

4.1103 Procedures.

(a) Unless the *acquisition* is exempt under 4.1102(a), the *contracting officer*—

(1) *Shall* verify that the *offeror* or quoter is registered in SAM (see paragraph (b) of this section) at the time an *offer* or quotation is submitted;

(2) *Should* use the *unique entity identifier* to verify SAM registration—

(i) Via <https://www.sam.gov>; or

(ii) As otherwise provided by agency procedures; or

(3) Need not verify SAM registration before placing an order or call if the contract or *agreement* includes the clause at 52.204-13, *System for Award Management Maintenance*, or a similar agency clause, except when use of the Governmentwide commercial purchase card is contemplated as a method of payment. (See 32.1108(b)(2).)

(b) If the contract action is being awarded in accordance with 4.1102(a)(5), the contractor is required to be registered in SAM within 30 days after contract award, or at least three days prior to submission of the first *invoice*, whichever occurs first.

(c) Agencies *shall* protect against improper disclosure of information contained in SAM.

(d) The *contracting officer shall*, on contractual documents transmitted to the payment office, provide the *unique entity identifier*, or, if applicable, the *Electronic Funds Transfer* indicator, in accordance with agency procedures.

Parent topic: Subpart 4.11 - System for Award Management