



General Instructions and Tips for Registering on SAM.gov

For actions at or above \$30,000, for work performed outside the United States, the Federal Acquisition Regulation (FAR) at FAR 4.11 requires all foreign contractors to be registered in the SAM database prior to award of a contract. Registration is free of charge. Please do not accept help from anyone offering to assist you with your registration for a fee.

During the registration process you will be assigned a Unique Entity ID – this is a 12-character alphanumeric value which is assigned, managed and owned by the US Federal Government. Sam.gov is the system that assigns it.

Contents:

Links to help Articles	1
NCAGE code: I already have a NCAGE code	2
NCAGE code: I need to request a new NCAGE code	2
Registering on SAM – Setting up your account	5
Registering on SAM – Starting the registration – Creating your entity	6
Registering on SAM – Starting the registration – Validating your entity	9
Registering on SAM – Starting the registration – Requesting a UEI	12
Registering on SAM – I have a UEI, now what?	13
Registering on SAM – Completing the Core Data	13
Registering on SAM – Completing the Assertions	16
Registering on SAM – Completing the Representations and Certifications	18
Registering on SAM – Completing the Points of Contact	22
Registering on SAM – I have submitted my information, now what?	23
SAM – How to check your status	23
SAM – Entity Administrator Appointment Letter	24
SAM – Roles – Assigning a secondary administrator	26
SAM – Roles – Appointing a new Primary administrator	27
Coming soon: How to Renew / Update your Entity	

Before you start, please read all the instructions carefully

If you make a mistake or select the wrong response to a question, it could cause issues further on in the registration process and getting it fixed later is extremely difficult.

If you need additional help, please contact the Procurement Agent who requested you to register on SAM.gov.

The SAM.gov and FSD.gov websites also have helpful information and guidance, but if you follow these instructions carefully and correctly, you will hopefully not need to search for help.

[SAM.gov | Help](#)

[SAM.gov | Contact](#)

https://www.fsd.gov/gsafsd_sp?id=gsa_index

[GSAFSD Tier 0 Knowledge Base - Validating your Entity](#)

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

1. **The first step is to request an NCAGE Code**



Prior to registering in SAM, you need to request an **NCAGE code**.

Please read these instructions first before starting.

Go to the NCAGE Request Tool at [NCAGE Code Request Tool \(nato.int\)](https://nato.int) and check to see if a NCAGE code is already assigned to your company.

Type in your company name in the “Organization name” field, select South Africa in the Country field and click on “Search”

Please note:

- All the information which you enter here **MUST** be **IDENTICAL** to what you will enter when registering on SAM.gov, or you will fail the validation process. We suggest saving all the information which you enter for NCAGE into a Word document and copying and pasting your information from there into SAM. Alternatively, once you start your sam.gov registration, open your NCAGE profile and copy it from there, line for line.
- Please DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;
The format for entering South African phone numbers is as follows:
- Cell numbers: e.g. 082 xxx xxxx must be entered 002782xxxxxxx
- Land lines: e.g. 012-xxx xxxx must be entered 002712xxxxxxx
- You cannot have unequal spacing between words in the primary contact information fields. Be very precise when entering all data.
- The address has to be written using the English spelling and not local spelling with characters or symbols on the letters.

If you find your company on the list, then your company already has an NCAGE code, but chances are all your details are not correct.

Click on the blue arrow next to your company details and this will open your NCAGE profile.

Check to see if all your information is correct.

If not, update the information on the NCAGE by clicking on “Update NCAGE”.

Correct the information which is incorrect.

You can leave all fields under “Organizational Data: Additional Information” blank.

Click on “submit”.

A validation email message is sent to the email address which you entered.

You **MUST** confirm the NCAGE request by clicking on the link embedded in the email.

It takes 3-4 days for your registration to pull through to SAM.gov.

If you do not see your company in the list:

Click “Online NCAGE Request”, then on “Request New”

All fields marked with an asterisk (*) are compulsory. If there is no (*) and you have information to put in, you can complete the field, otherwise just leave it blank.

 A screenshot of the NCAGE Code Request Tool web form. The form is titled "NCAGE Code Request Tool" and has a blue header. It contains several input fields: "Country" (with a dropdown menu), "City", "Data Universal Numbering System", "Identification Number", "Postal code", and "Street". There is a "Submit" button at the bottom left. On the right side, there is a section titled "National NCAGE Contacts" with a message: "You didn't find your organization NCAGE data record?" and a "Request New" button. Below this, there is a video thumbnail titled "Video on how to register for the U.S. System for Award Management (SAM)".

1 Start: Country Check

This application allows requesting NCAGE codes for the entities located at any country across the world except of USA, Italy and Great Britain. National Codification Bureaux of USA, Italy and Great Britain require submitting the NCAGE Code request via national web sites.

Type of Entity* Other (Description)* Country*

Next

Your entity type will be either “Private Company” and under “Other description” select “Routine 10 calendar days” unless it is really urgent. Click “Next”

2 Organization Data: General Information

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Organization Name* Country State/Province/Canton (only if applicable)

_____ SOUTH AFRICA _____

Identification Number (IDN)

Back Next

Enter your correct legal business name (including any (Pty) Ltd, or CC etc) and select South Africa under the Country field.

Leave Identification number blank.

Later on in the registration process, you will need to upload supporting documents validating the information which you provide on NCAGE and on SAM.gov. Make sure that you enter your company legal name and your physical address correctly and that you have documentation to verify your details. If there is a (Pty) Ltd, or CC on your documents, please include it. You can use your most recent bank statement, municipal account, most recent tax return, CIPC registration etc.

3 Organization Data: Geographical Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Street (Line 1)* Street (Line 2) City*

Postal Code*

Back Next

Enter your business’ correct physical address. Please note: you will be required to provide documentation to verify your physical address as part of the SAM.gov registration, so make sure that it matches your document exactly.

If you use abbreviations like Rd, Ave or Blvd in your address, make sure to use the same abbreviation when entering your address in sam.gov too. If it is typed out in full, enter it in exactly the same format in SAM.gov

4 Organization Data: Postal Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Post Office Box City Postal Code

Back Next

Enter your postal address

5 Organization Data: Contact Information

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Phone **Fax**

Only digits allowed. Up to 5 entries

Email* **Website**

Up to 5 entries

Back **Next**

Enter your contact details by clicking on the blue circle with the “+” to add what you’ve entered. The format for entering South African phone numbers is as follows:
 Cell numbers: e.g. 082 xxx xxxx must be entered 002782xxxxxxx
 Land lines: e.g. 012-xxx xxxx must be entered 002712xxxxxxx

6 Organization Data: Additional Information

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Global Location Number (GLN) **International Standard Industrial Classification (SIC)** **Statistical Classification of Economic Activities (NACE)**

Only 13 digit codes allowed.

Only 4 digit codes allowed.

Only 2, 3 and 4 digit codes allowed.

United Nations Standard Products and Services Classification (UNSPSC) **North American Industry Classification System (NAICS)** **Common Procurement Vocabulary (CPV)**

Only 8 digit codes allowed.

