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U.S. General Services Administration

ISOA Europe Industry Days

Doing Business with the US Government - SAM.gov Overview for Experienced Federal Contractors

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Agenda

- SAM.gov Review
- Entity Registration **Update/Renewal** Walkthrough
- Tips and Tricks for International Entities
- Getting Help with SAM.gov

SAM.gov Overview

SAM.gov Overview

SAM.gov is an official U.S. government website managed by the Integrated Award Environment (IAE), a federal office within GSA.

You can use SAM.gov to **become eligible** to bid on and receive payment for U.S. federal government contracts or apply for and receive federal financial assistance.

The government does **not** charge any money to register or maintain your entity registration in SAM.gov.

Beware of misleading marketing, imposters, and phishing. SAM.gov does not contact individuals by phone to solicit, review, or make awards. Never share your SAM.gov account email and password.

SAM.gov is used for:

● **Getting a Unique Entity ID (UEI)** and **Registering** to do business with the U.S. federal government

● **Searching and viewing:**
  ○ Entities
  ○ Contract Opportunities
  ○ Assistance Listings
  ○ Exclusions
  ○ Responsibility/Qualification records
  ○ Wage Determinations
  ○ Contract Data Reports

Definitions

What is an entity? "Entities" in SAM.gov are corporations, organizations, partnerships, or individuals that submit information about themselves to the U.S. federal government to be eligible for federal funds through contracts, grants, or other financial assistance. We use "**international entity**" to refer to any entity based outside of the U.S. For a thorough definition, please see the Code of Federal Regulations, 2 CFR 200.1.

What is entity validation? Entity validation confirms an entity's existence, location, and uniqueness, and is required by the Federal Acquisition Regulation (FAR) part 52.204-6. The uniqueness of an entity is based on it being a separate legal entity with a separate physical address. SAM.gov also verifies that there is no existing record for your entity before you validate. Once your entity is validated, you get a Unique Entity ID.

What is a Unique Entity ID (UEI)? SAM.gov assigns a Unique Entity ID to entities when they pass validation. The Unique Entity ID is a 12-character code used in SAM.gov and other federal government systems to identify a unique entity. Once you have a Unique Entity ID, you can register your entity in SAM.gov.

What is entity registration? An entity registration allows you to apply directly for U.S. federal government contracts and assistance. You must renew your registration annually to keep it active. We recommend that you begin your renewal 30–60 days before your registration expires to have enough time to validate your entity and complete the registration.

Be Prepared! What Do I Need Before I Begin?

01   **Review [Entity Registration Checklist](#) and [Guide for International Registrations](#)**   Entity registration requires a lot of information about your organization. Find the questions you must answer and documents that may be required.

02   **Update NCAGE code using the [NCAGE Request Tool](#) if your information has changed**   Most international entities are required to get an North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) code before registering.

03   **Decide who will complete the registration update/renewal**   SAM.gov will grant the the Entity Administrator role to the first person who registers. This will be only person with access until they [assign roles to other users](#).

04   **Identify backup Entity Administrators**   You can have as many people as you want with access to view and update the entire registration. Don't get stuck in [this longer process](#)!

Entity Registration Walkthrough
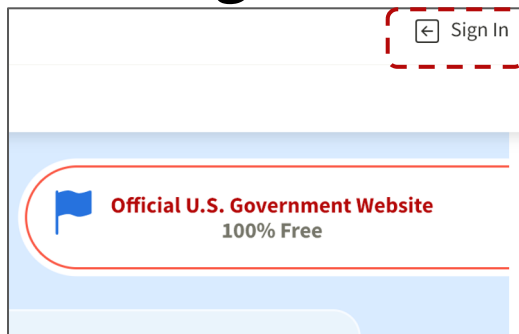## Update/Renewals for Experienced Federal Contractors

Steps to Register Your Entity at SAM.gov

Entity registration has many steps and **verifications** that happen both within and outside of SAM.gov.

1 Sign in to SAM.gov

2 Select Get Started or Update/Renew

3 Choose a Registration Option

4 Identify Entity Type (New Registrants Only)

5 Enter NCAGE Code

6 Enter entity information to begin validation

7 Submit validation documents if required

8 Receive Unique Entity ID and/or Continue Registration

9 Complete Core Data, Reps & Certs, & POC Sections

10 Submit Registration

11 IRS Verification, if applicable

12 NCAGE Verification

13 Registration Active

14 Renew Registration (365 days after submission)

Sign in to SAM.gov

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← Sign In

Official U.S. Government Website
100% Free

To create a new user account, select the **Create an Account** button.

Roles *(what you can see and do in SAM)* are tied to the email address you use to sign in to SAM.gov.

One-time Password (OTP) codes, required at different steps in the registration process, are sent to the email address you use to sign in to SAM.gov.

Each employee who needs access must create their own user account. Do NOT share accounts.

An official website of the United States government   Here's how you know ⌄

LOGIN.GOV   SAM.GOV®

sam.gov is using login.gov to allow you to sign in to your account safely and securely.

Email address

☐ Show password

Password

Sign in

Create an account

Sign in with your government employee ID

‹ Back to sam.gov

Forgot your password?

Security Practices and Privacy Act Statement ↗

Privacy Act Statement ↗

Workspace: Renew/Update Existing Entity

● Inactive Registration

Unique Entity ID:

Doing Business As:
(blank)

Purpose of Registration:
All Awards

Expiration Date
Mar 2, 2006

CAGE/NCAGE:

Physical Address:

3

Pending ID Assignment   Work in...

Show Workspace For
Non-Federal Entities

Non-Federal Entities
BioPreferred Reporting
Service Contract Reporting

Filter By

Keyword   ⌄
Entity   ⌄
Status   ⌄
Expiration Date ⌄

< [1] of 1 >

Results per page
25 ▾

Sort by
Expiration Date Ascending ▾

● Inactive Registration

Unique Entity ID:

Doing Business As:
(blank)

Purpose of Registration:
All Awards

CAGE/NCAGE:

Physical Address:

Actions   ⊗

View Record
Update
Deactivate
View In Hierarchy

ROGERS FOAM AUTOMOTIVE CORPORATION   ● Inactive Registration

Unique Entity ID:

Doing Business As:
(blank)

Purpose of Registration:
All Awards

Expiration Date
Mar 24, 2023

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and rene...
entities.

How to renew or update an entity ⧉

Renew/Update

Do not use Get Started for renewals. If you don't know if your entity has a record because you don't see it in your Workspace, you can do a general search in SAM to find the UEI and Registration Record. You must then request and be assigned the Entity Administrator role. **DO NOT CREATE A DUPLICATE.**

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2 **Renew/Update Existing Entity**

Your current entity registration is displayed.

Points of Contacts can be updated quickly without additional processing.

To update any other information, you must update/renew the entire entity registration.

Choose a Registration Option: Purpose of Registration

Your **current purpose of registration** highlighted. Entities can choose from all options that are displayed if you need to change your purpose of registration.

To be awarded a Federal contract (including a GSA Multiple Award Schedule) you must select "All Awards".

4 **Identify Your Entity Type** *(Not applicable for updates/renewals)*

- When you first registered your entity, you were asked to identify if you were registering a government entity.

- In this step you also told us if your entity was located outside the United States.
  If you responded yes, you had to provide your NCAGE code before you could continue registering this entity.

- When you update or renew an existing entity, you can not change your entity type.

- **If your company moves to the U.S. or opens a branch in the U.S:**
  - You must request a new Unique Entity ID and register as a DOMESTIC (U.S. Entity)
  - The NCAGE code cannot be transferred. DO NOT request a new NCAGE at NSPA.
  - For U.S. entities, new U.S. CAGE code will be assigned AFTER you submit your registration in SAM.

Confirm NCAGE Code

Your NCAGE Code and the current details from the US CAGE CSI System will display.

You can not change the NCAGE details within SAM.gov.

