

UKNCB DIY GUIDE TO HELP SOLVE SAM REGISTRATION PROBLEMS

For companies with contracts with US DOD and Canadian Department of Defence (DOD)

This guide has been created by UKNCB staff based on our experience of helping people who encounter problems when they are trying to register on the American SAM system.

Friendly reminder: We now offer a bespoke service where we can do the leg-work and help solve your SAM Registration problems for a small admin fee of £60 +VAT. Click [here](#) to apply.

DIY GUIDE

Stage 1 Ensure you obtain a DUNS Number www.dnb.co.uk contact number 0870 243 2344.

Note 1: Companies out with the UK should use <http://www.dnb.com/company.html> to confirm their local Dun & Bradstreet site.

Note 2: Your Primary address is the address you do business from, not your registered address.

Stage 2 You can check you have an NCAGE or obtain a UK NCAGE [here](#). For Non UK NCAGEs please use NSPA <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> (please use Chrome to access), or local NCAGE allocation site as per country of origin. The Company Name, Address and Contact Number should be the same as your DUNS Number (Primary address).

Note3: *UK NCAGEs will take 5 working days to appear on the NSPA website, SAM registration cannot be completed prior to this.*

Please find link to our NCAGE training module [here](#).

Stage 3 Confirm details on CSI (CAGE Search Inquiry) <https://cage.dla.mil/>
Use the search criteria on the left side of title page by typing in the NCAGE and the DUNS number. If the records concur, proceed to stage 4. If not, amend the records using the links in stages 1-2.

Stage 4 Go to CSI (CAGE Search Inquiry) <https://cage.dla.mil/>

If you have a Username and ID use this (log in). For new registrations: click on “New Registration”, Enter your DUNS number, click submit, then your NCAGE number and click submit. Click on terms of service, read these and if you agree click Submit again to complete SAM registration. Confirmation of SAM number will usually be emailed in 5 working days.

Note 4: Contact between any Countries and the US should take place between the respective NCBs, quoting NCAGE (with full extract), DUNS number of the entity, and if required the NCAGE for the ultimate parent and their immediate controlling company (again with full extracts).

If the *ultimate parent company or the **immediate controlling company is Spanish, the Host NCB for the entity attempting to get SAM registration should apply for an NCAGE if required. Feedback should be given to the sponsor to complete their application.

This process is unique to the Spanish NCB and enables them to identify that the application is sponsored by the host NCB.

*&** depending on the level of the SAM award the Ultimate or immediate parents NCAGE should be included in the application.

If no Immediate or Ultimate parent, this should be noted on the SAM application and the 'No' box ticked on the Parent Screen.

If the Immediate or Ultimate parent is not supplied the SAM application will go live for 90 days and if one of them is not supplied in that timescale the account will be suspended until they are furnished to the DLA (Defense Logistics Agency) via UKNCB.

Note 5 - The use of a PO box number in lieu of a Street name and Premises name or number is strictly prohibited in the address line. The PO box has its own field and potentially own Post Code, (mail might go to an Admin Service etc.) this is where the data in relation to the PO box should be recorded.