How To Apply For a Dun & Bradstreet Number and Manufacturing NAICS Codes

To work with the MTRC/MEP and receive a supplemental award, the company must have a registered Dun & Bradstreet (D&B D-U-N-S®) number as well as a qualifying Manufacturing NAICS code(s). The purpose of this is so that we are able to submit our state mandated reports into the NIST (National Institute of Standards and Technology) MEP (Manufacturing Extension Partnership) database and have the company surveyed for economic impact, which is a condition upon acceptance of the supplemental award.

What is a D&B D-U-N-S Number?

The D&B D-U-N-S® Number is a unique nine-digit identifier for businesses. It is used to establish a Dun & Bradstreet business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. If you want to bid on government proposals, you will need to get a D-U-N-S Number for each physical location of your business.

What will I need to provide to get a D-U-N-S Number for my business?

To register for a D-U-N-S Number, you’ll need the following information:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you are a Home-Based Business

How can I register for a D&B D-U-N-S Number?

You can get a free D-U-N-S Number in up to 30 business days. Visit [http://www.dnb.com](http://www.dnb.com) for more information. You can get your D-U-N-S Number expedited for free at [https://fedgov.dnb.com/webform](https://fedgov.dnb.com/webform) if you are required to register with the federal government for contracts or grants.

How can I add a qualifying manufacturing NAICS code to my existing D&B account?

If your company already has a D&B number but needs to select a manufacturing NAICS code to be associated with the profile, an officer of the company can do the following:

- Following the prompt to enter the Business Name and City
- Select your company from the list and select NEXT.
- Proceed to fill in the ID Verification and Personal Data as requested and continue to add the corresponding NAICS code pertaining to the product your company manufactures.
- For further inquiries, please call (800)-234-3867 to speak with an account specialist.

What is the NAICS code and how do I get one?

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS is organized into hierarchical classification groups that build from the detailed industry level. The United States, Canada, and Mexico share the first five digits within the NAICS structure. The sixth digit is designed for country specific classifications and may differ from one nation to the next. [http://www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)

What are qualifying Manufacturing NAICS codes?

MEP (Manufacturing Extension Partnership) recognizes the following as qualifying manufacturing NAICS codes:

- Sectors beginning with 31-33; full list can be found at [http://www.census.gov/manufacturing/numerical_list/](http://www.census.gov/manufacturing/numerical_list/)
- 423510 Metal Service Centers and Other Metal Merchant Wholesalers
- 488991 Packing and Crating
- 541330 Engineering Services
- 541380 Testing Laboratories
- 561910 Packaging and Labeling Services
- 541711 or 541712 Research and Development function
- 811310 Commercial and Industrial Machinery & Equipment (except Automotive & Electronic) Repair & maintenance

What is the purpose of reporting?

NIST uses the MEP client records for the purpose of conducting an in-house project impact survey measuring the realized impacts (sales, investment, employment, cost of goods sold, etc.) of our services to our clients. Client information may also be used for other purposes such as market and industry research but the company and its collected data is kept confidential.