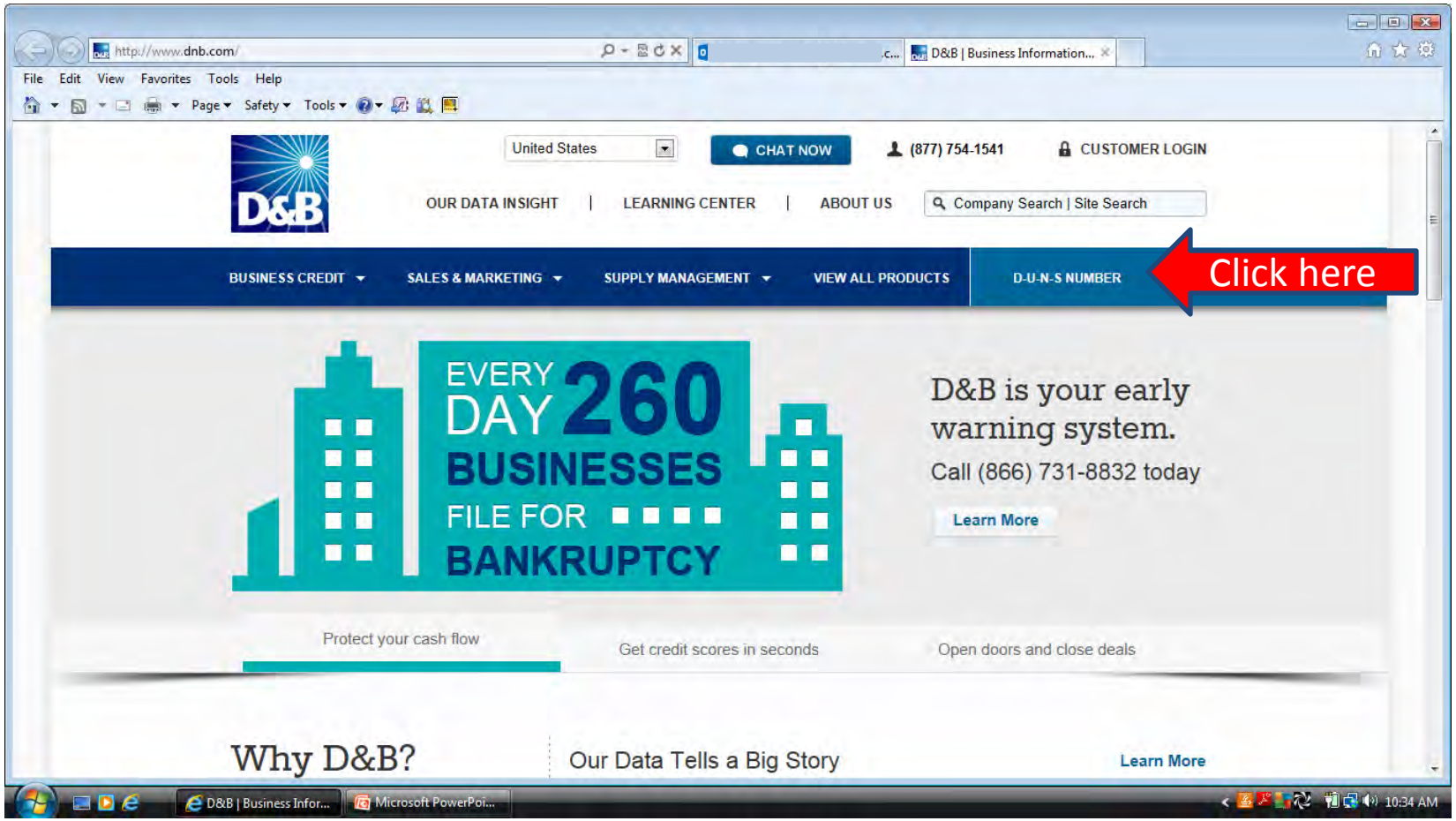
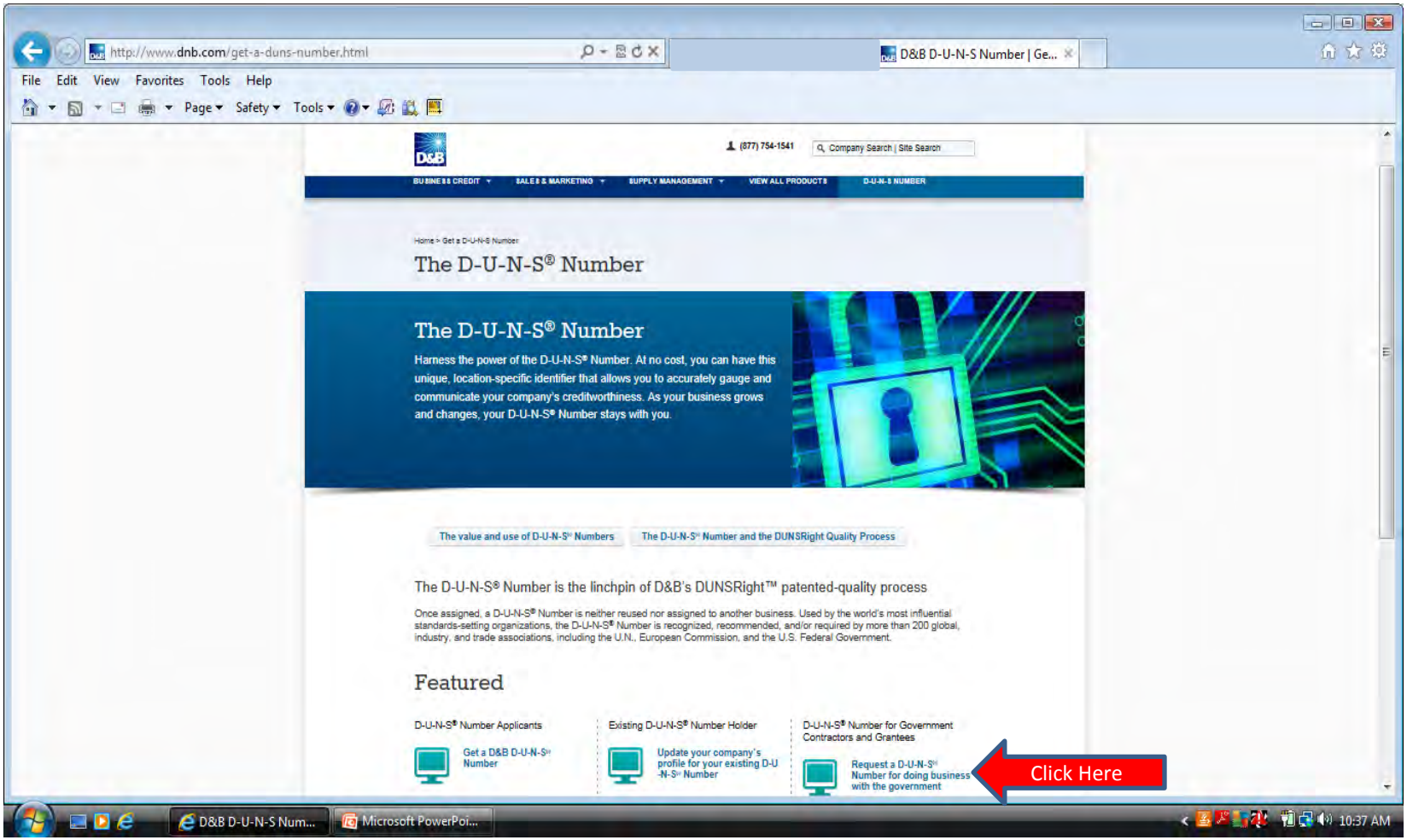
How to enter a new Foreign registration in SAM to do Contracts/Grants with the United States Federal Government

Before you can register in the SAM system you must first obtain a DUNS number.

Go to www.dnb.com



At the bottom of the screen is a link to request a DUNS number for doing business with the government.



You must also obtain an NCAGE Code.

- You can request an NCAGE by following this link:

http://www.dlis.dla.mil/forms/form_AC135.asp

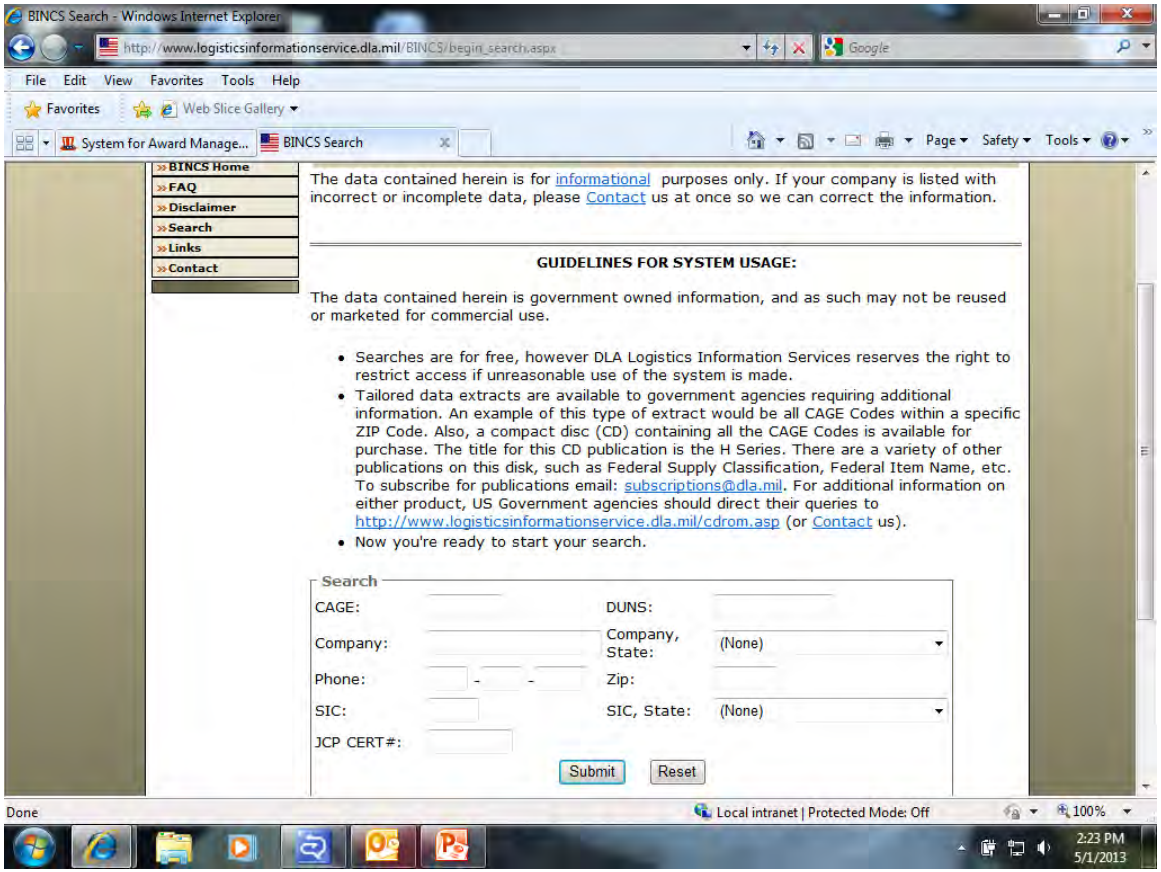
and follow the instructions to obtain an NCAGE.

- If you cannot submit this form via the Internet, you can obtain an NCAGE Code by contacting the NCB of the country where your organization is located. Your country's NCB contact information can be found at:

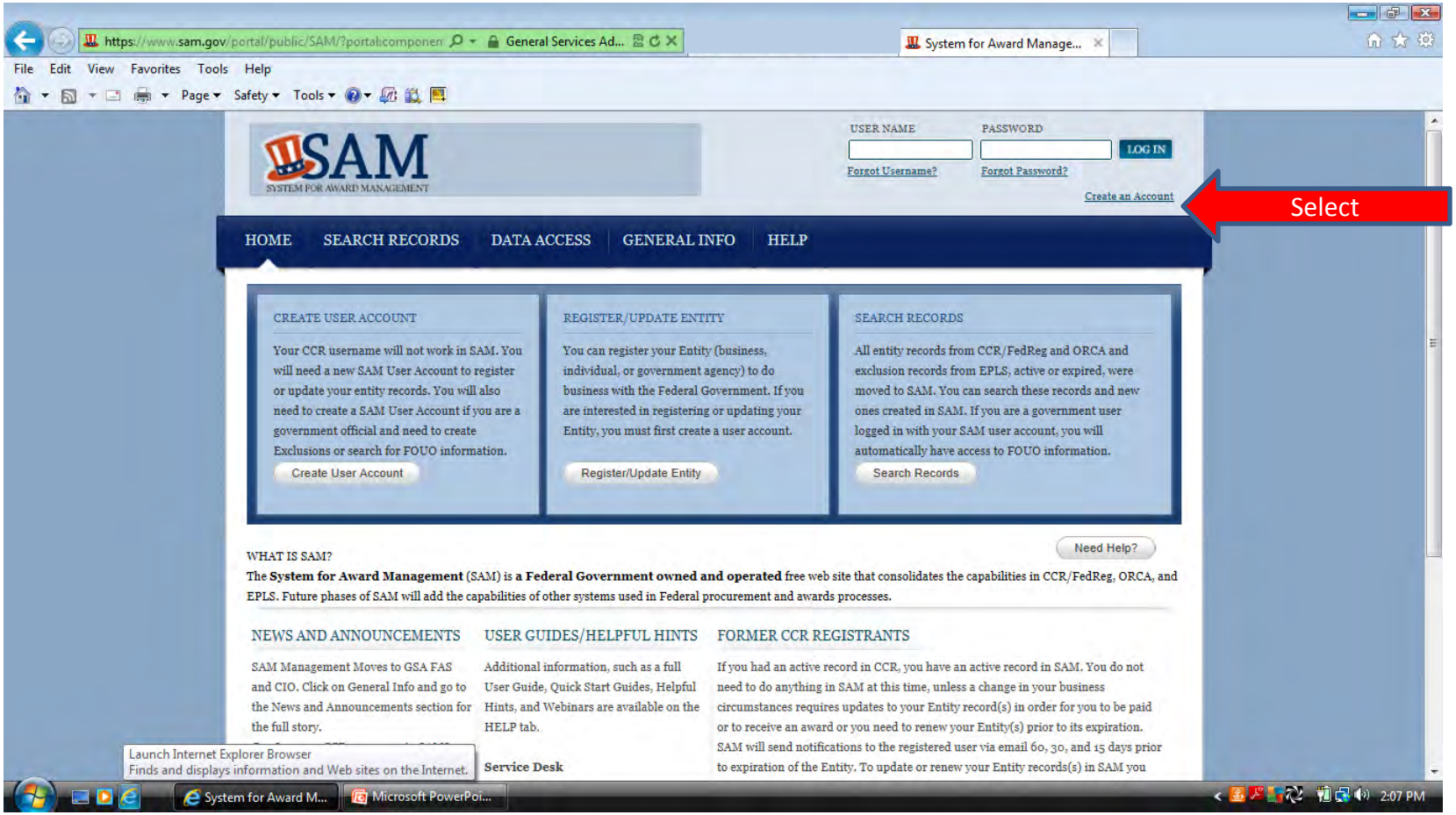
http://www.logisticsinformationservice.dla.mil/nato_poc.asp

You can confirm that your NCAGE information has been received by searching BINCS. Some country's may take several weeks to send the information to BINCS. Your registration will not process until the information has been received.

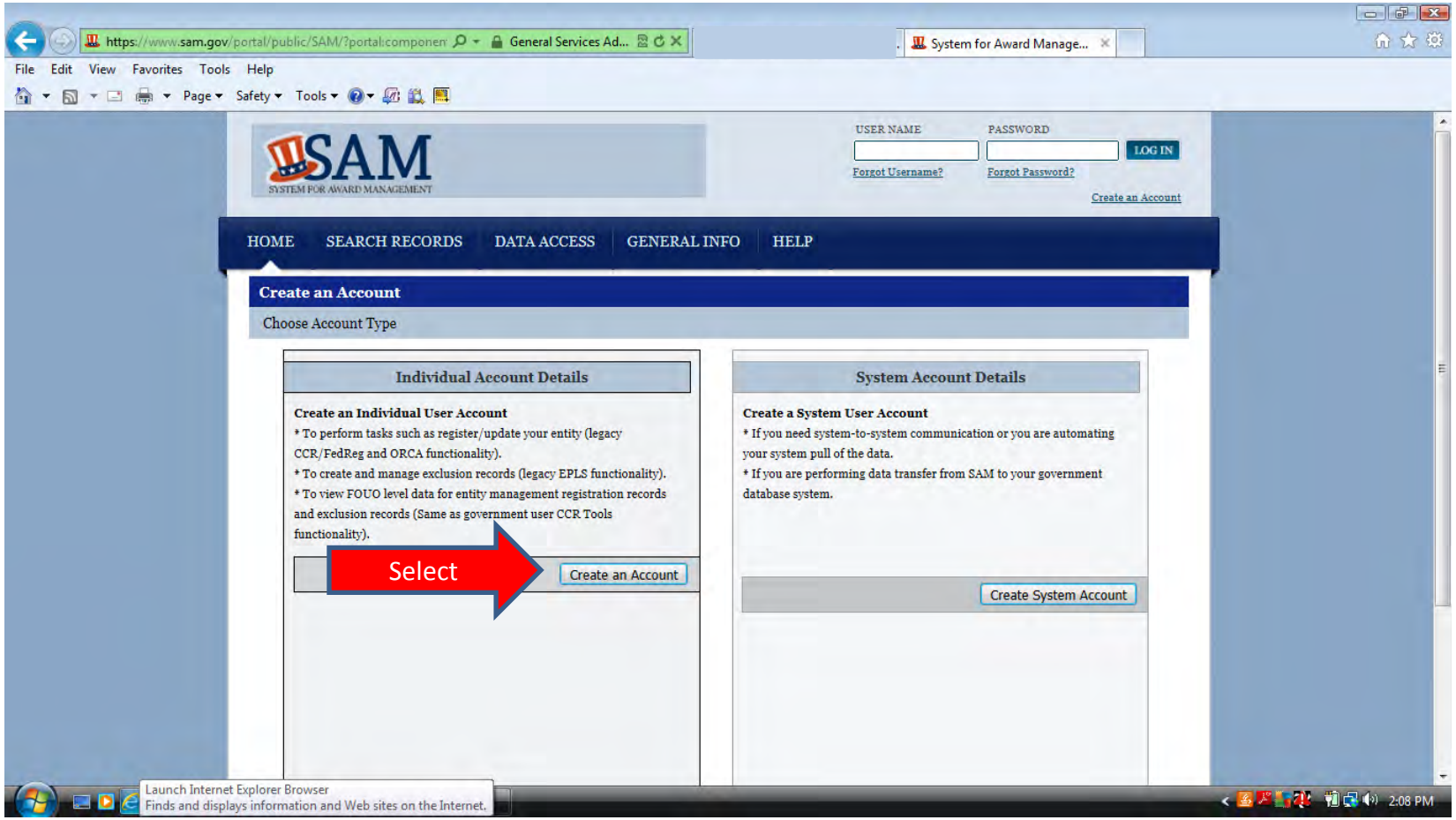
http://www.dlis.dla.mil/BINCS/begin_search.aspx



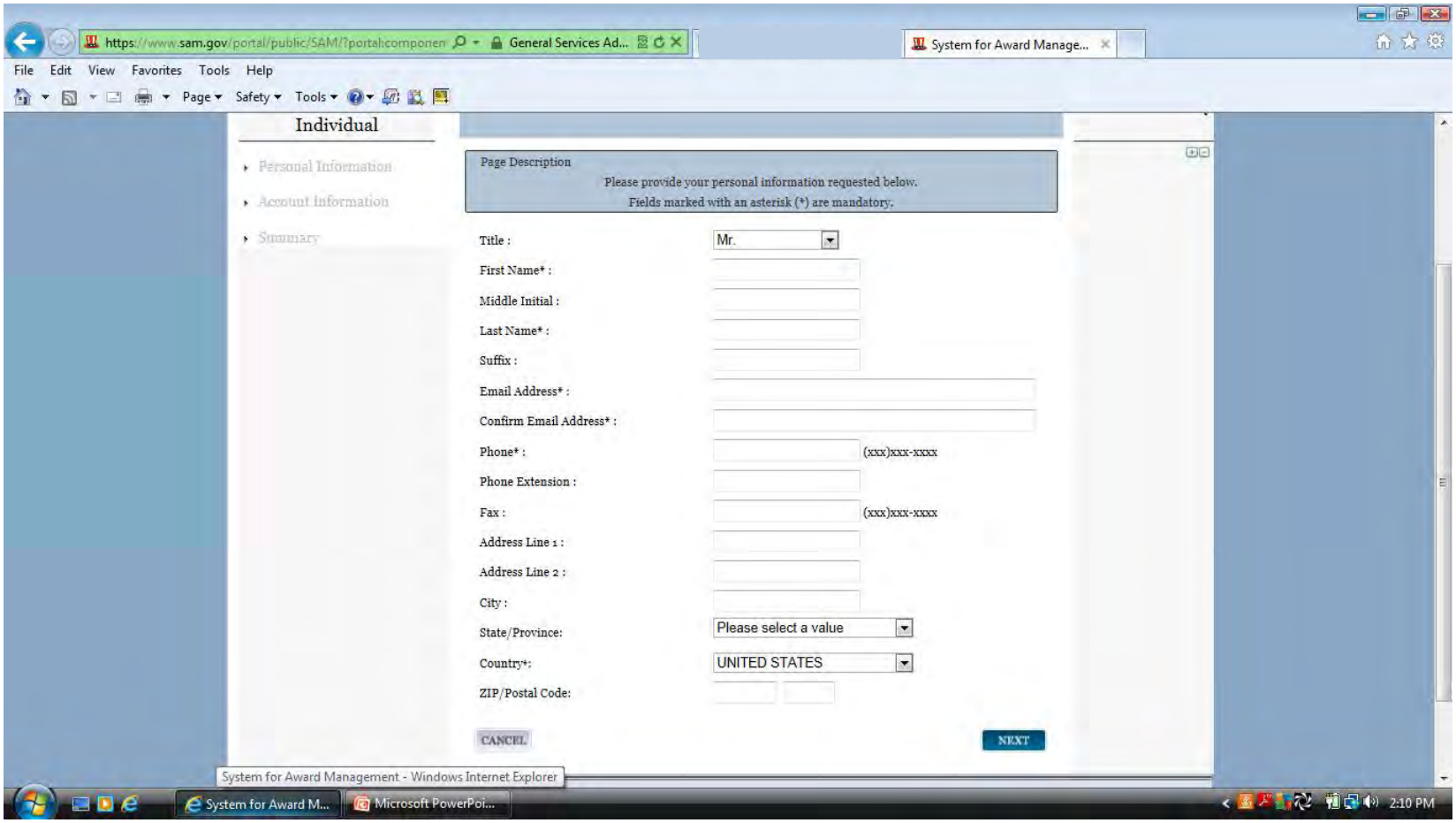
You will receive an email from D&B with your DUNS number. After 48 hours you can register this number in SAM. You will need to create an individual account in the SAM system. Go to www.sam.gov and click Create an Account.



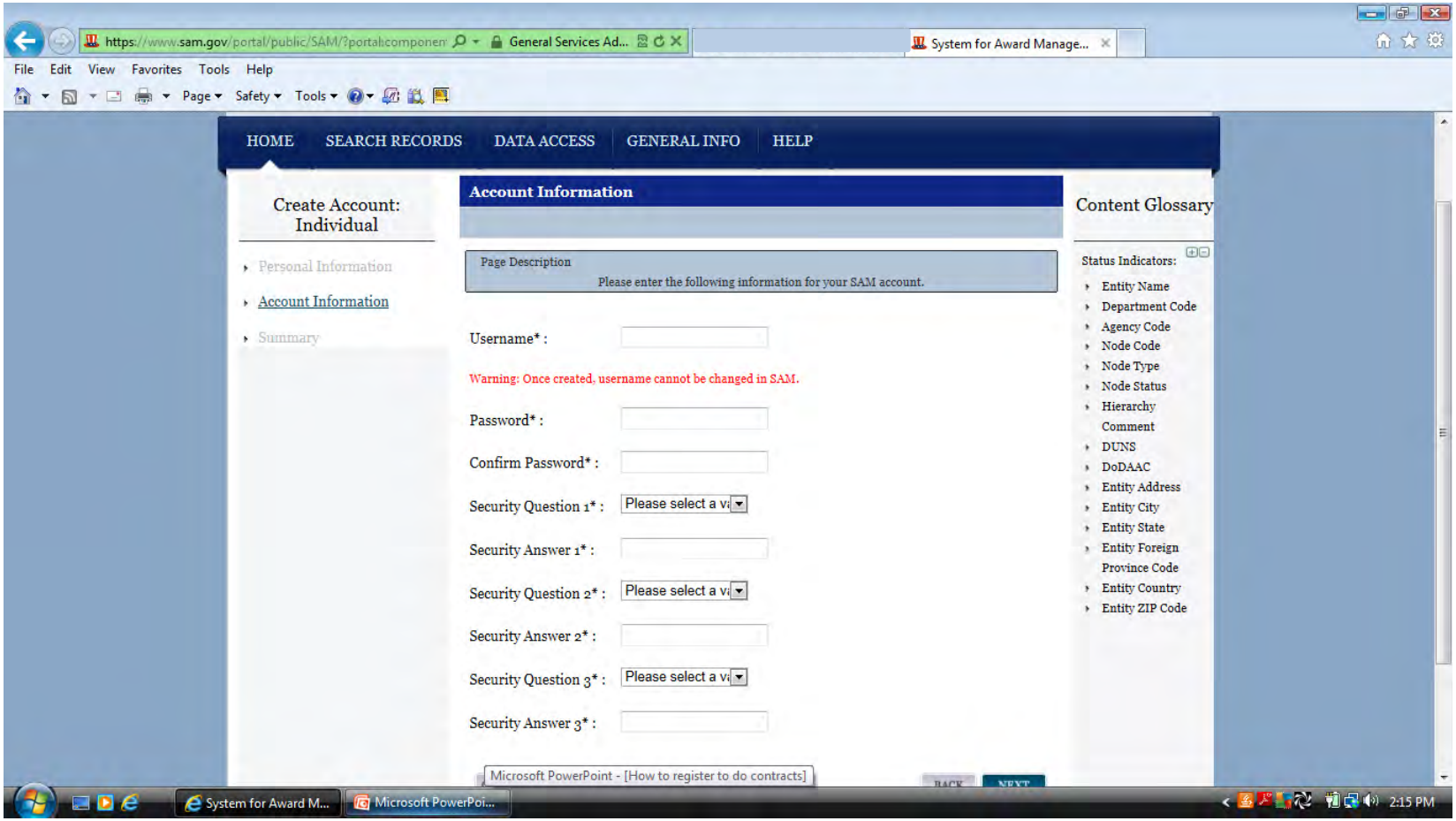
The account type you need is an Individual Account. Select Create an Account.



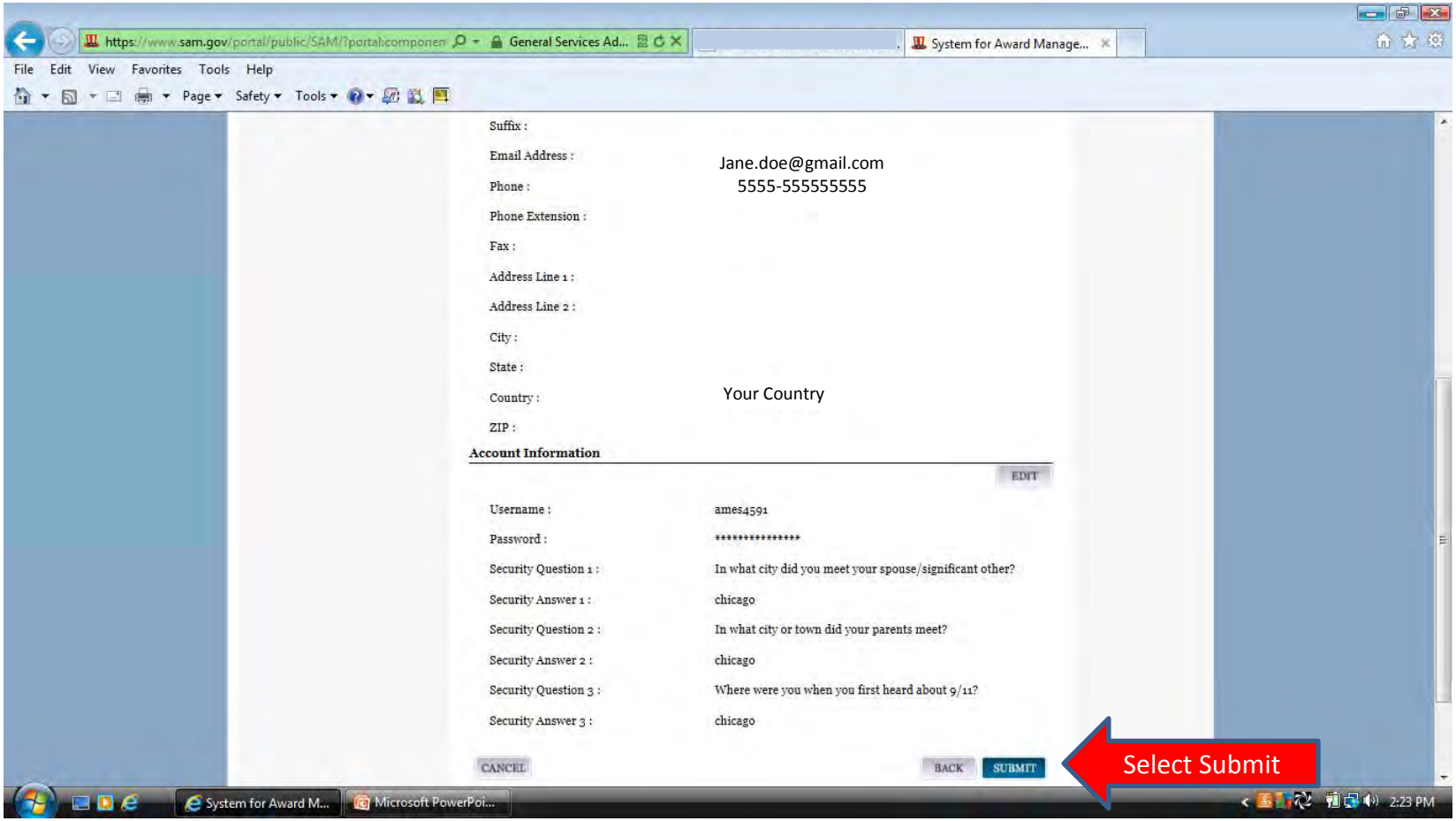
You are required to enter your first name, last name, email address and phone number and country. The rest of the information is optional.



