



SAM

System for Award Management

Defense Finance and Accounting Service

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Services
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SAM Overview

- ▶ SAM is a web-enabled, government-wide application
- ▶ SAM is the best source for vendor information in the Federal Government, providing clean data to e-Government systems.
- ▶ SAM collects, validates, stores, and disseminates business information about the Federal Government's trading partners in support of the contract award, grants, and the electronic payment processes
- ▶ Interfaces with Dun & Bradstreet, IRS, DLA (for the CAGE code), SBA, and USPS for authoritative data during vendor registration process
- ▶ Multiple levels of security to control access to data



SAM Overview.....cont'd

- ▶ Annual renewal is mandatory to remain active
- ▶ The Entity Administrator receives notification at 60, 30, and 15 days prior to expiration
- ▶ There is no cost to use SAM. You can use this site to:
 - ✓ Register to do business with the U.S. government
 - ✓ Update or renew your entity registration
 - ✓ Check status of an entity registration
 - ✓ Search for entity registration and exclusion records
 - ✓ Get help through our supporting service desk at www.fsd.gov



SAM Overview.....cont'd

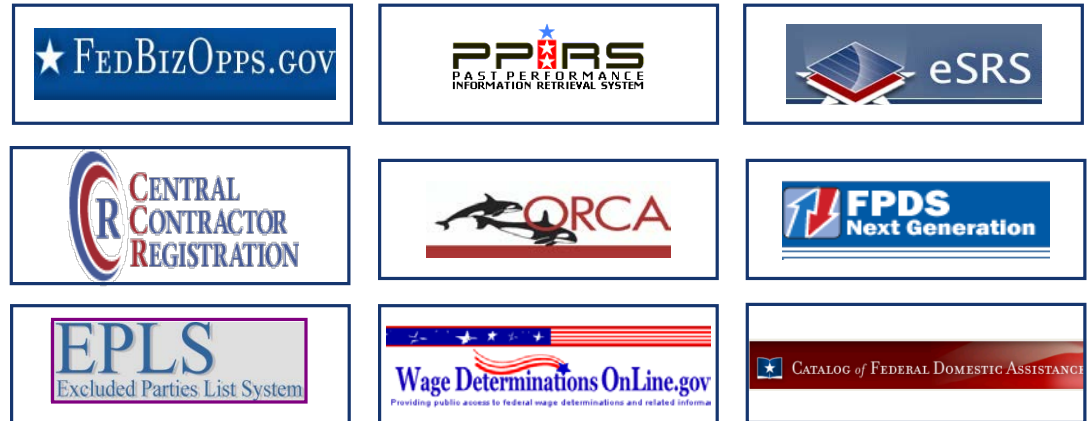
- ✓ There is NO FEE to register or maintain your SAM.gov registration.
- ✓ If you are contacted by someone asking you to contact them right away about your SAM.gov registration, be cautious.
- ✓ If you are asked to pay to complete or renew your SAM.gov registration, don't respond. These messages are not from the Federal Government.
- ✓ You engage third party vendors at your own risk!!!



Transitions.....

Old

- ✓ Siloed – Separate systems each with a separate login
- ✓ Redundant – Overlapping data
- ✓ Separate – Various hosting locations, managed separately



New

- ▶ **1 Login!** – Functionality accessible at one online location to streamline the process
- ▶ **1 Data Source!** – Centralized, normalized data to eliminate potential for conflicting values
- ▶ **1 Host!** – Consolidated hosting to reduce O&M costs



Benefits and Impacts

- ▶ Creates efficiency for users
- ▶ Contracting officers have one source for all information needed to make an award determination and report award information
- ▶ Vendors and other entities experience a streamlined, integrated registration/reps & certs process and—in the same place—can view opportunities
- ▶ For all users, one consolidated system means access to all with one login/password
- ▶ Increases data quality by consolidating the data into one system and eliminating redundant data
- ▶ Saves money by consolidating the system hosting into one location



Getting started.....

- ▶ You must have an active registration in SAM to conduct business with the Federal Government.
- ▶ To register in SAM, you will need the following information:
 - ✓ Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
 - If you don't already have one, you can [request a DUNS Number for FREE](#) from Dun & Bradstreet (D&B).
 - ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. From your tax documents from the IRS (such as a 1099 or W-2 form) verify your Taxpayer Name.
 - ✓ Your bank's routing number, your bank account number, and your bank account type, (checking or savings), to set up Electronic Funds Transfer (EFT).



A new requirement – March 2018 – Entity letter

- ▶ The employee who creates the SAM record will be required to provide a notarized Entity Administrator letter from the company
- ▶ This applies to both new registrations and updating existing registrations
- ▶ The SAM website has a template you can use to create the letter and detailed instructions to submit.



