

The Federal Acquisition Regulation (FAR) 4.11 requires all contractors to be registered in System for Award Management (SAM) database prior to award of a contract for those actions at or above \$30,000, which are awarded to foreign vendors for work performed outside the United States.

The database compiles standard information such as company legal name, street address, contact information, and what kind of goods and services it offers. To register in SAM, one needs a DUNS number and a NCAGE code. If your company does not have these items, they will have to be created before registering. There is no cost involved with any stage of the application or registration process, nor to renew membership in the SAM.

If your company does not have a DUNS number or NCAGE code, it could take up to *3 weeks* before your company is active in SAM.

Attached is a one-page outline of the SAM registration process, step 4 below, in more depth. From experience, it is very important that the company address match exactly, throughout the process, along with Brønnøysund register.

Steps to register:

Note: When registering in all systems, please remember that the address has to be the same as the address at Dun & Bradstreet (D&B) and must be the physical address of your business.

- 1.) Obtain a DUNS number from Dun & Bradstreet. The DUNS number is a unique 9-digit identification number provided by the commercial company Dun & Bradstreet. Contact information for D&B in Norway can be found here through the Bisnode Norge Group: www.bisnode.com/norge/produkter-og-losninger/internasjonale-forretninger/
- 2.) Request a NCAGE code. As you are a foreign entity, you are required to enter a NATO Commercial and Governmental Entity code (NCAGE). You must also obtain this code prior to registration in SAM. Contact information for NCAGE in Norway: ncbno@mil.no or dahagen@mil.no
<http://www.nato.int/structur/AC/135/main/links/contacts.htm>
- 3.) Create a user profile in SAM. After obtaining both the DUNS number and NCAGE code, wait two business days before proceeding to create a user profile in SAM. A user profile must be created *before* you can register in SAM. www.sam.gov
- 4.) Register your business in SAM. www.sam.gov

When registration is complete, please let us know so we can locate you in SAM.

If you have any questions, please contact our Procurement Team by e-mail:

OsloProcurement@state.gov

