First Steps of Federal Contracting

DUNS Number Application Process



There are 14 Tinian companies already in SAM

Name	DUNS	CAGE	Address Line 1	City	Zip Code	Country
AURELIA G LONG	854858321	6NCU5	800 SAN JOSE ST	TINIAN	96952-0800	UNITED STATES
FPA PACIFIC CORP	854855145	3EJ55	SAN JOSE VILLAGE	TINIAN	96952-0010	UNITED STATES
GINEFTAO I MANMO' NA	854857880	6PL74	400 SAN JOSE STREET	TINIAN	96952-0001	UNITED STATES
GREGORIO Q. CASTRO	854858404	6PLF6	570 SAN JOSE ST	TINIAN	96952-0001	UNITED STATES
JESUS P. CRUZ	854858180	6PL59	39 SAN JOSE VILLAGE	TINIAN	96952-0039	UNITED STATES
MARFEGA TRADING CO., INC.	855039090	5LGN7	129 CUSHING WAY TUMON GUAM	TINIAN	969500000	NORTHERN MARIANA ISLANDS
MELITA B ZIESMER	854858508	6QT82	295 SAN JOSE VILLAGE	TINIAN	96952-0295	UNITED STATES
NEAL B. EISGROU	854857419	6PLB8	104 SAN JOSE STREET	TINIAN	96952-0104	UNITED STATES
POWER BUILDERS INTERNATIONAL LLC	854856572	601W6	SAN JOSE VILLAGE	TINIAN	96952-0100	UNITED STATES
SHERMAN CONSULTING, LLC	854856499	4XQV3	800 SAN JOSE ST	TINIAN	96952-0800	UNITED STATES
TINIAN CENTER INC	854850062	6MLZ2	SAN JOSE VILLAGE	TINIAN 96952		NORTHERN MARIANA ISLANDS
TINIAN FUEL SERVICES INC	854856507	5QQR3	800 SAN JOSE ST	TINIAN	96952-0800	UNITED STATES
TINIAN ICE & WATER BOTTLING CO	854855137	3EJ65	SAN JOSE VILLAGE	TINIAN	96952-0010	UNITED STATES
TINIAN STEVEDORES, INC	854853991	00F57	SAN JOSE VILLAGE	TINIAN	96952-0103	UNITED STATES





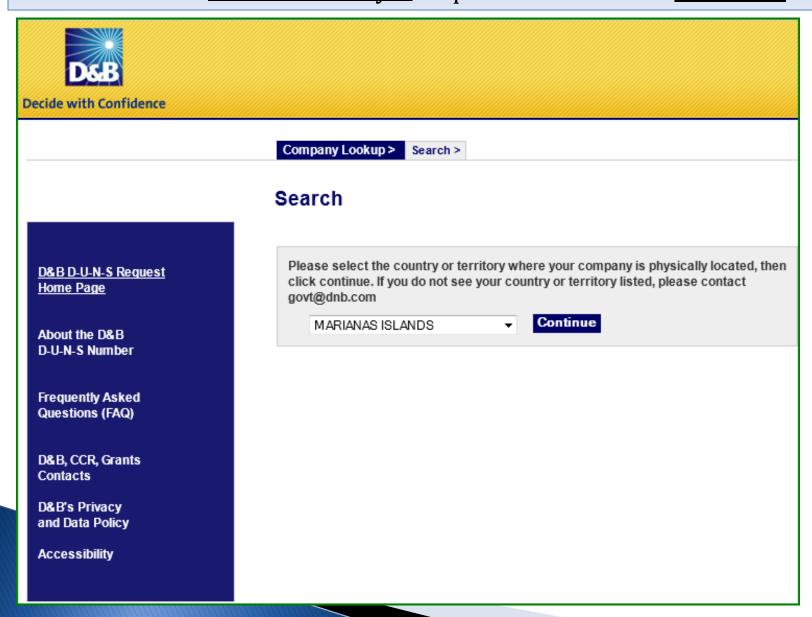
If you want to find out what the Federal government is buying, do your research.

A good place to start is: http://www.usaspending.gov/





Type http://fedgov.dnb.com/webform/pages/CCRSearch.jsp into your browser address bar and you will be directed to the website below. Select Marianas Islands from the Select a country... dropdown menu. Click Continue





Fill in your business name, street address, city, phone number, and verification code.

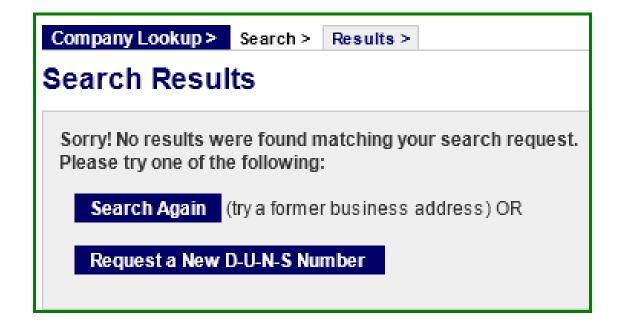
Notice there is no zip code or State.

Click **Submit**

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. If you do not see your country or territory listed, please contact govt@dnb.com Continue MARIANAS ISLANDS Enter the following information for companies located in MARIANAS ISLANDS 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 way file Enter the verification code shown: This is to prevent automated registrations Submit

After D&B does its search and your company name and address do not show up, you will see the screen below.

Click Request a New D-U-N-S Number





This screen is broken into 2 slides.

Fill in the Legal Structure.

In the **Physical Address**, add
Marianas Islands to the State and fill in the Zip +4.

Leave Country as Marianas Islands

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
? Legal Name	ABC Company
? Legal Structure	Corporation ▼
? Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
? Phone Number of Business	6704331234
Physical Address	
? Street	123 San Jose
? City	Tinian
? State	Marianas Islands
? Zip Code + 4/Postal Code	969520001
Country	MARIANAS ISLANDS ▼



The required information on this slide is **Executive Name**, **Primary Sic**, and **Number of Employees**.

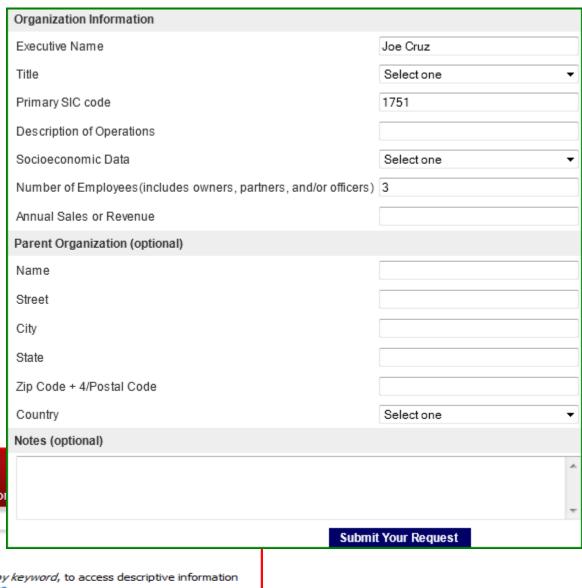
You can find the Primary SIC code here:

http://www.osha.gov/pls/imis/sicsearch.html

When finished, click **Submit Your Request**

Search Help and Examples







Verify that your information is correct.

If all is OK, click **Yes. Continue**

Verification Page						
	Company Name					
?	Legal Name	ABC Company				
?	Phone Number of Business	6704331234				
	Physical Address					
?	Street	123 San Jose				
?	City	Tinian				
?	State	Marianas Islands				
?	Zip Code + 4/Postal Code	969520001				
	Country	MARIANAS ISLANDS				
	Organization Information					
?	Executive Name	Joe Cruz				

You affirm that you are a principal, owner or officer of the entity for wh proposed information and/or changes and that you are properly auth changes. You also agree not to knowingly provide any false or misle Knowingly providing false or misleading information may result in critile 18, Section 1001 of the US Criminal Code, and may negatively report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Sheither of the following characteristics: (1) An aged corporation where could be confirmed or (2) An aged corporation that was revoked, distant is subsequently reinstated and is under new control. It is D&B's of a Shelf Corporation, if any, will not be factored into the determination start date. As such, any individual who attempts to misrepresent the through the use of a Shelf Corporation or any other means is immed or higher-risk status. In addition, the criminal penalties mentioned a

This is the information that you will be submitting, is this correct?



