From: Justin Hekel – Contracting Officer, U.S. Embassy, Colombo

To: All Vendors

Subj: OBTAINING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER, NATO COMMERICAL AND GOVERNEMENT ENTITY (NCAGE) CODE AND SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION.

Ref: (a) Federal Acquisition Regulation (FAR) Subpart 4.1102

Encl: (1) Registration and Updating procedures for Commercial And Government Entity Code (CAGE) or NATO CAGE (NCAGE)

(2) SAM Quick Start For New Foreign Registrations

Date: February 10, 2015

1. Per reference (a), prospective contractors shall be registered in the System for Award Management (SAM) prior to the award of a contract or agreement over a total value of 25,000 USD. In order to register in SAM, prospective contractors must obtain a valid Data Universal Numbering System (DUNS) Number and a North Atlantic Treaty Organization (NATO) Commercial And Government Entity Code (NCAGE). Registration in SAMs is a one-time event and requires vendors to annually confirm accuracy and completeness of registration information to maintain an active status in SAMs.

2. DUNS number is a unique 9-digit number that is administered by Dun and Bradstreet (D&B) and is a required data element for all registrants in SAMs. DUNS numbers are unique for each physical location in which a vendor may want to register. Vendors 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. Obtaining a DUNS number can take as little as one business day.

3. An NCAGE Code must be obtained for each DUNS number needed to register in SAMs before to starting the registration process. For instructions on obtaining an NCAGE Code, visit https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx . The name and address information provided to receive the NCAGE code must be the same as the information used for the DUNS number. Obtaining an NCAGE Code may take up to 14 business days. Enclosure (1) is

the Registration and Updating Procedure for Commercial And Government Entity Code (CAGE) OR NATO CAGE (NCAGE). This is the step by step instructions for NCAGE Registration.

4. SAMs is the official free, government- operated website. There is NO Charge to register or maintain an entity registration record in SAMs. In SAMs, a company/ business/ organization is referred to as an "Entity". A vendor registers their entity to do business with the U.S Federal government by completing the registration process in SAMs at https://www.sam.gov/portal/public/SAM/. Enclosure (2) is the SAM Quick Start Guide For New Foreign Registrations. A detailed SAM User Guide is available at https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm#_Toc330768952 There is a SAM customer service help desk available at 334-206-7828, 8:00 am-8:00 pm (Eastern Standard Time).

5. We anticipate the possibility of establishing a mutually beneficial long-term business relationship with all vendors in Sri Lanka and hope that all interested parties will register in the database above. The U.S. Embassy will be unable to consider any vendors for the award of the contract or procurement action over 25,000 USD unless they have a DUNS number, NCAGE code and are registered in SAMs.

Sincerely,

Justin M. Hekel
Contracting Officer
U.S. Embassy Colombo, Sri Lanka

EMBASSY OF THE UNITED STATES OF AMERICA
COLOMBO

REGISTRATION and UPDATING PROCEDURES FOR
COMMERCIAL AND GOVERNMENTAL ENTITY CODE (CAGE) or a NATO CAGE (NCAGE)

BACKROUND

The U.S. established the Commercial and Governmental Entity Code (CAGE), a code assigned to organizations (manufacturers, distributors, organizations, etc.) to facilitate the supply chain.

The NATO Codification System (NCS) was established in 1958. In order to differentiate between the U.S. and NATO systems, CAGE was referred to as NATO COMMERCIAL and GOVERNMENTAL ENTITY CODE (NCAGE) in the NCS community. When a business/organization is assigned a CAGE/NCAGE, they are in fact the same type of code.

The registration process begins with two critical elements:

1. Physical location of your business/organization
2. Who your business/organization wishes to conduct business with.

REGISTRATION for A NCAGE/CAGE CODE

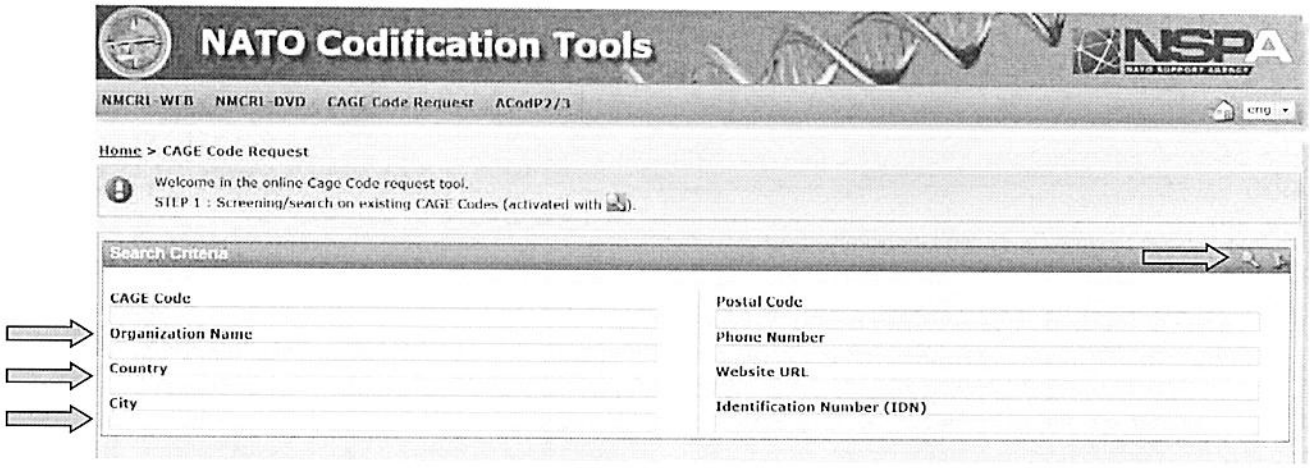
If you are a:

- Non-US Company/Organization, wishing to conduct business with the U.S. Government and/or Non-US Government, proceed to STEP 1.
- U.S. Company/Organization, wishing to do business with **ONLY** Non-US government, proceed to STEP 1.
- U.S. Company/Organization, wishing to conduct business with the U.S. Government to include Foreign Government, proceed to System for Award Management (SAM). https://www.sam.gov/portal/public/SAM/

1) Get an NCAGE/CAGE Code:

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

a. Register with NATO Support Agency (NSPA) using the NCAGE Tool to request a NCAGE/CAGE Code.
b. First, check to see if an NCAGE/CAGE Code is already assigned for your company.
   i. Enter the name of your organization, country or city where it is located and then select the Enter key or the magnifying glass icon.

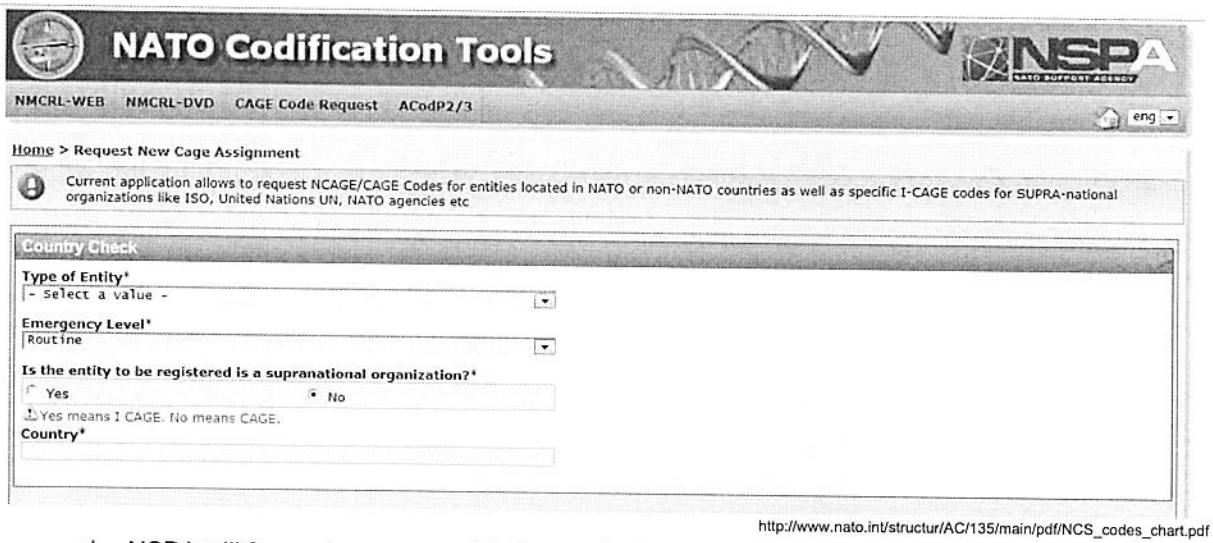


https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Encl (1)

Hint: If your organization's name is *Zoran Global Enterprises*, enter *Zoran* and leave out all other words. Otherwise, you will end up with a long listing that includes all of the companies with the words *Global* and *Enterprises* in them, along with all the companies that have *Zoran* in them.

