FDA DUNS Portal User Guide:
How to Obtain a DUNS Number

The following document will provide step-by-step instructions on how to look-up, verify, validate, modify/update or create a new DUNS number using the FDA DUNS Portal available at **https://fdadunslookup.com**. Additionally, there is also information on how to update a firm record or request a new DUNS be created.

Step 1.

Open a browser and type this URL address – **https://fdadunslookup.com**.
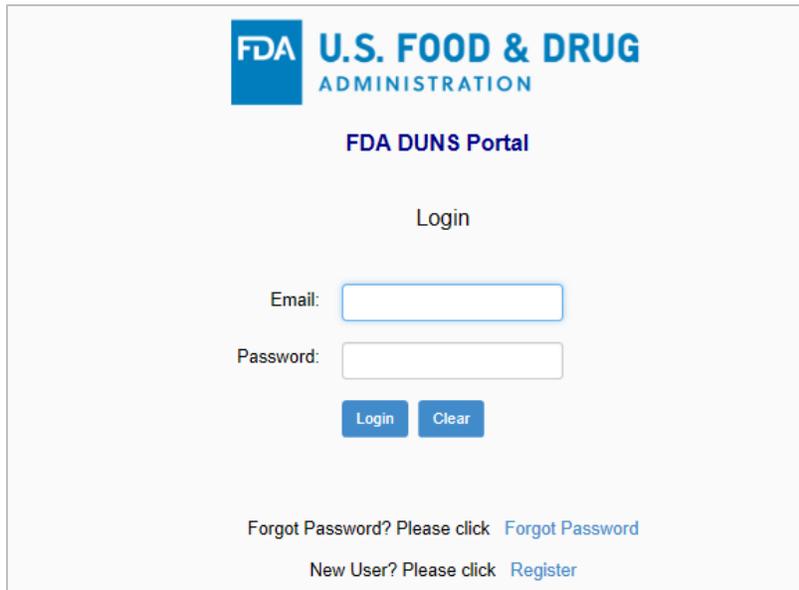
Step 1.a.

If you have already created an account, type in your email address and password to login. If you have not yet created an account, skip step 1.a. and go to step 1.b.
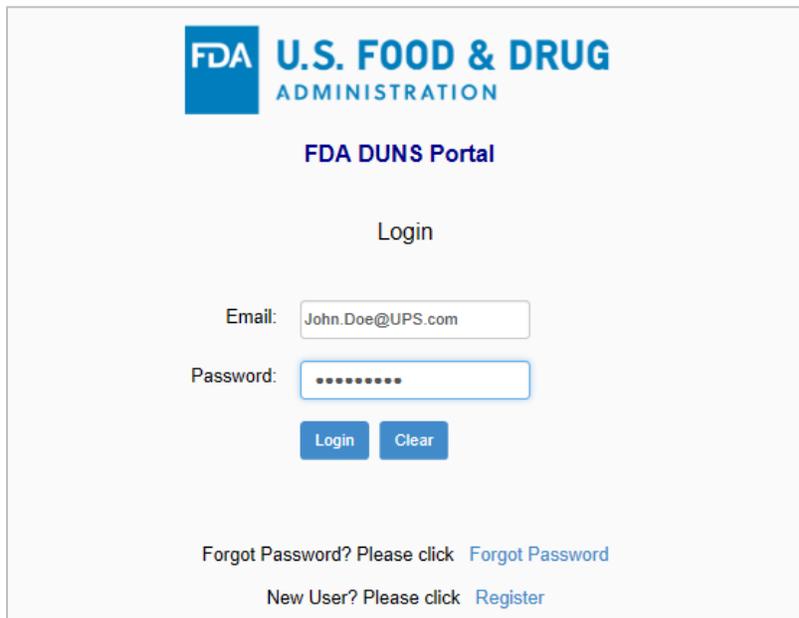
Step 1.b.

