Register to become a vendor for the Federal Courts

As a vendor or service provider for the federal government, you are required to have a DUNS number and be registered with the System Award Management (SAM) website. This is a free service for individuals and companies, however, vendors should be aware there are service providers on the internet which offer to complete the registration process. Many of these providers **do** charge applicants a fee.

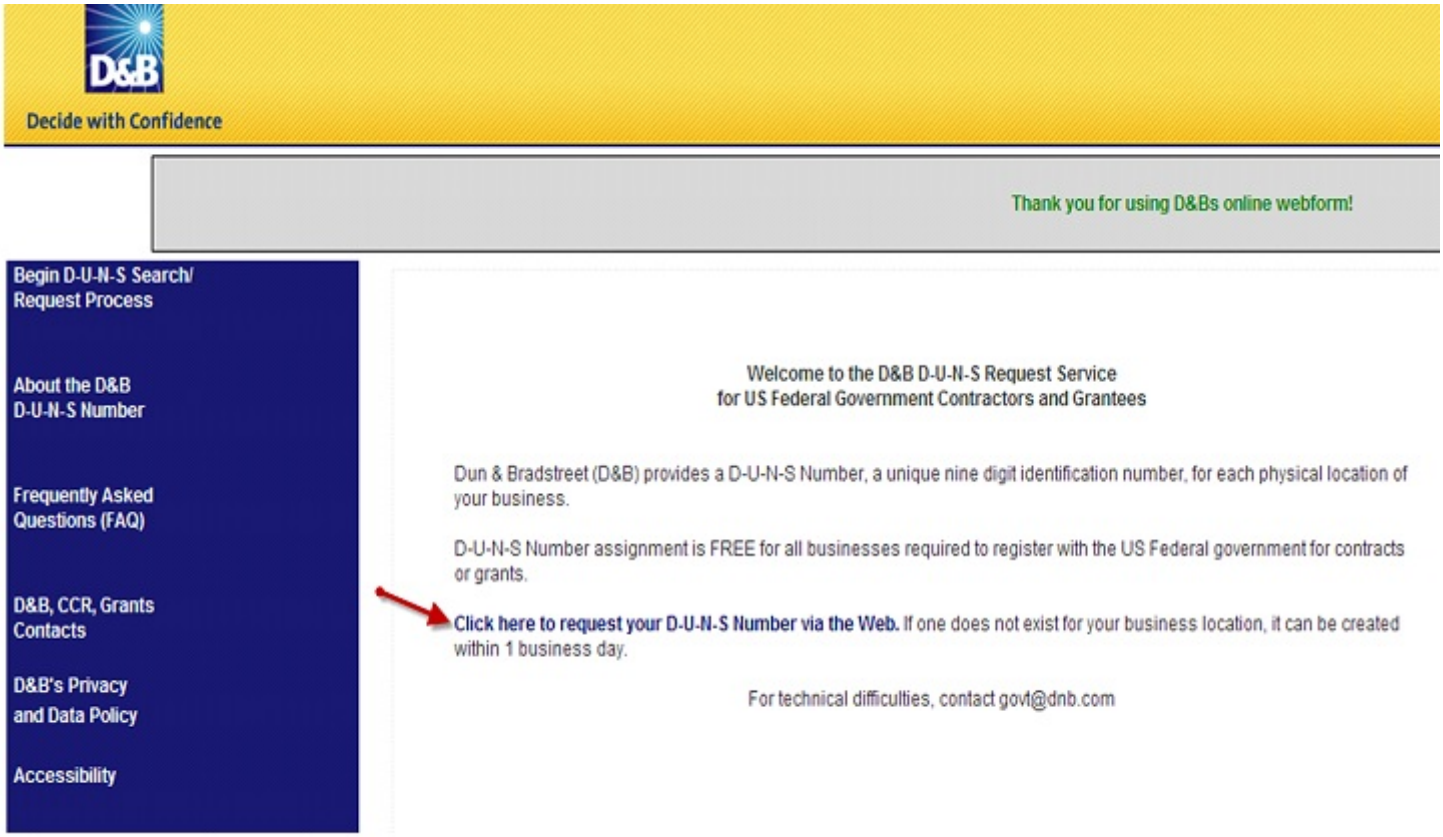
All of the registration process is completed on-line, therefore, computer access is required. Macintosh computers will not work with this application and Internet Explorer is the **only** web browser compatible with the website. Firefox, Google Chrome, and Safari will not translate website information correctly. Please read the instructions from each web site carefully. Spam blockers and spam filters may block email notifications from these web sites, therefore, review the on-line messages for email links and responses.

