

OFFICE OF THE CHIEF PROCUREMENT OFFICER



Homeland  
Security

# Industry Association Meeting

July 28, 2022

## SAM Entity Registration (1 of 4)

- GSA is experiencing a backlog of entity validations. This means longer registration/renewal timeframes.
- Vendors must get a Unique Entity Identifier (UEI), which involves a validation of the vendor's name and address.
- The UEI validation step is experiencing delays across the federal government.

## SAM Entity Registration (2 of 4)

- Once the Entity Validation is complete, the entity must then finish the SAM registration process for contracts (the Purpose of Registration is ‘All Awards’).
  - The entity will be required to complete other information including the Representations and Certifications during the process.
  - The registration will go through the Taxpayer Identification Numbers (TIN) Number validation by Internal Revenue Service (IRS) and the Commercial And Government Entity (CAGE) Code validation by Defense Logistics Agency (DLA).

## SAM Entity Registration (3 of 4)

- We encourage all new vendors that have never registered in SAM to begin the registration process as early as possible.
- For existing SAM registrants, they should ensure that they begin the renewal process at least two months prior to expiration. Federal Acquisition Regulations require all vendors with an active contract to maintain their SAM registration for the life of that contract. We are finding many contractors are not doing that.

## SAM Entity Registration (4 of 4)

- If a vendor finds themselves having issues with the SAM UEI validation process, (not the regular registration process just the validation part), they **must** first submit a help desk ticket to Federal Service Desk at [www.fsd.gov](http://www.fsd.gov). If an entity does not receive any kind of assistance or no progress is being made after a week, they should notify the contracting officer and provide the help desk ticket for next steps.
- As of 7/15/2022, GSA extended registrations for entities that have an active contract in the Federal Procurement Data System (FPDS) and have a registration expiration date that falls between 7/14/2022 and 10/31/2022. All entities in this category have had their registrations extended by 111 days so none of these registrations will expire prior to 11/1/2022. Email notifications were sent to the impacted entities.

# SAM Entity Registration Resources

- There are some helpful guides available on the SAM.gov and Federal Service Desk ([www.fsd.gov](http://www.fsd.gov)) websites to help vendors through the process. Here are some of the resources:
  - **Entity Validation FAQ:** [Validating your Entity](#)
  - **Entity Validation Article:** [Why don't I see a match for my entity when I try to validate in SAM?](#)
  - **Unique Entity Identifier (UEI) Request and Entity Registration:** [What's the difference between only getting a Unique Entity ID and registering your entity?](#)
  - **UEI Assignment:** [How does the Unique Entity ID get assigned?](#)

## SAM Entity Registration Resources (Cont.)

- **7 Common Registration Mistakes:** [7 Common Reasons Entity Validation Documents Get Rejected](#)
- **Commercial And Government Entity (CAGE) Code Requirement:** [Will I get a CAGE code when I register my entity in SAM.gov?](#)
- **Entity Validation Article:** [I am unable to find a matching entity when asked to enter or validate my entity information. What documentation should I provide?](#)
- **Entity Validation Documentation Checklist:** [I am unable to find a matching entity when asked to enter or validate my entity information. What documentation should I provide?](#)

# Access Entity Validation Status Tracker in SAM.gov

- First login to SAM.gov at <https://www.sam.gov>.
- At the bottom of the SAM.gov page, you can find the “Check Registration” link to help determine the status of your registration.
- Click on the “Check Registration” link.



Our Website	Our Partners	Policies	Customer Service
<a href="#">About This Site</a>	<a href="#">Acquisition.gov</a>	<a href="#">Privacy Policy</a>	<a href="#">Help</a>
<a href="#">Our Community</a>	<a href="#">USASpending.gov</a>	<a href="#">Disclaimers</a>	<a href="#">Check Registration</a>
<a href="#">Release Notes</a>	<a href="#">Grants.gov</a>	<a href="#">Freedom of Information Act</a>	<a href="#">Federal Service Desk</a>
<a href="#">System Alerts</a>	<a href="#">More Partners</a>	<a href="#">Accessibility</a>	<a href="#">External Resources</a>
			<a href="#">Contact</a>

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## Access Entity Validation Status Tracker in SAM.gov (Cont.)


- You can then use either the UEI or the CAGE Code to check the status of your entity registration.


### Check Entity Registration Status

This tool allows you to check the status of your entity registration.

 **Non-federal users:** You may only check the registration status of entities linked to your SAM.gov account.

**Federal users:** If you need to view registrations that are not publicly available, use the **Search** link in the header menu of SAM.gov, while signed in.

 Unique Entity ID

 CAGE Code