

Guidelines for Vendor Registration and Vendor Eligibility

U.S. Embassy Kabul is pleased to announce that, registering with the U.S. Government has become a “One-Step” fully “On-Line” process. This provides vendors with a powerful yet easy to use tool to prepare and submit an online application for registration with the U.S. Government. The U.S. Government does business only with duly registered companies.

Company Registration

Meeting the Registration Criteria: It is highly recommended that your company prepares in advance to meet the registration criteria for applying online. All documents should be ready for uploading in pdf file format. Other basic information such as full name of owners and principals, address, contact information, telephone, e-mail, etc. will be requested through the on-screen application form.

The *Federal Acquisition Regulation (FAR)* [Subpart 4.11](#) requires that contractors must be registered in the *System for Award Management (SAM)* database prior to be awarded a contract. Detailed information about SAM is available online at <http://www.sam.gov/>. For SAM help, please go to the Federal Service Desk web site at www.fsd.gov.

What is SAM?

- 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. Vendors may register at no cost directly on the [SAM](#) web page.
- Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records.
- The information in the SAM database is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.
- [SAM](#) validates the vendor information and provides a secure central database for use by U.S. Federal Government agencies.

Registration Process

To register as a U.S. Government Vendor, or as a business, a sole proprietor must follow the following steps:

- The first step is to obtain a **Data Universal Numbering System (DUNS)** number, which is a unique nine-character identification number provided by the commercial company [Dun and Bradstreet \(D&B\)](#).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at <http://fedgov.dnb.com/webform>.
- Obtaining a DUNS number for U.S. Government purposes through this process is free of charge. When you obtain a DUNS number, you may opt to be included on [D&B's](#) marketing list that is sold to other companies. If you do not want to be included on this list, ask [D&B](#) to remove your company's name from the marketing list.
- Once you have a DUNS number, you can begin the [SAM](#) registration process.
- To register online, go to <https://www.sam.gov/portal/SAM/#1> – select "Create User Account". You will need your DUNS number during the registration.
- Within 1 – 2 business days [D&B](#) will contact you via electronic mail with your DUNS number.

Please note that this is one time exercise to get more and more business from U.S. Embassy Kabul.

To see current U.S. Government Federal Business Opportunities, please go to the [FedBizOps](#) and [FedBid](#) web sites.

Evaluation of quotes and proposals: each application will be evaluated by the U.S. Embassy on the basis of compliance with the pre-requisites for eligibility disclosure, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor.

Familiarize yourself with the U.S. Government's contracting procedures ruled by the Federal Acquisition Regulations (FAR) at <https://www.acquisition.gov/far/loadmainre.html>, and the Department of State Acquisition Regulations (DOSAR) at http://www.acquisition.gov/agency_supp_regs.asp. You can also get access to other Federal Agencies' FAR supplements from their respective web pages.

Change of company status and/or information: When the status of your company changes overtime, you are required to update your company profile by submitting the most current and valid copy of the document(s) issued by your public authority that confirms said status without delay on the [SAM](#) web portal.

In addition to the above, all vendors registered in Afghanistan seeking to do business with the U.S. Embassy Kabul must be also registered with the *Afghanistan Investment Support Agency (AISA)*. For more information on the registration, please go to the AISA web site at <http://www.aisa.org.af/>. If a company wants to do business with the Embassy, it must be able to present a copy of the company's AISA registration certificate.