



Quick start guide for new foreign registrations

Overview of the SAM Registration Process

1. All vendors and contractors who receive awards over \$35,000 USD are required to register in the System for Award Management in order to do business with the U.S. Government.
2. Start early! The entire registration process takes the average vendor 2-3 months to complete
3. **SAM is FREE** to apply and renew. There is NO CHARGE to register or maintain your registration record in SAM. (**Be extremely suspicious of official looking emails asking for \$\$\$ to renew your SAM registration**).

Registering in SAM is a 3-step process

Oh Yes! IT'S
FREE

1. Request a **DUNS** number for free at:

<http://fedgov.dnb.com/webform>. This takes up to 5 business days.

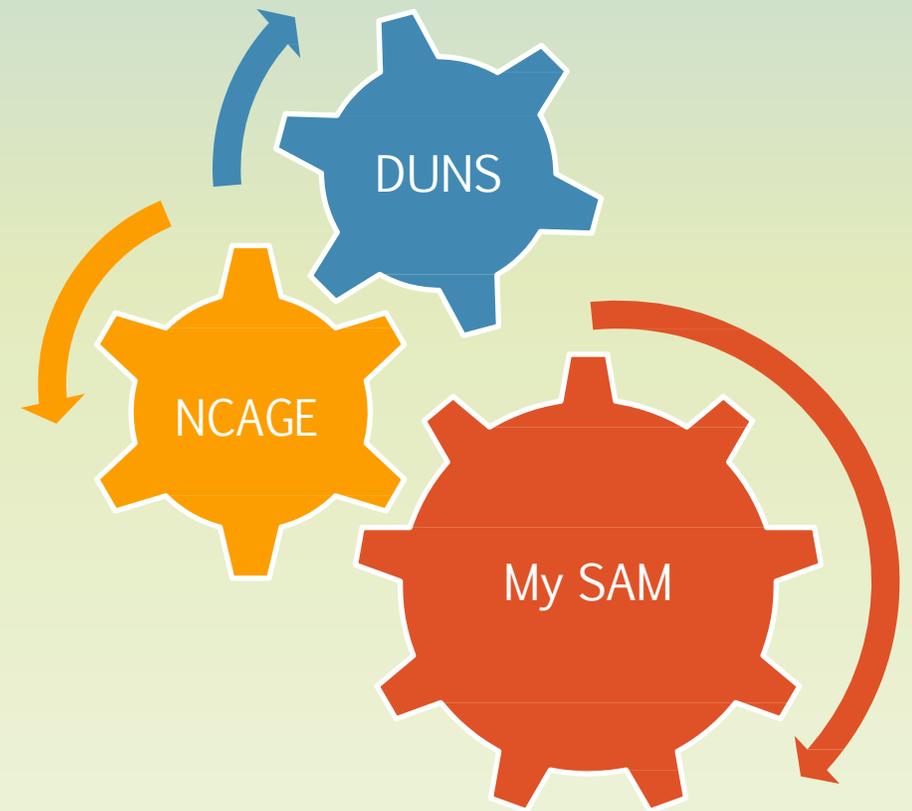
2. **Obtain NCAGE Code for free** (takes up to 3 business days)

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

The name and address information you provide for NCAGE **must be exactly the same** as what you used for your DUNS.

Tip: Do NOT use any special characters in the address – use one space instead. (Ex: 39/899 Canberra Road → 39 899 Canberra Road)

Tip: Copy and paste the address from DUNS to NCAGE to ensure they are exactly the same.

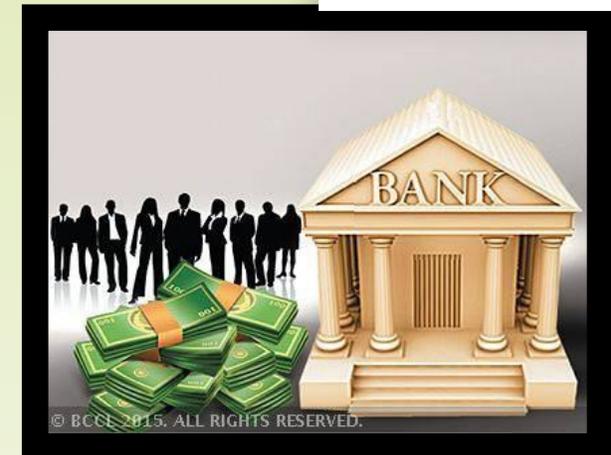


Gather the following information

- Banking information
- Average sales per year for past 3 years
- Total number of staff (full & part time) during the past 12 months
- Point of contact information including phone numbers, addresses, and emails.



