



Quick start guide for new foreign registrations

Agenda



Request a D-U-N-S number



Request an N-C-A-G-E code



Registering in SAM



Renewal process for SAM

Overview of the SAM Registration Process

1. All vendors and contractors who receive awards over \$30,000 USD are required to register in the System for Award Management in order to do business with the U.S. Government.
2. Start early! The entire registration process takes the average vendor 01 month to complete. ☺
3. **SAM is FREE** to apply and renew on the website <https://www.sam.gov>. There is NO CHARGE to register or maintain your registration record in SAM website.
4. Make sure the person in your company who registers in SAM has a stable/regular email, and that all in your company know this email address when it is time to renew.

Registering in SAM is a 3-step process

Oh Yes! IT'S
FREE

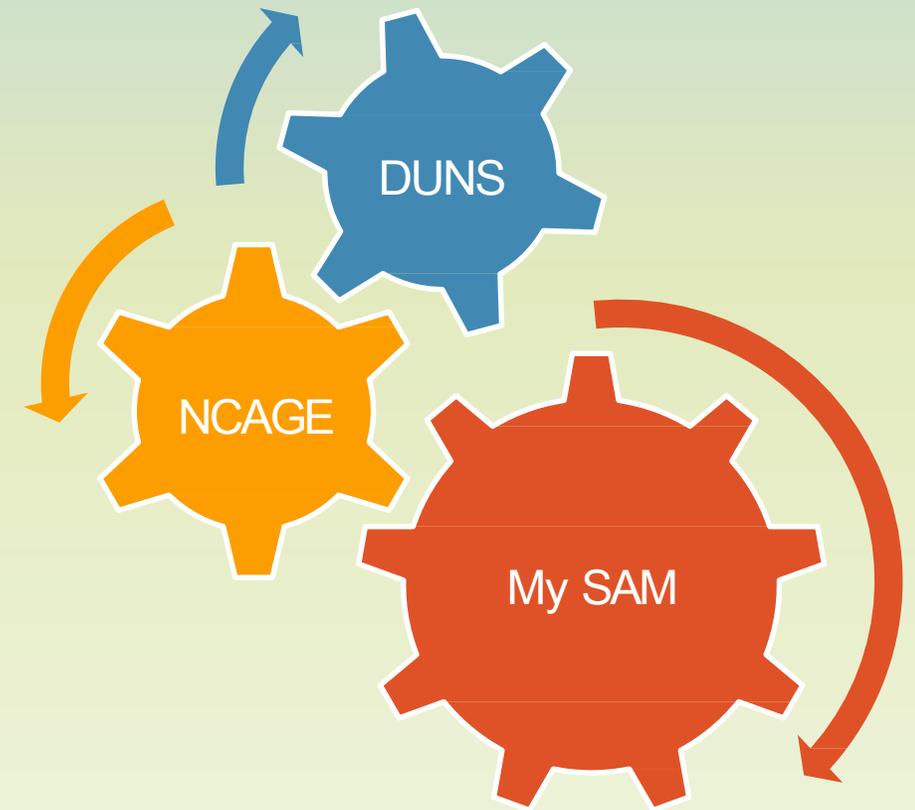
1. Request a **DUNS** number for free at:
<http://fedgov.dnb.com/webform> . This takes up to 5 business days.

2. **Obtain NCAGE Code for free** (takes up to 3 business days)
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
The name and address information you provide for NCAGE **must be exactly the same** as what you used for your DUNS.

Tip: Do NOT use any special characters in the address – use one space instead. (Ex: 39/899 Wireless Road → 39 899 Wireless Road)

Tip: Copy and paste the address from DUNS to NCAGE to ensure they are exactly the same.

3. **Register in SAM for free.**



Gather the following information^o

- Banking information
- Average sales per year for past 3 years
- Total number of staff (full & part time) during the past 12 months
- Point of contact information including phone numbers, addresses, and emails.
- **Must only use Internet Explorer to access to register for SAM. Please do not use other browsers.**



Request a DUNS number

1. Register for a DUNS number

-Go to <http://fedgov.dnb.com/webform> then select **'Click here to request your D-U-N-S....'**

The screenshot shows a web browser window with the URL <http://fedgov.dnb.com/webform/index.jsp>. The page features the D&B logo and the tagline "Decide with Confidence" on a yellow background. A dark blue header on the right contains the text "D&B DUNS Numbers™ for US Government Contractors & Grantees". Below this is a grey banner that reads "Welcome to the Online DUNS Request Portal".

On the left side, there is a dark blue sidebar with the following menu items: "Begin D-U-N-S Search/ Request Process", "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility".

The main content area has a white background with the following text:

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

A red arrow points to the highlighted link, and a red circle highlights the link text.

Requesting a DUNS number

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	ABC Company Limited
Legal Structure	Limited Liability Company
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	66022542994

Physical Address	
Street	Silom
City	Bangkok
State	
Zip Code + 4/Postal Code	10500
Country	THAILAND

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box	
City	
State	
Zip Code + 4/Postal Code	
Country	Select one

Organization Information	
Executive Name	Mr. A
Title	Gen Mgr
Primary SIC code	721110
Description of Operations	Hotels

✓ Fill in your company's name in the 'Legal Name' tab.

✓ At the Legal Structure tab, drop down then select type of business that relates to yours: - Corp, Govt, Co., Ltd. Part etc.

■ **Remember: the name and address you enter here MUST match the data you enter for NCAGE and SAM!**

Requesting a DUNS number

Organization Information

? Executive Name

Title

? Primary SIC code

? Description of Operations

? Socioeconomic Data

? Number of Employees(includes owners, partners, and/or officers)

? Annual Sales or Revenue

? **Parent Organization (optional)**

Name

Street

City

State

Zip Code + 4/Postal Code

Country

? **Notes (optional)**

[Submit Your Request](#)

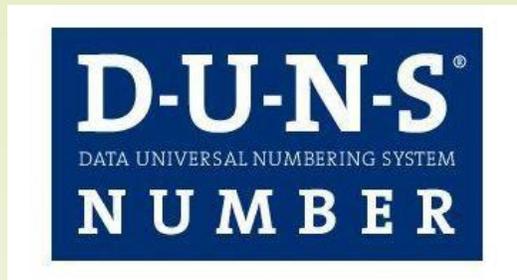
If you have technical difficulties, please contact govt@dnb.com

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- Must complete all the required information, for example:-
 - Executive name
 - Title
 - Type of business (Description of Operations)
 - Number of Employee
 - Annual Sales or Revenue
 - Parent Organization (Optional)

Unofficial YouTube Guidance on applying for DUNS

- <https://www.youtube.com/watch?v=1ykhU7hQrSg> by Rick Otero; 2010
- <https://www.youtube.com/watch?v=Balk4jJhy9M> by Mark Ryan; 2013
- <https://www.youtube.com/watch?v=pKslNotv7Sw> by Shawn Herring; 2014
- https://www.youtube.com/watch?v=9z38KY9z_eQ by Houston Mcmillar; 2015



Request an NCAGE Code

Request an NCAGE code

- Enter below link on the IE/Chrome browser then follow the instruction

- <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

- Fill in your company's name and insert your country, hit the search button on the page. If your company's name is not there, click 'Request New' at the right bottom of the page.

- Note: If you see your company name in the list, and the address does NOT match your DUNS address exactly, the SAM registration will fail. The addresses MUST match. Do not use any special characters in the company name or address.

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-WEB | NMCR-Offline | CAGE/NCAGE Code Request | ACodP2/3

Home > CAGE/NCAGE Code Request

This link is to a document that explains CAGE/NCAGE procedures. It also includes the process as they relate to registering in and updating data in U.S. System for Award Management (SAM). We highly recommend organizations trying to do business with the U.S. Federal government read the document and follow the instructions. The document also contains points of contact for CAGE/NCAGE matters for the National Codification Bureaus.

Search Criteria

When the search is done, the "Request New" button will become available.

CAGE/NCAGE Code

Organization Name
America &

Country
THAILAND

City

Postal Code

Phone Number

Identification Number (IDN)

