

The System for Award Management (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently the Central Contractor Registration (CCR) has been migrated into SAM.

In order to be awarded a grant/contract, you will need to register in the System for Award Management (SAM). If you were registered in the previous system, Central Contractor Registration (CCR), then your company's information should already be in SAM.

Who Should Use SAM? SAM is used by anyone interested in conducting business with the US Federal Government, including:

Entities (contractors, federal assistance recipients, and other potential award recipients) who need to register to do business with the government, look for opportunities or assistance programs, or report subcontract information.

What is an Entity? In SAM, your company/business/organization is now referred to as an "Entity."

Note: When registering in DUNS, NCAGE and SAM, common data entries must match exactly in each registration, including the language used. For example, company/university name, address, and points of contact should be written and spelled exactly the same for every entry.

For new registration in SAM, you will first need:

- DUNS number (Data Universal Numbering System). This is a unique nine digit identification number.
- NCAGE code - NATO Commercial and Governmental Entity

Step 1: Acquiring a DUNS number (1-2 business days)

Go to web site <http://fedgov.dnb.com/webform>

At web site, click on the text "Click here to request your D-U-N-S Number via the Web."

Select Country

Search for the company name.

If name not found, click "Request for New D-U-N-S Number".

Enter information in the form

Review and print the data entry

Step 2: Acquiring a NCAGE number (1-2 business days, can be completed while DUNS is in process).

The form and instructions can be found at
http://www.dlis.dla.mil/Forms/Form_AC135.asp

Additional instructions for completing the form can be found at
http://www.dlis.dla.mil/Forms/form_ac135instr.asp

In Block 2 of the form, select the country where your organization is located from a dropdown list. This list currently includes 30 countries; if your country does not appear on the list, choose 'other.'

Submit the form via the Internet by clicking the 'Send Request/Envoyez Demande' button at the bottom of the form.

Once you click on the "Send Request" button, the form is automatically sent for processing to the country you selected in block 2. If you selected 'Other' for country, these requests will be processed by the NATO Maintenance and Supply Agency (NAMSA) in Luxembourg.

Follow instructions on the web site to enter the data.

Review and print the data entry.

Step 3: Registering in SAM

Step-By-Step Instructions for SAM Registration (Link to SAM – STEP BY STEP.pdf)

Go to <https://www.sam.gov>

Follow directions in "Steps for Registering Your Entity in SAM" in the Quick Start Guide for Entities Interested in Being Eligible for Grants https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations_v1.7.pdf

Note: When registering in DUNS, NCAGE and SAM, common data entries must match exactly in each registration, including the language used. For example, company/university name, address, and points of contact should be written and spelled exactly the same for every entry.

Note: Foreign entities that do not pay employees within the US do not need to provide a TIN.