



# System for Award Management Federal User Guide – v3.1

February 5, 2021



## Table of Contents

<b>1</b>	<b>WELCOME TO SAM.....</b>	<b>4</b>
1.1	WHAT IS SAM? .....	4
1.2	THE FEDERAL PROCUREMENT WORLD OF THE PAST AND FUTURE .....	5
1.3	WHO SHOULD USE SAM?.....	5
1.4	NAVIGATING SAM .....	6
<b>2</b>	<b>USER MANAGEMENT IN SAM.....</b>	<b>7</b>
2.1	CREATING AN ACCOUNT IN SAM .....	7
2.1.1	<i>Creating an Individual Account.....</i>	7
2.2	ACCOUNT STATES.....	10
2.2.1	<i>Active .....</i>	10
2.2.2	<i>Inactive .....</i>	10
2.2.3	<i>Deactivated.....</i>	10
2.2.4	<i>My SAM Page.....</i>	10
2.2.5	<i>My Account Settings.....</i>	11
2.3	DEACTIVATING OR REACTIVATING ACCOUNT .....	12
<b>3</b>	<b>INTRODUCTION TO SAM ROLES .....</b>	<b>12</b>
3.1	U.S. FEDERAL GOVERNMENT ROLES .....	14
3.1.1	<i>Agency Exclusions Representative.....</i>	14
3.1.2	<i>Agency Administrator - Exclusions.....</i>	15
3.1.3	<i>Office Registration Representative .....</i>	15
3.1.4	<i>Agency Administrator - Entity Management.....</i>	16
3.1.5	<i>Agency Hierarchy Maintainer .....</i>	17
3.1.6	<i>Agency Roles Administrator .....</i>	17
3.2	MANAGING YOUR ROLES .....	17
3.2.1	<i>Migrating a Legacy Account to SAM.....</i>	17
3.2.2	<i>Requesting a Role with a Federal Government Entity.....</i>	18
3.3	MANAGING ROLES WITH AN EXISTING ENTITY.....	21
3.3.1	<i>Managing Invitations to Accept Roles from an Administrator.....</i>	23
3.3.2	<i>Accepting an Invitation to Join SAM .....</i>	23
<b>4</b>	<b>ENTITY MANAGEMENT REGISTRATION .....</b>	<b>24</b>
4.1	WHO REGISTERS IN SAM ENTITY MANAGEMENT? .....	24
4.2	WHAT YOU NEED BEFORE GETTING STARTED.....	25
4.2.1	<i>Requesting the Addition of a New U.S. Federal Agency on the U.S. Federal Hierarchy .....</i>	28
4.3	DETERMINING YOUR PURPOSE OF REGISTRATION.....	28
4.4	REGISTERING YOUR ENTITY IF YOU ARE INTERESTED IN FEDERAL ASSISTANCE AWARDS ONLY.....	31
4.4.1	<i>Entering Core Data .....</i>	31
4.4.2	<i>Entering Points of Contact (POCs) .....</i>	46
4.4.3	<i>Submitting Your Registration.....</i>	47
4.5	REGISTERING YOUR ENTITY IF YOU ARE INTERESTED IN FEDERAL CONTRACTS.....	49
4.5.1	<i>Entering Core Data .....</i>	49
4.5.2	<i>Entering Assertions.....</i>	65
4.5.3	<i>Entering Representations and Certifications .....</i>	70
4.5.4	<i>Entering Points of Contact (POCs) .....</i>	88
4.5.5	<i>Submitting the Registration .....</i>	89
4.6	REGISTERING YOUR ENTITY IF YOU ARE INTERESTED IN INTRA-GOVERNMENTAL TRANSACTIONS (IGTs).....	91
4.6.1	<i>Entering Core Data .....</i>	91
4.6.2	<i>Entering Assertions.....</i>	97



4.6.3	<i>Entering Points of Contact (POCs)</i> .....	100
4.6.4	<i>Submitting Your Registration</i> .....	101
4.7	REGISTERING YOUR ENTITY IF YOU ARE INTERESTED IN FEDERAL CONTRACTS AND INTRA- GOVERNMENTAL TRANSACTIONS .....	101
4.7.1	<i>Entering Core Data</i> .....	101
4.7.2	<i>Entering Assertions</i> .....	120
4.7.3	<i>Entering Representations and Certifications</i> .....	125
4.7.4	<i>Entering Points of Contact (POCs)</i> .....	141
4.7.5	<i>Submitting Your Registration</i> .....	142
4.8	REGISTERING YOUR ENTITY IF YOU ARE INTERESTED IN FEDERAL ASSISTANCE AND INTRA- GOVERNMENTAL TRANSACTIONS .....	144
4.8.1	<i>Entering Core Data</i> .....	144
4.8.2	<i>Entering Assertions</i> .....	160
4.8.3	<i>Entering Points of Contact (POCs)</i> .....	164
4.8.4	<i>Submitting the Registration</i> .....	165
4.9	STATUS INDICATORS FOR YOUR REGISTRATION.....	166
4.9.1	<i>SAM Status Tracker</i> .....	167
4.10	MAINTAINING YOUR ENTITY’S DATA.....	168
4.10.1	<i>Printing and Saving Your Entity’s Record</i> .....	168
4.10.2	<i>Downloading Your SAM Registrations (XML)</i> .....	168
4.10.3	<i>Your responsibilities</i> .....	169
4.10.4	<i>Editing Your Entity’s Data</i> .....	170
4.10.5	<i>Data Received from External Sources</i> .....	172
4.10.6	<i>Deactivating an Entity Registration</i> .....	173
<b>5</b>	<b>ADMINISTRATOR</b> .....	<b>174</b>
5.1	FEDERAL ADMINISTRATORS .....	175
5.1.1	<i>Becoming a Federal Administrator in SAM</i> .....	175
5.1.2	<i>Federal Roles</i> .....	175
5.2	MANAGING ENTITY USERS .....	177
5.2.1	<i>Inviting Users to Your Entity</i> .....	177
5.2.2	<i>Managing Role Requests</i> .....	185
<b>6</b>	<b>SEARCH</b> .....	<b>186</b>
6.1	ACCESSING SEARCH.....	187
6.1.1	<i>Advanced Search</i> .....	188
6.1.2	<i>Impacts of Roles on Search Results</i> .....	192
6.1.3	<i>Downloading Search Results</i> .....	193
6.1.4	<i>Saving and Running Search Queries</i> .....	193
6.2	VIEWING RECORDS .....	194
6.2.1	<i>Entity Dashboard</i> .....	195
<b>7</b>	<b>PERFORMANCE INFORMATION - EXCLUSIONS</b> .....	<b>198</b>
7.1	OVERVIEW .....	198
7.2	EXCLUSIONS TERMINOLOGY.....	199
7.2.1	<i>Overview</i> .....	199
7.2.2	<i>Exclusions Types</i> .....	199
7.2.3	<i>Managing Exclusions</i> .....	205
7.2.4	<i>My Exclusions</i> .....	205
7.2.5	<i>Agency Exclusion Points of Contact (POCs)</i> .....	206
7.2.6	<i>Add New Exclusion</i> .....	207
7.2.7	<i>Exclusion Details</i> .....	212
7.2.8	<i>Classification Type</i> .....	213



7.3	MANAGE AN EXISTING EXCLUSION RECORD .....	221
7.4	UPLOAD INTERFACE.....	222
7.4.1	Web Service Interface .....	223
7.4.2	Viewing Exclusions .....	223
7.4.3	Viewing Record History.....	223
7.4.4	Viewing Excluded Family Members .....	223
<b>8</b>	<b>FEDERAL GOVERNMENT HIERARCHY MAINTENANCE .....</b>	<b>225</b>
8.1	HIERARCHY BACKGROUND.....	225
8.2	MAINTAINING THE FEDERAL GOVERNMENT HIERARCHY .....	226
8.3	REQUESTING A NEW DEPARTMENT, AGENCY OR OFFICE.....	227
<b>9</b>	<b>SAM HELP .....</b>	<b>227</b>
9.1	SAM HELP PAGES .....	227
9.2	SAM ASSISTANT TOOL.....	229
<b>10</b>	<b>ABOUT SAM INFORMATION.....</b>	<b>229</b>
10.1	ABOUT PAGES.....	229
<b>11</b>	<b>BIOPREFERRED REPORT .....</b>	<b>230</b>
11.1	REPORTING .....	230
11.2	REQUIRED DATA.....	230
11.3	ACCESSING BIOPREFERRED FUNCTIONALITY .....	231
11.4	CREATING BIOPREFERRED REPORTS .....	231
11.5	EDITING BIOPREFERRED REPORTS.....	232
11.6	BIOPREFERRED REPORTING PERIOD .....	233
11.7	FEDERAL GOVERNMENT USERS VIEWING SUBMITTED REPORTS .....	233
11.8	BIOPREFERRED REPORTS.....	234
<b>12</b>	<b>SERVICE CONTRACT REPORT (SCR).....</b>	<b>234</b>
12.1	REPORTING REQUIREMENTS .....	234
12.2	TRANSMISSION OF CONTRACT ACTION REPORTS FROM FPDS TO SAM.....	235
12.3	SCR REQUIRED DATA .....	235
12.4	ACCESSING SCR FUNCTIONALITY .....	236
12.5	CREATING SCRS.....	236
12.6	EDITING/DELETING SCRS.....	239
12.7	FEDERAL GOVERNMENT USERS VIEWING SUBMITTED REPORTS .....	239
12.8	SERVICE CONTRACT REPORTS .....	240
<b>13</b>	<b>APPENDIX A – ACRONYM LIST .....</b>	<b>241</b>
<b>14</b>	<b>APPENDIX B – GLOSSARY .....</b>	<b>242</b>
14.1	ENTITY MANAGEMENT CONTENT GLOSSARY.....	242
14.2	REPRESENTATIONS AND CERTIFICATIONS CONTENT GLOSSARY .....	268
14.3	PERFORMANCE INFO GLOSSARY .....	293

\*\*This user guide addresses the current production SAM.gov capabilities which combine the former Central Contractor Registration (CCR) system, CCR's Federal Registration (FedReg) module, the Online Representations and Certification Application (ORCA), and the Excluded Parties List System (EPLS).

## 1 Welcome to SAM

### 1.1 What is SAM?

The General Service Administration’s (GSA) Office of the Integrated Award Environment (IAE) is consolidating the government wide acquisition and award support systems into one new system—the



System for Award Management (SAM). SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.

## 1.2 The Federal Procurement World of the Past and Future

Automation of the federal procurement and awards processes has evolved over time through development of systems to perform individual steps in the process. Paper-based systems and business processes were automated as the internet became widely available. These systems were adopted across the Federal Government and are now managed under one organization. The Integrated Award Environment (IAE) manages these systems and their system capabilities have been organized around six key functional areas. See Table 1.1.

**Table 1.1: IAE Functional Areas**

Functional Area	Capabilities	Legacy Systems
<b>Entity* Management</b>	<ul style="list-style-type: none"> <li>• Register/Update Entity core data</li> <li>• Manage certifications / representations</li> </ul>	<ul style="list-style-type: none"> <li>• CCR/FedReg – Central Contractor Registration/Federal Agency Registration</li> <li>• ORCA – Online Representations and Certifications Application</li> </ul>
<b>Award Management</b>	<ul style="list-style-type: none"> <li>• Post solicitation and award data</li> <li>• Maintain government-wide contract award data</li> <li>• Manage government-wide subcontractor data</li> </ul>	<ul style="list-style-type: none"> <li>• FBO – Federal Business Opportunities</li> <li>• FPDS-NG – Federal Procurement Data System-Next Generation</li> <li>• eSRS/FSRS – Electronic Subcontracting Reporting System/FFATA Subaward Reporting System</li> </ul>
<b>Wage Data</b>	<ul style="list-style-type: none"> <li>• Access wage determinations</li> </ul>	<ul style="list-style-type: none"> <li>• WDOL – Wage Determinations Online</li> </ul>
<b>Performance Information</b>	<ul style="list-style-type: none"> <li>• Manage/maintain past performance information</li> <li>• Manage exclusion list</li> </ul>	<ul style="list-style-type: none"> <li>• PPIRS/CPARS/FAPIIS – Past Performance Information Retrieval System</li> <li>• EPLS – Excluded Parties List System</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>• Provide security/access control</li> <li>• Provide reporting/communications support</li> <li>• Provide internal controls</li> </ul>	

\*For the purposes of this capability area, *Entity* refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal Government agencies desiring to do business with the government.

## 1.3 Who Should Use SAM?

SAM is used by anyone interested in the business of the 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;
- Government contracting and grants officials responsible for activities with contracts, grants, past performance reporting and suspension and debarment activities;
- Public users searching for government business information.

## 1.4 Navigating SAM

SAM provides a standardized format across all web content pages making it easy to navigate and find information. There are several persistent areas in SAM.gov that can be found in the same location on every page of the system.

- **Banner** – Found across the top of each SAM.gov page. You can use the banner to log in or out of the system, access the Login.gov FAQs page, and access the SAM homepage.
- **Navigation Bar** – Each page in SAM.gov contains a main navigation bar along the top of the screen. The tabs navigate you to your SAM Homepage, Search Records, Data Access, Check Status (for the SAM Status Tracker), About, and Help pages.
- **Back Button** – While navigating SAM.gov, the back button on your web browser is disabled. To move from page to page, you will need to use either the navigation bar or the “previous” button.

**Figure 1.1: SAM Navigation**

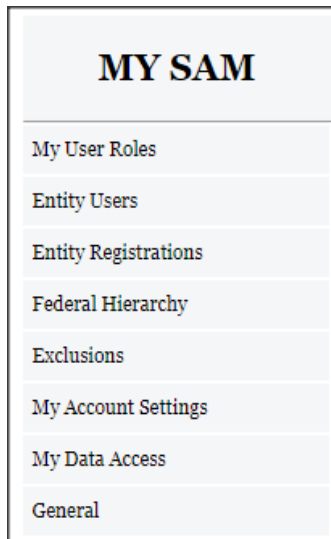


The Navigation Bar allows you to access different sections of SAM.

- **HOME / MY SAM** – once you log into SAM, HOME changes to MY SAM. The MY SAM navigation link gives you access to all the actions you may perform based on your user role. For more information, see [MY SAM](#).
- **SEARCH RECORDS** – allows you to perform quick or advanced full text searches with or without an account. Without an account, you will only be able to see publicly available information. For more information, see [Search](#).
- **DATA ACCESS** – provides details for accessing SAM data via Pipe-Delimited downloads. It provides access to various types of extracts in three subsections: Public Extracts, EM (Entity Management) Extracts, and Exclusions Interfaces. This section also includes General Data Access Information. For more information, see the Data Access User Guide under the SAM Help section.
- **CHECK STATUS** – allows you to quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. The [SAM Status Tracker](#) will show you the status of the entity associated with that DUNS Number or CAGE Code, as well as tell you what steps are left to complete based on why they are registering.
- **ABOUT** – provides key information about SAM, news and announcements that may provide valuable information for you, and contact information associated with SAM. For more information, see [About](#).
- **HELP** – provides useful information on SAM such as User Guides, FAQs, informational videos, and external resources. This should be the first place to check if you have any SAM related questions. For more information, see [Help](#).

On most pages in SAM, you will find a Navigation Panel on the left side of the page. The Navigation Panel contains a list of links to help you navigate to different pages within that SAM tab. For example, if you are on the Help tab, the Navigation Panel allows you to navigate to FAQs, User Guides, International Registrants, Demonstration Videos, Exclusions Information, and External Resources.

Figure 1.2: SAM left navigation panel



## 2 User Management in SAM

In this section you can learn about the different types of user accounts in SAM, how to create a user account, and what you can do with a SAM user account. You can also read about the permissions that you can have in SAM. Before reading on, note that mandatory fields are marked with an asterisk (\*) to help you understand what data is required.

NOTE: To further increase security and deter fraud, SAM.gov is partnering with Login.gov to implement multi-factor authentication for registered SAM.gov users. Effective June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will no longer work.

### 2.1 Creating an Account in SAM

Anyone can create a user account in SAM. A user account provides you access to SAM functionality such as saving search queries, requesting roles for Government employees, and requesting access to non-public information.

#### 2.1.1 Creating an Individual Account

When creating an individual user account, there is only a minimal amount of information that you must enter. While you can provide additional information, you are only required to enter:

- Your first name
- Your last name
- Country (select your option from the dropdown list provided)
- Phone number
- Username
- Your security question responses



**Username:** This unique identifier will be permanently associated with your SAM account. Once chosen, it may not be changed. SAM account usernames may never be reused, so once an account with a particular username is created, no other account may ever use that username, even if the account with that username is deactivated. The username must be between six and thirty-five characters. It may contain letters, numbers, and certain special characters: the period, the @ symbol, the underscore, or the hyphen. Special characters may not be entered consecutively and the username cannot contain spaces. Lastly, the username cannot begin or end with a special character and cannot be all numeric.

An individual account and therefore a username, can move with you when you leave an organization if you, or the organization you were originally associated with allows this (your access and roles will not transfer). It is for this reason that we recommend that you not use your email as your username. Your organization (particularly certain U.S. Federal Government entities) may impose certain guidelines regarding your selection of a username, such as the use of a prefix. Please refer to your internal processes to determine if this applies to you.

**Email address:** The email address will be pre-populated based on the account you created and authenticated via login.gov. This field will NOT be editable. To change the email address, you will need to update your login.gov account. This email address serves as a primary means of communicating with you for features such as notifications, alerts, and policy changes. A given email address may only be associated with one username at a time. If you have more than one email address, you should use the one that is most closely associated with your job function when you create your login.gov account. For example, if you are using SAM as a representative of a Federal Government agency, you should use the government-provided email address from that agency if possible. This will help easily identify you as a member of that agency, which can help when making requests and performing other functions requiring administrator involvement.

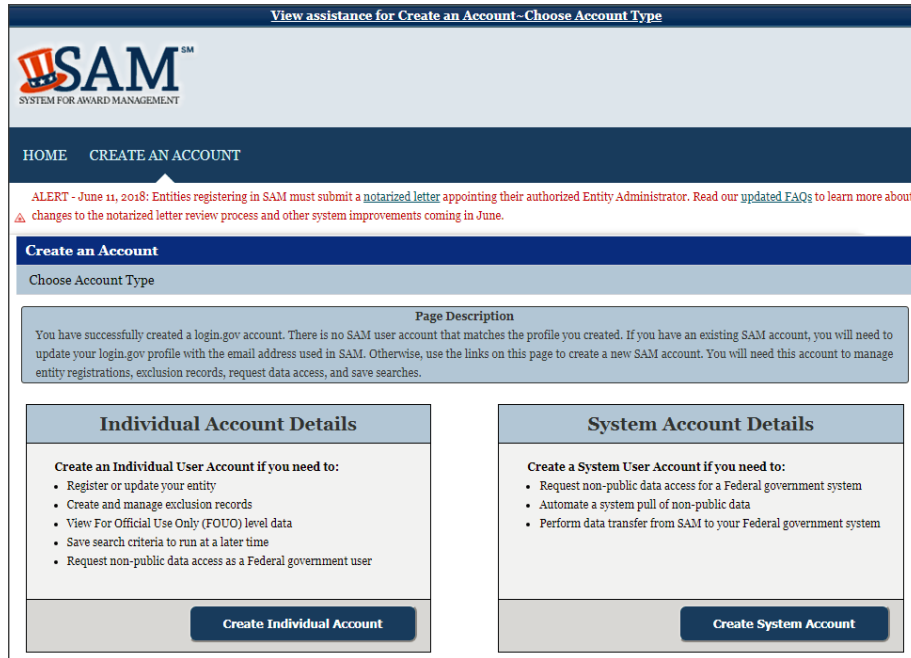
If your email address changes for any reason, you should immediately update your login.gov account. The SAM account email address will automatically be updated the next time you log in. Failure to do so may prevent you from receiving alerts and notifications.

To create a new SAM user account, follow these steps:

- Select Log In on the SAM homepage. Complete all required authentication steps via login.gov. Note that the email address you use to create and authenticate your login.gov account will be your SAM Individual User email address. You will NOT be able to edit this email address in SAM.
- Once you complete the login.gov authentication, select Continue to return back to SAM.

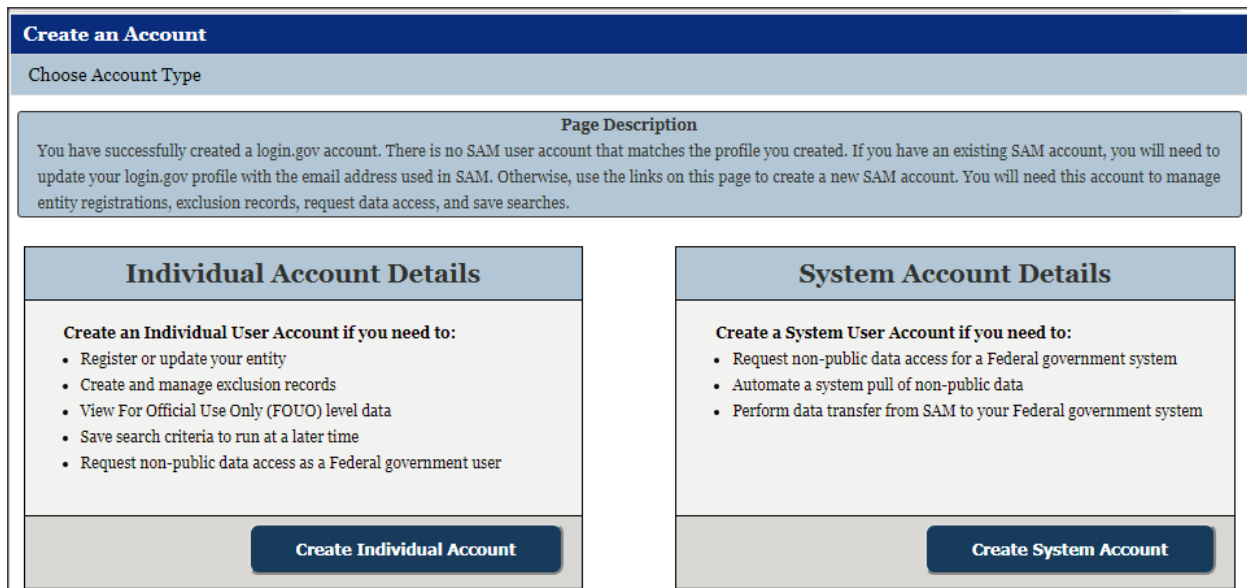


**Figure 2.1: Create an Account**



- On the Create an Account -> Choose Account Type page, you can find more information on individual and system accounts. Become familiar with the differences. If you determine that an individual account is appropriate, select Create Individual Account in the Individual Account Details section.

**Figure 2.2: Choose Account Type**



- The first account creation page is titled Create Individual Account: User Information. Enter the information that pertains to you. Complete the security questions and answers. NOTE: Answers



to security questions are not case sensitive. These provide an alternate method of validating your identity in certain scenarios (such as if you don't have access to your email account). When complete select Next.

- On the summary screen, review the answers provided. If you need to change anything, select Edit. Once you've confirmed all of the data is accurate, select Submit.
- Once you submit, your individual account will automatically be active. You do not need to take any further action. You will receive a confirmation email from SAM.gov.

## 2.2 Account States

There are several different states that your account (either individual or system) can be in. Read below to find out more information on the different states.

### 2.2.1 Active

The Active state is the normal state for your account. In this state, you can login to SAM and perform all necessary functions.

### 2.2.2 Inactive

Your user account can become Inactive either after an extensive period of user inactivity, or if you choose to manually deactivate the account. If you have roles, those roles will be removed, and SAM will notify your administrator(s). To prevent the account from becoming inactive, you should login to SAM at least once every 13 months (395 days).

### 2.2.3 Deactivated

Only the SAM Help Desk can shut down or permanently deactivate your account. When this happens, you will be unable to log in and will have to contact the SAM Help Desk to reactivate your account.

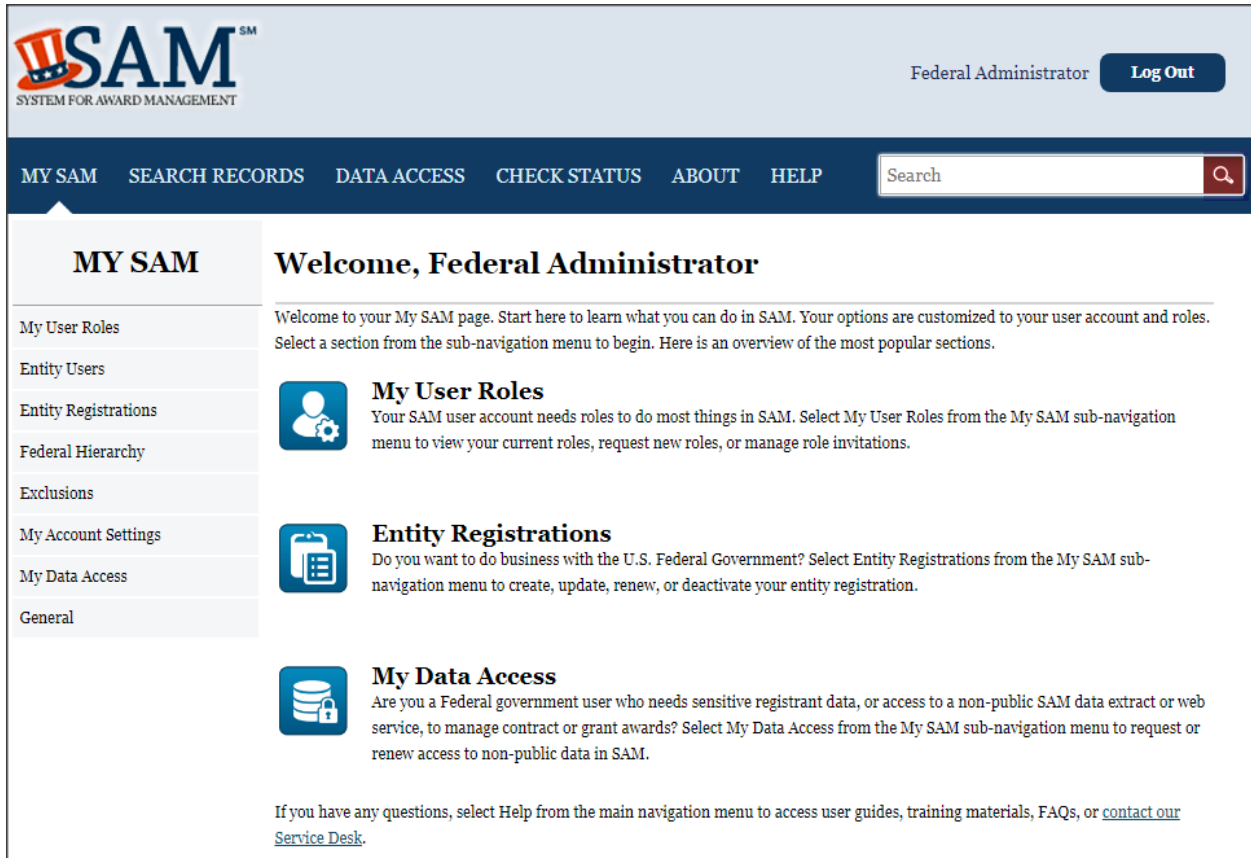
While many of SAM's features are available to the general public without a SAM account, there are a number of benefits to creating an individual user account. When you create an account, SAM considers you an Authenticated User. This means that you have an account but you do not have any roles yet. See below for the functionality you can access.

### 2.2.4 My SAM Page

When you log into SAM, the first page that you see is your My SAM page. This is the centralized location for all the functionality you need access to in SAM. When you are logged into your account, you can always access this page by selecting the My SAM tab in the navigation bar.

Figure 2.6 is an example of a My SAM page for a federal user.

Figure 2.3: “My SAM” page

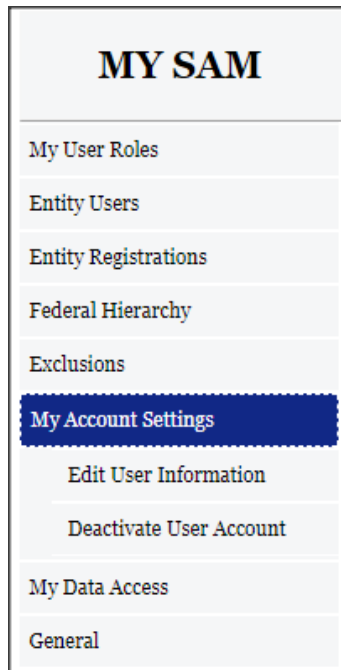


On the left side of the page are your navigation links. These give you access to the functionality you need to do your job. Each header contains a list of processes and pages. Select a header to expand the links underneath. As you acquire roles in SAM, you will gain access to additional links. The sections below will cover the links that individual accounts have access to on their My SAM page.

### 2.2.5 My Account Settings

If you need to update any of your account information, select Edit User Information underneath the My Account Settings header on your My SAM page.

Figure 2.4: Edit User Information



You can change any information in your user profile except your username and email address. Select Save to confirm the changes. Certain changes require additional steps. See below for additional guidance.

### 2.3 Deactivating or Reactivating Account

If you know you will not use SAM in any capacity in the future or if you do not wish to maintain your SAM account, you may choose to deactivate your SAM account. When you do this, all roles that are associated with your account will be permanently removed, and your account will be in inactive status. To do this:

- From the navigation panel on the left side of the screen, choose My Account Settings, then Deactivate User Account.
- You may optionally specify a reason for the deactivation to assist the SAM Program Office in its administrative efforts.
- Select Next.
- Confirm that you wish to deactivate your account by selecting Deactivate. This will complete the process.

To reactivate your account, see [Inactive accounts](#).

## 3 Introduction to SAM Roles

SAM is a role-based system. Roles allow you to access additional functionality in SAM and perform actions on behalf of an entity. Just because you have an account does not mean you can perform certain functions.

As you read this user guide (and navigate the site), keep in mind that the term entity is used generically to mean anything that you can have a role with and perform an action on behalf of in SAM. There are



several types of entities in SAM; however, they are generally grouped into two categories: non-Federal Government and Federal Government.

- Non-Federal Government entities in SAM include businesses, organizations, state governments, local governments, tribal governments, and foreign governments.
- Federal Government entities include Departments, Agencies, and Offices (and in the case of DoD, Major Commands and Sub-Commands). Collectively they are referred to as *levels* on SAM's Federal Government hierarchy. Only a limited amount of information (like name and address) is stored for entities (i.e. levels) on the Federal Government hierarchy. A Federal Government entity can also have an Entity Management registration (also referred to as an entity registration) which makes it eligible for contracts, grants/Federal assistance awards, or Intra-Governmental Transactions (IGT). In such cases, the Entity Management registration is tied to the entry on the hierarchy (i.e., the level) and is considered supplemental information. For example, if a bureau under the Department of the Interior has a place (i.e., a level) on the Federal Government hierarchy, and that bureau was also able to bid on contracts, then that registration information would be appended onto the hierarchy entry.

Both Federal Government and non-Federal Government entities have an organizational hierarchy. Depending on your role, you may be able to perform actions on behalf of child entities in your organization's hierarchy. For instance, if you are assigned an administrator role at the highest-level entity in your hierarchy, you can assign roles at any lower level entities in the hierarchy.

SAM contains its own [Federal Government hierarchy](#) with seven levels:

1. Department
2. Agency/Bureau
3. Major Command – DoD Only
4. Sub-Command 1 – DoD Only
5. Sub-Command 2 – DoD Only
6. Sub-Command 3 – DoD Only
7. Office

Depending on which roles you have, you can:

- Create/edit/delete your entity's [contract or grant and Federal assistance registration](#).
- Create/edit/delete your entity's [Intra-Governmental Transaction \(IGT\) registration](#).
- Assign/remove [users' roles with your entity](#). NOTE: The Administrator Role in SAM has a robust set of permissions that they can perform for their entity.
- [Create/edit exclusion records](#)
- Submit requests to the Help Desk to [create/edit/move Offices on your agency's hierarchy](#).
- You can have multiple roles in SAM and you can also have roles with multiple entities. However, as a general rule, you cannot have roles with both Federal Government entities and non-Federal Government entities.



### 3.1 U.S. Federal Government Roles

As a Federal Government user of SAM, you can request or be invited to receive one or more roles in the system (your agency may have policies regarding how you should receive these roles so check with your agency). These roles allow you to take specific actions in SAM or have access to specific capabilities. You can have more than one role within your entity or more than one role for separate entities.

**Table 3.1: Federal Government Roles**

Role	Permissions
AGENCY EXCLUSION REPRESENTATIVE	<ul style="list-style-type: none"> <li>• Formerly “Debar User” in EPLS</li> <li>• Can create and edit exclusion records</li> <li>• This role cannot assign roles to users</li> </ul>
AGENCY ADMINISTRATOR – EXCLUSIONS	<ul style="list-style-type: none"> <li>• Can create/edit/delete exclusion records</li> <li>• Can assign others to be Agency Administrator for Exclusions</li> <li>• Can assign the Agency Exclusion Representative role, if they choose to do so, to create exclusion records.</li> <li>• Can manage Agency Exclusion POC</li> </ul>
OFFICE REGISTRATION REPRESENTATIVE	<ul style="list-style-type: none"> <li>• Formerly “Registrant” in FedReg or “Maintainer” in CCR</li> <li>• Can create/edit an Entity Management registration such as IGT registration, contract registration, or grants and federal assistance registration.</li> <li>• This role cannot assign roles to users</li> </ul>
AGENCY ADMINISTRATOR – ENTITY MANAGEMENT	<ul style="list-style-type: none"> <li>• Formerly “ARO” in FedReg or “Administrator” in CCR</li> <li>• Primary responsibility is to create/edit/delete Entity Management registrations (such as IGT registrations) for your agency AND assign other users (known as Office Registration Representatives) to create/edit those records.</li> <li>• Can also assign other Agency Administrators for Entity Management</li> </ul>
AGENCY HIERARCHY MAINTAINER	<ul style="list-style-type: none"> <li>• Has the ability to see the entire hierarchy</li> <li>• Responsible for ensuring level accuracy</li> </ul>
AGENCY ROLES ADMINISTRATOR	<ul style="list-style-type: none"> <li>• Can assign any Federal Government role</li> <li>• CANNOT create an Entity Management registration, an Exclusion record, or an Office on the Federal Hierarchy</li> </ul>

In addition to these specific permissions outlined in Table 3.1, all Federal Government users who have roles also have access to Entity Management – FOUO data in search. This gives you access to data such as an entity’s Taxpayer Identification Number when searching in SAM as well as to entities that have opted out of public search and those that are registered for only Intra-Governmental Transactions (IGTs).

Before we define each role please note that each agency will determine its own set up, whether or not they need all of the roles outlined below, and how best to assign those roles to individuals within their agency. At a minimum, an Agency Roles Administrator, Agency Hierarchy Maintainer, Agency Administrator for Entity Management, and an Agency Administrator for Exclusions must exist for each department/agency. One user can have all these roles or they can be assigned to multiple users.

#### 3.1.1 Agency Exclusions Representative

As the Agency Exclusions Representative, you are responsible for creating and maintaining exclusions (including debarments and suspensions) in SAM. As a general rule, users with this role serve as Suspension and Debarment Officials (SDOs) (per the FAR) or are their designated representatives, and require formal training and/or designation to perform these responsibilities. You can:

- [Create an exclusion record](#)



- [Manage exclusion records that you create](#)
- [Update exclusion records created by other users in your agency](#)
- View sensitive information for all exclusions in SAM
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations
- You cannot assign roles
- Formerly “Debar User” in EPLS

You can request this role, or the Agency Roles Administrator or the Agency Administrator – Exclusions can assign it to you. Please check your agency policies.

### 3.1.2 Agency Administrator - Exclusions

As the Agency Administrator-Exclusions, you can access all of the functionality that your entity’s users (Agency Exclusion Representative) can access and you can also manage users. As an Agency Administrator - Exclusions user, you can:

- Assign an Agency Exclusions Representatives role if you wish and assign other users with the Agency Administrator –Exclusions role to assist you within your agency.
- [Create an exclusion record.](#)
- [Manage exclusion records that you create.](#)
- [Update and delete exclusion records created by other users in your agency.](#)
- View sensitive information for all exclusions in SAM.
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations.

You can request this role, or the Agency Roles Administrator or another Agency Administrator – Exclusions can assign it you. Please check your agency policies.

You do not need to assign an Agency Exclusions Representative or other Agency Administrators – Exclusions if you do not wish to do so.

**What’s the difference between an Agency Exclusions Representative and an Agency Administrator – Exclusions?** The administrator can assign further roles such as the Agency Exclusions Representative role or other Agency Administrators – Exclusions.

### 3.1.3 Office Registration Representative

As the Office Registration Representative, you are responsible for managing the SAM Entity Management registration for a U.S. Federal Government entity. You can:

- Create an [Entity Management registration](#) (such as an IGT registration, federal contract registration, or federal assistance registration) for an entity that exists on the Federal Government hierarchy. You can only create Entity Management registrations for the entity where you were assigned your role.



- This role allows you to view, [update and renew an Entity Management registration](#) for your entity. You can only update Entity Management registrations for the entity where you were assigned your role.
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations
- You cannot assign roles
- The Office Registration Representative role was formerly known as the “Registrant” in FedReg or “Maintainer” in CCR.

You can request this role, or the Agency Roles Administrator or the Agency Administrator – Entity Management can assign it to you. Please check your agency policies.

You are not responsible for creating the entity in the Federal Government hierarchy; however, you are responsible for managing the information in the Entity Management registration if you wish to enter into IGTs or bid on contracts/grants.

### 3.1.4 Agency Administrator - Entity Management

As the Agency Administrator – Entity Management, you can access all of the functionality that your entity’s users (Office Registration Representative) can access and you can also manage users. As an Agency Administrator – Entity Management user, your primary responsibility is to create/edit/delete Entity Management registrations for your agency AND assign other users (known as Office Registration Representatives) to create/edit those records. You can:

- Assign an Office Registration Representative role if you wish and assign other users with the Agency Administrator – Entity Management role for your entity and any levels below you in your hierarchy.
- Create an [Entity Management registration](#) (such as an IGT registration, federal contract registration, or federal assistance registration) for an entity that exists on the Federal Government hierarchy. You can create an Entity Management registration for your entity and any levels below you in your hierarchy.
- If your agency/office has the authority to bid on contracts/grants then this role allows you to view, [update, renew, and delete an Entity Management registration](#) for your entity. You can update an Entity Management registration for your entity and any levels below you in your hierarchy.
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations.
- The Agency Administrator – Entity Management role was formerly known as the “ARO” in FedReg or “Administrator” in CCR.

You can request this role, or the Agency Roles Administrator or the Agency Administrator – Entity Management can assign it to you. Please check your agency policies.

You are not responsible for creating the entity in the Federal Government hierarchy; however, you are responsible for managing the information in the Entity Management registration if you wish to enter into IGTs or bid on contracts/grants.





You do not need to assign an Office Registration Representative or other Agency Administrators – Entity Management if you do not wish to do so.

**What’s the difference between an Office Registration Representative and an Agency Administrator – Entity Management?** The administrator can assign further roles such as the Office Registration Representative role or other Agency Administrators – Entity Management.

### 3.1.5 Agency Hierarchy Maintainer

SAM contains a comprehensive [U.S. Federal Government hierarchy](#). As the Agency Hierarchy Maintainer, you are responsible for ensuring its accuracy for your agency. You can submit requests to FPDS to complete the following actions:

- [Create an Office in your agency’s hierarchy](#).
- [Update the information](#) (such as name and address) for an Office in your agency’s hierarchy.
- [Move an Office](#) in your agency’s hierarchy.
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations.

You can request this role, or the Agency Roles Administrator can assign it to you. Please check your agency policies.

### 3.1.6 Agency Roles Administrator

As the Agency Roles Administrator, your primary responsibility is to manage users in your department/agency. You can:

- [Manage the roles](#) of all users within your department/agency. You can assign and remove any Federal Government role including other Agency Roles Administrators.
- View Entity Management – For Official Use Only data (such as Taxpayer Identification Number information) in SAM for all entity registrations.
- You CANNOT create an Entity Management registration, an exclusion record, or an Office on the Federal Hierarchy.

You cannot request this role. This role can only be assigned by another Agency Roles Administrator.

## 3.2 Managing Your Roles

With an individual account, you have the ability to manage your own roles. Although you cannot grant yourself roles in the system without an administrator’s approval, you can:

- [Request roles with a new entity](#)
- Request additional roles with an entity
- [Remove your own roles](#)
- [Respond to invitations](#) to join new entities

### 3.2.1 Migrating a Legacy Account to SAM

As of October 2017, users can no longer migrate user accounts from CCR, FedReg, or EPLS. If you need to update an existing entity registration, you must request a role from that entity's administrator. If there is



no existing entity administrator, contact the Federal Service Desk (FSD) for FREE help with your role assignment.

To complete the migration process from an existing entity registration:

- If you haven't already done so you will need to create a new user account in SAM. Select Log In on the SAM homepage and complete creating a new account. For more information, see [Creating an Account](#).
- Once you have created an individual SAM account, login to your account and select My User Roles from the sub-navigation menu and then select Request Role with New Entity. Please be prepared to provide either the DUNS Number or Legal Business Name of the entity with which you're requesting roles.
- Once you complete the role request, a notification will be sent to the entity's administrator.

If there is no entity administrator, or the administrator is unresponsive, please contact the Federal Service Desk (FSD) for additional help:

**Table 3.2: Federal Service Desk**

FEDERAL SERVICE DESK	
<b>URL</b>	<a href="http://www.fsd.gov">www.fsd.gov</a>
<b>Hours</b>	8am – 8pm (Eastern Time)
<b>U.S. Calls</b>	866-606-8220
<b>International Calls</b>	334-206-7828
<b>DSN</b>	866-606-8220

### 3.2.2 Requesting a Role with a Federal Government Entity

This section covers how you can request [roles](#) with an entity that you do not currently have roles with. If you already have roles with an entity but you want to request additional roles see [Managing Roles with an Existing Entity](#).

**Each entity has its own internal rules regarding how roles are assigned. Some entities may want an administrator to invite you to join instead of you requesting roles. Check with your organization to determine if you should request a role.**

To request a role in SAM with an entity:

- Select Request Role with New Entity underneath the My User Roles header on your My SAM page.
- The question “Are you a user from a U.S. Federal Government agency?” will be defaulted to Yes. Select Next to continue.
- Enter the name of the entity or the code for that entity in the Federal Government hierarchy (this includes the Department Code, Agency Code, Office Code, and Major and Sub-Command Codes) and select Search.

- The page refreshes and displays the results that match your search term. Select an entity to see more details. To see lower levels of the hierarchy, select the + next to an entity. For instance, if you select a department you can click the + to see the agencies under that. You can click the + for an agency and see all the offices under that. You are strongly encouraged to check with your agency to determine which entity you should be associated with (i.e. which department/agency/office).
- When you have found the correct entity, select it and then select Join This Entity.

**Figure 3.1: Select Entity from Federal Hierarchy**

**Request Roles with New Entity**

Select Entity

You can search for an agency or browse through the hierarchy. Use the join this entity button to continue. Contact your administrator if you are unable to locate your agency.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the Entity Information table (on the right).

**Search for an Entity by Name**

Select Level Type: Department ▼

Department

Agency

Major Command

Subcommand 1

Subcommand 2

Subcommand 3

Subcommand 4

Office

Name:

DUNS:

Office Code:

**Select Enti**

- + - GENERAL SERVICES ADMINISTRATION
- + - Council of the Inspectors General on Integrity and Efficiency

**Entity Information**

When you select Join This Entity, SAM performs checks to verify that you are able to request roles with the entity. You cannot request roles with this entity if:

- You already have an [existing role with this entity](#). If you already have roles with an entity, you can manage them by selecting the My Roles link from your My SAM page. If you need any additional roles, you will need to request that role via the My Roles process.
- You have a pending role request for any roles with this entity. An administrator must approve or reject your request before you can submit another request.
- You have a pending invitation to join this entity. To [accept an invitation](#), select Invitations on your My SAM page.

- If you can request a role with this entity, SAM displays the [roles](#) that you can request.
- Select the check box next to the roles you wish to request on the Assign Roles page.
- The selected role appears on the User’s Roles list.

**NOTE:** Roles are grouped hierarchically, which means that certain roles with more authority (the parent role) will automatically include the rights of other roles (children roles) with lesser authority. Select the “+” to see all the roles underneath that role.

**Figure 3.2: Selecting User Roles**

- To remove a role from the request, uncheck the role on the Role Pick List.
- Enter a reason for the request. The more descriptive you are with this information, the better your system administrator can judge if you should have this role.
- Select Next to review your request on the Summary page.
- Select Edit to modify any information.
- Select Submit to send the request to the appropriate administrator for approval.

An administrator can now approve or reject your request. You will receive an email notifying you of the administrator’s decision.

### 3.3 Managing Roles with an Existing Entity

Once you have a role with an entity, you can request additional [roles](#) or remove your roles from the entity.

- Select My User Roles on your My SAM page, then select My Roles.

**Figure 3.3: My Roles**

**My User Roles**

My Roles

Search and select an entity for which you want to view your roles and make necessary changes.

Please note that the list in the Entity List box includes only the parent level entity. If a Entity has a child, you will need to click on the box next to the Entity to expand. For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List table and the details will be populated in the User Roles Details table (on the right).

**Search for an Entity:**

Legal Business Name:

DUNS:

DoDAAC:

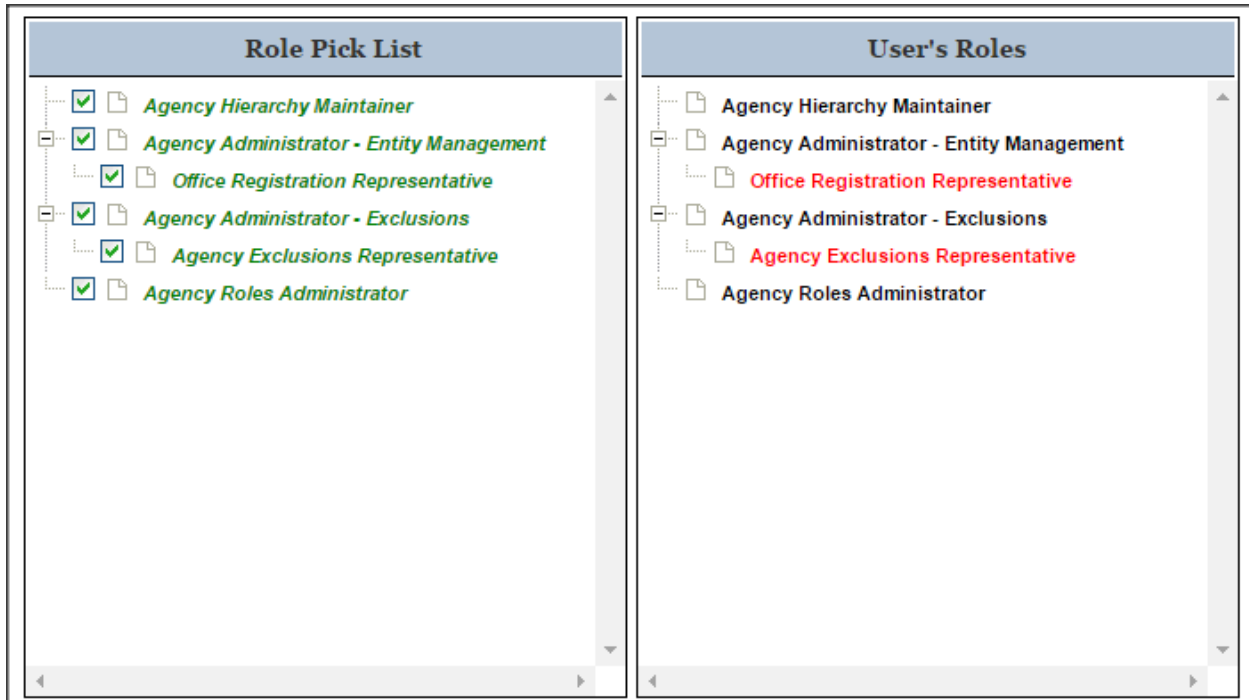
Office Code:

**Entity List**

**User Role Details**

- You can see the entities with which you have roles. Select an entity to see your roles and the status of the roles.
  - “Approved” – Roles that you currently have.
  - “Pending” – Roles that you have requested but have not yet been approved by an administrator.
  - “Inherited” – If you were granted a role that had a series of sublevel roles automatically associated with it, you will see these roles listed as “Inherited.” You will often see this if you have an administrator role.
- To add or remove roles with an entity, select the entity and then select Manage My Roles with This Entity. This opens the Roles with Current Entity page. (NOTE: You will not be able to modify your roles with an entity if you have a role request with the entity that is pending approval by an administrator. You can, however, disassociate yourself from the entity.)

Figure 3.4: Roles with Current Entity



On the Roles with Current Entity page you can modify your roles with this entity. You can view more information about the entity such as name and address by selecting Entity Information.

The roles in the Role Pick List are the roles that you can have with this entity. When you open the page, the roles that you currently have with this entity will already be selected.

The User's Roles list displays the roles that you currently have and/or are requesting.

- To request an additional role, select any role from the Role Pick List to add it to your User's Roles list.
- To remove a role, deselect it from your Role Pick List, and it disappears from your User's Roles list. NOTE: Before removing a role, check with your entity to confirm your entity's role management process. Some entities may wish to have administrators remove your roles.

Roles can be displayed in either black or red text on your User's Roles list. Black indicates that you already have this role with this entity. Red indicates that it is a new role that you are requesting or it is a role that you have inherited.

- Complete the Reason for Request field if you are requesting additional roles.
- Once you have made your changes, select Next to continue.

You are taken to the Entity Information page to verify you are editing your roles with the correct entity.

- Select Next.

On the Summary page, review the role changes that you have made.

- Select Submit to send your role requests to your administrators for approval.

If you removed any roles, those roles are immediately removed for this entity.

In certain cases, you may wish to disassociate from an entity (i.e. remove all your roles from an entity). You may want to do this if you no longer work for an entity. Before doing this, check with your entity administrator to confirm your entity’s role management process.

- Disassociate yourself by either deselecting every role that you have with this entity or select Disassociate in the corner of the page.

The Disassociate from Entity page opens and you are given the option to provide a reason for the disassociation.

- Select Submit to confirm the change. Your roles are now removed.
- Select Done to return to your “My SAM” page.

### 3.3.1 Managing Invitations to Accept Roles from an Administrator

You can also gain [roles](#) in SAM by accepting invitations from administrators. To act on an invitation:

- Select Invitations under the My User Roles header of your My SAM page.

**Figure 3.5: My User Roles - Invitations**

MY SAM	<b>My User Roles</b>					
	Invitations					
My User Roles	The section below contains a list of invitations you have received to join an entity and/or to receive roles within an entity.					
My Roles						
Invitations	View	Invitation Date	Entity Name	Roles	Inviter's First Name	Inviter's Last Name
Migrate Legacy System Account	VIEW	2016-05-11 11:28:19.0	Blue Star, Inc.	Entity Administrator, Entity Registration Representative, Reporter, Entity Registration Viewer	SAM Test	Tier3
Migrated Accounts						
Request Role with New Entity						

Here you will see a list of all your invitations.

- Select View to act on a specific invitation.
- You can either accept or reject the invitation. If there are multiple roles in the invitation, you must either accept or reject the entire invitation, which includes all the specified roles.
- Select Reject and Submit to reject the invitation. This will delete the invitation and inform the inviting administrator of your decision.
- To accept the invitation, select Accept. The roles become active and you are taken to a Confirmation page. The system will inform the inviting administrator of your decision.

### 3.3.2 Accepting an Invitation to Join SAM

It is possible for an administrator to invite you to join an entity even if you do not have a SAM account. Follow these steps to create a SAM account and accept the roles:

- When you receive a SAM invitation email, follow the instructions provided:



**Figure 3.6: Invitation to SAM Email**

Subject: INVITATION: Create a User Account in the U.S. Government's System for Award Management (SAM)  
To: [testingsamgov+fedadmin@gmail.com](mailto:testingsamgov+fedadmin@gmail.com)

*This email was sent by an automated administrator. Please do not reply to this message.*

Dear Federal Administrator,

An administrator of an entity registration record in the U.S. Government's System for Award Management (SAM) has invited you to create a user account in SAM and accept roles with their entity.

Entity: StartupTree LLC / 080180767  
Role(s): Agency Administrator - Exclusions, Agency Exclusions Representative, Agency Hierarchy Maintainer, Agency Administrator - Entity Management, Office Registration Representative

If you would like to accept this invitation, you will need an active user account in SAM. Please follow these steps:

1. Go to [sam.gov](http://sam.gov) and log in.
2. Select My User Roles from the sub-navigation menu on your My SAM page.
3. Select Invitations.
4. Select View for the invitation you need to review.
5. Select Accept or Decline.

Contact our supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally) for FREE help.

Thank you,  
The System for Award Management (SAM) Administrator  
<https://test.sam.gov/portal/SAM>

You will need to proceed to SAM, select Log In, and complete creating/authenticating your account via [login.gov](http://login.gov). Once you return to SAM, you should navigate to My User Roles, select Invitations, and view the invitation you need to review. The process is the same as the normal [account creation process](#) except you'll already have a role invitation available.

## 4 Entity Management Registration

### 4.1 Who Registers in SAM Entity Management?

The Entity Management functional area of SAM, formerly Central Contractor Registration (CCR), Online Representations and Certifications (ORCA), and Federal Agency Registration (FedReg), is the primary database for the U.S. Federal Government to manage information on potential government business partners or federal financial assistance recipients.

If you have previously registered your entity in CCR, ORCA, or FedReg all of your entity's information has been brought into SAM.

The term Entity may refer to prime contractors, organizations, financial assistance recipients, loan recipients, sole proprietors, corporations, partnerships, and any Federal Government agencies desiring to do business with the government. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered registrants. Registrants are required to complete a one-time registration. This registration must be re-certified annually.

You must register if:

- You would like to be eligible to be awarded contracts by the Federal Government.
- You are applying for assistance awards from the Federal Government.
- You are a Federal Government entity engaged in Intra-Governmental buying or selling.
- You have been otherwise directed to register by a government official.

**NOTE: Registration does not guarantee business with the Federal Government.**



Before reading on, note that on the website, mandatory fields are marked with an asterisk (\*) to help you enter information into the correct fields.

## 4.2 What You Need before Getting Started

To register a new entity in SAM you must have an individual SAM user account. To set up an individual SAM user account, select Log In from the upper right corner of the SAM homepage and follow the prompts. For more information, see [Creating an Account in SAM](#). If you already have a SAM account, follow these steps to begin the Entity Management registration process:

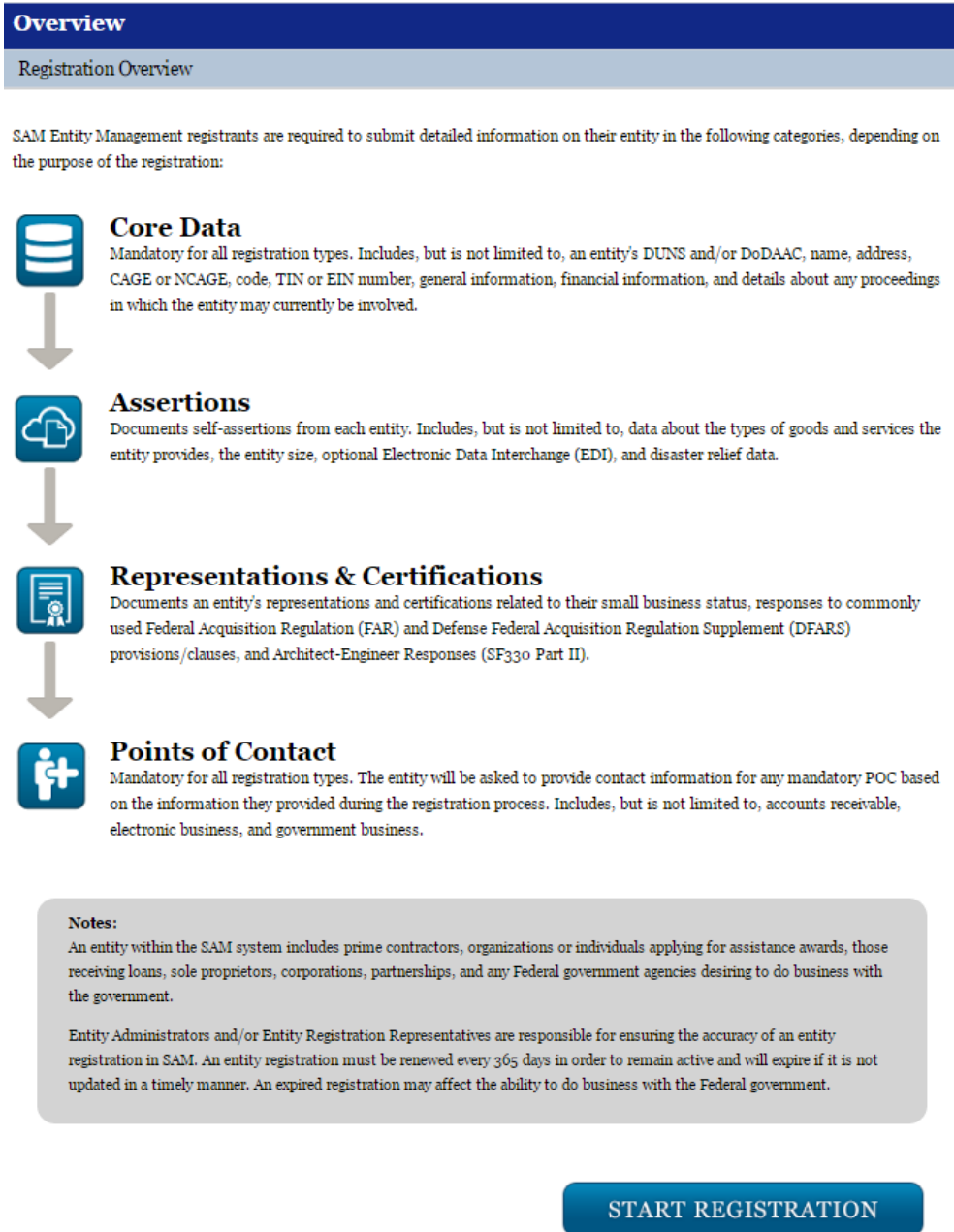
- From the My SAM page, select Entity Registrations in the navigation panel.
- Select Register New Entity.

**Figure 4.1: Register a New Entity**



- You are taken to the Registration Overview page. This page details each section that you may come across during the registration process. Please note that what sections you actually see during the registration process depend on your purpose of registration. Select Start Registration when you are ready to begin the registration process.

Figure 4.2: Registration Overview



Before being taken to the first section of the registration, a fly out page will appear titled Before You Start. This page details the information you need in order to register an entity. Take the time to read this page and gather the information you need ahead of time.

Knowing the following pieces of information will speed up the registration process:

- DUNS Number, Legal Business Name, and Address - You will not be able to save a draft entity registration if you are unable to verify your entity's DUNS information. If you do not already

have a DUNS Number, you can call D&B at 1-866-705-5711 or request a DUNS number for free via their [website](#).

- [Department of Defense Activity Address Code \(DoDAAC\)](#) – This is applicable for the Department of Defense (DoD) entities only
- [Taxpayer Identification Number \(TIN\)](#) - TIN and Taxpayer Name are optional for foreign registrants who do not pay taxes to the U.S.
- [Taxpayer Name](#) - Your Taxpayer Name might not be the same name as your “D&B Legal Business Name” name. For example, your D&B Legal Business Name is “SAM, LLC,” but your Taxpayer Name is “System for Award Management, LLC.” To find your Taxpayer Name, review your tax statements from the IRS (such as a 1099 or W-2/W-4 form).
- Your [Contractor and Government Entity \(CAGE\) Code](#), if you already have one (if you don’t, one will be assigned during registration).
- Your [Electronic Funds Transfer \(EFT\)](#) information such as your ABA routing number and account number

When you are ready to begin, select “Continue.”

**Figure 4.3: Before You Start**

## BEFORE YOU START

You will need the following information:

**U.S. REGISTRANTS:**

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**INTERNATIONAL REGISTRANTS:**

- Your NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA).  
- If you don't have one, you can [request an NCAGE Code online for free](#) from NSPA
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. Make sure your DUNS information and NCAGE information match.  
- If you don't have one, you can [request a DUNS Number for free](#) from D&B

CANCELCONTINUE



#### 4.2.1 Requesting the Addition of a New U.S. Federal Agency on the U.S. Federal Hierarchy

Some federal government agencies have the authority to apply for federal financial assistance opportunities. If you are registering a Federal Government entity for Federal Assistance, the entity must already exist on the SAM Federal Government hierarchy before you can continue. When an entity is placed on the Federal Government hierarchy, this is called a level. The term level indicates that the entity is defined, it exists on the hierarchy, and there is basic information entered for the entity such as name and address. Although an agency's SAM entity registration for federal assistance will expire if not renewed annually, the level entry itself on the hierarchy never expires. If the entity is not present on the hierarchy, you need to request it be added. For more information, see [Hierarchy](#).

#### 4.3 Determining your Purpose of Registration

Users associated with federal entities will have the following options to choose from for registering their entity: Why are you registering this entity to do business with the U.S. government?

