SAM Registration for Foreign Vendors

Updated October 01, 2014.

- System for Award Management (SAM) on A/OPE intranet site: http://aopepd.a.state.gov/content.asp?content_id=43&menu_id=51
- DoD has come out with a set of slides explaining how foreign vendors or grantees would go about registering in SAM. These instructions also apply to foreign vendors and grantees involved with Department of State contracts and grants. There are two documents: one for new foreign vendors or grantees that have never registered in SAM before, and the other for foreign vendors or grantees renewing their SAM registration. We will also post these documents to the public A/OPE website at http://www.statebuy.state.gov;
- SAM website: https://www.sam.gov/portal/public/SAM/#1
- Contractor Registration Tools: http://aopepd.a.state.gov/content.asp?content_id=52&menu_id=50

Additional Vendor Registration Information

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In addition to the other requirements stated on the Acquisition Central website, vendors are required to obtain Data Universal Numbering System (DUNS) numbers for all awards over $3,000.00. Also, vendors are required to register in the System for Award Management (SAM) in accordance with FAR 4.1102.

If you have any issues with SAM, please contact the the Federal Service Desk (FSD, the SAM help desk, open 8am - 8pm Eastern Time); US Calls: 866-606-8220; International Calls: 334-206-7828. We advise vendors and grantees to submit questions and issues through the FSD website rather than calling. That way, FSD will be better able to give you a prompt response. For more information, see the System for Award Management (SAM) website.

Click here for information for vendors or grantees on getting DUNS Numbers and (if desired) opting out of Dun and Bradstreet mailing lists.

Please read the rest of this page before registering in the SAM database:
1. BEFORE REGISTERING, vendors and grantees will need the following:

a. DUNS Number (see above); and

b. For foreign vendors, a NATO Commercial and Government Entity (NCAGE) code (see the document and initial registration slides below for more information;

2. SPECIAL INSTRUCTIONS FOR FOREIGN VENDORS:

a. Click here for suggestions to vendors and grantees on how to get NCAGE Codes and register in SAM;

b. The Department of Defense has published instructions to their vendors and grantees on how they can register in SAM. These instructions apply equally well to Department of State vendors and grantees. Vendors and grantees that have never registered in SAM before should click on one of the following:
Initial registration instructions -- English version
Initial registration instructions -- French version
Initial registration instructions -- Dutch version
Initial registration instructions -- Albanian version
Initial registration instructions -- Serbian version

Vendors and grantees renewing their SAM registrations should click on one of the following:
Registration renewal instructions -- English version
Registration renewal instructions -- French version
Registration renewal instructions -- Dutch version
Registration renewal instructions -- Albanian version
Registration renewal instructions -- Serbian version

3. WHEN REGISTERING IN SAM, all vendors must report in SAM database information pertaining to U.S. criminal, civil, and administrative proceedings through which a requisite determination of fault was made. This applies to all vendors that submit an offer on a Federal contract valued over $500,000 and that have more than $10 million in active contracts and grants as of the time of proposal submission. This data is automatically forwarded from SAM to the Federal Awardee Performance and Integrity Information System (FAPIIS) for use by Contracting Officers in making vendor responsibility determinations. Vendors must update this information in SAM semi-annually, throughout the life of the contract.

If you are using a Department of State computer (or other federal government computer) that can access the Department of State Intranet, click here to go to the Department of State Electronic Commerce Intranet website. The Intranet website is for internal federal government use only.