



**UNITED STATES EMBASSY FREETOWN  
SIERRA LEONE.**

**May 2017.**

**How to enter a new Foreign registration in SAM to  
do Contracts/ Blanket Purchase Agreement with  
the United States Embassy Freetown, Sierra Leone.**

You will receive an email from Dun&Bradstreet with your DUNS number. After 5 business days 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.

The screenshot shows the SAM (System for Award Management) website homepage. At the top, there is a navigation menu with the following items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation menu, there are three main sections, each with a button:

- CREATE USER ACCOUNT**: This section explains that CCR usernames will not work in SAM and that a new SAM User Account is needed to register or update entity records. It includes a button labeled "Create User Account".
- REGISTER/UPDATE ENTITY**: This section states that users can register their Entity (business, individual, or government agency) to do business with the Federal Government. It includes a button labeled "Register/Update Entity".
- SEARCH RECORDS**: This section describes that all entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. It includes a button labeled "Search Records".

A red arrow points to the "Create User Account" button. Below these sections, there is a "WHAT IS SAM?" section with a "Need Help?" button. The "WHAT IS SAM?" section states: "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." Below this, there are three columns of links: "NEWS AND ANNOUNCEMENTS", "USER GUIDES/HELPFUL HINTS", and "FORMER CCR REGISTRANTS". At the bottom, there is a "Service Desk" link.

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

https://www.sam.gov/portal/public/SAM/?portal:componen... General Services Ad... Pandora Radio - Listen to Free ... System for Award Manage...

File Edit View Favorites Tools Help

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

## Create an Account

Choose Account Type

### Individual Account Details

**Create an Individual User Account**

- \* To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- \* To create and manage exclusion records (legacy EPLS functionality).
- \* To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

**Select**

### System Account Details

**Create a System User Account**

- \* If you need system-to-system communication or you are automating your system pull of the data.
- \* If you are performing data transfer from SAM to your government database system.

USER NAME  PASSWORD

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

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

2:08 PM

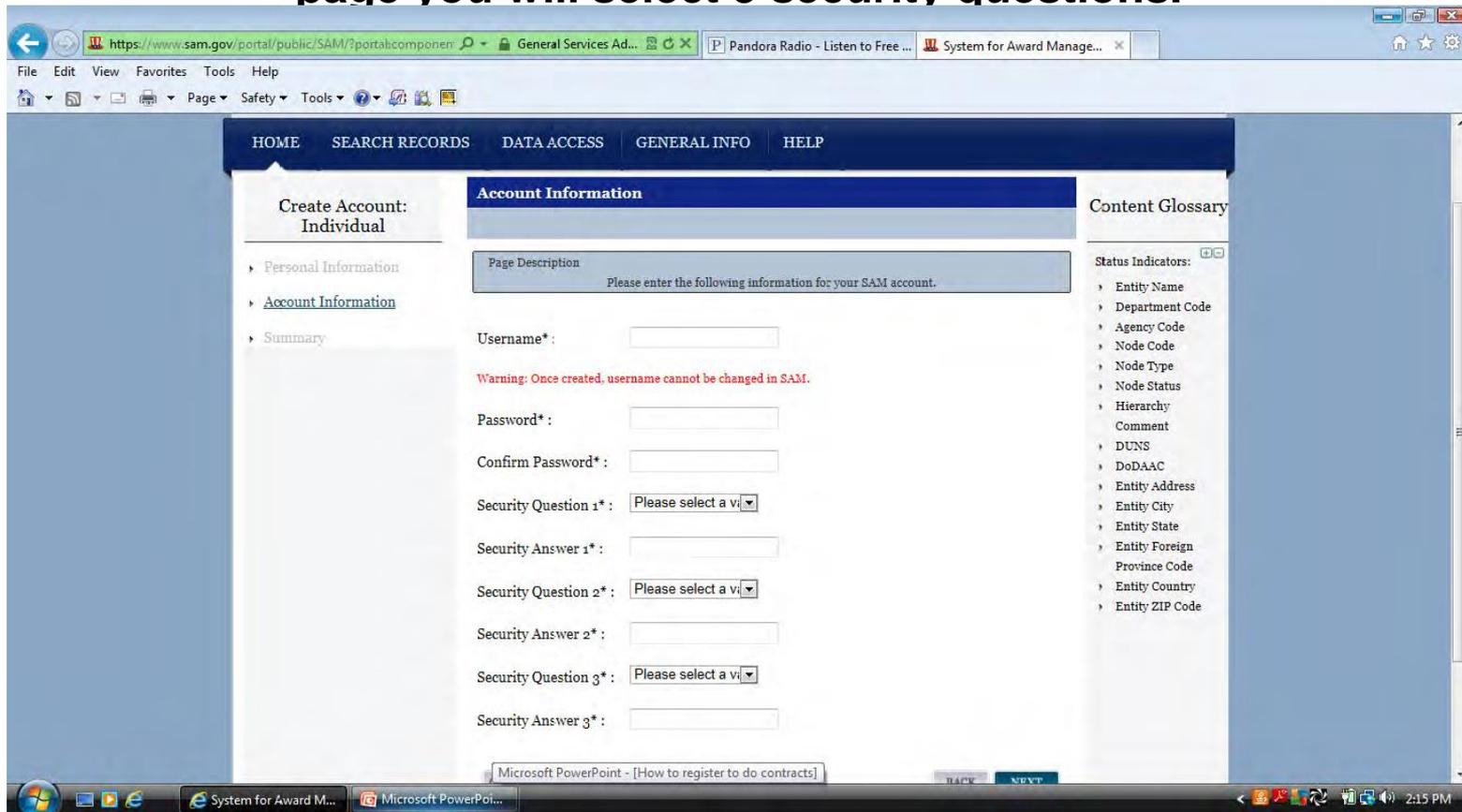
**You are required to enter your first name, last name, email address and phone number and country. The rest of the information is optional.**

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portal/component>. The page title is "Individual". On the left, there is a navigation menu with the following items: "Personal Information", "Account Information", and "Summary". The main content area is titled "Page Description" and contains the text: "Please provide your personal information requested below. Fields marked with an asterisk (\*) are mandatory." Below this, the form fields are as follows:

- Title :
- First Name\* :
- Middle Initial :
- Last Name\* :
- Suffix :
- Email Address\* :
- Confirm Email Address\* :
- Phone\* :
- Phone Extension :
- Fax :
- Address Line 1 :
- Address Line 2 :
- City :
- State/Province :
- Country\* :
- ZIP/Postal Code :

At the bottom of the form, there are two buttons: "CANCEL" and "NEXT". The browser's taskbar at the bottom shows the "System for Award Management - Windows Internet Explorer" window and the system clock at 2:10 PM.

**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.**



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

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portalcomponent>. The page displays account information for a user named amy.fuller@gmail.com. The information includes:

- Suffix :
- Email Address : amy.fuller@gmail.com
- Phone : (269)580-1795
- Phone Extension :
- Fax :
- Address Line 1 :
- Address Line 2 :
- City :
- State :
- Country : UNITED STATES
- ZIP :

Below this information is a section titled "Account Information" with an "EDIT" button. The account details are:

- 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

At the bottom of the form, there are three buttons: "CANCEL", "BACK", and "SUBMIT". A red arrow points to the "SUBMIT" button with the text "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.**

The screenshot shows a web browser window displaying the SAM (System for Award Management) website. The browser's address bar shows the URL: <https://www.sam.gov/portal/public/SAM/portal/component>. 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. The main content area is titled "Create Account: Personal" and "Account Created - Confirmation". It displays a confirmation message dated "Wed Apr 03 14:25:24 EDT 2013" and states: "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." 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 includes the text "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005 WWW1", and logos for GSA and USA.gov. The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." applications, with the system clock indicating 2:25 PM.

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 on a Windows desktop. The email from **notification@sam.gov** is selected. The email body contains the following text:

Welcome to the U.S. Federal Government's System for Award Management (SAM)

**notification@sam.gov**  
to me - 2:25 PM (2 minutes ago)

*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, to verify your email address and complete the registration process: <https://www.sam.gov/portal/public/SAM?activationCode=iL5sPwK4bhVFGNd>

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** (toll free) or at **334-206-7828** (internationally).

