**U.S. Embassy
Dar Es Salaam
Tanzania
Tips for Registering in SAM
(Non-U.S. Companies)**

In many cases, the U.S. Government can only do business with companies which are registered in the System for Award Management (SAM). What's an example of a case in which SAM is required? Any award of $25,000 or more given by the U.S. Embassy in Dar Es Salaam may only be made to a vendor which is registered in SAM.

It's important that you register in the SAM database as soon as possible so you can take advantage of opportunities with the U.S. Government.

Special Note: If you think your company is already registered in SAM, go to the SAM website at www.sam.gov, click on search and verify that your company is indeed registered. If your company is registered, you will get a result that shows your company as an entity. Click View Details and you will be able to see your company's Activation Date and Expiration Date.

Many people get a DUNS Number or an NCAGE Number and then assume that their company is fully SAM registered. This may not be true. There is more to the process than getting these two numbers. You must also register in SAM.

> Here are the general steps for the entire process. You will follow specific instructions in the two slideshows after reading this entire sheet. The slideshows are found on the U.S. Embassy Dar Es Salaam website. Click on About Us followed by Contract Opportunities.
>
> > 1 – Register for a DUNS number with D&B
> >
> > 2 – Register for an NCAGE Number.
> >
> > 3 – Registration in the System for Award Management (SAM).

To begin registration, read everything in this document completely and follow instructions exactly. In almost all cases where people have had problems, we find that they have not followed instructions exactly.

Make sure you become familiar with the entire registration process before entering any data. Read everything below carefully and take notes. Pay particular attention to anything that is underlined. Go through the slideshows systematically and take notes before starting.

After carefully reading everything below and after becoming familiar with the process, start at the beginning of the slideshows, follow instructions exactly, and enter data.

Special Note – Pay attention to the instructions for the use of spaces and special characters (!@#$%&*). Some steps, particularly user names and passwords, require special characters. In some places special characters and spaces are prohibited.

Special Note – If you are completely stuck, follow instructions in **HELP!!!!!!!!!!!!!!!!** in each section.

Who must get a DUNS Number?

> Any vendor based overseas that is required by a Contracting Officer (CO) to be registered in SAM.

How do we obtain a DUNS Number?

Read and take notes on all information below before making the DUNS number request. Read and take more notes on the *DUNS and NCAGE Numbers Slideshow* before you start.

Request a DUNS Number by following the steps in the *DUNS and NCAGE Numbers Slideshow*.

HELP!!!!!!!!!! If you have problems registering for a DUNS Number, go through the following process.

Step #1 – There are several things you can do to increase your chances of success.

- Use Internet Explorer 9. Some other browsers may work. Some may not.

- Clear your browser cache/history

- Wait until night when Internet use in your area is low

- After clicking on the link in the *DUNS and NCAGE Numbers Slideshow* which will allow you to start the registration process:

  • Always scroll the page up and down. Not every browser will show the complete page.

  • Always actively mouse click on any [Submit] or [Continue] button or any other link. If you use the Enter button when you should mouse click, you will be kicked out.

  • After actively mouse clicking, wait and wait and wait, sometimes up to two minutes, for the system to respond.

  • If you use the ideas shown above and if you're patient, you should reach a screen that will allow you to either request your old number, if you already have one, or request a new number.

Step #2 – If Step #1 fails after several attempts, call 703-807-5733 or write samhelp@dnb.com.

State that you're interested in bidding on Federal contracts. Mention that you are a foreign bidder and that you would like to get a DUNS number.

Step #3 – If you don't get a response from your Step #2 request within 24 hours, call Customer Service at 1-800-234-3867 or send an e-mail to custserv@dnb.com

When you call or write these Customer Service contacts, make sure you include the information sent in Step #2 and the response, if any, that you received.

In all cases when corresponding with D&B about DUNS numbers, state that you're bidding on Federal contracts and you would like to get a DUNS number. You should never be charged for a DUNS number when your intent is to bid on Federal contracts.

Who must get an NCAGE Code?

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

How do we obtain an NCAGE Code?

Read and take notes on all information below before making the request.

Request and obtain an NCAGE Code by following the steps in the *DUNS and NCAGE Numbers Slideshow*.

Verification - Once you receive the NCAGE Code, carefully follow the steps in the *DUNS and NCAGE Numbers Slideshow* to verify with the U.S. Department of Defense's (DoD's) Business Identification Number Cross-reference System 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.

HELP!!!!!!!!!!!!!!!!! **NCAGE Help** information is found within the *DUNS and NCAGE Numbers Slideshow*.

What information should we provide NATO to get an NCAGE Code?

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

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.

Also note that the information on **each line item must match exactly**. For example, if there are two lines for the street address and you put your street address in line #1 in DUNS, you must put your street address in line #1 in NCAGE.

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.

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.

Who must register in SAM?

Any vendor required to do so by the Contracting Officer (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.

How do I register in SAM?

After reading important information below, follow instructions in the *SAM Registration Slideshow*.

HELP!!!!!!!!!! If you have problems with registering, contact the Federal Service Desk at 1-334-206-7828 or 866-606-8220 during U.S. working hours. For more information, look at http://www.fsd.gov.

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

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.

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;

- 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.

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 Notes to Vendors about NCAGE Codes and Registering in SAM agreement must be separately registered in SAM, under their respective DUNS numbers (and NCAGE Codes if needed).

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.

After completing the registration process, send us your SAM registration information! Please send to darprocurementbid@state.gov. In the future, make sure you include your SAM information on all profomas and quotations!