**SAM Registration**

There is a requirement for all subcontracting organizations receiving more than $25,000 per year to have a DUNS number and register in a federal database called SAM (System for Award Management).

The steps:

1. Get a DUNS number. This is pretty quick (the DUNS number is issued within a few hours of registration). The website for registration is http://fedgov.dnb.com/webform/index.jsp

2. When you have received a DUNS number, register for an NCAGE code. The website for NCAGE registration is https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. Fill in the top section with name, contact information, etc. Check "emergency request" in section 5. There are a lot of boxes in the bottom half of the form (section 6), you only need to fill in the ones for Organization Name, Street, City, Country, Postal Code and Telephone Number. It may take a few days to receive the NCAGE code.

3. After you have an NCAGE number, register your organization in SAM. The website for SAM registration is www.sam.gov, and instructions for completing SAM registration are at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations_v1.7.pdf.

## Data Universal Number System (DUNS)

- **Purpose**

  A DUNS number is a unique nine-character number that identifies an organization and is required by the federal government to track how federal grant money is distributed. It is provided free of charge by the commercial company Dun & Bradstreet.

- **Form and Instructions**

  1. Click on the link below to request your DUNS number:
  http://fedgov.dnb.com/webform/pages/CCRSearch.jsp

    o The website will first determine whether your organization already have a DUNS number. The screen will first prompt you to select the country where your company is physically located. Once you select the country, you will be prompted to enter the name of your company.
    o If you do not see your company listed, click on Request a New DUNS number.
    o Fill out the form to request the DUNS number and click on the Submit Your Request button at the bottom of the page.

       2. You can also request the DUNS number over the phone.

- **Help**

  Call D&B at <u>1-866-705-5711          1-866-705-5711</u>   (this number may not work from abroad)
  Email: govt@dnb.com

- **Related links**

    o DUNS home page
    http://fedgov.dnb.com/webform

- **Tips**
    o The process to request a DUNS Number via phone takes about 10 minutes. Internet requests are fulfilled within 24 hours.
    o Once a DUNS Number has been issued, it will be available for use in CCR within 24 hours.
    o You must have a different nine-digit DUNS Number for each physical location or different address in your business or organization as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes.
    o As a result of obtaining a DUNS number, you might be included on D&B's marketing list that is sold to other companies [Dun and Bradstreet (D&B) is the commercial company that provides the DUNS number]. If you do not want your name or company name included on this marketing list, contact D&B at <u>1-866-705-5711          1-866-705-5711</u>   to request removal from the list.
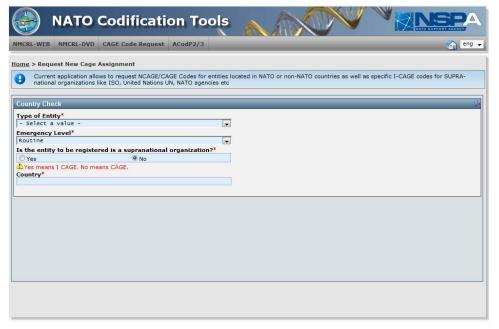
1. The home page for the NCAGE registration is
   https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx. It should look like this



2. From this screen, type in your organization's name in the box where it says "Organization Name."
3. Click on the little magnifying glass in the upper right corner to search.
4. A message in red will pop up saying "No result has been found according to your search criteria."



5. Click on the button in the lower right hand corner that says "Request new NCAGE."
6. This will lead you to a screen that says "Country Check" at the top.

7. For type of entity, select whether this is a private, government or other type of entity.
8. For emergency level, click "Emergency."
9. For the question that asks if it is to be registered as a supranational organization, click "No"
10. Fill in the country.
11. Click "OK"
12. This will lead you to a screen to fill in the organization's information. There are a lot of boxes in this form, you only need to fill in the ones marked with a red asterisk (*). Continue on to the next step until complete. It may take a few days to receive the NCAGE code.

## How to register your entity to be eligible for GRANTS in SAM:

### Before you register, you need to know the following:

#### What is an Entity?

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

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

#### Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

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

#### Your Entity's Taxpayer Identification Number (TIN)

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

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

### Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create an Individual User Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "No" to "Do you wish to bid on contracts?"
6. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
7. Complete "Core Data"
   - ✓ Validate your DUNS information
   - ✓ Enter Business Information (TIN, etc.)
   - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
   - ✓ Enter General Information (business types, organization structure, etc)
   - ✓ Financial Information (Electronic Funds Transfer (EFT )Information)
   - ✓ Executive Compensation
   - ✓ Proceedings Details
8. Complete "Points of Contact"
9. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

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

**Go to Our Website:** www.sam.gov

**Contact the SAM Help Desk:** www.fsd.gov