

**SYSTEM FOR
AWARD
MANAGEMENT
(SAM)
REGISTRATION**



2 WHY?

Having a DUNS number and active SAM registration is a mandatory requirement for any interested entity to be eligible for grants or federal awards above US\$30,000

“Only organizations with a valid DUNS number and active SAM will be qualified and be eligible for awards above US\$30,000”

3 GENERAL INSTRUCTIONS

WHAT DO I NEED TO GET STARTED

Before you proceed with SAM registration, you must have NCAGE Code and a DUNS number.

1. If you do not have NCAGE Code, you can request one for free by visiting the NATO Codification Tools webpage at:

<https://eportal.nspa.nato.int/ACI35Public/scage/CageList.aspx>

2. If you do not have a DUNS number, you can request a DUNS number for **free** by visiting D&B at:

<http://fedgov.dnb.com/webform>

4 GENERAL INSTRUCTIONS FOR REGISTERING IN DUNS / SAM

IMPORTANT FACTS

1. There is **no registration fee** for DUNS or SAM for any organization. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of being awarded USG contracts, grants, or cooperative agreements.
2. All organization/entity information **MUST BE IDENTICAL IN DUNS, NCAGE and SAM**. You cannot enter one address for DUNS and then a different address for SAM. This will cause a system error and result in significant delays. You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.

5 SAM CUSTOMER SERVICE CONTACT INFORMATION

- Federal Service Desk: www.fsd.gov
US Calls: 1-866-606-8220
International Calls: 334-206-7828

6 GENERAL INSTRUCTIONS FOR REGISTERING IN DUNS / SAM

SAM INSTRUCTIONS TO READ PRIOR TO REGISTRATION

1. Go to www.sam.gov
2. Click on the “Help” Tab.
3. Click on the “FAQs” Tab, read the “SAM User Help” information.
4. Click on the “User Guides” tab, then the “Quick User Guides” tab below.
5. Click on “Full User Guide” and download full instructions for completing SAM registration. This guide contains step-by-step screen shots to assist in the registration process.

7 GENERAL INSTRUCTIONS FOR REGISTERING IN DUNS / SAM

6. Also under the “User Guides” tab are “Demonstration Videos:”
 - SAM Overview Video
 - Register a New Entity in SAM to be Eligible for Grants and Other Federal Assistance
 - Migrating Your Legacy System Roles
7. For SAM frequently asked questions (FAQs), go to:
<https://www.sam.gov/portal/public/SAM/>
8. Once you have read through the formal instructions on the SAM website, you can use the instructions for basic reference when entering SAM organizational information.

8 1ST STEP

REQUEST NCAGE CODE

Request NCAGE Code by visiting the NATO Codification Tools webpage at:

<https://eportal.nspa.nato.int/ACI35Public/scage/CageList.aspx>

1. Check to see if a NCAGE Code is already assigned for the company.
2. If the search does not result in a match to an existing NCAGE code:
3. Click [Request New] button in the bottom right hand corner of the screen.
4. Follow the directions to obtain an NCAGE Code.
5. Submit the request. A validation email message is sent to the POC in the NCAGE Request for confirmation.
6. Confirm the NCAGE request by clicking on the link embedded in the email.
7. It can take up to ten business days to process a CAGE Code request with a new SAM entity registration

9 1ST STEP REQUEST NCAGE CODE

The screenshot shows the NSPA website interface for requesting a CAGE/NCAGE code. The page title is "NATO Codification Tools" and the URL is "https://eportal.nspa.nato.int/ACI35Public/scage/CageList.aspx". The page contains a "Search Criteria" form with fields for "CAGE/NCAGE Code", "Organization Name", "Country", "City", "Postal Code", "Phone Number", and "Identification Number (IDN)". A "Click Search" button is located below the form. The process is guided by three numbered steps: 1. Accessing the URL, 2. Entering organization name and country, and 3. Clicking the search button.