Decide if you want to be a Contractor, Grantee, or Both.

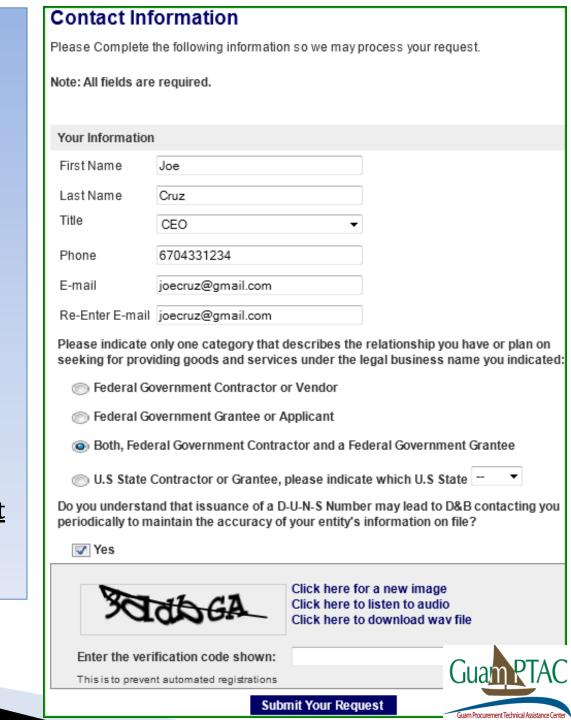
Check the <u>Yes</u> box and enter the verification code.

Click **Submit Your Request**

Your DUNS number should be emailed to you within 2 days.

If longer than a week, you will need to follow-up at samhelp@dnb.com

According to SAM, you must <u>wait</u> **48 hours** after you receive your
DUNS to setup a SAM account.



First Steps of Federal Contracting

How to register in SAM



SAM FAQ's:

4. When should I create my account in SAM?

- It depends
- If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.
 - If you have opted out of the public search, your record will not display when you perform a
 public search. To see your record, you need to create an account in SAM and migrate your
 account from CCR.
- If you are a government staff member and you need to access non-public data, you should create your
 account now.
- If you are an entity with an expired record and you need to activate your record for an impending award opportunity, you should create your account now and migrate your roles from CCR.
 - NOTE: Once you update your record in SAM, it will take 48 to 72 hours to complete the TIN
 match and CAGE validation processes, just like it did in CCR. You will be notified via email
 when the process is complete and your record is active in SAM. SAM cannot expedite this
 process.
- If you are an entity with an active record and you need to update information in order to get paid or receive an impending award, then you should create your account now and migrate your roles from CCR.



SAM FAQ's:

6. Do I need to migrate anything?

- It depends
- If you had access to edit a record in CCR, you need to migrate your CCR account before you can edit that record in SAM (see question 4 for guidance on when to migrate). If that CCR record has an associated ORCA record, once you migrate the CCR account, you will also have access to the ORCA record.
- If you had access to edit a record in FedReg, you need to migrate your FedReg account before you can
 edit that record in SAM.
 - If you had exclusions roles in EPLS, you need to migrate your EPLS account.
- If you had CCR Tools Proprietary access you DO NOT need to migrate that role. Your account was created for you, your role was migrated for you. You received an email from askSAM@gsa.gov regarding the process for getting access to your account.
- If you had other roles in SAM (e.g., CCR Tools Sensitive access, the ability to edit an entity record, the ability to add exclusions), then you can migrate those roles after you create your account in SAM.

If you need help with migration, please see the Quick Start Guide for Migration, which you can find in the SAM HELP section.



Follow the 5-Step **Quick Start Guide for Migrating Roles**



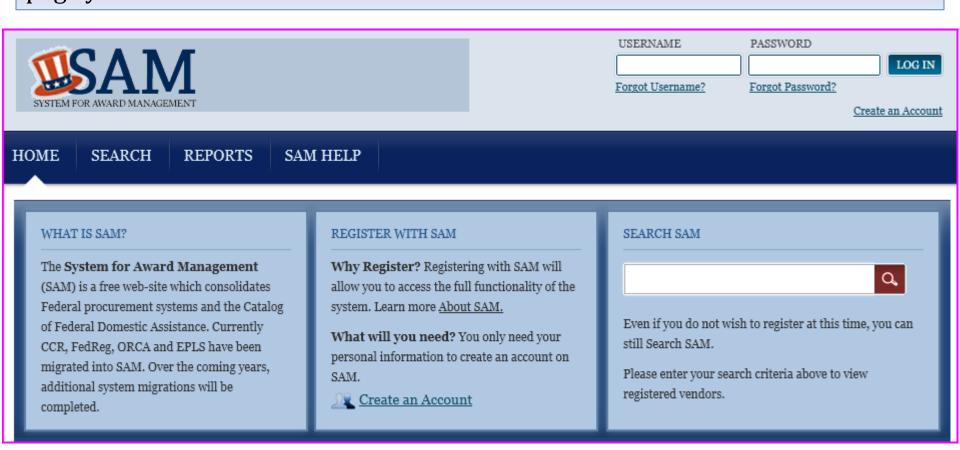
Steps for Migrating Your Roles

- Go to <u>www.sam.gov</u>
- Create a Personal Account and Login
- To begin the migration process click either:
 - ✓ "Yes" next to "Would you like to migrate a legacy system account?" on the "My SAM" welcome banner, or
 - ✓ "Migrate Legacy System Account" under "Manage My User Roles" on your "My SAM" page.
- Select the legacy systems where you have accounts
- SAM checks to see if your SAM account email address matches your legacy account email address.
 - If YES, your legacy roles will be automatically migrated to SAM.
 - If NO, SAM will send an email to your legacy account email address. Click the link in the email and log back in using your SAM username and password. Your roles will now be active.



STEP 1

Type www.sam.gov into your browser (USE FIREFOX) and this will be the first page you see:



Click Create an Account



STEP 2 Choose which account type you need to create:

Account Registration

Choose Account Type

Individual Account Details

Choose an Individual Account

- * If you need to perform tasks such as register your entity (legacy CCR/FedReg and ORCA functionality).
- * If you need to create and manage exclusion records (legacy EPLS functionality).
- * If you require CCR Tools type of functionality to view non-public level data for entity management registration records and exclusion records.
- * If you are the only person in your entity who needs access to the extract/web service.
- * Unless you know you need a system account, you should create an individual account.

Once the account is created, you will have the opportunity to associate yourself with either a federal or a non-federal entity.

This can be performed by either registering your non-federal entity, migrating your roles from legacy systems or by requesting roles with an entity.

Click the "Create an Individual Account" button below to begin.

Create an Account

System Account Details

Choose a System Account

- * If the account involves system-to-system communication or you are automating your pull of the data.
- * If multiple people in your entity need access to the same extracts/web services. You may have up to three POCs on each System account.
- * You will not be able to request roles with an entity.
- * You **cannot** register an entity or manage exclusion records with a system account. This account is only for system to system communications.

In SAM, access to data is grated by Functional Area and Sensitivity Level.

Once you have been granted access, you can access the respective data
packages via any protocol and file formats in which they are distributed. It
is recommended that a SAM specific email address be established for all
communications.

Click the "Create a System Account" button below to begin.

Create System Account



STEP 2 – Continued

Enter the information required.

Click <u>NEXT</u>

Personal Information **Page Description** Please provide your personal information requested below. Fields marked with an asterisk (*) are mandatory. Mr. Title: First Name*: Boris Middle Initial: Hertslet Last Name*: Suffix: Email Address*: boris@guam.net boris@guam.net Confirm Email Address*: 6714879161 Phone*: Phone Extension: Fax: Address Line 1: Address Line 2: City: Please select a value State/Province:

UNITED STATES



CANCEL

Country*:

ZIP/Postal Code:

STEP 2 - Continued

Enter the information required.

Click **NEXT**

Account Information Page Description Please enter the following information for your SAM account. Username*: Villa1212 Warning: Once created, username cannot be changed in SAM. Password*: Confirm Password*: In what city did you meet your spouse/significant other? Security Question 1*: Security Answer 1*: In what city or town was your first job (full time or part time)? Security Question 2*: Security Answer 2*:

Where were you when you first heard about 9/11?