If you do not have an account and you want to create one, click the "Register" button.
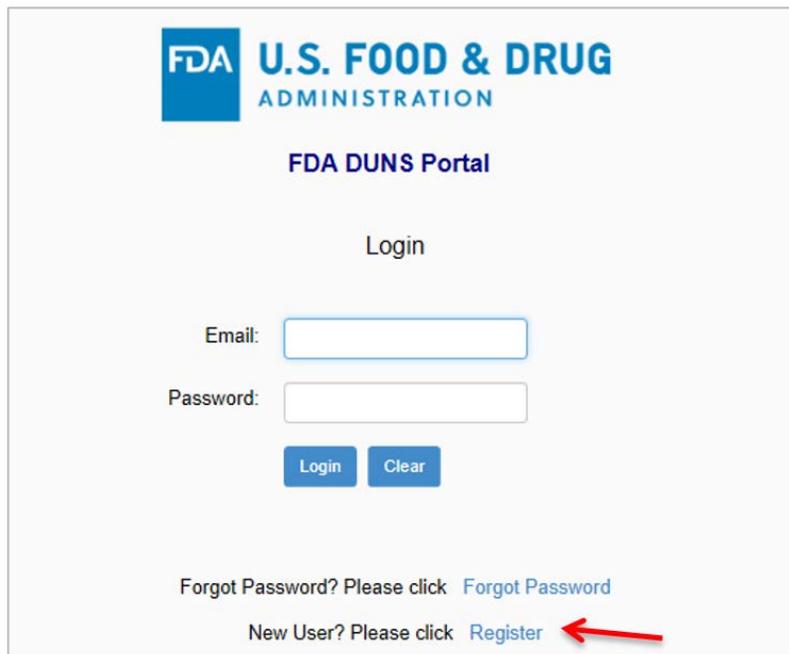
Step 2.

To register, fill out the required information. Check the box to agree to the terms and conditions and click "Create Account". You should receive an email from Dun & Bradstreet shortly after submitting your information that contains your login information.

Note: Please use your Business Email for verification purposes.

Email: *	
Confirm Email: *	
Password: *	
Confirm Password: *	
First Name: *	
Last Name: *	
Organization: *	
DUNS Number:	
Country: *	--Select Country--
Street Address: *	
Mail Address:	
City: *	
State/Province: *	
Zip/Postal Code: *	
Phone Number: *	

☐ **I Agree to** The Terms and Conditions

Create Account   Clear

Step 3.

Upon successful login, make sure you read the important statement below and click the "Enter Portal" button.

Upon clicking "Enter Portal" button, you will be presented with the firm query form. **From here, you can either search for a DUNS number, or validate a DUNS number that you already have.**
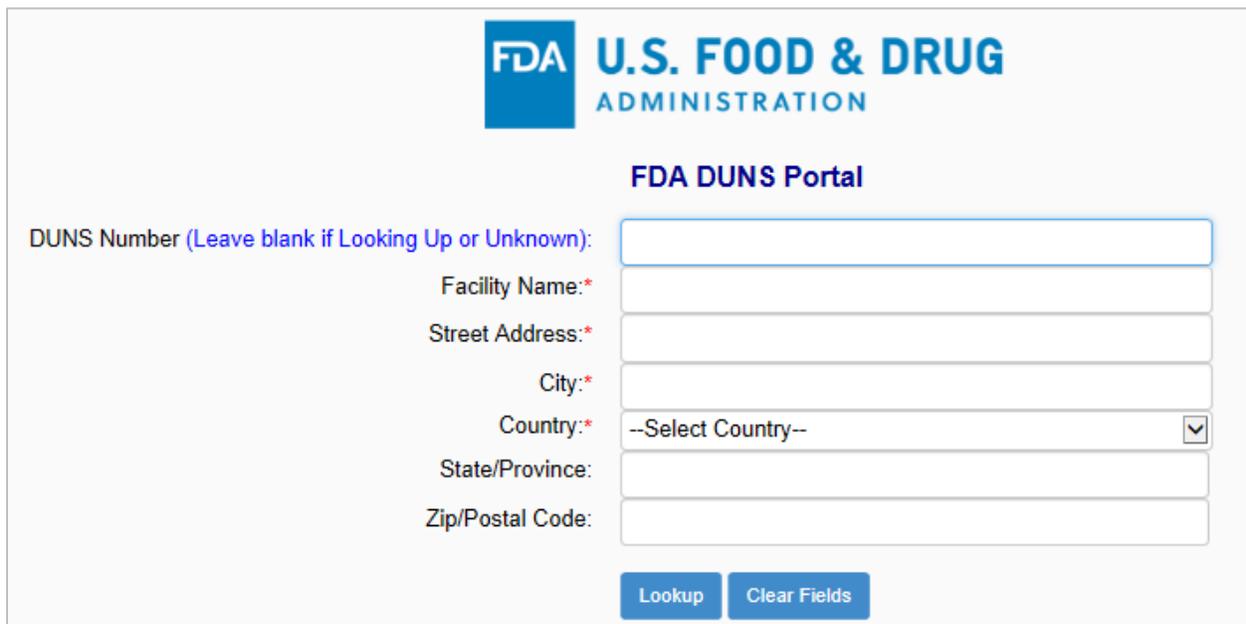
Note: Each field with red asterisk (*) is a required data field.

Also, for firms in the United States, the "State" field is a required **data** field; and for firms in Canada, the "Province" field is a required data field.

Step 4.

To search for a DUNS number, fill out the required information and click "Lookup". **It is important to note that ALL facility name and address fields must be filled out.** If you have the DUNS number, you can include that in the search and the "Lookup" button will be replaced with a "Validate" button.

