

General Instructions for Registering for DUNS, NCAGE, SAM for International Organizations

Important Information:

1. All organization/entity information **must be identical in the DUNS, NCAGE and SAM systems.**
 - You cannot enter one address for DUNS and then a different address for NCAGE or SAM. This will cause a system error and result in significant delays.
 - You cannot have unequal spacing between words in the primary contact information fields, or different capital and small letters. Be very precise when entering all data and keep a detailed record of the information used for each system.
 - NCAGE is required for non-US based organizations
2. For SAM Customer Service, contact:
 - Federal Service Desk: www.fsd.gov
 - US Calls: 1-866-606-8220
 - International Calls: 334-206-7828
3. There is no registration fee for DUNS, NCAGE or SAM for any organization that is a (or is applying for) recipient of US government funding, including contracts, grants, and cooperative agreements. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of contracts, grants, or cooperative agreements.
4. The total registration process can take up to 25 business days, or 5 weeks to complete if all information is entered correctly and consistently in each system. There may be additional registration requirements that could extend this timeline.

Step 1 : Request a DUNS Number

(If your organization already has a DUNS number, skip to Step 2).

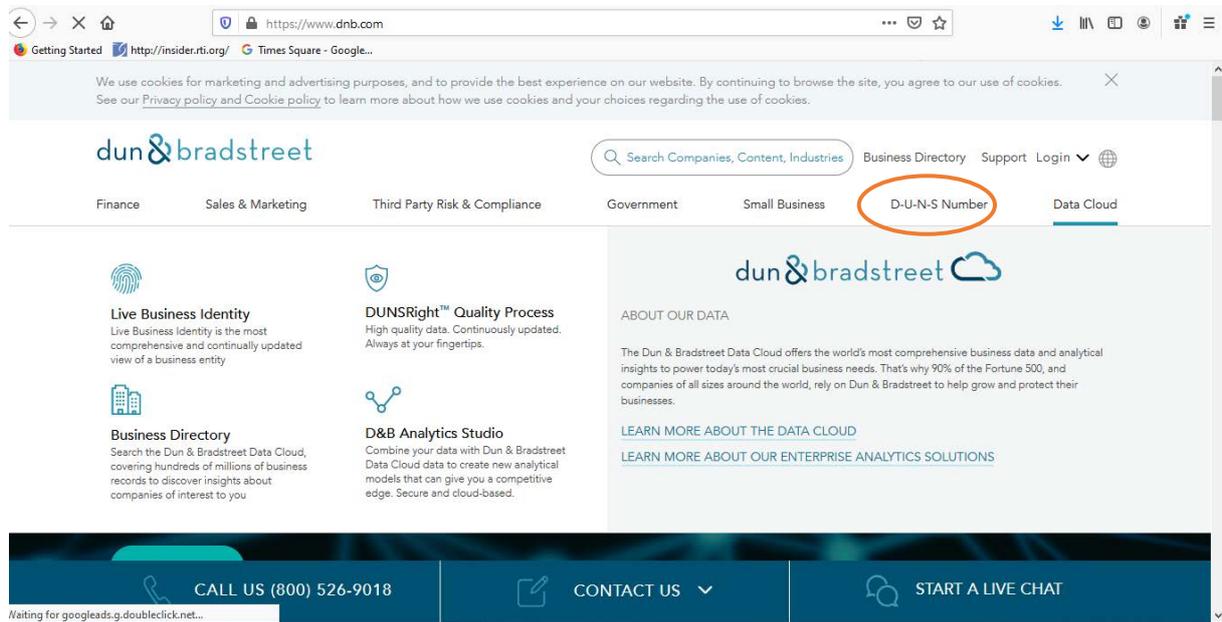
Go to www.dnb.com

Click on “D-U-N-S Number”

The creation of the DUNS number should take 1-2 business days

For each line, click on the question mark “?” to the left of the line for an explanation of what is requested. Please note, some lines are optional.

Please keep a detailed record of information submitted including capital and small letters, space between words, etc. as the inputs will have to be identical throughout later steps of the process.



The screenshot shows the Dun & Bradstreet website homepage. The navigation menu at the top includes links for Finance, Sales & Marketing, Third Party Risk & Compliance, Government, Small Business, D-U-N-S Number (highlighted with an orange circle), and Data Cloud. Below the navigation menu, there are four main sections: Live Business Identity, DUNSRight™ Quality Process, Business Directory, and D&B Analytics Studio. On the right side, there is a section titled 'ABOUT OUR DATA' with a sub-section 'Data Cloud' and two links: 'LEARN MORE ABOUT THE DATA CLOUD' and 'LEARN MORE ABOUT OUR ENTERPRISE ANALYTICS SOLUTIONS'. At the bottom of the page, there is a dark blue footer with three buttons: 'CALL US (800) 526-9018', 'CONTACT US', and 'START A LIVE CHAT'. A small text at the bottom left of the footer reads 'Waiting for googleads.g.doubleclick.net...'.

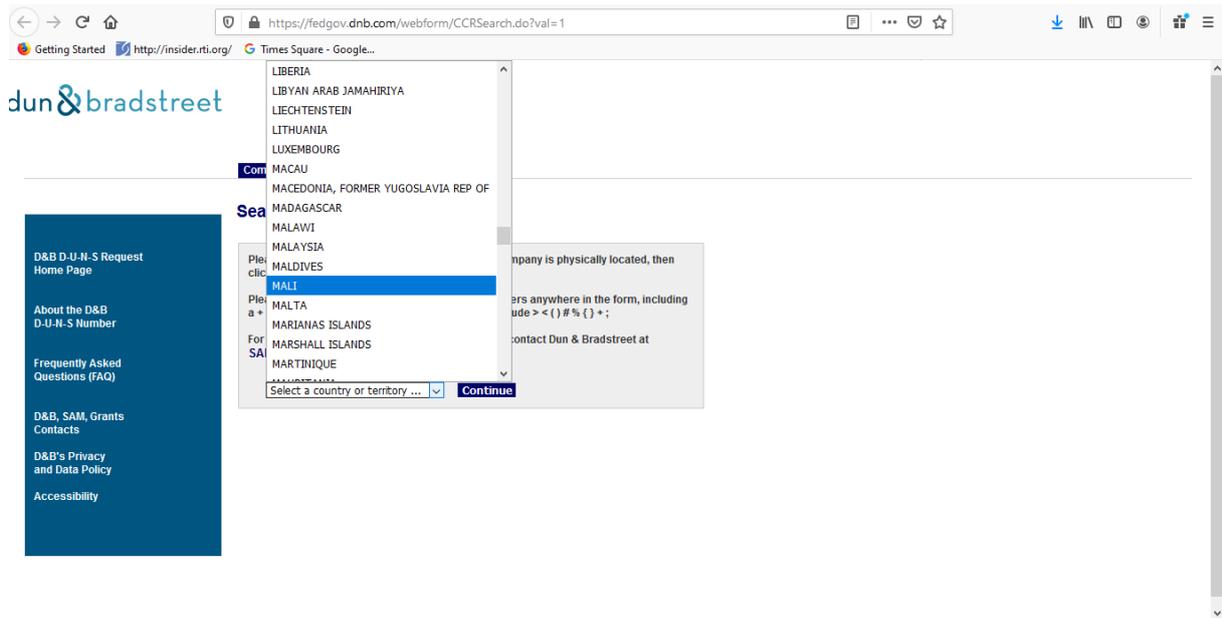
Click on "Get a DUNS Number"

The screenshot shows the Dun & Bradstreet website homepage. The navigation bar includes links for Finance, Sales & Marketing, Third Party Risk & Compliance, Government, Small Business, D-U-N-S Number (highlighted), and Data Cloud. A search bar is located in the top right. The main content area features several sections: 'WHAT IS A D-U-N-S NUMBER?' with a diagram, 'Learn More about the D-U-N-S Number', 'D-U-N-S Number & Government', 'Update My Company Data', and 'D-U-N-S Number Lookup'. The 'Get a D-U-N-S Number' link is circled in yellow. The footer contains contact information: 'CALL US (844) 462-3890', 'CONTACT US', and 'START A LIVE CHAT'.

Select "I'm a US Government Contractor and Grantee" from the dropdown and then click "Continue"

The screenshot shows the 'Get a Dun & Bradstreet D-U-N-S Number' page. The page title is 'Get a Dun & Bradstreet D-U-N-S Number'. The text explains that the D-U-N-S Number is used to establish a company's D&B file and helps potential partners and lenders learn more about the business. It also states that the first step in creating a new D-U-N-S Number is searching to see whether Dun & Bradstreet has already created one for you. Below the text is a form with a dropdown menu for 'Primary Reason for D-U-N-S Number Registration'. The dropdown menu is open, showing the following options: 'Select', 'I have a U.S. based business', 'I'm an Apple Developer', and 'I'm a U.S. Government Contractor or Grantee' (which is highlighted). The footer contains contact information: 'CALL US (866) 990-5845' and 'Connecting to st1.dialogtech.com...'

Select country from the drop-down list and click on "Continue"

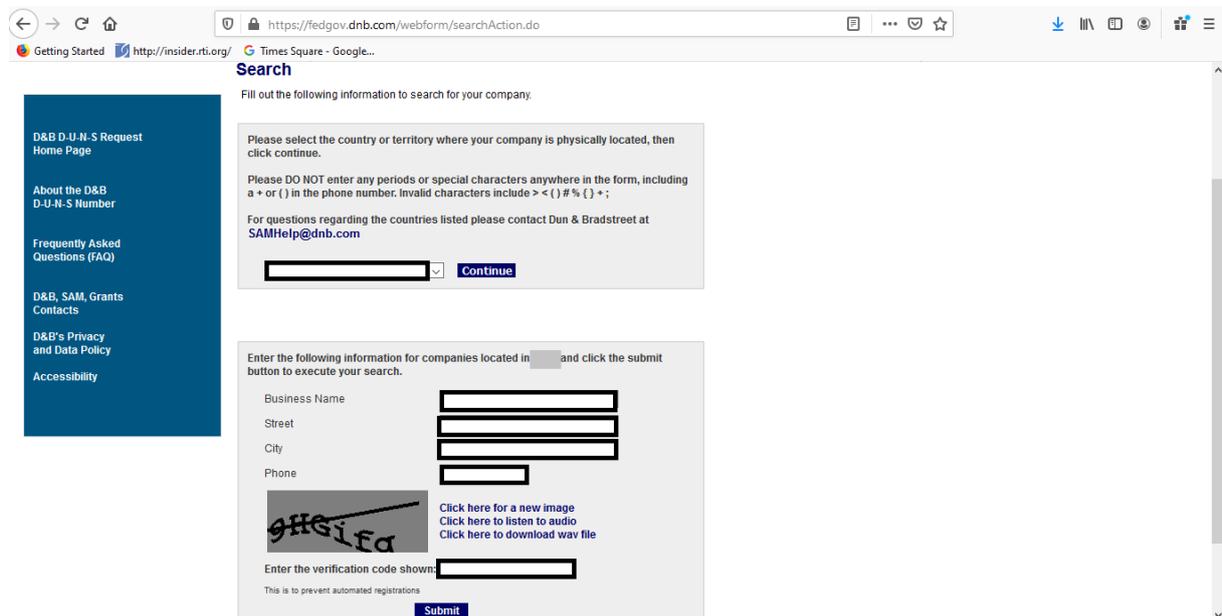


Fill out the requested information.

