

Method for Checking and Documenting the “Excluded Party” Search

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HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)

SEARCH RECORDS
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
[Search Records](#)

New! Use the SAM Status Tracker to: [Check Status](#)



Click on “Search Records” in blue box on far right.

With a DUNS number (recommended, in order to be most confident in results)

- Use the “Quick Search” section, and type in the DUNS number.

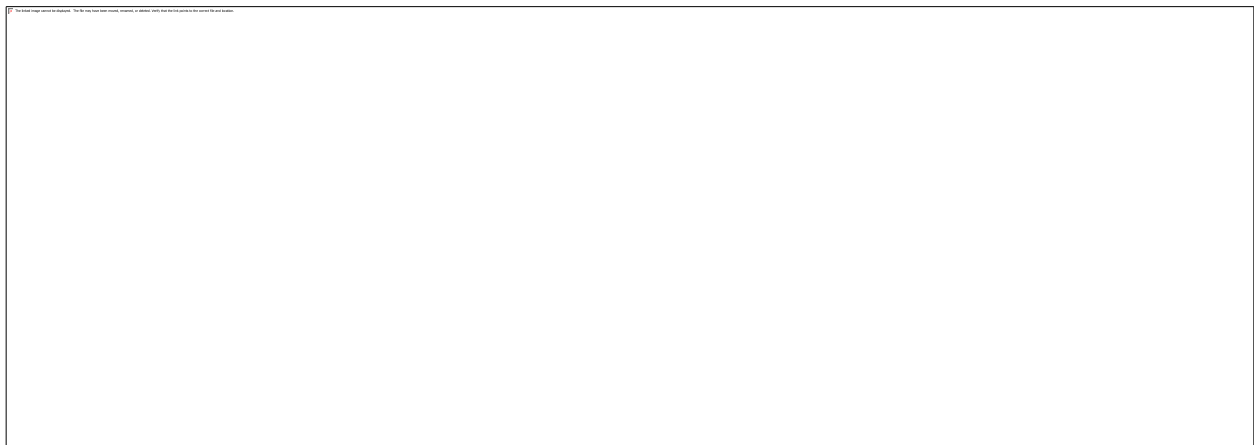


- *With this Quick Search, you should expect to find a record, but it will explicitly note:*

*Has Active Exclusion? **No** (If it says “yes,” that is a problem; please contact Tess)*

*Delinquent Federal Debt? **No** (If it says “yes,” that is a problem; please contact Tess)*

- **Click on “Save PDF”** and save PDF in “Exclusion Review” folder in your grant folder and/or print for the files. The PDF must be saved as there is a TIME & DATE STAMP on the PDF to show that you checked the vendor prior to making any purchase



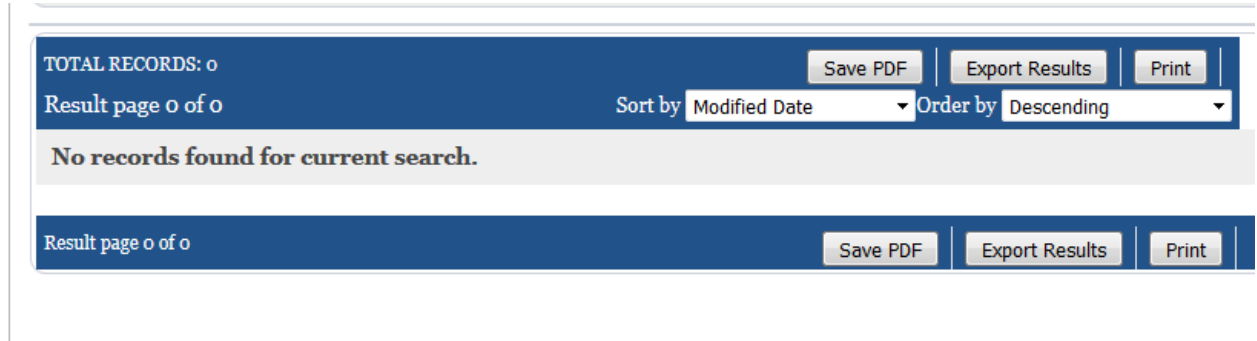
With just a vendor name

- **Click on “Advanced Search – exclusion”** in the Advanced Search section of Search Records section



- Click on circle in front of “Single Search” (or in front of “Multiple Names” if conducting search of several vendors)
- Choose “Firm” from dropdown menu as appropriate.
- Enter the name of the business. Click “search”

With a search in “Advanced Search – Exclusion,” you should expect to find “No records” if the vendor is “good to go” – that is they are NOT excluded.



The above search result is GOOD. Click “Save PDF” and print /save the PDF for documentation. The PDF must be saved as it will show the term you used (the name of the VENDOR) at the top and the TIME & DATE will be stamped at the bottom.



The above search result is BAD. (See “Exclusion” in purple box.) This will mean we should NOT use federal money to purchase anything from them.