



U.S. General Services Administration

# ISOA Europe Industry Days

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

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

# Agenda

- SAM.gov Overview
- Entity Registration 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 to Register an Entity?

- 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 Get an NCAGE code using the [NCAGE Request Tool](#)

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

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](#)!

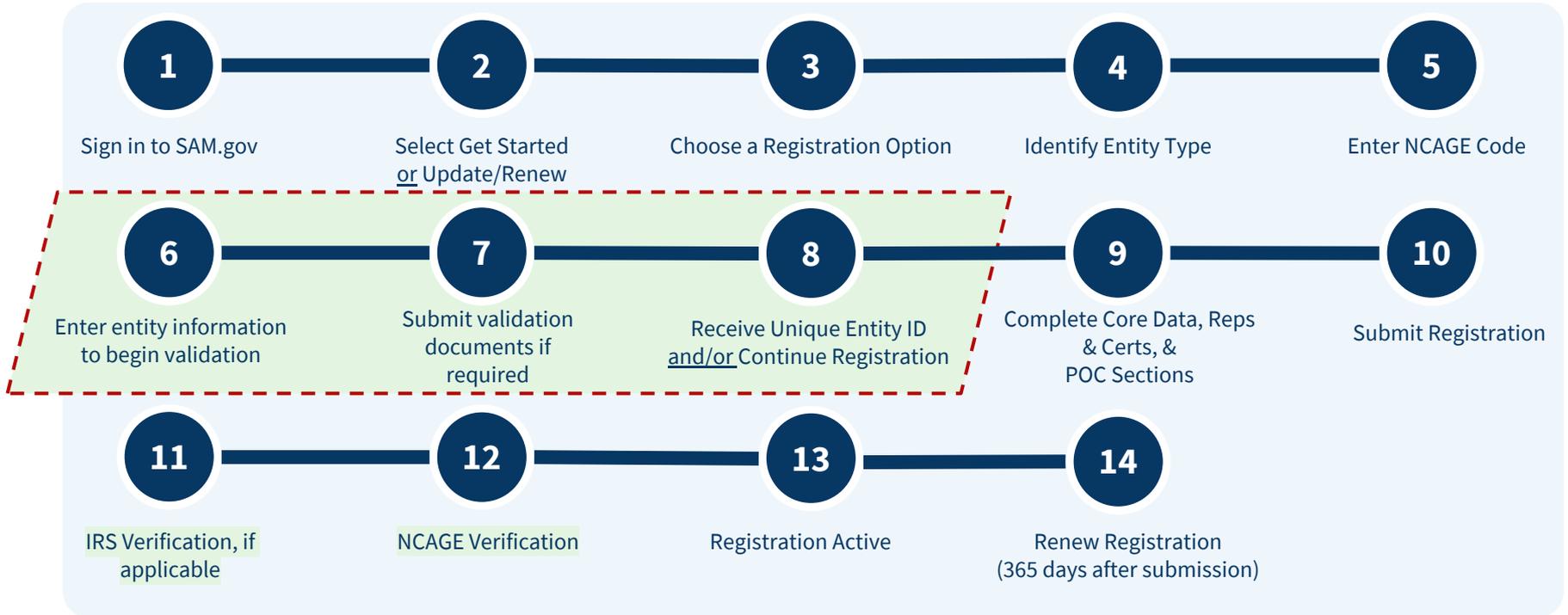


# Entity Registration Walkthrough



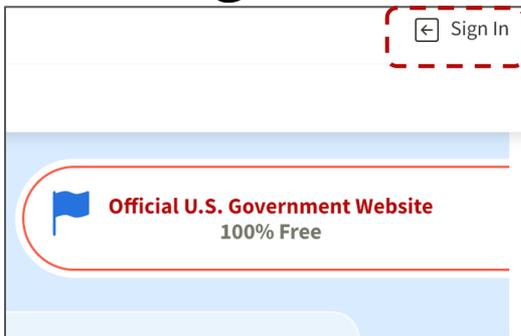
# Steps to Register Your Entity at SAM.gov

