

VENDOR INFORMATION SHEET

THE FOLLOWING INFORMATION IS REQUIRED:

****Note: Vendor name and address should reflect the exact name and address used on IRS tax documentation and as a registered entity in SAM.gov.****

VENDOR NAME: _____
(please print)

MAILING ADDRESS: _____

REMIT TO ADDRESS: _____

WEBSITE: _____

VENDOR POINT OF CONTACT NAME: _____

E-MAIL ADDRESS: _____

PHONE NO: _____

UNIQUE ENTITY ID: _____

***As of 04 April 2022, the SAM-generated UEI (SAM) will become the new authoritative unique entity identifiers.**

NOTE: If your business does not have a Unique Entity ID (UEI), please click on this link: <https://arts.ms.gov/wp-content/uploads/2022/01/Quick-Start-Guide-for-Getting-a-Unique-Entity-ID.pdf>, for further instructions or see the attached guide.

PAYMENT METHOD:

VISA /GPC (Government Purchase Card): Yes _____ No _____

EFT (Electronic Funds Transfer): Yes _____ No _____

Check (sent via mail): Yes _____ No _____

PAYMENT TERMS: NET 30 or NET _____ with _____ % discount

GSA Contract # _____ **AFNAF Contract #** _____
(If applicable) (If applicable)

Vendor Name / Title Signature Date

Quick Start Guide for Getting a Unique Entity ID (SAM)

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID (SAM).

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

[Your entity has a DUNS Number and is registered in SAM.gov](#)

[Your entity has a DUNS Number and is not registered in SAM.gov](#)

[Your entity does not have a DUNS Number and today's date is before April 4, 2022](#)

[Your entity does not have a DUNS Number and today's date is after April 4, 2022](#)

Your entity has a DUNS Number and is registered in SAM.gov

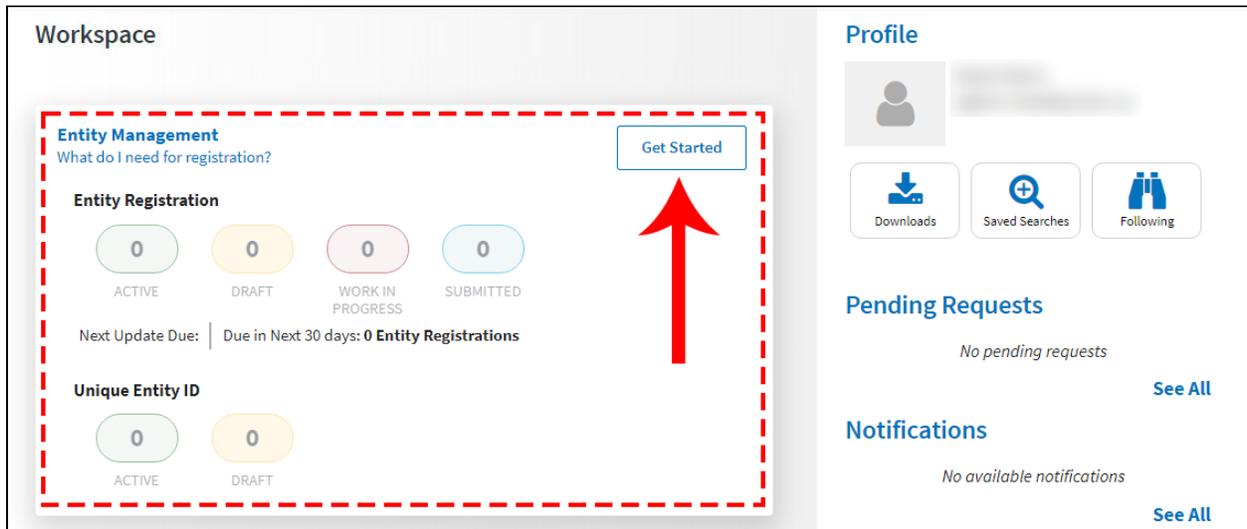
If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

Your entity has a DUNS Number and is not registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (SAM):

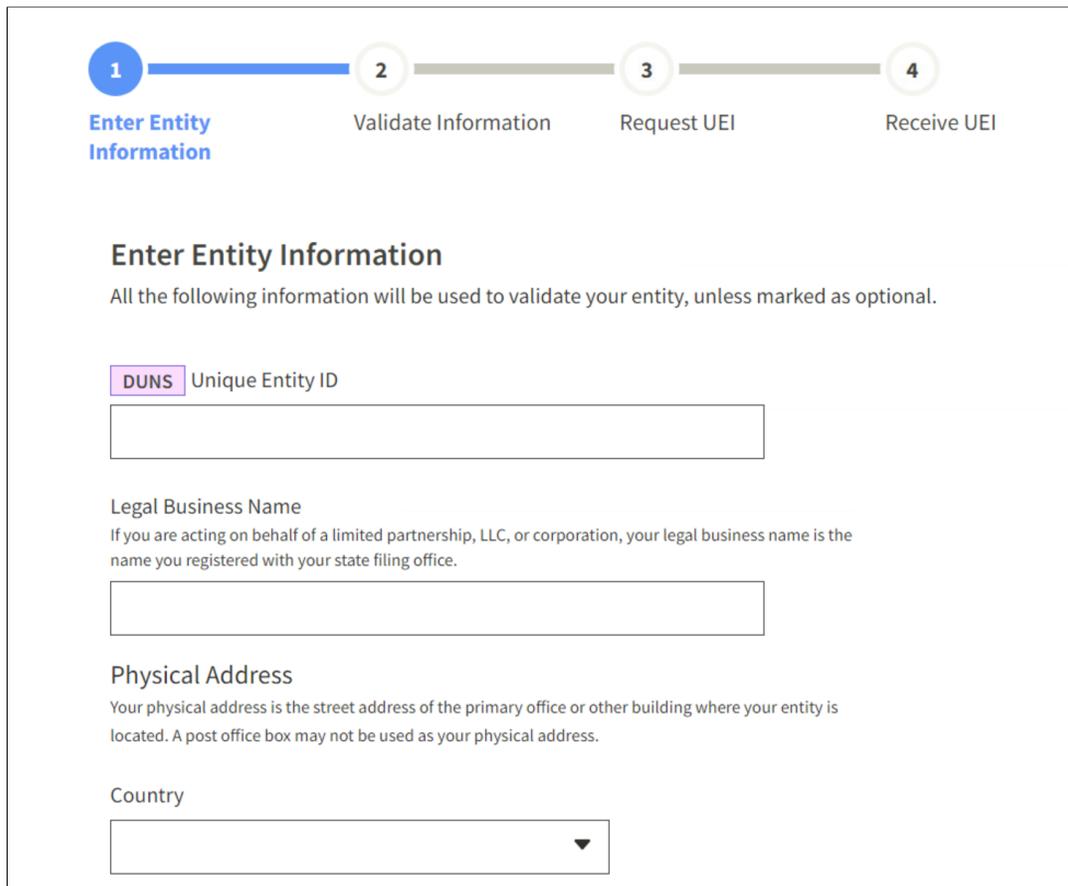
1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here.](#) Once you create your user credentials, you will return to SAM.gov to complete your profile.

2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



The screenshot shows the SAM.GOV Workspace interface. On the left, the 'Entity Management' widget is highlighted with a red dashed border. It contains a 'Get Started' button with a red arrow pointing to it. Below the button, there are four status indicators for Entity Registration: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). A 'Next Update Due' section indicates 'Due in Next 30 days: 0 Entity Registrations'. Below that, there are two status indicators for Unique Entity ID: ACTIVE (0) and DRAFT (0). On the right side of the workspace, there is a 'Profile' section with a user icon, 'Downloads', 'Saved Searches', and 'Following' buttons. Below that is a 'Pending Requests' section with 'No pending requests' and a 'See All' link. At the bottom is a 'Notifications' section with 'No available notifications' and a 'See All' link.

3. On the next page, enter information about your entity. All fields are required, unless marked as optional.



The screenshot shows the 'Enter Entity Information' form. At the top, there is a progress bar with four steps: 1. Enter Entity Information (highlighted in blue), 2. Validate Information, 3. Request UEI, and 4. Receive UEI. Below the progress bar, the form title is 'Enter Entity Information'. Underneath, it says 'All the following information will be used to validate your entity, unless marked as optional.' The form contains several fields: a 'DUNS Unique Entity ID' field with a purple highlight on the 'DUNS' label; a 'Legal Business Name' field with a note: 'If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.'; a 'Physical Address' field with a note: 'Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.'; and a 'Country' field with a dropdown arrow.

