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:
   - 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.
Click on “Get a DUNS Number”

Select “I’m a US Government Contractor and Grantee” from the dropdown and then click “Continue”
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: 0027-123321123

00 + country code-phone digits. Do not use spaces.
### Request for New D-U-N-S Number

Any affiliated companies of 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.

Enter all fields as required unless otherwise indicated.

<table>
<thead>
<tr>
<th><strong>Company Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Structure</strong></td>
</tr>
<tr>
<td><strong>Taxpayer Name 1 (optional)</strong></td>
</tr>
<tr>
<td><strong>Taxpayer Name 2</strong></td>
</tr>
<tr>
<td><strong>Taxpayer Name 3</strong></td>
</tr>
<tr>
<td><strong>Phone Number of Business (if location listed below)</strong></td>
</tr>
</tbody>
</table>

**Physical Address (P.O. Box, Post Box and APO/FPO address not accepted):**

- **Street**
- **City**
- **State**
- **ZIP Code + 4**
- **Country**

**Mailing Address (optional):**

- **Same as Physical Address**
- **Street PO Box**
- **City**
- **State**
- **ZIP Code + 4 Postal Code**

**Organization Information:**

- **Executive Name**
- **Title**
- **Primary SIC Code**
- **Description of Operations**
- **NAICS Code**
- **Number of Employees (includes owners, partners, and/or officers)**
- **Annual Sales or Revenue**

**Parent Organization (optional):**

- **Name**
- **Title**
- **City**
- **State**
- **ZIP Code + 4 Postal Code**
The contact person entered on the following screen will be the person receiving the correspondance 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: XXXX-XXXXXXXXX – 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.
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: XXXXXXXXXX

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](http://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-XXXXXXXX - 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.
Verify and save the information

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

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.
**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.

Please use the same information as submitted for DUNS registration.
Formatting of the phone number should be as follows: XXX-XXXXXXXXX for example 967-4123489000 - country code-phone digits. No spaces.
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)”

Please use the same information as submitted for DUNS registration.

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

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

Yes  No
Per the below, Electronic Funds Transfer (EFT) information is not required.
In the below screen, Automated Clearing House (ACH) information is not required.
In this step, please check the box to include the entity in the SAM public search engine.

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.
Executive Compensation questions

In your business or organization, providing compensation to any executive to which this specific DUNS record, represented by a DUNS number, belongs would result in both of the following: 1. By parent or more of your annual gross revenues from DUNS federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $150,000 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 this executive in your business or organization's legal entity to which this specific DUNS record, represented by a DUNS number, belongs through periodic reports filed under section 1341 or 1343 of the Securities Exchange Act of 1934 (15 U.S.C. 78m-1 or 78o-3) or section 8a-3 of the Internal Revenue Code of 1986?

Procurement Questions

In your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provisions at FAR 42.104-7, subject to the clause in FAR 32.209-2 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 31 CFR 200 Appendix III?

Procurement opportunity that contains the provisions at FAR 42.104-7, subject to the clause in FAR 32.209-2 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 31 CFR 200 Appendix III?

Does your business or organization, as represented by the DUNS number on this specific DUNS record, have current active Federal contracts and/or grants with total value (including any exercised (unexercised) options) greater than $1,000,000?

Not Selected

Within the last five years, has the business or organization (represented by the DUNS number on the specific DUNS record) 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 (i) criminal proceeding resulting in a conviction or other acknowledgment of guilt; (ii) civil proceeding resulting in a finding of fraud; (iii) monetary fine or penalty greater than $10,000 or other acknowledgment of fault; and/or (iv) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $10,000 or other acknowledgment of fault?

SAM Search Authorization

Yes?
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
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.
2. Does ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PASSANDES have other plants/facilities at different addresses besides those used to perform on contracts? (FAR 9.503-1, FAR 42.200.9)

Yes, please provide the following: Place of Performance (address of the other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address of Owner and Operator of Plant Facilities street, address, City, County, State, Zip Code)

3. TIP NO PK/PR (FAR 42.200.9, FAR 42.202.9)

4. For products designated by the Environmental Protection Agency and provided by ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PASSANDES. Does the percentage of recovered material content meet the applicable LEPA guidelines? (FAR 9.503-1, FAR 42.200.9)

5. Our records indicate that the contractor is not a small business concern and therefore does not qualify for status as a labor surplus area concern. (FAR 9.603-1, FAR 4.202.9)


If yes, please provide the company name and TIN for the common parent. (FAR 9.602.9, FAR 4.202.9)