Thank you,  
The System for Award Management (SAM) Administrator  
<https://www.sam.gov/portal/public/SAM>

A red arrow points to the activation link in the email body. The arrow is labeled "Select this Link".

# Log in to activate your user account.

https://www.sam.gov/portal/public/SAM?activationCode=il

General Services Ad... Pandora Radio - Listen to Free... Welcome to the U.S. Federal G... System for Award Manage...

File Edit View Favorites Tools Help

Page Safety Tools

**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

**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 :  **← Log in Here**

[Forgot Username?](#)

Password :

[Forgot Password?](#)

**Login**

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... 2:31 PM

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) account activation confirmation page. The browser's address bar shows the URL <https://www.sam.gov/portal/public/SAM?portak:componentId>. The page features the SAM logo (System for Award Management) and a login section 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. Below the login section is a navigation menu with links for "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area displays the user's name as "Name: Mr. Amy Fuller" and the status "Account Activated - Confirmation". A confirmation box contains the text: "Confirmation", "Wed Apr 03 14:33:03 EDT 2013", and "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." At the bottom of this box are three buttons: "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 WWW1", a "Note to all Users" regarding federal government computer system monitoring, and logos for GSA and USA.gov.

# 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. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo is a login form with fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login form is a "Create an Account" link. A dark blue navigation bar contains the following menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP.

The main content area is titled "SAM Terms and Conditions" and contains a section titled "I. Usage Agreement". The text in this section reads: "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 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 use of this computer system."

At the bottom of the agreement text are two buttons: "DECLINE" and "ACCEPT". A red arrow points to the "ACCEPT" button with the text "Select Accept".

At the bottom of the page, there is a footer with the text "SAM | System for Award Management 1.0" and "IBM v1.821.20130326-0005 WWW1". There are also 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 system for Award Management - Windows Internet Explorer is also visible in the footer.

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 website interface. At the top, the SAM logo and 'SYSTEM FOR AWARD MANAGEMENT' are visible. A navigation bar includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. A user profile for 'Amy Fuller' with a 'LOGOUT' button is in the top right. A red arrow labeled '1' points to the 'Register/Update Entity' link in the left sidebar. Below this, the 'Register New Entity' link is visible. A banner asks 'Would you like to migrate a legacy system account?' with 'YES' and 'HIDE MESSAGE' buttons. A red arrow labeled 'Ignore this Question' points to this banner. The main content area displays a welcome message and a notice for all registered users regarding NAICS codes, with a list of dates: 1. October 1, 2012; 2. October 24, 2012; 3. January 7, 2013. The bottom of the screen shows the Windows taskbar with the System for Award Management and Microsoft PowerPoint icons.

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

The screenshot shows a web browser window titled "System for Award Management - Windows Internet Explorer". The address bar displays the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into a sidebar and a main area. The sidebar on the left contains a "Register Entity" section with a "Registration Overview" link highlighted, and a "BACK TO USER DASHBOARD" button. The main content area is titled "Registration Overview" and includes a "Page Description" box with the following text: "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." Below this, it lists "Categories of required and requested information may include the following depending on the purpose of your registration in SAM:" followed by three bullet points: "Core Data", "Assertions", and "Representations and Certifications". A "Points of Contact (POC)" section follows, explaining that the entity will be asked to provide contact information for any mandatory POC. At the bottom, a section titled "Before you start, please be sure you have gathered the following information:" lists four items: "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 Entry (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)", and "Your Electronic Funds Transfer information such as your ABA Routing Number and your account number". A final note states: "You will be unable to submit your registration online unless all the mandatory information is provided." The browser's taskbar at the bottom shows the Start button, icons for System for Award Management and Microsoft PowerPoint, and a 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.

The screenshot shows a web browser window titled "System for Award Management - Windows Internet Explorer". The address bar displays the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=fd8581f5-fdb9-4668-9782-f053c5cf0d35&p>. The page content includes sections for "Submit Certification" with a "BACK TO USER DASHBOARD" button, and a "START REGISTRATION" button. A large red arrow points to the "START REGISTRATION" button with the word "Select" written in yellow. The footer of the page contains the text "SAM | System for Award Management 1.0", "IBM v1.863.20130412-1616 WWV1", 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 and time: 8:59 AM, 4/23/2013.

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 WWV1

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.

The screenshot shows the SAM (System for Award Management) registration process in Internet Explorer. The browser address bar shows the URL: <https://sam.gov/portal/portal:componentId=55f135>. The page title is "System for Award Management".

The main content area is titled "Register Entity" and is divided into several sections:

- Registration Overview**
- Purpose of Registration** (selected)
- Core Data**
- Representations and Certifications**
- Points of Contact**
- Submit Certification**

The "Determine Purpose of Registration" section is highlighted in blue. It contains a "Page Description" box with the text: "The system will guide you through the entity registration process based on the answers you provide below."

Below the description, there are three questions with corresponding dropdown menus:

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

At the bottom left, there is a button labeled "BACK TO USER DASHBOARD".

The Windows taskbar at the bottom shows the system tray with the time 3:51 PM and date 5/1/2013. The taskbar also shows icons for Internet Explorer, File Explorer, and other applications.

**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 a web browser window titled "System for Award Management - Windows Internet Explorer". The address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&p>. The page displays the SAM logo and navigation tabs: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, HELP. A user profile for Amy Fuller is visible in the top right corner with a LOGOUT button.

The main content area is titled "Register Entity" and includes a "Confirm Purpose" section. Under "Registration Overview", the "Purpose of Registration" is highlighted. The page description states: "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, the "Purpose of Registration" is set to "Federal Assistance Awards Only". A section titled "You are required to complete the following sections:" lists "Core Data" and "Points of Contact". Navigation buttons include "BACK TO USER DASHBOARD", "CANCEL", "PREVIOUS", and "NEXT". A red arrow points to the "NEXT" button with the text "Select to Continue".

The footer contains the text "SAM | System for Award Management 1.0", "IBM v1.863.20130412-1616 WWW1", and logos for GSA and USA.gov. 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."

The Windows taskbar at the bottom shows the Start button, icons for System for Award Management and Microsoft PowerPoint, and the system tray with the date and time: 9:21 AM, 4/23/2013.

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.

The screenshot shows the SAM website interface in Internet Explorer. The browser title is "System for Award Management - Windows Internet Explorer" and the address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portal:componentId=7cbf8635-61f6-41ff-bfb6-2f54d735285a&portal:type=acti>. The page title is "System for Award Management".

The main content area is titled "Enter DUNS Information for your entity." and contains the following sections:

- Public Identifier:** Includes a "DUNS Number:" field and a note: "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:** Includes a "D&B Legal Business Name:" field.
- DUNS Physical Address:** Includes a note: "Please enter the physical address that D&B has on file for your entity. Your entry will not be activated if a mailing address is provided." and fields for "Address Line 1:", "Address Line 2:", "City:", "State/Province:" (dropdown menu with "Please select a value"), "ZIP/Postal Code:", and "Country:" (dropdown menu with "UNITED STATES").

Navigation buttons include "CANCEL", "PREVIOUS", and "NEXT". A red arrow points to the "NEXT" button with the text "Select".

The Windows taskbar at the bottom shows the Start button, several application icons (including "System for Award ..."), and the system tray with the date and time: "9:23 AM 4/23/2013".

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

## NATO Record

Home > NCAGE details

Cage Data

Organization Data - Generals

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

Organization Data - Geographical Location

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

## SAM Record

Fundacion para el Patrimonio Cultural y Natural Maya 4 av. 7-33 Zona 9, Edificio Corporacion de Occidente  
DUNS: 846123446 NCAGE Code: STK64 Guatemala, Guatemala, ,  
Status: Submitted GUATEMALA

### Entity Overview

If the SAM Record is incorrect - contact D&B (+1- **866-705-5711** or [govt@dnb.com](mailto:govt@dnb.com)) . If the NATO/ NCAGE Record is incorrect - contact (+(352)-30636898/ +(352)-30634898 or [ncage@nspa.nato.int](mailto:ncage@nspa.nato.int)/ [nmcrl-web@nspa.nato.int](mailto:nmcrl-web@nspa.nato.int) 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.

The screenshot shows the SAM System for Award Management interface. The main content area is titled "Verify DUNS Information" and includes a "Page Description" and two comparison tables. A red arrow points to the "SAVE AND CONTINUE" button at the bottom right of the page.

