



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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System for Award Management | For People Who Make, Receive, and Manage Federal Awards

Agenda

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



SAM.gov Overview



System for Award Management | For People Who Make, Receive, and Manage Federal Awards

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](#)!





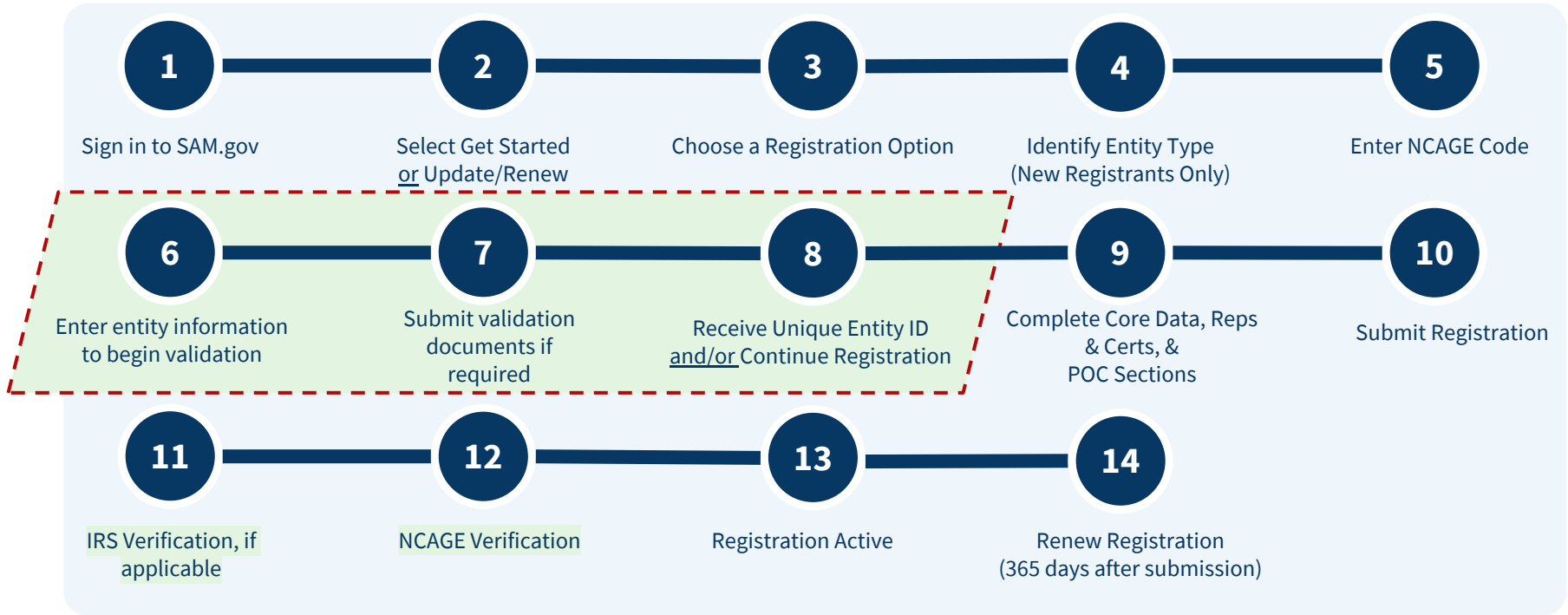
Entity Registration Walkthrough

Update/Renewals for Experienced Federal Contractors



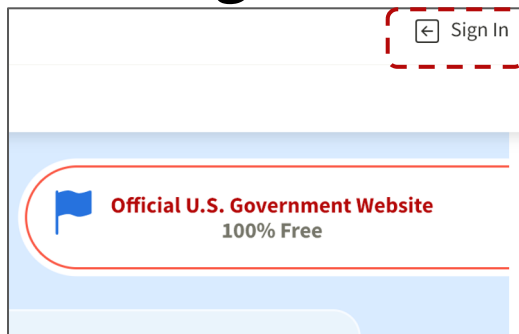
Steps to Register Your Entity at SAM.gov

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



1

Sign in to SAM.gov



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.

A screenshot of the SAM.gov login page. At the top, it says 'An official website of the United States government' and 'Here's how you know'. Below this are the 'LOGIN.GOV' and 'SAM.GOV' logos. In the center, there is an illustration of a person's head, a lock icon, and a computer monitor icon. Below the illustration, the text reads: 'sam.gov is using login.gov to allow you to sign in to your account safely and securely.' There are two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Show password' checkbox. Below the input fields is a blue 'Sign In' button. Below the 'Sign In' button is a white button with a blue border and the text 'Create an account'. A red arrow points from the text box above to this 'Create an account' button. At the bottom, there are several links: 'Sign in with your government employee ID', 'Back to sam.gov', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

Workspace: Renew/Update Existing Entity

3

Pending ID Assignment

Work in

Renew/Update Your Entities

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

[How to renew or update an entity](#)

[Renew/Update](#)

Show Workspace For
Non-Federal Entities

Non-Federal Entities

BioPreferred Reporting

Service Contract Reporting

Filter By

Keyword

Entity

Status

Expiration Date

● Inactive Registration

Unique Entity ID:

Doing Business As:
(blank)

Purpose of Registration:
All Awards

Expiration Date

Mar 2, 2006

CAGE/NCAGE:

Physical Address:

< 1 of 1 >

Results per page

25

Sort by

Expiration Date Ascending

Unique Entity ID:

● Inactive Registration

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

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.**

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.

