



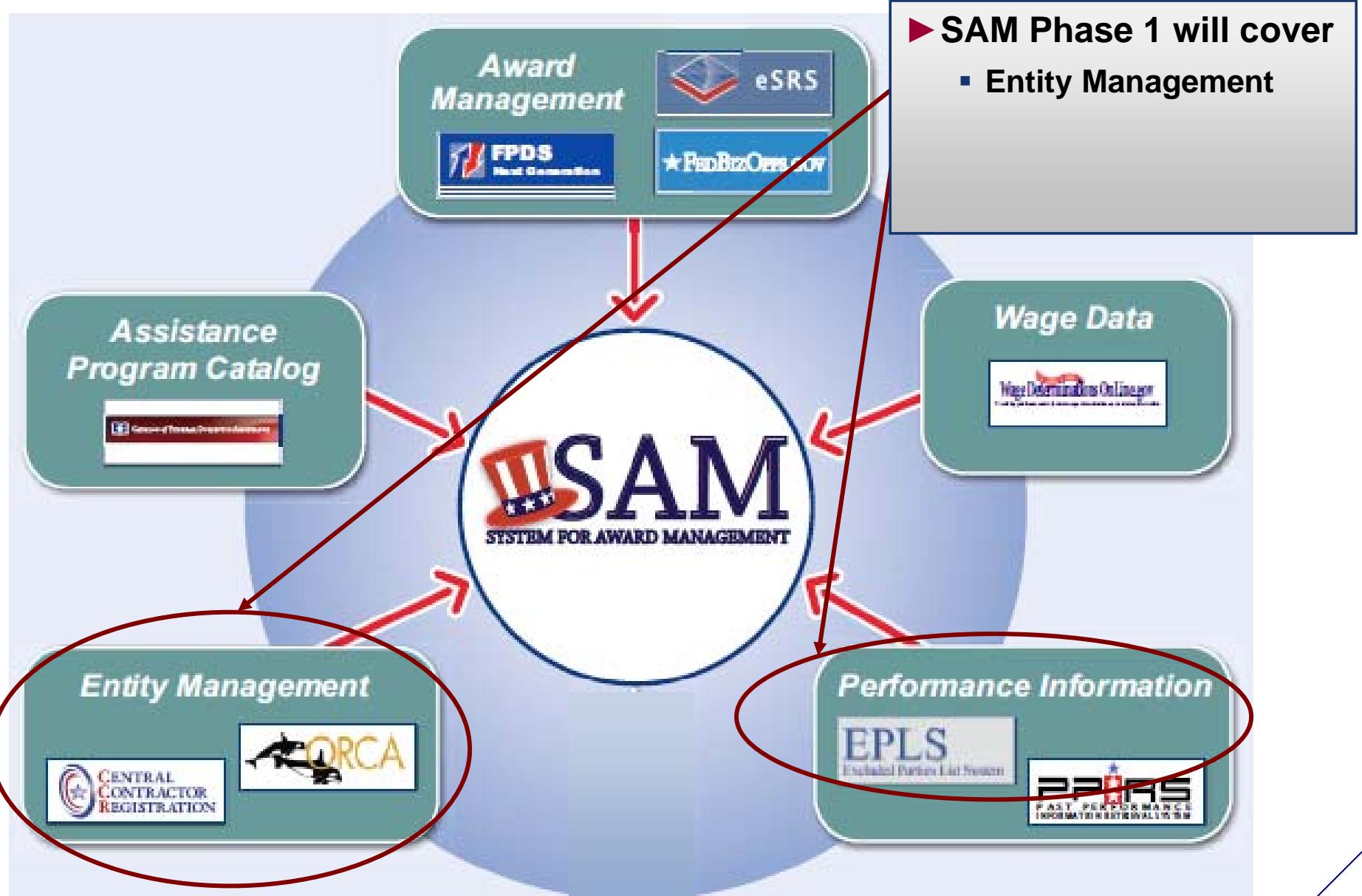
System for Award Management (SAM)

- ▶ **Creating Efficiencies through Integration and Consolidation**

► IAE system capabilities notionally have been organized around six key functional areas

Functional Area	Capabilities	Legacy Systems
Entity* Management	<ul style="list-style-type: none">Manage entity core dataManage certifications/representations	<ul style="list-style-type: none">CCR/FedReg – Central Contractor Registration/Federal Agency RegistrationORCA – Online Representations and Certifications Application
Award Management	<ul style="list-style-type: none">Post solicitation and award dataMaintain government-wide contract award dataManage government-wide subcontractor data	<ul style="list-style-type: none">FBO – Federal Business OpportunitiesFPDS-NG – Federal Procurement Data System-Next GenerationeSRS/FSRS – Electronic Subcontracting Reporting System/FFATA Subaward Reporting System
Wage Data	<ul style="list-style-type: none">Access wage determinations	<ul style="list-style-type: none">WDOL – Wage Determinations Online
Performance Information	<ul style="list-style-type: none">Manage/maintain past performance informationManage exclusion list	<ul style="list-style-type: none">PPIRS/CPARS/FAPIIS – Past Performance Information Retrieval SystemEPLS – Excluded Parties List System
Assistance Program Catalog	<ul style="list-style-type: none">Create/maintain assistance program catalog	<ul style="list-style-type: none">CFDA – Catalog of Federal Domestic Assistance
Support	<ul style="list-style-type: none">Provide security/access controlProvide reporting/communications supportProvide internal controls	