c. If the search does not result in a match to an existing NCAGE/CAGE code:
   i. Click [Request New CAGE] button in the bottom right hand corner of the screen.
   ii. Follow the directions to obtain an NCAGE/CAGE Code.
      i. Note: You may be directed to the National Codification Bureau (NCB) if your organization is located in the United Kingdom or France.



http://www.nato.int/structur/AC/135/main/pdf/NCS_codes_chart.pdf

d. NSPA will forward your request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 nation. The NCB will assign your NCAGE Code.
e. NSPA will assign an "S" or "I" prefix NCAGE code if your organization is:
   i. Located in a country which does not participate with AC/135
   ii. Located in a Tier 1 nation
   iii. An international organization
f. The applicable NCB or NSPA will notify you of your assigned NCAGE/CAGE code by email. This process varies depending on the NCB and may take up to **14 business days**. If requested to validate the NCAGE/CAGE request by email, please follow the related instructions.
g. NSPA and the appropriate NCB will forward all NCAGE/CAGE Code information daily/weekly/monthly based on their internal procedures for transmission to all AC/135 nations.
h. Validate your NCAGE/CAGE information in https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. If this information is not correct, contact the NCB that assigned your NCAGE/CAGE, located in the Annex to this document *unless your organization is located in a non-NATO nation, non-Tier 2 nation as defined in paragraph 1.e above. If your organization is of that type, with an "S" or "I" prefix code, you can change the NCAGE/CAGE information yourself using the following procedure:*

1) Connect to https://eportal.nspa.nato.int/ac135public/
2) Click on the tab labelled CAGE Code Request.
3) Enter the NCAGE Code in the first screen, then the Enter key on your keyboard.
4) At the bottom of the screen, you will see a Results box. Click on the line with your organization's name on it, which in turn will display a dropdown menu with two choices. Select "Request Update" from the dropdown menu.

After you submit your request, you will automatically receive:

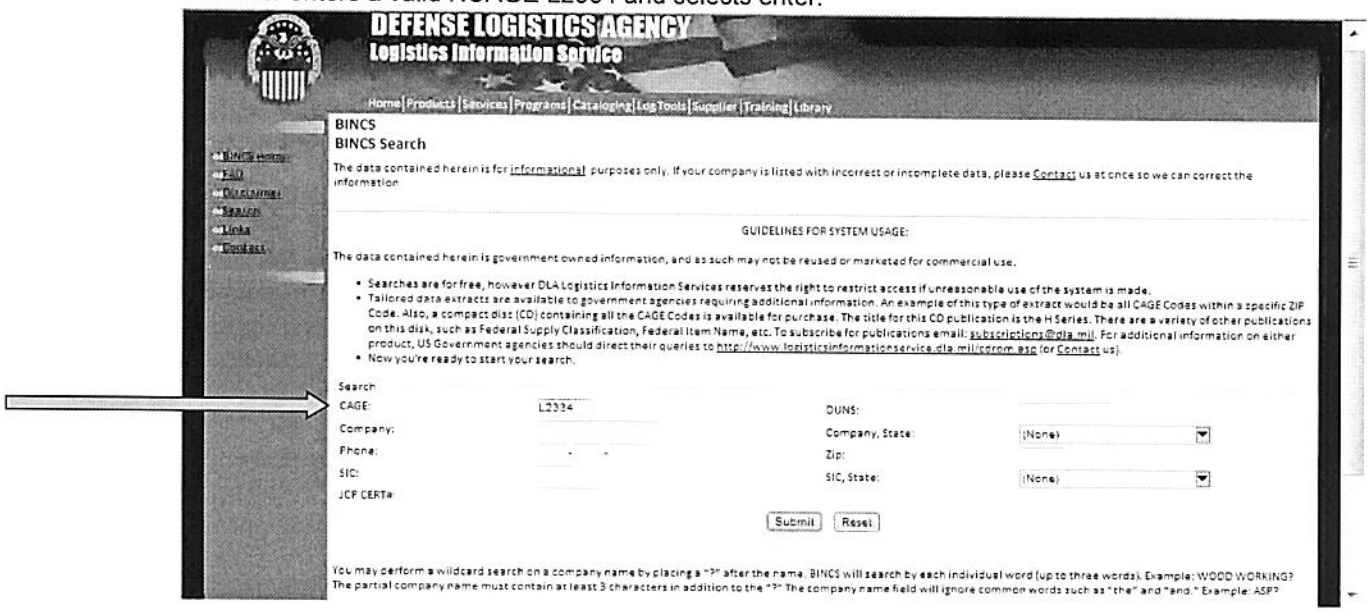
1) A request confirmation/validation e-mail message => you have to activate the embedded link;

2) A second e-mail message once the CAGE request is processed (assignment of the code or reject of the request).

