

Information on the D-U-N-S® Number

**GLOBAL
PROCUREMENT**

Opernplatz 2
45128 Essen

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August 2008

The D-U-N-S® Number (Data Universal Numbering System) is a nine-digit coding scheme issued at a company's request by the business information provider Dun & Bradstreet, which enables the clear classification of business partners on a global level. As such the D-U-N-S® Number improves data transparency at HOCHTIEF through the corresponding organization, standardization and consolidation of available information. For you, as a potential supplier, this means faster, smoother and thus less complicated processes in terms of your business relationship with HOCHTIEF.

If you do not know whether your company already has a D-U-N-S® Number or what this number is, please read **Part A** of this guideline. This describes the procedure for finding out your D-U-N-S® Number. If you would like to apply for a D-U-N-S® Number free of charge, please read **Part B** of this guideline.

Part A: Finding a company's D-U-N-S® Number

Part B: Applying for a D-U-N-S® Number

Further information about D-U-N-S® Numbers is available at:
http://www.dnbgermany.de/media/DUNS_Number_Factsheet_2008_en.pdf

Part A: Finding a company's D-U-N-S® Number

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1. Go to the website www.upik.de/en/start.html
2. In the main navigation menu on the left click on "UPIK® Search".
3. Fill out the boxes (example shown below). Click on "Find".

If you don't know the D&B D-U-N-S® Number of the company you're seeking, please enter the name and address of the company into the fields below.

Company *

Address

Zip Code

City

Country *

For more accurate search results, please complete as many fields as possible. A maximum of 100 results will be displayed for each query.

* These fields must be completed to conduct a search

4. To access detailed information, you have to click on the company name. Enter the code shown in the security query in the corresponding box. Click on "Continue".

Home > Authentifizierung

Security query

To ensure that the search is executed manually, please enter the text from the graphic below:

Please enter the code below:



[Try again with a new graphic](#)

5. You will receive the requested information in the following screen.

Home > UPIK® datensatz

UPIK® Record - L

L	Registered company name	HOCHTIEF Aktiengesellschaft
w	Non-registered name or business unit	HOCHTIEF Aktiengesellschaft
L	D-U-N-S® Number	315922807
L	Registered address	Opernplatz 2
L	Post code	45128
L	City	ESSEN
L	Country	Germany

Part B: Applying for a D-U-N-S® Number

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As a company, you can apply for a number free of charge and this number will be issued on completion of the corresponding online form. You will be asked to provide contact and correspondence details, as well as information on your company's area of activity, size and history. To make a first time application for a D-U-N-S® Number, please do the following:

1. Go to the website **www.upik.de/en/start.html**
2. In the main navigation menu on the left, click on "D-U-N-S® Number Request".
3. In the following screen click on "Outside Germany".

Request your D&B D-U-N-S® Number today:

Companies **based in Germany** will receive their D&B D-U-N-S® Number **within three to five working days**. Please click here to request your D&B D-U-N-S® Number free of charge for Germany:

[Inside Germany](#)

Companies **based outside of Germany** will receive their D&B D-U-N-S® Number **within 30 working days**. Please click here to request your D&B D-U-N-S® Number free of charge for international companies:

[Outside Germany](#)

4. In the following screen you will be asked if you have already registered with the D&B user platform My UPIK® ("Unique Partner Identification Key"). **If so**, you should login directly to My Upik® and immediately request your D-U-N-S® Number without any further identification being required. **If not**, you have the choice of either registering first with UPIK® or, alternatively, applying directly for a D-U-N-S® Number without registering with UPIK®. In the latter case, click on "Response by e-mail".

Would you like to receive a D&B D-U-N-S® Number without registering with My UPIK®?

If you do not want to register with My UPIK®, you will receive your new D&B D-U-N-S® Number sent to you by e-mail. Please click here to do so:

[Response by e-mail](#)

5. Complete the "D&B D-U-N-S® Number Request" online. You will receive your D-U-N-S® Number by e-mail after sending your application.