PREPARED BY ARISNA/GSO/PROCUREMENT, US EMB BKK



Request a DUNS number

1. Register for a DUNS number
<http://fedgov.dnb.com/webform> then select 'Click here to request your D-U-N-S.....'

http://fedgov.dnb.com/webform/index.jsp

System for Award Management CCR Webform : Home

D&B
Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the Online DUNS Request Portal

**Begin D-U-N-S Search/
Request Process**

**About the D&B
D-U-N-S Number**

**Frequently Asked
Questions (FAQ)**

**D&B, CCR, Grants
Contacts**

**D&B's Privacy
and Data Policy**

Accessibility

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

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

Requesting a DUNS number

- ✓ Fill in your company's name in the 'Legal Name' tab.
- ✓ At the Legal Structure tab, drop down then select type of business that relates to yours: - Corp, Govt, Co., Ltd. Part etc.

D-U-N-S Number Request > Search > **Enter Your Company Information >**

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	ABC Company Limited
Legal Structure	Limited Liability Company
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	66022542994
Physical Address	
Street	Silom
City	Bangkok
State	
Zip Code + 4/Postal Code	10500
Country	THAILAND
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	
State	
Zip Code + 4/Postal Code	
Country	Select one
Organization Information	
Executive Name	Mr. A
Title	Gen Mgr
Primary SIC code	721110
Description of Operations	Hotels

Important Remember: the name and address you enter here MUST match the data you enter for NCAGE and SAM!

Requesting a DUNS number

Organization Information

? Executive Name

Title

? Primary SIC code

? Description of Operations

? Socioeconomic Data

? Number of Employees(includes owners, partners, and/or officers)

? Annual Sales or Revenue

? Parent Organization (optional)

Name

Street

City

State

Zip Code + 4/Postal Code

Country

? Notes (optional)

[Submit Your Request](#)

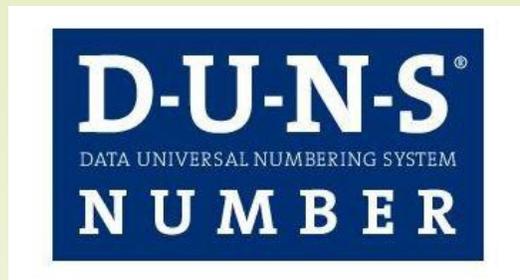
If you have technical difficulties, please contact govt@dnb.com

© Dun & Bradstreet Inc., 2009

- Must complete all the required Information, for example:-
 - Executive name
 - Title
 - Type of business (Description of Operations)
 - Number of Employee
 - Annual Sales or Revenue
 - Parent Organization (Optional)

Unofficial YouTube Guidance on applying for DUNS

- <https://www.youtube.com/watch?v=1ykhU7hQrSg> by Rick Otero; 2010
- <https://www.youtube.com/watch?v=Balk4jJhy9M> by Mark Ryan; 2013
- <https://www.youtube.com/watch?v=pKslNotv7Sw> by Shawn Herring; 2014
- https://www.youtube.com/watch?v=9z38KY9z_eQ by Houston Mcmillen; 2015



Request an NCAGE Code

Request an NCAGE code

- Enter below link on the IE/Chrome browser then follow the instruction

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

- Fill in your company's name and insert 'Australia' for country, hit the search button on the page. If your company's name is not there, click 'Request New' at the right bottom of the page.

- Note: If you see your company name in the list, and the address does NOT match your DUNS address exactly, the SAM registration will fail. The addresses MUST match. Do not use any special characters in the company name or address.

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-L-WEB | NMCR-L Offline | CAGE/NCAGE Code Request | ACodP2/3

Home > CAGE/NCAGE Code Request

This [link](#) is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureaus.

Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name

Postal Code

Phone Number

Identification Number (IDN)

Country

City

Results

(N)CAGE	Organization Name	City	Postal Code	Country	Status
SZJ85	AMERICA & THAI LTD. PARTNERSHIP	AYUDTHAYA	13140	THAILAND	A

Request New

Request an NCAGE code

Request



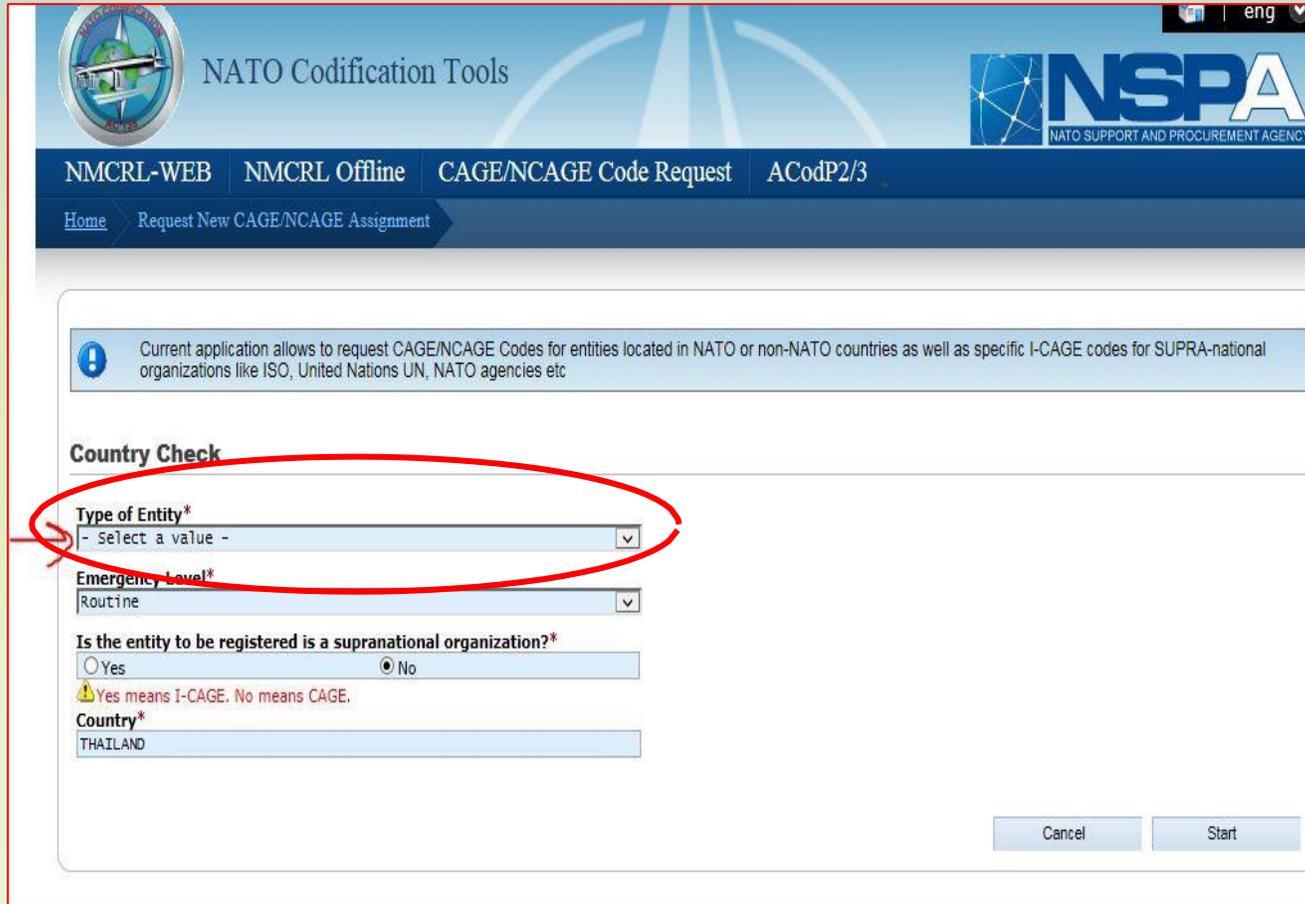
The screenshot shows the NATO Codification Tools website. The header includes the NATO logo, the text "NATO Codification Tools", and the NSPA logo (NATO Support and Procurement Agency). Navigation tabs include "NMCRL-WEB", "NMCRL Offline", "CAGE/NCAGE Code Request", and "ACodP2/3". The "CAGE/NCAGE Code Request" tab is active. Below the header, there is a link to a document explaining CAGE/NCAGE procedures. The main section is titled "Search Criteria" and contains several input fields: "CAGE/NCAGE Code", "Organization Name" (with "ABC" entered), "Country", "City", "Postal Code", "Phone Number", and "Identification Number (IDN)". A "Request New" button is located at the bottom right of the form, circled in red. On the left side of the form, there are two arrows: a red arrow pointing to the "Organization Name" field and a green arrow pointing to the "Country" field. Below the search criteria, there is a "Results" section with a table header: "(N)CAGE", "Organization Name", "City", "Postal Code", "Country", and "Status". The table body contains the text "No matching (N)CAGE codes were found".

