How do I search to see if a vendor is registered in SAM?

- Go to [www.sam.gov](http://www.sam.gov)
- Click the “Search Records” button
- You do not need to enter a username & password
• Enter the information you would like to search by, for example company name, individual name, or DUNS number, and click on the search button.

• Any information that matches your search criteria will be returned.

• The vendor must be registered in SAM. If the vendor doesn’t come up during a search, UND cannot purchase goods/services from the vendor.

• UND is not permitted to purchase goods/services from parties that are excluded (debarred).

• If an exclusion record is found, it will appear in a box marked “Exclusion”. Check the status in the top right corner of the box. If the status indicates “Active”, there is an active exclusion on the entity.
• If a vendor is registered in SAM the vendor information will be returned in the search results.
• This search returned numerous results; you will need to verify the address to determine if you are viewing the correct vendor.
• Click on the “+” next to “Status” to unhide the address of the vendor.
• The indicator box is “green” and states “Entity”, this vendor doesn’t have an exclusion. UND can purchase goods/services from this vendor.
Example of successful search of an excluded vendor:

- The indicator box is “lavender” and states “Exclusion” and the status indicates “Active”. Indicating there is an active exclusion on the entity. UND cannot purchase goods/services from this vendor.