**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: 415 Pine Knoll Ct 3-B	Address Line 1: 415 Pine Knoll Ct 3-B
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

**Buttons:** BACK TO USER DASHBOARD, PREVIOUS, SAVE AND CONTINUE

**Red Arrow:** Select to Continue

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.

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/?portalComponent>. The page title is "General Services Ad...". The browser tabs include "Outlook - ames459@hotmail.c...", "System for Award Manage...", and "System for Award Manage...".

The main content area is titled "Business Information:" and contains the following fields and sections:

- Business Start Date (MM/DD/YYYY):** 01/01/2012
- Fiscal Year End Close Date (MM/DD):** 12/31
- Company Division Name:** [Empty text box]
- Company Division Number:** [Empty text box]
- Corporate URL:** [Empty text box]
- Congressional District:** 3
- Create/Enter MPIN:** [Nine dots]

Below the MPIN field, there is a note: "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."

The form also includes two address sections:

- Physical Address - BATTLE CREEK**
  - Address Type:** Physical
  - Address Line 1:** 415 PINE KNOLL CT 3-B
  - Address Line 2:** [Empty text box]
  - City:** BATTLE CR
  - State/Province:** MICHIGAN
  - ZIP/Postal Code:** 49014 7700
  - Country:** UNITED STATES
- Mailing Address - BATTLE CREEK**
  - Address Type:** Mailing

A "COPY PHYSICAL ADDRESS" button is located at the bottom right of the address sections.

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

- DUNS Information
- Verify DUNS Information
- Business Information**
- IRS Consent
- CAGE or NCAE 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

The Windows taskbar at the bottom shows the system time as 11:49 AM and includes icons for System for Award Manage... and Microsoft PowerPo...

**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.**

The screenshot shows the SAM.gov portal interface. The browser address bar displays <https://www.sam.gov/portal/public/SAM/portal/component>. The page title is "General Services Ad...". The browser tabs include "Outlook - ames459@hotmail.c...", "System for Award Manage...", and "System for Award Manage...".

The main content area is titled "Small Business Certification" and "Submit Certification". A "BACK TO USER DASHBOARD" button is visible. The "Mailing Address - BATTLE CREEK" section includes a "COPY PHYSICAL ADDRESS" button and the following fields:

- Country: UNITED STATES
- Address Type: Mailing
- Address Line 1: 415 PINE KNOLL CT 3B
- Address Line 2: (empty)
- City: BATTLE CREEK
- State/Province: MICHIGAN
- ZIP/Postal Code: 49014 7700
- Country: UNITED STATES

The "Tax Identification Number (TIN):" section includes the following fields:

- TIN Type: SSN
- TIN Number: (empty)

A note states: "Note: TIN match from IRS may take 3-5 business days".

Buttons at the bottom include "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE". A red arrow points to the "SAVE AND CONTINUE" button with the text "Select to Continue".

Footer information includes "SAM | System for Award Management 1.0", "IBM v1.821.20130326-0005", "WWW1", and logos for GSA and USA.gov.

The system tray at the bottom shows "System for Award M...", "Microsoft PowerPoi...", and the time "11:49 AM".

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

The screenshot shows the SAM System for Award Management registration page. The browser title is "System for Award Management - Windows Internet Explorer". The URL is "https://www.sam.gov/portal/public/SAM/?portal:componentId=7cb78635-61f6-41ff-bfb6-2f54d735285a&p". The user is logged in as "Amy Fuller". 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 includes a "CAGE Code" field with the value "Fuller, Amy" and a "DUNS: 078480911" field. A "Page Description" box states: "Please enter your CAGE below. If you do not have an existing CAGE Code, one will be assigned during the processing of your registration." Below this is a question: "Does your entity already have a CAGE Code?" with a dropdown menu set to "Please select a value". A "CAGE:" label is followed by an empty input field and a "Search CAGE Code" link. At the bottom of the form are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. Three red arrows with yellow text point to these elements: "Select Yes" points to the dropdown menu, "Enter NCAGE" points to the CAGE input field, and "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 icons, along with the system clock showing 9:44 AM on 4/23/2013.

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

The screenshot shows the SAM.gov registration interface. The left sidebar contains a navigation menu with sections: Purpose of Registration, Core Data, and Assertions. The Core Data section is expanded, showing options like 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, and Continue to Next Section. The main content area is titled 'Business Information' and includes the following fields:

- Country of Incorporation: UNITED STATES
- State of Incorporation: MICHIGAN
- Company Security Level: Please select a v...
- Highest Employee Security Level: Please select a v...

A red arrow points to the 'Company Security Level' and 'Highest Employee Security Level' dropdown menus with the text: "Select appropriate level or not applicable".

Below these fields, there is a section for 'Business Types' with a dropdown menu set to 'Not Applicable'. A note states: "You have categorized your entity as a: Business or Organization." Below this is a question: "Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)?" with a dropdown menu set to 'Not Applicable'. Another question asks: "Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?" with a dropdown menu set to 'No'.

At the bottom, there are two pick lists for 'NATIVE AMERICAN ENTITY TYPE PICK LIST' and 'YOUR NATIVE AMERICAN ENTITY TYPES'. The first list has one option:  Alaskan Native Corporation Owned Firm.

The right sidebar contains various status indicators and business information options, including: IGT Only (For IGT Registrations Only), Business Types - Government Entities Only, Business Types, Types of Educational Institutions (only if Educational), Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE), Federally Recognized Native American Entity, Business/Organization Type, Business/Organization as Defined by IRS, and Business/Organization Profit Structure.

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=...>. The page title is "System for Award Management".

The main content area is titled "General Information" and includes the following fields:

- 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)? :

(dropdown menu is open showing options: Not Applicable, Community Development Corporation, Domestic Shelter, Educational Institution, Foundation, Hospital, Veterinary Hospital)

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

NATIVE AMERICAN ENTITY TYPE PICK LIST	YOUR NATIVE AMERICAN ENTITY TYPES
<input type="checkbox"/> Alaskan Native Corporation Owned Firm	
<input type="checkbox"/> American Indian Owned	
<input type="checkbox"/> Indian Tribe (Federally Recognized)	
<input type="checkbox"/> Native Hawaiian Organization Owned Firm	
<input type="checkbox"/> Tribally Owned Firm	

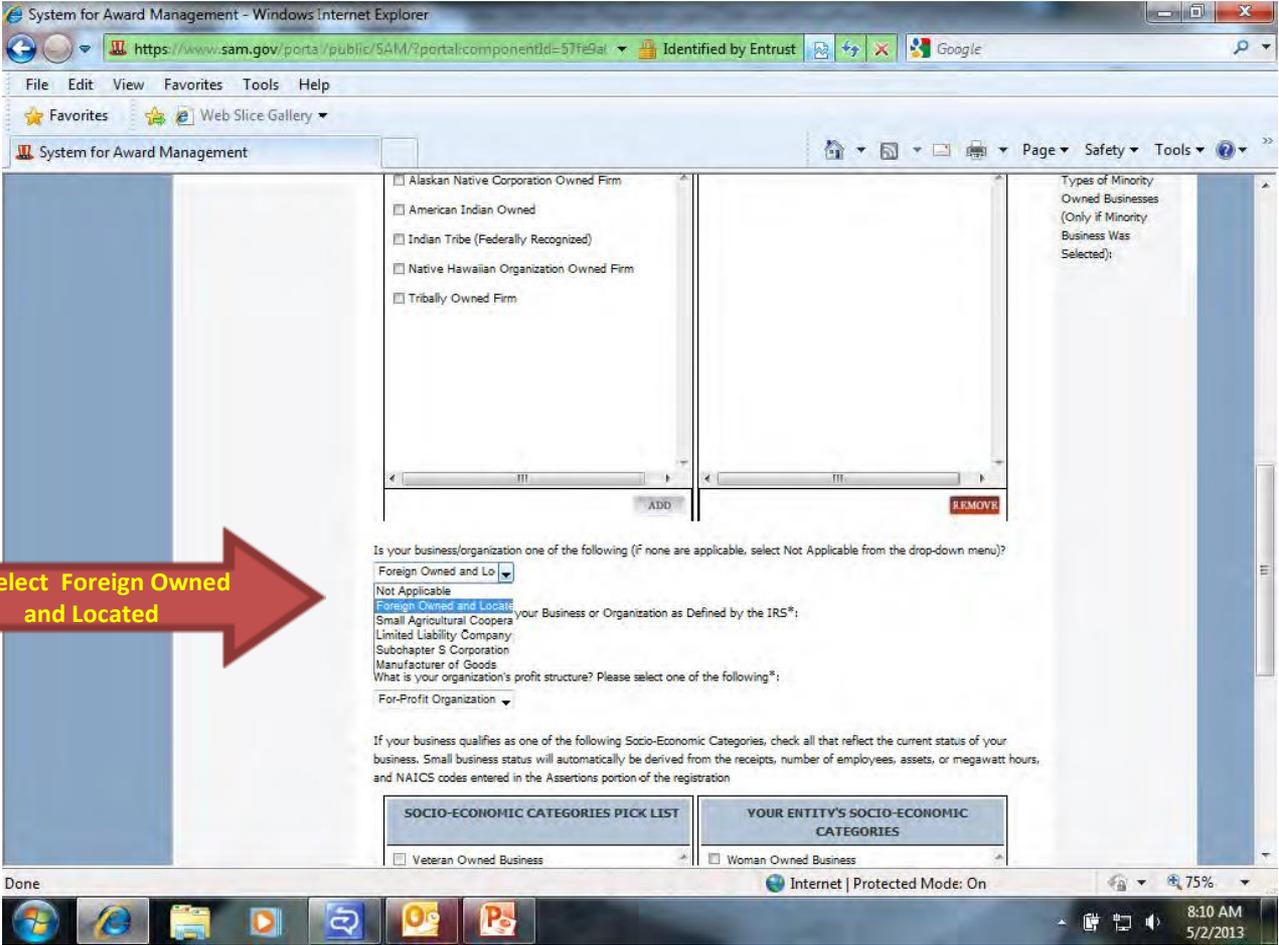
A red arrow points to the dropdown menu with the text "Select appropriate".

