



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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To: Chief Fiscal Officers
Date: March 31, 2022
From: Kristine Hill-Jones, Assistant Comptroller for Contracts, Vendors, and Non-Tax Revenue;
Kevin McHugh, Assistant Comptroller for Payroll and Payments;
Peter Scavotto, Assistant Comptroller for Risk
Subject: Transition from DUNS Number to Unique Entity ID (SAM)

Comptroller Memo: FY2022-18

Upcoming changes to federal SAM.gov system for federal awards and sub recipient tracking

Effective April 4, 2022, the federal government is changing the unique identifier used by entities from the DUNS Number to the Unique Entity ID (SAM), generated by [SAM.gov](https://sam.gov). As of this date, the Unique Entity ID (SAM) is the authoritative unique entity identifier for SAM.gov, most federal reporting systems, and other government award and financial systems.

Commonwealth of Massachusetts department action items

The Commonwealth of Massachusetts Central SAM Identity is **UEI - FXV5JB3EPZ99** under DUNS Number 073130932. If your department has its own SAM Entity Registration, your Unique Entity ID (SAM) was automatically updated during the renewal process. If you have not renewed, or if your SAM Entity Registration is expired, **your department should update.**

For entities receiving direct federal awards

- Departments should **ensure they know their Unique Entity ID (SAM)**. This can be found by logging into SAM.gov.
- Departments should **contact their federal awarding agency** for details on the use of unique identifiers.

For agencies with sub recipients or vendors receiving federal awards

For new vendors: The [Massachusetts Substitute Form W-9](#) has been updated with a new field to intake the Unique Entity ID (SAM). **Departments should begin collecting the Unique Entity ID (SAM)** from sub recipients and vendors using the new Massachusetts Substitute Form W-9.

For current vendors: Departments should collect Unique Entity IDs from their current vendors. Please note that vendors existing in SAM with a DUNS Number already have a Unique Entity ID (SAM). Directions for inputting the Unique Entity ID (SAM) into MMARS will be

made available at a later date. Do not use the Form W-9 to collect the new Unique Entity ID (SAM) from existing vendors.

Coming soon

MMARS Update

A new field in MMARS will soon be available to input the Unique Entity ID (SAM). An announcement will be made in the CTR Weekly Update and the website of the Office of the Comptroller, MAComptroller.org, when this field becomes available.

Job Aid Updates

Updates to CTR job aids and policies reflecting this change are forthcoming.

Massachusetts Form W-9

The Massachusetts Substitute Form W-9 will soon be updated for transmittal and submission through DocuSign and Adobe Acrobat Sign.

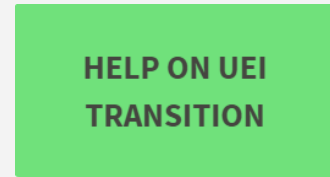
Questions surrounding the Unique Entity Identifier (SAM) transition

Questions for the Office of the Comptroller should be directed to the CTR Solution Desk by submitting a ticket through <https://macomptroller.service-now.com/ctr-solutiondesk>.

CC: MMARS Liaisons, General Counsels

Are you ready for the April 4, 2022 transition from the DUNS Number to the Unique Entity Identifier (SAM) in SAM.gov?

Today	On April 4, 2022
Both DUNS and Unique Entity ID (SAM) appear in SAM.gov and other IAE systems.	Government awards will be completed and reported using the Unique Entity ID (SAM)
<ul style="list-style-type: none">● DUNS Number is authoritative● Unique Entity ID (SAM) is available, not authoritative	<ul style="list-style-type: none">● Unique Entity ID (SAM) is authoritative● DUNS Number is not available



Select above to get more help

Tips

- [Learn more](#) about Unique Entity ID (SAM) in FPDS, eSRS, FSRS, FAPIIS, and CPARS.
- CAGE code will NOT be affected by this transition.
- Know your Unique Entity ID (SAM) before April 4, 2022. DUNS Numbers will no longer be accepted or visible at our sites at that time.

Overview of Changes

The federal government is changing the unique identifier used by entities from the D-U-N-S® Number to the Unique Entity ID (SAM), generated by SAM.gov. On April 4, 2022, the D-U-N-S® Number will be removed and the Unique Entity ID (SAM) will be the authoritative identifier. This ID is used within SAM.gov and other government award and financial systems to identify a unique entity. The transition to the Unique Entity ID (SAM) is a [federal governmentwide initiative](#).

What Do I Need to Do?

- New contractors and assistance recipients registering before April 4, 2022:** Get your [DUNS Number](#), then select [Get Started](#) in SAM.gov. As part of registration, you will be assigned a Unique Entity ID (SAM).
- If you already have an active or expired registration:** You already have a Unique Entity ID (SAM) and do not need to take action. Learn how to [view your Unique Entity ID \(SAM\)](#). If your renewal is upcoming, use the normal process to [renew your entity](#).
- If you are a prime awardee:** [Learn how to search](#) for another entity's identifier, or request your subawardee's Unique Entity ID (SAM) directly from them. *You cannot request a Unique Entity ID (SAM) for your subawardee.*
- Subcontractors and subrecipients who use the DUNS Number for reporting:** Get a Unique Entity ID (SAM) before April 4, 2022. Select [Get Started](#) at SAM.gov, then choose Get Unique Entity ID. *Your prime cannot request one for you.* We recommend sharing your Unique Entity ID (SAM) with the primes who need it to report subaward activities.
- Anyone with ad hoc reports or saved searches:** Add Unique Entity ID (SAM) fields and remove DUNS Number fields from your [ad hoc reports](#) and [saved searches](#) in SAM.gov *as soon as possible*. If you do not update your reports and searches, they will not work after April 4, 2022.
- Learn about the latest SAM.gov software updates** [here](#). In preparation for the April 4, 2022 transition, some pages in SAM.gov entity registration were updated.