

# Guidelines on Instruction for Obtaining A Duns Number/

## Petunjuk untuk memperoleh DUNS (Data Universal Numbering System)

- ❖ Log on ke <http://fedgov.dnb.com/webform/index.jsp>
- ❖ Klik link ini >>>>> **Click here to request your D-U-N-S Number via the Web.**

The screenshot shows a web browser window with the URL [fedgov.dnb.com/webform/pages/CCRSearch.jsp](http://fedgov.dnb.com/webform/pages/CCRSearch.jsp). The page features a yellow header with the D&B logo and the slogan "Decide with Confidence". On the right side of the header, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header, there is a navigation bar with "Company Lookup >" and "Search >". The main content area is titled "Search" and contains a form with the following text: "Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact [govt@dnb.com](mailto:govt@dnb.com)". Below this text is a dropdown menu labeled "Select a country or territory ..." and a "Continue" button. On the left side of the page, there is a dark blue sidebar with several links: "D&B D-U-N-S Request Home Page", "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility".

- ❖ Pilih Negara dimana lokasi / domisili perusahaan / organisasi berada, dalam hal ini adalah Indonesia.
- ❖ Input informasi mengenai perusahaan / organisasi anda. Pastikan anda meng- input informasi dalam bahasa inggris dalam rangka berhasilnya pendaftaran.
- ❖ Input informasi perusahaan anda seperti di bawah ini :
  - Business Name
  - Alamat
  - Kota
  - Nomor telpon
- ❖ Setelah meng- input data diatas masuk kan kode verifikasi yang tertera di layar untuk maju ke tahap selanjutnya. Apabila perusahaan anda belum memiliki DUNS No. langsung klik ke Request a New D-U-N-S Number. Akan keluar tampilan seperti di bawah ini.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp...

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

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Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

**Company Name**

Legal Name: DNB TEST, INC.

Legal Structure: Proprietorship

Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Mailing Address (optional)**  Same as Physical Address

Street/ P.O. Box:

City:

Pilihlah struktur legal dari organisasi anda dari berbagai macam jenis berikut

- **Corporation**
- **Government**
- **Limited Liability Company (LLC)**
- **Non-profit.**
- **Partnership**
- **Proprietorship**

Kolom yang juga paling penting untuk di isi adalah Primary SIC Code. ( lihat gambar layar di bawah. )  
Primary SIC Code ini untuk mengklasifikasikan bisnis dan industry yang relevan dengan perusahaan anda.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnTradeStyleName=&newComp...

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Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country

**Organization Information**

Executive Name

Title

Primary SIC code

Description of Operations

Socioeconomic Data

Number of Employees (includes owners, partners, and/or officers)

Annual Sales or Revenue

**Parent Organization (optional)**

Name

Street

City

State

Zip Code + 4/Postal Code

Country

**Notes (optional)**

**Submit Your Request**

If you have technical difficulties, please contact gov@dnb.com

Done

Jika anda tidak yakin dengan Primary SIC Code Perusahaan / Organisasi anda, dapat merujuk pada website berikut : <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/ips/lms/sicsearch.html?ip\_sic=&p\_search=Research

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Standard Industrial Classification (SIC) System Search

[STATISTICS & DATA](#) | [SIC MANUAL](#)

This page allows the user to search the 1987 version SIC manual *by keyword*, to access descriptive information for a *specified 2,3,4-digit SIC*, and to [examine the manual structure](#).

**Enter a SIC CODE:**

**Enter the search keyword(s):**

[Search Help and Examples](#)

- [3721 Aircraft](#)
- [3724 Aircraft Engines and Engine Parts](#)
- [3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3761 Guided Missiles and Space Vehicles](#)
- [3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts](#)
- [3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus](#)
- [6282 Investment Advice](#)
- [6411 Insurance Agents, Brokers, and Service](#)
- [6732 Educational, Religious, and Charitable Trusts](#)
- [6733 Trusts, Except Educational, Religious, and Charitable](#)
- [8731 Commercial Physical and Biological Research](#)
- [8732 Commercial Economic, Sociological, and Educational Research](#)
- [8733 Noncommercial Research Organizations](#)
- [8742 Management Consulting Services](#)
- [9511 Air and Water Resource and Solid Waste Management](#)
- [9531 Administration of Housing Programs](#)
- [9532 Administration of Urban Planning and Community and Rural Development](#)
- [9541 Regulation of Agricultural Marketing and Commodities](#)
- [9661 Space and Research and Technology](#)

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6242) | TTY: 877-688-9627

www.OSHA.gov

Done

## 8742 Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

- ❖ Descriptions of Operations – berikan keterangan yang singkat mengenai bidang utama perusahaan anda, seperti contoh nya : “Agricultural Technical Assistance”
- ❖ Pendapatan angka penjualan tahunan harus dimasukkan dalam USD (US Dollar).
- ❖ Setelah semua kolom terisi, klik “Submit Your Request” untuk selanjut nya menuju ke Halaman Verifikasi (Verification Page).
- ❖ Segera setelah “Yes, Continue” di klik, aplikasi registrasi dikirim ke D&B, dan nomor DUNS akan tersedia dalam jangka waktu 24-48 jam. Juga dapat di check dalam jangka waktu tersebut.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewOunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

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for US Government  
Contractors & Grantees

D.U.N.S. Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

**Company Name**

Legal Name: D&B TEST, INC

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Organization Information**

Executive Name: Mohammad Ali

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code, and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%