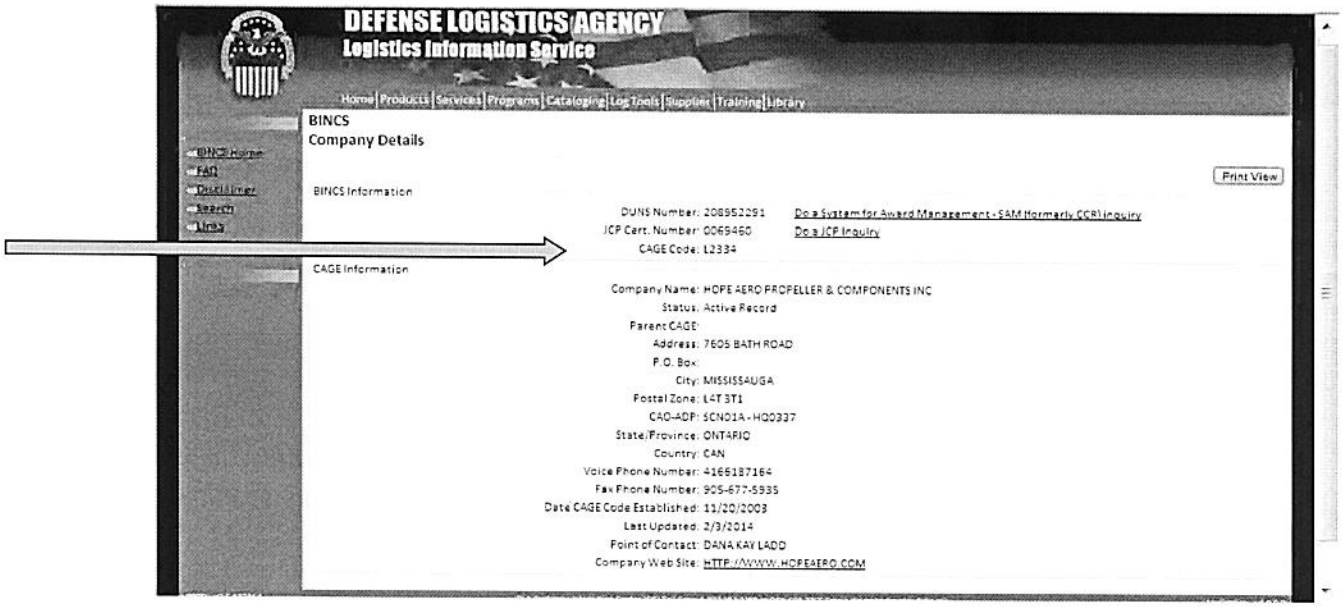
2) **After obtaining an NCAGE/CAGE, Non-US Organizations wanting to do business with U.S. Government must:** https://www.logisticsinformationservice.dla.mil/BINCS/

a. Confirm that the NCB or NSPA has submitted your correct legal business name and/or physical address to the U.S. CAGE System by going to the Business Identification Number Cross Reference System (BINCS) and enter your NCAGE/CAGE code and click Search.
b. BINCS is a public facing search engine for domestic and foreign vendors, suppliers and potential contractors supporting the federal supply chain to verify the registration information.
c. BINCS is updated within **24-48 hours** after U.S. CAGE System has processed the updates to the NCAGE/CAGE registration.

https://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx
The user enters a valid NCAGE L2334 and selects enter.



The Vendor information is displayed for NCAGE L2334



3) **Get a DUNS Number:**
   a. Register with Dun & Bradstreet (D&B) to get a Data Universal Numbering System (DUNS) Number for free by going to http://fedgov.dnb.com/webform.
   b. Make sure your organization's name and address match exactly what you entered to get your NCAGE/CAGE Code.
   c. It takes up to **5 business days** to get an international DUNS number.

https://www.sam.gov

4) **Register with the System for Award Management (SAM) and maintain an active registration.**
   a. You must have your **NCAGE/CAGE Code** and your **DUNS Number** before registering in SAM.
   b. Follow the guidance at SAM.gov for international registrants: https://www.sam.gov/sam/transcript/Quick_Guide_for_International_Entity_Registration.pdf
   c. It can take up to **10 business days** to process an international registration in SAM.
   d. If your registration is successfully completed in SAM and submitted to U.S. CAGE System for final validation, you will receive an email confirmation and your SAM status will be updated to "Pending CAGE Validation".
   e. If your registration is not complete at SAM, your status will reflect what is required to complete the registration process.