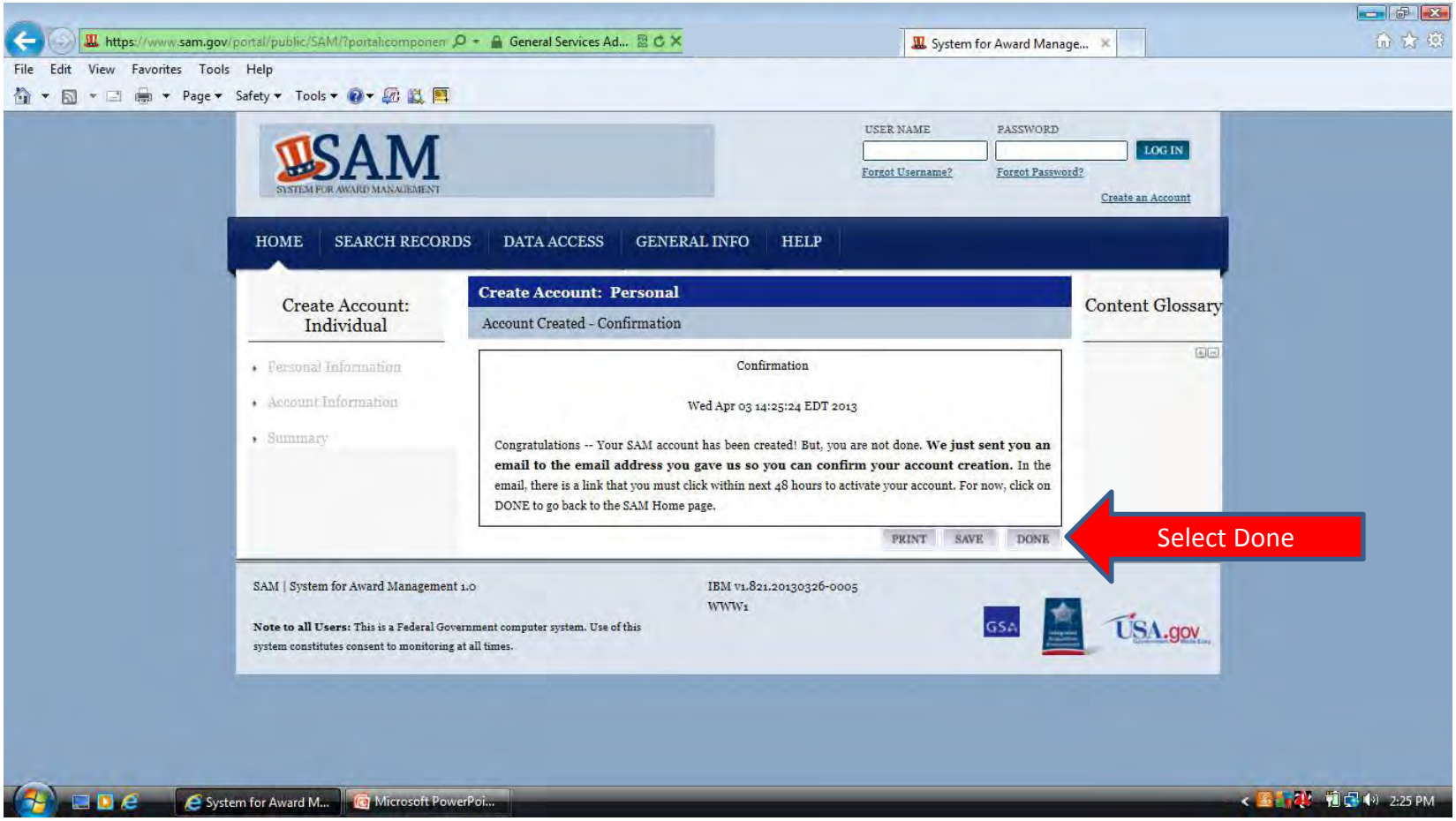
On this page you will create your unique Username. It must be at least 6 characters in length. Once created it cannot be changed. Next you will create your password. It must be at least 8 characters and contain at least one letter, one number and one special character (!@#$%&*). Also on this page you will select 3 security questions.



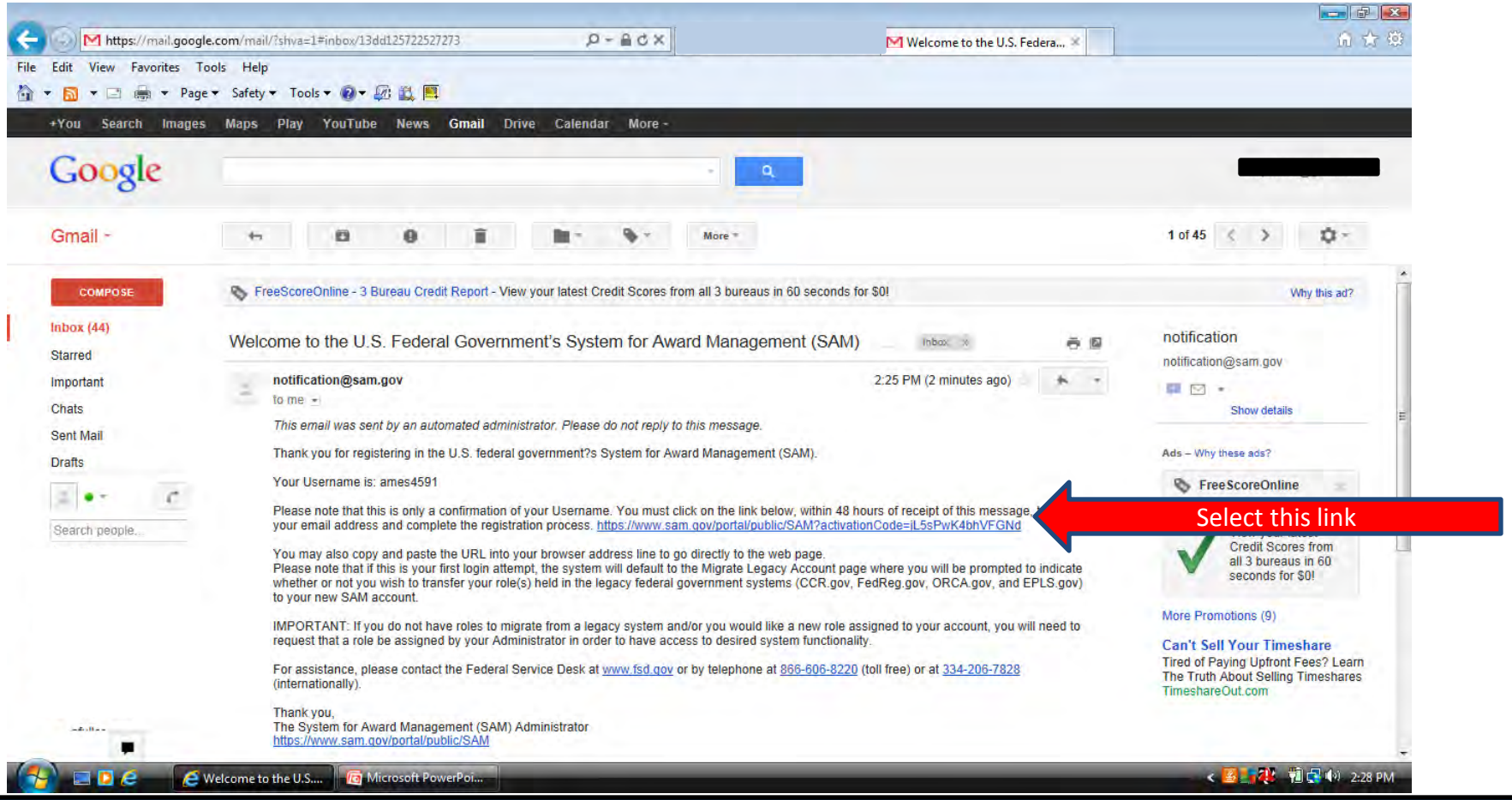
When you have verified that your account information is correct select submit at the bottom of the page.



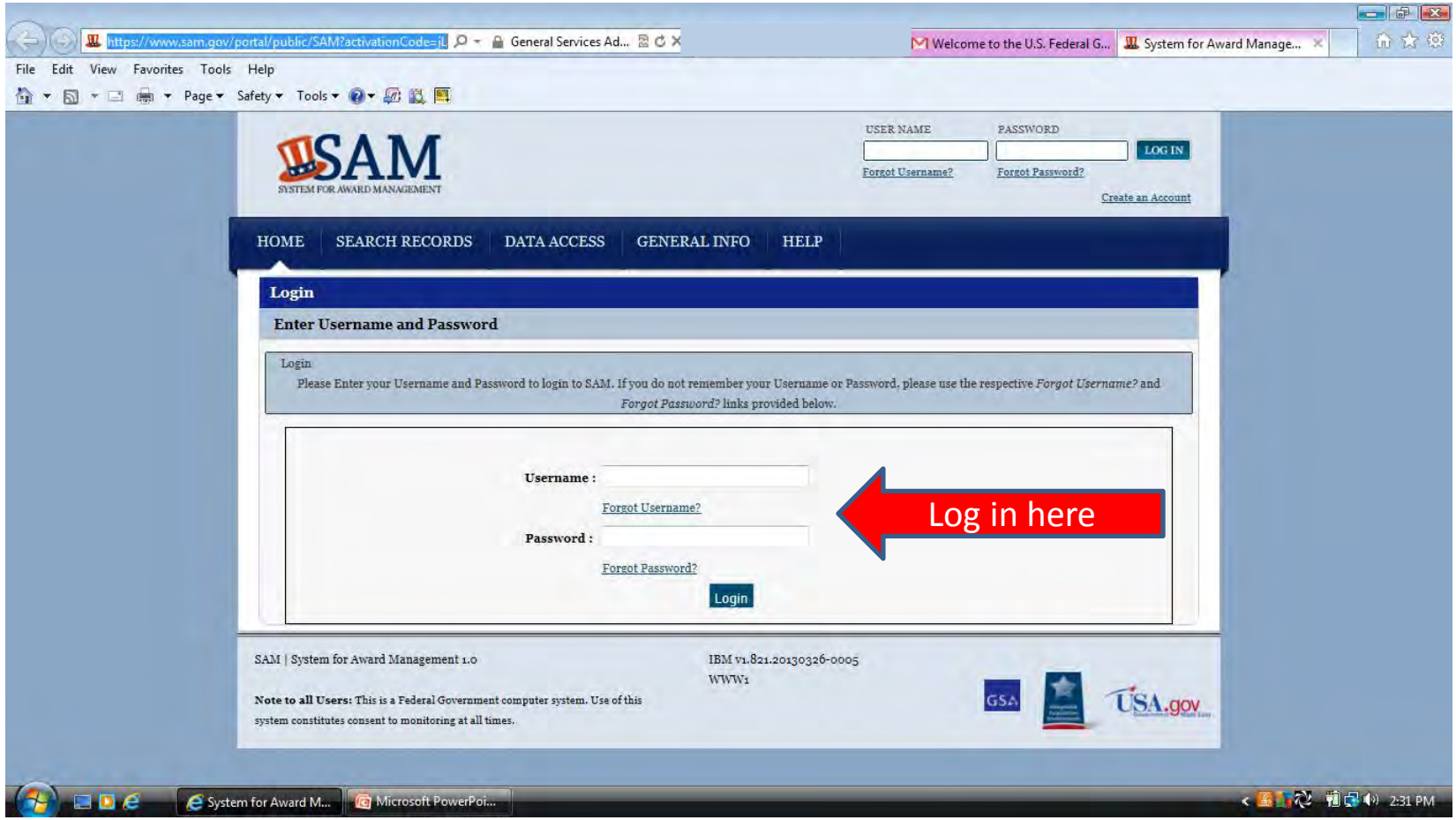
This page means that you have successfully created your user account and that you must now validate it by responding to the validation email. Select Done.



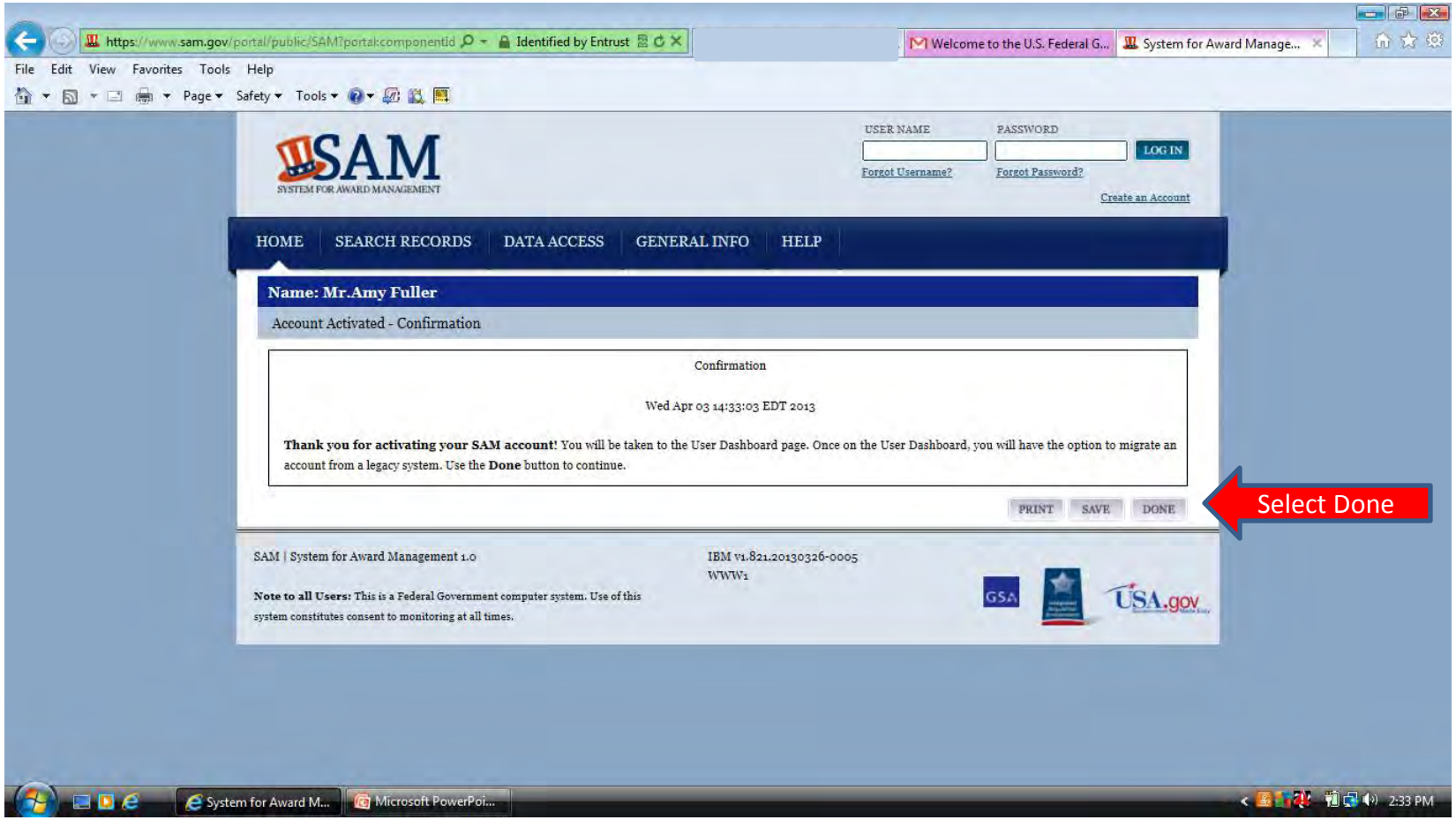
The validation email comes from notification@sam.gov. The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.



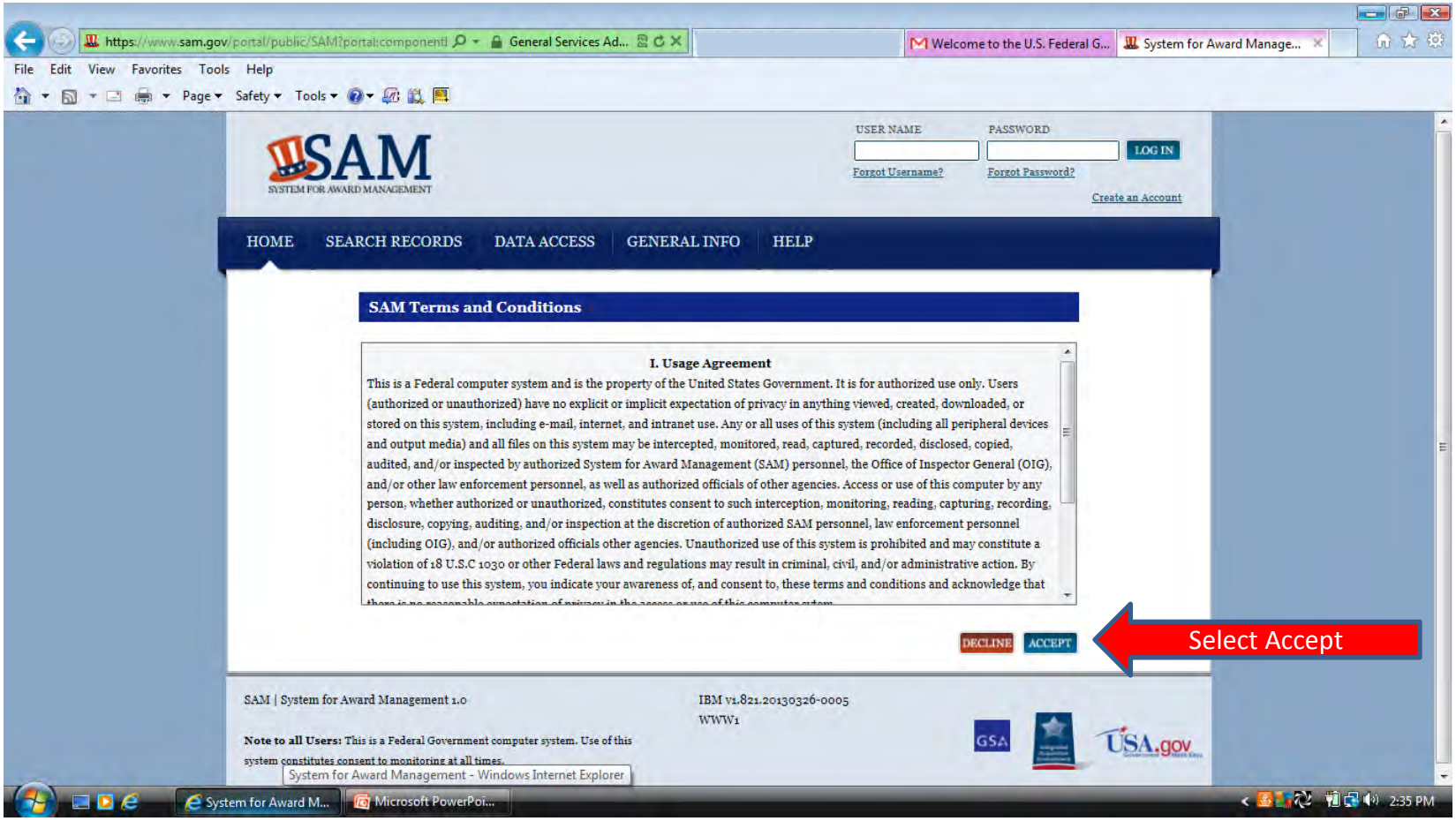
Log in to activate your user account.



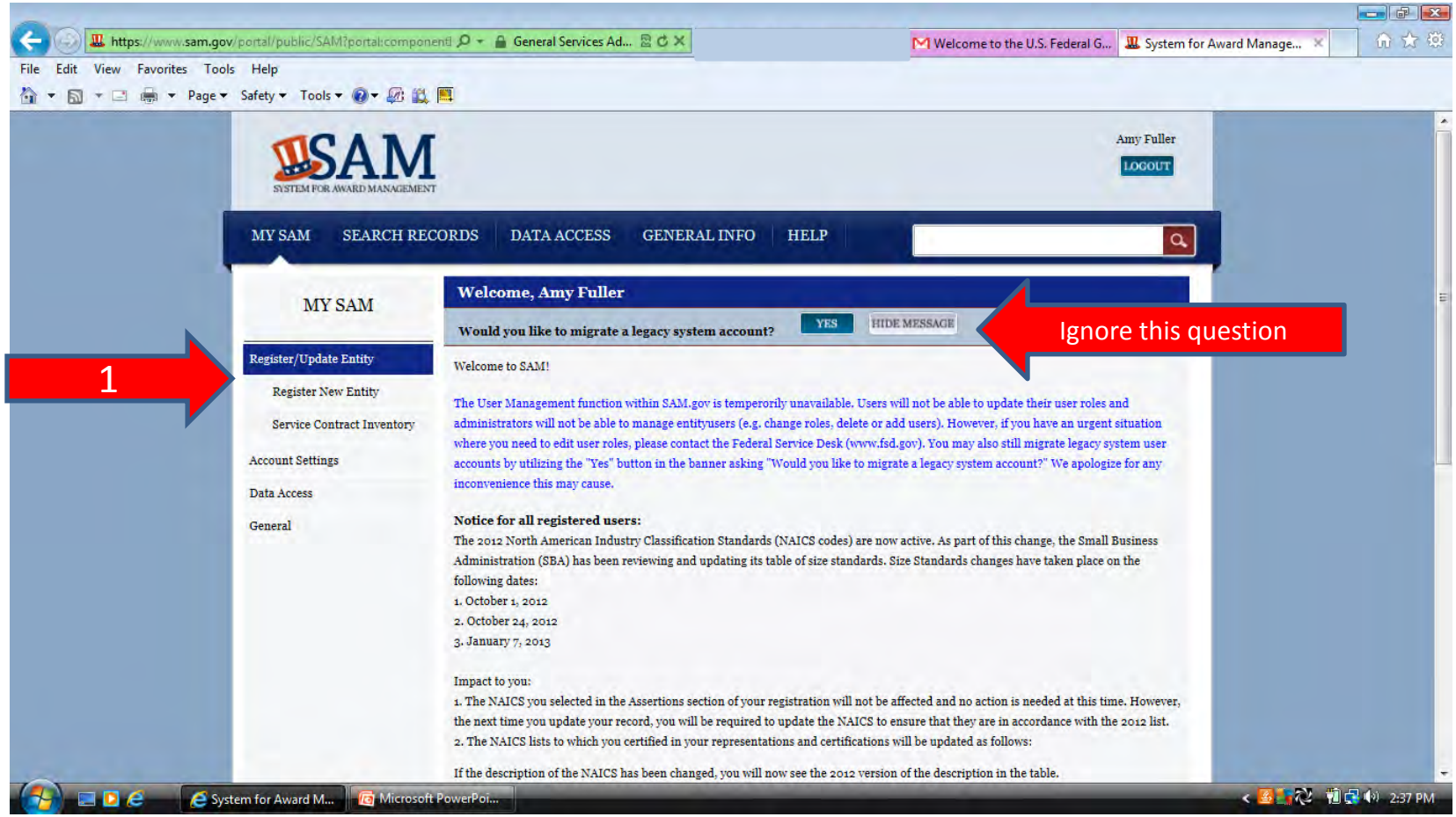
Once you select done on this page your account will be activated and you will be logged in to the SAM system.



Each time you log in to SAM you will be required to Accept the Usage Agreement to continue.



Since you are registering a new Entity in SAM you will not have anything to Migrate. Ignore this question and select Register/Update Entity (1) then Register New Entity.



The Registration Overview page describes the information that you will need to complete your registration.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d358p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

Register Entity

- Registration Overview
- Registration Overview
- Purpose of Registration
- Core Data
- Representations and Certifications
- Points of Contact
- Submit Certification

BACK TO USER DASHBOARD

Registration Overview

Page Description

SAM Entity Management registrants are required to submit detailed information on their entity* in various categories. Additional, non-mandatory information is also requested. For specific informational requirements and guidelines on how to obtain unknown information, please reference the SAM Entity Management User's Guide.

Categories of required and requested information may include the following depending on the purpose of your registration in SAM:

Core Data - Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE code, TIN or 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.