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



1

# Sign in to SAM.gov

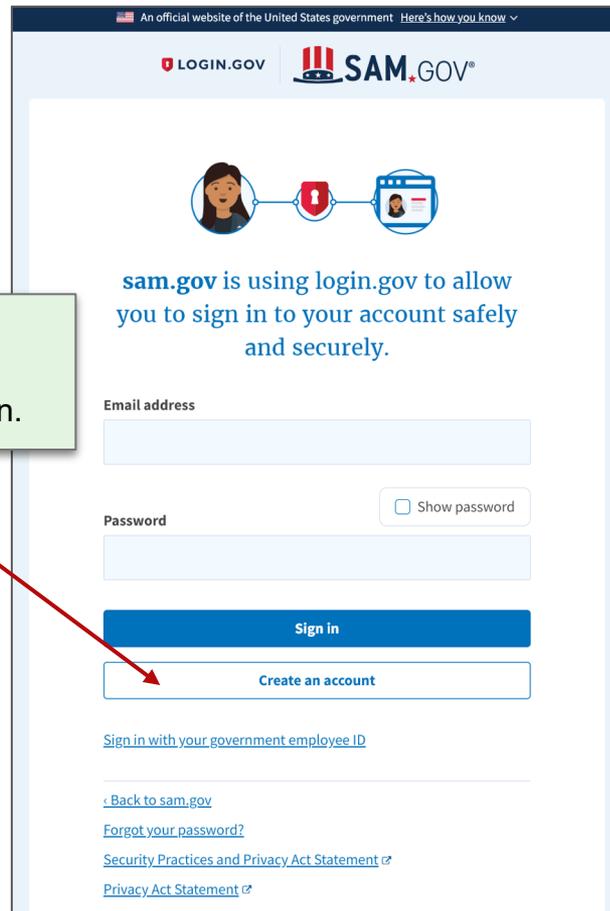


To create a new user account, select the **Create an Account** button.

**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.



# Select Get Started: Create New Entity

## Entity Information

Entities

See All

5

Active Registration

2

ID Assigned

5

Inactive Registration

Pendi

Next Update Due: 12/04/2024

Due in Next 30 days: 0 Entity Registrations

Register Your Entity or Get a Unique Entity ID

What do I need for registration?

Get Started

## Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

Create New Entity

**Are you trying to update an existing entity record?**

Please go to your Workspace and select the "Renew/Update" button for that entity.

Go to Workspace

**Is your entity based outside of the United States?**

You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

**What do I need for registration?**

Download Guide

Renew/Update

**Do not use Get Started for renewals.** Use the "Renew/Update" button instead if your entity already has a Unique Entity ID. 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.

# Choose a Registration Option: Entity Questionnaire

## What is your goal?

I want to do business... (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.



Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. ⓘ
- Apply for federal financial assistance. ⓘ  
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). ⓘ
- Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. ⓘ

Please specify

e.g. Program Name

123 characters allowed

## Who required your entity to be in SAM.GOV?

Only select the primary source.

- Federal government

Federal Hierarchy (Optional)

Enter Code or Name ▼

- U.S. state or territory government or office

▼

- Local government office, i.e., of a county or a city
- Tribal government or office
- A company or business
- Hospital system or healthcare organization (for profit or non-profit)
- Non-profit organization
- University or research facility (for profit or non-profit)
- Industry group, professional association, trade publication, etc.
- APEX Accelerators (formerly known as PTACs)
- I decided on my own
- None of the above  
Please specify

Answers to these questions allow SAM.gov to make a personalized registration recommendation and assess sources asking organizations to register in SAM.gov.

## 3

# Choose a Registration Option: Purpose of Registration

**Choose an Option**

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose **All Awards**.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

Recommended

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

The **recommended** registration option is highlighted. Entities can choose from all options that are displayed, even if it's different from the recommendation

What will be required and the level of effort to complete the registration varies depending on the type of registration you need.

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

# Identify Your Entity Type

Entities who are NOT physically located in the United States, must provide an NCAGE Code.

## Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local government, or foreign government.

Yes

No

My entity is physically located in the United States

(If entity is physically located in US territory, then you can select entity located in the United States.)

My entity is not physically located in the United States



If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

× CANCEL

## Do you already have an NCAGE code?

Yes, and I can provide:

Provide NCAGE Code

No



### Is your entity based outside of the United States?

If you are registering an entity based outside of the U.S., you must get an NCAGE code before starting your registration. [Request an NCAGE code.](#)

If you do not have an NCAGE code, the system will prevent you from proceeding.

× CANCEL

< PREVIOUS

NEXT >

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# Enter NCAGE Code

Do you already have an NCAGE code?

Yes, and I can provide:

No

**Provide NCAGE Code**

### Search for NCAGE Code

Enter your NCAGE code and select **Search** to show the entity with that code. If you don't have a NCAGE code, select **Cancel**.

**Cancel** **Search**

**CANCEL** **PREVIOUS**

SAM searches the U.S. CAGE System and **displays your NCAGE details**. Changes can not be made in SAM.

### NCAGE Search Results

...	NCAGE Code
...	...

If this is your entity, select **Confirm**. To change the NCAGE code, select **Back**. If you don't have an NCAGE code, select **Cancel**.

**Cancel** **Back** **Confirm**

# Begin Validation: Enter Entity Information

## You Are About to Validate Your Entity

What is validation? [?](#)

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#)
- [Physical address](#) (no P.O. boxes or virtual offices)
- [Start year](#)
- [National identifier](#) (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.



[Download Your Registration Guide](#)

[Download Guide](#)

[X CANCEL](#)

[< PREVIOUS](#)

[NEXT >](#)

## Enter Entity Information

Enter your current, correct legal business name and physical address.

### Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

This is My Legal Business Name [x](#)

### Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

### 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

GERMANY [x](#) [v](#)

### Street Address 1

Weissadlergasse 123 [x](#)

### Street Address 2 (Optional)

### Postal Code (Optional)

### City

Frankfurt [x](#)

### Administrative Area / Region (Optional) [?](#)

[X CANCEL](#)

[< PREVIOUS](#)

[NEXT >](#)

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

## 6

# Begin Validation: Start Year and/or National Identifier

During your entity validation process, the entity validation service (EVS) may find one or more national identifiers in their records for your entity.

National Identifier is the unique ID assigned to you by the country where your business originates. The national identifier could take a variety of forms, depending on how your home country assigns them. You can use this [list of countries and identifiers](#) to see the definition or an example of an identifier you're asked to provide during validation.

## Germany

Identifier Name	Identifier Type	Example:
Tax number	Value-added tax (VAT)/Tax number	143/102/60208
Trade register number	Trade register number	HRB 100484 (Braunschweig)
Umsatzsteuer-Identifikationsnummer (USt-IdNr.)	Value-added tax (VAT)/Tax number	DE 115235681
Crefo number	IP identification number	2070000543

## Enter Incorporation Information

Start Year

National Identifier

Type

Identifier

Company ID number (SIF) ▾

- Select -

Company ID number (SIREN number)

Company ID number (SIRET number)

European VAT number (European VAT number)

TIN (TIN)

VAT/Tax number (VAT number)

- your "established date"
- the year you legally began doing business

**Your national identifier** is issued by the government of your country and could be your

- company identification number
- VAT/tax number
- trade register number

[What national identifiers are accepted during validation?](#)

## 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. **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 (continued)

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]

## 7

# Submit Validation Documents: Wait For Response

When you submit your documents, you'll be given a Federal Service Desk reference number.

You'll receive communication about the progress of your case by email from [FSDsupport@gsa.gov](mailto:FSDsupport@gsa.gov).

