Registering Your Business Entity in the System for Award Management (SAM) Database

Issue:
This brief explains the process for applicants to register their business entity in the System for Award Management (SAM).

(For purposes of this brief, the regulations when referring to Service-Disabled Veterans applies equally to Veterans; applicant refers to the business entity applying for verification; and participant refers to a business entity that has already been verified.)

The Regulations:
38 C.F.R. 74.2(f) provides that “[a]ll applicants for VIP Verification must be registered in SAM at http://www.sam.gov prior to application submission.”

What This Means:
• Applicants for Vendor Information Pages (VIP) Verification are required to register their entities with the United States Federal Government via the System for Award Management (SAM). Registration is not optional.

• SAM is an official free, government-operated website. There is no charge to register or maintain your business entity registration in SAM.

• To register in SAM, go to http://www.sam.gov or https://www.sam.gov/SAM/

• Follow the instructions, beginning with creating a password.

• Registration is not immediate. After the related waiting period, the applicant should receive notification that the company’s registration in SAM is active.

• Once an applicant is registered in SAM, the company may continue processing its VIP Verification application.

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For more information about VA Small and Veteran Business Programs, visit http://www.va.gov/osdbu.

VA Office of Small and Disadvantaged Business Utilization
1–866–584–2344
Monday–Friday | 8 a.m. to 6 p.m. (Eastern)

Status Update: verificationfollowup@va.gov
Profile Questions: vip@va.gov