



**United States Embassy
Freetown
Sierra Leone
Tips for Registering in SAM
(Non-U.S. Companies)**

The U.S. Government can only do business with companies which are registered in the System for Award Management (SAM). Currently, for awards of both goods and services, any award of \$30,000 or more made by the U.S. Embassy Freetown may only be made to a vendor which is registered in SAM. The registration increases visibility of vendor sources (including their geographical locations) for specific supplies and services and establishes a common source of vendor data for the Government.

The dollar value may change at any given time, lowered or raised. It's important that companies/businesses register in the SAM database in order to take advantage of various business opportunities with US Embassy Freetown.

Special Note: If you think your company is already registered in SAM, go to the SAM website at www.sam.gov, click on search and verify that your company is indeed registered. If your company is registered, you will get a result that shows your company as an entity. Click View Details and you will be able to see your company's Activation Date and Expiration Date. Only after a SAM registration is completed and fully validated can a vendor be considered to have a current, active registration in SAM.

Many businesses/ firms get a **DUNS Number or an NCAGE Number** and then assume that their company is fully SAM registered. This may not be true. There is more to the process than getting these two numbers. You must also complete your registration in SAM.

SAM Registration – Who Must Register?

Any vendor required by a United States Contracting Officer to register.

Who must get a DUNS Number?

Any vendor that is required by a United States Contracting Officer (CO) to be registered in SAM must have a DUNS Number.

Who must get an NCAGE (NATO Commercial and Government Entity) Number/ code?

Any vendor that is required by a United States Contracting Officer (CO) to be registered in SAM must have an NCAGE number.

How to Register

To begin registration, read everything in this document(s) completely and follow instructions on the registration websites exactly. In almost all cases where people have had problems, we find that they have not followed instructions indicated in the websites.

Make sure you become familiar with the entire registration process before entering any data. Read everything below carefully and take notes or make screen shots placed in folders. Pay particular attention to anything that is underlined. Go through all available slideshows systematically and take notes/ screen shots before starting. After carefully reading everything below and after becoming familiar with the process, start at the beginning, follow instructions *exactly*, and enter data.

A. DATA UNIVERSAL NUMBERING SYSTEM

- Click the below link to request your D-U-N-S number via the web
<http://fedgov.dnb.com/webform>
- Select the country or territory where your company is physically located, then click continue
- DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;
- Enter the following information for companies located in Sierra Leone and click the submit button to execute your search
 - (a) Business Name
 - (b) Street
 - (c) City
 - (d) Phone (232XXXXXXXX)
 - (e) Enter the verification code
 - (f) Click submit
- If you have registered previously with D&B, your company details will appear with the option of modifying your information
- if your company is not registered with D&B, click on request a New D-U-N-S Number
- follow/ complete all instructions as directed / indicated in this web page paying attention to the following:
 - (a) Zip code (232 22)
 - (b) State (Western Area, Southern Province, and Eastern Province- as the case might be)
 - (c) Primary Standard Industrial Classification (SIC Code)
 - (d) Click on SIC Manual
 - (e) Select your SIC Division Structure (eg Division A: Agriculture, Forestry, And Fishing. (f) Major Group 01: Agricultural Production Crops)

(g) Write down or input your SIC code (eg 0112- Rice)

- Socioeconomic Data- select No special ownership status
- Annual Sales or revenue- indicate only figures, NO SPECIAL CHARACTERS – eg \$, Le etc
- Click submit your request
- Complete your contact information details- as submitted earlier
 - (a) First Name
 - (b) Last Name
 - (c) Title
 - (d) Phone
 - (e) Email Address
- Select federal government Contractor or Vendor
- Click on Yes
- Enter the verification code
- Click on Submit your request and you will receive a message in your email account indicating your registration. The below is an example:

From: <govt@dnb.com<<mailto:govt@dnb.com>>>
Date: Wed, May 31, 2017 at 8:46 AM
Subject: Fulfilled New DUNS Request - Tracking ID : 1234567
To: someone1234@yahoo.com <<mailto:someone1234@yahoo.com>>

THIS IS AN AUTOMATED MESSAGE GENERATED BY THE D&B D-U-N-S REQUEST PORTAL.

D&B has fulfilled your D-U-N-S number request. Your SAM registration can begin in 24 hours by going to <http://sam.gov>.

For questions about the SAM registration process, please contact the FSD help desk at 334-206-7828 <[tel:\(334\)20206-7828](tel:(334)20206-7828)> or visit www.fsd.gov <<http://www.fsd.gov>> for more information.

For questions about your D-U-N-S Number, please contact D&B in the U.S. via email SAMhelp@dnb.com <<mailto:SAMhelp@dnb.com>>.