[https://eportal.nspa.nato.in
t/ACI35Public/scage/Cage
List.aspx](https://eportal.nspa.nato.int/ACI35Public/scage/CageList.aspx)

1

2 Enter Organization Name and Country

3 Click Search

10 1ST STEP REQUEST NCAGE CODE

The screenshot shows the NSPA CAGE/NCAGE Code Request website. The page has a blue header with the NSPA logo and navigation links. The main content area contains a search form and a results table. A red circle with the number '4' is positioned below the search form, with a red arrow pointing to a red button labeled 'Request New Code' at the bottom of the page.

Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name:
City:
Country:
Postal Code:
Phone Number:
Identification Number (IDN):

Results

NCAGE	Organization Name	City	Postal Code	Country	Status
No matching NCAGE codes were found.					

[Request New Code](#)

1ST STEP REQUEST NCAGE CODE

Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like IAEA, ILO, UN, NATO agencies etc.

Country Check

Type of Entity*
Private Company

Emergency Level*
Priority

Is the entity to be registered as supranational organization*
 Yes No

*No means I-CAGE, No means CAGE.

Country*
KUNLIT

Cancel Start

5

Start entering requested details

6

Click Start

12 1ST STEP REQUEST NCAGE CODE

Information: Initiator data is not recorded in the system if you do not provide a valid email address. Please ensure your email address is valid, if not your request won't be processed.

Step 1 of 4: Initiator Data

First Name*
Last Name*
Organization Name
Address

Country
Type here
Email*
Phone Number
Fax Number

Cancel Previous Next

7

8

Complete all steps and fill in consequent screens

Click Next

13 1ST STEP

REQUEST NCAGE CODE

1. After you have filled all requested details and followed the directions to obtain an NCAGE Code, submit your request.
2. A validation email message will be send to the POC in the NCAGE Request for confirmation.
3. You need to confirm the NCAGE request by clicking on the link embedded in the email

14 2ND STEP

VALIDATE NCAGE CODE

Validate NCAGE Code

a. When the NCAGE Code is assigned, an email message will be sent to the entity POC in the NCAGE Request.

b. The new NCAGE CODE information is validated by logging into the NSPA web portal.

<https://eportal.nspa.nato.int/ACI35Public/default.aspx>

- Click on the tab labelled CAGE/NCAGE Code Request.

- Enter the NCAGE Code in the first screen, click the Enter key.

- At the bottom of the screen, a Results box will display. Click on the line of the entity/organization.

c. NSPA and the appropriate country's NCBs will forward all NCAGE Code information to the U.S. CAGE Program Office. Depending on the assigned country, the data transmission to the U.S. CAGE Program Office will vary from daily/weekly/monthly/bi-monthly/annually based on their internal procedures for transmission to all AC/I35 nations.

15 2ND STEP VALIDATE NCAGE CODE



1

<https://eportal.nspa.nato.int/ACI35Public/default.aspx>

2

Click Search



16 2ND STEP VALIDATE NCAGE CODE

The screenshot displays the NATO Codification Tools website interface. The browser address bar shows the URL: <https://portal.nsp.nato.int/ACCESSPublicPage/CageList.aspx>. The page header includes the NATO Codification Tools logo and the NSPA logo. The main content area features a form titled "Request Criteria" with the following fields:

- Enter CAGE Code (highlighted with a red circle and arrow labeled 3)
- Organization Name
- Country
- City
- Postal Code
- Phone Number
- Identification Number (IDN)

A red circle and arrow labeled 4 points to the "Search" button located at the bottom right of the form. Below the screenshot, there are two red callout boxes: one on the left containing the number "3" and the text "Enter CAGE Code", and one on the right containing the number "4" and the text "Click Search".

