



United States
Department of
Agriculture

Forest
Service

Umatilla
National
Forest

72510 Coyote Road
Pendleton, OR 97801
541-278-3716

File Code: 2450

Date: July 19, 2013

Route To:

Subject: Request to Register in System for Award Maintenance (SAM)

To: Potential Timber Sale Bidders and Purchasers

Dear Potential Timber Sale Bidders and Purchasers,

In order to process refunds or payments authorized under a timber sale or integrated resource timber contract, successful bidders and purchasers are asked to register their business entity as a Federal contractor in the System for Award Maintenance (SAM). Registration is voluntary at this time but can directly benefit your business operations. If you are already registered and have a Data Universal Numbering System (DUNS) number +4 (SAM), you do not need to do anything further. Registering through SAM creates a secure vendor record that includes your bank account routing information. This vendor information is not passed to the Forest Service but is linked thru the Department of Agriculture's financial system to the Treasury so that any refund or payment can be processed without further manual input and can be deposited electronically to your financial institution.

Without registration, the Forest Service must request a special vendor identification that will not include any banking information so you will receive a hardcopy check in the mail. This slows down processing payments to you and is an additional cost to the Federal Government.

Effective immediately, when processing any refund or payment, we will request your DUNS +4 and maintain that number in the contract record for future transactions. Until timber sale and integrated resource timber contract bid forms are modified to include DUNS +4, prior to awarding new contracts, we will also contact you to obtain your DUNS +4 digit SAM code.

The benefits of registering in SAM not only include streamlined refund and payment processes but reduced costs to the Federal Government. What follows below are instructions to assist you with obtaining both a DUNS number and registering in SAM. I appreciate your effort and cooperation to improve our efficiency.



If you have questions regarding the registration processes please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

Sincerely,

DANIEL J. KINNEY
Contracting Officer

Before you can register with SAM, you will need to first obtain a DUNS number:

What is A DUN and how do I obtain one?

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the company Dun & Bradstreet (D&B). Call D&B at 866-705-5711, or request online at <http://fedgov.dnb.com/webform>, if you do not have a DUNS number.

D&B assigns DUNS numbers for each physical location of a business. The process to request a DUNS number takes about 10 minutes. All entities doing business with the U.S. Government can receive a DUNS number **FREE** of charge and, under normal circumstances, within 1-2 business days when using the D&B web form process.

If you already have a DUNS number, a D&B representative will advise you over the phone.

When entering your DUNS number, enter only the numbers; do not include dashes. As a result of obtaining a DUNS number, you might be included on D&B's marketing list that is sold to other companies. **If you do not want your name/entity included on this marketing list, you must contact D&B at the number noted above to request removal.**

When registering for your D-U-N-S Number, you will need the following on hand:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state, and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you are a Home-Based Business (<http://www.sba.gov/content/home-based-business>)

Once you have your DUNS number, to register an entity in SAM, you will need:

To create an account and access SAM as a new user:

Step 1: Go to www.sam.gov.

Step 2: Click on "Create a User Account."

Step 3: Complete the requested information, and then click "Submit/Create."

Step 4: Select "Individual User Account."

Step 5: You will receive an email confirming you have created a user account in SAM. You can now register an entity, search For Official Use Only (FOUO) information.

Step 6: If you are an organization, business, government agency, or grantee (known in SAM as an "entity"), you must also register your entity in SAM.

To register in SAM as an entity:

Step 1: Login to SAM with your user ID and password.

Step 2: Gather all of the required information needed to complete your registration.

Step 3: Click on "Register New Entity" from the left side navigation pane.

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

Step 5: You will receive an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated. This includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe may be longer if the information you provide is flagged for manual validation by either party. If you notice your registration has had a 'Submitted' status for longer than 10 business days, and you have not otherwise been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>.

You should have the following information when registering your business in SAM?

- Your Data Universal Numbering System (DUNS) number from Dun & Bradstreet, and the name and address associated with that DUNS
- Your Taxpayer Identification Number and the name associated with that TIN (from your W-2 or W-9)
- Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)
- Your Electronic Funds Transfer information, such as your financial institution's ABA Routing Number and your account number, along with the bank phone or fax number

You may also be asked to provide a North American Industry Classification System (NAICS) or information necessary to determine the classification of your business. NAICS codes can be found here: <http://www.census.gov/eos/www/naics/index.html>. For your convenience, Sector 11 - Agriculture, Forestry, Fishing, Hunting classifies

Logging (cutting and removal of timber) under NAICS 113310. Sector 31-33 Manufacturing includes several different classifications for Sawmill and Wood product manufacturing. Being prepared with this information will expedite the registration process.

Registering your business is a one-time event, however, you will need to ensure that you keep the secured data updated, including any changes to your financial institution, address, name change, and so on. The Forest Service does not have access to maintain for you.