



VIRGIN ISLANDS PORT AUTHORITY

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NOTICE TO ALL VENDORS

The Virgin Islands Port Authority (VIPA) is a substantial recipient of federal awards from the United States Government. Therefore, **effective January 1, 2022** all vendors doing business with VIPA must have a Data Universal Number (DUNS) and must be registered with Sam.Gov.

DUNS NUMBER

A Data Universal Numbering System (DUNS) ID number is a unique nine-digit identifier that is required for vendors that do business with the federal government. The federal government uses the DUNS Number to track federal money disbursements. It provides information relative to a company such as its official business title, name, financial data, trade name, payment history, economic status, and executive names. Further, the number allows a company to search for information about other companies and helps businesses find potential customers, partners, or vendors. The DUNS number also allows for the confirmation of the credibility of a business and helps with conducting business with retailers and some foreign countries, such as Australia and the European Union (EU).

A vendor may obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>. The process to request a DUNS number takes about 10 minutes and is free of charge. Vendors may refer to the [DUNS Guide - Government Vendors](#), for more information.

SAM'S REGISTRATION

A System for Award Management (SAM) registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. To register on www.sam.gov, vendors must have a Data Universal Numbering System (DUNS) ID number. A SAM registration provides an entity with a number that the government uses to identify them, otherwise known as a CAGE code. Obtaining this number gives you access to receiving grants, loans, contracts, and certifications for set-asides.

To register with SAM, go to <https://sam.gov> with the following information:

- DUNS number

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- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

For all questions and inquiries, please contact Ms. Kate C. Davis, Procurement and Contract Manager at 340-774-1629 or by e-mail at kdavis@viport.com.