



System for Award Management (SAM)



FEMA

April 24, 2013

Overall Goal

This webinar has been developed utilizing “harvested” knowledge in order to provide first line assistance to applicants and grantees.

The Federal Help Desk is the official site for information on SAM!

<https://www.fsd.gov/>

866-606-8220



FEMA

SAM Topics

- SAM Overview : What is SAM?
- DUNS Number Requirement
- New User SAM Registration
- CCR Migration to SAM
- Troubleshooting
- Questions and Answers



FEMA

SAM Overview: What is SAM?

- System for Award Administration (SAM) registration (formerly the Central Contractor Registry or CCR) is required to receive any Federal grant award monies.
- The organization must be registered and have up-to-date information entered into the online system.
- To register visit www.sam.gov



FEMA

What is an Entity?

- Your company/business/organization is the Entity.
- **All entities** must create a SAM account.



FEMA

Registering Entities in SAM

The screenshot shows the SAM website interface for registering an entity. The main heading is "Register Entity" and the current step is "Determine Purpose of Registration". The page description states: "The system will guide you through the entity registration process based on the answers you provide below." The form contains the following questions and options:

- What type of entity are you? * (Business or Organization)
- Do you wish to bid on contracts? * (Yes)
- Do you want to be eligible for grants and other federal assistance? * (No)
- Do you want to perform Intragovernmental Transactions (IGT)? * (Not Applicable)

Navigation buttons include "Back to Manage Entity", "Cancel", "Back", and "Next".

► SAM will walk users through the Entity Registration (or validation) process in four steps

Contractors and other kinds of award recipients are now collectively referred to as “Entities” you will answer Purpose of Registration questions to determine which registration sections are required for them Entity Registration is organized in four steps:

1. Core Data – Name, address, etc.
2. Assertions – Information used to determine small business status, NAICS codes, etc.
3. Representations and Certifications – Federal Acquisition Regulation compliance
4. Points of Contact – Contact information for specified roles



FEMA

DUNS Number Requirement

What is a DUNS Number, and How are They Assigned?

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.



FEMA

Is There a Charge to Obtain a DUNS Number?

Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process. (Visit <http://fedgov.dnb/webform>.)



FEMA

Will I Still Need a DUNS Number to Enter SAM.Gov?

Yes, all activities related to D&B and the DUNS number will remain the same.

The DUNS number will be needed to begin your SAM.gov registration. Any updates to your company name or address need to be made at D&B prior to entering the data into SAM.



FEMA

What is D&B Government iUpdate?

Government iUpdate is D&B's internet-based service that allows business owners, officers, and managers the ability to request a DUNS number or view, print, and request updates to your existing company information.

(Visit <http://fedgov.dnb.com/webform>)



FEMA

What is a DUNS + 4?

- A DUNS + 4 number means the DUNS number assigned by D&B plus a 4-character suffix assigned by the business concern.
- D&B has no affiliation with this 4-character suffix.
- The business can assign a + 4 character to your DUNS number to designate alternate Electronic Transfer (EFT) accounts for the same business.



FEMA

DUNS + 4

How can an entity indicate multiple Agency Location Codes (ALCS) in a given registration?

- Use a DUNS + 4.
- Identify different records at the **same physical location** to identify two separate bank accounts.
- The + 4 number may only be added to active registrations.
- If you have other “entities” each additional “location” must have a separate DUNS number.



FEMA

FAQs on DUNS and SAM

For FAQs on DUNS and SAM Registration, visit

<http://fedgov.dnb.com/webform/displayFAQPage.do>



FEMA

SAM Registration

Organizations are required to have a DUNS number to apply for a grant or cooperative agreement from the Federal Government.

To find your DUNS number or obtain a new DUNS number, visit the D&B website at <http://fedgov.dnb.com/webform>.

▪



FEMA

New User SAM Registration

1. Access the SAM online registration at www.sam.gov or click on the link in the AFG online application.
2. Click on the box on the right and search using your DUNS number. If your organization pops up with a “record” that means you registered in CCR and the “record” migrated over to SAM.
3. Create a User Account.
4. Select Individual account.
5. Enter the requested information and submit.