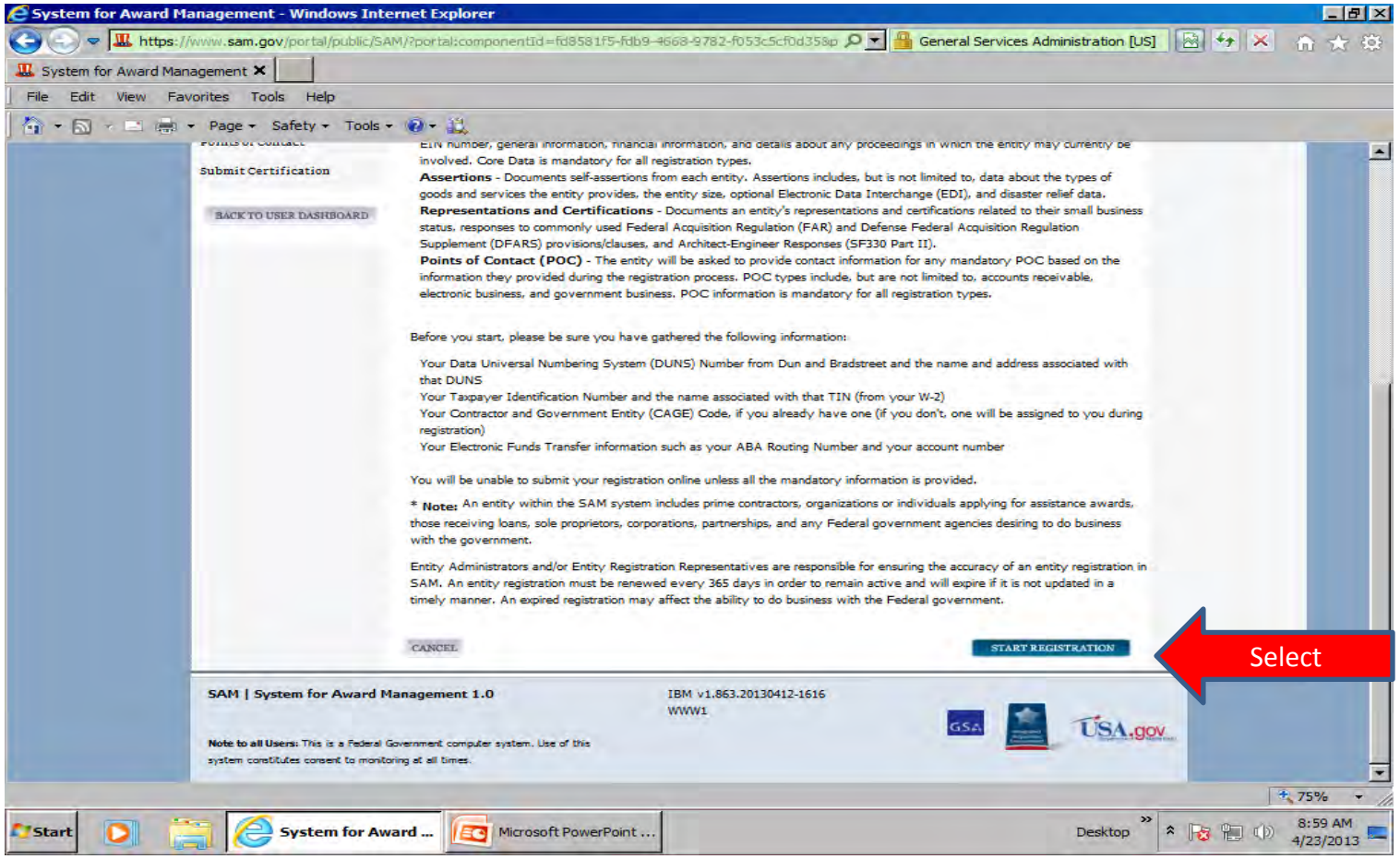
Content Glossary

Status Indicators:

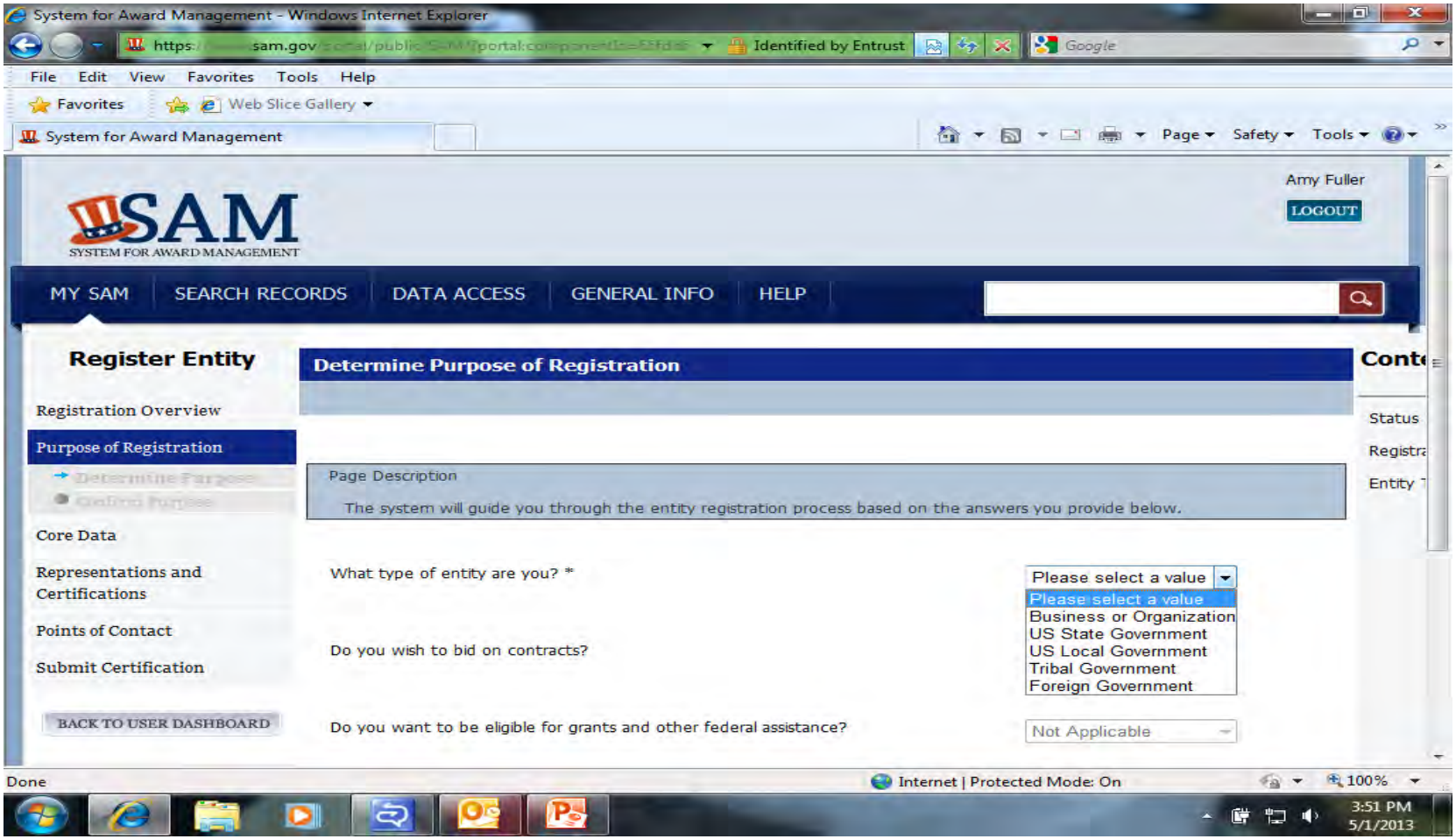
75%

Start | System for Award ... | Microsoft PowerPoint ... | Desktop | 8:56 AM 4/23/2013

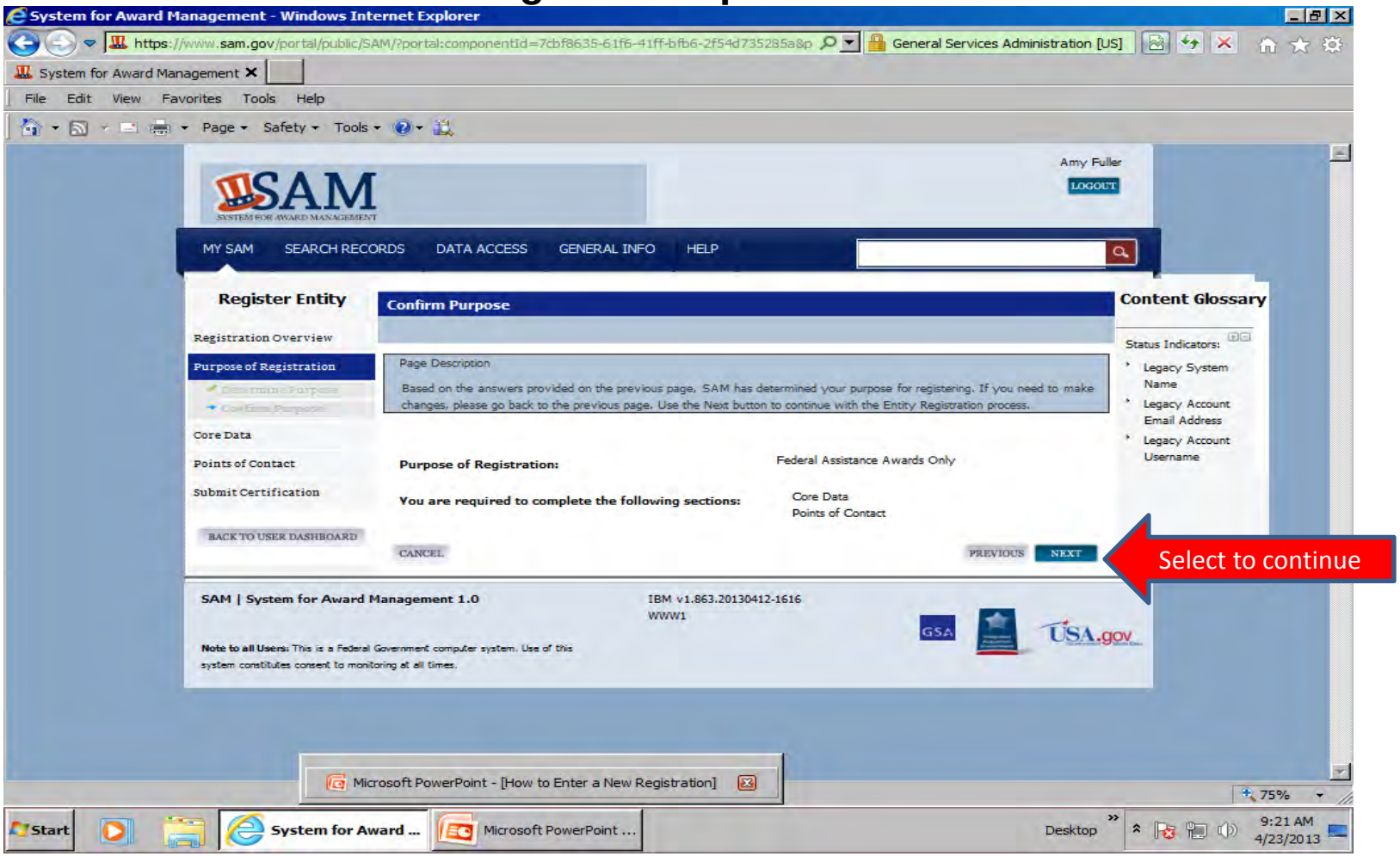
At the bottom of the Registration Overview page is the button to Start Registration. Select Start Registration.



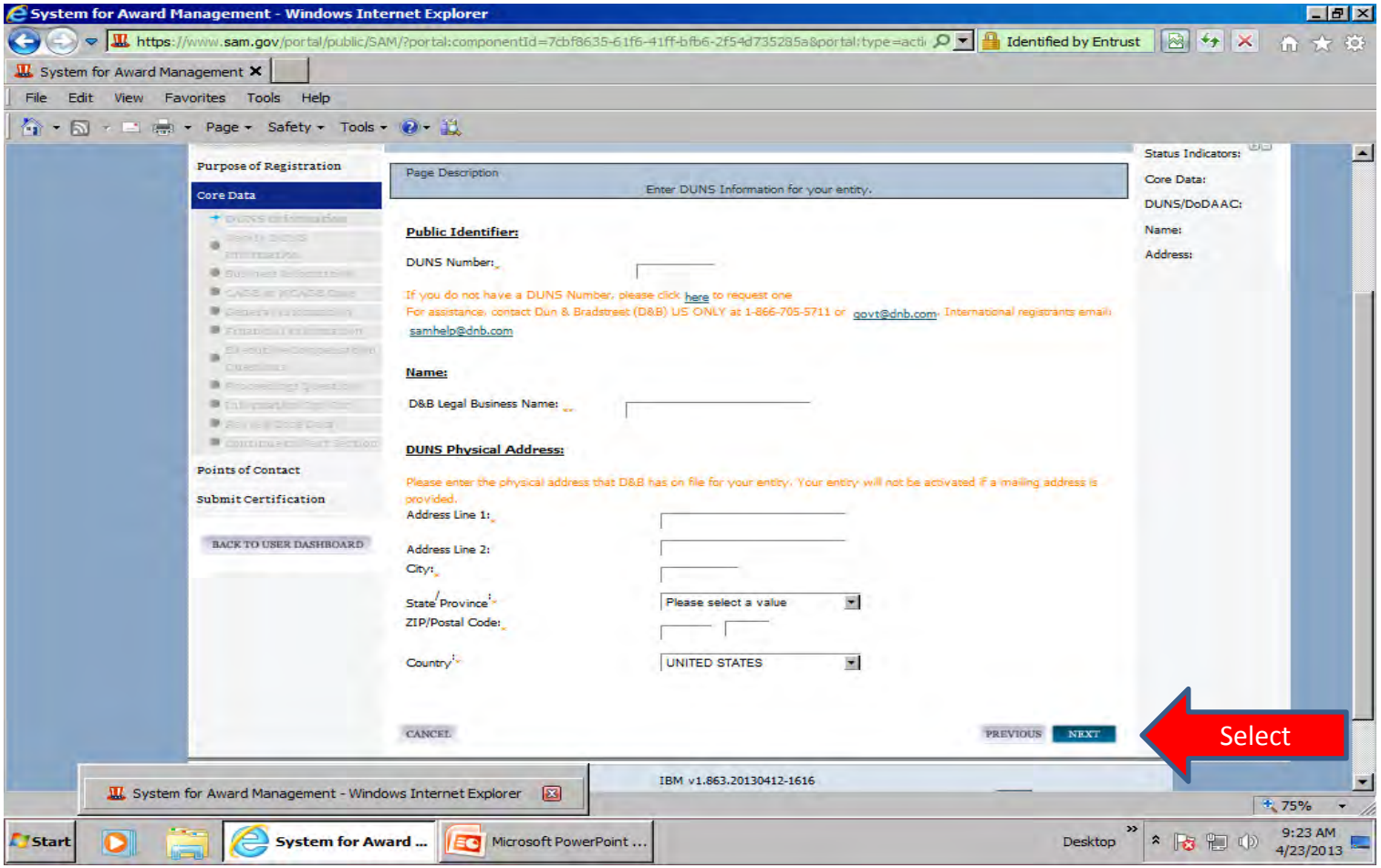
Here you will select your entity type and the type of business you will be doing with the Government.
If you select Yes to contracts the rest of the questions will automatically be answered.
If you select No to contracts you can select Yes to Grants or other federal assistance.



Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.



Here you will enter your DUNS , Legal Business Name and address EXACTLY as you entered it in D&B when you applied for your DUNS number. Select Next to continue.



Your NATO record and D&B information must match EXACTLY.

NATO Record

Home > NCAGE details

Cage Data

Organization Data - Generals

CAGE Code: STK64	Identification Number (IDN):
Organization Name: PACUNAM	
Creation Date: 17 Apr 2013	Last Update: 17 Apr 2013
Status: A - Active record	Type of Entity: G - Service providers
Country: GUATEMALA	State:

Organization Data - Geographical Location

Street: 7A AVENIDA 7-33 ZONA 9	City: GUATEMALA CITY
EDIFICIO CORPORACION OCCIDENTE 4 NIVEL	Postal Code: 01009

SAM Record

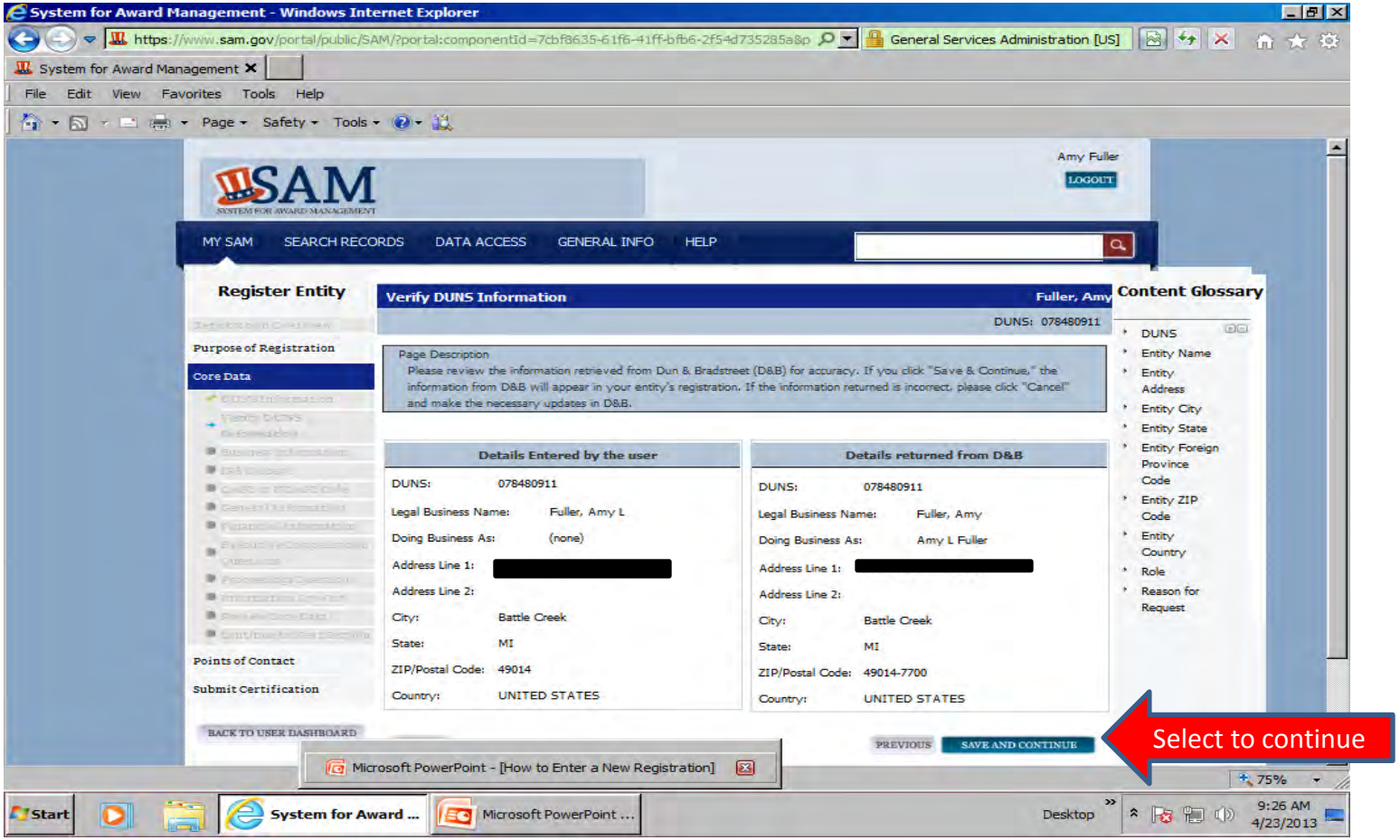
Fundacion para el Patrimonio Cultural y Natural Maya
DUNS: 846123446 NCAGE Code: STK64
Status: Submitted

4 av. 7-33 Zona 9, Edificio Corporacion de Occidente
Guatemala, Guatemala, ,
GUATEMALA

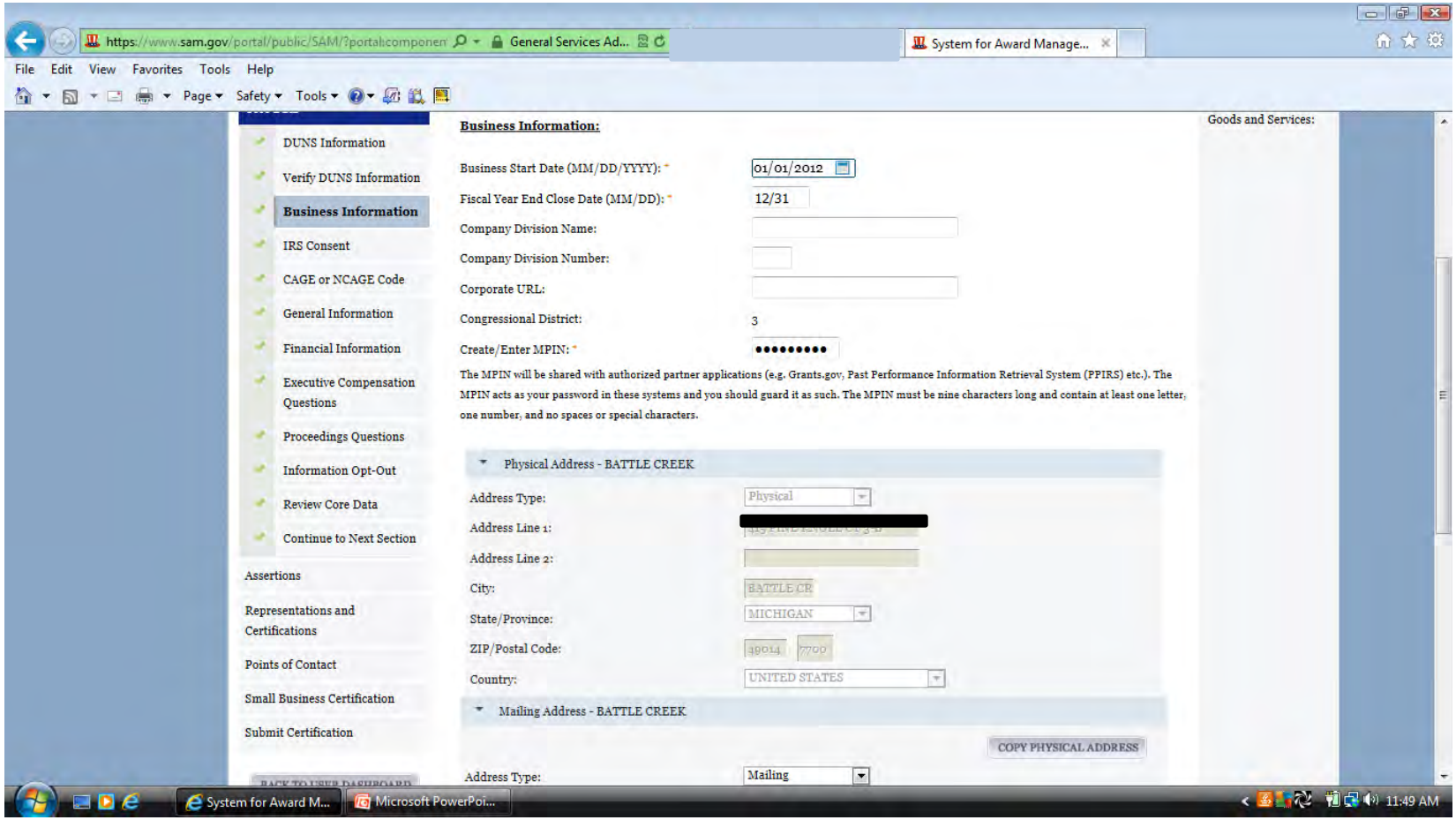
Entity Overview

If the SAM Record is incorrect - contact D&B (703-807-5733 or samhelp@dnb.com) to correct to match the NATO Record. It the NATO Record is incorrect - contact your NCB to correct to match the SAM Record.

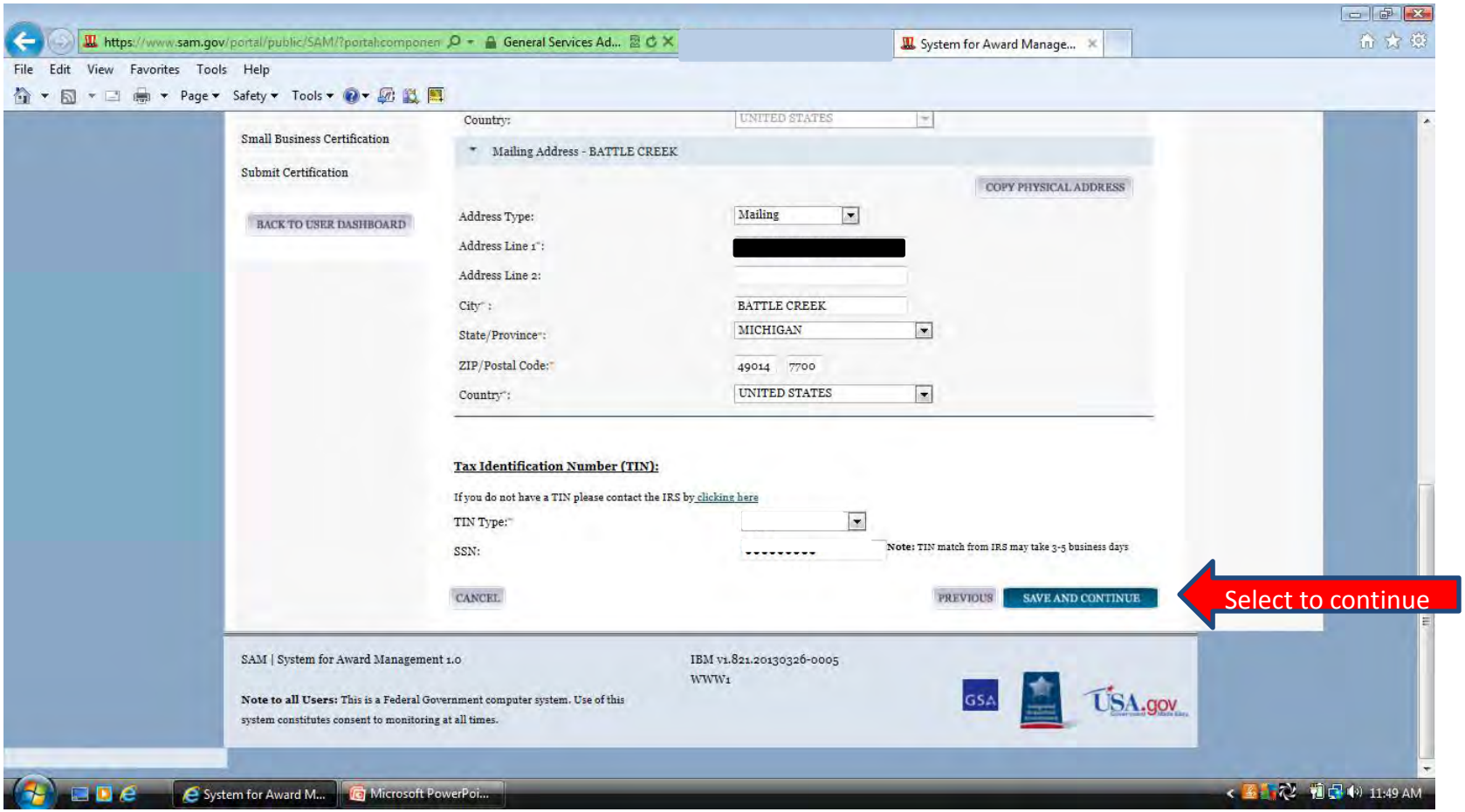
If your information matches D&B you can select Save and Continue on this page. If the information from D&B is incorrect you must contact D&B to correct before continuing.



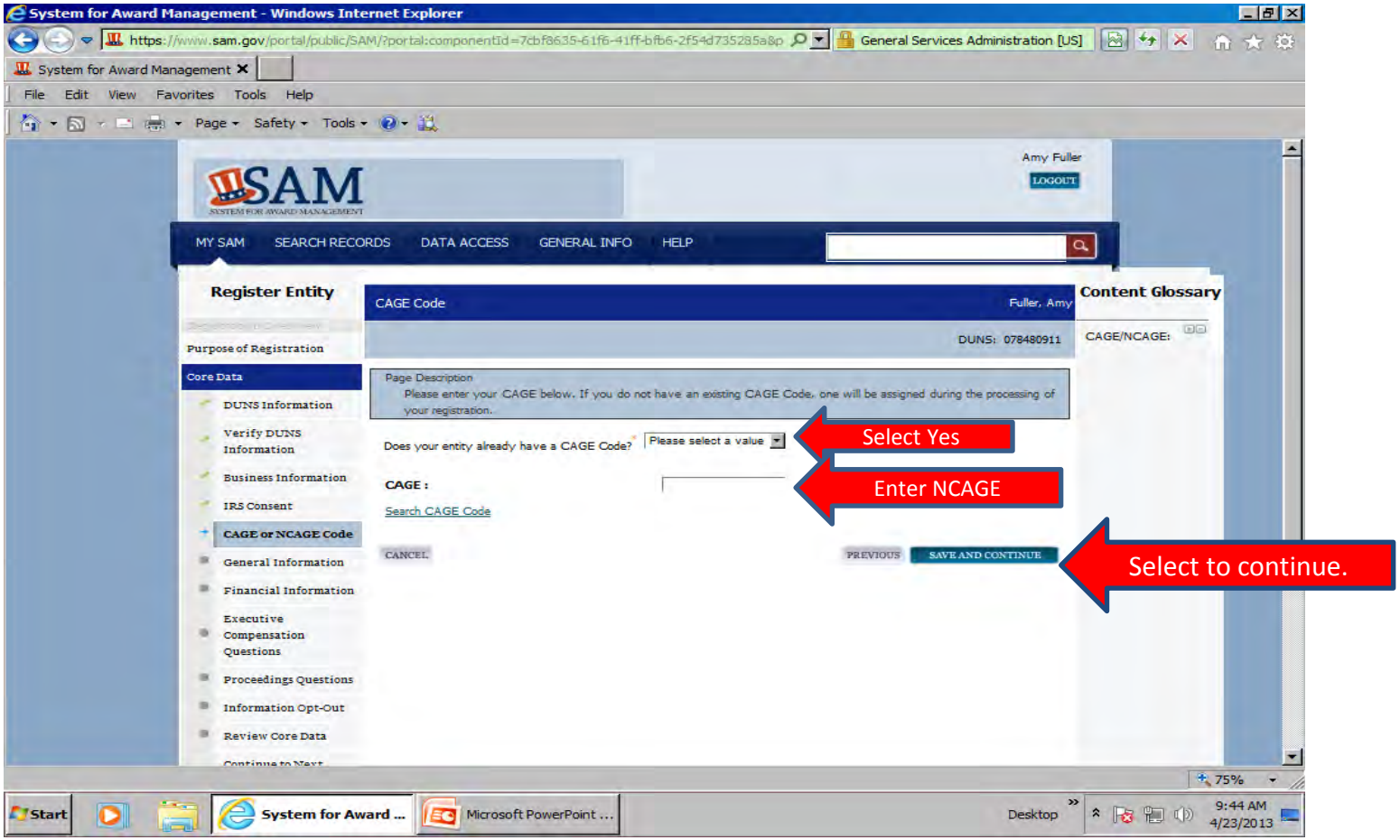
After the information from D&B has been confirmed you can continue entering your business information. You will create an MPIN on this page. The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.