YOUR ENTITY REGISTRATION INFORMATION:

DOING BUSINESS AS: [REDACTED] Active Registration

UNIQUE ENTITY ID
[REDACTED]

PURPOSE OF REGISTRATION
FEDERAL ASSISTANCE AWARDS ONLY

PHYSICAL ADDRESS
[REDACTED]

CAGE/NCAGE
[REDACTED]

EXPIRATION DATE
NOV 22, 2025

What would you like to update?

☐ I would like to update my Points of Contact

Points of Contact updates are effective immediately. This update does not replace your required annual entity renewal. If you want to update any other information, you must update/renew your entire entity registration.

☒ I would like to update/renew my entire Entity Registration.

Updates to your entity registration information generally require an IRS and CAGE validation, which can take up to ten business days. Once you submit an update, you cannot make changes until the submitted registration is processed.

An entity registration must be updated / renewed every 365 days to remain active and will expire if you do not renew it in time. An expired registration may affect your ability to do business with the federal government.

 Download Your Registration Guide

Download Guide

CANCEL

PREVIOUS

NEXT

Choose a Registration Option: Purpose of Registration

Choose an Option

Review the chart to decide which option is best for you.

	Current Selection	
	Financial Assistance	All Awards
What you get:		
Unique Entity ID ⓘ	✓	✓
Entity Available in Search ⓘ	✓	✓
CAGE Code ⓘ (For some entities)	✓	✓
When you need it:		
To receive an award from someone else receiving federal funds ⓘ	✓	✓
To apply directly for federal grants or loans ⓘ	✓	✓
To bid on federal contracts (prime) ⓘ	—	✓
What you must complete:		
Entity Validation ⓘ	✓	✓
IRS Taxpayer Validation ⓘ	✓	✓
CAGE/NCAGE Validation ⓘ (For some entities)	✓	✓
Level of Effort ⓘ	Medium to High	Highest
Expiration ⓘ	1 Year	1 Year
	Select	Select

Keep your current option

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”.

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

Confirm NCAGE code

LEGAL ENTITY YOU SELECTED

[Redacted Entity Name] NCAGE Code [Redacted NCAGE Code]

[Redacted Address]

[Edit NCAGE Code](#)

[× CANCEL](#) [< PREVIOUS](#) [NEXT >](#)

Begin Validation: Enter Entity Information

Review Current Registration Information

YOUR ENTITY

Doing Business As:

Unique Entity ID

PURPOSE OF REGISTRATION

Physical Address

ALL AWARDS

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 

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

Submit Validation Documents, if required

You may be required to provide documents that prove your entity name, physical address, start year, or national identifier number if you have not completed validation in SAM before OR your entity details have changed. 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 (Eingereicht Steuererklärungen)** -- 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 [list of national identifiers by country](#) for more information.

Submit Validation Documents (if required)

If your documentation is 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]

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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 Get Started 2 **Validate Entity** 3 Get Unique Entity ID 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](#)

[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.

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.

● Inactive Registration

Unique Entity ID: [redacted]

Doing Business As: (blank)

Purpose of Registration: All Awards

CAGE/NCAGE: [redacted]

Physical Address: [redacted]

Actions

- View Record
- Update**
- Deactivate
- View In Hierarchy

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

PHYSICAL ADDRESS

FEDERAL ASSISTANCE
AWARDS ONLY

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

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.

Register Entity

Core Data

Continue Registration

Business Information

CAGE or NCAGE Code

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Business Information

Unique Entity ID:

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:

Entity Start Date (M / M / D / Y Y Y Y): *

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

Not Applicable

Create 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 -

Address Type:

Physical

Address Line 1:

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.

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.”

Register Entity
Core Data
Representations and Certifications
Points of Contact
Submit Registration
Entity Review
Back to Workspace

Submit Registration

Entity Review Unique Entity ID: [REDACTED]

Page Description

You have completed all sections of your entity's registration in SAM.gov. Please verify the information on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Submit.

When you select Submit, you must enter a One-Time Password (OTP) to confirm your identity. The OTP will be sent to the email address on your account. If you encounter any issues, please contact our supporting Federal Service Desk at (opens in new tab) www.fsd.gov, U.S. toll free at 866-606-8220, or international at 334-206-7828.

