SAM and DUNS Presentation
A/OPE/EAD
October 2017

If you would like to be eligible for contract awards above US$30,000 with the U.S. Government, then you need to read the following instructions carefully.

Quick Start Guide for Entities Interested in Being Eligible for Government Contracts

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Why?

Having a DUNS number and active SAM registration is a mandatory requirement for any interested entity to be eligible for contract awards above US$30,000

"Only contractors with a valid DUNS number and active SAM will be qualified and be eligible for awards contracts above US$30,000"

General Instructions
What do I need to get started

Before you proceed with SAM registration, you must have NCAGE Code and a DUNS number.

1. If you do not have NCAGE Code, you can request one for free by visiting the NATO Codification Tools webpage at:

https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

2. If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at:

http://fedgov.dnb.com/webform

General Instructions for Registering in DUNS / SAM

IMPORTANT FACTS

1. There is no registration fee for DUNS or SAM for any organization. There are businesses that will assist in registration for a fee, but you are not required to make payment to any DUNS representatives for purposes of being awarded USG contracts, grants, or cooperative agreements.

2. All organization/entity information **MUST BE IDENTICAL IN DUNS, NCAGE and SAM.** You cannot enter one address for DUNS and then a different address for SAM. This will cause a system error and result in significant delays. You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.

3. For SAM Customer Service, contact:
   Federal Service Desk: www.fsd.gov
   US Calls: 1-866-606-8220
   International Calls: 334-206-7828
   You may also contact your DIC point of contact

General Instructions for Registering in DUNS / SAM

SAM INSTRUCTIONS TO READ PRIOR TO REGISTRATION

1. Go to www.sam.gov
2. Click on the "Help" Tab.
3. Click on the "FAQs" Tab, read the "SAM User Help" information.
4. Click on the "User Guides" tab, then the "Quick User Guides" tab below.
5. Click on "Full User Guide" and download full instructions for completing SAM registration. This guide contains step-by-step screen shots to assist in the registration process.

General Instructions for Registering in DUNS / SAM

6. Also under the "User Guides" tab are "Demonstration Videos:"
   - SAM Overview Video
   - Register a New Entity in SAM to be Eligible for Grants and Other Federal Assistance
   - Migrating Your Legacy System Roles

7. For SAM frequently asked questions (FAQs), go to: https://www.sam.gov/portal/public/SAM/

8. Once you have read through the formal instructions on the SAM website, you can use the instructions for basic reference when entering SAM organizational information.

1st step
Request NCAGE Code

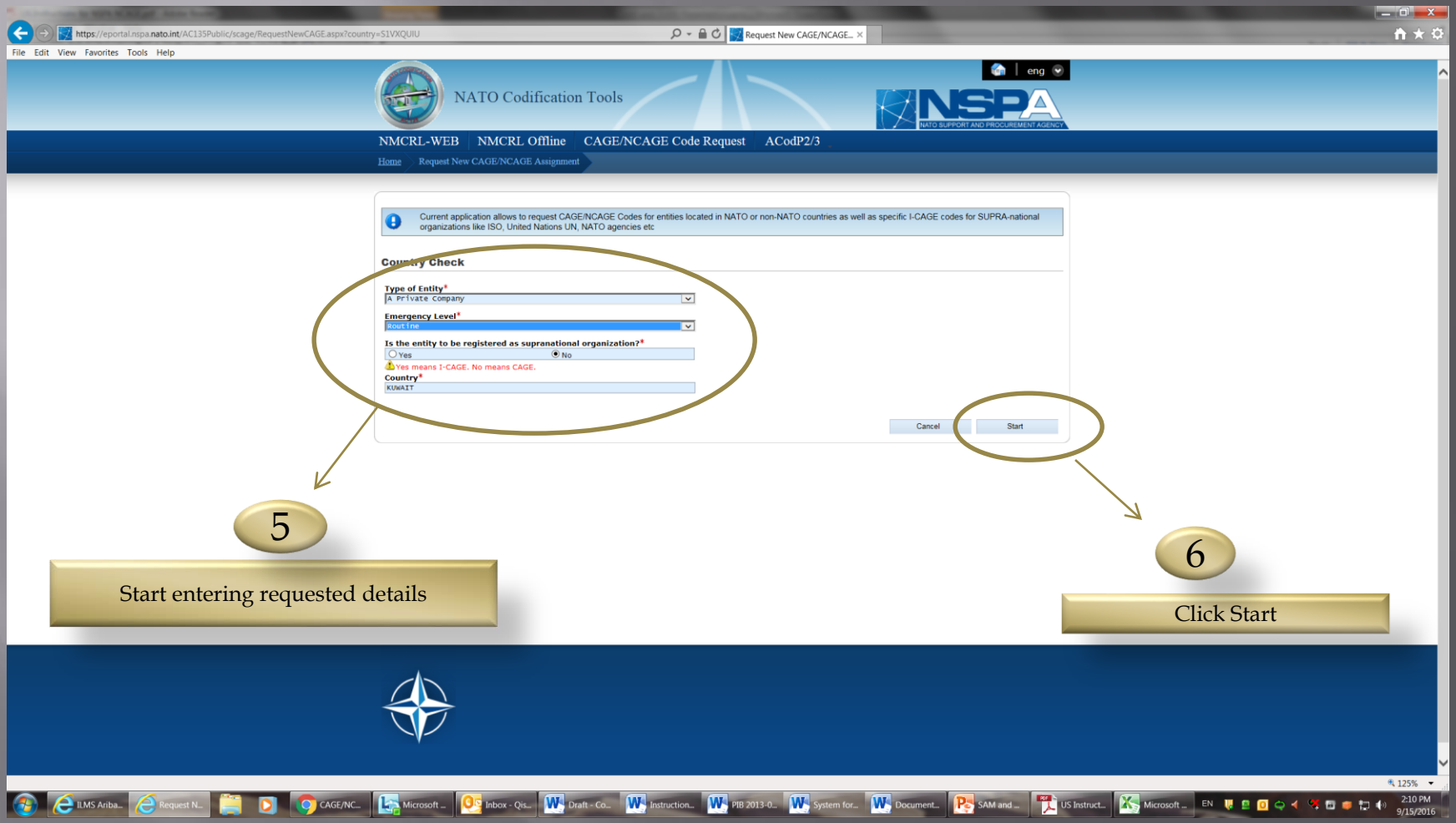
Request NCAGE Code by visiting the NATO Codification Tools webpage at: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

1. Check to see if a NCAGE Code is already assigned for the company.
2. If the search does not result in a match to an existing NCAGE code:
3. Click [Request New] button in the bottom right hand corner of the screen.
4. Follow the directions to obtain an NCAGE Code.
5. Submit the request. A validation email message is sent to the POC in the NCAGE Request for confirmation.
6. Confirm the NCAGE request by clicking on the link embedded in the email.
7. It can take up to ten business days to process a CAGE Code request with a new SAM entity registration

