

September 12, 2017



## Obtaining CAGE codes for vendors not in SAM (Hurricane response only)

*Due to the emergency situation caused by the hurricanes, contracting offices are using authority per FAR 4.1102(a)(3)(iii) and part 18.102 to waive the requirement for SAM registration in purchases that directly support the emergency response. If you're helping a vendor who is not yet registered in SAM but needs a CAGE code (required per FAR 4.1804 for other than micro-purchase actions), the expedited process instructions below were forwarded to us by DLA's Sherry Savage:*

- 1 - Go to <https://cage.dla.mil>
- 2 - Choose '**Request or Update a CAGE Code**' and hit Begin on the next page

The user will then be taken through a series of pages where they provide the data necessary to set up a CAGE code. Before they get to those elements, they have to answer a few more questions. **In order for the CAGE website not to just direct them to go register in SAM**, the users need to **answer exactly as follows**:

1. **Question** - Do you have a registration for this same entity in process at System for Award Management (SAM)? **Answer - No**
2. **Question** - Do you plan to receive contract payments or grants from the U.S. Government? **Answer - No**
3. **Question** - Are you a NON-U.S. entity (government or commercial)? **Answer - No** (note - if the entity really is foreign, answer Yes, but realize that the user will be directed to contact his/her home country codification bureau).
4. **Question** - Are you requesting a new CAGE Code? **Answer - Yes**
5. **Question** - Do you have a previous business? **Answer - No**
6. **Question** - Please choose your Entity Type **Answer either - (1) U.S. Commercial Company/Firm, Organization or Government Entity (non-federal) OR (2) Sole Proprietor Business** (most likely this one)
7. **Question** - Please choose a Primary Purpose for this CAGE **Answer—Other**
8. **Question** - Please describe the primary purpose for this CAGE **Answer - Provide Urgent Hurricane Irma Support** (or Harvey or Jose as appropriate).

From here on, the user is just providing their name, address, etc. information. Be aware - when a user requests a CAGE code be established via this method (instead of through registering in SAM), it goes into manual processing at DLA in Battle Creek. **It's very important that the user enter 'hurricane' in the purpose field after they choose other.** The CAGE team is going to search for that term in each request that comes in and move those to the top to be worked.

For non-Government Purchase Card (non-GPC) actions, it's important that the vendor get a CAGE code assigned and it be included in the contract when its distributed to ensure that their eventual payment is streamlined and not held up for manual action. Note also that without a valid CAGE code, an action will fail Procurement Data Standard (PDS) validations.

*(Message originally from J. Lisa Romney, Defense Procurement and Acquisition Policy Office of Acquisition Technology and Logistics)*

**PLEASE NOTE:** Obtaining a CAGE code this way is a temporary arrangement, and vendors should work with PTACs to complete full SAM registration ASAP. Being registered in SAM will make invoicing and payment processes run more smoothly and allow the company to pursue other government contracting opportunities. Unless a vendor is trying to qualify for immediate payment via Government Purchase Card (GPC), PTACs should use this CAGE code workaround as a last resort, with emphasis still placed on getting fully and completely registered in SAM if at all possible. See today's post to APTAC's news blog: [SAM Registration waived for some Hurricane Contractors: PTACs Can Help Obtain Expedited CAGE Codes](#)