

## Tuition Ordering and Payment Process Handbook – Appendix A-9

**SUBJECT:** System for Award Management (SAM)

**PURPOSE:** To inform NROTC Unit Ordering Officers of the process for verifying the college/ university is registered in the SAM database prior to awarding a DD FORM 1155, Order for Supplies or Services, or a modification made on Standard Form 30, Amendment of Solicitation/Modification of Contract that increase the obligation amount.

**OVERVIEW:** Pursuant to Federal Acquisition Regulations, FAR 4.1103, the Ordering Officer shall verify that the college/university is registered in the SAM database before awarding a DD Form 1155 or issuing a SF 30 that increases the obligation amount.

When the university's registration is expired or soon to expire, the Ordering Officer shall work with the university to re-register.

NROTC Unit Ordering Officers are PROHIBITED from placing an order with, or issuing a modification to any university that does not have a valid and cleared SAM listing.

**ACTION REQUIRED:** NROTC unit Ordering officers shall follow the below procedures to properly process tuition orders and comply with acquisition regulation.

1. Navigate to [www.sam.gov](http://www.sam.gov). You do not have to register for an account.
2. Click on "Search Records."
3. Type the colleges/university's name, DUNS number, or CAGE code in the appropriate field, and click "Search."
4. Locate the correct contractor record.
5. Verify that the university is eligible to receive government funds:
  - (1) Active account not expiring before award,
  - (2) No exclusions,
  - (3) No delinquent federal debt.
6. Print and file the SAM record. For verifications prior to issue an increase cost SF30, you may either print and file or annotate the verification, date/time and sign on the original SAM printout.

**NOTE:** SAM verification SHALL be completed prior to placing EVERY DD Form 1155 and prior issuing EVERY SF30 that increases the dollar amount of the DD Form 1155.

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|--|-------------|
| - Locating and verifying a SAMs record | Pages 2 – 3 |
| - Locating the university's POC        | Pages 4     |
| - Locating an expired SAMs record      | Pages 5     |

# VERIFICATION OF SAMs REGISTRATION

Go to [www.sam.gov](http://www.sam.gov) and select Search Records tab, enter the CAGE Code from your ESA and then select search.

**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**

[Login.gov FAQs](#)

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

**ALERT** - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter.

### Search Records

**Search Tips to Get Started:**

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

**Choose Quick Search or Advanced Search**

**QUICK SEARCH:**

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

**SEARCH**

**ADVANCED SEARCH:**  
Use specific criteria in multiple categories to structure your search.

**ADVANCED SEARCH - ENTITY**

**ADVANCED SEARCH - EXCLUSION**

**DISASTER RESPONSE REGISTRY SEARCH**

**GSA**  
IBM-P-20181206-1708  
WWW5

Disclaimer | FAPIIS.gov  
Accessibility | GSA.gov/IAE  
Privacy Policy | GSA.gov  
USA.gov

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

**Enter the University's CAGE Code. The CAGE Code has to match the CAGE Code on the ESA Standard Form 1449, Block 17a. unless modified on a SF30 issued by FLC Norfolk**

**ALERT - June 11, 2018:** Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

### Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.**

#### Quick Search Results

Clear Search

Verify Correct CAGE Code

Total records: 1

Save PDF

Export Results

Print

Result Page: 1

Sort by Relevance

Order by Descending

#### FILTER RESULTS

Your search for returned the following results...

##### By Record Status

Active

Inactive

##### By Record Type

Entity Registration

Exclusion

Apply Filters

Entity: PENNSYLVANIA STATE UNIVERSITY, THE  
DUNS: 621040328  
Has Active Exclusion?: No  
Expiration Date: 09/11/2019  
Purpose of Registration: All Awards  
CAGE Code: 1S4H2  
DoDAAC:  
Debt Subject to Offset?: No  
Status: Active

View Details

Status MUST BE Active

Result Page: 1

Save PDF

Export Results

Print

May not have any delinquent federal debt

Expiration date must be after date DD1155 or SF30 is signed

May not have any Exclusion(s)

If your results show that the university's registration will be expiring, select View Details

Your search for returned the following results...

<b>Entity</b>	<b>PENNSYLVANIA STATE UNIVERSITY, THE</b>	Status: <b>Active</b>
DUNS: <b>621040328</b>	CAGE Code: <b>1S4H2</b>	<a href="#">View Details</a>
Has Active Exclusion?: <b>No</b>	DoDAAC:	
Expiration Date: <b>09/11/2019</b>	Debt Subject to Offset?: <b>No</b>	
Purpose of Registration: <b>All Awards</b>		

Select View Details to locate the university's POC responsible for SAMs reregistration

<b>Entity Dashboard</b>	<b>PENNSYLVANIA STATE UNIVERSITY, THE</b> DUNS: 621040328 CAGE Code: 1S4H2 Status: Active Expiration Date: 09/11/2019 Purpose of Registration: All Awards	103 Shields Bldg State College, PA, 16802-1201, UNITED STATES
<ul style="list-style-type: none"><li>Entity Overview</li><li>Entity Registration<ul style="list-style-type: none"><li>Core Data</li><li>Assertions</li><li>Reps &amp; Certs</li><li><b>POCs</b></li><li>Exclusions<ul style="list-style-type: none"><li>Active Exclusions</li><li>Inactive Exclusions</li><li>Excluded Family Members</li></ul></li></ul></li></ul>	Entity Overview	<b>Entity Registration Summary</b> Name: PENNSYLVANIA STATE UNIVERSITY, THE Doing Business As: Office Of The Bursar Business Type: Business or Organization Last Updated By: Colleen Kosko Registration Status: Active Activation Date: 09/11/2018 Expiration Date: 09/11/2019
<a href="#">RETURN TO SEARCH</a>	<b>Exclusion Summary</b> Active Exclusion Records? No	

Select POCs to bring up the university's POC listing. Locate the POC and contact them to update SAMs.

If your results come back with no results found, select inactive and then apply filters. This will show expired registrations. Follow the guidance on page 4 to locate the university's POC for re-registering in SAMs.

The screenshot shows a web interface for search results. At the top, there is a header "Quick Search Results" and a "Clear Search" button. Below this, a blue bar displays "Total records: 0" and buttons for "Save PDF", "Export Results", and "Print". The "Result Page:" section shows "Sort by Relevance" and "Order by Descending" dropdown menus. On the left, a "FILTER RESULTS" sidebar contains two sections: "By Record Status" with "Active" (checked) and "Inactive" (unchecked) options, and "By Record Type" with "Entity Registration" and "Exclusion" (both unchecked) options. An "Apply Filters" button is at the bottom of the sidebar. The main content area displays "No records found for current search." Red annotations include a box labeled "Select Inactive" pointing to the "Inactive" checkbox, and another box labeled "Apply Filter to bring up any expired registrations" pointing to the "Apply Filters" button.