



Quick Start Guide for Entities Interested in Being Eligible for Government Contracts



How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:

What is an Entity?

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

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - ✓ Enter General Information (business types, organization structure, etc)
 - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
7. Complete "Assertions"
 - ✓ Goods and Services (NAICS, PSC, etc.)
 - ✓ Size Metrics
 - ✓ EDI Information
 - ✓ Disaster Relief Information
8. Complete "Representations and Certifications"
 - ✓ FAR Responses
 - ✓ Architect-Engineer Responses
 - ✓ DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.



How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fsd.gov

SAM REGISTRATION

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Once you obtain both the DUNS number and the NCAGE code, and once the NCAGE code is entered in [BINCS](#), you can then register in SAM. SAM validates vendors' information (DUNS and NCAGE) and provides a secure central database for use by U.S. Federal Government agencies. There is NO fee to register for this site. You may register at no cost directly from this [page](#). User guides and webinars are available under the Help tab.

Detailed information about SAM is available online at <http://www.sam.gov/>.

For SAM help, please go to the [Federal Service Desk web site](#).

To register online, go to [SAM web portal](#) and select "**Create User Account**". You will need your DUNS and NCAGE numbers during the registration. You are responsible for the information accuracy. Please pay special attention to which fields are required and not required, and which fields should be left blank. The registration will not validate unless the correct fields are filled out with the correct information. Important notes:

- 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, and
- Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it **blank**.

Step-by-step instructions can be accessed [here](#).

DUNS REGISTRATION

All vendors that do contracting with the U.S. Government with contract value greater than \$3,000 must obtain DUNS (Data Universal Numbering System) number. Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

Please follow the following steps:

1. Go to <http://fedgov.dnb.com/webform>,
2. Click to [request your D-U-N-S Number via the Web](#),
3. Select **Switzerland** as a country,
4. Complete and submit the requested business information.
5. If a D-U-N-S Number has already been assigned, you should be able to request it by clicking on the **“Request your existing D-U-N-S Number”** button.
6. If NO D-U-N-S Number was assigned to your business, proceed to **“Request a New D-U-N-S Number”**,
7. Provide the name of your Company as it is written into the Central Registry of Switzerland. Do NOT translate your company name into English! Under the “Notes” tab please provide your Company’s Unique Identification Number and Tax Number. 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**, simultaneous process explained below,
8. Should you need a SIC Code, look for it at <https://www.osha.gov/pls/imis/sicsearch.html> and enter the four-digit primary SIC code that best describes the company.
9. When done, click **“Submit Your Request”** Button.
10. You should receive your DUNS number via e-mail within 1-2 business days. If you have any problems, contact Dun and Bradstreet using the phone numbers or emails listed on <http://www.dnb.com>.
11. Congratulations! Now you have a DUNS number and you can begin the SAM registration process.

NCAGE REGISTRATION

U.S. Embassy Bern highly recommends that at the same time of the DUNS registration, you also complete the NATO Commercial and Government Entity (NCAGE) registration. 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. Among other data, NATO will ask for your Legal Business Name and address, which must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to Dun and Bradstreet for the DUNS number to NATO for the NCAGE code. Both DUNS and NCAGE are needed before you can complete the SAM registration.

Please follow the following steps:

1. Go to <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>.
2. Search by your company's name to check to see if NCAGE code is already assigned.
3. If NO NCAGE code is assigned to your business, proceed to **“Request New”** button at the bottom of the search results screen.
4. Select **“A Private Company”** as "Type of Entity".
5. Select **“Routine”** as “Emergency Level”.
6. Select **“NO”** to the question: "Is the entity to be registered a supranational organization?"
7. Select **Switzerland** as a country.
8. Click OK.
9. Provide the requested data on initiator's data. Fields marked with * are mandatory.
10. Proceed to Step 2.
11. Provide the name of your Company as it is written into the Central Registry of Switzerland. Do NOT translate your company name into English! Please note the **Legal Business Name** and **address** provided to address provided to **NATO for the NCAGE code must exactly match (including spelling, capitalization, punctuation and spacing)** the Legal Business Name and address provided Dun and Bradstreet for the **DUNS number**.
12. Proceed to Step 3.
13. Select your applicable answers for “Type of activity” part.
14. Select **“NO”** for the “Invitation to Tender” and “Contract with an Armed Force or a NATO Agency Is in Preparation or Already Signed”, and **“YES”** for the "CAGE Code requested by the System for Award Management (SAM)" questions under “Future business”.
15. Select **“NO”** for the “Former CAGE Code” part.
16. Proceed to Step 4.
17. You are prompted to a screen, asking you to verify the information you have provided.
18. If OK, click the **“Create”** button.
19. After you submit your request, you will automatically receive:
 - a) Request confirmation/validation e-mail message - you must reply to this message,
 - b) Second e-mail message once the NCAGE request is processed (assignment of the code or reject of the request).
20. Congratulations! Now you have a NCAGE number.
21. You can now begin the SAM registration process!