RMS TRAINING

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This training is to provide guidance on the recent GSA – SAM change to replace DUNS with UEI.

DUNS - UEI

First go to District Office – Prime Contractors

Note ONLY those with District Administration permissions can complete this.

DUNS - UEI

Every active contractor listed as a prime contractor will have to be updated.

Highlight and select Edit

DUNS - UEI

New field added, UEI No. This requires manual input.
For all contractors

The DUNS still shows for historical purposes. This is read only, will only show for pre-April 2022 contractors.

DUNS - UEI

Once UEI has been entered, use the Prime contractor listing to find all contracts. Every active contract will have to be updated to capture this new information. An active contract is any contract that has not paid the final invoice.

DUNS - UEI

Select the contract, Go to Administration – Prime Contractor

DUNS - UEI

Select Copy UEI and Contractor Information

DUNS - UEI

Find and select Prime Contractor – select OK

DUNS - UEI

The UEI will be updated. This contract is complete.