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.
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-XXXXXXXX – 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 components of the same address will not be affected. If there are affiliated components 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>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Legal Structure</td>
</tr>
<tr>
<td>Trade Name 1 (optional)</td>
</tr>
<tr>
<td>Trade Name 2</td>
</tr>
<tr>
<td>Trade Name 3</td>
</tr>
<tr>
<td>Phone Number of Business (if location listed below)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Address (Postbox, PO Box and APO/FPO address not acceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code + 4-Postal Code</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address (optional) Same as Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street PO Box</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code + 4-Postal Code</td>
</tr>
<tr>
<td>Country</td>
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</tbody>
</table>

### Organization Information

<table>
<thead>
<tr>
<th>Executive Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Primary SIC Code</td>
</tr>
<tr>
<td>Description of Operations</td>
</tr>
<tr>
<td>Annual Sales or Revenue</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Parent Organization (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Zip Code + 4-Postal Code</td>
</tr>
</tbody>
</table>
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-XXXXXXXXXX – 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 XXXXXX@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-XXXXXXXX
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 codephone 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
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.
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.
View assistance for Representations and Certifications—FAR Response 1

1. Does ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PARAISNIO have other plants/locations at different addresses outside of the U.S.?

   Yes:
   No:

2. If Yes, please provide the following: Place of Performance (address of the entire Plant/Location), Name of Owner and Operator of Plant/Location, Name of Owner and Operator of Plant Facilities Site, Address, City, County, State. Zip Code:

   

3. TIR No. (If any): [If the TIR number is provided, please fill in the TIR number here.]

4. For products designated as the Environmental Protection Agency (EPA) as hazardous waste, please provide information related to their hazardous waste status:

   

5. Our records indicate that OUR COMPANY IS NOT SUBJECT TO THE REQUIREMENTS OF THE FEDERAL TAX REFORM ACT OF 1986.

   Yes:
   No:

6. We certify that we are owned or controlled by a company parent, that files its income tax returns on a consolidated basis. [If the parent company files income tax returns on a consolidated basis, fill in the parent company information here.]

7. Our records indicate that there is no active exclusion for: [Check all that apply.]

   

8. In the past three years, has [the company] or any of its officers, directors, shareholders, or principals, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with publishing, attempting to publish, or performing a profit (directed, own or hire) contract or advertisement; violation of Federal or state antitrust statutes relating to the combination of offers or combination of advertisement, theft, forgery, bribery, or destruction of records, including false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property? [If the answer is Yes, fill in the details here.]
### View assistance for Representations and Certifications - EAR Response 3

**Page Description:**

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This page is the third. Each question is designed to complete a specific FAR provision. The drop down in each question offers selection options. 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 to the contract of the EAR provisions at the end of this section.

16. Our records indicate that [Entity Type] [Qualified Corporate Entity (Tax Exempt), [FAR clause]] has selected the Entity.

17. Our records indicate that [Entity Type] is a [Small Business Concern, [FAR clause]].

18. [Reserved]

### Points of Contact

- [Name, Title, Address, Phone, Fax, Email]

### Submit Registration

- [Submit or Return to This Page]

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**View assistance for Representations and Certifications - EAR Response 3**

19. Are any vehicles or vessels that are delivered to the government by [Entity Name] of [Country of Origin] [Y/N] [FAR clause]? [Y/N]

20. Has the [Entity Name] (or any of its predecessors) delivered to the government any vehicles or vessels that are subject to the [Entity Name] [Y/N] [FAR clause]?

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

### Submit Registration

- [Submit or Return to This Page]

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21. Has [Entity Name] (or any of its predecessors) made any efforts to ensure that products, parts, or materials which are subject to the [Entity Name] [Y/N] [FAR clause] are compliant with the [Entity Name] [Y/N] [FAR clause]?

22. Has [Entity Name] (or any of its predecessors) developed and/or implemented an affirmative action plan [Y/N] [FAR clause]?

23. Has [Entity Name] (or any of its predecessors) developed and/or implemented an affirmative action plan to ensure equal employment opportunity [Y/N] [FAR clause]?