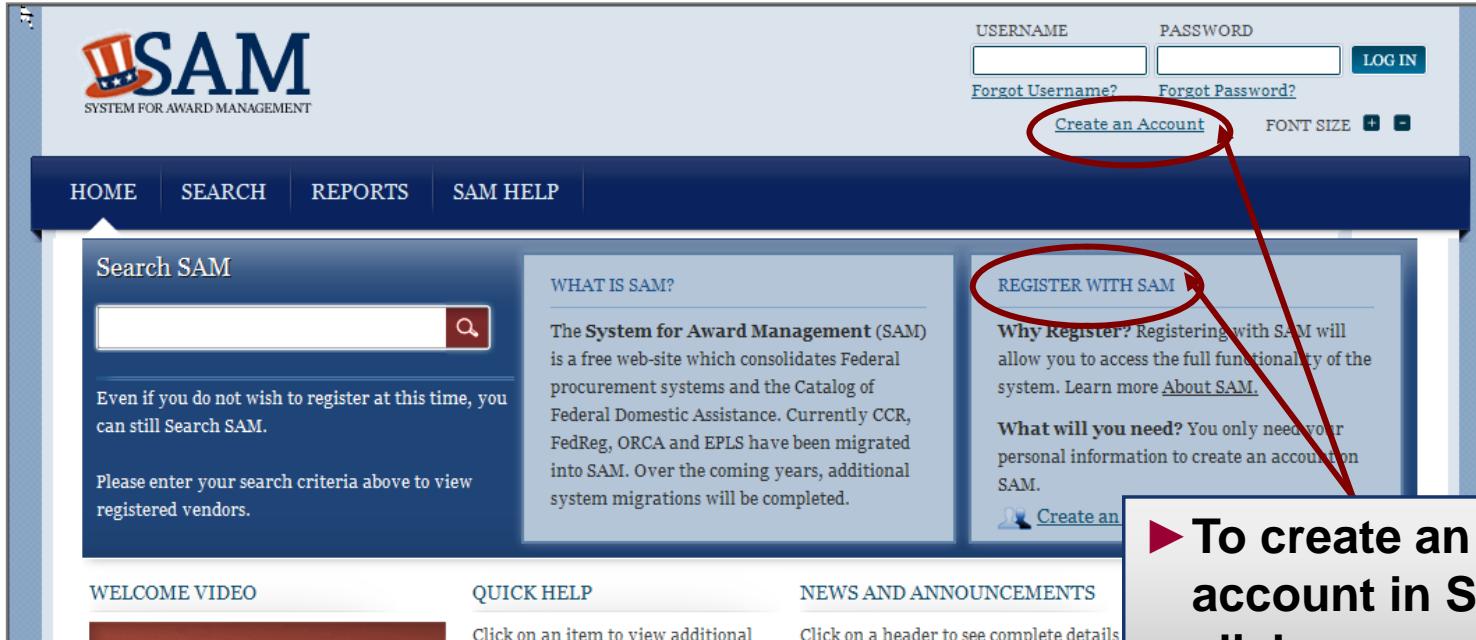
* For the purposes of this capability area, *Entity* refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any Federal government agencies desiring to do business with the government



- ▶ **Entities**
 - **Registration Purpose** – A question at the start of the process allows grant or federal financial assistance applicants to avoid contractor-specific content
 - **Streamlined Process** – One login allows contractors to create or update their registration as well as their representations and certifications
- ▶ **Grants/Contracting Officers**
 - **Streamlined Process** – One login provides access to entity core data, representations and certifications, and exclusions information
- ▶ **System Owners/Administrators**
 - **Fewer interfaces** – Consolidation of data reduces maintenance challenges and costs for other systems that use that data

- ▶ Existing CCR/FedReg, ORCA, and EPLS information migrated to SAM
- ▶ Users are automatically redirected from CCR/FedReg, ORCA, and EPLS websites to sam.gov
- ▶ Your entity record (information previously in CCR) in SAM waiting for your next update/revalidation
- ▶ When you receive the email notifying you that it is time to update/revalidate your entity record
 - You will go to sam.gov
 - SAM will authenticate your identity through your email
 - SAM will give you access to your entity record
- ▶ Publicly available data will still be publicly available

- ▶ Getting access to SAM begins on the home page



The screenshot shows the SAM home page. At the top right, there is a login form with fields for 'USERNAME' and 'PASSWORD', and links for 'Forgot Username?' and 'Forgot Password?'. Below the login form are links for 'Create an Account' and 'FONT SIZE'. A red circle highlights the 'Create an Account' link. Another red circle highlights the 'REGISTER WITH SAM' link in the 'REGISTER WITH SAM' section. A callout box with a red arrow points from the text 'To create an account in SAM, click on one of the links' to the 'Create an Account' and 'REGISTER WITH SAM' links.

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

If you are already registered in CCR, there is no action for you to take until it is time to update/validate your entity record.