For new vendors and service providers, there is a two step process in order to register with SAM. The first step is applying for a DUNS number. Once this process is complete, you may register with SAM. Vendors should expect to complete the online DUNS registration process in less than 30 minutes. After 72 hours, an email response will be received from the DUNS website with further information for obtaining your number.

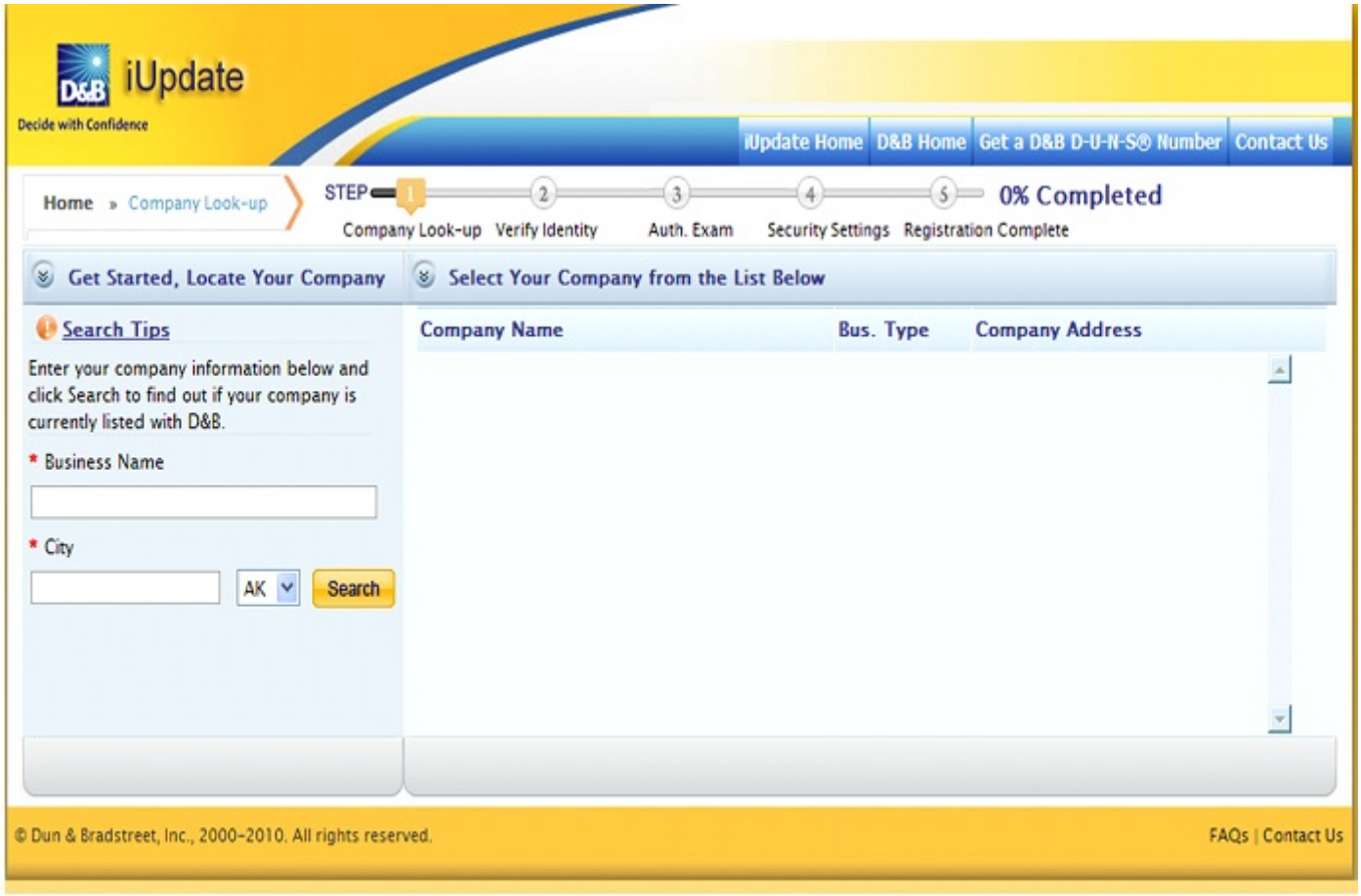
If a vendor has already been assigned a DUNS number, then SAM registration is the only step to be completed. Please skip to the SAM instructions. Questions regarding DUNS information, please send an email to: govt@DNB.com

The DUNS website is: http://fedgov.dnb.com/webform.

The screen shot below shows the DUNS welcome page. Follow the instructions in the center of the page to begin the application process.