- I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.
- I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.
- I want to conduct IGTs with other U.S. government organizations and bid on federal contracts or other procurement opportunities.
- I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

**Figure 4.4: Determine Purpose of Registration (Federal)**

Overview	<p style="text-align: center;"><b>Page Description</b></p> <p>This page will help you determine your entity's purpose of registration. First, select what type of entity you are registering in SAM. Then state why you are registering. Based on your response, you will complete different registration sections.</p> <p>If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations &amp; Certifications (Reps &amp; Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in <a href="#">FAR 50.204-7 System for Award Management</a>.</p> <p>If you are only interested in federal assistance opportunities, such as grants and loans, you must complete two sections of the registration: Core Data and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.</p> <p>Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.</p>
<b>Purpose of Registration</b> <input checked="" type="radio"/> <b>Determine Purpose</b> <input type="radio"/> Confirm Purpose	
Core Data	
Assertions	
Representations and Certifications	
Points of Contact	
Submit Certification	
<a href="#">BACK TO USER DASHBOARD</a>	<p>What type of entity are you registering?*</p> <p><input checked="" type="radio"/> U.S. Federal Government</p> <p>Why are you registering this entity to do business with the U.S. government? *</p> <p><input type="radio"/> I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.</p> <p><input type="radio"/> I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.</p> <p><input type="radio"/> I want to conduct Intra-Governmental Transactions (IGTs) with other U.S. government organizations.</p> <p><input checked="" type="radio"/> I want to conduct IGTs with other U.S. government organizations, bid on federal contracts or other procurement opportunities, and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.</p> <p><input type="radio"/> I want to conduct IGTs with other U.S. government organizations and apply for federal assistance opportunities like grants, loans, and other financial assistance programs.</p>

Your response to the questions displayed on the Determine Purpose of Registration page determines what sections of the application are required to be completed for your registration.

- If you are interested in being eligible for Grants and Other Federal Assistance but are not interested in Contracts, then you will only need to complete the Core Data and Points of Contact sections in SAM. In this scenario, SAM marks your registration as being "Federal Assistance Awards Only."
- If you are interested in being eligible to bid on Federal procurement opportunities, you will need to complete the Core Data, Assertions, Representations and Certifications and the Points of Contact sections in SAM. By filling out this information, you are automatically eligible to be awarded Grants and Other Federal Assistance. In this scenario, SAM marks your registration as being "All Awards."
- If you are interested in Intra-Governmental Transactions only (and not interested in Contracts or Grants), then you will need to complete the Core Data, Assertions and Points of Contact sections in SAM. In this scenario, SAM marks your registration as being "Intra-Governmental Transactions Only."
- If you are interested in Contracts, and you further select that you are interested in Intra-Governmental Transactions, then you will need to complete the Core Data, Assertion, Representations and Certifications and Points of Contact sections in SAM. By filling out this information, you are automatically eligible to be awarded Grants and Other Federal Assistance. In

this scenario, SAM marks your registration as being "All Awards and Intra-Governmental Transactions."

- If you are not interested in Contracts but are interested in Grants and Other Federal Assistance and also select that you are interested in Intra-Governmental Transactions, then you will need to complete the Core Data, Assertions, and Points of Contact sections in SAM. In this scenario, SAM marks your registration as being "Federal Assistance Awards and Intra-Governmental Transactions."

You only need to fill out the sections that are relevant to your purpose in SAM. The data you fill out in each section will be tailored to your particular type of entity.

**Figure 4.5: Confirm Purpose of Registration**

Register Entity	Purpose of Registration
Registration Overview	Confirm Purpose
<b>Purpose of Registration</b>	<p><b>Page Description</b></p> <p>Based on the answers you provided on the previous page, SAM determined your purpose of registration and the sections you must complete based on that purpose of registration. If you need to make changes, please go back to the previous page. Otherwise, use the Next button to continue with the Entity Registration process.</p>
Core Data	<p><b>Purpose of Registration:</b> All Awards</p> <p><b>You are required to complete the following sections:</b></p> <ol style="list-style-type: none"> <li>1. Core Data</li> <li>2. Assertions</li> <li>3. Representations &amp; Certifications</li> <li>4. Points of Contact</li> </ol>
Assertions	
Representations and Certifications	
Points of Contact	
Submit Certification	<p>CANCEL</p> <p>PREVIOUS NEXT</p>
<p>BACK TO USER DASHBOARD</p>	

- If you are satisfied with your answers to the purpose of registration questions, select Next to continue.
- If you wish to change your answers to the purpose of registration questions, select Previous to return to the previous screen.

Before you continue your Entity Management registration, here is some general information about the registration process:

- You are able to save your registration at any point during the process as long as you verify and save a valid DUNS Number and/or DoDAAC, Name, and Address. If you select Cancel or leave a page at any time during the registration process, the information entered on that page will not be saved.
- Incomplete registrations (registrations that have not been submitted) will be deleted from the system after 90 days of inactivity. You will receive email notices prior to your incomplete record being deleted.
- On each page, all mandatory fields will be marked with an asterisk (\*) or star symbol. Complete all mandatory fields on each page to continue. All mandatory data must be provided before the registration may be submitted.
- Definitions can be found in [Appendix B](#) of this user guide.



## 4.4 Registering your Entity if you are interested in Federal Assistance Awards Only

This section describes the process of registering an entity for the purpose of being eligible for Federal Assistance. “Federal Assistance” for purposes of this User Guide stands for Federal Financial Assistance. A grant, cooperative agreement, or loan recipient, for example, are considered Federal Financial Assistance recipients.

To register an entity for “Federal Assistance Awards Only,” complete the following sections:

- [Core Data](#)
- [Points of Contact](#)

The navigation panel on the left side of the screen will display your progress through these sections.

### 4.4.1 Entering Core Data

The first step to register a new entity is to enter core details on your entity. Core Data includes, but is not limited to, an entity’s Data Universal Numbering System (DUNS) Number, Legal Business Name, address, Commercial and Government Entity (CAGE) Code or NATO Commercial and Government Entity (NCAGE) Code, Taxpayer Identification Number (TIN), general information, financial information, and details about any proceedings the entity may currently be involved in. Core Data is mandatory for all registration types. Once you have completed your Core Data, your entity’s information will be displayed in the SAM Public Search. Sensitive data, such as financial information will never be displayed, however, if you do not wish to allow the public to search for and view your record, you may “opt-out” of public display. For more information, see [SAM Search Authorization](#).

#### 4.4.1.1 Entering a DUNS

The first page is the Entity Information page. The DUNS Number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If you need a DUNS Number, one will be provided to you, free of charge. Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform>. International registrants may also contact [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com). You do NOT have to pay for a DUNS Number if you utilize these websites and phone numbers. It will take 1-2 (2-5 for foreign registrants) business days for a new DUNS number to become active and available for your SAM registration.

On the Entity Information page:

- Enter your DUNS Number, D&B Legal Business Name (this is name that has been registered for your organization at D&B), Address (please remember that the address has to be the same as the address at D&B and must be the physical address of your location) and select Next.

This sends your DUNS information to D&B for validation.

Upon successful validation from D&B, you will be able to continue with your registration.



Figure 4.6: Enter Entity Information

Register Entity	<b>Core Data</b>
	Entity Information
	<b>Page Description</b> Please enter the information associated with the unique identifier of the entity you want to register.  Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.
	<b>Unique Identifier:</b>
	DUNS Number: * <input type="text"/>
	If you don't already have one, you can <a href="#">request a DUNS Number for FREE</a> from Dun & Bradstreet (D&B). For help, U.S. entities can contact D&B at 1-866-705-5711 or <a href="mailto:govt@dnb.com">govt@dnb.com</a> . International entities can email <a href="mailto:SAMhelp@dnb.com">SAMhelp@dnb.com</a> .
	<b>Entity Name:</b>
	A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address. Legal Business Name: * <input type="text"/>
<b>Entity Physical Address:</b>	
Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.	
Address Line 1: * <input type="text"/>	
Address Line 2: <input type="text"/>	
City: * <input type="text"/>	
State/Province: * <input type="text" value="Please select a value"/>	
ZIP/Postal Code: * <input type="text"/> <input type="text"/>	
Country: * <input type="text" value="UNITED STATES"/>	
<input type="button" value="CANCEL"/>	<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>

Once the information you provided has been verified by D&B, you will receive a “side-by-side” screen showing the details you entered compared with the details returned from D&B.



Figure 4.7: Verify Entity Information

Overview

Purpose of Registration

**Core Data**

- Entity Information
- Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

**Page Description**

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User	Validated Details
DUNS: 123456789	DUNS: 123456789
Legal Business Name: Test University	Legal Business Name: Test University
Doing Business As: (none)	Doing Business As: (none)
Address Line 1: High Street	Address Line 1: High Street
Address Line 2:	Address Line 2:
City: Oxford	City: Oxford
State: Oxfordshire	State: Oxfordshire
ZIP/Postal Code: OX1 4AJ	ZIP/Postal Code: OX1 4AJ
Country: UNITED KINGDOM	Country: UNITED KINGDOM

CANCEL
SAVE AND CONTINUE

[BACK TO USER DASHBOARD](#)

- Review and verify your Entity information.
  - If the data is correct, select Save and Continue.
  - If the data is incorrect, visit the D&B website at <http://fedgov.dnb.com/webform> to make the necessary changes.

#### 4.4.1.2 Business Information

After you've entered your DUNS information and passed validation, you can enter the business information for your entity.

- Enter your [business start date](#).
- Enter the date on which your company's [fiscal year ends](#).
- Enter your company [division name](#) and [number](#) (if applicable).
- Enter your [company's URL](#) (if applicable).
- The [Congressional District](#) will be populated for you by the system based on your physical address (if applicable). This will include the two-character abbreviation for the state or territory and the two-digit congressional district.

- Next, you must create your [Marketing Partner Identification Number \(MPIN\)](#). The MPIN will be used to provide you access to other systems, such as Grants.gov and Past Performance Information Retrieval System (PPIRS). Your MPIN acts as your password in these systems so you should guard it as such. A MPIN is required even if you do not anticipate usage of authorized MPIN systems. **If you pay U.S. taxes you will also need your MPIN in an upcoming screen so, please be sure to remember it.** The MPIN must contain nine characters; at least one letter and one number character each. It should not contain spaces or special characters. You may change the MPIN at any time.

Your physical address is pre-filled from the D&B address associated with your DUNS number. Your physical address is the location of your building.

**Figure 4.8: Business Information, Part 1**

**Page Description**

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY): \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: Oxfordshire

Create/Enter MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov; Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

▼ Physical Address - Oxford

- Your mailing address will appear next. Enter your entity's mailing address or select Copy Physical Address if your mailing address is the same as the physical address.
- Enter the [Tax Identification Number \(TIN\)](#) for your entity. For more information or to apply for a TIN visit <http://www.irs.gov>. For federal entities, TIN Type will always be [Employee Identification Number \(EIN\)](#)

Figure 4.9: Business Information, Part 2

▼ Mailing Address

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

---

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type\*:  Note: If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

NOTE: The Marketing Partner Identification Number (MPIN) and Taxpayer Identification Number (TIN) fields will be partially masked upon selecting Save and Continue. Authorized users will see the last four characters when they return to this page.

#### 4.4.1.3 IRS TIN Consent

Please carefully read the "Consent to Disclosure of Tax Information" and follow the instructions given to provide the Taxpayer Information required for the most current tax year reported. Providing this consent is a mandatory part of the registration process if your entity is located in the United States or pays employees within the United States.

By completing the form and signing it with your Marketing Partner Identification Number (MPIN), pursuant to 26 U.S.C. 6103(c), you authorize the Internal Revenue Service (IRS) to validate and disclose to the SAM Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for your entity in the most current tax year reported. This is referred to as the TIN Match.

Once the TIN Match is complete, your entity's IRS-validated name and TIN will reside in SAM and will be accessible to authorized U.S. government procurement officials and other U.S. government personnel performing managerial review and oversight for use in all U.S. governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information in support of this



TIN Match, you certify that you have the authority to execute this consent for disclosure for this tax return information.

If your entity is located in the United States, or pays employees within the United States, you must provide the following taxpayer information to complete the consent form:

- [Taxpayer Name](#). Enter the exact Taxpayer Name the IRS has on file for your entity's TIN according to its most recent tax return. Your Taxpayer Name may be slightly different than the Legal Business Name of the entity being registered. Review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) to find your Taxpayer Name. Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
- **Taxpayer Identification Number (TIN)**. This field will be populated with the Employer Identification Number (EIN) you entered on the Business Information page. You cannot edit this field on the IRS Consent page.

Figure 4.10: IRS Consent Form Part 1

**Page Description**

Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6103 (c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for [Entity Name] in the most current tax year reported.

I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

**TIN Match Instructions:**

Provide the Taxpayer Information required for the most current tax year reported for this entity.

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:

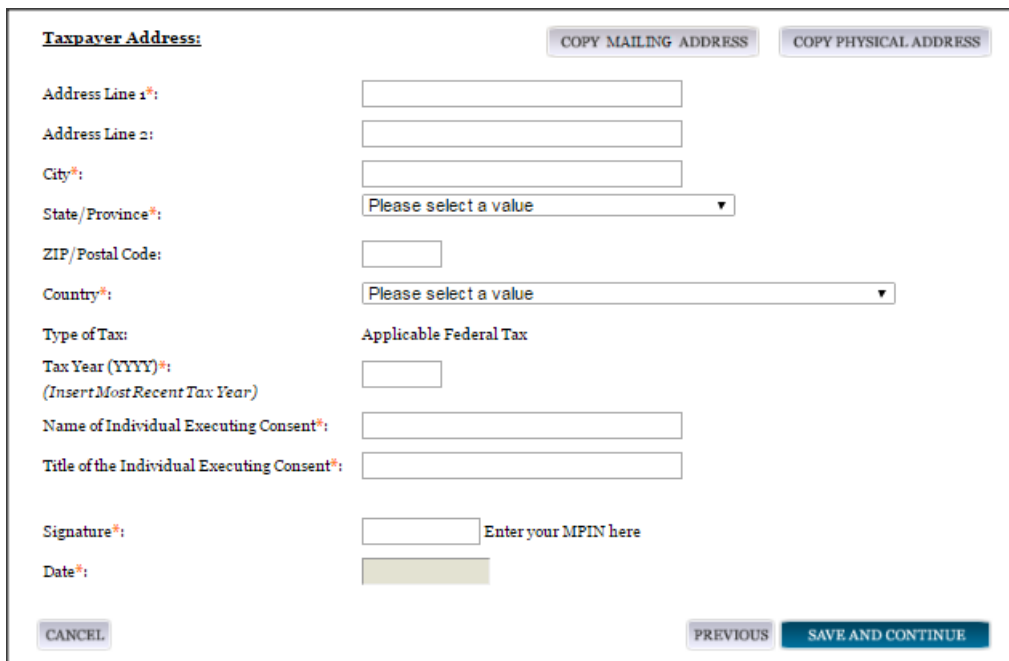
*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN):

- [Taxpayer Address](#). Enter the address that the IRS has on file for your entity. You may select Copy Mailing Address or Copy Physical Address to use one of the addresses you have entered earlier in the registration, if appropriate.
- [Type of Tax](#). This field will be populated as Applicable Federal Tax.

- **Tax Year.** Enter a four-digit value for the most recent Tax Year in which you reported taxes. It must be no later than the current calendar year.
- **Name of Individual Executing Consent.** Enter the full name of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Title of Individual Executing Consent.** Enter the title of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Signature (MPIN).** Enter the value for the MPIN you created on the Business Information Page. The MPIN serves as your signature to execute the consent to disclosure of tax information.
- **Date.** Today's date will be populated once you enter your MPIN to sign the consent and select Save and Continue. This serves as the official date the individual with legal authority executed consent.

**Figure 4.11: IRS Consent Form Part 2**



**Taxpayer Address:** COPY MAILING ADDRESS COPY PHYSICAL ADDRESS

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code:

Country\*:

Type of Tax:

Tax Year (YYYY)\*:   
*(Insert Most Recent Tax Year)*

Name of Individual Executing Consent\*:

Title of the Individual Executing Consent\*:

Signature\*:  Enter your MPIN here

Date\*:

CANCEL PREVIOUS SAVE AND CONTINUE

Once you complete the consent form, select Save and Continue. At that time, all information required to perform the TIN Match will be sent to the IRS and the page will be locked until the TIN Match is complete. You will not be able to edit this page while the TIN Match is being performed.

#### 4.4.1.4 CAGE Code

##### 4.4.1.4.1 CAGE Code

You will now be on the CAGE Code page. The [Commercial and Government Entity \(CAGE\)](#) code is a five-character alpha-numeric identifier assigned to entities located in the United States and its outlying

areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Program to identify a commercial or government entity. All registrations in SAM go through the CAGE Code assignment/validation process after submission.

- Answer the question, “Does your entity already have a CAGE Code?”
- If you answered Yes, enter your CAGE Code in the next field.
- You can select Search to review the Legal Business Name and Physical Address that DLA has on file for the CAGE you entered. This will not change your entity record and the information is only displayed so that you can confirm you have provided the correct CAGE Code for your entity.
- If you answered No, then a CAGE Code will automatically be assigned to your entity once you submit your entity’s registration and the TIN validation has been returned.

Please note CAGE Code Validation may take up to 10 business days to process.

**Figure 4.12: CAGE Code**

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

CAGE Code:

#### 4.4.1.4.2 Invalid CAGE Code Error

Upon selecting Save and Continue, the entered CAGE code will be validated automatically. If the provided code does not match the code that the Defense Logistics Agency has on record, you will receive an error message stating that your CAGE code could not be found. If this error is triggered, you will not be able to proceed through the registration until you enter the correct code or select No to the CAGE Code question.



Figure 4.13: Incorrect CAGE Code Error

**Mandatory Errors**

The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this DUNS number? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record. Remember, you do not have to enter a CAGE code. You can select No and leave the CAGE Code field blank. A new CAGE code will be assigned after you submit your registration.

---

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*       Yes       No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

#### 4.4.1.5 General Information Page

Complete General Information about your entity. General Information includes the types of government that may be applicable to your entity, and any institution types for which your entity qualifies.

##### 4.4.1.5.1 U.S. Federal Entity

Your Government Type will be pre-filled based on your purpose of registration. It will display as US Federal Government.

You will be able to add the following additional government types:

- Federal Agency
- Federally Funded Research and Development Center (FFRDC)

Indicate if your entity is one of the following government types:

- [Airport Authority](#)
- [Council of Governments](#)
- [House Authority Public/Tribal](#)
- [Interstate Entity](#)
- [Planning Commission](#)

- [Port Authority](#)
- [Transit Authority](#)

Indicate if your entity qualifies as one of the following:

- [Community Development Corporation](#)
- [Domestic Shelter](#)
- [Educational Institution](#). If you select Educational Institution, these additional options will appear:
  - [1862 Land Grant College](#)
  - [1890 Land Grant College](#)
  - [1994 Land Grant College](#)
  - [Historically Black College or University \(HBCU\)](#)
  - [Minority Institutions](#)
  - [Private University or College](#)
  - [School of Forestry](#)
  - [Hispanic Servicing Institution](#)
  - [State Controlled Institution of Higher Learning](#)
  - [Tribal College](#)
  - [Veterinary College](#)
  - [Alaskan Native Servicing Institution \(ANSI\)](#)
  - [Native Hawaiian Servicing Institution \(NHSI\)](#)
- [Foundation](#)
- [Hospital](#)
- Veterinary Hospital

#### 4.4.1.6 *Financial Information*

On the Financial Information page, you will enter the information necessary for the government to pay you for any goods or services you provide. If you do not have the information necessary to complete this page, contact your bank or financial institution. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.

- [Debt Subject to Offset](#). This will be blank unless the entity has Debt Subject to Offset. The value comes from the U.S. Treasury's Bureau of the Fiscal Service through an automated interface. This notifies SAM that the entity represented by this DUNS number has a delinquent debt subject to the Treasury Offset Program. This is not a field the registrant can update or change in SAM. Registrants must contact the Treasury Offset Program (TOP) Call Center at 1-800-304-3107 with any questions regarding the reported debt and instructions for resolution.
- Select your [Department Code](#). This identifies your agency and maps to the Treasury Index of Agency Codes. Most often this will correspond to the agency where you work.



- In the Account Details section, select your Agency Location Code and the Disbursing Office Symbol. [Agency Location Code \(ALC\)](#) is a numeric symbol is used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices, e.g. eight-digit agency accounting station code, five-character disbursing office. DoD registrants will have the option of selecting from any ALC associated with one of the five DoD department codes (097, 017, 057, 021, or 096).
- [Disbursing Office Symbol](#) is the unique five-character symbol assigned by the Treasury IPAC system for the disbursing office (DO). The disbursing office is generally linked to a single agency location code (ALC); however, there are a few instances where there will be more than one DO Symbol linked to a particular ALC. Select the DO which applies to the entity you are registering.
- Enter your [EFT information](#). The name of your financial institution will be filled in automatically once you have entered a valid American Bankers Association (ABA) Routing Number.
- Provide information about the [Automated Clearing House \(ACH\)](#) department of your bank. This is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call.
  - Phone
  - Email
  - Fax
- Enter your remittance information. The remittance name and address information is mandatory data for all SAM registrants. This information will be used to mail you a paper check in the event that an EFT transfer does not work. If you use a lockbox and want checks mailed directly to the bank, use the bank's name and address here.

Figure 4.14: Financial Information

Department Code: \*

### New Account

**Account Details:**

Agency Location Code:

Disbursing Office Symbol:

**Electronic Funds Transfer (EFT):**

Account Type: \*

ABA Routing Number: \*

Account Number: \*

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: \*

A.C.H Non-U.S. Phone:

A.C.H Fax:

A.C.H Email:

**Remittance Information:**

Merchant ID1:

Merchant ID2:

Accounting Station (FSN):

**Remittance Address:**

Name: \*

Address Line 1: \*

Address Line 2:

NOTE: The ABA Routing Number and Bank Account Number fields will be partially masked upon selecting Save and Continue. Authorized entity users will see the last four characters of those fields when they return to this page.

#### 4.4.1.6.1 DUNS +4

If your entity has more than one bank account that needs to be listed on the registration, you will need to create DUNS+4. The DUNS+4 should be created if the registered entity only has one physical location but more than one bank account. The DUNS+4 is a user generated four-digit number.

- To add a DUNS+4, scroll to the bottom of the financial information page and select Add Additional Account. A new financial information table will appear that is identical to Figure 4.14. Fill in all mandatory data and select Save and Confirm (or continue to add additional accounts if you have more than two bank accounts for this DUNS number).



**Figure 4.15: DUNS+4 Add Additional Account**

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number.

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

#### *4.4.1.7 Executive Compensation Questions*

In the Executive Compensation section, you are asked to provide information which supports the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended, reporting requirements. You may also refer to Public Law 110-252 dated June 30, 2008, Chapter 2, and Section 6202.

- If you answer Yes to the first question on Executive Compensation, you will be asked to answer an additional question shown in Figure 4.16.
- If you answer No to the second question, you must provide additional details on the following page.

If required, you must provide the following details for the five (5) most highly compensated executives for your entity:

- Name: You must provide your top five executive compensated employees' names. "Executive," means officers, managing partners, or any other employees in management positions.
- Title
- Total Compensation value: "Total compensation" means the cash and non-cash dollar value earned by the executive during the entity's preceding completed fiscal year.
- The salary and compensation information you provide will not be publicly viewable in SAM, however, it will be made public in accordance with the Federal Funding Accountability and Transparency Act (FFATA). This Act requires that this information be supplied to the public (via [usaspending.gov](http://usaspending.gov)) in relation to federal awards (including federal contracts, federal financial assistance, and expenditures) you receive, if applicable.

**Figure 4.16: Executive Compensation**

**Page Description**  
Please answer the questions below to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value ▼

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Applicable ▼

CANCEL

PREVIOUS

SAVE AND CONTINUE

#### 4.4.1.8 Proceedings Information

You may be required to provide proceedings data about your entity. You must answer up to three (3) qualifying questions to determine if this information is required. The questions you will be asked are displayed in Figure 4.17.

**Figure 4.17: Proceedings Questions**

**Page Description**

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Proceedings:**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract or assistance award that contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value ▾

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable ▾

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable ▾

If you answer Yes to all of the questions, you must provide the following detailed information about each current proceeding against your entity:

- [Instrument](#)
- [State](#)
- [Instrument Number](#)
- [Type of Proceeding](#)
- [Disposition](#)

- [Description of the Proceeding](#)

Proceedings Information entered on or after April 15, 2011 is available to the public through the Federal Awardee Performance and Integrity Information System (FAPIIS) in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII.

Responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

#### 4.4.1.9 SAM Search Authorization

Registrants are allowed to opt-out of public display of their record within SAM. Opting out may result in a reduction in Federal Government business opportunities, and subcontractors who choose this option will not be visible to prime contractors. Entities that have opted out will be removed only from the SAM public search, but will still be visible to users with For Official Use Only (FOUO) data access and will be provided in accordance with Freedom of Information Act (FOIA) requests. Please note that your banking information and Taxpayer Identification Number are treated as sensitive data and will not be displayed to the public regardless of your selection.

If you wish to opt out of public search, deselect the clause: “Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners....”

**Figure 4.18: SAM Search Authorization**

**Page Description**

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). Learn more about [SAM public search results](#).

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL
PREVIOUS
SAVE AND CONTINUE

#### 4.4.2 Entering Points of Contact (POCs)

Before your entity registration is complete, you will be asked to provide Mandatory POCs and Optional POCs. The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification.

##### 4.4.2.1 POC Details

Below (Table 4.1) is a list of the POC types that federal assistance registrants will see. See the glossary for more information on each POC type.



**Table 4.1: Federal Assistance Points of Contact**

POC Name	Mandatory?	Mandatory Data Elements
ACCOUNTS RECEIVABLE POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, AND PHONE
ELECTRONIC BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA) AND ZIP/POSTAL CODE
ELECTRONIC BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
GOVERNMENT BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA) AND ZIP/POSTAL CODE
GOVERNMENT BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA) AND ZIP/POSTAL CODE
PARTY PERFORMING CERTIFICATION POC	MANDATORY IF YOU HAVE USED A THIRD-PARTY CERTIFIER FOR A SMALL BUSINESS CERTIFICATION.	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PROCEEDINGS POC	MANDATORY IF YOU HAVE ENTERED PROCEEDINGS DETAILS.	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PROCEEDINGS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.

### 4.4.3 Submitting Your Registration

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen. Review your registration record in its entirety.

- Select Edit to update any necessary information in the registration.
- Select Submit to certify that the information is correct.

SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

**PLEASE NOTE: Your record is NOT yet active.**

Figure 4.19: Submit Registration Confirmation page

Register Entity	Submit Registration	Group, LLC
	Confirmation Page	DUNS: .
Overview	<b>Registration Submitted - Confirmation</b> Fri Sep 08 14:23:18 EDT 2017	
Purpose of Registration	You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.	
Core Data	<b>What happens next?</b>	
Assertions	<ol style="list-style-type: none"> <li>1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.</li> <li>2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.</li> <li>3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.</li> <li>4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.</li> <li>5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.</li> </ol>	
Representations and Certifications		
Points of Contact		
Small Business Certification		
Submit Registration		
Entity Review		
Confirmation Page		
<a href="#">BACK TO USER DASHBOARD</a>		

#### 4.4.3.1 Before Your SAM Registration is considered Active

Your entity’s registration will NOT be considered active until the following actions take place:

- TIN Match validated by the Internal Revenue Service (IRS). It may take three to five business days from the time you submitted for the IRS to validate new and updated records prior to becoming active in SAM.
- CAGE code or NCAGE code is validated or assigned by DoD, as applicable. Your registration will be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.

**Plan Ahead.** Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government





systems. You will receive a confirmation email once the registration is activated. At that time, you will be eligible for Financial Assistance from the U.S. Federal Government.

## 4.5 Registering Your Entity if you are interested in Federal Contracts

This section describes the process of registering an entity for the purpose of being eligible for Federal Contracts. By virtue of indicating you are interested in Federal contracts you will also be completing the same screens that someone who is interested in financial federal assistance has to complete. You will see on the screen that your purpose of registration will display as “All Award types”

In order to register and entity for “All Awards” the following sections must be completed:

- [Core Data](#)
- [Assertions](#)
- [Representations and Certifications](#)
- [Points of Contact](#)

The navigation panel on the left side of the screen will display your progress through these sections.

### 4.5.1 Entering Core Data

The first step to register a new entity is to enter core details on your entity. Core Data includes, but is not limited to, an entity’s Data Universal Numbering System (DUNS) Number, Legal Business Name, address, Commercial and Government Entity (CAGE) code or NATO Commercial and Government Entity (NCAGE) code, Taxpayer Identification Number (TIN), general information, financial information, and details about any proceedings the entity may currently be involved in. Core Data is mandatory for all registration types. Once you have completed your Core Data, your entity’s information will be displayed in the SAM Public Search. Sensitive data, such as financial information will never be displayed, however, if you do not wish to allow the public to search for and view your record, you may “opt-out” of public display. For more information, see [SAM Search Authorization](#).

#### 4.5.1.1 Entering a DUNS number

The first page is the Entity Information page. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If you need a DUNS number, one will be provided to you, free of charge. Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform>. International registrants may also contact [SAMhelp@dnb.com](mailto:SAMhelp@dnb.com). You do NOT have to pay for a DUNS number if you utilize these websites and phone numbers. It will take 1-2 business days for a new D&B number to become active and available for your SAM registration.

On the Entity Information page:

- Enter your DUNS number, D&B Legal Business Name (this is name that has been registered for your organization at D&B), Address (please remember that the address has to be the same as the address at D&B and must be the physical address of your location) and select Next.
- This sends your DUNS information to D&B for validation.
- Upon successful validation from D&B, you will be able to continue with your registration.
- Once the information you provided has been verified by D&B, you will receive a “side-by-side” screen showing the details you entered compared with the details returned from D&B.

**Figure 4.20: Verify Entity Information**

Overview

Purpose of Registration

**Core Data**

- Entity Information
- Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

**Page Description**

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User	Validated Details
DUNS: 123456789	DUNS: 123456789
Legal Business Name: Test University	Legal Business Name: Test University
Doing Business As: (none)	Doing Business As: (none)
Address Line 1: High Street	Address Line 1: High Street
Address Line 2:	Address Line 2:
City: Oxford	City: Oxford
State: Oxfordshire	State: Oxfordshire
ZIP/Postal Code: OX1 4AJ	ZIP/Postal Code: OX1 4AJ
Country: UNITED KINGDOM	Country: UNITED KINGDOM

CANCEL
SAVE AND CONTINUE

[BACK TO USER DASHBOARD](#)

- Review and verify your Entity information.
- If the data is correct, select Save and Continue. If the data is incorrect, visit the D&B website at <http://fedgov.dnb.com/webform> to make the necessary changes.

#### 4.5.1.2 Business Information

After you entered your DUNS information and passed validation, you can enter the business information for your entity. See Figure 4.21.

- Enter your [business start date](#).
- Enter the date on which your company's [fiscal year ends](#).
- Enter your company [division name](#) and [number](#) (if applicable).
- Enter your [company's URL](#) (if applicable).
- [Congressional District](#) will be pre-filled for you by the system based on your physical address (if applicable). This will include the two-character abbreviation for the state or territory and the two-digit congressional district.
- Next, you must create your [Marketing Partner Identification Number \(MPIN\)](#). The MPIN will be used to provide you access to other systems, such as Grants.gov and Past Performance

Information Retrieval System (PIRS). Your MPIN acts as your password in these systems so you should guard it as such. A MPIN is required even if you do not anticipate usage of authorized MPIN systems. **If you pay U.S. taxes you will also need your MPIN in an upcoming screen so, please be sure to remember it.** The MPIN must contain nine characters; at least one letter and one number character each. It should not contain spaces or special characters. You may change the MPIN at any time.

- Your physical address will appear next. This is pre-filled from the D&B address associated with your DUNS number. Your physical address is the location of your building.

**Figure 4.21: Business Information Part 1**

**Page Description**

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY): \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: Oxfordshire

Create/Enter MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

▼ Physical Address - Oxford

- Enter your entity's mailing address or select Copy Physical Address if your mailing address is the same as the physical address.
- Enter the [Tax Identification Number \(TIN\)](#) for your entity. For more information or to apply for a TIN visit [here](#). For federal entities, TIN Type will always be [Employee Identification Number \(EIN\)](#)

Figure 4.22: Business Information Part 2

▼ Mailing Address

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

---

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type\*:  **Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

**NOTE:** The Marketing Partner Identification Number (MPIN) and Taxpayer Identification Number (TIN) fields will be partially masked upon selecting Save and Continue. Authorized users will see the last four characters when they return to this page.

#### 4.5.1.3 IRS TIN Consent

Please carefully read the "Consent to Disclosure of Tax Information" and follow the instructions given to provide the Taxpayer Information required for the most current tax year reported. Providing this consent is a mandatory part of the registration process if your entity is located in the United States or pays employees within the United States.

By completing the form and signing it with your Marketing Partner Identification Number (MPIN), pursuant to 26 U.S.C. 6103(c), you authorize the Internal Revenue Service (IRS) to validate and disclose to the SAM Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for your entity in the most current tax year reported. This is referred to as the TIN Match.

Once the TIN Match is complete, your entity's IRS-validated name and TIN will reside in SAM and will be accessible to authorized U.S. government procurement officials and other U.S. government personnel



performing managerial review and oversight for use in all U.S. governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information in support of this TIN Match, you certify that you have the authority to execute this consent for disclosure for this tax return information.

If your entity is located in the United States, or pays employees within the United States, you must provide the following taxpayer information to complete the consent form:

- **Taxpayer Name.** Enter the exact Taxpayer Name the IRS has on file for your entity's TIN according to its most recent tax return. Your Taxpayer Name may be slightly different than the Legal Business Name of the entity being registered. Review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) to find your Taxpayer Name. Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
- **Taxpayer Identification Number (TIN).** This field will be populated with the Employer Identification Number (EIN). You cannot edit this field on the IRS Consent page.

Figure 4.23: IRS Consent Form Part 1

**Page Description**

Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6403(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for [Entity Name] in the most current tax year reported.

I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

**TIN Match Instructions:**

Provide the Taxpayer Information required for the most current tax year reported for this entity.

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:

*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN):

- **Taxpayer Address.** Enter the address that the IRS has on file for your entity. You may select Copy Mailing Address or Copy Physical Address to use one of the addresses you have entered earlier in the registration, if appropriate.
- **Type of Tax.** This field will be populated as Applicable Federal Tax.

- **Tax Year.** Enter a four-digit value for the most recent Tax Year in which you reported taxes. It must be no later than the current calendar year.
- **Name of Individual Executing Consent.** Enter the full name of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Title of Individual Executing Consent.** Enter the title of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Signature (MPIN).** Enter the value for the MPIN you created on the Business Information Page. The MPIN serves as your signature to execute the consent to disclosure of tax information.
- **Date.** Today's date will be populated once you enter your MPIN to sign the consent and select Save and Continue. This serves as the official date the individual with legal authority executed consent.

**Figure 4.24: IRS Consent Form Part 2**

The screenshot shows the 'IRS Consent Form Part 2' interface. At the top right, there are two buttons: 'COPY MAILING ADDRESS' and 'COPY PHYSICAL ADDRESS'. The form contains the following fields and controls:

- Taxpayer Address:** A section header.
- Address Line 1\*:** Text input field.
- Address Line 2:** Text input field.
- City\*:** Text input field.
- State/Province\*:** Dropdown menu with 'Please select a value'.
- ZIP/Postal Code:** Text input field.
- Country\*:** Dropdown menu with 'Please select a value'.
- Type of Tax:** Text input field.
- Applicable Federal Tax:** Text input field.
- Tax Year (YYYY)\*:** Text input field with the instruction '(Insert Most Recent Tax Year)' below it.
- Name of Individual Executing Consent\*:** Text input field.
- Title of the Individual Executing Consent\*:** Text input field.
- Signature\*:** Text input field with the instruction 'Enter your MPIN here' to its right.
- Date\*:** Text input field.

At the bottom of the form, there are three buttons: 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'.

Once you complete the consent form, select Save and Continue. At that time, all information required to perform the TIN Match will be sent to the IRS and the page will be locked until the TIN Match is complete. You will not be able to edit this page while the TIN Match is being performed.

**NOTE:** If your entity is located outside the United States and does not pay employees within the United States, you are not required to provide a Taxpayer Identification Number (TIN) on the Business Information page. If you did not provide a TIN, you will not see the IRS Consent page during the registration process and should proceed to the NCAGE code section.

#### 4.5.1.4 CAGE Code

You will now be on the CAGE Code page. The [Commercial and Government Entity \(CAGE\)](#) Code is a five-character alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Program to identify a commercial or government entity. All registrations in SAM go through the CAGE Code assignment/validation process after submission.

- Answer the question, “Does your entity already have a CAGE Code?”
- If you answered Yes, enter your CAGE Code in the next field.
- You can select Search to review the Legal Business Name and Physical Address that DLA has on file for the CAGE you entered. This will not change your entity record and the information is only displayed so that you can confirm you have provided the correct CAGE Code for your entity.
- If you answered No, then a CAGE Code will automatically be assigned to your entity once you submit your entity’s registration and the TIN validation has been returned.

Please note the CAGE Code validation process may take up to 10 business days.

**Figure 4.25: CAGE Code**

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

CAGE Code:

##### 4.5.1.4.1 Invalid CAGE Code Error

Upon selecting Save and Continue, the entered CAGE Code will be validated automatically. If the provided code does not match the code that the Defense Logistics Agency has on record, you will receive an error message stating that your CAGE Code could not be found. If this error is triggered, you will not be able to proceed forward through the registration until you enter the correct code or select No to the CAGE Code question.

Figure 4.26: Incorrect CAGE Code Error

**Mandatory Errors**

The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this DUNS number? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record. Remember, you do not have to enter a CAGE code. You can select No and leave the CAGE Code field blank. A new CAGE code will be assigned after you submit your registration.

---

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*       Yes       No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

#### 4.5.1.5 Ownership Details

Registrants are now required to provide data about their Immediate and Highest-Level Owners. Federal entity registrations are not owned or controlled by any other entity as defined by FAR Subpart 4.18. Select No to the question “Does another entity own or control the entity you are registering?” Then select Save and Continue to proceed.



**Figure 4.27: Ownership Details – CAGE Code**

**Page Description**

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.18](#) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate [FAR 52.204-17](#) which you will certify to later in the Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Does another entity own or control the entity you are registering?\***       Yes       No

View the [definition of Immediate Owner](#) on Acquisition.gov.

CANCEL
PREVIOUS
SAVE AND CONTINUE

#### 4.5.1.6 Predecessor Details

Federal Acquisition Regulation (FAR) Subpart 4.1804 (d) requires that users provide information about their entity's predecessors as part of their SAM registration. Federal entities are not successors or predecessors as defined by FAR Subpart 4.1804(d). Select No to the question “Are you a successor to a predecessor that held a Federal contract or grant within the last three years?” Then select Save and Continue to proceed.

Figure 4.28: Predecessor Details

**Page Description**

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.1804 \(d\)](#) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reqs & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Are you a successor to a predecessor that held a Federal contract or grant within the last three years?\***  Yes  No

#### 4.5.1.7 General Information Page

Complete General Information about your entity. General Information includes the types of government that may be applicable to your entity, and any institution types for which your entity qualifies. See Figure 4.29 for an example of the General Information page.

##### 4.5.1.7.1 U.S. Federal Entity

Your Government Type will be pre-filled based on your purpose of registration. It will display as US Federal Government.

You will be able to add the following additional government types:

- Federal Agency
- Federally Funded Research and Development Center (FFRDC)

Indicate if your entity is one of the following government types:

- [Airport Authority](#)
- [Council of Governments](#)
- [House Authority Public/Tribal](#)
- [Interstate Entity](#)
- [Planning Commission](#)
- [Port Authority](#)
- [Transit Authority](#)

Indicate if your entity qualifies as one of the following:

- [Community Development Corporation](#)
- [Domestic Shelter](#)

- [Educational Institution](#). If you select Educational Institution, these additional options will appear:
  - [1862 Land Grant College](#)
  - [1890 Land Grant College](#)
  - [1994 Land Grant College](#)
  - [Historically Black College or University \(HBCU\)](#)
  - [Minority Institutions](#)
  - [Private University or College](#)
  - [School of Forestry](#)
  - [Hispanic Servicing Institution](#)
  - [State Controlled Institution of Higher Learning](#)
  - [Tribal College](#)
  - [Veterinary College](#)
  - [Alaskan Native Servicing Institution \(ANSI\)](#)
  - [Native Hawaiian Servicing Institution \(NHSI\)](#)
  - [Foundation](#)
  - [Hospital](#)
- Veterinary Hospital

#### 4.5.1.8 *Financial Information*

On the Financial Information page, you will enter the information necessary for the government to pay you for any goods or services you provide. If you do not have the information necessary to complete this page, contact your bank or financial institution. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.

- [Debt Subject to Offset](#). This will be blank unless the entity has Debt Subject to Offset. The value comes from the U.S. Treasury's Bureau of the Fiscal Service through an automated interface. This notifies SAM that the entity represented by this DUNS number has a delinquent debt subject to the Treasury Offset Program. This is not a field the registrant can update or change in SAM. Registrants must contact the Treasury Offset Program (TOP) Call Center at 1-800-304-3107 with any questions regarding the reported debt and instructions for resolution.
- Select your [Department Code](#). This identifies your agency and maps to the Treasury Index of Agency Codes. Most often this will correspond to the agency where you work.
- In the Account Details section, select your Agency Location Code and the Disbursing Office Symbol. [Agency Location Code \(ALC\)](#) is a numeric symbol is used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices, e.g. eight-digit agency accounting station code, five-character disbursing office. DoD registrants will have the option of selecting from any ALC associated with one of the five DoD department codes (097, 017, 057, 021, or 096).

- [Disbursing Office Symbol](#) is the unique five-character symbol assigned by the Treasury IPAC system for the disbursing office (DO). The disbursing office is generally linked to a single agency location code (ALC); however, there are a few instances where there will be more than one DO Symbol linked to a particular ALC. Select the DO which applies to the entity you are registering.
- Enter your [EFT information](#). The name of your financial institution will be filled in automatically once you have entered a valid American Bankers Association (ABA) Routing Number.
- Provide information about the [Automated Clearing House \(ACH\)](#) department of your bank. This is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. Unless you are a non-U.S. registrant doing business outside the U.S. or a U.S. Federal Government Agency, at least one of the following methods of contact is required for your A.C.H. If you do not have this information available, you will need to contact your bank.
  - Phone (U.S. or Non-U.S.)
  - Email
  - Fax
- Enter your remittance information. The remittance name and address information is mandatory data for all SAM.GOV registrants. This information will be used to mail you a paper check in the event that an EFT transfer does not work. If you use a lockbox and want checks mailed directly to the bank, use the bank's name and address here.

Figure 4.29: Financial Information

Department Code: \*

### New Account

**Account Details:**

Agency Location Code:

Disbursing Office Symbol:

**Electronic Funds Transfer (EFT):**

Account Type: \*

ABA Routing Number: \*

Account Number: \*

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: \*  (xxx)xxx-xxxx

A.C.H Non-U.S. Phone:  xxx-xxxxxxxxxxxx

A.C.H Fax:  (xxx)xxx-xxxx

A.C.H Email:

**Remittance Information:**

Merchant ID1:

Merchant ID2:

Accounting Station (FSN):

**Remittance Address:**

Name: \*

Address Line 1: \*

Address Line 2:

**NOTE:** The ABA Routing Number and Bank Account Number fields will be partially masked upon selecting Save and Continue. Authorized entity users will see the last four characters of those fields when they return to this page.



#### 4.5.1.8.1 DUNS +4

If your entity has more than one bank account that needs to be listed on the registration, you will need to create DUNS+4. The DUNS+4 should be created if the registered entity only has one physical location but more than one bank account. The DUNS+4 is a user generated four-digit number.

- To add DUNS+4, scroll to the bottom of the financial information page and select Add Additional Account. A new financial information table will appear that is identical to Figure 4.29. Fill in all mandatory data and select Save and Confirm (or continue to add additional accounts if you have more than two bank accounts for this DUNS number).

**Figure 4.30: DUNS+4 Add Additional Account**

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number.

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

#### 4.5.1.9 Executive Compensation Questions

In the Executive Compensation section, you are asked to provide information which supports the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended, reporting requirements. You may also refer to Public Law 110-252 dated June 30, 2008, Chapter 2, Section 6202.

- If you answer Yes to the first question on Executive Compensation, you will be asked to answer an additional question shown in Figure 4.31.
- If you answer No to the second question, you must provide additional details on the following page.

If required, you must provide the following details for the five (5) most highly compensated executives for your entity:

- Name- You must provide your top 5 executive compensated employees' names. "Executive," means officers, managing partners, or any other employees in management positions.
- Title
- Total Compensation value- "Total compensation" means the cash and non-cash dollar value earned by the executive during the entity's preceding completed fiscal year.
- The salary and compensation information you provide will not be publicly viewable in SAM, however, it will be made public in accordance with the Federal Funding Accountability and Transparency Act (FFATA). This Act requires that this information be supplied to the public (via [usaspending.gov](http://usaspending.gov)) in relation to federal awards (including federal contracts, federal financial assistance, and expenditures) you receive, if applicable.

**Figure 4.31: Executive Compensation**

**Page Description**

Please answer the questions below to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value ▼

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Applicable ▼

CANCEL
PREVIOUS
SAVE AND CONTINUE

- After answering the questions, select Save and Continue.

#### ***4.5.1.10 Proceedings Information***

You may be required to provide proceedings data about your entity. You must answer up to three (3) qualifying questions to determine if this information is required. The questions you will be asked are displayed in Figure 4.32.

Figure 4.32: Proceedings Questions

**Page Description**

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Proceedings:**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract or assistance award that contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value ▾

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable ▾

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable ▾

- If you answer Yes to all of the questions, you must provide the following detailed information about each current proceeding against your entity:
  - [Instrument](#)
  - [State](#)
  - [Instrument Number](#)
  - [Type of Proceeding](#)
  - [Disposition](#)



- [Description of the Proceeding](#)

Proceedings Information entered on or after April 15, 2011 is available to the public through the Federal Awardee Performance and Integrity Information System (FAPIIS) in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII.

Responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

#### 4.5.1.11 SAM Search Authorization

Registrants are allowed to opt-out of public display of their record within SAM. Opting out may result in a reduction in Federal Government business opportunities, and subcontractors who choose this option will not be visible to prime contractors. Entities that have opted out will be removed only from the SAM public search, but will still be visible to users with For Official Use Only (FOUO) data access and will be provided in accordance with Freedom of Information Act (FOIA) requests. Please note that your banking information and Taxpayer Identification Number are treated as sensitive data and will not be displayed to the public regardless of your selection.

If you wish to opt out of public search, uncheck the clause: “Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners....”

**Figure 4.33: SAM Search Authorization**

**Page Description**

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). Learn more about [SAM public search results](#).

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL
PREVIOUS
SAVE AND CONTINUE

## 4.5.2 Entering Assertions

Assertions include, but are not limited to, data about the types of goods and services the entity provides, optional Electronic Data Interchange (EDI) and information if the entity wishes to be included in the Disaster Response Registry.

### 4.5.2.1 Goods and Services

Upon completing your Core Data, enter information about the types of goods and services your entity can provide. The data you provide assists the government in locating entities that can provide certain goods and/or services.

- Enter [North American Industry Classification System \(NAICS\)](#) codes that best represent the type of industry in which your entity does business. The Small Business Administration (SBA), through public rule-making, assigns thresholds to the individual NAICS codes that are used to assess if entities may be considered a small business in certain classification areas. If you would like to know more about NAICS codes, you can go to <http://www.census.gov/eos/www/naics/>. You must supply at least one for your registration to be complete. You can add or change NAICS codes at any time.
- In the Search for NAICS Code text box, type in the NAICS Code or enter a word description of the type of services your business is involved in.
- Select Add next to the applicable NAICS Code.
- As you select NAICS, the NAICS show up under NAICS Codes Selected.
- Select one of the chosen NAICS as your primary NAICS Code by selecting the radio button under the “Mark as Primary” column.
- If needed, you can delete a NAICS by selecting Remove to the right of each NAICS selected.

**Figure 4.34: Enter NAICS**

**Page Description**

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Add NAICS Codes: \***

Search for NAICS Code:

NAICS Codes Selected			
Mark as	NAICS Code	Description	Action
Primary		<small>Only the first 100 characters of the description are shown</small>	
<input checked="" type="radio"/>	713920	SKIING FACILITIES	<input type="button" value="REMOVE"/>

You also have the option to add [Product and Service Codes \(PSCs\)](#). This section works the same way as the NAICS section. PSCs are four-character codes used to identify the types of goods and services your entity can provide. Codes that start with a number indicate types of product, codes that start with a letter indicate types of services. More information about PSCs can be found [here](#).

- Search for your PSCs.
- Select Add next to the applicable PSC.
- Select Save and Continue.

**Figure 4.35: Select Product and Service Codes**

**Add Product and Service Codes:**

Search for PSC:

Currently displaying first 200 items found. Please narrow your search to get complete results.

PSC Code	Description	Action
AD92	R&D- DEFENSE OTHER: OTHER (APPLIED RESEARCH/EXPLORATORY DEVELOPMENT)	<input type="button" value="ADD"/>
AD93	R&D- DEFENSE OTHER: OTHER (ADVANCED DEVELOPMENT)	<input type="button" value="ADD"/>
AD94	R&D- DEFENSE OTHER: OTHER (ENGINEERING DEVELOPMENT)	<input type="button" value="ADD"/>
AD95	R&D- DEFENSE OTHER: OTHER (OPERATIONAL SYSTEMS DEVELOPMENT)	<input type="button" value="ADD"/>
AD96	R&D- DEFENSE OTHER: OTHER (MANAGEMENT/SUPPORT)	<input type="button" value="ADD"/>

Product and Service Codes Selected		
PSC	Description	Action
Only the first 100 characters of the description are shown		

#### 4.5.2.2 Size Metrics

Firms are to reference and calculate their Annual Receipts in accordance with 13 CFR 121.

Enter your entity’s data to be used for determining your size status as a small business or other than small business. Enter the Annual Receipts and Number of Employees for the entire entity, which includes all divisions, branches, and affiliates worldwide.

- Enter your worldwide Annual Receipts. Firms are to calculate their Annual Receipts in accordance with 13 CFR 121. Receipts include receipts of the parent organization, all branches, and all affiliates worldwide, and not just the size data associated with the location of the entity you are registering. **\*\*All questions regarding the size standards or calculations can be addressed to SBA via email at [sizestandards@sba.gov](mailto:sizestandards@sba.gov).\*\***



- Enter your Number of Employees in accordance with 13 CFR 121
- You may also enter data for the location represented by the specific DUNS number you are registering in the “Location” fields. This is optional, not mandatory.

You will be asked to complete the following fields if specific NAICS codes were entered in the NAICS section:

- [Barrels Capacity](#): NAICS code 324110
- Total Assets: 522110, 522120, 522130, 522190, 522210, 522293

NOTE: The size determination for entities is based upon the world-wide numbers. See Figure 4.36 for an example of the Size Metrics page.

**Figure 4.36: Enter Size Metrics**

**Page Description**

Please enter worldwide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS you are registering.

- If you enter Location information below, the numbers you enter for worldwide must be greater than or equal to the numbers entered for Location.

The worldwide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

- The Small Business Administration (SBA) may use this information for programs such as HUBZone and Small Business Size Status Determinations.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

*Note: Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.*

**Worldwide:**

Annual Receipts (in accordance with [13 CFR 121](#)): \*

Number of Employees (in accordance with [13 CFR 121](#)): \*

**Location (Optional):**

Annual Receipts (in accordance with [13 CFR 121](#)):

Number of Employees (in accordance with [13 CFR 121](#)):

- When done, select “Save and Continue.”

### 4.5.2.3 Electronic Data Interchange (EDI)

The “EDI Information” page is optional and provided for those entities that do business with the government through [EDI](#). See Figure 4.37 to view the data elements on the EDI page.

No is automatically defaulted when asked if you wish to enter EDI Information

If you wish to complete this information, change the dropdown box to Yes and provide the following data:

- [EDI VAN Provider](#)
- [ISA Qualifier](#)
- [ISA Identifier](#)
- [Functional Group Identifier](#)
- [820’s request flag](#)

**Figure 4.37: EDI Information**

EDI Information		DUNS: 123456789
<b>Page Description</b> Most registrants do not provide Electronic Data Interchange (EDI) information for their entity. The system defaults to "No" for this question. If you do not want to provide EDI information, select Save and Continue.  If you want to provide EDI information, and already use a Value Added Network (VAN) provider, change the question answer to "Yes." You will be asked to provide specific EDI information. Please only answer "Yes" if you already use an EDI VAN provider.  Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.		
<b><u>Your Entity's EDI Information:</u></b>		
Do you wish to enter EDI Information for your non-government entity?*		No ▼
EDI VAN Provider:		<input type="text"/>
ISA Qualifier:		<input type="text"/>
ISA Identifier:		<input type="text"/>
Functional Group Identifier:		<input type="text"/>
820s Request Flag:		Please select a value ▼
<input type="button" value="CANCEL"/>		<input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/>

### 4.5.2.4 Disaster Response Information

Entities wishing to do business with the federal government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster can complete the Disaster Response Information section. When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly.

To expedite this process, the SAM Disaster Response Registry shows those contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief supplies and/or services. Collecting this information in SAM provides a means for potential local contractors to identify themselves to the federal agencies during a time of a disaster.

If you'd like to be included, select "Yes" to register your entity

- If you select Yes to participating in the Disaster Response Registry, respond to whether or not your company requires [bonding](#) to bid on Contracts.
- You must also select your entity's [Geographic Area Served](#) to indicate where your entity can provide disaster response services:
- If you select Multiple States you may enter up to three states
- If you select One State you must select at least one state in your Geographic Area Served. You also have the option of selecting Counties or Metropolitan Statistical Areas.
- You can also select Any State to indicate you can support disaster response efforts nationwide.

**Figure 4.38: Disaster Response Information Page**

Registration Overview	<b>Page Description</b> Complete this section if you want to be listed in the Disaster Response Registry to potentially provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.
Purpose of Registration	
Core Data	
<b>Assertions</b>	
<ul style="list-style-type: none"> <li>✓ Goods and Services</li> <li>✓ Size Metrics</li> <li>✓ EDI Information</li> <li style="background-color: #e0e0e0;">✓ <b>Disaster Response Information</b></li> <li>✓ Review Assertions</li> </ul>	<p>Do you wish to be included in the Disaster Response Registry? * <input type="text" value="Yes"/></p> <p>Does your company require bonding to bid on Contracts? * <input type="text" value="No"/></p> <p><b>Bonding Level:</b> Please provide the bonding level type, value must be input in whole dollars.</p> <p><input type="checkbox"/> Construction Bonding Level, Per Contract (dollars) <input type="text"/></p> <p><input type="checkbox"/> Construction Bonding Level, Aggregate (dollars) <input type="text"/></p> <p><input type="checkbox"/> Service Bonding Level, Per Contract (dollars) <input type="text"/></p> <p><input type="checkbox"/> Service Bonding Level, Aggregate (dollars) <input type="text"/></p> <p><b>Geographic Area Served: *</b> Select where your entity can provide disaster responses services. If you select "Any State", you are saying your organization can perform in any declared disaster area nationwide. Alternatively, you can narrow the geographic area you serve to three or less states. If you narrow your area served down to just one state, you can further restrict it to specific counties or metropolitan statistical areas.</p> <p><input type="radio"/> Any State    <input checked="" type="radio"/> One State    <input type="radio"/> Multiple States</p> <div style="border: 1px solid black; padding: 5px;"> <p>State: <input type="text" value="Please select a value"/></p> <p>County: <input type="text" value="Please select a"/> Metropolitan Statistical Area: <input type="text"/></p> <p>County: <input type="text" value="Please select a"/> Metropolitan Statistical Area: <input type="text"/></p> <p>County: <input type="text" value="Please select a"/> Metropolitan Statistical Area: <input type="text"/></p> </div>
Representations and Certifications	
Points of Contact	
Small Business Certification	
Submit Certification	
<p style="text-align: center; margin: 0;"><a href="#">BACK TO USER DASHBOARD</a></p>	

### 4.5.3 Entering Representations and Certifications

Completing the Representations and Certifications (Reps and Certs) section allows entities to submit their annual Reps and Certs in accordance with the Federal Acquisition Regulation (FAR). If you misrepresent your entity in order to obtain a contract, you may be subject to criminal prosecution under Section 1001,

Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.

#### 4.5.3.1 Questionnaire

To enter your Reps and Certs, you will be given a questionnaire to guide you through the data necessary for the associated FAR and Defense FAR Supplement (DFARS) provisions (if applicable), as well as the Standard Form 330, Part II for federal Architect and Engineering contracts if applicable. Each question is related to a specific FAR or DFARS provision which is referenced at the end of the question on the screen. Clicking on a reference will take you to the full text version of the provision so that you can read it in full.

#### 4.5.3.2 FAR Responses

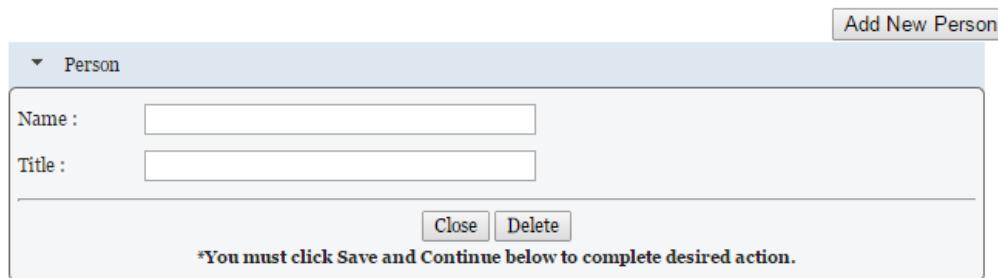
The first section of the questionnaire contains the questions related to FAR provisions which are divided into four pages.

**Question 1** asks you to identify the person(s) responsible for determining prices offered in bids/proposals for your entity. [FAR 52.203-2](#)

- Select Add New Person to enter the individual’s Name and Title. Select this button as many times as you need.
- Once a person has been added, you may remove them at any time by selecting Delete.

**Figure 4.39: FAR Response Page 1, Part 1**

1. Who are the person(s) within: <ENTITY NAME> responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))



**Question 2** asks whether your entity has other plants or facilities at different addresses routinely used to perform on contracts. ([FAR 52.214-14](#), [FAR 52.215-6](#))

- Answer Yes or No.
- Selecting Yes activates Add New Plant/Facility, allowing you to provide the Place of Performance Address, Owner Name, and Owner Address.
- Selecting No will grey out (disable) Add New Plant/Facility.

**Question 3** will be prefilled with “TIN is on file.” for entities which provided a Taxpayer Identification Number (TIN) in the Core Data portion of the registration. If a TIN was not required for the entity, the system will insert a statement indicating no TIN was required and provide the reason. ([FAR 52.204-3](#), [FAR 52.212-3](#))



**Question 4** asks whether your entity is following the guidelines established by the Environmental Protection Agency (EPA) for recovered material. Information on the products designated by the EPA for recovered material content can be found [here](#). ([FAR 52.223-4](#), [FAR 52.223-9](#))

- Answer Yes or No.

**Figure 4.40: FAR Response Page 1, Part 2**

2. Does <ENTITY NAME> have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

Please select a value ▼

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

3. TIN is on file. ([FAR 52.204-3](#), [FAR 52.212-3](#))

4. For products designated by the Environmental Protection Agency and provided by <ENTITY NAME> , does the percentage of recovered material content meet the applicable EPA guidelines? ([FAR 52.223-4](#), [FAR 52.223-9](#))

Please select a value ▼

CANCEL

PREVIOUS

SAVE AND CONTINUE

**Question 5** asks if your entity is a small business concern and qualifies for status as a labor surplus area concern. Federal entities can never be considered small. ([FAR 52.219-1](#))

**Question 6** asks if your entity is owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis. ([FAR 52.204-3](#), [FAR 52.212-3](#))

- Answer Yes or No.
- If you answer Yes, you will be asked to provide the Company Name and TIN number.
- If you answer No, these fields will not be available.

**Question 7** asks if your entity or any of its principals are currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency. SAM will check the exclusions list for the DUNS number of your entity and indicate whether any exclusion records exist. ([FAR 52.209-5](#), [FAR 52.212-3](#))

- If an active exclusion record exists for your entity, this question will default to Yes.
- If no active exclusion record exists for your entity, answer this question with a Yes or No response.

**Question 8** is divided into two parts. ([FAR 52.209-5](#), [FAR 52.212-3](#))

The first part asks if in the past three years, your entity, or any of its principals, has been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of





embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property.

The second part asks if in the past three years your entity has been notified of any delinquent federal taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied.

- Answer these questions by selecting Yes or No.

#### Figure 4.41: FAR Responses Page 2, Part 1

5. Our records indicate <ENTITY NAME> is not a small business concern and therefore does not qualify for status as a labor surplus area concern. ([FAR 52.210-2](#))

6. Is <ENTITY NAME> owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? ([FAR 52.204-3](#), [FAR 52.212-3](#))

Please select a value ▼

If yes, please provide the company name and TIN for the common parent. ([FAR 52.204-3](#), [FAR 52.212-3](#))

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for <ENTITY NAME> . Are any of Renewal Fuels, Inc. , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

8. In the past three-year period, has <ENTITY NAME> or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

In the past three years, has <ENTITY NAME> been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

**Question 9** asks if your entity, or any of its principals, are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8. ([FAR 52.209-5](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 10** asks whether within the past three years your entity has been terminated for cause (default). ([FAR 52.209-5](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 11** will always be checked None as you are not eligible to qualify as a [HUB Zone](#) Joint Venture ([FAR 52.219-1](#), [FAR 52.212-3](#))

You will always see this response as a U.S. Federal Government entity as you are not eligible to qualify as a HUB Zone Joint Venture.