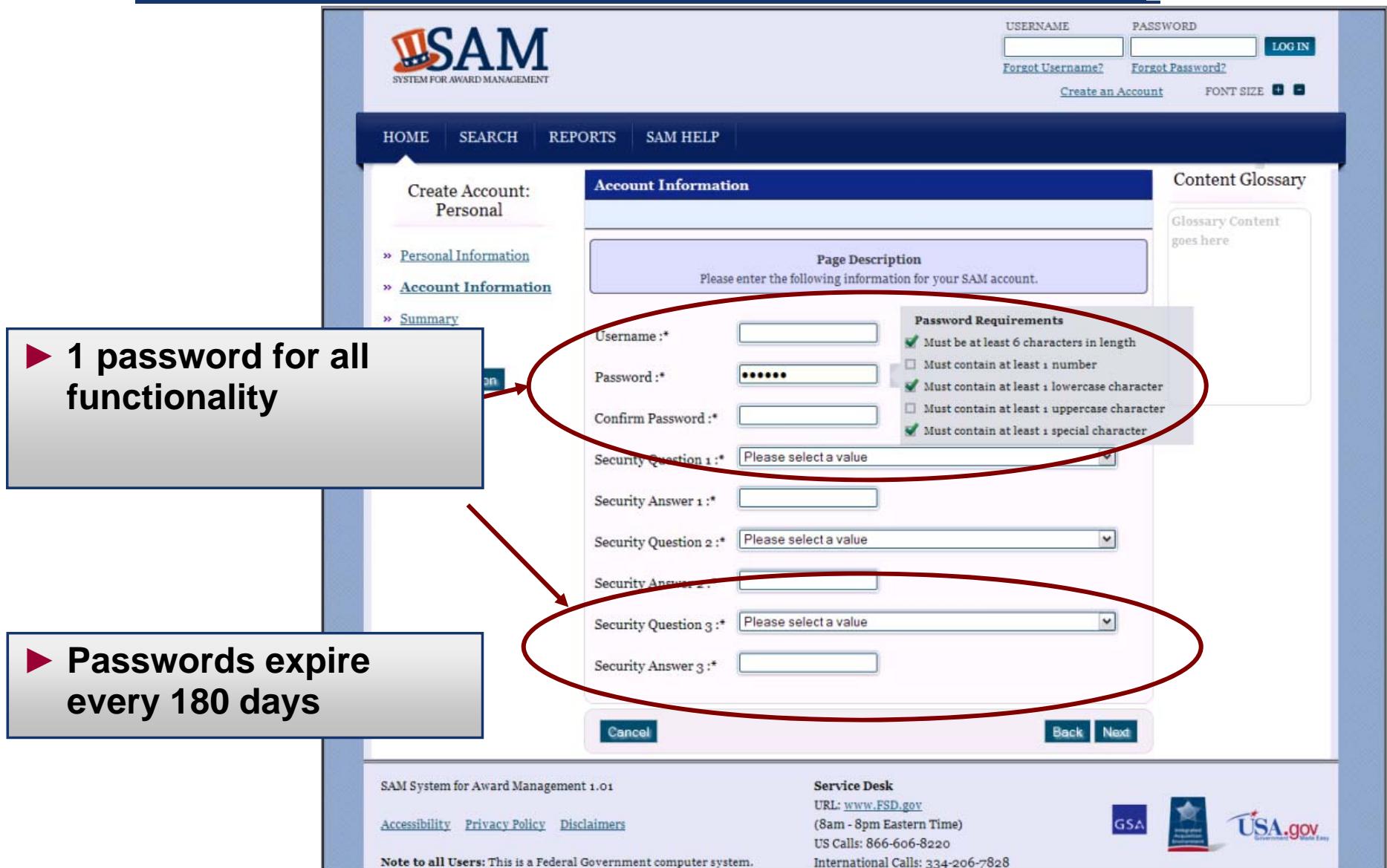
Edit Personal Information

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 :	<input type="text" value="Mr."/>
First Name* :	<input type="text" value="Mukur"/>
Middle Initial :	<input type="text"/>
Last Name* :	<input type="text" value="Hazari"/>
Suffix :	<input type="text"/>
Email Address* :	<input type="text" value="mahazari@us.ibm.com"/>
Phone :	<input type="text"/>
Phone Extension :	<input type="text"/>
Fax :	<input type="text"/>
Address Line 1 :	<input type="text"/>
Address Line 2 :	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text" value="Please select a value"/>
Country :	<input type="text" value="UNITED STATES"/>
ZIP :	<input type="text"/>
Username :	<input type="text"/>
Password :	<input type="button" value="Change Password"/>
Security Question 1*	<input type="text" value="In what city did you meet your spouse/significant"/>

