAM-generated UEI (SAM) will become the new authoritative unique entity identifiers.

**NOTE:** If your business does not have a Unique Entity ID (UEI), please click on this link: <https://arts.ms.gov/wp-content/uploads/2022/01/Quick-Start-Guide-for-Getting-a-Unique-Entity-ID.pdf>, for further instructions or see the attached guide.

**PAYMENT METHOD:**

**VISA /GPC (Government Purchase Card):** Yes  No

**EFT (Electronic Funds Transfer):** Yes  No

**Check (sent via mail):** Yes  No

**PAYMENT TERMS:** NET 30 or NET \_\_\_\_\_ with \_\_\_\_\_ % discount

**GSA Contract #** \_\_\_\_\_ **AFNAF Contract #** \_\_\_\_\_  
(If applicable) (If applicable)

\_\_\_\_\_  
Vendor Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## The Unique Entity ID is here! This is what you need to know.

**On April 4, 2022**  
Government awards will be  
completed and reported using  
the Unique Entity ID (SAM)

- Unique Entity ID (SAM) is authoritative
- DUNS Number is not available

### Overview of Changes

Beginning April 4, 2022, the Unique Entity ID from SAM.gov is the authoritative identifier for those doing business with the federal government. The DUNS

Number is no longer valid for federal award identification.

All of the Integrated Award Environment (IAE) systems—SAM.gov, eSRS, FSRS, FPDS, FAPIIS, and CPARS—are now only using the Unique Entity ID to identify entities.

The Unique Entity ID is generated in SAM.gov. **If you are registered in SAM.gov (active or not), you already have a Unique Entity ID.** It is viewable at SAM.gov.

**HELP ON UEI  
TRANSITION**

Select above to get more help

### Tips

- Don't have a Unique Entity ID yet? [Here's how to get one](#)
- Any DUNS Number fields in SAM.gov [APIs and extracts](#) will be empty.
- If you haven't already, replace DUNS Number fields with Unique Entity ID fields in your [saved searches](#) and [contract data ad hoc reports](#)

## What Should I Keep in Mind?

### Non-Federal Users:

- The next time you need to update your entity information or renew your entity registration, go to your SAM.gov workspace to [validate your entity information](#). Learn how [here](#).
- Entities who are prime awardees reporting on sub-awardees in FSRS should use the sub-awardee's Unique Entity ID. [You can search SAM.gov](#) for another entity's information.
- Those who are new to SAM.gov can register their entity or just get a Unique Entity ID by signing in to [SAM.gov](#) and selecting "Get Started." If you want to bid directly on contracts or grants from the federal government, choose "Register Entity." If you are a sub-awardee who just needs a Unique Entity ID for subaward reporting, choose "Get Unique Entity ID."

### Federal Awarding Officials:

- [To search for an entity](#) in SAM.gov, you can use the entity's legal business name, CAGE code, or Unique Entity ID. You can no longer use the DUNS Number to search entities or exclusions.

**The link below will take you right to the page to create an account.**

[https://secure.login.gov/?request\\_id=ef5004ec-4ab7-46f7-9d7d-1e3f92282cfe](https://secure.login.gov/?request_id=ef5004ec-4ab7-46f7-9d7d-1e3f92282cfe)