



# **How to enter a new Foreign registration in SAM to do Contracts/Grants with the United States Federal Government**



Before you can register in the SAM system you must first obtain a  
DUNS number.

Go to [www.dnb.com](http://www.dnb.com)

A screenshot of the D&amp;B website homepage. The browser address bar shows "http://www.dnb.com/". The page features a navigation menu with the following items: BUSINESS CREDIT, SALES &amp; MARKETING, SUPPLY MANAGEMENT, VIEW ALL PRODUCTS, and D-U-N-S NUMBER. A red arrow points to the "D-U-N-S NUMBER" link. The main content area includes a large graphic with the text "EVERY DAY 260 BUSINESSES FILE FOR BANKRUPTCY" and a sub-headline "D&amp;B is your early warning system. Call (866) 731-8832 today". Below this is a "Learn More" button. The footer contains the text "Why D&amp;B?" and "Our Data Tells a Big Story" with another "Learn More" button. The Windows taskbar at the bottom shows the time as 10:34 AM.



At the bottom of the screen is a link to request a DUNS number for doing business with the government.

The screenshot shows a web browser window displaying the D&B website. The address bar shows the URL <http://www.dnb.com/get-a-duns-number.html>. The page title is "D&B D-U-N-S Number | Ge...". The website header includes the D&B logo, a phone number (877) 754-1541, and search fields for Company and Site. The main content area is titled "The D-U-N-S® Number" and features a large blue banner with the text: "The D-U-N-S® Number. Harness the power of the D-U-N-S® Number. At no cost, you can have this unique, location-specific identifier that allows you to accurately gauge and communicate your company's creditworthiness. As your business grows and changes, your D-U-N-S® Number stays with you." Below the banner, there are two tabs: "The value and use of D-U-N-S® Numbers" and "The D-U-N-S® Number and the DUNSRight Quality Process". The text explains that the D-U-N-S® Number is the linchpin of D&B's DUNSRight™ patented-quality process. A "Featured" section contains three links: "Get a D&B D-U-N-S® Number", "Update your company's profile for your existing D-U-N-S® Number", and "Request a D-U-N-S® Number for doing business with the government". A red arrow points to the third link. The browser's taskbar at the bottom shows the D&B D-U-N-S Num... and Microsoft PowerPoi... windows, along with the system tray showing the time as 10:37 AM.



# You must also obtain an NCAGE Code.

- You can request an NCAGE by following this link:  
[http://www.dlis.dla.mil/forms/form\\_AC135.asp](http://www.dlis.dla.mil/forms/form_AC135.asp)  
and follow the instructions to obtain an NCAGE.
- If you cannot submit this form via the Internet, you can obtain an NCAGE Code by contacting the NCB of the country where your organization is located. Your country's NCB contact information can be found at:  
[http://www.logisticsinformationservice.dla.mil/nato\\_poc.asp](http://www.logisticsinformationservice.dla.mil/nato_poc.asp)





You can confirm that your NCAGE information has been received by searching BINCS. Some country's may take several weeks to send the information to BINCS. Your registration will not process until the information has been received.

[http://www.dlis.dla.mil/BINCS/begin\\_search.aspx](http://www.dlis.dla.mil/BINCS/begin_search.aspx)

The data contained herein is for [informational](#) purposes only. If your company is listed with incorrect or incomplete data, please [Contact](#) us at once so we can correct the information.

---

**GUIDELINES FOR SYSTEM USAGE:**

The data contained herein is government owned information, and as such may not be reused or marketed for commercial use.

- Searches are for free, however DLA Logistics Information Services reserves the right to restrict access if unreasonable use of the system is made.
- Tailored data extracts are available to government agencies requiring additional information. An example of this type of extract would be all CAGE Codes within a specific ZIP Code. Also, a compact disc (CD) containing all the CAGE Codes is available for purchase. The title for this CD publication is the H Series. There are a variety of other publications on this disk, such as Federal Supply Classification, Federal Item Name, etc. To subscribe for publications email: [subscriptions@dlamail](mailto:subscriptions@dlamail). For additional information on either product, US Government agencies should direct their queries to <http://www.logisticsinformationsservice.dla.mil/cdrom.asp> (or [Contact](#) us).
- Now you're ready to start your search.

Search

CAGE:  DUNS:

Company:  Company, State:

Phone:  -  -  Zip:

SIC:  SIC, State:

JCP CERT #:



You will receive an email from D&B with your DUNS number. After 48 hours you can register this number in SAM. You will need to create an individual account in the SAM system. Go to [www.sam.gov](http://www.sam.gov) and click **Create an Account**.

USER NAME  PASSWORD  [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

**HOME** SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**CREATE USER ACCOUNT**

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

**REGISTER/UPDATE ENTITY**

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

**SEARCH RECORDS**

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

[Need Help?](#)

**WHAT IS SAM?**

The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

**NEWS AND ANNOUNCEMENTS** **USER GUIDES/HELPFUL HINTS** **FORMER CCR REGISTRANTS**

SAM Management Moves to GSA FAS and CIO. Click on General Info and go to the News and Announcements section for the full story.

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you

Launch Internet Explorer Browser  
Finds and displays information and Web sites on the Internet.

Service Desk



# The account type you need is an Individual Account. Select Create an Account.





You are required to enter your first name, last name, email address and phone number and country. The rest of the information is optional.

The screenshot shows a web browser window displaying the SAM.gov Individual registration form. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/portal/component>. The page title is "Individual". The form is titled "Individual" and contains a "Page Description" box that reads: "Please provide your personal information requested below. Fields marked with an asterisk (\*) are mandatory." The form fields are as follows:

- Title: Mr. (dropdown menu)
- First Name\*: (text input)
- Middle Initial: (text input)
- Last Name\*: (text input)
- Suffix: (text input)
- Email Address\*: (text input)
- Confirm Email Address\*: (text input)
- Phone\*: (text input) with mask (xxx)xxx-xxxx
- Phone Extension: (text input)
- Fax: (text input) with mask (xxx)xxx-xxxx
- Address Line 1: (text input)
- Address Line 2: (text input)
- City: (text input)
- State/Province: Please select a value (dropdown menu)
- Country\*: UNITED STATES (dropdown menu)
- ZIP/Postal Code: (text input)

At the bottom of the form, there are "CANCEL" and "NEXT" buttons.





On this page you will create your unique Username. It must be at least 6 characters in length. Once created it cannot be changed. Next you will create your password. It must be at least 8 characters and contain at least one letter, one number and one special character (!@#\$%&\*). Also on this page you will select 3 security questions.

The screenshot shows a web browser window displaying the SAM.gov portal. The address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page has a navigation menu with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The main content area is titled "Create Account: Individual" and is divided into three sections: Personal Information, Account Information (which is currently selected), and Summary. The Account Information section contains a "Page Description" box with the text: "Please enter the following information for your SAM account." Below this are several form fields: Username\* (text input), Password\* (text input), Confirm Password\* (text input), Security Question 1\* (dropdown menu), Security Answer 1\* (text input), Security Question 2\* (dropdown menu), Security Answer 2\* (text input), Security Question 3\* (dropdown menu), and Security Answer 3\* (text input). A red warning message states: "Warning: Once created, username cannot be changed in SAM." To the right of the form is a "Content Glossary" section with a "Status Indicators" dropdown and a list of expandable items: Entity Name, Department Code, Agency Code, Node Code, Node Type, Node Status, Hierarchy, Comment, DUNS, DoDAAC, Entity Address, Entity City, Entity State, Entity Foreign Province Code, Entity Country, and Entity ZIP Code. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:15 PM.



When you have verified that your account information is correct select submit at the bottom of the page.

https://www.sam.gov/portal/public/SAM/?portal:component=... General Services Ad... System for Award Manage...

Suffix :

Email Address : Jane.doe@gmail.com

Phone : 5555-55555555

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State :

Country : Your Country

ZIP :

**Account Information** EDIT

Username : ames4591

Password : \*\*\*\*\*

Security Question 1 : In what city did you meet your spouse/significant other?

Security Answer 1 : chicago

Security Question 2 : In what city or town did your parents meet?

Security Answer 2 : chicago

Security Question 3 : Where were you when you first heard about 9/11?

Security Answer 3 : chicago

CANCEL BACK SUBMIT

Select Submit



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

https://www.sam.gov/portal/public/SAM/?portal:component General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

LOG IN

Forgot Username? Forgot Password? Create an Account

Create Account: Personal

Account Created - Confirmation

Confirmation

Wed Apr 03 14:25:24 EDT 2013

Congratulations -- Your SAM account has been created! But, you are not done. We just sent you an email to the email address you gave us so you can confirm your account creation. In the email, there is a link that you must click within next 48 hours to activate your account. For now, click on DONE to go back to the SAM Home page.

PRINT SAVE DONE

Select Done

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1

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

GSA USA.gov





The validation email comes from [notification@sam.gov](mailto: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.

The screenshot shows a Gmail inbox with the following details:

- Browser:** https://mail.google.com/mail/?shva=1#inbox/13dd125722527273
- Search:** +You Search Images Maps Play YouTube News Gmail Drive Calendar More
- Compose:** COMPOSE
- Inbox (44):** Starred, Important, Chats, Sent Mail, Drafts
- Search people...**
- Advertisement:** FreeScoreOnline - 3 Bureau Credit Report - View your latest Credit Scores from all 3 bureaus in 60 seconds for \$0!
- Email:** notification@sam.gov, 2:25 PM (2 minutes ago)
- Subject:** Welcome to the U.S. Federal Government's System for Award Management (SAM)
- Body:**
  - This email was sent by an automated administrator. Please do not reply to this message.
  - Thank you for registering in the U.S. federal government's System for Award Management (SAM).
  - Your Username is: ames4591
  - Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, your email address and complete the registration process: [https://www.sam.gov/portal/public/SAM?activationCode=il\\_5sPwK4bhVFGNd](https://www.sam.gov/portal/public/SAM?activationCode=il_5sPwK4bhVFGNd)
  - You may also copy and paste the URL into your browser address line to go directly to the web page.
  - Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.
  - IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.
  - For assistance, please contact the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) or by telephone at [866-606-8220](tel:866-606-8220) (toll free) or at [334-206-7828](tel:334-206-7828) (internationally).
  - Thank you,  
The System for Award Management (SAM) Administrator  
<https://www.sam.gov/portal/public/SAM>
- Advertisement:** FreeScoreOnline - Credit Scores from all 3 bureaus in 60 seconds for \$0!
- More Promotions (9):** Can't Sell Your Timeshare - Tired of Paying Upfront Fees? Learn The Truth About Selling Timeshares TimeshareOut.com





# Log in to activate your user account.

USER NAME  PASSWORD  [LOG IN](#)  
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

**HOME** SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

### Login

**Enter Username and Password**

Login  
Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *Forgot Username?* and *Forgot Password?* links provided below.

Username :   
[Forgot Username?](#)

Password :   
[Forgot Password?](#)

[Login](#)

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WW71

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

GSA USA.gov



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

The screenshot shows a web browser window displaying the SAM (System for Award Management) portal. The URL is <https://www.sam.gov/portal/public/SAM?portakcomponentid>. The page features the SAM logo and a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A confirmation message is displayed, stating: "Name: Mr. Amy Fuller", "Account Activated - Confirmation", and "Confirmation Wed Apr 03 14:33:03 EDT 2013". The message continues: "Thank you for activating your SAM account! You will be taken to the User Dashboard page. Once on the User Dashboard, you will have the option to migrate an account from a legacy system. Use the Done button to continue." Below the message are buttons for PRINT, SAVE, and DONE. A red arrow points to the DONE button with the text "Select Done". The footer of the page includes the text "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW:", and logos for GSA and USA.gov. The Windows taskbar at the bottom shows the time as 2:33 PM.



# Each time you log in to SAM you will be required to Accept the Usage Agreement to continue.

The screenshot shows the SAM (System for Award Management) login page. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM?portalcomponentid>. The page features the SAM logo (System for Award Management) and a navigation menu with options: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A login form is visible with fields for USER NAME and PASSWORD, a LOG IN button, and links for Forgot Username? and Forgot Password?. A "Create an Account" link is also present. The main content area displays the "SAM Terms and Conditions" section, specifically "I. Usage Agreement". The text of the agreement states: "This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials of other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system." Below the text are two buttons: "DECLINE" and "ACCEPT". A red arrow points to the "ACCEPT" button with the text "Select Accept". The footer of the page includes the SAM logo, version information (SAM | System for Award Management 1.0), IBM contact information (IBM v1.821.20130326-0005 WWW1), and logos for GSA and USA.gov. A note to all users states: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times." The browser's taskbar shows the System for Award Management and Microsoft PowerPoint windows, and the system clock indicates 2:35 PM.





Since you are registering a new Entity in SAM you will not have anything to Migrate. Ignore this question and select **Register/Update Entity (1)** then Register New Entity.

The screenshot shows the SAM.gov portal interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM?portal:component#>. The user is logged in as Amy Fuller, with a LOGOUT button visible. The navigation menu includes MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The left sidebar under MY SAM lists options: Register/Update Entity (highlighted with a red arrow labeled '1'), Register New Entity, Service Contract Inventory, Account Settings, Data Access, and General. The main content area displays a welcome message for Amy Fuller and a question: "Would you like to migrate a legacy system account?" with YES and HIDE MESSAGE buttons. A red arrow points to this question with the text "Ignore this question". Below the question, there is a notice for all registered users regarding NAICS codes and a list of dates: 1. October 1, 2012; 2. October 24, 2012; 3. January 7, 2013. The system tray at the bottom shows the time as 2:37 PM.





# The Registration Overview page describes the information that you will need to complete your registration.

The screenshot shows the SAM.gov website in a Windows Internet Explorer browser window. The address bar displays the URL: <https://www.sam.gov/portal/public/SAM?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p>. The browser title is "System for Award Management - Windows Internet Explorer".

The page content is organized into a sidebar on the left and a main content area. The sidebar includes the following navigation items:

- MY SAM
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
- HELP
- Register Entity
  - Registration Overview
  - Registration Overview (selected)
  - Purpose of Registration
  - Core Data
  - Representations and Certifications
  - Points of Contact
  - Submit Certification
  - BACK TO USER DASHBOARD

The main content area is titled "Registration Overview" and contains the following text:

**Page Description**

SAM Entity Management registrants are required to submit detailed information on their entity<sup>®</sup> in various categories. Additional, non-mandatory information is also requested. For specific informational requirements and guidelines on how to obtain unknown information, please reference the SAM Entity Management User's Guide.

Categories of required and requested information may include the following depending on the purpose of your registration in SAM:

- Core Data** - Includes, but is not limited to, an entity's DUNS and/or DoDAAC, name, address, CAGE or NCAGE code, TIN or 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.

The Windows taskbar at the bottom shows the Start button, several application icons (including System for Award Management and Microsoft PowerPoint), and the system tray with the date and time: 8:56 AM, 4/23/2013.



# At the bottom of the Registration Overview page is the button to Start Registration. Select Start 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 timely manner. An expired registration may affect the ability to do business with the Federal government.

CANCEL START REGISTRATION

SAM | System for Award Management 1.0 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.

GSA USA.gov

75%

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





Here you will select your entity type and the type of business you will be doing with the Government.

If you select Yes to contracts the rest of the questions will automatically be answered.  
If you select No to contracts you can select Yes to Grants or other federal assistance.

The screenshot shows a web browser window displaying the SAM (System for Award Management) website. The browser title is "System for Award Management - Windows Internet Explorer". The address bar shows the URL: <https://sam.gov/portal/public/SAM/portal:componentId=537d55>. The user is identified as "Amy Fuller" and has a "LOGOUT" button. The main navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP".

The "Register Entity" section is active, with the "Determine Purpose of Registration" sub-section selected. The page description states: "The system will guide you through the entity registration process based on the answers you provide below." The form contains the following questions and options:

- What type of entity are you? \* (Dropdown menu with options: Please select a value, Business or Organization, US State Government, US Local Government, Tribal Government, Foreign Government)
- Do you wish to bid on contracts? (Dropdown menu with option: Not Applicable)
- Do you want to be eligible for grants and other federal assistance? (Dropdown menu with option: Not Applicable)

The left sidebar contains navigation links: "Registration Overview", "Purpose of Registration" (selected), "Core Data", "Representations and Certifications", "Points of Contact", and "Submit Certification". A "BACK TO USER DASHBOARD" button is located at the bottom of the sidebar.

The Windows taskbar at the bottom shows the system tray with the date and time: 3:51 PM, 5/1/2013. The system tray also displays "Done", "Internet | Protected Mode: On", and "100%" zoom level.



Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

The screenshot shows the SAM (System for Award Management) website in a Windows Internet Explorer browser. The page title is "System for Award Management - Windows Internet Explorer". The URL is "https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p". The user is logged in as "Amy Fuller" and has a "LOGOUT" button. The page has a navigation menu with "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Register Entity" and "Confirm Purpose". Under "Confirm Purpose", there is a "Page Description" section with the text: "Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process." Below this, there is a "Purpose of Registration:" section with the value "Federal Assistance Awards Only". A section titled "You are required to complete the following sections:" lists "Core Data" and "Points of Contact". At the bottom of the main content area, there are "PREVIOUS" and "NEXT" buttons. A red arrow points to the "NEXT" button with the text "Select to continue". The footer of the page includes "SAM | System for Award Management 1.0", "IBM v1.863.20130412-1616 WWW1", and logos for "GSA" and "USA.gov". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date "4/23/2013" and time "9:21 AM".





Here you will enter your DUNS , Legal Business Name and address EXACTLY as you entered it in D&B when you applied for your DUNS number. Select Next to continue.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&portal:type=acti

Identified by Entrust

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Purpose of Registration

Core Data

Public Identifier:

DUNS Number:

If you do not have a DUNS Number, please click [here](#) to request one  
For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or [govt@dnb.com](mailto:govt@dnb.com). International registrants email: [samhelp@dnb.com](mailto:samhelp@dnb.com)

Name:

D&B Legal Business Name:

DUNS Physical Address:

Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

CANCEL PREVIOUS NEXT

Status Indicators:

Core Data:

DUNS/DoDAAC:

Name:

Address:

BACK TO USER DASHBOARD

IBM v1.863.20130412-1616

System for Award Management - Windows Internet Explorer

Microsoft PowerPoint ...

9:23 AM 4/23/2013

75%

Desktop

Select



Your NATO record and D&B information must match EXACTLY.

## NATO Record

Home > NCAGE details

Cage Data

Organization Data - Generals

<b>CAGE Code</b> STK64	<b>Identification Number (IDN)</b> 
<b>Organization Name</b> PACUNAM	<b>Last Update</b> 17 Apr 2013
<b>Creation Date</b> 17 Apr 2013	<b>Type of Entity</b> G - Service providers
<b>Status</b> A - Active record	<b>State</b> 
<b>Country</b> GUATEMALA	

Organization Data - Geographical Location

<b>Street</b> 7A AVENIDA 7-33 ZONA 9	<b>City</b> GUATEMALA CITY
<b>EDIFICIO CORPORACION OCCIDENTE 4 NIVEL</b>	<b>Postal Code</b> 01009

## SAM Record

Fundacion para el Patrimonio Cultural y Natural Maya  
DUNS: 846123446 NCAGE Code: STK64  
Status: Submitted

4 av. 7-33 Zona 9, Edificio Corporacion de Occidente  
Guatemala, Guatemala, ,  
GUATEMALA

### Entity Overview

If the SAM Record is incorrect - contact D&B (703-807-5733 or [samhelp@dnb.com](mailto:samhelp@dnb.com)) to correct to match the NATO Record. If the NATO Record is incorrect - contact your NCB to correct to match the SAM Record.



If your information matches D&B you can select Save and Continue on this page. If the information from D&B is incorrect you must contact D&B to correct before continuing.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

Amy Fuller LOGOUT

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Register Entity**

**Verify DUNS Information** Fuller, Amy  
DUNS: 078480911

Page Description  
Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

Details Entered by the user		Details returned from D&B	
DUNS:	078480911	DUNS:	078480911
Legal Business Name:	Fuller, Amy L.	Legal Business Name:	Fuller, Amy
Doing Business As:	(none)	Doing Business As:	Amy L Fuller
Address Line 1:	[REDACTED]	Address Line 1:	[REDACTED]
Address Line 2:		Address Line 2:	
City:	Battle Creek	City:	Battle Creek
State:	MI	State:	MI
ZIP/Postal Code:	49014	ZIP/Postal Code:	49014-7700
Country:	UNITED STATES	Country:	UNITED STATES

Content Glossary

- DUNS
- Entity Name
- Entity Address
- Entity City
- Entity State
- Entity Foreign Province Code
- Entity ZIP Code
- Entity Country
- Role
- Reason for Request

BACK TO USER DASHBOARD

PREVIOUS SAVE AND CONTINUE

Select to continue

Microsoft PowerPoint - [How to Enter a New Registration]

Start System for Award ... Microsoft PowerPoint ... Desktop 9:26 AM 4/23/2013



After the information from D&B has been confirmed you can continue entering your business information. You will create an MPIN on this page. 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.

https://www.sam.gov/portal/public/SAM/?portal:component=... General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**Business Information:**

- DUNS Information
- Verify DUNS Information
- Business Information**
- IRS Consent
- CAGE or NCAGE Code
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data
- Continue to Next Section

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

Business Start Date (MM/DD/YYYY): 01/01/2012

Fiscal Year End Close Date (MM/DD): 12/31

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: 3

Create/Enter 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 - BATTLE CREEK

Address Type: Physical

Address Line 1:

Address Line 2:

City: BATTLE CR

State/Province: MICHIGAN

ZIP/Postal Code: 49014 7700

Country: UNITED STATES

Mailing Address - BATTLE CREEK

Address Type: Mailing

COPY PHYSICAL ADDRESS

System for Award M... Microsoft PowerPoi...

11:49 AM





After you enter all your information select **Save and Continue**. Your TIN Type and number are not required for Foreign registrations. Leave these fields blank.

Small Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

Country: UNITED STATES

Mailing Address - BATTLE CREEK

[COPY PHYSICAL ADDRESS](#)

Address Type: Mailing

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: BATTLE CREEK

State/Province: MICHIGAN

ZIP/Postal Code: 49014 7700

Country: UNITED STATES

**Tax Identification Number (TIN):**

If you do not have a TIN please contact the IRS by [clicking here](#)

TIN Type: [REDACTED]

SSN: [REDACTED] Note: TIN match from IRS may take 3-5 business days

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1

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

GSA USA.gov

System for Award M... Microsoft PowerPoi... 11:49 AM



# Select Yes and enter your NCAGE Code. Select Save and Continue.

The screenshot shows the SAM System for Award Management interface in a Windows Internet Explorer browser. The page title is "System for Award Management - Windows Internet Explorer". The URL is "https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p". The user is logged in as "Amy Fuller" with a "LOGOUT" button. The page has a navigation menu with "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Register Entity" and contains a form with the following sections:

- CAGE Code**: Fuller, Amy
- DUNS**: 078480911
- Page Description**: Please enter your CAGE below. If you do not have an existing CAGE Code, one will be assigned during the processing of your registration.
- Does your entity already have a CAGE Code?**: Please select a value (dropdown menu)
- CAGE**: (input field)
- Search CAGE Code**: (input field)
- CANCEL**: (button)
- PREVIOUS**: (button)
- SAVE AND CONTINUE**: (button)

Three red arrows point to the following elements:

- "Select Yes" points to the dropdown menu for "Does your entity already have a CAGE Code?".
- "Enter NCAGE" points to the "CAGE" input field.
- "Select to continue." points to the "SAVE AND CONTINUE" button.

The Windows taskbar at the bottom shows the Start button, System for Award Management, and Microsoft PowerPoint. The system tray shows the Desktop, volume, and date/time (9:44 AM, 4/23/2013).



# Company Security Level and Highest Employee levels must be selected.

Page Description  
Please enter the business type information for your entity. Select the applicable business types by using the drop down menus or pick lists provided. To use the pick lists select the box next to the business type(s) you want to add and click the "Add" button. To remove a business type select the box next to that business type(s) and select the "Remove" button.

**Business Information:**

Country of Incorporation: ZIMBABWE

Company Security Level: Please select a value

Highest Employee Security Level: Please select a value

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :  
Not Applicable

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)? :  
No

If your organization is a Federally Recognized Native American Entity choose all that apply:

NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<input type="checkbox"/> Alaskan Native Corporation Owned Firm	

**Select appropriate level or not applicable.**





If your entity qualifies as one of the following select from the drop down menu. If none are applicable, select Not Applicable.

The screenshot shows the SAM.gov portal interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portal:component=General Services Ad...>. The page title is "System for Award Management".

The left sidebar contains a navigation menu with the following items:

- CAGE or NCAGE Code
- General Information**
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data
- Continue to Next Section
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification
- BACK TO USER DASHBOARD

The main content area shows the following information:

- Company Security Level:
- Highest Employee Security Level:
- Business Types:**
- You have categorized your entity as a: **Business or Organization.**
- Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :
- Community Development Corporation
- Domestic Shelter
- Educational Institution
- Foundation
- Hospital
- Veterinary Hospital

A red arrow points to the "Not Applicable" option in the dropdown menu with the text "Select appropriate.".

Below the dropdown menu, there are two sections:

- NATIVE AMERICAN ENTITY TYPE PICK LIST**
  - Alaskan Native Corporation Owned Firm
  - American Indian Owned
  - Indian Tribe (Federally Recognized)
  - Native Hawaiian Organization Owned Firm
  - Tribally Owned Firm
- YOUR NATIVE AMERICAN ENTITY TYPES**

On the right side of the page, there are several sections for selecting entity types:

- Types of Educational Institutions (only if Educational Institution is selected):
- Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE):
- Federally Recognized Native American Entity:
- Business/Organization Type:
- Business/Organization as Defined by IRS:
- Business/Organization Profit Structure:
- Socio-Economic Categories:
- Types of Minority Owned Businesses (Only if Minority Business Was Selected):



# Select Foreign Owned and Located in the drop down menu.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=57fe9at Identified by Entrust

File Edit View Favorites Tools Help

System for Award Management

Alaskan Native Corporation Owned Firm  
 American Indian Owned  
 Indian Tribe (Federally Recognized)  
 Native Hawaiian Organization Owned Firm  
 Tribally Owned Firm

Types of Minority Owned Businesses (Only if Minority Business Was Selected):

Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?

Foreign Owned and Lo

Not Applicable

**Foreign Owned and Located**

your Business or Organization as Defined by the IRS<sup>®</sup>:

Small Agricultural Coopers  
 Limited Liability Company  
 Subchapter S Corporation  
 Manufacturer of Goods

What is your organization's profit structure? Please select one of the following<sup>®</sup>:

For-Profit Organization

If your business qualifies as one of the following Socio-Economic Categories, check all that reflect the current status of your business. Small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration

**SOCIO-ECONOMIC CATEGORIES PICK LIST**

Veteran Owned Business

**YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES**

Woman Owned Business

Done

Internet | Protected Mode: On 75%

8:10 AM 5/2/2013

Select Foreign Owned and Located



## Socio-Economic Categories do not apply to Foreign Owned and Located Entities. Select Save and Continue.

The screenshot displays the SAM System for Award Management interface. The main content area is divided into two columns:

- SOCIO-ECONOMIC CATEGORIES PICK LIST:** A list of categories with checkboxes, including:
  - Veteran Owned Business
  - Woman Owned Business
  - Women-Owned Small Business
  - Joint Venture Women-Owned Small Business
  - Joint Venture Economically Disadvantaged Women-Owned Small Business
  - Community Development Corporation Owned Firm
  - Minority Owned Business
- YOUR ENTITY'S SOCIO-ECONOMIC CATEGORIES:** An empty list for the selected categories.

Below the lists are buttons for **ADD** and **REMOVE**. At the bottom of the interface are buttons for **CANCEL**, **PREVIOUS**, and **SAVE AND CONTINUE**. A red arrow points to the **SAVE AND CONTINUE** button with the text "select".

The browser address bar shows the URL: <https://sam.gov/portal/public/SAM/portal/component/11-07fe9a6b-c3e1-4068-96b9-62a9e3bbd3e9&c...>

The system footer includes: SAM | System for Award Management 1.0, IBM v1.970.20130522-1640, Internet | Protected Mode: On, 100% zoom, and the date/time: 1:38 PM 6/7/2013.





Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors. These sections should be left blank. Foreign vendors with US Banking information have the option to complete this section (only US ABA routing numbers and account numbers may be used).

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735235a&p

General Services Administration [US]

System for Award Management

File Edit View Favorites Tools Help

Page Safety Tools

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Register Entity** **Financial Information** Fuller, Amy DUNS: 078480911

Purpose of Registration

Core Data

DUNS Information

Verify DUNS Information

Business Information

IRS Consent

CAGE or NCAGE Code

General Information

**Financial Information**

Executive Compensation Questions

Proceedings Questions

Information Opt-Out

Review Core Data

Continue to Next Section

Points of Contact

Submit Certification

Page Description

Please enter the requested information below about the entity you are registering.

Do you accept credit cards as a method of payment?\*

Please Select a Value

Please Select a Value

No

Yes

New Account

**Electronic Funds Transfer:**

Account Type: Checking

Financial Institute:

ABA Routing Number\*:

Account Number\*:

Lockbox Number:

**Automated Clearing House (ACH):** Please enter at least one method of contact for your ACH below.

ACH U.S. Phone<sup>1</sup>

ACH Non-U.S. Phone<sup>2</sup>

ACH Fax<sup>3</sup>

ACH Email<sup>4</sup>

Content Glossary

Credit Card Usage:

Delinquent Federal Debt:

IGT Financial Info (Applicable only for IGT registrants):

Electronic Funds Transfer:

Add New Account Details:

Automated Clearing House (ACH):

Remittance Information:

75%

Start System for Award ... Microsoft PowerPoint ... Document1 - Microsof... Desktop 10:17 AM 4/23/2013



## Remittance Address is required.

If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank. Select Save and Continue when this page is complete.

The screenshot shows the SAM website interface for entering remittance information. The form includes the following fields:

- ABA Routing Number\*:
- Account Number\*:
- Lockbox Number:
- Automated Clearing House (ACH):** Please enter at least one method of contact for your ACH below.
  - ACH U.S. Phone: (XXX)XXX-XXXX
  - ACH Non-U.S. Phone: XXXX-XXXXXXXXXXXX
  - ACH Fax: (XXX)XXX-XXXX
  - ACH Email:
- Remittance Address:**
  - Name\*:
  - Address Line 1\*:
  - Address Line 2:
  - City\*:
  - State/ Province\*: Please select a value (dropdown menu)
  - Country\*: UNITED STATES (dropdown menu)
  - ZIP/Postal Code\*:

Navigation buttons at the bottom include CANCEL, PREVIOUS, and SAVE AND CONTINUE. A red arrow points to the State/Province dropdown menu with the text: "If applicable a drop down menu will appear."



If you answer no to question 1 on this page, question 2 is not applicable and you can select save and continue. If you answer yes, you must also answer question 2. If you answer yes to question 2 you must also then supply the names and salaries of the top five executives in your organization.

The screenshot shows the SAM (System for Award Management) website interface. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/?portal:component=General+Services+Ad...>. The page title is "System for Award Manage...".

The main content area is titled "Executive Compensation Questions" for user "FULLER, AMY L" with DUNS: 078480614 and CAGE Code: 68NC1. The page description states: "Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization."

The "Executive Compensation:" section asks: "In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: "

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

The answer is "No".

The next question asks: "Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?"

The answer is "Not Applicable".

Navigation buttons include "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".

The left sidebar shows the "Register Entity" process with a list of sections: DUNS Information, Verify DUNS Information, Business Information, IRS Consent, CAGE or NCAGE Code, General Information, Financial Information, Executive Compensation Questions (highlighted), Proceedings Questions, Information Opt-Out, Review Core Data, and Continue to Next Section.

The right sidebar shows a "Content Glossary" with "Executive Compensation:".

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." applications, along with the system clock showing 11:53 AM.





If you answer no to the first question you can select save and continue. If you answer yes you must also answer the next question. If the answer to the next question is no you can save and continue. If it is yes you must provide a listing of the proceedings.

The screenshot displays the SAM (System for Award Management) website interface. The user is logged in as Amy Fuller. The main navigation bar includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The current page is titled 'Register Entity' and is focused on the 'Proceedings Questions' section.

**Proceedings Questions**

Fuller, Amy L  
DUNS: 078480614 CAGE Code: 68NC1

Page Description: Please answer the following Proceedings questions about your entity.

**Proceedings:**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 52.209-8?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

- Criminal proceeding resulting in a conviction or other acknowledgment of fault;
- Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
- Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable

CANCEL PREVIOUS SAVE AND CONTINUE



# You may opt to not have your entity's information displayed publicly.

The screenshot displays the SAM.gov 'Information Opt-Out' page. The user, Amy Fuller, is logged in. The page shows the following details:

- User:** FULLER, AMY I
- DUNS:** 078480614
- CAGE Code:** 68NCL

The 'Information Opt-Out' section is highlighted, and the user has selected the option:  I do not authorize my entity's information to be displayed in SAM's public search.

Other options include:  I authorize my entity's information to be displayed in SAM's Public Search.

Buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE' are visible at the bottom of the form.



If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.

The screenshot shows the 'Review Core Data' page in the SAM.gov system. The page is titled 'Register Entity' and 'Review Core Data' for entity 'FULLER, AMY L'. The DUNS number is 078480614 and the CAGE code is 6RNC1.

A message box states: "You have completed the Core Data section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE."

The 'Core Data' section includes the following information:

DUNS Information	DUNS Number:	078480614
Verify DUNS Information	D&B Legal Business Name:	FULLER, AMY L
Business Information	Doing Business As:	(none)

Below this is the 'Business & TIN Information' section, which includes an 'EDIT' button and the following details:

Business Information:	
Business Start Date:	01/04/2012
Fiscal Year End Close Date:	12/31
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	3
MPIN:	*****
Physical Address:	
Address Line 1:	[REDACTED]
Address Line 2:	
City:	BATTLE CREEK
State/Province:	MI
Country:	UNITED STATES

The left sidebar contains navigation options: Purpose of Registration, Core Data (selected), Assertions, Representations and Certifications, Points of Contact, Small Business Certification, and Submit Certification.





If you are doing Contracts you will be required to complete the assertions and the Representations & Certifications sections of the registration. If you are applying for Grants or other Federal Assistance only these sections are not required.

The screenshot shows the SAM.gov registration interface. At the top, there is a navigation bar with links for MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP, along with a search box. The main content area is titled "Register Entity" and shows a progress bar with the following steps: Purpose of Registration, Core Data, DUNS Information, Verify DUNS Information, Business Information, IRS Consent, CAGE or NCAGE Code, General Information, and Financial Information. The "Core Data" section is currently active, and a blue banner at the top of the main content area reads "Continue to Next Section" with the user name "FULLER, AMY L" on the right. Below this banner, the DUNS number is 078480614 and the CAGE Code is 6RNC1. A "Page Description" box contains the text: "Please indicate whether you would like to continue to the next section." Below this, there is a question: "Do you want to complete your assertions at this time?" with a dropdown menu set to "Yes". At the bottom of the form, there are "CANCEL" and "NEXT" buttons, with "PREVIOUS" also visible.



Your NAICS codes are used to describe what your company does. If you do not know what your NAICS codes are you can search for them by going to <http://www.census.gov/eos/www/naics/> to search by Keywords. Only one NAICS is required to be entered in SAM. Once you find your NAICS enter it in the Search NAICS box (1) and click search (2)

The screenshot shows the SAM portal interface. The main content area is titled 'Register Entity' and includes a 'Page Description' section. Below this is the 'Add NAICS Classification Code' section, which contains a 'Search NAICS' input field and a 'SEARCH' button. A red arrow labeled '1' points to the search input field, and another red arrow labeled '2' points to the 'SEARCH' button. To the right of the search box is a table titled 'NAICS Codes Selected' with columns for 'Mark as Primary', 'NAICS Code', and 'Description'. The table contains two entries:

Mark as Primary	NAICS Code	Description
<input checked="" type="checkbox"/>	812910	PET CARE (EXCEPT VETERINARY SERVICES)
<input checked="" type="checkbox"/>	812990	ALL OTHER PERSONAL SERVICES

The bottom of the page shows a taskbar with the system clock at 11:55 AM.



When your NAICS and description populate in the box below the search click on the description (1) to highlight it and then click add at the bottom of the box (2). If nothing happens when you try to search your NAICS you may need to select your compatibility view button (3) and try again.

The screenshot shows the 'Register Entity' page on SAM.gov. The 'Add NAICS Classification' section is active. The search results table is as follows:

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812990	ALL OTHER PERSONAL SERVICES	X

The 'ADD' button is located at the bottom right of the search results area. A red arrow labeled '2' points to this button. Another red arrow labeled '1' points to the description 'ALL OTHER PERSONAL SERVICES' in the search results. A third red arrow labeled '3' points to the 'Compatibility View' button (represented by a small icon) at the top right of the search results area.





When you click the add button your NAICS information will populate in the NAICS selected box on the right. You must select one as your primary NAICS.

The screenshot shows the 'Register Entity' page on SAM.gov. The 'Add NAICS Classification Codes' section is active. The 'Search NAICS' field contains '812910'. The 'NAICS Codes Selected' table shows the following data:

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	
<input type="radio"/>	812990	ALL OTHER PERSONAL SERVICES	X
<input type="radio"/>	812910	PET CARE (EXCEPT VETERINARY) SERVICES	X

A red arrow points to the 'Mark as Primary' radio button for the first row (812910), indicating that this code should be selected as the primary NAICS.



# PSC codes are optional. They can be added the same way as the NAICS.

The screenshot shows the SAM System for Award Management interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page title is "System for Award Management".

On the left sidebar, there are navigation options: "Continue to Next Section", "Representations and Certifications", "Points of Contact", "Small Business Certification", and "Submit Certification". A "BACK TO USER DASHBOARD" button is also present.

The main content area is titled "Add PSC Classification Codes:". It features a "Search PSC Codes:" section with a search input field, "SEARCH" and "CLEAR" buttons, and an "ADD" button. To the right is a "PSC Codes Selected:" section with a note: "\*Only 100 characters of the description is shown". Below this is a table with the following structure:

PSC Code	Description
812910	PET CARE (EXCEPT VETERINARY) SERVICES
812990	ALL OTHER PERSONAL SERVICES

At the bottom of the main content area, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons.

The footer of the page includes the text "SAM | System for Award Management 1.0", "IEM v1.821.20130326-0005 WWW1", and logos for GSA and USA.gov. A "Note to all Users" is also visible.



**A valid dollar amount must be entered for your Total Annual Receipts without punctuation-no decimals, commas, or dollar sign. This is a three year average.**

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portalcomponent=... General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**Registration Overview**

**Purpose of Registration**

**Core Data**

**Assertions**

- Goods and Services
- Size Metrics**
- EDI Information
- Disaster Relief Information
- Review Assertions
- Continue to Next Section

**Representations and Certifications**

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

**Page Description**

Please enter Size Information for the Entity you are registering.

World-Wide Organizational Data, including all applicable affiliates (Required). The following information will be used to derive your business size status based on SBA size standards.

Please enter the world-wide data for your organization to include parent, all affiliates, and all locations including your individual location. If you enter Location information below, the numbers you enter for world-wide must be greater than or equal to the numbers entered in the location size.

Total Receipts (3 year average):

Total Number of Employees (12 month average):

Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.

Location (Optional)

The Small Business Administration may use this information for programs such as HUBZone and Small Business Size Status Determinations. Please enter the following data for the location on this registration.

Receipts (3 year average) at this Location:

Number of Employees (12 month average) at this Location:

Industry-Specific Size Metrics (Present the following fields at the bottom of the page.)

Barrels Capacity: (NAICS code 321110)

Total Megawatt Hours: (One or more of following NAICS Codes: 221111, 221112, 221113, 221114, 221115, 221116, 221117, 221118, 221119, 221121, 221122)

Total Assets: (One or more of following NAICS Codes: 322110, 322120, 322130, 322190, 322210, 322293)

**World Wide:**

Total Receipts (3 year average):\* \$ 1

Average Number of Employees (12 month average):\* 1

**Location (Optional):**

Annual Receipts (3 Year Average): \$

Average Number of employees (12 Month Average):

IGT Size: Worldwide: Location: Industry-Specific Size Metrics:

PREVIOUS SAVE AND CONTINUE

System for Award Management - Windows Internet Explorer

System for Award M... Microsoft PowerPoi...

11:56 AM





**Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats.**

The screenshot shows the SAM (System for Award Management) website interface. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/?portal:component=...>. The page title is "System for Award Management". The user is logged in as "Amy Fuller" and has a "LOGOUT" button. The main navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The "Register Entity" form is displayed, with the "EDI Information" section highlighted. The form includes a "Page Description" field with the text "Please enter the requested information below for your entry." and a "Core Data" section with a question "Do you wish to enter EDI Information for your non-government entity?" and a dropdown menu set to "No". The "EDI Information" section contains several input fields: "EDI VAN Provider", "ISA Qualifier", "ISA Identifier", "Functional Group Identifier", and "8205 Request Flag" (a dropdown menu). The form also includes "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. A "Content Glossary" sidebar is visible on the right, with "Electronic Data Interchange" highlighted. The footer of the page shows "SAM | System for Award Management 4.0" and "IEM v1.821.20130326-0005". The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPot..." applications, along with the system clock showing "11:57 AM".



This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.

