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 at the same address will 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Legal Structure</td>
<td></td>
</tr>
<tr>
<td>First Legal Name (optional)</td>
<td></td>
</tr>
<tr>
<td>Trademarks Name 2</td>
<td></td>
</tr>
<tr>
<td>Trademarks Name 3</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Business (if location listed below)</td>
<td></td>
</tr>
<tr>
<td>Physical Address (Postbox, Post Box and APO/FPO address not accepted)</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code + Postal Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Mailing Address (optional)</td>
<td>Same as Physical Address</td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code + Postal Code</td>
<td></td>
</tr>
<tr>
<td>Organization Information</td>
<td></td>
</tr>
<tr>
<td>Executive Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Primary SIC Code</td>
<td></td>
</tr>
<tr>
<td>Description of Operations</td>
<td></td>
</tr>
<tr>
<td>Annual Sales or Profit</td>
<td></td>
</tr>
<tr>
<td>Parent Organization (optional)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code + Postal Code</td>
<td></td>
</tr>
</tbody>
</table>
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-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 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-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: XXXXXXXXXXX – 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.
Executive Compensation Questions

In your business or organization, providing compensation to an officer or employee. Did your business or organization (the legal entity to which the specific KSA record, represented by a CAGE number, belongs) receive both of the following: 1. A request or more of your annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and/or 2. An annual gross revenue 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 executive in your business or organization (the legal entity to which this specific KSA record, represented by a CAGE number, belongs) through periodic reports filed under section 2101 or 2103 of the Securities Exchange Act of 1934 (Pub. L. 73-416) or section 631 of the Internal Revenue Code of 1986?

Proceeding/Questions

In your business or organization, as represented by the CAGE Number in this entity registration, responding to a Federal procurement opportunity that contains the provisions at FAR 23.206-7, subject to the issues in FAR 32.209-9 in an external Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 22 CFR 105 Appendix A?

Executive Compensation Questions

Did you have a Federal contract or Federal grant or option? (check below)

Not Selected

Within the last five years, did the business or organization represented by the CAGE number on this specific KSA record and/or any of its principals, have any U.S. federal contracts and/or grants with total value (including any exercised or unexercised options) greater than $100,000,000? (check below)

Not Selected
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 PASANDIES have other plants/locations at different addresses outside the areas used to perform on contracts? (FAR 4.2010(a), FAR 4.503(b))


3. TFP NO PEFAR


4. For products designated by the Environmental Protection Agency as provided by ASSOCIATIONS DES ORGANISATIONS PROFESSIONNELLES PASANDIES, does the percentage of recovered material content meet the applicable LEA guidelines? (FAR 4.2010(a), FAR 4.503(b))


5. Our records indicate that the company is not a small business concern and therefore does not qualify for status as a labor surplus area concern (FAR 4.301-3).


6. Federal Income Tax returns on a consolidated basis? (FAR 4.2010(a), FAR 4.503(b))


7. Our records indicate that the company does not have ownership or control of a company that file its own Federal Income Tax returns on a consolidated basis (FAR 4.2010(a), FAR 4.503(b)).


8. Records indicate that the company does not have ownership or control of a company that file its own Federal Income Tax returns on a consolidated basis (FAR 4.2010(a), FAR 4.503(b)).


9. In the past three years, has the company been convicted of bid rigging, kickbacks, or falsifying records? (FAR 4.2010(a), FAR 4.503(b))


10. In the past three years, has the company been convicted of two or more convictions of fraud? (FAR 4.2010(a), FAR 4.503(b))


11. Does the company have any other matters that would affect eligibility? (FAR 4.2010(a), FAR 4.503(b))
8. In the past three-year period, has 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 returns, violation of antitrust laws, theft, forgery, bribery, obstruction or destruction of records, making false statements, false oaths, violating federal criminal laws, or receiving stolen property?

9. If the past three years, has any of its principals, been notified of any: (Darlington Federal Farm) in an amount that exceeds $5,000 for which liability remains on file?

10. In the past three years, has any of its principals, been notified of any: (Darlington Federal Farm) in an amount that exceeds $5,000 for which liability remains on file?

11. Within the past three years, has any of its principals, been terminated for cause?

12. Within the past three years, has any of its principals been terminated for cause?

13. Please list the name of any business venture with BOC based on the Venture with.

14. Our records indicate that our business venture with is not participating in a Women-Owned Small Business Joint Venture.

15. Our records indicate that our business venture with is not participating in a Disadvantaged Women-Owned Small Business Joint Venture.

16. For the purposes of this request, do you have any data on the government that qualifies as limited right data or restricted computer software?

If yes, please list the limited right data or restricted computer software below:

Add New Data
View assistance for Representations and Certifications - FAR Response 4

24. You have not entered any federal supply class for manufactured end products in the PAX list in assertions, so you are not required to answer this question. [FAQ 4.2.4.1.5]

25. Is the organization:

- an inverted domestic corporation? [FAQ 6.1.2.2.10]

26. If yes, a subsidiary of an inverted domestic corporation?

[FAQ 6.1.2.2.10]

27. Reserved.

28. Does your entity have any unpaid Federal tax liability that has been asserted, for which all judicial and administrative remedies have been exhausted or have been denied, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? [FAQ 8.2.5.1.6]

29. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 15 years? [FAQ 8.2.5.1.6]

30. Did either receive [X] million or more in Federal contracts during the previous Federal fiscal year requiring it to publically disclose greenhouse gas emissions and reduction goals or receive less than 25 million in Federal contracts during the previous Federal fiscal year but still want to publically disclose greenhouse gas emissions and reduction goals? [FAQ 8.2.5.1.6]

---

View assistance for Representations and Certifications - FAR Response 4

31. Did or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

If yes, select "Add Note" to list the publicly accessible with 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.

32. Did or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

If yes, select "Add Note" to list the publicly accessible with the target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

33. Did or through its immediate owner or highest-level owner, publicly disclose telecommunications equipment or services as a part of the offered products or services to the Government in the performance of any contract, subcontracts, or other contractual instrument? [FAQ 4.1.2.2.10]
I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification I, [Name], hereby acknowledge the accuracy of the representations and certifications contained herein, including the entire DFARS. I understand that if I may be subject to criminal prosecution under Section 93 of the United States Code or civil liability under the False Claims Act if I misrepresent, mislead, or misinterpret any of these representations or certifications to the Government.

[Signature]
[Date]

Financial Assistance Response

Page Description

This page provides a common set of certification and representations required by federal statute or regulation in accordance with the grant guidance under FAR or DFARS. This guidance requires at least one certification or representation. If you intend to apply for, or are already a recipient of a preceding grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep those grants certifications and representations current, accurate, and complete as part of your entity registration in SASS. 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.

[Signature]
[Date]
<table>
<thead>
<tr>
<th>Accounts Receivable POC</th>
<th>Electronic Business POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>City:</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>State:</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Zip:</td>
</tr>
<tr>
<td>Email *</td>
<td>Country:</td>
</tr>
<tr>
<td>Phone *</td>
<td>Extension:</td>
</tr>
<tr>
<td>US Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Government Business POC**

<table>
<thead>
<tr>
<th>US Phone:</th>
</tr>
</thead>
</table>

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

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 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