Manila Water

Decide with Confidence

WHAT IS A D-U-N-S® NUMBER?

A **D-U-N-S®** (**D**ata **U**niversal **N**umbering **S**ystem) **Number** is a unique 9-digit numerical code recognized as the universal standard for identifying and keeping track of over 144 million businesses worldwide.

WHAT ARE THE BENEFITS OF HAVING A D-U-N-S® NUMBER?

The **D-U-N-S® Number** opens new areas of opportunity for your business by:

- enabling potential customers, suppliers and lenders to easily identify and learn about your company
- enhancing the credibility of your business by verifying its existence and legitimacy
- linking your operation to parent companies, headquarters locations, branches or subsidiaries

GENERAL REGISTRATION PROCEDURE & GUIDELINES

1. Distribution of Materials for Vendor Pre-Qualification.

2. Supplier will deliver accomplished Supplier Registration Form and Required Documents (originals and photocopies, see attachment), to **Dun & Bradstreet Philippines Inc.**

   ○ Makati Office:
   Ground Floor Convergys One Building
   (Mail & More Flagship Store)
   6796 Ayala Avenue cor Salcedo Street,
   Makati City
   dunsnumber@DNB.com.ph

Contact Persons:

Rhea Bombita	Adrienne G. Valdez
BombitaR@DNB.com.ph	sales@DNB.com.ph
(02) 750.0082	(02) 774.8342

   ○ Cebu Office:

   5th Floor Krizzia Building Gorordo Avenue
   Lahug, Cebu City [cebu@DNB.com.ph]

Contact Person:
Sheila Negare
NegareS@DNB.com.ph
(032) 233-6053

   ** For Provincial Suppliers: Option to send Supplier Registration Form and Certified True Copies of required documents via courier.

3. Payment

   The processing fee shall be paid at the Dun & Bradstreet Philippines Inc. upon submission of documents.

   The processing fee may also be paid thru bank. Please attach a copy of the deposit slip upon submission of documents

   Bank Details:

   Banco de Oro Universal Bank
   Account Name: Dun & Bradstreet Phils. Inc.
   Account Number: 4280-001-076

   * *Cheques must be made payable to Dun & Bradstreet Phils. Inc.*

   An official receipt will be issued upon confirmation of payment.

4. Release of **D-U-N-S® Number Certificate**

   Dun & Bradstreet Philippines, Inc. shall advise the supplier either thru email when their D-U-N-S® Number Certificate has been released.

*** Note: Only Suppliers with fully accomplished Supplier Registration Forms submitted with complete and verified documents and have paid will be processed.