Phone number should be written as follows to be accepted:

XXXXX-XXXXXXXXX – ex: 00967-4123489000 or ex: 00027-123321123

00 + country code-phone digits. Do not use spaces.



Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

Legal Name

Legal Structure

Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

Phone Number of Business (at the location listed below)

Physical Address (Postbox, Post Box and APO/FPO address not accepted)

Street

City

State

Zip Code + 4/Postal Code

Country

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

State

Zip Code + 4/Postal Code

Country

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country

Organization Information

Executive Name

Title

Primary SIC code

Description of Operations

Socioeconomic Data

Number of Employees (includes owners, partners, and/or officers)

Annual Sales or Revenue

Parent Organization (optional)

Name

Street

City

State

Zip Code + 4/Postal Code

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D-U-N-S Number Request Search > Enter Your Company Information > **Verify Information Page**

Verification Page

Company Name

Legal Name

Phone Number of Business (at the location listed below)

Physical Address (Postbox, Post Box and APO/FPO address not accepted)

Street

City

State

Zip Code + 4/Postal Code

Country

Organization Information

Executive Name

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status.

The contact person entered on the following screen will be the person receiving the correspondence and information from the system. It is advised to use a mobile phone number both for the DUNS and SAM request in order to receive SMS. Please refer to the note above about phone formatting: XXXXX-XXXXXXXX – for example 00967-4123489000 - 00country code-phone digits. Do not use spaces.

Please select the appropriate funding source for the solicitation. The applicant can select to register to be eligible to receive funding for both Assistance and Contracts, if desired.

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D-U-N-S Number Registration Search > Results > Enter Your Company Information > **Your Information**

Contact Information

Please Complete the following information so we may process your request.

Note: All fields are required.

Your Information

First Name

Last Name

Title

Phone

E-mail

Re-Enter E-mail

Please indicate only one category that describes the relationship you have or plan on seeking for providing goods and services under the legal business name you indicated:

Federal Government Contractor or Vendor

Federal Government Grantee or Applicant

Both, Federal Government Contractor and a Federal Government Grantee

U.S State Contractor or Grantee, please indicate which U.S State

Do you understand that issuance of a D-U-N-S Number may lead to D&B contacting you periodically to maintain the accuracy of your entity's information on file?

Yes

[Click here for a new image](#)
[Click here to listen to audio](#)

Once the registration is submitted, the point of contact will receive a message confirming the registration request.

*From : SAMHelp@dnb.com <SAMHelp@dnb.com>
Subject : New DUNS Request - Tracking ID : XXXXXXXXXXXX*

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.

Thank you for using the D&B Web Form process. D&B's global policy is to provide D-U-N-S numbers to any existing or prospective US Government contractor or grantee within one business day at no charge. If your request was submitted near a holiday or weekend, it will be addressed the next business day.

The D-U-N-S Number will be sent to the e-mail address you provided on the web form. If email delivery failed, please contact D&B at SAMhelp@dnb.com for assistance.

If you have questions about this policy or your request, please contact D&B in the U.S. via email SAMhelp@dnb.com.

If you do not receive your DUNS number within a week, please contact them by email (SAMhelp@dnb.com) as they might require additional information.

An example of an additional request for information could be as follows:

FROM : SAMHelp@dnb.com <SAMHelp@dnb.com>

*THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.
Thank you for using the D&B Web Form process. Unfortunately, we were unable to fulfill your request based on the reason(s) at the end of this message.*

Please contact D&B in the U.S. via email SAMhelp@dnb.com for follow-up.

Reason for Denial: Please provide us entity commercial registration copy and complete physical address including building & street name or number, office & floor number to the attention of XXXXX@dnbsame.com for DUNS registration. Kindly mention the tracking ID while sending us the details in email.

Step 2 : Begin SAM Registration

Please note: The SAM system will require a user email address and password. Please remember and save this login information as it will be required to access the SAM account to update and renew the registration.

SAM registration is valid for one year and will need to be verified annually to maintain an active registration.

The registration process can take 3-10 business days.

The DUNS number must be received before starting the SAM registration.

To begin, go to www.sam.gov. Click the LOG IN icon to create a new account.

Enter the email address of the organization, if applicable, rather than an individual's email address. The person managing the organization email account must be readily accessible so s/he can forward the email to the person in charge of the registration.

The SAM system will send an email to confirm the email account. Please click on the link to confirm.

After the email address is confirmed, please create a password.

Next there will be an authentication method setup (Phone for example). Enter your security code (received by SMS if you selected phone as authentication method). Agree and continue.

Next, create an individual account (please use the same information as provided for DUNS).

Please note that this time the phone number should be formatted as follow: XXX-XXXXXXX – for example 967-4123489000 - country code-phone digits. Do not use spaces.

Please save in a separate document all the security questions and answers as well as the detailed inputs.

View assistance for Create Individual Account - User Information
based on the email address you used to register on login.gov.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

SAM User Information:
First Name: *
Last Name: *
Email Address:
Phone: * Enter between 1 and 4 digits, a dash, then 1-11 digits.
Primary Communication: Phone Email
Additional Comments:
Country: *
SAM Username:
Username must be at least six characters in length. Once created, the username cannot be changed in SAM.
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.
Username: *
Security Questions:
Security Question 1: *

Primary Communication
Provide a primary form of communication:
Phone or Email

View assistance for Create Individual Account - User Information
Additional Comments:
Country: *
SAM Username:
Username must be at least six characters in length. Once created, the username cannot be changed in SAM.
NOTE: The SAM username is for display and role assignment only. You must use your email address to log in.
Username: *
Security Questions:
Security Question 1: *
Security Answer 1: *
Security Question 2: *
Security Answer 2: *
Security Question 3: *
Security Answer 3: *

Security Answer 3
Provide an answer to the third security question.

CANCEL NEXT

Verify and save the information

View assistance for Create Individual Account-Summary

Your Account Information EDIT

First Name :

Last Name :

Username :

Email Address :

Phone :

Primary Communication :

Additional Comments :

Country :

Security Question 1 :

Security Answer 1 :

Security Question 2 :

Security Answer 2 :

Security Question 3 :

Security Answer 3 :

CANCEL BACK SUBMIT

Please select the appropriate funding source for the solicitation. The applicant can select to register to be eligible to receive funding for both Assistance and Contracts, if desired. This is preferred if the applicant expects to bid on future US Government opportunities.

View assistance for Purpose of Registration-Determine Purpose of Registration

What type of entity are you registering?*

Business or Organization

U.S. Federal Government

U.S. State Government

U.S. Local Government

Tribal Government

Foreign Government

Why are you registering this entity to do business with the U.S. government? *

I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.