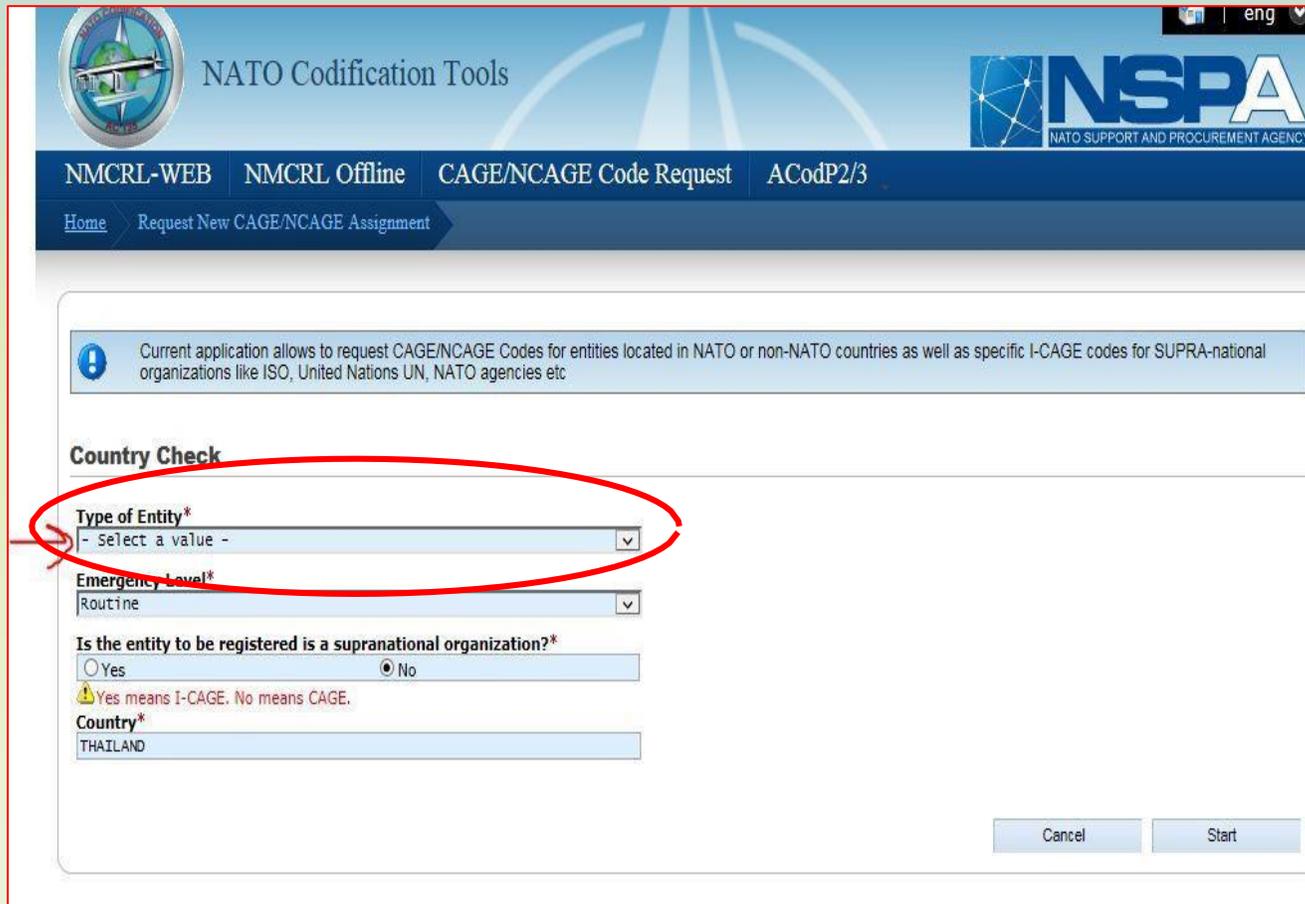
Results

(N)CAGE	Organization Name	City	Postal Code	Country	Status
SZ385	AMERICA & THAI LTD. PARTNERSHIP	AYUDTHAYA	13140	THAILAND	A

Request New



Request an NCAGE code



NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCR-L-WEB | NMCR-L Offline | **CAGE/NCAGE Code Request** | ACodP2/3

[Home](#) > Request New CAGE/NCAGE Assignment

! Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

Country Check

Type of Entity*
- select a value -

Emergency Level*
Routine

Is the entity to be registered is a supranational organization?*
 Yes No
! Yes means I-CAGE. No means CAGE.

Country*
THAILAND

Cancel Start

- Select type of business that applies to yours.

Request an NCAGE code

NATO Codification Tools

NSPA
NATO SUPPORT AND PROCUREMENT AGENCY

NMCRL-WEB NMCRL Offline CAGE/NCAGE Code Request ACodP2/3

Home Request New CAGE/NCAGE Assignment

Current application allows to request CAGE/NCAGE Codes for entities located in NATO or non-NATO countries as well as specific I-CAGE codes for SUPRA-national organizations like ISO, United Nations UN, NATO agencies etc

Country Check

Type of Entity*
A Private Company

Emergency Level*
Routine

Is the entity to be registered is a supranational organization?*

Yes No

Yes means I-CAGE, No means CAGE.

Country*
THAILAND

Cancel Start

- Select “Routine” on the 2nd tab for “Emergency Level”
- Click “No” on the 3rd tab
- Select country name on the 4th tab
- Click “Start” at bottom of the page on the right side

Request an NCAGE code

Information related to the CAGE/NCAGE request initiator (data not recorded in the CAGE/NCAGE database). Please make sure your email address is valid, if not your request won't be processed.

Step 1 of 4: Initiator Data

First Name* A	Country THAILAND
Last Name* AB	Email* ABC@gmail.com
Organization Name ABC Company Limited	Phone Number 6602444444
Address 123 Wireless Road Pathumwan Bangkok	Fax Number 6602444445

Buttons: Cancel, Previous, **Next**

- Step 1: Complete all the required info:-full name, full organization's name and address (exactly the same as appeared on your actual company's registration certificate). This MUST match the information in DUNS.

Complete NCAGE Data

Details of your request.

Initiator Data

First Name: A
Last Name: AB
Organization Name: ABC Company Limited
Address: 123 Wireless Road Pathumwan Bangkok

Country: THAILAND
Email: ABC@gmail.com
Phone Number: 6602444444
Fax Number: 6602444445

(N)CAGE Data

Organization Data - Generals

Organization Name: ABC COMPANY LIMITED
Country: THAILAND
Is the entity to be registered is a supranational organization? No

Identification Number (IDN):
State:

Organization Data - Geographical Location

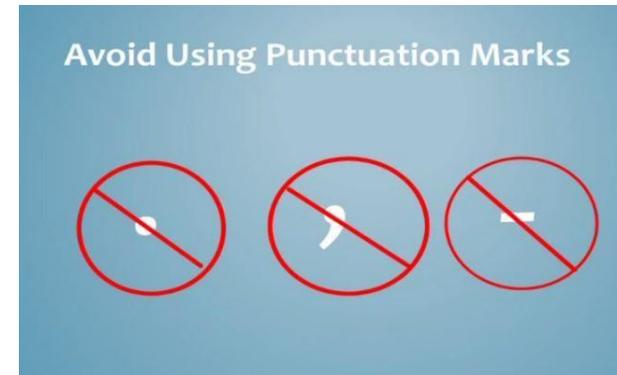
Street (line I): 123 WIRELESS ROAD PATHUMWAN
Street (line II):
City: BANGKOK
Postal Code: 10330

Organization Data - Postal Location

Post Office Box:
City:
Postal Code:

Organization Data - Contact

- Fill NCAGE Data:
 - ✓ Organization's name
 - ✓ Country and address (without any special character / ,) city postal code



Looking up the Standard Industrial Code (SIC)

The screenshot shows the SICCODE.com website. At the top, there is a navigation bar with links for Home, SIC Codes, NAICS Codes, Business Lists, Resources, and Marketplace. A search bar is present with the placeholder text "Keyword or Code". Below the navigation bar, there is a sidebar on the left with a "Dun & Bradstreet® Reports" section and a "Do You Have a DUNS Number? Get Your Free Business Report Now!" section. The main content area features a heading "What is a SIC Code?" followed by a paragraph explaining that SIC codes are four-digit numerical codes assigned by the U.S. government to business establishments. Below this, there is a section titled "What is a Primary SIC Code?" which explains that every company has a primary SIC code. A green button labeled "SIC Code Registration >>>" is located below this section. Further down, there is a section titled "How to Read a SIC Code" which explains that the first two digits identify the major industry group, the third digit identifies the industry group, and the fourth digit identifies the industry. An "Example" table is provided with the following data:

Level	Code	Description
Division	20-39	Manufacturing
Major Group	25	Furniture and Fixtures
Industry Group	252	Office Furniture
Industry	2521	Wood Office Furniture

At the bottom of the page, there is a note: "Note: The digit '9' is used in the third or fourth digit position of the classification code to designate miscellaneous industries not elsewhere classified (NEC). These miscellaneous classifications are not comprised of homogeneous primary activity groups. They are grouped together and treated as a separate industry in order to retain the

- Log on to <http://www.naics.com/standard-industrial-code-divisions/?code=47>
For example: Hotel's SIC is 721110
- Janitorial Service is 561720
- Landscaping/groundkeeping is 561730
- Standard Industrial Code (SIC) link:
<http://www.naics.com/standard-industrial-code-divisions/?code=47>