FEMA



USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
- HELP

<h3>CREATE USER ACCOUNT</h3> <p>Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.</p> <p><input type="button" value="Create User Account"/></p>	<h3>REGISTER/UPDATE ENTITY</h3> <p>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.</p> <p><input type="button" value="Register/Update Entity"/></p>	<h3>SEARCH RECORDS</h3> <p>All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.</p> <p><input type="button" value="Search Records"/></p>
--	---	---

WHAT IS SAM?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and



SAM Registration

- After you have registered, you will receive an activation link from SAM.gov to activate your account.
- Log in at <https://sam.gov> with the username and password you created. **This action must be completed within 48 hours of receipt of the confirmation email.**



FEMA

CCR Migration to SAM

- SAM has replaced the Central Contractor Registry (CCR).
- If applicants/grantees were registered in the CCR, their information should have migrated to the SAM system.
- If the information did not migrate into SAM, it means that the grantee's CCR information did not match the original DUNS information.
- You have work to do!



FEMA

SAM Access: Getting Started

Getting access to SAM begins on the home page

The screenshot shows the SAM home page with the following elements:

- Top Right:** Username and Password input fields, a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". A red circle highlights the "Create an Account" link.
- Navigation Menu:** HOME, SEARCH, REPORTS, SAM HELP.
- Search Section:** "Search SAM" with a search bar and a magnifying glass icon. Below it, text reads: "Even if you do not wish to register at this time, you can still Search SAM. Please enter your search criteria above to view registered vendors."
- WHAT IS SAM?:** A section explaining that SAM is a free web-site consolidating Federal procurement systems and the Catalog of Federal Domestic Assistance. It mentions that CCR, FedReg, ORCA, and EPLS have been migrated into SAM.
- REGISTER WITH SAM:** A section with a red circle around the heading. It includes "Why Register?" and "What will you need?" sections. A red arrow points from this section to a callout box.
- Bottom:** "WELCOME VIDEO", "QUICK HELP", and "NEWS AND ANNOUNCEMENTS" sections.

► To create an account in SAM, click on one of the links.

NOTE: Screen captures are from the SAM development site. you do not represent the final product and are considered work in progress.



FEMA

SAM Access: Completing Your Profile

Edit Personal Information

Please make changes to your personal information and use the **Save** button to save your changes. To change your password please use the **Change Password** button.

Title :

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Phone :

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State :

Country :

ZIP :

Username :

Password :

Security Question 1*

► Only basic information about you is required.

► You will receive an email to validate your access to the email address associated with your account.



FEMA

SAM Access: Account Security

USERNAME _____ PASSWORD _____ LOG IN
Forgot Username? Forgot Password?
[Create an Account](#) FONT SIZE + -

HOME SEARCH REPORTS SAM HELP

Create Account: Personal

Account Information

Page Description
Please enter the following information for your SAM account.

Username:* _____
Password:* _____
Confirm Password:* _____
Security Question 1:* Please select a value
Security Answer 1:* _____
Security Question 2:* Please select a value
Security Answer 2:* _____
Security Question 3:* Please select a value
Security Answer 3:* _____

Password Requirements

- ✓ Must be at least 6 characters in length
- Must contain at least 1 number
- ✓ Must contain at least 1 lowercase character
- Must contain at least 1 uppercase character
- ✓ Must contain at least 1 special character

Content Glossary
Glossary Content goes here

SAM System for Award Management 1.01
[Accessibility](#) [Privacy Policy](#) [Disclaimers](#)
Note to all Users: This is a Federal Government computer system.

Service Desk
URL: www.FSD.gov
(8am - 8pm Eastern Time)
US Calls: 866-606-8220
International Calls: 334-206-7828

GSA USA.gov

- ▶ You will have 1 password for all functionality.
 - SAM will provide help in defining a password
 - There will be fewer security questions

- ▶ Passwords expire every 180 days.



FEMA

SAM Access: User Dashboard

When you log in, the first page you'll see will be your SAM Dashboard.

