

KEY TAKEAWAYS

- What is the System for Award Management (SAM)?
- Why is SAM important?
- The role of the Entity Administrator
- Transition from DUNS to Unique Entity ID (UEI)
- What is a UEI?
- The difference between registering for a UEI and registering in www.sam.gov
- The basics of registering your entity in www.sam.gov



WHAT IS SYSTEM FOR AWARD MANAGEMENT (SAM)?



The System for Award Management (SAM) is the primary supplier database for the U.S. Federal Government. Collected data from suppliers is validate, stored and disseminated to various government acquisition agencies.

www.sam.gov

WHY IS SAM IMPORTANT?



Any business entity wishing to be awarded group or contract business from the federal government must have an active SAM registration. This includes contracts, letters of intent and purchase orders.

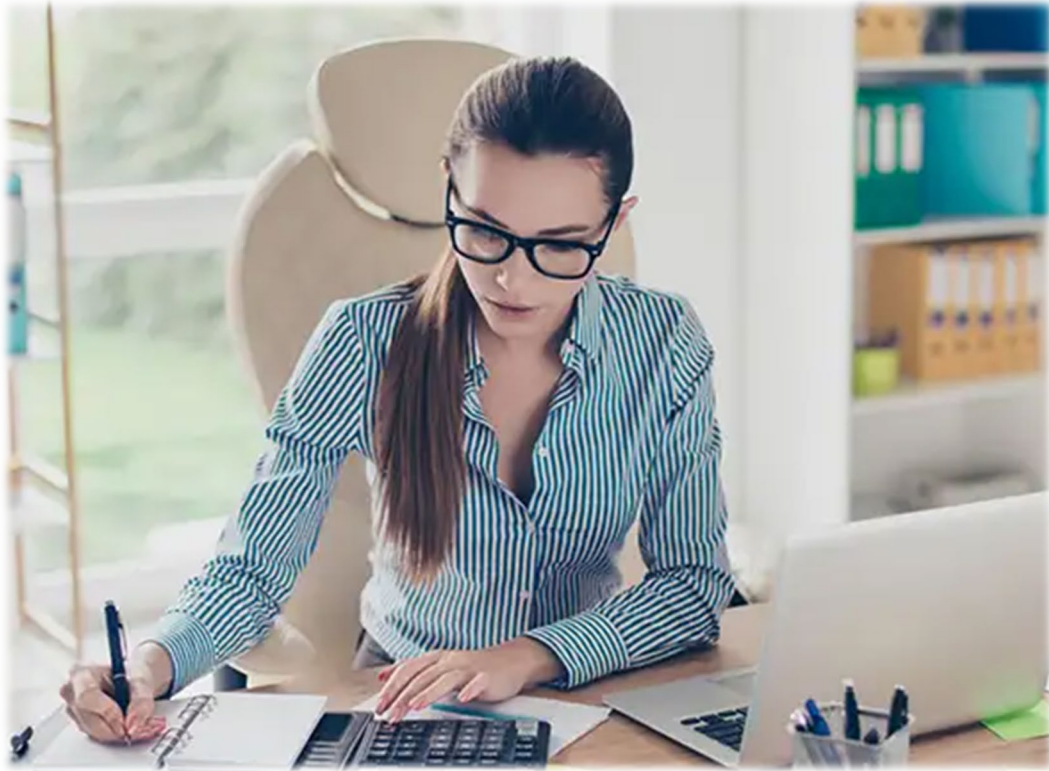


POP QUIZ



QUESTION: WHO IS RECOMMENDED ENTITY ADMINISTRATOR?

A. ACCOUNTING PROFESSIONAL



B. SALES PROFESSIONAL



THE ROLE OF THE ENTITY ADMINISTRATOR FOR A BUSINESS ENTITY

An Entity Administrator can perform the following actions for their Entity Management registration in SAM:

- View the entity's entire Entity Management registration. This includes any entities in the organization's hierarchy.
- Update and renew the Entity Management registration and any entities in the organization's hierarchy.

SAM does allow multiple Entity Administrators for one business entity.



FIRST ESTABLISH LOGIN CREDENTIALS



LET'S GET
STARTED

ONE ACCOUNT, ONE PASSWORD

Login.gov is a secure sign in service used by the public to sign in to participating government agencies.

