



Department of State SYSTEM FOR AWARD MANAGEMENT (SAM) Registration Process for a Foreign Organization

REGISTRATION STEPS FOR FOREIGN ORGANIZATION REGISTRANTS

The registrant is required to register in each of these websites by initially create a Username and Password in all sites: Internal Revenue Service (IRS), System for Award Management (SAM.gov), Dun & Bradstreet for a DUNS Number, and ultimately, the System for Award Management.

All information that goes into EACH system must “MATCH EXACTLY” as that which you entered into D&B...this is the first step. This includes spaces, parentheses, capitalization, small letters, punctuations or name of business entity. If not entered correctly, the registrant will receive a message that there are errors with the application in SAM.

Do Not Pay Working System

The U.S. Department of Treasury provides information related to DO NOT PAY Working System. The records in this system contain information that will assist Federal agencies to identify and prevent payment error, waste, fraud, and abuse within Federal spending. The records contain information about intended or actual payees or recipients of Federal payments, including information about financial assets, including income, wages, and bank accounts into which payments are made, and other information to assist Federal agencies in making eligibility determinations regarding applicants for and recipients of payments from the Federal Government.

STEPS to REGISTER:

1. Internal Revenue Service

Determine if it is necessary to apply to acquire an **EIN Number via the IRS** because it is not required in all cases. EIN is for employers; Taxpayer Identification Number (TIN) is for taxpayers.

- If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to provide a TIN.
- The registrant is not required to obtain a federal Tax Identification Number (TIN) WHICH is also known as an Employer Identification Number (EIN) in order to register with DUN & Bradstreet.
- When registering in SAM, simply leave the TIN/EIN information blank when registering in SAM.

For more information, view the Internal Revenue Service - U.S. Tax Guide for Aliens: <http://www.irs.gov/publications/p519/index.html> or visit the IRS “Help With Tax Questions - International Taxpayers” page: <http://www.irs.gov/help/page/0,,id=133197,00.html>.

For assistance by telephone, please contact:

1-800-829-4933 for EIN Assistance and Business Tax Questions

1-800-829-4059 for TTY/TDD

For assistance outside the U.S., please call 267-941-1000 Monday - Friday, 6:00 a.m. - 11:00 p.m. Eastern Time. This is not a toll-free phone number.



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2. Dun & Bradstreet DUNS Number

- A DUNS Number is 9-digits always and will take 24 hours to receive the number
- Log onto the Dun & Bradstreet website at <http://fedgov.dnb.com/webform>
- For assistance contact D&B at the following web address: govt@dnb.com
- D&B will require an Occupational Safety & Health Administration (OSHA) SIC Code. For US-based organizations/entities, please log onto: https://www.osha.gov/pls/imis/sic_manual.html to determine the type of industry which fits your organization.
- For **foreign organizations/entities**, please use 9999 (a nonclassifiable establishment).

3. NATO Commercial and Government Entity (NCAGE) Code Number:

- Web browser should be Internet Explorer
- A foreign registrant must log into:
<https://portal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Domestic US based entities can register and acquire an CAGE Code Number by logging into SAM. SAM will assign an CAGE Code.

CAGE codes for entities located outside the United States and its territories 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 SAM will not allow registration.

To register and once in the NATO website, scroll down the left-hand corner, and click “Online Services.” Then click on “NCAGE Code Request (NATO and non-NATO). For foreign registrants, if unable to submit by Internet, contact the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp.

- The Code is a five-character ID number and will take 4-5 business days.
- Prior to registering in SAM, insure that your newly assigned NCAGE is listed on the Business Identification Number Cross- Reference System (BINCS) at <https://www.dlis.dla.mil/bincs/details.aspx>
- If the assigned NCAGE is not listed in BINCS call 269-961-4623 or send a message to NCAGE@dlis.dla.mil.

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code. After receiving **NCAGE Code**, proceed to register in SAM by logging onto: <https://www.sam.gov/>

4. System for Award Management

Register in SAM by logging onto <https://www.sam.gov>

- Remember, if you had an active record in CCR, you have an active record in SAM. To check, please conduct a “search” for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.



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- When initially registering with SAM, please create a user account and input all information in the exact manner as you have for the IRS, D&B DUNS, and NCAGE. Note that new registrations can take an average of **7-10 business days to process in SAM**.

If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or log onto <https://www.fsd.gov>.

5. Other Sites

These sites do not require that an organization register but do provide information about persons that additional due diligence is required for before proceeding to award federal assistance.

A. US Department of Commerce, Bureau of Industry and Security

<http://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>

- Denied Persons List
- Entity List
- Unverified List
- Consolidated Screening