For example, to search the for the DUNS number for Bayer Healthcare LLC, fill out the required information (Facility Name – Bayer Healthcare LLC, Street Address – 100 Bayer Road, City – Pittsburgh, Country – United States, State – Pennsylvania) and click "Lookup".

Step 5.

Your query may result in one or more firm(s) to appear on your "List of Facilities" page. Upon careful review of the query results, choose the firm name and address that you know is **correct**.

	List of Facilities	
	Please choose the correct Facility from the list below or click "Facility not in the list" to submit an inquiry with Dun & Bradstreet.	
Facility Details	**Accept Existing D&B Record**	**Request Update of D&B Record**
Facility Name: Bayer Healthcare LLC **Street Address:** 100 Bayer Rd **City:** Pittsburgh **State:** PA **Country:** USA **Zip/Postal Code:** 152059707 **Phone Number:** 4127772000 **Partial DUNS:** **-***-6961	Accept & View DUNS	Update
Facility Name: Bayer Corporation **Street Address:** 100 Bayer Rd **City:** Pittsburgh **State:** PA **Country:** USA **Zip/Postal Code:** 152059741 **Phone Number:** 4127772000 **Partial DUNS:** **-***-0248	Accept & View DUNS	Update
Facility Name: Bayer US Finance LLC **Street Address:** 100 Bayer Rd **City:** Pittsburgh **State:** PA **Country:** USA **Zip/Postal Code:** 152059707 **Phone Number:** 4124943157 **Partial DUNS:** **-***-3207	Accept & View DUNS	Update
Facility Name: Bayer Cropscience Holding Inc. **Street Address:** 100 Bayer Rd Bldg 4 **City:** Pittsburgh **State:** PA **Country:** USA **Zip/Postal Code:** 152059707 **Phone Number:** 4127772000 **Partial DUNS:** **-***-8838	Accept & View DUNS	Update

> Modify Existing Search   Lookup Another Business   Facility Not in the List

If the firm name and address you reviewed are correct, you may click "Accept & View DUNS". See Step 5a below).

If the firm information needs to be updated, click "Update" and you will initiate an inquiry with Dun & Bradstreet which will result in the firm info being updated. *(Skip to step 6)*

If you want to go back to the query screen and modify any of the of firm information in the query search form, you can click "Modify Existing Search" button.

If you want a new search form, you can click on the "Lookup Another Business" button.

Finally, if the firm is not in the list, you can click on "Facility Not in the List" button and to initiate an inquiry for Dun & Bradstreet to research and resolve the issue. *(Skip to step 6)*

Step 5a.

By clicking "Accept & View DUNS", you will be taken to the results page that contains the full DUNS number for the firm. In addition to this, you will receive an email with the DUNS number and firm information.

FDA U.S. FOOD & DRUG ADMINISTRATION

FDA DUNS Portal

An email has been delivered to you with the name and address you should use when interacting with the FDA.

DUNS Number: 82-759-6961
Facility Name: Bayer Healthcare LLC
Street Address: 100 Bayer Rd
City: Pittsburgh
State/Province: PA
Zip/Postal Code: 152059707
Country Code (ISO 2): US
Country Name: UNITED STATES

This email is in response to the query search you performed using a firm data. The following facility name and address is suggested for use when interacting with the FDA.

Please note the FDA DUNS Portal is a tool to assist you in identifying a DUNS number associated with a firm. Dun and Bradstreet's suggested firm information is based on search parameters you entered. Please note responsibility for obtaining a valid firm data resides with the importer and filer.

DUNS Number: 82-759-6961
Facility Name: Bayer Healthcare LLC
Street Address: 100 Bayer Rd
City: Pittsburgh
State/Province: PA
Zip/Postal Code: 152059707
Country Code (ISO 2): US
Country Name: UNITED STATES

Thank you,
Dun & Bradstreet

*** This is an automatically generated email, please do not reply to this message. For email support, please visit FDA DUNS Portal (http://fdadunslookup.com) and click on "Contact D&B" ***

Step 6.

If the firm information needs updating or the facility you are searching for is not found, you can initiate an inquiry by clicking the "Update" or "Facility Not In the List" button respectively. The inquiry result will determine if a firm record needs updating or a new DUNS number will be created if no firm record exists.

To initiate this inquiry, complete the required information on the Create Inquiry/update page. Then click on "Create Inquiry". The inquiry results will be emailed back to you once Dun & Bradstreet has completed the inquiry.

By clicking the "Create Inquiry" button, you will receive an auto-generated email acknowledging you have initiated an inquiry that Dun & Bradstreet will work on to resolve the matter.

