Subject: SAM Registration

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

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 an NCAGE code. If your company does not have this item, 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 NCAGE code, it could take up to 3 weeks before your company is active in SAM.

Important: From experience, it is important that the company address match exactly, throughout the process and use a, a, o instead of å, ä, ö. Where there is a field that requires state/province; Please enter the name of your city.
To successfully register you must use the same address in all systems and this must be the physical address of your business. If you are part of a larger organization, the mother company also need to register in SAM.

1. Request a NCAGE code. You must obtain this code prior to registration in SAM. As you are a foreign entity, you are required to enter a NATO Commercial and Governmental Entity code (NCAGE). Please allow 10 business days for the validation process. 
   https://www.nato.int/structur/ac/135/welcome.htm Swedish Defense Material Administration can assist with this process.

2. Create a user profile in SAM. After obtaining your 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

3. 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: stkgsocontracts@state.gov