MY SAM SEARCH REPORTS SAM HELP

Mukur Hazari
Logout

MY SAM

Manage My User Roles
» My User Roles
» Migrate Legacy Account

With New

Users

ations

Requests

Manage Entity
» Register New Entities
» Active Registrations
» Draft/In Progress

Welcome, Mukur Hazari

Would you like to migrate a legacy system account? Yes Hide Message

Action Item Notifications My Saved Searches

FYI Notifications

Escalated Actions Active Entity Registrations

▶ The available menu options differ based on your roles.

▶ If you are a first time registrant or need to add an entity to your portfolio, click here to complete the entity registration process/

▶ You can customize your dashboard to provide quick snapshots of information relevant to you, such as

- Action Items
- Saved Searches



FEMA

NOTE: Screen captures are from the SAM development site. you do not represent the final product and are considered work in progress.

Context-sensitive Glossary

The screenshot shows the SAM website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are login fields for 'USERNAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below these are links for 'Create an Account' and 'FONT SIZE' controls. A dark blue navigation bar contains 'HOME', 'SEARCH', 'REPORTS', and 'SAM HELP'. The main content area is titled 'Search Results' and includes instructions on how to refine searches. A search box contains the text 'savanah' with 'Search' and 'Clear' buttons. Below the search box, it says 'Showing page 1 of 1' and 'Sort by Relevance Order Descending'. A 'FILTER RESULTS' section on the left has checkboxes for 'By Record Status' (Active, Inactive) and 'By Functional Area' (Entity Management, Performance Information). The search results list 'SAVANAH RIVER NEUCLEAR SOLUTIONS, LLC' with a 'DUNS: 456996717'. A red circle highlights an 'Award ID' entry in a glossary on the right side of the page. A callout box with a red arrow points to this entry.

Search Results

You can refine your search by entering new search criteria in the search box and using the Search In Results button. If you wish to perform a new search use the Clear Search button. Using the Save Search Query button will allow you to run this search at a later time.

savanah Search Clear

Showing page 1 of 1 Sort by Relevance Order Descending

FILTER RESULTS

By Record Status

- Active
- Inactive

By Functional Area

- Entity Management
- Performance Information

Showing page 1 of 1

Your search for "savanah" returned following results ...

SAVANAH RIVER NEUCLEAR SOLUTIONS, LLC	Collapse All
DUNS: 456996717	
+4: 0000	

Glossary

- Award ID** The unique identifier for each contract, agreement or order.
- Mod #** An identifier issued by an agency that uniquely identifies one modification for one contract, agreement, order, etc.
- Vendor Name** The name of the vendor supplying the product or service as it appears in OCR or as entered by the user if OCR exception is selected.
- Date Signed** The date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later.
- Referenced IDV** When reporting orders under Indefinite Delivery Vehicles (IDV) such as a GWAC, IDC, FSS, BOA, or BPA, report the Procurement Instrument Identifier (Contract Number or ...)

▶ An on-screen glossary associated with each screen will help users understand what information needs to be entered.



