



U.S. Department of Justice

United States Attorney's Office
Eastern District of Louisiana
650 Poydras Street, Suite 1600
New Orleans, Louisiana 70130

IMPORTANT NOTICE
**New Federal Vendor Payment Requirements for all Existing
and Potential Vendors**

Payment for goods/services cannot be processed without an active registration in the System for Award Management (SAM).

To register in SAM, all vendors must have a DUNS number AND the DUNS number must be provided on all invoices submitted for payment. Invoices that do not contain a DUNS number cannot be processed.

Information about how to obtain a DUNS number and how to register in SAM is attached.



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TO: ALL EXISTING AND POTENTIAL VENDORS, and STATE/LOCAL GOVERNMENTS

Reference: System for Award Management (SAM) – FAR Subpart 4.11

The Department of Justice has instituted a **mandatory requirement** that all vendors use the General Services Administration (GSA) System for Award Management (SAM).

Each vendor will need to complete a one-time FREE registration.

- **Step 1** – If you do not have one, obtain a Data Universal Numbering System (DUNS) number. A DUNS number is required to register in SAM. (Tax Identification Numbers (TINs) or Social Security Numbers (SSNs) cannot be used.) The DUNS number is free and can be obtained by contacting Dun & Bradstreet, Inc. at (866) 705-5711 or via the web at: <http://fedgov.dnb.com/webform>.
- **Step 2** – Register in SAM. Once a DUNS number is obtained, the vendor can proceed with registering in SAM online at: <http://www.sam.gov>. This takes only a few minutes. A one-page quick start guide for registering in the database is included with this notice. (See reverse.)

Once you register, it should take about 72 hours for your registration to be activated. An email will be sent to the email address on file when your registration is active. Annual updates are required for vendors to maintain an active status in SAM. Reminder notifications will be emailed to the email address on file when you need to update your registration.

In addition to the quick start guide, a more detailed SAM user guide is available at http://www.sam.gov/sam/transcript/System_for_Award_Managementv3.3.pdf. If further assistance is needed during the registration process, vendors may contact the Federal Service Desk at <http://www.fsd.gov> or by calling (866) 606-8220 (US) or (334) 206-7828 (International). There is also a SAM Demonstration YouTube video available at <https://www.youtube.com/user/GSASAMVideos>.

SEE REVERSE SIDE



Quick Start Guide for Entities Interested in Being Eligible for Government Contracts



How to register your entity to be eligible for CONTRACTS in SAM:

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.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
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 NCAE 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 when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov