



Doing business with the government entity:

If you have done business with the government, you already know the expectation for competing for contracts. For those who've not had the opportunity, this pamphlet will help you get started by registering into SAM.

System for Award Management (SAM) is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What does registering in SAM mean?

☑ The Offeror has to enter all mandatory information to include Data Universal Numbering System (DUNS) or DUNS+4 number, a contractor and government entity (CAGE) code, as well as data required by Federal Funding Accountability and Transparency Act of 2006 in the SAM database and the government has to validate all mandatory data as part of the registration process necessary to marked the SAM record as "Active".

☑ By submission of an offer, the Offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchase agreement in response to a government solicitation.

What do Offeror need to get started?

1. DUNS Number: You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.

2. Commercial and Government Entity (CAGE) or N ATO Commercial and Government Entity (NCAGE) Code: Foreign entities must obtain a CAGE or NCAGE code for each DUNS number they plan to register in SAM before you start the SAM registration process.



How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform> It takes up to 5 business days to obtain an international DUNS number.

How do I get an CAGE code?

For instructions on obtaining a CAGE or NCAGE, visit: http://www.dlis.dla.mil/Forms/Form_AC135.asp Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. 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.

Steps for Registering

1. Type www.sam.gov in your Internet.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), & Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system why you are registering in SAM.
☑ Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.

6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:

- ☑ On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
- ☑ If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
- ☑ Only use the NCAGE code you get your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
- ☑ Make sure to select "Foreign Owned and Located" on the General Information page.

☑ As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.

☑ In the "Points of Contact" section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.

7. Make sure to hit [Submit] after your final review. You will get a *Congratulations* message on the screen. If you do not see this message, you did not submit your registration. What happens next?

☑ Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.