FEMA

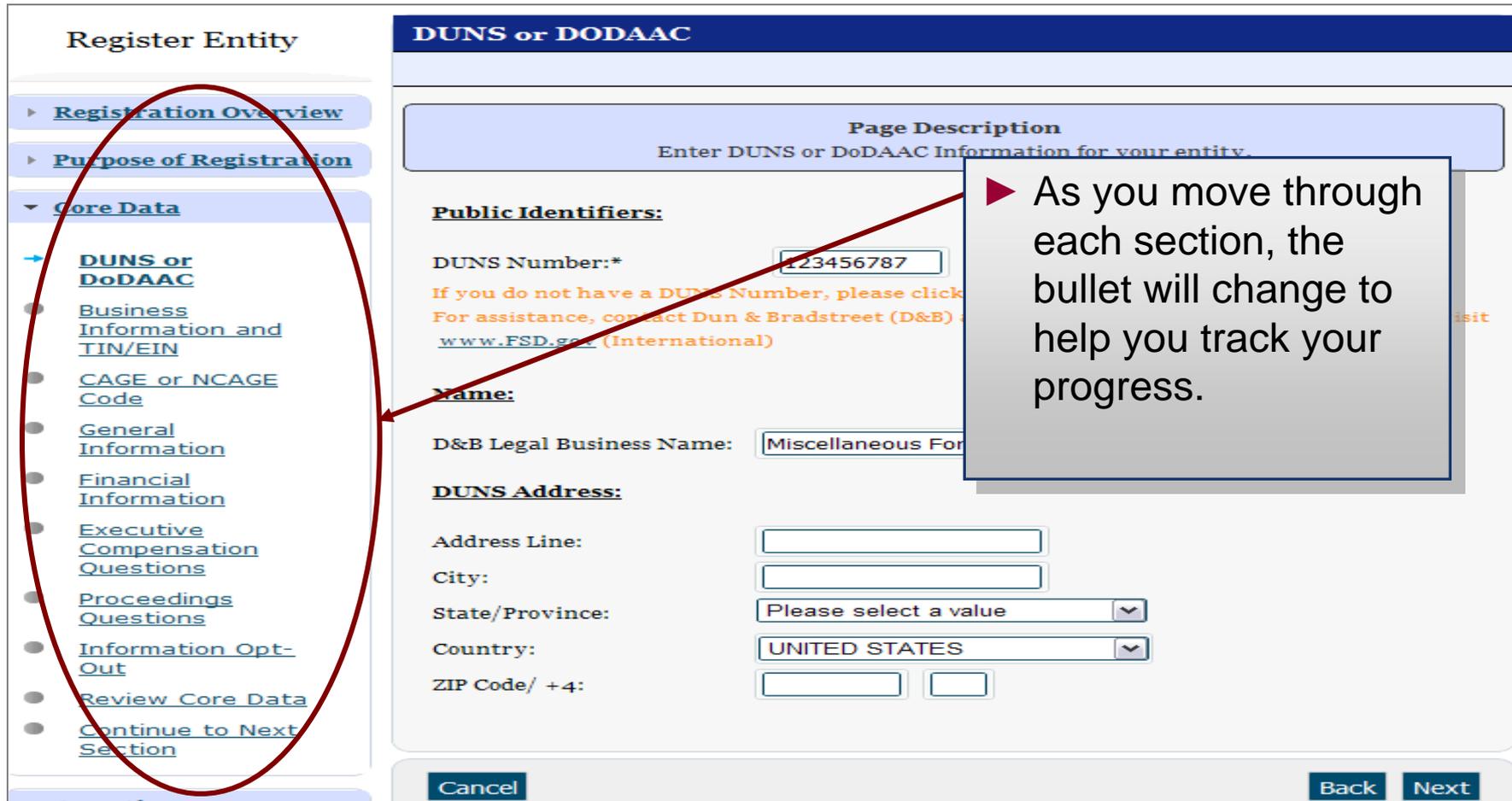
Viewing the Entity Record

- Public Record—You can go to [SAM.gov](https://sam.gov) and search by DUNS number or Entity Name.
- If the record is Public but expired, you can search DUNS and Entity by clicking on “Inactive” box, then click the “Apply Filters” button.
- If you chose “Private” you must log in to SAM.gov, migrate your roles, and click on “Register/Update Entity” and “Complete Registrations” to view record.



Registering Entity: Core Data

All entities must complete core data information.



Register Entity

- ▶ [Registration Overview](#)
- ▶ [Purpose of Registration](#)
- ▼ [Core Data](#)
 - [DUNS or DoDAAC](#)
 - [Business Information and TIN/EIN](#)
 - [CAGE or NCAE Code](#)
 - [General Information](#)
 - [Financial Information](#)
 - [Executive Compensation Questions](#)
 - [Proceedings Questions](#)
 - [Information Opt-Out](#)
 - [Review Core Data](#)
 - [Continue to Next Section](#)

DUNS or DODAAC

Page Description
Enter DUNS or DoDAAC Information for your entity.