On the left sidebar, there are navigation links: "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", and a "BACK TO USER DASHBOARD" button.

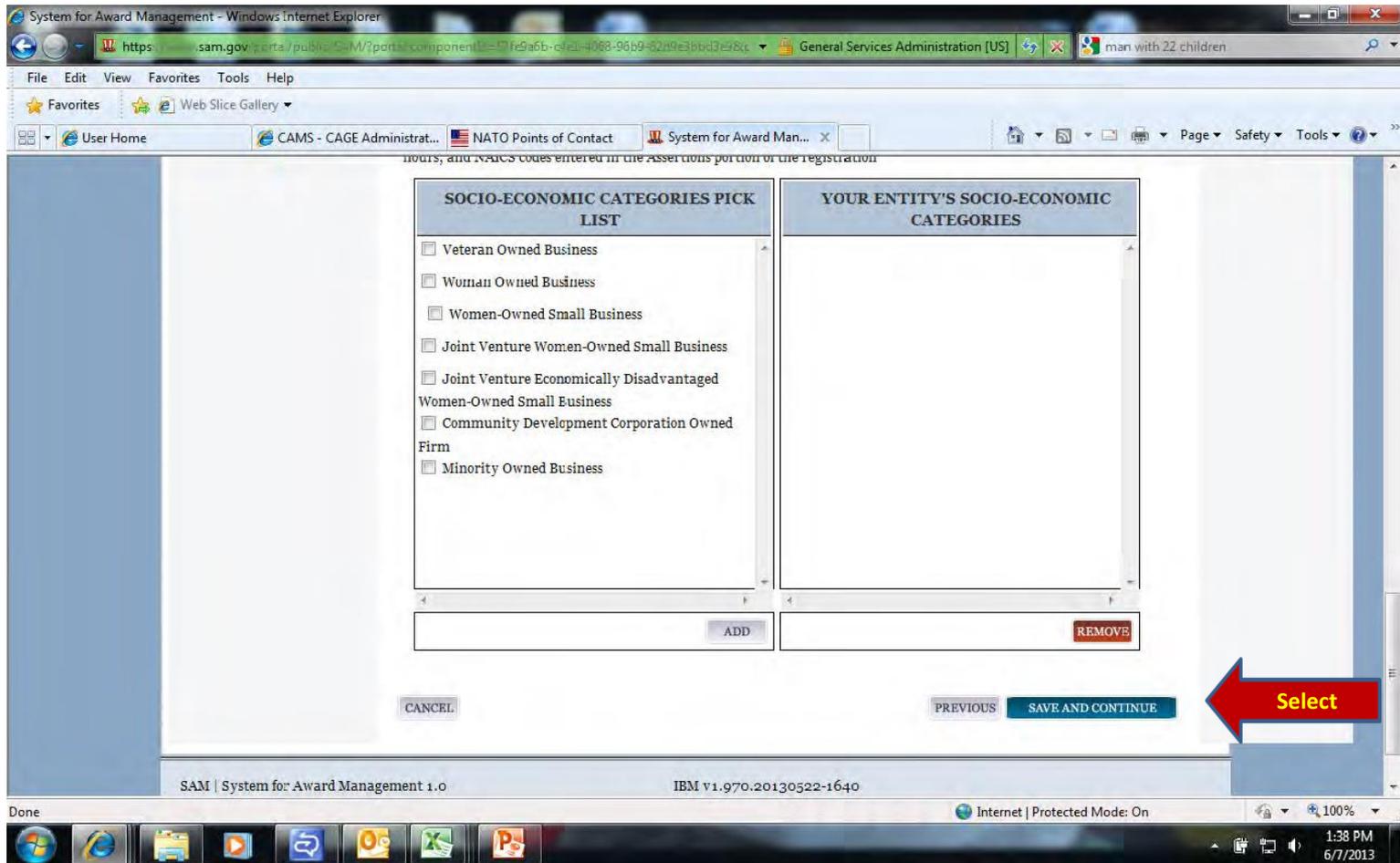
On the right sidebar, there are sections for "Types of Educational Institutions (only if Educational Institution is selected)", "Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)", "Federally Recognized Native American", "Business/Organization Type", "Business/Organization as Defined by IRS", "Business/Organization Profit Structure", "Socio-Economic Categories", and "Types of Minority Owned Businesses (Only if Minority Business Was Selected)".

The Windows taskbar at the bottom shows the system time as 5:35 PM and includes icons for Pandora Radio, System for Award M..., and Microsoft PowerPoint.

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



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



**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).**

The screenshot displays the 'System for Award Management' website in Internet Explorer. The main content area is titled 'Register Entity' and is currently on the 'Financial Information' tab. The user is logged in as 'Fuller, Amy' with a DUNS number of 078480911. The form includes a 'Purpose of Registration' section with a 'Page Description' field. Below this is a question: 'Do you accept credit cards as a method of payment?\*' with a dropdown menu showing 'Please Select a Value', 'No', and 'Yes'. The 'New Account' section is expanded to show 'Electronic Funds Transfer' information, including fields for 'Account Type' (set to 'Checking'), 'Financial Institute', 'ABA Routing Number\*', 'Account Number\*', and 'Lockbox Number'. Below this is the 'Automated Clearing House (ACH)' section, which prompts the user to enter at least one method of contact. It includes fields for 'ACH U.S. Phone', 'ACH Non-U.S. Phone', 'ACH Fax', and 'ACH Email'. A 'Content Glossary' sidebar on the right lists various terms like 'Credit Card Usage', 'Delinquent Federal Debt', and 'Electronic Funds Transfer'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 10:17 AM on 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 displays the 'System for Award Management' web application in Internet Explorer. The browser address bar shows the URL: <https://www.sam.gov/portal/public/SAM/portal/componentId=57f9a6b-c4e1-4068-96b9-8279e3bbd3e98f>. The page title is 'System for Award Man...'. The left sidebar contains a navigation menu with 'Financial Information' selected, and other options like 'Executive Compensation Questions', 'Proceedings Questions', 'Information Opt-Out', and 'Review Core Data'. Below the menu are 'Points of Contact' and 'Submit Certification' links, and a 'BACK TO USER DASHBOARD' button.