**Question 12** is reserved.

**Question 13** will always be checked None as you are not eligible to qualify as a [Joint Venture Women Owned Small Business](#) (FAR 52.212-3, FAR 52.219-1)

You will always see this response as a U.S. Federal Government as you are not eligible to qualify as a Joint Venture Women Owned Small Business.

**Question 14** will always be checked None as you are not eligible to qualify as a [Joint Venture Economically Disadvantaged Women Owned Small Business](#).

You will always see this response as a U.S. Federal Government entity as you are not eligible to qualify as a Joint Venture Economically Disadvantaged Women Owned Small Business.

**Question 15** asks if your entity provides any data to the government that qualifies as [limited rights data](#) or [restricted computer software](#). (FAR 52.227-15)

- Answer Yes or No.
- If you indicate Yes, select Add New Software to provide the name of the limited rights data or the restricted computer software.
- If you indicate No the “Add New Software button will be grayed out (disabled).

**Figure 4.42: FAR Responses Page 2, Part 2**

9. Is <ENTITY NAME> , or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No ▼

10. Within the past three years, has <ENTITY NAME> been terminated for cause (default)? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No ▼

11. Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with <ENTITY NAME> . ([FAR 52.219-1](#), [FAR 52.212-3](#))

None

[Add New Joint Venture Company](#)

12. Reserved.

13. Our records indicate that <ENTITY NAME> is not participating in a Women Owned Small Business Joint Venture ([FAR 52.212-3](#), [FAR 52.219-1](#))

14. Our records indicate that <ENTITY NAME> is not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. ([FAR 52.212-3](#), [FAR 52.219-1](#))

15. Does <ENTITY NAME> provide any data to the Government that qualifies as limited rights data or restricted computer software? ([FAR 52.227-15](#))

No ▼

If yes, please list limited rights data or restricted computer software below: ([FAR 52.227-15](#))

[Add New Software](#)

[CANCEL](#)

[PREVIOUS](#) [SAVE AND CONTINUE](#)

**Question 16** will display “Our records indicate that <Entity Name> has selected the Entity Structure type of U.S. Federal Government. ([FAR 2.204-3](#), [FAR 52.212-3](#))

**Question 17** asks whether your entity is a Small Disadvantaged Business (SDB) Concern. SAM will indicate whether or not you have to answer this question based on the size metrics you entered for your entity in the Assertions section and the NAICS Code size standards provided by the SBA. ([FAR 52.212-3](#))

As a U.S., Federal Government entity, you are not eligible to qualify as a small disadvantaged business concern. SAM will pre-fill this question with the response “Our records indicate that <Entity Name> is not a small disadvantaged business concern.

**Question 18** is reserved.



**Question 19** asks whether your entity delivers any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126. ([FAR 52.222-18](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 20** asks whether your entity has held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity). ([FAR 52.222-22](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 21** asks whether there are any end products delivered to the Government by your entity that are foreign (non-domestic) end products. ([FAR 52.212-3](#), [FAR 52.225-2](#), [FAR 52.225-4](#), [FAR 52.225-6](#), [DFARS 252.225-7000](#), [DFARS 252.225-7020](#), [DFARS 252.225-7035](#))

- Answer Yes or No.
- If you answer Yes, list the products and their corresponding country of origin.
- Select Add New Product to fill in these details. The list of products provided in the drop down is based off the Product Service Codes (PSCs) you listed on the Goods and Services page in the Assertions portion of SAM.
- If you do not find the product you are looking for in the drop-down menu, select Edit my PSCs to go back to the Assertions section and add any additional products there.



Figure 4.43: FAR Responses Page 3, Part I

16. Our records indicate that <Entity Name> has selected the Entity Structure type of U.S Federal Government ([FAR 52.204-3](#), [FAR 52.212-3](#))

17. Our records indicate that <Entity Name> is not a small disadvantaged business concern. ([FAR 52.212-3](#))

18. Reserved.

19. Does <Entity Name> deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? ([FAR 52.222-18](#), [FAR 52.212-3](#))

If Yes, has <Entity Name> based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. ([FAR 52.222-18](#), [FAR 52.212-3](#))

Yes

20. Has <Entity Name> held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? ([FAR 52.222-22](#), [FAR 52.212-3](#))

21. Are any end products delivered to the Government by <Entity Name> foreign (nondomestic) end products? ([FAR 52.212-3](#), [FAR 52.225-2](#), [FAR 52.225-4](#), [FAR 52.225-6](#), [DFARS 252.225-7000](#), [DFARS 252.225-7020](#), [DFARS 252.225-7035](#))

If yes, please list these products and their corresponding country of origin.

**Question 22** asks whether your entity has filed all required Equal Employment Opportunity compliance reports. ([FAR 52.222-22](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 23** asks you to choose the statement that best applies to your entity’s affirmative action programs. ([FAR 52.222-25](#), [FAR 52.212-3](#)) The statements you may choose from are:

- <Entity Name> has developed and has on file affirmative action programs required by Secretary of Labor Regulations
- #Entity Name does not have developed and does not have on file affirmative action programs required by Secretary of Labor Regulations
- <Entity Name> has not had previous contracts subject to written affirmative action program requirements from Secretary of Labor Regulations.

**Question 24** asks whether your entity provides maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment. ([FAR 52.212-3](#), [FAR 52.222-48](#))

- Answer Yes, No or Vendor will provide information with specific offers to the Government.
- If you answer Yes, you must answer three subsequent questions,
- If you answer No or Vendor will provide information with specific offers to the Government, these questions will be filled in as Not Applicable.



Figure 4.44: FAR Responses Page 3, Part 2

22. Has <Entity Name> filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22, FAR 52.212-3)

23. Please choose one of the following statements that applies to <Entity Name> (FAR 52.222-25, FAR 52.212-3)

<Entity Name> has developed and has on file affirmative action programs required by Secretary of Labor regulations.

<Entity Name> does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.

<Entity Name> has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

24. Does <Entity Name> provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (FAR 52.212-3, FAR 52.222-48)

If yes, please answer the following questions: Are the items of equipment serviced by <Entity Name> commercial items which are used regularly for other than Government purposes, and are sold or traded by <Entity Name> in substantial quantities to the general public in the course of normal business operations? (FAR 52.212-3, FAR 52.222-48)

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-48)

Does <Entity Name> utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as <Entity Name> uses for equivalent employees servicing the same equipment of commercial customers. (FAR 52.222-48)

**Question 25** asks whether your entity provides services as described in [FAR 22.1003-4\(d\) \(1\)](#). ([FAR 52.212-3](#), [FAR 52.222-52](#))

- Answer with Yes, No, or Vendor will provide information with specific offers to the Government.
- If you answer Yes, you must answer four subsequent questions which are depicted in Figure 4.45.
- If you answer No or Vendor will provide information with specific offers to the Government, these questions will be filled in as Not Applicable.

**Figure 4.45: FAR Response Page 4, Part 1**

**Page Description**

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the fourth. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision. All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

25. Does <ENTITY NAME> provide services as described in [FAR 22.1003-4\(d\)\(1\)](#)? ([FAR 52.212-3](#), [FAR 52.222-52](#))

If yes, please answer the following questions: Are the services described in [FAR 22.1003-4\(d\)\(1\)](#) by .  
offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Are the services furnished at prices which are, or are based on, established catalog or market prices? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Does <ENTITY NAME> ensure that each service employee who will perform the services described in [FAR 22.1003-4\(d\)\(1\)](#) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Does <ENTITY NAME> have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? ([FAR 52.212-3](#), [FAR 52.222-52](#))

**Question 26** SAM determines whether any of the Product Service Codes (PSCs) you entered in the Goods and Services page in the Assertions portion of SAM are Federal Supply Codes (FSC) (FSCs are the subset of PSCs that represent products, and begin with a number). ([FAR 52.212-3](#))

- If it is determined that you entered Federal Supply Codes, you will see the following: “Our record indicates that <Entity Name> has registered the following FSC codes. Provide whether the place of manufacture for each FSC code below is in the U.S. or outside the U.S.”
- If it is determined that you did not enter Federal Supply Codes, you will see “You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question.”
- To edit your PSCs, return to the [Goods and Services](#) page in the Assertions portion of SAM and select Edit.

**Question 27** asks if your entity is an inverted domestic corporation. ([FAR 52.209-2](#), [FAR 52.212-3](#))

**Question 28** asks if your entity is a subsidiary of an inverted domestic corporation. ([FAR 52.209-2](#), [FAR 52.212-3](#))

**Question 29** is reserved.

**Question 30** asks if your entity is a corporation with a delinquent tax liability ([FAR 52.209-11](#))



**Question 31** asks if your entity has ever been convicted of a felony criminal violation under a Federal law within the preceding 24 months ([FAR 52.209-11](#))

**Question 32** asks if your entity receives \$7.5 million or more in Federal contracts during the previous Federal fiscal year. If so, this requires your entity to publicly disclose greenhouse gas emissions and reduction goals. In addition, this question optionally allows your entity, if it receives less than \$7.5 million in Federal contracts during the previous Federal fiscal year, to publicly disclose greenhouse gas emissions and reduction goals. ([FAR 52.223-22](#)).

- If you answer Yes, you have the option to answer two sub questions which are depicted in Figure 4.46.
- If you answer No, the sub question will not be answerable.

**Figure 4.46: FAR Response Page 4, Part 2**

26. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. ([FAR 52.212-3](#))

27. Is <ENTITY NAME> an inverted domestic corporation? ([FAR 52.209-2](#), [FAR 52.212-3](#))

28. Is <ENTITY NAME> a subsidiary of an inverted domestic corporation? ([FAR 52.209-2](#), [FAR 52.212-3](#))

29. Reserved.

30. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? ([FAR 52.209-11](#))

31. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? ([FAR 52.209-11](#))



32. Did <ENTITY NAME> either receive \$7.5 million or more in Federal contracts during the previous Federal fiscal year requiring it to publicly disclose greenhouse gas emissions and reduction goals or receive less than \$7.5 million in Federal contracts during the previous Federal fiscal year but still want to publicly disclose greenhouse gas emissions and reduction goals? ([FAR 52.223-22](#))

Does <ENTITY NAME> , itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.

Does <ENTITY NAME> , itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

If yes, select Add New URL to list the publicly accessible web site a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

**Question 33** asks if your entity provides covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument. (FAR 52.204-26, FAR 52.212-3, DFAR 252.204-7016)

Does your entity use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services?

**Figure 4.477: FAR Response Page 4, Part 4**

33. Does < Legal Business Name > provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? ([FAR 52.204-26](#), [FAR 52.212-3](#), [DFARS 252.204-7016](#))

Does < Legal Business Name > use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services?



### 4.5.3.3 Architect and Engineering Responses

The Architect and Engineering Responses are you used to help you complete your Standard Form (SF) 330 Part II, if you are interested in architect-engineer contracts. Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR). If you did not indicate via the NAICS codes you entered in the Assertions section that you were interested in A-E work, you will not need to fill out this information.

**Question 34** is the first question in the Architect and Engineering Response section.

- If you did not enter a NAICS code connected to architect and engineer activities, you will see the following text “Our records indicate that <Entity Name> has not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.” You will not be asked any additional questions on this page.
- If you did enter one of the applicable NAICS codes, you will be asked to provide additional information to complete your SF 330 part II. The first question asked is to indicate if you are interested in applying for a Federal contract for Architect-Engineer answer. If you answer “**Yes**” to this question, then you will be required to answer additional information. More detailed information can be found in question 34 in the glossary.
- You will be asked to list any former firm names used by the office associated with the DUNS number in the past 6 years. If there are no other names, select the “None” option. If there are any names, then please click on the button “Add New Former Firm Details” button and enter “Company Name,” “DUNS” and “Year Established.”

**Figure 4.48: Architect-Engineer Responses**

33 SF 330 part II information submitted to SAM is available to government personnel and to anyone with access to the Internet, that knows your DUNS number. Completing this question does not satisfy the requirement of FAR section 36.603(b). Therefore, if required to do so, you may still need to file a SF330 Part II with the appropriate office(s) or board(s). Are you interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF330, Part II for this office?

Please select a value

View the full instructions on filling out the SF330 Part II information. List any former firm names used by the office associated with the DUNS number during the last 6 years including the year the name changed was effective and the associated DUNS number (corresponds to block 8a,b,c).

None

Add New Former Firm Details

List number of employees by function code and discipline (corresponds to block 9a,b,c). List no more than 20 disciplines.

Add New Discipline Details

List the profile codes, experience, and annual average revenue for the last 5 years for the office associated with this DUNS number (corresponds to block 10a,b,c).

Add New Architect Experience

Provide A-E professional services revenues for the office associated with this DUNS number for the last 3 years (corresponds to block 11a,b,c).

Add New Services Revenue

Please enter the name and title of the person certifying the SF330 Part II information:

Title :

First Name :

Middle Initial :

Last Name :

- Select Add New Discipline Details to enter the number of employees for the firm and branch by function code and discipline. If you have more than one Discipline within your firm, you will need to create a new table for each Discipline by select Add New Discipline Details.
- Select Add New Architect Experience to open the table and list the experience and the Professional Services Revenue Index.
- Select Add New Services Revenue button to open the table and list the professional services revenues for the office associated with your DUNS in the last 3 years.
- You will need to enter the name and title of the person certifying the Architect-Engineer information.
- Select Save and Continue.

#### 4.5.3.4 DFARS Responses

**Question 35** asks whether your entity wishes to bid on, or currently holds any DoD-issued or DoD-funded contracts ([DFARS 252.212-7000](#)) ([DFARS 252.247-7022](#)).

- Answer Yes or No.
- If you answer Yes you must answer Questions 35-41.
- If you answer No, the answers to Questions 35-41 will be answered as Not Applicable.
- If your entity wishes to bid on DoD-issued or DoD-funded contracts in the future, you can edit your registration in the future and change your response to Yes.

**Question 36** asks if you anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation. ([DFARS 252.247-7022](#))

- Answer Yes or No.

**Question 37** asks if your entity represents that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices. ([DFARS 252.216-7008](#))

- Answer Yes or No.
- If you select Yes, select the name of the host country from the drop-down menu provided.

**Question 38** asks if your entity is effectively owned or controlled by a foreign government. ([DFARS 252.209-7002](#))

- Answer Yes or No.
- If you select Yes, provide the Name and Contact information for someone at your entity who can answer questions about disclosure.
- Select Add New Foreign Government Entity to provide the Name and Address of the entity(ies) controlled by a foreign government, Description of Interest, Ownership Percentage, and the Foreign Government Country.

**Figure 4.49: DFARS Responses, Part 1**

**Question 39** asks if your entity is a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations ([DFARS 252.225-7049](#))



- Answer Yes or No.

**Question 40** asks whether your entity is foreign and if so, if it plans to provide or use launch or other satellite services under the contract from a covered foreign country ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Question 41** asks if your entity is offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Question 42** asks if your entity is offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Figure 4.50: DFARS Responses Part 2**

38. Is <ENTITY NAME> a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? ([DFARS 252.225-7049](#))

39. Is <ENTITY NAME> a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? ([DFARS 252.225-7049](#))

40. Is <ENTITY NAME> offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? ([DFARS 252.225-7049](#))

41. Is <ENTITY NAME> offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? ([DFARS 252.225-7049](#))

#### 4.5.3.5 Review Representations & Certifications

Next, the Representations and Certifications page will display the complete FAR, DFARS and Architect-Engineer provisions language. Be sure to review the provisions identified as Read Only Provisions.

NOTE: When certifying at the bottom of the page, you are also certifying that you have read each one of these provisions. You will be held responsible as such, so you are encouraged to open each provision and review it in full text. The default view for these provisions will be collapsed, but can be expanded by selecting the FAR or DFARS link provided.



Figure 4.51: Read Only Provisions

**READ ONLY PROVISIONS**

- The following FAR and DFARS provisions are provided for you to read. They do not require completion of any data. Select the provision number to expand and review the full text. When certifying to the information on this page, you are also certifying that you have read each one of these provisions.

[FAR 52.203-11](#): Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

[FAR 52.203-18](#): Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation

[FAR 52.209-10](#): Prohibition on Contracting with Inverted Domestic Corporations.

[FAR 52.212-5](#): Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items.

[FAR 52.222-38](#): Compliance with Veterans' Employment Reporting Requirements

[FAR 52.222-50](#): Combating Trafficking in Persons

[FAR 52.222-56](#): Certification Regarding Trafficking in Persons Compliance Plan.

[FAR 52.223-1](#): Biobased Product Certification

[FAR 52.225-20](#): Prohibition on Conducting Restricted Business Operations in Sudan-Certification

[FAR 52.225-25](#): Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications

[FAR 52.227-6](#): Royalty Information (Alternate I)

The second section contains pre-populated provisions, based on data you provided earlier in your registration. Open and review each provision before you proceed from this page. You will be held responsible for the responses in each of the provisions, so you are encouraged to open each provision and review it in full text. If you need to correct any data, a link will be provided to the relevant page for editing. Pay special attention to FAR provisions 52.212-3 and 52.219-1. The NAICS you identified on the Assertions Goods and Services page are shown below the provision along with your small business status for each NAICS you identified and the entire NAICS table. These serve to complete the representation. The status shown here for each of the NAICS codes is based on the size metrics data you provided in the Assertions section, as well as the NAICS code size thresholds provided by the SBA. Select View More to see your entity's size status for any existing NAICS code.

NOTE: When you certify, you are certifying to the small business status **for all of the NAICS in the table**. Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small." This status is derived from the SBA's size standards. You will be held responsible for the certification you provide so make sure you review the entire table. If you disagree with any of the pre-filled information, return to the Assertions portion of SAM and review the values by selecting Edit. If you still have concerns, contact SBA at 1-800-827-5722.

**Figure 4.52: FAR 52.219-1 (Showing small business table and edit functions)**

FAR 52.219-1: Small Business Program Representations (Alternate I)

The NAICS Codes you selected on the Goods and Services page of this registration are listed in the table under 52.219-1(c). Those NAICS Codes for which you are identified as small serve to complete the small business concern representation in 52.219-1(c)(1).

You are certifying to your size status for all the NAICS codes in the table. Please review it carefully. The Y/N answers are located in the "Small Business?" column. A "Y" indicates "Small" and "N" indicates "Other than Small." This status is derived from the SBA's size standards based on the size metrics you entered.

The NAICS Codes shown are only those you selected. Use the "View More" button to see your entity's size status for any NAICS Code.

**Small Business Program Representations (Oct 2014)**

EDIT

(a) Definitions. As used in this provision-

"Economically disadvantaged women-owned small business (EDWOSB) concern" means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program"

"Service-disabled veteran-owned small business concern"-

(b)

(1) The North American Industry Classification System (NAICS) code for this acquisition is See Note.\*

(2) The small business size standard is See Note.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(c) Representations.

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
212321	CONSTRUCTION SAND AND		500	Y

At the end of the review page, check the box to indicate that you have read each of the FAR and DFARS provisions, and completed the Architecture Engineering responses (if applicable), presented in the above section and that you attest to accuracy of the representations and certifications including the entire NAICS table. By submitting the registration, you understand you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the government.

**Figure 4.53: Submit Certification**

[FAR 52.222-52: Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.](#)

[FAR 52.223-4: Recovered Material Certification](#)

[FAR 52.223-9: Estimate of Percentage of Recovered Material Content for EPA-Designated Items \(Alternate I\)](#)

[FAR 52.223-22: Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation.](#)

[FAR 52.225-2: Buy American Certificate](#)

[FAR 52.225-4: Buy American-Free Trade Agreements-Israeli Trade Act Certificate](#)

[FAR 52.225-6: Trade Agreements Certificate](#)

[FAR 52.226-2: Historically Black College or University and Minority Institution Representation](#)

[FAR 52.227-15: Representation of Limited Rights Data and Restricted Computer Software](#)

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, \_\_\_\_\_, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent \_\_\_\_\_ in any of these representations or certifications to the Government.

CANCEL PREVIOUS SAVE AND CONTINUE

#### 4.5.4 Entering Points of Contact (POCs)

Before your entity registration is complete, you will be asked to provide Mandatory POCs and Optional POCs. The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification.

##### 4.5.4.1 POC Details

Below (Table 4.2) is a list of the POC types that All Awards and Federal Assistance registrants will see. See the glossary for more information on each POC type.

**Table 4.2: All Awards and Federal Assistance Points of Contact**

POC Name	Mandatory?	Mandatory Data Elements
ACCOUNTS RECEIVABLE POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, AND PHONE
EDI POC	MANDATORY IF BUSINESS WANTS TO BE EDI CAPABLE	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
ELECTRONIC BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
ELECTRONIC BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE,



POC Name	Mandatory?	Mandatory Data Elements
		STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
GOVERNMENT BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
GOVERNMENT BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PARTY PERFORMING CERTIFICATION POC	MANDATORY IF YOU HAVE USED A THIRD-PARTY CERTIFIER FOR A SMALL BUSINESS CERTIFICATION.	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PAST PERFORMANCE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PAST PERFORMANCE ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PROCEEDINGS POC	MANDATORY IF YOU HAVE ENTERED PROCEEDINGS DETAILS.	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
PROCEEDINGS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
SOLE PROPRIETORSHIP POC	MANDATORY IF SOLE PROPRIETOR HAS BEEN SELECTED AS A BUSINESS TYPE.	FIRST NAME, LAST NAME, EMAIL, AND PHONE

#### 4.5.5 Submitting the Registration

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- Select Edit to update any necessary information in the registration.
- Select Submit to certify that the information is correct.

SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

**PLEASE NOTE: Your record is NOT yet active**

Figure 4.54: Submit Registration Confirmation page

Register Entity	Submit Registration	Group, LLC
	Confirmation Page	DUNS: .
Overview	<b>Registration Submitted - Confirmation</b> Fri Sep 08 14:23:18 EDT 2017	
Purpose of Registration	You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.	
Core Data	<b>What happens next?</b>	
Assertions	<ol style="list-style-type: none"> <li>1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.</li> <li>2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.</li> <li>3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.</li> <li>4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.</li> <li>5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.</li> </ol>	
Representations and Certifications		
Points of Contact		
Small Business Certification		
Submit Registration		
Entity Review		
Confirmation Page		
<a href="#">BACK TO USER DASHBOARD</a>		

#### 4.5.5.1 Before Your SAM Registration is considered Active

Your entity’s registration will NOT be considered active until the following actions take place:

- TIN Match validated by the Internal Revenue Service (IRS). It may take three to five business days from the time you submitted for the IRS to validate new and updated records prior to becoming active in SAM.
- CAGE code or NCAGE code is validated or assigned by DoD, as applicable. Your registration will be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.

**Plan Ahead.** Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government



systems. You will receive a confirmation email once the registration is activated. At that time, you will be eligible for Financial Assistance from the U.S. Federal Government.

## 4.6 Registering your Entity if you are interested in Intra-Governmental Transactions (IGTs)

Only Federal agencies can register for Intra-Governmental Transactions (IGTs). This section describes the process of registering a federal government entity for the purpose of being eligible for (IGTs). (IGTs are buying or selling transactions between federal government organizations that are not accomplished by a contract.)

To register an entity for “IGTs,” complete the following sections:

- [Core Data](#)
- [Assertions](#)
- [Points of Contact](#)

The navigation panel on the left side of the screen will display your progress through these sections.

### 4.6.1 Entering Core Data

The first step to register a new entity is to enter core details on your entity. Core Data includes, but is not limited to, an entity’s Data Universal Numbering System (DUNS) number and/or Department of Defense Activity Address Code (DoDAAC) (Department of Defense entities only), Legal Business Name, address, and financial information. Core Data is mandatory for all registration types. Since you are performing IGTs, your information will be removed from Public Search but your entity will appear in For Official Use Only (FOUO) searches.

#### 4.6.1.1 Requesting the Addition of a New U.S. Federal Agency on the U.S. Federal Hierarchy

If you are registering a government entity for IGTs only, the entity must first exist on the SAM Federal Government hierarchy before you can continue. When an entity is placed on the Federal Government hierarchy, this is called a level. The term level indicates that the entity is defined, it exists on the hierarchy, and there is basic information entered for the entity such as name and address. Although an agency’s SAM entity registration for federal assistance will expire if not renewed annually, the level entry itself on the hierarchy never expires if the entity is not present on the hierarchy you need to request it be added for more information, see [Hierarchy](#).

#### 4.6.1.2 Entering a DUNS

For U.S. Federal Civilian agencies, the first page is the Entity Information page. (For Department of Defense entities, go to section [Entering a DoDAAC](#)). The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If you need a DUNS number, one will be provided to you, free of charge. Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform>.

On the Entity Information page:

- Enter your DUNS number, D&B Legal Business Name, (this is name that has been registered for your organization at D&B), Address (please remember that the address has to be the same as the address at D&B and must be the physical address of your location) and select Next.
- This sends your Entity information to D&B for validation.

- Upon successful validation from D&B, you will be able to continue with your registration.

**Figure 4.55: Enter Entity Information**

<b>Register Entity</b>	<b>Core Data</b>
	Entity Information
Overview	<div style="text-align: center; border: 1px solid #ccc; background-color: #d9e1f2; padding: 5px; margin-bottom: 10px;"> <b>Page Description</b>                  Please enter the information associated with the unique identifier of the entity you want to register.                   Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.             </div> <p><b>Unique Identifier:</b></p> <p>DUNS Number: * <input type="text"/></p> <p style="font-size: small; color: #c00000;">If you don't already have one, you can <a href="#">request a DUNS Number for FREE</a> from Dun &amp; Bradstreet (D&amp;B). For help, U.S. entities can contact D&amp;B at 1-866-705-5711 or <a href="mailto:govt@dnb.com">govt@dnb.com</a>. International entities can email <a href="mailto:SAMhelp@dnb.com">SAMhelp@dnb.com</a>.</p> <p><b>Entity Name:</b></p> <p style="font-size: small; color: #c00000;">A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.</p> <p>Legal Business Name: * <input type="text"/></p> <p><b>Entity Physical Address:</b></p> <p style="font-size: small; color: #c00000;">Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.</p> <p>Address Line 1: * <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State/Province: * <input type="text" value="Please select a value"/></p> <p>ZIP/Postal Code: * <input type="text"/> <input type="text"/></p> <p>Country: * <input type="text" value="UNITED STATES"/></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span><input type="button" value="CANCEL"/></span> <span><input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/></span> </div>
Purpose of Registration	
Core Data	
Assertions	
Representations and Certifications	
Points of Contact	
Submit Registration	
<input type="button" value="BACK TO USER DASHBOARD"/>	

- Once the information you provided has been verified by D&B, you will receive a “side-by-side” screen showing the details you entered compared with the details returned from D&B.

**Figure 4.56: Verify Entity Information**

- Overview
- Purpose of Registration
- Core Data**
- Entity Information
- Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration

**Page Description**

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User	Validated Details
DUNS: 123456789	DUNS: 123456789
Legal Business Name: Test University	Legal Business Name: Test University
Doing Business As: (none)	Doing Business As: (none)
Address Line 1: High Street	Address Line 1: High Street
Address Line 2:	Address Line 2:
City: Oxford	City: Oxford
State: Oxfordshire	State: Oxfordshire
ZIP/Postal Code: OX1 4AJ	ZIP/Postal Code: OX1 4AJ
Country: UNITED KINGDOM	Country: UNITED KINGDOM

CANCEL
SAVE AND CONTINUE

[BACK TO USER DASHBOARD](#)

Review and verify your entity information.

- If the data is correct, select Save and Continue.
- If the data is incorrect visit the D&B website at <http://fedgov.dnb.com/webform> to make the necessary changes.

Once you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under Details returned from D&B, select Refresh D&B Data found on the Verify Entity Information page to refresh your data.

- Review and verify your DUNS information.
- Select Save and Continue.

#### 4.6.1.3 Entering a DODAAC

For U.S. Department of Defense entities, you will enter a DoDAAC. This field should include the letters "DOD" followed by the agency's six-character DoDAAC. If you do not have a DoDAAC, contact your Central Service Point (CSP). If you need to make changes to a DoDAAC or its associated name or address; or do not know your cognizant CSP; contact DoDAADHQ@DLA.MIL.

**Figure 4.57: Verify DoDAAC Information**

**Page Description**

Please review the information retrieved from Dun & Bradstreet (D&B) and the Defense Logistics Agency (DLA) for accuracy. If you click "Save & Continue," the information from D&B and DLA will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in the respective systems.

*If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.*

[REFRESH D&B DATA](#)

Details Entered by the user	Details returned from D&B
<p>DUNS:</p> <p><b><u>Name:</u></b></p> <p>Legal Business Name:</p> <p><b><u>Address:</u></b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>	<p>DUNS:</p> <p><b><u>Name:</u></b></p> <p>Legal Business Name:</p> <p><b><u>Address:</u></b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>
Details Entered by the user	Details returned from DLA
<p>DoDAAC:</p> <p><b><u>Name:</u></b></p> <p>Legal Business Name:</p> <p><b><u>Address:</u></b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>	<p>DoDAAC:</p> <p><b><u>Name:</u></b></p> <p>Legal Business Name:</p> <p><b><u>Address:</u></b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>

[CANCEL](#)
[PREVIOUS](#) [SAVE AND CONTINUE](#)

#### 4.6.1.4 Business Information

After you enter your DUNS number or DoDAAC information and it passed validation, you can enter the business information for your entity.

- Enter the [Tax Identification Number \(TIN\)](#) for your entity. As a U.S. Federal Government agency your TIN Type will be an [Employee Identification Number \(EIN\)](#).
- Select Save and Continue.

**Figure 4.58: Business Information**

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type:\*  **Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

NOTE: The Taxpayer Identification Number (TIN) field will be partially masked upon selecting Save and Continue. Authorized users will see the last four characters when they return to this page.

#### 4.6.1.5 General Information Page

Complete the General Information about your entity. General Information includes your entity's business types. See Figure 4.58 for an example of the General Information page.

- Select your agency business purpose. You should select one of the following:
  - [Buyer](#)
  - [Seller](#)
  - [Buyer and Seller](#)

**Figure 4.59: General Information Page for IGT**

**Page Description**

Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Select the business relationship your office will have with other federal entities.\*

Buyer  
Seller  
Buyer and Seller

#### 4.6.1.6 Financial Information

On the Financial Information page, you will enter the information necessary for the government to pay you for any goods or services you provide.

- Answer if your entity accepts the Government wide purchase card as a method of payment.

- Provide the [Department Code](#) which identifies your agency based on the Treasury Index of Agency Codes.
- Enter your [Agency Location Code \(ALC\)](#) which corresponds to the registering office. This must be associated in a one-to-one relationship with the DUNS number. DoD registrants will have the option of selecting from any ALC associated with one of the five DoD department codes (097, 017, 057, 021, or 096). You will then receive a drop-down list based on your agency, and you may choose one. If you do not know which code relates to this office, ask your finance office.
- Enter your [Disbursing Office \(DO\)](#) code assigned by the Treasury IPAC system. You should have only one DO per record.

In rare circumstances, you may find that you have more than one DO per record. In that case, you may need to create a DUNS + 4 or DoDAAC+4 extension after your initial record is active. To do this return to this screen and select Add New Account Details to add the appropriate information.

**Figure 4.60: Financial Information**

**Page Description**

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you accept credit cards as a method of payment? \*  Yes  No

Department Code: \*

**New Account**

**Account Details:**

Agency Location Code: \*

Disbursing Office Symbol: \*

**Remittance Information:**

Merchant ID: \*  Mandatory if credit card payment is opted as Yes

Merchant ID:

Accounting Station (FSN):

- Enter your [Merchant ID\(s\)](#). If you have indicated that you accept credit cards and that you are a Seller or Buyer and Seller then at least one Merchant ID is required. If you work with two different banks to process credit card receipts, you may have two merchant IDs.
- Enter your Accounting Station, which is also referred to as [Fiscal Station Number \(FSN\)](#).
- Select Save and Continue.



- If you are a “Seller” or “Buyer and Seller,” proceed to [Entering Assertions](#). If you are a “Buyer” only, proceed directly to [Points of Contact](#).

#### 4.6.1.6.1 DUNS +4

If your entity has more than one bank account that needs to be listed on the registration, you will need to create a DUNS+4. The DUNS+4 should be created if the registered entity only has one physical location but more than one bank account. The DUNS+4 is a user generated four-digit number.

To add a DUNS+4, scroll to the bottom of the financial information page and select Add Additional Account. A new financial information table will appear that is identical to Figure 4.59. Fill in all mandatory data and select Save and Confirm (or continue to add additional accounts if you have more than two bank accounts for this DUNS number).

**Figure 4.61: DUNS+4 Add Additional Account**

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number.

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

## 4.6.2 Entering Assertions

Assertions include information about your entity’s size, and the types of products or services you are able to provide to other agencies. You only need to complete the Assertions section if you have indicated that you are a “Seller” or a “Buyer and Seller.”

### 4.6.2.1 Goods and Services

Upon completing your Core Data, enter information about the types of goods and services your entity can provide.

- Enter [North American Industry Classification System \(NAICS\)](#) Codes that best represent the type of industry in which your entity does business. The Small Business Administration (SBA), through public rule-making, assigns thresholds to the individual NAICS codes that are used to assess if entities may be considered a small business in certain classification areas. If you would like to know more about NAICS codes, you can go to <http://www.census.gov/eos/www/naics/>. You must supply at least one for your registration to be complete. You can add or change NAICS codes at any time.
- In the Search for NAICS Code text box, type in the NAICS code or enter a word description of the type of services your business is involved in.
- Select Add next to the applicable NAICS code.
- As you select NAICS, the NAICS show up under NAICS Codes Selected.
- Select one of the chosen NAICS as your primary NAICS code by selecting the radio button under the Mark as Primary column.
- If needed, you can delete a NAICS by selecting Remove to the right of each NAICS selected.

**Figure 4.62: Enter NAICS**

**Page Description**

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Add NAICS Codes: \***

Search for NAICS Code:

NAICS Codes Selected			
Mark as	NAICS Code	Description	Action
Primary		Only the first 100 characters of the description are shown	
<input checked="" type="radio"/>	713920	SKIING FACILITIES	<input type="button" value="REMOVE"/>

You also have the option to add [Product and Service Codes \(PSCs\)](#). This section works the same way as the NAICS section. PSCs are four-character codes used to identify the types of goods and services your entity can provide. Codes that start with a number indicate types of product, codes that start with a letter indicate types of services. More information about PSCs can be found [here](#).

- Search for your PSCs.
- Select Add next to the applicable PSC.
- Select Save and Continue.

Figure 4.63: Select Product and Service Codes

**Add Product and Service Codes:**

Search for PSC:

Currently displaying first 200 items found. Please narrow your search to get complete results.

PSC Code	Description	Action
AD92	R&D- DEFENSE OTHER: OTHER (APPLIED RESEARCH/EXPLORATORY DEVELOPMENT)	<input type="button" value="ADD"/>
AD93	R&D- DEFENSE OTHER: OTHER (ADVANCED DEVELOPMENT)	<input type="button" value="ADD"/>
AD94	R&D- DEFENSE OTHER: OTHER (ENGINEERING DEVELOPMENT)	<input type="button" value="ADD"/>
AD95	R&D- DEFENSE OTHER: OTHER (OPERATIONAL SYSTEMS DEVELOPMENT)	<input type="button" value="ADD"/>
AD96	R&D- DEFENSE OTHER: OTHER (MANAGEMENT/SUPPORT)	<input type="button" value="ADD"/>

**Product and Service Codes Selected**

PSC	Description	Action
Only the first 100 characters of the description are shown		

#### 4.6.2.2 Size Metrics

Size metrics for IGT Only registrations only contains one field and that is [Annual Revenue \(from all IGT Transactions\)](#) which is depicted in Figure 4.63.

- Enter your agency's total revenue from IGT sales for the previous fiscal year. This should be for the particular office related to this DUNS number or DoDAAC, not for the agency as a whole.
- When done, select Save and Continue.

**Figure 4.64: IGT – Enter Size Metrics**

**Page Description**

Please enter world-wide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS Number you are registering. The world-wide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Size Metrics:**

Annual Revenue (from all IGTs) :                      \$

### 4.6.3 Entering Points of Contact (POCs)

Before your entity registration is complete, enter your POC information. You will be asked for Mandatory POCs and Optional POCs, based on the information provided earlier in the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification.

#### 4.6.3.1 POC Details

Below (Table 4.3) is a list of the POC types that IGT registrants will see. See the glossary for more information on each POC type

**Table 4.3: Intra-Governmental Transactions Points of Contact**

POC Name	Mandatory?	Mandatory Data Elements
ELIMINATIONS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
ACCOUNTS PAYABLE POC	MANDATORY IF BUYER OR BUYER AND SELLER	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.
SALES POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR

POC Name	Mandatory?	Mandatory Data Elements
		CANADA), AND ZIP/POSTAL CODE.
ACCOUNTS RECEIVABLE POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, COUNTRY, PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE.

#### 4.6.4 Submitting Your Registration

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- Select Edit to update any necessary information in the registration.
- Select Submit to certify that the information is correct.

SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

#### 4.7 Registering your Entity if you are interested in Federal Contracts and Intra-Governmental Transactions

This section describes the process of registering a Federal government entity for Federal Contracts and Intra-Governmental Transactions (IGT). By virtue of indicating you are interested in Federal contracts you will also be completing the same screens that someone who is interested in financial federal assistance has to complete. You will see on the screen that your purpose of registration will display as “All Awards and Intra-Governmental Transactions.” Some federal entities have the authority to bid on federal contracts and financial assistance opportunities and also perform IGTs. These instructions are for those entities

To register an entity for “All Awards & IGT,” complete the following sections:

- [Core Data](#)
- [Assertions](#)
- [Representations & Certifications](#)
- [Points of Contact](#)

The navigation panel on the left side of the screen will display your progress through these sections.

##### 4.7.1 Entering Core Data

The first step to register a new entity is to enter core details on your entity. Core Data includes, but is not limited to, an entity’s Data Universal Numbering System (DUNS) number and/or Department of Defense Activity Address Code (DoDAAC) (Department of Defense entities only), Legal Business Name, address, Contractor and Government Entity (CAGE) code or North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code, Taxpayer Identification Number (TIN), general information, financial information, and



details about any proceedings the entity may currently be involved in. Core Data is mandatory for all registration types. Once you have completed your Core Data, your entity's information will be displayed in the SAM Public Search. Sensitive data, such as financial information will not ever be displayed, however, if you do not wish to allow the public to search for and view your record, you may "opt-out" of public display. For more information, see [SAM Search Authorization](#).

#### ***4.7.1.1 Requesting the Addition of a New U.S. Federal Agency on the U.S. Federal Hierarchy***

Some federal government agencies have the authority to apply for federal financial assistance opportunities. If you are registering a Federal Government entity for All Awards and IGT, the entity must already exist on the SAM Federal Government hierarchy before you can continue. When an entity is placed on the Federal Government hierarchy, this is called a level. The term level indicates that the entity is defined, it exists on the hierarchy, and there is basic information entered for the entity such as name and address. Although an agency's SAM entity registration will expire if not renewed annually, the level entry itself on the hierarchy never expires. If the entity is not present on the hierarchy, you need to request it to be added. For more information, see [Hierarchy](#).

#### ***4.7.1.2 Entering a DUNS***

The first page is the Data Universal Numbering System (DUNS) information page. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If you need a DUNS number, one will be provided to you, free of charge. Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform>.

On the Entity Information page:

- Enter your DUNS number, D&B Legal Business Name (this is name that has been registered for your organization at D&B), Address (please remember that the address has to be the same as the address at D&B and must be the physical address of your location) and select Next.

This sends your entity information to D&B for validation.

Upon successful validation from D&B, you will be able to continue with your registration. Once the information you provided has been verified by D&B, you will receive a "side-by-side" screen showing the details you entered compared with the details returned from D&B.

Figure 4.65: Verify Entity Information

Overview

Purpose of Registration

**Core Data**

- Entity Information
- Verify Entity Information**
- Business Information
- IRS Consent
- CAGE or NCAGE Code
- Ownership Details
- Predecessor Details
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- SAM Search Authorization
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

**Page Description**

Please carefully review the validated information associated with your entity. Once you select "Save and Continue" on this page, the validated information will appear in your entity's registration. You cannot change this information in SAM. If the information is incorrect, please select Cancel and make the necessary updates [here](#).

Details Entered by the User	Validated Details
DUNS: 123456789	DUNS: 123456789
Legal Business Name: Test University	Legal Business Name: Test University
Doing Business As: (none)	Doing Business As: (none)
Address Line 1: High Street	Address Line 1: High Street
Address Line 2:	Address Line 2:
City: Oxford	City: Oxford
State: Oxfordshire	State: Oxfordshire
ZIP/Postal Code: OX1 4AJ	ZIP/Postal Code: OX1 4AJ
Country: UNITED KINGDOM	Country: UNITED KINGDOM

CANCEL
SAVE AND CONTINUE

[BACK TO USER DASHBOARD](#)

- Review and verify your entity information.
- If the data is correct, select Save and Continue.
- If the data is incorrect, visit the D&B website at <http://fedgov.dnb.com/webform> to make the necessary changes.
- Review and verify your entity information.
- Select Save and Continue.

#### 4.7.1.3 Entering a DODAAC

As a Department of Defense entity, you will enter both a DUNS number and a DoDAAC. This field should include the letters "DOD" followed by the agency's six-character DoDAAC. If you do not have a DoDAAC, contact your Central Service Point (CSP). If you need to make changes to a DoDAAC or its associated name or address; or do not know your cognizant CSP; contact DoDAADHQ@DLA.MIL.

The DUNS number is your primary address. If the DUNS number and DoDAAC information are different, the information received from D&B will be the primary identifier for your registration in SAM. Once you submit your entity's information, review and verify that the information received is correct.

Figure 4.66: Verify DoDAAC Information

**Page Description**  
 Please review the information retrieved from Dun & Bradstreet (D&B) and the Defense Logistics Agency (DLA) for accuracy. If you click "Save & Continue," the information from D&B and DLA will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in the respective systems.

*If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.*

Details Entered by the user	Details returned from D&B
DUNS: 166052857	DUNS: 166052857
<b>Name:</b>	<b>Name:</b>
Legal Business Name: DEFENSE SUPPLY & MANUFACTURING, INC.	Legal Business Name: DEFENSE SUPPLY & MANUFACTURING, INC.
<b>Address:</b>	<b>Address:</b>
Address Line: 639 HILLTOP TRL W	Address Line: 639 HILLTOP TRL W
City: FORT ATKINSON	City: FORT ATKINSON
State: WI	State: WI
ZIP/Postal Code: 53538-2464	ZIP/Postal Code: 53538-2464
Country: UNITED STATES	Country: UNITED STATES
Details Entered by the user	Details returned from DLA
DoDAAC: DODW16BEC	DoDAAC: DODW16BEC
<b>Name:</b>	<b>Name:</b>
Legal Business Name:	Legal Business Name:
<b>Address:</b>	<b>Address:</b>
Address Line: 639 HILLTOP TRL W	Address Line: 639 HILLTOP TRL W
City: FORT ATKINSON	City: FORT ATKINSON
State: WI	State: WI
ZIP/Postal Code: 53538-2464	ZIP/Postal Code: 53538-2464
Country: UNITED STATES	Country: UNITED STATES

#### 4.7.1.4 Business Information

After you enter your DUNS information and it passed validation, you can enter the business information for your entity.

- Enter your [business start date](#).
- Enter the date on which your company's [fiscal year ends](#).



- Enter your company [division name](#) and [number](#) (if applicable).
- Enter your [company's URL](#) (if applicable).
- [Congressional District](#) will be pre-filled for you by the system based on your physical address (if applicable). This will include the two-character abbreviation for the state or territory and the two-digit congressional district.
- Next, you must create your [Marketing Partner Identification Number \(MPIN\)](#). The MPIN will be used to provide you access to other systems, such as Grants.gov and Past Performance Information Retrieval System (PPIRS). Your MPIN acts as your password in these systems so you should guard it as such. A MPIN is required even if you do not anticipate usage of authorized MPIN systems. If you pay U.S. taxes you will also need your MPIN in an upcoming screen so, please be sure to remember it. The MPIN must contain nine characters; at least one letter and one number character each. It should not contain spaces or special characters. You may change the MPIN at any time.
- Your physical address will appear next. This is pre-filled from the D&B address associated with your DUNS number. Your physical address is the location of your building.

**Figure 4.67: Business Information Part 1**

**Page Description**

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY): \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: Oxfordshire

Create/Enter MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

▼ Physical Address - Oxford

- Next associate a mailing address to the entity. Select “Copy Physical Address” if your mailing address is the same as the physical address.
- Enter the [Tax Identification Number \(TIN\)](#) for your entity. As a U.S. Federal Government agency your TIN Type will be an [Employee Identification Number \(EIN\)](#).
- Select Save and Continue.



Figure 4.68: Business Information Part 2

▼ Mailing Address

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

---

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type\*:  **Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

NOTE: The Marketing Partner Identification Number (MPIN) and Taxpayer Identification Number (TIN) fields will be partially masked upon selecting Save and Continue. Authorized users will see the last four characters when they return to this page.

#### 4.7.1.5 IRS TIN Consent

Please carefully read the "Consent to Disclosure of Tax Information" and follow the instructions given to provide the Taxpayer Information required for the most current tax year reported. Providing this consent is a mandatory part of the registration process if your entity is located in the United States or pays employees within the United States.

By completing the form and signing it with your Marketing Partner Identification Number (MPIN), pursuant to 26 U.S.C. 6103(c), you authorize the Internal Revenue Service (IRS) to validate and disclose to the SAM Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for your entity in the most current tax year reported. This is referred to as the TIN Match.

Once the TIN Match is complete, your entity's IRS-validated name and TIN will reside in SAM and will be accessible to authorized U.S. government procurement officials and other U.S. government personnel performing managerial review and oversight for use in all U.S. governmental business activities including



tax reporting requirements and debt collection. By providing the taxpayer information in support of this TIN Match, you certify that you have the authority to execute this consent for disclosure for this tax return information.

If your entity is located in the United States, or pays employees within the United States, you must provide the following taxpayer information to complete the consent form:

- **Taxpayer Name.** Enter the exact Taxpayer Name the IRS has on file for your entity's TIN according to its most recent tax return. Your Taxpayer Name may be slightly different than the Legal Business Name of the entity being registered. Review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) to find your Taxpayer Name. Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
- **Taxpayer Identification Number (TIN).** This field will be populated with the TIN, i.e. Employer Identification Number (EIN), you entered on the Business Information page. You cannot edit this field on the IRS Consent page.

Figure 4.69: IRS Consent Form Part 1

**Page Description**

Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6403(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for [Entity Name] in the most current tax year reported.

I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

**TIN Match Instructions:**

Provide the Taxpayer Information required for the most current tax year reported for this entity.

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:

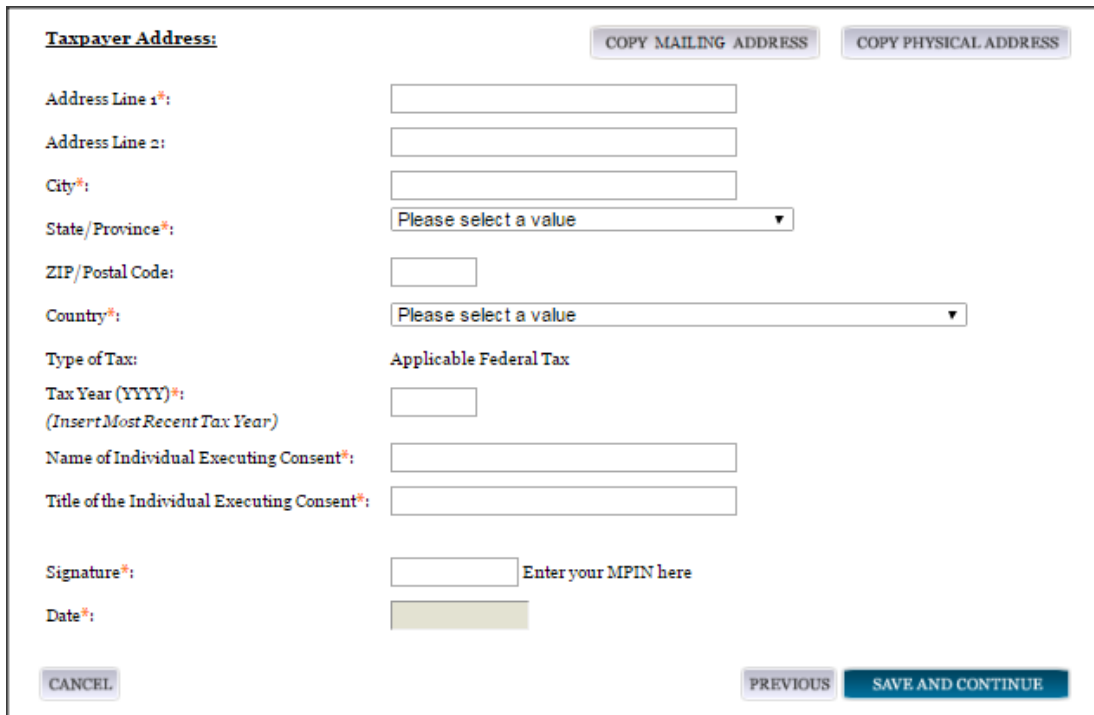
*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN):

- **Taxpayer Address.** Enter the address that the IRS has on file for your entity. You may select the Copy Mailing Address or Copy Physical Address buttons to use one of the addresses you have entered earlier in the registration, if appropriate.
- **Type of Tax.** This field will be populated as Applicable Federal Tax.

- **Tax Year.** Enter a four-digit value for the most recent Tax Year in which you reported taxes. It must be no later than the current calendar year.
- **Name of Individual Executing Consent.** Enter the full name of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Title of Individual Executing Consent.** Enter the title of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Signature (MPIN).** Enter the value for the MPIN you created on the Business Information Page. The MPIN serves as your signature to execute the consent to disclosure of tax information.
- **Date.** Today's date will be populated once you enter your MPIN to sign the consent and select Save and Continue. This serves as the official date the individual with legal authority executed consent.

**Figure 4.70: IRS Consent Form Part 2**



**Taxpayer Address:** COPY MAILING ADDRESS COPY PHYSICAL ADDRESS

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code:

Country\*:

Type of Tax: **Applicable Federal Tax**

Tax Year (YYYY)\*:   
*(Insert Most Recent Tax Year)*

Name of Individual Executing Consent\*:

Title of the Individual Executing Consent\*:

Signature\*:  Enter your MPIN here

Date\*:

CANCEL PREVIOUS SAVE AND CONTINUE

Once you complete the consent form, select Save and Continue. At that time, all information required to perform the TIN Match will be sent to the IRS and the page will be locked until the TIN Match is complete. You will not be able to edit this page while the TIN Match is being performed.

#### 4.7.1.6 CAGE Code

You will now be on the “CAGE Code” page. The [Commercial and Government Entity \(CAGE\)](#) Code is a five-character ID number which is assigned to entities located in the United States by the Defense

Logistics Agency’s (DLA’s) Logistics Information Service, under North Atlantic Treaty Organization (NATO) procedures, and used within the Federal Government. All U.S. entities must pass a CAGE code validation process.

- Answer the question, “Does your entity already have a CAGE Code?”
- If you answered Yes, enter your CAGE Code in the next field.
- You can select Search to review the Legal Business Name and Physical Address that DLA has on file for the CAGE you entered. This will not change your entity record and the information is only displayed so that you can confirm you have provided the correct CAGE Code for your entity.
- If you answered No, then a CAGE Code will automatically be assigned to your entity once you submit your entity’s registration and the TIN validation has been returned.
- Select Save and Continue.

Please note CAGE Code validation may take up to 10 business days to process.

**Figure 4.71: CAGE Code**

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

CAGE Code:

For more details on the CAGE Code, see the glossary in the [appendix](#).

#### 4.7.1.6.1 Invalid CAGE Code Error

Upon selecting Save and Continue, the entered CAGE code will be validated automatically. If the provided code does not match the code that the Defense Logistics Agency has on record, you will receive an error message stating that your CAGE code could not be found. If this error is triggered, you will not be able to proceed through the registration until you enter the correct code or select No to the CAGE Code question.

**Figure 4.72: Incorrect CAGE Code Error**

**Mandatory Errors**

The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this DUNS number? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record. Remember, you do not have to enter a CAGE code. You can select No and leave the CAGE Code field blank. A new CAGE code will be assigned after you submit your registration.

---

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*       Yes     No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

#### 4.7.1.7 Ownership Details

Registrants are now required to provide data about their Immediate and Highest-Level Owners. Federal entity registrations are not owned or controlled by any other entity as defined by FAR Subpart 4.18. Select No to the question “Does another entity own or control the entity you are registering?” Then select Save and Continue to proceed.

Figure 4.73: Ownership Details – CAGE Code

**Page Description**

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.18](#) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate [FAR 52.204-17](#) which you will certify to later in the Reqs & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Does another entity own or control the entity you are registering?\***  Yes  No

View the [definition of Immediate Owner](#) on Acquisition.gov.

#### 4.7.1.8 Predecessor Details

Federal Acquisition Regulation (FAR) Subpart 4.1804 (d) requires that users provide information about their entity's predecessors as part of their SAM registration. Federal entities are not successors or predecessors as defined by FAR Subpart 4.1804(d). Select No to the question “Are you a successor to a predecessor that held a Federal contract or grant within the last three years?” Then select Save and Continue to proceed.

Figure 4.74: Predecessor Details

**Page Description**

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.1804 \(d\)](#) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reqs & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Are you a successor to a predecessor that held a Federal contract or grant within the last three years?\***  Yes  No

#### 4.7.1.9 General Information Page

Complete the General Information about your entity. General Information includes the government types for your entity, the relationship your office will have with other federal entities (Buyer or Seller) and other identifiers.

Your Government Type will be pre-filled based on your purpose of registration. It will display as U.S. Federal Government.

You will be able to add the following additional government types:

- Federal Agency
- Federally Funded Research and Development Center (FFRDC)

Select the business relationship your office will have with other federal entities. You should select one of the following:

- [Buyer](#)
- [Seller](#)
- [Buyer and Seller](#)

**Figure 4.75: General Information Part 1**

**Page Description**  
 Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.  
 Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

You categorized your government entity as:

US Federal Government ▼

Select any government type that applies to your entity. Choose all that apply.

Federal Agency

Federally Funded Research and Development Center

Select the business relationship your office will have with other federal entities.\*

Please select a value ▼  
 Please select a value  
 Buyer  
 Seller  
 Buyer and Seller

that applies to your entity. Choose all that apply.

Transit Authority

Council of Governments

Housing Authorities Public/Tribal

Interstate Entity

Planning Commission

Port Authority

Airport Authority

Indicate if your entity is one of the following government types:



- [Airport Authority](#)
- [Council of Governments](#)
- [House Authority Public/Tribal](#)
- [Interstate Entity](#)
- [Planning Commission](#)
- [Port Authority](#)
- [Transit Authority](#)

Indicate if your entity qualifies as one of the following institution types:

- [Community Development Corporation](#)
- [Domestic Shelter](#)
- Educational Institution. If you select Educational Institution these additional options will appear:
  - [1862 Land Grant College](#)
  - [1890 Land Grant College](#)
  - [1994 Land Grant College](#)
  - [Historically Black College or University \(HBCU\)](#)
  - [Minority Institutions](#)
  - [Private University or College](#)
  - [School of Forestry](#)
  - [Hispanic Servicing Institution](#)
  - [State Controlled Institution of Higher Learning](#)
  - [Tribal College](#)
  - [Veterinary College](#)
  - [Alaskan Native Servicing Institution \(ANSI\)](#)
  - [Native Hawaiian Servicing Institution \(NHSI\)](#)
- [Foundation](#)
- [Hospital](#)
- Veterinary Hospital

Select Save and Continue.

Figure 4.76: General Information Part 2

**Government Types:**  
 Select any government type that applies to your entity. Choose all that apply.

- Transit Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Airport Authority

**Institution Type:**  
 Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable

Not Applicable

Community Development Corporation

Domestic Shelter

Educational Institution

Foundation

Hospital

Veterinary Hospital

#### 4.7.1.10 Financial Information

On the Financial Information page, you will enter the information necessary to receive payment for any goods or services you provide. If you do not have the information necessary to complete this page, contact your bank or financial institution. Please note, you may enter EITHER the Agency Location Code (ALC)/Disbursing Office (DO) information for the Intergovernmental Payment and Collection (IPAC) OR banking information for Electronic Funds Transfer (EFT), but you must enter at least one. You have the option to enter both if desired.

- Answer if your entity accepts the Government-wide purchase card as a method of payment.
- You are asked for are the Department Code, which identifies the agency based on the Treasury Index of Agency Codes.
- Enter your Agency Location Code (ALC) which corresponds to the registering office. This must be associated in a one-to-one relationship with the DUNS number. You will then receive a drop-down list based on your agency, and you may choose one. If you do not know which code relates to this office, ask your finance office. DoD registrants may select any ALC associated with one of the five DoD department codes (097, 017, 057, 021, or 096).
- Enter your Disbursing Office (DO) code assigned by the Treasury IPAC system. You should have only one DO per record.

In rare circumstances, you may find that you have more than one DO per record. In that case, you may need to create a DUNS + 4 or DoDAAC+4 extension after your initial record is active. To do this return to this screen and select Add New Account Details to add the appropriate information.



- Enter your [Merchant ID\(s\)](#). If you have indicated that you accept credit cards and that you are a “Seller” or “Buyer and Seller” then at least one Merchant ID is required. If you work with two different banks to process credit card receipts, you may have two merchant IDs.
- Enter your Accounting Station, which is also referred to as [Fiscal Station Number \(FSN\)](#).

**Figure 4.77: Financial Information Part 1**

Department Code: \*

### New Account

You must provide either your organization's intragovernmental transfer Account Details or banking information to enable Electronic Funds Transfer. You may provide both types of financial information, but only need to enter one set of data in order to proceed.

**Account Details:**

Agency Location Code: \*

Disbursing Office Symbol: \*

**Electronic Funds Transfer (EFT):**

Account Type: \*

ABA Routing Number: \*

Account Number: \*

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: \*  (XXX)XXX-XXXX

A.C.H Non-U.S. Phone:  XXXX-XXXXXXXXXXXX

A.C.H Fax:  (XXX)XXX-XXXX

A.C.H Email:

**Remittance Information:**

Merchant ID1: \*  Mandatory if credit card payment is opted as Yes

Merchant ID2:

Accounting Station (FSN):

- Enter your Electronic Fund Transfer (EFT) information. The name of your financial institution will be filled in automatically once you have entered a valid American Bankers Association Routing Number.

Provide information about the Automated Clearing House (ACH) department of your bank. This is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. At least one of the following methods of contact is required unless you are a non-U.S. registrant



doing business outside the U.S. or a U.S. Federal Government Agency. If you do not have this information available, you will need to contact your bank.

- Phone
- Email
- Fax

Enter your remittance information. The remittance name and address information is mandatory data. This information will be used to mail you a paper check in the event that an EFT transfer does not work. If you use a lockbox and want checks mailed directly to the bank, use the bank's name and address here.

**Figure 4.78: Financial Information Part 2**

**Remittance Address:**

All registrants must provide a Remittance Address. This is the address where you would like a paper check mailed in the event an electronic transfer of funds does not work.

Name: \*

Address Line 1: \*

Address Line 2:

City: \*

State/Province \*

Country: \*

ZIP/Postal Code:

NOTE: The ABA Routing Number and Bank Account Number fields will be partially masked upon selecting Save and Continue. Authorized entity users will see the last four characters of those fields when they return to this page.

#### 4.7.1.10.1 DUNS +4

If your entity has more than one bank account that needs to be listed on the registration, you will need to create a DUNS+4. The DUNS+4 should be created if the registered entity only has one physical location but more than one bank account. The DUNS+4 is a user generated four-digit number.

- To add a DUNS+4, scroll to the bottom of the financial information page and select Add Additional Account. A new financial information table will appear that is identical to Figure 4.77. Fill in all mandatory data and select Save and Confirm (or continue to add additional accounts if you have more than two bank accounts for this DUNS number).



**Figure 4.79: DUNS+4 Add Additional Account**

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number.

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

#### *4.7.1.11 Executive Compensation Questions*

In the Executive Compensation section, you are asked to provide information which supports the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended, reporting requirements. You may also refer to Public Law 110-252 dated June 30, 2008, Chapter 2, Section 6202.

- If you answer Yes for the first question on Executive Compensation, you will be asked to answer an additional question shown in Figure 4.79.
- If you answer No to the second question, you must provide additional details on the following page.

If required, you must provide the following details for the five (5) most highly compensated executives for your entity:

- Name - You must provide your top 5 executive compensated employees' names. "Executive," means officers, managing partners, or any other employees in management positions.
- Title
- Total Compensation value - "Total compensation" means the cash and non-cash dollar value earned by the executive during the entity's preceding completed fiscal year.

The salary and compensation information you provide will not be publicly viewable in SAM, however, it will be made public in accordance with the Federal Funding Accountability and Transparency Act (FFATA). This Act requires that this information be supplied to the public (via [usaspending.gov](http://usaspending.gov)) in relation to federal awards (including federal contracts, federal financial assistance, and expenditures) you receive, if applicable.