Public Identifiers:

DUNS Number:*
If you do not have a DUNS Number, please click [here](#) for assistance, contact Dun & Bradstreet (D&B) at www.FSD.gov (International)

Name:

D&B Legal Business Name:

DUNS Address:

Address Line:

City:

State/Province:

Country:

ZIP Code/ +4:

▶ As you move through each section, the bullet will change to help you track your progress.



FEMA

Points of Contact

As an Entity, you must enter points of contact (POCs) for your registration. The types of POCs required will be determined based on information entered in the registration.

The image shows a screenshot of a web form titled "Electronic Business POC". The title is circled in red. The form contains the following fields:

- Title:
- Fist Name:
- Middle Name:
- Last Name:
- Email:
- US Phone:
- Extension:
- NON US Phone:
- Notes:

Two callout boxes are present on the right side of the form:

- The top callout box, with a red arrow pointing to the title, contains the text: "Each type of POC will be noted on the screen."
- The bottom callout box, with a red arrow pointing to the form area, contains the text: "You will fill in basic contact information."



FEMA

Submitting Registration

- The record must be reviewed in its entirety before it may be submitted.
- Upon submission, the Annual Renewal Date for the entity registration will be set; entity registrations must be renewed every 365 days.
- An entity record will not be considered active until the IRS has successfully validated the employer or tax ID number (TIN) match, and the CAGE Code has been assigned, if applicable.



FEMA

Troubleshooting

Question: This is my first time making a DUNS request on the Government iUpdate. Should I call into the helpdesk or go to the website?

Answer: We recommend that you go directly to:

<http://fedgov.dnb.com/webform>

Submitting online allows you to easily view and answer the personally derived questions that will be in your online identity authentication exam.



FEMA

Troubleshooting

Question: Do you have to answer the challenge questions every time you enter DUNS Government iUpdate?

Answer: No. Once successfully authenticated, you will establish an ID and password.



FEMA

Troubleshooting

Question: What if I answer the challenge questions wrong?

Answer: In order to maintain the proper security, you will be allowed two attempts to successfully complete the authentication exam. If the second attempt results in a failure, you will be asked to complete a D&B Government iUpdate Personal/Business Identification Certification before moving forward. This form requires backup documentation and notarization.



FEMA

Troubleshooting

Question: What if I don't find my company in the DUNS number database?

Answer: You may request a new DUNS number using Government iUpdate.



FEMA

Tip: DUNS Info Update

Question: What do you do if your SAM.gov registration is active, but SAM does not recognize your DUNS number?

Answer: If it has been 24-48 hours since you received an email from the SAM.gov indicating your registration at SAM has become active, and you are unable to register your DUNS number, please contact the Grants.gov help desk for assistance. You may reach the help desk at 1-800-518-4726. The help desk is open 24 hours a day 7 days a week, excluding federal holidays.



FEMA

Tip: DUNS Info Update

Question: How do you verify my identity?

Answer: D&B uses commercially available identity-matching technology to create a short series of challenge questions based on geographical and demographic data. This is only used to validate your information; D&B does not store this personal information. To read about how D&B collects, manages, shares, and protects information, please review the D&B Privacy Policy.



FEMA

Tip: DUNS Info Update

Question: Why were my requested changes rejected or not made?

Answer: To maintain accuracy of significant business information, D&B data update policies require certain change requests to be verified by a third party prior to entry. If verification cannot be confirmed, the change request will be denied. This policy is to assist in protecting you and your company from possible identity theft.



FEMA

SAM.gov Website

- Videos are available on the SAM.gov website
- To access the videos, please do the following:
 - Go to www.SAM.gov
 - Click on the HELP tab
 - On the left hand side of the screen you will see: User Guides, Demonstration Videos, and Exclusion Information
 - Click on Demonstration Videos
 - You will see over five demonstration videos along with the transcripts



DUNS Match

- DUNS number lookup—Visit the D&B website at: <http://fedgov.dnb.com/webform>
- Take note of the DUNS number listed for the organization.
- Go back to the application and make sure the DUNS number matches.
- Grants Management Specialists (GMS) staff members can change the DUNS number on the application to match the number in SAM.gov.



