

## SAM registration guidance for outside the U.S. vendors.

(U.S. Embassy POC for questions pertaining to the following registrations is Victor Tsoy at +996312507510)

Please have all company registration documents, emails, and phone numbers ready before starting registration process.

### First Step - Receiving an NCAGE code.

Use the link below to obtain NCAGE number; follow the instructions on website; have a screenshot of entered information **SAVED**, it will be used for further registration in other systems.

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

1. Check to see if an NCAGE code is already assigned to the company;
2. If the search does not result in a match to an existing NCAGE code:
  - Click [Request New] button in the bottom right hand corner of the screen;
  - Follow the directions to obtain an NCAGE code;
  - Submit the request. A validation email message will be sent to the POC indicated in the NCAGE Request for confirmation.
3. Confirm the NCAGE request by clicking on the link embedded in the email.
4. When the NCAGE code is assigned, an email message will be sent to the entity POC.
5. The NCAGE information can be updated using link below, please enter company information and the update button will appear, email will be sent for change confirmation, confirm changes request will become activated.

<https://eportal.nspa.nato.int/ac135public/scage/cagelist.aspx>

Timeframe: up to 10-12 business days to obtain NCAGE code and/or any update.

### Second Step – obtaining a DUNS number.

Use below link to obtain DUNS number, follow the instructions on website, have a screenshot of entered information **SAVED**, it will be used for further registration in other systems.

<http://fedgov.dnb.com/webform/searchAction.do>;

Ensure the entity's **Legal 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.**

Timeframe: Allow 1 to 2 business days to obtain the international DUNS number.

### Third Step - login.gov registration.

You need a **login.gov** account to sign into SAM. (Use your existing SAM email address to create an account).

You need to create a login.gov account, if you don't already have one. Your old SAM.gov username and password won't work anymore.

To create a login.gov account you'll need a valid email address and a working phone number. We'll also ask you to create a password. Please be prepared to save your password as well as the personal key that is generated for you in case you ever need to recover your account.

1. Create a **login.gov** account - you only need to do this once;
2. Enter an email address - use the same email address you use for SAM.gov;
3. Have a working phone number (mobile or landline) - login.gov will send you a security code as text message or voice call;
4. If you are an existing SAM user, use the same email address you registered with in SAM.gov so system could automatically link your SAM.gov profile to your login.gov account;
5. Select "create an account" and enter your email address. Then check your email account for a message from system. Within the email is a link, selecting the link will confirm your email address and send you back to login.gov;
6. Create a strong password. Use the password strength meter on the screen as a guide;
7. Enter your phone number and confirm it. System will send a unique security code to that phone number each time you sign into your account. Each security code expires after 10 minutes and can only be used once;
8. Type the security code into the field. That's it! Every time you sign back into your login.gov account, you will receive a new security code that you need to enter.

#### **Fourth Step - SAM registration.**

1. You must have the NCAGE code and the DUNS number before registering in SAM;
2. Use the link to begin SAM registration: <https://sam.gov/SAM/> ;
3. Ensure the legal business name and physical address match in both records (DUNS, NCAGE), then start the SAM registration process;
4. Select log in to complete authentication and create an account;
5. On the My SAM page, select Entity Registrations from the sub-navigation menu, then select Register New Entity;
6. Select your type of Entity, most likely Business or Organization;
7. Tell the system why you are registering in SAM. This determines what information you have to provide;
8. Have cell phone ready to receive one time code on indicated cell phone number to enter the system it, will be needed during the registration process and/or any corrections in the future.
9. Complete your registration. Required fields are marked with a red asterisk (\*). A few helpful hints:
  - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down, it can be used as a password in other government systems like Grants.gov;
  - If you do not pay US taxes, do not enter a TIN or select a TIN type. Leave those fields blank;
  - On the General Information page, only select Foreign Owned if your entity is owned or controlled by a foreign entity.
  - On the Financial Information page, you do not need to provide EFT banking information. If you do choose to provide this EFT information, it must be US bank.
  - In the Address field, you may skip state/province since KR doesn't have one even it is marked as required;
10. Select Submit after your final review. You will get a confirmation message on the screen. If you do not see this message, you did not submit your registration;
11. Once approved by the US Commercial and Government Entity (CAGE) system, and with an approved Entity Administrator letter on file, you will get an email from SAM.gov then your entity registration is active.
12. Ensure all the data you entered during SAM registration EXACTLY match information entered on DUNS and NCAGE.

Timeframe up to 12-15 business days after you submit before your registration is active in SAM.

For help with SAM registration contact Federal Service Desk at <https://www.fsd.gov/>

### **Fifth Step - Sending Notarized letter to Federal Service Desk.**

#### Instructions to Entity:

1. International Entity, no US Banking Information. Use the template below to formally appoint an Entity Administrator for a single international entity.
2. Complete the template. Fill in the blanks. Enter the highlighted information on the next two pages. Do not include this instruction page in your letter.
3. Print the letter on your entity's letterhead. If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.
4. Translate the English version into Russian, ask translation company to certify printed version. Enter the information on both English and Russian languages.
5. Sign the completed letter. Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized representative.
6. Scan the completed, signed letter. Submit a copy to the Federal Service Desk by creating a service ticket at <https://www.fsd.gov/> and attaching the scanned letter. Your registration can be conditionally activated for 45 days if you have and approved, scanned copy of the letter on file.
7. Mail the completed, signed letter. It must be received at the address below within 45 days of activation or your registration will be expired.

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

[PRINT LETTER ON ENTITY LETTERHEAD]

[Insert Date]

FEDERAL SERVICE DESK  
ATTN: SAM.GOV REGISTRATION PROCESSING  
460 INDUSTRIAL BLVD  
LONDON, KY 40741-7285  
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

## **Purpose of Letter**

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the entity registration.

## **Designation of Entity Administrator**

I, [Insert Name and Title of Signatory], the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

### **Entity Covered by this Letter**

**DUNS® Number:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

### **Entity Administrator Contact Information**

**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*\*The Entity Administrator must have an individual user account in SAM associated with the email address listed.*

## **Account Administration Preference (ONLY CHOOSE ONE)**

You must choose ONE of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

*[PRINT LETTER ON ENTITY LETTERHEAD]*

**Self-Administration Confirmation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

**Third-Party Agent Designation**

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

**Attestation**

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Accounts created with the email address provided in this letter.

Respectfully,

**[Insert Full Name of Signatory]**

**[Insert Title of Signatory, e.g. Director of Contracting, Managing Partner, Vice President for Research, etc.]**

**[Insert Email of Signatory]**

**[Insert Entity Legal Business Name]**

**[Insert Entity Physical Address]**