SAM Registration Guideline

U.S. Embassy Pristina
Public Diplomacy Section

STEP BY STEP GUIDELINE

THIS PRESENTATION IS NOT AN OFFICIAL DOCUMENT OF THE STATE DEPARTMENT!
What has changed?

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov.
Choose one of the following that best describes your entity scenario:

**Scenario 01**
Your entity **has** a DUNS number and is registered in SAM.gov.

**Scenario 02**
Your entity has a DUNS number and is **not** registered in SAM.gov.

**Scenario 03**
Your entity does not have a DUNS Number and today’s date is **before April 4, 2022**.

**Scenario 04**
Your entity does not have a DUNS Number and today’s date is **after April 4, 2022**.
If your entity has DUNUS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID (SAM). It’s viewable on your entity registration record in SAM.gov.
If your entity has DUNUS Number and is not registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow next steps to get a Unique Entity ID (SAM)
Go to www.SAM.gov.

Select “Sign In” from the upper right corner of the page.
If you do not have a SAM.gov account, you will need to create one.

SAM.gov uses Login.gov for authentication. Provide all required information on the registration process. Once you create your user credentials, you will return to SAM.gov to complete your profile.
After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.
On the first page

Enter information about your entity. Please fill out all fields that are marked with "***" as required field, for optional fields you can choose not to answer.
On the second page

Validate that the information provided are correct. The information provided must match with information provided in DUNS records (special attention should be paid at entity’s physical address).

If you want to restrict the public viewing of your entity, please deselect the checkbox near the bottom of the page. If you restrict the view, only you and federal government users will be able to view your Unique Entity ID (SAM).
On the third and last page

Your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity.

Select the checkbox to certify, then select the “Request Unique Entity ID” button.

On the last page, your Unique Entity ID (SAM) will be displayed, and you can begin to use it for your entity.
If your entity does not have a DUNS Number and today’s date is before April 4, 2022

Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government.

You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).
Go to https://fedgov.dnb.com/webform/ to request a free DUNS Number.

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

If you are getting ready to apply for a federal contract or assistance award, you've come to the right place. The first step is to get your D-U-N-S Number. We will assign the nine-digit, unique D-U-N-S Number free of charge to a valid business entity based on their legal business name and physical location.

Select D-U-N-S Search/Request Process to begin. From here you can:

- Do a quick search to see if you already have a D-U-N-S Number
  - If you find your D-U-N-S Number, you can email it to yourself.
- Request a D-U-N-S Number
  - The request form takes approximately five minutes to complete.
  - D&B has controls in place to mitigate fraud and protect data integrity. Please be patient while we run these checks. It usually takes one to two business days to get your new D-U-N-S Number.
  - Once our checks are complete, you’ll get an email (to the email address you provide on the request form) with your new D-U-N-S Number. Make sure @dnb.com is not blocked.
Please select “Kosovo” as your country to proceed and fill out the highlighted parts, then search if you can find your entity.
If your entity is listed but you don't know your DUNUS number, please click on "Request Your Existing DUNS Number".

If you can't find your organization name in the list, please click on "Request a New DUNS Number."
Please fill out all required fields and submit your request. It can take 1-2 business days before your DUNS Number is issued.

When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the “Your entity has a DUNS Number and is not registered in SAM.gov” section of this guide.
If your entity does not have a DUNS Number and today’s date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number.

You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.
Sign in to your SAM.gov account, the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button.
NCAGE Code

To be equipped with DUNS number and registered in SAM.gov your entity needs also to have a NCAGE code.

Please follow the instruction on the next page for NCAGE code registration.
Go to https://eportal.nsponato.int/Codification/CageTool/home to request NCAGE code.

By clicking on the circled button, you can first search if your entity already has a NCAGE code.
Write your entity name, and if you are already registered you can find your entity details on the results section.

<table>
<thead>
<tr>
<th>NCAGE Code</th>
<th>Status</th>
<th>Organization Name</th>
<th>City</th>
<th>Street</th>
<th>Country</th>
<th>Entity Type</th>
<th>Duns</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>PRISTINA</td>
<td></td>
<td></td>
<td>G</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you don’t have an NCAGE number register, you should start the registration process. Click on the right side of the panel to start the registration process.

Click on the “REQUEST NEW” button. Please follow the registration instructions carefully and provide required information.
Kosovo is not listed in the dropdown menu under the country section, therefore you should either select **Albania** or **Serbia** as your country.

Please make sure that organization address is written properly. NCAGE and SAM registration information must match.
On the second page, you can only fill out the Organization Name which is a required filled and continue to the next page.

<table>
<thead>
<tr>
<th>Organization Name*</th>
<th>Country</th>
<th>State/Province/Canton (only if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ALBANIA</td>
<td></td>
</tr>
</tbody>
</table>

Identification Number (IDN) | Data Universal Numbering System (DUNS)
On the third page please fill out the required field marked with "*" (Street, City and Postal Code).
Forth page is optional, you can provide the required information or skip it.

<table>
<thead>
<tr>
<th>Organization Data: Postal Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a maximum of information related to the entity to be recorded in the NCAGE database.</td>
</tr>
<tr>
<td>Post Office Box</td>
</tr>
</tbody>
</table>

[Back] [Next]
On the fifth page, the required field is Email, other fields are optional. Please provide your entity's email address in the required field.
This is also an optional page, you can fill it out or leave it empty and continue on the next page.
On the seventh page all fields are required, so please answer to each question. Required fields are marked with arrows.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Vendor of Goods*</th>
<th>Service Provider*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer of Goods?*</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Development of Public Standards?*</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Other*</td>
<td>Non for profit organization</td>
<td></td>
</tr>
</tbody>
</table>

**Future Business**

<table>
<thead>
<tr>
<th>NCAGE code needed for an invitation to tender?*</th>
<th>A contract with an armed force or a NATO agency is in preparation or already signed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Former NCAGE Code**

<table>
<thead>
<tr>
<th>A NCAGE Code Was Previously Allocated?*</th>
<th>The NCAGE code is requested by the System for Award Management (SAM)?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
On the eighth page please provide your personal information such as First Name, Last Name and Email address.
And in the final step, place check again of the information you provided are accurate and then click on the "Submit your Request" button. You will receive an email to confirm the registration.
Have a question?

For SAM.gov question please click on the HELP section at www.sam.gov.

If you need additional information on SAM registration contact us at PristinaGrants@state.gov.