EPLS: Sam.gov Vendor Check

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

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

An	official website of the United States government Here's how you	i know ∽		
\wedge	Monitoring SAM.gov Performance Show Detail May 25, 2021	IS	\mathbf{x}	See All Alerts
	Recognize and Avoid Phishing Emails Show De Aug 25, 2020	tails	×	
				€ Si
Home	e Search Data Bank Data Services	Help		
	SAM.GOV*		Official U.S. Gover 100% F	nment Website Free
	LSAM.GOV	Sustam for-	Official U.S. Gover 200% F Register Your Entity	nment Website
	The Official U.S. GOV*	System for: Assistance Listings (was cida.gov)	Register Your Entity Register your entity to get started doing business with the federal government.	nment Website
	The Official U.S. GOV*	System for: Assistance Listings (was cida.gov) Entity Registration Including Disaster Response Registry	Official U.S. Gover 100% F Register Your Entity Register Your entity to get started doing business with the federal government. Image: Control of the started doing business	nment Website ree
	The Official U.S. GOV*	System for: Assistance Listings (was cida.gov) Entity Registration Including Disaster Response Registry Entity Reporting SCR and Bio-Preferred Reporting	Register Your Entity Register Your entity to get started doing business with the federal government.	nment Website

3: Click on the + by Select Domain.

	Home	Search	Data Bank	Data Se	ervices Help
	Search	e.g.	1606N020Q02, a	aspha	Q
Select Domain All Domains		+	K		Select Criteria
Filter By		-			Choose your filters and run your report to be
Filter By		-			Choose your filters and run your report to b
Filter By Keywords		-			Choose your filters and run your report to b
Filter By Keywords Federal Organizations		-			Choose your filters and run your report to b
Filter By Keywords Federal Organizations Enter Code or Name		- -			Choose your filters and run your report to b
Filter By Keywords Federal Organizations Enter Code or Name Status		- -			Choose your filters and run your report to b

4: Click on Entity Information.

Select Domain All Domains	-
All Domains Contract Opportunities	
Assistance Listings	
Federal Hierarchy Wage Determinations	
Filter By	•
Keywords	

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 Sig Disaster R	gn In: You must sig lesponse Registry.	n in to your SAM.gov account to :
Select Domain Entity Information	+	(\	Select Criteria
Entity Registrations			Choose your filters and run your rep
Disaster Response Registry			
Exclusions			
Filter By	-		

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.

Filter By	-
Keywords]
Classification	~
Excluded Entity Entity Name	^
Fisher Scientific	× 🔺
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.

Searc	e.g. 1606N020Q0	02, asph: Q
elect Domain ntity Information	+	No matches found We couldn't find a match for your search criteria.
Entity Registrations		Please try another search or go back to previous results.
Disaster Response Registry		Go Back
Exclusions		
ilter By	•	
eywords		
Classification	~	
Excluded Entity	^	
Entity Name		
	-	
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.