

SAM.gov Vendor Suspension/Debarment Search Instructions

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- ✓ Select the **Search** tab (top)
- ✓ Click on the **+** next to Select Domain (All Domains)
- ✓ Select **Entity Information** (ignore notice to sign in – no longer needed for exclusion search)
- ✓ Select **Exclusions**
- ✓ Under Keyword Search – the default is **All Words** (no need to change)
- ✓ Scroll down and select **Excluded Entity**
- ✓ Type vendor name in **Entity Name** then press enter
 - You may see different responses but what you are wanting to see is **No Matches Found** as that means the vendor does not have an active exclusion. If you were to get a match, do not use this vendor.

- ✓ Click **control “P”**
- ✓ Under printer options (left side), **select pages 1-2**
- ✓ Select **Print on both sides**
- ✓ Select **More Settings** (drop down menu)
- ✓ Scroll down to **Options**
- ✓ Select **Headers and footers** (this will be needed to print the current date on your search results)

You will now have a 2-page (front to back) document of your search results (reflecting the current date). Please include this with your purchase documentation. The search must have a date within 30 days of your purchase.