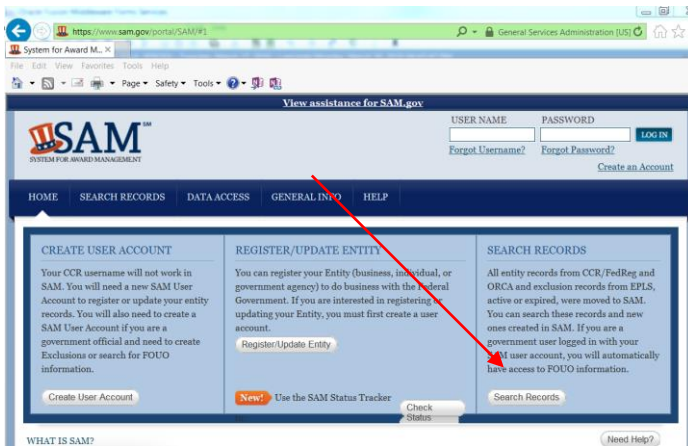


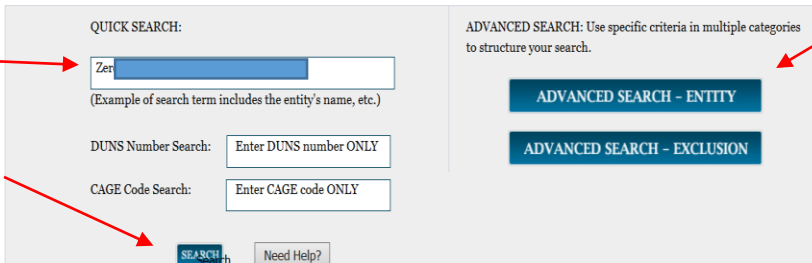
Updated 7/01/2017

## Instructions for Verifying a Vendor for Debarment or Suspension

If your program will spend over \$25,000 for goods or services with a vendor during your grant year, the vendor must be checked on the sam.gov website to verify that the vendor has not been debarred or suspended from doing business with the federal government. **This must be checked prior to doing business with the vendor.** Follow the steps below for this verification. A print screen must be attached to the purchase order or direct pay invoice every time there is a purchase unless it is documented in the contract with the vendor. If it is documented in the contract with the vendor, the first purchase under the contract must be verified on Sam.gpv.



Go to the sam.gov website and select the Search Records Tab (*it is not necessary to create an account to access the Search feature on Sam.gov*).



In the search bars type in the Entity name or using an exclusion search term, Duns number (DUNS) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNS number or CAGE code. When checking for a debarred individual, conduct the search by typing the name in the top bar.

Click "SEARCH" to retrieve a list of results.

If no results are obtained, use the Advanced Search.

Active  Inactive  
 Registrations with an Active Exclusion(s)  Yes  No  
 Registrations with Delinquent Federal Debt  Yes  No

Within an accordion, search will be performed with an OR condition. Between accordions, search will be performed with an AND condition.

Entity  
 If you search by anything other than Business Name, the remaining fields on this page will be inaccessible.

Business Name

DUNS Number   
 CAGE Code

Entity Type  
 Location  
 Socio-Economic Status  
 Products and Services

Check in the Inactive Registration Status and Entity buttons. Enter the Business Name. If no results are obtained, enter a variation of the spelling.

Exclusion Zer  Inc. Status: **Active**

DUNS:  CAGE Code:

Classification: **Firm**

Activation Date: **03/19/2010** Termination Date: -

Entities with "Exclusion" listed in purple are currently debarred, while those labeled "Entity" in green do not have exclusions. If an individual or entity is debarred, the University will not be able to conduct business with them. Select the VIEW DETAILS button and print the details of the record as documentation of the search.

If the vendor does not have exclusions (the vendor is in green), please include a copy of the print out with the purchase order or invoice.

**If the vendor does have exclusions (in purple), the federal grant will not allow the University to do business with this vendor.**