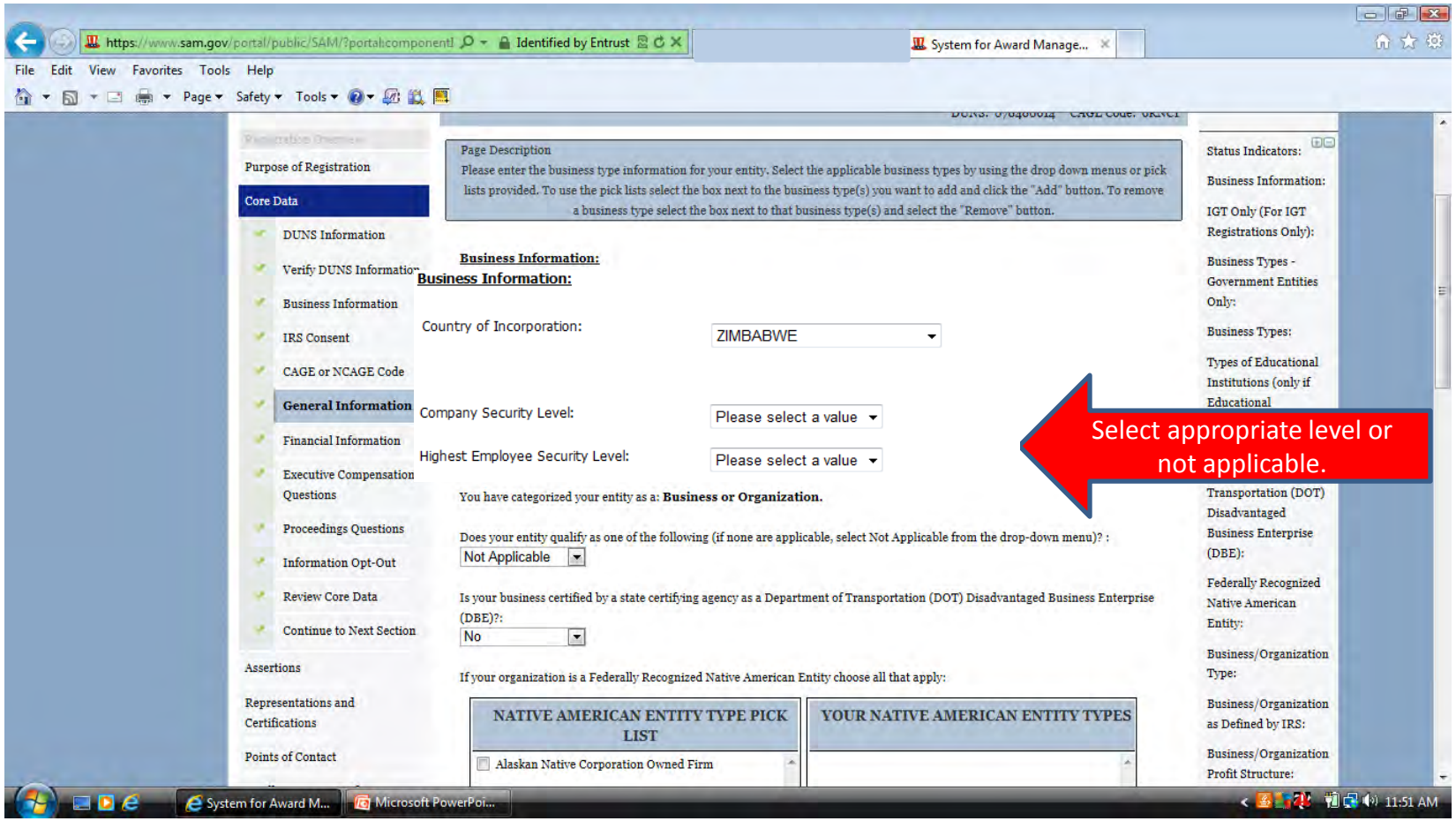
After you enter all your information select Save and Continue. Your TIN Type and number are not required for Foreign registrations. Leave these fields blank.



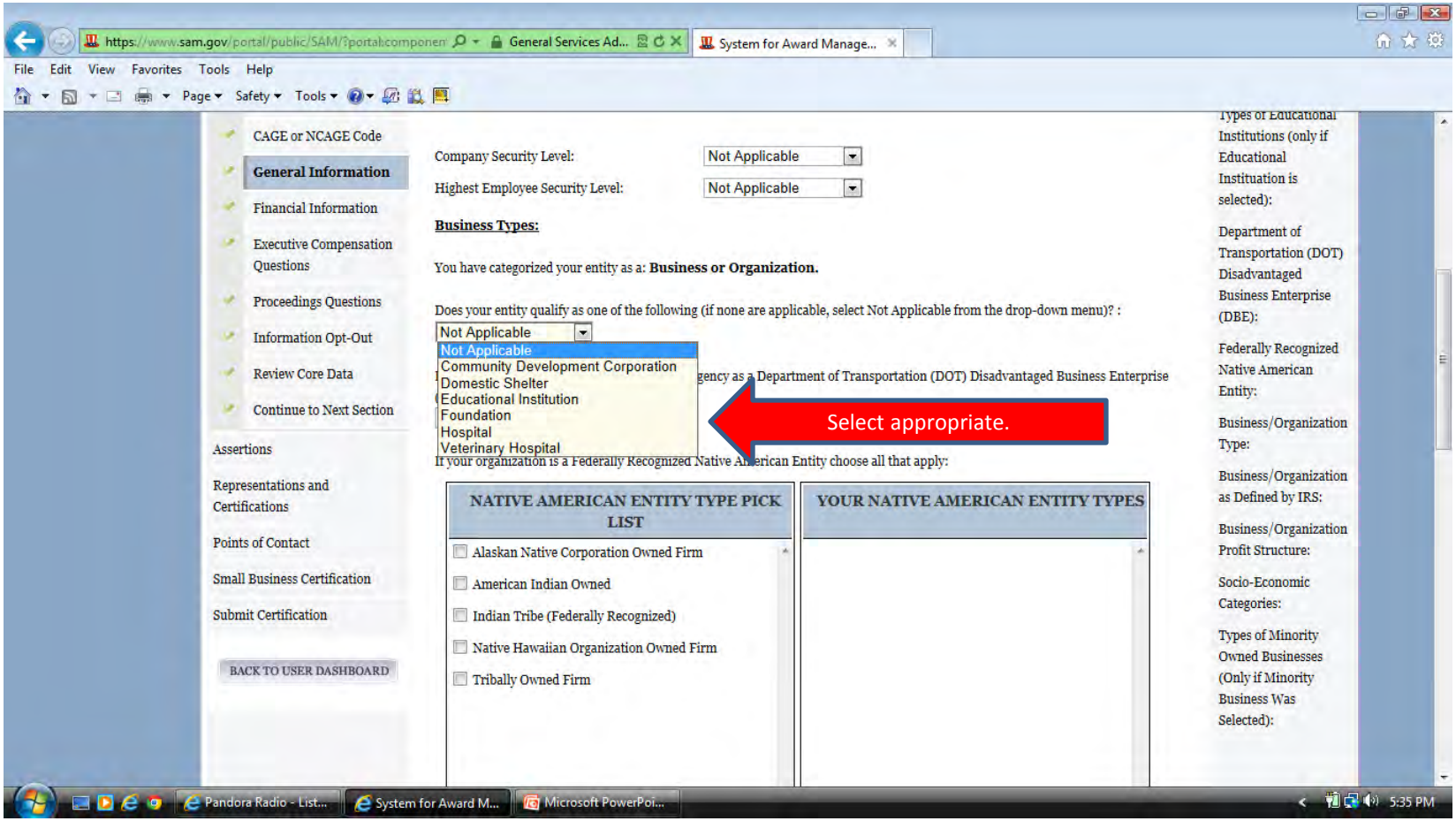
Select Yes and enter your NCAGE Code. Select Save and Continue.



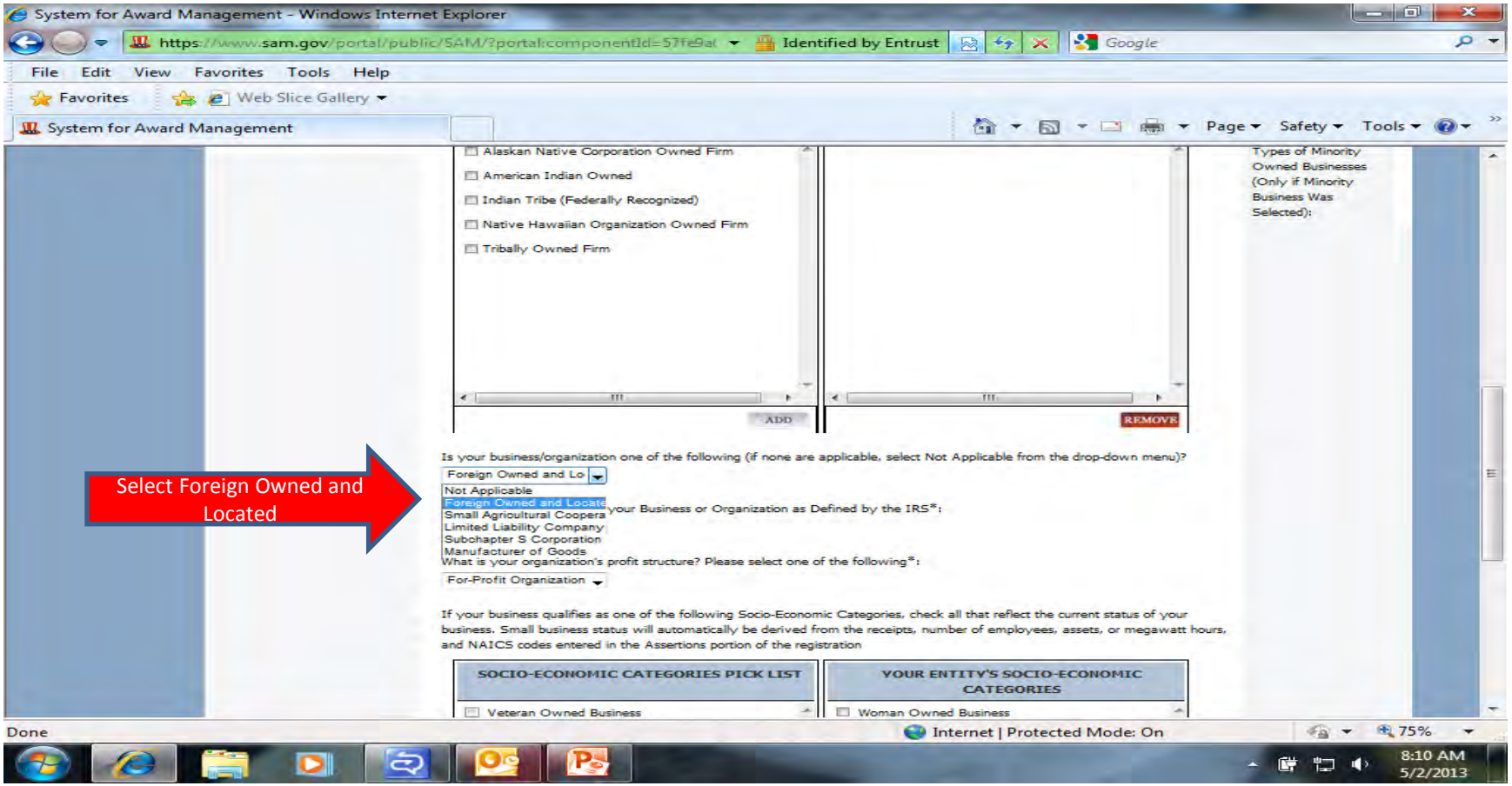
Company Security Level and Highest Employee levels must be selected.



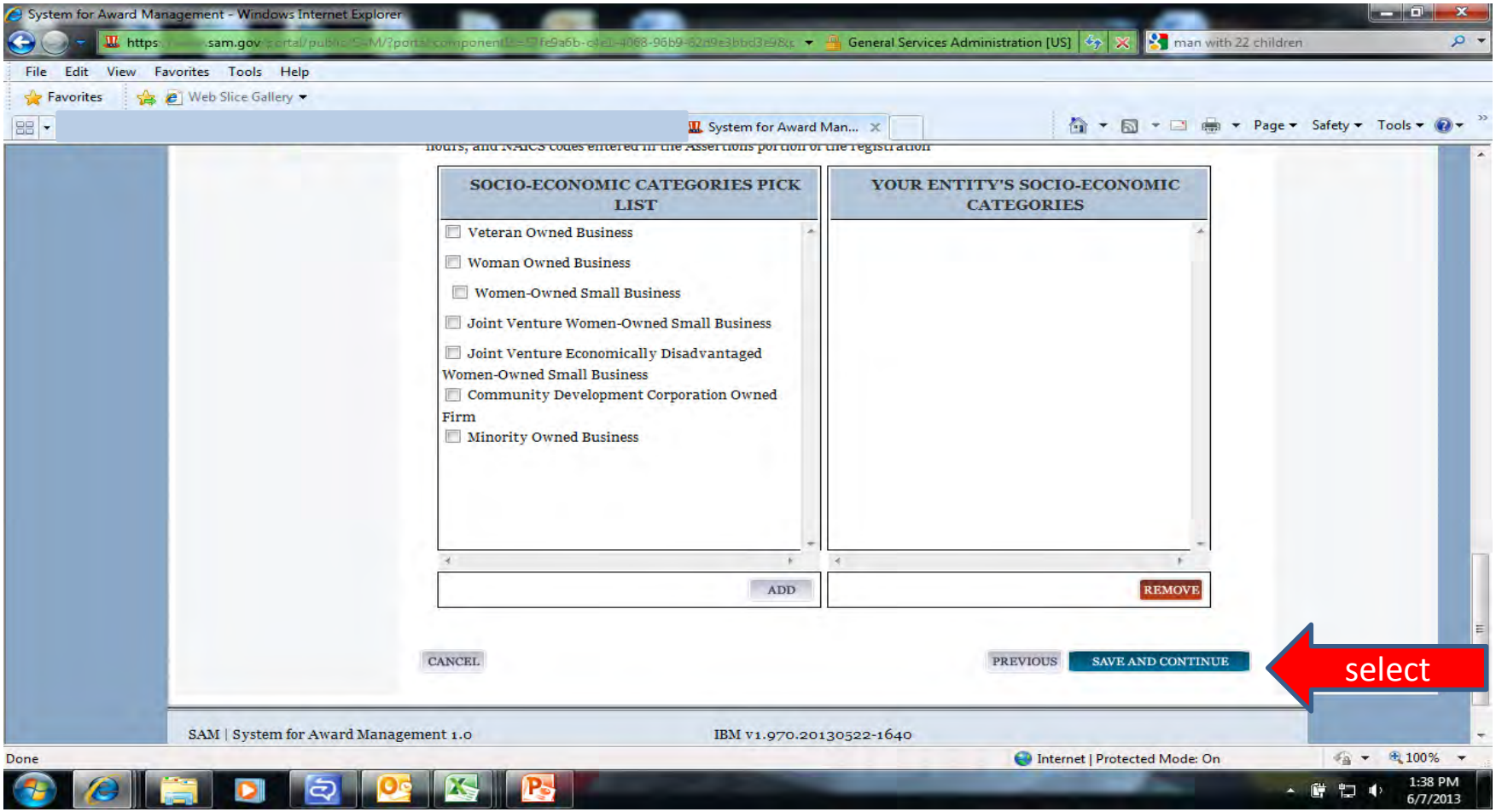
If your entity qualifies as one of the following select from the drop down menu. If none are applicable, select Not Applicable.



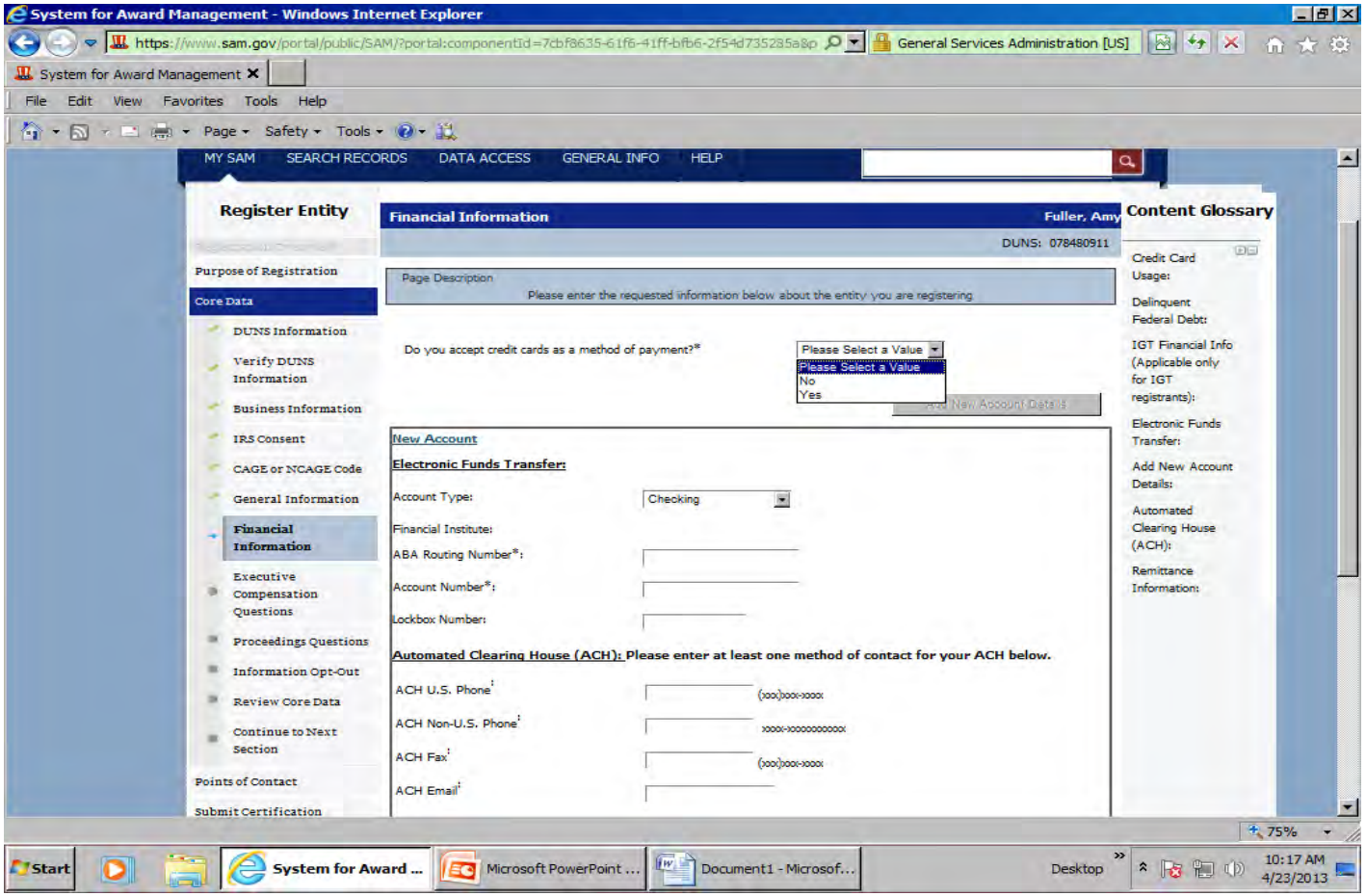
Select Foreign Owned and Located in the drop down menu.



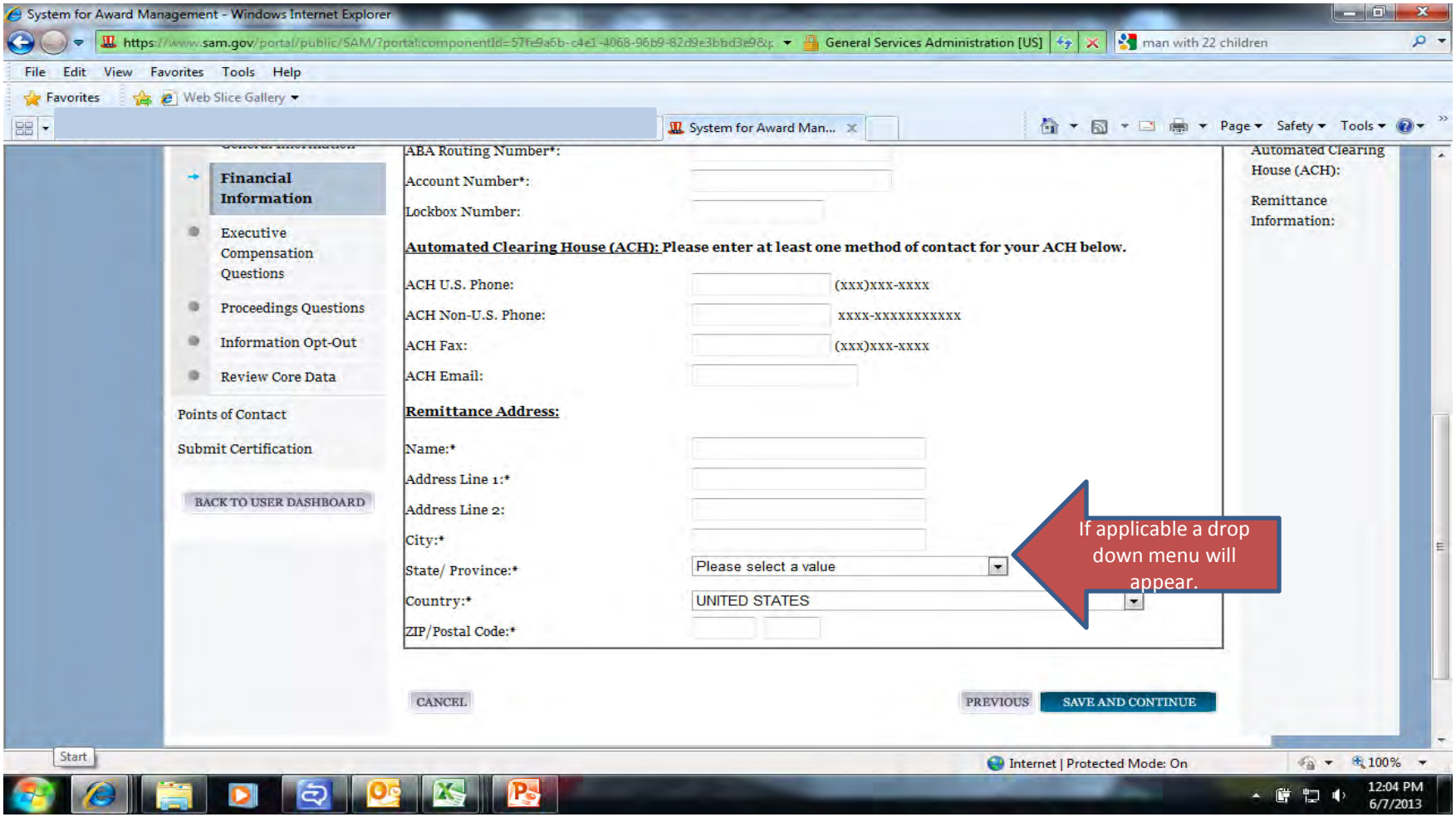
Socio-Economic Categories do not apply to Foreign Owned and Located Entities. Select Save and Continue.



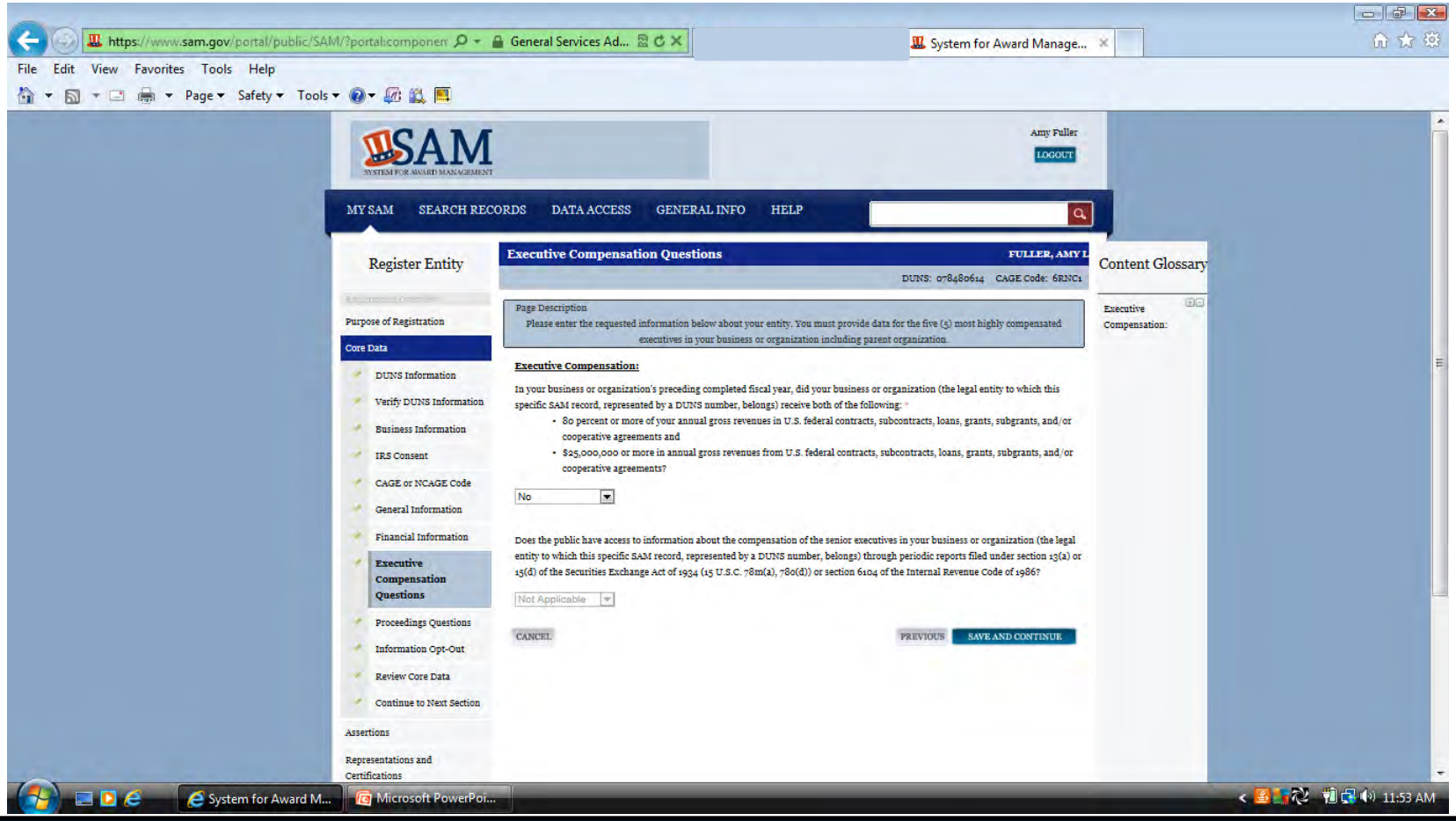
Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors. These sections should be left blank. Foreign vendors with US Banking information have the option to complete this section (only US ABA routing numbers and account numbers may be used).



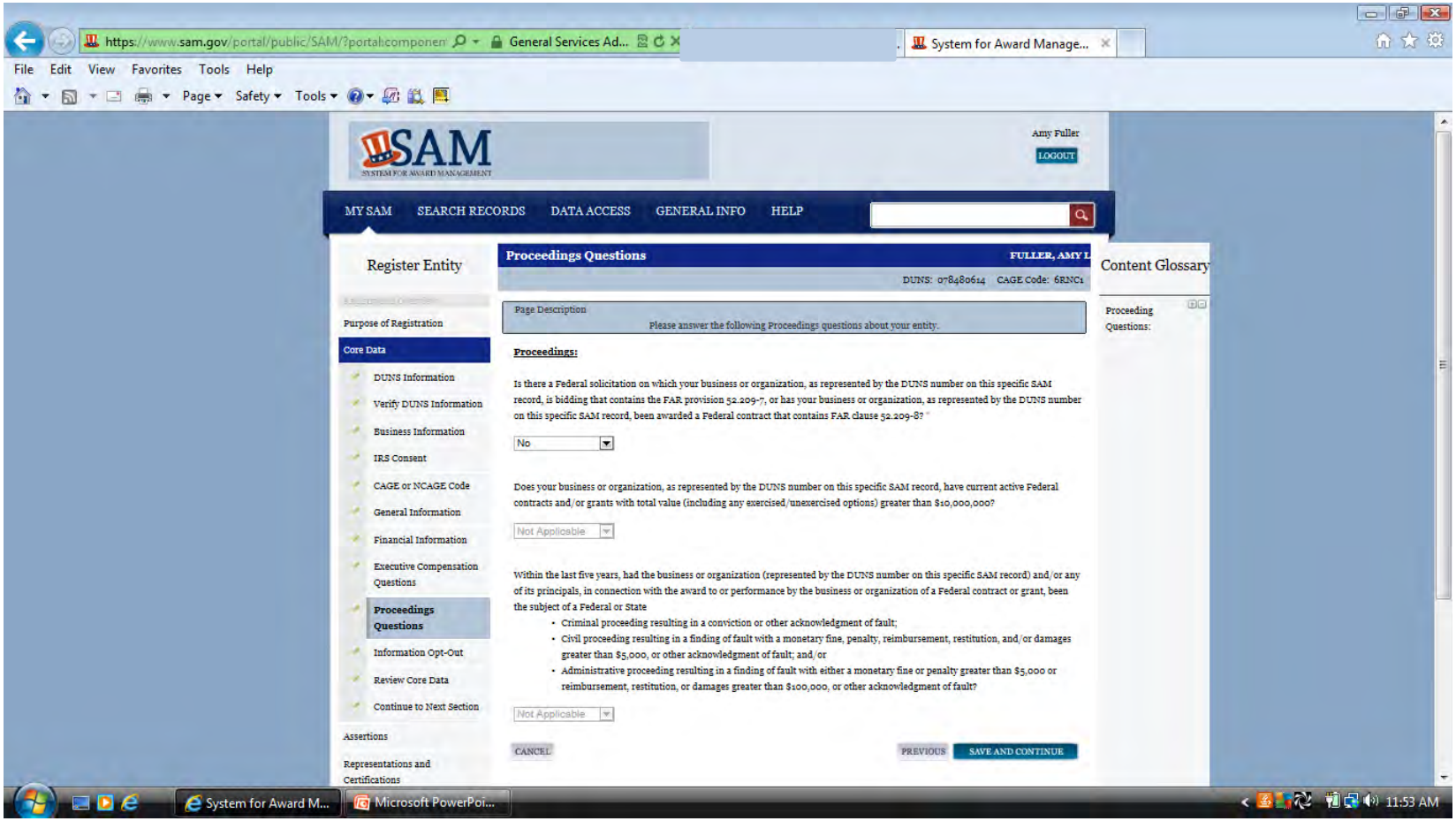
Remittance Address is required.
If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank. Select Save and Continue when this page is complete.



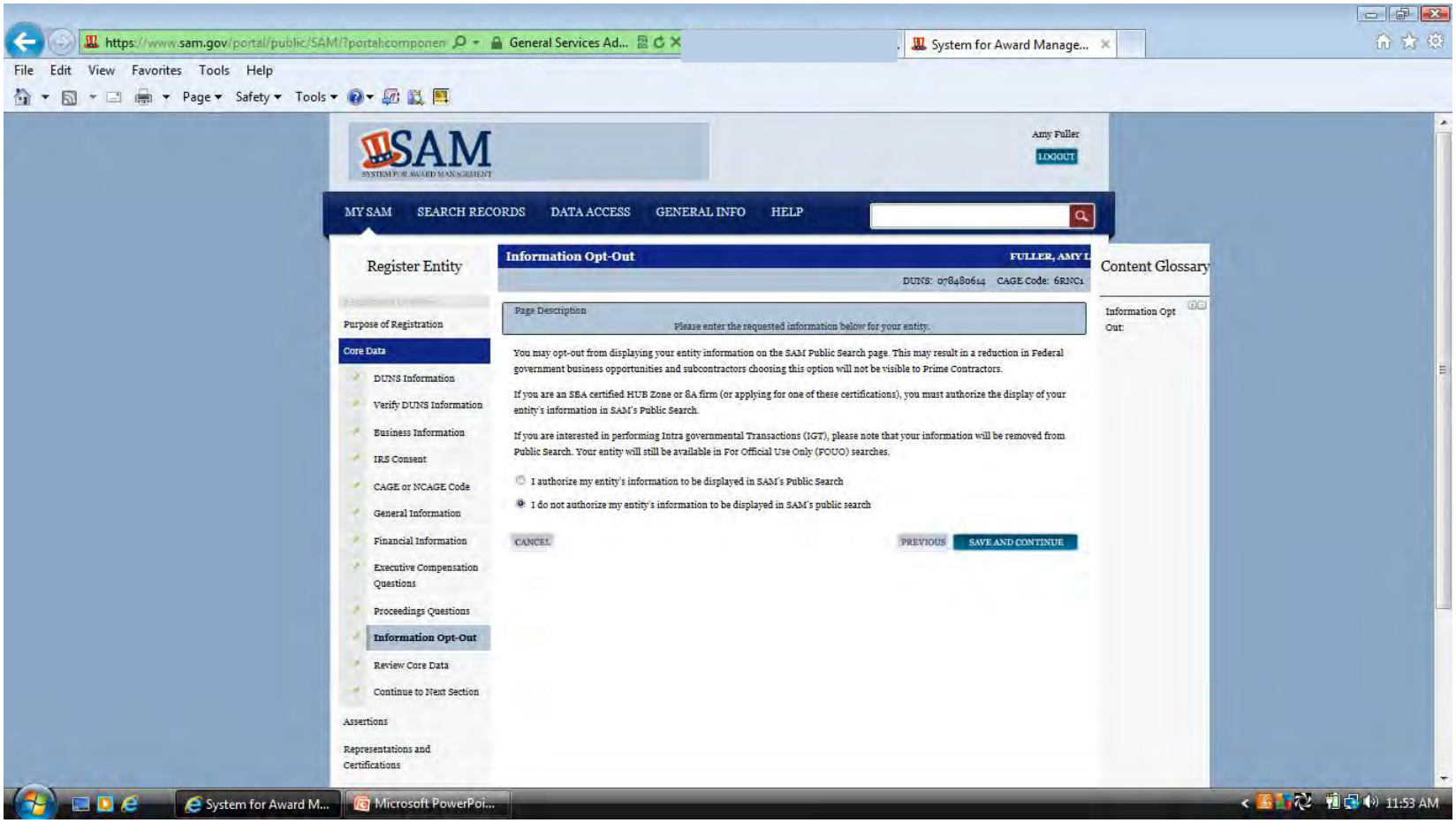
If you answer no to question 1 on this page, question 2 is not applicable and you can select save and continue. If you answer yes, you must also answer question 2. If you answer yes to question 2 you must also then supply the names and salaries of the top five executives in your organization.



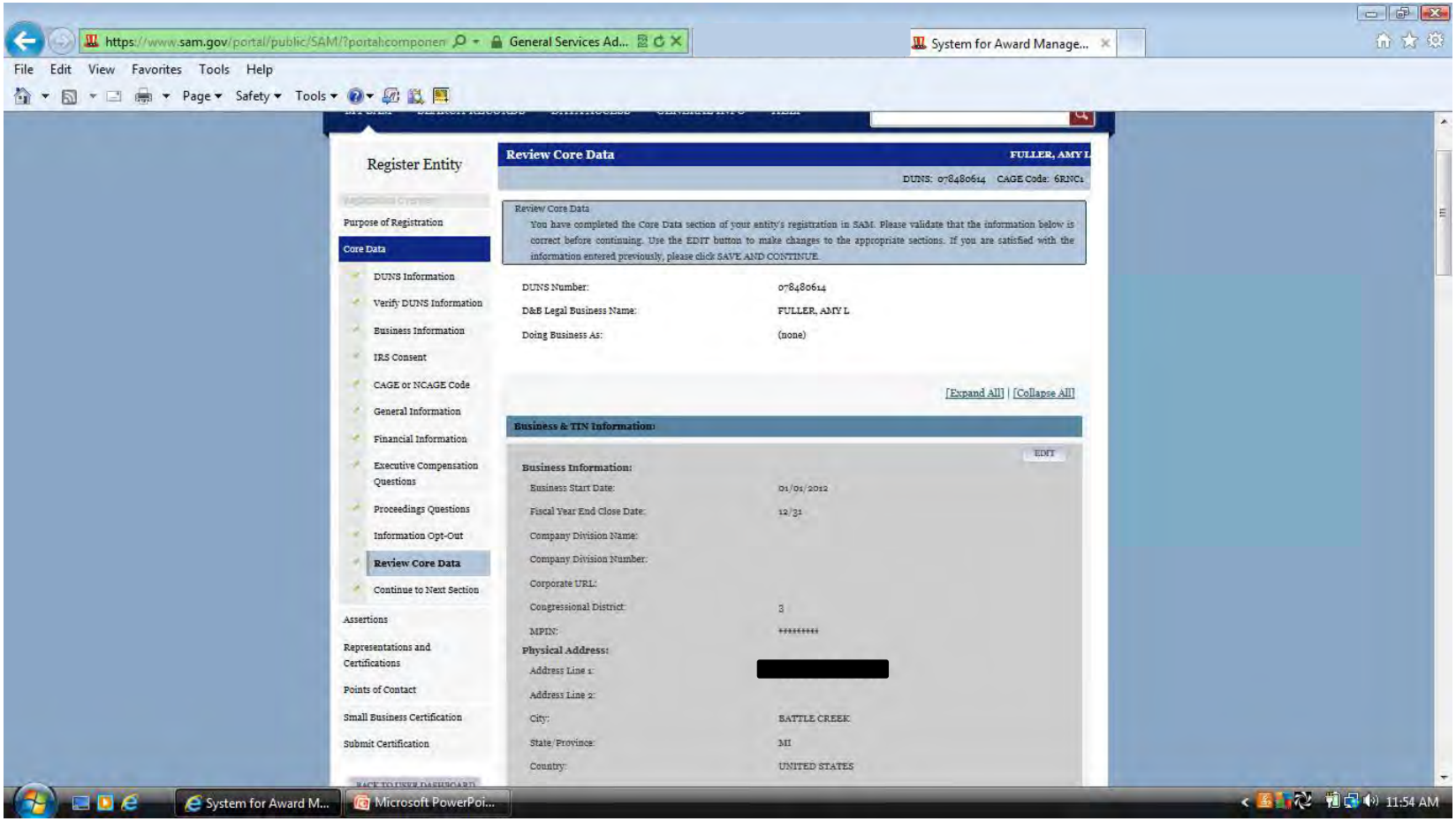
If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.



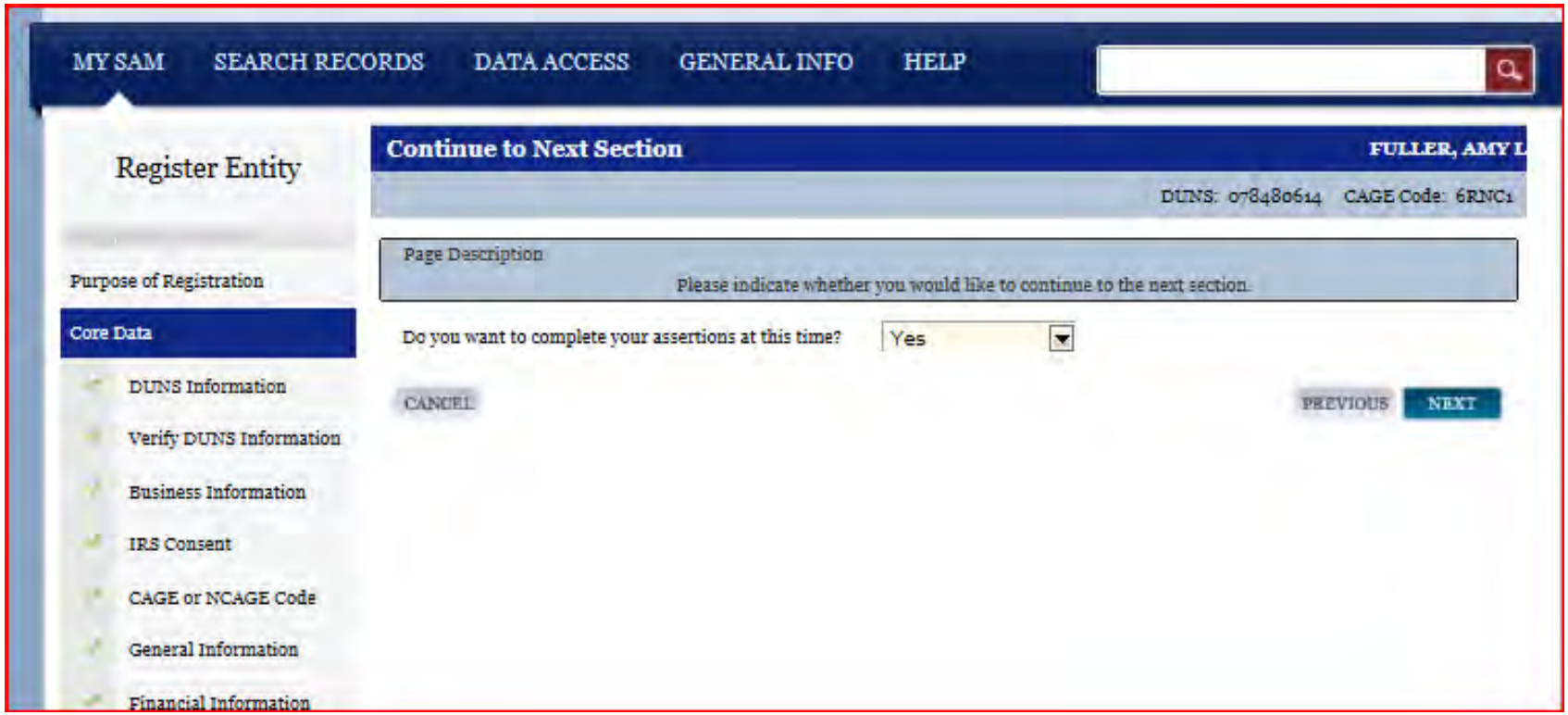
You may opt to not have your entity's information displayed publicly.



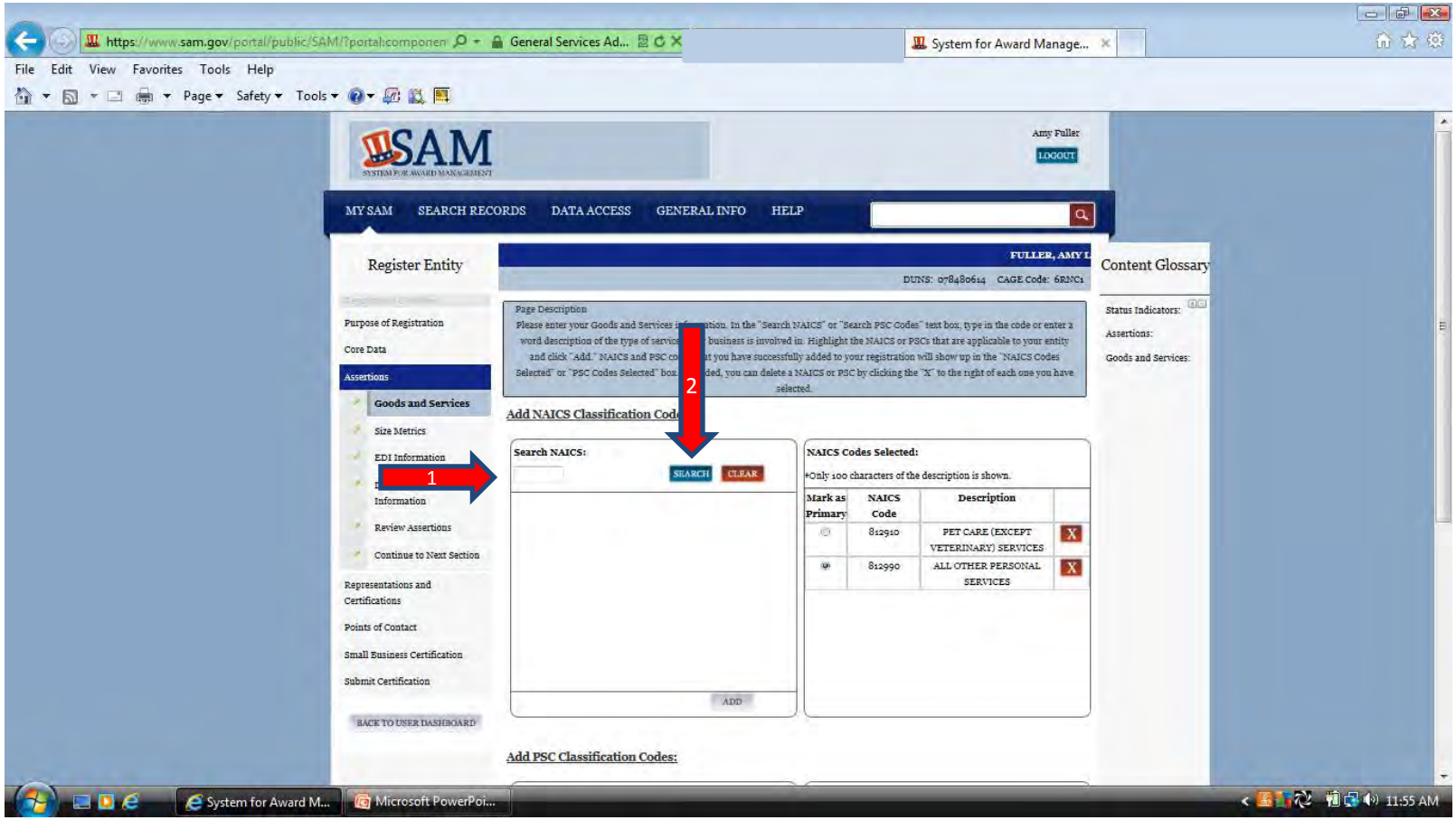
If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.



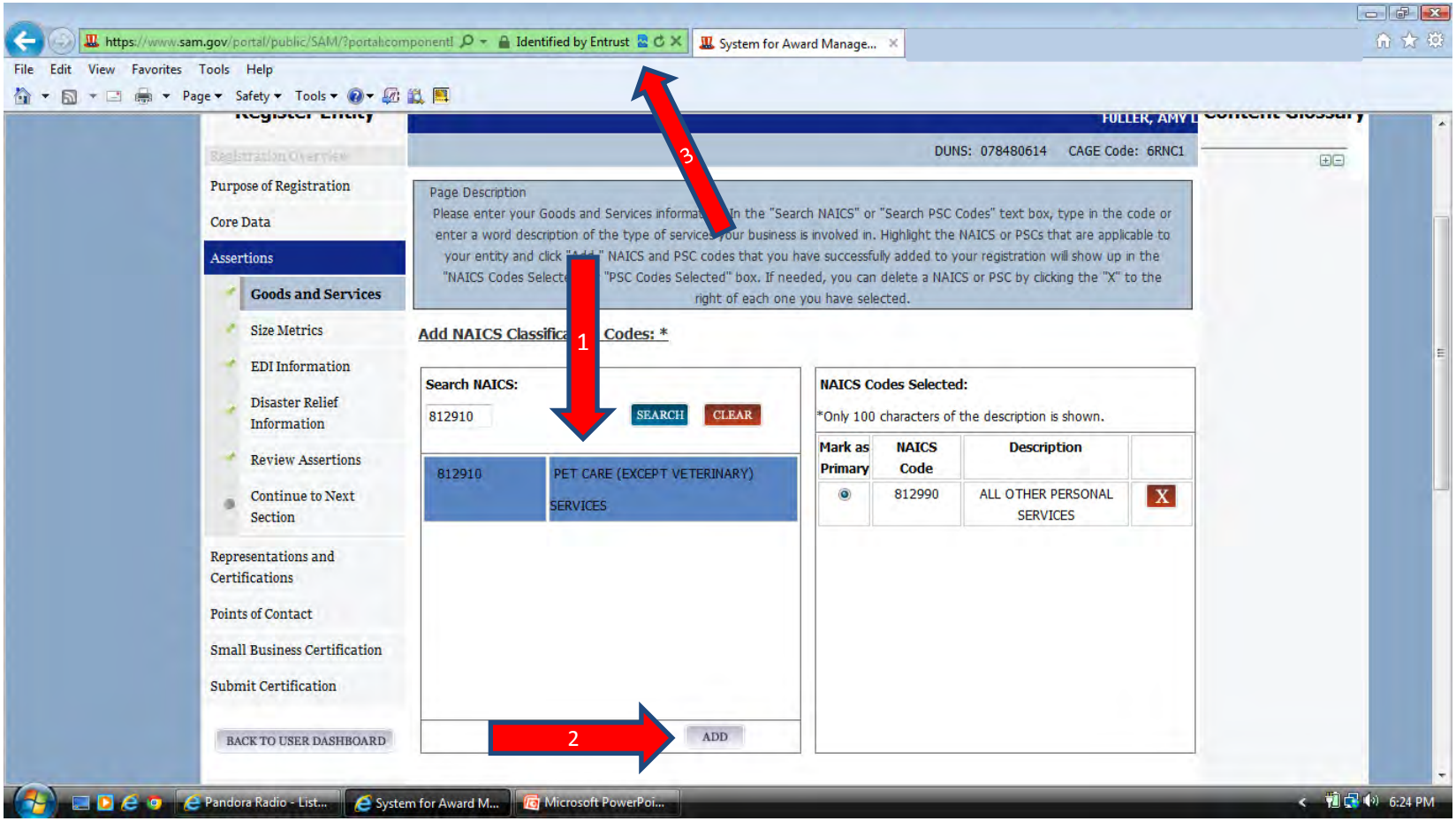
If you are doing Contracts you will be required to complete the assertions and the Representations & Certifications sections of the registration. If you are applying for Grants or other Federal Assistance only these sections are not required.



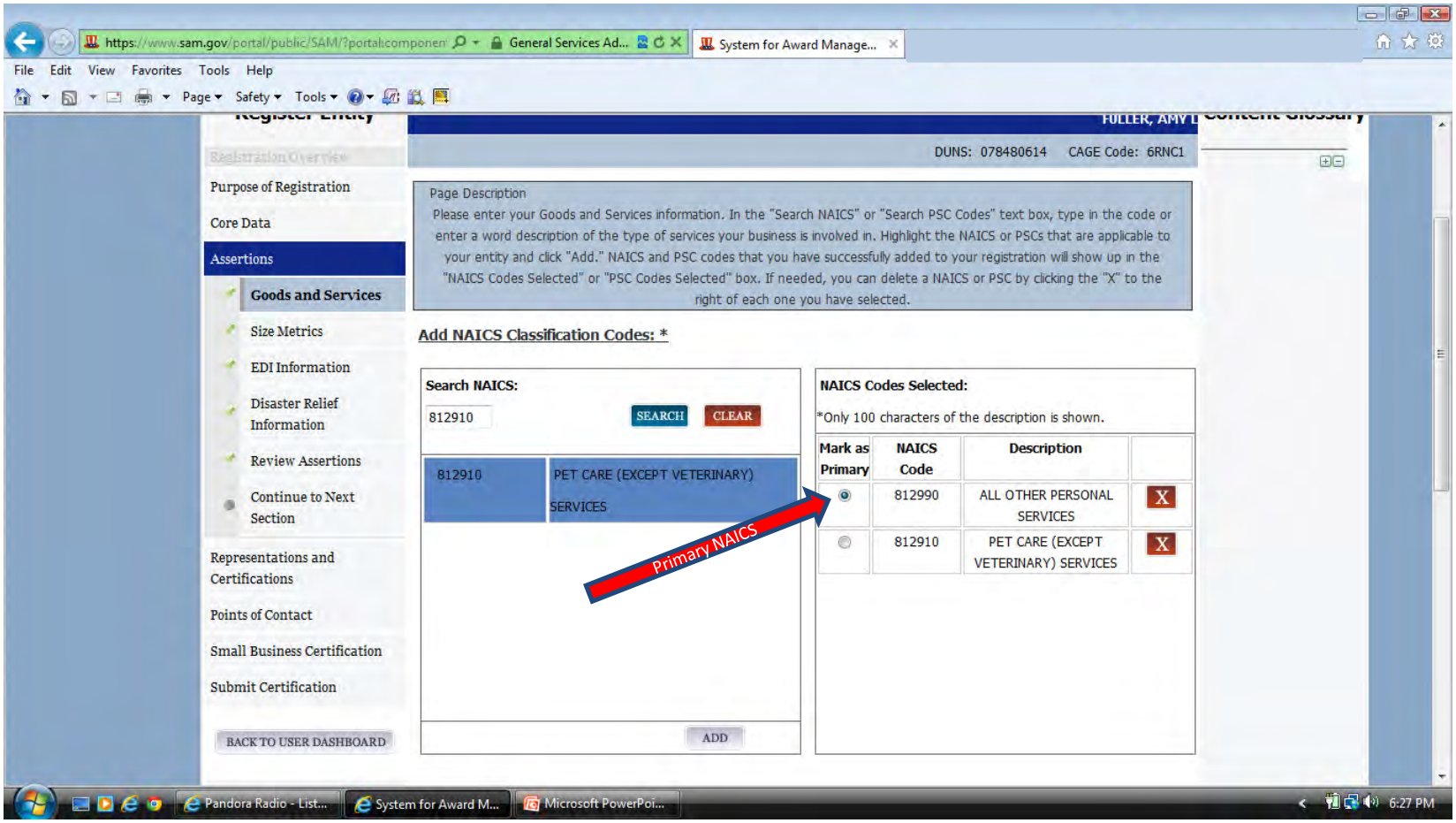
Your NAICS codes are used to describe what your company does. If you do not know what your NAICS codes are you can search for them by going to http://www.census.gov/eos/www/naics/ to search by Keywords. Only one NAICS is required to be entered in SAM. Once you find your NAICS enter it in the Search NAICS box (1) and click search (2)



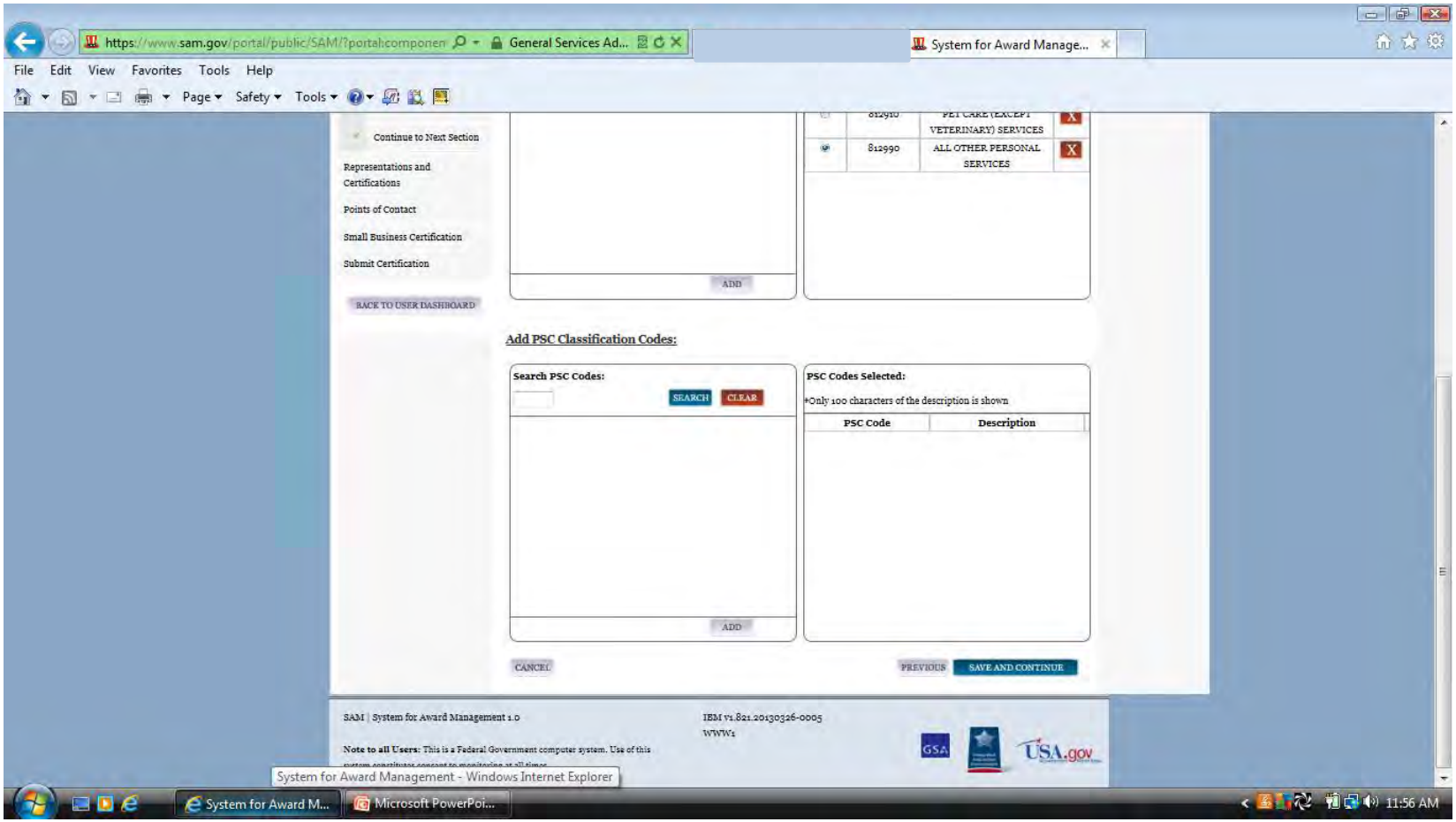
When your NAICS and description populate in the box below the search click on the description (1)to highlight it and then click add at the bottom of the box (2). If nothing happens when you try to search your NAICS you may need to select your compatibility view button (3) and try again.



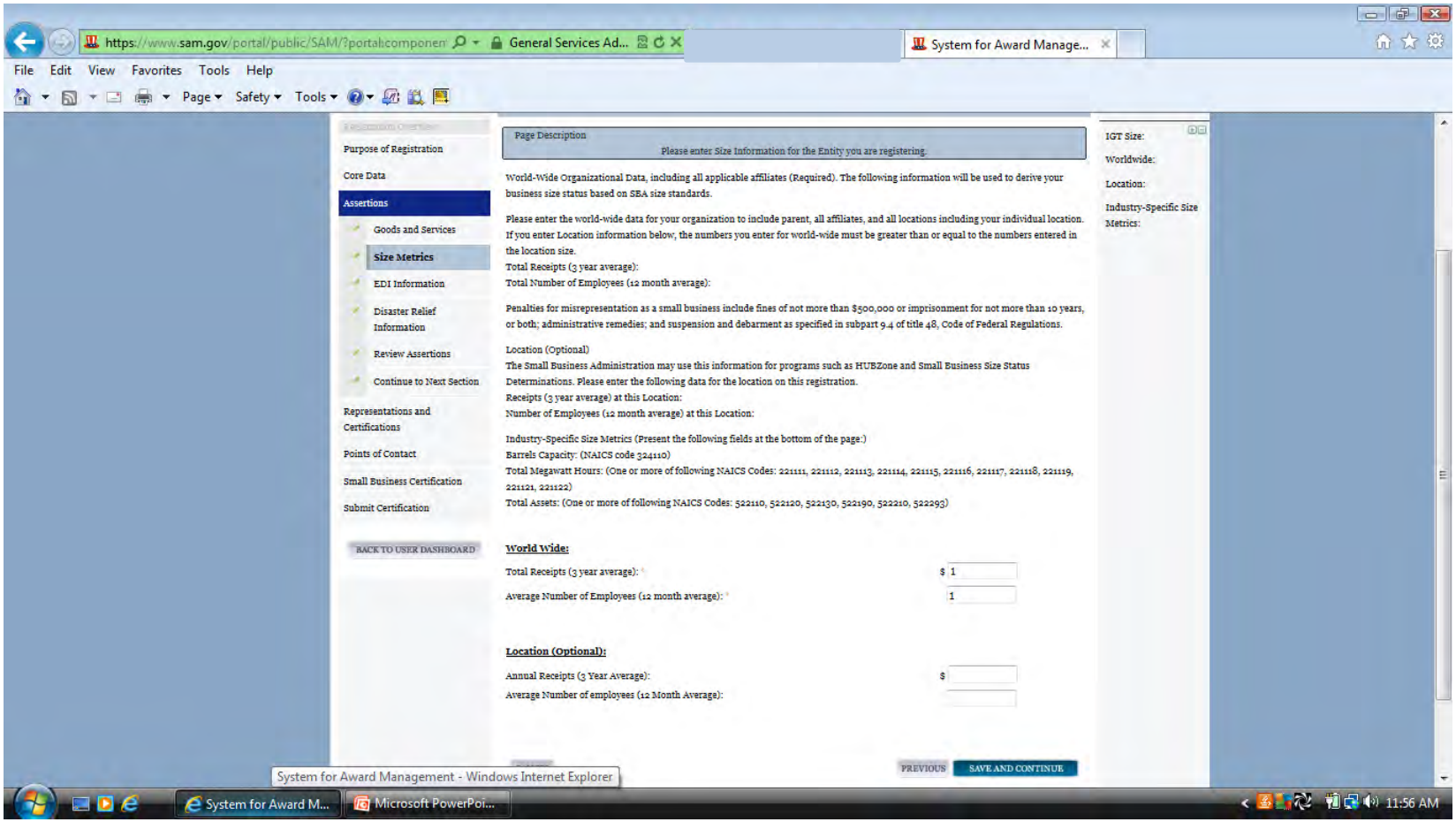
When you click the add button your NAICS information will populate in the NAICS selected box on the right. You must select one as your primary NAICS.



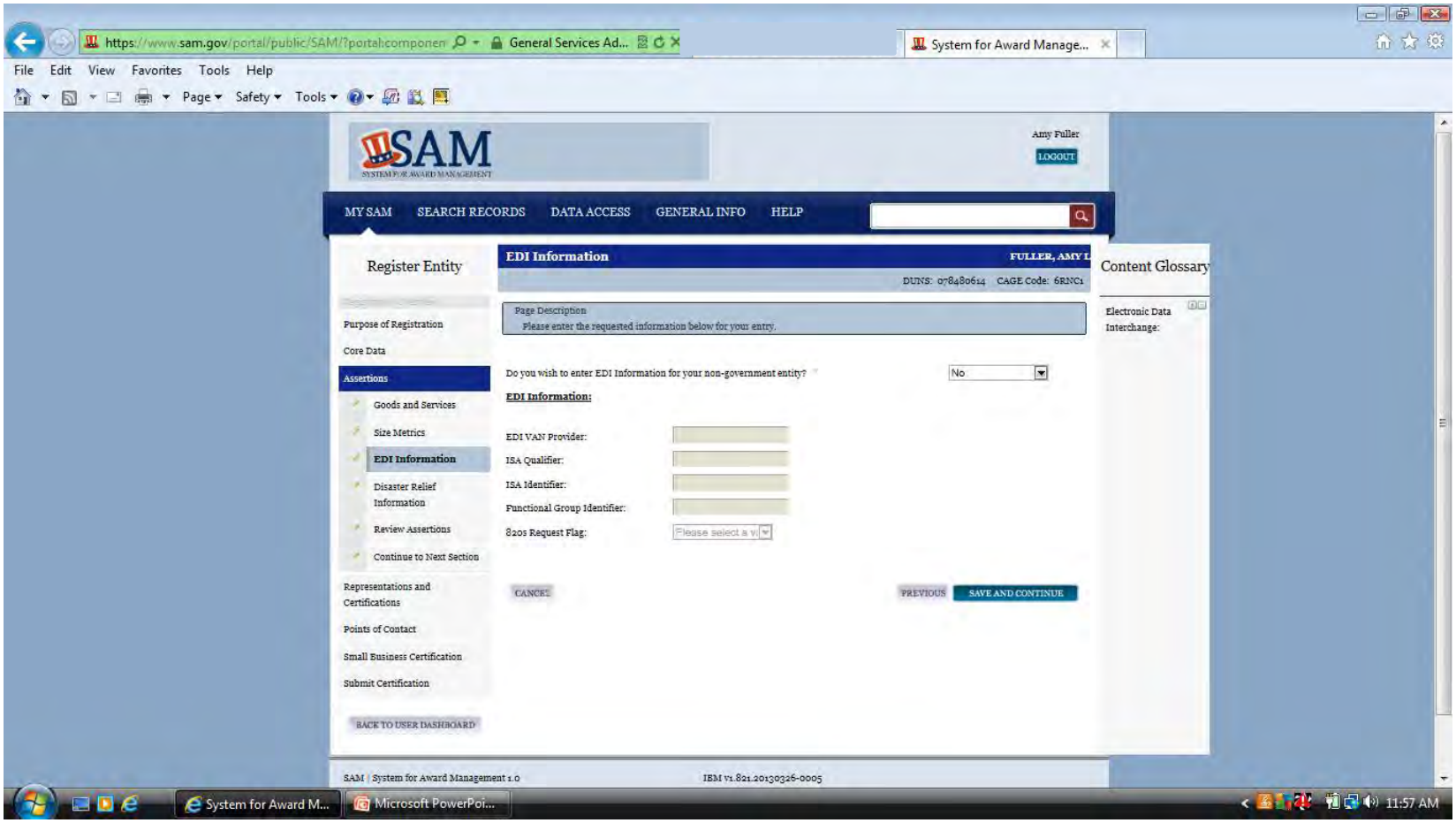
PSC codes are optional. They can be added the same way as the NAICS.



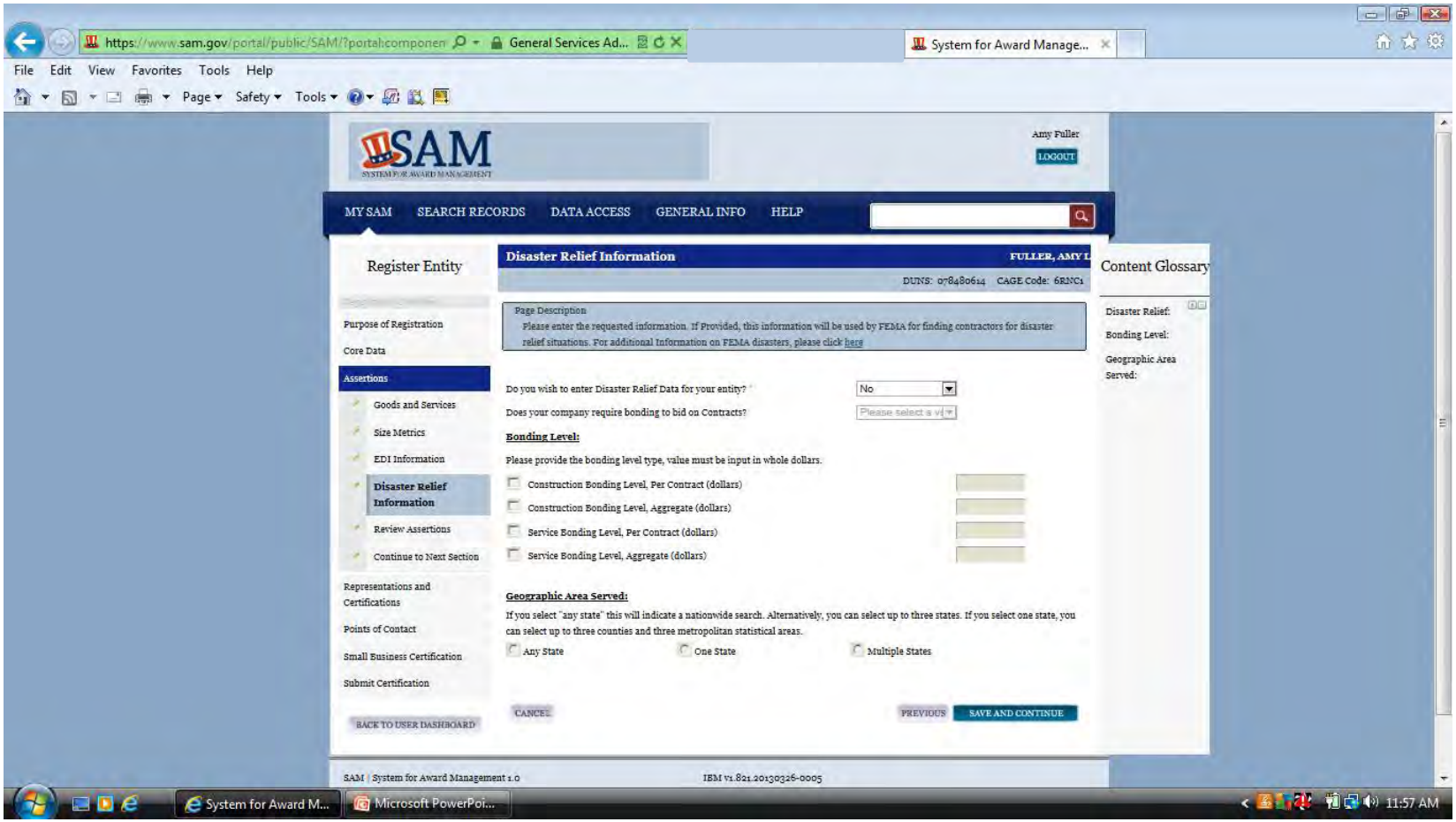
A valid dollar amount must be entered for your Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average.



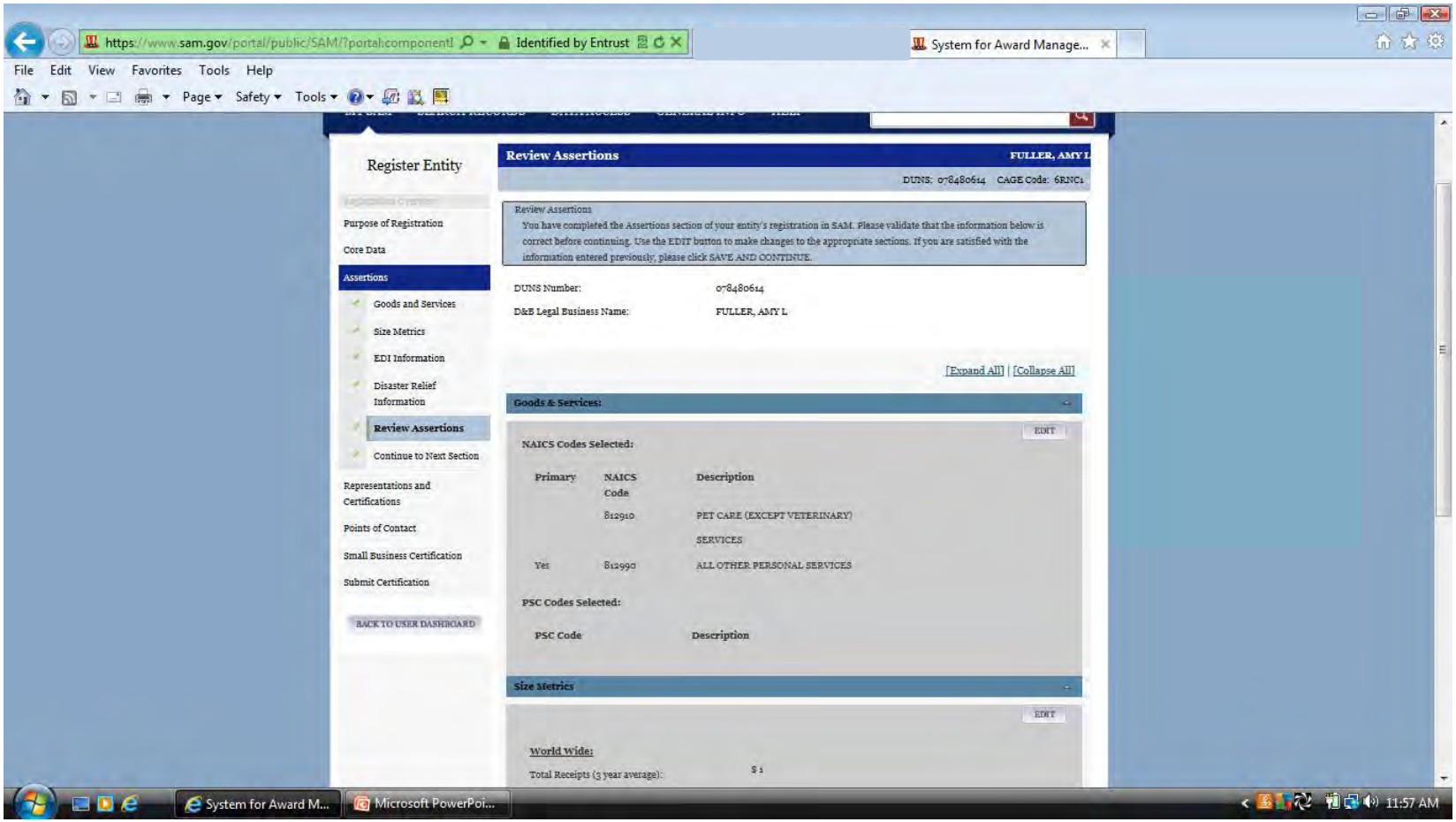
Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats.



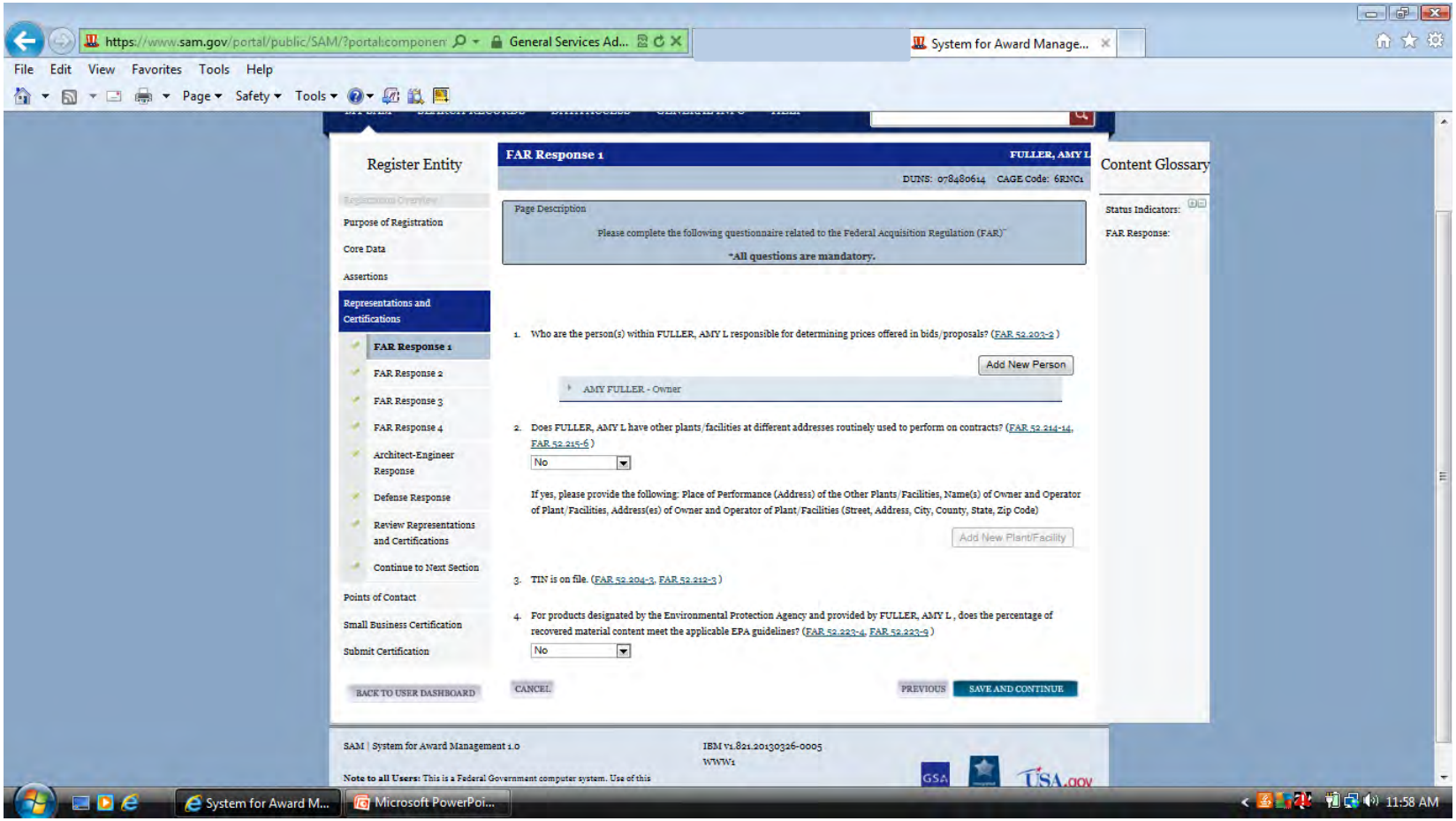
This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.



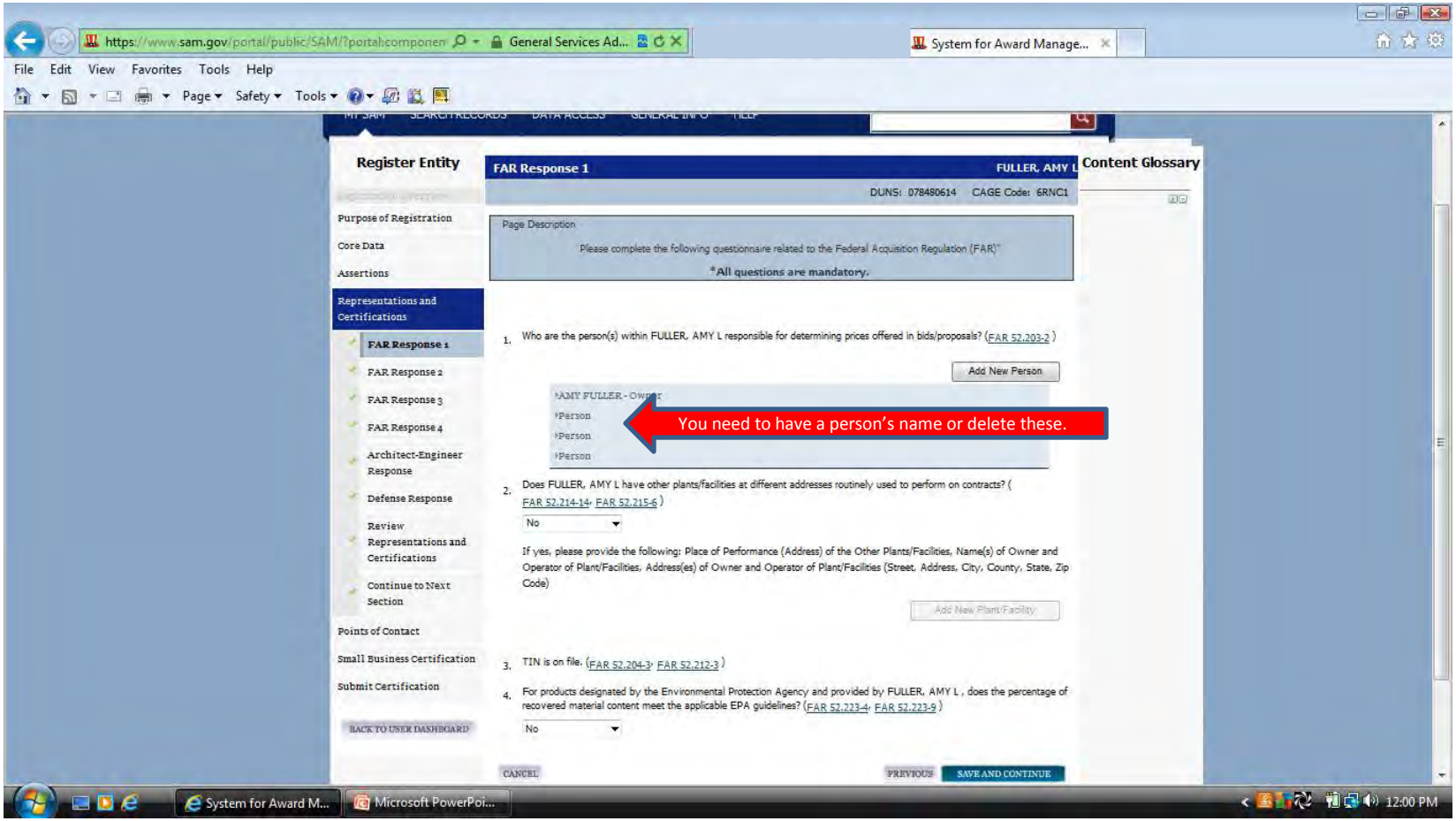
Review the information that you have entered and select save and continue at the bottom of the page.



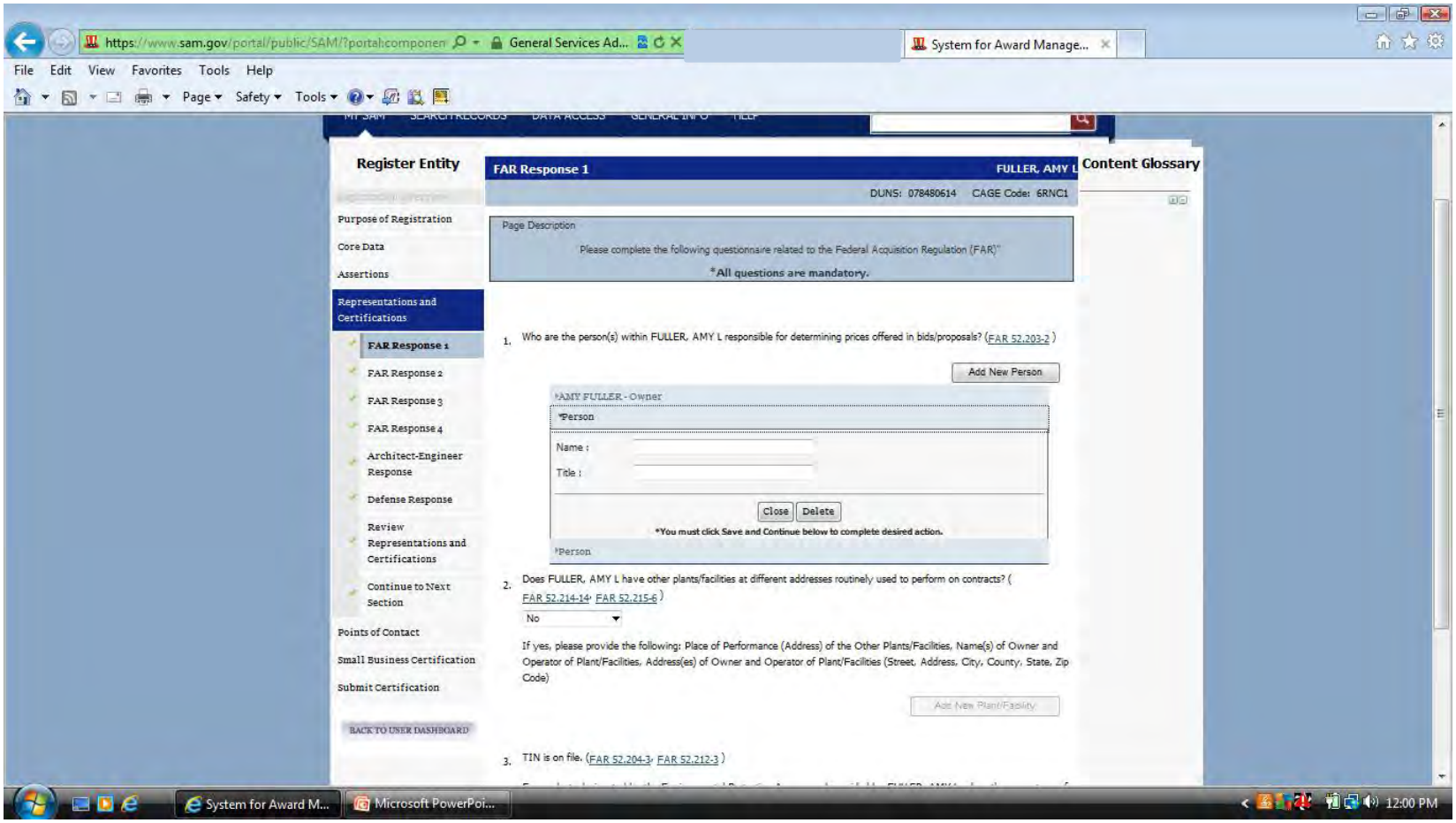
When attempting to add the name of the person listed in question 1 you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2.



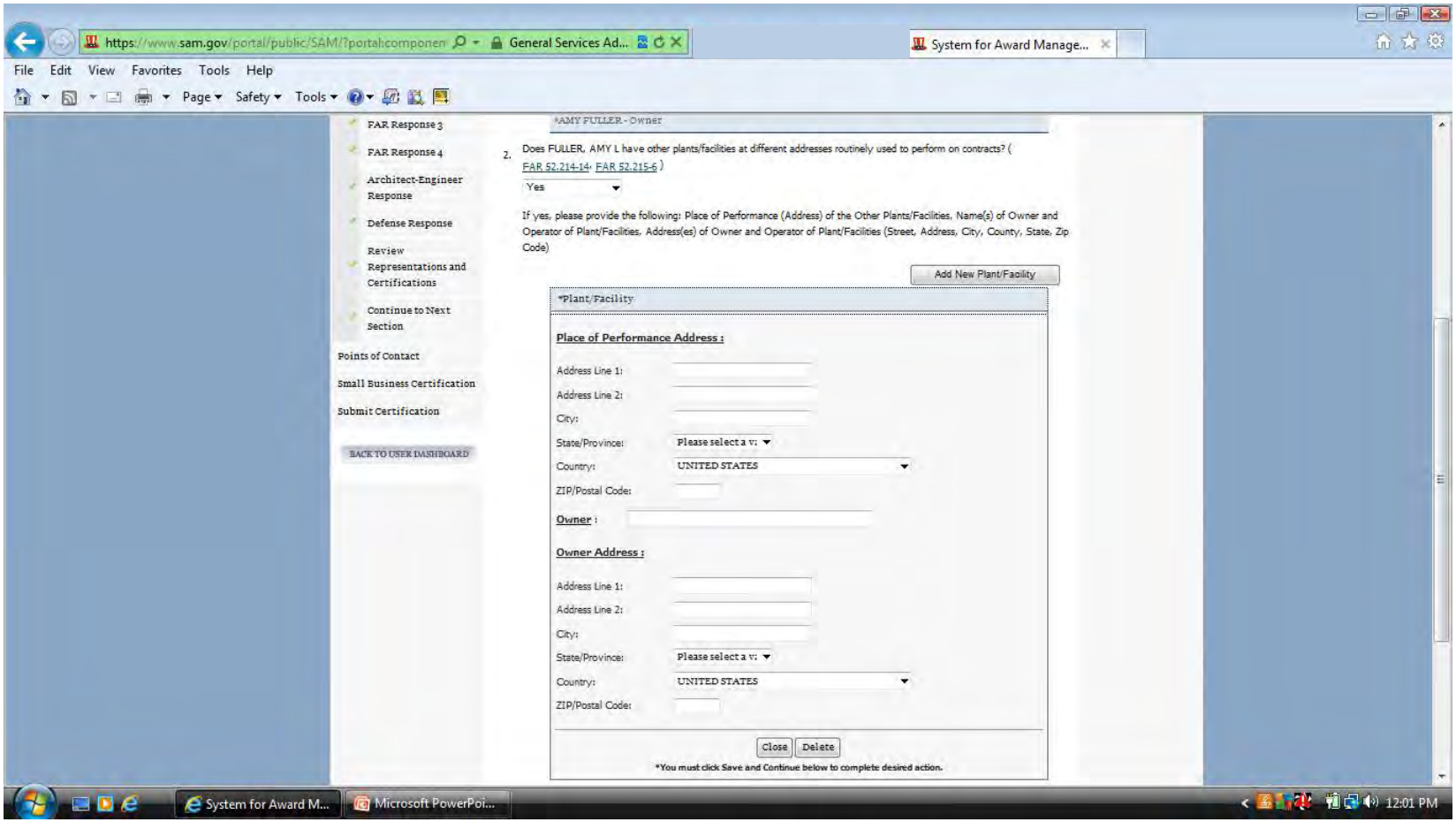
If you selected Add New Person and nothing happened, select the compatibility view button. If you see the word "person" you will need to click on each one and either enter a person or click delete at the bottom of each box.