**Figure 4.80: Executive Compensation**

**Page Description**  
Please answer the questions below to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Please select a value ▼

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? \*

Not Applicable ▼

CANCEL

PREVIOUS

SAVE AND CONTINUE

**4.7.1.12 Proceedings Information**

You may be required to provide proceedings data about your entity. You must answer up to three (3) qualifying questions to determine if this information is required.

**Figure 4.81: Proceedings Questions**

**Page Description**

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Proceedings:**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract or assistance award that contains the award term and condition described in 2 C.F.R. 200 Appendix XII? \*

Please select a value ▾

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable ▾

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable ▾

CANCEL
PREVIOUS
SAVE AND CONTINUE

- If you answer Yes to all of the questions you must provide the following detailed information about each current proceeding against your entity:
  - [Instrument](#)
  - [State](#)
  - [Instrument Number](#)
  - [Type of Proceeding](#)
  - [Disposition](#)
  - [Description of the Proceeding](#)



Proceedings Information entered on or after April 15, 2011 is available to the public through the Federal Awardee Performance and Integrity Information System (FAPIIS) in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII.

Responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

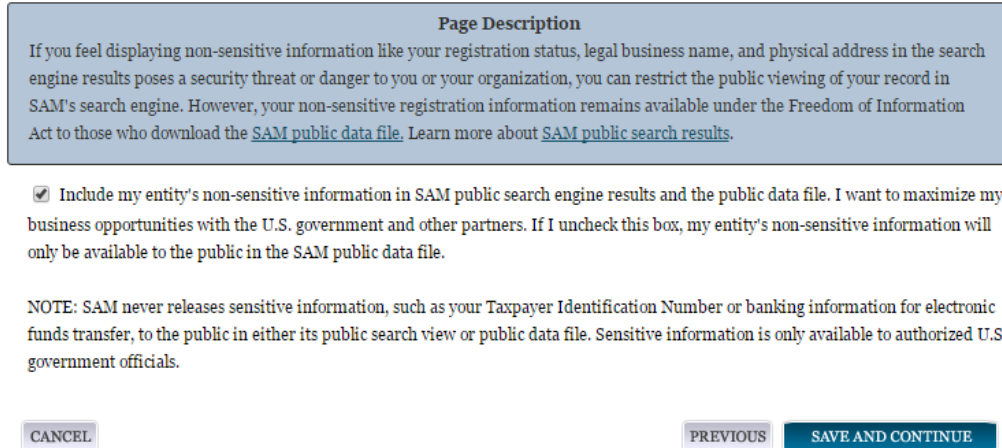
#### 4.7.1.13 SAM Search Authorization

Registrants are allowed to opt-out of public display of their record within SAM. Opting out may result in a reduction in Federal Government business opportunities, and subcontractors who choose this option will not be visible to prime contractors. Entities that have opted out will be removed only from the SAM public search, but will still be visible to users with For Official Use Only (FOUO) data access and will be provided in accordance with Freedom of Information Act (FOIA) requests. Please note that your banking information and Taxpayer Identification Number are treated as sensitive data and will not be displayed to the public regardless of your selection.

If you wish to opt out of public search, uncheck the clause: “Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners....”

NOTE: Your IGT information will automatically be opted out of public search and will only be available to users with For Official Use Only data access.

**Figure 4.82: SAM Search Authorization**



#### 4.7.2 Entering Assertions

Assertions include, but are not limited to, data about the types of goods and services the entity provides, optional Electronic Data Interchange (EDI) and information if the entity wishes to be included in the Disaster Response Registry.

##### 4.7.2.1 Goods and Services

Upon completing your Core Data, enter information about the types of goods and services your entity can provide. The data you provide assists the government in locating entities that can provide certain goods and/or services.



- Enter [North American Industry Classification System \(NAICS\)](#) codes that best represent the type of industry in which your entity does business. The Small Business Administration (SBA), through public rule-making, assigns thresholds to the individual NAICS codes that are used to assess if entities may be considered a small business in certain classification areas. If you would like to know more about NAICS codes, you can go to <http://www.census.gov/eos/www/naics/>. You must supply at least one for your registration to be complete. You can add or change NAICS codes at any time.
- In the Search for NAICS Code text box, type in the NAICS code or enter a word description of the type of services your business is involved in.
- Select Add next to the applicable NAICS code.
- As you select NAICS, the NAICS show up under NAICS Codes Selected.
- Select one of the chosen NAICS as your primary NAICS code by selecting the radio button under the “Mark as Primary” column.
- If needed, you can delete a NAICS by selecting Remove to the right of each NAICS selected.

**Figure 4.83: Enter NAICS**

**Page Description**

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Add NAICS Codes: \***

Search for NAICS Code:

NAICS Codes Selected			
Mark as	NAICS Code	Description	Action
Primary		<small>Only the first 100 characters of the description are shown</small>	
<input checked="" type="radio"/>	713920	SKIING FACILITIES	<input type="button" value="REMOVE"/>

You also have the option to add [Product and Service Codes \(PSCs\)](#). This section works the same way as the NAICS section. PSC Codes are four-character codes used to identify the types of goods and services your entity can provide. Codes that start with a number indicate types of product, codes that start with a letter indicate types of services. More information about PSCs can be found [here](#).

- Search for your PSCs.
- Select Add next to the applicable PSC code.
- Select Save and Continue.

**Figure 4.84: Select PSC Codes**

**Add Product and Service Codes:**

Search for PSC:  SEARCH CLEAR

Currently displaying first 200 items found. Please narrow your search to get complete results.

PSC Code	Description	Action
AD92	R&D- DEFENSE OTHER: OTHER (APPLIED RESEARCH/ EXPLORATORY DEVELOPMENT)	ADD
AD93	R&D- DEFENSE OTHER: OTHER (ADVANCED DEVELOPMENT)	ADD
AD94	R&D- DEFENSE OTHER: OTHER (ENGINEERING DEVELOPMENT)	ADD
AD95	R&D- DEFENSE OTHER: OTHER (OPERATIONAL SYSTEMS DEVELOPMENT)	ADD
AD96	R&D- DEFENSE OTHER: OTHER (MANAGEMENT/SUPPORT)	ADD

**Product and Service Codes Selected**

PSC	Description	Action
Only the first 100 characters of the description are shown		

CANCEL PREVIOUS SAVE AND CONTINUE

#### 4.7.2.2 Size Metrics

Firms are to reference and calculate their Annual Receipts in accordance with 13 CFR 121.

Enter your entity’s data to be used for determining your size status as a small business or other than small business. Enter the Annual Receipts and Number of Employees for the entire entity, which includes all divisions, branches, and affiliates worldwide.

- Enter your worldwide Annual Receipts. Firms are to calculate their Annual Receipts in accordance with 13 CFR 121. Receipts include receipts of the parent organization, all branches, and all affiliates worldwide, and not just the size data associated with the location of the entity you are registering. **\*\*All questions regarding the size standards or calculations can be addressed to SBA via email at [sizestandards@sba.gov](mailto:sizestandards@sba.gov).\*\***
- Enter your Number of Employees in accordance with 13 CFR 121
- You may also enter data for the location represented by the specific DUNS number you are registering in the “Location” fields. This is optional, not mandatory

You will be asked to complete the following fields if specific NAICS codes were entered in the NAICS section:



- [Barrels Capacity](#): NAICS code 324110
- Total Assets: NAICS code 522110, 522120, 522130, 522190, 522210, 522293

NOTE: The size determination for entities is based upon the world-wide numbers.

**Figure 4.85: Enter Size Metrics**

**Page Description**

Please enter worldwide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS you are registering.

- If you enter Location information below, the numbers you enter for worldwide must be greater than or equal to the numbers entered for Location.

The worldwide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

- The Small Business Administration (SBA) may use this information for programs such as HUBZone and Small Business Size Status Determinations.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

*Note: Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.*

**Worldwide:**

Annual Receipts (in accordance with [13 CFR 121](#)): \*

Number of Employees (in accordance with [13 CFR 121](#)): \*

**Location (Optional):**

Annual Receipts (in accordance with [13 CFR 121](#)):

Number of Employees (in accordance with [13 CFR 121](#)):

- When done, select “Save and Continue.”

**4.7.2.3 Electronic Data Interchange (EDI)**

The EDI Information page is optional and provided for those entities that do business with the government through [EDI](#).

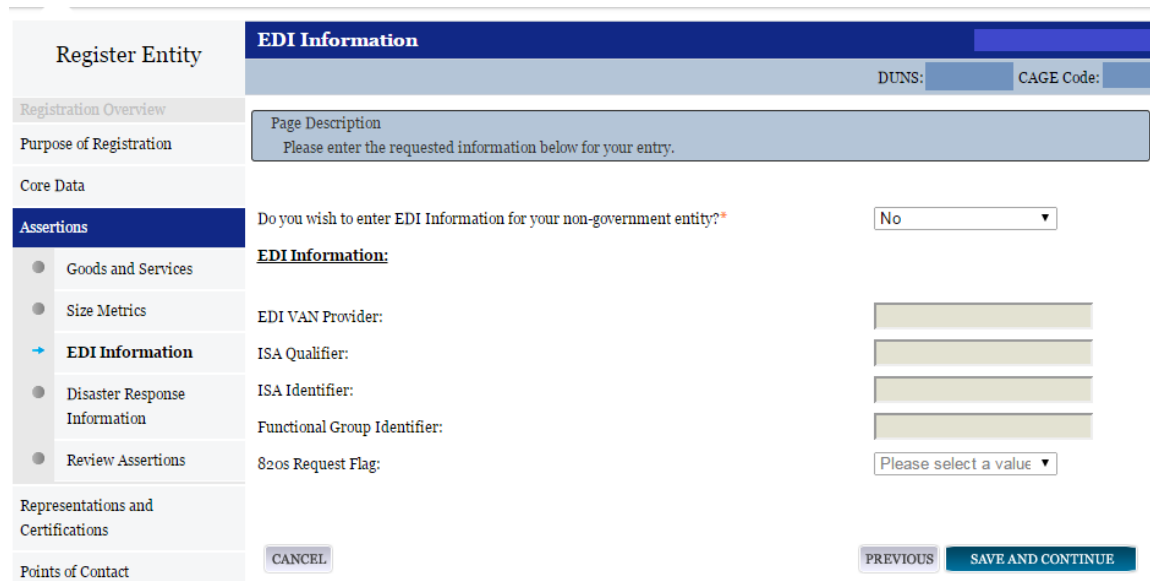
- No is automatically defaulted when asked if you wish to enter EDI Information

If you wish to complete this information, change the dropdown box to Yes and enter the following information:

- [EDI VAN Provider](#)

- [ISA Qualifier](#)
- [ISA Identifier](#)
- [Functional Group Identifier](#)
- [820's request flag](#)

**Figure 4.86: EDI Information**



**Register Entity** **EDI Information**

DUNS:  CAGE Code:

Registration Overview

Purpose of Registration

Core Data

**Assertions**

Do you wish to enter EDI Information for your non-government entity?

**EDI Information:**

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

#### 4.7.2.4 Disaster Response Information

Entities wishing to do business with the federal government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster can complete the Disaster Response Information section. When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the SAM Disaster Response Registry shows those contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief supplies and/or services. Collecting this information in SAM provides a means for potential local contractors to identify themselves to the federal agencies during a time of a disaster.

- If you'd like to be included, select Yes to register your entity

If you select Yes to participating in the Disaster Response Registry, respond to whether or not your company requires [bonding](#) to bid on Contracts.

- Complete the Bonding Level questions if your entity requires bonding to bid on Contracts.
- If you select Yes to participating in the Disaster Response Registry, you must select your entity's Geographic Area Served
- If you select Multiple States you may enter up to three states
- If you select One State you must select at least one state in your Geographic Area Served. You also have the option of selecting Counties or Metropolitan Statistical Areas.

- You can also select to be registered in any state.

**Figure 4.87: Disaster Response Information Page**

Registration Overview

**Purpose of Registration**

Core Data

**Assertions**

- ✓ Goods and Services
- ✓ Size Metrics
- ✓ EDI Information
- ✓ **Disaster Response Information**
- ✓ Review Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

**Page Description**

Complete this section if you want to be listed in the Disaster Response Registry to potentially provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Do you wish to be included in the Disaster Response Registry? \* Yes ▾

Does your company require bonding to bid on Contracts? \* No ▾

**Bonding Level:**

Please provide the bonding level type, value must be input in whole dollars.

<input type="checkbox"/>	Construction Bonding Level, Per Contract (dollars)	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Construction Bonding Level, Aggregate (dollars)	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Service Bonding Level, Per Contract (dollars)	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Service Bonding Level, Aggregate (dollars)	<input style="width: 100%;" type="text"/>

**Geographic Area Served: \***

Select where your entity can provide disaster responses services. If you select "Any State", you are saying your organization can perform in any declared disaster area nationwide. Alternatively, you can narrow the geographic area you serve to three or less states. If you narrow your area served down to just one state, you can further restrict it to specific counties or metropolitan statistical areas.

Any State     
  One State     
  Multiple States

State:	<input style="width: 90%;" type="text" value="Please select a value"/>	
County:	<input style="width: 30%;" type="text" value="Please select a"/>	Metropolitan Statistical Area: <input style="width: 60%;" type="text"/>
County:	<input style="width: 30%;" type="text" value="Please select a"/>	Metropolitan Statistical Area: <input style="width: 60%;" type="text"/>
County:	<input style="width: 30%;" type="text" value="Please select a"/>	Metropolitan Statistical Area: <input style="width: 60%;" type="text"/>

### 4.7.3 Entering Representations and Certifications

Completing your Representations and Certifications (Reps and Certs) allows entities to submit their annual Reps and Certs in accordance with the Federal Acquisition Regulation (FAR). Please note that you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the government.

#### 4.7.3.1 Questionnaire

To enter your Reps and Certs, you will be given a questionnaire to guide you through the data necessary for the associated FAR and Defense FAR Supplement (DFARS) provisions (if applicable), as well as the Standard Form 330, Part II for federal Architect and Engineering contracts if applicable. Each question is related to a specific FAR or DFARS provision which is referenced at the end of the question on the screen. Clicking on a reference will take you to the full text version of the provision so that you can read it in full.

#### 4.7.3.2 FAR Responses

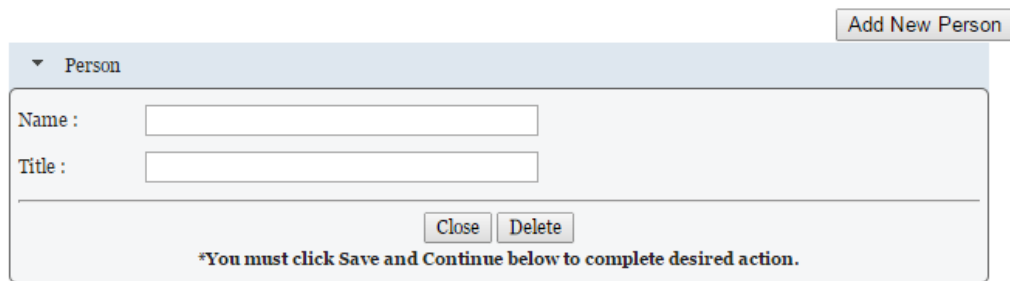
**Question 1** asks you to identify the person(s) responsible for determining prices offered in bids/proposals for your entity. [FAR 52.203-2](#)

- Select Add New Person to enter the individual’s Name and Title. Select this button as many times as you need.

Once a person has been added, you may remove them at any time by selecting Delete.

**Figure 4.88: FAR Response Page 1, Part 1**

1. Who are the person(s) within Renewal Fuels, Inc. responsible for determining prices offered in bids/proposals? ([FAR 52.203-2](#))



**Question 2** asks whether your entity has other plants or facilities at different addresses routinely used to perform on contracts. ([FAR 52.214-14](#), [FAR 52.215-6](#))

- Answer Yes or No.
- Selecting Yes activates Add New Plant/Facility, allowing you to provide the Place of Performance Address, Owner Name, and Owner Address.
- Selecting No will grey out (disable) Add New Plant/Facility.

**Question 3** will be prefilled with “TIN is on file.” for entities which provided a Taxpayer Identification Number (TIN) in the Core Data portion of the registration. If a TIN was not required for the entity, the system will insert a statement indicating no TIN was required and provide the reason. ([FAR 52.204-3](#), [FAR 52.212-3](#))

**Question 4** asks whether your entity is following the guidelines established by the Environmental Protection Agency (EPA) for recovered material. Information on the products designated by the EPA for recovered material content can be found [here](#). ([FAR 52.223-4](#), [FAR 52.223-9](#))

- Answer Yes or No.



Figure 4.89: FAR Response Page 1, Part 2

2. Does <AGENCY NAME> have other plants/facilities at different addresses routinely used to perform on contracts? ([FAR 52.214-14](#), [FAR 52.215-6](#))

Please select a value ▼

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

3. TIN is on file. ([FAR 52.204-3](#), [FAR 52.212-3](#))

4. For products designated by the Environmental Protection Agency and provided by <AGENCY NAME> , does the percentage of recovered material content meet the applicable EPA guidelines? ([FAR 52.223-4](#), [FAR 52.223-9](#))

Please select a value ▼

CANCEL

PREVIOUS

SAVE AND CONTINUE

**Question 5** will state “Our records indicate <Entity Name> is not a small business concern and therefore does not qualify for status as a labor surplus area concern.” As a U.S. Federal Government entity, you are not eligible to qualify as a small business concern. ([FAR 52.219-1](#))

**Question 6** asks if your entity is owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis. ([FAR 52.204-3](#), [FAR 52.212-3](#))

- Answer Yes or No.
- If you answer Yes, you will be asked to provide the Company Name and TIN number.
- If you answer No, these fields will not be available.

**Question 7** asks if your entity or any of its principals are currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency. SAM will check the exclusions list for the DUNS number of your entity and indicate whether any exclusion records exist. ([FAR 52.209-5](#), [FAR 52.212-3](#))

- If an active exclusion record exists for your entity, this question will default to Yes.
- If no active exclusion record exists for your entity, answer this question with a Yes or No response.

**Question 8** is divided into two parts. ([FAR 52.209-5](#), [FAR 52.212-3](#))

The first part asks if in the past three years, your entity, or any of its principals, has been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property.

The second part asks if in the past three years your entity has been notified of any delinquent federal taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied.



- Answer these questions by selecting Yes or No.

#### Figure 4.90: FAR Responses Page 2, Part 1

5. Our records indicate <AGENCY NAME> is not a small business concern and therefore does not qualify for status as a labor surplus area concern. ([FAR 52.219-2](#))

6. Is <AGENCY NAME> owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? ([FAR 52.204-3](#), [FAR 52.212-3](#))

Please select a value ▼

If yes, please provide the company name and TIN for the common parent. ([FAR 52.204-3](#), [FAR 52.212-3](#))

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for <AGENCY NAME> . Are any of <AGENCY NAME> , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

8. In the past three-year period, has <AGENCY NAME> , or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

In the past three years, has <AGENCY NAME> been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? ([FAR 52.209-5](#), [FAR 52.212-3](#))

Please select a value ▼

**Question 9** asks if your entity, or any of its principals, are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8. ([FAR 52.209-5](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 10** asks whether within the past three years your entity has been terminated for cause (default). ([FAR 52.209-5](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 11** will always be checked None as you are not eligible to qualify as a [HUBZone](#) Joint Venture ([FAR 52.219-1](#), [FAR 52.212-3](#))

**Question 12** is reserved.

**Question 13** will always be checked None as you are not eligible to qualify as a [Joint Venture Women Owned Small Business](#) ([FAR 52.212-3](#), [FAR 52.219-1](#))

**Question 14** will always be checked None as you are not eligible to qualify as a [Joint Venture Economically Disadvantaged Women Owned Small Business](#).

**Question 15** asks if your entity provides any data to the government that qualifies as [limited rights data](#) or [restricted computer software](#). ([FAR 52.227-15](#))



- Answer Yes or No.
- If you indicate Yes, select Add New Software to provide the name of the limited rights data or the restricted computer software.
- If you indicate No then Add New Software will be grayed out (disabled).

**Figure 4.91: FAR Responses Page 2, Part 2**

9. Is <ENTITY NAME>, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No

10. Within the past three years, has <ENTITY NAME> been terminated for cause (default)? ([FAR 52.209-5](#), [FAR 52.212-3](#))

No

11. Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with <ENTITY NAME>. ([FAR 52.219-1](#), [FAR 52.212-3](#))

None

12. Reserved.

13. Our records indicate that <ENTITY NAME> is not participating in a Women Owned Small Business Joint Venture ([FAR 52.212-3](#), [FAR 52.219-1](#))

14. Our records indicate that <ENTITY NAME> is not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. ([FAR 52.212-3](#), [FAR 52.219-1](#))

15. Does <ENTITY NAME> provide any data to the Government that qualifies as limited rights data or restricted computer software? ([FAR 52.227-15](#))

No

If yes, please list limited rights data or restricted computer software below: ([FAR 52.227-15](#))

**Question 16** will display “Our records indicate that <Entity Name> has selected the Entity Structure type of U.S. Federal Government. ([FAR 2.204-3](#), [FAR 52.212-3](#))

**Question 17** asks whether your entity is a Small Disadvantaged Business (SDB) Concern. This will always be checked None as you are not eligible to qualify as a SDB Concern. ([FAR 52.212-3](#))

**Question 18** is reserved.

**Question 19** asks whether your entity delivers any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126. ([FAR 52.222-18](#), [FAR 52.212-3](#))

- Answer Yes or No.



**Question 20** asks whether your entity has held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity). ([FAR 52.222-22](#), [FAR 52.212-3](#))

- Answer Yes or No.

**Question 21** asks whether there are any end products delivered to the Government by your entity that are **foreign (non-domestic) end products**. ([FAR 52.212-3](#), [FAR 52.225-2](#), [FAR 52.225-4](#), [FAR 52.225-6](#), [DFARS 252.225-7000](#), [DFARS 252.225-7020](#), [DFARS 252.225-7035](#))

- Answer Yes or No.
- If you answer Yes, list the products and their corresponding country of origin.
- Select Add New Product to fill in these details. The list of products provided in the drop down is based off the Product Service Codes (PSCs) you listed on the Goods and Services page in the Assertions portion of SAM.
- If you do not find the product you are looking for in the drop-down menu, select Edit my PSCs to go back to the Assertions section and add any additional products there.

**Figure 4.92: FAR Responses Page 3, Part 1**

16. Our records indicate that \_\_\_\_\_ has selected the Entity Structure type of Sole Proprietorship ([FAR 52.204-3](#), [FAR 52.212-3](#))

17. Our records indicate that \_\_\_\_\_ is not a small disadvantaged business concern. ([FAR 52.212-3](#))

18. Reserved.

19. Does \_\_\_\_\_ deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? ([FAR 52.222-18](#), [FAR 52.212-3](#))

If Yes, has \_\_\_\_\_ based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. ([FAR 52.222-18](#), [FAR 52.212-3](#))

Yes

20. Has \_\_\_\_\_ held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? ([FAR 52.222-22](#), [FAR 52.212-3](#))

21. Are any end products delivered to the Government by \_\_\_\_\_ foreign (nondomestic) end products? ([FAR 52.212-3](#), [FAR 52.225-2](#), [FAR 52.225-4](#), [FAR 52.225-6](#), [DFARS 252.225-7000](#), [DFARS 252.225-7020](#), [DFARS 252.225-7035](#))

If yes, please list these products and their corresponding country of origin.

[EDIT MY PSCS](#)

[Add New Product](#)

**Question 22** asks whether your entity has filed all required Equal Employment Opportunity compliance reports. ([FAR 52.222-22](#), [FAR 52.212-3](#))

- Answer Yes or No.



**Question 23** asks you to choose the statement that best applies to your entity's affirmative action programs. ([FAR 52.222-25](#), [FAR 52.212-3](#)) The statements you may choose from are:

- <Entity Name> has developed and has on file affirmative action programs required by Secretary of Labor Regulations
- <Entity Name> does not have developed and does not have on file affirmative action programs required by Secretary of Labor Regulations
- <Entity Name> has not had previous contracts subject to written affirmative action program requirements from Secretary of Labor Regulations.

**Question 24** asks whether your entity provides maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment. ([FAR 52.212-3](#), [FAR 52.222-48](#))

- Answer Yes, No or Vendor will provide information with specific offers to the Government.
- If you answer Yes, you must answer three subsequent questions,
- If you answer No or Vendor will provide information with specific offers to the Government, these questions will be filled in as Not Applicable.

**Figure 4.93: FAR Responses Page 3, Part 2**

22. Has <agency name> filed all required Equal Employment Opportunity compliance reports? ([FAR 52.222-22](#), [FAR 52.212-3](#))

Please select a value ▼

23. Please choose one of the following statements that applies to <agency name> : ([FAR 52.222-25](#), [FAR 52.212-3](#))

- <agency name> has developed and has on file affirmative action programs required by Secretary of Labor regulations.
- <agency name> does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.
- <agency name> has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

24. Does <agency name> provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? ([FAR 52.212-3](#), [FAR 52.222-48](#))

Please select a value ▼

If yes, please answer the following questions: Are the items of equipment serviced by <agency name> commercial items which are used regularly for other than Government purposes, and are sold or traded by <agency name> in substantial quantities to the general public in the course of normal business operations? ([FAR 52.212-3](#), [FAR 52.222-48](#))

Not Applicable ▼

Are the services furnished at prices which are, or are based on, established catalog or market prices? ([FAR 52.212-3](#), [FAR 52.222-48](#))

Not Applicable ▼

Does <agency name> utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as <agency name> uses for equivalent employees servicing the same equipment of commercial customers. ([FAR 52.222-48](#))

Not Applicable ▼

CANCEL

PREVIOUS

SAVE AND CONTINUE

**Question 25** asks whether your entity provides services as described in [FAR 22.1003-4\(d\) \(1\)](#). ([FAR 52.212-3](#), [FAR 52.222-52](#))

- Answer with Yes, No, or Vendor will provide information with specific offers to the Government.
- If you answer Yes, you must answer four subsequent questions which are depicted in Figure 4.93.
- If you answer No or Vendor will provide information with specific offers to the Government, these questions will be filled in as Not Applicable.

**Figure 4.94: FAR Response Page 4 Part 1**

**Page Description**

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the fourth. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision. All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

25. Does <AGENCY NAME> provide services as described in [FAR 22.1003-4\(d\)\(1\)](#)? ([FAR 52.212-3](#), [FAR 52.222-52](#))

If yes, please answer the following questions: Are the services described in [FAR 22.1003-4\(d\)\(1\)](#) by <AGENCY NAME> offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Are the services furnished at prices which are, or are based on, established catalog or market prices? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Does <AGENCY NAME> ensure that each service employee who will perform the services described in [FAR 22.1003-4\(d\)\(1\)](#) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? ([FAR 52.212-3](#), [FAR 52.222-52](#))

Does <AGENCY NAME> have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? ([FAR 52.212-3](#), [FAR 52.222-52](#))

**Question 26** SAM determines whether any of the Product Service Codes (PSCs) you entered in the Goods and Services page in the Assertions portion of SAM are Federal Supply Codes (FSC) (FSCs are the subset of PSCs that represent products, and begin with a number). ([FAR 52.212-3](#))

If it is determined that you entered Federal Supply Codes, you will see the following: “Our record indicates that <Entity Name> has registered the following FSC codes. Provide whether the place of manufacture for each FSC code below is in the U.S. or outside the U.S.”

If it is determined that you did not enter Federal Supply Codes, you will see “You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question.”

- To edit your PSCs, return to the Goods and Services page in the Assertions portion of SAM and select Edit.

**Question 27** asks if your entity is an inverted domestic corporation. ([FAR 52.209-2](#), [FAR 52.212-3](#))

**Question 28** asks if your entity is a subsidiary of an inverted domestic corporation. ([FAR 52.209-2](#), [FAR 52.212-3](#))

**Question 29** is reserved.



**Question 30** asks if your entity is a corporation with a delinquent tax liability ([FAR 52.209-11](#))

**Question 31** asks if your entity has ever been convicted of a felony criminal violation under a Federal law within the preceding 24 months. ([FAR 52.209-11](#))

- **Question 32** asks if your entity receives \$7.5 million or more in Federal contracts during the previous Federal fiscal year. If so, this requires your entity to publicly disclose greenhouse gas emissions and reduction goals. In addition, this question optionally allows your entity, if it receives less than \$7.5 million in Federal contracts during the previous Federal fiscal year, to publicly disclose greenhouse gas emissions and reduction goals. ([FAR 52.223-22](#)).
- If you answer Yes, you have the option to answer two sub questions which are depicted in Figure 4.94.
- If you answer No, the sub question will not be answerable.

**Figure 4.95: FAR Response Page 4 Part 2**

26. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. ([FAR 52.212-3](#))

27. Is <ENTITY NAME> an inverted domestic corporation? ([FAR 52.209-2](#), [FAR 52.212-3](#))

28. Is <ENTITY NAME> a subsidiary of an inverted domestic corporation? ([FAR 52.209-2](#), [FAR 52.212-3](#))

29. Reserved.

30. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? ([FAR 52.209-11](#))

31. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? ([FAR 52.209-11](#))

32. Did <ENTITY NAME> either receive \$7.5 million or more in Federal contracts during the previous Federal fiscal year requiring it to publicly disclose greenhouse gas emissions and reduction goals or receive less than \$7.5 million in Federal contracts during the previous Federal fiscal year but still want to publicly disclose greenhouse gas emissions and reduction goals? (FAR 52.223-22)

Yes

Does <ENTITY NAME> , itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

Yes

If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.

Add New URL

Does <ENTITY NAME> , itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

No

If yes, select Add New URL to list the publicly accessible web site a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

Add New URL

CANCEL PREVIOUS SAVE AND CONTINUE

#### 4.7.3.3 Architect and Engineering Responses

The Architect and Engineering Responses are you used to help you complete your Standard Form (SF) 330 Part II, if you are interested in architect-engineer contracts. Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR). If you did not indicate via the NAICS codes you entered in the Assertions section that you were interested in A-E work, you will not need to fill out this information.

**Question 34** is the first question in the Architect and Engineering Response section.

- If you did not enter a NAICS code connected to architect and engineer activities, you will see the following text “Our records indicate that <Entity Name> has not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.” You will not be asked any additional questions on this page.
- If you did enter one of the applicable NAICS codes, you will be asked to provide additional information to complete your SF 330 part II. The first question asked is to indicate if you are interested in applying for a Federal contract for Architect-Engineer answer. If you answer Yes to this question, then you will be required to answer additional information. More detailed information can be found in question 34 in the glossary.
- You will be asked to list any former firm names used by the office associated with the DUNS number in the past 6 years. If there are no other names, select None. If there are any names, then please select Add New Former Firm Details button and enter “Company Name”, “DUNS” and “Year Established”.

**Figure 4.96: Architect-Engineer Responses**

33 SF 330 part II information submitted to SAM is available to government personnel and to anyone with access to the Internet, that knows your DUNS number. Completing this question does not satisfy the requirement of FAR section 36.603(b). Therefore, if required to do so, you may still need to file a SF330 Part II with the appropriate office(s) or board(s). Are you interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF330, Part II for this office?

Please select a value

View the full instructions on filling out the SF330 Part II information. List any former firm names used by the office associated with the DUNS number during the last 6 years including the year the name changed was effective and the associated DUNS number (corresponds to block 8a,b,c).

None

List number of employees by function code and discipline (corresponds to block 9a,b,c). List no more than 20 disciplines.

List the profile codes, experience, and annual average revenue for the last 5 years for the office associated with this DUNS number (corresponds to block 10a,b,c).

Provide A-E professional services revenues for the office associated with this DUNS number for the last 3 years (corresponds to block 11a,b,c).

Please enter the name and title of the person certifying the SF330 Part II information:

Title :

First Name :

Middle Initial :

Last Name :

- Select Add New Discipline Details to enter the number of employees for the firm and branch by function code and discipline. If you have more than one Discipline within your firm, you will need to create a new table for each Discipline by selecting Add New Discipline Details.
- Select Add New Architect Experience to open the table and list the experience and the Professional Services Revenue Index.
- Select Add New Services Revenue to open the table and list the professional services revenues for the office associated with your DUNS in the last 3 years.
- You will need to enter the name and title of the person certifying the Architect-Engineer information.
- Select Save and Continue.

#### 4.7.3.4 DFARS Responses

**Question 34** asks whether your entity wishes to bid on, or currently holds any DoD-issued or DoD-funded contracts ([DFARS 252.212-7000](#)) ([DFARS 252.247-7022](#)).

- Answer Yes or No.



- If you answer Yes you must answer Questions 35-41.
- If you answer No, the answers to Questions 35-41 will be answered as “Not Applicable.”
- If your entity wishes to bid on DoD-issued or DoD-funded contracts in the future, you can edit your registration in the future and change your response to Yes.

**Question 35** asks if you anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation. ([DFARS 252.247-7022](#))

- Answer Yes or No.

**Question 36** asks if your entity represents that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices. ([DFARS 252.216-7008](#))

- Answer Yes or No.
- If you select Yes, select the name of the host country from the drop-down menu provided.

**Question 37** asks if your entity is effectively owned or controlled by a foreign government. ([DFARS 252.209-7002](#))

- Answer Yes or No.
- If you select Yes, provide the Name and Contact information for someone at your entity who can answer questions about disclosure.
- Select Add New Foreign Government Entity to provide the Name and Address of the entity(ies) controlled by a foreign government, Description of Interest, Ownership Percentage, and the Foreign Government Country.

Figure 4.97: DFARS Responses Part 1

34. Does <ENTITY NAME> wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

35. Does <ENTITY NAME> anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)

36. Does <ENTITY NAME> represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)

If yes, please select the name of the host Country: (DFARS 252.216-7008)  
 Country:

37. Is <ENTITY NAME> effectively owned or controlled by a foreign government? (DFARS 252.209-7002)

If yes, please provide a disclosure point of contact and information about the entity(ies) controlled by a foreign government. (DFARS 252.209-7002)

First Name :

Middle Initial :

Last Name :

Telephone Number :

Extension :

International Code :

Entity(ies) controlled by Foreign Government: (DFARS 252.209-7002)

**Question 38** asks if your entity is a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Question 39** asks whether your entity is foreign and if so, if it plans to provide or use launch or other satellite services under the contract from a covered foreign country ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Question 40** asks if your entity is offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Question 41** asks if your entity is offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country ([DFARS 252.225-7049](#))

- Answer Yes or No.

**Figure 4.98: DFARS Responses Part 2**

38. Is <ENTITY NAME> a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? ([DFARS 252.225-7049](#))

39. Is <ENTITY NAME> a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? ([DFARS 252.225-7049](#))

40. Is <ENTITY NAME> offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? ([DFARS 252.225-7049](#))

41. Is <ENTITY NAME> offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? ([DFARS 252.225-7049](#))

#### 4.7.3.5 Review Representations & Certifications

Next, the Representations and Certifications page will display the complete FAR, DFARS and Architect Engineer provisions language. Be sure to review the provisions identified as Read Only Provisions.

NOTE: When certifying at the bottom of the page, you are also certifying that you have read each one of these provisions. You will be held responsible as such, so you are encouraged to open each provision and review it in full text. The default view for these provisions will be collapsed, but can be expanded by clicking the FAR or DFARS link provided.

Figure 4.99: Read Only Provisions

**READ ONLY PROVISIONS - The following FAR and DFARS provisions are provided for you to read. They do not require completion of any data. Select the provision number to expand and review the full text. When certifying to the information on this page, you are also certifying that you have read each one of these provisions.**

[FAR 52.203-11](#): Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

[FAR 52.203-18](#): Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation

[FAR 52.209-10](#): Prohibition on Contracting with Inverted Domestic Corporations.

[FAR 52.212-5](#): Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items.

[FAR 52.222-38](#): Compliance with Veterans' Employment Reporting Requirements

[FAR 52.222-50](#): Combating Trafficking in Persons

[FAR 52.222-56](#): Certification Regarding Trafficking in Persons Compliance Plan.

[FAR 52.223-1](#): Biobased Product Certification

[FAR 52.225-20](#): Prohibition on Conducting Restricted Business Operations in Sudan-Certification

[FAR 52.225-25](#): Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications

[FAR 52.227-6](#): Royalty Information

The second section contains pre-populated provisions, based on data you provided earlier in your registration. Open and review each provision before you proceed from this page. You will be held responsible for the responses in each of the provisions, so you are encouraged to open each provision and review it in full text. If you need to correct any data, a link will be provided to the relevant page for editing.

At the end of the review page, check the box to indicate that you have read each of the FAR and DFARS provisions, and completed the Architecture Engineering responses (if applicable), presented in the above section and that you attest to accuracy of the representations and certifications including the entire NAICS table. By submitting the registration, you understand you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the overnment.

**Figure 4.100: Submit Certification**

[FAR 52.222-52](#): Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

[FAR 52.223-4](#): Recovered Material Certification

[FAR 52.223-9](#): Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)

[FAR 52.223-22](#): Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation.

[FAR 52.225-2](#): Buy American Certificate

[FAR 52.225-4](#): Buy American-Free Trade Agreements-Israeli Trade Act Certificate

[FAR 52.225-6](#): Trade Agreements Certificate

[FAR 52.226-2](#): Historically Black College or University and Minority Institution Representation

[FAR 52.227-15](#): Representation of Limited Rights Data and Restricted Computer Software

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, \_\_\_\_\_, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent \_\_\_\_\_ in any of these representations or certifications to the Government.

CANCEL PREVIOUS SAVE AND CONTINUE

### 4.7.4 Entering Points of Contact (POCs)

Before your entity registration is complete, you will be asked to provide Mandatory POCs and Optional POCs. The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification

#### 4.7.4.1 POC Details

Below (Table 4.4) is a list of the POC types that All Awards and IGT registrants will see. See the glossary for more information on each POC type.

**Table 4.4: All Awards and Intra-Governmental Transaction**

POC Name	Mandatory?	Mandatory Data Elements
ELIMINATION POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
ACCOUNTS PAYABLE POC	IF YOU SELECT BUYER OR BUYER OR SELLER	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
SALES POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
ACCOUNTS RECEIVABLE POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, AND PHONE



POC Name	Mandatory?	Mandatory Data Elements
ELECTRONIC BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY AND COUNTRY PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
ELECTRONIC BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
GOVERNMENT BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
GOVERNMENT BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PARTY PERFORMING CERTIFICATION POC	MANDATORY IF 3 <sup>RD</sup> PARTY CERTIFICATION IS SELECTED	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PAST PERFORMANCE POC	OPTIONAL. THIS PERSON'S INFORMATION IS PROVIDED TO THE PAST PERFORMANCE RETRIEVAL SYSTEM (PPRS).	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY AND COUNTRY PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE
PAST PERFORMANCE ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PROCEEDINGS POC	MANDATORY IF YOU HAVE ENTERED PROCEEDINGS DETAILS.	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PROCEEDINGS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE

#### 4.7.5 Submitting Your Registration

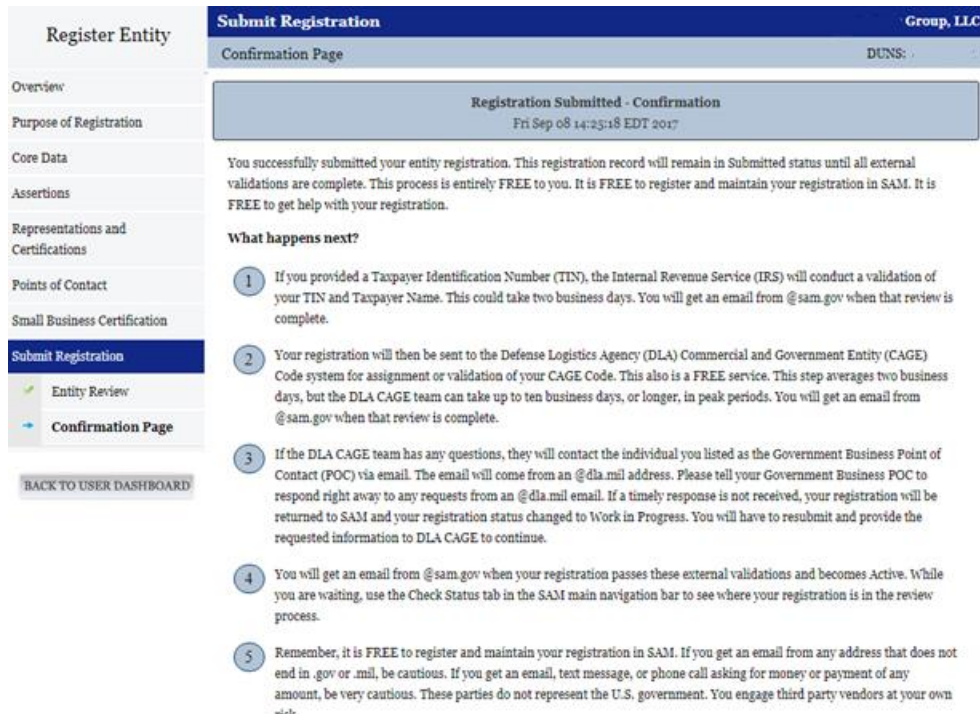
All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- Select Edit to update any necessary information in the registration.
- Select Submit to certify that the information is correct.

SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

**PLEASE NOTE: Your record is NOT yet active.**

Figure 4.101: Submit Registration Confirmation page



#### 4.7.5.1 Before Your SAM Registration is considered Active

Your entity’s registration will NOT be considered active until the following actions take place:

- TIN Match validated by the Internal Revenue Service (IRS). It may take three to five business days from the time you submitted for the IRS to validate new and updated records prior to becoming active in SAM.
- CAGE code or NCAGE code is validated or assigned by DoD, as applicable. Your registration will be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.

**Plan Ahead.** Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government



systems. You will receive a confirmation email once the registration is activated. At that time, you will be eligible for Financial Assistance from the U.S. Federal Government.

## 4.8 Registering Your Entity if you are interested in Federal Assistance and Intra-Governmental Transactions

This section describes the process of registering a Federal government entity for the purpose of being eligible for Federal Assistance and Intra-Governmental Transactions (IGT). “Federal Assistance” for purposes of this User Guide stands for Federal Financial Assistance. A grant, cooperative agreement or loan recipient, for example, are considered Federal Financial Assistance recipients. You will see on the screen that your purpose of registration will display as “Federal Financial Assistance and Intra-Governmental Transactions”. Some federal entities have the authority to bid on financial assistance opportunities and also perform IGTs. These instructions are for those entities

To register an entity for “Federal Assistance and IGT,” complete the following sections:

- [Core Data](#)
- [Assertions](#)
- [Points of Contact](#)

The navigation panel on the left side of the screen will display your progress through these sections.

### 4.8.1 Entering Core Data

The first step to register a new entity is to enter core details on your entity. Core Data includes, but is not limited to, an entity’s Data Universal Numbering System (DUNS) number and/or Department of Defense Activity Address Code (DoDAAC) (Department of Defense entities only), Legal Business Name, address, Contractor and Government Entity (CAGE) code or North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code, Taxpayer Identification Number (TIN), general information, financial information, and details about any proceedings the entity may currently be involved in. Core Data is mandatory for all registration types. Once you have completed your Core Data, your entity’s information will be displayed in the SAM Public Search. Sensitive data, such as financial information will not ever be displayed, however, if you do not wish to allow the public to search for and view your record, you may “opt-out” of public display. For more information, see SAM Search Authorization.

#### 4.8.1.1 *Requesting the Addition of a New U.S. Federal Agency on the U.S. Federal Hierarchy*

Some federal government agencies have the authority to apply for federal financial assistance opportunities. If you are registering a Federal Government entity for All Awards and IGT, the entity must already exist on the SAM Federal Government hierarchy before you can continue. When an entity is placed on the Federal Government hierarchy, this is called a level. The term level indicates that the entity is defined, it exists on the hierarchy, and there is basic information entered for the entity such as name and address. Although an agency’s SAM entity registration for federal assistance will expire if not renewed annually, the level entry itself on the hierarchy never expires. If the entity is not present on the hierarchy, you need to request it to be added. For more information, see [Hierarchy](#).

#### 4.8.1.2 *Entering a DUNS*

The first page is the Entity Information page. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). If you need a DUNS number, one will be provided to you, free of charge. Call D&B at 1-866-705-5711 or access their website at





<http://fedgov.dnb.com/webform>. You do NOT have to pay for a DUNS number if you utilize these websites and phone numbers. It will take 1-2 business days for a new D&B number to become active and available for your SAM registration

On the Entity Information page:

- Enter your DUNS number, D&B Legal Business Name (this is name that has been registered for your organization at D&B), Address (please remember that the address has to be the same as the address at D&B and must be the physical address of your location) and select Next.

This sends your entity information to D&B for validation.

Upon successful validation from D&B, you will be able to continue with your registration.

**Figure 4.102: Enter Entity Information**

<p>Register Entity</p> <p>Overview</p> <p>Purpose of Registration</p> <p>Core Data</p> <p>Assertions</p> <p>Representations and Certifications</p> <p>Points of Contact</p> <p>Submit Registration</p> <p>BACK TO USER DASHBOARD</p>	<p><b>Core Data</b></p>
	<p>Entity Information</p>
	<p style="text-align: center;"><b>Page Description</b></p> <p>Please enter the information associated with the unique identifier of the entity you want to register.</p> <p>Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.</p>
	<p><b>Unique Identifier:</b></p> <p>DUNS Number: * <input type="text"/></p> <p>If you don't already have one, you can <a href="#">request a DUNS Number for FREE</a> from Dun &amp; Bradstreet (D&amp;B). For help, U.S. entities can contact D&amp;B at 1-866-705-5711 or <a href="mailto:govt@dnb.com">govt@dnb.com</a>. International entities can email <a href="mailto:SAMhelp@dnb.com">SAMhelp@dnb.com</a>.</p>
	<p><b>Entity Name:</b></p> <p>A critical new step in entity validation requires each entity to self-report their Legal Business Name and Physical address.</p> <p>Legal Business Name: * <input type="text"/></p>
	<p><b>Entity Physical Address:</b></p> <p>Please enter the physical address associated with your entity. Your SAM registration will not be activated if you used a mailing address to get your DUNS Number.</p> <p>Address Line 1: * <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State/Province: * <input type="text" value="Please select a value"/></p> <p>ZIP/Postal Code: * <input type="text"/> <input type="text"/></p> <p>Country: * <input type="text" value="UNITED STATES"/></p>
	<p>CANCEL</p>
	<p>PREVIOUS <b>NEXT</b></p>

Once the information you provided has been verified by D&B, you will receive a “side-by-side” screen showing the details you entered compared with the details returned from D&B.

- Review and verify your entity information.
- If the data is correct, select Save and Continue.



- If the data is incorrect, visit the D&B website at <http://fedgov.dnb.com/webform> to make the necessary changes.
- Review and verify your entity information.
- Select “Save and Continue.”

#### *4.8.1.3 Entering a DODAAC*

As a Department of Defense entity, you will enter both a DUNS number and a DoDAAC. This field should include the letters "DOD" followed by the agency's six character DoDAAC. If you do not have a DoDAAC, contact your Central Service Point (CSP). If you need to make changes to a DoDAAC or its associated, name or address; or do not know your cognizant CSP; contact DoDAADHQ@DLA.MIL.

The DUNS number is your primary address. If the DUNS number and DoDAAC information are different, the information received from D&B will be the primary identifier for your registration in SAM. Once you submit your entity's information, you will need to review and verify that the information received is correct.

Figure 4.103: Verify DoDAAC Information

**Page Description**

Please review the information retrieved from Dun & Bradstreet (D&B) and the Defense Logistics Agency (DLA) for accuracy. If you click "Save & Continue," the information from D&B and DLA will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in the respective systems.

*If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.*

REFRESH D&B DATA

Details Entered by the user	Details returned from D&B
<p>DUNS: 166052857</p> <p><b>Name:</b></p> <p>Legal Business Name: DEFENSE SUPPLY &amp; MANUFACTURING, INC.</p> <p><b>Address:</b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>	<p>DUNS: 166052857</p> <p><b>Name:</b></p> <p>Legal Business Name: DEFENSE SUPPLY &amp; MANUFACTURING, INC.</p> <p><b>Address:</b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>
Details Entered by the user	Details returned from DLA
<p>DoDAAC: DODW16BEC</p> <p><b>Name:</b></p> <p>Legal Business Name:</p> <p><b>Address:</b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>	<p>DoDAAC: DODW16BEC</p> <p><b>Name:</b></p> <p>Legal Business Name:</p> <p><b>Address:</b></p> <p>Address Line: 639 HILLTOP TRL W</p> <p>City: FORT ATKINSON</p> <p>State: WI</p> <p>ZIP/Postal Code: 53538-2464</p> <p>Country: UNITED STATES</p>

CANCEL
PREVIOUS
SAVE AND CONTINUE

#### 4.8.1.4 Business Information

After you enter your DUNS information and passed validation, you can enter the business information for your entity. See Figure 4.103.



- Enter your [business start date](#).
- Enter the date on which your company’s [fiscal year ends](#).
- Enter your company [division name](#) and [number](#) (if applicable).
- Enter your [company’s URL](#) (if applicable).
- [Congressional District](#) will be pre-filled for you by the system based on your physical address (if applicable). This will include the two-character abbreviation for the state or territory and the two-digit congressional district. Next, create your [Marketing Partner Identification Number \(MPIN\)](#). The MPIN will be used to provide you access to other systems, such as Grants.gov and Past Performance Information Retrieval System (PPIRS). Your MPIN acts as your password in these systems so you should guard it as such. A MPIN is required even if you do not anticipate usage of authorized MPIN systems. **If you pay U.S. taxes you will also need your MPIN in an upcoming screen so please be sure to remember it.** The MPIN must contain nine characters; at least one letter and one number character each. It should not contain spaces or special characters. You may change the MPIN at any time.
- Your physical address will appear next. This is pre-filled from the D&B address associated with your DUNS number. Your physical address is the location of your building.

**Figure 4.104: Business Information Part 1**

**Page Description**

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY): \*

Fiscal Year End Close Date (MM/DD): \*

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: Oxfordshire

Create/Enter MPIN: \*

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

▼ Physical Address - Oxford

- Next associate a mailing address to the entity. Select Copy Physical Address if your mailing address is the same as the physical address.
- Enter the [Tax Identification Number \(TIN\)](#) for your entity. As a U.S. Federal Government agency your TIN Type will be an [Employee Identification Number \(EIN\)](#).
- Select Save and Continue.

Figure 4.105: Business Information Page Part 2

▼ Mailing Address
COPY PHYSICAL ADDRESS

Address Type:

Address Line 1\*:

Address Line 2:

City\*:

State/Province\*:

ZIP/Postal Code\*:

Country\*:

---

**Taxpayer Identification Number (TIN):**

Select your TIN Type. Most entities who pay U.S. taxes select Employer Identification Number (EIN). If you don't have one, you can [request an EIN online from the IRS](#) for free. If you are a Sole Proprietor or a single-member Limited Liability Company (LLC), you may select Social Security Number (SSN). Choose carefully. You cannot change your TIN Type once you navigate beyond this page.

TIN Type\*:  **Note:** If you select SSN as your TIN Type on this page, you must select either Sole Proprietorship or Limited Liability Company on the General Information page later during this registration.

EIN:

CANCEL
PREVIOUS
SAVE AND CONTINUE

NOTE: The Marketing Partner Identification Number (MPIN) and Taxpayer Identification Number (TIN) fields will be partially masked upon selecting Save and Continue. Authorized users will see the last four characters when they return to this page.

#### 4.8.1.5 IRS TIN Consent

Please carefully read the "Consent to Disclosure of Tax Information" and follow the instructions given to provide the Taxpayer Information required for the most current tax year reported. Providing this consent is a mandatory part of the registration process if your entity is located in the United States or pays employees within the United States.

By completing the form and signing it with your Marketing Partner Identification Number (MPIN), pursuant to 26 U.S.C. 6103(c), you authorize the Internal Revenue Service (IRS) to validate and disclose to the SAM Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for your entity in the most current tax year reported. This is referred to as the TIN Match.

Once the TIN Match is complete, your entity's IRS-validated name and TIN will reside in SAM and will be accessible to authorized U.S. government procurement officials and other U.S. government personnel



performing managerial review and oversight for use in all U.S. governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information in support of this TIN Match, you certify that you have the authority to execute this consent for disclosure for this tax return information.

If your entity is located in the United States, or pays employees within the United States, you must provide the following taxpayer information to complete the consent form:

- **Taxpayer Name.** Enter the exact Taxpayer Name the IRS has on file for your entity's TIN according to its most recent tax return. Your Taxpayer Name may be slightly different than the Legal Business Name of the entity being registered. Review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) to find your Taxpayer Name. Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
- **Taxpayer Identification Number (TIN).** This field will be populated with the TIN, i.e. Employer Identification Number (EIN) or Social Security Number (SSN), you entered on the Business Information page. You cannot edit this field on the IRS Consent page.

**Figure 4.106: IRS Consent Form Part 1**

**Page Description**

Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.

Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**CONSENT TO DISCLOSURE OF TAX INFORMATION**

By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6403(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for [Entity Name] in the most current tax year reported.

I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.

**TIN Match Instructions:**

Provide the Taxpayer Information required for the most current tax year reported for this entity.

Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.

For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.

**Provide Taxpayer Information:**

Taxpayer Name\*:

*Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.*

Taxpayer Identification Number (TIN):

- **Taxpayer Address.** Enter the address that the IRS has on file for your entity. You may select the Copy Mailing Address or Copy Physical Address buttons to use one of the addresses you have entered earlier in the registration, if appropriate.
- **Type of Tax.** This field will be populated as Applicable Federal Tax.
- **Tax Year.** Enter a four-digit value for the most recent Tax Year in which you reported taxes. It must be no later than the current calendar year.
- **Name of Individual Executing Consent.** Enter the full name of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Title of Individual Executing Consent.** Enter the title of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
- **Signature (MPIN).** Enter the value for the MPIN you created on the Business Information Page. The MPIN serves as your signature to execute the consent to disclosure of tax information.
- **Date.** Today's date will be populated once you enter your MPIN to sign the consent and select Save and Continue. This serves as the official date the individual with legal authority executed consent.

Figure 4.107: IRS Consent Form, Part 2

<u>Taxpayer Address:</u>		<input type="button" value="COPY MAILING ADDRESS"/>	<input type="button" value="COPY PHYSICAL ADDRESS"/>
Address Line 1*:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
City*:	<input type="text"/>		
State/Province*:	<input type="text" value="Please select a value"/>		
ZIP/Postal Code:	<input type="text"/>		
Country*:	<input type="text" value="Please select a value"/>		
Type of Tax:	Applicable Federal Tax		
Tax Year (YYYY)*: <i>(Insert Most Recent Tax Year)</i>	<input type="text"/>		
Name of Individual Executing Consent*:	<input type="text"/>		
Title of the Individual Executing Consent*:	<input type="text"/>		
Signature*:	<input type="text"/>	Enter your MPIN here	
Date*:	<input type="text"/>		
<input type="button" value="CANCEL"/>		<input type="button" value="PREVIOUS"/>	<input type="button" value="SAVE AND CONTINUE"/>



Once you complete the consent form, select Save and Continue. At that time, all information required to perform the TIN Match will be sent to the IRS and the page will be locked until the TIN Match is complete. You will not be able to edit this page while the TIN Match is being performed.

**NOTE:** If your entity is located outside the United States and does not pay employees within the United States, you are not required to provide a Taxpayer Identification Number (TIN) on the Business Information page. If you did not provide a TIN, you will not see the IRS Consent page during the registration process and should proceed to the NCAE code section.

#### 4.8.1.6 CAGE Code

You will now be on the CAGE Code page. The [Commercial and Government Entity \(CAGE\)](#) Code is a five-character ID number which is assigned to entities located in the United States by the Defense Logistics Agency’s (DLA’s) Logistics Information Service, under North Atlantic Treaty Organization (NATO) procedures, and used within the Federal Government. All U.S. entities must pass a CAGE code validation process.

- Answer the question, “Does your entity already have a CAGE Code?”
- If you answered Yes, enter your CAGE Code in the next field.
- You can select Search to review the Legal Business Name and Physical Address that DLA has on file for the CAGE you entered. This will not change your entity record and the information is only displayed so that you can confirm you have provided the correct CAGE Code for your entity.
- If you answered No, then a CAGE Code will automatically be assigned to your entity once you submit your entity’s registration and the TIN validation has been returned.
- Select Save and Continue.

Please note CAGE Code validation may take up to 10 business days to process in SAM.

**Figure 4.108: CAGE Code**

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

CAGE Code:



#### 4.8.1.6.1 Invalid CAGE Code Error

Upon selecting Save and Continue, the entered CAGE code will be validated automatically. If the provided code does not match the code that the Defense Logistics Agency has on record, you will receive an error message stating that your CAGE code could not be found. If this error is triggered, you will not be able to proceed forward through the registration until you enter the correct code or select No to the CAGE Code question.

**Figure 4.109: Incorrect CAGE Code Error**

**Mandatory Errors**

The CAGE code you have entered is already in use by another registration in SAM. Are you sure you want to try and register using this CAGE code with this DUNS number? If so, please check the number and try again. If you have entered the number correctly, you need to deactivate the existing SAM registration already using this CAGE code before trying to add this CAGE code to this registration record. Remember, you do not have to enter a CAGE code. You can select No and leave the CAGE Code field blank. A new CAGE code will be assigned after you submit your registration.

---

**Page Description**

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? \*  Yes  No

You may select Search to check the DLA CAGE database for the Legal Business Name and Physical Address associated with the CAGE Code you entered. Once you select Search, the page will reload and display any available match. This information is only displayed to help you confirm you entered the correct CAGE Code. If you do not want to use this CAGE Code, select Clear.

#### 4.8.1.7 General Information Page

Complete General Information about your entity. General Information includes the types of government that may be applicable to your entity, any institution types for which your entity qualifies, and the business relationship your office will have with other federal entities (Buyer or Seller).

The categorization of your entity as a government organization is pre-filled based on your purpose of registration.

Select any government type that applies to your entity.

- Federal Agency
- Federally Funded Research and Development Center (FFRDC)

Select the business relationship your office will have with other federal entities. You should select one of the following:

- [Buyer](#)

- [Seller](#)
- [Buyer and Seller](#)

**Figure 4.110: General Information Part 1**

Page Description
<p>Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.</p> <p>Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.</p>
<p>You categorized your government entity as:</p> <p>US Federal Government ▾</p> <p>Select any government type that applies to your entity. Choose all that apply.</p> <p><input type="checkbox"/> Federal Agency</p> <p><input type="checkbox"/> Federally Funded Research and Development Center</p>

Select any government types that apply to your entity:

- [Airport Authority](#)
- [Council of Governments](#)
- [House Authority Public/Tribal](#)
- [Interstate Entity](#)
- [Planning Commission](#)
- [Port Authority](#)
- [Transit Authority](#)

Indicate if your entity qualifies as one of the following institution types:

- [Community Development Corporation](#)
- [Domestic Shelter](#)
- [Educational Institution](#). If you select Educational Institution these additional options will appear:
  - [1862 Land Grant College](#)
  - [1890 Land Grant College](#)
  - [1994 Land Grant College](#)
  - [Historically Black College or University \(HBCU\)](#)
  - [Minority Institutions](#)
  - [Private University or College](#)
  - [School of Forestry](#)
  - [Hispanic Servicing Institution](#)
  - [State Controlled Institution of Higher Learning](#)
  - [Tribal College](#)

- [Veterinary College](#)
- [Alaskan Native Servicing Institution \(ANSI\)](#)
- [Native Hawaiian Servicing Institution \(NHSI\)](#)
- [Foundation](#)
- [Hospital](#)
- Veterinary Hospital

Select Save and Continue.

**Figure 4.111: General Information Part 2**

**Government Types:**  
 Select any government type that applies to your entity. Choose all that apply.

- Transit Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Airport Authority

**Institution Type:**  
 Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable
Not Applicable
Community Development Corporation
Domestic Shelter
Educational Institution
Foundation
Hospital
Veterinary Hospital

PREVIOUS
SAVE AND CONTINUE

#### 4.8.1.8 Financial Information

On the Financial Information page, you will enter the information necessary to receive payment for any goods or services you provide. If you do not have the information necessary to complete this page, contact your bank or financial institution. Please note, you may enter EITHER the Agency Location Code (ALC)/Disbursing Office (DO) information for the Intergovernmental Payment and Collection (IPAC) OR banking information for Electronic Funds Transfer (EFT), but you must enter at least one. You have the option to enter both if desired.

- Answer if your entity accepts the Government wide purchase card as a method of payment.
- You are asked for the [Department Code](#), which identifies the agency based on the Treasury Index of Agency Codes.
- Enter your [Agency Location Code \(ALC\)](#) which corresponds to the registering office. This must be associated in a one-to-one relationship with the DUNS number. You will then receive a drop-down list based on your agency, and you may choose one. If you do not know which code relates

to this office, ask your finance office. DoD registrants will have the option of selecting from any ALC associated with one of the five DoD department codes (097, 017, 057, 021, or 096).

- Enter your [Disbursing Office \(DO\)](#) code assigned by the Treasury IPAC system. You should have only one DO per record.

In rare circumstances, you may find that you have more than one DO per record. In that case, you may need to create DUNS + 4 or DoDAAC+4 extension after your initial record is active. To do this return to this screen and select Add New Account Details to add the appropriate information.

**Figure 4.112: Financial Information**

Department Code: \*

---

**CITIBANK - Checking**

You must provide either your organization's intragovernmental transfer Account Details or banking information to enable Electronic Funds Transfer. You may provide both types of financial information, but only need to enter one set of data in order to proceed.

