

## **Frequently Asked Questions**

### **SAP and DUNS Numbers**

#### **Q. What is an SAP Number?**

**A.** An SAP Number is a six digit number that the Commonwealth of PA uses to identify you as a vendor in their accounting system. Each vendor is assigned a unique number. All vendors (procurement or non-procurement) doing business with the Commonwealth must have an SAP Number.

#### **Q. How do I get an SAP Number?**

**A.** To apply for an SAP Number, go to <https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx>. Instructions and the form to use for applying for a Non-Procurement Vendor Number will be displayed. Contact information for the Commonwealth of Pennsylvania's Central Vendor Management Unit (CVMU) is also available on the form if you need help in completing the SAP Number request form.

#### **Q. How do I find my SAP Number?**

**A.** Call the Pennsylvania Central Vendor Management Unit at 1-866-775-2868 for help if you think you may already have an SAP number but you are not sure of what it is.

#### **Q. What is a DUNS number?**

**A.** The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S is a system developed and regulated by Dun & Bradstreet (D&B) which assigns a unique numeric identifier to a single business entity. This numeric identifier is then referred to as a DUNS number. It was introduced in 1963 to support D&B's credit reporting practice. It has gained wide acceptance globally and is a common standard. Its users include the European Commission, the United Nations and the United States government. It is recognized, recommended and/or required by more than 50 global, industry and trade associations. The DUNS database has over 57 million entries for businesses throughout the world.

Beginning this year, there is a DUNS Number field on the Pennsylvania DEP/DCNR grant application. This is not a required field at this time, but may be required by the grant program to which you are applying. Be sure to read the guidelines carefully.

**Q. How do I request a DUNS Number?**

**A.** Go to the Dun & Bradstreet home page at <http://www.dnb.com/us/> and click the “D&B D-U-N-S Number” link. This will take you to a page where you can determine whether your organization already has a DUNS number and apply for a DUNS number.

**Q. Is registering for a DUNS Number free of charge?**

**A.** Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.