

# Quick Start Guide For Advanced Search-Entity

## Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

### What is an Entity?

In SAM, your company / business / organization is referred to as an “Entity.” You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

### How do I find small businesses registered in SAM?

Use Advanced Search-Entity to search by North American Industry Classification System (NAICS) code to identify those registrants in SAM who meet the Small Business Administration (SBA) size standard as a small business concern for a given NAICS code or NAICS codes. This is shown in SAM with a size indicator of Small Business? Yes or No for each NAICS code. Reference the Quick Start Guide for Small Business Search for more information.

### How is the small business indicator calculated in SAM?

The small business indicator in SAM is calculated by NAICS code against the SBA Table of Size Standards based on size metric data, i.e. average employees and average annual receipts, the entity submitted with their registration. The final size determination is made by the contracting officer at the time of award.

### How do I find a Veteran Owned Small Business or a Service Disabled Veteran Owned Small Business?

Use Advanced Search-Entity to structure your search for small businesses by the specific NAICS code and select Veteran Owned Business or Service Disabled Veteran Owned, as appropriate, from the Socio-Economic Status category.

### What if I want to search for both Entity Registration and Exclusion Records?

Use the standard Quick Search which queries both types of records.

## Searching for Entity Registrations in SAM

- Go to SAM by typing [www.sam.gov](http://www.sam.gov) in your Internet browser address bar. Make sure the web site you go to ends in .gov
- Log in using your individual SAM user account. This is especially important for U.S. Federal government users who must log in to see those registrations who opted out of the public display.
- Select the Search Records tab.
- Select the Advanced Search—Entity button.
- Select whether you are looking for Active and/or Inactive entity registrations, registrations with or without an active exclusion record, and with or without delinquent Federal debt.
- Select additional search criteria to return your desired results. The checkbox to the left of each category header expands the accordion to display your options.
  - Entity:** Name, DUNS, CAGE Code, DoDAAC, or TIN.
    - NOTE: Only U.S. Federal government users who are logged into SAM can search by TIN.
  - Entity Type:** U.S. Federal Government Types, Other Government Entities, U.S. Local Government Types, Other Types of Entity, Education Institution, Federally Recognized Native American Entity, and Purpose of Registration.
    - NOTE: Use Purpose of Registration to search for entities that have registered to pursue both contracts and grants (All Awards) or grants only (Federal assistance).
  - Location:** City, State/Province, Congressional District, Zip Code, and Country. You can add up to three locations.
  - Socio Economic Status:** Minority Owned Business, Community Development Corporation, Labor Surplus Area Firm, Veteran Owned Business, Service Disabled Veteran Owned Business, Woman Owned Business, Woman Owned Small Business, Economically Disadvantaged Woman Owned Small Business, Joint Venture Woman Owned Small Business, Joint Venture Economically Disadvantaged Woman Owned Small Business, Self Certified Small Disadvantaged Business, SBA Certified 8A Program Participant, SBA Certified HUBZone Firm, and AbilityOne (formerly JWOD) Non-Profit Agency.
  - Products and Services:** NAICS Code (including Small Business by NAICS) and PSC Code.
- If you select more than one search term within a category, results can meet either value, i.e. the system applies an OR logic. If you select search terms in multiple categories, results must meet both criteria, i.e. the system applies an AND logic.
- Search terms are defined in the [SAM User Guide Glossary](#).

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