**Account Details:**

Agency Location Code:

Disbursing Office Symbol:

**Electronic Funds Transfer (EFT):**

Account Type: \*

ABA Routing Number: \*

Account Number: \*

**Automated Clearing House (ACH):**

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: \*  (xxx)xxx-xxxx

A.C.H Non-U.S. Phone:  xxx-xxxxxxxxxxxx

A.C.H Fax:  (xxx)xxx-xxxx

A.C.H Email:

**Remittance Information:**

Merchant ID1: \*  Mandatory if credit card payment is opted as Yes

Merchant ID2:

Accounting Station (FSN):

- Enter your [Merchant ID\(s\)](#). If you have indicated that you accept credit cards and that you are a “Seller” or “Buyer and Seller” then at least one Merchant ID is required. If you work with two different banks to process credit card receipts, you may have two merchant IDs.
- Enter your Accounting Station, which is also referred to as [Fiscal Station Number \(FSN\)](#).

- Enter your remittance information. The remittance name and address information is mandatory data. This information will be used to mail you a paper check in the event that an EFT transfer does not work. If you use a lockbox and want checks mailed directly to the bank, use the bank's name and address here.
- Select Save and Continue.

NOTE: The ABA Routing Number and Bank Account Number fields will be partially masked upon selecting Save and Continue. Authorized entity users will see the last four characters of those fields when they return to this page.

#### 4.8.1.8.1 DUNS +4

If your entity has more than one bank account that needs to be listed on the registration, you will need to create DUNS+4. The DUNS+4 should be created if the registered entity only has one physical location but more than one bank account. The DUNS+4 is a user generated four-digit number.

To add a DUNS+4, scroll to the bottom of the financial information page and select Add Additional Account. A new financial information table will appear that is identical to Figure 4.112. Fill in all mandatory data and select Save and Confirm (or continue to add additional accounts if you have more than 2 bank accounts for this DUNS number).

**Figure 4.113: DUNS+4 Add Additional Account**

Only add an additional account if you have more than one set of U.S. banking information for this DUNS number.

Note: primary banking information can be changed by writing over the ABA Routing Number and Account Number and saving the page.

#### 4.8.1.9 Executive Compensation Questions

In the Executive Compensation section, you are asked to provide information which supports the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended, reporting requirements. You may also refer to Public Law 110-252 dated June 30, 2008, Chapter 2, Section 6202.

- If you answer Yes for the first question on Executive Compensation, you will be asked to answer an additional question shown in Figure 4.113.
- If you answer No to the second question, you must provide additional details on the following page.
- If required, you must provide the following details for the five (5) most highly compensated executives for your entity:
  - Name - You must provide your top five executive compensated employees' names. "Executive," means officers, managing partners, or any other employees in management positions.
  - Title
  - Total Compensation value - "Total compensation" means the cash and non-cash dollar value earned by the executive during the entity's preceding completed fiscal year.

- The salary and compensation information you provide will not be publicly viewable in SAM, however, it will be made public in accordance with the Federal Funding Accountability and Transparency Act (FFATA). This Act requires that this information be supplied to the public (via [usaspending.gov](http://usaspending.gov)) in relation to federal awards (including federal contracts, federal financial assistance, and expenditures) you receive, if applicable.

**Figure 4.114: Executive Compensation**

**Page Description**

Please answer the questions below to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on [USAspending.gov](http://USAspending.gov) in association with any eligible Federal award your entity receives.

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? \*

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? \*

- After answering the questions, select Save and Continue.

#### 4.8.1.10 Proceedings Information

You are required to provide proceedings data about entity. You must answer up to three (3) qualifying questions to determine if this information is required.

Figure 4.115: Proceedings Questions

Page Description
<p>Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.</p> <p>Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.</p> <p><b><u>Proceedings:</u></b></p> <p>Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract or assistance award that contains the award term and condition described in 2 C.F.R. 200 Appendix XII? *</p> <p>Please select a value ▾</p> <p>Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?</p> <p>Not Applicable ▾</p> <p>Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State</p> <ol style="list-style-type: none"> <li>1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;</li> <li>2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or</li> <li>3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?</li> </ol> <p>Not Applicable ▾</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input type="button" value="SAVE AND CONTINUE"/></p>

If you answer Yes to all of the questions you must provide the following detailed information about each current proceeding against your entity:

- [Instrument](#)
- [State](#)
- [Instrument Number](#)
- [Type of Proceeding](#)
- [Disposition](#)



- [Description of the Proceeding](#)

Proceedings Information entered on or after April 15, 2011 is available to the public through the Federal Awardee Performance and Integrity Information System (FAPIIS) in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII.

Responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

- After answering the questions, select Save and Continue.

#### 4.8.1.11 SAM Search Authorization

Registrants are allowed to opt-out of public display of their record within SAM. Opting out may result in a reduction in Federal Government business opportunities, and subcontractors who choose this option will not be visible to prime contractors. Entities that have opted out will be removed only from the SAM public search, but will still be visible to users with For Official Use Only (FOUO) data access and will be provided in accordance with Freedom of Information Act (FOIA) requests. Please note that your banking information and Taxpayer Identification Number are treated as sensitive data and will not be displayed to the public regardless of your selection.

If you wish to opt out of public search, uncheck the clause: “Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners....”

NOTE: Your IGT information will automatically be opted out of public search and will only be available to users with For Official Use Only data access.

**Figure 4.116: SAM Search Authorization**

**Page Description**

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). Learn more about [SAM public search results](#).

Include my entity's non-sensitive information in SAM public search engine results and the public data file. I want to maximize my business opportunities with the U.S. government and other partners. If I uncheck this box, my entity's non-sensitive information will only be available to the public in the SAM public data file.

NOTE: SAM never releases sensitive information, such as your Taxpayer Identification Number or banking information for electronic funds transfer, to the public in either its public search view or public data file. Sensitive information is only available to authorized U.S. government officials.

CANCEL
PREVIOUS
SAVE AND CONTINUE

#### 4.8.2 Entering Assertions

Assertions include, but are not limited to, data about the types of goods and services the entity provides optional Electronic Data Interchange (EDI) and information if the entity wishes to be included in the Disaster Response Registry.





#### 4.8.2.1 Goods and Services

Upon completing your Core Data, enter information about the types of goods and services your entity can provide. The data you provide assists the government in locating entities that can provide certain goods and/or services.

- Enter [North American Industry Classification System \(NAICS\)](#) Codes that best represent the type of industry in which your entity does business. The Small Business Administration (SBA), through public rule making, assigns thresholds to the individual NAICS Codes that are used to assess if entities may be considered a small business in certain classification areas. If you would like to know more about NAICS codes, you can go to <http://www.census.gov/eos/www/naics/>. You must supply at least one for your registration to be complete. You can add or change NAICS codes at any time.
- In the Search for NAICS Code text box, type in the NAICS code or enter a word description of the type of services your business is involved in.
- Select Add next to the applicable NAICS code.
- As you select NAICS, the NAICS show up under NAICS Codes Selected.
- Select one of the chosen NAICS as your primary NAICS code by selecting the radio button under the “Mark as Primary” column.
- If needed, you can delete a NAICS by selecting Remove to the right of each NAICS selected.

**Figure 4.117: Enter NAICS**

Registration Overview

Purpose of Registration

Core Data

Assertions

- Goods and Services
- Size Metrics
- EDI Information
- Disaster Response Information
- Review Assertions

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

**Page Description**

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Add NAICS Codes: \***

Search for NAICS Code:

NAICS Codes Selected			
Mark as	NAICS Code	Description	Action
Only the first 100 characters of the description are shown			
●	921190	OTHER GENERAL GOVERNMENT SUPPORT	<input style="border: none; background-color: #800000; color: white; padding: 2px 5px; font-size: x-small;" type="button" value="REMOVE"/>
○	922190	OTHER JUSTICE, PUBLIC ORDER, AND SAFETY ACTIVITIES	<input style="border: none; background-color: #800000; color: white; padding: 2px 5px; font-size: x-small;" type="button" value="REMOVE"/>

You also have the option to add [Product and Service Codes \(PSCs\)](#). This section works the same way as the NAICS section. PSCs are four-character codes used to identify the types of goods and services your entity can provide. Codes that start with a number indicate types of product, codes that start with a letter indicate types of services. More information about PSCs can be found [here](#).

- Search for your PSCs.
- Select Add next to the applicable PSC.
- Select Save and Continue.

SAM Federal User Guide – v3.09

162 of 299

Figure 4.118: Select Product and Service Codes

**Add Product and Service Codes:**

Search for PSC:

Currently displaying first 200 items found. Please narrow your search to get complete results.

PSC Code	Description	Action
AD92	R&D- DEFENSE OTHER: OTHER (APPLIED RESEARCH/EXPLORATORY DEVELOPMENT)	<input type="button" value="ADD"/>
AD93	R&D- DEFENSE OTHER: OTHER (ADVANCED DEVELOPMENT)	<input type="button" value="ADD"/>
AD94	R&D- DEFENSE OTHER: OTHER (ENGINEERING DEVELOPMENT)	<input type="button" value="ADD"/>
AD95	R&D- DEFENSE OTHER: OTHER (OPERATIONAL SYSTEMS DEVELOPMENT)	<input type="button" value="ADD"/>
AD96	R&D- DEFENSE OTHER: OTHER (MANAGEMENT/SUPPORT)	<input type="button" value="ADD"/>

**Product and Service Codes Selected**

PSC	Description	Action
	Only the first 100 characters of the description are shown	

#### 4.8.2.2 Size Metrics

Size metrics for Federal Assistance and IGT registrations only contain one field and that is [Annual Revenue \(from all IGT Transactions\)](#) which is depicted in Figure 4.118.

- Enter your agency's total revenue from IGT sales for the previous fiscal year. This should be for the particular office related to this DUNS number or DoDAAC, not for the agency as a whole.

**Figure 4.119: IGTs – Enter Size Metrics**

- Overview
- Purpose of Registration
- Core Data
- Assertions
- Goods and Services
- ➔ **Size Metrics**
- Review Assertions
- Points of Contact
- Submit Certification

**Page Description**

Please enter world-wide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS Number you are registering. The world-wide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Size Metrics:**

Annual Revenue (from all IGTs) :                      \$

BACK TO USER DASHBOARD
CANCEL
PREVIOUS
SAVE AND CONTINUE

- When done, select Save and Continue.

### 4.8.3 Entering Points of Contact (POCs)

Before your entity registration is complete, you will be asked to provide Mandatory POCs and Optional POCs. The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification.

#### 4.8.3.1 POC Details

Below (Table 4.5) is a list of the POC types that Federal Assistance and IGT registrants will see. See the glossary for more information on each POC type.

**Table 4.5: Federal Assistance and Intra-Governmental Points of Contact**

POC Name	Mandatory?	Mandatory Data Elements
ELIMINATION POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
ACCOUNTS PAYABLE POC	IF YOU SELECT BUYER OR BUYER OR SELLER	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
SALES POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
ACCOUNTS RECEIVABLE POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL
ELECTRONIC BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
ELECTRONIC BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, ADDRESS, CITY, AND COUNTRY. PHONE, STATE/PROVINCE (IF US OR CANADA), AND ZIP/POSTAL CODE

POC Name	Mandatory?	Mandatory Data Elements
GOVERNMENT BUSINESS POC	MANDATORY	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
GOVERNMENT BUSINESS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PROCEEDINGS POC	MANDATORY IF YOU HAVE ENTERED PROCEEDINGS DETAILS.	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE
PROCEEDINGS ALTERNATE POC	OPTIONAL	FIRST NAME, LAST NAME, EMAIL, PHONE, ADDRESS, CITY, STATE/PROVINCE (IF US OR CANADA), COUNTRY, ZIP/POSTAL CODE

#### 4.8.4 Submitting the Registration

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen.

- Review your registration record in its entirety.
- Select Edit to update any necessary information in the registration.
- Select Submit to certify that the information is correct.

SAM will display a confirmation indicating you successfully submitted your registration. You will also receive a confirmation email.

**PLEASE NOTE: Your record is NOT yet active**

**Figure 4.120: Submit Registration Confirmation page**



#### 4.8.4.1 Before Your SAM Registration is considered Active

Your entity’s registration will NOT be considered active until the following actions take place:

- TIN Match validated by the Internal Revenue Service (IRS). It may take three to five business days from the time you submitted for the IRS to validate new and updated records prior to becoming active in SAM.
- CAGE code or NCAGE code is validated or assigned by DoD, as applicable. Your registration will be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.

You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, use the Check Status tab in the SAM main navigation bar to see where your registration is in the review process.

**Plan Ahead.** Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems. You will receive a confirmation email once the registration is activated. At that time, you will be eligible for Financial Assistance from the U.S. Federal Government.

### 4.9 Status Indicators for your Registration

Your Entity Management record will have one of the following statuses as you go through the registration process:

Status	Definition
Draft	The registrant has initiated an Entity Management registration and has completed the DUNS/DoDAAC validation but has not finished entering their Core Data information
Work in Progress	The registrant has completed all of their Core Data information but has not completed the remaining sections and has not submitted their registration.
Submitted	The registrant has successfully completed all of their Entity Management information and clicked on submit. SAM has submitted their information to have the TIN and CAGE code be validated by IRS and DLA CAGE. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.
Active	The Entity Management information has been completed by the registrant and the information has been successfully validated by IRS and DLA CAGE.
Expired	The registrant has not updated their Entity Management information at least once in the past 365, the registration becomes in-active.

Status	Definition
Deleted	The registrant has taken action to delete their registration.
Inactive	The Entity Management record has been replaced by an updated record. The historical record is placed into the Inactive status.

### 4.9.1 SAM Status Tracker

You may view your registration’s status using the SAM Status Tracker tool from the main navigation bar. To check your status using the SAM Status Tracker tool, navigate to SAM.gov and select Check Status. By entering your DUNS or CAGE Code in the fields provided shown in Figure 4.120. The SAM Status Tracker will show you the current status of that DUNS number, as well as telling you what steps you have left to complete based on why you are registering.

Figure 4.121: SAM Status Tracker Tool

**Use the SAM Status Tracker Now**

Check registration status by typing in a DUNS Number.

DUNS Number  Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.

CAGE Code

The SAM Status Tracker uses seven circles to represent the registration process: Core Data, Assertions, Reps & Certs, POCs, Submit, Processing, and Active. Visual indicators in the circles, text underneath the circles, a status message in bold above the circles and user messaging combine to give the registration status.

Figure 4.122: SAM Status Tracker – Registration Status

### SAM Status Tracker

Check registration status by typing in a DUNS number.

DUNS Number  Plus 4 (Optional)


Or, check registration status by typing in a (N)CAGE Code.

(N)CAGE Code


---

#### Status: Work in Progress


Continue your SAM registration by completing the Points of Contact (POC) section.




**Core Data**  
Completed




**Assertions**  
Not Required




**Reps & Certs**  
Not Required




**POCs**  
In Progress



**Submit**



**Processing**



**Active**

## 4.10 Maintaining Your Entity's Data

### 4.10.1 Printing and Saving Your Entity's Record

If you would like a copy of your entity's record, you may print the record or save it to a PDF. You can perform either action by navigating to the Entity Registration section of your record. Simply log in to SAM and navigate to Existing Entity Registrations. When you have found your entity, select the View button under Registration Details, and then select Entity Registration in the sub navigation bar. Your entity's record will appear along with two options to print or save to PDF.

Figure 4.123: Printing and Saving Your Entity's Record to PDF

Entity Registration

**Page Description**

This page contains a view of the entire Entity Registration record. To print or save a copy of this registration, select Print. To view a specific section of the registration, select one of the sub-navigation links (for example, Core Data or POCs) under Entity Registration. To access a previous version of this registration, pick from the record drop-down list then select View Selected Record. The page will reload to display the record.

### 4.10.2 Downloading Your SAM Registrations (XML)

To download your SAM registration in XML format, go to My SAM -> Entity Registrations-> Select Existing Entity Registrations. Here you will see a link to download your active or expired SAM registrations in XML.



**Figure 4.124: Downloading Your SAM Registrations (XML)**

<p><b>MY SAM</b></p> <hr/> <p>My User Roles</p> <p>Entity Users</p> <p><b>Entity Registrations</b></p> <p>Existing Entity Registrations</p> <p>Register New Entity</p> <p>BioPreferred Reporting</p> <hr/> <p>Federal Hierarchy Management</p> <hr/> <p>Exclusions</p> <hr/> <p>My Account Settings</p> <hr/> <p>My Data Access</p> <hr/> <p>General</p>	<p><b>Entity Registrations</b></p>
	<p><b>Existing Entity Registrations</b></p>
	<p style="text-align: center;"><b>Page Description</b></p> <p>This page allows you to manage your existing entity registrations regardless of the record status. The Entity List contains all entities with which you have user roles. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.</p> <p>Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in both sections. Check the Registration Status, then select the action you wish to take.</p> <p>For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List and the details will display in the appropriate Registration Details table.</p> <p>To register a new entity in SAM, select the Register New Entity link from the sub-navigation menu.</p> <p><b>IMPORTANT: If you navigate away from a page during the registration process without selecting Save and Continue, the information entered on the page will NOT be saved, you must select Save and Continue on every page.</b></p>
	<p><b>Search for an Entity :</b></p> <p>Legal Business Name: <input type="text"/></p> <p>DUNS Number: <input type="text"/></p> <p>DoDAAC: <input type="text"/></p> <p>CAGE/NCAGE Code: <input type="text"/></p> <p>Office Code: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> <p style="text-align: center;"> <a href="#">Download Your Active SAM Registrations (XML)</a>  <a href="#">Download Your Expired SAM Registrations (XML)</a> </p>

### 4.10.3 Your responsibilities

You are responsible for ensuring the accuracy of your entity’s registration in SAM.

You are responsible for updating all of your registration information as it changes, including ensuring that the most updated changes from D&B and IRS are reflected in your entity’s registration in SAM.

Remember that the Legal Business Name and Physical Address information are automatically input into your registration from D&B, and it is your responsibility to keep this information updated at D&B.

Entities within the U.S. may contact D&B at 1-866-705-5711. Both U.S. and foreign entities may also use their website at <http://fedgov.dnb.com/webform>.

You must renew and revalidate your registration at least every 12 months from the date you previously registered to maintain an active status in SAM. SAM automatically sends an email to the entity administrator (and entity registration representative) 60, 30, and 15 days prior to expiration to remind users to renew their registrations and another email once a registration expires. However, you are strongly urged to revalidate your registration more frequently to ensure that SAM is up-to-date and in sync with changes (such as an address change) that may have been made to your D&B or IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some Federal Government agencies. Please be aware that some federal contracts or assistance awards may require you to revalidate your registration more frequently than every 12 months.



Please review the terms and conditions of your federal award carefully to ensure what is required to be compliant.

People in your entity may leave at various times. It is very important that you keep the POC information for your record as up to date as possible. You can enter your registration and update the POC information at any time. Please note that by updating only the POC page, you are not meeting the obligation for renewal of your registration.

You may voluntarily deactivate your registration at any time by logging into SAM. If you deactivate your registration by mistake, you may also call the Federal Service Desk to reinstate your registration.

In the event the Electronic-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, access privileges of each POC.

In the event the Agency Administrator (SAM user) leaves your organization, you must ensure that his or her alternate and successor have the reference materials they need to continue with the SAM Entity Management update process. For instance, the Administrator should have the access to the reference guides, names, and contacts of individuals involved with the registration process and other information need to maintain your entity's record in SAM.

#### **4.10.4 Editing Your Entity's Data**

You can make changes to Expired Registrations, Draft/Work in Progress Registrations, and Active Registrations at any time. Please note that you may not edit a submitted registration until it has been activated. To edit your entity's registration, follow these steps:

- Go to SAM's homepage (SAM.gov) and log in. You will be directed to your My SAM page.
- Select the Entity Registrations link in the sub-navigation menu, then select the Existing Entity Registrations link.

Figure 4.125: Search for Registrations to Update Record

<b>MY SAM</b>	<b>Entity Registrations</b>
	Existing Entity Registrations
<ul style="list-style-type: none"> <li>My User Roles</li> <li>Entity Users</li> <li style="background-color: #003366; color: white;">Entity Registrations <ul style="list-style-type: none"> <li>Existing Entity Registrations</li> <li>Register New Entity</li> <li>BioPreferred Reporting</li> </ul> </li> <li>Federal Hierarchy Management</li> <li>Exclusions</li> <li>My Account Settings</li> <li>My Data Access</li> <li>General</li> </ul>	<p style="text-align: center;"><b>Page Description</b></p> <p>This page allows you to manage your existing entity registrations regardless of the record status. The Entity List contains all entities with which you have user roles. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.</p> <p>Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in both sections. Check the Registration Status, then select the action you wish to take.</p> <p>For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List and the details will display in the appropriate Registration Details table.</p> <p>To register a new entity in SAM, select the Register New Entity link from the sub-navigation menu.</p> <p><b>IMPORTANT: If you navigate away from a page during the registration process without selecting Save and Continue, the information entered on the page will NOT be saved, you must select Save and Continue on every page.</b></p> <p style="text-align: center;"><b>Search for an Entity :</b></p> <p>Legal Business Name: <input type="text"/></p> <p>DUNS Number: <input type="text"/></p> <p>DoDAAC: <input type="text"/></p> <p>CAGE/NCAGE Code: <input type="text"/></p> <p>Office Code: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </p> <p style="text-align: center;"> <a href="#">Download Your Active SAM Registrations (XML)</a>  <a href="#">Download Your Expired SAM Registrations (XML)</a> </p>

- Search for the entity registration that you want to update. If the registration is active, the information will show under Registration Details for Complete Record. Select the Update Entity button under this section if there is no draft or work in progress already created. If there is a draft or work in progress created, the registration will also show under Registration Details for Incomplete Record. Select the Update Entity button under this table, regardless if the system shows an Active registration as well. If the registration is Expired, and a work in progress or draft record has not been started, select the Update Entity button under Registration Details for Complete Record.

Figure 4.126: Existing Entity Registrations

Registration Details for Complete Record	Registration Details for Incomplete Record
<p><b>Entity Name:</b> G S A Office of Civil Rights  <b>DUNS Number:</b> 128111627</p> <p><b>Address:</b>            1800 &amp; F STS NW Rm 5127            Washington, DC 20405            UNITED STATES</p> <p><b>Purpose of Registration:</b> IGT Only  <b>Registration Status:</b> Expired  <b>Expiration Date:</b> 01/06/2013  <b>Address Update Required:</b> No</p> <p> <input type="button" value="UPDATE ENTITY"/> <input type="button" value="VIEW"/> <input type="button" value="DEACTIVATE"/> </p>	<p>Your entity registration is Expired. Please select Update Entity from Registration Details for Complete Record if you want to renew it.</p>

- If you are updating an already active entity, you will be asked what you would like to update. If you need to change your purpose for registering in SAM select Purpose of Registration and remaining entity registration from the drop-down list. If you need to update the registration without changing the Purpose of Registration, select All sections applicable to the registration besides the Purpose of Registration from the drop-down list. If you only need to update your Point of Contacts in the registration, select Point of Contacts (POC) ONLY from the drop-down list.
- Make the necessary changes and select Save and Continue on each updated page.
- After you review the entire registration, select Submit on the final review page. Or, if you are not ready to re-submit the registration, select Back to User Dashboard. **NOTE: You do not need to re-submit the registration if you only update the POC information. If you update and save the POC information, the changes will be automatically saved to the record.**

Upon selecting Submit you will receive a confirmation that you have successfully re-submitted your registration. You will also receive a confirmation email.

#### 4.10.5 Data Received from External Sources

SAM connects to external databases that are considered to be the authoritative sources of information for specific data elements. These include D&B for business address information, ZIP Info for congressional district information and Treasury’s Debt Management Service for indication if an entity has debt subject to collection under the Treasury Offset Program, and SBA for the small business program information and size protests. The data from these sources are appended to your entity registration automatically through SAM.

D&B is the source for DUNS number validations as explained previously. SAM will not accept a registration that has different business information (name and address) than what has been registered at



D&B for the DUNS number. In addition, D&B reviews all DUNS number records in SAM to ensure that the system has the most current information. If information on a DUNS number record in D&B changes, such as an address or legal business name, and that DUNS number is registered in SAM, D&B will notify SAM of the updates. The registrant will then receive a notification that they need to come to SAM and accept the new information for their record.

SAM determines your congressional district based on the physical address information that is used during the registration. Primarily, SAM will retrieve the congressional district information for your entity from ZIPInfo.com. SAM also has secondary methods available to determine congressional district. This information is added to your record automatically and is adjusted as needed. If your physical address changes, then the congressional district information is also updated for your record.

SAM receives information from the Treasury that flags your record for if it has debt subject to collection under the Treasury Offset Program. This tells contracting officers they cannot use the government purchase card to make payment to your entity. This information is received directly from the Treasury and automatically added to your record.

SAM receives information from the Small Business Administration (SBA) in regards to certain small business certifications, such as the 8(a) Business Development Program and HUBZone Program.

If the Small Business Administration (SBA) deems it necessary to remove an entity's 8(a) or HUBZone certification, SAM displays a + next to those business types with some additional language explaining why that symbol is there. SAM adds the \* when SBA has filed a protest against someone small's business status.

**(+) Plus symbol:** When you see the (+) plus symbol next to a SBA 8(a) or HUBZone certification, the Small Business Administration (SBA) has notified SAM that an entity has been removed from a certification program, such as 8(a) Business Development Program, 8(a) Joint Venture Program, or HUBZone Program. In cases where that removal has occurred after the potential contractors' completion of their representations and certification, you will see a '+' sign next to the information on the firm's SAM profile. The '+' will be removed once the potential contractor has gone back into the system and updated their registration.)

**(\*) Asterisk symbol:** When you see the (\*) asterisk symbol next to an entity's Small Business Size Determination the Small Business Administration (SBA) has notified SAM that the entity is not small for that NAICS and the firm has not updated their SAM profile although they have been notified to do so. The (\*) will be removed once the entity has updated their SAM profile.

#### 4.10.6 Deactivating an Entity Registration

As an Agency Administrator – Entity Management, you can deactivate your entire Entity Management registration.

- Select Entity Registrations on your My SAM page, then select Existing Entity Registrations.
- Select the entity that you want to deactivate from your Entity List. Select Deactivate from Registration Details for Complete Record. You may only deactivate Active or Expired records.

Figure 4.127: Deactivate Entity

Registration Details for Complete Record	Registration Details for Incomplete Record
<p><b>Entity Name: SAM.GOV</b></p> <p>DUNS Number: 123456789 CAGE: 123AB</p> <p>Address: 123 Main Street Washington, DC United States</p> <p>Purpose of Registration: Federal Assistance Awards Registration Status: Expired Expiration Date: 05/13/2013 Address Update Required: No</p> <p> <input type="button" value="UPDATE ENTITY"/> <input type="button" value="VIEW"/> <input type="button" value="DEACTIVATE"/> </p>	<p>Your entity registration is Expired. Please select Update Entity from Registration Details for Complete Record if you want to renew it.</p>

- Select Next to confirm the deactivation.
- Select Submit. Your entity is now deactivated and the system has notified your entity users.

When you deactivate a registration:

- It is no longer searchable in SAM.
- All users lose their roles with that entity.
- You must contact the SAM Help Desk to reactivate your entity.

NOTE: Since your [Entity Management registration](#) is for a U.S. Federal Government entity (so your agency has the authority to bid on grants and/or contracts and therefore, has registered as if they are a public entity), deactivating the registration will not affect your department/agency/office's place on the Federal Government Hierarchy. (When an entity is placed on the hierarchy, this is called a level. The term level indicates that the entity exists on the hierarchy, and there is basic information entered for the entity such as name and address). Your level in the Federal Government Hierarchy can still be active even if you have deactivated your Entity Management registration. Agency Administrative Roles and Office Registration Representative Roles with the Entity Management Registration will be lost. Additionally, your entity's Entity Management registration will no longer appear in SAM's public [search](#) and as long as it is deactivated, your entity's ability to bid on grants and contracts or conduct IGTs may be affected. If users for your entity performed other actions in SAM (like creating exclusion records), they could still perform these actions.

## 5 Administrator

As an administrator in SAM, you are responsible for managing the users who have access to your entity. There are different types of administrators in SAM, each with specific privileges. Table 5.1 shows the administrators found in SAM and the users under their responsibility.



**Table 5.1: Administrative Authority**

Administrator	Users
AGENCY ROLES ADMINISTRATOR	<ul style="list-style-type: none"> <li>• AGENCY ADMINISTRATOR – ENTITY MANAGEMENT</li> <li>• AGENCY ADMINISTRATOR – EXCLUSIONS</li> <li>• AGENCY EXCLUSIONS REPRESENTATIVE</li> <li>• AGENCY HIERARCHY MAINTAINER</li> <li>• OFFICE REGISTRATION REPRESENTATIVE</li> </ul>
AGENCY ADMINISTRATOR – ENTITY MANAGEMENT	<ul style="list-style-type: none"> <li>• AGENCY ADMINISTRATOR – ENTITY MANAGEMENT</li> <li>• OFFICE REGISTRATION REPRESENTATIVE</li> </ul>
AGENCY ADMINISTRATOR – EXCLUSIONS	<ul style="list-style-type: none"> <li>• AGENCY ADMINISTRATOR – EXCLUSIONS</li> <li>• AGENCY EXCLUSIONS REPRESENTATIVE</li> </ul>

The users listed above are users that you can manage at your own entity or a lower level entity in your organization’s hierarchy.

## 5.1 Federal Administrators

As a Federal Administrator, you are responsible for managing which users have roles with your entity and any entities below you in your organization’s hierarchy in SAM. For instance, if you are the administrator at your organization’s national headquarters (and it is registered in SAM), you can assign roles at all of the offices (registered in SAM) that are underneath your headquarters.

You have authority over users only within your specified functional area however, if necessary, you can have additional administrator roles for other functional areas. Today in SAM, there are different Federal Administrators for Entity Management and Exclusions roles.

### 5.1.1 Becoming a Federal Administrator in SAM

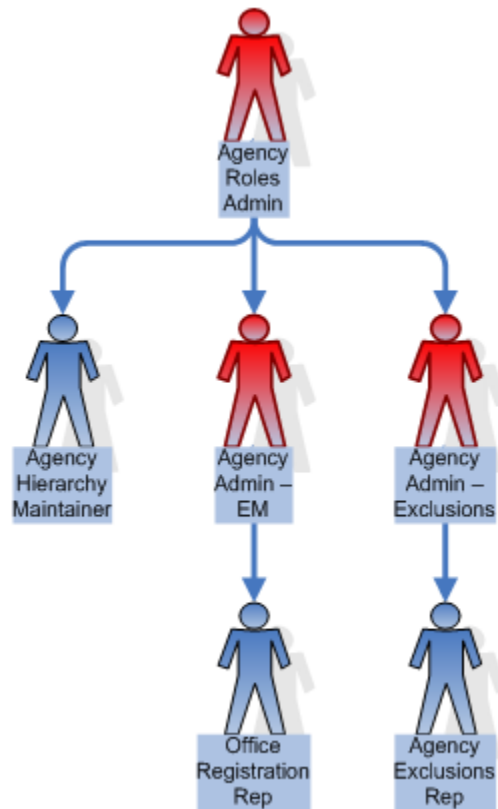
There are several ways to become an administrator in SAM:

- You can request administrator roles using the Request Roles with New Entity functionality in SAM. For more information, see [Requesting a Role with a New Entity](#).
- Another Administrator can assign you administrator roles as an entity can have more than one administrator. For more information, see [Managing Invitations to Accept Roles from an Administrator](#).

### 5.1.2 Federal Roles

As an administrator, you have authority over a certain set of roles. The roles you can manage depend on your administrator type. Figure 5.1 displays the six Federal roles available in Phase 1. The Federal Administrator roles are displayed in red in the diagram. As an Administrator, you can manage roles listed underneath your role in the diagram. You can also manage administrators with the same role as you.

Figure 5.1: Federal Roles



Federal roles include:

- [Agency Roles Administrator](#)
  - Administrator who can assign all Federal Government roles
  - CANNOT create an [Entity Management registration](#) (such as an IGT registration), an Exclusion record, or an Office on the Federal Hierarchy
- [Agency Administrator – Entity Management](#)
  - Primary responsibility is to create/edit/delete [Entity Management registrations](#) (such as IGT registrations, federal contract registrations, or federal assistance registrations) for your agency AND assign other users (known as Office Registration Representatives) to create/edit those records.
  - Can also assign other Agency Administrators for Entity Management
  - Formerly “Agency Registration Official” in FedReg or “Administrator” in CCR
- [Agency Administrator – Exclusions](#)
  - Creates/edits/deletes an agency’s [exclusions](#)
  - Can assign others to be Agency Administrator for Exclusions
  - Can assign the Agency Exclusion Representative role, if they choose to do so.



- [Agency Exclusions Representative](#)
  - Creates/edits [exclusions](#)
  - The difference between this role and Agency Administrator - Exclusions role is that the administrator role can assign roles to users.
  - Formerly “Debar User” in EPLS
- [Agency Hierarchy Maintainer](#)
  - Can submit requests to FPDS to add/update/remove Offices on the [Federal Hierarchy](#)
- [Office Registration Representative](#)
  - Create/edits an [Entity Management registration](#) (such as IGT registrations, federal contract registrations, or federal assistance registrations)
  - The difference between this role and Agency Administrator - Entity Management role is that the administrator role can assign roles to users.
  - Formerly “Registrant” in FedReg or “Maintenance User” in CCR

**NOTE:** Within your department/agency not all of these roles need to be assigned. At a minimum, you must assign an Agency Hierarchy Maintainer, Agency Administrator for Entity Management and an Agency Administration for Exclusions. These can be assigned to one user or multiple users.

## 5.2 Managing Entity Users

The sections below cover the specific actions that you can take as an administrator of an entity:

[Inviting users to your entity](#)

[Managing current users of your entity](#)

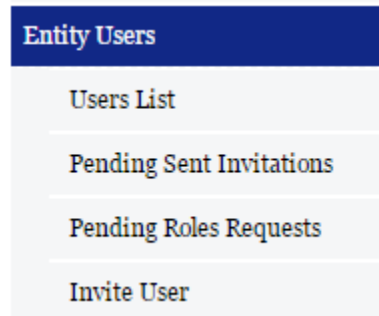
[Managing role requests](#)

[Deactivating entities](#)

### 5.2.1 Inviting Users to Your Entity

As a Federal Administrator for your entity, you can invite users to join your entity, allowing them to perform actions on your entity’s behalf. This section explains how you can invite users to your entity who do not currently have a role with your entity in SAM. Follow these steps to invite a user to join your entity:

- Select Entity Users from the sub-navigation menu on your My SAM page, then select Invite User.

**Figure 5.2: Entity Users - Invite Users Link**

- Select the entity to which you want to invite the user. All entities that you have authority over are displayed. If you have authority over any lower level entities such as all offices within your agency, you can click the “+” to expand your organization’s hierarchy. Select Next.
- You can search for your entity by its name, DUNS (if applicable), or code for that entity in the Federal Government hierarchy (only applicable if your entity is on the Federal Government hierarchy. This includes Department Code, Agency Code, Major and Sub-Command Codes, and Office Code).
- Enter the email address of the user you want to invite to your entity. SAM uses the email address to search for an existing SAM account with a matching email address. Select Next.

NOTE: An individual does not need to already have a SAM account prior to being invited.

If the email address is found, SAM will perform additional checks on the user’s roles. If any of the following conditions apply, the user cannot be invited to your entity.

- User already has a role under your authority. If you see this message, the user already has a role with your entity. You can manage this user’s role from your Users List page. For more information on managing an existing user’s role, see [Managing Existing Users](#).
- User has pending role request to join your entity. For more information on managing a role request, see [Managing Role Requests](#).
- User has pending invitation to join your entity. In this case, you must delete the invitation if you want to send another one. For more information on how to manage an invitation, see [Managing Invitations](#).
- User has existing role with entity that conflicts with your entity. Users cannot have a role with a Federal Government entity and a non-Federal Government entity using the same SAM account.

SAM displays an error message if you cannot invite the user to your entity and prompts you to enter a different email address.

If you can invite the user, SAM displays the user’s basic information and asks you to confirm that you would like to invite the user to your entity.

- Select Yes, Invite User if the email and account is correct.
- Select No, perform another search if you need to use a different email address. The system will inform you if it still could not find a matching email address and allows you to continue with the invitation using the email address submitted.

**Figure 5.3: Found Matching Email Address**

The screenshot shows the 'Invite User' workflow in SAM.GOV. The 'User Search Results' section displays the following information:

Title :	Mr.
First Name :	Demo
Middle Initial :	
Last Name :	User2
Phone Number :	
Extension :	
Email Address :	samroletester+demouser2@gmail.com

Below the search results, there is a confirmation prompt: "Would you like to invite this user?". At the bottom, there are three buttons: "CANCEL", "No, Perform another search", and "Yes, Invite User".

- Select a [role](#) for the user from the Role Pick List by checking the box. This list will vary based on the entity and your administrative rights.

**NOTE:** Roles are grouped hierarchically, which means that certain roles with more authority (the parent role) will automatically include the rights of other roles (children roles) with lesser authority. Select the “+” to see all the roles underneath that role.

- When you select a role, it appears on the User’s Roles list.
- To remove a role from the invitation, uncheck the role on the Role Pick List.

Figure 5.4: Assign Roles Page

**Assign Roles**

Please use the Role Pick List to select the role(s) you want to grant this user. To add or remove a role, check or un-check the box found next to the role name. Any role you have successfully assigned will appear in the User's Roles list. You can only grant the user roles for which you have role authority.

For keyboard only users, to check/uncheck role(s), press the space bar for a role from the Role Pick List and it will be added to the User's Roles table (on the right). To expand/collapse the roles, press the enter key. In order to complete the invitation, click the "Next" button.

Role Pick List	User's Roles
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Agency Administrator - Exclusions</b></li> <li><input checked="" type="checkbox"/> <b>Agency Exclusions Representative</b></li> <li><input type="checkbox"/> <b>Agency Hierarchy Maintainer</b></li> <li><input checked="" type="checkbox"/> <b>Agency Roles Administrator</b></li> <li><input checked="" type="checkbox"/> <b>Agency Administrator - Entity Management</b></li> <li><input checked="" type="checkbox"/> <b>Office Registration Representative</b></li> </ul>	<ul style="list-style-type: none"> <li> <b>Agency Administrator - Exclusions</b></li> <li> <b>Agency Exclusions Representative</b></li> <li> <b>Agency Roles Administrator</b></li> <li> <b>Agency Administrator - Entity Management</b></li> <li> <b>Office Registration Representative</b></li> </ul>

- Enter a reason for the invitation. If you are inviting a user without a SAM account, you must also enter the user's first and last name.
- Select Next to advance to the Summary page.
- Select Submit to finish the role invitation. SAM sends a notification email to the user. If the user does not have a SAM account, he or she must create one to accept the invitation.

#### 5.2.1.1 Managing Invitations

As an administrator, you have the ability to delete pending invitations that you have sent. To delete pending invitations, follow these steps:

- Select Pending Sent Invitations under Entity Users on the navigation panel of your My SAM page.

**Figure 5.5: Pending Sent Invitations Link**



- Review the list of invitations you have sent that have not yet been accepted or rejected by the invitee.
- Select View to see more details about each invitation.
- Select Delete Invitation at the bottom of the invitation details page to delete the invitation.
- The system will confirm that you wish to delete the invitation. Select Yes, Delete Invitation to complete the process.

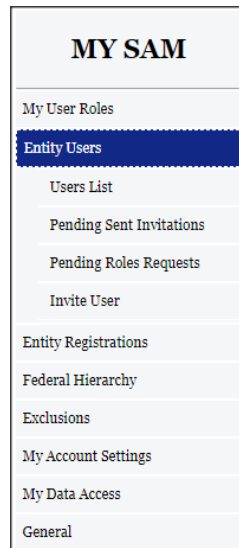
NOTE: When you delete an invitation, the invitee will no longer have the ability to access the invitation. The invitee receives an email informing him/her that the invitation has been deleted.

### 5.2.1.2 *Managing Existing Users*

As an administrator, you have the ability to manage users connected to your entity and any entities that are underneath you in your organization’s hierarchy. For more information on the hierarchy, see [Hierarchy Maintenance](#). Follow these steps to manage your entity’s users in SAM:

- Select Entity Users from the sub-navigation menu on your My SAM page, then select Users List.

**Figure 5.6: Users List Link**



- On the Entity Users page, all the entities for which you are the administrator are presented in the Entity List.
- Select an entry on the Entity List to display all users with that entity in the Users List.
- Alternatively, you may search for a user by entering the user’s name, username, or email address in the User field. You can also pull up all users for an entity (that you are an administrator for) by entering the DUNS Number, entity name, or CAGE Code. This is a convenient tool to use if you need to find a specific entity or user and you are the administrator for a multitude of entities.

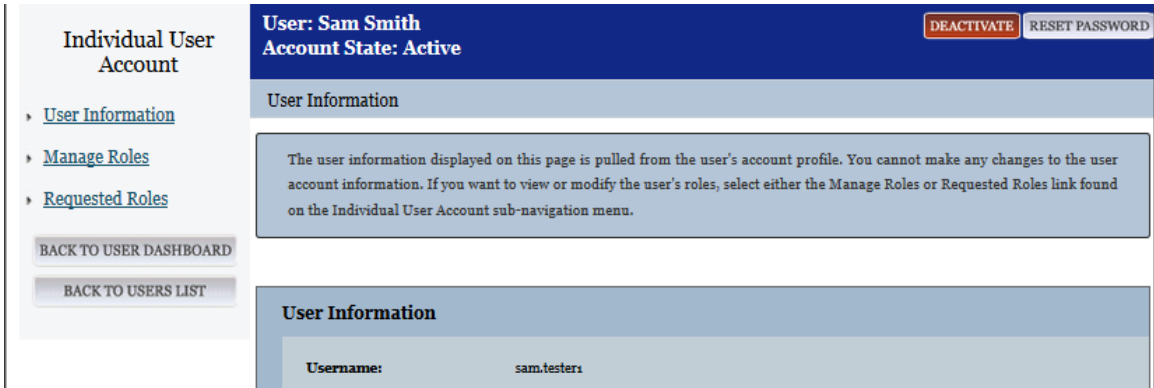
**Figure 5.7: Entity Users Page**

- As a Federal user with administrator roles, you may search for a user by entering the user’s name, username, or email address in the User field. You can also pull up all users for an entity by entering the DUNS number, DODAAC, entity name, Office Code or CAGE Code. You may also sort by Level type ([Federal Hierarchy](#) related).

**Figure 5.8: Filter Types - Entity Users Page (Federal)**

- If you select a user under Users List, the User Information page will display showing the user’s profile information with the exception of his or her security questions/answers as well as associated roles to existing entity registrations.

Figure 5.9: User Information



The screenshot displays the 'User Information' page for 'User: Sam Smith' with an 'Active' account state. At the top right, there are 'DEACTIVATE' and 'RESET PASSWORD' buttons. The left navigation panel includes links for 'User Information', 'Manage Roles', and 'Requested Roles', along with 'BACK TO USER DASHBOARD' and 'BACK TO USERS LIST' buttons. A central message box states: 'The user information displayed on this page is pulled from the user's account profile. You cannot make any changes to the user account information. If you want to view or modify the user's roles, select either the Manage Roles or Requested Roles link found on the Individual User Account sub-navigation menu.' Below this, the 'User Information' section shows the 'Username: sam.testers'.

- Select Manage Roles from the navigation panel on the left side of the screen to see the roles the user has with your entities.
- Select Requested Roles to manage an existing user's own request for additional roles.

### 5.2.1.3 Modifying User Roles

As an administrator, you can modify a user's roles within your entity. To do so:

- Navigate to Entity Users -> Users List
- To remove roles from a user on a specific entity that you have admin roles to, select the entity name under Entity List. By selecting the entity, a list of users who are associated to the record will appear under the Users List. Find the user you are removing from this entity and click on their name.
- Select the user's name to manage the user. This will open the [User Information page](#).
- In the user's record, select Manage Roles.
- The Entity List displays the entities you can administer.

Figure 5.10: Manage Roles Page

Individual User Account	User: abc xyz Account State: Active		
<a href="#">User Information</a> <a href="#">Manage Roles</a> <a href="#">Requested Roles</a> <a href="#">Other Roles</a>	Manage Roles		
<a href="#">BACK TO USER DASHBOARD</a> <a href="#">BACK TO USERS LIST</a>	<p style="text-align: center;"><b>Roles</b></p> <p>To grant roles to this user, please select the entities for which you would like to grant this user roles. If you would like to remove roles from the user's granted roles, please deselect the roles. If you remove all the roles a user has under an entity, the user will be disassociated from the entity. Use the Save button to save the roles identified under the "Granted User Roles" section. Only the roles that can be granted at the selected entity will be displayed. In other words, some roles can only be granted at the agency level while others can only be granted at the office level.</p>		
	<p><b>Search for an Entity:</b></p> <p>Entity Type: <input type="text" value="Federal"/></p> <p>Level Type: <input type="text" value="Department"/></p> <p>Name: <input type="text"/></p> <p>DUNS: <input type="text"/></p> <p>DODAAC: <input type="text"/></p> <p>Office Code: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Entity List</td> <td style="width: 50%; text-align: center;">Roles Details</td> </tr> </table>	Entity List	Roles Details
Entity List	Roles Details		

- Selecting an entity will display both the user's existing granted roles and [roles](#) that you can assign in the Role List. The user's granted roles will already be selected.
- Check each new role you wish to grant the user.
- Roles are grouped hierarchically, which means that certain roles with more authority (the parent role) will automatically include the rights of other roles (children roles) with lesser authority. Select the "+" to see all the roles underneath that role. Any children roles beneath the selected role will be selected as well.
- Uncheck the role if you wish to remove the user's role to the specific entity.
- The Granted User Roles section displays the roles the user will be granted. The roles in black are the user's current roles. The roles in red are the new roles that you are about to grant. Select Save to continue.
- You are taken to the Summary page to review the actions that you have taken on the user's roles. Each role will have one of the following labels:
  - Role(s) Assigned – For roles which you are assigning
  - Role(s) Removed – For roles which you have removed
  - Role(s) Existing – For roles the user currently has
- Select Submit to confirm the changes. The system immediately updates the user's roles and sends a notification.





#### 5.2.1.4 *Disassociating a User from an Entity*

Occasionally you may need to remove all of a user's roles. This is called disassociating a user. To do this:

- On your Users List page, select the user you want to disassociate.
- On the Manage Roles page, select the entity from which you want to disassociate the user.
- Deselect all of the user's roles for that entity as explained in [Modifying User Roles](#) and select Save.
- The Disassociate User from Entity page opens, displaying all the entity from which you are disassociating the user. You can only disassociate users from entities where you are an administrator.
- Provide the reason why you are disassociating a user from the entity and select Next.

The "Summary" page opens, showing all the role changes you have made.

- Select Submit to confirm the changes. The roles are removed immediately and the system sends a notification to the user.

#### 5.2.1.5 *Other Roles*

As an agency administrator, you may see other roles a user has outside of your entity and role authority. This includes roles and data access rights the user has in other functional areas.

### 5.2.2 **Managing Role Requests**

As the administrator, you will receive emails with role requests for your entity. You can see pending role requests under the Entity Users section of your My SAM page.

- Select Pending Role Requests.
- Select View to open a specific request.

**Figure 5.11: Manage Roles Requests Page**

Requested Roles (Please select one of the following requests)		
Date Requested	Entity	Roles
2012-06-08 00:00:00.0	Department of SAM	Agency Administrator - Entity Management, Office Registration Representative

Request Details	
<p><b>Entity Details:</b></p> <p>Entity Name: Department of SAM</p> <p>Department Code: 2000</p> <p>Agency Code:</p> <p>Office Code: 2000</p> <p>Node Type: 0</p> <p>Node Status: Active</p> <p>Address Line 1: 100 Adams Ave</p> <p>Address Line 2:</p> <p>City: Washington</p> <p>State: DC</p> <p>ZIP/Postal Code: 20001</p> <p>Country: UNITED STATES</p> <p>DUNS Number:</p> <p>DoDAAC:</p>	<p><b>Request Details:</b></p> <p>Requested Date: 2012-06-08 00:00:00.0</p> <p>Reason for Request: I need to register our office to conduct Intragovernmental transactions</p> <div style="border: 1px solid gray; padding: 5px;"> <p><input type="checkbox"/> Agency Administrator - Entity Management</p> <p><input type="checkbox"/> Office Registration Representative</p> </div>

- The roles the user requested are displayed in the Request Details section.
- To approve the request, check the roles you wish to grant and select Approve Selected Roles.
- Alternatively, you can reject the request by selecting Reject Entire Request.
- On the Summary page, you can view your decision.
- Select Submit to finalize your decision. SAM sends the requestor a notification.

If the requestor currently has roles with your entity, you can also manage a role request by:

- Selecting Users List under the Entity Users header on your My SAM page.
- Select the user you wish to view by first selecting the entity, then selecting the appropriate user's name.
- Select Requested Roles on the User Information page.

## 6 Search

In SAM, you can perform full text searches with or without a SAM account. However, if you wish to save your search results or see data that is not public, you must have a SAM account and have permissions to

see non-public data. For more information on how roles and permissions relate to search, see [Impact of Roles on Search Results](#).

When performing a search in SAM, be aware of the following disclaimer:

**Limitation on Permissible Use of Dun & Bradstreet, Inc. (D&B) Data**

This website contains data supplied by third party information suppliers, one of which is D&B. For the purposes of the following limitation on permissible use of D&B data, which includes each entity's DUNS Number and its associated business information, "D&B Open Data" is defined as the following data elements: Business Name, Street Address, City Name, State/Province Name, Country Name, County Code, State/Province Code, State/Province Abbreviation, ZIP/Postal Code, Country Name and Country Code.

D&B hereby grants you, the user, a license for a limited, non-exclusive right to use D&B Open Data within the limitations set forth herein. By using this website, you agree that you shall not use D&B Open Data without giving written attribution to the source of such data (i.e., D&B) and shall not access, use or disseminate D&B Open Data in bulk, (i.e., in amounts sufficient for use as an original source or as a substitute for the product and/or service being licensed hereunder).

Except for data elements identified above as D&B Open Data, under no circumstances are you authorized to use any other D&B data for commercial, resale or marketing purposes (e.g., identifying, quantifying, segmenting and/or analyzing customers and prospective customers). Systematic access (electronic harvesting) or extraction of content from the website, including the use of "bots" or "spiders", is prohibited. Federal government entities are authorized to use the D&B data for purposes of acquisition as defined in FAR 2.101 and for the purpose of managing Federal awards, including sub-awards, or reporting Federal award information.

GSA assumes no liability for the use of the D&B data once it is downloaded or accessed. The D&B data is provided "as is" without warranty of any kind. The D&B data is the intellectual property of D&B. In no event will D&B or any third-party information supplier be liable in any way with regard to the use of the D&B data. For more information about the scope of permissible use of D&B data licensed hereunder, please contact D&B at [dataseu\\_govt@dnb.com](mailto:dataseu_govt@dnb.com).

## 6.1 Accessing Search

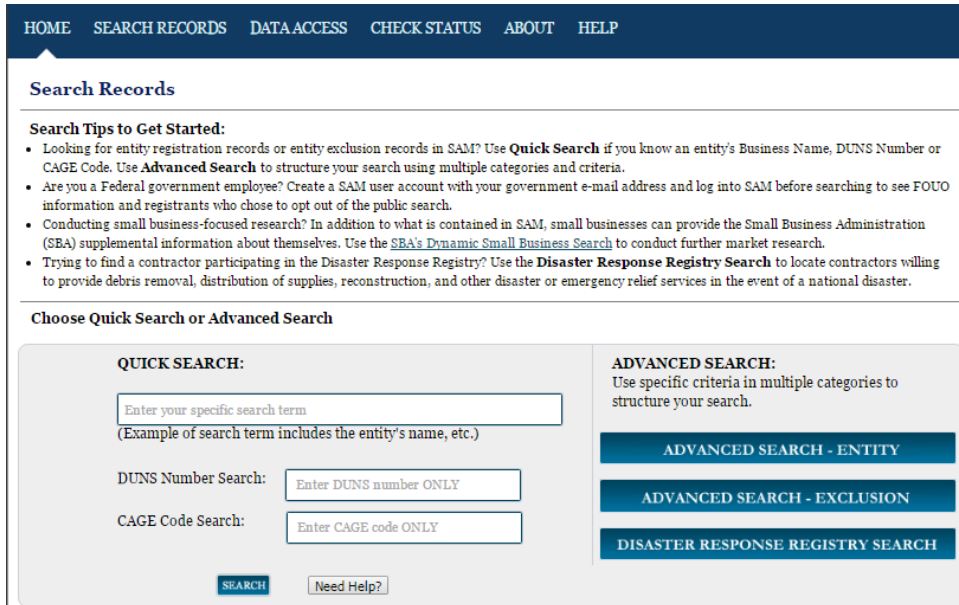
There are several ways to access search capabilities in SAM. If you wish to perform search without logging in, you can access the search tool from the main home page of the SAM website. Select Search Records icon on the home page to be taken to the search function (see Figure 6.1 for reference).

**Figure 6.1: SAM Homepage Search**



- In addition, the Search tab is always displayed on the navigation bar at the top of the page. Select Search Records tab to open the Search page.

Figure 6.2: SAM Navigation Search Bar



HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

### Search Records

**Search Tips to Get Started:**

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SEA) supplemental information about themselves. Use the [SEA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

**Choose Quick Search or Advanced Search**

**QUICK SEARCH:**

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

**ADVANCED SEARCH:**  
Use specific criteria in multiple categories to structure your search.

- Under Quick Search, you can search for a specific term in the first text field or you can search for a specific DUNS Number or CAGE Code. You can only search in one field at a time.
- When you have entered the appropriate search term, select Search.
- You can also navigate to the Advanced Search section by selecting one of the three options shown in Figure 6.2 (Advanced Search – Entity, Advanced Search – Exclusion, or Disaster Response Registry Search).

### 6.1.1 Advanced Search

Advanced search allows users to search for Entity Management Records, Exclusion Records or entities participating in the Disaster Response Registry while using specific search criteria. After navigating to the search section, as explained above, select the type of records that you want to view. You can only search within one functional area at a time. If you want to view [Entity Management registrations](#) in SAM, select “Advanced Search - Entity.” If you wish to view exclusion records, select “Advanced Search - Exclusion.” Please note that Small Business NAICS Search can be performed under the “Advanced Search – Entity” section. In SAM, searches default automatically to display all active record types. You have the option to view either active records, inactive records, or both active and inactive records by selecting the applicable status filters.

#### 6.1.1.1 Advanced Search – Entity Management

If you select Advanced Search – Entity Management, you will be brought to a page with 5 accordion style filter sections. “Entity” will only allow you to search by one sub-filter at a time (within the Entity section). “Entity Type,” “Location,” “Socio-Economic Status,” and “Products and Services allow you to search by multiple sub-filters *within* its own section. Please note that when you search for multiple sub-filter criteria within one section, the results returned will show you results that list at least ONE of your filter criteria. For example, if you search under “Entity Type” and select “Federal Agency” and “U.S. Local Government” from the selections within the accordion, the results returned will show registered entities that are either listed as Federal Agencies *or* U.S. Local Governments.

**Figure 6.3: Search Filter – Entity Functional Area Example**

Advanced Search - Entity

---

Structure your search for entity registration records in SAM using a combination of criteria from multiple categories. The checkbox corresponding to each category header expands the accordion to display your options. If you select more than one search term within a category, results can meet either value, i.e. the system applies an OR logic. If you select search terms in multiple categories, results must meet both criteria, i.e. the system applies an AND logic.

**Search Tips:**

- You will find business types and purpose of registration in the Entity Type category.
- You will find socio-economic indicators, such as SBA Certified 8(a) and HUBZone, in the Socio-Economic Status category.
- You can conduct a small business search by NAICS Code using the Products and Services category.
- [Search terms are defined in the SAM User Guide Glossary.](#)

---

**Registration Status**  Active  Inactive

**Registrations with an Active Exclusion(s)**  Yes  No

**Registrations with Debt Subject to Offset**  Yes  No

Within an accordion, search will be performed with an OR condition. Between accordions, search will be performed with an AND condition.

Entity

Entity Type

Location

Socio-Economic Status

Products and Services

If you choose to search in more than one accordion, results that are returned will include the entire search criteria between accordions. Search between accordions is an *AND* function. For example, if you search for “For Profit Entity” under “Entity Type” and “Woman Owned Small Business” under “Socio-Economic Status,” the results returned will include items that are For Profit Entities *and* Woman Owned Small Businesses.

If you have selected the check box indicating that you want to search records in the Entity functional area, you have the option to select the following search filters:

- **Entity.** Sub-filters available are: Business Name, DUNS, CAGE Code, DoDAAC, or TIN. Please note that the DoDAAC and TIN search filters are only accessible if you are logged into a user account with a government email address or government role.
- **Entity Type.** Sub-filters available are: US Federal Government Types, Other Government Entities, U.S. Local Government Types, Other Types of Entity, Education Institution, Federally Recognized Native American Entity, and Purpose of Registration.
- **Location.** Sub-filters available are: You can add up to three locations, each can include the following search terms: City, State/Province, Congressional District, Zip Code, Country
- **Socio Economic Status.** Sub-filters available are: Minority Owned Business, Community Development Corporation, Labor Surplus Area Firm, Veteran Owned Business, Service Disabled Veteran Owned Business, Woman Owned Business, Woman Owned Small Business, Economically Disadvantaged Woman Owned Small Business, Joint Venture Woman Owned



Small Business, Joint Venture Economically Disadvantaged Woman Owned Small Business, Self-Certified Small Disadvantaged Business, SBA Certified 8A Program Participant, SBA Certified HUB Zone Firm, Ability One (formerly JWOD) Non-Profit Agency

- **Products and Services.** Sub filters available are: NAICS Code, PSC Code

You may also search for entities that fall under these categories: Active Entity, Inactive Entity, Active Exclusion, No Active Exclusion, Debt Subject to Offset, and No Debt Subject to Offset. These selections are listed above the accordion search filters.

### *6.1.1.2 Advanced Search – Exclusion Records*

You may only search by one accordion at a time when using the Exclusion advanced search tool. Additionally, search terms within each accordion will filter results based on an AND criteria. This means that all results returned will include every criteria you selected. For example, if you searched under the accordion “Single Search,” and entered “Name” and “Exclusion Status”, results returned would include both the Name you listed and the specific Exclusion Status selected. The following search terms are available under the Exclusion advanced search:

- **Single Search.** Sub-filters available are: Classification, Name, First Name, Middle Name, Last Name, DUNS, CAGE, City, State, Zip Code, Country, Agency, Exclusion Status, Exclusion Type, Exclusion Program, Active Date, Termination Date or Indefinite, Create Date, Modify Date.
- **Multiple Names.** Sub-filters available are from dropdown list: All, Individual, or Firm, Vessel, Special Entity Designation. This filter allows a user to search for multiple exclusions at one time.
- **SSN/TIN.** Sub-filters available are: Name, SSN/TIN, and Exclusion Status. The SSN/TIN must be entered with a Name or else no results will be returned. If searching for an individual, the first, middle (if applicable), and last name must be entered.

Figure 6.4: Search Filter – SSN/TIN Exclusion Search Example

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

Advanced Search - Exclusion

Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.

**Search Tips:**

- If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, you must enter search criteria in both the Name and SSN/TIN fields.
- If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.
- [Search terms are defined in the SAM User Guide Glossary.](#)

Single Search  
 Multiple Names  
 SSN/TIN Search

Name\*   
 SSN/TIN\*   
 Exclusion Status  Selecting "All" displays both Active and Inactive Exclusions.

You may only perform a search with the criteria contained in one accordion.

If you select Advanced Search – Exclusion you will be presented with the following warning:

1. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why the entity was excluded and what effect this exclusion has on your decision.
2. To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.
3. SAM does not have DUNS Number or CAGE Code identifiers for all Firm exclusion records. Therefore, a search by one of these fields alone may not be sufficient. Conduct an additional Name search if no results are found by the entity identifier.
4. If you search only on a particular classification type (e.g. Firm), you are potentially excluding exclusion records created under a different classification.

### 6.1.1.3 Advanced Search – Disaster Response Registry

The Disaster Response Registry Advanced Search tool can be used to search for contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster. Structure your search for a contractor participating in the Disaster Response Registry by using a combination of criteria from multiple categories. The checkbox to the left of each category header expands the accordion to display your options. If you select more than one search term within a category, results can meet either value, i.e. the system applies an OR logic. If you select search terms in multiple categories, results must meet both criteria, i.e. the system applies an



AND logic. Any search results returned will only include those entities which have selected to participate in the Disaster Response Registry.

**Figure 6.5: Search Filter – Disaster Response Registry Geographic Area Served**

**Disaster Response Registry Search**

---

Structure your search for a contractor participating in the Disaster Response Registry by using a combination of criteria from multiple categories. The checkbox corresponding to each category header expands the accordion to display your options. If you select more than one search term within a category, results can meet either value, i.e. the system applies an OR logic. If you select search terms in multiple categories, results must meet both criteria, i.e. the system applies an AND logic. Any search results returned will only include those entities which have selected to participate in the Disaster Response Registry.