A DUNS Number Inquiry was submitted and can be referenced using the Ticket # below. Inquiries are typically completed within 7 to 15 business days. The results will be returned to you by email.

Inquiry Number: I00010570

Organization: Bayer Healthcare LLC
Street Address: 100 Bayer Rd
City: Pittsburgh
State/Province: PA
Country Code (ISO 2): US
Country Name: UNITED STATES
Facility Contact - First Name: John
Facility Contact - Last Name: Doe
Facility Contact - Email: John.Doe@bayer.org
Facility Contact - Phone Number: 511-456-5678
Request Details: This facility appears to have a different address than what I have anticipated it to be. Please research the address and let me know.

Thank you,
Dun & Bradstreet

*** This is an automatically generated email, please do not reply to this message. For email support, please visit FDA DUNS Portal (http://fdadunslookup.com) and click on "Contact D&B" ***

Helpful Links

Before or after you login to the Portal, you may access the following helpful links:
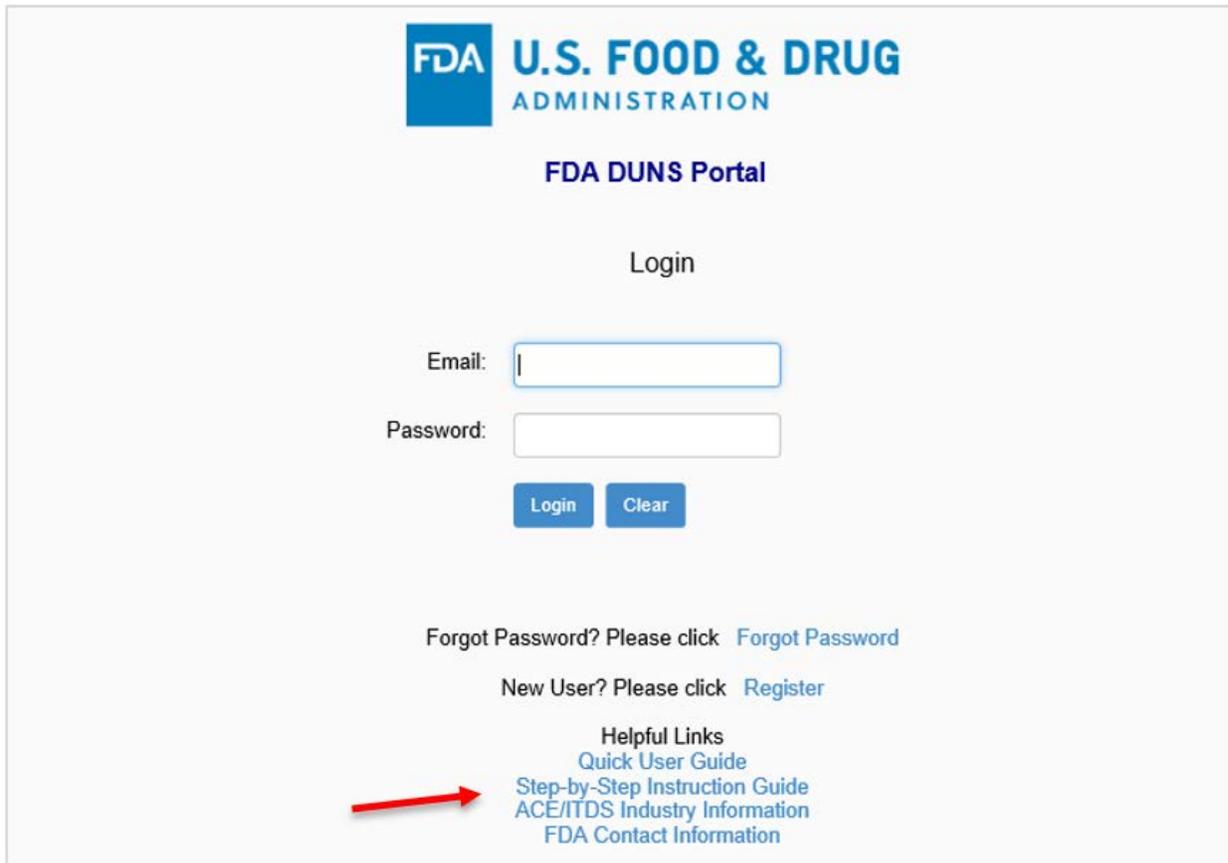
a) Quick User Guide – is Dun & Bradstreet's short User Guide intended to assist the User in using the Portal.
b) Step-by-Step Instruction Guide – FDA's User Guide is a detailed instruction with screenshots and explanation on how to use the Portal.
c) ACE/ITDS Industry Information – general information about ACE/ITDS and other related links.
d) FDA Contact Information – useful contact information to help you answer FDA import related questions.