► Only basic information about you is required

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



▶ 1 password for all functionality

▶ Passwords expire every 180 days

Account Information

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

Username :*

Password :*

Confirm Password :*

Security Question 1 :*

Security Answer 1 :*

Security Question 2 :*

Security Answer 2 :*

Security Question 3 :*

Security Answer 3 :*

Cancel Back Next

SAM System for Award Management 1.01

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

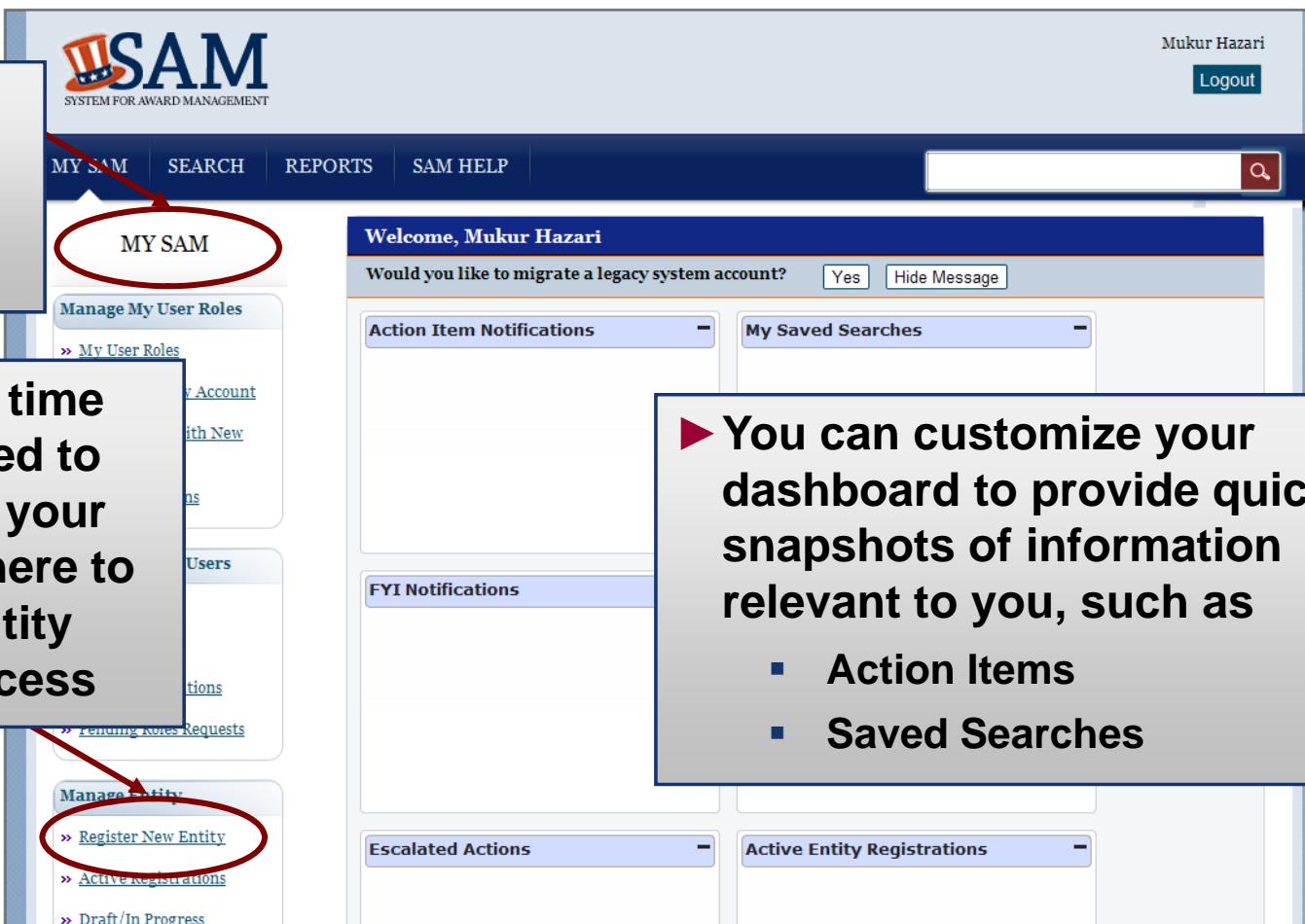
[Accessibility](#) [Privacy Policy](#) [Disclaimers](#)

Note to all Users: This is a Federal Government computer system.

GSA  

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

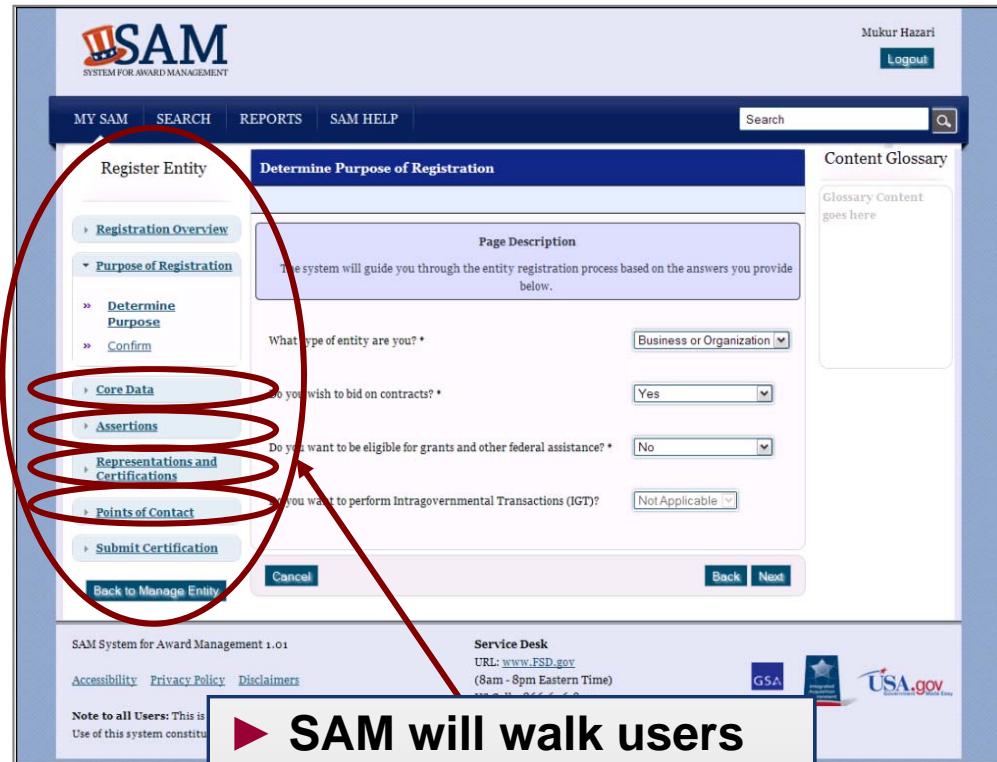
- ▶ When you log in, the first page you'll see will be your SAM Dashboard



