



## Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

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HTTP://DPP.VI.GOV



OPCMR

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

**IMPORTANT!! This is a Federal Website and it is FREE!!! Thus, please ensure you are on the correct website before engaging to accepting any solicitations!**

In an ongoing effort to properly manage Disaster Recovery Funding and to improve our processes to benefit the People of the Virgin Islands, the Department of Property and Procurement is pleased to announce that the Government, through the Department of Property and Procurement is currently implementing new process updates to its Vendor Maintenance System. As such, all vendors doing business with the Government are required to submit all of their business documents and current System for Award Management/Sam.Gov registration to obtain and maintain a vendor number with the Government of the Virgin Islands.

#### **I. REGISTERING WITH SAM.GOV**

In order to register with Sam.Gov, vendors must know their Company's Data Universal Numbering System ("DUNS") ID number. The greatest benefit of establishing a DUNS number for your business is that anyone seeking to better understand your business' credit history and creditworthiness will likely look to Dun & Bradstreet to find this information. Businesses that contract with government agencies are required to have a DUNS number. If your company does not have a DUNS number, you will be required to acquire one.

Registering with SAM.Gov entitles your business to do business with the United States Government and the Virgin Islands Government. The Virgin Islands Government is a substantial recipient of federal funds, and as a result, all of our vendors are required to register with SAM.Gov.

Go to <https://www.sam.gov/SAM>

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The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and a "Log In" button. Below the navigation bar, there are several alerts and a "Getting Started" section. The "Getting Started" section includes three main options: "Create A User Account", "Register Entity", and "Search Records".

**View assistance for SAM.gov**

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your SAM email for login.gov. **Log In**

Log In.gov FAQs

**HOME** | **SEARCH RECORDS** | **DATA ACCESS** | **CHECK STATUS** | **ABOUT** | **HELP**

**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 08/10/2019, from 8:00 AM to 1:00 PM (EDT).

**ALERT:** CAGE is currently experiencing a high volume of registrations, and is working them in the order in which they are received. When your registration is assigned to a CAGE Technician, you will be contacted by CAGE, if necessary, for any additional information.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

**Getting Started**

**Create A User Account**

Start by creating a SAM user account.

**Register Entity**

After creating your SAM user account, log in to register to do business with the U.S. government.

**Search Records**

Do a public search for existing entity registration records or exclusion records.

- Click on “Log In” in the Right-hand corner
- Click Create New Account (will need an email address and strong password)
- Email link will be sent to email address to confirm email
- Select an Alternate method
- Select a 2<sup>nd</sup> alternate method
- Create a Personal Account and Login
- Click on “Register New Entity” on the left-hand side on your “MY SAM” page
- Review Registration Overview and click on “Start Registration”
- Select the type of Entity (usually “Business or Organization”)
- Select “Yes” for “Do you wish to bid on contracts?”
- Click Next
- Confirm Purpose and Click Next
- Completed “Core Data” as follows:
  - Validate your Duns information (must be just how it is on the email received from D&B)
  - Enter Business Information (Tax Identification Number, etc.)
  - Enter your CAGE code if you have one, if not one will be assigned after your registration process is completed.
  - Enter your General information (Business Type, Organization Structure, etc.)
  - Enter Financial information (Bank routing number, Account number, Type of account, etc.)
  - Completed Executive Compensation
  - Completed Proceeding Details
  - Completed Assertions to include:
    - Goods & Services (NAICS, PSC, etc.)



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**OPCMR**

- Size Metrics
- EDI Information
- Disaster Relief Information
- Complete Representations & Certifications to include:
  - FAR Responses
  - Architect – Engineer Responses
  - DFARS Responses
- Complete Points of Contact
- Review Overview and Click Submit

Once you have submitted you will receive an email stating that your registration is completed and is being reviewed. Your entity registration should become 3-5 days after the IRS validates your Tax Identification Number (TIN). If you are having issues with the request process online you can contact Sam.Gov by calling 1-866-606-8220.

**Please note: You must renew this registration on an annual basis.**