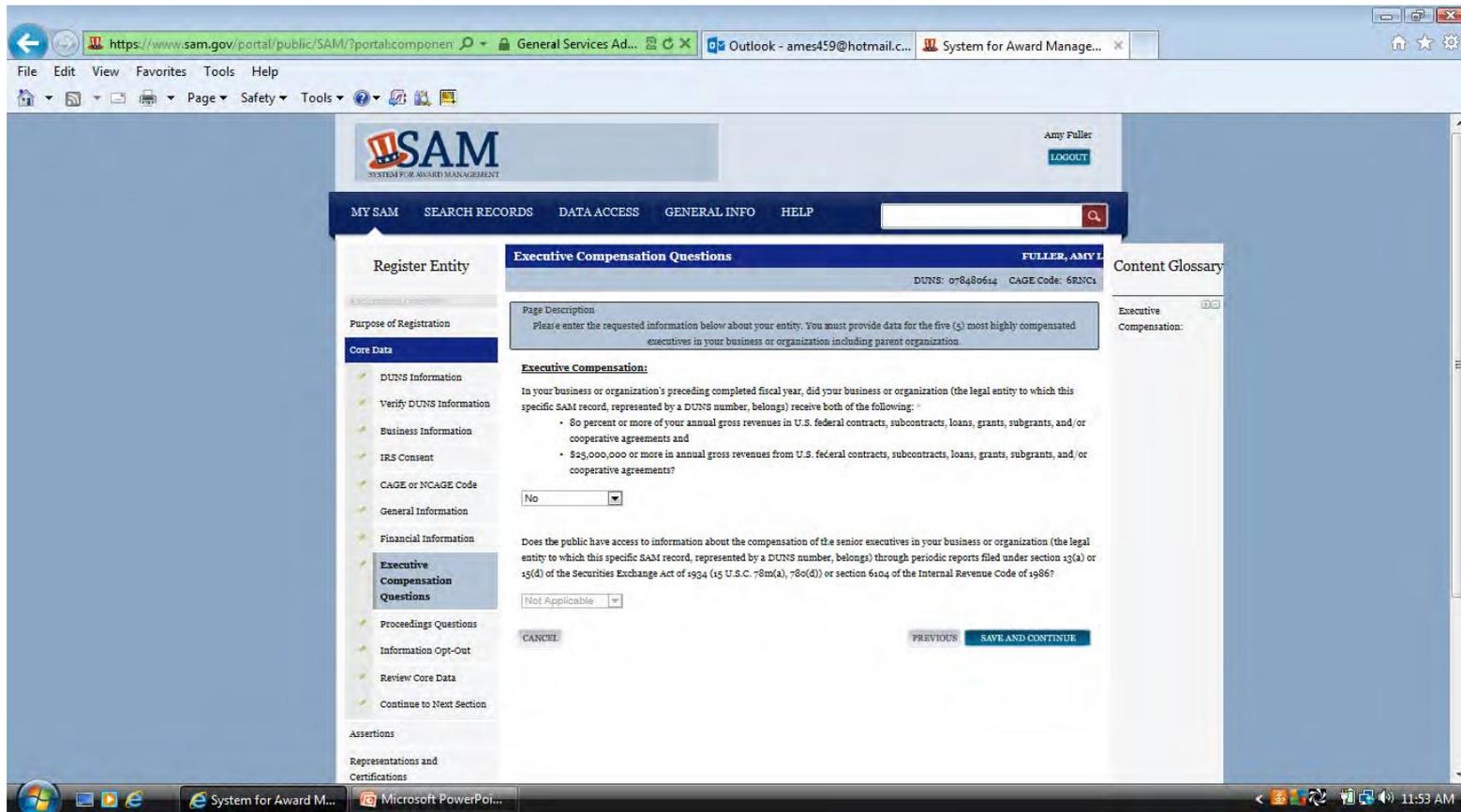
The main content area contains the following form fields:

- 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:  xxx-xxxxxxxxxxx
  - ACH Fax:  (xxx)xxx-xxxx
  - ACH Email:
- Remittance Address:**
  - Name\*:
  - Address Line 1\*:
  - Address Line 2:
  - City\*:
  - State/ Province\*:
  - Country\*:
  - ZIP/Postal Code\*:

At the bottom of the form are three buttons: 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'. A red arrow points to the 'SAVE AND CONTINUE' button with the text: 'If applicable a drop down menu will appear'.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '12:04 PM' and date '6/7/2013'. The browser status bar indicates 'Internet | Protected Mode: On' and '100%' zoom.

**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.**



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.gov portal interface. At the top, the browser address bar shows the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent>. The page header includes the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". A navigation menu contains "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The user is logged in as "Amy Fuller" with a "LOGOUT" button.

The main content area is titled "Register Entity" and "Proceedings Questions" for user "FULLER, AMY I". The DUNS number is 078480614 and the CAGE Code is 6RNC1. The "Proceedings Questions" section contains the following text and form elements:

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?

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?

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?

Navigation buttons: CANCEL, PREVIOUS, SAVE AND CONTINUE.

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

The screenshot shows a web browser window displaying the SAM.gov 'Information Opt-Out' page. The browser's address bar shows the URL <https://www.sam.gov/portal/public/SAM/portal/component>. The page header includes the SAM logo and the text 'SYSTEM FOR AWARD MANAGEMENT'. A navigation menu contains links for 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. A search bar is located to the right of the menu. The user's name 'Amy Fuller' and a 'LOGOUT' button are visible in the top right corner. The main content area is titled 'Information Opt-Out' and includes the user's name 'FULLER, AMY L' and identification numbers 'DUNS: 078480614' and 'CAGE Code: 6RNC1'. A 'Page Description' field contains the text: 'Please enter the requested information below for your entity.' Below this, a paragraph explains the opt-out process: 'You may opt-out from displaying your entity information on the SAM Public Search page. This may result in a reduction in Federal government business opportunities and subcontractors choosing this option will not be visible to Prime Contractors. If you are an SEA certified HUB Zone or 8(a) firm (or applying for one of these certifications), you must authorize the display of your entity's information in SAM's Public Search. If you are interested in performing Intra governmental Transactions (IGT), please note that your information will be removed from Public Search. Your entity will still be available in For Official Use Only (FOUO) searches.' Two radio buttons are present: 'I authorize my entity's information to be displayed in SAM's Public Search' (unselected) and 'I do not authorize my entity's information to be displayed in SAM's public search' (selected). At the bottom of the form are buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND CONTINUE'. A left-hand navigation menu lists various sections, with 'Information Opt-Out' highlighted. A 'Content Glossary' link is visible on the right side of the page. The Windows taskbar at the bottom shows the system time as 11:53 AM.

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.

Register Entity

Additional Criteria

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

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

Fuller, Amy L  
DUNS: 078480614 CAGE Code: 6RNC1

Review Core Data

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.

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

[Expand All] [Collapse All]

Business & TIN Information: [EDIT]

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: 415 PINE KNOLL CT 3-B  
Address Line 2:  
City: BATTLE CREEK  
State/Province: MI  
Country: UNITED STATES

**For all Contracts you will be required to complete the assertions and the Representations & Certifications sections of the registration.**

The screenshot displays a web application interface for 'Register Entity'. At the top, there is a dark blue 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 features a sidebar on the left with a 'Purpose of Registration' section and a 'Core Data' section containing a list of items: 'DUNS Information', 'Verify DUNS Information', 'Business Information', 'IRS Consent', 'CAGE or NCAGE Code', 'General Information', and 'Financial Information'. The main content area is currently displaying a 'Continue to Next Section' prompt. This prompt includes a header with the user's name 'FULLER, AMY L' and their identifiers 'DUNS: 078480614' and 'CAGE Code: 6RNC1'. Below this is a 'Page Description' box with the text 'Please indicate whether you would like to continue to the next section.' and a question 'Do you want to complete your assertions at this time?' with a dropdown menu set to 'Yes'. At the bottom of the prompt are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons.

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 displays the SAM (System for Award Management) website interface. The main navigation bar includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The user is logged in as 'Amy Fuller' with a 'LOGOUT' button. The 'Register Entity' section is active, showing a sidebar with 'Goods and Services' selected. The main content area features a 'Page Description' and a 'Search NAICS' section. A red arrow labeled '1' points to the 'Search NAICS' input field, and another red arrow labeled '2' points to the 'SEARCH' button. Below the search input is a table of 'NAICS Codes Selected' with columns for 'Mark as Primary', 'NAICS Code', and 'Description'. The table contains two entries: 812910 (PET CARE (EXCEPT VETERINARI) SERVICES) and 812990 (ALL OTHER PERSONAL SERVICES), both with 'X' marks in the 'Mark as Primary' column. The 'Add PSC Classification Codes' section is also visible at the bottom.