- Complete required info on this page, then select 'Request New'

Avoid Using Punctuation Marks



Request an NCAGE code



NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-L-WEB | NMCR-L Offline | **CAGE/NCAGE Code Request** | ACodP2/3

[Home](#) | Request New CAGE/NCAGE Assignment

! Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

Country Check

Type of Entity*
- select a value -

Emergency Level*
Routine

Is the entity to be registered is a supranational organization?*
 Yes No

! Yes means I-CAGE. No means CAGE.

Country*
THAILAND

Cancel Start

- Select type of business that applies to yours.

A Private Company
A Governmental Entity
An Individual
Other

Request an NCAGE code

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCRL-WEB NMCRL Offline CAGE/NCAGE Code Request ACodP2/3

Home Request New CAGE/NCAGE Assignment

Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

Country Check

Type of Entity*
A Private Company

Emergency Level*
Routine

Is the entity to be registered is a supranational organization?*

Yes No

Yes means I-CAGE. No means CAGE.

Country*
PARSED BY ARISNA/GSO/PROCUREMENT

Cancel Start

- Select “Routine” on the 2nd data field for “Emergency Level”
- Click “No” on the 3rd data field
- Select “AUSTRALIA” on the 4th data field
- Click “Start” at bottom of the page on the right side

Request an NCAGE code

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-WEB | NMCRL Offline | CAGE/NCAGE Code Request | ACodP2/3

Home | Request New CAGE/NCAGE Assignment

Information related to the CAGE/NCAGE request initiator (data not recorded in the CAGE/NCAGE database). Please make sure your email address is valid, if not your request won't be processed.

Step 1 of 4: Initiator Data

First Name*
A

Last Name*
AB

Organization Name
ABC Company Limited

Address
[Redacted]

Country
[Redacted]

Email*
ABC@gmail.com

Phone Number
6602444444

Fax Number
6602444445

Cancel Previous **Next**

- Step 1: Complete all the required info:-full name, full organization's name and address (exactly the same as appeared on your actual company's registration certificate). This MUST match the information in DUNS.

Complete NCAGE Data

Details of your request.

Initiator Data

First Name A	Country THAILAND
Last Name AB	Email ABC@gmail.com
Organization Name ABC Company Limited	Phone Number 6602444444
Address 123 Wireless Road Pathumwan Bangkok	Fax Number 6602444444

(N)CAGE Data

Organization Data - Generals

Organization Name ABC COMPANY LIMITED	Identification Number (IDN)
Country THAILAND	State
Is the entity to be registered a supranational organization? No	

Organization Data - Geographical Location

Street (line I) 123 WIRELESS ROAD PATHUMWAN	City BANGKOK
Street (line II)	Postal Code 10330

Organization Data - Postal Location

Post Office Box	City
	Postal Code

Organization Data - Contact

Fill NCAGE Data:

- ✓ Organization's name
- ✓ Country and address (without any special character / ,) city postal code



Looking up the Standard Industrial Code (SIC)

The screenshot shows the SICCODE.com website. At the top, there is a navigation bar with links for Home, SIC Codes, NAICS Codes, Business Lists, Resources, and Marketplace. A search bar is present with the text "Keyword or Code" and a magnifying glass icon. To the right of the search bar, there is a button that says "Find new customers with verified business leads" and another button that says "Get Free Quote".

On the left side, there is a sidebar with a logo for "Dun & Bradstreet® Reports" and a green button with a right-pointing arrow. Below the logo, there is text that says "Do You Have a DUNS Number? Get Your Free Business Report Now!".

The main content area has a heading "What is a SIC Code?". Below this heading, there is a paragraph of text explaining that SIC codes are four-digit numerical codes assigned by the U.S. government to business establishments. It also mentions that the classification was developed to facilitate the collection, presentation and analysis of data. Below this paragraph, there is another paragraph explaining that the SIC system arrays the economy into 11 divisions, that are divided into 83 2-digit major groups, that are further subdivided into 416 3-digit industry groups, and finally disaggregated into 1,005 4-digit industries.

Below the text, there is a heading "What is a Primary SIC Code?". Below this heading, there is a paragraph of text explaining that each and every company will have a primary SIC code. This number indicates a company's primary line of business. What determines a company's primary SIC code is the code definition that generates the highest revenue for that company at a specific location in the past year.

Below the text, there is a green button that says "SIC Code Registration >>>".

Below the button, there is a heading "How to Read a SIC Code". Below this heading, there is a paragraph of text explaining that the first two digits of the code identify the major industry group, the third digit identifies the industry group and the fourth digit identifies the industry.

Below the text, there is a heading "Example". Below this heading, there is a table with four rows and two columns. The first column lists the level of classification (Division, Major Group, Industry Group, Industry) and the second column lists the corresponding SIC code (20-39, 25, 252, 2521). To the right of the table, there are four blue buttons with white text that correspond to the industry names: "Manufacturing", "Furniture and Fixtures", "Office Furniture", and "Wood Office Furniture".

At the bottom of the page, there is a small note that says: "Note: The digit '9' is used in the third or fourth digit position of the classification code to designate miscellaneous industries not elsewhere classified (NEC). These miscellaneous classifications are not comprised of homogeneous primary activity groups. They are grouped together and treated as a separate industry in order to retain the".

PREPARED BY ARISNA/GSO/PROCUREMENT, US EMB BKK

- Log on to <http://www.naics.com/standard-industrial-code-divisions/?code=47>
For example: Hotel's SIC is 721110
- Janitorial Service is 561720
- Landscaping/ground keeping is 561730

link:

<http://www.naics.com/standard-industrial-code-divisions/?code=47>

Complete NCAGE Data

Step 2 of 4: (N)CAGE Data

Organization Data - Generals

Organization Name*
ABC COMPANY LIMITED

Country
THAILAND

Identification Number (IDN)

State

Organization Data - Geographical Location

Street (line I)*
123 WIRELESS ROAD PATHUMWAN

Street (line II)

City*
BANGKOK

Postal Code*
10330

Organization Data - Postal Location

Post Office Box

City

Postal Code

Organization Data - Contact

Phone Number
66024444444

Fax Number
66024444445

Email*
ABC@gmail.com

Website URL

Organization Data - Additional Information

Organization Code

National Standard Industrial Classification Code (NSICC)

Classification System of Economic Activities (NACE)

Universal Standard Product And Services Classification (UNSPSC)

North American Classification System (NAICS)
721110

Common Procurement Vocabulary Code (CPVC)

Cancel Previous **Next**

- Step 2: Input NCAGE Data: Organization Data-Contact including telephone, fax number, email
- Input NAICS number in the 'Additional Info, then select 'NEXT'

Complete NCAGE Data

Additional information related to your request (not recorded in the CAGE/NCAGE database).

Step 3 of 4: Request Data

Organization Data - Generals

Type of Entity
A Private Company

Questionnaire - Type of activity

Development of Public Standards*
 Yes No

Designer of Goods*
 Yes No

Manufacturer of Goods*
 Yes No

Vendor of Goods*
 Yes No

Service Provider*
 Yes No

Other

Questionnaire - Future business

The CAGE Code Needed for an Invitation to Tender*
 Yes No

A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed?*
 Yes No

Questionnaire - Former CAGE code

A CAGE Code Was Previously Allocated*
 Yes No

Cancel Previous **Next**

- Step 3: Request Data

Select either 'Yes' or 'No' that applies to your business.

