

HOW TO REGISTER TO SAMS

The vendor has to register in SAM (System for Award Management) prior to award. For the registration, the vendor has to obtain a unique Duns number and NCage code. (Ref: FAR 4.1102) The Duns number and NCage code can be obtained at the same time.

SLIDESHOW:

For detailed instructions on Duns and Sam's registrations, go to the below website:

<http://a.m.state.sbu/sites/OPE/FA/SitePages/SAM-I.aspx>

<http://aopepd.a.state.gov/Content/documents/NewForeignRegistration.pdf>

Instructions on how to register to Sams are as follows:

- 1) Vendors needing to register in SAM will need to get their DUNS numbers from Dun and Bradstreet, and their NATO Commercial and Government Entity (NCAGE) code from NATO, before they can complete their SAM registrations.
- 2) The Legal Business Name and address provided for DUNS and for the NCAGE code must be exactly the same (including capitalization, spelling, punctuation, abbreviations, spacing, etc.). Applying for both at the same time makes it much easier to ensure that the information provided to both systems is identical.

DUNS NO.

To obtain a Duns no., follow the instructions on the "How to Obtain a Duns No."

NCAGE CODE:

- 1) Obtain an NCAGE Code by filling in your vendor information (exactly same information as in Duns) through <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> or http://www.dlis.dla.mil/forms/form_AC135.asp
- 2) Verify that your NCAGE information has been received by searching BINCS: <http://www.logisticsinformationservice.dla.mil/BINCS> If you cannot receive confirmation, click "Contact" to inquire why.
- 3) Alternatively, you can obtain a NCAGE Code by contacting the NCB in Turkey which is listed in the BINCS web page.

- 4) NCAGE code requests can take from a few days to several weeks to process.
- 5) If your NCage number does not show up and you receive a message stating it is not in the U.S. CAGE database, phone 410-6172 (NATO's IT rep in Turkey) and inquire if it was sent to the U.S. If you have verified that the US Cage has received your NCage # but it still doesn't show up, phone Fed Service Desk, 001 334-206-7828.

SAM's REGISTRATION:

BEFORE REGISTERING, you will need the following:

- a. DUNS Number,
 - b. NCAGE code
- 1) Create an individual account in the SAM system by going to <https://www.sam.gov/portal/SAM/#1> and click 'Create an Account'. For Problems, call: 001 334 2067828 /1 /2.
 - 1) The account type needed is an Individual Account. Select 'Create an Account'.
 - 2) Enter first name, last name, email address and phone number and country. The rest of the information is optional.
 - 3) Enter a unique Username, at least 6 characters in length. Once created it cannot be changed.
 - 4) Next create a password which must be at least 8 characters and contain at least one letter, one number and one special character (!@#\$%&*). Also on this page, select 3 security questions. Verify that your account information is correct, select 'Next' at the bottom of page.
 - 5) If you do not complete your registration and have to log off at any point, next time re-enter by placing **User Name & Password** at upper right hand side. Click Register/Update Entity, click Incomplete Registration, click vendor name, vendor information appears on right box, click Entity Update, continue filling-in information. It will start you a few pages before or from the start.
 - 6) Next page means that you have successfully created the user account and that it must now validated by responding to the validation email. Select Done.
 - 7) The validation email comes from notification@sam.gov. The activation link is the first link in the email and may not be an active link. If it is not active, copy and paste the address in the browser address line.

- 2) Log in to activate your user account and click **done**. Now you will be logged in to Sams.
- 3) New users do not have anything to Migrate; so ignore this question and select 'Register/Update Entity' then 'Register New Entity'.
- 4) The Registration Overview page describes the information that needed to complete the registration. At the bottom, click the button 'Start Registration'.
- 5) Here select entity type and the type of business you will be doing with the Government. If you select 'Yes' to contracts the rest of the questions will automatically be answered.
- 6) Here enter your DUNS, Legal Business Name and address EXACTLY as entered in D&B when applied for the DUNS number. Select Next to continue.
- 7) If your information matches D&B, select Save and Continue. If the information from D&B is incorrect you must contact D&B to correct before continuing.
- 8) After the information from D&B has been confirmed, continue entering your business information. Create an MPIN on this page which acts as your password in these systems. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.
- 9) After all the information is entered, select Save and Continue. **TIN Type and number are not required for non-U.S. registrations;** leave these fields blank.
- 10) Fill-in the fields and select Foreign Owned and Located in the drop down menu.
- 11) Following fields **do not apply** to Foreign Owned businesses:
 - i) Socio-Economic Categories
 - ii) Electronic Funds Transfer (unless vendor has a US account)
 - iii) Automated Clearing House (ACH)
- 12) Remittance Address is required.
- 13) If you answer no to question 1 on this page, question 2 is not applicable and you can select save and continue. If you answer yes, you must also answer question 2.
- 14) You may opt to not have your entity's information displayed publicly.
- 15) If all the information on the review page is correct, select save and continue. If a section needs to be corrected, select the edit button at the top right of that section.
- 16) NAICS codes are used to describe what your company does. Search for your NAICS codes by Keywords: <http://www.census.gov/eos/www/naics/> .
- 17) When the add button is clicked, NAICS information will populate in the NAICS selected box on the right. You must select one as your primary NAICS.

- 18)PSC codes are optional but can be added the same way as the NAICS.
- 19)A valid dollar amount (a three year average) must be entered for Total Annual Receipts without punctuation- no decimals, commas, or dollar sign.
- 20)Answer every question as you go through.
- 21)Enter **Accounts Receivable POC** info. for mandatory overseas fields.
- 22)After the submit button is selected, make sure to get the congratulations page. If you do not, you will need to go back through your registration and select the submit button again.
- 23)If you click on the print summary button on the congratulations page you can confirm the status of your registration. If it says work in progress, it was not successfully submitted. **If it says pending CAGE validation you have successfully submitted.**