

March 26, 2013

**NOTICE TO THE TRADE  
System for Award Management (SAM)**

This notice is to remind all USDA suppliers that it is their responsibility to ensure that their System for Award Management (SAM) expiration date is kept current.

Since the migration to SAM last year, many suppliers have experienced disruptions in contracts being awarded to their firm and have had payments delayed because their Central Contract Registration (CCR) date has expired within SAM. When the SAM expiration date has elapsed the company is placed in "Inactive" status in SAM. This impacts a vendor's status in the Web Based Supply Chain Management System (WBSCM) which uses the expiration date for validating a vendor's status. A vendor's status must be "Active" in order for USDA to award purchase orders, perform PO modifications, approve invoices and make payment. If a vendor wants to check the status of their SAM expiration date, WBSCM does provide a vendor CCR expiration date at the top of their Supplier Self Service page. It is incumbent upon you, as the USDA supplier, to annually update SAM to keep your CCR date from expiring.

SAM is not affiliated with USDA; it is a government-wide website that is maintained by the General Services Administration. If you have any questions regarding SAM, please visit their website and frequently asked questions, or use the information below.

- Help Desk – 866-606-8220 office hours: 8:00 a.m. to 8 p.m. EST
- For technical questions about SAM.gov registration and user records, go to [www.fsd.gov](http://www.fsd.gov)
- For FAQs, User Guides, and Demonstration Videos, go to the HELP tab on the SAM webpage: <https://www.sam.gov/portal/public/SAM/>

If you have any questions regarding this notice, please contact our office at 202-720-4517. Thank you.



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