



BROWN CIS IT Service Center

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Coeus Organization Request: Required Information

A. Mucci - 2018-08-29 - 0 Comments - in Business Systems

Coeus Organizations require an associated contact (via a Rolodex entry) and a DUNS number as well as Congressional District (*unless Foreign entity that does not have a DUNS [some do]. District is for U.S. only*).

Omitting information may cause the request ticket to be returned for further information. Requests are processed within 1-2 business days.

If your request is related to a proposal that is due to the sponsor **today**, please state that in your request.

- First & Last Name
- Title/Position
- Official Address of Organization (*should match official information at sam.gov, or the OSP of that organization*)
- Zip + 4 must be included
- DUNS number (format: 9 digits)
- U.S. Congressional District [format: 2 Letters-3 digits]

Organization Request Resources:

- [DUNS number and official address confirmation lookup](#)
- [USPS zip code + 4 lookup](#)
- [U.S. Congressional District lookup by city/state/address](#)

Tags

Business Systems

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