I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

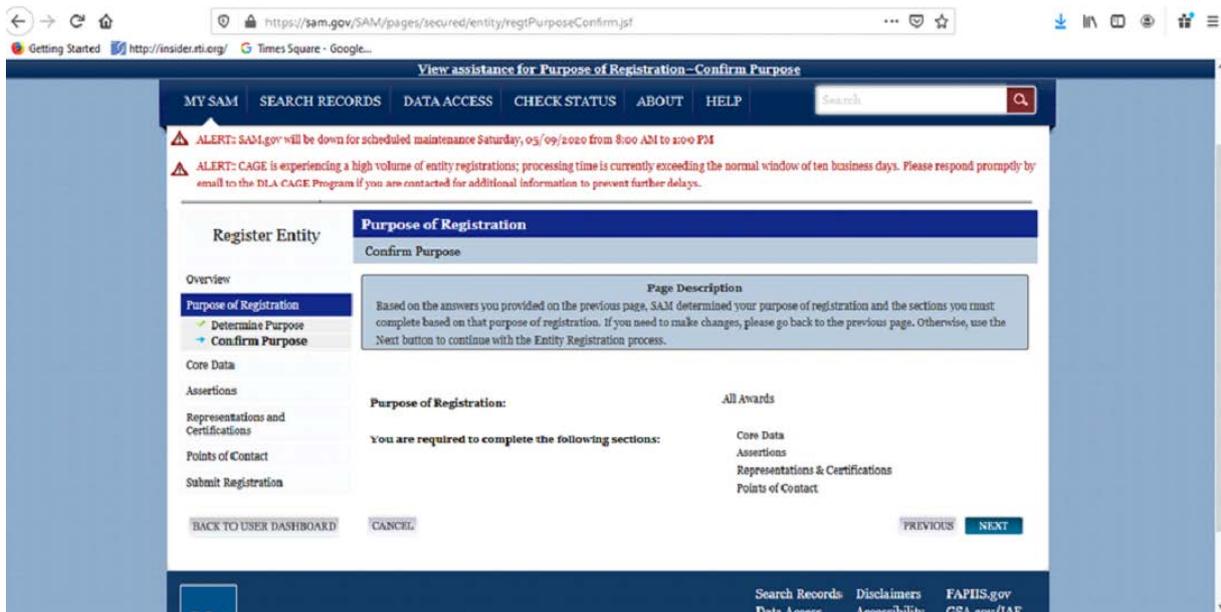
CANCEL PREVIOUS NEXT

 IBM-P-20200424-1037
WWW7

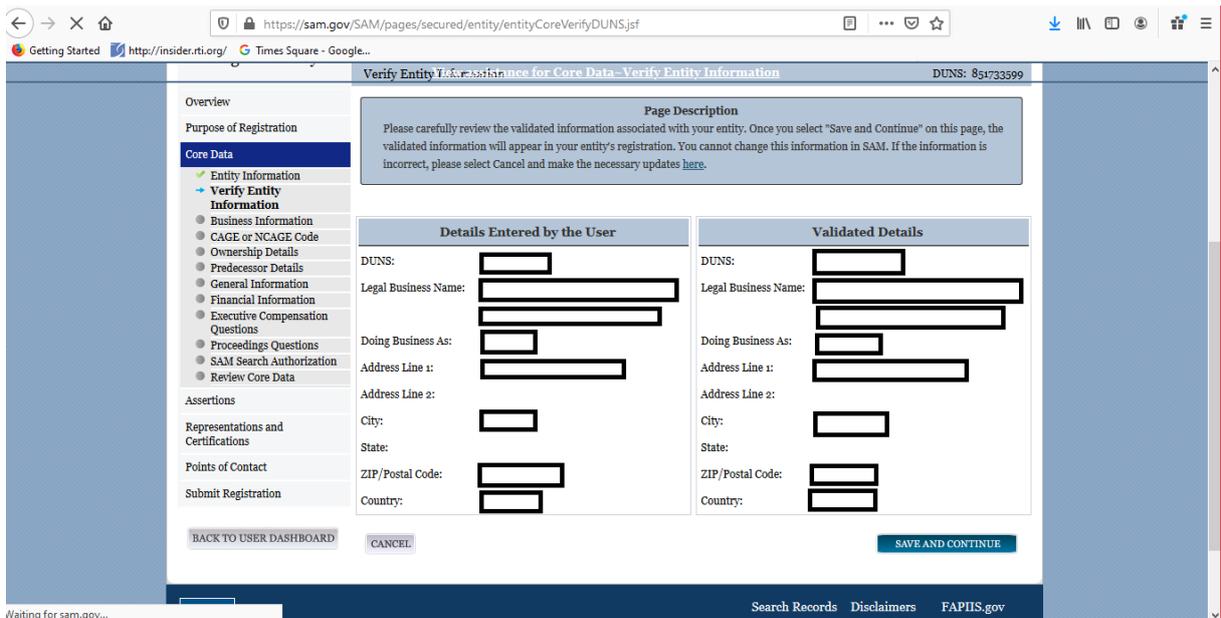
Search Records
Data Access
Check Status
About
Help

Disclaimers
Accessibility
Privacy Policy

FAPIS.gov
GSA.gov/LAE
GSA.gov
USA.gov



Summary page – please verify the information.



Fill out the below information and create MPIN (Marketing Personal ID Number) as per requirement. Please save the MPIN password.

View assistance for Core Data - Business Information

Page Description
Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Business Start Date (MM/DD/YYYY): *

Fiscal Year End Close Date (MM/DD): *

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District:

MPIN: *

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Physical Address - Bamako

Address Type: *

Address Line 1: *

In this step, there is no need for a TIN (Tax Identification Number) for non-US based entity.

Physical Address - Bamako

Address Type: [dropdown]
Address Line 1: [text field]
Address Line 2: [text field]
City: [text field]
State/Province: [text field]
ZIP/Postal Code: [text field]
Country: [dropdown]

Mailing Address

Address Type: [dropdown] **COPY PHYSICAL ADDRESS**
Address Line 1*: [text field]
Address Line 2: [text field]
City*: [text field]
State/Province*: [text field]
ZIP/Postal Code: [text field]
Country*: [dropdown]

Corporate URL

If applicable, provide your entity's web page Universe Resource Locator (URL) here. Both upper and lower cases letters are acceptable.

Taxpayer Identification Number (TIN):

If your organization does not have a NCAGE number, Please click on "NCAGE request tool" in the text with a blue background.

If you have a NCAGE number, enter the number and click search.

Register Entity

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information
- Business Information
- CAGE or NCAGE Code**
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Core Data

ASSOCIATIONS DES ORGANISATIONS PROF...

NCAGE Code

DUNS: 851733599

Page Description

As an international registrant, you must enter your NATO Commercial and Government Entity (NCAGE) Code on this page. The NCAGE Code is a five-character, alpha-numeric identifier assigned to entities not located in the United States or its outlying areas. Use the [NCAGE Request Tool](#) to request an NCAGE from NATO, to search for your NCAGE Code, or to request updates to your NCAGE Code information. Check the [U.S. CAGE database](#) to make sure your NCAGE Code information is available to use in this registration.

Your NCAGE Code information will be validated by the U.S. CAGE program after submission. The Legal Business Name and Physical Address associated with your NCAGE Code must match exactly with the Legal Business Name and Physical Address associated with your DUNS Number. You may use the Search feature on this page to check what the U.S. CAGE database has on file for your NCAGE Code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

You may select Search to check the U.S. CAGE database for the Legal Business Name and Physical Address associated with the NCAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct NCAGE Code and to help you see any name and address differences which could later cause your registration to fail the U.S. CAGE validation. If you do not want to use this NCAGE Code, select Clear.

NCAGE Code: * [text field] **SEARCH** **CLEAR**

CANCEL **PREVIOUS** **SAVE AND CONTINUE**

Step 3: Follow the system prompts to create an NCAGE code.

*(If your organization already has an NCAGE Code, skip to step 4).

The NCAGE code can take up to 10 business days to receive and is required for all non-US-based organizations.

The DUNS number must be received before starting the NCAGE registration.

The screenshot shows the 'NCAGE Code Request Tool' interface. The browser address bar displays 'https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage'. The page title is 'NCAGE Code Request Tool'. Below the header, the main heading is 'Request New NCAGE Code'. A sub-heading reads: 'Please follow the wizard below in order to request a new NCAGE code.' The progress indicator shows '1 Start: Country Check'. The instructions state: 'This application allows requesting NCAGE codes for the entities located at any country across the world except of USA, Italy and Great Britain. National Codification Bureaux of USA, Italy and Great Britain require submitting the NCAGE Code request via national web sites.' There are three input fields: 'Type of Entity*', 'Other (Description)*', and 'Country*'. A 'Next' button is located below the fields.

Please use the same information as submitted for DUNS registration.

The screenshot shows the 'NCAGE Code Request Tool' interface at Step 2: 'Organization Data: General Information'. The browser address bar displays 'https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage'. The page title is 'NCAGE Code Request Tool'. The progress indicator shows '2 Organization Data: General Information'. The instructions state: 'Enter a maximum of information related to the entity to be recorded in the NCAGE database.' There are four input fields: 'Organization Name*', 'Country', 'State/Province/Canton (only if applicable)', and 'Data Universal Numbering System (DUNS)'. There is also an 'Identification Number (IDN)' field. 'Back' and 'Next' buttons are located at the bottom.

← → ↻ 🏠 <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage> 📄 ⋮ 📄 📄 📄 📄 📄

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NCAGE Code Request Tool

🏠 ? EN FR

1 Organization Data: General Information

3 Organization Data: Geographical Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Street (Line 1)* Street (Line 2) City*

Postal Code*

Back Next

← → ↻ 🏠 <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage> 📄 ⋮ 📄 📄 📄 📄 📄

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NCAGE Code Request Tool

🏠 ? EN FR

4 Organization Data: Postal Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Post Office Box City Postal Code

Back Next

5 Organization Data: Contact Information

6 Organization Data: Additional Information

7 Questionnaire

Formatting of the phone number should be as follows: XXX-XXXXXXXX

for example 967-4123489000 - country code-phone digits. No spaces.

The screenshot shows the 'Contact Information' step of the NCAGE Code Request Tool. The browser address bar displays the URL: <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>. The page header includes the NATO logo and the text 'NCAGE Code Request Tool' with navigation links for Home, Help, EN, and FR. The main content area is titled 'Enter a maximum of information related to the entity to be recorded in the NCAGE database.' It contains four input fields: 'Phone' (with a '+' icon), 'Fax' (with a '+' icon), 'Email*' (with a '+' icon), and 'Website' (with a '+' icon). Below the 'Phone' and 'Fax' fields, it states 'Only digits allowed. Up to 5 entries'. Below the 'Email*' and 'Website' fields, it states 'Up to 5 entries'. At the bottom of the form are 'Back' and 'Next' buttons. A progress indicator at the bottom shows '6 Organization Data: Additional Information' and '7 Questionnaire'.

The screenshot shows the 'Questionnaire' step of the NCAGE Code Request Tool. The browser address bar displays the URL: <https://eportal.nspa.nato.int/AC135Public/CageTool/request-new-cage>. The page header includes the NATO logo and the text 'NCAGE Code Request Tool' with navigation links for Home, Help, EN, and FR. The main content area is titled 'Additional information related to your request (not recorded in the NCAGE database)'. It contains six dropdown menus under the heading 'Type of Activity': 'Manufacturer of Goods?*', 'Vendor of Goods?*', 'Service Provider?*', 'Development of Public Standards?*', 'Government Department or Unit*', and 'Military Standard Organization*'. Below these is an 'Other*' text input field. A progress indicator at the bottom shows '6 Organization Data: Additional Information' and '7 Questionnaire'.

In this step, please select “YES” for the questions “NCAGE code needed for an invitation to tender” AND “The NCAGE code is requested by the System for Award Management (SAM)”

The screenshot shows the 'NCAGE Code Request Tool' interface. The 'Other*' section contains the text 'Association in Rural Development'. The 'Future Business' section has three questions, each with a 'Yes' dropdown menu selected: 'NCAGE code needed for an invitation to tender?', 'A contract with an armed force or a NATO agency is in preparation or already signed?', and 'The NCAGE code is requested by the System for Award Management (SAM)?'. Below these is the 'Former NCAGE Code' section with a dropdown menu. At the bottom are 'Back' and 'Next' buttons.

Please use the same information as submitted for DUNS registration.

Formatting of the phone number should be as follows: XXXXXXXXXXXX – for example 009674123489000 - 00country codephone digits. No dash and no spaces.

The screenshot shows the 'Additional information related to your request (not recorded in the NCAGE database)' section. It contains several input fields: 'First name*', 'Last name*', 'Email*', 'Organization Name', 'Address', 'Country', and 'Phone'. The 'Phone' field has a note below it: 'Only digits allowed.'. At the bottom are 'Back' and 'Next' buttons.

Once the NCAGE is assigned, the applicant will receive an email with the NCAGE details.

Step 4 : Once NCAGE is complete and you have received your NCAGE code, log back into the SAM system to complete the registration.

The system will require review of the information entered in the previous steps. The information will be saved as entered in previous steps. Click next until you arrive to the page below.