Only 2, 3, 4, 5 and 6 digit codes allowed

Only 10 alphanumeric codes allowed with a structure xxxxxxxxx

Back **Next**

You can leave all fields under “Organizational Data: Additional Information” blank.

7 Questionnaire

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

Type of Activity

Manufacturer of Goods?* Vendor of Goods?* Service Provider?*

Development of Public Standards?*

Future Business

NCAGE code needed for an invitation to tender?*

A contract with an armed force or a NATO agency is in preparation or already signed?*

The NCAGE code is requested by the System for Award Management (SAM)?*

Former NCAGE Code

A NCAGE Code Was Previously Allocated?*

Back **Next**

Complete your fields as follows:

Manufacturer of goods: Yes / No

Vendor of goods: Yes / No (a vendor is a seller/reseller)

Service Provider: Yes / No (If you are in a service-related industry and do not sell or manufacture goods, answer Yes)

Development of Public Standards: Yes / No (99% of South African businesses will respond No)

NCAGE Code needed for an invitation to tender: Yes / No (Select Yes)

Contract with an armed force or ...: Yes / No (select No)

NCAGE code is required by SAM: Yes / No (Select Yes)

Former NCAGE Code: Yes / No (Select No)

9 Initiator Information

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


First name*	Last name*	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	
<small>Only digits allowed.</small>		
<input type="button" value="Back"/>	<input type="button" value="Next"/>	

Enter your contact details and make sure to enter your business name and address exactly as it was entered earlier.

Enter the Capture code and “Submit Request”

9 Finish

Please note!
Before you submit this NCAGE creation request, please take a moment to review and make sure all details are correct.
Thank you.

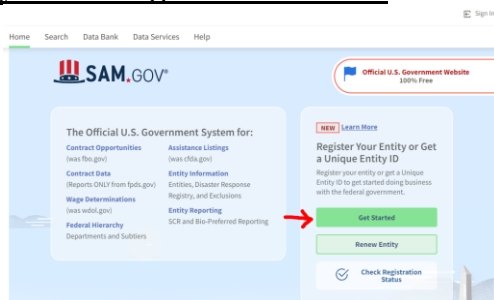


Captcha Code*

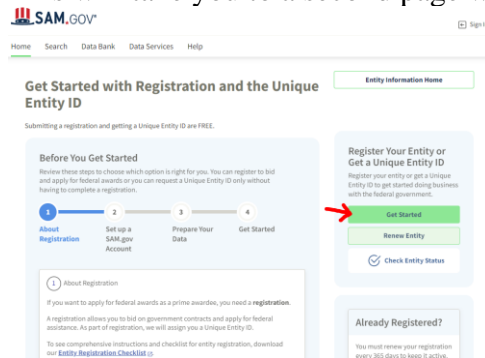
A validation email message is sent to the email address which you entered.
You **MUST** confirm the NCAGE request by clicking on the link embedded in the email.
It takes 3-4 days for your registration to pull through to SAM.gov

2. Registering on SAM.gov

After waiting for 3 or 4 days, you can Go to www.sam.gov and click on “Get Started” to set up your SAM.gov user account.



This will take you to a second page where you click “get started” again.



Click on “Get started”

Click on “Create an account”.

You will be asked to create a username (use your email address) and a password.

You will also be asked to set-up another authentication method for logging into your account later. Select the option to receive a “text message” and enter your cellphone number by first selecting South Africa under dialing code, then your number, without any “0” in front. Then click on “send code”. You will then receive an acknowledgement that you have created your account. Click on “Agree and continue” and it will take you to the next page, where you will click on “continue”

For help with login.gov accounts you should visit <http://login.gov/help>. This includes if you need to reset your password, forgot your email address, or need to manage your login.gov account.

https://www.fsd.gov/gsafsd_sp?id=kb_category&kb_category=e3a063471b80b0109ac5ddb6bc4bcb38

Creating your Entity:

Click on “Get started”

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

Create New Entity

Are you trying to update an existing entity record? Please go to your Workspace and click

Is your entity based outside of the United States? You must get an NCAGE Code before starting a registration

What do I need for registration?

Download Guide

Click on “Create new entity”

What is your goal?



I want to do business...(Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.



Select “Directly with the US Federal Government”

Select the answer that best fits your intentions today:

- Bid on a federal procurement opportunity as a prime contractor. [?](#)
- Apply for federal financial assistance. [?](#)
(e.g. grants, loans)
- Follow agency instructions related to a federal credit card transaction made to my entity (not common). [?](#)
- Just browsing, I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name. [?](#)
Please specify

Click on “Bid on Federal Procurement opportunities”

Who required your entity to be in SAM.GOV?

Only select the primary source.

- Federal government

Federal Hierarchy (Optional)

Enter Code or Name ▼

- U.S. state or territory government or office

▼

- Local government office, i.e., of a county or a city
- Tribal government or office
- A company or business
- Hospital system or healthcare organization (for

Select “Federal Government”

Choose an Option

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose **All Awards**.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

	Recommended		
	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓

Click on the green button at the bottom, below the “All awards” column

Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

- Yes
 No
- My entity is physically located in the United States
(If entity is physically located in US territory, then you can select entity located in the United States.)
- My entity is not physically located in the United States



If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

Select “no” **and** “My entity is not physically located in the US”

If you do not say you are located outside the US, it will automatically assume that you are in the US and will require information as if you are a US business and this will cause issues with questions further on.

1 Get Started
2 Get Unique Entity ID
3 Continue Registration
4 Done

Do you already have an NCAGE code?

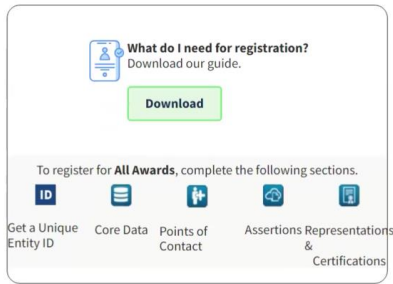
North Atlantic Treaty Organization NCAGE (NCAGE) codes are NCAGE codes for entities located outside the United States and its territories. All non-U.S. entities which require an NCAGE code must get one before completing an entity registration.

Yes, and I can provide:
 No, the entity does not have a NCAGE code.

Is your entity based outside of the United States?

Select “Yes”

Enter your NCAGE code.



Just click on the “Next” arrow

Validating your business:

You Are About to Validate Your Entity

What is validation? ⓘ

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- [Country or state of incorporation, if applicable](#)

Some entities may need to provide documentation to complete validation, which will take additional time to process.

I can provide **official documentation**, if necessary, to validate my entity.

Tick the checkbox to say that you can provide official documentation.

For **validation** you will enter your legal business name and physical address (this is where you keep the books and records for your business/head office). **DO NOT** use your postal/PO box address.

Based on what you entered, SAM.gov uses various sources to search for your business. It will run a search and show all matches found. It may or may not find your business, but chances are, if you see your business on the list, that all your information is not correct.

