Vendor (Entity) Changes:

* There are three Reasons for Modification that involve entity changes in FPDS. You must use one of these whenever you need to update an entity’s UEI, Name or Address. If you do NOT use one of these reasons for modification you will not be able to update the entity information:
	+ Novation (When the contractor has been bought out, consolidated or merged and the new owner agrees to assume the legal responsibility of the government contract). Novations require legal novation agreements.
	+ Unique Entity ID or Legal Business Name Change-Non-Novation
	+ Entity Address Change

Vendor Change Process:

* When an entity has any of these changes, they first need to update their information in SAM. Once that is complete you can process the modification if applicable and then report it to FPDS. **A REMINDER: You CANNOT update entity information on BPA Calls and Task\Delivery Orders. In those cases, the referenced IDV (e.g., FSS, GWAC, IDIQ, BPA) must process the entity change modification in FPDS and those instruments will in turn be updated with your next modification.**
* When entering the Contract Action Report (CAR) in FPDS for the entity change modification, you must select one of the following as the Reason for Modification:
	+ Novation
	+ Unique Entity ID or Legal Business Name Change-Non-Novation
	+ Entity Address Change
* The UEI field will become open in FPDS and you either search on the new UEI (in the case of a novation) or search on the same UEI to get the refreshed entity information from SAM.
* If Novation was selected as the Reason for Modification, then the Subcontracting Plan and CO Size Determination fields will also open up in case they need to be updated by the CO.