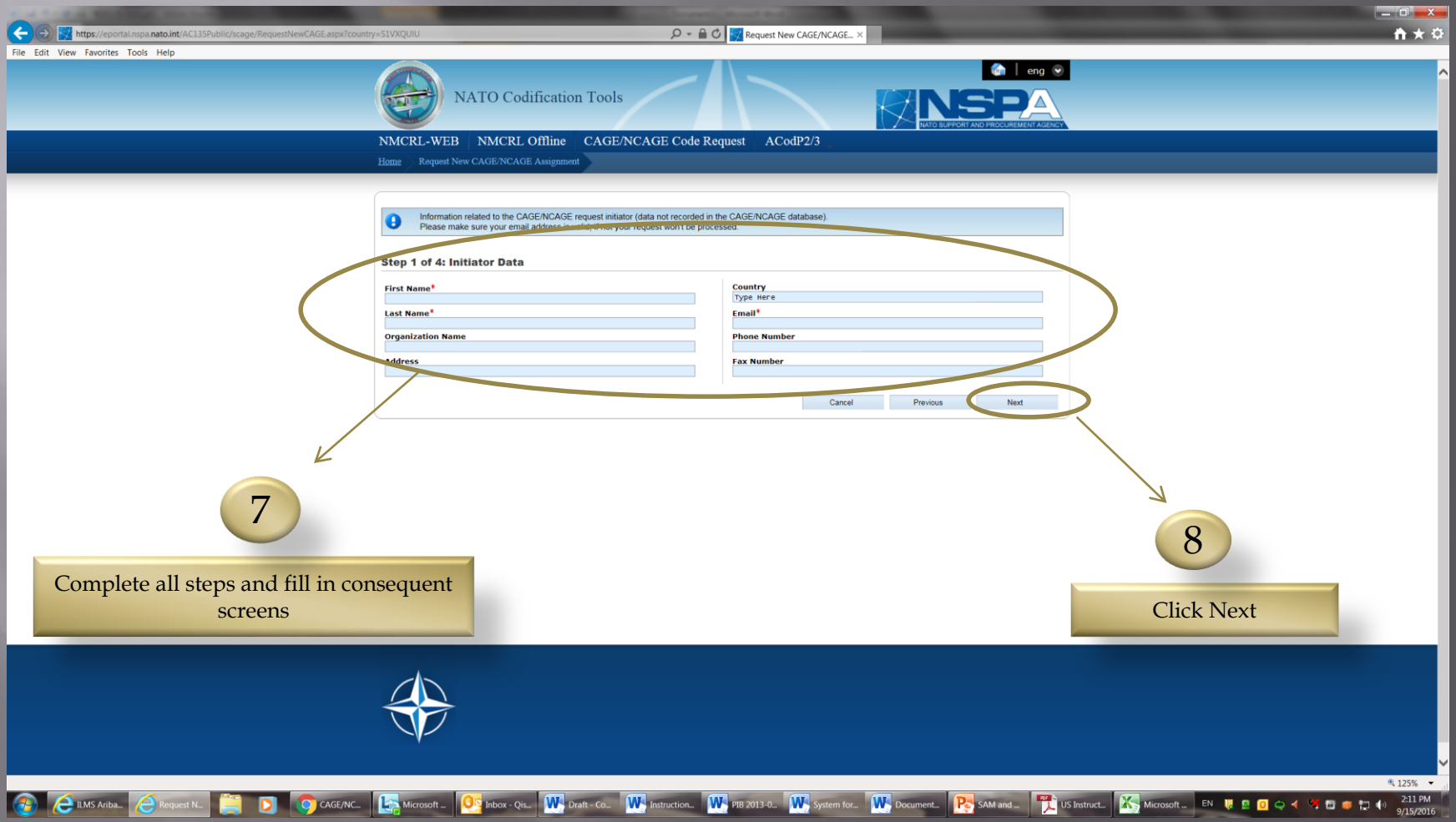
1st step
Request NCAGE Code

1st step
Request NCAGE Code

1st step
Request NCAGE Code



1st step
Request NCAGE Code



1st step
Request NCAGE Code

1. After you have filled all requested details and followed the directions to obtain an NCAGE Code, submit your request.

2. A validation email message will be send to the POC in the NCAGE Request for confirmation.

3. You need to confirm the NCAGE request by clicking on the link embedded in the email

2nd step
Validate NCAGE Code

Validate NCAGE Code

a. When the NCAGE Code is assigned, an email message will be sent to the entity POC in the NCAGE Request.

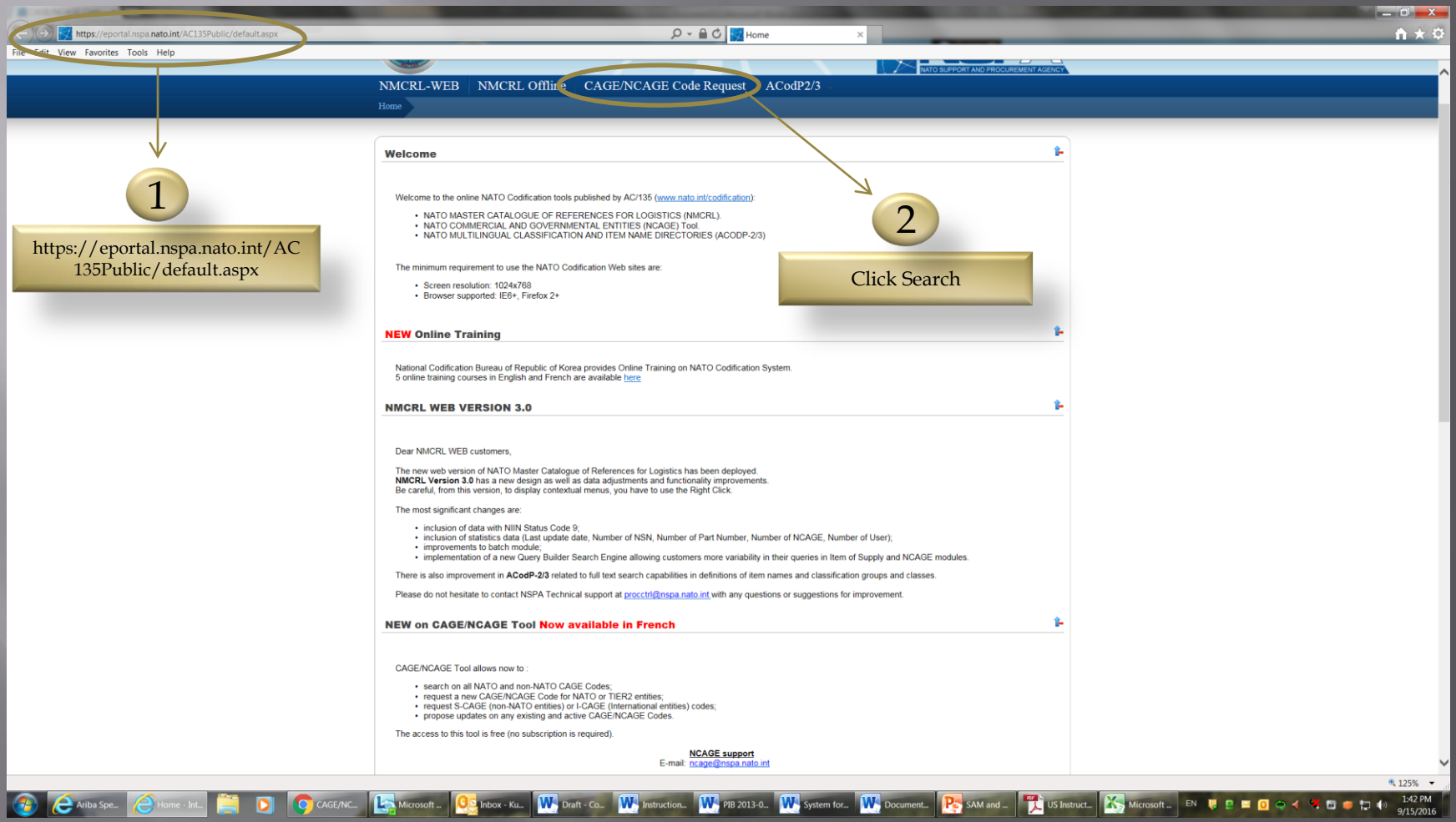
b. The new NCAGE CODE information is validated by logging into the NSPA web portal. (https://eportal.nspa.nato.int/AC135Public/default.aspx)

- Click on the tab labelled CAGE/NCAGE Code Request.
- Enter the NCAGE Code in the first screen, click the Enter key.
- At the bottom of the screen, a Results box will display. Click on the line of the entity/organization.

c. NSPA and the appropriate country's NCBs will forward all NCAGE Code information to the U.S. CAGE Program Office. Depending on the assigned country, the data transmission to the U.S. CAGE Program Office will vary from daily/weekly/monthly/bi-monthly/annually based on their internal procedures for transmission to all AC/135 nations.

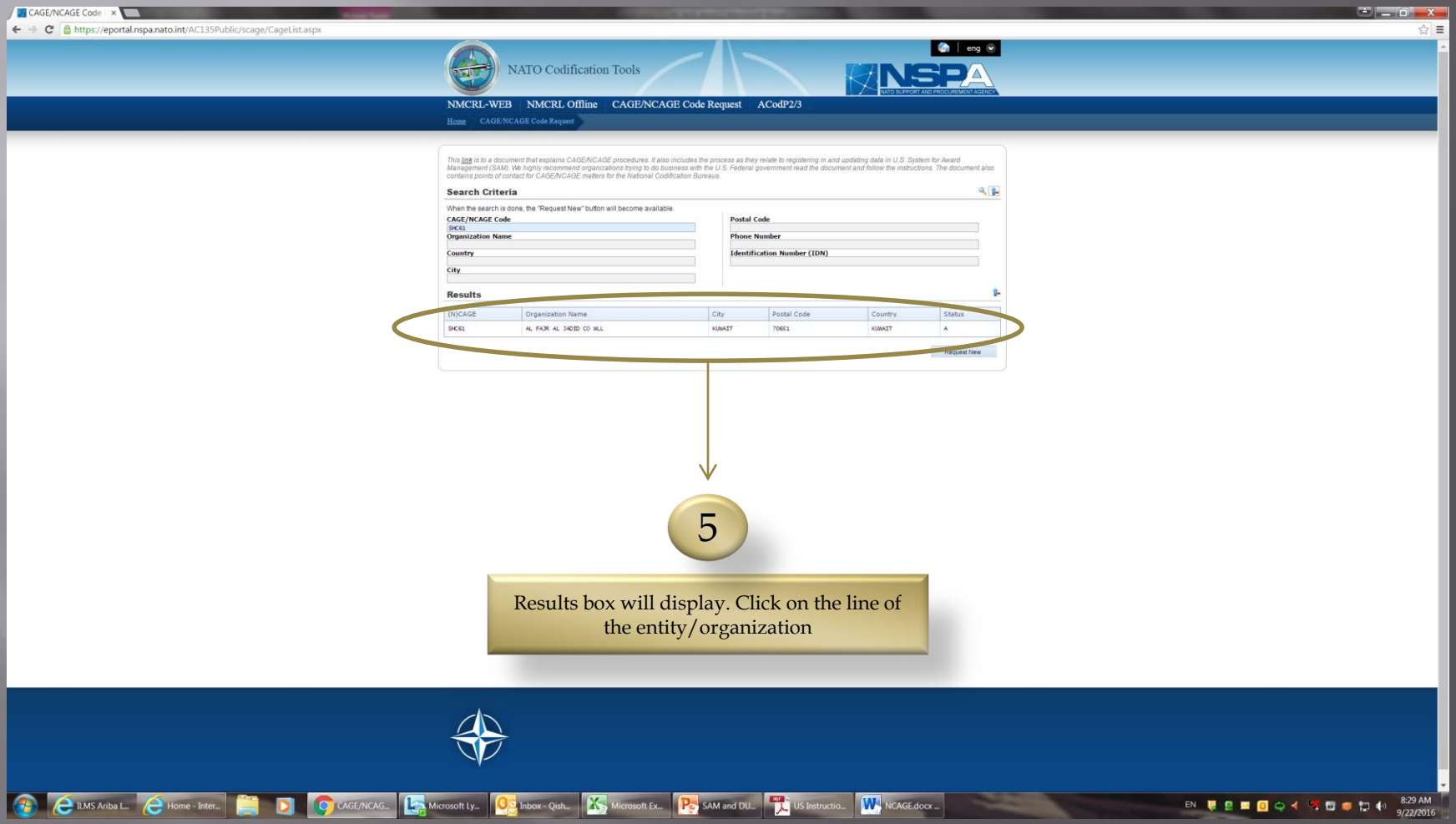
d. If the NCAGE Code is not assigned by NSPA/or National Codification Bureau (NCB) then the company entity POC will be contacted by email/letter from NSPA or NCB.

2nd step
Validate NCAGE Code



2nd step
Validate NCAGE Code

2nd step
Validate NCAGE Code



3rd step
Validate Information in CSI

Validate Information in CSI.

a. Once the NCAGE is received in the CAGE Program Office, the NCAGE Code is displayed in CAGE Search and Inquiry (CSI – formerly Business Identification Number Cross Reference System (BINCS). This should be used to verify the registration information.

b. Go to the CSI homepage at (https://cage.dla.mil/Home/UsageAgree)

c. Click "I AGREE" at bottom middle of the page

d. The easiest way to search in CSI is to search by CAGE/NCAGE or DUNS Number.

e. The entity/organization's Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.

f. If the NCAGE does not display in CSI but IS located in the CAGE/NCAGE Code Request, contact the DLA Contact Center at (dlacontactcenter@dla.mil) reporting this discrepancy.

g. If all information is current in CSI and CAGE/NCAGE Code Request, proceed to obtain a DUNS Number.

TIMEFRAME: CSI is updated after CAGE Program Office has received and processed the NCAGE data which may be up to **10 business days.**

3rd step
Validate Information in CSI

1

(https://cage.dla.mil/Home/UsageAgree)

CAGE

COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY | REQUEST | UPDATE | NEWS | FORMS | RESOURCES | ABOUT | CONTACT US

Terms and Conditions

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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This site has been tested and is operational on Internet Explorer (IE11), Mozilla Firefox (Version 38), and Google Chrome (Version 48).

I AGREE

2

Click I Agree

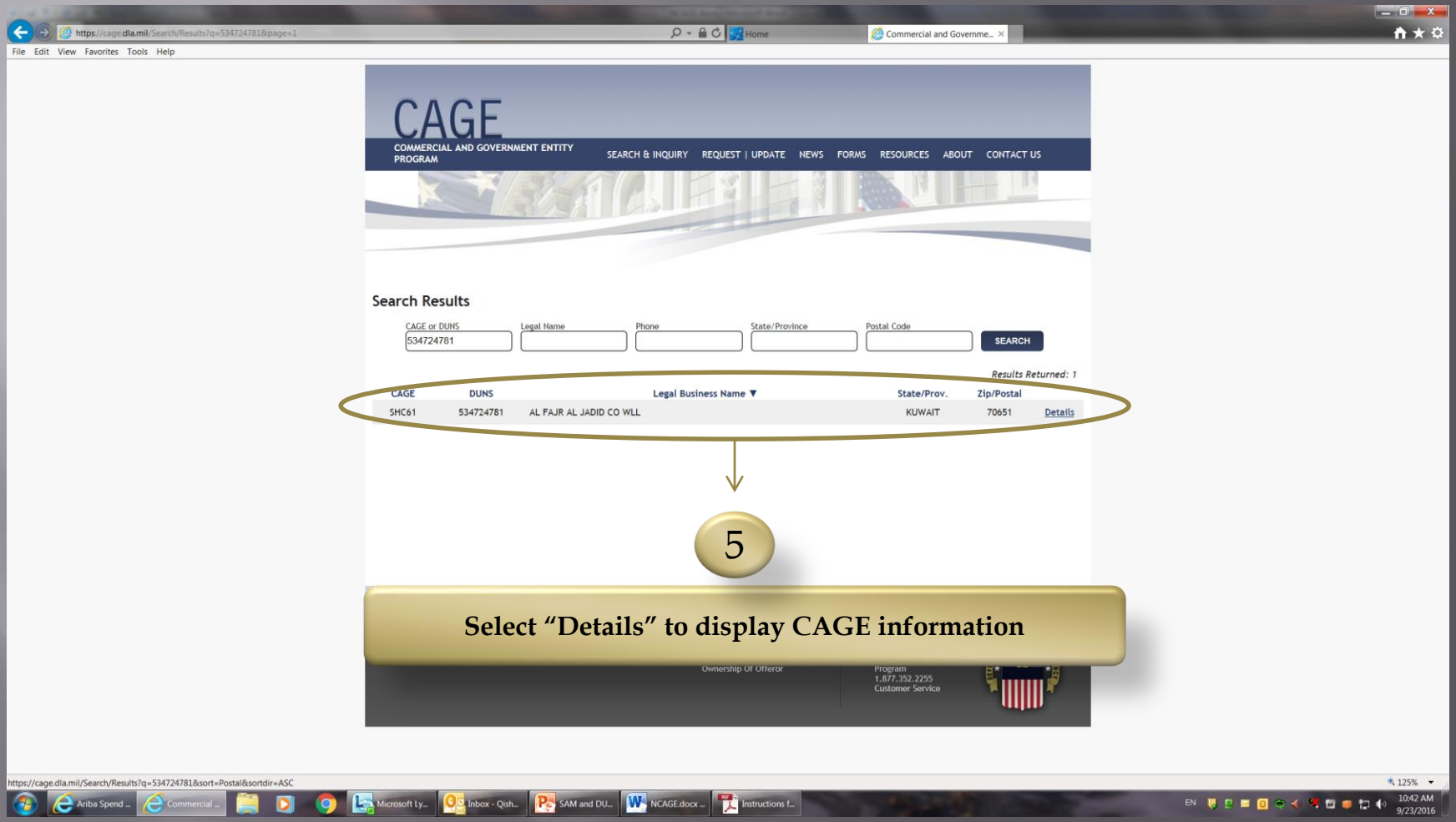
HOME
CAGE SEARCH & INQUIRY
REQUEST | UPDATE

NEWS AND EVENTS
FORMS
RESOURCES
TERMS OF USE

ABOUT
CAGE
DUNS
SAM
Ownership Of Offeror

3rd step
Validate Information in CSI

3rd step
Validate Information in CSI



3rd step
Validate Information in CSI

https://cage.dla.mil/Search/Details?id=1754179

File Edit View Favorites Tools Help

CAGE

COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY | REQUEST | UPDATE | NEWS | FORMS | RESOURCES | ABOUT | CONTACT US

Details

Back

SHC61 AL FAJR AL JADID CO WLL

CAGE Information

CAGE	SHC61
DUNS	534724781
Status	Active
Type	Non-Manufacturer
Established	01/06/2010
CAGE Update Date	09/06/2016
CAGE Expiration	
SAM Expiration	01/06/2011

Contact Information

POC	KAEED HATIMALI BOHRA
Corporate URL	HTTP://WWW.FAJRALJADID.COM
Phone	0096524825488
Fax	0096524845184
Address	STREET 18, SHUWAIKH ELECTRICAL MARKE SHUWAIKH INDUSTRIAL AREA 2
P.O. Box	PO BOX 42084
City	KUWAIT
County	
State/Province	KUWAIT
Country	KUWAIT
Zip/Postal	70651

Ownership of Offeror Information

Highest Level Owner
Information not Available

Immediate Level Owner
Information not Available

List of Offerors (0)
Information not Available

Additional Information

CAO-ADP
Parent CAGE

The entity/organization's Legal Business Name and Physical Address must match exactly with NSPA, CSI, D&B and SAM.

4th step
Request DUNS Number

Request a DUNS number for free by visiting D&B at http://fedgov.dnb.com/webform

a. Register with Dun & Bradstreet (D&B) to obtain the Data Universal Numbering System (DUNS) Number by accessing the webform at http://fedgov.dnb.com/webform

b. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code by logging into the NSPA web portal and using the search option

c. You will receive an email from D&B with your DUNS number. After 48 hours you can proceed with your SAM registration process.

It takes 1-2 business days to obtain a DUNS

4th step
Request DUNS Number

CCR Webform : Home - Windows Internet Explorer

http://fedgov.dnb.com/webform/displayHomePage.do

Favorites | Customize Links | Free Hotmail | Windows Marketplace | Windows Media | Windows

CCR Webform : Home

Page | Safety | Tools

Decide with Confidence

1

D&B DUNS Numbers™
for US Government Contractors & Grantees

...mputer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com.

http://fedgov.dnb.com/webform

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, CCR, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

2

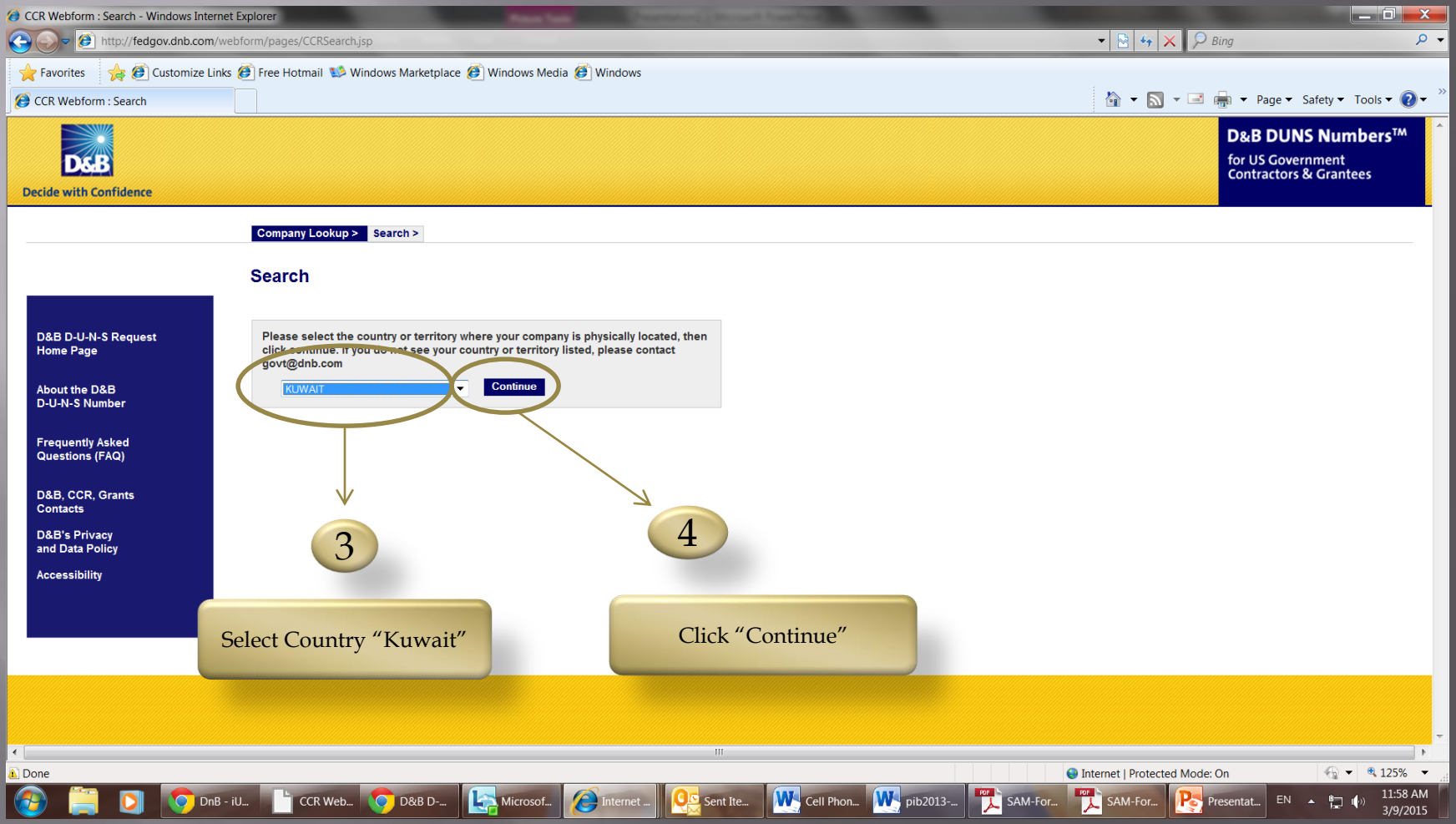
Spam-blockers and other security features on your computer or network could block our email re... may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com.
Adding govt@dnb.com to your address boo... prevent our emails from being inadvertently blocked.

Click to request your DUNS number

Internet | Protected Mode: On | 125%

DnB - iU... | CCR Web... | D&B D-... | Microsof... | Internet ... | Sent Ite... | Cell Phon... | pib2013-... | SAM-For... | SAM-For... | Presentat... | EN | 11:57 AM 3/9/2015

4th step
Request DUNS Number



4th step
Request DUNS Number

CCR Webform : Search - Windows Internet Explorer

http://fedgov.dnb.com/webform/searchAction.do

Company Lookup > Search >

Search

Fill out the following information to search for your company.

D&B D-U-N-S Request Home Page

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, CCR, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

KUWAIT Continue

Enter the following information for companies located in KUWAIT and click the submit button to execute your search.

Business Name: test

Street

City

Phone

Click here for a new image
Click here to listen to audio
Click here to download wav file

Enter the verification code shown: ftmjH7

This is to prevent automated registrations

Submit

5

Fill in requested details and then Submit.

4th step
Request DUNS Number

CCR Webform : Results - Windows Internet Explorer

http://fedgov.dnb.com/webform/searchAction.do

Decide with Confidence

D&B DUNS Numbers™ for US Government Contractors & Grantees

Company Lookup > Search > Results >

Search Results

Your search returned the following results...**

OPERATIONAL TEST COMMAND FOAT
KUWAIT CITY, KU
Request Your Existing D-U-N-S Number
View/Modify Your Information

TESTA GEN. TRADING & CONT. CO. W.L.L.
P.O. Box 7288 HAWALLI
KU
Request Your Existing D-U-N-S Number
View/Modify Your Information

AL FOUZ TOAST
Ner To Gtc Paints
Shuwaikh Industrial Area
Shuwaikh, KU
Request Your Existing D-U-N-S Number
View/Modify Your Information

If you do not see your company listed above...

Search Again (try a former business address) OR

Request a New D-U-N-S Number

6

If you have NO previous DUNS number, you can proceed to request a New D-U-N-S Number

** If you are not able to distinguish your location from the search results please contact D&B at govt@dnb.com

If you have technical difficulties, please contact govt@dnb.com

© Dun & Bradstreet Inc., 2009

4th step
Request DUNS Number

CCR Webform : New Duns Number Request. - Windows Internet Explorer

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=-1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleNa

Favorites | Customize Links | Free Hotmail | Windows Marketplace | Windows Media | Windows

CCR Webform : New Duns Number R...

Page | Safety | Tools

Decide with Confidence

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	test
Legal Structure	Select one
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	
Physical Address	
Street	
City	
State	
Zip Code + 4/Postal Code	
Country	KUWAIT
Mailing Address (optional)	**Same as Physical Address**
Street/ P.O. Box	
City	

7

Fill all fields required and then select Submit. Ensure the entity's Legal Business Name and Physical Address match exactly with what was registered for the NCAGE Code

Done | Internet | Protected Mode: On | 125%

DnB - iU... | CCR Web... | D&B D-... | Microsof... | Internet ... | Sent Ite... | Cell Phon... | pib2013-... | SAM-For... | SAM-For... | Presentat... | EN | 12:02 PM 3/9/2015

5th step
Register with the System for Award Management (SAM)

Register with the System for Award Management (SAM)

a. You **must** have the NCAGE Code and the DUNS Number before registering in SAM.

b. Register in SAM once the D&B number and NCAGE Code are granted.

c. Follow the quick guide for international registrations at SAM.gov for registrants who are physically located outside the U.S. and its territories

d. Foreign vendors are **NOT** required to enter tax identification numbers (TIN) in SAM. If TIN information is entered, the SAM Registration will be sent to the Internal Revenue Service (IRS) for validation (which will increase the processing time) before being forwarded on to the CAGE Program Office for final validation.

e. If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory.

f. If the registration is successfully processed in SAM with the NCAGE Code and submitted to CAGE Program Office for final validation, an email confirmation will be sent to the authorized administrator user(s) of the entity/organization and the SAM status will be updated to "Pending CAGE Validation".

g. If the registration is not complete at SAM, the status will indicate "Draft" until the Core Data is complete. "Work in Progress" indicates that Core Data is not complete.

h. Continue to complete the registration until you have submitted your SAM registration.

i. Log into SAM and check the SAM Status Tracker to check the status. The checkmarks on the left navigation menu or error messages at the top of the page will indicate what is required to complete the registration process.

5th step
Register with the System for Award Management (SAM)

Information opt-out

- You may opt-out from displaying your entity information on the SAM Public search page. This may result in a reduction of federal government business opportunities.

- On the screen Information Opt-out please select one of the following:

  - I authorize my entity's information to be displayed in SAM's Public Search

  - I do not authorize information to be displayed in SAM's Public Search

- Then click on Save and Continue

5th step
Register with the System for Award Management (SAM)

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click "Register New Entity" under "Entity Registrations" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete (A, B, C and D):

   A. "Core Data"
   B. "Assertions"
   C. "Representations and Certifications"
   D. "Points of Contact"

5th step
Register with the System for Award Management (SAM)

A. Complete "Core Data"

- Validate your DUNS information
- Enter Business Information (TIN, etc.) **(NOT applicable to entities located outside the United States. If you are a foreign entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration._**
- Foreign registrants must enter their NCAGE code.
- Enter General Information (business types, organization structure, etc.)
- Financial Information (Electronic Funds Transfer (EFT)Information). **(If you are a non-U.S. registrant doing business outside the U.S. then Electronic Funds Transfer (EFT) information is not mandatory)**
- Executive Compensation
- Proceedings Details

B. Complete "Assertions"

- Goods and Services (NAICS, PSC, etc.)
- Size Metrics
- EDI Information
- Disaster Relief Information

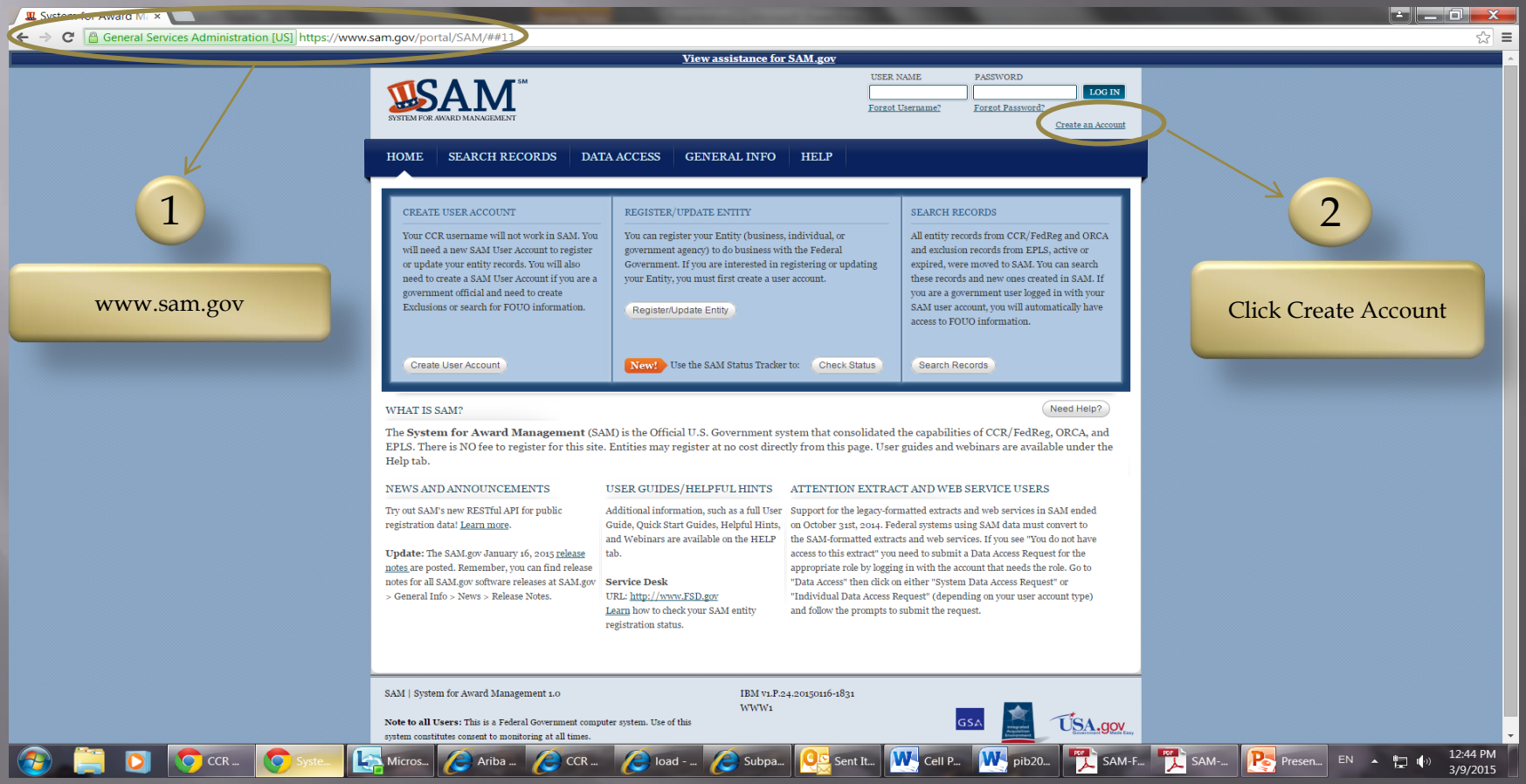
C. Complete "Representations and Certifications"

- FAR Responses
- Architect-Engineer Responses
- DFARS Responses

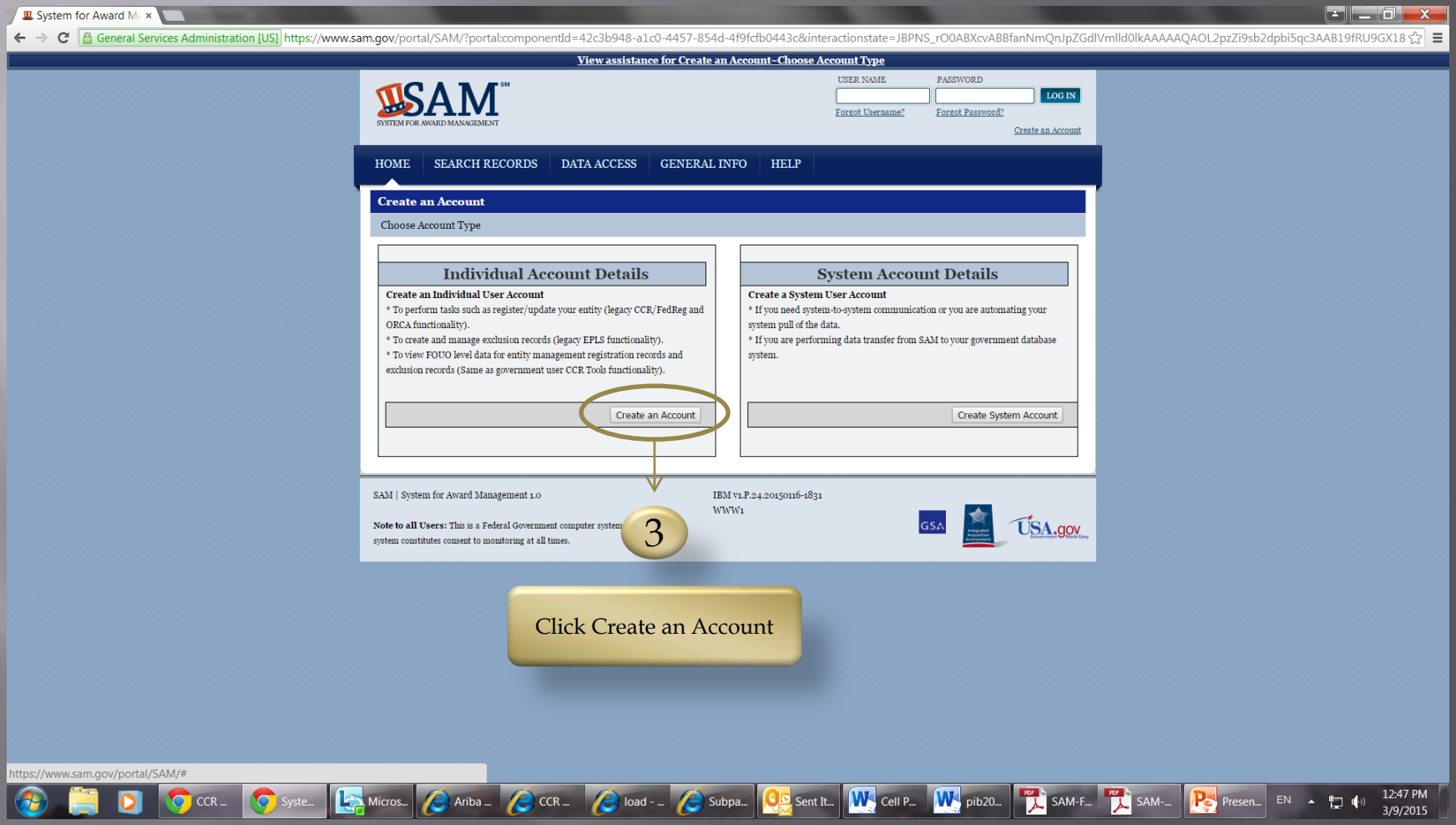
D. Complete "Points of Contact"

5th step
Register with the System for Award Management (SAM)

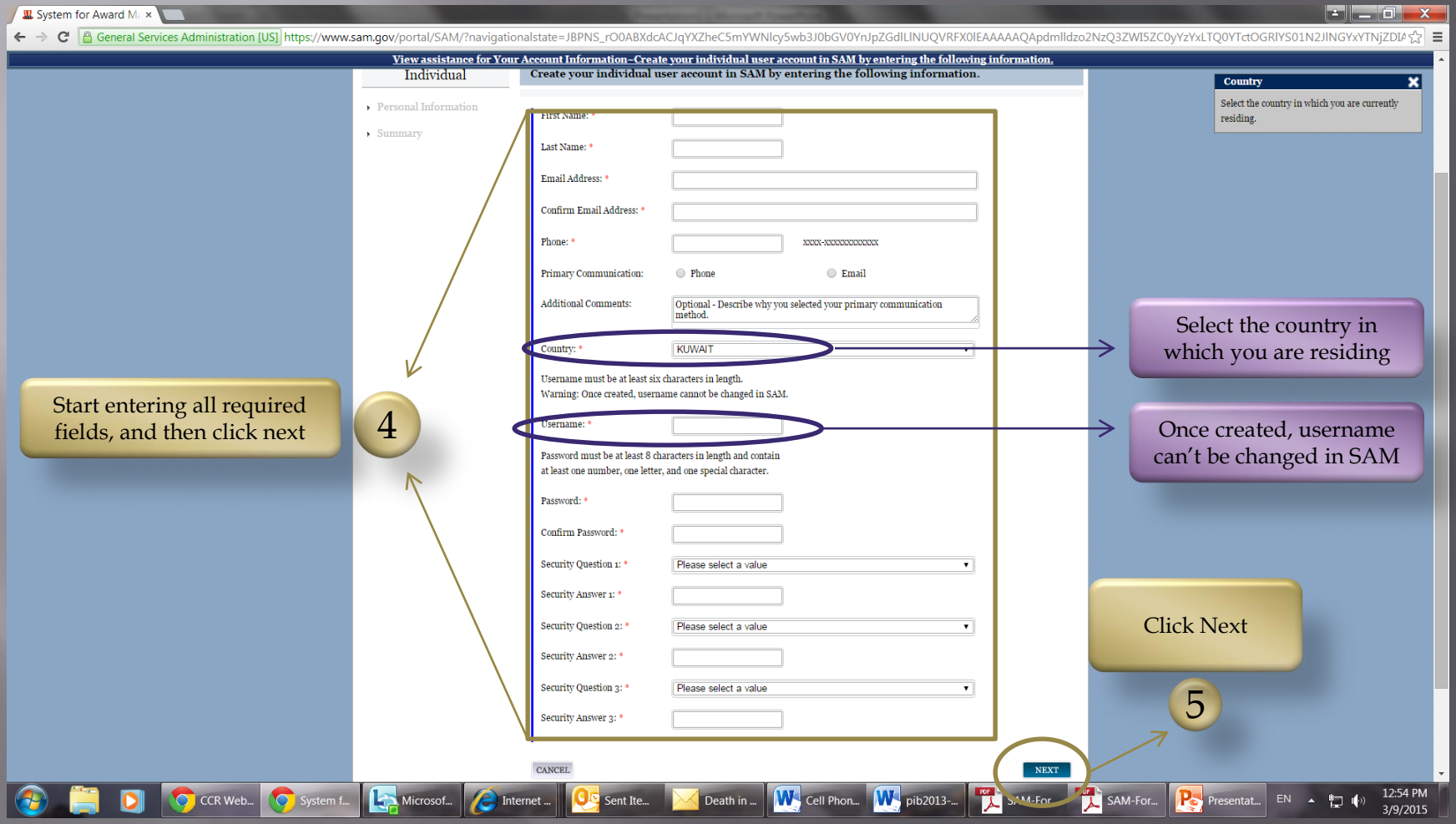
Create a Individual Account and Login



5th step
Register with the System for Award Management (SAM)

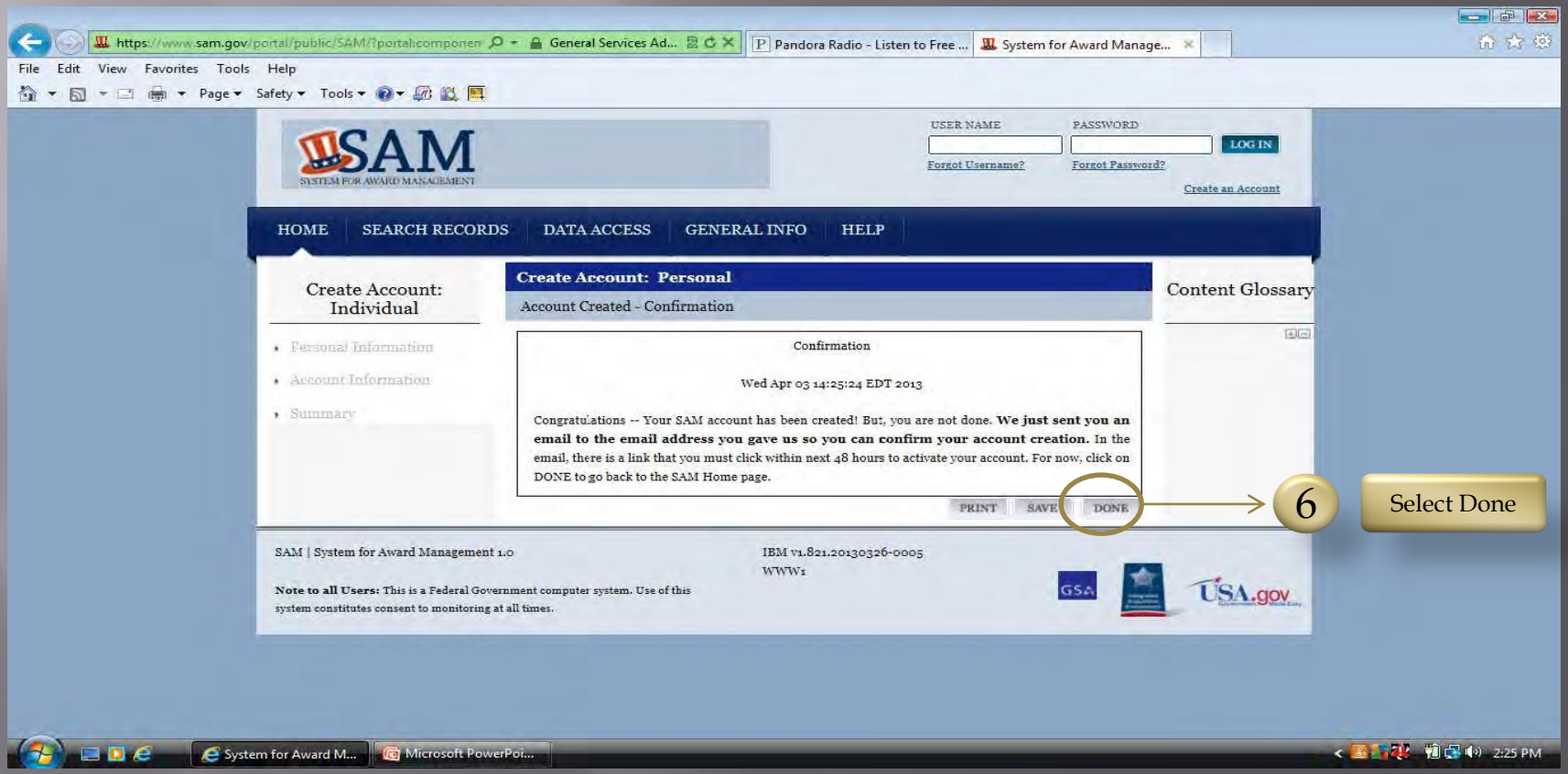


5th step
Register with the System for Award Management (SAM)



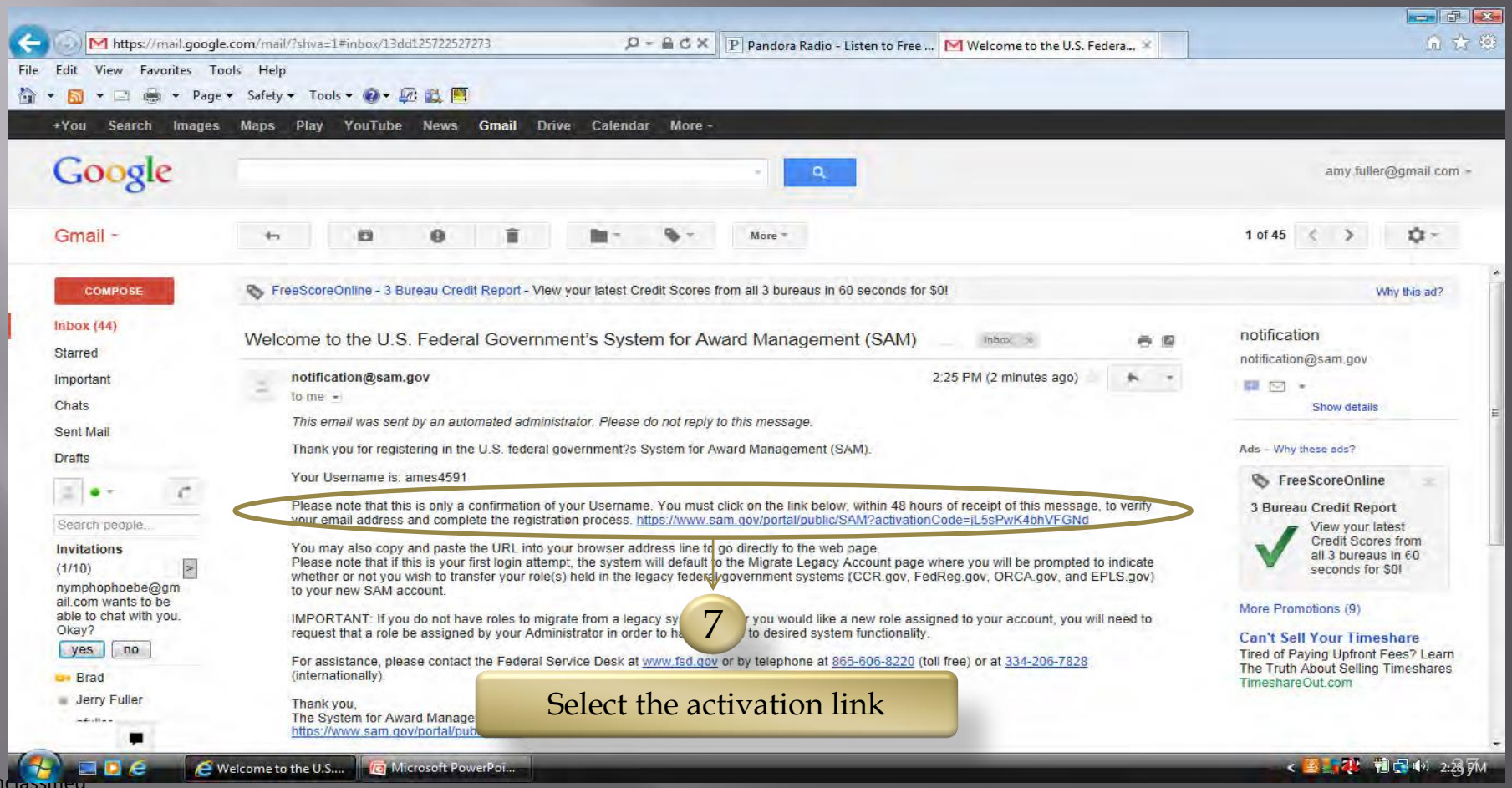
5th step
Register with the System for Award Management (SAM)

This page means that you have successfully created your user account and that you must now validate it by responding to the validation email.



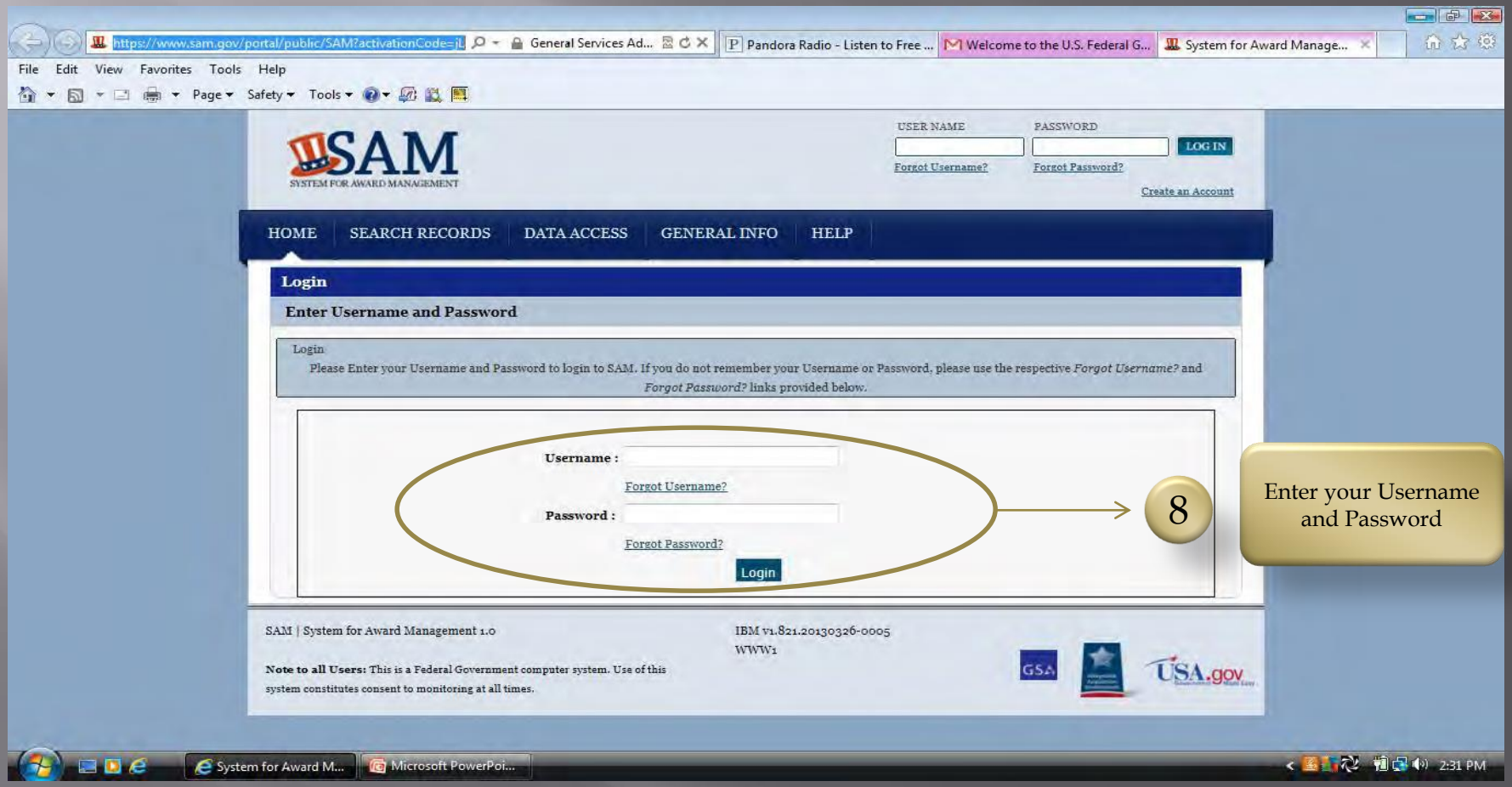
5th step
Register with the System for Award Management (SAM)

The validation email comes from notification@sam.gov. The activation link is the first link in the email and may not be an active link. If it is not active you may copy and paste the address in your browser address line.