All users will be required to perform a search of their business or name. National chains will find matches, however, retail locations may need to apply for a separate number. Please review the website FAQ link for more information. In most cases, sole proprietors will not be on the DUNS website, therefore, they will need to register. You will need to click thru two informational screens until you reach the page below. An open search field will appear and you should search the vendor name you are registering. This is your starting point. Across the top, you will notice a 5-step information bar. As you proceed thru the registration screens, the bar will automatically update to let you know where you are in the process.



Continue to follow the web page instructions until you have completed registration.

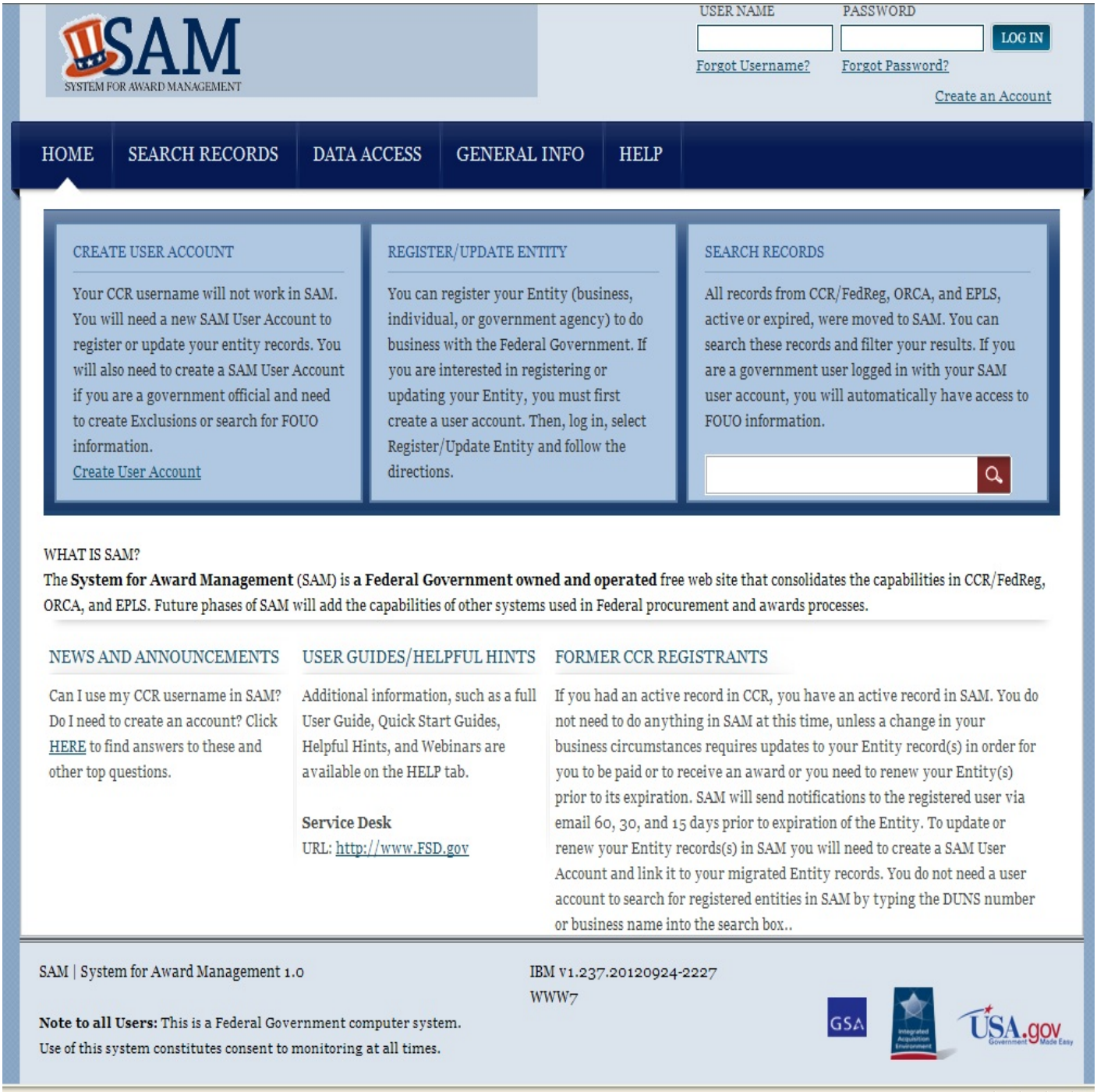
➜*You will not be able to proceed to SAM registration until you have received your DUNS number.* ←