The screenshot shows the SAM User Dashboard. At the top, there is a navigation bar with links for MY SAM, SEARCH, REPORTS, and SAM HELP. A search bar is located on the right of the navigation bar. The main content area is titled "Welcome, Mukur Hazari". It features several notifications and search filters. On the left, a sidebar titled "Manage My User Roles" includes links for "My User Roles", "My Account", "Users", and "Pending Roles Requests". Below this, another sidebar titled "Manage Entity" includes links for "Register New Entity", "Active Registrations", and "Draft/In Progress". A red arrow points from the text "The available menu options differ based on your roles" to the "MY SAM" link in the top navigation. Another red arrow points from the text "If you are a first time registrant or need to add an entity to your portfolio, click here to complete the entity registration process" to the "Register New Entity" link in the bottom sidebar. A third red arrow points from the text "You can customize your dashboard to provide quick snapshots of information relevant to you, such as Action Items and Saved Searches" to the "Action Item Notifications" and "My Saved Searches" filters on the dashboard.

- ▶ 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

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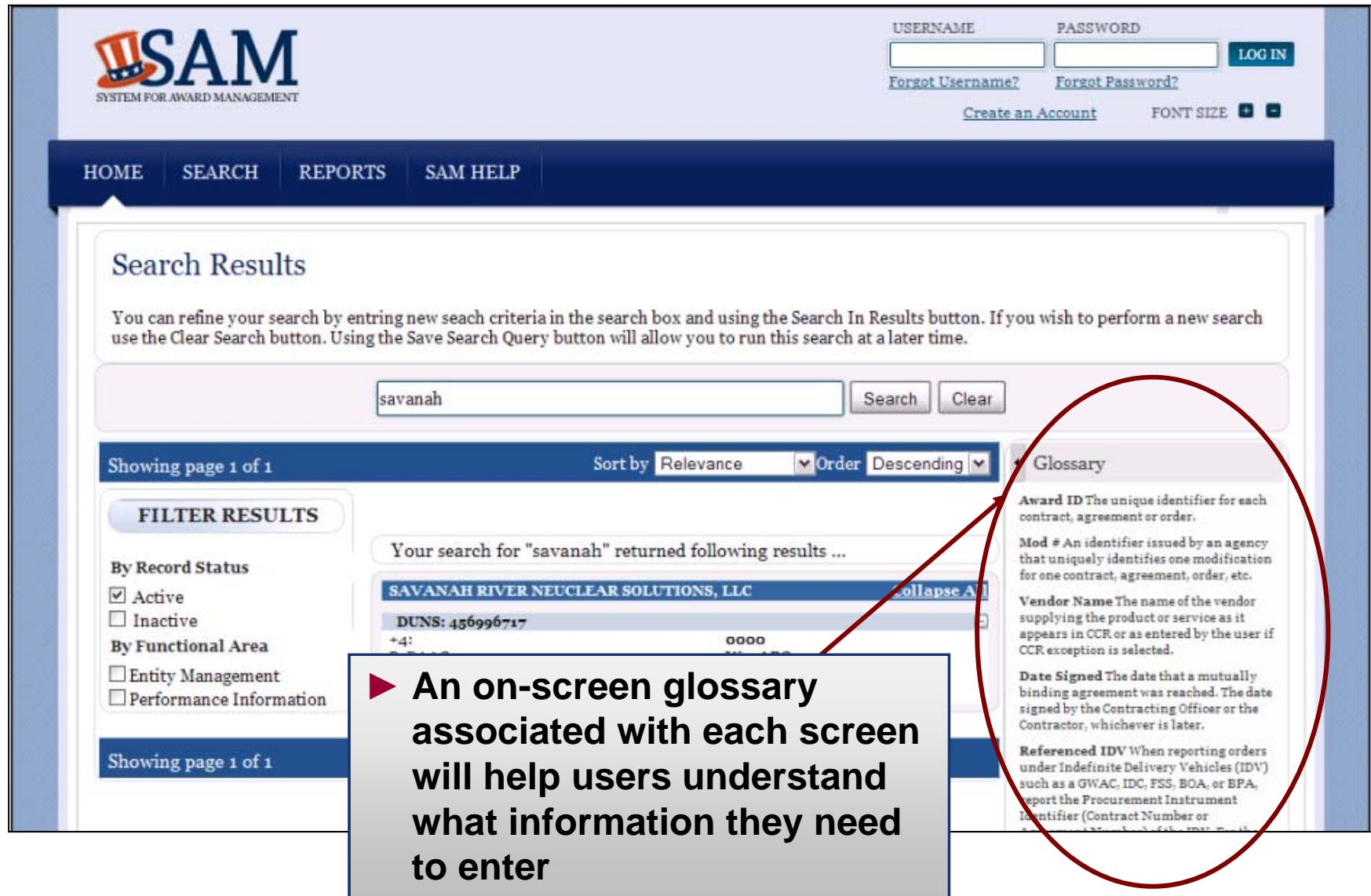


The screenshot shows the 'Determine Purpose of Registration' step of the entity registration process. The 'Purpose of Registration' section is highlighted with a red circle. The 'Core Data', 'Assertions', 'Representations and Certifications', and 'Points of Contact' sections are also highlighted with red ovals. The 'Submit Certification' button is visible at the bottom of the list. The 'Back' and 'Next' buttons are at the bottom right of the main form area.