Review Entity Information

Select an Option

I recognize my entity in the legal entities list.
If some details are not correct, you can update them.

I don't recognize my entity in this list.
Select Next to continue.

LEGAL ENTITIES LIST	WHERE DO THESE RESULTS COME FROM?
Showing Top Results	

If you recognize your company, but some of the details are incorrect, select the first option “I recognize my entity in the legal entities list” and select the closest match for your company from the list and click “Next”. Don’t worry if some of the information is not correct because the next few screens will give you the opportunity to provide the correct information. On the next screen you must select checkboxes next to which information you want to update.

If your business name is correct, then do not check that box. If your address is incorrect, check the box and enter your correct address.

If you don’t see your company at all, tick the second option “I don’t recognize my entity on this list” and the next screen will allow you to enter your company details.

NB. If you are correcting your information, or entering it from scratch, whatever you enter **MUST** be **EXACTLY** the same as what you entered for NCAGE. If you can’t remember, go

back to NCAGE and do a screen snip of your details. Make sure that what you entered for “Organization name” on NCAGE is exactly the same on SAM. Whatever is entered on the street address must also match, line for line.

Enter Incorporation Information

Start Year

National Identifier

Type	Identifier
<input type="text"/>	<input type="text"/>

This field is required

Start Year could be

- your year of incorporation
- your "established date"
- the year you legally began doing business

Your national identifier is issued by the government of your country and could be your

- company identification number
- VAT/tax number
- trade register number

Enter the year your business opened its doors.

Your National Identifier can be your VAT number, your Company registration number or your SARS tax number. Whichever one you chose to use, must be validated by supporting documentation.

If you have a CIPC certificate, it is advisable to use your Company registration number as your national identifier. Your CIPC certificate should contain most of your information such as the legal business name, start date and national identifier. If it has your correct physical address, then that too, but if it only has your postal address, it cannot be used to verify your physical address. You will have to upload a different document which contains your legal business name and your correct physical address.

If you do not have a CIPC certificate, then use your VAT certificate or your SARS tax return.


On the next screen you will be asked to confirm if the information you entered is correct. If it's not correct, go back and change it.

You will again have to verify that your information is correct.

Next you need to upload documents confirming your business information which you have just entered.

Document Your Entity Details

1 Review Requirements

 View this list of acceptable documents to understand the requirements.

YOU ARE DOCUMENTING

Click on the Yellow block to view the list of acceptable documents. The next step is attaching your supporting documents.

2 Attach Documents

You must attach one or more official documents that prove each of the items listed. A check here confirms you have provided proof for the required item.

- Legal business name and physical address in the same document

[Add Document](#)

3 Provide Details (Optional)

Please provide additional context for your specific situation, if necessary.

500 characters allowed

All the documents which you upload, must not be older than 3 years and must verify the information which you have just entered – i.e. legal business name, physical address, start year, national identifier. You can attach multiple documents if all the information does not appear on just one document, BUT make sure that your Legal business name appears on all the documents. If you have a different trading name, the trading name does not have to appear on all the documents, but the legal name must appear on all your documents. You can use your most recent bank statement, municipal account, most recent tax return, CIPC registration etc.).

If any of your documents are in a language other than English, you must also submit a certified translation of that document into English.

Make sure to rename all your documents to reflect exactly which information you are verifying. E.g. If you upload your municipal account which has your legal business name and your physical address, then name that document “Utility bill – legal name and physical address”. (Remember that the postal address is not used for verification purposes.)

If you upload your CIPC certificate and it has your correct physical address too, then rename it “Certificate of incorporation – Legal name, start year, physical address, national identifier”

If you did not use your company registration number as your national identifier, and you used your SARS tax number or your VAT number instead, upload the document which verifies the option you chose to use.

Add Document

Select a Document Type

This document includes the following. Select all that apply.

Legal business name and physical address in the same document

Legal business name and national identifier you selected in the same document

Select Document

Drag file here or [choose from folder](#)

[Cancel](#) [Submit](#)

Once your documents are all uploaded, go to the “Provide details” block and list/explain which documents verify which information. The more information you provide to avoid any uncertainty on SAM’s end, the better chance you have of getting your validation approved first time.

Once you have submitted your documents, you will receive a ticket or “Incident number” from FSD.gov. This Incident number will be displayed on the screen, it will be sent to you by email and it will be visible on your entity Workspace. Keep checking your emails – You should receive an email to inform you if your validation was successful or not.

If not and you receive a notification that it was not successful, please action immediately and follow the instructions to correct whatever they state is the issue. If you are asked for more

information, please respond within 5 days, or your ticket will be closed and you will have to start all over again.

If they only ask for information, you can enter the information in your ticket.

However, if you need to provide more documentation, log into SAM.gov and upload it there.

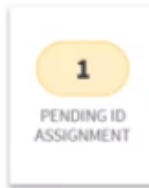
You will see your ticket/incident when you sign in – open your ticket and upload the documents.

Do not upload documents or sensitive information on FSD.gov.

How do I add documentation to my entity validation incident after it has been created in

SAM.gov? Click on this link: [GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

When you go to your “workspace” in SAM.gov, your entity status will show as “pending ID Assignment”



Request your Unique Entity Identifier:

Once your uploaded documents have been validated by FSD, you are not done yet.

Wait for 24-48 hours for it to pull through to SAM, then log back into Sam.gov to request your Unique Entity Identifier (UEI) and complete the rest of your information.

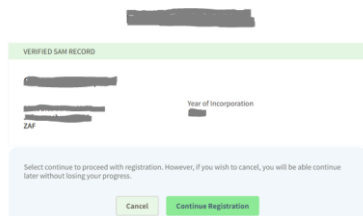
If you are not able to find your entity after 2 business days, or if you have any questions or concerns, respond to the email notification/ticket, or update your incident at FSD.gov within five business days, to ensure that your ticket remains open.

To request your UEI, you will repeat the process you went through before, but you will not have to submit documents again.

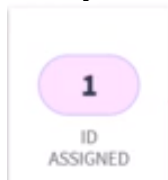
1. Sign in to SAM.gov. Select "Workspace" at the top of the screen and select "Get Started".
3. When you reach the "Enter Entity Information" screen, enter the name and address exactly as it appears in your email notification, then select "Next".
4. Check the box about providing documents and select "Next."
5. Select "I recognize my entity" and pick your business from the list. Select "Next."
7. Confirm the information is correct.
8. You will be asked if you want to include your business details and non-sensitive information in public searches. (This is optional, so you can deselect the tick if you prefer)
9. Check the box stating that you are authorized to conduct transactions on behalf of your company, then click on “Receive Unique Entity ID”.

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID:



Once you’ve received your UEI, your entity status will show as “ID Assigned”



These two videos have lots of useful information on how to create a new account and how to upload your verification documents (remember that you are applying for “all awards” and not just a UEI and remember that they are speaking to US based companies) and how to upload documents for validation.

