



# **System for Award Management (SAM)**

## **A Guide to Basic Registration**



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All UK vendors are required to have an Active SAM (System for Award Management) registration to be considered for a US Government contract. Registering in SAM is free of charge and can take up to a number of days so it is advisable to register as soon as you are considering bidding on any advertised opportunity.

It is highly recommended that you work through the process following the steps of this guide.

The first steps require you to obtain a DUNS number and a NCAGE number, both are available free of charge.

## DUNS Number

To obtain a free DUNS number, go to Dun & Bradstreet at [www.dnb.co.uk](http://www.dnb.co.uk). The process is usually pretty quick as long as your company is registered at company's house and your DUNS number is provided at the end of the request. If your company already has a DUNS number the same address must be used in all applications.



### Customer Services - Get Your Dun & Bradstreet D-U-N-S® Number

<p><b>Get Your D-U-N-S Number</b></p> <p>If you would like to obtain a Dun &amp; Bradstreet D-U-N-S Number for your business, please complete and submit the form to the right and follow the on screen instructions below.</p> <p><b>Please note we are only able to provide a D-U-N-S Number for businesses located in the UK, Ireland, The Netherlands, Belgium &amp; Luxembourg.</b></p> <p>There is no charge to obtain a Dun &amp; Bradstreet D-U-N-S Number for your business and it can make it easier for your customers and suppliers to do business with you, some customers even require it of their suppliers. A Dun &amp; Bradstreet D-U-N-S Number is a nine-digit code assigned by us to identify unique business's separate and distinct operations.</p> <p>If you have any questions please contact local customer services or visit the <a href="#">UK Customer Service Knowledge Base</a>.</p>	<p>Please answer all the questions below.</p> <p>Your First Name: <input type="text"/></p> <p>Your Last Name: <input type="text"/></p> <p>Your Email Address: <input type="text"/></p> <p>Reason For Requesting Your D-U-N-S: <input type="text"/></p> <p>Your Business's Country: <input type="text" value="United Kingdom"/></p>	<p>Please complete the reCAPTCHA below:</p> <div><input type="checkbox"/> I'm not a robot </div> <p><small>reCAPTCHA Privacy - Terms</small></p>
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Once completed enter your DUNS below.

DUNS Number: \_\_\_\_\_



## NCAGE Number

It is also necessary for companies to obtain an NCAGE (NATO Commercial and Government Entity) Code. This is also provided free of charge and can be obtained from the following web site. <http://www.ncb.mod.uk/csisapp/navigate.do>

The process is simple, follow the instructions and a NCAGE number is provided at the end of the registration process.

**IMPORTANT – Ensure you use the exact same address when regis-**

## united kingdom national codification bureau

**Quick Links**  
[Login](#)  
[NCAGE Enquiry](#)  
[Create UK NCAGE](#)  
[Create non-UK NCAGE](#)  
[NSN Change](#)  
[Notification User Guide](#)  
[SAM registration advice](#)

**Welcome to CSIS Internet Services**  
Please use the quick links or drop-down menu to access CSIS services. You must login to access the CSIS Search Tool.  
  
**CSIS Search Tool**  
The CSIS Search Tool provides read-only access to data held within the Codification Support Information System (CSIS). CSIS contains over 5½ million items of supply, 11 million manufacturer's part numbers, 30 million item characteristics and 8 million SMD records. The CSIS Search Tool was last updated on the 4th August 2017 with data extracted on 4th August 2017  
Authorised users may click [here](#) to access the CSIS Search Tool.  
  
**NCAGE Enquiry and Maintenance**  
It is now possible to create new UK NCAGES and maintain your NCAGE address and contact details. To maintain an existing NCAGE, you must login using your NCAGE user ID and password. Existing NCAGES will receive these details early in 2008 by email or post. To create a new UK NCAGE, please use the links provided.  
Please note that due to the large volume of returns in 2007, it was not possible for UKNCB to action all amendments received. Once you have received your login credentials, please access your NCAGE record and ensure the details are correct.

For account & password queries contact: 0141 224 2116/2160 or email [SCISDPCSISService@ukncb.org](mailto:SCISDPCSISService@ukncb.org)

Once completed enter your NCAGE below.

NCAGE Number: \_\_\_\_\_

At this stage you will need to wait for the new NCAGE number to migrate to the NSPA website in the USA. This can take up to 5 working days. You are able to check on this by going to the following web site <https://cage.dla.mil/search> and enter your NCAGE number. If the process is complete you will see your company name and you may continue with the SAM registration, if the search produces zero results continue to check.

If you try and register for SAM before this migration is complete your application will fail.



## New Sam Account

As a new user you will need to create an individual account in the SAM system.

Go to [www.sam.gov](http://www.sam.gov) and click

**Create an Account".**

The account type you need is an **Individual Account**

Select **"Create an Account"**.

## Personal Information

When creating an individual account, there is only a minimal amount of mandatory information required, as indicated \*. Please record all your details here for safe keeping as you will need to renew this account annually. The mandatory information is as follows;

- Your first name \_\_\_\_\_
- Your last name \_\_\_\_\_
- Your email address, plus confirm e-mail address \_\_\_\_\_
- Telephone Number \_\_\_\_\_
- A password \_\_\_\_\_
- Country (select your option from the dropdown list provided) \_\_\_\_\_
- Username \_\_\_\_\_
- Password and confirmation \_\_\_\_\_
- Select 3 security questions from the options given and supply answers
- Q1 \_\_\_\_\_ Answer \_\_\_\_\_
- Q2 \_\_\_\_\_ Answer \_\_\_\_\_
- Q3 \_\_\_\_\_ Answer \_\_\_\_\_

Once completed click **NEXT**

On the summary screen, review the answers provided. For security reasons, the password will not be displayed. If you need to change anything, click "Edit." Once you've confirmed all of the data is accurate, click **SUBMIT**



## Account Activation

Once your account is activated an email from SAM.gov is sent to your e-mail account, open and click the link provided to complete the account creation process. Return to SAM.gov, enter your username and password and click **LOGIN**

If the e-mail activation link has expired, you can still attempt to login on the SAM homepage. An error message will appear informing you that your account is Pending Validation. Select “Send Email” to send a new validation e-mail.

Once your account is activated and you have a valid DUNS and NCAGE number you are able to register your company as an entity against your account.

## Register New Entity

Once your account has been activated the first page that you see is your “MY SAM” page. This is the centralized location for all the functionality you need to access SAM. When you are logged into your account, you can always access this page by clicking the “MY SAM” tab in the navigation bar.

To begin the Entity Management registration process, you will need both your DUNS and NCAGE numbers:

From the “MY SAM” page, click **“Manage Entity”** in the navigation panel.

Click **START REGISTRATION**





## Purpose of Registration

This page details the information needed to register an entity (your company). Take the time to read this page and gather the information you need ahead of time.

What type of entity are you?

Probable Answer: **Business or Organization**

Do you wish to bid on cataracts?

Probable answer: **YES**

**If you answered as indicated the next two boxes will be greyed out.**

Confirm the “Purpose of Registration” as “All Awards” and click on **NEXT** to begin entering CORE DATA



## Core Data

The first section in the Core Data section asks for your DUNS information page. The DUNS number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B) and recorded on Page 3.

Enter your DUNS number, D&B Legal Business Name (**this is the identical name that has been registered for your organization at D&B**), Address (please remember that the address has also to be identical to the address registered with D&B and must be the physical address of your location) and click “Next.”

After entering “City” then select country “United Kingdom”. This will then give you a single box for your post code and allow you to manually enter a county, and your post code, **this is mandatory**.

Register Entity

DUNS Information

Page Description  
Enter DUNS Information for your entity.

Public Identifiers:

DUNS Number: 804735132

If you do not have a DUNS Number, please click [here to request one](#)  
For assistance, contact Dun & Bradstreet (D&B) at: 1-866-REGG-123 (US Only) or visit: [Help.dnb.com](#) (International)

Name: Gorman Manufacturing

D&B Legal Business Name: Gorman Manufacturing

DUNS Address:

Address Line: 492 Koller Street

City: San Francisco

State/Province: CALIFORNIA

ZIP/Postal Code: 94110

Country: UNITED STATES

BACK TO USER DASHBOARD

PREVIOUS NEXT

## Verify DUNS Information

Once the information you provided has been verified by D&B, you will receive a “side-by-side” screen showing the details you entered compared with the details returned from D&B.

Register Entity

Verify DUNS Information

GOORMAN MANUFACTURING.COM

DUNS: 804735132

Page Description  
Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

Details Entered by the user	Details returned from D&B
DUNS: 804735132	DUNS: 804735132
Name: Gorman Manufacturing	Name: GORMAN MANUFACTURING COMPANY, INC.
Legal Business Name: Gorman Manufacturing	Legal Business Name: GORMAN MANUFACTURING COMPANY, INC.
Address: 492 Koller Street	Address: 492 KOLLER STREET
City: San Francisco	City: SAN FRANCISCO
State: CA	State: CA
ZIP/Postal: 94110	ZIP/Postal: 94110
Code:	Code:
Country: UNITED STATES	Country: UNITED STATES

BACK TO USER DASHBOARD

CANCEL

PREVIOUS

SAVE AND CONTINUE

Review and verify your DUNS information.

### **THESE TWO ADDRESSES MUST BE IDENTICAL**

If the data is correct, click

SAVE AND CONTINUE





Continue entering your business information.

Enter your business start date.

(Note US format DD/MM/YYYY)

Enter the date on which your company fiscal year ends. (MM/DD)

Company division name: Probable N/A

Company number: Probable N/A

Company's URL: Probable N/A

Congressional District: Probable N/A

If applicable will be pre-filled for you by the system based on your post code.

**Core Data**

**Business Information**

**Page Description**

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

**Your Entity's Business Information:**

Business Start Date (MM/DD/YYYY):

Fiscal Year End Close Date (MM/DD):

Company Division Name:

Company Division Number:

Corporate URL:

Congressional District: SUFFOLK

Create/Enter MPIN:

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

Next, you must create your Marketing Partner Identification Number (MPIN). The MPIN will be used to provide you access to other systems, such as Grants.gov and Past Performance Information Retrieval System (PPIRS).

Your MPIN acts as your password in these systems so you should guard it as such.

**A MPIN is MANDATORY** even if you do not anticipate usage of authorized MPIN systems.

The MPIN must contain nine characters; at least one letter and one number character each. It should not contain spaces or special characters. You may change the MPIN at any time.

For reference record your MPIN below.

MPIN \_\_\_\_\_



## Mailing Address

Your physical address is pre-filled from the D&B address associated with your DUNS. Your physical address is the location of your building.

Enter your entity's mailing address or click "Copy Physical Address" if your mailing address is the same as the physical address.

For companies located outside the United States and those that do not pay employees within the U.S., you are not required to provide a Tax Identification Number (TIN) and can proceed to the NCAGE section.

▼ Mailing Address - CHESAPEAKE

[COPY PHYSICAL ADDRESS](#)

Address Type:

Address Line 1:

Address Line 2:

City:

State/Province:

ZIP/Postal Code:

Country:

### Tax Identification Number (TIN):

If you do not have a TIN please contact the IRS by [clicking here](#)

TIN Type:

EIN:

Note: TIN match from IRS may take 2-5 business days

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

## Entering NCAGE

As a non-US entity, you are required to enter a NATO Commercial and Governmental Entity (NCAGE) code, you noted this code on Page 4.

**Page Description**  
NCAGE is mandatory to proceed. To obtain NCAGE Code from NATO, visit [DLIS](#) website.

Does your entity already have a NCAGE Code?

NCAGE:

[Search NCAGE Code](#)

[CANCEL](#) [PREVIOUS](#) [SAVE AND CONTINUE](#)

Review and verify your information.

If the data is correct, click [SAVE AND CONTINUE](#)

Please note that if you have been assigned an NCAGE code just prior to registering in SAM, your activation in SAM may be de-



## Ownership Details

The next two pages have the following questions, both are likely to be answered NO.

Does another entity own or control the entity you are registering?\*

☐ Yes ☒ No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?\*

☐ Yes ☒ No

## General Information

Complete all general information including the type of business applicable to your company.

Country of Incorporation:

**Probable—United Kingdom**

Company Security Level: **N/A**

Highest Employee Security Level: **N/A**

All other questions on this page are not applicable to entities located outside the US.

The answer to the first question is likely to be: **“Limited Liability”**

The second question is likely to be **“Partnership or Limited Liability”**

For question “What is your organization’s profit structure? Select **“For Profit Organization”**

All other questions are not applicable to entities located outside of the US.

*NB. These answers should reflect your entity, the answers given are suggested responses.*

Click **SAVE AND CONTINUE**

### Business Information:

Country of Incorporation: \*

UNITED KINGDOM

Company Security Level:

Not Applicable

Highest Employee Security Level:

Not Applicable

### Business Types:

You have categorized your entity as a: **Business or Organization.**

Does your entity qualify as one of the following (if none are applicable, select Not Applicable from the drop-down menu)? :

Not Applicable

Is your business certified by a state certifying agency as a Department of Transportation (DOT) Disadvantaged Business Enterprise (DBE)?:

No

If your organization is a Federally Recognized Native American Entity choose all that apply:

Is your business/organization one of the following? If none of these values apply to your entity, select Not Applicable from the drop-down menu. NOTE: If you are a Manufacturer of Goods, you may also make one other selection. First select Manufacturer of Goods, then another drop-down box will display.

Limited Liability Company (if applicable)

Please indicate the form of your Business or Organization as defined by the IRS\*:

Partnership or Limited Liability Partnership

What is your organization's profit structure? Please select one of the following\*:

For-Profit Organization

If your business qualifies as one of the following Socio-Economic Categories, check all that reflect the current status of your business. Small business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours, and NAICS codes entered in the Assertions portion of the registration

Questions on Native American Entity Type and Socio-Economic Categories do not apply outside of the USA.



## Financial Information

Complete: **Credit Card acceptance YES or NO**

Electronic Funds Transfer and Automated Clearing House (ACH) information is not required for foreign vendors, DO NOT enter details in any of these boxes, these do not apply to NON-US vendors.

The remittance address should be completed, firstly select **COUNTRY- United Kingdom** from the drop down options, this will allow you to input your county and post code.

**Page Description**  
Please enter the requested information below about the entity you are registering.

Do you accept credit cards as a method of payment?

Delinquent Federal Debt:

[Add New Account Details](#)

**\* New Account**

**Electronic Funds Transfer:**

Account Type:

Financial Institute:

ABA Routing Number\*:

Account Number\*:

Lockbox Number:

**Automated Clearing House (ACH):**

ACH U.S. Phone\*:

ACH Non-U.S. Phone:

ACH Fax\*:

ACH Email\*:

**Remittance Address:**

Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Country:

ZIP/Postal Code:

These questions are unlikely to apply to entities located outside the US, if the answer is “NO” select save and continue.

If the answer is “YES” then you will be required to answer additional questions on the following page, examples of which are not included in this guide.

**SAVE AND CONTINUE**

## Executive Compensation

**Page Description**  
Please enter the requested information below about your entity. You must provide data for the five (5) most highly compensated executives in your business or organization including parent organization.

**Executive Compensation:**

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?





## Proceedings Questions

If the answer to the first question is “NO” then the following questions are not applicable, select “Save and Continue”.

If the answer is “YES” then you must provide detailed information about all of the current proceedings lodged against your entity.

**SAVE AND CONTINUE**

Page Description

Please answer the following Proceedings questions about your entity.

**Proceedings:**

Is there a Federal solicitation on which your business or organization, as represented by the DUNS number on this specific SAM record, is bidding that contains the FAR provision 52.209-7, or has your business or organization, as represented by the DUNS number on this specific SAM record, been awarded a Federal contract that contains FAR clause 52.209-8? \*

Please select a value

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

1. Criminal proceeding resulting in a conviction or other acknowledgment of fault;
2. Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
3. Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable

CANCEL

PREVIOUS

SAVE AND CONTINUE

## Information Opt-Out

Registrants are allowed to opt-out of public display of their record. Opting out may result in a reduction in Federal Government business opportunities, and subcontractors who choose this option will not be visible to prime contractors. Entities that have opted out will be removed only from the SAM public search, but will still be visible to users with For Official Use Only data access and will be provided in accordance with Freedom of Information Act (FOIA) requests. Please note that your banking information is treated as sensitive data and will not be displayed to the public regardless of your selection.

If you do not wish to allow the public to search and view your record: Select "I DO NOT authorize my entity information to be displayed in SAM's Public Search."

## Review Core Data

If all the information on the review page is correct you may select save and continue. If a section needs to be corrected you can select the edit button at the top right of that section.

**SAVE AND CONTINUE**





## ASSERTION PAGES



Once you have completed your Core Data, you will now need to enter information about the types of goods and services your entity can provide. The data you provide assists the US Government in locating entities that can provide certain goods and/or services.

### NAICS Codes

Enter North American Industry Classification System (**NAICS**) codes that best represent the type of industry in which your entity does business.

In the **“Search NAICS”** text box, type in a word description for the type of services your business is involved in. You must supply at **least one** for your registration to be complete. You can add or change NAICS codes at any time.

Highlight the NAICS codes that are applicable to your entity and click **“Add”**

As you select NAICS, the NAICS show up on the right side under **“NAICS Codes Selected.”**

Select one of the chosen NAICS as your primary NAICS code by clicking the radio button under the **“Mark as Primary”** column.

If the word description in the search section does not work or does not return the exact match, you can more precisely locate the appropriate NAICS codes by searching the database on the following website.

[www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)

Page Description  
Please enter Goods and Services Information

Add NAICS Classification Codes: \*

Search NAICS:

311222	Soybean Processing
111120	Oilseed (except Soybean) Farming
111110	Soybean Farming

NAICS Codes Selected:

Mark as Primary	NAICS Code	Description	
<input checked="" type="radio"/>	311222	Soybean Processing	<input checked="" type="checkbox"/>
<input type="radio"/>	111110	Soybean Farming	<input checked="" type="checkbox"/>

## Remember

**You are only required to enter one NAICS in SAM, more can be added at a later stage.**



You also have to add a **Product and Service Code (PSCs)**. This section works the same way as the NAICS section. PSC Codes are four-character codes used to identify the types of goods and services your entity can provide. Codes that start with a number indicate types of products, codes that start with a letter indicate types of services. When searching you can only enter 4 letters.

Highlight the PSCs that are applicable to your entity and click “Add.” If you do add PSC codes you may have to provide additional information at a later stage.

**SAVE AND CONTINUE**

Enter your entity's data to be used for determining your size status as a small business or other than small business. Enter the total receipts and number of employees for the entire entity, which includes all divisions, branches, and affiliates worldwide, enter without punctuation, decimals special characters.

Enter in your World Wide “Total Receipts.” This is the average receipts over the last three completed fiscal years, including receipts of the parent organization, all branches, and all affiliates worldwide, and not just the size data associated with the entity location represented by the specific DUNS number you are registering.

**World Wide:**

Total Receipts: \* \$

Average Number of Employees: \*

Enter your "Average Number of Employees."

You may also enter data for the location represented by the specific DUNS number you are registering in the “Location” fields.

You will be asked to complete the following fields if specific NAICS codes were entered in the NAICS section:

Barrels Capacity: NAICS 324110

Megawatt Hours: NAICS 221111, 221112, 221113, 21121, 221122

Total Assets: NAICS 522110, 522120, 522130, 522190, 522210, 522293

**SAVE AND CONTINUE**



The “EDI Information” page is optional and provided for those entities that do business with the government through EDI. If you do not wish to complete this section, select “No” to the first question and click “Save and continue.”

Entities wishing to do business with the federal government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster, can complete the Disaster Relief section. When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the SAM Disaster Relief Registry shows those contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief supplies and/or services. Collecting this information in SAM provides a means for potential local contractors to identify themselves to the federal agencies during a time of a disaster.

Choose “Yes” to register your entity and follow the instructions. (Not shown in this guide)

**SAVE AND CONTINUE**

Page 16



## Representation & Certification Pages

### Entering Representations and Certifications

Completing your Representations and Certifications (Reps and Certs) allows entities to submit their annual Reps and Certs in accordance with the Federal Acquisition Regulation (FAR). Please note that you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the government.

### Questionnaire

To enter your Reps and Certs, you will be given a questionnaire to guide you through the data necessary for the associated FAR and Defense FAR Supplement (DFARS) provisions (if applicable), as well as the Standard Form 330, Part II for federal Architect and Engineering contracts if applicable. Each question is related to a specific FAR or DFARS provision which is referenced at the end of the question on the screen. Clicking on a reference will take you to the full text version of the provision so that you can read it in full.

### FAR – FEDERAL ACQUISITION REGULATIONS SYSTEM

<http://farsite.hill.af.mil/>



## FAR Responses

The first section of the questionnaire contains the FAR questions;

### Representations and Certifications - Questions 1 – 4

**Question 1:** Identify the person(s) responsible for determining prices offered in bids/proposals for your entity.

(FAR 52.203-2)

Click “Add New Person” to enter the individual’s Name and Title. Click this button as many times as you need.

Click  when complete.

1. Who are the person(s) within Renewal Fuels, Inc. responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

**Question 2:** Does your entity have any other plants or facilities at different addresses routinely used to perform on contracts.

(FAR 52.214-14, FAR 52.215-6)

Selecting “Yes” activates the “Add New Plant/Facility” button, allowing you to provide the Place of Performance Address, Owner Name, and Owner Address. Selecting “No” will grey out the “Add New Plant/Facility” button.

2. Does TEST232 have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-6)

Yes

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

▶ Plant/Facility

**Answer YES or NO**

**Question 3:** Will be prefilled with the TIN entered when you completed the Core Data portion of the registration.

(FAR 52.204-3, FAR 52.212-3)

3. TIN Not required (FAR 52.204-3, FAR 52.212-3)

**Not applicable to non US companies.**

**Question 4:** Asks whether your entity is following the guidelines established by the Environmental Protection Agency (EPA) for recovered material.

(FAR 52.223-4, FAR 52.223-9)

4. For products designated by the Environmental Protection Agency and provided by TEST232, does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)

Yes

**Answer YES or NO**





## Representations and Certifications - Questions 5 – 8

**Question 5:** States “Our records indicate #Entity Name# is not a small business concern and therefore does not qualify for status as a labor surplus area concern.” As a U.S. Federal Government entity, you are not eligible to qualify as a small business concern.

(FAR 52.219-2 )

5. Our records indicate TEST232 is not a small business concern and therefore does not qualify for status as a labor surplus area concern. (FAR 52.219-2 )

**Not applicable to non US companies.**

**Question 6:** Asks if your entity is owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis.

(FAR 52.204-3, FAR 52.212-3 )

6. Is TEST232 owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? (FAR 52.204-3, FAR 52.212-3 )

No

**Not applicable to non US companies - Answer NO**

**Question 7:** Asks if your entity or any of its principals are currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency. SAM will check the exclusions list for the DUNS number of your entity and indicate whether any exclusion records exist. If an active exclusion record exists for your entity, this question will default to **YES**. If no active exclusion record exists for your entity, answer this question with a **YES or NO** response.

7. Our records indicate there is not an active exclusion for TEST232 . Are any of TEST232 , or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5, FAR 52.212-3 )

No

**Question 8:** The first part asks if in the past three years, your entity, or any of its principals, has been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property.

8. In the past three-year period, has TEST232 , or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5, FAR 52.212-3 )

No

In the past three years, has TEST232 been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? (FAR 52.209-5, FAR 52.212-3 )

No

The second part asks if in the past three years your entity has been notified of any delinquent federal taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied. Answer these questions by selecting **YES or NO**.



## Representations and Certifications - Questions 9 - 13

**Question 9:** Asks if your entity, or any of its principals, are presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 8.

(FAR 52-209-5, FAR 52-212-3)

9. Is TEST232, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in Question 9? (FAR 52-209-5, FAR 52-212-3)

No

**Answer YES or NO**

**Question 10:** Asks whether within the past three years your entity has been terminated for cause.

(FAR 52-209-5, FAR 52-212-3)

10. Within the past three years, has TEST232 been terminated for cause (default)? (FAR 52-209-5, FAR 52-212-3)

No

**Answer YES or NO**

**Question 11:** Asks you to list the name of any HUBZone businesses participating in a HUBZone Joint Venture with your entity. Check "None" as a non U.S. Federal Government entity, you are not eligible to qualify as a HUBZone Joint Venture.

(FAR 52.219-1, FAR 52.212-3)

11. Our records indicate that TEST232 is not participating in a HUBZone Joint Venture. (FAR 52.219-1, FAR 52.212-3)

**Check—NONE**

**Question 12:** Asks if there are any Small Disadvantaged Businesses participating in a Joint Venture with your entity, and if so for you to provide the names of the companies. Check "None" since, as a non U.S. Federal Government entity, you are not eligible to qualify as a Small Disadvantaged Business Joint Venture

(FAR 52.219-22)

12. Our records indicate that TEST232 is not participating in Small Disadvantaged Businesses Joint Venture. (FAR 52.219-22, FAR 52.212-3)

**Check—NONE**

**Question 13:** Will say "Our records indicate that #Entity Name# is not participating in a Joint Venture Women Owned Small Business since, as a U.S. Federal Government entity, you are not eligible to qualify as a Joint Venture Women Owned Small Business.

(FAR 52.212-3, FAR 52.219-1)

13. Our records indicate that TEST232 is not participating in a Women Owned Small Business Joint Venture (FAR 52.212-3, FAR 52.219-1)

**No Action Required - Auto-filled**



## Representations and Certifications - Questions 14 - 18

**Question 14:** “Our records indicate that #Entity Name# is not participating in an Joint Venture Economically Disadvantaged Women Owned Small Business” since, as a U.S. Federal Government entity, you are not eligible to qualify as a Joint Venture Economically Disadvantaged Women Owned Small Business.

14. Our records indicate that TEST232 is not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. (FAR 52.212-3, FAR 52.219-1)

(FAR 52.212-3, FAR 52.219-1)

**No Action Required - Auto-filled**

**Question 15:** Asks if your entity provides any data to the government that qualifies as limited rights data or restricted computer software.

(FAR 52-227-15)

15. Does <AGENCY NAME> provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)

Please select a value

If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)

[Add New Software](#)

**Answer YES or NO**

*If you answer “Yes” you will be required to enter additional data.*

**Question 16:** Will display “Our records indicate that #Entity Name has selected the Entity Structure type of #EntityStructureType#” (for example, Federal government). Your structure type and how your business or organization is defined by the IRS will be pre-filled based on your answers on the General Information page of the Core Data section. If you selected “Other” as your type, you will be provided with a box to enter more information.

16. Our records indicate that TEST232 Org Type is “Other” please enter more information here. (FAR 52.204-3, FAR 52.212-3)

OtherType

(FAR 52.204-3, FAR 52.212-3)

**Answer should be pre-filled based on an earlier answer**

**Question 17:** Will say “Our records indicate that #Entity Name# is or is not a small disadvantaged business concern.” As a U.S. Federal Government entity, you are not eligible to qualify as a small disadvantaged business concern.

(FAR 52.212-3)

17. Our records indicate that TEST232 is not a small disadvantaged business concern.. (FAR 52.212-3, FAR 52.219-22)

**No Action Required - Auto-filled**

**Question 18** is reserved.

**No Action Required**



## Representations and Certifications - Questions 19 - 22

**Question 19:** Asks whether your entity delivers any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126.

(FAR 52.222-18, FAR 52.212-3)

19. Does TEST232 deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? (FAR 52.222-18, FAR 52.212-3)

Please select a value

If Yes, has TEST232 based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined that it is not aware of any such use of child labor. (FAR 52.222-18, FAR 52.212-3)

Not Applicable

**Answer YES or NO**

**Question 20:** Asks whether your entity has held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity).

(FAR 52.222-22, FAR 52.212-3)

20. Has TEST232 held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (FAR 52.222-22, FAR 52.212-3)

No

**Answer NO - Work outside the USA exempt.**

**Question 21:** Asks whether there are any end products delivered to the Government by your entity that are foreign (non-domestic) end products.

(FAR 52.212-3, FAR 52.225-2, FAR 52.225-4, FAR 52.225-6, DFARS 252.225-7000, DFARS 252.225-7020, DFARS 252.225-7035)

**Answer YES or NO**

- If you answer “Yes,” list the products and their corresponding country of origin.
  - Click “Add New Product” to fill in these details. The list of products provided in the drop down is based off the Product Service Codes (PSCs) you listed on the Goods and Services page in the Assertions portion of SAM.
- If you do not find the product you are looking for in the drop down menu, click “Edit my PSCs” to go back to the Assertions section and add any additional products there.

21. Are any end products delivered to the Government by TEST232 foreign (nondomestic) end products? (FAR 52.212-3, FAR 52.225-2, FAR 52.225-4, FAR 52.225-6, DFARS 252.225-7000, DFARS 252.225-7020, DFARS 252.225-7035)

Yes

If yes, please list these products and their corresponding country of origin. [Edit my PSCs](#)

[Add New Product](#)

Product

Product : 8925 - SUGAR, CONFECTIONERY, AND NUT

Country : BELGIUM

[Save](#) [Delete](#)

**Question 22:** Asks whether your entity has filed all required Equal Employment Opportunity compliance reports.

(FAR 52.222-22, FAR 52.212-3)

22. Has TEST232 filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22, FAR 52.212-3)

Yes

**Answer NO, not applicable outside of the United States.**





## Representations and Certifications - Questions 23 - 25

**Question 23:** Asks you to choose the statement that best applies to your entity's affirmative action programs. Select one from the statements listed.

(FAR 52.222-25, FAR 52.212-3)

The statements choices are as follows;

- #Entity Name# has developed and has on file affirmative action programs required by Secretary of Labor Regulations
- #Entity Name# does not have developed and does not have on file affirmative action programs required by Secretary of Labor Regulations
- #Entity Name# has not had previous contracts subject to written affirmative action program requirements from Secretary of Labor Regulations

23. Please choose one of the following statements that applies to TEST232 (FAR 52.222-25, FAR 52.212-3)

☒ TEST232 has developed and has on file affirmative action programs required by Secretary of Labor regulations.

☐ TEST232 does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations.

☐ TEST232 has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations.

**Question 24:** Asks whether your entity provides maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment.

(FAR 52.212-3, FAR 52.222-48)

**Answer YES or NO**

If you answer **"YES"** you will then have to answer three subsequent questions.

If you answer **"NO"** or **"VENDOR WILL PROVIDE INFORMATION WITH SPECIFIC OFFERS TO THE GOVERNMENT"** these questions will be filled in as "Not Applicable".

24. Does [redacted] provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (FAR 52.212-3, FAR 52.222-48)

**Vendor will provide information with specific offers to the Government** ▼

If yes, please answer the following questions: Are the items of equipment serviced by [redacted] commercial items which are used regularly for other than Government purposes, and are sold or traded by [redacted] in substantial quantities to the general public in the course of normal business operations? (FAR 52.212-3, FAR 52.222-48)

Not Applicable ▼

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-48)

Not Applicable ▼

Does [redacted] utilize the same compensation (wage and fringe benefits) plan for all service employees performing work under Government contracts as [redacted] uses for equivalent employees servicing the same equipment of commercial customers. (FAR 52.222-48)

Not Applicable ▼

**Question 25: (Not illustrated)** Asks whether your entity provides services as described in FAR 22.1003-4(d) (1). (FAR 52.212-3, FAR 52.222-52)

**Not applicable to contracts performed outside of the United States.**

**Answer NO or Vendor will provide information with specific offers to the Government.**





## Representations and Certifications - Questions 26 - 30

**Question 26:** SAM determines whether any of the Product Service Codes (PSCs) you entered in the Goods and Services page in the Assertions portion of SAM are Federal Supply Codes (FSC), FSCs are the subset of PSCs that represent products, and begin with a number.

26. You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question. ([FAR 52.212-3](#))

(FAR 52.212-3)

If it is determined that you entered Federal Supply Codes, you will see the following: “Our record indicates that #EntityName# has registered the following FSC codes. Provide whether the place of manufacture for each FSC code below is in the U.S. or outside the U.S.”

If it is determined that you did not enter Federal Supply Codes, you will see “You have not entered any federal supply class for manufactured end products in the PSC list in assertions, so you are not required to answer this question.”

To edit your PSCs, return to the Goods and Services page in the Assertions portion of SAM and click “Edit.”

**Question 27: (Not illustrated)** Asks if your entity is an inverted domestic corporation.

(FAR 52.209-2, FAR 52.212-3)

**Answer YES or NO**

**Question 28:** Asks if your entity is an inverted domestic corporation.

(FAR 52.209-2, FAR 52.212-3)

28. Is  a subsidiary of an inverted domestic corporation? ([FAR 52.209-2](#), [FAR 52.212-3](#))

**Answer YES or NO**

**Question 29:** This question is saved for a future provision, no action required.

30. Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? ([FAR 52.209-11](#))

**Question 30:** Asks if your entity is a corporation with a delinquent tax liability.

(FAR 52.209-11)

**Answer YES or NO**



## Representations and Certifications - Questions 31 - 34

31. Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)

Please select a value ▼

**Question 31:** Asks if your entity has ever been convicted of a felony criminal violation under a Federal law within the preceding 24 months?

(FAR 52.209-11)

**Answer YES or NO**

**Question 32:** This is the first question in the Architect and Engineering Response section.

If you did not enter a NAICS code connected to architecture and engineering activities, you will see the following text: “Our records indicate that #Entity Name# has not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.”

**You will not be asked any additional questions on this page.**

If you did enter one of the applicable NAICS codes, you will be asked to provide additional information to complete your SF 330 Part II. The first question asked is to indicate if you are interested in applying for a Federal contract for Architect-Engineer answer. If you answer “Yes” to this question, then you will be required to answer additional information.

32. SF 330 part II information submitted to SAM is available to government personnel and to anyone with access to the Internet, that knows your DUNS number. Completing this question does not satisfy the requirement of FAR section 38.602(b). Therefore, if required to do so, you may still need to file a SF 330 Part II with the appropriate office(s) or board(s). Are you interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF 330, Part II for this office?

Please select a value ▼

View the full instructions on filling out the SF 330 Part II information. List any former firm names used by the office associated with the DUNS number during the last 6 years including the year the name changed was effective and the associated DUNS number (corresponds to block 5a.b.c).

0/ 2000

[Add New Former Firm Details](#)

List number of employees by function code and discipline (corresponds to block 5a.b.c). List no more than 20 disciplines.

[Add New Discipline Details](#)

List the profile codes, experience, and annual average revenue for the last 3 years for the office associated with this DUNS number (corresponds to block 5a.b.c).

[Add New Architect Experience](#)

Provide A-E professional services revenues for the office associated with this DUNS number for the last 3 years (corresponds to block 5a.b.c).

[Add New Services Revenue](#)

Please enter the name and title of the person certifying the SF 330 Part II information:

Title :

First Name :

Middle Initial :

Last Name :

**Question 33:** (Not illustrated) Asks whether your entity wishes to bid on, or currently holds any DoD-issued or DoD-funded contracts.

(DFARS 252.212-7000, DFARS 252.247-7022)

**Answer YES or NO**

The likely answer to this question will be “YES” so you must answer Questions 34-40. If you answer “No,” the answers to Questions 33-40 will be answered as “Not Applicable.” And if your entity wishes to bid on DoD-issued or DoD-funded contracts in the future, you can edit your registration in the future and change your response to “Yes.”

**Question 34:** (Not illustrated) Asks if you anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(DFARS 252.212-7000, DFARS 252.247-7022)

**Answer YES or NO**



## Representations and Certifications - Questions 35 - 40

**Question 35:** (Not illustrated) Asks if your entity represents that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices. As a US Federal government entity, this question will be prefilled with the answer that the entity has not set forth prices in this contract based on the wage rate(s) or material price(s) established and controlled by a foreign government and that these prices do not include contingency allowances to pay for possible increases in wage rates or material prices are not controlled by a Foreign Government.

(DFARS 252.216-7008).

**Answer YES or NO**

*If you select "Yes," select the name of the host country from the drop down menu provided.*

**Question 36:** (Not illustrated) Asks if your entity is effectively owned or controlled by a foreign government. As a US Federal government entity, this question will be prefilled with the answer that you are not controlled by a Foreign Government.

(DFARS 252.209-7002)

**Answer will be pre-filled with NO**

**Question 37:** (Not illustrated) Asks if your entity is a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations

(DFARS 252.225-7049)

**Answer YES or NO**

**Question 38:** (Not illustrated) Asks whether your entity is foreign and if so, if it plans to provide or use launch or other satellite services under the contract from a covered foreign country.

(DFARS 252.225-7049)

**Answer YES or NO**

**Question 39** (Not illustrated) Asks if your entity is offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations

(DFARS 252.225-7049)

**Answer YES or NO**

**Question 40** (Not illustrated) Asks if your entity is offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country

(DFARS 252.225-7049)

**Answer YES or NO**



## Read Only Provisions

At end of the review page, check the box to indicate that you: have read each of the FAR, DFARS and Architecture Engineering provisions, that you attest to the accuracy of the representations and certifications by submitting the certification, and that you understand you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the government.

☒ I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, Melissa Karlick, am attesting to the accuracy of the representations and certifications contained herein. I understand that I may be subject to penalties if I misrepresent TEST232 in any of the above representations or certifications to the Government.

## Entering Points of Contact (POCs)

Before your entity registration is complete, you will be asked to provide Mandatory POCs and Optional POCs. The POCs you will be asked to provide have been determined based on the answers you provided throughout the registration process. All Mandatory POCs must be completed before the registration may be submitted for certification.

POC Name	Mandatory?
Accounts Receivable POC	Mandatory
Electronic Business POC	Mandatory
Government Business POC	Mandatory
Party Performing Certification POC	Mandatory if you have used a 3rd party certifier for a small business certification.
Proceedings POC	Mandatory if you have entered proceedings details.
Sole Proprietorship POC	Mandatory if Sole Proprietor has been selected as a business type.

## Submitting the Registration

All mandatory data elements must be completed to submit your registration. If you have done this successfully, you will see a green check mark next to each section in the navigation panel on the left side of the screen. Click “Submit” to certify that the information is correct, SAM will display a confirmation indicating you successfully submitted your registration.

**Note: At this stage your record is NOT yet active.**



# Quick Start Guide for Updating/Renewing an Entity

## Helpful Information

### What is an Entity

In SAM, your company/business/organization is now referred to as an "Entity."

### Viewing Your Entity Record

How you view your entity record depends on several factors

- If you chose to make your record public, you can view your entity record by going to [www.sam.gov](http://www.sam.gov) and searching for your DUNS number or Entity Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the "Inactive" box, and clicking the "Apply Filters" button
- If you opted out of the public search, log into SAM, migrate your roles, and then click on "Register/Update Entity" and "Complete Registrations" to view your record

### Requirements for Submitting Your Registration

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content
- If your registration requires Reps & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the "Review Reps & Certs" page

## Steps for Updating/Renewing an Entity

1. Go to [www.sam.gov](http://www.sam.gov) and login with your SAM username and password
2. Click "Entity Registrations" and then "Existing Entity Registrations" (if you started your update earlier, click on "Incomplete Registrations")
3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the "Update Entity" button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/Update "Core Data" – Make changes if required.
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
9. Validate/Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. Click Submit – At this stage your SAM registration will switch to "submitted"
12. After a short while you will receive an e-mail from [notification@sam.gov](mailto:notification@sam.gov) and your renewal registration will be complete.

**Please note** if your update/renewal requires IRS or CAGE revalidation, it will take 3-5 business days for it to become active and replace your previous registration.







For help regarding lost password's or issues unable to be addressed locally,  
go to the following link:

<https://www.fsd.gov/fsd-gov/home.do>

As this entails a call to the USA the recommended option is the “Live Chat” which is free of charge and allows you to have a written transcript of any solution offered.

Remember that the times shown are US East Coast, so +5 Hrs for GMT times.

(UK hours of operation 1.00 pm to 1 am)

Federal Service Desk	Contact FSD	News and Announcements
<p><b>Purpose</b></p> <p>The purpose of the Federal Service Desk (FSD.gov) is to help visitors get the information and assistance they need for the systems (websites) that the FSD supports. <i>Note: There are NO fees associated with any FSD supported systems.</i></p> <p><b>Supported Systems</b></p> <p>System for Award Management (SAM) Catalog of Federal Domestic Assistance (CFDA) Electronic Subcontracting Reporting System (eSRS) Federal Business Opportunities (FBO) Federal Procurement Data System (FPDS-NG) FFATA Subaward Reporting System (FSRS) Wage Determinations OnLine (WDOL)</p>	<p> <b>Live Chat</b></p> <p> <b>Web Form</b></p> <p>Hours of Operation Monday - Friday 8 a.m. to 8 p.m. ET</p>	<p><b>FPDS-NG Version 1.5 Release Notes and Functional Documentation Posted 2 of 3</b></p> <p><b>V1.5 Functional Documentation</b></p> <ul style="list-style-type: none"><li>▪ Data Dictionary - Updated to include new V1.5 data elements and changes to existing data elements</li><li>▪ Version 1.5 Quick Start Guide - Provides users a quick overview of the V1.5 changes, including screenshots and validation rules</li></ul>