



## **SAM REGISTRATION**

The Federal Acquisition Regulation (FAR) at FAR 4.11 requires all contractors to be registered in SAM (System for Award Management) database **prior to award of a contract** for those actions at or above \$25,000, which are awarded to foreign vendors for work performed outside the United States.

The database compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, one needs a DUNS number and a NCAGE code. If you do not have this information, one has to obtain this before registering. There is no cost involved, neither obtaining the numbers, nor registering in the SAM.

### **How-to register:**

**Note: When registering in all systems please remember that the address has to be the same as the address at D&B and must be the physical address of your business:**

- 1) First you must obtain a DUNS number from Dun & Bradstreet. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). You may obtain your number by calling customer service at D&B Norway <http://www.db24.no/no/kontakt>
- 2) Next get an NCAGE code: If you are a foreign entity, you are required to enter a NATO Commercial and Governmental Entity (NCAGE) code. You must obtain this code prior to registration in SAM. Entities located in countries that are a member of NATO or are a sponsored Non-NATO (Tier 2) nation must contact their local country's codification bureau to request an NCAGE code be assigned.

Contact for NCAGE in Norway:

<http://www.nato.int/structur/AC/135/main/links/contacts.htm>

- 3) Wait 24 hours after obtaining both the DUNS number and NCAGE code. You must then proceed to create a user profile in SAM before you can register <http://www.sam.gov>
- 4) Once your profile is complete you may now proceed to register in SAM <http://www.sam.gov>
- 5) When registration is complete please provide the Embassy with your DUNS number so we can locate you in SAM.

If you have any questions, please contact our GSO Procurement Section by phone at +47 2130 882/85051 or by e-mail: [OsloProcurement@state.gov](mailto:OsloProcurement@state.gov)