Next Step: SAM website information

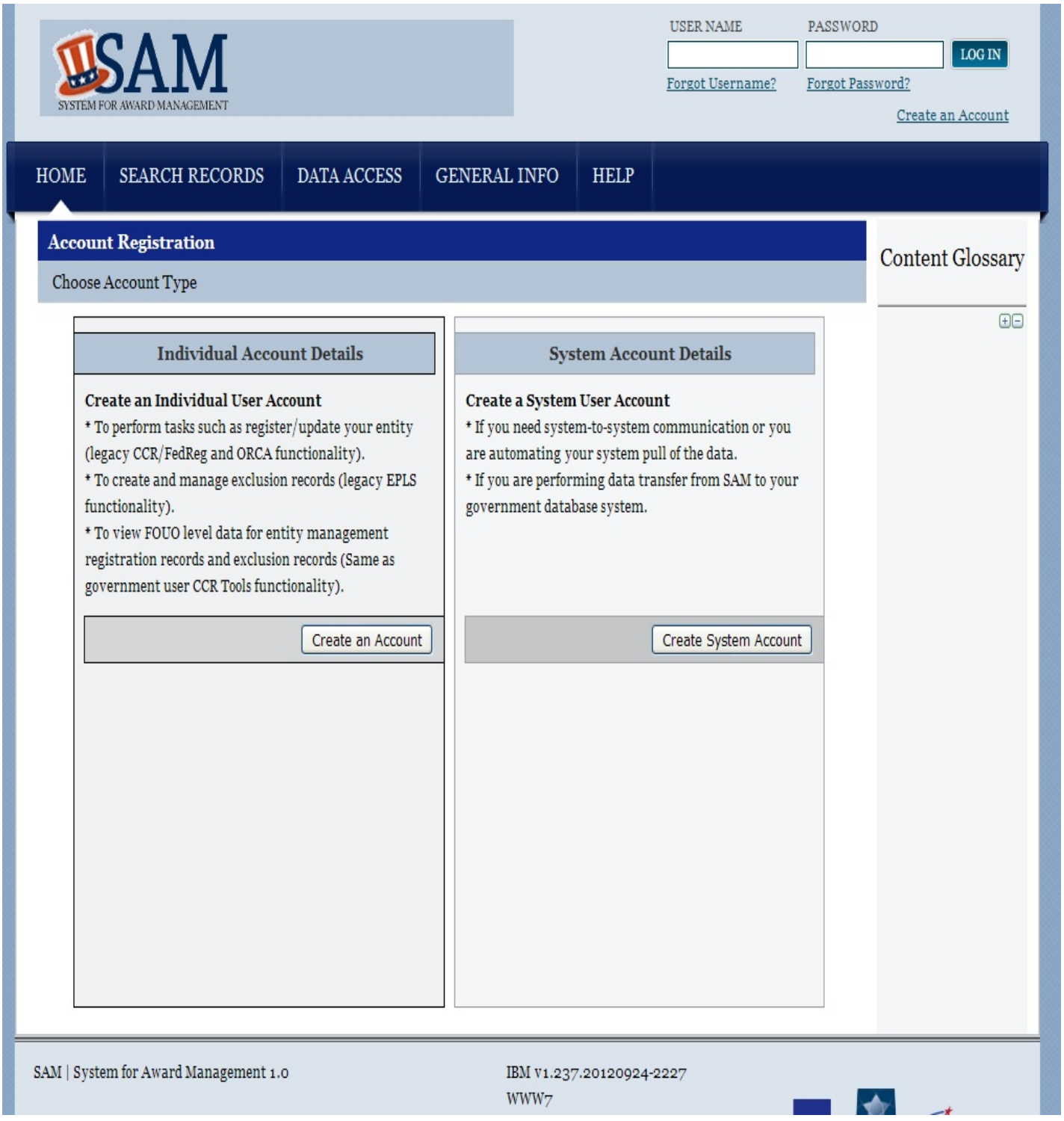
SAM Registration Information

A vendor must have a DUNS number to register at the System Award Management (SAM) website. If you have applied for a DUNS number, you can not proceed with this step until you have been assigned a number.

The website for SAM is: https://www.sam.gov/portal/public/SAM/. Below is the screen shot of the SAM internet page. Please carefully read the instructions from the website. The SAM website contains many resources to help new registrants. *Please review the website before you begin the process.* It will answer many questions regarding your information, security, data input, and codes. Spam blockers and filters may block email notifications from these web sites, therefore, review the on-line messages for email links and responses.