If your details have changed, you must submit NCAGE updates using the NATO NSPA NCAGE Request Tool BEFORE submitting your registration updates in SAM.gov

ds

Begin Validation: Enter Entity Information

6

What you enter **must match** your documentation AND your NCAGE details.

Review Current Registration Information

YOUR ENTITY

Doing Business As: ▓▓▓▓

Unique Entity ID
▓▓▓▓▓▓▓

PURPOSE OF REGISTRATION
ALL AWARDS

Physical Address
▓▓▓▓▓▓▓
▓▓▓
▓▓

CAGE Code
▓▓

Registration Expiration
Nov 22, 2025

○ This is my entity's correct legal business name and address and I can provide documented proof.

⦿ This is **not** my entity's correct information and I can provide documented proof of our correct legal business name and address.

✕ CANCEL   ‹ PREVIOUS   NEXT ›

Update Entity Details

Review the details for the entity you selected. Select or ▓▓▓ be able to enter your corrected information.

☐ Legal Business Name
▓▓▓▓▓▓▓ ▓▓▓▓▓▓

☐ Doing Business As (Optional)
▓▓▓▓

☑ Physical Address

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country
[▼]

Street Address 1
[   ]

Street Address 2 (Optional)
[   ]

ZIP Code (+4)
[   ]

City   State
[   ]   [   ]

✕ CANCEL   ‹ PREVIOUS   NEXT ›

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7   # Submit Validation Documents, <u>if required</u>

You may be required to provide documents that prove your entity name, physical address, start year, or national identifier number <u>if you have not completed validation in SAM before OR your entity details have changed</u>. Use acceptable documents.

- **Official Acknowledgement of filed Articles/Certificate of Organization/Incorporation (Offizielle Anerkennung der Gründung)** -- *This usually has the legal business name and date the business was created.*
- **Filed Tax Returns/Filings (EingereichtSteuererklärungen)** -- This usually has the legal business name and physical address.
- **Articles/Certificate of Formation (Gründungsurkunde)** -- This usually has the legal business name, the year the business was created and maybe the physical address.
- **Utility Bills (Nebenkostenabrechnungen)** -- This usually has the legal business name and physical address.
- **Bank Statements (Bankdokumente)**-- This usually has the legal business name and physical address.
- **Employer Identification Number Documentation from the Bundeszentralamt für Steuern** -- This usually has the legal business name and physical address.
- **Filed Company Bylaws (Eingereichte Unternehmenssatzung)** -- This usually has the legal business name, physical address and the year the business was created.
- **Filed Operating Agreements (Eingereichte Betriebsvereinbarungen) --** This usually has the legal business name, physical address and sometimes the year the business was created.
- **Business or Trade Registration (Gewerbe-Anmeldung)** - This usually has the legal business name, physical address, and national identifier. See this <u>list of national identifiers by country</u> for more information.

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Submit Validation Documents (if required)

If your documentation in not in English, you **must also submit a translation** with the original documentation. The translator must also certify their translation on each document.

We suggest this format, which includes all of the required information:

Certification by Translator

I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].

[Signature]

[Typed Name]

[Address]

[Certification Date]

Submit Validation Documents: Wait For Response

After you submit your documents, you get this confirmation page and an email with your case number.

You can access the validation ticket in your Entities Workspace on SAM.gov if you need to add or change your documents.

The current average processing time for validation is **3-5 business days.**

Validation agents will email you with questions and notify you if your validation is approved or rejected.

Validate Entity

① 1 Get Started
② 2 Validate Entity
③ 3 Get Unique Entity ID
④ 4 Done

✓

Entity Documentation Submitted

Reference Number ⧉

INC-GSAFSD5927706

SAM.gov will review your documentation and contact you if we have any questions. Read this article ⧉ to learn more about what happens next.

Please do not submit any documentation for your entity at FSD.gov. All documents must be submitted here at SAM.gov.

Go to Workspace

Unique Entity ID:

CAGE/NCAGE:

Open Cases

— INC-GSAFSD10414641

⊞ INC-GSAFSD10414641   Review Documents

Respond to email within 5 business days, if you have questions or need more time to locate documents, or your case may close.

