

INSTRUCTIONS FOR SAM.GOV

After you have a DUNS number, you must be registered and searchable in the www.sam.gov system. The System for Award Management (SAM) is a database of entities listed as eligible, or debarred from receiving federal funds. Registration in SAM is a two-step process.

The first process is as follows:

1. Go to www.sam.gov (use Chrome rather than Internet Explorer).
2. Create a Personal Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Review Registration Overview and click "Start Registration"
5. Select the type of Entity (typically "Business or Organization")
6. Select "Yes" for "Do you wish to bid on contracts? Then Click "Next"
7. Confirm Purpose and Click "Next"
8. Complete "Core Data" as follows: a. Validate your DUNS information. b. Enter Business Information (TIN and so on). c. Enter the CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter an NCAGE code. d. Enter General Information (business types, organization structure, etc.). e. Financial Information (Electronic Funds Transfer (EFT) Information). f. Executive Compensation. g. Proceedings Details.
9. Complete "Assertions" as follows: a. Goods and Services (NAICS, PSC, etc.). b. Size Metrics. c. EDI Information. d. Disaster Relief Information.
10. Complete "Representations and Certifications" as follows: a. FAR Responses. b. Architect-Engineer Responses. c. DFARS Responses.
11. Complete "Points of Contact" Your entity registration should become 3-5 days after the IRS validates your TIN information. You need your entity's TIN and taxpayer name (as it appears on your last tax return).

The second registration process requires mailing a notarized form to the Federal Service Desk SAM.GOV Registration Processing in London, Kentucky. It can take up to 60 days for the Federal Help Desk to process the notarized letter, so please complete the steps for this process as soon as possible.