Entity letter update


- ▶ Effective June 29, 2018, all non-Federal entities who created or updated their registration in SAM.gov were no longer required to have an approved Entity Administrator notarized letter on file **BEFORE** their registration became active.
- ▶ All non-Federal entities still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so **WITHIN 30 DAYS** of activation may result in the registration no longer being active.
- ▶ There is now a 30 day grace period



Most recent updates

- ▶ SBA has been experiencing some problems certifying small businesses, which was delaying SAM activation for those small businesses
- ▶ Enhanced application logic to enable small business users to submit their entity registrations even when the connection to their SBA Profile is unavailable.
- ▶ Users will now see instructional text displayed on the SBA Supplemental page alerting them to the interface issue, providing them a direct SBA login link, and allowing them to proceed with the registration.



ALERT: You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new  and existing entities. Read [our FAQs](#) to learn more about this process change.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.


Federal users can log in to see additional information.

We like numbers!!

- ▶ Over 450,000 registered users
- ▶ More than 5 million searches monthly
- ▶ Almost 600,000 active entities registered to do business with the U.S. government
- ▶ An average of 7,000 new registrations activated monthly
- ▶ An average of 52,000 registrations renewed monthly
- ▶ Almost 147,000 active exclusion records to inform government award decisions



SAM Status Tracker



Username Password [Log In](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

Learn About Registration Status

- [How do I start a registration?](#)
- [What is Draft status?](#)
- [What is Work in Progress status?](#)
- [What is Submitted status?](#)
- [What is Active status?](#)
- [What is Expired status?](#)

What If?

- [What if my entity fails TIN validation?](#)
- [What if my entity fails CAGE Code validation?](#)
- [What if I still need help?](#)

What's Next?

- [Find Your Registration in SAM](#)

SAM Status Tracker

Check Entity Registration Status

Page Description

You can 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 current 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.

The SAM Status Tracker uses seven circles to represent steps in the registration process: Core Data, Assertions, Reqs & 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.

You will only see the registration status for publicly-searchable registration records in the SAM Status Tracker. Federal government users must log into SAM and search for non-public records.

Use the SAM Status Tracker Now

Check registration status by typing in a DUNS Number.

DUNS Number Plus 4 (Optional) [Search](#) [Reset](#)

Or, check registration status by typing in a CAGE Code.

CAGE Code [Search](#) [Reset](#)



IBM v1.P.64.20170330-1550
WWW7

[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
[About](#) [USA.gov](#)
[Help](#)



I'm registering a domestic entity (located in the U.S. or its outlying areas). How do I comply with the requirement to submit a notarized letter formally appointing an Entity Administrator?

Answer :

Step 1: Determine which template is required.

- I need to formally appoint an Entity Administrator for a single domestic entity. - Use [Template 1](#)
- I need to formally appoint an Entity Administrator for multiple domestic entities in my organization. - Use [Template 2](#)

Step 2: Complete the template and print on your entity's letterhead.

- If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.

Step 3: Sign the completed letter in the presence of the notary.

- Make sure the person who signs the letter is someone with signatory authority, i.e. someone who can make commitments on behalf of the entity like the president, CEO, or other authorized representative.

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Was this answer helpful?



Yes



No

Print, Share and Follow this answer



Share



Print



Email

Answers others found helpful

What does the exclamation point (!) mean in the "Small Business Status by NAICS Code" table found in my entity's Representations and Certifications?

When will the NAICS 2017 revisions, and corresponding small business size standards, be available in FPDS, SAM, and FBO?

Will SAM notify me that the contractor has submitted their Service Contract Reports?

How do I determine if an entity is listed as an 8(A) firm in SAM?

I am registering in SAM for Intra-Governmental Transactions (IGT) only. How do I complete our financial information?



More SAM help

- ▶ www.sam.gov
- ▶ Help
- ▶ User guides
- ▶ Demonstration Videos
- ▶ Youtube video at:
- ▶ <http://www.youtube.com/user/GSASAMVideos>.



More help!!

- ▶ Visit the Federal Service Desk at www.fsd.gov
 - ✓ Submit a live chat request for help
 - ✓ Submit a web form request for help
 - ✓ Call 1-866-606-8220 to speak with an agent Monday to Friday, 8 a.m. to 8 p.m. Eastern Time
- ▶ Procurement Technical Assistance Centers (PTACs)
 - ✓ Find your local PTAC at <http://www.aptac-us.org/>
 - ✓ Free Help with SAM Registration – and other government contracting issues
 - ✓ They can also assist you with marketing strategies and everything else you need to sell to federal state and local government agencies
 - ✓ Funded through Cooperative agreements between the DoD
 - ✓ and state/local non-profit entities



And more help!!!

- ✓ PTACs are located near you – with over 300 locations across the country, as well as Puerto Rico and Guam
- ✓ Workshops and Seminars to teach you what you need to know and connect you with other small businesses
- ✓ One-on-One Counseling tailored to the specific needs of your business – always free of charge!
- ✓ Matchmaking Events that connect you with agency buyers who need your product



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