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

- You will answer Purpose of Registration questions to determine which registration sections are required
- 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

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The screenshot shows the SAM search results page for the query "savanah". The results list "SAVANAH RIVER NEUCLEAR SOLUTIONS, LLC" with a DUNS number of 456996717. A red callout box highlights the following text:

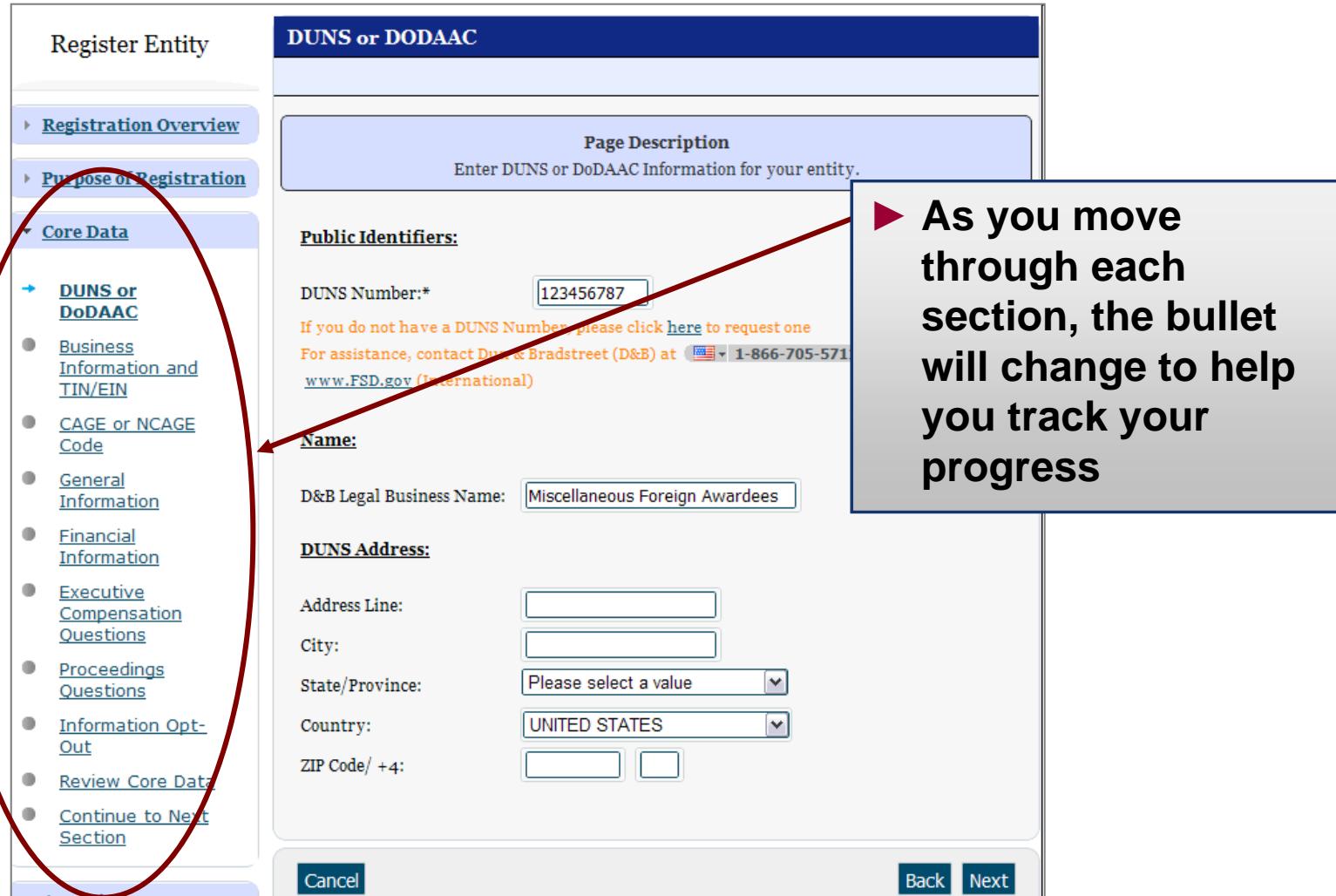
► **An on-screen glossary associated with each screen will help users understand what information they need to enter**

A red circle highlights the "Glossary" link in the top right corner of the search results page. The glossary definitions shown are:

- 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 CCR or as entered by the user if CCR 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

NOTE: These are screenshots of the alpha site (i.e., still in development). There will be changes before SAM Phase 1 is available to users.

► All entities must complete core data information



Register Entity

► Registration Overview

► Purpose of Registration

► Core Data

- DUNS or DoDAAAC
- Business Information and TIN/EIN
- CAGE or NCAGE 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 DoDAAAC Information for your entity.