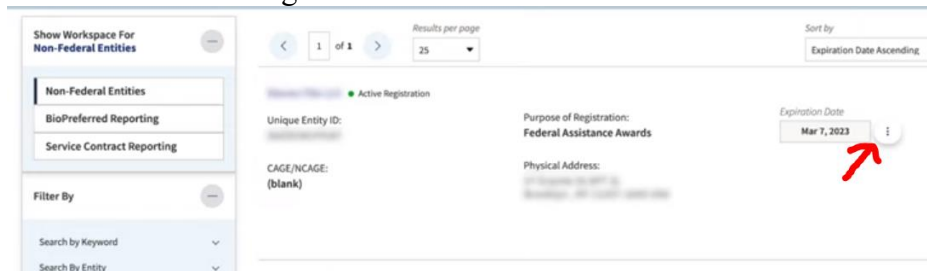
Video: [\(199\) Validating Your Entity in SAM.gov - YouTube](#)

Video: [\(235\) How to Register for a UEI - YouTube](#)

Completing the Registration:

Now you must click “Continue Registration” to complete the rest of your information.

Next to your business information, to the right of the screen, you will see a blank block which says “Expiration date”. Next to that you will see a white button with 3 black dots. Click on the button and select “Register”



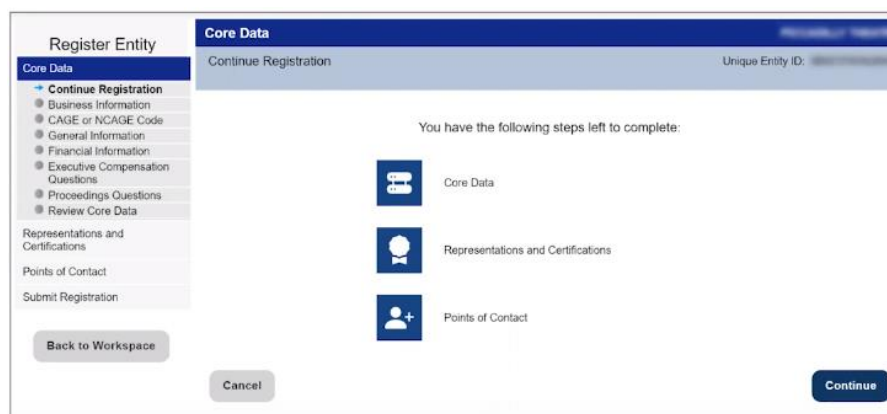
Select “Other” for your Entity type and why you are registering.

Select the first option “I want to be able to bid on federal contracts or other procurement opportunities”.

You will now see a screen outlining the additional sections which you need to complete. You will need to complete each page before you can click on “Next” to continue. Once you’ve completed a page, you can always go back to previous pages.

Your status will remain in “Work in Progress Registration” until you have submitted it at the end.

If you cannot complete everything in one sitting, you can log in again later and continue where you left off, but you will be taken through the previous screens again.



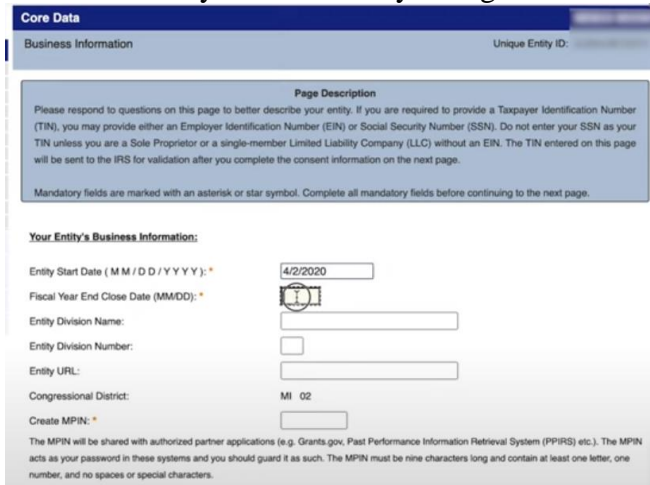
CORE DATA:

Keep in mind that SAM is used to register for U.S. Federal Government business opportunities, therefore many of the questions asked, are from the U.S. point of view.

For example:

- When SAM asks whether the vendor is a small business, this refers only to small businesses based in the US. Foreign vendors are always considered to be “other than small” or “large.”
- Only fill in the Tax ID number if it is a U.S. Tax ID number. Otherwise, leave it blank.

You will now be asked to provide information based on your purpose of registration. Complete all fields which are marked with a red asterisk “*”, unless the field is greyed out and does not allow you to make any changes.



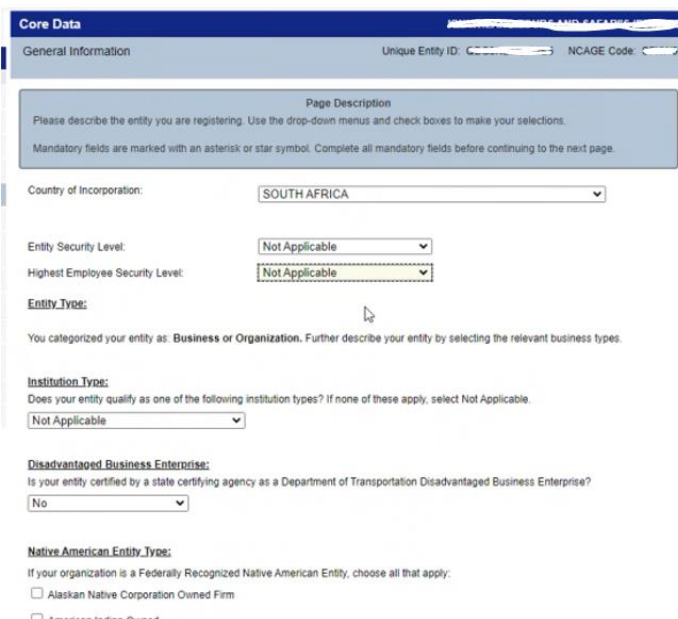
The “Fiscal Year End” is the date on which your financial year ends.

Create an MPIN – you will need to provide this again later on. You will receive an OTP via email, which you must enter to move forward to the next screen.

South African (overseas) companies do not have a TIN (Taxpayer Identification Number) – it is only needed if your business pays U.S. taxes, otherwise leave it blank or as “Please select value”.

Only if your business has a US bank account, then you need to complete Taxpayer Name and Taxpayer Address fields. If you only have a South African bank account, leave it blank or as “Please select a value”.

When asked if “you are a successor to a predecessor that held a Federal contract within the last 3 years”, you only answer yes if your company was acquired or “taken over” by a new company and now operates under a new name, **and** your original company held a federal contract in the past 3 years. If not, then answer no.



South African companies can leave all the fields on this page blank, or as “not applicable”.

Organization Factors:

Do one or more of these organization factors apply to your entity? If none of these apply, select Not Applicable. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop down box will display for your next selection.

Manufacturer of Goods

Is your business/organization also any one of the following? If none of these values apply to your entity, select Not Applicable from the drop-down menu.

