



December 2014

DOING BUSINESS WITH THE U.S. GOVERNMENT

If you would like your company to be considered for the contracts, I kindly ask you to take action on the below:

The Federal Acquisition Regulation (FAR) at FAR 4.11 requires all contractors to be registered in the SAM (System for Award Management) database **prior to award of a contract or agreement**, except for those actions at or below \$25,000, which are awarded to foreign vendors for work performed outside the United States.

What does this mean?

It means, that if we have a contract over \$25,000 with your company and your company is not registered in the SAM database, **we are NOT allowed to award the contract!**

I therefore strongly recommend that you get your company registered in SAM as soon as possible so you are ready in the system. A SAM registration doesn't cost you anything, it's not a difficult process, it's only a bit time consuming.

After the registration has been completed I kindly ask you to send me a confirmation of the registration.

As part of the registration in SAM your company will need a DUNS number and a NATO Cage Code (NCAGE Code).

Some of the companies have been having some issues completing the SAM registrations and we have found that companies have been putting different information for each of the DUNS, NCAGE and SAMs. The information has to be identical in each system or the SAMs system will not complete the registration.

When a vendor needs a DUNS number, the vendor should contact the local Dun and Bradstreet office, http://www.dnbsweden.se/informationssidor/om/databasen/duns_number/. The vendor needs to provide the information required by Dun and Bradstreet for the **(free)** DUNS Number.

Vendors needing to register in SAM will need to get their DUNS numbers from Dun and Bradstreet, and their NCAGE Codes from NATO <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> (**NCAGE Codes are also free of charge**), before they can complete their SAM registrations. (It's a good idea to ask for the DUNS number and NCAGE code at the same time, up front.) Vendors do not have to have a DUNS number to get a CAGE code, nor do they have to have a CAGE code to get a DUNS number, but they do need both their DUNS and NCAGE before registering in SAM. Also, the Legal Business Name and address provided to the Dun and Bradstreet for the DUNS number must be exactly the same (including capitalization, spelling, punctuation, abbreviations, spacing, etc.) as the Legal Business Name and address given to NATO for the NCAGE code. Please also note that the Danish letters "Å", "Ä" and "Ö" **cannot be used**. Applying for both at the same time makes it much easier to ensure that the information provided to both systems is identical. Vendors may be able to cut/paste between the DUNS Number and the NCAGE online request forms;

Once the vendor obtains both the DUNS number and the NCAGE code, and once the NCAGE code is entered in BINCS, they can then register in SAM. Remember, for example, that when SAM asks for a Tax ID number, they want an American Tax ID number. If the vendor does not have one, 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 Sweden uses American format ABA bank routing numbers and account numbers, then these should be entered into SAM. If Sweden uses some other format not used in the U.S., the vendor should **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).

Further information on how to get a DUNS number, NCAGE Code or how to be registered in SAM, please see attached documents.

If you have any issues with SAM, please contact [the 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 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.

Questions? Send an e-mail to: gsocontracts@state.gov