The screenshot displays the SAM (System for Award Management) website interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The user is logged in as Amy Fuller, with a 'LOGOUT' button visible. The main navigation menu includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The current page is titled 'Register Entity' and features a 'Disaster Relief Information' section. This section includes a 'Page Description' explaining that the information is used by FEMA for finding contractors for disaster relief situations. Below this, there are several form fields and checkboxes:

- Disaster Relief Information:** A dropdown menu set to 'No' for the question 'Do you wish to enter Disaster Relief Data for your entity?'. A 'Please select a value' dropdown is also present for 'Does your company require bonding to bid on Contracts?'.
- Bonding Level:** A section where users must provide the bonding level type, value must be input in whole dollars. It includes checkboxes for:
  - Construction Bonding Level, Per Contract (dollars)
  - Construction Bonding Level, Aggregate (dollars)
  - Service Bonding Level, Per Contract (dollars)
  - Service Bonding Level, Aggregate (dollars)
- Geographic Area Served:** A section where users can select up to three states. It includes checkboxes for:
  - Any State
  - One State
  - Multiple States

At the bottom of the form, there are buttons for 'BACK TO USER DASHBOARD', 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'. The footer of the page shows 'SAM | System for Award Management v.0' and 'IEM v1.021.20130326-0005'. The Windows taskbar at the bottom indicates the system time is 11:57 AM.



Review the information that you have entered and select save and continue at the bottom of the page.

The screenshot shows the 'Review Assertions' page in the SAM.gov portal. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent!>. The page title is 'Register Entity' and the user is identified as 'FULLER, AMY L.' with DUNS: 078480614 and CAGE Code: 6RNC1.

The 'Review Assertions' section contains the following text:
 

You have completed the Assertions section of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SAVE AND CONTINUE.

The 'DUNS Number' is 078480614 and the 'D&B Legal Business Name' is FULLER, AMY L.

The 'Goods & Services' section shows the following NAICS Codes Selected:

Primary	NAICS Code	Description
	812910	PET CARE (EXCEPT VETERINARY) SERVICES
Yes	812990	ALL OTHER PERSONAL SERVICES

The 'PSC Codes Selected' section is currently empty.

The 'Size Metrics' section shows the following information:

World Wide:  
Total Receipts (3 year average): \$ 1

The page includes a sidebar with navigation options: Purpose of Registration, Core Data, Assertions (selected), Review Assertions, and Continue to Next Section. Other options include Representations and Certifications, Points of Contact, Small Business Certification, and Submit Certification. A 'BACK TO USER DASHBOARD' button is also present.





When attempting to add the name of the person listed in question 1 you may need to be in compatibility mode, as mentioned previously. The same applies to adding a plant/facility for question 2.

The screenshot displays the SAM System for Award Management (SAM) interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...>. The page title is "System for Award Management".

The main content area is titled "Register Entity" and shows the "FAR Response 1" section for the entity "FULLER, AMY L". The DUNS number is 078480614 and the CAGE Code is 6RNC1. The page description states: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)" and notes that "All questions are mandatory."

The questionnaire consists of four questions:

- Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)  
An "Add New Person" button is visible, and a dropdown menu shows "AMY FULLER - Owner".
- Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.214-6)  
A dropdown menu shows "No". Below the question, it states: "If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)". An "Add New Plant/Facility" button is visible.
- TIN is on file. (FAR 52.204-3, FAR 52.212-3)
- For products designated by the Environmental Protection Agency and provided by FULLER, AMY L, does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-5)  
A dropdown menu shows "No".

At the bottom of the form, there are buttons for "BACK TO USER DASHBOARD", "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".

The footer of the page includes the SAM logo, the version number "SAM | System for Award Management 1.0", the IEM version "IEM V1.821.20130326-0005", and the website "WWW1". A note to all users states: "This is a Federal Government computer system. Use of this". Logos for GSA, USA, and USA.gov are also present.



If you selected Add New Person and nothing happened, select the compatibility view button. If you see the word “person” you will need to click on each one and either enter a person or click delete at the bottom of each box.

The screenshot shows the 'Register Entity' page for 'FULLER, AMY L' on the SAM.gov portal. The page is divided into several sections: 'Purpose of Registration', 'Core Data', 'Assertions', 'Representations and Certifications', 'Points of Contact', 'Small Business Certification', and 'Submit Certification'. The 'Representations and Certifications' section is expanded to show 'FAR Response 1'. A dropdown menu is open, showing the name 'AMY FULLER - Owner' and the word 'Person' listed three times. A red arrow points to this dropdown, and a red box with white text says 'You need to have a person's name or delete these.' The page also includes a 'Content Glossary' on the right and a 'BACK TO USER DASHBOARD' button at the bottom left.



When you click on the word person a box will open. You can either add a person or click delete.

The screenshot shows the SAM.gov portal interface. The main content area is titled "Register Entity" and "FAR Response 1" for the entity "FULLER, AMY L". The page includes a "Purpose of Registration" section with a "Page Description" that reads: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)". Below this, there are "Core Data" and "Assertions" sections. The "Representations and Certifications" section is expanded, showing a list of responses. The first response is "FAR Response 1" with a question: "1. Who are the person(s) within FULLER, AMY L responsible for determining prices offered in bids/proposals? (FAR 52.203-2)". An "Add New Person" button is visible next to the question. A modal window titled "Person" is open, showing a form with fields for "Name" and "Title". Below the form are "Close" and "Delete" buttons. A note at the bottom of the modal states: "\*You must click Save and Continue below to complete desired action." The second question in the list is "2. Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14; FAR 52.215-6)". The answer is "No". A third question is partially visible: "3. TIN is on file. (FAR 52.204-3; FAR 52.212-3)". The browser address bar shows "https://www.sam.gov/portal/public/SAM/?portalcomponent=General Services Ad...". The taskbar at the bottom shows "System for Award M...", "Microsoft PowerPoi...", and the time "12:00 PM".





## You can add plants at other locations in this box.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent=...> and the page title "System for Award Manage...". The browser's address bar shows "General Services Ad...". The page content is for a user named "AMY FULLER - Owner".

The main content area displays a question: "2. Does FULLER, AMY L have other plants/facilities at different addresses routinely used to perform on contracts? ( FAR 52.214-14; FAR 52.215-6 )". The answer is "Yes". Below the question, it says: "If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)".

An "Add New Plant/Facility" button is visible. Below it is a form titled "\*Plant/Facility". The form has two sections: "Place of Performance Address :" and "Owner Address :". Each section has fields for "Address Line 1:", "Address Line 2:", "City:", "State/Province:" (with a dropdown menu), "Country:" (with a dropdown menu set to "UNITED STATES"), and "ZIP/Postal Code:". There are "Close" and "Delete" buttons at the bottom of the form. A note at the bottom of the form reads: "\*You must click Save and Continue below to complete desired action.".

The left sidebar contains a navigation menu with items: "FAR Response 3", "FAR Response 4", "Architect-Engineer Response", "Defense Response", "Review", "Representations and Certifications", "Continue to Next Section", "Points of Contact", "Small Business Certification", and "Submit Certification". A "BACK TO USER DASHBOARD" button is also present.

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." applications. The system clock shows "12:01 PM".



# Make sure to answer every question as you go through this section.

https://www.sam.gov/portal/public/SAM/?portal:component=... General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**Representations and Certifications**

- FAR Response 1
- FAR Response 2**
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review Representations and Certifications
- Continue to Next Section

Points of Contact

Small Business Certification

Submit Certification

[BACK TO USER DASHBOARD](#)

5. Is FULLER, AMY L a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? ( [FAR 52.219-2](#) )

No

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: ( [FAR 52.219-2](#) )

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is FULLER, AMY L owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? ( [FAR 52.204-3](#); [FAR 52.212-3](#) )

No

If yes, please provide the company name and TIN for the common parent. ( [FAR 52.204-3](#); [FAR 52.212-3](#) )

Company Name :

TIN :

7. Our records indicate there is not an active exclusion for FULLER, AMY L . Are any of FULLER, AMY L , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? ( [FAR 52.209-5](#); [FAR 52.212-3](#) )

No

8. In the past three-year period, has FULLER, AMY L , or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? ( [FAR 52.209-5](#); [FAR 52.212-3](#) )

No

In the past three years, has FULLER, AMY L been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? ( [FAR 52.209-5](#); [FAR 52.212-3](#) )

No

9. Is FULLER, AMY L , or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8? ( [FAR 52.209-5](#); [FAR 52.212-3](#) )

No

10. Within the past three years, has FULLER, AMY L been terminated for cause (default)? ( [FAR 52.209-5](#); [FAR 52.212-3](#) )

System for Award M... Microsoft PowerPoi...