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

**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 SAM.gov portal interface. The left sidebar contains navigation options such as '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', and 'Submit Certification'. The main content area is titled 'Add NAICS Classification Codes: \*'. It features a search box with '812910' entered, a 'SEARCH' button, and a 'CLEAR' button. Below the search box, a table displays the search results:

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

At the bottom of the search results table, there is an 'ADD' button. A red arrow labeled '1' points to the 'SEARCH' button, a red arrow labeled '2' points to the 'ADD' button, and a red arrow labeled '3' points to the 'Compatibility View' button in the top right corner of the page.

**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 SAM.gov 'Register Entity' page. The 'Goods and Services' section is active, and the 'Add NAICS Classification Codes: \*' section is visible. A search for NAICS code 812910 has been performed, and the results are displayed in a table. A red arrow points to the 'Mark as Primary' checkbox for the 812910 code, which is currently selected.

**Add NAICS Classification Codes: \***

**Search NAICS:**  
812910 [SEARCH] [CLEAR]

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

[ADD]

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

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

On the left sidebar, the following navigation options are visible:

- Continue to Next Section
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification

A "BACK TO USER DASHBOARD" button is located below the sidebar.

The main content area features a section titled "Add PSC Classification Codes:". Below this title are two panels:

- Search PSC Codes:** Includes a search input field, a "SEARCH" button, and a "CLEAR" button. An "ADD" button is located at the bottom of this panel.
- PSC Codes Selected:** Includes 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

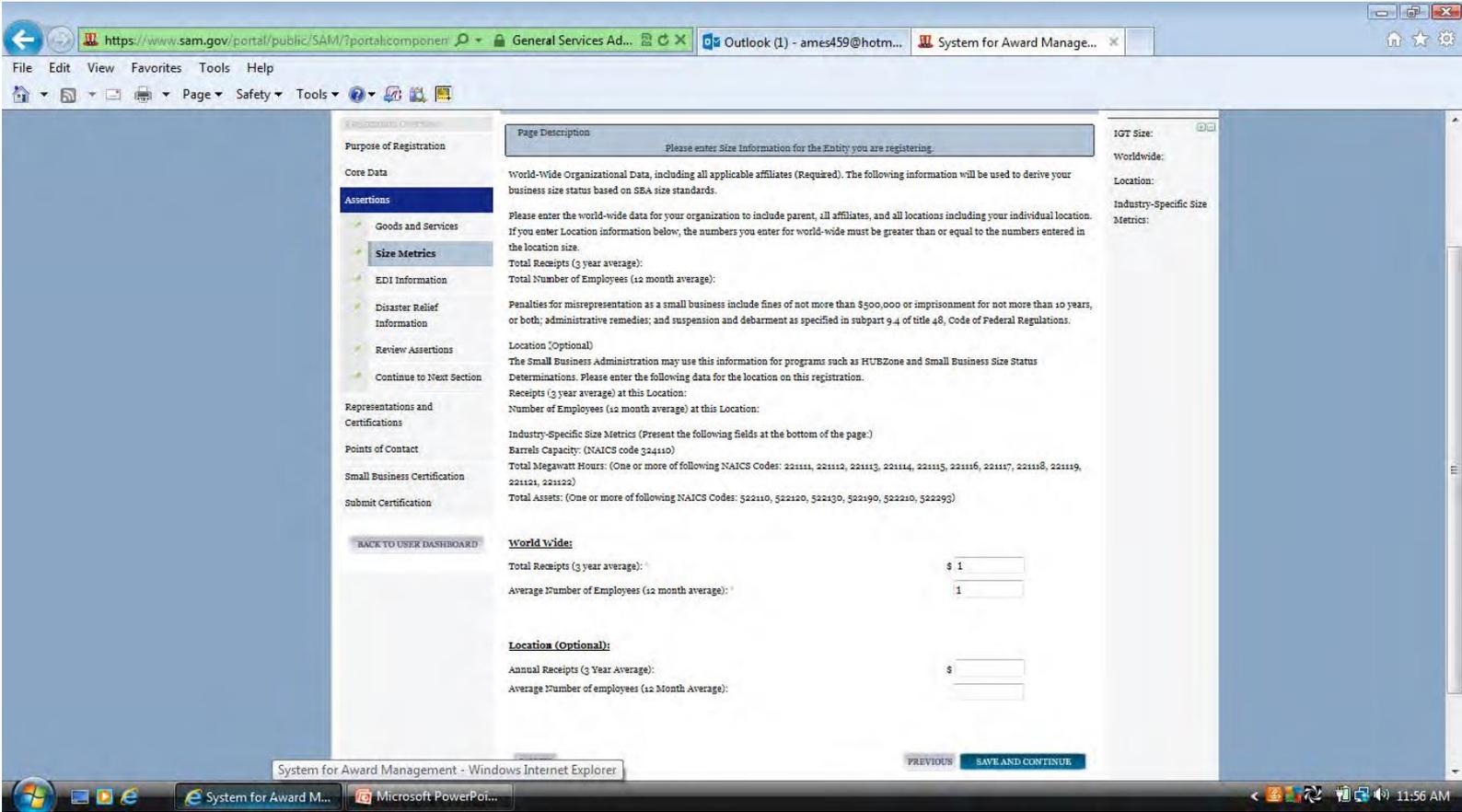
At the bottom of the "Add PSC Classification Codes:" section, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons.

The footer of the page contains the following information:

- SAM | System for Award Management 1.0
- IBM 191.821.20130326-0005
- WWW1
- A "Note to all Users" stating: "This is a Federal Government computer system. Use of this system constitutes acceptance of the monitoring of all times."
- Logos for GSA and USA.gov.

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." applications, along with the system clock displaying 11:56 AM.

**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.**



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

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/portal/component>. The page header includes the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". A user profile for "Amy Fuller" is visible in the top right corner with a "LOGOUT" button. The main navigation menu contains links for "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP".

The "Register Entity" form is the central focus. It includes a "Page Description" section with the instruction: "Please enter the requested information below for your entry." Below this is the "Core Data" section, which contains the "EDI Information" sub-section. The "EDI Information" section includes the following fields and options:

- Do you wish to enter EDI Information for your non-government entity? (Dropdown menu set to "No")
- EDI VAN Provider: (Text input field)
- ISA Qualifier: (Text input field)
- ISA Identifier: (Text input field)
- Functional Group Identifier: (Text input field)
- 820s Request Flag: (Dropdown menu set to "Please select a v")

At the bottom of the form, there are "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. A "BACK TO USER DASHBOARD" button is located at the bottom left of the form area. On the right side of the page, there is a "Content Glossary" section with a link for "Electronic Data Interchange".

The footer of the page displays "SAM | System for Award Management 1.0" and "IBM v1.821.20130226-0005". The Windows taskbar at the bottom shows the system time as 11:57 AM and includes icons for the System for Award Management and Microsoft PowerPoint.

**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>. The user is logged in as Amy Fuller, with a 'LOGOUT' button visible in the top right corner. The main navigation menu includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The current page is titled 'Register Entity' and is focused on the 'Disaster Relief Information' section.

**Disaster Relief Information**

Page Description: Please enter the requested information. If Provided, this information will be used by FEMA for finding contractors for disaster relief situations. For additional information on FEMA disasters, please click [here](#).

Do you wish to enter Disaster Relief Data for your entity?

Does your company require bonding to bid on Contracts?

**Bonding Level:**

Please provide the bonding level type, value must be input in whole dollars.

- 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:**

If you select "any state" this will indicate a nationwide search. Alternatively, you can select up to three states. If you select one state, you can select up to three counties and three metropolitan statistical areas.

- Any State
- One State
- Multiple States

Navigation buttons: BACK TO USER DASHBOARD, CANCEL, PREVIOUS, SAVE AND CONTINUE.

