Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official free, government-operated website – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?
In SAM, your company / business / organization is referred to as an “Entity.” You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?
1. **DUNS Number**: You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code**: Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM before you start the registration process.

How do I get a DUNS number?
If you do not have one, you can request a DUNS number for free to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at http://fedgov.dnb.com/webform. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?
For instructions on obtaining a NCAGE, visit: http://www.dlis.dla.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?
You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

Steps for Registering

1. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your email address to activate the user account), then Login.
3. Select “Register New Entity” under “Register/Update Entity” on your “My SAM” page.
4. Select your type of Entity, most likely “Business or Organization.” Definitions are in the Content Glossary on the right side of the page.
5. Tell the system why you are registering in SAM. This determines what information you have to provide.
   - Are you interested in bidding on Federal contracts? If you say “Yes,” you will complete all four sections in SAM.
   - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say “No” to the contracts question and “Yes” to the grants question, you will only have to complete the grant-related information.

6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:
   - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
   - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
   - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
   - Make sure to select “Foreign Owned and Located” on the General Information page.
   - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
   - In the “Points of Contact” section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called “Points of Contact” or POCs.

7. Make sure to hit [Submit] after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration. What happens next?
   - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at [https://www.fsd.gov](https://www.fsd.gov/)
Obtaining a DUNS number.

Offerors can receive an official DUNS Number at no cost by doing the following:

- Go to [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or if the offeror does not have internet access, they can call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or if located outside the United States, they can contact the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office. The offeror should be prepared to provide the following information:
  - Company legal business name.
  - Trade style, doing business, or other name by which your entity is commonly recognized.
  - Company physical street address, city, state and Zip Code.
  - Company mailing address, city, state and Zip Code (if separate from physical).
  - Company telephone number.
  - Date the company was started.
  - Number of employees at your location.
  - Chief executive officer/key manager.
  - Line of business (industry).
  - Company Headquarters name and address (reporting relationship within your entity).
Notes to Vendors about NCAGE Codes and Registering in SAM

Below are instructions for getting NATO Commercial and Government Entity (NCAGE) codes (when necessary) and registering in the System for Award Management (SAM). U.S. vendors can ignore the instructions about NCAGE since they will receive CAGE codes automatically as a result of the SAM registration process. Foreign vendors will need to pay attention to the NCAGE codes and all of the other information below that is applicable to foreign vendors.

1. Who must get an NCAGE Code?

Any vendor based overseas that is required by a CO to be registered in SAM.

2. Who must register in SAM?

Any vendor required to do so by the CO, whether the request is made in the solicitation or otherwise. FAR 4.1102 describes when a CO would have to require vendors to register in SAM.

3. How do we obtain an NCAGE Code?

a. Request and obtain an NCAGE Code through https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. For more information, see http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60 and http://www.dlis.dla.mil/Forms/Form_AC135.asp; and

b. Once you receive the NCAGE Code, verify with the U.S. Department of Defense’s (DoD’s) Business Identification Number Cross-reference System (BINCS, at http://www.logisticsinformationservice.dla.mil/BINCS) that the NCAGE code has been successfully input into the BINCS system. Once the NCAGE code has been entered into BINCS, SAM will be able to validate the NCAGE code the vendor enters into SAM. Only after a SAM registration is completed and fully validated can a vendor be considered to have a current, active registration in SAM. If the NCAGE code is not in BINCS or if there is a problem with the information regarding the code, that page also has information on how to contact the DoD office that operates BINCS.

NOTE: NCAGE code requests can take from a few days to several weeks to process.
4. What information should we provide NATO to get an NCAGE Code?

NATO will ask for your Legal Business Name and address, among other data.

If you are a foreign vendor registering in SAM, you will also be required to obtain a DUNS number from Dun and Bradstreet before you can complete your SAM registration. See [http://www.statebuy.state.gov](http://www.statebuy.state.gov) for more information. Please note the **Legal Business Name and address provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to NATO for the NCAGE code.** The DUNS number name and address information will be fed automatically into SAM from the Dun and Bradstreet database. Since SAM will also check BINCS for the NCAGE Code as well as the name and address in BINCS, if the information for the DUNS number does not match the information for the NCAGE Code, SAM will be unable to complete the validation of the SAM registration.

If you are a foreign vendor, one way to help ensure the information for the DUNS number and the NCAGE code are the same is to apply for them at the same time, perhaps also cut/pasting from one request form to the other. You can apply for both at the same time since it is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number. However, both are needed before a vendor can complete their SAM registration. Since NCAGE Codes can take significantly longer to obtain than DUNS numbers, we recommend submitting the NCAGE request first.