CANCEL

Security Question 3*:

Security Answer 3*:

BACK

NEXT

STEP 2 – Continued

SAM then lets you review your information to validate that it is correct.

If correct, click **SUBMIT**

Summary Page Description Please validate that the information below is correct. Once you submit, your account will be created and you will no longer be able to change the user name. Click 'Edit' in the appropriate section if you need to make changes before continuing. Personal Information EDIT Title: Mr. First Name: Boris Middle Initial: Hertslet Last Name: Suffix: Email Address: boris@guam.net Phone: 6714879161 Account Information

Villa1212



CANCEL

Username:

Password:

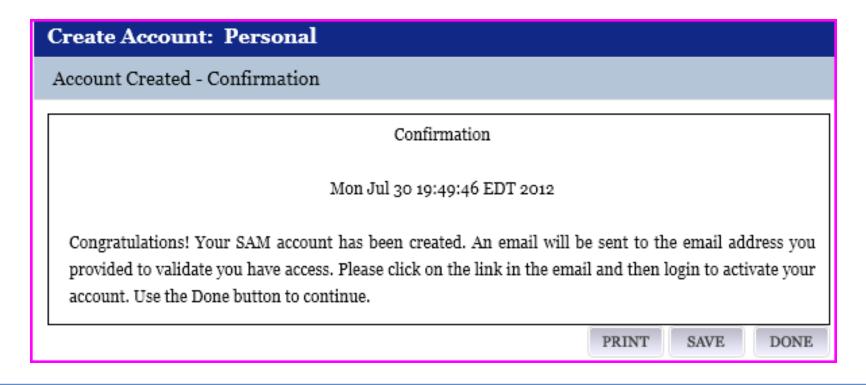
BACK

SUBMIT

EDIT

STEP 2 – Continued

SAM confirms your account was created and sends you an email:



Click **DONE** and go check your email.



Subject: Welcome to the U.S. Federal Government's System for Award Management (SAM)

From: notification@sam.gov

Date: Tue, July 31, 2012 9:49 am

To: boris@guam.net

Priority: Normal

Options: View Full Header | View Printable Version | Download this as a file | View Message Details

This email was sent by an automated administrator. Please do not reply to this message.

Thank you for registering in the U.S. federal government?s System for Award Management (SAM).

Your Username is: Villa1212

Please note that this is only a confirmation of your Username. You must click on the link below, within 48 hours of receipt of this message, to verify your email address and complete the registration process.

https://www.sam.gov/portal/public/SAM?activationCode=uVPZOX834D1ItH9

You may also copy and paste the URL into your browser address line to go directly to the web page.

Please note that if this is your first login attempt, the system will default to the Migrate Legacy Account page where you will be prompted to indicate whether or not you wish to transfer your role(s) held in the legacy federal government systems (CCR.gov, FedReg.gov, ORCA.gov, and EPLS.gov) to your new SAM account.

IMPORTANT: If you do not have roles to migrate from a legacy system and/or you would like a new role assigned to your account, you will need to request that a role be assigned by your Administrator in order to have access to desired system functionality.

For assistance, please contact the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or at 334-206-7828 (internationally).

Thank you,
The System for Award Management (SAM) Administrator
https://www.sam.gov/portal/public/SAM

STEP 2 – Continued

Here is the email.

Click on the link to complete SAM registration.



STEP 2 - Continued

Enter your Username and Password.