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

**Register Entity**

**Review Assertions** FULLER, AMY L  
DUNS: 078480614 CAGE Code: 6RNC1

**Review Assertions**  
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.

DUNS Number: 078480614  
D&B Legal Business Name: FULLER, AMY L

[Expand All] [Collapse All]

**Goods & Services:** [EDIT]

NAICS Codes Selected:

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

PSC Codes Selected:

PSC Code	Description
----------	-------------

**Size Metrics** [EDIT]

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

System for Award Management | Microsoft PowerPoint

11:57 AM

**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 shows a web browser window displaying the SAM System for Award Management registration interface. The browser's address bar shows the URL <https://www.sam.gov/portal/public/SAM/?portalcomponent>. The page title is "Register Entity". The main content area is titled "FAR Response 1" and is for the entity "FULLER, AMY L" with DUNS: 078480614 and CAGE Code: 6RNC1. A message box states: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\* \*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. 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 52.215-6)  
A dropdown menu shows "No". 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.
- 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 52.223-3)  
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 "SAM | System for Award Management 1.0", "IBM v1.821.20130216-0005", "WWW1", and logos for GSA and USA.GOV. The Windows taskbar at the bottom shows the system time as 11:58 AM.

**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 SAM.gov 'Register Entity' page for 'FULLER, AMY L'. The page is titled 'FAR Response 1' and includes a 'Content Glossary' on the right. The main content area is divided into 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'. Under 'FAR Response 1', there is a list of 'Person' entries. A red arrow points to the 'Person' entries, with a text box saying 'You Need to have a Person's Name or delete these'. The 'Person' entries are: 'AMY FULLER - Owner', 'Person', 'Person', and 'Person'. There is an 'Add New Person' button next to the list. The page also includes a 'Page Description' section with the text: 'Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)'. Below the 'Page Description' is a note: '\*All questions are mandatory.' The page includes a 'BACK TO USER DASHBOARD' button and 'PREVIOUS' and 'SAVE AND CONTINUE' buttons.

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

The screenshot displays the SAM.gov portal interface. The main content area is titled "Register Entity" and shows a form for "FULLER, AMY L". The form includes a "Page Description" section with the text: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)" and a note: "\*All questions are mandatory." Below this, there are three numbered questions:

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 this question. A modal window is open for adding a person, showing a form with the following fields:
  - Name: \_\_\_\_\_
  - Title: \_\_\_\_\_Buttons for "Close" and "Delete" are present at the bottom of the modal. A note below the modal states: "\*You must click Save and Continue below to complete desired action."
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)  
A dropdown menu is set to "No". Below this, there is a text prompt: "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 at the bottom right of this section.
3. TIN is on file. (FAR 52.204-3; FAR 52.212-3)

The left sidebar contains a navigation menu with items such as "Purpose of Registration", "Core Data", "Assertions", "Representations and Certifications", "FAR Response 1" (selected), "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", and "Submit Certification". A "BACK TO USER DASHBOARD" button is located at the bottom of the sidebar.

# 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/portal/component>. The browser tabs include "General Services Ad...", "Outlook - ames459@hotmail.c...", and "System for Award Manage...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area is titled "AMY FULLER - Owner". It contains 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)".

A button labeled "Add New Plant/Facility" is visible. Below it is a form titled "\*Plant/Facility". The form has two sections: "Place of Performance Address:" and "Owner Address:". Each section contains input 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 is also an "Owner:" input field.

At the bottom of the form are "Close" and "Delete" buttons. A note at the bottom of the form reads: "\*You must click Save and Continue below to complete desired action." The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." icons, along with the system clock showing "12:01 PM".

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

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/?portal:component>. The browser has several tabs open, including "General Services Ad...", "Outlook - ames459@hotmail.c...", and "System for Award Manage...".

The main content area displays a certification form for "Fuller, Amy L." under the heading "Representations and Certifications". The form consists of several numbered questions:

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](#))

The left sidebar contains navigation options: "Representations and Certifications" (selected), "Points of Contact", "Small Business Certification", "Submit Certification", and a "BACK TO USER DASHBOARD" button.

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." icons, along with the system clock showing 12:03 PM.

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

gov. (Indicate only with Commission or any of the offices enumerated 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

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

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 a 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)

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.

The screenshot shows the SAM.gov portal interface. On the left is a navigation menu with options like 'FAR Response 1' through 'FAR Response 4', 'Architect-Engineer Response', 'Defense Response', 'Review', 'Representations and Certifications', and 'Continue to Next Section'. The main content area displays Question 17: 'Are you a Small Disadvantaged Business?'. Below the question text is a table with columns for NAICS Code, Name, NAICS Exception, Size Standard, and Small Business?.

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

Below the table is a 'VIEW MORE' button. A red arrow points to this button with the text 'Answer Here'. Below the table, there are dropdown menus for 'No' and 'Yes'.

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](#))

[EDIT](#)

[VIEW MORE](#)

No

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](#))

No

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. (

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

The screenshot shows a web browser window displaying the SAM.gov portal. The browser's address bar shows the URL <https://www.sam.gov/portal/public/SAM/?portal:component...>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes icons for Home, Back, Forward, Stop, Refresh, Print, and other standard browser functions. The browser's tabs include "General Services Ad...", "Outlook - ames459@hotmail.c...", and "System for Award Manage...".

The main content area of the browser displays a list of questions for a contractor. The questions are numbered 19 through 24. Question 19 asks if the contractor delivers end products from a corresponding country of origin listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126. Question 20 asks if the contractor has held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity). Question 21 asks if any end products delivered to the Government by the contractor are foreign (nondomestic) end products. Question 22 asks if the contractor has filed all required Equal Employment Opportunity compliance reports. Question 23 asks the contractor to choose one of the following statements that applies to them. Question 24 asks if the contractor provides maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment.

Question 23 is highlighted with a red arrow pointing to it, with the text "Choose One" written on the arrow. The options for question 23 are:

- 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.

The browser's taskbar at the bottom shows the following applications: Microsoft PowerPoint - [How to register to do contracts], System for Award M..., and Microsoft PowerPoi... The system tray at the bottom right shows the time as 12:04 PM.

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

The screenshot shows a web browser window displaying the SAM.gov registration portal. The browser's address bar shows the URL <https://www.sam.gov/portal/public/SAM/?portal:component>. The page title is "Register Entity" and the user is logged in as "FULLER, AMY L". The DUNS number is 078480614 and the CAGE Code is 6RNC1. The page is titled "FAR Response 4" and contains a "Page Description" box with the text: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\*" and "\*All questions are mandatory." The main content area displays question 25: "Does FULLER, AMY L provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3; FAR 52.222-52)". The answer is "No". Below the answer, there is a section for "If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by FULLER, AMY L offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? (FAR 52.212-3; FAR 52.222-52)". The answer is "Not Applicable". Below this, there is another question: "Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3; FAR 52.222-52)". The answer is "Not Applicable". The final question is: "Does FULLER, AMY L ensure that each service employee who will perform the services described in FAR 22.1003-4(d)(1) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? (FAR 52.212-3; FAR 52.222-52)". The answer is "Not Applicable". Question 26 is also visible: "You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. (FAR 52.212-3)". The page has a "Content Glossary" on the right side and a "FAR Response:" label. The bottom of the page has "CANCEL", "PREVIOUS", and "SAVE AND CONTINUE" buttons. The Windows taskbar at the bottom shows the system clock as 12:05 PM.

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

The screenshot displays the SAM System for Award Management interface. The browser address bar shows the URL <https://www.sam.gov/portal/public/SAM/portal/component>. 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 is focused on the "Architect-Engineer Response" section for user FULLER, AMY L. The page includes a search bar, a "Content Glossary" link, and a "Page Description" box with the text: "Please complete the following questionnaire related to the Federal Acquisition Regulation (FAR)\*\* \*All questions are mandatory." Below this, question 27 is displayed: "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." Navigation buttons for CANCEL, PREVIOUS, and SAVE AND CONTINUE are present. The left sidebar contains a menu with options like FAR Response 1-4, Architect-Engineer Response, Defense Response, Review, Representations and Certifications, Continue to Next Section, Points of Contact, and Small Business Certification. The Windows taskbar at the bottom shows the System for Award Management and Microsoft PowerPoint icons, with the system clock indicating 12:06 PM.