5) **U.S. CAGE System validation based on SAM Registration**:
   a. U.S. CAGE System is the last step in the process for approving new and updates to NCAGE/CAGE registrations.
   b. Please allow **5 business days** for the U.S. CAGE System validation process.
   c. If the NCAGE/CAGE updates pass U.S. CAGE System validation, the vendor's registration will be updated in the U.S. CAGE System and SAM with a new expiration date and the status will reflect active with the updated changes.
   d. If the NCAGE/CAGE updates fail U.S.CAGE System validation, the registration status will reflect "Failed CAGE Validation" in SAM and the reject reason will be sent to the email address supplied in SAM and the National Codification Bureau will receive the reject reason for correction, within **4 business days**. Your application will not be processed until the information in the registration is corrected.
   e. After the registration is active in U.S. CAGE System and SAM, vendors and NCBs may review BINCS.

f. If your DUNS information and SAM registration are active but BINCS has not been updated and the **5 business days** have been exceeded:
    i. Customers are required to contact the www.dlacontactcenter.mil to open a DLA service ticket that will be escalated to the U.S.CAGE office.
    ii. The vendor will be contacted by the U.S. CAGE office and advised on where their registration is at in the process or what is required to complete their active registration.

6) **If there is a change to the registration information, the organization representative authorized to submit changes must update their information in the following order:**
    a. Update their NCAGE record with the applicable NCB or NSPA, located in Annex.
    b. Then update the DUNS record at D&B. Allow **24-48 hours** for the D&B changes to process before updating your record at SAM.
    c. Update the SAM registration. Allow up to **10 days** for processing after you submit the changes at SAM.
    d. Successful updates in SAM are electronically submitted to U.S. CAGE System for final validation. Allow **5 business days** for processing after your status in SAM reflects "Pending CAGE Validation".
    e. If the NCAGE updates pass CAGE validation, the vendor's registration will be updated in U.S. CAGE and SAM with a new expiration date and the status will reflect active with the updated changes.
    f. If the NCAGE updates fail CAGE validation, the registration status will reflect "Failed CAGE Validation" in SAM and the reject reason will be sent to the government point-of-contact listed in SAM for that NCAGE/CAGE.
    g. BINCS is updated within **24-48 hours** after CAGE has processed the updates to the NCAGE/CAGE registration.

7) **If there are any questions for organizations doing business with the U.S. Government that are having issues with registration in SAM and/or updating information, please use the following contact information:**
    a. **D&B** – Contact samhelp@dnb.com (for customers located outside the U.S., Puerto Rico and U.S. Virgin Islands)
    b. **SAM** - Contact the Federal Service Desk (FSD):
        i. U.S. Calls: 866-606-8220
        ii. International Calls: 334-206-7828
        iii. FSD's Hours of Operation are Monday - Friday, 8 a.m. to 8 p.m. Eastern Time
        iv. To submit a question after hours or if there is a long wait time, use the "Submit a Question" web form. https://www.fsd.gov/fsd-gov/home.do
    c. **BINCS** - Toll Free: 1-877-352-2255
        i. Commercial/FTS: 1-269-961-7766
        ii. Email: DLA Contact Center dlacontactcenter@dla.mil
    d. Government Industry Data Mart http://www.dlis.dla.mil/gidm/

SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide For New Foreign Registrations

Helpful Information

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 do I 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. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM before you start the 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 NCAGE code?

For instructions on obtaining a 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 browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then 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. This determines what information you have to provide.
   - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
   - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.

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 got for 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.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://www.fsd.gov/

Encl (2)

IAE

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD LOG IN

Forgot Username? Forgot Password?

Create an Account

HOME | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

General Information

- About SAM
- News
- External Resources
- Contact Us

Contact Us

Contact Information

Before contacting the Federal Service Desk (FSD), please refer to SAM's training material located under User Help.

For SAM Customer Service, contact:

Federal Service Desk

URL: www.fsd.gov

Hours: 8am - 8pm (Eastern Time)

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220