



## Department of State SYSTEM FOR AWARD MANAGEMENT (SAM) Registration Process for Foreign Organizations

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The registrant or entity is required to register in each of these websites by initially create a Username and Password in all sites: Internal Revenue Service (IRS), System for Award Management (SAM.gov), Dun & Bradstreet for a DUNS Number, and ultimately, the System for Award Management.

**Legal Business Name and Address** must be precise and “**MATCH EXACTLY**” when entering it into the IRS, D&B DUNS, NCAGE, and SAM websites. **Legal Business Name and Address** given must be the same—this includes spaces, parentheses, capitalization, small letters, punctuation, etc. Please apply for the D&B DUNS Number **and** NCAGE Code at the same time to reduce waiting time of information.

### **STEPS to REGISTER:**

#### **1. INTERNAL REVENUE SERVICE**

Determine if it is necessary to apply to acquire an **EIN Number via the IRS** because it is not required in all cases. EIN is for employers; Taxpayer Identification Number (TIN) is for taxpayers.

- If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to provide a TIN.
- The registrant is not required to obtain a federal Tax Identification Number (TIN) which, is also known as an Employer Identification Number (EIN) in order to register with DUN & Bradstreet.
- When registering in SAM, simply leave the TIN/EIN information blank when registering in SAM.

For more information, view the Internal Revenue Service - U.S. Tax Guide for Aliens: <http://www.irs.gov/publications/p519/index.html> or visit the IRS “Help With Tax Questions - International Taxpayers” page: <http://www.irs.gov/help/page/0..id=133197.00.html>.

For assistance by telephone, please contact:

1-800-829-4933 for EIN Assistance and Business Tax Questions

1-800-829-4059 for TTY/TDD

For assistance outside the U.S., please call 267-941-1000, select **Option #4**, then, select **Option #3**. They are available Monday - Friday, 6:00 a.m. - 11:00 p.m. Eastern Time. This is not a toll-free phone number.

#### **2. DUN & BRADSTREET (D&B) DUNS Number**

- A DUNS Number is 9-digits always and will take, at minimum, 24 hours
- To modify a DUNS Number will take a minimum of 2 weeks
- Log onto the Dun & Bradstreet website at <http://fedgov.dnb.com/webform>
- For assistance contact D&B at the following web address: [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)
- D&B will require an Occupational Safety & Health Administration (OSHA) SIC Code. For US-based organizations/entities, please log onto: [https://www.osha.gov/pls/imis/sic\\_manual.html](https://www.osha.gov/pls/imis/sic_manual.html) to determine the type of industry which fits your business type.
- Some countries do have a local D&B office—please conduct research to learn of local D&B offices for technical assistance.

While acquiring the D&B Duns Number, please register in NCAGE at the same to receive an NCAGE Code Number. See instructions below.



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- 3. NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE NUMBER:**  
CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities or SAM will not allow registration.

- Web browser should be [Internet Explorer](#)
- The Code is a five-character ID number and will take 4-5 business days.
- Prior to registering in SAM, validate the newly assigned NCAGE via the Business Identification Number Cross- Reference System (BINCS) at [https://www.dlis.dla.mil/bincs/begin\\_search.aspx](https://www.dlis.dla.mil/bincs/begin_search.aspx)
- If the assigned NCAGE is not listed in BINCS, the recipient should call 269-961-4623 or send a message to [NCAGE@NSPA.NATO.INT](mailto:NCAGE@NSPA.NATO.INT)

### Steps to Register:

- A foreign registrant must log into: [CAGE Code Request](https://portal.nspa.nato.int/AC135Public/scage/CageList.aspx) at <https://portal.nspa.nato.int/AC135Public/scage/CageList.aspx>.
- Once in the NATO Codification Tools website, scroll to the right-hand corner and click the “[Magnifying Glass](#).” The magnifying glass will open a new page.
- In the next webpage scroll down the right-hand side until you see “[Request New CAGE](#),” click on this link and it will take you to the next page to apply for an NCAGE Code Number.

When asked if the entity to be registered is a supranational organization, please click “No” if you are not part of a member state. Member states transcend national boundaries or interest to share in the decision-making across national boundaries which vote on issues pertaining to the wider group such as the European Union (EU) and the World Trade Organization (WTO). NATO nations Points of Contacts website: <http://www.nato.int/structur/AC/135/main/links/contacts.htm>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code. After receiving the [NCAGE Code](#), proceed to register in SAM by logging onto: <https://www.sam.gov/>

### 4. SYSTEM FOR AWARD MANAGEMENT (SAM)

- Web browser should be either [Google Chrome or Mozilla Firefox](#)
- Register in **SAM** by logging onto <https://www.sam.gov>
- Remember, if you had an active record in CCR, you have an active record in SAM. To check, please conduct a “search” for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.
- When initially registering with SAM, please create a user account and input all information in the exact manner as you have for the IRS, D&B DUNS, and NCAGE. Note that new registrations can take an average of **7-10 business days to process in SAM**.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at <https://www.fsd.gov/clients>. There is a standard (not toll free) number that customers can use 334-206-7828.