17 2ND STEP VALIDATE NCAGE CODE

The screenshot shows the NATO Codification Tools website. The search criteria are: NCAGE/NCAGE Code: 5KCE1, Organization Name: AL PLM AL 3400 CO MIL, Postal Code: 70813, City: HUNST, and Country: A. The results table is as follows:

NCAGE	Organization Name	City	Postal Code	Country
5KCE1	AL PLM AL 3400 CO MIL	HUNST	70813	HUNST A

5

Results box will display. Click on the line of the entity/organization

18 3RD STEP

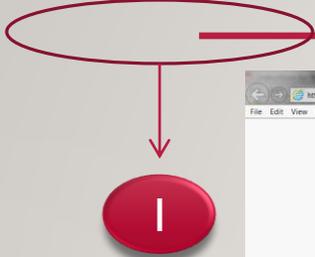
VALIDATE INFORMATION IN CSI

Validate Information in CSI.

- a. Once the NCAGE is received in the CAGE Program Office, the NCAGE Code is displayed in CAGE Search and Inquiry (CSI – formerly Business Identification Number Cross Reference System (BINCS)). This should be used to verify the registration information
- b. Go to the CSI homepage at (<https://cage.dla.mil/Home/UsageAgree>)
- c. Click “I AGREE” at bottom middle of the page
- d. The easiest way to search in CSI is to search by CAGE/NCAGE or DUNS Number.
- e. The entity/organization’s Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.
- f. If the NCAGE does not display in CSI but IS located in the CAGE/NCAGE Code Request, contact the DLA Contact Center at (dlacontactcenter@dlamail.mil) reporting this discrepancy.
- g. If all information is current in CSI and CAGE/NCAGE Code Request, proceed to obtain a DUNS Number.

TIMEFRAME: CSI is updated after CAGE Program Office has received and processed the NCAGE data which may be up to **10 business days**.

19 3RD STEP VALIDATE INFORMATION IN CSI



<https://cage.dla.mil/Home/UsageAgree>

A screenshot of a web browser displaying the 'Terms and Conditions' page for the CAGE (Commercial and Government Entity) program. The page header includes the CAGE logo and navigation links: 'SEARCH & INQUIRY', 'REQUEST | UPDATE', 'NEWS', 'FORMS', 'RESOURCES', 'ABOUT', and 'CONTACT US'. The main content area contains the title 'Terms and Conditions' followed by a disclaimer: 'You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:'. Below this are several bullet points detailing the program's operations and data handling. A 'I AGREE' button is visible below the text. At the bottom of the page, there is a footer with navigation links: 'HOME', 'CAGE SEARCH & INQUIRY', 'REQUEST | UPDATE', 'NEWS AND EVENTS', 'FORMS', 'RESOURCES', 'TRAINING OF USE', 'ABOUT CAGE', 'DLHS', and 'Ownership Of Offense'. To the right of the footer is the 'CONTACT US' section with the CAGE logo and contact information: 'CAGE Commercial And Government Entity Program', '8 AF/392 2255', and 'Customer Service'. A red oval highlights the 'ABOUT CAGE' link in the footer, with a red arrow pointing to a red circular button containing the number '2'.

2

Click I Agree

20 3RD STEP VALIDATE INFORMATION IN CSI

The screenshot shows the CAGE Search & Inquiry web form. The form includes a search bar with the text '124724781' and a 'SEARCH' button. Below the search bar are several input fields: 'Advanced', 'Legal Name', 'Contact Phone', 'State/Province', and 'Postal Code'. A search tip is provided at the bottom of the form: 'SEARCH TIP: Use a "*" within the Legal Name to perform a wildcard search (e.g., Elec*, Unit? States?, Government)'. The form is annotated with two red circles and arrows. Circle 3 points to the search bar, and circle 4 points to the 'SEARCH' button. Below the form are two red callout boxes: 'Search by NCAGE or DUNS Number.' and 'Click Search'.

3 Search by NCAGE or DUNS Number.

4 Click Search

21 3RD STEP VALIDATE INFORMATION IN CSI

The screenshot shows the CAGE (Commercial and Government Entity) website search results page. The page header includes the CAGE logo and navigation links: COMMERCIAL AND GOVERNMENT ENTITY PROGRAM, SEARCH & INQUIRY, REQUEST | UPDATE, NEWS, FORMS, RESOURCES, ABOUT, CONTACT US. The search results section displays a table with the following columns: CAGE, DUNS, Legal Business Name, State/Prov., and Zip/Postal. A red oval highlights the search results table, and a red arrow points from the oval to a red circle containing the number 5. Below the circle is a red banner with the text: Select "Details" to display CAGE information.

CAGE	DUNS	Legal Business Name	State/Prov.	Zip/Postal	Details
28001	034724781	THE PROGRAM GROUP CO LLC	MISSISSIPPI	39201	Details

22 3RD STEP VALIDATE INFORMATION IN CSI

Details

SHC61 AL FAJR AL JADID CO WLL

CAGE Information		Contact Information	
CAGE	SHC61	POC	KAEED HATIMALI BOHRA
DUNS	534724781	Corporate URI	HTTP://WWW.FAJR.CO.WEBSITE.COM
Status	Active	Phone	0096524825488
Type	Non-Manufacturer	Fax	0096524845184
Established	01/06/2010	Address	STREET 18, SHUWAIKH ELECTRICAL MARKE
CAGE Update Date	09/06/2016		SHUWAIKH INDUSTRIAL AREA 2
CAGE Expiration		P.O. Box	PO BOX 42084
SAM Expiration	01/06/2011	City	KUWAIT
		Country	KUWAIT
		State/Province	KUWAIT
		Country	KUWAIT
		Zip/Postal	70651

Ownership of Offeror Information

Highest Level Owner
Information not Available

Immediate Level Owner
Information not Available

Additional Information

CAO+DP
Parent CAGE

List of Offerors (0)
Information not Available

The entity/organization's Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.

23 4TH STEP

REQUEST DUNS NUMBER

Request a DUNS number for free by visiting D&B at

<http://fedgov.dnb.com/webform>

a. Register with Dun & Bradstreet (D&B) to obtain the Data Universal Numbering System (DUNS) Number by accessing the webform at:

<http://fedgov.dnb.com/webform>

b. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code by logging into the NSPA web portal and using the search option

c. You will receive an email from D&B with your DUNS number. After 48 hours you can proceed with your SAM registration process.

4th step

24 Request DUNS Number

The screenshot shows the D&B DUNS Request Service website in Internet Explorer. The browser address bar shows the URL <http://fedgov.dnb.com/webform/displayHomePage.do>, which is circled in red. A red circle with the number '1' is placed over the D&B logo in the top left corner. A red arrow points from this circle to a red callout box containing the URL <http://fedgov.dnb.com/webform>. In the main content area, a link that says "Click here to request your D-U-N-S Number via the Web" is circled in red. A red arrow points from this link to a second red circle with the number '2'. Below this, another red callout box contains the text "Click to request your DUNS number". The page also features a navigation menu on the left with links like "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility". A yellow banner at the bottom of the page contains a warning about spam-blockers and email delivery.

25 4TH STEP REQUEST DUNS NUMBER

The screenshot shows the D&B DUNS Numbers website search page. The page has a yellow header with the D&B logo and the text "Decide with Confidence". On the right side of the header, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below the header, there is a "Company Lookup > Search >" link. The main content area is titled "Search" and contains a search form. The form has a dropdown menu with "Kuwait" selected and a "Continue" button. A red circle highlights the "Kuwait" option in the dropdown menu, with a red arrow pointing to a red circle containing the number "3". Another red circle highlights the "Continue" button, with a red arrow pointing to a red circle containing the number "4". Below the screenshot, there are two red buttons: "Select Country 'Kuwait'" and "Click 'Continue'".

3

4

Select Country "Kuwait"

Click "Continue"

26 4TH STEP REQUEST DUNS NUMBER

CCR Webform : Search - Windows Internet Explorer
http://fedgov.dnb.com/webform/searchAction.do

Company Lookup > Search >

Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

KUWAIT

Enter the following information for companies located in KUWAIT and click the submit button to execute your search.

Business Name
Street
City
Phone

 [Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:
This is to prevent automated registrations

5

Fill in requested details and then Submit.

27 4TH STEP REQUEST DUNS NUMBER

CCR Webform : Results - Windows Internet Explorer
http://fedgov.dnb.com/webform/searchAction.do

D&B
Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Company Lookup > Search > Results >

Search Results
Your search returned the following results...**

OPERATIONAL TEST COMMAND FOAT
KUWAIT CITY, KU

- Request Your Existing D-U-N-S Number
- View/Modify Your Information

TESTA GEN. TRADING & CONT. CO. W.L.L.
P.O. Box 7288 HAWALLI KU

- Request Your Existing D-U-N-S Number
- View/Modify Your Information

AL FOUR TOAST
Ner To Gr. Plants
Shuwaikh Industrial Area
Shuwaikh, KU

- Request Your Existing D-U-N-S Number
- View/Modify Your Information

If you do not see your company listed above...

- Search Again (try a former business address) OR
- Request a New D-U-N-S Number

** If you are not able to distinguish your location from the search results please contact D&B at gov@dnb.com

6

If you have NO previous DUNS number, you can proceed to request a New D-U-N-S Number

28 4TH STEP REQUEST DUNS NUMBER

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleNa

CCR Webform : New Duns Number R...

Decide with Confidence

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

Legal Name	twst
Legal Structure	Select one
TradeStyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	

Physical Address

Street	
City	
State	
Zip Code + 4/Postal Code	
Country	KLWAIT

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box	
City	

7

Fill all fields required and then select Submit. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAE Code

29 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT

Register with the System for Award Management (SAM)

- a. You **must** have the NCAGE Code and the DUNS Number before registering in SAM.
- b. Register in SAM once the D&B number and NCAGE Code are granted.
- c. Follow the quick guide for international registrations at SAM.gov for registrants who are physically located outside the U.S. and its territories
- d. Foreign entities are **NOT** required to enter tax identification numbers (TIN) in SAM. If TIN information is entered, the SAM Registration will be sent to the Internal Revenue Service (IRS) for validation (which will increase the processing time) before being forwarded on to the CAGE Program Office for final validation.
- e. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT

- f. If the registration is successfully processed in SAM with the NCAGE Code and submitted to CAGE Program Office for final validation, an email confirmation will be sent to the authorized administrator user(s) of the entity/organization and the SAM status will be updated to “Pending CAGE Validation”.
- g. If the registration is not complete at SAM, the status will indicate “Draft” until the Core Data is complete. “Work in Progress” indicates that Core Data is not complete.
- h. Continue to complete the registration until you have submitted your SAM registration.
- i. Log into SAM and check the SAM Status Tracker to check the status. The checkmarks on the left navigation menu or error messages at the top of the page will indicate what is required to complete the registration process.

3 | 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Information opt-out

- ❖ You may opt-out from displaying your entity information on the SAM Public search page. This may result in a reduction of federal government business opportunities.
- ❖ On the screen Information Opt-out please select one of the following:
 - I authorize my entity's information to be displayed in SAM's Public Search
 - I do not authorize information to be displayed in SAM's Public Search
- ❖ Then click on Save and Continue

32 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click “Register New Entity” under “Entity Registrations” on your “My SAM” page
4. Select your type of Entity
5. Select “Yes” to “Do you wish to bid on contracts?”
6. Complete (A, B, C and D):
 - A. “Core Data”
 - B. “Assertions”
 - C. “Representations and Certifications”
 - D. “Points of Contact”

33 5TH STEP

REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Complete “Core Data”

- Validate your DUNS information
- Enter Business Information (TIN, etc.) (**NOT applicable to entities located outside the United States. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.**)
- Foreign registrants must enter their NCAGE code.
- Enter General Information (business types, organization structure, etc.)
- Financial Information (Electronic Funds Transfer (EFT)Information). (**If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory**)
- Executive Compensation
- Proceedings Details

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Create a Individual Account and Login

System for Award Management [US] https://www.sam.gov/portal/SAM/#11

View assistance for SAM.gov

SAMSM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: **LOG IN**
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

1
www.sam.gov

2
Click Create Account

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)
New! Use the SAM Status Tracker to: [Check Status](#)

SEARCH RECORDS
All entity records from CCR/ FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
[Search Records](#)

WHAT IS SAM? [Need Help?](#)
The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/ FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS
Try out SAM's new RESTful API for public registration data! [Learn more](#).
Update: The SAM.gov January 16, 2015 release notes are posted. Remember, you can find release notes for all SAM.gov software releases at SAM.gov > General Info > News > Release Notes.