Your D-U-N-S Number is 123456789
for
Someone Enterprises
1 Someone Drive, Freetown, Western Area, 232 22 SIERRA LEONE

This email is UNCLASSIFIED.
ref:_00D306len._500a01Llw7e:ref

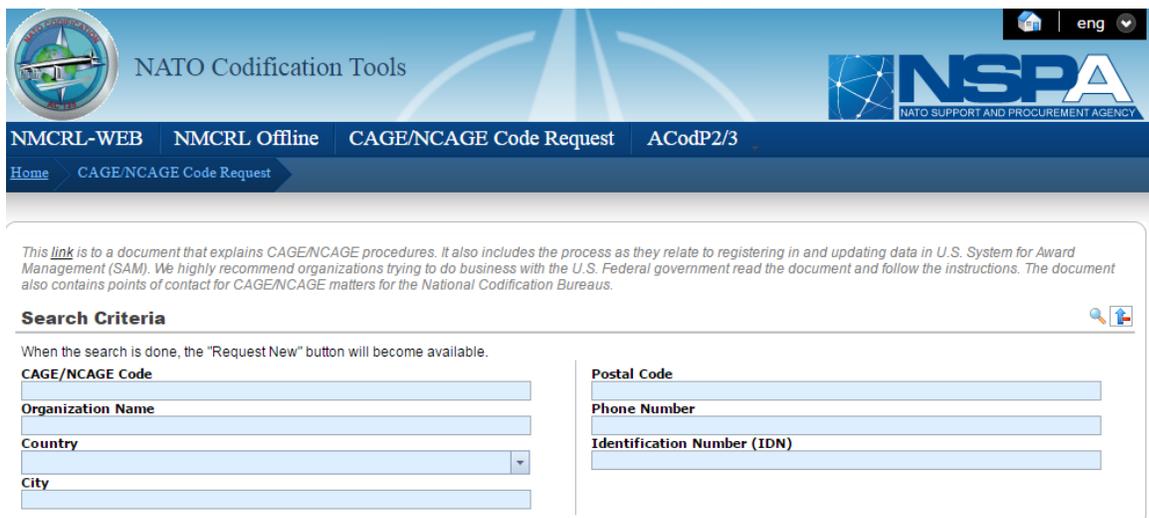
This e-mail (and any attachment) is strictly confidential and for use only by intended recipient(s). The opinions therein expressed are those of the author. Its contents, therefore, do not represent any commitment between the company and the recipient(s) and no liability or responsibility is accepted by the company for the above mentioned content. If you are not an intended recipient(s), please notify the author promptly and delete this message.

- For assistance for DUNS contact the following:
 - a. For questions about your D-U-N-S Number, please contact D&B in the U.S. via email SAMhelp@dnb.com<<mailto:SAMhelp@dnb.com>>.
 - b. Toll Free (+1)334-206-7828 or visit www.fsd.gov for more information

B. NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE

- Type or click on the below link to request (N)CAGE

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



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). Below the header is a navigation bar with links for "NMCR-WEB", "NMCR Offline", "CAGE/NCAGE Code Request", and "ACodP2/3". The main content area features a search criteria form with the following fields: "CAGE/NCAGE Code", "Organization Name", "Country", "City", "Postal Code", "Phone Number", and "Identification Number (IDN)". A search icon is located to the right of the form.

- If you do not have a CAGE/ NCAGE number, fill in the details of the search criteria (Organization Name, Country, City, Postal Code, Phone Number and DO NOT fill / complete the Identification Number {IDN} row.
- Click the search icon 
- Click request new if no matching (N) CAGE codes were found

- Complete all fields for the country Check and insure to indicate NO for the supranational organization row
- Click on Start
- Complete all fields for step 1 of 4: initiator Data and click Next
- Complete all fields for step 2 of 4: (N) CAGE Data
- If you do not have details of Organization Data- Additional Information, please do not fill
- Click next
- Complete the required fields for step 3 of 4: Request Data
- Click Next
- Complete details of your request page will appear, you then have the opportunity to review/ edit your details
- Click create
- A message will appear notifying you of the success of your (N)CAGE request

The screenshot shows the NATO Codification Tools interface. At the top, there are logos for NATO Codification Tools and NSPA (NATO Support and Procurement Agency). Below the logos is a navigation bar with links: NMCRL-WEB, NMCRL Offline, CAGE/NCAGE Code Request, and ACodP2/3. A breadcrumb trail shows 'Home' > 'CAGE/NCAGE Code Request'. The main content area contains a search criteria form with the following fields: CAGE/NCAGE Code, Organization Name, Country, City, Postal Code, Phone Number, and Identification Number (IDN). A success message is displayed in a pop-up window:

New (N)CAGE Request Success
 Your request REF SL17139699896 has been pre-recorded and a VALIDATION Email transmitted to your mailbox gamangak@outlook.com. You have to CONFIRM your request by CLICKING on the link embedded in the Email.