Enter NCAGE #, click search

When name of entity appears, click save and continue

View assistance for Core Data - NCAGE Code

Page Description

As an international registrant, you must enter your NATO Commercial and Government Entity (NCAGE) Code on this page. The NCAGE Code is a five-character, alpha-numeric identifier assigned to entities not located in the United States or its outlying areas. Use the [NCAGE Request Tool](#) to request an NCAGE from NATO, to search for your NCAGE Code, or to request updates to your NCAGE Code Information. Check the [U.S. CAGE database](#) to make sure your NCAGE Code Information is available to use in this registration.

Your NCAGE Code information will be validated by the U.S. CAGE program after submission. The Legal Business Name and Physical Address associated with your NCAGE Code must match exactly with the Legal Business Name and Physical Address associated with your DUNS Number. You may use the Search feature on this page to check what the U.S. CAGE database has on file for your NCAGE Code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

You may select Search to check the U.S. CAGE database for the Legal Business Name and Physical Address associated with the NCAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct NCAGE Code and to help you see any name and address differences which could later cause your registration to fail the U.S. CAGE validation. If you do not want to use this NCAGE Code, select Clear.

NCAGE Code: *

Details returned from U.S. CAGE database:

Legal Business Name
Address Line 1
City, State/Province, Postal Code
Country

View assistance for Core Data - Ownership Details

Page Description

Federal Acquisition Regulation (FAR) Subpart 4.418 requires that you provide information about your entity's ownership as part of your SAM registration. We are gathering this information now to populate FAR 52.204-17 which you will certify the Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) to complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration with note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does another entity own or control the entity you are registering?* Yes No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Does another entity own or control the entity you are registering?

Answer "Yes" to this question if the entity you are registering (i.e. the offeror) has an Immediate Owner.

Immediate Owner means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the

View assistance for Core Data - Predecessor Details

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/09/2020 from 8:00 AM to 1:00 PM

ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please resubmit your registration and email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?

A "predecessor" means an entity that is replaced by a successor and includes any predecessors of the predecessor.

"Successor" means an entity that has replaced a predecessor by acquiring the assets and carrying out the affairs of the predecessor.

Register Entity

Core Data

Predecessor Details

Overview

Purpose of Registration

Core Data

- Entity Information
- Verify Entity Information
- Business Information
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details**
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions

Page Description

Federal Acquisition Regulation (FAR) Subpart 4.1804 (d) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reqs & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years? Yes No

CANCEL PREVIOUS SAVE AND CONTINUE

View assistance for Core Data - General Information

Business Information

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

SAM Search Authorization

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

BACK TO USER DASHBOARD

Company Security Level: [REDACTED]

Highest Employee Security Level: [REDACTED]

Entity Type: [REDACTED]

You categorized your entity as [REDACTED]. Further describe your entity by selecting the relevant business types.

Institution Type: Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

[REDACTED]

Disadvantaged Business Enterprise: Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

[REDACTED]

Native American Entity Type: If your organization is a Federally Recognized Native American Entity, choose all that apply:

- Alaskan Native Corporation Owned Firm
- American Indian Owned
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm

View assistance for Core Data - General Information

Organization Factors:
Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down to display for your next selection.

Entity Structure:
What is the form of your entity as defined by the IRS? *

Profit Structure:
What is your entity's profit structure? *

Socio-Economic Categories:
Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

- Veteran Owned Business
- Woman Owned Business
- Joint Venture Women-Owned Small Business
- Joint Venture Economically Disadvantaged Women-Owned Small Business
- Community Development Corporation Owned Firm
- Minority Owned Business

Community Development Corporation Owned Firm
Select this option only if the entity you are registering is owned by a Community Development Corporation, i.e. nonprofit organization responsible to residents of the area it serves which has received financial assistance under 42 U.S.C. 9805, et seq. The Small Business Administration (SBA) may use this

Per the below, Electronic Funds Transfer (EFT) information is not required.

View assistance for Core Data - Financial Information

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/09/2020 from 8:00 AM to 1:00 PM

ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond to any email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

Do you accept credit cards as a method of payment?
Answer "Yes" or "No" to indicate if you will accept the government purchase card as a form of payment.

Do you accept credit cards as a method of payment? * Yes No

Register Entity

- Overview
- Purpose of Registration
- Core Data
 - Entity Information
 - Verify Entity Information
 - Business Information
 - CAGE or NCAGE Code
 - Ownership Details
 - Predecessor Details
 - General Information
 - Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization

Page Description
Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.
Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

New Account

Electronic Funds Transfer (EFT):
EFT information is optional for Non-U.S. Businesses and Organizations. If you choose to provide this information, you must enter an ABA Routing Number, Account Number, and Account Type.

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

In the below screen, Automated Clearing House (ACH) information is not required.

View assistance for Core Data - Financial Information

Automated Clearing House (ACH):
If you entered EFT information above, then at least one method of contact must be provided for your financial institution. Otherwise, this section should be left blank.

A.C.H. U.S. Phone: * (xxx)xxx-xxxx

A.C.H. Non-U.S. Phone: xxx-xxxxxxxx

A.C.H. Fax: (xxx)xxx-xxxx

A.C.H. Email:

Remittance Address:
You must provide an address to mail a check to if EFT is unavailable.

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province:

Country: *

ZIP/Postal Code:

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number. [Add Additional Account](#)

Note: primary banking information can be changed by updating the ABA Routing Number and Account Number and saving the name

View assistance for Core Data - Executive Compensation Questions

Executive Compensation Question 1

Answer "Yes" or "No" to indicate if the entity you are registering met the annual gross revenue threshold for executive compensation reporting. If you answer "Yes" you must respond to the next question. If you answer "No" you may select Save and Continue. Remember, under the Transparency Act, your response will be displayed on...

Page Description
Please answer the following questions to determine if you need to provide total compensation details for the five (5) most compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next question.

Executive Compensation:

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? *

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

View assistance for Core Data - Proceedings Questions

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Proceedings:

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Proceeding Question 1

The next three screening questions will determine whether or not you need to report civil, criminal, or administrative proceedings details for your entity. Select "Yes" or "No" in response to the first proceedings question. If you select "Yes" you must respond to the second proceedings question. If you select "No" you must select Save and Continue.

Buttons: BACK TO USER DASHBOARD, CANCEL, PREVIOUS, SAVE AND CONTINUE

In this step, please check the box to include the entity in the SAM public search engine.

Page Description

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). Learn more about [SAM public search results](#).

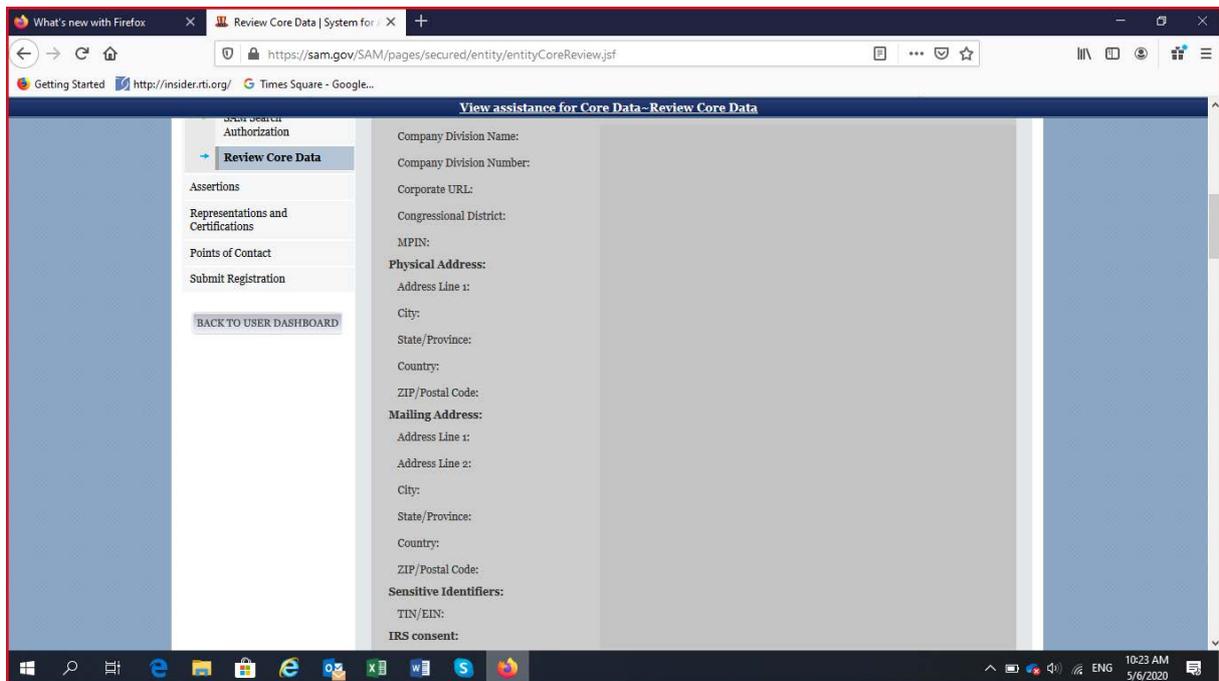
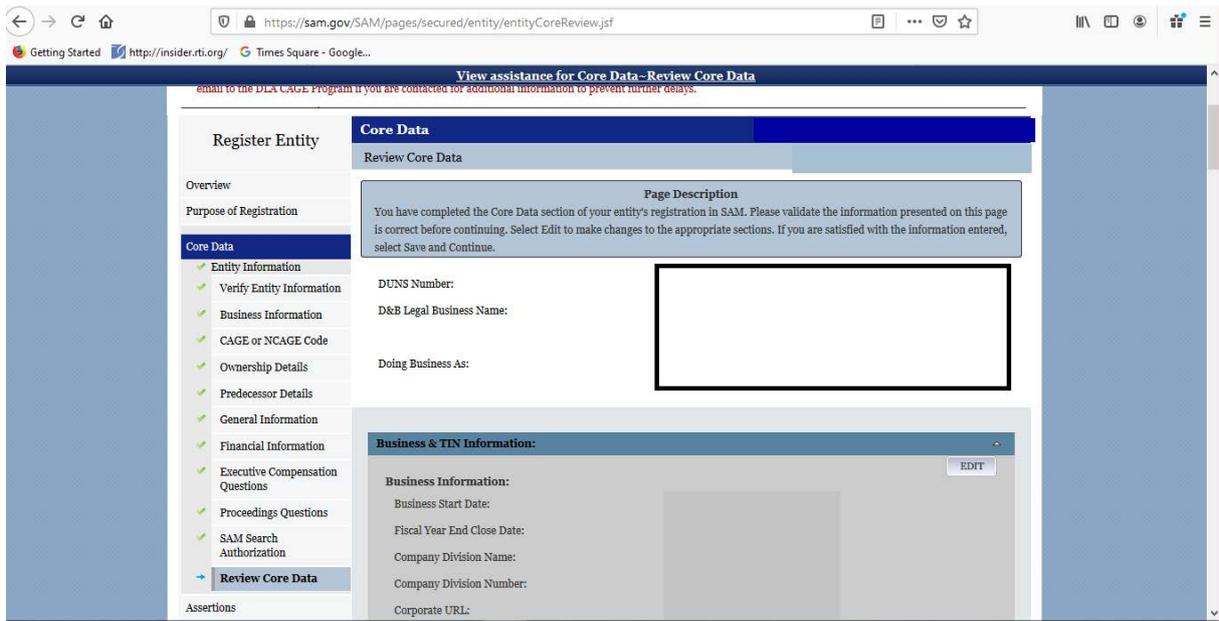
Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

