

Registration Instructions

Dun and Bradstreet (DUNS number)

NATO Commercial and Government
Entity (NCAGE number)

System For Award Management (SAM)

Below are instructions for getting DUNS numbers, NATO Commercial and Government Entity (NCAGE) codes, and registering in SAM. The Department of Defense has also published instructions to their vendors and grantees on how they can register in SAM. These instructions apply to Department of State vendors and grantees too. Vendors and grantees that have never registered in SAM before should click on the following link

<https://www.statebuy.state.gov/pd/SAMRegistration/NewForeignRegistration.pdf>

Registering in SAM is a 3-step process. First, you must register in DUNS, then you must obtain an NCAGE number, and only after these two steps have been completed can you go to the third step and register in SAM.

IMPORTANT: To avoid delays in the registration processes, Serbian companies must use their “Skraceno Poslovno Ime” exactly as it appears in the Serbian Business Registers Agency (Agencija za privredne registre). Do not use the Serbian letters Š Đ Č Ć, use S Dj C and C instead.

If you do not have a DUNS number, then Steps 1 and 2 must be completed at the same time while Step 3 may be completed at another time and only after you have verified that you have both a DUNS and NCAGE number. If you already have a DUNS number, you may proceed directly to steps 2 and then 3.

Non-U.S. vendors should pay special attention to the slides in the "Initial Registration Instructions" on registering and renewing SAM registrations. The slides on how to register in SAM include information on how to get an NATO CAGE (NCAGE) code.

Step 1 - Register in DUNS

ON-LINE

To get a Dun and Bradstreet (D&B) DUNS number on-line click on the link below.

<http://fedgov.dnb.com/webform>

If you haven't previously applied for and received an NCAGE number, then the information you provide to Dun and Bradstreet for the DUNS number must MATCH EXACTLY the information you provided to the Serbian Business Registers Agency (Agencija za privredne registre/APR) including spelling, capitalization, punctuation and spacing. If you used the Serbian letters Š Đ Č Ć, in the APR short name of your company, you must use S Dj C and C instead when registering in DUNS.

Please make sure that:

If you already have an NCAGE number, then the information you provide to Dun and Bradstreet for the DUNS number must MATCH EXACTLY (including spelling,

capitalization, punctuation and spacing) the information you provided to NATO for the NCAGE code. During the registration process you will be asked to provide a SIC (Standard Industrial Classification) code. The listing of SIC codes for your industry area is available at this link: https://www.osha.gov/pls/imis/sic_manual.html

You will receive your DUNS Number via e-mail within 48 hours in most cases. If you have any problems, contact Dun and Bradstreet by email at govtccrhelp@dnb.com

When you call, be sure to explain to D&B that you are requesting a DUNS number for use in U.S. Federal Government contracting or U.S. Federal Government grants or cooperative agreements. (Otherwise, D&B may charge you for the DUNS number.) The process of requesting a DUNS number takes about 10 minutes for domestic individuals and organizations, and may take longer for overseas individuals and organizations. If you already have a DUNS number, the D&B representative will advise you over the phone.

Opting Out from Inclusion in D&B (DUNS Number) Marketing Lists

As a result of obtaining a DUNS number, potential vendors might be included on D&B's marketing list that is sold to other companies. Potential vendors that do not want their name/company included on this marketing list must either:

I. If applying for a DUNS number online, check the box at the end of the online registration next to the words, "Yes, I wish to have my entity excluded from D&B marketing list"; OR

II. Contact Dun and Bradstreet to request they be removed. For the full explanation of how D&B uses vendor information, go to the [D&B Privacy Policy page](#). Once there, for the full list of uses and how to opt out of them, scroll down to the "You Have Choices" section and follow the instructions there. The phone number and e-mail address to use to opt out are listed in the paragraph entitled, "Third Party Marketing".

Step 2 - Get an NCAGE number (NATO Commercial and Government Entity)

To get an NCAGE number, Serbian companies must apply for it through the Serbian Ministry of Defense Directorate of Standardization, Codification and Metrology. Click on this link to access their web page:

<http://www.dskm.mod.gov.rs/>

Download the form "Zahtev za dodelu NCAGE", complete the form and submit it by email to dskm@mod.gov.rs

Non-Serbian companies can apply for an NCAGE number through the NATO Support Agency (NSPA):

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

1. Perform a search on your company name
2. If no CAGE Code is available, click the "Request New CAGE" button and follow instructions. The information you provide must EXACTLY MATCH the information you provided for the DUNS number including spelling, capitalization, punctuation and spacing

IMPORTANT INFORMATION: Once you receive your NCAGE code, you should click on the link to the Business Identification Numbers Cross-referencing (BINCS) (www.logisticsinformationservice.dla.mil/bincs/begin_search.aspx), where you can run a search of BINCS to see if your NCAGE code is in the system. It is important for the NCAGE code to be there because SAM validates the NCAGE codes entered into it by checking them against BINCS. If the NCAGE code is not in BINCS or if there is a problem with the information in it, that page also has a link where vendors can contact BINCS for assistance.

Step 3 - Register in SAM for the first time

Once you obtain both the DUNS number and the NCAGE code, you can then start the SAM registration.

IMPORTANT INFORMATION: When SAM asks for a Tax ID number, they want an American Tax ID number, not your Serbian PIB. Serbian companies **do not** have a TIN - you **must leave the Tax ID field blank**. This is also true for certain other data requested by SAM. For example, Serbia does not use the American format ABA bank routing numbers and account numbers, so these should not be entered into SAM - **you must leave these fields blank**. Also, references in SAM to small businesses only apply to U.S. small businesses. **Businesses based outside the U.S. are always considered Other Than Small (or, just Large)**.

Important information

WHEN REGISTERING IN SAM, all vendors must report in the SAM database information pertaining to 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 for the life of the contract.

SAM has been experiencing performance problems. If you have any issues with SAM, please contact the <https://www.fsd.gov/> (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 or contact the U.S. Embassy Belgrade Procurement section at BLG-Procurement@state.gov

You can also view a video tutorial on Your Tube on how to register in SAM. The link to the video is <https://www.youtube.com/watch?v=9VPGVYPvch4>