

District of Nebraska

Instructions for DUNS, SAM and IPP Registration

The United States District Court for the District of Nebraska, United States Bankruptcy Court, United States Probation and Pretrial Services Office, and Federal Public Defender's Office are in the process of migrating to a new financial system. In order to receive payments from the federal judiciary after November 7, 2016, you should register with the System for Award Management (SAM). Please complete the following four steps.

Step 1: Obtain a Dun and Bradstreet Data Universal Number System (DUNS) number [by clicking here](#). If you already have a DUNS number, proceed to Step 2.

Step 2: Register for SAM. Instructions for SAM registration can be found [here](#). Register for SAM by [clicking here](#).

Step 3: Once registered with SAM, please send an email message to one of the following addresses and provide your DUNS number to ensure that your SAM information is properly recorded in the financial system:

Bankruptcy: vendorbk@neb.uscourts.gov

District and Probation: vendor@ned.uscourts.gov

Federal Public Defender: bill_sweet@fd.org

Until you have successfully registered for SAM, please continue to notify the court or federal public defender organization of any name, address, or contact information changes. Once you begin receiving federal judiciary payments via Electronic Funds Transfer (EFT), you will no longer need to notify us of these changes, as we will be using the information that you provided in SAM.

Step 4: Register for the Invoice Processing Platform (IPP). Instructions on how to register for IPP can be found [here](#). Register for IPP by [clicking here](#).