**Search Tips:**

- You can search by Legal Business Name, DUNS Number, and CAGE Code using the Entity category.
- You can search by location where contractors are able to deliver emergency products and services using the Geographic Area Served category.
- You can search by the contractors' physical address City, State, ZIP Code, and Congressional District using the Location category.
- You will find socio-economic indicators, such as SBA Certified 8(a) and HUBZone, in the Socio-Economic Status category.
- You can conduct a small business search by NAICS Code using the Products and Services category.
- [Search terms are defined in the SAM User Guide Glossary.](#)

---

**Registration Status**  Active  Inactive

**Registrations with an Active Exclusion(s)**  Yes  No

**Registrations with Debt Subject to Offset**  Yes  No

Within an accordion, search will be performed with an OR condition. Between accordions, search will be performed with an AND condition. The Geographic Area Served accordion is an exception, as noted below.

---

Entity

Geographic Area Served

Location

Socio-Economic Status

Products and Services

### 6.1.2 Impacts of Roles on Search Results

You do not need a SAM account to perform a search for publicly available information. However, to view non-public information through Search, you need to have a SAM account and additional permissions. There are several ways to gain access to non-public data in searches.

Government users need to create a SAM account using their government email address. By logging in with this account, you will then automatically have view access to Entity Management for Official Use Only (FOUO) data. In this scenario, your search results will include FOUO data (such as the Taxpayer Identification Number). You will also be able to view entities who indicated in their Entity Management registration that they did not want to appear in the public search.

If you have a role with a U.S. Federal Government entity in SAM and are logged into your SAM account, you can view Entity Management FOUO data.

If you have been approved for higher sensitivity data access through the Data Access Request process **and** are logged into your SAM account, you can view the data that corresponds to the security level for which you were approved.



### 6.1.3 Downloading Search Results

After running a search, you can export the results. Select one of the three buttons to export the data displayed on the search results page into the specified format:

- Save a PDF
- Export Results to CSV
- Print Results

The buttons are located at the top and bottom of the search results list.

### 6.1.4 Saving and Running Search Queries

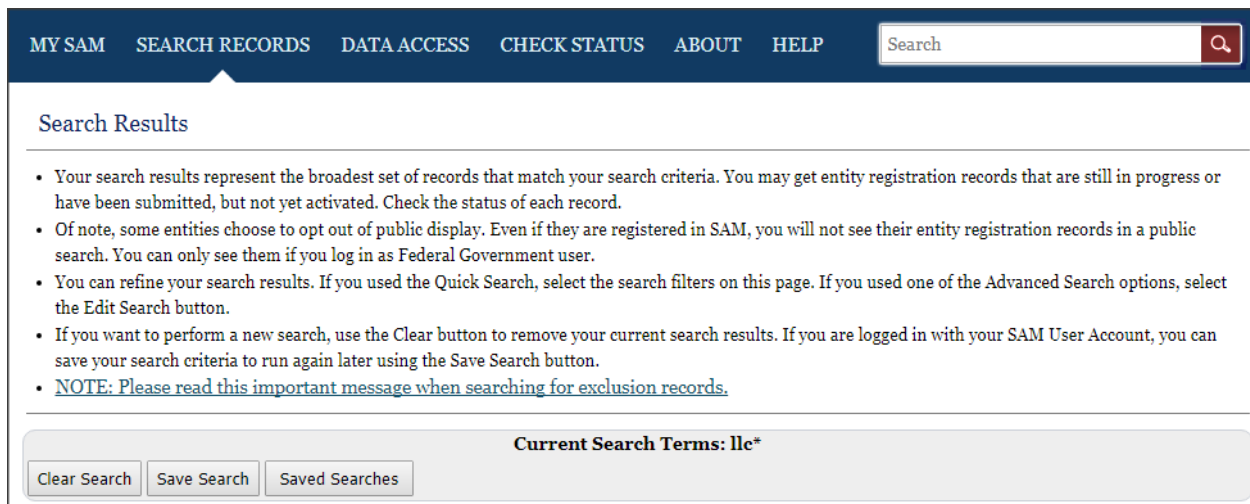
If you are logged into your SAM individual account, you have the ability to save a search query. When saving a query, you are not saving the search results; rather, you are saving the search terms and filters that you have selected. Follow these steps to save a search query:

- Log in to your SAM account.
- Perform a search.
- Select Save Search above the search results.
- Name your search query for future reference.
- Select Save to save the query.

There are two ways to access and run your saved queries. For both options, you must be logged into SAM.

- On the Search Results page, select Saved Searches.
- Select My SAM tab to access your homepage, and then select My Saved Queries underneath General.

**Figure 6.6: Accessing Saved Searches from the Search Results Page**



- On your My Saved Queries page, you can see all of your saved search queries. From this page, you can run, view, or delete a query.

Figure 6.7: My Saved Queries Page

My Saved Queries

[BACK TO USER DASHBOARD](#)

**Saved Queries**

Saved Searches Queries

**Page Description**

Please select a saved search query to Run, View or Delete.

Query Name	Search Type	Search Criteria	Date Query Saved	Last Run
<input type="radio"/> Disaster Response - TX/FLAdvanced Search	-	-	2017-09-14 22:13:54.0	2017-09-14 22:13:42.0
<input type="radio"/> Veteran Owned - Sole Prop.	Advanced Search	-	2017-09-14 22:14:50.0	2017-09-14 22:14:40.0

[CANCEL](#)
[DELETE](#)
[RUN](#)
[VIEW](#)

- To run a saved query, select the radio button next to the query name and select Run.
- To delete a query, select the radio button next to the query name then select Delete.
- To view more details about a query including the search terms and filters, select the radio button next to the query name and select View.
- The Saved Search Query Details page opens displaying further information about the query.
- You can run or delete the query from this page.

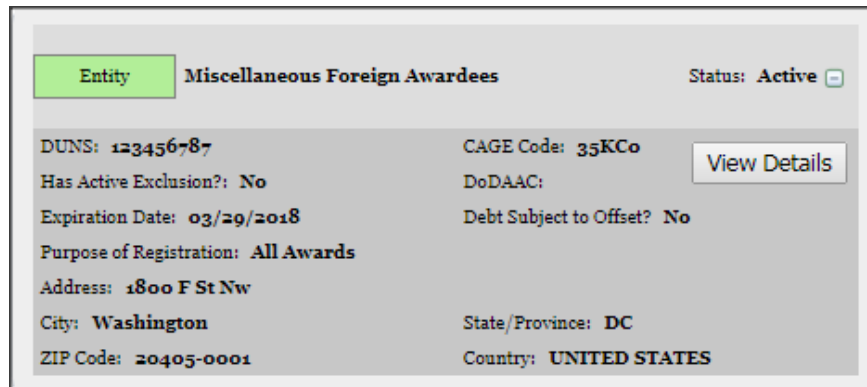
## 6.2 Viewing Records

The data included in the search result will depend on the Functional Area record type. You can identify the record type by the text in the upper-left corner of the result.

Results labeled “Entity” are entity registration records. Those labeled “Exclusions” are exclusion records entered by a federal suspension and debarment official or representative.

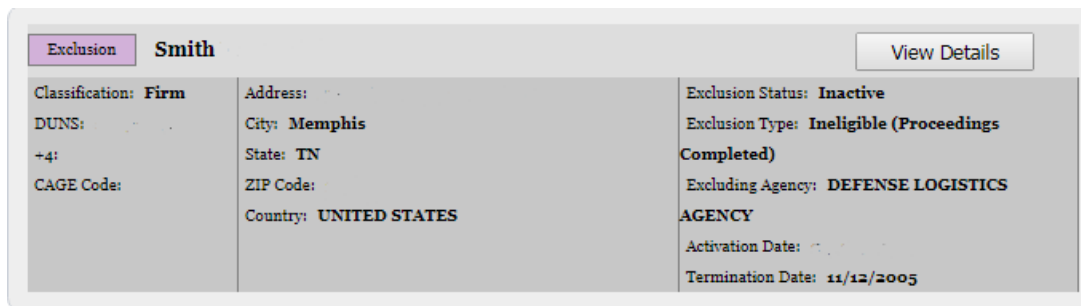
If you see an “Entity” search result, that entity has registered in SAM to be eligible for federal contracts, federal assistance, and/or Intra-Governmental Transactions. You can see the status of the registration in the upper-right corner of the result, and you can determine if the entity has an active exclusion by looking below the DUNS. Additional information you can view on the search result page include: Expiration Date, Purpose of Registration, CAGE Code, and Debt Subject to Offset Status. To see the full registration, including its Entity Type and Business Type select View Details then select Entity Registration on the resulting page.

Figure 6.8: Entity Record



If you see an “Exclusion” search result, an exclusion exists for that entity. That entity may or may not have an Entity Management registration record. You can see the status of the exclusion in the upper-right corner of the Exclusion result. You can see the status of the exclusion next to “Has Active Exclusion?” in the Entity search result.

Figure 6.9: Expanded Exclusion Record



- Select View Details to view an entire record.
- To view additional details, expand each result by selecting the + in the upper-right corner of the result.

Each DUNS number registered in SAM has only one corresponding “Entity” result. If the same entity has been excluded more than once, then entity has multiple exclusion records in SAM.

### 6.2.1 Entity Dashboard

If you select View Details for an “Entity” result, that entity’s Entity Dashboard will open. The Entity Dashboard contains all relevant information about the entity. In the center of page you are presented with an overview of the entity. You can see the status of the entity’s registration and if there are any active exclusions against the entity.

On the left side of the page are navigation links that allow you to view the specific sections of the entity’s registration record as well as any exclusions against the entity.

- To view the entire registration, select Entity Registration.
- To view a specific section, select the name of the registration section you wish to view (“Core Data,” “Assertions,” “Representations and Certifications,” or “Points of Contact”)

- Core Data – Contains data such as DUNS Information, Business Types, TIN Information (if you have the appropriate access), and Financial Information (if you have the appropriate access). All entities complete this section.
  - Assertions – Contains data such as NAICS, PSCs, Disaster Response Information, EDI Information (if you have the permissions that allow you to access that data), and Size Metrics (if you have the permissions that allow you to access that data). All entities complete this except those registering for only grants and federal assistance.
  - Representations and Certifications – Contains the entity’s responses to the FAR and DFAR questionnaire. This is only completed by entities registering for federal contracts.
  - Points of Contact – This contains the POCs for the entity so that contact can be made with the right person within an entity, as needed. All entities complete this section.
- To view any past registrations, select a date from the drop down and select View Selected Record.
  - To view any active exclusions for this entity, select Active Exclusions.
  - To view any inactive exclusions for this entity, select Inactive Exclusions.
  - To view any familial exclusions for this entity, select Excluded Family Members.
  - To view the full details of a specific exclusion on the View Exclusion page, select the exclusion.
  - To view any Bio-Preferred Reports or Service Contract Reports, select the respective links under Entity Dashboard (note: only users with government roles and who are logged in to SAM may see these reports)
  - To return to your search results, select Return to Search.

**Figure 6.10: Entity Dashboard**

<b>Entity Dashboard</b>	Miscellaneous Foreign Awardees DUNS: 123456787 CAGE Code: 35KCo Status: Active Expiration Date: 03/29/2018 Purpose of Registration: All Awards	1800 F St Nw Washington, DC, 20405-0001, UNITED STATES
<ul style="list-style-type: none"> <li>▸ <a href="#">Entity Overview</a></li> <li>▸ <a href="#">Entity Registration</a> <ul style="list-style-type: none"> <li>▸ <a href="#">Core Data</a></li> <li>▸ <a href="#">Assertions</a></li> <li>▸ <a href="#">Reps &amp; Certs</a></li> <li>▸ <a href="#">POCs</a></li> </ul> </li> <li>▸ <a href="#">Exclusions</a> <ul style="list-style-type: none"> <li>▸ <a href="#">Active Exclusions</a></li> <li>▸ <a href="#">Inactive Exclusions</a></li> <li>▸ <a href="#">Excluded Family Members</a></li> </ul> </li> </ul> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="RETURN TO SEARCH"/> </div>	Entity Overview	
	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;"><b>Entity Registration Summary</b></p> <p style="margin: 0;"><b>Name:</b> Miscellaneous Foreign Awardees</p> <p style="margin: 0;"><b>Doing Business As:</b> Federal EGOV IAE Initiative - Generic DUNS</p> <p style="margin: 0;"><b>Business Type:</b> Business or Organization</p> <p style="margin: 0;"><b>Last Updated By:</b> abc xyz</p> <p style="margin: 0;"><b>Registration Status:</b> Active</p> <p style="margin: 0;"><b>Activation Date:</b> 03/29/2017</p> <p style="margin: 0;"><b>Expiration Date:</b> 03/29/2018</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;"><b>Exclusion Summary</b></p> <p style="margin: 0;"><b>Active Exclusion Records?</b> No</p> </div>	

### 6.2.1.1 Entity Registration

To see an entity’s full registration on one page, select the Entity Registration link under the Entity Dashboard on the Overview page. This section will also allow you to access historical records as well as records migrated from CCR. You may view a record at a point in time by selecting one of the options from the dropdown menu and selecting View Selected Record. You will be brought to that entity’s historical record.

**Figure 6.11: Entity Registration**



### 6.2.1.2 Exclusion Records

When viewing exclusion records in SAM, you will notice several changes from how debarments were shown in the Excluded Parties List System (EPLS).

In SAM, exclusions categorization is simplified. Four categories take the place of the 70+ "Cause and Treatment codes" used in EPLS. The four categories are:

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Completed)
- Prohibition/Restriction
- Voluntary Exclusion

You will see one of these exclusion types for each exclusion. Each type is described in SAM by "Nature" and "Effect". "Nature" defines the reason for (nature of) the exclusion—*why* is the entity excluded. "Effect" explains what the exclusion means in terms of any restrictions or outcomes of the exclusion; it gives specific, award-related guidance to contracting officers, grants officials, and others when determining how to treat the excluded party, such as what can and can't be awarded to them.

Below that the Nature and Effect language, there is an Additional Comments field where the excluding agency may enter additional public comments about the exclusion to provide details not covered in the general Nature and Effect language.

To view the full exclusion record:

- Select View Details in the exclusion search result. This opens the View Exclusion page.

The data included in exclusion record will depend on the excluded entity’s classification. An excluded entity may be one of four Classification types:

- Individual – A person
- Firm – A company with a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number.
- Vessel – A mode of transportation capable of transport by water.
- Special Entity Designation – Any entity that is not a vessel, individual or firm.

If you are viewing an exclusion for an “Individual,” the individual’s street address fields will not be displayed. To verify the address of the individual:

- Enter the individual’s street address in the provided fields and select Verify. You must enter an exact match.
- If there is a match, you will see “Verified.”
- If the fields do not match, you will see “No Match.”
- The individual’s street address will never be displayed publicly.
- You can view changes made to this exclusion. To do so:
  - Select a date from the dropdown and select View Selected Record.
  - Select Return to Search to return to your search results.

**Figure 6.12: Exclusion Record for Special Entity Designation**

The screenshot displays the 'Exclusion Record' page for a Special Entity Designation. On the left, there is a sidebar with 'Exclusion Summary' and a 'RETURN TO SEARCH' button. The main content area has a blue header 'Exclusion Record' and a sub-header 'Exclusion Record Details'. Below this is a 'Page Description' box containing text about verifying matches and contacting the federal agency. Underneath is the 'View Exclusion History' section, which includes a dropdown menu currently showing 'Current Record', a blue 'VIEW SELECTED RECORD' button, and a 'PRINT' button. At the bottom, there are links for '[Expand All]' and '[Collapse All]', followed by a section titled 'Current Record Details' and a sub-section for 'Identification Information'.

## 7 Performance Information - Exclusions

### 7.1 Overview

The Exclusions area within the Performance Information functional area of SAM, formerly the Excluded Parties List System (EPLS), identifies those parties excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits. SAM keeps



the user community aware of administrative and statutory exclusions across the entire government and individuals barred from entering the United States. The more commonly used terms of ‘suspensions’ and ‘debarments’ reflect exclusions. **It is important that the user reviewing SAM records to determine federal award eligibility closely read the nature (cause) and effect language present on each exclusion record to determine applicability for their planned award.**

While Exclusion Records are publicly available, only users with one of the following roles may create and edit the records in SAM:

- Agency Exclusions Representatives - can create and edit exclusions at their assigned entity and for all entities below in the hierarchy.
- Agency Administrator – Exclusions - has the same rights as the Agency Exclusion Representative. They also have the ability to assign roles to other users in their entity and those entities below in the hierarchy.

Before reading on, note that on the website mandatory fields have been marked with an asterisk (\*) to help you enter information into the correct fields.

## 7.2 Exclusions Terminology

### 7.2.1 Overview

In SAM, certain key terms have been changed to reflect the action taken on exclusions. Table 7.1 highlights those changes.

**Table 7.1: EPLS Terms vs. SAM Current Terms**

Legacy EPLS Terms	SAM Current Terms
CAUSE	NATURE (CAUSE)
TREATMENT	EFFECT
CT ACTION	[DISCONTINUE]
ACTION DATE	ACTIVE DATE
ARCHIVED	INACTIVE
AGENCY CONTACT	AGENCY POC
PERMANENT	[DISCONTINUE]
CT CODE	EXCLUSION TYPE
CLASSIFICATION TYPE: ENTITY	CLASSIFICATION TYPE: SPECIAL ENTITY DESIGNATION
ADDRESS	PRIMARY ADDRESS
ADDITIONAL ADDRESS	ALTERNATE ADDRESS
AGENCY	EXCLUDING AGENCY
DESCRIPTION	ADDITIONAL COMMENTS

### 7.2.2 Exclusions Types

In EPLS, the legacy system in which exclusion records were maintained, each record was identified with a Cause and Treatment Code (CT Code). CT Codes were identified by letters or letters and numbers (for



example, A, H1, JJJ) and included descriptions of the cause of the exclusion and the treatment accorded to the excluded party.

In SAM, CT Codes have been replaced with the following four Exclusion Types:

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Completed)
- Prohibition/Restriction
- Voluntary Exclusion

Each Exclusion Type now has a standard language that automatically appears in the record in SAM. Figure 7.1 is an example of the standardized language populated by the system for the Nature (Cause) and Effect fields.



**Figure 7.1: Nature (Cause) and Effect Language**

**Exclusion Details**

Provide the details of the exclusion record you are creating. Based on your selection for Exclusion Type, default text will populate the Nature (Cause) and Effect sections. Enter any details specific to your exclusion that are not captured in this standard text in the "Additional Comments" section at the bottom of this page. Remember, information entered in Additional Comments is publicly available. Do NOT use this field to store Personally Identifiable Information (PII) or irrelevant information (e.g. notes or reminders).

Of note, the Termination Date represents the date the exclusion will be removed from the current list of active exclusions and placed in an inactive status (formerly referred to as the archived list). You can enter a specific date or select indefinite. If there are no other active exclusions for the entity, it will become eligible to do business with the Federal Government once the Termination Date is reached. If you create a record using a Termination Date from the past, the record will automatically become inactive upon submission. Once a record is inactive, it cannot be modified.

Exclusion Program : Reciprocal

Classification Type : Firm

Exclusion Type : \* Voluntary Exclusion ▼

Active Date (MM/DD/YYYY) : \*

Termination Date (MM/DD/YYYY) : \*  OR  Indefinite

**Nature (Cause)**

Accepted an agreement to be excluded under the terms of a settlement between the person and one or more agencies.

**Effect**

These persons are excluded in accordance with the terms of their voluntary exclusion agreement. See the agency note in the Additional Comments field to ascertain the extent of the exclusion or the limit on the person's participation, in covered transactions. If there is no note, contact the agency taking the action for this information.

New exclusion records created in SAM will no longer be identified with CT Codes. Instead, they will be associated with one of the four Exclusion Types. All requests to modify or add an Exclusion Type must be submitted as a change request through the SAM Change Control Board (CCB) representative for your agency.

NOTE: In EPLS, the term “exclusion type” was associated with the type of Program for the exclusion, such as Reciprocal, rather than the CT Codes. For records that were entered into EPLS prior to the implementation of SAM, their CT Codes have been carried over and will display on each record. However, these CT codes cannot be modified.

Records created in EPLS have both a CT Code and an Exclusion Type listed.

When viewing an exclusion record that was originally created in EPLS with a CT code, you can select the CT Code displayed on the page to view the legacy CT Codes and their associated description. Each CT Code is linked to one Exclusion Type.

**Table 7.2: Exclusion Types**

Exclusion Type	Nature (Cause) & Effect
<p>INELIGIBLE (PROCEEDINGS PENDING)</p>	<p>NATURE (CAUSE):            INELIGIBLE BASED UPON ADEQUATE EVIDENCE OF CONDUCT INDICATING A LACK OF BUSINESS HONESTY OR INTEGRITY, OR A LACK OF BUSINESS INTEGRITY, OR REGULATION, STATUTE, EXECUTIVE ORDER OR OTHER LEGAL AUTHORITY, PENDING COMPLETION OF AN INVESTIGATION AND/OR LEGAL PROCEEDINGS; OR BASED UPON INITIATION OF PROCEEDINGS TO DETERMINE FINAL INELIGIBILITY BASED UPON REGULATION, STATUTE, EXECUTIVE ORDER OR OTHER LEGAL AUTHORITY OR A LACK OF BUSINESS INTEGRITY OR A PREPONDERANCE OF THE EVIDENCE OF ANY OTHER CAUSE OF A SERIOUS AND COMPELLING NATURE THAT IT AFFECTS PRESENT RESPONSIBILITY.</p> <p>EFFECT:</p> <p>PROCUREMENT:            AGENCIES SHALL NOT SOLICIT OFFERS FROM, AWARD CONTRACTS TO RENEW, PLACE NEW ORDERS WITH, OR OTHERWISE EXTEND THE DURATION OF CURRENT CONTRACTS, OR CONSENT TO SUBCONTRACTS IN EXCESS OF \$35,000 (OTHER THAN COMMERCIALLY AVAILABLE OFF-THE-SHELF ITEMS (COTS)), WITH THESE CONTRACTORS UNLESS THE AGENCY HEAD (OR DESIGNEE) DETERMINES IN WRITING THERE IS A COMPELLING REASON TO DO SO.</p> <p>NONPROCUREMENT:            NO AGENCY IN THE EXECUTIVE BRANCH SHALL ENTER INTO, RENEW, OR EXTEND PRIMARY OR LOWER TIER COVERED TRANSACTIONS TO A PARTICIPANT OR PRINCIPAL DETERMINED INELIGIBLE UNLESS THE HEAD OF THE AWARDING AGENCY GRANTS A COMPELLING REASONS EXCEPTION IN WRITING. ADDITIONALLY, AGENCIES SHALL NOT MAKE AWARDS UNDER CERTAIN DISCRETIONARY FEDERAL ASSISTANCE, LOANS, BENEFITS (OR CONTRACTS THERE UNDER); NOR SHALL AN INELIGIBLE PERSON PARTICIPATE AS A PRINCIPAL, INCLUDING BUT NOT LIMITED TO, AGENT, CONSULTANT, OR OTHER PERSON IN A POSITION TO HANDLE, INFLUENCE OR CONTROL FEDERAL FUNDS, OR OCCUPYING A TECHNICAL OR PROFESSIONAL POSITION CAPABLE OF SUBSTANTIALLY INFLUENCING THE DEVELOPMENT OR OUTCOME OF A FUNDED ACTIVITY; NOR ACT AS AN AGENT OR REPRESENTATIVE OF OTHER PARTICIPANTS IN FEDERAL ASSISTANCE, LOANS AND BENEFITS PROGRAMS. CONTACT THE AWARD AGENCY FOR QUESTIONS REGARDING THE EXTENT OF NONPROCUREMENT TRANSACTION AWARD INELIGIBILITY. THE TERMINATION DATE WILL BE LISTED AS "INDEFINITE" (INDEF.) UNLESS OTHERWISE SPECIFIED.</p>

Exclusion Type	Nature (Cause) & Effect
<p>INELIGIBLE (PROCEEDINGS COMPLETED)</p>	<p>NATURE (CAUSE):            DETERMINED INELIGIBLE UPON COMPLETION OF ADMINISTRATIVE PROCEEDINGS ESTABLISHING BY PREPONDERANCE OF THE EVIDENCE OF A CAUSE OF A SERIOUS AND COMPELLING NATURE THAT IT AFFECTS PRESENT RESPONSIBILITY; OR DETERMINED INELIGIBLE BASED ON OTHER REGULATION, STATUTE, EXECUTIVE ORDER OR OTHER LEGAL AUTHORITY.</p> <p>EFFECT:            PROCUREMENT:            AGENCIES SHALL NOT SOLICIT OFFERS FROM, AWARD CONTRACTS TO RENEW, PLACE NEW ORDERS WITH, OR OTHERWISE EXTEND THE DURATION OF CURRENT CONTRACTS, OR CONSENT TO SUBCONTRACTS IN EXCESS OF \$30,000 (OTHER THAN COMMERCIALY AVAILABLE OFF-THE-SHELF ITEMS (COTS)), WITH THESE CONTRACTORS UNLESS THE AGENCY HEAD (OR DESIGNEE) DETERMINES IN WRITING THERE IS A COMPELLING REASON TO DO SO.</p> <p>NONPROCUREMENT:            NO AGENCY IN THE EXECUTIVE BRANCH SHALL ENTER INTO, RENEW, OR EXTEND PRIMARY OR LOWER TIER COVERED TRANSACTIONS TO A PARTICIPANT OR PRINCIPAL DETERMINED INELIGIBLE UNLESS THE HEAD OF THE AWARDING AGENCY GRANTS A COMPELLING REASONS EXCEPTION IN WRITING. ADDITIONALLY, AGENCIES SHALL NOT MAKE AWARDS UNDER CERTAIN DISCRETIONARY FEDERAL ASSISTANCE, LOANS, BENEFITS (OR CONTRACTS THERE UNDER); NOR SHALL AN INELIGIBLE PERSON PARTICIPATE AS A PRINCIPAL, INCLUDING BUT NOT LIMITED TO, AGENT, CONSULTANT, OR OTHER PERSON IN A POSITION TO HANDLE, INFLUENCE OR CONTROL FEDERAL FUNDS, OR OCCUPYING A TECHNICAL OR PROFESSIONAL POSITION CAPABLE OF SUBSTANTIALLY INFLUENCING THE DEVELOPMENT OR OUTCOME OF A FUNDED ACTIVITY; NOR ACT AS AN AGENT OR REPRESENTATIVE OF OTHER PARTICIPANTS IN FEDERAL ASSISTANCE, LOANS AND BENEFITS PROGRAMS. CONTACT THE AWARD AGENCY FOR QUESTIONS REGARDING THE EXTENT OF NONPROCUREMENT TRANSACTION AWARD INELIGIBILITY. THE PERIOD OF INELIGIBILITY IS SPECIFIED BY THE TERMINATION DATE.</p>
<p>PROHIBITION/RESTRICTION</p>	<p>NATURE (CAUSE):            MAY BE SUBJECT TO SANCTIONS PURSUANT TO THE CONDITIONS IMPOSED BY THE U.S. DEPARTMENT OF THE TREASURY (TREASURY) OFFICE OF FOREIGN ASSETS CONTROL (OFAC), OR SUBJECT TO A SANCTION, RESTRICTION OR PARTIAL DENIAL PURSUANT TO THE CONDITIONS IMPOSED BY THE U.S.</p>

Exclusion Type	Nature (Cause) & Effect
	<p>DEPARTMENT OF STATE (STATE) OR FEDERAL AGENCY OF THE U.S. GOVERNMENT</p> <p>EFFECT:</p> <p>IF YOU THINK YOU HAVE A POTENTIAL MATCH WITH AN OFAC LISTING, PLEASE VISIT THE FOLLOWING SECTION OF OFAC'S WEBSITE FOR GUIDANCE:  <a href="http://www.treasury.gov/resource-center/faqs/sanctions/pages/directions.aspx">HTTP://WWW.TREASURY.GOV/RESOURCE-CENTER/FAQS/SANCTIONS/PAGES/DIRECTIONS.ASPX</a>. FOR ALL OTHER PROHIBITIONS AND RESTRICTIONS, SEE THE AGENCY NOTE IN THE ADDITIONAL COMMENTS FIELD TO ASCERTAIN THE EXTENT OR LIMIT ON THE SANCTION, RESTRICTION OR PARTIAL DENIAL. IF THERE IS NO NOTE, CONTACT THE AGENCY TAKING THE ACTION FOR THIS INFORMATION.</p>
VOLUNTARY EXCLUSION	<p>NATURE (CAUSE):</p> <p>ACCEPTED AN AGREEMENT TO BE EXCLUDED UNDER THE TERMS OF A SETTLEMENT BETWEEN THE PERSON AND ONE OR MORE AGENCIES.</p> <p>EFFECT:</p> <p>THESE PERSONS ARE EXCLUDED IN ACCORDANCE WITH THE TERMS OF THEIR VOLUNTARY EXCLUSION AGREEMENT. SEE THE AGENCY NOTE IN THE ADDITIONAL COMMENTS FIELD TO ASCERTAIN THE EXTENT OF THE EXCLUSION OR THE LIMIT ON THE PERSON'S PARTICIPATION, IN COVERED TRANSACTIONS. IF THERE IS NO NOTE, CONTACT THE AGENCY TAKING THE ACTION FOR THIS INFORMATION.</p>

Table 7.3 shows you how the CT Codes used in EPLS correlate to the four different Exclusion Types in SAM. You may also access this information in SAM Help.

**Table 7.3: CT Codes to Exclusion Type Mapping**

Ct Codes	Description	Exclusion Types
A1; B; J1; K; N1; O; Q; S; S1; W; Y	<ol style="list-style-type: none"> <li>1. SUSPENSION</li> <li>2. BLOCKED PENDING INVESTIGATION</li> <li>3. PROPOSED DEBARMENT</li> </ol>	INELIGIBLE (PROCEEDINGS PENDING)
08-INA-01; 08-INA-02; 10-VA-01; 10-VA-02; A; AA; C; C1; CC; D; DD; E; EE; F; FF; G; GG; I; I1; J; L; N; P; R; R1; RR; SS; U; V;	<ol style="list-style-type: none"> <li>1. DEBARMENT</li> <li>2. DENIAL</li> <li>3. DISQUALIFIED</li> <li>4. TERMINATION FROM ELIGIBILITY</li> <li>5. INELIGIBLE</li> <li>6. CONVICTION</li> <li>7. EXCLUDED</li> </ol>	INELIGIBLE (PROCEEDINGS COMPLETED)
03-BSE-01; 03-DP-01; 03-ENT-01; 03-FTO-01; 03-SDGT-01; 03-SDN-01; 03-	<ol style="list-style-type: none"> <li>1. LICENSE OR APPROVAL REVOKED</li> </ol>	PROHIBITION/RESTRICTION

Ct Codes	Description	Exclusion Types
SDNT-01; 03-SDNTK-01; 03-SDT-01; 03-TLGE-01; 10-CIS-01; 10-ISA-01; 11-USDA-01; BB; BPI-SDGT; BPI-SDNT; BPI-SDNTK; H; H1; H2; JJ; JJJ; M; QQ; RRR; VV; VVV; X; XXX; YYY; Z; Z1; Z2; Z3; ZZZ	2. SANCTIONED 3. PARTIAL DENIAL	
T	1. VOLUNTARILY EXCLUDED	VOLUNTARY EXCLUSION

### 7.2.3 Managing Exclusions

As an Agency Exclusions Administrator or Agency Exclusions Representative, you have access to Exclusions functionality via the left navigation panel on your “My SAM” page.

**Figure 7.2: My Exclusions Link**



### 7.2.4 My Exclusions

On the My Exclusions page, you can access the list of exclusions that you have created and perform a search of your exclusions that you have created through the SAM application. \*

To do so:

- Under Exclusions, select My Exclusions.
- Enter your search criteria at the top of the page and select Search.”
- Review the returned exclusion records.
- If necessary, select View to open the exclusion to edit. For more information on editing an exclusion record, see [Edit an Existing Exclusion Record](#).
- Select Delete to permanently remove the exclusion record from SAM.

Figure 7.3: Search My Exclusions

**Search Your Exclusion Records**

Classification: \*

First Name:

Middle Name:

Last Name:

View Exclusion	Active Date	Excluding Agency	Classification	Name	DUNS Number	Termination Date	Status
<input type="button" value="VIEW"/>							

\* Please note that any exclusions that you created through the Legacy EPLS system can only be accessed and viewed through the Search module from the navigation bar.

### 7.2.5 Agency Exclusion Points of Contact (POCs)

The Agency Exclusion POC page provides an alphabetical listing of federal agency points of contact and their associated contact information, which is publicly available. Any question about an exclusion that has been created by someone at the Agency should be directed to this individual.

If you are a Public User:

- Access the Agency Exclusion POC list in SAM Help.

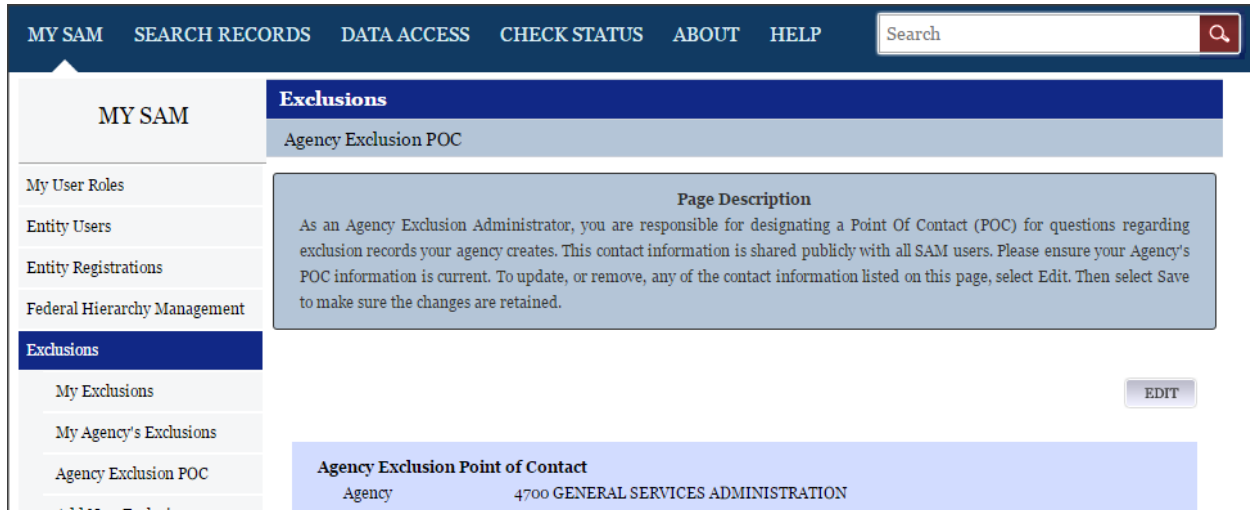
If you are an Exclusions Administrator or Representative:

- Access the POC list by selecting Agency Exclusion POC from the sub-navigation menu under Exclusions.

If you are an Agency Exclusions Administrator, you are responsible for creating and maintaining the POC list for your agency. NOTE: Individuals designated as a POC do not need to have a SAM user account and are not required to hold this SAM role. To manage your POC list:

- Select Agency Exclusion POC from the sub-navigation menu.
- Select Edit to update the contact information for your agency’s POCs.

**Figure 7.4: Agency Points of Contact**



### 7.2.6 Add New Exclusion

To create a new exclusion in SAM:

- Select Add New Exclusion under Exclusions in your navigation panel.

**Figure 7.5: Add New Exclusion**



- You will be brought to an Overview page. Read the overview and select Next.
- Select the agency or component for which you want to create the exclusion record from the Agency List.
- The agencies available to you are based on the exclusion roles associated with your SAM user account.
- Select Next.

Figure 7.6: Select Agency

- Select the Classification Type.

Every exclusion record in SAM falls within one of four categories, or Classification Types. Excluding agencies have access to all of these Classification Types:

- Individual - A person without a valid D&B Data Universal Numbering System (DUNS) number.
- Firm - A company with a valid D&B Data Universal Numbering System (DUNS) number.
- Special Entity Designation - Any entity that is not a vessel, individual or firm.
- Vessel - A mode of transportation capable of transport by water.

Depending upon which Classification Type you select, enter the following information:

- Individual:
  - First and Last Name
  - Country
    - If U.S.A. is selected: Address Line 1, City, and State
- Firm:
  - DUNS Number OR





- Organization Name and Country
  - If U.S.A. is selected: City and State
- Special Entity Designation:
  - Organization Name
  - Country
    - If U.S.A. is selected: State
- Vessel:
  - Organization Name
  - Country
    - If U.S.A. is selected: State

Select Next.

If the classification type selected is “Individual” or “Vessel,” SAM automatically searches the system for any **active exclusion records** that match the information entered on the Enter Search Criteria page. If there are no matches, SAM will navigate you to the Identification Information page.

**Figure 7.7: Enter Search Criteria - Individual**

Add New Exclusion

- ✓ Overview
- ✓ Select Agency
- ▶ [Enter Search Criteria](#)
- ▶ SAM Exclusion Search Results
- ▶ Identification Information
- ▶ Exclusion Details
- ▶ Cross References
- ▶ Search More Locations
- ▶ Review

Add New Exclusion

Enter Search Criteria

The information you provide will be used to perform a search for the entity. If you select Firm or Special Entity Designation (SED) as the Classification Type, the system will first search validated address information for any potential matches. If you select Vessel or Individual as the Classification Type, the system will search SAM active exclusion records for any potential matches.

Classification Type :\* Individual ▼

Social Security Number (SSN) :

National Provider Identifier (NPI) :

Prefix :

First Name :\*

Middle Name :

Last Name :\*

Suffix :

Primary Address:

Street Address 1 :\*

Street Address 2 :

City :\*

State/Province :\* Please select a value ▼

ZIP/Postal Code :

Country :\* UNITED STATES ▼

CANCEL
PREVIOUS
NEXT

**Figure 7.8: Enter Search Criteria - Vessel**

Add New Exclusion

- ✓ Overview
- ✓ Select Agency
- ▶ [Enter Search Criteria](#)
- ▶ SAM Exclusion Search Results
- ▶ Identification Information
- ▶ Exclusion Details
- ▶ Cross References
- ▶ Search More Locations
- ▶ Review

Add New Exclusion

Enter Search Criteria

The information you provide will be used to perform a search for the entity. If you select Firm or Special Entity Designation (SED) as the Classification Type, the system will first search validated address information for any potential matches. If you select Vessel or Individual as the Classification Type, the system will search SAM active exclusion records for any potential matches.

Classification Type :\* Vessel ▼

Organization Name :\*

Primary Address:

Street Address 1 :

Street Address 2 :

City :

State/Province :\* Please select a value ▼

ZIP/Postal Code :

Country :\* UNITED STATES ▼

CANCEL
PREVIOUS
NEXT

If “Special Entity Designation” is selected, the record will be flagged for further investigation by D&B to determine whether a DUNS exists for a similar entity.

If the classification type is “Firm,” the information entered will be sent to D&B to search for a matching record.

- If D&B returns one or more results, select the radio button next to the record you want to exclude and select Next.
- If no entity is found in D&B, you may not continue without entering a valid DUNS number. If the entity does not have a valid DUNS number, you must modify the Classification Type to [Special Entity Designation](#). Select Previous if you wish to make changes to your search criteria.

**Figure 7.9: Exclusion Search Results – Firm Exclusion**

**Add New Exclusion**

Validated Search Results

The following results were returned for the search criteria you provided in the previous step. Select an option below to continue. Please note, if you are trying to create an exclusion with Classification Type Firm, you will not be allowed to continue without entering a valid DUNS number. If the entity does not have a valid DUNS number, please modify the Classification Type to Special Entity Designation. Click the Previous button if you wish to make changes to your search criteria.

**You searched for the following criteria:**

<b>Classification Type:</b>	Firm
<b>Organization Name:</b>	tester
<b>DUNS:</b>	
<b>CAGE Code:</b>	
<b>Street Address 1:</b>	
<b>City:</b>	Washington
<b>State/Province:</b>	DC
<b>ZIP/Postal Code:</b>	
<b>Country:</b>	UNITED STATES

**1 RESULT(S) FOUND**

<b>Name:</b> <b>Address Line 1:</b> City: STATELINE State/Province: NV ZIP/Postal Code: 89449 Country: UNITEDSTATES	<b>DUNS:</b>
--	--------------

NOTE: If your classification is anything other than Firm and you choose not to select a search result, but rather to add a New Exclusion Record, you will NOT be able to continue using a DUNS number found in a search result unless you use the name and address found on the DUNS record. If you believe that the entity you are searching for is operating under a different name and address from what is returned in a search result, you can search to see if an active exclusion exists for that name and address. If so, you can cross-reference the two exclusions. Refer to the Cross-References section below for specific instructions.

- If the information is not correct, select Previous to return to the results page and select a different result. Select Previous once more if you want to modify your search criteria.
- You can also add more addresses if the identification information is based on your search criteria and not a SAM or D&B search result. You may designate any of them as the Primary Address by selecting Set as Primary next to the desired address.
- If you would like to provide a CAGE Code when creating a firm exclusion record, enter the CAGE Code and select Verify on the Identification Information page. You may then verify that the Legal Business Name and physical address on file with D&B match the entity you are excluding.
- Once you have completed the Identification Information page, select Next.

**Figure 7.10: Identification Information**

Add New Exclusion
Add New Exclusion

**Identification Information**

Please provide all requested information about this entity. A critical new step in exclusion validation requires exclusion administrators to manually report an exclusions's Organization Name and Physical address. If the exclusion is for a special entity designation, a classification investigation will be initiated upon submitting the exclusion record.

- ✓ Overview
- ✓ Select Agency
- ✓ Enter Search Criteria
- ✓ SAM Exclusion Search Results
- ▶ Identification Information
- ▶ Exclusion Details
- ▶ Cross References
- ▶ Search More Locations
- ▶ Review

Prefix :

First Name : \*

Middle Name :

Last Name : \*

Suffix :

SSN :

National Provider Identifier (NPI) :

**Primary Address**

Street Address 1 : \*

Street Address 2 :

City : \*

State/Province : \*

ZIP/Postal Code:

Country : \*

ADD NEW ADDRESS

## 7.2.7 Exclusion Details

### 7.2.7.1 Exclusion Program

Prior to August 1995, there were three distinct exclusion programs: Reciprocal, Procurement, and Non-Procurement. The Reciprocal program list is a comprehensive list of both procurement and non-procurement program exclusions. All exclusionary actions initiated on or after August 25, 1995, are excluded government-wide from both procurement and non-procurement programs and are being added to the Exclusions portion of Performance Information as Exclusion Program: Reciprocal.



The Federal Register dated June 26, 1995, published the final regulation that establishes reciprocity between the procurement and non-procurement debarment and suspension systems. Therefore, individuals, businesses, contractors and entities listed under this exclusion program are ineligible to participate in federal procurement contracts and sales program and non-procurement federal financial and non-financial benefit and loan programs (unless otherwise noted).

The Exclusion Program value is automatically set to “Reciprocal” and cannot be changed.

## 7.2.8 Classification Type

The Classification Type value will automatically be set to the type you selected at the beginning of the process and cannot be changed.

### 7.2.8.1 Exclusion Type

See [Exclusions Terminology](#) for descriptions of the four different Exclusion Types, including the associated Nature (Cause) and Effect language.

### 7.2.8.2 Active Date

The Active Date represents the date that the exclusion became active, when the entity is no longer able to do business with the Federal Government. NOTE: This was known as Action Date in the legacy system (EPLS). Key points pertaining to the Active Date:

- The Active Date can be different than the date you created the exclusion record in the system.
- The Active Date can be set to before or after the date you enter it into SAM.

### 7.2.8.3 Termination Date

Exclusions are for a specified term as determined by the excluding agency. This date represents the date the exclusion will be removed from the current list of active exclusions and placed in the inactive list, formerly referred to as the archived list. If there are no other active exclusions for the entity, it will become eligible to do business with the Federal Government when the Termination Date is reached. If you have questions on an exclusion’s duration, contact the Agency Exclusion POC identified in SAM Help.

- If you create a record using a Termination Date from the past, the record will automatically be inactive when the record is submitted.
- Once a record is inactive, it cannot be modified.

### 7.2.8.4 Additional Comments

Enter any additional information in the Additional Comments box at the bottom of the page. This is where you would enter details specific to your exclusion that might not be captured in the Nature (Cause) & Treatment language.

NOTE: Information entered here will be publicly available. Do not use this field to store information that does not pertain to the exclusion (e.g. reminders), or to store Privacy and Personally Identifiable Information (PII).

- Select Next to move to the next step in the process.

**Figure 7.11: Exclusion Details**

Provide the details of the exclusion record you are creating. Based on your selection for Exclusion Type, default text will populate the Nature (Cause) and Effect sections. Enter any details specific to your exclusion that are not captured in this standard text in the "Additional Comments" section at the bottom of this page. Remember, information entered in Additional Comments is publicly available. Do NOT use this field to store Personally Identifiable Information (PII) or irrelevant information (e.g. notes or reminders).

Of note, the Termination Date represents the date the exclusion will be removed from the current list of active exclusions and placed in an inactive status (formerly referred to as the archived list). You can enter a specific date or select indefinite. If there are no other active exclusions for the entity, it will become eligible to do business with the Federal Government once the Termination Date is reached. If you create a record using a Termination Date from the past, the record will automatically become inactive upon submission. Once a record is inactive, it cannot be modified.

Exclusion Program : Reciprocal  
 Classification Type : Firm  
 Exclusion Type : \*

Active Date (MM/DD/YYYY) : \*   
 Termination Date (MM/DD/YYYY) : \*  OR  Indefinite

**Nature (Cause)**

**Effect**

**Additional Comments:**

**Please Note:** Information entered in the **Additional Comments** field will be displayed in the public search results next to the **Additional Comments** label of the corresponding record. Therefore, do not use this field to store information that does not pertain to the exclusion (e.g. reminders) or to store Privacy and Personally Identifiable Information (PII) data.

### 7.2.8.5 Cross References

Cross References allow you to identify and connect active exclusion records when more than one party is involved in the same exclusion, or when a party is operating under more than one name and/or address. When a cross reference is created, you must indicate one of the below aliases referred to as a Cross Reference Type in SAM.

**Table 7.1: Cross-Reference Types**

Cross Reference Type	Definition
AKA	Also Known As

Cross Reference Type	Definition
FKA	Formally Known As
PKA	Previously Known As
DBA	Doing Business As
NKA	Now Known As

- First, SAM will display any existing cross-references, if applicable.
- Next, if you would like to link an active exclusion record, select [Link to Active Exclusion](#). If you do not need to link a cross reference, select [Next](#) to continue with the process.
- If you select Classification Type of an Individual, you must enter First and Last Name.
- If you select Firm, Special Entity Designation or Vessel, you must enter either a DUNS number or the Name.

Figure 7.12: Cross References

### Add New Exclusion

#### Search Cross References

Enter your search criteria and select Next to locate active exclusion records to add as cross references to this exclusion. If results are found which match your search criteria, you can check the box next to the active exclusion record(s) to add it as a cross reference. If no results are found, you can either select Previous to change your search criteria or Next to continue.

Classification Type : \*

Organization Name :

DUNS :

CAGE Code :

Prefix :

First Name :

Middle Name :

Last Name :

Suffix :

Tax Identification Number (TIN) :

Social Security Number (SSN) :

- Select Next to trigger a search of all active exclusions in SAM.
- If there are no results, you can either select Previous to change your search criteria, or select Next to move to the next step.
- If results are returned, you can select one or more of them by checking the box next to the record(s) you want to cross-reference.



Figure 7.13: Cross Reference Search Results

Add New Exclusion

---

- ✓ Overview
- ✓ Select Agency
- ✓ Enter Search Criteria
- ✓ Validated Search Records
- ✓ Identification Information
- ✓ Exclusion Details
- › [Cross References](#)
- › Search More Locations
- › Review

**Add New Exclusion**

Cross Reference Search Results

The following active exclusion records match the search criteria you provided on the Search Cross References page. If you want to link one of these active exclusions to the exclusion record you are creating or updating, select the checkbox. This will cross-reference the two exclusion records. Select Next to continue or Previous to update your search criteria.

You searched for the following criteria:

Classification Type: Firm  
DUNS: 079797132

**1 RESULT(S) FOUND**

Select link checkbox to cross-reference active exclusion.

Link	Organization Name	Address	State	Zip Code	Country	DUNS
<input type="checkbox"/>	EAST COAST MACHINE AND TOOL LLC	4407 TRADEWINDS DR JACKSONVILLE	FL	32250 -	UNITED STATES	079797132

Agency Name: DEFENSE LOGISTICS AGENCY
Active Date: 08/20/2015

Exclusion Type: Ineligible (Proceedings Completed)
Termination Date: 08/19/2018

CANCEL
PREVIOUS
NEXT

- When a cross reference is created, you must select the Cross Reference Type.

NOTE: You are not able to edit the exclusion selected as a cross reference; it can only be modified by the agency that created the exclusion.

- Select Next to move to the next step: Search More Locations.

#### 7.2.8.6 Search More Locations

Applicable to Firm exclusions in a Hierarchy

- The system asks if you would like to search for more locations. The term “location” refers to potential relationships between the original DUNS number identified on the exclusion record, and any other existing DUNS number records in D&B. You must answer this question regardless of the Exclusion Type selected previously.
  - If you do not want to search for more locations, select No and select Next to continue to the review page.
  - If you do, select Yes and select Next. SAM will query D&B for additional locations, or DUNS records, linked to the DUNS number on the new record.

Figure 7.14: Search More Locations

**Add New Exclusion**

## Search More Locations

Search to see if this entity has more locations. For each additional location you select from the search results, a new exclusion record will be created (containing the same details as this record) and cross-referenced to this exclusion record.

Would you like to search for more locations?\*

Please select a value ▼

CANCEL

PREVIOUS

NEXT

If the D&B search returns results, you can select one or more of the additional locations by checking the box next to the desired record(s).

NOTE the following key points:

- SAM will treat each firm added via the Search More Locations method as a separate, individual record.
- The primary record and all selected search results will automatically become cross references to each other; the Cross-Reference Type will default to “Cross Reference” for all of the records.
- The primary record and all selected search results will retain identical exclusion data entered previously to include: Exclusion Type, Excluding Agency, Active Date, Termination Date/Indefinite indicator, and any additional comments.

If there are no results, select Next to continue to the Review page.

#### 7.2.8.7 Review

Last, review and submit the exclusion record. The Review page displays all of the information entered during the previous steps.

Figure 7.15: Exclusion Review Page

**Review**

**Review**

Please validate that the information below is correct before submitting. Click the **EDIT** button to make changes to the appropriate sections.

[\[Expand All\]](#) | [\[Collapse All\]](#)

**Identification Information**

**Exclusion Details**

**Cross-References**

**More Locations**

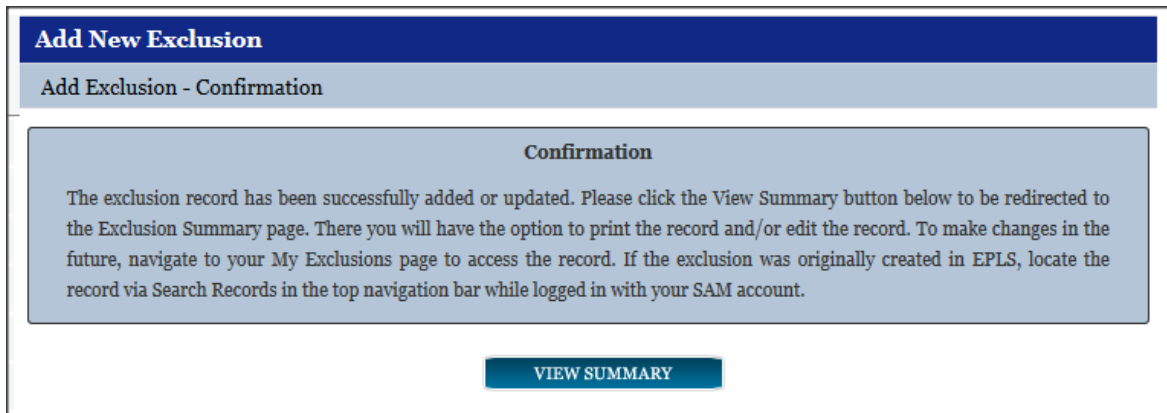
**Cross-References:**  
No Cross References

[Edit](#)

[Submit](#)

- To make changes, select Edit to return to a particular page.
- When satisfied with the information entered, select Submit.
- A confirmation page displays if the submission is successful, and the record will be publicly available at that time.
- You may print and save the record details from the confirmation screen.

Figure 7.16: Add New Exclusion – Confirmation page



**Add New Exclusion**

Add Exclusion - Confirmation

**Confirmation**

The exclusion record has been successfully added or updated. Please click the View Summary button below to be redirected to the Exclusion Summary page. There you will have the option to print the record and/or edit the record. To make changes in the future, navigate to your My Exclusions page to access the record. If the exclusion was originally created in EPLS, locate the record via Search Records in the top navigation bar while logged in with your SAM account.

[VIEW SUMMARY](#)

#### 7.2.8.8 *Special Entity Designation Exclusions*

If an exclusion record is submitted with a classification type of Special Entity Designation (SED), SAM will send the exclusion to Dun & Bradstreet (D&B) for investigation to ensure that the SED should not be classified as a FIRM exclusion. An email will be sent to the administrator who created the SED exclusion confirming whether or not a similar organization exists and if so, the SED exclusion can be made inactive and a Firm exclusion will be created in its place.

If D&B locates a DUNS number, SAM will notify the exclusion administrator that a DUNS record exists. In order to accept the DUNS, the administrator must follow the below steps to accept the DUNS and change the exclusion type from SED to Firm.

- Admin logs into SAM and locates the exclusion record under Exclusions -> My Exclusions and selects View.
- Admin select Review Results under the Classification Investigation Status header and is taken to the Classification Investigation Results page containing current record details next to Classification Investigation details.

Figure 7.17: Classification Investigation Status Review Results

**Exclusion Record**

Exclusion Record Details

**Page Description**

This page contains the exclusion details for the record matching your search criteria. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why this entity was excluded and what effect this exclusion has on your decision.

To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.

Agency users with an exclusion management role may update an exclusion record to deactivate it. From the Edit Exclusion Record options, select Update, then set the Termination Date on the Exclusion Details page. Once an exclusion is inactive, it cannot be modified.

**View Exclusion History**

Current Record ▾

VIEW SELECTED RECORD

**Edit Exclusion Record**

UPDATE

DELETE

PRINT

**Classification Investigation Status: Pending**

Based on the results, the exclusion administrator can accept the results from the D&B investigation and the SED exclusion will be made inactive and cross-referenced to the new Firm exclusion (all the details from the SED exclusion, including cross references, will be copied into the Firm exclusion) or they can reject the results and select “Decline.”

Figure 7.18: Accepting Results Returned from Classification Investigation

Would you like to accept the result from the D&B Investigation and update the exclusion record?

DECLINE

ACCEPT

CANCEL

If D&B does not find anything similar, you will be sent an email stating that nothing similar was found and no action is necessary.

### 7.3 Manage an Existing Exclusion Record

To edit or delete an existing exclusion record:

- Select either My Exclusions or My Agency’s Exclusions from the navigation panel.
- You may select a Classification to specify which exclusion records you wish to view.
- Select View adjacent to the desired record.
- To edit, select Update; enter any desired changes and select Submit on the final review page to submit the updated record.

- Agency Administrators with the Exclusions role may delete a record from the SAM system by selecting Delete and following the prompts on the following page.

NOTE: As of October 2017, users no longer have the option to Deactivate exclusion records. Instead users will select Update and edit the Termination Date in order to make their record inactive.

**Figure 7.19: Edit or Delete Exclusion**

Exclusion Summary	Exclusion Record
<p><a href="#">BACK TO USER DASHBOARD</a></p>	<p data-bbox="456 537 667 558">Exclusion Record Details</p> <div data-bbox="456 590 1406 905"> <p data-bbox="862 600 1000 621"><b>Page Description</b></p> <p data-bbox="483 625 1378 695">This page contains the exclusion details for the record matching your search criteria. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why this entity was excluded and what effect this exclusion has on your decision.</p> <p data-bbox="483 716 1378 785">To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.</p> <p data-bbox="483 806 1378 875">Agency users with an exclusion management role may update an exclusion record to deactivate it. From the Edit Exclusion Record options, select Update, then set the Termination Date on the Exclusion Details page. Once an exclusion is inactive, it cannot be modified.</p> </div> <div data-bbox="444 932 1425 995"> <p data-bbox="444 932 634 953"><b>View Exclusion History</b></p> <p data-bbox="444 968 634 989">Current Record ▾</p> <p data-bbox="651 968 870 989"><a href="#">VIEW SELECTED RECORD</a></p> <p data-bbox="927 932 1110 953"><b>Edit Exclusion Record</b></p> <p data-bbox="927 968 1000 989"><a href="#">UPDATE</a></p> <p data-bbox="1016 968 1084 989"><a href="#">DELETE</a></p> <p data-bbox="1341 968 1406 989"><a href="#">PRINT</a></p> </div>

## 7.4 Upload Interface

The Exclusions Upload interface allows users to upload a file with one or more XML forms that contain specifications for entities subject to exclusion. Before attempting to upload exclusion data to SAM, please note the following:

- The file may contain specifications for actions to one or more entities.
- If you upload files that are not in the correct XML format, the uploaded information will be rejected by the system. A sample XML file can be acquired from the Data Access section of the SAM application.
- Your session will time-out if you attempt to submit files larger than 4 Megabytes, or if you are inactive for 30 minutes.
- File names should not contain the # character. This character has a special meaning in a URL and renders exclusion information inaccessible to users.

To upload an XML file to SAM:

- Select Upload Exclusion under Exclusions in the sub-navigation panel.
- Select Choose File to select one or more files from your computer.
- Select Add to add the file to your Upload Queue. Here you can view the size and name of the selected file. NOTE: You may remove it from the Upload Queue by selection Remove located in the right column.
- Ensure you selected the correct file(s) to upload, and select Upload. The files in your Upload Queue will be uploaded to SAM.

- You will receive a confirmation page upon successful upload.

For formatting examples, please contact the SAM Help Desk.

### 7.4.1 Web Service Interface

The Web Service Interface allows agency users to manage exclusions via a web service. Authorized users with a valid username and password will be able to search, submit, and update exclusions. Some operations may require access to lists of available SAM Exclusions data, such as the list of available agencies. Refer to the data access section on the SAM website to learn how to search for multiple exclusions using the available Exclusion Search Web Service.

### 7.4.2 Viewing Exclusions

Anyone can view exclusions in SAM. Additionally, the SAM Exclusions Extract can be downloaded by any user regardless of whether they have an account in SAM. The extract is public and does not contain any Sensitive Personal Information.

### 7.4.3 Viewing Record History

The system tracks a history of all changes made to an exclusion record. Anyone can view an exclusion record’s history, including users without an individual SAM Account.

**Figure 7.20: Access Record History**

### 7.4.4 Viewing Excluded Family Members

Users with FOUO data access have the ability to check if any family members related to a specific entity are also excluded when viewing Exclusion Status on the Entity Dashboard. To see if an entity’s family also has exclusions select View Details on the search result page next to the entity’s registration.

**Figure 7.21: View Details**

TOTAL RECORDS: 2 Save PDF | Export Results | Print

Result page 1 of 1 Sort by Modified Date | Order by Descending

**FILTER RESULTS**

Your search for "001690924\*" returned the following results...

<p><b>By Record Status</b></p> <p><input checked="" type="checkbox"/> Active</p> <p><input type="checkbox"/> Inactive</p> <p><b>By Functional Area</b></p> <p><input type="checkbox"/> Entity Management</p> <p><input type="checkbox"/> Performance Information</p> <p style="text-align: center;"><input type="button" value="Apply Filters"/></p> <p>Note: Filters are case sensitive</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0ffe0;"><b>Entity</b> [REDACTED]</td> <td style="text-align: right;">Status: Active (+)</td> </tr> <tr> <td>DUNS: [REDACTED]</td> <td>CAGE Code: [REDACTED]</td> </tr> <tr> <td>Has Active Exclusion?: <b>Yes</b></td> <td>DoDAAC: [REDACTED]</td> </tr> <tr> <td>Expiration Date: <b>07/10/2015</b></td> <td>Delinquent Federal Debt? <b>No</b></td> </tr> <tr> <td colspan="2">Purpose of Registration: <b>All Awards</b></td> </tr> <tr> <td style="text-align: right;"><input type="button" value="View Details"/></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0ff;"><b>Exclusion</b> [REDACTED]</td> <td style="text-align: right;">Status: Active (+)</td> </tr> <tr> <td>DUNS: [REDACTED]</td> <td>CAGE Code: [REDACTED]</td> </tr> <tr> <td>Classification: <b>Firm</b></td> <td></td> </tr> <tr> <td>Activation Date: <b>09/18/2014</b></td> <td>Termination Date: -</td> </tr> <tr> <td style="text-align: right;"><input type="button" value="View Details"/></td> <td></td> </tr> </table>	<b>Entity</b> [REDACTED]	Status: Active (+)	DUNS: [REDACTED]	CAGE Code: [REDACTED]	Has Active Exclusion?: <b>Yes</b>	DoDAAC: [REDACTED]	Expiration Date: <b>07/10/2015</b>	Delinquent Federal Debt? <b>No</b>	Purpose of Registration: <b>All Awards</b>		<input type="button" value="View Details"/>		<b>Exclusion</b> [REDACTED]	Status: Active (+)	DUNS: [REDACTED]	CAGE Code: [REDACTED]	Classification: <b>Firm</b>		Activation Date: <b>09/18/2014</b>	Termination Date: -	<input type="button" value="View Details"/>	
<b>Entity</b> [REDACTED]	Status: Active (+)																						
DUNS: [REDACTED]	CAGE Code: [REDACTED]																						
Has Active Exclusion?: <b>Yes</b>	DoDAAC: [REDACTED]																						
Expiration Date: <b>07/10/2015</b>	Delinquent Federal Debt? <b>No</b>																						
Purpose of Registration: <b>All Awards</b>																							
<input type="button" value="View Details"/>																							
<b>Exclusion</b> [REDACTED]	Status: Active (+)																						
DUNS: [REDACTED]	CAGE Code: [REDACTED]																						
Classification: <b>Firm</b>																							
Activation Date: <b>09/18/2014</b>	Termination Date: -																						
<input type="button" value="View Details"/>																							

Once on the Entity Overview page, the sub navigation will show a link for Excluded Family Members. Select this link to see any familial exclusions.

