US Embassy
Dar Es Salaam
Tanzania
Tips for Registering in SAM
(Non-U.S. Companies)

In many cases, the US Government can only do business with companies which are registered in the System for Award Management (SAM). It's important that you register in the SAM database as soon as possible so you can take advantage of opportunities with the US Government.

To begin registration, read all of the following completely and follow instructions exactly.

After you have read all of the following information, you will begin the formal registration process which consists of three parts. The entire process is described in the ***SAM Registration Instructional Slides Show***, which you can find on our Embassy website. It is this slide show which will be your guide.

Here are the general steps for the entire process:

1 – Register for a DUNS number. If you have trouble registering for DUNS according to the instructions in the ***SAM Registration Instructional Slides Show***, use the following website instead, and click on the *Begin DUNS Search/Request Process* link

http://fedgov.dnb.com/webform

2 – Register for an NCAGE Number

3 – Registration in SAM

Make sure you become familiar with the entire registration process before entering any data.

After reading this entire page, open the ***SAM Registration Instructional Slides Show***. Scroll through the entire slide show to become familiar with the procedure. After becoming familiar with the slide show, start at the beginning of the slide show, follow instructions exactly, and enter data.

Foreign vendors should pay attention especially to the slides on registering and renewing SAM registrations. The slides on how to register in SAM include information on how to get a NATO CAGE (NCAGE) code.

Note the **5th slide** which talks about BINCS. Once the vendor receives an NCAGE code, the vendor should click on the link to BINCS, where a search can be run to see if that NCAGE code is in the system. It is important for the NCAGE code to be in the system since SAM validates 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 the people that run BINCS for assistance.

When looking at the slides on how foreign vendors should register in SAM, please also note **slide 22**. The information provided to Dun and Bradstreet for the DUNS number **must exactly match** (including spelling, capitalization, punctuation and spacing) the information provided to NATO for the NCAGE code. The DUNS number, name, and address information will be fed automatically into SAM from the Dun and Bradstreet database.

A few other suggestions for those who need to get registered in SAM:

- When registering in SAM, remember that when SAM asks for a Tax ID number, they want an American Tax ID number. If the vendor does not have an American Tax ID number, or has a tax ID number from another country, then the vendor should leave the Tax ID field blank. This also goes for other data requested by SAM. For example, if the Philippines uses American format ABA bank routing numbers and account numbers, then these should be entered into SAM. If the Philippines uses some other format not used in the U.S., the vendor should leave these fields blank.

- References in SAM to small businesses only apply to U.S. small businesses. Businesses based outside the United States are always considered Other Than Small (or, just Large).

- The information provided to Dun and Bradstreet for the DUNS number must be exactly the same (including capitalization, spelling, punctuation, abbreviations, spacing, etc.) as the information given to NATO for the NCAGE code. Applying for both your DUNS number and your NCAGE code at the same time makes it much easier to ensure that the information provided to both systems is identical.

- Once the vendor obtains both the DUNS number and the NCAGE code, and once the NCAGE code is entered in BINCS, the vendor can then register in SAM.

After completing the registration process, send us your DUNS number and NCAGE number! Please send to darprocurementbid@state.gov