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

The screenshot shows a web browser window with the URL <https://www.sam.gov/portal/public/SAM/portal/component>. The browser's address bar also shows 'General Services Ad...', 'Outlook - ames459@hotmail.c...', and 'System for Award Manage...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes 'Home', 'Back', 'Forward', 'Page', 'Safety', and 'Tools'.

The main content area displays a certification form for 'Defense Response'. The form is titled 'Certifications' and includes a sidebar with navigation options: 'FAR Response 1', 'FAR Response 2', 'FAR Response 3', 'FAR Response 4', 'Architect-Engineer Response', 'Defense Response' (selected), 'Review Representations and Certifications', and 'Continue to Next Section'. Below the sidebar are sections for 'Points of Contact', 'Small Business Certification', and 'Submit Certification'. A 'BACK TO USER DASHBOARD' button is located below the 'Submit Certification' section.

The 'Defense Response' section contains the following questions and form fields:

- 28. Does FULLER, AMY L wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?
- 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)
- 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 252.216-7006)  
  
If yes, please select the name of the host Country: (DFARS 252.216-7006)  
Country:
- 31. Is FULLER, AMY L effectively owned or controlled by a foreign government? (DFARS 252.209-7002)  
  
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)

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

# 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/?portalcomponentI>. The browser's address bar also shows "Identified by Entrust". The page content includes a list of FAR and DFARS 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

Below the list is a checkbox with 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.

At the bottom of the page, there 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.

The screenshot displays the SAM System for Award Management registration interface. The page title is "Register Entity" and the user is identified as "FULLER, AMY L". The form includes sections for "Purpose of Registration", "Core Data", "Assertions", "Representations and Certifications", and "Points of Contact". A dropdown menu is present under the "Assertions" section with the text "Do you want to complete your POC information at this time?". A red arrow points to this dropdown menu with the word "Select" written inside it. The page also features a "Continue to Next Section" button and a "PREVIOUS NEXT" navigation bar.

Enter Accounts Receivable POC information. Please note the format required for the Non-US Phone ( 232-XXXXXX). As an overseas vendor, only input the telephone number in this Section

**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.**

The screenshot displays the 'System for Award Management - Windows Internet Explorer' browser window. The address bar shows the URL: <https://www.sam.gov/porta/public/SAM/7portal:componentId=57fe9a6b-c4e1-4063-96b9-82d9e3bbd3e9&...>. The page title is 'System for Award Man...'. The main content area is titled 'Electronic Business POC' and contains the following form fields:

- Copy From: Please select a value (dropdown menu) [COPY]
- Title: [Text input]
- First Name: [Text input]
- Middle Initial: [Text input]
- Last Name: [Text input]
- Email: [Text input]
- Phone: - US or Non US Phone is mandatory
  - US Phone: [Text input] (xxx)xxx-xxxx
  - Extension: [Text input] xxxxxxx
  - Non US Phone: [Text input] xxxx-xxxxxxxxxxxx
  - US Fax: [Text input] (xxx)xxx-xxxx
- Notes: [Text area] [Notes]
- Address Line 1: [Text input]
- Address Line 2: [Text input]
- City: [Text input]
- State/ Province: Please select a value (dropdown menu)
- ZIP/Postal Code: [Text input]
- Country: UNITED STATES (dropdown menu)

A red arrow points to the 'State/ Province' dropdown menu with the text: **If Applicable a drop down menu will appear**.

**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)**

The screenshot shows a web browser window titled "System for Award Management - Windows Internet Explorer". The address bar shows a URL starting with "https://sam.gov/portal/public/...". The browser's address bar and menu bar are visible. The main content area displays the "Government Business POC" form. The form includes fields for "Copy From:", "Title:", "First Name:", "Middle Initial:", "Last Name:", "Email:", "Phone:", "US Phone:", "Extension:", "Non US Phone:", "US Fax:", "Notes:", "Address Line 1:", "Address Line 2:", "City:", "State/Province:", "ZIP/Postal Code:", and "Country:". The "Copy From:" dropdown menu is open, showing a list of options: "Please select a value", "Electronic Business POC", "Accounts Receivable POC", and "Sole Proprietorship POC". A red arrow points to the "Electronic Business POC" option with the text "1-Select POC". Another red arrow points to the "COPY" button with the text "Make Selection if Applicable". The Windows taskbar is visible at the bottom, showing the system tray with the time "12:59 PM" and date "6/7/2013".

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/?portalcomponent=...> and several tabs including 'General Services Ad...', 'System for Award Manage...', 'My MSN', and 'North American Industry Class...'. Below the browser window, the main content area is divided into sections. The top section contains form fields for 'Extension:', 'Non US Phone:', 'US Fax:', and 'Notes:'. The 'Extension:' field has a placeholder 'xxxxxxx', 'Non US Phone:' has 'xxx-xxxxxxxxxxx', and 'US Fax:' has '(555)555-5555' and '(xxx)xxx-xxxx'. Below this 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 button is a list of POC types: 'Optional POC', 'Past Performance POC', 'Past Performance Alternate POC', and '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 area are buttons for 'CANCEL', 'PREVIOUS', and 'SAVE AND 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. A note at the bottom reads 'Note to all Users: This is a Federal Government computer system. Use of this'. The Windows taskbar at the bottom shows several open applications: 'Pandora Racio - 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 registration interface. On the left, a navigation menu lists various sections, each preceded by a green checkmark, indicating they are complete. A red arrow points to this menu with the text "Look for all Green Checks". The main content area is titled "Entity Review" and shows a summary of the registration information for "FULLER, AMY L". The information includes DUNS: 078480614 and CAGE Code: 6RNC1. A message box states: "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." Below this, the "Core Data" section is expanded, showing fields for DUNS Number, D&B Legal Business Name, and Doing Business As. The "Business & TIN Information" section is also visible, with an "EDIT" button. The browser's address bar shows the URL: https://www.sam.gov/portal/public/SAM/?portal:component=...

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

Entity Review

FULLER, AMY L

DUNS: 078480614 CAGE Code: 6RNC1

Entity Review

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.

DUNS Number: 078480614

D&B Legal Business Name: FULLER, AMY L

Doing Business As: (none)

Core Data

[Expand All] | [Collapse All]

Business & TIN Information:

EDIT

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

Look for all Green Checks

**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 shows a web browser window displaying the SAM (System for Award Management) portal. The address bar shows the URL: <https://www.sam.gov/portal/public/SAM/?portalcomponent>. The browser tabs include "General Services Ad...", "Outlook - ames459@hotmail.c...", and "System for Award Manage...".

The SAM logo is visible at the top left, with the text "SYSTEM FOR AWARD MANAGEMENT". The user's name, "Amy Fuller", and a "LOGOUT" button are in the top right corner. A navigation menu includes "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". A search bar is located to the right of the menu.

The main content area is titled "Register Entity" and "Confirmation Page" for "FULLER, AMY L". It displays the following information:

- DUNS: 078480614
- CAGE Code: 6RNC1

The page contains a congratulatory message: "Congratulations! You have completed the registration of your entry. 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."

A "PRINT SUMMARY" button is located below the message. On the left side, there is a sidebar menu with the following items:

- Purpose of Registration
- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Certification (highlighted)
- Entity Review
- Confirmation Page (highlighted)

A "BACK TO USER DASHBOARD" button is located at the bottom of the sidebar.

The footer contains the following information:

- SAM | System for Award Management 1.0
- IBM v1.821.20130326-0005
- WWW1
- Logos for GSA, USA.gov, and the Department of the Interior.
- A note to all users: "Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times."

The Windows taskbar at the bottom shows the "System for Award M..." and "Microsoft PowerPoi..." icons, along with the system clock showing 12:13 PM.

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 interface. The browser address bar displays the URL: <https://www.sam.gov/portal/public/SAM/portal/component>. The user is logged in as Amy Fuller, with a 'LOGOUT' button visible in the top right corner. The main navigation menu includes 'MY SAM', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. A search bar is located to the right of the menu.

The 'Entity Dashboard' is displayed, showing the following information for Amy L Fuller:

- Entity Overview**
- Entity Record**
  - [Core Data](#)
  - [Assertions](#)
  - [Reps & Certs](#)
  - [POCs](#)
  - [Exclusions](#)
    - [Active Exclusions](#)
    - [Inactive Exclusions](#)

[BACK TO USER DASHBOARD](#)

**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