Participating agencies will ask you to create a Login.gov account to securely access your information on their website or application.

You can use the same username and password to access any agency that partners with Login.gov.

This streamlines your process and eliminates the need to remember multiple usernames and passwords.

TRANSITION FROM DUNS TO UNIQUE ENTITY ID (UEI)



- On **April 4, 2022**, the federal government stopped using Dun & Bradstreet's Data Universal Numbering System (DUNS).
- DUNS Numbers is no longer be displayed or accepted for entity registration, reporting, or searching.

WHAT IS A UEI?



- The UEI is a 12-character alphanumeric value assigned, managed and owned by the federal government.
- Entities will no longer have to go to a third-party website to obtain their number.
- This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.
- The UEI will still be verified by a third-party provider, Ernst & Young, but the process will be seamless within the SAM system.

HOW TO REGISTER FOR A UEI



Requests Notifications Workspace Sign Out

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

DUNS to Unique Entity ID (SAM) Transition

This page contains resources to help you through the transition from DUNS Number to Unique Entity ID (SAM). Sometimes you may see UEI used as an abbreviation of Unique Entity ID. On this page, you can:

- Learn about how this transition affects you, based on the work you do in SAM.gov
- Explore general information about the UEI and this change
- Get started with requesting a UEI, if you don't have one yet

What you need to know about the Unique Entity ID (SAM)

In this section, you can select a topic to view resources related to that topic.

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government

[Get Started](#)

Registering your entity versus requesting a Unique Entity ID



HOW TO REGISTER FOR A UEI

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID.

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)



HOW TO REGISTER FOR A UEI

Get Started

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[Get Unique Entity ID](#)

REGISTER ENTITY REGISTRATION

Entity Details:

- Legal Business Name
- Physical Address
- Date of Incorporation (if applicable)
- State of Incorporation (if applicable)

Taxpayer Information:

- Taxpayer Identification Number (TIN)
- Taxpayer Name
- Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.

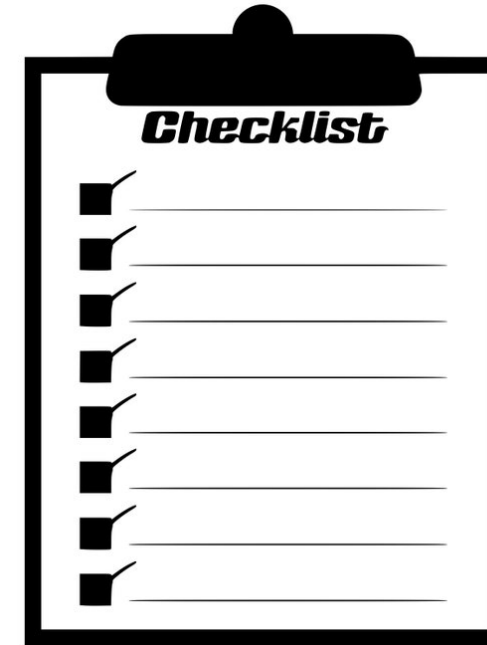
Banking Information:

- Routing Number
- Account Number
- Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).



SAM REGISTRATION CHECKLIST

**IMPORTANT
INFORMATION**



Core Data

Core data is mandatory for all registration types. Includes, but is not limited to, your **Unique Entity ID**, business name, your **TIN**, and your financial information.

Assertions

Data about the types of goods and services you provide, optional **Electronic Data Interchange (EDI)**.

“Reps & Certs”

A common set of representations and certifications required by federal statutes or regulations in accordance with the **Federal Acquisition Regulation (FAR)**.

THE PATH OF SAM REGISTRATION



CAGE CODE

The CAGE Code is used to support a variety of automated systems throughout the government and provides a standardized method of identifying a given facility at a specific location. The code may be used for ...

- faster payment of invoices
- a facility clearance
- a pre-award survey
- automated bidders list
- identification of debarred bidders

**Commercial
And
Government
Entity**

QUESTIONS?

www.fsd.gov

MON-FRI / 8:00 a.m. – 8:00 p.m. ET

WHO DO I CONTACT FOR HELP?

1. Contact the Federal Service Desk at (866) 606-8220
2. “Live Chat” a government specialist at www.fsd.gov
3. Complete and submit a “Web Form” at www.fsd.gov

QUESTIONS?

THANK YOU!