Not Applicable

Entity Structure:

What is the form of your entity as defined by the IRS? *

Other

Profit Structure:

What is your entity's profit structure? *

For-Profit Organization

Socio-Economic Categories:

Select any socio-economic categories which reflect the current status of your entity. If applicable, your small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration and displayed in the Representations and Certifications portion of this registration.

- Small Business Joint Venture
- Veteran-Owned Business
- Women-Owned Business
- Economically Disadvantaged Women-Owned Small Business (EDWOSB) Joint Venture
- Community Development Corporation Owned Firm
- Minority-Owned Business

Cancel

Previous

Save and Continue

Select whether you manufacture goods, or only provide services.

Select “Other” under Entity Structure.

Select whether you are a for-profit or not-for-profit organization

Skip all questions asking you to select Socio-economic categories – they do not apply to South African businesses.

Indicate whether you accept Credit Cards for payment.

You do not need to provide Electronic Funds Transfer (EFT) and ABA banking information on the Financial Information page. Only if your business has a US bank account, do you provide this electronic banking information,

Lockbox number - leave this blank

ACH (Automated Clearing House): leave all the fields blank

You must complete the Remittance Address. Make sure that you select SA in the country dropdown list.

Executive Compensation: If you answer no to question 1 on this page, question 2 is not applicable and you can proceed to the next page. 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.

Proceedings Questions: Most of your responses will be “no” or “not applicable” but if you are uncertain you can search for FAR clauses and their explanations here:

<https://www.acquisition.gov/browse/index/far>

Information Opt-out: You may opt to not have your entity’s information displayed publicly. Once all your Core Data has been completed, the last page will ask you to “Review Core Data”. If you entered anything incorrectly, you can click on “EDIT” and go back to make the necessary corrections.

This video has some more useful information on completing the “Core Data”.

Remember that not all fields apply to South African companies.

Video: [\(235\) Entity Registration - Core Data - YouTube](#)

ASSERTIONS:

Select “yes” if asked whether you want to complete your assertions.

What is a NAICS code: This identifies the industry sector your business falls under. It is advisable to select more than one sector and more than one code under each sector, if applicable.

What is a PSC: This is what service your business provides or products it supplies/sells manufactures. It is advisable to select more than one PSC, if applicable.

NAICS Codes are for the business function and PSC Codes are for the product/service itself.

Search for NAICS and PSC Codes using this link:

[DPC Product Service Code Selection Tool \(psctool.us\)](http://psctool.us)

In the search field type in a keyword which you feel describes your industry/service/product type. This will give you the list of all the NAICS and PSC codes which are relevant to that keyword.

Try a few different key words and select the best matches for your business.

Remember, this is not an exact science, so don’t worry about selecting an incorrect code. You can select one, or multiple codes, but preferably select 3-4 PSC codes and 3-4 NAICS codes.

Write all the NAICS and PSC codes down, because you will need to go back to sam.gov to enter them.

**One of the NAICS codes which you entered will need to be marked as the primary NAICS code.

When entering them in SAM.gov, enter the codes one by one and click on “add” after each code that you entered. First enter the NAICS codes in the NAICS block and then the PSC codes in the PSC block.

Size metrics: Leave IGT Size metrics blank

Annual Receipts – This is your “total income” (or “gross income”) plus the “cost of goods sold.” These numbers can normally be found on your tax return forms. Receipts are averaged over a business' latest three complete fiscal years to determine the average annual receipts. Enter your amount in US Dollars, without decimals, commas or a Dollar sign. “Worldwide” includes Head Office as well as any local and overseas branches. “Location” includes only the branch/division you are applying for. Leave the “Barrels Capacity”, “Megawatt hours” and “Total assets” fields blank

You can leave “EDI Information” blank.

Select “no” to be included in the Disaster Response Registry
 Select “no” for requiring bonding to bid on contracts.

When you get to the “Review Assertions” page, you can click on “EDIT” if you need to make any changes.

REPRESENTATIONS AND CERTIFICATIONS:

Question 1 - This is the person who is responsible for compiling and approving quotes.
 Question 2 - Do you have other branches who will perform work on your contracts?
 Question 4 - Select “Yes”

View assistance for Representations and Certifications-FAR Response 2

Selecting the FAR reference will open a new window and take you to the full text of the provision.
All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

- ✓ FAR Response 2
- ✓ FAR Response 3
- ✓ FAR Response 4
- ✓ Architect/Engineer Response
- ✓ Defense Response
- Review FAR/DFARS Reps and Certs
- ✓ Financial Assistance Response

Points of Contact
Small Business Certification
Submit Registration

[Back to Workspace](#)

5. Our records indicate that [REDACTED] is not a small business concern and therefore does not qualify for status as a labor surplus area concern. (FAR 52.219-2)

6. Is [REDACTED] 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)

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

Company Name : [REDACTED]
TIN : [REDACTED]

7. Our records indicate there is not an active exclusion for [REDACTED]. Are any of [REDACTED], 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 [REDACTED], 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 [REDACTED] been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3)

No

9. Is [REDACTED], 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 [REDACTED] been terminated for cause (default)? (FAR 52.209-5, FAR 52.212-3)

No

Questions 6-46 - you will answer “no”, “none” or “not applicable” for almost all of these questions.

11. Please provide the name and unique entity identifier of each party participating in the HUBZone Joint Venture. (FAR 52.219-1, FAR 52.212-3)

None

[Add New Joint Venture Entity](#)

12. Reserved.

13. Our records indicate that [REDACTED] is not participating in a Women-Owned Small Business (WOSB) Joint Venture eligible under the WOSB Program. (FAR 52.212-3, FAR 52.219-1)

14. Our records indicate that [REDACTED] is not participating in a Economically Disadvantaged Women-Owned Small Business (EDWOSB) Joint Venture. (FAR 52.212-3, FAR 52.219-1)

15. Our records indicate that [REDACTED] is not participating in a Small Business Joint Venture. (FAR 52.212-3, FAR 52.219-1)

16. Our records indicate that [REDACTED] is not participating in a Service-Disabled Veteran-Owned Small Business Joint Venture. (FAR 52.212-3, FAR 52.219-1)

17. Does [REDACTED] provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)

No

If yes, please list limited rights data or restricted computer software below. (FAR 52.227-15)

[Add New Software](#)

[Cancel](#) [Previous](#) [Save and Continue](#)

18. Our records indicate that [REDACTED] Org Type is "Other" please enter more information here. (FAR 52.204-3, FAR 52.212-3)

South African owned

19. Our records indicate that [REDACTED] is not a small disadvantaged business concern. (FAR 52.212-3)

20. Reserved.

21. Does [REDACTED] 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 [REDACTED] based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. (FAR 52.222-18, FAR 52.212-3)

Yes

22. Has [REDACTED] held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (FAR 52.222-22, FAR 52.212-3)

Yes

23. Are any end products delivered to the Government by [REDACTED] foreign (nondomestic) end products? (FAR 52.212-3, FAR 52.225-2, FAR 52.225-4, FAR 52.225-5, DFARS 252.225-7000, DFARS 252.225-7020, DFARS 252.225-7035)

No

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

[EDIT MY PRCS](#)
[Add New Product](#)

24. Has [REDACTED] filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22, FAR 52.212-3)

Yes

25. Please choose one of the following statements that applies to [REDACTED] (FAR 52.222-25, FAR 52.212-3)

[REDACTED] has developed and has on file affirmative action programs required by Secretary of Labor regulations.