**Figure 7.22: Excluded Family Members**

Entity Dashboard

- › [Entity Overview](#)
- › [Entity Record](#)
  - › [Core Data](#)
  - › [Assertions](#)
  - › [Reps & Certs](#)
  - › [POCs](#)
- › [Reports](#)
  - › [Service Contract Report](#)
  - › [BioPreferred Report](#)
- › [Exclusions](#)
  - › [Active Exclusions](#)
  - › [Inactive Exclusions](#)
  - › [Excluded Family Members](#)





## 8 Federal Government Hierarchy Maintenance

SAM keeps organizational hierarchies for entities registered in SAM. For U.S. Federal Government entities, SAM maintains its own hierarchy for various departments and agencies. For all other types of entities registered in SAM (such as businesses and organizations), SAM uses the DUNS hierarchy provided by D&B.

The hierarchy represents the “family tree” for an organization and enables:

- Linkage of one entity to another in a “family tree”
- Relating of actions (Entity Management registration, exclusions, and later capabilities like subcontract reporting and solicitation posting) to both an entity and, by relation, to its parent
- Management of users at lower level entities in the “family tree”
- Roll-up reporting
- Drill-down searches

The sections below focus specifically on the Federal Government Hierarchy and how it is managed in SAM.

Before reading on, note that on the website, mandatory fields have been marked with an asterisk (\*) to help you understand what data is required.

### 8.1 Hierarchy Background

The SAM Federal Government Hierarchy is used to organize Federal Government users and the records they create in the system into one overall structure or “family tree.” When an entity is placed on the hierarchy, this is called a level. The term level indicates that the entity is defined, it exists on the hierarchy, and there is basic information entered for the entity such as name and address. An entry in the hierarchy never expires, but it can be updated by contacting (FPDS), who will in turn contact SAM.

In the course of doing business you may provide more information about the level. For example, if you wish to perform Intra-Governmental transactions, you will have to fill out additional information about the level in an Entity Management record. The Entity Management record can expire if not renewed or updated every twelve months, but the level will remain on the hierarchy. For Federal Government users, your entity must exist on the hierarchy before you can get roles with it, and before you can take actions within SAM on behalf of the organization. However, an entity may exist on the hierarchy without having users associated to it.

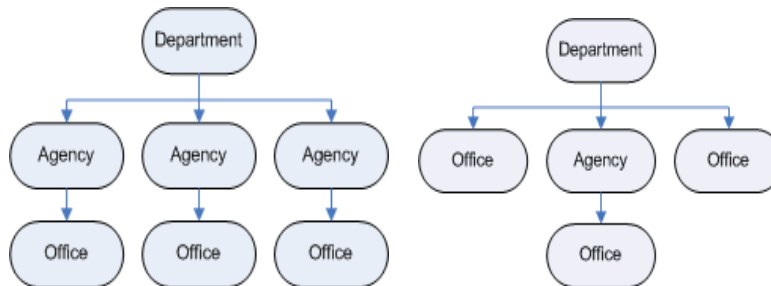
SAM’s Federal Government Hierarchy contains the following levels:

- Level 1 – Department
- Level 2 – Agency/Bureau
- Level 3 – Major Command – DoD Only
- Level 4 – Sub-Command 1 – DoD Only
- Level 5 – Sub-Command 2 – DoD Only
- Level 6 – Sub-Command 3 – DoD Only

- Level 7 – Office

The levels must be in this order. Levels can be skipped, but cannot work in reverse (for example, an Office cannot be the parent of an Agency). Offices can exist under any level of the hierarchy (so an office can be established under a Department). Figure 8.1 below shows this graphically.

**Figure 8.1: Sample SAM Government Hierarchies**



The hierarchy also supports administrative capabilities, giving individuals with the Agency Administrator role the ability to manage users and records at any lower level in their hierarchy. For instance, if you have administrator rights to a Department, you can manage records, perform actions and manage users for your own entity as well as any agency or office below you on the hierarchy.

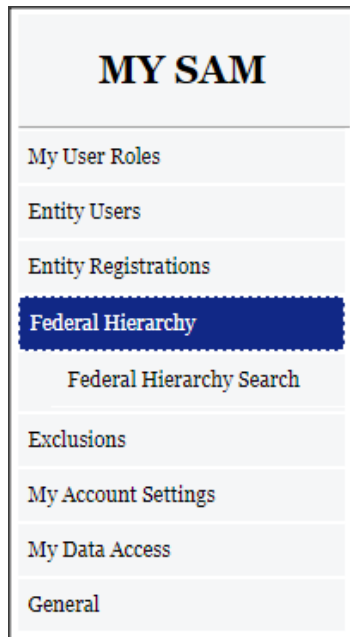
## 8.2 Maintaining the Federal Government Hierarchy

Within a department/agency, the Agency Hierarchy Maintainer role is responsible for maintaining the Offices within their portion of the hierarchy. As the Hierarchy Maintainer, it is important that you review the list of Agencies and Offices and ensure that they are the most updated and accurate listing for your Department. If you notice any discrepancies, you must contact FPDS to report the inconsistencies.

If you do not have this role and wish to request it, follow the instructions outlined in [Roles](#). If the Agency Hierarchy Maintainer wishes to create a new agency in the hierarchy, he or she must contact the **FPDS** and **SAM** help desks at [www.fsd.gov](http://www.fsd.gov).

You can review the hierarchy by selecting the Federal Hierarchy Search link on your My SAM page.

Figure 8.2: Federal Hierarchy Management



### 8.3 Requesting a New Department, Agency or Office

To create a new level on the Federal Government Hierarchy, please contact the Federal Service Desk where an agent will help you add the entity to the Federal Hierarchy. Please be prepared to provide the Headquarters DUNS as well as the known DODAAC (if applicable) or office level (if known). If you are not certain about your DoDAAC or you need one assigned then you will need to contact the DLA DAASC help desk (DSN 986-3247, commercial (937)656-3247). You may find out your agency's office level by contacting [www.fsd.gov](http://www.fsd.gov) and requesting this information through FPDS. Often times a level does not exist and SAM will create the six-digit alphanumeric code.

## 9 SAM Help

### 9.1 SAM Help Pages

On the SAM Help pages you can find the training materials and information you need to successfully navigate SAM. SAM Help includes:

- **FAQs.** Answers to the Frequently Asked Questions (FAQ) and a list of general FAQ with the functionality to search for specific keywords in the list.
- **User Guides:**
  - **Quick Start Guides.** There are several Quick Start Guides that provide overview information on how to register for contracts and grants, search SAM, create exclusions, and perform the administrator role:
    - Helpful Hints for Entity Registrations
    - Quick Start Guide for Service Contract Reporting (SCR)
    - Quick Start Guide for Updating/Renewing Registrations



- Quick Start Guide for Contract Registrations
- Quick Start Guide for Grant Registrations
- Quick Start Guides for Exclusions
- Quick Start Guide for Federal Administrators
- Quick Start Guide for Non-Federal Administrators
- Quick Start Guide for Federal Employees
- Quick Start Guide for Search
- Quick Start Guide for BioPreferred Reporting
- **Full User Guides.** There are three separate user guides to help familiarize you with SAM. The guides are for federal users, non-federal users, and users consuming non-public data through SAM's data access request process.
- **Helpful Hints.** There are helpful hints for entity registrations, government users, and public users:
  - Understanding your entity's registration status
  - Government User Guidance on Small Business Information in SAM
  - Government User - Identifying Excluded Entities in SAM
  - Identifying Entities Registered for Contracts
  - Identifying Entities Registered for Grants
  - Public User - Identifying Excluded Entities in SAM
- **International Registrants.** There are resources specific to international entities, or those located outside of the United States and its outlying areas. This page includes a Quick Start guide, Helpful Hints, video on obtaining NATO CAGE (NCAGE) Codes, and External Resources for international registrants.
- **Demonstration Videos.** There are five webinars that provide an overview of SAM application, how to register for contracts and federal assistance, and manage users:
  - SAM Overview Video
  - Register a New Entity in SAM to be eligible Government Contracts
  - Register a New Entity in SAM to be eligible for Grants and Other Federal Assistance
  - Managing Users as an Administrator
  - SAM Webinar for Government Users
- **Exclusions Information:**
  - *Agency Exclusion POC.* Listing of all Agency Exclusions Point of Contacts with their name and phone number

- *Legacy CT codes.* Full listing and definition of all historical Cause and Treatment codes.
- *Exclusion Types.* Full listing and description of the SAM Exclusion Types and how they map to the historical Cause and Treatment codes
- **External Resources.** Links to software sites that you may need to access specific sections of SAM.

## 9.2 SAM Assistant Tool

The SAM Assistant Tool aids users with completing their registrations by providing page-level and field-level instructions, hints, and tips. In order to activate the SAM Assistant Tool, navigate to the top of the website and select View Assistance for SAM.GOV. If you want to hide the tool, you can select Hide SAM Assistant. The tool may appear at certain times during the registration process so if you prefer to disable the tool, select the checked box marked Enable SAM Helper Tool and the tool will become disabled.

## 10 About SAM Information

### 10.1 About Pages

On the About Pages you can find the most updated information about the SAM site. Information in this section includes:

- **What is SAM:** An overview of SAM and how to get started with a registration.
- **News:** Information on the latest release notes, news and announcements about SAM.
- **Contact Us:** If you have a question about SAM or require assistance, select Contact Us for information on how to contact the SAM Help Desk, which is run by the Federal Service Desk (FSD). For policy related questions, contact your contracting officer or grants official.

Refer to the FAQs found in SAM Help before contacting the FSD. If the FAQs do not answer your question, please contact FSD for additional support.

**URL:** [www.fsd.gov](http://www.fsd.gov)

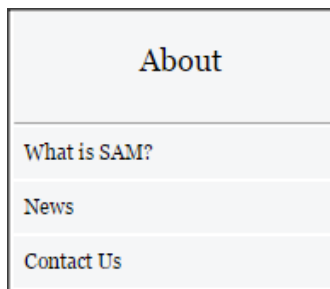
**Hours:** 8am - 8pm (Eastern Time)

**U.S. Calls:** 866-606-8220

**International Calls:** 334-206-7828

**DSN:** 866-606-8220

**Figure 10.1: About Links**





## 11 BioPreferred Report

### 11.1 Reporting

The BioPreferred program is a key component to promote sustainable acquisition throughout the Government under Executive Order 13514 of October 5, 2009 (Federal Leadership in Environmental, Energy, and Economic Performance). The BioPreferred program, established by the Farm Security and Rural Investment Act of 2002 (Public Law 107-171) (2002 Farm Bill), and strengthened by the Food, Conservation and Energy Act of 2008 (Public Law 110-234) (2008 Farm Bill), is intended to increase Federal procurement of bio based products to promote rural economic development, create new jobs, and provide new markets for farm commodities. Bio based and sustainable products help to increase U.S. energy security and independence. Contractor reporting of purchases of BioPreferred items has been added to SAM to comply with the Farm Bill and FAR 23.406.

In accordance with FAR 52.223-2, vendors who have been awarded services or construction contracts issued after May 18, 2012 are required to report on their purchase of BioPreferred Items in the execution of those contracts during the Federal Government fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>). As such, contract data will be collected from FPDS for any contract, to include task and delivery orders, which meet the following criteria:

- Action Obligation > \$25,000 and is a Service Contract awarded after May 14, 2012
- Reason for Modification is:
  - J – Novation Agreement
  - R – Representation
  - S – PIID Change
  - V – Vendor Change
- Recovered Materials/Sustainability Clause must be:
  - E – Bio-based
  - H - FAR 52.223-4 & bio-based
  - J – FAR 52.223-4 & bio-based & energy efficient
  - K – FAR 52.223-4 & bio-based & environmentally preferable
  - L – FAR 52.223-4 & bio-based & energy efficient & environmentally preferable

SAM will receive a list of all contracts that meet the requirements identified above from the Federal Procurement Data System (FPDS). Users will come into SAM to report on their contracts by overall contract number, aka Procurement Instrument Identifier (PIID). Reports can be entered and edited throughout the Federal fiscal year, until October 31 of the following fiscal year, when the reporting for the year closes. For example, FY2013 information can be entered and edited until October 31, 2013.

### 11.2 Required Data

The “prime” contractor is responsible for entering BioPreferred information. For each contract or order, the “prime” contractor must enter a single dollar amount expended in any given BioPreferred product category. The “prime” contractor must include the “prime” contractor data in the reported amount. The prime contractor must enter the following data for BioPreferred Items used during the Federal Government fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>):

- Category of Product
- Type of Product

- Dollar Amount Spent

### 11.3 Accessing BioPreferred Functionality

In order to create BioPreferred Reports:

- Your entity must be registered in SAM
- FOR U.S. FEDERAL GOVERNMENT ONLY: You must have an individual SAM account with either the [Agency Administrator – Entity Management](#) or [Office Registration Representative](#) Role.

If you do not already have one of these roles, you can:

- [Request roles](#) with your entity. Select My User Roles and select Request Roles with New Entity.
- Have your agency’s administrator assign you roles.

### 11.4 Creating BioPreferred Reports

After you have the correct roles, you can begin creating BioPreferred Reports.

- From your My SAM page, select Entity Registrations and select BioPreferred Reporting.

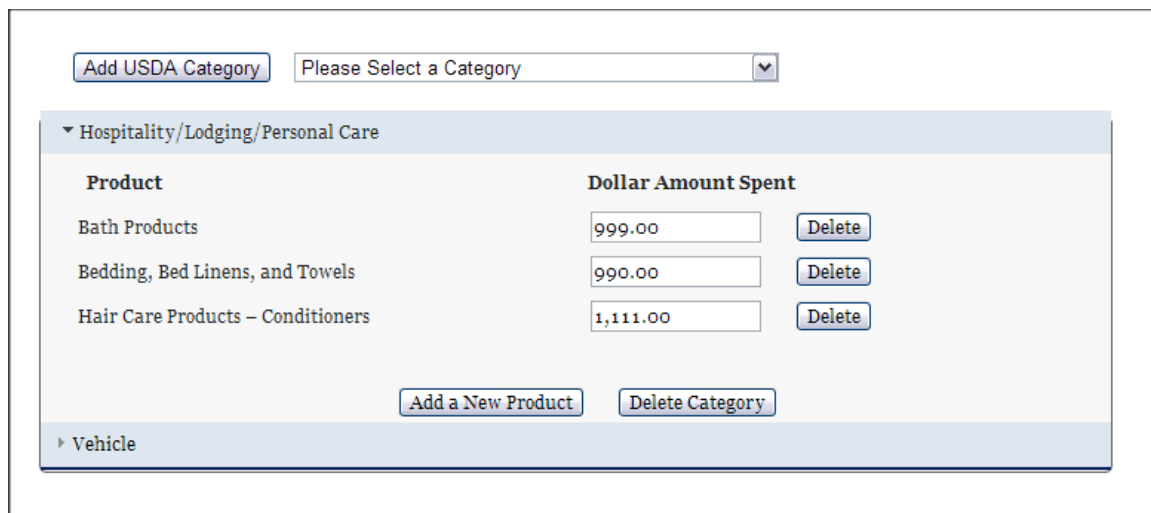
**Figure 11.1: BioPreferred Links**



- Next, select the DUNS number for which you wish to create a BioPreferred Report. Select View. Only DUNS numbers which require BioPreferred Reporting appear on the list. If a DUNS number does not appear on the list, SAM has not received any contracts that require reporting for that DUNS number. The contract data is updated on a monthly basis so there may be a lag between when the contract is entered in FPDS and when it appears in SAM.
- You are now presented with the contracts which require BioPreferred Reporting. For each contract, you can see the status of your BioPreferred Report under the “Submitted?” header. “Y” indicates that the BioPreferred Report for that contract is submitted. “N” indicates that it is not submitted. Select the appropriate contract and select Add. Only contracts which require BioPreferred Reporting appear on the list.

- On the next page, SAM displays the details of the contract for your reference. Select Add USDA Category button to add a category.
- Select a USDA Category from the dropdown list.
- Next, select the Product from the dropdown.

**Figure 11.2: Entering BioPreferred Information**



The screenshot shows a web interface for entering BioPreferred information. At the top, there is a button labeled "Add USDA Category" and a dropdown menu with the text "Please Select a Category". Below this, a category is selected: "Hospitality/Lodging/Personal Care". Underneath, there is a table with two columns: "Product" and "Dollar Amount Spent".

Product	Dollar Amount Spent	
Bath Products	999.00	Delete
Bedding, Bed Linens, and Towels	990.00	Delete
Hair Care Products – Conditioners	1,111.00	Delete

At the bottom of the table area, there are two buttons: "Add a New Product" and "Delete Category". Below the table, there is a link for "Vehicle".

- After selecting the correct product, enter the Dollar Amount Spent on purchasing that product during the Federal Government fiscal year (October 1 – September 30). (NOTE: The sum of the Dollar Amounts Spent cannot exceed the Total Contract Value). You can add multiple Products for this Category by selecting Add a New Product. If you need to delete a Product select Delete next to that Product.
- If you need to add additional Categories, select Add USDA Category again.
- If you need to remove a Category, select Delete Category next to the item.
- After completing the report, select Submit to save it. You will be able to edit this report as necessary until the reporting period closes on October 31<sup>st</sup>. After that deadline, you will only be able to create reports for the next Federal Government fiscal year.
- On the Select Contract page, SAM displays a “Y” in the “Submitted?” column for the report that you just finished. You can save a PDF of the report by selecting the displayed link.

## 11.5 Editing BioPreferred Reports

You can edit your BioPreferred reports up until the deadline closes on October 31<sup>st</sup>. To edit a report:

- From your My SAM page, select Entity Registrations and select BioPreferred Reporting.
- On the next page, select the DUNS number for which you want to edit a report and select View.
- The reports that you can edit have a “Y” in the “Submitted?” column. Select View/Edit.
- Update the record and select Submit to save the changes.



## 11.6 BioPreferred Reporting Period

The reporting tool will be available throughout the entire fiscal year, and contractors may come in and create or update reports at any time up until the reporting period ends. The reporting period will end at midnight on October 31 each year. At that time, all reports for the prior fiscal year will be locked and submitted to the Office of Management and Budget. After October 31, only reports for the next (current) fiscal year may be completed. So, for example, starting November 1, 2013, contractors will be able to create reports for FY2014. This will continue until October 31, 2014, at which time the reports FY2014 will be locked. FY2015 reporting would begin on November 1, 2014.

## 11.7 Federal Government Users Viewing Submitted Reports

Users with For Official Use Only (FOUO) access in SAM can view the BioPreferred reports that an entity has created. Users who have FOUO access in SAM include:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

You must be logged into your SAM account to view BioPreferred information. You can see an entity's submitted BioPreferred reports on the Entity Dashboard.

- Select Search Records from the SAM Homepage and search for the entity by its Legal Business Name, DUNS Number, or CAGE Code.
- On the Search Results page, select View Details for the entity.
- Under the Reports section on the left side of the page, select BioPreferred Report.

**Figure 11.3: BioPreferred Report Link**



If you do not have access to view the information, you will see the following message:

**Figure 11.4: Unauthorized Access**

You do not have permission to access this BioPreferred Reporting information. Only government users who are logged into their account and users who have a role with this entity can access BioPreferred Reporting information.

If the entity is not required to create BioPreferred reports, you will see the following message:

**Figure 11.5: BioPreferred Not Required**

This entity was not required to submit BioPreferred Reporting information.

If you do have access and the entity must create BioPreferred reports, you will see a list of all the PIIIDs for which the entity must create a report. The “Submitted?” column indicates the status of that report. If the status is “Y”, you can select View to see the information that the entity entered for that report. “N” indicates that the entity has not created a report of that PIID.

NOTE: Until the reporting period closes on October 31<sup>st</sup>, entities may update their BioPreferred reports.

## 11.8 BioPreferred Reports

Those users with FOUO access can also download the BioPreferred Year-End Summary report. This .ZIP document contains all BioPreferred reports for that fiscal year. This file can be found in the EM Extracts section under Data Access. The following users can access the file:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

You must be logged in to view the file.

NOTE: The file is not posted until after the reporting period has closed.

**Figure 11.6: BioPreferred Report**

BIOPREFERRED PRODUCT REPORT	Data Package Information
<b>Data Access Role:</b> FOUO Entity Management Data Viewer <b>Format:</b> ZIP <b>Protocol:</b> SFTP <b>Description:</b> This data package contains the BioPreferred Product Report for the preceding fiscal year. <a href="#">BIOPREF_ZIP</a>	Descriptions

## 12 Service Contract Report (SCR)

### 12.1 Reporting Requirements

The Office of Management and Budget (OMB), in accordance with Section 743(a) of Division C of the Consolidated Appropriations Act, 2010 (Pub. L. 111-117) requires civilian agencies to prepare an annual inventory of their service contracts. FAR 4.1703 establishes service contractor reporting requirements based on type of contract and dollar amount as described below:

- Contractors are required to report on all cost-reimbursement, time-and-materials, and labor hour service contracts and orders at or above the simplified acquisition threshold (SAT).



- For firm fixed price contracts, reporting requirements will be determined based on the expected dollar amount and type of orders issued under the contracts as follows:
  - \$2.5 million in Fiscal Year 2014
  - \$1 million in Fiscal Year 2015; and
  - \$500,000 from Fiscal Year 2016 onwards
- For indefinite-delivery contracts including, but not limited to, indefinite-delivery indefinite-quantity (IDIQ) contracts, Federal Supply Schedule (FSS) contracts, Government wide Acquisition contracts (GWACs), and multi-agency contracts, reporting requirements will be determined based on the expected dollar amount and type of orders issued under the contracts.
- Existing indefinite-delivery contracts will be bilaterally modified within six months of the effective date of the final rule if sufficient time and value remain on the base contract, which is defined as: A performance period that extends beyond October 1, 2013; and
  - \$2.5 million or more remaining to be obligated to the indefinite-delivery contract.
- Tier 1 subcontract information is required for subcontractors primarily providing services. Tier 1 subcontract reports need to be invoiced for contracts that reach the same thresholds as the contract type requirements for SCR.

In accordance with FAR 4.1703, additional information must be entered by contractors at SAM.gov for each contract that meets the above described service contract reporting thresholds.

## 12.2 Transmission of Contract Action Reports from FPDS to SAM

The Federal Procurement Data System (FPDS) will send Contract Action Reports (CARs) meeting the SCR thresholds to SAM at the end of each Fiscal Year.

Users with the Entity Administrator, Entity Representative or the Reporter roles will come into SAM to report on their contract actions (see SCR Required Data section) by Contract Number, also known as the Procurement Instrument Identifier (PIID). If a contract was awarded under an Indefinite Delivery Vehicle (IDV), SAM will provide a place to view each individual Contract Number (PIID) under the respective Reference IDV PIID. Although there may be multiple Contract Numbers (PIIDs) for any applicable Reference IDV PIID, the reporting itself is at the Contract Number (PIID) level.

## 12.3 SCR Required Data

Users are required to input and submit the following SCR data elements for covered contracts:

- Amount invoiced for services on that contract in the preceding government fiscal year (in dollars).
- Number of prime contractor direct labor hours expended under the contract. SAM will convert this value to a Full-Time Employee (FTE) equivalent using a 2,080-hour work year for each FTE.
- If applicable, the following Tier 1 Subcontractor information:
  - DUNS Number and Legal Business Name
  - Subcontract Number

- Number of subcontractor direct labor hours expended under the contract. SAM will convert this value to an FTE equivalent using a 2,080 hour work year for each FTE.

## 12.4 Accessing SCR Functionality

Your entity must be registered in SAM to create/update a service contract report.

You must be logged into SAM with your individual SAM user account tied to your U.S. government email address to [search for and view SCR information](#).

## 12.5 Creating SCRs

To create SCRs:

- Log in to your SAM account.
- Select Existing Registrations and then Service Contract Reporting.
- SAM displays your entities which have covered service contracts. Select View by the entity to see the service contracts for each entity.

**Figure 12.1: Select DUNS**

**Service Contract Reporting**

**Select Entity**

List of Entities with Service Contracts

**Page Description**

Select View to pick the entity for which you need to report service contract information. The next page will display the contracts awarded to that entity meeting service contract reporting (SCR) criteria for the most recent, complete government fiscal year.

If there are no entities listed on this page, none of the contract awards you received meet the minimum criteria for service contract reporting. If you have questions about SCR requirements, please contact your contracting officer.

	DUNS	Legal Business Name	City, State/Province, Country
VIEW	877672683	REED ELSEVIER, INC.	MIAMISBURG, OH, UNITED STATES
VIEW	107968773	I S TECHNOLOGIES LLC	OKLAHOMA CITY, OK, UNITED STATES
VIEW	120439869	GAP SOLUTIONS, INC.	RESTON, VA, UNITED STATES

BACK TO USER DASHBOARD

- Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
- You can also search for a specific contract by Contract Number (PIID). For each contract, SAM displays the date a SCR was last updated and submitted under Submit Date. An empty field indicates that no report has been submitted.

Figure 12.2: Select Contract

**Select Contract**

REED ELSEVIER, INC.      DUNS: 877672683

**Page Description**

The following contract(s) meets the service contract reporting criteria in FAR Subpart 4.17, i.e. the work is predominantly service-related and the contract meets or exceeds the dollar threshold.

Select Add to report the required service contract information for a given contract. Select View/Edit to view and/or update an existing report or to delete a report. Select Save as PDF to save a copy of a report in Portable Document Format.

Additional information is provided to help you identify a given contract:

- Submit Date shows when the service contract report was submitted. When no date is displayed, no service contract report exists for that particular contract.
- Contract Number is the procurement instrument identifier (PIID) for the contract, agreement, or order on the award document recorded in the Federal Procurement Data System (FPDS).
- Referenced Indefinite Delivery Vehicle (IDV) is the ordering vehicle for certain types of contract awards as reported in FPDS.
- Place of Performance is the principal location where services were performed under this contract as reported in FPDS.

If you believe one or more of the contracts listed do not meet the reporting criteria, please contact the contracting officer for that contract.

**Search for a Contract Number (PIID):**

Action	Save as PDF?	Submit Date	Contract Number (PIID)	Reference IDV PIID	Place of Performance
<input type="button" value="VIEW / EDIT"/>	<a href="#">Save as PDF</a>	08/22/2016	HSBP1016F00019	LC14C7121	MIAMISBURG, OH
<input type="button" value="VIEW / EDIT"/>	<a href="#">Save as PDF</a>	07/28/2016	HSCECR15P00009		WASHINGTON, DC
<input type="button" value="ADD"/>			PBGCO1DO140099	GS02F0048M	WASHINGTON, DC
<input type="button" value="ADD"/>			SAQMM15F0232	LC14C7121	ARLINGTON, VA

Upon selecting Add you will be taken to the Complete Service Contract Report page where SAM displays the details of the contract and allows you to report. You are required to enter the following information:

- Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount); Please note the Total Amount Invoiced cannot exceed the Total Dollars Obligated on the contract.
- Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter in Prime Contractor Hours Expended is automatically divided by 2,080 hours to calculate a Full-Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as “Prime Contractor FTEs”. One (1) FTE is equal to 2,080 hours.

Figure 12.3: Enter SCR Data

<b>Total Amount Invoiced : *</b>	<input type="text"/>
Enter the total dollar amount invoiced for services performed during the previous government fiscal year under this contract. Include both prime and subcontractor amounts invoiced.	
<b>Prime Contractor Hours Expended : *</b>	<input type="text"/>
Enter the number of prime contractor direct labor hours expended on the services performed under this contract during the previous government fiscal year.	
<b>Prime Contractor FTEs :</b>	0.00
This field is calculated by the system. SAM converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.	
<b>Total FTEs :</b>	0.00
Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs.	
<input type="button" value="Add Tier 1 Subcontract Information"/>	
Select Add Tier 1 Subcontract Information if a first-tier subcontractor provided services under this contract with a subcontract valued at or above the thresholds set forth in <a href="#">FAR Subpart 4.1703</a> .	

- Report any required Tier 1 subcontractor information by selecting the “Add Tier 1 Subcontract Information” button. Multiple subcontractors can be added by selecting the button again. There are no reporting requirements for subcontracts beyond Tier 1. For each subcontract, you must provide the following information:
  - Subcontractor’s DUNS. Enter the DUNS and select Search to return the subcontractor’s information from Dun and Bradstreet. If your subcontractor does not have a DUNS, they can obtain one from Dun & Bradstreet (D&B) by calling 1-866-705-5711 or accessing D&B’s website at <http://fedgov.dnb.com/webform>
  - Subcontract Number
  - Subcontractor Direct Labor Hours Expended. As with Prime Contractor Hours Expended, this number is divided by 2,080 hours to calculate the FTE equivalent.
  - Subcontractor information can be removed by selecting the Delete.

When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page, where you can create additional SCRs.

**Figure 12.4: Tier 1 Subcontract Information**

▼ New Subcontractor

Subcontractor DUNS : \*

Legal Business Name :

Subcontract Number : \*

Subcontractor Direct Labor Hours Expended : \*

Full Time Employee (FTE) Equivalent : 0.00

This field is calculated by the system. SAM converts the subcontractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

## 12.6 Editing/Deleting SCRs

For any previously saved/submitted SCR, SAM will display a View/Edit button instead of the Add button. Upon selection, you will be able to view the current SCR, edit available fields and resubmit the record, or delete previously entered information altogether. The record can be edited as frequently as necessary until the end of the reporting period.

The steps to update a previously submitted SCR are as follows:

- From the My SAM page, select Existing Registrations and then select Service Contract Reporting.
- Select the entity containing the contract for which you want to edit/delete an SCR.
- Next, select the SCR that you want to edit. You can search for a specific contract by Contract Number (PIID). To edit a previously submitted SCR, select View/Edit.
- Once the report is open, it can be edited. Select Submit to save any changes.
- To delete the report, select Delete.

**NOTE:** Once you delete the report it is no longer considered submitted and the contract will be listed as incomplete on the Select Service Contract page. You have until the end of the reporting period to complete a new SCR for this service contract.

## 12.7 Federal Government Users Viewing Submitted Reports

Users with For Official Use Only (FOUO) access in SAM can view the Service Contract Report(s) as reported by an entity. Users who have FOUO access in SAM include:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

You must be logged into your SAM account to view SCR information. You can see an entity's submitted reports on the Entity Dashboard.



- Select the Search Records tab from the SAM main navigation bar and search for the entity by its Legal Business Name, DUNS, or CAGE.
- On the Search Results page, select View Details for the entity.
- Under the Reports section on the left side of the page, select Service Contract Report.

If no Service Contract Reports are listed, you will see a message to indicate whether the entity has service contracts awarded or issued in the previous Fiscal Year which meet the reporting thresholds, but has not yet provided the required information, or if the entity has no service contracts awarded or issued in the previous Fiscal Year which meet the reporting thresholds.

## 12.8 Service Contract Reports

Those users with FOUO access can also download the summary Service Contract Report to track reporting progress. This .xls document contains all covered Service Contract Reports from FPDS for that fiscal year. This file can be found in the Entity Management (EM) Extracts section under Data Access. The following users can access the file:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

You must be logged into SAM to download the file.

NOTE: An interim version of the file is posted bi-weekly during the reporting period. A final summary of Service Contract Reporting activity for the fiscal year is posted after the reporting period has closed.

### 12.6 Service Contract Reports

Service Contract Report	Data Package Information
<p><b>Data Access Role:</b> FOUO Entity Management Data User  <b>Format:</b> ZIP  <b>Protocol:</b> SFTP  <b>Description:</b> This data package contains Service Contract Reporting activity for Fiscal Year 2016. You must have FOUO access to download this file.  <a href="#">FY2016 Service Contract Report</a></p>	





### 13 Appendix A – Acronym List

Acronym	Acronym Description
ABA	American Banking Association
ACH	Automated Clearing House
ALC	Agency Location Code
AKA	Also Known As
ANSI	Alaskan Native Servicing Institution
ARO	Agency Registration Official (List)
CAGE	Commercial and Government Entity
CAPTCHA	Completely Automatic Public Turing Test to Tell Computers and Humans Apart
CCR	Central Contractor Registration
CFO	Chief Financial Officers
COTS	Commercial Off The Shelf
CPARS	Contractor Performance Assessment Reporting System
CSV	Comma Separated Value
CT	Cause and Treatment (Codes)
D&B	Dun and Bradstreet
DAR	Data Access Request
DBA	Doing Business As
DFARS	Defense Federal Acquisition Regulation Supplement
DO	Disbursing Office or Delivery Order
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DUNS	Data Universal Numbering System
EDI	Electronic Data Interchange
EDWOSB	Economically Disadvantaged Women-Owned Small Business
EFT	Electronic Funds Transfer
EIN	Employee Identification Number
EPA	Environmental Protection Agency
EPLS	Excluded Parties List System
eSRS	electronic Subcontracting Reporting System
FAPIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Requirement
FBO	Federal Business Opportunities
FedReg	Federal Agency Registration
FEMA	Federal Emergency Management Agency
FFATA	Federal Funding Accountability and Transparency Act
FKA	Formally Known As
FOUO	For Official Use Only
FPDS	Federal Procurement Data System
FSC	Federal Supply Codes
FSD	Federal Service Desk
FSN	Fiscal Station Number
FSRS	FFATA Subaward Reporting System
GSA	General Service Administration
HBCU	Historically Black College or University
HSI	Hispanic Servicing Institution
IAE	Integrated Acquisition Environment
IEE	Indian-owned Economic Enterprise
ISBEE	Indian-owned Small Business Economic Enterprise
IGT	Intra-Governmental Transactions
IPAC	Intra-Governmental Payment and Collection
IRS	Internal Revenue Service
IT	Information Technology

Acronym	Acronym Description
JWOD	Javits Wagner O'Day (JWOD) Act
LLC	Limited Liability Company
MPIN	Marketing Partner Identification Number
NAICS	North American Industry Classification System
NCAGE	North Atlantic Treaty Organization Commercial and Governmental Entity
NHSI	Native Hawaiian Servicing Institution
NKA	Now Known As
NPI	National Provider Identifier
ORCA	Online Representations and Certifications Application
PII	Personally Identifiable Information
PKA	Previously Known As
PMO	Program Management Office
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PSC	Product and Service Code
PTAC	Procurement Technical Assistance Center
SAM	System for Award Management
SBA	Small Business Administration
SCR	Service Contract Report
SDB	Small Disadvantaged Business
SFTP	Secured File Transfer Protocol
SSN	Social Security Number
TIN	Taxpayer Identification Number
URL	Universe Resource Locator
WDOL	Wage Determinations on Line
WOSB	Women-Owned Small Business
XML	Extensible Markup Language

## 14 Appendix B – Glossary

Three unique content glossary sections:

[Entity Management Content Glossary](#)

[Representations and Certifications Content Glossary](#)

[Performance Information Content Glossary](#)

### 14.1 Entity Management Content Glossary

Term	Definition
All Awards	This option is for those who wish to be eligible for federal contracts or other procurement opportunities as well as federal assistance opportunities. You must complete all sections of the registration, i.e. Core Data, Assertions, Reps and Certs, and POCs. This term replaces Contracts and Contracts & Grants from CCR. U.S. Federal Government entities may select this option if they have the authority to be eligible for federal contract awards.
Federal Assistance Opportunities	This option is for those who plan to apply for Federal Financial Assistance opportunities (e.g., grants, loans, and other financial assistance programs). This term replaces

Term	Definition
	"Grants" in CCR. U.S. Federal Government entities may select this option if they have the authority to be eligible for financial assistance awards.
Federal Government	The United States Federal Government established by the Constitution to govern the constitutional republic of 50 states, one district and the territories that is the United States of America. It encompasses all Departments and Agencies of the Executive Branch as well as the Legislative and Judicial Branch. A federal government entity may register in SAM to be eligible for contracts, federal financial assistance, or intragovernmental transactions. It is distinct from the other levels of government (State, Local), Tribal Governments, or Foreign Governments, as well as commercial enterprises.
U.S. State Government	A government of one of the 50 states that make up the United States of America. A state government entity may register in SAM to be eligible for contracts or federal financial assistance. It is distinct from the other levels of government (Federal, Local), Tribal Governments, or Foreign Governments, as well as commercial enterprises.
U.S. Local Government	A government of a locality (city, county, etc.) within one of the 50 states that make up the United States of America. A Local Government entity may register in SAM to be eligible for contracts or federal financial assistance. It is distinct from the other levels of government (Federal, State), Tribal Governments, or Foreign Governments, as well as commercial enterprises.
Tribal Government	The independent government of an indigenous tribe within the borders of the United States of America that has local sovereignty as a tribal nation. A Tribal Government entity may register in SAM to be eligible for contracts or federal financial assistance. It is distinct from the other levels of government (Federal, Local, and State) and Foreign Governments, as well as commercial enterprises.
Foreign Government	The government of a country other than the United States of America. A Foreign Government entity may register in SAM to be eligible for contracts or federal financial assistance. It is distinct from the United States Government and Tribal Governments, as well as commercial enterprises.
DUNS	The Data Universal Numbering System (DUNS) Number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). Call D&B at 1-866-705-5711 or access their website at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> if you do not have a DUNS number. International registrants may also contact <a href="mailto:SAMhelp@dnb.com">SAMhelp@dnb.com</a> .
Refresh D&B Data	THE REFRESH BUTTON WILL ONLY BE VISIBLE AFTER YOU HAVE SUCCESSFULLY COMPLETED YOUR REGISTRATION. Use the "Refresh D&B Data" button only if you have recently called D&B to make a change to your information, but the changes are not yet showing up in SAM. FYI: The D&B System itself can take up to 24 hours to update.

Term	Definition
DODAAC	FOR U.S. FEDERAL GOVERNMENT DEPARTMENT OF DEFENSE ENTITIES ONLY. The Department of Defense Activity Address Code (DODAAC) for non-civilian government agencies (DoD) uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. This field should be filled with the letters "DOD" followed by the agency's 6 digit DoDAAC number.
D&B Legal Business Name	Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name, such as a franchise, licensee name, or an acronym, then include that in the Doing Business As space. Your legal business name as entered on the registration MUST match the legal business name at D&B. If the information does not match, your registration may be rejected during processing.
DBA Name	Doing Business As (DBA) is the commonly used other name, such as a franchise, licensee name, or an acronym. Do not type "same" or "as shown above" in the DBA field.
Physical Address Information	This information must match what is in your D&B registration. All known address information, physical street address, City, State, Zip, Foreign Province Code, and Country should be entered by the user and will be sent to Dun and Bradstreet (D&B) for validation. D&B will return a match on all address fields, validating to SAM that your entity is the same as the one registered in their database. Once confirmed, SAM will use the D&B address information throughout the system. The address information cannot be edited in SAM. In order to change this information, registrants must go to the D&B website ( <a href="http://fedgov.dnb.com/webform/">http://fedgov.dnb.com/webform/</a> ).
Physical Address Line	Enter your first address line here. It should match the address line provided when you registered for your DUNS number. P.O. Box and c/o may not be used in this space. You may not register a branch of the business with the branch address and the headquarters DUNS number. Your Address line as entered on the registration MUST match the Address line at D&B. If the information does not match, your registration may be rejected during processing.
Physical Address City	Enter your city as it appears in your D&B registration. If the information does not match, your registration may be rejected during processing.
Physical Address State / Province	Enter your state, or foreign registrants, your province as it appears in your D&B registration. If the information does not match, your registration may be rejected during processing.
Physical Address ZIP Code / Postal Code	Enter your zip code + 4 or for foreign registrants, your postal code as it appears in your D&B registration. If the information does not match, your registration may be rejected during processing.
Country	Enter your country as it appears in your D&B registration. If the information does not match, your registration may be rejected during processing.
Business Start Date	Enter the date the business was formed or established here. This may be used to distinguish you from others

Term	Definition
	with similar names. You must enter the date as mm/dd/yyyy (example: 01/01/1995).
Fiscal Year End Close Date	Enter the day on which your business closes the fiscal year. For example, if you use the calendar year, enter 12/31. When entering the information on the web site, you must enter as mm/dd.
Company Division Name	If you do business or are identified as a division of a larger company, enter the proper name for your division here. Otherwise, leave blank.
Company Division Number	If a number identifier commonly distinguishes your division, enter that in the division number field here. Otherwise, leave blank.
Corporate URL	If applicable, provide your entity's web page Universe Resource Locator (URL) here. Both upper and lower cases are acceptable.
Congressional District	The Congressional District (if applicable) will be populated for you by the system based on your entity's physical address location. This will include the two-character abbreviation for the state or territory and the two-digit congressional district.
MPIN	The Marketing Point of Contact Identification Number (MPIN) is a self-created password that will be shared with other authorized partner applications (e.g., PPIRS and Grants.gov) and is used to access these systems. You will also use it again as a means of signing your IRS Consent to Disclose Taxpayer Information form, if applicable, later in the registration process so please remember it! You should guard it as you would other passwords. The MPIN must contain nine characters, at least one alpha, and one numeric character each. It should not contain spaces or special characters.
Mailing Address Type	If you are unable to receive mail at your physical address, enter a mailing address here. A Post Office Box is permissible.
Address 1	If you are unable to receive mail at your physical address, enter a mailing address here. A Post Office Box is permissible.
Address 2	If you are unable to receive mail at your physical address, enter a mailing address here. A Post Office Box is permissible.
City	If you are unable to receive mail at your physical address, enter a mailing address city here.
State / Province	If you are unable to receive mail at your physical address, enter a mailing address state or province here.
Taxpayer Identification Number (TIN)	This field will be populated with the TIN, i.e. Employer Identification Number (EIN) or Social Security Number (SSN), you entered on the Business Information page. You cannot edit this field on the IRS Consent page.
TIN Type	A Taxpayer Identification Number (TIN) is a 9-digit identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the IRS or the Social Security Administration (SSA). The choices provided for TIN Type include: Employer Identification Number (EIN) or Social Security Number (SSN). <a href="#">Find more information on these TIN types.</a>

Term	Definition
	PLEASE NOTE: If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).
EIN	<p>An Employer Identification Number (EIN) is also known as a federal tax identification number, and is used to identify a business entity. It is also used by estates and trusts. This number helps SAM uniquely identify your business, and will be validated by the Internal Revenue Service (IRS). As a rule, if you are a business then you have an EIN. <a href="#">Find more information or to apply for an EIN.</a></p> <p>PLEASE NOTE: If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).</p>
SSN	<p>The Social Security Number (SSN) assigned by the Social Security Administration (SSA) may be used ONLY by sole proprietors or single member Limited Liability Companies (LLCs) without an Employer Identification Number (EIN). This number will be validated by the Internal Revenue Service (IRS) and is required to be used by the offeror in reporting income tax and other returns. If you would prefer to use an EIN, you can obtain one <a href="#">here</a>.</p> <p>PLEASE NOTE: If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).</p>
TIN Consent	<p>The registrant authorizes the Internal Revenue Service (IRS) to validate that the Taxpayer Name and Taxpayer Identification Number (TIN) (Employer Identification Number or Social Security Number) provided by the registrant matches or does not match the name and/or name control and TIN in the files of the IRS for the most current tax year reported. Without this consent, a registrant's tax return information, including registrant's name and TIN, is confidential. In order to complete your SAM registration and qualify as a registrant eligible to bid for federal government contracts or apply for federal assistance awards (e.g., grants and cooperative agreements) you will need to pass the "TIN Match." You will not be allowed to have an active SAM registration without a validated TIN. It may take three to five business days to validate new and updated records with the IRS prior to becoming active in SAM. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN), and thus this section is not required.</p>

Term	Definition
Taxpayer Name	Enter the exact Taxpayer Name the IRS has on file for your entity's TIN according to its most recent tax return. Your Taxpayer Name may be slightly different than the Legal Business Name of the entity being registered. Review your tax statements from the IRS (such as a 1099 or W-2/W-4 form) to find your Taxpayer Name. Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.
Taxpayer Address	Enter the address that the IRS has on file for your entity. You may select the "Copy Mailing Address" or "Copy Physical Address" buttons to use one of the addresses you have entered earlier in the registration, if appropriate.
Taxpayer Street Address 2	
Taxpayer City	
Taxpayer State	
Taxpayer Zip+4/Postal Code	
Taxpayer Country	
Type of Tax	This field will be populated as Applicable Federal Tax.
Tax Year (Insert Most Recent Tax Year)	Enter a four-digit value for the most recent Tax Year in which you reported taxes. It must be no later than the current calendar year.
Name of Individual Executing Consent	Enter the full name of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
Title of Individual Executing Consent	Enter the title of the individual executing this consent. This person must have legal authority to execute this consent in accordance with 26 CFR section 301.6103(c)-1(e) (4). For example, if the taxpayer is a legal entity, such as a corporation, any officer of the entity with authority under applicable State law to legally bind the entity may execute consent to disclosure.
Signature (MPIN)	Enter the value for the MPIN you created on the Business Information Page. The MPIN serves as your signature to execute the consent to disclosure of tax information.
Date	Today's date will be populated once you enter your MPIN to sign the consent. This serves as the official date the individual with legal authority executed consent.
CAGE Code	A five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Office to identify a commercial or government entity. An entity's CAGE Code is used to support variety of automated systems throughout the Federal government and provides a standardized method of identifying a given facility at a specific location. The CAGE Code may be used for a facility clearance, a pre-award survey, automated bidders list, identification of debarred bidders, fast pay processes, etc. All registrations in SAM go through the CAGE Code assignment/validation process after submission. If you think you have a CAGE code, search the Defense Logistics Agency (DLA) CAGE database at <a href="https://cage.dla.mil/search">https://cage.dla.mil/search</a> If you don't have one,

Term	Definition
	one will be provided automatically to you during processing after you complete and submit your SAM registration.
NCAGE Code	A five-character, alpha-numeric identifier assigned by a member of the North Atlantic Treaty Organization (NATO) or by the NATO Support and Procurement Agency (NSPA) to entities located outside the United States and its outlying areas that DLA Commercial and Government Entity (CAGE) Office records and maintains in the CAGE master file. This type of code is known as an NCAGE code. NCAGE Codes are required for all foreign entities and must be obtained prior to starting a SAM registration for those entities. The name and address information you use to request your NCAGE Code must match what you used to request your DUNS Number. You can submit your request for an NCAGE Code by going to the NSPA NCAGE Request Tool at <a href="https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx">https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx</a> . Detailed instructions are posted at that site.
Immediate Owner	Means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: ownership or interlocking management, identity of interests among family members, shared facilities, and equipment, and the common use of employees. The entity registering in SAM is considered the offeror.
Highest-level Owner	Means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest-level owner. The entity registering in SAM is considered the offeror.
Country of Incorporation	If you are incorporated outside the U.S., you must provide country of incorporation. Non-U.S. registrants doing business outside the U.S. are not required to complete the Financial Information section of the registration.
State of Incorporation	If you selected "Corporate Entity" as Type of Organization, this is a required field. Enter State of Incorporation if the Country of Incorporation is the United States.
Company Security Level	If your company facility has been awarded a facility security clearance by the government, choose the correct level of security for the facility. Please refer to <a href="http://www.dss.mil/isp/fac_clear/per_sec_clear_proc_faqs.html">http://www.dss.mil/isp/fac_clear/per_sec_clear_proc_faqs.html</a> for more information on facility security clearances.
Highest Employee Security Level	If the employees at your company have been awarded security clearances (for example, Secret, Top Secret), choose the security level of the employee with the highest employee security level at that facility.



Term	Definition
Buyer (part of Agency Type)	If your office buys from other federal government agencies (for example, pays another entity a fee for an assisted acquisition), it is considered a Buyer. A Buyer is an entity that places an order with another agency and has the authority to obligate funds for that purchase. This field is only shown if you have previously indicated that you are interested in registering for intragovernmental transactions.
Seller (part of Agency Type)	If your office sells to government agencies, it is considered a Seller. A Seller is considered any office that receives and accepts orders (generally in the form of Military Interdepartmental Purchase Requests or Inter-Agency Agreements) from another agency (not necessarily the office that actually fills the order). Anyone who wishes to be visible in the government community as a seller of goods and services should register here as a Seller. This field is only shown if you have previously indicated that you are interested in registering for intra-governmental transactions.
Buyer & Seller (part of Agency Type)	If your office both buys from or sells to other government agencies in intra-governmental transactions (including reimbursable transactions and intra-agency transfers), please select "Buyer and Seller". This field is only shown if you have previously indicated that you are interested in registering for intra-governmental transactions.
Council of Governments	Councils of governments are regional bodies that exist throughout the United States. They are also sometimes called regional councils, regional commissions, regional planning commissions, planning district commissions, and development districts. A typical council is defined to serve an area of several counties, and they address issues such as regional and municipal planning, economic and community development, cartography and GIS, hazard mitigation and emergency planning, aging services, water use, pollution control, transit administration, and transportation planning.
Housing Authorities Public/Tribal	A housing authority is generally a governmental body that governs some aspect of the territory's housing, often providing low rent or free apartments to qualified residents.
Interstate Entity	An interstate entity is a governmental agency formed through an agreement between two or more states of the United States of America. Frequently, these entities are responsible for administering or improving some shared resource such as a seaport or public transportation infrastructure.
Planning Commission	A planning commission is a commission delegated to propose plans for future activities and developments, generally on behalf of a government entity.
Port Authority	In Canada and the United States a port authority (less commonly a port district) is a governmental or quasi-governmental public authority for a special-purpose district usually formed by a legislative body (or bodies) to operate ports and other transportation infrastructure.
Airport Authority	If you choose U.S. Federal, State, Local, Tribal, or Foreign Government entities then you have the options to select your type of Government Entity. Choose one of

Term	Definition
	these other Governmental Entities if applicable. An airport authority is an independent entity charged with the operation and oversight of an airport or group of airports. These authorities are often governed by a group of airport commissioners, who are appointed to lead the authority by a government official.
Transit Authority	A transit authority is a government agency created for the purpose of providing public transportation within a specific region. In the United States, this is usually within one state, but in rare circumstances may cover two or more states. Also known as a transit district. A transit authority is created to give it the power of the government in dealing with solving problems related to transit issues. This includes the powers of eminent domain to obtain space for rights of way (e.g., for railways or busways), the ability to impose excise, income, property, and/or sales taxes to fund subsidies of operating costs of local transportation, and the ability to operate independently of the cities and counties that the transit district operates within. A transit district may also have its own transit police force, although in some areas the local police provide a special bureau for this purpose. A transit district may operate bus, rail, or other types of transport including ferry service, or may operate other facilities. In some cases, the transit district may be part of a larger organization such as a state Department of Transportation.
Community Development Corporation	While there is no established legal definition for Community Development Corporations, they are “defined” by their community-based leadership and community-oriented goals which are, primarily, fostering job creation and access to affordable housing. These community organizations are set up by residents, small business owners, church congregations, members of civic associations, etc. to promote the revitalization of their community in terms of housing and job creation. They also provide a host of different social services to residents in need. Community Development Companies need not be certified by any national entity, although some states require them to meet certain criteria in order to receive state funding. These entities are non-profit institutions organized under section 501 (c) (3) of the federal Internal Revenue code, which designates them as tax-exempt, non-profit organizations. This designation is essential so that the institution may receive grants and gifts from both public and private sources. For more information please refer to <a href="http://www.sba.gov/community/blogs/community-blogs/small-business-cents/cdcs-and-cdcs-community-development-corporation">http://www.sba.gov/community/blogs/community-blogs/small-business-cents/cdcs-and-cdcs-community-development-corporation</a> .
Domestic Shelter	A Domestic Shelter is a place of temporary refuge and support for persons escaping violent or abusive situations, such as rape and domestic violence. Please note that there may be provision to hide or restrict the address of a domestic shelter if that is deemed to be in the best interest of its residents.

Term	Definition
Foundation	A Foundation (also a charitable foundation) is a legal categorization of nonprofit organizations that will typically either donate funds and support to other organizations, or provide the source of funding for its own charitable purposes.
Hospital	Hospitals are health care institutions providing patient treatment by specialized staff and equipment. Hospitals often, but not always, provide for inpatient care or longer-term patient stays.
Educational Institution	An Educational Institution is an organization founded and united for the purpose of providing education; it is another name for a school, college, or university. Specifically to meet the definition of an educational institution in SAM, the institution must meet the requirements of 20 U.S.C. 1001 and include all sub elements of such an institution. Please see: <a href="http://www.gpo.gov/fdsys/search/pagedetails.action;jsessionid=BQmqPd4RQZQLZXbsgbslKMXX3xB8tFcBMZDvNYBGF6WKQdityR1B!1309463806!1653718468?st=citation%3A20+USC+1232g&amp;granuleId=USCODE-2011-title20-chap28-subchapI-partA-sec1001&amp;packageId=USCODE-2011-title20">http://www.gpo.gov/fdsys/search/pagedetails.action;jsessionid=BQmqPd4RQZQLZXbsgbslKMXX3xB8tFcBMZDvNYBGF6WKQdityR1B!1309463806!1653718468?st=citation%3A20+USC+1232g&amp;granuleId=USCODE-2011-title20-chap28-subchapI-partA-sec1001&amp;packageId=USCODE-2011-title20</a> for more.
Types of Educational Institutions	If you have selected "Educational Institution," you may select the particular type of Educational Institution.
1862 Land Grant College	Land-Grant Colleges are institutions of higher education in the U.S. designated by each state to receive the benefits of the Morrill Acts of 1862 and 1890. They are often categorized as 1862, 1890, and 1994 institutions, based on the date of the legislation that designated most of them with land grant status.
1890 Land Grant College	Land-Grant Colleges are institutions of higher education in the U.S. designated by each state to receive the benefits of the Morrill Acts of 1862 and 1890. They are often categorized as 1862, 1890, and 1994 institutions, based on the date of the legislation that designated most of them with land grant status.
1994 Land Grant College	Land-Grant Colleges are institutions of higher education in the U.S. designated by each state to receive the benefits of the Morrill Acts of 1862 and 1890. They are often categorized as 1862, 1890, and 1994 institutions, based on the date of the legislation that designated most of them with land grant status.
Historically Black College or University (HBCU)	Historically Black College or University means are institutions determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense (DoD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986. For more information please see: <a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=6a46d8e148e842cc5354b3ed34e37b2e&amp;rgn=div5&amp;view=text&amp;node=34:3.1.3.1.8&amp;idno=34">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=6a46d8e148e842cc5354b3ed34e37b2e&amp;rgn=div5&amp;view=text&amp;node=34:3.1.3.1.8&amp;idno=34</a> .
Minority Institutions	Minority Institutions are institutions of higher education meeting the requirements of Section 365(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k), including a Hispanic-serving institution of higher education, as

Term	Definition
	defined in Section 502(a) of the Act (20 U.S.C. 1101a). For more information please see: <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20.pdf</a> .
Private University or College	Private universities are universities not operated by governments, although many receive public subsidies, especially in the form of tax breaks and public student loans and grants. Depending on their location, private universities may be subject to government regulation. This is in contrast to public universities and national universities. While many prominent private universities are run by charitable or non-profit organizations, a subset are commercial for-profit universities which are run as business organizations.
School of Forestry	A School of Forestry is a professional school that offers forestry instruction, including emphases on biodiversity and conservation sciences.
Hispanic Servicing Institution	Hispanic-Serving Institutions (HSI) are institutions of higher education that have an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students at the end of the award year immediately preceding the date of application.
State Controlled Institution of Higher Learning	A state university system in the United States is a group of public universities supported by an individual state, or a similar entity such as the District of Columbia. These systems constitute the majority of public-funded universities in the country. Each state supports at least one such system.
Tribal College	Tribal Colleges are institutions of higher education that (1) qualify for funding under the Tribally Controlled Colleges and Universities Assistance Act of 1978 (25 U.S.C. 1801 et seq.) or the Navajo Community College Act (25 U.S.C. 640a note); or (2) are cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note).
Veterinary College	If you have selected "Educational Institution," you may select the particular type of Educational Institution. A veterinary school is a tertiary educational institution, or part of such an institution, which is involved in the education of veterinarians, and provides a veterinary degree (i.e.: DVM, VMD, etc.) to qualified graduates.
Alaskan Native Servicing Institution (ANSI)	If you have selected "Educational Institution," you may select the particular type of Educational Institution. Alaska Native-Serving Institutions are institutions of higher education that have an enrollment of undergraduate students that is at least 20 percent Alaska Native students.
Native Hawaiian Servicing Institution (NHSI)	If you have selected "Educational Institution," you may select the particular type of Educational Institution. Native Hawaiian-Serving Institution are institutions of higher education which have an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students.

Term	Definition
DOT Certified DBE	<p>The Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE) program is implemented by recipients of DOT Federal Financial Assistance. Recipients are primarily state highway, transit and airport agencies that receive funds subject to Title 49 Code of Federal Regulations parts 26 (49 CFR 26). This is not the same as the SBA Small Business Certification. Select this box if your business is certified by a state certifying agency as a DOT DBE. For more information please see: <a href="https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise">https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise</a></p>
Alaskan Native Corporation Owned Firm	<p>The Alaska Native Claims Settlement Act of 1971 allotted 40 million acres of land for division among 12 regional native corporations and 220 village corporations. Alaska natives and descendants born before 1971 were allowed to receive 100 shares in their village corporation and regional corporation. In 1975, a 13th corporation formed to represent Alaska natives residing outside the state. Over the years, some village corporations merged with each other or with their regional corporation. These are known as Alaskan Native Corporations. In 1986, Congress passed legislation that allowed ANCs to participate in the Small Business Administration's disadvantaged business program, known as the 8(a) program, which sets aside federal contracts for minority-owned or other disadvantaged companies. For more information please see: <a href="http://www.sba.gov/content/alaskan-owned-corporations">http://www.sba.gov/content/alaskan-owned-corporations</a>.</p>
Native Hawaiian Organization Owned Firm	<p>Native Hawaiian Organization means any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians. For more information please see: <a href="http://www.gpo.gov/fdsys/pkg/CFR-2006-title13-vol1/html/CFR-2006-title13-vol1.htm">http://www.gpo.gov/fdsys/pkg/CFR-2006-title13-vol1/html/CFR-2006-title13-vol1.htm</a>.</p>
Tribally Owned Firm	<p>A Tribally-Owned Firm refers here to a firm owned by a Native American Tribe. For more information please see: <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title25/pdf/USCODE-2011-title25.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title25/pdf/USCODE-2011-title25.pdf</a>.</p>
HUBZone Program	<p>The Historically Underutilized Business Zones (HUBZone) program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities. These preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas. For more information please see: <a href="http://www.sba.gov/content/hubzone-0">http://www.sba.gov/content/hubzone-0</a></p>
8A Business Development	<p>An SBA program for small concerns owned by socially and economically disadvantaged persons. Firms admitted to the program can receive Federal contracts designated for 8(a) Business Development Program participants, as well as management and technical assistance. For more information please see: <a href="http://www.sba.gov/content/8a-business-development-0">http://www.sba.gov/content/8a-business-development-0</a></p>

Term	Definition
Ability One Program	The AbilityOne Program is the largest single provider of jobs for people who are blind or have other significant disabilities in the United States. The AbilityOne Program uses the purchasing power of the federal government to buy products and services from participating, community-based nonprofit agencies nationwide dedicated to training and employing individuals with disabilities.
American Indian Owned	A Native American is a member of any of the indigenous people of the Western Hemisphere. For more information please see: <a href="http://www.sba.gov/about-offices-content/1/2960">http://www.sba.gov/about-offices-content/1/2960</a> .
Indian Economic Enterprise	An Indian-owned economic enterprise (IEE) must be an Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit provided that such Indian ownership shall constitute not less than 51 percent of the enterprise. 48 CFR 1480.201
Indian Small Business Economic Enterprise	An Indian-owned small business economic enterprise (ISBEE) is an IEE which also meets the small business size standard in their primary industry. 48 CFR 1480.201
Indian Tribe (Federally Recognized)	Indian Tribe means any Indian tribe, band, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, that is recognized by the Federal Government as eligible for services from BIA in accordance with 25 U.S.C. 1452(c). For more information please see: <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title25/pdf/USCODE-2011-title25.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title25/pdf/USCODE-2011-title25.pdf</a> .
Foreign Owned	The entity you are registering is owned by an organization not incorporated in the United States.
Small Agricultural Cooperative	A Small Agricultural Cooperative is an association (corporate or otherwise) acting pursuant to the provisions of the Agricultural Marketing Act (12 U.S.C.A. 1141j) whose size does not exceed the size standard established by SBA for other similar agricultural small business concerns. For more information please see: <a href="http://www.sbaonline.sba.gov/contractingopportunities/owners/glossary/index.html">http://www.sbaonline.sba.gov/contractingopportunities/owners/glossary/index.html</a> .
Limited Liability Company (if applicable)	A Limited Liability Company (LLC) is a business structure allowed by state statute. LLCs are popular because, similar to a corporation, owners have limited personal liability for the debts and actions of the LLC. Other features of LLCs are more like a partnership, providing management flexibility and the benefit of pass-through taxation. For more information please see: <a href="http://www.irs.gov">http://www.irs.gov</a>
Subchapter S Corporation (if applicable)	Subchapter S Corporations are corporations that elect to pass corporate income, losses, deductions and credit through to their shareholders for federal tax purposes. For more information please see: <a href="http://www.irs.gov">http://www.irs.gov</a>
Manufacturer of Goods	Your organization manufactures goods as opposed to being a service provider.