Company Name:

TIN:

7. Our records indicate that the Contractor is not an active division for any of.

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 (local, state, or federal) contract or subcontract. Violations of federal or state anti-trust statutes relating to the combination of offers or combinations of enterprise, theft, bribery, kickbacks or destruction of records, existing takeovers, selection of contractor, violating federal criminal tax laws, or engaging in insider trading. (FAR 9.602.9, FAR 4.202.9)

8. In the past three years, has

or any of its principals, been convicted of 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 (local, state, or federal) contract or subcontract. Violations of federal or state anti-trust statutes relating to the combination of offers or combinations of enterprise, theft, bribery, kickbacks or destruction of records, existing takeovers, selection of contractor, violating federal criminal tax laws, or engaging in insider trading. (FAR 9.602.9, FAR 4.202.9)

In the past three years, has

been notified of any deficiency finder. There is an amount that exceeds $5,000 for which liability remains undisputed. (FAR 9.602.9, FAR 4.202.9)
View assistance for Representations and Certifications - FAR Responses

8. In the past three-year period, has [answer]
   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 anti-trust statutes relating to the submission of offers or contracts; or underbidding, theft, bribery, bid-rigging, or destruction of records, making false statements, false omissions, evading federal criminal laws, or receiving stolen property? (See FAR 12.309)

   If so, [FAR 12.309]

9. In the past three years, has [answer]
   been notified of any
   administrative, civil, or criminal penalty or action for which liability remains unresolved? (FAR 12.309)

   If so, [FAR 12.309]

10. Within the past three years, has [answer]
    been terminated for cause (FAR 12.309)

   If so, [FAR 12.309]

11. Please list the name of any non-U.S. business entities participating in a United States Joint Venture with.

   [FAR 12.309]

View assistance for Representations and Certifications - FAR Responses

12. Reserved.

13. Our records indicate that [answer]
   is not participating in a
   Women-Owned Small Business Joint Venture (FAR 12.505, FAR 6.301).

14. Our records indicate that [answer]
   is not participating in a
   Economically Disadvantaged Women-Owned Small Business Joint Venture (FAR 6.301).

15. Do you have any limited rights or restricted computer software? (FAR 12.206)

   If so, please list limited rights or restricted computer software below.

   [FAR 12.206]

   [FAR 12.206]
View assistance for Representations and Certifications - EAR Response

16. Our records indicate that [Redacted] has selected the Entity.

17. Our records indicate that [Redacted] is not a small disadvantaged business concern.

18. [Redacted]

If Yes, list based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such products, determine that it is not aware of any such use of child labor.

[Redacted]

20. [Redacted]

21. [Redacted] are any end products delivered to the government by the Association that are foreign, non-university, and non-profits?

If Yes, please list these products and their corresponding country of origin.

22. The Association has [Redacted] and IIRSS.

23. Please choose one of the following statements that applies to...

- [Redacted]
- [Redacted]
- [Redacted]
<table>
<thead>
<tr>
<th>View assistance for Representations and Certifications - FAR Response 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Does provide maintenance, calibration, and/or repair of</td>
</tr>
<tr>
<td>information technologies, services and medical and/or office and</td>
</tr>
<tr>
<td>business equipment? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>Yes: [ ] No: [ ]</td>
</tr>
<tr>
<td>If yes, please answer the following questions: Are the terms of</td>
</tr>
<tr>
<td>equipment served by:</td>
</tr>
<tr>
<td>[ ] commercial items which are used regularly for other than</td>
</tr>
<tr>
<td>government purposes, and are sold or traded by</td>
</tr>
<tr>
<td>[ ] to the course of normal business operations? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[FAR 45.204(a)]</td>
</tr>
<tr>
<td>Are the services described in (a) below, which are, or are based on,</td>
</tr>
<tr>
<td>established catalog or market prices? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>Yes: [ ] No: [ ]</td>
</tr>
<tr>
<td>Does [ ] the same compensation (wages and fringe benefits)</td>
</tr>
<tr>
<td>[ ] insurance plan for all employees performing work for</td>
</tr>
<tr>
<td>[ ] Government contracts as the same plan for employees serving the</td>
</tr>
<tr>
<td>[ ] same employee as commercial customers? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[FAR 45.204(a)]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View assistance for Representations and Certifications - FAR Response 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. Does provide services as described in FAR 45.204(a)? [ ]</td>
</tr>
<tr>
<td>If yes, please answer the following questions: Are the services</td>
</tr>
<tr>
<td>described in FAR 45.204(a)? [ ] by:</td>
</tr>
<tr>
<td>[ ] commercial items which are sold or traded by</td>
</tr>
<tr>
<td>[ ] to the course of normal business operations? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[ ] or [ ] established catalog or market prices? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[ ] [ ] [ ] or [ ]</td>
</tr>
<tr>
<td>Are the services described in (a) below, which are, or are based on,</td>
</tr>
<tr>
<td>services provided to commercial customers? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[FAR 45.204(a)]</td>
</tr>
<tr>
<td>Does [ ] the same compensation (wages and fringe benefits)</td>
</tr>
<tr>
<td>[ ] insurance plan for all employees performing work for</td>
</tr>
<tr>
<td>[ ] Government contracts as the same plan for employees serving the</td>
</tr>
<tr>
<td>[ ] same employee as commercial customers? [FAR 45.204(a)]</td>
</tr>
<tr>
<td>[FAR 45.204(a)]</td>
</tr>
</tbody>
</table>
I have read each of the FAR and DFARS provisions presented on this page. By submitting this certificate, I, [Name], hereby acknowledge the accuracy of the representations and certifications contained herein, including the entire FAR/DFARS I understand that I may be subject to criminal prosecution under Section 503 of the United States Code or civil penalty under the False Claims Act if I misrepresent or certify to the Government.