4. On the next page, validate that the information provided is correct. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet.

Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of SAM.gov will not be able to view your Unique Entity ID (SAM) record. Then, select “Next.”

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

Technology First Associates, LLC

DUNS Unique Entity ID

XXXXXXXXXX

Physical Address

1000 Pennsylvania Avenue, NW

Washington, DC 20540-5001 United States

WE FOUND THE FOLLOWING MATCH:

Technology First Associates, LLC

DUNS Unique Entity ID

XXXXXXXXXX

Physical Address

1000 Pennsylvania Avenue, NW

Washington, DC 20540-5001 United States

- Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM.gov public data file](#). Learn more about [SAM.gov public search results](#).



Previous



Cancel



Next

- On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the “Request Unique Entity ID” button.

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

Technology Floral Associates, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

- On the last page, your Unique Entity ID (SAM) will be displayed and you can begin to use it for your entity.

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID.

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VERIFIED MATCH:

Technology Floral Associates, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

Your entity does not have a DUNS Number and today's date is before April 4, 2022

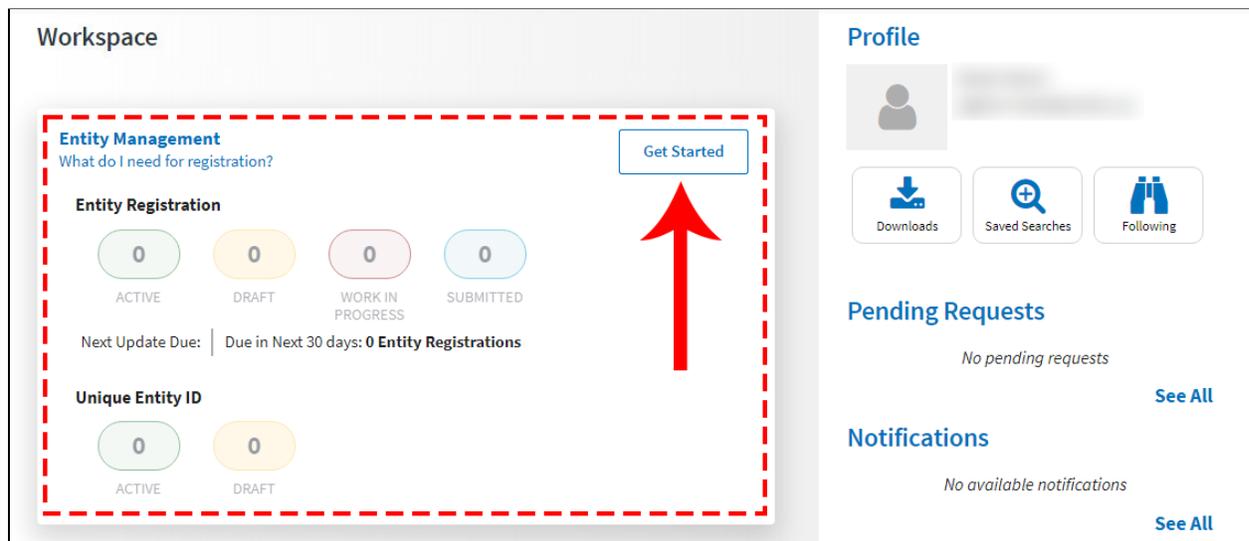
Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government. You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to fedgov.dnb.com/webform to request a free DUNS Number. It can take 1-2 business days before your DUNS Number is issued. When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "[Your entity has a DUNS Number and is not registered in SAM.gov](#)" section of this guide.

Your entity does not have a DUNS Number and today's date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign in to your SAM.gov account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (SAM).



The screenshot displays the SAM.gov Workspace interface. On the left, the 'Entity Management' widget is highlighted with a red dashed border and a red arrow pointing to the 'Get Started' button. This widget contains two sections: 'Entity Registration' and 'Unique Entity ID'. 'Entity Registration' shows four categories: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0). Below these is a 'Next Update Due' section indicating 'Due in Next 30 days: 0 Entity Registrations'. 'Unique Entity ID' shows two categories: ACTIVE (0) and DRAFT (0). The right sidebar includes a 'Profile' section with a user icon, 'Downloads', 'Saved Searches', and 'Following' buttons. Below that are 'Pending Requests' (No pending requests) and 'Notifications' (No available notifications), both with 'See All' links.