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

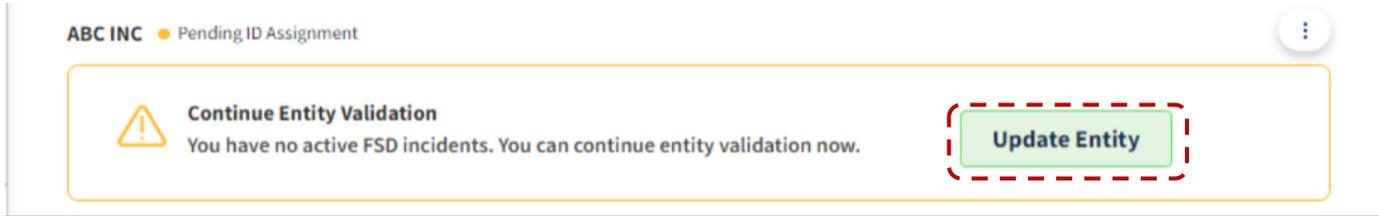
The current average processing time for validation is **4 business days**.

The screenshot displays the 'Validate Entity' process on SAM.gov. At the top, a progress bar shows four steps: 1. Get Started, 2. Validate Entity (current step), 3. Get Unique Entity ID, and 4. Done. Below the progress bar, a green checkmark icon is followed by the text 'Entity Documentation Submitted' and a 'Reference Number' link. The reference number is 'INC-GSAFSD5927706'. Below this, there is a note: '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.' A red dashed box highlights a 'Go to Workspace' button, with a red arrow pointing to another 'Open Cases' button in a separate window on the left. At the bottom of the main window, there is a 'Review Documents' button and a list of cases, including 'INC-GSAFSD10414641'.

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

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# Receive Unique Entity ID and/or Continue Registration



Although your entity record will look different depending on its status, the next action is to **select “Update” from the Actions menu (the three vertical dots)** or the button for brand new entities **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.

# Receive Unique Entity ID and/or Continue Registration

## Request Unique Entity ID

You have validated the following entity.

### VALIDATED ENTITY

HOME SERVICES OF HOME DEPOT  
 CORPORATION  
 2000 CENTRE EXPLORATION

### 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 risk to your organization, you can restrict the public viewing of your information on SAM.gov by deselecting the checkbox.

If you restrict your information from public view, it will also not be visible to state and local governments who may wish to do business with you. Some programs may require you to be included in public data services. Sensitive entity information remains available to the public. If your sensitive information is available through public data services. Learn more

New entities see these pages after validation is complete.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

## Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:

XXXXXXXXXXXX

### VERIFIED SAM RECORD

HOME SERVICES OF HOME DEPOT  
 CORPORATION  
 2000 CENTRE EXPLORATION

If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.

Continue Registration

Go to Workspace

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

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: [REDACTED]

**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 / D D / Y Y Y Y ): \*

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

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

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 - [REDACTED]

Address Type:

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](http://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:** [EDIT](#)

**Business Information**

- Entity Start Date
- Fiscal Year End
- Entity Division
- Entity Division
- Entity URL:
- Congressional District
- Physical Address**
- Address Line 1

Notes:

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: [REDACTED]

State/Province: [REDACTED]

Country: [REDACTED]

ZIP/Postal Code: [REDACTED]

Cancel

Submit

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.



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# 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 a web interface for submitting an entity registration. A modal dialog box titled "Submitting Entity Registration" is centered on the screen. The dialog 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".

The background interface shows a sidebar with the following menu items: "Register Entity", "Core Data", "Representations and Certifications", "Points of Contact", "Submit Registration", and "Entity Review" (which is currently selected and has a green checkmark). A "Back to Workspace" button is also visible in the sidebar.

The main content area displays the following information:

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

Below this information is a section titled "Core Data" with a sub-section "Business & TIN Information:" containing an "EDIT" button. The "Business Information:" section includes the following details:

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

# 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?

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 to make sure it matches EXACTLY 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.
- **If you are not required to file returns with US IRS, you must leave 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).

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.

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.

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

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 <b>Inc</b> Main 123 Ave, Building 2 Frankfurt Germany
ABC Company Inc <b>Main 123 Ave</b> <b>Building 2</b> Frankfurt Germany	ABC Company Inc <b>Main 123 Ave, Building 2</b> 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

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.