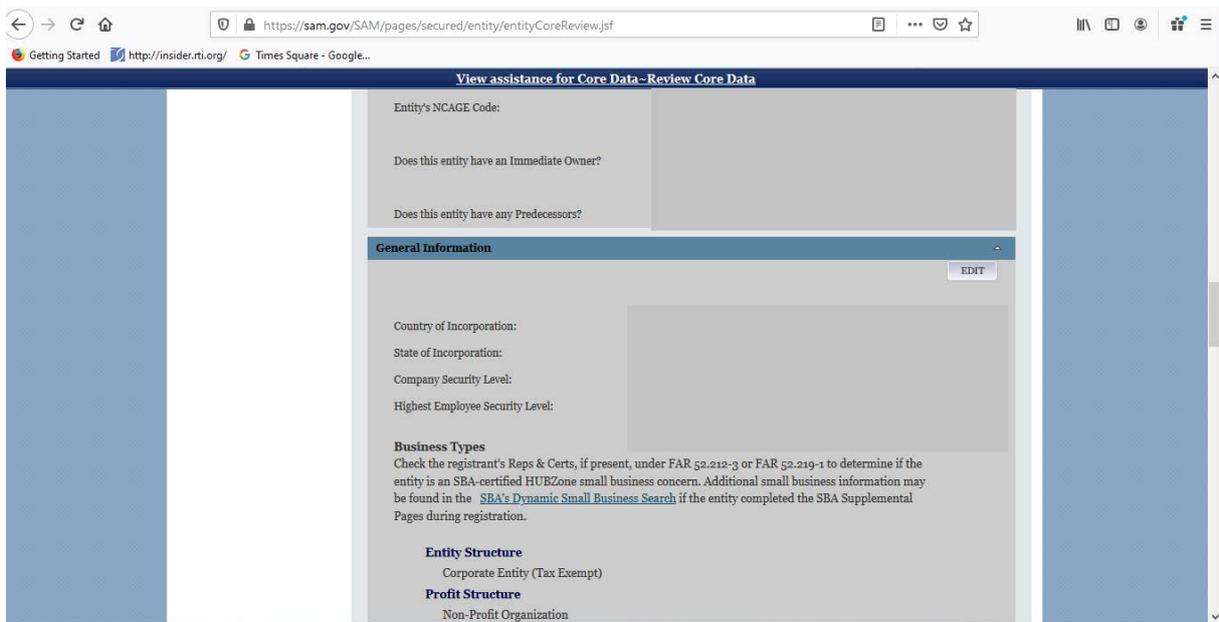
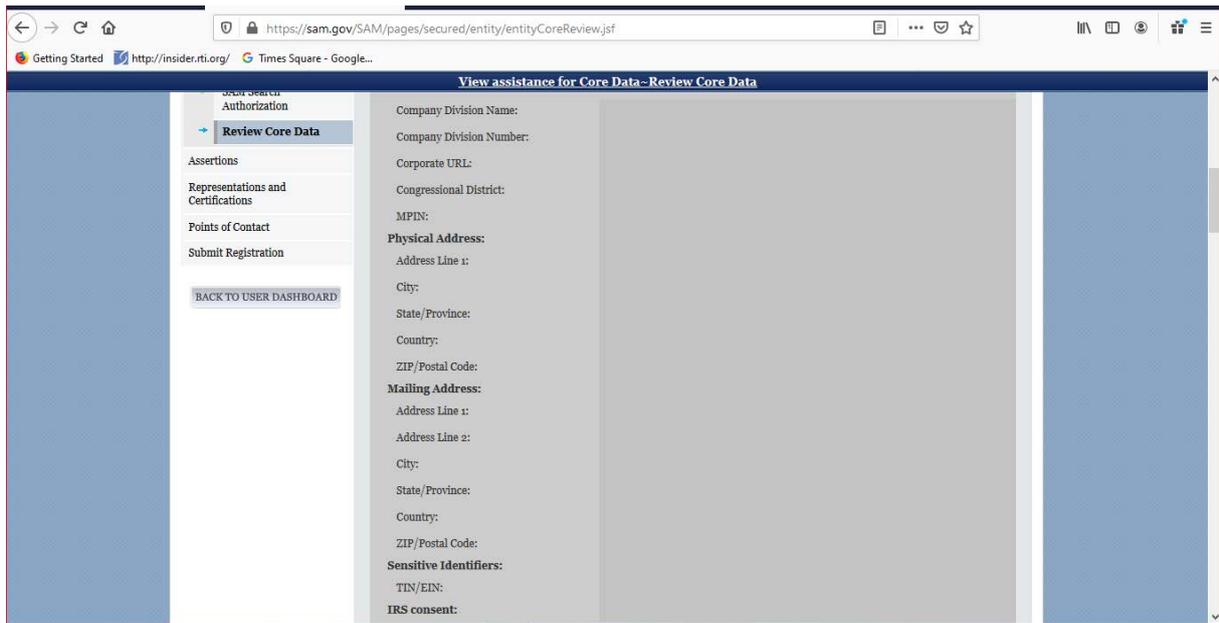
NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

Buttons: CANCEL, PREVIOUS, SAVE AND CONTINUE

Please review all of the entered information carefully and edit for correctness, if needed.

If you have to correct the entered information, click on previous until you reach the page with the information to be corrected.





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Getting Started <http://insider.ri.org/> Times Square - Google...

View assistance for Core Data - Review Core Data

Entity Structure

Profit Structure

Business Types

Entity Type

Purpose of Registration

Other Entity Qualifiers

Organization Factors

Financial Information EDIT

Do you accept credit cards as a method of payment?

Delinquent Federal Debt:

Account Details: New Account

Electronic Funds Transfer:

Account Type:

Financial Institute:

ABA Routing Number:

<https://sam.gov/SAM/pages/secured/entity/entityCoreReview.jsf#>

← → ↻ 🏠 <https://sam.gov/SAM/pages/secured/entity/entityCoreReview.jsf> 📄 ⋮ 🌟

Getting Started <http://insider.ri.org/> Times Square - Google...

View assistance for Core Data - Review Core Data

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:

Automated Clearing House (ACH):

ACH U.S. Phone:

ACH Non-U.S. Phone:

ACH Fax:

ACH Email:

Remittance Address:

Remittance Name:

Address Line 1:

Address Line 2:

City:

State:

Country:

ZIP/Postal Code:

Executive Compensation Questions EDIT

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this

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View assistance for Core Data - Review Core Data

Executive Compensation Questions EDIT

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Proceedings Questions EDIT

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

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View assistance for Core Data - Review Core Data

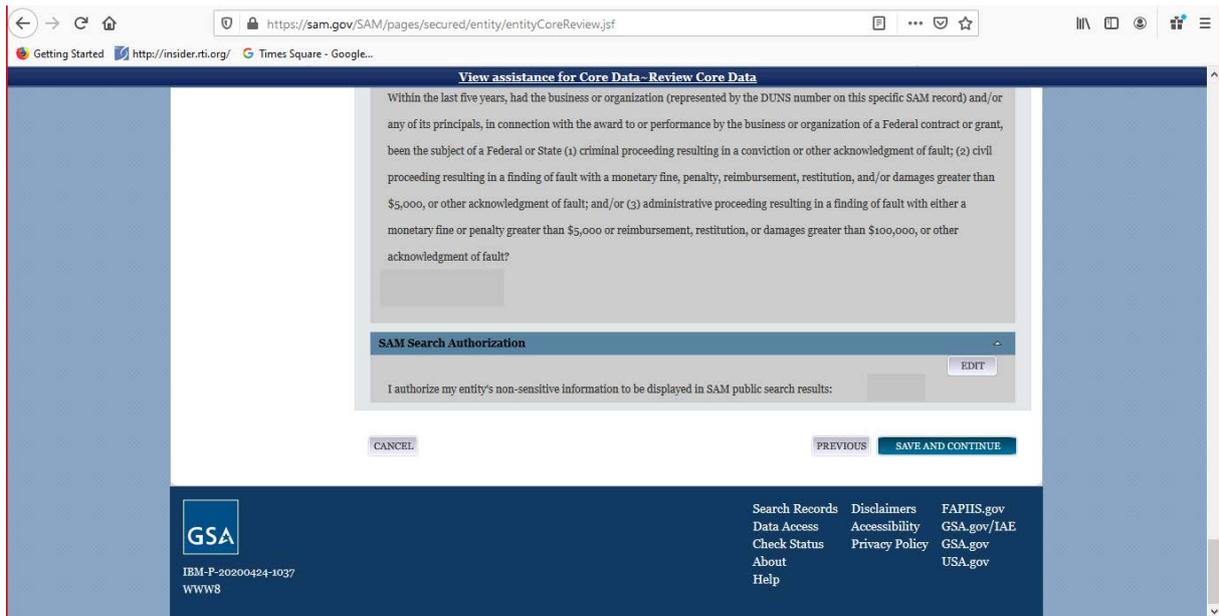
procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