[REDACTED] does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.

[REDACTED] has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

26. Does [REDACTED] provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (FAR 52.212-3, FAR 52.222-48)

No

If yes, please answer the following questions: Are the items of equipment serviced by [REDACTED] commercial items which are used regularly for other than Government purposes, and are sold or traded by [REDACTED] in substantial quantities to the general public in the course of normal business operations? (FAR 52.212-3, FAR 52.222-48)

Not Applicable

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-48)

Not Applicable

Does [REDACTED] utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as [REDACTED] uses for equivalent employees servicing the same equipment of commercial customers. (FAR 52.222-48)

Not Applicable

Cancel Previous Save and Continue

Question 27 - If you have not selected the NAICS listed here, you are not required to answer the Architect-Engineer Response questions.

27. Does [REDACTED] provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)

No

If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by [REDACTED] 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)

No

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)

No

Does [REDACTED] 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)

No

Does [REDACTED] have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? (FAR 52.212-3, FAR 52.222-52)

No

28. Our record indicates that [REDACTED] has registered the following FSC codes. Please provide whether the place of manufacture for each FSC code below is in the US or outside the US. To edit your FSC list please click the Edit button to the right (FAR 52.212-3)

FSC Code	In/Outside US
7105	Outside US

EDIT

Does the total anticipated price of offered end products manufactured in the United States exceed the total anticipated price of offered end products manufactured outside the United States?

No

29. Is [REDACTED] an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

No

30. Is [REDACTED] a subsidiary of an inverted domestic corporation? (FAR 52.209-2, FAR 52.212-3)

No

31. Reserved.

32. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11)

No

33. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)

No

34. Did [REDACTED] either receive \$7.5 million or more in Federal contract awards during the prior Federal fiscal year requiring it to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal, or receive less than \$7.5 million in Federal contract awards during the prior Federal fiscal year but still want to represent whether it does or does not publicly disclose greenhouse gas emissions and a quantitative reduction goal? (FAR 52.223-22)

No

Does [REDACTED], itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions?

Not Applicable

If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available.

Add New URL

Does [REDACTED], itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal?

Not Applicable

If yes, select Add New URL to list the publicly accessible web site where a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.

Add New URL

35. Does [REDACTED] provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (FAR 52.204.26, FAR 52.212-3, DFARS 252.204-7016)

No

Does [REDACTED] use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services?

No

Cancel Previous Save and Continue

Your response for Question 35 must match your response on the NDAA Compliance Declaration which completed.

Representations and Certifications

Architect-Engineer Response Unique Entity ID: [REDACTED] NCAGE Code: [REDACTED]

Page Description

If you selected a NAICS Code in the Assertions section connected to architect and engineering activities (NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620), you must provide additional information used to complete the Standard Form (SF) 330 Part II. If you didn't select one of the relevant NAICS Codes, this page will contain pre-filled text stating the SF 330 Part II does not apply, and you may select Save and Continue.

36. Our records indicate that [REDACTED] have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.

Cancel Previous Save and Continue

37. Does [REDACTED] wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

No

38. Does [REDACTED] anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)

Not Applicable

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

Not Applicable

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

Country: Please select a value

40. Is [REDACTED] effectively owned or controlled by a foreign government? (DFARS 252.209-7002)

Not Applicable

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

First Name : [REDACTED]

Middle Initial : [REDACTED]

Last Name : [REDACTED]

Telephone Number : [REDACTED]

Extension : [REDACTED]

International Code : [REDACTED]

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

Add New Foreign Government Entity

41. Is [REDACTED] a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)

Not Applicable

42. Is [REDACTED] a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)

Not Applicable

43. Is [REDACTED] offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)

Not Applicable

44. Is [REDACTED] offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)

Not Applicable

45. Is [REDACTED] employing severely disabled individuals? (DFARS 252.226-7002)

Not Applicable

46. Are [REDACTED] financial statements in compliance with Generally Accepted Accounting Principles? (DFARS 252.232-7015)

Not Applicable

Cancel Previous Save and Continue

[FAR 52.215-6: Place of Performance](#)

[FAR 52.219-1: Small Business Program Representations \(Alternate I\)](#)

If no NAICS table is displayed, this registrant may not be considered a small business.

[FAR 52.219-2: Equal Low Bids](#)

[FAR 52.222-18: Certification Regarding Knowledge of Child Labor for Listed End Products](#)

[FAR 52.222-22: Previous Contracts and Compliance Reports](#)

[FAR 52.222-25: Affirmative Action Compliance](#)

[FAR 52.222-48: Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification.](#)

[FAR 52.222-52: Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.](#)

[FAR 52.223-4: Recovered Material Certification](#)

[FAR 52.223-5: Estimate of Percentage of Recovered Material Content for EPA-Designated Items \(Alternate I\)](#)

[FAR 52.223-22: Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation.](#)

[FAR 52.225-2: Buy American Certificate](#)

[FAR 52.225-4: Buy American-Free Trade Agreements-Israeli Trade Act Certificate](#)

[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](#)

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, [\[redacted\]](#) 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 criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent [\[redacted\]](#) in any of these representations or certifications to the Government.

[Cancel](#) [Previous](#) [Save and Continue](#)

Tick the checkbox

Representations and Certifications

Financial Assistance Response Unique Entity ID: [\[redacted\]](#) NCAGE Code: [\[redacted\]](#)

Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does [\[redacted\]](#) wish to apply for a Federal financial assistance project or program, or is [\[redacted\]](#) currently the recipient of funding under any Federal financial assistance project or program?*

Yes

No

[Cancel](#) [Previous](#) [Save and Continue](#)

Select “no” for Federal financial assistance programs.

POINTS OF CONTACT (POC):

You will be asked to enter Points of Contact. The people you enter here will not automatically receive a role in SAM.gov. You can assign roles to them later, if necessary.

Accounts receivable POC – usually your financial manager

Electronic business POC – the person who manages your website, electronic commerce etc

Government POC – the person who will deal with contracts received from the US Embassy or Consulates

If you do not have 3 separate people, you may enter the same person more than once.

Enter telephone numbers in the format as indicated E.g. Non-US phone is xxxx-xxxxxxxxxx, so +27 (0)12 431-4300 will be entered 0027-0124314300

Entity Review: Before you can submit your registration, the system displays a summary of all the information which you have entered. Review the summary to make sure that everything is correct. 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.

After entering and reviewing your information, select the “Submit” button.

You will receive a “Registration Submitted” or “Congratulations” message on the screen and your status will also show as “Registration submitted” in your workspace.

