



Dun & Bradstreet Registration : Gateway to Global Credibility and Growth

20241017

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Scope:

Information Gathering

1. Collection and assessment of company information, including:

- Company name and address
- Business owner, president, or CEO
- Parent company information (if applicable)
- Trade names used
- Business legal structure and primary industry
- The year the business was created
- Business employee count
- General product categories (human/animal/both)

2. Determine the applicability of registration.

Registration Process – Dun & Bradstreet

1. Identify and summarize types of registration schedules.
2. Develop and review registration process flows.
3. Implement and verify successful registration via the Dun & Bradstreet DUNS Number Lookup Tool.

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Scope:

✓ **Electronic and Manual DUNS Number Registration – Dun & Bradstreet**

1. Facilitate electronic registration via Dun & Bradstreet registration portal, ensuring accurate data entry for all required facility information, including:

- Business legal name
- Business address and phone number
- Name of business owner, president, or CEO
- Business legal structure and primary industry
- The year the business was created
- Business employee count

2. Verification and confirmation of registration success, along with maintaining records.

✓ **Updates and Cancellations**

1. Establish protocols for updating registration information, including ownership changes and cancellations.
2. Assess and track confirmation of updates and cancellations through electronic and manual methods.

✓ **Compliance and Consequences Evaluation**

1. Evaluate the implications of failing to register, renew, or update information as required by the FDA.
2. Provide guidance on additional registration requirements and public accessibility of registration information.

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Deliverable:

- ✓ **Summary Documentation of Registration Requirements**
- ✓ **Process Flow Diagrams for Registration and Renewal**
- ✓ **Records of Registration Numbers and Compliance Confirmations**

Service Fee:

\$190.00 per Registration number

Timeline:

Five (5) Business Days

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