Complete NCAGE Data

Step 2 of 4: (N)CAGE Data

Organization Data - Generals

Organization Name*
ABC COMPANY LIMITED

Country
THAILAND

Identification Number (IDN)

State

Organization Data - Geographical Location

Street (line I)*
123 WIRELESS ROAD PATHUMWAN

Street (line II)

City*
BANGKOK

Postal Code*
10330

Organization Data - Postal Location

Post Office Box

City

Postal Code

Organization Data - Contact

Phone Number
66024444444

Fax Number
66024444445

Email*
ABC@gmail.com

Website URL

Organization Data - Additional Information

Organization Code

National Standard Industrial Classification Code (NSICC)

Classification System of Economic Activities (NACE)

Universal Standard Product And Services Classification (UNSPSC)

North American Classification System (NAICS)
721110

Common Procurement Vocabulary Code (CPVC)

Cancel Previous **Next**

- Step 2: Input NCAGE Data: Organization Data-Contact including telephone, fax number, email
- Input NAICS number in the 'Additional Info, then select 'NEXT'

Complete NCAGE Data

Additional information related to your request (not recorded in the CAGE/NCAGE database).

Step 3 of 4: Request Data

Organization Data - Generals

Type of Entity
A Private Company

Questionnaire - Type of activity

Development of Public Standards*
 Yes No

Designer of Goods*
 Yes No

Manufacturer of Goods*
 Yes No

Vendor of Goods*
 Yes No

Service Provider*
 Yes No

Other

Questionnaire - Future business

The CAGE Code Needed for an Invitation to Tender*
 Yes No

A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed?*
 Yes No

The CAGE Code is Requested by the System for Award Management (SAM)*
 Yes No

Questionnaire - Former CAGE code

A CAGE Code Was Previously Allocated*
 Yes No

Cancel Previous **Next**

- Step 3: Request Data

Select either 'Yes' or 'No' that applies to your business.

Complete NCAGE Data

Organization Data - Contact

Phone Number
6602444444

Fax Number
6602444445

Email
ABC@ma11.com

Website URL

Organization Data - Additional Information

Organization Code

National Standard Industrial Classification Code (NSICC)

Classification System of Economic Activities (NACE)

Universal Standard Product And Services Classification (UNSPSC)

North American Classification System (NAICS)
721110

Common Procurement Vocabulary Code (CPVC)

Request Data

Organization Data - Generals

Type of Entity
A Private Company

Other

Questionnaire - Type of activity

Development of Public Standards
No

Designer of Goods
No

Manufacturer of Goods
No

Vendor of Goods
No

Service Provider
Yes

Other

Questionnaire - Future business

The CAGE Code Needed for an Invitation to Tender
Yes

A Contract With an Armed Force or a NATO Agency Is in Preparation or Already Signed?
No

The CAGE Code is Requested by the System for Award Management (SAM)
Yes

Questionnaire - Former CAGE code

A CAGE Code Was Previously Allocated
No

Cancel Previous **Create**

- Review the data that you have input carefully
- Answer all the questions by selecting 'Yes' or 'No' that applies to your business.
- Then select 'Create' button

NCAGE CODE

- Legal Business Name and Address **must match** the information entered in D&B DUNS
- If punctuation, spelling, or is different in the systems, (D&B DUNS, NCAGE, and SAM) ○ **Registration in SAM will fail**
- **If your SAM registration is unsuccessful**, follow the instructions provided, which may indicate that you do not have a D&B DUNS number or NCAGE Code, or NCAGE Code, or information **does not match exactly**

NCAGE Support

- For help outside the U.S. 1-269-961-7766
-269-961-7766
- Email: NCAGE@dlis.dla.mil
- Recommend to use Internet Explorer for better results
- [http:// www.dlis.dla.mil/Forms/Form_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp)
- For assistance with your CAGE Code you may email questions to dlacustomercenter@dlis.dla.mil or call 1-877-352-2255 (toll free) or 661-7766 (DSN). DLA Customer Interaction Center Agents are available 24 hours a day, 7 days a week, including holidays.

Registering in SAM

Important Notes

- Start early and plan ahead!
- Give yourself plenty of time before your contract application deadline, and check on your renewal date.
- Awards over \$30,000 USD must be registered and active in SAM. If not, we cannot make the award to you.
- SAM is valid for one year and then must be renewed. Start the renewal process early to avoid missing out on any contracts or extensions.
- **Prepare Entity Administrator Letter**
- **There is NO FEE for registering or renewing in SAM.**

Entity Administration Letter

1. Be on your Company/Organization Letterhead
2. Be signed by your company President, CEO, or other authorized signature authority
3. [Contain your company/organization](#) DUNS Number
4. Contain your company/organization Legal Business Name (as associated with the DUNS Number).
5. Contain your company/organization physical address (as associated with the DUNS Number).
6. Contain the new Entity Administrator's name, phone number, address and email address
7. **Contain the following statement above the signature block of your letter with the appropriate information inserted where noted:**

"The purpose of this notarized letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[insert Legal Business Name]**. I, **[insert Name and Title of signatory]**, hereby confirm that **[insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity Legal Business Name, or, for individuals representing themselves, say him/herself]**. This letter will authorize **[insert name of Entity Administrator]** to have access to the System for Award Management (SAM). SAM is a computer system managed by the U.S. Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter."

SAM IS FREE, however:

1. If you choose to have a third-party company administer your SAM registration, with or without an associated fee, include the following statement in your notarized letter:

[“For the purpose of registering](#) with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert name, phone number, address, and email address of the Third-Party Agent]** to act on behalf of **[insert entity Legal Business Name, DUNS Number, physical address, authorizing party’s email address, and phone number]**. This authorization permits [insert name, phone number, address, and email address of the Third-Party Agent] to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein.

2. If you will not have a third-party company managing your SAM registration, include the following statement in your notarized letter:

“For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of **[insert entity Legal Business Name]**.”

Registering in SAM

1. Log on to www.sam.gov in your internet browser (IE) address bar.

View assistance for SAM.gov

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD **LOG IN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

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](#)

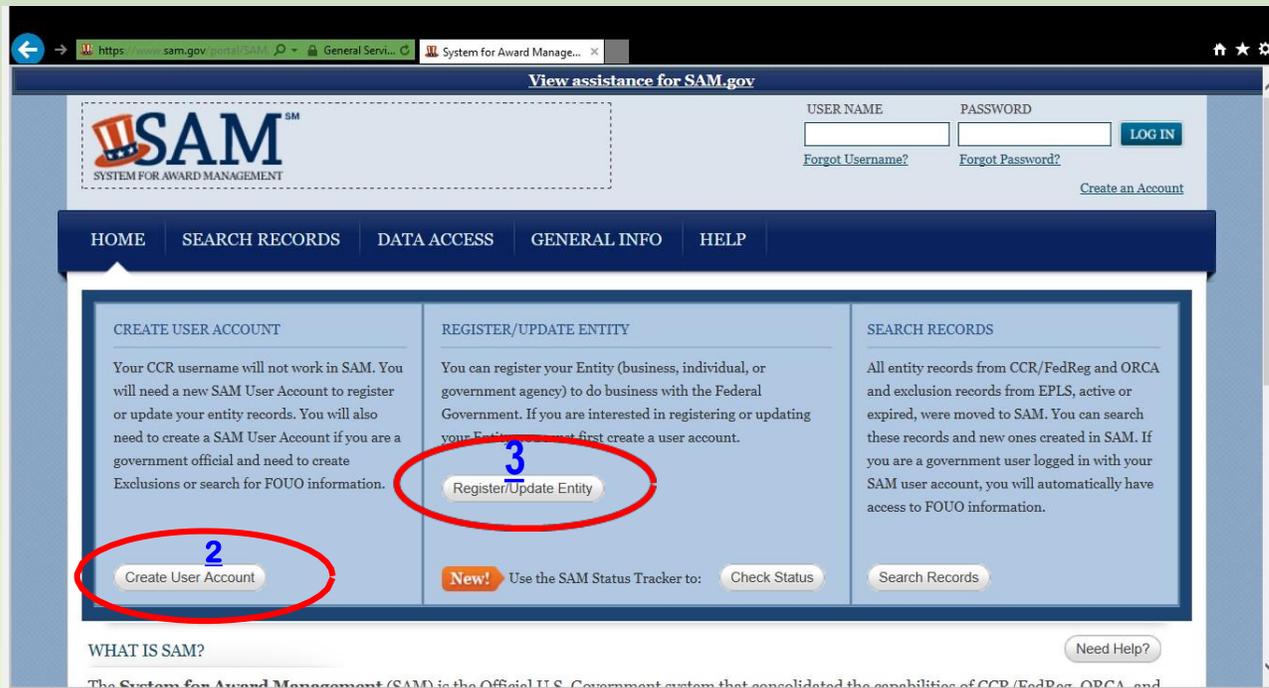
REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)
New! Use the SAM Status Tracker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

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](#)

WHAT IS SAM? [Need Help?](#)



Registering in SAM



- 2. Create a SAM individual user account (be sure to validate your email address to activate the user account), then login.
- 3. Select “Register New Entity” under “Register/Update Entity” on your “My SAM” page.