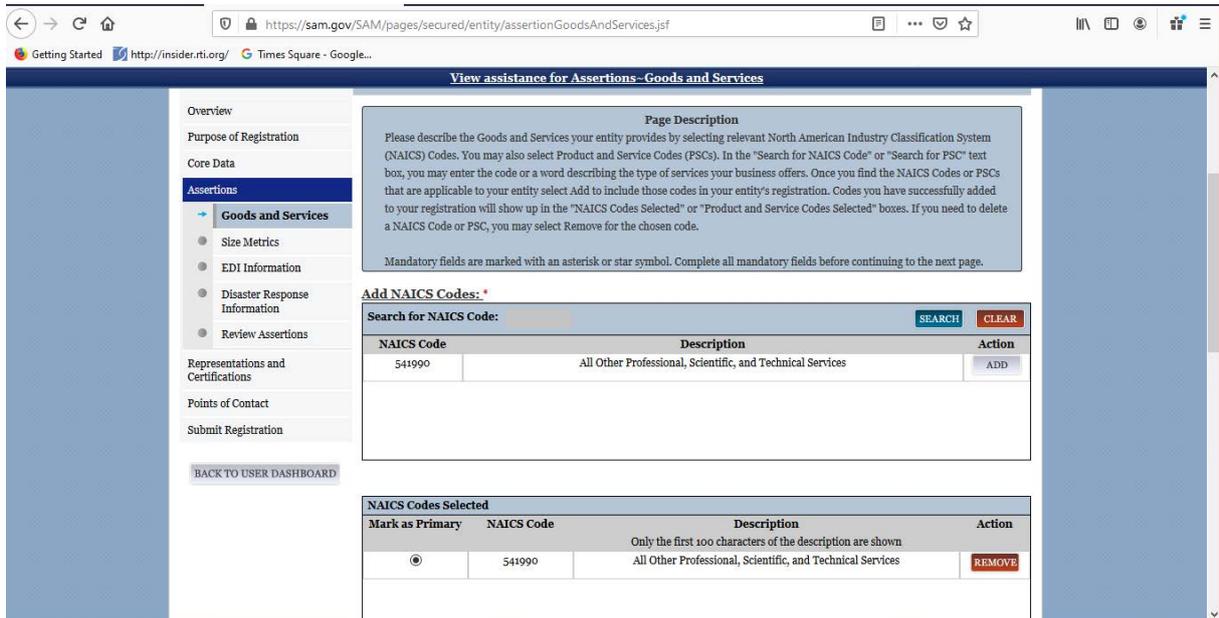
Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

SAM Search Authorization EDIT



Please select the correct NAICS code using the search function. For general technical services, the NAICS code is 541990. However, it is encouraged for your organization to search on internet for NAICS and PSC codes, while waiting to receive your NCAGE code. The NAICS and PSC codes are quite detailed and it might take some research to choose the correct one.



Add the appropriate Product and Service Code (PSC) Code. For general Program Support, the PSC Code is R408

View assistance for Assertions-Goods and Services

[BACK TO USER DASHBOARD](#)

Mark as Primary	NAICS Code	Description	Action
<input checked="" type="radio"/>	541990	All Other Professional, Scientific, and Technical Services	REMOVE

Only the first 100 characters of the description are shown

Add Product and Service Codes:

Search for PSC: [SEARCH](#) [CLEAR](#)

PSC Code	Description	Action
R408	SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT	ADD

Product and Service Codes Selected

PSC	Description	Action
	Only the first 100 characters of the description are shown	

View assistance for Assertions-Size Metrics

[BACK TO USER DASHBOARD](#)

Overview

- Purpose of Registration
- Core Data
- Assertions
 - Goods and Services
 - Size Metrics**
 - EDI Information
 - Disaster Response Information
 - Review Assertions
- Representations and Certifications
- Points of Contact
- Submit Registration

Page Description

Please enter world-wide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS Number you are registering. The world-wide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations. For more information on Number of Employees see (FAR 19.101).

If you enter Location information below, the numbers you enter for world-wide must be greater than or equal to the numbers entered in the location size.

The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations.

Industry-Specific Size Metrics (Present the following fields at the bottom of the page)

Barrels Capacity: (NAICS code 324110)

Total Assets: (One or more of following NAICS Codes: 522110, 522120, 522130, 522190, 522210, 522293)

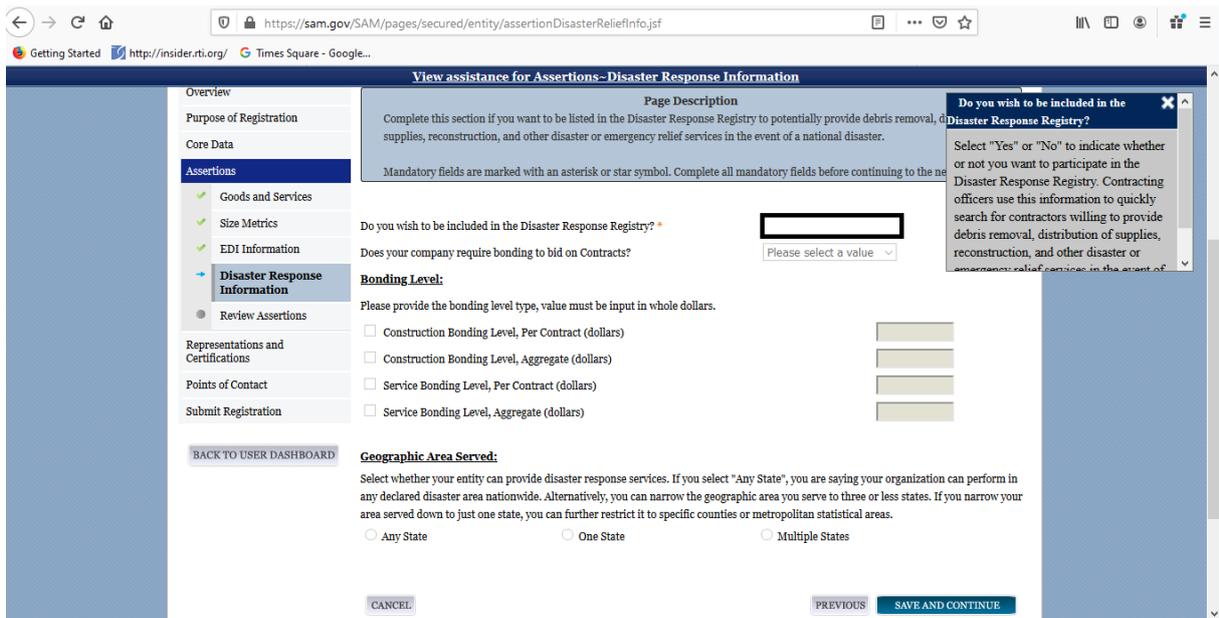
World Wide:

Total Receipts (3 year average): * \$

Average Number of Employees (12-month average): *

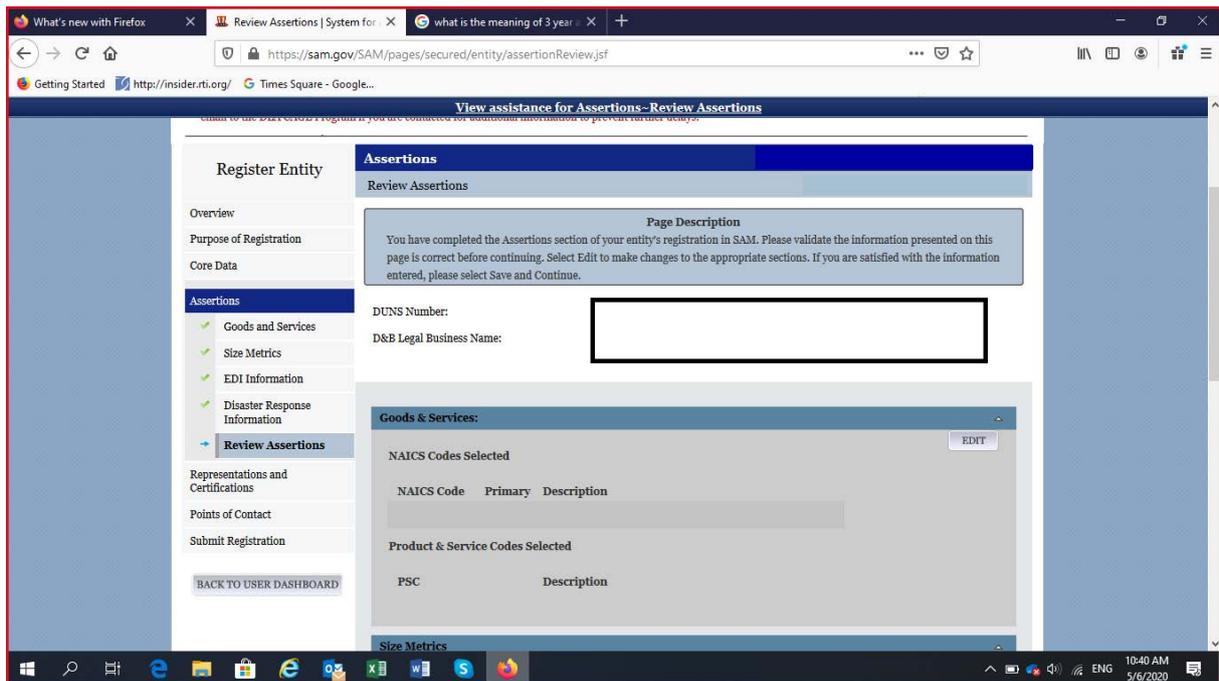
Location (Optional):

Annual Receipts (3-Year Average): \$



Please review all of the entered information carefully and edit for correctness, if needed.

If you have to correct the entered information, click on previous until you reach the page with the information to be corrected.



View assistance for Assertions - Review Assertions

BACK TO USER DASHBOARD

PSC Description

Size Metrics EDIT

World Wide:
 Total Receipts (3 year average):
 Average Number of Employees (12 month average):

Location (Optional):
 Annual Receipts (3 Year Average): \$
 Average Number of employees (12 Month Average):

EDI Information EDIT

Do you wish to enter EDI Information for your non-government entity?

Disaster Response Information EDIT

Do you wish to be included in the Disaster Response Registry?

View assistance for Representations and Certifications - FAR Response 1

BACK TO USER DASHBOARD

Assertions

Representations and Certifications

- FAR Response 1
- FAR Response 2
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review FAR/DFARS Reps and Certs
- Financial Assistance Response

Points of Contact

Submit Registration

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

1. Who are the person(s) within responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

Add New Person

Person

Name:

Title:

Delete

*You must select Save and Continue on this page to save this information.

2. Does routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-6) other plants/facilities at different addresses

Please select a value

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

Title ×

Enter the title of the person responsible for determining prices offered in your entity's bids proposals.