12:03 PM



Make sure to answer every question as you go through this section.

https://www.sam.gov/portal/public/SAM/?portal:component=... General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

governmental entity with contribution of any of the services described in QUESTION OF (FAR 52.209-5; FAR 52.212-3)  
 No

10. Within the past three years, has FULLER, AMY L been terminated for cause (default)? (FAR 52.209-5; FAR 52.212-3)  
 No

11. Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with FULLER, AMY L. (FAR 52.219-1; FAR 52.212-3)  
 None  
 Add New Joint Venture Company

12. If there are any Small Disadvantaged Businesses participating in a Joint Venture with FULLER, AMY L please list the names of those companies below. (FAR 52.219-2; FAR 52.212-3)  
 None  
 Add New Joint Venture Company

13. Our records indicate that FULLER, AMY L is not participating in a Women Owned Small Business Joint Venture (FAR 52.212-3; FAR 52.219-1)

14. Our records indicate that FULLER, AMY L is not participating in an Economically Disadvantaged Women Owned Small Business Joint Venture. (FAR 52.212-3; FAR 52.219-1)

15. Does FULLER, AMY L provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)  
 No  
 If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)  
 Add New Software

CANCEL PREVIOUS SAVE AND CONTINUE

SAM | System for Award Management 1.0 IBM v1.821.20130326-0005 WWW1

System for Award M... Microsoft PowerPoi... 12:03 PM





# Question 17 is a commonly missed question. The answer to this question is located below the NAICS code box.

16. Our records indicate that FULLER, AMY L has selected the Entity Structure type of Sole Proprietorship (FAR 52.204-3; FAR 52.212-3)

17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small". The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards. The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there. The "Edit" button will return you to the correct location to make these changes. (FAR 52.212-3; FAR 52.219-22)

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
812910	PET CARE (EXCEPT VETERINARY) SERVICES		\$7,000,000.00	Y
812990	ALL OTHER PERSONAL SERVICES		\$7,000,000.00	Y

VIEW MORE

18. Is FULLER, AMY L located in a Small Disadvantaged Business Procurement Mechanism authorized region (see SIC code 15, 16 and 17 for authorized regions)? (FAR 52.219-22; FAR 52.212-3)

19. Does FULLER, AMY L deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? (FAR 52.222-10; FAR 52.212-3)

Answer here



## Another commonly missed question is number 23. Select one of the options.

https://www.sam.gov/portal/public/SAM/?portal:component= General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

19. Does FULLER, AMY L deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? ([FAR 52.222-18](#); [FAR 52.212-3](#))

No

If Yes, has FULLER, AMY L based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. ([FAR 52.222-18](#); [FAR 52.212-3](#))

Not Applicable

20. Has FULLER, AMY L held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? ([FAR 52.222-22](#); [FAR 52.212-3](#))

No

21. Are any end products delivered to the Government by FULLER, AMY L foreign (nondomestic) end products? ([FAR 52.212-3](#); [FAR 52.225-2](#); [FAR 52.225-4](#); [FAR 52.225-6](#); [DFARS 252.225-7000](#); [DFARS 252.225-7020](#); [DFARS 252.225-7022](#); [DFARS 252.225-7035](#))

No

If yes, please list these products and their corresponding country of origin.

Add New Product

22. Has FULLER, AMY L filed all required Equal Employment Opportunity compliance reports? ([FAR 52.222-22](#); [FAR 52.212-3](#))

No

23. Please choose one of the following statements that applies to FULLER, AMY L ([FAR 52.222-25](#); [FAR 52.212-3](#))

FULLER, AMY L has developed and has on file affirmative action programs required by Secretary of Labor regulations.

FULLER, AMY L does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.

FULLER, AMY L has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

24. Does FULLER, AMY L provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? ([FAR 52.212-3](#); [FAR 52.222-48](#))

Choose one

Microsoft PowerPoint - [How to register to do contracts]

System for Award M... Microsoft PowerPoi...

12:04 PM



# Make sure to answer every question as you go through this section.

The screenshot shows the SAM.gov 'Register Entity' page for 'FULLER, AMY L'. The page is titled 'FAR Response 4' and includes a 'Page Description' box stating: 'Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\* \*All questions are mandatory.' The page contains several questions with dropdown menus for answers. Question 25 asks if the entity provides services as described in FAR 22.1003-4(d)(1). The answer is 'No'. Below this, there are two questions asking if services are offered and sold regularly to non-Governmental customers and if services are furnished at established catalog or market prices. Both are answered 'Not Applicable'. Question 26 asks if the entity ensures each service employee spends only a small portion of his/her time on government contracts. The answer is 'Not Applicable'. The page also includes a 'Content Glossary' on the right and a 'BACK TO USER DASHBOARD' button at the bottom left. The taskbar at the bottom shows 'System for Award M...' and 'Microsoft PowerPoi...'.





If you have not selected the NAICS listed you are not required to answer the Architect-Engineer Response questions.

The screenshot shows the SAM (System for Award Management) website interface. The user is logged in as Amy Fuller. The main navigation bar includes links for MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The current page is titled "Register Entity" and is focused on the "Architect-Engineer Response" section. The page displays a list of FAR responses (1 through 4) and a specific question (27) regarding NAICS selection. The user is prompted to complete a questionnaire related to the Federal Acquisition Regulation (FAR). The question text reads: "27. Our records indicate that FULLER, AMY L have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable." Below the question, there are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE". The page also includes a "Content Glossary" on the right side, listing "Architecture-Engineer Response".



Make sure to answer every question as you go through this section.

https://www.sam.gov/portal/public/SAM/?portalcomponent= General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**Certifications**

- FAR Response 1
- FAR Response 2
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response**
- Review Representations and Certifications
- Continue to Next section

Points of Contact

Small Business Certification

Submit Certification

BACK TO USER DASHBOARD

28. Does FULLER, AMY L wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

No

29. Does FULLER, AMY L anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.212-7000; DFARS 252.247-7022)

Not Applicable

30. Does FULLER, AMY L represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)

Not Applicable

If yes, please select the name of the host Country: (DFARS 252.216-7008)

Country: Please select a value

31. Is FULLER, AMY L effectively owned or controlled by a foreign government? (DFARS 252.209-7002)

Not Applicable

If yes, please provide a disclosure point of contact and information about the entity(ies) controlled by a foreign government. (DFARS 252.209-7002)

First Name:

Middle Initial:

Last Name:

Telephone Number:

Extension:

International Code:

Entity(ies) controlled by Foreign Government: (DFARS 252.209-7002)

Add New Foreign Government Entity

CANCEL PREVIOUS SAVE AND CONTINUE

System for Award M... Microsoft PowerPot...

12:06 PM



The box at the bottom of this page must be checked to continue.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent!>. The page content includes a list of FAR provisions:

- [FAR 52.222-18](#): Certification Regarding Knowledge of Child Labor for Listed End Products
- [FAR 52.222-27](#): Previous Contracts and Compliance Reports
- [FAR 52.222-25](#): Affirmative Action Compliance
- [FAR 52.222-48](#): Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification
- [FAR 52.222-52](#): Exemption from Application of the Service Contract Act to Contracts for Certain Services- Certification
- [FAR 52.223-4](#): Recovered Material Certification
- [FAR 52.223-9](#): Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)
- [FAR 52.225-2](#): Buy American Act Certificate
- [FAR 52.225-4](#): Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate (Alternate I & II)
- [FAR 52.225-6](#): Trade Agreements Certificate
- [FAR 52.226-2](#): Historically Black College or University and Minority Institution Representation
- [FAR 52.227-15](#): Representation of Limited Rights Data and Restricted Computer Software

At the bottom of the list, there is a checkbox and the following text:

I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, Amy Fuller, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent FULLER, AMY L in any of the above representations or certifications to the Government.

Below the text are three buttons: "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE". A red arrow points to the checkbox with the text "Check this box.".





# Select yes in the drop down box to continue to the POC page.

https://www.sam.gov/portal/public/SAM/?portalcomponent= General Services Ad... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

Amy Fuller  
LOGOUT

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Register Entity** **Continue to Next Section** FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Purpose of Registration  
Page Description  
Please indicate whether you would like to continue to the next section.

Core Data

Assertions  
Do you want to complete your POC information at this time? Please select a v: **Select**

CANCEL PREVIOUS NEXT

Representations and Certifications

- FAR Response 1
- FAR Response 2
- FAR Response 3
- FAR Response 4
- Architect-Engineer Response
- Defense Response
- Review
- Representations and Certifications
- Continue to Next Section**

Points of Contact

Small Business Certification

https://www.sam.gov/portal/public/SAM/?portalcomponentid=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p...