USER GUIDES/HELPFUL HINTS
Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.
Service Desk
URL: <http://www.FSD.gov>
[Learn](#) how to check your SAM entity registration status.

ATTENTION EXTRACT AND WEB SERVICE USERS
Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request.

SAM | System for Award Management 1.0 IBM v1.P.24.20150116-1831 WWW1
Note to all Users: This is a Federal Government computer system. Use of this

GSA USA.gov

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The screenshot shows the SAM (System for Award Management) website interface. At the top, there is a navigation bar with the SAM logo and a 'LOG IN' button. Below the navigation bar, the main content area is titled 'Create an Account' and 'Choose Account Type'. There are two main sections: 'Individual Account Details' and 'System Account Details'. The 'Individual Account Details' section includes a 'Create an Account' button, which is circled in red. Below the screenshot, a red callout box contains the number '3' and the text 'Click Create an Account'.

System for Award M...
General Services Administration [US] | https://www.sam.gov/portal/SAM/?portal.componentId=42c3b948-a1c0-4457-854d-4f9fcb0443c&interactionState=JBPNS_r00A8xcvAB8fanNmQnJpZGdlVmlld0RkAAAAQAOL2pzZ9sbzdpb5q:3AAB19RU9GX18

View assistance for Create an Account - Choose Account Type

USER NAME: [] PASSWORD: [] LOG IN
Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account

- * To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- * To create and manage exclusion records (legacy EPLG functionality).
- * To view FOTD level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

Create an Account

System Account Details

Create a System User Account

- * If you need system-to-system communication or you are automating your system pull of the data.
- * If you are performing data transfer from SAM to your government database system.

Create System Account

SAM | System for Award Management IBM v1.P.4.003016-831 WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.GOV

3

Click Create an Account

36 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The screenshot shows the 'Create your individual user account in SAM' form. The form includes fields for First Name, Last Name, Email Address, Confirm Email Address, Phone, Primary Communication (Phone or Email), Username, Password, Confirm Password, and three Security Questions with answers. A 'Country' dropdown menu is open, showing a list of countries. A red box highlights the entire form area. A red circle with the number '4' is positioned to the left of the form, with an arrow pointing to the form. A red circle with the number '5' is positioned at the bottom right, with an arrow pointing to a 'Next' button. Two blue callout boxes provide instructions: 'Select the country in which you are residing' and 'Once created, username can't be changed in SAM'. A red callout box on the left says 'Start entering all required fields, and then click next'.

Start entering all required fields, and then click next

4

Select the country in which you are residing

Once created, username can't be changed in SAM

Click Next

5

37 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

This page means that you have successfully created your user account and that you must now **validate** it by responding to the validation email.

The screenshot shows the SAM (System for Award Management) website interface. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is titled "Create Account: Personal" and "Account Created - Confirmation". The confirmation message reads: "Confirmation Wed Apr 03 14:25:24 EDT 2013. Congratulations -- Your SAM account has been created! But, you are not done. We just sent you an email to the email address you gave us so you can confirm your account creation. In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page." Below the message are buttons for PRINT, SAVE, and DONE. The DONE button is circled in red, and a red arrow points from it to a red circle containing the number "6". To the right of this circle is a red button labeled "Select Done".

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The validation email comes from notification@sam.gov. The activation link is the

The screenshot shows a Gmail interface with a welcome email from notification@sam.gov. The email content includes:

Welcome to the U.S. Federal Government's System for Award Management (SAM)

notification@sam.gov
to me

This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government's System for Award Management (SAM).