FEMA

Federal Service Desk (FSD)

Helpful Hints

<https://www.fsd.gov/app/sam>

- SAM Trending Issues
- Do You Have a Question? (you can submit a question)
- Top Frequently Asked Questions for SAM
- SAM User Guides and Quick Start Guides



FEMA

FSD Email to Users

Recently you requested personal assistance from the Federal Service Desk's (FSD) online support center. Please visit www.fsd.gov to take advantage of the many tools and resources provided by the Federal Service Desk (FSD).

At the FSD.gov website, you can access our "Answer Center", which contains answers to many frequently asked questions. Register for a User Account on the website to review your incident correspondence history and submit webforms.

At the FSD.gov website you may submit question(s) in the webform by clicking on the "Ask a Question" tab. For your convenience, questions will be accepted 24 hours per day, 7 days a week. FSD agents will respond to your request during normal business hours.



FEMA

Link to SAM FAQs

<http://www-stat.stanford.edu/~tibs/SAM/faq.html>



FEMA

Email Received After User Updates DUNS Number

Dear Customer,

Your request to update D&B's information on your business has been verified and completed. You may view the updated D&B Business Information Report on your company by signing into iUpdate and selecting View/Print Report on the iUpdate menu.

Click or copy the following link to your browser to sign-in to iUpdate - <https://iupdate.dnb.com>

Thank you for using iUpdate,
iUpdate Customer Service



FEMA

Questions and Answers

Question: Why can't I edit my information on the IRS Consent page?

Answer: If you are updating a registration that has already undergone the IRS validation process, then the IRS Consent page information will not be editable unless you update one or more of the following fields: Tax Payer Name, Tax Identification Number (TIN), Legal Business Name, or Doing Business As Name. Updates to these fields will require the registration to be sent to the IRS for re-validation and will unlock (or open up) the additional IRS Consent fields for edits. (See https://www.fsd.gov/app/answers/detail/a_id/675.)



FEMA

Questions and Answers

Question: Why will the IRS be the authoritative source for Taxpayer Identification Numbers (TINs)?

Answer: The integrity of the data in the SAM is very important. The IRS is responsible for TIN information; therefore, you will validate TIN and Taxpayer Names.

(For details, visit https://www.fsd.gov/app/answers/detail/a_id/15.)



FEMA

Questions and Answers

Question: Why is SAM validating TIN information with the IRS?

Answer: The TIN validation process in SAM with the IRS ensures that TIN information is correctly entered for the entity. This improves the accuracy of data for the agencies in processing payments to entities and reporting to the IRS, which reduces the possibility of late payments to entities. (For details see https://www.fsd.gov/app/answers/detail/a_id/155.)



FEMA

Questions and Answers

Question: Who do I contact with additional questions on TIN validation?

Answer: If you are having problems with TIN mismatches in SAM, please contact the IRS at 1-800-829-4933. If you are having problems with mismatches in SAM concerning your Social Security Number, please contact the Social Security Administration at 1-800-772-1213 for additional information and assistance. (For details, visit https://www.fsd.gov/app/answers/detail/a_id/157.)



FEMA

SAM Email Sent When IRS Cannot Validate TIN

The U.S. federal government's System for Award Management (SAM) validates the Taxpayer Identification Number (TIN) and Taxpayer Name of each new and updating registrant with the Internal Revenue Service (IRS).* This email is to notify you that the registration could not be validated by the IRS and therefore, is not active in SAM. Please verify that the TIN and Taxpayer Name are correct.

* The Tax Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) (<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>) or Social Security Number (SSN) assigned by the Social Security Administration (SSA) (http://www.ssa.gov/replace_sscard.html).

It may take three to five business days to validate new and updated records prior to becoming active in SAM. If you do not know your TIN, contact the IRS at 1-866-255- 0654 (Option 4). If you operate as an individual sole proprietorship, you may use your SSN if you do not have an EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN on the Web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789). For assistance, please contact the Federal Service Desk at 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
<http://www.sam.gov>



FEMA

Questions?

Please use the Power Point as a reference. If you cannot answer the question(s) from the caller, refer them to the appropriate websites listed in this presentation.



FEMA

Thank You!

Good Luck!



FEMA