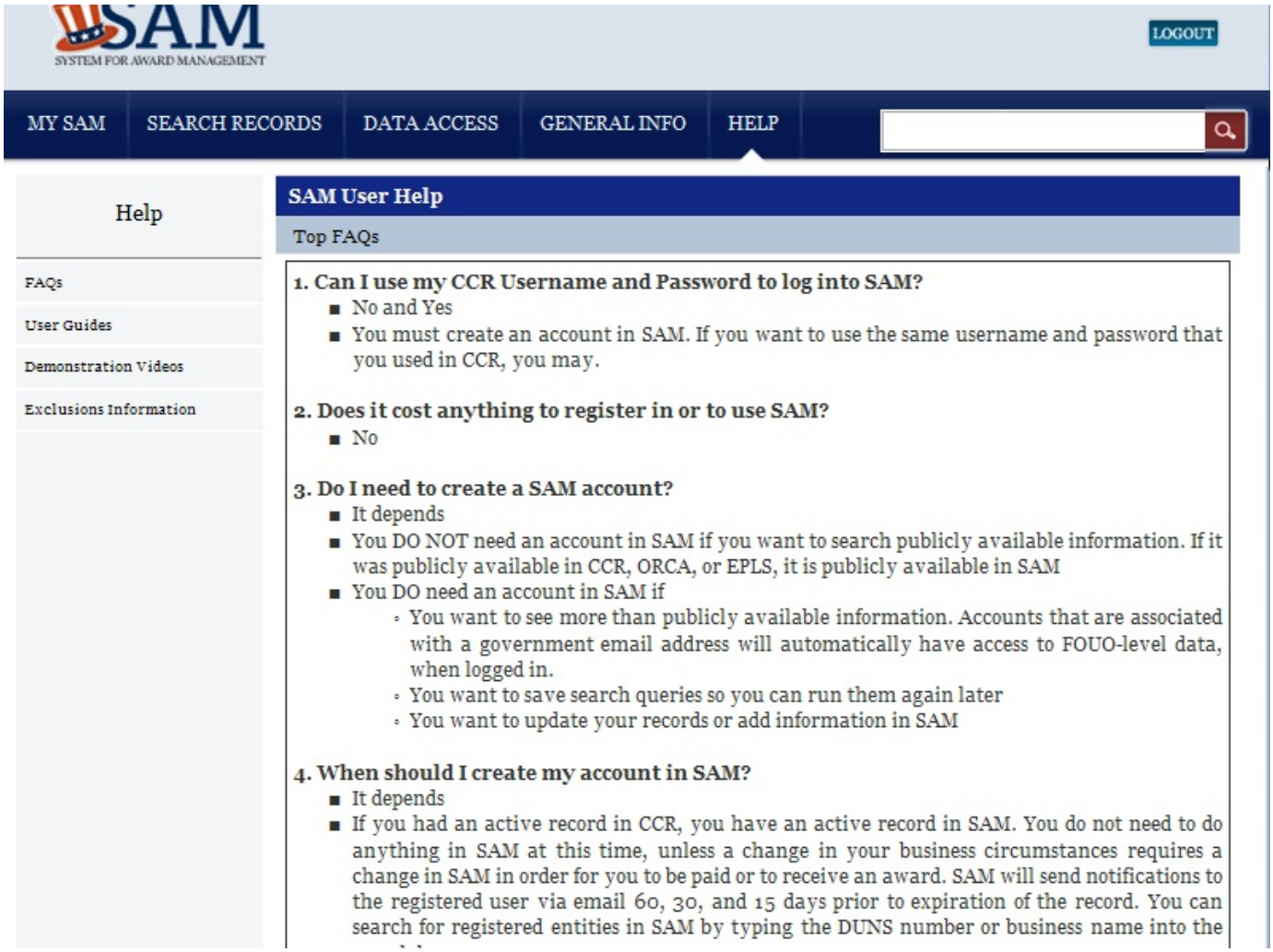


All new registrations will begin at the “Create User Account” button located in the top left portion of the page. The next page will appear as seen below:



Follow the on screen instructions to create your account. Once you have created your account, you will be able to manage roles, update account settings, update profiles, etc.

Under the Help tab, you will find several sources of information related to SAM. Please click on this tab for detailed information concerning the navigation of the website.



Many questions related to this process can be answered using the *FAQ* section on the home page. These resources are very informative and are highly recommended if contractors are interested in the learning requirements, background, and legal issues concerning this system. Videos and desk manuals can also be obtained under the Help section of the web page.

Vendors should be aware information will have to be *reviewed periodically* to maintain an active status in the system. ***It is important to know if you fail to renew your information, your account can expire and could affect business opportunities with the federal government. This will also impact payments made to you or your company.***

If you have questions related to SAM, please contact the Federal Service Desk at: 1(866)-606-8220 between the hours of 8:00 am - 8:00 pm, Eastern Time.