If you do not see this message, you have not submitted your registration and you will need to go back through your registration and select the submit button again. You will be asked to request an OTP confirming that you have submitted your registration.

If you receive an email asking for more information, or a letter which formally designates the authorized administrator for your business, PLEASE RESPOND PROMPTLY. **You can find more information on what this letter must contain, at the bottom of this document.** If you receive an email like this, you will have 2 days to respond, otherwise the incident will be closed and you will have to start over again.

Your Entity status will remain in “registration submitted” status until the validation is completed.

When will my registration become active?

The validation process takes up to 12 working days - you will receive an email when your financial validation is completed and another email when your NCAGE validation is completed. Only after a SAM registration is completed and fully validated can a vendor be considered to have a current, active registration in SAM.

If your entity fails validation, SAM.gov will send you an email with instructions on updating your information and resubmitting your registration. If you fail the NCAGE validation because there is mismatched information, you may need to work with NCAGE to update your information there first, before resubmitting your registration on sam.gov. Remember that the information on NCAGE and on SAM.gov needs to match 100%.

Please keep us updated on your progress and forward your Unique Entity ID as soon as you receive it.

The person who creates an account on SAM.gov and registers a business (Entity) for the first time, is automatically assigned the role of “Primary Administrator”.

You will need to submit a letter formally designating the Primary Entity Administrator for your business within 60 days of account activation. Failure to do so may result in the registration no longer being active. (More information on assigning roles is explained **at the end of this document**.) [GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status by going to your workspace.

You must be signed in to check your registration status.

If your registration is active and has not yet expired, you will see a “1” in the circle above “Active Registration.”

If your registration has expired, you will see a “1” in the circle above “Inactive Registration”.

Keep your SAM Registration current and active:

The SAM registration is valid for 1 year only and must be renewed annually in order to stay active. It is therefore advisable to keep your usernames and passwords somewhere safe and to have more than one administrator for your business' SAM.gov registration.

If the Administrator on your current SAM.gov account is no longer at the company, you do not have the login details or you do not have a secondary administrator assigned, you may battle for weeks trying to get access to your account.

In that case, please check this link and follow the instructions:

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

Each time you renew your registration or want to update your business name or address, you will need to go through the validation process again.

If you do not update and renew your registration annually, it will expire and you will no longer be eligible for contracts or grants exceeding \$30 000.00, until your registration is active again.

When do I need an Entity Administrator Appointment Letter?

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

An appointment letter is required by everyone registering an entity for the first time, as well as anyone renewing their registration after this requirement was introduced in 2018. It is also required when the primary administrator role must be assigned to a new person (i.e If the Primary Administrator on your current SAM.gov account is no longer at the company, or you do not have the login details and there is no secondary administrator already assigned.)

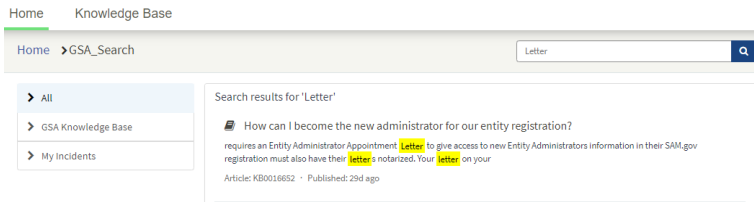
Only if the entity/business has a bank account with a US financial institution, then the letter must be notarized. For international entities which DO NOT have a bank account with a US financial institution, the letter does NOT need to be notarized. For South African companies, a notarized letter is a letter on your company letterhead, which is stamped and certified by a Commissioner of Oaths or SAPS.

This letter authorizes the appointment of the company's primary sam.gov administrator. You submit this letter on FSD.GOV, not on Sam.gov.

To view the criteria for Entity Administrator Appointment Letters and to access the most up to date templates offered, please navigate to FSD.gov.

The screenshot shows the FSD.GOV Knowledge Base search interface. At the top left, there are links for 'Home' and 'Knowledge Base'. The main header includes the 'fsd.gov' logo and a badge stating 'Official U.S. Government Website 100% Free'. Below this, the 'Federal Service Desk' section provides a search bar with the text 'Letter' entered, highlighted by a red arrow. To the right of the search bar is a 'Search' button. Below the search bar are several navigation buttons: 'Get Started with Your Registration', 'Check Registration Status', 'Update Your Registration', 'Become an Entity Administrator', 'For State and Local Entities', and 'Access User Guides'. The page also features the SAM.GOV logo and a link for 'Entity Validation Help'.

- Type "letter" in the knowledge base search.
- Locate the knowledge article that states "How Can I become the new entity administrator for our entity registration?" This article contains all the instructions for creating and submitting your Entity Administrator Appointment Letter.



- Scroll down within this article and locate the templates.
- Click the blue hyperlink of the template you would like to use. (This will download a word document to your device.) South African companies with no US bank account must use **TEMPLATE 3 - International entity with no US bank account.**

other authorized signatory. If required for Template, the notary will confirm the signatory's identity in accordance with your state's notary procedures.

4. Send the completed, signed, Entity Administrator Appointment Letter. (Follow steps under "How to Submit an Entity Administrator Appointment Letter to the Federal Service Desk" below.)

Template 3 - International Entity (No U.S. Banking) (No Notarization Needed)

Use for a single international entity that **does not use** banking information from a U.S. financial institution in its SAM entity registration. This template does not require notarization.

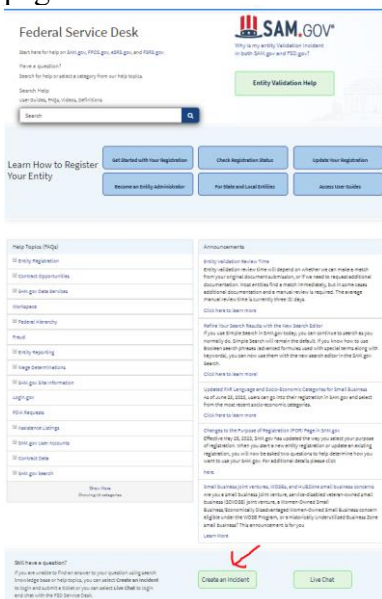
Steps to Complete Template 3

1. Complete the appropriate template. Fill in the blanks. Enter the highlighted information on the next two pages.
2. Print the letter on your entity's letterhead. If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.
3. Sign the completed letter. Make sure the person who signs the letter is someone with signatory authority, i.e., who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized signatory.
4. Send the completed, signed letter. (Follow steps under "How to Submit an Entity Administrator Appointment Letter to the Federal Service Desk" below)

How to Submit an Entity Administrator Appointment Letter to the Federal Service Desk

The letter must be scanned and submitted to the Federal Service Desk (FSD.gov). The new Entity Administrator must have an individual SAM.gov user account created with the email address

- Create your letter using the template provided. (Page 1 of the template provides further instructions – Do not include the instruction page in your letter)
- Once the letter is created, please navigate back to the FSD.gov home page.
- You will sign in with the same login credentials as on SAM.gov. Scroll to the bottom of the page and click on “Create Incident”.