8 **Complete Validation - Continue Registration**

Although your entity record will look different depending on its status, the next action is to **select "Update" from the Actions menu to complete the Entity Validation process**.

You will start the validation process as before but this time you will find an exact match for your entity.

Updating or renewing entities will see this page after validation is complete.

Continue Registration

YOUR ENTITY REGISTRATION INFORMATION:

● Active Registration

UNIQUE ENTITY ID

PURPOSE OF REGISTRATION
FEDERAL ASSISTANCE AWARDS ONLY

PHYSICAL ADDRESS

CAGE/NCAGE
(blank)

EXPIRATION DATE
MAY 12, 2023

✅ **Include in public search**

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. Learn more about SAM.gov public search ⧉.

Continue Registration

● Inactive Registration

Unique Entity ID:

Doing Business As:
(blank)

Purpose of Registration:
All Awards

CAGE/NCAGE:

Physical Address:

Actions ⊗

View Record
Update
Deactivate
View In Hierarchy

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Complete Core Data, Reps & Certs, & POC Sections

For updating/renewing entities, your information from the current registration will be pre-filled.

Each required field is marked with a red asterisk * .
Warning: Some of the marked fields are NOT REQUIRED for non-US entities.

You can't jump ahead without first completing each page. Once you complete a page, you can go back to a prior page.

Complete Core Data, Reps & Certs, & POC Sections

Register Entity

Core Data
- ✓ Continue Update / Renewal
- ✓ Business Information
- ○ IRS Consent
- ○ Ownership Details
- ○ Predecessor Details
- ○ General Information
- ○ Financial Information
- ○ Executive Compensation Questions
- ○ Proceedings Questions
- ○ Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Some of the fields marked with a red asterisk are NOT REQUIRED for non-US entities.

- **Business Information**: **Entity URL** field has no asterisk and it is optional. However, if you enter anything that is not an active working website link, it will cause a failure for NCAGE.

- **IRS Consent:** Unless you are conducting business in the USA, leave everything on the IRS Consent page blank even if there is a red asterisk next to it.

- **Financial Information:**
  - **DO NOT** enter anything in the Electronic Funds Transfer (EFT) section or in the Automated Clearing House (ACH) section, unless your bank is located in the USA.
  - **DO** answer the question "Do you accept credit cards as a method of payment?" at the top of the page
  - **DO** complete the Remittance Address section at the very bottom of the page. This is the name and address to whom payments/paper checks should be mailed to.

- **Points of Contacts:** The Government Business POC name entered must be a an individual person's name, not the name of the company or a department. This will cause NCAGE failure.

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Submit Registration

Before you can submit your registration, the system displays a summary of what you entered in each section. Review the summary to be sure everything is correct.

Your registration is not submitted yet!

Scroll to the bottom and select "Submit."

10

Submit Registration

You must enter a one-time password to complete the submission. The password will go to your SAM.gov account email address.

If the email is not in your inbox, be sure to check your spam (junk) folder.

10

Submit Registration

Your registration has been successfully submitted when you see this page. It will read, "Registration Submitted - Confirmation" at the top.

You will also receive an email confirming your entity registration was successfully submitted.

Once you submit, it can take up to 10 - 12 business days for your registration to be reviewed.

What Happens After I Submit My Registration?

11 — IRS Verification, if applicable (1- 2 business days)

12 — NCAGE Verification (10-12 business days)

13 — Registration Active

14 — Renew Registration (365 days after submission)

Your entity information will be verified by the U.S. Internal Revenue Service (IRS) and the U.S. Defense Logistics Agency (DLA) for confirmation of your NCAGE code.

You'll receive emails at each step. If your entity fails verification at the IRS or DLA, your registration will revert to the "Work in Progress Registration" status. You'll be given instructions on what needs to be updated and submitted.

You must work directly with the IRS or DLA to resolve issues with their verifications.