Registering in SAM

4. Select your type of Entity, most likely “Business or Organization.” Definitions are in the Content Glossary on the right side of the page.

5. Select why you are registering in SAM. Most will select “Federal Contracts”.

6. Complete all the required information that has a red asterisk (*) next to the name of the field.

7. Make sure to hit (Submit) after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration.

Registering in SAM

Tips:

- If you do not pay U.S. taxes → do NOT enter a TIN or select TIN type. Leave these fields blank. This applies to nearly all vendors out of US.
- Use only the NCAGE code you got for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records. 
- Be sure to select “Foreign Owned and Located” on the General Information Page
- Vendors should NOT provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do, it can only be for a U.S. bank.

Need Support?

- DUNS:
 - Local Business Online support, D&B call: 662-657-3939 ext. 3114-3116
 - Email: bolservice@bol.co.th
 - NCAGE: dlacontactcenter@dla.mil or call 1-877-352-2255 (toll free) or 661-7766 (DSN).
 - **DLA agents are available 24 hrs., everyday
 - SAM: For help registering in SAM, contact the Federal Service Desk (FSD) at:
 - <https://www.fsd.gov> (8am-8pm Eastern Time) International calls: 334-206-7828
 - User Guides: https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm
 - U.S. Embassy - General Services Office (GSO)/Procurement: HanoiGSOProcurement@state.gov
 - U.S. Embassy, Hanoi 84-243-850 5000 Attn: GSO/Procurement Office
- YouTube videos (informal training): <https://www.youtube.com/watch?v=nggDCxZqY0g>



Steps for Updating/Renewing an Entity



1. Go to www.sam.gov and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")
3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)

Steps for Updating/Renewing an Entity

6. Validate/Update “Core Data”

7. Validate/Update “Assertions” (not required to be eligible for Grants only)

8. Validate/Update “Representations and Certifications” (not required to be eligible for Grants only)

9. Validate/Update “Points of Contact”, including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.

10. If you qualify as a small business, validate/update your information in SBA’s Dynamic Small Business Search (DSBS) or apply for a small business certification on the “SBA Supplemental” page.

11. Click Submit

Select “Register New Entity” under “Register/Update Entity” on your “My SAM” page

SAMSM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD **LOG IN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

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.

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.

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.

[Create User Account](#) [Register/Update Entity](#) [Check Status](#) [Search Records](#)

WHAT IS SAM? [Need Help?](#)

Updating/Renewing SAM

- Log-in and click “Yes” when asked if you would like to “migrate a legacy system account”
 - Select “Complete Registrations” from the “Register/update Entity” menu if you were previously registered in CCR and ORCA.
 - Select “Incomplete Registrations” if you were previously registered in CCR only.



Unofficial renewal procedure for SAM



- [https:// www.youtube.com/ watch?v=2FBCaB0OsRo](https://www.youtube.com/watch?v=2FBCaB0OsRo) by Shawn Herring; 2014

Need Support?

- DUNS:
 - Local Business Online support, D&B call: 662-657-3939 ext. 3114-3116
 - Email: bolservice@bol.co.th
- NCAGE: dlacontactcenter@dla.mil or call 1-877-352-2255 (toll free) or 661-7766 (DSN).
 - **DLA agents are available 24 hrs., everyday
- SAM: For help registering in SAM, contact the Federal Service Desk (FSD) at:
 - <https://www.fsd.gov> (8am-8pm Eastern Time) International calls: 334-206-7828
 - User Guides: https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm
- U.S. Embassy - General Services Office (GSO)/Procurement: HanoiGSOProcurement@state.gov
- U.S. Embassy, Hanoi 84-243-850-5000 Attn: GSO/Procurement Office

YouTube videos (informal training): <https://www.youtube.com/watch?v=nggDCxZqY0g>