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

### Submit Registration

- [Submit or Return to This Page]
View assistance for Representations and Certifications - FAR Response 3

24. Does provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment (FAR 49.102-2, FAR 49.103-2)?

[Blank]

If no, please answer the following question: Are the items of equipment owned by commercial items which are used primarily for other than Government purposes, and are sold or traded by the course of normal business operations? (FAR 49.103-2, FAR 49.104-2)

[Blank]

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 49.103-2, FAR 49.104-2)

[Blank]

Does the same compensation (wages and benefits) plan for all service employees performing work for Government contracts as those for equivalent employees serving the same equipment of commercial customers? (FAR 49.103-2, FAR 49.104-2)

[Blank]

View assistance for Representations and Certifications - FAR Response 4

19. Does provide services as described in FAR

[Blank]

If no, please answer the following question: Are the services described in FAR 45.205(d)(1)(ii) by commercial and sold regularly to non-Governmental customers, and are provided by the offer or subcontractor in the case of an exempt subcontract to the general public in substantial quantities in the course of normal business operations? (FAR 45.205(d)(1)(ii))

[Blank]

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 45.205(d)(1)(ii), FAR 49.103-2)

[Blank]

Does ensure that each service employee who will provide the services described in FAR 45.205(d)(1)(ii) spend only a small portion of his/her time in a monthly average of less than one of the available hours on an annualized basis, or less than one of available hours during the contract period? (If the contract period is less than a month, the Government contract FAR 45.205(d)(1)(ii), FAR 49.103-2)

[Blank]

Does have the same compensation (wages and benefits) plan for all service employees performing work for Government and commercial customers? (FAR 45.205(d)(1)(ii), FAR 49.103-2)

[Blank]

16. You have not answered any federal supply class for manufactured and products in the PPC but on assistance, so you are not required to answer this question. (FAR 49.103-2)

[Blank]

27. Is an insured domestic company? (FAR 49.103-2)

[Blank]
View assistance for Representations and Certifications - FAR Response 4

24. You have not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

26. Have you or any of your subsidiaries not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

28. Have you or any of your subsidiaries not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

30. Does your entity or any of your subsidiaries 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?

32. Have you or any of your subsidiaries not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

34. Have you or any of your subsidiaries not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

36. Have you or any of your subsidiaries not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.

38. You have not entered any federal supply class for manufactured end products in the "F" list of assertions, so you are not required to answer this question.
I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, Thomas Cofair, am acknowledging the accuracy of the representations and certifications contained herein, including the entire FAR/DFARS. I understand that I may be subject to criminal proceedings under Section 6a; Title 15 of the United States Code or civil liability under the False Claims Act if I misrepresent or omit any of these representations or certifications to the Government.

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 I of the Code of Federal Regulations (CFR), part 222 and 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.

Federal Financial Assistance Response

Financial Assistance General Certifications and Representations

I certify that

1. I have 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 the project cost) when applicable to ensure proper planning, management and completion of any financial assistance project.

2. I will comply with all Federal regulatory requirements applicable to the funds, and that I have the capability to comply with all requirements.

3. I understand that Cognizant Federal Agency officials may instruct the project's funding agency to verify that the entity is utilizing funds in accordance with applicable laws and regulations.

4. I understand that Cognizant Federal Agency officials may require the project's funding agency to verify that the entity is in compliance with applicable laws and regulations.

5. I understand that Cognizant Federal Agency officials may require the project's funding agency to verify that the entity is in compliance with all applicable laws and regulations.

6. I understand that Cognizant Federal Agency officials may require the project's funding agency to verify that the entity is in compliance with all applicable laws and regulations.

7. I understand that Cognizant Federal Agency officials may require the project's funding agency to verify that the entity is in compliance with all applicable laws and regulations.

8. I understand that Cognizant Federal Agency officials may require the project's funding agency to verify that the entity is in compliance with all applicable laws and regulations.
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_kbaid=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.
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)