Preventing IRS Verification Failures

- **If you entered information on the IRS Consent page,** the taxpayer identification number and taxpayer name you entered will be matched by the system against what the IRS has in their master file. Your taxpayer name may be different than your legal business name. Check your EIN assignment letter or latest tax return to confirm. IRS processing takes 2 business days.

- **If you left everything on the IRS Consent page blank**, SAM.gov will skip this verification step and send your registration to the U.S. CAGE System.

Preventing NCAGE Verification Failures

- DO NOT submit your registration in SAM.gov until your NCAGE data in the US CAGE System matches your details in SAM.gov EXACTLY.

- You must **reconcile which system (NSPA or SAM.gov) has the incorrect information** and request those updates from the appropriate organization.

- Most often the correction needs to be made on your NCAGE information in the NATO/NSPA system so that it matches what SAM.gov validates as your correct entity details based on your official documentation. Before you submit your registration, make sure you have updated NCAGE using the NCAGE Request Tool (https://eportal.nspa.nato.int/Codification/CageTool/home) and that the changes have been transmitted to the US CAGE CSI System (https://cage.dla.mil/Search) first.

  GSA (SAM.gov) and US CAGE Office CAN NOT update your NCAGE Information.

NSPA and SAM Data Must Match

NATO Commercial and Government Entity (CAGE) and the Unique Entity ID are separate codes.

NATO Support and Procurement Agency (NSPA) NCAGE Request Tool	U.S. Defense Logistics Agency (DLA) CAGE Search & Inquiry (CIS) System	The System for Award Management (SAM.gov)

Submit your request for an NCAGE to your Nation's own NCAGE National Codification Bureau (NCB) online.

Find National NCAGE Contacts

Processing timeframes depend on country of origin schedule and priority level selected (Routine 14 days, Emergency 3 days).

Your NCAGE data in NSPA must be transmitted to DLA CIS before you register in SAM.

Timeframes may vary depending on the host nation data transmission schedule but are typically in DLA CSI 48-72 hours after NSPA update.

You enter your NCAGE in SAM before Entity Validation begins; **SAM only displays your NCAGE details as they appear in DLA CSI**.

You enter your entity details to begin entity validation and upload documentation to prove them.

All updates and corrections to NCAGE data can only be made by your NCB using the NSPA NCAGE Request tool.

Edits can NOT be made in SAM or the U.S. CAGE System.

After you submit your registration in SAM, DLA CAGE system receives registration and must confirm that NCAGE information matches SAM.

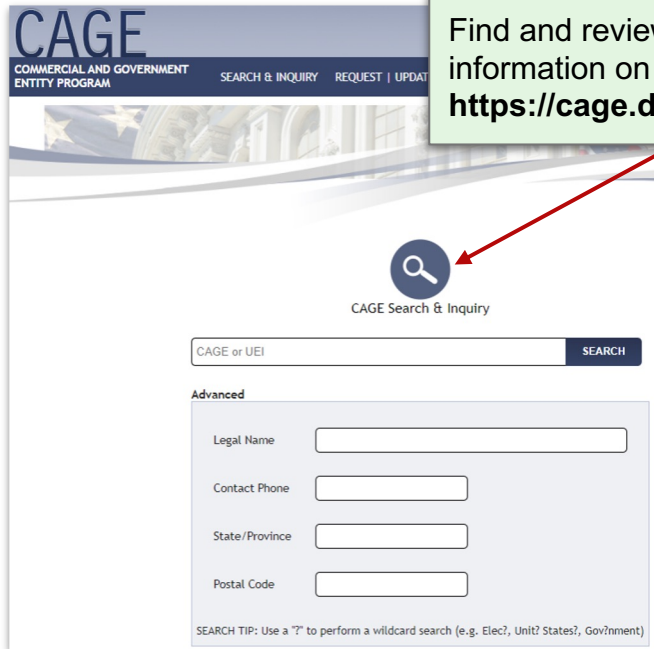If the information does not match, the registration fails CAGE verification and is returned to SAM.