[Signature]
[Date]

Financial Assistance Response

Page Description

This page provides a common set of certifications and representations required by Federal statute or regulations in accordance with the guidance provided by FAR to the Code of Federal Regulations (CFR) parts 206A and 206B. If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grant 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.

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

Visit to apply for a Federal financial assistance project that requires the recipient of funding under a Federal financial assistance project or program?

Yes
No

Financial Assistance General Certifications and Representations

A 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 sufficient funds, to carry out the Federal share of any project cost when applicable to ensure proper planning, management, and completion of any financial assistance project.
https://www.doc.gov/SMWaypage/MDGChp139054/54.html

[Image: View assistance for Points of Contact - POC Details]

**Mandatory Points of Contact**

POCs shall be knowledgeable for the actual entity. Group email addresses may be used, as long as they are affiliated with the entity. You must enter one type of phone number, either US or Non-US phone number.

**Accounts Receivable POC**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone 1 (US or Non-US)</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td>Phone 2 (US only)</td>
<td></td>
</tr>
<tr>
<td>US Fax</td>
<td></td>
</tr>
</tbody>
</table>

**Electronic Business POC**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy From</td>
<td>Please select a value</td>
</tr>
</tbody>
</table>

**Government Business POC**

**US Phone**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th></th>
</tr>
</thead>
</table>

**Non-US Phone**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th></th>
</tr>
</thead>
</table>

**Fax**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th></th>
</tr>
</thead>
</table>

**Extension**

<table>
<thead>
<tr>
<th>Extension Number</th>
<th></th>
</tr>
</thead>
</table>

For non-English speaking individuals, the OGD phone number is 1-800-123-4567. For your Government Business POC, the individual in your business or organization responsible for marketing and sales can be reached at the following email address.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Title</td>
<td>[Blank]</td>
</tr>
<tr>
<td>First Name</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Last Name</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Email</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Phone</td>
<td>[Blank]</td>
</tr>
<tr>
<td>US Phone</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Ext</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Non US Phone</td>
<td>[Blank]</td>
</tr>
<tr>
<td>US Fax</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Notes</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>[Blank]</td>
</tr>
<tr>
<td>City</td>
<td>[Blank]</td>
</tr>
<tr>
<td>State/Province</td>
<td>[Blank]</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Phone Type</td>
<td>[Blank]</td>
</tr>
<tr>
<td>US Phone</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Ext</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Non US Phone</td>
<td>[Blank]</td>
</tr>
<tr>
<td>US Fax</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Notes</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>[Blank]</td>
</tr>
<tr>
<td>City</td>
<td>[Blank]</td>
</tr>
<tr>
<td>State/Province</td>
<td>[Blank]</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Phone Type</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>

*Note: All fields marked with an asterisk (*) are mandatory.*
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/fsd.gov/answer.do?sysparm_kbid=dbf8053adb119344d71272131f961946&sysparm_search=registering%20an%20international](https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=dbf8053adb119344d71272131f961946&sysparm_search=registering%20an%20international)

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).
Create account

Write down username and password
Go to my account and go to submit “submit a question”

Add the letter as an attachment.
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. TSD 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](http://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](http://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/](http://www.aptac-us.org/) to find your closest PTAC.

Thank you,

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