1- Data Universal Numbering System (D.U.N.S)

To request Data Universal Numbering System (DUNS) please visit this website **http://fedgov.dnb.com/webform** and request a new D.U.N.S, The process should take around 10 minutes to fill the required fields, an email will be sent to you with confirmation and D.U.N.S number no longer than 24 - 48 hours.

2- Nato Commercial and Government Entity (NCAGE)

Fill out the information required in below link and make sure that it is copy information from the DUNS registration
https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

3- System for Award Management (SAM)

SAM registration is free for all users, <u>SAM registration must be renewed annually</u>. There is guidance on how to renew your registration on SAM.gov under the "help" tab on the upper right corner.

General Steps to create SAM account
- You have to create user name and password first in order to start the registeration, after doing that an email will be sent with activation link you have to follow to activate your user account within 48 hours.

- Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS) number and NATO Commercial and Government Entity in order to begin the registration process.

- The online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity, if you need further help there is a demonstration video(step by step) under Help menu

Troubleshooting Overseas Address Issues for New Registrations:

- When registering, vendors should register in the following systems in the following order: Dun & Bradstreet (D&B), NATO Commercial and Government Entity (NCAGE), then SAM. D&B and NCAGE registrations must be completed prior to initiating SAM registration.

- For D&B, NCAGE, and SAM, vendors will need to use the same business address they have on record with their bank. As a first step, vendors are <u>encouraged to cut & paste</u> or type their exact information into a plain text editor (such as MS Notepad or equivalent) by line for the lines below. STREET ADDRESS LINE 2 may not be applicable in all cases and should be left blank if not applicable.

STREET ADDRESS LINE 1
STREET ADDRESS LINE 2
CITY
STATE
POSTAL CODE
COUNTRY

Again to ensure there is an exact match in each system, vendors are encouraged to cut & paste the address from the text editor into the D&B, NCAGE, and SAM systems when registering. Any mismatch between the addresses for banking, D&B, NCAGE, and SAM, including mismatches in punctuation or spacing, will cause the registration to fail validation. Accented or special characters should not be entered into D&B, NCAGE, and SAM address fields, as these will cause validation to fail. If the address the vendor has on file with their bank contains accented letters, those letters should be entered into D&B, NCAGE, and SAM without accents.

- Registration status may be checked at any time by going to **www.sam.gov,** then clicking the <u>Check Status</u> button under the Register / Update Entity heading on the main landing page.

- If the vendor receives a SAM validation error referring to the NCB address, NCB means "national central bank." This error results from one of the addresses entered in NCAGE, D&B, or SAM not matching the address the vendor has on record with their bank. If the bank address contains accented characters, but all addresses are otherwise an exact match, and validation fails, vendors should contact FSD. If FSD cannot resolve the issue, please report the problem to Adam Butler and include the most recent FSD ticket number.

- If the vendor is located in a country that is not available to select in D&B, the vendor should choose the closest available country. After completing SAM registration, the vendor should then call the Federal Service Desk and request that a ticket be opened to correct the country. FSD first level support will not be able to perform this action, so the vendor should request that the ticket be left open. The vendor should then provide the FSD ticket number and screenshots of the address in each system to post.

- DoD developed two sets of slides explaining how foreign vendors should register in SAM. These instructions also apply to foreign vendors involved with Department of State contracts. Please review the following two sets of slides:
- **new foreign vendors or grantees that have never registered in SAM before**
- **foreign vendors or grantees renewing their SAM registration**

- For SAM Frequently Asked Questions:
- **Regular FAQs for vendors or grantees using SAM**
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   General information

- Your <u>Taxpayer Identification Number</u> and the name associated with that TIN (from your W-2)-For US vendors
- Your <u>Electronic Funds Transfer information</u> such as your ABA Routing Number and your account number-FOR US Banks