View assistance for Representations and Certifications - FAR Response 1

Abdoulaye Camara - Administration and Finance Manager

Name :

Title :

*You must select Save and Continue on this page to save this information.

2. Does ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PAYSANNES have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-6)

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

3. TIN Not required (FAR 52.204-3, FAR 52.212-3)

4. For products designated by the Environmental Protection Agency and provided by ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PAYSANNES, does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)

<https://www.acquisition.gov/content/52204-3-taxpayer-identification>

View assistance for Representations and Certifications - FAR Response 2

FAR Response 3

FAR Response 4

Architect-Engineer Response

Defense Response

Review FAR/DFARS Reqs and Certs

Financial Assistance Response

Points of Contact

Submit Registration

5. Our records indicate _____ is not a small business concern and therefore does not qualify for status as a labor surplus area concern. (FAR 52.219-2)

6. Is _____ owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3, FAR 52.212-3)

If yes, please provide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for _____, or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5, FAR 52.212-3)

8. In the past three-year period, has _____ or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5, FAR 52.212-3)

In the past three years, has _____ been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3)

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View assistance for Representations and Certifications-FAR Response g

Suspension, proposed for debarment, or debarment ineligibility for use award or contracts by any Federal Agency. (FAR 52.209-5, FAR 52.212-3)

[BACK TO USER DASHBOARD](#)

8. In the past three-year period, has _____, or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5, FAR 52.212-3)

In the past three years, has _____ been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3)

9. Is _____, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? (FAR 52.209-5, FAR 52.212-3)

10. Within the past three years, has _____ been terminated for cause (default)? (FAR 52.209-5, FAR 52.212-3)

11. Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with _____. (FAR 52.219-1, FAR 52.212-3)

None

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View assistance for Representations and Certifications-FAR Response g

[Add New Joint Venture Company](#)

12. Reserved.

13. Our records indicate that _____ is not participating in a Women Owned Small Business Joint Venture. (FAR 52.212-3, FAR 52.219-1)

14. Our records indicate that _____ is not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. (FAR 52.212-3, FAR 52.219-1)

15. Does _____ provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)

If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)

[Add New Software](#)

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

GSA
IBM-P-20200424-1037

Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

Getting Started <http://insider.fti.org/> Times Square - Google... [https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ3_14.jsf#\[\]](https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ3_14.jsf#[])

View assistance for Representations and Certifications - FAR Response 3

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

- ✓ FAR Response 1
- ✓ FAR Response 2
- **FAR Response 3**
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review FAR/DFARS Reps and Certs
- Financial Assistance Response

Points of Contact

Submit Registration

[BACK TO USER DASHBOARD](#)

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the third. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

16. Our records indicate that has selected the Entity
 Structure type of Corporate Entity (Tax Exempt) ([FAR 52.204-3](#), [FAR 52.212-3](#))

17. Our records indicate that is not a small disadvantaged
 business concern. ([FAR 52.212-3](#))

18. Reserved.

19. Does deliver any end products (from the corresponding
 country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? ([FAR 52.222-18](#), [FAR 52.212-3](#))

If Yes, has based on a good faith effort to determine
 whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. ([FAR 52.222-18](#), [FAR 52.212-3](#))

Yes

Getting Started <http://insider.fti.org/> Times Square - Google... [https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ3_14.jsf#\[\]](https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ3_14.jsf#[])

View assistance for Representations and Certifications - FAR Response 3

20. Has ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PAYSANNES held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? ([FAR 52.222-22](#), [FAR 52.212-3](#))

21. Are any end products delivered to the Government by ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PAYSANNES foreign (nondomestic) end products? ([FAR 52.212-3](#), [FAR 52.225-2](#), [FAR 52.225-4](#), [FAR 52.225-6](#), [DFARS 252.225-7000](#), [DFARS 252.225-7020](#), [DFARS 252.225-7035](#))

[EDIT MY PSCS](#)
[Add New Product](#)

22. Has ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PAYSANNES filed all required Equal Employment Opportunity compliance reports? ([FAR 52.222-22](#), [FAR 52.212-3](#))

23. Please choose one of the following statements that applies to. ([FAR 52.222-25](#), [FAR 52.212-3](#))

has developed and has on file affirmative action
 programs required by Secretary of Labor regulations.

does not have developed and does not have on file
 affirmative action programs required by Secretary of Labor regulations.

has not had previous contracts subject to written
 affirmative action programs requirements from Secretary of Labor regulations.

← → ↻ 🏠 [https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ4_14.js#\[\]](https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ4_14.js#[]) 📄 ⋮ ⭐

Getting Started <http://insider.rti.org/> Times Square - Google...

View assistance for Representations and Certifications--FAR Response 4

26. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. (FAR 52.212-3)

27. Is: an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

28. Is: a subsidiary of an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

29. Reserved.

30. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11)

31. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)

32. Did either receive \$7.5 million or more in Federal contracts during the previous Federal fiscal year requiring it to publicly disclose greenhouse gas emissions and reduction goals or receive less than \$7.5 million in Federal contracts during the previous Federal fiscal year but still want to publicly disclose greenhouse gas emissions and reduction goals? (FAR 52.223-22)

← → ↻ 🏠 [https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ4_14.js#\[\]](https://sam.gov/SAM/pages/secured/entity/repQuestionnaireQ4_14.js#[]) 📄 ⋮ ⭐

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View assistance for Representations and Certifications--FAR Response 4

Does , itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.

Does , itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

If yes, select Add New URL to list the publicly accessible web site where a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

33. Does provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (FAR 52.204-26, FAR 52.212-3, DFARS 252.204-7016)

View assistance for Representations and Certifications--Architect-Engineer Response

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/09/2020 from 8:00 AM to 1:00 PM

ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond promptly by email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

Register Entity

Representations and Certifications

Architect-Engineer Response

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

- ✓ FAR Response 1
- ✓ FAR Response 2
- ✓ FAR Response 3
- ✓ FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review FAR/DFARS Reqs and Certs

Page Description

If you selected a NAICS Code in the Assertions section connected to architect and engineering activities (NAICS 541310, 541320, 541330, 541360, 541370, 544410 or 541620), you must provide additional information used to complete the Standard Form (SF) 330 Part II. If you didn't select one of the relevant NAICS Codes, this page will contain pre-filled text stating the SF 330 Part II does not apply, and you may select Save and Continue.

34. Our records indicate that _____ have not selected NAICS 541310, 541320, 541330, 541360, 541370, 544410 or 541620. SF 330 part II information is not applicable.

CANCEL PREVIOUS SAVE AND CONTINUE

View assistance for Representations and Certifications--Defense Response

Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

- ✓ FAR Response 1
- ✓ FAR Response 2
- ✓ FAR Response 3
- ✓ FAR Response 4
- ✓ Architect-Engineer Response
- Defense Response
- Review FAR/DFARS Reqs and Certs
- Financial Assistance Response

Points of Contact

Submit Registration

BACK TO USER DASHBOARD

Page Description

Please answer the following question related to the Defense Federal Acquisition Regulation Supplement (DFARS). If you indicate you have, or are pursuing, Department of Defense (DoD) issued or funded contracts, the additional questions will complete a specific DFARS provision. The direct link to each provision follows the question. Selecting the DFARS reference will open a new window and take you to the full text of the provision. You will review your answers in the context of the DFARS provisions at the end of this section.

35. Does _____ wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

36. Does _____ anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)

37. Does _____ represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)

If yes, please select the name of the host Country: (DFARS 252.216-7008)
 Country:

Getting Started | http://insider.ri.org/ | Times Square - Google... | https://sam.gov/SAM/pages/secured/entity/repProvisions.jsf

- [FAR 52.222-59: Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.](#)
- [FAR 52.223-4: Recovered Material Certification](#)
- [FAR 52.223-9: Estimate of Percentage of Recovered Material Content for EPA-Designated Items \(Alternate I\)](#)
- [FAR 52.223-22: Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation.](#)
- [FAR 52.225-2: Buy American Certificate](#)
- [FAR 52.225-4: Buy American-Free Trade Agreements-Israeli Trade Act Certificate](#)
- [FAR 52.225-6: Trade Agreements Certificate](#)
- [FAR 52.226-2: Historically Black College or University and Minority Institution Representation](#)
- [FAR 52.227-15: Representation of Limited Rights Data and Restricted Computer Software](#)

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, Tiasse Coulibaly, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent in any of these representations or certifications to the Government.

Search Records | Disclaimers | FAPIS.gov
Data Access | Accessibility | GSA.gov/IAF

Getting Started | http://insider.ri.org/ | Times Square - Google... | https://sam.gov/SAM/pages/secured/entity/financialAssistanceResponse.jsf

Register Entity

- Overview
- Purpose of Registration
- Core Data
- Assertions
- Representations and Certifications**
- FAR Response 1
 - FAR Response 2
 - FAR Response 3
 - FAR Response 4
 - Architect-Engineer Response
 - Defense Response
 - Review FAR/DFARS Reps and Certs
 - Financial Assistance Response**
- Points of Contact
- Submit Registration

Representations and Certifications

Financial Assistance Response

Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does wish to apply for a Federal financial assistance project or program, or is currently the recipient of funding under any Federal financial assistance project or program*

Defense Response Yes No

Review FAR/DFARS Reps and Certs Yes No

Financial Assistance General Certifications and Representations

As the duly authorized representative of the _____, I certify that

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost when applicable) to ensure proper planning, management and completion of any financial

Getting Started http://insider.ri.org/ Times Square - Google... https://sam.gov/SAM/pages/secured/entity/financialAssistanceResponse.jsf

1. LOBBYING DISCLOSURE ACT OF 1995, 2 U.S.C. 1001 et seq.
 m. Section 543 of PL 112-55 and limitations imposed by annual appropriation acts Certification of Tax compliance
 n. Section 543 of PL 112-55 and limitations imposed by annual appropriation acts Representation regarding corporate felony convictions
 o. Section 544 of PL 112-55 and limitations imposed by annual appropriation acts Representation regarding unpaid corporate tax liabilities
 p. Public Health Service Act of 1912 (§§523 and 527) (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended

9. Will comply with U.S. statutory and public policy requirements which prohibit discrimination including but not limited to:
 a. Title VI of the Civil Rights Act of 1964; 42 U.S.C. 2000d et seq.
 b. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3601 et seq.
 c. Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. 1681 et seq.
 d. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. 794
 e. Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.
 f. Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)
 g. Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended

I have read each of the certifications and representations presented on this page. By submitting this certification, I, Tiasse Coulibaly, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent providing false, fictitious, or fraudulent information to the U.S. Government.