Ok

- Click OK
- Please endeavor to sign in into your mail and approve your (N) CAGE request. The below is an example:

Thank you very much for your interest in the NCAGE database.

Your NCAGE registration request is pre-recorded in our system with the following data:

[click here to see your request](#)

Your request will be activated once we have received your confirmation by clicking on

the following validation link

<https://eportal.nspa.nato.int/ac135public/scage/requestvalidation.aspx?requestid=62e8ae17-e0c7-417f-9d99-362053f16987>

If needed you may contact the NCAGE team (ncage@nspa.nato.int) and refer to the following request Number SL17151701436.

NOTE: Timeframes for CAGE creation differs based on the priority chosen: Emergency – 1 day, Accelerated – up to 1 week, Routine – up to 2 weeks. You will receive your CAGE via email.

your request has been validated

➤ *For assistance for NCAGE contact the following:*

a. ncage@nspa.nato.int

Special Note – If you are completely stuck, follow instructions in **HELP!!!!!!!!!!!!!!!** in each section. In all cases when corresponding with D&B about DUNS numbers, state that you're bidding on Federal contracts and you would like to get a DUNS number. ***You should never be charged for a DUNS and NCAGE number*** when your intent is to bid on Federal contracts.

There are several things you can do to increase your chances of success.

- **First, note that the registration process changes occasionally. Follow the most up-to-date instructions on the webpages you visit. The tips listed below may help, but the instructions found in the webpages are the most important and most current.**
- **Follow all instructions exactly, especially those on the websites.**
- **Read this *entire document*. Read the complete instructions on any website you visit before you start working.**
- **In the process of registration, you will register for both a DUNS Number and an NCAGE Number. Both are required to complete registration in SAM.**
- **Clear your browser cache/history before beginning the registration process**
- **Always scroll Internet pages up and down. Not every browser will show the complete page.**
- **Always actively mouse click on any or button or any other link. If you use the Enter button when you should mouse click, you may be kicked out.**
- **After actively mouse clicking, wait and wait and wait, sometimes up to two minutes, for the system to respond.**

- *Pay attention to the instructions for the use of spaces and special characters (! @#\$%&*). Some steps, particularly user names and passwords, require special characters. In some places special characters and spaces are prohibited when registering for DUNS*

Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dnb.com

SIERRA LEONE ▼ **Continue**

- *If the systems continue to allow it, you can apply for both a DUNS number and an NCAGE number at the same time, since it is not necessary to have a DUNS number before getting an NCAGE code, nor is it necessary to have an NCAGE code before getting a DUNS number.*
- *However, both are needed before a vendor can complete SAM registration. Since NCAGE Codes can take significantly longer to obtain than DUNS numbers, we recommend submitting the NCAGE request first.*
- **After getting DUNS and NCAGE numbers, you will have to wait, probably about 8 days or less, before registering in SAM. Both the DUNS and NCAGE systems need to update and talk to each other before SAM registration can begin.**
- **If you are a foreign vendor (a vendor not located in the USA), one way to help ensure the information for the DUNS number and the NCAGE code are the same is to apply for them at the same time, perhaps also copying and pasting from one request form to the other.**
- **Note that the Legal Business Name and address provided to Dun and Bradstreet for the DUNS number must exactly match (including spelling, capitalization, punctuation and spacing) the Legal Business Name and address provided to NATO for the NCAGE code.**

- **Also note that the information on each line item must match exactly. For example, if there are two lines for the street address and you put your street address in line #1 in the DUNS registration form, you must put your street address in line #1 in the NCAGE registration form.**

- **The DUNS number name and address information will be fed automatically into SAM from the Dun and Bradstreet database. SAM will also check BINCS (the database for NCAGE Codes) for the NCAGE Code as well as the name and address, if the information for the DUNS number does not match the information for the NCAGE Code, SAM will be unable to complete the validation of the SAM registration.**

- **When registering in SAM, foreign vendors should keep in mind that since SAM is used to register for U.S. federal government business, the questions it asks are asked from the U.S. point of view.**

- **For example, when SAM asks whether the vendor is a small business, this refers only to small businesses based in the U.S. Foreign vendors are always considered to be “other than small” or “large.”**

- **When SAM asks for ABA Banking information and other Electronic Funds Transfer (EFT) information, note that SAM is only equipped to handle EFT information in U.S. format. If this information is in another, non-U.S. format, leave this information blank in SAM.**

- **Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it blank.**

- **Please pay special attention to which fields are required and not required, and which fields should be left blank. The registration will not validate unless the correct fields are filled out with the correct information.**

Good luck! We look forward to hearing from you!!!!!!!

After completing the registration process, send us your SAM registration information! (*With your DUNS and NCAGE numbers*). Please send to FreetownGSO, Contract: FreetownGSOContract@state.gov. In the future, make sure you include your SAM information on all profomas and quotations.