SAM will validate your entity details based on what your official documentation shows. Your registration will show your validated legal business name and physical address. SAM allows you to submit the registration even if they do not match your NCAGE.

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Finding and Correcting NCAGE Verification Issues

Find and review your NCAGE information on the US CAGE website:
https://cage.dla.mil/Search

US CAGE System NCAGE Details	SAM.gov Entity Details
ABC Company Main 123 Ave, Building 2 Frankfurt, Germany Germany	ABC Company **Inc** Main 123 Ave, Building 2 Frankfurt Germany
ABC Company Inc Main 123 Ave Building 2 Frankfurt Germany	ABC Company Inc Main 123 Ave, Building 2 Frankfurt Germany

To make updates to the NCAGE information, find your NCAGE record at **https://eportal.nspa.nato.int/Codification/CageTool/home** and click "Update NCAGE" button at the bottom of the NCAGE code's detail screen.

ds   29
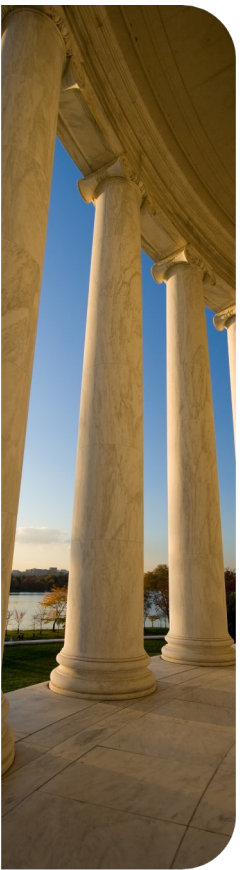
Special Characters

- German special characters are not available in DLA CIS and SAM.gov which can cause DLA CAGE failure if used on the NCAGE record in NSPA.

- Use the ASCII (American Standard Code for Information Interchange) Replacement

German Character	ASCII Replacement
ä	ae
ö	oe
ü	ue
Ä	Ae
Ö	Oe
Ü	Ue
ß	ss

Example of unhappy path:

If NCAGE has "Grün"

DLA CSI receives "Grun"

SAM.gov will use "Gruen"

Take the happy path:

If NCAGE has "Gruen"

DLA CSI receives "Gruen"

SAM.gov will use "Gruen"

Renew the Registration (365 days after Submittal)

Use the **Check Entity Status** tool on the SAM.gov homepage.

✓ Check Entity Status

Entity Administrators get emails
when a registration:
- Will expire in 60 days, 30 days, and 15 days.
- Has expired on the date of expiration.
- Has been submitted successfully for review.
- Is active.

Documents will not be required at renewal unless the business name or address you validated changes.

Check Entity Status

This tool allows you to check the status of your entity.

○ Search by Unique Entity ID/CAGE   ○ Search entities pending Unique Entity ID assignment

Unique Entity ID
[   ] ×

CAGE Code
[   ]

Reset   Search
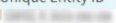
Entity Information

● Active Registration

Unique Entity ID

Your registration was activated on 2023-12-06. It expires on 2024-11-20, which is one year after you submitted it for processing. To update or renew your registration, begin from your Entities Workspace.

✓ Validate Entity Completed   ✓ Get Unique Entity ID Completed   ✓ Core Data Completed   ✓ Assertions Completed   ✓ Reps & Certs Completed   ✓ POCs Completed   ✓ Submit Completed   ✓ Processing Completed   ✓ Active Completed

More About the Entity Status Tracker

+ Getting Started with Registration
+ Entity Status Guide
+ Legend
+ What if my entity fails TIN validation?
+ What if my entity fails CAGE validation?
+ More Help

You must sign in to SAM.gov and have a role with the entity to use the tool.

Resources

- SAM.gov **Help Page**

- Go to the **Federal Service Desk (FSD.gov)** to search for User Guides, FAQs, Videos, Definitions.

- **Subscribe to our blog** for the latest updates

- **For more help with your registration**, you may also reach out to the point of contact for the grant or contract award you are pursuing.