

How do I search to see if a vendor is registered in SAM?

- Go to <u>www.sam.gov</u>
- Click the "Search Records" button
- You do not need to enter a username & password

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	You can enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. You can also enter exclusion search terms to search for exclusion records. Once a search has returned results, use the filters provided to narrow results. Government employees must create a SAM user account with their government email address. Log in before searching in order to see FOUO information and those registrants who selected to opt out of the public search.								
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- Enter the information you would like to search by, for example company name, individual name, or DUNS number, and click on the search button.
- Any information that matches your search criteria will be returned.
- The vendor must be registered in SAM. If the vendor doesn't come up during a search, UND <u>cannot</u> purchase goods/services from the vendor.
- UND is not permitted to purchase goods/services from parties that are excluded (debarred).
- If an exclusion record is found, it will appear in a box marked "Exclusion". Check the status in the top right corner of the box. If the status indicates "Active", there is an active exclusion on the entity.

Example of successful search of a non-excluded vendor:

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You can refine your search by enter the Clear Search button. Using the Important message regarding of	ring new search criteria in the search bo Save Search button will allow you to ru exclusion searches.	ox and using the Search In n this search at a later tim	a Results button. If yo ne.	ou wish to perform a new search use	=			
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FILTER RESULTS	Your search for "fisher* scientific*	" returned the following	g results					
By Record Status Active Inactive	Entity F1 HER SCIENTIFIC DUNS: 074302054 +4: Has Active Exclusion?: No Address: 4500 TURNBERRY DR City: HANOVER PARK	COMPANY LL.C. CAGE Code: 5E871 DoDAAC: State/Province: ILLING	Status: Active - View Becans					
By Functional Area	ZIP Code: 60133-5491	Country: UNITED STA	ATES					
Entity Management Performance Information Apply Filters	Delinquent Federal Debt? No Entity FISHER SCIENTIFIC DUNS: 004321519 +4:	COMPANY L.L.C. CAGE Code: 22527	Status: Active +					
Note: Filters are case sensitive	Has Active Exclusion?: No	DoDAAC:	View Details					
	Entity FISHER SCIENTIFIC	COMPANY L.L.C.	Status: Active 🛨					
	DUNS: 025047940 +4: Has Active Exclusion?: No	CAGE Code: 1KGE8 DoDAAC:	View Details					
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- If a vendor is registered in SAM the vendor information will be returned in the search results.
- This search returned numerous results; you will need to verify the address to determine if you are viewing the correct vendor.
- Click on the "+" next to "Status" to unhide the address of the vendor.
- The indicator box is "green" and states "Entity", this vendor doesn't have an exclusion. UND can purchase goods/services from this vendor.

Example of successful search of an excluded vendor:

		Self-Selection, Name	And Description	-				
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Importa	ue clear Search button, using the safet button will allow you to run this search at a later time. Important message regarding exclusion searches.							
Clear Sea	Current Search Terms: al-methwad							
Showing	page 1 of 1			SAVE Sort by Relevance	EPDF EXPORT RESULTS PRINT	E		
FII	TER RESULTS	Your search for "al-methwad " retur	rned the following res	sults				
By Recor	d Status	Exclusion Al-Methwad Company DUNS: Uooooo451 +4: Classification: Firm Address: Al-Azi Building 3rd Floor Line 2: Al-mansour, Al-rewad Cross	CAGE Code:	Status: Active				
By Funct	ional Area	City: Baghdad	State/Province:					
Entity	Management	ZIP Code:	Country: IRAQ					
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• The indicator box is "lavender" and states "Exclusion" and the status indicates "Active". Indicating there is an active exclusion on the entity. UND <u>cannot</u> purchase goods/services from this vendor.