

# Quick Start Guide for International Registrants

## Helpful Information

SAM an official **free, U.S. government-operated website** – it is FREE to register and maintain your entity registration record in SAM. It is FREE to get help.

### What is an Entity?

In SAM, your company, business, or organization is referred to as an “Entity.” You register your entity to do business with the U.S. government by completing the registration process in SAM.

### What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) Number to register your entity in SAM. DUNS Numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** International entities must obtain an NCAGE Code for each DUNS Number they plan to register in SAM before starting the registration process.
3. You must prepare, sign, and submit a letter designating your Entity Administrator to the Federal Service Desk within 60 days of activation.

### How do I get a DUNS number?

If you do not have one, you can request a DUNS Number for **free** to do business with the U.S. government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>

It takes up to 5 business days to obtain an international DUNS number.

### How do I get an NCAGE code?

To obtain an NCAGE Code, visit: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. Make sure the legal business name and physical address you provided to get your DUNS Number and your NCAGE Code are exactly the same. It takes up to 3 business days to obtain a NCAGE code.

### What about a U.S. Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are an international entity that does not pay taxes in the U.S., do not enter a number in the TIN field during registration.

## Steps for Registering

1. Get your [DUNS Number](#) and [NCAGE Code](#) assigned. Confirm the legal business name and physical address match in both records, then start the SAM registration process.
2. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar.
3. Select Log In to complete authentication and create an account.
4. On the My SAM page, select Entity Registrations from the sub-navigation menu, then select Register New Entity.
5. Select your type of Entity, most likely “Business or Organization.”
6. Tell the system why you are registering in SAM. This determines what information you have to provide.
  - Are you interested in bidding on Federal contracts? If so, select “*I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to . . .*”
  - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If so, select “*I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.*”
7. Complete your registration. Required fields are marked with a red asterisk (\*). A few helpful hints:
  - On the **Business Information** page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems like Grants.gov.
    - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
  - On the **NCAGE Code** page, enter your NCAGE Code. Remember your legal business name and physical address for your DUNS Number and NCAGE Code must match.
  - On the **General Information** page, only select Foreign Owned if your entity is owned or controlled by a foreign entity. If you are also a Manufacturer of Goods, select that first, then select Foreign Owned.
  - On the **Financial Information** page, you do not need to provide Electronic Funds Transfer (EFT) banking information. If you do choose to provide this electronic banking information, it must be for a U.S. bank: SAM cannot accept foreign banking information. The remittance name and address are the only mandatory sections on this page.
  - In the **Points of Contact** section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. government. These are called Points of Contact or POCs. The Government Business POC is the primary contact for your organization.
8. Select Submit after your final review. You will get a confirmation message on the screen. If you do not see this message, you did not submit your registration.
  - Once approved by the IRS (if you entered a TIN), the U.S. Commercial and Government Entity (CAGE) system, and with an approved Entity Administrator letter on file, you will get an email from SAM.gov when your entity registration is active.
9. Start this process well before your contract or grant application deadline. Allow up to 12-15 business days **after you submit** before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.