



SYSTEM FOR AWARD MANAGEMENT  
(SAM) REGISTRATION

IL PROCUREMENT TECHNICAL  
ASSISTANCE CENTER  
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# SAM.GOV TOPICS

- SAM Overview :What is SAM?
- DUNS Number Requirement
- Information Needed
- New User SAM Registration
- Troubleshooting/Tips
- Future of SAM
- Questions and Answers

## SAM OVERVIEW: WHAT IS SAM?

- System for Award Management (SAM) is a government-wide registry for vendors doing business with the Federal Government.
- SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.
- SAM registration is required to receive any Federal grant award monies and contracts.
- The organization must be registered and have up-to-date information entered into the online system.
- SAM requires annual renewal

## ENTITY REGISTRATION: WHAT IS AN ENTITY?

- In SAM, your company/business/organization is referred to as an “Entity.” You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.gov

# PRE-REQUISITE INFORMATION

- Business entity-Legal business name
  - Email address
  - DUNS Number
  - Type of Organization
  - Business Exact Start Date
  - Company exact address from DUNS
  - TIN/EIN
  - Business Banking Information
    - Account Number
    - Routing Number
    - Bank Telephone Number
- Point of Contact Information**

# DUNS NUMBER REQUIREMENT

- A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.
- Obtaining a DUNS number is absolutely **free** for all entities doing business with the Federal government. This includes current and prospective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.
- [www.dnb.com](http://www.dnb.com)

# FUTURE OF SAM

- Starting on April 4, 2022, the DUNS UEI will be eliminated from SAM, leaving the Unique Entity ID (SAM) as the only UEI. If your company is registering in SAM on or after April 4, 2022, you are no longer required to obtain a DUNS number from D&B as part of the registration process.
- <https://interact.gsa.gov/blog/announcement-unique-entity-id-sam-all-integrated-award-environment-iae-systems>

What is the process to getting Unique Entity ID after April 4th, and how long will it take?

- Starting April 4th, you must request a Unique Entity ID in SAM.
- To start the process, you'll enter your legal company or entity name and address.
- A validation service will display potential matches.
- If you confirm a match, the validation is considered successful and you'll receive your Unique Entity ID immediately. Note: if you go on to complete the full entity registration process, it will take up to 10 business days to complete.
- If you cannot confirm a match, even after editing your legal name and address, you'll need to contact the Federal Service Desk.



## SAM REGISTRATION: GO TO SAM.GOV

- Type in [www.sam.gov](http://www.sam.gov)
- Select Log in to complete authentication and create an account
- On my SAM page, select Entity Registration from the Sub navigation menu and select Register New Entity
- Select your type of Entity
- Select “I only want to apply for federal assistance opportunities, like grants, etc...to the question, “Why are you registering this entity to do business with the US Government
- Validate your DUNS
- Enter Business information
- Develop a 9 digit MPIN
- Enter CAGE; you will be assigned a CAGE Code once SAM is completed
- Provide Financial Information
- Answer the Executive Compensation Questions
- Complete Point of Contacts section

## I SUBMITTED MY REGISTRATION: NOW WHAT?

- You will receive an email confirmation
- Your registration goes through a 2 step verification process; one with the IRS and the second with CAGE.
- You will receive an email when it passes the IRS verification
- The second email you receive, shows it has passed CAGE verification and you will be assigned a CAGE Code and your SAM registration is now active.
- Make note of your anniversary date, this is your deadline to renew after 1 year.

# QUESTIONS?

- Thank You
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The logo for the Illinois PTAC. The word "ILLINOIS" is written in red, uppercase, sans-serif font. Below it, the letters "PTAC" are written in a large, bold, blue, sans-serif font with a white outline and a slight drop shadow. A registered trademark symbol (®) is located at the bottom right of the "PTAC" text.The logo for The Joseph Center. The word "THE" is in a small, green, serif font above the word "JOSEPH". The word "JOSEPH" is in a large, green, serif font. Below "JOSEPH" is the word "CENTER." in a smaller, green, serif font. A registered trademark symbol (®) is located at the bottom right of the "CENTER." text.