Complete NCAGE Data

Organization Data - Contact	
Phone Number 6602444444	Email ABC@ma11.com
Fax Number 6602444445	Website URL
Organization Data - Additional Information	
Organization Code	Universal Standard Product And Services Classification (UNSPSC)
National Standard Industrial Classification Code (NSICC)	North American Classification System (NAICS) 721110
Classification System of Economic Activities (NACE)	Common Procurement Vocabulary Code (CPVC)
Request Data	
Organization Data - Generals	
	Type of Entity A Private Company Other
Questionnaire - Type of activity	
Development of Public Standards No	Vendor of Goods No
Designer of Goods No	Service Provider Yes
Manufacturer of Goods No	Other
Questionnaire - Future business	
The CAGE Code Needed for an Invitation to Tender Yes	The CAGE Code is Requested by the System for Award Management (SAM) Yes
A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed? No	
Questionnaire - Former CAGE code	
A CAGE Code Was Previously Allocated No	
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Create"/>	

- Review the data that you have input carefully
- Answer all the questions by selecting 'Yes' or 'No' that applies to your business.
- Then select 'Create' button

NCAGE CODE

- Legal Business Name and Address **must match** the information entered in D&B DUNS

 - If punctuation, spelling, or is different in the systems, (D&B DUNS, NCAGE, and SAM) ○ **Registration in SAM will fail**
 - **If your SAM registration is unsuccessful**, follow the instructions provided, which may indicate that you do not have a D&B DUNS number or NCAGE Code, or NCAGE Code, or information **does not match exactly**

NCAGE Support

- For help outside the U.S. 1-269-961-7766
- Email: NCAGE@dlis.dla.mil
- Recommend to use Internet Explorer for better results

Internet Explorer

- http://www.dlis.dla.mil/Forms/Form_AC135.asp
- For assistance with your CAGE Code you may email questions to dlacustomercenter@dla.mil or call 1-877-352-2255 (toll free) or 661-7766 (DSN). DLA Customer Interaction Center Agents are available 24 hours a day, 7 days a week, including holidays.



Registering in SAM

1. Log on to www.sam.gov in your internet browser (IE) address bar.

www.sam.gov

View assistance for SAM.gov

SAM
SYSTEM FOR AWARD MANAGEMENT

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](#)

WHAT IS SAM? [Need Help?](#)



Registering in SAM

- 2. Create a SAM individual user account (be sure to validate your email address to activate the user account), then login.

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". Below the logo, there are fields for "USER NAME" and "PASSWORD", a "LOGIN" button, and links for "Forgot Username?" and "Forgot Password?". A "Create an Account" link is also present. The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". The "REGISTER/UPDATE ENTITY" column contains a red circle around the "Register/Update Entity" button, with a red number "3" above it. The "CREATE USER ACCOUNT" column contains a red circle around the "Create User Account" button. The "SEARCH RECORDS" column contains a "Search Records" button. At the bottom, there is a "Need Help?" button.

- 3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.

Registering in SAM

4. Select your type of Entity, most likely “Business or Organization.” Definitions are in the Content Glossary on the right side of the page.
5. Select why your are registering in SAM. Most will select “Federal Contracts”.
6. Complete all the required information that has a red asterisk (*) next to the name of the field.
7. Make sure to hit (Submit) after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration. What happens next?

Registering in SAM

Tips: If you do not pay U.S. taxes → do NOT enter a TIN or select TIN type. Leave these fields blank.
This applies to nearly all of our Australian vendors.

- Use only the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
- Be sure to select “Foreign Owned and Located” on the General Information Page
- Australian vendors should NOT provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do, it can only be for a U.S. bank.

Make sure to hit (Submit) after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration.

Registering in SAM

- Start early and plan ahead! ▪
- Give yourself plenty of time before your contract application deadline, and check on your renewal date.
- SAM is valid for one year and then must be renewed. Start the renewal process early to avoid missing out on any contracts or extensions.
- There is NO FEE for registering or renewing in SAM. Do NOT use any third-party vendor for renewal

