

# US Embassy Dar Es Salaam Tanzania

## How to Get DUNS and NCAGE Numbers and Register in SAM

In many cases, the US Government can only do business with companies which are registered in SAM. It's important that you get register in the SAM database.

If you already have a DUNS number and are registered in SAM, please send us your DUNS number and NCAGE number and let us know you are registered in SAM. Please send to [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov).

Before you do anything, make sure this document, the one you are currently reading, is saved to your desktop as a PDF file. You will need it for reference.

If this document arrived as an e-mail attachment, save it as a PDF to your desktop.

If you are reading this document through a link on a website:

- Click File and then click Save As
- Save the file in PDF format to your desktop
- Close your browser, then open the PDF you just saved.

To begin the registration process, make sure you become familiar with the entire registration process before entering any data.

Read through this entire sheet, the one which you're currently viewing (previously saved as a PDF to your desktop), before clicking on any links.

After you've read this entire sheet, click on the following link or copy and paste it into your browser.

[http://pd.statebuy.state.gov/content.asp?content\\_id=62&menu\\_id=60](http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60)

This will take you to a page containing information on how to get DUNS numbers as well as information on the SAM registration process.

Do not click on any links until you have read the entire webpage.

- o Note the Help Desk telephone numbers.

Again on the webpage, scroll down to "2. SPECIAL INSTRUCTIONS FOR FOREIGN VENDORS".

- a. Read the suggestions
- b. Click on the appropriate link, according to your language preference, for registration instructions and a slide show file will open.

Save the slide show to your desktop as a PDF file. You will need it for reference.

- Click File and then click Save As
- Save the file in PDF format to your desktop
- Close your browser

Open the saved PDF slide show from your desktop. 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 5<sup>th</sup> 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 there 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:

- 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.
- 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 U.S. are always considered Other Than Small (or, just Large).

After completing the registration process, send us your DUNS number and NCAGE number! Please send to [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov)