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FDA ITDS DUNS Portal

User Guide

The purpose of the FDA ITDS DUNS Portal website is to assist Trade with the Lookup / Creation / Modification / Verification / Validation of DUNS Number data needed for compliance with the ITDS Single Window Program. The following instructions will assist with utilizing the website.

URL: https://fdadunslookup.com

USER REGISTRATION

New users can register to access the site by clicking on the 'Register' button on the website and completing the online user registration form. After submitting your user information, a system generated email will be sent to your email address. Open the email and click on the 'activate' button to activate your account.

PASSWORD

Users can manage their password by clicking on the 'Forgot Password' link on the portal's landing page.

FACILITY LOOKUP

This service is used to lookup a facility within the Dun & Bradstreet database and obtain the DUNS Number for this facility.

Name and Address Search:

- Enter required input search fields (indicated with an asterisk) and click 'Lookup,' The 'List of Facilities' page will load with potential candidates sourced from the Dun & Bradstreet database.

- Review the 'List of Facilities' for one of the following outcomes:

FACILITY FOUND – Name and Address of Dun & Bradstreet Record is Correct	Click on 'Acceptable & View DUNS' to obtain complete DUNS Number that is displayed on the next page. Additionally, a system generated email of the Dun & Bradstreet record and DUNS Number will be emailed to the user.
UNSURE OF RESULT – Search Again Using Different Input Data	Click on 'Lookup Another Business' to return to the main search page and search for a facility using different input data.
FACILITY FOUND - But Modifications to the Name or Address are Needed:	Click on the 'Update' button to initiate an inquiry request for Dun & Bradstreet to modify the record. The 'Create Update Request' page is loaded. Complete the request form with the appropriate contact information of the facility. Please include the name, email, and phone of the point of contact at the facility. Click the 'Create Inquiry' button to submit the request. A system generated email will be emailed to the user that contains the inquiry ticket number. Once the inquiry is completed, users will be contacted with the results of the inquiry.
FACILITY NOT LISTED and/or No Facilities Listed	Click on the 'Facility not in the list' button to initiate a request for Dun & Bradstreet to inquiry the record. The 'Create Update Request' page is loaded. Complete the request form with the appropriate contact information of the facility. Please include the name, email, and phone of the point of contact at the facility. Click the 'Create Inquiry' button to submit the request. A system generated email will be emailed to the user that contains the inquiry ticket number. Once the inquiry is completed, users will be contacted with the results of the inquiry.

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FACILITY VALIDATION

This service is used to validate the DUNS Number, name and address of a facility against the Dun & Bradstreet database.

DUNS Number, Name and Address Validation:

- Enter the DUNS Number, name and address of the facility. Note, the required input fields are indicated with an asterisk. Click 'Validate'. The 'List of Facilities' page will load with potential candidates sourced from the Dun & Bradstreet database.

- Review the 'List of Facilities' for one of the following outcomes:

VALIDATION PASSED – the DUNS Number, Name and Address Submitted in the Search is Verified and the Data Passed the Dun & Bradstreet Validation Routine:	Click on 'Acceptable & View DUNS' to obtain DUNS Number that is displayed on the next page. Additionally, a system generated email of the Dun & Bradstreet record and DUNS Number will be emailed to the user.
UNSURE OF RESULT – Search Again Using Different Input Data:	Click on 'Lookup Another Business' to return to the main search page and search for a facility using different input data.
VALIDATION FAILED - Due to a combination of DUNS Number, Name and/or Address Discrepancies:	Click on the 'Facility not in the list' button to initiate a request for Dun & Bradstreet to inquiry the record. The 'Create Update Request' page is loaded. Complete the request form with the appropriate contact information of the facility. Please include the name, email, and phone of the point of contact at the facility. Click the 'Create Inquiry' button to submit the request. A system generated email will be emailed to the user that contains the inquiry ticket number. Once the inquiry is completed, users will be contacted with the results of the inquiry.

FEEDBACK

Users may submit questions, feedback or suggestions via the 'Contact D&B' link in the top right hand corner of the site.

ABOUT DUN & BRADSTREET

Dun & Bradstreet (NYSE: DNB) grows the most valuable relationships in business. By uncovering truth and meaning from data, we connect customers with the prospects, suppliers, clients and partners that matter most, and have since 1841. Nearly ninety percent of the Fortune 500, and companies of every size around the world, rely on our data, insights and analytics. For more about Dun & Bradstreet, visit DNB.com.

www.dnb.com/government