



**OFFICES OF THE CIRCUIT EXECUTIVE, CIRCUIT
MEDIATOR, AND CIRCUIT LIBRARY
U. S. COURT OF APPEALS FOR THE 4TH CIRCUIT
MEMORANDUM**

To: Vendors of the U.S. Court of Appeals for the 4th Circuit
From: Katrina D. Walker, Budget Analyst
Date: July 2, 2014
Re: United States Judiciary to Require Registration in the System for Award Management

The System for Award Management (SAM) is part of the Integrated Acquisition Environment (IAE), and registration is currently mandatory for doing business with agencies of the Executive Branch of the federal government.

As part of the United States Judiciary's implementation of a new financial system, registration in SAM also will be required to receive orders and payments from judiciary organizations. Payments issued in the new system will be issued via Electronic Funds Transfer (EFT) using bank routing and account numbers registered in SAM. Part of the SAM registration process is an annual certification that the EFT data and other information are still correct. **Please note there is no fee associated with registration in SAM.** Any request for payment for registration should be treated as fraudulent.

To register in SAM, you will need a DUNS number. If you do not have a DUNS number, one can be requested – without charge – at <http://fedgov.dnb.com/webform>.

Once you have a DUNS number you can register in SAM by going to the following website: www.sam.gov. Before beginning your SAM registration you should gather the following information that you will need to include in your registration information:

- User ID and Password:
Select a user name: minimum of 6 characters
Select a password: minimum of 8 characters and must contain one number, one letter and one special character
- Business Information:
Name and address
Email address
Business start date
Fiscal year end close date
Tax Identification Number (SSN or EIN)
Points of contact (name, phone, email)
- Banking Information:
ABA Routing Number
Account Number
Bank ACH phone number or email for notification of disbursement issues
- CAGE (Commercial and Government Entity) code. If you do not have a CAGE code for your entity, one will be assigned automatically during the registration process.
- The NAICS (North American Industry Classification System) code(s) which represents the types goods/services you can provide to the government. These codes can be found here: <http://www.census.gov/eos/www/naics/>. *Go to the "Downloads/Reference Files/Tools section and select 2012 NAICS. It will display the high level structure that you can drill down from to find your specific codes. Multiple codes can be selected.*

Attached is a quick reference guide from the SAM website. If you have questions or need assistance registering, contact the SAM Help Desk at www.fsd.gov or phone number 866-606-8220. When you have completed the registration process, please notify us with your DUNS number so we can set you up as a SAM vendor in our financial system. Send an email to: katrina_walker@ca4.uscourts.gov. **Please continue to notify us of any name, address or contact information changes. When you begin receiving our payments via EFT you will no longer need to notify us since we will be using the information in the SAM system.**