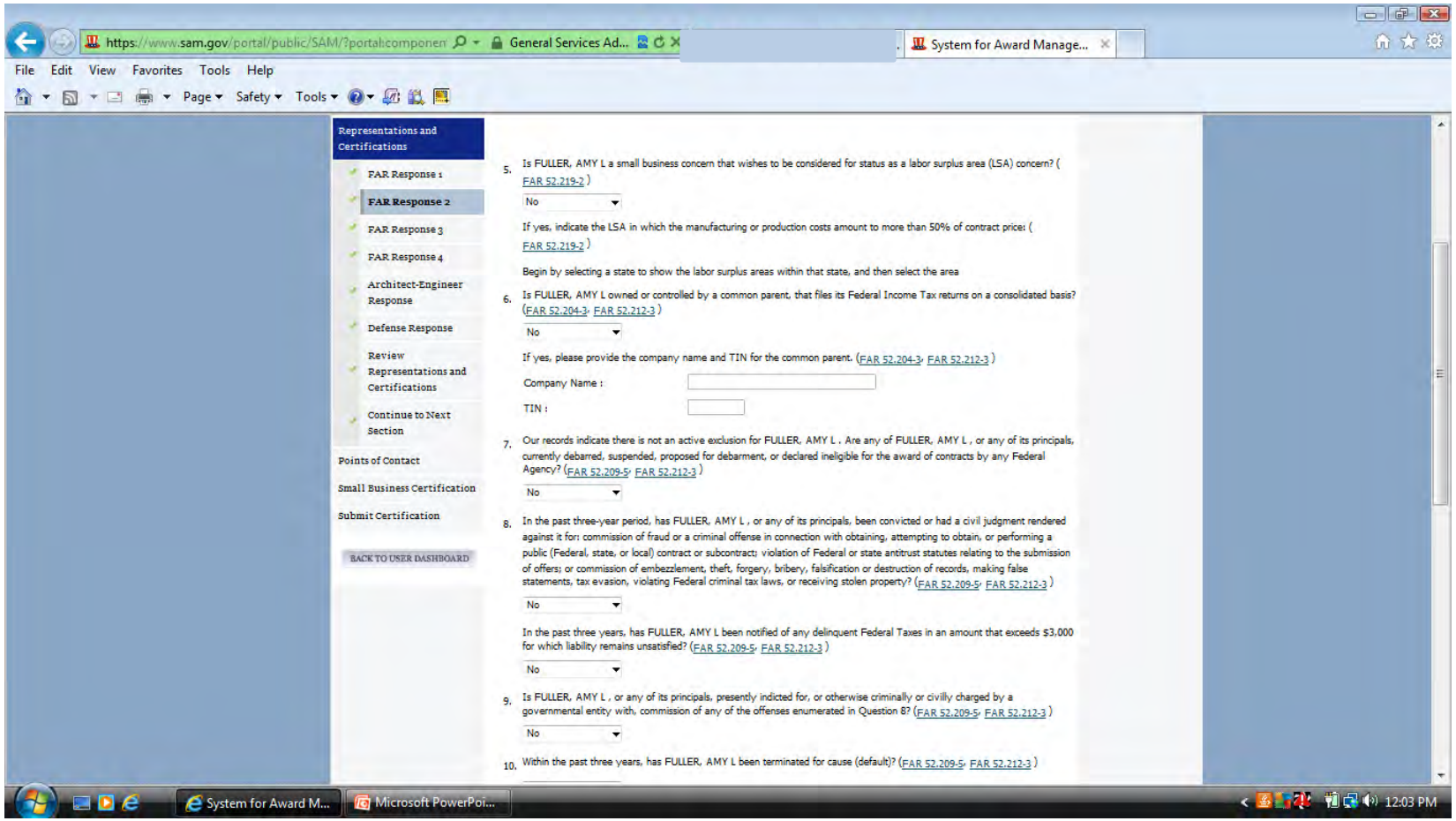
When you click on the word person a box will open. You can either add a person or click delete.



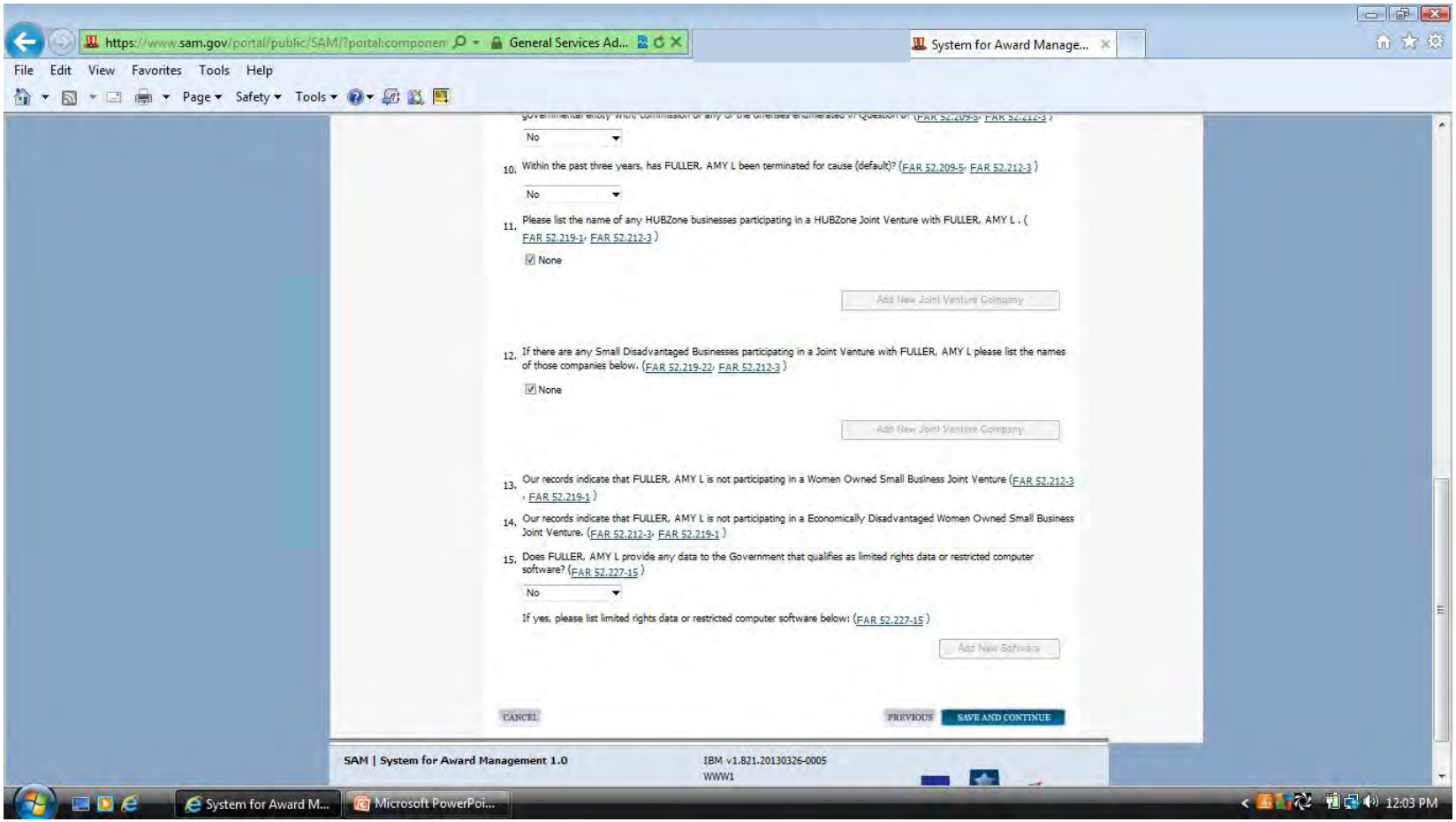
You can add plants at other locations in this box.



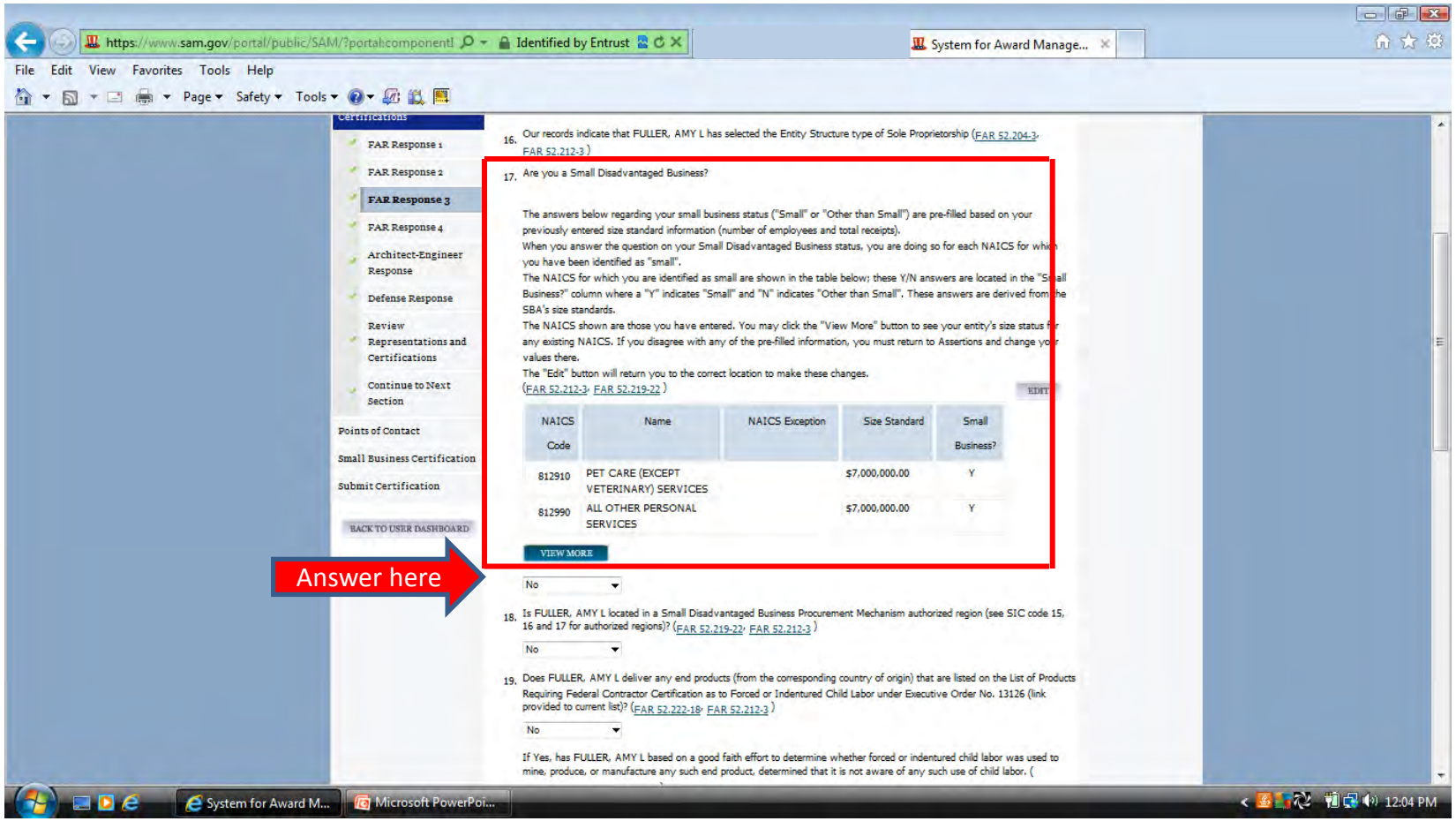
Make sure to answer every question as you go through this section.



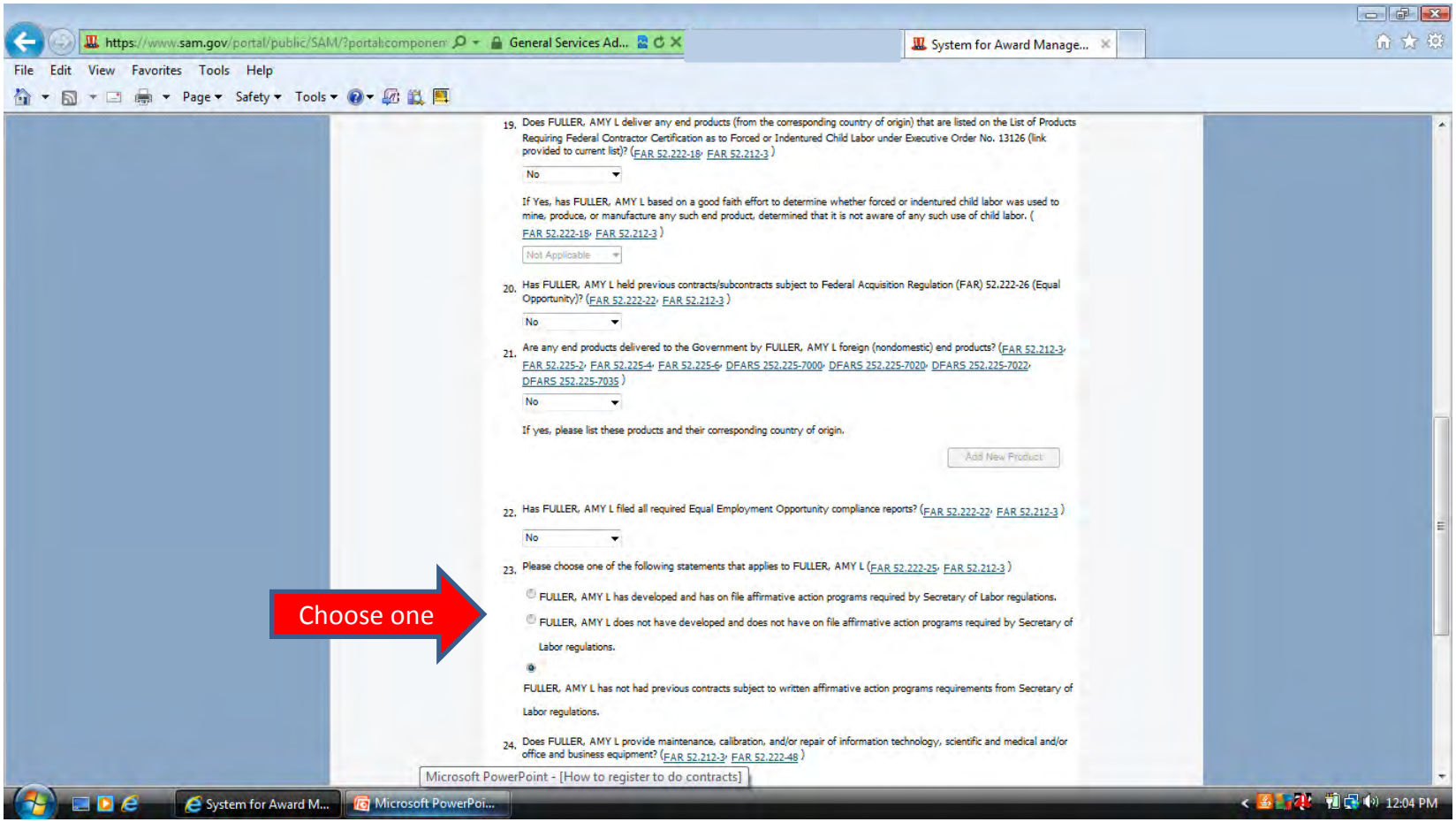
Make sure to answer every question as you go through this section.



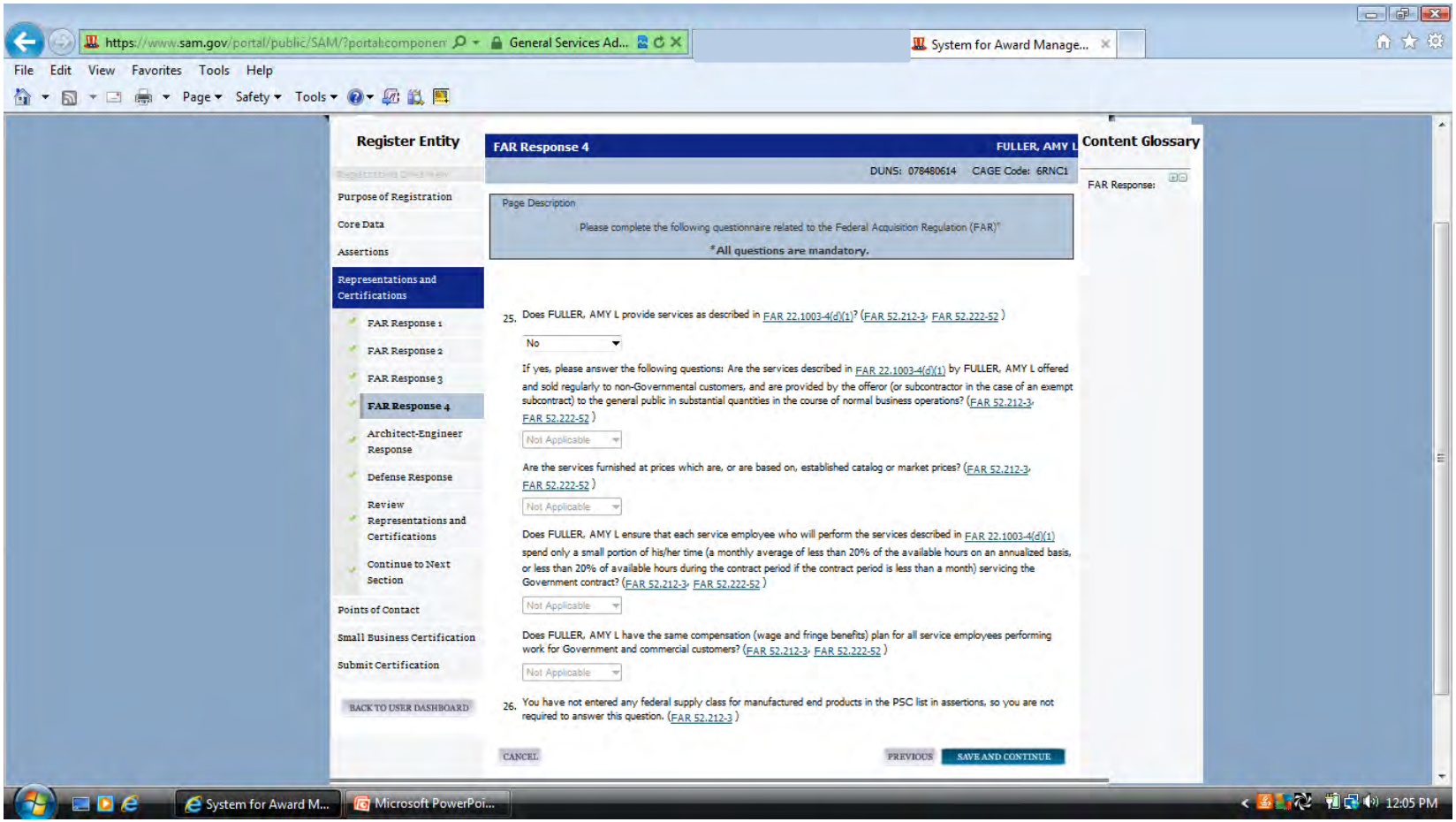
Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.



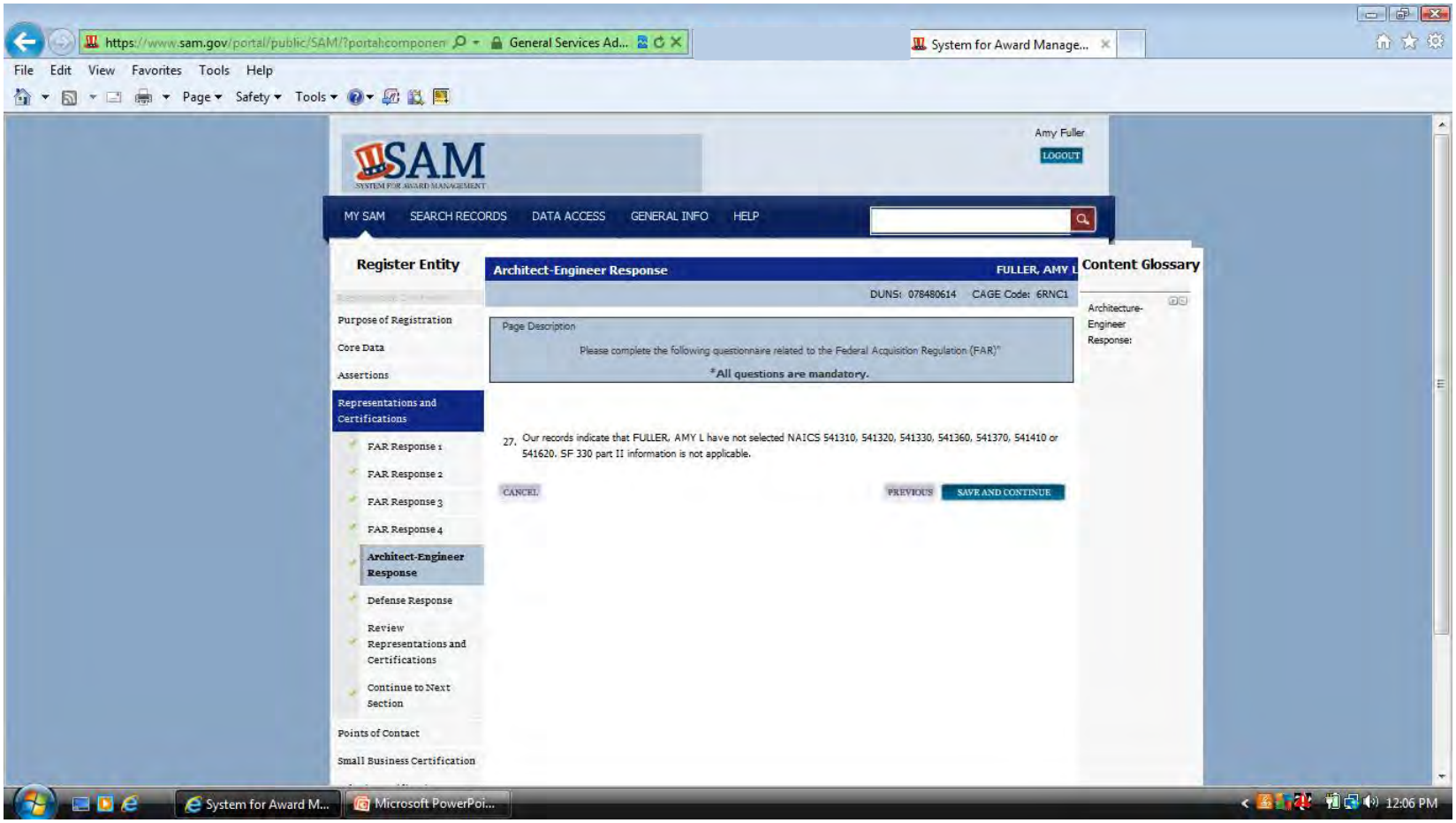
Another commonly missed question is number 23. Select one of the options.



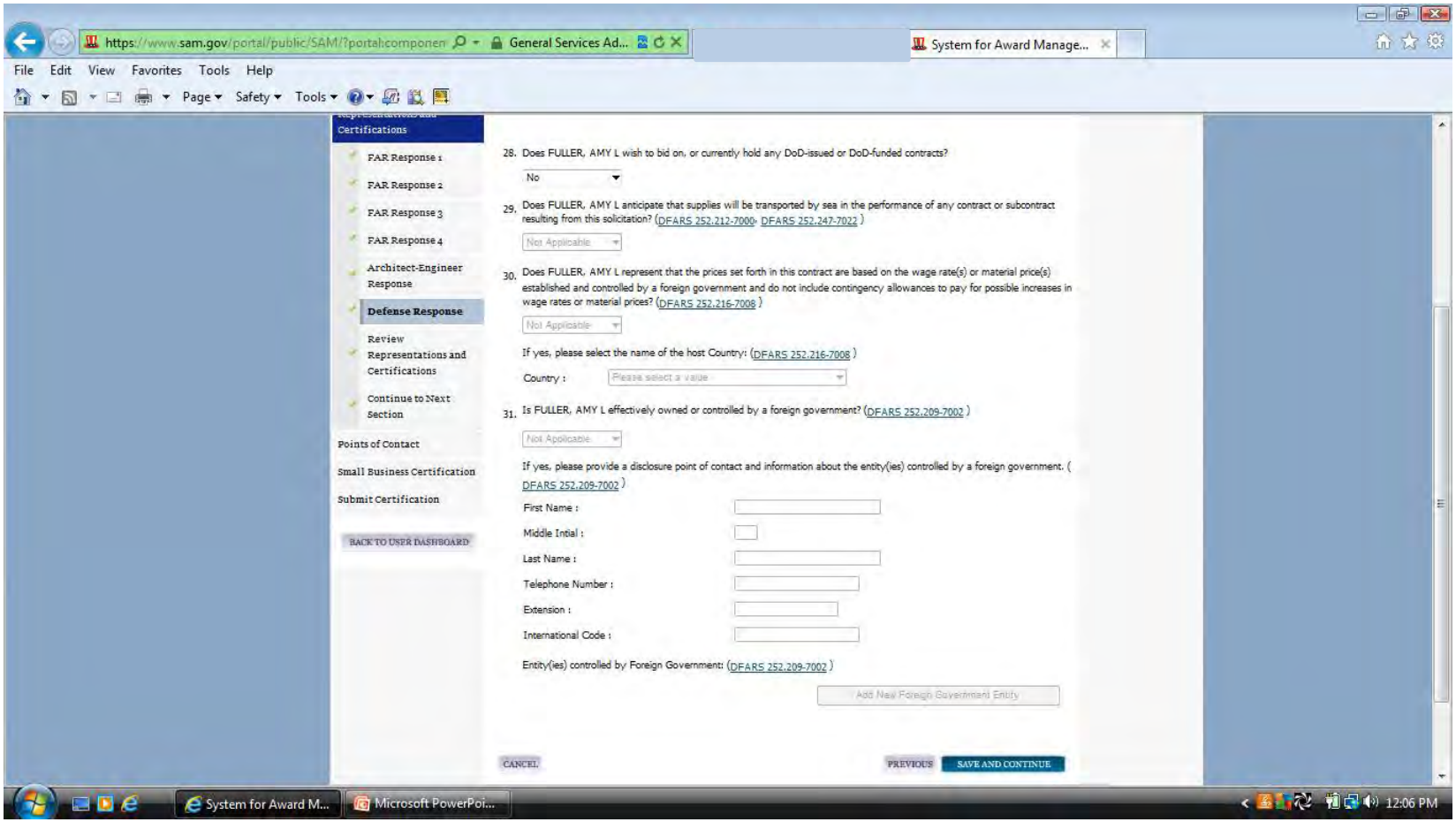
Make sure to answer every question as you go through this section.



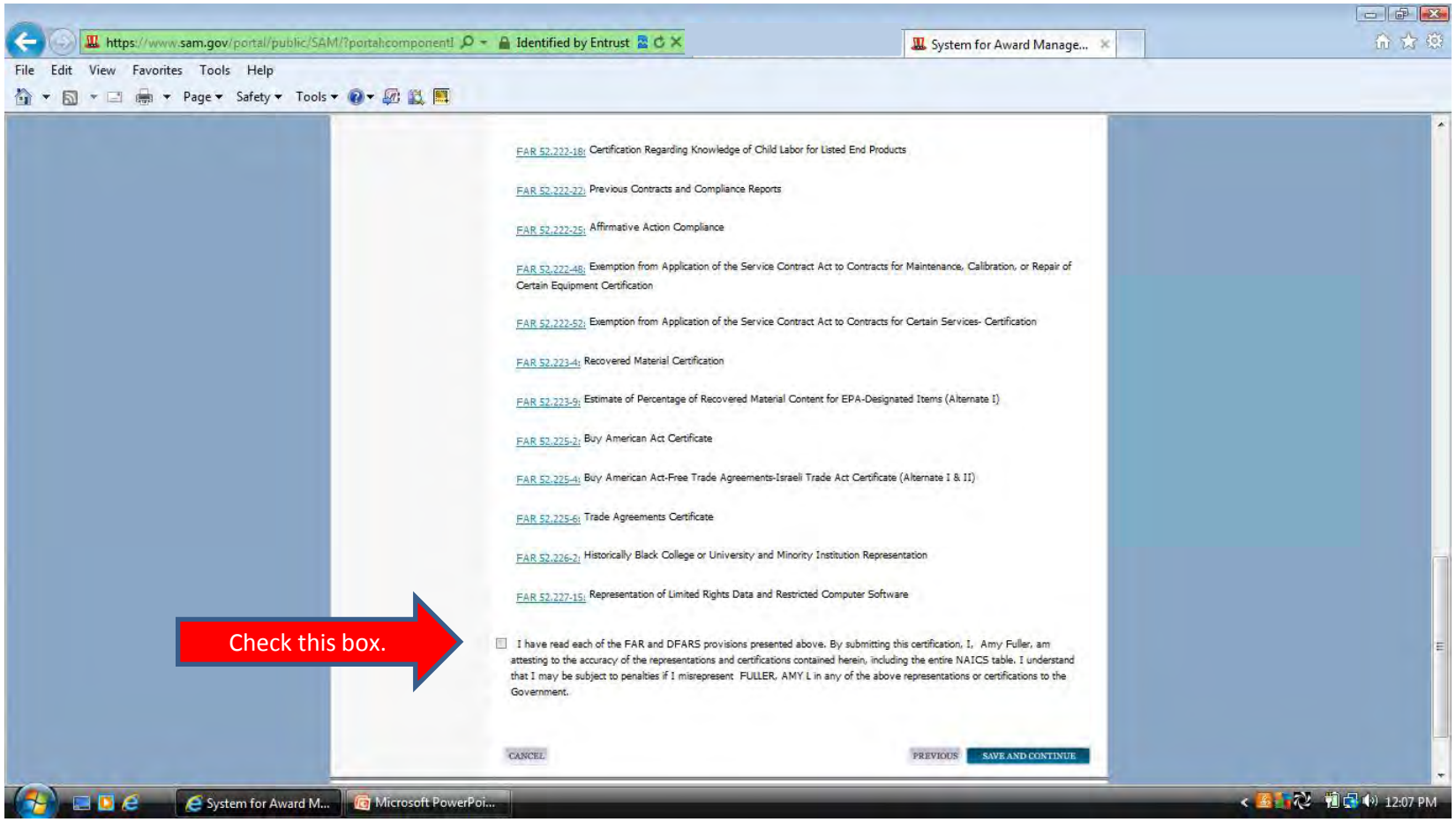
If you have not selected the NAICS listed you are not required to answer the Architect-Engineer Response questions.



