

SAM.gov Vendor Suspension/Debarment Search Instructions

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- ✓ Follow the process to create an account and sign in
- ✓ Select the **Search** tab (top)
- ✓ Click on the + next to Select Domain (All Domains)
- ✓ Select **Entity Information**
- ✓ Select **Entity** – **click down arrow** (below keywords)
- ✓ Search for vendor in **Entity Name** box. You will see different responses:
 - If the vendor's name auto populates while typing, be sure to click on the name to bring up search results to the right of the screen.
 - If you get a message that says **No matches found** and it asks you if you would like to include inactive records, **select yes**.
 - You may see the vendor entity information populate or you may simply see a message that says **No matches found** with no other options.
- ✓ Once your search results are complete, click the Actions button (top right of page) then click download.
- ✓ This brings up a new box. **Select file type as pdf**, you can then change the file name and click on the box next to **Add to my saved search** (if you want to save for future reference) then click download.
- ✓ This will download a PDF screenshot showing the entity search results (sometimes searches won't bring up any results). Either way, you will see your search filter at the top (the name you typed in the entity box) and the very important date of the search at the bottom left.
- ✓ You can print or attach the PDF as required documentation.