



Registering in SAM

System for Award Management

CRITICAL INFORMATION

1. All information entered into the websites must read exactly alike to include punctuation, capitalization, spelling, etc.
2. Initial FIRST STEPS:
 - a. Internal Revenue Service for an EIN or TIN
 - b. D & B for DUNS Number
 - c. NATO CAGE for NCAGE Code #
3. Finally, register in SAM

More Details

- o May take up to 2-3 weeks to register and acquire numbers from IRS, D&B DUNS, and NCAGE before applicant can register in SAM
- o If applicant believes they are registered, they may conduct a **search** in SAM before beginning the registration process
- o Must be renewed annually



**THERE IS NO COST ASSOCIATED WITH
ANY OF THESE WEBSITES**

Internal Revenue Service

- o Process takes approximately 20 minutes
- o Generally, if conducting business with government, it will be needed to identify the organization
- o It is not required to register with D&B DUNS
- o It is a nine-digit number
- o Log into:

<http://www.irs.gov/businesses/small/article/0..id=98350.00.html>

IRS NUANCES

- o If US citizen or a US based organization and pay US taxes, **YES**, IRS registration is required
- o If not US Citizens, they may need one in order to file a tax return with IRS for reporting purposes or to work with U.S. federal government
 - o The caveat is: *If located outside of the U.S. and do not pay employees within the U.S., you are not required to obtain a TIN*

IRS Contact Information

For assistance by telephone, please contact:

1-800-829-4933 for EIN Assistance and Business
Tax Questions

1-800-829-4059 for TTY/TDD

For assistance outside the U.S., please call 267-
941-1000, Monday - Friday, 6:00 a.m. - 11:00 p.m.
Eastern Time. This is not a toll-free phone number.

DUN & Bradstreet

- o It is a nine-digit number, always
 - o Log into: <http://fedgov.dnb.com/webform>
- o D&B requires an Occupational Safety and Health Administration (OSHA) Standard Industrial Classification (SIC) Code
 - o Used to determine the type of industry for safety and health standards
 - o Log into:
https://www.osha.gov/pls/imis/sic_manual.html

D&B Contact Information

To contact D&B DUNS, email at
SAMHELP@dnb.gov

NATO Commercial and Government Entity Code

- o Web browser: Internet Explorer
- o Foreign registrant must apply for the NCAGE Code after receiving their DUNS Number but before registering in SAM at NATO CAGE Code Request at:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
 - o Click on the “Magnifying Glass” in the right-hand corner
 - o Scroll down and **click** on “Request New CAGE”
- o All primary foreign organizations/entities are required to register

NATO Commercial and Government Entity Code

- o Five character ID Number
- o Takes 4-5 business days to process
- o ID Number Cross-Reference in BINCS:
<https://www.dlis.dla.mil/bincs/details.aspx>
- o If not listed in BINCS, call 269-961-4623 or send a message to NCAGE@NSPA.NATO.INT

NATO Commercial and Government Entity Code

- o If unable to submit request by Internet, contact the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp
- o NATO nations Points of Contacts website: <http://www.nato.int/structur/AC/135/main/links/contacts.htm>
- o If US organization/entity, apply through SAM

NCAGE Code

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code

System for Award Management or SAM

- o Use Google Chrome or Mozilla Fox web browsers
- o Log into <https://www.sam.gov>
- o New registrations can take an average of 7-10 business days
- o SAM sends out information for validation with outside parties before registration can be activated: IRS for TIN/EIN, D&B DUNS, and NCAGE validation/ assignment with DOD

SAM

Contact the Federal Service Desk (FSD) at non-toll free number 334-206-7828 or access the SAM Help link: <https://www.fsd.gov/clients>