

# What Do Applicants Need to Do?

To be eligible to apply for U.S. federal awards, entities need to register for:

**1. A Unique Entity Identifier (DUNS Number)**

**2. CAGE/NCAGE**

- U.S.-based organizations – CAGE code
- Non US organizations – NCAGE code

**3. [www.SAM.gov](http://www.SAM.gov) System for Award Management**

# WHAT IS A DUNS NUMBER?

Unique 9–digit identification number linked to the organization

- DUNS Numbers may be requested for free at <http://fedgov.dnb.com/webform>

# DUNS – How Can You Help?

- ▶ Organizations must register themselves!
- ▶ You may give guidance and provide help, but do not complete the registration process for the organization.
- ▶ Direct organizations to [SAMHelp@DNB.com](mailto:SAMHelp@DNB.com) for assistance.

# DUNS – HELPFUL TIPS TO GIVE YOUR RECIPIENTS

- When registering, organizations should take a screenshot of their business name, address, phone number
  - They will need to enter this information for NCAGE and SAM; it must be EXACTLY the same
  - The organization will receive an email from D&B with their DUNS number.
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# How to Look Up a DUNS Number

[Company Lookup >](#)

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[D&B D-U-N-S Request Home Page](#)

[About the D&B D-U-N-S Number](#)

[Frequently Asked Questions \(FAQ\)](#)

[D&B, SAM, Grants Contacts](#)

[D&B's Privacy and Data Policy](#)

[Accessibility](#)

## Search

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or ( ) in the phone number. Invalid characters include > < ( ) # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)



Choose country and select "Continue"

# Enter Entity Details

## Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or ( ) in the phone number. Invalid characters include > < ( ) # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com)

INDIA

Enter the following information for companies located in INDIA and click the submit button to execute your search.

Business Name

Street

City

Phone

 [Click here for a new image](#)  
[Click here to listen to audio](#)  
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

Enter as much information as possible (Business Name and City are required)



# Search Results

[Company Lookup >](#) Search > [Results >](#)

## Search Results

Your search returned the following results...\*\*

**CENTURION  
UNIVERSITY OF  
TECHNOLOGY AND  
MANAGEMENT**  
17, Forest Park,  
Bhubaneswar, 0149  
IN

[Request Your Existing D-U-N-S Number](#)

[View/Modify Your Information](#)

**CENTURION YOG  
CONSTRUCTION**  
SARVIDAY SHOPPING  
COMPLEX BAG  
Bhopal, 0143  
IN

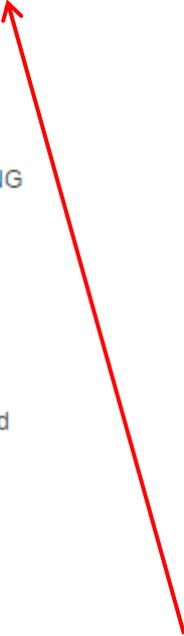
[Request Your Existing D-U-N-S Number](#)

[View/Modify Your Information](#)

**CENTURIONS  
HOUSING &  
CONSTRUCTIONS  
PRIVATE LIMITED**  
No 7, Seshadhri Road  
Ground Floor, LVR  
Centre, Alwa  
Chennai, 0154  
IN

[Request Your Existing D-U-N-S Number](#)

[View/Modify Your Information](#)



The search results will display the organization's name and address.

# Registering for an NCAGE Code

A NATO Commercial and Governmental Entity Code (NCAGE) is required for non-U.S. based organizations.

- Necessary for organizations looking to work with U.S. government and required for SAM.gov registration
- Click on this link to get started:  
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

# NCAGE – How Can You Help?

- ▶ Organizations must register themselves!
- ▶ You may give guidance and provide help, but do not complete the registration process for the organization.
- ▶ Direct organizations to [ncage@nspa.nato.int](mailto:ncage@nspa.nato.int) for assistance.

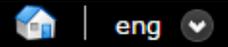
# NCAGE – HELPFUL TIPS

- When registering, organizations must enter their business name, address, phone number EXACTLY as they entered them for their DUNS
- The organization will receive an email confirming their NCAGE code
- Registration is FREE

# How to Look Up an NCAGE Code



NATO Codification Tools



NMCRL-WEB

NMCRL Offline

CAGE/NCAGE Code Request

ACodP2/3

[Home](#)

CAGE/NCAGE Code Request

*This [link](#) is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureaus.*

## Search Criteria



When the search is done, the "Request New" button will become available.

**CAGE/NCAGE Code**

**Organization Name**

**Country**

**City**

**Postal Code**

**Phone Number**

**Identification Number (IDN)**

Enter organization's name, country and city

# Search Results

## Organization Data - Generals

### CAGE/NCAGE Code

SBED4

### Organization Name

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

### Creation Date

01 Jun 2016

### Status

A - Active record

### Country

INDIA

### US F/DDC (US Foreign/Domestic Designator Code)

### Identification Number (IDN)

### Last Update Date

08 Oct 2016

### Type of Entity

G - Service providers

### State/Province/Canton (only if applicable)

## Organization Data - Geographical Location

### Street (line I)

17, FOREST PARK,

### Street (line II)

### City

BHUBANESWAR

### US Postal Code

751009

The address should EXACTLY match the DUNS address

# Registering in [www.SAM.gov](http://www.SAM.gov)

- ▶ The System for Award Management (SAM) is the official U.S. Government system designated for tracking applicant/recipient information.
- Organizations should register **AS SOON AS POSSIBLE!**
- Registration must be updated annually.
- Once registered, entities can apply for grants on [www.grants.gov](http://www.grants.gov)
- There is no fee to register.

# SAM.gov – How Can You Help?

- ▶ Organizations must register themselves!
- ▶ You may give guidance and provide help, but do not complete the registration process for the organization.
- ▶ Direct organizations to [www.fsd.gov](http://www.fsd.gov) for assistance.

# SAM.gov – HELPFUL TIPS

- Two steps:
  1. Create an account
  2. Register organization
- Registration is FREE
- Organizations must renew their SAM.gov registration every year
- A full SAM.gov User Guide is available under the “Help” tab

# SAM.gov Status Tracker



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

## CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

Create User Account

## REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

Use the SAM Status Tracker to:

Check Status

## SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

Use the SAM Status Tracker to check on the progress of an organization's registration

# Status Tracker Results

## Use the SAM Status Tracker Now

Check registration status by typing in a DUNS Number.

DUNS Number

Plus 4 (Optional)

Search

Reset

Or, check registration status by typing in a CAGE Code.

CAGE Code

SBED4

Search

Reset

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

**Status: Active**

Your registration was activated on Oct 11, 2016. It expires on Oct 09, 2017 which is one year after you submitted it for processing.



Core Data

Completed



Assertions

Not Required



Reps & Certs

Not Required



POCs

Completed



Submit

Completed



Processing

Completed



Active

Completed

# SAM.gov Search Results

TOTAL RECORDS: 1

Save PDF

Export Results

Print

Result page 1 of 1

Sort by Modified Date

Order by Descending

## FILTER RESULTS

### By Record Status

Active

Inactive

### By Record Type

Entity Registration

Exclusion

Apply Filters

Your search returned the following results...

Entity

**CENTURION UNIVERSITY OF  
TECHNOLOGY AND MANAGEMENT**

Status: **Active** [+](#)

DUNS: **651008521**

NCAGE Code: **SBED4**

[View Details](#)

Has Active Exclusion?: **No**

DoDAAC:

Expiration Date: **10/09/2017**

Delinquent Federal Debt? **No**

Purpose of Registration: **Federal Assistance**

**Awards Only**

# Successful registration!

# What to do if an organization is having trouble...

- ▶ Look up the organization's information in DUNS & NCAGE
  - Does the organization's name and address match in both systems?
  - If not, the organization must correct the information
- ▶ Check the SAM.gov Status Tracker
  - Has the organization begun registration?
  - If not, they must register and enter their information EXACTLY as it is entered in DUNS and NCAGE