

SAM Verification Forms & Process:

The portion of the form that is for OFFICE USE ONLY must be filled out by the WPCSD employee who is requesting the new or updated vendor or if you are creating a contract. Please do not leave it blank.

SAM.GOV Portal

The Sam.gov portal has been updated. Please follow the below instructions to check if your vendor has been disbarred or has any exclusions. If the vendor has any disbarments or exclusions, we cannot do business with them. Any questions on how to use the portal, contact the Purchasing Department and we will walk you through it. (SEE PORTAL EXAMPLES)

1. To verify vendor: SAMS.GOV site
2. Click on EXCLUSIONS on middle of page
3. Enter vendor name in field under SEARCH EXCLUSIONS, and enter
4. You will see numerous entries found. These are the entities that are either debarred or have exclusions.
5. In order to find only the vendor, you want, on fields on left of screen under FILTER BY use either EXCLUDED INDIVIDUAL NAME or LOCATION. Under Location, you can enter the address/zip code, and this will narrow the search.
6. If no matches are found, then your search is complete and you can verify the form. If the vendor comes up, please print the information on the screen and call Purchasing.