

# Register your Business

- Register for Data Universal Numbering System (DUNS) number
  - Nine-digit number that identifies the company and links to corporate structures
  - Obtain from Dun and Bradstreet at <http://www.dnb.com>
- Obtain a NATO Commercial And Government Entity (NCAGE) Code
  - <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Register in System for Award Management (SAM) <https://www.sam.gov/>
  - Must have DUNS number, with legal business name, physical address, and NCAGE code (DUNS and NCAGE information must match)
- Look for business opportunities at Beta.SAM.gov Contract Opportunities at <https://beta.sam.gov/>
  - Sources sought notices, solicitations, contract award notices, etc.

## System for Award Management (SAM)

- In order to be eligible for a contract with the U.S. Navy, it is mandatory for current and prospective companies to be listed in the System for Award Management (SAM) website: <https://www.sam.gov>
- The System for Award Management (SAM) is the primary source for agencies to learn about prospective vendors.
- The following guidance is provided as part of this overview. It is the contractor's sole responsibility to properly register their company.

# System for Award Management (SAM)



UNCLASSIFIED

## Before you register, you need to know the following:

What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- REGISTERING IN SAM IS FREE.
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

- You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

Your Entity's NCAGE Code

You need a NCAGE Code to register your entity in SAM.

- If you do not have NCAGE code, you can request a NCAGE code for free by visiting NSPA at <https://eportal.nspa.nato.int/AC135Public/scage/ageList.aspx>

## Steps For Registering Your Entity in SAM

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create a Individual Account and Login First
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
  - Validate your DUNS information
  - Enter Business Information (TIN, etc.)
  - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
  - Enter General Information (business types, organization structure, etc)
  - Financial Information (Electronic Funds Transfer (EFT) Information)
  - Executive Compensation
  - Proceedings Details
7. Complete "Assertions"
  - Goods and Services (NAICS, PSC, etc.)
  - Size Metrics
  - EDI Information
  - Disaster Relief Information
8. Complete "Representations and Certifications"
  - FAR Responses
  - Architect-Engineer Responses
  - DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days.



**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)

[Login.gov FAQs](#)

- [HOME](#)
- [SEARCH RECORDS](#)
- [DATA ACCESS](#)
- [CHECK STATUS](#)
- [ABOUT](#)
- [HELP](#)

- ▲ **ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 08/10/2019, from 8:00 AM to 1:00 PM (EDT).
- ▲ **ALERT:** CAGE is currently experiencing a high volume of registrations, and is working them in the order in which they are received. When your registration is assigned to a CAGE Technician, you will be contacted by CAGE, if necessary, for any additional information.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for **FREE** to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

## Getting Started

### Create A User Account



Start by creating a SAM user account.

### Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

### Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



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WWW7

- [Search Records](#)
- [Data Access](#)
- [Check Status](#)
- [About](#)
- [Help](#)
- [Disclaimers](#)
- [Accessibility](#)
- [Privacy Policy](#)
- [FAPIIS.gov](#)
- [GSA.gov/IAE](#)
- [GSA.gov](#)
- [USA.gov](#)

## System for Award Management (cont.)

To register in the SAM database, contractors must have:

1. Defense Universal Numbering System (DUNS) Code The DUNS Code can be obtained at:  
<http://fedgov.dnb.com/webform>
2. NATO Commercial and Government Entity (NCAGE) Code The NCAGE Code can be obtained at:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

FOR NAVSUP FLC Bahrain Requirements:

- Register your company at the European Navy Electronic Commerce Online (EuroNeco) website (<http://euro.neco.navy.mil>) for solicitations and procurement related information.





*EuroNECO*  
European Navy Electronic Commerce Online

User Name:

Password:  (Case Sensitive)

forgot/Reset your [login](#)

For questions Contact Navy 311 Help Desk at 1-855-628-9311,  
during automated message press (1) for NAVSUP Business System Center Support,  
then (5) for general NAVSUP BSC Support or click [Navy 311](#)

Click here to [Request Registration](#)

- Federal Acquisition Regulations (FAR)  
<https://www.acquisition.gov/>
- Defense FAR Supplement (DFARS)  
<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>
- Other Supplemental Regulations & Guidance



## Additional Websites

### NAVSUP FLC Bahrain:

- <https://www.navsup.navy.mil/public/navsup/flcb/>
- <https://www.facebook.com/NAVSUPFLCBahrain>

### NSA Bahrain:

- [https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa\\_bahrain.html](https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa_bahrain.html)
- <https://www.facebook.com/NSABahrain>

**Small Business Advisory Guidance:** The guide found at this link may provide you with additional information on marketing your business or product to the Department of the Navy: <http://www.secnav.navy.mil/smallbusiness/pages/doing-business.aspx>