Term	Definition
Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)	Corporate Entity Not Tax Exempt are businesses that pays U.S. Federal Income Taxes or U.S. Possession Income Taxes. If you select this choice, you will be required to later enter information on the state of incorporation.
Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)	Corporate Entity Tax Exempt are businesses that does not pay either U.S. Federal Income Taxes or U.S. Possession Income Taxes.
Partnership or Limited Liability Partnership	A Partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor or skill, and expects to share in the profits and losses of the business. A partnership must file an annual information return to report the income, deductions, gains, losses, etc., from its operations, but it does not pay income tax. Instead, it "passes through" any profits or losses to its partners. Each partner includes his or her share of the partnership's income or loss on his or her tax return. A Limited Liability Company (LLC) is a business structure in which owners have limited personal liability for the debts and actions of the LLC. LLCs with multiple owners that do not elect to be taxed as a corporation are taxed as a partnership and are generally called Limited Liability Partnerships (LLP). For more information please see: to <a href="http://www.irs.gov">http://www.irs.gov</a> .
Sole Proprietorship	A sole proprietor is someone who owns an unincorporated business by himself or herself. For more information please see: <a href="http://www.irs.gov">http://www.irs.gov</a> , including exceptions to the sole proprietor definition.
International Organization	International Organization is any public international organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288(f)). In general, to qualify as an international organization, the United States must participate in the organization pursuant to a treaty or under the authority of an Act Congress authorizing such participation. For more information see: <a href="http://www.irs.gov/pub/irs-pdf/iw8exp.pdf">http://www.irs.gov/pub/irs-pdf/iw8exp.pdf</a> .
Other	Select "Other" if your entity does not fall under one of the other categories (i.e. your organization is neither a Corporate Entity Tax Exempt, Corporate Entity Not Tax Exempt, Partnership or Limited Liability Partnership, Sole Proprietorship, or International Organization).
For-Profit Organization	A For-Profit Organization is one that distributes any profit not reinvested into the business as profit or dividends to its employees or shareholders.
Nonprofit Organization	A Nonprofit Organization is an organization that uses its surplus revenues to achieve its goals rather than distribute them as profit or dividends. The IRS defines this status under Internal Revenue Code 501(c).
Other Not for Profit Organization	Other not for profit organizations are those organizations that are not profit making but also do not qualify as a nonprofit under Internal Revenue Code 501(c).

Term	Definition
Joint Venture Woman-Owned Small Business	<p>Joint Venture Women-Owned Small Business (WOSB) Concern means a joint venture that complies with the requirements of 13 CFR part 127 and certifies it is a WOSB. For more information on Women-Owned Business please see:</p> <p><a href="http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=90eeaae64537dfafee0a04f4d564b3cb&amp;rgn=div5&amp;view=text&amp;node=13:1.0.1.1.22&amp;idno=13">http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&amp;sid=90eeaae64537dfafee0a04f4d564b3cb&amp;rgn=div5&amp;view=text&amp;node=13:1.0.1.1.22&amp;idno=13</a> or please review</p> <p><a href="http://www.sba.gov/sites/default/files/files/Contracting%20Officers%20WOSB%20Compliance%20Guide_Jan2011.pdf">http://www.sba.gov/sites/default/files/files/Contracting%20Officers%20WOSB%20Compliance%20Guide_Jan2011.pdf</a></p>
Joint Venture Economically Disadvantaged Woman-Owned Small Business	<p>Joint Venture Economically Disadvantaged Women-Owned Small Business (EDWOSB) concern means a joint venture that complies with the requirements of 13 CFR part 127 and certifies it is an EDWOSB. For more information</p> <p><a href="http://www.sba.gov/sites/default/files/files/Contracting%20Officers%20WOSB%20Compliance%20Guide_Jan2011.pdf">http://www.sba.gov/sites/default/files/files/Contracting%20Officers%20WOSB%20Compliance%20Guide_Jan2011.pdf</a></p>
Veteran-Owned Business	<p>Veteran-Owned Business means a business that (1) not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) the management and daily business operations of which are controlled by one or more veterans. For more information please see:</p> <p><a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title38/pdf/USCODE-2011-title38.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title38/pdf/USCODE-2011-title38.pdf</a>.</p>
Service-Disabled Veteran-Owned Business	<p>Service Disabled Veteran Owned Business means a business that (i) not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (ii) the management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. "Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). For more information please see:</p> <p><a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title38/pdf/USCODE-2011-title38.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title38/pdf/USCODE-2011-title38.pdf</a>.</p>
Woman-Owned Business	<p>Women-Owned Business means a business (1) that is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women.</p>
Woman-Owned Small Business	<p>Women-Owned Small Business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127), means a small business concern that is at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women</p>



Term	Definition
	must be U.S. citizens. The firm must be “small” in its primary industry in accordance with SBA’s size standards for that industry. For more information please see <a href="http://www.sba.gov/content/women-owned-small-business-program">http://www.sba.gov/content/women-owned-small-business-program</a> .
Economically Disadvantaged Woman-Owned Small Business	<p>An Economically Disadvantaged Women-Owned Small Business (EDWOSB) is a company that is a Women-Owned Small business (WOSB) as defined in accordance with 13 CFR part 127 that is at least 51% owned by one or more women who are “economically disadvantaged.” However, SBA may waive this requirement of economic disadvantage for industries in which WOSBs are “substantially underrepresented.”</p> <p>A woman is presumed economically disadvantaged if she has a personal net worth of less than \$750,000 (with some exclusions), her adjusted gross yearly income averaged over the three years preceding the certification is less than \$350,000, and the fair market value of all her assets is less than \$6 million (with some exclusions). For more information please see <a href="http://www.sba.gov/content/women-owned-small-business-program">http://www.sba.gov/content/women-owned-small-business-program</a>.</p>
Minority Owned Business (if selected then one sub-group is required)	A minority business is defined as a business in which more than 51% of the interest, stock and otherwise, is owned by minority group members. If you select this category, you will need to select a subcategory that best represents the persons who hold primary ownership. Subcategories include Asian-Pacific American Owned, Subcontinent Asian (Asian-Indian) Owned, Black American Owned, Hispanic American Owned, Native American Owned, or Other.
Asian-Pacific American Owned	Asian-Pacific American means persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru.
Subcontinent Asian (Asian-Indian) American Owned	Subcontinent Asian (Asian-Indian) American means persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal.
Black American Owned	Black means all persons having origins in any of the black African racial groups not of Hispanic origin.
Hispanic American Owned	Hispanic means all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Native American Owned	Native American means American Indians, Eskimos, Aleuts, or Native Hawaiians.
Credit Card Usage	Indicate if your entity will accept government payments via credit card. For US federal entities participating in intragovernmental sales, this field indicates if your entity will accept government purchase cards for payments. If yes, your Merchant ID is required.

Term	Definition
Merchant ID 1	The Merchant ID Number is similar to a routing number. This number is assigned to you by the bank that processes your credit card receipts. The field is mandatory if you choose “Yes” for credit card.
Merchant ID 2	If you work with two different banks to process credit card receipts, you may have two merchant IDs. If so, enter the second bank’s Merchant ID here.
Accounting Station (FSN)	Accounting Station (Fiscal Station Number) is a six-digit number identifies the Activity which is responsible for performing the official accounting and reporting for the funds.
Department Code	Department Code identifies your agency. Categories correspond to the Treasury Index of Agency Codes. In most cases, the Department Code will correspond to the agency for which the user works.
Agency Location Code (ALC)	Agency Location Code (ALC) is a numeric symbol is used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices, e.g., eight-digit agency accounting station code, four-digit disbursing office symbol, and three-digit Treasury disbursing center symbol. This eight-digit code corresponds to the registering office and must be associated in a one-to-one relationship with the DUNS number. You may need to search our database for a list of possible ALCs as they are listed in the Treasury IPAC system. You will receive a drop-down list based on your agency, and you may choose one. If you do not know which code relates to this office, ask your finance office. If you have more than one ALC for this office, you may need to create a DUNS + 4 extension. This should be a rare case.
Disbursing Office (DO)	Disbursing Office Symbol is the unique 5-digit symbol assigned by the Treasury IPAC system for the disbursing office (DO). The disbursing office is generally linked to a single agency location code (ALC); however, there are a few instances where there will be more than one DO Symbol linked to a particular ALC. If we do not have a DO that links to your ALC, you will need to fill it in individually. You should have only one DO per record. If you find that you have more than one, please see the DUNS +4 section.
Electronic Funds Transfer (EFT)	All registrants must complete this section except non-U.S. registrants doing business outside the U.S. and Federal Government agencies. Electronic Funds Transfer (EFT) is the U.S. Federal Government's preferred payment method and has been legally mandated for all contract and assistance award (e.g., grant and cooperative agreement) payments. Contact your bank or financial institution for the necessary information to complete this section. Foreign registrants with a U.S. bank account are welcome to provide it. Foreign registrants without a U.S. bank account will receive a check via mail rather than via direct deposit.
Account Type	Account Type is either checking or savings for the type of bank account you provide for EFT payments. None of the financial data in this section will be released to the public. It is for Federal government use only.

Term	Definition
Financial Institute	Financial Institute is the name of the bank you use for EFT/banking purposes. This field will be filled in based on the ABA Routing Number you provide.
ABA Routing ID	American Banking Routing ID is your financial institution's nine-digit routing transit number assigned by the American Banking Association (ABA). Contact your financial institution if you require help locating this number. If you look on a check, it is usually the first nine digits in the lower left-hand corner between the colons. This number must be the EFT ABA Routing number, not the Wire Transfer ABA number.
Account Number	Enter the actual account number to which you want EFT payments deposited. If you receive an award, the Federal Government will use this information to process your payment.
Lockbox Number	If you use a lockbox service for banking purposes, enter the lockbox number here and make sure you select "Checking" for account type.
DUNS+4	If you have more than one EFT account number for the same DUNS number (and same physical location as defined by the DUNS address), you may create a 4-digit extension (+4) to your DUNS number to differentiate the two accounts. DUNS+4's are created by the user and are not tracked by Dun and Bradstreet.
Automated Clearing House (ACH)	ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that email addresses requested under the contact entries refer to Internet email, not a local area network email address within your office. Enter the U.S. phone number for your bank's ACH coordinator or department. Enter the phone number in this exact format: (xxx)xxx-xxxx
ACH U.S. Phone	Enter the U.S. phone number for your bank's ACH coordinator or department. Enter the phone number in this exact format: (xxx)xxx-xxxx
ACH Non-U.S. Phone	If there is one, enter the non-U.S. phone number for your bank's ACH coordinator or department.
ACH Fax	Provide the fax number for your bank's ACH coordinator or department.
ACH Email	Provide an Internet e-mail address for your ACH coordinator.
Remittance Name	Indicate the party to whom the check should be made payable.
Remittance Address Line	This is the address where you would like a paper check mailed in the event an EFT transfer does not work. If you use a lockbox and want checks mailed directly to the bank, use the bank's name and address here.
Remittance City	Enter the city name.
Remittance U.S. State or Canadian Province	Select the U.S. State or Canadian Province from the dropdown menu.
Remittance Zip/Postal Code	Provide the zip/postal code associated with the remittance address.
Remittance Country	Select the country from the dropdown menu.

Term	Definition
Debt Subject to Offset (Shown only if applicable)	<p>A “Yes” for Debt Subject to Offset? tells contracting officers they cannot use the government wide commercial purchase card to pay this entity for contracts/orders above the micro-purchase threshold as outlined in FAR 32.1108(b)(2). It does not mean a contracting officer cannot award to or pay this entity using Electronic Funds Transfer. The value comes from the U.S. Treasury’s Bureau of the Fiscal Service through an automated interface. This notifies SAM that the entity represented by this DUNS number has a delinquent debt subject to the Treasury Offset Program. This is not a field the registrant can update or change in SAM. Registrants must contact the Treasury Offset Program (TOP) Call Center at 1-800-304-3107 with any questions regarding the reported debt and instructions for resolution.</p> <p>NOTE: Do not confuse the Debt Subject to Offset indicator with the registrant response to Paragraph D of FAR 52.209-5 Certification of Responsibility Matters. They are not related.</p>
Executive Compensation Information	<p>SAM collects compensation information to support the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended. (Entities interested in contracts can also refer to the Federal Acquisition Regulation (FAR) subpart 4.14 and contract clause 52.204-10).</p>
Executive Name	<p>You must provide your top 5 executive compensated employees’ names. "Executive," means officers, managing partners, or any other employees in management positions.</p>
Total Compensation Amount	<p>"Total compensation" means the cash and noncash dollar value earned by the executive during the entity's preceding completed fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p> <ul style="list-style-type: none"> <li>(i) Salary and bonus.</li> <li>(ii) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.</li> <li>(iii) Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.</li> <li>(iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.</li> <li>(v) Above-market earnings on deferred compensation which is not tax-qualified.</li> <li>(vi) Other compensation, if the aggregate value of all such other compensation for the executive exceeds \$10,000. Examples of other compensation are severance, termination payments, value of life insurance paid on</li> </ul>

Term	Definition
	behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.
Proceeding	If your business or organization has current federal contracts, grants, or both with a total value greater than \$10,000,000 and within the last five years has been involved in criminal, civil, or administrative proceedings resulting in the acknowledgement of fault, then you will be required to enter information to identify the proceedings. If you entered proceedings information in the legacy system before April 15, 2011, the information may not be subject to release to the public. Information posted on or after April 15, 2011 will be available to the public. See section 3010 of Pub. L. 111-212; Freedom of Information Act procedures at 5 U.S.C. § 552; and E.O. 12600, Predisclosure notification procedures for confidential commercial information.
Proceeding Date	Enter the date of your proceeding.
Instrument Number	The official number of the proceeding as assigned by instrument.
Instrument	This is the type of proceedings instrument. The fields available will be: U.S. Federal issued contract, U.S. Federal issued grant/assistance instrument, State issued contract, and State issued grant.
State	Enter the state proceeding occurred.
Type of Proceeding	Select a Proceeding Type: Administrative, Criminal, or Civil.
Disposition	Select a Proceeding Disposition: Conviction / Finding of Fault or Other acknowledgment of fault.
Description of the Proceeding	Enter a description of your proceeding in the description text box. Description can be up to 500 characters long.
SAM Search Authorization	You can choose to opt-out of being displayed in public search results via the website. Opting Out may result in a reduction in Federal Government business opportunities, and subcontractors. Please be aware, however, that even if you choose to opt out your information will still be included in any Freedom of Information Act requests. Please note that your banking information is treated as sensitive data and will not be displayed to the public regardless of your selection.
Assertions	Assertions includes, but is not limited to, data about the types of goods and services the entity provides, the entity number of employees and annual revenue, optional Electronic Data Interchange (EDI) and Disaster Response data.
NAICS Code	North American Industry Classification System (NAICS) Codes are a method for classifying business establishments. You must supply at least one for your registration to be complete. If you do not know your NAICS codes, you may search for your NAICS at <a href="http://www.census.gov/eos/www/naics/">http://www.census.gov/eos/www/naics/</a> . You must use six-digit NAICS Codes in your registration. You can add or change NAICS Codes at any time. The NAICS codes you enter here will be used by the government for market research.

Term	Definition
Primary NAICS	This is the NAICS code identified by the entity as their primary NAICS. This field is used by SBA.
Product and Service Code	Product Service Codes (PSC) are optional, four-character, and alpha-numeric codes used to identify the products and/or services your entity provides. Federal Supply Codes (FSCs) are a subset of the PSCs. You may learn more about PSCs by reading the <a href="#">PSC Manual</a> .
Annual Revenue	This is an agency's total revenue from Intra-governmental sales for the previous fiscal year. This element is only displayed if you have indicated that you are registering as a government entity interested in Intra-Governmental Transactions.
World Wide Size Metrics	World-wide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific DUNS Number you are registering. The world-wide size metrics you enter here will be used to calculate your small business size status by industry (represented by the selected NAICS Codes on the Goods & Services page) based on the Small Business Administration (SBA) Table of Size Standards.
Average Number of Employees (12-month average)	This is the Average Number of Employees including all affiliates. This information is used to calculate your business size using SBA's official size standards for your industry. The average number of persons employed for each pay period over the firm's latest 12 months, including persons employed by the parent organization, all branches, and all affiliates worldwide.
Location (Optional) Size Metrics	The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations.
Annual Receipts calculated in accordance with 13 CFR 121	This is the Annual Receipts for this location. This is an OPTIONAL data field. Be sure to provide accurate information about the Annual Receipts for your business. Firms are to calculate their Annual Receipts in accordance with 13 CFR 121. Please only enter numbers (no decimals, dollar signs, or commas). Visit <a href="http://sba.gov/size-standards">sba.gov/size-standards</a> for more information.
Average Number of Employees (12-month average)	This is the Average Number of Employees for this location. This is an optional data field. Be sure to provide accurate information about the number of employees for your business or organization. For more information see: <a href="http://www.sba.gov/size">http://www.sba.gov/size</a> .
Barrels Capacity	Enter the Barrels per Day of Petroleum Refining if you have selected NAICS code 324110 as one of your NAICS offerings. This number will be compared against the SBA's small business size standard table to determine whether the company is small or other than small for this NAICS.
Megawatt Hours	Megawatt Hours (MWH) measure energy's electrical output; this was previously used if you entered one of the following NAICS codes: 221111, 221112, 221113, 221119, 221121, and 221122 as one of your NAICS offerings. This number used to be compared against the SBA's small business size standard table to determine

Term	Definition
	whether the company was small or other than small for these NAICS codes.
EDI (VAN Provider)	<p>Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats (<a href="http://www.aptaac-us.org/new/Govt_Contracting/faq/faq.php?t=sq&amp;uin=8">http://www.aptaac-us.org/new/Govt_Contracting/faq/faq.php?t=sq&amp;uin=8</a>). In EDI, information is organized according to a specified format set by both parties, allowing a "hands-off" computer transaction that requires no human intervention or rekeying on either end. All information contained in an EDI transaction set is, for the most part, the same as on a conventionally printed document. Organizations have adopted EDI for the same reasons they have embraced much of today's modern technology-enhanced efficiency and increased profits. Benefits of EDI include: Reduced cycle time, Better inventory management, Increased productivity, Reduced costs, Improved accuracy, Improved business relationships, Enhanced customer service, Increased sales, Minimized paper use and storage, Increased cash flow. The ISA Sender Identifier cannot be longer than fifteen characters. It is an alphanumeric value that does not include dashes, spaces, or special characters</p> <p>Industries currently using EDI include retail, insurance, education, entertainment, mortgage banking, and numerous departments of the U.S. Government. If you have questions about doing business through EDI, please contact your local Procurement Technical Assistance Center (PTAC). For more information see: <a href="http://www.aptaac-us.org/new/">http://www.aptaac-us.org/new/</a>.</p>
ISA Qualifier	<p>Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats (<a href="http://www.aptaac-us.org/new/Govt_Contracting/faq/faq.php?t=sq&amp;uin=8">http://www.aptaac-us.org/new/Govt_Contracting/faq/faq.php?t=sq&amp;uin=8</a>). In EDI, information is organized according to a specified format set by both parties, allowing a "hands-off" computer transaction that requires no human intervention or rekeying on either end. All information contained in an EDI transaction set is, for the most part, the same as on a conventionally printed document. Organizations have adopted EDI for the same reasons they have embraced much of today's modern technology-enhanced efficiency and increased profits. Benefits of EDI include: Reduced cycle time, Better inventory management, Increased productivity, Reduced costs, Improved accuracy, Improved business relationships, Enhanced customer service, Increased sales, Minimized paper use and storage, Increased cash flow. The ISA Sender Identifier cannot be longer than fifteen characters. It is an alphanumeric value that does not include dashes, spaces, or special characters</p> <p>Industries currently using EDI include retail, insurance, education, entertainment, mortgage banking, and numerous departments of the U.S. Government. If you have questions about doing business through EDI, please</p>
ISA Identifier	
Functional Group Identifier	
820s Request Flag	
Disaster Response Registry	

Term	Definition
	<p>contact your local Procurement Technical Assistance Center (PTAC). For more information see: <a href="http://www.aptac-us.org/new/">http://www.aptac-us.org/new/</a>.</p> <p>This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster. When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the government needs to establish and maintain a registry of contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief activities. Collecting this information in SAM provides a means for potential local contractors to identify themselves to the federal agencies during a time of a disaster.</p>
Bonding Level Type (Construction or Service)	<p>A Bond is a written instrument executed by a bidder or contractor (the "principal") and a second party (the "surety" or "sureties") to assure fulfillment of the principal's obligations to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, of any loss sustained by the obligee. Whether for service type contracts or construction, bonding levels assure the U.S. Government that prospective contractors are capable of fulfilling its requirements.</p> <ul style="list-style-type: none"> <li>• Additional information about bonds may be found in the Federal Acquisition Regulation (FAR) Part 28, <a href="http://farsite.hill.af.mil/vffara.htm">http://farsite.hill.af.mil/vffara.htm</a>.</li> <li>• If your company is from an industry that normally does not require bonding in order to bid on contracts, please leave the Bonding Level section blank.</li> <li>• When entering Bond Levels, you may enter any or all fields. They are not dependent on each other.</li> <li>• Additional information on FEMA disasters may be found at: <a href="http://www.fema.gov/hazard/index.shtml">http://www.fema.gov/hazard/index.shtml</a>.</li> </ul>
The Geographic Area Served is the State, County, and/or Metropolitan Statistical Area where the vendor provides or delivers products and/or services.	<p>This information is collected to identify prospective contractors which can deliver emergency supplies and services needed in a specific disaster area. When entering your Geographic Area, you are stating the FEMA declared disaster area for which you will be able to provide disaster response services. That is, your organization can go and work as a contractor where there is a declared disaster area, for example, the areas affected by Hurricane Katrina. Additional information on Metropolitan Statistical Areas may be found at: <a href="http://www.whitehouse.gov/omb/bulletins_fy05_b05-02/">http://www.whitehouse.gov/omb/bulletins_fy05_b05-02/</a>.</p>
Geographic Area Served: State	<p>If you select "Any State", two states, or three states, you cannot enter any other Geographic Area Served. If you select one state, you can enter up to three counties and three Metropolitan Statistical Areas (MSAs).</p>
Geographic Area Served: County	<p>Counties and MSAs are dependent on the state that you choose.</p>
Eliminations POC	<p>This person is responsible for assisting with financial statement eliminations and answering reconciliation</p>



Term	Definition
	questions about the Intra-Governmental Transactions completed by this office.
Accounts Payable POC	This person must be familiar with the terms and conditions of the transaction (generally not a finance person). This person will be responsible for handling and resubmitting any rejected orders or payments. Entities designated with a Business Type of either “Buyer” or “Buyer and Seller” must have an A/P POC. This field is only presented if you have indicated that you are registering as a government agency interested in Intra-Governmental Transactions.
Sales POC	This person must be familiar with the terms and conditions of the transaction (generally not a finance person). Often this is a program manager or the person actually providing the service. This is the designated entity contact for questions regarding information about the products and/or services provided by the registering entity. Entities designated with a Business Type of either “Seller” or “Both Buyer and Seller” may have a Sales POC. This field is only presented if you have indicated that you are registering as a government agency interested in Intra-Governmental Transactions.
Accounts Receivable POC	This person is responsible for creating the billing statement (the bill(s) that will go to your intragovernmental trading partner in response to an order) and all billing issues. This is generally a finance person and should be someone familiar with the appropriations codes. Entities designated with a Business Type of either “Seller” or “Both Buyer and Seller” must have an A/R POC. This field is only presented if you have indicated that you are registering as a government agency interested in Intra-Governmental Transactions.
EDI POC	If you are registering as an Electronic Data Interchange (EDI)-capable business or organization, please provide an EDI POC.
Electronic Business POC	<p>This person is responsible for authorizing individual personnel access into Federal Government electronic business systems [e.g., Electronic Document Access(EDA), Wide Area Workflow (WAWF)].</p> <p>For more specific guidance on “Establish or verify the Electronic Business Point of Contact (EB POC) in SAM”, please reference:  <a href="https://piee.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml">https://piee.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml</a>.</p>
Electronic Business Alternate POC	In the event the Electronic-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.
Government Business POC	This person is responsible for the entity's marketing and sales with the Federal government. They will be contacted by government representatives, such as those

Term	Definition
	<p>from the Commercial and Government Entity (CAGE) Office, with any questions about the entity's registration in SAM. They must be familiar with the entity's reason for doing business with the Federal government. This individual should also be able to provide small businesses with contact information for the person in the organization handling inquiries about subcontracting opportunities on the entity's government contracts. In addition, if there is not a separately designated Past Performance POC for this entity, the Federal Awardee Performance &amp; Integrity Information System (FAPIS) will use the Government Business POC for any notification.</p>
Government Business Alternate POC	<p>In the event the Government Business POC leaves the organization, this is an alternate POC. This person is responsible for the entity's marketing and sales with the Federal government. They will be contacted by government representatives, such as those from the Commercial and Government Entity (CAGE) Office, with any questions about the entity's registration in SAM. They must be familiar with the entity's reason for doing business with the Federal government. This individual can be the Small Business Liaison or person responsible within the organization that provides small businesses with subcontracting opportunities on the entity's government contracts. In addition, if there is not a separately designated Past Performance POC for this entity, the Federal Awardee Performance &amp; Integrity Information System (FAPIS) will use the Government Business POC for any notification.</p>
Party Performing Certification POC	<p>POC if approved for 8(a) certification through the Small Business Administration (SBA).</p>
Past Performance POC	<p>This person is responsible for administering the entity's Federal Government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC contact information is optional and, if entered, will be publicly displayed on the SAM web site. All contact methods are mandatory.</p>
Past Performance Alternate POC	<p>In the event the Past Performance POC leaves your organization, you can add an alternate POC. This person is responsible for administering the entity's Federal Government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC contact information is optional and, if entered, will be publicly displayed on the SAM web site. All contact methods are mandatory.</p>
Proceedings POC	<p>This is mandatory only if you answered Yes to Proceeding questions. This is the person in your organization who could answer questions regarding any civil, criminal, or administrative proceedings you have reported in SAM.</p>
Proceedings Alternate POC	<p>In the event the Proceedings POC leaves your organization, you can add an alternate POC. This is mandatory only if you answered Yes to Proceeding questions. This is the person in your organization who</p>



Term	Definition
	could answer questions regarding any civil, criminal, or administrative proceedings you have reported in SAM.
Sole Proprietorship POC	This is mandatory if you have checked Sole Proprietorship as business type. You must provide the name and phone number of the owner of the business.

## 14.2 Representations and Certifications Content Glossary

Quest	Element (Data Field)	Element	Glossary
1	Who are the person(s) within [Legal Business Name] responsible for determining prices offered in bids/proposals?		
	Name: Title:		"The user should use the '+' key to add lines to provide more than one name."
2	[Legal Business Name] have other plants/facilities at different addresses routinely used to perform on contracts?		
	If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City County, State, Zip Code)		
3	Your Entity record indicates that [Legal Business Name] does not have a Taxpayer Identification Number (TIN). Has [Legal Business Name] applied for a TIN?	Taxpayer Identification Number (TIN)	The Taxpayer Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) ( <a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">http://www.irs.gov/businesses/small/article/0,,id=98350,00.html</a> ) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) ( <a href="http://www.ssa.gov/replace_sscard.html">http://www.ssa.gov/replace_sscard.html</a> ). The TIN is the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns.
	Is [Legal Business Name] a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States?		

Quest	Element (Data Field)	Element	Glossary
4	For products designated by the Environmental Protection Agency and provided by [Legal Business Name], does the percentage of recovered material content meet the applicable EPA guidelines?	Recovered Material	Recovered material means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process. (FAR 2.101) Information on the products designated by the Environmental Protection Agency for recovered material content is available from the Environmental Protection Agency at <a href="https://www.epa.gov/smm/comprensive-procurement-guideline-cpg-program">https://www.epa.gov/smm/comprensive-procurement-guideline-cpg-program</a>
5	Is [Legal Business Name] a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern?	Labor Surplus Area	Labor Surplus Area means a geographical area identified by the Department of Labor in accordance with 20 CFR part 654, subpart A, as an area of concentrated unemployment or underemployment or an area of labor surplus (FAR 2.101). A list of labor surplus areas is available from the Department of Labor at <a href="http://www.doleta.gov/programs/lsa.cfm">http://www.doleta.gov/programs/lsa.cfm</a> .
	If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: State: Eligible Labor Surplus: Civil Jurisdictions Included: Please select the desired state and press "Show Surplus Areas" to see the surplus areas in that state:		
6	Is [Legal Business Name] owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis?	Common Parent	Common parent, as used for this question and associated provision means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member. (FAR 4.901)
	If yes, please provide the company name and TIN for the common parent.		

Quest	Element (Data Field)	Element	Glossary
7	Is [Legal Business Name], or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency?	Principals	Principals means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions).
		Suspensions	Suspension means action taken by a suspending official under FAR Subpart 9.407 to disqualify a contractor temporarily from Government contracting and Government-approved subcontracting; a contractor that is disqualified is "suspended." (FAR 2.101)
		Debarment	Debarment means action taken by a debarring official under FAR Subpart 9.406 to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor that is excluded is "debarred." (FAR 2.101)
		Ineligible	Ineligible means excluded from Government contracting (and subcontracting, if appropriate) pursuant to statutory, Executive order, or regulatory authority other than (48 CFR Chapter 1) and its implementing and supplementing regulations; for example, pursuant to the Davis-Bacon Act and its related statutes and implementing regulations, the Service Contract Act, the Equal Employment Opportunity Acts and Executive orders, the Walsh-Healey Public Contracts Act, the Buy American Act, or the Environmental Protection Acts and Executive orders. (FAR 2.101)
8	In the past three-year period, has [Legal Business Name], or any of its principals, been convicted or had a civil judgment rendered against it	Principals	Principals means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a

Quest	Element (Data Field)	Element	Glossary
	for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or		business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions).
	commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property?	Civil Judgment	Civil judgment means a judgment or finding of a civil offense by any court of competent jurisdiction. (FAR 9.403)
		Conviction	Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. (FAR 2.101)
	In the past three years, has [Legal Business Name] been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied?		
9	Is [Legal Business Name], or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 9?	Principals	Principals means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions).
		Indictment	Indictment means indictment for a criminal offense. Any information or other filing by competent authority charging a criminal offense is given the same effect as an indictment. (FAR 9.403)
10	Within the past three years, has [Legal Business Name] been terminated for cause (default)?	Termination for Default	Termination for default means the exercise of the Government's right to completely or partially terminate a contract because of the contractor's actual or anticipated failure to perform its contractual obligations. (FAR 2.101)
11	Please list the name of any HUBZone businesses participating in a Joint Venture with [Legal Business Name].		

Quest	Element (Data Field)	Element	Glossary
	Company Name:		
12	Reserved		
13	Please list the name of any Women-Owned Small Businesses participating in a Joint Venture with [Legal Business Name]	Women-Owned Small Business Concern	Women-owned small business (WOSB) concern eligible for the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.
	Company Name:		
14	Please list the name of any Economically Disadvantaged Women-Owned Small Businesses participating in a Joint Venture with [Legal Business Name]	Economically Disadvantaged Women-Owned Small Business Concern	Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible for the WOSB Program.
	Company Name:		
15	Does [Legal Business Name] provide any data to the Government that qualifies as limited rights data or restricted computer software?	Data	Data means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information. (FAR 27.401)
		Limited Rights	Limited rights means the rights of the Government in limited rights data as set forth in a Limited Rights Notice. (FAR 27.401)



Quest	Element (Data Field)	Element	Glossary
		Limited Rights Data	Limited rights data means data, other than computer software, that embody trade secrets or are commercial or financial and confidential or privileged, to the extent that such data pertain to items, components, or processes developed at private expense, including minor modifications. (FAR 27.401)
		Restricted Computer Software	Restricted computer software means computer software developed at private expense and that is a trade secret, is commercial or financial and confidential or privileged, or is copyrighted computer software, including minor modifications of the computer software. (FAR 27.401)
		Restricted Rights	Restricted rights means the rights of the Government in restricted computer software as set forth in a Restricted Rights Notice. (FAR 27.401)
		Unlimited Rights	Unlimited rights means the rights of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so. (FAR 27.401)
	If yes, please list limited rights data or restricted computer software below:		
16	Our records indicate that [Legal Business Name] has selected the Entity Structure type of [structure name]		
17	Your Entity record indicates that [Legal Business Name] is not an SBA certified Small Disadvantaged Business Concern. Has [Legal Business Name] submitted an application to SBA for Small Disadvantaged Business Certification and a decision is pending?		
18	Reserved.		

Quest	Element (Data Field)	Element	Glossary
19	Does [Legal Business Name] deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)?		
	If Yes, has [Legal Business Name] based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor.	List of Products Requiring Federal Contractor Certification	Information on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor Under Executive Order No. 13126 is available from the Department of Labor at <a href="http://www.dol.gov/ilab">http://www.dol.gov/ilab</a> .
20	Has [Legal Business Name] held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)?		
21	Are any end products delivered to the Government by [Legal Business Name] foreign (non-domestic) end products?	Bahrainian End Product	Bahrainian end product means an article that— (1) Is wholly the growth, product, or manufacture of Bahrain; or (2) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in Bahrain into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed. The term refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the end product includes services (except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.
		Canadian End Product	Canadian end product means an article that - (1) Is wholly the growth, product, or manufacture of

Quest	Element (Data Field)	Element	Glossary
			<p>Canada; or                      (2) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in Canada into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed. The term refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the end product includes services (except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.</p>
		Caribbean Basin Country	<p>Caribbean Basin country means any of the following countries: Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Costa Rica, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Montserrat, Netherlands Antilles, Nicaragua, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago.</p>
		Caribbean Basin Country End Product	<p>Caribbean Basin country end product -                      (1) Means an article that-                      (i)(A) Is wholly the growth, product, or manufacture of a Caribbean Basin country; or                      (B) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in a Caribbean Basin country into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed; and                      (ii) Is not excluded from</p>

Quest	Element (Data Field)	Element	Glossary
			<p>duty-free treatment for Caribbean countries under 19 U.S.C. 2703(b).</p> <p>(A) For this reason, the following articles are not Caribbean Basin country end products:</p> <p>(1) Tuna, prepared or preserved in any manner in airtight containers.</p> <p>(2) Petroleum, or any product derived from petroleum.</p> <p>(3) Watches and watch parts (including cases, bracelets, and straps) of whatever type including, but not limited to, mechanical, quartz digital, or quartz analog, if such watches or watch parts contain any material that is the product of any country to which the Harmonized Tariff Schedule of the United States (HTSUS) column 2 rates of duty apply (i.e., Afghanistan, Cuba, Laos, North Korea, and Vietnam).</p> <p>(4) Certain of the following: textiles and apparel articles; footwear, handbags, luggage, flat goods, work gloves, and leather wearing apparel; or hand loomed, handmade, and folklore articles.</p> <p>(B) Access to the HTSUS to determine duty-free status of articles of the types listed in paragraph (1)(ii)(A)(4) of this definition is available via the Internet at <a href="http://www.customs.ustreas.gov/impoexpo/impoexpo.htm">http://www.customs.ustreas.gov/impoexpo/impoexpo.htm</a>. In particular, see the following:</p> <p>(1) General Note 3(c), Products Eligible for Special Tariff treatment.</p> <p>(2) General Note 17, Products of Countries Designated as Beneficiary Countries under the United States-Caribbean Basin Trade Partnership Act of 2000.</p> <p>(3) Section XXII, Chapter 98, Subchapter II, Articles Exported and Returned, Advanced or Improved Abroad, U.S. Note 7(b).</p>

Quest	Element (Data Field)	Element	Glossary
			<p>(4) Section XXII, Chapter 98, Subchapter XX, Goods Eligible for Special Tariff Benefits under the United States-Caribbean Basin Trade Partnership Act; and</p> <p>(2) Refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the acquisition, includes services (except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.</p>
		Component	<p>Component means an article, material, or supply incorporated directly into an end product or construction material.</p>
		Cost of Component	<p>Cost of components means-</p> <p>(1) For components purchased by the contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product or construction material (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or</p> <p>(2) For components manufactured by the contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.</p>
		Designated Country	<p>Designated country means any of the following countries:</p> <p>(1) A World Trade Organization Government Procurement Agreement</p>

Quest	Element (Data Field)	Element	Glossary
			<p>country (Aruba, Austria, Australia, Belgium, Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea (Republic of), Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, or United Kingdom);</p> <p>(2) A Free Trade Agreement country per FAR 25.003 (Australia, Bahrain, Canada, Chile, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Morocco, Nicaragua, Oman, Peru, or Singapore); A Free Trade Agreement country per DFARS 252.225-7021 Free Trade Agreement country (Australia, Bahrain, Canada, Chile, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Morocco, Nicaragua, Peru, or Singapore)</p> <p>(3) A least developed country (Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Djibouti, East Timor, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Madagascar, Malawi, Maldives, Mali, Mauritania, Mozambique, Nepal, Niger, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Tanzania, Togo, Tuvalu, Uganda, Vanuatu, Yemen, or Zambia); or</p> <p>(4) A Caribbean Basin country (Antigua and Barbuda, Aruba, Bahamas,</p>

Quest	Element (Data Field)	Element	Glossary
			<p>Barbados, Belize, British Virgin Islands, Costa Rica, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Montserrat, Netherlands Antilles, Nicaragua, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, or Trinidad and Tobago).</p>
		Designated Country End Product	<p>Designated country end product means a WTO GPA country end product, an FTA country end product, a least developed country end product, or a Caribbean Basin country end product.</p>
		Domestic End Product	<p>Domestic end product (in the FAR) means-</p> <ul style="list-style-type: none"> <li>(1) An unmanufactured end product mined or produced in the United States; or</li> <li>(2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.</li> </ul> <p>Domestic end product (in the DFARS) means—</p> <ul style="list-style-type: none"> <li>(i) An unmanufactured end product that has been mined or produced in the United States; or</li> <li>(ii) An end product manufactured in the United States if the cost of its qualifying country components and its components that are mined, produced, or manufactured in the United States exceeds 50</li> </ul>

Quest	Element (Data Field)	Element	Glossary
			<p>percent of the cost of all its components. The cost of components includes transportation costs to the place of incorporation into the end product and U.S. duty (whether or not a duty-free entry certificate is issued). Scrap generated, collected, and prepared for processing in the United States is considered domestic. A component is considered to have been mined, produced, or manufactured in the United States (regardless of its source in fact) if the end product in which it is incorporated is manufactured in the United States and the component is of a class or kind for which the Government has determined that—</p> <p>(A) Sufficient and reasonably available commercial quantities of a satisfactory quality are not mined, produced, or manufactured in the United States; or</p> <p>(B) It is inconsistent with the public interest to apply the restrictions of the Buy American Act.</p>
		Domestic Offer	<p>Domestic offer means an offer of a domestic end product. When the solicitation specifies that award will be made on a group of line items, a domestic offer means an offer where the proposed price of the domestic end products exceeds 50 percent of the total proposed price of the group.</p>
		Eligible Offer	<p>Eligible offer means an offer of an eligible product. When the solicitation specifies that award will be made on a group of line items, an eligible offer means a foreign offer where the combined proposed price of the eligible products and the domestic end products exceeds 50</p>



Quest	Element (Data Field)	Element	Glossary
			percent of the total proposed price of the group.
		Eligible Product	Eligible product means a foreign end product, construction material, or service that, due to applicability of a trade agreement to a particular acquisition, is not subject to discriminatory treatment.
		End Product	End product means those articles, materials, and supplies to be acquired for public use.
		Free Trade Agreement Country	Free Trade Agreement country per FAR 25.003 (Australia, Bahrain, Canada, Chile, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Morocco, Nicaragua, Oman, Peru, or Singapore). Free Trade Agreement country per DFARS 252.225-7021 Free Trade Agreement country (Australia, Bahrain, Canada, Chile, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Morocco, Nicaragua, Peru, or Singapore).
		Free Trade Agreement Country End Product	Free Trade Agreement country end product means an article that - (1) Is wholly the growth, product, or manufacture of a Free Trade Agreement (FTA) country; or (2) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in an FTA country into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed. The term refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the end product, includes services

Quest	Element (Data Field)	Element	Glossary
			<p>(except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.</p> <p>"Least developed country end product" means an article that-</p> <p>(1) Is wholly the growth, product, or manufacture of a least developed country; or</p> <p>(2) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in a least developed country into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed. The term refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the end product, includes services (except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.</p>
		Noneligible Offer	Noneligible offer means an offer of a noneligible product.
		Noneligible Product	Noneligible product means a foreign end product that is not an eligible product.
		Qualifying Country	Qualifying country means any country set forth in subsection 225.872-1 of the Defense Federal Acquisition Regulation Supplement (DFARS).
		Qualifying Country Component	Qualifying country component means a component mined, produced, or manufactured in a qualifying country.
		Qualifying Country End Product	Qualifying country end product means - (i) An unmanufactured end product mined or produced in a qualifying country; or (ii) An end product

Quest	Element (Data Field)	Element	Glossary
			<p>manufactured in a qualifying country if the cost of the following types of components exceeds 50 percent of the cost of all its components:</p> <p>(A) Components mined, produced, or manufactured in a qualifying country.</p> <p>(B) Components mined, produced, or manufactured in the United States.</p> <p>(C) Components of foreign origin of a class or kind for which the Government has determined that sufficient and reasonably available commercial quantities of a satisfactory quality are not mined, produced, or manufactured in the United States.</p>
		South Caucasus/Central and South Asian Country	South Caucasus/Central and South Asian (SC/CASA) country means Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan, or Uzbekistan.
		United States	United States means the 50 States, the District of Columbia, and outlying areas.
		U.S.-Made End Product	U.S.-made end product means an article that is mined, produced, or manufactured in the United States or that is substantially transformed in the United States into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed.
		World Trade Organization Government Procurement Agreement Country	World Trade Organization Government Procurement Agreement (WTO GPA) country means any of the following countries: Aruba, Austria, Belgium, Canada, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea (Republic of), Latvia, Liechtenstein,

Quest	Element (Data Field)	Element	Glossary
			Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, or United Kingdom.
		WTO GPA Country End Product	WTO GPA country end product means an article that- (1) Is wholly the growth, product, or manufacture of a WTO GPA country; or (2) In the case of an article that consists in whole or in part of materials from another country, has been substantially transformed in a WTO GPA country into a new and different article of commerce with a name, character, or use distinct from that of the article or articles from which it was transformed. The term refers to a product offered for purchase under a supply contract, but for purposes of calculating the value of the end product includes services (except transportation services) incidental to the article, provided that the value of those incidental services does not exceed that of the article itself.
	If yes, please list these products and their corresponding country of origin.		
22	Has [Legal Business Name] filed all required Equal Employment Opportunity compliance reports?		
23	Has [Legal Business Name] held previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.	Affirmative Action Program	Affirmative action program means a contractor's program that complies with Department of Labor regulations to ensure equal opportunity in employment to minorities and women. (FAR 22.801)
	Has [Legal Business Name] developed and has on file affirmative action programs required by Secretary of Labor regulations.		
24	Does [Legal Business Name] provide maintenance, calibration, and/or repair of information technology,		

Quest	Element (Data Field)	Element	Glossary
	scientific and medical and/or office and business equipment?		
	If yes, please answer the following questions: Are the items of equipment serviced by [Legal Business Name] commercial items which are used regularly for other than Government purposes, and are sold or traded by [Legal Business Name] in substantial quantities to the general public in the course of normal business operations?		
	Are the services furnished at prices which are, or are based on, established catalog or market prices?		
	Does [Legal Business Name] utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as [Legal Business Name] uses for equivalent employees servicing the same equipment of commercial customers.		
25	Does [Legal Business Name] provide services as described in FAR 22.1003-4(d)(1)?		
	If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by [Legal Business Name] offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations?		
	Are the services furnished at prices which are, or are based on, established catalog or market prices?		

Quest	Element (Data Field)	Element	Glossary
	<p>Does [Legal Business Name] ensure that each service employee who will perform the services described in FAR 22.1003-4(d)(1) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract?</p>		
	<p>Does [Legal Business Name] have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers?</p>		
26	<p>Your Entity Record indicates that has registered the following FSC codes. Please provide whether the place of manufacture for each FSC code below is in the US or outside the US:</p>	Manufactured End Product	<p>FSCs are a subset of all Product Service Codes (PSCs) that represent codes for certain products. Manufactured end product means any end product in Federal Supply Classes (FSC) 1000-9999, except -</p> <ul style="list-style-type: none"> <li>(1) FSC 5510, Lumber and Related Basic Wood Materials;</li> <li>(2) Federal Supply Group (FSG) 87, Agricultural Supplies;</li> <li>(3) FSG 88, Live Animals;</li> <li>(4) FSG 89, Food and Related Consumables;</li> <li>(5) FSC 9410, Crude Grades of Plant Materials;</li> <li>(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;</li> <li>(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;</li> <li>(8) FSC 9610, Ores;</li> <li>(9) FSC 9620, Minerals, Natural and Synthetic; and</li> <li>(10) FSC 9630, Additive Metal Materials.</li> </ul> <p>“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw</p>

Quest	Element (Data Field)	Element	Glossary
			materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.
27	Is [Legal Business Name] an inverted domestic corporation?	Indicate whether your entity is an inverted domestic corporation as defined in FAR 52.209-10.	“Inverted domestic corporation” means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).
28	Is [Legal Business Name] a subsidiary of an inverted domestic corporation?	Indicate whether your entity is a subsidiary of an inverted domestic corporation as defined in FAR 52.209-10.	“Subsidiary” means an entity in which more than 50 percent of the entity is owned- (1) Directly by a parent corporation; or (2) Through another subsidiary of a parent corporation.
29	Reserved.		
30	Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11)		
31	Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)		
32	Did [Legal Business Name] either receive \$7.5 million or more in Federal contracts during the previous Federal fiscal year requiring it to publicly disclose greenhouse gas emissions and reduction goals or receive less than \$7.5 million in Federal contracts		

Quest	Element (Data Field)	Element	Glossary
	during the previous Federal fiscal year but still want to publicly disclose greenhouse gas emissions and reduction goals? (FAR 52.223-22)		
	If yes, does [Legal Business Name], itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?		
	If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.		
	Does [Legal Business Name], itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?		
	If yes, select Add New URL to list the publicly accessible web site a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.		
33	Does [Legal Business Name] provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument?		



Quest	Element (Data Field)	Element	Glossary
	<p>Does [Legal Business Name] use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services?</p>		
34	<p>Are you interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF 330 Part II for this office?</p>		<p>The Architect and Engineering Response page is used to help you complete your Standard Form (SF) 330 Part II, if you are interested in architect-engineer contracts. Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).</p> <p>This section will only be displayed if you have selected one of the following NAICS codes: 541310, 541320, 541330, 541360, 541370, 541410, 541620. If so, please indicate whether your entity is interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF330, Part II for this office. If you didn't select one of the relevant NAICS Codes, this page will contain pre-filled text stating the SF 330 Part II does not apply, and you may select Save and Continue.</p>

Quest	Element (Data Field)	Element	Glossary
	<p>List any former firm names used by the office associated with the DUNS number during the last 6 years including the year the name changed was effective and the associated DUNS number Firm/Branch Name: Year: DUNS number:</p>	Former Firm Names	<p>Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated DUNS number. This information is used to review past performance on Federal contracts.</p>
	<p>List number of employees by function code and discipline (corresponds to block 9a, b, c). List no more than 20 disciplines. Discipline: Firm No of Employees: Branch No of Employees:</p>	Employees by Function and Discipline	<p>Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).</p>
	<p>List the profile codes, experience, and annual average revenue for the last 5 years for the office associated with this DUNS number Profile Code: Experience: Annual Average Revenue:</p>	Profile of Firm's Experience and Annual Average Revenue for Last 5 Years	<p>Complete this for the firm or branch office for which this is prepared being prepared for. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the</p>

Quest	Element (Data Field)	Element	Glossary
			<p>professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office.</p>
	<p>Provide A-E professional services revenues for the office associated with this DUNS number for the last 3 years Federal: Non-Fed: Total:</p>	<p>Work Performed</p>	<p>Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101. Firm in existence for under three years: Annual receipts of a concern that has been in business for less than 3 complete fiscal years means its total receipts for the period it has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52.</p>
	<p>Please enter the name and title of the person certifying the SF330 Part II information:</p>		

Quest	Element (Data Field)	Element	Glossary
	First Name: Middle Initial: Last Name: Title:		
35	Does [Legal Business Name] do business with the Department of Defense and provide information for provisions in the Defense Federal Acquisition Regulation Supplement (DFARS)?		
36	Does [Legal Business Name] anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation?	Supplies	Supplies means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea. (i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination. (ii) Supplies includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.
37	Does [Legal Business Name] represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices?		
	If yes, please select the name of the Host Country:		
38	Is [Legal Business Name] effectively owned or controlled by a foreign government?		

Quest	Element (Data Field)	Element	Glossary
39	Is [Legal Business Name] a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)		
40	Is [Legal Business Name] a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)		
41	Is [Legal Business Name] offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)		
42	Is [Legal Business Name] offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)		

### 14.3 Performance Info Glossary

Element (Data Field)	Glossary
SEARCH SAM EXCLUSION/SEARCH D&B RECORDS/SEARCH MORE LOCATIONS	
Classification	Classification identifies the type of party that has been excluded. There are four types. Individual: A person Firm: A company with a valid DUNS number (includes sole proprietors who have obtained a DUNS number) Special Entity Designation: An organization or thing capable of bearing legal rights and responsibilities. This is the group in which any entity that cannot be classified as an Individual, a Firm, or a Vessel should be classified. Vessel: A mode of transportation capable of transport by water.
Organization Name	The name of an excluded entity that falls under one of the following Classification Types: Special Entity Designation, Vessel or Firm.

Element (Data Field)	Glossary
DUNS Number	A 9-digit number provided by D&B to uniquely identify a Firm. The system allows the user to conduct an initial search for a Firm by either DUNS number or a combination of Organization Name and Address. If the user identifies a record as a Firm, but no DUNS number is found in the search to SAM or D&B, a formal investigation will be launched upon saving the record.
CAGE Code	The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the Federal Government. A CAGE code is automatically provided to each company that registers to do business with the government in SAM (if the entity does not already have one), and it helps to uniquely identify the company. For exclusions, the CAGE code will typically only apply for "Firms." You may enter the CAGE code if you know it, but it is not a required field. If the entity being excluded is a non-US entity, the company will have an NATO Commercial and Government Entity (NCAGE) Code which is also a five-character ID number.
Individual Prefix	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the prefix of the individual's name for the exclusion record (for example: Mr., Ms., etc.).
Individual First Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the first name of the individual for the exclusion record.
Individual Middle Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the middle name of the individual for the exclusion record.
Individual Last Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the last name of the individual with the exclusion record.
Individual Suffix	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the suffix of the individual with the exclusion record (for example, Jr, Sr, III, etc.).
Address Type	You may indicate whether the address is physical or mailing address. A physical address is required.
Address 1	When you enter the entity's information, SAM will check to see if it already has a record of the entity. If we don't find it in our records, we will check with Dun and Bradstreet. If we find a record in either place, SAM will provide the address for you in these fields. This address will be "read-only", meaning you may not edit them. If we cannot find the record in either SAM or D&B, you may enter the address information here if you know it. The address information consists of Lines 1-4 on address (where you would normally enter street information, suite, and the like), City, Zip Code, Zip Code +4, State, Country, and Province. State is required if Country is United States.
Address 2	
Address 3	
Address 4	
City	
Zip Code	
Zip Code +4	
Country Code	
State	
Province	
Vessel Call Sign	A vessel's unique identification code as used in radio communication. This field should only be filled out if the Entity Type is a Vessel.

Element (Data Field)	Glossary
Vessel Type	An indication of a vessel's type. This field should only be filled out if the Entity Type is a Vessel.
Vessel Tonnage	A measure of the vessel's carrying capacity. This field should only be filled out if the Entity Type is a Vessel.
Vessel GRT	A vessel's gross registered tonnage or total interval volume. This field should only be filled out if the Entity Type is a Vessel.
Vessel Flag	Flag representing the country in which the vessel is registered. This field should only be filled out if the Entity Type is a Vessel.
Vessel Owner	Persons to whom the vessel belongs. This field should only be filled out if the Entity Type is a Vessel.
Cross Reference	If two exclusion records should be linked, for example if there are two Firms excluded for collusion, you may do that by creating a cross-reference link. The two records must be established as standalone records, and then they may be cross-referenced.
Individual SSN	An individual's Social Security Number.
NPI	The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of a standard unique identifier for health care providers. The National Plan and Provider Enumeration System (NPPES) collects identifying information on health care providers and assigns each a unique National Provider Identifier (NPI). This number can be used to further identify a particular health care provider, if that is the debarred entity.
TIN	The Taxpayer Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) ( <a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">http://www.irs.gov/businesses/small/article/0,,id=98350,00.html</a> ) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) ( <a href="http://www.ssa.gov/replace_sscard.html">http://www.ssa.gov/replace_sscard.html</a> ). The TIN is the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns.
Identification Information	
Organization Name	The name of an excluded entity that falls under one of the following Classification Types: Special Entity Designation, Vessel or Firm.
DUNS Number	A 9-digit number provided by D&B to uniquely identify a Firm. The system allows the user to conduct an initial search for a Firm by either DUNS number or a combination of Organization Name and Address. If the user identifies a record as a Firm, but no DUNS number is found in the search to SAM or D&B, a formal investigation will be launched upon saving the record.
CAGE Code	The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the Federal Government. A CAGE code is automatically provided to each company that registers to do business with the government in SAM (if the entity does not already have one), and it helps to uniquely identify the company. For exclusions, the CAGE code will typically only apply for

Element (Data Field)	Glossary
	<p>"Firms." You may enter the CAGE code if you know it, but it is not a required field.</p>
NPI	<p>The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of a standard unique identifier for health care providers. The National Plan and Provider Enumeration System (NPES) collects identifying information on health care providers and assigns each a unique National Provider Identifier (NPI). This number can be used to further identify a particular health care provider, if that is the debarred entity.</p>
TIN	<p>The Taxpayer Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) (<a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">http://www.irs.gov/businesses/small/article/0,,id=98350,00.html</a>) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) (<a href="http://www.ssa.gov/replace_sscard.html">http://www.ssa.gov/replace_sscard.html</a>). The TIN is the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns.</p>
Exclusion Details	
Exclusion Program	<p>In the past, Exclusions could be identified as either "Procurement" (meaning the entity was ineligible to participate in Federal Procurement contracts and sales programs), "Non-Procurement" (meaning the entity was ineligible to participate in Nonprocurement Federal financial and nonfinancial benefit and loan programs (unless otherwise noted)), or "Reciprocal" (which encompasses both Procurement AND Non-Procurement restrictions). However, the Federal Register dated June 26, 1995 published the final regulation that establishes reciprocity between the Procurement and Nonprocurement exclusions. This means that all exclusionary actions initiated on or after August 25, 1995 are categorized as "Reciprocal," and the option no longer exists to select "Procurement only" or "Non-Procurement" only. Therefore, for new exclusions, this field will automatically populate with "Reciprocal."</p>
Classification	<p>Classification identifies the type of party that has been excluded. There are four types.</p> <p>Individual: A person</p> <p>Firm: A company with a valid DUNS number (includes sole proprietors who have obtained a DUNS number)</p> <p>Special Entity Designation: An organization or thing capable of bearing legal rights and responsibilities. This is the group in which any entity that cannot be classified as an Individual, a Firm, or a Vessel should be classified.</p> <p>Vessel: A mode of transportation capable of transport by water.</p>
Exclusion Type	<p>One of four categories to which an exclusion is assigned to provide context around the exclusion. The categories are: 1) Ineligible (Proceedings Pending), 2) Ineligible (Proceedings Complete), 3) Prohibition/Restriction, and 4) Voluntary</p>



Element (Data Field)	Glossary
	Exclusion. Each Exclusion Type has predetermined Cause (Nature) and Effect language which will automatically prefill onto the record. This language will discuss at a high level the reason for the exclusion and the effect, providing contracting officers and other interested parties guidance as to the eligibility of the debarred party for certain contracts, grants, loans and other government assistance.
Active Date	The date the exclusion record becomes active. This may be the current date, a future date or a date that occurred in the past. Formerly known as "Action Date".
Termination Date	Termination Date is the date the action will be removed from the active list of exclusions and placed on the inactive list
Indefinite Indicator	If a definite Termination Date is not indicated, the user will must select the Indefinite radio button
Additional Comments	Free text field allowing the user to include additional notes or description regarding the exclusion. This field can be used for specific agency legislation citations. Please note that this field is public and should not be used for personal notes or for Privacy Act protected data.
Agency Parent	Name of the immediate parent of the excluding agency. This may be used to determine the Department under which the exclusion falls.
Exclusion Agency	Government Agency that is excluding the entity.
Cross Reference	
Classification	Classification identifies the type of party that has been excluded. There are four types. Individual: A person Firm: A company with a valid DUNS number (includes sole proprietors who have obtained a DUNS number) Special Entity Designation: An organization or thing capable of bearing legal rights and responsibilities. This is the group in which any entity that cannot be classified as an Individual, a Firm, or a Vessel should be classified. Vessel: A mode of transportation capable of transport by water.
Organization Name	The name of an excluded entity that falls under one of the following Classification Types: Special Entity Designation, Vessel or Firm.
DUNS Number	A 9-digit number provided by D&B to uniquely identify a Firm. The system allows the user to conduct an initial search for a Firm by either DUNS number or a combination of Organization Name and Address. If the user identifies a record as a Firm, but no DUNS number is found in the search to SAM or D&B, a formal investigation will be launched upon saving the record.
CAGE Code	The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the Federal Government. A CAGE Code is automatically provided to each company that registers to do business with the government in SAM (if the entity does not already have one), and it helps to uniquely identify the company. For exclusions, the CAGE Code will typically only apply for "Firms." You may enter the CAGE Code if you know it, but it is not a required field.

Element (Data Field)	Glossary
Individual Prefix	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the prefix of the individual's name for the exclusion record (for example: Mr., Ms., etc.).
Individual First Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the first name of the individual for the exclusion record
Individual Middle Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the middle name of the individual for the exclusion record.
Individual Last Name	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the last name of the individual with the exclusion record.
Individual Suffix	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), enter the suffix of the individual with the exclusion record (for example, Jr, Sr, III, etc.).
Address Type	You may indicate whether the address is physical or mailing address. A physical address is required.
Address 1	When you enter the entity's information, SAM will check to see if it already has a record of the entity. If we don't find it in our records, we will check with Dun and Bradstreet. If we find a record in either place, SAM will provide the address for you in these fields. This address will be "read-only", meaning you may not edit them. If we cannot find the record in either SAM or D&B, you may enter the address information here if you know it. The address information consists of Lines 1-4 on address (where you would normally enter street information, suite, and the like), City, Zip Code, Zip Code +4, State, Country, and Province. State is required if Country is United States.
Address 2	
Address 3	
Address 4	
City	
Zip Code	
Zip Code +4	
Country Code	
State	
Province	
Vessel Call Sign	A vessel's unique identification code as used in radio communication. This field should only be filled out if the Entity Type is a Vessel.
Vessel Type	An indication of a vessel's type. This field should only be filled out if the Entity Type is a Vessel.
Vessel Tonnage	A measure of the vessel's carrying capacity. This field should only be filled out if the Entity Type is a Vessel.
Vessel GRT	A vessel's gross registered tonnage or total interval volume. This field should only be filled out if the Entity Type is a Vessel.
Vessel Flag	Flag representing the country in which the vessel is registered. This field should only be filled out if the Entity Type is a Vessel.
Vessel Owner	Persons to whom the vessel belongs. This field should only be filled out if the Entity Type is a Vessel.
Cross Reference	If two exclusion records should be linked, for example if there are two Firms excluded for collusion, you may do that by creating a cross-reference link. The two records must be established as standalone records, and then they may be cross-referenced.
Individual SSN	If the debarred entity has been classified as an Individual (and not a Firm, Vessel, or Special Entity Designation), you



Element (Data Field)	Glossary
	may enter the individual's Social Security Number here, if available. Please note this information will be protected as Privacy Act data and will not be displayed in public searches.
NPI	The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of a standard unique identifier for health care providers. The National Plan and Provider Enumeration System (NPPES) collects identifying information on health care providers and assigns each a unique National Provider Identifier (NPI). This number can be used to further identify a particular health care provider, if that is the debarred entity.
TIN	The Taxpayer Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) ( <a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">http://www.irs.gov/businesses/small/article/0,,id=98350,00.html</a> ) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) ( <a href="http://www.ssa.gov/replace_sscard.html">http://www.ssa.gov/replace_sscard.html</a> ). The TIN is the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns.

COPYRIGHT NOTICE: This work, authored by IBM employees, was funded in whole or in part by federal funds under U.S. Government contract 47QDCA19C0001 and is, therefore, subject to the following license: The Government is granted for itself and others acting on its behalf a paid-up, nonexclusive, irrevocable, worldwide license in this work to use, reproduce, modify, prepare derivative works, disclose, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government. All other rights are reserved by the copyright owner.