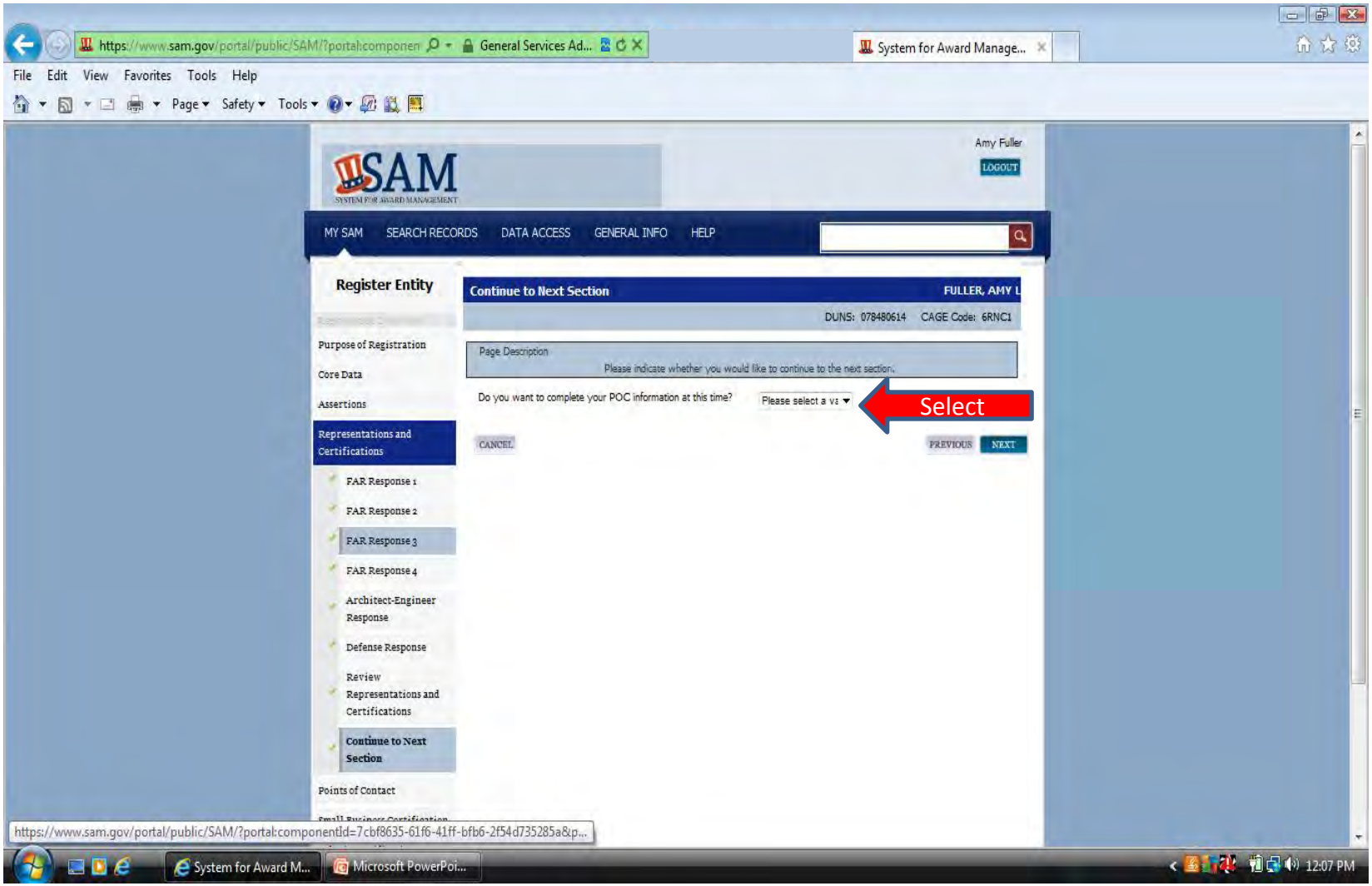
Make sure to answer every question as you go through this section.



The box at the bottom of this page must be checked to continue.



Select yes in the drop down box to continue to the POC page.



Enter Accounts Receivable POC information. Please note the format required for the Non-US phone (first four numbers followed by a hyphen then the remaining numbers).

System for Award Management - Windows Internet Explorer

File Edit View Favorites Tools Help

Purpose of Registration
Core Data
Points of Contact
POC Details
Submit Certification
BACK TO USER DASHBOARD

Page Description

Please enter the requested information below. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

Mandatory Points of Contact

Accounts Receivable POC

Title:
First Name: *
Middle Initial:
Last Name: *
Email: *
Phone: * US or Non US Phone is mandatory
US Phone: (xxx)xxx-xxxx
Extension: xxxxxxx
Non US Phone: xxxx-xxxxxxxxxxxx
US Fax: * (xxx)xxx-xxxx
Notes:

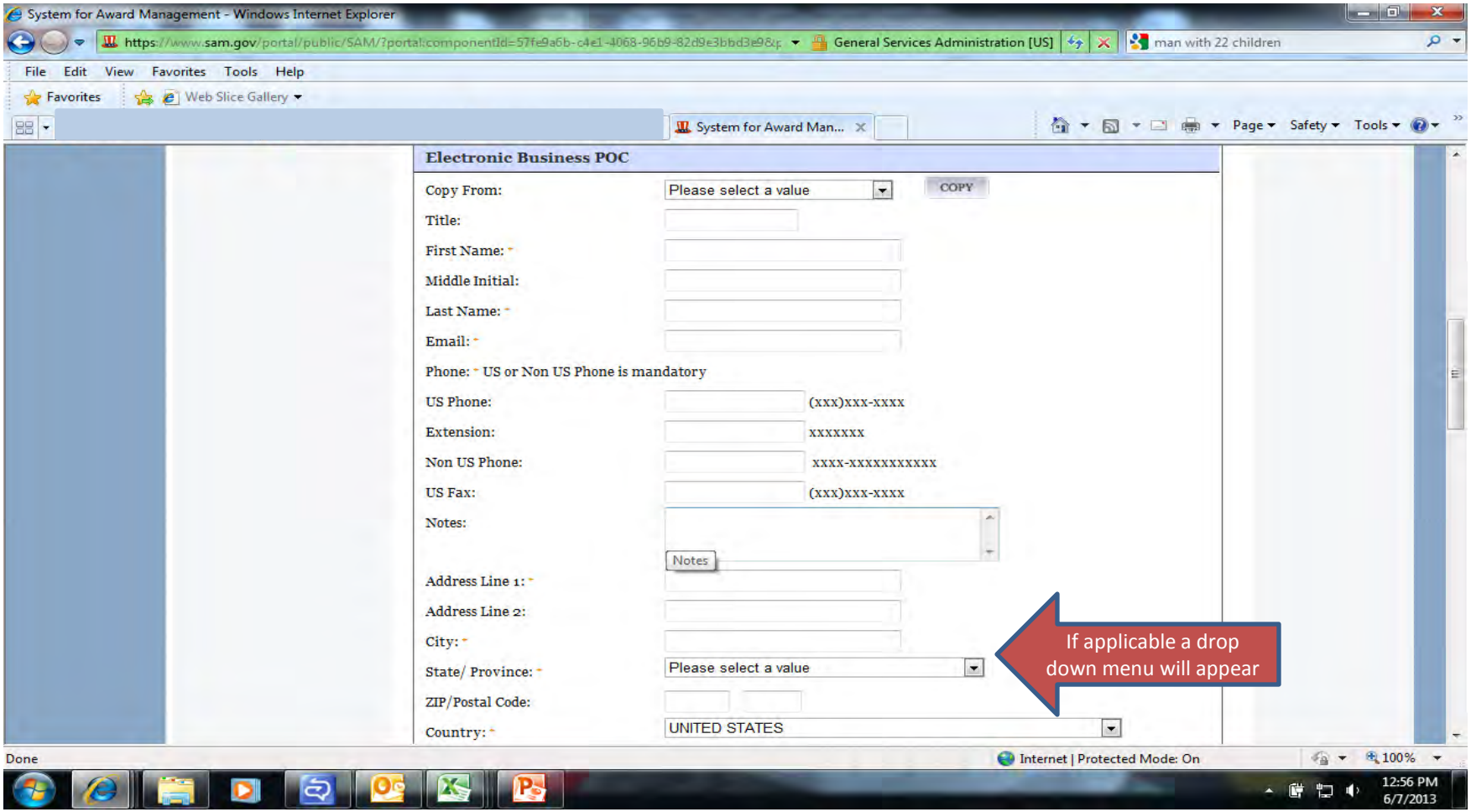
Format

Electronic Business POC

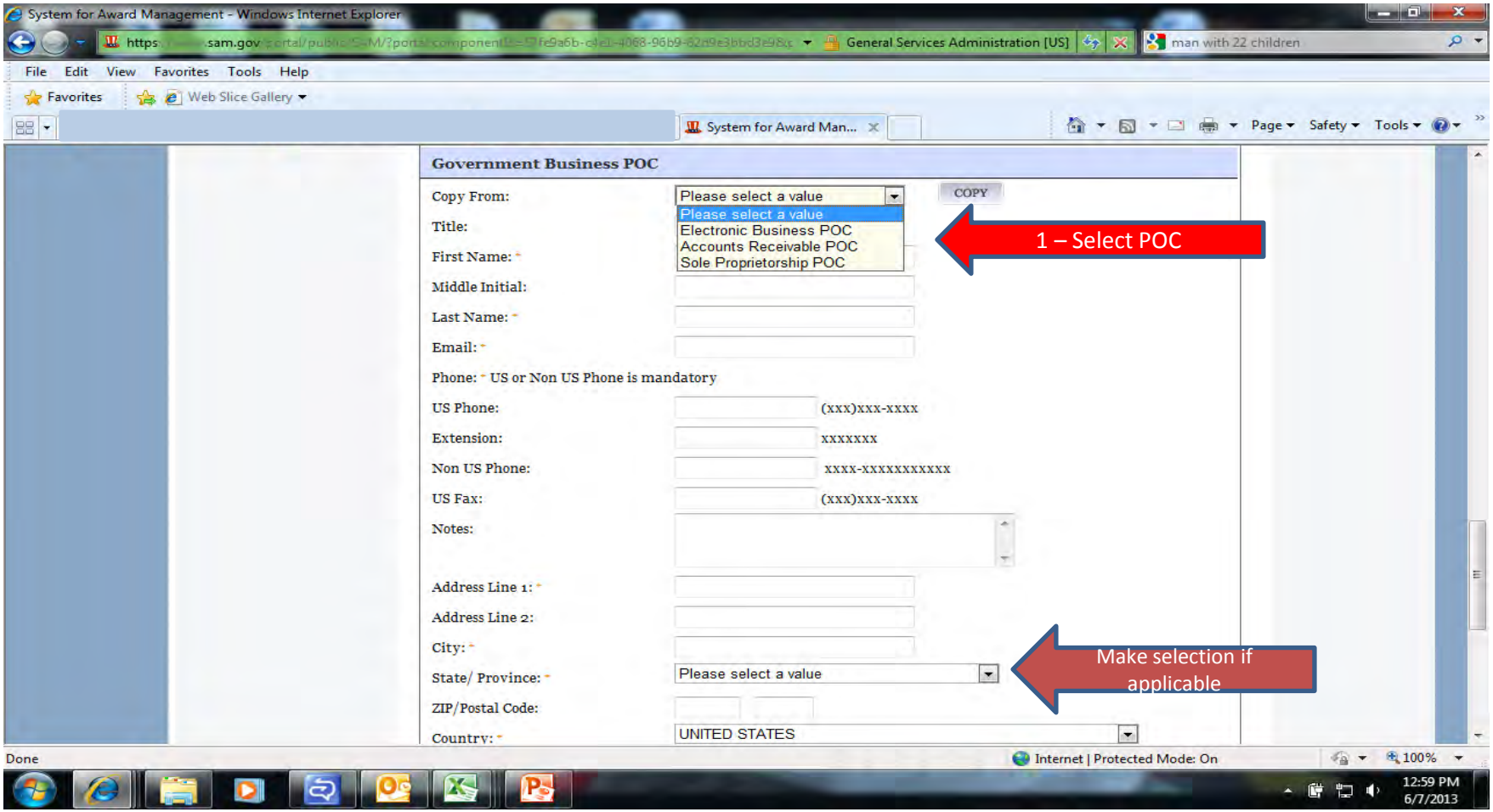
Done

Internet | Protected Mode: On

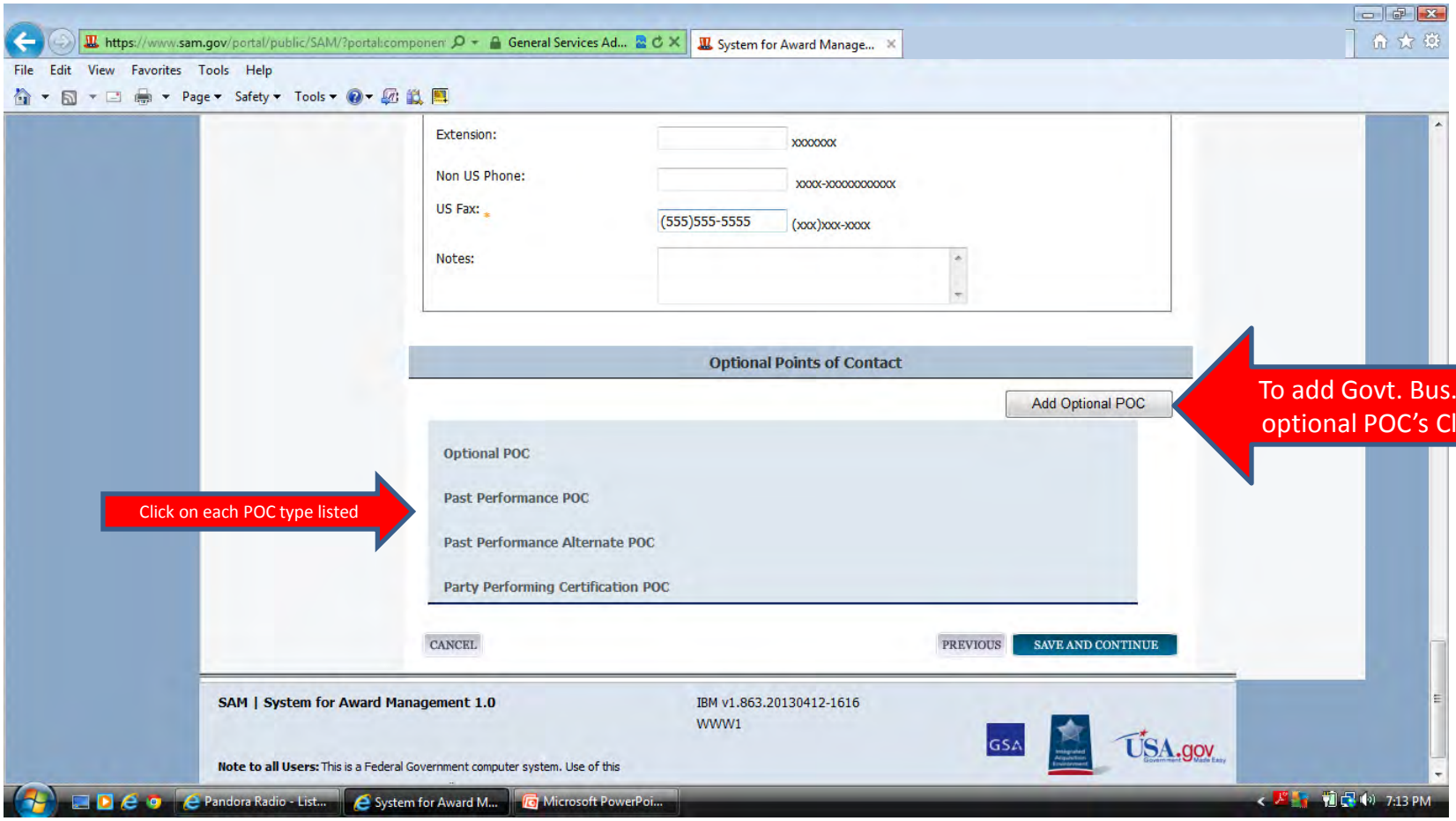
Make sure to enter the first and last name in the proper boxes. This MUST be a person's name not a title or company name. The registration process will not be completed without a valid individual's name. If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank.



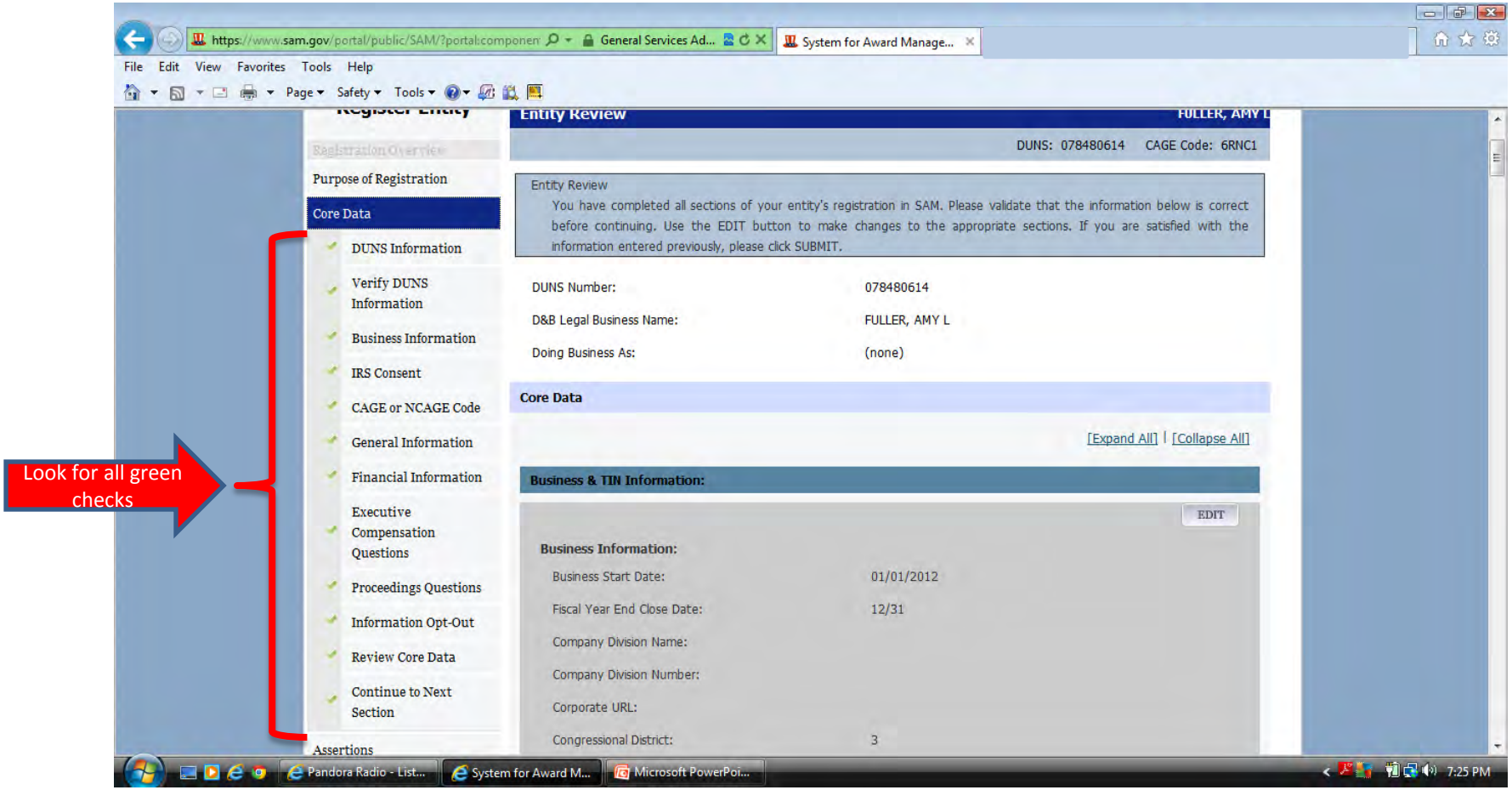
If you are entering the same information as you entered in your Electronic Business POC you can select copy from Electronic Business POC in the drop down box and click on copy (1)



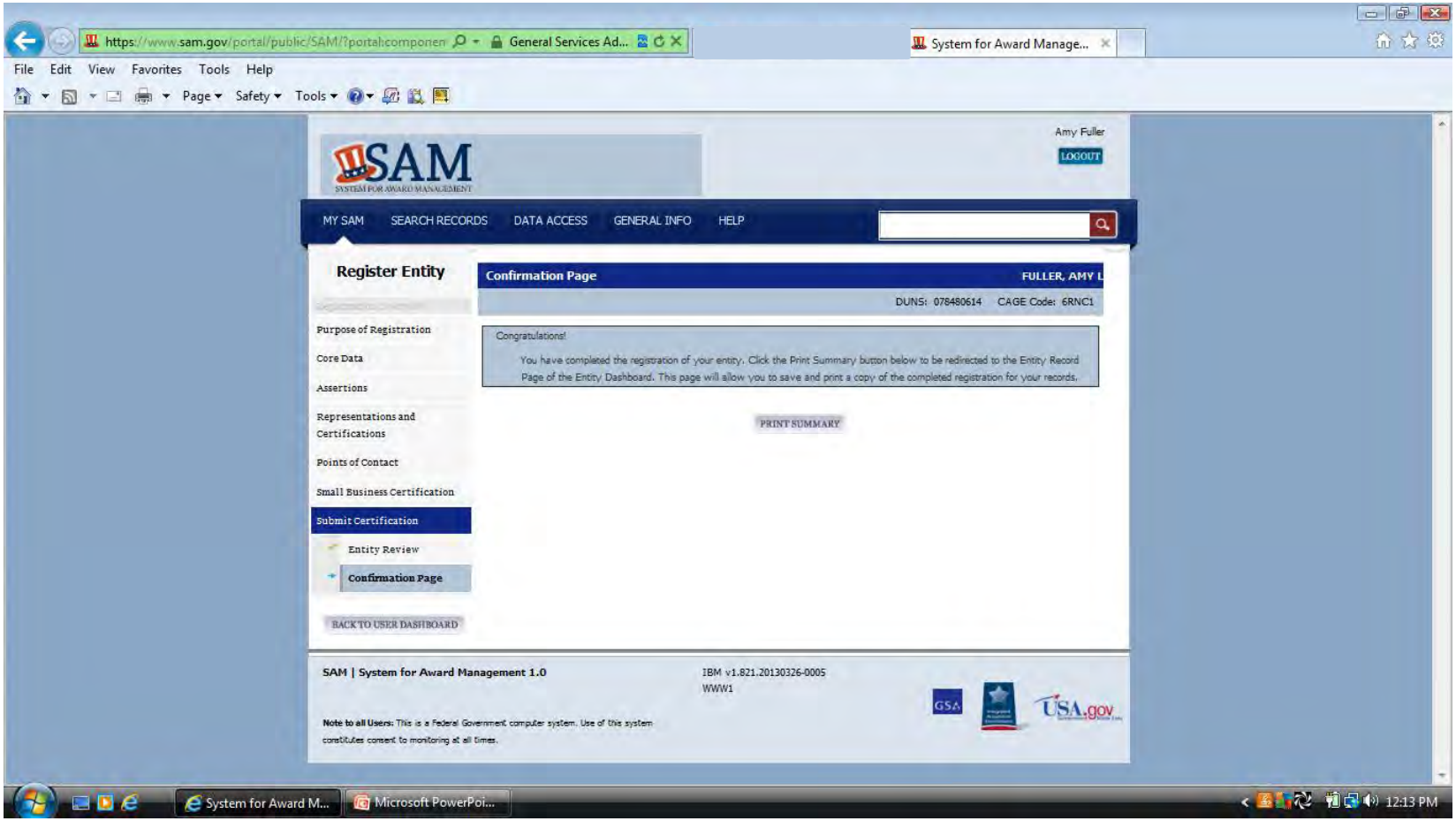
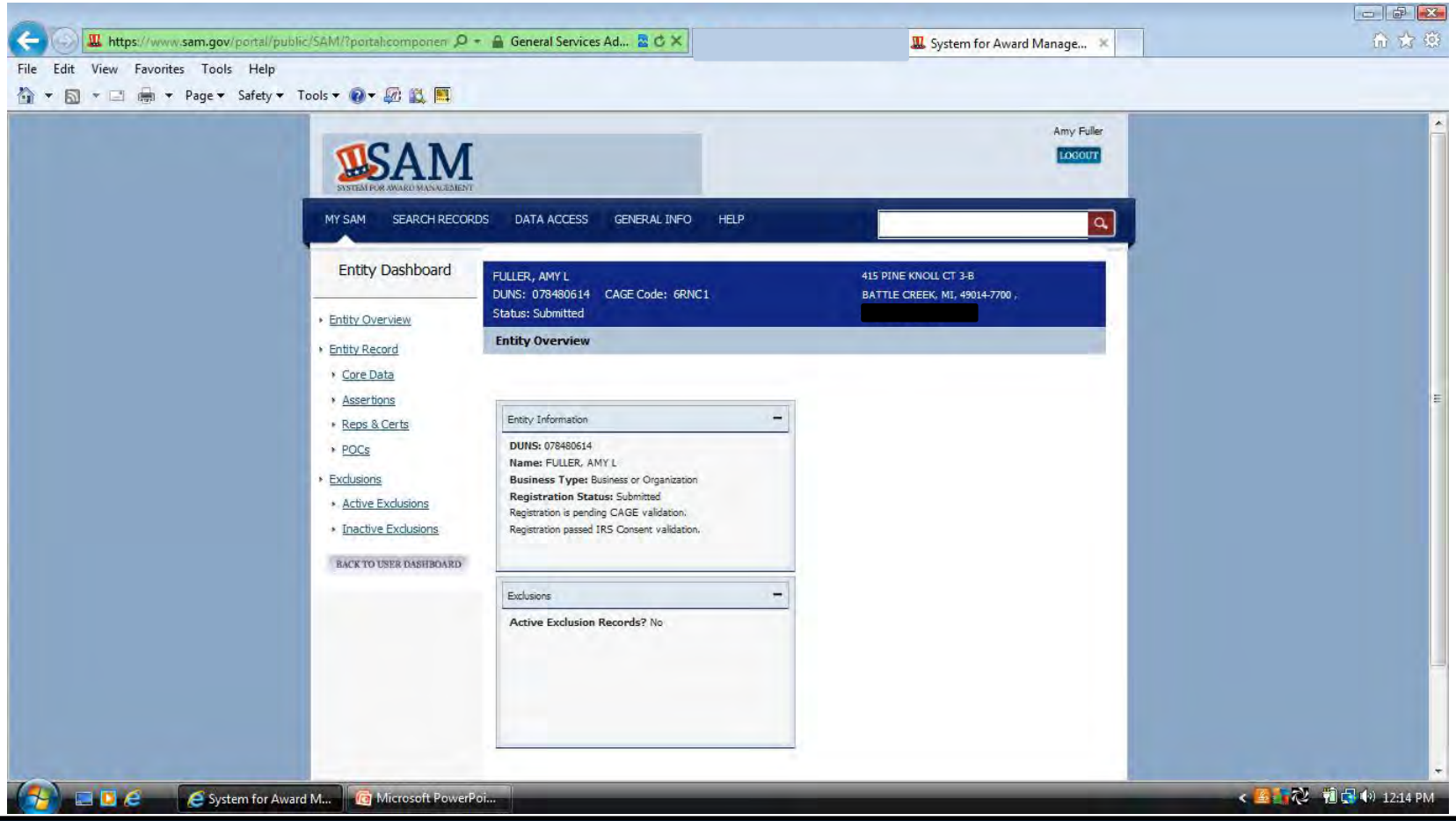
The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on Add Optional POC if you wish to enter additional POC's other than those listed in the grey box.



You can expand each of the tabs in the navigation menu to make sure every page is complete. If you click on each section, the tab expands and you will see either green checks, grey dots or a red x. The red x or grey dot means that you need to return to that section. If you have green checks on every section you can scroll to the bottom of the page and select the submit button.



After you select the submit button you need to make sure to get the congratulations page. If you do not, you will need to go back through your registration and select the submit button again.



If you click on the print summary button on the congratulations page you can confirm the status of your registration. If it still says work in progress it was not successfully submitted. If is says pending CAGE validation you have successfully submitted.