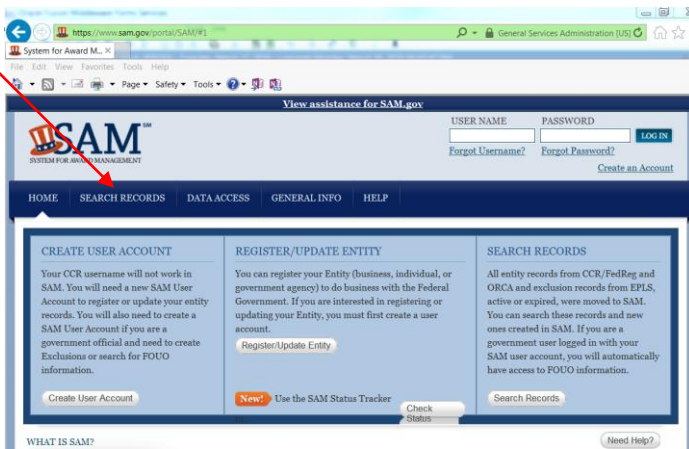


## Instructions for Verifying a Vendor has not been Debarred or Suspended



Go to the sam.gov website and select the Search Records Tab.

A screenshot of the SAM.gov search interface. On the left, there is a 'QUICK SEARCH' section with a text input field containing 'Zer', a 'DUNS Number Search' field, and a 'CAGE Code Search' field. Below these is a blue 'SEARCH' button. On the right, there is an 'ADVANCED SEARCH' section with two buttons: 'ADVANCED SEARCH - ENTITY' and 'ADVANCED SEARCH - EXCLUSION'. A red arrow points from the top right towards the 'ADVANCED SEARCH - ENTITY' button. Another red arrow points from the bottom left towards the 'SEARCH' button.

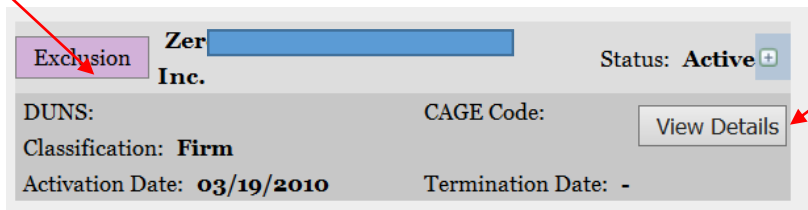
In the search bars type in the Entity name or using an exclusion search term, Duns number (DUNS) and/or the Entity Commercial and Government Entity (CAGE) code. You can only use one search bar at a time to search for records. Individuals are not assigned a DUNS number or CAGE code. When checking for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

A screenshot of the SAM.gov Advanced Search interface. At the top, there are checkboxes for 'Registration Status' (Active and Inactive), 'Registrations with an Active Exclusion(s)' (Yes and No), and 'Registrations with Delinquent Federal Debt' (Yes and No). Below these are 'SEARCH' and 'CLEAR' buttons. A red arrow points from the top right towards the 'Inactive' checkbox. Another red arrow points from the bottom left towards the 'Entity' button. The 'Entity' button is highlighted in green. Below the 'Entity' button, there is a section for 'Business Name' with a text input field containing 'North Knox'. There are also radio buttons for 'DUNS Number' and 'CAGE Code'. At the bottom, there are checkboxes for 'Entity Type', 'Location', 'Socio-Economic Status', and 'Products and Services', followed by 'SEARCH' and 'CLEAR' buttons.

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: View Details

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.

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.**