Under System Name select “SAM” and under Issue type select “Entity Administrator Appointment Letter”. Complete the rest of the form and attach your letter.

Create an Incident

* System Name

Is this related to a Special Project?

Issue Type

* Subject

* Please describe the issue below

Attachment Disclaimer

In order to ensure your ticket is processed in a timely manner, it is recommended that your attachment not exceed 50 MB and be uploaded as one of the file types listed below:

- PDF files
- MS Word (.doc) and (.docx)
- PNG
- JPEG

For step-by-step instructions on how to reduce the file size of PDFs, [Click here](#)

For step-by-step instructions on converting a MS word document to a PDF, [Click here](#)

NOTE: Please do not attach documents containing Personally Identifying Information (PII), Controlled Unclassified Information (CUI), or other sensitive, unsolicited information to your FSD Tickets. All Entity Validation Data related to UEI must be submitted via SAM.gov. SAM Entity Administrator Appointment Letters may be attached to FSD tickets after logging into FSD via Login.gov.

[Add attachments](#)

The primary requirements that you'll need to include in your letter are:

- Business UEI number (exactly as it appears in SAM.gov)
- Business legal name (exactly as it appears in SAM.gov)
- Business physical address (exactly as it appears in SAM.gov)
- Entity Administrator full name
- Entity Administrator phone number
- Entity Administrator email address
- Signatory name (The letter must be on company/organization letterhead and signed by an authorized signature authority within your organization.)
- Signatory title
- Signatory email address

NOTE: Please do not attach documents containing Personally Identifying Information (PII), Controlled Unclassified Information (CUI), or other sensitive, unsolicited information to your FSD Tickets.

The main reasons for rejection of submitted letters include:

- Failure to clarify preference of account administration – you need to clearly state that the Entity Administrator is either self-administering or a third-party designation.
- Information doesn't match application – if pieces of information like contact details, physical address of the business, email addresses don't match what was submitted in your SAM registration, it will be rejected and you'll need to submit another letter.
- Missing UEI digits – DUNS numbers have been transitioned to UEI numbers, but you still need to include all 12 digits (including leading and ending zeros) to ensure that all information is accurate.

Assigning roles for a secondary administrator, or a new primary administrator:

The person who creates an account on SAM.gov and registers a business (Entity) for the first time, is automatically assigned the role of "Primary Administrator".

You will need to submit a letter formally designating the Primary Entity Administrator for your business within 60 days of account activation. Failure to do so may result in the registration no longer being active.

It's a good idea to assign an Administrator role to at least 2 people in your business. This will ensure that there is always at least one person who can manage your SAM registration, should

the other one be on leave, or resign from the company. You do not need to submit another notarized letter for the 2nd administrator, unless the primary administrator role must be assigned to a new person.

The following link provide more information on roles for non-federal users, the different roles available and who needs what role. **Please note that you are a “NON-FEDERAL” user.**

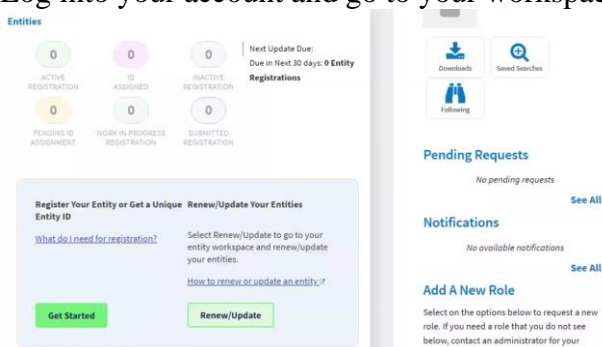
https://www.fsd.gov/sys_attachment.do?sys_id=95bccdd01b87655006b09796bc4bcb2a

The following is an explanation of entity registration roles:

- **Administrator:** You can administer viewer, data entry, and administrator roles; manage hierarchy registration requests; deactivate, view, and update active and expired registrations; delete, view, and update draft registrations; register entities.
- **Data Entry:** You can view and update active and expired registrations; delete, view, and update draft registrations; and register entities.
- **Viewer:** You can view active and expired registrations and view draft and submitted registrations.

If you already have a SAM.gov account and want to be assigned as a SECONDARY/ADDITIONAL administrator:

Log into your account and go to your workspace.



At the bottom right of the screen you will see “Add a new role”.

In the domain field select “Entity Registration”, select “Data Entry” and click the box which says “I verify I have a business need for this role” and click on “request role”. Enter your business’ UEI or NCAGE number, select the role you are requesting (Administrator), the domain and click submit. When the Primary Administrator receives the role request, they can accept, reject or edit the role.

Once your request has ben approved, it may take up to 15 minutes before you can see your business under your Workspace.

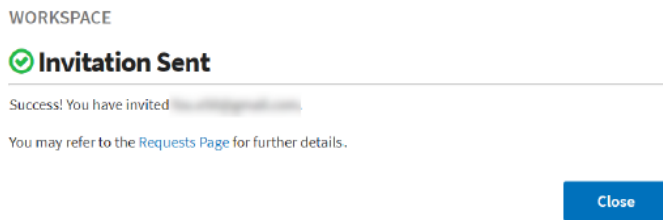
If you are the primary administrator and want to assign an administrator role to another person in your business:

The Primary Administrator must invite the person who needs the 2nd administrator role and that person must accept the invite and the role.

To assign another administrator, the Primary Administrator must go to “Workspace” and scroll to the bottom of the page.



Click on “Assign Role”, then enter the person’s email address. Once you enter the email address, the system will check if there is an existing SAM.gov account associated with that email address. Once the rest of the information is completed, click on “send invitation”. The system will send that person an email invitation with instructions.



The 2nd person does not have to have a user account already set up on SAM.gov to accept the invite.

If the person already has a SAM.gov account, they will be prompted to accept the role when they sign in.

If the person does not already have a SAM.gov account, the email will provide instructions on how to create a new login.gov account in order to see your company details in SAM.

Appointing a new Primary Administrator:

If the Primary Administrator on your current SAM.gov account is no longer at the company, or you do not have the login details and there is no secondary administrator already assigned, please click on this link and follow the instructions to assign a new primary administrator:

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#)

Before you start, you will need to create an account on login.gov. Please see the below link for instructions on how to create a new account. You will use the same login credentials to log into sam.gov and to upload the notarized letter on fsd.gov.

[GSAFSD kb articles - GSA Federal Service Desk Service Portal](#).

Please note that they mention the DUNS number. The DUNS number has been replaced by the Unique Entity Identifier (UEI) and must be used instead. Enter your company details exactly the same as what it currently appears on your SAM.gov registration.

SAM.gov requires a notarized letter to give access to new Entity Administrators on existing registrations where there is no existing administrator to approve your role request.

This link [GSAFSD kb articles - GSA Federal Service Desk Service Portal](#) provides instructions on how to submit a notarized letter to assign a new primary administrator and also provides templates for the wording. **“Template for notarized letter (International entity with no US bank account)”**