Unique Entity ID: [REDACTED]
Legal Business Name: [REDACTED]
Doing Business As: (none)

Core Data


Business & TIN Information:

Business Information
Entity Start Date: [REDACTED]
Fiscal Year End: [REDACTED]
Entity Division: [REDACTED]
Entity Division: [REDACTED]
Entity URL: [REDACTED]
Congressional District: [REDACTED]

Physical Address
Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
City: [REDACTED]
State/Province: [REDACTED]
Country: [REDACTED]
ZIP/Postal Code: [REDACTED]

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in 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.

Cancel
Submit



System for Award Management | For People Who Make, Receive, and Manage Federal Awards

22

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.

The screenshot shows the SAM.gov interface with a modal window titled "Submitting Entity Registration". The modal contains the following text: "To submit your registration, request a one-time password (OTP) to be sent to the email address on your account. Please note it may take a few minutes to receive the email. Do not perform any other actions with this entity until you have successfully submitted your OTP." Below the text are two buttons: "Cancel" and "Send Password".

In the background, the "Register Entity" sidebar is visible with the following options: "Core Data", "Representations and Certifications", "Points of Contact", "Submit Registration" (highlighted), and "Entity Review" (checked). A "Back to Workspace" button is also present.

The main content area shows the following information:

- Unique Entity ID: [blurred]
- Legal Business Name: [blurred]
- Doing Business As: (none)

Below this is the "Core Data" section, which includes a "Business & TIN Information" table:

Business & TIN Information:	
Business Information:	
Entity Start Date:	01/01/2012
Fiscal Year End Close Date:	12/31
Entity Division Name:	
Entity Division Number:	
Entity URL:	

An "EDIT" button is located to the right of the table.

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.



Register Entity
Core Data
Representations and Certifications
Points of Contact
Submit Registration
Entity Review
Confirmation Page

Submit Registration

Confirmation Page
Unique Entity ID:

Registration Submitted - Confirmation
Fri Nov 25 13:57:55 EST 2022

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.

What happens next?

- 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.
- 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.
- 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.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 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.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the [PTAC website](#) to locate your closest PTAC.

Select [Back to Workspace](#) to be navigated to your Workspace where you can view your entity record and print or save a PDF.

Back to Workspace

What Happens After I Submit My Registration?



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

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).

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.

U.S. Defense Logistics Agency (DLA) CAGE Search & Inquiry (CIS) System

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.

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.

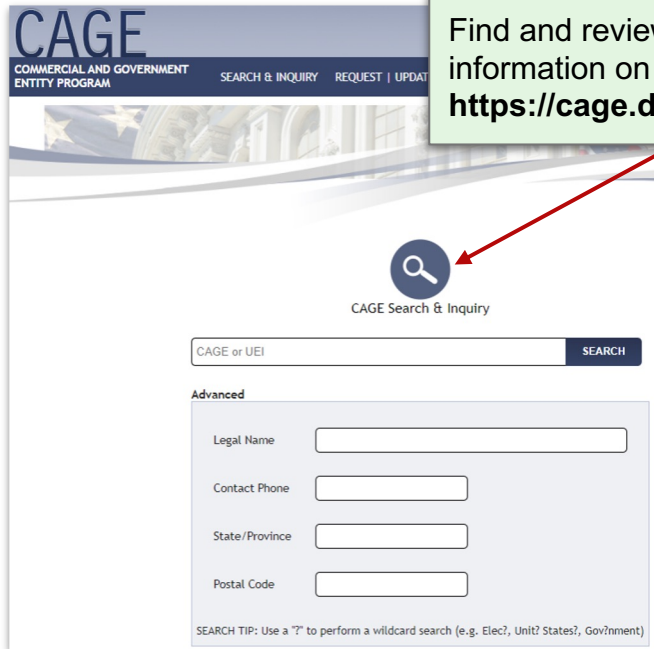
The System for Award Management (SAM.gov)

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.

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.

Finding and Correcting NCAGE Verification Issues



CAGE
COMMERCIAL AND GOVERNMENT
ENTITY PROGRAM

SEARCH & INQUIRY | REQUEST | UPDATE

CAGE Search & Inquiry

CAGE or UEI

Advanced

Legal Name

Contact Phone

State/Province

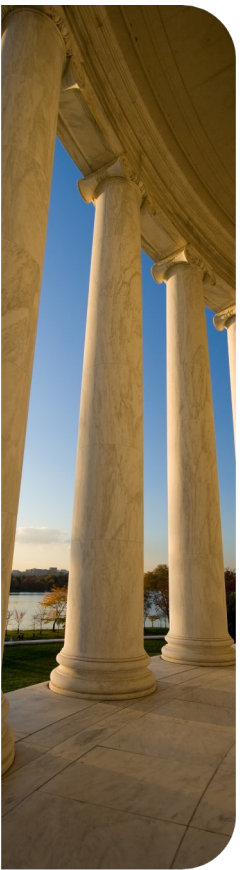
Postal Code

SEARCH TIP: Use a "?" to perform a wildcard search (e.g., Elec?, Unit? States?, Gov?nment)

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.



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

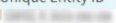
Unique Entity ID

CAGE Code


Entity Information






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.