GSA
 IBM-P-20200424-1037
 WWW8

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 Check Status Privacy Policy GSA.gov
 About USA.gov
 Help

Getting Started http://insider.ri.org/ Times Square - Google... https://sam.gov/SAM/pages/secured/entity/pocDetails.jsf

View assistance for Points of Contact- POC Details

POC Details
 Submit Registration
 BACK TO USER DASHBOARD

Mandatory Points of Contact
 POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

Accounts Receivable POC

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxxxx-xxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Electronic Business POC

Copy From: Please select a value

Government Business POC US phone or Non US Phone is mandatory. Non US Phone xxxxx-xxxxxxxxxxx

You must enter one type of phone number, either a U.S. phone number above or a non-U.S. phone number here, for your Government Business POC, the individual in your business or organization responsible for marketing and sales to the Federal government.

← → ↻ 🏠 <https://sam.gov/SAM/pages/secured/entity/pocDetails.jsf> 📄 ⋮ ⭐ 🗖 📧 🗑 ⋮

Getting Started <http://insider.ri.org/> Times Square - Google...

View assistance for Points of Contact - POC Details

Electronic Business POC

Copy From COPY

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxx-xxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Address Line 1: *

Address Line 2:

City: *

State/ Province: *

Government Business POC ZIP/Postal Code
If U.S.-based, you must enter the ZIP code of your Government Business POC, the individual in your business or organization responsible for marketing and sales to the Federal government. This individual should also be able to provide small businesses with contact information for the person in the

← → ↻ 🏠 <https://sam.gov/SAM/pages/secured/entity/pocDetails.jsf> 📄 ⋮ ⭐ 🗖 📧 🗑 ⋮

Getting Started <http://insider.ri.org/> Times Square - Google...

View assistance for Points of Contact - POC Details

Electronic Business POC

Copy From COPY

Title:

First Name: *

Middle Initial:

Last Name: *

Email: *

Phone: * US or Non US Phone is mandatory

US Phone: (xxx)xxx-xxxx

Extension: xxxxxxx

Non US Phone: xxx-xxxxxxxxxxx

US Fax: (xxx)xxx-xxxx

Notes:

Address Line 1: *

Address Line 2:

City: *

State/ Province: *

ZIP/Postal Code:

Country: *

Government Business POC ZIP/Postal Code
If U.S.-based, you must enter the ZIP code of your Government Business POC, the individual in your business or organization responsible for marketing and sales to the Federal government. This individual should also be able to provide small businesses with contact information for the person in the

View assistance for Points of Contact - POC Details

Address Line 1: *

Address Line 2:

City: *

State/ Province: *

ZIP/Postal Code:

Country: *

Government Business POC ZIP/Postal Code

If U.S.-based, you must enter the ZIP code of your Government Business POC, the individual in your business or organization responsible for marketing and sales to the Federal government. This individual should also be able to provide small businesses with contact information for the person in the

Optional Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Electronic Business Alternate POC
- Government Business Alternate POC

Search Records Data Access | Disclaimers Accessibility | FAPHS.gov GSA.gov/LAF

Entity Dashboard

Entity Overview

Entity Registration

- Core Data
- Assertions
- Reps & Certs
- POCs

Reports

- Service Contract Report
- BioPreferred Report

Exclusions

- Active Exclusions
- Inactive Exclusions
- Excluded Family Members

Entity Registration Summary

DUNS: !
Name:

Business Type:
Last Updated By:
Registration Status:

Exclusion Summary

Active Exclusion Records? No

ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond promptly by email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

Once the registration is submitted, the company point of contact will receive an email confirming the entity registration.

This email was sent by an automated administrator. Please do not reply to this message.

Dear XXX,

You successfully submitted the entity registration for Name of the Entity / DUNS in the U.S. Government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete. What happens next?

- 1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This step can take two business days. You will get an email from @sam.gov when that review is complete.*
- 2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.*
- 3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.*
- 4. You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.*
- 5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Use the instructions at: https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183. Mail the original, signed notarized letter to the following address. Failure to do so within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.*

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON KY 40741-7285

Remember, this process is entirely FREE to you. It is FREE to register and maintain your

registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

*Thank you,
The System for Award Management (SAM) Administrator
<https://sam.gov/SAM>*

Step 5 : Notarized letter for SAM

To complete the registration, a notarized letter is required. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now.

For international organizations, use the instructions at: https://www.fsd.gov/answer.do?sysparm_kbid=dbf8053adb119344d71272131f961946&sysparm_search=registering%20an%20international

The screenshot shows a search result page on the FSD website. The breadcrumb trail is: Home > Search Results > I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to... The main heading is: "I am registering an international entity (not located in the U.S. or its outlying areas). How do I comply with the requirement to submit a letter formally appointing an Entity Administrator?". The answer section is titled "Answer:" and contains two steps. Step 1 is "Determine which template is required." and lists two bullet points: "I need to formally appoint an Entity Administrator for a single international entity. We do not use banking information from a U.S. financial institution (see note) in our SAM entity registration. - Use Template 3" and "I need to formally appoint an Entity Administrator for a single international entity. We do use banking information from a U.S. financial institution (see note) in our SAM entity registration. - Use Template 1". A note follows: "NOTE: International entities registering in SAM are not required to enter banking information for Electronic Funds Transfer (EFT) on the Financial Information page of the entity registration. Those fields are optional. An international entity may enter banking information for EFT if they use a U.S. financial institution." Step 2 is "Complete the template and print on your entity's letterhead." and lists one bullet point: "If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing." At the bottom of the answer, it says "Published 2018-04-09 | Updated 2020-04-02 10:40:38". To the right of the answer is a feedback section titled "Was this answer helpful?" with "Yes" (green thumbs up) and "No" (red thumbs down) buttons. Below that is a section titled "Print, Share and Follow this answer" with icons for "Share", "Print", and "Email".

Click the appropriate template number to download a Word document to use for the letter.

Fill in the template.

To submit the letter, click on "My Account" (top right side of the page with the blue background).

Home Top Help Topics Learning and Support Feedback **My Account**

fsd.gov kb0013183

Home Search Results I'm registering a domestic entity (located in the U.S. or its outlying areas). How do I comply with the requirement to submit a no

I'm registering a domestic entity (located in the U.S. or its outlying areas). How do I comply with the requirement to submit a notarized letter formally appointing an Entity Administrator?

Step 3: Sign the completed letter in the presence of the notary.

- Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.
- Confirm your identity in accordance with your state's notary procedures.

Step 4: Mail the completed, signed, notarized letter within 60 days of registration activation.

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285

Was this answer helpful?
Yes No

Welcome to the Federal Service Desk "Live Chat." How may we help you?

Create account

Home Log In

Log In

Sign-In to your Account

Please sign in with your FSD account information.
If you don't have an FSD account, you must register to "Submit a Question". Please select [Create an account](#)

Username

Password

Log In

[Did you forget your username or password?](#)

Register for a New FSD.gov Account

- ⚡ It's quick and easy all you need is an FSD account to submit a question.
- 🕒 Receive notifications when information you care about is updated.
- 🔧 Customize your account settings.

Create an Account

[How to create a new account](#)

[How to reset your username or password](#)

Contact the Federal Service Desk

[Hours of Operation](#)
Monday - Friday 8 a.m. to 8 p.m. ET

Live Chat

Web Form

Write down username and password

The screenshot shows the account creation page at <https://www.fsd.gov/fsd-gov/account-creation.do?>. The page contains several required fields marked with an asterisk (*): Business Email Address, Username, Password (12 characters minimum), Verify Password, First Name, Last Name, and Business Phone. A blue "Create Account" button is located at the bottom left. A note states "Fields marked with an asterisk * are required." On the right side, there is a sidebar with "Live Chat" and "Web Form" options, and a "Hours of Operation" section indicating "Monday - Friday 8 a.m. to 8 p.m. ET".

Go to my account and go to submit "submit a question".

The screenshot shows the "Submit a Question" page at [https://www.brownsds.gov/fsd-gov/submit-question.do](https://www.fsd.gov/fsd-gov/submit-question.do). The page has a breadcrumb trail: Home > Submit a Question. Below the title, there is a "Manage Attachments (1)" section showing a file named "SAM Entity Administrator Letter.pdf [rename][view]". The form includes several required fields: System (with a dropdown menu showing "System for Award Management (SAM)"), Issue Type (with a dropdown menu showing "Other"), Business Type (with a dropdown menu showing "Contracts & Grants"), and DUHS / AAC / DoDAAC (with a dropdown menu showing "More Information"). A blue "Contact the Federal Service Desk" button is located on the right side. A sidebar on the right contains "Live Chat" and "Web Form" options, and a "Hours of Operation" section indicating "Monday - Friday 8 a.m. to 8 p.m. ET".

Add the letter as an attachment.

Browser address bar: <https://www.fsd.gov/fsd-gov/submit-question.do>

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Name of Exclusion

Cage Code

* **Subject** ⓘ

* **Question** ⓘ
▶ More information

Browser address bar: https://www.fsd.gov/fsd-gov/ask_confirm.do?sysparm_ticnumber=200507-000019

Getting Started | <http://insider.ri.org/> | Times Square - Google...

Start here for help...

Home > Submit Confirmation

Question Submitted

Thanks for submitting your question. Use this reference number for follow up:

For your convenience, the 'Submit a Question' page will accept submissions 24 hours 7 days a week. FSD Agents will respond to your request via email during normal business hours.

If you need to update your question, click the Your Account tab and select the question to open and update it.

[Contact the Federal Service Desk](#)

Hours of Operation
Monday - Friday 8 a.m. to 8 p.m. ET

 **Live Chat**

 **Web Form**

Once the SAM registration is active, the entity will receive an email confirmation:

This email was sent by an automated administrator. Please do not reply to this message.

Dear XXX

The registration for XXX is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

In order to remain eligible to do business with the Federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is XXX.

You may invite additional users to manage or review your entity registration by following these steps:

- 1. Go to www.sam.gov and log in.*
- 2. Select Entity Users from the sub-navigation menu on the My SAM page.*
- 3. Select Invite User from the Entity Users menu.*
- 4. Select the desired entity from the Level List.*
- 5. Provide invitee's email address.*
- 6. Assign role(s) to be associated with the user account.*
- 7. Select Submit.*

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help.

In addition, if you are located in the U.S. and its outlying areas, you can also get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,

The System for Award Management (SAM) Administrator <https://www.sam.gov>