

Applying for your DUNS number

In order for you to register on the xchangewales eprocurement system, you will first need a DUNS number - the number is required by both suppliers and buyers.

Registration for a DUNS number is free of charge and simple to apply for:

On Line:

1. Visit the website www.dnb.com/uk.
Select D&B D-U-N-S Number at the top of the page.
2. At the bottom of this page select
'Get a D&B D-U-N-S Number'.
3. Complete the simple on-line registration form and submit.

By phone:

1. Call the Dun & Bradstreet on 0870 243 2344, select option 3, and then select 2. You will then be put through to a Customer Services Advisor.
2. If you have a limited company, you may already have a DUNS number on the system, the Advisor will be able to tell you this. If not then you simply give your details over the phone and Dun & Bradstreet will either call you with your number or email this to you within 10 working days.

What is a DUNS number?

The Data Universal Number System (DUNS) is regulated by Dun and Bradstreet (D&B). A DUNS number is a unique nine digit number issued to each business location in the D&B database. A unique nine-digit number can be assigned to each of your business locations.

Why do I need a DUNS number?

The Dun & Bradstreet numbering system was introduced into the UK in 1857 as a means of identifying businesses and ensuring their legitimacy.

For more information and the advantages of being registered with Dun & Bradstreet, please visit their web site on www.dnb.com/uk.