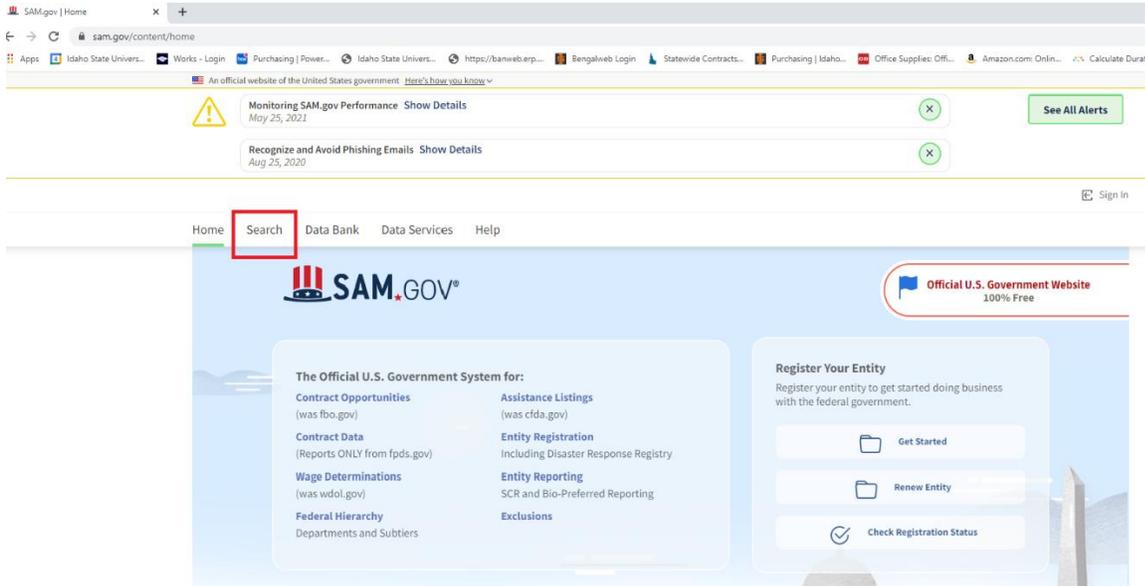


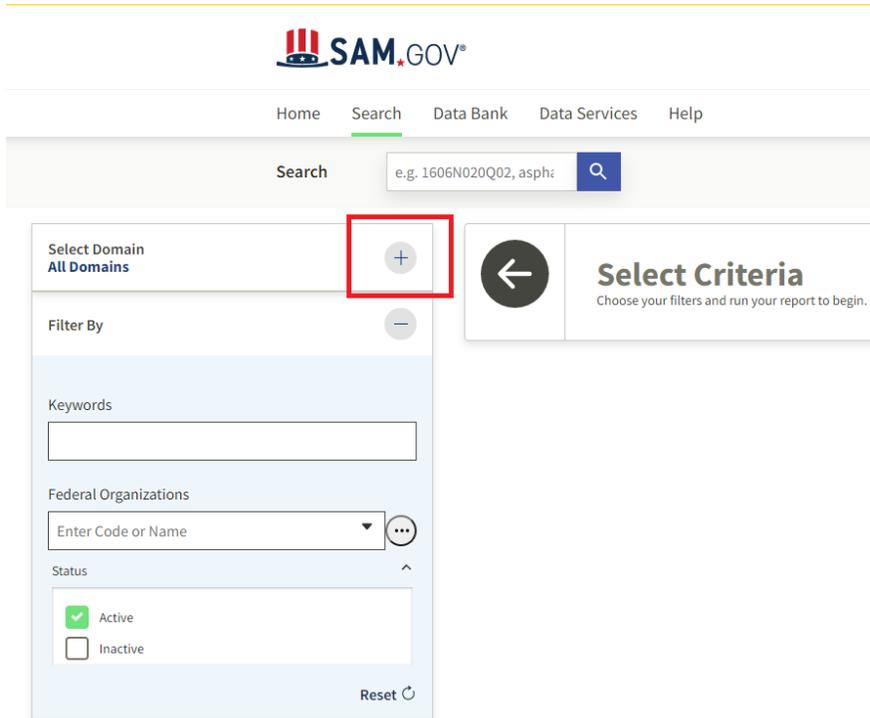
EPLS: Sam.gov Vendor Check

1: Type in the URL bar or google search **sam.gov**

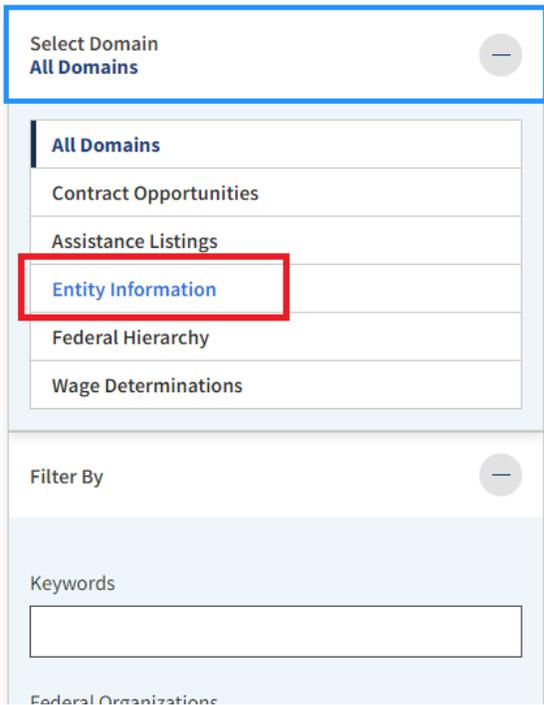
2: Click on the **Search** tab.



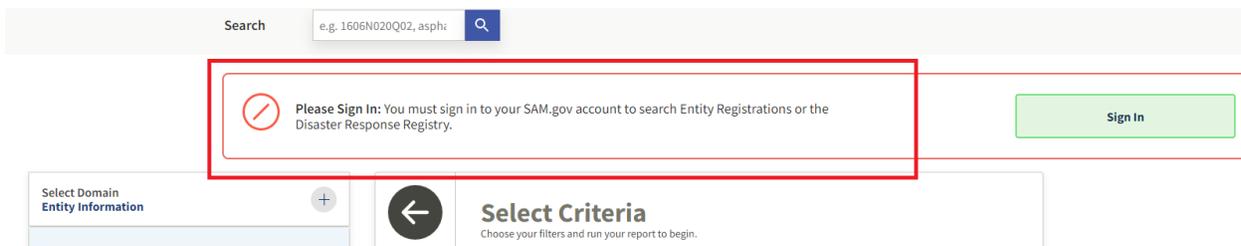
3: Click on the + by **Select Domain**.



4: Click on **Entity Information**.



At this point, it will bring up this box telling you to sign in. You do NOT have to sign in.



5: Click on **Exclusions**.

 **Please Sign In:** You must sign in to your SAM.gov account to use the Disaster Response Registry.

Select Domain
Entity Information +

- Entity Registrations
- Disaster Response Registry
- Exclusions**

Filter By -

 **Select Criteria**
Choose your filters and run your report

6: Click on **Excluded Entity**.

Select Domain
Entity Information +

- Entity Registrations
- Disaster Response Registry
- Exclusions**

Filter By -

Keywords

- Classification ▼
- Excluded Entity** ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼

7: Type in the name of the vendor in the **Entity Name** search field, then click enter.

The image shows a 'Filter By' sidebar with a search field for 'Entity Name'. The text 'Fisher Scientific' is entered into the field. Below the search field, it says 'No results found' and provides an example: 'Example: 123456789'.

8: If the results come up as **No Matches Found**, then that vendor is okay to purchase from. If something other than **No matches found** comes up, then that vendor is not okay to purchase from.

The image shows a search results page. The search bar contains the text 'e.g. 1606N020Q02, asphz'. The results area displays a message: 'No matches found. We couldn't find a match for your search criteria. Please try another search or go back to previous results.' A 'Go Back' button is visible below the message. The sidebar on the left shows the 'Filter By' section with 'Entity Name' set to 'Fisher Scientific'.

9: Lastly, you will need to copy and paste this information into a word document or print a screen shot of this proof and keep it with your Pcard receipt records. The information has to include both the vendor name typed into the search box and the box that says **No matches found**. This website is still under construction and we have been told that it will soon have a PDF download function for printing this information.