System for Award M... Microsoft PowerPoi...

12:07 PM



**Enter Accounts Receivable POC information. Please note the format required for the Non-US phone (first four numbers followed by a hyphen then the remaining numbers).**

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/portal.zm?positionId=57fe9a61-c4e1-4066-9610-833f3c3b33e5... General Services Administration [US] man with 22 children

File Edit View Favorites Tools Help

System for Award Man... x

Page Safety

Purpose of Registration

Core Data

**Points of Contact**

POC Details

Submit Certification

BACK TO USER DASHBOARD

Page Description

Please enter the requested information below. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types.

Status In

IGT POC T

POC Type

**Mandatory Points of Contact**

**Accounts Receivable POC**

Title:

First Name:

Middle Initial:

Last Name:

Email:

Phone: \* US or Non US Phone is mandatory

US Phone:  (XXX)XXX-XXXX

Extension:  XXXXXX

Non US Phone:  XXXX-XXXXXXXXXX

US Fax:  (XXX)XXX-XXXX

Notes:

**Electronic Business POC**

Done

Internet | Protected Mode: On



Make sure to enter the first and last name in the proper boxes. This **MUST** be a person's name not a title or company name. The registration process will not be completed without a valid individual's name. If your country has State/Province options you must make a selection from the drop down menu. If not applicable you can leave blank.

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/?portal:componentId=57fe9a6b-c4e1-4068-96b9-82d9e3bbd3e9&f... General Services Administration [US] man with 22 children

File Edit View Favorites Tools Help

System for Award Man...

### Electronic Business POC

Copy From: Please select a value COPY

Title:

First Name:

Middle Initial:

Last Name:

Email:

Phone: US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxx-xxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

Address Line 1:

Address Line 2:

City:

State/ Province: Please select a value

ZIP/Postal Code:

Country: UNITED STATES

Internet | Protected Mode: On 100%

12:56 PM 6/7/2013

Done

WARFIGHTER SUPPORT STEWARDSHIP EXCELLENCE WORKFORCE DEVELOPMENT

60





If you are entering the same information as you entered in your Electronic Business POC you can select copy from Electronic Business POC in the drop down box and click on copy (1)

System for Award Management - Windows Internet Explorer

https://sam.gov/portal/public/.../portal/component/.../re9a6b-c1a-4068-96b9-8289e3bbd3e984

General Services Administration [US]

man with 22 children

File Edit View Favorites Tools Help

System for Award Man...

**Government Business POC**

Copy From:

Title:

First Name:

Middle Initial:

Last Name:

Email:

Phone:  US or Non US Phone is mandatory

US Phone:  (xxx)xxx-xxxx

Extension:  xxxxxxx

Non US Phone:  xxx-xxxxxxxxxxx

US Fax:  (xxx)xxx-xxxx

Notes:

Address Line 1:

Address Line 2:

City:

State/ Province:

ZIP/Postal Code:

Country:

Done

Internet | Protected Mode: On

100%

12:59 PM  
6/7/2013

**1 – Select POC**

**Make selection if applicable**



The optional Points of Contact are hidden at the bottom of the page. This information is optional. You will need to click on Add Optional POC if you wish to enter additional POC's other than those listed in the grey box.

The screenshot displays the SAM System for Award Management interface. At the top, there is a browser window with the URL <https://www.sam.gov/portal/public/SAM/?portal:component=...>. Below the browser window, there is a form with the following fields:

- Extension:  xxxxxxxx
- Non US Phone:  xxx-xxxxxxxxxxx
- US Fax:  (555)555-5555 (xxx)xxx-xxxx
- Notes:

Below the form, there is a section titled "Optional Points of Contact" with an "Add Optional POC" button. A red arrow points to this button with the text "To add Govt. Bus. or E-Biz optional POC's Click here".

Below the "Add Optional POC" button, there is a list of optional POC types:

- Optional POC
- Past Performance POC
- Past Performance Alternate POC
- Party Performing Certification POC

A red arrow points to this list with the text "Click on each POC type listed".

At the bottom of the form, there are buttons for "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE".

The footer of the page contains the following information:

- SAM | System for Award Management 1.0
- IBM v1.863.20130412-1616
- WWW1
- GSA logo
- USA.gov logo
- Note to all Users: This is a Federal Government computer system. Use of this

The taskbar at the bottom shows the following applications: Pandora Radio - List..., System for Award M..., and Microsoft PowerPoi... The system clock shows 7:13 PM.



You can expand each of the tabs in the navigation menu to make sure every page is complete. If you click on each section, the tab expands and you will see either green checks, grey dots or a red x. The red x or grey dot means that you need to return to that section. If you have green checks on every section you can scroll to the bottom of the page and select the submit button.

The screenshot displays the SAM.gov portal interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:component=...>. The page title is "Entity Review" and the user is identified as "FULLER, AMY L". The registration details are: DUNS: 078480614, CAGE Code: 6RNC1.

The left navigation menu is expanded, showing the following sections with green checkmarks:

- Registration Overview
- Purpose of Registration
- Core Data
  - DUNS Information
  - Verify DUNS Information
  - Business Information
  - IRS Consent
  - CAGE or NCAGE Code
  - General Information
  - Financial Information
  - Executive Compensation Questions
  - Proceedings Questions
  - Information Opt-Out
  - Review Core Data
  - Continue to Next Section
- Assertions

A red arrow points to the green checkmarks with the text: "Look for all green checks".

The main content area shows the "Entity Review" section with the following text: "You have completed all sections of your entity's registration in SAM. Please validate that the information below is correct before continuing. Use the EDIT button to make changes to the appropriate sections. If you are satisfied with the information entered previously, please click SUBMIT."

The registration details are:

- DUNS Number: 078480614
- D&B Legal Business Name: FULLER, AMY L
- Doing Business As: (none)

The "Core Data" section is expanded, showing the "Business & TIN Information" section with the following details:

- Business Information:
  - Business Start Date: 01/01/2012
  - Fiscal Year End Close Date: 12/31
  - Company Division Name:
  - Company Division Number:
  - Corporate URL:
  - Congressional District: 3

The "EDIT" button is visible next to the "Business Information" section.





After you select the submit button you need to make sure to get the congratulations page. If you do not, you will need to go back through your registration and select the submit button again.

The screenshot displays the SAM (System for Award Management) website interface. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent>. The page title is "System for Award Management".

The main content area is titled "Register Entity" and "Confirmation Page". It displays the following information:

- Confirmation Page** (FULLER, AMY L)
- DUNS: 078480614 CAGE Code: 6RNC1
- Congratulations!**
- You have completed the registration of your entity. Click the Print Summary button below to be redirected to the Entity Record Page of the Entity Dashboard. This page will allow you to save and print a copy of the completed registration for your records.
- PRINT SUMMARY** button
- BACK TO USER DASHBOARD** button

The left sidebar contains navigation links for: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP, Purpose of Registration, Core Data, Assertions, Representations and Certifications, Points of Contact, Small Business Certification, Submit Certification, Entity Review, and Confirmation Page.

The footer includes the SAM | System for Award Management 1.0 logo, IBM v1.821.20130326-0005 WWW1, and logos for GSA, USA.gov, and the Department of Defense.

A note at the bottom states: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times."



If you click on the print summary button on the congratulations page you can confirm the status of your registration. If it still says work in progress it was not successfully submitted. If it says pending CAGE validation you have successfully submitted.

The screenshot shows the SAM (System for Award Management) portal. The user is logged in as Amy Fuller. The main navigation bar includes: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP, and a search box. The left sidebar contains a navigation menu for the Entity Dashboard, including: Entity Overview, Entity Record, Core Data, Assertions, Reps & Certs, POCs, Exclusions, Active Exclusions, and Inactive Exclusions. A 'BACK TO USER DASHBOARD' button is also present.

The main content area displays the Entity Dashboard for Amy L Fuller. The entity information is as follows:

FULLER, AMY L	415 PINE KNOOLL CT 3-B
DUNS: 078480614 CAGE Code: 6RNC1	BATTLE CREEK, MI, 49014-7700
Status: Submitted	

The 'Entity Overview' section provides more details:

- Entity Information:**
  - DUNS: 078480614
  - Name: FULLER, AMY L
  - Business Type: Business or Organization
  - Registration Status: Submitted
  - Registration is pending CAGE validation.
  - Registration passed IRS Consent validation.
- Exclusions:**
  - Active Exclusion Records? No