



Embassy of the United States of America  
Stockholm, Sweden

### 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 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. From experience, it is very important that the company address match exactly, throughout the process, and don't use ä, å, ö, use instead a, a, o.

Steps to register:

Note: To successfully register you must use the same address in all three systems and this 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 Dun & Bradstreet.
- 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.

Please allow 10 business days for the validation process.

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Swedish Defense Material Administration can assist with this process.

- 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](http://www.sam.gov)
- 4.) Register your business in SAM. [www.sam.gov](http://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](mailto:stkgsocontracts@state.gov)