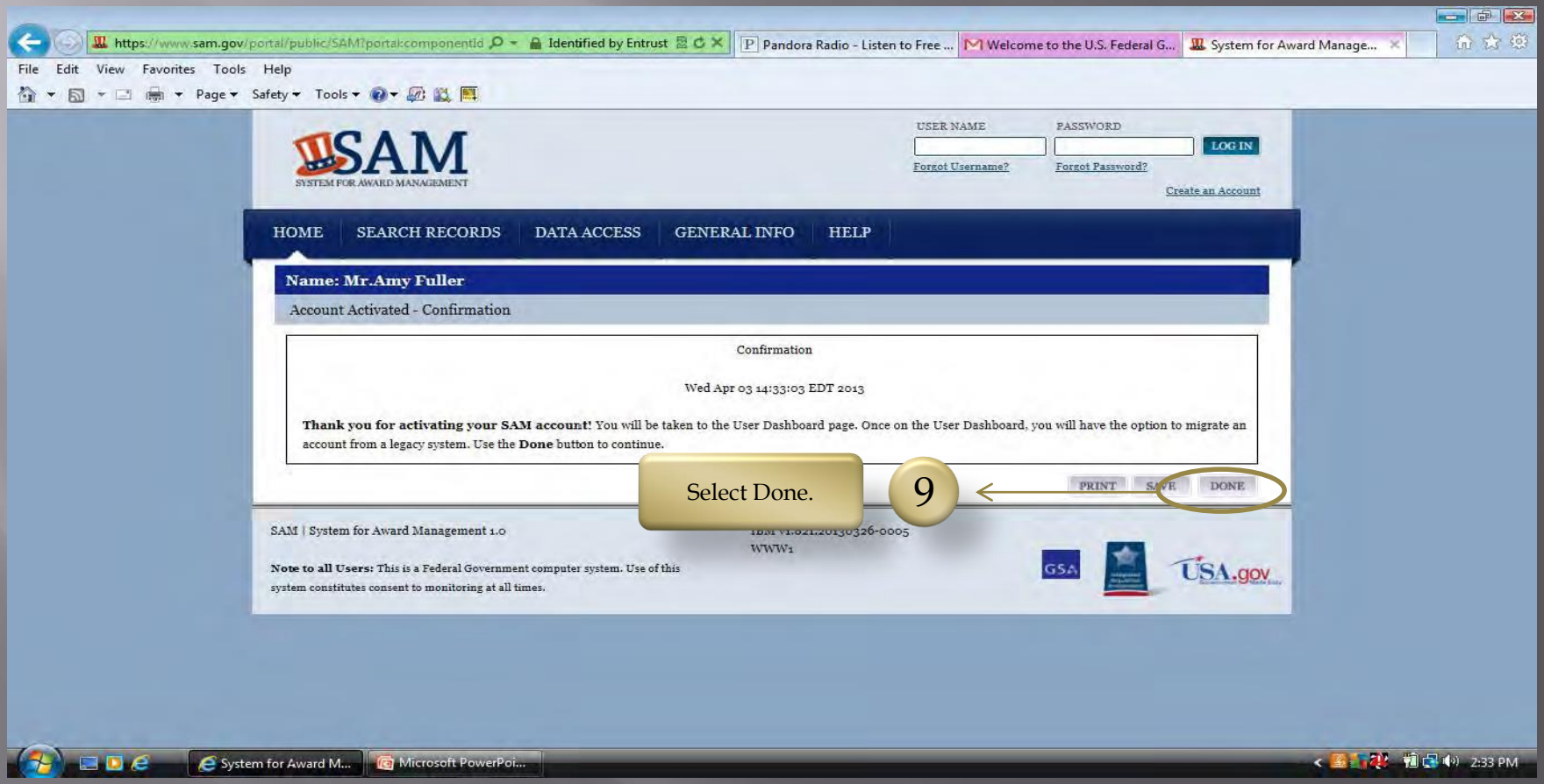
5th step
Register with the System for Award Management (SAM)

The link will take you to SAM site. Now you can log in to activate your user account.



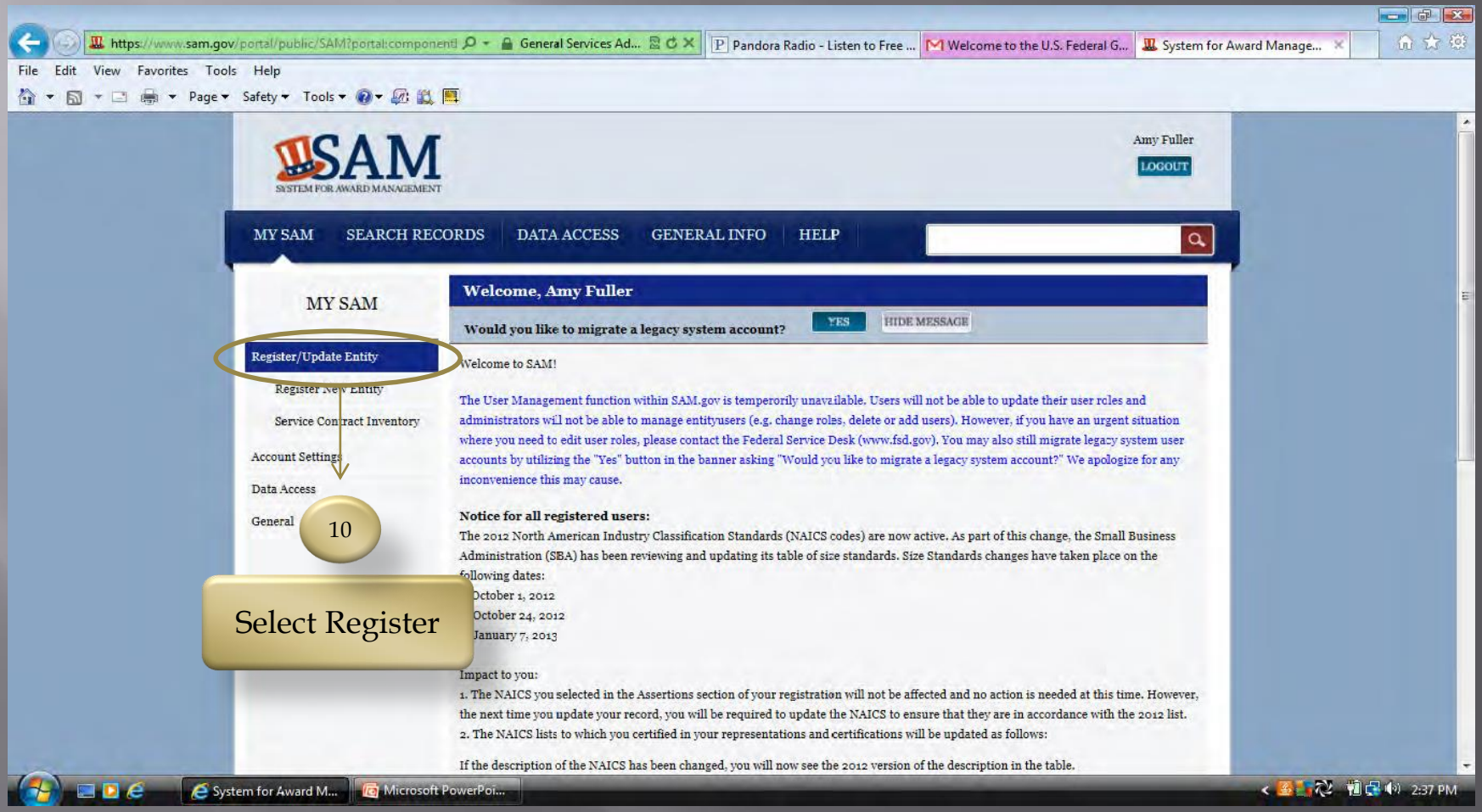
5th step
Register with the System for Award Management (SAM)

Once you select done on this page your account will be activated and you will be logged in to the SAM system.



5th step
Register with the System for Award Management (SAM)

Register/Update Entity.



5th step
Register with the System for Award Management (SAM)

Page will display information required to complete your registration

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Submit Certification

BACK TO USER DASHBOARD

EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved. Core Data is mandatory for all registration types.

Assertions - Documents self-assertions from each entity. Assertions includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

Representations and Certifications - Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact (POC) - The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. POC types include, but are not limited to, accounts receivable, electronic business, and government business. POC information is mandatory for all registration types.

Before you start, please be sure you have gathered the following information:

Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet and the name and address associated with that DUNS

Your Taxpayer Identification Number and the name associated with that TIN (from your W-2)

Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)

Your Electronic Funds Transfer information such as your ABA Routing Number and your account number

You will be unable to submit your registration online unless all the mandatory information is provided.

* **Note:** An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government.

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a

affect the ability to do business with the Federal government.

START REGISTRATION

Select Start Registration

11

SAM | System for Aw

IBM v1.863.20130412-1616
WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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Start | System for Award ... | Microsoft PowerPoint ... | Desktop | 8:59 AM 4/23/2013

5th step
Register with the System for Award Management (SAM)

Purpose of Registration.

The System will guide you based on your answers

System for Award Management - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites Web Slice Gallery

System for Award Management

Page Safety Tools

Amy Fuller

LOGOUT

SAM

SYSTEM FOR AWARD MANAGEMENT

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP

Register Entity

Registration Overview

Purpose of Registration

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

Determine Purpose of Registration

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Please select a value
Business or Organization
US State Government
US Local Government
Tribal Government
Foreign Government

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Not Applicable

Status

Registra

Entity

Done

Internet | Protected Mode: On

100%

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