

New Jersey Institute of Technology
Procurement Technical Assistance Center

Presents
Professional Development Series

SAM
System for Award Management

Registration Workshop

To register at SAM is "FREE" of charge for anyone wanting to do business with the U.S. government and/or large prime corporations

WHY IS SAM REGISTRATION IMPORTANT?

The System for Award Management (SAM) is the federal government's primary source for identifying prospective suppliers, and is a vital component to access procurement opportunities and for receiving payment once you have been awarded a contract.

Many state, and local government agencies, as well as prime contractors rely on SAM to identify vendors and subcontractors for awarding contracts. In addition, all federal government contractors must be registered in SAM before receiving payments and disbursements.

Incomplete and inaccurate registrations are the primary reason why many small businesses keep themselves out of the procurement cycle. Essentially, it is of the utmost importance that your SAM registration provide accurate and detailed information.

Let NJIT PTAC provide the technical assistance your business needs to get you on the road to government contracting and subcontracting opportunities.

Workshop Description:

This group workshop is designed to help you properly complete the SAM registration in a computer lab setting.

Workshop Prerequisites:

To participate in this workshop, you must:

1. Be an established (2+ Years) New Jersey based small business,
2. Register for the class: <http://njitptac.ecenterdirect.com/events>
3. Complete the "SAM Registration Checklist"
 - a. All checklist items must be completed before your arrival to workshop.
 - b. Individuals with incomplete checklists will not be allowed to attend.

Hosted by NJIT Procurement Technical Assistance Center

323 Dr. Martin Luther King Blvd. Fenster Hall - Lab 156
Newark, NJ 07102

Dates: 1st Tuesday of every month

Time: 9:00AM-12:00PM

Register for a free Sam Registration Workshop at:

<http://njitptac.ecenterdirect.com/events>

Seminar Partners



New Jersey Institute of Technology
Procurement Technical Assistance Center

AN ONLINE WARNING!!! *There are a number of companies that sound legitimate and have government sounding names that will high-jack your computer's IP address. If any site has .com, .net, .org in the address be careful. SAM.GOV is the official US government website.*

To register at www.SAM.gov is "**FREE**" of charge for anyone wanting to do business with the U.S. government and/or large prime corporations.

CHECKLIST - Required before attending workshop

- Tax ID Number - *Required*
- DUNS Number*** is **FREE** to all small businesses seeking to do business with the government - *Required*
- Your company's address** as defined by DUNS' registration - *Required*
- NAICS Codes*** Relevant to your business - *Required*
- PSC/FSC*** Product Service Codes and/or Federal Supply Codes - *Optional*
- Bank Routing Number** - *Required*
- Bank Account Number** Business Account is Highly Recommended - *Required*
- Bank Telephone Number** and Bank email address - *Required*
- Business URL** www.YourBusinesswebsite.com Highly Recommended - *Optional*
- E-mail Address** with your business URL Highly Recommended - *Required*

* Click on items with an asterisk for access to **DUNS, NAICS** and **PSC/FSC** Websites

NJIT / PTAC has designed the SAM required numbers chart on the right for your convenience. You **MUST** be able to fill out all of the required numbers **BEFORE** attending the workshop.

To register for the next free **SAM Registration Workshop** go to:
<http://njitptac.ecenterdirect.com/events>

Write your NUMBERS here!!!

DUN'S NUMBER
TIN / EIN NUMBER
DUN'S NUMBER
NAIC CODES - PSC/FSC CODES
BANK ROUTING NUMBER
BANK ACCOUNT NUMBER