Public Identifiers:

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

Name:

DUNS Address:

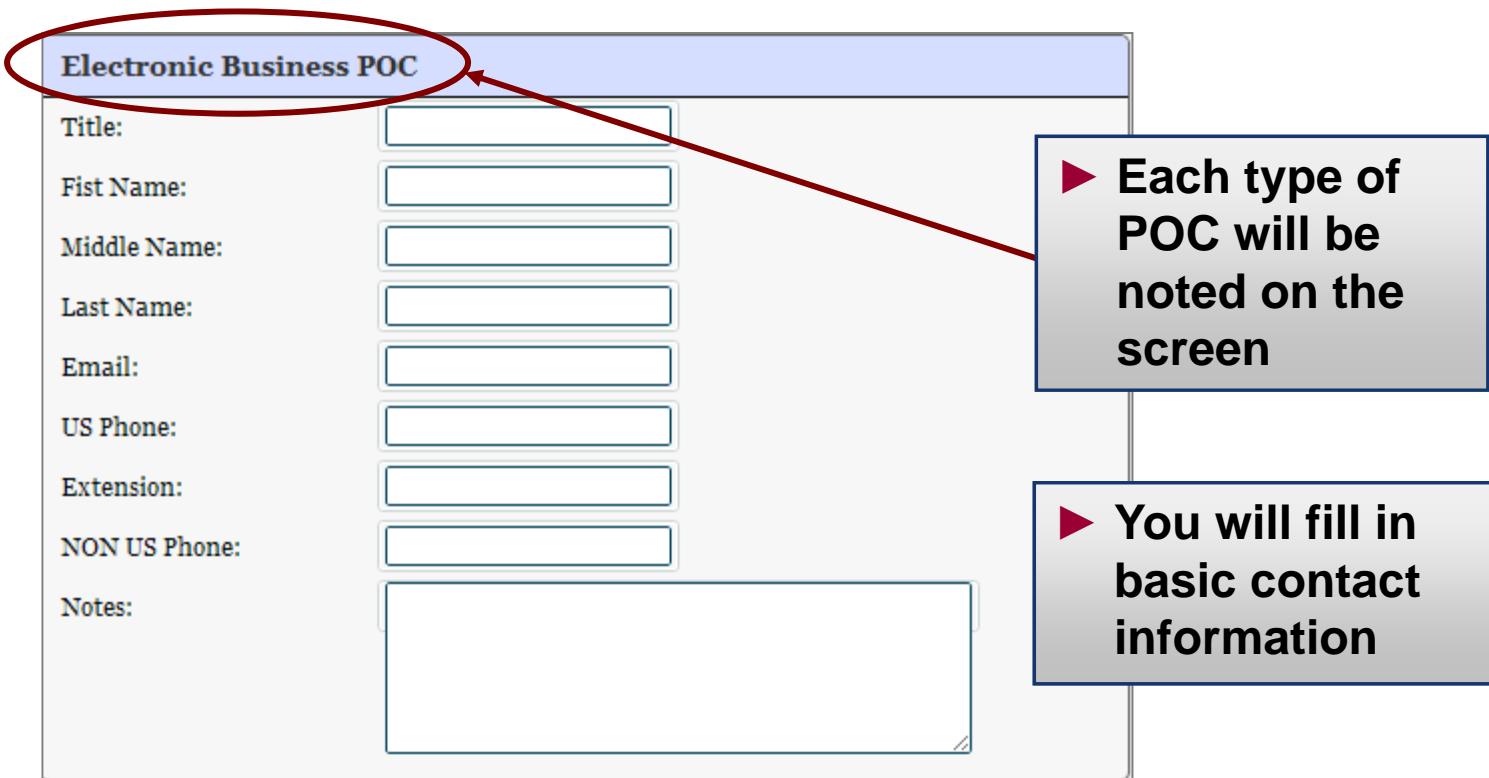
Address Line:
City:
State/Province:
Country:
ZIP Code / +4:

Cancel Back Next

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

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

- ▶ All entities must enter POCs for their registration
- ▶ The types of POCs required will be determined based on information entered in the registration



Electronic Business POC

Title:

Fist Name:

Middle Name:

Last Name:

Email:

US Phone:

Extension:

NON US Phone:

Notes:

▶ Each type of POC will be noted on the screen

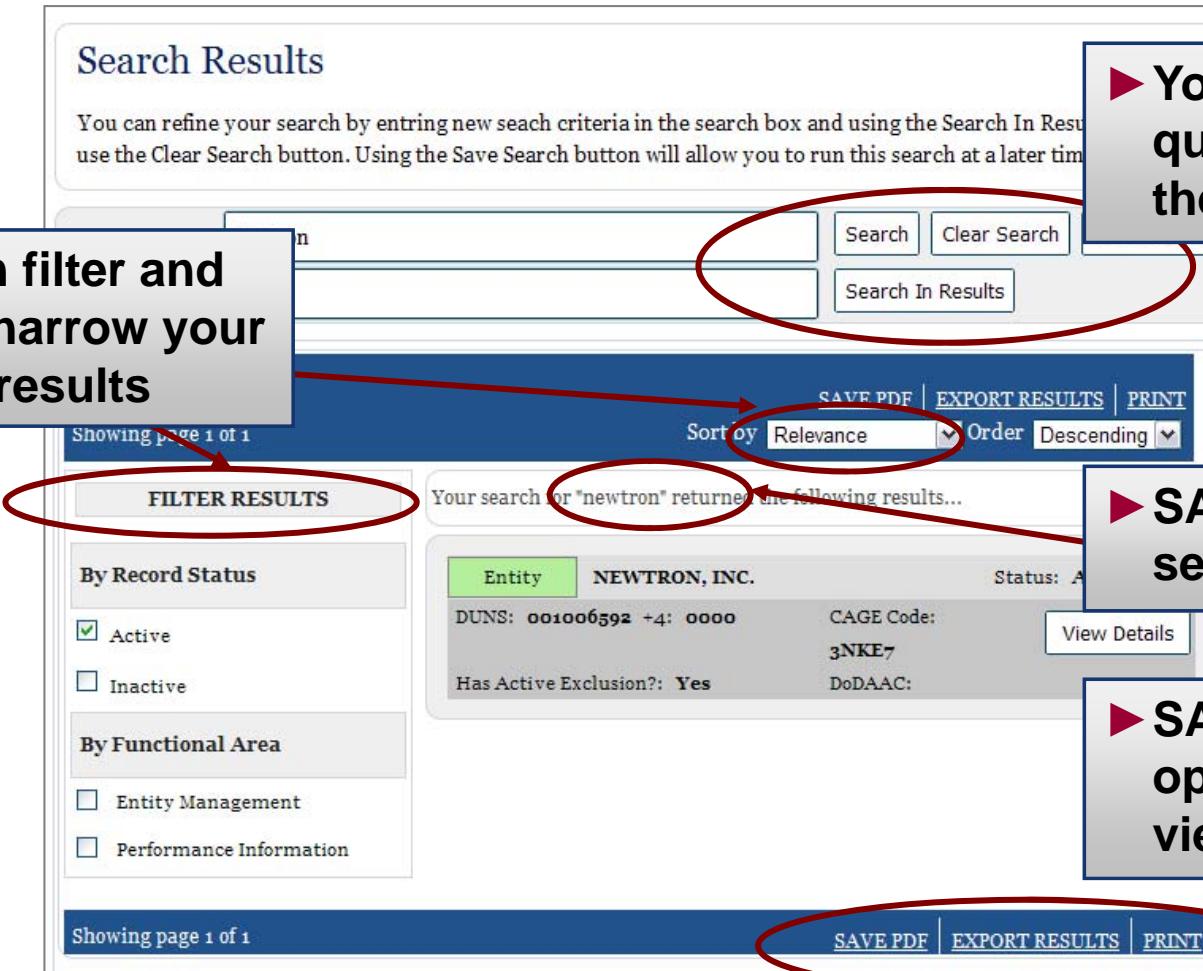
▶ You will fill in basic contact information

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- ▶ The entire 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 TIN match and the CAGE Code has been assigned, if applicable

- ▶ “Public users” do not have to register for a SAM account; they search at any time for data deemed “Public”
- ▶ Any user can save or print the results of a search
- ▶ “Authenticated users,” those who have a SAM account, have the ability to save their search queries
- ▶ The Search feature in SAM is a full text search, which allows you to enter any search terms you choose

- ▶ SAM provides tools to help users find, view, and review data



The screenshot shows the SAM Search Results page. At the top, there is a search bar with placeholder text "Search for a term or phrase" and a "Search" button. Below the search bar, a message says "You can refine your search by entering new search criteria in the search box and using the Search In Results button. Use the Clear Search button. Using the Save Search button will allow you to run this search at a later time." To the right of this message are three buttons: "Search", "Clear Search", and "Search In Results". A red box highlights the "Search In Results" button, with a callout pointing to it: "▶ You can save the query and refine the search".

On the left side, there is a sidebar with two sections: "FILTER RESULTS" and "By Record Status". The "FILTER RESULTS" section has two checkboxes: "Active" (checked) and "Inactive". The "By Record Status" section has two checkboxes: "Entity Management" and "Performance Information". A red box highlights the "FILTER RESULTS" button, with a callout pointing to it: "▶ You can filter and sort to narrow your search results".

The main content area shows a search result for "newtron". It displays the following information:

- Entity: NEWTRON, INC.
- Status: A
- DUNS: 001006592 +4: 0000
- CAGE Code: 3NKE7
- Has Active Exclusion?: Yes
- DoDAAC:

Below the result, there is a "View Details" button. A red box highlights the "Relevance" dropdown in the "Sort by" section, with a callout pointing to it: "▶ SAM displays the searched terms".

At the bottom of the page, there is a blue footer bar with three buttons: "SAVE PDF", "EXPORT RESULTS", and "PRINT". A red box highlights this footer bar, with a callout pointing to it: "▶ SAM provides options for future viewing of the data".

- ▶ **SAM will provide the following training tools online**
 - **User Guides**
 - **Quick Start Guides**
 - **Presentation with screenshots to outline key functionality**
 - **FAQs**
 - **SAM webinar with replay capability**

- ▶ Review SAM information on <http://sam.gov>
- ▶ Tell others about SAM
- ▶ Direct any SAM-related questions to AskSAM@gsa.gov
- ▶ Plan to review SAM training materials 2 to 3 weeks before you need to update or create your registration
- ▶ Review your organization's CCR administrators and users to verify access requirements and/or roles

***Please use available training materials, but
wait to access SAM until registration renewal***



**Review SAM information on
Administering Users:**

https://www.youtube.com/watch?v=P1y9qcTk9eg&feature=player_embedded