Your Username is: ames4591

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process. <https://www.sam.gov/portal/public/SAM?activationCode=iL5sPwK4bhVFGNd>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 865-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management
<https://www.sam.gov/portal/public>

A red circle highlights the activation link. A red arrow points from a '7' in a circle to the link. A red box at the bottom says "Select the activation link".

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The link will take you to SAM site. Now you can log in to activate your user account.

File Edit View Favorites Tools Help

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Login

Enter Username and Password

Login
Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :
[Forgot Username?](#)

Password :
[Forgot Password?](#)

Login

8

Enter your Username and Password

SAM | System for Award Management 1.0

IBM v1.821.20130326-0005
WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov

40 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Once you select done on this page your account will be activated and you will be logged in to the SAM system.

The screenshot shows a web browser window displaying the SAM (System for Award Management) user dashboard. The page title is "Name: Mr. Amy Fuller" and the main heading is "Account Activated - Confirmation". The confirmation message states: "Confirmation Wed Apr 03 14:33:03 EDT 2013 Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the Done button to continue." At the bottom of the page, there are three buttons: "PRINT", "SAVE", and "DONE". A red callout box with the number "9" and an arrow points to the "DONE" button. The browser's address bar shows "http://www.sam.gov". The taskbar at the bottom of the screen shows the "System for Award M..." and "Microsoft PowerPoi..." applications.

4 | 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Register/Update Entity.

The screenshot shows the SAM System for Award Management website interface. The user is logged in as Amy Fuller. The navigation menu includes MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The 'MY SAM' section is expanded, showing options like Register New Entity, Service Contract Inventory, Account Settings, Data Access, and General. The 'Register/Update Entity' option is highlighted with a red circle. A red arrow points from this circle to a red button labeled 'Select Register'. The main content area displays a welcome message for Amy Fuller, a migration notice, and a notice for all registered users regarding NAICS codes.

File Edit View Favorites Tools Help

Home Page Safety Tools

SAM
SYSTEM FOR AWARD MANAGEMENT

Amy Fuller
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

Register/Update Entity

Register New Entity

Service Contract Inventory

Account Settings

Data Access

General 10

Select Register

Welcome, Amy Fuller

Would you like to migrate a legacy system account? YES HIDE MESSAGE

Welcome to SAM!

The User Management function within SAM.gov is temporarily unavailable. Users will not be able to update their user roles and administrators will not be able to manage entity users (e.g. change roles, delete or add users). However, if you have an urgent situation where you need to edit user roles, please contact the Federal Service Desk (www.fsd.gov). You may also still migrate legacy system user accounts by utilizing the "Yes" button in the banner asking "Would you like to migrate a legacy system account?" We apologize for any inconvenience this may cause.

Notice for all registered users:

The 2012 North American Industry Classification Standards (NAICS codes) are now active. As part of this change, the Small Business Administration (SBA) has been reviewing and updating its table of size standards. Size Standards changes have taken place on the following dates:

- October 1, 2012
- October 24, 2012
- January 7, 2013

Impact to you:

- The NAICS you selected in the Assertions section of your registration will not be affected and no action is needed at this time. However, the next time you update your record, you will be required to update the NAICS to ensure that they are in accordance with the 2012 list.
- The NAICS lists to which you certified in your representations and certifications will be updated as follows:

If the description of the NAICS has been changed, you will now see the 2012 version of the description in the table.

System for Award M... Microsoft PowerPoi... 2:37 PM

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5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Page will display information required to complete your registration

The screenshot shows the 'System for Award Management' website in a Windows Internet Explorer browser window. The address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=fd9581f5-fdb9-4668-9782-f053c5cf0d35&p>. The page title is 'System for Award Management'. The main content area is titled 'Points of Contact' and 'Submit Certification'. It contains detailed instructions and requirements for registration, including sections for 'Assertions', 'Representations and Certifications', and 'Points of Contact (POC)'. A red callout box with the text 'Select Start Registration' points to a red circle containing a pause symbol. An arrow points from this circle to a blue button labeled 'START REGISTRATION' which is circled in red. The footer of the page includes the SAM logo, IBM contact information (1.863.20130412-1616 WWW1), and logos for GSA and USA.gov. The Windows taskbar at the bottom shows the Start button, several open applications (System for Award Management, Microsoft PowerPoint), and the system tray with the date and time (8:59 AM, 4/23/2013).

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=fd9581f5-fdb9-4668-9782-f053c5cf0d35&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.

Assertions - Documents self-assertions from each entity. Assertions includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

Representations and Certifications - Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact (POC) - The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. POC types include, but are not limited to, accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you have gathered the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)
- Your Electronic Funds Transfer information such as your ABA Routing Number and your account number

You will be unable to submit your registration online unless all the mandatory information is provided.

* **Note:** An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. This may affect the ability to do business with the Federal government.

SAM | System for Award Management

IBM 1.863.20130412-1616
WWW1

GSA USA.gov

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

75%

Start System for Award Management Microsoft PowerPoint Desktop 8:59 AM 4/23/2013

43 5TH STEP REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

Purpose of Registration.

The screenshot shows the SAM (System for Award Management) website in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://sam.gov/portal/public/SAM/portal.componentId=25fd5>. The page title is "System for Award Management - Windows Internet Explorer". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content includes the SAM logo, a user profile for "Amy Fuller" with a "LOGOUT" button, and a navigation menu with "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Register Entity" and has a sub-section "Determine Purpose of Registration". The "Page Description" states: "The system will guide you through the entity registration process based on the answers you provide below." The form includes the following questions and options:

- What type of entity are you? *
Please select a value
Please select a value
Business or Organization
US State Government
US Local Government
Tribal Government
Foreign Government
- Do you wish to bid on contracts?
Not Applicable
- Do you want to be eligible for grants and other federal assistance?
Not Applicable

There is a "BACK TO USER DASHBOARD" button at the bottom left of the form area. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

44 DEFINITIONS

DUNS Number

Dun & Bradstreet (D&B) provides a DUNS Number (a unique nine-digit identification number) for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

If your organization does not have a valid DUNS number, you must request one using one of the methods below. Regardless of the method used, requesting the DUNS number for the first time is free of charge. Please be aware that requesting and renewing a DUNS number may take up to 30 business days.

Via the DUNS website at <http://fedgov.dnb.com/webform>

The DUNS website has information available in English only. Requesting a DUNS number is free of charge.

Via an international DUNS office:

<http://www.dandb.com/international/>

http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

If your organization already has a DUNS number, please verify that it is valid. The DUNS number must be renewed on an annual basis by either of the two methods below:

Directly through the DUNS website. No fee is charged.

Contacting the international DUNS office in your country. A fee is charged depending on locality and urgency of request. Contact information can be found here: http://www.dandb.com/international/http://www.dnblatam.com/DUNSRequest/ESP_Contacts.asp

45 DEFINITIONS

CAGE and NCAGE Code in SAM

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the U.S. federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE code provides a standardized method of identifying a given facility at a specific location. CAGE codes for entities located outside the United States are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or the registration will be considered incomplete. A CAGE code or NCAGE code will be automatically assigned to you as a part of your entity's registration in SAM. NCAGE is required for all foreign entities or the registration will be considered incomplete. Information on how to obtain NCAGE codes may be found at http://www.dlis.dla.mil/Forms/Form_AC135.asp

The DLA is the government agency responsible for administering CAGE codes. You should email or call the DLA Customer Interaction Center to clarify the error. Agents are available 24 hours a day, 7 days a week, including holidays. Once the error is cleared then you can go back in SAM and resubmit your registration.

Toll Free: 1-877-352-2255

Commercial: 1-269-961-7766

Email: dlacontactcenter@dla.mil

To research or cross reference what is registered on a recipient's CAGE or NCAGE code account you can visit the DLA's website (http://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx) and search by "DUNS" or the "Name" of the entity to see CAGE or NCAGE code registration information.

46 DEFINITIONS

NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

You do not need a NAICS code if you are a non-governmental organization applying for a grant.