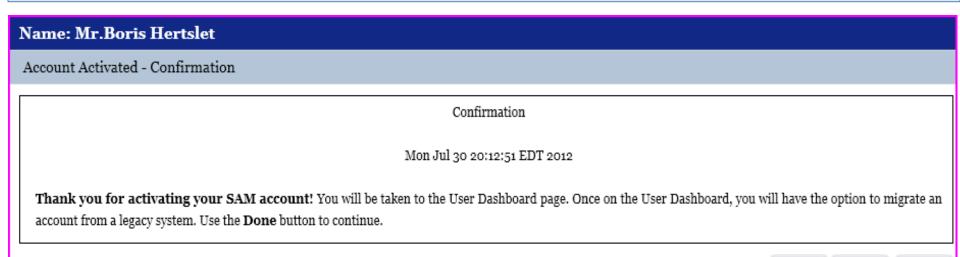
Login					
Enter Username and Password					
Login					
Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective Forgot Username? and					
Forgot Password? links provided below.					
Username :					
	Forgot Username?				
Password :					
1433.1914.	<u> </u>				
	Forgot Password?				
	Login				

Click **Login** to continue



STEP 2 – Continued

SAM confirms your activation of your SAM account.



Click **DONE** to continue



DONE

STEP 2 - Continued

Read the SAM Terms and Conditions

SAM Terms and Conditions

I. Usage Agreement

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized System for Award Management (SAM) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SAM personnel, law enforcement personnel (including OIG), and/or authorized officials other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C 1030 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that

DECLINE

ACCEPT

If you agree with them, click **ACCEPT** to continue



STEP 3

Here is your SAM home page:

Welcome, Boris Hertslet MY SAM YES HIDE MESSAGE Would you like to migrate a legacy system account? Manage My User Roles Welcome to SAM! Manage Entity The page you are on now is your "My SAM" page. This is the first page that you will see when you login. From here you can access the Account Settings functionality that you need to do your job. Data Access If you had an account in CCR, EPLS, or FedReg, you should first migrate your permissions from your old account to your new SAM account. Click the "YES" button above to begin the process. Please note that all entity registrations (such as your CCR and ORCA General registration) and records have already been migrated from the legacy systems to SAM. Along the left side of the page are your navigation links. These links give you access to different parts of SAM. As you gain permissions in SAM, new ones will appear. These links are grouped by category. Click on a category to see the related links. "Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or manage the ones that you have. "Manage Entity" - Here you will find the links to manage your entity registrations (formerly CCR, ORCA or FedReg registrations). "Data Access" - If you need access to extracts or want to view sensitive data (such as TIN or banking information) through search, this section will contain all the information you need to get started. Once again, welcome to SAM. If you have any questions or issues click the "SAM Help" tab above for training materials, FAQs, and SAM Help Desk information.



Select Legacy Systems

Select Legacy Systems

Please select the legacy systems for which you would like to migrate an account. The system will check if a legacy account in the selected systems below has the same email address as the one identified on your SAM account.

- Central Contractor Registration (CCR) / CCR Tools
- Federal Agency Registration (FedReg)
- Excluded Parties List System (EPLS)

ORCA accounts cannot be migrated to SAM, if you require the ability to modify your entity's Reps & Certs, you will need to request the Entity Registration Representative role. Please migrate your CCR accounts prior to requesting the Entity Registration Representative role.

NEXT

STEP 4

Select the Legacy System you want to migrate to SAM.

Read the note about ORCA.

Click **NEXT** to continue.



Select Legacy Accounts Select Legacy Accounts If a match was found for a system, please select to migrate the matching result. If no results were found, please enter a different email address to perform another search. If additional information is required, you will be prompted for your legacy system account username. CCR Account associated with: boris@guam.net OR Enter Email Address: PREVIOUS NEXT

STEP 5

SAM found a matching email address.

Select the <u>Account</u> <u>associated with:</u>

Click **NEXT** to continue.



Summary Summary Please validate the information below is correct before submitting. Use the EDIT button to make changes to the appropriate sections. Legacy Accounts EDIT CCR System Name : Username: villa1212 Email Address : boris@guam.net For legacy accounts that have the same email address as your SAM email address, no further action is required. The roles will be migrated upon using the Submit button. For legacy accounts that DO NOT have the same email address as your SAM email address, you will need to validate you have access to that email address. An email will be sent to the legacy system email address upon using the Submit button. Please follow the instructions in the email to migrate the roles to your SAM account.

STEP 5

Make sure the information displayed is correct.

Click **SUBMIT** to continue.

SUBMIT

DONE

Migrate Legacy Account

Confirmation

CCR

Use the Done button to continue.

STEP 5

One more confirmation screen. Click **DONE** to continue.





www.guamptac.com

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