5. How many NCAGE Codes do we need?

In most cases, only one will be necessary. Please note that for proper DUNS identification, vendors must have a separate vendor DUNS number for each vendor location involved in a government contract, grant or cooperative agreement. If vendor facilities at more than one physical address are involved, then you will need more than one DUNS number. For any such facilities located in the U.S. and registered in SAM, the facility would automatically receive a CAGE code as part of the SAM registration process, so NCAGE codes would not be necessary for such facilities located in the U.S. Since the Legal Business Name and address associated with an NCAGE Code must be identical to those associated with a DUNS number, any such facilities located outside the U.S. would need separate NCAGE Codes. If more than one facility located outside the U.S. is involved in the performance of the contract, then you will need more than one NCAGE Code. Each NCAGE Code must be requested separately.

6. What information should we provide SAM to get an active registration in SAM?

Instructions on how to register and renew are available on the SAM website at [http://www.sam.gov](http://www.sam.gov). Additional information (in English and a limited number of other languages) is available on the public A/OPE internet site at [http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60](http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60). Please pay special attention to which fields are required and not required, and which fields should be left blank.
Notes to Vendors about NCAGE Codes and Registering in SAM

The registration will not validate unless the correct fields are filled out with the correct information.

When registering in SAM, foreign vendors should keep in mind that since SAM is used to register for U.S. federal government business, the questions it asks are asked from the U.S. point of view. Also, SAM is only able to validate information from BINCS or other U.S. systems. Data from other countries that is not contained in BINCS or another U.S. system cannot be verified, and SAM may be unable to complete the validation process in such cases. Such data fields should be left completely blank. For example:

- When SAM asks whether the vendor is a small business, this refers only to small businesses based in the U.S. Foreign vendors are always considered to be “other than small” or “large.”
- When SAM asks for the ABA Banking information and other Electronic Funds Transfer (EFT) information, SAM is only equipped to handle EFT information in U.S. format. If this information is in another, non-U.S. format, leave this information blank in SAM;
- Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it blank.

7. When may I complete my SAM registration?

You may draft part of a registration and save the draft in SAM. However, you will not be able to complete the registration until:

- You have received your DUNS number from DUN and Bradstreet;
- For foreign vendors, your NCAGE Code is listed correctly in BINCS; and
- You are able to provide all other information required by SAM.

At that point, you should enter your DUNS Number (and NCAGE Code if needed) into SAM, complete your registration and submit it. The SAM registration process typically takes the applicant about 30 minutes once all the required information is available, and should become active within 3-5 business days.

8. How many SAM registrations do I need?

In most cases, only one will be necessary. Please note that for proper location identification, vendors must have a separate vendor DUNS number (and NCAGE Code, for foreign-based vendors at overseas locations) for each vendor location involved in a government contract, grant or cooperative agreement. It therefore may sometimes be necessary to obtain more than one DUNS number if vendor facilities at more than one physical address are involved. Vendor facilities located in the U.S. and registered in SAM will automatically be given a CAGE code by SAM as part of the SAM registration process. If a foreign-based vendor has more than one facility located overseas, they will need separate NCAGE codes for each facility. Each vendor facility involved in the performance of a contract, grant or cooperative
agreement must be separately registered in SAM, under their respective DUNS numbers (and NCAGE Codes if needed).

9. Do I have to renew my SAM registration? If so, how often?

SAM registrations must be updated when information in them changes, but at least annually. Per FAR 4.1201(b)(1), anyone registering in SAM must update their representations and certifications in SAM as necessary, but at least annually. See FAR 4.1201(b)(2) for conditions under which vendors must update their business size representation in SAM regardless of whether that update is part of the contractor’s regular update. FAR 4.1201(b)(2) only applies to vendors based in the U.S.
SAM.gov Registration for International Organizations:

There’s new help available for foreign organizations/companies trying to complete SAM.gov registration. Two new documents titled Quick Start Guide for International Registrations and Helpful Hints for International Registrants are now available. This information and other tools, such as a video guide to NCAGE registration, may be accessed by going to the SAM.gov homepage, clicking Help in the top navigation bar, then clicking International Registrants in the left navigation pane. The site also includes the official registration links to DUNS and NCAGE requests. Contracting and Grants Officer and CORs and GORs are encouraged to familiarize yourselves with the helpful information, including watching the 30-minute video, so that you are better prepared to assist your recipient organizations or successful contractors with questions.